

Conway Township

Regular Meeting

November 21, 2023

7:00 pm

AGENDA

Call to Order and Pledge of Allegiance

Roll Call

Consent Agenda Approval

1. Approve 10/17/2023 Meeting Minutes
2. Account Reconciliations
3. Disbursements/Payroll Report/Budget Report
4. Hall Rental Report
5. Zoning Administrator Report
6. October 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

7. Planning Commission Ex-Officio Report
8. Recreation Board

Unfinished Business

9. New Planner
10. Update on Drains

New Business

11. Bids for roof replacement
12. Snow Removal Bids
13. Zoning Administrator Applicants
14. Motion to Recuse
15. Special Assessment District Request
16. Noise ordinance waiver for Luke Bryan concert
17. New Multifunction Printer
18. Changes to fee schedule
19. Motion for planning commission training
20. MSU Solar Overlay Research

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 October 17, 2023
Conway Township
Regular Board Meeting
7:00 pm

REGULAR MEETING

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

Roll call: Clerk Elizabeth Whitt, Trustee George Pushies, Trustee Amy Crampton-Atherton.

Absent: Supervisor William Grubb, Treasurer Debra Grubb

Motion to appoint Whitt to mediate the meeting in absence of the supervisor, made by Crampton-Atherton, supported by Pushies. Motion passed.

Motion to approve the Consent Agenda, made by Whitt, supported by Crampton-Atherton. Roll call vote: Whitt, Crampton-Atherton – yes, Pushies – no. Motion passed.

Call to the public: 5 attendees spoke regarding Planners, conflict of interest, BS&A software, Attorney, monthly statements.

Supervisor Grubb joint the meeting at 7:13 p.m. Whitt relinquished as moderator of the meeting.

Motion to approve the Board Meeting Agenda with the following changes: Move item 12 to the end of new business, add chief Feid and Lt Dailey to the agenda item 7, correct item 14 from PA 600 to PA 660. Motion by W Grubb, supported by Crampton-Atherton. Motion passed.

Motion to send the fire ordinance to the Attorney for review, made by Whitt, supported by Pushies. Motion passed.

Motion to receive the draft audit report, made by Whitt, supported by Pushies. Motion passed.

Motion to rehire CIB as township planner, made by W Grubb, no support. Motion died.

Motion to hire McKenna as planner for purpose of discussion, made by Whitt, supported by Pushies. Roll call vote: unanimous no. Motion failed.

Recess at 8:44 p.m. Meeting called to order at 8:47 p.m.

Motion to pay planning commissioners \$20 an hour for documented training made by Whitt, supported by W Grubb. Motion passed.

Motion to move ahead with the RFP for the roof written by supervisor, posted by clerk department, made by Whitt, supported by Pushies. Motion passed.

Motion to accept the bid from Greatlakes Outdoor solutions for our cemetery clean up, made by Whitt, supported by W Grubb. Roll call vote: unanimous yes. Motion passed.

Motion to accept proposed changes to the personal manual, made by W Grubb, supported by Whitt. Motion passed.

Motion to accept proposed changes to Policy 1 Purchasing Policy, made by W Grubb, supported by Whitt. Motion passed.

Motion to accept proposed changes to Policy 4 Investment Policy, made by W Grubb, supported by Whitt. Motion passed.

Unapproved Minutes
Of the October 17, 2023
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Regular Board Meeting
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Motion to accept proposed changes to Policy 8 Public Inspection of Records, made by W Grubb, supported by Whitt. Motion passed.

Motion to designate the Conway Township Hall as the designated polling place for all early voting as laid out in MCL 168.662, made by Whitt, supported by W Grubb. Motion passed.

Motion to join equipment maintenance support during early voting with the rest of the townships in the county as determined necessary, made by Whitt, supported by W Grubb. Motion passed.

Motion we accept the changes recommended by our auditor regarding the Trustee review of the monthly bank statements, made by W Grubb, supported by Whitt. Roll call vote: unanimous no. Motion failed.

Motion to go into closed session at 10:01 p.m., made by W Grubb, supported by Crampton-Atherton. Motion passed.

Motion to return to open session at 10:47 p.m., made by W Grubb, supported by Whitt. Motion passed.

Call to the public: 3 attendees spoke regarding planners, and land control.

Motion to adjourn the meeting at 11:01 pm, made by Crampton-Atherton, supported by Pushies. Motion passed.

Elizabeth Whitt, Township Clerk

Gabi Bresett, Township Deputy Clerk

1:42 PM

11/01/23

Conway Township - Cemetery Fund #150
Reconciliation Summary
003.000 · BofAA - Cemetery, Period Ending 10/31/2023

	<u>Oct 31, 23</u>
Beginning Balance	85,553.65
Cleared Transactions	
Checks and Payments - 3 items	-2,966.60
Deposits and Credits - 2 items	740.42
Total Cleared Transactions	<u>-2,226.18</u>
Cleared Balance	<u>83,327.47</u>
Uncleared Transactions	
Deposits and Credits - 1 item	<u>0.00</u>
Total Uncleared Transactions	<u>0.00</u>
Register Balance as of 10/31/2023	<u>83,327.47</u>
New Transactions	
Checks and Payments - 1 item	<u>-2,083.25</u>
Total New Transactions	<u>-2,083.25</u>
Ending Balance	<u><u>81,244.22</u></u>

1:20 PM

11/01/23

Conway Township Reconciliation Summary

000-002 · BofAA - Dog License, Period Ending 10/31/2023

	<u>Oct 31, 23</u>
Beginning Balance	133.27
Cleared Transactions	
Deposits and Credits - 2 items	<u>15.07</u>
Total Cleared Transactions	<u>15.07</u>
Cleared Balance	<u>148.34</u>
Register Balance as of 10/31/2023	148.34
New Transactions	
Checks and Payments - 2 items	<u>-135.00</u>
Total New Transactions	<u>-135.00</u>
Ending Balance	<u>13.34</u>

1:17 PM

11/07/23

Conway Township
Reconciliation Summary
016.000 · BofAA - General Fund, Period Ending 10/31/2023

	<u>Oct 31, 23</u>
Beginning Balance	376,403.56
Cleared Transactions	
Checks and Payments - 38 items	-90,748.95
Deposits and Credits - 15 items	18,692.14
Total Cleared Transactions	<u>-72,056.81</u>
Cleared Balance	<u>304,346.75</u>
Uncleared Transactions	
Checks and Payments - 11 items	-33,841.15
Deposits and Credits - 3 items	45.18
Total Uncleared Transactions	<u>-33,795.97</u>
Register Balance as of 10/31/2023	<u>270,550.78</u>
New Transactions	
Checks and Payments - 9 items	-38,424.95
Deposits and Credits - 2 items	106.00
Total New Transactions	<u>-38,318.95</u>
Ending Balance	<u>232,231.83</u>

2:11 PM

11/01/23

Conway Township - Road Fund #201
Reconciliation Summary
005.000 · BofAA - Road Fund, Period Ending 10/31/2023

	<u>Oct 31, 23</u>
Beginning Balance	4,425.70
Cleared Transactions	
Deposits and Credits - 1 item	<u>2.13</u>
Total Cleared Transactions	<u>2.13</u>
Cleared Balance	<u>4,427.83</u>
Register Balance as of 10/31/2023	4,427.83
Ending Balance	4,427.83

1:54 PM

11/01/23

Conway Township - Road Fund #201
Reconciliation Summary
005.001 · Road Savings, Period Ending 10/31/2023

	<u>Oct 31, 23</u>
Beginning Balance	38,573.68
Cleared Transactions	
Deposits and Credits - 1 item	<u>42.61</u>
Total Cleared Transactions	<u>42.61</u>
Cleared Balance	<u>38,616.29</u>
Register Balance as of 10/31/2023	38,616.29
Ending Balance	38,616.29

1:17 PM

11/01/23

Conway Township
Reconciliation Summary
001.000 · BofAA - Tax Checking, Period Ending 10/31/2023

	<u>Oct 31, 23</u>
Beginning Balance	1,505,138.34
Cleared Transactions	
Checks and Payments - 11 items	-1,523,524.25
Deposits and Credits - 15 items	39,449.98
Total Cleared Transactions	<u>-1,484,074.27</u>
Cleared Balance	<u>21,064.07</u>
Uncleared Transactions	
Checks and Payments - 3 items	<u>-8,202.00</u>
Total Uncleared Transactions	<u>-8,202.00</u>
Register Balance as of 10/31/2023	<u>12,862.07</u>
Ending Balance	12,862.07

1:28 PM

11/01/23

Conway Township Trust & Agency Fund #701
Reconciliation Summary
001.000 · BofAA Trust & Agency Ckg, Period Ending 10/31/2023

	<u>Oct 31, 23</u>
Beginning Balance	7,957.00
Cleared Transactions	
Deposits and Credits - 2 items	<u>353.95</u>
Total Cleared Transactions	<u>353.95</u>
Cleared Balance	<u>8,310.95</u>
Uncleared Transactions	
Deposits and Credits - 2 items	<u>0.00</u>
Total Uncleared Transactions	<u>0.00</u>
Register Balance as of 10/31/2023	<u>8,310.95</u>
Ending Balance	8,310.95

11:14 AM

11/01/23

Conway Township
Reconciliation Summary
002.000 - Chase - Building Fund, Period Ending 10/31/2023

	<u>Oct 31, 23</u>
Beginning Balance	133,246.80
Cleared Transactions	
Deposits and Credits - 1 item	<u>1.15</u>
Total Cleared Transactions	<u>1.15</u>
Cleared Balance	<u>133,247.95</u>
Register Balance as of 10/31/2023	133,247.95
Ending Balance	133,247.95

11:09 AM

11/01/23

Conway Township Reconciliation Summary

008.001 · Flagstar Contingent CD, Period Ending 09/30/2023

	<u>Sep 30, 23</u>
Beginning Balance	196,187.93
Cleared Balance	196,187.93
Register Balance as of 09/30/2023	196,187.93
Ending Balance	196,187.93

11:12 AM

11/01/23

Conway Township Reconciliation Summary

003.000 · Huntington - Cont Acct #2, Period Ending 10/31/2023

	<u>Oct 31, 23</u>
Beginning Balance	236,648.25
Cleared Transactions	
Checks and Payments - 1 item	-5.00
Deposits and Credits - 1 item	60.30
Total Cleared Transactions	<u>55.30</u>
Cleared Balance	<u>236,703.55</u>
Register Balance as of 10/31/2023	236,703.55
Ending Balance	236,703.55

2:09 PM

11/01/23

ARPA Fund #464
Reconciliation Summary

000.101 · Independent Bank ARPA Funds, Period Ending 10/31/2023

	<u>Oct 31, 23</u>
Beginning Balance	323,555.27
Cleared Balance	323,555.27
Register Balance as of 10/31/2023	323,555.27
Ending Balance	323,555.27

