

# Conway Township

## Regular Meeting

August 21, 2018

7:00 p.m.

### **AGENDA**

Call to Order and Pledge of Allegiance

Roll Call

### **Consent Agenda Approval**

1. July 17, 2018 Board Minutes
2. August 13, 2018 Planning Commission Minutes
3. Zoning Administrator Report
4. Financial Report
5. Disbursements/Payroll Report
6. Budget Report
7. July Cemetery Minutes
8. Fire Report
9. Credit Card Statement

### **Approval of Board Meeting Agenda**

**Call to the Public**

**Communications**

**Old Business**

10. Draft Cemetery Committee Bylaws

**New Business**

11. Annual Audit
12. Information Technology Bidding
13. Miller Cemetery Vacant Property

**Call to the Public**

**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 persons supporting or opposing the same position desires to be heard, in the interest of time, a person shall be designated to express the group's concern. A maximum of three speakers may speak on the same subject unless otherwise allowed by a vote of the majority of members of the Board present. The Board may direct other persons to submit comments to the Board in writing in the same manner as designated above.
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.

These Minutes are subject to Board Approval at the August 21, 2018 Meeting

REGULAR MEETING

July 17, 2018

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

Present: Grubb, Parsons, Anderson, Kreeger, Rife. Township attorney Cooper and several residents.

Motion to approve the consent agenda. Motion by Parsons. Support by Anderson. Motion passed. Included in the consent agenda: June 19, 2018 Board Minutes, Planning Commission Minutes, Zoning Administrator Report, Financial Report, Disbursements/Payroll Report, Budget Report, June Cemetery Minutes, Fire Report.

Motion to approve the board meeting agenda. Motion by Parsons. Support by Anderson. Motion passed.

Call to public: no response

Motion to fill the Cemetery Advisory Committee vacancy with Londa Horton. Motion by Parsons. Support from Anderson. Motion passed.

Nickie Tomlin gave a report on the current state of the Cemetery Committee. She requested help with cemetery documentation from the board.

Londa Horton gave a report on radar location of graves. She then resigned from the committee.

Motion to appoint William Grubb to the vacant position on the Zoning Board of Appeals. Motion by Anderson. Support by Rife. Motion passed.

Motion to appoint William Grubb as an alternate to the Board of Review. Motion by Anderson support by Parsons. Motion passed.

Call to the Public: Cathy Anderson thanked the Cemetery Committee for all they do and volunteered to help.

Motion to adjourn meeting at 7:44 p.m. Motion by Kreeger. Support Anderson. Motion passed.

Todd Anderson, Township Clerk

Elizabeth Whitt, Deputy Clerk

# Conway Township Planning Commission Meeting Minutes

August 13, 2018

Conway Township Hall – 8015 N. Fowlerville Rd., Fowlerville, MI

Agenda	Items Discussed	Actions to be Taken
<b>Attendees</b>	<ul style="list-style-type: none"> <li>Public: Herm and Shirley Yost, Bob Carusi, Caleb Jenkins, Keith Wasilenski</li> <li>Township Board Members present: Larry Parsons, Trustee present.</li> <li>Planning Commission Members present: Dennis Bowdoin, George Pushies, Londa Horton, Dennis Sommer, Chuck Skwirsk. Mike Stock, absent.</li> <li>Zoning Administrator, Todd Thomas, present.</li> </ul>	
<b>Call to Order and Pledge to Flag</b>	<p>Chair, Dennis Bowdoin called the Conway Township Planning Commission meeting to order at 7:00pm and led in the Pledge of Allegiance. Dennis called roll call. All present except Mike Stock.</p> <p>The next meeting is Sept. 10, 2018 at 7:00pm.</p>	
<b>Minutes from last meeting</b>	<p>Denny Sommer moved to approve the minutes of the July 9, 2018 meeting, second by Larry Parsons. All in favor. Motion passed.</p>	
<b>Communications</b>	<p>Dennis Bowdoin shared these communications:</p> <ul style="list-style-type: none"> <li>Rob Stanford would like to bring a Livingston County Commissioner to update us on their Master Plan to our September meeting.</li> <li>2018 Planning Michigan Conference brochure received by all Commissioners.</li> </ul> <p>Denny Sommer mentioned the Scrap Tire Collection being put on by the Livingston County Drain Commission. There is a limit of ten tires per residence.</p>	
<b>Call to the Public</b>	<p>Herb Yost asked a question about the County Drain Commission letter making residents aware of the assessment of a local drain. This is notification of assessment for taxes.</p>	
<b>Old Business</b>	<ul style="list-style-type: none"> <li>6995 N. Fowlerville Rd, parcel #4701-34-200-006, Site plan update and review of Conway Land Company via Asa Kreeger. No updates.</li> <li>Status of Master Plan – the picture from Dennis Bowdoin’s helicopter of the Township Hall is blurred. We need another picture to complete the Master Plan.</li> <li>No update on status of Cemetery Plan from John Enos.</li> </ul>	<b>Need a picture of the Township Hall.</b>

# Conway Township Planning Commission Meeting Minutes

August 13, 2018

Conway Township Hall – 8015 N. Fowlerville Rd., Fowlerville, MI

<b>Agenda</b>	<b>Items Discussed</b>	<b>Actions to be Taken</b>
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<b>New Business</b>	<ul style="list-style-type: none"><li>• Abby Cooper asked about update on Planning Commission by-laws. August 2015, we did those, per Dennis Bowdoin. Londa Horton will verify.</li><li>• Abby Cooper inquired if we should have a Subdivision Control Ordinance in Chapter 5 of our Master Plan. It governs the Township's review of plats as a means of development under the Land Division Act. This is generally not a zoning ordinance, but a general law ordinance (like with the land division ordinance (Ordinance No. 24). Some communities combine review of plats and site condominiums together into one ordinance since the approach from a planning perspective is generally the same. Currently, review of condominiums is in the Zoning Ordinance under section 6.20. With all the vacant land development going on, she requested the Planner's input. George Pushies commented that nobody does plats. Dennis Bowdoin commented that he doesn't think we need this either.</li><li>• Zoning Administrator report – Todd Thomas reported that two land use permits were issued this month. AT&amp;T started construction. One land division for the Buell farm is requested taking two acres off for the house.<ul style="list-style-type: none"><li>○ Dennis Bowdoin asked about the Gramma that made jellies abandoned the shed on N. Fowlerville Rd. status. Todd to check on status.</li></ul></li></ul>	<p><b>Londa will verify by-laws passed.</b></p> <p><b>Todd Thomas to check status Gramma's Shed</b></p>
<b>Update from the Board</b>	Larry Parsons gave an update from the Township Board.	
<b>Call to public</b>	-0-	
<b>General Discussion</b>	Denny Sommer asked about the status of solar power inquiry to Todd Thomas. There has been no new movement on this. Larry Parsons commented about expiring credits on wind has resulted in growth of wind turbines by Shephard, Michigan.	
<b>Adjournment</b>	George Pushies made a motion to adjourn at 7:30pm. Second by Denny Sommer. All in favor. Motion passed.	

