

Treasurer's Report reflects
bank account balances

Treasurer's Report

FEBRUARY 2024

LIQUIDITY PORTAL INVESTMENTS

		RUNNING BALANCE	OPENING VALUE	DIVIDEND AMOUNT
#101 General Fund	General Fund Huntington	\$ 160,298.59	\$ 1,576,875.83	\$ 6,165.69
#203 Metro Authority	Huntington Bank	\$ 45,487.84	\$ 1,361,572.62	\$ 5,027.66
#206 Fire Fund	Huntington Bank	\$ 120,534.25	\$ 1,027,215.66	\$ 4,268.37
#590 Sewer CD Mat May 2018	Sewer Huntington	\$ 162,460.60	\$ 287,112.17	\$ 1,193.02
#591 Timberlee H20	Huntington Bank	\$ 149,461.10	\$ 86,159.07	\$ 358.03
#594 Greilickville H20	Huntington Bank	\$ 68,638.02	\$ 1,948,120.88	\$ 7,659.65
#594 Marlina	Marina Huntington	\$ 211,324.50		
#701 Trust & Agency	Huntington Bank	\$ 2,581.55		
#703 Current Tax	Huntington Bank	\$ 183,090.80		
#816 GSAD Receivable	Savings Huntington	\$ 21,308.57		
#820 Maintenance E.R. Rds	Huntington Bank	\$ 12,231.20		
#821 Maintenance S.B. Rds	Huntington Bank	\$ 4,987.27		
#861 Boyview Estates Lights	Huntington Bank	\$ 2,275.20		
#207 Police	Huntington Bank	CLOSED		
#815 E. Timberwoods	Huntington Bank	CLOSED		
#817 SBlue & Old Orch	Huntington Bank	CLOSED		
#818 Old Orchard	Huntington Bank	CLOSED		
TOTAL		\$ 1,144,679.49	\$ 6,287,056.23	\$ 24,672.42

INVESTMENT ACCOUNTS CD'S	PURCHASED AMOUNT	CURRENT VALUE
#101 Goldman Sachs	\$ 200,000.00	\$ 198,332.00
#590 Ally Bank	\$ 250,000.00	\$ 248,375.00
#590 Morgan Stanley	\$ 150,000.00	\$ 149,497.50
#594 JP Morgan Chase	\$ 157,000.00	\$ 156,985.87

TOTAL	\$ 757,000.00	\$ 763,089.08
GRAND TOTAL	\$ 8,219,497.22	

Connie M. Preston, Clerk

Chris Milkowski
Chris Milkowski, Treasurer

To: Elmwood Township Board
 From: Sarah Clarren, Planner/Zoning Administrator
 RE: February 2024 Planning and Zoning Report

PERMITS:	02/2024	2/2023	YTD 2024	YTD 2023
Single Family Dwelling	1	0	2	0
Attached SFD	0	0	0	0
Accessory Building	0	0	0	0
AG Building	0	0	0	0
Residential Addition	0	1	0	1
Deck	1	1	1	2
Sign	0	0	0	0
Commercial	1	0	2	0
Misc.	0	0	0	0
Total Permits	3	2	5	3
Fees Collected	\$337.76	\$100.00	\$509.76	\$200.00

Zoning Board of Appeals:

January 3, 2024, Special Meeting. Included in last report. Due to no new applications, next meeting TBD.

Planning Commission:

February 20, Regular Meeting. 1) Public Hearing on ZO 2017-04-17 – re-introduction of Special Event Facilities within the A-R Zoning District – Commission recommended approval to Board and to send to County for comment, 2) continued discussion on ZO 2017-04-22 a Zoning Ordinance Amendment to amend Section 2.2 to add a definition for Dwelling, Multi and Lot Area, Gross and to modify the existing definitions for Parcel, Lot Area and Net Lot Area; create Section 3.14 to include development requirements for Multi-Dwelling developments; add Note ‘I’ to Section 5.6 to reference residential density requirements to Section 3.14; modify Section 7.1.2 so residential base density is determined using net acreage; modify Section 7.2.2 so residential density is based off of net lot area; modify Section 8.4.12 to have Site Plan Review applicants submit the gross lot area and net lot area – *public hearing scheduled for next meeting*, 3) continued discussion on ZO 2017-04-23 – a Zoning Ordinance Amendment to amend Section 2.2 to add definitions for Alcohol, Beer, Brewer, Brewery, Distiller, Micro Brewer, Small Distiller, Small Wine Maker, Spirits, Tasting Room, Wine Maker, revise definitions for Distillery, Wine, Winery, and eliminate definitions for Distillery Tasting Room, Wine, Brandy, Wine Drink, Mixed, Wine Related Beverages, and Wine Tasting Room; amend Section 5.4 to eliminate Distillery Tasting Rooms, Microbreweries/Distilleries, and Wine Tasting Room, Add ‘Distillery and/or Brewery’ and ‘Tasting Room’ as permitted uses under Site Plan Review or Special Use Permit in certain zoning districts, allow Winery as a use within the General Commercial and Light Industrial districts under Site Plan Review, renumber uses; amend Section 5.5.K to eliminate two requirements for Temporary Produce Stands and renumber subsequent requirements; add Section 5.5.N to contain requirements for Wineries, Distilleries, and Breweries; amend Section 6.1.3 to list parking requirements for Wineries, Distilleries, and Breweries; amend Section 9.8.J to contain requirements for Tasting Rooms for Wineries, Distilleries, and Breweries; eliminate Section 9.8.L Distillery Tasting Room and its requirements and reserve Section 9.8.L for future use – *public hearing scheduled for next meeting*.

March 5, Special Meeting. 1) Comprehensive Plan Discussion – The Commission reviewed a RFP and unanimously voted to 1) direct Staff to send out notices to the appropriate agencies indicating the intent to plan and to 2) recommend the Township Board approve the RFP as drafted and discussed and distribute accordingly.

March 19, Regular Meeting. Agenda not yet finalized, but will include: 1) Public Hearing on ZO 2017-04-22 as detailed above, 2) Public Hearing on ZO 2017-04-23 as detailed above.

Office Updates:

STRs. 93 licenses for 2024 have been issued. 11 applications are on waitlist.

**CHARTER TOWNSHIP OF ELMWOOD
REGULAR BOARD MEETING
FEBRUARY 12, 2024
IN THE TOWNSHIP HALL**

Call to Order:

Supervisor Shaw called the meeting to order at 6:00 p.m.

Pledge of Allegiance:

Supervisor Shaw led the Pledge of Allegiance.

Roll Call:

Present: Jeff Shaw, Connie Preston, Terry Lautner, Dave Darga, Chris Mikowski, and Kyle Trevas

Absent: Jordan Gallagher

Declaration of Conflict of Interest:

None

Public Comment

Sue Jones
Tom Roop

Consent Calendar:

Department Reports:

Treasurer
Planning/Zoning
Fire Chief

Committee Reports:

Minutes:

1-8-24

Post Audit Invoices 1-6-24 through 1-31-24

Planning Commission Annual Report

Marina Phase III Review

MOTION BY CLERK PRESTON, SECONDED BY TRUSTEE DARGA TO APPROVE THE CONSENT CALENDAR AS PRESENTED. The motion passed unanimously by a voice vote.

Agenda Approval

Trustee Trevas requested we add the question of placing park use request by Tom Roop of TACS to next month's agenda.

MOTION BY TRUSTEE TREVAS, SECONDED BY TRUSTEE DARGA TO APPROVE THE AGENDA AS MODIFIED BY THE ADDITION OF THE QUESTION OF THE PARK USE REQUEST FOR TACS. The motion passed unanimously by a voice vote.

Closed Session to Consider Written Memos from our Attorneys

Moved by Clerk Preston, seconded by Trustee Lautner, to go into closed session pursuant to Section 8(h) of the Open Meetings Act, being MCL 15.268(h), to consider the written memo from our attorney dated January 2, 2024, which is exempt from disclosure by Section 13(1)(g) of the Michigan Freedom of

Information Act, being MCL 15.243(1)(g), since this memo is subject to the attorney-client privilege. The motion passed 6-0 by a roll call vote

MOTION BY TRUSTEE DARGA, SECONDED BY TRUSTEE LAUTNER TO RETURN TO OPEN SESSION. The motion passed unanimously by a voice vote.

The Board discussed whether to take action on the information provided by our attorney at this meeting or a future meeting. There was concern that other board members might be gone at a future meeting and that Trustee Gallagher had missed this closed session and would not be informed.

MOTION BY TREASURER MIKOWSKI, SECONDED BY TRUSTEE LAUTNER TO RESCIND THE MOTION MADE BY THE TOWNSHIP BOARD AT ITS SEPTEMBER 30, 2021 MEETING AND THE DECEMBER 11, 2023 MEETING TO DIRECT THE TOWNSHIP PLANNING COMMISSION TO REMOVE SHORT TERM RENTALS FROM THE SUBDIVISIONS IN GREILICKVILLE NEIGHBORHOODS. The motion passed 4-2 with Yes from Terry Lautner, Chris Mikowski, Connie Preston, Jeff Shaw, and No from Dave Darga and Kyle Trevas.

