

**CHARTER TOWNSHIP OF GARFIELD
TOWNSHIP BOARD MEETING**

Tuesday, February 11, 2025 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 – January 28, 2025 Regular Meeting
(Recommend Approval)
- b. Bills -
General Fund \$104,479.05
(Recommend Approval)
- c. Parks and Recreation Commission Annual Report for 2024 (Receive and File)
- d. Township Strategic Plan – 2024 Year End Report (Receive and File)
- e. Consideration of amending the address for High Tops TC, LLC, Class C License,
Resolution 2025-04-T (Recommend Approval)

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

5. **Correspondence**

6. **Reports**

- a. County Commissioner's Report
- b. Sheriff's Report
- c. GT Metro Fire Report
- d. MMR Report
- e. Planning Dept. Monthly Report for February
- f. Parks & Recreation Report
- g. Treasurer's Report
- h. Clerk's Report
- i. Township Manager's Report
 - Traverse Connect Business Survey
- j. Supervisor's Report

7. **Unfinished Business**

- a. Consideration of purchasing tablets for the Township Board

8. **New Business**

- a. Consideration of adopting a new Township Technology/Equipment policy
- b. Consideration of adopting updates to the Employee Handbook

9. **Public Comment**

10. **Other Business**

11. **Adjournment**

Lanie McManus, Clerk

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

**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 <u>NO REFUNDS</u> once a permit has been issued

Check Date	Bank	Check #	Payee	Description	GL #	Amount
01/30/2025	GEN	43060	B S & A SOFTWARE	TAX / ASSESSING ANNUAL SVC	101-228-955.000	4,377.00
01/30/2025	GEN	43061	BURNHAM & FLOWER OF MICHIGAN	10-12-2024 HSA FEES	101-101-711.030	99.00
01/30/2025	GEN	43062	COCM	MEMBERSHIP AND SPRING CONFERENCE	101-371-960.000	240.00
		43062		MEMBERSHIP AND SPRING CONFERENCE	101-371-965.000	45.00
						285.00
01/30/2025	GEN	43063	CONSUMERS ENERGY	100018131597	101-448-920.005	29.64
01/30/2025	GEN	43064	CONSUMERS ENERGY	103043977273	208-000-805.000	55.96
01/30/2025	GEN	43065	FIFTH THIRD BANK	EDUCATION	101-171-960.200	40.47
01/30/2025	GEN	43066	FIFTH THIRD BANK	METAL RAMP	208-000-935.000	199.99
01/30/2025	GEN	43067	GOURDIE-FRASER, INC.	SA/BARLOW TRAIL EXTENSIONS	208-000-970.000	7,030.00
01/30/2025	GEN	43068	HOME DEPOT CREDIT SERVICES	TRASH BAGS	208-000-935.000	24.97
01/30/2025	GEN	43069	INTEGRITY BUSINESS SOLUTIONS	SPEAKER / BATTERY	101-101-726.000	354.09
01/30/2025	GEN	43070	KCI	NEWSLETTER / ASSESSMENT PRINTING & MAILING	101-257-726.001	4,770.39
01/30/2025	GEN	43071	LAND INFORMATION ACCESS ASSOC	PEG FEES JAN-MARCH 2025	101-720-880.011	19,665.59
01/30/2025	GEN	43072	MOLON EXCAVATING	COPPER RIDGE TRAIL PAY APP #1	208-000-970.000	43,327.19
01/30/2025	GEN	43073	PITNEY BOWES INC	INK CARTRIDGE	101-101-726.001	132.79
01/30/2025	GEN	43074	WAARA TECHNOLOGIES	AIRTAME ISSUES	101-101-805.000	260.00
02/05/2025	GEN	43075	AMAZON CAPITAL SERVICES	HOLE PUNCH / PHONE CASE	101-101-726.000	111.68
		43075		HOLE PUNCH / PHONE CASE	101-371-726.000	14.99
						126.67
02/05/2025	GEN	43076	ANNE WENDLING	CONTRACTED SVCS	101-101-805.000	192.00
		43076		CONTRACTED SVCS	101-704-805.000	57.00
		43076		CONTRACTED SVCS	101-707-805.000	264.00
						513.00
02/05/2025	GEN	43077	CHERRYLAND ELECTRIC COOP.	ELECTRIC	101-000-084.861	218.71
		43077		ELECTRIC	101-265-920.603	997.74
		43077		ELECTRIC	101-448-920.005	728.28
						1,944.73
02/05/2025	GEN	43078	CHERRYLAND ELECTRIC COOP.	ELECTRIC	208-000-805.000	596.02
02/05/2025	GEN	43079	CHUCK KORN	MTA LUNCH	101-101-960.000	23.61


3.b.

Check Date	Bank	Check #	Payee	Description	GL #	Amount
02/05/2025	GEN	43080	CONTEMPORARY CLEANING	CONTRACTED SVCS	208-000-805.000	450.00
02/05/2025	GEN	43081	CONTEMPORARY CLEANING	CONTRACTED SVCS	101-265-935.603	1,350.00
02/05/2025	GEN	43082	DTE ENERGY	910020833257	101-265-920.601	62.70
02/05/2025	GEN	43083	DTE ENERGY	910020833133	101-265-920.601	2,039.47
02/05/2025	GEN	43084	GARFIELD CHARTER TOWNSHIP	HSA	101-000-237.000	1,424.84
02/05/2025	GEN	43085	GRAND TRAVERSE COUNTY DPW	5105021	101-265-920.602	148.67
02/05/2025	GEN	43086	GRAND TRAVERSE COUNTY DPW	5590511	208-000-805.000	17.00
02/05/2025	GEN	43087	HALLAHAN & ASSOCIATES, P.C.	SAMS / WALMART	101-101-801.004	780.30
02/05/2025	GEN	43088	INTEGRITY BUSINESS SOLUTIONS	POST-IT / RUBBERBANDS / CORRECTION TAPE / PA	101-101-726.000	151.10
02/05/2025	GEN	43089	LANDGREEN LAWN CARE	PARKS SNOW REMOVAL	208-000-805.000	7,696.00
02/05/2025	GEN	43090	LINGO	PHONES	101-265-850.000	87.67
02/05/2025	GEN	43091	PREMIER OUTDOORS OF TRAVERSE CITY	SNOW REMOVAL	101-265-935.601	1,605.00
02/05/2025	GEN	43092	T-MOBILE	PHONES	101-265-850.000	291.53
02/05/2025	GEN	43093	TRAVERSE CITY LIGHT & POWER	00104403-7	101-000-084.861	666.74
		43093		00104403-7	101-448-920.005	35.83
						702.57
02/05/2025	GEN	43094	UNITED WAY	UNITED WAY	101-000-238.000	180.00
02/05/2025	GEN	43095	VOYA INSTITUTIONAL TRUST COMPANY	DEFERRED COMP VF3202	101-000-231.000	3,020.00
02/05/2025	GEN	43096	GRID4 COMMUNICATIONS, INC.	PHONES	101-265-850.000	616.09
TOTAL - ALL FUNDS				TOTAL OF 37 CHECKS		104,479.05

--- GL TOTALS ---

101-000-084.861	DUE FROM #861 STREET LIGHTS	885.45
101-000-231.000	DEFERRED COMP	3,020.00
101-000-237.000	HSA (FORMERLY FLEX)	1,424.84
101-000-238.000	UNITED WAY	180.00
101-101-711.030	BENEFITS	99.00
101-101-726.000	SUPPLIES	616.87
101-101-726.001	POSTAGE	132.79
101-101-801.004	LEGAL -Tax Tribunal	780.30
101-101-805.000	CONTRACTED AND OTHER SERVICES	452.00
101-101-960.000	EDUCATION & TRAINING	23.61
101-171-960.200	EDUCATION - SUPERVISOR	40.47
101-228-955.000	COMPUTER SUPPORT SYSTEMS	4,377.00
101-257-726.001	POSTAGE	4,770.39
101-265-850.000	TELEPHONE	995.29
101-265-920.601	HEATING / GAS	2,102.17
101-265-920.602	WATER / SEWER	148.67

Check Date	Bank	Check #	Payee	Description	GL #	Amount
101-265-920.603			LIGHTS BUILDING			997.74
101-265-935.601			SNOW PLOWING			1,605.00
101-265-935.603			CLEANING SERVICE			1,350.00
101-371-726.000			SUPPLIES			14.99
101-371-960.000			EDUCATION & TRAINING			240.00
101-371-965.000			DUES & PUBLICATIONS			45.00
101-448-920.005			STREET LIGHTS TOWNSHIP			793.75
101-704-805.000			CONTRACTED AND OTHER SERVICES			57.00
101-707-805.000			CONTRACTED AND OTHER SERVICES			264.00
101-720-880.011			COM. PROM. - P.E.G.			19,665.59
208-000-805.000			CONTRACTED AND OTHER SERVICES			8,814.98
208-000-935.000			MAINTENANCE - MISC, EQUIP			224.96
208-000-970.000			CAPITAL OUTLAY			50,357.19
			TOTAL			104,479.05

 Charter Township of Garfield Planning Department Report No. 2025-8			
Prepared:	January 27, 2025	Pages:	6
Meeting:	February 3, 2025 Parks and Recreation Commission	Attachments:	<input type="checkbox"/>
Subject:	2024 Parks and Recreation Commission Annual Report		

PURPOSE OF THIS REPORT:

The Garfield Township Parks and Recreation Commission is required to submit an annual written report to the Township Board concerning its operations and the status of parks and recreation activities.

PARKS AND RECREATION COMMISSION:

The Parks and Recreation Commission is the recommending body for policy decisions on the Township's parks and recreation system. The Commission holds meetings on a bi-monthly regular schedule to ensure they meet at least six times annually. These meetings are scheduled for the first Monday of the month. The Parks and Recreation Commission met six times in 2024 on February 5, April 1, June 3, August 5, October 7, and December 2 respectively. This scheduling format will continue in 2025.

PARKS AND RECREATION PLAN:

The Township Board adopted the 2023-2027 Five-Year Parks and Recreation Master Plan on January 10, 2023. This Plan was approved by the Michigan Department of Natural Resources (MDNR) in February 2023 and allows the Township to maintain eligibility for MDNR grant programs including the Michigan Natural Resources Trust Fund (MNRTF). This Plan also includes the Grand Traverse Commons Natural Area Design Plan which guides development of recreational features within the Commons Natural Area. There were no amendments to the 2023-2027 Five-Year Parks and Recreation Master Plan in 2024.

PARKLANDS OVERVIEW:

Grand Traverse Commons Natural Area:

MNRTF Grant Application – In March 2023, the Township submitted an MNRTF grant application to the MDNR for \$300,000 for a trail improvement project at the Grand Traverse Commons Natural Area. The application is for a 1.25-mile universally accessible (UA) trail loop as identified in the Commons Natural Area Design Plan. The Township was notified in December 2023 that this application was recommended for funding by the MNRTF Board of Trustees.

On October 8, 2024 an appropriations bill (Public Act 135 of 2024) was approved by the Governor which included \$300,000 for Garfield Township for this project. The MDNR issued the Project Agreement for this project. The Township Board passed a resolution on November 12, 2024 accepting the terms of this Project Agreement. The MDNR fully executed the Project Agreement on November 22, 2024.

The next steps for this project include the preparation of plans, specifications, and bid documents, which must be reviewed by MDNR as part of the process. Gourdie-Fraser, Township Engineer, is preparing the documents including adjusting the route to minimize disruption of wetlands. Previously completed steps for this project include the following:

- Environmental Consulting & Technology, Inc. (ECT) completed a wetland delineation of the site in 2023 to anticipate the impacts of wetland and stream crossings and for future permitting needs.
- Gourdie-Fraser conducted a boundary survey of the site in 2024 to identify where the work can be performed and to ensure the neighboring property owners' sites are respected.

Mountain Biking – In January 2023, the Parks and Recreation Commission created a subcommittee with a focus on issues related to mountain biking at Grand Traverse Commons Natural Area. The subcommittee provided input on the following topics:

- *Copper Ridge Trailhead* – The subcommittee provided feedback on the proposed design drawings for the Copper Ridge Trailhead project, including a connection to the existing shared-use trails on the site. Subcommittee members met onsite with Staff at the proposed project site and walked the route of the proposed trail, offering design suggestions to minimize conflicts between hikers and mountain bikers. The trail connection was completed in late 2024 / early 2025 before snowfall. Paving of the trailhead area is anticipated in spring 2025.
- *GIS Trail Mapping Data* – Parks and Recreation Commissioner and subcommittee member Chris Remy created digital data for the mountain bike area by walking all trails and using a GPS device to trace the route of the trail. He also created a map and shared it with the Parks and Recreation Commission. Staff uploaded the trail data into their GIS trail database for the Commons Natural Area and will use this data for future projects and planning.



GIS data for the mountain bike trails at Commons Natural Area

- *Signage* – The mountain bike group held a work bee on Sunday April 28, 2024 to install signage in the mountain bike trail area. The signs help mark names of the trails and identify trail crossing points. Early feedback indicated that both hikers and mountain bikers responded positively to the increased signage.

River East Recreation Area:

Dog Park – The newest amenity at River East Recreation Area, the dog park, opened in 2024 once grass had been established and was ready for use. The dog park is set up with one area for small dogs and two areas for large dogs. Only one large dog area will be open each year, allowing for grass to regrow for the other large dog area. Staff observed that the dog park was getting a lot of users and that they had received generally positive feedback. Benches were also installed in the dog park area. Photos of the dog park are included on the following page.



The dog park at River East Recreation Area opened in 2024

Playground – The Parks and Recreation Commission recommended, and the Township Board approved, purchasing a playground. The playground includes the main equipment and a curb barrier. Installation of the playground is expected in 2025.



A new playground structure will be installed at River East Recreation Area in 2025

Development of this park has been identified as a major near-term priority. Further discussion and public engagement will determine the direction and scope of any future projects. Future projects will include a paved trail loop and improvements and repairs to the nature trails. Potential projects include completing a trail loop along the northern part of the park and repairing trails along the bank of the Boardman-Ottaway River to address the issue of erosion.

Silver Lake Recreation Area (SLRA):

Pavilion and Multi-Purpose Athletic Field Reservations – The SLRA pavilions continue to be a popular amenity for reservations. The yearly amount collected in reservation fees is shown in the chart to the right. Garfield Township collected \$5,435 in reservation fees in 2024. This was an 8% decrease from 2023, but the past four years have seen higher reservation fee revenue than 2019 or 2020.

Reservation fee revenue has been tracked for Silver Lake Recreation Area up until this point. Starting in 2025, fee revenue will also be tracked for the pavilion at River East Recreation Area once the bathrooms are up and running.



