

AGENDA
TILDEN TOWNSHIP MONTHLY MEETING

DATE: **August 18, 2026**

CALL TO ORDER:

PLEDGE OF ALLEGIANCE

ROLL CALL: SUPERVISOR	CLERK	TREASURER	TRUSTEES
VANLUVEN	DEB PELLOW	FILBRANDT	MARIETTI/THIBEAULT

ACCEPTANCE OF AGENDA: Motion By: Supported By:

APPROVAL OF MINUTES: Motion By: Supported By:

PUBLIC COMMENTS:

APPROVAL OF BILLS: Motion By: Supported By:

TREASURER'S REPORT: Placed on file.

COMMUNICATIONS: Placed on file -
Mining Solutions Webinar Information
CUPMMPC; Notice of Work Session Meeting
Upper Peninsula Telephone Company Letter
FEMA Letter; National Flood Insurance Program
Ridgeline Tree Services LLC Letter

GRANT UPDATES: Brownfield, CDBG, DNR Trust Fund Grant
Third Party Admin Decision

SUPERVISOR'S COMMENTS:

WATER BUSINESS: Well House – Backwash Drain for Well 2
Well Treatment Estimate

UNFINISHED BUSINESS: Misc. Debris – Isis Delarye; A1 Hauling
Township Board Meeting Table Purchase
Final Kari Lane Payment Approval; MJ VanDamme
Misc. Debris List; Letters Sent
Landfill Haulers; Township Attorney

NEW BUSINESS: J. Larson Letter / Grant of Highway Easement
Job Descriptions; Deputies, Election & Grant Admin & Office Admin
Personnel Policy Update

PUBLIC COMMENT:

BOARD MEMBER COMMENTS:

ADJOURNMENT:

TIME:

Tilden Township Meeting Minutes
July 21, 2026

The regular meeting of the Tilden Township Board was held on Tuesday, July 21, 2026, at the township hall. Supervisor VanLuven called the meeting to order at 7:00 P.M. and led the Pledge of Allegiance.

Board members present: Supervisor: Fred VanLuven, Clerk: Deb Pellow, Treasurer: Julie Filbrandt, Trustee: Craig Marietti, Trustee: Gary Thibeault

Agenda: Clerk Pellow requested that Communications now be “Placed on File” during meetings. If any Board member or member of the public would like to address one, it can be brought to a discussion. The Board agreed to have Communications “Placed on File” at Board meetings. Marietti moved/ Thibeault supported/ PASSED; to accept the agenda as presented.

Minutes: Marietti moved/ VanLuven supported/ PASSED; to accept the June 16, 2026, Regular Meeting minutes.

Special Minutes: Marietti moved/ VanLuven supported/ PASSED; to accept the June 18, 2026, Special Meeting minutes.

Public Comment: N/A

Bills: Thibeault moved/ Marietti supported/ PASSED; to pay the bills as presented;

- General: 23041(E)-23050(E) & 25756-25811 • Fire/Garbage: 1550-1553
- Water: 135(E)-141(E) & 7412-7413 • Road: 5091-5092 • TruNorth CC: 2(E)-3(E)
- TruNorth CCW: 143(E)-148(E)

Treasurer's Report: Treasurer's report has been placed on file.

Communications: Communications have been placed on file.

Grant Updates: Brownfield, CDBG, DNR Trust Fund Grant – Clerk Pellow informed the Board that NEPA still needed to be completed for the CDBG Grant and also stated that Habitat for Humanity planned on starting to build the first house of five, where the Old National Mine School once stood, this year. The Board reviewed the rest of the grant updates; a copy may be found at the Township Hall.

Supervisor's Comments: N/A

Water Business: Aged Accounts Receivable / Delinquent Accounts (Water & Landfill) – Treasurer Filbrandt shared a report with the Board of the few reoccurring past due payment / delinquent accounts within water billing. Kim Bell, Lane Byrd, Dyno, Ryan Finley & Connie Harper. There was discussion about the accounts that are being worked on and the accounts that have not been paid at all. Connie Harper's delinquent account will be added to her next tax bill. Filbrandt then addressed the delinquent Landfill account for David Miller and requested the Board allow her to

write it off. A motion was made to write off David Miller's Landfill account bill in the amount of \$452.48. Pellow moved/ VanLuven supported/ PASSED; to write off the delinquent Landfill bill for David Miller in the amount of \$452.48.

Unfinished Business: Misc. Debris; Isis Delarye Attorney Correspondence – The Board reviewed the pictures of both Delarye's rented property and owned property. Board members pointed out that while the rental had most of the additional vehicles removed from the property, the ownership property now looked worse than when the pictures were taken. Clerk Pellow stated that she would like to move forward by filing a supplement motion with the court, as well as contacting A1 Hauling and Moyle Trucking to get an estimate for the cleaning up of Delarye's properties.

Township Board Meeting Table Purchase – Trustee Thibeault is still looking into tables for the Board meetings and requested to know a cost cap for the new table. Clerk Pellow suggested up to \$2,000.00 with shipping included in the cost. Tabled until the next Board meeting.

Icon Signs: Updated Bid for Township Signs – Treasurer Filbrandt informed the Board that she had met with three individual sign companies, but only Icon Signs had responded with a bid. Icon has five signs priced out in the amount of \$10,500.00 with an installation cost of \$1,500.00, with a sixth sign included for free. Clerk Pellow requested that the funds for the new signs be taken from Capital Outlay and a motion was made. Pellow moved/ VanLuven supported/ PASSED; to accept the Icon Signs bid in the amount of \$12,000.00 for new Township Signage, out of the Capital Outlay funds.

LeelniT Service Contract Agreement – The Board reviewed the contract from LeelniT Services for \$632.50/month and after discussion, a motion was made. Marietti moved/ VanLuven supported/ PASSED; to accept the LeelniT IT services contract in the amount of \$632.50/month.

Window Store: Hall Doors Contract Bid – The Board revisited the contract. Pellow moved/ VanLuven supported to approve and sign the contract with the Window Store for \$15,841.00 plus 4637.41 for the front door electronic striker.

New Business: Cooper Office Equipment; Mock Invoice & Service Contract Overview – The Board reviewed Cooper's Mock invoice of OPG, as well as the Service Contract from Cooper and after discussion, the Board decided to continue the Township's business with OPG.

MCRC; Neighborhood Road Fund – After reviewing the Letter submitted by MCRC, the Board discussed that the entire tax (\$32,000.46) was being fought in court. Clerk Pellow stated that she would like to pursue receiving the interest, rather than having MCRC receive it. If approved, Tilden could receive \$42,000.00/year from marijuana sales. Supervisor VanLuven will contact the MCRC to discuss it further.

New Business Continued: Misc. Debris Review of Properties – The Board reviewed all misc. debris pictures/properties submitted by the Sheriff. Clerk Pellow stated that she would like to have Guppies old house added to the list, as well as Bill Hagar's farm property. Pellow requested that the Sheriff take pictures of these two properties and submit them for the August meeting for review. The Clerk then stated that she would like to pursue submitting a complaint against Hagar through The

Right to Farm Act, as well as the Department of Agriculture. The Board continued discussion on the violating properties and established that violation letters would be submitted to these property owners, to which they have 30 days to clean up the misc. debris. A copy of the procedure will be made for the Sheriff, to which the Sheriff will then review the properties after 30 days, taking pictures to ensure proof that the properties were cleaned up and submitted to the Board for the next monthly meeting. Pellow moved/ VanLuven supported/ PASSED; to submit Misc. Debris Violation letters to the ones listed and to have staff get pricing on having Delarye's property cleaned by an outside contractor. Once this property is cleaned up the Township will pursue reimbursement through the courts. A copy of the Misc. Debris Violations may be located at the Hall upon request.

Ordinance Review: Chickens & Livestock Residential/Rural Residential – The Board discussed the chickens and livestock within Tilden Township. In the current ordinance livestock is not permitted in Residential areas. The Board would like to change this so with a conditional use permit residents in residential areas may have up to 6 chickens with the same requirements under Section 415 Keeping of Chickens. In Rural Residential areas a resident may have livestock with a conditional use permit as well as following Section 415 Keeping of Chickens. No roosters are allowed. All chickens and livestock must be in an enclosure and are not to be free roaming. The Board would like changes made to the ordinance to provide for the keeping of chickens following the same requirements as Rural Residential areas with no more than 6 chickens permitted. The Board would like the Planning and Zoning to review and make these changes. Treasurer Filbrandt requested updates as they happen with the Planning and Zoning meeting. Clerk Pellow added that after the ordinance update, to have the responsibility of distributing violations to the ordinance, fall to Planning and Zoning Administrator, Jeremy Joki. Pellow moved/ Marietti supported/ PASSED; to submit the Chicken & Livestock Ordinance updates to Planning and Zoning for update to the Planning and Zoning Ordinances.

Gordian: Job Order Contracting Research/Resource Hub – The Board reviewed the letter from Gordian, stating it was a Hub for job order contracting. The Board was not interested in utilizing the vendor.

Ed Homola; Landfill Permit – Treasurer Filbrandt informed the Board that Ed Homola requested a 3-month span permit for the Landfill. Julie approved a 1-month span permit and informed Ed that she would take the rest to the Board Meeting. Clerk Pellow stated that she felt only contractors should be utilizing the Landfill permits and other residents should be utilizing the West End Transfer Station. Trustee Marietti suggested having a contractor working on a Township home, come in to apply for the permit and have the homeowner sign off on it with the contractor. Clerk Pellow then suggested a heavier deposit when applying for the permit and including the homeowner's insurance on it as well. The homeowner will then be responsible, rather than the contractor. Treasurer Filbrandt stated that she would call the current residents with Landfill permits and inform them of the changes. The Board then determined that Ed Homola could utilize the Landfill permit for the month of July, but then no more, with approval ending July 31, 2026. Pellow will check with our attorney on the legal procedure.

New Business Continued: Quarterly Budget Amendments – The Board reviewed the quarterly budget amendments and a motion was made. Filbrandt moved/ VanLuven supported/ PASSED; to accept the quarterly budget amendments for FY 26’-27’.

Election Excellence Grant Program – Clerk Pellow informed the Board of an election grant available for up to \$5,000.00. Pellow stated that Deputy Clerk Campbell will check with County to ensure it is a real company and grant service. The Board approved Deputy Campbell to investigate and pursue if it turns out to be true and beneficial.

MCRC HMA Paving for 2027 – Supervisor VanLuven stated that he would like to table for the next monthly Board meeting.

Public Comment: N/A

Board Comments: Clerk Pellow requested to bring in Cold Snap to look at the furnace within the Hall and that there was money in Fund Balance to do so. Supervisor VanLuven agreed. Front office will call during the next business day. Treasurer Filbrandt inquired about the frozen line outside. Requested that it be insulated to correct it. Trustee Marietti suggested getting a 5lb pump on the sink to contain the dripping sink. Will inquire with Cold Snap if that could be completed by them. Treasurer Filbrandt then informed the Board the La Dolcea stated that the Township website needed to be ADA compliant down the road, so she will be looking into how to execute that.

Adjournment: The meeting was adjourned at 8:17 P.M. by Supervisor Fred VanLuven.

Deborah L Pellow, Tilden Township Clerk

Tilden Township Meeting Minutes
July 21, 2026

Tilden Township - Balances and Interest per Bank Statements
Overview of Accounts - Fiscal Year '26 - '27

Financial Institution	Type of Acct	Type of Fund	APY	Maturity Date	GL #	May '26		June '26		July '26		August '26
						Beginning Balance	Interest	Beginning Balance	Interest	Beginning Balance	Interest	Balance
Flagstar Bank	CA	Fire / Garbage	2.20%	NA	001	\$ 25,007.19	\$ 7.43	\$ 25,007.43	\$ 7.19	\$ 25,007.19	\$ 7.43	\$ 25,007.43
	ICS					\$ 211,387.91	\$ 376.30	\$ 201,988.70	\$ 319.74	\$ 175,941.01	\$ 315.93	\$ 159,497.10
MI Class	Inv Acct	Fire / Garbage	3.72%	NA	005	\$ 2,196,297.57	\$ 6,939.95	\$ 2,203,237.52	\$ 6,787.66	\$ 2,210,025.18	\$ 7,055.46	\$ 2,217,080.64
						\$ 2,432,692.67	\$ 7,323.68	\$ 2,430,233.65	\$ 7,114.59	\$ 2,410,973.38	\$ 7,378.82	\$ 2,401,585.17
Subtotal Fire/Garbage Fund												
First Bank	CD	General	3.90%	11/21/2026	005	\$ 493,053.20	\$ 9,780.01	\$ 502,833.21	\$ -	\$ 502,833.21	\$ -	\$ 502,833.21
First Bank	CD	General	3.94%	4/21/2027	005	\$ 587,325.63	\$ -	\$ 587,325.63	\$ -	\$ 587,325.63	\$ 5,769.31	\$ 593,094.94
Flagstar Bank	CA	General	2.20%	NA	004	\$ 25,007.19	\$ 7.43	\$ 25,007.43	\$ 7.19	\$ 25,007.19	\$ 7.43	\$ 25,007.43
	ICS					\$ 277,203.31	\$ 518.40	\$ 277,728.90	\$ 502.61	\$ 278,238.94	\$ 520.35	\$ 278,766.48
MI Class	Inv	General	3.72%	NA	005	\$ 942,998.00	\$ 2,979.73	\$ 945,977.73	\$ 2,914.31	\$ 948,892.04	\$ 3,029.30	\$ 951,921.34
Nicolet National Bank	CA	General	3.61%	NA	001	\$ 403,223.09	\$ 1,158.32	\$ 417,798.22	\$ 1,267.62	\$ 403,207.98	\$ 1,117.01	\$ 300,962.44
Range Bank	CDAR	General	3.54%	10/29/2026	005	\$ 279,245.21	\$ -	\$ 279,245.21	\$ 1,682.63	\$ 280,927.84	\$ -	\$ 280,927.84
TruNorth Federal CU	BS Share	General	0.10%	NA	005	\$ 4,498.26	\$ -	\$ 1,393.76	\$ 0.45	\$ 21.94	\$ -	\$ 9,312.64
Subtotal General Fund						\$ 3,012,553.89	\$ 14,443.89	\$ 3,037,310.09	\$ 6,374.81	\$ 3,026,454.77	\$ 10,443.40	\$ 2,942,826.32
Flagstar Bank	CA	Road	2.20%	NA	001	\$ 25,000.00	\$ -	\$ 25,000.00	\$ -	\$ 25,000.00	\$ -	\$ 25,000.00
	ICS					\$ 246,630.03	\$ 451.88	\$ 243,143.04	\$ 443.15	\$ 197,228.88	\$ 359.95	\$ 191,269.90
MI Class	Inv Acct	Road	3.72%	NA	005	\$ 833,524.97	\$ 2,633.81	\$ 836,158.78	\$ 2,576.02	\$ 838,734.80	\$ 2,677.63	\$ 841,412.43
Range Bank	CD	Road	3.70%	12/10/2026	005	\$ 230,890.94	\$ 2,083.08	\$ 232,974.02	\$ -	\$ 232,974.02	\$ 1,440.60	\$ 234,414.62
Subtotal Road Fund						\$ 1,336,045.94	\$ 5,168.77	\$ 1,337,275.84	\$ 3,019.17	\$ 1,293,937.70	\$ 4,478.18	\$ 1,292,096.95
Nicolet National Bank	MM	Tax	0.20%	NA	012	\$ 1,440.74	\$ 0.40	\$ 1,465.40	\$ 4.48	\$ 5,019.65	\$ 6.00	\$ 73,506.02
Subtotal Tax Fund						\$ 1,440.74	\$ 0.40	\$ 1,465.40	\$ 4.48	\$ 5,019.65	\$ 6.00	\$ 73,506.02
Nicolet National Bank	CA	Water	0.50%	NA	001	\$ 51,342.46	\$ 18.09	\$ 37,194.23	\$ 17.35	\$ 40,158.36	\$ 18.54	\$ 40,667.87
Nicolet National Bank	MM	Water (Reserve)	0.50%	NA	009	\$ 15,211.51	\$ 6.04	\$ 15,217.55	\$ 6.67	\$ 15,224.22	\$ 6.47	\$ 15,230.69
Nicolet National Bank	MM	Water (Bond/Int)	0.50%	NA	010	\$ 18,080.66	\$ 6.87	\$ 15,587.53	\$ 7.14	\$ 18,094.67	\$ 10.07	\$ 36,604.74
Nicolet National Bank	MM	Water (RR)	0.50%	NA	011	\$ 15,212.63	\$ 6.04	\$ 15,218.67	\$ 6.67	\$ 15,225.34	\$ 6.47	\$ 15,231.81
Nicolet National Bank	MM	Water (Capital)	0.50%	NA	015	\$ 15,666.00	\$ 6.22	\$ 15,672.22	\$ 6.87	\$ 15,679.09	\$ 6.66	\$ 15,685.75
TruNorth Federal CU	BS Share	Water	0.10%	NA		\$ 2,215.00	\$ -	\$ 2,215.00	\$ 0.42	\$ 2,215.42	\$ -	\$ 1,438.27
Subtotal Water Fund						\$ 117,728.26	\$ 43.26	\$ 101,105.20	\$ 45.12	\$ 106,597.10	\$ 48.21	\$ 124,859.13
GRAND TOTAL OF ALL ACCOUNTS						\$ 6,900,461.50	\$ 26,980.00	\$ 6,907,390.18	\$ 16,558.17	\$ 6,842,982.60	\$ 22,354.61	\$ 6,834,873.59

Beginning balance is the balance of each month and it does not account for any deposits and/or withdrawals. Also, shows the interest earned on each account.

\$

Tilden Township - Balances and Activity per Bank Statements
July 2026

July '26												
Financial Institution	Type of Acct	Type of Fund	APY	Maturity Date	Beginning Balance	Deposits	Checks	Withdrawals / EFT/ACH	ICF Dep/Wth	Interest	Bank Fees	Ending Balance
Flagstar Bank	CA	Fire / Garbage	2.20%	NA	\$ 25,007.19	\$ 569.78	\$ 17,336.81	\$ -	\$ 16,759.84	\$ 7.43	\$ -	\$ 25,007.43
	ICS				\$ 175,941.01	-	\$ -	\$ -	\$ (16,759.84)	\$ 315.93	\$ -	\$ 159,497.10
	Inv Acct	Fire / Garbage	3.72%	NA	\$ 2,210,025.18	-	\$ -	\$ -	\$ -	\$ 7,055.46	\$ -	\$ 2,217,080.64
Subtotal Fire/Garbage Fund					\$ 2,410,973.38	\$ 569.78	\$ 17,336.81	\$ -	\$ -	\$ 7,378.82	\$ -	\$ 2,401,585.17
First Bank	CD	General	3.90%	11/21/2026	\$ 502,833.21	-	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 502,833.21
First Bank	CD	General	3.94%	4/21/2027	\$ 587,325.63	-	\$ -	\$ -	\$ -	\$ 5,769.31	\$ -	\$ 593,094.94
Flagstar Bank	CA	General	2.20%	NA	\$ 25,007.19	-	\$ -	\$ -	\$ (7.19)	\$ 7.43	\$ -	\$ 25,007.43
	ICS				\$ 278,238.94	\$ -	\$ -	\$ -	\$ 7.19	\$ 520.35	\$ -	\$ 278,766.48
MI Class	Inv	General	3.72%	NA	\$ 948,892.04	-	\$ -	\$ -	\$ -	\$ 3,029.30	\$ -	\$ 951,921.34
Nicolet National Bank	CA	General	3.61%	NA	\$ 403,207.98	\$ 17,334.48	\$ 88,253.99	\$ 32,299.24	\$ -	\$ 1,117.01	\$ 143.80	\$ 300,962.44
Range Bank	CDAR	General	3.54%	10/29/2026	\$ 280,927.84	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 280,927.84
TruNorth Federal CU	BS Share	General	0.10%	NA	\$ 21.94	\$ 10,000.00	\$ -	\$ 709.30	\$ -	\$ -	\$ -	\$ 9,312.64
Subtotal General Fund					\$ 3,026,454.77	\$ 27,334.48	\$ 88,253.99	\$ 33,008.54	\$ -	\$ 10,443.40	\$ 143.80	\$ 2,942,826.32
Flagstar Bank	CA	Road	2.20%	NA	\$ 25,000.00	\$ -	\$ 6,318.93	\$ -	\$ 6,318.93	\$ -	\$ -	\$ 25,000.00
	ICS				\$ 197,228.88	\$ -	\$ -	\$ -	\$ (6,318.93)	\$ 359.95	\$ -	\$ 191,269.90
MI Class	Inv	Road	3.72%	NA	\$ 838,734.80	\$ -	\$ -	\$ -	\$ -	\$ 2,677.63	\$ -	\$ 841,412.43
Range Bank	CD	Road	3.70%	12/10/2026	\$ 232,974.02	\$ -	\$ -	\$ -	\$ -	\$ 1,440.60	\$ -	\$ 234,414.62
Subtotal Road Fund					\$ 1,293,937.70	\$ -	\$ 6,318.93	\$ -	\$ -	\$ 4,478.18	\$ -	\$ 1,292,096.95
Nicolet National Bank	MM	Tax	0.20%	NA	\$ 5,019.65	\$ 125,457.26	\$ 56,941.89	\$ -	\$ -	\$ 6.00	\$ 35.00	\$ 73,506.02
Subtotal Tax Fund					\$ 5,019.65	\$ 125,457.26	\$ 56,941.89	\$ -	\$ -	\$ 6.00	\$ 35.00	\$ 73,506.02
Nicolet National Bank	CA	Water	0.50%	NA	\$ 40,158.36	\$ 12,028.71	\$ 7,050.62	\$ 4,452.12	\$ -	\$ 18.54	\$ 35.00	\$ 40,667.87
Nicolet National Bank	MM	Water (Reserve)	0.50%	NA	\$ 15,224.22	\$ -	\$ -	\$ -	\$ -	\$ 6.47	\$ -	\$ 15,230.69
Nicolet National Bank	MM	Water (Bond/m)	0.50%	NA	\$ 18,094.67	\$ 18,500.00	\$ -	\$ -	\$ -	\$ 10.07	\$ -	\$ 36,604.74
Nicolet National Bank	MM	Water (RM)	0.50%	NA	\$ 15,225.34	\$ -	\$ -	\$ -	\$ -	\$ 6.47	\$ -	\$ 15,231.81
Nicolet National Bank	MM	Water (capital)	0.50%	NA	\$ 15,679.09	\$ -	\$ -	\$ -	\$ -	\$ 6.66	\$ -	\$ 15,685.75
TruNorth Federal CU	BS Share	Water	0.10%	NA	\$ 2,215.42	\$ -	\$ -	\$ 777.15	\$ -	\$ -	\$ -	\$ 1,438.27
Subtotal Water Fund					\$ 106,597.10	\$ 30,528.71	\$ 7,050.62	\$ 5,229.27	\$ -	\$ 48.21	\$ 35.00	\$ 124,859.13
TOTAL OF ALL ACCOUNTS					\$ 6,842,982.60	\$ 183,890.23	\$ 175,902.24	\$ 38,237.81	\$ -	\$ 22,354.61	\$ 213.80	\$ 6,834,873.59

Indicates Withdrawals and/or Deposits that have cleared either the ICS portion and not the Checking portion or vice versa.