MOTION BY TRUSTEE LAUTNER, SECONDED BY TRUSTEE DARGA TO GO INTO CLOSED SESSION TO CONSIDER THE ATTORNEY-CLIENT PRIVILEGED MEMO FROM OUR ATTORNEY DATED FEBRUARY 2, 2024. The motion passed 6-0 by a roll call vote.

MOTION BY TRUSTEE DARGA, SECONDED BY TRUSTEE LAUTNER TO RETURN TO OPEN SESSSION. The motion passed unanimously by a voice vote.

MOTION BY CLERK PRESTON, SECONDED BY TREASURER MIKOWSKI TO AUTHORIZE ATTORNEY BRAD WEIRDA TO PROCEED WITH ENFORCEMENT ACTION ON THE SETTLEMENT AGREEMENT BETWEEN THE TOWNSHIP AND FRANK NOVERR. The motion passed unanimously by a voice vote.

Supervisor Remarks

Supervisor Shaw submitted a written report and added that he was at the Timberlee water pumps with the engineers for final measurements before they bid the project. He also stated that the DNR approved our Marina Phase III plan so it will soon be ready for bid.

Trustee Remarks

None

Engineer's Report

None

Other Officer Remarks

Leelanau County 2nd District Commissioner Jim O'Rourke thanked the Board for their work and offered to answer any questions from the Board

Communications from the Clerk

Clerk Preston reported that the Clerk's office has been busy issuing and receiving absentee ballots

Discovery Pier Update/Matt McDonough

Mr. McDonough showed a slide presentation of the work accomplished to date and future plans in the works.

OLD BUSINESS

None

NEW BUSINESS

Housing North Proposal

Yarrow Brown presented the Housing North request for \$5000.00 from the Board to support the funding of a technical support housing expert. After discussion with the Board, Ms. Brown offered to send more information to the Board.

GTB 2% Grant Acceptance/Matching Funds

Fire Chief Keith Tampa explained his request for a budget amendment in order to authorize the matching funds necessary to accept the 2% grant for a cardiac monitor. MOTION BY CLERK PRESTON, SECONDED BY TRUSTEE DARGA TO ADOPT BUDGET AMENDMENT RESOLUTION 4 OF 2024. The motion passed 6-0 by a roll call vote.

Leelanau County Natural Hazard Mitigation Plan

The Natural Hazard Mitigation Plan is an update to the County plan that Elmwood Township adopted in 2015. This plan ensures that FEMA funds are available to the Township in case of a natural disaster. MOTION BY TRUSTEE LAUTNER, SECONDED BY TRUSTEE TREVAS TO ADOPT RESOLUTION 3 OF 2024 TO ADOPT THE NATURAL HAZARD MITIGATION PLAN. Motion passed 6-0 by a roll call vote.

Planning Commission, Zoning Board of Appeals, and Parks and Recreation

Appointments

MOTION BY TRUSTEE TREVAS, SECONDED BY CLERK PRESTON TO RE-APPOINT JONAH KUZMA TO A THREE -YEAR TERM ON THE ELMWOOD TOWNSHIP PLANNING COMMISSION FROM JUNE 1, 2024 TO MAY 31, 2027 AND ED BASILE TO A TWO- YEAR TERM ON THE ELMWOOD TOWNSHIP PARKS AND RECREATION COMMITTEE FROM JUNE 1, 2024 TO MAY 31, 2026. The motion passed unanimously by a voice vote.

MOTION BY CLERK PRESTON, SECONDED BY TRUSTEE DARGA TO APPOINT BRYAN CURRIE TO THE ELMWOOD TOWNSHIP ZONING BOARD OF APPEALS, THREE YEAR TERM FROM FEBRUARY 29, 2024 TO FEBRUARY 28, 2027 AND ALSO TO THE PARKS AND RECREATION COMMITTEE FOR A TWO -YEAR TERM FROM APRIL 1, 2024 TO MARCH 31, 2026. The motion passed unanimously by a voice vote.

Grounds Crew Discussion

Supervisor Shaw explained that our current buildings and grounds staff do a wonderful job but some are ready to retire soon. It may be time to hire a full-time, year- round buildings and grounds person. Supervisor Shaw requested that the Personnel Committee be directed to look into the position as far as duties and pay. There was consensus of the Board to have the Personnel Committee explore the position and would like a complete job description and skills list.

Payment of Invoices

MOTION BY TRUSTEE DARGA, SECONDED BY TRUSTEE TREVAS TO PAY THE INVOICES IN THE AMOUNT OF \$178,312.24. The motion passed unanimously by a voice vote.

PUBLIC COMMENT

None

Adjournment

Supervisor Shaw adjourned the meeting at 8:25 p.m.

DRAFT

**CHARTER TOWNSHIP OF ELMWOOD
SPECIAL BOARD MEETING
MARCH 4, 2024 IN THE TOWNSHIP HALL**

Call to Order:

Supervisor Shaw called the meeting to order at 10:00 a.m.

Roll Call:

Present: Jeff Shaw, Connie Preston, Chris Mikowski, Dave Darga, Kyle Trevas, and Jordan Gallagher

Excused: Terry Lautner

Declaration of Conflict of Interest

None

Public Comment: Jeff Krumm, Eric Currin, Jennifer Berkey

Agenda Approval

MOTION BY TRUSTEE DARGA, SECONDED BY CLERK PRESTON TO APPROVE THE AGENDA AS PRESENTED. The motion passed unanimously by a voice vote.

New Business

Consideration of the change order to include asbestos and paint inspection in the bidding for the demolition of marina buildings.

Wade Trim engineer Garth Bogart explained the need for an asbestos and lead paint inspection to be carried out as soon as possible so the report can be included in the bidding documents for marina building demolition. The contractors need to be able to include the cost for removal in their bids. MOTION BY TRUTEEE DARGA, SECONDED BY TRUSTEE TREVAS TO APPROVE \$3785.00 FOR THE INSPECTION WITH THE FUNDS COMING FROM THE MARINA FUND. The motion passed unanimously by a voice vote.

Consideration of the process for hiring a new harbormaster and discussion of a full-time building and grounds maintenance position.

The Board discussed the feasibility of the Harbormaster position being seasonal instead of year round and also hourly instead of salaried. If the position is seasonal, a full-time building and grounds maintenance person could monitor the bubblers. Treasurer Chris Mikowski is looking at software programs that could manage the seasonal slip contracts and would have no problem handling the contracts. The consensus of the Board was to advertise for a full-time seasonal harbormaster with an hourly rate of \$25.00 to \$30.00 per hour.

Michigan Broadband quote for security cameras and monitoring

Supervisor Shaw presented the quote for Michigan Broadband to finish installing the security cameras at the marina for \$1900.00 and a monthly fee of \$57.00 for monitoring the cameras. It was unclear if the \$1900.00 included the cost for the cameras or if that was

using the cameras we should be receiving from Elevate Net. Supervisor Shaw will get clarification.

T. Basch change order to salvage the light poles from the Brewery Creek parking lot.

Supervisor Shaw explained that the parking lot lights in Brewery Creek were very expensive and the salvaged light poles could be used for parts. The original contract called for disposing of the poles and not salvaging; therefore, T. Basch provided a quote of \$3250.00 to remove the concrete from the ends of the poles and haul them to the old fire station for storage. Mr. Bogart from Wade Trim suggested the grant coordinator be contacted to see if the Brownfield grant would cover the cost of salvaging the poles. He will contact the grant coordinator.

Public Comment

Slip Holder #165

Adjournment

Supervisor Shaw adjourned the meeting at 11:27 a.m.

