

**CHARTER TOWNSHIP OF GARFIELD  
TOWNSHIP BOARD MEETING**

Tuesday, July 9, 2024 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 – June 11, 2024 regular meeting  
(Recommend Approval)

b. Bills -

(i) General Fund \$ 144,405.39  
(Recommend Approval)

(ii) Gourdie-Fraser

Developer's Escrow Fund – Storm Water Reviews, Sidewalk Assessment, \$ 10,801.00  
Utility Plan Review, Oversight & Closeout

General Utilities 17,090.00

Park Funds / DNR Trust Fund 1,620.00

Total \$ 29,511.00

(Recommend Approval)

- c. Consideration of Eagleview Water Main Extension, close-out and turnover documents (Recommend Approval)
  - d. Consideration of Elmer's Application for Payment No. 2 for Stoneridge PRV (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. Dennis, Gartland & Niergarth Auditor's Report
  - e. Planning Department Report for July 2024
  - f. Parks & Rec. Report
  - g. Clerk's Report
  - h. Supervisor's Report
7. **Unfinished Business**
- a. Consideration of recruiting documents for the Township Manager position
  - b. Consideration of adopting the Charter Township of Garfield Master Plan, Resolution 2024-20-T
8. **New Business**
- a. Consideration of extending the YMCA lease for 5 years
  - b. Consideration of landscaping services RFP
  - c. Consideration of Professional Services Agreement with Traverse Connect
  - d. Consideration of Westwind's request for a down payment exemption
  - e. Consideration of check to BATA for Westwind, Village at LaFranier Woods and Prince of Peace assessments
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  
June 11, 2024**

Supervisor Korn called the Town Board Meeting to order at the Garfield Township Hall on June 11, 2024 at 6:00p.m.

**Pledge of Allegiance**

**Roll Call of Board Members**

Present: Molly Agostinelli, Chris Barsheff, Steve Duell, Chuck Korn, Chloe Macomber, Lanie McManus, Denise Schmuckal

Staff Present: John Sych, Planning Director

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

Dr. John VanWagoner, TCAPS Superintendent thanked Korn and the township for their support and discussed the August 6<sup>th</sup> bond for 3.1 mills. This is the same millage rate as last year and is for nuts and bolts fixes in the school system.

**2. Review and Approval of the Agenda - Conflict of Interest (6:03)**

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

*Yeas: Schmuckal, Agostinelli, Barsheff, Macomber, McManus, Duell, Korn  
Nays: None*

**3. Consent Calendar (6:04)**

**a. Minutes**

May 14, 2024 Regular Meeting  
(Recommend Approval)

**b. Bills**

- (i) General Fund \$102,516.08  
(Recommend Approval)
- (ii) Gourdie-Fraser Developer's Escrow Fund – Storm Water Reviews, Sidewalk Assessment, Utility Plan Review, Oversight and Closeout \$ 9,828.50
- General Utilities 22,877.50
- General (Township Hall Boiler/AC Unit) 540.00
- Park Funds/DNR Trust Fund 8,625.00
- Special Assessment District (SAD) 12,300.00

Total \$45,546.00  
 (Recommend Approval)

- c. **MTT Update (Receive and File)**
- d. **ARPA Project Tracker Update (Receive and File)**
- e. **Consideration of appointing Jamie Douglass as a Code Enforcement Officer (Recommend Approval)**
- f. **Consideration of Resolution 2024-17-T regarding retention of meeting records on the Township website (Recommend Approval)**
- g. **Consideration of Resolution 2024-18-T amending the budget by \$25,000 to increase Contracted and Other Services line item (Recommend Approval)**
- h. **Consideration of Resolution 2024-19-T recommending approval of an On-Premises Tasting Room Permit for Cultured Ferments Company (Recommend Approval)**
- i. **Consideration of Contractor’s Application for Payment No. 1 to Elmer’s for Stoneridge PRV (Recommend Approval)**
- j. **Consideration of Contractor’s Application for Payment No. 2 to Molon Excavating for Silver Lake Road Sanitary Sewer Extension (Recommend Approval)**
- k. **Consideration of BATA/TCHC Transit – Oriented Mixed Use Development Water and Sewer Extension, close-out and turnover documents (Recommend Approval)**
- l. **Consideration of Ridges 45 – Phase IV (South 22) Water and Sewer Extension, close-out and turnover documents (Recommend Approval)**
- m. **Consideration of Birmley Hills Site Condos – Sanitary Sewer and Water Main Extension, close-out and turnover documents (Recommend Approval)**

Board members removed consent item f. to be dealt with under agenda item #4.

*Barsheff moved and Agostinelli seconded to approve the consent calendar as amended.*

*Yeas: Barsheff, Agostinelli, McManus, Duell, Macomber, Schmuckal, Korn  
 Nays: None*



**4. Items Removed from the Consent Calendar****a. Consideration of Resolution 2024-17-T regarding retention of meeting records on the Township website (Recommend Approval)**

Korn explained that items on the website over three years old would be removed as part of the website overhaul.

*Agostinelli moved and Barsheff seconded to adopt Resolution 2024-17-T regarding retention of meeting records on the Township website.*

*Yeas: Agostinelli, Barsheff, Macomber, Duell, Schmuckal, McManus, Korn*

*Nays: None*

**5. Correspondence (7:08)****a. Timeline of Executive Services for Township Manager from Amy Cell**

A timeline was presented in the search for a Township Manager. Barsheff stated that he will not be involved in the stakeholder interview process since he was going to apply for the position.

**6. Reports****a. County Commissioner's Report (6:10)**

County Commissioners Lauren Flynn and Brad Jewett reported that the COA will be moving into new offices soon and a 2024 tax rate request was approved. ARPA projects are slowly being fulfilled throughout the county and the 2023 Treasurer Annual Report was accepted. Flynn reported that she heard about the library millage that was going to be on the ballot and that the June 19<sup>th</sup> regular meeting was cancelled so that county safety training could be held.

**b. Construction Report (6:14)**

Engineer Jennifer Graham submitted her report in writing and added that the Stoneridge PRV was approved and the Silver Lake Sewer is complete. The CIP water project was resubmitted and the River East bathroom was ordered. A design is almost complete for the Barlow South Airport sidewalks and a Community Energy Grant was approved which funded the township boiler/AC unit replacement.

**c. Sheriff's Report (6:19)**

Lt. Roy Raska reviewed statistics from May 2024 and added that all township positions are filled at this time.

**d. GT Metro Fire Report (6:21)**

Fire Chief Paul Mackin reviewed statistics from May 2024 and added that the department is working on its 2025 budget. He attended meetings regarding upcoming summer festivals and applied for several grants.

- e. **Planning Department Report for May 2024 (6:30)**  
Planner John Sych submitted his report in writing and noted that administrative approval would now be listed on Planning Department reports. The Master Plan will be coming to the board for adoption soon and a survey for branding will also be sent out shortly.
- f. **Parks & Rec Report (6:31)**  
The Parks & Rec Report was submitted in writing.
- g. **Personnel Committee Report (6:32)**  
Chet Janek gave a report on the Building Official position. An agreement was reached where current building official Carl Studzinski would work part time and a full-time inspector/plan reviewer would be hired.
- h. **Clerk's Report (6:36)**  
McManus submitted her report in writing and added that the Clerk's office is busy and ballots are expected shortly.
- i. **Supervisor's Report (6:37)**  
Korn reported that he met with the new Goodwill Housing Director who will look at bringing Carson Square into compliance. He also attended meetings with GT Connect regarding economic development in the region. He gave an update on an ordinance violation in the township and discussed water pressure at the Commons area with stakeholders.

7. **Unfinished Business**

None

8. **New Business**

a. **Concurrence of replacing existing asphalt trail along US 31 using ARPA funds (6:47)**

Planner Sych explained that because of the TJ MAXX relocation, ordinance requirements were reviewed. The trail in front of the shopping area needs repair. Global Asphalt gave an estimate for the US 31 trail and also for the trail in front of the Kohls shopping center area in the amount of \$13,480.00.

*Schmuckal moved and Duell seconded to approve the contract for Global Asphalt in the amount of \$13,480.00 to replace the existing asphalt trail along US 31 using ARPA funds.*

*Yeas: Schmuckal, Duell, Barsheff, Macomber, McManus, Agostinelli, Korn  
Nays: None*

**b. Consideration of Gourdie-Fraser’s proposal for Ridgeview Court Water main extension (6:50)**

*Agostinelli moved and Macomber seconded to approve the Gourdie-Fraser proposal in the amount of \$33,000.00 for the Ridgeview Court water main extension to be paid from the water fund.*

*Yeas: Agostinelli, Macomber, Schmuckal, Duell, McManus, Barsheff, Korn  
Nays: None*

**c. Consideration of Gourdie-Fraser’s proposal for McCrea Booster Station (6:53)**

*Agostinelli moved and Schmuckal seconded to approve Gourdie-Fraser’s proposal for the McCrea booster station in the amount of \$365,000.00.*

Engineer Jennifer Graham said the next step was coordinating the cost estimates with all involved.

*Yeas: Agostinelli, Schmuckal, Barsheff, Macomber, McManus, Duell, Korn  
Nays: None*

**d. Consideration of new contract with MMR (7:00)**

Korn cited MMR’s commitment to the community and their efficiency and in house training programs. Director Amy Fairchild stated that MMR has good working relationships with other area providers to help it run smoothly.

*Schmuckal moved and Agostinelli seconded to enter into a contract for services with MMR through December 31, 2028.*

*Yeas: Schmuckal, Agostinelli, Barsheff, Macomber, Duell, McManus, Korn  
Nays: None*

**9. Public Comment: (7:07)**

None

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

*Korn moved and Schmuckal seconded to go into closed session under Section 13. 1. h of the Freedom of Information Act to discuss a memo from Attorney Scott Howard.*

*Yeas: Korn, Schmuckal, Barsheff, Duell, Macomber, McManus, Agostinelli  
Nays: None*

The meeting was reconvened at 7:28pm.

- 11. **Adjournment**  
*Korn adjourned the meeting at 7:28 pm.*

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

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

CHARTER TOWNSHIP OF GARFIELD  
GRAND TRAVERSE COUNTY, MICHIGAN

RESOLUTION 2024-17-T

RESOLUTION REGARDING RETENTION OF MEETING RECORDS  
ON THE TOWNSHIP WEBSITE

**WHEREAS**, the Charter Township of Garfield has possession of, and continues to receive, a wide range of records in the normal course of conducting the Township's business; and

**WHEREAS**, the retention of records in the Township's possession is regulated by Michigan laws (MCL Section 399.811 and MCL Section 750.491), which prohibit the destruction of records unless the Township has adopted the records retention schedule and destroys the records according to the procedures and schedules mandated by the Statute; and

**WHEREAS**, the Township, in addition to retaining required Township Boards' and Commissions' meeting records on paper and electronically, utilizes its website, Garfield-twp.com, to convey information to the community about meeting agendas, minutes, and other meeting related records; and

**WHEREAS**, in Michigan the specific requirement for municipal websites to retain and display meeting minutes and agendas hosted online is not regulated by the Open Meetings Act or other statewide regulations specifically in terms of online posting duration; and

**WHEREAS**, in the process of redesigning the Township website, it is recommended by the website designer to not keep older documents on the website to facilitate future ADA accessibility requirements.

**NOW, THEREFORE, BE IT RESOLVED**, THAT the Board of Trustees of the Charter Township of Garfield, hereby adopts Resolution 2024-17-T -T regarding website meeting records retention, thereby keeping online meeting records for a full three (3) years, and deleting those records dated prior to three (3) full years, provided these records are kept in a physical file or electronically according to the Township's records retention schedule..

Moved: Molly Agostinelli


Supported: Chris Barsheff

Ayes: Agostinelli, Barsheff, Macomber, Schmuckal, Duell, McManus, Korn

Nays: None

Absent and Excused: None

The Chairman, Chuck Korn, declared the motion carried and Resolution 2024-17-T adopted this 11th day of June 2024.

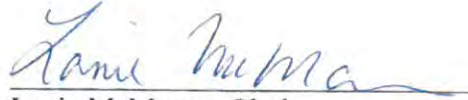
  
Lanie McManus, Clerk  
Charter Township of Garfield



**CERTIFICATION**

I, Lanie McManus, Clerk of the Charter Township of Garfield, do hereby certify that the above is a true and correct copy of Resolution # 2024-17-T which was adopted by the Township Board of the Charter Township of Garfield at a regular meeting held on the 11th day of June 2024.

Dated: 6-12-2024



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



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

**RESOLUTION TO AMEND THE BUDGET**

**RESOLUTION 2024-18-T**

**BE IT HEREBY RESOLVED**, THAT budget amendment to increase line item 101-101-805.000 Contracted and Other Services in General Fund (101) by \$25,000 and take it from General Fund (101) line item 101-000-695.100 Fund Balance be approved.

Moved: Chris Barsheff

Supported: Molly Agostinelli

Yeas: Barsheff, Agostinelli, Duell, Schmuckal, Macomber, McManus, Korn

Nays: None

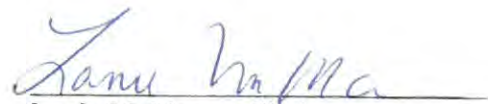
Absent and excused: None

The Chairman, Chuck Korn, declared the motion carried and Resolution 2024-18-T adopted this 11th day of June, 2024.

  
Lanie McManus, Clerk

**CERTIFICATION**

I, Lanie McManus, Clerk of the Charter Township of Garfield, certify the above is a true and correct copy of Resolution 2024-18-T which was adopted by the Township Board of the Charter Township of Garfield on the 11th day of June, 2024.

  
Lanie McManus, Clerk



**Local Government Approval For On-Premises Tasting Room Permit**  
(Authorized by MCL 436.1536)

**RESOLUTION 2024-19-T**

**Instructions for Applicants:**

- You must obtain a recommendation from the local legislative body for a new On-Premises Tasting Room Permit application.

**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 Korn \_\_\_\_\_ on \_\_\_\_\_ June 11, 2024 \_\_\_\_\_ at \_\_\_\_\_ 6:00pm \_\_\_\_\_  
the following resolution was offered: (date) (time)  
Moved by \_\_\_\_\_ Chris Barsheff \_\_\_\_\_ and supported by \_\_\_\_\_ Molly Agostinelli \_\_\_\_\_  
that the application from \_\_\_\_\_ Cultured Ferments Company LLC \_\_\_\_\_  
(name of applicant - if a corporation or limited liability company, please state the company name)

for a **NEW ON-PREMISES TASTING ROOM PERMIT**

to be located at: 3842 Jupiter Crescent, Traverse City, MI 49685

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: 7  
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 \_\_\_\_\_ June 11, 2024 \_\_\_\_\_ (name of township, city, village)  
(regular or special) (date)

Lanie McManus \_\_\_\_\_  
Print Name of Clerk Signature of Clerk Date  
*Lanie McManus* 6-12-2024

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 deliveries: 2407 N. Grand River Avenue, Lansing, MI 48906  
Fax to: 517-763-0059

User: BETTY  
 DB: Garfield  
 CHECK DATE FROM 06/01/2024 - 07/02/2024  
 Banks: GEN

Check Date	Bank	Check #	Payee	Description	GL #	Amount
06/12/2024	GEN	42366	CHERRYLAND AUTO GLASS	F250 WINDSHIELD	101-321-864.000	375.00
06/12/2024	GEN	42367	CHERRYLAND ELECTRIC COOP.	4257600	101-000-084.861	296.53
		42367		4257600	101-265-920.603	811.03
		42367		4257600	101-448-920.005	750.37
						<u>1,857.93</u>
06/12/2024	GEN	42368	CHERRYLAND ELECTRIC COOP.	4478400	208-000-805.000	282.01
06/12/2024	GEN	42369	CHUCK KORN	MILEAGE / EDUCATION	101-171-860.200	186.13
		42369		MILEAGE / EDUCATION	101-171-960.200	115.36
						<u>301.49</u>
06/12/2024	GEN	42370	CONSUMERS ENERGY	103033456148	101-448-920.005	3,185.44
06/12/2024	GEN	42371	CONSUMERS ENERGY	100000311801	101-000-084.861	1,686.08
		42371		100000311801	101-448-920.005	2,987.22
						<u>4,673.30</u>
06/12/2024	GEN	42372	CONTEMPORARY CLEANING	CONTRACTED SVCS	101-265-935.603	1,350.00
06/12/2024	GEN	42373	CONTEMPORARY CLEANING	CONTRACTED SVCS	208-000-805.000	450.00
06/12/2024	GEN	42374	DTE ENERGY	910020833133	101-265-920.601	94.66
06/12/2024	GEN	42375	DTE ENERGY	910020833257	101-265-920.601	66.45
06/12/2024	GEN	42376	FIFTH THIRD BANK	3406-EDUCATION / SUPPLIES	101-253-726.000	149.99
		42376		3406-EDUCATION / SUPPLIES	101-253-960.000	519.00
						<u>668.99</u>
06/12/2024	GEN	42377	GFL ENVIRONMENTAL	002114258	208-000-805.000	644.75
06/12/2024	GEN	42378	GFL ENVIRONMENTAL	002114259	101-265-935.604	135.92
06/12/2024	GEN	42379	GOURDIE-FRASER, INC.	BOILER / AC UNIT EGLE ENERGY GRAND	101-265-935.608	540.00
06/12/2024	GEN	42380	GOURDIE-FRASER, INC.	RIDGEVIEW COURT SAD	204-000-955.000	2,250.00
06/12/2024	GEN	42381	GRAND TRAVERSE COUNTY	TAX MAP UPDATES	101-257-726.000	206.12
06/12/2024	GEN	42382	GRAND TRAVERSE COUNTY DPW	5590511	208-000-805.000	23.83
06/12/2024	GEN	42383	GRAND TRAVERSE COUNTY DPW	5105021	101-265-920.602	518.49
06/12/2024	GEN	42384	GRAND TRAVERSE COUNTY MTA	MTA LUNCH	101-253-960.000	20.00
06/12/2024	GEN	42385	GRANITE TELECOMMUNICATIONS	04652347 - PHONES	101-265-850.000	148.66
06/12/2024	GEN	42386	GRID4 COMMUNICATIONS, INC.	012586 PHONES	101-265-850.000	616.31

3.b.(i)





