

Meeting of the Sparta Township Board  
Sparta Township Hall 160 East Division Street, Sparta, Mi. 49345  
Watch meeting Live @ [Sparta Township - YouTube](#)

May 8<sup>th</sup>, 2025

7:00 p.m.

AGENDA

CALL TO ORDER

PLEDGE OF ALLEGIANCE

ADDITIONS OR CORRECTIONS TO AGENDA

PUBLIC COMMENT FOR AGENDA ITEMS

APPROVAL OF THE MINUTES AND TREASURER'S REPORT

1. Approval of Minutes – April 10<sup>th</sup>, 2025
2. Treasurer's Report
3. Building Department Monthly Report

BUSINESS ITEMS

1. Approval of Bills
2. Migrant Labor Housing Amendments
3. Cityhood General Discussion
4. BS&A Payments

OTHER INFORMATIONAL

PUBLIC COMMENT

ADJOURNMENT

## Meeting of the Sparta Township Board

Sparta Township Hall – 160 E Division St – Sparta MI 49345

Watch meeting live @ Sparta Township – You Tube

April 10, 2025 – 7pm

**Present:** Supervisor Dale Bergman, Clerk Marcy Savage, Trustees Jason Bradford, Bill Goodfellow, Barb Johnson, and Rob Steffens.

**Also present:** Library Director Merri Jo Tuinstra, Sue Blackall, and Recording secretary Katy Shelton.

**Absent:** Treasurer Ashley Johnson

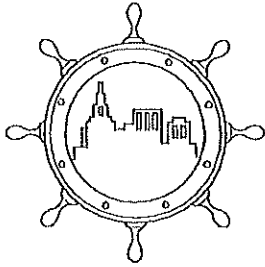
1. **Call to order:** The meeting was called to order at 7:00pm.
2. **Pledge of Allegiance:** The Pledge of Allegiance was recited.
3. **Additions or corrections to the agenda:** None. Motion by B Johnson with a second by Goodfellow to approve. Motion passed unanimously.
4. **Public comment for agenda items:**  
None.
5. **Approval of the minutes and treasurer's report:**
  - a. **Approval of the minutes of March 13, 2025:** Motion by Savage with a second by B Steffens to approve. Motion passed unanimously.
  - b. **Treasurer's Report:** Motion by Goodfellow with a second by B Johnson to approve. Motion passed unanimously.
  - c. **Building Department monthly report:** this is informational only. Trustee Goodfellow asked if the building inspector could give the Board an update once a quarter.
6. **Business items:**
  - a. **Approval of bills:** The board discussed several items in the report including attorney's fees, millage, Fire Department, SRA, and the library. Motion by B Johnson with a second by Steffens to approve. Motion passed unanimously.

- b. **Kent Conservation District** – Ryan Wilemski: Mr Wilemski was present to explain what his organization does. It involves addressing resource concerns, erosion, etc, with agricultural producers. He also talked about invasive plants.
  - c. **Library lighting and electrical work:** Library Director Tuinstra was present to explain this. There is an estimate of \$1187.55 for adding lighting in the library by the Large Print section as well as extending and adding some outlets. Trustee Steffens asked what percentage of library patrons were township residents as opposed to village residents. The Library Director said that she would find out. Motion by B Johnson with a second by Goodfellow to approve. Motion passed unanimously.
  - d. **Expense Reimbursements:** Treasurer Johnson asked for this to be discussed. She had said that Sparta's reimbursement rates are too low as compared to surrounding counties. She provided a spreadsheet with various municipalities' reimbursement rates. The consensus of the board was to update Sparta's reimbursement rates to match those of Grand Rapids. Clerk Savage will do this.
  - e. **Principles of Governance:** This was a description of the principles of which the Township Board pledges to abide. Each board member will sign the statement, and it will be kept on file at the township office.
  - f. **Boyd rezoning:** Abby and Kyle Boyd were present to discuss this issue. Their property is currently zoned Ag-1, and they would like it to be changed to Ag-2. The Planning Commission as well as Planner Yeomans are in support of this. They say that it will simplify the process of building the house that the Boyds propose. Motion to approve the recommendation of the Planning Commission to rezone this property made by Bradford with a second by Savage. Motion passed unanimously.
7. **Other informational:** Trustee B Johnson gave an update on the cemetery project. She said that Beaver Tree has started cutting down various trees. John Kozal, 9356 Laubach, discussed the Boy Scouts. Trustee Steffens gave an update on the Sports Park. He said that it