Dog Park – The dog park remains a popular amenity with dog owners from across the region and receives regular ongoing maintenance due to its heavy usage. The Facebook group “East Silver Lake Dog Park” has almost 1,100 members as of this writing.

Flag Pole & Electrical Outlets – Silver Lake Recreation Area saw the installation of a new flag pole and electrical outlets added to Bill’s Pavilion. The flag pole and the materials for the electrical outlets were donated by Dan and Sue Walters; other individuals and entities collaborated to make this project a reality including Team Elmers, Alpers Excavating, Todd Bosscher, KV Electric, and the Robertson family.



A new flag pole was installed at Silver Lake Recreation Area

Boardman Valley Nature Preserve (BVNP):

This park continues to be a popular destination for the community, especially the pickleball courts. The Township and Traverse Area Pickleball Association (TAPA) have an agreement for TAPA to manage the online reservation system for the pickleball courts. Staff received a quote in 2024 for a project involving the resurfacing of the courts and a contract was secured based on this quote. The project is anticipated for late spring 2025.

Kids Creek Park:

A volunteer group from the Conservation Resource Alliance (CRA) / Trout Unlimited at the Brook Trout Coalition helped clean up around the kids fishing pond as well as repaired fencing and handrails. Oleson Pond continues to be stocked with fish in the spring, with about 200 rainbow trout stocked in spring 2024 and Staff observing that several bluegills were still in the pond from the spring 2023 stocking. The pond is frequented by many users for fishing throughout the spring and summer.

Miller Creek Nature Reserve:

This park and hiking trail system continues to be well-used, especially by nearby residents. Staff repaired and replaced parts of the boardwalk on the trail and worked with volunteers to clean up wind-blown trash.

HUNTING:

Hunting is currently allowed at Boardman Valley Nature Preserve, Miller Creek Nature Reserve, and River East Recreation Area with a Township permit during hunting season. The Township issued 39 hunting permits to 26 different people in 2024. The chart to the right shows the total number of hunting permits and number of hunters since 2020.

Year	Number of Hunting Permits	Number of Hunters
2024	39	26
2023	25	15
2022	25	16
2021	27	15
2020	18	12

PARKLAND ORDINANCE:

The Parkland Ordinance (Township Ordinance No. 50) provides for operating rules and regulations for, and to apply to, all Parkland under the jurisdiction of the Charter Township of Garfield. The most recent amendment to the Parkland Ordinance was adopted on June 23, 2020. No amendments to this Ordinance were considered or adopted in 2024.

OTHER:

Volunteer Activities – Many volunteers regularly assist the Township on projects including tree planting, invasive species removal, and general cleanup. The Township appreciates everyone who volunteers their time to help keep the parks clean and maintained for the community!

CONCLUSION:

Looking ahead to 2025, Staff anticipate the following for Parks and Recreation in the Township:

- For the Commons Natural Area accessible trail project, the next step is to finalize the trail route to minimize impacts on the wetlands before applying for EGLE permits. The Township Engineer is working on this as part of the final design. The final design documents will need to be reviewed and approved by MDNR before going out to bid, which is anticipated for spring 2025.
- Near-term future projects at the Commons Natural Area include design of the Red Drive trailhead and further trail projects in the southern half of the property. Any mountain biking trail projects will include input from the mountain biking subcommittee.


- The River East Recreation Area will most likely see two major additions in 2025 with the arrival of bathrooms and a playground. Both the bathrooms and playground have been ordered and are anticipated for installation in 2025.

The 2023-2027 Parks and Recreation Master Plan, including the Grand Traverse Commons Natural Area Design Plan, will continue to guide the annual list of parks priority projects as recommended by the Parks and Recreation Commission and approved by the Township Board of Trustees.

ACTION REQUESTED:

That the Parks and Recreation Commission review this report and request any changes prior to directing Staff to forward it to the Board of Trustees. If Commissioners are satisfied with this annual report, then the following motion is suggested:

THAT THE Parks and Recreation Commission 2024 Annual Report as presented in Planning Department Report 2025-8 BE RECEIVED and FILED and FORWARDED to the Township Board.

 Charter Township of Garfield Planning Department Report No. 2025-16			
Prepared:	February 4, 2025	Pages:	3
Meeting:	February 11, 2025 Township Board	Attachments:	<input checked="" type="checkbox"/>
Subject:	Township Strategic Plan – 2024 Year End Report		

BACKGROUND:

The Township Strategic Plan contains nine goals that guide the work done today and in the future by the Township Board, its appointed boards and commissions, and staff. These goals may change over time, but largely define the purpose of the Township’s work for the coming years.

2024 BOARD ACTIONS:

The following actions were made by the Board in 2024 that align with the Strategic Plan:

<p>1. Identity</p> <p><i>Develop a strong identity that conveys the character and values of the community to the region and beyond</i></p> <ul style="list-style-type: none"> • Held a joint meeting with the Planning Commission to review the draft Master Plan. • Approved Township Master Plan. • Approved contract for branding and website design services. • Approved donation to the Boom-Boom Club for Independence Day fireworks. • Contract for landscaping services for improvements at Logan’s Landing and Woodmere Road medians.
<p>2. Economic Development</p> <p><i>As part of a regional hub in Northern Michigan, promote Garfield Township as a great place for business development and job opportunities</i></p> <ul style="list-style-type: none"> • Approved new contract with Traverse Connect for economic development services. • Adopted a resolution recommending approval of a Resort Class C License to Traverse Fairfield Beer & Wine LLC. • Adopted a resolution recommending approval of a Micro Brewer License, On-Premises Tasting Room Permit, and Off-Premises Tasting Room Permit for Trout Possum Brewing LLC. • Adopted a resolution recommending approval of a Class C license for High Tops TC LLC at a new location. • Adopted a resolution recommending approval of On-Premises Tasting Room Permit for Cultured Ferments Company. • Adopted a resolution recommending approval of a care retirement center liquor license for Oakleaf Village.
<p>3. Public Safety</p> <p><i>Support collaborations which promote public safety including police, fire, and emergency medical services</i></p> <ul style="list-style-type: none"> • Upgraded Township’s office security system. • Adopted budget for Grand Traverse Metro Emergency Services Authority (Metro Fire). • Approved contract with Grand Traverse County Sheriff’s Office. • Received regular reports from Grand Traverse County Sheriff’s Office, Metro Fire, and Mobile Medical Response (MMR).

<p>4. Parks and Trails</p> <p><i>Foster a system of high-quality active and passive parks connected by trails</i></p> <ul style="list-style-type: none"> • Approved contract for construction of River East Recreation Area Improvements – Phase II. • Approved purchase of bathroom for River East Recreation Area Improvements – Phase III. • Approved engineering design for accessible trail at the Grand Traverse Commons Natural Area. • Approved engineering design for Boardman Lake Loop Connector trail along South Airport Road and Barlow Street. • Approved paving of trail at the front of Kids Creek Park to coincide with neighboring trail paving at Kohl's. • Approved engineering design for Copper Ridge trailhead to serve the Grand Traverse Commons Natural Area. • Approved grant agreement for Michigan Natural Resources Trust Fund (MNRTF) development grant for the accessible trail at the Grand Traverse Commons Natural Area. • Approved new playground equipment for River East Recreation Area. • Received regular reports from Parks and Recreation Stewards. • Approved parks capital improvement program. • Approved annual budget for Joint City of Traverse City and Charter Township of Garfield Recreational Authority.
<p>5. Water Quality</p> <p><i>Make water system improvements and support environmental conservation efforts to protect water quality</i></p> <ul style="list-style-type: none"> • Approved installation of new Stone Ridge Pressure Reducing Valve (PRV). • Approved close-out and turnover documents for water and sanitary sewer extensions for the BATA/TCHC Mixed Use Development, Ridge 45 Multi-Family Housing Development, and Birmley Hills Site Condominium. • Approved engineering design for water main extension for Ridge View Court. • Approved installation of McRae Hill water main booster station. • Amended Storm Water Control Ordinance • Introduced proposed Ordinance No. 78 to establish a Township soil erosion and sedimentation control program. • Received regular reports from Township Engineer on stormwater reviews and developments.
<p>6. Housing</p> <p><i>Provide for a balance of housing choices with a variety of housing types</i></p> <ul style="list-style-type: none"> • Amended Commercial District Housing Development section of the Zoning Ordinance to improve site design standards. • Approved conditional rezoning for Culver Meadows senior living facility. • Approved the Gauthier brownfield plan for the construction of 149 multiple family dwelling units for workforce households. • Amended the R-3 Multiple Family Residential zoning district to allow greater flexibility in siting triplex and quadplex housing.

<p>7. Transportation & Infrastructure</p> <p><i>Invest in transportation and infrastructure which support high-quality development</i></p> <ul style="list-style-type: none"> • Approved special assessment roll for the improvement of Ridge View Court. • Approved Silver Lake Road sanitary sewer extension. • Approved installation of new boiler for Township office. • Approved Planning Department office improvement. • Approved close-out and turnover documents for water and sanitary sewer extensions for the BATA/TCHC Mixed Use Development, Ridge 45 Multi-family Housing Development, Birmley Hills Site Condominium, and Eagles View Site Condominium. • Coordinated the approval of financing of the sewer improvement for BATA/TCHC Mixed Use Development, Ridge 45 Multi-family Housing Development, Village of LaFranier Woods Senior Living Development, and Prince of Peace Church. • Approve resolution to establish special assessment roll for the improvement of Logan Valley Road and Raquet Club Drive. • Received regular reports from Township Engineer on infrastructure improvements.
<p>8. Partnerships</p> <p><i>Participate in local and regional partnerships to advance community interests</i></p> <ul style="list-style-type: none"> • Approved shared funding with Grand Traverse County Road Commission and East Bay Charter Township for the improvement of Townline Road. • Approved new ambulance contract with Mobile Medical Response (MMR). • Approved lease extension with YMCA for use of the Boardman Valley Natural Preserve facility. • Continue to support the Joint City of Traverse City and Charter Township of Garfield Recreational Authority and the Joint Planning Commission for the Grand Traverse Commons.
<p>9. Fiscal Responsibility</p> <p><i>Deliver effective public services to the community and operate with fiscal efficiency</i></p> <ul style="list-style-type: none"> • Established full-time Township Manager position and reduced Supervisor to a part-time position. • Utilized Community Energy Management (CEM) program grant to fund Township boiler improvement. • Approved new contract for information technology support services for the Township. • Approved projects to be funded by American Rescue Plan Act (ARPA) funds received by the Township. • Adopted balanced budget for 2025.

ACTION REQUESTED:

This report is being provided for information only. No action is requested.

Attachments:

1. Current Township Strategic Plan



STRATEGIC PLAN



Adopted August 27, 2019
Amended July 14, 2020

CHARTER TOWNSHIP OF GARFIELD

INTRODUCTION

The Charter Township of Garfield in Grand Traverse County is located in Michigan's northwest Lower Peninsula. This area of Michigan is known as a welcoming four-season tourism destination, drawing visitors to enjoy beaches, vineyards, golfing, natural resources, and culinary pleasures. With a population of 21,000, Garfield is the most populous community in the 21-county Northern Michigan region.

Garfield is a regional commercial hub for many retail and industrial businesses, yet retains much of its agricultural heritage through active farms and orchards. Silver Lake, Boardman Lake, and the Boardman River are the most prominent natural features within Garfield.

Garfield measures 27 square miles in area and provides access with proximity to major regional destinations including Traverse City, national and state parkland, the Lake Michigan shoreline, and interior lakes. The main highway of US-31/M-37 is a major thoroughfare that traverses Garfield and connects the area to places downstate including Grand Rapids, Muskegon and Kalamazoo.

BOARDS AND COMMISSIONS

Board of Trustees

The Board of Trustees serves as the elected legislative body for the Township and consists of seven total members, the Supervisor, Treasurer, Clerk, and four Trustees, as follows:

Joe McManus.....	Supervisor
Chloe Macomber.....	Treasurer
Lanie McManus.....	Clerk
Molly Agostinelli.....	Trustee
Chuck Korn.....	Trustee
Laurie Lapp.....	Trustee
Denise Schmuckal.....	Trustee

The Board of Trustees appoints a manager to conduct day-to-day operations of the Township:

Chris Barsheff.....	Township Manager
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BOARDS AND COMMISSIONS

Appointed Boards and Commissions

The Board of Trustees is advised by several appointed boards and commissions to help provide guidance on specific policy areas, including the following:

Planning Commission

Chris DeGood, Chair
Molly Agostinelli, Vice Chair
Joe Robertson, Secretary
Pat Cline
Cara Eule
Robert Fudge
John Racine

Zoning Board of Appeals

Rick Smith, Chair
Kent Rozycki, Vice Chair
Lynn Fricke, Treasurer
Robert Fudge, Planning Commission Representative
Scott Swan
Ben Castiglione, Alternate I

Parks and Recreation Commission

Chris DeGood, Chair/Planning Commission Representative
Bill Scott, Vice Chair
Chris Remy, Secretary
Denise Schmuckal, Township Board Representative
Jessica Brutzman
Art Bukowski
Andrew Hoort

STRATEGIC PLAN

From June to August 2019, the Township Board underwent a strategic planning process. The Board identified several strengths, weaknesses, opportunities, and threats facing the Township. These were used to form the vision statement, mission statement, and goals to guide the work of the Township Board, its appointed boards and commissions, and staff.

The vision and mission statements provide a direction for the Township going forward. The vision defines the end goal for the community, and the mission defines the Township's role in making the vision come to fruition.

The Charter Township of Garfield Strategic Plan was first adopted by the Board of Trustees on August 27, 2019. The Plan was amended by the Board on July 14, 2020.

VISION & MISSION STATEMENTS

Vision Statement

The Charter Township of Garfield is...

- a vibrant, thriving, safe community served by a fiscally stable, efficient government
- a place where the Boardman River and Silver Lake are testimonies to the local value of clean water
- a livable and memorable community interspersed by beautiful parks and connecting trails
- a regional economic center where interconnected transportation and infrastructure systems allow for smooth traveling and flow of commerce
- a leader in meeting regional challenges

Mission Statement

As neighbors, we work together to create a community where our residents and businesses thrive, our natural resources are protected and enjoyed, our visitors are welcomed and appreciated, and our high quality of life is promoted

GOALS

These goals guide the work done today and in the future by the Township Board, its appointed boards and commissions, and staff. These goals may change over time, but largely define the purpose of the Township's work for the coming years.

