

Conway Township

Regular Meeting

February 13, 2024

7:00 pm

AGENDA

Call to Order and Pledge of Allegiance

Roll Call

Consent Agenda Approval

1. Approve 1/16/2023 Meeting Minutes
2. Account Reconciliations
3. Disbursements/Payroll Report/Budget Report
4. Zoning Administrator Report
5. January Server Threat Event Report

Call to the Public Regarding Agenda Items Only

Additions to and /or approval of Board Meeting Agenda

Presentations

Reports and Communications

6. Planning Commission Ex-Officio Report
7. Internet Update
8. Recreation Letter
9. Recreation Meeting 12/7/2023

Unfinished Business

New Business

10. Municipal Civil Infraction Ordinance
11. New Desktop Computer for Deputy Clerk
12. MAAO Class for Brande (MCAO Now 10/24) Only 35 Spots Available
13. Motion to amend current Conway Township Land Division Application
14. Resolution for Poverty Guidelines
15. Cemetery matters
16. Resolution for Secluded Acres Special Assessment
17. Budget Amendments

Board Member Discussion

Call to the Public Regarding Any Item or Issue

Adjournment

CONWAY TOWNSHIP POLICY No. 7

PUBLIC COMMENT AND CONDUCT POLICY

Conway Township Board recognizes its obligation to obtain and the benefits to be received from public comments on matters pending before the Board. To provide an orderly and efficient manner to obtain public comment and to provide the public with an opportunity to participate in public meetings, the Conway Township Board hereby adopts the following policy for public comment and conduct at public meetings:

1. Public comment is restricted to only those times designated for public comment on the agenda, unless permitted otherwise by the chairperson or a majority of the Board. All persons addressing the Board shall comment only after being recognized by the chairperson conducting the meeting.
2. No individual speaker shall be permitted to speak more than 3 minutes regardless of topic and no time may be transferred or assigned by others to the speaker as to extend the 3-minute time limit. At the discretion of the chairperson, a speaker may be allowed to comment further than the three-minute limit. Alternatively, the chairperson may direct the speaker to submit further comment to the Board in writing at a later date.
3. When recognized by the chairperson to speak, the individual recognized shall approach and speak from the podium or location designated by the chairperson and shall not deviate from the location. When the speaker is advised by the chairperson to stop speaking when time has expired, the speaker shall cease speaking and be seated.
4. Prior to addressing the Board, each speaker shall first state for the record the speaker's name and address, the subject on which the speaker will speak, and state whether the speaker represents an organization or other person, and identify such organization or person. All remarks shall be addressed to the Board as a whole and not to any member thereof specifically or any other member of the public. Public comment is not intended to require Board members or Township staff to provide any answer to the speaker. Discussions between speakers and members of the audience will not be permitted.
5. Only one speaker will be acknowledged at a time. In the event that a group of more than three persons supporting or opposing the same position desires to be heard, in the interest of time, a spokesperson may be designated to express the group's concern and the spokesperson may be allotted up to 10 minutes to speak.
6. Public comments must be presented in a respectful manner and participants shall conduct themselves in an orderly and civil manner. Comments or language of a lewd, insulting, or provocative nature shall not be permitted. No person shall disrupt the Board and/or partake in behavior that becomes hostile, argumentative or threatens the public or an individual's safety, or is disruptive to the meeting. No person shall utilize any profane or obscene speech or gesture.
7. Violation of any provision of this policy shall be deemed a breach of the peace and such person will be asked to leave. If the person being asked to leave does not voluntarily leave or cease the behavior, the person may be ejected, and law enforcement may be called to remove the person.
8. Any person shall have the right to tape record, videotape or broadcast the proceedings of the Township Board, but shall not utilize the electric outlets of the Township without prior permission of the Township Clerk. Any tape recording, video camera or other camera utilized by any such person, shall be kept at least ten feet from all members of the Board and shall not be placed behind them.

This policy may be adopted for use by other boards, commissions, and committees of the Township. This policy or a summary of it may be placed on the back of the meeting agenda or made available with the meeting agenda.

Unapproved Minutes
Of the January 16, 2024
Conway Township
Regular Board Meeting
7:00 pm

REGULAR MEETING

Supervisor W Grubb called the meeting to order at 7:00 p.m. with the pledge of allegiance to the American flag.

Roll call: Supervisor William Grubb, Clerk Elizabeth Whitt, Treasurer Debra Grubb, Trustee George Pushies, Trustee Amy Crampton-Atherton.

Motion to approve the Consent Agenda, made by D Grubb, supported by Whitt. Motion passed.

Call to the public: one attendant spoke regarding Secluded Acres.

Motion to approve agenda with the following change: add 13 to appoint BOR Alternate; made by Whitt, supported by D Grubb. Motion passed.

Public hearing for SAD for secluded acres opened at 7:06pm: One attendant spoke in opposition to the method of repair, one resident spoke for the will of the homeowners, potential drain issues can be covered by the HOA, and one resident spoke to the township to be cautious should the HOA need help prior to paying off the loan from the township.

Public hearing closed at 7:18pm

Motion to move forward with the SAD for secluded acres made by Pushies, supported by W Grubb. Roll call vote: W Grubb, Pusjhies and Crampton-Atherton – Yes, D Grubb – No, Whitt abstained. Motion passed.

Resolution No 240116-01 Board Meeting Schedule offered with amendment by Whitt, Supported by W Grubb. Roll call vote: W Grubb, Whitt, D Grubb, Crampton-Atherton – Yes, Pushies – No. Resolution adopted.

Motion to Approve the appointment of Mike Brown to the Planning Commission for a full term, made by W Grub, supported by Whitt. Motion passed.

Motion to appoint Sarah Porter to fill and complete the term of Jeff Klein on the Planning Commission, made by W Grubb, supported by Pushies. Motion passed.

Motion we appoint Gary Klein to the Board of Review as an alternate, made by W Grubb, supported by Whitt. Motion passed.

Call to the public:5 attendees spoke regarding changes to the website, funding of SAD, Tribunal, upcoming Rec Board meeting, ARPA funds, fiber to township and potential road projects.

Motion to adjourn at 8:21 p.m., made by Pushies, supported by Crampton-Atherton. Motion passed.

Elizabeth Whitt, Township Clerk

Gabi Bresett, Township Deputy Clerk

Conway Township - Cemetery Fund #150
Reconciliation Summary
 003.000 · BofAA - Cemetery, Period Ending 01/31/2024

	<u>Jan 31, 24</u>	
Beginning Balance		74,671.09
Cleared Transactions		
Checks and Payments - 1 item	-4,200.00	
Deposits and Credits - 3 items	667.11	
	-3,532.89	
Cleared Balance		71,138.20
Uncleared Transactions		
Deposits and Credits - 1 item	0.00	
	0.00	
Register Balance as of 01/31/2024		71,138.20
Ending Balance		71,138.20

12:00 PM

02/06/24

Conway Township Reconciliation Summary

000-002 · BofAA - Dog License, Period Ending 01/31/2024

	<u>Jan 31, 24</u>
Beginning Balance	13.37
Cleared Transactions	
Deposits and Credits - 1 item	<u>0.01</u>
Total Cleared Transactions	<u>0.01</u>
Cleared Balance	<u><u>13.38</u></u>
Register Balance as of 01/31/2024	13.38
Ending Balance	13.38

Conway Township
Reconciliation Summary
016.000 · BofAA - General Fund, Period Ending 01/31/2024

	Jan 31, 24
Beginning Balance	277,825.72
Cleared Transactions	
Checks and Payments - 38 items	-81,500.98
Deposits and Credits - 12 items	133,016.65
Total Cleared Transactions	51,515.67
Cleared Balance	329,341.39
Uncleared Transactions	
Checks and Payments - 9 items	-33,618.06
Deposits and Credits - 10 items	67,148.54
Total Uncleared Transactions	33,530.48
Register Balance as of 01/31/2024	362,871.87
New Transactions	
Checks and Payments - 6 items	-1,616.62
Total New Transactions	-1,616.62
Ending Balance	361,255.25

Conway Township - Road Fund #201
Reconciliation Summary
005.000 · BofAA - Road Fund, Period Ending 01/31/2024

	<u>Jan 31, 24</u>	
Beginning Balance		4,431.77
Cleared Transactions		
Checks and Payments - 1 item	-16,000.00	
Deposits and Credits - 3 items	53,080.99	
Total Cleared Transactions	<u>37,080.99</u>	
Cleared Balance		<u>41,512.76</u>
Uncleared Transactions		
Deposits and Credits - 1 item	63,791.14	
Total Uncleared Transactions	<u>63,791.14</u>	
Register Balance as of 01/31/2024		<u>105,303.90</u>
Ending Balance		105,303.90

11:07 AM

02/07/24

Conway Township - Road Fund #201
Reconciliation Summary
005.001 · Road Savings, Period Ending 01/31/2024

	<u>Jan 31, 24</u>
Beginning Balance	38,700.25
Cleared Transactions	
Deposits and Credits - 2 items	<u>16,051.85</u>
Total Cleared Transactions	<u>16,051.85</u>
Cleared Balance	<u>54,752.10</u>
Register Balance as of 01/31/2024	54,752.10
Ending Balance	54,752.10

Conway Township
Reconciliation Summary
001.000 · BofAA - Tax Checking, Period Ending 01/31/2024

	Jan 31, 24
Beginning Balance	355,982.82
Cleared Transactions	
Checks and Payments - 25 items	-244,263.80
Deposits and Credits - 23 items	1,595,513.70
Total Cleared Transactions	1,351,249.90
Cleared Balance	1,707,232.72
Uncleared Transactions	
Checks and Payments - 12 items	-244,776.67
Total Uncleared Transactions	-244,776.67
Register Balance as of 01/31/2024	1,462,456.05
New Transactions	
Checks and Payments - 14 items	-1,289,246.12
Deposits and Credits - 2 items	3,183.17
Total New Transactions	-1,286,062.95
Ending Balance	176,393.10

Conway Township Trust & Agency Fund #701
Reconciliation Summary
001.000 · BofAA Trust & Agency Ckg, Period Ending 01/31/2024

	<u>Jan 31, 24</u>
Beginning Balance	8,318.48
Cleared Transactions	
Deposits and Credits - 2 items	<u>354.18</u>
Total Cleared Transactions	<u>354.18</u>
Cleared Balance	<u>8,672.66</u>
Uncleared Transactions	
Deposits and Credits - 2 items	<u>0.00</u>
Total Uncleared Transactions	<u>0.00</u>
Register Balance as of 01/31/2024	<u>8,672.66</u>
Ending Balance	8,672.66

11:12 AM

02/06/24

Conway Township
Reconciliation Summary
002.000 · Chase - Building Fund, Period Ending 01/31/2024

	<u>Jan 31, 24</u>	
Beginning Balance		133,250.07
Cleared Transactions		
Checks and Payments - 2 items	-33,705.00	
Deposits and Credits - 1 item	0.99	
Total Cleared Transactions	<u>-33,704.01</u>	
Cleared Balance		<u>99,546.06</u>
Register Balance as of 01/31/2024		99,546.06
Ending Balance		99,546.06

10:23 AM

02/07/24

Conway Township Reconciliation Summary

008.001 · Flagstar Contingent CD, Period Ending 01/31/2024

	<u>Jan 31, 24</u>
Beginning Balance	197,778.73
Cleared Balance	197,778.73
Register Balance as of 01/31/2024	197,778.73
Ending Balance	197,778.73

11:17 AM

02/07/24

Conway Township Reconciliation Summary

003.000 · Huntington - Cont Acct #2, Period Ending 01/31/2024

	<u>Jan 31, 24</u>
Beginning Balance	236,817.24
Cleared Transactions	
Deposits and Credits - 1 item	<u>60.17</u>
Total Cleared Transactions	<u>60.17</u>
Cleared Balance	<u>236,877.41</u>
Register Balance as of 01/31/2024	236,877.41
Ending Balance	236,877.41

11:22 AM

02/07/24

ARPA Fund #464
Reconciliation Summary

000.101 · Independent Bank ARPA Funds, Period Ending 01/31/2024

	<u>Jan 31, 24</u>
Beginning Balance	323,555.27
Cleared Balance	323,555.27
Register Balance as of 01/31/2024	323,555.27
Ending Balance	323,555.27

11:20 AM

02/07/24

Conway Township
Reconciliation Summary
009.000 · MSUFCU CD, Period Ending 01/31/2024

	<u>Jan 31, 24</u>
Beginning Balance	247,911.85
Cleared Balance	247,911.85
Register Balance as of 01/31/2024	247,911.85
Ending Balance	247,911.85

11:18 AM

02/07/24

Conway Township Reconciliation Summary

009.001 · MSUFCU Saver, Period Ending 01/31/2024

	<u>Jan 31, 24</u>
Beginning Balance	5.00
Cleared Balance	5.00
Register Balance as of 01/31/2024	5.00
Ending Balance	5.00

Conway Township Check Detail January 10 through February 6, 2024

Type	Num	Date	Name	Account	Paid Amount	Original Amount
Check	ach	01/12/2024	mers	016.000 · BofAA - General Fund		-1,303.34
				204.000 · Payroll Liabilities	-1,303.34	1,303.34
TOTAL					-1,303.34	1,303.34
Check	ach	01/26/2024	American Express	016.000 · BofAA - General Fund		-9,454.44
				265.146 · Equipment-Office	-3,372.18	3,372.18
				102.726 · Supplies	-259.35	259.35
				266.103 · Attorney	-4,264.50	4,264.50
				265.859 · Internet & Phones	-564.29	564.29
				257.969 · Seminars & Workshops	-97.38	97.38
				102.801 · Mmbrshps, Sft. Lic. & Dues	-38.97	38.97
				102.900 · Printing & Publishing	-17.50	17.50
				265.920 · Utilities	-40.27	40.27
				721.969 · Seminars & Workshop	-800.00	800.00
TOTAL					-9,454.44	9,454.44
Check	ach	02/01/2024	DTE Energy	016.000 · BofAA - General Fund		-433.82
				265.920 · Utilities	-433.82	433.82
TOTAL					-433.82	433.82
Check	ach	02/06/2024	Point & Pay	016.000 · BofAA - General Fund		-97.50
				102.801 · Mmbrshps, Sft. Lic. & Dues	-97.50	97.50
TOTAL					-97.50	97.50
Check	12458	01/10/2024	Postmaster	016.000 · BofAA - General Fund		-463.60
				102.910 · Postage	-463.60	463.60
TOTAL					-463.60	463.60
Check	12459	01/10/2024	R.I. Thomas Property Mai...	016.000 · BofAA - General Fund		-560.00
				265.935 · Building Maintenance	-560.00	560.00
TOTAL					-560.00	560.00

Conway Township
Check Detail
 January 10 through February 6, 2024

Type	Num	Date	Name	Account	Paid Amount	Original Amount
Check	12460	01/10/2024	Fire Protections Plus, Inc.	016.000 · BofAA - General Fund		-138.50
				265.935 · Building Maintenance	-138.50	138.50
TOTAL					-138.50	138.50
Check	12461	01/10/2024	H & H Publication	016.000 · BofAA - General Fund		-500.00
				102.900 · Printing & Publishing	-500.00	500.00
TOTAL					-500.00	500.00
Check	12462	01/10/2024	Pikk Services LLC	016.000 · BofAA - General Fund		-240.00
				265.935 · Building Maintenance	-240.00	240.00
TOTAL					-240.00	240.00
Check	12463	01/10/2024	Applied Innovation	016.000 · BofAA - General Fund		-7,682.00
				265.146 · Equipment-Office	-7,682.00	7,682.00
TOTAL					-7,682.00	7,682.00
Check	12464	01/10/2024	Great Lakes Outdoor Solu...	016.000 · BofAA - General Fund		-720.00
				265.805 · Snow Removal	-180.00	180.00
				265.805 · Snow Removal	-180.00	180.00
				265.805 · Snow Removal	-180.00	180.00
				265.805 · Snow Removal	-180.00	180.00
TOTAL					-720.00	720.00
Check	12465	01/10/2024	Premium Roofing LLC	016.000 · BofAA - General Fund		-33,695.00
				265.935 · Building Maintenance	-33,695.00	33,695.00
TOTAL					-33,695.00	33,695.00

Conway Township
Check Detail
 January 10 through February 6, 2024

Type	Num	Date	Name	Account	Paid Amount	Original Amount
Check	12466	01/10/2024	CivicPlus	016.000 · BofAA - General Fund		-2,800.00
				266.721 · Planning Commission	-2,800.00	2,800.00
TOTAL					-2,800.00	2,800.00
Check	12467	01/17/2024	Great Lakes Outdoor Solu...	016.000 · BofAA - General Fund		-1,350.00
				265.805 · Snow Removal	-180.00	180.00
				265.805 · Snow Removal	-840.00	840.00
				265.805 · Snow Removal	-330.00	330.00
TOTAL					-1,350.00	1,350.00
Check	12468	02/01/2024	Village Of Fowlerville	016.000 · BofAA - General Fund		-120.00
				301.702 · Contribution Police Salaries	-120.00	120.00
TOTAL					-120.00	120.00
Check	12469	02/01/2024	Michigan Municipal Treas...	016.000 · BofAA - General Fund		-599.00
				253.969 · Seminars & Workshops	-599.00	599.00
TOTAL					-599.00	599.00
Check	12470	02/01/2024	Livingston County Treasu...	016.000 · BofAA - General Fund		-21.58
				253.832 · Charge Back	-21.58	21.58
TOTAL					-21.58	21.58
Check	12471	02/01/2024	MTA	016.000 · BofAA - General Fund		-1,030.00
				253.969 · Seminars & Workshops	-515.00	515.00
				171.969 · Seminars & Workshops	-515.00	515.00
TOTAL					-1,030.00	1,030.00