# **Conway Township**

8015 N. Fowlerville Road

PO Box 1157

Fowlerville MI 48836

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Phone 517-223-0358

Fax 517-223-0533

**From:** Todd Thomas Conway Township Zoning Administrator

**To:** Conway Twp. Board of Trustees

**Subject:** Zoning administrator report

Land use permits issued July, 2018

Merrit 7640 Robb Rd. L.U.P. # 018-018 I.D. # 25-100-009 pole barn

S.V.C. land services 9280 N. Fowlerville Rd. L.U.P. # 019-018 I.D. # 14-300-008  
Communication facility , tower

**Conway Township Financial Report  
July 2018**

**Balance June 30, 2018 \$69,909.23**

**July Income**

Lereta Tax Service	\$492.60
Spring Clean Up	\$394.00
Local Community Stabilization Authority	\$4,159.92
Michigan Township Participating Plan Dividend	\$142.15
Livingston County Treasurer - Delinquent Tax Revenue	\$9,040.64
Undeposited Funds	\$425.00
State of Michigan - Shared Revenue	\$45,242.00
Election Reimbursement	\$2,328.75
Land Use/Zoning Permits	\$675.00
Hall Rental	\$300.00
Summer Tax Admin Fees	\$907.50
Londa Horton Returned Salary	\$87.73

Total \$64,195.29 \$134,104.52

**July Expenses**

#10558	Knock 'Em Out Pest Control	\$145.00
#10559	Nadine Morrison	\$125.00
#10560	Alchin's Disposal, Inc.	\$45.00
#10561	Freedom Net Solutions	\$54.95
#10562	Great Lakes Outdoor Solutions	\$500.00
#10563	MFM Networks	\$697.38
#10564	Liz Whitt	\$194.29
#10565	Bill Grubb - Mileage	\$25.72
#10566	Debbie Grubb - Mileage	\$34.55
#10567	Hart InterCivic	\$5,045.00
#10568	Wolverine State Assessing	\$2,400.00
#10569	Cardmember Service	\$287.34
#10570	CMC Telecom	\$184.76
#10571	Cooper & Riesterer, PLC	\$2,814.00
#10572	DTE Energy - Hall Electricity	\$389.22
#10573	Econo Print	\$494.75
#10574	H & H Publication	\$463.00
#10575	Kitch Drutchas Wagner Valitutti Sherbrook	\$510.00
#10576	Printing Systems Inc.	\$80.93
#10577	Fowlerville Postmaster	\$70.00
	Township Salaries & Wages	\$8,578.36
	Township Payroll Taxes	\$2,774.56
	Township Payroll Billing	\$166.80

Total \$26,080.61

**SUMMARY:**

Balance June 30, 2018	\$69,909.23
<u>July Income</u>	<u>\$64,195.29</u>
	<b>\$134,104.52</b>
<u>July Expenses</u>	<u>\$26,080.61</u>
<b>Balance July 31, 2018</b>	<b>\$108,023.91</b>

**ROAD IMPROVEMENT FUND**

Balance June 30, 2018	\$211,107.81
July Tax Income	\$15,216.31
July Interest	\$29.28
July Checks	\$75,772.02
<b>Balance July 31, 2018</b>	<b>\$150,581.38</b>

Debra Grubb - Treasurer

Conway Township Financial Report  
July 2018

## Bank Account Balances as of July 31, 2018

### General Fund Accounts

Chase General Fund	\$82,420.24
Chase Building Fund	\$99,954.59
Huntington Contingent Account	\$509,000.90
Huntington Landscape CD	\$2,016.81
First National CD	\$28,695.70
Chase Private Road Escrow	\$984.62
First National Contingent	\$145,652.00
Huntington AT&T Escrow	\$1,197.00

### Cemetery Accounts

Chase Cemetery Fund	\$64,290.87
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### Road Accounts

Huntington Road Fund	\$8,431.25
Chase Road Fund	\$150,581.38
Chase Road Checking	\$340.93

### Tax Accounts

Tax Checking Accounts	\$72,969.17
Dog License Account	\$470.50
Trust and Agency Account	\$43,948.33
Daisy Lane Road Assessment	\$11,496.55



**Conway Township**  
**Check Detail**  
July 4 through August 7, 2018

<u>Num</u>	<u>Date</u>	<u>Name</u>
10570	07/17/2018	CMC Telecom
	07/17/2018	
TOTAL		
10571	07/17/2018	Cooper & Riesterer, PLC
35828	07/09/2018	
TOTAL		
10572	07/17/2018	DTE Energy
9100 057 08 20 1	07/17/2018	
TOTAL		
10573	07/17/2018	Econo Print
	07/17/2018	
TOTAL		
10574	07/17/2018	H & H Publication
	06/28/2018	
TOTAL		
10575	07/17/2018	Kitch Drutchas Wagner Valitutti Sherbrook
429915	06/30/2018	
TOTAL		
10576	07/17/2018	Printing Systems Inc.
	06/26/2018	
TOTAL		
10577	07/23/2018	Post Master
TOTAL		
10578	08/01/2018	Great Lakes Outdoor Solutions
179	08/01/2018	
TOTAL		

**Conway Township**  
**Check Detail**  
July 4 through August 7, 2018

<u>Num</u>	<u>Date</u>	<u>Name</u>
<b>10579</b>	<b>08/01/2018</b>	<b>Alchin's Disposal, Inc.</b>
87000477	07/24/2018	
TOTAL		
<b>10580</b>	<b>08/01/2018</b>	<b>BS &amp; A Software</b>
118805	08/01/2018	
TOTAL		
<b>10581</b>	<b>08/01/2018</b>	<b>Cardmember Service</b>
	08/18/2018	
TOTAL		
<b>10582</b>	<b>08/01/2018</b>	<b>Carlisle Wortman Associates, Inc</b>
2149234	07/13/2018	
TOTAL		
<b>10583</b>	<b>08/01/2018</b>	<b>Fowlerville Community Education</b>
	07/18/2018	
TOTAL		
<b>10584</b>	<b>08/01/2018</b>	<b>kim Joliff</b>
72018	08/01/2018	
TOTAL		
<b>10585</b>	<b>08/01/2018</b>	<b>Liz Whitt</b>
	08/01/2018	
TOTAL		
<b>10586</b>	<b>08/01/2018</b>	<b>MFM Networks, Inc.</b>
5566	07/31/2018	
TOTAL		
<b>10587</b>	<b>08/01/2018</b>	<b>Nadine Morrison</b>