1. Identity

Develop a strong identity that conveys the character and values of the community to the region and beyond

2. Economic Development

As part of a regional hub in Northern Michigan, promote Garfield Township as a great place for business development and job opportunities

3. Public Safety

Support collaborations which promote public safety including police, fire, and emergency medical services

4. Parks and Trails

Foster a system of high-quality active and passive parks connected by trails

5. Water Quality

Make water system improvements and support environmental conservation efforts to protect water quality

6. Housing

Provide for a balance of housing choices with a variety of housing types

7. Transportation & Infrastructure

Invest in transportation and infrastructure which support high-quality development

8. Partnerships

Participate in local and regional partnerships to advance community interests

9. Fiscal Responsibility

Deliver effective public services to the community and operate with fiscal efficiency



Local Government Approval
(Authorized by MCL 436.1501)

RESOLUTION 2025-04-T

Instructions for Applicants:

- You must obtain a recommendation from the local legislative body for a new on-premises license application, certain types of license classification transfers, and/or a new banquet facility permit.

Instructions for Local Legislative Body:

- Complete this resolution or provide a resolution, along with certification from the clerk or adopted minutes from the meeting at which this request was considered.

At a regular meeting of the Charter Township of Garfield council/board
(regular or special) (name of township, city, village)
called to order by Supervisor McManus on February 11, 2025 at 6:00 pm
(date) (time)

the following resolution was offered:

Moved by _____ and supported by _____

that the application from High Tops TC, LLC
(name of applicant - if a corporation or limited liability company, please state the company name)

for the following license(s): Class C Liquor License
(list specific licenses requested)

to be located at: 1776 S. Garfield Suite 1, Traverse City, MI 49686

and the following permit, if applied for:

Banquet Facility Permit Address of Banquet Facility: _____

It is the consensus of this body that it recommends this application be considered for
(recommends/does not recommend)

approval by the Michigan Liquor Control Commission.

If disapproved, the reasons for disapproval are _____

Vote

Yeas: _____

Nays: 0

Absent: 0

I hereby certify that the foregoing is true and is a complete copy of the resolution offered and adopted by the Garfield Township
council/board at a regular meeting held on February 11, 2025 (name of township, city, village)
(regular or special) (date)

Lanie McManus

Print Name of Clerk

Signature of Clerk

Date

Under Article IV, Section 40, of the Constitution of Michigan (1963), the Commission shall exercise complete control of the alcoholic beverage traffic within this state, including the retail sales thereof, subject to statutory limitations. Further, the Commission shall have the sole right, power, and duty to control the alcoholic beverage traffic and traffic in other alcoholic liquor within this state, including the licensure of businesses and individuals.

Please return this completed form along with any corresponding documents to:
Michigan Liquor Control Commission
Mailing address: P.O. Box 30005, Lansing, MI 48909
Overnight packages: 2407 N. Grand River, Lansing, MI 48906
Fax to: 517-763-0059

Grand Traverse Sheriff's Office Citation, Accident & Arrest Statistics

January 2025

Location	Citations	Traffic Crashes			Arrests		Traffic Crash Totals
		Fatal	PIA	PDA	OWI	Criminal	
01 Acme					5	4	0
02 Blair					1	16	0
03 East Bay					3	9	0
04 Fife Lake					0	4	0
05 Garfield					4	57	0
06 Grant					0	1	0
07 Green Lake					0	1	0
08 Long Lake					0	2	0
09 Mayfield					0	0	0
10 Peninsula					1	2	0
11 Paradise					1	5	0
12 Union					0	0	0
13 Whitewater					1	2	0
29 Fife Lake Vlg					0	0	0
30 Kingsley Vlg					0	1	0
66 Traverse City					5	22	0
84 Out of County					0	17	0
Totals	0	0	0	0	21	143	0
% Garfield Twp.					19.0%	39.9%	

Ticket stats are based on what District Court has entered as of
 Arrest stats are as of 2/03/25.



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

Garfield / Metro NFIRS Incidents - January 2025

Incident Type	Garfield	Metro
Medical assist, assist EMS crew	281	390
Emergency medical service, other	45	61
Dispatched and cancelled en route	38	46
Alarm system activation, no fire - unintentional	12	16
Motor vehicle accident with no injuries.	9	9
Motor vehicle accident with injuries	5	10
No incident found on arrival at dispatch address	5	6
Smoke detector activation, no fire - unintentional	5	8
Water Flow Alarm - unintentional	5	7
Sprinkler activation, no fire - frozen pipes/heads	4	5
Carbon monoxide detector activation, no CO	3	4
Assist police or other governmental agency	2	3
Cooking fire, confined to container	2	2
Outside rubbish, trash or waste fire	2	2
Overheated motor / belt issue	2	2
Arcing, shorted electrical equipment	1	1
Building fire / Dryer/Appliance Fire	1	2
CO detector activation due to malfunction	1	1
Extrication of victim(s) from vehicle	1	1
False alarm or false call, other	1	1
Gas leak (natural gas or LPG)	1	1
Public service assistance, other	1	1
Service call, other	1	2
Smoke detector activation due to malfunction	1	2
Smoke scare, odor of smoke	1	2
Sprinkler activation due to malfunction	1	1
Steam, vapor, fog or dust thought to be smoke	1	1
Tree Down onto Low Voltage Lines	1	1
Unintentional transmission of alarm, other	1	1
Water problem, other	1	1
Assist invalid	0	1
Building Fire - Int/Ext Finish - Non-Structural	0	1
Good intent call, other	0	1
LP or Natural Gas Odor with no leak/gas found.	0	1
Municipal alarm system, malicious false alarm	0	1
Police matter	0	1
Ring or jewelry removal	0	1
Search for person on land	0	1
Totals	435	598

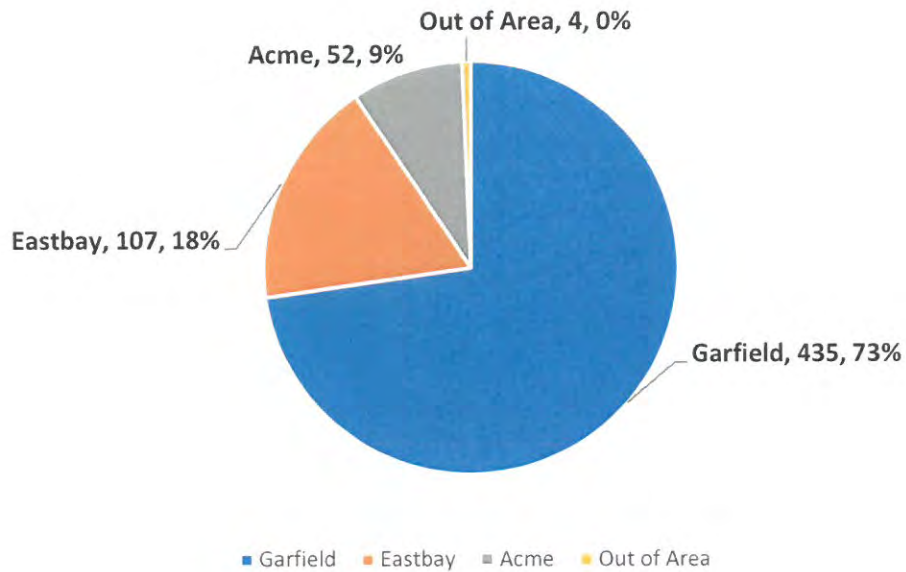


GRAND TRAVERSE METRO FIRE DEPARTMENT

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

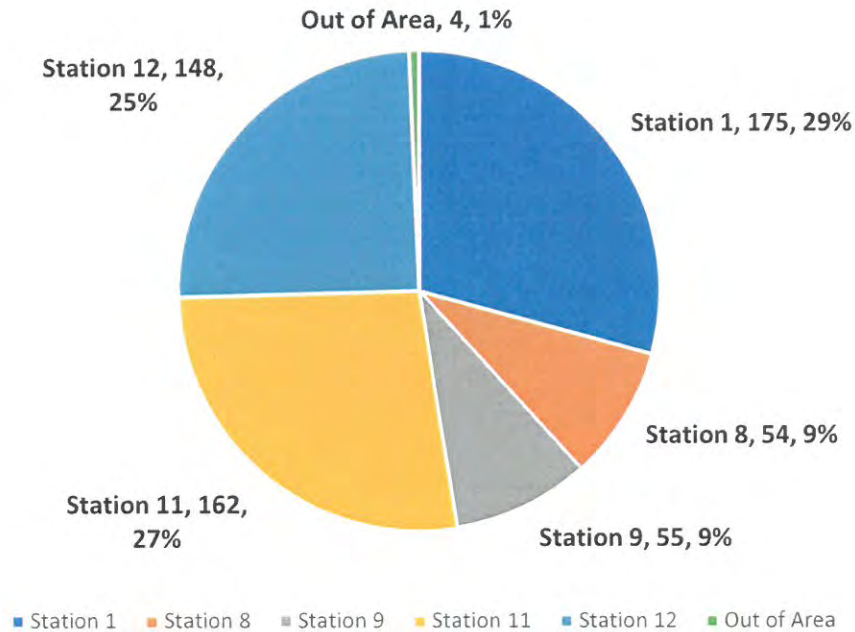
GTMESA - January 2025 incidents

598 Total



GTMESA - January 2025 Incidents by Station

598 Total





GRAND TRAVERSE METRO FIRE DEPARTMENT

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

Garfield / Metro EMS Complaints - January 2025

Complaint	Priority 1	Priority 2	Priority 3	Garfield	Metro
Fall	8	30	45	83	110
Difficulty Breathing / SOB	37	6	8	51	67
Infection	4		22	26	38
Cardiac Issues (Chest Pain)	18		2	20	25
Unresponsive	15	1	2	18	23
Altered LOC	9		6	15	17
General Weakness	2	2	10	15	21
Unknown Problem/Person Down	1	13		14	19
No Other Appropriate Choice		1	12	13	14
Hemorrhage/Laceration	5		7	12	16
Invalid Assist/Lift Assist			12	12	17
Psychiatric Problem/Suicide Attempt	3	2	6	11	16
Seizure	9			9	15
Back Pain (Non-Traumatic)	2	1	3	6	9
Syncope/near-fainting	2	1	3	6	9
Vehicle Accident	6			6	7
Headache	3		1	5	6
Hypotension / hypertension	2		3	5	5
Nausea/Vomiting	1	1	3	5	7
Abdominal Pain	1		3	4	8
Assault			4	4	4
Diabetic Emergency	3		1	4	9
Medical Alarm		3	1	4	5
Stroke/CVA	3	1		4	12
Urinary problem	1		3	4	5
Choking	1		2	3	3
Traumatic Injury		2	1	3	6
Alcohol intoxication	1		1	2	3
Lower Limb Swelling			2	2	2
Welfare Check			2	2	2
Abnormal Labs			1	1	1
Allergic Reaction / Stings		1		1	2
Cardiac Issues - No Chest Pain		1		1	2
CPR	1			1	1
Death - Priority 5			1	1	3
Epistaxis (Nosebleed)			1	1	1
Heart Problems/AICD	1			1	2
Overdose - Unintentional	1			1	1
Pediatric Fever			1	1	2
Pregnancy/Childbirth/Miscarriage			1	1	1
GI Bleed					1
Heat/Cold Exposure					1
Totals	140	66	170	376	518

Garfield Township Responses

January 2025

Nature of Call	GT-Garfield	Total
10-Chest Pain (Non-Traumatic)	19	19
11-Choking	4	4
12-Convulsions/Seizures	9	9
13-Diabetic Problems	4	4
14-Drowning (near)/Diving/ Scuba Accident	1	1
17-Falls	94	94
18-Headache	3	3
19-Heart Problems / A.I.C.D.	2	2
1-Abdominal Pain/Problems	6	6
20-Heat/Cold Exposure	1	1
21-Hemorrhage/Lacerations	16	16
23-Overdose / Poisoning (Ingestion)	1	1
25-Psychiatric/ Abnormal Behavior/Suicide At	11	11
26-Sick Person (Specific Diagnosis)	90	90
28-Stroke (CVA)	5	5
29-Traffic/Transportation/Accidents	19	19
2-Allergies (Reactions)/Envenomations (Sting)	1	1
30-Traumatic Injuries (Specific)	5	5
31-Unconscious/Fainting (Near)	22	22
32-Unknown Problem (Man Down)	19	19
4-Assault/Sexual Assault	4	4
5-Back Pain (Non-traumatic or Non Recent Trauma)	6	6
6-Breathing Problems	52	52
7-Burns (Scalds) /Explosion	4	4
8-Carbon Monoxide/Inhalation/HazMat	1	1
9-Cardiac or Respiratory Arrest/Death	4	4
Total	403	403

Call Disposition	GT-Garfield	Total
Transport	233	233
Refusal	54	54
Cancelled	116	116
Total	403	403

Response Priority	GT-Garfield	Total
P-3 Non-Emergent	127	127
P-18 Stage	4	4
P-1 Conditional Response	119	119
P-1 Echo Response	67	67
P-2 Emergency No Light	86	86
Total	403	403

Garfield Response Times January 2025



P-1 Conditional Response

Response Time Minutes	Call Count	Cumulative Call Count	Percentage	Cumulative Percentage
00:00 - 00:59	10	10	4.95%	4.95 %
01:00 - 01:59	2	12	0.99%	5.94 %
02:00 - 02:59	7	19	3.47%	9.41 %
03:00 - 03:59	4	23	1.98%	11.39 %
04:00 - 04:59	13	36	6.44%	17.82 %
05:00 - 05:59	35	71	17.33%	35.15 %
06:00 - 06:59	32	103	15.84%	50.99 %
07:00 - 07:59	24	127	11.88%	62.87 %
08:00 - 08:59	24	151	11.88%	74.75 %
09:00 - 09:59	10	161	4.95%	79.70 %
10:00 - 10:59	14	175	6.93%	86.63 %
11:00 - 11:59	9	184	4.46%	91.09 %
12:00 - 12:59	2	186	0.99%	92.08 %
15:00 and up	16	202	7.92%	100.00 %

P-1 Echo Response

Response Time Minutes	Call Count	Cumulative Call Count	Percentage	Cumulative Percentage
00:00 - 00:59	3	3	2.38%	2.38 %
01:00 - 01:59	6	9	4.76%	7.14 %
02:00 - 02:59	12	21	9.52%	16.67 %
03:00 - 03:59	6	27	4.76%	21.43 %
04:00 - 04:59	15	42	11.90%	33.33 %
05:00 - 05:59	18	60	14.29%	47.62 %
06:00 - 06:59	16	76	12.70%	60.32 %
07:00 - 07:59	9	85	7.14%	67.46 %
08:00 - 08:59	4	89	3.17%	70.63 %
09:00 - 09:59	10	99	7.94%	78.57 %
10:00 - 10:59	5	104	3.97%	82.54 %
11:00 - 11:59	2	106	1.59%	84.13 %
12:00 - 12:59	12	118	9.52%	93.65 %
15:00 and up	8	126	6.35%	100.00 %

