

Conway Township

Regular Meeting

July 18, 2023

7:00 pm

AGENDA

Call to Order and Pledge of Allegiance

Roll Call

Consent Agenda Approval

1. Approve 6/20/2023 Meeting Minutes
2. Account Reconciliations
3. Disbursements/Payroll Report/Budget Report
4. Hall Rental Report
5. Zoning Administrator Report
6. June Server Threat Event Report
7. Approve Cemetery Advisory Committee Meeting Minutes 6/17/23

Call to the Public Regarding Agenda Items Only

Additions to and /or approval of Board Meeting Agenda

Communications

8. Planning Commission Ex-Officio Report
9. Recreation Report
10. Go Liv Co Letter

Unfinished Business

11. Floor Polishing

New Business

12. New Planner
13. Senior Center Support
14. Accounting Software
15. Detention Pond
16. Managed IT Service
17. Door repairs
18. Planning Secretary Compensation

Board Member Discussion

14. PFAS

Call to the Public Regarding Any Item or Issue

Adjournment

CONWAY TOWNSHIP POLICY No. 7

PUBLIC COMMENT AND CONDUCT POLICY

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

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

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

Unapproved Minutes
Of the June 20, 2023
Conway Township
Regular Board Meeting
7:00 pm

REGULAR MEETING

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

Roll call: Clerk Elizabeth Whitt, Supervisor William Grubb, Treasurer Debra Grubb, Trustee George Pushies

Absent: Trustee Amy Crampton-Atherton.

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

Call to the public: one attendee regarding adding the Recreation Board report.

Motion to approve the Board Meeting Agenda with the following amendments: strike items 11, 12, 15, 16 and 17; add 11 – Rec Board report, and 12- Conflict of Interest. Motion by Whitt, supported by Pushies. Motion Approved.

Motion to approve move from Aupang to MMSL and to report back to the Board of Trustees in Nov/Dec 2023. Motion made by Whitt, supported by Pushies. Motion approved.

Motion to direct the township supervisor to contact the township attorney to address the potential for 'Conflict of Interest' Resolution of elected, appointed, or any other person filed complaints, made by Pushies, supported by D Grubb, motion approved.

Motion to accept the server quote from Applied Innovations, made by Whitt, supported by D Grubb. Roll call vote: Whitt, W Grubb and D Grubb – yes, Pushies– no. Motion approved.

Motion to pay for MTA premium pass as presented, made by Whitt, supported by D Grubb. Roll call vote: unanimous yes. Motion approved.

Motion to schedule workshop to review Policies on July 12, 2023 at 3pm, made by W Grubb, supported by D Grubb. Motion approved.

Call to the public: 4 attendees spoke regarding conflict of interest, planner, zoning issue on Hayner Rd

Motion to adjourn the meeting at 8:17 pm, made by D Grubb, supported by Pushies, motion approved.

Elizabeth Whitt, Township Clerk

Gabi Bresett, Township Deputy Clerk

Conway Township - Cemetery Fund #150
Reconciliation Detail
 003.000 · BofAA - Cemetery, Period Ending 06/30/2023

Type	Date	Num	Name	Clr	Amount	Balance
Beginning Balance						92,476.87
Cleared Transactions						
Deposits and Credits - 1 item						
Deposit	06/30/2023			X	34.20	34.20
Total Deposits and Credits					34.20	34.20
Total Cleared Transactions					34.20	34.20
Cleared Balance					34.20	92,511.07
Uncleared Transactions						
Deposits and Credits - 1 item						
Check	03/01/2022		void			0.00
Total Deposits and Credits					0.00	0.00
Total Uncleared Transactions					0.00	0.00
Register Balance as of 06/30/2023					34.20	92,511.07
Ending Balance					34.20	92,511.07

2:46 PM

07/05/23

Conway Township Reconciliation Summary

000-002 · BofAA - Dog License, Period Ending 06/30/2023

	<u>Jun 30, 23</u>
Beginning Balance	187.75
Cleared Transactions	
Deposits and Credits - 4 items	<u>180.08</u>
Total Cleared Transactions	<u>180.08</u>
Cleared Balance	<u>367.83</u>
Register Balance as of 06/30/2023	367.83
Ending Balance	367.83

Conway Township
Reconciliation Summary
016.000 · BofAA - General Fund, Period Ending 06/30/2023

	Jun 30, 23
Beginning Balance	438,939.52
Cleared Transactions	
Checks and Payments - 21 items	-58,953.19
Deposits and Credits - 7 items	5,873.31
Total Cleared Transactions	-53,079.88
Cleared Balance	385,859.64
Uncleared Transactions	
Checks and Payments - 10 items	-33,892.82
Deposits and Credits - 1 item	45.18
Total Uncleared Transactions	-33,847.64
Register Balance as of 06/30/2023	352,012.00
New Transactions	
Checks and Payments - 12 items	-19,187.39
Total New Transactions	-19,187.39
Ending Balance	332,824.61

Conway Township - Road Fund #201

Reconciliation Detail

005.000 · BofAA - Road Fund, Period Ending 06/30/2023

Type	Date	Num	Name	Clr	Amount	Balance
Beginning Balance						214,487.86
Cleared Transactions						
Checks and Payments - 3 items						
Check	06/13/2023	1009	Chloride Solutions	X	-25,526.39	-25,526.39
Check	06/21/2023	1010	Chloride Solutions	X	-9,981.65	-35,508.04
Check	06/21/2023	1011	Livingston County R...	X	-7,904.45	-43,412.49
Total Checks and Payments					-43,412.49	-43,412.49
Deposits and Credits - 1 item						
Deposit	06/30/2023			X	174.97	174.97
Total Deposits and Credits					174.97	174.97
Total Cleared Transactions					-43,237.52	-43,237.52
Cleared Balance					-43,237.52	171,250.34
Register Balance as of 06/30/2023					-43,237.52	171,250.34
New Transactions						
Checks and Payments - 1 item						
Check	07/05/2023	1012	Chloride Solutions		-8,749.86	-8,749.86
Total Checks and Payments					-8,749.86	-8,749.86
Total New Transactions					-8,749.86	-8,749.86
Ending Balance					-51,987.38	162,500.48

9:39 AM

07/12/23

Conway Township - Road Fund #201
Reconciliation Summary
005.001 · Road Savings, Period Ending 06/30/2023

	<u>Jun 30, 23</u>
Beginning Balance	119,294.39
Cleared Transactions	
Deposits and Credits - 1 item	<u>107.89</u>
Total Cleared Transactions	<u>107.89</u>
Cleared Balance	<u>119,402.28</u>
Register Balance as of 06/30/2023	119,402.28
Ending Balance	119,402.28

Conway Township Reconciliation Detail

001.000 · BofAA - Tax Checking, Period Ending 06/30/2023

Type	Date	Num	Name	Clr	Amount	Balance
Beginning Balance						103,174.87
Cleared Transactions						
Deposits and Credits - 2 items						
Deposit	06/26/2023	DEP	Conway Township	X	0.04	0.04
Deposit	06/30/2023			X	89.04	89.08
Total Deposits and Credits					89.08	89.08
Total Cleared Transactions					89.08	89.08
Cleared Balance					89.08	103,263.95
Uncleared Transactions						
Checks and Payments - 4 items						
Bill Pmt -Check	02/01/2022	3431	Lereta Real Estate		-1,631.71	-1,631.71
Bill Pmt -Check	02/16/2022	3434	Rebecca Smith		-271.02	-1,902.73
Check	03/21/2023	3570	Conway Township R...		-63,791.14	-65,693.87
Check	03/21/2023	3569	Conway Township		-33,684.10	-99,377.97
Total Checks and Payments					-99,377.97	-99,377.97
Total Uncleared Transactions					-99,377.97	-99,377.97
Register Balance as of 06/30/2023					-99,288.89	3,885.98
Ending Balance					-99,288.89	3,885.98

2:50 PM

07/05/23

Conway Township Trust & Agency Fund #701
Reconciliation Summary
001.000 · BofAA Trust & Agency Ckg, Period Ending 06/30/2023

	<u>Jun 30, 23</u>
Beginning Balance	10,392.46
Cleared Transactions	
Checks and Payments - 2 items	-700.00
Deposits and Credits - 1 item	3.75
	<u>-696.25</u>
Total Cleared Transactions	
Cleared Balance	<u><u>9,696.21</u></u>
Uncleared Transactions	
Checks and Payments - 1 item	-350.00
Deposits and Credits - 1 item	0.00
	<u>-350.00</u>
Total Uncleared Transactions	
Register Balance as of 06/30/2023	<u><u>9,346.21</u></u>
Ending Balance	9,346.21

