

CHARTER TOWNSHIP OF GARFIELD

TOWNSHIP BOARD MEETING

Tuesday, May 27, 2025 at 6:00pm
Garfield Township Hall
3848 Veterans Drive
Traverse City, MI 49684
Ph: (231) 941-1620

AGENDA

ORDER OF BUSINESS

Call meeting to order

Pledge of Allegiance

Roll call of Board Members

1. Public Comment

Public Comment Guidelines:

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

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

3. Consent Calendar

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

a. Minutes – May 13, 2025 regular meeting
(Recommend Approval)

b. Bills -

(i) General Fund \$61,923.25
(Recommend Approval)

(ii) Gourdie-Fraser
Developer's Escrow Fund – Storm Water Reviews, Utility Plan Review, Oversight & Closeout \$2,461.25
General 3,395.00
Park Funds / DNR Trust Fund 700.00

Total \$6,556.25
(Recommend Approval)

- c. Consideration of Fairfield Hotel Water Main Extension Close-out & Turnover documents (Recommend Approval)
- d. Consideration of nominating Laurie Lapp to serve a three-year term on the Joint Recreational Authority Commission (Recommend Approval)
- 4. **Items removed from the Consent Calendar**
- 5. **Correspondence**
 - a. GT County Road Commission Update 5/16/25
- 6. **Reports**
 - a. Engineering Report / Construction Update
 - b. County Commissioner's Report
 - c. MMR Report
 - d. Township Manager's Report
 - e. Supervisor's Report
- 7. **Unfinished Business**
 - a. Consideration of amending the contract with Human Resource Partners
- 8. **New Business**
 - a. Consideration of Revised Investment Policy, Resolution 2025-11-T
 - b. Consideration of MSHDA CDBG Grant for Habitat for Humanity – Letter of Intent
 - c. Consideration of quote for mulch at Silver Lake Recreation Area
 - d. Consideration of hiring a summer intern for the Building and Parks Depts.
 - e. Discussion on Inspection and Maintenance of Privately Owned Fire Hydrants, Ordinance 42
 - f. Township Manager Performance Evaluation (closed session)
- 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

May 13, 2025

Supervisor McManus called the Town Board Meeting to order at the Garfield Township Hall on May 13, 2025 at 6:00 p.m.

Pledge of Allegiance

Roll Call of Board Members

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

Absent and Excused: Laurie Lapp

Also in Attendance: Township Manager Chris Barsheff

1. Public Comment (6:01)

None

2. Review and Approval of the Agenda - Conflict of Interest (6:01)

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

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

Nays: None

3. Consent Calendar (6:02)

a. Minutes

April 22, 2025 Regular Meeting and Revised

b. Bills

General Fund	\$344,715.66
(Recommend Approval)	

c. Grand Traverse County 2024 Delinquent Taxes Report (Receive and File)

d. Final ARPA Spending Plan (Receive and File)

e. Consideration of approving Charitable Gaming License for Northwest Michigan Invasive Species Network, Resolution 2025-10-T

f. Consideration of Joint Recreational Authority Proposed Annual Budget for Fiscal Year 2025/2026 (Recommend Approval)

g. Consideration of donating \$5,000 to Boom Boom Club for Independence Day Fireworks (Recommend Approval)

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

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

4. Items Removed from the Consent Calendar

None

5. Correspondence (6:03)

a. Traverse Connect Business Growth Barometer Survey Results

6. Reports

a. County Commissioner's Report (6:04)

County Commissioner Lauren Flynn reported that May is Teen Pregnancy Awareness month and the BOC also recognized Police Week. The BOC is setting up an ad hoc committee to look into Animal Control and Humane Society. She indicated that a public hearing would be held on the proposed Septic Code and a Safe Routes to School audit will be taking place.

b. Sheriff's Report (6:06)

Lt. Roy Raska reviewed statistics from April 2025 and added that James Hunter was named as a CPO for Garfield Township. The sheriff's department hopes to fill the other vacancy soon.

c. GT Metro Fire Report (6:10)

GT Metro Chief Paul Mackin reviewed calls in the township and overall Metro area for April 2025. He noted that the 2024 audit is complete and work is taking place on the FY 2026 budget. Mackin indicated that crews were busy with boat operation training and drone training. Metro is currently evaluating all stations for facility conditions and any needed repairs and upgrades to facilitate budgeting.

d. Planning Department Monthly Report for February (6:19)

Deputy Planning Director Steve Hannon submitted his report in writing and reviewed items that are coming in front of the Planning Commission this week.

e. Parks & Recreation Report (6:24)

A written report was included in packets and Barsheff indicated that a grand opening for River East Park will be scheduled when the park is near completion.

f. Treasurer's Report (6:27)

Macomber indicated that her quarterly report was included in packets.

g. Clerk's Report (6:28)

L. McManus indicated her report was submitted in writing

h. Township Manager's Report (6:28)

Barsheff stated that he and J. McManus attended a meeting regarding the feasibility of a train from Traverse City to Ann Arbor. He was also contacted by a Florida magazine to be featured in an article on economic resiliency and is seeking a resolution to a connection issue between Creekside and Stoneridge PUD's. Barsheff stated that the Cherryland Center owners are providing documentation of their investments and found out that the quota licenses can be transferred anywhere in the county after three years but that redevelopment licenses need to stay with the address. He also attended a legislative safety meeting.

i. Supervisor's Report (6:38)

J. McManus reported that the Commons water issue discussions are going well. He stated that the DPW board was recommended to go from 11 members to 9 members. Supervisor McManus also indicated that he will be attending a local road commission safety review of the Barney/Cedar Run area and announced that he is officially the Par Plan Representative for a three-year term. He also visited the River East Park and stated that it was beautiful, but the pole barn needed to be addressed. He also indicated that residents would like the park to stay open later.

7. Unfinished Business

None

8. New Business**a. Consideration of hiring Human Resource Partners to conduct a salary survey (6:46)**

Manager Barsheff indicated that the Personnel Committee recommended hiring Human Resource Partners to conduct a wage study for the township. Job descriptions will also be updated and salary ranges will be given.

Korn moved and Schmuckal seconded to approve Supervisor McManus to sign a contract with Human Resource Partners to conduct a wage study for the township in the amount of \$7,650.00.

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

b. Discussion on Township flag and interior pole/stand (6:51)

Board members discussed and agreed that a two-sided flag with design B showing the full seal is favored. Flags will be ordered for inside and outside and matching presentation poles will also be ordered.

Schmuckal moved and L. McManus seconded to authorize the township

manager to purchase two double sided flags with the preferred design along with a US flag and matching presentation poles.

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

9. Public Comment: (6:56)

None

10. Other Business (6:56)

Schmuckal mentioned the police memorial service is Thursday at 2pm.
J. McManus stated that the road commission intends to have Potter Road fixed by July.

11. Adjournment

McManus adjourned the meeting at 6:57pm.

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

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



State of Michigan
Michigan Gaming Control Board
Millionaire Party Licensing
3062 W. Grand Blvd, Suite L-700
Detroit, MI 48202-6062
Phone: (313) 456-4940
Fax: (313) 456-3405
Email: Millionaireparty@michigan.gov
www.michigan.gov/mgcb

LOCAL GOVERNING BODY RESOLUTION FOR CHARITABLE GAMING LICENSES

(Required by MCL 432.103(k)(ii))

At a Regular meeting of the Charter Township of Garfield Board
REGULAR OR SPECIAL TOWNSHIP, CITY, OR VILLAGE COUNCIL/BOARD

called to order by Joe McManus, Supervisor on May 13, 2025
DATE

at 6:00 pm a.m./p.m. the following resolution was offered:
TIME

Moved by Molly Agostine Li and supported by Chuck Korn

that the request from Northwest Michigan Invasive Species Network of Traverse City,
NAME OF ORGANIZATION CITY

county of Grand Traverse County, asking that they be recognized as a nonprofit
COUNTY

organization operating in the community, for the purpose of obtaining charitable gaming licenses, be

considered for Approval
APPROVAL/DISAPPROVAL

APPROVAL:	Yeas: <u>6</u>	DISAPPROVAL:	Yeas: <u> </u>
	Nays: <u>0</u>		Nays: <u> </u>
	Absent: <u>1</u>		Absent: <u> </u>

I hereby certify that the foregoing is a true and complete copy of a resolution offered and adopted

by the Charter Township of Garfield Board at a Regular
TOWNSHIP, CITY, OR VILLAGE COUNCIL/BOARD REGULAR OR SPECIAL

meeting held on May 13, 2025
DATE

SIGNED:



TOWNSHIP, CITY, OR VILLAGE CLERK

Lanie McManus, Charter Township of Garfield Clerk

PRINTED NAME AND TITLE

3848 Veterans Drive, Traverse City, MI 49684

ADDRESS

Organization Information: 3334 Veterans Dr, Unit A, Traverse City, MI 49684
ORGANIZATION'S MAILING ADDRESS, STREET, CITY, ZIP

Audrey Menninga, ISN Director

ORGANIZATION'S PRINCIPAL OFFICER NAME AND TITLE

(231) 252-4148

PHONE NUMBER

3b.(i)

Check Date	Bank	Check #	Payee	Description	GL #	Amount
05/08/2025	GEN	43324	GARFIELD CHARTER TOWNSHIP	1533 WOODLAWN LN TAX REFUND FROM 2023	101-000-402.000	87.14
05/21/2025	GEN	43325	AFLAC	AFLAC	101-000-231.001	655.23
05/21/2025	GEN	43326	ALL TRAFFIC SOLUTIONS	TRAFFIC SUITE RENEWAL	101-720-880.007	1,500.00
05/21/2025	GEN	43327	AMAZON CAPITAL SERVICES	TAPE/ENVELOPES/PENS/SCISSORS/	101-101-726.000	96.29
		43327		TAPE/ENVELOPES/PENS/SCISSORS/	101-257-726.000	19.98
						<hr/> 116.27
05/21/2025	GEN	43328	ANNE WENDLING	CONTRACTED SVCS	101-101-805.000	198.00
		43328		CONTRACTED SVCS	101-707-805.000	198.00
						<hr/> 396.00
05/21/2025	GEN	43329	ANNE WENDLING	CONTRACTED SVCS	208-000-805.000	99.00
05/21/2025	GEN	43330	BLUE CROSS BLUE SHIELD OF MICHIGAN	EMPLOYEE HEALTH	101-101-711.030	3,429.78
		43330		EMPLOYEE HEALTH	101-172-711.030	2,093.74
		43330		EMPLOYEE HEALTH	101-215-711.030	3,147.91
		43330		EMPLOYEE HEALTH	101-253-711.030	4,050.23
		43330		EMPLOYEE HEALTH	101-257-711.030	4,184.96
		43330		EMPLOYEE HEALTH	101-371-711.030	2,891.60
		43330		EMPLOYEE HEALTH	101-701-711.030	2,481.55
		43330		EMPLOYEE HEALTH	101-702-711.030	4,056.93
						<hr/> 26,336.70
05/21/2025	GEN	43331	BRYAN GUTIERREZ	MILEAGE - NMCOA-GAYLORD	101-371-960.000	57.40
		43331		CONFERENCE MEALS	101-371-960.703	63.36
						<hr/> 120.76
05/21/2025	GEN	43332	GAMETIME	RIVER EAST PLAYGROUND CURBING	208-000-970.000	12,478.00
05/21/2025	GEN	43333	GARFIELD CHARTER TOWNSHIP	TAX REFUND 2024	101-000-402.000	25.79
05/21/2025	GEN	43334	GFL ENVIRONMENTAL	002096164	208-000-805.000	611.07
05/21/2025	GEN	43335	GFL ENVIRONMENTAL	002114259	208-000-805.000	144.91
05/21/2025	GEN	43336	GMOSER'S SEPTIC SERVICE, INC	PORTABLE TOILET	208-000-805.000	270.00
05/21/2025	GEN	43337	HI-TECH SYSTEM SERVICE, INC	JUNE 2025	101-228-955.000	1,563.00
05/21/2025	GEN	43338	IMAGE 360	VINYL DECAL	101-101-726.000	129.54
05/21/2025	GEN	43339	KRAFT BUSINESS SYSTEMS	MONTHLY CONTRACT	101-101-726.002	441.25
05/21/2025	GEN	43340	LAUTNER IRRIGATION INC	SPRING START-UP SL PARK	208-000-805.000	2,092.48
05/21/2025	GEN	43341	MICHIGAN ASSESSORS ASSOCIATION	ADVERTISEMENT	101-101-901.000	300.00