There is water fund money that is currently earning a higher interest rate in the general checking account - that balance is reflected and calculated on the water interest worksheet each month.

GRANDT TOTAL OF ALL ACCOUNTS = BEG BALANCE + DEPOSITS - CHECKS - WITHDRAWALS + ICF DEP/WTH + INTEREST - BANK FEES = ENDING BALANCE																
APRIL '26 to current Month / GRAND TOTAL BALANCE	\$	6,968,378.87	\$	891,728.20	\$	608,542.43	\$	508,675.61	\$	5,619.74	\$	87,298.62	\$	933.80	\$	6,834,873.59

Tilden Township - Balances and Interest per Bank Statements
Checking Accounts, Fiscal Year '26 - '27

Financial Institution	Type of Acct	Type of Fund	APY	Maturity Date	May '26		June '26		July '26		August '26
					Balance	Interest	Balance	Interest	Balance	Interest	Balance
Flagstar Bank	CA	Fire / Garbage	2.20%	NA	\$ 25,007.19	\$ 7.43	\$ 25,007.43	\$ 7.19	\$ 25,007.19	\$ 7.43	\$ 25,007.43
	ICS				\$ 211,387.91	\$ 376.30	\$ 201,988.70	\$ 319.74	\$ 175,941.01	\$ 315.93	\$ 159,497.10
Flagstar Bank	CA	General	2.20%	NA	\$ 25,007.19	\$ 7.43	\$ 25,007.43	\$ 7.19	\$ 25,007.19	\$ 7.43	\$ 25,007.43
	ICS				\$ 277,203.31	\$ 518.40	\$ 277,728.90	\$ 502.61	\$ 278,238.94	\$ 520.35	\$ 278,766.48
Flagstar Bank	CA	Road	2.20%	NA	\$ 25,000.00	\$ -	\$ 25,000.00	\$ -	\$ 25,000.00	\$ -	\$ 25,000.00
	ICS				\$ 246,630.03	\$ 451.88	\$ 243,143.04	\$ 443.15	\$ 197,228.88	\$ 359.95	\$ 191,269.90
Total Flagstar Bank					\$ 810,235.63	\$ 1,361.44	\$ 797,875.50	\$ 1,279.88	\$ 726,423.21	\$ 1,211.09	\$ 704,548.34
Nicolet National Bank	CA	General	3.61%	NA	\$ 403,223.09	\$ 1,158.32	\$ 417,798.22	\$ 1,267.62	\$ 403,207.98	\$ 1,117.01	\$ 300,962.44
Nicolet National Bank	MM	Tax	0.20%	NA	\$ 1,440.74	\$ 0.40	\$ 1,465.40	\$ 4.48	\$ 5,019.65	\$ 6.00	\$ 73,506.02
Nicolet National Bank	CA	Water	0.50%	NA	\$ 51,342.46	\$ 18.09	\$ 37,194.23	\$ 17.35	\$ 40,158.36	\$ 18.54	\$ 40,667.87
Nicolet National Bank	MM	Water (Reserve)	0.50%	NA	\$ 15,211.51	\$ 6.04	\$ 15,217.55	\$ 6.67	\$ 15,224.22	\$ 6.47	\$ 15,230.69
Nicolet National Bank	MM	Water (Bond/Int)	0.50%	NA	\$ 18,080.66	\$ 6.87	\$ 15,587.53	\$ 7.14	\$ 18,094.67	\$ 10.07	\$ 36,604.74
Nicolet National Bank	MM	Water (RR)	0.50%	NA	\$ 15,212.63	\$ 6.04	\$ 15,218.67	\$ 6.67	\$ 15,225.34	\$ 6.47	\$ 15,231.81
Nicolet National Bank	MM	Water (Capital)	0.50%	NA	\$ 15,666.00	\$ 6.22	\$ 15,672.22	\$ 6.87	\$ 15,679.09	\$ 6.66	\$ 15,685.75
Total Nicolet National Bank					\$ 520,177.09	\$ 1,201.98	\$ 518,153.82	\$ 1,316.80	\$ 512,609.31	\$ 1,171.22	\$ 497,889.32
TruNorth Federal CU	BS Share	General	0.10%	NA	\$ 4,498.26	\$ -	\$ 1,393.76	\$ 0.45	\$ 21.94	\$ -	\$ 9,312.64
TruNorth Federal CU	BS Share	Water	0.10%	NA	\$ 2,215.00	\$ -	\$ 2,215.00	\$ 0.42	\$ 2,215.42	\$ -	\$ 1,438.27
Total TruNorth Federal CU					\$ 6,713.26	\$ -	\$ 3,608.76	\$ 0.87	\$ 2,237.36	\$ -	\$ 10,750.91
GRAND TOTAL OF CHECKING ACCOUNTS					\$ 1,337,125.98	\$ 2,563.42	\$ 1,319,638.08	\$ 2,597.55	\$ 1,241,269.88	\$ 2,382.31	\$ 1,213,188.57

Tilden Township - Balances and Interest per Bank Statements
Investment Accounts - Fiscal Year '26 - '27

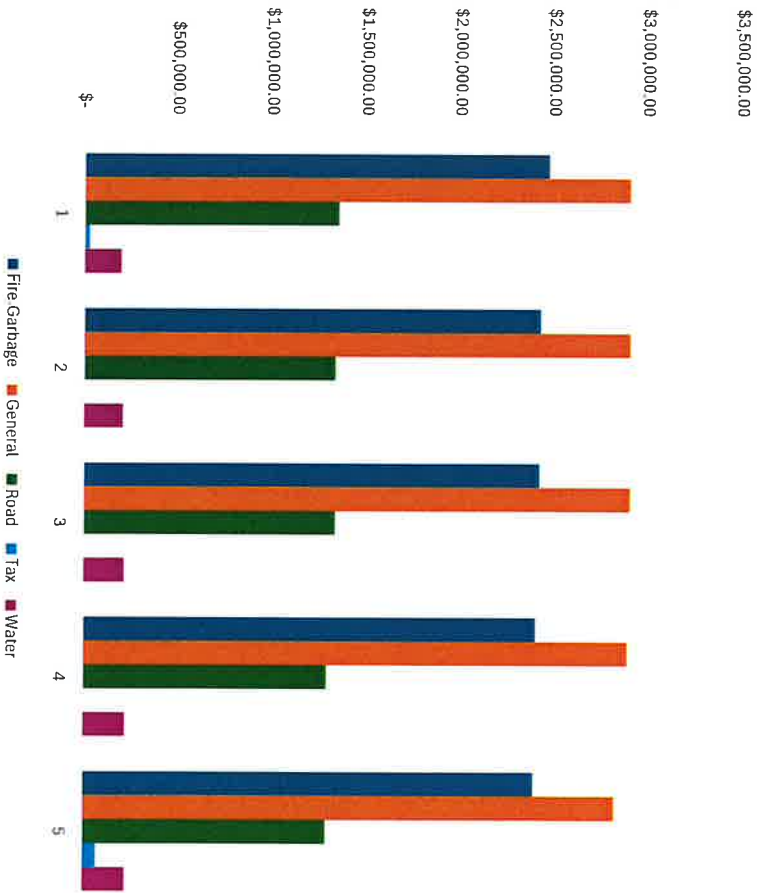
Financial Institution	Type of Acct	Type of Fund	APY	Maturity Date	May '26		June '26		July '26		August '26
					Balance	Interest	Balance	Interest	Balance	Interest	Balance
MI Class	Inv Acct	Fire / Garbage	3.72%	NA	\$ 2,196,297.57	\$ 6,939.95	\$ 2,203,237.52	\$ 6,787.66	\$ 2,210,025.18	\$ 7,055.46	\$ 2,217,080.64
Total Fire / Garbage Fund					\$ 2,196,297.57	\$ 6,939.95	\$ 2,203,237.52	\$ 6,787.66	\$ 2,210,025.18	\$ 7,055.46	\$ 2,217,080.64
First Bank	CD	General	3.90%	11/21/2026	\$ 493,053.20	\$ 9,780.01	\$ 502,833.21	\$ -	\$ 502,833.21	\$ -	\$ 502,833.21
First Bank	CD	General	3.94%	4/21/2027	\$ 587,325.63	\$ -	\$ 587,325.63	\$ -	\$ 587,325.63	\$ 5,769.31	\$ 593,094.94
MI Class	Inv	General	3.72%	NA	\$ 942,998.00	\$ 2,979.73	\$ 945,977.73	\$ 2,914.31	\$ 948,892.04	\$ 3,029.30	\$ 951,921.34
Range Bank	CDAR	General	3.54%	10/29/2026	\$ 279,245.21	\$ -	\$ 279,245.21	\$ 1,682.63	\$ 280,927.84	\$ -	\$ 280,927.84
Total General Fund					\$ 2,302,622.04	\$ 12,759.74	\$ 2,315,381.78	\$ 4,596.94	\$ 2,319,978.72	\$ 8,798.61	\$ 2,328,777.33
MI Class	Inv Acct	Road	3.72%	NA	\$ 833,524.97	\$ 2,633.81	\$ 836,158.78	\$ 2,576.02	\$ 838,734.80	\$ 2,677.63	\$ 841,412.43
Range Bank	CD	Road	3.70%	12/10/2026	\$ 230,890.94	\$ 2,083.08	\$ 232,974.02	\$ -	\$ 232,974.02	\$ 1,440.60	\$ 234,414.62
Total Road Fund					\$ 1,064,415.91	\$ 4,716.89	\$ 1,069,132.80	\$ 2,576.02	\$ 1,071,708.82	\$ 4,118.23	\$ 1,075,827.05
GRAND TOTAL OF INVESTMENT ACCOUNTS					\$ 5,563,335.52	\$ 24,416.58	\$ 5,587,752.10	\$ 13,960.62	\$ 5,601,712.72	\$ 19,972.30	\$ 5,621,685.02

Tilden Township
Fund Balances '26 - '27

Fund	Beginning Balances				
	April	May	June	July	August
Fire/Garbage	\$ 2,476,270.90	\$ 2,432,692.67	\$ 2,430,233.65	\$ 2,410,973.38	\$ 2,401,585.17
General	\$ 2,912,227.88	\$ 2,916,525.66	\$ 2,915,996.42	\$ 2,904,818.61	\$ 2,836,843.00
Road	\$ 1,351,353.17	\$ 1,336,045.94	\$ 1,337,275.84	\$ 1,293,937.70	\$ 1,292,096.95
Tax	\$ 28,172.83	\$ 1,440.74	\$ 1,465.40	\$ 5,019.65	\$ 73,506.02
Water	\$ 200,354.09	\$ 213,756.49	\$ 222,418.87	\$ 228,233.26	\$ 230,842.45
Total	\$ 6,968,378.87	\$ 6,900,461.50	\$ 6,907,390.18	\$ 6,842,982.60	\$ 6,834,873.59

This worksheet reflects the true fund balance in the General and Water Fund based off of the Water Interest' worksheet. There will be variance in the Tax Fund through out the year.

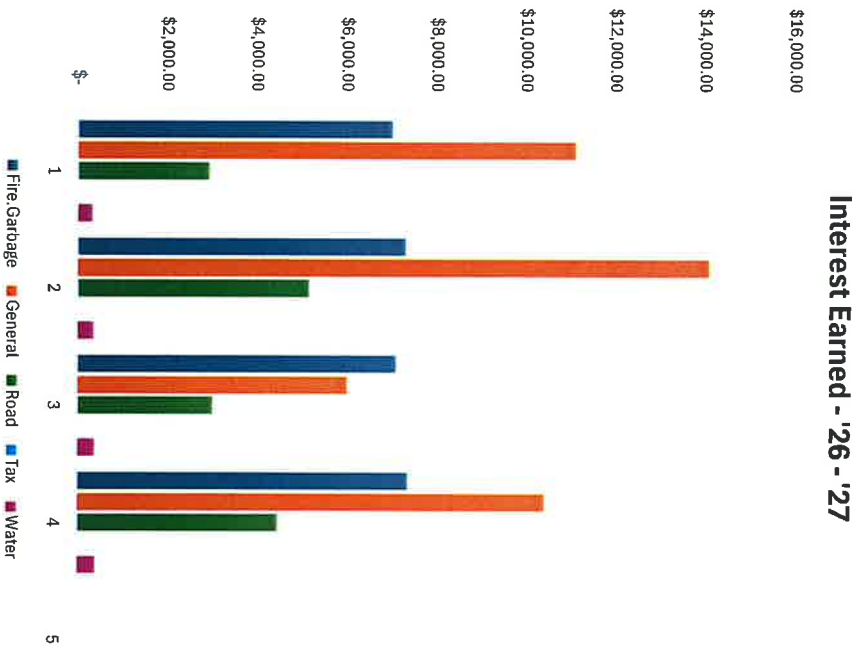
Fund Balance- '26 - '27



Tilden Township
Interest Earned '26 - '27

Fund	April	May	June	July	August	Total
Fire/Garbage	\$ 7,022.12	\$ 7,323.68	\$ 7,114.59	\$ 7,378.82	\$ -	\$ 28,839.21
General	\$ 11,122.35	\$ 14,121.40	\$ 6,027.65	\$ 10,443.40	\$ -	\$ 41,714.80
Road	\$ 2,932.37	\$ 5,168.77	\$ 3,019.17	\$ 4,478.18	\$ -	\$ 15,598.49
Tax	\$ 0.69	\$ 0.40	\$ 4.48	\$ 6.00	\$ -	\$ 11.57
Water	\$ 328.31	\$ 365.75	\$ 392.28	\$ 411.75	\$ -	\$ 1,498.09
Total	\$ 21,405.84	\$ 26,980.00	\$ 16,558.17	\$ 22,718.15	\$ -	\$ 87,662.16

This worksheet reflects the true balance earned in the General and Water



Water Fund - Monies that is currently earning Interest in the General Checking Worksheet
FY '26 - '27

WATER FUND ACCOUNTS		START DATE	END DATE	PRINCIPAL BALANCE	RATE	TIME PERIOD - DAYS	INTEREST EARNED	COMMENTS
Nicolet National Bank	Water	4/1/2026	4/30/2026	\$ 35,934.00	3.67%	30	\$ 108.39	
Nicolet National Bank	Water (Reserve)	4/1/2026	4/30/2026	\$ 15,312.62	3.67%	30	\$ 46.19	
Nicolet National Bank	Water (Bond/Int)	4/1/2026	4/30/2026	\$ 21,448.15	3.67%	30	\$ 64.70	Transferred \$7K to the General Fund on 4.6.26 to earn higher interest
Nicolet National Bank	Water (Bond/Int)	4/6/2026	4/30/2026	\$ 7,000.00	3.67%	24	\$ 16.89	
Nicolet National Bank	Water (RR)	4/1/2026	4/30/2026	\$ 16,333.46	3.67%	30	\$ 49.27	
April '26 Total				\$ 96,028.23			\$ 285.44	
Nicolet National Bank	Water	5/1/2026	5/31/2026	\$ 36,042.39	3.61%	31	\$ 110.51	Transferred \$20K to the General Fund on 5.20.26 to earn higher interest
		5/20/2026	5/31/2026	\$ 20,000.00	3.61%	11	\$ 21.76	
Nicolet National Bank	Water (Reserve)	5/1/2026	5/31/2026	\$ 15,358.81	3.61%	31	\$ 47.09	
Nicolet National Bank	Water (Bond/Int)	5/1/2026	5/31/2026	\$ 28,529.74	3.61%	31	\$ 87.46	Transferred \$5K to the General Fund on 5.20.26 to earn higher interest
		5/30/2026	5/31/2026	\$ 5,000.00	3.61%	11	\$ 5.44	
Nicolet National Bank	Water (RR)	5/1/2026	5/31/2026	\$ 16,382.73	3.61%	31	\$ 50.23	
May '26 Total				\$ 121,313.67			\$ 322.49	
Nicolet National Bank	Water	6/1/2026	6/30/2026	\$ 56,174.66	3.59%	30	\$ 165.75	
Nicolet National Bank	Water (Reserve)	6/1/2026	6/30/2026	\$ 15,405.90	3.59%	30	\$ 45.46	
Nicolet National Bank	Water (Bond/Int)	6/1/2026	6/30/2026	\$ 33,622.64	3.59%	30	\$ 87.46	
Nicolet National Bank	Water (RR)	6/1/2026	6/30/2026	\$ 16,432.96	3.59%	30	\$ 48.49	
June '26 Total				\$ 121,636.16			\$ 347.16	
Nicolet National Bank	Water	7/1/2026	7/31/2026	\$ 56,340.41	3.53%	31	\$ 168.91	
Nicolet National Bank	Water (Reserve)	7/1/2026	7/31/2026	\$ 15,451.36	3.53%	31	\$ 46.32	
		7/1/2026	7/22/2026	\$ 33,710.10	3.53%	22	\$ 71.72	
		7/23/2026	7/31/2026	\$ (16,000.00)	0.00%	0	\$ -	Transferred \$16K back to the cover the August USDA bond payment of \$20,756.25
		7/23/2026	7/31/2026	\$ 17,710.10	3.53%	9	\$ 15.42	
		6/1/2026	6/30/2026			30	\$ 11.75	Correction on the Juna Calculation - an additional \$11.75
Nicolet National Bank	Water (RR)	7/1/2026	7/31/2026	\$ 16,481.45	3.53%	31	\$ 49.41	
July '26 Total				\$ 105,983.32			\$ 363.54	
				Water X0947			\$ 97,177.20	
				Water (Reserve) X8656			\$ 30,728.37	
				Water (Bond/Int) X8649			\$ 54,413.73	
				Water (RR) X8672			\$ 31,762.67	
				Water (Capital) X0857			\$ 15,685.75	
				Water X4172			\$ 1,438.27	
				Total Balance to Date			\$ 231,205.99	
				Total Interest to Date			\$ 1,498.09	
				Verification			\$ -	

These amounts reflect the current interest rate from the last bank statement and to make it simple it is calculated just based off the days in the current month.

Interest = Principle x Rate x Time Period

Jaimie Campbell

From: Flax, David <DFlax@euclidchemical.com>
Sent: Monday, August 10, 2026 2:40 PM
To: Flax, David
Subject: Technical Webinar on Mining Solutions for Heavy-Duty Abuse

The topic is:

Mining Solutions to Withstand the Heavy-Duty Abuse in Mines

Dave Flax and Ray Valenzuela invite you to attend our No-Charge Webinar on August 26, 2026.

We will cover abrasion, impact, chemical, dynamic, etc.

Open the flyer for the full description and registration.

AIA Credits and Certificates for CEUs will be given.

Please call or email me with any questions.

Thanks.

Dave Flax
The Euclid Chemical Company
National Business Development Group
858-405-0356

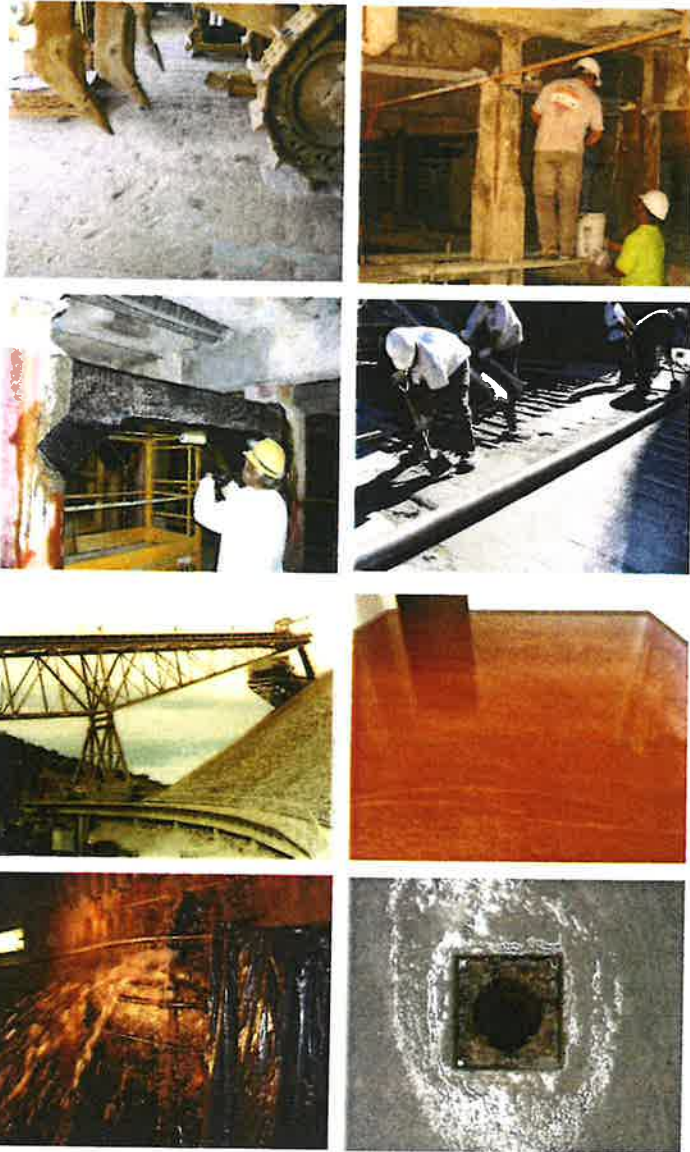
dflax@euclidchemical.com

www.euclidchemical.com

This e-mail (including all attachments) may be confidential, has a professional character, may be attorney-client privileged and is intended solely for the use of the intended recipient(s). If you are not the intended recipient and you have received this e-mail in error then any use, dissemination, forwarding, printing or copying of this e-mail is strictly prohibited, may be unlawful and you should contact the sender by return e-mail and then delete all copies in your possession. Any views or opinions presented are solely those of the author and do not necessarily represent those of the individual or entity to whom or which it is addressed or from whom or which it is sent. This e-mail may form part of a legally binding agreement. E-mail messages may contain computer viruses or other defects, we have taken precautions to minimize the risk of transmitting software viruses, but we advise that you carry out your own checks on any attachments to this message. We make no warranties in relation to any loss or damage caused by software viruses or other defects.

MINING SOLUTIONS

TO WITHSTAND THE HEAVY-DUTY ABUSE IN MINES



FREE WEBINAR

CERTIFICATES, AIA & CEU CREDITS

DATE:

Wednesday – August 26, 2026

TIME: [1 hour]

Noon – 1 PM (Pacific Time)

AGENDA:

We will Cover:

- High Impact Resistance
- High Abrasion Resistance
- Coatings for Chemical Protection
- Grouts for Dynamic Loading
- Waterstop
- Durable Concrete Repairs
- Carbon Fiber Wrap
- Longer Lasting Concrete

Plenty of Photos

Plenty of Time for Questions

[Click Here to Register](#)

You must register to receive a certificate, AIA or CEU credits.