Conway Township  
**Check Detail**  
July 4 through August 7, 2018

<u>Num</u>	<u>Date</u>	<u>Name</u>
	07/17/2018	
0731	07/31/2018	
072018	08/01/2018	
TOTAL		
<b>10588</b>	<b>08/01/2018</b>	<b>Robin Roddy</b>
072018	08/01/2018	
TOTAL		
<b>10589</b>	<b>08/01/2018</b>	<b>Sarah Kaake</b>
72018	08/01/2018	
TOTAL		
<b>10590</b>	<b>08/01/2018</b>	<b>Tyler Roddy</b>
072018	08/01/2018	
TOTAL		
<b>10591</b>	<b>08/07/2018</b>	<b>H &amp; H Publication</b>
36495	07/31/2018	
TOTAL		
<b>10592</b>	<b>08/07/2018</b>	<b>Master Media</b>
79028	07/25/2018	
TOTAL		
<b>10593</b>	<b>08/07/2018</b>	<b>MFM Networks, Inc.</b>
5591	08/01/2018	
TOTAL		
<b>10594</b>	<b>08/07/2018</b>	<b>MTA</b>
444080	06/18/2018	
TOTAL		
<b>10595</b>	<b>08/07/2018</b>	<b>Village Of Fowlerville</b>
18-0000135	06/30/2018	
TOTAL		

**Conway Township**  
**Check Detail**  
July 4 through August 7, 2018

<u>Num</u>	<u>Date</u>	<u>Name</u>
10596	08/07/2018	Michael Rife
	07/20/2018	

TOTAL

Grand Total

Conway Township  
Check Detail  
July 4 through August 7, 2018

<u>Account</u>	<u>Paid Amount</u>
<b>001.001 - Chase - General Fund</b>	
265.859 - Internet & Phones	-184.76
TOTAL	-184.76
<b>001.001 - Chase - General Fund</b>	
266.103 - Attorney	-2,814.00
TOTAL	-2,814.00
<b>001.001 - Chase - General Fund</b>	
265.920 - Utilities	-389.22
TOTAL	-389.22
<b>001.001 - Chase - General Fund</b>	
253.900 - Printing & Publishing	-494.75
TOTAL	-494.75
<b>001.001 - Chase - General Fund</b>	
102.900 - Printing & Publishing	-463.00
TOTAL	-463.00
<b>001.001 - Chase - General Fund</b>	
266.956 - Internet Project	-510.00
TOTAL	-510.00
<b>001.001 - Chase - General Fund</b>	
262.726 - Supplies	-80.93
TOTAL	-80.93
<b>001.001 - Chase - General Fund</b>	
102.910 - Postage	-70.00
TOTAL	-70.00
<b>001.001 - Chase - General Fund</b>	
265.801 - Lawn Mowing	-300.00
TOTAL	-300.00

**Conway Township**  
**Check Detail**  
July 4 through August 7, 2018

<u>Account</u>	<u>Paid Amount</u>
<b>001.001 - Chase - General Fund</b>	
265.935 - Building Maintenance	-45.00
TOTAL	-45.00
<b>001.001 - Chase - General Fund</b>	
265.930 - Equipment Maintenance	-790.00
TOTAL	-790.00
<b>001.001 - Chase - General Fund</b>	
102.910 - Postage	-59.50
102.726 - Supplies	-103.63
265.859 - Internet & Phones	-183.44
TOTAL	-346.57
<b>001.001 - Chase - General Fund</b>	
266.721 - Planning Commission	-1,035.00
TOTAL	-1,035.00
<b>001.001 - Chase - General Fund</b>	
738.100 - Parks & Recreation Contribution	-12,388.23
TOTAL	-12,388.23
<b>001.001 - Chase - General Fund</b>	
262.702 - Salaries & Wages	-30.00
TOTAL	-30.00
<b>001.001 - Chase - General Fund</b>	
102.970 - Mileage	-112.86
TOTAL	-112.86
<b>001.001 - Chase - General Fund</b>	
265.930 - Equipment Maintenance	-2,667.00
TOTAL	-2,667.00
<b>001.001 - Chase - General Fund</b>	

**Conway Township**  
**Check Detail**  
July 4 through August 7, 2018

<u>Account</u>	<u>Paid Amount</u>
265.935 · Building Maintenance	-125.00
265.935 · Building Maintenance	-125.00
262.702 · Salaries & Wages	-30.00
TOTAL	<u>-280.00</u>

**001.001 · Chase - General Fund**

262.702 · Salaries & Wages	-30.00
TOTAL	<u>-30.00</u>

**001.001 · Chase - General Fund**

262.702 · Salaries & Wages	-30.00
TOTAL	<u>-30.00</u>

**001.001 · Chase - General Fund**

262.702 · Salaries & Wages	-30.00
TOTAL	<u>-30.00</u>

**001.001 · Chase - General Fund**

103.900 · Printing & Publishing	-40.00
262.900 · Printing & Publishing	-122.50
TOTAL	<u>-162.50</u>

**001.001 · Chase - General Fund**

265.726 · Supplies	-31.02
TOTAL	<u>-31.02</u>

**001.001 · Chase - General Fund**

265.930 · Equipment Maintenance	-655.00
TOTAL	<u>-655.00</u>

**001.001 · Chase - General Fund**

102.726 · Supplies	-35.00
TOTAL	<u>-35.00</u>

**001.001 · Chase - General Fund**

301.702 · Contribution Police Salaries	-5,000.00
TOTAL	<u>-5,000.00</u>

**Conway Township**  
**Check Detail**  
July 4 through August 7, 2018

<u>Account</u>	<u>Paid Amount</u>
<b>001.001 - Chase - General Fund</b>	
171.969 - Seminars & Workshops	-285.00
102.970 - Mileage	-166.92
TOTAL	-451.92
	-29,426.76



Conway Township  
**Journal**  
July 18, 2018

<u>Trans #</u>	<u>Type</u>	<u>Date</u>	<u>Num</u>	<u>Name</u>	<u>Memo</u>
9,329	Deposit	07/18/2018		Londa Horton	Deposit
9,332	General Journal	07/18/2018	PR1-23		Gross Gross Gross Gross Gross Gross Gross Gross Gross Gross Fed WH Med WH Med ER FICA WH FICA ER MI WH Payroll Taxes Payroll Taxes Direct Deposit
9,333	General Journal	07/18/2018	PR1-24		Fed WH Med WH Med ER FICA WH FICA ER MI WH Payroll Taxes Payroll Billing