Check Register Report

Date: 03/05/2024

Time: 12:11 pm

Page: 2

ELMWOOD TOWNSHIP

BANK: ONLINE PAYMENTS

Check Number	Check Date	Status	Void/Stop Date	Reconcile Date	Vendor Number	Vendor Name	Check Description	Amount
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ONLINE PAYMENTS Checks

500035	02/22/2024	Printed			S146	SUPERFLEET MASTERCARD ACCT FB627 PROGRAM		865.17
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Total Checks: 1	Checks Total (excluding void checks):	865.17
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Total Payments: 1	Bank Total (excluding void checks):	865.17
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Total Payments: 13	Grand Total (excluding void checks):	14,191.88
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Supervisor's Report

3/11/24

1. We will be in grievance mediation with Fire Union Local 5387 on Friday, March 8, 2024.
2. Sarah Clarren and I are meeting with the Leelanau County Road Commission, TART, TTCl and our Engineers on Friday, March 8, 2024 to continue discussions on the design of Cherry Bend Road and how to accommodate a multiuse trail and/or sidewalks.
3. We had our Board of Review organizational meeting on Tuesday, March 5, 2024. Board of Review members Bob Sokolnicki, Don Gallagher, Judy Platt and myself, along with Assessor Barbara Jones went over the rules and expectations for next weeks March Board of Review sessions. Board of Review will be conducted on Monday, March 11, 2024 from 3pm to 9pm and Tuesday, March 12, 2024 from 9am to 3pm.
4. The Elmwood Township Public Safety Committee met on March 4, 2024 to discuss the future of the Elmwood Township Fire and Rescue Department as it relates to Advanced Life Support (ALS) certification/licensing. Costs vs benefits, timing and millage implications were discussed. Expect the issue to be brought to the Elmwood Township Board in the near future.
5. I am attempting to get the cameras owed us from Elevate Net so Michigan Broadband can give us a solid quote on installation and monitoring.
6. I met with a company that partners with Priority Health to build outside workout courts. Priority Health gives a \$50,000 grant, but the Township cost would still be somewhere around \$200,000. With the seasonal restrictions for use that we have, I didn't include the information in your packet. I would suggest, if the Township was interested in additional courts, Pickleball courts would be used significantly more.
7. Thank you to Don Gallagher and Marvin Scott for helping move equipment and chairs to and from the old fire hall (precinct 2) for the February 27, 2024 election.
8. I was invited to participate in the Braver Angels workshop held in Suttons Bay from 1pm -4pm on Saturday, February 10, 2024. Braver Angels are a nation-wide organization that get "left and right leaning" citizens together to talk about differences and find middle ground.
9. I've gotten a couple quotes for "panic buttons," for the office but they are significantly different, so I will try to get more apples to apples quotes for next meeting. We should have a discussion regarding the lock system at the Township Hall and if we want to start to migrate toward key cards and an expandable security system.

Connie Preston

From: Jeff Shaw
Sent: Tuesday, March 05, 2024 11:45 AM
To: Connie Preston
Subject: FW: SenioRita pickleball request - Jeff Shaw

-----Original Message-----

From: Natalie Martin <nmartin1216@gmail.com>
Sent: Monday, February 26, 2024 6:20 PM
To: Jeff Shaw <supervisor@elmwoodmi.gov>; May Debbie <dmay317@gmail.com>; ICE - Natalie Martin <nmartin1216@gmail.com>
Subject: SenioRita pickleball request - Jeff Shaw

Elmwood Twp Trustees,
The SenioRita pickleball group would like to continue the late Rita Cheyne's tradition of community, camaraderie and exercise at Elmwood Park. In 2012, Rita organized a group of ladies that has grown to over 25 friends. We would like to reserve your pickleball/tennis courts on Monday, Wednesday and Friday from 9-noon during the months of May through October in 2024.

We appreciate your hospitality.

Sincerely,

SenioRitas

Natalie Martin
nmartin1216@gmail.com
740-703-3098
12045 S. Elk Run
Traverse City, MI 49684

Debbie May
dmay317@gmail.com
740-701-0724
12045 S. Elk Run
Traverse City, MI 49684

Connie Preston

From: Jeff Shaw
Sent: Thursday, February 08, 2024 9:33 AM
To: Connie Preston
Subject: FW: Tree Planting at DeYoung
Attachments: DY boundary map for mnrftf.jpg; LC DeYoung 2024 Layout.pdf

From: Emily Douglas <edouglas@leelanauconservancy.org>
Sent: Friday, February 2, 2024 3:02 PM
To: Jeff Shaw <supervisor@elmwoodmi.gov>
Cc: Becky Hill <bhill@leelanauconservancy.org>
Subject: Tree Planting at DeYoung

Hi Jeff,

We are working with the Conservation Resource Alliance to continue restoration efforts at the DeYoung Natural Area. We would like to plant trees and shrubs in a portion of DeYoung that includes Elmwood Township ownership. This site was selected for planting to increase water quality protection efforts of Cedar Lake and therefore Grand Traverse Bay. Please let me know if this would be OK with Elmwood Township, to plant this area of ownership. Also please let me know if you have any questions.

I will reach out to Michael at CRA who's the project lead and see if there will be any document to sign from your end but in the meantime, I just wanted to get this on your radar.

Ps. The boundary map shows where Elmwood Twp. ownership lies and the layout map is a zoom in of the planting zone, essentially buffering the road and runoff pollution from the pond. I believe half of the planting will fall into Elmwood Twp. based on the layout and boundaries.

Thank you,
Emily

Emily Douglas
Land Steward
edouglas@leelanauconservancy.org

Leelanau Conservancy
PO Box 1007
105 N First Street
Leland, MI 49654
Office: 231-994-3202

www.leelanauconservancy.org



Conserving the land,
water, and scenic character
of Leelanau County



Conservation Resource Alliance

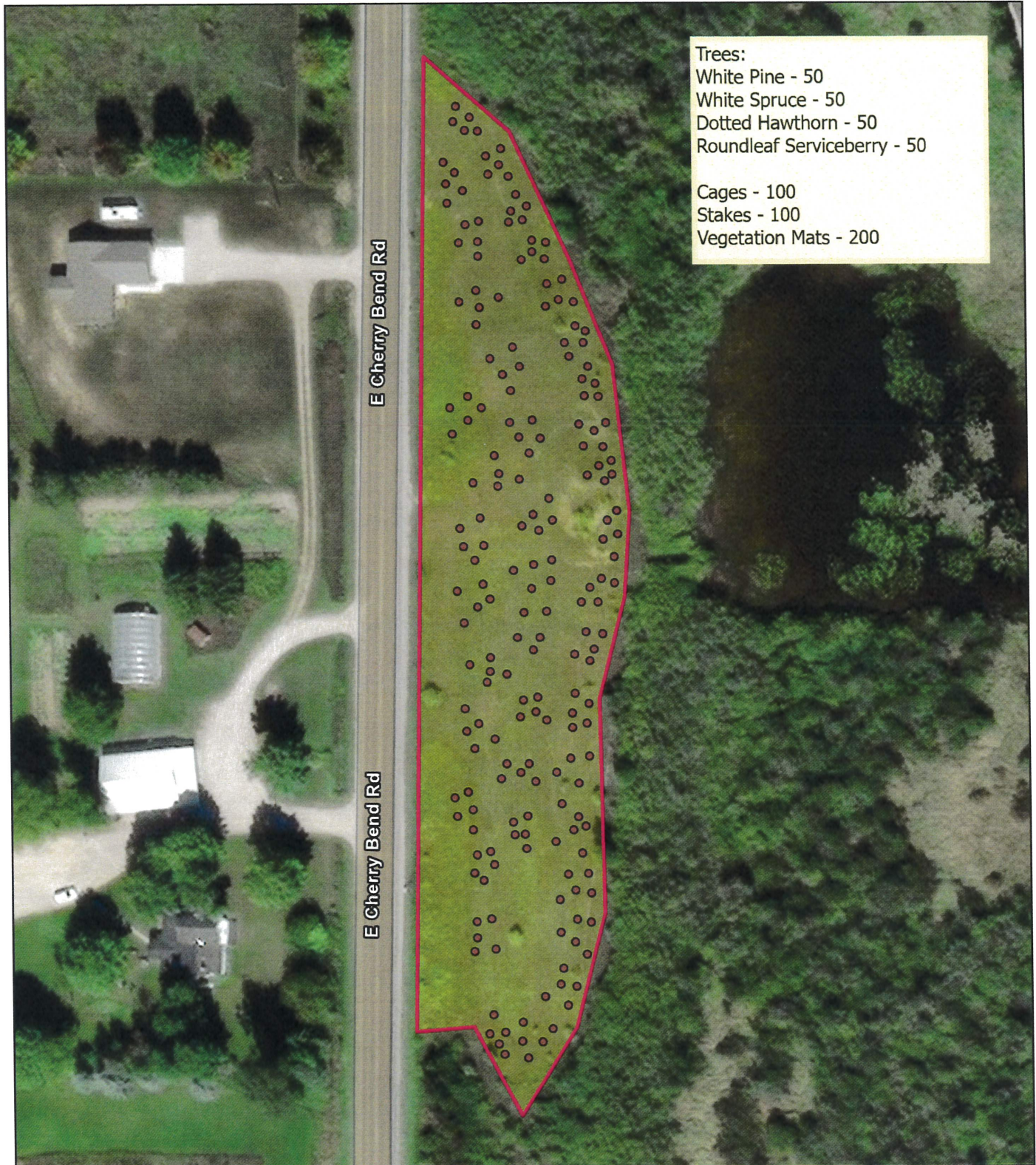
2024 Tree Planting Partner Commitment

Elmwood Township (Landowner) agrees to the proposed planting area at coordinates 44.807299, -85.653772, defined below, which will be planted by volunteers with support from Conservation Resource Alliance (CRA) and the Leelanau Conservancy (LC). The Landowner agrees to make the planting area accessible to CRA for annual monitoring of the survival of the plants for five years after the time of planting. LC may monitor plant survival on behalf of CRA during that time. The planting area is to be preserved and maintained as a reforestation effort. No trees or shrubs are to be willfully removed until maturity. The Landowner also agrees to the installation of protection measures on certain species prone to deer and wildlife browsing with protective structures in the form of tree tubes or metal cages and stakes. Future plantings to maintain proposed tree densities may also be necessary in future planting seasons. The Landowner agrees to future re-planting to maintain these densities.