1:21 PM

11/07/23

Conway Township
Reconciliation Summary
009.000 · MSUFCU CD, Period Ending 11/30/2023

	<u>Nov 30, 23</u>
Beginning Balance	244,865.79
Cleared Balance	244,865.79
Register Balance as of 11/30/2023	244,865.79
Ending Balance	244,865.79

1:19 PM

11/07/23

Conway Township Reconciliation Summary

009.001 · MSUFCU Saver, Period Ending 10/31/2023

	<u>Oct 31, 23</u>
Beginning Balance	5.00
Cleared Balance	5.00
Register Balance as of 10/31/2023	5.00
Ending Balance	5.00

Conway Township Check Detail October 5 through November 14, 2023

Type	Num	Date	Name	Account	Paid Amount	Original Amount
Check	ach	10/26/2023	American Express	016.000 · BofAA - General Fund		-9,574.20
				265.146 · Equipment-Office	-1,967.92	1,967.92
				265.920 · Utilities	-41.02	41.02
				215.969 · Seminars & Workshops	-682.18	682.18
				253.969 · Seminars & Workshops	-938.40	938.40
				266.103 · Attorney	-5,308.00	5,308.00
				265.859 · Internet & Phones	-269.62	269.62
				171.969 · Seminars & Workshops	-366.06	366.06
				102.900 · Printing & Publishing	-1.00	1.00
TOTAL					-9,574.20	9,574.20
Check	ach	10/31/2023	DTE Energy	016.000 · BofAA - General Fund		-222.55
				265.920 · Utilities	-222.55	222.55
TOTAL					-222.55	222.55
Check	ACH	10/13/2023	mers	016.000 · BofAA - General Fund		-1,229.31
				204.000 · Payroll Liabilities	-1,229.31	1,229.31
TOTAL					-1,229.31	1,229.31
Check	12402	10/24/2023	Livingston County Treasu...	016.000 · BofAA - General Fund		-13.53
				253.832 · Charge Back	-13.53	13.53
TOTAL					-13.53	13.53
Check	12403	10/24/2023	Foundation Systems of M...	016.000 · BofAA - General Fund		-20.00
				450.000 · Fees, Licenses & Permits	-20.00	20.00
TOTAL					-20.00	20.00
Check	12404	10/24/2023	H & H Publication	016.000 · BofAA - General Fund		-135.00
				102.900 · Printing & Publishing	-135.00	135.00
TOTAL					-135.00	135.00

Conway Township Check Detail

October 5 through November 14, 2023

Type	Num	Date	Name	Account	Paid Amount	Original Amount
Check	12405	10/24/2023	Douglas D Davision Jr	016.000 · BofAA - General Fund		-350.00
				265.935 · Building Maintenance	-350.00	350.00
TOTAL					-350.00	350.00
Check	12406	10/24/2023	Conway Township	016.000 · BofAA - General Fund		-15.00
				411.000 · Dog licenses	-15.00	15.00
TOTAL					-15.00	15.00
Check	12407	11/01/2023	Great Lakes Outdoor Sol...	016.000 · BofAA - General Fund		-416.75
				265.801 · Lawn Mowing	-416.75	416.75
TOTAL					-416.75	416.75
Check	12408	11/01/2023	Joe Raica Excavating Inc	016.000 · BofAA - General Fund		-9,300.00
				265.935 · Building Maintenance	-8,800.00	8,800.00
				262.930 · Equipment/Maintenance	-500.00	500.00
TOTAL					-9,300.00	9,300.00
Check	12409	11/01/2023	Susan Egbert	016.000 · BofAA - General Fund		-28.50
				102.970 · Mileage	-28.50	28.50
TOTAL					-28.50	28.50
Check	12410	11/01/2023	Applied Innovation	016.000 · BofAA - General Fund		-11,421.34
				265.930 · Equipment Maintenance	-11,421.34	11,421.34
TOTAL					-11,421.34	11,421.34
Check	12411	11/01/2023	Gabi Bresett	016.000 · BofAA - General Fund		-415.27
				102.970 · Mileage	-415.27	415.27
TOTAL					-415.27	415.27

Conway Township
Check Detail
 October 5 through November 14, 2023

Type	Num	Date	Name	Account	Paid Amount	Original Amount
Check	12412	11/14/2023	R.I. Thomas Property Mai...	016.000 · BofAA - General Fund		-420.00
				265.935 · Building Maintenance	-420.00	420.00
TOTAL					-420.00	420.00
Check	12413	11/14/2023	MTA	016.000 · BofAA - General Fund		-365.00
				171.969 · Seminars & Workshops	-365.00	365.00
TOTAL					-365.00	365.00
Check	12414	11/14/2023	H & H Publication	016.000 · BofAA - General Fund		-1,072.00
				102.900 · Printing & Publishing	-1,072.00	1,072.00
TOTAL					-1,072.00	1,072.00
Check	12415	11/14/2023	Michigan Association of ...	016.000 · BofAA - General Fund		-150.00
				102.801 · Mmbrshps, Sft. Lic. & Dues	-150.00	150.00
TOTAL					-150.00	150.00
Check	12416	11/14/2023	Foster Swift	016.000 · BofAA - General Fund		-3,382.50
				266.103 · Attorney	-3,382.50	3,382.50
TOTAL					-3,382.50	3,382.50
Check	12417	11/14/2023	Knock 'Em Out Pest Cont...	016.000 · BofAA - General Fund		-150.00
				265.935 · Building Maintenance	-150.00	150.00
TOTAL					-150.00	150.00
Check	12418	11/14/2023	Applied Innovation	016.000 · BofAA - General Fund		-7,480.00
				265.930 · Equipment Maintenance	-7,480.00	7,480.00
TOTAL					-7,480.00	7,480.00

Conway Township Check Detail October 5 through November 14, 2023

Type	Num	Date	Name	Account	Paid Amount	Original Amount
Check	12419	11/14/2023	Livingston County Munici...	016.000 · BofAA - General Fund		-46.00
				215.969 · Seminars & Workshops	-46.00	46.00
TOTAL					-46.00	46.00
Check	12420	11/14/2023	Elizabeth Whitt	016.000 · BofAA - General Fund		-300.00
				204.000 · Payroll Liabilities	-300.00	300.00
TOTAL					-300.00	300.00
Check	12421	11/14/2023	AccuShred	016.000 · BofAA - General Fund		-64.00
				265.920 · Utilities	-64.00	64.00
TOTAL					-64.00	64.00
Check	12422	11/14/2023	Gary Klein	016.000 · BofAA - General Fund		-100.22
				102.970 · Mileage	-100.22	100.22
TOTAL					-100.22	100.22

Conway Township Journal November 15, 2023

Trans #	Type	Date	Num	Memo	Account	Debit	Credit				
13298	General Jo...	11/15/202	correct aj	Unallocated:Receptionist salary	102.702 · Office Assistant Salary	918.00					
				Fica ER	102.704 · Payroll Taxes	958.99					
				Med ER	102.704 · Payroll Taxes	224.27					
				Invoice	102.710 · Payroll Billing	192.50					
				Township Board:Salaries Wages	103.702 · Salaries Wages	392.00					
				Township Board:FOIA COORDINATOR	103.706 · FOIA COORDINATOR	50.00					
				Supervisor's Office:Salaries	171.702 · Salaries	2,026.75					
				Federal PRT Liablity	210 · Federal PRT Liablity	3,096.95					
				Clerk's Office:Salaries & Wages	215.702 · Salaries & Wages	2,309.34					
				Clerk's Office:Deputies Wages	215.703 · Deputies Wages	1,530.00					
				Michigan Withholding Liability	218 · Michigan Withholding Liability	600.80					
				Treasurer's Office:Salaries & Wages	253.702 · Salaries & Wages	2,172.91					
				Treasurer's Office:Deputies Salaries	253.703 · Deputies Salaries	1,095.00					
				Assessor:Salaries	257.702 · Salaries	3,113.33					
				Planning & Zoning:Salaries	721.702 · Salaries	1,860.00					
				Direct Deposits	016.000 · BofAA - General Fund		11,800.50				
				Invoice	016.000 · BofAA - General Fund		192.50				
				Payroll Taxes	016.000 · BofAA - General Fund		3,697.75				
				Payroll Liabilities	204.000 · Payroll Liabilities		1,152.34				
				Fed Wh	210 · Federal PRT Liablity		730.43				
				Fica ER	210 · Federal PRT Liablity		958.99				
				Fica Wh	210 · Federal PRT Liablity		958.99				
				Med ER	210 · Federal PRT Liablity		224.27				
				Med Wh	210 · Federal PRT Liablity		224.27				
				Michigan Withholding Liability	218 · Michigan Withholding Liability		600.80				
							20,540.84	20,540.84			
				13299	Check	11/15/202	ACH		016.000 · BofAA - General Fund		1,152.34
									204.000 · Payroll Liabilities	1,152.34	
										1,152.34	1,152.34
				TOTAL						21,693.18	21,693.18

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

	Apr '23 - Mar 24	Budget	\$ Over Budget	% of Budget
Ordinary Income/Expense				
Income				
101.404 · School Tax Collection Fee	0.00	0.00	0.00	0.0%
366.350 · Trans in - Daisy Lane Fund	0.00	0.00	0.00	0.0%
366.450 · Trans in - Trust & Agency	0.00	0.00	0.00	0.0%
402.000 · Taxes - General	0.00	120,000.00	-120,000.00	0.0%
403.000 · Taxes - Admin fees	19,277.12	43,000.00	-23,722.88	44.8%
409.000 · Taxes - SET fee	0.00	700.00	-700.00	0.0%
411.000 · Dog licenses	365.85	40.00	325.85	914.6%
450.000 · Fees, Licenses & Permits	2,777.25	10,000.00	-7,222.75	27.8%
455.000 · Research Fees	0.00	200.00	-200.00	0.0%
560.000 · Metro Act Fee	4,650.72	0.00	4,650.72	100.0%
573.000 · LCSA PPT Reimbursement	0.00	4,800.00	-4,800.00	0.0%
574.000 · State Revenue Sharing	196,831.00	393,975.00	-197,144.00	50.0%
664.000 · Interest & Dividends	7,303.87	3,200.00	4,103.87	228.2%
667.000 · Rent	1,350.00	2,500.00	-1,150.00	54.0%
671.000 · Misc. Revenues	446.05	0.00	446.05	100.0%
675.000 · American Rescue Plan Funds	0.00	0.00	0.00	0.0%
678.000 · Grant Reimbursement	1,500.00	0.00	1,500.00	0.0%
680.000 · Election Reimburse	3,084.27	0.00	3,084.27	100.0%
699.701 · Transfer In - Trust & Agency	0.00	0.00	0.00	0.0%
700.701 · Escrow Revenues	0.00	0.00	0.00	0.0%
Total Income	237,586.13	578,415.00	-340,828.87	41.1%
Gross Profit	237,586.13	578,415.00	-340,828.87	41.1%
Expense				
102.000 · Unallocated				
102.702 · Office Assistant Salary	6,637.32	11,000.00	-4,362.68	60.3%
102.704 · Payroll Taxes	10,388.15	15,000.00	-4,611.85	69.3%
102.710 · Payroll Billing	1,571.29	2,500.00	-928.71	62.9%
102.725 · Workwear	453.28	2,500.00	-2,046.72	18.1%
102.726 · Supplies	1,620.41	2,000.00	-379.59	81.0%
102.801 · Mmbrshps, Sft. Lic. & Dues	7,084.79	8,000.00	-915.21	88.6%
102.805 · Appropriation Senior Center	0.00	2,000.00	-2,000.00	0.0%
102.900 · Printing & Publishing	4,515.00	7,500.00	-2,985.00	60.2%
102.910 · Postage	2,513.31	6,000.00	-3,486.69	41.9%
102.970 · Mileage	2,933.84	3,000.00	-66.16	97.8%
102.971 · Miscellaneous	0.00	0.00	0.00	0.0%
102.000 · Unallocated - Other	0.00	0.00	0.00	0.0%
Total 102.000 · Unallocated	37,717.39	59,500.00	-21,782.61	63.4%

