

**CHARTER TOWNSHIP OF PLYMOUTH
BOARD OF TRUSTEES MEETING**

Tuesday, November 13, 2018
7:00 PM



CALL TO ORDER AT _____ P.M.

A. ROLL CALL: Kurt Heise_____, Mark Clinton_____, Chuck Curmi _____,
Bob Doroshewitz ____, Jerry Vorva ____, Jack Dempsey_____,
Gary Heitman _____

B. PLEDGE OF ALLEGIANCE

C. APPROVAL OF AGENDA
Tuesday, November 13, 2018

D. APPROVAL OF CONSENT AGENDA

D.1 Approval of Minutes:
Regular Meeting – Tuesday, October 23, 2018

D.2 Acceptance of Communications, Resolutions, Reports: N/A

D.3 Approval of Township Bills:

FUND	ACCT	ALREADY PAID	TO BE PAID	TOTAL:
General Fund	101	519,300.61	143,482.98	662,783.59
Solid Waste Fund	226	3,929.31	11,259.69	15,189.00
Improvement Revolving (Capital)	246	.00	.00	.00
Drug Forfeiture Fund	265	.00	28,424.19	28,424.19
Drug Forfeiture State	266	.00	.00	.00
Drug Forfeiture IRS	267	.00	472.05	472.05
Golf Course Fund	510	755.31	4181.51	4,936.82
Senior Transportation	588	4,754.73	.00	4,754.73

**CHARTER TOWNSHIP OF PLYMOUTH
BOARD OF TRUSTEES MEETING**

Tuesday, November 13, 2018
7:00 PM



Water/Sewer Fund	592	51,546.98	593,746.51	645,293.49
Trust and Agency	701	54,773.00	.00	54,773.00
Police Bond Fund	702	4,591.00	.00	4,591.00
Tax Pool	703			
Special Assessment Capital	805	58.27	8,847.50	8,905.77
TOTALS:		639,709.21	790,414.43	1,430,123.64

E. PUBLIC COMMENTS AND QUESTIONS (Limited to 3 minutes)

F. NEW BUSINESS

1. Contract Renewal with Wayne County Appraisal, LLC for Township Assessing Services, **Resolution #2018-11-13-84**, Supervisor Kurt Heise, Finance Director Cindy Kushner
2. United States of America v. Mike Mitchell Update – Supervisor Kurt Heise
3. Hilltop Golf Course Management RFPs – Interviews by Board of Trustees*
 - Billy Casper, LLC
 - ADM Ventures, LLC

**Board members: please bring hard copies previously distributed*
4. Draft 2019 Township Budget Discussion – Finance Director Cindy Kushner

G. SUPERVISOR AND TRUSTEE COMMENTS

H. PUBLIC COMMENTS AND QUESTIONS (Limited to 3 Minutes)

I. ADJOURNMENT

**CHARTER TOWNSHIP OF PLYMOUTH
BOARD OF TRUSTEES MEETING**

Tuesday, November 13, 2018
7:00 PM



PLEASE TAKE NOTE: The Charter Township of Plymouth will provide necessary reasonable auxiliary aids and services, such as signers for the hearing impaired and audio tapes of printed materials being considered at all Township Meetings, to individuals with disabilities at the Meetings/Hearings upon two weeks' notice to the Charter Township of Plymouth by writing or calling the following: Human Resource Office, 9955 N Haggerty Road, Plymouth, MI 48170. Phone number (734) 354-3202 TDD units: 1-800-649-3777 (Michigan Relay Services)

**The Public Is Invited and Encouraged To Attend All Meetings of
the Board of Trustees of the Charter Township of Plymouth.**

**CHARTER TOWNSHIP OF PLYMOUTH
BOARD OF TRUSTEES
REGULAR MEETING
NOVEMBER 13, 2018**

**CALL TO ORDER
NOVEMBER 13, 2018**

**CHARTER TOWNSHIP OF PLYMOUTH
BOARD OF TRUSTEES
REGULAR MEETING
NOVEMBER 13, 2018**

**ITEM A
ROLL CALL
NOVEMBER 13, 2018**

**CHARTER TOWNSHIP OF PLYMOUTH
BOARD OF TRUSTEES
REGULAR MEETING
NOVEMBER 13, 2018**

**ITEM B
PLEDGE OF ALLEGIANCE
NOVEMBER 13, 2018**

**CHARTER TOWNSHIP OF PLYMOUTH
BOARD OF TRUSTEES
REGULAR MEETING
NOVEMBER 13, 2018**

**ITEM C
APPROVAL OF AGENDA
NOVEMBER 13, 2018**

**CHARTER TOWNSHIP OF PLYMOUTH
BOARD OF TRUSTEES
REGULAR MEETING
NOVEMBER 13, 2018**

**ITEM D.1
APPROVAL OF MINUTES
OCTOBER 23, 2018 MEETING**

**CHARTER TOWNSHIP OF PLYMOUTH
BOARD OF TRUSTEES
REGULAR MEETING
TUESDAY, OCTOBER 23, 2018**

PROPOSED MINUTES

Supervisor Heise called the meeting to order at 7:00 p.m.

MEMBERS PRESENT: Kurt Heise, Supervisor
Mark Clinton, Treasurer
Charles Curmi, Trustee
Jack Dempsey, Trustee
Robert Doroshewitz, Trustee
Gary Heitman, Trustee
Jerry Vorva, Clerk

MEMBERS ABSENT: None

OTHERS PRESENT: Dan Phillips, Fire Chief
Thomas Tiderington, Police Chief
Kevin Bennett, Township Attorney
David Richmond, Spalding DeDecker
Cindy Kushner, Finance Director
Sue Brams, Executive Assistant to the Supervisor
Alice Geletzke, Recording Secretary
20 Members of the Public

B. PLEDGE OF ALLEGIANCE – Bill Carter

C. APPROVAL OF AGENDA
Tuesday, October 23, 2018

Moved by Clerk Vorva and seconded by Trustee Heitman to approve the agenda for the Board of Trustees regular meeting of October 23, 2018. Ayes all.

D. APPROVAL OF CONSENT AGENDA

D.1 **Approval of Minutes:**
Regular Meeting – Tuesday, October 9, 2018

D.2 **Acceptance of Communications, Resolutions, Reports:**
Building Department Monthly Report – September, 2018
Fire Department Monthly Report – September, 2018
• Email from Tom & Jeanne Stevenson re: CPR Training
Police Department Monthly Report – September, 2018
Planning Department Monthly Report – September, 2018

**CHARTER TOWNSHIP OF PLYMOUTH
BOARD OF TRUSTEES
REGULAR MEETING
TUESDAY, OCTOBER 23, 2018**

PROPOSED MINUTES

FOIA Activity – Clerk’s Office – September, 2018

FOIA Activity – Police Department – September, 2018

D.3 Approval of Township Bills:

FUND	ACCT	ALREADY PAID	TO BE PAID	TOTAL:
General Fund	101	449,362.15	79,592.11	528,954.26
Solid Waste Fund	226	2544.98	103,997.31	106,542.29
Improvement Revolving (Capital)	246	.00	.00	.00
Drug Forfeiture Fund	265	.00	.00	.00
Drug Forfeiture State	266	.00	.00	.00
Drug Forfeiture IRS	267	.00	.00	.00
Golf Course Fund	510	373.52	134.00	507.52
Senior Transportation	588	3767.30	200.00	3,967.30
Water/Sewer Fund	592	310,997.18	511,076.25	822,073.43
Trust and Agency	701	7,635.00	.00	7,635.00
Police Bond Fund	702	5,442.00	.00	5,442.00
Tax Pool	703	593,586.30	.00	593,586.30
Special Assessment Capital	805	.00	4,032.50	4,032.50
TOTALS:		\$1,373,708.43	\$699,032.17	\$2,072,740.60

**CHARTER TOWNSHIP OF PLYMOUTH
BOARD OF TRUSTEES
REGULAR MEETING
TUESDAY, OCTOBER 23, 2018**

PROPOSED MINUTES

Trustee Heitman pointed out a correction in the minutes of October 9, 2018 on Page 5. He noted he had recused himself in voting on his appointment to the Zoning Board of Appeals.

Moved by Trustee Dempsey and seconded by Trustee Heitman to approve the consent agenda for the Board of Trustees regular meeting of October 23, 2018 as modified. Ayes all.

E. PUBLIC COMMENTS AND QUESTIONS (Limited to 3 minutes)

John Pilon of Harvest Drive, on behalf of his homeowners' association, discussed with Supervisor Heise and Attorney Bennett the possibilities and difficulties involved in ordinance change regarding short-term rental of homes, such as for a one-night rental in his subdivision which resulted in a large, wild party.

Becky Krupa questioned the use of the special edition of "Township Today" for pushing the public safety millage issue, and it was explained that resources can be used for explanation of millage issues, but not advocacy.

Copies of the Resolutions and Attachments listed below are available in the Clerk's office for public perusal.

F. NEW BUSINESS

1. Establishment of Retiree Healthcare (OPEB) Trust Fund, **Resolution #2018-10-23-83**, Treasurer Mark Clinton

Treasurer Clinton indicated the desire to be proactive in establishing a Retiree Healthcare (OPEB) Trust Fund with the Municipal Employees' Retirement System (MERS) in anticipation of approval of the public safety millage. To comply with Public Act 202, a portion of the proceeds from this millage is to be set aside in a trust fund to fund future obligations. All deposits in the fund must be pre-approved by the Board of Trustees. He chose the option offered for one person to serve as the employee contact for the trust.

Board members discussed whether there was any urgency in establishing the fund and concerns regarding the significance of designating eligible employee names in Section G of the Resolution.

**CHARTER TOWNSHIP OF PLYMOUTH
BOARD OF TRUSTEES
REGULAR MEETING
TUESDAY, OCTOBER 23, 2018**

PROPOSED MINUTES

Moved by Trustee Curmi to postpone the establishment of a Retiree Healthcare (OPEB) Trust Fund with MERS to a later date.

Motion died from lack of support.

Moved by Treasurer Clinton and seconded by Trustee Heitman to approve **Resolution #2018-10-23-83**, which allows for the establishment of a Retiree Healthcare (OPEB) Trust Fund with the Municipal Employees' Retirement System (MERS), appoints the Township Treasurer as the employee contact for the trust, with approval of the Board for investment recommendations, and authorizes the Township Supervisor to sign the attached MERS Uniform Resolution. Ayes all on a roll call vote.

2. Citizen's Advisory Council Environmental Stewardship Committee Presentation, Anita Yeager and Mary Ann MacLaren

Mary Ann MacLaren, on behalf of the Citizen's Advisory Council Environmental Stewardship Committee, reported on their findings and recommendations. Their visions include a clean, safe environment for residents; alignment of economic, social and environmental investments and benefits; and inspiration to strive toward a sustainable community. Their future efforts will include presentation of a plan.

3. EMS Requests for Proposals – Interviews by Board of Trustees*
 - Huron Valley Ambulance
 - Beaumont Mobile Medicine/Community EMS

** Board please bring hard copies previously distributed*

Representatives of both Huron Valley Ambulance and Beaumont Mobile Medicine/Community EMS made presentations to the Board and answered questions from both the Board and the public regarding their proposals.

The Board recessed briefly between the two presentations from 8:40 p.m. until 8:50 p.m.

Supervisor Heise noted the next steps would be to wait until after the election to make policy decisions on what will be the face of transport and emergency response in the future.

4. Budget Discussion (if needed) – Board/Finance Director Kushner

**CHARTER TOWNSHIP OF PLYMOUTH
BOARD OF TRUSTEES
REGULAR MEETING
TUESDAY, OCTOBER 23, 2018**

PROPOSED MINUTES

Finance Director Kushner passed out additional material, and Board members discussed various aspects of the proposed budget with her.

G. SUPERVISOR AND TRUSTEE COMMENTS

Supervisor Heise apologized for the technical issues with the video equipment. He commented on the election material being mailed with misleading information and a fictitious address that gives an incorrect impression of being a government document. He has filed a complaint with the US Post Office because he believes it constitutes mail fraud.

Trustee Doroshewitz complimented whoever worked on the RFP for ambulance service.

Trustee Heitman also commented on his problem with the misleading material being mailed to voters mentioning Township Trustees.

Clerk Vorva commented that 5,837 absentee ballots have been issued, with a 41% return. His office will be open from 8 a.m. until 2 p.m. the Saturday prior to the election, and absentee ballots will still be available until 4 p.m. the Monday prior to the election but must be voted at Township Hall.

Treasurer Clinton complimented the Clerk's office and volunteers on their hard work on the election. He also commented on the flyer which claims taxes will increase by 50%: If all three millages on the ballot passed, the taxes would only increase by a total of about 8% with a phasing-in process of 4% in December. Then, the next three years they will increase by 8% because the other increases will kick in.

H. PUBLIC COMMENTS AND QUESTIONS (Limited to 3 Minutes) – There was none.

I. ADJOURNMENT

Moved by Trustee Heitman and seconded by Clerk Vorva to adjourn the meeting at 10:10 p.m. Ayes all.

Jerry Vorva, Township Clerk

**CHARTER TOWNSHIP OF PLYMOUTH
BOARD OF TRUSTEES
REGULAR MEETING
NOVEMBER 13, 2018**

**ITEM D.3
APPROVAL OF TOWNSHIP BILLS
NOVEMBER 13, 2018 MEETING**

BOARD DATE

11/13/2018

FUND NAME

FUND NUMBER

TOTAL
INC PAYROLL

PAYROLL &
INVOICES PAID
PRIOR TO MEETING

INVOICES PAID
AFTER BOARD REVIEW

GENERAL FUND	101	662,783.59	519,300.61	143,482.98
SWD	226	15,189.00	3,929.31	11,259.69
IMPROV. REV.	246	-	-	-
DRUG FORFEITURE	265	28,424.19	-	28,424.19
DRUG FORFEITURE	266	-	-	-
DRUG FORFEITURE	267	472.05	-	472.05
GOLF COURSE FUND	510	4,936.82	755.31	4,181.51
SENIOR TRANSPORATION	588	4,754.73	4,754.73	-
WATER & SEWER	592	645,293.49	51,546.98	593,746.51
TRUST& AGENCY	701	54,773.00	54,773.00	-
POLICE BOND FUND	702	4,591.00	4,591.00	-
TAX POOL	703	-	-	-
SPECIAL ASSESS CAPITAL	805	8,905.77	58.27	8,847.50
TOTALS		<u>1,430,123.64</u>	<u>639,709.21</u>	<u>790,414.43</u>
GRAND TOTAL		1,430,123.64		

**Charter Township of Plymouth
AP Invoice Listing - Board Report**

Handwritten: #66:113
11/7/18

VENDOR INFORMATION

INVOICE INFORMATION

BONO, JENNIFER Mileage Reimbursement thru 5/30/18 <i>101-253-727.000</i>	<i>Mileage Reimbursement thru 5/30/18</i>	Invoice Amount: Check Date:	\$40.90 11/13/2018 40.90
A.S.C., INC SA-Alarm- - Qtly Billing - 10/1/18 thru 12/31/18 <i>101-265-776.000</i> <i>101-305-776.000</i> <i>101-336-776.000</i> <i>592-172-776.000</i>	<i>SA-Alarm</i> <i>SA-Alarm</i> <i>SA-Alarm</i> <i>SA-Alarm</i>	Invoice Amount: Check Date:	\$105.00 11/13/2018 50.04 32.24 13.42 9.30
A.S.C., INC CCTV Service Agreement Quarterly Billing Inv. 45 <i>101-305-818.000</i>	<i>Coverage Period 10/1/18 - 12/31/18</i>	Invoice Amount: Check Date:	\$2,445.00 11/13/2018 2,445.00
A.S.C., INC Added 2MP to Rear PD Roll Call/Move Existing Bul <i>101-305-851.000</i>	<i>HD Camera Indoor Dome</i>	Invoice Amount: Check Date:	\$371.25 11/13/2018 371.25
A.S.C., INC New Avigilon Megapixel 32 TB Server Inv. 45489 <i>265-300-978.000</i>	<i>Final Invoice for Quote 20047</i>	Invoice Amount: Check Date:	\$28,424.19 11/13/2018 28,424.19
ALPHAGRAPHS #336 General Police Dept. Business Cards Inv. 121213 <i>101-305-727.000</i>	<i>General two-sided business cards</i>	Invoice Amount: Check Date:	\$129.00 11/13/2018 129.00
ALPHAGRAPHS #336 Case Jacket Labels Invoice #121542 10/23/18 <i>101-305-727.000</i>	<i>Quantity - 100 5 x 3.5 White 60#</i>	Invoice Amount: Check Date:	\$26.88 11/13/2018 26.88
APOLLO FIRE EQUIPMENT 4 hoods <i>101-336-758.100</i>	<i>Fire Dex Hoods/Incl shipping</i>	Invoice Amount: Check Date:	\$549.16 11/13/2018 549.16
ASSOCIATED NEWSPAPERS OF MICHIGAN Publ Accuracy Test - Election Equipment <i>101-262-813.000</i>	<i>Pub Acc Testing - Election Ad</i>	Invoice Amount: Check Date:	\$37.03 11/13/2018 37.03
ASSOCIATED NEWSPAPERS OF MICHIGAN ZBA Newspaper Ad <i>101-215-813.000</i>	<i>ZBA Nov1, 2018 Ad</i>	Invoice Amount: Check Date:	\$56.75 11/13/2018 56.75
NAPA Auto Parts of Plymouth Vehicle Maintenance 10/29/2018 <i>592-291-863.000</i> <i>592-291-863.000</i> <i>592-291-863.000</i> <i>592-291-863.000</i> <i>592-291-863.000</i> <i>592-291-863.000</i>	<i>-20 windshield wash</i> <i>NAPA QUART 5W30</i> <i>NAPA QUART 5W20</i> <i>MOTOR TREATMENT GAL</i> <i>MAC ELECTRONIC CLEANER</i> <i>QD ELECTRONIC CLEANER</i>	Invoice Amount: Check Date:	\$212.98 11/13/2018 32.28 43.02 43.02 79.98 4.69 9.99
NAPA Auto Parts of Plymouth Invoice # 592582 - AntiFreeze for Spash Pad @ T <i>101-691-931.000</i>	<i>Invoice # 592582</i>	Invoice Amount: Check Date:	\$55.08 11/13/2018 55.08

Charter Township of Plymouth AP Invoice Listing - Board Report

VENDOR INFORMATION			INVOICE INFORMATION	
B & R JANITORIAL SUPPLY			Invoice Amount:	\$39.73
JANITORIAL SUPPLY INV 183832			Check Date:	11/13/2018
	101-265-776.000	INVOICE 183832		39.73
BATTERIES PLUS BULBS			Invoice Amount:	\$31.28
Batteries for CPR equipment			Check Date:	11/13/2018
	101-336-836.000	batteries		31.28
BATTERIES PLUS BULBS			Invoice Amount:	\$218.08
Batteries for Police Department Inv. 481-P757056			Check Date:	11/13/2018
	101-305-727.000	AAA Batteries		27.96
	101-305-727.000	3 Volt Batteries		103.80
	101-305-727.000	9 Volt Batteries		17.98
	101-305-727.000	AA Batteries		47.94
	101-305-727.000	C Batteries		20.40
BATTERY SOLUTIONS, LLC.			Invoice Amount:	\$109.95
Battery Recycle Kit			Check Date:	11/13/2018
	226-226-810.000	iRecycle Kit		109.95
ASSA ABLOY ENTRANCE SYSTEMS US, INC			Invoice Amount:	\$1,052.68
PLANNED MAINTENANCE AGREEMENT			Check Date:	11/13/2018
	101-265-776.000	INVOICE SCI/00052150		1,052.68
BIO-CARE INC			Invoice Amount:	\$3,750.00
FF Annual physicals			Check Date:	11/13/2018
	101-336-835.000	Annual physicals for Firefighters		3,750.00
BLACKWELL FORD INC.			Invoice Amount:	\$60.00
New Tires for 452 @ Twp. Park (Invoice # 33959			Check Date:	11/13/2018
	101-691-863.000	Park Truck Tires (#339593)		60.00
BLACKWELL FORD INC.			Invoice Amount:	\$79.63
Vehicle Repair/B32115 Inv. 338186 10/9/18			Check Date:	11/13/2018
	101-305-851.000	Wind Damage to Speed Trap Trailer		79.63
BLACKWELL FORD INC.			Invoice Amount:	\$211.33
Vehicle Repair/C07494 Inv. 338975 10/18/18			Check Date:	11/13/2018
	101-305-863.000	Replaced 1 Cat Monitor Sensor		211.33
BLACKWELL FORD INC.			Invoice Amount:	\$52.34
Vehicle Repair/B68428 Inv. 339067 10/19/18			Check Date:	11/13/2018
	101-305-863.000	Oil Change		52.34
BLACKWELL FORD INC.			Invoice Amount:	\$24.12
Vehicle Repair/126605 Inv. 339222 10/22/18			Check Date:	11/13/2018
	101-305-863.000	Tire Plug		24.12
BLACKWELL FORD INC.			Invoice Amount:	\$328.80
Vehicle Repair/126605 Inv. 339380 10/25/18			Check Date:	11/13/2018
	101-305-863.000	Replace 6 Spark Plugs and Coil Boots		328.80
BLACKWELL FORD INC.			Invoice Amount:	\$1,247.15
Vehicle Repair/A94167 Inv. 338579 10/12/18			Check Date:	11/13/2018
	101-305-863.000	Oil Change/Suspension/4 Wheel Alignment		1,247.15

Charter Township of Plymouth AP Invoice Listing - Board Report

VENDOR INFORMATION**INVOICE INFORMATION**

BLACKWELL FORD INC. Vehicle Repair/129715 Inv. 338744 10/12/18 101-305-863.000 Oil Change	Invoice Amount: Check Date:	\$52.34 11/13/2018 52.34
BLACKWELL FORD INC. Vehicle Repair/A66875 Inv. 338732 10/12/18 101-305-863.000 Oil Change/Tire Plug	Invoice Amount: Check Date:	\$76.46 11/13/2018 76.46
BLACKWELL FORD INC. Vehicle Repair/A39477 Inv. 338573 10/9/18 101-305-863.000 Oil Change	Invoice Amount: Check Date:	\$52.34 11/13/2018 52.34
Andrea Bosworth Reimbursement - Fire Department Open House 1 101-325-963.000 Funhouse Treats	Invoice Amount: Check Date:	\$27.98 11/13/2018 27.98
CINTAS CORPORATION - 300 Mat service for P.D. Inv. 300336021 9/7/18 101-305-776.000 Mats for pd/Active Scraper.	Invoice Amount: Check Date:	\$157.33 11/13/2018 157.33
CORRIGAN OIL COMPANY Fuel 10/26/2018 592-291-863.000 Gas 87 - Ethanol 592-291-863.000 Dyed Ultra Low Sulfur #2 Mix 592-291-863.000 Fuel Tax Recap 592-291-863.000 Environmental Fee	Invoice Amount: Check Date:	\$1,742.90 11/13/2018 1,302.12 424.10 9.73 6.95
DELL MARKETING L.P. Ultra Sharp Monitor - U2417H - Q3000029712245 592-172-973.010 Ultra Sharp Monitor - U2417H - Q30000297	Invoice Amount: Check Date:	\$255.49 11/13/2018 255.49
DAVE'S CONTRACTING, INC. Friendship Station - Pay App #1 - CDBG PY2017 101-851-971.000 Friendship Station - Outdoor - CDBG	Invoice Amount: Check Date:	\$42,379.00 11/13/2018 42,379.00
Douglass Safety Systems, LLC helmet ear cover-Capt Gross 101-336-758.100 HR-EEC-B BLK ear cover	Invoice Amount: Check Date:	\$28.39 11/13/2018 28.39
DIAMOND PROCLEAN, LLC FALL WINDOW CLEANING INV 22416 101-265-776.000 INVOICE 22416	Invoice Amount: Check Date:	\$1,785.00 11/13/2018 1,785.00
JACK DOHENY COMPANIES INC Repairs for Vactor 592-291-851.000 Grease fitting 592-291-851.000 Labor 592-291-851.000 Shop Supplies 592-291-851.000 Hyd filter- short 592-291-851.000 Fuel filter 592-291-851.000 Fuel filter 592-291-851.000 Fuel filter 592-291-851.000 Air Filter 592-291-851.000 ext life oil filter 592-291-851.000 Oil filter 592-291-851.000 Fuel/water filter 592-291-851.000 Air filter	Invoice Amount: Check Date:	\$1,725.39 11/13/2018 15.00 115.00 11.50 97.50 29.04 32.45 51.75 71.25 16.38 45.30 63.50 38.75

Charter Township of Plymouth AP Invoice Listing - Board Report

VENDOR INFORMATION**INVOICE INFORMATION**

	592-291-851.000	Diesel Motor Oil	226.32
	592-291-851.000	WABCO 1200 Cartridge	84.48
	592-291-851.000	Hydraulic Oil	18.50
	592-291-851.000	CAT/ Antifreeze	19.67
	592-291-851.000	Syn cotta Oil	30.00
	592-291-851.000	Labor	690.00
	592-291-851.000	Shop Supplies	69.00
DON'S SMALL ENGINE		Invoice Amount:	\$43.65
Parks - Invoice 44627- Tire for Little Wonder Blo		Check Date:	11/13/2018
101-691-931.500	Inv. # 446527 (attached)		43.65
DSS CORPORATION		Invoice Amount:	\$7,821.00
Maintenance Agreement for Voice Equature Inv. 1		Check Date:	11/13/2018
101-325-851.000	Recorder Maintenance 12-21-18 - 12-20-19		7,821.00
ELLSWORTH INDUSTRIES		Invoice Amount:	\$1,126.36
Sand delivered 10/19/2018		Check Date:	11/13/2018
592-291-935.000	C1 Sand Trk 215		562.73
592-291-935.000	C1 Sand Trk 215		563.63
ENGRAVING CONNECTION		Invoice Amount:	\$113.48
Top Gun Award Plaque for Police Dept. Inv. 4160		Check Date:	11/13/2018
101-305-727.000	8 x 10 Walnut Plaque		71.76
101-305-727.000	Logo Engraved Crosshairs		15.00
101-305-727.000	Did not participate 2009-2017		14.56
101-305-727.000	Steve Coffell 2018		12.16
ENGRAVING CONNECTION		Invoice Amount:	\$9.18
Name Plate- Memorial Stone @ Twp Park		Check Date:	11/13/2018
101-691-727.000	Name Plate- Kasinger - 2nd order		9.18
ETNA SUPPLY		Invoice Amount:	\$4,578.00
Underground Line Locators		Check Date:	11/13/2018
592-291-935.000	V-Loc3-Pro 5Watt Kit Locator		4,503.00
592-291-935.000	Freight		75.00
FASTENAL COMPANY		Invoice Amount:	\$62.49
BOLTS FOR FIRE HYDRANT REPAIRS. 10/23/2018		Check Date:	11/13/2018
592-291-934.000	5/8" FHNz 5 (60)		9.84
592-291-934.000	5/8"-11 TOP LK GR C (30)		14.19
592-291-934.000	SAE THRU-HARD 5/8 YZ (10)		2.51
592-291-934.000	5/8-11X2.25PB DOM P8 (5)		4.30
592-291-934.000	5/8-11X2.5 PB DOM P8 (5)		5.00
592-291-934.000	5/8-11X2 FHSCS		11.85
592-291-934.000	5/8-11X2 1/2 FHSCS		14.80
FASTENAL COMPANY		Invoice Amount:	\$137.64
BOLTS FOR FIRE HYDRANT REPAIRS. 10/22/2018		Check Date:	11/13/2018
592-291-934.000	HCS 5/8-11X3GR5Z BULK (120)		127.80
592-291-934.000	5/8-11 FHNz 5 (60)		9.84
FIFER INVESTIGATIONS, LLC		Invoice Amount:	\$300.00
Background Investigation Inv. 1491 11/2/18		Check Date:	11/13/2018
101-305-818.000	Police Ofc. Applicant - Thomas Champagne		300.00
FIRE SERVICE MANAGEMENT		Invoice Amount:	\$141.50
Clean and repair gear-Conely		Check Date:	11/13/2018

Charter Township of Plymouth AP Invoice Listing - Board Report

VENDOR INFORMATION**INVOICE INFORMATION**

	<i>101-336-758.000</i>	<i>Clean and repair gear for Lt. Conely</i>	<i>141.50</i>
GHD, Inc.			Invoice Amount: \$21,957.76
Condition Assessment 09/23/2018-10/20/2018			Check Date: 11/13/2018
	<i>592-291-938.000</i>	<i>Condition Assessment 09/23/2018-10/20/20</i>	<i>21,957.76</i>
GHD, Inc.			Invoice Amount: \$170,415.87
Public Services Asset Management Program 09/23			Check Date: 11/13/2018
	<i>592-172-973.080</i>	<i>Asset Management 09/23/2018-10/20/2018</i>	<i>170,415.87</i>
GFL Environmental USA, Inc.			Invoice Amount: \$195.00
DPW RECYCLE CENTER			Check Date: 11/13/2018
	<i>226-226-810.500</i>	<i>10/09/18 - CARDBOARD/PAPER RECYCLE</i>	<i>195.00</i>
GFL Environmental USA, Inc.			Invoice Amount: \$9,732.00
SEP 2018 RESIDENTAL YARD WASTE DISPOSAL F			Check Date: 11/13/2018
	<i>226-226-810.000</i>	<i>389.28 TONS @ 25.00/TON</i>	<i>9,732.00</i>
GARRETT AUTO AND TRUCK SVC			Invoice Amount: \$3,680.15
#410 Repairs			Check Date: 11/13/2018
	<i>592-291-851.000</i>	<i>All repairs, parts, labor</i>	<i>3,680.15</i>
Great Lakes Ace Hardware			Invoice Amount: \$32.27
Set Up 2018 Blanket PO			Check Date: 11/13/2018
	<i>101-691-931.000</i>	<i>2018 Blanket PO</i>	<i>32.27</i>
HALT FIRE INC			Invoice Amount: \$3,328.21
R2 compressor leak, bad fuse holder			Check Date: 11/13/2018
	<i>101-336-863.000</i>	<i>R2 compressor leak, bad fuse holder</i>	<i>3,328.21</i>
HALT FIRE INC			Invoice Amount: \$122.93
vehicle filter housing			Check Date: 11/13/2018
	<i>101-336-863.000</i>	<i>Filter Housing</i>	<i>122.93</i>
HARRELL'S, LLC			Invoice Amount: \$500.00
Spread 32-0-12 Fertilizer to 20 Acres of Fairways			Check Date: 11/13/2018
	<i>510-510-737.000</i>	<i>Spread 32-0-12 Fertilizer to 20 Acres of</i>	<i>500.00</i>
HITCH HOUSE USA			Invoice Amount: \$50.00
Repair on Range Trailer Inv. 13308 9/27/18			Check Date: 11/13/2018
	<i>101-305-851.000</i>	<i>Replace Light/Wiring</i>	<i>50.00</i>
HUMANE SOCIETY OF HURON VALLEY			Invoice Amount: \$299.00
Stray Impound Services - September 2018 Inv. 2			Check Date: 11/13/2018
	<i>101-305-819.000</i>	<i>Stray Impound Services</i>	<i>299.00</i>
KNIGHT TECHNOLOGY GROUP, INC.			Invoice Amount: \$500.00
Tech Support - Firewall Software Upgrades - All lo			Check Date: 11/13/2018
	<i>101-290-941.000</i>	<i>Firewalls Software Upgrades-All Location</i>	<i>500.00</i>
KONICA MINOLTA BUSINESS SOLUTIONS			Invoice Amount: \$85.74
Maint. Agreement - Bizhub C364E Inv. 900508139			Check Date: 11/13/2018
	<i>101-305-851.000</i>	<i>9/26/18 - 10/25/18 coverage dates</i>	<i>85.74</i>
KSS Enterprises			Invoice Amount: \$70.88
BLANKET PO 2018			Check Date: 11/13/2018
	<i>101-691-931.000</i>	<i>BLANKET PO 2018</i>	<i>70.88</i>

Charter Township of Plymouth AP Invoice Listing - Board Report

VENDOR INFORMATION**INVOICE INFORMATION**

ALBANESE & LUTZKE Contract Services for Hilltop Golf Course Phase III 510-510-737.000	<i>Hilltop Golf - Phase III concept design</i>	Invoice Amount: Check Date:	\$1,948.30 11/13/2018 1,948.30
LARSON, OSCAR W. CO. Annual "A" Operator renewal 592-172-818.000	<i>Annual "A" operator renewal</i>	Invoice Amount: Check Date:	\$500.00 11/13/2018 500.00
Linguistica International Interpreting Services - September 2018 Inv. 3349 101-325-853.400	<i>37 Minutes of Interpretation Services</i>	Invoice Amount: Check Date:	\$21.09 11/13/2018 21.09
LIVONIA, CITY OF AFIS Services July - September, 2018 Inv. 2018-0 101-305-818.000	<i>Fingerprint Computer Identification</i>	Invoice Amount: Check Date:	\$180.00 11/13/2018 180.00
LOU LA RICHE CHEVROLET Veh Repair/351890 Inv. 423990 10/11/18 101-305-863.000	<i>Oil change/Rotate Tires/Air Filter</i>	Invoice Amount: Check Date:	\$111.66 11/13/2018 111.66
AutoZone Inv. 4382205631 10/1/18 - Vehicle Supplies/Dete 101-305-863.000	<i>Rear Turn Signal Bulb</i>	Invoice Amount: Check Date:	\$7.49 11/13/2018 7.49
MAIN STREET AUTO WASH August and September (through 9/24/18) Car Wa 101-305-863.000 101-336-863.000 101-371-863.000	<i>Police Vehicles Fire Admin. Vehicles Building Vehicles</i>	Invoice Amount: Check Date:	\$435.00 11/13/2018 395.00 15.00 25.00
MARK'S OUTDOOR POWER EQUIPMENT REPLACEMENT GAS CAP FOR AIR COMPRESSOR 592-291-851.000	<i>CAP/GAS (1C)</i>	Invoice Amount: Check Date:	\$6.56 11/13/2018 6.56
ELECTION SOURCE General Election Ballot Instr, thermal paper for IC 101-262-727.000 101-262-727.000 101-262-727.000	<i>General Election Ballot Instr Thermal Paper for ICP Voting Machines Shipping</i>	Invoice Amount: Check Date:	\$146.28 11/13/2018 50.00 84.00 12.28
MICHIGAN CAT Parts for Caterpillar 592-291-851.000	<i>REPAIR DETERMINATION/ENGINE & PUMPS</i>	Invoice Amount: Check Date:	\$1,584.33 11/13/2018 1,584.33
MICHIGAN MUNICIPAL LEAGUE Classified Ad for PT Ordinance Officer - Invoice # 101-371-818.000	<i>Classified Ad for PT Ordinance Officer</i>	Invoice Amount: Check Date:	\$110.40 11/13/2018 110.40
Ferguson Waterworks #3386 5/8" X 3/4" meters and accessories 592-172-780.000 592-172-780.000 592-172-780.000	<i>LF 5/8x3/4 T10 MTR PC R900I USG 5/8 T10 Measure Chmbr-old 3 T/F Maincase Gskt</i>	Invoice Amount: Check Date:	\$1,872.60 11/13/2018 1,832.00 36.80 3.80
MICHIGAN LINEN SERVICE Uniforms 592-172-758.000	<i>10/12/18</i>	Invoice Amount: Check Date:	\$84.35 11/13/2018 84.35

Charter Township of Plymouth AP Invoice Listing - Board Report

VENDOR INFORMATION**INVOICE INFORMATION**

MICHIGAN LINEN SERVICE		Invoice Amount:	\$84.35
Uniforms		Check Date:	11/13/2018
	592-172-758.000 10/26/2018		84.35
MICHIGAN LINEN SERVICE		Invoice Amount:	\$84.35
Uniforms		Check Date:	11/13/2018
	592-172-758.000 10/19/18		84.35
MIKE'S DOOR SERVICE		Invoice Amount:	\$300.00
reswagged door cable Sta#2		Check Date:	11/13/2018
	101-336-776.000 Sta#2 - reswagged cable on door		300.00
NORTH BREATHING AIR, LLC		Invoice Amount:	\$110.00
Air Sample Lab Analysis		Check Date:	11/13/2018
	101-336-836.000 Air Sample and Lab Analysis		110.00
NORTHERN LAKE SERVICE, INC.		Invoice Amount:	\$1,120.50
DW Samples received on 09/19/18		Check Date:	11/13/2018
	592-172-818.100 Alcohols-EPA Method 541		270.00
	592-172-818.100 HAA9- EPA Method 552.3		157.50
	592-172-818.100 Pesticides-EPA Method 525.3		315.00
	592-172-818.100 SVOCs- EPA Method 530		297.00
	592-172-818.100 UCMR4- Metal EPA 200.8		81.00
OBSERVER & ECCENTRIC NEWSPAPERS		Invoice Amount:	\$36.20
Police Auction Ad Inv. 0002027468 9/30/18		Check Date:	11/13/2018
	101-305-727.000 Canton Observer 9/20/18		18.10
	101-305-727.000 Plymouth Observer 9/20/18		18.10
OFFICE DEPOT		Invoice Amount:	\$16.99
Office Supplies Inv. 209166492001 9/26/18		Check Date:	11/13/2018
	101-305-727.000 Tel/Address Book		16.99
OFFICE DEPOT		Invoice Amount:	\$65.95
Office Supplies Inv. 209166753001 9/26/18		Check Date:	11/13/2018
	101-325-727.000 Staplers		27.57
	101-325-727.000 Tape Dispenser		3.50
	101-325-727.000 Scotch Tape		18.89
	101-325-727.000 Two-pack Scissors		15.99
OFFICE DEPOT		Invoice Amount:	\$57.16
Office Supplies Inv. 210399024001 9/26/18		Check Date:	11/13/2018
	101-325-727.000 Fax Toner - TN430		57.16
OFFICE DEPOT		Invoice Amount:	\$5.49
Office Supplies - October 2018		Check Date:	11/13/2018
	101-400-727.000 Sign Here Flags		5.49
OFFICE DEPOT		Invoice Amount:	\$87.17
Office Supplies - October 2018		Check Date:	11/13/2018
	101-400-727.000 File Folders		32.59
	101-400-727.000 Hanging Folders legal		54.58
OFFICE DEPOT		Invoice Amount:	\$408.87
Office Supplies - October 2018		Check Date:	11/13/2018
	101-400-727.000 Post it w/dispenser		7.98
	592-172-727.000 Address labels		26.47

Charter Township of Plymouth AP Invoice Listing - Board Report

VENDOR INFORMATION**INVOICE INFORMATION**

592-172-727.000	Fingertip grips	7.10
101-400-727.000	dry eraser	2.06
592-172-727.000	Business Envelopes	41.98
101-400-727.000	Wall Clips	5.50
101-400-727.000	Wall Hooks	23.98
101-171-727.000	Paper	32.97
101-201-727.000	paper	6.30
101-400-727.000	paper	28.59
226-226-727.000	paper	7.85
592-172-727.000	paper	86.37
101-400-727.000	creamer	4.03
101-400-727.000	Cups	3.66
101-400-727.000	Card Holder	3.99
101-400-727.000	Pencil Holder	5.39
101-400-727.000	Markers	11.54
592-172-727.000	Swiffer cloths	10.14
101-400-727.000	Mouse Pads	16.98
592-172-727.000	Mouse Support	11.89
101-400-727.000	post it flags	7.33
101-400-727.000	post it note pads	7.69
101-400-727.000	Page Markers	4.48
592-172-727.000	Wrist pad mouse	7.73
101-400-727.000	Desk organizer	21.58
101-400-727.000	File Holder	15.29

OFFICE DEPOT

Office Supplies Inv. 220067354001 10/18/18

101-305-727.000 File Boxes #361427

Invoice Amount: \$122.70
Check Date: 11/13/2018
 122.70

OFFICE DEPOT

Office Supplies Inv. 223379912001 10/25/18

101-305-727.000 16GB Scandisk USB Drive #801178
 101-305-727.000 32GB Scandisk USB Drive #801187

Invoice Amount: \$117.13
Check Date: 11/13/2018
 33.46
 83.67

OFFICE DEPOT

Election & Office Supplies

101-262-727.000 Dymo Address Labels
 101-262-727.000 5" x 8" Index Cds for Kardex
 101-262-727.000 5160 Address Labels
 101-262-727.000 Scotch Tape Refills
 101-215-727.000 Regular Paper Clips
 101-262-727.000 Red Ink Pens Med
 101-262-727.000 Black Ink Pens Med
 101-262-727.000 Jumbo Paper Clips
 101-262-727.000 Red Gel Pens Med

Invoice Amount: \$208.77
Check Date: 11/13/2018

88.26
 6.30
 67.32
 17.12
 2.40
 3.37
 9.59
 4.67
 9.74

OFFICE DEPOT

Office Supplies - Sept 2018

592-172-727.000 2019 calendars
 592-172-727.000 2019 Desk Calendars
 592-172-727.000 Copy paper legal
 592-172-727.000 File Folders letter size
 592-172-727.000 Hanging Folders letter size
 592-172-727.000 Hanging Folders - Expanded bottom
 592-172-727.000 Tab Dividers
 592-172-727.000 Writing tablets

Invoice Amount: \$337.87
Check Date: 11/13/2018

40.75
 53.94
 56.89
 23.18
 37.78
 29.09
 79.75
 16.49

Charter Township of Plymouth AP Invoice Listing - Board Report

VENDOR INFORMATION**INVOICE INFORMATION**

OFFICE DEPOT Office Supplies - Sept 2018 592-172-727.000	USB Flash Drive	Invoice Amount: Check Date:	\$69.72 11/13/2018 69.72
OFFICE DEPOT Office Supplies - Sept 2018 101-400-727.000	Hanging Folders - Legal Size	Invoice Amount: Check Date:	\$54.58 11/13/2018 54.58
OAKLAND COUNTY CILEMIS software & Lic fees July-Sept 101-336-824.000	CLEMIS software & Lic fees July-Sept	Invoice Amount: Check Date:	\$2,038.04 11/13/2018 2,038.04
OAKLAND COUNTY Clemis Fees - July-Sept. 2018 Inv. CLM0009767 9 101-325-818.000	Membership Usage Fee	Invoice Amount: Check Date:	\$7,080.25 11/13/2018 1,795.50
101-325-818.000	MDC Participation Fee		3,282.00
101-325-818.000	Crimemapping		75.00
101-325-818.000	Livescan (Oct-Dec 2018)		927.75
101-325-818.000	Mug Capture Stn Maint (Oct-Dec 2018)		1,000.00
OAKLAND COUNTY Out-County GIS Data Inv. INF0002346 9/30/18 101-325-818.000	GIS DATA	Invoice Amount: Check Date:	\$32.50 11/13/2018 32.50
ORCHARD, HILTZ, & MCCLIMENT, INC. Contract Admin - Plymouth Commons SAD 805-805-970.300	Contract Admin - Plymouth Commons SAD	Invoice Amount: Check Date:	\$170.00 11/13/2018 170.00
ORCHARD, HILTZ, & MCCLIMENT, INC. Litchfield Dr. (Plymouth Notch) SAD Preliminary 805-805-970.310	Litchfield Dr. (Plymouth Notch) SAD Pre	Invoice Amount: Check Date:	\$2,022.50 11/13/2018 2,022.50
ORCHARD, HILTZ, & MCCLIMENT, INC. General Drive SAD Preliminary 805-805-970.350	General Drive SAD Preliminary	Invoice Amount: Check Date:	\$1,572.50 11/13/2018 1,572.50
ORCHARD, HILTZ, & MCCLIMENT, INC. Eastlawn Sub - SAD Preliminary 805-805-970.240	Eastlawn Sub - SAD Preliminary	Invoice Amount: Check Date:	\$2,447.50 11/13/2018 2,447.50
ORCHARD, HILTZ, & MCCLIMENT, INC. Rolling Oaks SAD - Preliminary 805-805-970.360	Rolling Oaks SAD - Preliminary	Invoice Amount: Check Date:	\$2,635.00 11/13/2018 2,635.00
PLANTE & MORAN, PLLC Services for Single Audits 2013-2015 101-290-818.000	2013 Drug Forfeiture Audit Services	Invoice Amount: Check Date:	\$9,500.00 11/13/2018 2,700.00
101-290-818.000	2014 Drug Forfeit & Safer Grant Services		3,100.00
101-290-818.000	2015 Drug Forfeit & Safer Grant Services		3,700.00
CHARTER TWSP OF PLYMOUTH Senior Transportation - September 2018 101-955-885.000	August 2018 - Senior Trans. Exp.	Invoice Amount: Check Date:	\$2,326.53 11/13/2018 2,326.53
CHARTER TWSP OF PLYMOUTH COMERICA BANK - TOWNSHIP CREDIT CARDS - 101-305-885.000	Brothers-Promo 911 Materials	Invoice Amount: Check Date:	\$5,001.62 11/13/2018 243.90