- I agree as the owner of the property below that the defined planting area will be preserved and maintained as stated above.

Landowner, Elmwood Township Representative

Date



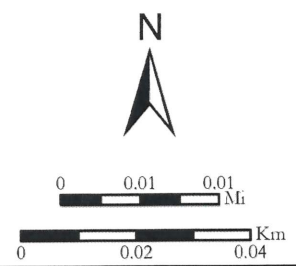
- Trees:
 White Pine - 50
 White Spruce - 50
 Dotted Hawthorn - 50
 Roundleaf Serviceberry - 50
- Cages - 100
 Stakes - 100
 Vegetation Mats - 200



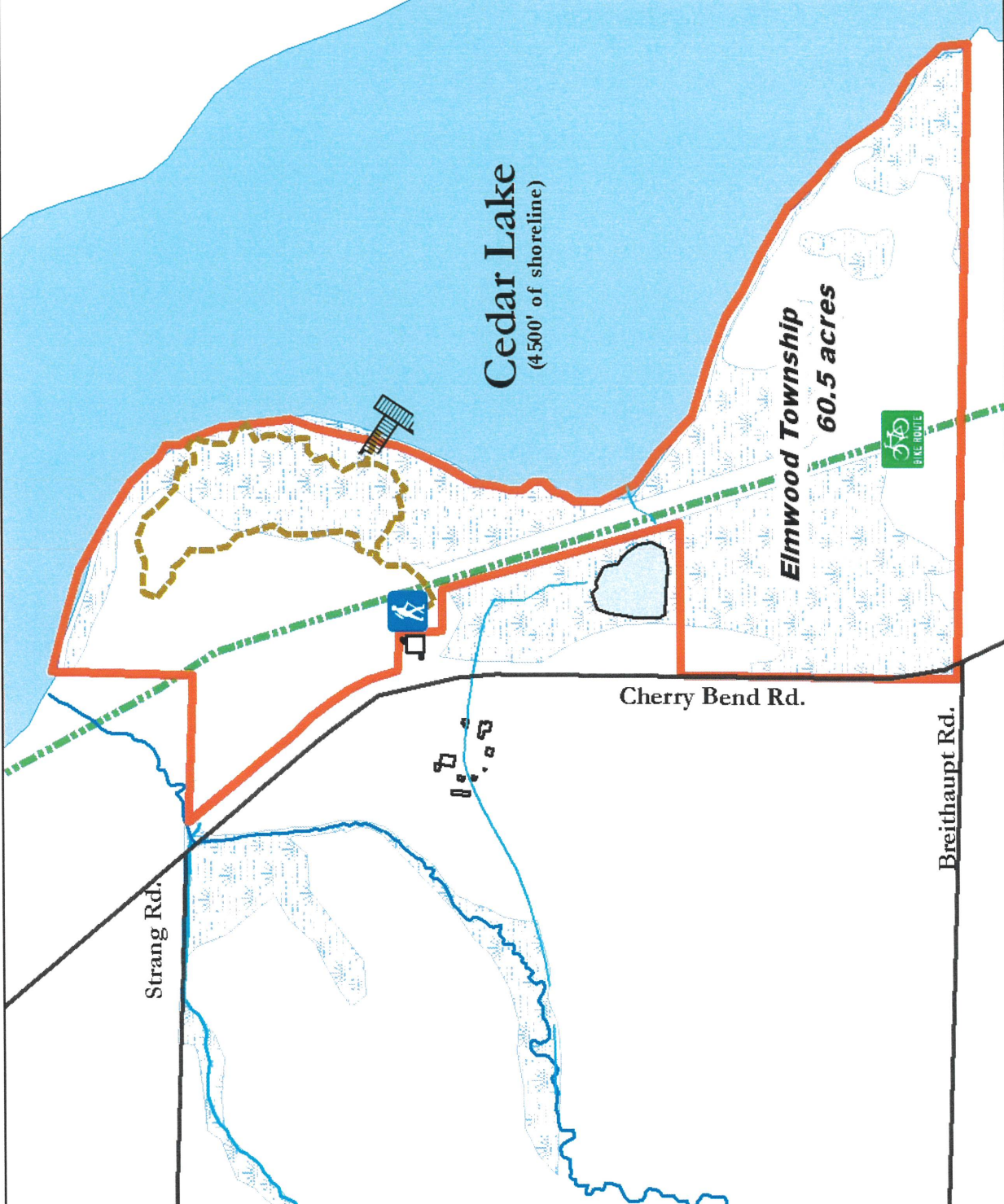
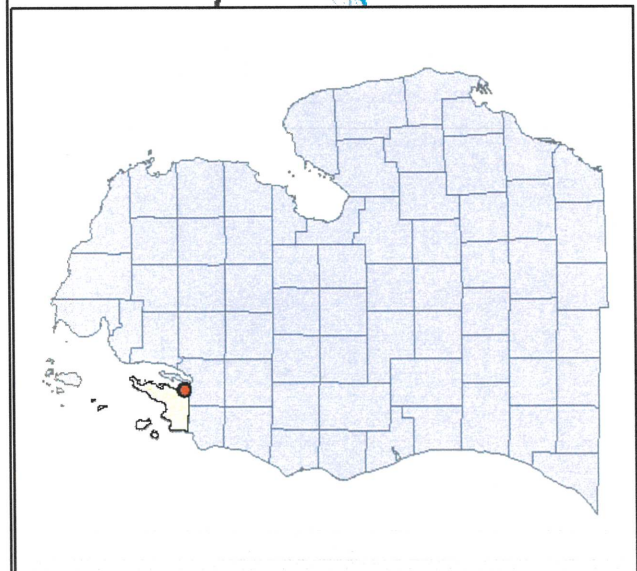
DeYoung Volunteer Planting Spring 24'

GTC Equalization/GIS, Esri, TomTom, Garmin, SafeGraph, FAO, METI/
 NASA, USGS, EPA, NPS, USFWS, Maxar, Microsoft, Esri Community Maps
 Contributors, GTC Equalization/GIS, © OpenStreetMap, Microsoft, Esri,
 TomTom, Garmin, SafeGraph, GeoTechnologies, Inc, METI/NASA, USGS,
 EPA, NPS, US Census Bureau, USDA, USFWS, Esri, CGIAR, USGS

2024



Coordinate System: NAD 1983 StatePlane Michigan Central FIPS 2112 Feet Intl



Legend

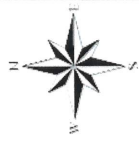
- Parking & Trailhead Kiosk
- Leelanau Bike Trail - T.A.R.T
- Cedar Lake Loop Hiking Trail
- Universal Access
- Fishing Pier

- Elmwood Township DeYoung Natural Area Acquisition 60.5 acres
- Cedar Lake
- Wetlands

Boundary Map of Aquired Area
Elmwood Township De Young Natural Area Acquisition Project
MNRTF Project # TF07-039
Section 20 & 21, T28N, R11W
Elmwood Twp., Leelanau Co., MI

0 255 510 1,020 1,530 2,040 Feet

Source: Michigan Center for Geographic Information, Dept. of Information Technology
 MDNR (MDES 1:24,000 scale)
 MDNR and NWMA Council of Governments



**ELMWOOD CHARTER TOWNSHIP
RESOLUTION 5 OF 2024
RESOLUTION ESTABLISHING POVERTY EXEMPTION
INCOME GUIDELINES AND ASSET TEST POLICY**

At a regular meeting of the Elmwood Charter Township Board held in the Elmwood Charter Township Hall, located at 10090 E. Lincoln Rd., Traverse City, Michigan on March 11, 2024 at 6:00 p.m.

PRESENT:

EXCUSED:

The following resolution was made by _____ and seconded by _____, to-wit:

Recitals

WHEREAS, the principal residence of persons who, in the judgment of the supervisor and board of review, by reason of poverty, are unable to contribute toward the public charges is eligible for exemption in whole or in part from the collection of taxes under the General Property Tax Act, being Act 206 of the Public Acts of 1893, as amended; and

WHEREAS, the township board is required by Section 7u of the General Property Tax Act, MCL 211.7u, to adopt guidelines for poverty exemptions.