Conway Township
Check Detail
 January 10 through February 6, 2024

Type	Num	Date	Name	Account	Paid Amount	Original Amount
Check	12472	01/24/2024	Post Master	016.000 · BofAA - General Fund		-43.78
				102.910 · Postage	-43.78	43.78
TOTAL					-43.78	43.78
Check	12473	01/17/2024	Great Lakes Outdoor Solu...	016.000 · BofAA - General Fund		-1,050.00
				265.805 · Snow Removal	-180.00	180.00
				265.805 · Snow Removal	-180.00	180.00
				265.805 · Snow Removal	-330.00	330.00
				265.805 · Snow Removal	-180.00	180.00
				265.805 · Snow Removal	-180.00	180.00
TOTAL					-1,050.00	1,050.00
Check	12474	02/06/2024	IIMC	016.000 · BofAA - General Fund		-210.00
				102.801 · Mmbrshps, Sft. Lic. & Dues	-210.00	210.00
TOTAL					-210.00	210.00
Check	12475	02/06/2024	Elizabeth Whitt	016.000 · BofAA - General Fund		-127.80
				102.970 · Mileage	-127.80	127.80
TOTAL					-127.80	127.80
Check	12476	02/06/2024	H & H Publication	016.000 · BofAA - General Fund		-315.00
				102.900 · Printing & Publishing	-315.00	315.00
TOTAL					-315.00	315.00
Check	12477	02/06/2024	Great Lakes Outdoor Solu...	016.000 · BofAA - General Fund		-510.00
				265.805 · Snow Removal	-510.00	510.00
TOTAL					-510.00	510.00

Conway Township
Check Detail
January 10 through February 6, 2024

Type	Num	Date	Name	Account	Paid Amount	Original Amount
Check	12478	02/06/2024	William Grubb	016.000 · BofAA - General Fund		-20.00
				171.969 · Seminars & Workshops	-20.00	20.00
TOTAL					-20.00	20.00

Conway Township Journal February 15, 2024

Trans #	Type	Date	Num	Memo	Account
13440	General J...	02/15/20	JE #33	Unallocated:Receptionist salary	102.702 · Office Assistant Sal...
				Fica ER	102.704 · Payroll Taxes
				Med ER	102.704 · Payroll Taxes
				Invoice	102.710 · Payroll Billing
				Township Board:Salaries Wages	103.702 · Salaries Wages
				Supervisor's Office:Salaries	171.702 · Salaries
				Federal PRT Liability	210 · Federal PRT Liability
				Clerk's Office:Salaries & Wages	215.702 · Salaries & Wages
				Clerk's Office:Deputies Wages	215.703 · Deputies Wages
				Michigan Withholding Liability	218 · Michigan Withholding Lia...
				Treasurer's Office:Salaries & Wages	253.702 · Salaries & Wages
				Treasurer's Office:Deputies Salaries	253.703 · Deputies Salaries
				Assessor:Salaries	257.702 · Salaries
				Elections:Salaries & Wages	262.702 · Salaries & Wages
				Cemetery:Salaries	276.702 · Salaries
				Planning & Zoning:Salaries	721.702 · Salaries
				Direct Deposits	016.000 · BofAA - General Fund
				Invoice	016.000 · BofAA - General Fund
				Payroll Taxes	016.000 · BofAA - General Fund
				Payroll Liabilities	204.000 · Payroll Liabilities
				Fed Wh	210 · Federal PRT Liability
				Fica ER	210 · Federal PRT Liability
				Fica Wh	210 · Federal PRT Liability
				Med ER	210 · Federal PRT Liability
				Med Wh	210 · Federal PRT Liability
				Michigan Withholding Liability	218 · Michigan Withholding Lia...

TOTAL

Conway Township
Journal
February 15, 2024

<u>Debit</u>	<u>Credit</u>
1,089.00	
1,092.02	
255.38	
205.49	
392.00	
2,026.75	
3,408.53	
2,309.34	
1,785.00	
719.06	
2,172.91	
1,210.00	
3,853.33	
40.00	
575.00	
2,160.00	
	13,420.28
	205.49
	4,127.59
	1,412.86
	713.73
	1,092.02
	1,092.02
	255.38
	255.38
	719.06
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23,293.81	23,293.81
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23,293.81	23,293.81
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Conway Township
Profit & Loss Budget vs. Actual
April 2023 through March 2024

	Apr '23 - Mar 24	Budget	\$ Over Budget
Ordinary Income/Expense			
Income			
101.404 · School Tax Collection Fee	0.00	0.00	0.00
366.350 · Trans in - Daisy Lane Fund	0.00	0.00	0.00
366.450 · Trans in - Trust & Agency	0.00	0.00	0.00
402.000 · Taxes - General	0.00	120,000.00	-120,000.00
403.000 · Taxes - Admin fees	27,852.41	43,000.00	-15,147.59
409.000 · Taxes - SET fee	0.00	700.00	-700.00
411.000 · Dog licenses	365.85	40.00	325.85
450.000 · Fees, Licenses & Permits	3,781.25	10,000.00	-6,218.75
455.000 · Research Fees	0.00	200.00	-200.00
560.000 · Metro Act Fee	4,650.72	0.00	4,650.72
573.000 · LCSA PPT Reimbursement	0.00	4,800.00	-4,800.00
574.000 · State Revenue Sharing	267,646.00	393,975.00	-126,329.00
664.000 · Interest & Dividends	11,552.30	3,200.00	8,352.30
667.000 · Rent	1,650.00	2,500.00	-850.00
671.000 · Misc. Revenues	446.05	0.00	446.05
675.000 · American Rescue Plan Funds	0.00	0.00	0.00
677.000 · General Reimbursements	0.00	0.00	0.00
678.000 · Grant Reimbursement	1,500.00	0.00	1,500.00
680.000 · Election Reimburse	3,084.27	0.00	3,084.27
699.701 · Transfer In - Trust & Agency	0.00	0.00	0.00
700.701 · Escrow Revenues	0.00	0.00	0.00
Total Income	322,528.85	578,415.00	-255,886.15
Gross Profit	322,528.85	578,415.00	-255,886.15
Expense			
102.000 · Unallocated			
102.702 · Office Assistant Salary	8,455.32	11,000.00	-2,544.68
102.704 · Payroll Taxes	12,902.51	15,000.00	-2,097.49
102.710 · Payroll Billing	2,215.10	2,500.00	-284.90
102.725 · Workwear	453.28	2,500.00	-2,046.72
102.726 · Supplies	2,477.10	2,000.00	477.10
102.801 · Mmbrshps, Sft. Lic. & Dues	18,459.20	8,000.00	10,459.20
102.805 · Appropriation Senior Center	0.00	2,000.00	-2,000.00
102.900 · Printing & Publishing	6,015.70	7,500.00	-1,484.30
102.910 · Postage	5,241.84	6,000.00	-758.16
102.970 · Mileage	4,004.26	3,000.00	1,004.26
102.971 · Miscellaneous	0.00	0.00	0.00
102.000 · Unallocated - Other	0.00	0.00	0.00
Total 102.000 · Unallocated	60,224.31	59,500.00	724.31
103.000 · Township Board			
103.702 · Salaries Wages	6,587.00	3,500.00	3,087.00
103.706 · FOIA COORDINATOR	1,150.00	1,000.00	150.00
103.969 · Seminars and Workshops	0.00	500.00	-500.00
Total 103.000 · Township Board	7,737.00	5,000.00	2,737.00
171.000 · Supervisor's Office			
171.702 · Salaries	20,267.50	24,321.00	-4,053.50
171.969 · Seminars & Workshops	2,996.93	2,000.00	996.93
Total 171.000 · Supervisor's Office	23,264.43	26,321.00	-3,056.57
200.203 · Due To Road Fund	0.00	0.00	0.00
215.000 · Clerk's Office			
215.702 · Salaries & Wages	23,093.40	27,712.00	-4,618.60
215.703 · Deputies Wages	15,360.00	20,000.00	-4,640.00
215.969 · Seminars & Workshops	5,922.15	6,500.00	-577.85
215.000 · Clerk's Office - Other	0.00	0.00	0.00
Total 215.000 · Clerk's Office	44,375.55	54,212.00	-9,836.45

Conway Township
Profit & Loss Budget vs. Actual
April 2023 through March 2024

	Apr '23 - Mar 24	Budget	\$ Over Budget
247.000 · Board of Review			
247.702 · Salaries & Wages	1,530.00	2,000.00	-470.00
247.969 · Seminars & Workshops	0.00	0.00	0.00
Total 247.000 · Board of Review	1,530.00	2,000.00	-470.00
253.000 · Treasurer's Office			
253.702 · Salaries & Wages	21,729.10	25,609.00	-3,879.90
253.703 · Deputies Salaries	8,605.00	12,480.00	-3,875.00
253.832 · Charge Back	-5.21	200.00	-205.21
253.969 · Seminars & Workshops	4,981.67	3,000.00	1,981.67
253.975 · Bank Service Charge	50.00	150.00	-100.00
Total 253.000 · Treasurer's Office	35,360.56	41,439.00	-6,078.44
257.000 · Assessor			
257.701 · Assessor Services	0.00	100.00	-100.00
257.702 · Salaries	34,073.30	38,400.00	-4,326.70
257.969 · Seminars & Workshops	307.38	1,500.00	-1,192.62
Total 257.000 · Assessor	34,380.68	40,000.00	-5,619.32
262.000 · Elections			
262.702 · Salaries & Wages	2,464.00	7,500.00	-5,036.00
262.726 · Supplies	390.76	2,500.00	-2,109.24
262.900 · Printing & Publishing	1,042.10	250.00	792.10
262.930 · Equipment/Maintenance	500.00	10,000.00	-9,500.00
Total 262.000 · Elections	4,396.86	20,250.00	-15,853.14
265.000 · Building & Grounds			
265.146 · Equipment-Office	29,723.04	10,000.00	19,723.04
265.702 · Hall Monitor Salary	750.00	1,500.00	-750.00
265.801 · Lawn Mowing	1,917.05	3,500.00	-1,582.95
265.802 · Landscaping	0.00	0.00	0.00
265.805 · Snow Removal	5,016.80	4,500.00	516.80
265.859 · Internet & Phones	9,044.87	12,000.00	-2,955.13
265.920 · Utilities	5,171.64	5,500.00	-328.36
265.930 · Equipment Maintenance	21,444.32	0.00	21,444.32
265.935 · Building Maintenance	71,164.25	18,000.00	53,164.25
265.950 · ARPA Fund Expenses	0.00	0.00	0.00
265.970 · Parking Lot	0.00	5,000.00	-5,000.00
265.971 · Capital Improvement	0.00	10,000.00	-10,000.00
265.000 · Building & Grounds - Other	0.00	0.00	0.00
Total 265.000 · Building & Grounds	144,231.97	70,000.00	74,231.97
266.000 · Professional Fees			
266.103 · Attorney	61,751.85	60,000.00	1,751.85
266.721 · Planning Commission	2,800.00	37,200.00	-34,400.00
266.955 · Auditor	11,050.00	10,500.00	550.00
266.960 · Engineer	0.00	1,800.00	-1,800.00
266.000 · Professional Fees - Other	5,820.05	0.00	5,820.05
Total 266.000 · Professional Fees	81,421.90	109,500.00	-28,078.10
275.000 · Drains At Large	85,029.84	50,000.00	35,029.84
276.000 · Cemetery			
276.702 · Salaries	465.00	0.00	465.00
276.801 · Lawn Mowing	0.00	0.00	0.00
276.930 · Repair & Maintenance	500.00	0.00	500.00
Total 276.000 · Cemetery	965.00	0.00	965.00

Conway Township
Profit & Loss Budget vs. Actual
April 2023 through March 2024

	Apr '23 - Mar 24	Budget	\$ Over Budget
301.000 · Public Safety			
301.700 · Fire Authority Rep	810.00	1,000.00	-190.00
301.701 · Police Ordinance Enforcement	240.00	10,000.00	-9,760.00
301.702 · Contribution Police Salaries	270.00	0.00	270.00
Total 301.000 · Public Safety	1,320.00	11,000.00	-9,680.00
526.000 · Sanitary Landfill			
526.960 · Spring Cleanup	1,874.00	5,000.00	-3,126.00
Total 526.000 · Sanitary Landfill	1,874.00	5,000.00	-3,126.00
66900 · Reconciliation Discrepancies	0.00	0.00	0.00
721.000 · Planning & Zoning			
721.702 · Salaries	21,580.00	20,000.00	1,580.00
721.969 · Seminars & Workshop	925.00	500.00	425.00
Total 721.000 · Planning & Zoning	22,505.00	20,500.00	2,005.00
738.000 · Recreation Association			
738.100 · Parks & Recreation Contribution	36,903.22	35,000.00	1,903.22
738.702 · Salaries	540.00	900.00	-360.00
738.000 · Recreation Association - Other	0.00	0.00	0.00
Total 738.000 · Recreation Association	37,443.22	35,900.00	1,543.22
954.000 · Insurance & Bond	13,021.00	11,500.00	1,521.00
960.000 · Delinquent Personal Prop Taxes	-7,818.46		
980.000 · Transfers Out - Cemetery	0.00	30,000.00	-30,000.00
Total Expense	591,262.86	592,122.00	-859.14
Net Ordinary Income	-268,734.01	-13,707.00	-255,027.01
Other Income/Expense			
Other Income			
Interest Income	1,616.38	0.00	1,616.38
501.000 · Federal Grant Income	0.00	0.00	0.00
Total Other Income	1,616.38	0.00	1,616.38
Net Other Income	1,616.38	0.00	1,616.38
Net Income	-267,117.63	-13,707.00	-253,410.63

Conway Township Profit & Loss Budget vs. Actual April 2023 through March 2024

	% of Budget
Ordinary Income/Expense	
Income	
101.404 · School Tax Collection Fee	0.0%
366.350 · Trans in - Daisy Lane Fund	0.0%
366.450 · Trans in - Trust & Agency	0.0%
402.000 · Taxes - General	0.0%
403.000 · Taxes - Admin fees	64.8%
409.000 · Taxes - SET fee	0.0%
411.000 · Dog licenses	914.6%
450.000 · Fees, Licenses & Permits	37.8%
455.000 · Research Fees	0.0%
560.000 · Metro Act Fee	100.0%
573.000 · LCSA PPT Reimbursement	0.0%
574.000 · State Revenue Sharing	67.9%
664.000 · Interest & Dividends	361.0%
667.000 · Rent	66.0%
671.000 · Misc. Revenues	100.0%
675.000 · American Rescue Plan Funds	0.0%
677.000 · General Reimbursements	
678.000 · Grant Reimbursement	
680.000 · Election Reimburse	100.0%
699.701 · Transfer In - Trust & Agency	0.0%
700.701 · Escrow Revenues	0.0%
Total Income	55.8%
Gross Profit	55.8%
Expense	
102.000 · Unallocated	
102.702 · Office Assistant Salary	76.9%
102.704 · Payroll Taxes	86.0%
102.710 · Payroll Billing	88.6%
102.725 · Workwear	18.1%
102.726 · Supplies	123.9%
102.801 · Mmbrshps, Sft. Lic. & Dues	230.7%
102.805 · Appropriation Senior Center	0.0%
102.900 · Printing & Publishing	80.2%
102.910 · Postage	87.4%
102.970 · Mileage	133.5%
102.971 · Miscellaneous	0.0%
102.000 · Unallocated - Other	0.0%
Total 102.000 · Unallocated	101.2%
103.000 · Township Board	
103.702 · Salaries Wages	188.2%
103.706 · FOIA COORDINATOR	115.0%
103.969 · Seminars and Workshops	0.0%
Total 103.000 · Township Board	154.7%
171.000 · Supervisor's Office	
171.702 · Salaries	83.3%
171.969 · Seminars & Workshops	149.8%
Total 171.000 · Supervisor's Office	88.4%
200.203 · Due To Road Fund	0.0%
215.000 · Clerk's Office	
215.702 · Salaries & Wages	83.3%
215.703 · Deputies Wages	76.8%
215.969 · Seminars & Workshops	91.1%
215.000 · Clerk's Office - Other	0.0%
Total 215.000 · Clerk's Office	81.9%

