

## CHARTER TOWNSHIP OF GARFIELD TOWNSHIP BOARD MEETING

Tuesday, June 10, 2025 at 6:00pm  
Garfield Township Hall  
3848 Veterans Drive  
Traverse City, MI 49684  
Ph: (231) 941-1620

### **AMENDED 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 Amended 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 27, 2025 regular meeting  
(Recommend Approval)
- b. Bills -  
General Fund \$14,708.22  
(Recommend Approval)
- c. Consideration of Change Order No. 2 (Final) from Molon Excavating for Copper Ridge Trailhead (Recommend Approval)
- d. Consideration of Contractor's Application for Payment No. 2 from Molon Excavating for Copper Ridge Trailhead (Recommend Approval)

4. **Items removed from the Consent Calendar**
5. **Correspondence**
  - a. Traverse Connect Regional Economic Ecosystem Report for Spring 2025
6. **Reports**
  - a. Assessing Report for Spring 2025
  - b. County Commissioner's Report
  - c. Sheriff's Report
  - d. GT Metro Fire Report
  - e. Planning Department Report for June 2025
  - f. Parks & Rec. Report
  - g. Clerk's Report
  - h. Township Manager's Report
  - i. Supervisor's Report
7. **Unfinished Business**
  - a. Consideration of Resolution 2025-14-T to schedule a Public Hearing for ordering preparation of Ridge View Ct. resurfacing Special Assessment Roll
8. **New Business**
  - a. Consideration of changing the name of Pearl Rose Lane to Birmley Hills Road
  - b. Consideration of agreement with the Grand Traverse County Road Commission to contribute \$161,667 for repairs on Barney Road
  - c. Consideration of Software and Services for BS&A Cloud Upgrade
  - d. Discussion on River East Recreation Area infrastructure
  - e. Consideration of Resolution 2025-12-T, recommending approval of a Class C Redevelopment (RDA) liquor license for Traverse Racing, LLC (K-1 Speed)
  - f. Discussion on new SDM liquor license for Outback Steakhouse
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 27, 2025

Supervisor McManus called the Town Board Meeting to order at the Garfield Township Hall on May 27, 2025 at 6:00 p.m.

### Pledge of Allegiance

### Roll Call of Board Members

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

Also in Attendance: Township Manager Chris Barsheff

#### 1. Public Comment (6:00)

Noah Karburg, the new DPW director, introduced himself to the board and stated that he looks forward to working with the township.

#### 2. Review and Approval of the Agenda - Conflict of Interest (6:02)

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

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

*Nays: None*

#### 3. Consent Calendar (6:02)

##### a. Minutes

May 13, 2025 (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	<u>700.00</u>
	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)**

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

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

*Nays: None*

**4. Items Removed from the Consent Calendar**  
None

**5. Correspondence (6:05)**

**a. GT County Road Commission Update 5/16/25**

**6. Reports**

**a. Engineering Report/Construction Update**

The report was included in packets.

**b. County Commissioner's Report (6:05)**

County Commissioners Lauren Flynn and Fern Spence reported that the BOC had a study session with the city regarding the downtown campus. They added that the BOC passed a septic ordinance which will be effective on January 1, 2026. Spence added that she attended a Safe Routes to School audit and noted that traffic on Franke Road goes very fast.

**c. MMR Report (6:09)**

Amy Fairchild, Operations Manager, stated that there were 349 calls in April. MMR offices are located in their new building and an accelerated EMT class will be beginning soon. Two new ambulances came to Garfield Township and MMR continues to be fully staffed.

**d. Township Manager's Report (6:11)**

Barsheff noted that that a study on Gray, Cedar and Harris Roads indicated that most crashes happened with young drivers or old drivers and trimming vegetation and increased signage may help. He indicated that the Potter Road repairs are being borne by the Road Commission but that the Road Commission is asking for a cost share with Long Lake Township for improvements to Barney Road. Barsheff stated that he attended an MTA managers meeting last week and met with Blair Township regarding the Silver Lake Milfoil SAD. The cost of the SAD will be reassessed.

**e. Supervisor's Report (6:17)**

J. McManus reported that the county is recommending that the BPW board be reduced from 11 members to 9 members. The BPW Board voted to recommend such action to the county board and is now waiting for county board to act on the recommendation. He indicated that he attended a TC



Tourism meeting and also toured the Creekside and Stoneridge developments. Township staff has been on the lookout for any new homeless encampments and McManus is hoping to set up a demonstration for board members of the new drone purchased by Metro Fire.

7. **Unfinished Business**

a. **Consideration of amending the contract with Human Resource Partners (6:21)**

Barsheff stated that the amendment added the positions of *trustee* and *supervisor* to the compensation study being done for the township. The total cost for the study will now be \$8,500.00.

*Schmuckal moved and Agostinelli seconded to amend the contract with Human Resource Partners for the addition of two positions at a final cost of \$8,500.00 and to allow the Supervisor to sign the amendment.*

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

*Nays: None*

8. **New Business**

a. **Consideration of Revised Investment Policy, Resolution 2025-11-T (6:25)**

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. Macomber stated that she updated the policy as indicated in the attachment included in board packets.

*Schmuckal moved and Korn seconded to adopt Resolution 2025-11-T, Revised Investment Policy.*

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

*Nays: None*

b. **Consideration of MSHDA CDBG Grant for Habitat for Humanity – Letter of Intent (6:28)**

Planning Director John Sych said that the TCHC and BATA project would like to pursue a Community Development Block Grant (CDBG) for infrastructure for some of the homes to be Habitat for Humanity Homes. To make the 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. To initiate the process, a Letter of Intent must be submitted by the Township to MSHDA and submitted to MSHDA by June 2, 2025. Alisa Korn, from the Traverse City Housing Commission, added that

that Phase One is ahead of schedule and \$4.2 million was received for Phase Two leaving only a small gap in funding. This CDBG grant is crucial and would make the housing project competitive for the October tax credit awards. Board members asked questions and discussed the grant.

*Schmuckal moved and Lapp seconded 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.*

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

*Nays: None*

**c. Consideration of quote for mulch at Silver Lake Recreation Area (6:40)**

Barsheff stated that a quote was received for four inches of mulch for the playground area at the Silver Lake Park in the amount of \$2,550.00.

*Agostinelli moved and Macomber seconded to accept the quote from Deering Tree Service for four inches of mulch for the play area at Silver Lake Recreation Area in the amount of \$2,550.00.*

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

*Nays: None*

**d. Consideration of Hiring a summer intern for the Building and Parks Department (6:43)**

Barsheff indicated that there was an opportunity to hire an intern at \$18/per hour for the Building and Parks Department.

*Schmuckal moved and Korn seconded to hire an intern for eight weeks at a wage of \$18.00 per hour for the Building and Parks Department.*

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

*Nays: None*

**e. Discussion of Inspection and Maintenance of Privately Owned Fire Hydrants, Ordinance #42 (6:45)**

Township Engineer Jennifer Graham indicated that in the past, owners have had the ability to install private hydrants. Connections pose a risk to the infrastructure overall and in an effort to keep track of all hydrant inventory, she encourages Board to rescind Ordinance 42 which allows for private hydrants.

*Korn moved to begin proceeding to eliminate the Ordinance #42 and schedule a public hearing on the matter for June 10, 2025. Schmuckal seconded the motion.*

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

*Nays: None*

- f. Township Manager Performance Evaluation (Closed session) (6:58)**  
*Macomber moved and Schmuckal seconded to move into closed session at 7:01pm pursuant to 15.268 Section 8(1)(a) of the Open Meetings Act.*

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

*Nays: None*

*Agostinelli moved and Schmuckal seconded to come out of closed session at 7:40pm.*

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

*Nays: None*

- 9. Public Comment: (7:00)**  
None

- 10. Other Business (7:41)**

- 11. Adjournment**  
*McManus adjourned the meeting 7:43pm.*

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

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

CHARTER TOWNSHIP OF GARFIELD  
GRAND TRAVERSE COUNTY, MICHIGAN

RESOLUTION 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: Denise Schmuckal


Supported: Chuck Korn

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

Nays: None

Absent and Excused: None

By:


  
Lanie McManus, Clerk  
Charter Township of Garfield

**CERTIFICATE**

I, Lanie McManus, Clerk of the Charter Township of Garfield, do hereby certify that the above is a true and correct copy of Resolution 2025-11-T which was adopted by the Township Board of the Charter Township of Garfield on the 27<sup>th</sup> day of May 2025.

Dated:

5-28-2025

  
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 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.

## **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.

**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 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 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 SPIC insurance will be required.

#### **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, 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.

### **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.



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3b.

Check Date	Bank	Check #	Payee	Description	GL #	Amount
05/29/2025	GEN	43351	FIFTH THIRD BANK	1319 - EDUCATION / MIDEAL / BAR OIL / WASTE	101-101-965.101	230.00
		43351		1319 - EDUCATION / MIDEAL / BAR OIL / WASTE	101-371-960.000	516.99
						<hr/> 746.99
05/29/2025	GEN	43352	FIFTH THIRD BANK	1319 - DOG WASTE BAGS / HOMELESS CLEAN-UP /	208-000-805.000	38.51
		43352		1319 - DOG WASTE BAGS / HOMELESS CLEAN-UP /	208-000-935.000	634.62
						<hr/> 673.13
05/29/2025	GEN	43353	GARFIELD CHARTER TOWNSHIP	HSA	101-000-237.000	1,344.07
05/29/2025	GEN	43354	GOURDIE-FRASER, INC.	COPPER RIDGE TRAILHEAD	208-000-970.000	700.00
05/29/2025	GEN	43355	GOURDIE-FRASER, INC.	2ND INFRASTRUCTURE TOUR	101-101-960.000	1,025.00
05/29/2025	GEN	43356	GT SUPPLY, LLC	TISSUE / PAPER TOWELING	101-265-726.003	257.00
05/29/2025	GEN	43357	HOME DEPOT CREDIT SERVICES	12 GAL TOTE	101-265-726.003	69.90
05/29/2025	GEN	43358	HOME DEPOT CREDIT SERVICES	CONTRACTOR BAGS / ZINC SCREWS	208-000-935.000	58.41
05/29/2025	GEN	43359	ICC	21 IFC COMMENTARY	101-371-965.000	183.00
05/29/2025	GEN	43360	JOE MCMANUS	MILEAGE	101-171-860.200	174.30
05/29/2025	GEN	43361	LANDGREEN LAWN CARE	AERATION/OVERSEED/FERTILIZER - RIVER EAST	208-000-805.000	862.00
05/29/2025	GEN	43362	LAUTNER IRRIGATION INC	SPRINKLER SVC - SL PARK	208-000-805.000	525.29
05/29/2025	GEN	43363	SPECTRUM ENTERPRISE	INTERNET	101-228-955.001	159.99
05/29/2025	GEN	43364	SUPERFLEET	GAS	101-321-862.000	280.05
05/29/2025	GEN	43365	TRAVERSE CITY FLEET REPAIR	OIL CHANGE / BRAKES REPLACED	101-321-863.000	80.00
		43365		OIL CHANGE / BRAKES REPLACED	101-321-864.000	358.82
						<hr/> 438.82
05/29/2025	GEN	43366	UNITED WAY	UNITED WAY	101-000-238.000	10.00
05/29/2025	GEN	43367	VOYA INSTITUTIONAL TRUST COMPANY	DEFERRED COMP VF3202	101-000-231.000	880.00
06/02/2025	GEN	43368	ANNE WENDLING	CONTRACTED SVCS	208-000-805.000	78.00
06/02/2025	GEN	43369	ANNE WENDLING	CONTRACTED SVCS	101-101-805.000	183.00
		43369		CONTRACTED SVCS	101-707-805.000	234.00
						<hr/> 417.00
06/02/2025	GEN	43370	CONSUMERS ENERGY	100018131597	101-448-920.005	29.53
06/02/2025	GEN	43371	CONSUMERS ENERGY	103043977273	208-000-805.000	47.08
06/02/2025	GEN	43372	CONTEMPORARY CLEANING	CONTRACTED SVCS	208-000-805.000	450.00

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Check Date	Bank	Check #	Payee	Description	GL #	Amount
06/02/2025	GEN	43373	CONTEMPORARY CLEANING	CONTRACTED SVCS	101-265-935.603	1,350.00
06/02/2025	GEN	43374	FIFTH THIRD BANK	3455 - EDUCATION	101-171-960.200	22.32
06/02/2025	GEN	43375	T-MOBILE	PHONES	101-265-850.000	316.40
06/02/2025	GEN	43376	CHERRYLAND ELECTRIC COOP.	ELECTRIC	101-000-084.861	214.31
		43376		ELECTRIC	101-265-920.603	1,010.32
		43376		ELECTRIC	101-448-920.005	707.89
						<hr/> 1,932.52
06/02/2025	GEN	43377	CHERRYLAND ELECTRIC COOP.	ELECTRIC	208-000-805.000	249.19
06/02/2025	GEN	43378	GRAND TRAVERSE COUNTY DPW	5105021	101-265-920.602	501.48
06/02/2025	GEN	43379	GRAND TRAVERSE COUNTY DPW	5590511	208-000-805.000	147.68
06/02/2025	GEN	43380	GRAND TRAVERSE COUNTY MTA	MTA LUNCHEON	101-101-960.000	15.45
		43380		MTA LUNCHEON	101-171-960.200	15.45
		43380		MTA LUNCHEON	101-172-960.000	15.90
		43380		MTA LUNCHEON	101-253-960.000	29.70
						<hr/> 76.50
06/02/2025	GEN	43381	TRAVERSE CITY LIGHT & POWER	00104403-7	101-000-084.861	666.74
		43381		00104915-6	101-448-920.005	35.83
						<hr/> 702.57
			TOTAL - ALL FUNDS	TOTAL OF 31 CHECKS		<hr/> 14,708.22

--- GL TOTALS ---

101-000-084.861	DUE FROM #861 STREET LIGHTS	881.05
101-000-231.000	DEFERRED COMP	880.00
101-000-237.000	HSA (FORMERLY FLEX)	1,344.07
101-000-238.000	UNITED WAY	10.00
101-101-805.000	CONTRACTED AND OTHER SERVICES	183.00
101-101-960.000	EDUCATION & TRAINING	1,040.45
101-101-965.101	DUES & PUBLICATIONS -TOWNBOAR	230.00
101-171-860.200	MILEAGE - SUPERVISOR	174.30
101-171-960.200	EDUCATION - SUPERVISOR	37.77
101-172-960.000	EDUCATION & TRAINING	15.90
101-228-955.001	COMPUTER NETWORK	159.99
101-253-960.000	EDUCATION & TRAINING	29.70
101-265-726.003	SUPPLIES-MAINTANCE	326.90
101-265-850.000	TELEPHONE	316.40
101-265-920.602	WATER / SEWER	501.48
101-265-920.603	LIGHTS BUILDING	1,010.32
101-265-935.603	CLEANING SERVICE	1,350.00
101-321-862.000	GAS & CAR WASHES	280.05
101-321-863.000	OIL CHANGES	80.00
101-321-864.000	MISCELLANEOUS	358.82
101-371-960.000	EDUCATION & TRAINING	516.99

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Check Date	Bank	Check #	Payee	Description	GL #	Amount
101-371-965.000			DUES & PUBLICATIONS			183.00
101-448-920.005			STREET LIGHTS TOWNSHIP			773.25
101-707-805.000			CONTRACTED AND OTHER SERVICES			234.00
208-000-805.000			CONTRACTED AND OTHER SERVICES			2,397.75
208-000-935.000			MAINTENANCE - MISC, EQUIP			693.03
208-000-970.000			CAPITAL OUTLAY			700.00
			TOTAL			14,708.22

**CHANGE ORDER NO.: 2 (FINAL)**

Owner: Charter Township of Garfield      Owner's Project No.:  
 Engineer: Gourdie Fraser, Inc.      Engineer's Project No.: 24236  
 Contractor: Molon Excavating, Inc.      Contractor's Project No.:  
 Project: Copper Ridge Trailhead  
 Contract Name: Copper Ridge Trailhead  
 Date Issued: June 3, 2025      Effective Date of Change Order: June 3, 2025

The Contract is modified as follows upon execution of this Change Order:

**Balancing Change Order to adjust final quantities to reflect what was actually installed in the field.**

- Reduced quantity of *SESC, including inlet protection* line item
- Increased quantity of *Proposed Parking Lot & Drives – 4EL, 220#/SYD* line item by 5 SYD to reflect actual quantity installed.
- Reduced quantity of *Proposed Path – 6' Wide/4' Wide* line item to reflect actual installed quantity
- Reduced quantity of *Curb and Gutter* line items to reflect actual installation quantity

**Attachments: Change Order #2 Attachment**

Change in Contract Price		Change in Contract Times	
Original Contract Price:		Original Contract Times:	
\$ 66,595.48		Substantial Completion: 30 days	
		Ready for final payment: 30 days	
<b>[Increase] [Decrease]</b> from previously approved Change Orders No. 0 to No. <u>1</u> :		<b>[Increase] [Decrease]</b> from previously approved Change Orders No.1 to No. [ ]:	
\$ 5,000.00		Substantial Completion: May 30, 2025	
		Ready for final payment: June 15, 2025	
Contract Price prior to this Change Order:		Contract Times prior to this Change Order:	
\$ 71,595.48		Substantial Completion: _____	
		Ready for final payment: _____	
<b>[Increase] [Decrease]</b> this Change Order:		<b>[Increase] [Decrease]</b> this Change Order:	
\$ (1,094.60)		Substantial Completion: _____	
		Ready for final payment: _____	
Contract Price incorporating this Change Order:		Contract Times with all approved Change Orders:	
\$ 70,500.88		Substantial Completion: May 30, 2025	
		Ready for final payment: June 15, 2025	

Recommended by Engineer (if required)

By:



Title: Director of Engineering

Date: 6/3/2025

Authorized by Owner

By:

Title: Township Manager

Date:

Accepted by Contractor



Project Manager

6/4/2025

Approved by Funding Agency (if applicable)

CHANGE ORDER #2 (FINAL) ATTACHMENT

**PROJECT:** Charter Township of Garfield - Copper Ridge Trailhead

**DATE ISSUED:** 6/1/2025

The following items summarize changes being made to the Contract Documents:

ITEM NO.	COMPLETE DESCRIPTION OF CHANGES	DECREASE CONTRACT	INCREASE CONTRACT
3	SESC including inlet protection	\$ (658.75)	
5	Proposed Parking Lot & Drives – 4EL, 220#/SYD		\$ 109.15
6	Proposed Path – 6' Wide	\$ (96.80)	
7	Proposed Path – 4' Wide	\$ (142.60)	
9	Curb and Gutter	\$ (305.60)	
	Total Decrease	\$ (1,203.75)	
	Total Increase		\$ 109.15
	<b>Net Increase (Decrease)</b>	<b>\$</b>	<b>(1,094.60)</b>

The sum of -\$1,094.60 is hereby (deducted from) ~~(added to)~~ the total Contract Price.

The time provided for completion in the Contract is (un)changed.

This document shall become an amendment to the Contract and all provisions of the Contract will apply hereto.

**Contractor's Application for Payment**

<b>Owner:</b> <u>Charter Township of Garfield</u> <b>Engineer:</b> <u>Gourdie Fraser, Inc.</u> <b>Contractor:</b> <u>Molon Excavating, Inc.</u> <b>Project:</b> <u>Copper Ridge Trail Head</u> <b>Contract:</b> _____	<b>Owner's Project No.:</b> _____ <b>Engineer's Project No.:</b> <u>24236</u> <b>Contractor's Project No.:</b> _____
<b>Application No.:</b> <u>2</u> <b>Application Date:</b> <u>6/3/2025</u> <b>Application Period:</b> <b>From</b> <u>12/1/2024</u> <b>to</b> <u>5/30/2025</u>	

1. Original Contract Price	\$ 66,595.48
2. Net change by Change Orders	\$ 3,905.40
3. Current Contract Price (Line 1 + Line 2)	\$ 70,500.88
4. Total Work completed and materials stored to date (Sum of Column G Lump Sum Total and Column J Unit Price Total)	\$ 70,500.88
5. Retainage	
a. <u>5%</u> X <u>\$ 70,500.88</u> Work Completed	\$ 3,525.04
b. _____ X <u>\$ -</u> Stored Materials	\$ -
c. Total Retainage (Line 5.a + Line 5.b)	\$ 3,525.04
6. Amount eligible to date (Line 4 - Line 5.c)	\$ 66,975.84
7. Less previous payments (Line 6 from prior application)	\$ 43,327.19
8. Amount due this application	\$ 23,648.65
9. Balance to finish, including retainage (Line 3 - Line 4)	\$ 3,525.04

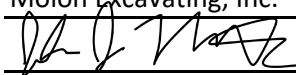
**Contractor's Certification**  


The undersigned Contractor certifies, to the best of its knowledge, the following:

(1) All previous progress payments received from Owner on account of Work done under the Contract have been applied on account to discharge Contractor's legitimate obligations incurred in connection with the Work covered by prior Applications for Payment;

(2) Title to all Work, materials and equipment incorporated in said Work, or otherwise listed in or covered by this Application for Payment, will pass to Owner at time of payment free and clear of all liens, security interests, and encumbrances (except such as are covered by a bond acceptable to Owner indemnifying Owner against any such liens, security interest, or encumbrances); and

(3) All the Work covered by this Application for Payment is in accordance with the Contract Documents and is not defective.

<b>Contractor:</b> <u>Molon Excavating, Inc.</u>	
<b>Signature:</b> 	<b>Date:</b> <u>6/4/2025</u>

<b>Recommended by Engineer</b>  <b>By:</b>  <b>Title:</b> <u>Director of Engineering</u> <b>Date:</b> <u>6/3/2025</u>	<b>Approved by Owner</b>  <b>By:</b> _____ <b>Title:</b> <u>Township Manager</u> <b>Date:</b> _____
<b>Approved by Funding Agency</b>  <b>By:</b> _____ <b>Title:</b> _____ <b>Date:</b> _____	

**Progress Estimate - Unit Price Work**
**Contractor's Application for Payment**

<b>Owner:</b>	Charter Township of Garfield								<b>Owner's Project No.:</b>		
<b>Engineer:</b>	Gourdie Fraser, Inc.								<b>Engineer's Project No.:</b>	24236	
<b>Contractor:</b>	Molon Excavating, Inc.								<b>Contractor's Project No.:</b>		
<b>Project:</b>	Copper Ridge Trail Head										
<b>Contract:</b>											

<b>Application No.:</b>	2	<b>Application Period:</b>	<b>From</b>	12/01/24	<b>to</b>	05/30/25	<b>Application Date:</b>	06/03/25			
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A	B	C	D	E	F	G	H	I	J	K	L					
Bid Item No.	Description	Contract Information				Work Completed		Materials Currently Stored (not in G) (\$)	Work Completed and Materials Stored to Date (H + I) (\$)	% of Value of Item (J / F) (%)	Balance to Finish (F - J) (\$)					
		Item Quantity	Units	Unit Price (\$)	Value of Bid Item (C X E) (\$)	Estimated Quantity Incorporated in the Work	Value of Work Completed to Date (E X G) (\$)									
Original Contract																
1	Mobilization, Max 5%	1.00	LS	3,258.45	3,258.45	1.00	3,258.45		3,258.45	100%	-					
2	Grading and Earthwork	1.00	LS	23,894.35	23,894.35	1.00	23,894.35		23,894.35	100%	-					
3	SESC including inlet protection	1.00	LS	2,635.02	2,635.02	1.00	2,635.02		2,635.02	100%	-					
4	Asphalt Removal - Parking Lot	1,500.00	SFT	1.35	2,025.00	1,500.00	2,025.00		2,025.00	100%	-					
5	Proposed Parking Lot & Drives – 4EL, 220#/SYD	150.00	SYD	21.83	3,274.50	150.00	3,274.50		3,274.50	100%	-					
6	Proposed Path – 6' Wide	250.00	SFT	9.68	2,420.00	250.00	2,420.00		2,420.00	100%	-					
7	Proposed Path – 4' Wide	350.00	SFT	7.13	2,495.50	350.00	2,495.50		2,495.50	100%	-					
8	Aggregate Base, 22A	180.00	SYD	21.63	3,893.40	180.00	3,893.40		3,893.40	100%	-					
9	Curb and Gutter	150.00	LF	38.20	5,730.00	150.00	5,730.00		5,730.00	100%	-					
10	Retaining Wall	80.00	LF	85.03	6,802.40	80.00	6,802.40		6,802.40	100%	-					
11	Landscaping (Edger, weed fabric and woodchips)	1.00	LS	2,215.36	2,215.36	1.00	2,215.36		2,215.36	100%	-					
12	Pavement Striping and Sign	1.00	LS	3,716.26	3,716.26	1.00	3,716.26		3,716.26	100%	-					
13	Restoration	1.00	LS	4,235.24	4,235.24	1.00	4,235.24		4,235.24	100%	-					
					-		-		-		-					
Original Contract Totals					\$	66,595.48		\$	66,595.48	\$	-	\$	66,595.48	100%	\$	-

**Progress Estimate - Unit Price Work**
**Contractor's Application for Payment**

<b>Owner:</b>	Charter Township of Garfield										<b>Owner's Project No.:</b>	
<b>Engineer:</b>	Gourdie Fraser, Inc.										<b>Engineer's Project No.:</b>	24236
<b>Contractor:</b>	Molon Excavating, Inc.										<b>Contractor's Project No.:</b>	
<b>Project:</b>	Copper Ridge Trail Head											
<b>Contract:</b>												

<b>Application No.:</b>	2	<b>Application Period:</b>	From	12/01/24	to	05/30/25	<b>Application Date:</b>	06/03/25				
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A	B	C	D	E	F	G	H	I	J	K	L
Bid Item No.	Description	Contract Information				Work Completed		Materials Currently Stored (not in G) (\$)	Work Completed and Materials Stored to Date (H + I) (\$)	% of Value of Item (J / F) (%)	Balance to Finish (F - J) (\$)
		Item Quantity	Units	Unit Price (\$)	Value of Bid Item (C X E) (\$)	Estimated Quantity Incorporated in the Work	Value of Work Completed to Date (E X G) (\$)				
<b>Change Orders</b>											
1	Change Order #1	1.00	LS	5,000.00	5,000.00	1.00	5,000.00		5,000.00	100%	-
2	Change Order #2 (FINAL)	1.00	LS	(1,094.60)	(1,094.60)	1.00	(1,094.60)		(1,094.60)	100%	-
<b>Change Order Totals</b>					<b>\$ 3,905.40</b>		<b>\$ 3,905.40</b>	<b>\$ -</b>	<b>\$ 3,905.40</b>	<b>100%</b>	<b>\$ -</b>
<b>Original Contract and Change Orders</b>											
<b>Project Totals</b>					<b>\$ 70,500.88</b>		<b>\$ 70,500.88</b>	<b>\$ -</b>	<b>\$ 70,500.88</b>	<b>100%</b>	<b>\$ -</b>



A white motorboat is visible in the middle ground, moving across the water. It has an American flag and a small sign on its cabin. The boat is partially obscured by the large title text.

# REGIONAL ECONOMIC ECOSYSTEM REPORT

SPRING 2025

# Contents

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- 22 Talent Attraction and Retention



Traverse Connect hosted the Skyline & Shoreline: West Bay Aerial Mobility Showcase on May 6 at Discovery Pier in Traverse City. Attendees watched real-time demonstrations over West Grand Traverse Bay, including drone use cases such as environmental monitoring, lakebed mapping, and search-and-rescue missions. The event highlighted Michigan's leadership in advanced aerial mobility and featured participation from public safety agencies, researchers, and technology partners.

# INTRODUCTION

## TO OUR INVESTORS AND PARTNERS



Warren Call

Thank you for reading Traverse Connect's Spring 2025 semi-annual Economic Ecosystem Report. Published each spring and fall, the Economic Ecosystem Report is intended to supplement Traverse Connect's [Quarterly Growth Barometer Updates](#) and its [Annual Report](#). This report highlights our work to grow the Grand Traverse regional economy via our business attraction, industry cluster, and growth efforts, as well as our talent attraction and retention efforts.

This report provides an update on the continuation of the comprehensive economic development strategies as outlined in the Traverse Connect Strategic Plan, including leading regional economic development strategy, providing business expansion services, managing talent attraction, implementing business attraction programs, as well as supporting entrepreneurship and innovation, community development, and infrastructure development.

Our work would not be possible without the partnerships and support from the public sector, our investors, and our strategic partners. We thank you for your ongoing support in making the Grand Traverse region a great place to live. Over the past six months, we have achieved several crucial economic development milestones. Thanks to you, our partners, we can continue these efforts to create a vibrant and healthy economic ecosystem.

Thank you,

A handwritten signature in blue ink that reads "Warren M. Call".

President & CEO  
Traverse Connect



# REGIONAL DASHBOARD

Traverse Connect tracks five metrics in Talent Attraction & Development and Economic Development to measure the region's progress against our organization's vision and goals for 2030. The vision: By 2030, the Grand Traverse region will be a diversified economic destination of choice powered by growth-oriented enterprises providing competitive total compensation to match our world-class quality of life. Data is an imperfect, yet necessary, tool to measure those gains. Four of the five key metrics on the Traverse Connect [Regional Dashboard](#) trended upward and positively going into 2025, while the metric related to Annual GDP Per Employee remains neutral.

## ECONOMIC DEVELOPMENT

ANNUAL GDP PER  
EMPLOYEE  
2030 GOAL: \$84,000

**\$73,767**



STATE AVERAGE WAGE  
PERCENTAGE  
2030 GOAL: 90%

**87%**



## TALENT ATTRACTION & DEVELOPMENT

BACHELOR'S DEGREE  
OR POST-SECONDARY  
CERTIFICATE  
2030 GOAL: 60%

**53%**



GROWTH OF PRIME  
WORKING AGE  
POPULATION (35-49)  
2030 GOAL: 5%

**8%**



SCIENTIFIC,  
PROFESSIONAL,  
TECHNICAL, & IT JOBS  
2030 GOAL: 3,200

**2,825**



# SEMI-ANNUAL KEY MILESTONES

## REGIONAL COMPETITIVENESS

- Traverse Connect's CEO & President, Warren Call, and Director of Government Relations, Haley Bennett, attended the Mackinac Policy Conference in May, where they engaged with business and policy leaders on key topics, including the state budget, new economic development legislation, and state housing initiatives. During the conference Traverse Connect developed a full itinerary of engagement opportunities with policy makers culminating in an evening networking event co-sponsored by The Northern Michigan Chamber Alliance.
- Successfully advocated for creating the [\\$60M Michigan Innovation Fund and an R&D tax credit](#). The legislation has specific carve-out language designating investment fund allocations for 20Fathoms in Traverse City and Northern Michigan Chamber Alliance partner, InvestUP.
- Hosted a successful Northern Michigan Policy Conference in January with record attendance. State and Federal policy makers joined business leaders from across Michigan to learn more about the region's advocacy priorities, and Governor Whitmer used the event stage to announce a new [employer-assisted housing fund](#).
- Traverse Connect continues to work in collaboration with 20Fathoms to roll out Small Business Support Hubs programming for Northwest Lower Michigan regional businesses, including early development of an E-Guide to Customer Discovery.
- The formation of the new legal entity for the Freshwater Research and Innovation Center is official! The new board of directors hosted the first meeting on February 5, 2025, to elect the board, approve articles of incorporation and bylaws, and continue work to complete the facility, fundraising, and the [all-important task of ensuring the building is full of dedicated researchers and innovative companies](#).