9:57 AM

07/11/23

Conway Township Reconciliation Summary

002.000 - Chase - Building Fund, Period Ending 06/30/2023

	<u>Jun 30, 23</u>
Beginning Balance	133,242.15
Cleared Transactions	
Deposits and Credits - 1 item	<u>1.37</u>
Total Cleared Transactions	<u>1.37</u>
Cleared Balance	<u>133,243.52</u>
Register Balance as of 06/30/2023	133,243.52
Ending Balance	133,243.52

10:11 AM

07/11/23

Conway Township Reconciliation Summary

008.001 · Flagstar Contingent CD, Period Ending 06/30/2023

	<u>Jun 30, 23</u>
Beginning Balance	196,187.93
Cleared Balance	196,187.93
Register Balance as of 06/30/2023	196,187.93
Ending Balance	196,187.93

10:16 AM

07/11/23

Conway Township Reconciliation Summary

003.000 · Huntington - Cont Acct #2, Period Ending 06/30/2023

	<u>Jun 30, 23</u>
Beginning Balance	236,431.09
Cleared Transactions	
Checks and Payments - 1 item	-5.00
Deposits and Credits - 1 item	58.30
Total Cleared Transactions	<u>53.30</u>
Cleared Balance	<u>236,484.39</u>
Register Balance as of 06/30/2023	236,484.39
Ending Balance	236,484.39

10:43 AM

06/07/23

ARPA Fund #464 Reconciliation Detail

000.101 - Independent Bank ARPA Funds, Period Ending 06/30/2023

<u>Type</u>	<u>Date</u>	<u>Num</u>	<u>Name</u>	<u>Clr</u>	<u>Amount</u>	<u>Balance</u>
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

11:06 AM

07/11/23

Conway Township
Reconciliation Summary
009.000 · MSUFCU CD, Period Ending 06/30/2023

	<u>Jun 30, 23</u>
Beginning Balance	241,467.52
Cleared Transactions	
Deposits and Credits - 1 item	<u>389.64</u>
Total Cleared Transactions	<u>389.64</u>
Cleared Balance	<u>241,857.16</u>
Register Balance as of 06/30/2023	241,857.16
Ending Balance	241,857.16

10:45 AM

07/11/23

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

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

Conway Township Check Detail June 13 through July 5, 2023

Type	Num	Date	Name	Account	Paid Amount	Original Amount
Check	ach	06/27/2023	American Express	016.000 · BofAA - General Fund		-5,145.06
				266.103 · Attorney	-2,171.50	2,171.50
				265.146 · Equipment-Office	-1,969.52	1,969.52
				265.859 · Internet & Phones	-561.75	561.75
				102.801 · Mmbrshps, Sft. Lic. & Dues	-38.97	38.97
				215.969 · Seminars & Workshops	-85.86	85.86
				265.920 · Utilities	-119.90	119.90
				102.726 · Supplies	-197.56	197.56
TOTAL					-5,145.06	5,145.06
Check	ACH	06/16/2023	mers	016.000 · BofAA - General Fund		-1,307.47
				204.000 · Payroll Liabilities	-1,307.47	1,307.47
TOTAL					-1,307.47	1,307.47
Check	ACH	06/20/2023	DTE Energy	016.000 · BofAA - General Fund		-219.76
				265.920 · Utilities	-219.76	219.76
TOTAL					-219.76	219.76
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
Check	12321	06/13/2023	Econo Print	016.000 · BofAA - General Fund		-943.31
				102.910 · Postage	-943.31	943.31
TOTAL					-943.31	943.31
Check	12322	06/13/2023	MTA	016.000 · BofAA - General Fund		-4,784.82
				102.801 · Mmbrshps, Sft. Lic. & Dues	-4,784.82	4,784.82
TOTAL					-4,784.82	4,784.82

Conway Township Check Detail June 13 through July 5, 2023

Type	Num	Date	Name	Account	Paid Amount	Original Amount
Check	12323	06/13/2023	Foster Swift	016.000 · BofAA - General Fund		-5,672.30
				266.103 · Attorney	-5,672.30	5,672.30
TOTAL					-5,672.30	5,672.30
Check	12324	06/27/2023	Egbert, Susie	016.000 · BofAA - General Fund		-788.84
				204.000 · Payroll Liabilities	-788.84	788.84
TOTAL					-788.84	788.84
Check	12325	07/05/2023	Applied Innovation	016.000 · BofAA - General Fund		-220.00
				265.930 · Equipment Maintenance	-220.00	220.00
TOTAL					-220.00	220.00
Check	12326	07/05/2023	Elizabeth Whitt	016.000 · BofAA - General Fund		-85.12
				102.970 · Mileage	-85.12	85.12
TOTAL					-85.12	85.12
Check	12327	07/05/2023	Livingston County Municipal Clerks ...	016.000 · BofAA - General Fund		-100.00
				102.801 · Mmbrshps, Sft. Lic. & Dues	-100.00	100.00
TOTAL					-100.00	100.00
Check	12328	07/05/2023	The Spirit of Livingston	016.000 · BofAA - General Fund		-12.00
				102.726 · Supplies	-12.00	12.00
TOTAL					-12.00	12.00
Check	12329	07/05/2023	Econo Print	016.000 · BofAA - General Fund		-652.25
				102.900 · Printing & Publishing	-652.25	652.25
TOTAL					-652.25	652.25

Conway Township
Check Detail
 June 13 through July 5, 2023

Type	Num	Date	Name	Account	Paid Amount	Original Amount
Check	12330	07/05/2023	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
Check	12331	07/05/2023	Gary Klein	016.000 · BofAA - General Fund		-103.56
				102.970 · Mileage	-103.56	103.56
TOTAL					-103.56	103.56
Check	12332	07/05/2023	MTA	016.000 · BofAA - General Fund		-225.00
				171.969 · Seminars & Workshops	-225.00	225.00
TOTAL					-225.00	225.00

Conway Township Journal July 18, 2023

Trans #	Type	Date	Num	Memo	Account	Debit	Credit
13144	General Jo...	07/18/202	correct aj	Unallocated:Receptionist salary	102.702 · Office Assistant Salary	796.32	
				Fica ER	102.704 · Payroll Taxes	1,026.70	
				Med ER	102.704 · Payroll Taxes	240.12	
				Invoice	102.710 · Payroll Billing	191.83	
				Township Board:Salaries Wages	103.702 · Salaries Wages	301.00	
				Supervisor's Office:Salaries	171.702 · Salaries	2,026.75	
				Federal PRT Liablity	210 · Federal PRT Liablity	3,264.60	
				Clerk's Office:Salaries & Wages	215.702 · Salaries & Wages	2,309.34	
				Clerk's Office:Deputies Wages	215.703 · Deputies Wages	1,580.00	
				Michigan Withholding Liablity	218 · Michigan Withholding Liablity	644.05	
				Treasurer's Office:Salaries & Wages	253.702 · Salaries & Wages	2,172.91	
				Treasurer's Office:Deputies Salaries	253.703 · Deputies Salaries	1,595.00	
				Assessor:Salaries	257.702 · Salaries	3,313.33	
				Building & Grounds:Hall Monitor Salary	265.702 · Hall Monitor Salary	75.00	
				Cemetery:Salaries	276.702 · Salaries	575.00	
				Planning & Zoning:Salaries	721.702 · Salaries	1,725.00	
				Recreation Association:Salaries	738.702 · Salaries	90.00	
				Direct Deposits	016.000 · BofAA - General Fund		11,698.97
				Invoice	016.000 · BofAA - General Fund		191.83
				Payroll Taxes	016.000 · BofAA - General Fund		3,908.65
				Payroll Liabilities	204.000 · Payroll Liabilities		1,430.01
				Checks	204.000 · Payroll Liabilities		788.84
				Fed Wh	210 · Federal PRT Liablity		730.96
				Fica ER	210 · Federal PRT Liablity		1,026.70
				Fica Wh	210 · Federal PRT Liablity		1,026.70
				Med ER	210 · Federal PRT Liablity		240.12
				Med Wh	210 · Federal PRT Liablity		240.12
				Michigan Withholding Liablity	218 · Michigan Withholding Liablity		644.05
						21,926.95	21,926.95
TOTAL						21,926.95	21,926.95