Check Date	Bank	Check #	Payee	Description	GL #	Amount
06/17/2024	GEN	42407	GMOSER'S SEPTIC SERVICE, INC	TOILET RENTAL	208-000-805.000	360.00
06/17/2024	GEN	42408	PRINCIPAL LIFE INSURANCE COMPANY	DENTAL	101-101-711.030	290.10
		42408		DENTAL	101-171-711.030	155.05
		42408		DENTAL	101-215-711.030	155.47
		42408		DENTAL	101-253-711.030	330.04
		42408		DENTAL	101-257-711.030	345.10
		42408		DENTAL	101-371-711.030	330.04
		42408		DENTAL	101-701-711.030	162.45
		42408		DENTAL	101-702-711.030	303.60
						<u>2,071.85</u>
06/17/2024	GEN	42410	AFLAC	AFLAC	101-000-231.001	436.82
06/26/2024	GEN	42411	MAPLE RIVER DIRECT MAIL	PRIMARY AV POSTAGE	101-262-726.001	2,285.00
07/01/2024	GEN	42412	ANNE WENDLING	CONTRACTED SVCS	101-101-805.000	95.50
		42412		CONTRACTED SVCS	101-707-805.000	212.75
						<u>308.25</u>
07/01/2024	GEN	42413	ANNE WENDLING	CONTRACTED SVCS	208-000-805.000	55.00
07/01/2024	GEN	42414	CONSUMERS ENERGY	103043977273	208-000-805.000	85.15
07/01/2024	GEN	42415	CONSUMERS ENERGY	100018131597	101-448-920.005	38.36
07/01/2024	GEN	42416	CONTEMPORARY CLEANING	CONTRACTED SVCS	101-265-935.603	1,550.00
07/01/2024	GEN	42417	CONTEMPORARY CLEANING	CONTRACTED SVCS	208-000-805.000	450.00
07/01/2024	GEN	42418	DENNIS, GARTLAND & NIERGARTH	2023 AUDIT	101-101-802.000	1,700.00
07/01/2024	GEN	42419	ENGINEERED PROTECTION SYS.	CARDS	101-265-726.003	512.40
07/01/2024	GEN	42420	FIFTH THIRD BANK	1319 BARK/DOG BAGS/BANNER	208-000-935.000	465.82
07/01/2024	GEN	42421	FIFTH THIRD BANK	NOTARY/SPARK PLUGS/SUPPLIES/BLDG EDUCATION	101-101-726.000	427.47
		42421		NOTARY/SPARK PLUGS/SUPPLIES/BLDG EDUCATION	101-101-805.000	88.02
		42421		NOTARY/SPARK PLUGS/SUPPLIES/BLDG EDUCATION	101-215-960.000	(365.00)
		42421		NOTARY/SPARK PLUGS/SUPPLIES/BLDG EDUCATION	101-262-726.000	70.93
		42421		NOTARY/SPARK PLUGS/SUPPLIES/BLDG EDUCATION	101-321-864.000	40.49
		42421		NOTARY/SPARK PLUGS/SUPPLIES/BLDG EDUCATION	101-371-960.000	568.00
						<u>829.91</u>
07/01/2024	GEN	42422	FIFTH THIRD BANK	EDUCATION	101-171-960.200	21.32
07/01/2024	GEN	42423	FLOCK SAFETY	SAFETY FALCON	101-720-880.007	35,000.00
07/01/2024	GEN	42424	GT SUPPLY, LLC	CAN LINER	101-265-726.003	35.00





Check Date      Bank      Check #      Payee      Description      GL #      Amount

--- GL TOTALS ---  
 TOTAL - ALL FUNDS      TOTAL OF 81 CHECKS      144,405.39

101-000-084.861			DUE FROM #861 STREET LIGHTS			3,612.62
101-000-231.000			DEFERRED COMP			1,910.00
101-000-231.001			AFLAC			436.82
101-000-237.000			HSA (FORMERLY FLEX)			712.27
101-000-238.000			UNITED WAY			90.00
101-101-711.030			BENEFITS			3,292.96
101-101-726.000			SUPPLIES			982.98
101-101-726.001			POSTAGE			2,000.00
101-101-726.002			SUPPLIES - COPIER MAINTENANCE			1,092.39
101-101-802.000			AUDIT AND ACCOUNTING			1,700.00
101-101-805.000			CONTRACTED AND OTHER SERVICES			183.52
101-101-901.000			ADVERTISING			195.50
101-101-965.101			DUES & PUBLICATIONS -TOWNBOAR			360.00
101-171-711.030			BENEFITS			2,322.06
101-171-860.200			MILEAGE - SUPERVISOR			186.13
101-171-960.200			EDUCATION - SUPERVISOR			161.68
101-215-711.030			BENEFITS			4,057.43
101-215-960.000			EDUCATION & TRAINING			(365.00)
101-228-955.000			COMPUTER SUPPORT SYSTEMS			378.50
101-228-955.001			COMPUTER NETWORK			709.98
101-253-711.030			BENEFITS			3,872.08
101-253-726.000			SUPPLIES			341.96
101-253-726.001			POSTAGE			3,572.32
101-253-960.000			EDUCATION & TRAINING			3,630.54
101-257-711.030			BENEFITS			206.12
101-257-726.000			SUPPLIES			70.93
101-262-726.001			POSTAGE			2,285.00
101-265-726.003			SUPPLIES-MAINTANCE			877.40
101-265-850.000			TELEPHONE			1,817.96
101-265-920.601			HEATING / GAS			161.11
101-265-920.602			WATER / SEWER			518.49
101-265-920.603			LIGHTS BUILDING			1,809.26
101-265-935.602			LAWN MAINTENANCE			2,792.68
101-265-935.603			CLEANING SERVICE			2,900.00
101-265-935.604			RUBBISH REMOVAL			135.92
101-265-935.608			MAINTENANCE-OTHER			5,187.26
101-321-862.000			GAS & CAR WASHES			231.60
101-321-864.000			MISCELLANEOUS			415.49
101-371-711.030			BENEFITS			3,454.08
101-371-960.000			EDUCATION & TRAINING			568.00
101-448-920.005			STREET LIGHTS TOWNSHIP			7,787.32
101-701-711.030			BENEFITS			2,548.98
101-702-711.030			BENEFITS			3,802.42
101-704-801.000			LEGAL SERVICES			2,293.70
101-707-805.000			CONTRACTED AND OTHER SERVICES			212.75
101-720-880.007			COM. PROM. - COMMUNITY AWAREN			35,000.00
101-720-880.011			COM. PROM. - P.E.G.			19,324.81
204-000-955.000			LOCAL ROAD CONSTRUCTION			2,250.00
208-000-805.000			CONTRACTED AND OTHER SERVICES			11,047.50
208-000-935.000			MAINTENANCE - MISC, EQUIP			730.87
			TOTAL			144,405.39



June 26, 2024

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

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

**I. Developer's Escrow Fund****A. Storm Water Reviews**

1. Engineering consulting services for storm water plan review. <b>Waggener Drive, Escrow No. 215.814</b>	
Project# 23209 Invoice No. 2320905	911.25
2. Engineering consulting services for storm water plan review. <b>Waldecker Homes, Meyers Residence, Escrow No. 214.826</b>	
Project# 24100 Invoice No. 2410001	1,338.75
3. Engineering consulting services for storm water plan review. <b>TC City Orchestra, Community Music School, Escrow No. 214.827</b>	
Project# 24104 Invoice No. 2410402	303.75
4. Engineering consulting services for storm water plan review. <b>Soils &amp; Structures Inc., Escrow No. 214.833</b>	
Project# 24125 Invoice No. 2412501	1,639.75
	<b>Total A</b>
	<u>4,193.50</u>

**B. Side Walk Assessment**

1. Engineering consulting services for site evaluation and recommendations. <b>TJ Max, Escrow No. 214.810</b>	
Project# 24064 Invoice No. 2406402	135.00
	<b>Total B</b>
	<u>135.00</u>

**C. Utility Plan Review, Oversight & Closeout**

1. Engineering consulting services for plan review, construction services and project turnover. <b>Kchii-Noodin Kaamdaaking - II (Windy Hills Phase II)</b>	
Project# 20037 Invoice No. 2003706	800.00
2. Engineering plan review and overall capacity evaluation, construction services, project turnover. <b>Bata HQ Transit, Orientated Development PUD</b>	
Project# 21334 Invoice No. 2133414	1,225.00
3. Engineering plan review and overall capacity evaluation, construction services, project turnover. <b>Ridges at 45, PH IV (Formerly South 22), Water / Sewer Extension, Escrow# 214.815</b>	
Project# 22074 Invoice No. 2207412	2,860.00
4. Engineering plan review, construction services, project turnover. <b>Eagleview Lot 21, Residential Home, Escrow No. 215.822</b>	
Project# 23152 Invoice No. 2315205	1,587.50
	<b>Total C</b>
	<u>6,472.50</u>

**Total Developer's Escrow Fund** 10,801.00

**II. General Utilities**

1. Engineering and survey services for design, topo survey, bidding, construction services, project turnover <b>Stone Ridge PRV Replacement</b>	
Project# 21066 Invoice No. 2106608	3,992.50
2. Engineering and survey services for design, permitting and construction engineering for sewer extension <b>NW Silver Lake Road Sewer Extension</b>	
Project# 22230 Invoice No. 2223009	5,097.50
3. Engineering design, construction staking, administration and observation. Project closeout and turnover. <b>Ridge View Court, Water Main Extension</b>	
Project# 24159 Invoice No. 2415901	8,000.00
	<b>Total Utility Receiving Fund</b>
	<u>17,090.00</u>

**III. Park Funds / DNR Trust Fund**

1. Engineering final design layout, cost estimated for parking improvements. <b>Copper Ridge Trailhead, Parking Improvements to Access the Trail Near Copper Ridge</b>	
Project# 24029C Invoice No. 24029307	1,620.00
	<b>Total Park Funds / DNR Trust Fund</b>
	<u>1,620.00</u>

**GRAND TOTAL** \$29,511.00

**Invoice**

Gourdie-Fraser, Inc.  
123 West Front Street, Suite A  
Traverse City, MI 49684  
Phone: 231-946-5874 Ext. 310  
A/R email: melanie@gfa.tc

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

June 26, 2024  
Project No: 23209  
Invoice No: 2320905

Re: Waggener Drive, Storm Water Review, Escrow No. 215.814

Services Performed: Engineering Services for storm water review including review of plans, computations and specifications for compliance with Ordinance 49. Services include supplement review of post construction as required by ZBA and letter of acceptance.

Project Location: 1661 Lake Drive, Traverse City

**Professional Services from May 19, 2024 to June 22, 2024**

**Professional Personnel**

	<b>Hours</b>	<b>Rate</b>	<b>Amount</b>	
Project Engineer II	6.75	135.00	911.25	
Totals	6.75		911.25	
<b>Total Labor</b>				<b>911.25</b>
		<b>Total this Invoice</b>		<b>\$911.25</b>

**Billings to Date**

	<b>Current</b>	<b>Prior</b>	<b>Total</b>
Labor	911.25	1,973.75	2,885.00
<b>Totals</b>	<b>911.25</b>	<b>1,973.75</b>	<b>2,885.00</b>

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

June 26, 2024  
Project No: 24100  
Invoice No: 2410001

Re: Waldecker Homes, Meyers Residence, Storm Water Review, Escrow No. 215.826

Services Performed: Engineering Services for storm water review including review of plans, computations and specifications for compliance with Ordinance 49. Services include review, communication with applicant / engineer, correspondence letter and acceptance letter with conditions.

Project Location: 11448 N. West Silver Lake Road, Traverse City, MI 49685

**Professional Services from May 07, 2024 to June 22, 2024**

**Professional Personnel**

	<b>Hours</b>	<b>Rate</b>	<b>Amount</b>	
Project Engineer II	7.75	135.00	1,046.25	
Project Specialist	2.25	130.00	292.50	
Totals	10.00		1,338.75	
<b>Total Labor</b>				<b>1,338.75</b>
		<b>Total this Invoice</b>		<b>\$1,338.75</b>

**Billings to Date**

	<b>Current</b>	<b>Prior</b>	<b>Total</b>
Labor	1,338.75	0.00	1,338.75
<b>Totals</b>	<b>1,338.75</b>	<b>0.00</b>	<b>1,338.75</b>

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

June 26, 2024  
Project No: 24104  
Invoice No: 2410402

Re: Traverse City Orchestra, Community Music School, Storm Water Review, Escrow No. 214.827  
Services Performed: Engineering Services for storm water review including review of plans, computations and specifications for compliance with Ordinance 49. Services includes review, communication with applicant / engineer, site visit to evaluate conditions and correspondence letter with recommendations.

Project Location: 1724 S. Garfield Ave., Traverse City  
**Professional Services from May 19, 2024 to June 22, 2024**  
**Professional Personnel**

	<b>Hours</b>	<b>Rate</b>	<b>Amount</b>	
Project Engineer II	2.25	135.00	303.75	
Totals	2.25		303.75	
<b>Total Labor</b>				<b>303.75</b>
		<b>Total this Invoice</b>		<b>\$303.75</b>

**Billings to Date**

	<b>Current</b>	<b>Prior</b>	<b>Total</b>
Labor	303.75	721.50	1,025.25
<b>Totals</b>	<b>303.75</b>	<b>721.50</b>	<b>1,025.25</b>

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

June 26, 2024  
Project No: 24125  
Invoice No: 2412501

Re: Soils & Structures Inc., Storm Water Review, Escrow No. 214.833

Services Performed: Engineering Services for storm water review including review of plans, computations and specifications for compliance with Ordinance 49. Services includes review, communication with applicant / engineer and final correspondence letter of initial review.

**Professional Services from May 19, 2024 to June 22, 2024**

**Professional Personnel**

	<b>Hours</b>	<b>Rate</b>	<b>Amount</b>	
Project Engineer II	8.25	135.00	1,113.75	
Design CAD Technician I	2.50	90.00	225.00	
Construction/Testing Tech. I	3.50	86.00	301.00	
Totals	14.25		1,639.75	
<b>Total Labor</b>				<b>1,639.75</b>
		<b>Total this Invoice</b>		<b>\$1,639.75</b>

**Billings to Date**

	<b>Current</b>	<b>Prior</b>	<b>Total</b>
Labor	1,639.75	0.00	1,639.75
<b>Totals</b>	<b>1,639.75</b>	<b>0.00</b>	<b>1,639.75</b>



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

June 26, 2024  
Project No: 24064  
Invoice No: 2406402

Re: TJ Max, Side Walk Assessment, Escrow No. 214.810

Services Performed: Engineering services for site evaluation of conditions and letter with recommendations and corrective reports.

Project Location: 3301 US-31, Traverse City, MI  
**Professional Services from May 19, 2024 to June 22, 2024**  
**Professional Personnel**

	<b>Hours</b>	<b>Rate</b>	<b>Amount</b>	
Project Engineer II	1.00	135.00	135.00	
Totals	1.00		135.00	
<b>Total Labor</b>				<b>135.00</b>
		<b>Total this Invoice</b>		<b>\$135.00</b>

**Billings to Date**

	<b>Current</b>	<b>Prior</b>	<b>Total</b>
Labor	135.00	900.75	1,035.75
<b>Totals</b>	<b>135.00</b>	<b>900.75</b>	<b>1,035.75</b>

---

**Invoice**

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

June 26, 2024  
Project No: 20037  
Invoice No: 2003706

Re: Kchii-Noodiin Kaamdaakiing - II (Windy Hills Phase II)

Services Performed: Provide plan and permit application review, over-sight inspection and project close out for the water main and sanitary sewer infrastructure to services the development located on Herkner Road.

1. Engineering Review - Meeting with the Windy Hills engineer, plan review and ACT 399 / Part 41 EGLE permit application assistance for pump station, water and sewer extension.
2. Construction observation & oversight - Estimated services for approximately (50 days) of construction oversight (100 hours) and over site of pump station start up. Owner is responsible for providing full time insepction, reports and testing compliant with township specifications.
3. Project Turnover - Review drawing, reports and close out documents and turnover documentation to township.

**Professional Services from May 19, 2024 to June 22, 2024**  
**Fee**

Billing Phase	Fee	Percent Complete	Earned	Previous Fee Billing	Current Fee Billing
Engineer Review	8,000.00	100.00	8,000.00	7,200.00	800.00
Construction Observation	12,500.00	0.00	0.00	0.00	0.00
Proj. Turnover, Close Out	1,500.00	0.00	0.00	0.00	0.00
Total Fee	22,000.00		8,000.00	7,200.00	800.00
<b>Total Fee</b>					<b>800.00</b>
<b>Total this Invoice</b>					<b>\$800.00</b>

**Invoice**

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A/R email: melanie@gfa.tc

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

June 26, 2024  
Project No: 21334  
Invoice No: 2133414

Re: Bata HQ Transit, Orientated Development PUD, Water & Sewer Extension Escrow# 214.816

Services Performed: Engineering review for conceptual and final plan review and overall capacity evaluation to determine impact to existing water and sewer system and ability to services. Full time construction observation, water main and sanitary sewer including services, testing and walk through with DPW. Project turnover for reviewing drawings and easements, close out and turnover documentation to township and updates to GIS and overall utility maps.

Additional Services:

AS#1 - Construction observation and engineering services as detailed in Additional Escrow Letter. Estimated \$12,500.

AS#2 - Utility review due to minor site amendment change per email to township dated 11/13/23. \$1000.

**Professional Services from March 17, 2024 to June 22, 2024**

Billing Phase	Fee	Percent Complete	Earned	Previous Fee Billing	Current Fee Billing
Engineer Review	9,500.00	100.00	9,500.00	9,500.00	0.00
Construction Observation	52,800.00	100.00	52,800.00	52,800.00	0.00
AS#1 Construction Observation	12,500.00	100.00	12,500.00	12,500.00	0.00
Proj. Turnover, Close Out	3,500.00	100.00	3,500.00	2,275.00	1,225.00
AS#2 Utility Review	1,000.00	100.00	1,000.00	1,000.00	0.00
Total Fee	79,300.00		79,300.00	78,075.00	1,225.00
<b>Total Fee</b>					<b>1,225.00</b>
<b>Total this Invoice</b>					<b>\$1,225.00</b>

**Invoice**

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

June 26, 2024  
Project No: 22074  
Invoice No: 2207412

Re: Ridges at 45, Phase IV (formerly South 22), Water / Sewer Extension, Escrow# 701-000-214.815

Services Performed: Engineering and construction services for plan review, construction oversight and project close out for the water main and sanitary sewer extension to service the residential housing complex located along Lafranier Road north of the intersection of Hammond Road. Housing complex is comprised of three apartment buildings and nine quadplex apartment buildings and a maintenance building.

Additional Services:

1. Engineering services for a second plan review and overall capacity evaluation to determine impact to the existing water and sewer system and the ability to services. The completion is due to SUP amendment and site plan/usage change. Act 399 and Part 41 permit assistance for watermain and sewer main extension. \$1,500.

Project Location: 1532 W. Hammond Road, Traverse City

**Professional Services from March 17, 2024 to June 22, 2024**

**Fee**

Billing Phase	Fee	Percent Complete	Earned	Previous Fee Billing	Current Fee Billing
Engineering Plan Review	3,500.00	100.00	3,500.00	3,500.00	0.00
Construction Observation & Testing	44,200.00	100.00	44,200.00	41,990.00	2,210.00
Project Closeout & Turnover	2,500.00	76.00	1,900.00	1,250.00	650.00
Engineering 2nd Plan Review	1,500.00	100.00	1,500.00	1,500.00	0.00
Total Fee	51,700.00		51,100.00	48,240.00	2,860.00
<b>Total Fee</b>					<b>2,860.00</b>
<b>Total this Invoice</b>					<b>\$2,860.00</b>

**Invoice**

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

June 26, 2024  
Project No: 23152  
Invoice No: 2315205

Re: Eagleview Lot 21, Residential Home, Site Plan and Water Main, Escrow No. 215.822

Services Performed: Engineering services for review of plans, provide proposed water main adjustment plan, profile and submission of an Act 399 Permit. Full time construction observation for water main, testing and walk through with DPW. Project turnover for review drawing and easements, close out and turnover documentation to township and updates to GIS and overall utility maps.

Additional Services:  
AS#1 Additional escrow for construction observation for watermain as detailed in Escrow Letter dated 01/16/24  
Estimated \$2250.