## BUSINESS ATTRACTION & INDUSTRY CLUSTER DEVELOPMENT



- Hosted the second annual [Northern Michigan Manufacturing Summit](#) in May where industry leaders discussed workforce issues, tariffs and trade, and innovation in the regional manufacturing sector.
- Hosted the [Skyline & Shoreline](#) showcase including aerial innovation demonstrations and testing over Grand Traverse Bay. This event is highlighted on page 14 of this report.
- In partnership with technology providers blueflite and DroneUp, and partners Munson Healthcare, and Central Michigan University's Rural Health Equity Institute, Traverse Connect secured a second round of funding of almost \$1M via the [Advanced Aerial Mobility grant](#) to scale a pilot program utilizing uncrewed aircraft systems to optimize the delivery of medical cargo between Munson's healthcare facilities. This second round of funding was announced during a specially hosted Media Day on May 19 to cover the medical cargo delivery pilot which took place between Munson facilities in May.



# SEMI-ANNUAL KEY MILESTONES

- Traverse Connect's Director of Ecosystem Development Camille Hoisington, represented the region via a kiosk at the Michigan Pavilion at [XPONENTIAL 2025](#), in Houston TX, in May. Hosted by AUUVSI (Association for Uncrewed Vehicle Systems International), XPONENTIAL is the leading conference for uncrewed systems and autonomous technology.
- Finalized a memo of understanding for the Northsky Consortium with 20Fathoms, NMC, Traverse Connect, and industry partners. The consortium's purpose is to strategically lead a concerted effort to transform Northern Michigan and the Traverse City region into a national hub for Uncrewed Aircraft Systems (UAS) and Advanced Aerial Mobility (AAM) to drive innovation, workforce development, and economic growth.



- Traverse Connect and the Grand Traverse Area Manufacturing Council partnered with the National Defense Industry Association – Michigan Chapter to host the first Northern Michigan Defense Conference in March. The event brought together regional manufacturers with the U.S. Army Contracting Command, Michigan Army National Guard, and other U.S. military leaders to strengthen defense industry supply chains.

- Building on the momentum of Traverse Connect's annual E-Boat Demo Days and MichAuto's annual Outdoor Recreation Roundtable, plans are underway to launch the inaugural 'ReShore' event in August this year. ReShore will convene innovators, industry leaders, and policymakers to spotlight Northern Michigan's rising leadership in bluetech, outdoor recreation, advanced

aerial systems, and future mobility. Stay tuned!

## TALENT INITIATIVES

- The Michigan Economic Development Corporation awarded Prosperity Region 2 (Northwest Michigan) a \$500,000 talent program grant for 2025 to support a remote worker study, and expansion of the Michigan's Creative Coast program, and rural talent attraction efforts. The grant was awarded to Networks Northwest and the Collaborative Development Council, including Northern Lakes Economic Alliance (Petoskey), Traverse Connect, the Manistee Chamber, and the Alliance for Economic Success (Cadillac).
- Expanded and improved the [Michigan's Creative Coast Resume Pack](#) initiative that provides resumes from job seekers delivered directly to the inbox of employers and HR managers.
- Leadership Grand Traverse and a new Traverse Connect leadership development program, Let Her Speak, concluded the most recent sessions this spring with ceremonies and presentations of the program participants.



- The Michigan Growth Office announced its latest round of [Make MI Home grants](#) to new programs that will retain and attract a talented workforce statewide. Northwest Michigan's consortium of Traverse Connect, Networks Northwest, Alliance for Economic Success, Charlevoix Area Chamber of Commerce, Manistee Area Chamber of Commerce, and Petoskey Regional Chamber of Commerce will provide housing assistance to retain and attract professionals working or relocating to work in the Northwest region.

# SEMI-ANNUAL KEY MILESTONES

## **PUBLIC SECTOR PARTNERSHIPS**

- Completed a Unified Prosperity Plan in partnership with Grand Traverse County Economic Development Corporation and based upon a series of 2024 workshops with leaders from the sixteen municipalities within Grand Traverse County.
- Renewed economic development services contract with East Bay Township for a three-year term, including a Marketing Plan for the Township as part of the Redevelopment Ready Community certification process.
- Renewed an economic development services contract with the City of Traverse City for a three-year term.
- Traverse Connect continues professional services agreements for economic development work with East Bay Township, Garfield Township, Traverse City Downtown Development Authority, TVC-Cherry Capital Airport, and Grand Traverse County. These public/private partnerships are critical to Traverse Connect's long-term efforts in entrepreneurial ecosystem development and talent attraction for the region.





# ENTREPRENEURIAL ECOSYSTEM HEALTH

## Entrepreneurial Ecosystem Growth Model

At Traverse Connect, our approach to economic development is forward-thinking and non-traditional. Instead of focusing all our resources on “chasing smokestacks,” we value a healthy mix of attracting new business to the region while supporting the growth of our existing companies and encouraging the creation of new industries from the ground up.

Building a vibrant entrepreneurial ecosystem means fostering a culture of openness and information exchange between companies and across industries within our region, from corporate headquarters and startup entrepreneurs, down to Main Street coffee shop founders. Our goal is to ignite a community of entrepreneurs and local partners who feed off each other’s talent, creativity, and support at each stage of growth. By focusing on local business conditions, we hope to create clusters of new firms and industries that ultimately produce a fertile landscape long term.

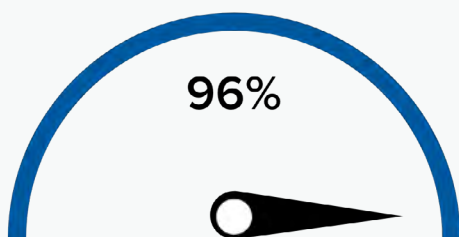
By encouraging the growth of our existing assets – healthy partner relationships, the scaling up of our existing companies – and attracting new business, we will see our already vibrant entrepreneurial ecosystem continue to flourish and grow.

### Business Growth Barometer Survey

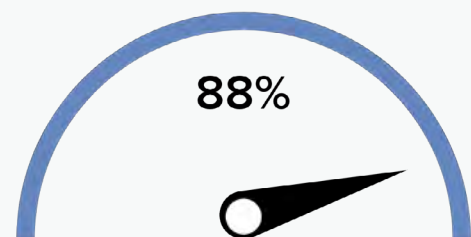
Traverse Connect conducts a quarterly Business Growth Barometer Survey of investor and member businesses, aimed at providing a snapshot of the regional business sentiment, outlook, and current challenges. Quarterly surveys inform Traverse Connect’s strategic priorities and help it respond to the needs of the business community.

The survey asks two simple questions:

**1) Is our region a good place to grow your business?**



**2) Is our region improving as a place to grow your business?**

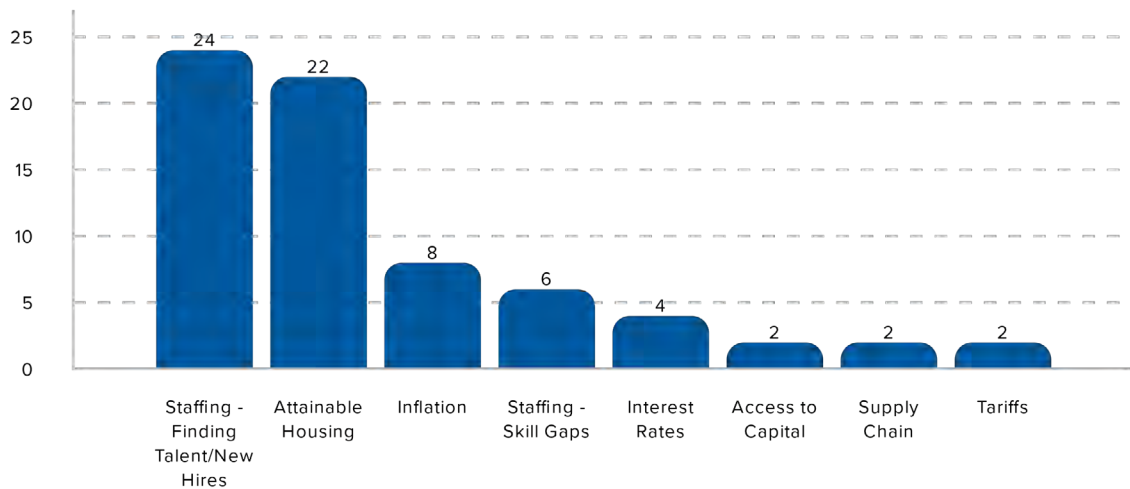


The results of the **most recent survey (Q1 2025)** show that 96% of respondents agree that the Grand Traverse region is a good place to grow their business, with 88% in agreement that the region is improving as a place to grow their business; both measurements showed a significant increase from the fourth quarter of 2024.

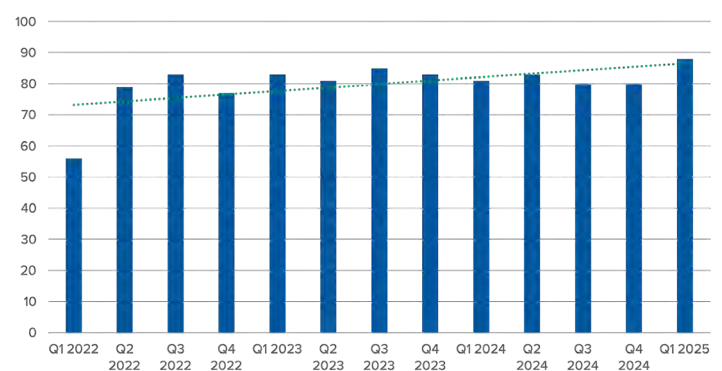
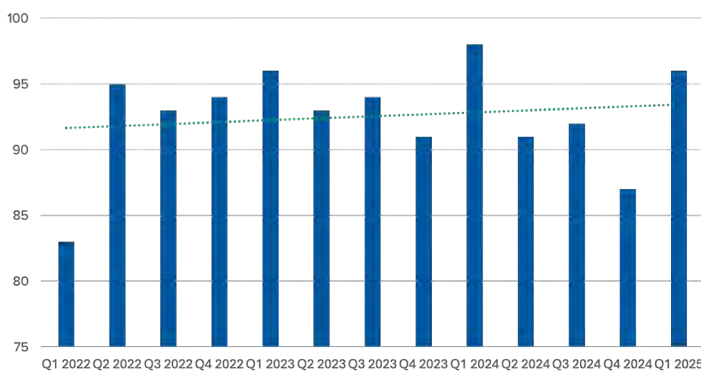
## Business Growth Barometer Survey

### WHAT IS THE SINGLE-BIGGEST BARRIER TO GROWING YOUR BUSINESS?

Changes to the 2025 survey offered respondents two different staffing-related responses to the question, “What is the single-biggest barrier to growing your business?”: finding and hiring talent, and skill gaps. Nearly a quarter of respondents cited finding and hiring talent as their primary barrier to growth. Traverse Connect and other economic development partners in Northwest Michigan will be working on talent attraction and retention strategies in the second quarter of 2025.



### GROWTH BAROMETER REGIONAL BUSINESS OUTLOOK



**1) Is our region a good place to grow your business?**

**2) Is our region improving as a place to grow your business?**



# REGIONAL ECONOMIC DEVELOPMENT STRATEGY

*Traverse Connect has identified **target businesses and industry clusters** with strong potential to prosper and thrive in Northern Michigan. Place-based and tech-based economic development strategies consider both the industries already rooted in the region and the area's unique natural resources and assets. Traverse Connect has worked to define and promote Northern Michigan's distinct value proposition and market opportunities—highlighting the region's existing businesses, infrastructure, and cultural assets that form a competitive entrepreneurial ecosystem.*

## Target Market Engagement

# FOSTERING THE ADVANCED AERIAL MOBILITY INDUSTRY

*THE VISION: Building A National Hub for Commercial Drone Innovation and Workforce Development*

Traverse Connect continues to advance the vision of establishing the Grand Traverse Region as a national hub for commercial drone innovation and workforce development. In close collaboration with regional partners, we are steadily building the infrastructure, partnerships, and programs needed to support this growing advanced aerial mobility (AAM) industry—from FAA-certified workforce training and BVLOS (Beyond Visual Line of Sight) corridors to real-world testing environments and a thriving startup ecosystem. With a strategic focus on developing this industry cluster, we remain committed to positioning Northern Michigan as a leader in uncrewed aerial systems, strengthening local industries, and attracting national attention and investment.



## Medical Delivery Drone Projects Contribute to Region's Economy

*Traverse City Record-Eagle, May 2025*

## ADVANCED AERIAL MOBILITY ACTIVATION FUND AWARD

*Traverse Connect Receives Second Round of Grant Funding to Further Implement Advanced Aerial Mobility Pilot Programs*

In July 2024, Traverse Connect received a grant from the Advanced Aerial Mobility (AAM) Activation Fund, a collaborative effort between the Michigan Department of Transportation (MDOT), the Office of Future Mobility and Electrification (OFME), and the Michigan Economic Development Corporation (MEDC), with support from Newlab, to streamline AAM growth in Michigan. As a 'regional implementation partner,' Traverse Connect has collaborated with partners in technology, higher education, nonprofits, and the private sector to pilot various drone technology use cases in northern Michigan. The projects receiving funding are outlined below:

## RURAL HEALTHCARE DELIVERY & HOSPITAL SYSTEM OPTIMIZATION

Over a three-week period in May, Traverse Connect collaborated with Munson Healthcare, blueflite, DroneUp, and Central Michigan University's Rural Health Equity Institute to deliver laboratory samples and medical supplies between Munson Medical Center and two of its facilities—Munson Dialysis Center and Copper Ridge Surgery Center. These flights are part of an ongoing effort by Munson Healthcare, blueflite, and DroneUp to iterate and refine a drone-based delivery system that optimizes supply chain logistics, improves quality, and supports timely patient care.

This initiative aims to enhance healthcare access in rural communities by streamlining logistics through drone technology. In partnership with Munson Healthcare,

technology providers DroneUp and blueflite, and Central Michigan University's Rural Health Equity Institute, the project is testing the use of drones to transport lab samples, medical supplies, and other critical healthcare goods. The objective is to demonstrate a faster, more efficient delivery method that reduces reliance on road transport and strengthens supply chain resilience across northern Michigan's rural hospital network.

## Medical drones to begin pilot flights in Traverse City

*WCMU Public Radio, May 2025*



### *Fostering the Advanced Aerial Mobility Industry*

Phase 1 of the project, which began in May 2025, focuses on testing VLOS (Visual Line of Sight) drone deliveries between Munson Medical Center and the two participating facilities. Future phases will expand this work; Phase 2 will test BVLOS (Beyond Visual Line of Sight) capabilities.

In May 2025 it was announced that a second round of

funding in the amount of almost \$1M will be administered by Traverse Connect to implement a ramped-up Phase 3 of multi-mission BVLOS flights to transport medical cargo between multiple Munson Healthcare facilities. The long-term goal is to establish a sustained, scalable drone delivery logistics program for rural healthcare systems in Michigan and beyond.



Record-Eagle photo/Jan-Michael Stump



Record-Eagle photo/Jan-Michael Stump



Munson Healthcare photo/Megan Brown



Munson Healthcare photo/Megan Brown

[\*Munson Healthcare tests drones for faster medical supply delivery – UpNorth Live, May 2025\*](#)

[\*Munson Healthcare working towards drone delivery of prescriptions, test samples – 9&10 News, May 2025\*](#)

[\*Local drone project lands another \\$950,000 from state – Traverse City Record-Eagle, May 2025\*](#)

[\*Munson Healthcare trials drones for streamlined medical logistics - AirMed & Rescue, May 2025\*](#)

[\*Michigan Drone Delivery Project Lands Second State Grant of \\$950,000 - DroneXL, May 2025\*](#)

## Target Market Engagement

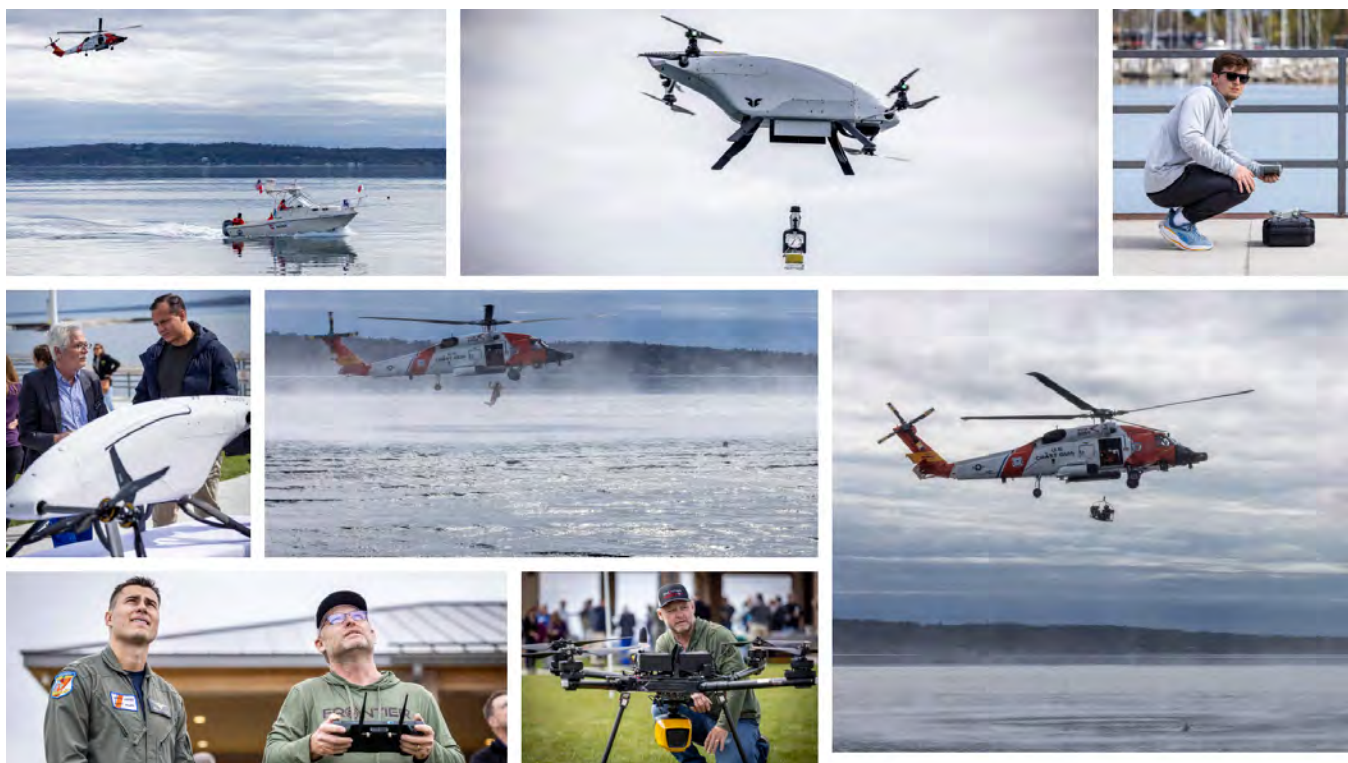
### SKYLINE & SHORELINE: THE INTERSECTION OF DRONES & WATER

On May 6, 2025, Traverse Connect and its partners hosted an event — Skyline & Shoreline: West Bay Aerial Mobility Showcase — a public demonstration of how advanced drone technologies can be applied to solve real-world challenges across public safety, environmental monitoring, and infrastructure planning. Held at Discovery Pier on the shores of Grand Traverse Bay, the event drew a crowd of industry leaders, community stakeholders, and the public to witness three live flight missions and hear from key leaders shaping Michigan's growing aerial mobility ecosystem.

Highlights of the event included a simulated Search and Rescue operation featuring a blueflite drone working in tandem with the U.S. Coast Guard emergency response team and the USCG helicopter. In the demo, the drone

located a missing vessel, dropped a beacon and strobe light, and effectively acted as a rapid-response tool in life-saving missions. Other missions included a water sampling demonstration led by Northwestern Michigan College's Water Studies Institute and UAS program, and bathymetric mapping of the lakebed using LiDAR-equipped drones from Frontier Precision—showcasing the versatility of drone technologies in environmental research and monitoring. Opening remarks were delivered by representatives from the Michigan Department of Transportation, Office of Future Mobility and Electrification, Newlab, Northwestern Michigan College, and Traverse Connect.

The event was attended by approximately 100 individuals and received good press coverage.



[SKYLINE & SHORELINE: Drone tech advances in rescue, research here – Traverse City Record Eagle, May 2025](#)

[Blueflite showcases cutting-edge drone technology – Vertical Mag, May 2025](#)

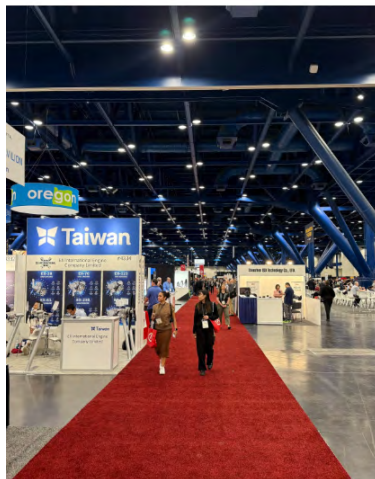
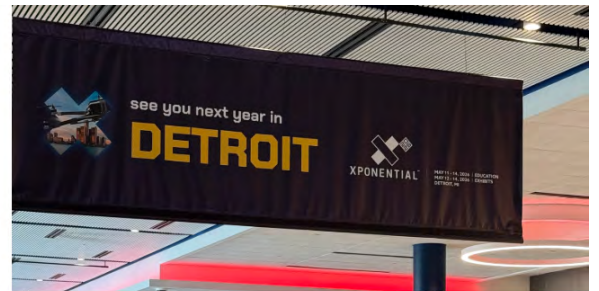
[Traverse Connect shows how drones can be used in Northern Michigan - 9&10 News, May 2025](#)



## Target Market Engagement

### XPONENTIAL

Traverse Connect was represented in Houston, TX, at [XPONENTIAL 2025](#), the leading conference for uncrewed systems and autonomous technology. Hosted by AUVSI (Association for Uncrewed Vehicle Systems International), XPONENTIAL convenes global industry leaders to explore emerging tech, policy, and integration challenges. Traverse Connect and the northern Michigan NorthSky Consortium exhibited under the Michigan Pavilion, organized by MEDC, showcasing Northern Michigan's growing role in advanced aerial mobility, research, and business attraction. With XPONENTIAL coming to Detroit in 2026, this was a key opportunity to attract new AAM businesses and position the region as a destination for autonomy and aerial mobility innovation.



*Regional Strategic Priority*

# BUSINESS EXPANSION

## HELPING COMPANIES GROW AND SCALE IN THE GRAND TRAVERSE REGION



### Century, LLC – City of Traverse City

Century, LLC, the Traverse City-based group of three manufacturing companies, Century Specialties, Century Sun, and Clark Manufacturing, has secured a seven-year, \$46 million contract with Bell Flight to produce main rotor shafts for their civil helicopters.

### Cherry Republic – Leelanau County

The Make it in Michigan program announced its support of [Cherry Republic's expansion](#) in Empire Township, which will create 20 family-sustaining job opportunities. The project is a \$3.25million expansion which will add 16,000 to the existing 25,000 square foot facility.



### Grand Traverse State Bank – Traverse City and Traverse City DDA District

Grand Traverse State Bank (GTSB) completed an acquisition of First State Bank of Decatur, the oldest chartered bank in the state of Michigan, with total assets of \$54 million. In early 2025, GTSB will seek regulatory approval to offer full-service banking to the region under the name Grand Traverse State Bank

### JanTec, Inc. – Garfield Township

JanTec Inc., manufacturer of material handling and conveyor equipment & systems, purchased B&T Bearing Inc., a producer of ball transfer units, conveyor rollers and cargo handling equipment out of Louisville, Ky. The acquisition will allow JanTec to offer customers an expanded, engineered solution for their material handling needs, and B&T Bearings customers gain access to JanTec's handling and conveyance solutions.



### Promethient – Garfield Township

Promethient, the locally-based startup company, recently finalized the installation of their Thermavance quick-touch heating and cooling climate control technology in 400 premium comfort seats at the Detroit Tigers' Comerica Park.



Regional Strategic Priority

# BUSINESS GROWTH & RETENTION

## THE ENTREPRENEURIAL ECONOMY

### 20FATHOMS' SMALL BUSINESS SUPPORT

In November 2023, 20Fathoms, our regional ecosystem partner supporting entrepreneurs and technology start-ups, received a Small Business Support Hubs grant from the Michigan Economic Development Corporation. The funding is helping support [20Fathoms' expansion](#) to offer its services to small businesses in all ten counties of Northwest Michigan, including Manistee, Charlevoix, Cadillac, and Petoskey. The support also means that Northwest Michigan entrepreneurs can access new funding and resources through its new partnerships with Michigan SBDC, Northern Lakes Economic Alliance, Venture North, and Traverse Connect. New services include grants, business consultations, educational programming, and professional service provider support. All entrepreneurs in Northwest Michigan are eligible.

### CLIENT SPOTLIGHT: FRACTIONAL INSIGHTS

by 20Fathoms

Before taking the leap to become a founder and business owner, Erin Eatough was an academic. It might seem like a leap, but the research foundations she took from the academic world have informed her work in the private sector and shaped the services that her company, Fractional Insights, offers.

Fractional Insights is a “consulting, advisory, and research company founded by two organizational psychologists,” Eatough explains. “Our goal is to be able to help organizations understand and measure the connection between their people and their ultimate business outcome and goals.”

Fractional Insights offers consulting services for companies, helping them adapt to the future of work. While historically there has been a disconnect between HR and business outcomes, the rise of AI and conversations around the future of work have highlighted the need for the insights and services that Fractional Insights provides.



#### *20Fathoms Interview with Founder Erin Eatough*

**20Fathoms:** How did you make the move from academia to starting your own company?

**Erin:** My cofounder Shonna Waters and I were seeing the world change to be more technology-driven and more AI-driven; we saw an opportunity to be useful. We could help companies see the alignment between people and business outcomes, really explaining, demonstrating, and proving that the way to get to your North Star goal is not in conflict with or mutually exclusive of dignified treatment of your people and investing in your people, rather it's an incredibly powerful strategy. The historical perspective is that “it increases cost,” but what we know from organizational science is that it's a business investment that pays off. That's where the science-to-practice gap is so clear. It was this point of frustration and motivation for us.

**20Fathoms:** When you think about 3-5 years in the future, what's your vision for your company? Where are you heading?

**Erin:** We are planning to continue advisory and professional services while scaling into a technology-enabled company to increase access for organizations. We are building a platform that seamlessly integrates AI-powered analytics with our Psychological Ergonomics™ framework to drive measurable organizational transformation. The platform combines an adaptive intelligence engine that analyzes workforce signals and data and generates tailored, evidence-based strategies, with a comprehensive measurement system that tracks metrics and connects them to business performance. This creates a scalable solution that automatically adapts to an organization's context while continuously optimizing workforce strategy through data-driven

## Regional Strategic Priority: The Entrepreneurial Economy

insights and targeted interventions. However, our vision is to always have what we call “service in the loop” where expert support is looped into client success and the process, using technology to its highest and best use, and humans to theirs.

**20Fathoms:** How has working with 20Fathoms supported you as you’ve launched and grown your business?

**Erin:** I was a coworking member for about two years, which was amazing – it helped me see that there were resources around me for taking a leap out of the traditional employment status to becoming an entrepreneur. Having exposure to the community and resources that 20Fathoms played a big part in building my confidence to make a decision as big as leaving my job to start my own company.

I’ve completed a ton of the educational programming, like the Business Essentials course, the CO.STARTERS bootcamp, and I’ve tapped into other resources within the 20Fathoms community, like Aurora Patents. I have attended a lot of lunch and learns; I’m invested in continual personal development and growth. Especially when it comes to entrepreneurship – what else can I learn? I want to take advantage of the resources being offered.

TCNewTech was great; one reason that I wanted to do TCNewTech was because of the wraparound coaching to help you craft your pitch. I really took advantage and think it helped tremendously. [Fractional Insights took the top prize at TCNewTech last November.]

**20Fathoms:** Speaking of, congrats on winning the TCNewTech pitch competition last November! What was meaningful for you about the experience?

**Erin:** Beyond the win, sharing the stage with remarkable founders like Erin Blohm from Blooma, Jamie Kramer from Earthly After, and Brittanie Dabney of Ecosphere Organics was so meaningful. Each one of these brilliant women (and their teams) is tackling crucial challenges with powerful solutions. It was wonderful that we won, and also the line in the sand between any one of us could have shifted. I could have seen any one of them winning.

One of the most personally important parts of the whole experience was having my children in the audience. They usually just see me behind a laptop, missing family moments for “work.” At TCNewTech, they got to witness the impact and value of the sacrifices Shonna and I are making for our vision. They saw our work being recognized and celebrated by the community. And they got to hold a giant check!



## MIT'S REGIONAL ENTREPRENEURSHIP ACCELERATION PROGRAM

Traverse Connect’s Director of Ecosystem Development, Camille Hoisington, is participating in MIT’s Regional Entrepreneurship Acceleration Program (MIT REAP) Global Program. She is one of twelve representatives making up Team Michigan, which was selected to join Cohort 11 of this prestigious two-year initiative aimed at accelerating innovation-driven entrepreneurship (IDE). Representing northwest lower Michigan, Camille joins a cross-sector group of leaders championed by Ben Marchionna, Michigan’s Chief Innovation Ecosystem Officer. The team includes stakeholders from government, academia, the private sector, risk capital, and the entrepreneurial community. Together, they will apply MIT’s evidence-based frameworks to strengthen Michigan’s statewide innovation ecosystem. Seven global teams are participating in this cohort, and Michigan’s inclusion highlights its growing momentum as a leader in entrepreneurial ecosystem development. The team completed their first three-day workshop in Cambridge, MA, in November, with an upcoming workshop in June, marking the beginning of their collaborative efforts to transform Michigan’s economic landscape through IDE.



*Michigan Selected for Prestigious MIT REAP Global Program – MEDC, December 2024*

## Regional Strategic Priority: The Entrepreneurial Economy

### 20FATHOMS' EXPANDING STARTUP PROGRAMS AND RESOURCES

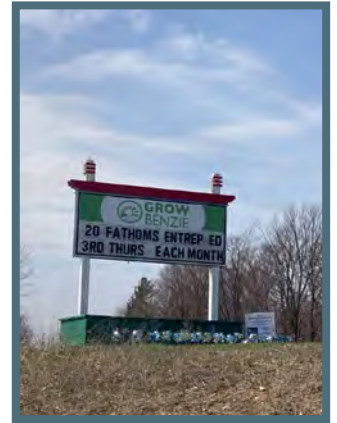
#### *Coaching Services Available in Five Northwest Michigan Locations*

In January, 20Fathoms announced an expansion of its one-on-one startup coaching opportunities to Elk Rapids and Petoskey. Startup coaching continues to be available in Traverse City, Manistee, and Benzonia. The service expansion allows entrepreneurs along the coastline to access this valuable service.

The coaches at 20Fathoms know how challenging being an entrepreneur is, and how valuable it can be to sit down with someone to talk through your ideas and challenges when you're starting a business. This service is open to all entrepreneurs and available at no cost as the program is underwritten by grant funding.