P-2 Emergency No Lights/Sirens

Response Time Minutes	Call Count	Cumulative Call Count	Percentage	Cumulative Percentage
00:00 - 00:59	6	6	4.03%	4.03 %
01:00 - 01:59	4	10	2.68%	6.71 %
02:00 - 02:59	8	18	5.37%	12.08 %
03:00 - 03:59	6	24	4.03%	16.11 %
04:00 - 04:59	16	40	10.74%	26.85 %
05:00 - 05:59	6	46	4.03%	30.87 %
06:00 - 06:59	21	67	14.09%	44.97 %
07:00 - 07:59	13	80	8.72%	53.69 %
08:00 - 08:59	12	92	8.05%	61.74 %
09:00 - 09:59	13	105	8.72%	70.47 %
10:00 - 10:59	19	124	12.75%	83.22 %
11:00 - 11:59	6	130	4.03%	87.25 %
12:00 - 12:59	2	132	1.34%	88.59 %
13:00 - 13:59	2	134	1.34%	89.93 %
15:00 and up	15	149	10.07%	100.00 %


Garfield Response Times

January 2025



P-3 Downgrade (No Lts/Sirens)

Response Time Minutes	Call Count	Cumulative Call Count	Percentage	Cumulative Percentage
00:00 - 00:59	12	12	4.98%	4.98 %
02:00 - 02:59	8	20	3.32%	8.30 %
03:00 - 03:59	6	26	2.49%	10.79 %
04:00 - 04:59	8	34	3.32%	14.11 %
05:00 - 05:59	21	55	8.71%	22.82 %
06:00 - 06:59	25	80	10.37%	33.20 %
07:00 - 07:59	26	106	10.79%	43.98 %
08:00 - 08:59	56	162	23.24%	67.22 %
09:00 - 09:59	16	178	6.64%	73.86 %
10:00 - 10:59	23	201	9.54%	83.40 %
11:00 - 11:59	16	217	6.64%	90.04 %
12:00 - 12:59	8	225	3.32%	93.36 %
13:00 - 13:59	2	227	0.83%	94.19 %
15:00 and up	14	241	5.81%	100.00 %

		Charter Township of Garfield	
		Planning Department Report No. 2025-10	
Prepared:	February 4, 2025	Pages:	2
Meeting:	February 11, 2025 Township Board	Attachments:	<input type="checkbox"/>
Subject:	Planning Department Monthly Report – February 2025		

PURPOSE:

This monthly report is offered by the Staff to the Township Board on activities of the Planning Department and the Planning Commission. The presentation of this report also provides a venue for the Township Board to have a dialog with staff about any of the activities or planning-related issues facing the Township.

DEVELOPMENTS:

The Planning Commission is currently conducting the following development review activity:

TowerNorth Wireless Communication Facility – Special Use Permit Review

- *Location:* 2767 Zimmerman Road, west side of Zimmerman Road, north of Silver Lake Road intersection
- *Development Description:* Proposed monopole wireless communication facility (cell tower)
- *Status:* The Planning Commission tabled the application at their 6/12/2024 meeting and requested more information on the application. Commissioners tabled the application at their 7/10/2024 meeting so that the applicant can propose a different location on the site for the proposed tower which meets setback standards for wireless communication facilities and again tabled the application at subsequent meetings on 8/14/2024, 9/11/2024, and 10/9/2024. The applicants proposed a new tower location which was provided to the Planning Commission at their 11/6/2024 meeting. Commissioners reviewed an updated site plan and materials at the 12/11/2024 meeting. The public hearing was held during their 1/8/2025 meeting. During the public hearing, several members of the public expressed concern about the potential negative impacts of the proposed tower. The Commissioners tabled the application, referred questions to the Township Attorney, and will review any new information during their 2/12/2025 meeting.

Copper Ridge PUD – Major Amendment

- *Location:* Multiple parcels and addresses; north side of Silver Lake Road near Barnes Road
- *Development Description:* Proposed addition of residential uses to existing development
- *Status:* The Planning Commission held an introduction for the application at their meeting on 11/6/2024. The public hearing was held at their 12/11/2024 meeting. Commissioners motioned for Staff to prepare the draft Findings of Fact for consideration at their 1/8/2025 meeting. There were several outstanding concerns from Commissioners and members of the public. Commissioners tabled the application to allow the applicants to address these concerns and will review any new information during their 2/12/2025 meeting.

Cherryland Humane Society – Special Use Permit Major Amendment Review

- *Location:* 1750 Ahlberg Drive; southeast of the intersection of Hammond Road and Keystone Road
- *Development Description:* Proposed building additions to existing humane society building
- *Status:* The Planning Commission held an introduction for the application at their meeting on 11/6/2024. The public hearing was held at their 12/11/2024 meeting; the Planning Commission motioned for Staff to prepare the draft Findings of Fact. Commissioners approved the application with conditions at the 1/8/2025 meeting.

Ollie's Bargain Outlet – Site Plan Review

- *Location:* 3350 W South Airport Road, part of Grand Traverse Mall, northeast of South Airport and US 31
- *Development Description:* Proposed retailer in former TJ Maxx; proposed outdoor entrance/exit only
- *Status:* The Planning Commission will review this application at their 2/12/2025 meeting

BATA / Traverse City Housing Commission (TCHC) PUD – Minor Amendment

- *Location:* East side of LaFranier Road, north of Hammond Road
- *Development Description:* The applicants request a Minor Amendment to adjust the phasing for installation of the playground and propose locations for internal directional signs
- *Status:* The Planning Commission will review this application at their 2/12/2025 meeting

The Planning Department is also currently conducting the following administrative development review activity:

Golden Swan Management

- *Location:* 2470 Diamond Drive, east side of Cass Road south of West South Airport Road
- *Development Description:* Proposed commercial laundry facility
- *Status:* Under review; additional information requested from applicants

CRM – Facility Expansion

- *Location:* 486 W Welch Court, south of W South Airport Road west of Townline Road
- *Development Description:* Proposed warehouse facility expansion
- *Status:* Under review; additional information requested from applicants

PLANNING:

Other Planning Department activities include the following items:

- The Planning Commission held a study session on Wednesday January 22, 2025. Topics covered during the study session included the following:
 - Reviewing their 2024 Annual Report and forwarding it to the Township Board
 - Discussing potential updates to the lighting regulations (Section 517) in the Zoning Ordinance
 - Reviewing a potential definition for “substantial construction” for the Zoning Ordinance
 - Receiving an update on the legal review of the sign regulations in the Zoning Ordinance
 - Discussing potential policies for Housing Tax Increment Financing (HTIF) proposals
 - Reviewing the Michigan Zoning Atlas project recently featured in *Michigan Planner* magazine
 - Confirming the joint meeting with the Township Board for Wednesday February 26 at 6:00 PM
- The Planning Department is gathering data to build a GIS database of the streetlights in Garfield Township. Three entities provide streetlights in the Township: Cherryland Electric Cooperative, Consumers Energy, and Traverse City Light & Power. Staff have gathered data from two of the three entities and begun building the data set.

STAFF:

John Sych, AICP, Planning Director
 Email: jsych@garfield-twp.com
 Direct Line: (231) 225-3155

Stephen Hannon, AICP, Deputy Planning Director
 Email: shannon@garfield-twp.com
 Direct Line: (231) 225-3156



Charter Township of Garfield Parks Report

Silver Lake Recreation Area

Received a few quotes for driveway and parking lots crack seal, resurfacing, and striping.

No issues this year with driveway and winter driving. Flagging markers seems to be helping.

Small parking lot roped off for the winter.

Commons

Status quo. Graffiti and encampments down due to cold temperatures.

Cleared a couple smaller trees on trails near Copper Ridge.

Copper Ridge trailhead construction started before the snow hit. Good start by contractor.

Mountain Bike subcommittee met. Good feedback and looking forward to new progress at the Commons.

River East

Bathroom permit submitted by contractor.

Got back on track with GFL and trash pick up.

Dog Park still busy through the winter.

Adjusted snow removal to accommodate more vehicles.

Have moved a few camps out from park property behind Good Will Inn.

Snowblower purchase has been handy clearing sidewalks.

With bathrooms, and playset coming in 2025, we have been talking to GFA about additional parking needed.

Boardman Valley

River froze last week and flooded things a bit to the south of the pickleball courts. Since has thawed and seems to be getting back to normal.

Trail remains cleared. No beaver issues to date.

Looking to replace some fencing this spring.

Flying drone with CPO's to get winter pictures river and boardman lake loop.

Purchased four new pickleball nets to replace some worn ones.

Miller Creek

Cleared some trees and a couple different occasions.

Got GFL back on schedule for trash removal at both locations.

No encampments to date and everything Cass Road side is still clean.

Kid's Creek

Status quo.

Trails are in good shape.

Oleson's pond is partially frozen over.

Buffalo Ridge Trail

Conservation Resource Alliance helped to get the replanting almost completed before snow hit. A little more to replant near trail by GWL. CRA advised that there are about 500 trees left to plant and they are adjusting the contract with the planter for him to finish in the spring.

Snow removal is going well along trail.

Sean getting quotes for snow buddy. Can also be used in summer months to haul material in and trash out. Also, doubles as a groomer for cross country skiing.

Submitted Feb. 5th, 2025

Derek Morton

Sean Kehoe



**Charter Township of Garfield
Treasurer's Report
Ending December 31st, 2024**

ACCT.	UNRESTRICTED FUNDS	TYPE	09/30/24	12/31/24	DIFFERENCE	MATURITY	RATE
7118	General Fund	Checking	\$ 1,386,883	\$ 849,986	\$ (536,897)	N/A	
0001	General Fund - MI CLASS	Invest.Pool	\$ 3,210,903	\$ 3,250,057	\$ 39,154	N/A	4.48%
401	ARPA Fund - State Savings Bank	MM/ICS	\$ 1,865,153	\$ 1,344,201	\$ (520,952)	N/A	3.00%
* 4670	Managed Account - General Fund	Invest	\$ 4,290,045	\$ 4,235,830	\$ (54,215)	N/A	
1330	Huntington - TCF Bank	CD	\$ 142,788	\$ 149,004	\$ 6,216	6/3/24	4.15%
330	TBA Credit Union - Budget Stab.	CD	\$ 83,986	\$ 86,765	\$ 2,779	11/18/25	3.25%
57	Nicolet National Bank (Mbank)	CD	\$ 243,573	\$ 249,687	\$ 6,114	10/2/26	2.50%
12316	4-Front Credit Union	CD	\$ 235,749	\$ 237,603	\$ 1,854	8/10/25	3.15%
301	NW Consumers CU	CD	\$ 177,397	\$ 178,170	\$ 773	11/29/25	1.75%
302	NW Consumers CU	CD	\$ 66,937	\$ 67,212	\$ 275	9/28/27	1.65%
662	Independent	CD	\$ 283,438	\$ 283,438	\$ 0	3/21/26	4.33%
55	1st Community Bank	CD	\$ 227,401	\$ 229,599	\$ 2,198	8/2/27	2.48%
1864	West Shore Bank	CD	\$ 246,480	\$ 247,467	\$ 987	5/23/25	0.40%
6015	First National Bank of America	CD	\$ 245,829	\$ 248,630	\$ 2,801	7/14/27	4.52%
1002	Team One Credit Union	CD	\$ 274,149	\$ 276,368	\$ 2,219	3/2/27	3.20%
212	Credit Union One	CD	\$ 267,752	\$ 269,420	\$ 1,668	2/26/27	2.50%
206	Honor Bank	CD	\$ 263,506	\$ 264,026	\$ 520	12/2/25	0.20%
41	Lake Michigan Credit Union	CD	\$ 258,625	\$ 261,790	\$ 3,165	1/23/24	4.22%
115	State Savings Bank	CD	\$ 246,045	\$ 246,785	\$ 740	7/3/25	0.20%
147	MSU Credit Union	CD	\$ 250,081	\$ 250,081	\$ -	10/29/25	1.05%
Total Unrestricted Funds - Available for Spending			\$ 14,266,721	\$ 13,226,119	\$ (1,040,602)		

ACCT.	RESTRICTED FUNDS	TYPE	09/30/24	12/31/24	DIFFERENCE	MATURITY	RATE
7118	Park Fund	Checking	\$ 881,030	\$ 830,186	\$ (50,844)		
7118	Road Fund	Checking	\$ 153,353	\$ 176,353	\$ 23,000		
* 7940	Managed Account - DPW Fund	Invest	\$ 127,269	\$ 129,267	\$ 1,998		
7126	Tax Fund	Checking	\$ 841,016	\$ 2,260,625	\$ 1,419,610		
4750	Employee Flex (H.S.A)	Checking	\$ 19,600	\$ 108,323	\$ 88,722		
3734	Retirement Rec Fund	Checking	\$ 28,345	\$ 23,421	\$ (4,924)		
8681	Trust & Agency	Checking	\$ 430,748	\$ 408,442	\$ (22,306)		
1726	Specials Lights	Checking	\$ 6,280	\$ 9,020	\$ 2,741		
1073	Specials (Milfoil, Roads, Water, Sewer)	Checking	\$ 47,052	\$ 38,001	\$ (9,051)		
Total Restricted Funds - Restricted Use			\$ 2,534,693	\$ 3,983,638	\$ 1,448,945		

ACCT.	RESTRICTED FUNDS - FIRE	TYPE	09/30/24	12/31/24	DIFFERENCE	MATURITY	RATE
8728	Fire Fund	Checking	\$ 449,697	\$ 463,901	\$ 14,204		
* 4654	Managed Account - Fire Fund	Invest	\$ 837,124	\$ 840,918	\$ 3,794		
Total Restricted Funds - Restricted Use			\$ 1,286,821	\$ 1,304,819	\$ 17,998		

ACCT.	RESTRICTED FUNDS - WATER & SEWER	TYPE	09/30/24	12/31/24	DIFFERENCE	MATURITY	RATE
7134	Receiving Fund - Water/Sewer	Checking	\$ 4,556,558	\$ 5,062,521	\$ 505,964		
0002	Receiving Fund - Water - MI CLASS	Invest.Pool	\$ 3,246,825	\$ 3,286,418	\$ 39,592		4.48%
0003	Receiving Fund - Sewer - MI CLASS	Invest.Pool	\$ 4,300,140	\$ 4,352,577	\$ 52,437		4.48%
* 4662	Managed Account - Receiving Fund	Invest	\$ 16,005,357	\$ 15,902,434	\$ (102,923)		
Total Restricted Funds - Restricted Use			\$ 28,108,880	\$ 28,603,949	\$ 495,069		

* 5/3 Managed Accounts - See full breakdown of investments on the page (2) of report

Notes:

ARPA Fund will continue to decrease and be completely spent as are projects are completed. ARPA Funds must be spent completely by 12/31/26.