**Professional Services from April 14, 2024 to June 22, 2024**  
**Fee**

Billing Phase	Fee	Percent Complete	Earned	Previous Fee Billing	Current Fee Billing
Site Plan Review	6,500.00	100.00	6,500.00	6,500.00	0.00
Construction Observation & Testing	2,000.00	100.00	2,000.00	2,000.00	0.00
AS#1 Const. Observation & Testing	2,250.00	100.00	2,250.00	1,462.50	787.50
Project Turnover	1,000.00	80.00	800.00	0.00	800.00
Total Fee	11,750.00		11,550.00	9,962.50	1,587.50
<b>Total Fee</b>					<b>1,587.50</b>
<b>Total this Invoice</b>					<b>\$1,587.50</b>

**Invoice**

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

June 26, 2024  
 Project No: 21066  
 Invoice No: 2106608

Re: Stone Ridge PRV Replacement

Services Performed: Professional engineering services for a topographic survey, preliminary design, final design, bidding, construction administration, construction staking, construction observation, project close out and turn over as detailed in proposal letter dated March 3, 2021.

**Professional Services from March 17, 2024 to June 22, 2024**

**Fee**

Billing Phase	Fee	Percent Complete	Earned	Previous Fee Billing	Current Fee Billing
Topographic Survey	5,250.00	100.00	5,250.00	5,250.00	0.00
Preliminary Design	12,500.00	100.00	12,500.00	12,500.00	0.00
Final Design	14,350.00	100.00	14,350.00	14,350.00	0.00
Bidding Services	4,000.00	100.00	4,000.00	4,000.00	0.00
Construction Administration	9,850.00	25.00	2,462.50	1,970.00	492.50
Construction Staking	3,500.00	100.00	3,500.00	0.00	3,500.00
Construction Observation	12,350.00	15.00	1,852.50	1,852.50	0.00
Project Closeout and Turnover	2,500.00	0.00	0.00	0.00	0.00
<b>Total Fee</b>	<b>64,300.00</b>		<b>43,915.00</b>	<b>39,922.50</b>	<b>3,992.50</b>
			<b>Total Fee</b>		<b>3,992.50</b>
				<b>Total this Invoice</b>	<b>\$3,992.50</b>



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

June 26, 2024  
 Project No: 22230  
 Invoice No: 2223009

Re: NW Silver Lake Road Sewer Extension

Project Description: Project consists of professional engineering services for the design, permitting and construction engineering for the extension of the 8" gravity sewer along Silver Lake Road to provide sanitary to the adjacent property owners. The extension would include approximately 1,800 feet of 8" gravity sewer to be extended to the limits of the parcel providing sanitary sewer service to five (5) parcels. The engineering fees would include design, permitting, bidding, construction observation and closeout. The project would be financed by the Township with costs reimbursed by the property owners (upon connection) as a Lateral Charge with financing options offered by the Township. This project supports the Township's goals and objectives to provide municipal infrastructure, hence preserving the health and safety of the public and environment.

**Professional Services from May 19, 2024 to June 22, 2024**  
**Fee**

Billing Phase	Fee	Percent Complete	Earned	Previous Fee Billing	Current Fee Billing
Engineering Design	21,850.00	100.00	21,850.00	21,850.00	0.00
Construction Staking	5,000.00	100.00	5,000.00	5,000.00	0.00
Construction Administration	5,750.00	80.00	4,600.00	3,852.50	747.50
Construction Observation	28,500.00	100.00	28,500.00	25,650.00	2,850.00
Project Closeout and Turnover	1,500.00	100.00	1,500.00	0.00	1,500.00
<b>Total Fee</b>	<b>62,600.00</b>		<b>61,450.00</b>	<b>56,352.50</b>	<b>5,097.50</b>
			<b>Total Fee</b>		<b>5,097.50</b>
				<b>Total this Invoice</b>	<b>\$5,097.50</b>

**Invoice**

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

June 26, 2024  
Project No: 24159  
Invoice No: 2415901

Re: Ridge View Court, Water Main Extension

Services Performed: Civil engineering services including design, permitting, bidding, construction oversight and project closeout services for the extension of the 8" water main along Ridge View Court to provide potable water to the adjacent property owners. The extension to include approx. 1000' of 8" water main to be extended to the limits of the road providing water service to seventeen parcels as detailed in proposal letter dated May 21, 2024.

**Professional Services from May 19, 2024 to June 22, 2024**

<b>Billing Phase</b>	<b>Fee</b>	<b>Percent Complete</b>	<b>Earned</b>	<b>Previous Fee Billing</b>	<b>Current Fee Billing</b>
Engineering Design	8,000.00	100.00	8,000.00	0.00	8,000.00
Construction Staking	3,000.00	0.00	0.00	0.00	0.00
Construction Administration	5,000.00	0.00	0.00	0.00	0.00
Construction Observation	14,500.00	0.00	0.00	0.00	0.00
Project Closeout and Turnover	2,500.00	0.00	0.00	0.00	0.00
Total Fee	33,000.00		8,000.00	0.00	8,000.00
		<b>Total Fee</b>			<b>8,000.00</b>
				<b>Total this Invoice</b>	<b>\$8,000.00</b>

**Invoice**

Gourdie-Fraser, Inc.  
123 West Front Street, Suite A  
Traverse City, MI 49684  
Phone: 231-946-5874 Ext. 310  
A/R email: melanie@gfa.tc

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

June 26, 2024  
Project No: 24029C  
Invoice No: 24029307

Re: Copper Ridge Trailhead

Services Performed: Engineering services for final design layout, cost estimates for trailhead and parking improvements to access the trail near Copper Ridge.

**Professional Services from May 19, 2024 to June 22, 2024**

**Professional Personnel**

	<b>Hours</b>	<b>Rate</b>	<b>Amount</b>	
Project Engineer II	12.00	135.00	1,620.00	
Totals	12.00		1,620.00	
<b>Total Labor</b>				<b>1,620.00</b>
		<b>Total this Invoice</b>		<b>\$1,620.00</b>



Engineering  
Surveying  
Testing &  
Operations

123 West Front Street  
Traverse City, Michigan 49684  
231.946.5874   
231.946.3703 

June 20, 2024

Charter Township of Garfield  
Attn: Chuck Korn  
2848 Veterans Drive  
Traverse City, MI 49684

RE: Eagleview Water Main Extension  
GFA #23152  
Close-out & Turnover

Dear Chuck:

The project for Eagleview Water Main Extension has been completed. Enclosed please find copies of the following items submitted by the contractor in compliance with the contract documents:

1. One-Year Maintenance Bond
2. Letter of Guarantee
3. Affidavit of Completion/Consent of Surety
4. Bill of Sale
5. Grant of Easement

The Record Drawings and reports are completed and both paper and USB copies will be delivered to the Grand Traverse County Department of Public Works.

GFA has provided construction oversight on this project and hereby verifies to the best of our knowledge, the contractor has installed the facilities according to the approved plans and specifications. Based on this information, we recommend that the Township accept the facilities.

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

Sincerely,  
Gourdie-Fraser, Inc.

Jennifer Graham, P.E.  
Director of Engineering

Enclosures

cc: John Divozzo, Grand Traverse County DPW

**AFFIDAVIT OF COMPLETION/CONSENT OF SURETY**

MKN Excavating LLC \_\_\_\_\_  
Name of Contractor

P.O. Box 315, Lake Ann, MI 49650 \_\_\_\_\_  
Address of Contractor

being duly sworn, deposes and says that they entered into a Contract with Charter Township of Garfield  
on the 18th day of January, 2024, for the Eagleview Water Main Relocation Project.

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

WITNESSES:  
Lori Sinn \_\_\_\_\_  
Lori Sinn \_\_\_\_\_  
Print

SIGNED:  
Matthew Brayton \_\_\_\_\_  
Matthew Brayton \_\_\_\_\_  
Print

Subscribed and sworn to before me this 12th day of June, 2024.

Notary Public -  
Grand Traverse County  
acting in Grand Traverse  
County  
SEAL

Dustin A Parks \_\_\_\_\_  
Print Name  
[Signature] \_\_\_\_\_  
Notary Public Sign

My commission expires: 4/22/2029

**CONSENT OF SURETY**

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

NAME OF SURETY COMPANY: \_\_\_\_\_

PERFORMANCE AND PAYMENT BOND NO.: \_\_\_\_\_

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

Signed: \_\_\_\_\_

Name: \_\_\_\_\_





Project Name \_\_\_\_\_

Maintenance Bond

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

Signed and sealed this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_

CONTRACTOR AS PRINCIPAL  
Company: MKN Excavating LLC

SURETY  
Company: (Corp. Seal)

Signature: Matthew Brayton  
Matthew Brayton  
Its: Manager

Signature: \_\_\_\_\_  
Name and Title:  
**(Attach Power of Attorney)**

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

CONTRACTOR AS PRINCIPAL  
Company: (Corp. Seal)

SURETY  
Company: (Corp. Seal)

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

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

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

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



## BILL OF SALE

Mr. Ali E. Ibrahim, whose address is 4424 Winterwood Lane, Saginaw, MI 48603 (herein referred to as "Seller") for and in consideration of One (\$1.00) Dollar, the adequacy and receipt of which is acknowledged, does hereby grant, dedicate, transfer and deliver to Garfield Township, whose address is 3848 Veterans Drive, MI 49684 (herein referred to as the "Township"), all water main and sewer and appurtenances as shown on the attached drawings that are in, over, upon and under the real estate more fully described as:

Land situated in the Township of Garfield, County of Grand Traverse and State of Michigan, described as follows:

### 20' WIDE WATER MAIN EASEMENT

119 LF 8" WATER MAIN LOCATED IN A PUBLIC UTILITY EASEMENT NEAR AN EXISTING 8" WATER MAIN VALVE (#1092) LOCATED IN THE RIGHT-OF-WAY OF EAGLEVIEW DRIVE, RUNNING WEST THROUGH THE SITE AND TERMINATING AT THE WEST SIDE OF THE SITE AT VALVE #1097.

A 20' wide easement for the installation and maintenance of a water main line and appurtenance in part of the Southwest 1/4 of Section 8, Town 27 North, Range 11 West, Garfield Township, Grand Traverse County, Michigan, said Easement being part of Tax Parcel #05-023-026-55, which is more fully described as;

Legal Description: See Exhibit A, attached and incorporated hereto.

Seller hereby warrants and certifies to the Township that the Improvement has been acquired, constructed and completed in accordance with the Plans and Specifications developed by Grand Traverse County for the improvement previously approved by the Township, and that no claim, action, or liability exists with respect to the improvement and its construction and installation.

Seller further warrants and represents to the Township that it is the lawful owner of the improvement, and that the improvement is free of all liens and encumbrances of any kind. Seller further represents that it has the authority to transfer the improvement. All warranties and guarantees pertaining to the improvement are hereby assigned and transferred to the Township.

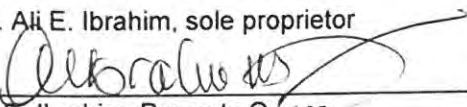
*[Signatures on the Next Page.]*

Dated this 11 day of June, ~~2023~~ <sup>2024</sup>

**Seller:**

Mr. Ali E. Ibrahim, sole proprietor

By:

  
\_\_\_\_\_  
Ali E. Ibrahim, Property Owner

**CERTIFICATE OF SUBSTANTIAL COMPLETION**

Owner:	Garfield Township	Owner's Contract No.:	
Contractor:	Cornerstone Construction	Contractor's Project No.:	
Engineer:	Gourdie-Fraser, Inc. (GFA)	Engineer's Project No.:	23152
Project:	Sanitary Sewer and Water Main Extension	Contract Name:	

This ~~preliminary~~ [final] Certificate of Substantial Completion applies to:

All Work  The following specified portions of the Work:

*MAY 31, 2024*

**Date of Substantial Completion**

The Work to which this Certificate applies has been inspected by authorized representatives of Owner, Contractor, and Engineer, and found to be substantially complete. The Date of Substantial Completion of the Work or portion thereof designated above is hereby established, subject to the provisions of the Contract pertaining to Substantial Completion. The date of Substantial Completion in the final Certificate of Substantial Completion marks the commencement of the contractual correction period and applicable warranties required by the Contract.

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

The responsibilities between Owner and Contractor for security, operation, safety, maintenance, heat, utilities, insurance, and warranties upon Owner's use or occupancy of the Work shall be as provided in the Contract, except as amended as follows: *[Note: Amendments of contractual responsibilities recorded in this Certificate should be the product of mutual agreement of Owner and Contractor; see Paragraph 15.03.D of the General Conditions.]*

Amendments to Owner's responsibilities:  None  As follows

Amendments to Contractor's responsibilities:  None  As follows:

The following documents are attached to and made a part of this Certificate: *[punch list; others]*

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

<b>EXECUTED BY ENGINEER:</b>		<b>ACCEPTED:</b>		<b>ACCEPTED:</b>	
By:	<i>[Signature]</i> (Authorized signature)	By:	_____	By:	<i>[Signature]</i> (Authorized Signature)
Title:	Director of Engineering	Title:	Township Supervisor	Title:	_____
Date:	6/4/2024	Date:	_____	Date:	6/4/2024

## GRANT OF EASEMENT

KNOW ALL MEN BY THESE PRESENTS: that Mr. Ali E. Ibrahim, (Grantor), whose address is 4424 Winterwood Lane, Saginaw, MI 48603 for and in consideration of One Dollar and 00/100 cents (\$1.00) grants and conveys to the Township of Garfield, a Michigan municipal corporation, (Grantee), whose address is 3848 Veterans Drive, Traverse City, MI 49684, and the successors and assigns of Grantee, a non-exclusive easement for the purposes of laying constructing, maintaining, operating, repairing, substituting, removing, enlarging, inspecting and replacing public and private utilities, through, along and across the following described property:

Situated in the Township Garfield, County of Grand Traverse, State of Michigan, to wit:

### 20' WIDE WATER MAIN EASEMENT

A 20' wide easement for the installation and maintenance of a water main line and appurtenance in part of the Southwest 1/4 of Section 8, Town 27 North, Range 11 West, Garfield Township, Grand Traverse County, Michigan, said Easement being part of Tax Parcel #05-108-020-00, which is more fully described as;

Legal Description: See Exhibit A, attached and incorporated hereto.

Subject of other easements or restrictions, if any.

Together with the right of ingress and egress to, from and over said lands, and subject to other easements or restrictions, if any.

The Grantee shall replace and restore the property to the condition in which it is found whenever any construction or maintenance occurs within the easement area. Grantee shall not be responsible for replacing any trees or vegetation in the easement area that are disturbed as a result of construction or maintenance. Grantors agree that no buildings or other structures will be placed within the boundaries of said easement, and Grantor shall not plant any trees or vegetation in the easement that interfere with Grantees rights under this easement. Grantee shall have the right to remove any buildings, fences, structures, trees or vegetation placed within the easement and Grantor shall be responsible for the cost of such removal.

This easement and associated rights and restriction are granted in perpetuity.

Grantor and Grantee, as used herein, shall be deemed to be plural, when required to be so, and shall include the heirs, successors and assigns of the parties hereto.

The word "easement", as used herein, shall be deemed to be plural when required to be so.

The rights, obligations and restrictions under this Grant of Easement shall run with the land of Grantors and shall be binding on the successors and assigns of Grantors.

Dated this 12 day of June, 2024

ALI IBRAHIM Abrah

Grantor

Grantor

STATE OF MICHIGAN  
COUNTY OF ~~GRAND TRAVERSE~~ SAGINAW (66)

Acknowledged before me in on the 12<sup>th</sup> day of June, 2024

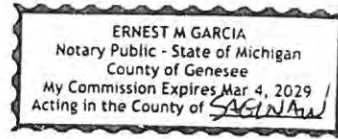
by ALI IBRAHIM, Grantors

Ernest M. Garcia

Notary Public: Ernest M. Garcia

Genesee Cty., Michigan

My Commission Expires: 03/04/2029



Drafted by and when recorded return to:

\_\_\_\_\_  
Name

\_\_\_\_\_  
Company

\_\_\_\_\_  
Address

\_\_\_\_\_  
Address









**Contractor's Application for Payment No. 2**

Application Period: 6/1/2024-6/20/2024	Application Date: 6/20/2024
From (Contractor): GARFIELD TOWNSHIP 3600 RENNEE SCHOOL RD TRAVERSE CITY, MI 49685	To (Engineer): GOURDIE-FRABEK, INC. 123 W FRONT STREET TRAVERSE CITY, MI 49684
Contractor's Project No.: 530001	Engineer's Project No.: 19135


Application For Payment  
Change Order Summary

Approved Change Order Number	Additions	Deductions
1. ORIGINAL CONTRACT PRICE		\$731,600.00
2. Net change by Change Orders		\$731,600.00
3. Current Contract Price (Line 1 + 2)		\$127,853.26
4. TOTAL COMPLETED AND STORED TO DATE (Column F total on Progress Estimates)		\$127,853.26
5. RETAINAGE:		
a. 10% X Work Completed	\$	\$12,785.33
b. 10% X Stored Material	\$	\$12,785.33
c. Total Retainage (Line 5.a + Line 5.b)		\$25,570.66
6. AMOUNT ELIGIBLE TO DATE (Line 4 - Line 5.c)		\$102,282.60
7. LESS PREVIOUS PAYMENTS (Line 6 from prior Applications)		\$78,811.55
8. AMOUNT DUE THIS APPLICATION		\$23,471.05
9. BALANCE TO FINISH, PLUS RETAINAGE (Column G total on Progress Estimate + Line 5.c above)		\$216,612.97

**Contractor's Certification**  
The undersigned Contractor certifies, to the best of its knowledge, the following:  
(1) All previous progress payments received from Owner on account of Work done under the Contract have been applied on account to discharge Contractor's legitimate obligations incurred in connection with the Work covered by prior Applications for Payment;  
(2) Title to all Work, materials and equipment incorporated in said Work, or otherwise listed in or covered by this Application for Payment, will pass to Owner at time of payment free and clear of all liens, security interests, and encumbrances (except such as are covered by a bond acceptable to Owner indemnifying Owner against any such liens, security interest, or encumbrances); and  
(3) All the Work covered by this Application for Payment is in accordance with the Contract Documents and is not defective.