Conway Township
Profit & Loss Budget vs. Actual
April 2023 through March 2024

	% of Budget
247.000 · Board of Review	
247.702 · Salaries & Wages	76.5%
247.969 · Seminars & Workshops	0.0%
Total 247.000 · Board of Review	76.5%
253.000 · Treasurer's Office	
253.702 · Salaries & Wages	84.8%
253.703 · Deputies Salaries	69.0%
253.832 · Charge Back	-2.6%
253.969 · Seminars & Workshops	166.1%
253.975 · Bank Service Charge	33.3%
Total 253.000 · Treasurer's Office	85.3%
257.000 · Assessor	
257.701 · Assessor Services	0.0%
257.702 · Salaries	88.7%
257.969 · Seminars & Workshops	20.5%
Total 257.000 · Assessor	86.0%
262.000 · Elections	
262.702 · Salaries & Wages	32.9%
262.726 · Supplies	15.6%
262.900 · Printing & Publishing	416.8%
262.930 · Equipment/Maintenance	5.0%
Total 262.000 · Elections	21.7%
265.000 · Building & Grounds	
265.146 · Equipment-Office	297.2%
265.702 · Hall Monitor Salary	50.0%
265.801 · Lawn Mowing	54.8%
265.802 · Landscaping	0.0%
265.805 · Snow Removal	111.5%
265.859 · Internet & Phones	75.4%
265.920 · Utilities	94.0%
265.930 · Equipment Maintenance	100.0%
265.935 · Building Maintenance	395.4%
265.950 · ARPA Fund Expenses	0.0%
265.970 · Parking Lot	0.0%
265.971 · Capital Improvement	0.0%
265.000 · Building & Grounds - Other	0.0%
Total 265.000 · Building & Grounds	206.0%
266.000 · Professional Fees	
266.103 · Attorney	102.9%
266.721 · Planning Commission	7.5%
266.955 · Auditor	105.2%
266.960 · Engineer	0.0%
266.000 · Professional Fees - Other	0.0%
Total 266.000 · Professional Fees	74.4%
275.000 · Drains At Large	170.1%
276.000 · Cemetery	
276.702 · Salaries	100.0%
276.801 · Lawn Mowing	0.0%
276.930 · Repair & Maintenance	0.0%
Total 276.000 · Cemetery	100.0%

Conway Township Profit & Loss Budget vs. Actual April 2023 through March 2024

	% of Budget
301.000 · Public Safety	
301.700 · Fire Authority Rep	81.0%
301.701 · Police Ordinance Enforcement	2.4%
301.702 · Contribution Police Salaries	100.0%
Total 301.000 · Public Safety	12.0%
526.000 · Sanitary Landfill	
526.960 · Spring Cleanup	37.5%
Total 526.000 · Sanitary Landfill	37.5%
66900 · Reconciliation Discrepancies	0.0%
721.000 · Planning & Zoning	
721.702 · Salaries	107.9%
721.969 · Seminars & Workshop	185.0%
Total 721.000 · Planning & Zoning	109.8%
738.000 · Recreation Association	
738.100 · Parks & Recreation Contribution	105.4%
738.702 · Salaries	60.0%
738.000 · Recreation Association - Other	0.0%
Total 738.000 · Recreation Association	104.3%
954.000 · Insurance & Bond	113.2%
960.000 · Delinquent Personal Prop Taxes	
980.000 · Transfers Out - Cemetery	0.0%
Total Expense	99.9%
Net Ordinary Income	1,960.6%
Other Income/Expense	
Other Income	
Interest Income	100.0%
501.000 · Federal Grant Income	0.0%
Total Other Income	100.0%
Net Other Income	100.0%
Net Income	1,948.8%



8015 Fowlerville Road - PO Box 1157 - Fowlerville, Michigan 48836

P: 517-223-0358 F: 517-223-0533

From: Becky Dockery - Conway Township Zoning Administrator

To: Conway Township Board of Trustees

Subject: Zoning Administrator Report

Period: February 2024

Name	Location	Permit#	ID #	Details
KLAUS	CHASE LAKE ROAD	001-024	01-32-200-014	NEW HOUSE
CEDAR BROOK HOM 7807	HIDDEN CIRCLE	002-024	01-02-101-046	NEW HOUSE
CONWAY TOWNSHIP 8015	FOWLerville RD	W001-024	01-22-400-006	RE-ROOF

Date Threat Event

Date	Threat Event
Jan 1,2024	185.224.128.191 Netherlands 25
	109.205.213.198 Azerbaijan 21
	83.97.73.87 Germany 2
Jan 2,2024	185.224.128.191 Netherlands 19
	109.205.213.198 Azerbaijan 14
	83.97.73.245 Germany 2
Jan 3,2024	109.205.213.198 Azerbaijan 14
	185.224.128.191 Netherlands 8
	146.70.130.244 Ireland 2
Jan 4,2024	185.224.128.191 Netherlands 15
	109.205.213.198 Azerbaijan 7
	193.42.96.220 Germany 2
	2.58.95.67 Germany 1
Jan 5,2024	185.224.128.191 Netherlands 44
	109.205.213.198 Azerbaijan 1
Jan 6,2024	185.224.128.191 Netherlands 2
	109.205.213.198 Azerbaijan 1
Jan 7,2024	185.224.128.191 3
	109.205.213.198 Azerbaijan 2
	2.58.95.67 Germany 1
Jan 8,2024	109.205.213.198 Azerbaijan 1
Jan 9,2024	185.224.128.191 Netherlands 4
	109.205.213.198 Azerbaijan 1
Jan 10,2024	

	109.205.213.198	Azerbaijan	2
	185.224.128.191	Netherlands	2
	162.243.186.177	United States	1
Jan 11,2024			
	109.205.213.198	Azerbaijan	2
	185.224.128.191	Netherlands	2
	45.128.232.159	Netherlands	1
Jan 12,2024			
	175.110.244.246	Saudi Arabia	2
	109.205.213.198	United States	1
	2.58.95.67	Germany	1
Jan 13,2024			
	185.224.128.191	Netherlands	2
	109.205.213.198	United States	1
Jan 14,2024			
	185.224.128.191	Netherlands	4
	109.205.213.198	United States	3
	104.192.1.166	United States	3
Jan 15,2024			
	185.224.128.191	Netherlands	4
	179.43.178.234	Switzerland	1
	109.205.213.198	United States	1
Jan 16,2024			
	109.205.213.198	United States	2
	179.43.178.234	Switzerland	2
	185.224.128.191	Netherlands	2
Jan 17,2024			
	179.43.178.234	Switzerland	23
	109.205.213.198	United States	4
	185.224.128.191	Netherlands	2
Jan 18,2024			
	179.43.178.234	Switzerland	77
	185.224.128.191	Netherlands	4
Jan 19,2024			
	179.43.178.234	Switzerland	86
	185.224.128.191	Netherlands	4

Jan 20,2024			
	179.43.178.234	Switzerland	84
	185.224.128.191	Netherlands	1
Jan 21,2024			
	179.43.178.234	Switzerland	11
Jan 22,2024			
	179.43.178.234	Switzerland	55
	185.224.128.191	Netherlands	3
	112.248.80.151	China	1
Jan 23,2024			
	185.224.128.55	Netherlands	37
	185.224.128.191	Netherlands	1
Jan 24,2024			
	185.224.128.55	Netherlands	10
	149.50.96.45	United States	9
	185.224.128.191	Netherlands	2
Jan 25,2024			
	149.50.96.45	United States	37
	185.224.128.55	Netherlands	4
	8.8.8.8	United States	4
	208.67.222.222	United States	2
	43.153.67.142	United States	1
Jan 26,2024			
	183.56.246.55	China	1
Jan 27,2024			
	45.128.232.159	Netherlands	1
Jan 28,2024			
	No threats		
Jan 29,2024			
	45.128.232.159	Netherlands	1
	114.132.210.77	China	1
Jan 30,2024			
	No threats		

Fowlerville Community Schools

7677 W. Sharpe Road, Suite A • Fowlerville, MI 48836

January 19, 2024

Ms. Elizabeth Whitt
Conway Township Clerk
PO Box 1157
Fowlerville, MI 48836-1157

Section 1(f) of the Community Recreation Agreement requires approval of the recreation budget by the majority of governmental units. I have attached the proposed 2024-2025 recreation budget that was discussed at the January 17, 2024 annual meeting.

Also attached is an updated Recreation Agreement. This updated agreement has been reviewed at several monthly meetings of the Recreation Advisory Board and was also reviewed at January 17, 2024 annual meeting.

Please present both items to your board/council. After your board/council has voted, please take a few minutes to sign the updated agreement and also complete the attached budget approval form and return it to me along with a copy of the minutes from the meeting at which the vote took place. It would be greatly appreciated if you could reply by March 31, 2024.

Thank you for your continued support.

Sincerely,



Lauri Daubenmeyer, Financial Director
Fowlerville Community Schools

Enclosure

RECREATION BUDGET -- CURRENT AND PROPOSED				
	2023-2024 Budget		2024-25 Proposed Changes	2024-2025 Proposed Budget
SAL RECREATION DIR	\$52,790.00	3% Increase	\$1,584.00	\$54,374.00
ASSIST SUPERV/REC	\$34,055.00	3% Increase	\$1,022.00	\$35,077.00
SUPPORT STAFF PERSON	\$21,440.00	3% Increase	\$643.00	\$22,083.00
SAL OTHER STAFF/REC	\$39,900.00	3% Increase	\$1,197.00	\$41,097.00
CUSTODIAL OVT/REC	\$2,800.00	3% Increase	\$84.00	\$2,884.00
SAL FIELD MAINT/REC	\$2,040.00	3% Increase	\$61.00	\$2,101.00
LIFE INSURANCE/REC	\$55.00	3% Increase	\$2.00	\$57.00
LONG TERM DISABILITY	\$360.00	3% Increase	\$11.00	\$371.00
MESSA HLTH/REC	\$14,300.00	8% Increase	\$1,144.00	\$15,444.00
DENTAL/REC	\$1,500.00	3% Increase	\$45.00	\$1,545.00
VISION/REC	\$330.00	3% Increase	\$10.00	\$340.00
RETIREMENT/REC	\$17,890.00	3% Increase	\$537.00	\$18,427.00
RETIRE CUSTODIDAN/REC	\$784.00	3% Increase	\$24.00	\$808.00
RETIRE FLD MAINT/REC	\$571.00	3% Increase	\$17.00	\$588.00
FICA/RECREATION	\$6,190.00	3% Increase	\$186.00	\$6,376.00
FICA CUSTODIAN/REC	\$214.00	3% Increase	\$6.00	\$220.00
FICA FLD MAINT/REC	\$156.00	3% Increase	\$5.00	\$161.00
W/C-REC	\$1,150.00	3% Increase	\$35.00	\$1,185.00
MISC CONTRACTED/REC	\$6,640.00	3% Increase	\$199.00	\$6,839.00
CONTRACTED OFFICIALS	\$9,700.00	20% Increase	\$1,940.00	\$11,640.00
CONTR'D INSTRUCTOR/REC	\$1,112.00			\$1,112.00
CELL PHONE/REC	\$360.00			\$360.00
POSTAGE/REC	\$400.00			\$400.00
ADVERTISING/REC	\$150.00			\$150.00
WATER&SEWER/REC	\$225.00			\$225.00
EQUIP REPAIR/REC	\$700.00			\$700.00
GAS/450 N HIBBARD/REC	\$550.00			\$550.00
ELEC/450 N HIBBARD/REC	\$525.00			\$525.00
ELEC/SCHOOL GYMS/REC	\$1,000.00			\$1,000.00
OFFICE SUPPL/REC	\$1,000.00			\$1,000.00
COMPUTER SUPPL/REC	\$300.00			\$300.00
FIELD MAINT SUPPL/REC	\$2,485.00			\$2,485.00
OTHER SUPPLIES/REC	\$11,000.00			\$11,000.00
CONCESSION SUPPL/REC	\$6,500.00			\$6,500.00
PROGRAM UNIFORMS/REC	\$42,836.00	20% increase	\$8,567.00	\$51,403.00
PROGRAM EQUIP/REC	\$21,462.00			\$21,462.00
DUES & FEES/REC	\$14,131.00			\$14,131.00
RECREATION REFUNDS	\$5,000.00			\$5,000.00
COPY MACH LEASE/REC	\$500.00			\$500.00
Project Programs Expense	\$323,101.00		\$17,319.00	\$340,420.00
Projected Program Revenue	\$204,791.00	Increase player fees	\$13,642.00	\$218,433.00
Projected Net Cost	\$118,310.00			\$121,987.00
Total Increase/(Decrease)for Proposed Budget				\$3,677.00

**2024-2025 Community Recreation Budget Approval
Status Form**

Governmental Unit _____

_____ The 2024-2025 Community Recreation Budget Proposal was approved.

_____ No action has been taken at this time.

Signature _____ Date _____

Title _____

Please submit this form along with a copy of the minutes from the meeting at which the vote on the budget took place and mail both to:

Lauri Daubenmeyer
Fowlerville Community Schools
7677 Sharpe Road, Suite A
Fowlerville, MI 48836

COMMUNITY RECREATION AGREEMENT

This Community Recreation Agreement (the "Agreement") is made this ____ day of _____ 2024 by and among the **FOWLerville COMMUNITY SCHOOLS**, a Michigan general powers school district, whose address is 7677 W. Sharpe Road, Suite A, Fowlerville, Michigan 48836; the **VILLAGE OF FOWLerville**, a Michigan municipal corporation, whose address is 213 S. Grand Avenue, Fowlerville, Michigan 48836; the **TOWNSHIP OF IOSCO**, a Michigan municipal corporation, whose address is 2050 Bradley Road, Webberville, Michigan 48892; the **TOWNSHIP OF COHOCTAH**, a Michigan municipal corporation, whose address is 10518 Antcliff Road, Fowlerville, Michigan 48836; the **TOWNSHIP OF CONWAY**, a Michigan municipal corporation, whose address is 8015 N. Fowlerville Road, Fowlerville, Michigan 48836; and the **TOWNSHIP OF HANDY**, a Michigan municipal corporation, whose address is 135 N. Grand Avenue, Fowlerville, Michigan 48836 (individually, a "Party" and collectively, the "Parties").

WHEREAS, Section 11a of the Revised School Code, MCL 380.11a, permits Fowlerville Community Schools (the "School District") to enter into agreements, contracts, or other cooperative arrangements with public entities as part of the functions of a school district, which expressly include the operation of recreation programs; and

WHEREAS, the Parties desire to jointly operate a Community Recreation Program to service the greater areas of the School District, the Village of Fowlerville, and Iosco, Cohoctah, Conway and Handy Townships.

NOW, THEREFORE, the Parties agree as follows:

1. **Purpose.** A Community Recreation Advisory Board ("Advisory Board") shall serve in an advisory capacity to the School District's Board of Education ("Board of Education") as provided in this Agreement. Each Party shall appoint one representative to the Board, who shall continue to serve at the discretion of the respective appointing Party. The Advisory Board shall provide recommendations and advice to the Board of Education with respect to the administration of the Community Recreation Program, and the Board of Education shall afford such advice and recommendations considerable weight, but all administrative decision-making shall belong ultimately to the Board of Education.
2. **Duties and Responsibilities.** The Advisory Board shall be responsible for performing the following functions unless otherwise ascribed to the Board of Education:
 - a. Volunteers shall serve subject to the approval of the Board of Education or its authorized representative.
 - b. Advise the Board of Education concerning employees assigned through the Community Recreation Program. The Board of Education may hire a full-time Recreation Director and an Assistant Director at 30 hours per week and a Support staff person at 20 hours per week for the administration of the Community Recreation Program. The Advisory Board may make a recommendation regarding

applicants for these positions and salary/wages, and the final hiring decisions shall rest with the Board of Education. The Board of Education may hire, or contract for, temporary or part-time employees such as referees, umpires, field workers, custodians and program aides on a seasonal basis when necessary. The Board of Education may retain additional paid employees for the purposes of this Agreement only upon request or recommendation by the Advisory Board. All costs associated with the employment of persons hired to administer or perform under this Agreement shall be included in the cost of the Community Recreation Program.