PRESENTED BY:

Dave Flax, Euclid Chemical, National Business Development Group, Manager Southwest Region

- Civil Engineer with degree from Rensselaer Polytechnic Institute (RPI) in 1969
- Nearly 50 years concrete experience including field engineer, contractor, and Corps of Engineers research
- Has a patent for zero-shrinkage concrete with fibers and has written dozens of articles

Ray Valenzuela, One Valenzuela Group, President

- Over 40 year working with mining projects of every type throughout the Western United States
- Works almost exclusively with owners, engineers, and contractors involved with mines
- MSHA Certified



EUCLID CHEMICAL

Questions:

Dave Flax: 858-405-0356 or dflax@euclidchemical.com

Ray Valenzuela: 520-668-4070 or ray@onevg.com



**NOTICE OF WORK SESSION MEETING OF THE CENTRAL UPPER PENINSULA
MATERIALS MANAGEMENT PLANNING COMMITTEE**

A work session meeting of the Central Upper Peninsula Materials Management Planning Committee (CUPMMPC) will be held on Thursday August 20, 2026 at 1:00pm ET in the Board Room of the Delta County Service Center, 2920 College Avenue Escanaba, MI 49829 and online. The CUPMMPC is a joint body of representatives with responsibility for the creation of a Materials Management Plan regulating solid waste disposal, recycling, and composting activities within Alger, Delta, Dickinson, Marquette, Menominee, and Schoolcraft Counties. This meeting will be formatted as a hybrid work session- no formal business is expected. The work session will include review and discussion of public input gathered and continued revisions to the draft Materials Management Plan.

To request further information or notice of meetings, please contact Central Upper Peninsula Planning and Development (CUPPAD) using www.cuppad.org/contact. Meeting participation information, information on the Committee, and materials management planning can be found at www.cuppad.org/materials-management.

***The Chief Elected Official of your municipality is receiving this notification pursuant to MCL 324.11574(1)(d); to receive further communications of the CUPMMPC by email or designate an alternate recipient, please contact Ryan Carrig at CUPPAD via rcarrig@cuppad.org**

**UPPER
PENINSULA
TELEPHONE COMPANY**

QUALITY
SERVICE
COMMITMENT

Hello,

This is Upper Peninsula Telephone Company (UPTC). We are writing today to provide notice of our intent to request permitting from your office at a later date in order to complete our project(s) in the Township of Tilden.

We have received grant funding through the BEAD (Broadband Equity, Access, and Deployment) program to support this work. The terms of our BEAD award require that all funded projects be completed by 2030, and we want to make sure your office has advance notice as we begin coordinating the necessary permitting steps.

We look forward to working with your office and appreciate your partnership in helping bring improved broadband service to our community. Please let us know if there's any information you'd like from us now to help prepare for our formal permit request, or if there's a preferred point of contact for these applications.

Thank you,
Upper Peninsula Telephone Company
855-642-4227
customercare@michbbs.com

Community Participation in the National Flood Insurance Program (NFIP)

From Tunnickliff, Philip <philip.tunnickliff@fema.dhs.gov>

Date Fri 7/24/2026 3:18 PM

To Tunnickliff, Philip <philip.tunnickliff@fema.dhs.gov>

Dear Local Official:

Our records show that your community does not currently participate in the National Flood Insurance Program (NFIP). On behalf of the Michigan Department of Environment, Great Lakes, and Energy, we would like to invite your community to join the NFIP. This letter explains what the NFIP is, why it matters, and how your community can join.

What is the NFIP?

The NFIP is a voluntary program created in 1968 to help communities reduce flood risks. It identifies areas prone to flooding, encourages responsible development in flood zones, and provides affordable flood insurance backed by the federal government.

When a community joins the NFIP, it agrees to adopt and enforce floodplain management regulations for development in flood-prone areas known as Special Flood Hazard Areas (SFHAs). The regulations help protect lives and property from the risk to flooding.

Why Join the NFIP?

Participating in the NFIP offers many benefits:

- Access to affordable flood insurance for property owners, renters and businesses.
- Increased community resilience to flooding through your community's floodplain management regulations.

If your community does not participate, certain types of federal assistance for projects in SFHAs may be restricted or prohibited. This may include:

- Federal grants and loans to construct, repair or renovate buildings in the SFHA.
- Certain forms of disaster assistance within the SFHA.
- Mortgages on buildings within the SFHA from federally insured or regulated lenders.

How to Join the NFIP

Joining the NFIP is an important step to reduce the flood risk in your community and offer some financial protection from the potentially devastating effects of a flood in your community. If your community is interested in joining the NFIP, FEMA and the STATE Department of Natural Resources (STATE DNR) can help. The first step is to complete an application package, which includes a resolution and ordinance for your state.

To get started, contact your state NFIP Coordinator, Matthew Occhipinti, PE, CFM, at OCCHIPINTIM@michigan.gov or 616-204-1708.

Additional Questions?

If you have any additional questions, contact your state NFIP Coordinator, Matthew Occhipinti, PE, CFM, at OCCHIPINTIM@michigan.gov or 616-204-1708.

Alternatively, contact Jared Parker at ParkerJ36@michigan.gov or 517-927-9541

Thank you for considering this important issue.

Phil Tunnicliff

Floodplain Management Specialist | FEMA Region 5

Environmental Protection Specialist

philip.tunnicliff@fema.dhs.gov

STD PRSRT
ECRWSS
US POSTAGE
PAID
EDDM RETAIL



Local
Postal Customer

Greetings,

We will be working in your neighborhood for the next few weeks. If you have any trees that need to be removed, trimmed or assessed, now is the time to get it on the calendar before summer is over. You can rely on a professional climber with the experience and knowledge to safely and efficiently handle any job. We also use the proper machinery to ensure your yard remains in the best shape possible. Give me a call for a free and competitive estimate.

Give me a call - (906) 281-9589

Thanks,

Reid Lehto

Reid Lehto (Owner)
Ridgeline Tree Service
LLC
906-281-9589
Professional Climber
Fully Licensed and Insured

Tree Removal- Tree Trimming- Lot clearing- Hazardous Removals- Stump Grinding

GRANT UPDATES JULY-AUGUST 2026

CDBG

The annual profile review was corrected, and the grant agreement has been fully executed by all parties! We now have a signed grant agreement but still need to wait on the NEPA review and MSHDA approval before moving on with engineering/construction.

Proposals for the Third-Party Administrator are in and will be decided at this upcoming board meeting. All four TPAs have been scored and a spreadsheet comparison is available in the packet.

Brownfield Authority

NEPA review is still in process. Marquette County Brownfield Redevelopment Authority is holding a meeting on August 17. Logan (consultant from Fishbeck) will be at the meeting and will have some time available to meet that day. If there are any questions it would be a great opportunity to get some feedback.

DNR Trust Fund Grant

Merrie Carlock (DNR Recreation Grant Coordinator) made a brief site visit on July 21st. I checked in with Dotty – she stated that the township will receive a notification from Merrie about the preliminary review which will share the points given on the project with justification. At this time, we will be able to submit additional information (letters of support) to improve the point values.

We received a support letter from resident Kaitlyn Keto. I am waiting for two more residents who have committed to writing a letter, which will bring us to our total of 5.

Third Party Administrator Comparison - CBDG

*All state that they will NOT charge any additional fees w/o prior auth from Township

FLB Collective		Great Lakes Housing		Lionbear Ventures		Vitalworks	
Evaluation		YES		YES		YES	
Passes all criteria		YES					
Weighted Score		87		81		75	
						65	
Proposal Cost							
Hourly Rate		\$ 125.00		\$ 140.00		\$ 125.00	
Anticipated Hours		152		85		96	
Total Project Cost		\$ 19,000.00		\$ 11,900.00		\$ 12,000.00	
		*Services scalable based on project needs.				See breakdown below; fee is a flat rate	
						No amount of hours specified	
						\$ 12,000.00	
						*Scope changes only; additional charges @ \$65/hr Project Manager & Financial; \$55/hr construction inspection	
Anticipated Per Task Breakdc							
General		60		21		23	
Financial Management		20		20		17	
Compliance		12		13		11	
Environmental Review		0		0		5	
Contractor Procurement		20		10		10	
Construction Management		20		10		12	
Monitoring & Closeout		20		6		18	
Total		152		85		96	
						\$ 12,000.00	

Third-Party Grant Administrator Proposal Evaluation

PROPOSAL RECEIVED BY: Tilden Twp

DATE RECEIVED: 7/16/26

FLB

1. Minimum Qualifications – Pass/Fail Screening

Criterion	Pass	Fail
Demonstrated experience administering CDBG or other federal grants	☒	☐
No unresolved monitoring findings or audit issues	☒	☐
Ability to perform required environmental review support	☒	☐
Ability to comply with 2 CFR Part 200 procurement & documentation	☒	☐
SAM.gov & HUD LDP clearance capability	☒	☐
Submitted complete proposal with all required attachments	☒	☐
Total		

2. Weighted Scoring Matrix (Total: 100 Points)

A. Experience & Past Performance – 30 points

Sub-Factor	Points Possible	Score
Experience with CDBG/MSHDA grants	15	12
Quality of past performance (timeliness, compliance, monitoring results)	10	9
References from similar projects	5	5
Subtotal (A)	30	26

B. Technical Capacity & Staffing – 25 points

Sub-Factor	Points Possible	Score
Qualifications of key staff	10	10
Staffing plan & availability	5	3
Internal controls & documentation systems	5	5
Ability to support environmental review, labor standards, procurement	5	5
Subtotal (B)	25	23

C. Grant Management Plan Quality – 20 points

Sub-Factor	Points Possible	Score
Clarity of roles & responsibilities	5	5
Compliance processes (procurement, reporting, monitoring readiness)	10	9
Timeline & workflow feasibility	5	5
Subtotal (C)	20	19

D. Cost Proposal – 20 points

Sub-Factor	Points Possible	Score
Cost competitiveness	10	5
Cost reasonableness (hours vs. scope)	5	4
Transparency of pricing structure	5	5
Subtotal (D)	20	14

E. Understanding of Local Needs & Project Approach – 5 points

Sub-Factor	Points Possible	Score
Understanding of project goals	3	3
Tailored approach to local conditions	2	2
Subtotal (E)	5	5

3. Total Score Calculation

Category	Points Possible	Score
A. Experience & Past Performance	30	26
B. Technical Capacity & Staffing	25	23
C. Grant Management Plan	20	19
D. Cost Proposal	20	14
E. Understanding of Local Needs	5	5
Total	100	87

4. Risk Assessment (Narrative)

Risk Factor	Notes
Depth of bench / backup staff	
Stability of organization	
Internal controls	
History of compliance issues	
Capacity to meet deadlines	

5. Final Recommendation Summary

Summary Element	Notes
Rationale for selection	* 60 hours of general tasks assistance
Application of evaluation factors	
Cost reasonableness determination	
Procurement compliance documentation	

July 8th, 2026

Tilden Township

Attn: Ashlee Kinnunen, Township Treasurer

Dear Ms. Kinnunen and Members of the Selection Committee,

FLB Collective is grateful for the opportunity to submit our proposal to serve as Certified Grant Administrator for Tilden Township's CDBG Infrastructure Project. We appreciate the Township's commitment to creating affordable housing and strengthening neighborhood stability through responsible use of federal resources.

We understand the responsibility associated with administering a \$177,000 CDBG investment under MSHDA and federal compliance requirements. Our proposal reflects a structured, production-oriented administrative model designed to ensure environmental compliance, financial integrity, and timely project delivery. With direct experience in CDBG administration, NEPA Environmental Review management, income verification compliance, procurement oversight, lien documentation, and monitoring preparation, our team is well-positioned to provide the regulatory guidance and technical support necessary to successfully implement this program.

FLB Collective's approach emphasizes upfront program structuring, clear compliance thresholds, disciplined file management, and measurable production benchmarks. Our environmental review and grant administration capacity allows us to manage regulatory requirements efficiently while maximizing the portion of funding directed toward homeowner rehabilitation activities.

We value the opportunity to partner with Tilden Township and would be honored to support the successful launch and administration of this housing initiative. Thank you for your consideration, and we look forward to the opportunity to work together.

Sincerely,

Sarah Kopko & Emily Doerr

FLB Collective

Sarah@FLBCollective.com
(810) 444-5129

&

Emily@FLBCollective.com
(313) 515-1179

Administrative Approach & Staffing Capacity

Tilden Township – CDBG Homeowner Rehabilitation Program

Project Overview

FLB Collective proposes to serve as Grant Administrator for Tilden Township's \$177,000 CDBG Infrastructure Project, including \$150,000 in infrastructure and \$27,000 in administrative and environmental funding.

The project will support the development of two (2) residential units through public infrastructure improvements within the National Mine School Site subdivision. FLB Collective will provide compliance oversight, environmental coordination, procurement support, financial management, and reporting to ensure full adherence to MSHDA and HUD requirements.

Administrative Approach

Our approach is structured to deliver efficient, compliant project execution through early coordination, clear documentation systems, and phased implementation.

Key functions include:

- Environmental review coordination with environmental firm
- Procurement and contractor compliance
- Financial management and draw processing
- Construction documentation and payment review
- Monitoring, reporting, and closeout

All activities are coordinated upfront with Township staff, engineers, and state partners to prevent delays and ensure eligibility.

Cost Sharing & Project Coordination

FLB Collective's services are delivered through a coordinated model with Tilden Township and the selected engineering firm.

- Township (UGLG): Local coordination, approvals, and financial processing

Deliverables

- Administrative systems and tracking tools
- Environmental Review Record (ERR)
- Procurement and contract documentation
- Financial reports and payment requests
- Quarterly and final reports
- Complete closeout package

Cost Proposal

- Total Hours: 152
- Rate: \$125/hour
- Total Fee: \$19,000

Billing will occur monthly with detailed time tracking. Services are scalable based on project needs.

The proposed fee reflects a coordinated cost-sharing approach with UGLG staff and the project engineer to ensure efficient use of administrative funds.

JULY 2026

INFRASTRUCTURE PROPOSAL



Presented to:

Tilden Township

From:

FLB Collective LLC

Principals:

Sarah Kopko & Emily Doerr

Project Overview

Tilden Township is seeking a Certified Grant Administrator to provide compliance oversight and administrative support for a \$177,000 CDBG-funded Infrastructure Project. Of the total award, \$27,000 is allocated for administrative services and environmental review activities, to be shared between the county and the selected Certified Grant Administrator.

The selected administrator will function as the primary compliance advisor and oversight partner, supporting city staff in ensuring adherence to MSHDA CDBG requirements and applicable federal regulations. Core responsibilities include program file review and monitoring; assistance with financial management and quarterly payment requests; National Objective compliance and household income verification documentation; support with procurement processes for construction and related services; construction documentation and payment application review; mortgage/lien documentation for projects; and monitoring and closeout assistance.

Environmental review will be conducted in a NEPA Environmental Review. The Certified Grant Administrator will assist in preparing and maintaining Environmental Review Records, coordinating SHPO documentation (as applicable), securing release of funds from MSHDA, and preparing environmental amendments should project scopes change.

In summary, the Township is procuring a fixed-sum administrative partner capable of delivering structured CDBG compliance oversight, environmental review coordination, and regulatory guidance for a pilot infrastructure project initiative designed to preserve affordable housing and establish a foundation for future development efforts within the community.

Upfront Structuring & Deadline Control Strategy

The Tilden Township Infrastructure Project will support the development of two (2) residential units within the former National Mine School Site through CDBG-funded public infrastructure improvements. Establishing compliance tiers at program launch supports efficient processing while minimizing regulatory burden. All infrastructure activities will be subject to federal eligibility requirements, including confirmation that improvements are located within public right-of-way and directly support eligible housing development.

The project budget includes \$150,000 in infrastructure funding, paired with \$27,000 in administrative and environmental allocation, defining the full scope of project implementation. Based on CDBG infrastructure guidelines, the project operates within a per-unit investment framework not to exceed \$75,000 per unit, aligning with program requirements and ensuring cost reasonableness.

Final unit delivery will total two (2) homes, with infrastructure sized to fully support these units while also positioning the site for potential future expansion as part of a larger development plan.

We utilize a structured project coordination process to confirm eligibility, environmental clearance, and readiness prior to construction. This includes verification of site control, alignment with engineering plans, and completion of required environmental review activities before funds are committed. Early coordination between the County, City of Durand, engineers, and contractors helps control costs and prevent delays.

Key activities—including environmental review (NEPA Environmental Review), procurement, bid coordination, construction oversight, labor standards compliance, and financial reporting—are managed in a phased and coordinated manner to reduce administrative burden and maintain project timelines.

This structured approach ensures compliance with CDBG requirements while supporting efficient delivery of infrastructure necessary to bring the two-unit development online.

Project Summary

Proposal Summary

Based on the Scope of Work outlined in the RFP, FLB Collective anticipates the following level of effort to successfully administer a 2 new unit creation infrastructure project:

Estimated Hours by Service Category:

- General Tasks: 60 hours
- Financial Management: 20 hours
- National Objective Compliance: 12 hours
- Contractor Procurement: 20 hours
- Construction Management: 20 hours
- Monitoring & Closeout: 20 hours

Total Anticipated Hours: 152 hours

Hourly Rate: \$125/hour

Estimated Total Fee: \$19,000

Professional Overview-Emily

Emily Doerr is a seasoned housing and economic development consultant and small business owner with 19 years of experience working in state, county, and local government. Her career has focused on designing, managing, and administering community development programs that leverage public investment to create lasting local impact.

Emily has extensive experience overseeing CDBG Home Repair Programs in multiple Michigan communities, guiding all phases from program design and compliance to construction oversight and closeout. Her responsibilities have included matrix code and national objective designation, application development, eligibility determinations, and preparation of files for HUD audits. She has arranged lead inspections, developed bid packages, reviewed contractor qualifications, prepared and executed contractor agreements, tracked budgets and expenditures, maintained complete project files, and ensured readiness for monitoring and audit.

As an EPA RRP Certified Renovator working toward her builders license, Emily provides hands-on technical capacity to support local programs. She conducts property inspections, identifies health and safety deficiencies, develops work write-ups and cost estimates, oversees pre-construction meetings, and monitors on-site progress to ensure contractors follow lead-safe work practices. Her dual administrative and technical expertise ensures projects are compliant, cost-effective, and responsive to community needs.

Emily's experience also extends to pro forma and budget development for complex public funding applications, grant management across multiple funding levels (federal, state, county, and foundation), and strategic program design that respects institutional legacy while improving efficiency. She has reported to nonprofit boards, led staff through program transitions, and developed business plans for brick-and-mortar retail ventures in challenging markets.

Her ability to bridge government process with practical implementation makes Emily a trusted partner for municipalities and community organizations seeking to maximize their CDBG and housing investments for long-term success.

Professional Overview–Sarah

Sarah Kopko is a seasoned housing and community development professional specializing in grant administration, project management, and capital stack development for both private developers and municipalities across Michigan.

With extensive experience managing MSHDA Mi Neighborhood (MiN) 1.0 and 2.0 grants, Sarah has successfully overseen multiple mixed-use and housing rehabilitation projects from application through closeout, ensuring full compliance with state and federal guidelines. Her work includes preparing and administering competitive grant applications, coordinating predevelopment and construction financing, and managing reporting and procurement processes under MSHDA, MEDC, and HUD programs. Sarah's expertise extends to capital stack layering, combining local, state, and federal funding sources—including CDBG, HCDF, RAP, and Rural Readiness programs—to increase project feasibility and reduce local burden. She works directly with private developers to align funding strategies with project goals and timelines, leveraging tax incentives such as Brownfield TIF, OPRA, and CRA to strengthen redevelopment outcomes.

For municipal clients, Sarah provides full-service project management during the infrastructure application and implementation process, ensuring that engineering, environmental, and compliance deliverables are completed on schedule. Her administrative oversight helps municipalities remain competitive for funding while maintaining accountability and transparency with residents, funders, and partner agencies.

Throughout her work, Sarah collaborates closely with major funding partners such as the Michigan Economic Development Corporation (MEDC), the Michigan State Housing Development Authority (MSHDA), and the Michigan Department of Agriculture and Rural Development (MDARD). This close coordination ensures all projects meet program standards, timelines, and reporting requirements—delivering measurable community and economic impact across Michigan's rural and urban communities.



Subcontractors

1) Environmental Review: Deyhana Thompson

Deyhana Thompson is an experienced Environmental Compliance and CDBG professional most recently serving as Environmental Compliance Program Manager for the City of Flint. She oversaw Tier I and Tier II environmental reviews for multiple federally funded programs, including CDBG, HOME, ESG, Choice Neighborhoods, and Lead Hazard Reduction, and manages submissions through HUD's HEROS system. With nearly a decade of experience in federal grant administration, environmental clearance, payment processing, and regulatory training, she brings strong expertise in NEPA compliance, financial oversight, stakeholder coordination, and monitoring readiness. Deyhana holds both a Master of Arts and Bachelor of Science from the University of Michigan–Flint.

2) CDBG Compliance Support with Qualifying Clients, Tracking Finances, and File Preparation / Monitoring / Close-Out: Celeste Lord-Timlin

Celeste Lord-Timlin is an experienced community development and grants professional most recently serving as CDBG Program Manager for the City of Flint. She managed CDBG, HOME-ARP, and MSHDA-funded programs, coordinating contracts, ensuring compliance, and providing technical assistance to subrecipients using systems such as IDIS, BS&A, and MIS. Celeste brings strong experience in grant research, proposal development, financial tracking, and strategic funding alignment across municipal and nonprofit sectors. She holds a Bachelor of Science in Journalism and Electronic Media from the University of Tennessee as well as her MBA and her Master's of Science in Leadership and Organizational Dynamics from the University of Michigan-Flint.

Scope of Services

PROGRAM MANAGEMENT & ADMINISTRATION

- Develop program guidelines, procedures, and reporting systems tailored to each funding source.
- Coordinate directly with municipal staff, engineers, and state agencies to maintain compliance and progress.
- Provide comprehensive oversight, scheduling, and budget tracking throughout the grant lifecycle.
- Maintain accurate documentation to ensure successful monitoring, audit readiness, and closeout.

OUTREACH, INTAKE & ELIGIBILITY

- Design and distribute outreach materials to engage eligible property owners and stakeholders.
- Conduct applicant workshops and one-on-one technical assistance to ensure understanding of program requirements.
- Manage the full intake and eligibility determination process, including income verification and application completeness.

ENVIRONMENTAL REVIEW & COMPLIANCE

- Integrate lead-based paint, procurement, and Davis-Bacon compliance into project planning and execution.
- Coordinate all reviews and approvals with MSHDA environmental and compliance staff to maintain program integrity.
- NEPA Environmental Review

CONSTRUCTION & FINANCIAL MANAGEMENT

- Manage bid solicitation, contractor evaluations, and agreement execution following federal procurement standards.
- Track expenditures, process contractor payments, and maintain transparent financial documentation.
- Conduct pre-construction meetings, monitor progress through regular inspections, and prepare quarterly, final, and closeout reports for submission to funders and municipalities.

Deliverables

Program Documentation & Systems

- Development of program guidelines, procedures, and record-keeping systems customized to each grant source.
- Implementation of reporting templates and standardized tracking tools to ensure compliance and audit readiness.