will be opening on April 26<sup>th</sup>. He also said that practices are starting within a week, and the bathrooms will be opened. It was mentioned that the signs for the Spring clean up are in front of the township office. The board liked the signs. Clerk Savage said that the recent MTA classes she and other board members attended were very interesting and informative. She said that the township needs to devise a policy regarding sick days.

8. **Public Comment:** Sue Blackall said that the Myers school will be open during Spring clean up and that they will be providing cookies.
9. **Adjournment:** Motion to adjourn at 7:37pm by Savage with a second by B Johnson. Motion passed unanimously.

Submitted by Katy Shelton, recording secretary.



## Fresh Coast Planning

119 1/2 Washington Avenue, Studio B  
Grand Haven, MI 49417  
www.freshcoastplanning.com

**Gregory L. Ransford, MPA**  
616-638-1240  
greg@freshcoastplanning.com

**Julie Lovelace**  
616-914-0922  
julie@freshcoastplanning.com

**Kevin Yeomans**  
616-821-4969  
kevin@freshcoastplanning.com

**Alexis Gulkar**  
616-773-4638  
alexis@freshcoastplanning.com

# MEMORANDUM

To: Sparta Township Board of Trustees  
From: Kevin Yeomans  
Date: 4/21/2025  
Re: Farm Labor Housing – Zoning Ordinance Amendment

At your December 12, 2024 meeting you directed the Sparta Township Planning Commission (the "Planning Commission") to review Section 154.216 – Farm Labor Housing of the Sparta Township Zoning Ordinance (the "Zoning Ordinance"). Per your directive, the Planning Commission reviewed Section 154.216 and directed us to prepare the attached ordinance which will amend Section 154.216. After the conclusion of the required public hearing at their March 11, 2025 meeting the Planning Commission moved to recommend adoption of the proposed ordinance, pending legal counsel's review.

Attached to this memorandum are two documents, one with legal counsel's proposed changes redlined, the other is a clean version of the ordinance which includes all of legal counsel's proposed changes.

### Summary

A summary of the effect of the proposed changes is as follows:

Farm Labor Housing will be split into four categories, accessory use in Ag-1, principal adjacent in Ag-1, principal non-adjacent in Ag-1, all uses in Ag-2. All categories of Farm Labor Housing will have to comply with the general regulations in the ordinance. More details on specific regulations are as follows:

- A. Accessory Use in Ag-1: If the Farm Labor Housing is on an active farm in Ag-1, it is a use by right. It must comply with all general regulations and there are no specific regulations.
- B. Principal Use Adjacent in Ag-1: If the Farm Labor Housing is adjacent to an active farm under the same or similar ownership, it is a use by right. It must comply with all general regulations and have a minimum lot size of five acres and a minimum width of 300 feet.
- C. Principal Use Non-adjacent in Ag-1: Farm Labor Housing that is not on an active farm or adjacent to an active farm that is under the same or similar ownership is a special land use. It must comply with all general regulations and have a minimum lot size of twenty acres and a minimum width of 300 feet. Existing non-adjacent farm labor housing may be expanded to 100 persons without special land use approval, provided all other requirements are met.
- D. Accessory and Principal Use in Ag-2: Farm Labor Housing in the Ag-2 Zoning District is a special use regardless of whether it is an accessory use or principal use. It must be located on a lot with a minimum of five acres and a minimum width of 300 feet. Existing Farm Labor Housing cannot be expanded unless granted special use approval.