- c. Approve all activities to be offered in the Community Recreation Program under this Agreement, with the exception of the programs listed below, the administration of which shall depend on sufficient participation, as determined by the Board of Education. The offering of new or additional activities under this Agreement shall be subject to approval by the Advisory Board, the Board of Education or its authorized representatives, and each governmental unit participating in this Agreement. New programs or activities will require an approval of the majority of the governmental units participating in this Agreement. A participating governmental unit in the minority, electing not to participate in new activities not listed below, may choose to have their residents pay the non-resident fee and will not be charged for the number of residents enrolled in the activity. A majority vote of the Advisory Board is required for the discontinuation of any activity listed below:

Basketball--Youth Boys	Basketball--Youth Girls
Track & Field	Wrestling
Basketball—Tournaments	Cheerleading
Soccer—Youth	Softball--Youth
Volleyball—Youth	Tennis
Football—Junior	Travel Baseball--Junior
Baseball—Junior	Travel Soccer
Travel Softball—Junior	Clinics

- d. Review and monitor the policies, rules, and regulations of all activities and programs to secure the safety and wellbeing of program participants, and make recommendations to the Board of Education and/or the Parties with respect to suggested changes.
- e. Establish a means to resolve grievances, complaints, and other concerns within the Community Recreation Program, subject to the provision that the Board of Education shall be the final arbiter in any such matter. The Advisory Board shall promptly provide the Board of Education with reports of such matters if requested by the Board of Education.
- f. Prepare, in conjunction with the Board of Education or its authorized representative, a budget for each fiscal year based upon projected expenses and revenues. For the purpose of this Agreement, the fiscal year will run from July 1

through June 30. A proposed budget reflecting the projected expenditures and revenues of the Community Recreation Program for the next fiscal year beginning July 1 will be sent to each participating governmental unit participating in this Agreement by January 31. After approval of the budget by a majority of the governmental units, the budget will be sent to the Board of Education. The budget will be amended by the Advisory Board and each participating governmental unit if revenues or expenses do not meet projections in order to ensure that the Board of Education does not incur any direct operating costs for the Community Recreation Program during the fiscal year.

3. **Fiscal Agent Responsibilities.** The Board of Education shall serve as fiscal agent under this Agreement.

- a. The Board of Education, as fiscal agent, shall employ all paid employees hired with respect to this Agreement, and shall operate the Community Recreation Program. Any employees hired by the Board of Education for the Community Recreation Program are not intended as employees of any Party other than the Board of Education under this Agreement.
- b. The Board of Education shall secure liability insurance coverage for members of the Community Recreation Board, paid employees hired pursuant to the Agreement, and volunteers serving in the Community Recreation Program under this Agreement. The Board of Education will issue certificates of insurance, naming each Party as an additional insured, if requested.
- c. The Board of Education shall conduct all financial transactions necessary with respect to the Community Recreation Program under this Agreement, including purchasing, payroll, etc.
- d. The Board of Education shall maintain separate accounts with respect to all transactions under this Agreement. The books of the Board of Education with respect to this Agreement shall be subject to review by any Party upon a reasonable basis.
- e. The Board of Education shall submit a monthly report to the Advisory Board indicating actual year-to-date revenues and expenses and estimated revenues and expenses for the remainder of the fiscal year.

4. **Payment and Fees.**

- a. Registration fees shall be charged to participants for each activity in the Community Recreation Program in order to defray all or a portion of the cost involved in establishing and providing a Community Recreation Program. The Advisory Board shall recommend all fees established pursuant to this Agreement, but such fees shall be approved by the Board of Education or its authorized representative. In establishing the fee schedule there shall be assessed an additional fee for participating persons who live outside the boundaries of the participating townships and, in addition thereto, there shall be an additional fee assessed for participating

persons who live outside the boundaries of the School District as well as outside the boundaries of the other Parties.

- b. The Board of Education shall submit bills to each participating governmental unit twice each fiscal year. The first bill shall be submitted after January 1 and include up to 50% percent of each governmental unit's share of program costs incurred in excess of the revenues for the period July 1 – December 31. The second bill shall be submitted after the close of the fiscal year and include the remainder of program costs incurred in excess of the revenues for the remainder of the fiscal year, January 1 – June 30. Each governmental unit shall remit payment no later than 45 days from which the billing is made. Failure to pay all or a portion of the amounts when due shall constitute a breach of this Agreement. Such costs shall be billed to the governmental units according to the following formula:

$$\frac{\text{Number of Enrollments from the participating units}}{\text{Total enrollments from all participating units}} \times \text{Total Program cost in excess of revenues} = \text{Participating unit's contribution}$$

An administrative fee of 2% of the total Community Recreation Program costs shall be charged by the Board of Education to the participating governmental units to defray all or a portion of the indirect costs involved in administering the Community Recreation Program.

- c. A Party's obligation under this section shall survive that Party's termination of or withdrawal from this Agreement.
- 5. **Equipment.** All equipment purchased by, or donated to, the Community Recreation Program shall be owned by and considered to be the property of the School District. If the School District terminates its participation in the Community Recreation Program under this Agreement, the School District shall sell such property or equipment for the sum of \$1.00 to the remaining Parties. If all Parties jointly agree to dissolve the Community Recreation Program, the School District agrees to sell such property and equipment for the sum of \$1.00 to a successor organization providing community recreation in the Fowlerville area. If there is no such successor organization, and if all Parties jointly agree to dissolve the Community Recreation Program pursuant to this Agreement, then the School District shall be entitled to retain such property and equipment.
 - 6. **Term.** This Agreement shall commence as of the date set forth above, and shall expire on December 31, 2024. This Agreement shall automatically renew for successive one year periods (i.e., January 1 – December 31). A Party may withdraw from this Agreement by furnishing all other Parties, on or before November 1 of each year, with written notice of its intent to terminate participation in the Agreement effective December 31 of that year. If more than one Party provides such timely notice of an intent to terminate in the same year, the remaining Parties shall have an additional 30-day period (i.e., until December 1

of that year) to furnish written notice to the remaining participants of the intent to terminate participation.

8. **Additional Parties.** Additional parties may hereafter be added to this Community Recreation Program through this Agreement upon the approval of all Parties, provided that the additional party shall be subject to the same terms and conditions as all Parties.
9. **Entire Agreement.** This Agreement reflects the Parties' entire agreement and shall supersede any previously made Community Recreation Agreements made by the Parties. This Agreement may be amended only in a writing signed by all the Parties.
10. **Governing Law.** This Agreement shall be construed and interpreted in accordance with Michigan law.
11. **Counterparts.** This Agreement may be executed in one or more counterparts, each of which shall be deemed an original, and all of which together shall constitute one and the same instrument.

IN WITNESS WHEREOF, the Parties have caused this Community Recreation Agreement to be executed on the date and year first above written.

FOWLERVILLE COMMUNITY SCHOOLS

By _____
Board of Education President

By _____
Board of Education Secretary

Authorized by resolution of _____

VILLAGE OF FOWLERVILLE

By _____
 Village President

By _____
 Village Clerk

Authorized by resolution of _____

TOWNSHIP OF IOSCO

By _____
Supervisor

By _____
Clerk

Authorized by resolution of _____

TOWNSHIP OF COHOCTAH

By _____
Supervisor

By _____
Clerk

Authorized by resolution of _____

TOWNSHIP OF CONWAY

By _____
Supervisor

By _____
Clerk

Authorized by resolution of _____

TOWNSHIP OF HANDY

By _____
Supervisor

By _____
Clerk

Authorized by resolution of _____

Recreation Meeting

Date: December 7, 2023

Name: Russell (Rise) Handy Townships

Name: Bonnie Flaney Handy Township

Name: April Hodge - Conoctan township

Name: Matt Stourd - Superintendent

Name: JFZ - AD

Name: Jason Atkinson - Fosco

Name: CRAIG CURTIS - Village

Name: Justin Brasler

Name: Lauri Daubenneyer

Name: Jill Cund - Recreation

Name: Cheryl Dixon - Recreation

Name: Brandi Rogalsky - Conway (CA)

Name: _____

Name: _____

Name: _____

Name: _____

Name: _____

Name: _____

Fowlerville Recreation

7677 W. Sharpe Road
Fowlerville, MI 48836

DRAFTS MINUTES- PENDING APPROVAL AT JANUARY MEETING

December 7, 2023 6:00 pm Munn Building

Agenda:

- I. Call to order 6:02pm
- II. Roll Call and Collection of Sign-in Sheet
 - Members present: Laurie Eisele, Bonnie Flanery, Jason Atkinson, Craig Curtis, April Hodge, Brande Nogafsky, Justin Braska
 - Members absent: none
 - Staff Present: Cheryl Dixon, Jill Curd
 - District Staff present: Lauri Daubenmeyer, Matt Stuard, Jeff Finney
- III. Approval of Minutes: Motion to approve: Laurie Eisele, Second: A. Hodge
- IV. Call to the Public: George Pushies (Conway) asked if there would be 2 Call to the Public times. George Pushies and Elizabeth Whitt asked if agreement would be amended tonight.
- V. Reports and Recognition (Recreation Director, C. Dixon)
 - Program Status
 - Financial Status see attached
- VI: New Business
 - a. Determine Chairperson
 - i. Bonnie Flanery was recommended by Laurie Eisele, C.Curtis second. Unanimous agreement by board to nominate Bonnie as Chairperson
 1. The chairperson will set the agenda, email it out, make any adjustments, and can delegate a minute taker for the meetings.
 - b. District's In-Kind Analysis
 - i. In-Kind report given by Lauri Daubenmeyer at the request of advisory board. Please see attached. (Note: Prorated P&C Insurance was not included. Annual 2% administrative fee not credited to amount.) Discussion had as to whether or not this should be included in the Recreation agreement.
 - c. Annual Meeting Invitations-Township and Village personnel and contact information verified and updated by representatives for invitations to be sent out by Lauri Daubenmeyer.
 - d. Park outlook and discussion of fields-Craig Curtis presented a possible version of plans with money from the Village grant and discussed the possibility of the Recreation board putting money into field repairs for the current soccer fields, and adding a line item to the budget for future capital improvements to areas needed by/for Recreation activities. Further discussion for timing and amount to contribute to a capital improvement fund will be needed, but all were in agreement that it should be added to begin improvements when construction on

campus is completed. Discussed possibility of future fundraisers to help support these improvements. Discussion regarding dugouts at the park was had. The previous Recreation Director (pre-Covid) had volunteers at the time who were willing to build dugouts at the park. Those families' children have since aged out of the program and are no longer involved. No supplies were ever purchased in preparation for dugouts.

VII. Old Business

- a. 2024/2025 Recreation Budget and Participation Fees
 - i. Current fees and player costs per sport presented along with suggested fees that would cover current expenses. Discussed by board and adjustments made as agreed upon. Some sports were held at price, some increased by various amounts. J. Atkinson suggested that in the future anytime a big jump occurs in costs, a discussion should be had as to how much the sport will increase that year.
 - ii. Jeff Finney noted that all sports will have camps in the summer.
- b. Antrim Township Potential Participation-open one Wednesday a month. Cheryl will try to reach them in January.
- c. Recreation Program Agreement Revision-will remain on old business. A colored copy will be presented to board at annual meeting to highlight changes. B. Nogafsky was ok with changes. No other reps commented. No vote was had.
- d. Community Park Improvements funded or provided by the volunteers of the Recreation Program-discussed and noted in new business under park outlook

VIII. Future Business

- a. Mission Statement Approval-mission statement and suggestions will be presented to the advisory board
- b. Operating Norms and Procedures
- c. Volunteer Selection, Management, Dismissal

IX. Next Advisory Board Meeting-

January 17, 2024, 6pm at the Fowlerville High School Media Center

Adjournment: 7:45pm

Future Advisory board meetings to be held the first Thursday of the month.
February 1, March 7, April 4, May 2, June 6
No meetings held during July and August

Fowlerville Recreation

7677 W. Sharpe Road
Fowlerville, MI 48836

December 7, 2023 6:00 pm Munn Building

Agenda:

- I. Call to order
- II. Roll Call and Collection of Sign-in Sheet
- III. Approval of Minutes
- IV. Call to the Public
- V. Reports and Recognition
 - A. Program Status
 - B. Financial Status
- VI. New Business
 - a. Determine Chairperson
 - b. District's In-Kind Analysis
 - c. Annual Meeting Invitations
 - d. Park outlook and discussion of fields
- VII. Old Business
 - a. 2024/2025 Recreation Budget and Participation Fees
 - b. Antrim Township Potential Participation
 - c. Recreation Program Agreement Revision
 - d. Community Park Improvements funded or provided by the volunteers of the Recreation Program
- VIII. Future Business
 - a. Mission Statement Approval
 - b. Operating Norms and Procedures
 - c. Volunteer Selection, Management, Dismissal
- IX. Next Advisory Board Meeting

Fowlerville Recreation

7677 W. Sharpe Road
Fowlerville, MI 48836

DRAFT MINUTES - PENDING APPROVAL AT DECEMBER MEETING

November 9, 2023 6:05 pm Munn Building door #10

Agenda:

- Members present: Laurie Eisele, Jason Atkinson, Craig Curtis, April Hodge, Brande Nogafsky, Justin Braska, Bonnie Flanery
- Other Township Representatives present: Julie Dailey (Iosco), Carol Hill (Village)
- Members absent: none
- Staff Present: Cheryl Dixon, Jill Curd
- District Staff present: Lauri Daubenmeyer, Matt Stuard, Jeff Finney
- NOTE: April Hodge had to leave early

Introductions

- Approval of October Minutes-motioned by Craig Curtis to approve, seconded by Laura Eisele. School board member requested meeting minutes be approved prior to the following months meetings. Iosco J. Atkinson would like draft minutes to still be sent out but vote on approval at the following month's meetings. Majority of board requested to leave approval of minutes to be done at the following month's meetings.
- Community Member Input - none
- Current Program(s)
 - Basketball-
 - i. 6-1/2 boys teams, 4 1/2 girls teams
 - ii. (1) 3G, (1) 4G, (2) 5G, (1) 6G, (2) 3B, (4) 4B, (4) 5B, (4) 6B
 - iii. 7th grade girls season Oct.-Nov.
 - iv. 7th/8th grade boys season Jan.-Mar
 - v. Coaches meeting regarding season rules, paperwork and expectations was the week of Oct. 23rd following 2 nights of coaching clinics by varsity basketball coaches
 - Peeewe Wrestling registration going on now for K-2 grades.
- Old Business
 - 1) Discussed meeting time being 2nd Thursday of the month. Everyone could attend, but Cohoctah would need to leave by 6:45. Will check to see if the first Thursday would be better for all.
 - 2) Review budget packet - Budget and participation information were reviewed and discussed.

- 3) Continued review of the current Recreation agreement and mission statement -The Rec. Agreement was last updated in 2018. Board members were asked to review agreement over the month and bring back suggestions. No resolution was found to move forward to a vote to amend the agreement prior to December meeting. Call to public still being considered. Board was split.
- 4) Mission statement - Discussion was had. This item will be revisited at the December meeting with the notes made from October's meeting.
- 5) Fee scheduled for 23/24 and 24/25 seasons were presented with suggested cost increases. Will be further discussed at December meeting.

- New Business

- 1.) Brande Nogafsky discussed Antrim township seeking more information on becoming a possible participating township. Cheryl will reach out to them.
- 2.) Village has received a bond to do improvements at the Community Park. It would not include dugouts. Would Recreation department be interested in fundraising for some to be put there?
- 3.) Discussion had amongst board members on how to get back to a more cohesive environment.
- 4.) Laura Eisele resigned from the Board as a full time representative. She will be the alternate for the newly appointed Handy township representative, Bonnie Flannery.

- Meeting adjourned: 7:40pm

Next Meetings:

TBD. A poll will be sent to all attendees to find the best meeting time in the future.

2023/24 FOWLerville COMMUNITY SCHOOLS IN-KIND SUPPORT OF RECREATION PROGRAM
12.7.23

Job Title	% Time Spent	Total for Recreation
FINANCIAL DIRECTOR	15%	\$25,257.00
EXECUTIVE SEC TO SUPER.	5%	\$5,303.00
PAYROLL SPECIALIST	5%	\$4,181.00
ACCOUNTING SPECIALIST	4%	\$3,671.00
HUMAN RESOURCES DIRECTOR	5%	\$6,937.00
ATHLETIC DIRECTOR	5%	\$7,492.00
SUPERINTENDENT	5%	\$11,141.00
		<u>\$63,982.00</u>

Facility Usage - based on school group rate	Rate	Hours	
JH Gym	30	480	\$14,400.00
KR Gym	25	376	\$9,400.00
Munn Gym	25	452	\$11,300.00
Office Usage	10	2080	\$20,800.00
Banquets	20	30	\$600.00
			<u>\$56,500.00</u>

Grand Total: \$120,482.00

- P.C Insurance proration not included -
- 2% admin fee not credited -

Fowlerville Community Schools

7677 W. Sharpe Road, Suite A • Fowlerville, MI 48836

December 8, 2023

**Cohoctah Township
Conway Township
Fowlerville Community Schools
Handy Township
Iosco Township
Village of Fowlerville
(Complete Distribution List Attached)**

Re: Annual Fowlerville Area Recreation Program Meeting

Dear Representative,

I would like to invite your Township or Village to send representatives to the annual meeting for reviewing the Recreation Program proposed budget and current activities. Other issues of mutual interest could also be discussed.

The meeting is scheduled for Wednesday, January 17, 2024 at 6:00 p.m. at the Fowlerville High School Media Center.

If you send a quorum of your board, please remember to post according to the Open Meetings Act. We hope to see you and other representatives of your Township/Village there. If you have any questions, I can be reached at (517) 223-6017.