Startup coaches share their time, wisdom, and connections to help entrepreneurs build successful businesses and avoid common mistakes. They can help entrepreneurs with troubleshooting, opportunity and gap analysis, resources, connections, and getting clear about strategic priorities.

Two of the recent bootcamps hosted by 20Fathoms were specifically designed to meet the needs of Indigenous entrepreneurs. The Indigenous Business & Marketing Essentials bootcamp is hosted in partnership with New Mexico Community Capital and incorporates culture and tradition alongside business education.



#### **Benzonia**

When: Third Thursday of the month  
4 – 6 pm

Where: Grow Benzie  
5885 Frankfort Hwy, Benzonia, MI

#### **Manistee**

When: Third Wednesday of the month  
9 – 11 am

Where: Man. Area Chamber of Comm.  
400 River St, Manistee, MI

#### **Traverse City**

When: Every Thursday  
1 – 4 pm

Where: 20Fathoms  
10850 E. Traverse Hwy, Ste. 4400,  
Traverse City, MI

#### **Elk Rapids**

When: Third Wednesday of the month  
1 – 3 pm

Where: Waterside Office Building  
212 River St, Elk Rapids, MI

#### **Petoskey**

When: Second Wednesday of the month  
2:30 – 4 pm

Where: Honor Bank  
Petoskey Commercial Loan Center  
407 Michigan St, Petoskey, MI

#### *Breakfast Lab Weekly Entrepreneur Event Series Continues This Summer*

In early 2025, 20Fathoms introduced Breakfast Lab, a weekly series designed for entrepreneurs to tackle their most pressing issues with support from subject matter experts and peer entrepreneurs.

Whether entrepreneurs are just starting out with an idea or ready to start up, Breakfast Lab takes their business model to the next level.

Workshops begin at 9 AM, followed by work time and coaching from 10:30 to noon. Participants are welcome to attend either session or both, depending on their needs. Participants must have a completed business model canvas (business plan) in order to attend.

Each weekly workshop focuses on a particular topic and entrepreneurs can choose to attend all or selected topics that are relevant to them. Each topic will be offered on a rotational basis, and participants are welcome to attend as often as they'd like to continue to refine their work. Topics include customer discovery, marketing & sales, cost, revenue & financial modeling, MVP/product-market fit, fundraising, and storytelling & pitching.

Interested entrepreneurs can learn more and register on [20Fathoms' Breakfast Lab page](#).

## Regional Strategic Priority: The Entrepreneurial Economy

### 20FATHOMS CLIENT SPOTLIGHT: 8BIT INSIGHTS

by 20Fathoms

Data consultant Sabrina Jordan has done it all; from data architecture to data engineering, data analysis and reporting, her career has taken her across a wide range of industries. That experience serves her well in her new role as entrepreneur. She founded her own consulting company, 8bit Insights, in 2024.

Rewind four years. In 2020, Sabrina took a job at Blue Granite Consulting. “That’s where I fell in love with consulting,” she reflects. “I felt like I’d found my niche. It was the best company I’d ever worked for, and I was very excited about it. I felt fulfilled every day when I went to work.” Two years later, the company was acquired. Sabrina didn’t feel aligned anymore, and decided to launch her own business, rooted in her values. Instead of a privately-owned company, she planned to operate as employee-owned.



As she journeyed down this path, Sabrina wanted to network and connect with other women, especially women who understood how challenging it is to start your own business. That led her to Women in Tech, a monthly networking happy hour hosted by 20Fathoms at Earthen Ales. “Getting clients, finding funding, just being in this male-dominated space, I knew there would be fantastic insights at this type of a gathering, and a community and camaraderie that would hopefully bring success to all of us,” she says.

#### *20Fathoms Interview with Founder Sabrina Jordan*

**20Fathoms:** What is 8bit Insights? What does it look like for someone to work with you?

**Sabrina Jordan:** Almost every business has data problems that they don’t know how to approach. Maybe they have multiples systems and the data doesn’t talk to each other; they might have really burning business questions they don’t know how to answer because inventory data and sales data are in different places. Having a data consultant come in that can build them a system that can answer those questions is the greatest value I can think of.

When someone gets in touch, we do a discovery call; I introduce myself briefly but we spend most of the time getting into the challenges they face, the questions they want to answer, digging into their needs.

If it looks like they are going to be a good fit, and I have possible solutions, we talk about a proposal and there might be more discovery calls to ensure what I am proposing will work, we check in throughout the process, and there’s a wrap up call at the end.

A lot of consulting companies want you to keep coming back but I ensure you have the skills to continue independently. If you want to come back for another project it’s because you trust us, not because you didn’t have another choice.

**20Fathoms:** What’s your vision for your company?

**Sabrina:** Ultimately I’d love to have 64 employees. That’s the point at which I feel you can have a completely flat hierarchy. It’s also a data joke!

I feel like it’s the best number of people to stay connected, where you can fall back on each other and have questions, get expertise, ensure that everyone in the company is able to be the best that they can be. They’re not forgotten, they’re not overlooked or lacking support. To me that’s the right size before you start to get too big.

I’m looking for sustainable growth, looking for an equilibrium instead of constant growth and striving. For some companies if you just keep striving for growth you end up never hitting the mark on a great culture or satisfied clients.

I would love to have a sustainable company that pays employees really well and has the best benefits you can get by staying small and agile and targeted.

**20Fathoms:** How did you get involved with Women in Tech? What made you decide to come out for the first time?

**Sabrina:** I was hoping to network with other women – especially those who understand how difficult it is to get started with your own business, to get clients, find funding, and be in a traditionally male-dominated space. I knew there would be fantastic insights, and community/camaraderie that would hopefully bring success to all of us.

**20Fathoms:** What has come out of your involvement with Women in Tech?

## *Regional Strategic Priority: Business Growth & Retention*

**Sabrina:** First and foremost, my amazing branding and website! I had tried to do my own website and logo, and it was fine, but when I met Jaime [Edmondson] at Women in Tech and she started talking about how she was looking for clients to get started and was offering a special, I looked at her website Spellbound Creative Studio. I was so blown away by the quality, comparing it to my own.

I didn't feel legitimate with the website I'd built myself... it looked like all the others. Jaime's process helped me define my business more than I ever thought I would need to define it. We got so involved in the details and really honed in on what makes 8bit so unique from the competition.

It was more than just a brand and a website; it helped me understand who I am and who my company is. That never would have happened if it weren't for Women in Tech. I wouldn't have sought it out; I would have assumed it would be too expensive.

At Women in Tech, the people who have showed up have come from all sorts of different walks of life, different places in their life, from college students who have questions about what it's like to work in tech to retired people who are looking to start another business in tech or continue a side project. That variety is what makes the community so strong and gives you so much insight that can help you out. Despite that huge variety, there's such a strong bond in the women who show up. That's what makes it so valuable and rewarding.

## **20FATHOMS' PROGRAM SPOTLIGHT: WOMEN IN TECH**

Each month Women in Tech gathers to build community and support amongst women working in, or interested in, the tech industry and tech-related roles.

"It can be intimidating for women to show up to a meetup, so we keep it as casual as possible," says Gretchen Swanson, Director of Talent at 20Fathoms and Women in Tech's regular host. "The only agenda is that there's no agenda!"

Women in Tech was founded in 2020 by two local tech professionals at the time, Courtney Bierschbach and Cotopaxi Lyon, in partnership with 20Fathoms. The goal was to expand networking opportunities, provide support, and discuss shared challenges and experiences. Five years later, the group is still going strong.

Gatherings are often made up of half-new and half-returning women. This dynamic mix ensures that everyone has someone to talk to, new connections are consistently made, and no one needs to feel hesitant breaking into an established group.

Women in Tech gathers on the third Wednesday of the month at 5 pm at Earthen Ales.





Regional Strategic Priority

# TALENT ATTRACTION & GROWTH

## DEVELOPING A ROBUST TALENT PIPELINE

### TALENT ATTRACTION: MICHIGAN'S CREATIVE COAST SUPPLEMENTAL

*Traverse Connect continues to build upon the Michigan's Creative Coast talent attraction campaign and introduced several new statistical reports that convey the value of Michigan's Creative Coast programs with metrics such as job views, successful moves, successful hires, new businesses started, and the top national out-of-state origins of the program applicants. The recently published Michigan's Creative Coast Job Board Report details metrics and testimonials which convey the value of this program. The report covers job views, successful relocations, new hires, new businesses started, and the top local and out-of-state origins of the program applicants.*



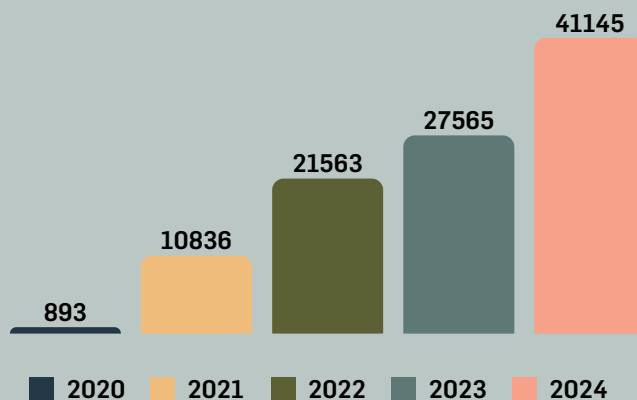
# JOB BOARD

## PERFORMANCE REPORT

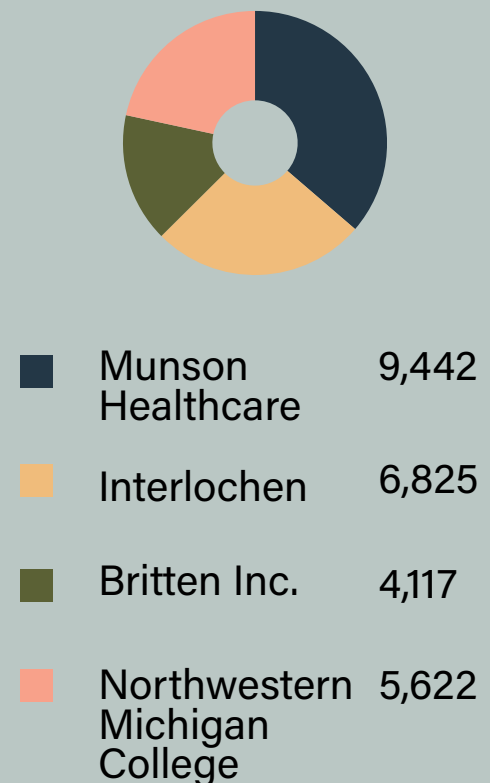
### GROWING FAMILY SUSTAINING CAREERS IN THE GRAND TRAVERSE REGION

The Michigan's Creative Coast Job Board is a high-quality and curated showcase of key employers and family-sustaining job opportunities available in the Grand Traverse region. Curation of the job board is defined around pay rate parameters to ensure alignment with Traverse Connect's mission to encourage the growth of family-sustaining careers in the region.

#### JOB VIEWS OVER TIME



#### JOB VIEWS PER MAJOR EMPLOYER



"When I started job searching, I always looked through the job board posts. I saw the position almost immediately after it was posted. My boss still jokes about how fast she got an email from me following the post! We connected via email, scheduled an interview and I was hired later that week."

**TESTIMONIAL 2022**



# REACH & IMPACT

## TOP USER LOCATIONS

Traverse City, MI  
Ashburn, VA  
Houston, TX  
Dallas, TX  
Atlanta, GA  
Miami, FL  
Garfield Township  
Moses Lake, WA  
San Antonio, TX  
Detroit, MI  
Charlotte, NC  
Des Moines, IA  
Orlando, FL  
Chicago, IL

**“Loved the platform, super easy to use and great candidates came through!”**

**3,418**

**AVG. JOB  
VIEWS/MONTH**

**#1**

**MOST VIEWED  
PAGE**

**108,225**

**PAGE VIEWS  
IN 2024**

I've always enjoyed swiping through the Creative Coast job posts to see the diverse opportunities in the Traverse City area. Recently, I found a great position with National Vacuum Equipment that I was interested in. I followed through to meet them in person at the Northwestern Michigan College career fair, applied, and got the job!

**TESTIMONIAL 2021**

**“The job board is valuable as we have had candidates apply from other areas of the state and have had more visibility since using.”**



# NORTHERN NAVIGATORS PROGRAM REPORT

## OPENING THE DOORS OF GRAND TRAVERSE TO NEW IDEAS, PEOPLE & GROWTH OPPORTUNITIES.

Acting as "regional ambassadors," our Northern Navigators are people who have chosen to live in the Grand Traverse region and who can help prospective residents, newcomers to the area, and locals alike feel welcomed and connected, all while offering knowledge of regional lifestyle amenities, recreation, schools, healthcare, real estate, and industry and career opportunities. Some are Traverse area locals, others have made the choice to recently move here themselves, and all of them can offer their advice from their unique experiences.

**300+**  
**MEETINGS  
TO DATE**

**15**  
**LOCAL  
AMBASSADORS**

**26,973**  
**WEB VIEWS  
IN 2024**

### INDUSTRIES REPRESENTED

- Business & Corporate
- Real Estate
- Healthcare
- Education
- Remote
- Nonprofit
- Arts & Culture
- Tech & Entrepreneurship

### AREAS OF EXPERTISE

- Career Opportunities
- Real Estate & Housing
- Childcare
- Entrepreneurship & Tech
- Making Friends & Getting Involved
- Outdoor Recreation
- Food & Beverage Scene
- Leadership Development

# TESTIMONIALS OVER THE YEARS

"The Northern Navigator program is a priceless resource and a reflection of the type of supportive community that defines Traverse City. She kindly facilitated connections to other community members and provided a thorough list of resources for networking opportunities. I can't think of anything to improve - the program is already above and beyond my initial expectations!"

"We reached out to multiple organizations in Michigan, but it was the Michigan's Creative Coat program in Traverse City that stood out by providing us with excellent resources, including the outstanding Northern Navigators. Impressed by their expertise, we arranged another call focused on our interests in outdoor activities and community involvement. From our perspective, Northern Navigators has proven to be an exceptional resource, and we enthusiastically recommend their services to everyone we meet."

"This is the coolest and most helpful resource I could've asked for. What an incredible thing to offer people considering a move to your city. It seems that Northern Navigators are quite a diverse bunch, but it was awesome for me to meet with someone who I feel like I have a lot in common with. Such a fan of Camille and this great service!"



# NORTHERN EXPLORERS PROGRAM REPORT

## WELCOMING NEWCOMERS & BOOMERANGS TO THE GRAND TRAVERSE REGION

Since 2021, the Northern Explorers program aims to attract talent to the Grand Traverse region through targeted invitations and networking opportunities. Once per year, Traverse Connect and Michigan's Creative Coast invite 10 individuals from outside the Grand Traverse region to visit as our VIP guests and attend two special events. These individuals are featured with their bio and resume to the Traverse Connect and Michigan's Creative Coast audiences leading up to the events. Notably, several participants have been successfully hired by local organizations, contributing to the region's workforce diversity and economic vitality.

42

**PROGRAM  
PARTICIPANTS**

20

**SUCCESSFUL  
MOVES**

2

**NEW BUSINESSES  
STARTED**

5

**SUCCESSFUL  
HIRES**

"Shortly after my move to Traverse City, Michigan from Chicago, Illinois, I heard of Michigan's Creative Coast and was extended the opportunity to attend the [Northern Explorer program]. This program consisted of mentorship and exposure in the Grand Traverse region that allowed me to secure a role with Britten Inc. as a Content Manager. I have been embracing the transition from big corporate to a local family-owned business. I am grateful for this opportunity and excited to live in a city I grew up loving!"

**TESTIMONIAL 2021**



# REACH & IMPACT

## OUT-OF-STATE ORIGINS

Atlanta, GA  
Baltimore, MD  
Charlotte, NC  
Cincinnati, OH  
Denver, CO  
Houston, TX  
Indianapolis, IN  
Juneau, AK  
Los Angeles, CA  
Minneapolis, MN  
Nashville, TN  
United Kingdom

## IN-STATE ORIGINS

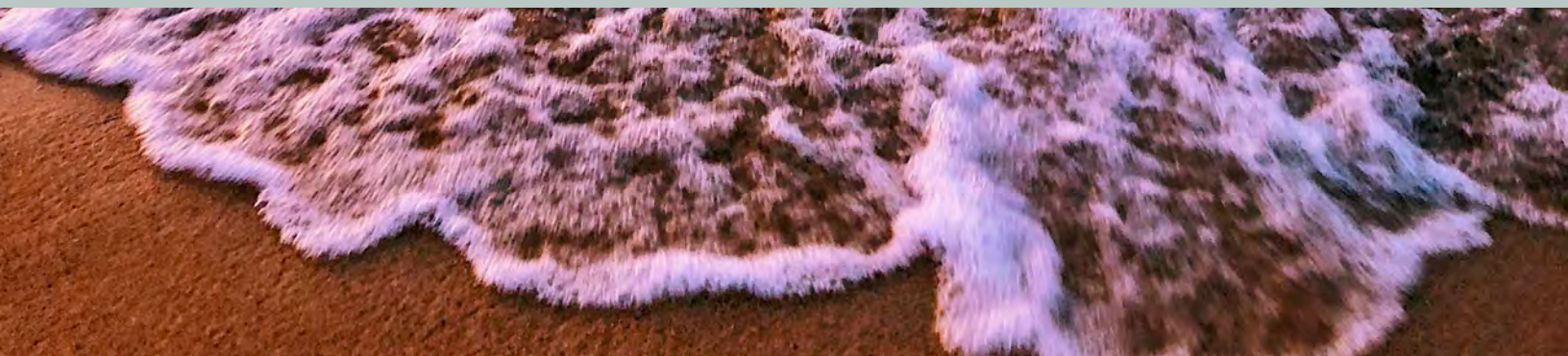
Detroit  
Grand Rapids  
Holland  
Kalamazoo  
Royal Oak  
Saginaw AND MORE...

## HIRED BY

- Britten Inc.
- Community Foundation
- Northwest Education Services
- World Magnetics
- Glen Lake Association

"Just this week I closed on a house thanks to much support from Meg Zammit. The Northern Explorers program introduced me to Northern Navigators who encouraged me to pursue remote opportunities and introduced me to Meg, who helped me find my home in the community. I'm really looking forward to moving back to the area and getting reconnected with the community. Looking forward to being able to call Michigan home again!"

**TESTIMONIAL 2022**





## GTCRC Update Week Ending 6/6/2025

### Week In Review

- Respect in the Workplace Training 6/3
- PASER Rating Day 1 6/3
- Rock Tub Steel Dump Trailer Bid Opening 6/3
- Automated Flagger Assistance Device Bid Opening 6/4
- PASER Rating Day 2 6/5
- Potter Road Bid Opening 6/5
- Harrand Road Wedging 6/6 – 6/7
- Shop crews continue day to day maintenance
- Walk through for Porch Roof Construction 6/4
- Multiple walk throughs for the doors this week
- Mowing Operations began
- Rental Tractor is in use mowing
- Grading/Blading Gravel Roads and Pothole Patching
- Ditch Maintenance
- 170 miles of High Ridge Removal was completed this year, 20,000 tons of material was removed
- Working on fixing & updating GeoEvent Server (GIS/IT)
- Supporting staff with technology assistance throughout the organization (GIS/IT)
- Setting up new tablets and training employees on how to use them (GIS/IT)
- Sign/Signal crew replaced missing Yield Sign in Paradise Township 6/2



- Signal Crew assisted MDOT with US31/M37 Intersection (Chums Corner) Signal Damage 6/3
- Signal Crew replaced dark lamp at South Airport Road and GT Mall Crossing Circle 6/5
- Design continues for Racquet Club Drive
- Barney Road estimates are prepared
- Preparation work is taking place for Fife Lake Road and Three Mile Road





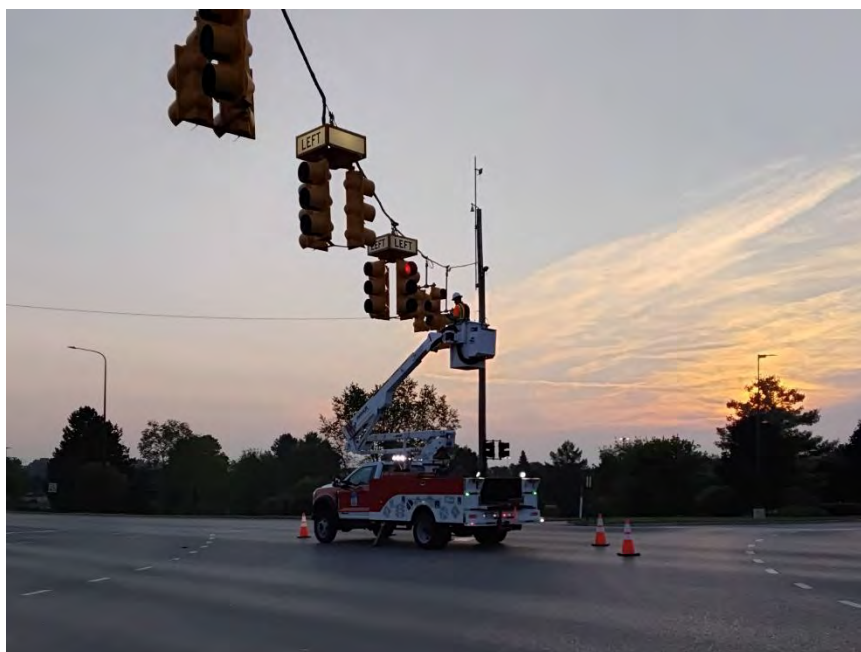
**GTCRC Update**  
**Week Ending**  
**6/6/2025**

- Long Line Striping has begun in Paradise Township



**Looking Ahead**

- Respect in the Workplace Training and ESTA Policy Roll Out 6/10
- Watkins to attend Blair Township Meeting 6/10
- Three Mile Road Construction Project 6/12
- Fife Lake Road Construction Project 6/16





## **Grand Traverse County Now Regulating Onsite Water and Sewage Disposal Systems at the Time of Property Transfer**

On May 21, 2025, the Grand Traverse County Board of Commissioners adopted the Grand Traverse County Regulation for the Evaluation of Onsite Water and Sewage Disposal Systems at the Time of Property Transfer, which expands oversight beyond the Grand Traverse County Health Department's (GTCHD's) existing permitting regulations.

Effective January 1, 2026, the regulation will require the health department to evaluate water and septic systems on properties in the process of being transferred or sold that contain a dwelling located within 300 feet of surface water.

While permits and approvals for new and replacement water and septic systems will continue to be performed by GTCHD staff, third-party evaluators will soon partner with GTCHD to conduct the new mandated evaluations. Certified through the local health department, these evaluators will work directly with homeowners and GTCHD to ensure compliance with the regulation while creating the least possible amount of impact on the real estate transaction.

Specifically, beginning January 1, 2026, GTCHD will utilize GIS mapping to measure the distance from the nearest edge of a dwelling on a property being transferred or sold to surface water to determine whether it must comply with the regulation. Those dwellings deemed to be within 300 feet of surface water will require an evaluation.

Over the next six months, GTCHD will develop departmental guidelines in partnership with local evaluators and realtors to implement the regulation. Relevant applications, forms, instructions, and educational materials will be posted on the Environmental Health page of our website at [www.gtcountymi.gov/Environmental-Health](http://www.gtcountymi.gov/Environmental-Health).

Instructions on how to become a certified evaluator will be posted in the fall of 2025 to allow for training and certification prior to January 1, 2026. Subsequently, a list of certified evaluators will be posted on the website listed above. Further educational materials and outreach will continue through the fall via mailings, open houses, and social media posts.

The new regulation—the culmination of nine months of work by GTCHD staff, who reviewed similar regulations in other counties and townships while collaborating with the private and public entities who will be most impacted by this regulation—may be viewed on the environmental health website under the on-site septic systems tab. Additional information and education will also be posted as we approach January 1, 2026.

If you have questions, please reach out to [eh@gtcountymi.gov](mailto:eh@gtcountymi.gov).

Mike Lahey, Health Officer, Grand Traverse County Health Department

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

May 2025

Location	E-Citations	Traffic Crashes			Arrests		Traffic Crash Totals
		Fatal	PIA	PDA	OWI	Criminal	
01 Acme	15	0	1	14	1	6	15
02 Blair	33	0	3	16	1	15	19
03 East Bay	34	0	4	18	2	8	22
04 Fife Lake	5	0	4	3	0	5	7
05 Garfield	137	1	7	57	12	67	65
06 Grant	1	0	1	2	0	1	3
07 Green Lake	7	0	2	6	1	12	8
08 Long Lake	10	0	2	5	1	3	7
09 Mayfield	5	0	1	3	0	4	4
10 Peninsula	23	0	0	2	1	4	2
11 Paradise	3	0	1	3	1	1	4
12 Union	1	0	0	3	0	0	3
13 Whitewater	4	0	2	6	0	1	8
29 Fife Lake Vlg	2	0	0	1	0	0	1
30 Kingsley Vlg	6	0	0	2	0	3	2
66 Traverse City	19	0	0	0	5	43	0
84 Out of County	0	0	0	0	0	9	0
<b>Totals</b>	305	1	28	141	25	182	170
<b>Garfield Total %</b>	<b>44.9%</b>	<b>100.0%</b>	<b>25.0%</b>	<b>40.4%</b>	<b>48.0%</b>	<b>36.8%</b>	<b>38.2%</b>

Ticket stats do not include paper tickets issued.

Arrest stats are as of 6/01/25.





# GRAND TRAVERSE METRO FIRE DEPARTMENT 6c.

FIRE OFFICE 897 Parsons Road ~ Traverse City, MI 49686

Phone: (231) 947-3000 Fax: (231) 947-8728 ~ Website: [www.gtmetrofire.org](http://www.gtmetrofire.org) Email: [Info@gtmetrofire.org](mailto:Info@gtmetrofire.org)

## GTMESSA NFIRS Incidents - May 2025

Incident Type	Garfield	Metro
Medical assist, assist EMS crew	229	304
Emergency medical service, other	60	77
Dispatched and cancelled en route	29	47
Alarm system activation, no fire - unintentional	6	10
No incident found on arrival at dispatch address	6	9
Alarm system sounded due to malfunction	5	5
Motor vehicle accident with injuries	4	8
Water Flow Alarm - unintentional	4	4
False alarm or false call, other	3	4
Motor vehicle accident with no injuries.	3	4
Smoke scare, odor of smoke	3	5
Unauthorized burning	3	4
Carbon monoxide detector activation, no CO	2	2
Heat detector activation due to malfunction	2	2
Smoke detector activation, no fire - unintentional	2	3
Assist invalid	1	2
Assist police or other governmental agency	1	2
Camper or recreational vehicle (RV) fire	1	1
Carbon monoxide incident	1	1
Cooking fire, confined to container	1	1
Extinguishing system activation due to malfunction	1	1
Forest, woods or wildland fire	1	3
Good intent call, other	1	2
LP or Natural Gas Odor with no leak/gas found.	1	1
Motor vehicle/pedestrian accident (MV Ped)	1	1
Oil or other combustible liquid spill	1	1
Passenger vehicle fire	1	1
Power line down	1	1
Removal of victim(s) from stalled elevator	1	1
Smoke detector activation due to malfunction	1	3
Attempted burning, illegal action, other	0	2
Brush or brush-and-grass mixture fire	0	1
Building fire	0	1
Building Fire - Charring only - No Flame Damage	0	1
Extrication, rescue, other	0	1
Outside equipment fire	0	1
Outside rubbish fire, other	0	1
Steam, vapor, fog or dust thought to be smoke	0	1
Tree Down	0	2
Grand Total	376	521



# GRAND TRAVERSE METRO FIRE DEPARTMENT

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## GTMESSA EMS Complaints - May 2025

Complaint	Priority 1	Priority 2	Priority 3	Garfield	Metro
Fall	11	26	40	77	102
Cardiac Issues (Chest Pain)	23	1	5	29	37
Difficulty Breathing / SOB	22	2	4	28	34
Unknown Problem/Person Down	1	25		26	30
Infection	4	1	13	18	23
Hemorrhage/Laceration	4	5	4	13	15
Abdominal Pain	5		4	9	11
Stroke/CVA	8	1		9	11
Seizure	6		2	8	12
Altered LOC	5		2	7	9
Invalid Assist/Lift Assist		1	6	7	8
Overdose - Unintentional	4	1	2	7	8
Syncope/near-fainting	1	1	5	7	8
Unresponsive	2	4	1	7	10
General Weakness	1	1	4	6	14
Hypotension / hypertension	1	2	3	6	7
Nausea/Vomiting	2		4	6	6
Traumatic Injury	1	1	4	6	10
Vehicle Accident	5		1	6	11
Diabetic Emergency	2	1	2	5	9
Medical Alarm		2	3	5	5
Headache	3		1	4	4
Lower Limb Swelling			4	4	4
Psychiatric Problem/Suicide Attempt			4	4	6
Allergic Reaction / Stings	2	1		3	3
Assist Other Agency		1	2	3	3
Back Pain (Non-Traumatic)	1		2	3	8
Death - Priority 5		1	2	3	3
No Other Appropriate Choice			3	3	5
Alcohol intoxication	1		1	2	6
Cardiac Issues - No Chest Pain			2	2	2
CPR	2			2	2
Heart Problems/AICD	2			2	4
Animal Bite			1	1	1
Assault			1	1	1
Carbon Monoxide		1		1	2
Choking	1			1	1
Heat/Cold Exposure	1			1	2
Patient Assist Only			1	1	2
Urinary problem			1	1	1
Welfare Check			1	1	2
Abnormal Labs				0	1
Eye Problem/Injury				0	2
<b>Grand Total</b>	<b>121</b>	<b>79</b>	<b>135</b>	<b>335</b>	<b>445</b>



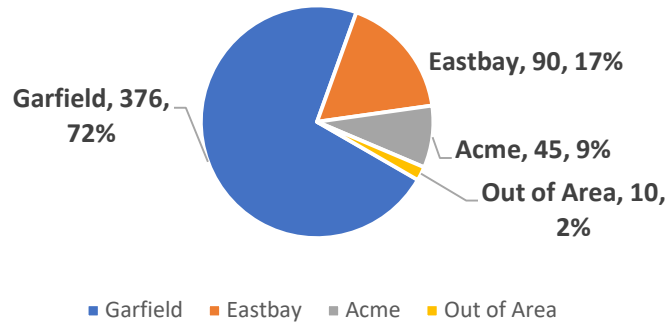
# GRAND TRAVERSE METRO FIRE DEPARTMENT

**FIRE OFFICE** 897 Parsons Road ~ Traverse City, MI 49686

Phone: (231) 947-3000 Fax: (231) 947-8728 ~ Website: [www.gtmetrofire.org](http://www.gtmetrofire.org) Email: [Info@gtmetrofire.org](mailto:Info@gtmetrofire.org)

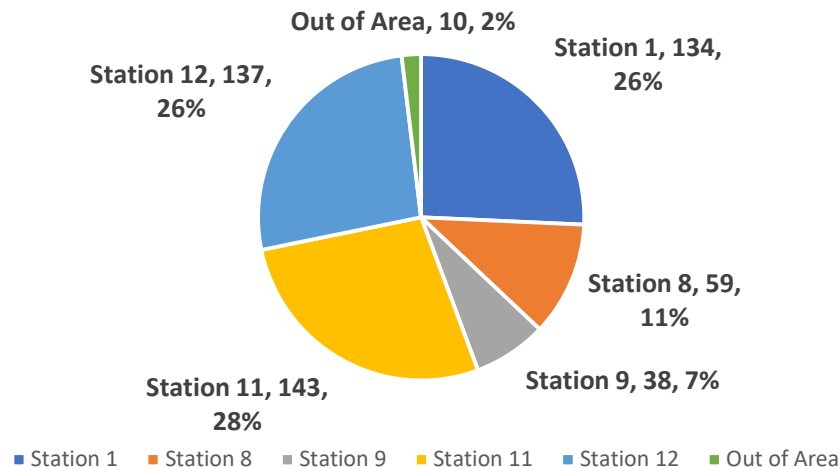
## GTMESSA - May 2025 Incidents

521 Total

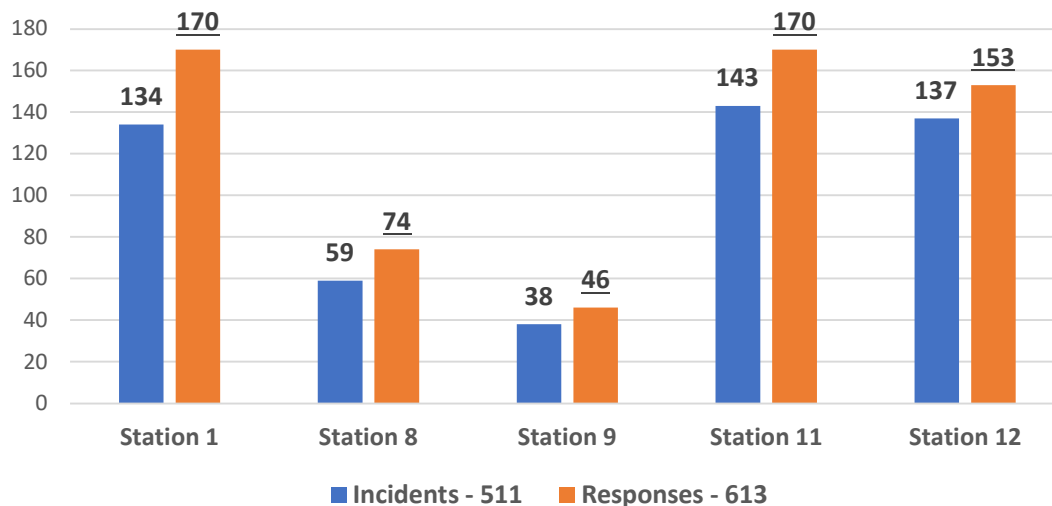


## GTMESSA - Incidents by Station May 2024

521 Total



## GTMESSA Station Responses vs Incidents - May 2024





## Charter Township of Garfield Planning Department Report No. 2025-49

Subject:	Planning Department Monthly Report – June 2025		
Prepared:	June 3, 2025	Pages:	2
Meeting:	June 10, 2025 – Township Board		

### **PURPOSE:**

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

### **DEVELOPMENTS:**

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

#### ***Gauthier Site Multi-Family Development – Special Use Permit Review***

- *Location:* 2105 N US-31 South, west side of US-31 at corner of US-31 and McRae Hill Road
- *Development Description:* Proposed 149-unit multi-family apartment complex development
- *Status:* The Planning Commission introduced the application at their 3/12/2025 meeting, held a public hearing at their 4/9/2025 meeting, and directed Staff to prepare Findings of Fact for review at their 5/14/2025 meeting. The Planning Commission approved the application with conditions at their 5/14/2025 meeting.