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

	Apr '23 - Mar 24	Budget	\$ Over Budget	% of Budget
103.000 · Township Board				
103.702 · Salaries Wages	5,803.00	3,500.00	2,303.00	165.8%
103.706 · FOIA COORDINATOR	950.00	1,000.00	-50.00	95.0%
103.969 · Seminars and Workshops	0.00	500.00	-500.00	0.0%
Total 103.000 · Township Board	6,753.00	5,000.00	1,753.00	135.1%
171.000 · Supervisor's Office				
171.702 · Salaries	16,214.00	24,321.00	-8,107.00	66.7%
171.969 · Seminars & Workshops	2,257.82	2,000.00	257.82	112.9%
Total 171.000 · Supervisor's Office	18,471.82	26,321.00	-7,849.18	70.2%
200.203 · Due To Road Fund	0.00	0.00	0.00	0.0%
215.000 · Clerk's Office				
215.702 · Salaries & Wages	18,474.72	27,712.00	-9,237.28	66.7%
215.703 · Deputies Wages	12,800.00	20,000.00	-7,200.00	64.0%
215.969 · Seminars & Workshops	4,644.02	6,500.00	-1,855.98	71.4%
215.000 · Clerk's Office - Other	0.00	0.00	0.00	0.0%
Total 215.000 · Clerk's Office	35,918.74	54,212.00	-18,293.26	66.3%
247.000 · Board of Review				
247.702 · Salaries & Wages	1,260.00	2,000.00	-740.00	63.0%
247.969 · Seminars & Workshops	0.00	0.00	0.00	0.0%
Total 247.000 · Board of Review	1,260.00	2,000.00	-740.00	63.0%
253.000 · Treasurer's Office				
253.702 · Salaries & Wages	17,383.28	25,609.00	-8,225.72	67.9%
253.703 · Deputies Salaries	6,660.00	12,480.00	-5,820.00	53.4%
253.832 · Charge Back	-26.79	200.00	-226.79	-13.4%
253.969 · Seminars & Workshops	3,633.67	3,000.00	633.67	121.1%
253.975 · Bank Service Charge	35.00	150.00	-115.00	23.3%
Total 253.000 · Treasurer's Office	27,685.16	41,439.00	-13,753.84	66.8%
257.000 · Assessor				
257.701 · Assessor Services	0.00	100.00	-100.00	0.0%
257.702 · Salaries	27,516.64	38,400.00	-10,883.36	71.7%
257.969 · Seminars & Workshops	225.00	1,500.00	-1,275.00	15.0%
Total 257.000 · Assessor	27,741.64	40,000.00	-12,258.36	69.4%

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

	Apr '23 - Mar 24	Budget	\$ Over Budget	% of Budget
262.000 · Elections				
262.702 · Salaries & Wages	2,464.00	7,500.00	-5,036.00	32.9%
262.726 · Supplies	138.24	2,500.00	-2,361.76	5.5%
262.900 · Printing & Publishing	1,042.10	250.00	792.10	416.8%
262.930 · Equipment/Maintenance	500.00	10,000.00	-9,500.00	5.0%
Total 262.000 · Elections	4,144.34	20,250.00	-16,105.66	20.5%
265.000 · Building & Grounds				
265.146 · Equipment-Office	20,639.92	10,000.00	10,639.92	206.4%
265.702 · Hall Monitor Salary	675.00	1,500.00	-825.00	45.0%
265.801 · Lawn Mowing	1,583.65	3,500.00	-1,916.35	45.2%
265.802 · Landscaping	0.00	0.00	0.00	0.0%
265.805 · Snow Removal	666.80	4,500.00	-3,833.20	14.8%
265.859 · Internet & Phones	7,336.01	12,000.00	-4,663.99	61.1%
265.920 · Utilities	3,062.63	5,500.00	-2,437.37	55.7%
265.930 · Equipment Maintenance	21,206.34	0.00	21,206.34	100.0%
265.935 · Building Maintenance	37,288.75	18,000.00	19,288.75	207.2%
265.950 · ARPA Fund Expenses	0.00	0.00	0.00	0.0%
265.970 · Parking Lot	0.00	5,000.00	-5,000.00	0.0%
265.971 · Capital Improvement	0.00	10,000.00	-10,000.00	0.0%
265.000 · Building & Grounds - Other	0.00	0.00	0.00	0.0%
Total 265.000 · Building & Grounds	92,459.10	70,000.00	22,459.10	132.1%
266.000 · Professional Fees				
266.103 · Attorney	45,600.15	60,000.00	-14,399.85	76.0%
266.721 · Planning Commission	0.00	37,200.00	-37,200.00	0.0%
266.955 · Auditor	11,050.00	10,500.00	550.00	105.2%
266.960 · Engineer	0.00	1,800.00	-1,800.00	0.0%
266.000 · Professional Fees - Other	5,820.05			
Total 266.000 · Professional Fees	62,470.20	109,500.00	-47,029.80	57.1%
275.000 · Drains At Large	85,029.84	50,000.00	35,029.84	170.1%
276.000 · Cemetery				
276.702 · Salaries	465.00	0.00	465.00	100.0%
276.801 · Lawn Mowing	0.00	0.00	0.00	0.0%
276.930 · Repair & Maintenance	500.00			
Total 276.000 · Cemetery	965.00	0.00	965.00	100.0%
301.000 · Public Safety				
301.700 · Fire Authority Rep	720.00	1,000.00	-280.00	72.0%
301.701 · Police Ordinance Enforcement	240.00	10,000.00	-9,760.00	2.4%
301.702 · Contribution Police Salaries	0.00	0.00	0.00	0.0%
Total 301.000 · Public Safety	960.00	11,000.00	-10,040.00	8.7%

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

	Apr '23 - Mar 24	Budget	\$ Over Budget	% of Budget
526.000 · Sanitary Landfill				
526.960 · Spring Cleanup	1,874.00	5,000.00	-3,126.00	37.5%
Total 526.000 · Sanitary Landfill	1,874.00	5,000.00	-3,126.00	37.5%
66900 · Reconciliation Discrepancies	0.00	0.00	0.00	0.0%
721.000 · Planning & Zoning				
721.702 · Salaries	16,030.00	20,000.00	-3,970.00	80.2%
721.969 · Seminars & Workshop	0.00	500.00	-500.00	0.0%
Total 721.000 · Planning & Zoning	16,030.00	20,500.00	-4,470.00	78.2%
738.000 · Recreation Association				
738.100 · Parks & Recreation Contribution	36,903.22	35,000.00	1,903.22	105.4%
738.702 · Salaries	540.00	900.00	-360.00	60.0%
738.000 · Recreation Association - Other	0.00	0.00	0.00	0.0%
Total 738.000 · Recreation Association	37,443.22	35,900.00	1,543.22	104.3%
954.000 · Insurance & Bond	12,736.00	11,500.00	1,236.00	110.7%
960.000 · Delinquent Personal Prop Taxes	-7,818.46			
980.000 · Transfers Out - Cemetery	0.00	30,000.00	-30,000.00	0.0%
Total Expense	461,840.99	592,122.00	-130,281.01	78.0%
Net Ordinary Income	-224,254.86	-13,707.00	-210,547.86	1,636.1%
Other Income/Expense				
Other Income				
Interest Income	22.47	0.00	22.47	100.0%
501.000 · Federal Grant Income	0.00	0.00	0.00	0.0%
Total Other Income	22.47	0.00	22.47	100.0%
Net Other Income	22.47	0.00	22.47	100.0%
Net Income	-224,232.39	-13,707.00	-210,525.39	1,635.9%

Conway Township Rental Report

October 2023

Hall rental details:

Rental fee: \$150 for residents of Conway Township, \$300 for non-residents, funerals 1/2 of rental fee.

We currently have 4 different hall attendants/monitors.

Canceled

None

Rescheduled

None

Completed

Future hall rentals

- 12-9-2023 Mary Mitts, Baby Shower



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

P: 517-223-0358 F: 517-223-053

From: Gary Klein - Conway Township Zoning Administrator

To: Conway Township Board of Trustees

Subject: Zoning Administrator Report

Period: **October** 2023

Name	Location	Permit#	ID #	Details
Kershaw	6096 N Gregory	025-023	01-24-300-016	House
Logsdon	11139 Fowlerville Rd	026-023	01-03-300-023	Deck
Neher	11723 Secluded Ridge	W017-023	01-02-101-020	re-roof
Wyman	7890 Stow	W018-023	01-29-100-006	re-roof
Brown	11233 Chase Lake	W019-023	01-31-200-009	re-roof
Bevel	10140 Chase Lake	W020-023	01-29-400-014	Water proof Basement
Busha	8475 N Gregory	W021-023	01-21-400-006	re-roof
Jones	6917 Hayner	W022-023	01-13-300-003	re-roof

Date Threat Event

Date	Threat Event
Oct 1,2023	185.36.81.33 Lithuania 6
Oct 2,2023	185.36.81.33 Lithuania 35 77.83.36.43 Bulgaria 3
Oct 3,2023	185.36.81.33 Lithuania 8 67.217.57.54 United States 2 180.166.133.228 China 1 220.194.70.77 China 1
Oct 4,2023	67.217.57.54 United States 11 185.36.81.33 Lithuania 9 148.153.84.149 United States 6 58.144.148.20 China 1
Oct 5,2023	141.98.11.60 Lithuania 42 185.36.81.33 Lithuania 12
Oct 6,2023	185.36.81.33 Lithuania 11
Oct 7,2023	185.36.81.33 Lithuania 18
Oct 8,2023	141.98.11.60 Lithuania 30 185.36.81.33 Lithuania 29 149.40.50.119 United States 4
Oct 9,2023	185.36.81.33 Lithuania 35 43.225.189.147 United States 2
Oct 10,2023	185.36.81.33 Lithuania 15 141.98.11.60 Lithuania 13 27.115.124.33 China 1