Sincerely,



**Lauri Daubenmeyer
Financial Director
Fowlerville Community Schools**

Distribution List for January 2024 Recreation Program Meeting

Ms. April Hodge
Cohoctah Township Representative
6000 Crandall
Howell, MI 48843

Mr. Mark Fosdick
Cohoctah Township Supervisor
3530 Gannon Road
Howell, MI 48855

Ms. Barb Fear
Cohoctah Township Clerk
3530 Gannon Road
Howell, MI 48855

Ms. Elizabeth Whitt
Conway Township Clerk
PO Box 1157
Fowlerville, MI 48836-1157

Mr. William Grubb
Conway Township Supervisor
P.O. Box 1157
Fowlerville, MI 48836-1157

Ms. Brande Nogafsky
Conway Township Representative
P.O. Box 1157
Fowlerville, MI 48836-1157

Ms. Carol Hill
Village of Fowlerville President
213 S. Grand Ave.
Fowlerville, MI 48836

Ms. Kathy Rajala
Village of Fowlerville Manager/Clerk
213 S. Grand Ave.
Fowlerville, MI 48836

Mr. Craig Curtis
Village of Fowlerville Representative
213 S. Grand Ave.
Fowlerville, MI 48836

Ms. Bonnie Flannery
Handy Township Representative
135 N. Grand
P.O. Box 189
Fowlerville, MI 48836

Mr. Ed Alverson
Handy Township Supervisor
135 N. Grand
P.O. Box 189
Fowlerville, MI 48836

Ms. Julie Dailey
Iosco Township Clerk
2050 Bradley Road
Webberville, MI 48892-9002

Mr. ~~William Miller~~ *Joe Parker*
Iosco Township Supervisor
2050 Bradley Road
Webberville, MI 48892

Mr. Jason Atkinson
Iosco Township Representative
2050 Bradley Road
Webberville, MI 48892

Mr. Justin Braska
FCS Board of Education Representative
7677 W. Sharpe Road Ste A
Fowlerville, MI 48836

Mr. Mathew Stuard
Fowlerville Community Schools, Superintendent
7677 W. Sharpe Road Ste A
Fowlerville, MI 48836

Ms. Cheryl Dixon
Fowlerville Community Schools, Recreation Director
7677 W. Sharpe Road Ste A
Fowlerville, MI 48836

Ms. Jill Curd
Fowlerville Community Schools, Recreation Director
7677 W. Sharpe Road Ste A
Fowlerville, MI 48836

RECREATION BUDGET -- CURRENT AND PROPOSED

			2024-25 Proposed Changes	2024-2025 Proposed Budget
	2023-2024 Budget			
SAL RECREATION DIR	\$52,790.00	3% Increase	\$1,584.00	\$54,374.00
ASSIST SUPERV/REC	\$34,055.00	3% Increase	\$1,022.00	\$35,077.00
SUPPORT STAFF PERSON	\$21,440.00	3% Increase	\$643.00	\$22,083.00
SAL OTHER STAFF/REC	\$39,900.00	3% Increase	\$1,197.00	\$41,097.00
CUSTODIAL OVT/REC	\$2,800.00	3% Increase	\$84.00	\$2,884.00
SAL FIELD MAINT/REC	\$2,040.00	3% Increase	\$61.00	\$2,101.00
LIFE INSURANCE/REC	\$55.00	3% Increase	\$2.00	\$57.00
LONG TERM DISABILITY	\$360.00	3% Increase	\$11.00	\$371.00
MESSA HLTH/REC	\$14,300.00	8% Increase	\$1,144.00	\$15,444.00
DENTAL/REC	\$1,500.00	3% Increase	\$45.00	\$1,545.00
VISION/REC	\$330.00	3% Increase	\$10.00	\$340.00
RETIREMENT/REC	\$17,890.00	3% Increase	\$537.00	\$18,427.00
RETIRE CUSTODIDAN/REC	\$784.00	3% Increase	\$24.00	\$808.00
RETIRE FLD MAINT/REC	\$571.00	3% Increase	\$17.00	\$588.00
FICA/RECREATION	\$6,190.00	3% Increase	\$186.00	\$6,376.00
FICA CUSTODIAN/REC	\$214.00	3% Increase	\$6.00	\$220.00
FICA FLD MAINT/REC	\$156.00	3% Increase	\$5.00	\$161.00
W/C-REC	\$1,150.00	3% Increase	\$35.00	\$1,185.00
MISC CONTRACTED/REC	\$6,640.00	3% Increase	\$199.00	\$6,839.00
CONTRACTED OFFICIALS	\$9,700.00	20% Increase	\$1,940.00	\$11,640.00
CONTR'D INSTRUCTOR/REC	\$1,112.00			\$1,112.00
CELL PHONE/REC	\$360.00			\$360.00
POSTAGE/REC	\$400.00			\$400.00
ADVERTISING/REC	\$150.00			\$150.00
WATER&SEWER/REC	\$225.00			\$225.00
EQUIP REPAIR/REC	\$700.00			\$700.00
GAS/450 N HIBBARD/REC	\$550.00			\$550.00
ELEC/450 N HIBBARD/REC	\$525.00			\$525.00
ELEC/SCHOOL GYMS/REC	\$1,000.00			\$1,000.00
OFFICE SUPPL/REC	\$1,000.00			\$1,000.00
COMPUTER SUPPL/REC	\$300.00			\$300.00
FIELD MAINT SUPPL/REC	\$2,485.00			\$2,485.00
OTHER SUPPLIES/REC	\$11,000.00			\$11,000.00
CONCESSION SUPPL/REC	\$6,500.00			\$6,500.00
PROGRAM UNIFORMS/REC	\$42,836.00	20% Increase	\$8,567.00	\$51,403.00
PROGRAM EQUIP/REC	\$21,462.00			\$21,462.00
DUES & FEES/REC	\$14,131.00			\$14,131.00
RECREATION REFUNDS	\$5,000.00			\$5,000.00
COPY MACH LEASE/REC	\$500.00			\$500.00
Project Programs Expense	\$323,101.00		\$17,319.00	\$340,420.00
Projected Program Revenue	\$204,791.00	Increase player fees	\$13,642.00	\$218,433.00
Projected Net Cost	\$118,310.00			\$121,987.00
Total Increase/(Decrease)for Proposed Budget				\$3,677.00

* Brande - should cheer increase because all others did.

PROPOSED 2024/25 RECREATION FEES - PARTICIPATING TOWNSHIP RESIDENTS AND NON-PARTICIPATING TOWNSHIP RESIDENTS

	PARTICIPATING PLAYER FEES				NON-PARTICIPATING PLAYER FEES				
	CURRENT		SUGGESTED		CURRENT		SUGGESTED		CHANGE
	2023-24	2024-25	2023-24	2024-25	2023-24	2024-25	2023-24	2024-25	
Fall Soccer									
PK - 3rd grade	\$77.00	\$84	\$84	\$7	\$135.00	\$148	\$148	\$13	
U9 - U15	\$115.00	\$124	\$124	\$9	\$202.00	\$217	\$217	\$15	
Football									
1st, 2nd	\$187.00	\$198	\$198	\$11	\$328.00	\$348	\$348	\$20	
3rd - 6th	\$235.00	\$222	\$235	\$0	\$412.00	\$390	\$412	\$0	HOLD
7th and 8th	\$235.00	\$231	\$235	\$0	\$412.00	\$405	\$412	\$0	HOLD
Cheer									
1st-8th	\$145.00	\$123	\$145	\$0	\$254.00	\$216	\$254	\$0	HOLD
Basketball									
1st, 2nd	\$91.00	\$107	\$94	\$3	\$160.00	\$188	\$165	\$5	\$5 INCREASE
3rd - 8th	\$100.00	\$130	\$103	\$3	\$175.00	\$227	\$180	\$5	\$5 INCREASE
Volleyball									
3rd-4th	\$81.00	\$91	\$91	\$10	\$142.00	\$160	\$160	\$18	
5th-8th	\$93.00	\$104	\$104	\$11	\$163.00	\$182	\$182	\$19	
Spring Soccer									
PK - 3rd grade	\$77.00	\$84	\$84	\$7	\$132.00	\$148	\$148	\$16	
U9 - U15	\$115.00	\$124	\$124	\$9	\$202.00	\$217	\$217	\$15	
Baseball									
4yrs to 8 yrs (in-house)	\$100.00	\$127	\$117	\$17	\$175.00	\$223	\$205	\$30	\$30 INCREASE
10-14 non-tournament	\$150.00	\$185	\$167	\$17	\$263.00	\$325	\$293	\$30	\$30 INCREASE
10-14 MMPL	\$250.00	\$266	\$266	\$16	\$439.00	\$467	\$467	\$28	
10-14 KVBSA	\$297.00	\$304	\$304	\$7	\$520.00	\$534	\$534	\$14	
Softball									
4yrs to 8 yrs (inhouse)	\$100.00	\$124	\$117	\$17	\$175.00	\$217	\$205	\$30	\$30 INCREASE
U10/U12	\$100.00	\$144	\$117	\$17	\$175.00	\$253	\$205	\$30	\$30 INCREASE
U14 non-tournament	\$110.00	\$155	\$127	\$17	\$193.00	\$271	\$223	\$30	\$30 INCREASE
U14tournament	\$190.00	\$233	\$207	\$17	\$333.00	\$409	\$363	\$30	\$30 INCREASE
*Track									
K - 5th	\$40.00	\$46	\$43	\$3	\$70.00	\$82	\$75	\$5	\$5 INCREASE

* Reduced overhead to 50% of the per athlete rate due to the short season of the track program.

* J. Atkinson
 anytime a big jump occurs a discussion should be had

rev. impact

8/10/24

COMMUNITY RECREATION AGREEMENT

This Community Recreation Agreement (the "Agreement") is made this ____ day of _____ 2018~~23~~ by and among the **FOWLerville COMMUNITY SCHOOLS**, a Michigan general powers school district, whose address is 7677 W. Sharpe Road, Suite A, Fowlerville, Michigan 48836; the **VILLAGE OF FOWLerville**, a Michigan municipal corporation, whose address is 213 S. Grand Avenue, Fowlerville, Michigan 48836; the **TOWNSHIP OF IOSCO**, a Michigan municipal corporation, whose address is 2050 Bradley Road, Webberville, Michigan 48892; the **TOWNSHIP OF COHOCTAH**, a Michigan municipal corporation, whose address is 10518 Antcliff Road, Fowlerville, Michigan 48836; the **TOWNSHIP OF CONWAY**, a Michigan municipal corporation, whose address is 8015 N. Fowlerville Road, Fowlerville, Michigan 48836; and the **TOWNSHIP OF HANDY**, a Michigan municipal corporation, whose address is 135 N. Grand Avenue, Fowlerville, Michigan 48836 (individually, a "Party" and collectively, the "Parties").

WHEREAS, Section 11a of the Revised School Code, MCL 380.11a, permits Fowlerville Community Schools (the "School District") to enter into agreements, contracts, or other cooperative arrangements with public entities as part of the functions of a school district, which expressly include the operation of recreation programs; and

WHEREAS, the Parties desire to jointly operate a Community Recreation Program to service the greater areas of the School District, the Village of Fowlerville, and Iosco, Cohoctah, Conway and Handy Townships.

NOW, THEREFORE, the Parties agree as follows:

1. **Purpose.** A Community Recreation Advisory Board ("Advisory Board") shall serve in an advisory capacity to the School District's Board of Education ("Board of Education") as provided in this Agreement. Each Party shall appoint one representative to the Board, who shall continue to serve at the discretion of the respective appointing Party. The Advisory Board shall provide recommendations and advice to the Board of Education with respect to the administration of the Community Recreation Program, and the Board of Education shall afford such advice and recommendations considerable weight, but all administrative decision-making shall belong ultimately to the Board of Education.
2. **Duties and Responsibilities.** The Advisory Board shall be responsible for performing the following functions unless otherwise ascribed to the Board of Education:
 - a. ~~Assist in the recruiting and screening of volunteers for the Community Recreation Program pursuant to this Agreement.~~ Volunteers shall serve subject to the approval of the Board of Education or its authorized representative.
 - b. Advise the Board of Education concerning employees assigned through the Community Recreation Program. The Board of Education may hire a full-time Recreation Director and an Assistant Director ~~at up to 30 hours per week and a Support staff person at up to 20 hours per week~~ for the administration of the

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promptly provide the Board of Education with reports of such matters if requested by the Board of Education.

- f. Prepare, in conjunction with the Board of Education or its authorized representative, a budget for each fiscal year based upon projected expenses and revenues. For the purpose of this Agreement, the fiscal year will run from July 1 through June 30. A proposed budget reflecting the projected expenditures and revenues of the Community Recreation Program for the next fiscal year beginning July 1 will be sent to each participating governmental unit participating in this Agreement by January 31st. After approval of the budget by a majority of the governmental units, the budget will be sent to the Board of Education. The budget will be amended by the Advisory Board and each participating governmental unit if revenues or expenses do not meet projections in order to ensure that the Board of Education does not incur any direct operating costs for the Community Recreation Program during the fiscal year.

3. **Fiscal Agent Responsibilities.** The Board of Education shall serve as fiscal agent under this Agreement.

- a. The Board of Education, as fiscal agent, shall employ all paid employees hired with respect to this Agreement, and shall operate the Community Recreation Program. Any employees hired by the Board of Education for the Community Recreation Program are not intended as employees of any Party other than the Board of Education under this Agreement.
- b. The Board of Education shall secure liability insurance coverage for members of the Community Recreation Board, paid employees hired pursuant to the Agreement, and volunteers serving in the Community Recreation Program under this Agreement. The Board of Education will issue certificates of insurance, naming each Party as an additional insured, if requested.
- c. The Board of Education shall conduct all financial transactions necessary with respect to the Community Recreation Program under this Agreement, including purchasing, payroll, etc.
- d. The Board of Education shall maintain separate accounts with respect to all transactions under this Agreement. The books of the Board of Education with respect to this Agreement shall be subject to review by any Party upon a reasonable basis.
- e. The Board of Education shall submit a monthly report to the Advisory Board indicating actual year-to-date revenues and expenses and estimated revenues and expenses for the remainder of the fiscal year.

4. **Payment and Fees.**

- a. Registration fees shall be charged to participants for each activity in the Community Recreation Program in order to defray all or a portion of the cost involved in

periods (i.e., January 1 – December 31). A Party may withdraw from this Agreement by furnishing all other Parties, on or before November 1 of each year, with written notice of its intent to terminate participation in the Agreement effective December 31 of that year. If more than one Party provides such timely notice of an intent to terminate in the same year, the remaining Parties shall have an additional 30-day period (i.e., until December 1 of that year) to furnish written notice to the remaining participants of the intent to terminate participation.

8. **Additional Parties.** Additional parties may hereafter be added to this Community Recreation Program through this Agreement upon the approval of all Parties, provided that the additional party shall be subject to the same terms and conditions as all Parties.
9. **Entire Agreement.** This Agreement reflects the Parties' entire agreement and shall supersede any previously made Community Recreation Agreements made by the Parties. This Agreement may be amended only in a writing signed by all the Parties.
10. **Governing Law.** This Agreement shall be construed and interpreted in accordance with Michigan law.
11. **Counterparts.** This Agreement may be executed in one or more counterparts, each of which shall be deemed an original, and all of which together shall constitute one and the same instrument.

IN WITNESS WHEREOF, the Parties have caused this Community Recreation Agreement to be executed on the date and year first above written.