Charter Township of Plymouth AP Invoice Listing - Board Report

VENDOR INFORMATION
INVOICE INFORMATION

101-305-885.000	Brothers - Credit	(99.98)
101-305-727.000	Brothers--Amazon-IPad Covers	27.98
101-305-960.000	Gordon-Hotel-KBonadeo-Lerma Conf	153.00
101-336-776.000	Gross-Kroger-Towels & Bins	36.99
101-262-727.000	Groth-Office Depot-Election Supplies	140.39
101-265-776.000	Haack-HD-Supplies for Twp. Grounds	33.90
101-691-931.000	Haack-FlowFree-Soccer Park Repairs	475.00
101-265-776.000	Haack-Lighting Supply-Bulbs	51.34
101-305-776.000	Haack-Lighting Supply-Bulbs	145.00
101-691-931.000	Haack-Carousel-4 Season Pavilion	345.00
101-265-776.000	Haack-Corousel-Twp. Hall Steps	350.00
101-265-776.000	Haack-HD--Fluid & fAN	25.84
101-215-727.000	Haack-HD-Padlock (Clerk)	7.48
101-265-776.000	Haack-Delwood-Washers & Tape	19.87
592-172-960.000	Hamann-MI-AWWA Fall Mtg.	165.00
592-172-960.000	Hamann-CEC training Scholten	150.00
592-291-934.000	Hamann-Amazon-Hydrant Pumps	503.92
101-955-885.000	Heise-Constant Contact-Monthly Fee	70.00
101-201-960.000	Janks-ShantyCreek-MIGMIS Conf.	354.39
101-371-727.000	Lewis-Post Office	24.70
101-371-960.000	Lewis-Crystal Mtn - Code Off. Conf.	497.04
101-371-863.000	Lewis-Cabbage Shed-Dinner @ Conf.	22.79
101-371-960.000	Lewis-The 231-Dinner@Conf	31.32
101-336-885.000	Phillips-Parking-9/11 Memorial	10.00
101-336-978.000	Phillips-Pop up Pool etc. Hazmat	182.05
101-336-960.000	Phillips=Amaon-Hard Drive (Mallari)	63.59
101-336-727.000	Phillips-Amazon-gas card holder	25.96
101-215-960.000	Vorva-MICPA Dues for Kushner	265.00
101-215-960.000	Vorva-AICPA Dues for Kushner	275.00
101-215-861.000	Vorva-Portage Courtyard	405.15

PLYMOUTH-CANTON COMMUNITY SCHOOLS

August Fuel Inv. 002426 10/15/18

101-305-863.000	Patrol Vehicles
101-325-963.000	PSA Vehicle

Invoice Amount: \$4,727.50
Check Date: 11/13/2018

 4,656.26
 71.24

PLYMOUTH-CANTON COMMUNITY SCHOOLS

September Fuel Inv. 002429 10/15/18

101-305-863.000	Patrol Vehicles
101-325-963.000	PSA Vehicle

Invoice Amount: \$4,383.53
Check Date: 11/13/2018

 4,352.73
 30.80

AIRGAS USA, LLC

gas detectors

101-336-979.000	Gas detectors
-----------------	---------------

Invoice Amount: \$1,155.00
Check Date: 11/13/2018

1,155.00

R A F T

Seminar D. Fox "Reading Buildings" 8/23/18

101-336-960.000	Seminar "Reading Buildings" D. Fox 8/23
-----------------	---

Invoice Amount: \$95.00
Check Date: 11/13/2018

95.00

R A F T

Seminar Lt. Conely 8/23/18 Reading Buildings

101-336-960.000	Seminar "Reading Buildings" Lt. Conely
-----------------	--

Invoice Amount: \$95.00
Check Date: 11/13/2018

95.00

SHRED-IT

Shred Event- 9/15/18 and Onsite Purge 9/28/18

226-226-809.000	Shred Event - 3 hours 9/15/18
226-226-809.000	On-site Purge - 9/28/18
226-226-809.000	Fuel/Env. Surcharge

Invoice Amount: \$1,153.85
Check Date: 11/13/2018

 750.00
 249.00
 154.85

Charter Township of Plymouth AP Invoice Listing - Board Report

VENDOR INFORMATION**INVOICE INFORMATION**

SITE ONE LANDSCAPE SUPPLY		Invoice Amount:	\$111.47
Restorations 10/23/2018		Check Date:	11/13/2018
	592-291-935.000	LESCO Sun & Shade Park Mix 50# bag	111.47
Joseph Smitherman		Invoice Amount:	\$140.73
Clothing Reimbursement for 2018 - Detective Bur		Check Date:	11/13/2018
	101-305-758.000	Union Contract Clothing Allowance	140.73
SPALDING DEDECKER ASSOCIATES, INC.		Invoice Amount:	\$8,622.25
Spalding DeDecker - Oct.2018 Invoice (minus Buil		Check Date:	11/13/2018
	101-371-818.500	Invoice # 77762 - Monthly Retainer	500.00
	101-371-818.500	Inv # 77968 - Hillside Res. - PLANNING	1,200.00
	101-371-818.500	Inv# 77967-Burroughs - PLANNING	650.00
	101-371-818.500	Inv# 77966-Diamond Tool - PLANNING	1,443.75
	101-851-971.000	Inv#77946-CDBG-Friendship Station	1,263.50
	101-290-818.000	INV 77942- COMCAST	287.50
	101-290-818.000	INV#77943 - MIS DIG	517.50
	101-290-818.000	INV# 77941 - AT&T	345.00
	101-290-818.000	INV#77940 - AT&T	345.00
	101-290-818.000	INV#77939 - 123NET	345.00
	101-290-818.000	INV #77938 - AT&T	460.00
	101-290-818.000	INV# 77937 - WOW FIBER OPTIC	345.00
	101-290-818.000	INV# 77936 - COMCAST	402.50
	101-290-818.000	INV# 77935 - VERITA	517.50
SPARTAN DISTRIBUTORS		Invoice Amount:	\$89.09
Valves & Filters		Check Date:	11/13/2018
	510-510-737.000	Valve-check vacuum	13.80
	510-510-737.000	Valve-check vacuum	6.90
	510-510-737.000	Air Filter	34.80
	510-510-737.000	Filter-Oil	15.36
	510-510-737.000	Freight	18.23
SPARTAN DISTRIBUTORS		Invoice Amount:	\$90.17
Hyd oil cap & cover asm w/clips less gasket		Check Date:	11/13/2018
	510-510-737.000	Hyd oil cap	20.78
	510-510-737.000	Cover as. w/clips less gasket	54.56
	510-510-737.000	Freight	14.83
SPARTAN DISTRIBUTORS		Invoice Amount:	\$2.90
Bolt that was backorder for invoice 11779085		Check Date:	11/13/2018
	510-510-737.000	Bolt	2.90
SPENCER OIL COMPANY		Invoice Amount:	\$671.77
Hilltop Dyed Diesel Fuel 255.0 Gals		Check Date:	11/13/2018
	510-510-737.000	Dyed Diesel Fuel 255.0 Gals	671.77
SPENCER OIL COMPANY		Invoice Amount:	\$879.28
Oct Unl w/10% Ethanol 418 Gals		Check Date:	11/13/2018
	510-510-737.000	Oct Unl w/10% Ethanol 418 Gals	879.28
SURE-FIT LAUNDRY CO.		Invoice Amount:	\$13.50
Prisoner Blanket Cleaning Inv. 408345 10/25/18		Check Date:	11/13/2018
	101-325-851.400	Blanket Cleaning	13.50
SURE-FIT LAUNDRY CO.		Invoice Amount:	\$20.25
Prisoner Blanket Cleaning Inv. 408649 11/1/18		Check Date:	11/13/2018

Charter Township of Plymouth AP Invoice Listing - Board Report

VENDOR INFORMATION		INVOICE INFORMATION	
	101-325-851.400	Blanket Cleaning	20.25
SURE-FIT LAUNDRY CO.			Invoice Amount: \$11.25
Prisoner Blanket Cleaning Inv. 407400 10/4/18			Check Date: 11/13/2018
	101-325-851.400	Blanket Cleaning	11.25
SURE-FIT LAUNDRY CO.			Invoice Amount: \$31.50
Prisoner Blanket Cleaning Inv. 407728 10/11/18			Check Date: 11/13/2018
	101-325-851.400	Blanket Cleaning	31.50
THYSSENKRUPP ELEVATOR CORPORATION			Invoice Amount: \$1,266.65
ELEVATOR REPAIR INV 24709			Check Date: 11/13/2018
	101-265-776.000	INVOICE 24795	1,266.65
TIDERINGTON, SCOTT			Invoice Amount: \$84.68
Clothing Reimbursement - 2018			Check Date: 11/13/2018
	101-305-758.000	DEA Specialty Assignment	84.68
T-MOBIL USA, INC.			Invoice Amount: \$51.00
GPS Locate for Investigations Inv. 9333803427 1			Check Date: 11/13/2018
	101-305-818.000	Case 18-10853	51.00
TOWN LOCKSMITH			Invoice Amount: \$110.00
Service Trip & Labor to remove & repair Electric S			Check Date: 11/13/2018
	101-691-931.000	Repair at Ball Field Building Inv. 36582	110.00
UPS			Invoice Amount: \$4.90
Postage - SMART Contract			Check Date: 11/13/2018
	101-290-730.000	Postage-SMART Contract	4.90
VISEL, SARAH			Invoice Amount: \$61.04
Sep - Oct 2018 Mileage Reimbursement			Check Date: 11/13/2018
	226-226-863.000	Sep - Oct 2018 Mileage Reimbursement	61.04
W.J.O'NEIL COMPANY			Invoice Amount: \$290.00
TROUBLESHOOT FURNANCE			Check Date: 11/13/2018
	101-265-776.000	INVOICE 22784	290.00
WAYNE COUNTY			Invoice Amount: \$70.00
July 2018 Prisoner Housing Inv. 296895 10/16/18			Check Date: 11/13/2018
	101-305-832.000	July Prisoner Housing	70.00
WCA ASSESSING			Invoice Amount: \$22,760.17
Appraisal Services Rendered -November 2018			Check Date: 11/13/2018
	101-209-818.000	Appraisal Services Rendered	18,853.50
	101-209-818.000	Co-Star Services	156.67
	101-209-818.000	Appraisal Personnel	3,750.00
Thomas Reuters -WEST PAYMENT CENTER			Invoice Amount: \$294.78
Clear Investigations Advanced Inv. 838990199 10			Check Date: 11/13/2018
	101-305-960.000	September 1-30, 2018	294.78
WEST SHORE SERVICES INC			Invoice Amount: \$995.90
Site #7 A A Tr charges blown & bad batteries			Check Date: 11/13/2018
	101-315-951.000	#7 Siren charges Blown & batteries 10/16	995.90

Charter Township of Plymouth AP Invoice Listing - Board Report

VENDOR INFORMATION**INVOICE INFORMATION**

WEST SHORE SERVICES INC			Invoice Amount:	\$625.00
Siren control panel service			Check Date:	11/13/2018
	101-315-951.000	Service to Siren Control Panel 9/26/18		625.00
Great Lakes Water Authority			Invoice Amount:	\$380,505.16
GLWA - September 2018 Water Usage Charges			Check Date:	11/13/2018
	592-441-741.000	GLWA September 2018 Water Usage		380,505.16
Dell Financial Services			Invoice Amount:	\$472.05
Dell Lease			Check Date:	11/13/2018
	267-300-978.500	Police Dept Computer Lease (48 Months)		472.05
Dell Financial Services			Invoice Amount:	\$513.08
Dell Lease			Check Date:	11/13/2018
	101-253-978.500	Treasury Dept Computers (48 Months)		171.03
	101-215-978.500	Clerk Dept Computer Lease (48 Months)		299.30
	101-371-978.500	Building Dept Computer Lease (48 months)		42.75
Dell Financial Services			Invoice Amount:	\$769.64
Dell Lease			Check Date:	11/13/2018
	101-336-978.500	Fire Dept Computer Lease (48 Months)		299.32
	592-172-978.500	DPW Computer Lease (48 Months)		470.32
KROLL CONSTRUCTION			Invoice Amount:	\$720.00
PERMIT CANCELED PB18-0140			Check Date:	11/13/2018
	101-371-965.000	11343 WAVERLY		720.00
RHI INC			Invoice Amount:	\$80.00
PERMIT CANCELED PB18-0922			Check Date:	11/13/2018
	101-371-965.000	46430 STRATHMORE PERMIT CANCELED PB18-0		80.00
HOME DEPOT USA			Invoice Amount:	\$80.00
REFUND PB18-0939			Check Date:	11/13/2018
	101-371-965.000	10276 DORIAN DR		80.00
			Total Amount to be Disbursed:	\$790,414.43

**Charter Township of Plymouth
AP Invoice Listing - Board Report**

*BOAC Page 1
Refunds 11/7/18
Had to be run by posting date*

VENDOR INFORMATION

INVOICE INFORMATION

HEMING,POLACZYK,CRONIN,SMITH, BD Bond Refund 701-100-202.701 BPZ18-0003	Invoice Amount: \$540.62 Check Date: 11/02/2018 540.62
HEMING,POLACZYK,CRONIN,SMITH, BD Bond Refund 701-100-202.701 BPZ18-0005	Invoice Amount: \$483.13 Check Date: 11/02/2018 483.13
HEMING,POLACZYK,CRONIN,SMITH, BD Bond Refund 701-100-202.701 BPZ18-0004	Invoice Amount: \$26.25 Check Date: 11/02/2018 26.25
HEMING,POLACZYK,CRONIN,SMITH, BD Bond Refund 701-100-202.701 BPZ18-0007	Invoice Amount: \$296.88 Check Date: 11/02/2018 296.88
HEMING,POLACZYK,CRONIN,SMITH, BD Bond Refund 701-100-202.701 BPZ18-0005	Invoice Amount: \$516.87 Check Date: 11/02/2018 516.87
SPALDING DEDECKER ASSOCIATES, INC. BD Bond Refund 701-100-202.701 BE18-0021	Invoice Amount: \$1,035.00 Check Date: 11/02/2018 1,035.00
SPALDING DEDECKER ASSOCIATES, INC. BD Bond Refund 701-100-202.701 BE18-0030	Invoice Amount: \$455.00 Check Date: 11/02/2018 455.00
SPALDING DEDECKER ASSOCIATES, INC. BD Bond Refund 701-100-202.701 BE18-0007	Invoice Amount: \$577.50 Check Date: 11/02/2018 577.50
SPALDING DEDECKER ASSOCIATES, INC. BD Bond Refund 701-100-202.701 BE18-0014	Invoice Amount: \$340.00 Check Date: 11/02/2018 340.00
SPALDING DEDECKER ASSOCIATES, INC. BD Bond Refund 701-100-202.701 BE18-0033	Invoice Amount: \$287.50 Check Date: 11/02/2018 287.50
SPALDING DEDECKER ASSOCIATES, INC. BD Bond Refund 701-100-202.701 BE18-0042	Invoice Amount: \$4,292.50 Check Date: 11/02/2018 4,292.50
SPALDING DEDECKER ASSOCIATES, INC. BD Bond Refund 701-100-202.701 BE18-0001	Invoice Amount: \$405.00 Check Date: 11/02/2018 405.00
SPALDING DEDECKER ASSOCIATES, INC. BD Bond Refund 701-100-202.701 BE18-0026	Invoice Amount: \$1,111.25 Check Date: 11/02/2018 1,111.25
SPALDING DEDECKER ASSOCIATES, INC. BD Bond Refund 701-100-202.701 BE18-0005	Invoice Amount: \$977.50 Check Date: 11/02/2018 977.50

Charter Township of Plymouth AP Invoice Listing - Board Report

VENDOR INFORMATION**INVOICE INFORMATION**

SPALDING DEDECKER ASSOCIATES, INC. BD Bond Refund <i>701-100-202.701 BE18-0023</i>	Invoice Amount: Check Date:	\$437.50 11/02/2018 <i>437.50</i>
SPALDING DEDECKER ASSOCIATES, INC. BD Bond Refund <i>701-100-202.701 BE18-0002</i>	Invoice Amount: Check Date:	\$75.00 11/02/2018 <i>75.00</i>
SPALDING DEDECKER ASSOCIATES, INC. BD Bond Refund <i>701-100-202.701 BE18-0006</i>	Invoice Amount: Check Date:	\$57.50 11/02/2018 <i>57.50</i>
Metro Consulting Associates LLC BD Bond Refund <i>701-100-202.701 BP18-0020 - PB18-0375</i>	Invoice Amount: Check Date:	\$1,500.00 11/02/2018 <i>1,500.00</i>
DJL Builders Inc BD Bond Refund <i>701-100-202.701 BP18-0019 - PB18-0332</i>	Invoice Amount: Check Date:	\$1,500.00 11/02/2018 <i>1,500.00</i>
Stile Homes LLC BD Bond Refund <i>701-100-202.701 BP18-0007 - PB18-0116</i>	Invoice Amount: Check Date:	\$1,500.00 11/02/2018 <i>1,500.00</i>
Donato Group BD Bond Refund <i>701-100-202.701 BP18-0006 - PB18-0049</i>	Invoice Amount: Check Date:	\$1,500.00 11/02/2018 <i>1,500.00</i>
MICHAEL PEPPARD & TERRI TOCCO BD Bond Refund <i>701-100-202.701 BP14-0036 - PB14-0743</i>	Invoice Amount: Check Date:	\$1,000.00 11/02/2018 <i>1,000.00</i>
MICHAEL PEPPARD & TERRI TOCCO BD Bond Refund <i>701-100-202.701 BBD18-0003 - PB17-0634</i>	Invoice Amount: Check Date:	\$4,000.00 11/02/2018 <i>4,000.00</i>
Al's Asphalt Paving Co BD Bond Refund <i>701-100-202.701 BBD18-0017 - PSW18-0035</i>	Invoice Amount: Check Date:	\$600.00 11/02/2018 <i>600.00</i>
Michel's Corp BD Bond Refund <i>701-100-202.701 BBD18-0015 - PSW18-0030</i>	Invoice Amount: Check Date:	\$600.00 11/02/2018 <i>600.00</i>
Landscape Service Inc BD Bond Refund <i>701-100-202.701 BBD18-0007 - PSW18-0012</i>	Invoice Amount: Check Date:	\$400.00 11/02/2018 <i>400.00</i>
Dokan Construction INC BD Bond Refund <i>701-100-202.701 BBD16-0057 - PB16-0607</i>	Invoice Amount: Check Date:	\$1,000.00 11/02/2018 <i>1,000.00</i>
JK Construction Management LLC BD Bond Refund <i>701-100-202.701 BBD16-0024 - PB16-0052</i>	Invoice Amount: Check Date:	\$1,000.00 11/02/2018 <i>1,000.00</i>

Charter Township of Plymouth AP Invoice Listing - Board Report

VENDOR INFORMATION**INVOICE INFORMATION**

Belfor USA Group INC BD Bond Refund	701-100-202.701	BBD17-0020 - PB17-0421	Invoice Amount: Check Date:	\$1,000.00 11/02/2018 1,000.00
ADAM, ZENEP/FATMIR BD Bond Refund	701-100-202.701	BP07-0043 - PB07-0129	Invoice Amount: Check Date:	\$500.00 11/02/2018 500.00
RONNISCH CONSTRUCTION CO BD Bond Refund	701-100-202.701	BP07-0050 - PB07-0170	Invoice Amount: Check Date:	\$250.00 11/02/2018 250.00
Terrien, Gary BD Bond Refund	701-100-202.701	BP07-0158 - PB07-0618	Invoice Amount: Check Date:	\$250.00 11/02/2018 250.00
Pama Investment & Contracting Inc BD Bond Refund	701-100-202.701	BP08-0025 - PB08-0082	Invoice Amount: Check Date:	\$1,500.00 11/02/2018 1,500.00
ZAMLER ROTH BD Bond Refund	701-100-202.701	BP08-0053 - PB08-0173	Invoice Amount: Check Date:	\$250.00 11/02/2018 250.00
B & B POOLS & SPAS BD Bond Refund	701-100-202.701	BP08-0058 - PB08-0229	Invoice Amount: Check Date:	\$250.00 11/02/2018 250.00
ASSEMANY BROTHERS POOL CO INC BD Bond Refund	701-100-202.701	BP08-0158 - PB08-0727	Invoice Amount: Check Date:	\$250.00 11/02/2018 250.00
Douglas Martin Rule BD Bond Refund	701-100-202.701	BP08-0182 - PB08-0806	Invoice Amount: Check Date:	\$500.00 11/02/2018 500.00
ADVICS OF NORTH AMERICA BD Bond Refund	701-100-202.701	BP11-0002 - PB11-0010	Invoice Amount: Check Date:	\$1,000.00 11/02/2018 1,000.00
Bloom General Contracting Inc BD Bond Refund	701-100-202.701	BP12-0012 - PB12-0174	Invoice Amount: Check Date:	\$2,000.00 11/02/2018 2,000.00
Gargaro Construction BD Bond Refund	701-100-202.701	BP14-0003 - PB13-0844	Invoice Amount: Check Date:	\$1,000.00 11/02/2018 1,000.00
SCHONSHECK INC BD Bond Refund	701-100-202.701	BP14-0029 - PB14-0117	Invoice Amount: Check Date:	\$1,000.00 11/02/2018 1,000.00
OW Larson Co. BD Bond Refund	701-100-202.701	BP14-0032 - PB14-0591	Invoice Amount: Check Date:	\$1,000.00 11/02/2018 1,000.00

Charter Township of Plymouth AP Invoice Listing - Board Report

VENDOR INFORMATION**INVOICE INFORMATION**

DFCU Financial			Invoice Amount:	\$1,000.00
BD Bond Refund			Check Date:	11/02/2018
	<i>701-100-202.701</i>	<i>BP15-0042 - PB14-0899</i>		<i>1,000.00</i>
Maltese Construction LLC			Invoice Amount:	\$1,000.00
BD Bond Refund			Check Date:	11/02/2018
	<i>701-100-202.701</i>	<i>BP15-0049 - PB15-0053</i>		<i>1,000.00</i>
HB Manufacturing LLC			Invoice Amount:	\$1,000.00
BD Bond Refund			Check Date:	11/02/2018
	<i>701-100-202.701</i>	<i>BP15-0066 - PB15-0190</i>		<i>1,000.00</i>
DEMBS ROTH GYSELINCK CONST			Invoice Amount:	\$1,000.00
BD Bond Refund			Check Date:	11/02/2018
	<i>701-100-202.701</i>	<i>BP15-0073 - PB15-0435</i>		<i>1,000.00</i>
SHAW CONSTRUCTION & MGMT			Invoice Amount:	\$1,000.00
BD Bond Refund			Check Date:	11/02/2018
	<i>701-100-202.701</i>	<i>BP15-0103 - PB15-0907</i>		<i>1,000.00</i>
			Total Amount to be Disbursed:	\$42,265.00

**Charter Township of Plymouth
AP Invoice Listing - Board Report**

VENDOR INFORMATION

INVOICE INFORMATION

VERIZON WIRELESS

November 2018 Wireless Billing Acct #2 MI DEAL
592-291-853.000
101-201-853.000
101-336-853.000
101-691-853.000
588-588-853.000
101-325-853.000
226-226-853.000
805-805-970.005

DPW
Info services wireless devices
Fire wireless devices
Park foreman wireless device iPad
Friendship Station
Dispatch
Solid Waste - Sarah Visel
SAD - Sidewalk Inspect

Invoice Amount: \$1,259.80
Check Date: 11/07/2018

495.34
0.24
200.05
40.01
114.56
299.82
51.51
58.27

Dana Stonerook

Return of MI Fire Insurance W/H Program Escrow
701-100-054.000

Return of MI Fire Insurance W/H Program

Invoice Amount: \$12,508.00
Check Date: 11/07/2018

12,508.00

Total Amount to be Disbursed: \$25,573.55

}
.
}

Charter Township of Plymouth
 AP Invoice Listing - Board Report

P. Bonds Page: 1/1
 11/7/18

VENDOR INFORMATION

INVOICE INFORMATION

35TH DISTRICT COURT			Invoice Amount:	\$890.00
BOND RECEIPT 11/05/2018			Check Date:	11/10/2018
	702-100-087.000	7782		90.00
	702-100-087.000	7781		300.00
	702-100-087.000	7784		500.00
35TH DISTRICT COURT			Invoice Amount:	\$35.00
Bond Receipt 11/02/2018			Check Date:	11/10/2018
	702-100-087.000	7779		35.00
			Total Amount to be Disbursed:	\$925.00

**Charter Township of Plymouth
AP Invoice Listing - Board Report**

Weekly
10/31/18 Page: 1/3

VENDOR INFORMATION

INVOICE INFORMATION

ALERUS FINANCIAL

Defined Contribution - PAYDATE October 26, 201
 101-325-714.050
 101-100-231.000
 101-305-714.030

Define Contribution -Dispatch (Employer)
Employee Cont -all
Define Contribution-Police (ER)

Invoice Amount: \$4,911.20
Check Date: 10/31/2018
 1,593.00
 1,227.83
 2,090.37

AMERITAS LIFE INSURANCE CORP.

AMERITAS DENTAL - NOVEMBER 2018 (SPREADS
 101-171-714.000
 101-201-714.000
 101-215-714.000
 101-253-714.000
 101-265-714.000
 101-290-714.500
 101-305-714.000
 101-305-714.500
 101-325-714.000
 101-325-714.500
 101-336-714.000
 101-336-714.500
 101-371-714.000
 588-588-714.000
 226-226-714.000
 592-172-714.000
 592-172-714.500
 592-291-714.000
 592-291-714.500

Supervisor Dept.
Information Services
Clerk Dept.
Treasury
Twp. Hall (Haack)
General Retirees
Police Dept.
Police Retirees
Dispatch
Dispatch Retiree
Fire Dept.
Fire Dept. Retirees
Building Dept.
Senior Trans (Boyce)
Sollid Waste (Visel)
DPS Clerical
DPS Clerical Retiree
DPW - Supervisory
DPW - Retiree

Invoice Amount: \$8,233.68
Check Date: 10/31/2018
 81.76
 89.88
 171.64
 143.24
 89.88
 433.76
 1,929.24
 650.04
 658.16
 53.36
 1,620.64
 1,240.44
 286.48
 89.88
 89.88
 110.16
 28.40
 118.28
 348.56

ADP INC

ADP EnterpriseTime & Workforce Now & Payroll S
 101-290-941.000
 101-290-941.000
 101-290-941.000

Enterprise eTime
Workforce Now
Payroll Services

Invoice Amount: \$4,954.95
Check Date: 10/31/2018
 2,304.45
 1,261.75
 1,388.75

BLUE CARE NETWORK OF MICHIGAN

November 2018 Coverage Coverage - classes 7 &
 101-171-714.000
 101-201-714.000
 101-253-714.000
 101-305-714.000
 101-325-714.000
 101-336-714.000
 101-371-714.000
 592-291-714.000
 101-305-714.500
 101-336-714.500
 101-215-714.000
 101-265-714.000
 592-172-714.000
 226-226-714.000
 592-291-714.000

Supervisor's Office
IT Dept.
Treasurer's Dept.
Police
Dispatch
Fire
Building
Public Works (Fellrath)
Police - Retirees
Fire - Retirees
Clerk's Office
Building & Grounds (Haack)
Public Services
Sollid Waste (Visel)
Public Works Retiree (Wallace)

Invoice Amount: \$85,290.13
Check Date: 10/31/2018
 479.50
 1,237.10
 1,146.00
 17,746.20
 8,678.90
 18,407.90
 3,529.10
 1,237.10
 10,519.92
 16,527.83
 479.50
 1,146.00
 2,105.00
 1,237.10
 812.98

BLUE CARE NETWORK OF MICHIGAN

BCN of Michigan - Classes 9 & 10 - November 20
 101-290-714.500
 101-305-714.500
 101-325-714.500

General Retirees Healthcare
Police Retirees Healthcare
Dispatch Retirees Healthcare

Invoice Amount: \$11,008.10
Check Date: 10/31/2018
 4,862.55
 648.34
 648.34

Charter Township of Plymouth AP Invoice Listing - Board Report

VENDOR INFORMATION**INVOICE INFORMATION**

	101-336-714.500	Fire Retirees Healthcare	3,552.19
	592-291-714.500	Public Works Retirees Healthcare	1,296.68
BUONO, DUANE		Invoice Amount:	\$4,598.75
MECHANICAL INSPECTOR PAY OCTOBER 2018		Check Date:	10/31/2018
	101-371-818.000	OCT 2018 PAY	4,598.75
COMCAST		Invoice Amount:	\$158.34
Comcast High Speed Internet - Township Park -N		Check Date:	10/31/2018
	101-691-921.000	High Speed Internet - Township Park	158.34
DTE ENERGY		Invoice Amount:	\$26.49
DTE Service Miller Park September 2018 - 9100-05		Check Date:	10/31/2018
	101-691-921.000	Miller Park Electric September 2018	26.49
HEILEMAN, JAMES		Invoice Amount:	\$4,121.50
ELECTRICAL INSP PAY OCTOBER 2018		Check Date:	10/31/2018
	101-371-818.000	OCTOBER 2018 PAY	4,121.50
I.A.F.F. - LOCAL 1496		Invoice Amount:	\$2,020.00
IAFF -October 2018 Union Dues (individual list att		Check Date:	10/31/2018
	101-100-232.020	Oct. 2018 Union Dues	2,020.00
M E R S		Invoice Amount:	\$99,789.04
MERS -October 2018 Employee AND Employer (sp		Check Date:	10/31/2018
	101-100-231.030	COAM - Employee Contrib.	3,323.37
	101-100-231.030	POAM - Employee Contrib	9,985.05
	101-100-231.020	FIRE - Employee Contrib	8,924.50
	101-100-231.050	DISPATCH - Employee Contrib	3,156.05
	101-305-714.030	COAM - Employer Contrib	10,359.42
	101-305-714.030	POAM - Employer Contrib	22,130.00
	101-336-714.020	FIRE - Employer Contrib	36,931.00
	101-325-714.050	DISPATCH - Employer Contrib	5,867.00
	101-100-231.020	ADJUST - FIRE EE	(172.45)
	101-100-231.050	ADJUST - DISPATCH EE	(173.33)
	101-100-231.030	ADJUST - COAM EE	(118.11)
	101-305-714.030	ADJUST - COAM ER	(368.17)
	101-100-231.030	ADJUST-POAM EE	(55.29)
JOHN HANCOCK LIFE INSURANCE CO.		Invoice Amount:	\$4,215.66
JOHN HANCOCK EMPLOYEE CONTRIB 10-26-18 (Check Date:	10/31/2018
	101-100-231.000	Employee Contribution (EEMBT)(EEVND)	4,215.66
JOHN HANCOCK LIFE INSURANCE CO.		Invoice Amount:	\$15,220.36
JOHN HANCOCK EMPLOYER PEN MATCH 10-26-1		Check Date:	10/31/2018
	588-588-714.010	Friendship Station (Boyce)	230.63
	101-171-714.010	Supervisor's Office	990.60
	101-201-714.010	IT Services (Janks)	563.36
	101-215-714.010	Clerk's Office	1,817.58
	101-253-714.010	Treasurer's Office	954.29
	101-305-714.010	Police Dept.	631.21
	101-325-714.010	Dispatch (Bonadeo)	286.99
	101-336-714.020	Fire Dept	3,491.12
	101-336-714.010	Fire (Admin) (Jowsey)	249.75
	101-371-714.010	Building Dept.	1,180.97
	101-265-714.010	Township Hall (Haack)	238.39
	592-172-714.010	Public Services (Cobb, Latawiec, Martin)	811.24
	226-226-714.010	Solid Waste (Visel)	315.79

**Charter Township of Plymouth
AP Invoice Listing - Board Report**

VENDOR INFORMATION**INVOICE INFORMATION**

	<i>592-291-714.040</i>	<i>DPW</i>	<i>2,486.28</i>
	<i>592-291-714.010</i>	<i>DPW (Fellrath & Hamann)</i>	<i>972.16</i>

MUNSON, STEVE

PLUMBING INSPECTOR PAY OCTOBER 2018

*101-371-818.000**OCTOBER 2018 PAY***Invoice Amount: \$1,681.25****Check Date: 10/31/2018***1,681.25***NATIONWIDE RET SOL USCM/MIDWEST**

Nationwide - Contribs. for payending 10-21--18- s

*101-100-239.000**Contributions for payending 10-21-18***Invoice Amount: \$16,418.60****Check Date: 10/31/2018***16,418.60***VERIZON WIRELESS**

Verizon - Cell Phones for Park & Fire -October 201

*101-691-853.000**Park Cell phone**101-336-853.000**Cell phone - fire***Invoice Amount: \$61.07****Check Date: 10/31/2018***40.01**21.06*

Total Amount to be Disbursed: \$262,709.12

Charter Township of Plymouth *P. Bondi*
 AP Invoice Listing - Board Report *10/31/18*

VENDOR INFORMATION

INVOICE INFORMATION

30TH DISTRICT COURT BOND RECEIPT 10/29/2018	<i>702-100-087.000</i>	<i>7823</i>	Invoice Amount: Check Date:	\$200.00 11/03/2018 <i>200.00</i>
35TH DISTRICT COURT BOND RECEIPT 10/19/2018	<i>702-100-087.000</i>	<i>7819</i>	Invoice Amount: Check Date:	\$300.00 11/03/2018 <i>300.00</i>
35TH DISTRICT COURT BOND RECEIPT 10/24/2018	<i>702-100-087.000</i>	<i>7821</i>	Invoice Amount: Check Date:	\$9.00 11/03/2018 <i>9.00</i>
35TH DISTRICT COURT BOND RECEIPT 10/29/2018	<i>702-100-087.000</i>	<i>7822</i>	Invoice Amount: Check Date:	\$500.00 11/03/2018 <i>300.00</i> <i>200.00</i>
			Total Amount to be Disbursed:	\$1,009.00

**Charter Township of Plymouth
AP Invoice Listing - Board Report**

*WKLY
10/24/18*

VENDOR INFORMATION

INVOICE INFORMATION

AT & T		Invoice Amount:	\$966.94
AT&T -Fiber Circuits - October 2018 - Acct. # 83		Check Date:	10/24/2018
101-325-853.400	Fiber Circuits- October 2018		966.94
AMERITAS LIFE INSURANCE CORP.		Invoice Amount:	\$8,219.68
AMERITAS DENTAL - OCTOBER 2018 (SPREADSH		Check Date:	10/24/2018
101-171-714.000	Supervisor Dept.		81.76
101-201-714.000	Information Services		89.88
101-215-714.000	Clerk Dept.		171.64
101-253-714.000	Treasury		143.24
101-265-714.000	Twp. Hall (Haack)		89.88
101-290-714.500	General Retirees		433.76
101-305-714.000	Police Dept.		1,805.68
101-305-714.500	Police Retirees		650.04
101-325-714.000	Dispatch		767.72
101-325-714.500	Dispatch Retiree		53.36
101-336-714.000	Fire Dept.		1,620.64
101-336-714.500	Fire Dept. Retirees		1,240.44
101-371-714.000	Building Dept.		286.48
588-588-714.000	Senior Trans (Boyce)		89.88
226-226-714.000	Sollid Waste (Visel)		89.88
592-172-714.000	DPS Clerical		110.16
592-172-714.500	DPS Clerical Retiree		28.40
592-291-714.000	DPW - Supervisory		118.28
592-291-714.500	DPW - Retiree		348.56
BASIC		Invoice Amount:	\$293.55
Quarterly Fee for Section125 Flexplan admin (17		Check Date:	10/24/2018
101-336-714.000	Fire		46.35
592-172-714.000	DPW (Latawiec)		15.45
101-305-714.000	Police		108.15
101-325-714.000	Dispatch (fell)		15.45
101-171-714.000	Human Resources Coobatis)		15.45
101-201-714.000	Information Services (Janks)		15.45
101-215-714.000	Clerk (leClair)		15.45
101-265-714.000	Bldg. (haack)		15.45
101-253-714.000	Treasurer (Hammye)		15.45
592-291-714.000	DPW (Fellrath, Wallace)		30.90
BASIC		Invoice Amount:	\$60.00
Monthly Fee for COBRA Administration (per Perso		Check Date:	10/24/2018
101-290-818.000	Mthly Fee for COBRA (per person)		60.00
COMCAST		Invoice Amount:	\$61.94
Monthly Cable and Internet Township Hall -(Xfinit		Check Date:	10/24/2018
101-290-941.000	11/18 Internet & Cable Twp Hall		61.94
COMCAST		Invoice Amount:	\$164.85
Monthly Cable and Internet Township Hall - Octob		Check Date:	10/24/2018
101-290-941.000	Township Hall Cable/Internet service		164.85
COMCAST		Invoice Amount:	\$144.85
Comcast High Speed Internet -November 2018 Po		Check Date:	10/24/2018
592-291-805.000	Comcast High Speed Internet Port Street		144.85
COMCAST		Invoice Amount:	\$171.34
Mthly Internet & Phone and activation Fees - Frie		Check Date:	10/24/2018

Charter Township of Plymouth AP Invoice Listing - Board Report

VENDOR INFORMATION**INVOICE INFORMATION**

<i>101-265-854.000</i>	<i>Friendship Station Internet & Phone</i>	<i>161.06</i>
<i>588-588-921.000</i>	<i>Friendship Station Portion</i>	<i>10.28</i>

COMCAST

Comcast High Speed Internet Monthly Fee - FS #

*101-336-921.000**High Speed Internet FS #2 - monthly***Invoice Amount:****\$104.85****Check Date:****10/24/2018***104.85***CONSUMERS ENERGY**

Consumers Energy monthly - September 2018

*101-171-921.000**Supervisor**163.73**101-201-921.000**Info Services**87.61**101-209-921.000**Assessing**46.87**101-215-921.000**Clerk**142.28**101-253-921.000**Treasurer**59.40**101-305-921.000**Police**470.20**101-325-921.000**Dispatch**97.87**101-336-921.000**Fire**335.31**101-371-921.000**Building**103.08**101-371-921.500**Community Development**57.74**101-691-921.000**Park**81.70**226-226-921.000**Solid Waste**13.57**592-172-921.000**DPW**140.56**510-510-737.000**Golf Course**105.47**592-444-745.000**DPW**31.17**588-588-921.000**Friendship Staton**7.72**101-265-854.000**Township Hall**120.97**101-325-921.400**Dispatch - new**97.87***MICH MUN RISK MGT AUTHORITY ECP**

Electric Choice - September 2018

*101-336-921.000**Electric Choice**1,568.18**592-172-921.000**Electric Choice**810.75**101-171-921.000**Electric Choice**802.52**101-201-921.000**Electric Choice**429.41**101-209-921.000**Electric Choice**229.72**101-215-921.000**Electric Choice**697.42**101-253-921.000**Electric Choice**291.28**101-305-921.000**Electric Choice**2,304.72**101-325-921.000**Electric Choice**479.71**101-325-921.400**Electric Choice**479.71**101-336-921.000**Electric Choice**339.33**101-371-921.000**Electric Choice**505.24**101-371-921.500**Electric Choice**283.02**592-172-921.000**Electric Choice**665.14**592-172-921.000**Electric Choice**293.77**101-336-921.000**Electric Choice**536.03**101-691-921.000**Electric Choice**391.58**101-265-921.000**Electric Choice**223.80**588-588-921.000**Electric Choice**14.28**101-100-067.010**Electric Choice**550.91***DTE ENERGY**

Baseball Diamonds September 2018 -- 9100-157-

*101-691-921.000**Baseball Diamonds***Invoice Amount:****\$463.93****Check Date:****10/24/2018***463.93***DTE ENERGY**

Hilltop Golf Course Clubhouse and Maintenance S

*510-510-737.000**HTGC Clubhouse & Shed***Invoice Amount:****\$290.80****Check Date:****10/24/2018***290.80*

Charter Township of Plymouth AP Invoice Listing - Board Report

VENDOR INFORMATION**INVOICE INFORMATION**

DTE ENERGY		Invoice Amount:	\$41.04
DTE Service Sept2018 - 12250 Beck Road (HTG)		Check Date:	10/24/2018
510-510-737.000	12250 Beck Rd - July 2018 (HTGC)		41.04
DTE ENERGY		Invoice Amount:	\$63.28
Hilltop Golf Course Pumphouse - September 2018		Check Date:	10/24/2018
510-510-737.000	Hilltop Golf Course Pumphouse		63.28
A T & T LONG DISTANCE		Invoice Amount:	\$86.90
Long Distance Allocation -September 2018		Check Date:	10/24/2018
101-201-853.000	-info services		5.94
101-209-853.000	Assessing		3.55
101-371-853.000	Building		9.89
101-336-853.000	Fire		15.61
101-171-853.000	Supervisor		9.25
101-253-853.000	Treasurer		7.89
101-215-853.000	Clerk		4.61
101-371-853.500	Community Development (Planning)		3.68
101-325-853.000	Dispatch		5.95
101-265-854.000	Township Hall		1.41
101-691-853.000	Park		1.11
592-172-853.000	DPW		2.19
101-305-853.000	Police		15.82
Total Amount to be Disbursed:			\$25,193.59

Charter Township of Plymouth
 AP Invoice Listing - Board Report

P. Bonds
 10/24/18

VENDOR INFORMATION

INVOICE INFORMATION

35TH DISTRICT COURT BOND RECEIPT 10/15/2018	<i>702-100-087.000</i>	<i>POLICE BOND</i>	Invoice Amount: Check Date:	\$245.00 10/27/2018 <i>245.00</i>
35TH DISTRICT COURT BOND RECEIPT 10/15/2018	<i>702-100-087.000</i>	<i>POLICE BOND</i>	Invoice Amount: Check Date:	\$500.00 10/27/2018 <i>500.00</i>
35TH DISTRICT COURT POLICE BOND 10/11/2018	<i>702-100-087.000</i>	<i>7813</i>	Invoice Amount: Check Date:	\$1,182.00 10/27/2018 <i>1,182.00</i>
35TH DISTRICT COURT POLICE BOND 10/12/2018	<i>702-100-087.000</i>	<i>7814</i>	Invoice Amount: Check Date:	\$280.00 10/27/2018 <i>280.00</i>
35TH DISTRICT COURT BOND RECEIPT 10/19/2018	<i>702-100-087.000</i> <i>702-100-087.000</i>	<i>7817</i> <i>7818</i>	Invoice Amount: Check Date:	\$450.00 10/27/2018 <i>150.00</i> <i>300.00</i>
			Total Amount to be Disbursed:	\$2,657.00

**CHARTER TOWNSHIP OF PLYMOUTH
BOARD OF TRUSTEES
REGULAR MEETING
NOVEMBER 13, 2018**

**ITEM E
PUBLIC COMMENTS AND QUESTIONS
(Limited to 3 Minutes)
NOVEMBER 13, 2018**

**CHARTER TOWNSHIP OF PLYMOUTH
BOARD OF TRUSTEES
REGULAR MEETING
NOVEMBER 13, 2018**

**ITEM F.1
CONTRACT RENEWAL WITH WAYNE
COUNTY APPRAISAL, LLC
RESOLUTION # 2018-10-23-84**



**CHARTER TOWNSHIP OF PLYMOUTH
REQUEST FOR BOARD ACTION**

MEETING DATE: November 13, 2018

ITEM: Contract Renewal with Wayne County Appraisal, LLC, for Township Assessing Services

PRESENTERS: Supervisor Heise, Finance Director Kushner, WCA Staff

BACKGROUND: I would appreciate your consideration and support of the attached contract renewal with Wayne County Appraisal, LLC. This is a five-year agreement which fully privatizes the Township's assessing function. Cindy Kushner will be on hand to discuss the budget implications as well.

PROPOSED MOTION: I move to adopt Resolution # 2018-11-13-84 approving a five-year agreement with Wayne County Appraisal LLC., to provide township assessing services and authorize the Supervisor and Clerk to sign same.

Moved By _____ Seconded By _____

ROLL CALL:

___Vorva___ Curmi, ___ Clinton, ___Heitman, ___Doroshewitz, ___Dempsey, ___Heise

**STATE OF MICHIGAN
COUNTY OF WAYNE
CHARTER TOWNSHIP OF PLYMOUTH
BOARD OF TRUSTEES**

RESOLUTION # 2018-11-13-84

**Resolution to Approve a 5-Year Contract Renewal with Wayne County
Appraisal, LLC to provide Township assessing services**

At a regular meeting of the Board of Trustees for the Charter Township of Plymouth (the "Board"), held at Township Hall, located at 9955 N. Haggerty Road, Plymouth, on November 13, 2018, the following resolution was offered:

WHEREAS, the Township of Plymouth is interested in having all non-exempt real property and all non-exempt personal property assessed and having said assessments maintained on an annual basis and,

WHEREAS, WCA Assessing is interested in the contract for assessment and maintenance work for Plymouth Township property, effective November 1, 2018 and,

WHEREAS, the contract for such services will commence on November 1, 2018 and terminate on October 31, 2023, with services being performed at offices located at Plymouth Township Hall determined to be suitable by mutual agreement of both parties.