Additionally, one other change is proposed in regard to the maximum occupancy of Farm Labor Housing. Currently, Farm Labor Housing can have a maximum occupancy of 100 persons per lot. In the attached ordinance, proposed changes to subsection A6 would grant the Planning Commission the authority to allow more than 100 persons if a special land use is approved. When making the determination of whether to allow more than 100 persons, the Planning

Commission would apply the general standards of review for a special land use and the specific standards included in subsection A6.

Draft Motion

Pending your review of the proposed Zoning Ordinance amendment and agreement with the proposed changes, the following draft motion has been prepared for your use.

*Motion to adopt Ordinance number \_\_\_\_\_, as presented.*

If you would like to see any additional changes or have any questions, please let us know.



KLY

Planner

CC: Terry Hartman, Sparta Township Planning Commission Chair

DRAFT  
(March 26, 2025)

**SPARTA TOWNSHIP**  
**KENT COUNTY, MICHIGAN**

**(Farm Labor Housing Zoning Ordinance Amendment)**

(Ordinance No. \_\_\_\_\_)

At a \_\_\_\_\_ meeting of the Township Board for Sparta Township held at the Township offices on \_\_\_\_\_, 2025, beginning at \_\_\_\_ p.m., this Ordinance/ordinance amendment was offered for adoption by Township Board Member \_\_\_\_\_ and was seconded by Township Board Member \_\_\_\_\_:

**AN ORDINANCE AMENDMENT TO AMEND THE  
SPARTA TOWNSHIP ZONING ORDINANCE, AS  
AMENDED, REGARDING FARM LABOR HOUSING  
AND SIMILAR MATTERS.**

THE TOWNSHIP OF SPARTA (the "TOWNSHIP") ORDAINS:

Article 1 – Farm Labor Housing

Section 154.216 of the Zoning Ordinance of the Township of Sparta is hereby amended to read in its entirety as follows:

Section 154.216 Farm Labor Housing.

(A) General Requirements for Farm Labor Housing.

- (1) Farm labor housing is required to comply with the Michigan Public Health Code being Act 368 of the Public Acts of Michigan of 1978, as amended, including any rules promulgated pursuant thereto.
- (2) Mobile homes may be used for farm labor housing, but must meet the size limitations of the state and as provided in Subsection (A)(3) hereof.

- (3) Minimum dwelling size requirements and density for farm labor dwellings shall fully comply with State of Michigan laws and requirements.
- (4) There shall be no more than five (5) mobile homes per lot for farm labor housing, unless a special land use approval is granted by the Planning Commission for a greater number.
- (5) Occupants of farm labor housing must be employed for farm or agricultural labor. Members of a qualifying occupant's immediate family may also reside in the farm labor housing with the working occupant even if those family members are not employed for farm or agricultural labor.
- (6) Farm labor housing (and occupancy) shall not exceed 100 persons per lot, unless a special land use approval is granted by the Planning Commission for a greater number of occupants. In addition to the standards, requirements, and conditions provided in Subsection (A) hereof and § 154.186 of this chapter, in considering an application for a special land use for occupancy in excess of 100 persons per lot, the Planning Commission shall also apply the following standards:
  - (a) Consider the size of the area on which the buildings used for farm labor housing are located in relation to the size of the overall lot on which they are placed.

(b) Analyze the location of the buildings used for farm labor housing in relation to other buildings on adjoining lots.

(c) Whether the farm labor housing will adversely affect the view from public or private roads and/or any adjoining property.

(7) Farm labor housing dwellings shall not be located within 100 feet of a property line that is not adjacent to a public street and must also be at least 75 feet away from the public street right-of-way on which the property fronts. These limitations as to distance from a property line shall not apply to an area presently and lawfully used for farm labor housing as of July 12, 2012, but in no case will an existing area used for farm labor housing be allowed to expand closer to any property line than 100 feet.

(8) The side yard setback for a farm labor dwelling may be reduced to ten (10) feet where both the lot where the farm housing is located and the adjoining lot are owned by the same person or entity and the lots are lawfully combined.

(B) Farm Labor Housing in the Prime Agricultural Preservation Zoning District (Ag-1).