Respectfully Submitted By:
Chloe Macomber, Treasurer
Email: cmacomber@garfield-twp.com
Phone: (231) 225-3043



Charter Township of Garfield
Treasurer's Report
Ending December 31st, 2024

FIRE FUND MANAGAED ACCOUNT

CUSIP	PAR AMT	ISSUER	SECURITY TYPE	COUPON	MATURITY	PURCHASE PRICE	TYPE	CALL DATE	CALL STRUCTURE	BOOK VALUE	MARKET VALUE	NET UNREALIZED GAIN/LOSS
N/A	N/A	FEDERATED HERMS GOVT	MONEY MARKET	4.81%	N/A	N/A	MM	N/A	N/A	\$ 286,170	\$ 286,170	\$ -
3130AJN54	\$ 600,000	FEDERAL HOME LOAN BANK	AGENCY BOND	1.07%	6/8/2027	100.000	FIXED	3/16/2022	Anytime	\$ 600,000	\$ 554,748	\$ (45,252)
TOTAL										\$ 886,170	\$ 840,918	\$ (45,252)

RECEIVING FUND (WATER/SEWER) MANAGED ACCOUNT

CUSIP	PAR AMT	ISSUER	SECURITY TYPE	COUPON	MATURITY	PURCHASE PRICE	TYPE	CALL DATE	CALL STRUCTURE	BOOK VALUE	MARKET VALUE	NET UNREALIZED GAIN/LOSS
N/A	N/A	FEDERATED HERMS GOVT	MONEY MARKET	4.81%	N/A	N/A	MM	N/A	N/A	\$ 1,163,614	\$ 1,163,614	\$ -
3130AJR68	\$ 2,684,211	FEDERAL HOME LOAN BANK	AGENCY BOND	0.92%	6/30/2026	100.000	FIXED	3/16/2022	Anytime - Partially Called	\$ 2,684,211	\$ 2,552,416	\$ (131,795)
3133ELZ23	\$ 1,000,000	FEDERAL FARM CREDIT BANK	AGENCY BOND	0.98%	4/27/2027	99.850	FIXED	3/16/2022	Anytime	\$ 998,500	\$ 924,990	\$ (73,510)
3130AJN54	\$ 5,000,000	FEDERAL HOME LOAN BANK	AGENCY BOND	1.07%	6/8/2027	100.000	FIXED	3/16/2022	Anytime	\$ 5,000,000	\$ 4,622,900	\$ (377,100)
3130AJRF8	\$ 649,351	FEDERAL HOME LOAN BANK	AGENCY BOND	1.05%	6/24/2027	100.000	FIXED	3/16/2022	Anytime - Partially Called	\$ 649,351	\$ 599,182	\$ (50,169)
3130AMBH4	\$ 2,000,000	FEDERAL HOME LOAN BANK	AGENCY BOND	1.00%	5/12/2028	100.000	STEP CPN	5/12/2022	Quarterly	\$ 2,000,000	\$ 1,838,840	\$ (161,160)
3130AKNU6	\$ 1,600,000	FEDERAL HOME LOAN BANK	AGENCY BOND	1.00%	7/28/2028	100.000	FIXED	4/28/2022	Quarterly	\$ 1,600,000	\$ 1,416,912	\$ (183,088)
3130APM69	\$ 1,200,000	FEDERAL HOME LOAN BANK	AGENCY BOND	1.00%	11/16/2029	100.000	STEP CPN	11/16/2022	Quarterly	\$ 1,200,000	\$ 1,074,720	\$ (125,280)
3130AMBFB	\$ 2,000,000	FEDERAL HOME LOAN BANK	AGENCY BOND	1.00%	5/19/2036	100.000	STEP CPN	5/19/2022	Quarterly	\$ 2,000,000	\$ 1,708,860	\$ (291,140)
TOTAL										\$ 17,295,675	\$ 15,902,434	\$ (1,393,242)

GENERAL FUND MANAGED ACCOUNT

CUSIP	PAR AMT	ISSUER	SECURITY TYPE	COUPON	MATURITY	PURCHASE PRICE	TYPE	CALL DATE	CALL STRUCTURE	BOOK VALUE	MARKET VALUE	NET UNREALIZED GAIN/LOSS
N/A	N/A	FEDERATED HERMS GOVT	MONEY MARKET	4.81%	N/A	N/A	MM	N/A	N/A	\$ 289,398	\$ 289,398	\$ -
3130AUZC1	\$ 500,000	FEDERAL HOME LOAN BANK	AGENCY BOND	4.63%	3/14/2025	99.656	FIXED	N/A	N/A	\$ 498,278	\$ 500,300	\$ 2,022
3133EPCFO	\$ 500,000	FEDERAL FARM CREDIT BANK	AGENCY BOND	4.50%	3/2/2026	100.000	FIXED	N/A	N/A	\$ 500,000	\$ 501,540	\$ 1,540
3130AJN54	\$ 1,400,000	FEDERAL HOME LOAN BANK	AGENCY BOND	1.07%	6/8/2027	100.000	FIXED	3/16/2022	Anytime	\$ 1,400,000	\$ 1,294,412	\$ (105,588)
3134GWNX0	\$ 2,000,000	FREDDIE MAC	AGENCY BOND	1.10%	8/27/2030	100.000	FIXED	5/27/2022	Quarterly	\$ 2,000,000	\$ 1,650,180	\$ (349,820)
TOTAL										\$ 4,687,676	\$ 4,235,830	\$ (451,846)

DPW FUND MANAGED ACCOUNT

CUSIP	PAR AMT	ISSUER	SECURITY TYPE	COUPON	MATURITY	PURCHASE PRICE	TYPE	CALL DATE	CALL STRUCTURE	BOOK VALUE	MARKET VALUE	NET UNREALIZED GAIN/LOSS
N/A	N/A	FEDERATED HERMS GOVT	MONEY MARKET	4.81%	N/A	N/A	MM	N/A	N/A	\$ 129,267	\$ 129,267	\$ -
TOTAL										\$ 129,267	\$ 129,267	\$ -

Par Value: The face value of a bond. It determines the maturity value as well as the dollar value of coupon payments. How much the issuer pays the holder at maturity.

Book Value: Par Value of the bond less any discount or plus any premium.

Market Value: The actual price that the bond is worth at a current point in time for trade on the market. What a bond is actually worth if sold before maturity.

Net Unrealized Gain/Loss: The Book Value - Market Value. Changes with the bond's value as it goes up and down with the market. Unrealized gains/losses are only 'realized' or occur when a bond is sold before maturity.

Clerk's Report

For January 31, 2025

Submitted 2/3/2025

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 if 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 January in the General Fund, you will find that we had a total of \$857,136.06 Revenues and \$145,435.27 Expenditures. For the year we have a total of \$857,136.06 Revenues and \$145,435.27 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

User: Lanie

PERIOD ENDING 01/31/2025

DB: Garfield

GL NUMBER	DESCRIPTION	2025	2025	YTD BALANCE 01/31/2025	ACTIVITY FOR	AVAILABLE BALANCE
		ORIGINAL BUDGET	AMENDED BUDGET		MONTH 01/31/2025	
Fund 101 - GENERAL OPERATING FUND						
Revenues						
Dept 000						
101-000-402.000	CURRENT REAL PROPERTY TAXES	2,449,066.00	2,449,066.00	846,890.90	846,890.90	1,602,175.10
101-000-412.000	DEL PERSONAL PROP TAXES	500.00	500.00	0.00	0.00	500.00
101-000-414.000	Protested PRE Interest	1,000.00	1,000.00	0.00	0.00	1,000.00
101-000-423.000	TRAILER PARK FEES	9,000.00	9,000.00	762.00	762.00	8,238.00
101-000-445.000	PENALTIES & INT. ON TAXES	7,000.00	7,000.00	0.00	0.00	7,000.00
101-000-476.000	BUILDING PERMITS	150,000.00	150,000.00	4,876.00	4,876.00	145,124.00
101-000-476.001	PLANNING FEES	10,000.00	10,000.00	1,800.00	1,800.00	8,200.00
101-000-476.002	MAINT INSPECTION FEES	1,000.00	1,000.00	0.00	0.00	1,000.00
101-000-476.003	TREASURER FEES	100.00	100.00	0.00	0.00	100.00
101-000-476.005	ZONING FEES	15,000.00	15,000.00	200.00	200.00	14,800.00
101-000-574.000	STATE SHARED REVENUE	2,180,260.00	2,180,260.00	0.00	0.00	2,180,260.00
101-000-574.001	STATE SHARED REV. - LIQUOR LA	25,000.00	25,000.00	123.75	123.75	24,876.25
101-000-574.002	EVIP DISTRIBUTION	97,521.00	97,521.00	0.00	0.00	97,521.00
101-000-665.000	EARNED INTEREST	150,000.00	150,000.00	212.50	212.50	149,787.50
101-000-668.002	RENTS & ROYALTIES CABLE VIS	250,000.00	250,000.00	0.00	0.00	250,000.00
101-000-668.003	RENTS & ROYALTIES CABLE EQUIP	22,000.00	22,000.00	0.00	0.00	22,000.00
101-000-673.000	SALE OF FIXED ASSETS	50.00	50.00	0.00	0.00	50.00
101-000-676.000	REIMBURSEMENTS	100.00	100.00	2,270.91	2,270.91	(2,170.91)
101-000-676.001	Reimbursed Treasurer Legal Fees	100.00	100.00	0.00	0.00	100.00
101-000-676.003	Reimburse Essential Services (PILOT)	27,000.00	27,000.00	0.00	0.00	27,000.00
Total Dept 000		5,394,697.00	5,394,697.00	857,136.06	857,136.06	4,537,560.94
TOTAL REVENUES		5,394,697.00	5,394,697.00	857,136.06	857,136.06	4,537,560.94
Fund 101 - GENERAL OPERATING FUND:						
TOTAL REVENUES		5,394,697.00	5,394,697.00	857,136.06	857,136.06	4,537,560.94

User: Lanie
DB: Garfield

PERIOD ENDING 01/31/2025

GL NUMBER	DESCRIPTION	2025		YTD BALANCE 01/31/2025	ACTIVITY FOR		AVAILABLE BALANCE	% BGDG USED
		ORIGINAL BUDGET	2025 AMENDED BUDGET		MONTH 01/31/25			
Fund 101 - GENERAL OPERATING FUND								
Expenditures								
Dept 101 - TOWNBOARD								
101-101-701.100	WAGES - TRUSTEE	13,450.00	13,450.00	1,400.00	1,400.00	12,050.00	10.41	
101-101-701.101	WAGES - FILE CLERK	48,823.20	48,823.20	3,755.20	3,755.20	45,068.00	7.69	
101-101-701.102	WAGES - TRUSTEE	13,450.00	13,450.00	1,235.00	1,235.00	12,215.00	9.18	
101-101-701.103	WAGES - TRUSTEE	13,450.00	13,450.00	1,045.00	1,045.00	12,405.00	7.77	
101-101-701.104	WAGES - TRUSTEE	13,450.00	13,450.00	1,175.00	1,175.00	12,275.00	8.74	
101-101-701.105	WAGES - OFFICE COORDINATOR	45,464.71	45,464.71	3,496.00	3,496.00	41,968.71	7.69	
101-101-726.000	SUPPLIES	7,000.00	7,000.00	456.32	456.32	6,543.68	6.52	
101-101-726.001	POSTAGE	12,000.00	12,000.00	559.63	559.63	11,440.37	4.66	
101-101-726.002	SUPPLIES - COPIER MAINTENANCE	7,500.00	7,500.00	402.53	402.53	7,097.47	5.37	
101-101-801.002	LEGAL SERVICES - TOWNBOARD	10,000.00	10,000.00	0.00	0.00	10,000.00	0.00	
101-101-801.004	LEGAL -Tax Tribunal	5,000.00	5,000.00	0.00	0.00	5,000.00	0.00	
101-101-802.000	AUDIT AND ACCOUNTING	35,000.00	35,000.00	0.00	0.00	35,000.00	0.00	
101-101-805.000	CONTRACTED AND OTHER SERVICES	35,000.00	35,000.00	260.00	260.00	34,740.00	0.74	
101-101-860.000	MILEAGE	500.00	500.00	0.00	0.00	500.00	0.00	
101-101-900.000	PRINTING & PUBLISHING	4,000.00	4,000.00	0.00	0.00	4,000.00	0.00	
101-101-901.000	ADVERTISING	6,000.00	6,000.00	0.00	0.00	6,000.00	0.00	
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	1,000.00	1,000.00	5,133.62	5,133.62	(4,133.62)	513.36	
101-101-965.102	DUES - MICHIGAN TOWNSHIP ASSO	9,000.00	9,000.00	0.00	0.00	9,000.00	0.00	
Total Dept 101 - TOWNBOARD		284,087.91	284,087.91	18,918.30	18,918.30	265,169.61	6.66	
Dept 171 - TOWNSHIP SUPERVISOR								
101-171-701.201	WAGES - SUPERVISOR	22,810.00	22,810.00	1,754.62	1,754.62	21,055.38	7.69	
101-171-860.200	MILEAGE - SUPERVISOR	1,000.00	1,000.00	0.00	0.00	1,000.00	0.00	
101-171-960.200	EDUCATION - SUPERVISOR	2,000.00	2,000.00	40.47	40.47	1,959.53	2.02	
101-171-965.000	DUES & PUBLICATIONS	500.00	500.00	0.00	0.00	500.00	0.00	
Total Dept 171 - TOWNSHIP SUPERVISOR		26,310.00	26,310.00	1,795.09	1,795.09	24,514.91	6.82	
Dept 172 - TOWNSHIP MANAGER								
101-172-701.107	WAGES - MANAGER	120,000.00	120,000.00	9,230.76	9,230.76	110,769.24	7.69	
101-172-726.000	SUPPLIES	1,000.00	1,000.00	62.45	62.45	937.55	6.25	
101-172-860.205	MILEAGE - MANAGER	1,000.00	1,000.00	0.00	0.00	1,000.00	0.00	
101-172-960.000	EDUCATION & TRAINING	4,000.00	4,000.00	0.00	0.00	4,000.00	0.00	
101-172-965.000	DUES & PUBLICATIONS	1,000.00	1,000.00	0.00	0.00	1,000.00	0.00	
Total Dept 172 - TOWNSHIP MANAGER		127,000.00	127,000.00	9,293.21	9,293.21	117,706.79	7.32	
Dept 215 - TOWNSHIP CLERK								
101-215-701.300	WAGES - CLERK	98,470.84	98,470.84	7,574.68	7,574.68	90,896.16	7.69	
101-215-701.302	WAGES - DEPUTY CLERK	63,598.25	63,598.25	4,892.18	4,892.18	58,706.07	7.69	
101-215-701.303	WAGES - ACCOUNTANT	6,000.00	6,000.00	0.00	0.00	6,000.00	0.00	
101-215-701.304	WAGES - CLERK ASSISTANT	1,000.00	1,000.00	0.00	0.00	1,000.00	0.00	
101-215-726.000	SUPPLIES	1,500.00	1,500.00	0.00	0.00	1,500.00	0.00	
101-215-860.300	MILEAGE - CLERK	600.00	600.00	0.00	0.00	600.00	0.00	
101-215-860.301	MILEAGE - DEPUTY CLERK	400.00	400.00	0.00	0.00	400.00	0.00	
101-215-960.000	EDUCATION & TRAINING	7,500.00	7,500.00	0.00	0.00	7,500.00	0.00	
101-215-965.000	DUES & PUBLICATIONS	550.00	550.00	0.00	0.00	550.00	0.00	
Total Dept 215 - TOWNSHIP CLERK		179,619.09	179,619.09	12,466.86	12,466.86	167,152.23	6.94	