Administrative Oversight

- Monthly progress reports summarizing program status, expenditures, and milestones.
- Meeting notes, communication logs, and coordination summaries with municipal staff, engineers, and state agencies.

Outreach & Intake Materials

- Public outreach campaign including flyers, digital materials, and applicant resources.
- Complete applicant files with eligibility determinations, income verifications, and supporting documentation

Environmental & Compliance Records

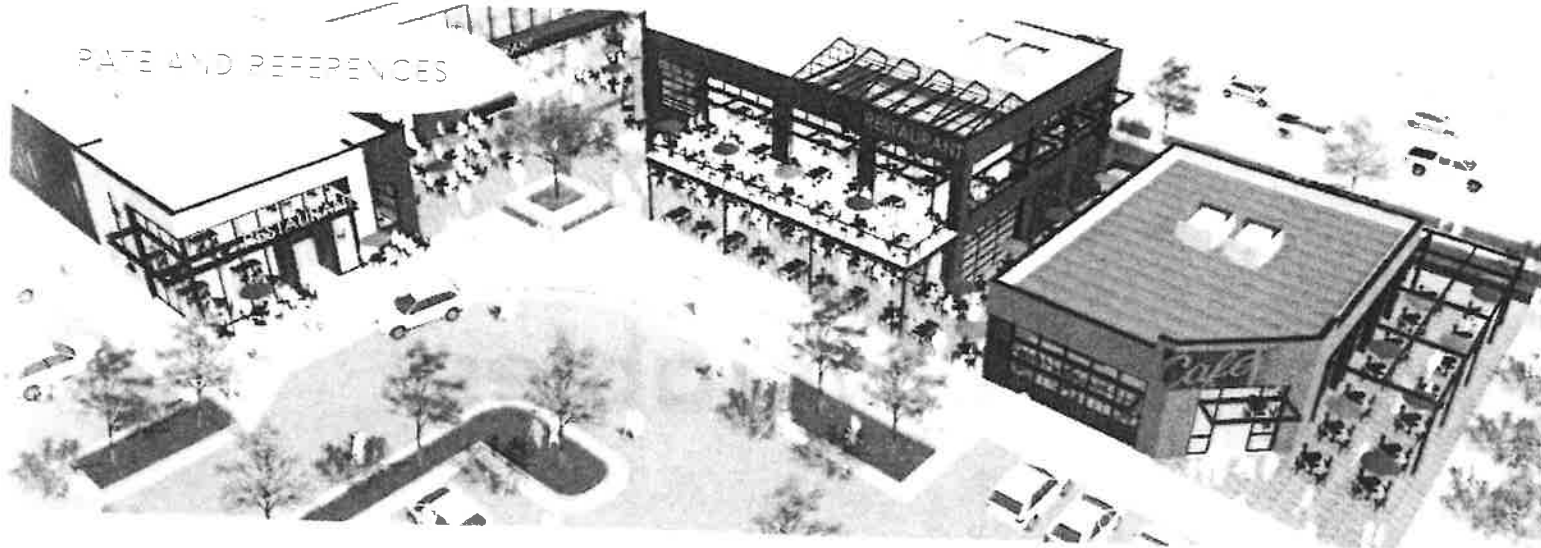
- Completed Environmental Review Records (ERRs) with all supporting correspondence per 24 CFR Part 58.
- NEPA Environmental review

Construction & Financial Management

- Executed contractor bid packets, evaluations, and signed agreements.
- Inspection reports, approved change orders, and photo documentation of project progress.
- Financial tracking spreadsheets, payment request forms, and reconciled expenditure summaries.

Closeout & Reporting

- Quarterly and final reports suitable for submission to funders and municipal boards.
- Comprehensive closeout package including beneficiary data, compliance certifications, and financial summaries.
- Final recommendations for sustaining and improving future program performance.



Proposed Rate

- Hourly Rate: \$125 per hour for all administrative, project management, and compliance services. This includes one in-person meeting twice a year days at the Township Office with a FLB Staffer.
- Billing & Reporting: Invoices are submitted monthly with detailed task descriptions, hours worked, and deliverables completed to ensure full transparency.
- Scalable Services: Engagements can be tailored to match project needs—from short-term grant administration support to full program management for multi-year awards.

Tim Heiden
Village Manager of Peck
Theiden@villageofpeck.com
(810)705-2433

Jim Tischler
Development Director
State Land Bank Authority
tischlerj2@michigan.gov
(517) 242-4376

Juan Zuniga
Executive Director
Flint LISC
JZuniga@lisc.org
(810) 955-4331

Leslie Owens
Village Clerk of Clinton
Clerk@villageofclinton.org
(517)456-7494

Scott Newman-Bale
Co-Owner
Short's Brewing
scott@shortsbrewing.com
(517) 285-3621

Mike Reiter
Chief Building Official
City of Flint
mreiter@cityofflint.com
(810) 397-3575



Let's get to
work...
together!

Emily Doerr
Emily@FLBCollective.com
(313) 515-1179

Sarah Kopko
Sarah@FLBCollective.com
(810) 444-5129

GUIDANCE FOR PROPOSAL SUBMISSION

When outlining your proposal, please see the following format for guidance on how to break out the per-unit rate for Tier II Environmental Reviews.

FLB Collective PROPOSAL SUMMARY

Based on the scope of work outline in the Request for Proposals, **FLB Collective** expects the following hours will be required to complete the specified services. Provided is a breakdown for **FLB Collective's** anticipated hours for each service and corresponding rate:

1. General Tasks	2 homes x 30 hours	Anticipated Hours: 60 hours
2. Financial Management	2 homes x 10 hours	Anticipated Hours: 20 hours
3. National Objective Compliance	2 homes x 6 hours	Anticipated Hours: 12 hours
4. Environmental Review (including one hundred Tier II reviews)		Anticipated Hours: 0 hours
5. Contractor Procurement	2 homes x 10 hours	Anticipated Hours: 20 hours
6. Construction Management	2 homes x 10 hours	Anticipated Hours: 20 hours
7. Monitoring and Closeout	2 homes x 10 hours	Anticipated Hours: 20 hours

Total Anticipated Hours	152 hours
(MULTIPLY)	x
Rate per hour (include salary, fringe, travel, materials)	\$125.00
TOTAL FIXED SUM FEE	\$19,000

ADDITIONALLY: **FLB Collective** SPECIFIES THE FOLLOWING RATE:

Environmental NEPA Review Rate (Rate per review estimated at 50 hours)	\$0
--	-----

Third-Party Grant Administrator Proposal Evaluation

PROPOSAL RECEIVED BY: Tilden Twp

DATE RECEIVED: 7/16/16
GLHS

1. Minimum Qualifications – Pass/Fail Screening

Criterion	Pass	Fail
Demonstrated experience administering CDBG or other federal grants	☒	☐
No unresolved monitoring findings or audit issues	☒	☐
Ability to perform required environmental review support	☒	☐
Ability to comply with 2 CFR Part 200 procurement & documentation	☒	☐
SAM.gov & HUD LDP clearance capability	☒	☐
Submitted complete proposal with all required attachments	☒	☐
Total		

2. Weighted Scoring Matrix (Total: 100 Points)

A. Experience & Past Performance – 30 points

Sub-Factor	Points Possible	Score
Experience with GDBG/MSHDA grants	15	10
Quality of past performance (timeliness, compliance, monitoring results)	10	5
References from similar projects	5	5
Subtotal (A)	30	20

B. Technical Capacity & Staffing – 25 points

Sub-Factor	Points Possible	Score
Qualifications of key staff	10	8
Staffing plan & availability	5	5
Internal controls & documentation systems	5	5
Ability to support environmental review, labor standards, procurement	5	3
Subtotal (B)	25	21

C. Grant Management Plan Quality – 20 points

Sub-Factor	Points Possible	Score
Clarity of roles & responsibilities	5	5
Compliance processes (procurement, reporting, monitoring readiness)	10	7
Timeline & workflow feasibility	5	4
Subtotal (C)	20	14

D. Cost Proposal – 20 points

Sub-Factor	Points Possible	Score
Cost competitiveness	10	10
Cost reasonableness (hours vs. scope)	5	4
Transparency of pricing structure	5	5
Subtotal (D)	20	19

E. Understanding of Local Needs & Project Approach – 5 points

Sub-Factor	Points Possible	Score
Understanding of project goals	3	3
Tailored approach to local conditions	2	2
Subtotal (E)	5	5

3. Total Score Calculation

Category	Points Possible	Score
A. Experience & Past Performance	30	20
B. Technical Capacity & Staffing	25	21
C. Grant Management Plan	20	16
D. Cost Proposal	20	19
E. Understanding of Local Needs	5	5
Total	100	81

4. Risk Assessment (Narrative)

Risk Factor	Notes
Depth of bench / backup staff	
Stability of organization	
Internal controls	
History of compliance issues	
Capacity to meet deadlines	

5. Final Recommendation Summary

Summary Element	Notes
Rationale for selection	
Application of evaluation factors	
Cost reasonableness determination	
Procurement compliance documentation	



Great Lakes Housing Services Bid Proposal to Serve as the **MSHDA Grant Administrator**
for the Tilden Township for their CDBG MI NEIGHBORHOOD GRANT.

To: Tilden Township
ATTN: Ashlee Kinnunen, Deputy Treasurer/Grant Administrator

From: Nicki Basch, Housing Consultant
Great Lakes Housing Services
baschn@greatlakeshousing.org

Re: **MSHDA Grant Administrator Proposal**

Date of Submission: July 15, 2026
Submitted Via Email



April 27, 2026

Ashlee Kinnunen
Deputy Treasurer/Grant Administrator
Tilden Township
3145 Co Rd RG
Ishpeming, MI

Re: MSHDA Grant Administrator Proposal

Dear Members of the Evaluation Committee,

On behalf of Great Lakes Housing Services, I submit this proposal in response to the Tilden Township's Request for Proposals for CDBG Management and Administrative Services. We appreciate the opportunity to support the Township's Community Development Block Grant-funded housing initiatives.

GLHS team members have experience providing CDBG administration and housing program support for local units of government. Our team is versed in applicable federal and state requirements, including 2 CFR Part 200, HUD CDBG regulations, environmental review procedures, procurement standards, financial management, and grant reporting.

We understand the importance of administrative oversight for the Township's CDBG Infrastructure project. Our approach emphasizes compliance management, clear communication with Township staff, the Environment Consultant, Marketing Team and recordkeeping to ensure readiness for audits, monitoring visits, and closeout.

Thank you for your consideration. Please feel free to contact me should you have any questions or require additional information. We look forward to the opportunity to work with Tilden Township.

Sincerely,

Nicki Basch

Nicki Basch
Housing Consultant
Great Lakes Housing Services

Firm Profile

Michigan Homeowner Assistance Nonprofit Housing Corporation is a Michigan designated charitable organization formed in 2010. In 2024, the organization was repurposed as Great Lakes Housing Services (GLHS) to help fill gaps in the housing ecosystem and assist local communities.

Affordable housing development is difficult, expensive, and can be risky. Many communities lack the bandwidth to prepare for and/or attract housing development. Similarly, there are non-profit organizations interested in housing development but need guidance and support. In response, in August of 2024, GLHS established a consulting services team to collaborate with local units of government and their nonprofit partners to create a clearer path to develop affordable housing. Our leadership and multi-disciplined team work across the state to provide patient, objective, technical services that include:

- Identifying and eliminating barriers to affordable housing projects, facilitating smoother development processes.
- Creating tailored strategies to meet the unique needs of each community and their housing projects.
- Providing zoning, land use, and regulatory compliance guidance to communities.
- Serving as a third-party administrator for a Unit of Local Government (UGLG) in the oversight, management, and coordination of Community Development Block Grant (CDBG) program funding.
- Managing Down Payment Assistance programs for communities and nonprofits to further affordable homeownership projects throughout the state.

Although GLHS is a newer organization, the team has experience implementing and monitoring various state and federal programs to support regulated and unregulated affordable housing. A brief PowerPoint presentation is attached to this RFP response, outlining the work GLHS does throughout the State of Michigan. Additional information is available at Great Lakes Housing Services at <https://greatlakeshousingservices.org>.

Relevant CDBG Experience

Currently, GLHS serves as the TPA for the City of Tecumseh in administering its CDBG CHILL grant through MSHDA. The Tecumseh program is a Homeowner Improvement Program that provides rehabilitation activities that include roof and structural repairs, window and door replacement, porch repairs, HVAC replacement, plumbing and electrical upgrades. The project will be completed by May of 2026.

As GLHS is a new organization, GLHS cannot provide vast experience in the administration of NEPA projects in the past three years. GLHS assisted communities in completing their Tier 1 review and assisted Tecumseh at the end of their Tier 2 submittals. Other previous experience with CDBG

projects is listed below in the profile of each GLHS employee. GLHS can confirm that no employee or GLHS has any significant unresolved findings or delays related to the administration of any CDBG or federal grants.

Project Approach

For the Tilden Township's Infrastructure Project, Great Lakes Housing Services proposes the following work plan and flow to follow the scope of services:

- Assist with project start-up, implementation planning, and development of administrative systems, forms, and schedules.
- Advise the local unit of government on compliance with MSHDA CDBG requirements, HUD requirements, and all other applicable federal and state laws, regulations, and guidance.
- Support citizen participation, public hearing notices, and required public communications, as applicable.
- Assist with beneficiary intake, application procedures, eligibility documentation, and recordkeeping, if applicable to the project type.
- Coordinate or support environmental review processes and ensure no choice limiting actions occur before environmental clearance, when required.
- Prepare or assist with procurement-related documents, bid packages, cost reasonableness documentation, and contractor selection records, as applicable.
- Support financial management, draw requests, budget tracking, invoicing review, and supporting documentation.
- Maintain complete project files and documentation required for monitoring, audits, and program compliance.
- Prepare and submit required reports, performance updates, reimbursement requests, and closeout materials to Tilden Township and/or MSHDA, as required.
- Monitor project progress, identify issues affecting schedule or compliance, and recommend corrective actions.
- Coordinate with municipal staff, contractors, property owners, beneficiaries, and other stakeholders, as applicable.
- Assist with labor standards, Section 3, fair housing, equal opportunity, lead-based paint, URA, and other cross-cutting federal requirements to the extent applicable to the project.
- Attend meetings with Tilden Township, MSHDA, contractors, and the public, as reasonably required.
- Provide grant closeout services, final reporting, and file organization sufficient to support retention and audit requirements.

Project Team

The project would be primarily managed by Nicki Basch, Housing Consultant for GLHS. Ms. Basch's territory includes all of MSHDA's Region B, which includes Tilden Township. She will be assisted by

the GLHS consultants and the Executive Director. Below are brief bios of the key personnel who will assist Tilden Township:

Ashley D. McLeod – Executive Director

Ashley D. McLeod is the Executive Director of Great Lakes Housing Services, a Michigan-based nonprofit that provides technical assistance, development consulting, and funding strategy support to expand affordable housing across the state. Her career is driven by a deep commitment to economic development, equity, leadership, and operational excellence.

Prior to joining GLHS, Ashley served as Director of National Lending Programs, where she led a team of loan officers and secured \$10 million in capital from major institutions to support small businesses and cooperatives. She also served as Senior Program Director at Enterprise Community Partners, deploying capital to emerging developers and supporting their technical assistance needs.

Earlier in her career, Ashley held several roles in the City of Detroit. She managed underwriting catalytic affordable housing projects and served as project manager for the \$130 million Strategic Neighborhood Fund 2.0, an initiative that impacted real estate and infrastructure investment in Detroit neighborhoods. Before her public sector work, Ashley was a consultant with the Boston Consulting Group (Detroit office), where she advised clients on strategic transformation and operational growth.

Ashley holds a BSE in Civil Engineering from the University of Michigan and an MBA from The Wharton School at the University of Pennsylvania.

Jeffrey ("Jeff") Campbell – Vice President of Consulting Services

Jeff Campbell is the Vice President of Consulting Services for GLHS. Much of Jeff's career has been dedicated to public service. Currently, Jeff serves as the Third-Party Administrator for the City of Tecumseh in the administration of their MSHDA CDBG Housing Improving Local Livability (CHILL) grant. Tecumseh's CHILL program provides homeowner rehabilitation services to low- to moderate-income residents. Jeff is the point of contact for this project and works out of Metro Detroit.

Prior to his role with GLHS, Jeff was the Village Manager for the Village of Beverly Hills. He previously served as the Assistant City Manager and Community Development Director at the City of Hazel Park. While with Hazel Park, Jeff co-founded and served as executive director for a nonprofit that functioned like a local land bank. Over a six-year period, the organization acquired, rehabbed, and sold over seventy single-family homes. Jeff is dedicated to providing safe, accessible housing to all and is eager to continue working with local municipalities and stakeholders to improve residents' quality of life. Jeff is a resident of Beverly Hills and serves as primary contact for clients on the east side of Michigan.

Jeff also served as the CDBG Administrator for the City of Hazel Park, administering a minor home repair program for low- to moderate-income households for a five-year period. He

procured environmental assessments, managed lead and abatement removals, procured the home repair contractors, managed resident income verifications, all the CDBG financials, any Davis Bacon requirements, and any additional federal and local program requirements. He also assisted in the management of Hazel Park's Neighborhood Stabilization Program 2 & 3, overseeing major home repairs, construction of new homes, and the demolition of blighted structures.

Nicole ("Nicki") Basch - Housing Consultant

Nicki has over 19 years of experience in Housing. She was most recently employed with the Grand Traverse Band as the Housing Director/Development Manager, where she was instrumental in receiving Low Income Housing Tax Credits for two projects for the Tribe. Nicki received her bachelor's degree in Management and Organizational Development from Spring Arbor University and is a certified Professional Indian Housing Manager. As a passionate advocate for providing safe, healthy, and affordable housing for all, she serves as a member of the Federal Home Loan Bank of Indianapolis's Affordable Housing Advisory Council. A lifelong resident of the Traverse City area, Nicki is the primary contact for local governments, non-profits throughout Northern Michigan and the entire Upper Peninsula. Nicki also serves as GLHS's liaison to tribal communities across the state.

Nicki is experienced with multiple Federal and State funding sources. Monitoring and reporting of Low-Income Housing Tax Credits (LIHTC), Indian Community Development Block Grant (ICDBG), and Indian Housing Block Grant (IHBG), in addition to other smaller grant sources. The monitoring and reporting of these grants included financials, contract RFP, execution and administration, Davis Bacon prevailing wage certification and environmental review documentation, objectives, and outcomes.

Elizabeth ("Liz") Smith

Liz Smith has worked in the affordable housing industry for over 20 years in a variety of roles. She worked for the State Housing Finance Agencies in both Colorado and Illinois, leading their rental housing program compliance teams. She also worked for the U.S. Department of Housing and Urban Development (HUD) as well as for a national developer of affordable housing. Most recently, she was with the Federal Home Loan Bank of Chicago where she oversaw the Affordable Housing Program team responsible for granting over \$50M in funds annually. Liz is passionate about ensuring all people have access to safe, decent housing and will use her prior experience to assist local governments and nonprofits fulfill their affordable housing mission. Liz lives in St. Joseph and is the primary contact for clients on the Western Michigan.

Liz previously provided HOME Compliance, CDBG Oversight and Compliance, and Housing Choice Voucher Compliance for the State of Colorado. She also oversaw the LIHTC Program while at the Colorado Housing Finance Authority. In her most recent position, as noted above, she managed the Affordable Housing Program team with the Federal Home Loan Bank of Chicago.

Cost Proposal

Cost Proposal for Tilden Township's CDBG Infrastructure Project

The following is GLHS's proposal summary for anticipated total number of hours, proposed fee, total fixed fee.

GREAT LAKES HOUSING SERVICES PROPOSAL SUMMARY

Based on the scope of work outline in the Request for Proposals, Great Lakes Housing Services (GLHS) expects the following hours will be required to complete the specified services. Provided is a breakdown for GLHS anticipated hours for each service and corresponding rate:

1. General Tasks	Anticipated Hours: 21 hours
2. Financial Management	Anticipated Hours: 20 hours
3. National Objective Compliance	Anticipated Hours: 5 hours
4. Environmental Review (including twenty Tier II reviews)	Anticipated Hours: 5 hours
5. Labor Standards and Compliance	Anticipated Hours: 8 hours
6. Contractor Procurement	Anticipated Hours: 10 hours
7. Construction Management	Anticipated Hours: 10 hours
8. Monitoring and Closeout	Anticipated Hours: 6 hours

Total Anticipated Hours	85
	<i>x</i>
Rate per hour (include salary, fringe, travel, materials)	<u>\$140</u>
TOTAL FIXED SUM FEE	\$ 11,900
Additional Tier II Environmental Reviews (conducted by selected Env. Consultant)	N/A

GLHS anticipates that certain tasks, such as some of the requirements contained in the proposal may take more time or less time, depending variable factors (e.g., the number of applications). Regardless of any deviation in hours listed above, GLHS's proposed bid is based on the total hours needed to complete the project.

References

As a new organization, GLHS does not have three references or points of contact for CDBG administration during the last three calendar years. We have provided a reference for our existing contract with the City of Tecumseh. Thus, we have provided three references for each member of GLHS's Consulting Services Team and their work on the management of various federal housing programs.

Relevant References:

Brett Coker - City Manager
City of Tecumseh
309 E. Chicago Blvd.
Tecumseh, MI 49286
Office Phone: 517-424-6555
Email: bcoker@tecumsehmi.gov

Edward Klobucher - City Manager
City of Hazel Park
111 E Nine Mile Road
Hazel Park, MI 48030
Office Phone: 248.546.7000
eklobucher@hazelpark.org (Reference for Jeff Campbell)

Jodi Lewis - Interim Housing Department Manager
Grand Traverse Band
2605 N West Bay Shore Dr.
Peshawbestown, MI 49682
Office Phone: 231.534.7218
jodi.lewis@gtb-nsn.gov (Reference for Nicki Basch)

Donald J. Rencher, President and CEO
Hudson-Webber Foundation
333 W Fort St # 1310
Detroit, MI 48226
Office Phone: [\(313\) 963-7777](tel:3139637777)

Addendum No. 1: CDBG Budget Information

This addendum supplements the Request for Proposals for Third-Party Grant Administrator services for Tilden Township's MSHDA Community Development Block Grant (CDBG) funded project. The following budget information is provided for respondents' use in preparing fee proposals and project administration approaches.

CDBG funds in the amount of \$177,000 will be used to complete infrastructure for two out of the five homes proposed as well as administration costs. Of the total, \$27,000 (18%) is limited to administration which will be shared between Tilden Township Staff (10%) and selected Third Party Administrator (8%).

Budget Item	CDBG Funding Amount
Infrastructure development for two homes	\$150,000
Shared administration	\$27,000
Total CDBG Funding Identified in Addendum	\$177,000

Respondents should account for these budget amounts when describing their proposed approach, cost assumptions, and grant administration services. All costs remain subject to eligibility, reasonableness, documentation, program requirements, and final approval by Tilden Township and applicable funding authorities.

Respondents must acknowledge receipt of this addendum in their submitted proposals.