**TOTAL**

**Conway Township  
Journal  
July 18, 2018**

<u>Account</u>	<u>Debit</u>	<u>Credit</u>
001.001 · Chase - General Fund	87.73	
	87.73	0.00
103.702 · Salaries Wages	349.99	
102.702 · Receptionist salary	594.00	
171.702 · Salaries	1,733.33	
215.702 · Salaries & Wages	1,974.99	
215.703 · Deputies Wages	1,364.00	
253.702 · Salaries & Wages	1,858.33	
253.703 · Deputies Salaries	764.00	
738.702 · Salaries	75.00	
265.702 · Hall Monitor Salary	225.00	
721.702 · Salaries	1,122.50	
210 · Federal PRT Liability		664.00
210 · Federal PRT Liability		152.91
210 · Federal PRT Liability		152.91
210 · Federal PRT Liability		653.87
210 · Federal PRT Liability		653.87
218 · Michigan Withholding Liability		497.00
102.704 · Payroll Taxes	152.91	
102.704 · Payroll Taxes	653.87	
001.001 · Chase - General Fund		8,578.36
	<u>10,867.92</u>	<u>11,352.92</u>
210 · Federal PRT Liability	664.00	
210 · Federal PRT Liability	152.91	
210 · Federal PRT Liability	152.91	
210 · Federal PRT Liability	653.87	
210 · Federal PRT Liability	653.87	
218 · Michigan Withholding Liability	497.00	
001.001 · Chase - General Fund		2,774.56
001.001 · Chase - General Fund		166.80
	<u>2,774.56</u>	<u>2,941.36</u>
<b>TOTAL</b>	<u><u>13,730.21</u></u>	<u><u>14,294.28</u></u>

**Conway Township**  
**Profit & Loss Budget vs. Actual**  
 April 1 through August 14, 2018

	Apr 1 - Aug 14, 18	Budget	\$ Over Budget	% of Budget
<b>Ordinary Income/Expense</b>				
<b>Income</b>				
402.000 · Taxes - General	7,104.39	98,500.00	-91,395.61	7.2%
403.000 · Taxes - Admin fees	2,843.75	38,700.00	-35,856.25	7.3%
409.000 · Taxes - SET fee	0.00	0.00	0.00	0.0%
411.000 · Dog licenses	30.00	85.00	-55.00	35.3%
435.000 · Sale of assets	0.00	0.00	0.00	0.0%
450.000 · Licenses & Permits	2,855.00	4,000.00	-1,145.00	71.4%
478.000 · Set Fee Retained	0.00	0.00	0.00	0.0%
560.000 · Metro Act Fee	0.00	4,300.00	-4,300.00	0.0%
574.000 · State Revenue Sharing	91,050.00	286,000.00	-194,950.00	31.8%
664.000 · Interest & Dividends	285.02	1,100.00	-814.98	25.9%
667.000 · Rent	900.00	2,000.00	-1,100.00	45.0%
671.000 · Misc. Revenues	5,188.78	1,500.00	3,688.78	345.9%
676.000 · Cemeterial Lots/Burial	0.00	0.00	0.00	0.0%
677.000 · General Reimbursements	0.00	500.00	-500.00	0.0%
678.000 · Grant Reimbursement	0.00	0.00	0.00	0.0%
680.000 · Election Reimburse	2,328.75	0.00	2,328.75	100.0%
699.000 · Transfer in - Road Fund	0.00	0.00	0.00	0.0%
<b>Total Income</b>	<b>112,585.69</b>	<b>436,685.00</b>	<b>-324,099.31</b>	<b>25.8%</b>
<b>Expense</b>				
<b>102.000 · Unallocated</b>				
102.702 · Receptionist salary	2,214.00	8,000.00	-5,786.00	27.7%
102.704 · Payroll Taxes	3,132.57	10,000.00	-6,867.43	31.3%
102.710 · Payroll Billing	520.20	2,500.00	-1,979.80	20.8%
102.726 · Supplies	1,790.41	7,500.00	-5,709.59	23.9%
102.801 · Memberships & Dues	2,265.07	4,500.00	-2,234.93	50.3%
102.805 · Appropriation Senior Center	0.00	1,000.00	-1,000.00	0.0%
102.900 · Printing & Publishing	463.00	7,250.00	-6,787.00	6.4%
102.910 · Postage	230.80	1,800.00	-1,569.20	12.8%
102.970 · Mileage	2,442.74	3,000.00	-557.26	81.4%
102.000 · Unallocated - Other	0.00	0.00	0.00	0.0%
<b>Total 102.000 · Unallocated</b>	<b>13,058.79</b>	<b>45,550.00</b>	<b>-32,491.21</b>	<b>28.7%</b>
<b>103.000 · Township Board</b>				
103.702 · Salaries Wages	1,399.96	4,000.00	-2,600.04	35.0%
103.703 · Fire Authority Rep	0.00	0.00	0.00	0.0%
103.704 · Social Security/Medicar	0.00	0.00	0.00	0.0%
103.705 · Recreation Board Rep	0.00	0.00	0.00	0.0%
103.706 · FOIA COORDINATOR	0.00	0.00	0.00	0.0%
103.710 · Payroll Billing	186.25	0.00	186.25	100.0%
103.726 · Supplies	53.79	0.00	53.79	100.0%
103.801 · Memberships & Dues	0.00	2,500.00	-2,500.00	0.0%
103.805 · Appropriation Senior Ce	0.00	0.00	0.00	0.0%
103.862 · Township SS/Medicare	0.00	0.00	0.00	0.0%

## Conway Township Profit & Loss Budget vs. Actual April 1 through August 14, 2018

	Apr 1 - Aug 14, 18	Budget	\$ Over Budget	% of Budget
103.863 · Township Unemployment	0.00	0.00	0.00	0.0%
103.865 · MEDICAL REIMBURSEMENT	0.00	0.00	0.00	0.0%
103.900 · Printing & Publishing	367.50	0.00	367.50	100.0%
103.910 · Postage	0.00	0.00	0.00	0.0%
103.957 · Condemned Building	0.00	0.00	0.00	0.0%
103.969 · Seminars and Workshops	864.57	200.00	664.57	432.3%
103.970 · Mileage	0.00	0.00	0.00	0.0%
103.000 · Township Board - Other	0.00	0.00	0.00	0.0%
<b>Total 103.000 · Township Board</b>	<b>2,872.07</b>	<b>6,700.00</b>	<b>-3,827.93</b>	<b>42.9%</b>
<b>171.000 · Supervisor's Office</b>				
171.702 · Salaries	6,933.32	20,800.00	-13,866.68	33.3%
171.704 · Social Security/Medicar	0.00	0.00	0.00	0.0%
171.706 · Federal Withholding	0.00	0.00	0.00	0.0%
171.708 · State Withholding	0.00	0.00	0.00	0.0%
171.726 · Supplies	0.00	0.00	0.00	0.0%
171.801 · Memberships & Dues	0.00	1,600.00	-1,600.00	0.0%
171.900 · Printing & Publishing	115.00	0.00	115.00	100.0%
171.910 · Postage	0.00	0.00	0.00	0.0%
171.965 · Assessor	0.00	0.00	0.00	0.0%
171.969 · Seminars & Workshops	677.62	2,000.00	-1,322.38	33.9%
171.970 · Mileage	0.00	0.00	0.00	0.0%
171.000 · Supervisor's Office - Other	0.00	0.00	0.00	0.0%
<b>Total 171.000 · Supervisor's Office</b>	<b>7,725.94</b>	<b>24,400.00</b>	<b>-16,674.06</b>	<b>31.7%</b>
<b>215.000 · Clerk's Office</b>				
215.702 · Salaries & Wages	7,899.96	23,700.00	-15,800.04	33.3%
215.703 · Deputies Wages	5,743.00	16,000.00	-10,257.00	35.9%
215.704 · Social Security/Medicar	0.00	0.00	0.00	0.0%
215.706 · Federal Withholding	0.00	0.00	0.00	0.0%
215.708 · State Withholding	0.00	0.00	0.00	0.0%
215.726 · Supplies	0.00	0.00	0.00	0.0%
215.801 · Membership	50.00	500.00	-450.00	10.0%
215.900 · Printing & Publishing	0.00	0.00	0.00	0.0%
215.910 · Postage	0.00	0.00	0.00	0.0%
215.969 · Seminars & Workshops	1,599.41	6,500.00	-4,900.59	24.6%
215.970 · Mileage	0.00	0.00	0.00	0.0%
215.000 · Clerk's Office - Other	0.00	0.00	0.00	0.0%
<b>Total 215.000 · Clerk's Office</b>	<b>15,292.37</b>	<b>46,700.00</b>	<b>-31,407.63</b>	<b>32.7%</b>