(1) **Accessory Use:** Farm labor housing that is located on a lot that is actively being farmed is a permitted accessory use within the Ag-1 zoning district, provided all other requirements of this Section are met.

(2) **Principal Use – Adjacent to a Farm:** Farm labor housing as a principal use that is located on a lot adjacent to a lot being actively farmed and where both lots are under the same or substantially similar ownership, is a permitted use within the Ag-1 zoning district. In addition to the standards, requirements, and conditions provided in Subsection (A) hereof, the following shall also apply:

(a) Farm labor housing within the Ag-1 zoning district is permitted on a lot which contains a minimum of five acres, has a minimum width of at least 300 feet and complies with all other requirements of this Section.

(3) **Principal Use – Not Adjacent to a Farm:** Within the Ag-1 zoning district, farm labor housing as a principal use that is not located on a lot that is actively being farmed or on a lot adjacent to a lot being actively farmed or both lots are not under the same or substantially similar ownership, requires special land use approval, except as otherwise provided in Subsection (B)(3)(b) hereof. In addition to the standards, requirements, and conditions provided in Subsection (A) and § 154.186 of this chapter, the following specific standards, requirements and conditions shall also apply:

(a) Farm labor housing is permitted on a lot which contains a minimum of twenty acres, has a minimum width of at least 300 feet, and complies with all other requirements of this Section.

(b) Farm labor housing which is lawfully in existence as of the date that this section was originally added to the zoning code (July 12, 2012) may be expanded to a maximum occupancy of 100 persons without special use approval, provided all other requirements of this Section have been met.

(C) Farm Labor Housing in the Agricultural Zoning District (Ag-2).

(1) Farm labor housing is allowed either as a primary use or an accessory use in the Ag-2 Agricultural zoning district, but requires special land use approval. In addition to the standards, requirements, and conditions provided in Subsection (A) hereof and § 154.186 of this chapter, the following specific standards, requirements and conditions shall also apply:

(a) Farm labor housing is permitted on a lot which contains a minimum of five acres, has a minimum width of at least 300 feet, and complies with all other requirements of this Section.

Article 2 – Conflicting Ordinances.

All other ordinances and parts of ordinances, or amendments thereto, in conflict with the provisions of this ordinance are hereby repealed.

Article 3 – Severability.

If any section, clause, or provision of this Ordinance/ordinance amendment is declared to be unconstitutional or otherwise invalid by a court of competent jurisdiction, that declaration shall not affect the remainder of the Ordinance/ordinance amendment. The Township Board hereby

declares that it would have passed this Ordinance/ordinance amendment and each part, section, subsection, phrase, sentence and clause irrespective of the fact that any one or more parts, sections, subsections, phrases, sentences or clauses be declared invalid.

Article 11 – The Balance of the Sparta Township Code of Ordinances (as amended) Remains Unchanged and in Effect.

Except as expressly amended by this Ordinance/ordinance amendment, the balance of the Sparta Township Code of Ordinances, as amended, remains unchanged and in full force and effect.

Article 12 – Effective Date.

This Ordinance/ordinance amendment shall become effective upon the expiration of seven (7) days after this Ordinance/ordinance amendment (or a summary thereof) appears in the newspaper as provided by law.

The vote to adopt this Ordinance/ordinance amendment was as follows:

YEAS: \_\_\_\_\_

\_\_\_\_\_

NAYS: \_\_\_\_\_

ABSTAIN/ABSENT: \_\_\_\_\_

THIS ORDINANCE/ORDINANCE AMENDMENT IS HEREBY DECLARED  
ADOPTED.

CERTIFICATION

I hereby certify that the above is a true copy of an Ordinance/Ordinance amendment adopted by the Township Board for Sparta Township at the time, date, and place specified above pursuant to the required statutory procedures.