NOW THEREFORE, BE IT RESOLVED, that the Charter Township of Plymouth, by way of this resolution #2018-11-13-84, does hereby approve this resolution authorizing the approval of this contract with WCA Assessing to provide Township Assessing services and authorize the Supervisor and Clerk to sign same.

Moved by: _____ Supported by: _____

ROLL CALL VOTE:

___CC, ___JD, ___JV, ___MC, ___RD, ___GH, ___KH

Certification

STATE OF MICHIGAN)
)
COUNTY OF WAYNE)

I hereby certify that the foregoing is a true and complete copy of the resolution adopted by the Board of Trustees at the Regular Board Meeting dated November 13, 2018.

Jerry Vorva, Clerk
Charter Township of Plymouth

Date

Resolution # 2018-11-13-84

ASSESSMENT SERVICES AGREEMENT
FOR THE TOWNSHIP OF PLYMOUTH AND WCA ASSESSING

WHEREAS, the Township of Plymouth, hereinafter called "Township", with its principal offices located at 9955 N. Haggerty Road, Plymouth, Michigan 48170, is interested in having all non-exempt real property and all non-exempt personal property assessed and having said assessments maintained on an annual basis.

WHEREAS, WCA Assessing, d/b/a. Wayne County Appraisal LLC, with principal offices located at 38110 Executive Drive, Suite 100, Westland, Michigan 48185, hereinafter called the "Appraisers" or "Company", are interested in the contract for assessment and maintenance work for Township property effective November 1, 2018;

IT IS THEREFORE AGREED:

1. TERM

The Contract will commence on November 1, 2018 and terminate on October 31, 2023.

2. GENERAL

This contract is inclusive of prior contracts and amendments and includes additional appraisal personnel that used to be township positions prior to 5/2017.

3. OFFICE

The Township will furnish to the Company suitable office space as determined by mutual agreement between the parties.

4. PERSONNEL

The Company will provide the services of trained and competent personnel to perform all assessment functions in accordance with the requirements of state law and good industry practice. All employees of the Company shall be professional in manner and conduct in carrying out their duties.

While working in the Township, all employees of the Company shall carry an identification card provided by the Township and shall produce it upon request. Upon termination of said contract, all identification cards and/or keys shall be returned.

It is further understood and agreed that the company is an independent contractor, and at no time shall the employees of the Company be considered Township employees.

5. EQUIPMENT AND SUPPLIES

The Township shall provide postage, copying, file cabinets, and office supplies necessary to provide the assessment function and other miscellaneous furniture required by the Company as approved by the Township. The Township shall provide sufficient telephone service to complete this contract.

6A. PERSONAL PROPERTY

The Company shall prepare and mail personal property tax forms to individuals in the Township who are liable for the payment of personal property taxes. Upon the returned receipt of said completed forms, the Company shall determine the personal property tax assessment and send out notices of assessed valuation. Estimated Assessments, as needed, shall be prepared and sent to all individuals who fail to respond to the Company's request for personal property information. All personal property audits shall be performed by an agency or company as the Township determines at the expense of the Township.

6B. MAINTENANCE - REAL PROPERTY

The Company shall annually adjust residential-classed property by neighborhood or area and shall maintain all classes of non-exempt real property values at the fifty-percent (50%) level, or as required by law.

6C. LEGISLATIVE CHANGES

Should legislative changes occur on the State, County or local level that would require significant increase or decrease in the current assessment administration process for the Township, either Township or Company reserves the right to re-negotiate this contract to reflect said changes within sixty (60) days or before November 1, of any year included within this agreement.

7. MAPS

The Township will make available to the Company reasonably accurate base maps without cost.

8. USE OF RECORDS

The Company will set up and employ a system, approved by the Township, for the accurate account of all records, field sheets, and maps, which may be taken from the files of the Township. All Township records and maps will be returned when the contract is completed. The Township reserves the right to demand the return of such records and maps in the possession of the Company at the completion of the contract. It is understood that the electronic appraisal data is wholly owned by the Township, and no electronic files will be disseminated by Company, or any other entity, without prior approval of the Township Supervisor. It is also agreed that the Township will indemnify Company to the extent allowed by law, should any request be made from any governmental agency including Freedom of Information requests, subpoenas, or similar actions arising from the requests of said electronic data. Company will make any and all records available to Township whether for response to subpoenas, freedom of Information Act request, or otherwise, at no cost to the Township.

9. COOPERATION

The Township, at its expense, will have its employees render the following services as outlined below:

- A. Grant access to official records pertinent to the work.
- B. Furnish and locate correct property descriptions where same are not clear on the maps.

10. INSURANCE COVERAGE AND INDEMNITY

- A. The Company shall be liable to the Township and hereby agrees to indemnify and hold harmless the Township and any of its officers, employees, volunteers, and/or elected officials, from and against any and all claims arising out of the performance of the services rendered hereunder and/or caused by any negligent conduct, intentional conduct, or act of any of its employees.

The Certificate of Insurance shall contain the following language: The Charter Township of Plymouth, its officers, agents, employees, elected and appointed officials, departments, boards, and commissions are additional insureds. Any insurance or self-insurance maintained by any of them shall be in excess of the Assessor's insurance and shall not contribute to it. In the event of a claim being made hereunder by one insured for which another insured is or may be liable, then this policy shall cover the insured against whom a claim is or may be made in the same manner as if separate policies had been issued to each insured hereunder. Assessor shall provide the Township with all applicable Certificates of Insurance, and with the provision of the insurance policy or endorsement regarding cancellation, nonrenewal, and any similar notice concerning the effectiveness of the policy of insurance.

The Company will carry the following insurance coverage at all time during this agreement:

- a. Comprehensive general liability insurance covering the Company and the Township and all of its officers, directors, employees, volunteers and elected officials as additional insured with not less than the following limits of liability: bodily injury or death, \$1,000,000.00 each person and subject to the same limits for each person; \$1,000,000.00 for two or more persons in any occurrence; property damage, \$1,000,000.00 each occurrence; \$2,000,000.00 annual aggregate.
- b. Worker's disability compensation insurance, securing compensation for the benefit of the employees of the Company only as required by Worker's Disability Compensation Act of the State of Michigan.
- B. The Company shall also carry professional liability and errors and omissions insurance with not less than \$1,000,000.00 limit of liability for each claim and in the aggregate including claim expenses. However, the Township understands that it cannot be listed as an additional insured under this type of policy.
- C. All required insurance shall be maintained with responsible insurance carriers qualified to do business in the state of Michigan. As soon as practicable upon execution of this contract and upon commencing any performance hereunder, the company shall deposit with the Township copies of the previously mentioned

policies of insurance or certificates therefore, During the duration of this contract, a copy of said insurance or certificate would be given to the Township Clerk at the beginning of each year.

- D. The Company shall not be held liable for any damages caused by strikes, explosions, war, fire, or act of nature that might stop or delay the progress of work.

11. PUBLIC RELATIONS

During the progress of the work, the Company and its employees shall endeavor to promote understanding and amicable relations with taxpayers and the public. Media contact, interviews, articles and other publicity shall not be conducted by the Company, its representatives or employees unless such has been authorized in writing by the Township Supervisor.

12. DAY-TO-DAY PROBLEMS

The Company shall handle all day-to-day assessing problems of the Township, including but not limited to, the processing of telephone calls and attending conferences concerning specific appraisal problems.

13. ASSESSMENT SCHEDULES

The Michigan State Tax Commission Assessors Manual, currently used in the Township, or such other Manual approved by the Michigan State Tax Commission, shall be the assessing schedule used in the evaluation of all buildings.

14. RECORD CARDS

The Company will maintain all property record cards in a form currently in use and as required by the Michigan State Tax Commission. All cards will contain the property owners name, address of property, parcel identification number, and description. The Company will complete all property record cards with the information as listed above and otherwise mentioned in these specifications. Building measurements will be furnished by the Company. A sketch of each structure will be shown on the property record card. An inspection will be made when changes to properties become known.

15. VALUATION OF ALL CLASSES OF REAL PROPERTY

Changes, if any, in the type of construction or improvements and additions will be recorded by component parts, such as foundation, basement, wall construction, roof, exterior finish, heating system, fireplaces and stacks, plumbing fixtures, tiling, age (estimated if not obtainable), condition, depreciation, and general quality of construction.

These cards will be returned by the field staff to the office where they will be appraised, checked, and computed by the Company.

16. VALUATION OF LAND

Upon completion of data entry of improvements, the appraisers will make careful investigation of any change in the fair value for all types of land. Where necessary and feasible, sales data will be secured by the Appraisers covering fair sales which will be analyzed, checked, and recorded. All sales shall be categorized by the Appraiser as agricultural, residential, industrial, commercial, or developmental, and used in the respective types. Owners, realtors, banks, and others will be asked to supply information relative to sales of property within the area covered by these specifications.

17. UNIT LAND VALUES

The Company will establish and/or maintain unit values for all properties. When a front foot unit value is not practical, acreage or square foot unit of value will be used. Unit values will be placed on a large outline map known as the Land Value Map.

18. LAND VALUE TABLES

The Company will provide and/or maintain land valuation formulae and tables for the computation of the valuation of irregular-shaped lots or plots. Lots which are of greater or less depth than the standard depth on which the unit front foot prices are based, shall be adjusted by depth factor tables or other suitable methods.

A brief description of each lot or parcel of land, together with the valuation computation, will be entered on the property card herein before described. The Company will make adjustments in the value to compensate for topographical irregularities, such as high banks, steep slopes, swamps, irregular shape, or anything that may detract from or enhance the normal usefulness of the land.

19. REVIEW OF PROPERTIES

Upon completion of field and office computation, final field review of all land and buildings will be made by experienced and qualified Company employees. The purpose of this final review is to account and adjust for factors which may have a direct bearing on the market value or equitable relationship to other properties, such as location, obsolescence, architectural qualities, desirability, and resale value.

20. COMPLETION

The Company shall complete all activities in a timely manner to conform with the requirements of State law and Township ordinances. Time is of the essence in the completion of this Contract.

21. INSTRUCTION

The Company will, upon request of the Township, instruct the personnel in the Township office in the use of the information and data furnished by the Company so that the system may be maintained through future years.

22A. DEFENSE OF VALUES

A responsible member of the Company shall be available for all local Board of Review proceedings.

22B. MICHIGAN TAX TRIBUNAL PROCEEDINGS

The Company will represent the Township in each Michigan Tax Tribunal appeal including appeals pending on the date of this Contract in which the Township requests the Company to represent it. The Company will report quarterly to the Township the status of Tribunal appeals. The Company will handle the first fifteen (15) small claims cases each year at no additional cost.

22C. MICHIGAN TAX TRIBUNAL LEGAL FEES

The Township representation for all Michigan Tax Tribunal petitions not in the Small Claims Division, shall be provided by legal counsel possessing experience in the representation of municipalities before the Michigan Tax Tribunal at the rate of:

November 1, 2018 to October 31, 2019	\$167.70/hour
November 1, 2019 to October 31, 2020	\$174.40/hour
November 1, 2020 to October 31, 2021	\$181.38/hour
November 1, 2021 to October 31, 2022	\$188.63/hour
November 1, 2022 to October 31, 2023	\$196.18/hour

22D. MICHIGAN TAX TRIBUNAL PARA-LEGAL FEES

The Para-Legal services for all Michigan Tax Tribunal petitions not in the Small Claims Division, shall be provided by the company, which possesses experience in the representation of municipalities before the Michigan Tax Tribunal at the rate of:

November 1, 2018 to October 31, 2019	\$145.00/hour
November 1, 2019 to October 31, 2020	\$150.80/hour
November 1, 2020 to October 31, 2021	\$156.83/hour
November 1, 2021 to October 31, 2022	\$163.10/hour
November 1, 2022 to October 31, 2023	\$169.63/hour

22E. MICHIGAN TAX TRIBUNAL ASSESSMENT SERVICES PLUS SPECIAL PROJECTS

Assessment services rendered by the Company in Michigan Tax Tribunal matters shall be provided to the Township at the rate of:

<u>Title</u>	<u>Beginning</u> <u>11/01/18</u>	<u>Beginning</u> <u>11/01/19</u>	<u>Beginning</u> <u>11/01/20</u>	<u>Beginning</u> <u>11/01/21</u>	<u>Beginning</u> <u>11/01/2022</u>
Appraiser Aide	\$44.73	\$46.52	\$48.38	\$50.32	\$52.32
Appraiser	\$63.24	\$65.77	\$68.40	\$71.13	\$73.98
Level III	\$112.00	\$116.48	\$121.14	\$125.99	\$131.03
Assessor	\$128.55	\$133.69	\$139.04	\$144.60	\$150.39

Hourly fee included the fringe package and overhead for the Company

22F. Michigan Tax Tribunal Legal and Assessment Services and requested Special Projects are separate from normal assessment and appraisal functions and are not a part of the fees described in paragraph 23A with the exception of the first fifteen (15) small claims cases.

23A. PAYMENT

The Township shall pay the Company as follows:

November 1, 2018 to October 31, 2019.....	\$282,091
November 1, 2019 to October 31 , 2020.....	\$293,375
November 1, 2020 to October 31 , 2021.....	\$305,110
November 1, 2021 to October 31 , 2022.....	\$317,314
November 1, 2022 to October 31 , 2023.....	\$330,007

Payment shall be made in twelve (12) equal installments due on the tenth (10th) day of each month.

23B. The Township and Company will meet to resolve any inequities resulting from unusual circumstances such as, but not limited to, a dramatic increase in the number of new building permits, a need for reappraisal of existing construction, an outside appraisal required for litigation, or changes in State laws which would alter or change the quantity of work to be performed to a substantially lesser or greater amount.

25. TRANSFER OF CONTRACT WORK

The Company shall not assign or transfer the Contract, or any interest therein, without prior written approval from the Township.

26. TERMINATION PRIOR TO COMPLETION

In the event that either party shall be in substantial non-compliance with the terms of this agreement, the other party shall give the defaulting party written notice of said breach and thirty (30) days to cure the breach. If the Company fails to cure any breach within thirty (30) days after such notice, the Township may terminate this Contract immediately without further notice or liability to the Company, other than for permitted fees and expenses accrued through the date of termination.

27. DISCLOSURE OF INFORMATION

Disclosure of appraisal information to any individual, firm, or corporation, unless required by law, other than to appropriate public officials and their authorized agents, is expressly prohibited.

29. PREPARATION OF TAX FORMS

The Company will prepare and submit all County and State Tax Commission forms relating to property assessment.

30. ALLOCATION AND APPORTIONMENT

The Company will represent the Township in all allocation and apportionment procedures.

31. MILLAGE, BONDS, AND SPECIAL ELECTIONS

The Company shall prepare all information relating to assessment necessary to the Township for millage as well as special election and bond issues.

32. REPRESENTATION BEFORE OTHER GOVERNMENTAL AGENCIES

The Company will represent the Township before all other governmental agencies in all matters relating to assessment procedures with prior written approval of the Township Supervisor.

33. APPLICABLE LAW

This Contract is entered into subject to the charter and ordinances of the Township and the applicable laws of the State of Michigan.

34. NONDISCRIMINATION

The Company agrees that in the performance of this contract neither the Company nor any person acting on its behalf will refuse to employ or refuse to continue in any employment any person because of race, creed, color, national origin, sex, or age. The Company will in all solicitations or advertisements for employees placed by or on behalf of the Company state that all qualified applicants shall be considered for employment without regard to race, creed, color, national origin, sex, or age.

35. AUTHORITY

The Township Supervisor and Clerk possess complete authority by resolution of the Township Board of Trustees or otherwise to execute this agreement on behalf of the Township.

WITNESSES:

WAYNE COUNTY APPRAISAL LLC

By: _____
Doug Shaw,
Member

WITNESSES:

TOWNSHIP OF PLYMOUTH:

By: _____
Kurt Heise, TOWNSHIP SUPERVISOR

By: _____
Jerry Vorva
CLERK

STATE OF MICHIGAN)
)ss
COUNTY OF WAYNE)

I, _____, a Notary Public in and for said County, in the State aforesaid, do hereby certify that on the _____ day of _____, 2018, WCA Assessing., doing business as Wayne County Appraisal LLC, known to me to be the person whose name is subscribed to on the foregoing instrument, appeared before me this day in person and acknowledged that he signed, sealed, and delivered the said instrument as his free and voluntary act, for the uses and purposes therein set forth.

NOTARY PUBLIC

_____ County, Michigan

My Commission Expires: _____

STATE OF MICHIGAN)
)ss
COUNTY OF WAYNE)

Be it remembered that on this _____ day of _____, 2018, before me, the undersigned, a Notary Public in and for the County and State aforesaid, came , Kurt Heise, Supervisor of the Township of Plymouth, and Jerry Vorva, Clerk of the Township of Plymouth, a Municipal Corporation duly organized, incorporated and existing under and by virtue of the laws of the State of Michigan, known to me to be the persons who executed the foregoing instrument of writing on behalf of said Municipal Corporation, and such persons duly acknowledged the execution of the same to be their act and deed of said Municipal Corporation.

In testimony whereof, I have hereunto set my hand and affixed by official seal the day and year last above written.

NOTARY PUBLIC

_____ County, Michigan

My Commission Expires: _____



CERTIFICATE OF LIABILITY INSURANCE

WAYNE-1

OP ID: LM

DATE (MM/DD/YYYY)

11/05/2018

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 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 CHOICE INSURANCE AGENCY INC 201 N WAYNE RD, PO BOX 851319 WESTLAND, MI 48185 GREGORY J BAJOREK		CONTACT NAME: GREGORY J BAJOREK PHONE (AG, No, Ext): 734-641-4200 FAX (AG, No): 734-641-9908 E-MAIL ADDRESS:	
INSURED WAYNE COUNTY APPRAISAL LLC 38110 EXECUTIVE DR WESTLAND, MI 48185		INSURER(S) AFFORDING COVERAGE INSURER A: HOME-OWNERS INSURANCE INSURER B: HOUSTON CASUALTY COMPANY INSURER C: INSURER D: INSURER E: INSURER F:	
		NAIC # 26638	

COVERAGES**CERTIFICATE NUMBER:****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	<input checked="" type="checkbox"/> COMMERCIAL GENERAL LIABILITY <input type="checkbox"/> CLAIMS-MADE <input checked="" type="checkbox"/> OCCUR	X	04835028	11/11/2018	11/11/2019	EACH OCCURRENCE \$ 1,000,000 DAMAGE TO RENTED PREMISES (Ea occurrence) \$ 50,000 MED EXP (Any one person) \$ 5,000 PERSONAL & ADV INJURY \$ 1,000,000 GENERAL AGGREGATE \$ 2,000,000 PRODUCTS - COMP/OP AGG \$ 2,000,000
B	<input checked="" type="checkbox"/> PROF. LIABILITY GEN'L AGGREGATE LIMIT APPLIES PER: <input checked="" type="checkbox"/> POLICY <input type="checkbox"/> PRO-JECT <input type="checkbox"/> LOC OTHER:		H716-107383 \$1,000,000	02/11/2018	02/11/2019	
A	AUTOMOBILE LIABILITY <input type="checkbox"/> ANY AUTO ALL OWNED AUTOS <input checked="" type="checkbox"/> HIRED AUTOS <input type="checkbox"/> SCHEDULED AUTOS NON-OWNED AUTOS		04635028	11/14/2018	11/14/2019	COMBINED SINGLE LIMIT (Ea accident) \$ 2,000,000 BODILY INJURY (Per person) \$ BODILY INJURY (Per accident) \$ PROPERTY DAMAGE (Per accident) \$
	<input type="checkbox"/> UMBRELLA LIAB <input type="checkbox"/> EXCESS LIAB DED RETENTION \$					EACH OCCURRENCE \$ AGGREGATE \$
A	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY <input type="checkbox"/> ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) If yes, describe under DESCRIPTION OF OPERATIONS below	Y/N	04099881	09/29/2018	09/29/2019	<input checked="" type="checkbox"/> PER STATUTE <input type="checkbox"/> OTHER E.L. EACH ACCIDENT \$ 500,000 E.L. DISEASE - EA EMPLOYEE \$ 500,000 E.L. DISEASE - POLICY LIMIT \$ 500,000
A	HOME-OWNERS INS REPLCMNT COST		04635028	11/11/2018	11/11/2019	CONTENTS 33,570 250 DEDUCTIBLE

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

PLYMOUTH TOWNSHIP IS LISTED AS ADDITIONAL INSURED IN RESPECT TO GENERAL LIABILITY.

CERTIFICATE HOLDER**CANCELLATION**

PLYTWP2

PLYMOUTH TOWNSHIP
 9955 N. HAGGERTY ROAD
 PLYMOUTH, MI 48170

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
 GREGORY J BAJOREK

**CHARTER TOWNSHIP OF PLYMOUTH
BOARD OF TRUSTEES
REGULAR MEETING
NOVEMBER 13, 2018**

ITEM F.2

**UNITED STATES OF AMERICA V.
MIKE MITCHELL UPDATE**



CHARTER TOWNSHIP OF PLYMOUTH REQUEST FOR BOARD ACTION

MEETING DATE: November 13, 2018

ITEM: United States of America v. Mike Mitchell update

PRESENTERS: Supervisor Heise, Chief Tiderington

BACKGROUND: On August 29, 2018, defendant Michael Mitchell pled guilty to Count One of the Information which charges him with Federal Program Theft, in violation of 18 U.S.C. § 666(a)(1)(A). Any remaining counts will be disposed of at the time of sentencing. As a result of the guilty plea, there will be no trial. In late October the Court asked me to prepare a Victim Impact Statement, which is generally not public information; however, under criminal law and procedures, all information contained in our questionnaire will be disclosed to the defendant and his attorney. The sentencing hearing for Mr. Mitchell has been set for January 17, 2019, 2:00 PM at 231 West Lafayette Blvd., Detroit, MI 48226 before Judge Terrence G. Berg.

At our meeting of November 13 I would like Chief Tiderington to further brief the Board on this matter.

PROPOSED MOTION: None required

**CHARTER TOWNSHIP OF PLYMOUTH
BOARD OF TRUSTEES
REGULAR MEETING
NOVEMBER 13, 2018**

ITEM F.3

**HILLTOP
GOLF COURSE MANAGEMENT –
REQUEST FOR PROPOSALS
- Billy Casper, LLC
- ADM Ventures, LLC**



CHARTER TOWNSHIP OF PLYMOUTH REQUEST FOR BOARD ACTION

MEETING DATE: November 13, 2018

ITEM: Interviews with Billy Casper Golf LLC, and ADM Ventures LLC, for the Management of Hilltop Golf Course

PRESENTERS: Supervisor Heise

BACKGROUND: For our November 13 Board Meeting I have asked representatives of Billy Casper Golf LLC, and ADM Ventures, LLC to be interviewed by the Board of Trustees. We will not be making any decisions that evening. Please bring your hard copies that were provided to you in September; the Board Agenda will contain electronic copies. I will also be inviting members of our Golf Course Committee and consultant Paul Albanese.

PROPOSED MOTION: None required; interviews only.

**H HILLTOP
GOLF COURSE**





Topic Outline

- **Billy Casper Golf's Role/Relationship with Plymouth Township**
- **Proposed New Deal Structure**
- **Financial Position & Outlook**
- **Short Term & Long Term Options**



Our Leadership Team

Aaron Spokaeski
General Manager

Bryan Kreger, GCSAA
Golf Course SuperIntendent

Nick Bednar, PGA
Vice President of Operations

Matthew Fauerbach, GCSAA
Regional Director of Agronomy

Steve Brown - Regional Director of Sales and Marketing

Joel Gohmann - Executive Vice President

Billy Casper Support Services



- **Marketing/Web/PR Services**
- **Accounting**
- **Accounts Payable/Processing**
- **Payroll Services**
- **IT Service/Support**
- **HR Support**
- **Legal**
- **Insurance/Risk Management**
- **Retail and F&B**
- **National Partnership Discounts**



About Billy Casper Golf

- Founded in 1989 by Peter Hill, Bob Morris and Billy Casper
- Largest operator of municipal facilities in United States
- Five Municipal facilities in Michigan, including Hilltop
- Operated Hilltop Golf Course since 2011



Current Agreement Structure/Specifics



- **Turnkey management services**
- **Township owns economics and budget direction**
- **Agreement re-negotiated in 2016**
- **BCG Management Fees = 11% of revenues up to \$600k**
 - 13% of revenues from \$600k - \$700k
 - 14% of revenues from \$700k - \$800k
 - 15% of revenues above \$800k
- **Includes additional incentives for F&B revenue growth**
- **3 year term expires March 2019**
 - Allows for 3 year automatic renewal term upon mutual consent of both parties

Proposed Agreement Structure/Specifics



- **Turnkey management services**
- **Township owns economics and budget direction**
- **BCG Management Fees = \$6k/month**
 - **Increases by lesser of 2% or CPI index annually**
- **Includes Incentives for Profitability**
 - **15% of positive EBITDA (operational earnings)**
- **Management Fee Guarantee**
 - **BCG will refund any EBITDA loss in excess of \$75k, up to 4 months' fees**
- **5 year term expires March 2024**
 - **Allows for 5 year renewal term upon mutual consent of both parties**



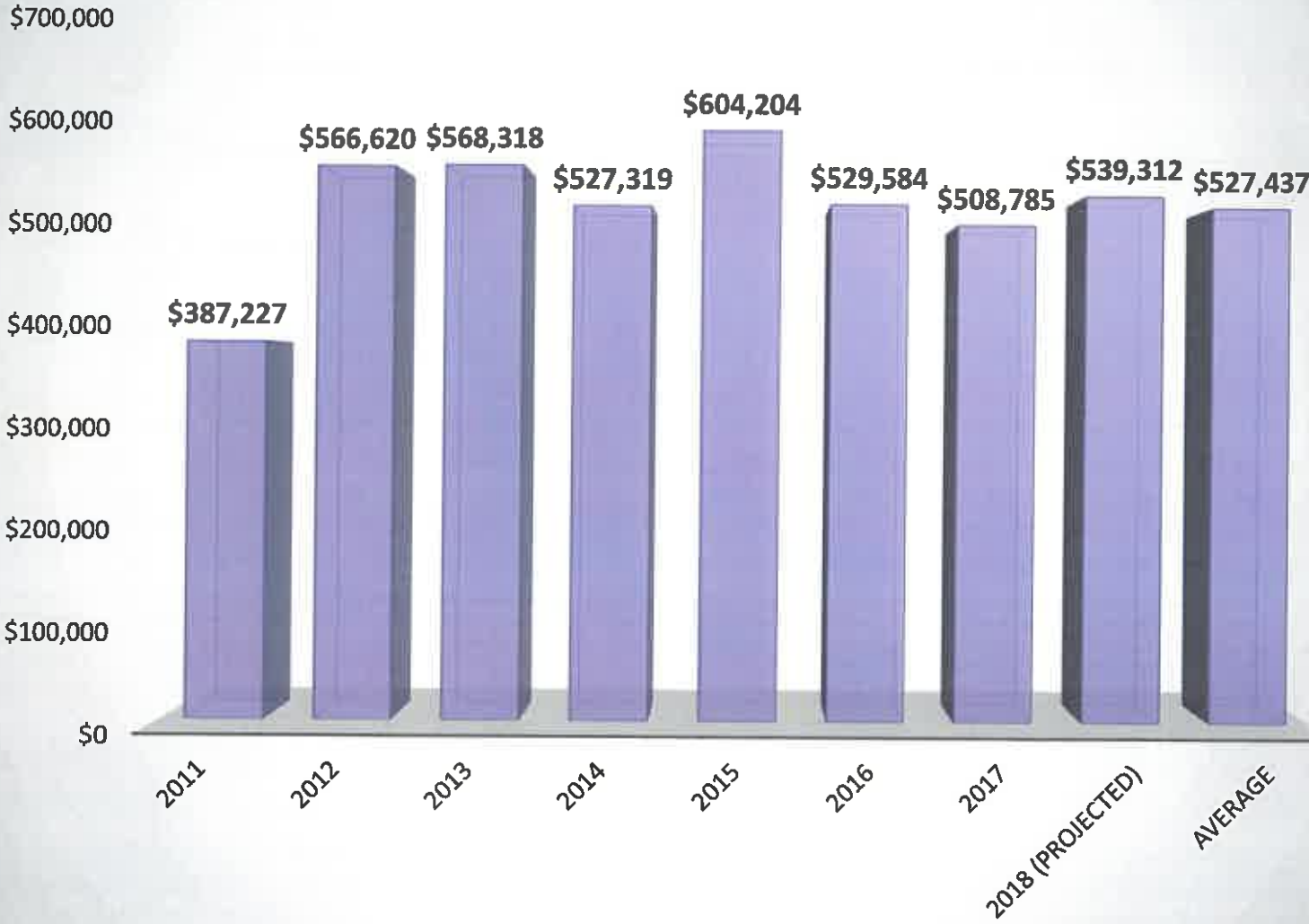
Hilltop's History

- **Original nine hole layout built in 1927**
- **Staple of the local golf scene, held many competitive events and was successful for many decades**
- **Market saturation from 1970's – 2000's, combined with participation stagnation caused supply/demand shift**
- **Facility was leased to concessionaires pre-Billy Casper**
- **Shifted to management service structure under BCG in 2011**
- **Plymouth Township has subsidized operation since**

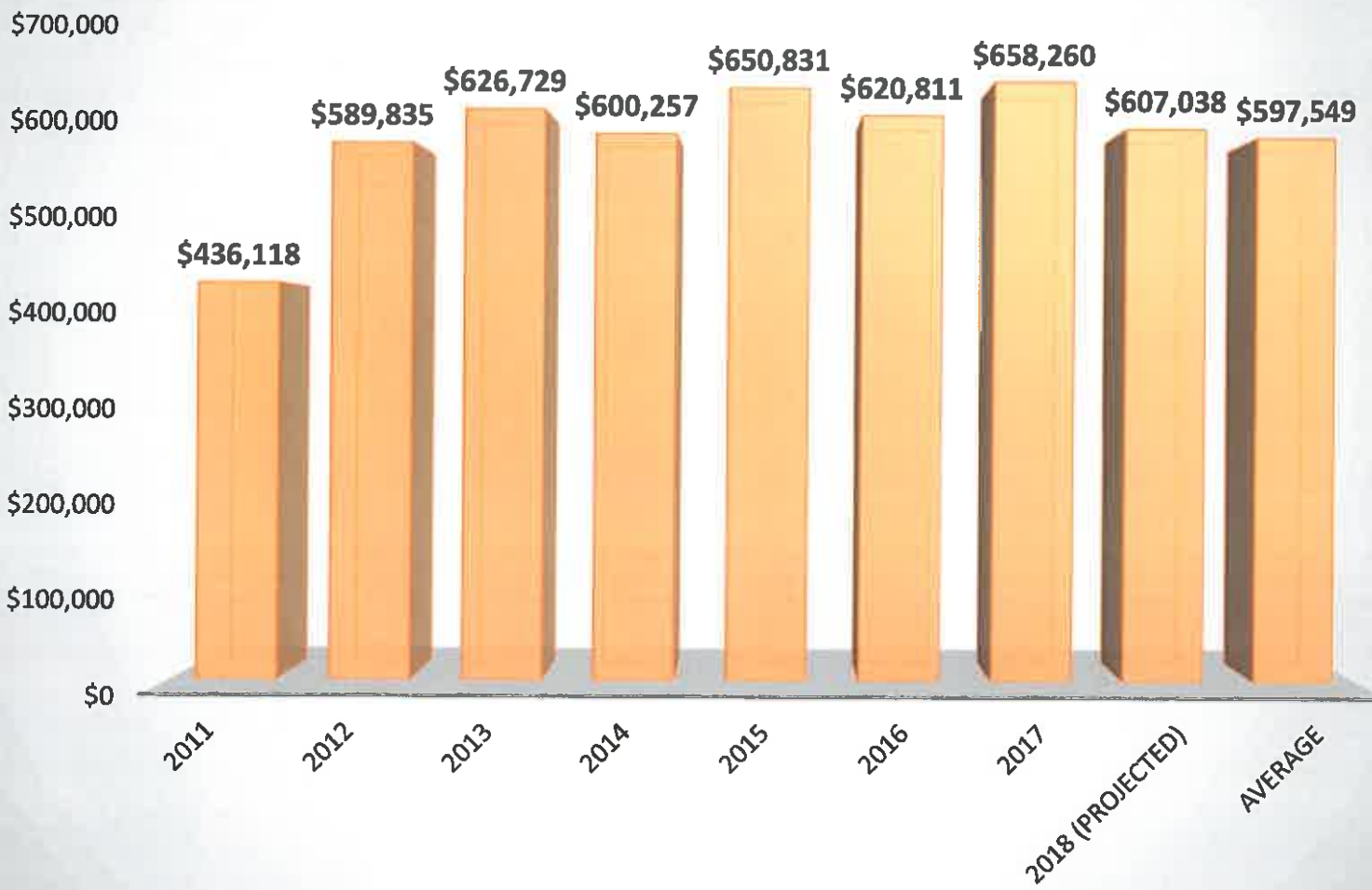
Total Rounds



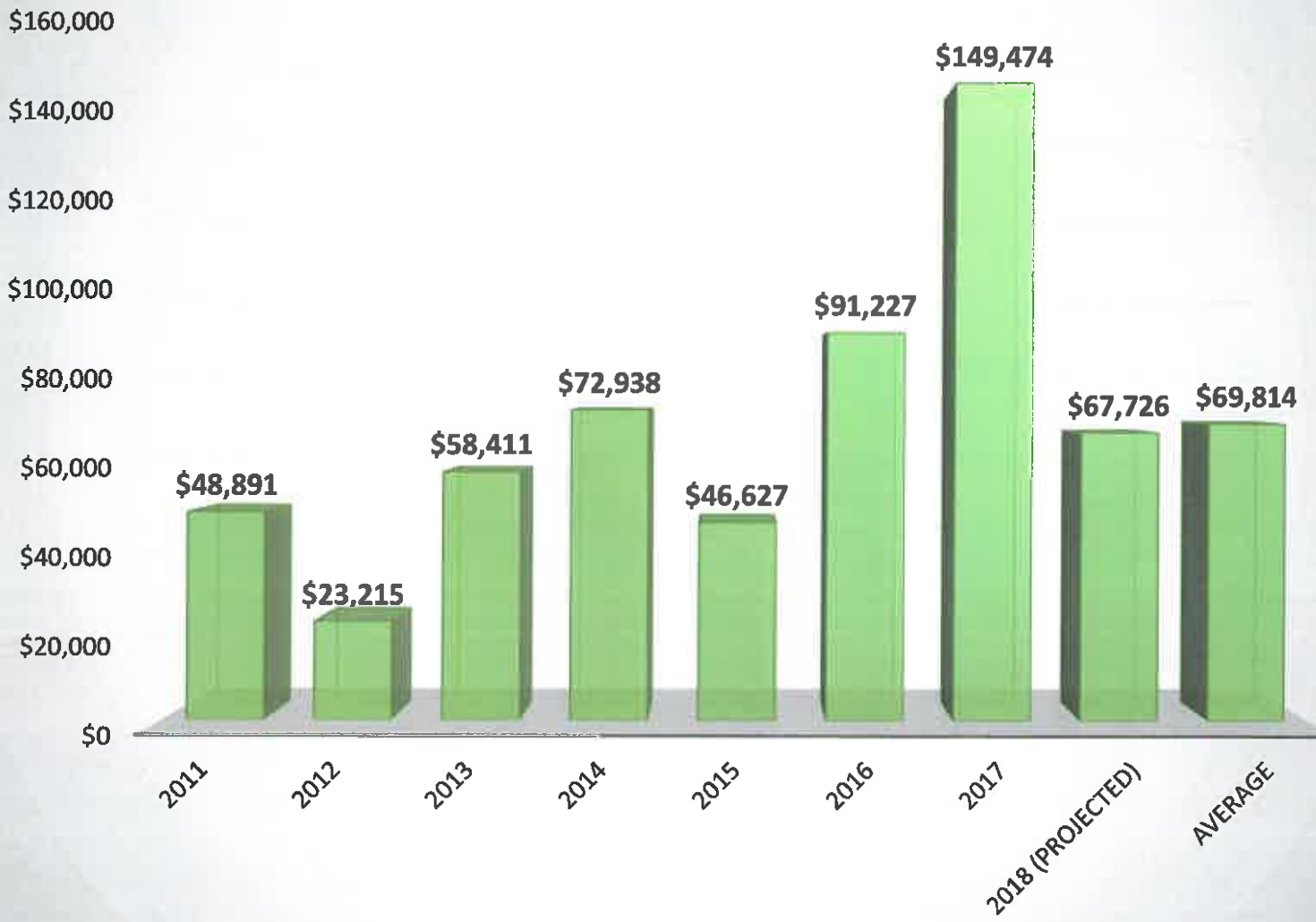
Total Revenue



Total Cost of Goods, Labor, and Operating Expenses



Operating Deficit





National Golf Rounds Played Report

SEPTEMBER 2018

	SEPT	YTD
PACIFIC	2.9%	4.2%
CA	1.0%	4.1%
Los Angeles	-0.4%	0.1%
Orange County	4.5%	8.0%
Palm Springs	0.6%	3.3%
Sacramento	-0.2%	4.6%
San Diego	9.6%	7.0%
San Francisco/Oakland	2.3%	9.2%
HI	-4.0%	-6.6%
OR	7.3%	4.6%
Portland	5.8%	9.5%
WA	8.2%	7.8%
Seattle	2.6%	7.2%
MOUNTAIN	11.4%	5.6%
AZ	1.4%	5.1%
Phoenix	3.0%	5.6%
CO	11.8%	1.1%
Denver	10.2%	3.3%
ID, WY, MT, UT	20.9%	9.9%
NM	6.9%	3.3%
NV	-0.4%	3.8%
Las Vegas	-1.6%	2.7%
WEST NORTH CENTRAL	-11.8%	-5.7%
KS, NE	-11.7%	-4.0%
ND, SD	-16.5%	-15.1%
MN	-10.1%	-5.2%
Minneapolis/St. Paul	-10.1%	-7.0%
IA, MO	-12.2%	-5.2%
St Louis	-6.4%	-6.4%
Kansas City	-9.7%	-0.8%

	SEPT	YTD
UNITED STATES	-7.2%	-3.3%
PUBLIC ACCESS	-7.2%	-3.2%
PRIVATE	-7.1%	-3.8%

	SEPT	YTD
EAST NORTH CENTRAL	-10.4%	-5.9%
IL	-9.5%	-5.0%
Chicago	-8.8%	-4.7%
IN	-7.9%	-6.2%
MI	-3.1%	-0.5%
Detroit	-9.7%	-1.7%
OH	-14.9%	-9.1%
Cincinnati	-14.6%	-7.2%
Cleveland	-15.3%	-5.3%
WI	-18.3%	-10.5%

	SEPT	YTD
SOUTH CENTRAL	-15.5%	-4.6%
AL	-6.8%	1.1%
AR, LA, MS	-21.4%	-3.8%
KY	-5.8%	-2.1%
OK	-15.6%	-9.2%
TN	-5.1%	-11.5%
Nashville	-4.9%	-8.8%
TX	-20.4%	-3.8%
Dallas/Ft. Worth	-22.7%	-9.7%
Houston	-27.8%	-4.7%
San Antonio	-23.9%	0.8%

	SEPT	YTD
SOUTH ATLANTIC	-5.9%	-5.1%
DE, DC, MD	-26.9%	-13.7%
Washington/Baltimore	-26.1%	-12.2%
FL	32.2%	-1.5%
Jacksonville/Daytona	31.3%	-2.2%
Orlando	24.6%	2.6%
Tampa	30.5%	-0.7%
Palm Beach	37.4%	3.7%
Sarasota	37.9%	6.2%
Naples/Ft Myers	34.3%	3.4%
Miami/Ft.Lauderdale	32.6%	-1.8%
GA	4.9%	-3.0%
Atlanta	2.1%	-3.1%
NC	-27.7%	-7.1%
Greensboro/Raleigh	-20.4%	-10.0%
SC	-17.5%	-7.3%
Charleston	-2.6%	-2.0%
Hilton Head	1.7%	-2.2%
Myrtle Beach	-31.3%	-7.8%
VA	-25.6%	-10.1%
WV	-17.9%	-8.3%
MID ATLANTIC	-16.5%	-9.4%
NJ	-14.1%	-7.7%
NY	-13.7%	-7.5%
New York City	-19.5%	-8.1%
PA	-20.7%	-12.3%
Philadelphia	-21.6%	-10.4%
Pittsburgh	-19.8%	-11.1%
NEW ENGLAND	-0.8%	-2.6%
CT	-6.4%	-4.4%
MA, RI	-0.2%	1.0%
Boston	-6.8%	-2.3%
ME, NH, VT	2.0%	-7.7%

The percentages represent the differences in number of rounds played comparing September 2018 to September 2017. For more information contact Golf Datatech, golfroundsplayed@golfdatatech.com or call 407-944-4116



Hilltop's 2018 Performance

- **Lost an average of \$69,814 since 2011**
- **Through September 2018, Michigan rounds are down 0.5% (Detroit Market down 1.7%) compared to 2017**
- **Hilltop Rounds and Revenues are up In 2018**
 - **Rounds up 8.6% through September**
 - **Revenues up 8.1% through September**
- **Expenses are down \$54,164 vs. 2017**
- **Projected Operating Loss = \$65k - \$70k**

2019 Opportunities & Strategies



- “Best Golf Value” in the market – remain aggressive on dynamic pricing offers to spur volume
 - Enhance conditions/service based on available resources
 - Continued labor and expense efficiencies
- Marketing – focus on new player acquisition, engrain Hilltop as a great value to community
 - Annual Pass/Membership Program – build loyalty
 - Target 40-70 player Outings that “fit”
 - Increase In-House League and In-House Event schedule
 - Continue dynamic pricing efforts to maximize yield
- Serve the Community/Innovate and Grow the game of Golf
 - Build upon successful junior programming efforts
- Install state of the art, cloud based POS system at zero added cost
 - G1 platform



2019 Budgeted Goals

- 2019 Goals
 - Rounds - 26,500
 - APR - \$23.34
 - Revenues - \$618,648
 - Cost of Goods - \$78,004
 - Labor - \$343,671
 - Operating Expenses - \$268,124
 - includes management fees & possible cart lease
 - Budgeted Loss - \$71,150





Growth Opportunities/Options for Hilltop

- *Expense Reduction Path*
- *Long Term Growth – Staggered Capital Enhancements & Facility Enhancement*
- *Master Plan – Re-position the Asset*

Target Solvency by Reducing Overhead



- *Expense Reduction Focus*

Pros

- Simple to Implement
- Quickest Bottom Line Impact
- Predictable and Repeatable
- Minimal Capital Obligations
- Save Money in Off-Season

Cons

- Reduced Service Levels
- Reduced Hours of Operation
- Course Condition Impact
- Potential for Long Term Revenue Loss
- Still Requires Some Capital
- Staff Layoffs & Turnover
- Diminishing Returns over Long Term

Capital Investment & Facility Enhancement



– *Small Investments with Revenue Growth Focus*

- *Tree Work (make course more player friendly)*
- *Drainage Enhancements*
- *Tee Box Renovations*

Pros

- Improved Asset Conditions
- Ability to Grow Rounds/APR
- Better Guest Experience
- Sustainable Operations Model
- Enhances Surrounding Real Estate
- Commitment to Golf
- Positioned for the Future

Cons

- Capital Infusion Up Front
- Project Management Required
- Short Term Deficit Growth
- Long Term Revenues May Not Meet Expectations



Change Infrastructure/Positioning

- *Golf Course Master Plan*

- *Paul Albanese's team presented in October*
- *Nine hole plan with two routings*
- *Multi use - Addition of athletic fields, art trails, several other uses*

Pros

- Re-position Hilltop as a unique facility in market
- Potential for improved conditions and revenue growth (BCG can provide a pro forma)
- Cost Savings (BCG can provide a pro forma)
- Multi-use facility appeals to larger segment of local population
- Could yield additional investment from local groups

Cons

- Cost of up-front investment
- Change may not yield desired Results/Return on Investment

Plymouth Township and Billy Casper



- You can count on...
 - Dedication to service standards and a friendly, fun environment
 - Quality, consistent course conditions on an efficient budget
 - Innovation and Entrepreneurship
 - Data based marketing with locally appropriate offers
 - Dedication to youth golf and developing new golfers
- A partner who listens and grows with you...



QUESTIONS/DISCUSSION



MANAGEMENT PROPOSAL



47000 Powell Road
Plymouth, MI 48170

Submitted by:
ADM Ventures, LLC
1586 Rockfield
Troy, MI 48085

MANAGEMENT PROPOSAL

The 18 hole, par-70, 6,009-yard Hilltop Golf Course is a classically designed layout playing through stately pines and rolling hills. With some of the most challenging greens in the area, Hilltop offers distinct challenges to golfers of all skill levels.