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GL NUMBER	DESCRIPTION	2025		YTD BALANCE 01/31/2025	ACTIVITY FOR MONTH 01/31/25	AVAILABLE BALANCE	% BGDG USED
		ORIGINAL BUDGET	2025 AMENDED BUDGET				
Fund 101 - GENERAL OPERATING FUND							
Expenditures							
Dept 228 - COMPUTER SUPPORT							
101-228-726.000	SUPPLIES	3,000.00	3,000.00	0.00	0.00	3,000.00	0.00
Total Dept 228 - COMPUTER SUPPORT		3,000.00	3,000.00	0.00	0.00	3,000.00	0.00
Dept 247 - BOARD OF REVIEW							
101-247-701.400	WAGES - B OF R	1,500.00	1,500.00	125.00	125.00	1,375.00	8.33
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	250.00	250.00	1,250.00	16.67
101-247-960.000	EDUCATION & TRAINING	200.00	200.00	0.00	0.00	200.00	0.00
Total Dept 247 - BOARD OF REVIEW		6,200.00	6,200.00	375.00	375.00	5,825.00	6.05
Dept 253 - TOWNSHIP TREASURER							
101-253-701.500	WAGES - TREASURER	98,470.84	98,470.84	7,574.68	7,574.68	90,896.16	7.69
101-253-701.501	WAGES - ASSISTANT	5,000.00	5,000.00	0.00	0.00	5,000.00	0.00
101-253-701.502	WAGES - DEPUTY TREASURER	63,598.25	63,598.25	4,892.18	4,892.18	58,706.07	7.69
101-253-726.000	SUPPLIES	1,500.00	1,500.00	48.70	48.70	1,451.30	3.25
101-253-726.001	POSTAGE	8,500.00	8,500.00	0.00	0.00	8,500.00	0.00
101-253-801.000	LEGAL SERVICES	3,000.00	3,000.00	0.00	0.00	3,000.00	0.00
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	0.00	0.00	700.00	0.00
101-253-860.501	MILEAGE - DEPUTY TREASURER	500.00	500.00	0.00	0.00	500.00	0.00
101-253-900.000	PRINTING & PUBLISHING	3,500.00	3,500.00	0.00	0.00	3,500.00	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	0.00	0.00	4,500.00	0.00
101-253-965.000	DUES & PUBLICATIONS	750.00	750.00	0.00	0.00	750.00	0.00
Total Dept 253 - TOWNSHIP TREASURER		190,419.09	190,419.09	12,515.56	12,515.56	177,903.53	6.57
Dept 257 - ASSESSING DEPARTMENT							
101-257-701.202	WAGES - APPRAISER II	51,856.29	51,856.29	3,988.80	3,988.80	47,867.49	7.69
101-257-701.203	WAGES - GIS	15,000.00	15,000.00	1,209.00	1,209.00	13,791.00	8.06
101-257-701.204	WAGES - APPRAISER III	68,577.41	68,577.41	5,273.60	5,273.60	63,303.81	7.69
101-257-701.205	WAGES - ASSESSOR	121,580.28	121,580.28	9,352.32	9,352.32	112,227.96	7.69
101-257-726.000	SUPPLIES	1,800.00	1,800.00	0.00	0.00	1,800.00	0.00
101-257-726.001	POSTAGE	4,279.00	4,279.00	4,770.39	4,770.39	(491.39)	111.48
101-257-805.000	CONTRACTED AND OTHER SERVICES	35,151.00	35,151.00	0.00	0.00	35,151.00	0.00
101-257-860.201	MILEAGE - ASSESSOR	1,000.00	1,000.00	0.00	0.00	1,000.00	0.00
101-257-900.000	PRINTING & PUBLISHING	5,300.00	5,300.00	0.00	0.00	5,300.00	0.00
101-257-901.000	ADVERTISING	500.00	500.00	0.00	0.00	500.00	0.00
101-257-960.000	EDUCATION & TRAINING	11,350.00	11,350.00	30.00	30.00	11,320.00	0.26
101-257-965.000	DUES & PUBLICATIONS	1,730.00	1,730.00	585.00	585.00	1,145.00	33.82
Total Dept 257 - ASSESSING DEPARTMENT		318,123.98	318,123.98	25,209.11	25,209.11	292,914.87	7.92
Dept 262 - ELECTIONS							
101-262-701.000	WAGES	20,000.00	20,000.00	1,102.50	1,102.50	18,897.50	5.51
101-262-726.000	SUPPLIES	10,000.00	10,000.00	0.00	0.00	10,000.00	0.00
101-262-726.001	POSTAGE	100.00	100.00	0.00	0.00	100.00	0.00
101-262-860.000	MILEAGE	200.00	200.00	0.00	0.00	200.00	0.00

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GL NUMBER	DESCRIPTION	2025		YTD BALANCE 01/31/2025	ACTIVITY FOR MONTH 01/31/25	AVAILABLE BALANCE	% BDGT USED
		ORIGINAL BUDGET	2025 AMENDED BUDGET				
Fund 101 - GENERAL OPERATING FUND							
Expenditures							
101-262-901.000	ADVERTISING	100.00	100.00	0.00	0.00	100.00	0.00
101-262-935.010	MACHINE MAINTENANCE	8,000.00	8,000.00	0.00	0.00	8,000.00	0.00
Total Dept 262 - ELECTIONS		38,400.00	38,400.00	1,102.50	1,102.50	37,297.50	2.87
Dept 265 - TOWNSHIP HALL							
101-265-701.011	Maintenance Wages	100.00	100.00	0.00	0.00	100.00	0.00
101-265-726.003	SUPPLIES-MAINTANCE	4,000.00	4,000.00	24.20	24.20	3,975.80	0.61
101-265-850.000	TELEPHONE	14,000.00	14,000.00	684.31	684.31	13,315.69	4.89
101-265-920.601	HEATING / GAS	14,500.00	14,500.00	0.00	0.00	14,500.00	0.00
101-265-920.602	WATER / SEWER	4,000.00	4,000.00	0.00	0.00	4,000.00	0.00
101-265-920.603	LIGHTS BUILDING	12,000.00	12,000.00	0.00	0.00	12,000.00	0.00
101-265-935.601	SNOW PLOWING	10,000.00	10,000.00	1,460.00	1,460.00	8,540.00	14.60
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	17,200.00	17,200.00	0.00	0.00	17,200.00	0.00
101-265-935.604	RUBBISH REMOVAL	1,500.00	1,500.00	144.91	144.91	1,355.09	9.66
101-265-935.605	BUILDING REPAIR	10,000.00	10,000.00	0.00	0.00	10,000.00	0.00
101-265-935.608	MAINTENANCE-OTHER	15,000.00	15,000.00	450.00	450.00	14,550.00	3.00
Total Dept 265 - TOWNSHIP HALL		112,300.00	112,300.00	2,763.42	2,763.42	109,536.58	2.46
Dept 272 - CONTINGENCIES							
101-272-890.000	CONTINGENCIES	358,226.45	358,226.45	0.00	0.00	358,226.45	0.00
Total Dept 272 - CONTINGENCIES		358,226.45	358,226.45	0.00	0.00	358,226.45	0.00
Dept 301 - POLICE SERVICES							
101-301-830.000	POLICE CONTRACT	1,600,000.00	1,600,000.00	0.00	0.00	1,600,000.00	0.00
Total Dept 301 - POLICE SERVICES		1,600,000.00	1,600,000.00	0.00	0.00	1,600,000.00	0.00
Dept 321 - TOWNSHIP VEHICLES							
101-321-862.000	GAS & CAR WASHES	4,000.00	4,000.00	62.28	62.28	3,937.72	1.56
101-321-863.000	OIL CHANGES	500.00	500.00	0.00	0.00	500.00	0.00
101-321-864.000	MISCELLANEOUS	1,500.00	1,500.00	0.00	0.00	1,500.00	0.00
Total Dept 321 - TOWNSHIP VEHICLES		6,000.00	6,000.00	62.28	62.28	5,937.72	1.04
Dept 371 - TOWNSHIP BUILDING INSPECTOR							
101-371-701.702	WAGES BUILDING ASSISTANT	20,568.37	20,568.37	1,614.72	1,614.72	18,953.65	7.85
101-371-701.703	WAGES - BUILDING OFFICIAL	57,200.00	57,200.00	5,788.89	5,788.89	51,411.11	10.12
101-371-701.704	WAGES - BUILDING INSPECTOR	82,000.00	82,000.00	6,240.00	6,240.00	75,760.00	7.61
101-371-701.705	WAGES - CONSTRUCTION BOARD	1,000.00	1,000.00	0.00	0.00	1,000.00	0.00
101-371-701.706	WAGES - BUILDING INTERN	500.00	500.00	0.00	0.00	500.00	0.00
101-371-701.707	WAGES-SOIL & EROSION	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
101-371-960.000	EDUCATION & TRAINING	0.00	0.00	240.00	240.00	(240.00)	100.00
101-371-960.703	EDUCATION - BUILDING INSPECTO	1,000.00	1,000.00	0.00	0.00	1,000.00	0.00
101-371-965.000	DUES & PUBLICATIONS	1,500.00	1,500.00	170.00	170.00	1,330.00	11.33

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GL NUMBER	DESCRIPTION	2025	2025	YTD BALANCE 01/31/2025	ACTIVITY FOR	AVAILABLE BALANCE	% BGDG USED
		ORIGINAL BUDGET	AMENDED BUDGET		MONTH 01/31/25		
Fund 101 - GENERAL OPERATING FUND							
Expenditures							
Total Dept 371 - TOWNSHIP BUILDING INSPECTOR		165,768.37	165,768.37	14,053.61	14,053.61	151,714.76	8.48
Dept 448 - STREET LIGHTS - TOWNSHIP							
101-448-920.005	STREET LIGHTS TOWNSHIP	70,000.00	70,000.00	40.25	40.25	69,959.75	0.06
Total Dept 448 - STREET LIGHTS - TOWNSHIP		70,000.00	70,000.00	40.25	40.25	69,959.75	0.06
Dept 701 - TOWNSHIP PLANNER							
101-701-701.900	WAGES - DIRECTOR OF PLANNING	96,259.77	96,259.77	7,404.60	7,404.60	88,855.17	7.69
101-701-701.901	WAGES - DEPUTY PLANNER	68,686.10	68,686.10	5,283.54	5,283.54	63,402.56	7.69
101-701-701.902	WAGES -PLANNER ASSISTANT	15,958.08	15,958.08	1,211.01	1,211.01	14,747.07	7.59
101-701-701.903	WAGES - GIS	5,000.00	5,000.00	0.00	0.00	5,000.00	0.00
101-701-726.000	SUPPLIES	1,000.00	1,000.00	0.00	0.00	1,000.00	0.00
101-701-860.900	MILEAGE - TOWNSHIP PLANNER	300.00	300.00	0.00	0.00	300.00	0.00
101-701-860.901	MILEAGE - DEPUTY PLANNER	300.00	300.00	0.00	0.00	300.00	0.00
101-701-900.000	PRINTING & PUBLISHING	2,000.00	2,000.00	0.00	0.00	2,000.00	0.00
101-701-960.000	EDUCATION & TRAINING	5,000.00	5,000.00	0.00	0.00	5,000.00	0.00
101-701-965.000	DUES & PUBLICATIONS	1,000.00	1,000.00	535.00	535.00	465.00	53.50
Total Dept 701 - TOWNSHIP PLANNER		195,503.95	195,503.95	14,434.15	14,434.15	181,069.80	7.38
Dept 702 - ZONING ADMINISTRATOR							
101-702-701.601	WAGES - ZONING ADMINISTRATOR	68,686.10	68,686.10	5,283.54	5,283.54	63,402.56	7.69
101-702-701.602	WAGES - ZONING CODE ENFORCER	32,335.05	32,335.05	2,487.21	2,487.21	29,847.84	7.69
101-702-701.603	WAGES ZONING ASSISTANT	15,958.08	15,958.08	1,211.07	1,211.07	14,747.01	7.59
101-702-701.604	WAGES -ZONING CODE ENFORCER	29,364.19	29,364.19	2,258.40	2,258.40	27,105.79	7.69
101-702-701.606	WAGES -ZONING INTERN	500.00	500.00	0.00	0.00	500.00	0.00
101-702-726.000	SUPPLIES	1,000.00	1,000.00	0.00	0.00	1,000.00	0.00
101-702-860.601	MILEAGE - ZONING ADMIN	150.00	150.00	0.00	0.00	150.00	0.00
101-702-860.602	MILEAGE - DEPT ZONING	150.00	150.00	0.00	0.00	150.00	0.00
101-702-960.000	EDUCATION & TRAINING	2,000.00	2,000.00	0.00	0.00	2,000.00	0.00
101-702-965.000	DUES & PUBLICATIONS	500.00	500.00	0.00	0.00	500.00	0.00
Total Dept 702 - ZONING ADMINISTRATOR		150,643.42	150,643.42	11,240.22	11,240.22	139,403.20	7.46
Dept 704 - ZONING BOARD OF APPEALS							
101-704-701.001	WAGES - ZONING	1,200.00	1,200.00	0.00	0.00	1,200.00	0.00
101-704-701.002	WAGES - ZONING	1,200.00	1,200.00	0.00	0.00	1,200.00	0.00
101-704-701.003	WAGES - ZONING	1,200.00	1,200.00	0.00	0.00	1,200.00	0.00
101-704-701.004	WAGES - ZONING	1,200.00	1,200.00	0.00	0.00	1,200.00	0.00
101-704-701.005	WAGES - ZONING	1,200.00	1,200.00	0.00	0.00	1,200.00	0.00
101-704-801.000	LEGAL SERVICES	10,000.00	10,000.00	0.00	0.00	10,000.00	0.00
101-704-805.000	CONTRACTED AND OTHER SERVICES	1,000.00	1,000.00	0.00	0.00	1,000.00	0.00
101-704-901.000	ADVERTISING	2,000.00	2,000.00	0.00	0.00	2,000.00	0.00
101-704-960.000	EDUCATION & TRAINING	1,000.00	1,000.00	0.00	0.00	1,000.00	0.00
Total Dept 704 - ZONING BOARD OF APPEALS		20,000.00	20,000.00	0.00	0.00	20,000.00	0.00
Dept 707 - PLANNING COMMISSION							
101-707-701.800	WAGES - PLANNING	3,200.00	3,200.00	125.00	125.00	3,075.00	3.91
101-707-701.801	WAGES - PLANNING	3,200.00	3,200.00	125.00	125.00	3,075.00	3.91