Check Date	Bank	Check #	Payee	Description	GL #	Amount
05/21/2025	GEN	43342	MICHIGAN TOWNSHIP ASSOCIATION	DUES	101-101-965.101	8,776.63
05/21/2025	GEN	43343	OLSON & HOWARD, P.C.	GENERAL / JOHNSON	101-101-801.002	1,152.00
		43343		GENERAL / JOHNSON	101-707-801.000	476.00
						<hr/> 1,628.00
05/21/2025	GEN	43344	OTIS ELEVATOR	LOGISTICS SURCHARGE	101-265-935.608	125.00
05/21/2025	GEN	43345	PRINCIPAL LIFE INSURANCE COMPANY	EMPLOYEE LIFE/HEALTH	101-101-711.030	293.38
		43345		EMPLOYEE LIFE/HEALTH	101-172-711.030	176.88
		43345		EMPLOYEE LIFE/HEALTH	101-215-711.030	167.10
		43345		EMPLOYEE LIFE/HEALTH	101-253-711.030	353.76
		43345		EMPLOYEE LIFE/HEALTH	101-257-711.030	353.76
		43345		EMPLOYEE LIFE/HEALTH	101-371-711.030	285.39
		43345		EMPLOYEE LIFE/HEALTH	101-701-711.030	174.78
		43345		EMPLOYEE LIFE/HEALTH	101-702-711.030	326.17
						<hr/> 2,131.22
05/21/2025	GEN	43346	PRINTING SYSTEM	ID CARDS	101-262-726.000	415.89
05/21/2025	GEN	43347	TRAVERSE CITY LIGHT & POWER	00104659-5	101-448-920.005	9.87
05/21/2025	GEN	43348	UNITED WAY	UNITED WAY	101-000-238.000	90.00
05/21/2025	GEN	43349	VC3 INC.	MAY BILLING OFFICE 365	101-228-955.000	249.50
05/21/2025	GEN	43350	VOYA INSTITUTIONAL TRUST COMPANY	DEFERRED COMP VF3202	101-000-231.000	1,130.00
TOTAL - ALL FUNDS				TOTAL OF 27 CHECKS		<hr/> 61,923.25

--- GL TOTALS ---

101-000-231.000	DEFERRED COMP	1,130.00
101-000-231.001	AFLAC	655.23
101-000-238.000	UNITED WAY	90.00
101-000-402.000	CURRENT REAL PROPERTY TAXES	112.93
101-101-711.030	BENEFITS	3,723.16
101-101-726.000	SUPPLIES	225.83
101-101-726.002	SUPPLIES - COPIER MAINTENANCE	441.25
101-101-801.002	LEGAL SERVICES - TOWNBOARD	1,152.00
101-101-805.000	CONTRACTED AND OTHER SERVICES	198.00
101-101-901.000	ADVERTISING	300.00
101-101-965.101	DUES & PUBLICATIONS -TOWNBOAR	8,776.63
101-172-711.030	BENEFITS	2,270.62
101-215-711.030	BENEFITS	3,315.01
101-228-955.000	COMPUTER SUPPORT SYSTEMS	1,812.50
101-253-711.030	BENEFITS	4,403.99
101-257-711.030	BENEFITS	4,538.72
101-257-726.000	SUPPLIES	19.98
101-262-726.000	SUPPLIES	415.89
101-265-935.608	MAINTENANCE-OTHER	125.00
101-371-711.030	BENEFITS	3,176.99
101-371-960.000	EDUCATION & TRAINING	57.40

CHECK DATE FROM 05/08/2025 - 05/21/2025

Banks: GEN

Check Date	Bank	Check #	Payee	Description	GL #	Amount
101-371-960.703			EDUCATION - BUILDING INSPECTO		63.36	
101-448-920.005			STREET LIGHTS TOWNSHIP		9.87	
101-701-711.030			BENEFITS		2,656.33	
101-702-711.030			BENEFITS		4,383.10	
101-707-801.000			LEGAL SERVICES		476.00	
101-707-805.000			CONTRACTED AND OTHER SERVICES		198.00	
101-720-880.007			COM. PROM. - COMMUNITY AWAREN		1,500.00	
208-000-805.000			CONTRACTED AND OTHER SERVICES		3,217.46	
208-000-970.000			CAPITAL OUTLAY		12,478.00	
			TOTAL		61,923.25	



Engineering
Surveying
Testing &
Operations

123 West Front Street
Traverse City, Michigan 49684
231.946.5874 (P)
231.946.3703 (F)

May 21, 2025

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. HIC #32, Car Detailing & Long Term Parking, Escrow No. 214.825	
Project# 24297 2429704	105.00
2. Engineering consulting services for storm water plan review. Creekside Community Church Parking Lot, Escrow No. 214.831	
Project# 25026 2502601	420.00
3. Engineering consulting services for storm water plan review. TBA Credit Union, Side Walk Review, Escrow No. 214.850	
Project# 25106 2510601	436.25
Total A	961.25

B. Utility Plan Review, Oversight & Closeout

1. Engineering plan review and overall capacity evaluation, construction services, project turnover Marengo 31, Escrow #214.862	
Project# 21265 Invoice No. 2126507	1,500.00
Total B	1,500.00
Total Developer's Escrow Fund	2,461.25

II. General

1. Engineering services for critical infrastructure tour. 2nd Infrastructure Tour w/Trustees	
Project# 25029C Invoice No. 25029312	1,025.00
2. Engineering services for technical updates, meetings and discussion Storm Water Ordinance	
Project# 25029C Invoice No. 25029313	2,370.00
Total Park Funds / DNR Trust Fund	3,395.00

III. Park Funds / DNR Trust Fund

1. Engineering final design layout, cost estimated for parking improvements. Copper Ridge Trailhead	
Project# 24236 Invoice No. 2423604	700.00
Total Park Funds / DNR Trust Fund	700.00

GRAND TOTAL \$6,556.25

Invoice

Gourdie-Fraser, Inc.
123 West Front Street, Suite A
Traverse City, MI 49684
Phone: 231-946-5874 Ext. 310
melanie@gfa.tc Pay By Credit Card:
Traverse City, MI 49684

JOE MCMANUS, TOWNSHIP SUPERVISOR
CHARTER TWP OF GARFIELD
3848 VETERANS DR
TRAVERSE CITY, MI 49684

May 21, 2025
Project No: 24297
Invoice No: 2429704

Re: HIC #32, Car Detailing & Long Term Parking, Storm Water Review, Escrow No. 214.825

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 final review letter with minor corrections and changed identified.

Project Location: 1407 Industry Drive, Traverse City, MI 49696

Professional Services from February 03, 2005 to May 17, 2025

Professional Personnel

	Hours	Rate	Amount	
Project Engineer	.75	140.00	105.00	
Totals	.75		105.00	
Total Labor				105.00
		Total this Invoice		\$105.00

Billings to Date

	Current	Prior	Total
Labor	105.00	841.25	946.25
Totals	105.00	841.25	946.25

Invoice

Gourdie-Fraser, Inc.
123 West Front Street, Suite A
Traverse City, MI 49684
Phone: 231-946-5874 Ext. 310
melanie@gfa.tc Pay By Credit Card:
Traverse City, MI 49684

JOE MCMANUS, TOWNSHIP SUPERVISOR
CHARTER TWP OF GARFIELD
3848 VETERANS DR
TRAVERSE CITY, MI 49684

May 21, 2025
Project No: 25026
Invoice No: 2502601

Re: Creekside Community Church Parking Lot, Storm Water Review, Escrow No. 214.831

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 correspondence letter of initial review.

Project Location: 3686 S. Airport Rd. West, Traverse City, MI 49684

Professional Services from April 13, 2025 to May 17, 2025

Professional Personnel

	Hours	Rate	Amount	
Project Engineer	3.00	140.00	420.00	
Totals	3.00		420.00	
Total Labor				420.00
		Total this Invoice		\$420.00

Billings to Date

	Current	Prior	Total
Labor	420.00	0.00	420.00
Totals	420.00	0.00	420.00

Invoice

Gourdie-Fraser, Inc.
123 West Front Street, Suite A
Traverse City, MI 49684
Phone: 231-946-5874 Ext. 310
melanie@gfa.tc Pay By Credit Card:
Traverse City, MI 49684

JOE MCMANUS, TOWNSHIP SUPERVISOR
CHARTER TWP OF GARFIELD
3848 VETERANS DR
TRAVERSE CITY, MI 49684

May 21, 2025
Project No: 25106
Invoice No: 2510601

Re: TBA Credit Union, Side Walk Review, Escrow No. 214.850

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 correspondence letter of initial review.

Project Location: 2900 W. South Airport Rd. West, Traverse City, MI 49684

Professional Services from April 13, 2025 to May 17, 2025

Professional Personnel

	Hours	Rate	Amount	
Project Specialist	.25	135.00	33.75	
Design Engineer	3.50	115.00	402.50	
Totals	3.75		436.25	
Total Labor				436.25
		Total this Invoice		\$436.25

Billings to Date

	Current	Prior	Total
Labor	436.25	0.00	436.25
Totals	436.25	0.00	436.25

Invoice

Gourdie-Fraser, Inc.
123 West Front Street, Suite A
Traverse City, MI 49684
Phone: 231-946-5874, Fax: 231-946-9634
melanie@gfa.tc Pay By Credit Card:
Traverse City, MI 49684

JOE MCMANUS, TOWNSHIP SUPERVISOR
CHARTER TWP OF GARFIELD
3848 VETERANS DR
TRAVERSE CITY, MI 49684

May 21, 2025
Project No: 21265
Invoice No: 2126507

Re: Marengo 31, Water/ Sewer Extension, Escrow #214.862

Services Performed: Engineering plan review and overall capacity evaluation to determine impact to existing water and sewer system and the ability to service. Construction observation and testing services for full time water main and sanitary sewer. Project turnover to review drawing and easements, close out and turnover documentation to township and updates to GIS and overall utility maps.

Project Location: Along US-31 North behind Baymont Hotel, Traverse City

Professional Services from April 13, 2025 to May 17, 2025

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	8,100.00	100.00	8,100.00	8,100.00	0.00
Project Turnover & Close Out	1,500.00	100.00	1,500.00	0.00	1,500.00
Total Fee	13,100.00		13,100.00	11,600.00	1,500.00
Total Fee					1,500.00
Total this Invoice					\$1,500.00

Invoice

Gourdie-Fraser, Inc.
123 West Front Street, Suite A
Traverse City, MI 49684
Phone: 231-946-5874 Ext. 310
melanie@gfa.tc Pay By Credit Card:
Traverse City, MI 49684

JOE MCMANUS, TOWNSHIP SUPERVISOR
CHARTER TWP OF GARFIELD
3848 VETERANS DR
TRAVERSE CITY, MI 49684

May 21, 2025
Project No: 25029C
Invoice No: 25029312

Re: 2nd Infrastructure Tour

Services performed: Engineering services for tour of critical infrastructure with Garfield Township Trustees at two critical water booster stations, two water tanks and two sewer pump stations within Garfield Township.

Professional Services from April 21, 2025 to April 21, 2025

Professional Personnel

	Hours	Rate	Amount	
Director of Engineering	5.00	205.00	1,025.00	
Totals	5.00		1,025.00	
Total Labor				1,025.00
		Total this Invoice		\$1,025.00

Invoice

Gourdie-Fraser, Inc.
123 West Front Street, Suite A
Traverse City, MI 49684
Phone: 231-946-5874 Ext. 310
melanie@gfa.tc Pay By Credit Card:
Traverse City, MI 49684

JOE MCMANUS, TOWNSHIP SUPERVISOR
CHARTER TWP OF GARFIELD
3848 VETERANS DR
TRAVERSE CITY, MI 49684

May 21, 2025
Project No: 25029C
Invoice No: 25029313

Re: Storm Water Ordinance

Services performed: Engineering services for technical updates to existing storm water ordinance and meetings with staff to review and discuss.

Professional Services from April 13, 2025 to May 17, 2025

Professional Personnel

	Hours	Rate	Amount	
Director of Engineering	2.00	205.00	410.00	
Project Engineer	14.00	140.00	1,960.00	
Totals	16.00		2,370.00	
Total Labor				2,370.00
		Total this Invoice		\$2,370.00

Invoice

Gourdie-Fraser, Inc.
123 West Front Street, Suite A
Traverse City, MI 49684
Phone: 231-946-5874, Fax: 231-946-9634
melanie@gfa.tc Pay By Credit Card:
Traverse City, MI 49684

JOE MCMANUS, TOWNSHIP SUPERVISOR
CHARTER TWP OF GARFIELD
3848 VETERANS DR
TRAVERSE CITY, MI 49684

May 21, 2025
Project No: 24236
Invoice No: 2423604

Re Copper Ridge Trailhead

Services Performed: Civil engineering services for site design, permitting and bidding documents to facility construction of a trailhead and trail spur to connect to the existing Copper Ridge Trail located off Park Forest Drive. Scope is consistent with the conceptual drawing and cost estimate approved by the Township Board in August 2024.

Project Location:

Professional Services from January 19, 2025 to May 17, 2025

Fee

Billing Phase	Fee	Percent Complete	Earned	Previous Fee Billing	Current Fee Billing
Topographic Survey	3,000.00	100.00	3,000.00	3,000.00	0.00
Engineering Site Design	7,450.00	100.00	7,450.00	7,450.00	0.00
RFP and Bidding	3,500.00	70.00	2,450.00	1,750.00	700.00
Total Fee	13,950.00		12,900.00	12,200.00	700.00
Total Fee					700.00
Total this Invoice					\$700.00



Engineering
Surveying
Testing &
Operations

3c.

123 West Front Street
Traverse City, Michigan 49684
231.946.5874 (P)
231.946.3703 (F)

October 30, 2024

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

RE: Fairfield Hotel Water Main Extension
GFA #22311
Close-out & Turnover

Dear Chuck:

The project for Fairfield Hotel 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 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

THE CINCINNATI INSURANCE COMPANY
CINCINNATI, OHIO

Bond No B3297292

MAINTENANCE BOND

KNOW ALL MEN BY THESE PRESENTS, that we Elmer's Crane and Dozer Inc, 3600 Rennie School Road, Traverse City, MI 49685

as Principal and THE CINCINNATI INSURANCE COMPANY, a corporation organized under the laws of the State of Ohio, with principal office at Cincinnati, Ohio, as Surety, are held and firmly bound unto

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

(hereinafter called the Obligee), in the penal sum of Thirty Three Thousand One Hundred Nineteen and no/100- (\$33,119.00)

Dollars, for the payment of which, well and truly to be made, we do hereby bind ourselves, our heirs, executors, administrators, successors and assigns, jointly and severally, firmly by these presents.