The signature No. 5, par-4 is one of the most picturesque holes with an elevated tee box showcasing a panoramic view of the entire course. The clubhouse features a fully-stocked Golf Shop with equipment and apparel. A practice facility includes a putting and chipping green.

Currently, Hilltop GC is being managed by Billy Casper Golf. Their contract with Hilltop GC is expiring.



ADM Ventures, LLC
1586 Rockfield
Troy, MI 48085

MANAGEMENT PROPOSAL

Our goal will be to make Hilltop Golf Course a profitable venture while creating a valuable experience for golfers. We are committed to making Hilltop GC a strong asset in Plymouth Township's portfolio of recreational amenities.

Our plan will accomplish these goals by implementing sustainable programs that will focus on three areas: Business Systems, Clubhouse/Grill and the Golf Course



ADM Ventures, LLC
1586 Rockfield
Troy, MI 48085

MANAGEMENT PROPOSAL

BUSINESS SYSTEMS

Develop marketing plan for Hilltop GC utilizing existing ADM resources

Implement GolfNow Reservations Marketing Software

Update the VIP Season Pass program

Early commitments for Leagues, Tournaments, Outings, Academy

Implement Dynamic Pricing System for daily play

Scrub and update existing Hilltop database; implement plan to grow database for marketing purposes

ADM Ventures, LLC
1586 Rockfield
Troy, MI 48085

MANAGEMENT PROPOSAL

CLUBHOUSE AND GRILL

Freshen up Clubhouse (Painting, cleaning, maintenance)

Re-configure Clubhouse layout for maximum revenue generation

Implement Altosham or Crescor equipment for outing and large event opportunities

Develop and execute Preventative Maintenance Program

Develop monthly schedule for programming events

Develop daily, weekly, monthly menu for Grill

Implement promotional plan (internal/external) for Hilltop GC

ADM Ventures, LLC
1586 Rockfield
Troy, MI 48085

MANAGEMENT PROPOSAL

GOLF COURSE

Develop weekly/monthly plan for updates, improvement and regular maintenance of golf course (per Cattails GC experience)

Hire and train maintenance crew for seasonal operation

Develop and communicate daily, weekly, monthly and seasonal maintenance plan including fertilizer/pesticide application plans

Develop and implement Equipment Maintenance schedule

Evaluate and review Drainage and Sprinkler System; recommend repairs and maintenance schedule

Plan and communicate the focus: improve golf course playability (focus on tees and greens and tree maintenance)

Plan and communicate re-marking (yardage) of entire golf course

ADM Ventures, LLC
1586 Rockfield
Troy, MI 48085

MANAGEMENT PROPOSAL

FINANCIALS

In the first year of this relationship, ADM Ventures, LLC is committed to being responsible for the capital expenditures (estimated at \$25,000) that will be necessary to make the improvements identified in this proposal.

In subsequent years, capital expenditures will be a line item for Hilltop GC, included in the annual budget. It will be earmarked to maintain the improvements in each area – Business Systems, Clubhouse/Grill and Golf Course – as well as consider new projects and improvements.

ADM Ventures, LLC
1586 Rockfield
Troy, MI 48085

MANAGEMENT PROPOSAL

MANAGEMENT FINANCIALS

ADM Ventures, LLC agrees to an annual Management Fee of \$70,000, payable by February 28 of every year of the term of this agreement.

The term for this agreement is five (5) years, beginning the day after this agreement is executed. There is also an option for a second five-year term upon mutual agreement.

Any positive net ordinary income above breakeven (pre-tax and pre-depreciation) will be split evenly (50/50) between ADM Ventures, LLC and Plymouth Township. ADM will pay the calculated amount to Plymouth Township annually before December 23. This split will only be applicable to positive net ordinary income above breakeven.

Plymouth Township will also transfer the operation of the liquor license on site to ADM Ventures, LLC.

ADM Ventures, LLC
1586 Rockfield
Troy, MI 48085

MANAGEMENT PROPOSAL

ADM Ventures, LLC

ADM Ventures, LLC is a management company specializing in the management of golf courses and sports facilities.

ADM Ventures specializes in managing all aspects of client facilities including organizational re-structuring, staff development, facilities maintenance, annual business planning, revenue generation, expense reduction, accounting, marketing and promotion.

Clients

Current ADM clients include Cattails Golf Club in South Lyon (a client for more than 27 years) and Total Sports LLC. Total Sports has been a client since 2007.

ADM Ventures, LLC
1586 Rockfield
Troy, MI 48085

MANAGEMENT PROPOSAL

ADM Ventures, LLC (cont'd)

Cattails GC is an 18-hole course set on more than 140 acres. The course includes a 6,000 SF clubhouse, full bar and grill and maintenance barn. Cattails includes a staff of 20 seasonal workers (management, bar/grill staff, starters/rangers, maintenance).

Total Sports LLC includes 13 facilities in southeast lower Michigan and northern Ohio. Total Sports has ownership in four facilities, long-term leases (management agreements) in four facilities and short-term leases (sales agreements) in five facilities.

Total Sports facilities encompass more than 1,250,000 square feet of space under roof and more than 2,500,000 people patronize the facilities every year. There are more than 200 seasonal employees on staff for Total Sports.

ADM Ventures, LLC
1586 Rockfield
Troy, MI 48085

MANAGEMENT PROPOSAL

ADM Ventures, LLC (cont'd)

Tony Moscone, President

Tony Moscone is the president of ADM Ventures, LLC. Moscone has more than 25 years of experience managing golf courses and facilities. Moscone is responsible for client business development and planning for ADM clients. Currently, Moscone serves as a general partner for Cattails GC and as a managing member for Total Sports LLC. Moscone holds a BS in Business Administration from Oakland University.

Email: admoscone@gmail.com
248-763-5287

ADM Ventures, LLC
1586 Rockfield
Troy, MI 48085

MANAGEMENT PROPOSAL

ADM Ventures, LLC (cont'd)

Doug Palm, Director of Facility/Course Maintenance

Doug Palm has over 30 years of experience in golf course maintenance and construction and is a Certified Golf Course Superintendent (CGCS). Palm is responsible for all aspects of client golf course maintenance and development. Currently, Palm serves as the head superintendent at Cattails GC and is part of the maintenance team for Total Sports LLC. Palm holds a degree in Turfgrass Management (two-yr. program) from Michigan State University. He is also a member of the Golf Course Superintendents Association of America (GCSAA) and the Michigan Chapter of GCSAA.

Email: dhuntersp@aol.com
248-763-5650

ADM Ventures, LLC
1586 Rockfield
Troy, MI 48085

MANAGEMENT PROPOSAL

ADM Ventures, LLC (cont'd)

Jim Gorney, Director of Facility/Course Management

Jim Gorney has nearly 20 years of experience in facility management. Gorney is responsible for all aspects of client facility/course management. Currently, Gorney serves as the chief operating officer at Cattails GC and is a director for Total Sports LLC. Gorney attended Eastern Michigan University and studied business.

Email: jim@cattailsgolfclub.com

734-664-2144

ADM Ventures, LLC
1586 Rockfield
Troy, MI 48085

MANAGEMENT PROPOSAL

REFERENCES AVAILABLE UPON REQUEST

www.cattailsgolfclub.com

www.totalsportscomplex.com

ADM Ventures, LLC
1586 Rockfield
Troy, MI 48085



ORIGINAL

**Response to
Plymouth Township, Michigan
RFP
For the Management of
Hilltop Golf Course**

September 2018



**Billy Casper Golf
12700 Sunrise Valley Drive, Suite 300
Reston, Virginia 20191
Telephone: 703.761.1444
Fax: 703.893.3504
www.billycaspergolf.com**

**Please contact: Mike Cutler
mcutler@billycaspergolf.com
(703) 761-1444**



TABLE OF CONTENTS

TRANSMITTAL LETTER

OPERATIONS AND BUSINESS PLAN

EXPERIENCE

REFERENCES

OPERATING BUDGET

CONSIDERATIONS

ATTACHMENTS

MINIMUM MAINTENANCE STANDARDS

AGRONOMIC PLAN

FINANCIAL STATEMENT

REQUIRED FORMS

September 19, 2018



Plymouth Township, Michigan
Attn: Kurt Heise, Township Supervisor
9955 North Haggerty Road
Plymouth, MI 48170

RE: Hilltop Golf Course RFP

Billy Casper Golf ("BCG") has partnered with Plymouth Township ("Township") to operate Hilltop Golf Course ("Course") for more than seven years. Our clear alignment of goals has provided the foundation for a valued relationship that benefits all involved.

As the Township's Golf Partner, BCG continually assesses changing market conditions and refines custom, strategies best suited for the Course. These strategies directly impact loyalty / retention and, in turn, rounds, revenue and cash flow. They include creative and cost-efficient ways to:

- Position the Course and its unique attributes to attract new golfers.
- Identify and prioritize capital improvements to support rounds and revenue growth.
- Deliver best-in-class service per our "ACE the Guest Experience" training program.
- Implement golf programming for seniors, juniors, women and other segments to increase engagement.
- Apply best practices in managing turf, infrastructure and amenities.

Our commitment to the Township and all stakeholders is reinforced by the following accomplishments while operating the Course:

- Inherited a distressed golf course in 2011, following previous operator (who leased the facility and took all equipment and resources at the end of their agreement)
- BCG facilitated a quick turnaround of golf course conditions, including procurement of necessary equipment, licenses and resources to jump start facility operations.
- BCG has increased participation, from 18,324 rounds in 2011 to an average of 24,454 over the past three seasons. This growth has occurred despite both national and regional declines in golf participation.
- BCG has grown revenues since 2011, from \$387,227 to an average of \$547,524 over the past three seasons.
- 2018 revenues are projected to be \$568,305, showing a meaningful increase from prior year (\$508,785).
- BCG has successfully integrated a service "culture" at Hilltop, through its proprietary ACE training program. The Course won the Regional BCG "ACE Award" for the 2014 season for its success in delivering consistently high service levels, as measured by guest surveys and mystery shops.
- Hilltop installed a Foot Golf course in 2016, creating an additional revenue stream and recreational option for the local community
- BCG has managed expenses to deliver an exceptional golf experience in the most cost-effective manner. Labor and expenses consistently total \$600,000 per year, without negatively impacting course conditions and service levels.
- BCG has recruited and developed a high performing team at Hilltop. In addition to winning the BCG ACE award in 2014, individual personnel have been recognized as standouts for their performance. Superintendent Bryan Kreger has been honored with the "Coaches Award" and "Bang for the Buck" award. GM Aaron Spokaeski has also won the "Coaches Award," and has been nominated for GM of the Year twice.

Moving forward, BCG will continue to provide expert management and work with the Township toward achieving future operational goals, providing outstanding service, and implementing successful marketing and community outreach programs focused on increasing visibility and usage by the local population.

SUMMARY

Based on decades of experience, intimate knowledge of the market, innovative marketing techniques, sizable resources, and the ability to work with the Township for the benefit of all, BCG is confident that we will continue improving the experience for the residents and achieving the desired results for Hilltop.

Sincerely,

A handwritten signature in blue ink, appearing to read "Michael K. Cutler", with a long horizontal stroke extending to the right.

Michael K. Cutler
Senior Vice President
Billy Casper Golf, LLC
mcutler@billycaspergolf.com
703-761-1444

OPERATIONS PLAN

GOLF OPERATIONS

Our onsite team professionally manages the golf operation at the Course in a manner consistent with comparable area golf courses, making it a “great value” in the local golf landscape. BCG schedules tee times, collects fees; provides starter, marshal, bag, and cart services. In addition to selling merchandise, renting golf equipment and maintaining pace of play; BCG offers and promotes outings, leagues, and learning programs. These and other golf operation services are performed in a professional manner from daybreak to sunset, weather permitting, to achieve the goals of the Township under the direction of BCG and the Director of Golf.



BCG expertly manages the POS and Tee Time Reservation System to capitalize on bookings via the telephone, Internet, golf shop, and hotel/packager reservations to completely capture guest data and playing activity on the tee sheet; to accurately record and track all cash and credit transaction data; to maintain an accurate perpetual inventory of merchandise, and to allow for gift card/certificate and account book management.

BCG provides guest assistance through starters and marshals on the Course and, when and where appropriate, bag and cart attendants at check-in and completion of the round.

BCG manages a Pace of Play program to maintain accurate starting times, maximize golf course utilization, and maximize the enjoyment of all golfers. The Course's pace of play is accurately measured and communicated to all golfers at the time of play. All golf shop staff, starters, marshals, and maintenance staff are trained on this program and work closely together on its successful implementation.

The Course benefits from BCG's well-developed and professional golf operation practices and guidelines by having each guest's experience — from their reservation to throughout their round of golf — exceed his/her expectations.



PLAYER DEVELOPMENT

BCG implemented successful golfer development programs at the Course to meet the learning needs of men, women, seniors, juniors, beginners, avid players, low handicappers, and disadvantaged youth in the area. As an active participant in the Golf 20/20 initiative, BCG's philosophy in all learning programs is to provide fun, non-threatening, and inexpensive opportunities that bring and retain all golfers permanently into the game of golf, resulting in loyal golfers.

- **Practice Facilities:** BCG operates the practice facility at the Course with an emphasis on providing convenient and effective practice and learning opportunities for guests. Special programs and offers have been developed to maximize utilization of the facilities and to provide the beginner or novice golfer maximum opportunity to build confidence in learning the game.
- **Programming for Growth:** BCG is one of the Nation's leading promoters of Community Outreach Programs targeting juniors, women, as well underprivileged and special needs individuals. BCG recognizes that the core golfer groups representing the Men, Women and Senior Associations serve as ambassadors of the Course - and are among the most loyal guests - these are *very important golfers*.

OPERATIONS PLAN

- **Lessons & Clinics:** In addition to specialized programs for women and junior golfers, BCG's PGA Golf Professionals offer individual lessons, group lessons, and clinics for golfers of all abilities - both for a fee and for FREE throughout the year.
- **Junior Programs:** BCG implements some of the nation's most successful junior golf programs, including classes, camps, and clinics at our Nike Golf Learning Center (VA), multiple First Tee Programs, Joe Richter Golf Program (WA), and Hook A Kid On Golf (Nationwide). We created the national Kids Play Free program to encourage additional junior golf participation at off-peak times. BCG routinely encourages usage of our golf courses by area schools, providing equal access and opportunity for the junior golfers.
- **League Play:** BCG actively seeks and creates new golf leagues for business professionals, couples, and seniors. BCG works closely with existing Leagues' officers and members to support their programs while maintaining fair and equitable access to the tee sheet for all golfers. Numerous businesses and organizations that are located near the Course are contacted to schedule both competitive and social golf leagues for their employees, associates, clients, and families.
- **Tournaments & Outings:** BCG developed and implemented an aggressive sales program for golf outings and tournaments – targeting local and regional businesses, charities, associations, churches, community groups, schools, and individuals – to pre-book group business at the Course.

Fulfillment of golf tournaments and outings at the Course emphasizes the *'Guest Experience'* over all else, with professional tournament services (player pairing, customized rules and administration, personalized scorecards and cart signs, player registration, contest hole signage and set-up, professional scoring, and special event management) included with all contracted group outings.

- **Creative In-House Events:** BCG seeks to find days on the calendar where additional events can add players and much needed revenue streams. BCG creates in-house events that are internally marketed and sold to our guests for the benefit of the Course.
 - Glow Ball Night Golf Events
 - Evening Wine and Nine Events
 - Craft Beer Invitational
 - Regional and/or City Championship or Amateur Events
 - Loyalty Card Tournaments
 - Senior/Junior Golf Championships
 - Birdies and Breweries



OPERATIONS PLAN

GUEST CENTRIC CULTURE

Hospitality & Recreation is a People Business, which is why we spend considerable resources recruiting, training and developing great people through expert HR management programs. BCG is active with every management team and has consistently shown the ability to attract and retain top industry talent.

Below are examples of our leading HR programs:

- ACE the GUEST Experience™
- ACE the EMPLOYEE Experience™
- Superintendents Business Institute (SBI)
- BCG-U
- BCG-Fit
- “Building our Buffalo” mentorship program



BCG's HR team has developed a proprietary performance management system to monitor and assess job performance while also providing a platform for our employees to grow professionally. We leverage decades of experience to provide meaningful feedback on critical success factors and the guidance necessary for employees to reach their full potential.

BCG trains all employees through our innovative ACE the GUEST Experience™ Training Program (“Program”). This Program is a professionally-developed series of training, observation, and feedback lessons to teach all employees how to act out BCG's GUEST Experience Vision. Each BCG-managed course has at least one professionally-trained ‘employee trainer’ who leads the Program, observes employees interacting with guests, and provides feedback to improve guest service.

BCG's Service Behaviors - specific, observable behavioral guidelines that communicate the minimum requirement for every guest interaction - are introduced. Examples of both good and bad interactions are demonstrated and discussed, role playing of common interactions is done, and review of position-specific ‘best practices’ for interacting with guests throughout their journey at the golf course is completed. Employees practice interacting with each other using these guidelines, and then hold each other accountable, beyond the training, to exhibit them every day.

Finally, our employees are guided through the Guest's Journey - from beginning to end - to help them understand how every guest interaction with an employee influences the guest's experience. We teach our employees to empathize with each guest's personal situation, anticipate their needs, service their needs, and then introduce the guest to the next portion of their journey, creating a positive, seamless experience.

Formal training sessions are followed-up by regular review of the guest vision statement, service standards, service behaviors, and guest journey in both department and all-staff meetings. The Course's management team provides employees with timely feedback on positive and negative interactions that are observed, and each course has regular **Mystery Shopping** conducted by professional, independent evaluators. Results and feedback from the evaluations are used to further train and reward employees based on the experiences of the ‘mystery guest’ encounters. Emphasis in the evaluation is placed on employee-guest interactions, with the course's management team incentivized to deliver the best possible experiences.

Additionally, guests are afforded several means to share comments and suggestions with BCG's management, including toll-free Guest Comment Lines, website-based Feedback Forms, and periodic Guest Surveys. All are designed to help BCG understand the importance of each part of the guest experience to our golfers, and how we are performing relative to our competition and our own expectations.

OPERATIONS PLAN

MERCHANDISE

BCG offers for sale high quality, competitively priced golf retail merchandise. In conjunction with our onsite team, BCG developed an annual buying plan, maintains national accounts with preferred partner vendors, and established promotion and sales guidelines for the facility.

Our team prepared and implemented an annual Retail Buying Plan for shirts, shorts, socks, outerwear; golf balls, gloves, shoes, accessories; clubs, and any additional in-demand retail items. Appropriate quantities and selection of merchandise, including logo items, are purchased throughout the year, and inventory levels are accounted for monthly.



BCG's National Account partners provide lower pricing, extended terms, free or discounted fixtures and furnishings, and access to special close-out merchandise. Existing retail partners with which BCG has national accounts include Nike, Cutter & Buck, Ahead Headwear, Adams Golf, Titleist, FootJoy, TourEdge, Wilson, Callaway, Greg Norman, Under Armour, among others.

SAFETY & RISK MANAGEMENT

BCG's Director of Contracts & Risk Management directs the firm's efforts to ensure all managers and employees are provided with, and trained in, all appropriate safety and sanitation regulations, guidelines, and rules.

The firm maintains standard safety and sanitation manuals which meet OSHA standards for all positions and job responsibilities, machinery and equipment, and chemicals and fertilizers. Local and state regulations are added to the manuals as appropriate. BCG requires all employees to read and acknowledge receipt of all manuals, attend regular training sessions, and report all accidents or safety violations to his/her supervisor.



All employees are required to actively participate in our "Safety Makes Sense" videos and training platform. Each training session and learning module is geared towards specific departments and risks identified in our facility assessment. BCG also directs the securing and maintenance of all insurance, risk management, and business licensing requirements, including claims filing, renewals and the meeting of all regulatory requirements.

FACILITY AUDITS

BCG employs a facility audit specialist who conducts annual audits of each BCG-managed facility. The BCG Facility Audit is comprised of 200 individual items, which are divided into 11 general categories including:

- ACE (Guest Service Training Program)
- Admin / Safety / Risk Management
- Accounting
- Operations
- Membership
- Human Resources
- Information Technology
- Food and Beverage
- Agronomy / Maintenance
- Clubhouse / Facilities

OPERATIONS PLAN

FOOD & BEVERAGE OPERATIONS

BCG offers for sale high quality, competitively priced F&B menu items at the Hilltop snack bar. Under the guidance of BCG's experienced Food & Beverage Directors, BCG developed an annual buying and operating plan to provide for a healthful and efficient operation, develop an attractive menu, and design attractive displays and promotions.

F&B services are delivered as appropriate for the snack bar, including F&B inventory management, food preparation and service, on-course beverage cart service, and ensuring all licenses and permits necessary to run a food service facility in the Township, County, and State are obtained and kept current. All health standards and regulations are strictly followed, and all equipment and fixtures are maintained in good working order.

BCG developed a menu based on the success of historical offerings at the facility, offerings at similar local facilities, the kitchen's capabilities, and guests' tastes. Surveying of guests is employed for regular feedback on improvement and enhancement of service levels, F&B quality, and menu options. BCG developed menus to allow for multiple uses of stocked food items to manage cost, which reduces waste throughout the year.

After enhancing the snack bar concept, continual and consistent monitoring ensures the experience is of high quality. Exceeding the needs of the guests remains the litmus test for success in the following areas:

- **ATMOSPHERE**
 - Fun, casual, and enjoyable. The atmosphere must be both of high service and food quality, but also comfortable for patrons
- **MENU**
 - Consistent and relevant price points accompanied by fresh offerings
- **SERVICE**
 - Establish and maintain quality through daily training methods designed to reinforce the concept, atmosphere and menu

BCG's internal marketing efforts focus on branding the Grille with consistent and timely posters, flyers and other vehicles to communicate with the community. This marketing also drives the awareness of both traditional Course events and new happenings designed to connect the Grille patrons with the golf course.

BCG has developed and implemented processes and procedures to build and maintain profitable a la carte businesses in the daily-fee setting. Specific components of such successful programs and procedures include:

- Event Marketing and Sales Plan
- F&B Operation Policies and Procedures Manual
- Outings and Events Policies and Procedures Manual
- Guest Services Guidelines

OPERATIONS PLAN

MAINTENANCE AND AGRONOMY

BCG maintains the Course at the highest standard possible for the available dollar, with a focus on improving golfer's enjoyment of the course. Anything less would be inconsistent with our vision to ensure that the Course is the public golf option of choice in the State of Michigan.

Our company is committed to agronomic excellence at the Course by utilizing and improving upon reliable, proven techniques, as demonstrated by the resources and expertise of our in-house maintenance division, Buffalo TLC. Our approach encourages the use of nature-friendly compounds and prudent chemical applications to achieve turf health at the most reasonable cost while ensuring our golf courses remain sanctuaries for native plants and wildlife.



BCG's approach to maintaining the Course emphasizes the quality of course conditions, attention to detail throughout the property, efficiency in staffing, and full compliance with all environmental regulations.

AGRONOMIC SERVICES INCLUDE:

- Agronomic Planning
- Environmental Planning
- Turfgrass Science
- Pest Management
- Turfgrass Maintenance
- Water and Irrigation Technologies
- Equipment Maintenance and Repair
- Course Renovation Projects
- Environmental Compliance
- Facilities Maintenance

The agronomic plan for the Course focuses on both short-term and long-term goals. The plan provides the desired playing conditions within the given fiscal guidelines.

CULTURAL PRACTICES

BCG utilizes best management practices to achieve desired conditions at the Course. This is accomplished by a variety of cultural management practices that are implemented to manage both the surface and sub-surface variables commonly seen. There are various primary and supplementary cultural practices that are utilized to obtain a healthy stand of turfgrass:

- **Mowing:** Turfgrass needs to be maintained at the proper mowing height specific to the turfgrass species. Turfgrass incorrectly mown will create a stressed plant, which will have less defensive capabilities against pathogens. Equipment shall be operating properly to ensure the leaf blade is cut cleanly. A frayed or torn leaf blade is an open site for disease and pest infection which may produce unsatisfactory playing conditions.



OPERATIONS PLAN

- **Fertilization:** Turfgrass requires nutrients to thrive which can be delivered in the form of fertilizers. Fertilizer programs are constructed based upon soil test results and are specific to individual areas of the golf course. Organic fertilizers provide additional benefits and are utilized whenever possible. Proper application and delivery methods are used to ensure the correct amount of nutrients are available to the plant.
- **Irrigation:** We ensure the irrigation system is working properly including: sprinklers that are level with the correct spacing and nozzle types; controllers that are programmed and functioning properly; a pump station that is working properly; and the irrigation water source adequate in capacity and quality, using water sampling when necessary to identify inadequacies to be corrected. Hand watering is used whenever possible to reduce water use and effectively irrigate potential dry areas without exposing turf to over-watering.
- **Cultivation:** Cultivation methods are primarily used to improve the physical characteristics of the sub-surface growing medium. The most common method is aerification, which typically involves core removal of undesirable soil. Characteristically on greens and tees, a more desirable mixture of sand and organic material is incorporated into the growing medium to improve both capillary and non-capillary pore space. In addition to soil modification, aerification is used to remove excess thatch and allow critical exchange of carbon dioxide in the soil with oxygen in the atmosphere.
- **Topdressing:** The practice of evenly spreading a sand medium over the canopy of the turfgrass, followed by incorporation via a broom or drag mat. Topdressing provides a variety of benefits, the two main benefits being a smoothing of the putting surface and a reduction in thatch.
- **Wetting Agents:** The surface contours on greens often inhibit the ability to distribute water evenly across the surface. Wetting agents decrease the interfacial tension that occurs between water and solids on these slopes, helping water more readily move into and through the root zone for improved availability of the water to plants.
- **Plant Growth Regulation:** Plant growth regulators (PGRs) are used to slow the growth of a turfgrass plant through temporary cessation of cell division. The use of PGRs allows a plant to safely slow down the growth process, reducing the need for nutrients which may be tied up in high-salt soils. In addition, mowing frequency can be reduced; limiting mechanical stress caused by mowers.
- **Rolling:** Mowing turfgrass at very low heights adds additional stress to the plant and allows pathogens to more readily invade. The use of light-weight rollers is carried out with higher mowing heights to create the same green speeds for the golfer's enjoyment, while allowing the turf to produce healthier plants at the higher height-of-cut.
- **Verticutting:** The practice of vertically mowing turfgrass. Vertical blades are used (like circular saw blades) for this task. This process mechanically removes thatch from the turf. Excessive thatch can cause a variety of problems; including limited water infiltration and decreased fertilizer incorporation. A large thatch layer also creates an environment conducive to disease and insects.

OPERATIONS PLAN

ENVIRONMENTAL STEWARDSHIP

BCG implemented sound environmental management practices at the Course, making a valuable contribution to conservation and improving the environmental quality to enhance the golfers' experiences.



- **Audubon Certification:** Each BCG-managed course is registered and committed to attaining Audubon Cooperative Sanctuary certification. Achieving certification is quite an honor, recognizing the agronomic team for protecting the environment and preserving the natural heritage of golf.
- **Green/Eco-Friendly Techniques:** BCG expects a positive impact on the presentation, turf condition, and reduction of a carbon footprint as our BCGreen™ program is instituted. In many instances, BCG has seen dramatically improved course conditions and positive impact on the natural resources.
- **Chemical Usage:** The most critical aspect of balancing proper chemical and fertilizer usage for the golf course versus the protection of the natural resource is a commitment to an integrated Pest Management Program (IPM) that is friendly to the environment. BCG divides our chemical management program into five goals; (1) General Knowledge, (2) Cultural Practices and IPM Techniques, (3) Best Practices (4) Communication and Education, (5) Storage Procedures.
- **Integrated Pest Management (IPM) and Best Management Practices (BMP):** BCG continuously explores alternative pest control measures to further minimize pesticide inputs. In addition, the creation of buffer zones between treated turf areas and all water bodies works to filter potential runoff of harmful chemicals and fertilizers.

CONCLUSION

As owners ourselves, BCG has the resources, staff, and understanding to provide the desired level of golf course maintenance and maximize the “bang for the buck” at the Course. We currently manage the agronomic program for 150+ golf courses nationwide, providing us with the experience and resources to provide the Course and the Township with the desired conditions.

BCG's Agronomic Team provides support to the superintendent and maintenance staff at the Course. Periodic visits are followed up with detailed reports describing current agronomic practices and conditions along with pictures, action plans, resource requirements and timelines. This level of support ensures the desired product is produced and maintained throughout the season.

OPERATIONS PLAN

SALES AND MARKETING

OVERVIEW - "BIG LISTENING"

Amazing guest service is the soul of BCG - it's in our DNA. We strive to delight guests with each interaction, both physical and digital, gaining insights about how our guests want to receive information. Leveraging our dynamic marketing platform, we make data-driven decisions that, when paired with inspired content and design, result in the highest performing marketing initiatives in the business.

The term "Big Data" has become an excuse for firms to accumulate massive data sets. We employ a "Big Listening" approach where all data must lead to better guest service and increased revenue. Each designer, developer, engineer, marketer, analyst, writer and salesperson on our team embodies this philosophy. It's more than just creative ideas; it's a holistic strategy that's transforming the golf industry.

The strategic plan below provides an overview of the BCG marketing initiatives that have been implemented at the Course, with attention paid to listening to guest experiences, sales monitoring, and maximizing revenue.



PLAN COMPONENTS

BCG's Marketing Team coordinates and works diligently and vigorously to implement the following plan components:

- Establish and manage marketing systems, including Internet (web site, e-mail, e-commerce), EZLinks electronic tee sheet program (24/7 reservation system, guest database, POS), branding materials (graphic design, collateral, photography), sales systems (lead tracking, database compilation, and sales management), weekly revenue performance monitoring (YTD and MTD revenue trends, loyalty, outing, and banquet sales metrics, APR, channel performance, online star ratings, e-mail performance and Net Promoter Scores (NPS)) as key components of a quality guest experience with revenue driven strategies to restore the facilities to market prominence.
- Establish and manage quality assurance programs, including reputation management tools, (social media, online reviews, and guest experience monitoring) guest surveying, NPS, mystery-shopping on-site visits, call tracking, and mystery telephone sales calls.
- Establish and manage sales programs, including outing and special event sales management. Engage all staff as sales people at the Course with BCG's proprietary custom sales methodology, including custom technology developed in partnership with Salesforce.com, the national leader in cloud-based sales technology.
- Create and execute a detailed yield optimization, pricing, and loyalty strategy tailored to the Course driven by the combination of facility data and in-market knowledge designed to gain market share from other competitors.
- Design and implement guest retention programs tailored to the Course including guest communications, annual and seasonal membership programs, loyalty incentive programs, special events and promotional offers designed to maximize revenue.

OPERATIONS PLAN

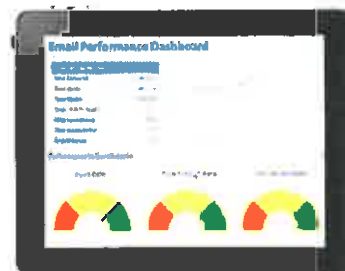
- Include the Course in our industry leading partnerships with major online third-party tee time providers.
- Execute grow the game initiatives, including Golf Fore Women, Get Golf Ready, Kids Play Free, and Junior Golf Camps.
- Provide best-in-class player specific reporting. Simply put, nobody in the golf industry provides the wealth of player based data and reports that BCG can present in an instant. This information shapes all facets of our marketing strategy including how and where we spend marketing dollars, and it allows us to segment our golfers by play habits and target our guests with relevant offers that increase golf participation

MARKETING SYSTEMS

BCG's Marketing Team, together with on-site personnel, thoroughly review current market conditions, developing a plan for implementation of our effective and proven marketing systems. Our team works to successfully implement BCG's systems to maintain continuity of service and communication with the guests and residents utilizing all facilities and amenities. All Marketing Systems have been designed and implemented in a manner that benefits the overall image of the Course and within any existing guidelines established. This strategy maintains a valuable brand for the Course which stands for quality and the "Enjoyable Guest Experience".



- **Websites:** Our expert team designs, develops, launches, updates and monitors each customized, high-performance website. Setup includes online tee time booking portals, lead inquiry forms for events and outings, online store, online event reservations and payment, contact info and directions, blog capabilities, and much more. Each is responsive across desktop, tablet and smart phones, making your business relevant to guests on the go. The facility can even get "hands on" and update their own site, write blogs and much more through our Club Management System (CMS). Owners can schedule content in advance to ensure timely and relevant distribution to guests.
- **Search Engine Optimization (SEO):** We utilize the latest in SEO technology which can be quickly edited on the fly to improve results and recognition. In addition, critical analytics are available directly in the platform and through Google Analytics, leading to a greater understanding and engagement of guests. Built for performance, our digital platform is not only proven, but constantly monitored and improved for maximum effectiveness.
- **Communication & E-mail:** Our multi-phased e-mail marketing strategy is a Return-on-Investment (ROI) machine. Initially, we gather considerable information about guests, augmenting databases with our demographic, behavioral and surveyed data. The data is then shared with our advanced analytics team that utilizes segmentation, analytics and past behavior to develop customized messaging and offers. With modern images from our design team, targeted calls-to-action and consistent A/B testing, we drive clicks and trigger traffic to websites and the Course.



OPERATIONS PLAN

Finally, we use key performance metrics to decide the right time and frequency to engage guests for high open rates, click-throughs and sales from each campaign. We continuously monitor overall traffic, revenue, open rates, click through rates, hard bounces, soft bounces and unsubscribes.

- **Marketing Services:** We develop and execute a custom marketing strategy for the Course that defines growth targets, identifies key markets and audiences, creates special events, establishes loyalty programming and creates targeted messaging. This fosters a sales culture that grows daily-fee play, outings and memberships while creating a long-lasting and distinct brand in the marketplace. With a deep understanding of what makes each facility unique, our marketing services team utilizes course, market and competitive intelligence to aggressively promote course attributes and benchmark performance.
- **Design:** BCG's creative geniuses revel in the opportunity to be part of the next big idea. They add striking design to rich media to bring marketing campaigns and stories to life. Our team marries strategic objectives with visual assets to create eye-catching, unique collateral for the Course.

QUALITY ASSURANCE PROGRAMS

BCG's Marketing Team establishes measurable, effective, and guest-focused Quality Assurance Programs that help to ensure the guest's experience at the Course matches the brand promise established through marketing, sales, and PR programs. The following programs have been implemented at the Course to receive feedback that allows BCG and on-site management to best train staff on delivering a fun and enjoyable experience.

- **Performance Monitoring:** The Course utilizes BCG's proprietary Compass Report to monitor performance on a weekly basis. Metrics measured within this report include MTD and YTD actual revenue and forecasted totals compared to budgets and PY totals, revenue trends, rounds totals by channel and type, sales trends and totals, lead generation totals, online star ratings, database growth rates, and trending NPS. This tool is vitally important to make necessary changes and direct focus where needed in a timely manner.
- **Online Reputation Management:** We live in a digital era and many guests make purchasing decisions via online reviews and actual guest experiences. BCG places great emphasis on reputation management and created tools to actively manage and respond timely to online reviews, good or bad. Both the Director of Golf and Regional Director of Marketing receive all reviews within 24-hours of any online review posting. These tools also provide us with trend analysis and additional reporting as needed.
- **Guest Satisfaction / Net Promoter Score (NPS):** In addition to online reputation management monitoring, we also implemented a NPS survey, like that of all major national service providers, consisting of five quick questions that allows us to determine the overall satisfaction of all guest experiences. Divided into Promoters, Passives or Detractors, our facilities gain invaluable guest insights and feedback that help us understand the true happiness of our guests. This allows us to address any underlying issues instantly as each survey is received directly into our CRM. This data alone has proven that a Promoter contributes 50% more revenue than a Detractor.
- **Call Tracking:** Knowing that the first touch point of the guest experience usually begins on the phone, we created a call monitoring program. This program allows us to ensure all calls, including sales and banquet inquiries, to the facility are handled appropriately by the team. This information provides valuable feedback to the management team on the experiences guests are receiving. This tool has proven to be helpful to ensure all sales calls are being handled appropriately in the absence of the salesperson. In addition, we utilize a dedicated guest comment line for the Course.

OPERATIONS PLAN

- **Mystery Shopping On-Site Visits:** BCG implements a regular Mystery Shopping program with independent, unbiased guests rating their experience based on how BCG trains our employees to deliver that experience.
- **Annual Guest Satisfaction Survey:** BCG conducts an annual survey that covers the themes of: market share, playing habits, demographics, World's Largest Golf Outing, course loyalty, and overall levels of satisfaction.

GUEST ACQUISITION PROGRAMS

BCG's Marketing Team has established measurable, effective, and guest-focused Acquisition Programs that attract **NEW** guests for the Course. Acquisition tactics serve the same goal - to attract **NEW** guests via focused strategies that best target the message to appropriate guest segments by product/service, geography, and guest type. These programs and efforts are tracked in each facility's revenue playbook, which includes the details and effectiveness of promotion, event, and campaign. All Acquisition Programs have been designed and implemented in a manner that benefits both facilities.

- **Advertising:** Design and implementation of a comprehensive advertising campaign that targets and attracts new guests is essential to short and long-term success. Chosen markets and advertising mediums are used to provide the best measurable ROI while serving to further develop the strong, positive value and brand identity of the Course.
- **Third-party Tee Time Providers:** BCG is proud to offer participation in an exclusive industry leading agreement with our primary third-party tee time provider, GolfNow. Through the construction of this exclusive agreement alone, BCG has increased sales of golf rounds, dramatically lowered commission costs, and has complete control of ALL inventories at all facilities. BCG also partners many regional and national distribution channels which also include industry leading terms, commissions, and control.
- **Promotional Offers:** Establish and implement promotional offers designed to attract new guests to the Course or recapture loyal guests from years past. The creation of specific promotional offers requires; knowledge of the market area, thorough understanding of the golfer segments, as well as trial-and-error with differing options. Careful attention is paid to the impact of any promotional offer on volume, total revenue, and average revenue per round. Promotional offers tied to specific advertising or direct marketing campaigns are measured to calculate the ROI of the campaign.

GUEST RETENTION PROGRAMS

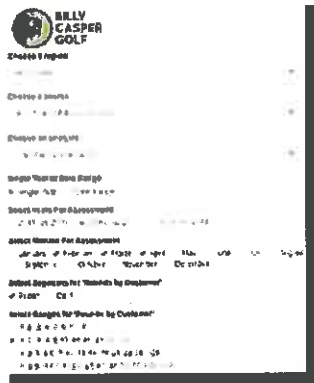
BCG is unique among golf facility management firms in our use of technology to integrate golf operations and marketing. BCG's Marketing Team has established measurable, effective, and guest-focused Retention Programs that help ensure guests return, increasing their visits, resulting in a more stable golf segment for growing revenues at the Course.

All golfer reservations and their contact data are recorded on an Electronic Tee Sheet, with access given to guests' 24-hours a day via internet and telephone. That data is transferred to BCG's proprietary, analytics software, "ARRapp" for analysis of individual guest behavior trends, retention, and growth. The data is compared to tee sheet utilization across days and times to determine where and when marketing efforts need to be concentrated for special offers.

- BCG utilizes an Electronic Reservation and POS System to identify and track the purchasing habits of individual guests.
- BCG analyzes individual guest behavior trends, retention, and growth.
- Structure loyalty programs based on desired player behavior to increase share of wallet

OPERATIONS PLAN

Example - ARRapp Customer Segmentation and Analysis:



	2014		2015		2016		2017		2018		2019		Total	
	Weekday AM	Weekday PM	Weekend AM	Weekend PM	Weekday AM	Weekday PM	Weekend AM	Weekend PM	Weekday AM	Weekday PM	Weekend AM	Weekend PM	2014	2015
League Golfers	2403	2380	2520	2780	1640	1744	1200	1302	7183	7343				
Avg Rounds per Golfer	1.8	1.8	1.8	1.8	1.8	1.9	1.7	1.6	1.8	1.8	1.7	1.6	1.8	1.7
Median Rounds per Golfer	1	1	1	1	1	1	1	1	1	1	1	1	1	1
Qty Greater than 4 Rounds	511 (5%)	520 (5%)	584 (4%)	582 (5%)	582 (5%)	582 (5%)	582 (5%)	582 (5%)	582 (5%)	582 (5%)	582 (5%)	582 (5%)	582 (5%)	582 (5%)
Qty One and Done	1635 (68%)	1454 (59%)	2033 (69%)	1674 (60%)	1024 (62%)	1126 (63%)	945 (61%)	838 (60%)	4426 (62%)	3987 (55%)				
Avg Revenue per Golfer	\$30.3	\$33.1	\$34.6	\$30.3	\$42	\$42	\$42	\$42	\$38.8	\$38.8	\$38.8	\$38.8	\$38.8	\$38.8
Avg APR per Golfer	\$17.9	\$38.4	\$15.6	\$16.8	\$22.8	\$22.8	\$22.8	\$22.8	\$18.8	\$18.8	\$18.8	\$18.8	\$18.8	\$18.8
Avg Revenue > 4 rounds	\$125.3	\$127.5	\$102.7	\$99.8	\$108.7	\$108.7	\$108.7	\$108.7	\$114.3	\$114.3	\$114.3	\$114.3	\$114.3	\$114.3
Avg Rounds > 4 rounds	8.6	8.6	7.4	7.8	8	8	8	8	7.8	7.8	7.8	7.8	7.8	7.8
Avg APR > 4 rounds	\$19.8	\$14.3	\$14.3	\$13.9	\$22.2	\$22.2	\$22.2	\$22.2	\$18.7	\$18.7	\$18.7	\$18.7	\$18.7	\$18.7

	2014 to 2015		2015 to 2016		Total
	Weekday AM	Weekday PM	Weekend AM	Weekend PM	Total
Qty Rounds Considered Frequent	4	4	5	4	4
Qty Frequent to Frequent	48 (21%)	37 (17%)	29 (20%)	11 (8%)	111 (20%)
Qty Frequent to Casual	36 (16%)	64 (29%)	29 (20%)	17 (14%)	125 (23%)
Qty Frequent to Lost	148 (64%)	142 (64%)	44 (30%)	53 (47%)	347 (64%)
Qty Casual to Frequent	53 (24%)	53 (24%)	19 (13%)	20 (17%)	145 (27%)
Qty Casual to Casual	222 (100%)	278 (100%)	154 (100%)	107 (93%)	1343 (100%)
Qty Casual to Lost	1000 (87%)	2804 (87%)	1823 (86%)	1132 (90%)	5599 (81%)
Qty Frequent to Frequent Card	0 (0%)	0 (0%)	0 (0%)	0 (0%)	0 (0%)
Qty Frequent to Casual Card	0 (0%)	0 (0%)	0 (0%)	0 (0%)	0 (0%)
Qty Casual to Frequent Card	0 (0%)	0 (0%)	0 (0%)	0 (0%)	0 (0%)
Qty Casual to Casual Card	0 (0%)	0 (0%)	0 (0%)	0 (0%)	0 (0%)

	2015 from 2014		Weekend ALL		Total
	Weekday AM	Weekday PM	Weekend AM	Weekend PM	Total
Qty Rounds Considered Frequent	5	5	5	4	5
Qty Frequent Were Frequent	34 (26%)	16 (30%)	27 (26%)	12 (29%)	111 (27%)
Qty Frequent Were Casual	37 (28%)	48 (90%)	18 (17%)	19 (47%)	131 (32%)
Qty Frequent Were New	49 (37%)	92 (17%)	59 (57%)	103 (25%)	311 (77%)
Qty Casual Were Frequent	29 (21%)	42 (79%)	29 (28%)	16 (39%)	132 (33%)
Qty Casual Were Casual	250 (18%)	311 (58%)	198 (19%)	100 (24%)	1359 (34%)
Qty of Casual Were New	1078 (77%)	2294 (43%)	1413 (66%)	1126 (28%)	5448 (66%)

Communication: BCG established and implemented regular communication with guests via broadcast e-mail, direct mail, and telephone. With the Course utilizing our proprietary Marketing Systems, BCG will personalize communications based on:

- Guest Type (local, visitor, group leader)
- Geographic Area (local, regional, national)
- Reservation Behavior (initiator, player)
- Play Behavior (volume, frequency)
- Retention Status (new, steady, at-risk, lost)



BCG implemented our Automated Welcome Series e-mails to increase the retention of guests to the Course. Specifically,

- **New Golfers:** All new golfers with an e-mail address receive an e-mail message the day after they play thanking them for their business, asking for feedback via the NPS survey, and inviting them to return.
- **At Risk Golfers:** All golfers who have played golf as a new player automatically receive a second email prompting their return 30 days after their first visit. This second email for the At-Risk golfer is an aggressive incentive to retain that guest and get them back.