**Conway Township**  
**Profit & Loss Budget vs. Actual**  
 April 1 through August 14, 2018

	Apr 1 - Aug 14, 18	Budget	\$ Over Budget	% of Budget
<b>247.000 · Board of Review</b>				
247.702 · Salaries & Wages	150.00	2,000.00	-1,850.00	7.5%
247.704 · Social Security/Medicar	0.00	0.00	0.00	0.0%
247.706 · Federal Withholding	0.00	0.00	0.00	0.0%
247.708 · State Withholding	0.00	0.00	0.00	0.0%
247.900 · Printing & Publishing	0.00	0.00	0.00	0.0%
247.969 · Seminars & Workshops	75.00	500.00	-425.00	15.0%
247.970 · Mileage	0.00	0.00	0.00	0.0%
247.000 · Board of Review - Other	0.00	0.00	0.00	0.0%
<b>Total 247.000 · Board of Review</b>	<b>225.00</b>	<b>2,500.00</b>	<b>-2,275.00</b>	<b>9.0%</b>
<b>253.000 · Treasurer's Office</b>				
253.702 · Salaries & Wages	7,433.32	22,300.00	-14,866.68	33.3%
253.703 · Deputies Salaries	1,460.00	3,500.00	-2,040.00	41.7%
253.704 · Social Security/Medicar	0.00	0.00	0.00	0.0%
253.706 · Federal Withholdings	0.00	0.00	0.00	0.0%
253.708 · State Withholding	0.00	0.00	0.00	0.0%
253.726 · Supplies	0.00	0.00	0.00	0.0%
253.801 · Memberships & Dues	0.00	1,500.00	-1,500.00	0.0%
253.832 · Charge Back	0.00	700.00	-700.00	0.0%
253.900 · Printing & Publishing	1,285.41	0.00	1,285.41	100.0%
253.910 · Postage	0.00	0.00	0.00	0.0%
253.969 · Seminars & Workshops	697.38	6,500.00	-5,802.62	10.7%
253.970 · Other	0.00	0.00	0.00	0.0%
253.975 · Bank Service Charge	0.00	400.00	-400.00	0.0%
253.000 · Treasurer's Office - Other	0.00	0.00	0.00	0.0%
<b>Total 253.000 · Treasurer's Office</b>	<b>10,876.11</b>	<b>34,900.00</b>	<b>-24,023.89</b>	<b>31.2%</b>
<b>257.000 · Assessor</b>				
257.701 · Assessor Services	9,600.00	28,000.00	-18,400.00	34.3%
257.702 · Salary	0.00	75.00	-75.00	0.0%
257.703 · Expenses	0.00	3,000.00	-3,000.00	0.0%
257.000 · Assessor - Other	0.00	0.00	0.00	0.0%
<b>Total 257.000 · Assessor</b>	<b>9,600.00</b>	<b>31,075.00</b>	<b>-21,475.00</b>	<b>30.9%</b>
<b>262.000 · Elections</b>				
262.702 · Salaries & Wages	3,683.25	6,000.00	-2,316.75	61.4%
262.704 · Social Security/Medicare	0.00	0.00	0.00	0.0%
262.706 · Federal Withholding	0.00	0.00	0.00	0.0%
262.708 · State Withholding	0.00	0.00	0.00	0.0%
262.726 · Supplies	932.69	0.00	932.69	100.0%
262.900 · Printing & Publishing	273.50	0.00	273.50	100.0%
262.910 · Postage	962.09	0.00	962.09	100.0%

## Conway Township Profit & Loss Budget vs. Actual April 1 through August 14, 2018

	Apr 1 - Aug 14, 18	Budget	\$ Over Budget	% of Budget
262.930 · Equipment Maintenance	5,045.00	2,000.00	3,045.00	252.3%
262.000 · Elections - Other	231.00	0.00	231.00	100.0%
<b>Total 262.000 · Elections</b>	<b>11,127.53</b>	<b>8,000.00</b>	<b>3,127.53</b>	<b>139.1%</b>
<b>265.000 · Building &amp; Grounds</b>				
265.146 · Equipment-Office	3,235.08	14,500.00	-11,264.92	22.3%
265.702 · Hall Monitor Salary	450.00	1,000.00	-550.00	45.0%
265.704 · Social Security/Medicare	0.00	0.00	0.00	0.0%
265.726 · Supplies	1,341.86	0.00	1,341.86	100.0%
265.801 · Lawn Mowing	1,125.00	4,500.00	-3,375.00	25.0%
265.802 · Landscaping	200.00	1,500.00	-1,300.00	13.3%
265.805 · Snow Removal	270.00	3,200.00	-2,930.00	8.4%
265.851 · Liability Insurance	0.00	0.00	0.00	0.0%
265.859 · Internet & Phones	1,437.50	3,500.00	-2,062.50	41.1%
265.871 · Workers Comp	0.00	0.00	0.00	0.0%
265.910 · Postage	0.00	0.00	0.00	0.0%
265.920 · Utilities	3,272.87	4,500.00	-1,227.13	72.7%
265.930 · Equipment Maintenance	7,653.38	0.00	7,653.38	100.0%
265.935 · Building Maintenance	9,863.38	20,000.00	-10,136.62	49.3%
265.963 · Property Taxes	0.00	400.00	-400.00	0.0%
265.964 · Deposit reimbursement	0.00	0.00	0.00	0.0%
265.970 · Parking Lot	0.00	0.00	0.00	0.0%
265.971 · Capital Improvement	0.00	0.00	0.00	0.0%
265.000 · Building & Grounds - Other	0.00	0.00	0.00	0.0%
<b>Total 265.000 · Building &amp; Grounds</b>	<b>28,849.07</b>	<b>53,100.00</b>	<b>-24,250.93</b>	<b>54.3%</b>
<b>266.000 · Professional Fees</b>				
266.103 · Attorney	16,566.95	50,000.00	-33,433.05	33.1%
266.446 · Highways	0.00	0.00	0.00	0.0%
266.721 · Planning Commission	4,584.55	0.00	4,584.55	100.0%
266.830 · Contractual Fees	0.00	0.00	0.00	0.0%
266.955 · Auditor	0.00	9,500.00	-9,500.00	0.0%
266.956 · Internet Project	74,347.05	100,000.00	-25,652.95	74.3%
266.960 · Engineer	2,700.00	0.00	2,700.00	100.0%
266.000 · Professional Fees - Other	0.00	0.00	0.00	0.0%
<b>Total 266.000 · Professional Fees</b>	<b>98,198.55</b>	<b>159,500.00</b>	<b>-61,301.45</b>	<b>61.6%</b>
267.000 · Accounting and Auditing	0.00	0.00	0.00	0.0%
275.000 · Drains At Large	0.00	32,000.00	-32,000.00	0.0%