Printed Name:

Nicole Basch

Initials:

NB

Signature:

Nicole Basch

Third-Party Grant Administrator Proposal Evaluation

PROPOSAL RECEIVED BY: Tilden twp

DATE RECEIVED: 7/16/26

Lion Bear

1. Minimum Qualifications – Pass/Fail Screening

Criterion	Pass	Fail
Demonstrated experience administering CDBG or other federal grants	☒	☐
No unresolved monitoring findings or audit issues	☒	☐
Ability to perform required environmental review support	☒	☐
Ability to comply with 2 CFR Part 200 procurement & documentation	☒	☐
SAM.gov & HUD LDP clearance capability	☒	☐
Submitted complete proposal with all required attachments	☒	☐
Total		

2. Weighted Scoring Matrix (Total: 100 Points)

A. Experience & Past Performance – 30 points

Sub-Factor	Points Possible	Score
Experience with CDBG/MSHDA grants	15	7
Quality of past performance (timeliness, compliance, monitoring results)	10	1
References from similar projects	5	5
Subtotal (A)	30	13

B. Technical Capacity & Staffing – 25 points

Sub-Factor	Points Possible	Score
Qualifications of key staff	10	7
Staffing plan & availability	5	5
Internal controls & documentation systems	5	4
Ability to support environmental review, labor standards, procurement	5	5
Subtotal (B)	25	21

C. Grant Management Plan Quality – 20 points

Sub-Factor	Points Possible	Score
Clarity of roles & responsibilities	5	5
Compliance processes (procurement, reporting, monitoring readiness)	10	8
Timeline & workflow feasibility	5	5
Subtotal (C)	20	18

D. Cost Proposal – 20 points

Sub-Factor	Points Possible	Score
Cost competitiveness	10	10
Cost reasonableness (hours vs. scope)	5	5
Transparency of pricing structure	5	5
Subtotal (D)	20	20

E. Understanding of Local Needs & Project Approach – 5 points

Sub-Factor	Points Possible	Score
Understanding of project goals	3	3
Tailored approach to local conditions	2	0
Subtotal (E)	5	3

3. Total Score Calculation

Category	Points Possible	Score
A. Experience & Past Performance	30	13
B. Technical Capacity & Staffing	25	24
C. Grant Management Plan	20	18
D. Cost Proposal	20	20
E. Understanding of Local Needs	5	3
Total	100	75

LB

4. Risk Assessment (Narrative)

Risk Factor	Notes
Depth of bench / backup staff	
Stability of organization	
Internal controls	
History of compliance issues	
Capacity to meet deadlines	

5. Final Recommendation Summary

Summary Element	Notes
Rationale for selection	
Application of evaluation factors	
Cost reasonableness determination	
Procurement compliance documentation	



Cover Letter

July 16th, 2026

Attn: Ashlee Kinnunen
Deputy Treasurer/Grant Administrator
3145 Co Rd PG, Ishpeming

Re: Proposal for MSHDA CDBG MI Neighborhood Grant Administrator Services

Dear Ashlee Kinnunen and Selection Committee,

Lionbear Ventures LLC is pleased to submit this **proposal to serve as the Third-Party Administrator (TPA) for Tilden Township's Former National Mine School Development.**

Lionbear Ventures brings **extensive experience administering MSHDA-funded housing rehabilitation programs, including Community Development Block Grant (CDBG), Housing Community Development Fund (HCDF), and MI Neighborhood initiatives.** Our team has successfully supported small and rural Michigan communities through every phase of program implementation—from startup and outreach through environmental review coordination, financial management, compliance, monitoring, and closeout.

We understand that **Tilden Township's Former National Mine School development project will fund the infrastructure to support building two homes as part of a phased project set to deliver five total homes.** Lionbear Ventures is prepared to support and administer in partnership with Tilden Township ensuring full compliance with HUD, MSHDA, and 2 CFR Part 200 requirements, while providing responsive, hands-on support to Township staff.

Lionbear Ventures proposes an **hourly, not-to-exceed (NTE) budget** for all services described in the RFP. Our proposed budget is designed to provide the Township with flexibility, cost transparency, and assurance that **administrative costs will remain within allowable CDBG limits and targeted 8% TPA budget.** All costs associated with labor, travel, administration, and reporting are included within the proposed budget.

The Township will be **provided with a point of contact Program Director, Amanda Wichinski**, a seasoned housing and CDBG program administration professional, and supported by a dedicated Lionbear Ventures' Project Team, leadership and compliance staff.

Thank you for the opportunity to submit this proposal. We welcome the opportunity to partner with Tilden Township to successfully implement this important housing program.

Sincerely,

Ashley Connelly

Chief Executive Officer
Lionbear Ventures LLC
ashley@lionbearventures.com



Proposal Table of Contents

Cover Letter	1
Firm Profile: Lionbear Ventures, LLC	3
Relevant Experience	4
Project Approach.....	4
Project Team	6
References	9
Required Certifications/Disclosures	11
Fee Proposal	12
Addendum Index.....	15
Addendum No. 1: CDBG Budget Information.....	16
Addendum No. 2: Resumes.....	17



Firm Profile: Lionbear Ventures, LLC

Address:

9423 Sprucedale Drive

Flushing, MI 48433

Phone: (810) 447-1571

Firm Overview

Lionbear Ventures LLC is a Michigan-based, woman-owned consulting firm specializing in grant administration, housing and community development program management, and compliance support for municipalities, nonprofit organizations, and community-focused developers. Lionbear Ventures has gained recognition for our full lifecycle support of community and entrepreneur-led projects, from strategy and ideation to project management and grant administration.

Since 2022, with our support, our clients have been approved for over \$36M in funding primarily for rural communities. Lionbear Ventures was established to address a critical capacity gap faced by small and rural communities that lack the staffing, systems, or technical expertise required to successfully implement state and federally funded programs.

Lionbear Ventures is a fully remote organization headquartered in Flushing, Michigan with several contracts throughout the Upper Peninsula. Our team will provide regular virtual coordination, responsive communication with Township staff, and maintains familiarity with regional housing conditions, contractor markets, and local government operations.

Core service areas include:

- Community Development Block Grant (CDBG) program administration
- MI Neighborhood Initiatives grant administration
- Housing rehabilitation and homeowner assistance programs
- Financial management support and reporting
- Monitoring, preparation, and grant closeout

A distinguishing strength of Lionbear Ventures is our focus on serving small cities, villages, and rural communities. As the firm who developed the successful CDBG application for this effort, the Township Clerk can attest to our flexibility, commitment, creative problem solving, and professionalism that has delivered tangible results in underserved communities. We understand the operational constraints often faced by smaller municipalities, including limited staff capacity, competing administrative responsibilities, and the need for practical, hands-on support.

Our approach is highly collaborative and designed to integrate seamlessly with municipal operations. We provide clear guidance, templates, and tracking tools that allow Township staff to maintain visibility into program progress while minimizing their administrative burden. This approach has proven effective in helping communities remain compliant with all state and federal requirements (including HUD and MSHDA) while achieving timely expenditure of funds.



Relevant Experience

Lionbear Ventures is experienced in supporting MSHDA-funded housing and community development programs similar in scope and complexity to Tilden Township's Former National Mine School Development and CDBG Infrastructure program. The firm is leveraging the extensive experience of their Director of Real Estate Programs, Amanda Wichinski, who has assisted multiple rural Michigan municipalities with HUD and CDBG housing rehabilitation initiatives focused on infrastructure, new unit construction, and owner-occupied rehabilitation.

Since 2021, Lionbear Ventures has helped clients secure and administer millions of dollars in housing and community development funding, including awards under the MSHDA MI Neighborhood Program and related state and federal programs. Our experience spans program startup, development of local program guidelines, outreach and intake, eligibility determination, financial tracking, reporting, and closeout.

Lionbear Ventures has not been subject to unresolved monitoring findings, disallowed costs, or delayed closeouts on any HUD- or MSHDA-funded programs supported by the firm. Our team emphasizes proactive compliance management, detailed file documentation, and ongoing internal quality control to reduce risk for our municipal partners.

The following examples demonstrate Lionbear Ventures' broader experience administering complex, multi-partner projects funded by state and federal sources. These examples reflect the firm's capacity to manage compliance-driven programs, coordinate multiple funding sources, and deliver measurable outcomes for communities and developers.

Project 1: MSHDA CDBG Infrastructure Application (Tilden Township, Michigan)

- **Client Name:** Tilden Township
- **Project Description:** Preparation of the MSHDA CDBG Infrastructure grant application for the Former National Mine School Development project
- **Scope of Work:** Lionbear Ventures supported the application process for the MSHDA CDBG Infrastructure project.
- **Results:** Tilden Township was successfully awarded the grant for Phase I in the amount of \$177,000 for the infrastructure to support the build of the first two homes in the development.
- **Timeframe:** 2025
- **Contact References:**
 - Deborah Pellow, Township Clerk, tildenclerk@tildentwp.org, 906-486-6580

Project 2: MSHDA CDBG Homeowner Rehabilitation Program (Wheeler, Michigan)

- **Client Name:** Township of Wheeler
- **Project Description:** Rehabilitation of approximately 100 homes, prioritizing health and safety improvements up to \$25,000 per income-qualifying resident.



- **Scope of Work:** Lionbear Ventures is engaged as the CDBG Third-Party Administrator responsible for the full-scope of administration responsibilities in collaboration with Township Staff.
- **Results:** Lionbear Ventures supported the timely completion of the Tier I Environmental Assessment and release of funds process in parallel with engaging homeowners to establish a pipeline of income-eligible residents to maintain program progress and position the Township to initiate rehabilitation activities.
- **Timeframe:** 2026
- **Contact Reference:** Neil Jenkins, Township Supervisor, 989-842-3428, supervisor@wheelertownship.com

Project 3: MSHDA CDBG Homeowner Rehabilitation Program (Village of Cass City, Michigan)

- **Client Name:** Village of Cass City
- **Project Description:** Rehabilitation of approximately 20 homes, prioritizing health and safety improvements up to \$25,000 per income-qualifying resident.
- **Scope of Work:** Lionbear Ventures is engaged as the CDBG Third-Party Administrator responsible for a shared scope of administration responsibilities in collaboration with Township Staff and the Tuscola County Economic Development Corporation.
- **Results:** The Village of Cass City program was initiated and currently has a pipeline of income-qualified applicants who will have on-site inspections initiated by the end of Summer 2026 to confirm scope of work and initiate rehabilitation activities upon final approval.
- **Timeframe:** 2026
- **Contact References:**
 - Debbie Powell, Village Manager, ccmanager@casscity.org, 989-872-2911
 - Alisha Proctor, Executive Director, director@tuscolaedc.com, 989-286-5775

Project 4: Curwood Place (Owosso, Michigan)

- **Client Name:** DiClemente Investments
- **Project Description:** Rehabilitation of an approximately 18,000 square foot vacant building to create nine new residential units with associated commercial space in downtown Owosso.
- **Scope of Work:** Lionbear Ventures was engaged to identify and apply for funding opportunities to support rehabilitation of the property and to administer awarded funds. Services included grant strategy development, application preparation, award administration, and facilitation of coordination with local, regional, and state partners.
- **Results:** Lionbear Ventures supported the developer in securing a \$1.3 million Michigan Economic Development Corporation (MEDC) award, an eight-year Obsolete



Property Rehabilitation Act (OPRA) tax abatement approved by the City of Owosso, and \$440,000 in Housing Community Development Fund (HCDF) funding for residential rehabilitation. Lionbear also facilitated relationships that resulted in the developer joining the Shiawassee County Economic Development Program (SEDP).

- **Timeframe:** Past three years
- **Contact Reference:** Perry DiClemente, Chairman / Director of Operations, DiClemente Siegel Design Inc., (248) 892-2371, perry@dsdonline.com

Project 5: MSHDA CDBG Infrastructure Program (Roscommon, Michigan)

- **Client Name:** Village of Roscommon
- **Project Description:** Infrastructure installation on a vacant lot including water, sewer, roads, and a lift station to support the first phase of a 149-residential planned unit development with Phase I including a 24-apartments and 8-townhomes.
- **Scope of Work:** Amanda Wichinski was responsible for the overall project management of this planned unit development including the grant application process for the MSHDA CDBG Infrastructure program for the Village of Roscommon during her time as the Village of Roscommon CEDAM Community Development fellow. In parallel, she collaborated with the Roscommon County Brownfield Redevelopment Authority to present a Housing TIF proposal as an additional financing mechanism to enable development.
- **Results:** The Village of Roscommon was provided a designation memo in the amount of \$1.5M from MSHDA from the CDBG Infrastructure program and submitted their application in June of 2026. The \$18M Housing TIF plan was approved by all local units of government including Higgins Township, the Village of Roscommon, the DDA of Roscommon, and Roscommon County and was submitted for final state approval in May of 2026.
- **Timeframe:** 2025-2026
- **Contact References:**
 - Jason Hillier, Village Manager, Manager@roscommonvillage.com, 989-275-5743
 - Mac McClelland, Brownfield/Housing TIF Consultant, mactc@charter.net



Project Approach

Project Overview

Lionbear Ventures LLC proposes to serve as the Third-Party Administrator (TPA) for Tilden Township's MSHDA CDBG Infrastructure funded project.

Tilden Township has been awarded \$177,000 in CDBG funding complete infrastructure supporting the build out of two homes as part of the Former National Mine School Development project and cover administration fees up to 18% split between Township Staff (10%) and Third-Party Administration (8%). Lionbear Ventures understands the importance of timely implementation, rigorous documentation, and proactive compliance management to ensure the Township meets all MSHDA and HUD requirements for CDBG.

Lionbear Ventures brings more than 60 years of combined experience in managing complex state and federally funded programs in housing, economic and community development initiatives to its work as a Third-Party Administrator (TPA). Led by a team with deep expertise in strategic planning, grant management, compliance oversight, and community-focused project execution, Lionbear Ventures has demonstrated a robust track record supporting both public and nonprofit organizations throughout Michigan.

Tilden Township's program will be supported by a dedicated project team led by Amanda Wichinski, a senior Program Director and housing and grants professional with several years of experience with MSHDA Mi Neighborhood and CDBG programming, including recently collaborating with the Village of Roscommon and development team on a MSHDA CDBG Infrastructure application for a 32-unit MSHDA CDBG Infrastructure project which is part of an overall 149-residential unit phased site development. She has also worked on EGLE Brownfield grant applications and administration as well as supported local Act 381 Tax Increment Financing (TIF) plan coordination with developers and brownfield authorities to secure incentive approval. Mrs. Wichinski's background includes income verification, national objective compliance, environmental review documentation, monitoring, and closeout support. She is supported by Lionbear Ventures' leadership and project management staff to ensure continuity, responsiveness, and accountability throughout the life of the program.

Lionbear Ventures' approach to administering the Tilden Township's MSHDA CDBG Infrastructure Program is grounded in early coordination, practical collaborative program design, hands-on municipal support, and proactive risk management. Our goal is to minimize administrative burden on Township staff while maximizing program efficiency, compliance, and community impact.

Program Kickoff and Startup

Upon contract award, Lionbear Ventures will facilitate a formal project kickoff meeting with Township leadership and relevant staff. This meeting will establish clear roles, communication protocols, reporting expectations, and timelines. A primary focus of the kickoff will be assistance with program startup and development of local program



guidelines, ensuring alignment with MSHDA and HUD requirements while tailoring procedures to the Tilden Township's staffing capacity and operational preferences.

During program startup, Lionbear Ventures will work collaboratively with the Township to:

- Develop and finalize local program policies, procedures, and guidelines
- Review program delivery options to reduce administrative burden and streamline workflows
- Establish tracking tools and reporting schedules
- Confirm implementation timelines for any program phases

Program Delivery and Administrative Efficiency

Lionbear Ventures understands the importance of designing a program delivery model that is efficient, compliant, and realistic for a small municipality. We will advise the Township on program structures that balance regulatory requirements with practical implementation, allowing Township staff to remain informed without being overextended.

In this proposal budget, our team plans to maintain frequent communication with Township staff to ensure issues are addressed early and program activities remain on schedule. We also emphasize hands-on training and technical assistance, providing Township staff with practical guidance in housing program administration to help build long-term local capacity.

Environmental Reviews and Release of Funds

Lionbear Ventures will ensure that no funds are committed and no construction activities begin on any property prior to receipt of environmental clearance and documented Release of Funds in compliance with HUD and MSHDA requirements.

Procurement and Contracting Approach

As outlined in the RFP, Tilden Township plans to lead procurement activities. Lionbear Ventures will work directly with the Township to advise, collect and review documentation to ensure all procurement activities adhere strictly to Township procurement policies, HUD requirements, and 2 CFR Part 200.

The Township will retain direct contractual relationships with licensed General Contractors and any required consultants, with Lionbear Ventures providing administrative, compliance, and coordination support throughout the process.



Project Team

Lionbear Ventures maintains sufficient staffing and contractor capacity to support Tilden Township's Former National Mine School Development project. The firm will assign Amanda Wichinski, a full-time staff member, as dedicated project lead focused exclusively on housing program administration. She will leverage supporting staff and third-party contractors to ensure continuity, responsiveness, and accountability. Our internal project management systems allow for real-time tracking of tasks, deadlines, expenditures, and reporting requirements. The proposed team structure ensures clear lines of responsibility, continuity of service, and sufficient capacity to manage all administrative, compliance, and reporting requirements throughout both phases of program implementation.

Primary Point of Contact / Project Lead

Amanda Wichinski, Real Estate Program Director

Executive Oversight

Ashley Connelly – Chief Executive Officer

Supporting Staff – Project Management, Administrative, and Outreach Support

Caroline Green – Grant Writer & Administrator (CDBG/ Housing Programs)

Jessalyn Taylor – Financial Status Reporting & Administration Support

Laura Palombi – Project Management Professional (PMP)

These staff members will support program outreach and marketing, reporting, financial tracking, documentation management, timeline coordination, procurement support, and contractor coordination activities.

Key Personnel Qualifications

Amanda Wichinski – Real Estate Program Director (Project Lead)

Mrs. Wichinski will serve as the primary project lead and day-to-day administrator for Tilden Township's MSHDA CDBG Infrastructure program. She has brought over 12 years of experience in cross-functional, strategic program and project management as well as 3 years in writing and administering grants for community and economic development projects in rural Michigan and 2 years in MSHDA housing specific programming including Mi Neighborhood HCDF and CDBG grant applications and administration. She has helped secure over \$950,000 in grant awards for communities prior to joining Lionbear Ventures in 2026 and has to date coordinated over \$18.5M in Act 381 Housing Tax Increment Financing (TIF) plan submissions and local approvals facilitating over \$50M in private investment to support the development of over 160 housing units in Michigan through her work on the board of the Roscommon County Brownfield Redevelopment Authority. She also secured a \$400,000 EGLE Brownfield Remediation grant for a mixed-use downtown development set to transform a vacant lot to a bar restaurant supporting at least 10 new FTEs.

Mrs. Wichinski's experience includes advancing housing initiatives, expert program management, overseeing operations, grant writing and administration, technical assistance,



fundraising, and training.

As Project Lead, she will be responsible for:

- Serving as the Township's primary point of contact
- Coordinating all contracted administrative activities related to the CDBG Infrastructure program
- Ensuring compliance with HUD, MSHDA, and 2 CFR Part 200 requirements
- Overseeing program documentation, reporting, and closeout

Ashley Connelly – Chief Executive Officer (Executive Oversight)

Ms. Connelly has 18 years of experience in government contracts and grant administration across community development, defense, manufacturing, workforce development, and engineering sectors. Her background includes 12 years with Lockheed Martin as a Government Contracts Reporting Analyst and Business Manager overseeing projects valued at over \$300 million, followed by service as Controller for LIFT Institute managing a \$15 million federal Cooperative Agreement.

As Executive Oversight, Ms. Connelly ensures adequate staffing, quality control, and adherence to contract requirements. She provides risk management, process improvement, and high-level coordination with Township leadership as needed.

Caroline Green – Grant Writer & Administrator

Ms. Green is an experienced grant writer and administrator with a strong track record supporting housing and community development programs. She has led and supported multiple housing grant applications and administrative efforts under MSHDA programs, including MI Neighborhood CDBG-funded initiatives. Ms. Green supports program documentation, beneficiary file management, reporting, and coordination across project partners.

Jessalyn Taylor – Financial Reporting and Administrative Support

Ms. Taylor provides financial reporting and administrative program support for housing and small business programs. Her experience includes developing websites, outreach materials, coordinating community-facing communications, supporting application intake processes, assisting with program tracking and preparing financial status reports under MSHDA programs, including MI Neighborhood CDBG and HCDF initiatives.

Laura Palombi – Project Management Professional (PMP)

Ms. Palombi is a certified Project Management Professional (PMP) with over a decade of experience managing complex, multi-stakeholder projects. Her background includes schedule development, milestone tracking, documentation control, and process improvement. She supports timeline management, internal controls, and coordination across administrative and compliance tasks to ensure the CDBG Infrastructure Program remains on schedule and within budget.



Roles and Responsibilities

The following summarizes the division of responsibilities for Tilden Township's MSHDA CDBG Infrastructure program.

- **Project Lead (Amanda Wichinski):** Day-to-day program administration; coordination with Township staff and MSHDA; oversight of compliance with HUD, MSHDA, and 2 CFR Part 200 requirements; supervision of reporting, monitoring preparation, and closeout support.
- **Executive Oversight (Ashley Connelly):** Contract oversight; staffing and capacity management; quality assurance; escalation support; and strategic coordination with Township leadership as needed.
- **Project Management & Administrative Support (Caroline Green, Jessalyn Taylor, Laura Palombi):** Tracking program timelines and milestones; maintaining program and beneficiary files; preparing progress reports, payment requests, and supporting documentation; coordinating procurement activities and contractor documentation; and assisting with financial tracking and internal quality control.

Collaboration with MSHDA and Peer Network

Lionbear Ventures maintains an **excellent and ongoing working relationship with MSHDA staff**, developed through years of administering MSHDA-funded housing and community development programs. We communicate regularly with MSHDA program staff to clarify requirements, resolve issues promptly, and ensure program activities remain aligned with current guidance.

In addition, Lionbear Ventures actively participates in a **network of Third-Party Administrators (TPAs)** across Michigan. This peer network allows us to share best practices, troubleshoot complex issues, and reduce risk—particularly in programs serving small and rural municipalities. Tilden Township will benefit from this collective knowledge and experience throughout program implementation.

Continuity and Availability

Lionbear Ventures is committed to providing consistent staffing throughout the duration of the MSHDA CDBG Infrastructure Program. Mrs. Wichinski will remain assigned as the primary project lead for the life of the program to ensure continuity, institutional knowledge, and strong working relationships with Township staff and partners.

Lionbear Ventures confirms that sufficient staff capacity is available to meet program demands, deadlines, and reporting requirements and that the proposed team is available to begin work immediately upon contract award.

Coordination and Quality Control

All services will be delivered in close coordination with Township staff and MSHDA. Lionbear Ventures will apply internal quality control procedures, regular check-ins, and in-person support as needed to ensure tasks are completed accurately, efficiently, and in full compliance with program requirements.