Dated this 15th day of October 2024


WHEREAS, the said Principal has heretofore entered into a contract with the Obligee above named for Fairfield Inn Water System and,

WHEREAS, the work called for under said contract, once completed and accepted by said Obligee;

NOW, THEREFORE, THE CONDITION OF THIS OBLIGATION IS SUCH, That if said Principal shall, for a period of one year(s) from the date of completion and Owner acceptance of the project, indemnify the Obligee against any loss or damage directly arising by reason of any defect in the material or workmanship which may be discovered within the period, aforesaid, then this obligation shall be void; otherwise to be and remain in full force and virtue in law.

PROVIDED, HOWEVER, that in the event of any default on the part of said Principal, written statement of the particular facts showing such default and the date thereof shall be delivered to the Surety by registered mail, at its Home Office in the City of Cincinnati, Ohio, promptly and in any event within ten (10) days after the Obligee or his representative shall learn of such default, and that no claim, suit, or action by reason of any default of the Principal shall be brought hereunder after the expiration of thirty days from the end of the maintenance period as herein set forth.

(Principal) Elmer's Crane and Dozer Inc (Seal)


Steve Folkersma, PM (Title)

THE CINCINNATI INSURANCE COMPANY

By: 
Robert G Chapman, Attorney-in-fact

THE CINCINNATI INSURANCE COMPANY
THE CINCINNATI CASUALTY COMPANY

Fairfield, Ohio

POWER OF ATTORNEY

KNOW ALL MEN BY THESE PRESENTS: That THE CINCINNATI INSURANCE COMPANY and THE CINCINNATI CASUALTY COMPANY, corporations organized under the laws of the State of Ohio, and having their principal offices in the City of Fairfield, Ohio (herein collectively called the "Companies"), do hereby constitute and appoint

Robert G. Chapman; David G. Chapman; Nathan G. Chapman; Marcia J. Miller;
Cloyd W. Barnes; Curtis M. Peterson; Ryan Peterson and/or Nicole Andries

of Lansing, Michigan

their true and legal Attorney(s)-in-Fact, each in their separate capacity if more than one is named above, to sign, execute, seal and deliver on behalf of the Companies as Surety, any and all bonds, policies, undertakings or other like instruments, as follows:

Any such obligations in the United States, up to
Fifty Million and No/100 Dollars (\$50,000,000.00).

This appointment is made under and by authority of the following resolutions adopted by the Boards of Directors of The Cincinnati Insurance Company and The Cincinnati Casualty Company, which resolutions are now in full force and effect, reading as follows:

RESOLVED, that the President or any Senior Vice President be hereby authorized, and empowered to appoint Attorneys-in-Fact of the Company to execute any and all bonds, policies, undertakings, or other like instruments on behalf of the Corporation, and may authorize any officer or any such Attorney-in-Fact to affix the corporate seal; and may with or without cause modify or revoke any such appointment or authority. Any such writings so executed by such Attorneys-in-Fact shall be binding upon the Company as if they had been duly executed and acknowledged by the regularly elected officers of the Company.

RESOLVED, that the signature of the President or any Senior Vice President and the seal of the Company may be affixed by facsimile on any power of attorney granted, and the signature of the Secretary or Assistant Vice-President and the Seal of the Company may be affixed by facsimile to any certificate of any such power and any such power of certificate bearing such facsimile signature and seal shall be valid and binding on the Company. Any such power so executed and sealed and certified by certificate so executed and sealed shall, with respect to any bond or undertaking to which it is attached, continue to be valid and binding on the Company.

IN WITNESS WHEREOF, the Companies have caused these presents to be sealed with their corporate seals, duly attested by their President or any Senior Vice President this 16th day of March, 2021.



STATE OF OHIO)SS:
COUNTY OF BUTLER)

THE CINCINNATI INSURANCE COMPANY
THE CINCINNATI CASUALTY COMPANY

Stephen A. Ventre

On this 16th day of March, 2021 before me came the above-named President or Senior Vice President of The Cincinnati Insurance Company and The Cincinnati Casualty Company, to me personally known to be the officer described herein, and acknowledged that the seals affixed to the preceding instrument are the corporate seals of said Companies and the corporate seals and the signature of the officer were duly affixed and subscribed to said instrument by the authority and direction of said corporations.



Keith Collett
Keith Collett, Attorney at Law
Notary Public - State of Ohio

My commission has no expiration date.
Section 147.03 O.R.C.

I, the undersigned Secretary or Assistant Vice-President of The Cincinnati Insurance Company and The Cincinnati Casualty Company, hereby certify that the above is the Original Power of Attorney issued by said Companies, and do hereby further certify that the said Power of Attorney is still in full force and effect.

Given under my hand and seal of said Companies at Fairfield, Ohio, this 15th day of October, 2024



Ed H

LETTER OF GUARANTEE

DATE: 10/16/2024

OWNER: Traverse Hospitality Three, LLC
2758 W. Woodland Dr.
Traverse City, MI 49685

PROJECT: Fairfield Inn
Garfield Twp., Grand Traverse Co., Traverse City


To Whom It May Concern:

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

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

This guarantee will remain in effect for a period of one (1) year from the date of acceptance by the Municipality.

Signature:



(Contractor)

Title: Steve Folkersma, PM
(Please Print or Type)

Company Name:

Elmer's Crane and Dozer, Inc.
(Please Print or Type)

Address:

3600 Rennie School Rd
Traverse City, MI 49685

AFFIDAVIT OF COMPLETION/CONSENT OF SURETY

Team Elmers

Name of Contractor

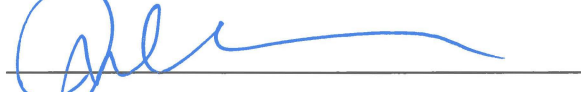
3600 Rennie School Rd, Traverse City, MI 49685

Address of Contractor

being duly sworn, deposes and says that they entered into a Contract with Traverse Hospitality Three, LLC
on the 6th day of April, 2023 for the Fairfield Inn 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:



Julia Morse

Print

SIGNED:



Steve Folkersma

Print

Subscribed and sworn to before me this 16th day of October, 2024.

MARYNELL RIPMASTER
NOTARY PUBLIC STATE OF MICHIGAN
COUNTY OF GRAND TRAVERSE
MY COMMISSION EXPIRES 02/04/2029
ACTING IN GRAND TRAVERSE COUNTY

SEAL

Marynell Ripmaster

Print Name



Notary Public Sign

My commission expires: 02/04/2029

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.: _____

N/A

Date: _____

Signed: _____

Name: _____



DocId:8422794

Tx:4267188

2024R-12638
STATE OF MICHIGAN
GRAND TRAVERSE COUNTY
RECORDED 10/15/2024 04:10:02 PM
PEGGY HAINES REGISTER OF DEEDS
PAGE 1 OF 7

GRANT OF EASEMENT

KNOW ALL MEN BY THESE PRESENTS: Traverse Hospitality Three, LLC, (Grantor), whose address is ^{*}2758 W. Woodland Dr., Traverse City, MI 49685 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 Dr., Traverse City, Michigan 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 of Garfield, County of Grand Traverse, State of Michigan,
to wit:

WATER MAIN EASEMENT DESCRIPTION:

A 20-FOOT WIDE EASEMENT FOR THE INSTALLATION AND MAINTENANCE OF PUBLIC WATER MAIN AND IT'S APPURTENANCES IN PART OF THE NORTHEAST QUARTER OF SECTION 16, TOWN 27 NORTH, RANGE 11 WEST, GARFIELD TOWNSHIP, GRAND TRAVERSE COUNTY, MICHIGAN BEING 10 FEET EACH SIDE OF AND COINCIDENT WITH THE CENTERLINE BEING DESCRIBED AS FOLLOWS:

COMMENCING AT THE NORTHEAST CORNER OF SECTION 16; THENCE S89° 51' 53"W ALONG THE NORTH LINE OF SECTION 16, 1317.32 FEET TO A POINT ON THE EAST 1/8 LINE OF SAID SECTION 16; THENCE S01° 43' 36"W, ALONG SAID 1/8 LINE, 1767.95 FEET; THENCE N89°59'41"W, 283.96 FEET TO THE **POINT OF BEGINNING** OF EASEMENT CENTERLINE; THENCE S01° 23' 55"W, 115.71 FEET; THENCE S88° 36' 05"E, 16.97 FEET; THENCE N88° 36' 05"W, 16.97 FEET; THENCE S01° 23' 55"W, 20.00 FEET; THENCE S46° 23' 55"W, 51.61 FEET; THENCE S00° 47' 36"W, 83.17 FEET TO THE **POINT OF ENDING** OF EASEMENT CENTERLINE.

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.

Prepared by
Mansfield Land Use Consultants
8030 Cottageview Dr
Suite 201
Traverse City, MI 49685

Dated this 15 day of Oct, 2024

Lisa M. Kuch
Grantor Signature

Lisa M. Kuch AKA Lisa Kuch
Grantor Printed

VP
Grantor Title

STATE OF MICHIGAN
COUNTY OF Grand Traverse

Acknowledged before me in on the 15 day of October, 2024

by Lisa Kuch, Grantors

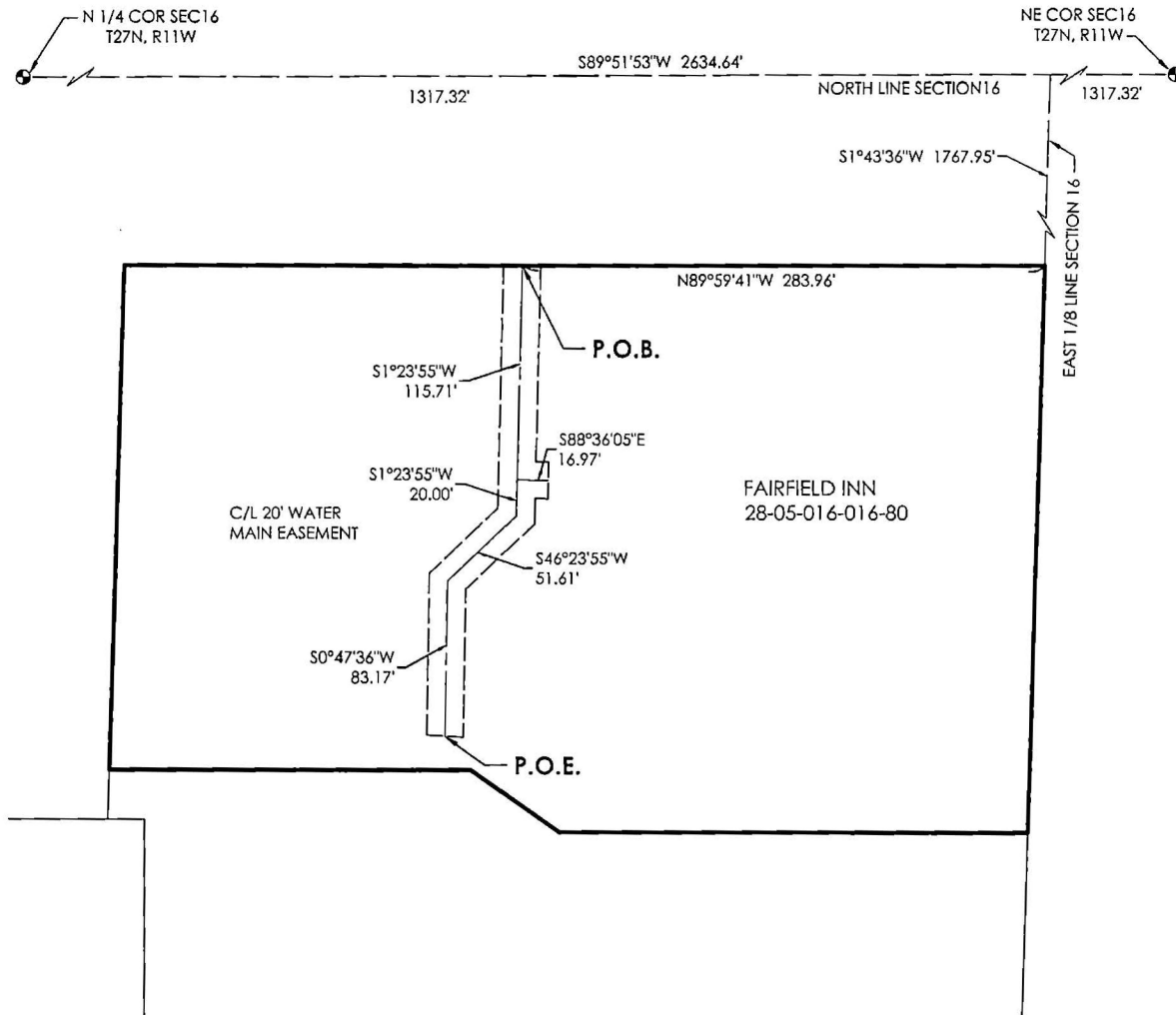
Jamie Gray
Notary Public:

Grand Traverse County, Michigan

My Commission Expires: 03.16.2026

JAMIE GRAY
Notary Public, State of Michigan
County of Grand Traverse
My Commission Expires 03-16-2026
Acting in the County of Grand Traverse

Easement Exhibit



WATER MAIN EASEMENT DESCRIPTION:

A 20-FOOT WIDE EASEMENT FOR THE INSTALLATION AND MAINTENANCE OF PUBLIC WATER MAIN AND ITS APPURTENANCES IN PART OF THE NORTHEAST QUARTER OF SECTION 16, TOWN 27 NORTH, RANGE 11 WEST, GARFIELD TOWNSHIP, GRAND TRAVERSE COUNTY, MICHIGAN BEING 10 FEET EACH SIDE OF AND COINCIDENT WITH THE CENTERLINE BEING DESCRIBED AS FOLLOWS:

COMMENCING AT THE NORTHEAST CORNER OF SECTION 16; THENCE S89° 51' 53"W ALONG THE NORTH LINE OF SECTION 16, 1317.32 FEET TO A POINT ON THE EAST 1/8 LINE OF SAID SECTION 16; THENCE S01° 43' 36"W, ALONG SAID 1/8 LINE, 1767.95 FEET; THENCE N89°59'41"W, 283.96 FEET TO THE POINT OF BEGINNING OF EASEMENT CENTERLINE; THENCE S01° 23' 55"W, 115.71 FEET; THENCE S88° 36' 05"E, 16.97 FEET; THENCE N88° 36' 05"W, 16.97 FEET; THENCE S01° 23' 55"W, 20.00 FEET; THENCE S46° 23' 55"W, 51.61 FEET; THENCE S00° 47' 36"W, 83.17 FEET TO THE POINT OF ENDING OF EASEMENT CENTERLINE.