#### ***Scussel Rezoning – Zoning Map Amendment***

- *Location:* 306 West Hammond Road, north side of Hammond Road between Traversefield and Townline
- *Development Description:* Rezoning from Conditional C-G General Commercial to A-Agricultural
- *Status:* The Planning Commission introduced the application at their 4/9/2025 meeting, held the public hearing at their 5/14/2025 meeting, and directed Staff to prepare Findings of Fact for review at their 6/11/2025 meeting.

#### ***High Tops Night Club and Sports Bar – Site Plan Review***

- *Location:* 1776 South Garfield Avenue, north side of West South Airport Road, in the Cherryland Center
- *Development Description:* Proposed concert venue, sports bar restaurant and lounge, and event hall at the former Younkers building in the Cherryland Center.
- *Status:* The Planning Commission introduced the application at their 5/14/2025 meeting and tabled the application to allow the applicant to address concerns about how the proposal impacts the surrounding neighborhood.

#### ***Pine Grove Homes SUP – Extension Request***

- *Location:* 4030 Meadow Lane Drive, northwest corner of Meadow Lane Drive and US-31
- *Development Description:* Proposed sale of prefabricated structures (mobile homes) on an outdoor lot
- *Status:* The Planning Commission granted the extension request at their 5/14/2025 meeting.

#### ***Lake Pointe Planned Unit Development – PUD Major Amendment***

- *Location:* Oak Hollow Drive, northwest of Value City Furniture on South Airport Road and Park Drive
- *Development Description:* Proposed 24-unit multi-family housing development
- *Status:* The Planning Commission introduced the application at their 5/14/2025 meeting and scheduled the public hearing for their 6/11/2025 meeting.

***Harris Hills Estates – Conceptual Review***

- *Location:* North end of Zimmerman Road, north of intersection with North Long Lake Road
- *Development Description:* Proposed residential housing development of 41 duplexes
- *Status:* The Planning Commission will review the concept at their 6/11/2025 meeting.

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

***Fifth Third Bank (Sam's Club PUD) – PUD Administrative Amendment***

- *Location:* 3535 West South Airport Road, southwest corner of South Airport Road and US-31
- *Development Description:* Proposed demolition and reconstruction of existing bank site
- *Status:* Under review; additional information requested from applicants

***North Bay Produce***

- *Location:* 1868 McRae Hill Road, near the northern intersection of McRae Hill Road and US-31
- *Development Description:* Proposed parking lot addition at existing office site
- *Status:* Under review; additional information requested from applicants

***Traverse Body and Paint***

- *Location:* 940 West Blue Star Drive, east of US-31 near McRae Hill Road
- *Development Description:* Proposed expansion of existing vehicle service business
- *Status:* Under review; additional information requested from applicants

***Empower Automotive***

- *Location:* 3153 Cass Road, west side of Cass Road south of intersection with West South Airport Road
- *Development Description:* Proposed expansion of existing vehicle service business, addition of self-storage
- *Status:* Under review; additional information requested from applicants

**PLANNING:**

Other Planning Department activities include the following items:

- The Planning Commission introduced a proposed Zoning Ordinance amendment at their 5/14/2025 meeting. The amendment includes adding a proposed definition for “substantial construction” and updating lighting standards in Section 517. The Planning Commission scheduled a public hearing on the amendment for their 6/11/2025 meeting.
- The Planning Commission held a study session on Wednesday May 28, 2025. Topics for discussion at this study session included the following:
  - Commissioners viewed a portion of a recorded webinar from MSU Extension as training on developing a Capital Improvements Program (CIP). The Township is in the process of creating a CIP, including forming the CIP Committee, and the Planning Commission will have a role in reviewing the CIP.
  - The Planning Commission and Staff reviewed a proposed corridor planning process for South Airport Road. This conceptual process will be shared with the Township Board to determine whether development of a corridor plan should be pursued.

**STAFF:**

John Sych, AICP, Planning Director  
Email: jsych@garfieldmi.gov  
Direct Line: (231) 225-3155

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



## **Charter Township of Garfield**

### **Parks Report**

#### **Silver Lake Recreation Area**

Crack, seal, and striping of parking lots and drive on schedule.

Lighting still a topic on conversation for Winter walking trails and dog park.

Cleared a few trees off trails.

Tennis Nets are up. May replace one worn one.

Rentals coming in.

Irrigation has been turned on. First round of fertilizer is down.

Mowed and trimmed nature trails, and meadow.

Playground mulch installed. Photos attached.

#### **Commons**

GFA working on adjusted trail plan after recontact with DNR.

Stepping up enforcement for encampments. CPO's are on it too. Two have been moved along since the "Pines" are closed.

Trail maps and trees starting to get tagged. Hanging cameras soon.

Mowing and trimming has started.

## **River East**

GFA working on the bathroom RFP.

Playground is taking shape. Photos attached.

Staff has removed 4-5 campers and their stuff with help from CPO's. Staff is keeping track of names and amount of garbage hauled out. Goodwill Inn Area still a problem at times.

GTSO has funded a 'relocation specialist' which is already helping with encampments. Started an encampment chart with names and locations.

Working on revised site plan with GFA.

## **Boardman Valley**

Removed a camper with CPO. Camper still has not returned for most of his belongings. Hauled out encampment w/UTV.

Working on a schedule to replace fencing and some deck boards with Youth Works.

Pickleball Nets up and running. Portable toilets dropped on site.

Courts resurfacing scheduled, but delayed with rain.

Duck boxes also full. Need to make more for next Spring.

### **Miller Creek**

Hauled out the encampment near creek with UTV. Five Trips out.

Cleared a few trees from trail.

Scheduled to replace some worn out benches.

Cleared wind blown trash behind Home Depot and Petsmart.

Keeping an eye on beaver activity near pond.

### **Kid's Creek**

Fisheries was diagnosed with a disease. Working through DNR

For other contact for trout or bluegill.

Looking to construct fish and wildlife habitat in pond and on shoreline.

Mowing and trimming has started.

Some fish have over wintered from last year.



## **Buffalo Ridge Trail**

Due to Gaylord Area ice storm, contractor cannot secure a forestry mulcher as of now.

Most of the existing cedars and replanted trees are doing well with wet Spring.

Mowed trail.

Submitted June 3<sup>rd</sup> , 2025

Derek Morton

Sean Kehoe







# Garfield Charter Township

## Assessing Department Report Spring 2025

### Sales Summary 2025 for the year 2026 Assessments:

The tentative residential sales study ratio for the 2026 assessments is 48.93%. The assessment sale ratios for the three prior years, 2025, 2024, and 2023, are 43.97%, 42.63%, and 45.15%, respectively.

Commercial Assessments—The tentative 2026 sales ratio is 49.23%. The Ratios for the three prior years, 2025, 2024, and 2023, are 47.65%, 44.43%, and 44.54%, respectively.

Industrial properties – 2026 appraisal study, tentatively 44.56%, 46.26%, and 46.66%, respectively.

Historical Ratios											
AGRICULTURAL	2016	2017	2018	2019	2020	2021	2022	2023	2024	2025	2026
Ratios	NC	NC	NC	NC	NC	NC	NC	NC	NC	NC	NC
<b>COMMERCIAL</b>											
# of Sales											
Ratios	49.53	49.22	49.04	43.75	47.06	49.25	45.37	47.65	44.43	44.54	49.23
<b>INDUSTRIAL</b>											
County Appraisal Studies											
Ratios	45.88	47.37	47.46	47.47	46.43	49.96	45.55	44.56	46.26	46.66	48.5
<b>RESIDENTIAL</b>											
# of Sales											
Ratios	47.40	47.75	48.63	45.79	47.63	47.73	45.79	43.97	42.63	45.15	48.93

*The sales summary reports and projections presented here contain estimates intended to facilitate discussion of market trends and forecasts. For those seeking more detailed information, sale, and assessment details, record cards, and valuation statements are accessible via the BS&A software link.*

*It's essential to note that this document does not supersede the official county-issued sales study forms L-4015 and L-2793, which are also available for reference.*

As calculated by the County Equalization, Headlee Rollback will ensure that uncapping for new home buyers does not result in a windfall of revenue for taxing jurisdictions by rolling back millage rates, providing new revenue only for inflation and new construction. ~~The assessor's estimate of the 2025 rollback is .9863, resulting in a change to the 2024 Millage Rate (-.8750) for the Township to 0.8630 for 2025. The estimated rollback reduces the Township Operating millage collection by \$1.19 per \$100,000 Taxable Value from previous year\*.~~

The capped taxable value formula will limit taxable value increases to the inflation rate multiplier. The calculation of the Inflation Rate Multiplier is set in statute in MCL 211.34d. With year-to-date published information, the two-year average is  $311.547 / 317.219 = 1.8\%$ .

The S&P CoreLogic Case-Shiller U.S. National Home Price Index, which measures the change in the value of single-family housing within the United States, reported an annual gain of 3.9% in February 2025. New York leads the yearly gain at 7.7%, Chicago and Cleveland at 7.0% and 6.6%, respectively, and Tampa at the bottom with the lowest return at 1.5%. Detroit ranks 8<sup>th</sup> among the 20 cities with a 5.76% gain.

### Permits:

- 71 construction permits filed to date for the new year.

### Administration:

- Certified Prevailing Institutional Lending Rates of Interest as of December 2025:
  - Residential 6.72%, Commercial 5.39%, Agricultural 7.19%
- July Board of Review: will meet on Thursday, July 15<sup>th</sup>, 9<sup>am</sup> for review of corrections presented

**\*Correction: Township operating millage will NOT be reduced for 2025, as there is a gap between what was voted and what has been levied; the township levy for 2024 was 1.75 and remain the same for 2025.**

Polly Cairns MMAO (IV), Assessor of Record

## 2024 Tax Rate Request (This form must be completed and submitted on or before September 30, 2024)

### MILLAGE REQUEST REPORT TO COUNTY BOARD OF COMMISSIONERS

This form is issued under authority of MCL Sections 211.24e, 211.34 and 211.34d. Filing is mandatory; Penalty applies.

Carefully read the instructions on page 2.


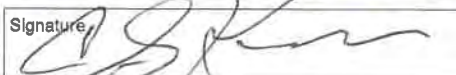
County(ies) Where the Local Government Unit Levies Taxes <b>Grand Traverse</b>	2024 Taxable Value of ALL Properties in the Unit as of 5-28-2024 <b>1,329,180,169</b>
Local Government Unit Requesting Millage Levy <b>Garfield Charter Township</b>	For LOCAL School Districts: 2024 Taxable Value excluding Principal Residence, Qualified Agricultural, Qualified Forest, Industrial Personal and Commercial Personal Properties.

This form must be completed for each unit of government for which a property tax is levied. Penalty for non-filing is provided under MCL Sec 211.119. The following tax rates have been authorized for levy on the 2024 tax roll.

(1) Source	(2) Purpose of Millage	(3) Date of Election	(4) Original Millage Authorized by Election Charter, etc.	(5) ** 2023 Millage Rate Permanently Reduced by MCL 211.34d "Headlee"	(6) 2024 Current Year "Headlee" Millage Reduction Fraction	(7) 2024 Millage Rate Permanently Reduced by MCL 211.34d "Headlee"	(8) Sec. 211.34 Truth In Assessing or Equalization Millage Rollback Fraction	(9) Maximum Allowable Millage Levy *	(10) Millage Requested to be Levied July 1	(11) Millage Requested to be Levied Dec. 1	(12) Expiration Date of Millage Authorized
Charter	Operating	N/A	5.0000	4.4942	1.0000	4.4942	1.0000	4.4942		1.7500	None
SpecAsmt Dis	Fire Op	Pub Hrg	10.0000	10.0000	1.0000	10.0000	1.0000	10.0000		2.7500	None

Prepared by <b>Amy L DeHaan, MMAO(4)</b>	Telephone Number <b>(231) 941-1620</b>	Title of Preparer <b>Township Assessor</b>	Date <b>9/3/24</b>
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**CERTIFICATION:** As the representatives for the local government unit named above, we certify that these requested tax levy rates have been reduced, if necessary to comply with the state constitution (Article 9, Section 31), and that the requested levy rates have also been reduced, if necessary, to comply with MCL Sections 211.24e, 211.34 and, for LOCAL school districts which levy a Supplemental (Hold Harmless) Millage, 380.1211(3).

<input checked="" type="checkbox"/> Clerk	Signature 	Print Name <b>Lanie McManus</b>	Date <b>9-11-24</b>
<input type="checkbox"/> Secretary			
<input checked="" type="checkbox"/> Chairperson	Signature 	Print Name <b>Chuck Korn</b>	Date <b>9-11-24</b>
<input type="checkbox"/> President			

\* Under Truth in Taxation, MCL Section 211.24e, the governing body may decide to levy a rate which will not exceed the maximum authorized rate allowed in column 9. The requirements of MCL 211.24e must be met prior to levying an operating levy which is larger than the base tax rate but not larger than the rate in column 9.

\*\* **IMPORTANT:** See instructions on page 2 regarding where to find the millage rate used in column (5).

**Local School District Use Only. Complete if requesting millage to be levied. See STC Bulletin 2 of 2024 for instructions on completing this section.**

Total School District Operating Rates to be Levied (HH/Supp and NH Oper ONLY)	Rate
For Principal Residence, Qualified Ag., Qualified Forest and Industrial Personal	
For Commercial Personal	
For all Other	

# Clerk's Report

For May 31,2025

Submitted 6/2/2025

To The Garfield Township Board,

On the following pages you will find a copy of the Revenue and Expenditure Report. This Report is an informational report that gives you an overview of what has happened in that particular month, along with what has happened for the whole year. It also compares what has happened for the year with the Budget and gives you a final figure of what is left in that budgeted line item. The Budget is a tool to go by for that year. Nothing is guaranteed in the Budget, it is your best estimate. The Township's Budget is also a Cost Center Budget not a Line-Item Budget, which means that what is important is the final figure. Some line items may run over if the final cost center total is not over. On this Report you will find the following captions on the top: Original and Amended Budget, Annual and Current Month, and finally Balance.

For the month of May in the General Fund, you will find that we had a total of \$152,663.13 Revenues and \$196,613.00 Expenditures. For the year we have a total of \$3,211,479.70 Revenues and 1,485,321.33 Expenditures.

If you have any questions or would like further clarification, please feel free to contact me at: 231-941-1620.

Lanie McManus

Township Clerk



## REVENUE REPORT FOR GARFIELD TOWNSHIP

PERIOD ENDING 05/31/2025

GL NUMBER	DESCRIPTION	2025	2025	YTD BALANCE	ACTIVITY FOR	AVAILABLE
		ORIGINAL BUDGET	AMENDED BUDGET	05/31/2025	MONTH 05/31/2025	BALANCE
Fund 101 - GENERAL OPERATING FUND						
Revenues						
Dept 000						
101-000-402.000	CURRENT REAL PROPERTY TAXES	2,449,066.00	2,449,066.00	2,143,752.40	70,010.36	305,313.60
101-000-412.000	DEL PERSONAL PROP TAXES	500.00	500.00	2,950.13	0.00	(2,450.13)
101-000-414.000	Protested PRE Interest	1,000.00	1,000.00	147.51	0.00	852.49
101-000-423.000	TRAILER PARK FEES	9,000.00	9,000.00	3,815.50	762.00	5,184.50
101-000-445.000	PENALTIES & INT. ON TAXES	7,000.00	7,000.00	6,857.66	0.00	142.34
101-000-476.000	BUILDING PERMITS	150,000.00	150,000.00	45,395.00	6,756.00	104,605.00
101-000-476.001	PLANNING FEES	10,000.00	10,000.00	7,800.00	1,700.00	2,200.00
101-000-476.002	MAINT INSPECTION FEES	1,000.00	1,000.00	0.00	0.00	1,000.00
101-000-476.003	TREASURER FEES	100.00	100.00	0.00	0.00	100.00
101-000-476.005	ZONING FEES	15,000.00	15,000.00	4,730.00	1,250.00	10,270.00
101-000-574.000	STATE SHARED REVENUE	2,180,260.00	2,180,260.00	690,163.00	0.00	1,490,097.00
101-000-574.001	STATE SHARED REV. - LIQUOR LA	25,000.00	25,000.00	123.75	0.00	24,876.25
101-000-574.002	EVIP DISTRIBUTION	97,521.00	97,521.00	37,723.00	0.00	59,798.00
101-000-665.000	EARNED INTEREST	150,000.00	150,000.00	89,781.66	11,892.60	60,218.34
101-000-668.002	RENTS & ROYALTIES CABLE VIS	250,000.00	250,000.00	114,393.32	54,965.48	135,606.68
101-000-668.003	RENTS & ROYALTIES CABLE EQUIP	22,000.00	22,000.00	10,980.40	5,276.69	11,019.60
101-000-673.000	SALE OF FIXED ASSETS	50.00	50.00	0.00	0.00	50.00
101-000-676.000	REIMBURSEMENTS	100.00	100.00	52,796.37	50.00	(52,696.37)
101-000-676.001	Reimbursed Treasurer Legal Fees	100.00	100.00	70.00	0.00	30.00
101-000-676.003	Reimburse Essential Services (PILOT)	27,000.00	27,000.00	0.00	0.00	27,000.00
Total Dept 000		5,394,697.00	5,394,697.00	3,211,479.70	152,663.13	2,183,217.30
TOTAL REVENUES		5,394,697.00	5,394,697.00	3,211,479.70	152,663.13	2,183,217.30
Fund 101 - GENERAL OPERATING FUND:						
TOTAL REVENUES		5,394,697.00	5,394,697.00	3,211,479.70	152,663.13	2,183,217.30

## EXPENDITURE REPORT FOR GARFIELD TOWNSHIP

PERIOD ENDING 05/31/2025

GL NUMBER	DESCRIPTION	2025	2025	YTD BALANCE	ACTIVITY FOR	AVAILABLE	% BDGT
		ORIGINAL	AMENDED BUDGET		MONTH		
Fund 101 - GENERAL OPERATING FUND							
Expenditures							
Dept 101 - TOWNBOARD							
101-101-701.100	WAGES - TRUSTEE	13,450.00	13,450.00	6,735.00	1,185.00	6,715.00	50.07
101-101-701.101	WAGES - FILE CLERK	48,823.20	48,823.20	20,653.61	5,632.80	28,169.59	42.30
101-101-701.102	WAGES - TRUSTEE	13,450.00	13,450.00	5,800.00	1,170.00	7,650.00	43.12
101-101-701.103	WAGES - TRUSTEE	13,450.00	13,450.00	4,925.00	1,170.00	8,525.00	36.62
101-101-701.104	WAGES - TRUSTEE	13,450.00	13,450.00	5,250.00	925.00	8,200.00	39.03
101-101-701.105	WAGES - OFFICE COORDINATOR	45,464.71	45,464.71	19,228.02	5,244.01	26,236.69	42.29
101-101-726.000	SUPPLIES	7,000.00	7,000.00	2,952.54	382.21	4,047.46	42.18
101-101-726.001	POSTAGE	12,000.00	12,000.00	4,986.47	0.00	7,013.53	41.55
101-101-726.002	SUPPLIES - COPIER MAINTENANCE	7,500.00	7,500.00	2,008.06	441.25	5,491.94	26.77
101-101-801.002	LEGAL SERVICES - TOWNBOARD	10,000.00	10,000.00	2,391.00	1,152.00	7,609.00	23.91
101-101-801.004	LEGAL -Tax Tribunal	5,000.00	5,000.00	3,963.80	0.00	1,036.20	79.28
101-101-802.000	AUDIT AND ACCOUNTING	35,000.00	35,000.00	28,200.00	0.00	6,800.00	80.57
101-101-805.000	CONTRACTED AND OTHER SERVICES	35,000.00	35,000.00	5,351.25	198.00	29,648.75	15.29
101-101-860.000	MILEAGE	500.00	500.00	0.00	0.00	500.00	0.00
101-101-900.000	PRINTING & PUBLISHING	4,000.00	4,000.00	1,666.23	0.00	2,333.77	41.66
101-101-901.000	ADVERTISING	6,000.00	6,000.00	1,056.20	411.80	4,943.80	17.60
101-101-960.000	EDUCATION & TRAINING	4,000.00	4,000.00	5,366.90	2,982.60	(1,366.90)	134.17
101-101-965.101	DUES & PUBLICATIONS -TOWNBOAR	1,000.00	1,000.00	3,925.84	230.00	(2,925.84)	392.58
101-101-965.102	DUES - MICHIGAN TOWNSHIP ASSO	9,000.00	9,000.00	8,776.63	8,776.63	223.37	97.52
Total Dept 101 - TOWNBOARD		284,087.91	284,087.91	133,236.55	29,901.30	150,851.36	46.90
Dept 171 - TOWNSHIP SUPERVISOR							
101-171-701.201	WAGES - SUPERVISOR	22,810.00	22,810.00	9,650.41	2,631.93	13,159.59	42.31
101-171-860.200	MILEAGE - SUPERVISOR	1,000.00	1,000.00	502.64	174.30	497.36	50.26
101-171-960.200	EDUCATION - SUPERVISOR	2,000.00	2,000.00	563.01	0.00	1,436.99	28.15
101-171-965.000	DUES & PUBLICATIONS	500.00	500.00	360.93	0.00	139.07	72.19
Total Dept 171 - TOWNSHIP SUPERVISOR		26,310.00	26,310.00	11,076.99	2,806.23	15,233.01	42.10
Dept 172 - TOWNSHIP MANAGER							
101-172-701.107	WAGES - MANAGER	120,000.00	120,000.00	50,769.18	13,846.14	69,230.82	42.31
101-172-726.000	SUPPLIES	1,000.00	1,000.00	19.15	0.00	980.85	1.92
101-172-860.205	MILEAGE - MANAGER	1,000.00	1,000.00	190.40	0.00	809.60	19.04
101-172-960.000	EDUCATION & TRAINING	4,000.00	4,000.00	1,428.44	0.00	2,571.56	35.71
101-172-965.000	DUES & PUBLICATIONS	1,000.00	1,000.00	399.65	0.00	600.35	39.97
Total Dept 172 - TOWNSHIP MANAGER		127,000.00	127,000.00	52,806.82	13,846.14	74,193.18	41.58
Dept 215 - TOWNSHIP CLERK							
101-215-701.300	WAGES - CLERK	98,470.84	98,470.84	41,660.74	11,362.02	56,810.10	42.31
101-215-701.302	WAGES - DEPUTY CLERK	63,598.25	63,598.25	26,906.99	7,338.27	36,691.26	42.31
101-215-701.303	WAGES - ACCOUNTANT	6,000.00	6,000.00	0.00	0.00	6,000.00	0.00
101-215-701.304	WAGES - CLERK ASSISTANT	1,000.00	1,000.00	0.00	0.00	1,000.00	0.00
101-215-726.000	SUPPLIES	1,500.00	1,500.00	176.02	0.00	1,323.98	11.73
101-215-860.300	MILEAGE - CLERK	600.00	600.00	0.00	0.00	600.00	0.00
101-215-860.301	MILEAGE - DEPUTY CLERK	400.00	400.00	0.00	0.00	400.00	0.00
101-215-960.000	EDUCATION & TRAINING	7,500.00	7,500.00	3,746.73	0.00	3,753.27	49.96
101-215-965.000	DUES & PUBLICATIONS	550.00	550.00	20.00	0.00	530.00	3.64
Total Dept 215 - TOWNSHIP CLERK		179,619.09	179,619.09	72,510.48	18,700.29	107,108.61	40.37

PERIOD ENDING 05/31/2025

GL NUMBER	DESCRIPTION	2025	2025	YTD BALANCE	ACTIVITY FOR	AVAILABLE	\$ BDGT
		ORIGINAL	AMENDED BUDGET		MONTH		
Fund 101 - GENERAL OPERATING FUND							
Expenditures							
Dept 228 - COMPUTER SUPPORT							
101-228-726.000	SUPPLIES	3,000.00	3,000.00	784.44	0.00	2,215.56	26.15
Total Dept 228 - COMPUTER SUPPORT		3,000.00	3,000.00	784.44	0.00	2,215.56	26.15
Dept 247 - BOARD OF REVIEW							
101-247-701.400	WAGES - B OF R	1,500.00	1,500.00	750.00	0.00	750.00	50.00
101-247-701.401	WAGES - B OF R	1,500.00	1,500.00	0.00	0.00	1,500.00	0.00
101-247-701.402	WAGES - B OF R	1,500.00	1,500.00	625.00	0.00	875.00	41.67
101-247-701.403	WAGES - B OF R	1,500.00	1,500.00	875.00	0.00	625.00	58.33
101-247-960.000	EDUCATION & TRAINING	200.00	200.00	174.21	0.00	25.79	87.11
Total Dept 247 - BOARD OF REVIEW		6,200.00	6,200.00	2,424.21	0.00	3,775.79	39.10
Dept 253 - TOWNSHIP TREASURER							
101-253-701.500	WAGES - TREASURER	98,470.84	98,470.84	41,660.74	11,362.02	56,810.10	42.31
101-253-701.501	WAGES - ASSISTANT	5,000.00	5,000.00	0.00	0.00	5,000.00	0.00
101-253-701.502	WAGES - DEPUTY TREASURER	63,598.25	63,598.25	26,906.99	7,338.27	36,691.26	42.31
101-253-726.000	SUPPLIES	1,500.00	1,500.00	1,225.49	0.00	274.51	81.70
101-253-726.001	POSTAGE	8,500.00	8,500.00	0.00	0.00	8,500.00	0.00
101-253-801.000	LEGAL SERVICES	3,000.00	3,000.00	0.00	0.00	3,000.00	0.00
101-253-809.000	Bank Fees	300.00	300.00	0.00	0.00	300.00	0.00
101-253-860.500	MILEAGE - TREASURER	700.00	700.00	191.80	0.00	508.20	27.40
101-253-860.501	MILEAGE - DEPUTY TREASURER	500.00	500.00	0.00	0.00	500.00	0.00
101-253-900.000	PRINTING & PUBLISHING	3,500.00	3,500.00	0.00	0.00	3,500.00	0.00
101-253-901.000	ADVERTISING	100.00	100.00	0.00	0.00	100.00	0.00
101-253-960.000	EDUCATION & TRAINING	4,500.00	4,500.00	3,966.41	1,244.66	533.59	88.14
101-253-965.000	DUES & PUBLICATIONS	750.00	750.00	0.00	0.00	750.00	0.00
Total Dept 253 - TOWNSHIP TREASURER		190,419.09	190,419.09	73,951.43	19,944.95	116,467.66	38.84
Dept 257 - ASSESSING DEPARTMENT							
101-257-701.202	WAGES - APPRAISER II	51,856.29	51,856.29	21,938.42	5,983.20	29,917.87	42.31
101-257-701.203	WAGES - GIS	15,000.00	15,000.00	7,974.75	2,363.75	7,025.25	53.17
101-257-701.204	WAGES - APPRAISER III	68,577.41	68,577.41	29,004.80	7,910.40	39,572.61	42.29
101-257-701.205	WAGES - ASSESSOR	121,580.28	121,580.28	58,111.14	20,701.86	63,469.14	47.80
101-257-726.000	SUPPLIES	1,800.00	1,800.00	719.14	19.98	1,080.86	39.95
101-257-726.001	POSTAGE	4,279.00	4,279.00	4,601.03	0.00	(322.03)	107.53
101-257-805.000	CONTRACTED AND OTHER SERVICES	35,151.00	35,151.00	0.00	0.00	35,151.00	0.00
101-257-860.201	MILEAGE - ASSESSOR	1,000.00	1,000.00	148.75	0.00	851.25	14.88
101-257-900.000	PRINTING & PUBLISHING	5,300.00	5,300.00	2,731.48	0.00	2,568.52	51.54
101-257-901.000	ADVERTISING	500.00	500.00	45.38	0.00	454.62	9.08
101-257-960.000	EDUCATION & TRAINING	11,350.00	11,350.00	268.00	0.00	11,082.00	2.36
101-257-965.000	DUES & PUBLICATIONS	1,730.00	1,730.00	585.00	0.00	1,145.00	33.82
Total Dept 257 - ASSESSING DEPARTMENT		318,123.98	318,123.98	126,127.89	36,979.19	191,996.09	39.65
Dept 262 - ELECTIONS							
101-262-701.000	WAGES	20,000.00	20,000.00	6,672.75	1,995.00	13,327.25	33.36
101-262-726.000	SUPPLIES	10,000.00	10,000.00	415.89	415.89	9,584.11	4.16
101-262-726.001	POSTAGE	100.00	100.00	0.00	0.00	100.00	0.00
101-262-860.000	MILEAGE	200.00	200.00	0.00	0.00	200.00	0.00