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GL NUMBER	DESCRIPTION	2025		YTD BALANCE 01/31/2025	ACTIVITY FOR MONTH 01/31/25	AVAILABLE BALANCE	% BDGT USED
		ORIGINAL BUDGET	2025 AMENDED BUDGET				
Fund 101 - GENERAL OPERATING FUND							
Expenditures							
101-707-701.802	WAGES - PLANNING	3,200.00	3,200.00	125.00	125.00	3,075.00	3.91
101-707-701.804	WAGES - PLANNING	3,200.00	3,200.00	125.00	125.00	3,075.00	3.91
101-707-701.805	WAGES - PLANNING	3,200.00	3,200.00	125.00	125.00	3,075.00	3.91
101-707-701.806	WAGES - PLANNING	3,200.00	3,200.00	125.00	125.00	3,075.00	3.91
101-707-701.808	WAGES - PLANNING	3,200.00	3,200.00	0.00	0.00	3,200.00	0.00
101-707-801.000	LEGAL SERVICES	25,000.00	25,000.00	0.00	0.00	25,000.00	0.00
101-707-805.000	CONTRACTED AND OTHER SERVICES	6,000.00	6,000.00	0.00	0.00	6,000.00	0.00
101-707-901.000	ADVERTISING	2,000.00	2,000.00	0.00	0.00	2,000.00	0.00
101-707-960.000	EDUCATION & TRAINING	2,000.00	2,000.00	0.00	0.00	2,000.00	0.00
101-707-965.000	DUES & PUBLICATIONS	1,000.00	1,000.00	0.00	0.00	1,000.00	0.00
Total Dept 707 - PLANNING COMMISSION		58,400.00	58,400.00	750.00	750.00	57,650.00	1.28
Dept 720 - COMMUNITY PROMOTIONS							
101-720-880.003	COM. PROM. - ECONOMIC DEVELOPMENT	20,000.00	20,000.00	0.00	0.00	20,000.00	0.00
101-720-880.004	COM. PROM. - TC-TALUS	5,000.00	5,000.00	0.00	0.00	5,000.00	0.00
101-720-880.007	COM. PROM. - COMMUNITY AWAREN	50,000.00	50,000.00	0.00	0.00	50,000.00	0.00
101-720-880.011	COM. PROM. - P.E.G.	100,000.00	100,000.00	19,665.59	19,665.59	80,334.41	19.67
Total Dept 720 - COMMUNITY PROMOTIONS		175,000.00	175,000.00	19,665.59	19,665.59	155,334.41	11.24
Dept 851 - EMPLOYEE BENEFITS & INSURANCES							
101-851-701.000	WAGES	9,100.00	9,100.00	750.12	750.12	8,349.88	8.24
101-851-701.027	UNEMPLOYMENT	4,000.00	4,000.00	0.00	0.00	4,000.00	0.00
Total Dept 851 - EMPLOYEE BENEFITS & INSURANCES		13,100.00	13,100.00	750.12	750.12	12,349.88	5.73
Dept 900 - CAPITAL OUTLAY							
101-900-970.001	CAPITAL OUTLAY - ELECTIONS	10,000.00	10,000.00	0.00	0.00	10,000.00	0.00
101-900-970.002	CAPITAL OUTLAY - TOWNSHIP HAL	50,000.00	50,000.00	0.00	0.00	50,000.00	0.00
101-900-970.003	CAPITAL OUTLAY - COMPUTERS	25,000.00	25,000.00	0.00	0.00	25,000.00	0.00
101-900-970.004	CAPITAL OUTLAY - VEHICLES	60,000.00	60,000.00	0.00	0.00	60,000.00	0.00
101-900-970.005	CAPITAL OUTLAY - LAND	50.00	50.00	0.00	0.00	50.00	0.00
Total Dept 900 - CAPITAL OUTLAY		145,050.00	145,050.00	0.00	0.00	145,050.00	0.00
TOTAL EXPENDITURES		4,243,152.26	4,243,152.26	145,435.27	145,435.27	4,097,716.99	3.43
Fund 101 - GENERAL OPERATING FUND:							
TOTAL EXPENDITURES		4,243,152.26	4,243,152.26	145,435.27	145,435.27	4,097,716.99	3.43

User: Lanie
DB: Garfield

PERIOD ENDING 01/31/2025

GL NUMBER	DESCRIPTION	2025	2025	YTD BALANCE	ACTIVITY FOR	AVAILABLE	BDGT
		ORIGINAL	AMENDED		MONTH		
		BUDGET	BUDGET	01/31/2025	01/31/25		
Fund 208 - PARK/RECREATION FUND							
Expenditures							
Dept 000							
208-000-701.905	WAGES - REC BOARD	7,000.00	7,000.00	625.00	625.00	6,375.00	8.93
208-000-701.906	Parks Steward	32,335.05	32,335.05	2,487.21	2,487.21	29,847.84	7.69
208-000-701.907	Park Steward 2	29,364.19	29,364.19	2,258.40	2,258.40	27,105.79	7.69
208-000-711.010	SOCIAL SECURITY - EMPLOYER	5,407.50	5,407.50	407.02	407.02	5,000.48	7.53
208-000-801.000	LEGAL SERVICES	1,000.00	1,000.00	0.00	0.00	1,000.00	0.00
208-000-805.000	CONTRACTED AND OTHER SERVICES	82,980.00	82,980.00	677.61	677.61	82,302.39	0.82
208-000-864.000	MISCELLANEOUS	100.00	100.00	0.00	0.00	100.00	0.00
208-000-880.001	COM. PROM. - SILVER LAKE PARK	100.00	100.00	0.00	0.00	100.00	0.00
208-000-880.006	COM. PROM. - BVNP (YMCA)	100.00	100.00	0.00	0.00	100.00	0.00
208-000-880.008	COM. PROM. - Cont. Serv GTCD	10,000.00	10,000.00	0.00	0.00	10,000.00	0.00
208-000-880.012	COM. PROM. - GT COMMONS	100.00	100.00	0.00	0.00	100.00	0.00
208-000-880.013	COM. PROM. - BOARDMAN RIVER	100.00	100.00	0.00	0.00	100.00	0.00
208-000-880.014	COM. PROM. - MILLER CREEK	100.00	100.00	0.00	0.00	100.00	0.00
208-000-880.015	COM. PROM. - PARK & TRAIL MAI	100.00	100.00	0.00	0.00	100.00	0.00
208-000-880.016	COM. PROM. - KIDS CREEK PARK	100.00	100.00	0.00	0.00	100.00	0.00
208-000-880.019	RIVER EAST RECREATION AREA	100.00	100.00	0.00	0.00	100.00	0.00
208-000-890.000	CONTINGENCIES	100,298.07	100,298.07	0.00	0.00	100,298.07	0.00
208-000-935.000	MAINTENANCE - MISC, EQUIP	25,000.00	25,000.00	224.96	224.96	24,775.04	0.90
208-000-970.000	CAPITAL OUTLAY	457,000.00	457,000.00	68,597.18	68,597.18	388,402.82	15.01
Total Dept 000		751,284.81	751,284.81	75,277.38	75,277.38	676,007.43	10.02
TOTAL EXPENDITURES		751,284.81	751,284.81	75,277.38	75,277.38	676,007.43	10.02
Fund 208 - PARK/RECREATION FUND:							
TOTAL EXPENDITURES		751,284.81	751,284.81	75,277.38	75,277.38	676,007.43	10.02



DRAFT



Traverse Connect and the Charter Township of Garfield are interested in learning from the Garfield Township business community about your needs and priorities to ensure that we're supporting your growth.

The goal of this survey is to gather actionable recommendations that will help foster a supportive and thriving business environment within the

🕒 Takes 2 minutes

Start press **Enter** ↵



Traverse Connect and the Charter Township of Garfield are interested in learning from the Garfield Township business community about your needs and priorities to ensure that we're supporting your growth.

The goal of this survey is to gather actionable recommendations that will help foster a supportive and thriving business environment within the Township.

This survey is aimed at business owners with businesses located within Garfield Township.

Your responses will be recorded anonymously.

Thank you for sharing your thoughts.

🕒 Takes 2 minutes

Start press Enter ↵

Garfield Township Business Survey Q1 2025

1 responses

First, tell us a bit about yourself. Are you any of the following:

1 out of 1 answered

I own a business in Garfield Township 1 resp. 100%



I am a resident of Garfield Township 0 resp. 0%

I work for a business located within Garfield Township 0 resp. 0%

Other 0 resp. 0%

How long has your current business been in operation in Garfield Township?

1 out of 1 answered

Less than a year 1 resp. 100%



1-3 years 0 resp. 0%

10 years+ 0 resp. 0%

4-10 years 0 resp. 0%

How many full-time employees does your business currently employ?

1 out of 1 answered

Just Me! (Solo Entrepreneur) 1 resp. 100%



11-50 employees 0 resp. 0%

2-10 employees 0 resp. 0%

More than 50 employees 0 resp. 0%

Other 0 resp. 0%

In 1-3 words how would you describe your business/industry?

1 out of 1 answered

test

Tell us about the property where your business operates from:

1 out of 1 answered

I work from home (residential business) 1 resp. 100%



I/the business lease(s) the property 0 resp. 0%

I/the business own(s) the property 0 resp. 0%

Other 0 resp. 0%

If you are willing to share, please confirm your business's total revenue in 2024:

1 out of 1 answered

less than \$500K 1 resp. 100%



between \$500K-\$1M 0 resp. 0%

more than \$1M

0 resp. 0%

no revenue or not applicable

0 resp. 0%

Is Garfield Township a good place to grow your business?

1 out of 1 answered

Yes

1 resp. 100%



No

0 resp. 0%

Is our Garfield Township *improving* as a place to grow your business?

1 out of 1 answered

Yes

1 resp. 100%



No

0 resp. 0%

What is the single biggest barrier to growing your business?

1 out of 1 answered

Childcare 1 resp. 100%



Access to capital 0 resp. 0%

Attainable housing 0 resp. 0%

Competition 0 resp. 0%

Government regulations 0 resp. 0%

Inflation 0 resp. 0%

Interest rates 0 resp. 0%

Lack of digital marketing strategy 0 resp. 0%

Staffing 0 resp. 0%

Supply chain

0 resp. 0%

Technological advancements

0 resp. 0%

Other

0 resp. 0%

Please let us know if there's anything else you would like to share. What can Garfield Township do to further support your growth?

1 out of 1 answered

test

If you would like to share your contact information with us please do so.

0 out of 1 answered

Nobody answered this question yet

Powered by Typeform



Charter Township of Garfield

Grand Traverse County

3848 VETERANS DRIVE
 TRAVERSE CITY, MICHIGAN 49684
 PH: (231) 941-1620 • FAX: (231) 941-1588

JOE McMANUS
 SUPERVISOR

LANIE McMANUS
 CLERK

CHLOE MACOMBER
 TREASURER

MOLLY AGOSTINELLI, TRUSTEE
 DENISE SCHMUCKAL, TRUSTEE

LAURIE LAPP, TRUSTEE
 CHUCK KORN, TRUSTEE

To: Garfield Township Board
 From: Chris Barsheff, Manager
 RE: Digital Devices/Tablets
 Date: February 4, 2025

The purpose of this communication is to provide additional information related to costs for purchasing digital devices/tablets and accessories. At a regular board meeting on January 28, 2025, you requested that I put a comprehensive report together to include costs for purchasing 64GB WIFI only Apple iPads, accessories and insurance options.

I determined the lowest cost option for purchasing through various retailers is \$279.00ea, lower than purchasing through Apple's government purchasing plan of \$329.00ea. The purchases include offers to include a 2-year AppleCare+ protection plan. I have included details of the protection plan for review. Our municipal risk insurance policy would not be a viable option due to device costs being considerably below our deductible.

Product Descriptions:

- Apple iPad 10th Gen, 64GB (WIFI only)
- Stylushome tablet pencil
- OtterBox Symmetry 360 Elite Case (Black)

Purchase option without protection plan for 8 devices and accessories:

iPad	Case	Pencil	Cost	Total Cost
\$279.00	\$29.99	\$14.99	\$323.98	
				\$2,591.84

Purchase option with 2-Year AppleCare+ protection plan for 8 devices and accessories:

iPad	Case	Pencil	Protect Plan	Cost	Total Cost
\$279.00	\$29.99	\$14.99	\$69.00	392.98	
					\$3,143.84

Respectfully,

Chris Barsheff

AppleCare+ Protection Plan

What is Covered?

Hardware Services for Defects or Consumed Battery (“Hardware Service”)

If during the Plan Term, you submit a valid claim by notifying Apple that a defect in materials and workmanship has arisen in the Covered Equipment or, in relation to Covered Equipment which uses an integrated rechargeable battery, where the capacity of the Covered Device’s battery to hold an electrical charge is less than eighty percent (80%) of its original specifications, Apple will either: (i) repair the defect at no charge, using new parts or parts that are equivalent to new in performance and reliability, or (ii) exchange the Covered Equipment with a replacement product that is new or equivalent to new in performance and reliability.

All replacement products provided under this Plan will at a minimum be functionally equivalent to the original product. If Apple exchanges the Covered Equipment, the original product becomes Apple’s property and the replacement product is your property, with coverage effective for the replacement product for the remainder of the Plan Term.