Resolution

NOW, THEREFORE, BE IT RESOLVED that the Elmwood Charter Township Board hereby establishes the following poverty exemption income guidelines and asset test policy:

**POVERTY EXEMPTION INCOME
GUIDELINES AND ASSET TEST POLICY**

- A. This policy applies to the principal residence of individuals and does not apply to the property of a corporation. For the purposes of this policy, "principal residence" means either of the following:
 - 1. The one place where an owner of the property has his or her true, fixed, and permanent home to which, whenever absent, he or she intends to return and that shall continue as a principal residence until another principal residence is established. Except as otherwise provided in this subdivision, principal residence includes only that portion of a dwelling or unit in a multiple-unit dwelling that is subject to ad valorem taxes and that is owned and occupied by an owner of the dwelling or unit. Principal

residence also includes all of an owner's unoccupied property classified as residential that is adjoining or contiguous to the dwelling subject to ad valorem taxes and that is owned and occupied by the owner. Principal residence also includes all of an owner's unoccupied property classified as timber-cutover real property under section 34c that is adjoining or contiguous to the dwelling subject to ad valorem taxes and that is owned and occupied by the owner. Contiguity is not broken by boundary between local tax collecting units, a road, a right-of-way, or property purchased or taken under condemnation proceedings by a public utility for power transmission lines if the 2 parcels separated by the purchased or condemned property were a single parcel prior to the sale or condemnation. Except as otherwise provided in this subdivision, principal residence also includes any portion of a dwelling or unit of an owner that is rented or leased to another person as a residence as long as that portion of the dwelling or unit that is rented or leased is less than 50% of the total square footage of living space in that dwelling or unit. Principal residence also includes a life care facility registered under the living care disclosure act, 1976 PA 440, MCL 554.801 to 554.844. Principal residence also includes property owned by a cooperative housing corporation and occupied by tenant stockholders. Property that qualified as a principal residence shall continue to qualify as a principal residence for 3 years after all or any portion of the dwelling or unit included in or constituting the principal residence is rented or leased to another person as a residence if all of the following conditions are satisfied:

- (a). The owner of the dwelling or unit is absent while on active duty in the armed forces of the United States.
- (b). The dwelling or unit would otherwise qualify as the owner's principal residence.
- (c). Except as otherwise provided in this subparagraph, the owner files an affidavit with the assessor of the local tax collecting unit on or before May 1 attesting that it is his or her intent to occupy the dwelling or unit as a principal residence upon completion of active duty in the armed forces of the United States.

2. "Qualified agricultural property," which is defined to mean unoccupied property and related buildings classified as agricultural, or other unoccupied property and related buildings located on that property devoted primarily to agricultural use as defined in section 36101 of the natural resources and environmental protection act, 1994 PA 451, MCL 324.36101. Related buildings include a residence occupied by a person employed in or actively involved in the agricultural use and who has not claimed a principal residence exemption on other property. Property shall not lose its status as qualified agricultural property as a result of an owner or lessee of that property implementing a wildlife risk mitigation action

plan. Property used for commercial storage, commercial processing, commercial distribution, commercial marketing, or commercial shipping operations or other commercial or industrial purposes is not qualified agricultural property. A parcel of property is devoted primarily to agricultural use only if more than 50% of the parcel's acreage is devoted to agricultural use or if more than 50% of the parcel's acreage is devoted to a combination of agricultural use and is exempt under MCL 2117jj(1) as qualified forest property. An owner shall not receive an exemption for that portion of the total state equalized valuation of the property that is used for a commercial or industrial purpose or that is a residence that is not a related building. As used in this subdivision, "Wildlife risk mitigation action plan" means a written plan consisting of one or more projects to help reduce the risks of a communicable disease spreading between wildlife and livestock that is approved by the department of agriculture under the animal industry act, 1988 PA 466, MCL 287.701 to 287.746.

- B. A property owner(s) seeking an exemption under this policy shall file an application for the exemption with the board of review on a form prescribed by the state tax commission and provided by the township assessor after January 1 but before the day prior to the last day of the board of review.
- C. To be eligible for exemption under this policy, a property owner(s) shall comply with all of the following requirements on an annual basis:
 - (a). Be an owner of and occupy as a principal residence the property for which an exemption is requested. A property owner(s) shall affirm this ownership and occupancy status in writing by filing a form prescribed by the state tax commission with the township assessor.
 - (b). File a claim with the board of review on a form prescribed by the state tax commission and provided by the township assessor accompanied by federal and state income tax returns for all persons residing in the principal residence, including any property tax credit returns, filed in the immediately preceding year or in the current year. Federal and state income tax returns are not required for a person residing in the principal residence if that person was not required to file a federal or state income tax return in the tax year in which the exemption under this section is claimed or in the immediately preceding tax year. If a person was not required to file a federal or state income tax return in the tax year in which the exemption under this section is claimed or in the immediately preceding tax year, an affidavit in a form prescribed by the state tax commission may be accepted in place of the federal or state income tax return. The filing of a claim under this subsection constitutes an appearance before the board of review for the

purpose of preserving the claimant's right to appeal the decision of the board of review regarding the claim.

- (c). Produce a valid driver's license or other form of identification if requested by the supervisor or board of review.
- (d). Produce a deed, land contract, or other evidence of ownership of the property for which an exemption is requested if required by the supervisor or board of review.
- (e). Meet the income and asset guidelines provided in this policy.

D. To be eligible for exemption under this policy, a property owner(s) shall meet the federal poverty income guidelines published in the prior calendar year in the Federal Register by the United States Department of Health and Human Services under its authority to revise the poverty line under 42 USC 9902. For 2022 the federal poverty income guidelines are as follows:

<u>Size of Family/Household</u>	<u>Maximum Total Income</u>
1	\$14,580
2	\$19,720
3	\$24,860
4	\$30,000
5	\$35,140
6	\$40,280
7	\$45,420
8	\$50,560
For each additional person add	\$5,140

E. To be eligible for exemption under this policy a person shall not own real and personal property with a fair market value greater than \$5,000. For purposes of determining the maximum asset level, the following property shall be exempt: (1) the principal residence of the property owner(s), (2) one motor vehicle regardless of use, (3) motor vehicles and other vehicles used exclusively for business purposes, and (4) the proceeds from the sale of the principal residence of the property owner(s) if the sale occurred in the previous 12 months.

F. The Elmwood Charter Township Board of Review shall follow this policy when deciding whether to granting or denying an exemption under this policy. If a property owner(s) claiming an exemption under this policy is qualified under Paragraphs D and E of this policy, the board of review shall grant the exemption in whole or in part, as follows:

(a). A full exemption equal to a 100% reduction in taxable value for the tax year in which the exemption is granted.

(b). A partial exemption equal to 1 of the following:

(i). A 75%, 50% or 25% reduction in taxable value for the tax year in which the exemption is granted.

(ii). As approved by the state tax commission, any other percentage reduction in taxable value for the tax year in which the exemption is granted, applied in a form and manner prescribed by the state tax commission.

YES:

NO:

RESOLUTION DECLARED ADOPTED.

ELMWOOD CHARTER TOWNSHIP

By: _____
Jeff Shaw, Supervisor

I, the undersigned, the Clerk of the Charter Township of Elmwood, Leelanau County, Michigan, do hereby certify that the foregoing is a true and complete copy of certain proceedings taken by said municipality at its regular meeting held on March 13, 2023 relative to adoption of the resolution therein set forth; that said meeting was conducted and public notice of said meeting was given pursuant to and in full compliance with the Open Meetings Act, being Act 267, Public Acts of Michigan, 1976, and that the minutes of said meeting were kept and will be or have been made available as required by said Act.

Dated: March 11, 2024

Connie M. Preston, Clerk



STATE OF MICHIGAN
DEPARTMENT OF TRANSPORTATION
LANSING

GRETCHEN WHITMER
GOVERNOR

BRADLEY C. WIEFERICH, P.E.
DIRECTOR

Offer to Purchase

February 20, 2024

Township of Elmwood
Attn: C/O Township Clerk
10090 E Lincoln Rd
Traverse City, Michigan 49684

Dear Owner(s):

Subject: CS: 45071, JN: 204066, Parcel: 7037
Address: 13488 S West-Bay Shore Dr, County: Leelanau

The Michigan Department of Transportation (MDOT) has an upcoming project along M-72 and M-22. We are interested in acquiring Consent to Grade Drive rights to your property located at 13488 S West-Bay Shore Dr in Leelanau County as set forth in the attached Addendum(a). In accordance with state and federal regulations governing the acquisition of property by MDOT, this letter is MDOT's offer to purchase these rights based on the terms and conditions contained herein. Please note that MDOT is not making this offer under the threat of condemnation. If an agreement regarding the purchase cannot be reached, MDOT will discontinue negotiations and cease this transaction.

If you agree, MDOT will purchase the rights to your property described as set forth in the attached Addendum(a).

This offer is based upon the valuation set forth in the enclosed market study report.

MDOT's offer for the property rights to be purchased is itemized below:

Type	Amount
Consent to Grade Drive	\$1,400.00
TOTAL	\$1,400.00

Acceptance of Offer

The undersigned accept(s) the Michigan Department of Transportation's (MDOT's) offer of \$1,400.00 for the property described in MDOT's offer dated 02/20/2024. Furthermore, the undersigned agree(s) to the following terms and conditions set forth in the attached Addendum(a):

Signature: _____

Signed Date: _____

Signatory Name: _____

Signatory Title: _____

Witness Signature: _____

Witness Date: _____

Witness Name: _____

Signature: _____

Signed Date: _____

Signatory Name: _____

Signatory Title: _____

Witness Signature: _____

Witness Date: _____

Witness Name: _____

CONTROL SECTION 45071	JOB NUMBER 204066	PARCEL 7037
OWNER OF RECORD Township of Elmwood - C/O Township Clerk		
PROPERTY TAX CODE 004-033-093-10		

Legal Description: Consent to Grade Drive

Station # 29+30 Left

A consent to grade drives located at approximate stations 29+30 Left, over and across the following described Tract "A" (See Plan sheet)

The land described above for temporary grading purposes contains an area of 1260 square feet, more or less.