FOWLERVILLE COMMUNITY SCHOOLS

By _____
Board of Education President

By _____
Board of Education Secretary

Authorized by resolution of _____

VILLAGE OF FOWLERVILLE

By _____
 Village President

By _____
 Village Clerk

Authorized by resolution of _____

Authorized by resolution of _____

Program Updates:

1. Current Program(s)

- **Basketball:**

- i. 6-1/2 boys teams, 2 1/2 girls teams
- ii. (1) 3G, (1) 4G, (2) 5G, (1) 6G, (2) 3B, (4) 4B, (4) 5B, (4) 6B
- iii. 7th grade girls season Oct.-Nov.
- iv. 7th/8th grade boys season Jan.-Mar.
- v. Coaches meeting week of Oct. 23rd.
 1. 1-2 begins this weekend.
 2. 3-6 up and running. Going into week #2
 3. 7/8 grade girls season almost complete. End of season tournament next weekend.
 4. 7/8 boys will start after the holiday break. Still Registering

- **Volleyball:**

1. sign-ups underway via Final Forms
2. 3rd and 4th grade in-house at Kreeger
3. 5th-8th grade travel through Red Cedar Volleyball League

YEAR ACTIVITY	RECREATION ENROLLMENT SUMMARY					NON-PARTICIPANT	TOTALS	DOWN/UP
	2022/2023	CONWAY	HANDY	IOSCO	COHOCTAH			
2022 FOOTBALL CAMP	26	52	19	3	11	111	143	39
2022 TENNIS CAMP	4	12	4	3	0	23	23	8
2022 GIRLS BASKETBALL CAMP	8	16	2	0	6	32	34	12
2022 BOYS BASKETBALL CAMP	9	12	1	4	2	28	32	14
2022 SOCCER CAMP	-	-	-	-	-	0	0	0
2022 CHEERLEADING CAMP	11	27	8	2	5	53	62	14
2022 FOOTBALL	51	58	29	7	17	162	184	35
2022 CHEERLEADING	29	40	16	3	13	101	114	22
2022 SOCCER IN-HOUSE FALL	21	46	15	1	15	98	106	-22
2022 TRAVEL SOCCER FALL	14	39	18	4	7	82	92	27
2022 GIRLS BASKETBALL	11	11	0	1	1	24	27	10
2022 BOYS BASKETBALL	5	23	9	3	9	49	55	-3
2022 TRAVEL BASKETBALL	53	96	37	9	29	224	255	28
2022 WRESTLING	9	21	3	4	4	41	53	17
2023 VOLLEYBALL	43	66	20	3	14	146	157	16
2023 SOCCER IN-HOUSE SPRING	42	72	35	9	18	176	190	26
2023 TRAVEL SPRING SOCCER	28	51	23	11	13	126	134	30
2023 SOFTBALL	19	28	7	2	12	68	76	-29
2023 BASEBALL	63	84	35	7	29	218	244	98
2023 TRACK	42	60	28	7	15	152	172	-14
2023 SOFTBALL CLINIC								
2023 BASEBALL CLINIC								
22/23	488	814	309	83	220	1914	2153	254
% OF ENROLLMENTS	25%	43%	16%	4%	12%	100%		
21/22	417	713	285	80	210	1705	1899	1235
% OF ENROLLMENTS	25%	41%	15%	4%	15%	100%		

Select By Account Report

Fiscal Year: 2023 to 2024

Fowlerville

Account	Description	Resp FC	YTD Budget	YTD Actual	YTD Encumb.	Req Reserve	Rem. Balance	Last Actual
20-181-0000-970-000-0000	RECREATION	REC M	(\$293,137.00)	(\$86,261.95)	\$0.00	\$0.00	(\$206,875.05)	(\$229,644.21)
20-181-0000-971-000-0000	RECREATION REV-FIRST HALF	REC M	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	(\$47,099.23)
21-261-3410-000-000-9700	CELL PHONE/REC	REC M	\$360.00	\$0.00	\$0.00	\$0.00	\$360.00	\$180.00
21-261-3830-000-000-9700	WATER&SEWER/REC	REC M	\$225.00	\$80.40	\$0.00	\$0.00	\$144.60	\$330.20
21-261-5510-000-000-9700	GAS/450 N HIBBARD/REC	REC M	\$550.00	\$40.35	\$0.00	\$0.00	\$509.65	\$502.79
21-261-5520-000-000-9700	ELEC/450 N HIBBARD/REC	REC M	\$1,525.00	\$375.15	\$0.00	\$0.00	\$1,149.85	\$933.12
21-261-5990-000-000-9700	FIELD MAINT SUPPL/REC	REC M	\$2,485.00	\$4,883.64	\$1,658.01	\$0.00	(\$4,056.65)	\$2,562.05
21-321-1170-000-000-9700	SAL RECREATION DIR	REC M	\$50,760.00	\$22,514.40	\$36,547.20	\$0.00	(\$8,301.60)	\$50,940.00
21-321-1560-000-000-9700	SAL OTHER STAFF/REC	REC M	\$33,876.00	\$11,143.22	\$0.00	\$0.00	\$22,732.78	\$31,771.79
21-321-1625-000-000-9700	ASSIST TO DIR/REC	REC M	\$0.00	\$9,703.44	\$0.00	\$0.00	(\$9,703.44)	\$360.00
21-321-1790-000-000-9700	LONGEVITY	REC M	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$800.00
21-321-1960-000-000-9710	CUSTODIAL OVT/REC	REC M	\$2,800.00	\$0.00	\$0.00	\$0.00	\$2,800.00	\$954.00
21-321-1962-000-000-9712	SAL FIELD MAINT/REC	REC M	\$2,040.00	\$0.00	\$0.00	\$0.00	\$2,040.00	\$0.00
21-321-2110-000-000-9700	LIFE INSURANCE/REC	REC M	\$55.00	\$25.80	\$34.40	\$0.00	(\$5.20)	\$42.60
21-321-2120-000-000-9700	LONG TERM DISABILITY	REC M	\$360.00	\$130.44	\$173.92	\$0.00	\$55.64	\$264.54
21-321-2130-000-000-9700	MESSA HLTH/REC	REC M	\$14,300.00	\$10,090.20	\$13,453.60	\$0.00	(\$9,243.80)	\$19,784.34
21-321-2140-000-000-9700	DENTAL/REC	REC M	\$1,500.00	\$828.60	\$1,104.80	\$0.00	(\$433.40)	\$1,594.16
21-321-2150-000-000-9700	VISION/REC	REC M	\$330.00	\$97.38	\$129.84	\$0.00	\$102.78	\$209.46
21-321-2820-000-000-9700	RETIREMENT/REC	REC M	\$17,200.00	\$9,434.37	\$10,317.27	\$0.00	(\$2,551.64)	\$13,847.66
21-321-2820-000-000-9710	RETIRE CUSTODIAN/REC	REC M	\$784.00	\$0.00	\$0.00	\$0.00	\$784.00	\$269.32
21-321-2820-000-000-9712	RETIRE FLD MAINT/REC	REC M	\$571.00	\$0.00	\$0.00	\$0.00	\$571.00	\$0.00
21-321-2830-000-000-9700	FICA/RECREATION	REC M	\$5,950.00	\$3,195.90	\$2,795.86	\$0.00	(\$41.76)	\$6,237.85
21-321-2830-000-000-9710	FICA CUSTODIAN/REC	REC M	\$214.00	\$0.00	\$0.00	\$0.00	\$214.00	\$72.98
21-321-2830-000-000-9712	FICA FLD MAINT/REC	REC M	\$166.00	\$0.00	\$0.00	\$0.00	\$156.00	\$0.00
21-321-2840-000-000-9700	W/C-REC	REC M	\$1,100.00	\$320.35	\$0.00	\$0.00	\$779.65	\$516.34
21-321-3190-000-000-9700	MISC CONTRACTED/REC	REC M	\$6,640.00	\$6,823.10	\$265.75	\$0.00	(\$448.85)	\$5,198.92
21-321-3192-000-000-9700	C/S ASSIST SUPERV/REC	REC M	\$28,940.00	\$0.00	\$0.00	\$0.00	\$28,940.00	\$27,762.35
21-321-3194-000-000-9700	CONTRACTED OFFICIALS	REC M	\$9,700.00	\$10,448.94	\$0.00	\$0.00	(\$748.94)	\$22,375.00
21-321-3195-000-000-9700	CONTRD INSTRUCTOR/REC	REC M	\$1,112.00	\$942.66	\$0.00	\$0.00	\$169.34	\$1,650.31
21-321-3430-000-000-9700	POSTAGE/REC	REC M	\$400.00	\$11.25	\$0.00	\$0.00	\$388.75	\$331.13
21-321-3510-000-000-9700	ADVERTISING/REC	REC M	\$150.00	\$774.00	\$0.00	\$0.00	(\$624.00)	\$387.00
21-321-4120-000-000-9700	EQUIP REPAIR/REC	REC M	\$700.00	\$4,748.00	\$0.00	\$0.00	(\$4,048.00)	\$522.43
21-321-5910-000-000-9700	OFFICE SUPPL/REC	REC M	\$1,000.00	\$867.36	\$1,187.64	\$0.00	(\$1,055.00)	\$911.65
21-321-5911-000-000-9700	COMPUTER SUPPL/REC	REC M	\$300.00	\$777.00	\$0.00	\$0.00	(\$477.00)	\$0.00
21-321-5990-000-000-9700	OTHER SUPPLIES/REC	REC M	\$11,000.00	\$1,030.56	\$507.00	\$0.00	\$9,462.44	\$9,491.09

Select By Account Report
 Fiscal Year: 2023 to 2024

Account	Description	Resp FC	YTD Budget	YTD Actual	YTD Encumb.	Req Reserve	Rem. Balance	Last Actual
21-321-5991-000-000-9700	CONCESSION SUPPL/REC	REC M	\$6,500.00	\$7,958.22	\$4,374.51	\$0.00	(\$5,832.73)	\$7,822.02
21-321-5993-000-000-9700	PROGRAM UNIFORMS/REC	REC M	\$42,836.00	\$59,186.71	\$4,495.29	\$0.00	(\$20,846.00)	\$73,511.93
21-321-5994-000-000-9700	PROGRAM EQUIP/REC	REC M	\$21,462.00	\$9,250.67	\$7,692.43	\$0.00	\$4,518.90	\$34,145.88
21-321-7410-000-000-9700	DUES & FEES/REC	REC M	\$14,131.00	\$8,850.00	\$0.00	\$0.00	\$5,281.00	\$31,045.46
21-321-7910-000-000-9700	RECREATION REFUNDS	REC M	\$5,000.00	\$5,907.00	\$0.00	\$0.00	(\$907.00)	\$22,060.20
21-321-8222-000-000-9700	COPY MACH LEASE/REC	REC M	\$500.00	\$487.03	\$523.15	\$0.00	(\$510.18)	\$425.61
21-611-8110-000-000-0000	TRF TO GF FOR ADMIN FEE	REC M	\$5,625.00	\$0.00	\$0.00	\$0.00	\$5,625.00	\$7,580.14
No. of Records: 42			\$0.00	\$104,664.19	\$85,260.67	\$0.00	(\$189,924.86)	\$100,650.88

ST	Trans #	Date	Posted	Description	Vendor	YTD Actual	YTD Bud.	YTD Enc.	PO #	Inv #	Check #	Amount
	20-181-0000-970-000-0000 RECREATION											
ER	111013	11/08/2023	12/04/2023	REC REV				\$0.00				\$0.00
ER	111016	11/10/2023	12/04/2023	REC REV								(\$1,858.00)
ER	111041	11/20/2023	12/04/2023	REC REV								(\$700.00)
ER	111057	11/28/2023	12/07/2023	REC REV								(\$1,187.00)
ER	111066	11/30/2023	12/07/2023	REC REV								(\$511.00)
ER	111066	11/30/2023	12/07/2023	REC REV								(\$1,457.00)
ER	111049	11/17/2023	12/04/2023	REC REV/PAYMENTECH								(\$346.05)
ER	111003	11/03/2023	12/04/2023	REC REV/PAYMENTECH								(\$421.00)
ER	111005	11/06/2023	12/04/2023	REC REV								(\$855.19)
ER	111033	11/10/2023	12/04/2023	REC REV/PAYMENTECH								(\$2,273.00)
ER	111053	11/24/2023	12/07/2023	REC REV/PAYMENTECH								(\$843.20)
ER	111054	11/24/2023	12/07/2023	REC REV/i3Education SV9T Split								(\$203.90)
												(\$300.00)
No. of Records: 12											20-181-0000-970-000-0000 Total	(\$10,955.34)

Total No. of Records: 12 Report Total (\$10,955.34)

EXPENSES TO THE VILLAGE AND TOWNSHIPS
~~JULY 1, 2023 THROUGH JUNE 30, 2024~~

EXPENSES: \$ 104,664.19
 REVENUES: \$ 86,261.95
 TOTAL DUE: \$ 18,402.24

UNPAID 2022/2023 INVOICES	AMOUNT
NONE	

Conway Township \$ 4,784.58
26% X \$18,402.24

Handy Township \$ 8,096.99
44% X \$18,402.24

Iosco Township \$ 3,128.38
17% X \$18,402.24

Cohoctah Township \$ 736.09
4% X \$18,402.24

Village of Fowlerville \$ 1,656.20
9% X \$18,402.24

TOTAL \$18,402.24

THIS IS NOT A BILL

Conway Township

8015 N. Fowlerville Road
PO Box 1157
Fowlerville MI 48836

Phone 517-223-0358

Fax 517-223-0533



Motion Form

I move that:

We amend the Conway Township Civil Infraction Ordinance as noted. _____

Maker Name: Bill Grubb _____ Maker Signature _____ Date 2/13/2024_

Seconded: YES NO (Please Circle One)

Disposition:

Adopted

Postponed Indefinitely:

Amended

Referred to:

Postponed to:

Laid on the Table

Withdrawn

Notes:

Section

Municipal Civil Infraction Ordinance

Township of Conway
County of Livingston, State of Michigan
Conway Township Ordinance No 10

Adopted: 15 June 2004

Effective: 15 July 2004

Conway Township Municipal
Ordinance Violations Bureau Ordinance

An Ordinance adopted pursuant to 1994 Public Act No. 12 to establish a Municipal Ordinance Violations Bureau for the purpose of accepting admissions of responsibility for ordinance violation notices have been issued and served by authorized officials; to collect and retain civil fines/costs for such violations as prescribed herein; and to repeal all conflicting ordinances or parts of ordinances.

The Township of Conway
Livingston County, Michigan

Ordains:

Section 1 – Title

The ordinance shall be known and cited as the Conway Township Municipal Ordinance Violations Bureau Ordinance.

Section 2 – Establishment, Locations and Personnel of Municipal Ordinance Violations Bureau.

A. Establishment. The Conway Township Municipal Ordinance Violations bureau (hereafter "Bureau") is hereby established pursuant of 1994 Public Act 12 (MCL 600.8396), as it may be amended from time to time, for the purpose of accepting admissions of responsibility for ordinance violations designated as municipal civil infractions, and to collect and retain civil fines/costs for such violations as prescribed herein.

B. Location. The Bureau shall be located at the Township Hall/Office or such other location in the Township as may be designated by the Township Board.

C. Personnel. All personnel of the Bureau shall be Township employees. The Township Board may by resolution designate a Bureau Clerk with the duties prescribed herein and as otherwise may be delegated by the Township Board.

Section 3 – Bureau Authority

The Bureau shall only have authority to accept admissions of responsibility (without explanation) for municipal civil infractions for which a municipal ordinance violations notice (as compared to a citation) has been issued and served, and to collect and retain the scheduled civil fines/costs for such violations specified pursuant to this Ordinance or other applicable ordinance. The Bureau shall not accept payment of fines/costs from any person who denies having committed the alleged violation or who admits responsibility only with explanation. The Bureau shall not determine or attempt to determine the truth or falsity of any fact or matter relating to an alleged ordinance violation.

Section 4 – Ordinance Violation Notice Requirements Admission/Denial of Responsibility

A. Ordinance Violation Notice Requirements. Municipal civil infraction violation notice shall be issued and served by authorized Township officials as provided by law. A municipal ordinance violation notice shall include, at a minimum, all of the following:

1. The violation;
2. The time within which the person must contact the Bureau for purposes of admitting or denying responsibility for the violation;
3. The amount of the scheduled fines/costs for the violation;
4. The methods by which the violation may be admitted or denied;
5. The consequences of failing to pay the required fines/costs or contact the Bureau within the required time;
6. The address and telephone number of the Bureau;
7. The days and hours that the Bureau is open.

B Denial of Responsibility. Where a person fails to admit responsibility (without explanation) for a violation within the

jurisdiction of the Bureau and pay the required civil fines/costs within the designated time period, the Bureau Clerk or other designated Township employee(s) shall advise the complainant to issue and file a municipal civil infraction citation for such violation with the court having jurisdiction of the matter. The citation filed with the court shall consist of a sworn complaint containing, at a minimum, the allegations stated in the municipal ordinance violation notice and shall fairly inform the alleged violator how to respond to the citations. A copy of the citation may be served by first class mail upon the alleged violator at the alleged violator's last known address. The citation shall thereafter be processed in the manner required by law.

Section 5 – Schedule of Civil Fines/Costs

Unless a different schedule of civil fines is provided for by an applicable ordinance, the civil fines payable to the Bureau upon admissions of responsibility by persons served with municipal ordinance violation notices shall be determined pursuant to the following schedule:

1 st violation within 3-year period*	\$ 50.00	
2 nd violation within 3-year period*	\$125.00	\$250
3 rd violation within 3-year period*	\$250.00	\$500
4th or subsequent violation within 3-year period*	\$400.00	

*determined on the basis of the date of violations(s)

~~In addition to the above-prescribed civil fines, costs in the amount of \$10.00 shall be assessed by the Bureau if the fine and costs are paid within 10 days of the date of service of the municipal ordinance violation notice. Otherwise, costs of \$20.00 shall be assessed by the Bureau.~~

Section 6 – Records and Accounting

The Bureau Clerk or other designated Township official/employee shall retain a copy of all municipal ordinance violation notices, and shall account to the Township Board once a month or at such other intervals, as the Township Board may require concerning the

number of admissions and denials of responsibility for ordinance violations within the jurisdiction of the Bureau and the amount of fines/costs collected with respect to such violations. The civil fines/costs collected shall be delivered to the Township Treasurer at such intervals as the Treasurer shall require, and shall be deposited in the general fund of the Township.

Section 7 – Availability of Other Enforcement Options

Nothing in this Ordinance shall be deemed to require the Township to initiate its municipal civil infraction ordinance enforcement activity through the issuance of an ordinance violation notice. As to each ordinance violation designated as a municipal civil infraction the Township may, at its sole discretion, proceed directly with the issuance of a municipal civil infraction citation or take such other enforcement action as is authorized by law.