## Conway Township Profit & Loss Budget vs. Actual April 1 through August 14, 2018

	Apr 1 - Aug 14, 18	Budget	\$ Over Budget	% of Budget
<b>276.000 · Cemetery</b>				
276.702 · Salaries	1,662.27	0.00	1,662.27	100.0%
276.704 · Social Security/Medicar	0.00	0.00	0.00	0.0%
276.801 · Lawn Mowing	0.00	0.00	0.00	0.0%
276.850 · Contracted Labor	0.00	0.00	0.00	0.0%
276.930 · Repair & Maintenance	6,105.00	0.00	6,105.00	100.0%
276.964 · Reimburs of Burial Site	0.00	0.00	0.00	0.0%
276.970 · Mileage	0.00	0.00	0.00	0.0%
276.000 · Cemetery - Other	0.00	0.00	0.00	0.0%
<b>Total 276.000 · Cemetery</b>	<b>7,767.27</b>	<b>0.00</b>	<b>7,767.27</b>	<b>100.0%</b>
<b>301.000 · Public Safety</b>				
301.700 · Fire Authority Rep	225.00	500.00	-275.00	45.0%
301.702 · Contribution Police Salaries	5,000.00	10,000.00	-5,000.00	50.0%
301.000 · Public Safety - Other	0.00	0.00	0.00	0.0%
<b>Total 301.000 · Public Safety</b>	<b>5,225.00</b>	<b>10,500.00</b>	<b>-5,275.00</b>	<b>49.8%</b>
<b>446.000 · Roads and Highways</b>				
446.955 · Chloride	0.00	0.00	0.00	0.0%
446.956 · CLJ & Associates	0.00	0.00	0.00	0.0%
446.967 · Construction & Excavati	0.00	0.00	0.00	0.0%
446.000 · Roads and Highways - Other	0.00	0.00	0.00	0.0%
<b>Total 446.000 · Roads and Highways</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.0%</b>
<b>526.000 · Sanitary Landfill</b>				
526.960 · Spring Cleanup	3,471.00	5,000.00	-1,529.00	69.4%
526.000 · Sanitary Landfill - Other	0.00	0.00	0.00	0.0%
<b>Total 526.000 · Sanitary Landfill</b>	<b>3,471.00</b>	<b>5,000.00</b>	<b>-1,529.00</b>	<b>69.4%</b>
<b>660.000 · Payroll Taxes-general</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.0%</b>
<b>66900 · Reconciliation Discrepancies</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.0%</b>
<b>721.000 · Planning &amp; Zoning</b>				
721.702 · Salaries	5,140.00	12,000.00	-6,860.00	42.8%
721.704 · Social Security/Medicar	0.00	0.00	0.00	0.0%
721.706 · Federal Withholding	0.00	0.00	0.00	0.0%
721.708 · State Withholdings	0.00	0.00	0.00	0.0%
721.726 · Supplies	0.00	0.00	0.00	0.0%
721.801 · Membership and Dues	650.00	1,500.00	-850.00	43.3%
721.900 · Printing & Publishing	0.00	0.00	0.00	0.0%
721.964 · Permit Reimbursements	0.00	8,500.00	-8,500.00	0.0%
721.969 · Seminars & Workshop	295.00	12,000.00	-11,705.00	2.5%
721.970 · Mileage	0.00	0.00	0.00	0.0%
721.000 · Planning & Zoning - Other	0.00	0.00	0.00	0.0%
<b>Total 721.000 · Planning &amp; Zoning</b>	<b>6,085.00</b>	<b>34,000.00</b>	<b>-27,915.00</b>	<b>17.9%</b>

**Conway Township**  
**Profit & Loss Budget vs. Actual**  
 April 1 through August 14, 2018

	Apr 1 - Aug 14, 18	Budget	\$ Over Budget	% of Budget
<b>738.000 · Recreation Association</b>				
738.100 · Parks & Recreation Contribution	12,388.23	26,000.00	-13,611.77	47.6%
738.702 · Salaries	300.00	1,000.00	-700.00	30.0%
738.000 · Recreation Association - Other	0.00	0.00	0.00	0.0%
<b>Total 738.000 · Recreation Association</b>	12,688.23	27,000.00	-14,311.77	47.0%
<b>954.000 · Insurance &amp; Bond</b>	0.00	10,000.00	-10,000.00	0.0%
<b>960.000 · Delinquent Personal Prop Taxes</b>	0.00	0.00	0.00	0.0%
<b>969.000 · Trans out - Capital Res Fund</b>	0.00	50,000.00	-50,000.00	0.0%
<b>970.000 · Transfers out</b>	0.00	0.00	0.00	0.0%
<b>970.350 · TRANS OUT - DAISEY LANE</b>	0.00	0.00	0.00	0.0%
<b>980.000 · Transfers Out - Cemetery</b>	30,000.00	30,000.00	0.00	100.0%
<b>Total Expense</b>	263,061.93	610,925.00	-347,863.07	43.1%
<b>Net Ordinary Income</b>	-150,476.24	-174,240.00	23,763.76	86.4%
<b>Other Income/Expense</b>				
<b>Other Income</b>				
Interest Income	44.83	0.00	44.83	100.0%
Other Income	0.00	0.00	0.00	0.0%
<b>Total Other Income</b>	44.83	0.00	44.83	100.0%
<b>Net Other Income</b>	44.83	0.00	44.83	100.0%
<b>Net Income</b>	<b>-150,431.41</b>	<b>-174,240.00</b>	<b>23,808.59</b>	<b>86.3%</b>