OPERATIONS PLAN

YIELD OPTIMIZATION & PRICING

Led by experienced data scientists from telecom, aerospace and gaming industries, BCG's analytics team develops yield optimization methodologies by utilizing facility data and BCG's ARRapp, which has been actively applied to the Course. The results are market-tested programs which drive substantial year-over-year growth.

In addition, these advanced metrics help develop tiered loyalty programs ranging from basic rewards to full memberships, again, driven by data with the main goal of creating loyalty to the Course while maximizing revenue. Nearly 2% of all public rounds in the U.S. are played on BCG-managed courses, providing the ultimate laboratory for the development and implementation of sophisticated yield practices. Combining powerful, centralized data infrastructure with local know-how gives BCG managed facilities the best opportunity to maximize revenue in any given market.

Example - ARRapp Weather Tracking Report:

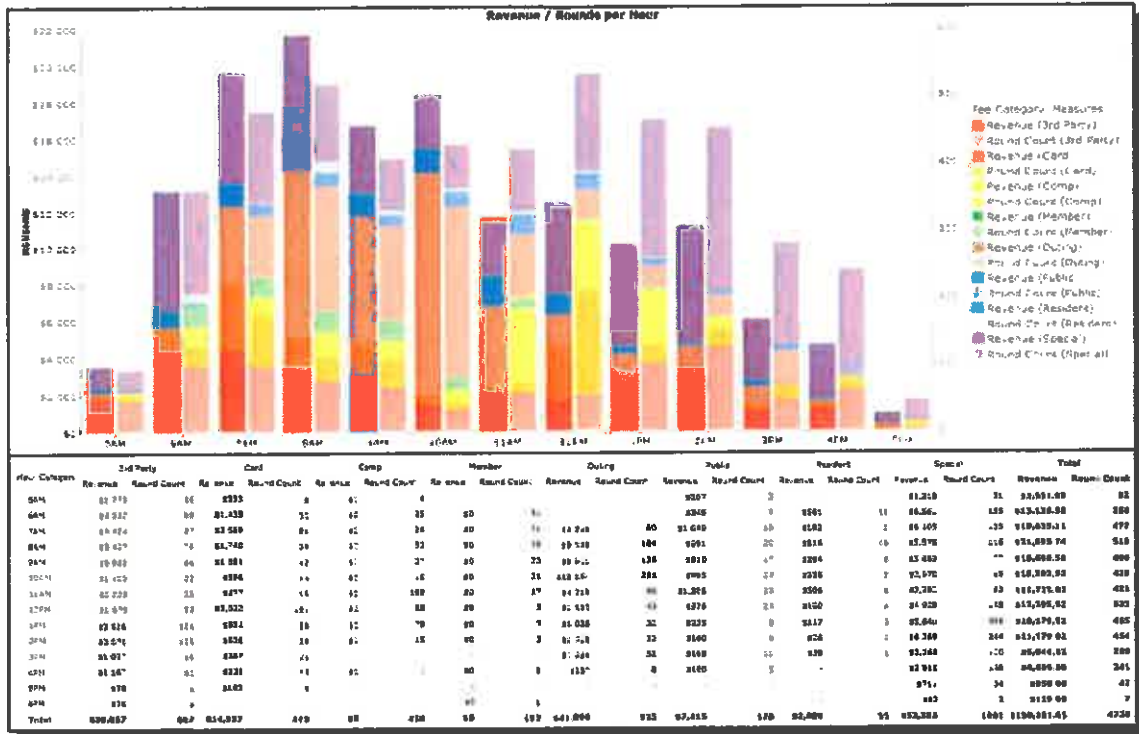
Hour	2017 - WED					2017 - THU					Total	
	Clear	Cloudy	Rainy	Low Temp	High Temp	Clear	Cloudy	Rainy	Low Temp	High Temp	Expected Revenue	Actual Revenue
7	9	10	4	4(<52)	3(>68)	2	5	1	1(<50)	0(>68)	12800.92	13991
8	10	9	4	3(<54)	3(>72)	1	7	0	1(<52)	0(>67)	22840.48	17248
9	7	13	3	2(<56)	2(>77)	1	7	0	1(<52)	2(>68)	25826.32	24849.6
10	8	13	2	1(<55)	3(>79)	1	7	0	1(<53)	0(>72)	18247.65	15833
11	9	12	2	2(<57)	3(>80)	1	5	2	1(<55)	0(>77)	17303.41	15340
12	10	11	2	2(<57)	3(>83)	1	5	2	0(<55)	0(>75)	13042.3	11189
13	9	12	2	2(<59)	3(>81)	2	5	1	1(<56)	0(>78)	17986.57	16310
14	9	12	2	2(<57)	3(>85)	1	5	2	1(<56)	1(>76)	13947.03	10149
15	8	12	3	2(<59)	3(>82)	1	8	1	1(<57)	0(>78)	12140.28	9180.2
16	7	14	2	2(<60)	3(>86)	1	6	1	1(<55)	1(>74)	11012.22	10283
17	7	12	4	2(<59)	2(>82)	0	8	0	1(<56)	0(>76)	7212.37	6642
Total	93	130	30	27	31	11	66	10	10	8	172991.55	130418.9

"BEST IN BREED" DATA

At BCG, we believe the difference between success and failure is often the quality of decision making. We believe this so strongly, that we've invested substantial financial resources to improve the quality of the information we use to make those decisions. Simply put, better information translates into better decisions...Every Time. As your partner, we share this reporting with our clients to help them understand why we make decisions and the metrics we are looking at during the strategic process of constructing our programming. Our tools remove the guessing game - turning it into a science.

OPERATIONS PLAN

Example - Rounds and Revenue Mix by Player Type by Hour:



In Summary, BCG's marketing capabilities have no rival in golf - Tools & Technology built by Golf Course Owners for Golf Course Owners. In a challenged golf economy, only a portion of the battle for market share and participation can be won by providing quality products and services. BCG offers the Course the advantages of more and better information, our sole focus in the marketplace, superior communications technology, and the marketing know-how to use these tools to grow rounds and revenue.

OPERATIONS PLAN

SALES PROGRAMS

BCG's Marketing Team established measurable, effective, and customer-focused Sales Programs that help to ensure customers continue to visit the course.

1. **Staffing:** Establish designated individuals on-site to manage the sales process for all events, sold as group business, including:

- Outings (to include Golf Teams, City, Township, and County Group events)
- Banquets and Events
- Memberships

Whether the designated individuals are full-time salespeople or managers with other responsibilities (i.e., General Manager, Food & Beverage Manager), expectations for lead generation, prospect communication, closing ratios, and sales volumes are the same.

Specific assignment of sales responsibilities is made by BCG in our Annual Business Plan.

2. **Sales System:** As previously mentioned, BCG established an electronic sales management tool for lead generation, management, and closing for group sales. This tool assists each designated salesperson, as well as BCG operations and marketing staff, the ability to best track a lead from prospect to close and review overall sales results to plan.

3. **Outing Sales:** The outing salesperson actively seek group outings and tournaments via web site leads, community and vendor partners, and events held at competitive golf courses. Active marketing of outing sales is done to existing daily-fee customers as well as to leaders of organizations and businesses in the local/regional area.

QUALITY ASSURANCE PROGRAMS

BCG's Marketing Team has established measurable, effective, and customer-focused Quality Assurance Programs that help to ensure the customer's experience matches the brand promise established through marketing, sales, and PR programs.

The following programs were implemented at the Course to receive feedback that allows management to best train staff to exhibit the Township brand promise and BCG's Guest Vision.

1. **Customer Surveys and Feedback:** BCG implemented customer surveying and feedback mechanisms to maintain a constant understanding of how well we are doing at meeting guests' needs. Both a toll-free customer comment line and web e-mail forms were established. The General Manager collects customer feedback about the facility's course conditions, customers' experience with services, and opinions of value and programs, through a variety of means in order to gather both quantitative and qualitative data from as many different customer segments as possible, including:

- Readily-available comment cards.
- Electronic and written customer surveys.
- Scheduled phone call surveys from the General Manager, the Regional Manager, and other BCG managers to random customers after playing a round of golf.
- Surveys sent post-event to all outing coordinators and banquet/event coordinators.
- Scheduled in-person interviews by the General Manager, the Regional Manager, and other BCG managers to random customers throughout their time on-site.
- Scheduled focus groups and meetings with established and random groups of customers.

OPERATIONS PLAN

COURSE STAFFING

BCG staffs the Course with the number of managers and employees necessary to successfully operate a viable business. The Regional Manager works closely with BCG's Vice President of Human Resource Development, to recruit, hire, train, and evaluate individuals for all positions.

Position	Name	Type	No. of Employees
General Manager	Aaron Spokaeski	Salaried	1
Superintendent	Bryan Kreger	Salaried	1
Assistant Golf Professional	Jack Johnson	Hourly	1
Assistant Superintendent	Rory Holt	Hourly	1
Maintenance Crew		Hourly	6-10
Guest Services		Hourly	4-6
Pro Shop Attendants		Hourly	2-3
Starters		Hourly	3
Rangers		Hourly	3

BCG is an equal opportunity employer and does not discriminate against any worker, employee, applicant, or any member of the public because of race, color, religion, national origin, gender, age, sexual orientation, marital status, military status; or physical or mental disability that is otherwise qualified.

HOURS OF OPERATIONS

- **Golf Shop:** Daylight until dark, 7 days per week. Staff is on-site at least 30 minutes prior to the first tee time on weekdays, and 45 minutes prior on weekends.
- **F&B:** Similar hours as golf shop for snack bar.

OPERATIONS PLAN

PLAYER DEVELOPMENT PROGRAMS

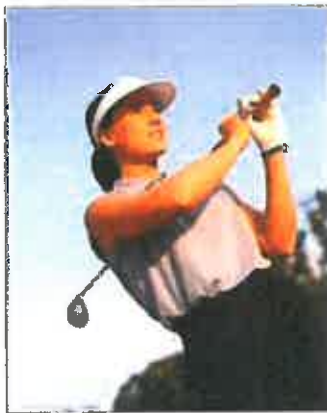


BCG develops and implements golfer development programs to meet the needs of men, women, seniors, juniors, beginners, avid players, low handicappers, and disadvantaged youth. As an active participant in the Golf 20/20 Initiative, BCG's philosophy in all learning programs is to provide fun, non-threatening, and inexpensive opportunities that bring and retain all golfers permanently into the game of golf.

BCG's WOMEN IN GOLF PROGRAM

The Women in Golf Program, also known as 'Getting in on the Game' - provide women and girls a welcoming, introductory golf experience to be shared in a group environment with people much like themselves. Beginning with a seminar and concluding with a league, the multi-week program helps participants gain confidence in approaching, learning, and playing the game.

Beginning with a classroom-style seminar led by both women and men golfers, participants learn answers to golf most basic questions, including:



- "How Do I Get Started?"
- "What Equipment Will I Need?"
- "Do I Have to Be Good to Enjoy It?"
- "When Will I be Ready to Play?"
- "How Much Time Does It Take?"
- "Will I Feel Welcome at the Course?"
- "How Do I Make a Tee Time?"
- "How Will I Ever Understand the Jargon?"
- "How Much does it Cost to Play Golf?"
- "How Will I Learn the Rules?"
- "Who Can I Play With?"
- "How Do I Become Good?"

The seminar continues with time on the lesson tee - learning the basics of grip, stance, and swing with a FREE 7-iron to keep, provided by each course. It concludes with the opportunity for participants to purchase an "Instant Golfer Kit" - all of the equipment (basic set of clubs, pair of golf shoes, golf glove, tees, and balls) a that a new golfer needs to approach the game with confidence and style, for the low price of \$199.

The program continues with a seven-week group lesson program comprised of participants from the seminar and leads into a weekly non-competitive league. Participants are designated as "high priority customers" throughout and after the program, with their play tracked. Follow-up programs are offered throughout the year.

LESSONS & CLINICS

In addition to specialized programs for women and junior golfers, BCG offers individual lessons, group lessons, and clinics for all golfers of all abilities - both for a fee and for FREE throughout the year.

OPERATIONS PLAN

As an active participant in the industry's Golf 20/20 initiative, BCG's philosophy in all learning programs is to provide fun, non-threatening, and inexpensive opportunities that bring and retain all golfers permanently into the game of golf.

BCG works closely with the Township's, Parks and Recreation Department or an established local teaching professional to provide fun and instructive programming for all participants.

COMMUNITY INVOLVEMENT

The course serves as host, as appropriate, to high school and/or college golf team practices and matches. Such programs are coordinated with and promoted through the Township's Parks and Recreation Department, local schools and colleges, community organizations and centers, and senior centers. BCG works to provide complimentary programs to the existing Junior Programs. BCG routinely encourages usage of our golf courses by area schools, providing equal access and opportunity for the junior golfers.

BCG actively promotes each golf course and their learning programs through local elementary, middle and high schools in cooperation with physical education and health teachers, even bringing teaching the game into the schools during class times, at after school programs, and during the summer, as appropriate. BCG offers and runs junior tournaments and other contests for area golfers. BCG recognizes the importance of the growth of the game and actively promotes the game to junior golfers.

BCG utilizes our experience with existing First Tee Facilities within the BCG Portfolio and implemented new customer-demanded golf programs to serve the recreational and learning needs of area residents, including juniors, seniors, men, women, beginners, and families. Such programs include tournaments, leagues, clinics, camps, instructional programs, outings, and range programs for these defined groups and the general public.

OPERATIONS PLAN

PERFORMANCE EVALUATION CRITERIA

BCG has established a variety of performance evaluation criteria with our municipal clients, with objectives and measurements based on the municipality's specific goals for the facility.

BCG recommends the following performance objectives be measured, with standards for performance agreed upon by both BCG and the Township prior to the Term of the Agreement.

- **Customer Service:** BCG shall provide excellent customer service to all customers of the course. This objective is measured by regular Mystery Shop Evaluations, Customer Surveys, and measures of customer retention.
- **Facility Appearance and Overall Maintenance:** BCG shall maintain the entire facility in a professional, competent and cost-effective manner consistent with BCG's Minimum Maintenance Standards and the Township's expectations. This objective is measured by Mystery Shop Evaluations, Customer Surveys, and periodic facility audits and inspections.
- **Facility Preventive Maintenance:** BCG shall provide preventative maintenance of the facility's systems in a professional, competent and cost-effective manner consistent with BCG's Minimum Maintenance Standards and the Township's expectations. This objective is measured by periodic facility audits and inspections.
- **Gross Revenue / Rounds Played / Net Operating Income:** BCG maximizes the facility's gross revenue, rounds played, and/or net operating income consistent with the Township's objective of providing a high-quality, well maintained and appointed, golf and food service amenity for residents and visitors. This objective is measured by weekly, monthly, and/or annual goals set-forth in the Annual Budget.

PERSONNEL MANAGEMENT

BCG utilizes local and national resources to recruit and hire the best individuals for all positions, with particular attention paid toward employing local residents and current employees. Where appropriate, BCG is sensitive to employment, compensation, and benefits issues for individual employees, particularly during a transition period. BCG communicates fully and works effectively with all affected employees in order to ease anxieties and assure a smooth transition.

BCG expressly supports and is committed to the principle of Equal Employment Opportunity and Affirmative Action. It is our firm's policy to recruit, hire, train, and promote individuals that are qualified persons. We implement and administer all personnel policies and other employment actions without regard to race, color, religion, creed, age, sex, national origin or ancestry, marital status, veteran status, status as a qualified handicapped or disabled individual, or any impermissible factor in accordance with applicable laws.

BCG expressly supports and is committed to promoting a Drug-Free Workplace and preventing and prohibiting any form of impermissible harassment. BCG strictly enforces all appropriate safety rules and practices, state and local liquor laws, and state and federal employment regulations. BCG provides benefits to applicable full-time permanent employees and offers professional growth opportunities for all employees.

OPERATIONS PLAN

RELATIONSHIP WITH OUR CLIENTS

BCG's philosophy in working with our municipal partners is to ensure always that our shared financial and customer service goals are aligned perfectly. With that philosophy guiding BCG's relationship with the Township, BCG has implemented the following systems and methods of management, all of which are available for review and comment by the Township at any time.

With all BCG's facilities, the Township provides BCG their approval on rates and their expectations for net operating income goals, staffing levels, and capital reserve requirements. BCG uses that information to develop an achievable and realistic budget that maximizes gross profit and net operating income for the Township while delivering an outstanding customer experience. The final budget is approved by the Township.

BCG's General Managers and their department heads work closely with their BCG Regional Operations and Marketing Team to develop an achievable, realistic budget and plans. Upon review and approval by both BCG Senior Management and the Township, the budget and plans are implemented to achieve the facility's goals.

FINANCIAL

- Daily Revenue Tracking to Budget and Prior Year
- Monthly Review of Revenues (Mid-Month and Final)
- Monthly Financial Summary Letter and Review Meeting with Township
- Monthly Site Visits
- Annual Audit (if contractually required) by Township's Independent Auditor

ANNUAL PLAN/OPERATIONAL

BCG directs an annual planning process that includes development of an Annual Plan (including Annual Budget, Business Plan, Marketing Plan and Agronomic Plan) for review by the Township. The Annual Plan is completed in the fall of each year for the upcoming calendar year.

BCG welcomes the level of involvement desired by the Township to provide necessary feedback, guidance, or direction to achieve our shared financial and service goals.

EXPERIENCE

BCG OVERVIEW

Billy Casper Golf, LLC ("BCG") was founded in 1989 by Peter M. Hill and Robert C. Morris in cooperation with the late PGA Tour legend Billy Casper, two-time U.S. Open winner and Masters Champion. Headquartered in Northern Virginia, the firm maintains regional offices across the U.S., giving BCG a corporate presence in Illinois, Ohio, California, Florida, Hawaii, New York, and New Jersey.

BCG is among the nation's leading golf course management firms; the expert in golf course development, renovation, operations, and marketing. We provide complete, full-service facility and business management; golf course maintenance; sales and marketing; development and consulting services to owners of public and private golf courses nationwide.

BCG has evolved into the best and one of the most successful golf course operators in the country; we also happen to be one of the largest. We have achieved this growth and capabilities organically, without the assistance of external institutional ownership or financial influence. Our focus - continued pursuit of "being the best operators in the golf business" has never wavered.

Over the past 28 years, BCG has built and refined a much stronger operating platform through our driven professionals, proven systems, innovative programs and original events to ensure memorable experiences while delivering healthy financial returns to our courses across the country.

Financial success requires years of know-how, processes and programs to ensure implementation of best practices and systems that work for the business, not the other way around.

Our Managers undergo some of the most comprehensive training available in the industry, anchored by a focus on outstanding guest service. It starts with our renowned ACE the GUEST Experience™ Training Program (for all employees) and is supported by nearly 50 learning paths in our certified BCG University learning programs.

The result - our Operations teams are some of the most experienced in the business. Diligent oversight by our regional teams ensures accountability and results.

SELECTED ACCOLADES

BCG's focus is on offering the best golfing experience to our guests and delivering the expected financial results to our clients. Our courses are often honored for their outstanding conditions and layouts, primarily because of our Team's efforts. Following is a sample of BCG's major awards and accolades:

- "Management Company of the Year." - *The Boardroom Magazine*
- "One of the most progressive and well-run organizations in golf." - *Golf Business Magazine*
- "[BCG's] influence stretches from the East Coast to Hawaii." - *Golf, Inc.*
- Wounded Warrior Project Talkhouse Award for Community Service, 2015



EXPERIENCE

BIDDER INFORMATION

Name of Party:	Billy Casper Golf, LLC
Address:	12700 Sunrise Valley Drive, Suite 300 Reston Virginia 20191
Telephone:	703.761.1444
Fax:	703.893.3504
Federal Tax ID:	86-1092316
Date of Incorporation:	December 2003
State of Incorporation:	Virginia
Officers:	Peter M. Hill, Chairman, CEO, & Treasurer Robert C. Morris, Vice Chairman, & Secretary
Shareholders:	Peter M. Hill, Vienna, VA - 50% Robert C. Morris, Great Falls, VA - 50%

Billy Casper Golf is a Limited Liability Corporation (LLC) with Articles of Organization for the Corporation filed in the Commonwealth of Virginia in December 2003. Prior to the formation of Billy Casper Golf, LLC ("BCG, LLC"), Billy Casper Golf Management, Inc. ("BCG, Inc.") was formed in 1989 and has been continuously doing business and performing golf management services since that time. BCG, LLC was formed for the purpose of performing the same golf management services as BCG, Inc., but limited to golf management engagements entered into after December 31, 2003. The formation and operation of BCG, LLC is in response to corporate tax-planning initiatives only; this arrangement in no way limits the obligation or requirements of BCG, Inc. or BCG, LLC under any third-party agreement for golf management services.

EXPERIENCE

BCG'S FACILITIES

BCG manages more than 150 facilities throughout the United States, including several multi-course portfolios, and all sizes and types of golf courses - 9, 18, 27, and 36 holes - public, daily-fee, semi-private, private, practice, and resort. Unless otherwise noted, the golf facility is 18 holes. More information about any of our courses is available upon request. All Municipal facilities are **bolded**. For more information please see www.billycaspergolf.com.

MID-WESTERN U.S. (48)

Illinois (27)

- **Chicago Park District of Cook County**
 - Columbus Park Golf Course, Chicago, IL (public, 9)
 - Diversey Driving Range, Chicago, IL (public, practice, 9)
 - Jackson Park Golf Course, Chicago, IL (public)
 - Marquette Park Golf Course, Chicago, IL (public, 9)
 - Robert Black Golf Course, Chicago, IL (public, 9)
 - South Shore Golf Course, Chicago, IL (public, 9)
 - Sydney Marovitz Golf Course Chicago, IL (public, 9)
- **Forest Preserve District of Cook County**
 - Billy Caldwell Golf Course, Chicago, IL (public, 9)
 - Burnham Woods Golf Course, Burnham, IL (public)
 - Chick Evans Golf Course, Morton Grove, IL (public)
 - Edgebrook Golf Course, Chicago, IL (public)
 - George W. Dunne National Golf Course, Oak Forest, IL (public)
 - Harry Semrow Driving Range, Des Plaines, IL (public, practice)
 - Highland Woods Golf Course, Hoffman Estates, IL (public)
 - Indian Boundary Golf Course, Chicago, IL (public)
 - Joe Louis "The Champ" Golf Course, Riverdale, IL (public)
 - Joe Louis "The Champ" Driving Range, Riverdale, IL (public, practice)
 - Meadowlark Golf Course, Hinsdale, IL (public, 9)
 - River Oaks Golf Course, Calumet City, IL (public)
 - Campgrounds
- **Lake Bluff Golf Course, Lake Bluff, IL (public)**
- **Orchard Valley Golf Course, Aurora, IL (public)**
- **Rob Roy Golf Course, Prospect Heights, IL (public, 9)**
- **University Park Golf Club, University Park, IL (public)**
- **Water's Edge Golf Course, Worth, IL (public)**
- **Whisper Creek Golf Club, Huntley, IL (daily-fee)**
- **White Mountain Golf Park, Orland Park, IL (daily-fee, 9)**

Indiana (4)

- **Centennial Park Golf Course, Munster, IN (public, 9)**
- **Crawfordsville Municipal GC (public)**
- **Purgatory Golf Club, Noblesville, IN (daily-fee)**
- **The Course at Aberdeen, Valparaiso, IN (daily-fee)**

Michigan (5)

- **City of Troy**
 - Sanctuary Lake Golf Course, Troy, MI (public)
 - Sylvan Glen Golf Course, Troy MI (public)
- **Currie Municipal Golf Course, Midland, MI (public, 45)**
- **Fellows Creek Golf Club, Canton, MI (public, 27)**
- **Hilltop Golf Course, Plymouth, MI (public)**

EXPERIENCE

Minnesota (3)

- **Giants Ridge Golf Courses (resort, 36)**
- **City of Duluth, Minnesota**
 - Enger Park Golf Course, Duluth, MN (public, 27)
 - Lester Park Golf Course, Duluth, MN (public, 27)

Ohio (7)

- **Briardale Greens Golf Course, Euclid, OH (public)**
- **Cincinnati Recreation Commission**
 - Avon Fields Golf Course, Cincinnati, OH (public)
 - California Golf Course, Cincinnati, OH (public)
 - Glenview Golf Course, Cincinnati, OH (public, 27)
 - Neumann Golf Course, Cincinnati, OH (public, 27)
 - Reeves Golf Course, Cincinnati, OH (public, 27)
 - Woodland Golf Course, Cincinnati, OH (public, 9)

West Virginia (2)

- **Oglebay Resort, Wheeling, WV (resort, 63)**
- **Pikewood National, Morgantown, WV (private)**

NORTHEASTERN U.S. (23)

Connecticut (5)

- **East Hartford Golf Course, East Hartford, CT (semi-private)**
- **Lyman Orchards Golf Club, Middlefield, CT (daily-fee, 45)**
- **The Golf Club at Oxford Greens, Oxford, CT (semi-private)**
- **Windham GC, North Windham, CT (public) (BCG Select)**
- **Wintonbury Hills Golf Course, Town of Bloomfield, CT (public)**

Massachusetts (1)

- **Falmouth Country Club, East Falmouth, MA (public, 27)**

New Jersey (13)

- **Morris County Park Commission**
 - Berkshire Valley Golf Course, Oak Ridge, NJ (public)
 - Flanders Valley Golf Course, Flanders, NJ (public, 36)
 - Pinch Brook Golf Course, Florham Park, NJ (public)
 - Sunset Valley Golf Course, Pompton Plains, NJ (public)
- **Cranbury Golf Club, West Windsor, NJ (semi-private)**
- **Fox Hollow GC, Branchburg, NJ (semi-private)**
- **Greenbriar Oceanaire Golf & Country Club, Waretown, NJ (private)**
- **High Bridge Hills Golf Course, Borough of High Bridge, NJ (public)**
- **Hyatt Hills Golf Complex, Clark, NJ (public, 9)**
- **Middlesex County Improvement Authority (BCG Select)**
 - Meadows at Middlesex GC, Plainsboro Township, NJ (public)
 - Tamarack GC, East Brunswick, NJ (public)
 - Raritan Landing GC, Piscataway Township, NJ (public)
- **Royce Brook Golf Club, Hillsborough, NJ (semi-private, 36)**

EXPERIENCE

New York (4)

- Hudson Hills Golf Course, Ossining, NY (public)
- Pine Ridge Golf Club, Coram, NY (daily-fee)
- Seven Oaks Golf Club, Hamilton, NY (semi-private)
- Wallkill GC, Wallkill, NY (public)

MID-ATLANTIC U.S. (32)

Delaware (4)

- Delcastle Golf Club, Wilmington, DE (public)
- City of Wilmington, DE
 - Porky Oliver Golf Course, Wilmington, DE (public)
 - Rock Manor Golf Course, Wilmington, DE (public)
- Heritage Shores Club, Bridgeville, DE (semi-private)

Maryland (4)

- Anne Arundel County, MD
 - Compass Pointe Golf Courses, Pasadena, MD (public, 36)
 - Eisenhower Golf Course, Crownsville, MD (public)
- Lake Presidential Golf Club, Upper Marlboro, MD (daily-fee)
- RedGate Golf Course, Rockville, MD (public)

North Carolina (4)

- Bradford Creek GC, Greenville, NC (public)
- Cape Fear National, Wilmington, NC (semi-private)
- Cypress Landing GC, Chocowinity, NC (semi-private)
- Fairfield Harbour POA, New Bern, NC (Community Management/Maintenance)
 - Harbour Pointe Golf Course, New Bern, NC (public)

Pennsylvania (8)

- City of Philadelphia, PA
 - City Line Sports Center, Philadelphia, PA (public)
 - Cobbs Creek Olde/Karakung Golf Course, Philadelphia, PA (public, 36)
 - F.D.R. Golf Club, Philadelphia, PA (public)
 - John F. Byrne Golf Club, Philadelphia, PA (public)
- Dauphin Highlands Golf Club, Harrisburg, PA (public)
- Jack Frost National Golf Club, Blakeslee, PA (semi-private)
- Lederach Golf Club, Harleysville, PA (public)
- White Deer Golf Complex, Williamsport, PA (public, 45)

Virginia (11)

- 1757 Golf Club, Dulles VA (public)
- Broad Run Golf & Practice Facility, Bristow, VA (public, 9)
- Captain's Cove Golf & Yacht Club, Greenbackville, VA (semi-private, 9)
- Colonial Heritage Golf Club, Williamsburg, VA (semi-private)
- Lake Monticello Golf Course, Palmyra, VA (semi-private)
- Prince William County, VA
 - Forest Greens Golf Club, Triangle, VA (public)
 - General's Ridge Golf Course, Manassas, VA (public)
 - Prince William Golf Course, Nokesville, VA (public)
 - Lake Ridge Golf Course, Woodbridge, VA (public, 9)
- Reston National Golf Course, Reston, VA (daily-fee)
- Magnolia Green Golf Course, Richmond, VA (daily-fee, 9)

EXPERIENCE

SOUTHEASTERN U.S. (29)

Florida (23)

- **City of Jacksonville, FL**
 - Bent Creek Golf Course, Jacksonville, FL (public)
 - Brentwood Golf Course, Jacksonville, FL (public, 9)
- **Colony West Country Club, Tamarac, FL (public, 36)**
- Country Club of Winter Haven, Winter Haven, FL (private)
- Cypress Creek Country Club, Boynton Beach, FL (daily-fee)
- Del Tura Golf & Country Club, Fort Myers, FL (private, 27)
- Dubsdread Golf Course, Orlando, FL (public)
- Dunedin Stirling Links, Dunedin, FL (public)
- Eastpointe Golf & Country Club, Palm Beach Gardens, FL (private)
- Fairways Country Club, Orlando, FL, (daily-fee)
- **Fernandina Beach Golf Club, Fernandina Beach, FL (public, 27)**
- Indianwood Golf & Country Club, Indiantown, FL (daily-fee)
- Indian River Preserve, Mims, FL (semi-private)
- **Ocala Golf Club, Ocala, FL (public)**
- **Palm Harbor GC, Palm Coast, FL (mtx only)**
- Spanish Wells GC, Bonita Springs, FL (semi-private)
- St. Johns Golf & Country Club, St. Augustine, FL (semi-private)
- Sun N Lake Golf Club, Sebring, FL, (public, 36)
- **The Claw at USF, Tampa, FL (public)**
- The Club at Eaglebrooke, Lakeland, FL (semi-private)
- The Meadows Country Club, Sarasota, FL (private)
- The Villages at Country Creek, Estero, FL (daily-fee)
- **Willowbrook Golf Course, Winter Haven, FL, (public)**

Georgia (2)

- Crooked Creek Club, Milton, GA (Private)
- **Stonebridge Golf Club, City of Rome, GA (public)**

Louisiana (2)

- Copper Mill Golf Club, Zachary, LA (semi-private)
- The Island Golf Club, Plaquemine, LA (public)

Tennessee (2)

- **City of Knoxville, TN**
 - Knoxville Golf Course, Knoxville, TN (public)
 - Whittle Springs Golf Course, Knoxville, TN (public)

WESTERN U.S. (15)

Arizona (3)

- **Antelope Hills Golf Club, Prescott, AZ (public, 36)**
- Quarry Pines Golf Club, Tucson, AZ, (daily-fee)
- Arizona National, Tucson, AZ (daily-fee)

California (6)

- Alta Vista Country Club, Placentia, CA (private)
- California Country Club, City of Industry, CA (private)
- Castle Oaks GC, Lone, CA (public)
- Eagle Crest GC, Escondido, CA (public)
- Lincoln Hills GolfClub, Lincoln, CA (daily-fee, 36)



EXPERIENCE

- Palm Desert Resort Country Club, Palm Desert, CA (semi-private)

Hawaii (3)

- Ka'anapali Golf Resort, Maui, HI (resort, 36)
- Kukuioolono Golf Course, Kauai, HI (daily-fee, 9)
- Puakea Golf Course, Kauai, HI (resort)

Oklahoma (2)

- **City of Tulsa, Oklahoma**
 - Mohawk Park Golf Course, Tulsa, OK (public, 36)
 - Page Belcher Golf Course, Tulsa, OK (public, 36)

Washington (1)

- **Tri-Mountain Golf Course, Ridgefield (Clark County), WA (public)**

EXPERIENCE

COMPARABLE EXAMPLES

BCG provides the following examples of our successful management experiences demonstrating our ability to meet and exceed our clients' goals and qualifications as their partner.

CINCINNATI RECREATION COMMISSION



The Cincinnati Recreation Commission provides one of the nation's best parks and recreation programs, including a seven (7) golf course portfolio. In mid-2002, after 5 years of declining revenue under another national management firm's operation, the City sought a new direction.

Through a competitive RFP process, the City changed management firms, selecting Billy Casper Golf to manage this portfolio of courses and reverse the portfolio's declining economic trend. Beginning in the late fall of 2002, BCG's corporate operations, maintenance, and marketing team traveled to Cincinnati to work with the existing managers and staff to build a new culture of 'Revenue, Service, and Quality' and to transition the operations to BCG.

All full-time permanent staff members were retained during the transition, with only the portfolio's General Manager changing. A 300+ item punch-list of transition items was completed for each of seven courses in less than two months, changing all legal, financial, operational, marketing, and personnel management aspects of the facilities.



BCG began operation of the courses on January 1, 2003. Course and facility conditions were improved immediately - customer feedback was "best ever." A new Regional Superintendent position was created to direct and train the seven courses' individual Superintendents. Management of the portfolio was improved, combining two positions - General Manager and Director of Golf - into one, putting more responsibility on each of the course's Head Golf Professionals to successfully manage their golf operation. Finally, two new positions not previously had in Cincinnati - a Marketing Director and a Sales Director - were created and staffed with two highly qualified individuals who solely focus on increasing rounds and revenue throughout the portfolio. All of this occurred in the first 90 days of operation.



EXPERIENCE

CHICAGO PARK DISTRICT

The Chicago Park District ("CPD") - the City of Chicago's provider of parks, recreation, and natural preservation - owns an urban, municipal golf portfolio located within the city limits of Chicago. The seven golf courses and driving range's conditions, service, and results had steadily deteriorated over the past several years, necessitating a change in golf management firms. Greens, fairways, and tees were in urgent need of a long-term agronomic plan to improve turf conditions; employees needed training in guest service; and the retail and food & beverage operations both required major overhauls.

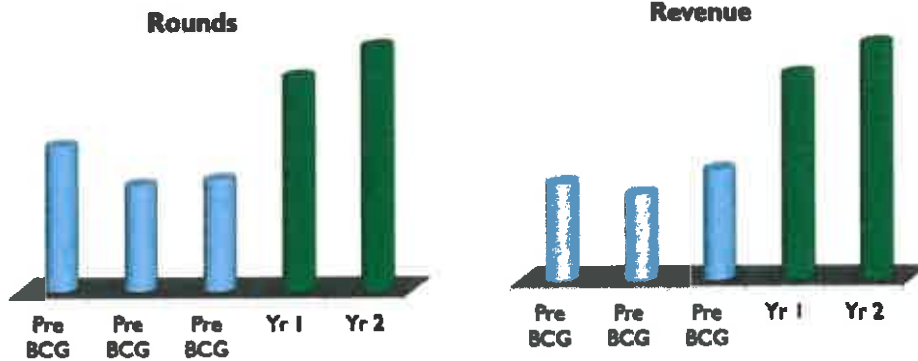


Billy Casper Golf had an established reputation as a high-quality golf course operator with successful operations in the Chicagoland market - just the answer for which CPD was looking. BCG provided them an aggressive proposal in response to a national RFP and was selected to operate the golf courses for 15 years.



Now BCG-managed, the historic golf courses provide golfers an outstanding golf experience, including golf courses aggressively and professionally maintained, fully-stocked golf shops, snack bars with value-priced menus, on-course beverage service, and well-trained, helpful employees welcoming them back to the re-branded "Chicago Park District Golf."

The immediate improvement to financial results in the first year of BCG management was staggering. In 2009, the portfolio experienced a 30% increase in rounds played and revenue over prior years' results.



EXPERIENCE

MORRIS COUNTY PARK COMMISSION

Overview: BCG has managed the Morris County Park Commission golf courses since 2012. BCG's Agronomy Team went to work to upgrade conditions, putting dollars where they would see the biggest and fastest returns. Every other major department at Billy Casper Golf took part in a transition that was seamless for the golfers.



- Maintenance crews rehabbed the facility making it more appealing.
- BCG Marketing team aggressively campaigned to bring golfers back and attract new ones.
- BCG sales team increased outing, banquet, and corporate meeting bookings.
- BCG installed proprietary operations platform to include all accounting, benchmarking, and tracking processes.

Our ACE the Guest Experience™ guest service training program showed golfers right away that a new management team was in place.

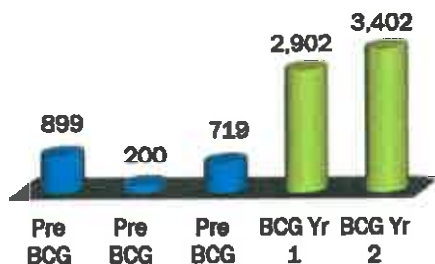
BCG's on-site management team, working closely with regional operations, marketing, and agronomic personnel, have enhanced course conditions, improved guest services, and right-sized spending - all while offering consistently- solid playing conditions along with fun and enjoyable experiences.

Both BCG and the County view the initial management as a huge success, as BCG and the County entered into a long-term agreement for the other Morris County golf facilities.

Both rounds played and revenue received has increased. To say that the results in the initial year of BCG's operation were impressive is not an overstatement. Billy Casper Golf increased rounds by almost 25% and engineered a \$1,400,000 annual improvement for the County.

Net Income

(Thousands)



Revenue



EXPERIENCE

PROJECT MANAGERS

BCG'S Midwest Region is led by a team of senior managers:

- **Executive Vice President of Operations, Joel Gohlmann**
- **Vice President of Operations, Nick Bednar**
- **Regional Director of Agronomy, Matt Fauerbach**

This highly qualified team will serve as BCG's primary personnel to oversee the management and operation of the Course. Corporate oversight of all operations will be provided by Executive Vice President of Operations, Joel Gohlmann. BCG will work closely with and report as needed, to the Township, to ensure that the Course are in compliance with all local, state, and federal regulations, and that the anticipated needs and goals of the Township are being met.

Mr. Gohlmann, based in Reston, VA, directly oversees BCG's Mid-west/Ohio Valley, Northeast and Mid-Atlantic regions to include all aspects of management and operation of golf facilities. Prior to BCG, he managed golf facilities in Iowa, Colorado, Michigan, Minnesota and Virginia. He is a graduate of Mount Mercy College in Cedar Rapids, Iowa.

Mr. Bednar oversees BCG's management of golf facilities in the Mid-west, Ohio Valley region of the US. Prior to his current role he has managed facilities for BCG in the Chicago and Dallas/Fort Worth areas. Mr. Bednar is a graduate of Ohio University and holds a master's degree from Florida State University.

Mr. Fauerbach has been in the golf course management industry since 1996. He has overseen the completion of our Rock Manor Golf Course in Wilmington, three other complete construction and grow-in projects, and numerous renovation projects. Mr. Fauerbach has extensive experience with the Mid-Atlantic and Northeast golf market and courses. Mr. Fauerbach is a 1994 graduate of the University of Delaware.

JOEL C. GOHLMANN

Executive Vice President of Operations, Billy Casper Golf (2010 - Present)

- **Oversee Mid-west, Northeast & Mid-Atlantic Regions**
- **Provide leadership, support and development to all field-level personnel.**
- **Coordinate the interaction between regional, corporate and club-level managerial staff and clients.**
- **Contribute to the development of operating policies and procedures for the clubs and teams.**
- **Help define plans to maximize the overall experience and profitability at all properties to exceed budgeted performance.**
- **Maintain professional relationships and deliver on expectations set by all clients.**



Regional Manager, Billy Casper Golf (2005-2010)

- **Oversee daily operations of BCG-managed golf facilities in Mid-Atlantic region, including golf operations, food and beverage, maintenance, marketing & sales, accounting, personnel management, capital improvements, budgeting, merchandise buying, inventory control, golf course equipment and cart procurement, and financial reporting.**
- **Oversee financial operations of all regional facilities.**
- **Forecast cash flow and develop strategic positioning for each facility.**
- **Manage contractual obligations, annual planning, reporting, client communication, and financial results for each facility.**

EDUCATION: Mount Mercy College, Cedar Rapids, Iowa
B.B.A., Business Management and Marketing

EXPERIENCE

NICK BEDNAR

Vice President of Operations, Billy Casper Golf (2010 - Present)

- Oversee daily operations of BCG-managed golf facilities in the Mid-west, Ohio Valley region including golf operations, food and beverage, maintenance, marketing and sales, accounting, personnel management, capital improvements, budgeting, merchandise buying, inventory control, golf course equipment and cart procurement, and financial reporting.
- Supervise general managers and golf course superintendents at managed facilities.
- Forecast cash flow and develop strategic positioning for each facility.
- Manage contractual obligations, annual planning, reporting, client communication, and financial results for each facility.



General Manager, Bear Creek Golf Club, Dallas, TX (2006 - 2010)

Directed total facility operations including oversight of golf operations, food and beverage, maintenance, marketing and sales, accounting, personnel management, capital improvements, budgeting, merchandise buying, inventory control, golf course equipment and cart procurement, and financial reporting.

EDUCATION: Florida State University, FL, Master of Science
Sport Administration
Ohio University, Ohio, Bachelor of Arts
Business Administration and Management

MATTHEW H. FAUERBACH, GCSAA

Regional Director of Agronomy, Billy Casper Golf (2008-Present)

- Acting agronomic counsel for Northeast and Central BCG regions
- Actively work with superintendents to ensure maximum efficiencies within maintenance operations
- Facilitate communication on all course related issues between owners, management and superintendents
- Project manager over capital improvements and investments
- Work with National Account Partners to ensure maximum benefit to courses



Mid-Atlantic Regional Superintendent, Billy Casper Golf, Rock Manor Golf Course (2006-2007)

- Responsible for managing construction and grow in of last 12 holes of construction
Delivered the course within budget and on schedule for opening date
- Managed construction of vertical structures at RMGC including clubhouse, cart barn, and maintenance building
- Coordinated Rock Manor site work with subcontractor
- Initiated Audubon Cooperative Sanctuary Program at Rock Manor-Certified 2009
- Instituted water quality study over City of Wilmington potable water supply
- Transitioned 72 holes in Philadelphia to Billy Casper Golf

EDUCATION: University of Maryland - Turfgrass Management
University of Delaware - Criminal Justice/English

EXPERIENCE

CORPORATE SUPPORT TEAM

Supporting the Regional Team, BCG offers a Corporate Team that is truly unrivaled among other companies, all dedicated to the success of the Course.



Joe Livingood, Executive Vice President, Operations (1997 - Present)

Mr. Livingood currently oversees the Operations of the BCG portfolio throughout the United States. He and his team lead BCG facilities' annual planning process, staffing plans, daily operations, and client reporting. In addition, Joe has oversight of the Human Resources and IT Departments. A veteran of the golf course management industry, Mr. Livingood is a graduate of James Madison University.



Emily Clark, Vice President, Marketing (2010 - Present)

Ms. Clark develops and implements marketing and sales programs for BCG's golf facilities Nationwide. Prior to BCG, she was a senior sales and marketing consultant in the pharmaceutical industry. She is a graduate of the University of Virginia and holds a master's degree from West Virginia University.



Tom Reilly, SPHR, Vice President, Human Resources (2005 - Present)

Mr. Reilly directs all corporate and course human resource matters, including staffing, benefits, employee relations and employment law. Mr. Reilly is a graduate of Virginia Polytechnic University and is a Certified Professional in Human Resources (SPHR).



Anthony Scala, CPA, Chief Financial Officer (2004 - Present)

Mr. Scala oversees the Accounting, Accounts Receivable and Accounts Payable Departments at BCG. He also prepares the monthly BCG Executive Summary report, oversees the annual BCG tax and review work performed by an outside accounting firm, and is the point of contact for all BCG banking relationships. Anthony ensures all accounting activities are handled properly for all BCG-managed facilities.