Section 8 – Severability

The provisions of this Ordinance are hereby declared to be severable and if any part is declared invalid for any reason by a court of competent jurisdiction it shall not affect the remainder of the Ordinance which shall continue in full force and effect.

Section 9 – Repeal

All ordinances or parts of ordinances in conflict with this Ordinance are hereby repealed.

Section 10 – Effective Date

This Ordinance shall take effect immediately upon effective date set forth above after.

_____, Clerk
Chester G Dietrich
Conway Township

Unless otherwise specified by the Township Board by resolution, the following officials or officers shall have the authority to enforce this Ordinance and to issue municipal civil infraction citations/tickets pursuant to this Ordinance:

- Township Supervisor
- Township Zoning Administrator
- Township Ordinance Enforcement Officer
- Any deputy of the county sheriff's department
- Any State Police officer

Section 27. Severability

The provisions of this Ordinance are hereby declared to be severable and should any provision, section or part thereof be declared to be invalid or unconstitutional by any court of competent jurisdiction, such decision shall only affect the particular provision, section or part thereof involved in such decision and shall not affect or invalidate the remainder of this Ordinance, which shall continue in full force and effect.

Section 28. Effective Date; Conflicts

This Ordinance shall become effective thirty (30) days after a copy of this Ordinance (or summary thereof) appears in the newspaper. All ordinances or parts of ordinances in conflict herewith are hereby repealed.

The above Conway Township Cemetery Ordinance No. 22 was offered for adoption by Township Board Member Larry Parsons and was seconded by Township Board Member Kathy DeMarais, the vote by Resolution being as follows:

ROLL CALL VOTE:

DeMarais: Yea
Parson: Yea
Rife: Yea
West: Yea
Dickerson: Yea

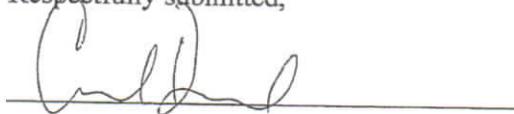
ORDINANCE DECLARED ADOPTED. **Resolution Number 2010-07-20-3**

CERTIFICATION

I hereby declare that the above is a true copy of an ordinance adopted by Resolution by the Conway Township Board at a General meeting held on July 20, 2010, at the Conway Township Hall, pursuant to the required statutory procedures.

Dated: July 20, 2010

Respectfully submitted,



Cindy Dickerson, Conway Township Clerk

Conway Township

8015 N. Fowlerville Road
PO Box 1157
Fowlerville MI 48836

Phone 517-223-0358

Fax 517-223-0533



Motion Form

I move that:

We purchase a new desktop computer for deputy clerk. _____

Maker Name: Bill Grubb _____ Maker Signature _____ Date 2/13/2024_

Seconded: YES NO (Please Circle One)

Disposition:

Adopted

Postponed Indefinitely:

Amended

Referred to:

Postponed to:

Laid on the Table

Withdrawn

Notes:



We have prepared a quote for you

New pc for Gabi

QUOTE #KN089982 V1


PREPARED FOR

Conway Township

PREPARED BY

Kristen Napieralski

New Equipment

Description	Price	Qty	Ext. Price
Lenovo ThinkCentre M70q Gen 3 Desktop Computer - Intel Core i5 12th Gen i5-12400T Hexa-core (6 Core) 1.80 GHz - 16 GB RAM DDR4 SDRAM - 256 GB M.2 PCI Express NVMe 4.0 x4 SSD - Tiny - Black - Intel Q670 Chip - Windows 11 Pro - Intel UHD Graphics 	\$879.02	1	\$879.02
Subtotal:			\$879.02

Existing Equipment

* Contains Optional Items

Description	Price	Qty	Ext. Price
When Applied Innovation installs your new computer, what would you like done with your existing computer? You must choose one option. After selecting the option, click "Update Options" to reflect the quote total before adding your Approval information.			
Recycle: Please take my old computer and recycle.	\$10.00	1	\$10.00
Certified Destruction: Recycle old hardware and provide a certificate of destruction which proved the drive was destroyed in a way that no data can be recovered.	\$25.00	1*	\$25.00
Repurpose: I'd like the old computer reconfigured for a different employee of the company. NetSmart will remove current user data and configure for a different employee. This is not a complete system wipe, only user data is removed.	\$150.00	1*	\$150.00
Wipe: I'd like the computer put back to factory fresh condition for use by someone else. NetSmart will perform a Windows reset which will wipe all user and application data from the computer.	\$250.00	1*	\$250.00
Do nothing: I want to keep my old computer exactly as it is so I can have two devices. (This will result in an additional device on your account which may increase monthly support costs if applicable)	\$0.00	1*	\$0.00
* Optional Subtotal:			\$425.00
Subtotal:			\$10.00

Labor

Description	Price	Qty	Ext. Price
Configure and install computer, connect to network, setup user account and configure MS Office or Google Workspace. Confirm network access to appropriate shares. Data Migration and non-standard application installation not included.	\$150.00	1	\$150.00

Main: 844-344-6450
Email: knapieralski@netsmartai.com
Web: www.appliedinnovation.com



Labor

Description	Price	Qty	Ext. Price
Data Migration - migrate files and folder from old computer to new computer	\$200.00	1	\$200.00
Subtotal:			\$350.00

New pc for Gabi

Prepared by:

Applied Innovation - Southfield Office
Kristen Napieralski
844-344-6450
knapieralski@netsmartai.com

Prepared for:

Conway Township
8015 N. Fowlerville Road
P.O. Box 1157
Fowlerville, MI 48836
Elizabeth Whitt
15172230358
clerk@conwaymi.gov

Quote Information:

Quote #: KN089982
Version: 1
Delivery Date: 01/30/2024
Expiration Date: 02/27/2024

Quote Summary

Description	Amount
New Equipment	\$879.02
Existing Equipment	\$10.00
Labor	\$350.00
Subtotal:	\$1,239.02
Estimated Tax:	\$52.74
Total:	\$1,291.76

*Optional Expenses

Description	One-Time
Existing Equipment	\$425.00
Optional Subtotal:	\$425.00

Quote valid during the month it was quoted. Taxes, shipping, handling and other fees may apply. Deposit may be required before order is placed. Most items will be delivered within ten business days. We reserve the right to cancel orders arising from pricing or other errors.

Applied Innovation - Southfield Office

Conway Township

Signature: _____
Name: Kristen Napieralski
Title: _____
Date: 01/30/2024

Signature: _____
Name: Elizabeth Whitt
Date: _____

**State Tax Commission
Michigan Advanced Assessing Officer (MAAO)
Program Summary**

The State Tax Commission (STC) offers two paths to certification at the MAAO Level. **Individuals must hold MCAO certification for one year prior to beginning the STC online/lecture hybrid program or the Self-Paced courses.**

Path 1 – State Tax Commission Online/Lecture Hybrid MAAO Program:

The online/lecture hybrid program is a one-year program. MAAO instructors work with students and conduct eight classroom instruction sessions (including USPAP for Michigan Assessors) typically held on Saturdays from 8 a.m. to 5 p.m. The sessions are held at the end of each chapter and specifically relate to each area of study. Program instruction focuses on providing students with the necessary knowledge to successfully achieve MAAO certification. Student participation, completion of online work and attendance at all classroom sessions is mandatory to sit for the exam and obtain certification.

The MAAO program is offered by the State Tax Commission twice a year in April and October at a cost of \$1,000. Applications will be announced and posted ahead of each program. Incomplete applications are returned unprocessed. Each program will be limited to a maximum of thirty-five students.

Path 1 – Examination and Certification:

MAAO certification is achieved by passing seven, multiple choice question exams given online following each chapter.

Students must achieve seventy-five percent on each of the seven exams. Students who obtain a passing score on all seven exams will be issued their MAAO certificate.

Any student who achieves below seventy-five percent on any exam may retake that exam. The retake opportunity is limited to one retake, offered in person at the date specified on the program schedule. If after the retake opportunity a student has failed to pass all seven exams, they can pursue the self-paced path or reapply to a future online/lecture hybrid program.

Students **will be** given self-paced credit for any exam they have passed through the one-year program and will not have to repeat those courses.

The State Tax Commission requires students to take Principles of Appraising, Statistics and Basic Income, in that order, prior to taking any of the other required courses.

Path 2 – MAAO Self-Paced Courses:

MAAO self-paced courses are offered through the State Tax Commission as online/lecture hybrid classes or through approved outside organizations. Students must complete eight individual courses, which includes a USPAP course.

The State Tax Commission requires students to take Principles of Appraising, Statistics and Basic Income, in that order, prior to taking any of the other required courses.

Students who register for the Self-Paced Program and are not under any time limit to complete the classes.

Outside organizations must use course material approved by the State Tax Commission per MCL 211.10c as part of their instruction. Except for USPAP, to obtain MAAO certification, students must take the STC courses. **Credit cannot be given for any courses that do not use the STC course material, including college courses.**

Questions about approval of a course can be addressed by calling (517) 241-0917 or by emailing Education Coordinator, Will Gast at gastw@michigan.gov.

Path 2 –Examination and Certification:

MAAO certification is achieved by passing the fifty multiple choice question exams for each of the seven tested self-paced courses: Principles of Appraising, Statistics, Basic Income, Commercial & Industrial Valuation, Land Value Determinations & ECF, Equalization & Data Collection and Property Tax Administration.

Students must achieve seventy-five percent on each self-paced course exam to receive MAAO self-paced course credit. Receipt of self-paced course credit can be verified on the *MAAO Self-Paced Course Credit Report* published to the STC website. Students who successfully complete all seven self-paced course exams and their USPAP requirement will be issued their MAAO certificate.

Students who take a self-paced course offered directly from the State Tax Commission and fail a self-paced course exam will receive one retake opportunity at a date and time specified in the Course Outline.

Students who take a self-paced course from an approved outside organization and fail a self-paced course exam **will not** receive a retake opportunity and will have to repeat the course and pass the exam to receive course credit.

Bill Grubb

From: Trustee 1 - Conway Township
Sent: Monday, February 5, 2024 1:36 PM
To: Bill Grubb
Cc: PC Vice Chair
Subject: Land Division Application

Bill

Could you put the Land Division application on the agenda as follows:

Motion – to amend the current Conway Township Land Division application.

I consider twenty (20) copies of the land division application to be excessive.

NOTE: There are grammatical errors on the current application along with the following.

The basis for this motion is the current land division application just needs to be updated to the current internal process being used for Land Divisions.

A little history, it used to be the township board of trustees would approve land divisions then it was the planning commission and/or a combination of both so there was a time for many copies of the application were needed to be provided to the township for the approval process. I do not see that need anymore as the zoning administrator and assessor basically complete this process and it doesn't go to the board of trustees at all and only to the planning commission for the approval of the shared driveway/private road layout for compliance with the zoning ordinance which could be performed by the zoning administrator.

The township attorney reviews the shared driveway agreements/private road language.

There is an inspection of both the shared driveways and private roads prior to use.

NOTE: The planning commission approval process was modified/changed to the three-person land division committee which I was a part of with Karen and Todd Thomas. Then it became the duty of the zoning administrator with comment from the assessor's office which I believe is the current process.

Full disclosure: I will be providing a land division application to the township for review.

Basically, the land division application has not been updated to the new processes currently in use by Conway Township. I would like to clarify the process for the applicant as well as the township officials who use this form when making land division decisions.

I see the land division approval process (Land Division Act time constraints, 45 days to approve) as a separate issue from the shared driveway/private road as another issue, yes linked together but separate. Don't misunderstand me, they both will need to be approved at some point during the process. NOTE: It may take additional time for the shared driveway/private road language to be approved by the attorney.

1. How many copies of the application are really required.
2. Who really needs a copy of the completed application.

3. What are the actual approvals to be provided by the Planning Commission other than the overall basic layout is in compliance with the zoning ordinance as the language is to be approved by the attorney and a future inspection will be conducted.

Thanks

George

Conway Township

8015 N Fowlerville RD, Fowlerville, MI 48836

Phone: 517-223-0358 Fax: 517-223-0533

Resolution # 230221-02

RESOLUTION: Conway Township Poverty Exemption Policy and Guidelines

WHEREAS: The Township Board desires to approve the adoption of the following Poverty Exemption Guidelines and Asset Level Test language and application (~~application attached~~):

CONWAY TOWNSHIP POVERTY EXEMPTION GUIDELINES AND ASSET LEVEL TEST

General Information:

1. The poverty exemption for property taxes under MCL 211.7u is granted on an annual basis. An applicant must submit a new application each year in order to retain eligibility.
2. The poverty exemption is only available for a property used as a principal place of residence (homestead).
3. The poverty exemption is calculated based on the number of "household members" in the applicant's residence, which includes any person listed on the deed, residing in the residence on a full time basis, or any person who could be claimed as a dependent of the applicant on the current year's federal tax return.

Application Process:

1. Applications for hardship exemptions will be processed at the March, July, and December meetings of the Board of Review. To be considered, applications must be received by the Assessor's office at least 7 days before the start of the meeting at which the application is to be considered.
2. Applications must be submitted using the State of Michigan forms 5737 and 5739 and 4988. A complete application includes:
 - a. All information requested on the application form.
 - b. A copy of the MI-1040CR form showing the Homestead Property Tax Credit.
 - c. Copies of the prior years' federal and state income tax returns for each household member over 18 years of age. If any such household member is not required to file a federal or state income tax return, an affidavit on Michigan Treasury Form 4988 must be submitted instead.
 - d. Supporting documentation for all income sources reported on the application form (e.g. recent pay stubs, receipts, investment account year-end reports, etc.).

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Phone: 517-223-0358 Fax: 517-223-0533

3. When completing the required forms, it is the applicant's responsibility to provide sufficient information and documentation regarding each item. The Board of Review may ask for additional information and documentation.

Asset Guidelines:

1. "Household assets" include, but are not limited to, the cash value of savings accounts and shares, certificates of deposit, investments such as stocks, bonds, mutual funds, retirement savings (including, without limitation, accrued pension benefits, IRAs, annuities, and 401(k)s), cashable insurance policies, equity in real estate other than the homestead for which the exemption is claimed, equity in recreational motor vehicles, jewelry, coins and other collectables, precious metals, and any non-essential items used in the household (including recreational electronics) purchased within the last 2 years for more than \$500. Any one-time gifts, one-time insurance payments, or lump-sum inheritances received during the previous tax year should be reflected as household assets. Household assets are counted as of the date of application.
2. In general, each household member that is at least 18 years old and no longer a student may own one motor vehicle without having the value of such vehicle count towards household assets. Any additional vehicles owned by household members shall generally be considered recreational motor vehicles (unless the applicant demonstrates that the vehicle is a transportation necessity), and the equity in such vehicles shall be counted toward household assets. Further, if the Board of Review determines that the value of any vehicle owned by a household member is significantly higher than is needed to satisfy essential transportation needs, it may count a portion of the equity in such vehicle toward household assets. For purposes of this paragraph, a vehicle titled in the name of a business owned by an applicant or household member shall be treated the same as a vehicle titled in the name of such individual.
3. The Board of Review shall determine eligibility for a poverty exemption based on the previous years federal poverty guidelines plus 25%.
4. Assets cannot be more than five times your income.

Income Guidelines

1. "Household income" includes all of the following items, as received in the previous tax year (2022):
 - a. Wages and salaries before any deductions.
 - b. Payments or in-kind provision of normal expenses (e.g. meals, insurance, clothing, electronic equipment used at least in part for personal use) by a household member's business or employer.
 - c. Net receipts from non-farm self-employment. These receipts are from a person's own business, professional enterprise, or partnership, after deductions for business expenses.
 - d. Net receipts from farm self-employment. These are receipts from a farm that one operates as an owner, renter, or share cropper, after deductions for farm operating expenses.

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- e. Regular payments from Social Security, retirement plans, unemployment compensation, benefits from union funds, workers compensation, veteran payments, and public assistance.
 - f. Alimony, child support, and military family allotments or other regular support from an absent family member or someone not living in the household.
 - g. Private pension receipts, government employee pension receipts (including military retirement pay), and regular insurance or annuity payments, and disbursements from other retirement plans.
 - h. Dividends, interest, net rental income, net royalties, periodic receipts from estates or trust, net gambling or lottery winnings.
2. Household income does *not* include the following:
- a. Food produced for personal consumption.
 - b. Payments or receipts from federal benefit programs such as Medicare, Medicaid, food stamps, and school lunches.
 - c. Income tax refunds.
 - d. Refunds received from the Michigan Homestead Property Tax Credit.
 - e. One-time gifts, one-time insurance payments, or lump-sum inheritances.

Exemption Eligibility and Calculation:

- 1. The Board of Review shall determine eligibility and calculate the amount of hardship exemptions based on the policy and guidelines provided herein.
- 2. The denial of a hardship exemption application may be appealed to the Michigan Tax Tribunal.
- 3. If a person meets all eligibility in stature, the Board of Review must grant a full exemption equal to a 100% reduction in taxable value.