GRAPHIC SCALE: 1 inch = 80 feet

0' 40' 80' 160'

P:\Land Projects\2022\22064 - N. Mich. Hospitality - Fairfield\dwg\Survey\22064 water main easement.dwg (8x14 Sketch) -- Sep 09, 2024 9:58am -- Mike	
Mansfield Land Use Consultants Planners - Civil Engineers - Surveyors PO Box 4015 830 Cottageview Dr., Suite 201 Traverse City, MI 49685 Ph: (231) 946-9310 Fax: (231) 946-8926 www.msaeps.com	Northern Michigan Hospitality Management FAIRFIELD INN HOTEL Part of the NE 1/4, Section 16, T27N, R11W, Garfield Township, Grand Traverse County, Michigan. 2024R-12638 Pg# 4
DRN: ALC	CKD: MKG
9/9/2024	22064
SHT 1 OF 1	



GTCRC Update Week Ending 5/16/2025

Week In Review

- Job Safety Analysis Training 5/12
- Watkins, Elliott, LaCross and Leonard met with Paradise Township regarding Road Projects 5/13
- Watkins attended Long Lake Township Meeting 5/13
- Watkins attend Bayshore Emergency Services Meeting 5/14
- 2025 Underbody & Wing Cutting Edge Blades Bid Opening 5/14
- Paul Bunyan Meeting 5/15
- Shop crews continue day to day maintenance
- Rental excavator continues to remove stumps
- Borrowed Rock Tub from Benzie County Road Commission continues hauling the stumps that were removed and was returned 5/15
- Tree Trimming, Stump Removal, Grading/Blading Gravel Roads, High Ridge Removal and Pothole Patching
- Preparing for Brine
- Emergency Road Repair on Front Street in front of Concrete Service 5/14



- Hired three new Road Maintenance Workers
- Working on 2025 Road Projects Online Map Viewer (GIS/IT)
- Website Upgrades – added banner for quick link to Zoom Meetings and moved BID page for easier access (GIS/IT)
- Supporting staff with technology assistance throughout the organization (GIS/IT)
- New Sign Plotter arrived 5/13
- Sign/Signal crew performed sign maintenance 5/13
- Broadband Radio Network failed, signal crew replaced radio and system is fully operational 5/12
- Continuing to work through MDOT Process for Cass Road
- Design is underway for Racquet Club Drive
- Clark Road bid was posted 5/13
- Potter Road is being prepped for bid package
- Design is underway for Barney Road



GTCRC Update
Week Ending
5/16/2025

Looking Ahead

- **Automated Flagger Device Bid Opening 5/19**
- **Watkins to attend RSA Kick Off Meeting regarding Cedar Run Road and Gray Road 5/19**
- **Masserant to attend 2025 CRA Finance and HR Seminar 5/20 – 5/22**
- **Hampshire Drive SAD Bid Opening 5/20**



Garfield Township Responses

April 2025

6c.

Nature of Call	GT-Garfield	Total
10-Chest Pain (Non-Traumatic)	28	28
12-Convulsions/Seizures	11	11
13-Diabetic Problems	6	6
14-Drowning (near)/Diving/ Scuba Accident	1	1
17-Falls	82	82
18-Headache	1	1
19-Heart Problems / A.I.C.D.	9	9
1-Abdominal Pain/Problems	12	12
21-Hemorrhage/Lacerations	10	10
23-Overdose / Poisoning (Ingestion)	7	7
25-Psychiatric/ Abnormal Behavior/Suicide At	6	6
26-Sick Person (Specific Diagnosis)	57	57
27-Stab/Gunshot/Penetrating Trauma	1	1
28-Stroke (CVA)	12	12
29-Traffic/Transportation/Accidents	12	12
2-Allergies (Reactions)/Envenomations (Sting	1	1
30-Traumatic Injuries (Specific)	4	4
31-Unconscious/Fainting (Near)	17	17
32-Unknown Problem (Man Down)	20	20
4-Assault/Sexual Assault	2	2
5-Back Pain (Non-traumatic or Non Recent Tra	2	2
6-Breathing Problems	43	43
7-Burns (Scalds) /Explosion	4	4
9-Cardiac or Respiratory Arrest/Death	1	1
Total	349	349

Call Disposition	GT-Garfield	Total
Transport	220	220
Refusal	49	49
Cancelled	80	80
Total	349	349

Response Priority	GT-Garfield	Total
P-3 Non-Emergent	65	65
P-18 Stage	7	7
P-1 Conditional Respon	111	111
P-1 Echo Response	16	16
P-2 Emergency No Ligh	150	150
Total	349	349

Garfield Response Times

April 2025



P-1 Conditional Response

Response Time Minutes	Call Count	Cumulative Call Count	Percentage	Cumulative Percentage
00:00 - 00:59	4	4	1.91%	1.91 %
01:00 - 01:59	11	15	5.26%	7.18 %
02:00 - 02:59	14	29	6.70%	13.88 %
03:00 - 03:59	14	43	6.70%	20.57 %
04:00 - 04:59	24	67	11.48%	32.06 %
05:00 - 05:59	30	97	14.35%	46.41 %
06:00 - 06:59	23	120	11.00%	57.42 %
07:00 - 07:59	10	130	4.78%	62.20 %
08:00 - 08:59	22	152	10.53%	72.73 %
09:00 - 09:59	8	160	3.83%	76.56 %
10:00 - 10:59	2	162	0.96%	77.51 %
11:00 - 11:59	5	167	2.39%	79.90 %
12:00 - 12:59	8	175	3.83%	83.73 %
13:00 - 13:59	8	183	3.83%	87.56 %
15:00 and up	26	209	12.44%	100.00 %

P-1 Echo Response

Response Time Minutes	Call Count	Cumulative Call Count	Percentage	Cumulative Percentage
02:00 - 02:59	2	2	6.90%	6.90 %
04:00 - 04:59	4	6	13.79%	20.69 %
05:00 - 05:59	4	10	13.79%	34.48 %
06:00 - 06:59	2	12	6.90%	41.38 %
07:00 - 07:59	4	16	13.79%	55.17 %
08:00 - 08:59	4	20	13.79%	68.97 %
09:00 - 09:59	4	24	13.79%	82.76 %
13:00 - 13:59	3	27	10.34%	93.10 %
15:00 and up	2	29	6.90%	100.00 %

P-2 Emergency No Lights/Sirens

Response Time Minutes	Call Count	Cumulative Call Count	Percentage	Cumulative Percentage
00:00 - 00:59	15	15	5.28%	5.28 %
01:00 - 01:59	6	21	2.11%	7.39 %
02:00 - 02:59	13	34	4.58%	11.97 %
03:00 - 03:59	34	68	11.97%	23.94 %
04:00 - 04:59	22	90	7.75%	31.69 %
05:00 - 05:59	10	100	3.52%	35.21 %
06:00 - 06:59	49	149	17.25%	52.46 %
07:00 - 07:59	42	191	14.79%	67.25 %
08:00 - 08:59	16	207	5.63%	72.89 %
09:00 - 09:59	21	228	7.39%	80.28 %
10:00 - 10:59	12	240	4.23%	84.51 %
11:00 - 11:59	8	248	2.82%	87.32 %
12:00 - 12:59	4	252	1.41%	88.73 %
13:00 - 13:59	8	260	2.82%	91.55 %
14:00 - 14:59	5	265	1.76%	93.31 %
15:00 and up	19	284	6.69%	100.00 %

**Garfield Response Times
April 2025****P-3 Downgrade (No Lts/Sirens)**

Response Time Minutes	Call Count	Cumulative Call Count	Percentage	Cumulative Percentage
00:00 - 00:59	3	3	2.50%	2.50 %
01:00 - 01:59	4	7	3.33%	5.83 %
02:00 - 02:59	2	9	1.67%	7.50 %
03:00 - 03:59	12	21	10.00%	17.50 %
04:00 - 04:59	2	23	1.67%	19.17 %
05:00 - 05:59	10	33	8.33%	27.50 %
06:00 - 06:59	12	45	10.00%	37.50 %
07:00 - 07:59	18	63	15.00%	52.50 %
08:00 - 08:59	10	73	8.33%	60.83 %
09:00 - 09:59	16	89	13.33%	74.17 %
10:00 - 10:59	15	104	12.50%	86.67 %
11:00 - 11:59	4	108	3.33%	90.00 %
12:00 - 12:59	4	112	3.33%	93.33 %
15:00 and up	8	120	6.67%	100.00 %



333 Sixth Street
Traverse City
Michigan 49684

Kate: 231.409.9175

Addendum to Proposal for Services – Garfield Township

This addendum to the May 7, 2025 proposal of services, reflects an updated scope of services to include **two additional positions**, increasing the total from 18 to 20. The scope of work, methodology, and deliverables remain unchanged, but the cost estimate has been adjusted accordingly.

All terms and conditions stated in the original Agreement and Confidentiality section of the May 7, 2025 proposal remain fully applicable to this addendum, including provisions related to confidentiality, ownership of materials, indemnification, and legal jurisdiction.

This addendum simply updates the project volume and corresponding cost.

Investment

<u>Item</u>	<u>Number</u>	<u>Cost Per</u>	<u>Estimate</u>
Job Duties Questionnaire, Update Job Description, Compensation Analysis	20	\$425 ea.	\$8500

Terms:

Client will be billed 50% at the beginning of the project, remainder upon completion. The client is billed per position, so the total is an estimate and may change if the number of positions changes. For consulting outside the scope of this proposal, the rate is \$200/hour unless otherwise agreed upon.

This quote is valid for 30 days. Thank you for the opportunity to present this proposal.

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

Acknowledged and Accepted:

Garfield Township

Date: _____

Jennifer Ewing, HRP

Date: May 21, 2025



Charter Township of Garfield

Grand Traverse County

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

TO: Garfield Township Board
FROM: Chloe Macomber, Treasurer
DATE: May 21, 2025
SUBJECT: Investment Policy

Dear Township Board,

It is the Treasurer's statutory duty and responsibility to do the investing on behalf of the Township. However, the investment policy is set by the Township Board and defines the parameters in which the Treasurer can invest the Township's surplus funds. It is my intention to bring this policy before the Board annually to ensure I am investing in the direction the Board wants and to comply with the policy itself, which states it should be reviewed annually.

This policy was originally written and adopted in 1998 and had not been reviewed or come before the Township Board until 2022, shortly after I took office. This policy has been reviewed and approved by the Board annually since. Please find in your packet the policy to be reviewed and approved, with some modifications highlighted in yellow.

The most noteworthy modification is the change in maximum maturities (section 13), allowing for a weighted average of three years, as opposed to a hard limit of three years for investments. This allows for more flexibility and discretion for the Treasurer to lock in attractive rates for the long term in an environment like we are currently in. Investments would still be limited to a five year maximum, which is a reasonable maximum maturity for a municipality investing public funds.

Public Act 20 of 1943 (PA 20) governs what municipalities can do with regards to investing surplus public funds and should be followed strictly when investing of any of the public's money. This policy is in accordance with PA 20. The policy's main objectives are to ensure compliance with the law, fiscal responsibility, transparency, and the proper management of excess funds that belong to the public. It is also to ensure we are following "best practices" for municipalities to use the public's funds responsibly and conservatively.

Please contact me with any questions or suggestions you may have,

Chloe Macomber, Treasurer
cmacomber@garfieldmi.gov
231-225-3043

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

RESOLUTION 2025-11-T

RESOLUTION ADOPTING A REVISED INVESTMENT POLICY

WHEREAS, the Charter Township of Garfield Investment policy has been revised and updated with minor modifications and brought to the Charter Township of Garfield Board for review.

NOW, THEREFORE, BE IT RESOLVED:

- 1. THAT** the revised Charter Township of Garfield Investment Policy, attached hereto as Exhibit “A” and made a part of this resolution, is hereby adopted by the Charter Township of Garfield.
- 2. THAT** the previous Charter Township of Garfield Investment Policy, adopted by resolution 2022-03-T, is hereby repealed.
- 3. THAT** this resolution and the Investment Policy attached hereto shall be in full force and effect from and after its approval.