Adam Kempton, Marketing Analytics & Yield Management (2014 - Present)

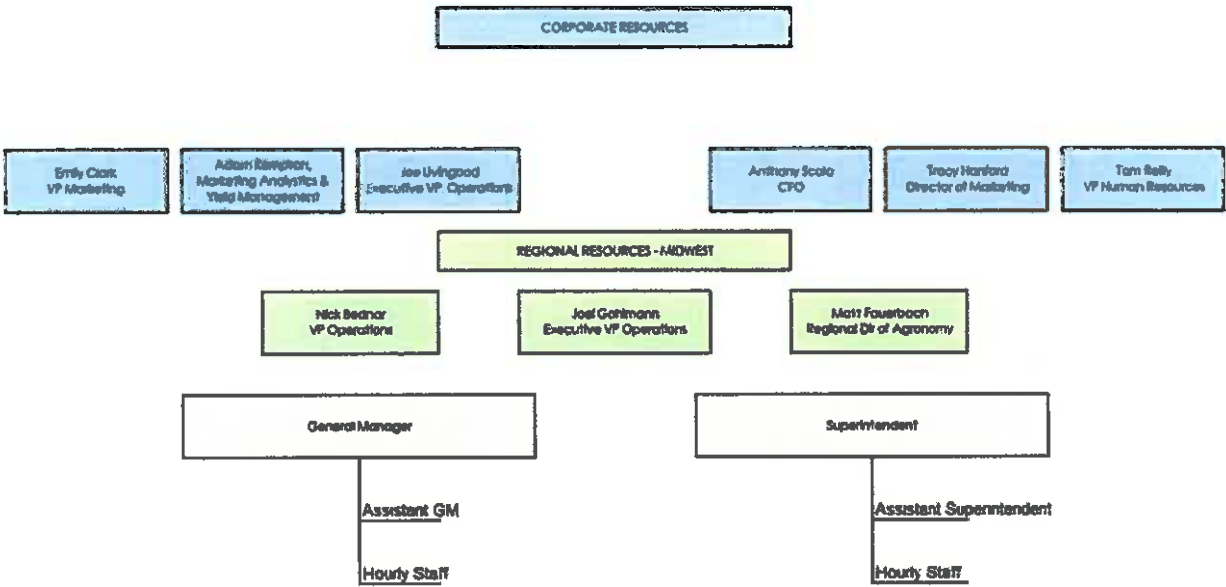
Mr. Kempton directs portfolio-wide pricing methodology, customer insights, and performance analysis and reporting. He is responsible for the development of revenue management strategies and implementation of approaches for all courses. Mr. Kempton received his bachelor's degree from John Carroll University and master's degree from Duke University.



Tracy E. Hanford, Director of Marketing (2012 - Present)

Ms. Hanford oversees campaign level execution for all 150 courses, with the help of the Marketing Associate team. In this role, Ms. Hanford is the primary liaison to BCG's innovative design, database-marketing and segmentation teams. A graduate of Rand Afrikaans University in South Africa, she holds a Bachelor's Degree in Marketing, Honors in Strategic Management and more than a decade of highly impactful global marketing experience.

ORGANIZATIONAL CHART



REFERENCES

BUSINESS REFERENCES

BCG provides the following references from clients with similar facilities who can speak to our firm's and to our key management personnel's capabilities in operating public golf facilities. BCG can provide additional references as necessary.

DANIEL BETTS, DIRECTOR
CINCINNATI RECREATION COMMISSION
805 Central Avenue, Suite 800
Cincinnati, OH 45202

Telephone: (513) 352-4006

Email: Daniel.betts@cincinnati-oh.gov

Client Since: 2003

Service: Full Service Management, hybrid concessionaire structure

Courses: Avon Fields Golf Course, California Golf Course, Glenview Golf Course, Neumann Golf Course, Reeves Golf Course, Woodland Golf Course

Size/Type: 3 - 18-holes, 2 - 27 holes, 1 - 9-hole, Daily Fee Golf Courses



JOSEPH VETRANO, DIRECTOR
CHICAGO PARK DISTRICT
541 N Fairbanks Ct
4th Floor
Chicago, IL 60611

Email: joseph.vetrano@chicagoparkdistrict.com

Client Since: 2009

Service: Full Service Management - Third Party Management with capital investment

Courses: Jackson Park Golf Course, Marquette Park Golf Course, Sydney Marovitz Golf Course, Robert Black Golf Course, Columbus Park Golf Course, South Shore Golf Course, Diversey Driving Range

Size/Type: 1 - 18-hole, 5 - 9-hole Golf Courses, and 1 Driving Range



GREG HOHENBERGER, LEISURE SERVICES DIRECTOR
CANTON TOWNSHIP
1150 S. Canton Center Road
Canton, MI 48188

Telephone: (734) 394-5360

Email: Greg.hohenberger@canton-mi.org

Client Since: 2013

Service: Full Service Management

Course: Fellows Creek Golf Club and Banquet Center

Size/Type: 27-holes, Daily-Fee Golf Course



KAYE C. BRADLEY, CITY MANAGER
CITY OF MIDLAND
333 W Ellsworth St
Midland, MI 48640

Telephone: (989) 837-3301

Email: bkaye@midland-mi.org

Client Since: 2014

Service: Full Service Management

Courses: Currie Municipal Golf Course

Size/Type: 27-Holes, Daily-Fee, 9-Hole Par 3



OPERATING BUDGET

ANNUAL SUMMARY ANALYSIS

Hilltop Golf Course

CLUB SUMMARY

Golf			
Range			
Retail			
F&B			
Other			
TOTAL	Year of Detail	YR 2 Labor %	1%
	1	YR 2 Expense %	1%

YEAR	TOTAL ROUNDS OF GOLF					
	1 2019	2 2020	3 2021	4 2022	5 2023	Year 1-5 TOTAL
REVENUES						
Greens Fees	\$ 387,500	\$ 430,763	\$ 457,491	\$ 480,840	\$ 485,155	\$ 2,261,648
Cart Fees	\$ 39,750	\$ 41,738	\$ 57,362	\$ 60,264	\$ 62,084	\$ 261,197
Pro Shop Sales	\$ 39,750	\$ 42,990	\$ 45,641	\$ 48,421	\$ 50,377	\$ 227,179
Food & N/A Beverage	\$ 58,300	\$ 69,563	\$ 73,853	\$ 78,351	\$ 81,516	\$ 361,583
Alcohol	\$ 70,225	\$ 75,949	\$ 80,633	\$ 85,543	\$ 88,999	\$ 401,349
Other Food & Beverage Revenue	\$ 20	\$ 21	\$ 22	\$ 24	\$ 25	\$ 112
Other Golf Revenues	\$ 708	\$ 715	\$ 723	\$ 730	\$ 737	\$ 3,613
Clinic / School Revenue	\$ 7,395	\$ 7,468	\$ 7,544	\$ 7,619	\$ 7,695	\$ 37,723
Initiation Fee Income / Annual Membership Fees	\$ 5,000	\$ 5,050	\$ 5,101	\$ 5,152	\$ 5,203	\$ 25,505
Miscellaneous Income	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
TOTAL REVENUE	\$ 618,648	\$ 674,257	\$ 728,369	\$ 766,743	\$ 781,792	\$ 3,579,808
COST OF SALES						
COGS - Pro Shop Merch.	73% \$ 29,139	\$ 31,514	\$ 33,457	\$ 35,495	\$ 36,929	\$ 166,534
COGS - Food	40% \$ 23,559	\$ 28,111	\$ 29,844	\$ 31,862	\$ 32,941	\$ 146,117
COGS - N/A Beverage	8% \$ 5,675	\$ 6,138	\$ 6,516	\$ 6,913	\$ 7,192	\$ 32,436
COGS - Alcohol	28% \$ 19,630	\$ 21,230	\$ 22,540	\$ 23,912	\$ 24,878	\$ 112,191
TOTAL COST OF SALES	\$ 78,004	\$ 86,993	\$ 92,358	\$ 97,982	\$ 101,941	\$ 487,278
GROSS INCOME	\$ 540,644	\$ 587,264	\$ 636,011	\$ 668,761	\$ 689,851	\$ 3,122,531
LABOR	4.0%	2.0%	2.0%	2.0%	2.0%	
Golf Operations Labor	\$ 79,570	\$ 81,162	\$ 82,785	\$ 84,441	\$ 86,130	\$ 414,088
General and Administrative Labor	\$ 62,504	\$ 63,754	\$ 65,029	\$ 66,330	\$ 67,656	\$ 325,273
Golf Course Maintenance Labor	\$ 137,595	\$ 140,347	\$ 143,154	\$ 146,017	\$ 148,938	\$ 716,051
Instruction Labor	\$ 6,527	\$ 6,657	\$ 6,791	\$ 6,926	\$ 7,065	\$ 33,966
Sales and Marketing Labor	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Total Direct Labor	\$ 286,197	\$ 292,920	\$ 297,759	\$ 303,714	\$ 309,788	\$ 1,489,378
Total Payroll Taxes	\$ 28,865	\$ 29,442	\$ 30,031	\$ 30,632	\$ 31,244	\$ 150,213
Total Medical/Health Benefits	\$ 22,518	\$ 22,868	\$ 23,428	\$ 23,896	\$ 24,374	\$ 117,185
Insurance - Workers Comp	\$ 6,091	\$ 6,213	\$ 6,337	\$ 6,464	\$ 6,593	\$ 31,699
TOTAL LABOR	\$ 343,671	\$ 350,544	\$ 357,555	\$ 364,706	\$ 372,000	\$ 1,788,476
Labor as % of Revenue	56%	52%	49%	48%	47%	50%
Payroll Tax						
OTHER OPERATIONAL EXPENSES	2.0%	2.0%	2.0%	2.0%	2.0%	
Golf Operations Expense	\$ 25,869	\$ 26,182	\$ 26,706	\$ 27,240	\$ 27,784	\$ 133,580
General & Administrative Expense	\$ 123,965	\$ 126,444	\$ 128,973	\$ 131,553	\$ 134,184	\$ 645,118
Golf Course Maintenance Expense	\$ 68,944	\$ 70,323	\$ 71,730	\$ 73,164	\$ 74,628	\$ 368,790
Food and Beverage Expense	\$ 5,814	\$ 5,930	\$ 6,049	\$ 6,170	\$ 6,293	\$ 30,257
Sales and Marketing Expense	\$ 15,720	\$ 16,034	\$ 16,355	\$ 16,682	\$ 17,016	\$ 81,808
Golf Cart Lease (Fees from Lease Tab)	\$ 19,750	\$ 39,500	\$ 39,500	\$ 39,500	\$ 39,500	\$ 177,750
Insurance - P and C	\$ 8,282	\$ 8,427	\$ 8,588	\$ 8,768	\$ 8,943	\$ 42,998
TOTAL OTHER OPERATIONAL EXPENSES	\$ 288,124	\$ 292,842	\$ 297,908	\$ 303,077	\$ 308,348	\$ 1,470,298
TOTAL EXPENSES	\$ 611,795	\$ 643,386	\$ 655,463	\$ 667,783	\$ 680,348	\$ 3,258,776
NET OPERATING INCOME	\$ (71,150)	\$ (56,121)	\$ (19,452)	\$ 978	\$ 9,502	\$ (136,244)
CUMULATIVE NOI	\$ (71,150)	\$ (127,272)	\$ (146,724)	\$ (145,746)	\$ (138,244)	
OPERATING MARGIN	-12%	-8%	-3%	0%	1%	-4%

CONSIDERATIONS

FEE PROPOSAL

BCG will provide complete turn-key management of the Course including; golf operations, golf course and facility maintenance, marketing and promotion, food and beverage, general and administrative functions, operating and capital budgeting, employee hiring and training, and financial management and reporting. All employees would be employees of BCG. The Township would pay BCG a monthly management fee, and all golf course revenues and expenses would remain with the Township. BCG looks forward to discussing our bid proposal with the Township to develop the most advantageous partnership for both the Township and BCG. We reserve the right to engage in discussions with the Township with respect to this Response and Bid Proposal.

- Proposed Term:** Five Years - with one additional Five Year renewal upon mutual consent.
- Structure:** BCG will maintain its single-purpose subsidiary (Hilltop Golf Management, LLC) for purposes of maintaining the Course whose sole member shall be BCG. BCG shall remain solely responsible for all obligations of the agreement and Township shall have full recourse to BCG for any liabilities caused by this entity. This entity will employ all the staff at the Course. This entity will be operated on a discrete basis and shall not commingle any assets or liabilities with any other BCG-managed property. Course-level financial statements will be prepared in the name of this single-purpose entity and BCG will coordinate accounting interface with the Township.
- Course Operation:** BCG will operate the Course pursuant to an Annual Business Plan agreed to and approved by the Township. All rates, fees, and expenses will be defined in advance as part of the budget process. BCG will not deviate from this plan without Township consent. All expenses of operating the Course will be the responsibility of the Township. All employees of the Course will be BCG employees, and will work exclusively for the benefit of the Course. All employee costs will be part of the operating expense of the Course.
- BCG Oversight:** Operations of the Course will be overseen directly by the BCG Vice President of Operations, Nick Bednar.
- Management Fee:** Township will pay BCG a Management Fee of Six Thousand Dollars (\$6,000) per month for the management of the Course. The BCG Management Fee shall increase by the lesser of Two Percent (2%) or percentage change in Annual CPI each Calendar Year.
- Incentive Fee:** BCG will be eligible to earn an incentive fee calculated as Fifteen Percent (15%) of any Net Operating Income in excess of One Dollar (\$1.00).
- Management Fee Refund:** For each contract year, BCG will refund the Township for Net Operating Losses in excess of Seventy Five Thousand Dollars (\$75,000). The refunded amount shall not exceed Four (4) months management fees in a given contract year.
- Travel Expenses:** Township shall only be responsible for reasonable travel expenses of BCG corporate representatives.



ATTACHMENTS

MINIMUM MAINTENANCE STANDARDS

BCG MINIMUM MAINTENANCE STANDARDS

GREENS, PRACTICE PUTTING GREENS AND NURSERIES

- Mow at least six (6) days per week at a height of 0.125-0.160 during the growing season.
- Change cup locations on all greens and practice greens at least six (6) times weekly during the active season and at least three (3) times weekly in the off-season. Cup location will be moved at least twenty (20) feet from the previous placement.
- Aerate all greens, practice putting greens and nurseries two (2) times per year during the growing season. This will be done with "Ryan Green Aire" or approved substitute, which places holes four (4) inches deep and two (2) inches on center.
- Topdress all greens, practice putting greens and nurseries after aeration and additionally as needed to maintain a putting surface. Topdressing material will be sand or a mix similar to that used to construct greens.
- Light vertical mowing of all greens, practice putting greens and nurseries shall be performed as appropriate to control mat and thatch build-up and increase plant shoot growth.
- Spiking of all greens and practice greens shall be performed as needed between aeration to maintain water filtration.
- All greens, practice greens and nurseries shall be fertilized with nitrogen, phosphorous, potash, and other nutrients needed to maintain color, growth and turgidity of the turf, without allowing excessive succulent growth.
- Soil samples will be taken one (1) time per year and evaluated to determine proper nutrient requirements.
- All green, practice greens and nurseries shall have appropriate fungicide applications to prevent and/or control fungal disease activity.
- Pre-emergent chemicals shall be used in the appropriate amounts and at appropriate times to prevent intrusion of weeds (such as poa annua, goosegrass, and crabgrass) into the fairways, tees and rough.
- All greens, practice greens and nurseries shall be maintained free of foreign grasses and weeds.
- All greens, practice greens and nurseries shall be treated on a preventative and/or curative basis as necessary.

FAIRWAYS (ALL AREAS OF PLAY EXCEPT GREENS AND NATURAL GROWTH AREAS)

- Mow two (2) times per week at a height of one-half (½) inch during the growing season and as needed for the balance of the year. Contour mowing as specified by the architect in the original plans shall be maintained.
- Aerate once in the spring and once in the summer during the peak of the growing season. Aeration holes shall not exceed a spacing of eight (8) inches on center or be of a diameter of less than one-half (½) inch.
- Fertilizer formulations will be made after analysis of soil. Soil samples will be taken three (3) times per year and evaluated to determine proper nutrient requirements.
- All fairways will be vertically mowed as necessary to control mat and thatch build-up and increase shoot growth.
- Ninety-five percent (95%) of the fairway area shall be kept weed free by the proper application of herbicides.

TEES (AND ALL AREAS USED AS TEE SURFACE)

- Mow at a height of one-half (½) inch, three (3) times per week.
- Topdress bi-weekly to fill divots and level tee surface. Topdressing material shall be washed sand and seed as necessary.
- Tee markers and all tee equipment shall be moved daily for proper teeing and wearing of turf.
- Ninety-five percent (95%) of the tee area shall be kept weed free by the proper application of herbicides.
- All tees shall be vertically mowed as necessary to control mat and thatch build-up and increase shoot growth.
- All tees shall be fertilized with nitrogen phosphorous, potash, and other elements as needed to

- maintain color, growth and turgidity of the turf without allowing excessive succulent growth.
- Soil samples will be taken one (1) time per year and evaluated to determine proper nutrient requirements.

PLANTERS (ALL AREAS PLANTED WITH ORNAMENTAL PLANTS, NOT INTENDED FOR GOLF PLAY AND HAVING A DEFINABLE BORDER)

- All planters shall be maintained free of trash and debris such as paper, drinking cans, bottles, fallen limbs and leaves.
- All planters shall be maintained free of weeds or grass whether by mechanical or chemical means.
- The plant material (trees, shrubbery and ground covering) in planters shall be trimmed as necessary for appearance, protection from wind, and insect damage.

TREES (ALL TREES WITHIN THE PROPERTY LINES OF THE GOLF COURSE)

- All trees shall be staked as necessary to protect and establish sufficient size to stand.
- All trees shall be pruned for appearance, protection from wind and pests, and allow golfers access on foot and carts to find their golf balls.
- All damaged trees shall be removed.

IRRIGATION (ALL EQUIPMENT REQUIRED TO IRRIGATE ALL AREAS OF THE GOLF COURSE)

- Repair or replace all heads, pumps, valve controllers, wiring, and pipes as needed to maintain the proper operation of the entire golf course irrigation system (including greens, tees, fairways, planters, flower beds, and the like) on an on-going basis.
- Leaks should be isolated and fixed as soon as possible.

FENCES (ALL FENCE BLOCKS/CHAIN LINK/BARBED WIRE ON OR WITHIN THE BOUNDARIES OF THE GOLF COURSE)

- Repair all broken or damaged fencing on an as-needed basis.
- Repair or replace all fences, gates, and locking devices needed for the protection of the golf course or equipment.

CLUBHOUSE AND BUILDINGS (ALL BUILDINGS WITHIN THE BOUNDARIES OF THE GOLF COURSE)

- All restrooms (to include portable toilets on-course) shall be maintained daily in a manner so as to provide a clean and sanitary facility for public use as well as for the employees of the course. Soap, towels, and toilet paper shall be provided in adequate quantity at all times and shall be maintained daily.
- All lobbies and patios and public areas shall be vacuumed, dusted and swept daily.
- Maintain and repair all structural areas and fixtures of all buildings as needed to insure proper function and appearance and create a desirable appearance to patrons. These include, but are not limited to air conditioning units, power tools, appliances, hardware, building structures and fixtures; painting, carpentry, plumbing and electrical repairs; and porches, walks, parking areas, delivery areas, and entryways.
- Maintain all cart paths in a smooth condition and repair promptly as needed.
- All edges of sidewalks, patios and cart paths must be edged on a bi-monthly basis.
- Edging of valve boxes, meter boxes, back-flow preventers and the like shall be done as needed to insure that there is no obstruction of play from growth around these items.

BUNKERS

- All bunkers shall be edged as necessary to maintain a neat lip, raked daily and filled with fresh sand as needed to maintain a consistent floor depth on slopes and in the bottom of trap.
- Replacement sand will be consistent with what is currently in place providing a minimum depth of four (4) inches of sand throughout the bunker.

EQUIPMENT

- All maintenance equipment and golf carts will be kept in clean, safe operating manner in accordance with manufacturer's operating manual.
- All preventative maintenance will be done in accordance with the manufacturer's schedule and an accurate log will be maintained of any work performed on a piece of equipment.

CREWS

A full maintenance crew shall be on-duty at the course daily under the supervision of the superintendent. A qualified golf course superintendent is defined as an individual with an agronomy degree from a two (2) or four (4) year college or university and a minimum of five (5) years' experience.

TRASH AND DEBRIS

Trash receptacles shall be conveniently stationed on tees and at the clubhouse and emptied daily and as many times during the day as necessary to insure there are no problems with insects and refuse odors.

MISCELLANEOUS

- Maintain all lakes and bridges in a safe manner free of debris.
- Mow rough and all unimproved areas in a manner to allow the player to locate his ball such that the speed of play is not adversely affected.
- Spray fairways, rough, tree wells, and fence lines for weed control.
- All water coolers on course will be filled daily and checked at least once per day and more often if necessary.
- All ball washers will be checked daily to insure proper amount of soap and water are maintained.
- Accurate daily records of weather, rainfall and temperature will be kept.
- Accurate spray and fertilizer records will be kept on a daily basis noting applicator, product applied, rate and treated area.
- Accurate daily log of personnel duties will be kept for maintenance personnel.
- All chemicals, gas and oil will be stored in the appropriate manner as required by state and federal regulations.
- A safety committee will be formed to address any safety issues on the course for employees and patrons. All employees will comply with federal, state and company regulations regarding work habits, responsibilities and requirements.
- Employees will wear eye protection, hearing protection, and safety hats when operating equipment.
- All property signage, including directional signs, tee signs and entrance signs, will be kept updated, clean and appealing to provide information to golfers and general public.
- All staff will provide patrons the highest level of customer service.

PROPERTY MAINTENANCE

BCG provides complete property and facility management services for the Township, utilizing the skills and resources of a talented team of operations professionals, led by Executive Vice President of Operations, Joel Gohlmann, Regional Director of Operations, Nick Bednar and the General Managers at the Course.

BCG has an individual dedicated to overseeing our property management program, including the use of consistent procedures for managing insurance coverage, risk management, and licensing requirements, including all claims filing, renewals, and the meeting of all regulatory regulations. All licenses, evidence of coverage, and other important property documents are maintained both on site and at BCG's corporate office.

BCG utilizes an established, proven system of facility management, including physical plant maintenance procedures, housekeeping, facility audits, capital planning, and beautification programs. All buildings/facilities are maintained in good repair and condition at all times to ensure that the facility's customers are presented with the highest quality golfing experience. Routine and preventive maintenance for the entire facility is performed as needed to ensure the long-term viability of physical assets.



ATTACHMENTS

AGRONOMIC PLAN

Task	History			Per												Total
	# of Workers	Worker	Day	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	
Change Cups/Set-up	1	2	0	0.0	0.0	33.0	60.6	67.2	67.2	67.2	67.2	67.2	33.0	33.0	0.0	487
		Weekly Frequency		0.0	0.0	2.0	3.0	4.0	4.0	4.0	4.0	4.0	2.0	2.0	0.0	
Mow Greens	2	6	6	0.0	0.0	42.0	63.0	147.0	147.0	147.0	147.0	147.0	126.0	42.0	0.0	1008
		Weekly Frequency		0.0	0.0	2.0	3.0	7.0	7.0	7.0	7.0	7.0	6.0	2.0	0.0	
Mow Collars/Approaches	1	3	3	0.0	0.0	26.2	37.8	37.8	37.8	37.8	37.8	37.8	37.8	12.6	0.0	382
		Weekly Frequency		0.0	0.0	2.0	3.0	3.0	3.0	3.0	3.0	3.0	3.0	1.0	0.0	
Mow Tees	1	4	4	0.0	0.0	33.6	60.4	60.4	60.4	60.4	60.4	60.4	60.4	18.8	0.0	403
		Weekly Frequency		0.0	0.0	2.0	3.0	3.0	3.0	3.0	3.0	3.0	3.0	1.0	0.0	
Mow Fairways	1	8	8	0.0	0.0	33.6	67.2	100.8	100.8	100.8	100.8	100.8	67.2	33.6	0.0	708
		Weekly Frequency		0.0	0.0	1.0	2.0	3.0	3.0	3.0	3.0	3.0	2.0	1.0	0.0	
Mow Rough	1	8	8	0.0	0.0	0.0	33.6	67.2	67.2	67.2	67.2	67.2	67.2	33.6	0.0	470
		Weekly Frequency		0.0	0.0	0.0	1.0	2.0	2.0	2.0	2.0	2.0	2.0	1.0	0.0	
Trim Patrol	1	9	9	0.0	0.0	0.0	33.6	33.6	33.6	33.6	33.6	33.6	33.6	33.6	0.0	269
		Weekly Frequency		0.0	0.0	0.0	1.0	1.0	1.0	1.0	1.0	1.0	1.0	1.0	0.0	
Topdress Greens	1	4	4	0.0	0.0	0.0	0.0	16.8	0.0	0.0	0.0	0.0	16.8	0.0	0.0	34
		Weekly Frequency		0.0	0.0	0.0	0.0	1.0	0.0	0.0	0.0	0.0	1.0	0.0	0.0	
Chemical Application	1	6	6	0.0	0.0	25.2	25.2	25.2	60.4	60.4	60.4	25.2	25.2	0.0	0.0	277
		Weekly Frequency		0.0	0.0	1.0	1.0	2.0	2.0	2.0	2.0	1.0	1.0	0.0	0.0	
Fertilizer Application	1	3	3	0.0	0.0	0.0	12.6	12.6	12.6	12.6	12.6	12.6	12.6	0.0	0.0	88
		Weekly Frequency		0.0	0.0	0.0	1.0	1.0	1.0	1.0	1.0	1.0	1.0	0.0	0.0	
Rake Bunkers	1	2	2	0.0	0.0	0.0	60.4	60.4	60.4	60.4	60.4	60.4	60.4	16.8	0.0	370
		Weekly Frequency		0.0	0.0	0.0	6.0	6.0	6.0	6.0	6.0	6.0	6.0	2.0	0.0	
Rake Bunker Edges	1	1	1	0.0	0.0	0.0	12.6	25.2	25.2	25.2	25.2	25.2	12.6	8.4	0.0	160
		Weekly Frequency		0.0	0.0	0.0	3.0	6.0	6.0	6.0	6.0	6.0	3.0	2.0	0.0	
Edge Bunkers	1	6	6	0.0	0.0	0.0	25.2	25.2	25.2	25.2	25.2	25.2	0.0	0.0	0.0	161
		Weekly Frequency		0.0	0.0	0.0	1.0	1.0	1.0	1.0	1.0	1.0	0.0	0.0	0.0	
Irrigation Repair/Maintenance	2	4	4	0.0	0.0	0.0	0.0	16.8	16.8	16.8	16.8	16.8	16.8	33.6	0.0	134
		Weekly Frequency		0.0	0.0	0.0	0.0	1.0	1.0	1.0	1.0	1.0	1.0	2.0	0.0	
Landscaping Maintenance	1	3	3	0.0	0.0	0.0	0.0	12.6	12.6	12.6	12.6	12.6	12.6	0.0	0.0	76
		Weekly Frequency		0.0	0.0	0.0	0.0	1.0	1.0	1.0	1.0	1.0	1.0	0.0	0.0	
Clubhouse Grounds Maint.	1	2	2	0.0	0.0	0.0	8.4	8.4	8.4	8.4	8.4	8.4	8.4	8.4	0.0	67
		Weekly Frequency		0.0	0.0	0.0	1.0	1.0	1.0	1.0	1.0	1.0	1.0	1.0	0.0	
Fill Tee Divots	1	3	3	0.0	0.0	0.0	0.0	12.6	12.6	12.6	12.6	12.6	12.6	0.0	0.0	76
		Weekly Frequency		0.0	0.0	0.0	0.0	1.0	1.0	1.0	1.0	1.0	1.0	0.0	0.0	
Handwatering	2	8	8	0.0	0.0	0.0	0.0	33.6	201.8	236.2	236.2	57.2	0.0	0.0	0.0	773
		Weekly Frequency		0.0	0.0	0.0	0.0	8.0	7.0	7.0	7.0	2.0	0.0	0.0	0.0	
Aerification	4	32	32	0.0	0.0	0.0	0.0	134.4	0.0	0.0	0.0	0.0	134.4	0.0	0.0	289
		Weekly Frequency		0.0	0.0	0.0	0.0	1.0	0.0	0.0	0.0	0.0	1.0	0.0	0.0	
Vertcutting	2	6	6	0.0	0.0	0.0	0.0	21.0	21.0	21.0	21.0	21.0	0.0	0.0	0.0	105
		Weekly Frequency		0.0	0.0	0.0	0.0	1.0	1.0	1.0	1.0	1.0	0.0	0.0	0.0	
Overseeding	1	2	2	0.0	0.0	0.0	0.0	8.4	0.0	0.0	0.0	8.4	8.4	0.0	0.0	25
		Weekly Frequency		0.0	0.0	0.0	0.0	1.0	0.0	0.0	0.0	1.0	1.0	0.0	0.0	
Leaf Removal	2	24	24	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	201.8	201.8	0.0	403
		Weekly Frequency		0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	2.0	2.0	0.0	
Shop Work	3	8	8	168.0	168.0	33.6	33.6	33.6	33.6	33.6	33.6	33.6	33.6	33.6	168.0	806
		Weekly Frequency		5.0	5.0	1.0	1.0	1.0	1.0	1.0	1.0	1.0	1.0	1.0	5.0	
House Keeping	1	2	2	0.0	0.0	0.0	8.4	8.4	8.4	8.4	8.4	8.4	8.4	8.4	0.0	67
		Weekly Frequency		0.0	0.0	0.0	1.0	1.0	1.0	1.0	1.0	1.0	1.0	1.0	0.0	
Branch Clean-Up	3	24	24	0.0	0.0	60.4	302.4	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	907
		Weekly Frequency		0.0	0.0	5.0	3.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	
Special Project Work	2	16	16	0.0	0.0	0.0	67.2	67.2	67.2	67.2	67.2	67.2	67.2	67.2	0.0	538
		Weekly Frequency		0.0	0.0	0.0	1.0	1.0	1.0	1.0	1.0	1.0	1.0	1.0	0.0	
Administrative/Management	1	3	3	63.0	63.0	12.6	12.6	12.6	12.6	12.6	12.6	12.6	12.6	12.6	63.0	302
		Weekly Frequency		5.0	5.0	1.0	1.0	1.0	1.0	1.0	1.0	1.0	1.0	1.0	5.0	
Equipment Repair/Preventative	1	6	6	105.0	105.0	21.0	21.0	21.0	21.0	21.0	21.0	21.0	21.0	21.0	105.0	504
		Weekly Frequency		5.0	5.0	1.0	1.0	1.0	1.0	1.0	1.0	1.0	1.0	1.0	5.0	
Vacation	1	0.8	0.8	17.8	17.8	17.8	17.8	17.8	17.8	17.8	17.8	17.8	17.8	17.8	0.0	194
		Weekly Frequency		7.0	7.0	7.0	7.0	7.0	7.0	7.0	7.0	7.0	7.0	7.0	0.0	
Overtime	2	4	4	0.0	0.0	0.0	0.0	10.8	16.8	16.8	16.8	16.8	16.8	0.0	0.0	101
		Weekly Frequency		0.0	0.0	0.0	0.0	1.0	1.0	1.0	1.0	1.0	1.0	0.0	0.0	
Sick Leave	1	0.8	0.8	26.6	26.6	26.6	26.6	26.6	26.6	26.6	26.6	26.6	26.6	26.6	26.6	316
		Weekly Frequency		7.0	7.0	7.0	7.0	7.0	7.0	7.0	7.0	7.0	7.0	7.0	7.0	
Total Labor Hours				380.1	380.1	896.5	959.7	1110.9	1144.5	1178.1	1178.1	1094.1	1131.9	661.5	382.5	10380
Total Employees				23	23	48	57	66	68	70	70	65	67	39	22	

Month	Vol Target	Product	Type	Common Name	Rate	Area	Cost	Rate	Area	Cost	Rate	Area	Cost	Rate	Area	Cost
May	1	Dollar Spot	Flowable	Fungicide	Common Name	0	0	0	0	0	0	0	0	0	0	0
Jan	1	Dollar Spot	Flowable	Fungicide	Common Name	0	1.8	5	0.330	0.60	270.00	270.00	2.10	0	0	0
Jan	1	Dollar Spot	Flowable	Fungicide	Common Name	0	3	5	0.80	0.60	310.00	310.00	4.00	0	0	0
Jan	1	Dollar Spot	Flowable	Fungicide	Common Name	0	0.5	7	0.225	0.28	112.17	112.17	1.70	2	0	0
											\$100.00	\$2,001.26			\$4,000.00	

Sub-totals=> \$4,241.87 \$14,230.82 \$21,680.12
 0.00% Taxes=> 0 0 \$0.00
 Total Turf Chemicals=> \$4,241.87 \$14,230.82 \$21,680.12

Hiltop Golf Course

8017

Additional Line Items

Item	Unit Price	Quantity	Total
Gas	\$3.75	Projected Usage (Gallons) => 0	\$0.00
Diesel	\$4.00	Projected Usage (Gallons) => 0	\$0.00
Total			\$0.00
Greens	\$29.05	Projected Usage (Tons) => 0	\$0.00
Flags	\$10.00	Quantity Needed => 0	\$0.00
Flagline	\$44.50	Quantity Needed => 0	\$0.00
Cups	\$7.00	Quantity Needed => 0	\$0.00
Top Markers	\$24.07	Quantity Needed => 0	\$0.00
Bunker Rakes	\$19.75	Quantity Needed => 0	\$0.00
Water Coolers	\$555.50	Quantity Needed => 0	\$0.00
Other	\$80.00	Quantity Needed => 0	\$0.00
Fresh Pump	\$500.00	Quantity Needed => 0	\$0.00
Shirts	\$17.00	Quantity Needed => 0	\$0.00



ATTACHMENTS

FINANCIAL STATEMENT

FINANCIAL STATEMENT

BCG possesses and can demonstrate the financial ability to meet the terms of the proposed Agreement. BCG is a closely-held business that was founded in 1989 by its current Chairman, Peter Hill and Vice Chairman, Bob Morris. The firm recognizes the importance of demonstrating a secure and meaningful financial standing with its clients and creditors. BCG has consistently been able to satisfy the requirements of its numerous government clients and will continue to do so in the future. BCG's assets exceed \$33 million and its working capital exceeds \$11 million.

As a privately held company, BCG is very cautious in providing our financial statements. BCG will provide the Township with supplemental financial information and financial statements, if needed, at a later stage in the selection process.

BCG provides the following references that can verify BCG's capabilities.

- **Joe Costa, Senior Vice President, Mid-Atlantic Commercial Banking**
Capital One Bank
1680 Capital One Drive, 10th Floor
McLean, VA 22102
Telephone: 703-720-6515
Relationship: Banking

- **Gary Dorsch, Principal**
Allegiance Capital
2000 West 41st Street
Baltimore, MD 21211
Telephone: 410-338-6314
Relationship: Capital

- **David Thinnes, National Sales Manager**
PNC Bank
995 Dalton Ave
Cincinnati, OH 45203
Telephone: 513-455-9629
Relationship: Bank/Lease Financing



ATTACHMENTS

REQUIRED FORMS

Attachment 'E'

Proposers Questionnaire

The Proposer recognizes that in selecting a company/agent, Plymouth Township will rely, in part, on the answers provided in response to this questionnaire. Accordingly, Proposer warrants to the best of its knowledge that all responses are true, correct, and complete. Plymouth Township reserves the right to contact each and every reference listed below and shall be free from any liability to Proposer for conducting such inquiry.

Company Profile

Number of Years in Business: 29

1. Number of Employees: 7,500 (company wide)
Number of Employees: _____ (servicing location)
2. Annual Sales Volume: \$200M (company wide)
Annual Sales Volume: _____ (servicing location)
3. State that you will provide a copy of your company's audited financial statements for the past two (2) years. ~~As a privately held company, BGG is very cautious in providing our financial statements. BGG will provide the City with supplemental financial information and financial statements, if needed, at a later stage in the selection process.~~
4. Is your company currently for sale or involved in any transaction to expend or to become acquired by another business entity? If yes, please explain the impact both in organizational and directional terms. **NO**
5. Provide any details of all past or pending litigation or claims filed against your company that would negatively impact your company's performance under an agreement with the Township of Plymouth. **NONE**
6. Is your company currently in default on any loan agreement or financing agreement with any bank, financial institution, or other entity? If yes, specify date(s), details, circumstances, and prospects for resolution. **NO**

Attachment 'G'
Execution of Offer

THIS FORM MUST BE COMPLETED, SIGNED AND RETURNED WITH YOUR PROPOSAL.

PROPOSER AGREES TO PERFORM ALL WORK AS SET FORTH IN THIS REQUEST FOR PROPOSAL, AND IN ACCORDANCE WITH THE TERMS AND CONDITIONS AT THE PRICES SUBMITTED.

If requested, the Proposer will furnish bonding with the following company as surety:

Name of Surety Company United Insurance Services
601 13th Street NW
Suite 900
Address and Phone Number Washington DC 20005
202.424.2731 Attn Christine Hession

Please list the Proposers insurance agent who shall provide the insurance policies required herein.

Name of Agency United Insurance Services
Address and Phone Number 601 13th St NW, Suite 900, Washington DC 20005 202.424.2736
Contact Person Scott Dean

Execution

THE PROPOSER IS HEREBY NOTIFIED THAT THIS DOCUMENT SHALL BE SIGNED IN INK IN ORDER FOR THE PROPOSAL TO BE ACCEPTED. BY SIGNING, THE PROPOSER CERTIFIES THAT HE/SHE WILL COMPLY IN EVERY ASPECT WITH THE REQUEST FOR PROPOSAL, ADDENDUMS, PROPOSAL, ANY AND ALL EMAILS/LETTERS OF CLARIFICATION, BAFO, AND CONTRACT.

The proposal, if submitted by an individual, shall be signed by an individual; if submitted by a partnership, shall be signed by such member or members of the partnership as have authority to bind the partnership; if submitted by a corporation the same shall be signed by the President and attested by the Secretary or an Assistant Secretary. If not signed by the President as aforesaid, there must be attached a copy of that portion of the bylaws, or a copy of a Board resolution, duly certified by the Secretary, showing the authority of the person so signing on behalf of

If a Corporation:

NAME OF CORPORATION: Billy Casper Golf LLC
12700 Sunrise Valley Drive, Suite 300
Street and/or P.O. Box
Reston VA 20191 86-1092316
Township State Zip Code Fed ID or SSN

STATE OF INCORPORATION: Virginia
BY:  9.19.21
Signature Date
R. Alexander Elmore
Print Signature

TITLE: President WITNESS: 
Secretary's Signature
Michael K. Cutler
Print Signature

Remittance Address (if different than above)

Street and/or P.O. Box

Township State Zip Code

NOTE: Firms must use their full legal name. Generally, a corporation's name must end with a suffix indicating the corporate status of that business (i.e., Inc., Co., Corp., etc.). Individuals or corporations may indicate trade names with the individual or corporate name followed by "t/a" (trading as) or "d/b/a" (doing business as), respectively. Failure to use your full legal name may be cause for rejection of the proposal.

Contact for Administration

NAME: Sandra Colareta
TELEPHONE: 703-891-3332
EMAIL: scolareta@billycaspergolf.com

Payment Remittance Address

Street and/or P.O. Box

Township State Zip Code

Request for Proposal: Hilltop Golf Course
Plymouth Township, Michigan
Management Services
Attn: Kurt Heise

Proposal Firm: ADM Ventures LLC
1586 Rockfield
Troy, Michigan
48085

Contact Person: Tony Moscone
(248)763-5287 Cell
admoscone@gmail.com

ADM Ventures LLC is requesting the opportunity to operate Hilltop Golf Course under a lease agreement. This proposal is based on our review of the last 2 years financials, which demonstrates average gross revenue in excess of \$518,000 annually. This lease would encompass the entire aspect of operations including: Golf Course Maintenance, Pro Shop, and Food & Beverage Service (including the liquor license). Under this lease we would bring our strong 27 years of Cattails Golf Club management experience, turf management and club service to Hilltop Golf Course. The commitment, management, and service in which we would operate and maintain Hilltop Golf Course would mirror the excellent reputation we have earned since we built, opened, and operated Cattails Golf Club in South Lyon, Michigan. *(Cattails is a beautiful Par 72, 18 hole golf course with a 6000 square foot clubhouse, and a 30 station grass tee driving range).* Our golf course turf management and club operations are second to none. This commitment to course condition and service allows us the ability to cater to the full gamete of golfers which includes daily play, juniors, seniors, leagues, and golf outings. Our goal will be to dramatically improve the golf course conditions, update the services offered, and bring a professional-and focused approach to Hilltop Golf Course's entire staff.

ADM Ventures LLC will be the parent company with a "Newco" to be formed and entirely owned by ADM Ventures. Our "Newco" will have 3 full time employees with approximately 35 additional seasonal & part-time employees from April through October.

Our core Management Team has been together for nearly 3 decades! Doug Palm and I have worked together since before Cattails was opened 27 years ago, Jim Gorney has been a Manager at my other company Total Sports Complex since 2002 and at Cattails Golf Club from 2012. This variety of knowledge combined with extensive golf experience has serviced us well over the years: from opening a new golf course, to

growing the business during the booming 1990's, to sustaining our premium golf course standards during the past economic difficulties. Over the life of Cattails Golf Club we have consistently operated and maintained Cattails as a daily fee golf club with impeccable turf maintenance and superb club service. Our customer service experience encompasses every variety of golfer from seniors, juniors, to daily play, leagues, and golf outings. Our Management Team has hosted many events at Cattails Golf Club: an LPGA Futures Tour Tournament, a Michigan Amateur Qualifier, an annual Piston/Palace VIP Golf Outing, numerous charity golf fundraisers, corporate golf outings, chamber of commerce golf outings and many other events. As a result, we would use all of our experience to raise the standard of every facet of operation and turf management at Hilltop Golf Course to the level we are familiar in, excellence.

ADM Ventures LLC is the Management Company which I own entirely. In addition, I am the General Partner of Cattails Golf Club and the Managing Member of Total Sports Complex (please see the attached for Total Sports power point, www.totalsportscomplex.com). I will create a "Newco" directly owned by ADM Ventures to manage and operate Hilltop Golf Course. We (Doug, Jim, and myself) will manage the course on site, while billing, payments, and invoicing will be directed to our South Lyon location. Daily, monthly, and yearly financials from Hilltop Golf Course will be available as requested via our QuickBooks format.

Golf Course Turf Management

Turf Management is the foundation of any golf course. Since this is the area that needs the most focus asap, Doug Palm (*Royal Oak Resident*) our Certified Golf Course Superintendent will be on site. His team will consist of a mowing crew and an equipment technician and certified chemical applicator. The golf course maintenance crew will mow greens every day, along with changing cup positions daily. Their daily duties will also include maintaining tees, fairways, rough, banks, and raking bunkers. Turf equipment will be cared for within a routine preventative

maintenance program which includes: power washing after every use, and getting greased and oiled as needed. Any equipment needing repair will be restored to 100% use and operation. To improve the health, appearance, and playability the Greens and Tees will have a certified golf course chemical application which includes fertilizers and pesticides applied regularly. *(The same application we use at Cattails Golf Club)* If needed we may also add a light monthly sand top dressing process to the greens program to help improve health and playability. Fairways will be fertilized on a monthly basis with pesticides being applied as needed. During the end of the golf season Tees and Greens will be aerated and top dressed, a final preventative snow mold application will be utilized, and the irrigation system will be winterized.

Early in the season we will like to improve the golf course experience for all of our players. Some of our first steps will be removing any dead trees and or limbs that may be a danger to our golfers. We will also trim back limbs, remove trees, etc with the direct aim to improve playability, pace of play, and the player enjoyment factor. We will add 200/150/100 yard marker flags to every hole and sprinkler heads will be marked to the center of the green. To help improve tee conditions and hole playability we will study each hole to determine if the tee size should be increased and or a tee should be added. For instance, taking into account the customer base we may recommend adding a forward tee as a "senior tee" in order to allow guests a better golf experience. This new forward tee will give a golfer (active adult) a choice of playing the course from a desirable distance. In every case above and beyond, Doug and his crew have studied these types of issues at Cattails, created a plan to resolve them, and executed that plan to completion per budget. Doug has the experience, education, and commitment to accomplish our goal of dramatically improving the course conditions, playability, pace, and overall golf enjoyment at Hilltop Golf Course.

Club Management

As stated before our goal is to provide full professional golf club service, by using our Cattails Golf Course model per commitment to excellent customer service along with a keen focus on tee time spacing and pace of play. Our club staff at Hilltop Golf Club will consist of a daily starter. We will have at least one team member behind the counter at all times with an additional employee scheduled during busy hours. All of our club employees will be trained in our technique of full customer service. Our starters will welcome players to the golf course, direct players to the tee box, and confirm payment. Starters will stage carts in the morning, then they along with cart attendants will wash and return carts to the storage facility every night. Starters along with the Golf Shop personnel will be trained in the art of monitoring pace of play on the golf course. Both courses will utilize the GolfNow Reservations Marketing software. This software will allow us to incorporate an easy tee time/point of sale system, online tee time capability, 24/7 call center, rewards program and monitoring, a sophisticated customer database, integrated marketing and e-mail tools. With this system we will be able to determine who is playing our course, how many times, and what items we should specifically stock in the Golf Shop and or Grill. In addition, we will utilize Golfnow's "Dynamic Pricing" system to sell tee times a peak rates. We will also be able to garner customer emails (along with sharing in Cattails GC database) which will allow us to send out direct email specials, a monthly newsletter, seasonal tournaments, and any course information for a specific day. A main benefit will also be the availability of customers to make tee times on line and/or speak with a receptionist 24/7. As we do at Cattails Golf Club, GolfNow Reservations allow us the ability to include our VIP Season Pass and League Players into a loyalty rewards program. For instance one thought: 5% of every dollar spent is accumulated in that player's awards account. The awards dollars can be applied toward any purchase at Hilltop Golf Course (possibly include Cattails GC and visa versa) during the golf season.