Contractor's Signature:   
By:   
Date: 6/24/24

Payment of: Thirty Seven Thousand Fifty Five Dollars and Forty Eight Cents  
(Line 8 or other - attach explanation of the other amount)

is recommended by:   
(Engineer) 6/20/2024  
(Date)

Payment of: Thirty Seven Thousand Fifty Five Dollars and Forty Eight Cents  
(Line 8 or other - attach explanation of the other amount)

is approved by: \_\_\_\_\_  
(Owner) \_\_\_\_\_  
(Date) \_\_\_\_\_

Approved by: \_\_\_\_\_  
Funding or Financing Entity (if applicable) \_\_\_\_\_  
(Date) \_\_\_\_\_

# Contractor's Application

## Progress Estimate - Unit Price Work

For (Contract):		3600 RENNIE SCHOOL RD		TRAVERSE CITY, MI 49685		Application Number:		2					
Application Period:		6/1/2024-6/30/2024		Application Date:		6/20/2024							
A		B		C		D		E		F		G	
Bid Item No.	Item Description	Item Qty	Units	Contract Information		Qty Instd Prev	Value of Work Instd Prev	Qty Instd This Period	Value of Work Instd This Period	Value of Materials Presently Stored (not in C or D)	Total Completed and Stored to Date (C + D + E)	% Complete (F / B)	Balance to Finish (B - F)
				Unit Price	Total Value of Item (\$)								
	CEDAR RUN PRV												
1	Mobilization	LS	1	\$40,570.00	\$40,570.00								\$40,570.00
2	Traffic Control	LS	1	\$5,991.00	\$5,991.00								\$5,991.00
3	Tapping Sleeve & Valve, 12"	EA	2	\$8,675.00	\$17,350.00								\$17,350.00
4	Insertion Valve, 12"	EA	1	\$12,500.00	\$12,500.00								\$12,500.00
5	Water Main, Ductile Iron, 12"	LF	35	\$300.00	\$10,500.00								\$10,500.00
6	Pressure Reducing Station	LS	1	\$598,159.00	\$598,159.00					\$127,852.26	\$127,852.26	21.4%	\$470,306.74
7	Telemetry Allowance	LS	1	\$23,110.00	\$23,110.00								\$23,110.00
8	Electrical Allowance	LS	1	\$9,000.00	\$9,000.00								\$9,000.00
9	Restoration	LS	1	\$6,000.00	\$6,000.00								\$6,000.00
10	Abandon PRV Station - Stone Ridge	LS	1	\$8,500.00	\$8,500.00								\$8,500.00
<b>Totals</b>					\$731,680.00					\$127,852.26	\$127,852.26	17.5%	\$603,827.74



# GRAND TRAVERSE METRO FIRE DEPARTMENT 6.c.

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

## Garfield / Metro NFIRS Incidents - June 2024

Incident Type	Garfield	Metro
Medical assist, assist EMS crew	239	338
Dispatched and cancelled en route	28	41
Emergency medical service, other	28	49
Motor vehicle accident with injuries	9	14
Unauthorized burning	4	7
Assist invalid	3	3
Gas leak (natural gas or LPG)	3	4
Motor vehicle accident with no injuries.	3	4
Power line down	3	3
Smoke detector activation, no fire - unintentional	3	6
Arcing, shorted electrical equipment	2	2
Low Hanging Power Line	2	3
Smoke scare, odor of smoke	2	2
Water Flow Alarm - unintentional	2	2
Alarm system activation, no fire - unintentional	1	2
Alarm system sounded due to malfunction	1	2
Authorized controlled burning	1	1
Building fire / Dryer/Appliance Fire	1	1
Cooking fire, confined to container	1	1
Extrication of victim(s) from vehicle	1	1
Motor vehicle/pedestrian accident (MV Ped)	1	1
No incident found on arrival at dispatch address	1	3
Person in distress, other	1	1
Public service	1	1
Removal of victim(s) from stalled elevator	1	1
Road freight or transport vehicle fire	1	1
Smoke detector activation due to malfunction	1	2
Sprinkler activation, no fire - unintentional	1	1
Tree Down onto High Voltage Lines	1	2
Animal rescue	0	2
Building Fire - Int/Ext Finish - Non-Structural	0	1
Carbon monoxide incident	0	1
Chemical spill or leak	0	1
Confined space rescue	0	1
Detector activation, no fire - unintentional	0	1
Good intent call, other	0	1
LP or Natural Gas Odor with no leak/gas found.	0	1
Low-voltage line down	0	1
Passenger vehicle fire	0	1
Tree Down onto Low Voltage Lines	0	1
Vehicle accident, general cleanup	0	1
<b>Totals</b>	<b>346</b>	<b>512</b>

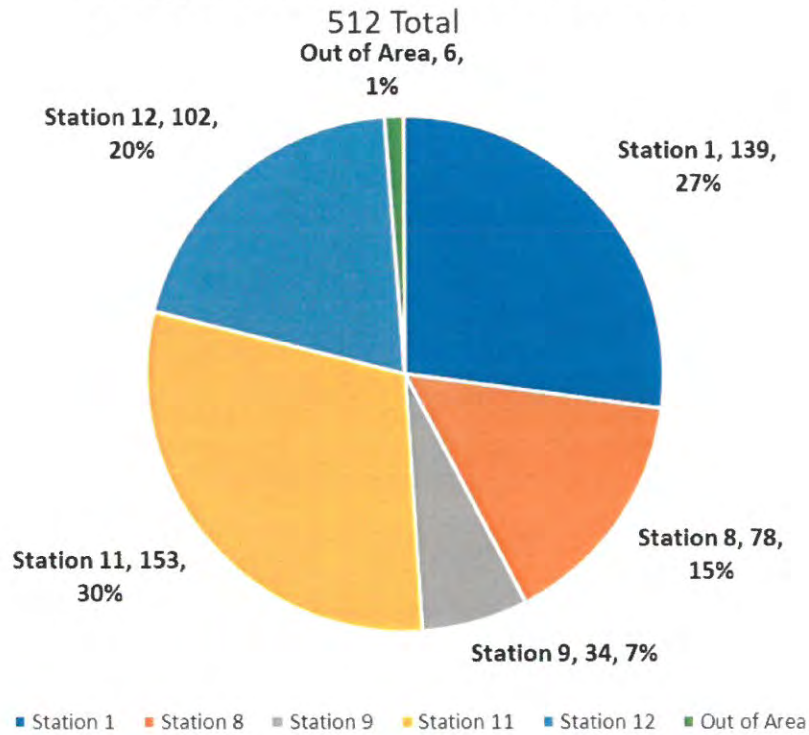




# GRAND TRAVERSE METRO FIRE DEPARTMENT

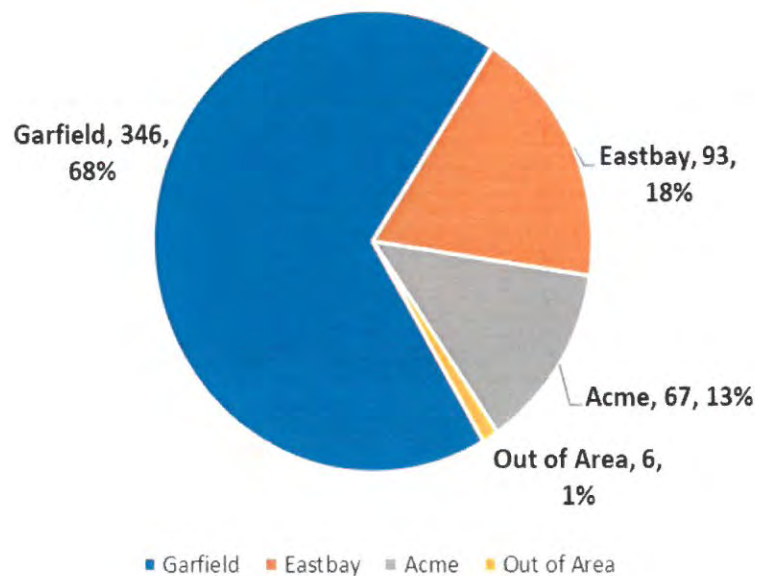
FIRE OFFICE 897 Parsons Road ~ Traverse City, MI 49686  
Phone: (231) 947-3000 Fax: (231) 947-8728 ~ Website: [www.gtmetrofire.org](http://www.gtmetrofire.org) Email: [Info@gtmetrofire.org](mailto:Info@gtmetrofire.org)

## GTMESSA - Incidents by Station June 2024



## GTMESSA - June 2024 incidents

512 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](http://www.gtmetrofire.org) Email: [info@gtmetrofire.org](mailto:info@gtmetrofire.org)

## Garfield EMS Complaints - June 2024

Complaint	Priority 1	Priority 2	Priority 3	Total
Fall	11	18	26	55
Difficulty Breathing / SOB	27	2	5	34
Invalid Assist/Lift Assist		4	23	27
General Weakness	2	3	17	22
Cardiac Issues (Chest Pain)	20			20
Altered LOC	13	2	1	16
Vehicle Accident	11		2	13
Abdominal Pain	7		5	12
Medical Alarm	1	6	4	11
No Other Appropriate Choice	1	1	8	10
Seizure	5		3	8
Alcohol intoxication	2	1	4	7
Nausea/Vomiting	1	1	5	7
Psychiatric Problem/Suicide Attempt		1	6	7
Stroke/CVA	7			7
Unresponsive	7			7
Hemorrhage/Laceration	2		4	6
Welfare Check		3	3	6
Hypotension / hypertension	1	1	3	5
Overdose - Unintentional	2		2	4
Urinary problem	2	1	1	4
Abnormal Labs			3	3
Epistaxis (Nosebleed)	1	1	1	3
Syncope/near-fainting	3			3
Traumatic Injury	1		2	3
Assist Other Agency	1		1	2
Back Pain (Non-Traumatic)			2	2
Death - Priority 5			2	2
Diabetic Emergency	2			2
Fever	1		1	2
Allergic Reaction / Stings			1	1
Assault			1	1
Cardiac Issues - No Chest Pain	1			1
Choking	1			1
CPR	1			1
GI Bleed	1			1
Headache	1			1
Heat/Cold Exposure			1	1
Infection			1	1
<b>Grand Total</b>	<b>136</b>	<b>45</b>	<b>138</b>	<b>319</b>






# 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](http://www.gtmetrofire.org) Email: [info@gtmetrofire.org](mailto:info@gtmetrofire.org)

## GTMESSA EMS Complaints - June 2024

Complaint	Priority 1	Priority 2	Priority 3	Total
Fall	15	20	42	77
Difficulty Breathing / SOB	34	3	7	44
Invalid Assist/Lift Assist		4	31	35
Cardiac Issues (Chest Pain)	32		1	33
General Weakness	4	3	25	32
Altered LOC	18	2	2	22
Vehicle Accident	18		2	20
Abdominal Pain	12		7	19
No Other Appropriate Choice	2	1	14	17
Medical Alarm	1	8	5	14
Psychiatric Problem/Suicide Attempt	1	2	8	11
Seizure	7		4	11
Stroke/CVA	11			11
Back Pain (Non-Traumatic)	2		8	10
Alcohol intoxication	2	1	6	9
Nausea/Vomiting	3	1	5	9
Unresponsive	8			8
Hemorrhage/Laceration	3		4	7
Traumatic Injury	3		4	7
Urinary problem	3	1	3	7
Syncope/near-fainting	6			6
Welfare Check		3	3	6
Hypotension / hypertension	1	1	3	5
Overdose - Unintentional	3		2	5
Abnormal Labs			3	3
Assist Other Agency	1		2	3
Diabetic Emergency	3			3
Epistaxis (Nosebleed)	1	1	1	3
Headache	1		2	3
Allergic Reaction / Stings	1		1	2
Death - Priority 5			2	2
Fever	1		1	2
GI Bleed	1	1		2
Infection	1		1	2
Assault			1	1
Cardiac Issues - No Chest Pain	1			1
Choking	1			1
CPR	1			1
Heat/Cold Exposure			1	1
Lower Limb Swelling		1		1
<b>Grand Total</b>	<b>202</b>	<b>53</b>	<b>201</b>	<b>456</b>

 <b>Charter Township of Garfield</b> <b>Planning Department Report No. 2024-46</b>			
Prepared:	July 2, 2024	Pages:	2
Meeting:	July 9, 2024 Township Board	Attachments:	<input type="checkbox"/>
Subject:	Planning Department Monthly Report – July 2024		

**PURPOSE:**

Staff provides a monthly report 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:

***The Potter’s Home Retreat Bed and Breakfast – Special Use Permit Review***

- *Location:* 492 W Potter Road, north side of Potter Road, west of intersection with Garfield Road
- *Development Description:* Proposed bed and breakfast with space for up to 6 guests
- *Status:* After a public hearing at their 6/12/2024 meeting, the Planning Commission tabled the application and requested additional information to review at the 6/26/2024 study session. Upon reviewing the additional information, Commissioners directed staff to prepare Findings of Fact for their 7/10/2024 meeting.

***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.

***TJ Maxx at Bison Hollow PUD – Planning Commission Sign Review***

- *Location:* 3301 N US 31 South, west side of US 31, north of intersection with Marketplace Circle
- *Development Description:* Proposed wall sign, 128.6 square feet in size, for TJ Maxx
- *Status:* The Planning Commission denied the application for a larger than permitted sign at their 6/12/2024 meeting.

***Two Brothers Dog Park Café and Taphouse – Conceptual Review***

- *Location:* 1776 S Garfield Avenue, part of Cherryland Center (part of former Youngers building)
- *Development Description:* Proposed membership-based business with bar/restaurant and dog park
- *Status:* The Planning Commission reviewed the concept for this proposal at their 6/12/2024 meeting and indicated a comprehensive development plan for Cherryland Center is required before formal consideration of a site plan for this project.

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

***Soils & Structures, Inc.***

- *Location:* 1411 Trade Centre Drive, south of Hammond Road, east of LaFranier Road
- *Development Description:* Proposed building addition and parking lot expansion
- *Status:* Approved with conditions



***Northern Floor and Tile***

- *Location:* 670 Eta Lane, east of US 31, north of Rennie School Road
- *Development Description:* Proposed building addition
- *Status:* Staff sent comments to applicants, awaiting response

**PLANNING:**

Other Planning Department activities include the following:

- At their 3/27/2024 joint meeting with the Planning Commission, the Township Board voted to release the draft Master Plan for distribution for a 63-day review period as required by the Michigan Planning Enabling Act (MPEA). The required 63-day review period ended on 5/29/2024. No comments on the draft Master Plan were received during this review period.
- The Planning Commission held a public hearing on the Master Plan at their 6/12/2024 meeting. The Planning Commission then adopted the Master Plan and recommended adoption to the Township Board. The Master Plan is on the Township Board meeting agenda for 7/9/2024.
- The draft Master Plan and other information on the Master Plan adoption process is available on the Township website at the following link: <https://www.garfield-twp.com/masterplan.asp/>
- At their 6/26/2024 study session, the Planning Commission and Staff discussed several potential amendments to the Zoning Ordinance, including updates to the R-3 zoning district, updating the sign regulations section, and addressing vacation home rentals in response to proposed legislation.
- Staff are facilitating conversation with the three primary property owners of the Cherryland Center as they prepare an updated comprehensive development plan as required by the Zoning Ordinance for a planned shopping center. The current plan was last updated in 1998.
- Staff was recently featured in an interview in the “Michigan Planner,” a bi-monthly magazine of the Michigan Association of Planning (MAP).

**STAFF:**

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 Direct Line: (231) 225-3155

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



## Charter Township of Garfield Parks Report

### **Silver Lake Recreation Area**

Meadow mowed

A few trees on trail and in dog park removed

Working with Lautner or Temperature Control to get fountain installed

Ball field smoothed out

Fixing a couple broken sprinkler heads.

Pavilion Rentals are heavy.

### **Commons**

Working on next phase of Copper Ridge trail head and getting it marked out with some mountain bike committee input.

Removed some downed trees in North Long Lake lot parking lot.

Usually monthly maintenance: mowing, pruning, cleaning up graffiti, and replaced locks at posts.

### **River East**

Monthly maintenance. Mowing trail down by river.

Dog park getting used regularly.

Working on next phase of development w/GFA.

### **Boardman Valley**

Monthly maintenance: mowing, pruning, and boardwalk repairs.

Keeping "bear in area" signs up a little longer. No bear sightings lately.

### **Miller Creek**

Boy Scout Troop 36 completed a 'wind blown trash' clean up behind Home Depot and Petsmart. Much appreciated.

Monitoring encampments and down trees.

Cass Road area seems to be quiet for now with encampments.

## **Kid's Creek**

Walked the tree planting from last year and estimated a total of Trees that did not make it. CRA has that total and will work on Grant for potential replacement.

TART organized a volunteer group for autumn olive removal.

## **Buffalo Ridge Trail**

Monthly maintenance: mowing, brush hogging, and pruning.

Received tree bags from Releaf Michigan for a few of the bigger Trees that were planted through DTE Grant.

Submitted July 2, 2024

Derek Morton

Sean Kehoe



# Clerk's Report

For June 30,2024

Submitted 7/2/2024

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 June in the General Fund, you will find that we had a total of \$21,485.15 Revenues and \$188,649.37 Expenditures. For the year we have a total of \$2,985,198.35 Revenues and 1,321,364.27 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  
DB: Garfield

PERIOD ENDING 06/30/2024

GL NUMBER	DESCRIPTION	2024		YTD BALANCE 06/30/2024	ACTIVITY FOR MONTH 06/30/2024	AVAILABLE BALANCE
		ORIGINAL BUDGET	AMENDED BUDGET			
Fund 101 - GENERAL OPERATING FUND						
Revenues						
Dept 000						
101-000-402.000	CURRENT REAL PROPERTY TAXES	2,118,840.00	2,118,840.00	1,905,308.59	0.00	213,531.41
101-000-412.000	DEL PERSONAL PROP TAXES	500.00	500.00	0.00	0.00	500.00
101-000-414.000	Protected PRE Interest	1,000.00	1,000.00	6,436.79	0.00	(5,436.79)
101-000-423.000	TRAILER PARK FEES	9,000.00	9,000.00	4,612.50	769.00	4,387.50
101-000-445.000	PENALTIES & INT. ON TAXES	6,000.00	6,000.00	12,046.59	0.00	(6,046.59)
101-000-476.000	BUILDING PERMITS	200,000.00	200,000.00	81,199.00	16,657.00	118,801.00
101-000-476.001	PLANNING FEES	10,000.00	10,000.00	6,400.00	800.00	3,600.00
101-000-476.002	MAINT INSPECTION FEES	5,000.00	5,000.00	0.00	0.00	5,000.00
101-000-476.003	TREASURER FEES	100.00	100.00	25.00	0.00	75.00
101-000-476.004	PARK USE FEES	0.00	0.00	105.00	0.00	(105.00)
101-000-476.005	ZONING FEES	15,000.00	15,000.00	9,330.00	2,900.00	5,670.00
101-000-574.000	STATE SHARED REVENUE	2,135,776.00	2,135,776.00	676,994.00	0.00	1,458,782.00
101-000-574.001	STATE SHARED REV. - LIQUOR LA	20,000.00	20,000.00	21,695.30	0.00	(1,695.30)
101-000-574.002	EVIP DISTRIBUTION	72,024.00	72,024.00	21,750.00	0.00	50,274.00
101-000-665.000	EARNED INTEREST	70,000.00	70,000.00	102,540.17	0.00	(32,540.17)
101-000-668.002	RENTS & ROYALTIES CABLE VIS	250,000.00	250,000.00	119,215.97	0.00	130,784.03
101-000-668.003	RENTS & ROYALTIES CABLE EQUIP	22,000.00	22,000.00	11,444.73	0.00	10,555.27
101-000-673.000	SALE OF FIXED ASSETS	50.00	50.00	0.00	0.00	50.00
101-000-676.000	REIMBURSEMENTS	50,000.00	50,000.00	6,094.71	359.15	43,905.29
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)	17,000.00	17,000.00	0.00	0.00	17,000.00
Total Dept 000		5,002,390.00	5,002,390.00	2,985,198.35	21,485.15	2,017,191.65
TOTAL REVENUES						
		5,002,390.00	5,002,390.00	2,985,198.35	21,485.15	2,017,191.65
Fund 101 - GENERAL OPERATING FUND:						
TOTAL REVENUES						
		5,002,390.00	5,002,390.00	2,985,198.35	21,485.15	2,017,191.65