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 2025-11-T which was adopted by the Township Board of the Charter Township of Garfield on the 27th day of May 2025.

Dated: _____

Lanie McManus, Clerk
Charter Township of Garfield



GARFIELD CHARTER TOWNSHIP INVESTMENT POLICY

1.0 **Policy:**

It is the policy of GARFIELD CHARTER TOWNSHIP to invest public funds in a manner which will ensure the preservation of capital while providing the best investment return with the maximum security, meeting the daily cash flow demands of the Township, and conforming to all state and local statutes governing the investment of public funds.

2.0 **Scope:**

This investment policy applies to all financial assets of GARFIELD CHARTER TOWNSHIP. These funds are accounted for in the GARFIELD CHARTER TOWNSHIP **Comprehensive Annual Financial Report** and include:

2.1 **Funds:**

- 2.1.1 General Fund
- 2.1.2 Fire Fund
- 2.1.3 Trust and Agency
- 2.1.4 Receiving Funds
- 2.1.5 Special Revenue Funds
- 2.1.6 Capital Project Funds
- 2.1.7 Individual Retiree Health Benefits Funds
- 2.1.8 (Any new fund created by GARFIELD CHARTER TOWNSHIP'S LEGISLATIVE BODY, unless specifically exempted.)

Individual employee retirement funds and deferred compensation are excluded from this policy.

3.0 Prudence:

Investments shall be made with judgment and care- under circumstances then prevailing- which persons of prudence, discretion and intelligence exercise in the management of their own affairs, not for speculation, but for investment, considering the probable safety of their capital as well as the probable income to be derived.

3.1 The standard of prudence to be used by investment officials shall be the “**prudent person**” and/or “**prudent investor**” standard and shall be applied in the context of managing an overall portfolio. Investment officers acting in accordance with written procedures and the investment policy and exercising due diligence shall be relieved of personal responsibility for an individual security’s credit risk or market price changes, provided deviations from expectations are reported in a timely fashion and appropriate action is taken to control adverse developments.

4.0 Objective:

Funds of GARFIELD CHARTER TOWNSHIP will be invested in accordance with Act No. 20 of the Public Acts of Michigan of 1943, as amended by Act 196 of 1997; being Sections 129.91 through 129.93 of the Michigan Compiled Laws, Act No. 367 of the Public Acts of 1982 and in accordance with GARFIELD CHARTER TOWNSHIP’S RESOLUTIONS 98-9-T, 2006-1-T, 2022-03-T, **2025-11-T** and in accordance with the objectives and procedures set forth in the following order of importance:

4.1 Safety:

Safety of principal is the foremost objective of the investment program. Investments of GARFIELD CHARTER TOWNSHIP shall be undertaken in a manner that seeks to ensure the

preservation of capital in the overall portfolio. To attain this objective, diversification is required in order that potential losses on individual securities do not exceed the income generated from the remainder of the portfolio.

4.2 Liquidity:

GARFIELD CHARTER TOWNSHIP'S investment portfolio will remain sufficiently liquid to enable GARFIELD CHARTER TOWNSHIP to meet all operating requirements, which might be reasonably anticipated.

4.3 Return on Investments:

The GARFIELD CHARTER TOWNSHIP investment portfolio shall be designed with the objective of attaining a benchmark rate of return throughout budgetary and economic cycles, commensurate with GARFIELD CHARTER TOWNSHIP'S investment risk constraints and the cash flow characteristics of the portfolio.

4.4 Maintain Public Trust:

All participants in the investment process shall seek to act responsibly as custodians of the public trust. The Investment Officer (Township Treasurer) shall recognize the investment portfolio is subject to public review and evaluation. In addition, the overall investment program shall be designed and managed with a degree of professionalism worthy of public trust. The Investment Officer shall also avoid any transaction that might knowingly impair public confidence in GARFIELD CHARTER TOWNSHIP'S ability to govern effectively.

5.0 Delegation of Authority:

Authority to manage GARFIELD CHARTER TOWNSHIP'S Investment program is derived from Michigan Public Act No. 20 of the Public Acts of Michigan of 1973, as amended by Act No. 196 of 1997, being sections 129.91 through 129.93 of the Michigan Compiled Laws, Act No. 367 of the Public Acts of 1982; along with GARFIELD CHARTER TOWNSHIP'S Resolution # 98-9-T dated June 30, 1998, and Resolution #2025-11-T.

The Township Treasurer is designated as the INVESTMENT OFFICER of GARFIELD CHARTER TOWNSHIP and is responsible for investment decisions and activities. The Township Treasurer and Deputy Treasurer shall develop and maintain written administrative procedures for the daily operation of the investment program, consistent with the investment policy. In the absence of the Township Treasurer, the Deputy Treasurer will assume all related investment responsibilities. No Person may engage in investment transactions except as provided under the terms of this policy and the administrative procedures established by the GARFIELD CHARTER TOWNSHIP TREASURER.

5.1 Investment Procedures:

The Township Treasurer shall establish written investment policy procedures for the operation of the investment program consistent with this policy. The procedures should include reference to: safekeeping, wire transfer agreements, banking service contracts and collateral/depository agreements. Such procedures shall include explicit delegation of authority to persons responsible for investment transactions. No person may engage in an investment transaction except as provided under the terms of this policy and the procedures established by the Township Treasurer. In the absence and unavailability of the Township Treasurer, the Deputy Treasurer is authorized to

conduct the daily business of the Township Treasurer's Office under the established terms of the written investment policy procedures, rules and regulations as adopted by the Township Treasurer.

6.0 Ethics and Conflicts of Interest:

Officer and employees involved in the investment process shall refrain from personal business activity that could conflict with proper execution of the investment program, or which could impair their ability to make impartial investment decisions. Employees and investment officials shall disclose to the GARFIELD CHARTER TOWNSHIP BOARD any material financial interests in financial institutions that conduct business within their jurisdiction, and they shall further disclose any large personal financial/investment positions that could be related to the performance of GARFIELD CHARTER TOWNSHIP.

7.0 Authorized Financial Dealers and Institutions:

The Township Treasurer will maintain a list of financial institutions authorized to provide investment services. In addition, a list will also be maintained of approved security broker/dealers selected by credit worthiness who are authorized to provide investment services in the State of Michigan. These may include “**primary dealers**” or “**regional dealers**” that qualify under **Security & Exchange Commission Rule 15C3-1 (Uniform Net Capital Rule)**. No public deposit shall be made except in a qualified public depository as established by state laws.

All financial institutions and broker/dealers who desire to become qualified bidders for investment transactions must supply the Township Treasurer with the following: audited financial statements, proof of ~~National Association of Security Dealers certification~~ **registration with the Financial Industry Regulatory Authority**, trading resolution, proof of state registration, completed broker/dealer questionnaire and certification of having read the GARFIELD CHARTER TOWNSHIP investment policy and depository contracts.

7.1

An annual review of the financial condition and registrations of qualified bidders will be conducted by the Township Treasurer.

7.2

A current audited financial statement is required to be on file for each financial institution and broker/dealer in which GARFIELD CHARTER TOWNSHIP invests.

7.3

~~GARFIELD CHARTER TOWNSHIP shall only deal with “primary dealers” of the U.S. Treasury.~~

8.0 Authorized & Suitable Investments:

The Investment Officer (Township Treasurer) is empowered by Statute and Resolution to invest surplus funds of GARFIELD CHARTER TOWNSHIP in allowable investments pursuant to Public Act No. 20, as amended, as follows:

8.0(a) Bonds, securities, and other obligations of the United States, or an agency or instrumentality of the United States government. ~~in which the principal and interest is fully guaranteed by the United States. This subdivision shall include securities issued or guaranteed by the government national mortgage association.~~

8.0(b) Certificates of deposit, certificate of deposit account registry services (CDARS), savings accounts, deposit accounts, insured cash sweep (ICS) accounts, or depository receipts of a financial institution which is eligible to be a depository of surplus funds belonging to the State under Sections 5 or 6 of Act No. 105 of the Public Acts of 1955

1855, as amended, being sections 21.145 and 21.146 of the Michigan Compiled Laws. No maturity shall extend beyond five years.

8.0(c) Commercial paper rated at the time of purchase within the highest classification established by not less than two (2) standard rating services and which matures not more than two hundred seventy (270) days after the date of purchase.

8.0(d) In United States government of federal agency obligation repurchase agreements.

8.0(e) In Banker's Acceptances of United States banks.

8.0(f) Money Market Mutual funds registered under the Investment Company Act of 1940, Title 1 of Chapter 686, 54 Stat. 789, 15 USC 80a-1 to 80a-3 and 80a-4 to 80a-64, with the authority to purchase only investment vehicles by the Township. This authorization is limited to securities whose intention is to maintain a net asset value (NAV) of one (1) dollar per share. (Money Market Mutual Funds stay at \$1 NAV if invested in US Treasuries)

8.0(g)(1) Investment Pools composed of investment obligations described in subdivisions (a) through (g) of Act 20 PA 143, as amended through December 31, 1997, if purchased through an inter-local agreement under the Urban Cooperation Act of 1967, 1967 (Excess) PA 7, MCL 124.501 to 124.512.

(2) The policy authorizes investments in INVESTMENT POOLS organized under the Surplus Funds Investment Pool Act, 1982 PA 367, MCL 129.111 to 129.118 and under the Local Government Investment Pool Act, 1985 PA 121, MCL 129.141 to 129.150. A thorough investigation of the pool/fund is required prior to investing, and on a continual basis.

8.1 Master Repurchase Agreement

GARFIELD CHARTER TOWNSHIP has elected not to involve

themselves with REPURCHASE AGREEMENTS.

8.2 Non-Allowable Investments

Description of Investments which **DO NOT** comply with the requirements of Public Act 20 of 1943, as amended (MCL 129.91) The following potential investments are not securities but are contractual agreements between a broker or dealer and an investor. They are not investments in the underlying securities. Repurchase agreements are contractual agreements specifically authorized by the ACT, while these contractual agreements are not mentioned in the ACT and are therefore specifically excluded.

- **CATS-** Certificates of Accrual on Treasury Securities were originated by Salomon Brothers in 1984
- **COUGRS-** Certificates on Government Receipts (“COUGRS”) were originated by A. G. Becker
- **ETRs-** Easy Growth Treasury Receipts (“EATERS”) were issued by Dean Witter
- **TBRs-** Treasury Bond Receipts (“Teddy Bears”) were originated by E. F. Hutton
- **TIGRs-** Treasury investment Growth Receipts (“TIGERS”) were issued by Merrill Lynch
- **TRs-** Treasury Receipts, the generic form of zero coupons were issued by a group of dealers. “TR’s” are also the generic term used to reference the family or “zoo” of Proprietary/ Government-Guaranteed Receipts
- **ZCTOs-** Zero Coupon Treasury Obligations (“ZITCOS”) were originated by Lehman Brothers
- **CMO’s-** Pools (not mutual funds) of GNMA’s packaged as a bond and are classical derivations per the October 14, 1994, edition of the Wall Street Journal, “those arcane securities, whose returns are based on or derived from some underlying asset or index”.

- **Brokered CDARS** - Some brokers and dealers have programs whereby \$250,000 federally insured, certificates of deposit from numerous institutions are packaged in million dollar multiples and sold on an average yield of all the institutions participating in the package. This type of arrangement does not fall under the authority for investment pools under the Urban Cooperation Act of 1967, 1967 (Ex Sess) PA 7, MCL 124.501 to 124.512, the Surplus Funds Investment Pool Act, 1982PA367, 129.111 to 129.118 or the Local Government Investment Pool Act, 1985PA 121, MCL 129.141 to 129.150 and is therefore NOT appropriate.

9.1 Investment Pools/Mutual Funds:

A thorough investigation and due diligence of the pool/fund is required prior to investing, and on a continual basis. There shall be a questionnaire developed which will answer the following general questions:

- A description of eligible investment securities, and a written statement of investment policy and objectives.
- A description of interest calculations and how it is distributed, and how gains and losses are treated.
- A description of how the securities are safeguarded (including the settlement process), and how often the securities are priced and the program audited.
- A description of who may invest in the program, how often, what size deposit and withdrawal are allowed.
- A schedule for receiving statement and portfolio listings.

- Are reserves, retained earnings, etc. utilized by the pool/fund?
- A fee schedule, and when and how it is assessed.
- Is the pool/fund eligible for bond proceeds and/or will it accept such proceeds?

10.0 Collateralization:

The State of Michigan does not require Collateralization. Non-negotiable, non-collateralized Certificates of Deposit, as is the law in the State of Michigan, shall be evidenced by a Safekeeping Receipt from the issuing bank. All securities purchased by GARFIELD CHARTER TOWNSHIP under this section shall be properly designated as an asset of the TOWNSHIP. Non-negotiable, non-collateralized Certificates of Deposits are allowable for Township investment provided that the Investment Officer has done creditworthiness work on the banking institution.

If collateral is required, it will always be held by an independent third party with whom GARFIELD CHARTER TOWNSHIP has a current written custodial agreement. A clearly marked evidence of ownership (safekeeping receipt) must be supplied and retained by GARFIELD CHARTER TOWNSHIP.

The right of collateral substitution is not granted.