PERIOD ENDING 05/31/2025

GL NUMBER	DESCRIPTION	2025	2025	YTD BALANCE 05/31/2025	ACTIVITY FOR	AVAILABLE BALANCE	% BDGT USED
		ORIGINAL BUDGET	AMENDED BUDGET		MONTH 05/31/25		
Fund 101 - GENERAL OPERATING FUND							
Expenditures							
101-262-901.000	ADVERTISING	100.00	100.00	0.00	0.00	100.00	0.00
101-262-935.010	MACHINE MAINTENANCE	8,000.00	8,000.00	8,098.00	0.00	(98.00)	101.23
Total Dept 262 - ELECTIONS		38,400.00	38,400.00	15,186.64	2,410.89	23,213.36	39.55
Dept 265 - TOWNSHIP HALL							
101-265-701.011	Maintenance Wages	100.00	100.00	0.00	0.00	100.00	0.00
101-265-726.003	SUPPLIES-MAINTANCE	4,000.00	4,000.00	1,201.48	326.90	2,798.52	30.04
101-265-850.000	TELEPHONE	14,000.00	14,000.00	5,370.84	833.52	8,629.16	38.36
101-265-920.601	HEATING / GAS	14,500.00	14,500.00	6,782.38	1,196.13	7,717.62	46.78
101-265-920.602	WATER / SEWER	4,000.00	4,000.00	626.62	180.34	3,373.38	15.67
101-265-920.603	LIGHTS BUILDING	12,000.00	12,000.00	4,028.91	0.00	7,971.09	33.57
101-265-935.601	SNOW PLOWING	10,000.00	10,000.00	3,835.00	0.00	6,165.00	38.35
101-265-935.602	LAWN MAINTENANCE	10,000.00	10,000.00	1,583.98	1,583.98	8,416.02	15.84
101-265-935.603	CLEANING SERVICE	17,200.00	17,200.00	5,400.00	0.00	11,800.00	31.40
101-265-935.604	RUBBISH REMOVAL	1,500.00	1,500.00	579.64	0.00	920.36	38.64
101-265-935.605	BUILDING REPAIR	10,000.00	10,000.00	0.00	0.00	10,000.00	0.00
101-265-935.608	MAINTENANCE-OTHER	15,000.00	15,000.00	3,607.25	830.00	11,392.75	24.05
Total Dept 265 - TOWNSHIP HALL		112,300.00	112,300.00	33,016.10	4,950.87	79,283.90	29.40
Dept 272 - CONTINGENCIES							
101-272-890.000	CONTINGENCIES	358,226.45	358,226.45	0.00	0.00	358,226.45	0.00
Total Dept 272 - CONTINGENCIES		358,226.45	358,226.45	0.00	0.00	358,226.45	0.00
Dept 301 - POLICE SERVICES							
101-301-830.000	POLICE CONTRACT	1,600,000.00	1,600,000.00	394,910.40	0.00	1,205,089.60	24.68
Total Dept 301 - POLICE SERVICES		1,600,000.00	1,600,000.00	394,910.40	0.00	1,205,089.60	24.68
Dept 321 - TOWNSHIP VEHICLES							
101-321-862.000	GAS & CAR WASHES	4,000.00	4,000.00	722.94	280.05	3,277.06	18.07
101-321-863.000	OIL CHANGES	500.00	500.00	123.00	80.00	377.00	24.60
101-321-864.000	MISCELLANEOUS	1,500.00	1,500.00	1,876.84	358.82	(376.84)	125.12
Total Dept 321 - TOWNSHIP VEHICLES		6,000.00	6,000.00	2,722.78	718.87	3,277.22	45.38
Dept 371 - TOWNSHIP BUILDING INSPECTOR							
101-371-701.702	WAGES BUILDING ASSISTANT	20,568.37	20,568.37	8,881.02	2,422.09	11,687.35	43.18
101-371-701.703	WAGES - BUILDING OFFICIAL	57,200.00	57,200.00	20,858.89	3,685.00	36,341.11	36.47
101-371-701.704	WAGES - BUILDING INSPECTOR	82,000.00	82,000.00	34,729.50	9,360.00	47,270.50	42.35
101-371-701.705	WAGES - CONSTRUCTION BOARD	1,000.00	1,000.00	0.00	0.00	1,000.00	0.00
101-371-701.706	WAGES - BUILDING INTERN	500.00	500.00	0.00	0.00	500.00	0.00
101-371-701.707	WAGES-SOIL & EROSION	1,000.00	1,000.00	0.00	0.00	1,000.00	0.00
101-371-726.000	SUPPLIES	1,000.00	1,000.00	534.66	170.16	465.34	53.47
101-371-960.000	EDUCATION & TRAINING	0.00	0.00	909.39	574.39	(909.39)	100.00
101-371-960.703	EDUCATION - BUILDING INSPECTOR	1,000.00	1,000.00	280.36	280.36	719.64	28.04
101-371-965.000	DUES & PUBLICATIONS	1,500.00	1,500.00	1,235.66	183.00	264.34	82.38

PERIOD ENDING 05/31/2025

GL NUMBER	DESCRIPTION	2025	2025	YTD BALANCE	ACTIVITY FOR	AVAILABLE	B	BDGT
		ORIGINAL	AMENDED BUDGET		MONTH			
		BUDGET		05/31/2025	05/31/25	BALANCE		
Fund 101 - GENERAL OPERATING FUND								
Expenditures								
Total Dept 371 - TOWNSHIP BUILDING INSPECTOR		165,768.37	165,768.37	67,429.48	16,675.00	98,338.89		40.68
Dept 448 - STREET LIGHTS - TOWNSHIP								
101-448-920.005	STREET LIGHTS TOWNSHIP	70,000.00	70,000.00	26,017.78	5,209.27	43,982.22		37.17
Total Dept 448 - STREET LIGHTS - TOWNSHIP		70,000.00	70,000.00	26,017.78	5,209.27	43,982.22		37.17
Dept 701 - TOWNSHIP PLANNER								
101-701-701.900	WAGES - DIRECTOR OF PLANNING	96,259.77	96,259.77	40,725.30	11,106.90	55,534.47		42.31
101-701-701.901	WAGES - DEPUTY PLANNER	68,686.10	68,686.10	29,059.47	7,925.31	39,626.63		42.31
101-701-701.902	WAGES -PLANNER ASSISTANT	15,958.08	15,958.08	6,660.69	1,816.56	9,297.39		41.74
101-701-701.903	WAGES - GIS	5,000.00	5,000.00	0.00	0.00	5,000.00		0.00
101-701-726.000	SUPPLIES	1,000.00	1,000.00	68.99	0.00	931.01		6.90
101-701-860.900	MILEAGE - TOWNSHIP PLANNER	300.00	300.00	0.00	0.00	300.00		0.00
101-701-860.901	MILEAGE - DEPUTY PLANNER	300.00	300.00	0.00	0.00	300.00		0.00
101-701-900.000	PRINTING & PUBLISHING	2,000.00	2,000.00	0.00	0.00	2,000.00		0.00
101-701-960.000	EDUCATION & TRAINING	5,000.00	5,000.00	40.00	0.00	4,960.00		0.80
101-701-965.000	DUES & PUBLICATIONS	1,000.00	1,000.00	535.00	0.00	465.00		53.50
Total Dept 701 - TOWNSHIP PLANNER		195,503.95	195,503.95	77,089.45	20,848.77	118,414.50		39.43
Dept 702 - ZONING ADMINISTRATOR								
101-702-701.601	WAGES - ZONING ADMINISTRATOR	68,686.10	68,686.10	29,059.47	7,925.31	39,626.63		42.31
101-702-701.602	WAGES - ZONING CODE ENFORCER	32,335.05	32,335.05	13,679.64	3,730.80	18,655.41		42.31
101-702-701.603	WAGES ZONING ASSISTANT	15,958.08	15,958.08	6,660.71	1,816.55	9,297.37		41.74
101-702-701.604	WAGES -ZONING CODE ENFORCER	29,364.19	29,364.19	12,421.20	3,387.60	16,942.99		42.30
101-702-701.606	WAGES -ZONING INTERN	500.00	500.00	0.00	0.00	500.00		0.00
101-702-726.000	SUPPLIES	1,000.00	1,000.00	53.93	0.00	946.07		5.39
101-702-860.601	MILEAGE - ZONING ADMIN	150.00	150.00	0.00	0.00	150.00		0.00
101-702-860.602	MILEAGE - DEPT ZONING	150.00	150.00	0.00	0.00	150.00		0.00
101-702-960.000	EDUCATION & TRAINING	2,000.00	2,000.00	0.00	0.00	2,000.00		0.00
101-702-965.000	DUES & PUBLICATIONS	500.00	500.00	0.00	0.00	500.00		0.00
Total Dept 702 - ZONING ADMINISTRATOR		150,643.42	150,643.42	61,874.95	16,860.26	88,768.47		41.07
Dept 704 - ZONING BOARD OF APPEALS								
101-704-701.001	WAGES - ZONING	1,200.00	1,200.00	125.00	0.00	1,075.00		10.42
101-704-701.002	WAGES - ZONING	1,200.00	1,200.00	0.00	0.00	1,200.00		0.00
101-704-701.003	WAGES - ZONING	1,200.00	1,200.00	125.00	0.00	1,075.00		10.42
101-704-701.004	WAGES - ZONING	1,200.00	1,200.00	125.00	0.00	1,075.00		10.42
101-704-701.005	WAGES - ZONING	1,200.00	1,200.00	250.00	0.00	950.00		20.83
101-704-801.000	LEGAL SERVICES	10,000.00	10,000.00	979.00	0.00	9,021.00		9.79
101-704-805.000	CONTRACTED AND OTHER SERVICES	1,000.00	1,000.00	379.90	0.00	620.10		37.99
101-704-901.000	ADVERTISING	2,000.00	2,000.00	0.00	0.00	2,000.00		0.00
101-704-960.000	EDUCATION & TRAINING	1,000.00	1,000.00	0.00	0.00	1,000.00		0.00
Total Dept 704 - ZONING BOARD OF APPEALS		20,000.00	20,000.00	1,983.90	0.00	18,016.10		9.92
Dept 707 - PLANNING COMMISSION								
101-707-701.800	WAGES - PLANNING	3,200.00	3,200.00	875.00	250.00	2,325.00		27.34
101-707-701.801	WAGES - PLANNING	3,200.00	3,200.00	875.00	375.00	2,325.00		27.34



User: Lanie  
DB: Garfield

PERIOD ENDING 05/31/2025

GL NUMBER	DESCRIPTION	2025	2025	YTD BALANCE	ACTIVITY FOR	AVAILABLE	% BDGT
		ORIGINAL	AMENDED BUDGET		MONTH		
Fund 101 - GENERAL OPERATING FUND							
Expenditures							
101-707-701.802	WAGES - PLANNING	3,200.00	3,200.00	1,000.00	250.00	2,200.00	31.25
101-707-701.804	WAGES - PLANNING	3,200.00	3,200.00	1,000.00	250.00	2,200.00	31.25
101-707-701.805	WAGES - PLANNING	3,200.00	3,200.00	1,000.00	250.00	2,200.00	31.25
101-707-701.806	WAGES - PLANNING	3,200.00	3,200.00	875.00	250.00	2,325.00	27.34
101-707-701.808	WAGES - PLANNING	3,200.00	3,200.00	875.00	250.00	2,325.00	27.34
101-707-801.000	LEGAL SERVICES	25,000.00	25,000.00	476.00	476.00	24,524.00	1.90
101-707-805.000	CONTRACTED AND OTHER SERVICES	6,000.00	6,000.00	703.50	198.00	5,296.50	11.73
101-707-901.000	ADVERTISING	2,000.00	2,000.00	338.70	169.85	1,661.30	16.94
101-707-960.000	EDUCATION & TRAINING	2,000.00	2,000.00	0.00	0.00	2,000.00	0.00
101-707-965.000	DUES & PUBLICATIONS	1,000.00	1,000.00	452.10	0.00	547.90	45.21
Total Dept 707 - PLANNING COMMISSION		58,400.00	58,400.00	8,470.30	2,718.85	49,929.70	14.50
Dept 720 - COMMUNITY PROMOTIONS							
101-720-880.003	COM. PROM. - ECONOMIC DEVELOPMENT	20,000.00	20,000.00	0.00	0.00	20,000.00	0.00
101-720-880.004	COM. PROM. - TC-TALUS	5,000.00	5,000.00	0.00	0.00	5,000.00	0.00
101-720-880.007	COM. PROM. - COMMUNITY AWAREN	50,000.00	50,000.00	1,500.00	1,500.00	48,500.00	3.00
101-720-880.011	COM. PROM. - P.E.G.	100,000.00	100,000.00	39,205.05	0.00	60,794.95	39.21
Total Dept 720 - COMMUNITY PROMOTIONS		175,000.00	175,000.00	40,705.05	1,500.00	134,294.95	23.26
Dept 851 - EMPLOYEE BENEFITS & INSURANCES							
101-851-701.000	WAGES	9,100.00	9,100.00	3,750.60	750.12	5,349.40	41.22
101-851-701.027	UNEMPLOYMENT	4,000.00	4,000.00	0.00	0.00	4,000.00	0.00
Total Dept 851 - EMPLOYEE BENEFITS & INSURANCES		13,100.00	13,100.00	3,750.60	750.12	9,349.40	28.63
Dept 900 - CAPITAL OUTLAY							
101-900-970.001	CAPITAL OUTLAY - ELECTIONS	10,000.00	10,000.00	0.00	0.00	10,000.00	0.00
101-900-970.002	CAPITAL OUTLAY - TOWNSHIP HAL	50,000.00	50,000.00	265,653.57	1,792.00	(215,653.57)	531.31
101-900-970.003	CAPITAL OUTLAY - COMPUTERS	25,000.00	25,000.00	13,591.52	0.00	11,408.48	54.37
101-900-970.004	CAPITAL OUTLAY - VEHICLES	60,000.00	60,000.00	0.00	0.00	60,000.00	0.00
101-900-970.005	CAPITAL OUTLAY - LAND	50.00	50.00	0.00	0.00	50.00	0.00
Total Dept 900 - CAPITAL OUTLAY		145,050.00	145,050.00	279,245.09	1,792.00	(134,195.09)	192.52
TOTAL EXPENDITURES		4,243,152.26	4,243,152.26	1,485,321.33	196,613.00	2,757,830.93	35.01
Fund 101 - GENERAL OPERATING FUND:							
TOTAL EXPENDITURES		4,243,152.26	4,243,152.26	1,485,321.33	196,613.00	2,757,830.93	35.01

## EXPENDITURE REPORT FOR GARFIELD TOWNSHIP

PERIOD ENDING 05/31/2025

GL NUMBER	DESCRIPTION	2025	2025	YTD BALANCE	ACTIVITY FOR	AVAILABLE	BDGT
		ORIGINAL	AMENDED BUDGET				
		BUDGET		05/31/2025	MONTH 05/31/25	BALANCE	USED
Fund 208 - PARK/RECREATION FUND							
Expenditures							
Dept 000							
208-000-701.905	WAGES - REC BOARD	7,000.00	7,000.00	1,875.00	750.00	5,125.00	26.79
208-000-701.906	Parks Steward	32,335.05	32,335.05	13,679.64	3,730.80	18,655.41	42.31
208-000-701.907	Park Steward 2	29,364.19	29,364.19	12,421.20	3,387.60	16,942.99	42.30
208-000-711.010	SOCIAL SECURITY - EMPLOYER	5,407.50	5,407.50	2,119.14	596.20	3,288.36	39.19
208-000-801.000	LEGAL SERVICES	1,000.00	1,000.00	0.00	0.00	1,000.00	0.00
208-000-805.000	CONTRACTED AND OTHER SERVICES	82,980.00	82,980.00	30,975.30	6,431.26	52,004.70	37.33
208-000-864.000	MISCELLANEOUS	100.00	100.00	40.00	0.00	60.00	40.00
208-000-880.001	COM. PROM. - SILVER LAKE PARK	100.00	100.00	0.00	0.00	100.00	0.00
208-000-880.006	COM. PROM. - BVNP (YMCA)	100.00	100.00	0.00	0.00	100.00	0.00
208-000-880.008	COM. PROM. - Cont. Serv GTCD	10,000.00	10,000.00	0.00	0.00	10,000.00	0.00
208-000-880.012	COM. PROM. - GT COMMONS	100.00	100.00	0.00	0.00	100.00	0.00
208-000-880.013	COM. PROM. - BOARDMAN RIVER	100.00	100.00	0.00	0.00	100.00	0.00
208-000-880.014	COM. PROM. - MILLER CREEK	100.00	100.00	0.00	0.00	100.00	0.00
208-000-880.015	COM. PROM. - PARK & TRAIL MAI	100.00	100.00	0.00	0.00	100.00	0.00
208-000-880.016	COM. PROM. - KIDS CREEK PARK	100.00	100.00	0.00	0.00	100.00	0.00
208-000-880.019	RIVER EAST RECREATION AREA	100.00	100.00	0.00	0.00	100.00	0.00
208-000-890.000	CONTINGENCIES	100,298.07	100,298.07	0.00	0.00	100,298.07	0.00
208-000-935.000	MAINTENANCE - MISC, EQUIP	25,000.00	25,000.00	1,579.72	693.03	23,420.28	6.32
208-000-970.000	CAPITAL OUTLAY	457,000.00	457,000.00	69,866.46	13,178.00	387,133.54	15.29
Total Dept 000		751,284.81	751,284.81	132,556.46	28,766.89	618,728.35	17.64
TOTAL EXPENDITURES		751,284.81	751,284.81	132,556.46	28,766.89	618,728.35	17.64
Fund 208 - PARK/RECREATION FUND:							
TOTAL EXPENDITURES		751,284.81	751,284.81	132,556.46	28,766.89	618,728.35	17.64



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

**RESOLUTION 2025-14-T**

**RESOLUTION TO SCHEDULE PUBLIC HEARING FOR  
ORDERING PREPARATION OF RIDGE VIEW CT. RESURFACING  
SPECIAL ASSESSMENT ROLL**

**WHEREAS,** The Township Board of the Charter Township of Garfield, at a regular meeting held on January 9, 2024, created, determined, and defined a special assessment district known as Ridge View Ct Resurfacing Special Assessment District;

**WHEREAS,** The Township Board approved plans for road improvements as prepared and presented by the Grand Traverse County Road Commission's registered engineer and his/her estimate of costs for the completion thereof, plus the Township's cost of administration, of **\$172,176.81**;

**WHEREAS,** On February 20, 2024, the Township Board approved a tentative assessment roll designated as Ridge View Ct Resurfacing Special Assessment District; and

**WHEREAS,** The costs associated with the road improvement have increased to an estimated **\$244,043.67**, which necessitates the need for a public hearing.

**NOW, THEREFORE, BE IT HEREBY RESOLVED** that a hearing on any objections to the improvement, estimate of costs and to the assessment of the cost of such improvements shall be held on June 24, 2025, at a regular meeting of the township board at Garfield Charter Township Hall in the upstairs, large meeting room, at 3848 Veterans Drive, Traverse City, Michigan, commencing at 6:00 p.m.; and

**BE IT FURTHER RESOLVED** that the Clerk is instructed to give the proper notice of such hearing by mailing and publication in accordance with law and statute provided.

Moved:

Supported:

Ayes:

Nays:

Absent and Excused:

**RESOLUTION 2025-14-T DECLARED ADOPTED.**

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 a Resolution which was adopted by the Township Board of the Charter Township of Garfield on the 10<sup>th</sup> day of June, 2025.

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

\_\_\_\_\_  
Lanie McManus, Clerk



# Charter Township of Garfield

## Grand Traverse County

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

JOE McMANUS  
SUPERVISOR

LANIE McMANUS  
CLERK

CHLOE MACOMBER  
TREASURER

MOLLY AGOSTINELLI, TRUSTEE  
DENISE SCHMUCKAL, TRUSTEE

LAURIE LAPP, TRUSTEE  
CHUCK KORN, TRUSTEE

To: Garfield Township Board  
From: Chris Barsheff, Manager  
RE: Pearl Rose Lane Name Change  
Date: June 5, 2025

The purpose of this communication is to inform you that I recently received a request from Deborah Lautner (1311 Pearl Rose Lane), asking the board to consider a private road name change to Birmley Hills Road. Most of our board members were involved with approving the private road name of Pearl Rose Lane, which took place at a meeting on November 12, 2024.

I reviewed our township ordinance along with the Grand Traverse County street and road naming address ordinance and determined the name change if approved would comply with both ordinances. The new proposed road name has also been tentatively approved by Grand Traverse County (See Included Proposed Road Name Form).

Please consider approving the road name change at the request of Deborah Lautner. Thank you!

Respectfully,

Chris Barsheff

---

**address information Lautner property**

---

**From** Deb L <lautnerde@gmail.com>

**Date** Tue 6/3/2025 8:56 PM

**To** Chris Barsheff <cbarsheff@garfieldmi.gov>

Caution! This message was sent from outside your organization.

[Allow sender](#) | [Block sender](#)

Hi Chris,

This is similar to what we sent to Amy DeHaan when we first requested our driveway name.

Dear Chris,

We are making a request to the township board review to put in a name change for our driveway. It is currently Pearl Rose Lane and we would like it to be Birmley Hills Rd. We are requesting it to be closer to our original road address for less confusion and make it easier for mail delivery, emergency vehicles and other people to find us easier. We hope the board would consider approval for the name change. Please let us know if this name would be acceptable to you.

Bruce and Deborah Lautner  
Dennis Lautner and Ann Drury  
David and Jodie Mausolf



## Proposed Road Name

Applicant Name: Deborah Lautner

Location of Road\*:

Section: 26 T 27 N; R 11 W

**\*You must provide a map or site plan of the proposed road with this application**

Proposed Road Name\*\*:

<u></u>	<u>Birmley Hills</u>	<u>Rd</u>
Directional	Street Name	Street Type

Existing Road Name:  
(If change is requested)

<u></u>	<u>Pearl Rose</u>	<u>Ln</u>
Directional	Street Name	Street Type

Approval (For Departmental Use Only):

☒ Approved by Grand Traverse Equalization on 06/04/2025.  
☐ Denied

Comments: \_\_\_\_\_

Signature: Michael Barres Digitally signed by Michael Barres  
Date: 2025.06.04 13:17:58 -04'00'

**\*\* Private Road definition per Grand Traverse County Ordinance No. 11: Street and Road Naming and Address Ordinance section III subsection J: “Private road” shall mean any road, trail, or other type of access utilized for ingress/egress of a premises which is currently not a public road, and is not under the jurisdiction of the Local Municipality or the Road Commission.”**

This notice attests to the uniqueness of the proposed road name within Grand Traverse County and its uniqueness against any other proposed road names in the last ninety (90) days since the above approval date.

**This form does NOT constitute final acceptance of the proposed road name. The local governing unit must ultimately approve a proposed name in accordance with the Grand Traverse County Street and Road Naming Ordinance as amended. Following local unit approval, Grand Traverse Equalization will require notice and or minutes to prompt the naming of the road.**

**If this form appears blank or is missing information:**

Please check your email filters, security settings, or the compatibility of your PDF reader application.

THIS PROPOSED PARCEL DIVISION IS SUBJECT TO MUNICIPAL APPROVAL PURSUANT TO THE "LAND DIVISION ACT", P.A. 591, OF 1996, AS AMENDED.

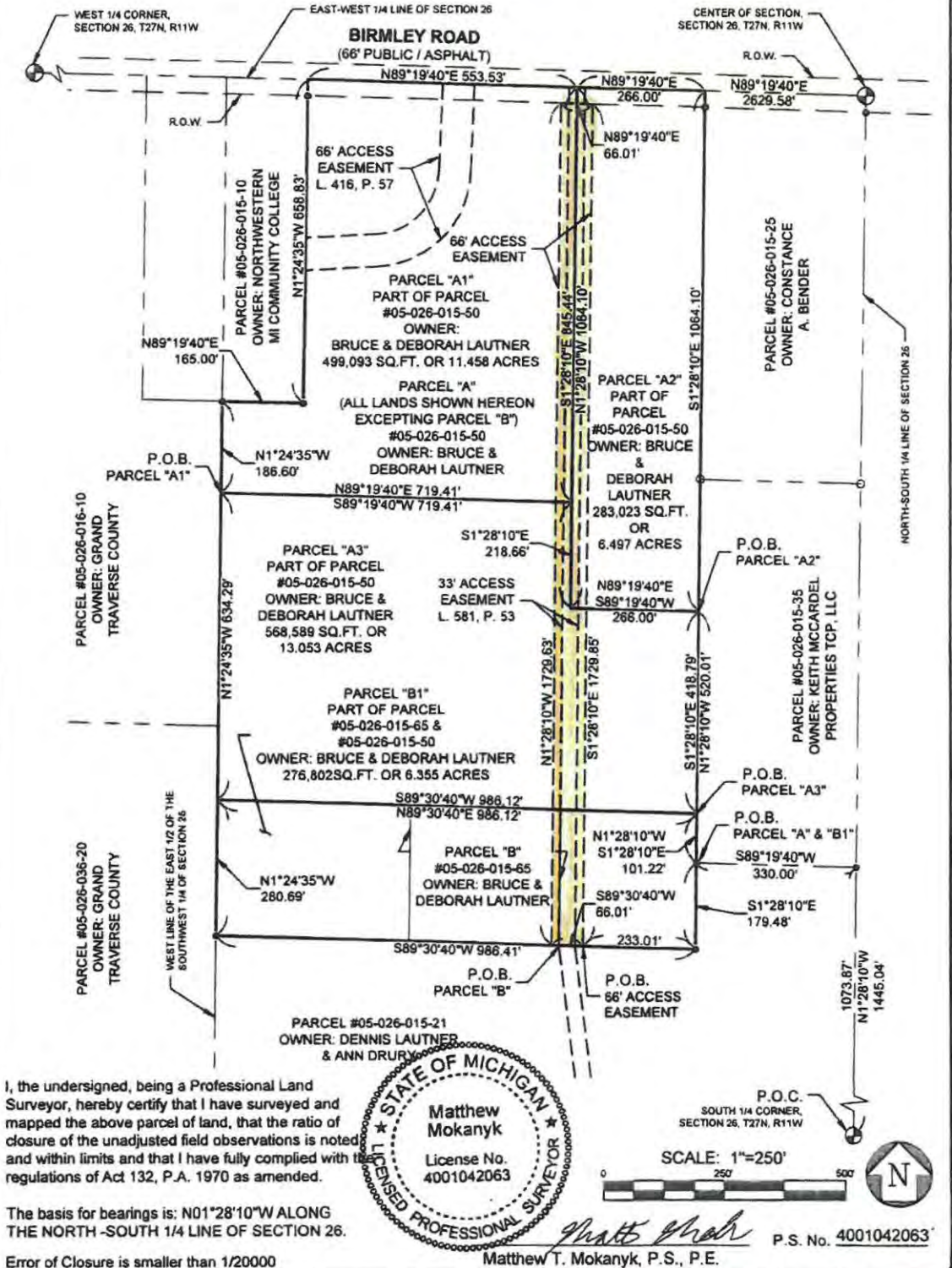
# CERTIFICATE OF SURVEY

SECTION 26, TOWN 27 NORTH, RANGE 11 WEST,  
GARFIELD CHARTER TOWNSHIP, GRAND TRAVERSE COUNTY, MICHIGAN

NOTE: THIS SURVEY SUPERSEDES ALL PREVIOUS SURVEYS ON THE SAME PROPERTY (BY LANDTECH).

## LEGEND

- IRON FOUND
- IRON SET
- ⊕ MONUMENT FOUND
- (R) RECORD
- (M) MEASURED



Client:  
**BRUCE & DEBORAH LAUTNER**  
1625 BIRMLEY ROAD,  
TRAVERSE CITY, MI 49685

Job: 18502028B  
Date: 07/26/18  
Scale: AS SHOWN  
Drawn: RJH  
Chkd.: M.T.M.  
Rev'd.: 10/01/24



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# Charter Township of Garfield

## Grand Traverse County

8b.

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

JOE McMANUS  
SUPERVISOR

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CHLOE MACOMBER  
TREASURER

MOLLY AGOSTINELLI, TRUSTEE  
DENISE SCHMUCKAL, TRUSTEE

LAURIE LAPP, TRUSTEE  
CHUCK KORN, TRUSTEE

To: Garfield Township Board  
From: Chris Barsheff, Manager  
RE: Barney Road Repair Cost Share with GTCRC  
Date: June 5, 2025

The purpose of this communication is to inform you that Supervisor McManus and I have been in conversation with Grand Traverse County Road Commission (GTCRC) Manager Dan Watkins as it relates to cost sharing for repairs on Barney Road.

The road has been prioritized by the GTCRC for repair, which will include replacing sections, overlaying others, and then chip-sealing the entire road in the spring of 2026. The GTCRC will cover the full chipseal cost next year. The project would be funded by GTCRC MTF funds, GTCRC millage Funds, and Garfield Township Funds if approved.

The GTCRC requests that Garfield Township consider funding \$161,667.00 of the total project cost.

*Suggested Motion: Authorize the Township Supervisor to sign an agreement with the Grand Traverse County Road Commission to contribute \$161,667.00, which will be used to repair the section of Barney Road located within Garfield Township.*

Respectfully,

Chris Barsheff



Proposal for:  
Charter Township of Garfield, Grand Traverse County MI  
May 29, 2025  
Quoted by: Michael VanHal

Software and Services for BS&A Cloud Upgrade



*Thank you for the opportunity to quote our software and services.*

*At BS&A, we are focused on delivering unparalleled service, solutions, support, and customer satisfaction. You'll see this in our literature, but it's not just a marketing strategy... it's a mindset deeply embedded in our DNA. Our goal is to provide such remarkable customer service that our customers feel compelled to remark about it.*

*We are extremely proud of the many long-term customer relationships we have built. Our success is directly correlated with putting the customer first and consistently choosing to **listen**. Delivering unparalleled customer service is the foundation of our company.*

# Cost Summary

Software is licensed for use only by municipality identified on the cover page. If used for additional entities or agencies, please contact BS&A for appropriate pricing. Prices subject to change if the actual count is significantly different than the estimated count. Module fees are charged annually and include unlimited support.