Respectfully submitted,

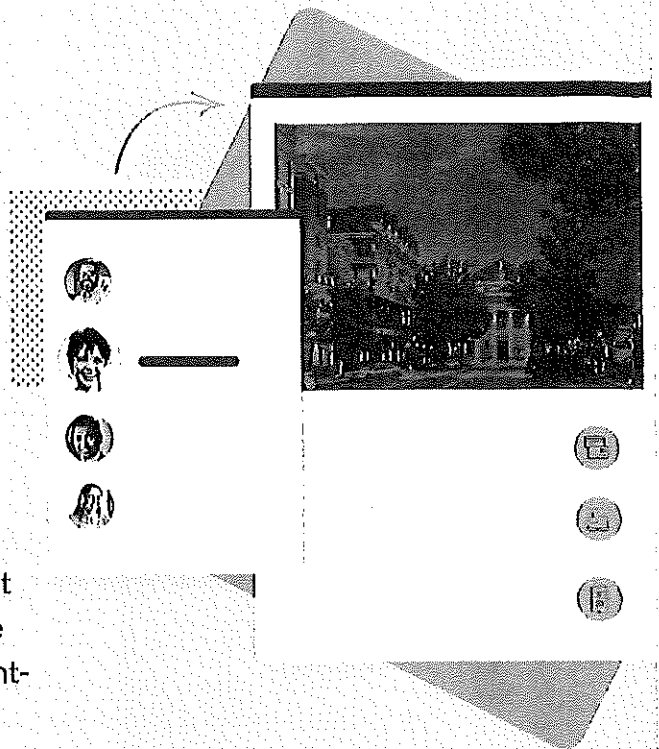
By: \_\_\_\_\_  
Marcy Savage  
Sparta Township Clerk



# BS&A Payments

## Streamlined payments for municipalities and their residents

For municipalities that invoice residents for taxes, utilities, and other civic fees, BS&A Payments offers a more efficient way to accept payments electronically, online, and over the counter. Native to BS&A's core software and online resident-facing platform, BS&A Payments improves workflows and reconciliation processes for staff and expands value for residents.



## Designed Specifically for How Municipalities Operate.



**Real-time Payment Processing** Real-time transaction processing and posting for taxes, utilities, and other civic fees. Seamless ERP integration eliminates manual data entry and file imports, minimizing manual processes and potential for error.



**Automated Reconciliation** Streamlined bank reconciliation creates time savings, allowing municipal staff to focus on higher value initiatives.



**Centralized Transaction Data** All electronic payments data is accessible directly from BS&A's core platform, providing transaction level detail in a unified interface.



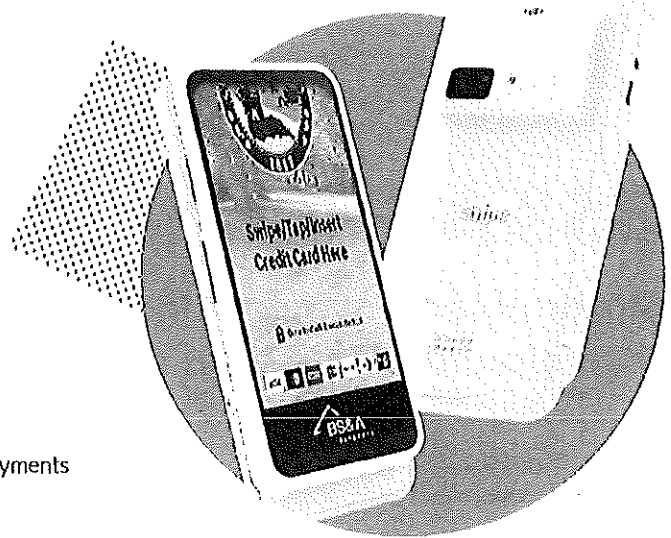
**Modernize Your Payments Acceptance** Position your municipality as tech-enabled and forward-thinking by offering residents the most modern payment methods, both in person and online.



**All-Inclusive Pricing** All-inclusive, flat-rate pricing eliminates hidden or unexpected fees and simplifies the budget forecasting process. No need to worry about fees for setup, monthly minimums, statements, recurring payments, PCI compliance, chargebacks, or batches.

# Focusing on the Resident Experience.

Turning what was once a chore into a seamless journey, BS&A Payments was built with residents in mind.