11.0 Safekeeping and Custody:

All security transactions ~~having a value greater than SIPC or other applicable insurance~~ entered into by GARFIELD CHARTER TOWNSHIP shall be conducted on a **cash or delivery-versus-payment (DVP) basis at the discretion of the Township Treasurer**. Securities will

be held by a third party custodian, with a written custodial agreement, designated by the Township Treasurer and evidenced by safekeeping receipt and proof of applicable SPIC insurance will be required (~~SAFEKEEPING RECEIPT~~).

12.0 Diversification:

GARFIELD CHARTER TOWNSHIP will diversify its investments by security type and institution. To ensure that GARFIELD CHARTER TOWNSHIP does not over concentrate in any one institution or investment, GARFIELD CHARTER TOWNSHIP shall, subject to the limitations imposed by the number of qualified local institutions within the immediate area, limit its investments to no more than 5% in any one issuer. With the exception of U.S. Treasury securities and government agencies, and authorized pools, will attempt not to have more than fifty (50) percent of GARFIELD CHARTER TOWNSHIP'S total investment portfolio vested in a single security type. It's the policy of GARFIELD CHARTER TOWNSHIP to diversify its investment portfolio. Assets held in common cash fund and other investment funds shall be diversified to eliminate the risk of loss resulting from over-concentration of assets in a specific maturity, individual financial institution(s) or a specific class of securities. Diversification strategies shall be determined and revised by the Township Treasurer from time to time to meet the diversification objectives (to reduce overall portfolio risks while attaining market average rates of return).

13.0 Maximum Maturities:

To the extent possible, GARFIELD CHARTER TOWNSHIP will attempt to match its investments with anticipated cash flow requirements. Unless matched to a specific cash flow, GARFIELD CHARTER TOWNSHIP will not directly invest in securities more than five (5) years from the date of purchase. The portfolio's weighted average maturity is targeted at approximately 3 years or less, subject to the Township Treasurer's discretion based on prevailing and expected future market conditions, cash flow needs, and other factors. It is

anticipated that holdings will be spread across different maturities to provide opportunity to re-assess options for maturing securities. However, GARFIELD CHARTER TOWNSHIP may collateralize its repurchase agreements using longer-dated investments not to exceed three (3) years to maturity.

Reserve funds may be invested in securities exceeding three (3) years if the maturity of such investments is made to coincide as nearly as practicable with the expected use of the funds.

14.0 Internal Control:

The Township Treasurer shall establish an annual process of independent review by an external auditor. This review will provide internal control by assuring compliance with policies and procedures.

15.0 Performance Standards:

The investment portfolio shall be designed with the objective of obtaining a rate of return throughout budgetary and economic cycles, commensurate with the investment risk constraints and cash flow needs.

15.1 Market Yield (Benchmark):

The GARFIELD CHARTER TOWNSHIP investment strategy is passive. Given this strategy, the basis used by the Township Treasurer to determine whether market yields are being achieved shall be to identify a comparable US Treasury instrument as the benchmark which matches the portfolio investment duration, i.e., 90-day U.S. Treasury Bill, 6-month U.S. Treasury Bill, Average Fed Funds Rate, etc.

16.0 Reporting:

The Township Treasurer shall provide the GARFIELD CHARTER TOWNSHIP BOARD quarterly investment reports, which provide a clear picture of the status of the current investment portfolio. The

management report should include comments on the fixed income markets and economic conditions, discussions regarding restrictions on percentage of investment by categories that exceed 5%, possible changes in the portfolio structure going forward and thoughts on investment strategies. The GARFIELD CHARTER TOWNSHIP

BOARD may elect to reduce the foregoing reporting requirement so that the Township Treasurer shall submit a report less frequently, but in no event less than annually. The TOWNSHIP BOARD may request additional information from time to time, when deemed necessary by the BOARD to remain sufficiently informed of the status of the TOWNSHIP'S investment portfolio.

Schedules in the quarterly report should include the following:

- A listing of individual securities held at the end of the reporting period by authorized investment category.
- Average life and final maturity of all investments listed.
- Coupon, discount or earning rate.
- Par Value, Amortized Book Value and Market Value.
- Percentage of the portfolio represented by each investment category.

17.0 Investment Policy Adoption:

The GARFIELD CHARTER TOWNSHIP investment policy shall be adopted by resolution of the GARFIELD CHARTER TOWNSHIP'S legislative authority (TOWNSHIP BOARD). The GARFIELD CHARTER TOWNSHIP TOWN BOARD shall review the policy annually and the GARFIELD CHARTER TOWNSHIP TOWN BOARD must approve modifications made thereto.

18.0 Glossary:

*Because this policy is to be available to the public as well as the governing body, it is important that a glossary of related terminology be part of the policy.

Agencies: Federal agency securities and/or Government-sponsored enterprises.

Asked: The price at which securities are offered.

Banker's Acceptance (BA): A draft or bill or exchange accepted by a bank or trust company. The accepting institution guarantees payment of the bill, as well as the issuer.

Benchmark: A comparative base for measuring the performance or risk tolerance of the investment portfolio. A benchmark should represent a close correlation to the level of risk and the average duration of the portfolio's investments.

Bid: The price offered by a buyer of securities. (When you are selling securities, you ask for a bid.) See Offer.

Broker: A broker brings buyers and sellers together for a commission.

Certificate of Deposit (CD): a time deposit with a specific maturity evidenced by a certificate. Large-denomination CD's and those purchased through a broker/dealer are typically negotiable.

Certificate of Deposit Account Registry Service (CDARS): A service provided by a network of participating banks to provide full insurance coverage on large CD deposits. When an amount greater than the federally (FDIC) insured limit of \$250,000 is deposited with a participating bank, that amount is broken into smaller amounts, less than \$250,000 and placed into CD's issued by other banks in the network.

Collateral: Securities, evidence of deposit or other property, which a borrower pledges to secure repayment of a loan. Also refers to securities pledged by a bank to secure deposits of public money.

Comprehensive Annual Financial Report (CAFR): The official annual report for the CHARTER TOWNSHIP OF GARFIELD. It includes five (5) combined statements for each individual fund and account group prepared in conformity with GAAP. It also includes supporting schedules necessary to demonstrate compliance with finance-related legal and contractual provisions, extensive introductory material, and a detailed Statistical Section.

Coupon: (a) The annual rate of interest that a bond's issuer promises to pay the bondholder on the bond's face value. (b) A certificate attached to a bond evidencing interest due on a payment date.

Dealer: A dealer, as opposed to a broker, acts as a principal in all transactions, buying and selling for his own account.

Debenture: A bond secured only by the general credit of the issuer.

Delivery versus Payment (DVP): There are two methods of delivery of securities: (1) Delivery versus Payment and (2) Delivery versus receipt. Delivery versus payment is delivery of securities with an exchange of money for the securities. Delivery versus receipt is delivery of securities with exchange of a signed receipt for the securities.

Derivatives: (1) Financial instruments whose return profile is linked to, or deviated from, the movement of one or more underlying index or security, and may include a leveraging factor, or (2) Financial contracts based upon notional amounts whose value is derived from an underlying index or security (interest rates, foreign exchange rates, equities or commodities).

Discount: The difference between the cost price of a security and its maturity when quoted at lower than face value. A security selling below original offering price shortly after sale also is considered to be at a discount.

Discount Securities: Non-interest bearing money market instruments that are issued at a discount and redeemed at maturity for full face value, e.g., U.S. Treasury Bills.

Diversification: Dividing investment funds among a variety of securities offering independent returns.

Federal Credit Agencies: Agencies of the Federal government set up to supply credit to various classes of institutions and individuals, e.g., savings and loans, small business firms, students, farmers, farm cooperatives and exporters.

Federal Deposit Insurance Corporation (FDIC): A federal agency that insures bank deposits, currently up to \$250,000 per deposit.

Federal Funds Rate: The rate of interest at which Fed funds are traded. The Federal Reserve through open-market operations currently sets the rate.

Federal Home Loan Banks (FHLB): Government sponsored wholesale banks (currently 12 regional banks), which lend funds and provide correspondent banking services to member commercial banks, thrift institutions, credit unions and insurance companies. The mission of the FHLB's is to liquefy the housing related assets of its members who must purchase stock in the district bank.

Federal National Mortgage Association (FNMA): FNMA, like GNMA was chartered under the Federal National Mortgage Association Act in 1938. FNMA is a federal corporation working under auspices of the Department of Housing and Urban Development (HUD). It is the largest single provider of residential mortgage funds in the United States. Fannie Mae, as the corporation is called, is a private stockholder-owned corporation. The corporations purchased include a variety of adjustable mortgages and second loans, in addition to fixed-rate mortgages. FNMA's securities are also highly liquid and are widely accepted. FNMA assumes

and guarantees that all security holders will receive timely payment of principal and interest.

Federal Open Market Committee (FOMC): Consists of seven members of the Federal Reserve Board and five of the twelve Federal Reserve Bank Presidents. The President of the New York Federal Reserve Bank is a permanent member, while the other Presidents serve on a rotating basis. The Committee periodically meets to set Federal Reserve guidelines regarding purchases and sales of Government Securities in the open market as a means of influencing the volume of bank credit and money.

Federal Reserve System: The central bank of the United States created by Congress and consisting of a seven member Board of Governors in Washington, D.C., 12 regional banks and about 5,700 commercial banks that are members of the system.

Government National Mortgage Association (GNMA or Ginnie Mae): Securities influencing the volume of bank credit guaranteed by GNMA and issued by mortgage bankers, commercial banks, savings and loan associations and other institutions. Security holder is protected by full faith and credit of the U.S. Government. The FHA, VA, or FmHA mortgages back Ginnie Mae securities. The term “pass-through” is often used to describe Ginnie Mae’s.

Insured Cash Sweep (ICS): A service provided by a network of participating banks that allows for large deposits to be fully insured. When an amount greater than the federally (FDIC) insured limit of \$250,000 is deposited with a participating bank, that amount is broken into smaller amounts, less than \$250,000 and placed into other participating banks in the network.

Investment: Investments shall be defined as debt obligations and shall not include Certificates as Deposit which should be considered deposits. This is the same definition as used by GASB in the pronouncement number 40 for disclosure purposes.

Liquidity: A liquid asset is one that can be converted easily and rapidly into cash without a substantial loss of value. In the money market, a security is said to be

liquid if the spread between bid and asked prices is narrow and reasonable size can be done at those quotes.

Local Government Investment Pool (LGIP): The aggregate of all funds from political subdivisions that are placed in the custody of the State Treasurer for investment and reinvestment.

Market Value: The price at which a security is trading and could presumably be purchased or sold.

Master Repurchase Agreement: A written contract covering all future transactions between the parties to repurchase-reverse purchase agreements that establish each party's rights in the transactions. A master agreement will often specify, among other things, the right of the buyer-lender to liquidate the underlying securities in the event of default by the seller-borrower.

Maturity: The date upon which the principal or stated value of an investment becomes due and payable.

Money Market: The market in which short-term debt instruments (bills, commercial paper, bankers' acceptances, etc.) are issued and traded.

Offer: The price asked by a seller of securities. (When you are buying securities, you ask for an offer.) See Asked and Bid.

Open Market Operations: Purchases and sales of Government and certain other securities in the open market by the New York Federal Reserve Bank as directed by the FOMC in order to influence the volume of money and credit in the economy. Purchases inject reserves into the bank system and stimulate growth of money and credit; sales have the opposite effect. Open market operations are the Federal Reserve's most important and most flexible monetary policy tool.

Portfolio: Collection of securities held by an investor.

Primary Dealer: A group of government securities dealers who submit daily reports of market activity and positions and monthly financial statements to the Federal Reserve Bank of New York and are subject to its informed oversight.

Primary dealers include Security and Exchange Commission (SEC)-registered securities broker-dealers, banks and a few unregulated firms.

Prudent Person Rule: An investment standard. In some states the law requires that a fiduciary, such as a trustee, may invest money only in a list of securities selected by the custody state- the so-called legal list. In other states the trustee may invest in a security if it is one, which a prudent person of discretion and intelligence who is seeking a reasonable income and preservation of capital would buy.

Qualified Public Depository: A financial institution that does not claim exemption from the payment of any sales or compensating use or ad valorem taxes under the laws of this state, which has segregated for the benefit of the commission eligible collateral having a value of not less than its maximum liability and which has been approved by the Public Deposit Protection Commission to hold public deposits.

Rate of Return: The yield obtainable on a security based on its purchase price or its current market price. This may be the amortized yield to maturity on a bond the current income return.

Repurchase Agreement (RP or REPO): A holder of securities sells these securities to an investor with an agreement to repurchase them at a fixed price on a fixed date. The security “buyer” in effect lends the “seller” money for the period of the agreement, and the terms of the agreement are structured to compensate him for this. Dealers use RP’s extensively to finance their positions. **Exception:** When the Fed is said to be doing RP, it is lending money, which is, increasing bank reserves.

Safekeeping: A service to customers rendered by banks for a fee whereby securities and valuables of all types and descriptions are held in the bank’s vaults for protection.

Secondary Market: A market made for the purchase and sale of outstanding issues following the initial distribution.

Securities and Exchange Commission: Agency created by Congress to protect investors in securities transactions by administering securities legislation.

See Rule 15c3-1: See Uniform Net Capital Rule.

Structured Notes: Notes issued by Government Sponsored Enterprises (FHLB, FNMA, SLMA, etc.) and corporations, which have imbedded options (e.g., call features, step-up coupons, floating rate coupons, and derivative-based returns) into their debt structure. Their market performance is impacted by the fluctuation of interest rates, the volatility of the imbedded options and shifts in the shape of the yield curve.