Services for Accidental Damage from Handling (“ADH Service”)

If during the Plan Term you submit a valid claim by notifying Apple that the Covered Device has failed due to accidental damage from handling resulting from an unexpected and unintentional external event (such as, drops and damage caused by liquid contact) (“ADH”), Apple will, subject to your payment of the service fee described below, either (i) repair the defect using new or refurbished parts that are equivalent to new in performance and reliability, or (ii) exchange the Covered Device with a replacement product that is new or equivalent to new in performance and reliability. Each time you receive services for ADH is a “Service Event”. **Exclusions apply as described below. Further, services for ADH expire and all of Apple’s obligations to you under this section are fulfilled in their entirety once Apple has provided to you: (i) for Single-Pay Plans, two (2) Service Events; or (ii) for Monthly Plans, two (2) Service Events within a twenty-four (24)-month period (or thirty-six (36)-month period for Apple Watch Edition or Hermès) based on your Plan’s original purchase date as specified on the original sales receipt.**

The following service fees apply to each Service Event:

iPad \$29.00



Charter Township of Garfield Digital Device and Equipment Policy

Purpose:

The purpose of this Policy is to establish guidelines and responsibilities associated with requests, issuance and use of digital devices (cell phones, tablets, etc.) issued by The Charter Township of Garfield. These guidelines are intended to govern the activity of elected officials, appointees, and all employees in the performance of their job duties while providing services to the public.

General Guidelines:

The Township may issue digital devices to support Elected Officials or employees in the performance of various tasks and job duties.

- All policies, procedures, rules and regulations of the Charter Township of Garfield shall apply when operating Township assigned devices/equipment.

Issuance of Devices:

- Digital devices may be issued upon request from the Township Board or employees and after a determination has been made.
- In determining need, Elected Officials, Township Manager or department heads shall establish that the issuance of such device will enhance the employee's ability to perform their assigned duties in the most efficient, effective and cost-effective manner.
- Assigned digital devices are the responsibility of each individual. Recipients of devices shall sign this policy where applicable, acknowledging the understanding of this and related policies.
- Digital device purchases shall follow the Charter Township of Garfield's purchasing policy.

Usage and Monitoring:

Usage of digital devices shall be in accordance with all Garfield Township policies and procedures governing digital device usage. Limited personal use of assigned devices is permitted; however, officials or employees should show discretion in this use, and it must not interfere with carrying out assigned duties and responsibilities.

Elected officials, and the Township Manager are responsible for directing and/or educating their employees in the proper use of Township provided devices. Additionally, elected officials and the Township Manager are responsible for providing oversight in the use of such equipment and may perform periodic audits or assessments of the employee's use and need for Township issued devices or associated equipment. Employees issued devices may be subject to discipline, and/or restitution, if found to be non-compliant or irresponsible in the use of devices.

Damaged, Lost Devices and Maintenance:

Those who are issued or assigned digital devices shall be responsible for ensuring that the devices remain in good operational condition and should be used with reasonable care to ensure proper functioning and reduce potential for damage.

- Any theft, loss, or damage of devices shall be reported to the Township Manager or their designee upon discovery or within twenty-four (24) hours of the event.
- Device malfunctions or operational issues shall be reported upon discovery so that arrangements can be made for repair or maintenance.
- Replacement or repair cost for device loss or damage shall be covered by the township. Device users shall be responsible for replacement or repair costs related to subsequent loss, damage or due to negligence.
- Garfield Township will not be responsible for personal devices, equipment/software, etc., unless approved.

Return of Equipment upon Separation:

Upon separation of employment with the Township, Elected Officials, appointees, and employees must return any Township issued digital device(s), accessories, manuals, peripherals or related equipment to the Township Manager or their designee.

Upon return of the equipment, the Township may, at its discretion, choose to: (i) delete any and all information from equipment with electronic storage capabilities, (ii) reassign such equipment to another Elected Official or employee of the Township, and/or (iii) otherwise utilize or dispose of the equipment as deemed appropriate by the Township in accordance with the Township policy for disposal of surplus property.

ACKNOWLEDGMENT

ACCEPTABLE USE, GUIDELINES AND MONITORING OF TOWNSHIP ISSUED DIGITAL DEVICES AND EQUIPMENT

I hereby acknowledge that I have reviewed and agree to abide by the Township's Digital Device and Equipment policy. I further acknowledge that all electronic communications whether stored on Township computers, devices, or in paper form, are the sole property of the Township, and the use thereof shall be for job duties, and I consent to the monitoring and interception, without advance notice to me, of any and all email messages, electronic communications, and any Internet data which I may retrieve, store and/or generate on Township owned equipment and online networks, systems and services.

I agree to adhere to all policies and procedures of the Township relating to internet usage and the use of digital devices.

Signature

Date

SECTION 50.0**PROVISIONAL, NEW HIRE PERIOD FOR NEW EMPLOYEES**

~~There is a provisional, new hire period for all new employees. This provisional period gives the Township an opportunity to decide if the new employee is properly qualified to continue in the position assigned, and it gives the new employee an opportunity to decide whether to continue employment.~~

~~All newly hired staff members have a 180-day provisional period. During this time, the Township Supervisor or other elected official designated by him or her will work closely with the new employee to ensure total understanding and that all aspects of the job have been provided.~~

~~During the provisional period, the Township Supervisor or other elected official designated by him or her will assess, with input as appropriate from leadership in the employee's area of responsibility, the new employee's ability with which he/she performs the jobs assigned. At the end of the provisional period, the Township Supervisor or other elected official will prepare a written evaluation and performance will be discussed. The written evaluation will then be forwarded to the Township Clerk for inclusion in the employee's personnel file.~~

~~Should an employee's work performance be marginal or unsatisfactory during the 180-day provisional period, the provisional period may be extended, or employment may be terminated without prior notice. Successful completion of the provisional period does not modify the at-will nature of employment.~~

SECTION 100.0

VACATION LEAVE, ~~PERSONAL/SICK DAYS~~, EARNED SICK TIME, HOLIDAYS, AND OTHER LEAVES OF ABSENCE

Regular full-time Employees who work an average of forty (40) hours per week shall begin accruing and be eligible to use accrued vacation leave from date of hire ~~and shall be eligible to use accrued vacation after completion of provisional period. Vacation shall be available for use in the first full pay period after the applicable new hire provisional period. All newly hired Employees have a one hundred eighty (180) day provisional period.~~

Section 1. Full-time employee, who work at least forty (40) hours per week, shall accrue vacation on the Employee's bi-weekly pay period according to the following schedule:

<u>Length of Service</u>	<u>Number of Accrued Annual Vacation Hours</u>
After One full year <u>Less than 5 full years</u>	80 hours
After Five full years <u>to 12 full years</u>	120 hours
After Twelve full years <u>to 20 full years</u>	160 hours
After 20 full years	200 hours

Section 2. Vacation time is not used in calculating overtime.

Section 3. When a paid holiday falls within an Employee's scheduled vacation, the paid holiday will not be counted as a day of vacation.

Section 4. All vacation must be properly recorded on the Township's Time Sheet, including the number of hours and date taken.

Section 5. Vacation pay shall be computed based on the Employee's base hourly rate (straight time) only.

Section 6. Upon termination of employment, the Employee shall be paid for any unused vacation at his/her last hourly wage rate/salary provided the employee signs a release indicating they have no claims against the Township regarding their employment or termination, and are owed no additional compensation for any reason.

Section 7. One hundred sixty (160) hours carry over to a succeeding year is allowed. There shall be no carry over for any given year in excess of one hundred sixty (160) hours.

Section 8. With two weeks advance notice, ~~E~~employee shall be entitled to 100% compensation for his or her remaining unused vacation days upon separation from employment. Employees must notify Payroll Department in writing of their intent regarding disposition of accrued, unused, vacation days (i.e., to be compensated or to be used).

Section 9. Township retains final discretionary authority to schedule and change vacation schedules in order to ensure orderly operations.

Section 10. Employees may take vacation days one day at a time with the Department Head's approval. Vacation requests exceeding four (4) concurrent workdays must have the Township Supervisor's approval.

SECTION 100.1

PAID PERSONAL/SICK DAYS Earned Sick Time

Employees shall be on the job each scheduled day of his/her respective work week, other than when excused due to vacation, or in connection with other permitted absences, ~~under this Agreement. Leaves of absence for all full-time Employees for reasons other than vacation, holidays, funeral leave, or other permitted absences (“personal leave”; “personal leave days” or; at times, “personal days”) will be with pay and are governed by the following:~~

- a. ~~Employees shall accrue personal leave days earned sick time upon commencement of employment. with pay as of January 1 of each year. The days can be used before they are fully accrued. If you leave employment and have used but not accrued the same number of personal days, the days in excess of those accrued must be paid back.~~
- b. ~~No personal leave will accrue to a newly hired Employee while on probationary employment with the Township.~~
- e.b. Full-time Employees shall be entitled to receive 92 hours of personal leave earned sick time per year. annually with pay as of January 1st of each year. New employees shall receive a prorated amount in their first year of service.
- d.c. Part-time Employees shall accrue one hour of earned sick time for every 30 hours worked.
- e.d. Unused, accrued paid sick time will be carried over into the next benefit year without a maximum. However, only a maximum of 92 hours of accrued sick time can be used in a year. The use of accrued sick time beyond the maximum calendar year limit may be permitted upon request and with approval from the Township Manager.
- f.e. Employee will receive written notice about the Earned Sick Time Act.
- ~~g. Up to 40 hours unused personal leave remaining at year's end may be compensated at the rate of 100%~~
- ~~h. Earned personal leave days are non-cumulative and may not be carried over to the next calendar year.~~
- ~~i. In the event of work incapacitating injury or illness for which an Employee is, or may be, eligible for work disability benefits under Worker's Compensation Law, such Employee must use his/her accumulated personal leave to augment the difference between the amount of weekly Worker's Compensation benefits and his/her regular salary or wage.~~
- j.f. Employees who received sick time in a lump sum at the beginning of a calendar year shall reimburse employer the difference between what was used and what would have accrued at the time of separation.

SECTION 100.2

HOLIDAYS

The following holidays are observed at the Charter Township of Garfield:

- a. New Year's Day
- b. Martin Luther King Day
- c. President's Day
- d. Memorial Day
- e. Independence Day
- f. Labor Day
- g. Veterans Day
- h. Thanksgiving Day
- i. Christmas Eve Day
- j. Christmas Day
- k. New Year's Eve Day

When a holiday falls on a Friday or Saturday, employees normally scheduled for work on a Monday through Thursday basis shall observe the holiday on the Thursday proceeding the Friday or Saturday holiday.

When the holiday falls on Sunday, all employees normally scheduled for work on a Monday through Thursday basis shall observe the Monday following as the Sunday holiday.

Employees are required to work their last scheduled workday prior to, and their first scheduled workday following a recognized holiday, to be paid for the holiday.

Holiday credits will be given to employees while on paid sick leave or on vacation. However, holiday credits will not be granted to an employee on an unpaid leave of absence.

New employees are eligible for holiday pay immediately upon employment with the Township.

Hourly employees scheduled to work the observed holiday will be paid one-and-one-half (1-1/2) times their base wage rate for the hours worked.

Salaried employees required to work the observed holiday are not eligible for earned time off or overtime pay. However, the Township Board, or its designated subcommittee, may waive this policy under exceptional circumstances.

Part time employees may receive holiday pay if a regularly scheduled workday falls on an observed holiday and will be compensated at the same rate of pay and for the same number of hours as originally scheduled.

The CHARTER TOWNSHIP of GARFIELD

To: (Insert Employee Name)
Date: (Insert Date)
Re: Earned Sick Time Act Notification Letter

Dear (NAME),

This letter serves as notification about the Michigan Earned Sick Time Act (ESTA), and the Charter Township of Garfield's paid time off policies in compliance with the act:

- All employees regardless of status (full-time, part-time, temporary, seasonal, hourly, salary, etc.) will accrue one hour of paid sick time for every 30 hours worked.
- Accrued sick time can be used in one half hour (1/4) increments with as much notice as is practicable given the circumstances of the absence.
- Unused, accrued paid sick time will be carried over into the next benefit year without a maximum. However, only a maximum of 92 hours of accrued sick time can be used in a year. The use of accrued sick time beyond the maximum calendar year limit may be permitted upon request and with approval from the Township Manager.
- For the purposes of ETSA, a 'Year' is defined as beginning on January 1, and running for 12 consecutive months.
- Accrued, unused sick time is NOT eligible for payout at the end of a benefit year.
- Full-time employees who receive sick time in a lump sum at the beginning of a calendar year shall reimburse employer the difference between what was used and what would have accrued at the time of separation.
- With two weeks advance notice, up to forty (40) hours of earned unused sick time is eligible for payout at the time of separation, at the rate of 100%.

Employees can use accrued sick time for any of the following reasons:

- (a) The employee's mental or physical illness, injury or health condition; medical diagnosis, care or treatment of the employee's mental or physical illness, injury, or health condition; or preventative medical care for the employee.
- (b) For the employee's family member's mental or physical illness, injury, or health condition; medical diagnosis, care or treatment of the employee's family members' mental or physical illness, injury or health condition; or preventive medical care for a family member of the employee.
- (c) If the employee or the employee's family member is a victim of domestic violence or sexual assault, for medical care or psychological or other counseling for physical or psychological injury or disability; to obtain services from a victim services organization;

The CHARTER TOWNSHIP of GARFIELD

to relocate due to domestic violence or sexual assault; to obtain legal services; or to participate in any civil or criminal proceedings related to or resulting from the domestic violence or sexual assault.

- (d) If the employee or the employee's family member is a victim of domestic violence or sexual assault, for medical care or psychological or other counseling for physical or psychological injury or disability; to obtain services from a victim services organization; to relocate due to domestic violence or sexual assault; to obtain legal services; or to participate in any civil or criminal proceedings related to or resulting from the domestic violence or sexual assault.
- (e) For meetings at a child's school or place of care related to the child's health or disability, or the effects of domestic violence or sexual assault on the child; or
- (f) For the closure of the employee's place of business by order of a public official due to a public health emergency; for an employee's need to care for a child whose school or place of care has been closed by order of a public official due to a public health emergency; or when it has been determined by the health authorities having jurisdiction or by a health care provider that the employee's or employee's family member's presence in the community would jeopardize the health of others because of the employee's or family member's exposure to a communicable disease, whether or not the employee or family member has actually contracted the communicable disease.

You will not be penalized or retaliated against in any way for requesting or using your accrued paid sick time for the purposes designated above. Employees who feel as though their rights under this act have been violated can file a complaint with the Wage and Hour Division of the Michigan Department of Labor and Economic Growth or bring civil action against the Charter Township of Garfield.

Please direct any questions regarding this policy to the township Clerk or Manager.

Sincerely,

(Insert Supervisor Name)