Oct 11,2023			
	185.36.81.33	Lithuania	11
	149.40.50.119	United States	6
	103.75.73.251	Viet Nam	1
Oct 12,2023			
	141.98.11.60	Lithuania	15
	185.36.81.33	Lithuania	13
	109.205.213.94	Azerbaijan	8
	43.225.189.147	United States	2
	149.40.50.106	United States	2
Oct 13,2023			
	141.98.11.60	Lithuania	9
	185.36.81.33	Lithuania	9
	109.205.213.94	Azerbaijan	7
	149.40.50.119	United States	2
	46.0.199.167	Russian Federation	1
Oct 14,2023			
	141.98.11.60	Lithuania	43
	185.36.81.33	Lithuania	24
Oct 15,2023			
	141.98.11.60	Lithuania	42
	185.36.81.33	Lithuania	35
	109.205.213.94	Azerbaijan	12
	213.5.130.61	France	6
Oct 16,2023			
	141.98.11.60	Lithuania	23
	185.36.81.33	Lithuania	12
	109.205.213.94	Azerbaijan	7
	213.5.130.61	France	6
	165.154.210.7	Singapore	1
Oct 17,2023			
	185.36.81.33	Lithuania	52
	141.98.11.60	Lithuania	40
	109.205.213.94	Azerbaijan	7
	27.115.124.4	China	1
	45.154.98.190	Netherlands	1
Oct 18,2023			
	141.98.11.60	Lithuania	77

	185.36.81.33	Lithuania	41
	185.225.73.112	Netherlands	1
Oct 19,2023			
	185.224.128.199	Netherlands	97
	141.98.11.60	Lithuania	17
	109.205.213.94	Azerbaijan	7
	185.36.81.33	Lithuania	2
Oct 20,2023			
	141.98.11.60	Lithuania	75
	213.5.130.61	France	32
	185.224.128.199	Netherlands	31
	185.36.81.33	Lithuania	9
Oct 21,2023			
	185.36.81.33	Lithuania	8
	185.213.175.62	Netherlands	1
Oct 22,2023			
	185.36.81.33	Lithuania	52
	141.98.11.60	Lithuania	15
	109.205.213.94	Azerbaijan	8
	161.35.50.253	United States	2
	185.224.128.199	Netherlands	2
Oct 23,2023			
	185.224.128.199	Netherlands	95
	185.36.81.33	Lithuania	20
	161.35.50.253	United States	1
Oct 24,2023			
	185.224.128.199	Netherlands	24
	141.98.11.60	Lithuania	18
	185.36.81.33	Lithuania	3
Oct 25,2023			
	185.224.128.199	Netherlands	13
	109.205.213.94	Azerbaijan	12
	141.98.11.60	Lithuania	11
	185.36.81.33	Lithuania	9
	165.154.210.7	Singapore	1
	27.115.124.4	China	1
Oct 26,2023			
	185.36.81.33	Lithuania	50

Fowlerville Recreation

7677 W. Sharpe Road
Fowlerville, MI 48836

DRAFT MINUTES - PENDING APPROVAL AT NOVEMBER MEETING

October 10, 2023 6:00 pm Munn Building

Agenda:

- Members present: Laurie Eisele, Jason Atkinson, Craig Curtis, April Hodge, Justin Braska
- Members absent: Brande Nogafsky
- Staff Present: Cheryl Dixon, Jill Curd, Zachary Curd
- District Staff present: Lauri Daubenmeyer, Matt Stuard, Jeff Finney
- NOTE: Craig Curtis, April Hodge, Zachary Curd had to leave early

Introductions

- Community Member Input - none
- Current Program(s)
 - Football – last game October 22
2 weeks left, numbers up from last year
 - Cheerleading – last game October 22
cheer fest Oct. 21,
-football and cheer fundraiser purchased new cheer leggings for cheerleaders. Previous style discontinued.
 - Soccer –ends weekend of Nov. 4/5
 - Basketball-
 - i. Registrations closed for 1st-6th. Practices begin late Oct. Games Dec.-Mar.
 - ii. 7th/8th grade girls season Oct.-Nov.
 - iii. 7th/8th grade boys season Jan.-Mar.
 - iv. Coaches meeting week of Oct. 23rd
 - Pee wee Wrestling registration going on now for K-2 grades.
- Old Business
 - 1) Review budget packet - Budget and participation information were reviewed and discussed.
 - 2) Review current Recreation agreement and mission statement - The Rec. Agreement was last updated in 2018. Discussion was had around if the 3rd employee needs to be approved by the school board. Matt Stuard will follow up. A date change in section 2f is needed from January 15th to January 31st. Also, gymnastics should be removed as a program.

- 3) Mission statement - Discussion was had. This item will be revisited at the November meeting and the District team will bring a sample addition to the statement about developing participants to prepare for competitive sports after reviewing other program mission statements.
 - 4) Escalation/Appeal Process - Discussion was had around if all three options under Step #3 should be included or if the Recreation Director should decide which party to escalate the issue to. This item at the November meeting.
 - 5) Practice packets - Will be developed by Cheryl Dixon with high school varsity coaches' and Jeff Finney's input for most sports.
 - 6) Surveys - Will be issued at the end of each sport season to parents and coaches.
 - 7) Sports boards - Resurrection of sports board will be placed on hold indefinitely. Cheryl Dixon will work with Jeff Finney and varsity coaches for program input.
- New Business
 - 1) Future meeting dates and times - Discussion was held around an attendance requirement for the entire meeting, number of members to vote, and who should be the chairperson. This item will be moved to the November meeting as Old Business.
 - 2) Recreation Advisory Board Draft Operating Procedures and Norms - partially reviewed and discussed. This item will be added to November meeting minutes under Old Business.
 - 3) Approve minutes from last meeting - draft minutes need to be sent to townships and then the minutes sent again for recordkeeping after approved.

Next Meetings:

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

Recreation Meeting

Date: 11-10-23

Name: Matt Stuard

Name: Brande NogaBsky - Conway

Name: Bonnie Flanery - Handy

Name: Donald Quise - Handy

Name: Jill Cund

Name: JF

Name: April Hodge - contact

Name: CRAIG CURTIS - Village

Name: Justin Brasca - Board

Name: Jason Atkinson - Fosco

Name: Cheryl Dixon

Name:

Name:

Name:

Name:

Name:

Name:

Name:

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
 - Pee wee 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.

Lanka

Fowlerville Recreation

7677 W. Sharpe Road
Fowlerville, MI 48836

November 9th, 2023 6:00 pm Munn Building

Agenda:

- Members present

- Members Absent
- Staff Present
- District Staff Present
- Community Member Input

- Approval of October Minutes
- 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.
 - Pee wee Wrestling going on now for K-2 grades.

- Old Business
 - Confirm with members 2nd Thursday of the month availability
 - Recreation Advisory Board Operating Procedures and Norms
 - Continue to review current Recreation agreement and current mission statement
 - Meeting dates and times and attendance
 - Attendance at meetings

- New Business
 - Draft participation fees for 2024/2025

Next Meetings:

TBD-

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-
20-181-0000-970-000-0000	RECREATION	REC M	\$0.00	(\$56,664.84)	\$0.00	\$0.00	\$56,664.84	(\$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	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$180.00
21-261-3830-000-000-9700	WATER&SEWER/REC	REC M	\$0.00	\$80.40	\$0.00	\$0.00	(\$80.40)	\$330.20
21-261-5510-000-000-9700	GAS/450 N HIBBARD/REC	REC M	\$0.00	\$8.98	\$0.00	\$0.00	(\$8.98)	\$502.79
21-261-5520-000-000-9700	ELEC/450 N HIBBARD/REC	REC M	\$0.00	\$220.24	\$0.00	\$0.00	(\$220.24)	\$933.12
21-261-5990-000-000-9700	FIELD MAINT SUPPL/REC	REC M	\$0.00	\$4,833.16	\$1,708.49	\$0.00	(\$6,541.65)	\$2,562.05
21-321-1170-000-000-9700	SAL RECREATION DIR	REC M	\$0.00	\$14,392.80	\$0.00	\$0.00	(\$14,392.80)	\$50,940.00
21-321-1560-000-000-9700	SAL OTHER STAFF/REC	REC M	\$0.00	\$6,273.50	\$0.00	\$0.00	(\$6,273.50)	\$31,771.79
21-321-1625-000-000-9700	ASSIST TO DIR/REC	REC M	\$0.00	\$6,579.96	\$0.00	\$0.00	(\$6,579.96)	\$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	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$954.00
21-321-1962-000-000-9712	SAL FIELD MAINT/REC	REC M	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
21-321-2110-000-000-9700	LIFE INSURANCE/REC	REC M	\$0.00	\$12.90	\$0.00	\$0.00	(\$12.90)	\$42.60
21-321-2120-000-000-9700	LONG TERM DISABILITY	REC M	\$0.00	\$65.22	\$0.00	\$0.00	(\$65.22)	\$264.54
21-321-2130-000-000-9700	MESSA HLTH/REC	REC M	\$0.00	\$5,045.10	\$0.00	\$0.00	(\$5,045.10)	\$19,784.34
21-321-2140-000-000-9700	DENTAL/REC	REC M	\$0.00	\$414.30	\$0.00	\$0.00	(\$414.30)	\$1,594.16
21-321-2150-000-000-9700	VISION/REC	REC M	\$0.00	\$48.69	\$0.00	\$0.00	(\$48.69)	\$209.46
21-321-2820-000-000-9700	RETIREMENT/REC	REC M	\$0.00	\$5,596.85	\$0.00	\$0.00	(\$5,596.85)	\$13,847.66
21-321-2820-000-000-9710	RETIRE CUSTODIAN/REC	REC M	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$269.32
21-321-2820-000-000-9712	RETIRE FLD MAINT/REC	REC M	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
21-321-2830-000-000-9700	FICA/RECREATION	REC M	\$0.00	\$2,001.25	\$0.00	\$0.00	(\$2,001.25)	\$6,237.85
21-321-2830-000-000-9710	FICA CUSTODIAN/REC	REC M	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$72.98
21-321-2830-000-000-9712	FICA FLD MAINT/REC	REC M	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
21-321-2840-000-000-9700	W/C-REC	REC M	\$0.00	\$207.91	\$0.00	\$0.00	(\$207.91)	\$516.34
21-321-3190-000-000-9700	MISC CONTRACTED/REC	REC M	\$0.00	\$3,552.11	\$526.74	\$0.00	(\$4,078.85)	\$5,198.92
21-321-3192-000-000-9700	C/S ASSIST SUPERV/REC	REC M	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$27,762.35
21-321-3194-000-000-9700	CONTRACTED OFFICIALS	REC M	\$0.00	\$7,213.94	\$2,050.00	\$0.00	(\$9,263.94)	\$22,375.00
21-321-3195-000-000-9700	CONTR'D INSTRUCTOR/REC	REC M	\$0.00	\$586.09	\$0.00	\$0.00	(\$586.09)	\$1,650.31
21-321-3430-000-000-9700	POSTAGE/REC	REC M	\$0.00	\$11.25	\$0.00	\$0.00	(\$11.25)	\$331.13
21-321-3510-000-000-9700	ADVERTISING/REC	REC M	\$0.00	\$774.00	\$0.00	\$0.00	(\$774.00)	\$387.00
21-321-4120-000-000-9700	EQUIP REPAIR/REC	REC M	\$0.00	\$4,748.00	\$0.00	\$0.00	(\$4,748.00)	\$522.43
21-321-5910-000-000-9700	OFFICE SUPPL/REC	REC M	\$0.00	\$827.18	\$1,885.44	\$0.00	(\$2,712.62)	\$911.65
21-321-5911-000-000-9700	COMPUTER SUPPL/REC	REC M	\$0.00	\$0.00	\$784.00	\$0.00	(\$784.00)	\$0.00
21-321-5990-000-000-9700	OTHER SUPPLIES/REC	REC M	\$0.00	\$655.56	\$507.00	\$0.00	(\$1,162.56)	\$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	\$0.00	\$7,183.37	\$4,816.63	\$0.00	(\$12,000.00)	\$7,822.02
21-321-5993-000-000-9700	PROGRAM UNIFORMS/REC	REC M	\$0.00	\$48,493.32	\$1,000.18	\$0.00	(\$49,493.50)	\$73,511.93
21-321-5994-000-000-9700	PROGRAM EQUIP/REC	REC M	\$0.00	\$8,006.30	\$2,036.80	\$0.00	(\$10,043.10)	\$34,145.88
21-321-7410-000-000-9700	DUES & FEES/REC	REC M	\$0.00	\$1,110.00	\$4,200.00	\$0.00	(\$5,310.00)	\$31,045.46
21-321-7910-000-000-9700	RECREATION REFUNDS	REC M	\$0.00	\$3,740.00	\$0.00	\$0.00	(\$3,740.00)	\$22,060.20
21-321-8222-000-000-9700	COPY MACH LEASE/REC	REC M	\$0.00	\$120.79	\$633.21	\$0.00	(\$754.00)	\$425.61
21-611-8110-000-000-0000	TRF TO GF FOR ADMIN FEE	REC M	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$7,580.14
No. of Records: 42			\$0.00	\$76,138.33	\$20,148.49	\$0.00	(\$96,286.82)	\$100,650.88