Tract "A"

PT GOVT LOT 2 NE 1/4 SEC 33 COM SW COR SD SEC TH N 200 FT TH S 89 DEG 12' E 1489.10 FT TO WLY ROW WEST BAY SHORE DR (A/K/A HWY M-22) TH ALG SD ROW S 08 DEG 42'16" W 45 FT TO POB TH S 09 DEG 48'58" W 50 FT TH N 89 DEG 12' W 60 FT TH N 00 DEG 48' E 49.38 FT TH S 89 DEG 12' E 67.84 FT TO POB SEC 33 T28N R11W

CONTROL SECTION 45071	JOB NUMBER 204066	PARCEL 7037
OWNER OF RECORD Township of Elmwood - C/O Township Clerk		
PROPERTY TAX CODE 004-033-093-10		

Legal Description: Consent to Grade Drive

Station # 29+30 Left

A consent to grade drives located at approximate stations 29+30 Left, over and across the following described Tract "A" (See Plan sheet)

The land described above for temporary grading purposes contains an area of 1260 square feet, more or less.
Tract "A"

PT GOVT LOT 2 NE 1/4 SEC 33 COM SW COR SD SEC TH N 200 FT TH S 89 DEG 12' E 1489.10 FT TO WLY ROW WEST BAY SHORE DR (A/K/A HWY M-22) TH ALG SD ROW S 08 DEG 42'16" W 45 FT TO POB TH S 09 DEG 48'58" W 50 FT TH N 89 DEG 12' W 60 FT TH N 00 DEG 48' E 49.38 FT TH S 89 DEG 12' E 67.84 FT TO POB SEC 33 T28N R11W

Signature: _____

Signed Date: _____

Signatory Name: _____

Signatory Title: _____

Witness Signature: _____

Witness Date: _____

Witness Name: _____

Signature: _____

Signed Date: _____

Signatory Name: _____

Signatory Title: _____

Witness Signature: _____

Witness Date: _____

Witness Name: _____

CONTROL SECTION 45071	JOB NUMBER 204066	PARCEL 7037
OWNER OF RECORD Township of Elmwood - C/O Township Clerk		
PROPERTY TAX CODE 004-033-093-10		

COMPENSATION SUMMARY

Area (Sqft)	Price/Sqft	Subtotal	Factor	Line Total	EJC Amount
Consent to Grade Drive	\$12.00	\$15,120.00	9%	\$1,361	\$1,400

Total \$1,361

Total Estimated Just Compensation \$1,400

Parcel: 7037 CS: 45071 Job ID: 204066
 Owner of Record: Township of Elmwood - C/O Township Clerk

YOUNG, GRAHAM & WENDLING, P.C.

Attorneys at Law
104 E. Forest Home Ave., P.O. Box 398
Bellaire, Michigan 49615
(231) 533-8635
Facsimile (231) 533-6225
www.upnorthlaw.com

Bryan E. Graham

Peter R. Wendling

M E M O R A N D U M

TO: Jeff Shaw, Supervisor **VIA EMAIL**
Elmwood Charter Township

FROM: Bryan E. Graham BEG

DATE: February 23, 2024

SUBJECT: Review of MDOT's offer to purchase temporary easement for grading purposes (Consent to Grade Drive)

I have now reviewed MDOT's offer to purchase what the department calls a Consent to Grade Drive over the township's property located at 13488 S. West Bay Shore Drive. This is in essence a temporary grading easement that is effective only during MDOT's upcoming road project. If the township approves, then MDOT is willing to pay the township \$1,400. The township should note that this offer is valid only until March 21, 2024.

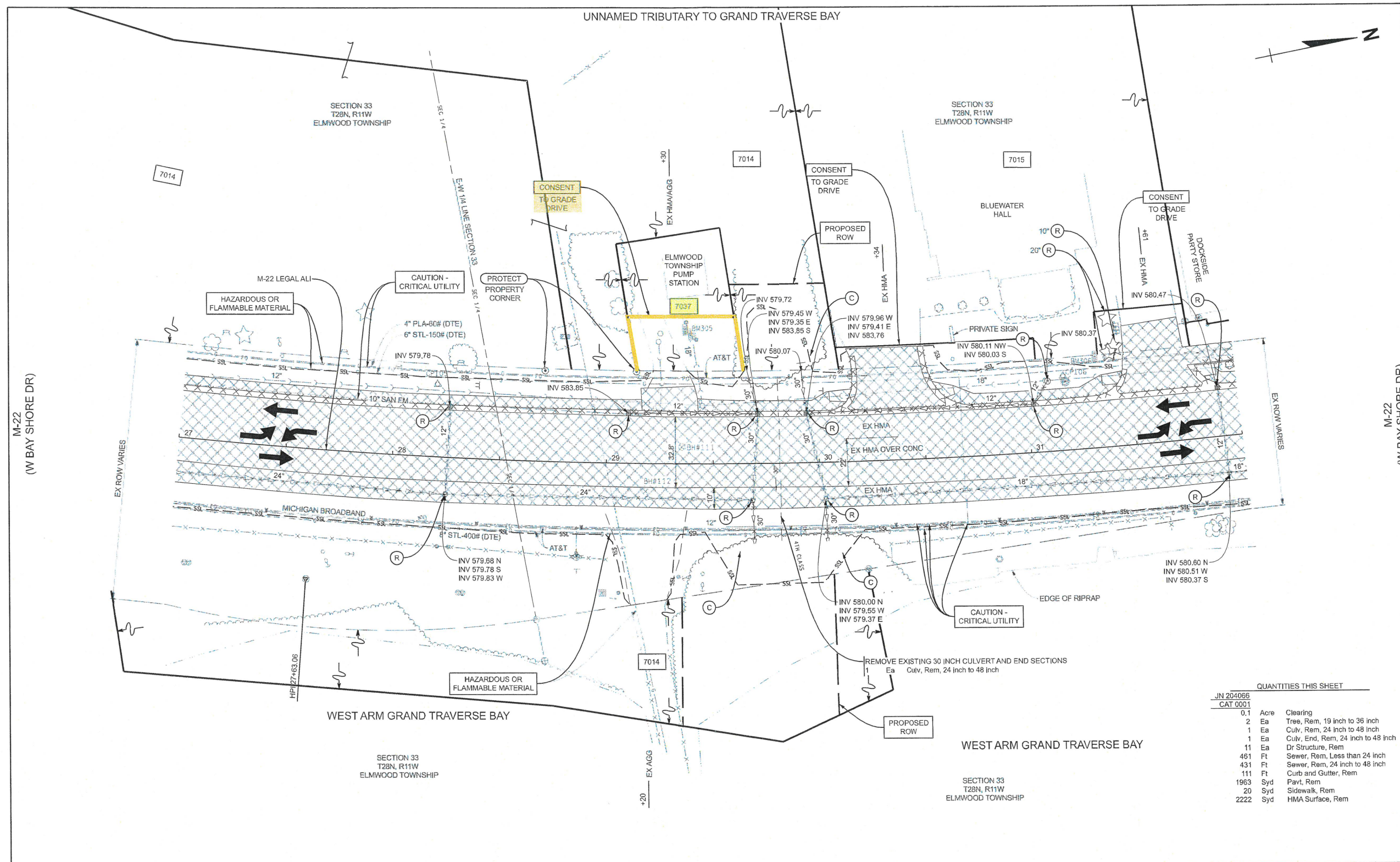
Pursuant to the Consent instrument, the township would be granting to MDOT the Consent to Grade,

including, but not limited to, the right to any drainage structure replacement or repair, the right to remove trees, shrubs, and vegetation as necessary in the judgment of the Michigan Department of Transportation and the right of temporary occupancy by public utilities, effective from start of project to completion of project.

I have no objection to the offer and the Consent instrument. The township, however, should understand that it is under no legal obligation to approve this offer. The township's decision is strictly a policy choice.

If there are any questions, please let me know.