References

Lionbear Ventures' established systems for grant management, compliance, reporting, and fiscal control - The firm's successful track record managing federally funded programs and supporting small and rural municipalities

1) Caleb Rutledge, CEO & President, Goodwill's Green Works

Email: Caleb.Rutledge@ggw-us.org

Phone: 313-932-9833

Lionbear Ventures provides administration for:

- Michigan Department of Environment, Great Lakes, and Energy (EGLE) Recycling Infrastructure Grant 2024 (\$300,000)
- EGLE 2024 Circular Economy Grant (\$250,000)

2) Jon Kent, CEO, Sanctuary Farms

Email: jonkent@sanctuaryfarming.com

Phone: 313-681-9757

Lionbear Ventures provides administration for:

- Michigan Department of Health and Human Services (MDHHS) Healthy Community Zone (\$679,000)
- EGLE 2024 Organics Infrastructure Grant (\$210,350)

3) Rob Vandemark, DDA President, Village of Byron

Email: Rob Vandemark <rvandemark@byronmi.com>

Phone: 810-397-8242

Lionbear Ventures provides administration for:

- Michigan State Housing Development Authority (MSHDA) Housing Readiness Incentive (\$35,000)
- MSHDA Mi Neighborhood 1.0 (\$75,000)

4) Heather Boyd, Centrepolis Accelerator VP of Operations, Lawrence Technological University

Email: hboyd@ltu.edu

Phone: 248.204.2442

Lionbear Ventures provides administration for:

- Small Business Admin Growth Accelerator Fund Competition – 2024 (\$75,000)
- Michigan Department of Agriculture and Rural Development (MDARD) Farm Innovation Grant 2024 (\$447,000)



Within the last (3) years, Amanda Wichinski, the dedicated point of contact, has worked with the following references on MSHDA CDBG programming.

- 1) Jason Hillier, Village Manager
Manager@roscommonvillage.com
989-275-5743
MSHDA CDBG Infrastructure

- 2) Debbie Powell, Village Manager
ccmanager@casscity.org
989-872-2911
MSHDA CDBG Homeowner Rehabilitation

- 3) Alisha Proctor, Executive Director,
Tuscola County Economic Development
Corporation
Director@tuscolaedc.com
989-286-5775
MSHDA CDBG Homeowner Rehabilitation

- 4) Neil Jenkins, Village Manager, Township
of Wheeler
supervisor@wheelertownship.com
989-842-3428
MSHDA CDBG Homeowner Rehabilitation

Reference Request

References for this proposal will be provided for Amanda Wichinski, who will serve as the Program Director and primary point of contact for the Township of Tilden's MSHDA CDBG Infrastructure Program.

Tilden Township will benefit from an effective, efficient virtual model that combines: Mrs. Wichinski's hands on MSHDA program experience, Lionbear Ventures' established systems for grant management, compliance, reporting, and fiscal control, and the firm's successful track record managing federally funded programs and supporting small and rural municipalities.



Required Certifications/Disclosures

Conflict-of-Interest

Attachment provided.

Litigation Disclosure

Lionbear Ventures acknowledges and confirms they have no active litigations.

Debarment/Suspension Certification

Lionbear Ventures acknowledges and confirms they are not debarred or suspended to contract for federal programs, including the Community Development Block Grant (CDBG) program.

Proof of Insurance

Attachment provided.

Fee Proposal

Lionbear Ventures proposes a fixed price contract with a **not-to-exceed total hourly limit**, structured to remain within allowable CDBG administrative limits and Township's desired 8% third-party administrator budget. This approach provides the Township with cost transparency, flexibility across program phases, and assurance that administrative expenditures are directly tied to program needs and performance.

Additional hours as requested for specific scopes of work and tasks approved by Tilden Township will be **offered at \$125/hour**.

Lionbear Ventures is committed to partnering with Tilden Township to deliver a compliant and efficient CDBG infrastructure program to realize the two-home build targeted by this grant. Our team will work collaboratively with Township staff, MSHDA, contractors, and community partners to ensure that program goals are achieved on schedule, funds are fully expended, and the Township is well-positioned for successful monitoring and closeout.

Scope of Services and Budget by Task Category

Lionbear Ventures will provide comprehensive Grant Administration and Third-Party Administration services for the CDBG Infrastructure program. The Scope of Services below is provided to the Township and is designed to ensure full compliance with HUD, MSHDA, and Township requirements while minimizing administrative burden on Township staff.

Period Of Performance Assumption: 8/1/2026 - 7/31/2029

Task Category	Task Description	Anticipated Hours	Total Price
1. General Tasks		23	\$2,875
	Advise the local unit of government on compliance with MSHDA CDBG requirements, HUD requirements, and all other applicable federal and state laws, regulations, and guidance.		
	Assist with project start-up, implementation planning, and development of administrative systems, forms, and schedules.		
	Attend meetings virtually with Tilden Township, MSHDA, contractors, and the public, as reasonably required.		
	Coordinate with municipal staff, contractors, property owners, beneficiaries, and other stakeholders, as applicable.		
	Support citizen participation, public hearing notices, and required public communications, as applicable		
	Other general tasks as related to program compliance.		
2. Financial Management		17	\$2,125



Support financial management, draw requests, budget tracking, invoicing review, and supporting documentation.

3. National Objective Compliance, Surveys, and Income Verification	Assist with beneficiary intake, application procedures, eligibility documentation, and recordkeeping, if applicable Assist with labor standards, Section 3, fair housing, equal opportunity, lead-based paint, URA, and other cross-cutting federal requirements to the extent applicable to the project	11	\$1,375
4. Environmental Review	Coordinate or support environmental review processes and ensure no choice limiting actions occur before environmental clearance, when required.	5	\$625
5. Contractor Procurement	Prepare or assist with procurement-related documents, bid packages, cost reasonableness documentation, and contractor selection records, as applicable Provide SAM and HUD Limited Deniability Checks related to selected contractors.	10	\$1,250
6. Construction Management	Monitor project progress, identify issues affecting schedule or compliance, and recommend corrective actions.	12	\$1,500
7. Monitoring and Close Out	Assist Township for MSHDA's monitoring visit(s) [if any]. Assist with close-out services, final reporting, and file organization sufficient to support retention and audit requirements. Maintain complete project files and documentation required for monitoring, audits, and program compliance. Prepare and submit required reports, performance updates, reimbursement requests, and closeout materials to Tilden Township and/or MSHDA, as required.	18	\$2,250
Total Anticipated Hours		96	
Rate per hour (include salary, fringe, travel, materials)		x	\$125
TOTAL FIXED SUM FEE			\$12,000



Budget Narrative

Lionbear Ventures proposes providing grant administration services for Tilden Township's MSHDA CDBG Infrastructure program on a **fixed-price, not-to-exceed (NTE) structure**, consistent with the Township's administrative budget and HUD CDBG requirements. The base administrative scope includes a **total not-to-exceed level of effort of 96 hours, resulting in a contract value of \$12,000**. This base structure provides the Township with cost certainty while ensuring sufficient staffing capacity to complete the agreed Scope of Work, administrative oversight, financial management support, procurement compliance assistance, monitoring preparation, and closeout activities.

Our proposed fee is based on a **blended hourly rate of \$125.00 per hour, inclusive of all staff salary, fringe benefits, overhead, travel, and materials**. These rates will remain fixed for the duration of the contract unless otherwise amended by mutual agreement.

Not-to-Exceed Administrative Budget

Lionbear Ventures will manage its services within a not-to-exceed administrative cap, invoicing in fixed payments over the performance period targeted for 21 months and up to the program allowable 36 months including infrastructure and housing build for this first phase. Lionbear Ventures will monitor hours carefully throughout the performance period and **will notify the Township in writing when approximately 50 percent, 80 percent and 90 percent** of the included hours have been expended.

The Contractor is not authorized to exceed 96 hours or perform work beyond the stated assumptions and scope without prior written authorization and a fully executed contract modification addressing any revised scope and budget. This approach ensures fiscal discipline, transparency, and shared decision-making should program conditions change.

Key Assumptions Used to Develop This Price Estimate

- **Program Scale:** Infrastructure completed with resulting build of two homes.
- **Performance Period:** 36-month total performance period.
- **Client/Site Activity:** Coordination and task completion will be done virtually.
- **State Monitoring/Visits:** Virtual support / advisory for any MSHDA visits.
- **Reporting:** Quarterly Financial Status Reports (FSRs) and routine grant administration/reporting required by Township and MSHDA CDBG guidelines.

These assumptions establish the basis for the included level of effort and associated not-to-exceed hours for Lionbear Ventures as the Third-Party Administrator.

The CDBG granted administrative funds in the amount of \$15,000 will remain available to Tilden Township to lead and implement the program as it determines appropriate and necessary to complete the remaining scope of work required by the MSHDA CDBG program. This structure reinforces Township leadership, preserves flexibility, and maintains clear separation between administrative oversight and direct program delivery costs.

Addendum Index

The following addendums are included with this proposal and are submitted in accordance with the Request for Proposals requirements.

Addendum No. / Title:

- Addendum No. 1 / CDBG Budget Information
 - Acknowledgement of CDBG Budget table.

- Addendum No. 2 / Resumes
 - Resumes from leadership personnel acting as point of contact and responsible for executive oversight of the program.

Addendum No. 1: CDBG Budget Information

This addendum supplements the Request for Proposals for Third-Party Grant Administrator services for Tilden Township's MSHDA Community Development Block Grant (CDBG) funded project. The following budget information is provided for respondents' use in preparing fee proposals and project administration approaches.

CDBG funds in the amount of \$177,000 will be used to complete infrastructure for two out of the five homes proposed as well as administration costs. Of the total, \$27,000 (18%) is limited to administration which will be shared between Tilden Township Staff (10%) and selected Third Party Administrator (8%).

Budget Item	CDBG Funding Amount
Infrastructure development for two homes	\$150,000
Shared administration	\$27,000
Total CDBG Funding Identified in Addendum	\$177,000

Respondents should account for these budget amounts when describing their proposed approach, cost assumptions, and grant administration services. All costs remain subject to eligibility, reasonableness, documentation, program requirements, and final approval by Tilden Township and applicable funding authorities.

Respondents must acknowledge receipt of this addendum in their submitted proposals.

Budget Recommendation Summary:

- Lionbear Ventures Administrative Services: \$12,000 Fixed-Price Not-to-Exceed Contract
- Tilden Township Administrative Efforts: \$15,000

Printed Name: Ashley Connelly

Initials: AC

Signature:



Ashley Connelly

Chief Executive Officer

Lionbear Ventures LLC 9423

Sprucedale Drive

Flushing, MI 48433

(810) 447-1571

ashley@lionbearventures.com

Addendum No. 2: Resumes

Amanda Wichinski

Overview

Amanda brings a unique blend of over 12 years of corporate strategy, program and project management, and community and economic development experience to her work with local governments, small businesses, and nonprofit organizations. After more than a decade leading strategic initiatives and managing cross-functional programs with diverse stakeholders in the private sector, she transitioned to community-focused work where she helps organizations connect people, resources, and funding opportunities to advance strategic community priorities and deliver meaningful, measurable results. She has helped secure over \$950,000 in grant awards for communities prior to joining Lionbear Ventures in 2026 and has to date coordinated over \$18.5M in Act 381 Housing Tax Increment Financing (TIF) plan submissions and local approvals facilitating over \$50M in private investment to support the development of over 160 housing units in Michigan through her work on the board of the Roscommon County Brownfield Redevelopment Authority.

Director of Programs

Lionbear Ventures – Full-Time

2026 – Present

Remote

- Serving small but mighty rural Michigan communities, organizations, and businesses by cultivating stronger, healthier, and more innovative local ecosystems through accessible funding and thoughtful guidance delivering grant writing and administration support and partnership-driven consulting services.
- Focused on bringing impactful Real Estate advisory and funding opportunities to people with vision and motivation to improve housing and economic development results in underserved and under resourced areas across Michigan.

Founder and CEO

ANW Consulting Group LLC – Contract

2025 – 2026

Remote

- Collaborated with Parks and Recreation committee to develop 5-year DNR Recreation Master Plan.
- Applied for and secured grant dollars to fund prioritized site and programming improvements.

Community Development Fellow

Community Economic Development Association of Michigan (CEDAM) – Contract

2025 – 2026

Roscommon, Michigan

- Secured \$923,080 in grant funding for the Village of Roscommon for housing, commercial mixed-use, and brownfield developments, public art, and community development.
- Submitted \$1,500,000 MSHDA CDBG Infrastructure grant project for 32-residential units as part of a 149-residential units and 44-unit hotel and senior housing commercial mixed-use planned unit development.

Senior Manager, Corporate Strategy and Business Operations

Power Factors – Full-Time

2022 – 2025

- Supported the executive team's operational cadence including company-wide strategic planning, objective key result (OKR) management processes, and strategic initiative governance processes.
- Responsible for strategic initiative management including global entity integration efforts, new product introduction, and go-to-market process and system design and operationalization.
- Led market analysis including creating and managing TAM, SAM, and SOM modeling and insights.
- Operationalized the renewals function supporting more than \$40 million in annual contracts.
- Led complex, multi-department projects focused on operational improvement, stakeholder coordination, and organizational performance.

Project Manager: Business Operations

BayWa r.e. Solar Systems LLC – Full-Time

2020 – 2022

- Led enterprise-wide reorganization in partnership with executive leadership including team definitions and implementation of supporting agile mindset and processes
- Collaborated with a small team to formalize and operationalize the sales operations function including design and implementation of standard processes, systems, and reporting.

Project Manager

CED – Consolidated Electrical Distributors, Inc. – Full-Time

2018 – 2020

- Managed logistics for commercial electrical projects to ensure accurate, on-time delivery of materials for commercial electrical contractors.

Management Consultant

Sona Strategies – Contract

2017 – 2018

- Facilitated sessions with global audit teams to establish operational plans and metrics to implement and monitor new grower audit program

Engineering Project Manager and Quality Systems Manager

Broan-NuTone – Full Time

2014 - 2017

- Architected and launched the Global Project Management Office (PMO), establishing governance and system architecture and implementing standard cross-functional processes.
- Global lead project manager for the bath ventilation category new product introduction projects.
- Managed the global ISO 9001 quality system program, ensuring rigorous compliance across international manufacturing sites, systematizing processes across standard software systems, and managing the Quality Coordinator.

Ashley Connelly

ashley@lionbearventures.com - (810) 447-1571 – 9423 Sprucedale Dr Flushing MI 48433

Business professional with extensive quality experience in contracting, business management of programs, and strategic planning. Entrepreneurial-minded business leader, focused on results and execution, and supports a variety of programs during startup and mature stages of their life cycle.

Education:

Western Michigan University Kalamazoo, MI Bachelor of Business Administration, Graduated Dec. 2007

Experience:

Lionbear Ventures, LLC

Founder & CEO

November 2021- Present

Flushing, Michigan

Industry: Consulting Group specializing in Business & Fund Development for rural and disadvantaged communities

Responsibilities:

- Provide client support services through a group of proposal development, program management, and technical specialists focused on the industries of real estate, engineering, food, and basic services.
- Present funding and business opportunities to clients while referring to additional resources to support successful outcomes including funding applications and business plan development.
- Develop and grow a network of likeminded experts focused on sustainability and triple bottom line results for people, planet, and profits.
- Facilitate groups of stakeholders for the purposes of program and funding development designed to create common vision, community buy-in, and identify barriers to implementation.

ISAIC - Industrial Sewing and Innovation Center

Director of Operations & Finance

July 2020- November 2021

Detroit, Michigan

Industry: Private/Public funded institute specializing in manufacturing and workforce training. **Responsibilities:**

- Oversee Operations including Human Resources, Accounting, Finance, Office Management, Insurance, and Program Controls.

- Manage a portfolio of appx \$6.5M in grants and manufacturing revenue.
- Work closely with the CEO, and other department heads to position NPO as the center for the Flexible/Sewn Goods Industry by being the leader in training solutions, acting as a test case facility for advanced manufacturing solutions, and building a consortium of industry, philanthropy and government leaders.

LIFT - Lightweight Innovations For Tomorrow

Controller

December 2018- July 2020

Detroit, Michigan

Industry: Private/Public funded Institute specializing in R&D and Workforce

Development. Finance Responsibilities:

- Finance Manager with a portfolio of appx \$15M overseeing the performance of a variety of local and national programs in R&D and STEM education.
- Work closely with Program Management & Sales to develop budgets for grant and contract proposals. ➤ Oversee and manage project accounting activities to ensure compliance with contracting requirements and maximize performance objectives.
- Participate in negotiation of sub-awards of publicly funded programs.
- Advises leadership in strategic planning and business development of future LIFT programs.
- Manages and reports on the financial performance of programs. Accounting Responsibilities:

➤ Lead accounting department, including responsibility for financial statement preparation, internal financial controls, financial reporting for both corporate and project accounting, and creating accounting policies and procedures. ➤ Supervise accounting staff on day-to-day operations, including month end close, AP/AR processing, and cash management. Ensures financial statements are in accordance with GAAP.

- Provide mentorship, training, and meet quarterly with accounting team to monitor performance to their annual goals.
- Continually improve the completeness of corporate accounting and operational policies and procedures to ensure appropriate financial controls and reporting in accordance with government compliance.

Achievements:

- o Administered the transition of the accounting system from Quickbooks to Deltek Costpoint.
- o Enhanced financial controls lead to accurate and appropriate accounting reporting by contract.
- o Standardized monthly financial reports presented to the CEO and program leaders.

Stoneridge, Inc

Financial Analyst Senior

March 2018- December 2018

Novi, Michigan

Industry: International auto parts manufacturer headquartered in Novi, \$800M+ in net sales. Responsibilities: Senior Analyst responsible for day-to-day oversight of the monthly close process and accounts payable, as well as the internal financial analysis and reporting for the corporate headquarters segment and all other Corporate entities.

➤ Coordinates and analyzes Corporate Entity financial estimation process including annual budgets, quarterly forecasts and weekly variance flash reporting acting as the key liaison to all departments. Prepares monthly Variance and Financial analysis reports for corporate headquarters for management.

➤

Lockheed Martin - Global

F-35 Business Management- Italy

March 2013- December 2015

Cameri, Italy

Industry: Defense contractor - F-35 fighter jet program- Final assembly facility stand up in Italy - Foreign commercial contract with Italian Ministry of Defense. Responsibilities: Sole Business Mgmt. Representative in Italy directly supporting the program Vice President with execution of a multi-million-dollar global military program. Primarily responsibilities: Cash/Payment Collection and Office Accounting & Procurement Process and Procedures.

➤ Managed Milestone Verification process with the Italian Ministry of Defense to earn contract payments.

➤ Approve performance reports and verify data before submission to the Italian customer.

➤ Manage the submission and collection of foreign customer payments >\$250M.

➤ Calculate invoice values based on a complex set of criteria requiring customer coordination and detailed record keeping.

➤ Direct communication with Senior Italian Military Officials and Fort Worth Program Office.

➤ As office accountant, author local purchasing and accounting procedures in compliance with company policies. Enhanced accounting records and execute operational transactions made from Italian bank.

➤ Manage accounts receivable/payable, record journal entries, perform ROI, NPV and asset management.

Achievements:

o As a 12-person team, we stood up a new international assembly facility on foreign soil.

o Negotiated leasing terms for local employee housing. Delivered savings of 50% (+\$500K).

Lockheed Martin - Aeronautics

Reporting Analyst - F22 Program

August 2009- December 2012

Fort Worth, TX

Industry: Defense contractor - F-22 fighter jet program - US DoD contracts - Production, Sustainment, and Modernization- Cost and Fixed Price contracts.

Responsibilities: complete and submit monthly customer reports, establish and control cost baselines, prepare monthly performance analysis and reconciliation, administer changes to baseline, perform actuals cost reconciliation, participate in program meetings, and maintain/reconcile funding/price/cost/ fee position, support FP&A reporting and audits.

- Perform monthly analysis of Estimate to Complete, Estimate at Complete, cost and schedule variances.
- Responsible for preparing monthly government and internal reports.
- Support and provide recommendations using Earned Value techniques to program, business, and control account managers for programs with a combined contract value of over \$8,000M.
- Successfully communicate contract data/status to Government Officials and Senior Leadership. Achievements: Led three separate successful Integrated Baseline Reviews events with customer attendance. o Led the budget coordination event of multiple programs. Coordinated with Schedulers/Planners, Cost Integrators, Control Account Managers, Subcontracts, Business Mgrs and Program Mgrs.

LIONBEAR VENTURES

CONFLICT OF INTEREST STATEMENT

Tilden Townships MSHDA CDBG Third Party Administration RFP

Submitted by: Lionbear Ventures

Date: July 15, 2026

Lionbear Ventures hereby certifies that it has no actual, potential, or apparent conflicts of interest with respect to this proposal for the Tilden Townships MSHDA CDBG Third Party Administration RFP.

Specifically, Lionbear Ventures has no other clients, contracts, or business relationships within Region B that would create a conflict of interest, financial interest, or the appearance of impropriety in connection with the performance of the services described in this RFP.

Lionbear Ventures further certifies that no owner, officer, employee, or immediate family member thereof has a financial or personal interest, direct or indirect, in the outcome of this procurement, nor any relationship with Tilden Townships officials or staff that would compromise the integrity of this process.

Should any actual or potential conflict of interest arise during the course of this engagement, Lionbear Ventures agrees to disclose it promptly, in writing, to Tilden Townships.

Certified by:



Ashley Connelly

Founder & CEO

Lionbear Ventures



CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)

5/19/2026

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

IMPORTANT: If the certificate holder is an **ADDITIONAL INSURED**, the policy(ies) must have **ADDITIONAL INSURED** provisions or be endorsed. If **SUBROGATION IS WAIVED**, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

PRODUCER BakerHopp Insurance Group 20789 Harper Avenue Harper Woods MI 48225	CONTACT NAME: BakerHopp Certificates PHONE (A/C, No, Ext): 313-886-6770 E-MAIL ADDRESS: certificates@bakerhopp.com FAX (A/C, No): INSURER(S) AFFORDING COVERAGE NAIC #
INSURED Lionbear Ventures, LLC 9423 Sprucedale Drive Flushing MI 48433	INSURER A: The Hartford INSURER B: Nutmeg Insurance Company* INSURER C: Certain Underwriters at Loyds of London INSURER D: INSURER E: INSURER F:

COVERAGES**CERTIFICATE NUMBER:** 664407074**REVISION NUMBER:**

THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

INSR LTR	TYPE OF INSURANCE	ADDL SUBR INSD WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS
A	☒ COMMERCIAL GENERAL LIABILITY ☐ CLAIMS-MADE ☒ OCCUR GEN'L AGGREGATE LIMIT APPLIES PER: ☐ POLICY ☐ PRO-JECT ☐ LOC OTHER:	Y	35SBAAR9YEJ	4/21/2026	4/21/2027	EACH OCCURRENCE \$ 1,000,000 DAMAGE TO RENTED PREMISES (Ea occurrence) \$ 1,000,000 MED EXP (Any one person) \$ 10,000 PERSONAL & ADV INJURY \$ 1,000,000 GENERAL AGGREGATE \$ 2,000,000 PRODUCTS - COMP/OP AGG \$ 2,000,000 S
	AUTOMOBILE LIABILITY ☐ ANY AUTO ☐ OWNED AUTOS ONLY ☐ SCHEDULED AUTOS ☐ HIRED AUTOS ONLY ☐ NON-OWNED AUTOS ONLY					COMBINED SINGLE LIMIT (Ea accident) \$ BODILY INJURY (Per person) \$ BODILY INJURY (Per accident) \$ PROPERTY DAMAGE (Per accident) \$ S
	UMBRELLA LIAB ☐ OCCUR EXCESS LIAB ☐ CLAIMS-MADE DED RETENTION \$					EACH OCCURRENCE \$ AGGREGATE \$ S
B	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) If yes, describe under DESCRIPTION OF OPERATIONS below	Y/N ☐ N/A	35WECAU30XD	9/22/2025	9/22/2026	☒ PER STATUTE ☐ OTHER E.L. EACH ACCIDENT \$ 1,000,000 E.L. DISEASE - EA EMPLOYEE \$ 1,000,000 E.L. DISEASE - POLICY LIMIT \$ 1,000,000
C	Professional Liability		MPL5117462.26	4/21/2026	4/21/2027	AGGREGATE 1,000,000 EACH CLAIM 1,000,000 RETENTION 2,500

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required)

McKenzie Construction, LLC is included as additional insured for general liability on a primary & non-contributory basis if required in a written contract and per the insurance policy provisions.