## Single Login for BS&A Online

A single user account streamlines access to electronic payments and other citizen engagement tools, all under one roof.



## Ease of Use

The user-friendly, mobile responsive, and accessible interface ensures all residents can make payments easily from anywhere.



## Autopay Capability

Allows residents to configure ongoing automatic payments, ensuring they never miss a due date, and reducing late payments to the municipality.



## Security and Compliance.

Processing in a PCI Level 1 compliant environment ensures the security of resident, municipality, and payment transaction data.



## Automatic Card Updates

Embedded Card Account Updater capabilities maintain up-to-date credit and debit card information when resident cards expire or are replaced, reducing payment disruption.

## See BS&A Payments in Action

See for yourself how BS&A Payments streamlines payments for municipalities and their residents.

- <https://www.bsasoftware.com/bsa-payments>

## Comprehensive Payment Options

BS&A Payments accepts:



Credit/Debit Card



Apple pay



Google Pay



ACH

## Extensive Payment Channels

Ability to pay invoices:



Desktop & Mobile



Text

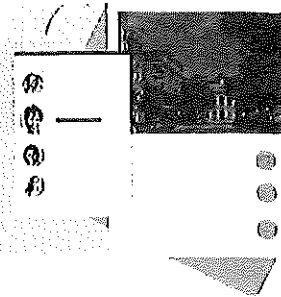


IVR



Counter

# BS&A Payments Customer FAQs



## 1. Why is BS&A launching its own payments platform?

Over the years, we've consistently heard from customers about the frustrations of using separate, add-on payment solutions. These setups often resulted in a fragmented experience for residents, who had to manage multiple accounts and switch between the BS&A Online resident portal and an external payment portal, sometimes involving multiple browser windows, log-ins, and redirects. Municipalities have also faced challenges, such as reconciliation issues and the need to coordinate with two separate companies for implementation and support, making it difficult to address payment-related concerns quickly and efficiently.

With our all-new BS&A Payments solution, these challenges are eliminated. You work directly with the team at BS&A from sales to onboarding, implementation through ongoing support, and because we manage the solution end-to-end, we're committed to continuously improving it based on customer feedback to ensure it meets the unique needs of our municipal customers.

Built specifically for municipalities, BS&A Payments offers robust reconciliation, ease of use, and allows you to work exclusively with our top-tier support team. By managing payments directly, BS&A can help streamline your processes, reduce third-party dependencies, and provide real-time integration with your ERP system, ultimately enhancing productivity for your staff and convenience for residents.

## 2. What does this mean for customers currently using third-party payment providers?

For customers with third-party integrated payments, BS&A Payments offers a fully integrated, native option built exclusively for BS&A customers and their residents, with BS&A handling all aspects of implementation and support. While there's currently no end-of-life timeline for third-party integrations or a requirement to transition, our focus going forward is on enhancing and investing in our own payment solution to deliver a continuously improving experience.

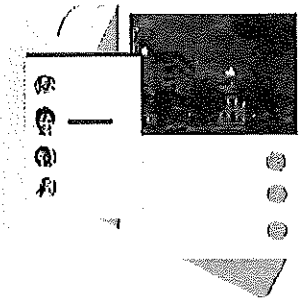
We also encourage customers to review any exclusivity or long-term renewal clauses with third-party providers, as these terms could limit your flexibility to take advantage of BS&A Payments' benefits when you're ready. Our team is here to assist in making the transition as smooth as possible, and we're available to answer any questions about the unique advantages of BS&A Payments.

## 3. Why is BS&A's fee schedule structured differently than typical payment processors?

BS&A Payments uses an all-inclusive pricing model, simplifying your budgeting by eliminating unexpected fees. This flat-rate approach covers processing, PCI compliance, support, chargebacks, ACH returns, and other fees that are typically additional with third-party providers. With BS&A, what you see is truly what you get, making it easier for municipalities to plan and control costs without surprise expenses.