Jim Gorney will lead our clubhouse staff at Hilltop Golf Course. Among numerous tasks, we will be implementing the new Golfnow POS/Marketing system, hiring employees, recruiting leagues and outings, and setting up the clubhouse area, etc. Once we open, we will be there to introduce ourselves, describe the course improvements, daily services, and new amenities to all the league presidents, as many players as possible, local businesses, etc. In addition, Jim will train new employees, monitor the computerized tee sheet/point of sale system, and ensure the clubhouse staff is working properly. As the full time Golf Course Manager on site, Jim and his team will have the ability to manage and handle any issues that may arise from daily play, leagues, employees, computers, grill equipment and/or any other unforeseen event that may occur. Jim is ServSafe certified. The above amenities along with our superior service and over 60 years of combined golf experience will help create an exciting atmosphere at Hilltop Golf Course.

We plan to market and implement many golf tournaments/scrambles and new programs such as VIP Season Pass (maybe a 2 tier rate per single course or both?). Below are just a few examples of the in house tournament's that Cattails Golf Club hosted throughout the years:

- 1-Man Scramble (Spring and Fall)
- Red, White, and Blue Scramble
- Misc daily emails such as: "You Deserve A Break- Take A Day Off!"
- Lesson on Golf-3 Man Scramble
- Annual Spooky-3 Man Scramble

With Leagues in mind we plan to use the current Hilltop database to grow, but also tap into Cattails GC. For instance any league overflow, (outings, events, etc) we will aim to service at Hilltop GC.

Same via Total Sports Complex and its patron's Travel Team fundraiser's, charity events, leagues, etc we will focus to service at Hilltop. With the ability to utilize our numerous array of golf and recreational leads, we aim to vastly improve the top line revenue at Hilltop Golf Course.

The Grill

The food and beverage operation at Hilltop Golf Course has a great potential for improvement. The inside of the Clubhouse will be completely cleaned, and possibly repainted along with the exterior if needed. The bathrooms will be scrubbed professionally and the carpet will be periodically steamed washed. All kitchen equipment will be cleaned daily, and maintained per a Preventative Maintenance program. The daily grill menu will include hotdogs, fresh pre-made subs, Italian sausage, chips, and candy. To service our regular play we will have a full grill and bar menu. The grill menu will be based on our Cattails Menu, please see attached. Depending on schedule play/events, we will incorporate an outdoor grill before leagues and on weekends to offer grilled hamburgers, chicken breast sandwiches, and Italian Sausage with grilled peppers and onions. In the morning we will have available for purchase: coffee, tea, hot chocolate, muffins, danishes, cinnamon rolls, breakfast bars, bagels and possibly other hot breakfast items. Once the season is in full swing we will incorporate a variety of sandwiches, burgers, side items, etc into our menu. The above mentioned golf course grill services will aid us in creating a wonderful clubhouse atmosphere. In addition, we plan on increasing revenue per growing the golf outing category. To accomplish that we will add a Altosham or Crescor to the back kitchen to allow us the ability to offer a full outing/event menu. At the same time we will look to reconfigure the clubhouse to increase its capacity. As we grow events and outings, we are prepared to look at adding a outdoor large seasonal tent near the clubhouse.

All in all, ADM Ventures LLC will use all of its assets, over 6 decades of combined golf course experience and commitment to make Hilltop Golf Course one of the top recreational amenities within Plymouth Township for its residents and surrounding neighbors.

The “Newco” Team consists of:

(“Newco” will be 100% owned via ADM Ventures LLC)

Tony Moscone

Owner/President

1586 Rockfield

Troy, Michigan 48085

(248) 763-5287 Cell

Doug Palm

Certified Golf Course Superintendent

420 Oakland

Royal Oak Michigan 48067

(248) 486-2695 Office

(248) 763-5650 Cell

(248) 546-0183 Home

Jim Gorney

COO / Director of Golf

30630 South Hill Ct

New Hudson Michigan 48165

Our goal will be to dramatically improve Hilltop golf course condition and playability along with training a professional staff which will provide a full service golf course experience to Plymouth Twp Residence and the surrounding communities.

Golf Course Turf Management

- Doug Palm, our Certified Golf Course Superintendent, will be responsible for turf management.
- The course maintenance crew will consist of a full time mowing crew with an equipment technician and a certified chemical applicator.
- Greens will be mowed along with cup positions changing daily.
- Greens and Tees will be our number one priority, therefore appropriate pesticide and fertilizer applications will be used to restore the greens to their proper playability.
- If needed greens will also be lightly top dressed with sand once per month.
- Greens and Tees will be aerated near the end of the typical golf season, mid-October.
- Tees, fairways, rough, banks, and raking bunkers will be maintained on a daily routine basis.
- Fairways will be fertilized on a monthly basis with pesticides being applied as needed.
- Turf equipment will be cared for on a routine preventative program which includes power washing after every use, greased and oiled as needed, etc.
- Any equipment including carts needing repair will be restored to 100% use and operation.
- Dead or damaged trees that pose a danger to golfers will be removed.
- Trees will be evaluate with a plan to trim/remove per the goal of improving playability, pace of play, and overall enjoyment factor.
- Add 200/150/100 yard flag markers to every hole and sprinkler heads will be marked to the center of the green.
- The Drainage and Sprinkler System on the course will be reviewed.
- A regular trimming and cutting of vegetation near and in the banks of the low land stream will possibly added to our seasonal course maintenance routine.
- Playability from the Tee will be examined per conditions/use; in some cases we will increase the size of tees by adding size to a current tee and/or adding an additional tee box.

Club Management

- We will apply our 27 years of Cattails ownership (along with our 20 years of Total Sports Complex Mgt Knowledge) expertise into every facet of the entire Hilltop staff.
- Starters will be on site and trained in the art of professional/courteous customer service.
- Golf carts will be staged every morning and washed every night.
- The Golf Shop counter will be staffed full time with additional staff scheduled during busy hours.
- We will use GolfNow Reservation software as our Point of Sale, Time System, and Marketing and Promotions platform.
- Customer rewards program per our Golfnow software.
- All guests for 2019 will receive a free ball mark repair tool – passively path to have players repair ball marks on greens.
- Updated website including online tee time booking per Golfnow, golf outing and league information, course pictures, score card and hole layouts.
- Per Golfnow – a app will be available to utilize our website along with golf course gps yardage finder.
- We will offer a full program to our leagues, which include some discounted golf rounds, grill specials, and shop discounts.
- Will add the Dan Lock Golf Academy – specifically targeted to youth golfers.
- Will also add house golf outings such as: "1 man scramble", Red-White-Blue, Lesson on Golf, Spooky Golf Outing.
- With a reconfigured clubhouse, we will aim to sell to larger events and outings
- The Golf Shop will be fully stocked to handle any golfer's daily needs.
- (we have accounts with Titleist, Nike, Under Armor, Bridgestone, etc).
- We will add the Swingking Hole in One program to Hilltop.
- We will use the Cattails Golf Club database along with Hilltop's to promo and market for more outings, leagues, events, etc.
- We will also use our affiliation with Total Sports to attract and expose Hilltop to millions more customers (Total Sports generates 2.5 million annual visitors and hundreds of thousands of visitors monthly via our digital platform, such as websites, emails, social media, etc).

The Food and Beverage

- The Hilltop grill will be staffed full time with a specifically trained food and beverage employee.
- Our Grill will have at minimum one Serve Safe Certified employee.
- The clubhouse will continue to have cable TV and free wireless.
- If needed we will add TV/Monitors.
- The clubhouse will have available daily: hotdogs, fresh pre-made subs, Italian sausage, chips and candy.
- The clubhouse will have a full grill menu with a display case, which will have an array of daily prepared items.
- To attract larger outings/events, we will add an Altosham or Crescor to the back kitchen in order to properly prepare a broader outing menu.
- A new (or refurbished) beverage cart will be available per daily tee schedule.
- Craft, domestic, and imported beers, limited liquor, wine, and Pepsi products will be available.
- Depending on play and event schedule, we will incorporate an outdoor grill before leagues and on weekends to offer grilled specials, menu items, selected bar menu, etc.
- Depending on daily events we may use the Total Sports food trailer for a different lunch or dinner spin.

Financial

We will commit for 2019 to the following improvements, which total more than \$25,000.00:

- Improve greens, tees, and fairway health
- Add yardage marker flags and yardage plates on the sprinkler heads
- Dead or damaged trees that pose an immediate danger to golfers will be addressed
- Trees and limbs will be trimmed back (some trees possibly removed)
- Clean, organize, and possibly paint clubhouse
- Reconfigure Clubhouse to allow larger events indoors
- Install dedicated Point Of Sale/Marketing golf (Golfnow) course software
- New website
- Add Swingking Hole In One Program
- Add customer rewards program
- Add Dan Lock Golf Academy
- Add a Crescor or Altosham to kitchen
- Add beverage cart
- Add a greens mower (or a backup fairway or rough mower)

For the term of the agreement we are committed to annual capital improvements necessary to restore, improve, and update the overall golfing environment. This commitment is core to our overall business values: constant improvement in order to grow and flourish. Our goal is to create a wonderful playable golf experience that Plymouth Township can be proud of, with Hilltop Golf Course as one of its true recreational amenities.

Management Financial Proposal

Once the golf season has ended (typically 11/1) positive net ordinary income above breakeven (pre tax and pre depreciation – see 5 year financial estimate) will be split evenly (50/50) between ADM Ventures “Newco” and Plymouth Twp. ADM Ventures “Newco” will pay the calculated amount to Plymouth Twp annually before December 23rd. If we have the unfortunate case of Net Ordinary Income below zero, ADM Ventures “Newco” will cover any and all losses. With this, Plymouth Twp will have no risk beside the stated finance we come to terms with per this agreement. In addition, Plymouth Township will pay (full payment due annually by 2/28) ADM Ventures a \$70,000 annual business/land/asset Management Fee per a 5 year term with a 5 year option (the additional 5 year term is mutually agreeable). This Fee will include the land, golf course and all its assets to operate the golf course, such as: course maintenance equipment and supplies, clubhouse equipment and supplies, golf carts, etc. In addition, Plymouth Twp will transfer the operation of the liquor license on site to ADM Ventures via “Newco” LLC.

Example: per our Financial 5 Year Forecast in year one: Plymouth Twp would pay out \$70,000 in Mgt Fee but receive \$12,050 back in the 50/50 split for a net pay out of \$57,975. Also, keep in mind for year one the \$25,000 and more in investment we will implement at Hilltop – with that included the payout amount is closer to \$32,975. Then looking into Year 2 of our agreement (2020) we are estimating the 50/50 split will cover the Management Fee.

Not included in our Management Financial Proposal, but a thought I like to mention: We would request to have included in the payment (50/50 split of the Net Ordinary Income) back to Plymouth Twp a portion of the year end split (apprx 30%–50%) be re–invested back into Hilltop golf course. Via green improvements, leveling tees and greens, creek bank maintenance, tree trimming, equipment replacement/update etc. This will greatly help in keeping the course in good playable shape while avoiding long term neglect which can turn into negative public and financial connotations. If we are chosen to interview, I look forward to explain this thought more in depth.

Hilltop 2019								
	APR	MAY	JUN	JUL	AUG	SEP	OCT	Apr - Oct 2019
Ordinary Income/Expense								
Income								
Total Income	35,000.00	75,000.00	104,000.00	102,000.00	104,000.00	94,000.00	40,000.00	554,000.00
Total COGS	5,150.00	6,750.00	8,000.00	8,500.00	8,500.00	8,200.00	3,100.00	49,200.00
Gross Profit	29,850.00	68,250.00	96,000.00	93,500.00	94,500.00	85,800.00	36,900.00	504,800.00
Total Expense	57,500.00	56,250.00	105,000.00	80,000.00	71,500.00	62,500.00	48,000.00	480,750.00
Net Ordinary Income	-27,650.00	12,000.00	-9,000.00	13,500.00	23,000.00	23,300.00	-11,100.00	24,050.00
Hilltop 2020								
	APR	MAY	JUN	JUL	AUG	SEP	OCT	Apr - Oct 2020
Ordinary Income/Expense								
Income								
Total Income	43,750.00	99,750.00	130,000.00	127,500.00	130,000.00	117,500.00	50,000.00	692,500.00
**Catale Golf Club Sold 2018 - business transfer to Hilltop								0.00
Total COGS	5,250.00	6,865.00	8,160.00	8,670.00	9,690.00	8,354.00	3,162.00	50,184.00
Gross Profit	38,497.00	88,865.00	121,840.00	118,830.00	120,310.00	109,136.00	46,838.00	642,316.00
Total Expense	58,650.00	57,375.00	107,100.00	81,800.00	72,930.00	63,750.00	48,860.00	490,365.00
Net Ordinary Income	-20,153.00	29,490.00	14,740.00	37,230.00	47,380.00	45,386.00	-2,122.00	151,951.00
Hilltop 2021								
	APR	MAY	JUN	JUL	AUG	SEP	OCT	Apr - Oct 2021
Ordinary Income/Expense								
Income								
Total Income	48,037.50	98,437.50	136,500.00	133,675.00	136,500.00	123,375.00	52,500.00	727,125.00
Total COGS	5,368.06	7,022.70	8,323.20	8,843.40	8,863.80	8,581.28	3,225.24	51,187.68
Gross Profit	40,378.44	91,414.80	128,176.80	125,031.60	128,616.20	114,843.72	49,274.76	675,937.32
Total Expense	59,823.00	58,522.50	109,242.00	83,232.00	74,388.60	65,025.00	49,939.20	500,172.30
Net Ordinary Income	-19,243.56	32,892.30	18,934.80	41,799.60	52,227.60	49,818.72	-864.44	175,765.02
Hilltop 2022								
	APR	MAY	JUN	JUL	AUG	SEP	OCT	Apr - Oct 2022
Ordinary Income/Expense								
Income								
Total Income	47,315.63	101,380.63	140,595.00	137,691.25	140,595.00	127,076.25	54,075.00	748,938.75
Total COGS	5,465.22	7,183.15	8,489.69	9,020.27	10,061.48	8,701.81	3,269.74	52,211.43
Gross Profit	41,850.40	94,227.47	132,105.34	128,670.98	130,513.52	118,374.34	50,785.26	696,727.32
Total Expense	61,019.46	59,662.95	111,426.84	84,896.64	75,876.37	66,325.50	50,997.98	510,175.75
Net Ordinary Income	-19,169.06	34,534.52	20,678.50	43,774.34	54,637.15	52,048.84	-152.73	186,551.57
Hilltop 2023								
	APR	MAY	JUN	JUL	AUG	SEP	OCT	Apr - Oct 2023
Ordinary Income/Expense								
Income								
Total Income	48,735.00	104,432.34	144,812.85	142,027.89	144,812.85	130,888.54	55,667.25	771,406.81
Total COGS	5,974.53	7,306.42	8,659.48	9,200.67	10,263.11	8,675.94	3,355.54	53,255.68
Gross Profit	43,160.57	97,125.93	136,153.39	132,827.31	134,529.74	122,012.59	52,341.71	718,151.23
Total Expense	62,239.83	60,886.81	113,855.38	86,594.57	77,859.90	67,652.01	51,856.74	520,379.26
Net Ordinary Income	-19,079.26	36,239.12	22,498.02	46,232.74	57,135.85	54,360.58	364.97	197,771.99

Cattails Golf Club Business/Assets Transfer

As a side note to mention, (fyi only please, currently under listing broker) we have the goal to sell Cattails Golf Club during the next 18 months. With that, we will take aim to transfer as much of the current Cattails business capacity allows to Hilltop. We believe we can move a good portion of our revenue to Hilltop (Hilltop is approx 15-20 minutes east of Cattails). This is reflected in our 5 Year Forecast per 2020 section. In addition, we will have many assets available to utilize at Hilltop: 75 electric golf carts, golf course maintenance equipment, green/tee sod on site to grow as back up at Hilltop, etc.

Anthony David Moscone
1586 Rockfield Drive / Troy Michigan 48085 / Phone 248-763-587
Email admoscone@gmail.com

WORK EXPERIENCE

Managing Member

**Total Sports Complex – Wixom Michigan, Main Office – www.totalsportscomplex.com
December/2006 – Present**

- **Manage Our Wixkix (dba Total Sports) Executive Team**
- **From 2007 We Have Grown From 1 Location to 13:**
 - **Currently Generate over 2.5 million annual visitors**
 - **We Operate and Manage over 1 million sf of indoor/outdoor space**
 - **We are the leader of indoor youth athletic space in SE Michigan**
 - **We are now in Northern Ohio (150,000 sf complex in Rossford OH)**
 - **We are on 3 college campuses: Oak Univ, EMU, and Bowling Green**
 - **We were the first 3rd party management partner on the campus of OU**
- **Overview And Approve Each Department Director (12 in total per sports, locations, operations) Budget And Operation**
- **Review Monthly With Each Department Director and Facility Manager Budgets and Operations**
- **We Continue To Look For New Paths For Growth And Better Procedures/Concepts to Service Our Customers.**

General Partner

**Cattails Golf Club – South Lyon Michigan – www.cattailsgolfclub.com
June/1991 – Present**

- **Manage Our Cattails Executive Team**
- **Overview And Approve Annual Operation Budget Of Nearly \$1,000,000.00**
- **Review Monthly Budget And Make Adjustments If Necessary**
- **Plan, Review, And Improve Golf Outing/Banquet Package, League, And Daily Fee Structure**
- **Review Grill Menu, Pricing, And Cost Structure**
- **Review and Approve Design And Execute Entire Marketing/Promotions Program**
- **Maintain A Working Knowledge Of All Aspects Of Operation**

EDUCATION

- **1985 – 1989 Oakland University, Rochester Michigan**
- **Bachelor Of Science In Business Administration, Major In Marketing**

JAMES REED GORNEY

30360 South Hill Ct, New Hudson Mi 48165 · 734-664-2144
jgorney@totalsportscomplex.com

EXPERIENCE

1999 – 2002

HOCKEY DIRECTOR, MICHIGAN DEKHOCKEY

- Created League and Staff Schedules
- Ordered product for pro shop and snack bar
- Pro Shop Sales
- Managed over 25 employees including referees, office staff and maintenance personal.

2002 – CURRENT

SPORTS DIRECTOR, TOTAL SPORTS COMPLEX

- Interviewed a hired staff for Café, Grill and Roller Hockey departments.
- Plan, review and implement monthly and yearly budgets
- Generated staff schedule
- Generate league schedules

2012 – CURRENT

CHIEF OPERATING OFFICER, CATTAILS GOLF CLUB

- Interviewed a hired staff
- Plan, review and implement monthly and yearly budgets
- Generated staff schedule
- Generate league schedules
- Handled daily deposits
- Handled payroll

EDUCATION

JUNE 2000

GRADUATE, CANTON HIGH SCHOOL

- PLAYED BASEBALL FOR CANTON HS

2000-2002

EASTERN MICHIGAN UNIVERSITY

- Maintained a 3.0 GPA
- Played on the EMU Roller Hockey Team

SKILLS/APPLICATION

- Microsoft Office Software
- Quickbooks Accounting Software
- GolfNow Reservations Software

DOUGLAS H.S. PALM CGCS

**420 Oakland Ave.
Royal Oak , Michigan 48067
248-546-0183 (home)
248-763-5650 (cell)
dhuntersp@aol.com**

Summary of Qualifications

**Certified Golf Course Superintendent with 25 years proven success in golf course maintenance and construction
Demonstrated ability of producing high quality day to day course conditions
Proven experienced in planning and implementing the necessary procedures needed for a professional golf tournament
Fluent in Spanish golf course terminology**

Professional Experience

- 1990 to present Cattails Golf Club South Lyon, Michigan USA**
Golf Course Superintendent
18 hole public golf course, golf digest 4.5 star facility, \$225,000 budget, driving range
On-site supervisor during all construction including land balancing and feature shaping
-Directly responsible for irrigation and pump house installation
-Directed seeding and grow-in
-Continued facility establishment and improvements, including continuous asphalt cart paths, tree planting program, and 18 hole drainage systems
-Designed and built numerous perennial and annual landscape features
-Hosted 54 hole Futures Tour event June 1995
-Designed and constructed short-game practice area with 2 bunkers, 6000 square foot green, and expanded practice tee from .5 acre to 1 acre spring 2000
- 1987 to 1990 Orchard Lake Country Club Orchard Lake, Michigan USA**
Assistant Superintendent
18 hole private club, 400 members, \$700,000 budget
-Supervised daily tasks of 20 person crew
-Continued long range bunker renovation project
-Managed all aspects of spray program
- 1986 to 1986 Palo Alto Hills Country Club Palo Alto, California USA**
Placement trainee
Participated in all aspects of golf course maintenance including spray programs and irrigation repair

Education

**Michigan State University, East Lansing, Michigan USA
2 Year Technical Training Program, Turfgrass Management
Graduated GPA 3.85**

Accomplishments / Awards

Michigan Turfgrass Foundation Outstanding Student 1988
Trans-Mississippi Scholarship recipient 1988
Certified Golf Course Superintendent 1996
Inaugural Member Melrose Leadership Academy 2012

Certifications / Licenses

Certified Michigan Pesticide Applicator
Certified in CPR and First Aid

Professional Affiliations

Member GCSSA 1987
Member MI GCSA since 1988
-Participated on scholarship and fundraising committees

GCSAA Professional Development

Responsible Pesticide Use
Maximizing Teamwork
Superintendent as a Grow- In Manager
Managing on the Job Behavior
Managing Multi-Course Facilities
Employee Safety Training
Wetlands and Golf Courses
Drainage Systems
Wildlife Management and Habitat Conservation

References

Anthony Moscone
President Cattails Golf Club
General Manager Total Sports Wixom
(248)-669-9817 ext 206
admosc@aol.com

James Timmerman, CGCS
Retired
(248)-674-3160
timjim47@hotmail.com

Michael T. Garvale, CGCS
Callipe Preserve Golf Course
Phone: (925)426-6611
mtgarvale@gmail.com

Clinton A. Ovren, CGCS
Royal Scot Golf Course
(517)-321-3071
CLINTONAO@aol.com

Cattails Golf Club League Agreement

This AGREEMENT, with the date of 2/14/2018, is between Cattails Golf Club here in after referred to as CTGC and ZF Golf League here in after referred to as LEAGUE.

It is hereby understood, promised and agreed that CTGC shall reserve for the LEAGUE to play, No. 1 and or No.10 Tee every

Tuesday, from 4:48 P.M. To 5:20 P.M. The LEAGUE agrees to pay for 20 Players each week at \$27 per player for nine holes for 19 weeks for 2014 season. The season will run for 20 weeks. Starting on April 15th, 2018 and running according to the schedule thereafter. The LEAGUE agrees to pay for 1/2 of the total season less their deposit on the LEAGUE starting date, with the remaining balance due four weeks from the starting date. \$12 pre or post 9 hole play option on the day of your league. Also, for every 4 players you will receive 1 Free hour of weekly sim time through 2018.

- CTGC shall govern whether the course is playable or not.
- The times above must be adhered to. If the LEAGUE is not off the tee on time, the remaining members must be prepared to wait until all LEAGUES following are off.
- CTGC reserves the right to postpone or delay the LEAGUE tee times for the appearance of a Golf Outing upon proper notice to the LEAGUE affected.
- This contract shall be construed solely as a license to use said GOLF COURSE in an orderly manner and the CTGC reserves the right at any time to refuse the use of said course to any person or persons who conduct themselves in a manner unbecoming ladies and gentlemen.
- In the event of inclement weather and the LEAGUE decides not to play and the LEAGUE cannot add another date on to the end of their season, CTGC will then issue rain certificates to the LEAGUE for the date cancelled.
- It is understood by CTGC and the LEAGUE that application for renewal of this contract or notice of its termination for the falling season shall be made in writing not later than September 1st.
- The LEAGUE hereby agrees to indemnify and save harmless the club from any liability to its members on account of injuries resulting from accidents or otherwise during the term of this agreement.
- The LEAGUE shall follow all local rules posted and play nine holes under two hours and fifteen minutes.
- CTGC reserves the right to terminate any league and or one of its members without cause, by written notice to league and or its member. If the LEAGUE and or its member is terminated without cause in mid-season, the CTGC may refund the applicable league fee for that year in a pro-rated basis, or retain the entire fee, to be established by CTGC Staff.

Rules that will be adhered to:

Alcoholic beverages may not be carried on to CTGC premises. Only beverages purchased at the grill will be allowed on property.

NO SLOW PLAY

Max Score per hole is,

Par 5 = 9. Par 4 = 8, Par 3 = 6.

In the event of inclement weather, the LEAGUE members as well as members of the CGC will meet in the clubhouse and vote as to whether the LEAGUE will play the or not.

League _____

Signature _____

Name _____

Address _____

City, Zip _____

Phone _____

Email _____



57737 W. 9 Mile Rd South Lyon, MI 48178
 (Golf Shop) (248)486-8777 • (Fax) (248)-486-5479 • www.cattailsgolfclub.com

Event Contract

Contact: _____ Phone: _____ Cell: _____
 Address: _____ City: _____ State: _____ Zip: _____
 Email: _____ Fax: _____
 Other Contacts: _____ Phone: _____ Email: _____
 Other Contacts: _____ Phone: _____ Email: _____

Event Specifications

Event Date: _____ Starting Type: **Shotgun** Payment Type: **One**
 Starting Time: _____ Estimated Number of Players for Golf: **0** Estimated Number of People for F&B: **0**

Event Financial Requirements

Item	# of players	Cost	Service Charge	Tax	Total Cost
Golf Fees:	0	\$0.00			\$0.00
Breakfast:		\$0.00	18%	6.00%	\$0.00
Lunch:		\$0.00	18%	6.00%	\$0.00
Dinner:		\$0.00	18%	6.00%	\$0.00
Drink Tickets:		\$0.00			\$0.00
Transportation:		\$0.00			\$0.00
Package Deal:		\$0.00			\$0.00

Total Payments Due to Cattails Golf Club: \$0.00 (remaining balance due on day of play)
Deposits Due to Cattails Golf Club: \$250.00 (due 30 days after the contract is signed)
Price Per Person: #DIV/0!

Credit Card to hold reservation: _____ **EXP:** _____

Cattails Golf Club Provides

Golf Fees Includes: **Green Fees, Cart Fee, and all Tournament Services** - personalized rules sheets, scorecards, placards, contests, etc

Breakfast Includes:
 Lunch Includes:
 Dinner Includes:
 Drink Tickets Include:
 Transportation Details:
 Package Deal Includes:

Free Range Balls

Agreed: Jason Tyranski Agreed: _____
 For: Cattails Golf Club For: 0
 Date: 9/12/2018 Date: _____



Tournament Terms and Conditions

1. **TO SECURE RESERVATIONS:** In order to secure your reservation, this contract must be signed and received by CATTAILS GOLF CLUB with either the initial deposit by the due date indicated above or by a credit card to hold the reservation times. If payment is not received in full by the dates indicated above, CATTAILS GOLF CLUB reserves the right to cancel the event without obligation.
2. **FINAL PLAYER COUNT:** The final play count must be given to CATTAILS GOLF CLUB in written form no later than 10 days prior to the event. You then have until 5 days prior to the event to add any additional players. After the passing of this date you are financially responsible for the contracted number of players. CATTAILS GOLF CLUB reserves the right to modify any Formats or Starting Types before play in order to maximize the tee sheet. 32 players or more is need to run a shotgun start unless ok'd by CATTAILS GOLF CLUB.
3. **WEATHER POLICY:** If the course becomes closed prior to the event, we will look at rescheduling the event. In the event that a reschedule is not possible, all deposits and payments will be refunded. If play has commenced and less than 3 holes have completed, full refund will be given. If more than three and less than 6 holes have been completed, the charge will be one-half of the green fees. If 12 holes or more have been completed, the full green fee will apply.
4. **PACE OF PLAY:** For the enjoyment of all of the golfers on the course, including your group, we ask that you assist us in making sure your group finishes in a respectable amount of time. Up to 72 player tournaments are asked to finish in 4 1/2 hours or less. 73 - 100 players are asked to finish in under 4 hours and 45 minutes. Anything over 100 is asked to finish in no longer than 5 hours. Any member of the CATTAILS GOLF CLUB STAFF can enforce our pace of play policy - which states that a warning will be given to the golfers to keep up with the group in front of them. The second offense, the golfers are asked to pick up their balls and catch up with the group in front of them. The third offense, the golfers are asked to leave the golf course, without recourse or with or without possible refund.
5. **FOOD AND BEVERAGE:** All food and beverage services for your event must be provided by CATTAILS GOLF CLUB, unless other arrangements have been agreed upon with the Tournament Director and/or General Manager. Final count for all food and beverage must be given to CATTAILS GOLF CLUB 7 days prior to the event. All food and beverage provided by CATTAILS GOLF CLUB will portioned out per person.
6. **DONATIONS:** CATTAILS GOLF CLUB will donate 1 round of golf for each \$1000 contracted and paid. All donations are subject to approval by the Tournament Director/Coordinator and or General Manager and is not guaranteed. All donations will be given after play commences and payment has been received. Gift Certificates, passbooks, complimentary vouchers and coupons will not be accepted for tournament or group play.
7. **DAMAGE WAIVER:** You (person's signature below) agree to indemnify, release and waive all claims against, and defend and hold harmless, owner, management, the golf course, and it's employees and agents from any damages or claims of any nature whatsoever that may arise from or through your rental of the golf cart. Unless you have each person sign for a cart waiver, you are responsible for any damages to the golf cart or golf course property while the cart is in possession of any player or volunteer in your group.
8. **PAYMENTS:** Final payment must be provided by the date of play. In the event an invoice is required for payment, a credit card is put on file and will be charged 3 business days unless final payment has been received. **If the event is canceled within 30 days of event date, group is responsible for 30% of outing price or a minimum of \$1500.**

The contract and the terms of conditions are governed by the laws of the State of Michigan. Your signature below indicates that all terms and conditions have been read and understood and that you have agreed to guarantee the financial responsibility for this event.

Agreed: Jason Tyranski

Agreed: _____

Print Name: Jason Tyranski - GM

Print Name: _____

For: Cattails Golf Club

For: 0

Date: 9/12/2018

Date: _____

VIP — CLUB HOUSE BUY OUT

Private Dinner Party
(4pm or later) – \$445

Private Lunch Party
(before 4pm) – \$295

Price includes:

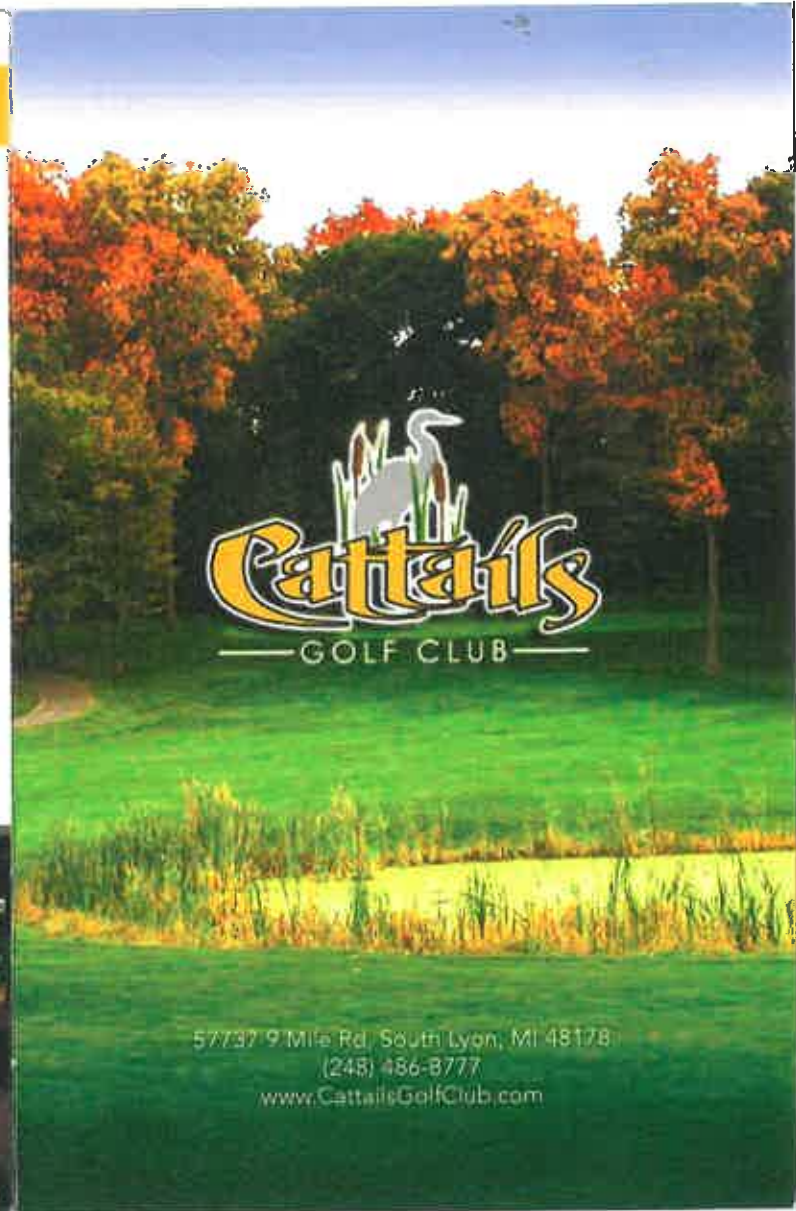
- Club House for 3 Hours
- Additional hours can be purchased prior to date of event
- Use of all 3 state-of-the-art AboutGolf Simulators
- Up to 75 people
- Please refer to Outing Menu and Open Bar Menu for food and beverage pricing

Golf Competitions Available:

- Long Drive
- Closest to the Pin
- Golf Scramble
- Golf Match

NOT JUST GOLF SIMULATORS!

- Free Wi-Fi
- Keno
- Golden Tee
- Drink Specials
- Food Specials
- Fun Atmosphere
- Great Staff



57737 9 Mile Rd, South Lyon, MI 48178
(248) 486-8777
www.CattailsGolfClub.com

CATTAILS INDOOR OUTING MENU

We will accommodate outings of any size, but note pricing may change based on size. Items shown require a 50-person minimum.

BREAKFAST

Continental Breakfast: Assorted Donuts, Danishes, Muffins and Bagels, Coffee, Tea and Juices – \$7.00

LUNCH

Condiments will be provided and all lunches include fountain drinks, water, coffee or tea.

Picnic Lunch: Burgers, Chicken Sandwiches, Hot Dogs, Coleslaw, Potato Salad and House Chips – \$13.00

Taco Bar: Choice of Chicken or Beef tacos, includes hard and soft shells, hot and mild sauce, sour cream, lettuce, tomato, onion and jalapeños. – \$9.00
For chicken and beef add \$1 per person.

ENTRÉES

All dinners include two sides, rolls, salad, all necessary condiments, coffee and tea.

Pick One	Pick Two
\$16.00	\$18.00

- Grilled Chicken Breast (Plain or BBQ)
- BBQ Pulled Pork (includes buns and coleslaw)
- Mostaccioli with marinara or meat sauce
- Fried Chicken
- NY Strip Steak (add \$2 per person)

SIDES

• Two sides included with Entrées. For an additional side, add \$2 per person.

- Baked Beans (Boston or BBQ style)
- Green Beans Almondine
- Mixed Vegetables in Butter White Wine Sauce
- Coleslaw
- Potato Salad
- Pasta Salad (Italian or Caesar)
- Roasted Redskin Potatoes
- Baked Potatoes
- Baked Sweet Potatoes (with cinnamon butter)
- French Fries
- Mac N Cheese (add bacon for .50)
- Mashed Potatoes

OPEN BAR PRICING

All bars will operate for 2 hours. Additional hours may be purchased in advance. Pitchers and shots will not be available during open bars. Management reserves the right to refuse alcoholic beverages to individuals they deem intoxicated.

Wine Bar

Domestic Draft Beer, Chardonnay, Merlot, Cabernet Sauvignon, White Zinfandel, Tea, Coffee and Fountain Soda.
\$18.50*

Standard Bar

Domestic Draft Beers, House Wines, Tea, Coffee, Fountain Soda, Well Liquor, Juices and Mixers.
\$19.50*


Premium Bar

Any Draft Beer, House Wines, Tea, Coffee, Fountain Soda, Top Shelf Liquor, Juices and mixers.
\$22.50*



*Please add 6% sales tax and 18% gratuity to above prices.





GOLF

TOURNAMENT
AND OUTING DETAILS

57737 9 MILE RD.
SOUTH LYON, MI
[248.486.8777](tel:248.486.8777)





CATTAI LS OUTING

Cattails Golf Club will accommodate outing of any size, but note pricing may change based on size. Items shown require a 50-person minimum. The final count of guaranteed number of people is due 10 days prior to the event.

GREEN FEES

Green fees will depend on what day and time your event is held. Pricing ranges from \$25-\$55 per person. Range balls are included.

CATTAI LS GIVES BACK

As a thank you for choosing to hold your event at Cattails Golf Club, we will donate (1) foursome of 18-holes of golf, with cart for every \$1,000.00 you spend with us. This makes for great prizes and giveaways.

BREAKFAST

Condiments will be provided and all breakfast options will include juice and coffee.

Continental Breakfast – Assorted Donuts, Danishes, Muffins and Bagels.
Beverages Include: Coffee, Tea and Juices - \$7.00 per person

Breakfast Buffet – Scrambled eggs, breakfast potato, sausage or bacon. Add \$1.00 per person for both meats - \$12.00 per person

Pancake Breakfast – Buffett set up with pancakes and sausage or bacon. Add \$1.00 per person for both meats - \$8.00 per person





AT THE TURN LUNCHES

Condiments will be provided.

Hot Dog - (1) 1/4 lb. all beef hot dog, chips, fountain soda, water, or 12oz. domestic draft - \$6.00 per person

Hamburger - (1) 1/4lb. all beef hamburger, chips, fountain soda, water, or 12oz. domestic draft - \$6.50 per person

Turkey Wrap - (1) turkey wrap, chips, fountain soda, water, or 12oz. domestic draft - \$7.00 per person

Box Lunch - Choice of ham or turkey sandwich, chips, banana or apple, and chocolate chip cookie. Fountain soda or domestic draft beer included - \$9.00 per person

AFTER THE ROUND LUNCHES

Condiments will be provided and all include fountain drinks, water, coffee or tea.

Picnic Buffet - burgers, chicken sandwiches, hot dogs, coleslaw, potato salad, and house chips - \$13.00 per person

Taco Buffet - choice of chicken or beef tacos. Includes hard and soft shells, hot and mild sauce, sour cream, lettuce, tomato, onion, and jalapeños - \$10.00 per person

Kabob Lunch - choice of chicken or beef kabobs, marinated with Italian or steak sauce. Kabobs are skewered with assorted vegetables and grilled to serve - \$10.00 per person (add additional \$1.00 for chicken and beef per person)

ENTREES

All dinners include two sides, rolls, salad (substitute Caesar Salad for an additional \$1.00 per person), all necessary condiments, coffee and tea.

PICK ONE - \$16.00, PICK TWO - \$18.00

- Grilled Chicken Breast (Plain or BBQ)
- BBQ Pulled Pork (includes buns and coleslaw)
- Mostaccioli with Marinara or Meat Sauce
- Fried Chicken
- BBQ Beef Brisket
- Kabob Dinner
- NY Strip Steak (additional \$3.00 per person)

SIDES

Two sides included with Entrees. For an additional side, add \$2.00 per person.

- Baked Beans (Boston or BBQ Style)
- Green Beans Almondine
- Mixed Vegetables in Butter White Wine Sauce
- Coleslaw
- Potato Salad

- Pasta Salad (Italian or Caesar)
- Roasted Redskin Potatoes
- Baked Potatoes
- Locally Grown Michigan Sweet Corn on the Cob (seasonal)
- French Fries
- Mac N Cheese (add bacon for .50)
- Mashed Potatoes

DESSERTS

- Vanilla Cheesecake - \$5.00 per person
- Cheesecake Assortment - \$4.00 per person
- Mini Cheesecake Assortment - \$6.00 per person
- Carrot Cake - \$4.00 per person
- Brownies - \$3.00 per person
- Cookies - \$3.00 per person





BAR PRICING AND OPTIONS

All "round starter" bar options will operate the hour before tee off. All open bars will operate for 2-hours. Additional hours may be purchased in advance. Pitchers and shots will not be available during open bars. Must be 21+ years of age. Management reserves the right to refuse alcoholic beverages to individuals they deem intoxicated.

ROUND STARTERS

Separate bar with bartender set up indoor, or outside patio. Pricing options can be unlimited or tallied. For further information please call, (248) 486-8777.

Bloody Mary Bar - Single call vodka mixed with Zing Zang Bloody Mary Mix. Includes celery salt, Worcestershire sauce, tabasco sauce, pepper, celery, olive and pickle.

Mimosa Bar - Includes orange juice and cranberry juice, sparkling champagne and orange slices.

OPEN BAR PRICING

All bars will operate for 2-hours. Additional hours may be purchased in advance. Pitchers and shots will not be available during open bars. Management reserves the right to refuse alcoholic beverages to individuals they deem intoxicated.

Wine Bar - Domestic Draft Beer, Chardonnay, Merlot, Cabernet Sauvignon, White Zinfandel, Tea, Coffee and Fountain Soda - \$18.50*

Standard Bar - Domestic Beers, House Wines, Tea, Coffee, Fountain Soda, Well Liquor, Juices and Mixers - \$19.50*

Premium Bar - Any Draft Beer, House Wines, Tea, Coffee, Fountain Soda, Top Shelf Liquor, Juices and Mixers - \$22.50*

**Please add 6% sales tax and 18% gratuity to above prices.*

DRINK TICKETS

PAR - 16oz. Domestic Canned Beer, Domestic Draft Beer, Bottle Water, and Soda, Gatorade, and Fountain Drinks - \$3.50 per ticket

BIRDIE - 16oz. Domestic and Specialty Canned Beer, Domestic Draft Beer, Bottle Water and Soda, Gatorade and Fountain Drinks - \$4.50 per ticket

EAGLE - 16oz. Domestic and Specialty Canned Beer, Domestic Draft Beer, House Wines, Well Liquor, Bottle Water and Soda, Gatorade, Fountain Drinks and All Mixers - \$5.50 per ticket

LINEN OPTIONS

Our house table linens and napkins will be included with each event. If you would like to personalize your linens, additional options are available for an extra charge. There are 25 color options available.

**Please add 6% sales tax and 18% gratuity to above prices.*





CattailsGolfClub.com • 248.486.8777



LESSON ON GOLF 3 MAN SCRAMBLE



SATURDAY,
JUNE 30TH AT 1PM

\$375 PER 3 PLAYER TEAM

INCLUDES GOLF RANGE, LUNCH
& 2 DRINK TICKETS

UP TO \$1000 IN CASH PAYOUTS**
SCRATCH EVENT

CATTAILS FALL 1 MAN SCRAMBLE



DATE TBD

\$100 PER PLAYER

INCLUDES GOLF RANGE, LUNCH
& 2 DRINK TICKETS

UP TO \$3,000 IN CASH PAYOUTS*

TOP 3 PLAYERS FINISH IN THE PRIZE MONEY

*Based on 54 participants



RED WHITE & BLUE SCRAMBLE

WEDNESDAY JULY 4TH - 9AM SHOTGUN

DETAILS

2 man teams, limited to first 72 teams, \$1440 in skins & \$2160 in prize pool (based on 72 teams)

COST

\$100 per team
Includes: 18 holes with cart, Hot Dog lunch, 2 drink tickets, skins and prize pool

SCRAMBLE FORMAT

You pick your tee box
6 holes - Red Tees
6 holes - White Tees
6 holes - Blue Tees

CALL THE PRO SHOP AT [404-499-8777](tel:404-499-8777) TO RESERVE YOUR SPOT TODAY! CHECK OUT OUR FACEBOOK EVENT BY CLICKING [HERE](#)

Cattails Golf Club

Evening League



Start dates: April 30 and May 1

Offered Monday or Tuesday | 18 Weeks | 5:30 PM start

\$400 per player | 9 Holes

Play an extra 9 holes for just \$10

Sign up individually or with a partner

Call 248-486-8777 ext 2 to sign up!