CERTIFICATE HOLDER**CANCELLATION**

McKenzie Construction, LLC
2630 Union Lake Rd., Suite 230
Commerce Twp MI 48382

SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS.

AUTHORIZED REPRESENTATIVE

© 1988-2015 ACORD CORPORATION. All rights reserved.

Third-Party Grant Administrator Proposal Evaluation

PROPOSAL RECEIVED BY: Tilden Twp

DATE RECEIVED: 7/16/20
vitalworks

1. Minimum Qualifications – Pass/Fail Screening

Criterion	Pass	Fail
Demonstrated experience administering CDBG or other federal grants	☒	☐
No unresolved monitoring findings or audit issues	☒	☐
Ability to perform required environmental review support	☒	☐
Ability to comply with 2 CFR Part 200 procurement & documentation	☒	☐
SAM.gov & HUD LDP clearance capability	☒	☐
Submitted complete proposal with all required attachments	☒	☐
Total		

vw

2. Weighted Scoring Matrix (Total: 100 Points)

A. Experience & Past Performance – 30 points

Sub-Factor	Points Possible	Score
Experience with CDBG/MSHDA grants	15	5
Quality of past performance (timeliness, compliance, monitoring results)	10	5
References from similar projects	5	2
Subtotal (A)	30	12

B. Technical Capacity & Staffing – 25 points

Sub-Factor	Points Possible	Score
Qualifications of key staff	10	5
Staffing plan & availability	5	3
Internal controls & documentation systems	5	3
Ability to support environmental review, labor standards, procurement	5	0
Subtotal (B)	25	11

C. Grant Management Plan Quality – 20 points

Sub-Factor	Points Possible	Score
Clarity of roles & responsibilities	5	5
Compliance processes (procurement, reporting, monitoring readiness)	10	8
Timeline & workflow feasibility	5	5
Subtotal (C)	20	18

VW

D. Cost Proposal – 20 points

Sub-Factor	Points Possible	Score
Cost competitiveness	10	10
Cost reasonableness (hours vs. scope)	5	5
Transparency of pricing structure	5	5
Subtotal (D)	20	20

E. Understanding of Local Needs & Project Approach – 5 points

Sub-Factor	Points Possible	Score
Understanding of project goals	3	3
Tailored approach to local conditions	2	1
Subtotal (E)	5	4

3. Total Score Calculation

Category	Points Possible	Score
A. Experience & Past Performance	30	12
B. Technical Capacity & Staffing	25	11
C. Grant Management Plan	20	18
D. Cost Proposal	20	20
E. Understanding of Local Needs	5	4
Total	100	65

VW

4. Risk Assessment (Narrative)

Risk Factor	Notes
Depth of bench / backup staff	
Stability of organization	
Internal controls	
History of compliance issues	
Capacity to meet deadlines	

5. Final Recommendation Summary

Summary Element	Notes
Rationale for selection	
Application of evaluation factors	
Cost reasonableness determination	
Procurement compliance documentation	

PROPOSAL FOR THIRD-PARTY GRANT ADMINISTRATOR SERVICES

*WFOC & Tilden Township Development Block Grant 2023 Project
Former National Mine School Development — Infrastructure Development*

Submitted to:

Tilden Township

Ashlee Kinnunen, Deputy Treasurer/Grant Administrator
3145 Co Rd PG, Ishpeming, MI
906-486-6580 | Tildendeptreasurer@tildentwp.org

Submitted by:

Vitalworks LLC

1515 W. Lafayette Blvd, Detroit, MI 48216
Phone: 313-217-1053 | Fax: 888-271-1053 | vitalworks@gmail.com | yourvitalworks.com
Carlton White, Managing Partner | Shawn Smith, Managing Partner

Proposal Due: July 16, 2026 @ 1:00 PM

Proposal valid for 60 days from the submission deadline.

SECTION 1: COVER LETTER

July 13, 2026

Ashlee Kinnunen

Deputy Treasurer/Grant Administrator

Tilden Township

3145 Co Rd PG, Ishpeming, MI

Dear Ms. Kinnunen:

Vitalworks LLC is pleased to submit this proposal in response to Tilden Township's Request for Proposals for Third-Party Grant Administrator services for the MSHDA Community Development Block Grant (CDBG)-funded Former National Mine School Development project. We understand the project scope as infrastructure development supporting two of the five homes proposed at the former National Mine School site, funded through \$177,000 in identified CDBG resources, and we are prepared to deliver compliant, responsive, and cost-effective administration for the full contract term of June 1, 2026 through May 2028.

Vitalworks LLC has direct experience administering CDBG and MSHDA-funded community development programs for Michigan units of local government, including current and recent third-party administration engagements for Van Buren County and proposed work for the Cass County Land Bank Authority. Our team is well versed in 2 CFR Part 200 federal procurement and grant administration standards, MSHDA CDBG policy manual requirements, environmental review coordination under 24 CFR Part 58, and the reporting, drawdown, and closeout obligations that apply to CDBG-funded infrastructure projects.

We acknowledge receipt and review of Addendum No. 1 (CDBG Budget Information), which identifies \$150,000 in CDBG funds for infrastructure development for two homes and \$27,000 in shared administrative funding — 10% (\$15,000) retained by Tilden Township staff and 8% (\$12,000) available for the selected Third-Party Administrator. Our fee proposal in Section 6 is structured as a \$12,000 not-to-exceed fixed fee, consistent with that allocation.

We certify that all pricing in this proposal was independently determined and is in full compliance with applicable procurement requirements, and that Vitalworks LLC maintains financial management systems compliant with 2 CFR Part 200.

Thank you for the opportunity to serve Tilden Township and the residents of the former National Mine School Development. We welcome any questions in advance of the proposal deadline and look forward to a productive partnership.

Respectfully submitted,

Carlton White, Managing Partner | Shawn Smith, Managing Partner

Vitalworks LLC

Phone: 313-217-1053 | Fax: 888-271-1053 | vitalworks@gmail.com

1515 W. Lafayette Blvd, Detroit, MI 48216

SECTION 2: FIRM PROFILE & ORGANIZATIONAL QUALIFICATIONS

2.1 Organization Overview

Vitalworks LLC is a professional grant administration and community development consulting firm based in Detroit, Michigan, led by Carlton White and Shawn Smith, Managing Partners. Vitalworks LLC specializes in the administration of federally funded housing and community development programs for Michigan counties, municipalities, and state agencies, with demonstrated expertise in MSHDA CDBG program compliance, infrastructure and rehabilitation program administration, and HUD/2 CFR Part 200 regulatory requirements. Vitalworks LLC is a duly organized Michigan Limited Liability Company in good standing with the Michigan Department of Licensing and Regulatory Affairs (LARA).

Vitalworks LLC carries Professional Liability Insurance, Workers' Compensation coverage, and General Liability Insurance; Tilden Township will be named as an Additional Insured upon contract execution.

2.2 Description of Relevant Experience

The following comparable engagements demonstrate our capacity to successfully administer CDBG-funded projects of similar regulatory complexity:

Program / Jurisdiction	Grant Amount	Years	Role	Reference Contact
City of Detroit MI Neighborhood NOFA/CDBG	\$65,350	2025–2026	TPA / Full Admin	Ashley Powell, Coordinator, 248-324-8959, Ashley.powell@detroitmi.gov
Detroit Area On Aging Agency NOFA	\$25,000	2024-2025	TPA / Full Admin	Nicole Bentley, Contract Manager, 313-446-4444, bentleyn@daaa1a.org
Wayne County Homeowner Rehab Program	\$73,500	2025–2026	TPA / Full Admin	Colin Roach, Coordinator, 313-967-0026, croach@waynecountymi.gov

While the majority of our recent CDBG engagements have centered on homeowner rehabilitation activities, the underlying compliance disciplines directly transfer to infrastructure administration: 2 CFR Part 200-compliant procurement and contractor bidding, environmental review coordination under 24 CFR Part 58, prevailing wage and Section 3 monitoring where applicable, drawdown and reimbursement processing, and MSHDA reporting and closeout. Carlton White additionally brings experience from federal ERP program oversight (GFEBS/SAP) as a retired Army civilian, which supports rigorous budget tracking and financial controls on this project.

SECTION 3: PROJECT APPROACH & STEP-BY-STEP WORK PLAN

Vitalworks LLC's understanding of this engagement: Tilden Township requires a Third-Party Administrator to support implementation, compliance, financial management, and closeout of a \$177,000 MSHDA CDBG award funding infrastructure development for two of five homes proposed at the former National Mine School site, over an anticipated June 1, 2026 – May 2028 contract term. The following work plan mirrors the scope of services identified in the RFP.

Phase A — Start-Up & Administrative Systems (Contract Award – 30 Days)

1. Execute contract with Tilden Township and confirm insurance and authorization documentation.

2. Assign key personnel and hold a kick-off meeting with Township staff to confirm roles, communication protocols, and reporting expectations.
3. Establish project administrative systems: digital and physical file structure, compliance calendar, and a program tracker covering procurement, environmental review, construction, and drawdown milestones.
4. Review the MSHDA CDBG policy manual, the grant agreement, and Addendum No. 1 budget parameters with the project team.
5. Confirm any prior environmental review status for the former National Mine School site and identify remaining Tier 1/Tier 2 review requirements under 24 CFR Part 58, in coordination with the Township's Certifying Officer.

Phase B — Procurement & Contractor Selection (2 CFR Part 200 Compliant)

6. Prepare procurement-related documents: bid packages, cost reasonableness documentation, and contractor selection records for the infrastructure scope of work.
7. Solicit bids from a minimum of three qualified, licensed contractors; verify Michigan licensing, insurance, SAM.gov registration, and HUD Limited Denial of Participation (LDP) status prior to award.
8. Conduct bid opening, document bid tabulation, and prepare a written contractor selection rationale for Township review and approval.
9. Support any required MSHDA bid review or endorsement prior to contract execution.

Phase C — Compliance Support & Public Communication

10. Support citizen participation requirements, public hearing notices, and required public communications as applicable to the project.
11. Assist with labor standards, Section 3, fair housing, equal opportunity, lead-based paint, and Uniform Relocation Act (URA) compliance to the extent applicable to the scope of infrastructure work.
12. Coordinate with municipal staff, contractors, property owners, and other stakeholders throughout implementation.

Phase D — Construction Oversight

13. Monitor infrastructure construction progress against the approved scope of work and schedule.
14. Conduct periodic site inspections, document progress with written reports and photographs, and review contractor payment applications against work completed.
15. Process and document any change orders for Township approval prior to implementation.
16. Conduct final inspection and obtain sign-off upon completion of the infrastructure scope.

Phase E — Financial Management, Draws & Reporting

17. Maintain a program-level financial ledger tracking CDBG expenditures by budget category (infrastructure, shared administration) consistent with the Addendum No. 1 budget.
18. Prepare draw/reimbursement request packages with all required supporting documentation for Township review and authorization prior to submission to MSHDA. All disbursement authority remains with Tilden Township.
19. Prepare and submit required progress reports, performance updates, and reimbursement requests to Tilden Township and/or MSHDA on the schedule required by the grant agreement.
20. Provide the Township with regular written status updates (proposed monthly) summarizing procurement status, construction progress, financial activity, and any compliance issues requiring Township attention.

Phase F — Closeout

21. Confirm the infrastructure scope is complete, final inspections accepted, and all financial records reconciled against MSHDA disbursement records.
22. Prepare and submit required grant closeout materials, final reporting, and file organization sufficient to support retention and audit requirements.
23. Transfer all original program records to Tilden Township in an organized, accessible format at contract closeout. Vitalworks LLC retains no original records.

3.1 Timeline Summary

Phase	Key Activities	Approximate Timeframe
A — Start-Up	Contract execution, system setup, environmental review status confirmation	Contract award – 30 days
B — Procurement	Bid package prep, contractor solicitation and selection	Following start-up, per project schedule
C — Compliance Support	Public participation, cross-cutting federal requirements	Ongoing
D — Construction Oversight	Inspections, payment review, change orders, final sign-off	Construction period
E — Financial Mgmt & Reporting	Ledger maintenance, draw packages, progress reports	Ongoing through contract term
F — Closeout	Final reconciliation, closeout docs, records transfer	By May 2028

SECTION 4: PROJECT TEAM

The project team identified in Section 2.3 will be dedicated to this engagement for its full term. Shawn Smith will serve as primary point of contact for Tilden Township and will be available for scheduled check-ins, site visits, and Township meetings as reasonably required. Carlton White and Shawn Smith, as Managing Partners, provide direct executive oversight and are the designated escalation point for any compliance concern, contractor performance issue, or MSHDA inquiry. Resumes for key personnel are available upon request.

4.1 Key Personnel

Name	Role	Time Allocation	Qualifications
Shawn Smith	Project Manager / Primary Contact	~25% (avg.)	CDBG/MSHDA program administration; grant reporting systems; 2 CFR Part 200 compliance; Township liaison
Carlton White	Financial & Compliance Manager	~20% (avg.)	CDBG drawdown processing; federal ERP/financial systems oversight (GFEBS/SAP); 2 CFR Part 200 financial management; audit-ready documentation
Guy Huddleston	Construction Inspector /	As needed by phase	Licensed contractor/inspector experience; 24 CFR Part 58 environmental review coordination; scope of work development; construction monitoring

	Environmental Review Support		
Managing Partners (Carlton White & Shawn Smith)	Executive Oversight & QC	As needed	Quality control review; escalation point; Township and MSHDA relationship management; contract compliance

All staff assigned to this program complete a written conflict-of-interest disclosure prior to engagement and are supervised directly by the Managing Partners.

SECTION 5: REFERENCES

The following verifiable references can attest to our experience administering CDBG and MSHDA-funded programs. All references have consented to be contacted.

Reference 1	
Organization	Wayne County Land Bank
Contact	Colin Roach, Coordinator
Phone / Email	313-967-0026 croach@waynecountymi.gov
Program	Homeowner Rehabilitation Program, \$73,500
Reference 2	
Organization	City of Detroit
Contact	Ashley Powell, Coordinator
Phone / Email	248-324-8959 Ashley.powell@detroitmi.gov
Program	MI Neighborhood CDBG Program, \$65,350
Reference 3	
Organization	North End Village Non-Profit
Contact	Shelia Hawkins, Vice President
Phone / Email	313-910-2951 sheliahawkins70@yahoo.com
Program	Fiscal agent / program administration services

SECTION 6: FEE PROPOSAL

Per Addendum No. 1, Tilden Township has identified \$27,000 in shared administrative funding within the \$150,000 infrastructure budget — 10% (\$15,000) retained by Township staff and 8% (\$12,000) available for the Third-Party Administrator. Vitalworks LLC proposes a fixed, not-to-exceed fee of \$12,000 for the full contract term (June 1, 2026 – May 2028), inclusive of all reimbursable expenses (mileage, printing, and postage). This fixed-fee structure gives the Township budget certainty regardless of fluctuations in staff hours.

6.1 Itemized Fee Allocation

Service Category	Basis	Amount
A. Start-up & administrative systems	Flat fee	\$1,500
B. Procurement & contractor selection support	Flat fee	\$2,500
C. Compliance support & public communication	Flat fee	\$1,500
D. Construction oversight & inspections	Flat fee	\$3,000
E. Financial management, draws & reporting	Flat fee (full term)	\$2,500
F. Closeout & records transfer	Flat fee	\$1,000
TOTAL TPA FEE (NOT TO EXCEED)	Fixed Fee	\$12,000

Reference blended hourly rate for scope-change discussion purposes only (not used for fixed-fee billing): \$65/hour, Project Manager/Financial oversight; \$55/hour, construction inspection support. No additional fees will be charged without prior written authorization from Tilden Township. This pricing was independently determined and is in full compliance with applicable procurement requirements.

SECTION 7: REQUIRED CERTIFICATIONS & DISCLOSURES

7.1 Conflict of Interest Disclosure

No officer, employee, or agent of Vitalworks LLC has a financial or personal interest in any contractor or vendor anticipated to work under this program that would constitute a conflict of interest under 2 CFR Part 200 or MSHDA policy. Any potential conflict arising during the program term will be disclosed in writing to Tilden Township immediately upon identification.

7.2 Litigation Disclosure

Vitalworks LLC has no pending or unresolved litigation that would materially affect its ability to perform under this contract. [Confirm current status prior to submission.]

7.3 Debarment & Suspension Certification

Vitalworks LLC certifies that it is not currently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from participation in federal programs. All contractors and subcontractors engaged under this program will be verified against SAM.gov and the HUD LDP list prior to engagement.

7.4 2 CFR Part 200 Financial Management Certification

Vitalworks LLC certifies compliance with 2 CFR Part 200 financial management standards, including accurate and current financial disclosure, source documentation for all transactions, budget controls preventing expenditure in excess of authorized amounts, and cash management procedures that minimize the time between drawdown and disbursement.

7.5 Byrd Anti-Lobbying Certification

Vitalworks LLC certifies that no federally appropriated funds have been paid or will be paid to any person for influencing or attempting to influence an officer or employee of any federal agency, a Member of Congress, or an officer or employee of Congress in connection with this procurement.

7.6 Non-Discrimination & Fair Housing

Vitalworks LLC certifies compliance with all applicable federal and state non-discrimination laws in the administration of this program, consistent with the Fair Housing Act, Title VI, Section 504, and applicable Michigan law.

7.7 Insurance

Vitalworks LLC carries the following coverage and will provide current certificates upon contract award, naming Tilden Township as Additional Insured:

- General Liability: \$1,000,000 per occurrence / \$2,000,000 aggregate
- Professional Liability (E&O): \$1,000,000
- Workers' Compensation: As required by Michigan law

Signature: CW

Date: 7/13/2026

Printed Name: Carlton White

Title: Managing Partner

Organization: Vitalworks LLC

SECTION 8: ACKNOWLEDGMENT OF ADDENDUM NO. 1

Vitalworks LLC acknowledges receipt and review of Addendum No. 1 (CDBG Budget Information), confirming \$177,000 in CDBG funds identified for infrastructure development for two of five proposed homes (\$150,000) and shared administration (\$27,000: 10% Tilden Township staff / 8% Third-Party Administrator). This proposal's fee structure in Section 6 was prepared consistent with that addendum.

Printed Name: Carlton White

Initials: CW

Signature: CW

PRIVATE
AGRICULTURAL



Pump & Well Drilling, Inc.
P.O. Box 704 - Iron Mountain, Michigan 49801-0704
Phone (906) 774-1966

INDUSTRIAL
MUNICIPAL

WELL & PUMPING SYSTEM REPAIR ESTIMATE

Name:	Tilden Township	Date Prepared:	06/18/26	Comments: estimate to provide preventative maintenance well rehabilitation services, we will surge in LAD without removing pumping hardware, prices assume Matt will pump off acid the day after treatment as was done on previous treatment
Current/Billing Address:	3145 County Road PG Ishpeming, MI 49849	Estimator:	M. Edens	
Work Phone:		County:	Marquette	
Home Phone:		Location:	Tilden Township, Wells #1 & #2	
Mobile - Matt:	(906)235-9347			
Email:				

Type of Service: well treatment estimate

Item	Quan.	Unit Price	Extended Price
Hours labor, 1 man	16	\$ 140.00	\$ 2,240.00
Hours pick-up truck	16	\$ 20.00	\$ 320.00
Cotey Chemical Liquid Acid Descaler, 5 gallon pail	2	\$ 341.20	\$ 682.40
Hour air compressor	4	\$ 50.00	\$ 200.00
			\$ -
			\$ -
			\$ -
			\$ -
			\$ -
			\$ -
			\$ -
			\$ -
Prices do not include flushing, sampling or replacement pumping hardware.			\$ -

50% Prepayment Due N/A **Well & Pumping System Repair Estimate: \$ 3,442.40**

If you decide to retain Kleiman Pump & Well Drilling, Inc. to perform the above service(s), please sign and date the forms and return one copy to us. Upon receipt of a signed estimate form, your service will be scheduled with the appropriate personnel. *If paying with credit card, a 3% fee will be added per transaction.*

Also, prepayment is expected in the amount of 50% of the total estimate cost. The fee either can be sent with your signed estimate form or can be paid in person to Kleiman Pump & Well Drilling personnel at the time of service.

ESTIMATE VALID FOR 30 DAYS

ESTIMATE PROVIDED PRIOR TO SITE VISIT

Misc Debris - Delarye

From TildenDepTreasurer <TildenDepTreasurer@tildentwp.org>

Date Fri 7/31/2026 4:25 PM

To Treasurer <Treasurer@tildentwp.org>; Tilden Clerk <TildenClerk@tildentwp.org>

Cc TildenDepClerk <TildenDepClerk@tildentwp.org>

Hi All,

I contacted Moyle and A1 Hauling in regard to cleaning Isis's property.

Moyle:

-I provided Wendy with the documentation they were requesting before giving a quote. She stated that she would check into it and get back to me if they are even willing to do something like that.

A1 Hauling:

-Spoke w/ Brian - he did a drive by and said that there is quite a bit. He said that the cars would have to be titled, otherwise the State Police would have to get a "release of lien" for them. On a side note, the property clean up (not including the vehicles) would cost \$3,500.

Ashlee Kinnunen

Deputy Treasurer

Tilden Township

3145 CO RD PG

Ishpeming, MI 49849

(906) 486-6580

tildendeptreasurer@tildentwp.org



Outlook

Kari Lane Pay Application

From Anderson, Robb <raanderson@geiconsultants.com>

Date Tue 8/4/2026 10:55 AM

To Tilden Township <TildenTwp@tildentwp.org>; Treasurer <Treasurer@tildentwp.org>

Cc Fabbri, Brian <bfabbri@geiconsultants.com>; Anderson, Brad <banderson@geiconsultants.com>

 1 attachment (315 KB)

2501042_C620_App_for_Payment_Request_03_signed.pdf;

Fred,

Attached is the final pay application to MJ VanDamme for the retainage that was held last fall pending final restoration. This pay application should be approved at the next Township Board meeting. Please let us know if there are any questions.