## Upgrade - Cloud Modules – Annual Fee

<b>Financial Management</b>		
GL-General Ledger		\$5,900.00
AP-Account Payable		\$4,825.00
CR-Cash Receipting		\$5,350.00
	Total	\$16,075.00
<b>Personnel Management</b>		
PR-Payroll		\$8,010.00
	Total	\$8,010.00
<b>Community Development</b>		
BD-Building Department		\$9,610.00
	Total	\$9,610.00
<b>Property</b>		
ASG-Assessing		\$7,745.00
TX-Tax		\$5,190.00
DPP-Delinquent Personal Property		\$1,625.00
SPAS-Special Assessments		\$2,780.00
	Total	\$17,340.00
	Subtotal	\$51,035.00

## Upgrade Implementation

### Services include:

- Management of your upgrade by our dedicated upgrade team for a smooth shift from .NET to cloud-based software, minimizing disruption
- Project schedule aligned with your processes and needs, ensuring a seamless transition timeline
- Expedited upgrade to cloud capturing existing process to minimize demands required of client teams
- Onboarding planned around critical process dates, ensuring your team is well-prepared for effective cloud software utilization
- Central contact for streamlined communication between project leaders, developers, IT staff, and conversion resources
- Testing and implementation of existing municipal customizations prior to go-live, preserving functionality and ensuring critical components are converted
- Preliminary data conversion with attachments, mirroring final conversion for a smooth transition
- Thorough data verification for all modules, ensuring accuracy and reliability of converted data, including automated balancing
- Key module validation managed by dedicated upgrade team (vs. customer in previous methodology), including testing of parallel processes
- Migration of key custom user-based designed reports handled out-the-box, enabling seamless access to critical insights.
- As needed, transition from .NET Online Payments to cloud architecture configuration for uninterrupted payment processing.
- Automated scaffolding of users and security roles based on your previous configurations
- Conversion of approval workflows based on role-based security, maintaining established processes
- As needed, configuration of existing hardware (barcode scanners, etc.) for seamless integration with cloud environment
- Documentation of our standard processes, facilitating easy access to essential information
- Upgrade training
- Prioritized response post go-live for 2 weeks from the upgrade team
- 3 post go-live survey touch points to check-in on post-go live experience
- Remote go-live assistance and remote office hours for a successful transition to the cloud-based software
- Travel not expected, but any necessary travel would be billed at a per trip and/or per day cost

**\$54,600.00**

## Additional Training

### Additional Onsite Training

4 days @ \$1,325/day

**\$5,300.00**

One day of onsite training for each product family: Financial Management, HRIS, Community Development and Property Modules

**Subtotal**

**\$5,300.00**

Cost Totals

Upgrade Modules – <i>Annual Fee</i>	Subtotal	\$51,035.00
Upgrade Implementation	Subtotal	\$54,600.00
Additional Training	Subtotal	\$5,300.00
<b>Total Proposed</b>		<b>\$110,935.00</b>

Estimated Travel Expenses are not outlined in this proposal. The final invoice will reflect actual expenses following the completion of all training activities based on the Federal Guidelines described below.

- \$160/\$185/\$225 per day hotel, varies by state
- \$90 per day car rental
- \$70 per day meals
- \$730 per trip airfare/related expenses
- \$0.70/mile round trip for drive distance

**BS&A  
CUSTOMER ORDER FORM**

This Customer Order Form (this “**Order**”) is entered into as of the “**Effective Date**” identified below between BS&A Software, LLC, a Delaware limited liability company with offices located at 14965 Abbey Lane, Bath, MI 48808 (“**BS&A**”) and the “**Customer**” identified below. Capitalized terms used but not defined in this Order have the meanings given them elsewhere in the Agreement (as defined below). BS&A and Customer may be referred to herein collectively as the “**Parties**” or individually as a “**Party**”. The Parties hereby agree as follows:

<b>Customer Name:</b> Garfield Charter Township, Grand Traverse County MI	<b>Sponsor Contact:</b> <input type="checkbox"/> Lanie McManus
<b>Billing Address:</b> <input type="checkbox"/> 3848 Veterans Drive Traverse City, MI 49684	<b>Sponsor Phone:</b> <input type="checkbox"/> 231-941-1620
<b>Accounts Payable Email:</b> <input type="checkbox"/> lmcmanus@garfieldmi.gov	<b>Sponsor Email:</b> <input type="checkbox"/> lmcmanus@garfieldmi.gov

**Platform and Fee Information**

<b>Effective Date:</b> <input type="checkbox"/>	
<b>Platform Description:</b> Those modules and feature packs of BS&A’s proprietary hosted enterprise resource planning service for managing local government functions that are identified in the Pricing Sheet.	
<b>“Usage Limitations”:</b> <input type="checkbox"/> <i>Number of Authorized Users:</i> [19 Seats] <input type="checkbox"/> <i>Other:</i> [INSERT OTHER USAGE LIMITATIONS, IF ANY]	
<b>“Initial Subscription Period”:</b> [One (1) year]	<b>Subscription Fees:</b> \$51,035, payable [annually].
<b>Professional Services (if any):</b> \$59,900	<b>Service Fees (if any):</b>
<b>Other Customer Terms:</b>	

The Customer Agreement (the “**Agreement**”), made and entered into as of the Effective Date between BS&A and Customer, includes and incorporates: (i) the above Order; (ii) any Orders previously or subsequently entered into by the Parties; and (iii) the Customer Terms and Conditions, which are attached to this Order (the “**Terms and Conditions**”); and (iv) the Pricing Sheet attached to this Order (the “**Pricing Sheet**”).

**BS&A SOFTWARE, LLC**

**GARFIELD CHARTER TOWNSHIP, GRAND TRAVERSE COUNTY MI**

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

Title: \_\_\_\_\_

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

Title: \_\_\_\_\_

**EXHIBIT A**  
**CUSTOMER TERMS AND CONDITIONS**

The Parties agree as follows:

1. Definitions.

1.1 **"Authorized User"** means Customer's employees, consultants, contractors, and agents: (i) who are authorized by Customer to access and use the Platform under this Agreement; and (ii) for whom access to the Platform has been purchased hereunder.

1.2 **"BS&A IP"** means the Platform and any and all intellectual property provided to Customer or any Authorized User in connection with the foregoing. For the avoidance of doubt, BS&A IP includes Usage Data and any information, data, or other content derived from BS&A's provision of the Platform but does not include Customer Data.

1.3 **"Business Contact Data"** means Personal Information that relates to BS&A's relationship with Customer, including, by way of example and without limitation, the names and contact information of Authorized Users and any other data BS&A collects for the purpose of managing its relationship with Customer, identity verification, or as otherwise required by applicable laws, rules, or regulations.

1.4 **"Customer Data"** means information, data, and other content, in any form or medium, that is submitted, posted, or otherwise transmitted by or on behalf of Customer or an Authorized User through the Platform, including Business Contact Data; provided that, for purposes of clarity, Customer Data as defined herein does not include Business Contact Data or Usage Data.

1.5 **"Documentation"** means Company's end user documentation relating to the Platform, including any user guides.

1.6 **"Harmful Code"** means any software, hardware, or other technology, device, or means, including any virus, worm, malware, or other malicious computer code, the purpose or effect of which is to permit unauthorized access to, or to destroy, disrupt, disable, distort, or otherwise harm or impede in any manner any (i) computer, software, firmware, hardware, system, or network; or (ii) any application or function of any of the foregoing or the security, integrity, confidentiality, or use of any data processed thereby.

1.7 **"Order"** means: (i) a purchase order, order form, or other ordering document entered into by the Parties that incorporates this Agreement by reference; or (ii) if Customer registered for the Platform through BS&A's online ordering process, the results of such online ordering process.

1.8 **"Personal Information"** means any information that, individually or in combination, does or can identify a specific individual or by or from which a specific individual may be identified, contacted, or located, including without limitation all data considered "personal data", "personally identifiable information", or something similar under applicable laws, rules, or regulations relating to data privacy.

1.9 **"Platform"** has the meaning set forth on the Order.

1.10 **"Professional Services"** means training, migration, implementation, integration, or other professional services that are provided to Customer in connection with its use of the Platform hereunder.

1.11 **"Subscription Period"** means the time period identified on the Order during which Customer's Authorized Users may access and use the Platform.

1.12 **"Third-Party Products"** means any third-party products provided with, integrated with, or incorporated into the Platform.

1.13 **"Usage Data"** means usage data collected and processed by BS&A in connection with Customer's use of the Platform, including without limitation test configuration metadata, activity logs, and data used to optimize and maintain performance of the Platform, and to investigate and prevent system abuse. For purposes of clarity, Customer Data is not Usage Data and Usage Data does not contain Personal Information or any other Customer Data.

1.14 **"Usage Limitations"** means the usage limitations set forth in this Agreement and the Order, including without limitation any limitations on the number of Authorized Users (if any), and the applicable product, pricing, and support tiers agreed-upon by the Parties.



## 2. Access and Use.

2.1 Provision of Access. Subject to and conditioned on Customer's compliance with the terms and conditions of this Agreement, including without limitation the Usage Limitations, Customer may, solely through its Authorized Users, access and use the Platform during the Subscription Period on a non-exclusive, non-transferable (except in compliance with Section 15.9), and non-sublicensable basis. Such use is limited to Customer's internal business purposes and the features and functionalities specified in the Order. Each Authorized User must have its own unique account on the Platform and Authorized Users may not share their account credentials with one another or any third party. Customer will be responsible for all of the acts and omissions of its Authorized Users in connection with this Agreement and for all use of Authorized Users' accounts.

2.2 Documentation License. Subject to and conditioned on Customer's compliance with the terms and conditions of this Agreement, Company hereby grants to Customer a non-exclusive, non-transferable (except in compliance with Section 15.9), and non-sublicensable license to use the Documentation during the Subscription Period solely for Customer's internal business purposes in connection with its use of the Platform.

2.3 Use Restrictions. Customer shall not use the Platform for any purposes beyond the scope of the access granted in this Agreement. Customer shall not at any time, directly or indirectly, and shall not permit any Authorized Users to: (i) copy, modify, or create derivative works of any BS&A IP, whether in whole or in part; (ii) rent, lease, lend, sell, license, sublicense, assign, distribute, publish, transfer, or otherwise make available the Platform or Documentation to any third party; (iii) reverse engineer, disassemble, decompile, decode, adapt, or otherwise attempt to derive or gain access to any software component of the Platform, in whole or in part; (iv) remove any proprietary notices from any BS&A IP; (v) use any BS&A IP in any manner or for any purpose that infringes, misappropriates, or otherwise violates any intellectual property right or other right of any person, or that violates any applicable law; (vi) access or use any BS&A IP for purposes of competitive analysis of BS&A or the Platform, the development, provision, or use of a competing software service or product, or any other purpose that is to BS&A's detriment or commercial disadvantage; (vii) bypass or breach any security device or protection used by the Platform or access or use the Platform other than by an Authorized User through the use of valid access credentials; (viii) input, upload, transmit, or otherwise provide to or through the Platform any information or materials, including Customer Data, that are unlawful or injurious or that infringe or otherwise violate any third party's intellectual property or other rights, or that contain, transmit, or activate any Harmful Code; or (ix) use any BS&A IP for any activity where use or failure of the BS&A IP could lead to death, personal injury, or environmental damage, including life support systems, emergency services, nuclear facilities, autonomous vehicles, or air traffic control.

2.4 Reservation of Rights. BS&A reserves all rights not expressly granted to Customer in this Agreement. Except for the limited rights and licenses expressly granted under this Agreement, nothing in this Agreement grants, by implication, waiver, estoppel, or otherwise, to Customer or any third party any intellectual property rights or other right, title, or interest in or to the BS&A IP.

2.5 Suspension. Notwithstanding anything to the contrary in this Agreement, BS&A may temporarily suspend Customer's and any Authorized User's access to any portion or all of the Platform if: (i) BS&A reasonably determines that (a) there is a threat or attack on any of the BS&A IP; (b) Customer's or any Authorized User's use of the BS&A IP disrupts or poses a security risk to the BS&A IP or to any other customer or vendor of BS&A; (c) Customer, or any Authorized User, is using the BS&A IP for fraudulent or illegal activities; (d) subject to applicable law, Customer has ceased to continue its business in the ordinary course, made an assignment for the benefit of creditors or similar disposition of its assets, or become the subject of any bankruptcy, reorganization, liquidation, dissolution, or similar proceeding; (e) BS&A's provision of the Platform to Customer or any Authorized User is prohibited by applicable law; or (f) any Customer Data submitted, posted, or otherwise transmitted by or on behalf of Customer or an Authorized User through the Platform may infringe or otherwise violate any third party's intellectual property or other rights; (ii) any vendor of BS&A has suspended or terminated BS&A's access to or use of any Third-Party Products required to enable Customer to access the Platform; or (iii) in accordance with Section 7.1 (any such suspension described in subclauses (i), (ii), or (iii), a "**Service Suspension**"). BS&A shall use commercially reasonable efforts to provide written notice of any Service Suspension to Customer and to provide updates regarding resumption of access to the Platform following any Service Suspension. BS&A shall use commercially reasonable efforts to resume providing access to the Platform as soon as reasonably possible after the event giving rise to the Service Suspension is cured. BS&A will have no liability for any damage, liabilities, losses (including any loss of data or profits), or any other consequences that Customer or any Authorized User may incur as a result of a Service Suspension.

2.6 Business Contact Data and Usage Data. Notwithstanding anything to the contrary in this Agreement,

BS&A may process Business Contact Data: (i) to manage BS&A's relationship with Customer; (ii) to carry out BS&A's core business operations, such as, by way of example and without limitation, accounting, audits, tax preparation and for filing and compliance purposes; (iii) to monitor, investigate, prevent and detect fraud, security incidents and other misuse of the Platform, and to prevent harm to BS&A, Customer, and BS&A's other customers; (iv) for identity verification purposes; and (v) to comply with applicable laws, rules, and regulations relating to the processing and retention of Personal Information to which BS&A may be subject. BS&A may process Usage Data for any lawful purpose, including to monitor, maintain, and optimize the Platform. '

### 3. Customer Responsibilities.

3.1 General. Customer is responsible and liable for all uses of the Platform and Documentation resulting from access provided by Customer, directly or indirectly, whether such access or use is permitted by or in violation of this Agreement. Without limiting the generality of the foregoing, Customer is responsible for all acts and omissions of Authorized Users, and any act or omission by an Authorized User that would constitute a breach of this Agreement if taken by Customer will be deemed a breach of this Agreement by Customer. Customer shall use reasonable efforts to make all Authorized Users aware of this Agreement's provisions as applicable to such Authorized User's use of the Platform and shall cause Authorized Users to comply with such provisions.

3.2 Third-Party Products. BS&A may from time to time make Third-Party Products available to Customer or BS&A may allow for certain Third-Party Products to be integrated with the Platform to allow for the transmission of Customer Data from such Third-Party Products into the Platform. For purposes of this Agreement, such Third-Party Products are subject to their own terms and conditions. BS&A is not responsible for the operation of any Third-Party Products and makes no representations or warranties of any kind with respect to Third-Party Products or their respective providers. If Customer does not agree to abide by the applicable terms for any such Third-Party Products, then Customer should not install or use such Third-Party Products. By authorizing BS&A to transmit Customer Data from Third-Party Products into the Platform, Customer represents and warrants to BS&A that it has all right, power, and authority to provide such authorization.

3.3 Customer Control and Responsibility. Customer has and will retain sole responsibility for: (i) all Customer Data, including its content and use; (ii) all information, instructions, and materials provided by or on behalf of Customer or any Authorized User in connection with the Platform; (iii) Customer's information technology infrastructure, including computers, software, databases, electronic systems (including database management systems), and networks, whether operated directly by Customer or through the use of third-party platforms or service providers ("**Customer Systems**"); (iv) the security and use of Customer's and its Authorized Users' access credentials; and (v) all access to and use of the Platform directly or indirectly by or through the Customer Systems or its or its Authorized Users' access credentials, with or without Customer's knowledge or consent, including all results obtained from, and all conclusions, decisions, and actions based on, such access or use. For purposes of clarity, Customer Systems do not include BS&A's information technology infrastructure, including computers, software, databases, electronic systems (including database management systems), and networks operated directly by BS&A and its third-party service providers.

4. Support. Subject to and conditioned on Customer's compliance with the terms and conditions of this Agreement, including payment of applicable Fees, BS&A will use commercially reasonable efforts to provide Customer with basic customer support via BS&A's standard support channels during BS&A's normal business hours.

5. Professional Services. BS&A will perform Professional Services as described in an Order. Customer will provide BS&A all reasonable cooperation required for BS&A to perform the Professional Services, including without limitation timely access to any reasonably required Customer materials, information, or personnel. Subject to any limitations identified in an Order, Customer will reimburse BS&A's reasonable travel and lodging expenses incurred in providing Professional Services. To the extent the Professional Services result in any work product of any kind or character ("**Work Product**"), all such Work Product will remain owned solely and exclusively by BS&A and, to the extent any such Work Product consists of enhancements, improvements, or other modifications to the Platform, such Work Product may be used by Customer solely in connection with Customer's authorized use of the Platform under this Agreement.

6. Insurance. During the Subscription Period, BS&A shall procure and maintain appropriate insurance policies with coverage limits that are commensurate with industry standards and sufficient to protect against potential risks associated with this Agreement. The insurance policies shall be obtained from reputable and financially sound insurance providers, and BS&A agrees to provide proof of such insurance upon request by Customer.

### 7. Fees and Taxes.

7.1 Fees. The Platform may be provided for a fee or other charge. Customer shall pay BS&A the fees (“Fees”) identified in the Order without offset or deduction at the cadence identified in the Order (e.g., monthly or annually). BS&A may increase the Fees annually, provided that BS&A will provide Customer at least thirty (30) days’ notice of such increase prior to the end of the then-current Term. The amount of the Fee increase will be in BS&A’s sole discretion, provided that Customer agrees that the increase may be at least the greater of: (i) five percent (5%); or (ii) the annual increase in the relevant Consumer Price Index for all Urban Consumers published by the Bureau of Labor Statistics for the then-current calendar year, in each case as compared to the Fees applicable during then-current Term, as applicable. Fees paid by Customer are non-refundable. Customer shall make all payments hereunder in US dollars by ACH or via another reasonable method chosen by BS&A, to such account as BS&A may specify in writing from time to time, or by another mutually agreed-upon payment method. If Customer pays via invoice, Customer will pay the invoiced amount within thirty (30) calendar days of the invoice date. If Customer fails to make any payment when due, and Customer has not notified BS&A in writing within ten (10) days of the payment becoming due and payable that the payment is subject to a good faith dispute, without limiting BS&A’s other rights and remedies, and to the fullest extent permissible under applicable law: (i) BS&A may charge interest on the undisputed past due amount at the rate of 1.5% per month, calculated daily and compounded monthly or, if lower, the highest rate permitted under applicable law; (ii) Customer shall reimburse BS&A for all reasonable costs incurred by BS&A in collecting any late payments or interest, including attorneys’ fees, court costs, and collection agency fees; and (iii) if such failure continues for ten (10) days or more, BS&A may suspend Customer’s and its Authorized Users’ access to all or any part of the Platform until such amounts are paid in full.

7.2 Taxes. All Fees and other amounts payable by Customer under this Agreement are exclusive of taxes and similar assessments. Customer is responsible for all sales, use, and excise taxes, and any other similar taxes, duties, and charges of any kind imposed by any federal, state, or local governmental or regulatory authority on any amounts payable by Customer hereunder, other than any taxes imposed on BS&A’s income.

## 8. Confidential Information.

8.1 Definition. From time to time during the Subscription Period, either Party may disclose or make available to the other Party information about its business affairs, products, confidential intellectual property, trade secrets, third-party confidential information, and other sensitive or proprietary information, whether orally or in written, electronic, or other form or media that: (i) is marked, designated or otherwise identified as “confidential” or something similar at the time of disclosure or within a reasonable period of time thereafter; or (ii) would be considered confidential by a reasonable person given the nature of the information or the circumstances of its disclosure (collectively, “Confidential Information”). Except for Personal Information, Confidential Information does not include information that, at the time of disclosure is: (a) in the public domain; (b) known to the receiving Party at the time of disclosure; (c) rightfully obtained by the receiving Party on a non-confidential basis from a third party; or (d) independently developed by the receiving Party without use of, reference to, or reliance upon the disclosing Party’s Confidential Information.

8.2 Duty. The receiving Party shall not disclose the disclosing Party’s Confidential Information to any person or entity, except to the receiving Party’s employees, contractors, and agents who have a need to know the Confidential Information for the receiving Party to exercise its rights or perform its obligations hereunder (“Representatives”). The receiving Party will be responsible for all the acts and omissions of its Representatives as they relate to Confidential Information hereunder. Notwithstanding the foregoing, each Party may disclose Confidential Information to the limited extent required (i) in order to comply with the order of a court or other governmental body, or as otherwise necessary to comply with applicable law, provided that the Party making the disclosure pursuant to the order shall first have given written notice to the other Party and made a reasonable effort to obtain a protective order; or (ii) to establish a Party’s rights under this Agreement, including to make required court filings. Further, notwithstanding the foregoing, each Party may disclose the terms and existence of this Agreement to its actual or potential investors, debtholders, acquirers, or merger partners under customary confidentiality terms.

8.3 Return of Materials; Effects of Termination/Expiration. On the expiration or termination of the Agreement, the receiving Party shall promptly return to the disclosing Party all copies, whether in written, electronic, or other form or media, of the disclosing Party’s Confidential Information, or destroy all such copies and certify in writing to the disclosing Party that such Confidential Information has been destroyed. Each Party’s obligations of non-use and non-disclosure with regard to Confidential Information are effective as of the Effective Date and will expire three (3) years from the date of termination or expiration of this Agreement; provided, however, with respect to any Confidential Information that constitutes a trade secret (as determined under applicable law), such obligations of non-disclosure will survive the termination or expiration of this Agreement for as long as such Confidential Information remains subject to trade secret protection under applicable law.

9. Data Security and Processing of Personal Information.

9.1 Customer Data. Customer hereby grants to BS&A a non-exclusive, royalty-free, worldwide license to reproduce, distribute, and otherwise use and display the Customer Data and perform all acts with respect to the Customer Data as may be necessary for BS&A to provide the Platform and otherwise perform its obligations hereunder. Customer may export the Customer Data at any time through the features and functionalities made available via the Platform. For the avoidance of doubt, aggregated, de-identified, and anonymized portions, sets, or other combinations of Customer Data that do not contain personally identifying elements of Customer's identity or of any Authorized Users are Usage Data and not Customer Data.

9.2 Security Measures. BS&A will implement and maintain commercially reasonable administrative, physical, and technical safeguards designed to protect Customer Data (including Personal Information provided as part of Business Contact Data) from unauthorized access, use, alteration, or disclosure.

9.3 Processing of Personal Information. BS&A's rights and obligations with respect to Personal Information that it collects directly from individuals (if any) are set forth in BS&A's Privacy Policy (as amended from time to time in accordance with its terms). Personal Information processed by BS&A on behalf of Customer is considered Customer Data and is governed by the terms of this Agreement.

10. Intellectual Property Ownership; Feedback.

10.1 BS&A IP. Customer acknowledges that, as between Customer and BS&A, BS&A owns all right, title, and interest, including all intellectual property rights, in and to the BS&A IP and, with respect to Third-Party Products, the applicable third-party providers own all right, title, and interest, including all intellectual property rights, in and to the Third-Party Products.

10.2 Usage Data. Customer acknowledges that, as between BS&A and Customer, BS&A owns all right, title, and interest, including all intellectual property rights, in and to the Usage Data.

10.3 Customer Data. BS&A acknowledges that, as between BS&A and Customer, Customer owns all right, title, and interest, including all intellectual property rights, in and to the Customer Data.

10.4 Feedback. If Customer or any of its employees or contractors sends or transmits any communications or materials to BS&A by mail, email, telephone, or otherwise, suggesting or recommending changes to the BS&A IP, including without limitation, new features or functionality relating thereto, or any comments, questions, suggestions, or the like ("**Feedback**"), BS&A is free to use such Feedback irrespective of any other obligation or limitation between the Parties governing such Feedback.

11. Mutual Warranties; Disclaimer of Other Warranties.

11.1 Mutual Warranties. Each party hereby represents and warrants to the other that: (i) it has the full right, power, and authority to enter into, execute, and perform its obligations under this Agreement without any conflict with or violation of any other obligations to which it may be subject; and (ii) this Agreement is binding on such party in accordance with its terms.

11.2 Disclaimer of Other Warranties. THE BS&A IP IS PROVIDED "AS IS" AND BS&A HEREBY DISCLAIMS ALL WARRANTIES, WHETHER EXPRESS, IMPLIED, STATUTORY, OR OTHERWISE. BS&A SPECIFICALLY DISCLAIMS ALL IMPLIED WARRANTIES OF MERCHANTABILITY, FITNESS FOR A PARTICULAR PURPOSE, TITLE, AND NON-INFRINGEMENT, AND ALL WARRANTIES ARISING FROM COURSE OF DEALING, USAGE, OR TRADE PRACTICE. BS&A MAKES NO WARRANTY OF ANY KIND THAT THE BS&A IP, OR ANY PRODUCTS OR RESULTS OF THE USE THEREOF, WILL MEET CUSTOMER'S OR ANY OTHER PERSON'S REQUIREMENTS, OPERATE WITHOUT INTERRUPTION, ACHIEVE ANY INTENDED RESULT, BE COMPATIBLE OR WORK WITH ANY SOFTWARE, SYSTEM OR OTHER PLATFORM, OR BE SECURE, ACCURATE, COMPLETE, FREE OF HARMFUL CODE, OR ERROR FREE.

12. Indemnification.

12.1 BS&A Indemnification.

(a) BS&A shall indemnify, defend, and hold harmless Customer from and against any and all losses, damages, liabilities, costs (including reasonable attorneys' fees) ("**Losses**") incurred by Customer resulting from any third-party claim, suit, action, or proceeding ("**Third-Party Claim**") brought against Customer alleging that the Platform, or any use of the Platform in accordance with this Agreement, infringes or misappropriates such third party's US intellectual

property rights; provided that Customer promptly notifies BS&A in writing of the claim, cooperates with BS&A, and allows BS&A sole authority to control the defense and settlement of such claim.

(b) If such a claim is made or appears possible, Customer agrees to permit BS&A, at BS&A's sole discretion: to (i) modify or replace the Platform, or component or part thereof, to make it non-infringing; or (ii) obtain the right for Customer to continue use. If BS&A determines that neither alternative is reasonably commercially available, BS&A may terminate this Agreement, in its entirety or with respect to the affected component or part, effective immediately on written notice to Customer, and as Customer's sole and exclusive remedy therefor, BS&A will provide to Customer a prorated refund of prepaid, unused Fees attributable to the Platform (and not including any one-time Fees for Professional Services).

(c) This Section 12.1 will not apply to the extent that the alleged infringement arises from: (i) use of the Platform in combination with data, software, hardware, equipment, or technology not provided by BS&A or authorized by BS&A in writing; (ii) modifications to the Platform not made by BS&A; (iii) Customer Data; or (iv) Third-Party Products.

**12.2 Customer Indemnification.** To the extent permitted under applicable laws, Customer shall indemnify, hold harmless, and, at BS&A's option, defend BS&A from and against any Losses resulting from any Third-Party Claim alleging that the Customer Data, or any use of the Customer Data in accordance with this Agreement, infringes or misappropriates such third party's intellectual property or other rights and any Third-Party Claims based on Customer's or any Authorized User's (i) negligence or willful misconduct; (ii) use of the Platform in a manner not authorized by this Agreement; or (iii) use of the Platform in combination with data, software, hardware, equipment or technology not provided by BS&A or authorized by BS&A in writing; in each case provided that Customer may not settle any Third-Party Claim against BS&A unless BS&A consents to such settlement, and further provided that BS&A will have the right, at its option, to defend itself against any such Third-Party Claim or to participate in the defense thereof by counsel of its own choice.

**12.3 Sole Remedy.** THIS SECTION 12.3 SETS FORTH CUSTOMER'S SOLE REMEDIES AND BS&A'S SOLE LIABILITY AND OBLIGATION FOR ANY ACTUAL, THREATENED, OR ALLEGED CLAIMS THAT THE PLATFORM INFRINGE, MISAPPROPRIATE, OR OTHERWISE VIOLATE ANY INTELLECTUAL PROPERTY RIGHTS OF ANY THIRD PARTY.

**13. Limitations of Liability.** IN NO EVENT WILL EITHER PARTY BE LIABLE UNDER OR IN CONNECTION WITH THIS AGREEMENT UNDER ANY LEGAL OR EQUITABLE THEORY, INCLUDING BREACH OF CONTRACT, TORT (INCLUDING NEGLIGENCE), STRICT LIABILITY, AND OTHERWISE, FOR ANY: (i) CONSEQUENTIAL, INCIDENTAL, INDIRECT, EXEMPLARY, SPECIAL, ENHANCED, OR PUNITIVE DAMAGES; (ii) INCREASED COSTS, DIMINUTION IN VALUE OR LOST BUSINESS, PRODUCTION, REVENUES, OR PROFITS; (iii) LOSS OF GOODWILL OR REPUTATION; (iv) USE, INABILITY TO USE, LOSS, INTERRUPTION, DELAY OR RECOVERY OF ANY DATA, OR BREACH OF DATA OR SYSTEM SECURITY; OR (v) COST OF REPLACEMENT GOODS OR SERVICES, IN EACH CASE REGARDLESS OF WHETHER BS&A WAS ADVISED OF THE POSSIBILITY OF SUCH LOSSES OR DAMAGES OR SUCH LOSSES OR DAMAGES WERE OTHERWISE FORESEEABLE. IN NO EVENT WILL EITHER PARTY'S AGGREGATE LIABILITY ARISING OUT OF OR RELATED TO THIS AGREEMENT UNDER ANY LEGAL OR EQUITABLE THEORY, INCLUDING BREACH OF CONTRACT, TORT (INCLUDING NEGLIGENCE), STRICT LIABILITY, AND OTHERWISE EXCEED THE TOTAL AMOUNTS PAID AND/OR PAYABLE TO BS&A UNDER THIS AGREEMENT IN THE TWELVE (12) MONTHS IMMEDIATELY PRECEDING THE CLAIM. THE FOREGOING LIMITATIONS OF LIABILITY WILL NOT APPLY WITH RESPECT TO LIABILITIES ARISING FROM: (A) A PARTY'S BREACH OF ITS CONFIDENTIALITY OBLIGATIONS UNDER SECTION 8; (B) A PARTY'S GROSS NEGLIGENCE, FRAUD, OR WILLFUL MISCONDUCT; OR (C) A PARTY'S INDEMNIFICATION OBLIGATIONS UNDER SECTION 12 (PROVIDED THAT BS&A'S TOTAL AGGREGATE LIABILITY IN CONNECTION WITH SUCH INDEMNIFICATION OBLIGATIONS WILL NOT EXCEED THREE TIMES (3X) THE TOTAL AMOUNTS PAID AND/OR PAYABLE TO BS&A UNDER THIS AGREEMENT IN THE TWELVE (12) MONTHS IMMEDIATELY PRECEDING THE CLAIM).

**14. Subscription Period and Termination.**

**14.1 Subscription Period.** The initial term of this Agreement begins on the Effective Date and, unless terminated earlier pursuant to this Agreement's express provisions, will continue in effect for the period identified in the Order (the "**Initial Subscription Period**"). This Agreement will automatically renew for additional successive terms equal to the length of the Initial Subscription Period unless earlier terminated pursuant to this Agreement's express provisions or either Party gives the other Party written notice of non-renewal at least thirty (30) days prior to the expiration of the then-current term (each a "**Renewal Subscription Period**" and together with the Initial Subscription Period, the "**Subscription Period**").