2018

CO-ED LEAGUE

Begins First Week of May



Offered on Fridays | 13 weeks | 5:30 PM start

\$375 per team | 9 holes

Play an extra 9 holes for just \$10

Sign up individually or with a partner

CALL 248-486-8777 EXT 2 TO SIGN UP!



**2018 Cattails
Women's Golf League**

Every Monday starting April 30
9 holes - 18 weeks - \$400 per player
Sign up individually or with a partner

Meet and greet & free practice round April 23!

CALL 248-486-3777 EXT 2 TO SIGN UP!

CATTAILS GOLF CLUB DAY LEAGUE

**STARTING
APRIL 30
MAY 1ST**

DETAILS:

- Offered Monday or Tuesday
- 18 weeks
- 11 AM start | 9 Holes
- \$400 per player
- Play an extra 9 holes for just \$10
- Sign up individually or with a partner

CALL 248-486-8777 EXT 2 TO SIGN UP!



6TH ANNUAL SPOOKY

Sunday, October 14th at 12pm



3 Man Scramble

18 Holes with cart

Closest to the pin prizes

CASH PRIZES for 1st and 2nd Place teams

3 drink tickets (1 ticket per team member)

\$225 per team

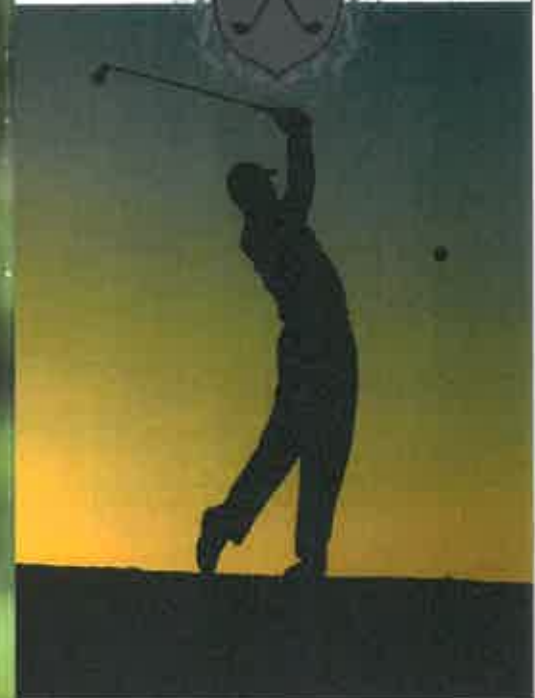
CLINICS

At the Lock Golf Academy we understand that not everyone is comfortable taking private lessons, especially beginning golfers. When you participate in one of our golf clinics you will learn the game in a relaxed, fun environment.



cattailsgolf.com

LOCK GOLF ACADEMY



Get Golf Ready
Short Game Clinics
Girls' Night Out
Junior Fundamentals
Family Clinics
Golf Team Clinics
Corporate Clinics
Design Your Own Clinics



LOCK
GOLF ACADEMY

lockgolfacademy.com

(248) 274-6533

facebook.com/lockgolfacademy

- Dan Lock is the teaching professional at Lock Golf Academy located at Cattails Golf Club in beautiful South Lyon, Michigan
- Cattails is a challenging 18 hole par 72 golf course with a high slope rating of 133
- Total distance from the black championship tees is 6,436 yards
- Known for its challenging terrain, Cattails is a perfect location for a playing lesson in course management
- With golf simulators, a full distance driving range, putting/chipping greens, Cattails is the perfect facility to sharpen your game

Cattails Golf Club
57757 West 9 Mile Road
South Lyon, MI 48178
Phone: (248) 274-6533
cattailsgolf.com

LOCKGOLFACADEMY.COM

(248) 274-6533

DAN LOCK

PGA Member

USGTF Master Teaching Professional



LOCK

GOLF ACADEMY

Beginners and accomplished players will benefit from personalized instruction that takes into consideration the unique capabilities of each student.



"I just started golfing last year, but I made the great decision based on a few recommendations to work with Dan from the start. Great experience, amazing instruction. Highly Recommended!" -E. Pearch

Adult Private Lessons

	1/2 Hour	Hour	Hour W/Videos
1 - Lesson	\$45	\$80	\$95
4 - Lessons	\$170	\$300	\$350
6 - Lessons	\$240	\$420	\$510

Junior Private Lessons Ages 7-17

	1/2 Hour	Hour	Hour W/Videos
1 - Lesson	\$40	\$70	\$90
4 - Lessons	\$150	\$270	\$330
6 - Lessons	\$210	\$390	\$480

SCHEDULE A LESSON TODAY

lockgolfacademy.com

(248) 274-6533

Dan Lock is a fourth-generation golf professional renowned for his ability to connect with golf students of all backgrounds utilizing various teaching philosophies. His own success in individual and competitive golf is only exceeded by his passion to help other golfers reach their fullest potential. He is the great-grandson of PGA Professional William Francis Lock, who was the oldest living golf pro in the state of Florida until his passing at age 94.

Playing Lesson

- "Hands on" learning from tee to green
- Shot implementation
- Course management
- Guidance in green reading
- Private and semi-private available
- Only \$150 + course fees
- 9 holes or 2 1/2 hours of instruction

Group Events

- More comfort than a private lesson
- Relaxed and fun environment
- Scheduled throughout the year
- Visit lockgolfacademy.com for more details





LOCK
GOLF ACADEMY

ADULT PRIVATE LESSONS

	1/2 Hr	Hr	Hr Video
One Lesson	\$45	\$80	\$95
Four Lessons	\$170	\$300	\$350
Six Lessons	\$240	\$420	\$510

JUNIOR PRIVATE LESSONS

	1/2 Hr	Hr	Hr Video
One Lesson	\$40	\$70	\$90
Four Lessons	\$150	\$270	\$330
Six Lessons	\$210	\$390	\$480

Beginners and accomplished players will benefit from personalized instruction that takes into consideration the unique physical capabilities of each student.

SCHEDULE A LESSON ONLINE
www.lockgolfacademy.com



CLINICS AND GROUP EVENTS ALSO AVAILABLE

- S.N.A.G.
- Tikes in Spikes
- Junior Fundamentals
- Adult Beginner Golf Clinics
- Family Clinics
- Semi-Private Lesson
- Golf Team Clinics
- Girl & Boy Scout Clinics
- Corporate Clinics
- Design Your Own Clinic

At the Lock Golf Academy we understand that not everyone is comfortable taking private lessons, especially beginning golfers. When you participate in one of our golf clinics you will learn the game in a relaxed, fun environment.

Call us today!

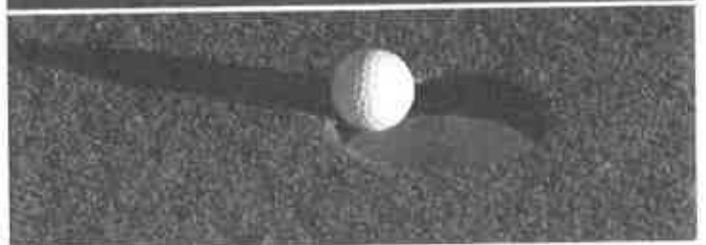
Dan Lock

(248) 274-6533

Cattails Golf Club

57737 9 Mile Rd

South Lyon, MI 48178





SWING KING
BE THE ONE
POWERED BY DIGITAL GOLF TECHNOLOGIES



**Your Fees Include a Shot at
\$1,000!**

Want to Play for More?

\$5 to win \$10,000
\$10 to win \$20,000

13

As an exclusive amenity, \$1.00 has been automatically added to your fees for a shot at \$1,000 with a Hole in One on #13. To opt out of this opportunity, please notify the pro shop staff upon check-in. Some exclusion apply

Plus | Full service business solution

business.golfnow.com



“Coming onto GolfNow Plus has been one of the best decisions we’ve made”
 — Justin Moritt
 Emerald Lake Golf Club

7X Increase
 in online growth among
 GolfNow Plus partners vs
 non-Plus courses

500+
 courses
 and counting in 2016

Professional assistance, optimized performance

Let the combined knowledge of our experts optimize your business’ performance so you and your staff can focus on the front line of your customer experience. Choose the professional service assistance you need, and put the power of Plus to work at your course.

Features



Inventory

If your pricing needs close monitoring, our Inventory Specialist will deliver personal service using our industry exclusive Autopricing tool, adjusting your tee sheet rates with the help of sophisticated custom algorithms.



Brand

Perhaps you have a firm grip on pricing, but you require assistance managing your course’s reputation and marketing. Our Plus Specialist will manage your brand, communications and your social media.



Lite

If you don’t think you need to have a specific Inventory or Brand Specialist on your speed dial, Plus also offers team coverage for your business. Members of our Cares team are available when you need assistance.



Full service

A dedicated Inventory Specialist, a dedicated Brand Specialist — both working in concert to deliver the best Plus has to offer for your golf course. Performance and tracking, done professionally.

Find your solution

Plus is only one of the many business solutions we offer course partners.

GolfNow helps businesses like yours build lasting relationships with golfers by providing innovative technologies, professional services and dependable support, 24/7/365.

- Serving 9,000 courses worldwide, connecting millions of golfers to the most comprehensive tee time inventory anywhere
- Largest technology provider for tee sheets and POS systems
- Consultative services to help manage and grow partners’ businesses
- In partnership with Golf Channel and NBC Sports



Prefer to do-it-yourself? Ask your GolfNow representative about the Plus Toolkit, designed to put into your hand the same professional tools our experts use every day.

Cares is our promise to help resolve any challenge you face as quickly as possible, 24/7/365.

GOLFNOW
Cares
 (844) 800-GOLF

All GolfNow products, programs and services are supported by GolfNow Cares. Call or email cares@golfnow.com anytime.

Answers | Phone reservations and support

business.golfnow.com



80%
of Answers reservations
lead to an email address
with marketing permissions

33%
of Answers calls
generate a reservation

“ We don’t lose rounds,
even when we’re closed.”
- Sean Beattie
Willows Run Golf Complex

More revenue, more time saved

Every part of your business requires a strategy—including the phone. Answers from GolfNow is designed to offer your customers world-class service, free up your time and allow you to provide a perfect experience without sacrificing revenue.

Features



Sell rounds while you sleep

Answers has your phone calls covered around the clock. Unshackled from the phone, you and your staff can pay more attention to other aspects of business, like greeting your customers professionally and managing the additional rounds and revenue that Answers helps generate.



Seamless experience

Your customers receive full attention and are routed exactly where they need to be. Your script, combined with the skill and training of our industry-leading team, enhance your callers’ experience and build a relationship between them and your course.



Detailed reporting

Every call that comes in is recorded for quality assurance, and we deliver detailed reports on average hold times and call volume to continually improve service and ensure your satisfaction.



Online all the time

Answers goes beyond the phone, too, with a built-in chat feature on your site and Facebook page. Chat offers one more way for your customers to connect to your business, check conditions, book tee times and get information immediately.

Find your solution

Answers is only one of the many business solutions we offer course partners.

GolfNow helps businesses like yours build lasting relationships with golfers by providing innovative technologies, professional services and dependable support, 24/7/365.

- Serving 9,000 courses worldwide, connecting millions of golfers to the most comprehensive tee time inventory anywhere
- Largest technology provider for tee sheets and POS systems
- Consultative services to help manage and grow partners’ businesses
- In partnership with Golf Channel and NBC Sports



Cares is our promise to help resolve any challenge you face as quickly as possible, 24/7/365.

GOLFNOW
Cares
(844) 800-GOLF

All GolfNow products, programs and services are supported by GolfNow Cares. Call or email cares@golfnow.com anytime.

AFFORDABLE SPRINKLERS
 In full service since 1985
888-7-SPRINK
mysprinklercompany.com

Reliable Window Washing
 • Power window cleaning
 • Sidelight window cleaning
 • Window lock cleaning
 • Screen cleaning
 • Screen repair
 • Gutter cleaning
 • Gutter replacement
 • Gutter downspout cleaning
 • Gutter downspout repair

NEW HARBOR BRANCH • ADULT FITNESS CLASS
 INCREASED FUEL BURN • 300-464-4776

DOES YOUR LOOK AND FEEL SAASER CARD IN A WINE ATMOSPHERE? WE CAN HELP!

20 YEARS OF YOUTHFUL EXPERIENCE

Invisible Fence

When your dog is outside your yard, you don't want to hear the neighbors complaining about your dog barking or digging. Invisible Fence is the solution. It's a humane, effective way to keep your dog in your yard without the need for a leash or collar.

Call today for a free demonstration and quote.

800-858-8888
www.invisiblefence.com

BERNICE LALLE
 REALTOR
 8100 W. 13th St. #100
 Southfield, MI 48034
 Phone: (248) 348-1111
 Fax: (248) 348-1112

VETERAN PAINTING
 Over 20 years of Quality Work at Affordable Prices
 Fully Insured • Free Estimates • Interior & Exterior
 • Drywall • Ceiling • Trim • Doors & Windows
 • Painting • Wallpaper • Staining • Sealing

RE/MAX **Trinity Professionals**
 Lisa Bales-Wediger




Complete
 Senior Living
 Home Care & Support
 www.completecare.com 248-348-1111

Macquell Ford
 Customer Service is second to none!
734-453-1552
 4001 Ford Blvd, Farmington Hills, MI 48334


David Dumont - DICK C&S
 Real Estate Broker, International Franchise
 10000 E. 15th Ave., Suite 100, Farmington Hills, MI 48334
 Phone: (734) 251-8147 • Fax: (734) 522-7001
david@dumontrealestate.com
www.dumont.com
 Serving Michigan Since 1982

EMERY
 REALTY
 10000 E. 15th Ave., Suite 100
 Farmington Hills, MI 48334
 Phone: (734) 251-8147
 Fax: (734) 522-7001

COURSE PROCEDURES

FOLLOW US ON:   


- CPGA rules govern all play.
- Golfers play at their own risk.
- Cattails Golf Club has an emergency weather alert system.
- Resigns to start play anytime.
- Follow the 90 rule when using carts.
- Please repair divots and ball marks on greens.
- Repair all bunkers.
- Please observe and follow all yard directional signs.
- Alcoholic beverages permitted only if purchased from Cattails Golf Course.
- Men of honor will conduct all special events on course.




Sandstone
 REALTY
 10000 E. 15th Ave., Suite 100
 Farmington Hills, MI 48334
 Phone: (734) 251-8147
 Fax: (734) 522-7001

BECOME A COURSE SPONSOR
 Special events only

57737 9 MILE ROAD, SOUTH LYON, MI 48178
 (248) 486-8777 • WWW.CATTAILSGOLFCLUB.COM





SCORECARD

















Chicken Tenders (4)

Lightly breaded all white meat chicken, served with your choice of dipping sauce 8.5

Chicken Wings (8)

Choose from plain, hot, mild, cajun, or bbq 8.5

Basket of Fries

Piping hot, crispy french fries 5

Nachos

A bed of tortilla chips topped with shredded cheddar jack cheese piled high with lettuce, tomatoes, onions, green peppers, jalapenos, and served with salsa and sour cream 8 Add beef 2

Mozzarella Sticks (8)

Lightly breaded and served with our house made ranch dressing 7.5

Salads

*Dressing: Ranch, Italian, Bleu Cheese, honey mustard
(Add grilled chicken to any salad 3)*

House Salad

Crisp iceberg lettuce, tomato, onion, croutons, topped off with shredded cheddar jack cheese and served with your choice of dressing 7

Chicken Caesar Salad

Crisp iceberg lettuce, shaved parmesan, bacon, grilled chicken, and croutons tossed in a creamy caesar dressing 9

Chef Salad

Crisp iceberg lettuce, turkey, ham, bacon, tomato, onion, swiss and cheddar cheese 9

Buffalo Chicken Salad

Crispy chicken tossed in Franks Red Hot® on a bed of crisp iceberg lettuce with tomato, onion, green pepper and cheddar jack cheese. Served with house made ranch dressing 8.5

Turkey Salad

Crisp iceberg lettuce, turkey, bacon, tomatoes, onions, and swiss cheese 8.25

Appetizers

Potato Skins

Loaded with shredded cheddar jack cheese, bacon, and served with sour cream 8.5

Supreme Tots

Tater Tots covered with melted cheese, ground beef, and topped off with onions and tomatoes 11

Chips and Salsa

Corn tortilla chips served with salsa 5

Mini Chicken Tacos

Hard shell mini tacos filled with shredded chicken, served with sour cream and salsa 7

Quesadilla

Cheddar jack cheese, onion, and green peppers stuffed into a grilled flour tortilla and topped with lettuce and tomato 7 Add chicken or beef 3

Pretzel Sticks (4)

Soft pretzel sticks lightly salted and served with cheese sauce 7.5

Massive Sampler

Chicken tenders (6), buffalo wings (6), mini tacos, mozzarella sticks (4), and fries. Served with your choice of sauces 25

South of The Border

Served with tortilla chips, salsa, and sour cream

Chicken Tacos

Four semi crispy chicken tacos with lettuce, tomato, onion, and topped with shredded cheddar jack cheese 8.5

Beef Tacos

Four semi crispy tortillas packed with beef, lettuce, tomato, onion, and topped with shredded cheddar jack cheese 8.5

Steak Tacos

Four semi crispy tortillas packed with steak, lettuce, tomato, onion, and topped with shredded cheddar jack cheese 10.5

Beef Chimichanga

A flour tortilla filled with beef, cheese, onions, green peppers, and jalapenos 9.5

Ask your server about menu items that are cooked to order or served raw. Consuming raw or uncooked food may increase your risk of food-borne illness.

Sandwiches

Served with a pickle spear, and fries (sub tater tots 1.00)

Classic Grilled Chicken

Grilled breast of chicken served on a soft white bakery bun 9 add cheese .75 add bacon 1.25

BBQ Chicken

Chicken breast smothered in bbq sauce with bacon and melted cheddar cheese 10.5

Cajun Chicken

Cajun seasoned chicken breast topped with grilled onions, and jalapeños, smothered in pepper jack cheese, served on a soft white bakery bun 9.5

Chicken Club

Grilled chicken breast served on a toasted white bakery bun with lettuce, tomato, and applewood smoked bacon topped off with mayonnaise 10

Philly Cheesesteak

Thinly sliced steak, American cheese, green peppers, and onions served on a sub roll 12

Crispy Chicken Sandwich

Lightly breaded chicken patty with lettuce, and tomato served on a soft bakery bun 9

Burgers

*Served with a pickle spear, and fries
(sub tater tots 1.00) Add American, Swiss, Cheddar,
Provolone, or Pepper Jack .75 Add bacon 1.25*

The Original

½ lb Angus burger, cooked to order, served on a soft white bakery bun 10

Swiss and Onion

½ lb Angus burger with sautéed onion, melted swiss cheese, and topped off with bleu cheese dressing 11

BBQ Bacon Cheeseburger

½ lb Angus burger topped off with bacon, bbq sauce, and melted cheddar cheese 11.5

Jalapeno Jack Burger

1/2lb Angus burger topped off with jalapeno peppers, sautéed onions, and melted pepper jack cheese 10.75

Sliders (4)

Four mini angus burgers topped with sautéed onions served on soft white bakery buns 11 Chicken with tomato and lettuce 9.5

Wraps

Served with a pickle spear, and fries (sub tater tots 1.00)

Buffalo Chicken Wrap

Crispy chicken tossed in Franks Red Hot® with lettuce, tomatoes, onions, and melted cheddar jack cheese in a white wrap 9

BBQ Chicken Wrap

Grilled bbq chicken breast, applewood smoked bacon, onions, lettuce, tomatoes, and melted cheddar jack cheese in a grilled white wrap 9.5

Chicken Bacon Ranch Wrap

Grilled chicken, bacon, lettuce, tomato, and swiss cheese, drizzled with house ranch dressing 9.5

Chicken Caesar Wrap

Iceberg lettuce, shaved parmesan, and diced tomatoes tossed in a creamy caesar dressing 9

Turkey Club Wrap

Turkey, bacon, lettuce, tomato, and mayo served in a grilled white wrap 9

BLT Wrap

Applewood smoked bacon, lettuce, tomatoes, and mayonnaise served in a white wrap 9.5

Veggie Wrap

Lettuce, tomato, onion, green pepper, provolone cheese and house made ranch dressing served in a white flour tortilla 7.5

Lighter Fare

Veggie Burger

A black bean burger with lettuce and tomato served on a white soft bakery bun, served with vegetables 9

Chicken and Vegetables

Two grilled chicken breasts served with a side of mixed vegetables 10

Non Alcoholic Drinks

Pepsi, Diet Pepsi, Mountain Dew, Root Beer, Lemonade, Iced Tea, Cranberry Juice, Mist Twist 2.5

Coffee, Hot Tea Small 1.5 Large 2

Red Bull, Sugar Free, Cranberry, Blueberry, Tropical, Tangerine 4

Ask your server about menu items that are cooked to order or served raw. Consuming raw or uncooked food may increase your risk of food-borne illness.

TOTAL SPORTS COMPLEX

totalsportscomplex.com



Our History

In 1997, Total Sports Complex was an open field in an industrial-zoned area north of I-96 in the quiet but growing community of Wixom.

Today, Total Sports has grown to be the largest collection of indoor facilities in the Midwest, with more than 1,200,000 square feet of athletic space under roof. Currently, Total Sports owns, manages or partners with facilities in Wixom, Novi, Farmington, Monroe, Rochester Hills, Ypsilanti, Washington Township, Auburn Hills, West Bloomfield and Rossford, OH, and serves athletes, coaches and families from all over the region, in sports that range from soccer to softball to lacrosse to baseball to football.

Over the years, ownership, including the exceptional staff of facility managers, department managers, coaches, trainers and administrators, has grown the reach of Total Sports and has continuously moved forward striving to provide exceptional facilities, high-level leagues, tournaments and training programs for amateur athletes in all sports.





Our History

The facilities of Total Sports are used 12 months of the year for sports that include soccer, lacrosse, baseball, softball, volleyball and flag football. The fields have become an integral part of the Total Performance training center as well as being the main host of athletic camps, clinics and the Lil' Kickers Youth Soccer program. The fields are also used for a great number of "other" events – birthday parties, corporate parties, conferences, conventions, expos, video game tournaments, even marching band practices (mostly when it's raining).

Total Sports facilities host more than 2,000,000 people each year. The typical demographic for Total Sports is families with parents between 35-45 years of age, with children average age of eight to 17 years old, household income of \$120,000, with a majority (75%+ estimate) residing in Oakland County.

Total Sports Complex is truly the most successful facility management company in the industry with the best offerings in the Midwest. Total Sports continues its goal of providing the best facilities and the most professional coaching/training opportunities in the country for the amateur athlete.





By the Numbers

1,215,000 SF Under Roof in **12** Facilities

2,250,000 Visitors Annually

80,000 Monthly Website Page Views

40,000 Active Member Database

395,000 Monthly Emails (Constant Contact & DASH)
(12.25% Open Rates)

27,000 Monthly Game Reminders
(85% Open Rates)

45+ Events Annually

(Tournaments, Combines, Camps, Clinics, Showcases)





- Established 1997
- Nearly 1.0 Million Visitors Annually
- 350,000 SF Under Roof
- Total Grill, Café & Sports Shop
- Outdoor, Full Turf (2) Baseball/Softball Diamonds
- Total Performance Training Center
- Wixom Population: 13,734
- \$66,127 HH Income
- 50% Population 25-54
- Income (47%) \$25,000 - \$75,000
- Income (15%) \$100,000+



- Established 2017
- Nearly 50,000 Visitors Annually
- 22,000 SF Under Roof
- Full Turf Wall-to-Wall; Pitching/Batting Tunnels
- Total Travel Baseball Headquarters
- Total Travel Softball Headquarters

- Wixom Population: 13,734
- \$66,127 HH Income
- 50% Population 25-54
- Income (47%) \$25,000 - \$75,000
- Income (15%) \$100,000+



Total Sports Novi East



- Established 2007
- Nearly 150,000 Visitors Annually
- 75,000 SF Under Roof
- Three Boarded Fields
- Adult Soccer League Headquarters

- Novi Population: 57,960
- \$66,127 HH Income
- 57% Population 25-64
- 37% HH Income - \$40,000 - \$100,000
- 39% HH Income - \$100,000+

totalsportscomplex.com

6/26/2018

7





- Established 2009
- Nearly 100,000 Visitors Annually
- 37,000 SF Under Roof
- Turf 7v7 Field & Turf Training Area
- Turf & Padding Installed 2017

- Novi Population: 57,960
- \$66,127 HH Income
- 57% Population 25-64
- 37% HH Income - \$40,000 - \$100,000
- 39% HH Income - \$100,000+



Total Sports Farmington



- Established 2013
- Nearly 125,000 Visitors Annually
- 60,000 SF Under Roof
- Two 7v7 Turf Fields; Training Areas
- Knockerball & Archery Tag Headquarters
- Farmington Population: 10,554
- \$59,840 Median HH Income
- Median Resident Age: 38.8 yrs.
- 44% Income - \$40,000 - \$100,000
- 14% Income - \$100,000+

totalsportscomplex.com

6/26/2018

9





- Established 2013
- Nearly 75,000 Visitors Annually
- 60,000 SF Under Roof
- One 7v7 Turf Field; Three Volleyball Courts
- Baseball & Softball Training Tunnels
- LI Kickers Programs
- Monroe Population: 20,198
- \$42,584 Median HH Income
- Median Resident Age: 37.7 yrs.
- 32% Income - \$40,000 - \$100,000
- 3% Income - \$100,000+



- Established 2015
- Nearly 300,000 Visitors Annually
- 70,000 SF Under Roof
- 85,000 SF Under Dome
- Three Boarded Fields; 11v11 Turf Field
- Total Performance, Concessions & Sports Shop
- Rossford Population: 6,499
- \$50,136 Median HH Income
- Median Resident Age: 38.9 yrs.
- 44% Income - \$40,000 - \$100,000
- 13% Income - \$100,000+

totalsportscomplex.com

6/26/2018

11





- Established 2015
- Nearly 250,000 Visitors Annually
- 108,000 SF Under Dome
- Full 11v11 Turf Field; Two 6v6 Turf Fields
- Owned by OU; Managed by Total Sports
- Rochester Hills Population: 73,125
- \$80,159 Median HH Income
- Median Resident Age: 43.1 yrs.
- 26% Income - \$60,000 - \$100,000
- 39% Income - \$100,000+
- OU Enrollment: 20,261



- Established 2010
- Nearly 50,000 Visitors Annually
- 98,000 SF Under Dome
- Full 11 v. 11 Turf Field
- Owned by EMU; Managed by Total Sports

- Ypsilanti Twp. Population: 54,613
- \$45,517 Median HH Income
- 74% Population 18-64
- 22,071 Households
- EMU Enrollment: 17,780



Total Sports @ Evolution Sportsplex



- Established 2017
- Nearly 35,000 Visitors Annually
- 92,500 SF Under Dome
- Full 11 v. 11 Turf Field
- Owned by Evolution; Partner with Total Sports
- Auburn Hills Population: 22,795
- \$52,949 Median HH Income
- 74% Population 18-64
- 8,853 Households
- Median Age: 32.8

totalsportscomplex.com

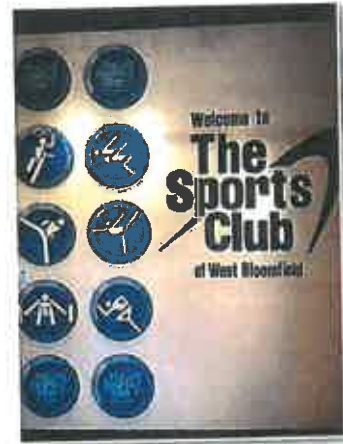
6/26/2018

14





- Established 2018
- Estimated 50,000 Visitors Annually
- 118,000 SF Under Roof
- Full 11 v. 11 Turf Field
- Owned by TSP; Partnered with Total Sports
- Washington Twp. Population: 25,139
- \$83,348 Median HH Income
- 75% Population 18-64
- 9,258 Households
- Macomb County; 18 Miles North of Detroit



- Established 2018
- Nearly 50,000 Visitors Annually
- 160,000 SF Under Roof
- Owned by SCWB; Partnered w/ Total Sports

- West Bloomfield Population: 64,690
- \$98,832 Median HH Income
- 73% Population 18-64
- 24,411 Households



- Dave York, Director
- Available @ WIX, NOE, NOW, WEST, FAR, MON, ROS, OU, EMU, Partners
- Home of MI Premier Soccer Clubs
- Regional Tournaments, Leagues, Showcases
- Camps & Clinics



Lil' Kickers

TOTAL SOCCER



- Chad Earley, Director
- Available @ WIX, NOE, NOW, FAR, MON, ROS
- Nationally-Renowned Child Development Program
- Ages 18 Months to Nine Years Old
- Classes Available All Year; Indoor & Outdoor

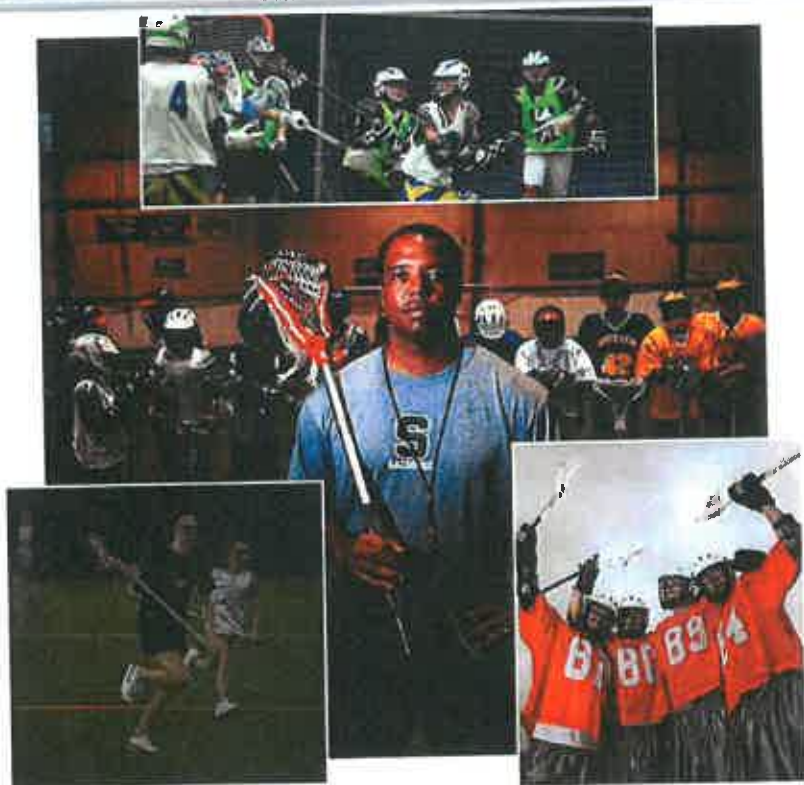




- Greg Haeger, Director
- Available @ WIX, WEST, FAR, MON, ROS, OU
- Home of Total Travel Baseball Team
- Regional Tournaments, Leagues, Showcases
- Camps, Clinics & Individual Training
- Batting Cages & Pitching Tunnels



- Don Dreher, Director
- Available @ WIX, WEST, FAR, MON, ROS, OU
- Home of Total Travel Softball Team
- Regional Tournaments, Leagues, Showcases
- Camps, Clinics & Individual Training
- Batting Cages & Pitching Tunnels



- Dwayne Hicks, Director
- Available @ WIX, FAR, MON, NOS, ROS, OU, EMU
- Home of Total Lacrosse Travel Team
- Regional Tournaments, Leagues, Showcases
- Camps, Clinics & Individual Training
- Men's & Women's Teams



- Jim Kielbaso, Director
- Headquartered @ WIX,
Available @ ROS
- Home of Fitness Revolution
- Speed, Agility, Strength and
Flexibility Training
- Team & Individual Training
- Men's & Women's Programs



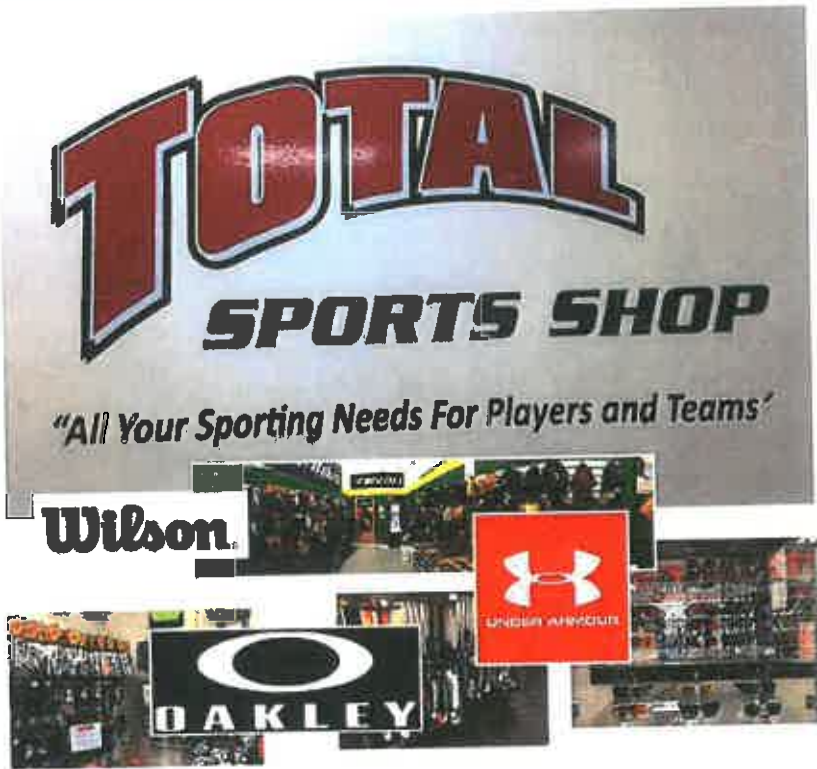
- Available @ MON & ROS
- Regional Tournaments, Leagues, Showcases
- Camps, Clinics & Individual Training



- Jim Gorney, Director
- Located @ WIX w/ other locations @ NOE, FAR, MON, ROS, OU
- Weekly lunch service; Evening and weekend service
- Total Grill Tailgate Trailer
- Full menu with full service bar available @ WIX; Carry out
- Available for team parties, meetings, holiday parties



- Available @ WIX, NOE, NOW, FAR, MON, ROS
- Parties – Birthday, Holiday, Graduation, Retirement, Bar/Bat Mitzvahs
- Corporate Team Building
- Knockerball, Archery Tag, Golf Simulator, Sports-based Events
- Inflatable Bounce House Events
- Mom-to-Mom, Expos, Comic Con, Trade Shows



- Lisa Donnelly, Director
- Based @ WIX; Available @ FAR, MON, NOE, NOW, ROS
- Spiritwear Specialists for Teams, Schools, Companies, Groups, Events
- Team Uniform and Equipment Supplier
- Under Armour, Oakley, Easton, New Balance, DeMarini, Wilson
- Available online @ www.tscsportshop.com





Locations

Total Sports Wixom
30990 S. Wixom Road
Wixom, MI 48393
248-669-9817

Total Sports Novi East
41550 Grand River Rd.
Novi, MI 48375
248-374-0500

Total Sports Novi West
46039 Grand River Rd.
Novi, MI 48374
248-669-9831

Total Sports @ EMU
150 Westview St.
Ypsilanti, MI 48197
734-485-5476

Total Sports Farmington
22777 Farmington Rd.
Farmington, MI 48336
248-957-8391

Total Sports Monroe
987 Stewart St.
Monroe, MI 48162
734-344-6550

Total Sports @ OU
887 Pioneer Drive
Rochester, MI 48309
248-669-9817

Total Sports Rossford
10020 S. Compass Dr.
Rossford, OH 43460
419-874-9800

Total Sports West Road
48225 West Road
Wixom, MI 48393
248-669-9817





Partner Signage

Total Sports Wixom features 50-foot high ceilings and large, open wall space.

Wixom also features outdoor, lighted baseball and softball fields that are fully turfed for use up to nine months of the year. Total Sports Farmington and Total Sports Monroe feature 45-foot ceilings and large open wall space. The Total Sports Novi East and Total Sports Novi West facilities feature 30-foot ceilings and open wall space. In addition, Novi East includes opportunities on the boards of the indoor soccer fields. Total Sports Rossford facility features 45-foot ceilings, open wall space, two, boarded fields and an 85,000 square foot dome.

Banner signage can be completely customized to the needs of the partner and multiple locations can be considered. Interior and exterior signage at any of the facilities can also be considered.

AVAILABLE SIZED BANNERS

- 10' x 30' Behind the Goal
- 40' x 10' Side of Field TALL
- 10' x 10' Large Scoreboard SQUARE
- 6' x 8' Medium Scoreboard WIDE
- 4' x 6' Small Scoreboard WIDE
- 8' x 10' Outdoor Fencing WIDE
- 4' x 8' Boards WIDE or TALL
- 3' x 6' Stand Up Mobile TALL







Partner Digital

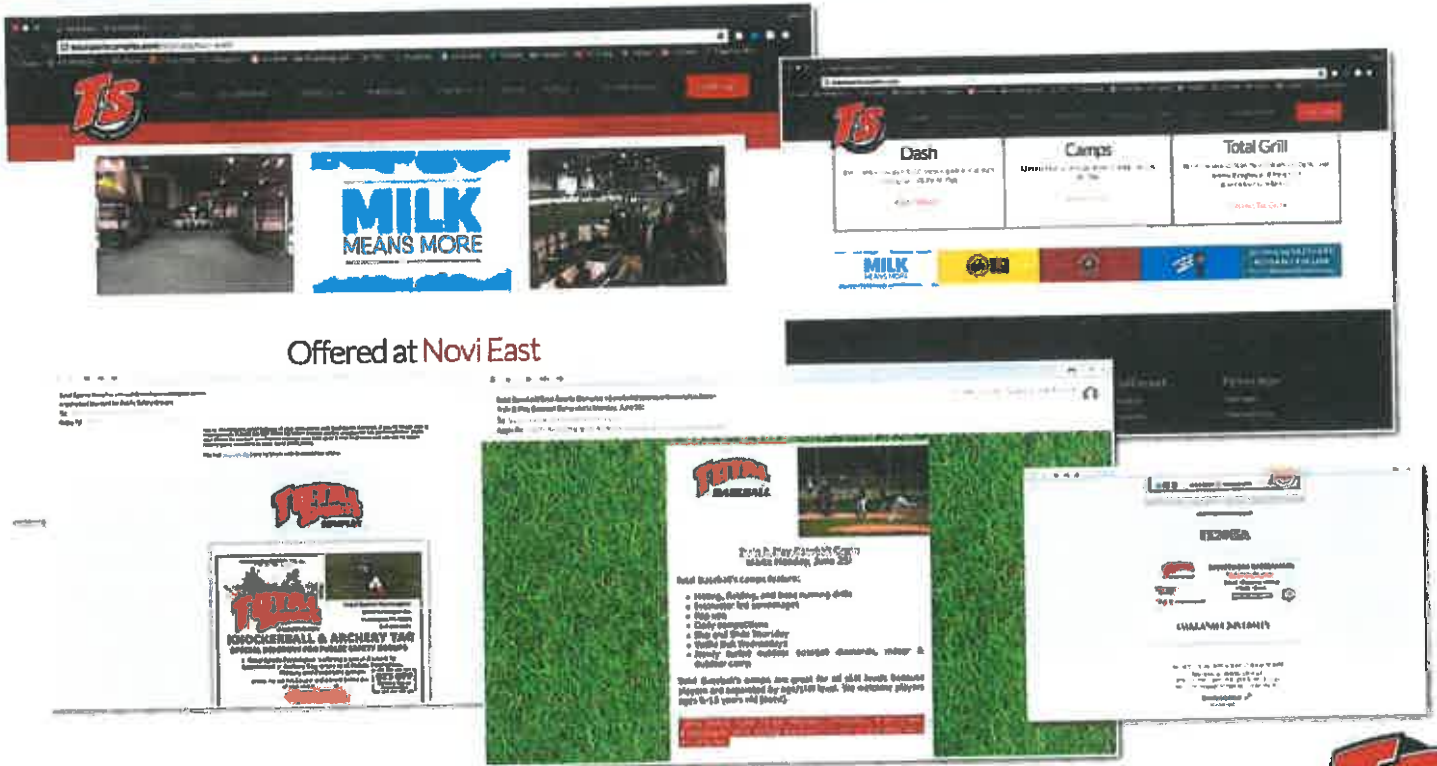
Total Sports includes a great variety of digital connections with its clients and the public, including two websites (www.totalsportscomplex.com and www.totalsportshop.com), **weekly email game reminders**, **daily emails** (from various facilities and departments) and **social media pages** (Facebook, Twitter and Instagram).

These "digital connection points" are presented to a great number of individuals and result in huge traffic numbers on a monthly basis. They provide vital information for each of the Total Sports facilities and departments.

As such, the connections provide a great deal of exposure for Total Sports and have historically produced higher than industry average open rates and click-thru numbers. The Total Sports websites average more than 80,000 page views per month (in-season); the Total Sports Game Reminders are sent to more than 30,000 unique email addresses on a monthly basis (in-season); Total Sports sends an average of 500,000 emails per month (in-season) via Constant Contact and the DASH Sports Data systems; each department and each facility has its own Facebook, Twitter and Instagram pages.

These 24/7 connection points provide a fantastic opportunity for partners of Total Sports to garner exposure, raise awareness and drive traffic to their individual websites or social media pages. Total Sports can customize a digital offerings package to meet the needs of any partner.







Partner Experience

TOTAL SPORTS EVENTS

Total Sports hosts, on average, more than 12 major events per year. These events include regional soccer tournaments, regional baseball and softball tournaments, college/professional combines, camps, clinics and college selection signings for local high school athletes.

These events provide a unique "per project" opportunity for a partner. Along with the exposure that will be generated on the day(s) of the individual event, there is also great opportunity to promote the event months in advance. This promotion would focus on the participants (players, coaches), the families of participants and the local/regional media.

Presenting Sponsor -- \$10,000
Executive Sponsor -- \$7,500
Sustaining Sponsor -- \$5,000

TOTAL SPORTS ACTIVATION

Activation programs can run the gamut at TSC and consideration will be given to assist the partner in fulfilling their goals with the best programs possible.

Examples of activation programs would be on-site product introductions (demo days) – opportunities for relationship building, educational opportunities and brand building – league/camp/clinic sponsorship, TSC staff relationships, point-of-sale branding, tournament (product, branding, etc.) sponsorship, couponing, etc.

Opportunity for these events would be considered on a per project basis.





Contacts

Tony Moscone
General Manager & Minority Owner
248-763-5287
tony@totalsportscomplex.com

Dave York
Director of Total Soccer & Facility Manager Total Sports Wixom
248-255-5156
dyork@total-soccer.com

David Wieme
Strategic Partnerships
248-804-7012
dwieme0714@me.com



References

2 Universities I have agreements with Per Total Sports Complex in which I am the Managing Member.

John Beaghan, CMA

Vice President for Finance & Admin and Treasurer to the Board of Trustees

Oakland University

248-370-2445

beaghan@oakland.edu

Mark Monahan

Director

Eastern Michigan University Facilities

734-487-5387

mmonahan@emich.edu

Miscellaneous

Federal Id

ADM Ventures

38-3381968

Business and Liability Insurance

James R Parry Jr

Summit Risk Management

Mason McBride Inc

3290 W. Big Beaver Drive

Troy, Mi 48084

248-823-5355

jrparry@mason-mcbride.com

Bonding Company

Philadelphia Insurance Company

Via James R Parry @ Summit Risk Management, Mason McBride Inc

See Insert

**CHARTER TOWNSHIP OF PLYMOUTH
BOARD OF TRUSTEES
REGULAR MEETING
NOVEMBER 13, 2018**

ITEM F.4

DRAFT 2019 BUDGET DISCUSSION



CHARTER TOWNSHIP OF PLYMOUTH REQUEST FOR BOARD ACTION

MEETING DATE: November 13, 2018

ITEM: Draft 2019 Township Budget Discussion

PRESENTERS: Finance Director Kushner

BACKGROUND: At the conclusion of tonight's meeting, Finance Director Kushner will be on hand to answer any follow-up questions or concerns that you might have regarding the draft 2019 budget in light of the outcome of the 2018 election. Please bring your budget documents with you.

PROPOSED MOTION: None required; discussion only

**CHARTER TOWNSHIP OF PLYMOUTH
BOARD OF TRUSTEES
REGULAR MEETING
NOVEMBER 13, 2018**

**ITEM G
SUPERVISOR AND TRUSTEE
COMMENTS**

**CHARTER TOWNSHIP OF PLYMOUTH
BOARD OF TRUSTEES
REGULAR MEETING
NOVEMBER 13, 2018**

**ITEM H
PUBLIC COMMENTS AND QUESTIONS**

**CHARTER TOWNSHIP OF PLYMOUTH
BOARD OF TRUSTEES
REGULAR MEETING
NOVEMBER 13, 2018**

**ITEM I
ADJOURNMENT**