Thanks,
Robb

GEI

ROBB ANDERSON

Branch Manager, Project Engineer

906.214.4152 cell: 906.367.1032

990 Lalley Road | Iron River, MI 49935



Contractor's Application for Payment

Owner: Tilden Township **Owner's Project No.:** _____
Engineer: GEI Consultants of Michigan, P.C. **Engineer's Project No.:** 2501042
Contractor: MJ VanDamme, Inc. **Contractor's Project No.:** _____
Project: Kari Lane Reconstruction Project
Contract: Kari Lane Reconstruction Project

Application No.: 3 **Application Date:** 7/23/2026
Application Period: **From** 10/11/2026 **to** 7/23/2026

1. Original Contract Price	\$	161,869.91
2. Net change by Change Orders	\$	(3,272.93)
3. Current Contract Price (Line 1 + Line 2)	\$	158,596.98
4. Total Work completed and materials stored to date (Sum of Column G Lump Sum Total and Column J Unit Price Total)	\$	158,596.98
5. Retainage		
a. _____ X \$ _____ - Work Completed =	\$	_____
b. _____ X \$ _____ - Stored Materials =	\$	_____
c. Total Retainage (Line 5.a + Line 5.b)	\$	_____
6. Amount eligible to date (Line 4 - Line 5.c)	\$	158,596.98
7. Less previous payments (Line 6 from prior application)	\$	154,632.06
8. Amount due this application	\$	3,964.92
9. Balance to finish, including retainage (Line 3 - Line 4 + Line 5.c)	\$	_____

Contractor's Certification

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

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

Contractor: MJ VanDamme, Inc.

Signature: Amy D'Ambrosio **Date:** 7/24/2026

Recommended by Engineer

By: Robert Aul
Title: Project Manager
Date: 7/28/2026

Approved by Owner

By: _____
Title: _____
Date: _____

Approved by Funding Agency

By: _____
Title: _____
Date: _____

By: _____
Title: _____
Date: _____

Misc. Debris Letters Sent 2026

Letter Date Sent July 22, 2026 -

- Jason Potila – 555 County Rd PFH
- Edward & Melissa Young – 10675 County Road 476
- Anderson (Keith Wilson) – 660 County Road PAN
- Joel Lindholm – 6365 County Road PB
- Deb Annala – 2615 County Road PBG
- Ryan & Amy Finley – 7780 County Road PB
- Stephanie Heikkell – 670 County Road PBG

MEMORANDUM

TO: Tilden Township Board
CC: Township Supervisor
FROM: Jeremy Pickens, Township Attorney
RE: Landfill Questions
DATE: August 17, 2026

This is a legal opinion, which is exempt from disclosure pursuant to MCL 15.243(1)(g) and may be discussed in closed session pursuant to MCL 15.268(e), all pursuant to *Booth Newspapers, Inc v City of Wyoming*, 168 Mich App 459 (1988).

The first question is whether Tilden Township can require a landowner/resident to sign a hold harmless agreement if a contractor is doing work at the landowner's property and is hauling refuse to the landfill. The short answer is "yes." An agreement to hold harmless is an enforceable contract whereby the landowner/resident agrees not to hold the Township responsible for legal liability, financial loss, damages or other injuries, associated with their or their contractor's use of the landfill. Any hold harmless agreement should be entered into at the time of permit approval, be in writing, dated and signed by both parties.

The answer to the second question is generally "no," a municipality cannot limit who can apply for a permit for hauling permits. Under Michigan law, permits cannot be denied arbitrarily or discriminatorily by a municipality, but municipality can limit permit access based on objective legally established criteria such as zoning compliance, state code, residency or property tax status.

The third issue presented is whether the Township can charge a larger deposit than it does currently for the use of the landfill/landfill permits. The short answer is "yes," larger deposits are permissible. Any increase should be rationally related to the costs and liability associated therewith issuing the permit and should be done only after notice to the Landfill and the public.

Finally, the Township is unable to place a lien on private property for the costs associated with the delinquent landfill costs. The opportunities for such taxation are somewhat limited under Michigan law, and they do not apply in this situation based on presently known information. That said, the Township could pass an ordinance related to landfill fees and tie it to MCL 600.8731 (Municipal Civil Infractions, Violations involving land). Doing so would likely permit assessment of civil infraction costs and landfill costs as a lien against the subject property.

Bill to: TILDEN TOWNSHIP
3145 Co Rd PG
ISHPEMING, MI 49849

From: Jeff Larson
1715 Southwood Drive
ISHPEMING, MI 498949
(906)236-0044

The following is an itemized bill for repair of ditch at the above mentioned address. The repairs were needed to prevent further erosion on property, due to the lack of proper construction on site. I was required to haul fill and topsoil to complete.

1 yard of fill dirt = \$50.00
1 yard of topsoil = \$100.00
3 ½ hrs of loader = \$455.00
Admin Fee = \$15.21

Total = \$620.21

GRANT OF PERMANENT HIGHWAY EASEMENT

THIS GRANT OF PERMANENT HIGHWAY EASEMENT (the "Easement") is made this ____ day of _____, 2025, for **Jeffrey R. Larson**, whose address is 1715 Southwood Drive, Ishpeming, MI 49849 (hereinafter referred to as "Grantor") and the **Board of County Road Commissioners of the County of Marquette**, a Michigan governmental entity and body corporate ("Road Commission"), whose address is 1610 N. Second Street, Ishpeming, Michigan 48948 (hereinafter referred to as "Grantee").

In consideration of \$1.00 and other good and valuable consideration, the receipt and sufficiency of which are hereby acknowledged, the Grantor does hereby grant, convey and warrant unto Grantee, its successors or assigns, an irrevocable non-exclusive easement in, to, over and across the real property described in Exhibit "A" and as shown in Exhibit "B" along, across, over, and under Grantor's real estate described as:

The following described premises located in the Township of Tilden, County of Marquette, and State of Michigan, described as follows to wit:
Section 17, T47N, R27W, Part of the Northwest Quarter of the Northwest Quarter (NW1/4 of NW1/4) beginning 960.18' East of the Northwest Section Corner; thence South 515.83'; thence East 388.82'; thence North 515.98'; Thence West 380.37' to the point of beginning.

Recorded in Document 2007R-05823
Tax Parcel: 52-16-217-005-00

The easement shall be permanent for County Highway and all ancillary purposes, and once accepted by the Grantee shall be abandoned only as provided by law in MCL 224.18. The easement shall be non-exclusive and Grantor retains the right to any use of the easement premises that does not interfere with the rights conveyed to the Grantee for County Highway and all ancillary purposes authorized by law, subject to the Grantees statutory permit authority. The easement is subject to any and all restrictions, reservations, easements or rights-of-way appearing in the record chain of title. Grantee shall have the right under such terms and conditions as it may deem appropriate and in the public interest, to grant sub-easements, licenses, and use permits to other persons or entities.

**This conveyance is exempt from real estate transfer taxation pursuant to MCL 207.505(a) and MCL 207.526(a).*

GRANTOR

Jeffrey R. Larson

STATE OF _____)
COUNTY OF _____)
SS

This instrument was acknowledged before me on this _____ day of _____, 20____,
by Jeffrey R. Larson.

_____, Notary Public
_____ County, _____
Acting in _____ County, _____
My commission expires: _____

Drafted by:

William L. Henn
HENN LESPERANCE PLC
32 Market Avenue SW, Suite 400
Grand Rapids, MI 49503
(616) 551-1611

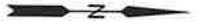
When recorded return to:

Marquette County Road Commission
1610 N. Second Street
Ishpeming, Michigan 48948

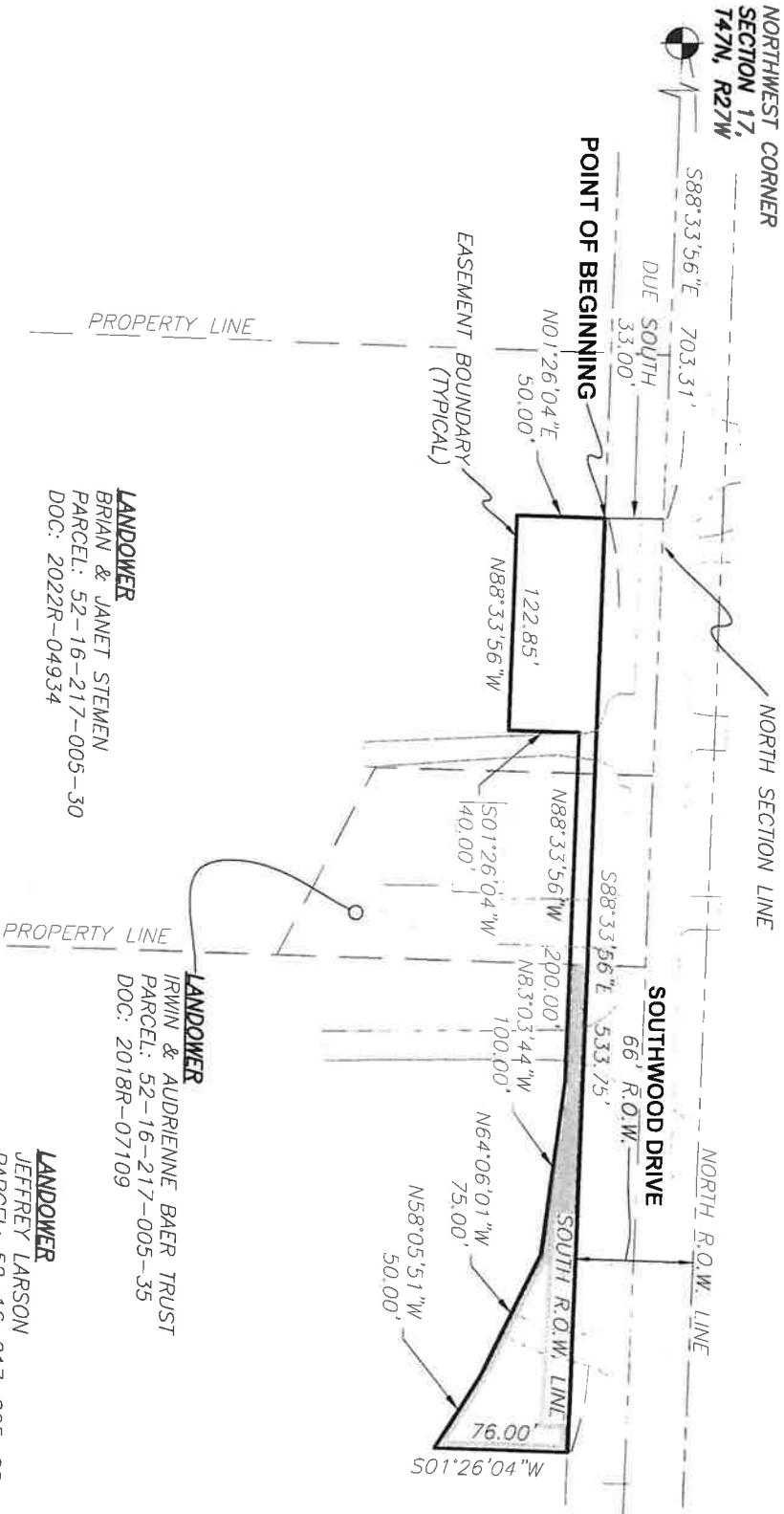
Recording fee: 30.00

Transfer tax: 0.00 (EXEMPT)

EXHIBIT B



EASEMENT AREA TABLE	
TOTAL AREA = 0.34 ACRES, +/-	
STEMEN EASEMENT = 0.15 ACRES +/-	
BAER EASEMENT = 0.03 ACRES +/-	
LARSON EASEMENT = 0.16 ACRES +/-	



LANDOWNER
BRIAN & JANET STEMEN
PARCEL: 52-16-217-005-30
DOC: 2022R-04934

LANDOWNER
IRWIN & AUDRIENNE BAER TRUST
PARCEL: 52-16-217-005-35
DOC: 2018R-07109

LANDOWNER
JEFFREY LARSON
PARCEL: 52-16-217-005-00
DOC: 2007R-05823

BASIS OF BEARING: MI STATE PLANE, NORTH



100 PORTAGE STREET
HOUGHTON, MI 49931
(906) 482-4810

FOR: TILDEN TWP. & MARQUETTE COUNTY ROAD COMMISSION
NW1/4, NW1/4, SECTION 17, T47N, R27W
TILDEN TOWNSHIP
MARQUETTE COUNTY, MICHIGAN

PROJECT No: T91-05144
DATE: 10-7-25
DRAWN: JJW
DWG: T91-05144 EASEMENTS
REVISED:

OTHER OFFICES IN: ISHPERING, IRON MOUNTAIN, SAULT STE. MARIE, & MARINETTE, WI.

EXHIBIT A

Date: 10-07-2025

Project: T91-05144

For: Tilden Township and the Marquette County Road Commission

EASEMENT DESCRIPTION

An easement situated in part of the Northwest quarter of the Northwest quarter (NW1/4, NW1/4), Section 17, Township 47 North, Range 27 West, Tilden Township, Marquette County, Michigan, described as follows:

Commencing at the Northwest corner of Section 17;
then along the North Section line, S88°33'56"E 703.31 feet;
then due South 33.00 feet to the South right-of-way line of Southwood Drive, also being the POINT OF BEGINNING;
then continuing along said South right-of-way line, S88°33'56"E 533.75 feet;
then S01°26'04"W 76.00 feet;
then N58°05'51"W 50.00 feet;
then N64°06'01"W 75.00 feet;
then N83°03'44"W 100.00 feet;
then N88°33'56"W 200.00 feet;
then S01°26'04"W 40.00 feet;
then N88°33'56"W 122.85 feet;
then N01°26'04"E 50.00 feet to the POINT OF BEGINNING, containing 0.34 acres, more or less.



Job Description

TITLE

Office Administrator/Election Administrator/Deputy Clerk

STATUS

¾ Time Employee (with exceptions for increased hours during tax collection and elections)

OFFICE ADMINISTRATOR

Performs a variety of clerical and general office support tasks for the Township Board and all Departments. Collects and receipts money from the public. Serves as the initial contact to the public. Provides general services and information, or directs the public to the appropriate department.

- A. **Supervision:** Under the supervision of the Supervisor, Treasurer and Board
- B. **Job Duties:** An employee in this position is required to perform the following duties with or without reasonable accommodation. This is not intended as an exhaustive list of duties, rather a description of the general nature and level of work being performed within this classification.
 - a. Serves as initial contact to the public by receiving and assisting visitors and answering phone calls.
 - b. Receives property tax, utility, refuse and general payments and issues receipts.
 - c. Daily balancing of a cash drawer and weekly cash drawer close out.
 - d. Provides clerical assistance to the Township Board Members. Prepares correspondence for the Board. Organizes work assignments by priority ensuring timely completion of assignments.
 - e. Assists with preparation, compilation and dissemination of agendas and board packets for the Board.
 - f. Prepares monthly utility billing and utility billing mailings. Assists customers with utility accounts and billing questions.
 - g. In coordination with the Treasurer, informs the DPW when water shut-offs and re-reads are required.
 - h. Takes reservations for township rentals at the hall and recreation area. Collects deposits and insurance information.
 - i. Assists in locating and providing information such as payments due, amount of property taxes and utility accounts.
 - j. Processes mail both incoming and outgoing including signing for registered/certified mail.
 - k. Coordinates FOIA requests and responses with the Supervisor.
 - l. Operates general office machines, including computers, copier, scanning and calculators.
 - m. Maintains and orders office supply inventory.



- n. Maintains Appointment Manual for the township Supervisor listing all persons appointed to the various boards and commissions including terms of office, expiration dates and training requirements. Notifies the Supervisor within 60 days before the expiration of any term. Assists in the placement of ads and correspondence with appointees, as necessary.
- o. Maintains ordinance book, personal policy and policy manuals for the Township Board.
- p. Must become proficient in all modules of BS&A including Accounts Payable, Payroll, Cash Receipting, Utility Billing, Tax and Timesheets.
- q. **Ability to administrator and make changes to the Township website.**
- r. **Any additional duties as required.**

C. **Minimum Qualifications and Required Knowledge, Skills and Abilities:** The requirements listed below are representative of the minimum qualifications, knowledge, skills, and abilities (KSA's) required to successfully perform the essential functions of the position. In some cases, alternative qualifications or combinations of education/experience and/or KSA's may be sufficient.

- a. High school graduation, GED equivalent, or a minimum of 3 years of municipal experience is required.
- b. One or more years of previous experience in customer service, office work and general bookkeeping is required, with experience in a municipal setting preferred.
- c. Ability to qualify for bond is required.
- d. Knowledge of office procedures and best practices related to customer service and cash handling.
- e. Knowledge of municipal operations to effectively direct and assist customers.
- f. Skill in using a variety of office equipment including computers and related software, such as but not limited to Microsoft 365, Google, Zoom, Microsoft Teams and Adobe.
- g. Skill in entering data with speed and accuracy.
- h. Skill in addressing customer complaints with professionalism, tact and diplomacy.
- i. Ability to make accurate mathematical computations and balance a cash drawer.

ELECTION ADMINISTRATOR

- A. Administrators all aspects of Elections including QVT, AV voting, Early voting and Election day voting.
- B. Required to get and maintain, at all times, the State of Michigan certification in QVF and Election Accreditation. Attend all training to maintain State of Michigan Election Accreditation.
- C. Assure that all election inspectors are property trained.

DEPUTY CLERK

- A. Sign checks in the absence of the Clerk.
- B. Code GL numbers on all payments in the absence of the Clerk.



C. Take meeting minutes and prepare a draft copy for the Clerk.

NOTE: In the future if the Clerk does not wish to use this employee as their Deputy these duties will be done by the new Deputy Clerk.



Job Description

TITLE

Office Administrator/Grant Administrator/Deputy Treasurer

STATUS

$\frac{3}{4}$ Time Employee (with exceptions for increased hours during tax collection and elections)

OFFICE ADMINISTRATOR

Performs a variety of clerical and general office support tasks for the Township Board and all Departments. Collects and receipts money from the public. Serves as the initial contact to the public. Provides general services and information, or directs the public to the appropriate department.

- A. **Supervision:** Under the supervision of the Supervisor, Treasurer and Board
- B. **Job Duties:** An employee in this position is required to perform the following duties with or without reasonable accommodation. This is not intended as an exhaustive list of duties, rather a description of the general nature and level of work being performed within this classification.
 - a. Serves as initial contact to the public by receiving and assisting visitors and answering phone calls.
 - b. Receives property tax, utility, refuse and general payments and issues receipts.
 - c. Daily balancing of a cash drawer and weekly cash drawer close out.
 - d. Provides clerical assistance to the Township Board Members. Prepares correspondence for the Board. Organizes work assignments by priority ensuring timely completion of assignments.
 - e. Assists with preparation, compilation and dissemination of agendas and board packets for the Board.
 - f. Prepares monthly utility billing and utility billing mailings. Assists customers with utility accounts and billing questions.
 - g. In coordination with the Treasurer, informs the DPW when water shut-offs and re-reads are required.
 - h. Takes reservations for township rentals at the hall and recreation area. Collects deposits and insurance information.
 - i. Assists in locating and providing information such as payments due, amount of property taxes and utility accounts.
 - j. Processes mail both incoming and outgoing including signing for registered/certified mail.
 - k. Coordinates FOIA requests and responses with the Supervisor.
 - l. Operates general office machines, including computers, copier, scanning and calculators.
 - m. Maintains and orders office supply inventory.



- n. Maintains Appointment Manual for the township Supervisor listing all persons appointed to the various boards and commissions including terms of office, expiration dates and training requirements. Notifies the Supervisor within 60 days before the expiration of any term. Assists in the placement of ads and correspondence with appointees, as necessary.
- o. Maintains ordinance book, personal policy and policy manuals for the Township Board.
- p. Must become proficient in all modules of BS&A including Accounts Payable, Payroll, Cash Receipting, Utility Billing, Tax and Timesheets.
- q. Ability to administrator and make changes to the Township website.**
- r. Any additional duties as required.**

C. Minimum Qualifications and Required Knowledge, Skills and Abilities: The requirements listed below are representative of the minimum qualifications, knowledge, skills, and abilities (KSA's) required to successfully perform the essential functions of the position. In some cases, alternative qualifications or combinations of education/experience and/or KSA's may be sufficient.

- a. High school graduation, GED equivalent, or a minimum of 3 years of municipal experience is required.
- b. One or more years of previous experience in customer service, office work and general bookkeeping is required, with experience in a municipal setting preferred.
- c. Ability to qualify for bond is required.
- d. Knowledge of office procedures and best practices related to customer service and cash handling.
- e. Knowledge of municipal operations to effectively direct and assist customers.
- f. Skill in using a variety of office equipment including computers and related software, such as but not limited to Microsoft 365, Google, Zoom, Microsoft Teams and Adobe.
- g. Skill in entering data with speed and accuracy.
- h. Skill in addressing customer complaints with professionalism, tact and diplomacy.
- i. Ability to make accurate mathematical computations and balance a cash drawer.

GRANT ADMINISTRATOR

- A. Ability to search for, apply for and administrator grants on behalf of the Tilden Township Board.

DEPUTY TREASURER

- A. Make weekly deposits, to the appropriate financial institution, in the absence of the Treasurer.
- B. Sign checks in the absence of the Treasurer.
- C. Approve all payments for payment in the absence of the Treasurer.



NOTE: In the future if the Treasurer does not wish to use this employee as their Deputy these duties will be done by the new Deputy Treasurer.

D. Election Inspectors

Training shall be required by all election inspectors. The pay for all members shall be set annually by resolution of the Board at the March meeting.

E. West End Emergency Services

The Board shall appoint a Township resident to the West End Emergency Services Authority. The first term shall be for a period of one year and thereafter the term shall be a three-year appointment. The pay for all members shall be set annually by resolution of the Board at the March meeting.

F. Iron Ore Heritage Trail

The Board shall appoint a Township resident to the Iron Ore Heritage Trail Authority. The pay for all members shall be set annually by resolution of the Board at the March meeting.

XVI. Tilden Township Deputies

As of May 2026, the Deputy Clerk and Deputy Treasurer positions have been included in the Office Administrators duties. If in the future should a Clerk or Treasurer choose to not utilize the Office Administrators as their deputies they have the authority to appoint a Deputy, however the Deputy shall only be used on an "as needed basis", for check signing and invoice coding in the absence of the Clerk/Treasurer and for meeting minutes.

As required by law the Township Clerk and Treasurer shall appoint their deputy and that deputy shall serve at the pleasure of either the Clerk or Treasurer respectively. The Supervisor may or may not appoint a Deputy. The pay for all members shall be set annually by resolution of the Board at the March meeting. The Clerk and Treasurer can use their deputies at their discretion, but no more than the amount budgeted by resolution of the Board. These persons are considered employees of the Township per IRS rules but shall not be eligible for any Township benefits except for the MI Earned Sick Time Act.