GL NUMBER	DESCRIPTION	2024		YTD BALANCE 06/30/2024	ACTIVITY FOR MONTH 06/30/24	AVAILABLE BALANCE	% BDDT USED
		ORIGINAL BUDGET	AMENDED BUDGET				
<b>Fund 101 - GENERAL OPERATING FUND</b>							
<b>Expenditures</b>							
<b>Dept 101 - TOWNBOARD</b>							
101-101-701.100	WAGES - TRUSTEE	13,450.00	13,450.00	6,360.00	860.00	7,090.00	47.29
101-101-701.101	WAGES - FILE CLERK	47,172.18	47,172.18	23,587.20	3,628.80	23,584.98	50.00
101-101-701.102	WAGES - TRUSTEE	13,450.00	13,450.00	6,135.00	675.00	7,315.00	45.61
101-101-701.103	WAGES - TRUSTEE	13,450.00	13,450.00	7,370.00	1,110.00	6,080.00	54.80
101-101-701.104	WAGES - TRUSTEE	13,450.00	13,450.00	5,975.00	675.00	7,475.00	44.42
101-101-701.105	WAGES - OFFICE COORDINATOR	43,927.26	43,927.26	13,175.71	3,379.20	30,751.55	29.99
101-101-726.000	SUPPLIES	6,500.00	6,500.00	3,492.69	982.98	3,007.31	53.73
101-101-726.001	POSTAGE	12,000.00	12,000.00	6,986.47	2,000.00	5,013.53	58.22
101-101-726.002	SUPPLIES - COPIER MAINTENANCE	7,500.00	7,500.00	2,894.26	1,092.39	4,605.74	38.59
101-101-801.000	LEGAL SERVICES - TOWNBOARD	10,000.00	10,000.00	1,437.50	0.00	8,562.50	14.38
101-101-801.004	LEGAL - Tax Tribunal	10,000.00	10,000.00	75.00	0.00	9,925.00	0.75
101-101-802.000	AUDIT AND ACCOUNTING	35,000.00	35,000.00	20,600.00	1,700.00	14,400.00	58.86
101-101-805.000	CONTRACTED AND OTHER SERVICES	7,500.00	32,500.00	9,848.41	88.02	22,651.59	30.30
101-101-860.000	MILEAGE	500.00	500.00	48.24	0.00	451.76	9.65
101-101-900.000	PRINTING & PUBLISHING	4,000.00	4,000.00	1,296.09	0.00	2,703.91	32.40
101-101-901.000	ADVERTISING	7,500.00	7,500.00	1,925.10	195.50	5,574.90	25.67
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	861.51	360.00	138.49	86.15
101-101-965.102	DUES - MICHIGAN TOWNSHIP ASSO	8,600.00	8,600.00	8,776.63	0.00	(176.63)	102.05
<b>Total Dept 101 - TOWNBOARD</b>		<b>258,999.44</b>	<b>283,999.44</b>	<b>120,844.81</b>	<b>16,746.89</b>	<b>163,154.63</b>	<b>42.55</b>
<b>Dept 171 - TOWNSHIP SUPERVISOR</b>							
101-171-701.201	WAGES - SUPERVISOR	95,140.91	95,140.91	47,570.51	7,318.54	47,570.40	50.00
101-171-860.200	MILEAGE - SUPERVISOR	1,000.00	1,000.00	186.13	186.13	813.87	18.61
101-171-960.200	EDUCATION - SUPERVISOR	2,000.00	2,000.00	643.16	140.36	1,356.84	32.16
101-171-965.000	DUES & PUBLICATIONS	4,000.00	4,000.00	35.00	0.00	3,965.00	0.88
<b>Total Dept 171 - TOWNSHIP SUPERVISOR</b>		<b>102,140.91</b>	<b>102,140.91</b>	<b>48,434.80</b>	<b>7,645.03</b>	<b>53,706.11</b>	<b>47.42</b>
<b>Dept 215 - TOWNSHIP CLERK</b>							
101-215-701.300	WAGES - CLERK	95,140.91	95,140.91	47,570.51	7,318.54	47,570.40	50.00
101-215-701.302	WAGES - DEPUTY CLERK	61,447.59	61,447.59	30,723.81	4,726.74	30,723.78	50.00
101-215-701.303	WAGES - ACCOUNTANT	6,000.00	6,000.00	5,000.00	0.00	1,000.00	83.33
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	199.98	0.00	1,300.02	13.33
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	2,886.00	(365.00)	400.00	0.00
101-215-965.000	DUES & PUBLICATIONS	500.00	500.00	150.00	0.00	350.00	38.48
<b>Total Dept 215 - TOWNSHIP CLERK</b>		<b>174,088.50</b>	<b>174,088.50</b>	<b>86,530.30</b>	<b>11,680.28</b>	<b>87,558.20</b>	<b>49.70</b>
<b>Dept 228 - COMPUTER SUPPORT</b>							
101-228-726.000	SUPPLIES	3,000.00	3,000.00	0.00	0.00	3,000.00	0.00
<b>Total Dept 228 - COMPUTER SUPPORT</b>		<b>3,000.00</b>	<b>3,000.00</b>	<b>0.00</b>	<b>0.00</b>	<b>3,000.00</b>	<b>0.00</b>
<b>Dept 247 - BOARD OF REVIEW</b>							
101-247-701.400	WAGES - B OF R	1,500.00	1,500.00	625.00	0.00	875.00	41.67
101-247-701.401	WAGES - B OF R	1,500.00	1,500.00	0.00	0.00	1,500.00	0.00

EXPENDITURE REPORT FOR GARFIELD TOWNSHIP  
 PERIOD ENDING 06/30/2024

2024

GL NUMBER	DESCRIPTION	2024 ORIGINAL BUDGET	2024 AMENDED BUDGET	YTD BALANCE 06/30/2024	ACTIVITY FOR MONTH 06/30/24	AVAILABLE BALANCE	% BUDGET USED
<b>Fund 101 - GENERAL OPERATING FUND</b>							
<b>Expenditures</b>							
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	1,500.00	0.00	0.00	100.00
101-247-960.000	EDUCATION & TRAINING	200.00	200.00	106.53	0.00	93.47	53.27
<b>Total Dept 247 - BOARD OF REVIEW</b>		<b>6,200.00</b>	<b>6,200.00</b>	<b>2,231.53</b>	<b>0.00</b>	<b>3,968.47</b>	<b>35.99</b>
<b>Dept 253 - TOWNSHIP TREASURER</b>							
101-253-701.500	WAGES - TREASURER	95,140.91	95,140.91	47,570.51	7,318.54	47,570.40	50.00
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	61,447.59	61,447.59	30,723.81	4,726.74	30,723.78	50.00
101-253-726.000	SUPPLIES	1,500.00	1,500.00	603.57	341.96	896.43	40.24
101-253-726.001	POSTAGE	7,700.00	7,700.00	3,572.32	3,572.32	4,127.68	46.39
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	32.00	0.00	268.00	10.67
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	141.24	0.00	358.76	28.25
101-253-900.000	PRINTING & PUBLISHING	3,200.00	3,200.00	0.00	0.00	3,200.00	0.00
101-253-901.000	ADVERTISING	100.00	100.00	0.00	0.00	100.00	0.00
101-253-960.000	EDUCATION & TRAINING	4,500.00	4,500.00	1,138.00	539.00	3,362.00	25.29
101-253-965.000	DUES & PUBLICATIONS	750.00	750.00	0.00	0.00	750.00	0.00
<b>Total Dept 253 - TOWNSHIP TREASURER</b>		<b>183,838.50</b>	<b>183,838.50</b>	<b>83,781.45</b>	<b>16,498.56</b>	<b>100,057.05</b>	<b>45.57</b>
<b>Dept 257 - ASSESSING DEPARTMENT</b>							
101-257-701.202	WAGES - APPRAISER II	50,102.70	50,102.70	21,946.01	2,782.40	28,156.69	43.80
101-257-701.203	WAGES - GIS	10,000.00	10,000.00	8,100.00	1,335.00	1,900.00	81.00
101-257-701.204	WAGES - APPRAISER III	66,258.37	66,258.37	33,124.05	5,096.00	33,134.32	49.99
101-257-726.000	SUPPLIES	117,468.87	117,468.87	58,734.39	9,036.06	58,734.48	50.00
101-257-726.001	POSTAGE	1,800.00	1,800.00	374.30	206.12	1,425.70	20.79
101-257-805.000	CONTRACTED AND OTHER SERVICES	5,000.00	5,000.00	(320.17)	0.00	5,320.17	(6.40)
101-257-860.201	MILEAGE - ASSESSOR	35,000.00	35,000.00	0.00	0.00	35,000.00	0.00
101-257-900.000	PRINTING & PUBLISHING	1,000.00	1,000.00	0.00	0.00	1,000.00	0.00
101-257-901.000	ADVERTISING	4,025.00	4,025.00	3,006.62	0.00	1,018.38	74.70
101-257-960.000	EDUCATION & TRAINING	500.00	500.00	33.13	0.00	466.87	6.63
		6,750.00	6,750.00	105.00	0.00	6,645.00	1.56
<b>Total Dept 257 - ASSESSING DEPARTMENT</b>		<b>297,904.94</b>	<b>297,904.94</b>	<b>125,103.33</b>	<b>18,455.58</b>	<b>172,801.61</b>	<b>41.99</b>
<b>Dept 262 - ELECTIONS</b>							
101-262-701.000	WAGES	121,550.00	121,550.00	26,869.50	1,535.00	94,680.50	22.11
101-262-726.000	SUPPLIES	30,000.00	30,000.00	17,602.99	70.93	12,397.01	58.68
101-262-726.001	POSTAGE	1,000.00	1,000.00	5,428.53	2,285.00	(4,428.53)	542.85
101-262-860.000	MILEAGE	200.00	200.00	121.27	0.00	78.73	60.64
101-262-901.000	ADVERTISING	500.00	500.00	109.05	0.00	390.95	21.81
101-262-935.010	MACHINE MAINTENANCE	8,000.00	8,000.00	4,156.00	0.00	3,844.00	51.95
<b>Total Dept 262 - ELECTIONS</b>		<b>161,250.00</b>	<b>161,250.00</b>	<b>54,287.34</b>	<b>3,890.93</b>	<b>106,962.66</b>	<b>33.67</b>
<b>Dept 265 - TOWNSHIP HALL</b>							
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	1,474.39	842.40	2,525.61	36.86
101-265-850.000	TELEPHONE	14,000.00	14,000.00	6,657.25	1,121.00	7,342.75	52.20

EXPENDITURE REPORT FOR GARFIELD TOWNSHIP  
 PERIOD ENDING 06/30/2024

GL NUMBER	DESCRIPTION	2024		YTD BALANCE 06/30/2024	ACTIVITY FOR MONTH 06/30/24	AVAILABLE BALANCE	% BDGT USED
		ORIGINAL BUDGET	AMENDED BUDGET				
Fund 101 - GENERAL OPERATING FUND							
Expenditures							
101-265-920.601	HEATING / GAS	14,500.00	14,500.00	6,489.80	161.11	8,010.20	44.76
101-265-920.602	WATER / SEWER	4,000.00	4,000.00	1,347.58	518.49	2,652.42	33.69
101-265-920.603	LIGHTS BUILDING	12,000.00	12,000.00	4,613.87	811.03	7,386.13	38.45
101-265-935.601	SNOW PLOWING	10,000.00	10,000.00	800.00	0.00	9,200.00	8.00
101-265-935.602	LAWN MAINTENANCE	10,000.00	10,000.00	999.52	525.00	9,000.48	10.00
101-265-935.603	CLEANING SERVICE	17,200.00	17,200.00	6,750.00	1,350.00	10,450.00	39.24
101-265-935.604	RUBBISH REMOVAL	1,400.00	1,400.00	815.52	135.92	584.48	58.25
101-265-935.605	BUILDING REPAIR	10,000.00	10,000.00	186.00	0.00	9,814.00	1.86
101-265-935.608	MAINTENANCE-OTHER	15,000.00	15,000.00	10,812.05	5,187.26	4,187.95	72.08
Total Dept 265 - TOWNSHIP HALL		112,200.00	112,200.00	40,945.98	10,653.17	71,254.02	36.49
Dept 301 - POLICE SERVICES							
101-301-830.000 POLICE CONTRACT		1,600,000.00	1,600,000.00	333,044.51	0.00	1,266,955.49	20.82
Total Dept 301 - POLICE SERVICES		1,600,000.00	1,600,000.00	333,044.51	0.00	1,266,955.49	20.82
Dept 321 - TOWNSHIP VEHICLES							
101-321-862.000	GAS & CAR WASHES	4,000.00	4,000.00	817.55	231.60	3,182.45	20.44
101-321-863.000	OIL CHANGES	500.00	500.00	85.34	0.00	414.66	17.07
101-321-864.000	MISCELLANEOUS	1,500.00	1,500.00	1,027.80	415.49	472.20	68.52
Total Dept 321 - TOWNSHIP VEHICLES		6,000.00	6,000.00	1,930.69	647.09	4,069.31	32.18
Dept 371 - TOWNSHIP BUILDING INSPECTOR							
101-371-701.702	WAGES BUILDING ASSISTANT	19,872.83	19,872.83	10,142.10	1,560.32	9,730.73	51.04
101-371-701.703	WAGES - BUILDING OFFICIAL	98,316.14	98,316.14	49,158.07	7,562.78	49,158.07	50.00
101-371-701.704	WAGES - BUILDING INSPECTOR	28,930.13	28,930.13	11,476.50	1,706.67	17,453.63	39.67
101-371-701.705	WAGES - CONSTRUCTION BOARD	1,000.00	1,000.00	0.00	0.00	1,000.00	0.00
101-371-701.706	WAGES - BUILDING INTERN	500.00	500.00	0.00	0.00	500.00	0.00
101-371-701.707	WAGES-SOIL & EROSION	500.00	500.00	0.00	0.00	500.00	0.00
101-371-726.000	SUPPLIES	1,000.00	1,000.00	159.98	0.00	840.02	16.00
101-371-960.000	EDUCATION & TRAINING	500.00	500.00	568.00	568.00	(68.00)	113.60
101-371-965.000	DUES & PUBLICATIONS	2,000.00	2,000.00	160.00	0.00	1,840.00	8.00
Total Dept 371 - TOWNSHIP BUILDING INSPECTOR		152,619.10	152,619.10	71,664.65	11,397.77	80,954.45	46.96
Dept 448 - STREET LIGHTS - TOWNSHIP							
101-448-920.005 STREET LIGHTS TOWNSHIP		70,000.00	70,000.00	30,787.48	7,000.38	39,212.52	43.98
Total Dept 448 - STREET LIGHTS - TOWNSHIP		70,000.00	70,000.00	30,787.48	7,000.38	39,212.52	43.98
Dept 701 - TOWNSHIP PLANNER							
101-701-701.900	WAGES - DIRECTOR OF PLANNING	93,004.61	93,004.61	46,502.30	7,154.20	46,502.31	50.00
101-701-701.901	WAGES - DEPUTY PLANNER	66,363.39	66,363.39	33,181.72	5,104.88	33,181.67	50.00
101-701-701.902	WAGES -PLANNER ASSISTANT	15,418.44	15,418.44	7,606.66	1,170.26	7,811.78	49.33
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	300.00	0.00



EXPENDITURE REPORT FOR GARFIELD TOWNSHIP

PERIOD ENDING 06/30/2024

2024

ORIGINAL BUDGET

AMENDED BUDGET

YTD BALANCE 06/30/2024

ACTIVITY FOR MONTH 06/30/24

AVAILABLE BALANCE

% BDGT USED

GL NUMBER	DESCRIPTION	ORIGINAL BUDGET	AMENDED BUDGET	YTD BALANCE 06/30/2024	ACTIVITY FOR MONTH 06/30/24	AVAILABLE BALANCE	% BDGT USED
<b>Fund 101 - GENERAL OPERATING FUND</b>							
<b>Expenditures</b>							
101-701-960.000	EDUCATION & TRAINING	5,000.00	5,000.00	3,821.82	0.00	1,178.18	76.44
101-701-965.000	DUES & PUBLICATIONS	1,000.00	1,000.00	725.00	0.00	275.00	72.50
<b>Total Dept 701 - TOWNSHIP PLANNER</b>		<b>189,386.44</b>	<b>189,386.44</b>	<b>91,837.50</b>	<b>13,429.34</b>	<b>97,548.94</b>	<b>48.49</b>
<b>Dept 702 - ZONING ADMINISTRATOR</b>							
101-702-701.601	WAGES - ZONING ADMINISTRATOR	66,363.66	66,363.66	33,181.85	5,104.90	33,181.81	50.00
101-702-701.602	WAGES - ZONING CODE ENFORCER	31,241.60	31,241.60	16,236.62	2,403.20	15,004.98	51.97
101-702-701.603	WAGES ZONING ASSISTANT	15,418.44	15,418.44	7,606.44	1,170.22	7,812.00	49.33
101-702-701.604	WAGES -ZONING CODE ENFORCER	28,371.20	28,371.20	14,315.18	2,182.40	14,056.02	50.46
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	145.39	0.00	4.61	96.93
101-702-960.000	EDUCATION & TRAINING	2,000.00	2,000.00	178.50	0.00	1,821.50	8.93
101-702-965.000	DUES & PUBLICATIONS	500.00	500.00	0.00	0.00	500.00	0.00
<b>Total Dept 702 - ZONING ADMINISTRATOR</b>		<b>145,694.90</b>	<b>145,694.90</b>	<b>71,663.98</b>	<b>10,860.72</b>	<b>74,030.92</b>	<b>49.19</b>
<b>Dept 704 - ZONING BOARD OF APPEALS</b>							
101-704-701.001	WAGES - ZONING	1,200.00	1,200.00	500.00	125.00	700.00	41.67
101-704-701.002	WAGES - ZONING	1,200.00	1,200.00	375.00	125.00	825.00	31.25
101-704-701.003	WAGES - ZONING	1,200.00	1,200.00	750.00	125.00	450.00	62.50
101-704-701.004	WAGES - ZONING	1,200.00	1,200.00	1,125.00	125.00	75.00	93.75
101-704-701.005	WAGES - ZONING	1,200.00	1,200.00	875.00	125.00	325.00	72.92
101-704-801.000	LEGAL SERVICES	10,000.00	10,000.00	6,260.95	2,293.70	3,739.05	62.61
101-704-805.000	CONTRACTED AND OTHER SERVICES	1,000.00	1,000.00	374.75	0.00	625.25	37.48
101-704-901.000	ADVERTISING	2,000.00	2,000.00	476.30	0.00	1,523.70	23.82
101-704-960.000	EDUCATION & TRAINING	1,000.00	1,000.00	0.00	0.00	1,000.00	0.00
<b>Total Dept 704 - ZONING BOARD OF APPEALS</b>		<b>20,000.00</b>	<b>20,000.00</b>	<b>10,737.00</b>	<b>2,918.70</b>	<b>9,263.00</b>	<b>53.69</b>
<b>Dept 707 - PLANNING COMMISSION</b>							
101-707-701.800	WAGES - PLANNING	3,200.00	3,200.00	1,250.00	250.00	1,950.00	39.06
101-707-701.801	WAGES - PLANNING	3,200.00	3,200.00	1,375.00	250.00	1,825.00	42.97
101-707-701.802	WAGES - PLANNING	3,200.00	3,200.00	1,375.00	250.00	1,825.00	42.97
101-707-701.804	WAGES - PLANNING	3,200.00	3,200.00	1,125.00	250.00	2,075.00	35.16
101-707-701.805	WAGES - PLANNING	3,200.00	3,200.00	1,250.00	250.00	1,950.00	39.06
101-707-701.806	WAGES - PLANNING	3,200.00	3,200.00	1,250.00	250.00	1,950.00	39.06
101-707-701.808	WAGES - PLANNING	3,200.00	3,200.00	1,375.00	250.00	1,825.00	42.97
101-707-801.000	LEGAL SERVICES	25,000.00	25,000.00	1,412.25	0.00	23,587.75	5.65
101-707-805.000	CONTRACTED AND OTHER SERVICES	6,000.00	6,000.00	832.00	0.00	5,168.00	13.87
101-707-900.000	PRINTING & PUBLISHING	1,000.00	1,000.00	0.00	0.00	1,000.00	0.00
101-707-901.000	ADVERTISING	2,000.00	2,000.00	454.15	0.00	1,545.85	22.71
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
<b>Total Dept 707 - PLANNING COMMISSION</b>		<b>59,400.00</b>	<b>59,400.00</b>	<b>11,698.40</b>	<b>1,750.00</b>	<b>47,701.60</b>	<b>19.69</b>
<b>Dept 720 - COMMUNITY PROMOTIONS</b>							
101-720-880.003	COM. PROM. - ECONOMIC DEVELOPMENT	1,000.00	1,000.00	0.00	0.00	1,000.00	0.00
101-720-880.004	COM. PROM. - TC-TALUS	5,000.00	5,000.00	3,378.13	0.00	1,621.87	67.16