Conway Township - Cemetery Fund #150
Profit & Loss Budget vs. Actual
 April 2023 through March 2024

	Apr '23 - Mar 24	Budget	\$ Over Budget	% of Budget
Income				
500.000 · Transfer from General Fund	0.00	30,000.00	-30,000.00	0.0%
660.000 · Lot sales	0.00	2,800.00	-2,800.00	0.0%
661.000 · Burial Fee	0.00	1,500.00	-1,500.00	0.0%
662.000 · Foundations	0.00	250.00	-250.00	0.0%
664.000 · Interest Income	109.79	0.00	109.79	100.0%
695.00 · Stone Restoration	0.00	0.00	0.00	0.0%
Total Income	109.79	34,550.00	-34,440.21	0.3%
Expense				
265.963 · Property Taxes	0.00	200.00	-200.00	0.0%
276.702 · Salaries	0.00	5,000.00	-5,000.00	0.0%
276.801 · Lawn Mowing	0.00	14,500.00	-14,500.00	0.0%
276.850 · Contracted Labor	0.00	500.00	-500.00	0.0%
276.860 · Software Fees	0.00	1,200.00	-1,200.00	0.0%
276.930 · Repair & Maintenance	18,075.00	18,000.00	75.00	100.4%
Total Expense	18,075.00	39,400.00	-21,325.00	45.9%
Net Income	-17,965.21	-4,850.00	-13,115.21	370.4%

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	1,642.25	10,000.00	-8,357.75	16.4%
455.000 · Research Fees	0.00	200.00	-200.00	0.0%
560.000 · Metro Act Fee	4,650.72	0.00	4,650.72	100.0%
573.000 · LCSA PPT Reimbursement	0.00	4,800.00	-4,800.00	0.0%
574.000 · State Revenue Sharing	0.00	393,975.00	-393,975.00	0.0%
664.000 · Interest & Dividends	1,307.00	3,200.00	-1,893.00	40.8%
667.000 · Rent	900.00	2,500.00	-1,600.00	36.0%
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	0.00	0.00	0.0%
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	10,010.47	578,415.00	-568,404.53	1.7%
Gross Profit	10,010.47	578,415.00	-568,404.53	1.7%
Expense				
102.000 · Unallocated				
102.702 · Office Assistant Salary	2,520.00	11,000.00	-8,480.00	22.9%
102.704 · Payroll Taxes	3,997.23	15,000.00	-11,002.77	26.6%
102.710 · Payroll Billing	602.14	2,500.00	-1,897.86	24.1%
102.725 · Workwear	83.72	2,500.00	-2,416.28	3.3%
102.726 · Supplies	1,213.70	2,000.00	-786.30	60.7%
102.801 · Mmbrshps, Sft. Lic. & Dues	6,035.88	8,000.00	-1,964.12	75.4%
102.805 · Appropriation Senior Center	0.00	2,000.00	-2,000.00	0.0%
102.900 · Printing & Publishing	2,144.50	7,500.00	-5,355.50	28.6%
102.910 · Postage	2,203.31	6,000.00	-3,796.69	36.7%
102.970 · Mileage	783.66	3,000.00	-2,216.34	26.1%
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	19,584.14	59,500.00	-39,915.86	32.9%

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	2,940.00	3,500.00	-560.00	84.0%
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	3,640.00	5,000.00	-1,360.00	72.8%
171.000 · Supervisor's Office				
171.702 · Salaries	6,080.25	24,321.00	-18,240.75	25.0%
171.969 · Seminars & Workshops	1,413.50	2,000.00	-586.50	70.7%
Total 171.000 · Supervisor's Office	7,493.75	26,321.00	-18,827.25	28.5%
200.203 · Due To Road Fund	0.00	0.00	0.00	0.0%
215.000 · Clerk's Office				
215.702 · Salaries & Wages	6,928.02	27,712.00	-20,783.98	25.0%
215.703 · Deputies Wages	4,840.00	20,000.00	-15,160.00	24.2%
215.969 · Seminars & Workshops	988.23	6,500.00	-5,511.77	15.2%
215.000 · Clerk's Office - Other	0.00	0.00	0.00	0.0%
Total 215.000 · Clerk's Office	12,756.25	54,212.00	-41,455.75	23.5%
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	6,518.73	25,609.00	-19,090.27	25.5%
253.703 · Deputies Salaries	880.00	12,480.00	-11,600.00	7.1%
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	10.00	150.00	-140.00	6.7%
Total 253.000 · Treasurer's Office	8,611.63	41,439.00	-32,827.37	20.8%
257.000 · Assessor				
257.701 · Assessor Services	0.00	100.00	-100.00	0.0%
257.702 · Salaries	9,679.99	38,400.00	-28,720.01	25.2%
257.969 · Seminars & Workshops	0.00	1,500.00	-1,500.00	0.0%
Total 257.000 · Assessor	9,679.99	40,000.00	-30,320.01	24.2%

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	1,324.50	7,500.00	-6,175.50	17.7%
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	1,351.52	20,250.00	-18,898.48	6.7%
265.000 · Building & Grounds				
265.146 · Equipment-Office	10,818.43	10,000.00	818.43	108.2%
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	1,668.85	12,000.00	-10,331.15	13.9%
265.920 · Utilities	938.39	5,500.00	-4,561.61	17.1%
265.930 · Equipment Maintenance	570.00	0.00	570.00	100.0%
265.935 · Building Maintenance	1,986.75	18,000.00	-16,013.25	11.0%
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	16,865.87	70,000.00	-53,134.13	24.1%
266.000 · Professional Fees				
266.103 · Attorney	21,019.65	60,000.00	-38,980.35	35.0%
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	26,839.70	109,500.00	-82,660.30	24.5%
275.000 · Drains At Large	0.00	50,000.00	-50,000.00	0.0%
276.000 · Cemetery				
276.702 · Salaries	625.00	0.00	625.00	100.0%
276.801 · Lawn Mowing	2,916.55	0.00	2,916.55	100.0%
Total 276.000 · Cemetery	3,541.55	0.00	3,541.55	100.0%
301.000 · Public Safety				
301.700 · Fire Authority Rep	540.00	1,000.00	-460.00	54.0%
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	540.00	11,000.00	-10,460.00	4.9%

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	7,025.00	20,000.00	-12,975.00	35.1%
721.969 · Seminars & Workshop	0.00	500.00	-500.00	0.0%
Total 721.000 · Planning & Zoning	7,025.00	20,500.00	-13,475.00	34.3%
738.000 · Recreation Association				
738.100 · Parks & Recreation Contribution	11,774.81	35,000.00	-23,225.19	33.6%
738.702 · Salaries	270.00	900.00	-630.00	30.0%
738.000 · Recreation Association - Other	0.00	0.00	0.00	0.0%
Total 738.000 · Recreation Association	12,044.81	35,900.00	-23,855.19	33.6%
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	125,109.75	592,122.00	-467,012.25	21.1%
Net Ordinary Income	-115,099.28	-13,707.00	-101,392.28	839.7%
Other Income/Expense				
Other Income				
Interest Income	16.67	0.00	16.67	100.0%
501.000 · Federal Grant Income	0.00	0.00	0.00	0.0%
Total Other Income	16.67	0.00	16.67	100.0%
Net Other Income	16.67	0.00	16.67	100.0%
Net Income	-115,082.61	-13,707.00	-101,375.61	839.6%

12:30 PM

07/05/23

Accrual Basis

Conway Township - Road Fund #201
Profit & Loss Budget vs. Actual
April 2023 through March 2024

	<u>Apr '23 - Mar 24</u>	<u>Budget</u>	<u>\$ Over Budget</u>	<u>% of Budget</u>
Income				
402.000 · Taxes - Road Millage	0.00	250,000.00	-250,000.00	0.0%
664.000 · Interest Income	740.97	0.00	740.97	100.0%
Total Income	740.97	250,000.00	-249,259.03	0.3%
Expense				
955.000 · Chloriding	44,257.90	100,000.00	-55,742.10	44.3%
967.000 · Construction	7,904.45	260,000.00	-252,095.55	3.0%
968.000 · Delinquent Personal Prop Taxes	-14,151.85			
Total Expense	38,010.50	360,000.00	-321,989.50	10.6%
Net Income	-37,269.53	-110,000.00	72,730.47	33.9%

Conway Township Rental Report

June, 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 3 different hall attendants/monitors.

Canceled

None

Rescheduled

None

Completed

- 6-04-23 Crystal Thomas, Baby Shower
- 06-17-23 Angie Buda, Wedding
- 6-25-23 Culbertson/Sergent, Graduation

Future hall rentals

- 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



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

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

From: Gary Klein - Conway Township Zoning Administrator

To: Conway Township Board of Trustees

Subject: Zoning Administrator Report

Period: **June** 2023

Name	Location	Permit#	ID #	Details
Vandervelde	7533 Lovejoy	016-023	02-100-014	pole barn
McGenty	6658 E Juliet Ct	017-023	01-101-020	deck pool
Mayle	6309 Sober	018-023	01-400-044	cement pad pool
Carle	6670 Chase Lake	019-023	25-300-008	accessory building
Glynn	6637 Hayner	020-023	13-300-010	pole barn
Stage	7398 Hayner	W012-023	14-200-006	re-roof
Krueger	8740 W Sober	W013-023	03-100-013	re-roof

Date Threat Event

June 1,2023

205.185.193.161	Ireland	4
83.97.73.89	Germany	2
205.185.193.162	Ireland	2

June 2,2023

205.185.193.161	Ireland	6
193.32.162.189	United Kingdom	3
83.97.73.89	Germany	2
205.185.193.162	Ireland	2

June 3,2023

83.97.73.89	Germany	3
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June 4,2023

83.97.73.89	Germany	3
27.115.124.33	China	1

June 5,2023

95.214.55.244	Poland	3
138.199.21.235	Japan	2
59.92.165.252	India	2
83.97.73.89	Germany	2

June 6,2023

83.97.73.89	Germany	1
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June 7,2023

83.97.73.89	Germany	3
117.219.115.176	India	2
188.170.173.83	Russian Federation	1
72.21.81.240	United States	1

June 8,2023

83.97.73.89	Germany	3
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June 9,2023

83.97.73.89	Germany	3
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June 10,2023

83.97.73.89	Germany	2
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June 11,2023

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June 12, 2023	83.97.73.89	Germany	1
	117.194.150.127	India	1
June 13, 2023	83.97.73.89	Germany	3
	115.60.50.146	China	1
	120.85.112.0	China	1
	69.28.147.135	United States	1
June 14, 2023	83.97.73.89	Germany	3
	95.214.55.244	Poland	3
	193.32.162.189	United Kingdom	1
June 15, 2023	83.97.73.89	Germany	3
	209.197.3.8	United States	1
	138.199.19.185	Germany	1
	72.21.81.240	United States	1
	69.28.147.135	United States	1
June 16, 2023	54.234.235.75	United States	8
	211.237.120.13	Korea, Republic of	2
	83.97.73.89	Germany	1
	185.65.135.140	Sweden	1
June 17, 2023	83.97.73.89	Germany	3
	104.238.222.116	United States	2
	98.66.139.100	France	1
June 18, 2023	83.97.73.89	Germany	3
	46.3.113.223	Russian Federation	2
	61.52.208.52	China	2
	117.235.99.78	India	1
	209.197.3.8	United States	1
June 19, 2023	83.97.73.89	Germany	3
	185.224.128.141	Netherlands	1

June 20,2023

139.9.219.45	China	6
83.97.73.89	Germany	3
23.201.56.49	United States	1
185.213.175.62	Netherlands	1

June 21,2023

83.97.73.89	Germany	3
221.219.100.182	China	3
80.71.157.223	Germany	2
142.93.54.99	United States	1
193.56.113.43	Japan	1

June 22,2023

116.176.77.24	China	2
106.75.176.99	China	2
83.97.73.89	Germany	2
67.27.83.254	United States	1

June 23,2023

34.141.20.101	Germany	7
95.214.55.244	Poland	3
83.97.73.89	Germany	1

June 24,2023

83.97.73.89	Germany	5
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June 25,2023

83.97.73.89	Germany	2
51.79.19.53	Canada	1
1.117.115.149	China	1

June 26,2023

83.97.73.89	Germany	3
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June 27,2023

141.98.11.207	Lithuania	63
83.97.73.89	Germany	3
95.214.55.244	Poland	3

June 28,2023

141.98.11.207	Lithuania	33
83.97.73.89	Germany	3
95.214.55.244	Poland	1

June 29,2023

141.98.11.207	Lithuania	52
83.97.73.89	Germany	3

June 30.2023

141.98.11.207	Lithuania	19
124.234.155.92	China	1
83.97.73.89	Germany	1
194.87.216.75	Netherlands	1

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Conway Township Cemetery Advisory Committee Meeting Minutes June 17, 2023

Meeting at Antrim 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

Absent: Ed Adams

The Advisory Committee installed grave markers and sprayed for overgrowth and Poison Ivy.

Meeting adjourned at 11:15am.

Next meeting July 15, 2023, at 9am at Antrim Cemetery

Gabi Bresett

Cemetery Advisory Committee Secretary

FOWLerville RECREATION

7677 W. Sharpe Road Ste. A
Fowlerville, Michigan 48836
(517) 223-6477

Minutes from June 15, 2023

Members present: Laura Eisele, Kathryn Heath, Jason Atkinson, Brande Nogafksy, Justin Braska

Members absent: April Hodge

Staff present: Cheryl Dixon-Recreation, Jill Curd-Recreation, Lauri Daubenmeyer-Central Office

Community Member Input: During call to the Public community members address the Board

Current Programs:

- a. Spring Soccer complete
- b. Final track meet was June 5th
- c. Baseball/softball – Up and running
- d. Camps- beginning now and running through July
- e. Fall Soccer-Registrations are going on now.

Old Business:

Football 7th and 8th grade-switching to MMMSL football for the 2023 season. There will be no more AUPANG 7th/8th grade division. All schools have switched to a middle school football program or another league elsewhere.

New Business:

Due to time constraints and availability of the Village of Fowlerville representative, it was discussed that the board will move the monthly meetings to 10am on Wednesdays.

Thank you,


Cheryl Dixon

Next Meeting: September 13th, 10:00am at the Recreation Office

Recreation Meeting

Date: 6-14-23

Name: Jason Atkinson - Tosco

Name: Brandi Nogafsky - Conway

Name: Kauri Daubenmeyer - FCS

Name: Gill Curd

Name: Dawn (Dissel) - Handy Surp

Name: K. Healy - Village of Fredericks

Name: Justin Brasler

Name: Cheryl Dixon Ret.

Name: _____

Name: _____

Name: _____

Name: _____

Name: _____

Name: _____

Name: _____

Name: _____

Name: _____

Name: _____

Fowlerville Recreation

7677 W. Sharpe Road Ste. A
Fowlerville, MI 48836

June 14, 2023 6:00 pm Recreation Meeting Area

Agenda:

1. Members present
2. Introduction
3. Community Member Input
4. Current Program(s)
 - a. Spring Soccer complete
 - b. Final track meet was June 5th
 - c. Baseball/softball – Up and running
 - d. Camps- beginning now and running through July
 - e. Fall Soccer-Registrations are going on now.
5. Old Business

Football 7th/8th grade
6. New Business

Possible meeting date and time change.

Fowlerville Recreation

7677 W. Sharpe Road Ste. A

Fowlerville, MI 48836

June 14, 2023 6:00 pm Recreation Meeting Area

Introduction:

Hello and welcome to the Recreation Advisory Board monthly meeting.

The Fowlerville Recreation Mission Statement is as follows:

Fowlerville Recreation is an organization designed to help promote and develop programs for boys and girls in the first through eighth grades. We will focus on providing children the **fundamental skills, understanding, and enjoyment** of each sport. **Participation and sportsmanship** will be stressed at all levels, with a primary concern for developing basic individual skills and general team concepts.

Community Member Input Guidelines:

Each person wishing to comment will be given 3 minutes to do so. The board will not respond to any comments, but will take them under advisement.

Reminders:

- There is an escalation process in place. It is posted on our website. We ask that you follow this process that begins with the Recreation Director.
- The participating townships fund part of the program fees for their residents. Any requests to add additional programs to the Recreation Department should begin with that resident's township and not the Recreation Board.

We thank you in advance for your comments.

Select By Account Report
Fiscal Year: 2022 to 2023

Account	Description	Resp FC	YTD Budget	YTD Actual	YTD Encumb.	Req Reserve	Rem. Balance	Last Actual
20-181-0000-970-000-0000	RECREATION	REC M	(\$293,137.00)	(\$231,807.10)	\$0.00	\$0.00	(\$61,329.90)	(\$179,838.65)
20-181-0000-971-000-0000	RECREATION REV-FIRST HALF	REC M	\$0.00	(\$44,259.19)	\$0.00	\$0.00	\$44,259.19	(\$20,738.18)
21-261-3410-000-000-9700	CELL PHONE/REC	REC M	\$360.00	\$180.00	\$0.00	\$0.00	\$180.00	\$330.00
21-261-3830-000-000-9700	WATER&SEWER/REC	REC M	\$225.00	\$229.28	\$0.00	\$0.00	(\$4.28)	\$240.71
21-261-5510-000-000-9700	GAS/450 N HIBBARD/REC	REC M	\$550.00	\$496.13	\$0.00	\$0.00	\$53.87	\$494.98
21-261-5520-000-000-9700	ELEC/450 N HIBBARD/REC	REC M	\$1,525.00	\$859.28	\$0.00	\$0.00	\$665.72	\$752.87
21-261-5990-000-000-9700	FIELD MAINT SUPPL/REC	REC M	\$2,485.00	\$2,287.06	\$2,221.54	\$0.00	(\$2,023.60)	\$6,398.85
21-321-1170-000-000-9700	SAL RECREATION DIR	REC M	\$50,760.00	\$48,987.75	\$1,952.25	\$0.00	(\$180.00)	\$47,493.96
21-321-1560-000-000-9700	SAL OTHER STAFF/REC	REC M	\$33,876.00	\$24,800.41	\$0.00	\$0.00	\$9,075.59	\$30,038.16
21-321-1625-000-000-9700	ASSIST TO DIR/REC	REC M	\$0.00	\$360.00	\$0.00	\$0.00	(\$360.00)	\$75.00
21-321-1790-000-000-9700	LONGEVITY	REC M	\$0.00	\$800.00	\$0.00	\$0.00	(\$800.00)	\$400.00
21-321-1960-000-000-9710	CUSTODIAL OVT/REC	REC M	\$2,800.00	\$954.00	\$0.00	\$0.00	\$1,846.00	\$1,286.98
21-321-1962-000-000-9712	SAL FIELD MAINT/REC	REC M	\$2,040.00	\$0.00	\$0.00	\$0.00	\$2,040.00	\$2,096.24
21-321-2110-000-000-9700	LIFE INSURANCE/REC	REC M	\$55.00	\$38.30	\$4.30	\$0.00	\$12.40	\$42.60
21-321-2120-000-000-9700	LONG TERM DISABILITY	REC M	\$360.00	\$242.80	\$21.74	\$0.00	\$95.46	\$278.34
21-321-2130-000-000-9700	MESSA HLTH/REC	REC M	\$14,300.00	\$18,102.64	\$1,681.70	\$0.00	(\$5,484.34)	\$18,901.37
21-321-2140-000-000-9700	DENTAL/REC	REC M	\$1,500.00	\$1,456.06	\$138.10	\$0.00	(\$94.16)	\$1,743.57
21-321-2150-000-000-9700	VISION/REC	REC M	\$330.00	\$193.23	\$16.23	\$0.00	\$120.54	\$225.86
21-321-2820-000-000-9700	RETIREMENT/REC	REC M	\$17,200.00	\$13,051.73	\$551.12	\$0.00	\$3,597.15	\$13,148.82
21-321-2820-000-000-9710	RETIRE CUSTODIAN/REC	REC M	\$784.00	\$269.32	\$0.00	\$0.00	\$514.68	\$200.74
21-321-2820-000-000-9712	RETIRE FLD MAINT/REC	REC M	\$571.00	\$0.00	\$0.00	\$0.00	\$571.00	\$591.76
21-321-2830-000-000-9700	FICA/RECREATION	REC M	\$5,950.00	\$5,569.10	\$149.35	\$0.00	\$231.55	\$5,890.61
21-321-2830-000-000-9710	FICA CUSTODIAN/REC	REC M	\$214.00	\$72.98	\$0.00	\$0.00	\$141.02	\$0.00
21-321-2830-000-000-9712	FICA FLD MAINT/REC	REC M	\$156.00	\$0.00	\$0.00	\$0.00	\$156.00	\$160.36
21-321-2840-000-000-9700	W/C-REC	REC M	\$1,100.00	\$496.00	\$0.00	\$0.00	\$604.00	\$479.86
21-321-3190-000-000-9700	MISC CONTRACTED/REC	REC M	\$6,640.00	\$3,848.92	\$2,202.50	\$0.00	\$588.58	\$2,641.13
21-321-3192-000-000-9700	C/S ASSIST SUPERV/REC	REC M	\$28,940.00	\$25,515.95	\$0.00	\$0.00	\$3,424.05	\$22,135.99
21-321-3194-000-000-9700	CONTRACTED OFFICIALS	REC M	\$9,700.00	\$20,650.00	\$6,185.00	\$0.00	(\$17,135.00)	\$6,570.00
21-321-3195-000-000-9700	CONTR'D INSTRUCTOR/REC	REC M	\$1,112.00	\$1,650.31	\$0.00	\$0.00	(\$538.31)	\$3,864.21
21-321-3430-000-000-9700	POSTAGE/REC	REC M	\$400.00	\$199.57	\$0.00	\$0.00	\$200.43	\$13.36
21-321-3510-000-000-9700	ADVERTISING/REC	REC M	\$150.00	\$387.00	\$0.00	\$0.00	(\$237.00)	\$0.00
21-321-4120-000-000-9700	EQUIP REPAIR/REC	REC M	\$700.00	\$522.43	\$0.00	\$0.00	\$177.57	\$0.00
21-321-5910-000-000-9700	OFFICE SUPPL/REC	REC M	\$1,000.00	\$757.45	\$811.82	\$0.00	(\$569.27)	\$333.85
21-321-5911-000-000-9700	COMPUTER SUPPL/REC	REC M	\$300.00	\$0.00	\$0.00	\$0.00	\$300.00	\$1,396.00
21-321-5990-000-000-9700	OTHER SUPPLIES/REC	REC M	\$11,000.00	\$8,931.92	\$2,505.78	\$0.00	(\$437.70)	\$6,090.75

Select By Account Report
Fiscal Year: 2022 to 2023

Account	Description	Resp FC	YTD Budget	YTD Actual	YTD Encumb.	Req Reserve	Rem. Balance	Last Actual
21-321-5991-000-000-9700	CONCESSION SUPPL/REC	REC M	\$6,500.00	\$7,822.02	\$5,568.21	\$0.00	(\$6,890.23)	\$7,759.95
21-321-5993-000-000-9700	PROGRAM UNIFORMS/REC	REC M	\$42,836.00	\$73,116.70	\$2,220.29	\$0.00	(\$32,500.99)	\$51,453.23
21-321-5994-000-000-9700	PROGRAM EQUIP/REC	REC M	\$21,462.00	\$34,145.88	\$150.10	\$0.00	(\$12,833.98)	\$9,360.26
21-321-7410-000-000-9700	DUES & FEES/REC	REC M	\$14,131.00	\$30,787.46	\$4,625.00	\$0.00	(\$21,281.46)	\$18,649.35
21-321-7910-000-000-9700	RECREATION REFUNDS	REC M	\$5,000.00	\$22,060.20	\$0.00	\$0.00	(\$17,060.20)	\$7,280.00
21-321-8222-000-000-9700	COPY MACH LEASE/REC	REC M	\$500.00	\$294.19	\$61.30	\$0.00	\$144.51	\$374.87
21-611-8110-000-000-0000	TRF TO GF FOR ADMIN FEE	REC M	\$5,625.00	\$0.00	\$0.00	\$0.00	\$5,625.00	\$5,580.14
No. of Records: 42			\$0.00	\$74,069.78	\$31,066.33	\$0.00	(\$105,136.11)	\$74,197.90

Account Detail Report

Trans Date Between 4/24/2023 and 6/1/2023

ST	Trans #	Date	Posted	Description	Vendor	Vendor Name	PO #	Inv #	Check #	Amount		
20-181-0000-970-000-0000 RECREATION					YTD Actual	(\$231,807.10)	YTD Bud.	(\$293,137.00)	YTD Enc.	\$0.00	Beg. Balance	\$0.00
ER	041083	04/28/2023		REC REV/PAYMENTECH						(\$877.96)		
EJ	042030	04/24/2023		NSF -REC/McCOY						\$450.00		
EJ	042030	04/24/2023		NSF -REC/McCOY						\$6.00		
ER	051014	05/05/2023		REC REV/PAYMENTECH						\$45.60		
ER	051028	05/12/2023		REC REV/PAYMENTECH						(\$221.00)		
ER	051045	05/19/2023		REC REV/PAYMENTECH						(\$398.93)		
ER	051052	05/23/2023		REC REV						(\$260.00)		
ER	051052	05/23/2023		REC REV						(\$510.00)		
ER	051055	05/25/2023		REC REV						(\$5,518.75)		
ER	051055	05/25/2023		REC REV						(\$2,151.25)		
ER	051068	05/31/2023		REC REV/SCHOOLPAY						(\$1,365.00)		
No. of Records: 11										20-181-0000-970-000-0000 Total		(\$10,801.29)

Total No. of Records: 11

Report Total (\$10,801.29)

	2022/2023	RECREATION ENROLLMENT SUMMARY						NON-		
YEAR	ACTIVITY	CONWAY	HANDY	IOSCO	COHOCTAH	VILLAGE	LLAGL/TWNS	PARTICIPANT	TOTALS	DOWN/UP
							TOTALS			
2022	FOOTBALL CAMP	26	52	19	3	11	111	32	143	39
2022	TENNIS CAMP	4	12	4	3	0	23	0	23	8
2022	GIRLS BASKETBALL CAMP	8	16	2	0	6	32	2	34	12
2022	BOYS BASKETBALL CAMP	9	12	1	4	2	28	4	32	14
2022	SOCCER CAMP	-	-	-	-	-	0	-	0	0
2022	CHEERLEADING CAMP	11	27	8	2	5	53	9	62	14
2022	FOOTBALL	51	58	29	7	17	162	22	184	35
2022	CHEERLEADING	29	40	16	3	13	101	13	114	22
2022	SOCCER IN-HOUSE FALL	21	46	15	1	15	98	8	106	-22
2022	TRAVEL SOCCER FALL	14	39	18	4	7	82	10	92	27
2022	GIRLS BASKETBALL	11	11	0	1	1	24	3	27	10
2022	BOYS BASKETBALL	5	23	9	3	9	49	6	55	-3
2022	TRAVEL BASKETBALL	53	96	37	9	29	224	31	255	28
2022	WRESTLING	9	21	3	4	4	41	12	53	17
2023	VOLLEYBALL	43	66	20	3	14	146	11	157	16
2023	SOCCER IN-HOUSE SPRING	42	72	35	9	18	176	14	190	26
2023	TRAVEL SPRING SOCCER	28	51	23	11	13	126	8	134	30
2023	SOFTBALL	19	28	7	2	12	68	8	76	-29
2023	BASEBALL	63	84	35	7	29	218	26	244	98
2023	TRACK	42	60	28	7	15	152	20	172	-14
2023	SOFTBALL CLINIC									
2023	BASEBALL CLINIC									
	22/23	488	814	309	83	220	1914	239	2153	
	% OF ENROLLMENTS	25%	43%	16%	4%	12%	100%			
	21/22	417	713	285	80	210	1705	194	1899	1235
	% OF ENROLLMENTS	25%	41%	15%	4%	15%	100%			

	2021/2022	RECREATION ENROLLMENT SUMMARY					NON-	TOTALS	DOWN/UP	
YEAR	ACTIVITY	CONWAY	HANDY	IOSCO	COHOCTAH	VILLAGE	LLAGLWNS PARTICIPANT	TOTALS		
							TOTALS			
2021	FOOTBALL CAMP	22	35	13	5	4	79	25	104	104
2021	TENNIS CAMP	6	16	4	0	5	31	0	31	31
2021	GIRLS BASKETBALL CAMP	6	7	4	1	2	20	2	22	22
2021	BOYS BASKETBALL CAMP	5	8	1	1	2	17	1	18	18
2021	SOCCER CAMP	2	6	1	1	3	13	1	14	14
2021	CHEERLEADING CAMP	13	16	8	0	7	44	4	48	48
2021	FOOTBALL	35	36	36	5	22	134	21	155	151
2021	CHEERLEADING	28	31	16	3	9	87	6	93	93
2021	SOCCER IN-HOUSE FALL	27	57	19	10	7	120	8	128	128
2021	TRAVEL SOCCER FALL	8	29	13	6	5	61	4	65	65
2021	GIRLS BASKETBALL	4	6	4	0	1	15	2	17	-7
2021	BOYS BASKETBALL	8	26	9	3	6	52	6	58	12
2021	TRAVEL BASKETBALL	49	81	34	5	32	201	26	227	38
2021	WRESTLING	4	17	5	2	4	32	4	36	36
2022	VOLLEYBALL	36	50	18	3	15	122	19	141	52
2022	SOCCER IN-HOUSE SPRING	38	67	23	7	19	154	10	164	2
2022	TRAVEL SPRING SOCCER	20	49	17	9	9	104	7	111	23
2022	SOFTBALL	30	36	11	3	17	97	8	105	-7
2022	BASEBALL	29	62	19	4	15	129	17	146	-1
2022	TRACK	41	67	29	10	24	171	15	186	31
2022	SOFTBALL CLINIC	2	5	0	0	2	9	4	13	13
2022	BASEBALL CLINIC	4	6	1	2	0	13	4	17	17
	21/22	417	713	285	80	210	1705	194	1899	1235
	% OF ENROLLMENTS	24%	42%	17%	5%	12%	100%			
	20/21	154	252	94	28	94	622	42	664	-14
	% OF ENROLLMENTS	25%	41%	15%	4%	15%	100%			

EXPENSES TO THE VILLAGE AND TOWNSHIPS
 JULY 1, 2022 THROUGH JUNE 30, 2023

EXPENSES: \$ 303,106.84
 REVENUES: \$ 231,807.10
 TOTAL DUE: \$ 71,299.74

UNPAID FIRST HALF INVOICES	AMOUNT
VILLAGE	\$2,840.04

Conway Township \$ 17,807.43
 25% X \$71,229.74

Handy Township \$ 30,628.79
 43% X \$71,229.74

Iosco Township \$ 11,396.76
 16% X \$71,229.74

Cohoctah Township \$ 2,849.19
 4% X \$71,229.74

Village of Fowlerville \$ 8,547.57
 12% X \$71,229.74

TOTAL \$ 71,229.74

THIS IS NOT A BILL

FOWLerville RECREATION

7677 W. Sharpe Road Ste. A
Fowlerville, Michigan 48836
(517) 223-6477

July 17, 2023

TO: Village/Township Supervisors and Recreation Representatives

Village of Fowlerville
Carol Hill
Kathy Gutzki
Kathryn Heath

Conway Township
Brandi Nogafsky
Bill Grubb
Elizabeth Whitt

Cohoctah Township
April Hodge
Mark Fosdick
Barb Fear

Handy Township
Laura Eisele
Ed Alverson

Iosco Township
Jason Atkinson
Joe Parker
Julie Dailey

From: Cheryl Dixon, Recreation Supervisor

Enclosed you will find the following:

- 1) A bill indicating the balance due to the Fowlerville Community Schools.
- 2) A budget summary for Recreation programs offered during the fiscal period July 1, 2022 through June 30, 2023.
- 3) A recreation enrollment by activity for each governmental unit.
(Note: this includes each unit's percentage of total enrollment for all programs.)
- 4) A list showing the cost to each participating unit for recreation programs during the 2022-2023 fiscal year, based on the percentage of the total enrollments from each unit.

Please send the amount due to the address above, attention Lauri Daubenmeyer. If you have any questions, please give her a call at 223-6017.