Account Detail Report

Fowlerville

Trans Date Between 9/1/2023 and 10/1/2024

ST	Trans #	Date	Posted	Description	Vendor	Vendor Name	PO #	Inv #	Check #	Amount
	20-181-0000-970-000-0000			RECREATION						
ER	091010	09/08/2023	09/18/2023	REC REV/i3Education SV9T Split	(\$56,664.84)	YTD Bud.	\$0.00			\$0.00
ER	091011	09/08/2023	09/18/2023	REC REV/PAYMENTECH						(\$1,903.00)
ER	091038	09/20/2023	10/02/2023	REC REV						(\$485.63)
ER	091038	09/20/2023	10/02/2023	REC REV						(\$2,558.00)
ER	091038	09/20/2023	10/02/2023	REC REV						(\$1,757.00)
ER	091048	09/22/2023	10/02/2023	REC REV/i3Education SV9T Split						(\$2,925.00)
ER	091049	09/22/2023	10/02/2023	REC REV/PAYMENTECH						(\$4,889.00)
ER	091058	09/27/2023	10/02/2023	REC REV						(\$414.73)
ER	091064	09/29/2023	10/02/2023	REC REV						(\$1,756.50)
ER	091025	09/15/2023	10/04/2023	REC REV/i3Education SV9T Split						(\$2,039.00)
ER	091026	09/15/2023	10/04/2023	REC REV/PAYMENTECH						(\$4,342.00)
ER	091073	09/29/2023	10/04/2023	REC REV/i3Education SV9T Split						(\$321.69)
ER	091074	09/29/2023	10/04/2023	REC REV/PAYMENTECH						(\$712.00)
EJ	092025	09/25/2023	10/06/2023	SA/GF CORRECTION						(\$120.53)
EJ	092028	09/29/2023	10/06/2023	REC FEES FOR MCK-V						(\$50.00)
	No. of Records:	15								20-181-0000-970-000-0000 Total
										(\$24,919.08)

Total No. of Records: 15

Report Total (\$24,919.08)

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

EXPENSES: \$ 76,138.33
 REVENUES: \$ 56,664.84
 TOTAL DUE: \$ 19,473.49

UNPAID 2022/2023 INVOICES	AMOUNT
NONE	

Conway Township \$ 5,063.11
26% X \$19,473.49

Handy Township \$ 8,763.07
45% X \$19,473.49

Iosco Township \$ 3,310.49
17% X \$19,473.49

Cohoctah Township \$ 778.94
4% X \$19,473.49

Village of Fowlerville \$ 1,557.88
8% X \$19,473.49

TOTAL \$19,473.49

THIS IS NOT A BILL

Fowlerville Recreation

7677 W. Sharpe Road
Fowlerville, MI 48836

DRAFT MINUTES - PENDING APPROVAL AT NOVEMBER MEETING
(APPROVED AT NOVEMBER 9TH MEETING)

October 10, 2023 6:00 pm Munn Building

Agenda:

- Members present: Laurie Eisele, Jason Atkinson, Craig Curtis, April Hodge, Justin Braska
- Members absent: Brande Nogafsky
- Staff Present: Cheryl Dixon, Jill Curd, Zachary Curd
- District Staff present: Lauri Daubenmeyer, Matt Stuard, Jeff Finney
- NOTE: Craig Curtis, April Hodge, Zachary Curd had to leave early

Introductions

- Community Member Input - none
- Current Program(s)
 - Football – last game October 22
2 weeks left, numbers up from last year
 - Cheerleading – last game October 22
cheer fest Oct. 21,
-football and cheer fundraiser purchased new cheer leggings for cheerleaders. Previous style discontinued.
 - Soccer –ends weekend of Nov. 4/5
 - Basketball-
 - i. Registrations closed for 1st-6th. Practices begin late Oct. Games Dec.-Mar.
 - ii. 7th/8th grade girls season Oct.-Nov.
 - iii. 7th/8th grade boys season Jan.-Mar.
 - iv. Coaches meeting week of Oct. 23rd
 - Peeewe Wrestling registration going on now for K-2 grades.
- Old Business
 - 1) Review budget packet - Budget and participation information were reviewed and discussed.
 - 2) Review current Recreation agreement and mission statement - The Rec. Agreement was last updated in 2018. Discussion was had around if the 3rd employee needs to be approved by the school board. Matt Stuard will follow up. A date change in section 2f is needed from January 15th to January 31st. Also, gymnastics should be removed as a program.

- 3) Mission statement - Discussion was had. This item will be revisited at the November meeting and the District team will bring a sample addition to the statement about developing participants to prepare for competitive sports after reviewing other program mission statements.
- 4) Escalation/Appeal Process - Discussion was had around if all three options under Step #3 should be included or if the Recreation Director should decide which party to escalate the issue to. This item at the November meeting.
- 5) Practice packets - Will be developed by Cheryl Dixon with high school varsity coaches' and Jeff Finney's input for most sports.
- 6) Surveys - Will be issued at the end of each sport season to parents and coaches.
- 7) Sports boards - Resurrection of sports board will be placed on hold indefinitely. Cheryl Dixon will work with Jeff Finney and varsity coaches for program input.

- New Business

- 1) Future meeting dates and times - Discussion was held around an attendance requirement for the entire meeting, number of members to vote, and who should be the chairperson. This item will be moved to the November meeting as Old Business.
- 2) Recreation Advisory Board Draft Operating Procedures and Norms - partially reviewed and discussed. This item will be added to November meeting minutes under Old Business.
- 3) Approve minutes from last meeting - draft minutes need to be sent to townships and then the minutes sent again for recordkeeping after approved.

Next Meetings:

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

Conway Township

8015 N. Fowlerville Road
PO Box 1157
Fowlerville MI 48836

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



Date: 11-7-23

Snow Removal Bid Form:

Bidder Information:

Company Name: great Lakes outdoor solutions

Contact: Robert moe

Telephone: 248 513 0196

Address: 417 S grand ave fowlerville 48836

Snow Removal by 7 a.m. weather permitting:

Accumulation 1-6"

Accumulation 6" or more

Ice Control

Salt Parking Lot

Calcium Chloride on Sidewalks

Per Push Price:

\$ 150.00

\$ _____

Per Application

\$ 150.00

\$ 30.00

Insurance: Successful bidder must submit a certificate of insurance to Conway Township showing evidence of a minimum of \$1,000,000 liability insurance.

Certificate Holder:

Conway Township
PO Box 1157
8015 N Fowlerville Road
Fowlerville, MI 48836

Additional Insured: **Conway Township**

Payment Terms: Itemized invoices submitted to the Township Clerk @ clerk@conwaymi.gov on or before the 10th of the month for the preceding month will be paid within 30 days

Please NOTE: Township Hall is rented out on the weekends. So weekend snow and ice removal is mandatory.

Board: Approved _____

Board: Denied _____

Board Meeting Date _____

Russell S. Cesarz

10899 W Allen Rd

Fowlerville, Mi 48843 810-599-6019 russcesarz@gmail.com

Profile:

Detail-oriented, multi-skilled licensed Michigan builder with over 30 years of experience seeking a position with Conway township as zoning administrator. Looking to join the team of Conway township with a commitment to the quality care of the township. Born and raised in Fowlerville and retiring in Fowlerville.

Education, Licensing and Certifications:

Self-employed Builder Remodeler for over 30 years with new house construction for the last 25 years, Michigan builder licensed for over 25 years with additional Lead Paint and Safety Certification.

Key Skills:

All phases of building construction, residential and commercial and applicable codes and zoning ordinances with good understanding of zoning and building.

Architectural training in building design and layout, computer aided design

Professional Experience:

Self-employed builder and remodeler of residential and commercial projects priced from \$2500 to \$2,500,000 for over 30 years.

Rebecca Dockery

3258 Sexton Rd.
Howell, MI 48843
303-917-2037
rebdockery@yahoo.com

Dear Elizabeth Whitt,

I am very excited to submit my resume for the position of Planning & Zoning Administrator. I have recently moved to Michigan and look forward to working in a position that will utilize the skills I have developed over a very satisfying career of working with the citizens in the county in which I lived and worked.

Those skills include not only working with property owners but with contractors, engineers and building inspectors.

I have strong skills in data entry & management (in both hardcopy and digital formats) as well as research while assisting property owners with a variety of homeowner related issues.

I hope you find my resume of interest and look forward to the opportunity to meeting with you.