EXPENDITURE REPORT FOR GARFIELD TOWNSHIP  
 PERIOD ENDING 06/30/2024

2024

GL NUMBER	DESCRIPTION	2024 ORIGINAL BUDGET	2024 AMENDED BUDGET	YTD BALANCE 06/30/2024	ACTIVITY FOR MONTH 06/30/24	AVAILABLE BALANCE	% BDGT USED
<b>Fund 101 - GENERAL OPERATING FUND</b>							
<b>Expenditures</b>							
101-720-880.007	COM. PROM. - COMMUNITY AWAREN	40,000.00	40,000.00	50,250.00	35,000.00	(10,250.00)	125.63
101-720-880.008	COM. PROM. - CONTRACTED SERVI	50.00	50.00	0.00	0.00	50.00	0.00
101-720-880.009	COM. PROM. - TREE CARE	50.00	50.00	0.00	0.00	50.00	0.00
101-720-880.011	COM. PROM. - P.E.G.	100,000.00	100,000.00	59,501.67	19,324.81	40,498.33	59.50
<b>Total Dept 720 - COMMUNITY PROMOTIONS</b>		<b>146,100.00</b>	<b>146,100.00</b>	<b>113,129.80</b>	<b>54,324.81</b>	<b>32,970.20</b>	<b>77.43</b>
<b>Dept 851 - EMPLOYEE BENEFITS &amp; INSURANCES</b>							
101-851-701.000	WAGES	9,100.00	9,100.00	4,500.72	750.12	4,599.28	49.46
101-851-701.027	UNEMPLOYMENT	4,000.00	4,000.00	1,640.00	0.00	2,360.00	41.00
<b>Total Dept 851 - EMPLOYEE BENEFITS &amp; INSURANCES</b>		<b>13,100.00</b>	<b>13,100.00</b>	<b>6,140.72</b>	<b>750.12</b>	<b>6,959.28</b>	<b>46.88</b>
<b>Dept 900 - CAPITAL OUTLAY</b>							
101-900-970.001	CAPITAL OUTLAY - ELECTIONS	30,000.00	30,000.00	0.00	0.00	30,000.00	0.00
101-900-970.002	CAPITAL OUTLAY - TOWNSHIP HAL	50,000.00	50,000.00	16,570.00	0.00	33,430.00	33.14
101-900-970.003	CAPITAL OUTLAY - COMPUTER	15,000.00	15,000.00	0.00	0.00	15,000.00	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
<b>Total Dept 900 - CAPITAL OUTLAY</b>		<b>155,050.00</b>	<b>155,050.00</b>	<b>16,570.00</b>	<b>0.00</b>	<b>138,480.00</b>	<b>10.69</b>
<b>TOTAL EXPENDITURES</b>		<b>3,856,972.73</b>	<b>3,881,972.73</b>	<b>1,321,364.27</b>	<b>188,649.37</b>	<b>2,560,608.46</b>	<b>34.04</b>
<b>Fund 101 - GENERAL OPERATING FUND:</b>							
<b>TOTAL EXPENDITURES</b>		<b>3,856,972.73</b>	<b>3,881,972.73</b>	<b>1,321,364.27</b>	<b>188,649.37</b>	<b>2,560,608.46</b>	<b>34.04</b>

EXPENDITURE REPORT FOR GARFIELD TOWNSHIP  
PERIOD ENDING 06/30/2024

2024

ACTIVITY FOR MONTH 06/30/24

AVAILABLE BALANCE  
% BDGT USED

YTD BALANCE 06/30/2024

2024 ORIGINAL BUDGET  
2024 AMENDED BUDGET

DESCRIPTION

GL NUMBER

Fund 208 - PARK/RECREATION FUND

Expenditures

Dept 000

208-000-701.905

WAGES - REC BOARD

Parks Steward

208-000-701.906

Park Steward 2

GL NUMBER	DESCRIPTION	2024 ORIGINAL BUDGET	2024 AMENDED BUDGET	YTD BALANCE 06/30/2024	ACTIVITY FOR MONTH 06/30/24	AVAILABLE BALANCE	% BDGT USED
Fund 208 - PARK/RECREATION FUND							
Expenditures							
Dept 000							
208-000-701.905	WAGES - REC BOARD	7,000.00	7,000.00	2,125.00	0.00	4,875.00	30.36
208-000-701.906	Parks Steward	31,241.60	31,241.60	15,004.98	2,403.20	16,236.62	48.03
208-000-701.907	Park Steward 2	28,371.20	28,371.20	14,056.02	2,182.40	14,315.18	49.54
208-000-711.010	SOCIAL SECURITY - EMPLOYER	32,000.00	32,000.00	2,351.48	345.29	29,648.52	7.35
208-000-711.030	BENEFITS	999.70	999.70	0.00	0.00	999.70	0.00
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	21,540.27	4,440.74	61,439.73	25.96
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	100.00	100.00	0.00	0.00	100.00	0.00
208-000-880.012	COM. PROM. - GT COMMONS	10,000.00	10,000.00	0.00	0.00	10,000.00	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	100.00	100.00	0.00	0.00	100.00	0.00
208-000-935.000	MAINTENANCE - MISC, EQUIP	25,000.00	25,000.00	874.37	465.82	24,125.63	0.00
208-000-970.000	CAPITAL OUTLAY	365,000.00	365,000.00	27,323.61	0.00	337,676.39	7.49
Total Dept 000		584,592.50	584,592.50	83,275.73	9,837.45	501,316.77	14.25
Dept 851 - EMPLOYEE BENEFITS & INSURANCES							
208-851-711.010	SOCIAL SECURITY - EMPLOYER	5,407.50	5,407.50	0.00	0.00	5,407.50	0.00
Total Dept 851 - EMPLOYEE BENEFITS & INSURANCES		5,407.50	5,407.50	0.00	0.00	5,407.50	0.00
TOTAL EXPENDITURES		590,000.00	590,000.00	83,275.73	9,837.45	506,724.27	14.11
Fund 208 - PARK/RECREATION FUND:							
TOTAL EXPENDITURES		590,000.00	590,000.00	83,275.73	9,837.45	506,724.27	14.11

**General Summary:**

TOWNSHIP of GARFIELD - JOB DESCRIPTION

**TOWNSHIP MANAGER**

Under the direction of the Township of Garfield Board of Trustees, the Township Manager will promote efficient administration, provide day-to-day direction, long term strategic planning, management, and control over all Township activities that are not assigned by State law to another official, and provide a liaison between the Board and various Township departments.

**Typical Duties and Responsibilities:**

1. Supervise staff and contracted professionals, i.e., attorneys, engineers, and auditors, who will report to the Manager.
2. Prepare an annual budget for submission to the Township Board.
3. Administer the Township's personnel policies. Participate in labor negotiations and serve as chief spokesperson for the Township in the settling of labor contracts and in any salary negotiations.
4. Meet and/or correspond with citizens interested in Township operations. Handle public complaints, finding solutions to problems in a timely and courteous manner.
5. Regularly conduct staff meetings to coordinate departmental activities.
6. Prepare the Township meeting agendas and prepare background information, packets and agenda items for distribution to Board members and others as determined, and the news media where applicable, prior to the meeting.
7. In coordination with the Clerk, prepare and distribute correspondence, notices and resolutions after each meeting, as directed by the Board.
8. In coordination with the Clerk, assist with publications or required legal notices concerning amendments to ordinances, public hearings, rezoning matters, public improvements and so forth, as authorized by the Board.
9. Attend meetings with representatives of other units of government, business, citizens and self interest groups on matters of mutual concern, as authorized by the Board, and issue reports on such.
10. Stay informed by attending various conferences, seminars, and meetings within the State, to keep current on Township government trends and needs.

11. Attend all meetings of the Township Board, with the right to take part in discussions, but without the right to vote.
12. Be a member of committees as directed by the Board.
13. Responsible to the Township Board for the efficient operation of all Departments of the Township.
14. Participate in all sales or purchases of personal property which the Township Board may authorize to be sold or purchased.
15. Provide as-needed administrative assistance to all Commissions, Boards, and Committees.
16. Perform other duties as needed from time to time by the Township Board.
17. Makes recommendation to the Township Board for the adoption of such measures as the Township Manager may consider necessary for the operation of the Township. The Township Manager shall work with the Township's legal counsel in reviewing ordinances, contracts and other written instruments.
18. Acts as the Township's purchasing agent, coordinating the authority with the staff or, under the Township Board's authority, delegates such duties to appropriately responsible Township employees.

**Preferred Requirements:**

Possession of a Bachelor's Degree or its equivalent in public administration, or a related field with a minimum of five years of progressively more responsible administrative experience in municipal government, or ten years of work in government covering most job duties related to Township government. Excellent oral and written communication skills are required. Knowledge of governmental accounting and business management is a must. Grant writing experience, labor negotiations, and economic development is desirable. Other combinations of education and experience, which could provide the necessary knowledge, skills and abilities to perform this position, will be considered.

*The above is intended to describe the general nature and level of work being performed by a person assigned this classification. This is not to be construed as a complete list of all job duties and responsibilities.*

*The Township of Garfield does not discriminate in its employment or any other programs or activities on the basis of race, religion, color, creed, national origin, ancestry, ethnicity, gender, economic status, age, marital status, sexual orientation or disability. We provide reasonable accommodation for qualified individuals with a disability, if requested. Notification of the need for accommodation must be made at the time of application.*



## **Garfield Township – Township Manager Posting** **Prepared by Amy Cell Talent**

### **About Garfield Township**

The Charter Township of Garfield (Garfield), Grand Traverse County, is part of the northwest region of the Lower Peninsula of Michigan. This area is known for drawing visitors throughout all four seasons to enjoy beaches, vineyards, outdoor recreation, natural resources, and culinary destinations. Garfield is located near Grand Traverse Bay, a long, natural harbor made distinct from Lake Michigan by the Leelanau Peninsula.

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.

The population of Garfield Township is approximately 20,000 individuals and covers around 27 square miles with a variety of residential developments, diverse retail and commercial businesses. Garfield is the fastest growing municipality in the 2nd fastest growing county in Michigan.

The Township has recently prioritized protecting the natural environment, housing choices and affordability, and quality and quantity of parks and open spaces.

For additional information about Garfield Township, visit: <https://www.garfield-twp.com/>

### **About the Role of Township Manager**

Garfield Township will be transitioning to a Township Manager form of government. In the past, the Township Supervisor performed most of the functions that will be shifting over to the new Township Manager. Beginning in November, 2024 the next Supervisor will play a different role - focused on carrying out statutory duties and chairing Township board meetings. This is an exciting opportunity for the first Township Manager to assist with this important transition.

Thus, we are seeking an enthusiastic and experienced municipal leader. The township manager must be a collaborative facilitator promoting a culture of respect, open communication and teamwork when working with the Board of Trustees, capable staff, residents, committees and neighborhood communities.



## **Garfield Township – Township Manager Posting** **Prepared by Amy Cell Talent**

### **Key Responsibilities that support day to day operations:**

The Township Board of Trustees oversees this position. Key tasks and activities include:

- Plan, evaluate, develop, and manage the Township’s infrastructure services across all areas of the Township
- Effectively administer all staff and associated personnel including the ability to recruit, provide professional development and manage performance
- Prepare and present the annual budget to the Board and judicial use of the fund balance
- Play a strategic role in continually growing the Township
- Serve as the overall Project Manager for the Township including development of project management best practices and processes to ensure alignment with the priorities and outcomes- with an eye on attracting and fostering business growth
- Participate in strategy development with Township Board and management team

### **About You**

The ideal candidate for this position has many of the following attributes:

- Strong leadership skills, and demonstrated expertise building and supporting high performing teams
- Excited about the opportunity to make a meaningful impact
- An exceptional communicator - easily demonstrates an ability to foster open and transparent relationships with our residents, mentor and develop staff, and be empathetic towards a wide range of perspectives and needs
- A bachelor’s degree in public administration, business administration or related field is required with a master’s degree or graduate studies in public administration, public policy, public health or related field preferred.
- Experience with the following subject matter areas:
  - Principles of finance, budgets and procurement
  - Public works and public policy - including but not limited to housing, roads, water, sewer, ect.
  - Working with a broad range of diverse individuals with various viewpoints

**Garfield Township - Township Manager Posting**  
**Prepared by Amy Cell Talent**

**Compensation range:** Suggested range is \$120,000 - \$150,000.

**To Apply**

- Applications are due by August 11.
- Candidates seeking confidentiality under Michigan law should clearly state their intentions.

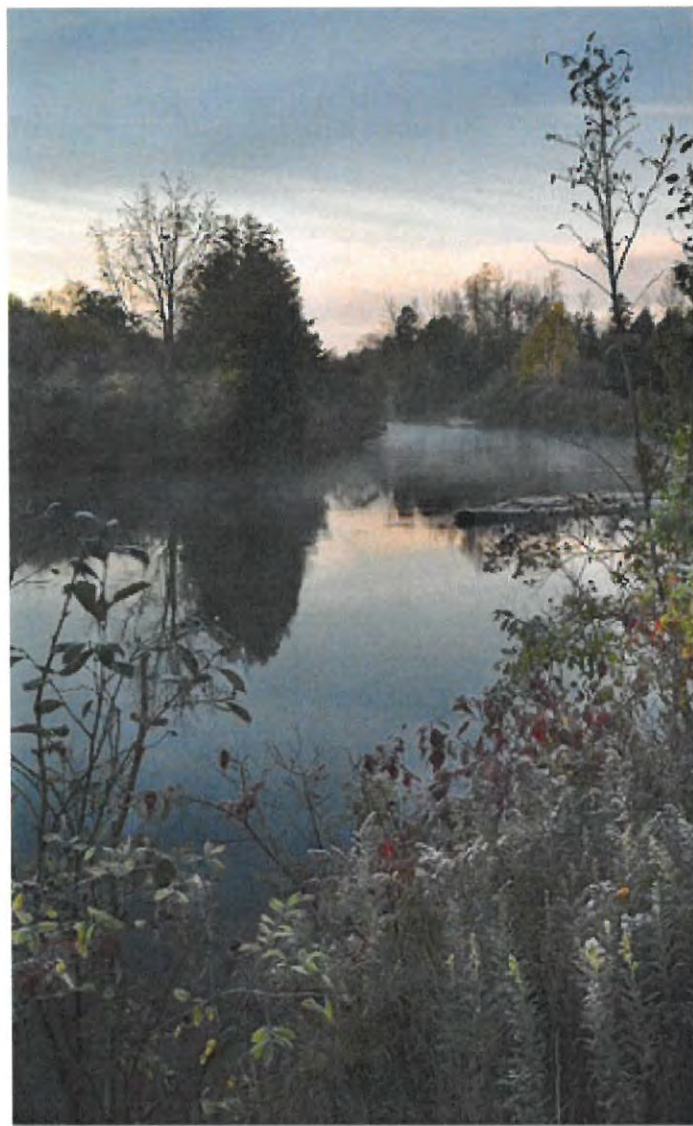




**The Charter  
Township of Garfield**  
Grand Traverse County,  
Michigan

**AmyCell** Talent  
BUILD BETTER TEAMS





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With a population of approximately **20,000 individuals** and **27 square miles** of a variety of residential developments, diverse retail and commercial businesses, Garfield is the fastest growing municipality in the 2nd fastest growing county in Michigan. The Township has recently prioritized protecting the natural environment, housing choices and affordability, as well as quality and quantity of parks and open spaces.



# Parks and Recreation

Garfield Township offers a wide variety of recreational opportunities and trails. The township has **6 parks and 4 trails** and recently adopted a Parks and Recreation Master Plan to help guide the future of parks, trails, and recreation areas. Listed below are just some of the beautiful parks and preserves the township has to offer.

The **158-acre Boardman Valley Nature Preserve (BVNP)** is located along both sides of the Boardman River south of Airport Road, and includes opportunities for hiking, fishing, canoeing/kayaking, tennis, beach volleyball, soccer, cross-country skiing, snowshoeing, hunting (with prior Township approval), and nature watching. The Reserve was established in 2002 and includes over a mile of Boardman River frontage and around 1.5 miles of unpaved hiking trails on the west side of the river. Another 2009 Trust Fund Grant expanded the park to the east side of the river.



The **4-mile Boardman Lake Loop Trail** is a trail that wraps around Boardman Lake, just south of downtown Traverse City. The Loop grants easy access to the library, parks, residential communities, and commercial areas including local businesses like Oryana, the Filling Station, and Right Brain Brewery. It also provides a connection to NMC's University Center, Logan's Landing, and the Boardman/Ottaway River Trail.



The Boardman Lake Trail is owned by the City of Traverse City, in partnership with Grand Traverse County, and Garfield Township.



The **Grand Traverse Commons Recreation and Natural Area** is a **140-acre park** that was dedicated to Garfield Township in the early 1990s. Hiking, biking, nature watching and cross-country skiing are all enjoyed at the park. Adjacent to the park on the east is **The Village at Grand Traverse Commons**, a redevelopment of the old State Hospital containing a mix of retail, office, and residential uses.



# ABOUT THE OPPORTUNITY

Garfield Township is looking for their **first Township Manager**. In the past, the Township Supervisor performed most of the functions. However, due to **growth**, they will now be transitioning to a Township Manager form of government. Beginning in **November 2024** the next

Supervisor will play a different role - focused on carrying out statutory duties and chairing Township board meetings. This is an exciting opportunity for the **Township Manager** to assist with this important transition.

Thus, we are seeking an **enthusiastic and experienced** municipal leader. The township manager must be a collaborative facilitator promoting a culture of respect, open communication and teamwork when working with the Board of Trustees, capable staff, residents, committees and neighborhood communities.





# KEY RESPONSIBILITIES

- Plan, **evaluate, develop, and manage** the Township's infrastructure services across all areas of the Township
- Effectively administer all staff and associated personnel including the ability to **recruit, provide professional development, and manage performance**
- **Prepare and present** the annual budget to the Board and judicial use of the fund balance
- Play a strategic role in continually growing the Township
- Serve as the overall Project Manager for the Township including development of project management best practices and processes to ensure alignment with the priorities and outcomes- **with an eye on attracting and fostering business growth**
- Participate in **strategy development** with Township Board and management team



# ABOUT YOU

- Strong **leadership skills**, and demonstrated expertise building and supporting high performing teams
- Excited about the opportunity to make a **meaningful impact**
- An exceptional communicator - easily demonstrates an ability to foster **open and transparent relationships** with our residents, mentor and develop staff, and be empathetic towards a wide range of perspectives and needs
- A **bachelor's degree** in public administration, business administration or a related field is required
- A **master's degree** or graduate studies in public administration, public policy, public health or a related field preferred.
- Experience with the following subject matter areas:
  - Principles of finance, budgets, and procurement
  - **Public works and public policy** - including but not limited to housing, roads, water, sewer, ect.
  - Working with a broad range of diverse individuals with **various viewpoints**

## HOW TO APPLY

Join us in Garfield Township as we work together to create a community where our residents and businesses thrive. Apply now [here](#).