Conway Township

8015 N Fowlerville RD, Fowlerville, MI 48836

Phone: 517-223-0358 Fax: 517-223-0533

~~WHEREAS: The Conway Township Board approves the Conway Township Poverty Exemption Policy and Guidelines language and application.~~

~~NOW, THEREFORE, BE IT RESOLVED by the Conway Township Board of Livingston County, Michigan that they approve the Conway Township Poverty Exemption Policy and Guidelines, effective immediately, as stated above.~~

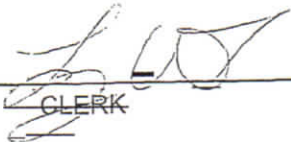
~~The foregoing resolution offered by: _____ Whitt _____~~

~~And supported by: _____ Grampton Atherton _____~~

~~Upon roll call vote, the following voted "Aye": Grampton Atherton, Whitt, W Grubb, D Grubb, Pushies~~

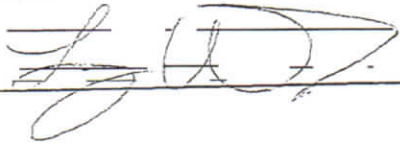
~~The following voted "Nay": none~~

~~The supervisor declared the resolution adopted.~~



CLERK

~~I, Elizabeth Whitt, the duly elected Clerk of Conway Township, hereby certify that the foregoing resolution was adopted by the Conway Township Board at the regular meeting on February 21, 2023, at which meeting a quorum was present, by roll call vote of said members as hereinbefore set forth; that said resolution was ordered to take immediate effect.~~



CLERK

RESOLUTION 240213-1

WHEREAS: the Board is required by the General Property Tax Act, MCL 211.7u, to adopt such guidelines and asset level test language to address the circumstances where, by reason of poverty, persons with homesteads in the Township are unable to contribute to the public charges and an exemption for that reason is warranted;

NOW, THEREFORE, BE IT RESOLVED that:

1. The Board hereby adopts the above-stated Conway Township Poverty Exemption Guidelines and Asset Level Test language.
2. All other resolutions, policies, and procedures that are in conflict are hereby repealed.

The foregoing resolution offered by Board Member _____.
Second offered by Board Member _____.

Upon roll call vote the board members voted as follows:

Grubb, B:
Whitt, E:
Grubb, D:
Pushies, G:
Crampton-Atherton, A:

The Supervisor declared the resolution adopted at a regular meeting of the Board of Trustees held on _____, 2024.

Elizabeth Whitt, Clerk



APPLICATION AND PERMIT FOR GRAVE OPENING AND/OR DISINTERMENT

CONWAY TOWNSHIP, LIVINGSTON COUNTY, MICHIGAN

APPLICATION

1. Person(s) requesting disinterment and/or grave opening (at least two family members, heirs, or otherwise authorized individuals or entities must join in on the application):

Name: _____

Address: _____

Telephone Number: _____

Relationship to the Deceased: _____

Name: _____

Address: _____

Telephone Number: _____

Relationship to the Deceased: _____

2. Cemetery involved: _____

3. Reason(s) for the disinterment and/or opening of the grave:

4. Has there been a court order issued ordering the disinterment and/or grave opening?

Yes No

If a court order has been issued, a copy of the order must accompany this application and be filed with Conway Township.

5. Name of the deceased: _____

6. Date of burial of the deceased: _____

7. Name(s) of the owner(s) of the lot or burial right where the body is currently interred is/are: _____

8. Date that the burial lot or right was purchased from Conway Township:

9. Are either of the persons listed above in Section 1 who are requesting this permit the owner(s) of the burial lot or space?

Yes No

If not, why not? _____

10. By what authority do the above-listed two persons or entities have authority to disinter the deceased and/or open the deceased's gravesite?

11. List the names and telephone numbers of the four closest surviving kin or heirs to the deceased:

12. Name of the funeral director or parlor involved: _____

Address: _____

13. Release/waiver/hold harmless: The below-signed persons or entities hereby agree and consent that they hereby release, hold harmless, and will reimburse and indemnify Conway Township, the Township Sexton, and each and every Conway Township employee, contractor, official and officer for, from and against any and all damages, causes of action, costs and expenses associated with, arising out of or related to the disinterment and/or opening of the gravesite of the above-mentioned deceased person and also hereby waive and release the Township, the Township Sexton, and each and every Township employee, contractor, officer and official for, from and against any matter, costs, damages or liability arising of and/or related to such disinterment and/or grave opening.

I/We also acknowledge, consent, and understand that I/we may also have to sign an affidavit for disinterment (or the equivalent) on the form authorized by the Michigan Department of Public Health pursuant to Public Act 368 of 1978, as amended, and file the same with the applicable health department.

14. I/We also swear and affirm that all of the above-listed information and facts are true to the best of his/her/its knowledge, and that I/we sign this application as an affidavit and under oath with the full understanding that I/we assume full responsibility for the disinterment and/or opening of the gravesite of the above-mentioned deceased person.

Date: _____, 20 ____

STATE OF MICHIGAN

COUNTY OF _____

The foregoing was acknowledged before me this _____ day of _____, 20____, by

_____ who is personally known to me or who has produced his/her Michigan driver's license as identification.

Notary Public, _____ County, Michigan

Acting in _____ County

My commission expires:

Date: _____, 20 ____

STATE OF MICHIGAN

COUNTY OF _____

The foregoing was acknowledged before me this _____ day of _____ 20____ by

_____, who is personally known to me or who has produced his/her Michigan driver's license as identification.

Notary Public, _____ County, Michigan

Acting in _____ County

My commission expires: _____

* * *

PERMIT

The application for the above grave opening and/or disinterment is hereby:

Approved Denied

If approved, the following conditions apply:

If denied, the reason(s) for denial:

Date: _____ 20__

By: _____

For _____ Township _____

**CONWAY TOWNSHIP
FEE SCHEDULE**

Land Use Permits		current	
	Residential	\$100.00	
	Commercial	\$200.00	
	Waiver	\$25.00	
	Temporary Land Use - Small Events (less than 1500 attendees)	\$250.00	plus \$500 escrow*
	Temporary Land Use - Large Events (1500 attendees or more attendees)	\$1,500.00	plus \$5000 escrow*
Renewable Energy Permits			
	Small (Residential)	\$100.00	
	Medium (Ag/Res)	\$100.00	
	Large (Utility)	\$200.00	plus \$5000 escrow*
Telecommunications		\$1,000.00	plus \$5000 escrow*
Private Road			
	Application	\$600.00	plus \$3000 escrow*
Private Shared Driveway			
	Application Fee	\$100.00	
	Site Inspection fee per visit	\$60.00	
	Application Requiring Modifications Fee	\$100.00	plus \$1000 escrow*
Temporary Dwelling Emergency			
LUP & 2 inspections- Verification & Removal		\$800.00	plus \$3000 escrow*
Special Use Permits		\$200.00	plus \$2500 escrow*
Site inspections		\$50.00	
Special Use Permits, annual renewal		\$150.00	
Site Plan Review		\$600.00	plus \$2500 escrow*
Home Occupation Class I			
	Application Fee	\$25.00	
	Inspection Fee	\$25.00	
Home Occupation Class II (Informal site plan review)			
	Application Fee	\$200.00	
	Inspection Fee	\$60.00	
Special Meeting			
	Township Board of Trustee	\$200.00	Escrow \$1000
	Planning Commission	\$900.00	Escrow \$1800
Board of Appeals (ZBA)		\$600.00	plus \$1000 escrow*
Rezoning Amendments			
Zoning Amendments			
	Text	\$800.00	plus \$2500 escrow*
	Map	\$800.00	plus \$2500 escrow*

Land Division			
	First Division	\$75.00	
	Each additional division	\$40.00	
	Application Fee	\$200.00	
	P.A. 116 withdrawal	\$450.00	
Property Line Adjustment/Combination		\$150.00	
Property research requests (non property owner)		\$25.00	
Copies	(more than 10 copies)	\$0.25	
Notary Service (Resident)		\$5.00	
Notary Service (Non-Resident)		\$10.00	
Mileage (IRS mileage standards)		varies	
Graves			
	Residents	\$400.00	
	Non-Residents	\$800.00	
Burial Cost			
	Full	\$700.00	
	Child Burial	\$500.00	
	Cremains	\$350.00	
	Winter Burials (November 1-April 1 at the discretion of the sexton) Additional	\$300.00	
	Weekend and Holiday Burial	\$200.00	
	Cremains Vault		
	Compact	\$38.00	
	Single	\$44.00	
	Double	\$72.00	
	Transfer Fee – Resident/grave, additional cost for non-residents, contact township	\$50.00	
Headstone Foundations - .50 per sq. inch (minimum \$100)			
	LxWx.50=Base + 15% admin fee, include 3 inch border around stone		
Disinterment Fees*			
	Fees are subject to change based on conditions*		
	Application and Permit	\$100.00	
	Adult	\$1,400.00	
	Child	\$1,000.00	
	Cremated Remains	\$700.00	
NSF Check Fee		\$35.00	
Check Replacement Fee		\$50.00	
Hall Rental			
	Conway Township Resident	\$150.00	
	Non-Resident	\$300.00	
	Security Deposit	\$350.00	

	Funerals	50% of rental fee	
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*****Escrow funds may be used for Attorney Fees, Professional Review and Staff Member Review.
Escrow funds may be required to be replenished and additional fees may be incurred.
All fees must be paid prior to final approval. Any unused escrow will be refunded.**

RESOLUTION TO ESTABLISH SECLUDED ACRES SPECIAL ASSESSMENT DISTRICT

Resolution No. 240213-____ Conway Township

WHEREAS, the Conway Township Board of Trustees (“Board”) has received a Petition for a Special Assessment District for the purpose of improvements and repairs to Secluded Ridge Drive, Hidden Circle Drive, and Hidden Knoll Court, which are all of the private roads located in the Secluded Acres Site Condominium, Livingston County Condominium Plan No. 223, by more than 71% of the owners of property abutting the roads (“Petition”);

WHEREAS, the Board has preliminarily declared its intent to make the improvement and repairs and designate the special assessment district, and conducted a first public hearing to hear objections to the assessment and the proposed district on January 16, 2024, at 7 pm;

WHEREAS, the Clerk provided notice by mail to all 52 owners or parties of interest at the address shown on the tax records and published notice in the News and Views on 12/31/2023 and 1/7/2024, at least ten days prior to the scheduled first public hearing;

WHEREAS, the Clerk has reviewed the signatures on the Petition and found them to be valid and the Petition to be sufficient pursuant to MCL 41.723(b);

WHEREAS, the Board has reviewed the cost estimates provided and plan provided, and heard opinions of the public at the public hearing;

WHEREAS, several competitive bids were secured, and upon recommendation and preference of the Secluded Acres Homeowners Association (“HOA”), the Board has decided on Copeland Paving, Inc., out of Novi, Michigan due to quality of asphalt and work proposed for storm drains;

WHEREAS, one person spoke in person in opposition to the method of repair being considered at the first public hearing;

WHEREAS, authority is provided to the Board to establish such an assessment district pursuant to Public Act 188 of 1954;

NOW, THEREFORE, BE IT RESOLVED that:

1. The Petition is sufficient and contains the minimum required signatures from owners of property abutting the road pursuant to MCL 41.723(1)(b).
2. The Secluded Acres Special Assessment District is hereby established and approved for the purposes of improvement and repair including cutting down the grade, adding crushed asphalt, grading crushed asphalt, and storm drain repairs.
3. The plans attached as **Exhibit A** and the estimated costs attached as **Exhibit B** are approved with any additional costs to be provided by the Clerk in advance of the second public hearing.
4. The term of the Secluded Acres Special Assessment District shall be 10 years and the annual interest rate shall be 5%.
5. The Supervisor is hereby directed to prepare the special assessment roll. The second public hearing and roll confirmation shall be scheduled for the Board’s March 19, 2024, regular meeting.

The foregoing resolution offered by Board Member _____. Second offered by Board Member _____.

Upon roll call vote the board members voted as follows:

Grubb, B:

Whitt, E:

Grubb, D:

Pushies, G:

Crampton-Atherton, A:

The Supervisor declared the resolution adopted at a meeting of the Board of Trustees held on February 13, 2024.

Elizabeth Whitt, Clerk

EXHIBIT A TO RESOLUTION

APPROVED PLANS

[ATTACH APPROVED PLANS]

EXHIBIT B TO RESOLUTION

CONWAY TOWNSHIP SECLUDED ACRES SAD—COST ESTIMATES

Repair and Improvement (amount of approved plans from Exhibit A)

- Cutting down the grade, adding crushed asphalt, grading crushed asphalt, repair storm drain basins: \$ _____

Publication & Postage

- Publication notices (4) in the News and Views: \$ _____
- Postage for mailings (3) to 52 impacted property owners: \$ _____

Clerical:

- Paper/office supplies: \$ _____
- Assessor services: \$ _____
- Treasurer services: \$ _____
- Clerk services: \$ _____

Township Engineer

- Review and Recommendations (6/22/2022): \$ _____

Attorney Fees

- To complete SAD (estimated): \$3,250.00

Cost Allocation/Assessment —52 parcels

- Total cost: \$ _____
- Assessment amount per parcel: \$ _____

Bill Grubb

From: President <secludedacrespresident@gmail.com>
Sent: Wednesday, February 7, 2024 11:52 AM
To: Bill Grubb
Cc: secludedacresvp@gmail.com; David Whitt; curtis@copelandpavinginc.com
Subject: Secluded Acres SAD Bid Contract and Info
Attachments: 20231221_115947.jpg

Hey Bill!

Here is a copy of the signed contract. The total with all accepted options is roughly \$162,817.

We have requested \$175,000 for the SAD to cover any issues that may arise since the estimate was done. Any unused funds would then be returned to the Township after the project is complete.

The Association only paid the 10% down of the above price to hold the above price for the work to be completed this spring/summer. The contractor will give the 10% back to the Association when the funds are released to them or the Association will pay the contractor directly if the funds are released to the Association.

I have cc'ed the contractor with his permission on this email to provide better communication going forward.

Please let me know if you have any questions or concerns.

Kayla Poissant
Secluded Acres HOA President
517-294-2345

PAVING PROPOSAL

(248) 305-6020
FAX: (248) 305-6023

Copeland Paving Inc.



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RESIDENTIAL

JULY 10, 2023

PAGE 1 OF 1
PROPOSAL:23-C-317

NAME: SECLUDED ACRES SUBDIVISION
C/O: DAVID WHITT
ADDRESS: 7764 HIDDEN CIRCLE DR
CITY/STATE/ZIP: BYRON MI 48418
CUSTOMER PHONE: 989-620-4149
EMAIL: WITTDG63@GMAIL.COM
JOB NAME: ROAD RESURFACE- 3 PHASES
JOB ADDRESS: HIDDEN CIRCLE DR.

We will do the following items of work with the following specifications, quantities, and unit prices enumerated below:

1. Clean and tack existing asphalt approximately 84,144 Sq. Ft.
2. Install 2" of 5E 1 wearing asphalt material over 84,144 Sq. Ft. area total.
3. Clean up all debris caused by this paving operation.
4. Please read Exhibit A - general conditions as they are part of this contract.
5. The price in this contract is valid for the next 10 days; contract price is subject to change based on unstable and fluctuating gas, oil and material prices.
6. Any and all permits, bonds, testing or inspection fees will be the responsibility of the owner.
7. Copeland Paving must be notified of any/all HUD properties, MSHDA properties or prevailing wage requirements prior to signing of proposal to allow for proper bidding procedures.
8. Upon acceptance of this proposal, it is required that the authorized party notify and supply Copeland Paving any copies of Bonds issued for this project or a Notice of Commencement where no bonds have been issued.
9. Pay schedule to be as follows:
 - a.) 50 % of the total estimated contract price down.
 - b.) 50 % of the total estimated contract price upon completion.

The total estimated contract price is One Hundred Forty-Seven Thousand Eight Hundred Seventeen Dollars (\$147,817.00).

OPTIONS AVAILABLE AT AN ADDITIONAL COST: Please mark accept/decline for all options listed.

- Accept Decline Option to tuck point 16 catch basins, 1 row of brick 1 row of block at a cost of \$8,000.00.
- Accept Decline Option to tuck point 7 catch basins, 1 row of brick 1 row of block at a cost of \$3,500.00.
- Accept Decline Option to rebuild one catch basin, 1 row of brick 1 row of block and install asphalt patch 5' x 5' up to 4" deep at a cost of \$3,500.00 (This work must be completed before sealcoating work on main entrance drive).

The above quoted prices may be subject to change if not accepted within 10 days from the date of the proposal.

ACCEPTED: The above prices, specifications and Conditions are satisfactory and are hereby accepted. You are authorized to do the work as specified. Payment will be made as outlined above.

Duly Authorized Signature
CURTIS COPELAND

12/20/23

Signature of Acceptance

Date

Kayla Poissant
PRINT NAME AND TITLE

President of
Secluded Acres
HOA

SIGN AND RETURN ORIGINAL WHITE COPY