14.2 Termination. In addition to any other express termination right set forth in this Agreement:

(a) BS&A may terminate this Agreement, effective on written notice to Customer, if Customer: (i) fails to pay any amount when due hereunder, and such failure continues more than ten (10) calendar days after BS&A's delivery of written notice thereof; or (ii) breaches any of its obligations under Section 2.3 or Section 8;

(b) either Party may terminate this Agreement, effective on written notice to the other Party, if the other Party materially breaches this Agreement, and such breach: (i) is incapable of cure; or (ii) being capable of cure, remains uncured thirty (30) calendar days after the non-breaching Party provides the breaching Party with written notice of such breach; or

(c) either Party may terminate this Agreement, effective immediately upon written notice to the other Party, if the other Party: (i) becomes insolvent or is generally unable to pay, or fails to pay, its debts as they become due; (ii) files or has filed against it, a petition for voluntary or involuntary bankruptcy or otherwise becomes subject, voluntarily or involuntarily, to any proceeding under any domestic or foreign bankruptcy or insolvency law; (iii) makes or seeks to make a general assignment for the benefit of its creditors; or (iv) applies for or has appointed a receiver, trustee, custodian, or similar agent appointed by order of any court of competent jurisdiction to take charge of or sell any material portion of its property or business.

14.3 Effect of Expiration or Termination. Upon expiration or earlier termination of this Agreement, Customer shall immediately discontinue use of the BS&A IP and, without limiting Customer's obligations under Section 8, Customer shall delete, destroy, or return all copies of the BS&A IP and certify in writing to the BS&A that the BS&A IP has been deleted or destroyed. No expiration or termination will affect Customer's obligation to pay all Fees that may have become due before such expiration or termination or entitle Customer to any refund.

14.4 Survival. This Section 14.4 and Sections 1, 5, 8, 10, 11, 12, 13, 14.3, and 15 survive any termination or expiration of this Agreement. No other provisions of this Agreement survive the expiration or earlier termination of this Agreement.

15. Miscellaneous.

15.1 Relationship of the Parties. BS&A performs its obligations hereunder as an independent contractor and not a partner, joint venture, or agent of Customer and shall not bind nor attempt to bind Customer to any contract without Customer's prior written approval on a case-by-case basis. BS&A is responsible for hiring, firing, and supervising its personnel is solely responsible hereunder for its personnel, including without limitation for: (a) payment of compensation to such personnel; (b) withholding (if applicable), paying, and reporting, for all personnel assigned to perform services (including Professional Services) in connection with this Agreement, applicable tax withholding, social security taxes, employment head taxes, unemployment insurance, and other taxes or charges applicable to such personnel; and (c) health or disability benefits, retirement benefits, or welfare, pension, or other benefits (if any) to which such personnel may be entitled. For purposes of clarity, BS&A's personnel will not be eligible to participate in any of Customer's employee benefit plans, fringe benefit programs, group insurance arrangements, or similar programs.

15.2 Entire Agreement. This Agreement, together with any other documents incorporated herein by reference, constitutes the sole and entire agreement of the Parties with respect to the subject matter of this Agreement and supersedes all prior and contemporaneous understandings, agreements, and representations and warranties, both written and oral, with respect to such subject matter. In the event of any inconsistency between the statements made in the body of this Agreement, the related Exhibits, and any other documents incorporated herein by reference, the following order of precedence governs: (i) first, this Agreement; and (ii) second, any other documents incorporated herein by reference.

15.3 Notices. All notices, requests, consents, claims, demands, waivers, and other communications hereunder (each, a "Notice") must be in writing and addressed to the Parties at the addresses set forth on the first page of this Agreement (or to such other address that may be designated by the Party giving Notice from time to time in accordance with this Section). All Notices must be delivered by personal delivery, nationally recognized overnight courier (with all fees pre-paid), facsimile or email (with confirmation of transmission) or certified or registered mail (in each case, return receipt requested, postage pre-paid). Except as otherwise provided in this Agreement, a Notice is effective only: (i) upon receipt by the receiving Party; and (ii) if the Party giving the Notice has complied with the requirements of this Section.

15.4 Force Majeure. In no event shall either Party be liable to the other Party, or be deemed to have breached



this Agreement, for any failure or delay in performing its obligations under this Agreement (except for any obligations to make payments), if and to the extent such failure or delay is caused by any circumstances beyond such Party's reasonable control, including but not limited to acts of God, flood, fire, earthquake, explosion, war, terrorism, invasion, riot or other civil unrest, strikes, labor stoppages or slowdowns or other industrial disturbances, or passage of law or any action taken by a governmental or public authority, including imposing an embargo.

15.5 Amendment and Modification. No amendment or modification to this Agreement is effective unless it is in writing and signed by an authorized representative of each Party.

15.6 Waiver. No failure or delay by either Party in exercising any right or remedy available to it in connection with this Agreement will constitute a waiver of such right or remedy. No waiver under this Agreement will be effective unless made in writing and signed by an authorized representative of the Party granting the waiver.

15.7 Severability. If any provision of this Agreement is invalid, illegal, or unenforceable in any jurisdiction, such invalidity, illegality, or unenforceability will not affect any other term or provision of this Agreement or invalidate or render unenforceable such term or provision in any other jurisdiction. Upon such determination that any term or other provision is invalid, illegal, or unenforceable, the Parties shall negotiate in good faith to modify this Agreement so as to effect their original intent as closely as possible in a mutually acceptable manner in order that the transactions contemplated hereby be consummated as originally contemplated to the greatest extent possible.

15.8 Governing Law; Submission to Jurisdiction. To the extent permissible under applicable laws, this Agreement is governed by and construed in accordance with the internal laws of the State of Delaware without giving effect to any choice or conflict of law provision or rule that would require or permit the application of the laws of any jurisdiction other than those of the State of Delaware. To the extent permissible under applicable laws, any legal suit, action, or proceeding arising out of or related to this Agreement must be instituted in the federal courts of the United States or the courts of the State of Delaware in each case located in New Castle County, Delaware and each Party irrevocably submits to the exclusive jurisdiction of such courts in any such suit, action, or proceeding. If Customer is located in a jurisdiction that requires that this Agreement be governed by and construed in accordance with laws other than those of the State of Delaware, or that require any legal suits, actions, or proceedings arising out of or related to this Agreement be instituted in state and federal courts located anywhere other than New Castle County, Delaware, then the Parties agree that such other laws shall apply and to institute any such legal suits, actions, or proceedings in such other jurisdiction(s).

15.9 Assignment. Neither Party may assign any of its rights or delegate any of its obligations hereunder (except in the case of either Party utilizing authorized subcontractors and consultants), in each case whether voluntarily, involuntarily, by operation of law or otherwise, without the prior written consent of the other Party. Any purported assignment or delegation in violation of this Section will be null and void. No assignment or delegation will relieve the assigning or delegating Party of any of its obligations hereunder. This Agreement is binding upon and inures to the benefit of the Parties and their respective permitted successors and assigns. Notwithstanding the foregoing, either Party may freely assign this Agreement to an affiliate or successor in interest in the event of a merger, acquisition, sale of all or substantially all of its assets, corporate reorganization, or other change in control, without the prior consent of the other Party.

15.10 Export Regulation. The Platforms utilize software and technology that may be subject to US export control laws, including the US Export Administration Act and its associated regulations. Customer shall not, directly or indirectly, export, re-export, or release the Platform or the underlying software or technology to, or make the Platform or the underlying software or technology accessible from, any jurisdiction or country to which export, re-export, or release is prohibited by law, rule, or regulation. Customer shall comply with all applicable federal laws, regulations, and rules, and complete all required undertakings (including obtaining any necessary export license or other governmental approval), prior to exporting, re-exporting, releasing, or otherwise making the Platform or the underlying software or technology available outside the US.

15.11 US Government Rights. Each of the Documentation and software components that constitute the Platform is a "commercial item" as that term is defined at 48 C.F.R. § 2.101, consisting of "commercial computer software" and "commercial computer software documentation" as such terms are used in 48 C.F.R. § 12.212. Accordingly, if Customer is an agency of the US Government or any contractor therefor, Customer only receives those rights with respect to the Documentation and the Platform as are granted to all other end users, in accordance with (a) 48 C.F.R. § 227.7201 through 48 C.F.R. § 227.7204, with respect to the Department of Defense and their contractors, or (b) 48 C.F.R. § 12.212, with respect to all other US Government users and their contractors.

15.12 Equitable Relief. Each Party acknowledges and agrees that a breach or threatened breach by such Party of any of its obligations under Section 8 or, in the case of Customer, Section 2.3, would cause the other Party irreparable harm for which monetary damages would not be an adequate remedy and agrees that, in the event of such breach or threatened breach, the other Party will be entitled to equitable relief, including a restraining order, an injunction, specific performance and any other relief that may be available from any court, without any requirement to post a bond or other security, or to prove actual damages or that monetary damages are not an adequate remedy. Such remedies are not exclusive and are in addition to all other remedies that may be available at law, in equity or otherwise.

**EXHIBIT B**  
**PRICING SHEET**

(Pricing based on Quote 1704 dated 5/29/25)

**Cost Summary**

*Software is licensed for use only by municipality identified on the cover page. If used for additional entities or agencies, please contact BS&A for appropriate pricing. Prices subject to change if the actual count is significantly different than the estimated count. Module fees are charged annually and include unlimited support.*

**Upgrade - Cloud Modules – Annual Fee**

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**Financial Management**

GL-General Ledger	\$5,900.00
AP-Account Payable	\$4,825.00
CR-Cash Receipting	\$5,350.00
Total	\$16,075.00

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**Personnel Management**

PR-Payroll	\$8,010.00
Total	\$8,010.00

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**Community Development**

BD-Building Department	\$9,610.00
Total	\$9,610.00

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**Property**

ASG-Assessing	\$7,745.00
TX-Tax	\$5,190.00
DPP-Delinquent Personal Property	\$1,625.00
SPAS-Special Assessments	\$2,780.00
Total	\$17,340.00

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Subtotal	\$51,035.00
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## Upgrade Implementation

### Services include:

- Management of your upgrade by our dedicated upgrade team for a smooth shift from .NET to cloud-based software, minimizing disruption
- Project schedule aligned with your processes and needs, ensuring a seamless transition timeline
- Expedited upgrade to cloud capturing existing process to minimize demands required of client teams
- Onboarding planned around critical process dates, ensuring your team is well-prepared for effective cloud software utilization
- Central contact for streamlined communication between project leaders, developers, IT staff, and conversion resources
- Testing and implementation of existing municipal customizations prior to go-live, preserving functionality and ensuring critical components are converted
- Preliminary data conversion with attachments, mirroring final conversion for a smooth transition
- Thorough data verification for all modules, ensuring accuracy and reliability of converted data, including automated balancing
- Key module validation managed by dedicated upgrade team (vs. customer in previous methodology), including testing of parallel processes
- Migration of key custom user-based designed reports handled out-the-box, enabling seamless access to critical insights
- As needed, transition from .NET Online Payments to cloud architecture configuration for uninterrupted payment processing
- Automated scaffolding of users and security roles based on your previous configurations
- Conversion of approval workflows based on role-based security, maintaining established processes
- As needed, configuration of existing hardware (barcode scanners, etc.) for seamless integration with cloud environment
- Documentation of our standard processes, facilitating easy access to essential information
- Upgrade training
- Prioritized response post go-live for 2 weeks from the upgrade team
- 3 post go-live survey touch points to check-in on post-go live experience
- Remote go-live assistance and remote office hours for a successful transition to the cloud-based software
- Travel not expected, but any necessary travel would be billed at a per trip and/or per day cost

**\$54,600.00**

## Additional Training

### Additional Onsite Training

4 days @ \$1,325/day

**\$5,300.00**

One day of onsite training for each product family: Financial Management, HRIS, Community Development and Property Modules

**Subtotal**

**\$5,300.00**

## Cost Totals

Upgrade Modules – Annual Fee	Subtotal	\$51,035.00
Upgrade Implementation	Subtotal	\$54,600.00
Additional Training	Subtotal	\$5,300.00

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<b>Total Proposed</b>	<b>\$110,935.00</b>
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**Estimated Travel Expenses are not outlined in this proposal. The final invoice will reflect actual expenses following the completion of all training activities based on the Federal Guidelines described below.**

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\$160/\$185/\$225 per day hotel, varies by state

\$90 per day car rental

\$70 per day meals

\$730 per trip airfare/related expenses

\$0.70/mile round trip for drive distance

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# Board Presentation

ERP Software  
Designed for Local  
Government





# Agenda

- About BS&A Software
- Technology
- Benefits
- Timeline



- BS&A Software is the leading provider of Financial Management, Utilities Management, and HRMS software for the Public Sector.
- BS&A has been providing our software solutions to the Public Sector for over 30 years.
- BS&A has a 99%+ client retention rate, meaning once a municipality chooses to move forward with BS&A, they want to remain a client in perpetuity.



# BS&A's Software Platforms

## What You Have Today



### **.NET / Desktop**

.NET is an on-premise, client-server solution. This platform was released in 2008, making it a 16-year-old product.



## What We Recommend

### **Cloud**

Cloud is the platform of the future. BS&A released Cloud in 2021, and it offers significant technological and security enhancements creating a more advantageous environment.

# Why BS&A Cloud?



## Automatic Updates & Maintenance

Save time & effort through automatic updates. Stay up-to-date with the latest software features & security patches from an always modern interface.



## High Availability & Reliability

Reliable infrastructure with 99.99% uptime



## Enhanced Security

Strengthened security posture through Multi-factor authentication (MFA), reducing unauthorized access.



## Seamless Integration

Efficient collaboration & data sharing across departments & teams.



## Cost Savings

No upfront hardware costs, pay-as-you-go pricing, and reduce overall IT expenses.



## Dedicated Teams

Protect against attacks before they take place with threat intelligence monitoring.



## Scalability

Flexible scaling to meet your requirements without the limitations of on-premises systems.



## Accessibility & Mobility

Boost productivity by accessing BS&A Cloud remotely.



## Disaster recovery and data backup

Minimize data loss & ensure business continuity during disasters or outages



## Unified Database

Centralize data, and enhance accuracy of data across your organization. No more data silos.

# Let's Compare the Differences

	.NET	Cloud
<b>Comprehensive Access</b>	VPN only or Remote Connection to Access solutions	Browser-based system, allowing for easy remote access
<b>Robust Security</b>	Limited security settings by user.	Detailed data access control, including record & field level security, & user role-based access restrictions
<b>Disaster Recovery</b>	No built-in disaster recovery features, need an additional service purchased outside of BS&A.	Disaster recovery included in the cloud platform
<b>Hardware Requirements</b>	Requires hardware like a Windows PC, SQL Server, and routine maintenance	No need for a server
<b>Automatic Updates</b>	Requires end-users to install updates manually on each workstation for each module	Cloud automatically updates, providing an always modern system
<b>Background Reporting/Processing</b>	Requires halting the module to execute reports, leading to system freezes	Cloud solutions allow for seamless system use by running reports and processes in the background
<b>Unlimited Storage</b>	Storage capacities are determined and purchased separately by the municipality, independently of BS&A's products.	Cloud includes unlimited storage on MS Azure
<b>User-Defined Workflows</b>	On-premise offers limited workflow capabilities.	Cloud technology facilitates efficient workflows and process automation
<b>User-Defined Dashboards</b>	Dashboards are not available	Cloud supports unlimited role-based dashboards



1986

## DOS

Jim Bellefeuil releases DOS, the first iteration of what we know as BS&A Software today.

2008

## .NET

BS&A Software releases .NET, replacing Pervasive as it became outdated.

1995-2001

## Pervasive

BS&A Software releases a new platform, moving from DOS to Windows using the Pervasive database engine.

2021

## Cloud

BS&A Software releases Cloud, the 4<sup>th</sup> iteration of our software solutions that are utilized throughout 19 states in the U.S.

Today

## BS&A Cloud and You

We recommend considering an upgrade to Cloud to keep up with technology and security enhancements as we continue to create a more advantageous environment for our clients.



# Cloud Adoption Statistics



**500+**

The number of units live or in progress



The United States experienced “...an unprecedented and **unrelenting barrage of ransomware attacks that impacted at least 966 government agencies**, educational establishments, and healthcare providers at a **potential cost in excess of \$7.5 billion.**”

- [ICMA.org "A Look at Local Government Cybersecurity in 2020"](https://www.icma.org/resources/research-and-statistics/a-look-at-local-government-cybersecurity-in-2020)

# Elevate Your Experience with BS&A Cloud

**Experience.** BS&A Cloud is our fourth iteration of our solutions over the last 30 years... We are prepared to take you to Cloud.

**Ownership.** We take ownership of the implementation **by putting 80% of the workload on our shoulders.**

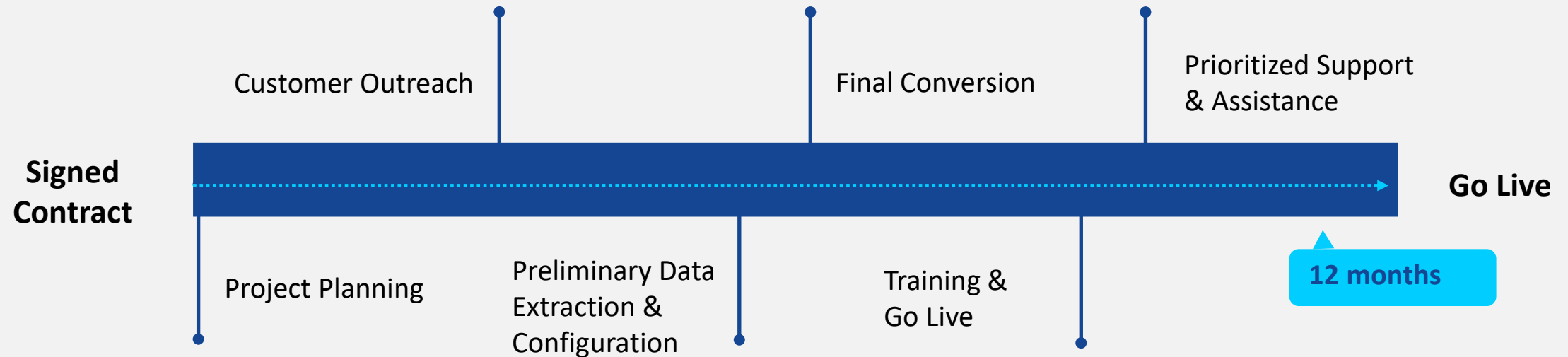
**Teamwork.** Our team and your team work together at each stage of the process – no silos.

**Support.** We support you the way we always have – with attention and understanding.

## Share of Implementation Responsibility



# A Path Forward: Standard Upgrade Timeframe





# Thank you





# Cloud-based ERP Software That Empowers Local Governments to Thrive

Cloud-based ERP solutions designed specifically  
for local government and their residents.





# Introduction

2,300+

Local Governments Served

100%

Focused on Local Government  
ERP Solutions

99%

Customer Retention

Since 1987, BS&A Software has been providing exceptional software solutions to local governments.

BS&A Software empowers local governments with cloud-based solutions designed to make public service easier, more efficient, and more effective. From finance to community development, our products help municipalities deliver better services with transparency, simplicity, and unparalleled support.

## BS&A Cloud Platform

The BS&A Cloud Platform is a complete, cloud-based ERP solutions built for municipalities – giving you the power to manage finances, human resources, utilities, property tax, payments, and more, all in one place. No more expensive, on-site hardware; instead, securely access your applications online from any device, anywhere, anytime. Our cloud-based platform was specifically developed to meet the demands of local government, with the convenience and functionality to streamline daily operations. Hosted in Microsoft Azure data centers, the BS&A Cloud platform lets you access the latest tools while we handle updates, security, and maintenance – so you can focus on efficiency and better serving your community.

# Key benefits of the BS&A Cloud Platform



## Access anytime, anywhere

Whether you're at the office, in a meeting, or working remotely, our Cloud Platform keeps you fully connected with flexibility to ensure you have access to your data anytime, anywhere.



## Remote, but collaborative

Your team can easily work from different locations, accessing and sharing data in real-time. This simplifies collaboration and helps reduce redundant tasks across departments.



## Scalable cost-effectiveness

Say goodbye to costly hardware upgrades. The BS&A Cloud Platform minimizes the need for on-premise infrastructure, so you can enjoy predictable, subscription-based pricing that grows with your community's needs, instead of outgrowing your systems.



## Automatic updates

With the cloud-based ERP solutions, you're always working with the latest version of our software. Updates are handled seamlessly, so you can continue your work uninterrupted, while also benefiting from the newest features and enhanced security and compliance measures.



## Advanced security

We know that data security is critical. Hosted in Microsoft Azure, our cloud platform uses top-tier security measures to protect your data.



## Data backup and recovery

Your data is backed up securely within the cloud, ensuring stringent security compliance protocol that allows for advanced protection measures and data breach monitoring to protect against potential cyberattacks.

# Software that works as hard as you do

From managing finance to providing payment options with resident, we have the solutions you need to better manage your municipality.

## Supporting every corner of your community

BS&A Software delivers intuitive solutions designed to simplify local government operations. Our cloud-based products are purpose-built to meet municipalities' diverse needs, helping you manage essential services with ease and precision. Explore how each tightly integrated solution can make your work more efficient, productive, and impactful.

The BS&A Software suite streamlines everything from financial management to resident engagement – with access anytime, anywhere.

- Financial Management
- Utilities Management
- Payments
- Human Resource Management
- Community Development
- Assessing and Property Tax
- Online Self-Service Portal\*

\* Formerly BS&A Online

# Our Innovative Solutions

Tightly-integrated, cloud-based ERP software to efficiently manage operations and a self-service portal for residents designed exclusively for municipalities.

ERP Software Solutions	Financial Management	Human Resource Management	Utilities Management	Community Development	Assessing and Property Tax
	<ul style="list-style-type: none"> <li>• General Ledger</li> <li>• Budgeting</li> <li>• Project &amp; Grant Accounting</li> <li>• Bank Reconciliation</li> <li>• Cash Receipting</li> <li>• Accounts Payable</li> <li>• Accounts Receivable</li> <li>• Purchase Order</li> <li>• Fixed Assets</li> <li>• Inventory Management</li> </ul>	<ul style="list-style-type: none"> <li>• Payroll</li> <li>• Human Resources</li> <li>• Timesheets</li> <li>• Employee Self Service</li> </ul>	<ul style="list-style-type: none"> <li>• Utility Billing</li> <li>• Work Orders</li> <li>• Service Requests</li> </ul>	<ul style="list-style-type: none"> <li>• Building, Permits, and Inspections</li> <li>• Planning, Zoning, and Engineering</li> <li>• Code Enforcement</li> <li>• Business Licensing</li> </ul>	<ul style="list-style-type: none"> <li>• Assessing/Equalization</li> <li>• Property Tax/County Tax</li> <li>• County Delinquent Tax</li> <li>• Special Assessment</li> </ul>
Online Self-Service Portal*	<ul style="list-style-type: none"> <li>• Over the Counter Payments</li> </ul>		<ul style="list-style-type: none"> <li>• Online Bill Pay</li> </ul>	<ul style="list-style-type: none"> <li>• Inspection Requests</li> <li>• Permit Applications</li> <li>• Certificate Renewals</li> <li>• PZE Applications</li> <li>• Business Licenses</li> </ul>	<ul style="list-style-type: none"> <li>• Public Records Search</li> <li>• Online Bill Pay</li> </ul>

\* Formerly BS&A Online

# Financial Management

Take control of your finances with our fully integrated financial management solutions. Manage general ledger, accounts payable, budgeting, and more—all in one streamlined cloud platform.

- ✓ GAAP-compliant general ledger, budgeting, and reporting
- 🔒 Secure, accurate tracking for better decision-making
- 🕒 Integrated solutions for real-time visibility and detailed drill-down data
- 📊 Project and grant tracking for transparent accountability

## Comprehensive solution including:

- General Ledger
- Accounts Payable
- Accounts Receivable
- Cash Receipting
- Fixed Assets
- Purchase Order
- Budgeting
- Project & Grant Accounting
- Bank Reconciliation





# Utilities Management

Our Utilities Management simplifies the billing process from start to finish. It tracks usage, generates accurate bills, and provides residents with a smooth payment experience, leaving less room for error and more time for efficiency.




- ☑ Customizable billing cycles and flexible fees
- 📄 ACH payment and paperless options
- 🔗 Integration with work order management for efficient operations
- 💰 Integrated payment processing
- 🌐 Resident-friendly payment options

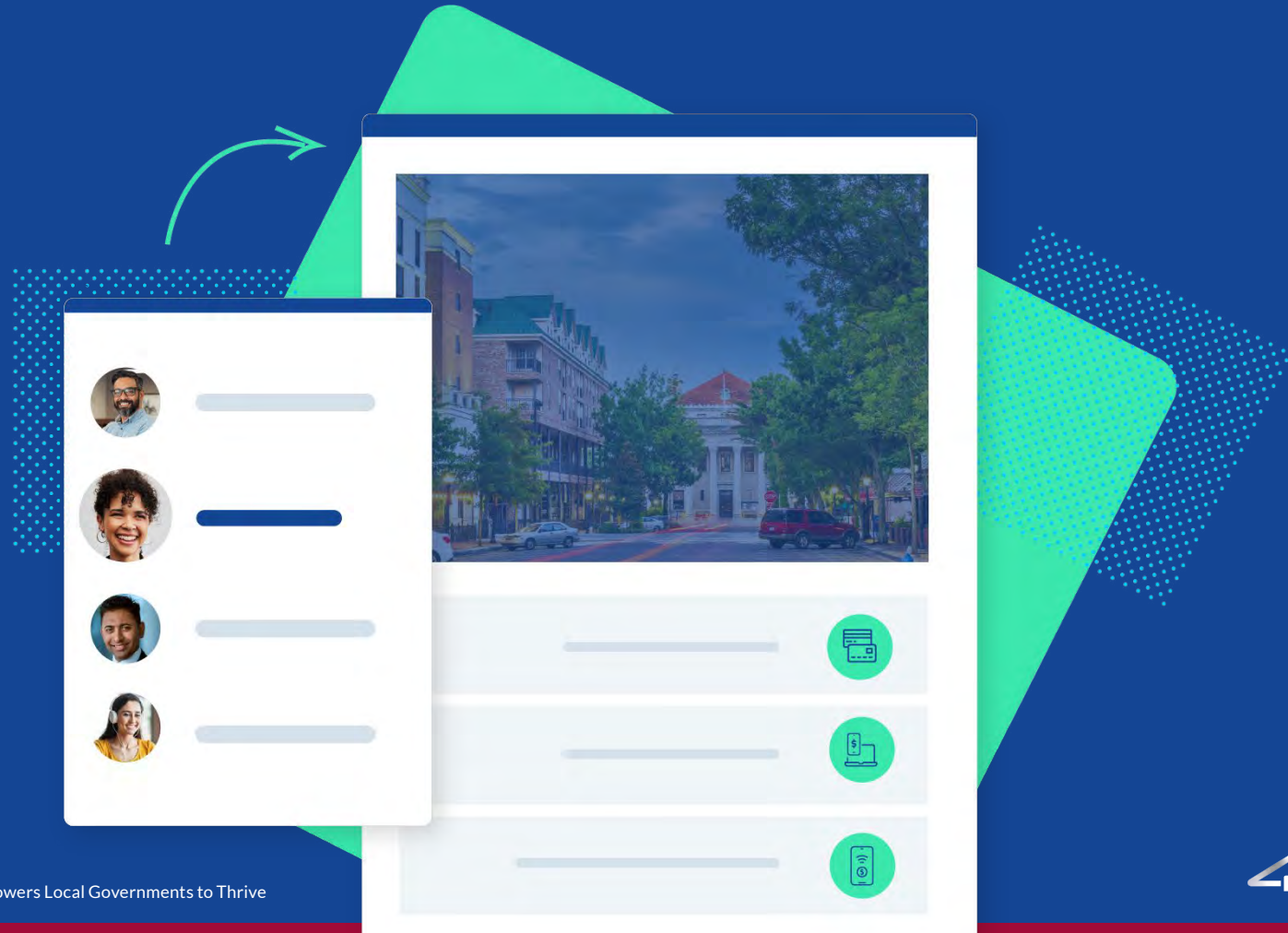




# BS&A Payments

BS&A's Payments solution provides secure, straightforward payment processing for your community. Accept secure payments anytime — built to handle taxes, utilities, and more.




-  Multiple payment methods and recurring options
-  Secure, compliant processing and detailed reporting
-  Resident-friendly access from any device








# Human Resources Management

Our HR Management software is designed with your people in mind. It covers payroll, employee records, time tracking, and benefits administration. Created to simplify processes and support your team, so you can focus on the people who keep your community thriving.

-  Payroll automation and reporting compliance
-  Self-service options for employees
-  Flexible leave accrual and benefit management

# Community Development

Our Community Development suite helps you stay organized, compliant, and ready to grow, from permits and inspections to code enforcement. It allows you to handle projects and approvals with ease, ensuring future planning will have a long-lasting, positive impact on your community.




-  A comprehensive suite including Permitting, Inspections, Code Enforcement, Planning, Zoning, and Engineering
-  Project management and tracking
-  Code compliance features for seamless operations





# Assessing & Property Tax

Our Assessing & Property Tax solutions offer all the tools needed for accurate property assessments, exemptions, appeals, and seamless tax collection. Keep your assessments accurate and your revenue on track.

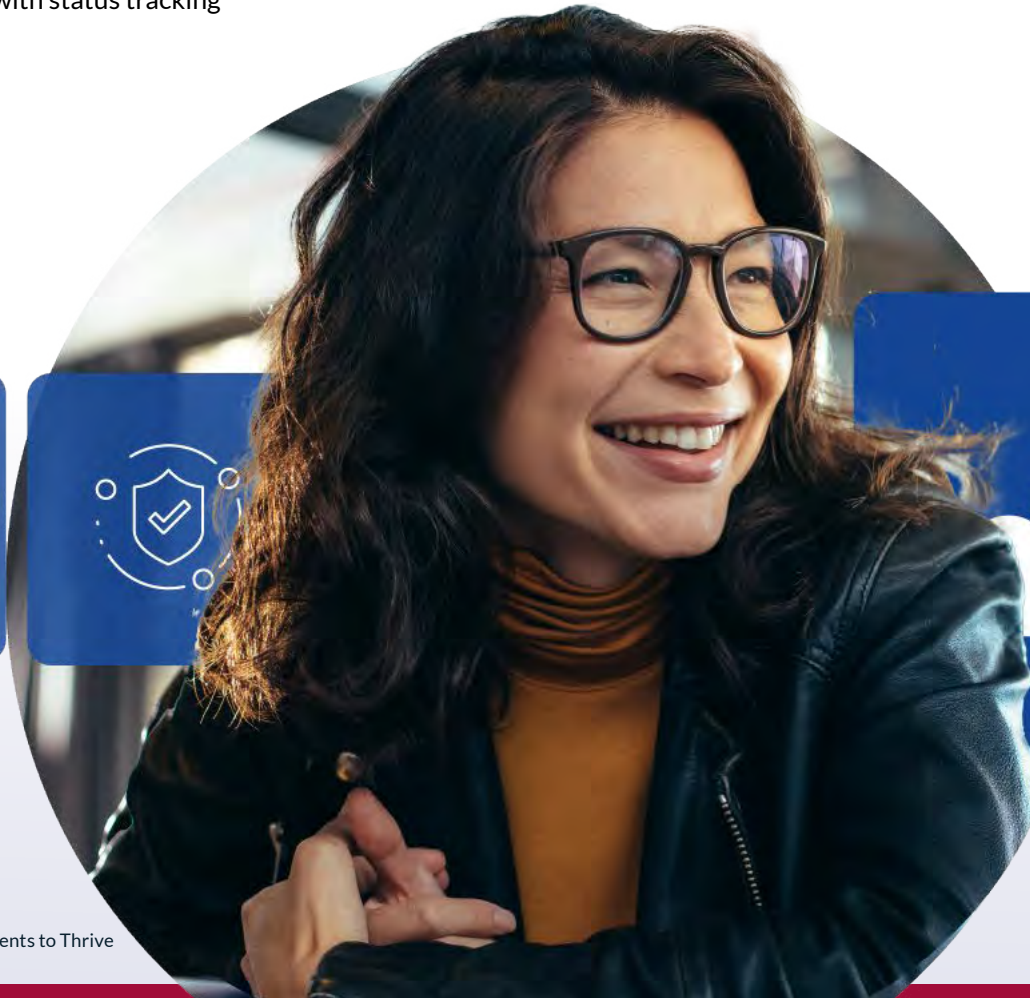
-  Seamless property assessment and tax collection
-  Exemption tracking and appeals management
-  Comprehensive tax administration features



# Online Self-Service Portal

Formerly called BS&A Online, our Online Self-Service Portal makes it easy for residents, businesses, and contractors to interact with your municipality. They can view public records, pay bills, and submit permits anytime, anywhere, helping build a connected, engaged community.