The due date for applications is **August 11, 2024**.



## Garfield Township – Township Manager Rubric Prepared by Amy Cell Talent

### Table of Contents

1. Criteria
2. Survey Questions
3. Video Questions
4. Phone Interview Process
5. Timeline

### 1. CRITERIA

Criteria	Must Have	Ideal	Assess via
<b>Municipal knowledge and experience</b>	<ul style="list-style-type: none"> <li>• Municipal leadership experience</li> <li>• Demonstrated expertise partnering with other local governments, regional &amp; state entities</li> </ul>	<ul style="list-style-type: none"> <li>• Prior large township management experience</li> </ul>	<ul style="list-style-type: none"> <li>• Resume</li> <li>• Survey</li> <li>• Interviews</li> </ul>
<b>Communication and Personal Qualities</b>	<ul style="list-style-type: none"> <li>• Embraces transparent &amp; effective flow of information</li> <li>• Rational</li> <li>• Effectively engages and seeks input from all staff, board, and stakeholders</li> <li>• Good listener</li> <li>• Exceptional written and oral communication skills</li> <li>• Assertive, enthusiastic, friendly, empathetic</li> </ul>	<ul style="list-style-type: none"> <li>• Strong toolkit of strategies to use in different situations (small group, public setting, etc.)</li> </ul>	<ul style="list-style-type: none"> <li>• Survey</li> <li>• Interviews</li> <li>• References</li> </ul>
<b>Human Resources Acumen</b>	<ul style="list-style-type: none"> <li>• Experience recruiting, developing/coaching/ mentoring, performance evaluations, engaging and retaining talent</li> </ul>	<ul style="list-style-type: none"> <li>• Succession planning expertise</li> </ul>	<ul style="list-style-type: none"> <li>• Survey</li> <li>• Interviews</li> <li>• References</li> </ul>
<b>Public Policy &amp; Infrastructure Development</b>	<ul style="list-style-type: none"> <li>• Has experience working with water, sewer, roads, parks</li> <li>• Policy experience with affordable housing</li> <li>• Has experience with public safety (Fire department and emergency services)</li> <li>• Experience attracting businesses</li> </ul>	<ul style="list-style-type: none"> <li>• Public Health Issues (Homelessness, mental health issues)</li> <li>• Experience monitoring and balancing growth of a municipality</li> <li>• Experience with conservation of land</li> </ul>	<ul style="list-style-type: none"> <li>• Survey</li> <li>• Interviews</li> <li>• References</li> </ul>
<b>Leadership skills and style</b>	<ul style="list-style-type: none"> <li>• Prior supervisory experience</li> <li>• Experience managing conflict and crisis</li> <li>• Consultative, facilitative &amp; collaborative leadership style</li> <li>• Gathers, values and incorporates the perspectives of all staff, board, and stakeholders</li> </ul>		<ul style="list-style-type: none"> <li>• Resume</li> <li>• Survey</li> <li>• Interviews</li> <li>• References</li> </ul>

**Garfield Township – Township Manager Rubric**  
**Prepared by Amy Cell Talent**

	<ul style="list-style-type: none"> <li>• Strong delegation skills</li> <li>• Supports staff</li> <li>• Effectively aggregates information</li> <li>• Open door approach, accessible</li> </ul>		
<b>Financial Acumen</b>	<ul style="list-style-type: none"> <li>• Strong financial acumen. Understands the principles of finance, budgeting, and purchasing.</li> <li>• Fiscally responsible</li> </ul>	<ul style="list-style-type: none"> <li>• Experience with fiscal controls</li> </ul>	<ul style="list-style-type: none"> <li>• Resume</li> <li>• Interviews</li> <li>• References</li> </ul>

**SURVEY QUESTIONS**

- Why are you interested in this role and why do you feel that you would be a good fit?
- What is the largest municipality that you have managed in terms of people and budget? **(Leadership skills and style)**
- How do you stay current on the issues facing public works? **(Public Policy & Infrastructure Development )**
- What are your compensation expectations?

**VIDEO QUESTIONS**

1. Please introduce yourself and provide a little information on your background. **(General Background)**
2. How do you ensure transparent and effective communication with diverse parties including the board, stakeholders, and staff? **(Communication and Personal Qualities)**
3. What budgeting tools and strategies would you use to ensure effective utilization and allocation of funds while balancing the growth of the municipality? **(Financial Acumen)**
4. How do you support your staff’s professional growth and development? What is your experience with succession planning? **(Human Resources Acumen)**
5. Please provide an example of a successful collaboration with another municipality or organization. **(Municipal knowledge and experience)**
6. Please describe a time when you successfully managed a large-scale infrastructure project or initiative? How do you prioritize infrastructure projects, such as road repairs or facility upgrades. **(Public Policy & Infrastructure Development )**
7. Please describe your approach to economic development and attracting businesses to town. **(Public Policy & Infrastructure Development )**
8. How do you handle stressful work situations? Describe a situation when you were able to remain calm under pressure. **(Communication and Personal Qualities)**
9. Describe a time when you had to navigate a complex situation (political or otherwise) while serving in a leadership role. **(Leadership skills and style)**
10. Describe your experience with emergency and fire departments. **(Public Policy & Infrastructure Development )**



## Garfield Township – Township Manager Rubric Prepared by Amy Cell Talent


### PHONE INTERVIEW

- Review career transitions (detailed story of how candidate moved from job to job) (**General Background**)
- How do you prioritize competing demands for resources within the city?
  - (Demands such as Public works, affordable housing, sewer updating.. i.e, growing city)
- What strategies would you use to address issues of affordable housing in the community? (**Public Policy & Infrastructure Development**)
- Describe a situation when you had to make a difficult decision that was unpopular but was in the municipality's best interest. (**Leadership skills and style**)
- Confirm compensation expectations.
- Follow up on anything on Cyber Review or other areas that need further explanation.

### DRAFT TIMELINE

Date	Action Item
Wednesday, July 10	Post Position
Sunday, August 11	Posting Closes
Friday, August 16	Candidate Information to Selection Team
Tuesday, August 27	Council to Review Candidates in Closed Session
Around September 6	First Round Interviews
TBD	Feedback Provided to Council
TBD	Council to Determine Next Steps



 <b>Charter Township of Garfield</b> <b>Planning Department Report No. 2024-41</b>		
Prepared:	July 2, 2024	Pages: 1
Meeting:	July 9, 2024 Township Board	Attachments: <input checked="" type="checkbox"/>
Subject:	Master Plan – Township Board Adoption	

**NOTE TO TOWNSHIP BOARD:** Please reference your hard copy of the final draft of the Master Plan (dated March 27, 2024).

**BACKGROUND:**

In the winter of 2022, during a joint meeting of the Township Board and the Township Planning Commission, the two bodies focused on the need for the Township’s Master Plan to be updated and the process for doing so. The Planning Commission commenced the process in March 2022.

During 2022, information was gathered, and analyses made. Detailed analysis focused on demographics, existing land use, infrastructure, transportation, and housing. During the process, a community survey was formulated, distributed, and results tabulated.

In 2023, the Planning Commission and the Township Board, during a joint meeting, agreed to advance the planning process with a focus on policy development. The goals of the draft Master Plan are based upon the Township Board’s Strategic Plan. Also, public events and meetings with various stakeholders provided opportunities for additional community input.

Earlier this year, upon completion of the final draft of the Master Plan, the Planning Commission held a third joint meeting with the Township Board and began the review process in accordance with the Michigan Planning Enabling Act of 2008 (MCL 125.3801 et seq.). The complete final draft of the Master Plan is available at: <https://www.garfield-twp.com/masterplan.asp>. A public hearing for the final draft Master Plan was held by the Planning Commission at its regular meeting on June 12, 2024. No public comment was made.

**PLAN ADJUSTMENTS:**

Since the distribution of the draft Master Plan, Staff recommends the following minor adjustments:

1. *All Maps.* All the maps contained within the draft Master Plan and Appendix were adjusted to reflect the recent Township boundary change where all parcels of land south of South Airport Road (except within the Traversefield Industrial Park) are now within the boundaries of the Township.
2. *Cherryland Humane Society, 1750 Ahlberg Drive.* The future land use designation for this location was switched from “Low Density Residential (1-3 units/acre)” to “Industrial” due to the likelihood that the current use or similar use would remain in operation for the foreseeable future and given that the access to this location is via Ahlberg Drive, a street with primarily industrial uses.

***There are no text changes to the draft Master Plan (dated March 27, 2024).***

**ACTION:**

Following the public hearing, if the Planning Commission finds the final draft Master Plan acceptable, then the following motion is suggested:

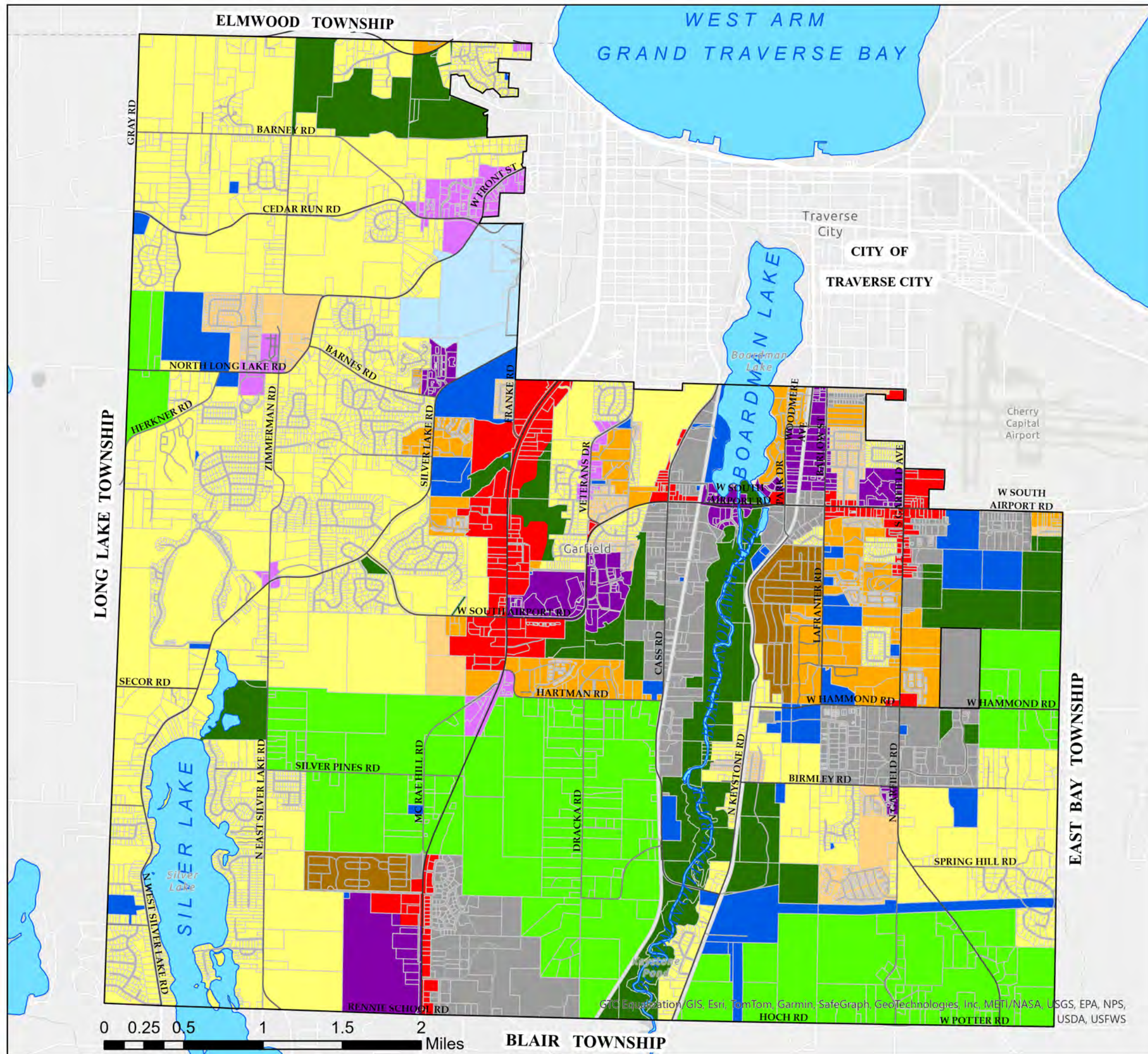
MOTION TO approve Resolution 2024-20-T adopting the Charter Township of Garfield Master Plan, in accordance with the Michigan Planning Enabling Act.

**Attachments:**

1. Charter Township of Garfield Master Plan - Revised Future Land Use Map Only
2. Resolution #2024-20-T - Adoption of Township Master Plan



# Map 4 Future Land Use



## Legend

- Future Land Use Designations**
- Agricultural / Rural Residential (<=1 unit/acre)
  - Low Density Residential (1-3 units/acre)
  - Moderate Density Residential (3-6 units/acre)
  - High Density Residential (6-10 units/acre)
  - Mobile Home Residential
  - Mixed Use Center
  - Mixed Use Neighborhood
  - Commercial
  - Industrial
  - Recreation / Conservation
  - Public / Semi-Public
  - Grand Traverse Commons

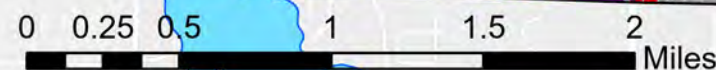
Data Source: Charter Township of Garfield

**Charter Township of Garfield**  
 3848 Veterans Drive  
 Traverse City, MI 49684  
 Phone: 231.941.1620  
 Fax: 231.941.1688



### NOT A LEGAL SURVEY

This map is based on digital databases prepared by the Charter Township of Garfield. The Township does not provide any warranty, either express or implied, or accept any responsibility for any errors, omissions, or that the information contained in the map or the digital databases is currently or positionally accurate. Always contact a surveyor to be sure of where your property lines are located.



GIS: Esri, TomTom, Garmin, SafeGraph, GeoTechnologies, Inc, METI/NASA, USGS, EPA, NPS, USDA, USFWS



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

**TOWNSHIP BOARD RESOLUTION TO ADOPT MASTER PLAN**

**RESOLUTION #2024-20-T**

**A RESOLUTION TO ADOPT THE CHARTER TOWNSHIP OF GARFIELD MASTER PLAN**, in accordance with the provisions of the Michigan Planning Enabling Act, Act 33 of the Public Acts of 2008, as amended.

**WHEREAS**, the Michigan Planning Enabling Act (MPEA) authorizes the Planning Commission to prepare a Master Plan for the use, development, and preservation of all lands in the Township; and

**WHEREAS**, the Planning Commission prepared a new Master Plan and submitted the Plan to the Township Board for review and comment; and

**WHEREAS**, on March 27, 2024, the Township Board received and reviewed the new Master Plan prepared by the Planning Commission and authorized distribution of the Plan for review and comment in accordance with the MPEA; and

**WHEREAS**, the Planning Commission held a public hearing on June 12, 2024 to consider public comment on the new Master Plan; and

**WHEREAS**, the Planning Commission approved the new Master Plan and recommended approval of same to the Township Board; and

**WHEREAS**, the Township Board finds that the new Master Plan is desirable and proper and furthers the use, preservation, and development goals and strategies of the Township; and

**WHEREAS**, the MPEA authorizes the Township Board to assert by resolution its right to approve or reject the new Master Plan;

**NOW, THEREFORE, BE IT HEREBY RESOLVED AS FOLLOWS:**

**1. Adoption of Master Plan.** The Township Board hereby approves and adopts the new Master Plan, including all the chapters, figures, maps, and tables contained therein. Pursuant to the MPEA, the Township Board has asserted by resolution its right to approve or reject the proposed Master Plan and therefore the approval granted herein is the final step for adoption of the Plan and therefore the Plan is effective as of July 9, 2024.

**2. Distribution.** The Township Board hereby approves distribution of the adopted Master Plan in accordance with the MPEA.

**3. Findings of Fact.** The Township Board has made the foregoing determination based on a review of existing land uses in the Township, a review of the existing Master Plan provisions and maps, and input received from the Planning Commission and public hearing and finds that the new Master Plan will accurately reflect and implement the Township's goals and strategies for the use, preservation, and development of lands in the Township.

**4. Effective Date.** The Master Plan shall be effective as of the date of adoption of this resolution.

Moved:

Supported:

Ayes:

Nays:

Absent and Excused:

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 2024-20-T which was adopted by the Township Board of the Charter Township of Garfield on the 9th day of July, 2024.

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

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

Introduced: July 9, 2024  
Adopted: July 9, 2024  
Published:  
Effective:



FOR YOUTH DEVELOPMENT®  
FOR HEALTHY LIVING  
FOR SOCIAL RESPONSIBILITY

June 19, 2024

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

Hi Chuck,


Please allow this letter to serve as notification of the Grand Traverse Bay YMCA's intent to exercise its option on a second five-year lease of the South Facility located at 300 Racquet Club Drive in Garfield Township.

This second 5-year lease would commence on August 27 of 2024 and end on August 27 of 2029. Thank you for the continued support you and the Township have provided the Grand Traverse Bay YMCA and the many services we provide to so many residents of Garfield Township.

Sincerely,

Andrew Page  
President/ CEO  
Grand Traverse Bay YMCA



 <b>Charter Township of Garfield</b> <b>Planning Department Report No. 2024-48</b>			
Prepared:	July 2, 2024	Pages:	1
Meeting:	July 9, 2024 Township Board	Attachments:	<input checked="" type="checkbox"/>
Subject:	Landscaping Services RFP		

One of the ARPA projects approved by the Township Board is to improve the Logan’s Landing and Woodmere medians with new landscaping, including new design, layout, and plantings. Staff drafted a Request for Proposals (RFP) to obtain proposals from local landscaping firms. Proposals would have to be submitted by July 24, 2024.

**ACTION REQUESTED:**

Provided the Township Board is satisfied with the RFP, the following motion is suggested:

MOTION THAT the Landscaping Services Request for Proposals (RFP) BE APPROVED.

**Attachment:**

1. Draft Landscaping Services RFP



# Charter Township of Garfield

## Grand Traverse County

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

### REQUEST FOR PROPOSALS (RFP) LANDSCAPING SERVICES

Issue Date: July 10, 2024

**Please submit proposals by July 24, 2024 to:** John Sych, Planning Director  
Charter Township of Garfield Township  
3848 Veterans Drive  
Traverse City, MI 49684  
**or by email to:** [jsych@garfield-twp.com](mailto:jsych@garfield-twp.com)

*Any questions, please contact: John Sych, Planning Director at [jsych@garfield-twp.com](mailto:jsych@garfield-twp.com) or at (231) 255-3155*

The Township maintains two median areas within road rights-of-way owned by the Grand Traverse County Road Commission. One is in South Airport Road at Logan's Landing and consists of four medians. The other one is in Woodmere Avenue, between Premier Street and Boon Street, and consists of three medians.