Treasury Bills: A non-interest bearing discount security by the U.S. Treasury to finance the national debt. Most bills are issued to mature in three months, six months or one year.

Treasury Bonds: Long-term coupon-bearing U.S. Treasury Securities issued as direct obligations of the U.S. Government and having initial maturities of more than ten years.

Treasury Notes: Medium-term coupon-bearing U.S. Treasury Securities issued as direct obligations of the U.S. Government and having initial maturities from two to ten years.

Yield: The rate of annual income return on an investment, expressed as a percentage.

- (a) **Income yield** is obtained by dividing the current dollar income by the current market price for the security.
- (b) **Net yield or Yield to Maturity** is the current income yield minus any premium above par or plus any discount from par in purchase price, with adjustment spread over the period from the date of purchase to the date of maturity of the bond.

	Charter Township of Garfield Planning Department Report No. 2025-48	
	Prepared: May 22, 2025	Pages: 2
	Meeting: May 27, 2025 Township Board	Attachments: <input checked="" type="checkbox"/>
	Subject: MSHDA CDBG Grant for Habitat for Humanity – Letter of Intent	

BACKGROUND:

The Bay Area Transportation Authority (BATA) and Traverse City Housing Commission (TCHC) Transit-Oriented Mixed-Use Planned Unit Development (PUD), located north of Hammond Road and east off LaFranier Road, was approved on March 22, 2022 (PUD 2020-02). One phase of the project proposes fifteen (15) single family residential units to be constructed by Habitat for Humanity on land owned by TCHC. See outlined red area on attached site plan.

TCHC would like to pursue a Community Development Block Grant (CDBG) from the Michigan State Housing Development Authority (MSHDA) for approximately \$1,000,000 to install infrastructure (utilities, grading, paving, sidewalks, etc.) for the Habitat phase of the development.

To make application, TCHC may only access the available CDBG funds by having the Township make application on its behalf to MSDHA. An agreement would be established between the Township and TCHC as the owner of the land. The grant would specifically, benefit Habitat for Humanity and the construction of fifteen (15) single family lots as part of the development.

LETTER OF INTENT:

To initiate the process, a Letter of Intent must be submitted by the Township to MSHDA. See attached draft Letter of Intent. The Letter of Intent must be submitted to MSHDA by June 2, 2025.

ACTION REQUESTED:

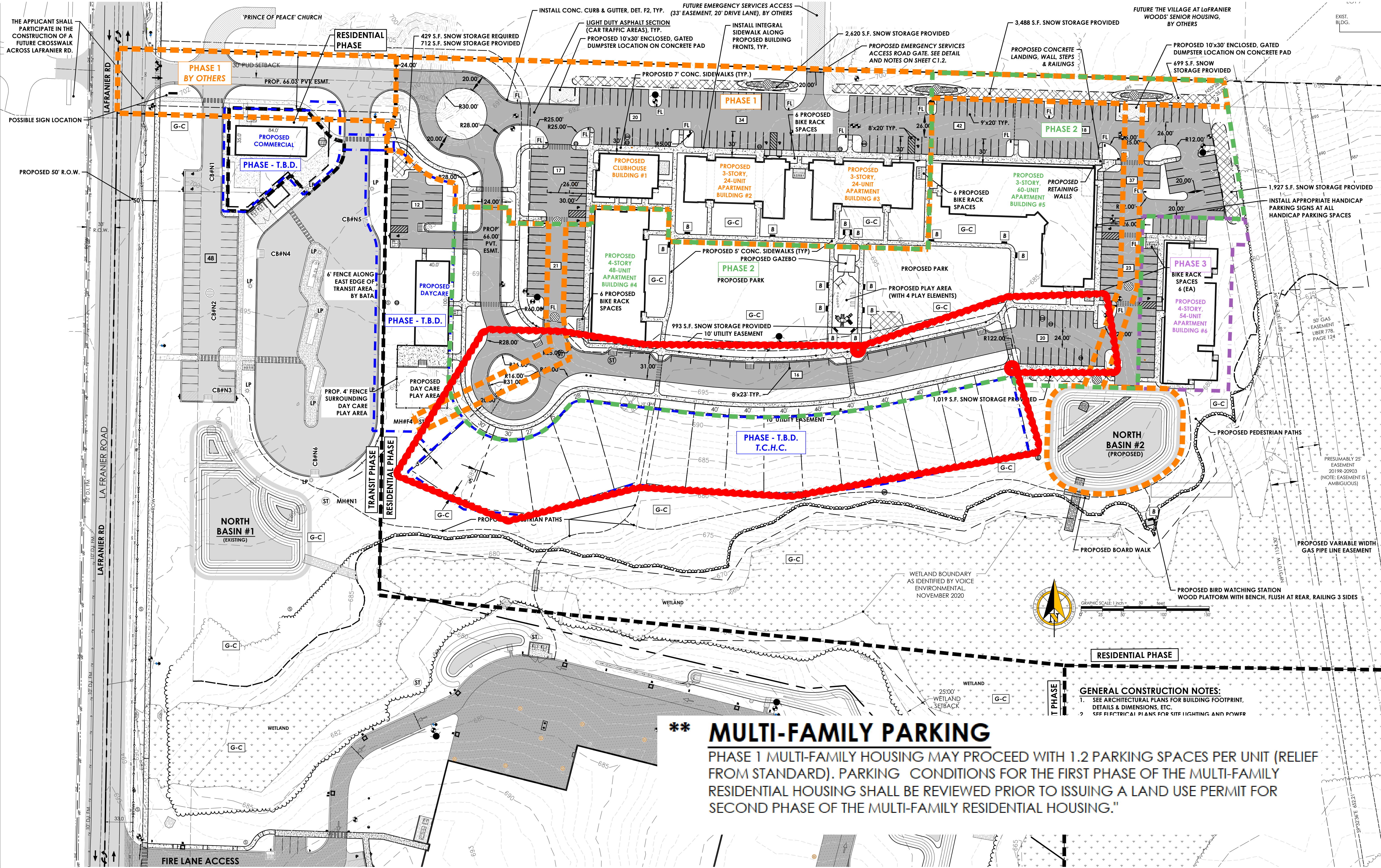
The following motion is offered for consideration:

MOTION THAT the Letter of Intent for CDBG funding for fifteen new Habitat for Humanity homes in the Bay Area Transportation Authority (BATA) and Traverse City Housing Commission (TCHC) Transit-Oriented Mixed-Use Planned Unit Development (PUD) be APPROVED and forwarded to MSHDA.

Any additional information the Township Board deems necessary should be added to this motion.

Attachments:

- 1) BATA/TCHC Transit-Oriented Mixed-Use PUD Site Plan
- 2) MI Neighborhood CDBG: Letter of Intent Form



- FINANCIAL INSTITUTION, WITHOUT DRIVE-THROUGH
- MEDICAL OFFICE, CLINIC
- OFFICE
- CAFE, WITHOUT DRIVE-THROUGH
- AN ESTABLISHMENT WHERE FOOD AND DRINKS ARE PREPARED, SERVED, AND CONSUMED, MOSTLY WITHIN THE PRINCIPAL BUILDING SUCH AS LUNCH COUNTERS, DAIRY BARS, COFFEE SHOPS, AND OTHER SIMILAR ESTABLISHMENTS.
- RETAIL, LOW VOLUME
- THE SALE OR RENTAL OF GOODS OR MERCHANDISE, INCLUDING THE RENDERING OF SERVICES INCIDENTAL TO THE SALE OF SUCH GOODS, TAKING PLACE IN A BUILDING OF LESS THAN FIVE THOUSAND (5,000) SQUARE FEET. LOW VOLUME RETAIL PRIMARILY SERVES RESIDENTS OF THE SURROUNDING NEIGHBORHOOD.
- SERVICE ESTABLISHMENT, PERSONAL
- ESTABLISHMENTS PRIMARILY ENGAGED IN PROVIDING SERVICES INVOLVING THE CARE OF A PERSON OR THEIR GOODS SUCH AS BEAUTY SHOPS, BARBER SHOPS, LAUNDRY FACILITY, JEWELRY REPAIR SHOPS, DRY CLEANING ESTABLISHMENT (PICKUP ONLY), AND SHOE REPAIR, EXCLUDING THE PROCESSING OF PHYSICAL MATERIALS.

BATA INTENDS TO CONTINUE TO SERVE INDIAN TRAILS INTERCITY BUS RIDERS VIA ITS HALL STREET TRANSFER STATION. BUS SERVICE AT THE PROPOSED LAFRANIER TRANSFER STATION IS INTENDED FOR PRIMARILY BATA BUS SERVICES, BUT THE APPLICANT DOES NOT WISH TO LIMIT ANY FUTURE ADDITIONAL REGIONAL TRANSPORTATION OPPORTUNITIES SUCH AS EMPLOYER SHUTTLE BUSES ETC.

1. ANY PROPOSED SIGNS SHALL BE SET BACK A MIN. OF 10' FROM ALL R.O.W. LINES. MEET ALL GARFIELD TOWNSHIP SIGN STANDARDS AND BE APPROVED THROUGH THE SIGN PERMITTING PROCESS.
2. BICYCLE PARKING SPACES FOR APARTMENT BUILDINGS WAS CALCULATED BASED UPON REQUIRED PARKING SPACES PER BUILDING.
3. BICYCLE PARKING SPACES FOR PROPOSED COMMERCIAL USE BUILDING IN RESIDENTIAL PHASE WAS CALCULATED USING OFFICE USE PARKING AT 1 SPACE PER 200 S.F.
4. ALL BIKE RACKS TO MEET GARFIELD TOWNSHIP SPECIFICATIONS.
5. UNLESS OTHERWISE NOTED, ALL SIDEWALKS ABUTTING PARKING SPACES ARE TO BE 7' IN WIDTH AND ALL OTHER SIDEWALKS ARE TO BE 5' IN WIDTH.
6. ALL AREAS NOT OCCUPIED BY ROADS, PARKING LOTS, DRIVE LANES, RESIDENTIAL OR COMMERCIAL BUILDINGS, PRIVATE RESIDENTIAL LOTS, DUMPSTERS, FUEL TANKS OR SIMILAR, ARE TO BE CONSIDERED AS GENERAL COMMONS USE AREAS. AREAS LABELED ARE ~~G-C~~ ON SITE PLAN AREA SHOWN TO REPRESENT TYPICAL GENERAL COMMONS USE AREAS AN MAY NOT INCLUDE ALL GENERAL COMMONS USE AREAS.

48%	100	STUDIOS (~400SF)
33%	70	ONE-BEDROOM (~600SF)
19%	40	TWO-BEDROOM (~800SF)
100%	210	TOTAL UNITS

- B** PARK BENCH LOCATION
- FL** "NO PARKING FIRE LANE" SIGN, TYPE
- G-C** GENERAL COMMONS USE AREA

PHASE 1 MULTI-FAMILY HOUSING MAY PROCEED WITH 1.2 PARKING SPACES PER UNIT (RELIEF FROM STANDARD). PARKING CONDITIONS FOR THE FIRST PHASE OF THE MULTI-FAMILY RESIDENTIAL HOUSING SHALL BE REVIEWED PRIOR TO ISSUING A LAND USE PERMIT FOR SECOND PHASE OF THE MULTI-FAMILY RESIDENTIAL HOUSING."



MI Neighborhood CDBG: Letter of Intent Form

This Letter of Intent form is only for non-entitlement units of general local government (UGLGs). Use the [CDBG Map \(https://www.michigan.gov/mshda/neighborhoods/community-development-block-grant\)](https://www.michigan.gov/mshda/neighborhoods/community-development-block-grant) to check your eligibility. To be considered for funding, please print and mail your LOI submission to the attention of MSHDA NDD, 735 E. Michigan Ave, Lansing, Michigan 48912, and must be sent by overnight mail only.

All submissions need to be date stamped/submitted prior to 11:59 pm on April 17, 2025.

Your submission will be reviewed for completeness, and a consultation will be arranged with the UGLG to assess the project's viability. If your project is deemed viable, you will receive a funding reservation and have up to 120 days to refine your proposal, complete the public participation process and submit a MI Neighborhood CDBG application.

If you have any program questions or encounter any technical difficulties in completing/submitting the Letter of Intent, please email mshda-cdbg@michigan.gov.

* Required

1. Agency Name * _____
2. Street Address: _____
3. City, County, State: _____
4. Zip Code: _____
5. Primary Contact Name * _____
6. Primary Contact Phone Number * _____
7. Primary Contact Email address * _____

8. Identify and describe project partners (if applicable) and provide contact information *

9. Select Proposed Eligible Activity Types (Select all that apply) *

- ☐ **Homeowner Rehabilitation:** Home repairs and improvements to homes occupied by low and moderate-income homeowners to address health, safety and energy efficiency needs.
- ☐ **Unoccupied Rental Rehabilitation:** Rehabilitation of unoccupied rental units or the conversion of a commercial property into a mixed-use development with rental housing units, constructed and financed through CDBG. Eligible properties must be located in a downtown area or along a primary road, and improvements must be limited to residential activities. At least 51% of assisted units must be for low or moderate-income households.
- ☐ **Reconstruction:** Infill of a previously developed vacant residential lot, which must have been the site of a demolition occurring after October 1, 2023. CDBG financing is for hard construction costs of a new housing unit that is comparable to the previous residential unit. Developed housing must be sold to a low or moderate-income homebuyer.
- ☐ **Infrastructure (Housing):** Physical development activities that are essential for a proposed affordable housing project, directly support its development, or address safety needs specific to the project. These improvements must exclusively benefit the housing development and at least 51% of the units developed must be rented or sold to low- and moderate-income households. Eligible activities include: water/sewer connections, sidewalks, driveways, development access roads, and parking areas to serve the housing project.
- ☐ **Manufactured Housing:** Purchasing manufactured housing from a facility. Both the unit and the land must be sold together to low- and moderate-income homebuyers. CDBG assistance is limited to covering the cost of the manufactured housing unit only and does not include expenses for the land or installation.