## Cemetery Advisory Committee

### Meeting Minutes

August 1, 2018

1. Meeting called to order at 7:05 pm
2. Pledge of Allegiance
3. Attendance:
  - a. Present – Connie Coon, Deb Grubb, Kim Jolliff, Nickie Tomlin
  - b. Absent – Nancy Glover, Robert Moe
  - c. Guests – Abby Cooper, Twp Attorney., Ed and Lauren Adams
4. Approved Agenda- motion by Connie Coon, 2<sup>nd</sup> by Deb Grubb, approved by all
5. Approved June Meeting Minutes- motion by Deb Grubb, 2<sup>nd</sup> by Nickie Tomlin, approved by all
6. Burials – 2 cremains in Coughran Cemetery
7. Treasury Report- Deb Grubb reports \$2,274.94 in account
8. By-Laws and Ordinance Status- Presented by Abby Cooper
  - a. Abby will have draft by Tuesday, August 7<sup>th</sup> and emailed to members for review at next committee meeting
  - b. Plan is to have By-Laws and Ordinances ready for Township Board review and approval for September meeting
9. Update on Benjamin Restoration- Dave Carter associates worked on restoration efforts for two days
10. Antrim Update
  - a. Documenting completed for most of cemetery
  - b. May have to finish new addition. Will need to get plot numbers from Deputy Clerk.
11. Dawn Patrol
  - a. Kim Jolliff to contact Paul Harmon regarding tickets
    - i. Quantities for each committee member
    - ii. Confirm selling at the event
    - iii. Counting golf balls for ball drop on 8/25/18
      1. Connie Coon will make number sheets for confirming
      2. Nickie Tomlin will make signs and get canopy for table at event
12. Cemetery Walk

- a. Saturday, September 22<sup>nd</sup>
- b. Need to write article for News and Views describing event
- c. Advertising in News and Views 2 weeks before the event
- d. Need to circulate flyers around Fowlerville businesses and post on social media

13. Call to the Public:

- a. Suggestions from resident Lauren Adams on Cemetery Walk ideas, filling the board seats and funding.

14. Next Work Dates: August 25, 2018 – Antrim Cemetery

15. Confirm Next Meeting Date: Wednesday, August 22, 2018, 7 pm – Township Hall

Meeting Minutes Prepared by Kim Jolliff, Secretary

August 5, 2018

### Fire Board Meeting July 12, 2018

The Fowlerville Fire Authority met to hear the proposals of three companies pertaining to the construction of a new Fire Hall. The possible site of this building is west of Fowlerville on Grand River where an old car wash once was.

No decisions were made at this time.

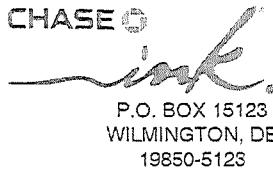
### Fire Board Meeting July 17, 2018

The Fowlerville Fire Authority met to discuss the proposals presented at the July 12<sup>th</sup> meeting regarding the construction of a new Fire Hall. The board decided to hire Brivar Construction Co. This is a "Design and Build" company.

The Authority's first step is to have tests run to confirm that the selected property is buildable due to the fact that a building was buried on this location years ago.

A short business meeting followed.

Richard Kreeger



4246315250518022000069000003465700000000

Get updates on the go  
Log on to [chase.com/alerts](http://chase.com/alerts)

Payment Due Date: 08/18/18  
New Balance: \$346.57  
Minimum Payment: \$69.00

Account number: 4246 3152 5051 8022

10736 BEX Z 20518 C  
TODD A ANDERSON  
CONWAY TOWNSHIP  
PO BOX 1157  
FOWLERVILLE MI 48836-1157

\$ \_\_\_\_\_ Amount Enclosed  
Make your check payable to: Chase Card Services



CARDMEMBER SERVICE  
PO BOX 6294  
CAROL STREAM IL 60197-6294



⑆5000 16028⑆ 15952505180223⑆

**BUSINESS CARD STATEMENT**



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1-800-945-2028



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**ACCOUNT SUMMARY**

Account Number: ██████████	
Previous Balance	\$287.34
Payment, Credits	-\$287.34
Purchases	+\$346.57
Cash Advances	\$0.00
Balance Transfers	\$0.00
Fees Charged	\$0.00
Interest Charged	\$0.00
<b>New Balance</b>	<b>\$346.57</b>
<hr/>	
Opening/Closing Date	06/25/18 - 07/24/18
Credit Limit	\$2,500
Available Credit	\$2,153
Cash Access Line	\$500
Available for Cash	\$500
<hr/>	
Past Due Amount	\$0.00
Balance over the Credit Limit	\$0.00

**PAYMENT INFORMATION**

New Balance	\$346.57
Payment Due Date	08/18/18
Minimum Payment Due	\$69.00
<b>Late Payment Warning:</b> If we do not receive your minimum payment by the due date, you may have to pay up to a \$39 late fee.	
<b>Minimum Payment Warning:</b> Enroll in Auto-Pay and avoid missing a payment. To enroll, call the number on the back of your card or go to the web site listed above.	

**ACCOUNT ACTIVITY**

Date of Transaction	Merchant Name or Transaction Description	\$ Amount
07/06	Payment ThankYou Image Check	-287.34
06/29	UPS*1Z4619380351403266 800-811-1648 GA	5.50
07/07	AT&T*BILL PAYMENT 800-331-0500 TX	183.44
07/07	WAL-MART #1754 HOWELL MI	8.44
07/11	WAL-MART #4540 FOWLERVILLE MI	36.03
07/17	WAL-MART #4540 FOWLERVILLE MI	25.38
07/17	USPS PO 2534000836 FOWLERVILLE MI	54.00
07/18	WAL-MART #4540 FOWLERVILLE MI	25.32
07/17	THE HOME DEPOT 2751 HOWELL MI TODD A ANDERSON TRANSACTIONS THIS CYCLE (CARD 8022) \$59.23 INCLUDING PAYMENTS RECEIVED	8.46

<b>2018 Totals Year-to-Date</b>	
Total fees charged in 2018	\$0.00

**Conway Township Cemetery Advisory Committee**  
**Bylaws**  
**Adopted – \_\_\_\_\_, 2018**

Subject to approval by the Conway Township Board, the Conway Township Cemetery Advisory Committee hereby adopts the following rules to facilitate the performance of its duties as directed by the Township Board and outlined below.

**SECTION 1: PURPOSE**

The Conway Township Cemetery Advisory Committee (“Cemetery Committee”) has been formed to assist the Conway Township Board of Trustees (“Township Board”) in its preservation, protection, improvement, and restoration of the Township’s cemeteries.

**SECTION 2: MEMBERSHIP AND OFFICERS**

A. Membership

The Cemetery Committee shall consist of no fewer than five (5) and no more than seven (7) members. At the time of adoption of these Bylaws, the Cemetery Committee consists of six (6) members. These members have been previously approved by the Township Board. New members shall be nominated by the Cemetery Committee subject to approval by the Township Board.

B. Officers

The Cemetery Committee shall elect from its membership, a chairperson, vice chairperson, and secretary. The Cemetery Committee’s officer selections are subject to approval by the Township Board. Those officers selected by the Cemetery Committee may serve in that capacity pending Township Board approval. All officers shall serve a term of two years, or until their successors are elected by the Cemetery Committee and approved by the Township Board. All officers shall be eligible for re-election for consecutive terms for the same office. In the event an officer position is vacated prior to expiration of a particular term, replacement of that position shall be handled in similar fashion as initial selection. Successor officers shall serve out the unexpired term of the officer being replaced.

