

AGENDA
TILDEN TOWNSHIP SPECIAL MEETING

DATE: June 18, 2026

CALL TO ORDER: 10:00 AM

PLEDGE OF ALLEGIANCE

ROLL CALL:	<u>SUPERVISOR</u>	<u>CLERK</u>	<u>TREASURER</u>	<u>TRUSTEES</u>
	VANLUVEN	PELLOW	FILBRANDT	MARIETTI/THIBEAULT

ACCEPTANCE OF AGENDA: Motion By: Supported By:

PUBLIC COMMENTS:

NEW BUSINESS: Brownfield & UPEA Contract Letter Approvals (CDBG Grant for National Mine School)
 BS & A Cloud Conversion Proposed Costs

BOARD MEMBER COMMENTS:

PUBLIC COMMENT:

ADJOURNMENT:

TIME:



STATE OF MICHIGAN

GRETCHEN WHITMER
GOVERNOR

MICHIGAN STATE HOUSING DEVELOPMENT AUTHORITY
LANSING

AMY HOVEY
EXECUTIVE DIRECTOR

June 12, 2026

Mr. Fred VanLuven
Tilden Township
3145 County Road PG
Ishpeming, MI 49849

Re: Exempt Environmental Release for Tilden Township's CDBG Infrastructure Grant, LOI Round 1

Dear Fred:

We have received Tilden Township's Finding of Exempt Activity form and Exempt Activities Determination Letter requesting to incur exempt project costs. Tilden Township has conditionally met the 24 CFR Part 58 environmental review requirements for exempt activities. The request to incur local Tilden Township environmental expenses in the amount of \$9,500 for Fishbeck is approved. Additionally, local engineering expenses in the amount of \$23,000 associated with CDBG-funded infrastructure and \$24,000 associated with non-CDBG funded infrastructure with UPEA have been approved as of the date of this letter, with the following contingencies:

1. This authorization is specifically for the above approved exempt activity costs. Additional costs must be requested. Only eligible costs specified for the above-mentioned CDBG grant are reimbursable.
2. CDBG funds cannot be used to assist with application preparation.
3. CDBG expense disbursements will be made when:
 - a. The environmental review is successfully completed, and the Grantee receives a written Environmental Release from the MSHDA;
 - b. The Grant Agreement is fully executed;
 - c. The Grant Agreement pre-disbursement requirements and any items requested are submitted and approved by the MSHDA; and
 - d. The Financial Status Reports (FSR) and supporting documentation are submitted and approved.

This letter provides authorization to incur the costs mentioned above only and is not permission to conduct any other project activities, including, but not limited to, signing contracts, signing purchase orders, acquisition, demolition or obligating funds in any other manner. **All activities performed prior to final grant approval are solely at UGLG's risk. If any activities other than those specified above are performed prior to the MSHDA's written authorization, the CDBG funding may be jeopardized.**

Please forward a signed copy of the engineering and environmental contracts when you have an opportunity. Should you have questions, please contact me at 517.335.7521 or COSTAL1@MICHIGAN.GOV.

Sincerely,

Lenore C. Costa
CDBG Specialist
cc: CDBG file

735 EAST MICHIGAN AVENUE P.O. Box 30044, LANSING, MICHIGAN 48909
Michigan.gov/mshda • TOLL-FREE 855-MI-MSHDA (855-646-7432) • FAX 517.335.4797





Outlook

RE: Contracts

From Costa, Lenore (MSHDA) <CostaL1@michigan.gov>

Date Tue 6/16/2026 7:08 PM

To TildenDepTreasurer <TildenDepTreasurer@tildentwp.org>

 1 attachment (256 KB)

Tilden Twp Pre-Agreement Exempt Eng Env Ltr.pdf;

Hi Ashlee,

Attached is the letter authorizing the township to sign the environmental and engineering contracts and begin incurring costs.

Thank you,

Lenore Costa

CDBG Specialist | Neighborhood Development Division

Michigan State Housing Development Authority (MSHDA)

Address: 735 E. Michigan Avenue, Lansing, MI 48912

Office: 517-335-7521

Web: Michigan.gov/MSHDA



From: TildenDepTreasurer <TildenDepTreasurer@tildentwp.org>

Sent: Monday, June 15, 2026 5:34 PM

To: Costa, Lenore (MSHDA) <CostaL1@michigan.gov>

Subject: Re: Contracts

CAUTION: This is an External email. Please report suspicious emails via the "Report to Abuse" button in Outlook

Hi Lenore!

Were you able to get those letters finished?

Thank you!

Ashlee Kinnunen

Deputy Treasurer

Jamie Campbell

From: Fathom <no-reply@fathom.video>
Sent: Wednesday, June 17, 2026 10:30 AM
To: TildenDepClerk
Subject: Recap of your meeting with BS&A Software

FATHOM

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Meeting with BS&A Software

BS&A/ Tilden- Cloud follow up

June 17, 2026 29 mins [Request Access to Recording & Summary](#) or [Ask Fathom](#)

ACTION ITEMS ✨

- ☐ **Email proposal to Jamie (TildenDeppClerk@TildenTWP.org) re: board review**
Kyle Monthie
- ☐ **Add BS&A Cloud upgrade to Jun 18 special meeting agenda; if approved, notify Kyle to send contract**
Jamie Campbell
- ☐ **Confirm wet-signature approval; if approved, send paper contract to Jamie**
Kyle Monthie

MEETING SUMMARY ✨

Meeting Purpose

Finalize the BS&A Cloud upgrade proposal and timeline

Key Takeaways

- **Urgent Timeline:** Tilden Township needs to upgrade before a new clerk starts in November to avoid training on an obsolete system.
- **Proposal:** A \$49,780 one-time fee for the upgrade and first year's subscription, plus \$915 annually for the new Timesheets module.
- **Go-Live Target:** Late August is the preferred target, as the July 24–Aug 4 clerk unavailability aligns perfectly with BS&A's data conversion window.
- **Board Approval:** The proposal will be presented at a special board meeting tomorrow (June 18) for approval.

Topics

Upgrade Urgency & Timeline

- Driver: A new clerk starts in November, the goal is to complete the upgrade before then to avoid training on the current "NET" system.
- Go-Live Options:
 - Late August: Preferred by Tilden. BS&A noted this is "doable" but not ideal, as it coincides with tax collection season.
 - Late September: A backup option, but close to election prep.
 - November: Not feasible, as it conflicts with end-of-year processes.
- BS&A Process: The project manager will finalize the timeline and deliverables during the kickoff call, which occurs after contract signing.

Proposal & Cost Breakdown

- One-Time Fees (\$49,780):
 - Upgrade Implementation: \$29,800
 - Training: \$3,675
 - First Year's Subscription: \$16,385 (prorated from go-live date)
- Annual Subscription:
 - Current Modules: \$14,470
 - New Timesheets Module: \$915
 - Total Annual: \$15,385
- Payment Schedule: The standard schedule can be customized. A first payment is required at contract signing to initiate the project.

Technical & Security Details

- Backup: No local backup is possible. Data is hosted in BS&A's data centers (AZ & VA) with 15-minute backups.
- Security: The cloud platform is more secure and structurally sound than on-premise servers, eliminating manual backups and hardware failures.
- User Permissions: Granular access controls allow for custom roles (e.g., edit, view-only).
- Auditor Access: Remote, view-only access can reduce on-site time and potentially lower audit fees.

Next Steps

- Jamie Campbell:
 - Present the proposal at the June 18 special board meeting.
 - Notify Kyle of the board's decision.
 - If approved, request a wet signature option for Supervisor Fred Van Looven.
- Kyle Monthie:
 - Send the proposal to TildenDecord@ck3TildenTX.org.
 - Upon approval, send the contract for execution (via wet signature).
 - Flag the project for expedited scheduling with the upgrade team.

Request Access to Recording & Summary →