**Note: all activities have income restrictions and must demonstrate appropriate zoning prior to reservation (see CDBG policy manual for activity specific information).*

10. What region is your project located in? (Select all that applies) *

A	D	G	J	M
B	E	H	K	N
C	F	I	L	O

- [MI Neighborhood Region and CDBG Eligibility Map](#)

11. Identify the project name and site address (if known) or the boundaries of your service area. *

12. Describe your project idea and how it positively impacts your region. *

13. How will you carry out the grant activities? Include the number of expected units. *

14. What is estimated total cost of the project and the amount of your request? *

Notes for estimating total project cost:

- *The minimum grant request is \$100,000, and the maximum is \$1.5 million.*
- *No leverage is required for the first \$400,000 requested. However, projects providing a one for one leverage for every dollar requested beyond \$400,000 are preferred.*
- *Per-unit funding limits are as follows:*
 - *\$100,000 for new assisted unit creation*
 - *\$40,000 for rehabilitation*
 - *Infrastructure awards are capped at \$75,000 per unit created.*

15. Submitted by * _____

16. Title * _____



April 19, 2025

Garfield Township

Attention: Derek Morton, Zoning Code Enforcement Officer

2025 Silver Lake Playground EWF Mulch Resurface Proposal

Below is the proposal to supply and install playground EWF at the Silver Lake Recreation Area. The playgrounds are both quite low, and I would recommend adding 6-8". I have provided a few options below, however, as I don't know what your budget is for this work.

4" Average EWF Mulch Added

Quantity: 160 cubic yards

Total Cost: \$8,800.00

6" Average EWF Mulch Added

Quantity: 240 cubic yards

Total Cost: \$13,200.00

8" Average EWF Mulch Added

Quantity: 300 cubic yards

Total Cost: \$16,500.00

The price includes material, delivery, installation with blower trucks and cleanup. There are no additional fuel or delivery charges.
Thank you for the opportunity to present you this proposal.

Terry Dykstra

Superior Groundcover Inc.

Cell – 616-293-3156

Fax – 616-643-8077

Email – terry.sgc@gmail.com



SILVER LAKE

Please Remit Payment To:
12776 S. Maple City Rd.
Maple City, MI 49664
Thank You!

Invoice

Date	Invoice #
6/24/2022	30080

Customer Billing Address
Charter Township Of Garfield 3848 Veterans Drive Traverse City, MI 49684

Work Location
Silver Lake Park 1785 North Silver Lake Road Traverse City, MI 49685

Terms	Due Date	Customer Phone	Customer Alt. Phone
Net 15	7/9/2022	231-645-6046	231-941-1620 - Offi...

Item	Description	Completed	Qty	Rate	Amount
M-Playgro...	Playground Mulch		100	24.00	2,400.00
M-Delivery...	Delivery Fee 1-50 Miles (w/ Walking Floor Trailer) -Deliver Wednesday, June 22, 2022 -Call Derek Ahead Of Delivery -Drop In the NW Corner Of Parking Lot As Close To Playground As Possible -Order By Zoe Per Phone Call From Derek -Work Order 18674 -Delivered By Ken Dewey	6/22/2022	1	150.00	150.00

Our guarantee on trees is only valid if irrigation is done to our specifications.

Phone #	Fax #	E-mail
231-228-6492	231-228-7492	officedts100@gmail.com

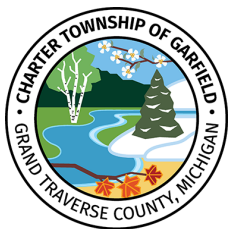
Sales Tax (6.0%)	\$0.00
Payments/Credits	\$0.00
Balance Due	\$2,550.00

Thank you for your business!

We are not responsible for damage done to driveways, sidewalks or lawns.

2% monthly finance charge on any past due balance.

We accept all major credit cards!



Charter Township of Garfield

Grand Traverse County

8d.

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

JOE McMANUS
SUPERVISOR

LANIE McMANUS
CLERK

CHLOE MACOMBER
TREASURER

MOLLY AGOSTINELLI, *TRUSTEE*
DENISE SCHMUCKAL, *TRUSTEE*

LAURIE LAPP, *TRUSTEE*
CHUCK KORN, *TRUSTEE*

To: Garfield Township Board
From: Chris Barsheff, Manager
RE: Internship Opportunity Approval
Date: May 22, 2025

The purpose of this correspondence is to inform you about a request recently received from an individual who will be graduating from High School next week and will be attending a structural engineering program at college in the fall.

The township has allowed internship opportunities in the past and the Building Official is supportive of the intern working and assisting his department. There is a plan for the intern to participate in the following areas: Records organization, parks maintenance, Building Department activities and property maintenance inspections. Internships are equally beneficial to the intern as well as the employer.

I request that you consider supporting the internship and authorize paying a wage of \$18/Hr. The internship would take place over an eight-week period of time in the near future. Thank you!

Respectfully,

Chris Barsheff
Township Manager

CHARTER TOWNSHIP OF GARFIELD

ORDINANCE NUMBER: 42

INSPECTION AND MAINTENANCE OF PRIVATELY OWNED
FIRE HYDRANTS

The Charter Township of Garfield hereby ordains:

1. Defined

"Privately Owned Fire Hydrants" or "hydrants" as used herein are those fire hydrants not a part of the township water system located upon private property which are connected directly or indirectly to a public water supply.

2. Construction

All privately owned fire hydrants shall be constructed in accordance with standard specifications adopted by the Grand Traverse County Board of Public Works and this township from time to time and all repairs and replacements shall conform to those construction requirements.

3. Inspection and Repair

- 3.1 Each privately owned fire hydrant shall be inspected on or before September 1 in each calendar year by a qualified person and a certificate attesting to that inspection shall be provided to the Grand Traverse County Department of Public Works within seven (7) days following completion of the inspection. Said certificates shall be in substantially the form attached to and made a part of this ordinance.
- 3.2 Each such inspection shall consist of physical inspection and exercise of the hydrant and shall disclose the following:
- 3.2.1 The hydrant shall operate normally;
 - 3.2.2 The barrel of the hydrant shall be dry;
 - 3.2.3 The caps shall operate without obstruction;
 - 3.2.4 The hydrant shall be free of obvious damage;
 - 3.2.5 Access to the hydrant shall be unobstructed from all sides for a distance of ten (10) feet from the hydrant.

- 3.3 If the inspection shall disclose conditions requiring repair, the certificate provided to the Department of Public Works shall state the repairs required. All needed repairs disclosed by the inspection shall be performed within thirty (30) days of completion of the inspection. Written notice that the repairs have been completed shall be provided to the Grand Traverse County Department of Public Works within seven (7) days after completion. All such repairs shall be completed by a qualified person. If the repairs are completed at the same time as inspection, the repairs shall be noted upon the certificate of inspection provided to the Department of Public Works.

4. Qualifications

Inspections or repairs, or both, to privately owned hydrants shall be performed by a person who is

- 4.1 A Master Plumber licensed by the State of Michigan, or
- 4.2 A person certified by the Michigan Department of Environmental Quality as a "Waterworks System Operator" rating S1 through S4, or
- 4.3 Such other qualified persons approved by the Director of the Department of Public Works.

5. Reminder Notices

Annually, the Grand Traverse County Department of Public Works may notify, in writing, each owner of a privately owned fire hydrant of the inspection and repair requirements of this ordinance. Lack of receipt of such a reminder notice does not relieve the owner of a privately owned fire hydrant from the obligations established under this ordinance nor does it constitute a defense to a charge of violation of this ordinance.

6. No Inspection Certificate

If no inspection certificate shall be received by the Department of Public Works with respect to a privately owned fire hydrant within the township, (or if the owner of the premises shall request an inspection by the township or Department of Public Works) the township acting through the Grand Traverse County Department of Public Works may cause an inspection to be made of the hydrant as provided in this ordinance at the expense of the owner. A copy of the inspection certificate shall be mailed first class mail postage prepaid to the name and address of the person designated to receive water bills for the premises to which the hydrant is connected. Any repairs disclosed by said DPW inspection may be performed by DPW personnel or, at the election of the Director of the DPW, by other qualified persons all at the expense of the owner of the

premises. Notice of completion of repairs and the cost thereof shall be given to the owner of the premises as provided in this paragraph.

7. Inspection Fees and Repair Charges

The Department of Public Works shall receive an inspection fee of Fifty Dollars (\$50.00) or such other amount as shall be established from time to time by the Grand Traverse County Board of Public Works for each inspection or reinspection by DPW personnel under this ordinance. Repair charges by DPW personnel shall be billed at the actual cost thereof. Repairs performed by independent contractors at the direction of the DPW shall be billed to the owner by the DPW at the amount billed to the DPW by the independent contractor plus Twenty-Seven Percent (27%) unless the independent contractor's invoice is paid directly by the Owner. Any such charge if not paid by the owner within thirty (30) days of being billed therefor shall be added to the water bill for the premises and may be collected in the same manner as other charges for water service. Inspection fees and repair costs provided by third parties shall be determined by agreement between the owner of the premises and the third party provider.

8. Obstruction of Hydrants

No person shall permit or create any obstruction to access to any privately owned hydrant for operation, inspection, or repair. The township, the Grand Traverse County Department of Public Works, and the fire departments responding, their officers, employees, and agents, shall not be liable to the owner of the premises upon which the privately owned hydrant is located for damage to the premises when accessing the hydrant as required or permitted by this ordinance or otherwise.

9. Violations and Penalties

9.1 Municipal Civil Infraction

Any person who violates any provision of this Ordinance shall be responsible for a municipal civil infraction as defined in Public Act 12 of 1994, CL 600.113 and shall be subject to the following penalties:

9.1.1 For a first offense, the offender shall pay a fine of One Hundred and 00/100 (\$100.00) Dollars.

9.1.2 For a second or subsequent offense within ten (10) years of the date on which the person was found responsible for the first violation, the offender shall pay a fine of Five Hundred (\$500.00) Dollars.

9.1.3 Each day this Ordinance is violated shall be considered a separate violation.

9.2 Township Code Enforcement Officer

The Township Code Enforcement Officer is hereby designated as the authorized official to issue municipal civil infraction citations directing alleged violators of this Ordinance to appear in court.

9.3 Nuisance Per Se

A violation of this Ordinance is hereby declared to be a nuisance per se and is declared to be offensive to the public health, safety and welfare.

9.4 Civil Action

In addition to enforcing this Ordinance through the use of a municipal civil infraction proceeding the Township may initiate proceedings in the Circuit Court to abate or eliminate the nuisance per se or any other violation of this Ordinance.

CERTIFICATE OF INSPECTION

Hydrant Location:

Township:

Street Address:

Name of Owner:

Owner's Address:

Inspector (Company Name and Address):

☐ Master Plumber

☐ Waterworks Operator

☐ Fire Protection Agent

Inspection consisted of:

- | | | | | |
|----|---------------------------|------------------------------|-----------------------------|-------------|
| 1. | Hydrant Operation O.K.? | <input type="checkbox"/> yes | <input type="checkbox"/> no | (check one) |
| 2. | Barrel of Hydrant Dry? | <input type="checkbox"/> yes | <input type="checkbox"/> no | (check one) |
| 3. | Caps Operate O.K.? | <input type="checkbox"/> yes | <input type="checkbox"/> no | (check one) |
| 4. | Hydrant Free from Damage? | <input type="checkbox"/> yes | <input type="checkbox"/> no | (check one) |
| 5. | Hydrant Unobstructed? | <input type="checkbox"/> yes | <input type="checkbox"/> no | (check one) |

Repairs Needed / Completed:

The undersigned hereby certifies that he or she conducted an inspection or repaired, or both, the privately owned hydrant described above and the conditions found by the undersigned were as described above.

Date of Inspection:

Signature of Inspector

Note: Deliver this certificate to the DPW within seven (7) days of the date of inspection:

Grand Traverse DPW
2650 LaFranier Road
Traverse City, Michigan 49686

Certification

I hereby certify that the foregoing constitutes a true and complete copy of Ordinance No. 42 first presented to the Township Board on March 10, 2005 following publication in the Traverse City Record Eagle.

I further certify that the Ordinance was duly adopted by the Township Board of the Charter Township of Garfield, County of Grand Traverse, Michigan at a regular meeting held March 24, 2005 at which all members were present except Judy McManus and Brad Barnes.

Moved by: Jim Harvey

Supported By: Leo Strait

The vote was as follows:

In Favor: Lee Wilson, Kay Schumacher, Joe McManus, Jim Harvey, Leo Strait.

Opposed: None

Abstaining: None

I further certify that the meeting was conducted, and public notice there was given, pursuant to and in full compliance with the Open Meetings Act (Act No. 267, Public Acts of Michigan, 1976, as amended), minutes of such meetings were kept and will be made available as required by law and that said ordinance has been recorded in the Ordinance Book of the Township and that such recording has been authenticated by the signatures of the Supervisor and Township Clerk.

 4/21/05

Kay Schumacher, Township Clerk
Date of Certification: