Conway Township

Regular Meeting

June 20, 2023

7:00 pm

AGENDA

Call to Order and Pledge of Allegiance

Roll Call

Consent Agenda Approval

1. Approve 5/16/2023 Meeting Minutes
2. Approve 5/20/2023 Cemetery Meeting Minutes
3. Approve 5/24/2023 Special Meeting Minutes
4. Account Reconciliations
5. Disbursements/Payroll Report/Budget Report
6. Hall Rental Report
7. Zoning Administrator Report
8. May Server Threat Event Report

Call to the Public Regarding Agenda Items Only

Additions to and /or approval of Board Meeting Agenda

Communications

9. Planning Commission Ex-Officio Report
10. Michigan Public Policy Survey

Unfinished Business

11. Computer Replacement

New Business

12. Treasurer's Report
13. Server Replacement
14. MTA Premium Subscription
15. RFP for Accounting Software
16. RFP for Detention Pond
17. RFP for Managed IT Services

Board Member Discussion

Call to the Public Regarding Any Item or Issue

Adjournment

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.

REGULAR MEETING

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

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

Consent Agenda approved by roll call: Whitt, W Grubb, and D Grubb – yes, Pushies and Crampton-Atherton – no.

Call to the public: one attendee spoke regarding Secluded Acres roads.

Motion to approve the Board Meeting Agenda with the following amendments: add items 10a – Rec Board report, strike 13 and replace with ARPA expenses, 16a – Secluded Acres roads, 16b – Conway Land Company, 16c – Planners, 19 – Building Maintenance. Motion by W Grubb, supported by Crampton-Atherton. Motion Approved.

Motion we acknowledge that the following expenditures were intended to be expensed using ARPA funds: Pro Brothers (windows in the hall) $7985; Five Star Windows (security screen in hall) $6551; Total Security Solutions (window on counter) $9429., Motion made by Whitt, supported by W Grubb. Motion approved.

Resolution No 230516-01 to amend the Cemetery ordinance offered by Whitt, seconded by D Grubb. Roll call vote: W Grubb, Whitt, D Grubb, and Crampton-Atherton – yes, Pushies – no. Resolution passed.

Motion to adopt the attached updated fee schedule made by Whitt, supported by D Grubb, motion approved.

Motion to purchase a computer for the clerk as long as it does not exceed $2500 made by W Grubb, supported by Whitt. Roll call vote: Whitt, W Grubb and D Grubb – yes, Pushies and Crampton-Atherton – no. Motion approved.

Motion for W Grubb to contact the (insurance company) Attorney and get clarification regarding the Conway Land Company mediation, made by Pushies, supported by Whitt. Motion approved.

Motion to postpone the chart of accounts conversion until we can take a look at this and make a decision regarding new accounting software, made by D Grubb, supported by Whitt. Motion approved.

Motion to hold a special meeting regarding building maintenance on May 24, 2023, at 3pm made by Crampton-Atherton, supported by Pushies. Motion approved.

Call to the public: 3 attendees spoke regarding planner, spring cleanup, scope of work for bids, research for projects and potential overlay district for solar.

Motion to adjourn the meeting at 9:15pm, made by D Grubb, supported by Pushies, motion approved.

_____   _____

Elizabeth Whitt, Township Clerk   Gabi Bresett, Township Deputy Clerk

Conway Township Cemetery Advisory Committee Meeting Minutes May 20, 2023

Meeting at Coughran Cemetery called to order at 9:00 am by Chair Elizabeth Whitt

Present: Elizabeth Whitt, Dave Whitt, Gary Klein, Jeff Klein, Gabi Bresett, Richard Hohenstein

The Advisory Committee walked the cemetery, tied a trash bin to the t-post, walked the cemetery to review the condition of the mowing and driveway. It was decided to get bids to improve the existing road and use reflecting t-post as markers (every 20 feet offset).

Also went to Antrim Cemetery to review the condition of the mowing and clean up, neither of them is up to expectations and has already been addressed with the mowing company. The committee installed trash bins and corner posts on the corners of the cemetery.

Meeting adjourned at 11:15am.

Next meeting June 17, 2023, at 9am at Antrim Cemetery

Gabi Bresett

Cemetery Advisory Committee Secretary

Unapproved Minutes
Of the May 24, 2023
Conway Township
Special Board Meeting
7:00 pm

Special Meeting

Supervisor W Grubb called the meeting to order at 3:00 p.m. with the pledge of allegiance to the American flag.

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

Absent: Treasurer Debra Grubb

Call to the public: Nobody spoke

Motion to approve the agenda made by Whitt, supported by Crampton-Atherton. Motion Approved.

This meeting was held to discuss building and grounds issues and repairs, the following points were discussed:

Minor issues

- Drainage from building and grounds towards the detention pond
- Clearing of the detention pond
- Parking lot light fixtures
- Removal of excess mulch and re-seeding
- Outside doors repairs and replace sweeps and seals
- Hall Flooring, supervisor will call to find someone to wax the floors
- Ladies room, replacement of the tank mechanism
- Mens room needs new wax ring, urinal is sticky
- Sill and grout outside needs to be reworked

Major issues

- Roof and ridge vent
- Siding/OSB Damage/Tyvek
- Window wraps
- Overhang
- Firehall substation addition to the hall in the future

Supervisor left to take a phone call 4:30 pm

Supervisor returned at 4:32 pm

Motion to appoint Mike Brown to the Building Committee made by Whitt, supported by Pushies. Motion approved.

Call to the public: Nobody spoke

Motion to adjourn the meeting at 5:10 pm, made by Whitt, supported by Pushies, motion approved.

_____   _____

Elizabeth Whitt, Township Clerk   Gabi Bresett, Township Deputy Clerk

Conway Township
Reconciliation Summary
016.000 · BofAA - General Fund, Period Ending 05/31/2023

		May 31, 23
Beginning Balance		408,956.55
Cleared Transactions		
Checks and Payments - 25 items	-39,657.00	
Deposits and Credits - 16 items	69,639.97	
Total Cleared Transactions	29,982.97	
Cleared Balance		**438,939.52**
Uncleared Transactions		
Checks and Payments - 5 items	-7,332.90	
Deposits and Credits - 1 item	45.18	
Total Uncleared Transactions	-7,287.72	
Register Balance as of 05/31/2023		**431,651.80**
New Transactions		
Checks and Payments - 6 items	-15,151.59	
Total New Transactions	-15,151.59	
Ending Balance		**416,500.21**

Conway Township - Cemetery Fund #150
Reconciliation Summary
003.000 · BofAA - Cemetery, Period Ending 05/31/2023

		May 31, 23
Beginning Balance		110,510.18
Cleared Transactions		
Checks and Payments - 1 item	-18,075.00	
Deposits and Credits - 1 item	41.69	
Total Cleared Transactions	-18,033.31	
Cleared Balance		**92,476.87**
Uncleared Transactions		
Deposits and Credits - 1 item	0.00	
Total Uncleared Transactions	0.00	
Register Balance as of 05/31/2023		**92,476.87**
Ending Balance		92,476.87

Conway Township
Reconciliation Summary
000-002 · BofAA - Dog License, Period Ending 05/31/2023

	May 31, 23	
Beginning Balance		27.69
Cleared Transactions		
Deposits and Credits - 4 items	160.06	
Total Cleared Transactions	160.06	
Cleared Balance		**187.75**
Register Balance as of 05/31/2023		187.75
Ending Balance		187.75

Conway Township - Road Fund #201
Reconciliation Summary
005.000 · BofAA - Road Fund, Period Ending 05/31/2023

		May 31, 23
Beginning Balance		200,145.60
Cleared Transactions		
Deposits and Credits - 2 items	14,342.26	
Total Cleared Transactions	14,342.26	
Cleared Balance		**214,487.86**
Register Balance as of 05/31/2023		214,487.86
Ending Balance		214,487.86

Conway Township - Road Fund #201
Reconciliation Summary
005.001 · Road Savings, Period Ending 05/31/2023

	May 31, 23
Beginning Balance	119,183.00
Cleared Transactions	
Deposits and Credits - 1 item	111.39
Total Cleared Transactions	111.39
Cleared Balance	**119,294.39**
Register Balance as of 05/31/2023	119,294.39
Ending Balance	119,294.39

Conway Township
Reconciliation Summary
001.000 · BofAA - Tax Checking, Period Ending 05/31/2023

	May 31, 23	
Beginning Balance		103,077.02
Cleared Transactions		
Deposits and Credits - 1 item	97.85	
Total Cleared Transactions	97.85	
Cleared Balance		**103,174.87**
Uncleared Transactions		
Checks and Payments - 4 items	-99,377.97	
Total Uncleared Transactions	-99,377.97	
Register Balance as of 05/31/2023		**3,796.90**
Ending Balance		3,796.90

Conway Township Trust & Agency Fund #701
Reconciliation Summary
001.000 · BofAA Trust & Agency Ckg, Period Ending 05/31/2023

	May 31, 23	
Beginning Balance		10,038.28
Cleared Transactions		
Deposits and Credits - 2 items	354.18	
Total Cleared Transactions	354.18	
Cleared Balance		**10,392.46**
Register Balance as of 05/31/2023		10,392.46
New Transactions		
Checks and Payments - 1 item	-350.00	
Total New Transactions	-350.00	
Ending Balance		**10,042.46**

Conway Township
Reconciliation Summary
002.000 · Chase - Building Fund, Period Ending 05/31/2023

	May 31, 23
Beginning Balance	133,236.17
Cleared Transactions	
Deposits and Credits - 1 item	5.98
Total Cleared Transactions	5.98
Cleared Balance	**133,242.15**
Register Balance as of 05/31/2023	133,242.15
Ending Balance	133,242.15

Conway Township
Reconciliation Summary
008.001 · Flagstar Contingent CD, Period Ending 05/31/2023

	May 31, 23
Beginning Balance	196,187.93
Cleared Balance	196,187.93
Register Balance as of 05/31/2023	196,187.93
Ending Balance	196,187.93

Conway Township
Reconciliation Summary
003.000 · Huntington - Cont Acct #2, Period Ending 05/31/2023

	May 31, 23
Beginning Balance	236,375.87
Cleared Transactions	
Checks and Payments - 1 item	-5.00
Deposits and Credits - 1 item	60.22
Total Cleared Transactions	55.22
Cleared Balance	**236,431.09**
Register Balance as of 05/31/2023	236,431.09
Ending Balance	236,431.09

ARPA Fund #464
Reconciliation Summary
000.101 · Independent Bank ARPA Funds, Period Ending 06/30/2023

	Jun 30, 23
Beginning Balance	343,555.27
Cleared Balance	343,555.27
Register Balance as of 06/30/2023	343,555.27
Ending Balance	343,555.27

Conway Township
Reconciliation Summary
009.001 · MSUFCU Saver, Period Ending 06/30/2023

	Jun 30, 23
Beginning Balance	5.00
Cleared Balance	5.00
Register Balance as of 06/30/2023	5.00
Ending Balance	5.00

Conway Township
Reconciliation Summary
009.000 · MSUFCU CD, Period Ending 05/31/2023

	May 31, 23
Beginning Balance	241,334.50
Cleared Transactions	
Deposits and Credits - 1 item	133.02
Total Cleared Transactions	133.02
Cleared Balance	**241,467.52**
Register Balance as of 05/31/2023	241,467.52
Ending Balance	241,467.52

Conway Township
Check Detail
May 3 through June 13, 2023

Type	Num	Date	Name	Account	Paid Amount	Original Amount
Check		05/03/2023	**R.I. Thomas Property Maintenance**	**016.000 · BofAA - General Fund**		**0.00**
TOTAL					0.00	0.00
Check	ACH	05/18/2023	**mers**	**016.000 · BofAA - General Fund**		**-1,448.42**
				204.000 · Payroll Liabilities	-1,448.42	1,448.42
TOTAL					-1,448.42	1,448.42
Check	ACH	05/27/2023	**American Express**	**016.000 · BofAA - General Fund**		**-8,723.47**
				265.146 · Equipment-Office	-1,960.19	1,960.19
				265.859 · Internet & Phones	-564.57	564.57
				102.801 · Mmbrshps, Sft. Lic. & Dues	-89.12	89.12
				102.726 · Supplies	-292.97	292.97
				266.000 · Professional Fees	-5,820.05	5,820.05
				262.726 · Supplies	-16.55	16.55
				102.726 · Supplies	19.98	-19.98
TOTAL					-8,723.47	8,723.47
Check	ACH	06/01/2023	**DTE Energy**	**016.000 · BofAA - General Fund**		**-240.61**
				265.920 · Utilities	-240.61	240.61
TOTAL					-240.61	240.61
Check	12294	05/03/2023	**Great Lakes Outdoor Solutions**	**016.000 · BofAA - General Fund**		**-1,000.00**
				265.801 · Lawn Mowing	-166.70	166.70
				276.801 · Lawn Mowing	-833.30	833.30
TOTAL					-1,000.00	1,000.00
Check	12296	05/03/2023	**R.I. Thomas Property Maintenance**	**016.000 · BofAA - General Fund**		**-560.00**
				265.935 · Building Maintenance	-560.00	560.00
TOTAL					-560.00	560.00

Conway Township
Check Detail
May 3 through June 13, 2023

Type	Num	Date	Name	Account	Paid Amount	Original Amount
Check	**12297**	**05/03/2023**	**Susan Egbert**	**016.000 · BofAA - General Fund**		**-23.04**
				102.970 · Mileage	-23.04	23.04
TOTAL					-23.04	23.04
Check	**12298**	**05/03/2023**	**Elizabeth Whitt**	**016.000 · BofAA - General Fund**		**-78.60**
				102.970 · Mileage	-78.60	78.60
TOTAL					-78.60	78.60
Check	**12299**	**05/03/2023**	**AFP Sound Systems**	**016.000 · BofAA - General Fund**		**-3,593.95**
				265.146 · Equipment-Office	-3,593.95	3,593.95
TOTAL					-3,593.95	3,593.95
Check	**12300**	**05/16/2023**	**Debbie Grubb**	**016.000 · BofAA - General Fund**		**-22.00**
				102.970 · Mileage	-22.00	22.00
TOTAL					-22.00	22.00
Check	**12301**	**05/16/2023**	**William Grubb**	**016.000 · BofAA - General Fund**		**-100.41**
				102.970 · Mileage	-100.41	100.41
TOTAL					-100.41	100.41
Check	**12302**	**05/16/2023**	**Applied Innovation**	**016.000 · BofAA - General Fund**		**-350.00**
				265.930 · Equipment Maintenance	-350.00	350.00
TOTAL					-350.00	350.00
Check	**12303**	**05/16/2023**	**Shawn Morrison**	**016.000 · BofAA - General Fund**		**-83.72**
				102.725 · Workwear	-83.72	83.72
TOTAL					-83.72	83.72

Conway Township
Check Detail
May 3 through June 13, 2023

Type	Num	Date	Name	Account	Paid Amount	Original Amount
Check	12304	05/16/2023	**The Spirit of Livingston**	**016.000 · BofAA - General Fund**		**-525.00**
				102.726 · Supplies	-525.00	525.00
TOTAL					-525.00	525.00
Check	12305	05/16/2023	**H & H Publication**	**016.000 · BofAA - General Fund**		**-371.50**
				102.900 · Printing & Publishing	-371.50	371.50
TOTAL					-371.50	371.50
Check	12306	05/16/2023	**Applied Innovation**	**016.000 · BofAA - General Fund**		**-1,351.18**
				265.146 · Equipment-Office	-1,351.18	1,351.18
TOTAL					-1,351.18	1,351.18
Check	12307	05/16/2023	**Jeff Judd**	**016.000 · BofAA - General Fund**		**-3,483.00**
				526.960 · Spring Cleanup	-3,483.00	3,483.00
TOTAL					-3,483.00	3,483.00
Check	12308	05/31/2023	**Foster Swift**	**016.000 · BofAA - General Fund**		
TOTAL					0.00	0.00
Check	12309	05/31/2023	**Susan Egbert**	**016.000 · BofAA - General Fund**		**-28.80**
				102.970 · Mileage	-28.80	28.80
TOTAL					-28.80	28.80
Check	12310	05/31/2023	**William Grubb**	**016.000 · BofAA - General Fund**		**-977.00**
				171.969 · Seminars & Workshops	-488.50	488.50
				253.969 · Seminars & Workshops	-488.50	488.50
TOTAL					-977.00	977.00

Conway Township
Check Detail
May 3 through June 13, 2023

Type	Num	Date	Name	Account	Paid Amount	Original Amount
Check	**12311**	**05/31/2023**	**Foster Swift**	**016.000 · BofAA - General Fund**		**-2,769.10**
				266.103 · Attorney	-2,769.10	2,769.10
TOTAL					-2,769.10	2,769.10
Check	**12312**	**06/06/2023**	**Knock 'Em Out Pest Control**	**016.000 · BofAA - General Fund**		**-150.00**
				265.935 · Building Maintenance	-150.00	150.00
TOTAL					-150.00	150.00
Check	**12313**	**06/06/2023**	**Elizabeth Whitt**	**016.000 · BofAA - General Fund**		**-63.69**
				262.726 · Supplies	-10.47	10.47
				265.935 · Building Maintenance	-4.75	4.75
				102.970 · Mileage	-48.47	48.47
TOTAL					-63.69	63.69
Check	**12314**	**06/06/2023**	**Debbie Grubb**	**016.000 · BofAA - General Fund**		**-422.48**
				102.970 · Mileage	-120.08	120.08
				253.969 · Seminars & Workshops	-302.40	302.40
TOTAL					-422.48	422.48
Check	**12315**	**06/06/2023**	**Great Lakes Outdoor Solutions**	**016.000 · BofAA - General Fund**		**-2,500.00**
				265.801 · Lawn Mowing	-416.75	416.75
				276.801 · Lawn Mowing	-2,083.25	2,083.25
TOTAL					-2,500.00	2,500.00
Check	**12316**	**06/06/2023**	**Fowlerville Community Schools**	**016.000 · BofAA - General Fund**		**-11,774.81**
				738.100 · Parks & Recreation Contribut...	-11,774.81	11,774.81
TOTAL					-11,774.81	11,774.81

Conway Township
Check Detail
May 3 through June 13, 2023

Type	Num	Date	Name	Account	Paid Amount	Original Amount
Check	**12317**	**06/06/2023**	**H & H Publication**	**016.000 · BofAA - General Fund**		**-247.50**
				102.900 · Printing & Publishing	-247.50	247.50
TOTAL					-247.50	247.50
Check	**12318**	**06/06/2023**	**Knock 'Em Out Pest Control**	**016.000 · BofAA - General Fund**		**-150.00**
				265.935 · Building Maintenance	-150.00	150.00
TOTAL					-150.00	150.00
Check	**12319**	**06/06/2023**	**Brande Nogafsky**	**016.000 · BofAA - General Fund**		**-173.58**
				102.970 · Mileage	-173.58	173.58
TOTAL					-173.58	173.58
Check	**12320**	**06/13/2023**	**FBA**	**016.000 · BofAA - General Fund**		**-59.00**
				102.801 · Mmbrshps, Sft. Lic. & Dues	-59.00	59.00
TOTAL					-59.00	59.00

Conway Township
Journal
June 16, 2023

Trans #	Type	Date	Num	Memo	Account	Debit	Credit
13112	General Jo...	06/16/202	correct aj	Unallocated:Receptionist salary	102.702 · Office Assistant Salary	882.00	
				Fica ER	102.704 · Payroll Taxes	1,068.53	
				Med ER	102.704 · Payroll Taxes	249.91	
				Invoice	102.710 · Payroll Billing	204.82	
				Township Board:Salaries Wages	103.702 · Salaries Wages	1,176.00	
				Supervisor's Office:Salaries	171.702 · Salaries	2,026.75	
				Federal PRT Liablity	210 · Federal PRT Liablity	3,421.60	
				Clerk's Office:Salaries & Wages	215.702 · Salaries & Wages	2,309.34	
				Clerk's Office:Deputies Wages	215.703 · Deputies Wages	1,510.00	
				Michigan Withholding Liablity	218 · Michigan Withholding Liablity	686.74	
				Treasurer's Office:Salaries & Wages	253.702 · Salaries & Wages	2,172.91	
				Treasurer's Office:Deputies Salaries	253.703 · Deputies Salaries	50.00	
				Assessor:Salaries	257.702 · Salaries	3,283.33	
				Elections:Salaries & Wages	262.702 · Salaries & Wages	1,164.50	
				Cemetery:Salaries	276.702 · Salaries	575.00	
				Public Safety:Fire Authority Rep	301.700 · Fire Authority Rep	90.00	
				Planning & Zoning:Salaries	721.702 · Salaries	1,905.00	
				Recreation Association:Salaries	738.702 · Salaries	90.00	
				Direct Deposits	016.000 · BofAA - General Fund		13,137.46
				Invoice	016.000 · BofAA - General Fund		204.82
				Payroll Taxes	016.000 · BofAA - General Fund		4,108.34
				Payroll Liabilities	204.000 · Payroll Liabilities		1,307.47
				Fed Wh	210 · Federal PRT Liablity		784.72
				Fica ER	210 · Federal PRT Liablity		1,068.53
				Fica Wh	210 · Federal PRT Liablity		1,068.53
				Med ER	210 · Federal PRT Liablity		249.91
				Med Wh	210 · Federal PRT Liablity		249.91
				Michigan Withholding Liablity	218 · Michigan Withholding Liablity		686.74
						22,866.43	22,866.43
TOTAL						**22,866.43**	**22,866.43**

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	0.00	43,000.00	-43,000.00	0.0%
409.000 · Taxes - SET fee	0.00	700.00	-700.00	0.0%
411.000 · Dog licenses	10.50	40.00	-29.50	26.3%
450.000 · Fees, Licenses & Permits	1,077.25	10,000.00	-8,922.75	10.8%
455.000 · Research Fees	0.00	200.00	-200.00	0.0%
560.000 · Metro Act Fee	0.00	0.00	0.00	0.0%
573.000 · LCSA PPT Reimbursement	0.00	4,800.00	-4,800.00	0.0%
574.000 · State Revenue Sharing	0.00	393,975.00	-393,975.00	0.0%
664.000 · Interest & Dividends	1,113.76	3,200.00	-2,086.24	34.8%
667.000 · Rent	600.00	2,500.00	-1,900.00	24.0%
671.000 · Misc. Revenues	0.00	0.00	0.00	0.0%
675.000 · American Rescue Plan Funds	0.00	0.00	0.00	0.0%
678.000 · Grant Reimbursement	1,500.00			
680.000 · Election Reimburse	0.00	0.00	0.00	0.0%
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	4,301.51	578,415.00	-574,113.49	0.7%
Gross Profit	4,301.51	578,415.00	-574,113.49	0.7%
Expense				
102.000 · Unallocated				
102.702 · Office Assistant Salary	1,638.00	11,000.00	-9,362.00	14.9%
102.704 · Payroll Taxes	2,678.79	15,000.00	-12,321.21	17.9%
102.710 · Payroll Billing	397.32	2,500.00	-2,102.68	15.9%
102.725 · Workwear	83.72	2,500.00	-2,416.28	3.3%
102.726 · Supplies	1,004.14	2,000.00	-995.86	50.2%
102.801 · Mmbrshps, Sft. Lic. & Dues	1,053.09	8,000.00	-6,946.91	13.2%
102.805 · Appropriation Senior Center	0.00	2,000.00	-2,000.00	0.0%
102.900 · Printing & Publishing	1,244.75	7,500.00	-6,255.25	16.6%
102.910 · Postage	1,260.00	6,000.00	-4,740.00	21.0%
102.970 · Mileage	421.40	3,000.00	-2,578.60	14.0%
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	9,781.21	59,500.00	-49,718.79	16.4%

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	1,764.00	3,500.00	-1,736.00	50.4%
103.706 · FOIA COORDINATOR	700.00	1,000.00	-300.00	70.0%
103.969 · Seminars and Workshops	0.00	500.00	-500.00	0.0%
Total 103.000 · Township Board	2,464.00	5,000.00	-2,536.00	49.3%
171.000 · Supervisor's Office				
171.702 · Salaries	4,053.50	24,321.00	-20,267.50	16.7%
171.969 · Seminars & Workshops	1,188.50	2,000.00	-811.50	59.4%
Total 171.000 · Supervisor's Office	5,242.00	26,321.00	-21,079.00	19.9%
200.203 · Due To Road Fund	0.00	0.00	0.00	0.0%
215.000 · Clerk's Office				
215.702 · Salaries & Wages	4,618.68	27,712.00	-23,093.32	16.7%
215.703 · Deputies Wages	3,330.00	20,000.00	-16,670.00	16.7%
215.969 · Seminars & Workshops	902.37	6,500.00	-5,597.63	13.9%
215.000 · Clerk's Office - Other	0.00	0.00	0.00	0.0%
Total 215.000 · Clerk's Office	8,851.05	54,212.00	-45,360.95	16.3%
247.000 · Board of Review				
247.702 · Salaries & Wages	1,080.00	2,000.00	-920.00	54.0%
247.969 · Seminars & Workshops	0.00	0.00	0.00	0.0%
Total 247.000 · Board of Review	1,080.00	2,000.00	-920.00	54.0%
253.000 · Treasurer's Office				
253.702 · Salaries & Wages	4,345.82	25,609.00	-21,263.18	17.0%
253.703 · Deputies Salaries	830.00	12,480.00	-11,650.00	6.7%
253.832 · Charge Back	0.00	200.00	-200.00	0.0%
253.969 · Seminars & Workshops	1,202.90	3,000.00	-1,797.10	40.1%
253.975 · Bank Service Charge	5.00	150.00	-145.00	3.3%
Total 253.000 · Treasurer's Office	6,383.72	41,439.00	-35,055.28	15.4%
257.000 · Assessor				
257.701 · Assessor Services	0.00	100.00	-100.00	0.0%
257.702 · Salaries	6,396.66	38,400.00	-32,003.34	16.7%
257.969 · Seminars & Workshops	0.00	1,500.00	-1,500.00	0.0%
Total 257.000 · Assessor	6,396.66	40,000.00	-33,603.34	16.0%

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	160.00	7,500.00	-7,340.00	2.1%
262.726 · Supplies	27.02	2,500.00	-2,472.98	1.1%
262.900 · Printing & Publishing	0.00	250.00	-250.00	0.0%
262.930 · Equipment/Maintenance	0.00	10,000.00	-10,000.00	0.0%
Total 262.000 · Elections	187.02	20,250.00	-20,062.98	0.9%
265.000 · Building & Grounds				
265.146 · Equipment-Office	8,848.91	10,000.00	-1,151.09	88.5%
265.702 · Hall Monitor Salary	300.00	1,500.00	-1,200.00	20.0%
265.801 · Lawn Mowing	583.45	3,500.00	-2,916.55	16.7%
265.802 · Landscaping	0.00	0.00	0.00	0.0%
265.805 · Snow Removal	0.00	4,500.00	-4,500.00	0.0%
265.859 · Internet & Phones	1,107.10	12,000.00	-10,892.90	9.2%
265.920 · Utilities	598.73	5,500.00	-4,901.27	10.9%
265.930 · Equipment Maintenance	350.00	0.00	350.00	100.0%
265.935 · Building Maintenance	1,276.75	18,000.00	-16,723.25	7.1%
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	13,064.94	70,000.00	-56,935.06	18.7%
266.000 · Professional Fees				
266.103 · Attorney	13,175.85	60,000.00	-46,824.15	22.0%
266.721 · Planning Commission	0.00	37,200.00	-37,200.00	0.0%
266.955 · Auditor	0.00	10,500.00	-10,500.00	0.0%
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	18,995.90	109,500.00	-90,504.10	17.3%
275.000 · Drains At Large	0.00	50,000.00	-50,000.00	0.0%
276.000 · Cemetery				
276.702 · Salaries	50.00	0.00	50.00	100.0%
276.801 · Lawn Mowing	2,916.55	0.00	2,916.55	100.0%
Total 276.000 · Cemetery	2,966.55	0.00	2,966.55	100.0%
301.000 · Public Safety				
301.700 · Fire Authority Rep	450.00	1,000.00	-550.00	45.0%
301.701 · Police Ordinance Enforcement	0.00	10,000.00	-10,000.00	0.0%
301.702 · Contribution Police Salaries	0.00	0.00	0.00	0.0%
Total 301.000 · Public Safety	450.00	11,000.00	-10,550.00	4.1%

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	5,120.00	20,000.00	-14,880.00	25.6%
721.969 · Seminars & Workshop	0.00	500.00	-500.00	0.0%
Total 721.000 · Planning & Zoning	5,120.00	20,500.00	-15,380.00	25.0%
738.000 · Recreation Association				
738.100 · Parks & Recreation Contribution	11,774.81	35,000.00	-23,225.19	33.6%
738.702 · Salaries	180.00	900.00	-720.00	20.0%
738.000 · Recreation Association - Other	0.00	0.00	0.00	0.0%
Total 738.000 · Recreation Association	11,954.81	35,900.00	-23,945.19	33.3%
954.000 · Insurance & Bond	0.00	11,500.00	-11,500.00	0.0%
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	86,993.40	592,122.00	-505,128.60	14.7%
Net Ordinary Income	-82,691.89	-13,707.00	-68,984.89	603.3%
Other Income/Expense				
Other Income				
Interest Income	10.69	0.00	10.69	100.0%
501.000 · Federal Grant Income	0.00	0.00	0.00	0.0%
Total Other Income	10.69	0.00	10.69	100.0%
Net Other Income	10.69	0.00	10.69	100.0%
Net Income	-82,681.20	-13,707.00	-68,974.20	603.2%

Conway Township Rental Report

May, 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

- 6-04-23 Crystal Thomas, Baby Shower
- 06-17-23 Angie Buda, Wedding
- 6-25-23 Culbertson/Sergent, Graduation
- 7-9-23 Emily Blackstone, Graduation
- 07-23-23 Nicole Yarbrough, Bridal shower
- 7-30-23 Jamie Hertzler, Family Reunion
- 08-26-2023 Cindy Hoskins, Family Reunion

From:	Gary Klein - Conway Township Zoning Administrator
To:	Conway Township Board of Trustees
Subject:	Zoning Administrator Report
Period:	**May** 2023

Name	Location	Permit#	ID #	Details
Waiver	9679 Nicholson	W011-023	01-17-200-011	Egress window
Burss	7857 Hidden Circle Dr	010-023	01-02-101-044	Deck
Cimba	11502 Bell Oak	011-023	01-18-400-022	Deck
Fackler	8895 Sherwood	012-023	01-22-300-040	Barn
Dicky	9098 Eva Lane	013-023	01-21-201-006	Garage
Lockwood	Stow	015-023	01-06-200-012	Driveway
Kaake	7157 Fowlerville	014-023	01-27-400-020	Accessory Building

Date	Threat Event

May 1,2023

IP	Country/Region	▼	Events
193.32.162.159	United Kingdom		168
209.141.32.113	United States		1
8.251.208.254	United States		1
72.21.81.240	United States		1

May 2,2023

193.32.162.159	United Kingdom	188
23.201.56.49	United States	1

May 3,2023

193.32.162.159	United Kingdom	87
80.66.77.238	Russian Federation	1
120.86.237.101	China	1
139.59.182.142	United Kingdom	1
193.35.18.65	Netherlands	1

May 4,2023

111.61.190.9	China	2
163.123.142.194	United States	2
193.35.18.65	Netherlands	1
193.35.18.61	Netherlands	1

May 5,2023

111.61.190.9	China	2
163.123.142.194	United States	2
193.35.18.65	Netherlands	1
193.35.18.61	Netherlands	1

May6,2023

193.35.18.65	Netherlands	2
13.107.4.50	United States	1
209.197.3.8	United States	1
165.22.74.203	United States	1

May 7,2023

54.212.166.93	United States	21
95.214.55.244	Poland	3
152.89.196.144	Netherlands	2
193.148.18.54	United States	2
113.246.132.121	China	2

193.35.18.61	Netherlands	1
38.111.114.59	United Arab Emirates	1
80.66.77.238	Russian Federation	1
83.243.251.231	Norway	1

May 8,2023

208.67.222.222	United States	6
208.67.220.220	United States	6
95.214.55.244	Poland	3
152.89.196.144	Netherlands	2
202.12.27.33	Japan	2
193.35.18.65	Netherlands	1
47.252.9.137	United States	1
192.33.4.12	France	1
193.35.18.60	Netherlands	1
192.36.148.17	Sweden	1

May 9,2023

208.67.222.222	United States	45
208.67.220.220	United States	37
192.36.148.17	Sweden	4
128.8.10.90	United States	4
198.41.0.4	United States	4
192.5.5.241	United States	4
128.9.0.107	United States	3
193.0.14.129	Netherlands	3
198.32.64.12	United States	3
192.58.128.30	United States	3

May 10,2023

193.35.18.61	Netherlands	1
193.35.18.60	Netherlands	1

May 11.2023

95.214.53.99	Poland	3
185.65.135.217	Sweden	2
80.66.77.238	Russian Federation	1
77.83.36.43	Bulgaria	1
182.123.194.28	China	1

May 12,2023

5.39.220.78	Netherlands	12
109.72.233.194	Russian Federation	1
27.43.180.241	China	1

May 13,2023

193.35.18.65	Netherlands	1
80.66.77.238	Russian Federation	1

May 14,2023

193.35.18.65	Netherlands	1
80.66.77.238	Russian Federation	1

May 15,2023

193.35.18.65	Netherlands	1
80.66.77.238	Russian Federation	1

May 16,2023

152.89.196.144	Netherlands	3

May 17,2023

NONE

May 18,2023

52.230.19.224	Singapore	2
120.86.237.241	China	1
193.35.18.65	Netherlands	1
167.71.48.191	Germany	1

May 19,2023

NONE

May 20,2023

193.35.18.61	Netherlands	3
193.32.162.189	United Kingdom	2
89.163.212.81	Germany	1

May 21,2023

49.143.32.6	Korea, Republic of	2
193.32.162.189	United Kingdom	2

May 22,2023

NONE

May 23,2023

193.35.18.61	Netherlands	3
83.97.73.89	Germany	3
193.32.162.189	United Kingdom	1
198.199.121.22	United States	1

May 24,2023

83.97.73.89	Germany	2
180.188.247.107	India	2

May 25,2023

83.97.73.89	Germany	3
193.32.162.189	United Kingdom	1
159.89.83.196	United States	1
193.35.18.65	Netherlands	1
95.214.55.244	Poland	1
43.133.0.192	Japan	1

Mat 26,2023

193.35.18.65	Netherlands	3
92.60.40.228	Netherlands	2
83.97.73.89	Germany	1

May 27,2023

91.197.235.201	Ireland	2
113.90.0.40	China	2
58.252.183.237	China	2
193.35.18.65	Netherlands	1
164.92.133.117	United States	1
27.115.124.68	China	1

May 28,2023

91.197.235.200	Ireland	6
83.97.73.89	Germany	3
95.214.27.201	United States	1

May 29,2023

91.197.235.201	Ireland	6
91.197.235.200	Ireland	4
83.97.73.89	Germany	3

May 30,2023

91.197.235.201	Ireland	12
109.205.213.30	Azerbaijan	5
182.253.115.229	Indonesia	1
190.212.140.11	Nicaragua	1

May 31,2023

91.197.235.200	Ireland	10
83.97.73.89	Germany	5
91.197.235.201	Ireland	4

61.227.181.1	Taiwan, Province of China	1
34.97.247.153	Japan	1

Bill Grubb

Good Morning!

At the meeting on 6-12, the Planning Commission voted to recommend the adoption the draft ordinance 2023-02: Article 19, Solar Energy system District and replacement of existing Section 6.26 regarding Solar Energy Systems. This will be sent to the county for review.

Abby came to gather more information from the PC regarding Shipping Containers. She will review the Marion Township proposed ordinance and what the PC is looking to do, and then present a draft ordinance to the PC.

Homier is going to be sending the PC a proposed Wind Ordinance over the next couple of weeks.

Respectfully,

Kayla Poissant
Conway Township Planning Commission Secretary
PCSecretary@conwaymi.gov
517-294-2345

Conway Township
www.conwaytownship.com
Est. March 6, 1838

MPPS </report-series-type/mpps>

MPPS Policy Brief: Despite two-year trend of improvement, most Michigan local officials continue to say the state is on the wrong track

May 2023

Download PDF </sites/closup/files/2023-05/mpps-spring-2023-right-track.pdf>

This report presents the opinions of Michigan's local government leaders regarding the direction in which the state is headed, as well as their evaluations of the job performance of Governor Gretchen Whitmer and the Michigan Legislature. These findings are based on statewide surveys of local government leaders in the spring 2023 wave of the Michigan Public Policy Survey (MPPS)— conducted between February 6 and April 17, 2023—and tracking comparisons to previous spring waves.

View full report

Key Findings

- Although local leaders statewide are not generally optimistic about the direction Michigan is headed, there are wide gaps in these assessments across partisan identification. Among self-identified Republican local leaders, just 13% say the state is going in the right direction (essentially equivalent to the 12% who said the same last year). Among officials who identify as Independents, 32% now say that Michigan is going in the right direction (unchanged from 2022, but up from 24% in 2021). Meanwhile, 85% of local officials who self-identify as Democrats express optimism about the direction of the state, up significantly from the 72% who said the same in 2022.

- The percentage of local leaders in 2023 who rate Governor Whitmer's performance as "poor" declined from 44% last year to 38%, however, fewer than a third (30%) currently rate her performance as either "excellent" or "good." Meanwhile, 27% rate the Governor's job performance as "fair," up slightly from 23% a year ago.

  - Ratings of good or excellent for the Governor are found among 86% of Democratic local leaders (up from 2022), compared with 37% of Independents and 11% of Republicans (both essentially unchanged from last year).

- With the change in control of both the Michigan House and Senate from Republicans to Democrats, assessments of the Legislature's performance have become significantly more partisan than in the past. Although the ratings among Independents are unchanged, with just 13% saying the Legislature is doing an excellent or good job, Republican leaders' positive assessments have dropped from 19% last year to 7% in 2023, while Democrats' positive assessments have more than doubled from 20% to 48%.

MICHIGAN "OFF ON THE WRONG TRACK"

59%

Despite improvements, most MI local officials say the state has gotten off on the wrong track

Spring 2023 MPPS

GOVERNOR'S JOB APPROVAL

30%

The percent of Michigan local officials rating Governor Whitmer's job approval as good or excellent is unchanged since 2021

Spring 2023 MPPS

LEGISLATURE'S JOB APPROVAL

16%

Relatively few local leaders overall believe the Michigan Legislature is doing an outright excellent or good job.

Spring 2023 MPPS

SPRING 2023 MPPS </tags/spring-2023-mpps>

ANNUAL RATINGS OF GOVERNMENT PERFORMANCE </tags/annual-ratings-government-performance>

DEMOCRACY </tags/democracy>

JOB EVALUATION OF GOVERNOR </tags/job-evaluation-governor>

JOB EVALUATION OF LEGISLATURE </tags/job-evaluation-legislature>

RIGHT DIRECTION WRONG TRACK </tags/right-direction-wrong-track>

STATE GOVERNMENT JOB PERFORMANCE </tags/state-government-job-performance>

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Center for Local, State, and Urban Policy

Gerald R. Ford School of Public Policy

Joan and Sanford Weill Hall

735 S. State Street, Suite 5246

Ann Arbor, MI 48109-3091

P: (734) 647-4091

closup@umich.edu

<https://twitter.com/closup>

<https://closup.umich.edu/>

Treasurer's Financial Report

June 20, 2023

December 1, 2022 Through June 1, 2023

Account balances as of 12/1/2022

Bank of Ann Arbor Cemetery Account	$85,167.50
Bank of Ann Arbor Dog License Account	$77.57
Bank Of Ann Arbor General Fund	$307,897.52
Bank of Ann Arbor Road Checking	$1,985.15
Bank of Ann Arbor Road Savings	$118,777.53
Bank of Ann Arbor Tax Checking	$27,688.42
Bank of Ann Arbor Trust & Agency	$22,727.86
Chase Building Fund	$133,209.18
Flagstar Bank Contingent	$195,711.70
Huntington Contingent	$236,127.70
Independent Bank ARPA Fund	$189,782.97
MSUFCU Saver Account	$5.00
MSCFCU Certificate of Deposit	$240,687.58

Total Fund Balance minus Tax Checking and Dog License $1,559,768.11

Account balances as of 6/1/2023

Bank of Ann Arbor Cemetery Account	$92,476.87
Bank of Ann Arbor Dog License Account	$187.75
Bank Of Ann Arbor General Fund	$416,500.21
Bank of Ann Arbor Road Checking	$214,487.86
Bank of Ann Arbor Road Savings	$119,294.39
Bank of Ann Arbor Tax Checking	$3,796.90
Bank of Ann Arbor Trust & Agency	$10,042.46
Chase Building Fund	$133,242.15
Flagstar Bank Contingent	$196,187.93

Huntington Contingent	$236,431.09
Independent Bank ARPA Fund	$343,555.27
MSUFCU Saver Account	$5.00
MSCFCU Certificate of Deposit	$241,467.52
Total Fund Balance minus Tax Checking and Dog License	$2,003,690.75

The reason the Tax Checking and Dog License balances are not included in the total fund balance numbers is this money is technically not the township's and will be disbursed to the appropriate taxing entities in the future. Savings accounts and CDs only grew modestly due to the current financial market conditions. I recommend that in the next few months that we consider utilizing Michigan Class for our reserve funds thereby avoiding any potential FDIC balance issues and taking advantage of their safety, liquidity and higher yields.

Debbie Grubb
Conway Township Treasurer

We have prepared a quote for you

Infrastructure Refresh

QUOTE #CP087928 V1

PREPARED FOR
Conway Township

PREPARED BY
Chuck Pitsch

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

Server

Description	Price	Qty	Ext. Price
ST550 Tower server	**$6,778.98**	**1**	**$6,778.98**
Lenovo ThinkSystem ST550 4U Tower Server - 1 x Intel Xeon Gold 5218 2.30 GHz - 32 GB RAM - 12Gb/s SAS, Serial ATA/600 Controller - Intel C624 Chip - 2 Processor Support - 768 GB RAM Support - Matrox G200 Up to 16 MB Graphic Card - Gigabit Ether		1	
Lenovo 32GB DDR4 SDRAM Memory Module - 32 GB (1 x 32GB) - DDR4-2666/PC4-21300 DDR4 SDRAM - 2666 MHz - CL19 - 1.20 V - ECC - Registered - 288-pin - RDIMM		3	
Lenovo 5400 PRO 240 GB Solid State Drive - 2.5" Internal - SATA (SATA/600) - Read Intensive - Server Device Supported - Hot Swappable		2	
Lenovo 600 GB Hard Drive - 2.5" Internal - SAS (12Gb/s SAS) - 15000rpm - Hot Swappable		4	
Windows server 2022-1 user CAL	$46.00	30	$1,380.00
Windows Server 2022 standard-16 core pack	$1,069.00	2	$2,138.00
		Subtotal:	**$10,296.98**

Accessories

Description	Price	Qty	Ext. Price
StarTech.com 12U 36in Knock-Down Server Rack Cabinet with Casters - Easy to transport and quick assemble 12U secure server rack cabinet - Compatible with standardized rack-mountable equipment such as servers and KVM switches - 12U Enclosed Rack / 12U Serv	$569.96	1	$569.96
Freight shipping costs.	$185.17	1	$185.17
		Subtotal:	**$755.13**

Labor

Description	Price	Qty	Ext. Price
Configure and install new server and rack.	$7,480.00	1	$7,480.00
1 - Install and configure Hypervisors.			
2 - Install and configure 2022 Server.			

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

Labor

Description	Price	Qty	Ext. Price
• promote to DC • Demote old DC • Migrate DHCP to new DC • Shutdown old DC 3 - Install and configure X3 Windows Server 2022 - Join Domain. • File Server/Print Server: • Migrate data and shares from old DC. • Migrate printers from old DC. • Deploy printers via GP. • Database Server: • Move databases (BS&A, QuickBooks, QFV). 4- App Server: • Install and configure Apps (BS&A, QuickBooks, QFV). 5 - Configure Backup (if datto). 6 - Install Configure Battery backup. 7 - Install Network Rack.			
		Subtotal:	**$7,480.00**

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

APPLIED INNOVATION

Infrastructure Refresh

Prepared by:

Applied Innovation - Southfield Office

Chuck Pitsch
Toll Free 844-344-6450
cpitsch@appliedinnovation.com

Prepared for:

Conway Township

PO Box 1157
Fowlerville, MI 48836
Elizabeth Whitt
15172259499
clerk@conwaymi.gov

Quote Information:

Quote #: CP087928

Version: 1
Delivery Date: 05/15/2023
Expiration Date: 06/06/2023

Quote Summary

Description	Amount
Server	$10,296.98
Accessories	$755.13
Labor	$7,480.00
Subtotal:	**$18,532.11**
Estimated Tax:	**$663.13**
Total:	**$19,195.24**

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

Applied Innovation - Southfield Office

Signature: _Chuck Pitsch_

Name: Chuck Pitsch

Title: Product Manager

Date: 05/15/2023

Conway Township

Signature: _____

Name: Elizabeth Whitt

Date: _____

MICHIGAN TOWNSHIPS ASSOCIATION

PO Box 80078
Lansing, MI 48908-0078
www.michigantownships.org

Due Date: 7/1/2023
Township ID: 43505
ATTN: Elizabeth Whitt
County: Livingston Co.

Bill To:

Conway Twp.
PO Box 1157
Fowlerville, MI 48836-1157

IMPORTANT
Please make a photocopy of this page
and send it with your check.

Annual Dues   1. Your annual dues payment for 07/01/2023 to 06/30/2024 is: $2,800.80

2. Your Legal Defense Fund contribution for the year is (optional): $84.02

Your dues and LDF total: $2,884.82

Choose Your MTA Online Learning Subscription (optional)

All members of your township team, including volunteers, will have access to the courses included in the package you choose. See the enclosed flyer and the back of this page for more details.

Select one	☐ Premium Pass (all courses included)	$ 1,900
	☐ Plus	$ 1,000
	☐ Essentials	$ 750

Enter the selected package price here: $

Total the green and gold boxes above and enter the amount enclosed: $

Notes:
1. Make a photocopy of this page and send it with your check.
2. Your dues were calculated using method 2 as described on the reverse side of this sheet.
3. MTA's EIN number is: 38-1536994. IRS Disclosure: MTA dues payments are not deductible as a charitable contribution for federal income tax purposes.
4. Questions regarding this invoice can be sent to service@michigantownships.org or call us at (517) 321-6467.

Thank you very much for supporting strong township government!

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

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

Request for Proposal

Governmental Fund Accounting Software

The Conway Township Board is accepting bids to. The scope of work is as follows:

- Governmental Compliant Fund Accounting General Ledger, Accounts Payable and Cash Receipting modules.
- Must integrate with existing BS&A Tax Management software.
- Must integrate with existing BS&A Assessing Management software.
- Must integrate with existing Point and Pay credit card payment system.
- Must include conversion from existing QuickBooks system.
- Must comply with 12-digit COA requirements.

All bids must be submitted to the Conway Township Clerk by: June 12 at 5 p.m. Bids may be submitted electronically to *clerk@conwaymi.gov*, in person at the township hall during regular business hours or placed in the drop box anytime. A current Certificate of Insurance and a completed W9 must be included with all bids.

The township reserves the right to reject any and all bids that do not conform to the specifications.

Elizabeth Whitt
Conway Township Clerk
(May 24, 2023)

Proposal for:

Conway Township, Livingston County MI

May 31, 2023

Quoted by: Keegan Nixon

Software and Services for BS&A Cloud

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

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

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

Cost Summary

Software is licensed for use only by municipality identified on the cover page. If used for additional entities or agencies, please contact BS&A for appropriate pricing. Prices listed are estimates based on information currently available.

Upgrade - Cloud Modules

Property

Assessing	**$1,940**
Tax	**$1,735**

BS&A Online

Public Records Search + Online Bill Pay *With use of integrated Credit Card Processor* *Pay-Per-Hit Option*	**$0**

	Subtotal	**$3,675**

New Purchase - Cloud Modules

Financial Management

General Ledger	**$1,800**
Accounts Payable	**$1,530**
Cash Receipting	**$1,530**

	Subtotal	**$4,860**

Data Conversions/Database Setup

Convert existing Quickbooks data to BS&A format:	
General Ledger (Chart of Accounts/Balances/Budget as of a Specified Date. Each additional year of 'history' balances to be setup will be an additional $1000)	**$2,100**
Accounts Payable (Vendor Master File)	**$1,600**
Database Setup:	
Cash Receipting (Setup of Receipt Items/Tender Types)	**$1,500**

	Subtotal	**$5,200**

BS&A SOFTWARE

Page 2 of 6

Conway Township, Livingston County MI | May 31, 2023

Keegan Nixon, Account Executive | (855) 272-7638 | knixon@bsasoftware.com
Prices good for a period of 90 days from date on proposal

Project Management and Implementation Planning

Services include:

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

$5,750

Implementation and Training

- *$1,000/day*
- *Days quoted are estimates; you are billed for actual days used*

Services include:

- *Setting up users and user security rights for each application*
- *Performing final process and procedure review*
- *Configuring custom settings in each application to fit the needs of the customer*
- *Setting up application integration and workflow methods*
- *Onsite verification of converted data for balancing and auditing purposes*
- *Training and Go-Live*

Software Setup	Days:	3		**$3,000**
Financial Management Modules	Days:	6		**$6,000**
Property Modules Upgrade	Days:	2		**$2,000**
	Total:	11	Subtotal	**$11,000**

Cost Totals

Not including Annual Service Fees

Cloud Upgrade	$3,675
Cloud New Purchase	$4,860
Data Conversion	$5,200
Project Management and Implementation Planning	$5,750
Implementation and Training	$11,000
Total Proposed	**$30,485**
Travel Expenses	*$695*
Hosting Fees	*$1,600*

Payment Schedule

1st Payment: **$10,950** to be invoiced upon execution of this agreement.

2nd Payment: **$10,135** to be invoiced at activation of customer's site.

3rd Payment: **$11,695** to be invoiced upon completion of training.

Cloud Annual Service Fees

Unlimited support is included in your Annual Service Fee. Service Fees are billed annually. After two (2) years, BS&A Software reserves the right to increase the Annual Service Fee by no more than the yearly Consumers Price Index for All Urban Consumers U.S. city average (CPI-U)."

Financial Management	
General Ledger	$1,800
Accounts Payable	$1,530
Cash Receipting	$1,530
Property	
Assessing	$1,940
Tax	$1,735
BS&A Online	
Public Records Search *(Pay-Per-Hit Option)*	$0
Total Annual Service Fees	**$8,535**

Hosting Fees

Fees relating to the hosting and storage of data through Microsoft Azure are to be billed annually, for all modules included above.

$1,600

Additional Information

Program Customization

BS&A strives to provide a flexible solution that can be tailored to each municipality's needs. However, in some cases, custom work may be required. Typical examples include:

- custom payment import/lock box import
- custom OCR scan-line
- custom journal export to an outside accounting system
- custom reports

If you require any custom work, please let us know so that we can better understand the scope of your request and include that in a separate proposal.

Cash Receipting Hardware

	Quantity	Cost
Epson THM-6000V Series Receipt Printer*	$925 x ____	= $_____
APG Series 100Cash Drawer**	$250 x ____	= $_____
Honeywell Hyperion 1300g Linear-Imaging Scanner	$250 x ____	= $_____
Credit Card Reader (if using Invoice Cloud)	$75 x ____	= $_____

This will add $_____ to the Total Proposed.

IMPORTANT. The receipt printer must be plugged into the USB port on one workstation (not your server). This printer is not to be shared with other workstations. If more than one workstation will be used for receipting, please consider purchasing more than one receipt printer.

Please provide the number of cash drawers that will be hooked up to the printer_____

Note: The availability, model numbers, and pricing for all third party hardware listed above is subject to availability from the manufacturers. In the event that the listed hardware is no longer available at the time of purchase, a comparable replacement will be available, at the then current cost. Returns require pre-approval, and all purchased equipment must be shipped back to BS&A in its original packaging. Returns are subject to a re-stocking fee of $50.00.

BS&A Online

Connection Requirements
BS&A Cloud modules require a high-speed internet connection (cable modem or DSL).

Payment Processing Requirements
Acceptance of online payments requires a contract with one of BS&A's approved Online Credit Card Processing companies. Please visit https://www.bsasoftware.com/solutions/bsaonline/public-records-search/ for information.

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

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

June 15, 2023

Request for Proposal

The Conway Township Board is accepting bids to clear out the Detention Basin on the township hall property. The scope of work is as follows:

Remove all vegetation, trees, stumps.
Shape existing riprap for improved, proper drainage flow.
Excavate as needed to ensure proper drainage.
Reseed damaged areas.

All bids must be submitted to the Conway Township Clerk by: July 12 at 5 p.m. Bids may be submitted electronically to *clerk@conwaymi.gov*, in person at the township hall during regular business hours or placed in the drop box anytime. A current Certificate of Insurance and a completed W9 must be included with all bids.

The township reserves the right to reject any and all bids that do not conform to the specifications.

Elizabeth Whitt
Conway Township Clerk
(May 30, 2023)

Esper's Excavating LLC

915 West Beard Rd
Perry, MI 48872

Estimate
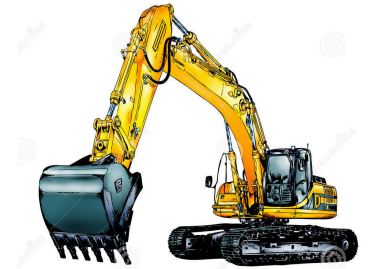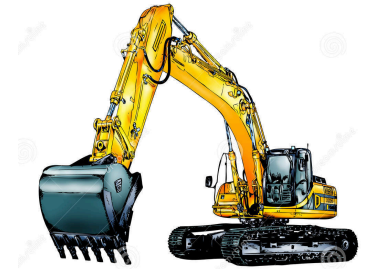
Name/Address
Conway Township
Att. Brandy
Fowlerville

Date	Estimate No.	Project
05/22/23	537	

Service: 989-277-0795
Accounts Receivables: 810-333-3156

Item	Description	Quantity	Cost	Total
Excavation Work	Clean out retention pond removing all trees and stumps. Remove 6"-1 ' of soil from the bottom of the pond (approx. 100 yards of material). Place 1X3 rip rap rock where the surface water drains from the parking lot into the retention pond.	1	8,200.00	8,200.00
	Sales Tax		0.00%	0.00
			Total	$8,200.00

Estimate

Esper's Excavating LLC

915 West Beard Rd
Perry, MI 48872

Name/Address
Conway Township
Att. Brandy
Fowlerville

Service: 989-277-0795
Accounts Receivables: 810-333-3156

Date	Estimate No.	Project
05/22/23	537	

Item	Description	Quantity	Cost	Total
Excavation Work	Clean out retention pond removing all trees and stumps. Remove 6"-1 ' of soil from the bottom of the pond (approx. 100 yards of material). Place 1X3 rip rap rock where the surface water drains from the parking lot into the retention pond.	1	8,200.00	8,200.00
	Sales Tax		0.00%	0.00

	Total	$8,200.00

PROPOSAL
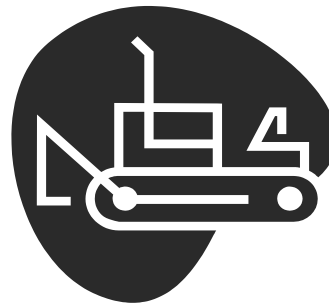
KENSINGTON VALLEY EXCAVATING
3674 N. Gregory Rd., Fowlerville, MI 48836
FAX 517.223.8571

Proposal submitted to: Conway Township Hall	Date: 5-9-23
Address:	Phone #
	Cell #
	Fax #
Job location:	Email:

Retention Pond:

- Remove all vegetation and freeboard.
- Replace stone pack at standpipe.
- Replace Riprap at inlet and overflow.
- Repair and seed damage to work area lawn.

Total…………………………. $16,800.00

The following items are excluded from our base bid scope of work and price: permits; bonds; inspection fees; engineering survey staking or layout; tap fees; tree protection fencing; traffic controls or site security fencing; demolition or removal of existing building walls; undercutting of unsuitable soils; removal or relocation of existing conflicting utilities; footing excavation or backfilling; concrete or asphalt work; import topsoil; landscaping or restoration; dewatering.

We hereby to furnish material and labor, complete in accordance with the above specification.
For the sum of
With payment as follows….time of invoice.
Respectfully submitted:

This proposal may be with-drawn in ___30___ days

Signature:

Conway Township

8015 N. Fowlerville Road
PO Box 1157
Fowlerville MI 48836

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

May 30, 2023

Request for Proposal
Fully Managed IT Services

The Conway Township Board is accepting bids for Fully Manages IT Services. The scope of work is as follows:

- Remote Support Hours 7 a.m. to 6 p.m. Monday through Friday excluding holidays. Service Desk ticketing system for up-to-date communication on service issues.
- Network Monitoring 24/7/365.
- Onsite support dispatched, as necessary.
- After hours service will be between 6 p.m. and 11 p.m.
- After hours emergency services that impact operation provided via on call technician.
- Hardware and software licensing and support.
- New equipment configuration and deployment.
- Virus recovery for system.
- Monitoring and remediation of critical devices.
- On-Boarding of services.
- New account creation and password management.
- Software troubleshooting and installation.
- Computer performance troubleshooting and optimization.
- Vendor Management.
- Virus, malware, and spyware removal.
- Connectivity and printing investigation and remediation.
- Patch Management.
- Backup monitoring and failure remediation.

- Network performance and maintenance.
- vCIO Services.
- Project Management.
- Firewall management.
- Network security/firewall appliance – 5 port-10/100/1000Base-T Gigabit Ethernet-USB -5 x RJ-45-manageable-Desktop, Wall mountable
- Switch Management.
- Wireless IP Management.
- User support for twenty users.
- Endpoint protection for fourteen devices.
- Rental of 2 Meraki MR#^ 802.11 ax (WiFi 6) 1.70 Gbit/s Wireless Access Point-2.30 GHz, 5 Ghz-MIMO Technology-1 x Network (RJ-45) – Gigabit Ethernet.
- Rental Meraki MR Enterprise Cloud controller license.
- Agent based business continuity as a service monthly license. Local storage 2TB, 1 year contract -Agent level encryption.
- 7 NCE Microsoft business basic licenses.
- 15 NCE Microsoft 365 business standard licenses.
- Enhanced Security Bundle: Security Awareness Training and Dark Web monitoring.
- Security Awareness training, online training, and phishing tests.
- Dark web monitoring.
- Additional users count fees.
- Additional device count fees.
- Additional support labor fees.
- Emergency labor fees.
- Project labor rates.
- Project Device setup rates.

All bids must be submitted to the Conway Township Clerk by: June 12 at 5 p.m. Bids may be submitted electronically to *clerk@conwaymi.gov*, in person at the township hall during regular business hours or placed in the drop box anytime. A current Certificate of Insurance and a completed W9 must be included with all bids.

The township reserves the right to reject any and all bids that do not conform to the specifications.

Elizabeth Whitt
Conway Township Clerk
(May 30, 2023)

We speak human. And we speak computer.

Managed IT services

KW is pleased with the opportunity to partner with Conway Township to provide IT Managed Services. We are confident in our capabilities due to our prior successes and commitment to remaining on the leading edge of the latest technology and support for our clients

The purpose of this proposal is to present a proposal for a fully managed IT Services solution employing the entire suite of KW Corporation services. The solutions and pricing contained herein are deliberate and tailored to support your end users and devices but also emphasize on keeping your users, devices and data secure.

Reviewing your RFP Document your requirements for the bid fits into our Enhanced Services package. As you will see below we cover everything you need inclusing all Microsoft Licensing which we deploy M365 Business Premium for the security features it provides access to. Backup for M365, Password managers for end users and security Awareness training to keep your users up to date. We will provide all users access to our Client portal where they will have access to Create, update, and monitor tickets , Knowledge base articles along with providing managers with tools and resources to plan our Quarterly business reviews.

Our plans provide unlimited Remote and Onsite support for the hours of 8AM-5PM M-F with After hours Support @ $120.00/hr.

Your equipment needs stated rental/leasing of Meraki equipment that we feel has a high cost of ownership or RoI. We have quoted equipment that have standardized on and that you OWN. we cover it with a lifetime hardware guarantee as long as you have an active IT agreement with KW Corporation.

We charge based on how many Locations, Users and devices so figuring out the addition of devices and users is easy.

We are by far the most security conscious Managed service provider in Michigan, We approach securing our clients just as we would keep ourselves internally secure with a layered security solution that is monitored 24/7 by our Security Operations Center. Monitoring everything from End point devices to Brute force attacks against email.

KW Corporation will manage and monitor all devices focusing on Security and uptime. we will assist you with vCIO duties and help you with improving business technology processes.

Our proposal covers your needs by providing:

- Remote Support Hours 8 a.m. to 5 p.m. Monday through Friday excluding holidays. Service Desk ticketing system for up-to-date communication on service issues. Out of business hours Support @ 120.00 /hr
- Network Monitoring 24/7/365.
- Onsite support dispatched, as necessary.
- After hours service will be between 6 p.m. and 11 p.m billed at 180.00/hr
- After hours emergency services that impact operation provided via on call technician billed at 180.00/hr

- Hardware and software licensing and support.
- New equipment configuration and deployment.
- Virus recovery for system.
- Monitoring and remediation of critical devices.
- On-Boarding of services, and users are covered under the agreement
- New account creation and password management.
- Software troubleshooting and installation.
- Computer performance troubleshooting and optimization.
- Vendor Management.
- Virus, malware, and spyware removal.
- Connectivity and printing investigation and remediation.
- Patch Management.
- Backup monitoring and failure remediation.
- Network performance and maintenance.
- vCIO Services.
- Project Management provided @ 180.00 /hr
- Firewall management.
- Network security/firewall appliance – 5 port-10/100/1000Base-T Gigabit Ethernet-USB -5 x RJ-45-manageable-Desktop, Wall mountable
- Switch Management.
- Wireless IP Management.
- User support for twenty users.
- Endpoint protection for fourteen devices.
- Deployment of 2 new Access points to replace current solution
- Deployment of new Firewall appliance to replace current solution
- Agent based business continuity as a service monthly license. Local storage 2TB, 1 year contract -Agent level encryption covering 1 server, Local backup to Network attached Storage device as well as Cloud backup for offsite protection
- 22 NCE M365 Business Premium Licenses (replacing existing Business Standard and Basic)
- Enhanced Security Bundle: Security Awareness Training and Dark Web monitoring of account compromises
- Security Awareness training, online training, and phishing tests.
- Dark web monitoring of account compromises
- Emergency labor fees @ 180.00 / Hr
- Project labor rates @ 180.00 /hr
- Project Device setup rates covered under Project Labor rates

Thank you for your interest in doing business with KW, we look forward to a successful and lasting partnership.

Our Vision

KW Corporation is a business process consulting group and Managed IT department. We are your one stop shop for all your technology-based needs, which sets us apart from competitors. We handle everything from high level strategy to running cables. More than just an IT service, we closely partner with you to build a relationship and strive to have our goals aligned perfectly. Having a close relationship with our clients enables us to use our technical knowledge and connections to overcome almost any business obstacle. We are your IT Department.

Our motto is simple:
We simplify technology so you can achieve more.

Let us deal with the technical details, process automation, security, uptime, and reliability are at the core of what we provide. We help you get the most out of your existing processes and manage your entire technical infrastructure so that one call can support it all.

Our Core Values

CONSTANT COMMUNICATION
We will talk to you regardless of how difficult or embarrassing the situation is. When there's an issue you can expect to hear from us constantly until resolved. The more critical the issue, the more often we communicate.

SIMPLE HONESTY
People make mistakes. We're tech wizards, but we're still people. We will speak openly and honestly with you, even if we make a mistake or forget something. We know clients value the phrase 'I don't know, but I'll find out for you'.

EVERY ISSUE IS CRITICAL
When a user can't work or do what they're used to doing, it's critical. We strive to fix every issue in minutes if possible, hours at the most. Taking a long time to solve a problem or get workaround in place is unacceptable.

YOURS, NOT OURS
Every solution, all hardware, processes and data belong to you. When implementing a solution, a new piece of hardware or software, we keep in mind that we won't always be your IT provider. We will clearly document how to access your hardware and data so you can pass on administration to a new provider with as little friction as possible.

HOLISTIC SIMPLICITY
Phone systems, video surveillance, physical access control, HVAC, lighting, SCADA controls... It seems everything these days communicates with your computer or cell phone. We manage all these connected systems for you. We will coordinate with vendors, manage updates and verify security. You can depend on us just as you would an internal IT department.

CONSTANT DOCUMENTATION
Everything is documented. Your software, your hardware, your processes, your staff. This documentation helps us find resolutions quickly and connect the dots between your needs and our solutions. When an issue comes up, we don't just fix it; we study the root cause and figure out how to prevent it from happening again.

On average, our clients see a 70% reduction of support issues after just a few months. This increases your profitability by ensuring your staff is focused on their job. Our solution pays for itself with increased productivity and reduced business expenses.

Business Process Improvement

1.

INTEGRATE, AUTOMATE, SIMPLIFY

Your business is our passion. Would you like to squeeze the maximum efficiency out of your existing staff and business processes? We help you do this through the strategic use of technology. For example, eliminating duplicate data entry will improve efficiency, remove error-prone steps and speed up processing. We will help you find ways to integrate your systems, automate your processes and simplify the way your staff interacts with your systems.

Our clients see a drastic improvement in productivity within the first year. This translates directly to higher profits, better staff retention and faster service to your customers.

2.

END TO END SUPPORT

We live in a magical age where computer technology is everywhere. It's in your phones, cameras, thermostats, lights, doors, windows and even your power outlets. At KW Corporation we supply and support all of these components to ensure end to end visibility of your business technology. Technology is everywhere and your support team will be there too. This means you have one number to call for support and one company who is responsible. There is no finger pointing or delays waiting for someone else to fix it. It's our responsibility.

3.

BUSINESS SOFTWARE IMPROVEMENT

Is your software right for your needs? Does migrating to a new system seem daunting because of data exports, imports and configuration? Your new team of experts at KW Corporation will help you analyze, interview and explore the options. We will handle the technical aspects of any software migration and work directly with the vendors to ensure your needs are properly met.

4.

NEW TECHNOLOGY RESEARCH

As your technical experts, we constantly look for and research new technologies that impact your business. This will keep you ahead of your competition. Discover new ways to connect with your clients, communicate with your team and find new revenue sources. We pool knowledge from divergent industries to spark new ideas, new concepts and help forge your business into an industry leader.

Invaluable Support

Your use of technology never stops, neither does your IT team.

SUPPORT DESK

Your new support desk is here to support you the way you want them to be when you need us. By phone, email, or chat. Fast, friendly, support that will constantly put a smile on your face and get your staff back to their workday.

NETWORK OPERATIONS CENTER (NOC):

When something stops working or goes offline, our goal is to know about it before you do. Our NOC team watches every network device, every server, and even your internet connection for issues. When a problem is detected, your team of technical expert's springs into action to troubleshoot and resolve the problem quickly

The NOC is also responsible for maintaining security updates and software patches. Every vendor update is carefully reviewed before installation. If it causes performance or usability problems, we won't install it until the vendor fixes the update. Stop clicking update and crossing your fingers, we'll take care of it.

SECURITY OPERATIONS CENTER (SOC)

Your security team sees everything. Data in, data out, data in between. Hackers are everywhere (in some cases, literally in the wires). Security has moved beyond simple antivirus software. As your Security team, KW Corporation uses advanced security tools such as Security Information Event Management (SIEM). Persistent threat detection, machine learning, artificial intelligence and global threat databases

Ransomware infections are a matter of when not if they hit your business data. The key to stopping these terrible attacks is to catch it fast. Stop the spread and stop it from sending your data to the attackers. Combined with solid, tested backups, your security team will have you back up and running fast.

Included Benefits

Included with every infrastructure support plan

LIFETIME NETWORK HARDWARE

As long as you're a client, you'll never have to worry about replacing firewalls, switches, battery backups or access points. As they age, or new technology becomes available, we'll replace this hardware for you at no cost. This hardware and it's configuration is owned by you, managed by us. No lock-ins or surprises.

ENDPOINT SECURITY

We provide advanced, multi-layer protection for your desktops, laptops and mobile devices. This provides active peace of mind about your computers, phones and tablets as you browse the web, use your programs and focus on serving your clients.

•**AI powered security software:** using advanced, artificial intelligence all activity on your computers will be monitored. This enterprise-grade software runs faster and catches unknown issues to provide maximum real-time protection.

•**Persistent threat detection:** how many times have we heard in the news about companies, large and small, discovering an intrusion months after it happened? That's because hackers are getting really smart. Our persistent threat detection software was developed and is actively monitored by ex-government cyber security agents. They know all the tricks and will actively monitor your systems to prevent your business from hitting the headlines.

•**Web filtering:** category and reputation-based website filtering protects you against phishing, malware and other nefarious attacks. In addition, our solution works regardless of the computer's location, ensuring your staff is protected in the office or out.

•**Remote access:** we live in a mobile world; secure access is required anywhere, anytime. Our secure remote access software gives your team access to their office system 24/7 from anywhere.

WEBSITE HOSTING & DOMAIN REGISTRATION

Your new web hosting solution was custom built for speed, security and search engine optimization. Your website is the public face of your business. Daily backups, consistent updates and a watchful eye will keep it available and looking the way you designed it. We stop hackers from defacing or using your website to launch attacks.

We also handle domain registration, making sure your company name is properly secured and renewed as needed. Two less things to worry about! We'll handle all of the technical and security details for you. Your web developer will love working with us. We make their job easy.

• Private domain registration
• SSL security certificates
• Daily backups
• 24/7 availability monitoring
• Daily security scans
• Daily security updates

HOSTED FIREWALL

Hackers are intimately familiar with traditional firewalls. They know exactly how they are designed and configured. They also know exactly how to bypass them. Stop buying expensive firewall hardware and constantly renewing the subscription.

Your new hosted firewall is managed and monitored by a team of security experts. You benefit from our multi-million dollar investment in firewall hardware, personnel and custom software layers. This includes automatic, always-on remote connectivity from any device.

BASIC MULTI-FACTOR AUTHENTICATION (MFA/2FA)

Two Factor Authentication (2FA) or Multi Factor Authentication (MFA) greatly enhances security by requiring an additional login step. Typically this involves pushing a notification to the user's phone to ensure they are actually the ones trying to login. Basic only applies to Office 365.

ENTERPRISE PASSWORD MANAGEMENT

Eliminate the password books, sticky notes and other insecure password management techniques! Our password management solution allows your staff to safely and easily store login credentials. Effortlessly share logins with other users or groups. Easily use a different, complex password for every website without impacting your productivity.

Breached password detection & prevention: when hackers steal information they sell it in large databases on the 'dark web'. By monitoring those databases we can detect known passwords and force users to change them before hackers can use them.

END-USER SECURITY TRAINING

With fun, brief monthly videos, your staff will be the most security knowledgeable people on the block! These videos are based on real life events and include a short, 3 question quiz. Ongoing security training is required to comply with most compliance frameworks.

Office 365

OFFICE 365 EMAIL & OFFICE DESKTOP SOFTWARE

We include Office 365 licenses which includes business email, advanced file sharing, personal file sync, Office desktop applications. Enhanced and Professional plans include Microsoft 365 Business licenses. This adds productivity applications like Teams and the office suite. It adds encrypted email capabilities in addition to Windows 10 Business licenses for advanced desktop security and configuration.

OFFICE 365 RISK WATCH

As the #1 target for hackers, monitoring for anomalies is critical. Your 24/7 security team will track login locations, devices and file activity. Each action is assigned a risk score. Activity determined as a high or critical risk will trigger an account lock down and phone call.

OFFICE 365 BACKUP

Microsoft does not protect your data and strongly recommends using a 3rd party backup solution. We include a solution to ensure your important data, such as email, contacts, calendars and files, are constantly backed up.

ADVANCED SPAM PROTECTION

Forget the 'junk mail' folder, our solution simply rejects spam and threatening emails. Highly configurable and out of sight, we fight the spam, viruses and scans for you.

ADVANCED PHISHING PROTECTION

Your new friendly artificial intelligence (we call him Guppy) lives in your inbox and learns your writing style. If any emails lands in an inbox with unusual threats, bad links or tries to impersonate someone, Guppy will move it to your junk mail folder and alert you. (Advanced and Professional plans only)

VoIP Phone System

Using the most advanced phone system in the world, your team will have the best communication and collaboration experience possible.

From desk phones to cell phones to desktop computers, this is a phone system that works the way you want it to on any device. All features are included for all clients at the same, fixed, per user price. No add-ons or surprises. Utilize the same functionality as corporations like American Express, Pepsi, Holiday Inn and Boeing.

- **Unlimited minutes:** we include calling to anywhere in the United States.

- **Includes advanced phone hardware:** with full color screens, real time presence information and automatic button labels (no more paper extension lists!)

- **Click to call:** dial a number directly from your email or a website by simply clicking on it

- **Mobile app:** remote dialing, call management and cell number cloaking

- **Advanced call center functionality:** from call queues and advanced routing to wall boards and advanced supervisor functionality.

- **Call recording:** automatic or on demand call recording is included.

- **Support:** Best of all your phone system is supported by KW Corporation

Infrastructure Location Support (Choose One)	Price	Qty	Subtotal
☑ **Enhanced Physical Location Security, Monitoring & Management** • 24/7 Monitoring of Network Devices • SIEM - Data Ingestion from Firewall, Office365, Google • Office 365 / Google Workplace Administration • **Lifetime** Network Hardware* • Domain Registration • Advanced Website Hosting • Network Device Configuration Management & Backup • KW SGN Site to Site Management • Vendor Management •	$150 /Month	1	$150 /Month
☐ **Professional Physical Location Security, Monitoring & Management** Enhanced Physical Location Security, Monitoring & Management plus • Quarterly Network Vulnerability Scans & Reports • Location Vulnerabilty management • Compliance Vulnerability Scanning	$250 /Month	0	$0 /Month
TOTAL PER MONTH			**$150**

Workstation Support (Choose One)	Price	Qty	Subtotal

☐ **Essentials Workstation Support**
• Operating System Patching
• 3rd Party Software Patching
• Advanced Multi-Layer Endpoint Detection & Response
   ◦ Persistent Threat Detection, Endpoint Detection and Response
   ◦ 7-Day SIEM (Security information and Event Management)
   ◦ 24/7 Security Monitoring - SoC team
• Pro Active Monitoring / Maintenance / Remediation
	$45 /month	0	$0/month

☑ **Enhanced Workstation Support** Essentials Workstation Bundle plus: • Cloud Hosted Managed Firewall & VPN (SASE) • Secure DNS • SSL Inspection • Intrusion Prevention System (IPS) • Advanced Threat Protection (APS) • Data Loss Prevention (DLP) • Botnet & Malicious Website Protection	$65 /Month	14	$910 /Month

☐ **Premium Workstation Support**
Enhanced Workstation Bundle Plus:
• 30-day SIEM
• Daily full image Computer Backup
   ◦ up to 1tb - Desktop OS
• Governance, Risk & Compliance Assessments
   ◦ HIPAA/PCI-DSS/NIST/FEDERAL/STATE
	$85 /Month	0	$0/Month

TOTAL PER MONTH			**$910**

User Productivity Bundles	Price	Qty	Subtotal
☐ **Essential User Productivity Bundle** • Microsoft Business Premium • Enhanced User Portal • Office 365 Mailbox Monitoring • Unlimited Remote Helpdesk Support • Schedule Onsite Support ($120.00/hr)	$50/month	7	$350 /month
☑ **Enhanced User Productivity Bundle** • Essential Plan Plus: • Unlimited Remote Helpdesk Support • Scheduled Onsite Support (NBD) • User Cyber Security Awareness Training • User Productivity Software & Business Training • Password Manager - stores personal and shared passwords • Advanced Security Email Security • Office 365 Backup • Phishing Protection • Workstation Setup Included • Major projects **not** included • Quarterly Business Process Consulting	$70/Month	20	$1,400 /Month
☐ **Professional User Productivity Bundle** • Enhance Plan Plus: • Unlimited Remote Helpdesk Support • Scheduled Onsite Support **(Same Day)** • Advanced Password Manager w/Dark Web Protection • Workstation setup include • **Unlimited**, ongoing Business Process Consulting	$85/month	0	$0 /month
TOTAL PER MONTH			**$1,400**

Server Infrastructure Support	Price	Qty	Subtotal

☐ **Essential Server Support**
• Unlimited Remote Support
• Scheduled Onsite Support ($120/hr)
• Daily Data Backup with Bi-Weekly Recovery Testing
  ◦ 2TB Data Allotment (can be pooled)
• OS Server Patching
• LoB Server Patching / Upgrades
• 3rd Party Software Patching
• Advanced Multi-Layer Endpoint Detection & Response
  ◦ Persistent Threat Detection, Endpoint Detection and Response
  ◦ 7-Day SIEM (Security information and Event Management)
  ◦ 24/7 Security Monitoring - SoC team
• Pro Active Monitoring / Maintenance / Remediation
	$185/month	1	$185 /month

☑ **Enhanced Server Support** Essential Server Support plus: • Cloud Hosted Managed Firewall (SASE) • Secure DNS • SSL Inspection • Intrusion Prevention System (IPS) • Advanced Threat Protection (APS) • Data Loss Prevention (DLP) • Botnet & Malicious Website Protection	$210/month	1	$210 /month
☐ **Professional Server Support** Enhanced Server Support Plus: • Unlimited Remote Support • Onsite Support (Same Day) • Governance, Risk & Compliance Assessments ◦ HIPAA/PCI-DSS/NIST/FEDERAL/STATE	$265/month	0	$0 /month
TOTAL PER MONTH			**$210**

VoIP	Price	Qty	Subtotal
☐ **IT VOIP BASE LINE** IT VoIP Telephone Service - Single Concurrent Call - Unlimited Nationwide Calling IT VoIP Telephone Service - Single Concurrent Call - Unlimited Nationwide Calling	$35/month	1	$35/month
☐ **IT VOIP Add Line** IT VoIP Telephone Service - Single Concurrent Call - Unlimited Nationwide Calling	$25/month	5	$125/month
☐ **IT VOIP Caller ID** Caller ID Service	$2.85/month	1	$2.85/month
☐ **IT VoIP Fax**	$30/month	0	$0/month

TOTAL PER MONTH			**$0**

Hardware / Additional Services	Price	Qty	Subtotal
☑ **Netgate pfSense Firewall** Security Gateway Appliance Robust VPN Capabilities	$450	1	$450
☑ **Ubiquiti 24 Port Switch** 24 Port Switch, Hosted in KW Cloud controller	$450	1	$450
☑ **Ubiquiti Access Point**	$179	2	$358
Onboarding Installation of networking Equipment Onboarding of employees, and devices	$2,000	1	$2,000

Let's Work Together

This Agreement constitutes the entire Agreement between the parties with respect to the subject matter hereof, and as of the date this Agreement is executed by both Parties, shall supersede any previous agreements or understandings, written or oral, between the Parties. All modifications to the applicable Compensation arrangement shall be in writing and signed by both Parties and shall not supersede the terms of this Agreement.

*Lifetime network warranty applies to devices purchased after agreement

The terms of this agreement is for 12 months.

The Agreement shall commence on Not yet accepted.

The total monthly cost of the Proposal is $2,670.00

Your upfront Hardware Cost is $3,258.00

Cancellation Terms - This Agreement may be terminated immediately by both parties, at any time without cause, complying with a thirty (30) days prior written notice. Material and equipment furnished under this proposal shall remain the property of the seller unit final payment has been received.

SIGNATURE Will Spence	SIGNATURE Elizabeth Whitt
Will Spence IT OP MGR | KW Corporation	Elizabeth Whitt Clerk | Conway Township

WE LOOK FORWARD TO *WORKING WITH YOU!*

Conway Township : Request for Proposal IT Services

6-10-23

To: Conway Township Board
From: Z-Solutions LLC - Joshua Rockey (Technology Director/Owner)

Thank you for the opportunity to provide a proposal for IT services and MSP. We would be honored to help the City of Perry with all their technology needs, and we appreciate your time in reviewing our proposal. I started Z-Solutions over 21 years ago, and we have continued to provide excellent support throughout Michigan. We just started to get into the municipal market just recently after seeing a growing need for excellent tech support for municipalities that were lacking options, and expertise. I personally have a unique knowledge of working with government organizations based on the position I have held in my local government, which helps me see the needs of the taxpayers as well as the government that serves them. With that understanding it helps us to deliver the best possible service, to ensure the services that are offered, align and help promote a better working environment, and harness technology to ease that role. We are very familiar with BS&A, and work very well with their team. We approach IT services different then most, as we provide you with one assigned Help Desk technician, and one system engineer, other MSPs treat you like a number, we treat you like our top client, we want the technicians you talk to, to be familiar with your network, and with you personally, so you have the same person you talk to everytime, your comfortable calling, and your not just passed around to techs unfamiliar with who you are, and how your system is layed out. This is our "tech next store approach", we want to be on a first name basis with you, and all your employees. This is an important distinguishing and unique approach, that we have found over the last 20+ years an effective way to provide you with the very best support. I myself would be your system engineer assigned to Conway Township if we are chosen, and would also be happy to attend Board Meetings regularly as part of our contract to provide valuable insights with regards to technology as the Board sees needed to make important policy and implementation needs. We want to be your tech gurus, and happy to help the Township any way we can.

I appreciate your time, and allowing us the excellent opportunity to provide our services. We look forward to hopefully hearing back from you, and working with you in the near future.

Thank you
Joshua J Rockey

Scope of Work:

Z-Solutions proposes to provide Conway Township Managed Services described in detail below

- Remote and Phone 24/7/365 Support, Monitoring, Network Intrusion Detection, and Security for 20+ Users
- Monitoring and Proactive Support of all Equipment - Identifying problems and implementing fixes, ensures that catastrophic incidents do not occur, and security is not compromised.
- Provide ongoing implementation and deployment of an upgrade timeline of all machines, based on users needs, lifecycle of hardware, and future proofing.
- Provide expertise, knowledge, and recommendations to support, improve, utilize and implement new technology, as well as improve policies and procedures based on current and future changes in security and technology.
- Provide Backup as a Service - Utilizing onsite backup and cloud based backup, to ensure redundant backup services and secured backups. 6 Months of retention, with unlimited retention of FOIA sensitive documents and data. Backed up Daily with revision history (so document changes can be accounted for and restored to previous versions)
- Provide on-going risk assessments monthly, present findings to Township Board and authorized staff including
    - Backup and Disaster Recovery - Methods, Risk Assessments and Security Tests
    - Risk Assessments on Workstations
    - Risk Assessments and Cyber Security Tests Monthly on Equipment - Both internally and Externally.
- Help Desk Support - Of all machines currently in possession of Township, and any new machines added in future
- Loaners - We will provide loaner machines, when a machine fails, and parts are needed to be ordered, or catastrophic failure creates an issue with bringing a workstation back online. Z-Solutions will provide a loaner machine, and implement it for immediate use. Loaner can be used until part comes in, or new machine is purchased, ensuring limited downtime for employee.
- 24/7/365 Support - We will provide both help desk and system engineering support, with a 1 hour emergency response time, and average 5-10 minutes response to normal requests during normal business hours.1 Hour Emergency time is reflecting necessity of Onsite Support.
- Major upgrades off peak times - Any network, server, or workstation upgrades will be done after Townships normal business hours, to ensure there is no gap in providing essential services to taxpayers, or hinder normal operation of the Township..
- Compliance Services and Security and Policy Services to ensure the City is up-to-date and adhering to and exceeding all current and future laws, standards, and practices, including Hipaa, PCI, CJIS, ISO, etc.
- Network Engineering - Design, Implementation, Future Proofing, and Security management and administrator provided. Provide Support, monitoring, implementation, and administration.

- Consulting - Consult to Township Board, and Personnel for purchasing, upgrading, and securing all IT related equipment, software, and network applications.
- Support at remote locations, in-home support for staff in case of Pandemic, or work from home rules are implemented.
- Office365 Administration - Creating users, managing Security, managing policies, and Engineering and utilizing best practices.
- End Point Security, Anti-Virus, Internet Security, and Firewall Protection for Individual Machines
- Provide Firewall Appliance - Network Cloud Management, Network Engineering, and Support
- 7 NCE Microsoft Business Basic Licenses
- 15 NCE Microsoft 365 Business Standard Licensing
- Dark Web Monitoring, Security Training, and Best Practices training, implementation and testing.
- Onsite Labor Rate (Emergency and Standard) $65 an hour

Z-Solutions L.L.C.

Z-Solutions was started in 2002, as a cost effective technical support provider. Over the last 20 years, we grew Z-Solutions into a company that provides expert technical support at a cost effective approach. Being in business for 20+ years, and having our office located in Webberville for 16 years, shows we are reliable, stable, and our knowledge and expertise in the IT world is proven. We understand the unique needs of the City of Perry and want to help them give to the taxpayers the best possible service. We are located in Webberville, so we are very local, and it is an easy drive over if remote help is not effective, just 9.8 miles away.. We hold lots of certifications, A+, Network+, Cybersecurity, MSCE, Carbonite, and the list goes on. We are partnered with the following Internet Service Providers; Comcast, Wow, Frontier, Daystarr, and T-Mobile. We are also partnered with most of the manufacturers of software and hardware including, Microsoft, Dell, HP, Eset, Lenovo, Ubiqiti, Cisco etc.

> If approved you would be assigned Spencer Crandall for help desk technician
> - 4 Years working with Z-Solutions as a Level 1 and Level 2 Help Desk Technician
> - Attending LCC for Cybersecurity
> - Currently working on A+ and Network + Certifications
>
> If approved your Network and Systems Engineer would be Joshua Rockey
> - 25+ Years of Experience in IT, 20 Years as a Certified Microsoft Engineer
> - A+, Network+, MSCE, Microsoft Certified Cloud Solutions Provider, Security+, Cisco, Ubiquiti, Carbonite, and a handful of others. Happy to provide the full list on request.
> - Attends webinars and classes regularly to stay on top of the latest trends, security, and best practices.

We can easily provide background checks of employees, and the township would have full access to my entire team, but again we value our relationships with our clients, so our methodology is to provide you with an assigned help desk and system engineer, so they are experts on your equipment, your staff, and with your needs. When someone is out sick, or on vacation (I personally rarely take vacations), you will be assigned to another member of my team, and you will be notified of this change well in advance. Using this approach also compartmentalizes your system to limited employees, and unassigned staff does not have access to your equipment, this is to limit exposure and helps with Risk Assessments if fewer people have administrative access to your equipment. We are also a VOIP Phone provider, security camera installers, low voltage network cabling experts, Audio/visual experts and Website Designer and Hosting company, so we can help in other areas as the board sees fit. We want Conway Township to have the best technology possible, and the best possible solution if any issues arrive, and I truly believe Z-Solutions can offer all of that. I am also happy to attend any and all board meetings, to advise on any technology related concerns, questions, or enhancements the township may be looking at.

Services - Proposed Costs

Monthly Total Protection Plan -
- Unlimited Remote Help Desk 24/7/365
- Onsite and Cloud Backup Service
- Network Monitoring, Security, and Consulting
- System Engineer Support
- Loaner Program
- ESET Antivirus and Internet Security Suite - Desktops, Laptops, and Servers
- Office 365 Administration, and Server Administration and Support
- Computer Purchasing, upgrading support.
- Discounted Onsite Support ($65 an Hour)
- Monthly Risk Assessments, and Security Reports
- Weekly Updates on All Machines, and Network Equipment
- Consulting Services
- Our Discount Price on all Hardware, Software, and IT Equipment
- Cloud Network Controller - Unifi
- Cloud Backup Service with Redundant Onsite - Full Encryption
- Also including all services in SOW above
- Staff Training, Testing, and Implementation Service

Monthly Total Protection Plan $425
Barracuda Complete Cloud Protection (Office 365 Backup, Security and Email Protection
$6.5 per user, per month
Office 365 Licensing
> **Microsoft 365 Business Standard NCE - $15 per month per user**
> **Microsoft 365 Business Basic NCE - $7.20 per month per user**
Monthly Services and Licensing See EST 2496

Initial Onboarding - Tune-up and Inventory all Equipment, Setup Remote and Monitoring Programs, Install Antivirus and Internet Security, Setup Onsite and Remote Backups, Update and Setup Firewall and Network Equipment.. Move Office 365 Tenancy. Setup documentation package, and provide all setup in documentation binder to client.
ONE Time Charge See EST 2497

![Z Solutions logo] Solutions
We Get I.T.

For Further Questions, or if you would like me to do a verbal presentation.
Joshua J Rockey
Technology Director/Owner
josh@zstechs.com
1-517-861-6567

ESTIMATE

 # EST-02496

Z-Solutions LLC
116 W Grand RiverPO BOX 664
Webberville MI 48892
517-861-6567
www.zsolutiontechs.com

Estimate Date :	06/12/2023
Expiry Date :	07/22/2023
Reference# :	MONTHLY Charges

Bill To
Conway Township

#	Item & Description	Qty	Rate	Amount
1	Microsoft Office 365 Business Standard (Monthly) License Fee	15.00	15.00	225.00
2	Microsoft Office 365 Business Basic (Monthly) License Fee	7.00	7.20	50.40
3	Barracuda Cloud Protection License (Monthly) License Fee	22.00	6.50	143.00
4	Business Total Protection Plan (Monthly) See Proposal of Services	1.00	425.00	425.00

	Sub Total	843.40
	Total	**$843.40**

Notes

Looking forward for your business.

ESTIMATE

 # EST-02497

Z-Solutions LLC
116 W Grand RiverPO BOX 664
Webberville MI 48892
517-861-6567
www.zsolutiontechs.com

Estimate Date :	06/12/2023
Expiry Date :	07/29/2023
Reference# :	ONE TIME Charges

Bill To
Conway Township

#	Item & Description	Qty	Rate	Amount
1	UDM PRO SE Firewall UNIFI Appliance and Network Security Appliance	1.00	499.00	499.00
2	UNIFI Access Point AC PRO LR	2.00	179.99	359.98
3	Installation and Configuration of Firewall Appliance and Access Points Initial Total Protection Plan Onboarding	10.50	65.00	682.50

	Sub Total	1,541.48
	Total	**$1,541.48**

Notes

Looking forward for your business.