Thank you,

Cheryl Dixon

EXPENSES TO THE VILLAGE AND TOWNSHIPS
 JULY 1, 2022 THROUGH JUNE 30, 2023

EXPENSES: \$ 388,992.23
 REVENUES: \$ 288,478.58
 TOTAL DUE: \$ 100,513.65

UNPAID FIRST HALF INVOICES	AMOUNT
NONE	

Conway Township \$ 25,128.41
25% X \$100,513.65

Handy Township \$ 43,220.87
43% X \$100,513.65

Iosco Township \$ 16,082.18
16% X \$100,513.65

Cohoctah Township \$ 4,020.55
4% X \$100,513.65

Village of Fowlerville \$ 12,061.64
12% X \$100,513.65

TOTAL \$ 100,513.65

Fowlerville

Fiscal Year: 2022 to 2023

Account	Description	Resp FC	YTD Budget	YTD Actual	YTD Encumb.	Req Reserve	Rem. Balance	Last Actual
20-181-0000-970-000-0000	RECREATION	REC M	(\$293,137.00)	(\$229,644.21)	\$0.00	\$0.00	(\$63,492.79)	(\$179,838.65)
20-181-0000-971-000-0000	RECREATION REV-FIRST HALF	REC M	\$0.00	(\$47,099.23)	\$0.00	\$0.00	\$47,099.23	(\$20,738.18)
20-611-5002-000-000-0000	REC REV GF TRF FOR UAAL RETIRE	REC M	(\$7,000.00)	(\$11,735.14)	\$0.00	\$0.00	\$4,735.14	(\$7,996.93)
No. of Records:	3		(\$300,137.00)	(\$288,478.58)	\$0.00	\$0.00	(\$11,658.42)	(\$208,573.76)

Select By Account Report

Fowlerville

Fiscal Year: 2022 to 2023

Account	Description	Resp FC	YTD Budget	YTD Actual	YTD Encumb.	Req Reserve	Rem. Balance	Last Actual
21-261-3410-000-000-9700	CELL PHONE/REC	REC M	\$360.00	\$180.00	\$0.00	\$0.00	\$180.00	\$330.00
21-261-3830-000-000-9700	WATER&SEWER/REC	REC M	\$225.00	\$330.20	\$0.00	\$0.00	(\$105.20)	\$240.71
21-261-5510-000-000-9700	GAS/450 N HIBBARD/REC	REC M	\$550.00	\$502.79	\$0.00	\$0.00	\$47.21	\$494.98
21-261-5520-000-000-9700	ELEC/450 N HIBBARD/REC	REC M	\$1,525.00	\$933.12	\$0.00	\$0.00	\$591.88	\$752.87
21-261-5990-000-000-9700	FIELD MAINT SUPPL/REC	REC M	\$2,485.00	\$2,562.05	\$0.00	\$0.00	(\$77.05)	\$6,398.85
21-321-1170-000-000-9700	SAL RECREATION DIR	REC M	\$50,760.00	\$50,940.00	\$0.00	\$0.00	(\$180.00)	\$47,493.96
21-321-1560-000-000-9700	SAL OTHER STAFF/REC	REC M	\$33,876.00	\$31,769.55	\$0.00	\$0.00	\$2,106.45	\$30,038.16
21-321-1625-000-000-9700	ASSIST TO DIR/REC	REC M	\$0.00	\$360.00	\$0.00	\$0.00	(\$360.00)	\$75.00
21-321-1790-000-000-9700	LONGEVITY	REC M	\$0.00	\$800.00	\$0.00	\$0.00	(\$800.00)	\$400.00
21-321-1960-000-000-9710	CUSTODIAL OVT/REC	REC M	\$2,800.00	\$954.00	\$0.00	\$0.00	\$1,846.00	\$1,286.98
21-321-1962-000-000-9712	SAL FIELD MAINT/REC	REC M	\$2,040.00	\$0.00	\$0.00	\$0.00	\$2,040.00	\$2,096.24
21-321-2110-000-000-9700	LIFE INSURANCE/REC	REC M	\$55.00	\$42.60	\$0.00	\$0.00	\$12.40	\$42.60
21-321-2120-000-000-9700	LONG TERM DISABILITY	REC M	\$360.00	\$264.54	\$0.00	\$0.00	\$95.46	\$278.34
21-321-2130-000-000-9700	MESSA HLTH/REC	REC M	\$14,300.00	\$19,784.34	\$0.00	\$0.00	(\$5,484.34)	\$18,901.37
21-321-2140-000-000-9700	DENTAL/REC	REC M	\$1,500.00	\$1,594.16	\$0.00	\$0.00	(\$94.16)	\$1,743.57
21-321-2150-000-000-9700	VISION/REC	REC M	\$330.00	\$209.46	\$0.00	\$0.00	\$120.54	\$225.86
21-321-2820-000-000-9700	RETIREMENT/REC	REC M	\$17,200.00	\$13,847.66	\$0.00	\$0.00	\$3,352.34	\$13,148.82
21-321-2820-000-000-9710	RETIRE CUSTODIAN/REC	REC M	\$784.00	\$269.32	\$0.00	\$0.00	\$514.68	\$200.74
21-321-2820-000-000-9712	RETIRE FLD MAINT/REC	REC M	\$571.00	\$0.00	\$0.00	\$0.00	\$571.00	\$591.76
21-321-2829-000-000-9700	UAAL RETIREMENT/REC	REC M	\$7,000.00	\$11,735.14	\$0.00	\$0.00	(\$4,735.14)	\$7,969.15
21-321-2829-000-000-9710	UAAL RETIRE CUSTODIAN/REC	REC M	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$27.78
21-321-2829-000-000-9712	UAAL RETIRE FLD MAINT/REC	REC M	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
21-321-2830-000-000-9700	FICA/RECREATION	REC M	\$5,950.00	\$6,237.70	\$0.00	\$0.00	(\$287.70)	\$5,890.61
21-321-2830-000-000-9710	FICA CUSTODIAN/REC	REC M	\$214.00	\$72.98	\$0.00	\$0.00	\$141.02	\$0.00
21-321-2830-000-000-9712	FICA FLD MAINT/REC	REC M	\$156.00	\$0.00	\$0.00	\$0.00	\$156.00	\$160.36
21-321-2840-000-000-9700	W/C-REC	REC M	\$1,100.00	\$516.34	\$0.00	\$0.00	\$583.66	\$479.86
21-321-3190-000-000-9700	MISC CONTRACTED/REC	REC M	\$6,640.00	\$5,198.92	\$0.00	\$0.00	\$1,441.08	\$2,641.13
21-321-3192-000-000-9700	C/S ASSIST SUPERV/REC	REC M	\$28,940.00	\$27,762.35	\$0.00	\$0.00	\$1,177.65	\$22,135.99
21-321-3194-000-000-9700	CONTRACTED OFFICIALS	REC M	\$9,700.00	\$22,375.00	\$0.00	\$0.00	(\$12,675.00)	\$6,570.00
21-321-3195-000-000-9700	CONTR'D INSTRUCTOR/REC	REC M	\$1,112.00	\$1,650.31	\$0.00	\$0.00	(\$538.31)	\$3,864.21
21-321-3430-000-000-9700	POSTAGE/REC	REC M	\$400.00	\$199.57	\$0.00	\$0.00	\$200.43	\$13.36
21-321-3510-000-000-9700	ADVERTISING/REC	REC M	\$150.00	\$387.00	\$0.00	\$0.00	(\$237.00)	\$0.00
21-321-4120-000-000-9700	EQUIP REPAIR/REC	REC M	\$700.00	\$522.43	\$0.00	\$0.00	\$177.57	\$0.00
21-321-5910-000-000-9700	OFFICE SUPPL/REC	REC M	\$1,000.00	\$911.65	\$657.62	\$0.00	(\$569.27)	\$333.85
21-321-5911-000-000-9700	COMPUTER SUPPL/REC	REC M	\$300.00	\$0.00	\$0.00	\$0.00	\$300.00	\$1,396.00

Select By Account Report
Fiscal Year: 2022 to 2023

Fowlerville

Account	Description	Resp FC	YTD Budget	YTD Actual	YTD Encumb.	Req Reserve	Rem. Balance	Last Actual
21-321-5990-000-000-9700	OTHER SUPPLIES/REC	REC M	\$11,000.00	\$9,491.09	\$0.00	\$0.00	\$1,508.91	\$6,090.75
21-321-5991-000-000-9700	CONCESSION SUPPL/REC	REC M	\$6,500.00	\$7,822.02	\$0.00	\$0.00	(\$1,322.02)	\$7,759.95
21-321-5993-000-000-9700	PROGRAM UNIFORMS/REC	REC M	\$42,836.00	\$73,511.93	\$0.00	\$0.00	(\$30,675.93)	\$51,453.23
21-321-5994-000-000-9700	PROGRAM EQUIP/REC	REC M	\$21,462.00	\$34,145.88	\$0.00	\$0.00	(\$12,683.88)	\$9,360.26
21-321-7410-000-000-9700	DUES & FEES/REC	REC M	\$14,131.00	\$31,045.46	\$0.00	\$0.00	(\$16,914.46)	\$18,649.35
21-321-7910-000-000-9700	RECREATION REFUNDS	REC M	\$5,000.00	\$22,060.20	\$0.00	\$0.00	(\$17,060.20)	\$7,280.00
21-321-8222-000-000-9700	COPY MACH LEASE/REC	REC M	\$500.00	\$422.33	\$0.00	\$0.00	\$77.67	\$374.87
21-6111-8110-000-000-0000	TRF TO GF FOR ADMIN FEE	REC M	\$5,625.00	\$7,580.14	\$0.00	\$0.00	(\$1,955.14)	\$5,580.14
No. of Records: 43			\$300,137.00	\$388,992.23	\$657.62	\$0.00	(\$89,512.85)	\$282,771.66