The officer positions and their duties are as follows:

1. Chairperson – The chairperson shall preside at all meetings, appoint sub-committees, prepare the annual report for the Cemetery Committee and perform such other duties as directed by the Township Board. The chairperson shall present any recommendations or requests of the Cemetery Committee to the Township Board.
2. Vice Chairperson – The vice chairperson shall act in the capacity of the chairperson in his/her absence. In the event the office of chairperson becomes vacant, the vice

chairperson shall succeed to this office for the unexpired term, and the Cemetery Committee shall select a successor to the office of vice chairperson for the un-expired term.

3. Secretary – The secretary shall execute documents in the name of the Cemetery Committee, perform the duties hereinafter listed below, and shall perform such other duties as the Cemetery Committee may determine, consistent with these Bylaws.
  - a. Minutes - The secretary shall be responsible for maintaining a permanent record of the minutes of each meeting and shall have them recorded in suitable permanent records maintained by the Township Clerk. The minutes shall contain a brief synopsis of the meeting, including a complete restatement of all motions and record of votes, conditions, or recommendations made on any action and record of attendance.
  - b. Correspondence - The secretary shall be responsible for issuing formal written correspondence with other groups or persons, as directed by the Cemetery Committee. All communications, petitions, reports, or other written materials received by the secretary shall be brought to the attention of the Cemetery Committee.
  - c. Attendance - The secretary shall be responsible for maintaining an attendance record for each Cemetery Committee member and report those records annually to the Cemetery Committee for inclusion in the annual report to the Township Board.
  - d. Notices - The secretary shall issue such notices as may be required by the Cemetery Committee.

### **SECTION 3: MEETINGS**

- A. Regular Meetings – The Cemetery Committee shall hold not less than four regular meetings each year and by resolution shall determine the time and place of such meetings. Other meetings may be held as necessary. When a regular meeting falls on a legal holiday or upon a day resulting in a conflict, the Cemetery Committee shall, if possible, select a suitable alternate meeting date in the same month as the original scheduled meeting. Notice of regularly scheduled Cemetery Committee meetings shall be posted at the Conway Township office within 10 days after the Cemetery Committee’s first regular meeting in each year in accordance with the Open Meetings Act, 1976 PA 267, MCL 15.261, *et seq.*
- B. Special Meetings – Special meetings may be called by the chairperson or upon written request to the secretary by at least two members of the Cemetery Committee. Notice of special meetings shall be given to the members of the Cemetery Committee at least forty-eight (48) hours before the meeting. Such notice shall state the purpose, time, and location of the special meeting and shall be posted in accordance with the Open Meetings Act.
- C. Meetings and Records – Any business the Cemetery Committee may perform shall be conducted at a public meeting held in compliance with the Open Meetings Act. All meetings, minutes, records, documents, correspondence and other materials of the Cemetery

Committee shall be open to public inspection in accordance with the Freedom of Information Act, 1976 PA 442, MCL 15.231, *et seq.*, except as may otherwise be provided by law.

- D. Quorum – A majority of the membership shall constitute a quorum for transacting business and taking official action for all matters. Members of the Cemetery Committee shall notify the Cemetery Committee chairperson when they intend to be absent from a meeting. Whenever a quorum is not present, those present may adjourn the meeting to another time and day, in accordance with the provisions of the Open Meetings Act, or hold the meeting to consider the matters on the agenda. No action shall be taken at a meeting at which a quorum is not present.
- E. Agenda – The chairperson shall be responsible for preparing the agenda for Cemetery Committee meetings. The order of business for meetings is suggested as follows:
  - 1. Call to Order and Pledge of Allegiance
  - 2. Roll Call
  - 3. Approval of Agenda
  - 4. Approval of Minutes
  - 5. Reports
    - a. Burials
    - b. Fundraising
  - 6. Scheduled Meetings and Upcoming Work Days
  - 7. On Going Projects
    - a. Ball Drop
    - b. Cemetery Crawl
    - c. Stone Repair
  - 8. Other Business
  - 9. Call to the Public
  - 10. Adjournment

#### **SECTION 4: DUTIES OF THE ADVISORY COMMITTEE**

The Cemetery Committee shall perform the following duties:

- 1. Assist the Township Clerk with historical documentation and mapping of the state of Township cemeteries based on research and on-site investigation.

2. Prioritize monument restoration and repair work needed throughout the cemeteries and authorize commencement of work based on those priorities with a cost not to exceed the amount of funds earmarked for such work in the Township Cemetery fund or \$3,000, whichever is greater.
3. Oversee and manage authorized restoration and repair work throughout the cemeteries.
4. Promote public education and awareness of Township cemetery history, and advocate for cemetery preservation and improvement.
5. Assist the Planning Commission with development of a long term vision of the cemeteries for the Township Master Plan and/or recommend contents of a separate Cemetery Master Plan to the Township Board.
6. Seek and organize volunteers to do various documentation and clean-up projects throughout the cemeteries.
7. Prepare an annual report to the Township Board for approval including, at a minimum, the following:
  - a. The past year's cemetery improvement budget, authorized restoration and repair work, and amount of funds expended.
  - b. Proposed annual budget for next year's cemetery improvement efforts and anticipated sources of revenue (ie. donations).
  - c. Plan and priorities for continued monument restoration and repair.
8. Attend training sessions or conferences as needed, with approval by the Township Board.
9. Perform other duties and responsibilities as requested by the Township Board.

**Commented [AC1]:** Abby to confirm with Todd/Deb that this is how the funds raised for cemetery improvement are designated in the budget/Twp accounts.

**SECTION 5: REMOVAL AND RESIGNATION**

- A. A member of the Cemetery Committee may be removed upon the request of a Township Board member if removal is approved by a majority vote of the Township Board after a hearing is held at a regularly scheduled Township Board meeting. Written notice shall be provided to all members of the Cemetery Committee at least 14 days in advance of the hearing. The hearing shall be conducted by the Township Clerk.
- B. A member may resign from the Cemetery Committee by sending a letter of resignation to the Township Clerk, Township Board, or Cemetery Committee chairperson.

**SECTION 6: AMENDMENTS**



These Bylaws may be amended at any meeting by a vote of the majority of the members of the Cemetery Committee. To be effective, any amendment must be approved by the Conway Township Board.

Adopted by the Conway Township Cemetery Advisory Committee at a regular meeting held on \_\_\_\_\_, 2018.

/s/ \_\_\_\_\_  
Kim Jolliff, Secretary

APPROVED BY: Conway Township Board at a regular meeting on \_\_\_\_\_, 2018, Resolution Number \_\_\_\_\_.

/s/ \_\_\_\_\_  
Todd Anderson, Clerk