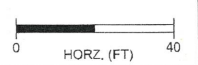
BEG



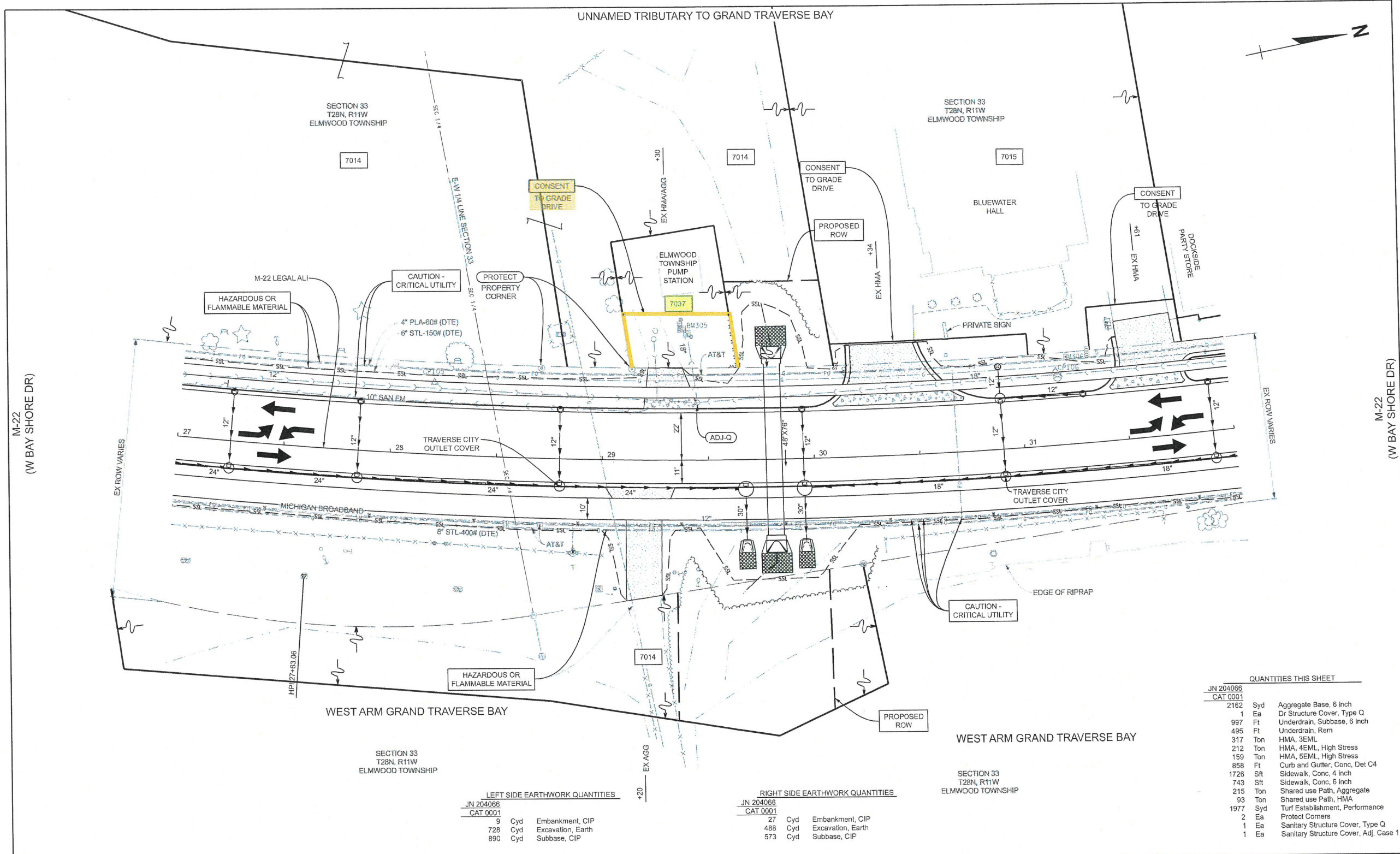
QUANTITIES THIS SHEET

NO.	UNIT	DESCRIPTION
JN 204066		
CAT 0001		
0.1	Acres	Clearing
2	Ea	Tree Rem, 19 inch to 36 inch
1	Ea	Culv. Rem, 24 inch to 48 inch
1	Ea	Culv. End, Rem, 24 inch to 48 inch
11	Ea	Dr Structure, Rem
461	Ft	Sewer, Rem, Less than 24 inch
431	Ft	Sewer, Rem, 24 inch to 48 inch
111	Ft	Curb and Gutter, Rem
1963	Syd	Pavt, Rem
20	Syd	Sidewalk, Rem
2222	Syd	HMA Surface, Rem

FINAL ROW PLAN REVISIONS				SUBMITTAL DATE:				DRAWING	SHEET
NO.	DATE	AUTH.	DESCRIPTION	NO.	DATE	AUTH.	DESCRIPTION		
								M-22 REM 006	SECT 1



DATE: 09/29/23	CS: 45071	REMOVAL	DRAWING	SHEET
DESIGN UNIT: PORATH	JN: 204066			
TSC: TRAVERSE CITY	FILE: 204066_M22_REM006.dgn	M-22 STA 27+00 TO STA 32+00		



LEFT SIDE EARTHWORK QUANTITIES

JN 204066			
CAT 0001	9	Cyd	Embankment, CIP
	728	Cyd	Excavation, Earth
	890	Cyd	Subbase, CIP

RIGHT SIDE EARTHWORK QUANTITIES

JN 204066			
CAT 0001	27	Cyd	Embankment, CIP
	488	Cyd	Excavation, Earth
	573	Cyd	Subbase, CIP

QUANTITIES THIS SHEET

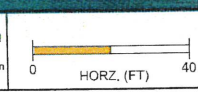
JN 204066			
CAT 0001	2162	Syd	Aggregate Base, 6 inch
	1	Ea	Dr Structure Cover, Type Q
	997	Ft	Underdrain, Subbase, 6 inch
	495	Ft	Underdrain, Rem
	317	Ton	HMA, 3EML
	212	Ton	HMA, 4EML, High Stress
	159	Ton	HMA, 5EML, High Stress
	858	Ft	Curb and Gutter, Conc, Det C4
	1726	Sft	Sidewalk, Conc, 4 inch
	743	Sft	Sidewalk, Conc, 6 inch
	215	Ton	Shared use Path, Aggregate
	93	Ton	Shared use Path, HMA
	1977	Syd	Turf Establishment, Performance
	2	Ea	Protect Corners
	1	Ea	Sanitary Structure Cover, Type Q
	1	Ea	Sanitary Structure Cover, Adj, Case 1

FINAL ROW PLAN REVISIONS				SUBMITTAL DATE:							DATE: 09/29/23	CS: 45071	CONSTRUCTION	DRAWING SHEET
NO.	DATE	AUTH	DESCRIPTION	NO.	DATE	AUTH	DESCRIPTION				DESIGN UNIT: PORATH	JN: 204066		M-22 STA 27+00 TO STA 32+00
FILE: 204066_M22_CON006.dgn										TSC: TRAVERSE CITY				



FINAL ROW PLAN REVISIONS				SUBMITTAL DATE:			
NO.	DATE	AUTH.	DESCRIPTION	NO.	DATE	AUTH.	DESCRIPTION



FILE: 204066_M22_CON006.dgn
 DATE: CS: 45071
 DESIGN UNIT: PORATH
 TSC: TRAVERSE CITY

CS: 45071
 JN: 204066

CONSTRUCTION
 M-22 STA 27+00 TO STA 32+00

DRAWING SHEET
 M-22 CON 006 SECT 1

QUANTITIES THIS SHEET

1	Excavation	8	Cyd	Excavation, 15' Deep
2	Excavation	725	Cyd	Excavation, 15' Deep
3	Excavation	890	Cyd	Excavation, 15' Deep

LEFT SIDE EARTHWORK QUANTITIES
 JN 204066
 CAT 0031
 8 Cyd Excavation, 15' Deep
 725 Cyd Excavation, 15' Deep
 890 Cyd Excavation, 15' Deep

RIGHT SIDE EARTHWORK QUANTITIES
 JN 204066
 CAT 0031

Planning/ Zoning Department
planner@elmwoodmi.gov

Elmwood Charter Township
10070 E. Lincoln Rd.
Traverse City, MI 49684

Contact Information
Ph: (231) 946-0921
Fax: (231) 946-9320

To: Elmwood Township Board

From: Sarah Clarren, Planner/Zoning Administrator

Date: March 6, 2024

RE: Comprehensive Plan RFP

The Michigan Planning Enabling Act requires the Planning Commission to review its Master Plan (Comprehensive Plan) every five years. A Comprehensive Plan is a guide for development within a community and any Site Plan Review, Special Use Permit, or amendment to the Zoning Ordinance must further the goals and objectives within the Plan. Our original plan was adopted in 1999. It was next amended in 2018, but our Plan indicates that much of the text remained the same as the 1999 Plan, with an exception of including a 2013 survey.

When preparing the budget, we were intending on sending the Plan out. The RFP has been prepared and is enclosed for review.

The Planning Commission discussed the RFP at its 3/5/24 special meeting and through a 6-0 vote, voted to 1) direct Staff to send out notices to the appropriate agencies indicating the intent to plan and to 2) recommend the Township Board approve the RFP as drafted and discussed and distribute accordingly.

Therefore, if the Board is in agreement to send the RFP out as drafted, please make the following motion:

Motion: to authorize Staff to distribute the RFP as (drafted / discussed) and distribute accordingly.