Sincerely,
Rebecca Dockery

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

Rebecca S. Dockery

303-917-2037
3258 Sexton Road, Howell, MI 48843
rebdockery@yahoo.com

Motivated | Detail Oriented | Solid Communication Skills | Highly Organized | Works Well Under Pressure

Professional Experience

Douglas County Government, Castle Rock, CO

Oct. 2005 – July 2023

Assistant Residential Supervisor

- Assisted the Residential Supervisor in the completion of complex professional residential appraisal work involving the classification and valuation of residential real property for assessment purposes.
- Assisted in planning, organizing, directing, and controlling the goals, objectives, and activities of the residential appraisal staff.
- Supervised appraisal staff in all activities required to discover, list, classify and value all residential property within Douglas County
- Trained residential staff in policy and procedure changes, laws, regulations, appraisal techniques and methods, and the use of a variety of methods to determine value.
- Analyzed residential economic areas, neighborhoods, and neighborhood extensions coordinating with the analyst staff for market area formulation and valuation.
- Communicated with the public to assess needs, aided, resolved problems, explain and/or discuss applicable laws and codes, and provide superior quality customer service.

Residential and Commercial Appraiser

- Completed field inspections, measurements, property data collection for commercial, industrial, and residential properties including both the physical inspection and blueprint review.
- Recognized the need for new valuation models and created them according to appropriate stratification.
- Applied appropriate subdivision discounting methodology annually per Division of Property Taxation (DPT) guidelines.
- Completed sales verification including CoStar (commercial real estate site) review; researched with buyers, sellers, brokers, and other market participants.
- Collected property specific data on rental rates, vacancies, and expenses.
- Utilized all available tools such as CAMA (computer assisted mass appraisal software), Excel, Pictometry (real estate aerial imagery site), GIS, CoStar, and MLS to perform quality control develop values.
- Researched and analyzed complex appraisal topics as they pertain to the valuation of commercial properties.
- Analyzed property sales and income and expense information extracted from the market.
- Acted as an expert witness for all levels of property appeals from county to state levels.

Residential Appraisal Technician

- Assisted appraisers in the discovery and data collections of residential improvements
- Performed data maintenance and other assessment related duties as needed

Motor Vehicle Specialist

- Assisted in all matters of titling and registering vehicles in accordance with the Colorado statutes.
- Responsible for the collection of taxes and fees as set by statute or resolution.
- Offered first line of customer service while answering the telephones as well as working directly with customers.
- Prepared and submitted title documentation to the State's Motor Vehicle office for final review.
-

Professional Certificates and Training

Licenses:

Licensed Real Estate Appraiser 2007-2023

Courses:

Basic Appraisal Principles (Colorado Department of Taxation), July 2007
Basic Appraisal Procedures (Colorado Department of Taxation), August 2007
Introduction to Assessment (Colorado Department of Taxation), October 2007
National USPAP (Colorado Department of Taxation), November 2007
Narrative Report Writing (Colorado Department of Taxation), December 2007
Assessor Role in Listing Property (Colorado Department of Taxation), April 2008
Presenting Your Best Case (Colorado Department of Taxation), August 2008
Vacant Land Valuation (Colorado Department of Taxation), August 2008
National USPAP Update (Colorado Department of Taxation), December 2008
Assessment Appeals (Colorado Department of Taxation), June 2009
National USPAP Update (Colorado Department of Taxation), January 2010
Environmental Properties (Colorado Department of Taxation), February 2010
Manufactured Homes (Colorado Department of Taxation), February 2010
Time Trending (Colorado Department of Taxation), September 2010
Ag Land & Rural Structures (Colorado Department of Taxation), November 2010
Appraiser's Guide to Appraisal Review (Kaplan University), January 2011
Sales Confirmation (Colorado Department of Taxation), November 2011
Jelly Donuts and the Appraiser (Armbrust Real Estate Institute), December 2011
National USPAP Update (Colorado Department of Taxation), March 2012
Residential Sales Comparison & Income Approaches (Kaplan University), May 2012
Vacant Land Present Worth (Colorado Department of Taxation), August 2012
Evaluating Commercial Construction (CATA), August 2013
Market Analysis & Highest and Best Use (Kaplan University), December 2013
Residential Site Valuation & Cost Approach (Kaplan University), December 2013
Rate Development (Colorado Department of Taxation), December 2013
Advanced Income (Colorado Department of Taxation), December 2013
Hotel/Motel (Colorado Department of Taxation), December 2013
National USPAP Update (Colorado Department of Taxation), January 2014
Judge and Jury: What Would You Do? (Kaplan University), December 2014
Vacant Land Present Worth (Colorado Department of Taxation), July 2014
Marshall & Swift – We Love the Cost Approach (CATA), August 2014
Intro to Ad Valorem Mass Appraisal (Colorado Department of Taxation), November 2014
Sales Confirmation (Colorado Department of Taxation), December 2015
Property Design & Measurement (Colorado Department of Taxation), December 2015
Time Trending (Colorado Department of Taxation), December 2015
National USPAP Update (Colorado Department of Taxation), February 2016
Vacant Land Present Worth (Colorado Department of Taxation), August 2016
Understanding Owner Occupied Properties: A Guide for Comm. Appraisers (McKissock), August 2016
Appraising Distinctive Residential Properties (Kaplan University), December 2016
National USPAP Update (Colorado Department of Taxation), January 2018
Advanced Income (Colorado Department of Taxation), July 2018
Valuation of Big Box Properties (CATA), August 2018
Vacant Land Present Worth (Colorado Department of Taxation), September 2018
Property Classification (Colorado Department of Taxations), February 2021
Abatements Workshop (Colorado Department of Taxations), February 2021

Conway Township

8015 N. Fowlerville Road
PO Box 1157
Fowlerville MI 48836



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

I move that:

Although there is no conflict of interest regarding Secluded Acres and me, due to the

potential appearance of such I move that I recuse myself from discussion and voting on the
subject.

Maker Name: E Whitt _____ Maker Signature _____ Date _____

Seconded: YES NO (Please Circle One)

Disposition:

Adopted

Postponed Indefinitely:

Amended

Referred to:

Postponed to:

Laid on the Table

Withdrawn

Notes:

To the Conway township board we the residents of secluded acres subdivision are requesting a loan of a \$175.000 to be used to repair and finish the roads in the subdivision. This loan would be special assessment on our taxes we are requesting a 4 percent interest loan for 10 years applied to each of the 52 lots. We are hoping to secure the funds by the end of this year to avoid the 12 percent increase in asphalt prices. The total cost of the project is \$183.000 the remaining cost will be paid out of general fund account from ,HOA dues. Also we have adjusted our budget to set aside funds to maintain the road going forward and also to replace any damage in the future. We appreciate your consideration in this matter and would like to be added to the agenda for November board meeting for a timely resolution in this matter.



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Secluded Acres HOA S.A.D. Petition 2023

RECEIVED
 NOV - 1 2023
 CONWAY TOWNSHIP

Ref

Name	Address	Date	Signature	
Heather Megalliard	11792 Secluded Ridge Dr #14	10-8-23	Heather Megalliard	14
Kayla Poissant	11731 Secluded Ridge Dr	10-8-23	Kayla Poissant	21
JEFF BURSS	7857 Hidden Circle DR	10-8-23	Jeff Burss	44
Dave whit	7764 Hidden Circle DR	10-8-23	Dave Whit	28
Dennis Bates	11828 Secluded Ridge Dr	10-8-23	Dennis Bates	12
Keith Bates	11882 Secluded Ridge Dr	10-8-23	Keith Bates	7,8,9
Sarah Buckley Cushman	11988 Secluded Ridge Dr.	10-8-23	Sarah Cushman	2
Robert Johnson	11844 Secluded Ridge DR.	10-8-23	Robert Johnson	11
MARK ROTHMEYER	7737 Hidden Circle DR	10/8/23	Mark Rothmeyer	49
Riley Macklin	7755 Hidden Circle Dr.	10/9/23	Riley Macklin	48
Matthew Hines	7748 Hidden Circle Dr	10/14/23	Matthew Hines	29,30
Lucie Brown	7789 Hidden Circle Dr	10/14/23	Lucie Brown	47
MICHAEL CRONKIN	7780 Hidden Circle DR	10/15/23	Michael Cronkin	27

Secluded Acres HOA S.A.D. Petition 2023

RECEIVED
 ★ NOV - 1 2023 ★
 Dismal Township
 Conway

Name	Address	Date	Signature	Lot #
Cathy Kileen	7872 Hidden Circle	10-16-23	Cathy Kileen	25
William Kileen	7872 Hidden Circle	10-16-23	William Kileen	26
Cory Evans	7873 Hidden Circle	10-16-23	Cory Evans	45
Charles Schimpf	7885 Hidden Circle	10-21-23	Charles Schimpf	43
Cecilia Bates	7844 Haven Circle	10-21-22	Cecilia Bates	24
James Leadley	7713 Hidden Circle Dr.	10/21/23	James Leadley	50
Mallory Leadley	7713 Hidden Circle Dr.	10/21/23	Mallory Leadley	50

Secluded Acres HOA S.A.D. Petition 2023

RECEIVED

NOV - 1 2023

Lot #

Name	Address	Date	Signature
Katie Reed	11930 Secluded Ridge Dr	10/12/23	Katie Reed
Chelsey Duggan	11954 Secluded Ridge Dr.	10/12/23	Chelsey Duggan
Victoria Bayle	11761 Secluded Ridge Dr.	10/31/23	Victoria Bayle
Crystal Ward	11810 Secluded Ridge Dr	10/22/23	Crystal Ward
Debra Lett	11774 Secluded Ridge Dr	10/22/23	Debra Lett
Donna Feikert	11977 Secluded Ridge Dr	10/22/23	Donna Feikert
Tommyer Walls	7899 Hidden Circle Dr.	10/23/23	Tommyer Walls
Joc 1 Dlatkyloj	11738 Secluded Ridge Dr	10/23/23	Joc 1 Dlatkyloj
Donny VanderVelde	5116 7716 Hidden Cir Dr	10/23/23	Donny VanderVelde
Sam Weiss	11720 Secluded Ridge Dr	10/23/23	Sam Weiss

23
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Secluded Acres HOA S.A.D. Petition 2023

RECEIVED
 CONWAY TOWNSHIP
 NOV - 1 2023

Name	Address	Date	Signature
Anthony Killeen	Lot # 46	10-10-23	<i>Anthony Killeen</i>
Anthony Killeen	Lot # 51	10-10-23	<i>Anthony Killeen</i>
Anthony Killeen	Lot # 52	10-10-23	<i>Anthony Killeen</i>

APPLIED INNOVATION

Purchase Agreement

Date	11/8/2023
Delivery Date	
Tax Exempt	Yes
Sales Rep	Greg Edwards

Ship To:
 Conway Township
 8015 Fowlerville Rd
 Fowlerville MI
 48836

Contact: Elizabeth Whitt
 Phone/Mobile: 517-223-0358

Charge To:
 Conway Township
 8015 Fowlerville Rd
 Fowlerville MI
 48836
 PO Number:

Contact: Elizabeth Whitt
 Phone/Fax: 517-223-0358

Lease Type: Lease Months: Monthly Payment:

Quantity	Product #	Description	Unit Price	Total Price
1	419311	3510-Ricoh IM C3510 Ricoh IM C3510	\$7,682.00	\$7,682.00
1	52721	Cabinet Type A5		
1	419423	Fax Option Type M52		
1	419416	PostScript3 Unit Type M52		

Contact Name	Elizabeth Whitt	Subtotal	\$7,682.00
Phone	517-223-0358	Delivery/Installation	
Email	Elizabeth Whitt	Sales Tax	\$0.00
Stairs		TOTAL AMOUNT	\$7,682.00
Credit Terms		Less Payment (Check # _____)	
Service charge of 1% per Month (12% Per Annum) or highest legal rate, will be charged on all past due accounts		AMOUNT DUE	\$7,682.00

Customer Acceptance

Print Name <i>Elizabeth Whitt</i>	Title <i>Clerk</i>	Authorized Signature <i>[Signature]</i>	Date <i>11-8-23</i>
Credit Card No.	Expiration Date	Security Code	

Order Summary Continued

Qty	Product #	Description	Unit Price	Total Price

APPLIED INNOVATION Maintenance Plan

Customer Information			Date:	11/8/2023
Company Name:	Conway Township		Customer #:	
Meter Contact:			Representative:	Greg Edwards
Meter Phone:			Meter Type:	
E-Mail:			Invoice Frequency:	Monthly
Fax:			Overage Frequency:	Monthly
Delivery Contact:	Elizabeth Whitt		Effective Date:	
Delivery Contact Phone:	517-223-0358		Initial Term (Months):	0

Make/Model	B&W Rate	Color Rate	Monthly Base Payment*	B&W Base Allowance	Color Base Allowance	Start Meter
Ricoh IM C3510	\$ 0.00930	\$ 0.07000	\$ 50.00	3,005	315	

Special Instructions:

Cancel contract on device ID Number(s):

*All Base Amounts are Monthly - For Payments Increments Other than Monthly Take the Base and Multiply by the Number of Months Between Invoices

1. This agreement allows for an unlimited number of unscheduled maintenance calls, provided the calls are not a result of operator negligence. Applied Imaging's responsibility with this agreement ceases if the equipment covered is repaired or adjusted by any person other than an authorized Applied Imaging technical representative, or the supplies used are not authorized or approved by Applied Imaging.
2. Service shall be provided without additional charge 8:00 a.m. to 5:00 p.m. Monday through Friday (except National holidays), unless other arrangements have been made.
3. The maintenance service plan includes all necessary parts with the following exceptions:
 - a. Cassettes, master units, exit trays, work trays or any item that is not related to the electromechanical operation of the equipment.
 - b. Parts damaged by fire, water, other acts of nature, misuse or negligence on the part of the customer or operators of the equipment.
 - c. Any system software or related connectivity support.
4. Maintenance with supplies agreements include toner, developer and photoreceptor (drum). These agreements do not include paper, staples or freight.
5. It is the customer/user's responsibility to provide power that meets the specific requirements as well as proper service access space around the equipment. If either one or both of these conditions are not met, Applied Imaging reserves the right to suspend this protection plan until the power deficiency is corrected and/or adequate service space is provided.
6. Wide Format contracts include P&L only. Supplies and Print Heads are not included.

Acceptance			Decline Maintenance		
Customer Signature	Date	Print Name	Title	Signature	Date
X					
Countersignature		Print Name	Title	Countersignature	Date
X					

Network Connectivity Setup and Support

This includes the initial network configuration of the devices listed above. I agree to allow Applied Imaging to perform the services detailed on the back of this agreement. I understand that if I do not provide the necessary information listed on the back that configuration may be delayed. I understand that if I have needs outside of this scope that they may be subject to additional charges. This maintenance plan includes ongoing network support as it relates to printing, scanning and faxing. Please see the Network Connectivity Setup and Support section of the Terms and Conditions for further details.

Phone: 810-471-4553

Network Contact: Mike Matter Network Email: mattar@mfmnet.com

Initial to Accept

Initial to Decline

Meter Readings

Applied Imaging offers - free of charge - an application that can automatically gather the meters from your print devices. Applied Imaging will install this application on your print server or workstation unless otherwise noted in the Meter Comments below.

METER COMMENTS

Terms and Conditions

THIS ORDER SUBJECT TO THE FOLLOWING TERMS AND CONDITIONS:

1. This order shall not be binding on Applied Imaging (herein known as "AI") until approved by AI Corporate.
2. All shipments shall be F.O.B. our warehouse.
3. AI reserves the right to make delivery in installments. All such installments shall be separately invoiced and paid for when due, without regard to subsequent deliveries. Delay in delivery of any installment shall not relieve buyer of their obligation to accept remaining installment.
4. AI reserves the right at any time to revoke any credit extended to buyer because of buyer's failure to pay for any goods when due or for any other reason deemed sufficient by AI.
5. AI shall not be liable for failure to deliver or delays in delivery occasioned by causes beyond AI's control. This includes without limitation, strikes, lockouts, fires, embargoes, war or other outbreaks of hostilities, inability to obtain materials or shipping space, machinery breakdowns, delays of carrier or supplies, governmental acts and regulations, forces of nature, receipt of orders in excess of AI's scheduled production capability, or any other causes beyond AI control.
6. AI warrants that the goods covered by this order when delivered to the buyer will be merchantable quality and free from defects in workmanship and material for a period of 90 days on new equipment and 30 days on used equipment from the date of delivery by AI under ordinary use and conditions. In no event shall AI be liable for resulting or consequential damages occasioned by any breach of warranty. THERE ARE NO OTHER WARRANTIES WHICH EXTEND BEYOND THE DESCRIPTION ON THE FACE HEREOF. ALL OTHER WARRANTIES, EXPRESS OR IMPLIED ARE EXCLUDED.
7. All claims for goods or delay in delivery shall be deemed waived unless made in writing and delivered to AI within three days after receipt of goods by buyer.
8. Title to all goods and equipment shall remain with AI until such time as the purchase price thereof shall be paid in full.
9. AI shall have a security interest in all goods and equipment delivered to the buyer until the purchase price for same is paid in full. At the request of AI, buyer shall execute and deliver a security agreement and/or financing statements in the form or forms submitted to buyer by AI.
10. The customer is responsible for all data security on any owned, leased, rented or loaned equipment. This includes removal of data upon returning equipment to AI.
11. This contract shall be governed by and construed according to the laws of the State of Michigan.
12. This contract constitutes the entire agreement between the parties and may not be modified or terminated except in writing signed by an officer of AI.
13. **General Scope of Maintenance Coverage** - This agreement covers both the labor and material for adjustments, repair and replacements of parts as required by normal use of the equipment, subject to the exception in and in accordance with these terms and conditions. This agreement does not cover charges for installation of equipment or de-installation of equipment if it is moved. Damage to the equipment or its parts arising out of or caused by misuse, abuse, negligence, attachment of unauthorized components, accessories or parts, use of substandard supplies or other causes beyond the control of AI are not covered by this agreement and may subject customer to a surcharge or to cancellation of the agreement. In addition, AI may terminate this agreement if the equipment is modified, damaged, altered, or serviced by personnel other than those employed by AI, or if parts, accessories, or components not meeting machine specifications are fitted to the equipment. AI may charge a fee upon customer request to pick up and dispose of equipment. Connectivity issues will either be billed at current pricing for network services or covered under the Network Connectivity Setup and Support section of this document.
14. **Service Calls** - Service calls under this agreement will be made during normal business hours at the installation address shown on the reverse side of this agreement. Travel and labor time for service calls after normal business hours, on weekends and holidays, will be charged at the published overtime rates in effect at the time the service call is made. AI will not handle, disconnect, or repair unauthorized attachments to components; customer is responsible for disconnecting and reconnecting unauthorized attachments or components. Customer hereby indemnifies and holds AI and its employees not at fault for claims for damages to any unauthorized parts, components or accessories resulting from service performed on AI equipment.
15. **Term** - This agreement shall become effective upon receipt by AI of the signed maintenance agreement and approval of the credit application. The AI contract shall continue for one full calendar year and/or the copy allowance as specified on the face of this agreement. The agreement is for a one year period, unless noted otherwise. The agreement may be cancelled within 60 days written notice prior to the contract expiration date. If contract is cancelled prior to expiration date, a prorated penalty fee will be assessed, otherwise this agreement is automatically renewed for a like period at the then current contract rates. In the event AI is unable to repair the equipment due to the discontinuation of a part or parts by the manufacturer, AI will then credit the unused portion of the maintenance charges to the customer's account and cancel the contract. Any such credit must be used toward future purchases with AI.
16. **Charges** - The initial charge for maintenance under this agreement shall be the amount set forth on the reverse side of this agreement, 11" x 17" constitutes 2 clicks. Pricing for maintenance under this agreement is subject to change on a yearly basis due to cost increase of parts and labor. Customer agrees to pay the total of all charges for maintenance during the initial term and any renewal term within 15 days of the date of the AI invoice for each charge. In the case of the limited maintenance agreement, the initial annual charge is payable upon the signing of this agreement by customer. Customer understands that alterations, attachments, specification changes, or use of substandard supplies that cause excessive service calls may require an increase in maintenance charges and agrees to pay such charges promptly when due.
17. **Breach of Default** - If the customer does not pay all the charges for maintenance or parts as provided under this agreement promptly when due (1) AI may (a) refuse to service the equipment or (b) cancel maintenance agreement (2) the customer agrees to pay AI (a) its costs and expenses of collection including the maximum attorney's fees permitted by law, said fee not to exceed 25% of the amount due under this agreement and (b) all charges for service provided before payment of the contract on a "Per Call" basis based upon published rates in effect at the time of service. There will be a processing fee of \$35.00 for NSF check.
18. **Use of Original Manufacturer Recommended Supplies** - The equipment is designed to give excellent performance with original manufacturer recommended supplies including paper, toner, and fuser oil. If the customer uses other than the recommended supplies and if such supplies are defective or unacceptable for use in the machines and cause abnormality, frequent service calls or service problems, then AI may, at its option, assess a surcharge or terminate this agreement. In this event, the customer will be offered service on a "Per Call" basis based upon published rates. It is not a condition of this agreement, however, that the customer may use only AI authorized supplies.
19. **No Warranty** - AI disclaims all warranties, express or implied, including any implied warranties or merchantability fitness for use, or fitness for a particular purpose. Customer agrees that AI is not responsible for direct incidental or consequential damages including, not limited to damages arising out of the use of performance of the equipment or the loss of the equipment.
20. **Miscellaneous** - This agreement shall be governed by and construed according to the laws of the State of Michigan applicable to agreements wholly negotiated, executed and performed in the State of Michigan. It constitutes the entire agreement between the parties and may not be modified except in writing signed by duly authorized officers of AI and the customer.