# BS&A Payments

## Customer FAQs



#### 4. How did BS&A approach building the payments product, and what's next?

BS&A Payments was designed specifically with municipalities and their residents in mind. We gathered direct feedback from customers to understand common themes, frustrations, and gaps in third-party solutions, creating a platform that addresses the real needs of municipalities. BS&A Payments includes integrated real-time transaction processing, centralized data access, and a user-friendly resident interface. We continue to invest in expanding support for additional payment channels and enhancing functionality.

#### 5. Is BS&A still allowing choice, or are municipalities required to use BS&A's payment solution?

Our primary goal is to offer a streamlined, secure, and effective payments solution that integrates seamlessly with BS&A ERP software. While BS&A Payments is optimized for our ERP, our merchant processing agreement is non-exclusive, providing flexibility to work concurrently with other processors if desired. BS&A respects each municipality's choice and is committed to supporting informed decision-making.

#### 6. What happens to resident payment information during the transition?

Transitioning from third-party processors to BS&A Payments involves the transfer of sensitive payment data. While we aim to minimize disruptions, some residents may need to re-register payment methods due to data transfer policies set by existing providers. Our support team is ready to assist municipalities in this transition to ensure residents experience minimal impact and can continue making payments seamlessly.

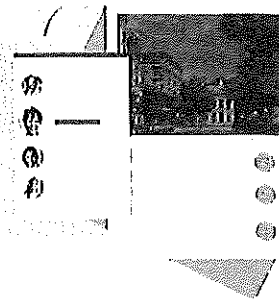
#### 7. What payment methods and channels does BS&A Payments support?

BS&A Payments provides multiple channels tailored for convenience and security:

- ACH/Electronic Check: Includes verification tools like Financial Connections and GIACT to ensure account validity and reduce the risk of failed payments. Autopayment options are also available, especially beneficial for utility billing.
- Credit Card: Online and in-person with fully integrated, EMV-compliant point-of-sale terminals, providing municipalities with the only seamlessly integrated solution for secure, in-person transactions.
- Digital Wallet: Supports Apple Pay and Google Wallet online and in-person.
- Text-2-Pay: Simple text authorizations for registered users.
- Interactive Voice Response (IVR): Automated payments over the phone in a secure PCI-compliant environment.

Our roadmap includes additional payment channels to meet evolving needs, and we'll continue updating our product offering based on customer feedback.

# BS&A Payments Customer FAQs



## 8. Are there any channels BS&A Payments doesn't currently support?

BS&A Payments currently does not support bank direct payments or kiosk payments. If you rely on these channels, please reach out—we'd love to discuss your needs. These options are under consideration, and a phased approach may be possible depending on demand and customer requirements.


## 9. How does BS&A Payments improve reconciliation and reporting?

BS&A Payments consolidates all transaction data within your ERP, streamlining the reconciliation process. This tight integration provides staff with detailed transaction data and automated bank reconciliation, reducing manual entries, minimizing errors, and saving staff time.

## 10. How does BS&A support municipalities with onboarding and training?

Addressing customer feedback around lengthy and complex account set up, our onboarding process is designed to be smooth, supportive, and fast. With BS&A Payments, your municipality can be up and running in a matter of or days. We provide comprehensive training, documentation, and ongoing support to ensure your team feels confident and prepared to use the platform effectively. Additionally, our team is available to troubleshoot any issues and provide support to your residents if needed, offering a seamless transition from setup through to ongoing operations.

## Get in Touch to Find Out More.

 (855) 272-7638

 [paymentsinfo@bsasoftware.com](mailto:paymentsinfo@bsasoftware.com)

**Schedule A – Payment Processing Services & Fees**

Service	Fee
Payment Processing Implementation	\$0
Monthly Account Fee	\$0
Gateway	\$0
PCI DSS	\$0
Tokenization	\$0
Chargeback / Dispute Management	\$0
Real-Time ACH Validation	\$0
Real-Time Transaction Fraud & Risk Monitoring	\$0
Text – to – Pay	\$0
IVR	\$0