**Community Comprehensive Plan
Charter Township of Elmwood, MI**

**Distribution Date: TBD (earliest date of March 14)
Submittal Deadline: TBD (planning for April 11)**

Request for Proposals

1. Introduction.

The Charter Township of Elmwood hereby requests proposals from qualified planning professionals to assist in the preparation of a Comprehensive Plan which was last updated in 2018, with a 2013 survey.

2. Submittal Requirements.

Sealed submittals marked “Elmwood Comprehensive Plan” must be delivered to Elmwood Township, 10090 E Lincoln Road, Traverse City, MI 49684 no later than **2:00 pm, TBD (2), 2024**.

Any questions concerning this RFP are to be directed to:
Sarah Clarren, Township Planner/Zoning Administrator
10090 E Lincoln Road, Traverse City, MI 49684
P: (231) 946-0921
E: planner@elmwoodmi.gov

Three (3) printed copies (double-sided preferred) with a flash drive of the proposal must be received via mail or hand delivery at the above address no later than 2:00 pm on **TBD (2), 2024**. Each proposal must be clearly marked on the outside envelope with “Elmwood Comprehensive Plan.” The Township may choose not to accept any RFP submittal by any method other than stated in the RFP. The Township reserves the right to cancel or modify this solicitation at any time. Faxed or electronic submissions will not be accepted.

The Township anticipates the Comprehensive Plan will take twelve (12) to sixteen (16) months to complete, from contract award to plan adoption, and is anticipated to begin in mid-May 2024. Sarah Clarren, Planner/Zoning Administrator will be the main contact for the project.

3. Community Background and Project Overview

The Charter Township of Elmwood is a proud community in Leelanau County. You’ll find Elmwood nestled along West Grand Traverse Bay, just north of Traverse City. The Township has a deep-rooted agricultural legacy with a strong desire to protect, but bolster farmlands and open space. Over the last decade there has been steady growth—in both the population as well as commercial developments. In recent years, the Township has witnessed a not so slow shift from serving as a bedroom community for Traverse City, to a destination to live, work, and play.

- b. Climate. Incorporate climate data throughout the Plan to ensure sustainable development as well as efforts to preserve the changing shoreline. Also provide recommendations to incorporate the MI Healthy Climate Plan into Township Planning efforts.
- c. Connectivity and Multi-Modal Transit. Explore opportunities for enhancing public transportation, better road systems, and non-motorized transportation.
- d. Bridging Communities. Broad analysis of abutting communities' regulations and plans (i.e. Recreation Plans, Comprehensive Plans, etc.) and provide recommendations for aligning community needs and goals.
- e. Area Analysis. 1) Review existing commercial corridor along M22 as well as on Cherry Bend Rd and provide recommendations to improve blighted areas, parking and traffic issues, 2) Review data (i.e. soil, elevations, existing land use, etc.) and provide examples of areas that could be utilized as an Agricultural Protection Overlay District, coupled with recommendations on regulations within said District.

4. Scope of Services and Deliverables

The following professional planning services and general scope of work is anticipated. However, consultants are encouraged to expand on this description and to suggest alternative approaches they believe will better achieve the Township's objectives.

- a. **Public Participation**. The consultant shall specify how and when the public will be engaged throughout the planning process to address components listed in the project overview. At minimum, the Township seeks an extensive survey to be sent to all residents and business owners.
- b. **Project Orientation**. At the beginning of the project, the Consultant shall meet with Township Staff and the Planning Commission for a project orientation meeting. The meeting shall provide an understanding of project process, goals, and schedule.
- c. **Goals and Issue Identification**. The Consultant shall gather broad-based input to develop a vision for Elmwood, identify and orient toward the community's values and principles, and to address the key topic areas as well as requirements within MPEA. Data analysis shall be done on input that is obtained from the Township Board, Township Commissions, Committees, and Boards, Township Staff, nearby municipalities, the public, associated stakeholders, and others. This shall be done through outreach, including a minimum of two community visioning sessions to identify community assets, weaknesses, barriers, connections, and goals. Action items to reach identified goals shall be developed. Visual aids, including charts, tables, maps, etc. shall be created by the Consultant.
- d. **Draft Plan Document**. In consideration of the Township's vision, the consultant shall address the key topic areas in a draft Comprehensive Plan document. A minimum of one listening session or charette will be held on the draft document.
- e. **Revised Draft Plan Document**. Based on input on the draft plan document, the consultant shall create a revise the draft plan for public input.

that would serve the Township, together with any added reimbursable costs for such expenses as printing, mileage, data or sub-consultant. Also include an hourly rate for any items beyond the project scope that may be added by mutual agreement.

Elmwood Charter Township shall not be liable for any costs incurred by consultant in responding to this request for proposal/request for qualification.

6. Evaluation and Consultant Selection

- A. A selection committee consisting of Township Staff, a member of the Planning Commission and a member of the Township Board will review the submitted proposals. The proposals will be evaluated on the overall qualifications, experience, and competence of the consultant and staff, prior experience in similar projects, experience in handling public relations and public participation, a check of references, understanding of the project, proposed project approach, proposed budget, and interview.
- B. A short list of consultants will be selected for interviews and virtual interviews will be entertained.
- C. After the interviews, the committee will present a recommendation to the Township Board for final approval.
- D. Once a consultant has been selected contract negotiations will commence.
- E. The Township has the right to reject any and all submittals, waive any irregularities, re-issue all or part of this RFP and not award any contract, all at its discretion and without penalty.

7. Conditions and Limitations

- A. Proposals that do not include all the submittal requirements outlined herein may not be considered.
- B. At the Township's sole discretion, the Township may choose to republish this RFP.
- C. Until such time the professional services agreement is executed, there are no express or implied obligations or commitments on the part of either the Township or the Consultant concerning either this RFP or any proposal associated with it.
- D. At the Township's sole discretion and with notice being provided to the Consultants, the Township may amend the Selection Process and/or Tentative Project Schedule at any time.
- E. If warranted, any updates, revisions or modifications to this RFP shall be posted on the Township of Elmwood's website during the advertising period, and it shall be the responsibility of the Consultant to review the website during the advertising period to verify if any such updates, revisions or modifications have been made to this RFP.
- F. The selection of a Consultant and the execution of a contract, while anticipated, is not guaranteed by the Township and the Township reserves the right to determine which proposal represents the Township's best interest and to award the contract on that basis.
- G. The Township Board will consider the final contract for award to the selected Consultant.
- H. Proposals submitted to the Township are a matter of public record and may become public in the future through the review and selection process or through data requests made by the public. By submitting materials for the Township's consideration pursuant to this RFP, the Consultant is waiving any claim of confidentiality, trade secrets or privilege with respect to materials submitted.

Planning/ Zoning Department
planner@elmwoodmi.gov

Elmwood Charter Township
1000 E. Lincoln Rd.
Traverse City, MI 49684

Contact Information
Ph: (231) 946-0921
Fax: (231) 946-9320

To: Elmwood Township Board

From: Sarah Clarren, Planner/Zoning Administrator

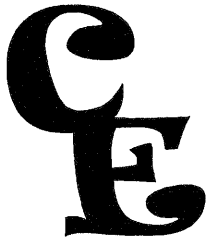
Date: March 5, 2024

RE: Cherry Square Condominiums Request

Enclosed is a letter from Crain Engineering, LLC. This letter details that Cherry Square Condominiums is currently seeking a permit from EGLE to replace its community septic system. In this permitting process, a signed statement from the local unit of government is needed detailing whether it accepts or declines responsibility for the system.

As Crain Engineering, LLC is requesting the Board decline responsibility, the following motion is recommended:

Motion to authorize the Township Supervisor to submit a letter to Crain Engineering, LLC indicating that Elmwood Township declines the responsibility of the private community septic system for Cherry Square Condominiums.



Crain Engineering, LLC
Engineering, Consulting & Design

7622 Bott Road
Buckley, MI 49620
Cell: (231) 632-4207
crainengineeringllc@gmail.com

March 5, 2024

Jeff Shaw
Elmwood Township
10090 E Lincoln Road
Traverse City, MI 49684

Dear Jeff:

Cherry Square Condominiums is working with EGLE and Leelanau County Health Department on the replacement of the community septic system and Cherry Square Condominiums with their private community septic system that will be governed and permitted by the Leelanau County Health Department and EGLE under a Part 41 permit process. As part of the process the Local Unit of Government(LUG) needs to decline the responsibility with a signed statement by the Township Board to accept or decline any responsibility of the community septic system. The condominium association, Cherry Square Condominiums, will be the responsible party for the operation and maintenance for the septic system. The association will have a restrictive covenant, septic system operator and funds set aside in escrow for operations, repairs and maintenance of the septic system.

I am asking for a signed statement by the Township Board/Supervisor, the Local Unit of Government(LUG), Elmwood Township declines the responsibility of the private community septic system of Cherry Square Condominiums, located on S Timberlee Drive, Traverse City, MI 49684, parcel #004-400-900-00, Section 13, Town 28 North, Range 12 West, Elmwood Township, Leelanau County, Michigan.

Sincerely,

Crain Engineering, LLC.

William Crain

William Crain, P.E.
Project Manager