- 🕒 24/7 public records access and payment portal
- 🛡️ Secure online billing and ACH options
- ✅ Simple permit applications and inspections with status tracking



# BS&A Software is a leading provider of cloud-based ERP solutions for local governments.

Our solutions are designed to help municipalities improve their efficiency, effectiveness, and resident engagement. BS&A is deeply committed to providing unparalleled customer support and service. See why 99% of BS&A customers *STAY* customers.

**Contact us today to learn more about how BS&A Software can help your community thrive.**

🌐 [www.bsasoftware.com](http://www.bsasoftware.com)  
✉ [inquiry@bsasoftware.com](mailto:inquiry@bsasoftware.com)  
☎ **855-272-7638**

14965 Abbey Lane, Bath, MI, 48808  
855-272-7638  
[www.bsasoftware.com](http://www.bsasoftware.com)  
[inquiry@bsasoftware.com](mailto:inquiry@bsasoftware.com)







Engineering  
Surveying  
Testing &  
Operations

8d.

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

### **AUTHORIZATION FOR ADDITIONAL SERVICES**

**GFA Project No. 23073**

**Additional Services No. 2**

By way of this agreement between GFA and the Client/Owner named below, GFA will perform the following professional services subject to the terms and conditions of Exhibit 1 of original Agreement for Services.

#### **CLIENT/OWNER:**

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

#### **PROJECT DESCRIPTION:**

River East Park – Phase III

#### **SERVICES TO BE PERFORMED BY GFA:**

Engineering services to provide for the design, permitting and construction administration and inspection and testing to reflect changes to layouts and configuration related to the proposed parking lot, sidewalk providing connectivity to onsite amenities and year-round bathroom. The construction and phasing schedule for River East Park has continued to migrate and adjust. This is substantiated by the recent installation of playground equipment that initiated an interest by Township staff who began to review and recommend changes to some of the other site elements. GFA implemented changes to the overall site conceptual layouts and cost estimates based upon feedback from Township staff which were presented to the Parks and Recreation Board at their meeting on June 2, 2025. There was support made by this board and it was requested to submit it to the Township Board for consideration and approval. The discussion at the board level was productive and although GFA acknowledged the changes would have cost impacts and construction delays, the overall changes would provide a more cohesive plan that would be safer for park users. The changes and considerations proposed are reflected in the updated Conceptual Drawing and Cost Estimated that are attached to this additional service.

The additional services below are broken down to reflect engineering fees pertinent to each change so that the Township has the flexibility with their selection.

#### **A. Parking Lot Expansion**

##### **Design**

- **Site Design and Grading:** GFA will update the existing site conditions and grading plans and details. This will include stormwater computation updates to ensure proper stormwater management is sized for the additional impervious.
- **Permitting:** Coordination with the contractor to prepare and submit Soil Erosion and Control plans and specifications.



Construction Observation/Materials Testing

- As needed, additional on-site observation services will be required. Observation staff will also be responsible for performing testing on construction materials such as concrete, asphalt, and soil density and overall observation to ensure compliance with the plans and specifications. This proposal estimates that two (2) observation workdays / 6 hours will be required to complete the construction of the project.

Construction Staking

- As needed, additional on-site staking services will be required. This proposal estimates that one (1) workdays / 4 hours will be required to complete the construction of the project.

Contract Administration/Construction Engineering

- CA/CE duties include preparation of contractor pay estimates, review of contractor claims, preparation of change orders (or contract modifications) as needed, and interpretation/application of conditions in the contract documents as it relates to construction of the onsite bathroom. CA/CE services also include preparing and overseeing design adjustments required due to unforeseen conditions encountered at the construction site. Preparation of construction record drawings at the conclusion of construction is also included under this work scope item.

**B. Bathroom and Sidewalk (Connectivity) Relocation**

Design

- Site Design and Grading: GFA will update the existing site conditions, proposed conditions, and grading plans and details. This will include stormwater computation updates to ensure proper stormwater management is sized for the additional impervious. In addition, utility service relocation would be required if the proposed bathroom was relocated. GFA would perform computations and plan and detail updates to the proposed utility and detail sheets. This would include alternate routes and alignments for the water, sewer and electricity
- Permitting: . The sewer service as currently proposed was intended to use the existing drain field location. However, with the topography of the site and relocation, a new drain field and septic system is recommended to be constructed and located near the alternate bathroom location. Our scope of work would include coordination with the Health Department, onsite soil testing and permitting for approval to construct the drain field in this new location. This task would need to be completed first as approval from the Health Department is required and the field locations dictate where the other amenities such as the bathroom, sidewalk, water lines, etc. can be located. In addition, GFA would coordinate with the contractor to prepare and submit Soil Erosion and Control plans and specifications.

**SCHEDULE:**

Design completion of July 15, 2025 with design coordination with Township staff as project progresses. This is dependent upon Health Department availability and approval of soil conditions.

Construction Services dependent upon contractor schedule

**FEE: \$16,500.00 (NOT TO EXCEED)**

For authorization to proceed, please sign below, initial last page of Exhibit 1, and return copy to GFA.



**GFA**  
 CONSULTANT

**Charter Township of Garfield**  
 CLIENT/OWNER

_____	Signature	_____
Jennifer Graham, PE	Name	Joe McManus
_____	Title	_____
Director of Engineering	Date	Township Supervisor
_____	Phone	_____
June 4, 2025	Email	_____
_____	QA	_____
_____		

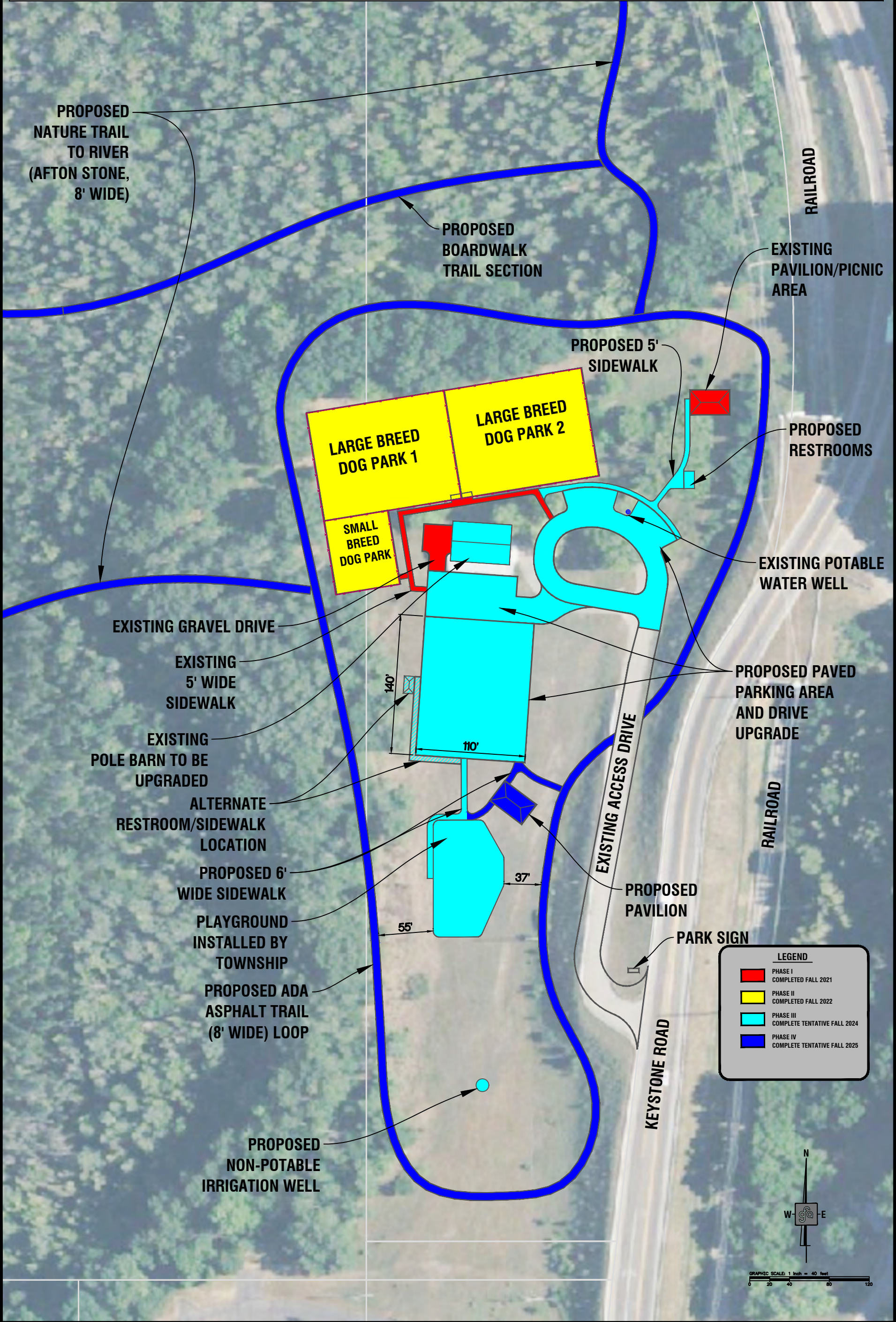


RIVER EAST RECREATION AREA  
INTERNAL PARK CONCEPT

ENGINEERING  
SURVEYING  
TESTING & OPERATIONS  
129 West Front Street  
Traverse City, MI 49604



<https://gfa.net>  
201.946.9874 (p)  
201.946.3703 (f)





River East

Park Improvements

Preliminary Opinion of Probable Construction Cost

Dated: UPDATED June 4, 2025



PHASE III - COMPARISON OF COSTS BASED UPON BATHROOM LOCATION

BATHROOM, TRAIL & SIDEWALK					
1	Mobilization	1.00	LS	\$ 9,000.00	\$ 9,000.00
2	Year Round Bathroom, 2 Stall Onsite Install including concrete pad	1.00	LS	\$275,000.00	\$275,000.00
3	Clearing & Grubbing	1.00	LS	\$3,760.00	\$3,760.00
4	Topsoil Removal & Grading	1.00	LS	\$8,800.00	\$8,800.00
5	Gravel Base, 22A 6"	1,870.00	SYD	\$22.50	\$42,075.00
6	Drive Reconstruction including milling, HMA LVSP 330#/SYD, striping and signage	150.00	TON	\$168.00	\$25,200.00
7	Parking Lot Paving and Addition including , HMA LVSP 330#/SYD	450.00	TON	\$140.00	\$63,000.00
8	Concrete Sidewalk, 5' Wide	2,000.00	SFT	\$9.00	\$18,000.00
9	Water & Sewer Service for Bathroom including drainfield & septic tank	1.00	LS	\$26,200.00	\$26,200.00
10	Bathroom Utility Connections (water / sewer / electric)	1.00	LS	\$13,590.00	\$13,590.00
11	Erosion Control/Site Restoration (Topsoil, Seed and Mulch)	1.00	LS	\$16,200.00	\$16,200.00
12	Hands Free Drinking Fountain	1.00	EA	\$11,500.00	\$11,500.00
13	Water Treatment System - Residential	1.00	EA	\$5,000.00	\$5,000.00
14	Playground Equipment including surface	1.00	LS	N/A	N/A
15	Benches	4.00	LS	\$2,200.00	\$8,800.00
16	Polebarn upgrades including new steel, insulation, mezzanine and unit heater	1.00	LS	\$100,000.00	\$100,000.00
17	Onsite NonPotable Well - Irrigation System	1.00	LS	\$15,000.00	\$15,000.00
CONSTRUCTION COST					\$ 641,125.00
10% CONTINGENCY					\$ 64,112.50
ENGINEERING, PERMITTING, BIDDING AND CONSTRUCTION OVERSITE					\$ 95,000.00
TOTAL CONSTRUCTION COST					\$ 800,237.50

ALTERNATE LOCATION: BATHROOM, TRAIL & SIDEWALK

1	Mobilization	1.00	LS	\$ 9,000.00	\$ 9,000.00
2	Year Round Bathroom, 2 Stall Onsite Install including concrete pad	1.00	LS	\$275,000.00	\$275,000.00
3	Clearing & Grubbing	1.00	LS	\$10,500.00	\$10,500.00
4	Topsoil Removal & Grading	1.00	LS	\$8,800.00	\$8,800.00
5	Gravel Base, 22A 6"	1,870.00	SYD	\$22.50	\$42,075.00
6	Drive Reconstruction including milling, HMA LVSP 330#/SYD, striping and signage	150.00	TON	\$168.00	\$25,200.00
7	Parking Lot Paving and Addition including , HMA LVSP 330#/SYD	450.00	TON	\$140.00	\$63,000.00
8	Concrete Sidewalk, 5' Wide	3,000.00	SFT	\$9.00	\$27,000.00
9	Water & Sewer Service for Bathroom including drainfield & septic tank	1.00	LS	\$45,000.00	\$45,000.00
10	Bathroom Utility Connections (water / sewer / electric)	1.00	LS	\$18,500.00	\$18,500.00
11	Erosion Control/Site Restoration (Topsoil, Seed and Mulch)	1.00	LS	\$16,200.00	\$16,200.00
12	Hands Free Drinking Fountain	1.00	EA	\$11,500.00	\$11,500.00
13	Water Treatment System - Residential	1.00	EA	\$5,000.00	\$5,000.00
14	Playground Equipment including surface	1.00	LS	N/A	N/A
15	Benches	4.00	LS	\$2,200.00	\$8,800.00
16	Polebarn upgrades including new steel, insulation, mezzanine and unit heater	1.00	LS	\$100,000.00	\$100,000.00
17	Onsite NonPotable Well - Irrigation System	1.00	LS	\$15,000.00	\$15,000.00
CONSTRUCTION COST					\$ 680,575.00
10% CONTINGENCY					\$ 68,057.50
ENGINEERING, PERMITTING, BIDDING AND CONSTRUCTION OVERSITE					\$ 95,000.00
TOTAL CONSTRUCTION COST					\$ 843,632.50

River East  
Park Improvements  
Preliminary Opinion of Probable Construction Cost  
Dated: UPDATED June 4, 2025



YEAR IMPLEMENTED	SITE IMPROVEMENTS	Quantity	Unit	Unit Price	Total Price	TOTALS
2021	<b>PHASE I: PARKING &amp; PAVILION</b>					
	1 Mobilization	1.00	LS	\$2,000.00	\$2,000.00	
	2 Gravel Parking Area	1,200.00	SYD	\$23.00	\$27,600.00	
	3 Concrete Pad for Pavilion	550.00	SFT	\$6.00	\$3,300.00	
	4 Pavilion	550.00	SFT	\$67.60	\$37,180.00	
	5 Site Restoration and Seeding	1.00	LS	\$3,500.00	\$3,500.00	
	6 Additional Services - Pavilion Roof	1.00	LS	\$3,500.00	\$3,500.00	
	<b>CONSTRUCTION COST</b>					\$72,430.00
	<b>ENGINEERING, PERMITTING, BIDDING AND CONSTRUCTION OVERSITE</b>					\$ 16,200.00
	<b>TOTAL CONSTRUCTION COST</b>					<b>\$ 88,630.00</b>
2023	<b>PHASE II: DOG PARKS, SIDEWALK &amp; GENERAL SITE IMPROVEMENTS</b>					
	1 Mobilization	1.00	LS	\$9,600.00	\$9,600.00	
	2 Clearing & Grubbing	1.00	LS	\$7,175.00	\$7,175.00	
	3 Topsoil Removal & Grading	1.00	LS	\$12,190.00	\$12,190.00	
	4 5' Tall Fence	1150.00	LF	\$57.50	\$66,125.00	
	5 4" Thick Concrete Sidewalk	2000.00	SF	\$7.90	\$15,800.00	
	6 4' Single Swing Gate	6.00	EA	\$1,000.00	\$6,000.00	
	7 8' Wide Single Swing Gate	3.00	EA	\$1,100.00	\$3,300.00	
	8 Watering Station (Including Service Line & Connection)	3.00	EA	\$7,638.00	\$22,914.00	
	9 Gravel Surface	1400.00	SF	\$1.95	\$2,730.00	
	10 Irrigation System	1.00	LS	\$20,000.00	\$20,000.00	
	11 Topsoil, Seed, & Mulch	1.00	LS	\$7,970.00	\$7,970.00	
	12 Kiosks	4.00	EA			
	13 Park Sign	1.00	EA			
	14 Trash, Recycle Bins and Animal Waste Receptacles	2.00	EA			
	15 Benches	4.00	EA			
	16 Picnic Tables	4.00	EA			
	<b>CONSTRUCTION COST</b>					\$171,678.90
	<b>ENGINEERING, PERMITTING, BIDDING AND CONSTRUCTION OVERSITE</b>					\$ 35,000.00
	<b>TOTAL CONSTRUCTION COST</b>					<b>\$206,678.90</b>
2024 to 2025	<b>PHASE III: BATHROOM, TRAIL &amp; SIDEWALK</b>					
	1 Mobilization	1.00	LS	\$ 9,000.00	\$ 9,000.00	
	2 Year Round Bathroom, 2 Stall Onsite Install including concrete pad	1.00	LS	\$275,000.00	\$275,000.00	
	3 Clearing & Grubbing	1.00	LS	\$3,760.00	\$3,760.00	
	4 Topsoil Removal & Grading	1.00	LS	\$8,800.00	\$8,800.00	
	5 Gravel Base, 22A 6"	1,870.00	SYD	\$22.50	\$42,075.00	
	6 Drive Reconstruction including milling, HMA LVSP 330#/SYD, striping and signage	150.00	TON	\$168.00	\$25,200.00	
	7 Parking Lot Paving and Addition including , HMA LVSP 330#/SYD	450.00	TON	\$140.00	\$63,000.00	
	8 Concrete Sidewalk, 5' Wide	2,000.00	SFT	\$9.00	\$18,000.00	
	9 Water & Sewer Service for Bathroom including drainfield & septic tank	1.00	LS	\$26,200.00	\$26,200.00	
	10 Bathroom Utility Connections (water / sewer / electric)	1.00	LS	\$13,590.00	\$13,590.00	
	11 Erosion Control/Site Restoration (Topsoil, Seed and Mulch)	1.00	LS	\$16,200.00	\$16,200.00	
	12 Hands Free Drinking Fountain	1.00	EA	\$11,500.00	\$11,500.00	
	13 Water Treatment System - Residential	1.00	EA	\$5,000.00	\$5,000.00	
	14 Playground Equipment including surface	1.00	LS	N/A	N/A	
	15 Benches	4.00	LS	\$2,200.00	\$8,800.00	
	16 Polebarn upgrades including new steel, insulation, mezzanine and unit heater	1.00	LS	\$100,000.00	\$100,000.00	
	17 Onsite NonPotable Well - Irrigation System	1.00	LS	\$15,000.00	\$15,000.00	
	<b>CONSTRUCTION COST</b>					\$ 641,125.00
	<b>10% CONTINGENCY</b>					\$ 64,112.50
	<b>ENGINEERING, PERMITTING, BIDDING AND CONSTRUCTION OVERSITE</b>					\$ 95,000.00
	<b>TOTAL CONSTRUCTION COST</b>					<b>\$ 800,237.50</b>
2025- 2026 PROPOSED	<b>PHASE IV: ADA / RUSTIC TRAIL, BRIDGE &amp; LANDSCAPING</b>					
	1 Mobilization	1.00	LS	\$40,000.00	\$40,000.00	
	2 Clearing and Grubbing	10,000.00	SYD	\$5.00	\$50,000.00	
	3 Machine Grading	115.00	STA	\$1,500.00	\$172,500.00	
	4 Sand Subbase	8,000.00	CYD	\$15.00	\$120,000.00	
	5 HMA, LVSP, 8' Wide Trail, 165#/SYD	200.00	TON	\$150.00	\$30,000.00	
	6 Concrete Sidewalk, 5' Wide	500.00	SFT	\$9.00	\$4,500.00	
	7 Nature Trail, 8' Wide, Crushed Stone	9,000.00	LFT	\$20.00	\$180,000.00	
	8 Boardwalk (Decking), 8' Wide	650.00	LFT	\$300.00	\$195,000.00	
	9 Pedestrian Bridge, 8' Wide x 60' Long	1.00	LS	\$165,000.00	\$165,000.00	
	10 Kiosk Signs	6.00	EA	\$1,500.00	\$9,000.00	
	11 Landscaping	1.00	LS	\$85,000.00	\$85,000.00	
	12 Irrigation System	1.00	LS	\$20,000.00	\$20,000.00	
	13 Prefabricated Pedestrian Bridge, 8' Wide, including abutments	60.00	LFT	\$2,800.00	\$168,000.00	
	14 Erosion Control/ Site Restoration (Topsoil, Seed and Mulch)	1.00	LS	\$75,000.00	\$75,000.00	
	<b>CONSTRUCTION COST</b>					\$1,314,000.00
	<b>10% CONTINGENCY</b>					\$ 131,400.00
	<b>ENGINEERING, PERMITTING, BIDDING AND CONSTRUCTION OVERSITE</b>					\$ 236,520.00
	<b>TOTAL CONSTRUCTION COST</b>					<b>\$1,681,920.00</b>
<b>TOTAL (ALL 4 PHASES)</b>						<b>\$2,777,466.40</b>

NOTES:

- Phase I was completed in 2021 and costs based upon final contract amounts. Phase II was completed in 2023 and costs based upon final contract amounts. Phase III and IV costs area estimated and based upon preliminary information. The actual site conditions may result in variations of unit prices or items.
- Phase III was solicited for bids in 2024 and costs reflected are actual bid prices. Cost for the stick built bathroom is an estimate and approved by Township Board in April 2025
- Phase IV estimate is approximate and based upon 2025 prices. Actual construction bids may vary significantly from this statement of probable costs due to timing of bidding, construction, changed conditions, labor rate, changes, or other factors beyond the control of the Engineer.
- Items in yellow are to be provided by Township directly either through RFP or staff to install





# Charter Township of Garfield

## Grand Traverse County

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

JOE McMANUS  
SUPERVISOR

LANIE McMANUS  
CLERK

CHLOE MACOMBER  
TREASURER

MOLLY AGOSTINELLI, TRUSTEE  
DENISE SCHMUCKAL, TRUSTEE

LAURIE LAPP, TRUSTEE  
CHUCK KORN, TRUSTEE

To: Garfield Township Board  
From: Chris Barsheff, Manager  
RE: Cherryland Center Redevelopment Project Area – RDA Liquor License  
Date: June 5, 2025

The purpose of this communication is to provide an update on the Cherryland Center Redevelopment Project Area.

Interest was shown from current and future Cherryland Center business owners to have the township designate the area as a *Redevelopment Project Area*, which provides an opportunity for the Michigan Liquor Control to issue new liquor licenses based on development investments and other criteria.

One requirement for a business or MLCC applicant to obtain an RDA Class-C liquor license involves the establishment of a redevelopment project area. On April 22, 2025, the Township Board approved a resolution (2025-09-T) establishing the Cherryland Center property as a project area. Additionally, there is a requirement related to the amount of investment that must take place during a three-year period, which cannot be less than \$1 million per 1,000 people in the township. The township 2020 census was 19,499.00. The township Assessor prepared an affidavit certifying \$20,959,446 of investments made in the area between January 1, 2022, and December 31, 2024.

Two businesses located at Cherryland Center showed interest in obtaining an RDA license if available. They included Traverse Racing, LLC (DBA - K1 Speed Traverse City) and Two Brothers Dog Park Café and Taphouse. Both completed past presentations to the Township Board(s) and provided correspondence to be considered. The township Liquor License Review Committee (LLRC) met and reviewed applications per township policy and has recommended that the board approve Traverse Racing, LLC (DBA - K1 Speed Traverse City) for an available RDA Class-C Liquor License.

It is requested that the board consider the LLRC recommendation and following motion:

MOTION THAT resolution 2025-12-T be approved, recommending that Traverse Racing, LLC, be considered for approval by the Michigan Liquor Control for a Class-C Redevelopment (RDA) liquor license to be located at 1212 West South Airport Road, Traverse City, MI 49686.

Respectfully,

Chris Barsheff



Michigan Department of Licensing and Regulatory Affairs  
Liquor Control Commission (MLCC)  
Toll Free: 866-813-0011 • [www.michigan.gov/lcc](http://www.michigan.gov/lcc)

Business ID: \_\_\_\_\_

Request ID: \_\_\_\_\_

(For MLCC use only)

**Local Government Approval**  
(Authorized by MCL 436.1501)

**RESOLUTION 2025-12-T**

**Instructions for Applicants:**

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

**Instructions for Local Legislative Body:**

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

At a \_\_\_\_\_ regular \_\_\_\_\_ meeting of the \_\_\_\_\_ Charter Township of Garfield \_\_\_\_\_ council/board  
(regular or special) (name of township, city, village)  
called to order by \_\_\_\_\_ on June 10, 2025 at 6:00 pm  
(date) (time)  
the following resolution was offered:

Moved by \_\_\_\_\_ and supported by \_\_\_\_\_

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

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

to be located at: 1212 W South Airport Road, Traverse City, MI 49686

and the following permit, if applied for:

☐ Banquet Facility Permit Address of Banquet Facility: \_\_\_\_\_

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

approval by the Michigan Liquor Control Commission.

If disapproved, the reasons for disapproval are \_\_\_\_\_

**Vote**

Yeas: \_\_\_\_\_

Nays: \_\_\_\_\_

Absent: \_\_\_\_\_

I hereby certify that the foregoing is true and is a complete copy of the resolution offered and adopted by the Garfield Township  
council/board at a \_\_\_\_\_ regular \_\_\_\_\_ meeting held on June 10, 2025  
(regular or special) (date) (name of township, city, village)

Lanie McManus

Print Name of Clerk

Signature of Clerk

Date

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

Please return this completed form along with any corresponding documents to:

Michigan Liquor Control Commission  
Mailing address: P.O. Box 30005, Lansing, MI 48909  
Overnight packages: 2407 N. Grand River, Lansing, MI 48906  
Fax to: 517-763-0059



# Charter Township of Garfield

## Grand Traverse County

3848 VETERANS DRIVE  
TRAVERSE CITY, MICHIGAN 49684  
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LAURIE LAPP, *TRUSTEE*  
CHUCK KORN, *TRUSTEE*

To: Garfield Township Board  
From: Chris Barsheff, Manager  
RE: Outback Steakhouse – New SDM Liquor License  
Date: June 5, 2025

The purpose of this communication is to inform you that Outback Steakhouse of Florida, LLC (DBA Outback Steakhouse), at 3501 Marketplace Circle, Traverse City, has recently made application to the Michigan Liquor Control Commission (MLCC) for a New Specially Designated Merchant License (SDM).

A Specially Designated Merchant license (SDM), as defined by MCL 436.1111(15), is a business licensed to sell, at retail, beer, wine, and mixed spirit drink products in the original package for consumption off the premises. Additional information can be found on the MLCC website.

Under administrative rule R 436.1105, the Commission shall consider the opinions of the local residents, local legislative body, or local law enforcement agency with regard to the proposed business when determining whether an applicant may be issued a license or permit.

As previously mentioned, the MLCC will consider opinions of the Township Board. I am requesting that you consider the application that was made by the business and provide guidance as to whether or not the board would like to offer an opinion in the matter to be considered.

Respectfully,

Chris Barsheff



GRETCHEN WHITMER  
GOVERNOR

STATE OF MICHIGAN  
DEPARTMENT OF LICENSING AND REGULATORY AFFAIRS  
LANSING

MARLON I. BROWN, DPA  
DIRECTOR

Thursday, May 29, 2025

Licensing Department  
c/o OUTBACK STEAKHOUSE OF FLORIDA, LLC (A FLORIDA LIMITED LIABILITY COMPANY)  
[licensespermits@bloominbrands.com](mailto:licensespermits@bloominbrands.com)

**RID #** RQ-2505-05450      **Reference/Transaction:** New SDM License in conjunction, issued under MCL 436.1533(5)(a), non-transferable at 3501 Marketplace Cir, Traverse City, MI 49684-4568 in Garfield Twp in Gr Traverse County

Please let this letter serve as notice the Michigan Liquor Control Commission has referred your application to our Enforcement Division for investigation of your request.

**Applicant/Licensee:** OUTBACK STEAKHOUSE OF FLORIDA, LLC (A FLORIDA LIMITED LIABILITY COMPANY)

**Business address and phone number:** 3501 Marketplace Cir, Traverse City, MI 49684-4568 in Garfield Twp in Gr Traverse County

**Home address and phone number of partner(s)/subordinates:**  
Contact: Licensing Department; Phone: 813-282-1225

As part of the licensing process, an investigation is required by the Michigan Liquor Control Commission Enforcement Division. The Enforcement investigation will be conducted from the following designated District Office:

**Grand Rapids District Office (616) 447-2647**

You may contact your designated District Office regarding any appointments or questions on documentation requested by the Investigator. **Failure to provide requested information or to keep scheduled appointments will cause the application to be returned to the Lansing office for cancellation.**

Under administrative rule R 436.1105, the Commission shall consider the opinions of the local residents, local legislative body, or local law enforcement agency with regard to the proposed business when determining whether an applicant may be issued a license or permit.

Under administrative rule R 436.1003, the licensee shall comply with all state and local building, plumbing, zoning, sanitation, and health laws, rules, and ordinances as determined by the state and local law enforcements officials who have jurisdiction over the licensee. The licensee must obtain all other required state and local licenses, permits, and approvals before using this license for the sale of alcoholic liquor. Approval of this license by the Michigan Liquor Control Commission does not waive any of these requirements.

MICHIGAN LIQUOR CONTROL COMMISSION  
Retail Licensing Division  
(866) 813-0011

cc: OUTBACK STEAKHOUSE OF FLORIDA, LLC (A FLORIDA LIMITED LIABILITY COMPANY)  
[liquorlicenses@bloominbrands.com](mailto:liquorlicenses@bloominbrands.com)  
GARFIELD TWP [lmcmamus@garfieldmi.gov](mailto:lmcmamus@garfieldmi.gov)