Credit Card – Visa, Mastercard, Discover, American Express – Pass-Through to Payor		
Online, Text, IVR, Counter	Percentage	Per Transaction
Utility Billing	2.95%	\$0.50
Tax	2.80%	\$0.50
Misc.	2.95%	\$0.50

Credit Card – Visa, Mastercard, Discover, American Express – Absorbed by Municipality		
Online, Text, IVR, Counter	Percentage	Per Transaction
Utility Billing	2.8%	\$0.50
Tax	2.8%	\$0.50
Misc.	2.8%	\$0.50

ACH – Pass-Through to Payor	
Transaction Amount	Fee per Transaction
\$0 - \$1,000	\$3.00
\$1,001 - \$5,000	\$6.00
\$5,001 +	\$12.00

ACH – Absorbed by Municipality	
Transaction Amount	Fee per Transaction
\$0 - \$1,000	\$1.50
\$1,001 - \$5,000	\$3.00
\$5,001 +	\$6.00

Device	Price	No. of Devices	Total
S700 Terminal	\$350 each (Includes Tax & Shipping)	<input type="text"/>	\$ <input type="text"/>

Proposal for:  
Sparta Township, Kent County, MI  
February 06, 2025  
Quoted by: Andrew Galvin

Software and Services for BS&A



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

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

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

BS&A Software  
14965 Abbey Lane Bath MI 48808  
(855) BSA-SOFT  
bsasoftware.com

## Cost Summary

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

### Modules - Annual Fee

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<b>Financial Management</b>		
CR-Cash Receipting .NET		\$3,015.00
	Total	\$3,015.00

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	<b>Subtotal</b>	<b>\$3,015.00</b>
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### Data Conversions/Database Setup

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**No Conversion or Database Setup for:**  
CR-Cash Receipting

### Project Management and Implementation Planning

**Services include:**

- Analyzing customer processes to ensure all critical components are addressed.
- Creating and managing the project schedule in accordance with the customer's existing processes and needs.
- Planning and scheduling training around any planned process changes included in the project plan.
- Modifying the project schedule as needed to accommodate any changes to the scope and requirements of the project that are discovered.
- Providing a central contact between the customer's project leaders, developers, trainers, IT staff, conversion staff, and other resources required throughout the transition period.
- Installing the software and providing IT consultation for network, server, and workstation configuration and requirements.
- Reviewing and addressing the specifications for needed customizations to meet customer needs (when applicable).

**Total** **\$600.00**



## Dale Bergman

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**From:** Ashley Johnson  
**Sent:** Tuesday, April 22, 2025 1:21 PM  
**To:** Dale Bergman  
**Cc:** Marcy Savage  
**Subject:** Add to May Board Meeting  
**Attachments:** Sparta Township, Kent County, MI-Q-00555 .NET CR 2.6.25.pdf; BS&A Payments Brochure.pdf; BS&A Payments Rate Sheet.pdf

Dale, please add BS&A Payments to the agenda. Attached are the supporting documents and Mr. Galvin's information below.

Ashley Johnson  
Treasurer  
Sparta Township  
(616) 887-8863

**From:** Andrew Galvin <AGalvin@bsasoftware.com>  
**Sent:** Monday, February 10, 2025 12:12 PM  
**To:** Marcy Savage <clerk@spartatownship.org>; Ashley Johnson <treasurer@spartatownship.org>  
**Subject:** Sparta Twp Cash Receipting + BS&A Payments

Good morning Marcy and Ashley!

I wanted to follow up after our meeting last week and provide the proposal to add on Cash Receipting if the township was to elect to move forward with BS&A Payments.

The annual fee for Cash Receipting would be \$3015 and there would be \$3000 in setup and training costs for a total project amount of \$6,015.

As a reminder, Cash Receipting is not a requirement to use BS&A Payments, it would only be needed to take credit card payments over the counter. You could elect to use BS&A Payments strictly online for the time being, at no cost to the township.

If you decide you would like to move forward with Cash Receipting, or just BS&A Payments, let me know and I can get the contract sent over to you.



**Andrew Galvin**  
Account Manager  
BS&A Software  
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