The Township would like to improve these medians by contracting with a landscaping services firm to design a landscaping plan, install all plantings, and conduct any other related improvements. Maintenance will continue be the responsibility of the Township. The two areas are described below:

- A. **South Airport Road** (West to East) – *See aerial map below*
- |                    |   |
|--------------------|---|
| 1. Far West Median | 500 square feet                             |
| 2. West Median     | 1,100 square feet                           |
| 3. Center Median   | 1,200 square feet (includes Boardman River) |
| 4. Far East Median | <u>1,000 square feet</u>                    |
| SUB TOTAL          | 3,800 square feet                           |

**South Airport Road Description:** Due to its high visibility, the Township would like a landscaping plan that is attractive and highlights the median while remaining low maintenance. This may include flowering trees and similar plantings. Any existing vegetation may be trimmed or removed. These medians have an underground irrigation system. There is existing utility equipment (power poles, utility boxes, traffic signals, etc.) in these medians.

A 35-foot natural vegetative buffer should be provided on each side of the Boardman River which crosses through the Center Median. The buffer strip shall consist of native trees, shrubs, and other vegetation. Dead, diseased, unsafe or fallen trees and noxious plants and shrubs, including poison ivy, poison sumac, and poison oak, shall be removed.



The Township would like the landscaping plan to identify two future locations for monument signs – one at the far east median and one at the far west median. Installation of the signs is the responsibility of the Township. The County Road Commission will review the plan and will want to make sure any proposed plantings don't impede traffic sight lines.

South Airport Road at Logan's Landing



B. **Woodmere Avenue** (South to North) – See aerial map below


5. South Median	120 square feet
6. Middle Median	300 square feet
7. North Median	<u>270 square feet</u>
SUB TOTAL	690 square feet

Woodmere Avenue Description: The Township would like a landscaping plan that requires very low maintenance due to hostile winter from snow plowing and dry summer environment. These medians do not have irrigation.

Woodmere Avenue, between Premier Street and Boon Street



**TOTAL AREA: 4,490 square feet (both South Airport and Woodmere)**

		<b>Charter Township of Garfield</b>	
		<b>Planning Department Report No. 2024-49</b>	
Prepared:	July 2, 2024	Pages:	1
Meeting:	July 9, 2024 Township Board	Attachments:	<input checked="" type="checkbox"/>
Subject:	Professional Services Agreement with Traverse Connect		

Traverse Connect is the lead economic development organization for the Grand Traverse region, which supports area businesses through a combination of business attraction and retention strategies, talent development efforts, and strategic coordination among partner agencies. The Township entered into an agreement with Traverse Connect in 2022. With the expiration of that agreement, a new agreement has been drafted. See attached draft agreement, including the scope of services starting in Section 2.

The agreement proposes a multi-year agreement. The Township would pay \$20,000 to Traverse Connect in a single payment no later than July 31, 2024 for the first year. Compensation for future years would increase by three percent (3%) annually commencing on the one-year anniversary date, resulting in payments of \$20,600 for 2025 and \$21,218 for 2026.

**ACTION REQUESTED:**

Should the Township Board be satisfied with the agreement, the following motion is suggested:

MOTION THAT the Professional Services Contract between the Charter Township of Garfield and Traverse Connect BE APPROVED.

***Attachments:***

1. Professional Services Contract between the Charter Township of Garfield and Traverse Connect





## PROFESSIONAL SERVICES CONTRACT

Between Charter Township of Garfield and Traverse Connect

THIS AGREEMENT is entered into this 1st day of July, 2024, by and between the Charter Township of Garfield, hereinafter referred to as "Garfield Township" and Traverse Connect, a non-profit corporation, qualified to do business in the State of Michigan, hereinafter referred to as "Connect."

### RECITALS

WHEREAS, Garfield Township desires to encourage the commercial and economic development of Garfield Township and surrounding region, the retention, expansion and attraction of employment opportunities within Garfield Township and region, and increase the property tax base of Garfield Township; and

WHEREAS, Traverse Connect is the economic development organization for the Grand Traverse Region and exists to drive economic growth by providing business expansion, talent development, and business attraction efforts, and supporting development and infrastructure enhancements; and

WHEREAS, Connect advocates, promotes, and facilitates activities which support the growth and expansion of existing business and attraction of new primary sector business, by providing targeted lead generation and support to business prospects; maintaining a repository of data on the region's economy; undertaking regional marketing through publications and media; and

WHEREAS, Garfield Township and Connect, as partners in economic development, wish to support one another in building a stronger regional economy and increasing family-sustaining jobs, property tax base, and economic diversification;

NOW THEREFORE BE IT RESOLVED by Garfield Township and Connect that in consideration of the mutual promises set forth herein, it is agreed as follows:

**1. The Parties Agree on the following purpose:**

- a. The purpose of this agreement is to enter into a partnership for the planning and implementation of economic development strategies as outlined in the Traverse Connect Strategic Plan, including leading regional economic development strategy, providing business expansion services, managing talent attraction, and implementing



business attraction programs, as well as supporting entrepreneurship and innovation, community development, and public sector development and infrastructure.

- b. Garfield Township will provide oversight and coordination as may be required to support the objectives of this agreement and will provide funding for the services as detailed below.

**2. The Parties Agree on the following scope of services:**

- A. **Garfield Township Business Survey:** Connect will work to create and distribute a local business survey within the Township.

- I. Connect will conduct a comprehensive study aimed at understanding the needs and priorities of local businesses within the township. The study will involve Connect creating, publishing, and distributing a survey to business owners with businesses located within the Township. This project will involve gathering detailed insights into what businesses seek from the township, identifying the barriers they face in achieving growth, and determining the key factors that are important to them. Connect shall work closely with the Township to develop the set of survey questions and the Township will provide Connect with a contact list of business owners to assist with adequate distribution. The goal of the survey is to provide actionable recommendations that will help foster a supportive and thriving business environment within the township. Connect shall publish and gather survey responses by end of 2024. Connect shall subsequently analyse the survey results and make available a report to the Township by end of Q1 2025.

- B. **Economic and Community Development Leadership:** Connect will work to enhance the competitiveness of the Grand Traverse regional economy by leading collaboration between private and public sector partners.

- I. Connect shall act as the lead convenor for the region, engaging partners and investor organizations of all sizes by holding regular meetings with municipal officials and public sector partners, the development of industry cluster forum groups, and regional economic strategy and policy events to foster local business growth and a supportive entrepreneurial ecosystem.
- II. Connect shall support Garfield Township's efforts to drive regional collaboration by coordinating with the County and other local municipalities and partner organizations on economic development projects, public policy initiatives, community programs, regional infrastructure plans, and workforce support related to training, housing, and childcare in Grand Traverse County and across the region.

- C. **Talent-Oriented Economic Development:** Connect will work to address workforce needs and labor shortages by addressing specific workforce challenges including workforce development, talent attraction, housing solutions, childcare availability, placemaking initiatives, and employee training programs.
- I. Connect shall oversee talent attraction and development in the region by partnering with education and training providers to grow our workforce, work with employers to address wage/cost of living gaps, promote existing family-sustaining wage opportunities in the Grand Traverse Region, and promote the development and expansion of apprenticeship and internship programs for local employers.
  - II. Connect shall coordinate workforce training and communications strategy with professional services, health sciences, manufacturing, and skilled trades industry professionals, educators, training organizations to promote the attractiveness of local employment opportunities.
  - III. Connect shall feature the Grand Traverse Region's (including Garfield Township), businesses, education, cultural, and infrastructure assets in the Michigan's Creative Coast national placemaking and marketing program. Engage potential business owners, employees, and entrepreneurs to promote the region as a year-round economic, lifestyle, natural resources, and cultural destination. Continue and broaden reach of Michigan's Creative Coast recruiting resources to promote job board, internship portal, regional resources, and Northern Navigators welcome program.
- D. **Targeted-Industry Business Attraction:** While the overall Michigan's Creative Coast program appeals to a broad spectrum of businesses in innovation and professional services, it is also valuable to outline specific sectors for recruitment. This will drive investment and encourage business formation and the development of additional 'anchor' companies located in our region.
- I. Identify and define the types of businesses to recruit to the region and outline the features and benefits that are most attractive and decisive for these firms. Connect shall foster industry cluster development by attracting companies, researchers, studies, and conference events that draw upon our region's existing economic, educational, and geographic assets and engage higher education institutions to initiate research and technology transfer for industries such as manufacturing, marine technology, blue economy, rural health innovation, and unmanned aerial systems.
  - II. Outline the unique value proposition, talking points, and messaging to appeal to target market businesses. Feature existing businesses, infrastructure, and cultural

assets in a tailored plan that promotes our comprehensive entrepreneurial ecosystem. Continue digital marketing campaign to actively market the regional business environment via web and digital media. Provide reporting on marketing data, target company analytics, and campaign reach with recommendations for expanding firm recruitment over time.

- E. **Programs and Resources for Regional Businesses:** Connect will provide direct support for the expansion and retention of established businesses, early-stage companies, and key non-profit employers across the County and the region.
- I. Connect shall provide targeted outreach, customized data, and tailored resources to address industry-specific needs and barriers to support business and job growth focused on manufacturing, skilled trades, technology, value-added agriculture, institutional employers, and early-stage growth companies. Connect shall collaborate with partner organizations, including Networks Northwest, Michigan Works, the Small Business Development Corporation, Venture North, 20Fathoms, TCNewTech, and the Michigan Economic Development Corporation to coordinate development and to conduct annual site visits.
  - II. Connect shall market, promote, and assist in the deployment of local economic development tools and incentives, including Brownfield, Renaissance, Landbank, Pace Financing, Pilot Programs, and Tax-Exempt Revenue Bonds.

**3. Progress and Outcome Reporting:**

- A. Connect shall publish a regional data dashboard, economic development metrics, and periodic reports as the central point of contact for communication regarding economic growth and prosperity in the Grand Traverse Region. Data that is collected and housed by Traverse Connect will inform strategy development and be shared with Garfield Township and other public sector partners.
- B. Connect shall make available to Garfield Township all the services, including economic development, government relations, professional development, chamber networking, and technical assistance, which are currently being offered by Connect or which may be offered in the future.
- C. Connect shall provide Garfield Township with periodic reports on all activities conducted and successful outcomes achieved pursuant to this Agreement and all other pertinent economic development project activities that may affect Garfield Township. Connect shall also attend meetings upon request of Garfield Township Staff and Administration and Board of Trustees to present such verbal or written reports on its activities. The reports include;



- *Quarterly Growth Barometer Report*
- *Bi-Annual Economic Ecosystem Report*
- *Annual Regional Data Dashboard Update*
- *Traverse Connect Annual Report*

4. **Term:**

The term of this Professional Services Agreement shall be for the period of July 1, 2024, through June 30, 2027, with the option to renew for future years. It is understood that this Professional Services Agreement requires the review and approval of Garfield Township Board of Trustees. Traverse Connect's attainment of private sector funding shall be viewed favourably by Garfield Township Board of Trustees in any deliberations to extend the Professional Services Agreement and extend existing, or increased, City funding contributions to Connect in 2024 and subsequent budget years.

5. **Compensation:**

Garfield Township shall pay twenty thousand dollars (\$20,000) to Connect in a single payment no later than July 31, 2024 for the first year of this contract. Compensation for future years of this agreement shall be increased by three percent (3%) annually commencing on the one-year anniversary date, resulting in payments of \$20,600 for 2025 and \$21,218 for 2026. Connect shall be responsible for its expenses, including out of pocket expenses, in providing services to Garfield Township.

6. **Independent Contractor Status:**

The relationship of Connect to Garfield Township is that of an independent contractor and in accordance therewith, the Consultant covenants and agrees to conduct itself consistent with such status and that neither it nor its employees, officers or agents will claim to be an officer, employee or agent of Garfield Township or make any claim, demand or application to or for any rights or privileges applicable to any officer or employee of same, including but not limited to worker's compensation coverage, unemployment insurance benefits, social security coverage, or retirement membership or credit. The parties do not intend the services provided by the Consultant to be a joint venture. Traverse Connect shall be deemed to be an independent contractor with full control over the manner and method of its performance hereunder.

7. **Written Amendment Required:**

No amendment, modification, or waiver of any condition, provision or term shall be valid or of any effect unless made in writing signed by the party or parties to be bound, or a duly authorized representative, and specifying with particularity the extent and nature of such amendment, modification or waiver. Any waiver by any party of any default of another party shall not affect or impair any right arising from any subsequent default. Except as expressly and specifically stated otherwise, nothing herein shall limit the remedies and rights of the parties thereto under and pursuant to this Agreement.

**8. Severability Clause:**

Each provision, section, sentence, clause, phrase, and word of this Agreement is intended to be severable. If any provision, section, sentence, clause, phrase, and word hereof is held by a court with jurisdiction to be illegal or invalid for any reason whatsoever, such illegality or invalidity shall not affect the validity of the remainder of this Agreement.

**9. Agreement Binding on Successors:**

This Agreement shall be binding upon and inure to the benefit of the parties hereto and their respective personal representatives, successors and assigns.

**10. Michigan law Applies:**

This Agreement shall be controlled by the laws of the State of Michigan, and any action brought as a result of any claim, demand or cause of action arising under the terms of this Agreement shall be brought in an appropriate venue in the State of Michigan.

**11. Dispute Resolution:**

If any party has a dispute with another regarding the meaning, operation, or enforcement of any provision of this Agreement, the disputing parties agree to meet and confer to negotiate a resolution of the dispute. All meetings, hearings and actions to resolve the dispute shall be in Grand Traverse County. They further agree if they are unable to resolve the dispute themselves and before formally instituting any other dispute mechanism, they shall utilize the services of a mutually acceptable neutral mediator, who meets the qualifications of MCR 2.411, to bring them together in at least one mediation session.

**12. Termination:**

Whenever Garfield Township determines that termination of this Agreement in whole or in part is in the best interest of Garfield Township or in the event that termination is required by any state or federal agency, Garfield Township Manager may terminate this Agreement by written notice to Connect specifying the services terminated and the effective date of such termination, which shall not be less than one hundred twenty (120) days from the date notice is given to Connect. Upon termination, Connect shall be entitled to and Garfield Township shall pay the costs actually incurred in compliance with this Agreement until the date of such termination. At the date of such termination, Garfield Township shall be reimbursed a pro-rated amount of the initial payment.

**13. Non-Discrimination:**

The parties agree not to discriminate against an employee or applicant for employment with respect to hire, tenure, terms, conditions or privileges of employment, or a matter directly or indirectly related to employment because of their actual or perceived race, color, religion, national origin, sex, age, height, weight, marital status, physical or mental disability, family status, sexual orientation, or gender identity. Breach of this covenant may be regarded as a

material breach of this Agreement.

IN WITNESS WHEREOF, the parties have executed this Professional Services Contract as of the day and year first above written.

CHARTER TOWNSHIP OF GARFIELD:

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Chuck Korn, Supervisor

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Lanie McManus, Clerk

TRAVERSE CONNECT:

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Warren Call, President & CEO



**Chuck Korn**

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**From:** Scott Knowlton <scott@westwind.build>  
**Sent:** Tuesday, July 2, 2024 3:50 PM  
**To:** Chuck Korn  
**Cc:** Doug Meekhoff; Terra Oegema; John Divozzo  
**Subject:** Ridge45 Sewer Capital Costs

Supervisor Korn,

Please accept this correspondence as a formal request to the Township Board on behalf of Ridge45 Apartments (specifically, Midwest MFD- South, LLC and Hammond Investment Properties, LLC) to waive a typical requirement that a 20% downpayment be made with respect to otherwise to-be-amortized sewer capital costs. We would like to be allowed to amortize the full amount owing from Ridge45 for sewer capital costs pertaining to what has been referred to as the BATA sewer expansion project over a period of 10 years.

Please advise if you need any additional information from me in connection with this request.

Best regards,



**Scott Knowlton | VP - General Counsel**

Westwind

**O:** 616-842-2030

**C:** 616-402-9649



# Charter Township of Garfield

## Grand Traverse County

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

### SPECIAL ACTION MEMO

**TO:** John Divozzo, Director  
Grand Traverse County Department of Public Works

**FROM:** Chuck Korn, Supervisor  
Charter Township of Garfield

**DATE:** July 3, 2024

**SUBJECT:** **BATA HQ PUD Division of Sewer Infrastructure Cost**

The Grand Traverse County Department of Public Works (DPW) is in possession of a set of plans entitled: "BATA HQ Transit-Oriented Development PUD" dated 7/13/2020 and understands that the infrastructure proposed is intended to be turned over to Garfield Township as public utility that will serve several adjoining properties.

The adjoining properties have applied or will apply to the DPW for connection to said utilities and pay permit fees as calculated by the DPW according to current Township approved rates.

The Township/BATA/adjoining properties agree to share in the cost of constructing said infrastructure in accordance with the formula approved by the Township.

The special actions to be taken to by the DPW to account for and collect each party's payment of its share of the total infrastructure costs are as follows:

- DPW will review each permit application and determine permit fees associated with each connection; and
- DPW will apply the infrastructure cost to each party and invoice accordingly; and
- DPW will submit verification of each payment to the Township.

**WHEREAS**, BATA is currently the lead developer on the infrastructure project; and

**WHEREAS**, all parties are required to connect to public sewer upon tum over to the Township; and

**WHEREAS**, the parties have agreed to the division of cost as developed by the Township; and

**WHEREAS**, the Township has updated the cost-sharing scenario for this project attached as Exhibit 1 and summarized in the following table:

PARTY	AMOUNT	PERCENTAGE
BATA	\$209,565.36	24.0%
TCHC	\$209,565.36	24.0%
Ridge45	\$240,126.98	27.5%
Prince of Peace	\$34,927.56	4.0%
Village at LaFranier Woods	\$179,003.75	20.5%
<b>TOTAL</b>	<b>\$873,139.00</b>	<b>100.0%</b>

**NOW, THEREFORE**, the Township is requesting that a payment of \$454,058.28 be made from the Receiving Fund to BATA which is a total of the three payments made by Ridge 45, Prince of Peace, and Village at LaFranier Woods.

The Township is pleased to present an equitable distribution for the cost per development based on the projected expense for each without collaboration. We are happy with the savings to each of you and the long-term benefit to the township for maintenance and operation.

Prince of Peace

Sewer: Onsite private pump station and force main that would discharge into the nearest sewer manhole on LaFranier.

Estimated Cost: \$50,000 to \$75,000

REPRESENTED PERCENTAGE OF THE TOTAL COSTS (RANGE \$1,350,000 TO \$1,575,000) = 4 PERCENT

Ridge45

Sewer: Onsite municipal pump station and force main that would discharge into nearest gravity sewer in Hammond Commerce Center.

Estimated Cost: \$375,000 to \$425,000

REPRESENTED PERCENTAGE OF THE TOTAL COSTS (RANGE \$1,350,000 TO \$1,575,000) = 27.5 PERCENT

Village of LaFranier

Sewer: Onsite municipal pump station and force main that would discharge into nearest gravity sewer in Phase I.

Estimated Cost: \$275,000 to \$325,000

REPRESENTED PERCENTAGE OF THE TOTAL COSTS (RANGE \$1,350,000 TO \$1,575,000) = 20.5 PERCENT

TCHC

Sewer: Onsite municipal pump station and force main that would discharge into nearest gravity sewer on LaFreniere.

Estimated Cost: \$325,000 to \$375,000

REPRESENTED PERCENTAGE OF THE TOTAL COSTS (RANGE \$1,350,000 TO \$1,575,000) = 24 PERCENT

BATA

Sewer: Onsite municipal pump station and force main that would discharge into nearest gravity sewer in Hammond Commerce Center.

Estimated Cost: \$325,000 to \$375,000

REPRESENTED PERCENTAGE OF THE TOTAL COSTS (RANGE \$1,350,000 TO \$1,575,000) = 24 PERCENT