Network Connectivity Setup and Support

20. AI will confirm desired configuration from the customer. The following will be needed from the customer's network administrator:
 - a. A live network drop must be available. Wireless connectivity is available for an additional fee.
 - b. Local administrator access when we arrive onsite.
 - c. SMTP server name and/or IP address for Scan to Email.
 - d. For scan to folder, the customer's network administrator must provide credentials with write privileges to the folder.
21. AI will install one print driver & LAN Fax Driver on up to (3) servers and/or up to (10) workstations.
22. Includes set up of up to (10) address book destinations.
23. Includes set up of fax forwarding to folder or email.
24. Includes print/copy restriction on up to (10) users/dept. codes.
25. Includes testing and training with the customer's network administrator.
26. AI must be allowed to resolve issues by using remote access tools that will provide a connection to the customer's servers and computers. The customer is responsible for assisting in the setup of remote access. If the issue cannot be resolved remotely, an onsite trip will be billable.
27. Support includes print driver support, scan setup (to network or folder) and network fax forwarding. The customer is responsible for providing email services for scan to email.
28. Custom driver packages created by Applied Imaging are supported.
29. Support is limited to the initial servers (up to 3) and the initial workstations (up to 10).
30. Support is limited to the connection and usability of the printing devices from the network. If the issue extends to the overall function of servers, workstations, switches, hubs, routers, internet services or any other network related issue, the customer is responsible for resolving the issue prior to AI attempting to fix any issue between the network and the printing device.
31. The customer is responsible for the maintenance of their network and hardware equipment.
32. AI is not responsible for downtime or loss of data.
33. Does not include/cover custom scripting, custom drivers, software or software integration.

Conway Township

8015 N. Fowlerville Road
PO Box 1157
Fowlerville MI 48836



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

I move that: We purchase the replacement printer as presented. The insurance company is
processing a claim which will reimburse the cost.

Maker Name: Elizabeth Whitt Maker Signature *Elizabeth Whitt* Date 11/21/23

Seconded: YES NO (Please Circle One)

Disposition:	Notes:
<input type="checkbox"/> Adopted	_____
<input type="checkbox"/> Postponed Indefinitely:	_____
<input type="checkbox"/> Amended	_____
<input type="checkbox"/> Referred to:	_____
<input type="checkbox"/> Postponed to:	_____
<input type="checkbox"/> Laid on the Table	_____
<input type="checkbox"/> Withdrawn	_____

**CONWAY TOWNSHIP
FEE SCHEDULE**

Land Use Permits		current	
	Residential	\$100.00	
	Commercial	\$200.00	
	Waiver	\$20.00	\$25
	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	\$50.00	\$60
	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	\$50.00	\$60
Special Meeting			
	Township Board of Trustee	\$150.00	\$200 \$1000
	Planning Commission	\$900.00	\$1,800
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	\$25.00	\$40
	Application Fee	\$200.00	
	P.A. 116 withdrawal	\$450.00	
Property Line Adjustment/Combination		\$125.00	\$150
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		
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	

*****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.**

Conway Township Policy No 23

Planning Commissioner Training Policy

Resolution 220920-01 states the requirement of training for planning commissioners. This policy defines the specific steps to take and the reimbursement of expenses as well as payment for attending training sessions.

The abovementioned resolution states the following:

- 5 years or less experience requires minimum of 6 hrs. of annual training/education.
- more than 5 years of experience requires a minimum of 3 hrs. of annual training/education.
- Planning Commission members shall submit to the board their training and education plan for every calendar year with requisite anticipated cost. The plan should reflect which classes were planned for and completed for the immediately preceding year.
- Training, scheduling and reimbursement shall be in accordance with and set forth in the Township's Personnel Policy Manual
- The Township may make available its consultants, such as planners and/or attorneys, for certain training sessions upon its own motion or upon the request of any one or more Planning Commission members.

Planning commissioners have access to Michigan Township Association (MTA) to select training/classes. At times the county will provide training for planning commissioners. Commissioners will be paid for training, travel and potential lodging as described in the Personnel Manual. Training time will be paid at the most current board approved rate.

Training documentation needs to include:

- Class description (including number of hours, counted for training requirements) of Planning Commission related training, including certification or statement of completion.
- In person classes will be registered and paid for by the township. Provide the class information to the Clerk Department for registration and lodging, if applicable.
- Mileage reimbursement requires a map and mileage driven.
- Any personnel who fail to attend any training event for which the Township has approved and paid, that personnel shall be responsible for reimbursement to the Township for the cost of the missed training.

Failure to meet training requirements will result in:

- First offense will result in a written warning.
- Second offense will result in removal from the Planning Commission.
- The Supervisor shall submit a report of the current status of members training requirements for the November Planning Commission and the Township Board meetings.

Appendix

Training Scheduling and Reimbursement Policy

Request to Attend Training

It is in the interest of Conway Township that Township personnel attend certain training and continuing education opportunities from time to time, upon approval of the Township. If any Township personnel wishes to attend any class or training course or program that personnel believes relates to the person's function within the Township, will advance Township interests, or improve the person's ability to serve the public, personnel should complete the form designated for this purpose and return to the Township Clerk. See Appendix. If the request is approved, the Township Clerk shall issue payment for the course or program directly to the offering entity and confirm scheduling with said entity and the attending personnel.

Any personnel who fail to attend any training event for which the Township has approved and paid, that personnel shall be responsible for reimbursement to the Township for the cost of the missed training. If the personnel fail to repay the Township for the full amount within thirty (30) days of the last day of class, the cost of the class shall be deducted from the personnel's next paycheck. Alternatively, personnel may elect to pay the cost of the class, training course, or program themselves and submit documentation of the cost paid to the Township Clerk for reimbursement on a form designated for that purpose. See Appendix. Training pre-paid by any personnel shall still be subject to approval by the Township Board.

Personnel attending any training course, class, or program paid for by the Township shall be required to present a brief synopsis of the class content and any relevant information of benefit to other personnel who did not attend the class.

Training Pay

Hourly personnel will be paid for the travel time to and from a training event, as well as classroom time. Training schedule needs to be submitted with monthly timesheet.

Mileage

Personnel using their personal vehicle for travel to and from an approved training course, class, or program under this policy will be reimbursed at the current IRS established rate of reimbursement for mileage and actual parking fees. Travel must be documented and submitted to the Township Clerk at the end of the pay period in which the expense was incurred. Mileage requests should include documentation of actual miles traveled, including, but not limited to data from MapQuest, Google Maps, or other similar mapping or GPS programs. Traffic fines will not be reimbursed by the Township and no personnel will be reimbursed by the Township for travel from their home to the Township Hall.

Meals

The Township will reimburse personnel for actual expenses incurred for meals, not provided by the event, during time spent on an *approved* training program up to \$25 per person, per day for a training program not requiring an overnight stay and up to \$60 per person, per day during training programs requiring the personnel to stay overnight away from their place of residence. Reimbursement is contingent upon timely provision of receipts for amounts spent to the Township Clerk.

Lodging

Personnel will be reimbursed for actual expenses incurred for lodging while attending an *approved* training course, program, or class, if approval is given in advance by the Township Board. In order to receive reimbursement, personnel must submit a reimbursement request form accompanied by receipts for lodging.

Reimbursement for Spouses

Conway Township will not reimburse expenses for spouses of personnel who attend conferences or conventions or travel with Township personnel.

Other Reimbursement

Reimbursement for other personnel work-related expenses will not be paid unless approved, in advance, by the Township Board.

Name	Titles	Hire Date	Term starts	Term expires	Required Training Expires
Jeff Klein	Cemetery Committee, Planning Commission	06/19	01-01-22	12-31-24	
Shawn Morrison	Planning Commission		01-01-23	12-31-25	
Lucas Curd	Planning Commission Vice Chair/ZBA	06/22	01-01-23	12-31-25	
Mike Brown	Planning Commissioner	09-23		12/31/23	
Mike Stock	Planning Commissioner	09-23		12-31-24	
George Pushies	Township Trustee, Ex-Officio PC member	12/09	11/20	11/24	
Kayla Poissant	Planning Commission	07/22	01-01-23	12-31-25	

5 yrs or less experience requires minimum of 6 hrs of annual training/ education; more than 5 yrs of experience requires minimum of 3 hrs of annual training/ education. Resolution 220920-01

Training overdue

Conway Township

8015 N. Fowlerville Road
PO Box 1157
Fowlerville MI 48836



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

I move that:

We adopt Policy 23 - Planning Commission Training

Maker Name: L Whitt _____ Maker Signature _____ Date _____

Seconded: YES NO (Please Circle One)

Disposition:

- Adopted
- Postponed Indefinitely:
- Amended
- Referred to:
- Postponed to:
- Laid on the Table
- Withdrawn

Notes:

Bill Grubb

From: Elizabeth Whitt
Sent: Wednesday, November 15, 2023 9:52 AM
To: Bill Grubb
Cc: Gary Klein
Subject: FW: Solar Overlay Research- MSU

I think we should put this on the agenda and decide as a board who should answer this.

From: Gary Klein <zoningadmin@conwaymi.gov>
Sent: Wednesday, November 15, 2023 9:21 AM
To: Elizabeth Whitt <clerk@conwaymi.gov>
Subject: FW: Solar Overlay Research- MSU

From: Reilly, Mary <reillym8@msu.edu>
Sent: Tuesday, November 14, 2023 4:50 PM
To: Gary Klein <zoningadmin@conwaymi.gov>
Subject: Solar Overlay Research- MSU

Hi Gary,

MSU is conducting research on solar overlay zones and started this about a year prior to the recent legislation that transfers permitting for industrial-scale systems to MPSC.

We believe there is still value in understanding what communities consider when selecting an overlay zone as the tool of choice for regulating larger solar developments.

Within the new legislation, there *may* be limited application for solar overlay zones within this new "compatible renewable energy ordinance" allowed under the legislation.

These results will be shared broadly, including with Univ. of Michigan, Dr. Sarah Mills, of the Graham School of Sustainability.

Would you be willing to answer a few questions with graduate students from MSU to learn more about your community's process in adopting the solar overlay ordinance?

This would take about 30 minutes of your time and be conducted over a phone interview. If you don't feel you are the right person, might you guide me to the right person?

Thanks for your consideration,

Mary Reilly, Educator

Land Use, Planning, and Zoning

Michigan State University Extension

395 Third Street, Suite B

Manistee, MI 49660-1718

(231) 889-4277, Ext. 1 (office)

(231) 907-1873 (Cell)

MSU is an affirmative-action, equal-opportunity employer. Michigan State University Extension programs and materials are open to all without regard to race, color, national origin, gender, gender identity, religion, age, height, weight, disability, political beliefs, sexual orientation, marital status, family status or veteran status.