YEAR	ACTIVITY	RECREATION ENROLLMENT SUMMARY										NON-PARTICIPANT	TOTALS	DOWN/UP	
		2022/2023	CONWAY	HANDY	IOSCO	COHOCTAH	VILLAGE	ILLAGL/TWNS	TOTALS						
			CONWAY	HANDY	IOSCO	COHOCTAH	VILLAGE				TOTALS				
2022	FOOTBALL CAMP	26	19	52	3	11	111	32	143	39					
2022	TENNIS CAMP	4	4	12	3	0	23	0	23	8					
2022	GIRLS BASKETBALL CAMP	8	2	16	0	6	32	2	34	12					
2022	BOYS BASKETBALL CAMP	9	1	12	4	2	28	4	32	14					
2022	SOCCER CAMP	-	-	-	-	-	0	-	0	0					
2022	CHEERLEADING CAMP	11	8	27	2	5	53	9	62	14					
2022	FOOTBALL	51	29	58	7	17	162	22	184	35					
2022	CHEERLEADING	29	16	40	3	13	101	13	114	22					
2022	SOCCER IN-HOUSE FALL	21	15	46	1	15	98	8	106	-22					
2022	TRAVEL SOCCER FALL	14	18	39	4	7	82	10	92	27					
2022	GIRLS BASKETBALL	11	0	11	1	1	24	3	27	10					
2022	BOYS BASKETBALL	5	9	23	3	9	49	6	55	-3					
2022	TRAVEL BASKETBALL	53	37	96	9	29	224	31	255	28					
2022	WRESTLING	9	3	21	4	4	41	12	53	17					
2023	VOLLEYBALL	43	20	66	3	14	146	11	157	16					
2023	SOCCER IN-HOUSE SPRING	42	35	72	9	18	176	14	190	26					
2023	TRAVEL SPRING SOCCER	28	23	51	11	13	126	8	134	30					
2023	SOFTBALL	19	7	28	2	12	68	8	76	-29					
2023	BASEBALL	63	35	84	7	29	218	26	244	98					
2023	TRACK	42	28	60	7	15	152	20	172	-14					
2023	SOFTBALL CLINIC														
2023	BASEBALL CLINIC														
	22/23	488	814	309	83	220	1914	239	2153	254					
	% OF ENROLLMENTS	25%	43%	16%	4%	12%	100%								
	21/22	417	713	285	80	210	1705	194	1899	1235					
	% OF ENROLLMENTS	25%	41%	15%	4%	15%	100%								

FOWLerville RECREATION

7677 W. Sharpe Rd. Ste. A
Fowlerville, Michigan 48836
(517) 223-6477

July 10, 2023

Conway Township
Brandi Nogafsky
Bill Grubb
Elizabeth Whitt

The amount due from Conway Township for the 2022-2023 Recreation Program is \$25,128.41. Please remit payment by August 30th.

Please make check payable to Fowlerville Community Schools and remit to:
Fowlerville Recreation
Attn: Lauri Daubenmeyer
7677 W. Sharpe Road Ste. A
Fowlerville, MI 48836

Thank you.

Sincerely,



Cheryl Dixon
Recreation Supervisor

July 2, 2023

8465 Woodland Shore Dr.
Brighton, MI
48114

Dear Conway Township,

I am reaching out to Townships and cities in Livingston County for an endorsement by way of signature on a Unity Letter (Attached) regarding transportation infrastructure and public transit in Livingston County. We need Livingston County to invest in our transportation infrastructure so it can be safe and equitable for every citizen and visitor per what is in the Livingston County 2018 Master Plan and 2020 Trails Plan. Attached is the "Unity Letter" and you are welcome to share it with other individuals, businesses, or entities to sign.

The signature can be placed near where the GoLivCo names are located at the end of the letter. Please mail signed letter via United Postal service to: GoLivCo Horal Family Foundation, 8465 Woodland Shore Dr. Brighton, MI 48114.

Signed letters will be gathered all summer, and will be presented to the Livingston Board of Commissioners at a meeting either September 25th or October 23rd depending on what meeting date is open to add this issue on as an agenda item. When fall comes I hope you can join me at the Commission meeting and I will inform you of the date once set.

The more voices present the better the message is heard!

Sincerely,



Tammy Higgins



8465 Woodland Shore Dr.
Brighton, MI 48114
www.golivco.org

June 2, 2023

Dear Commissioners:

The people of Livingston County ask that you take actions to implement the best practices as listed in Chapter 9 and Chapter 10 of the Master Plan and implement the 2020 Livingston County Trails Plan. This is requested to protect the health, welfare, and safety of all citizens in Livingston County as well as visitors to the county which was intended for the 2020 Livingston County Trails Plan when it was adopted.

Citizens deserve connected communities to core services. Communities that support walkability, bike-ability and reliable mass public transit to give access to supermarkets, health care, community centers, parks etc. These core services support a healthy life for everyone and those more at risk of not being able to drive to these services such as the elderly, children and the physically and mentally disabled.

All Livingston County residents deserve modern 21st century road designs to keep all users alive, uninjured and safe when they are trying to access core services. It is irresponsible to not improve and implement safer modern road designs that accommodate pedestrians of all types and cars to travel safely. As the population in Livingston County has and continues to increase and is projected to increase in the future, the amount of death and carnage reported on our roads the last few years is unacceptable and traumatic for the victims, their families and the community at large. These sad preventable life changing tragedies will continue with our existing unsafe, old roads designed for a smaller population from several generations ago.

A well thought out connected transportation plan that includes non-motorized and reliable bus service will help people achieve economic independence, with the ability to shop, support local businesses and safely reach core services. Providing bike lanes, paths, and seven day a week bus service will allow people to work, live and play in Livingston County without owning a car.

These are just some of the many reasons why the Complete Streets Concepts in the Master Plan and the Livingston County Trails Plan need to be implemented as was intended when the

2020 plan was accepted. The Complete Streets Concepts in the Master Plan and the Livingston County Trails Plan will complement one another and make our county a more connected, equitable, and safe community. We all want the health, welfare and safety of the Livingston County Citizens protected by taking the award winning 2018 Master Plan from paper to development.

Sincerely,

GoLivCo-Horal Family Foundation

Tammy Higgins, Member

Jane Horal, Chief Officer

Louise Horal, Director

Shaun Bhajan, Trustee

Craig Wood, Treasurer

Neal Glazebrook, Secretary

Signature Line

Mission Statement

Go Liv Co – Horal Family Foundation develops and advocates SAFE active mobility solutions in Livingston County. We focus on streets, roads and trails that will allow people to SAFELY walk, run, bike, horseback ride and enjoy non -motorized transportation regardless of age or ability.





Floor Care and Cleaning Estimate

Prepared for
Bill Grubb

Prepared by
Samuel Finnegan
[sammuelfinnegan2@gmail.com](mailto:samuelfinnegan2@gmail.com)

July 7, 2023

Client Details

Name	Bill Grubb
Company	Fowlerville Town Hall

Estimate Details and Break Down

Name	Samuel Finnegan
Email Address	samuelfinnegan2@gmail.com
Date	July 7, 2023
Project Description	<p>Floor stripping and waxing, Labor, Basic: Basic labor to strip and wax retail floor space with favorable site conditions. Remove dust and debris from surface. Apply and remove wax stripper. Apply new wax uniformly. Includes planning, materials, equipment and labor. Will take approximately 2-3 days for completion depending on site conditions. Please call to schedule an appointment and/or with any questions or concerns.</p> <p>Note: If flooring has multiple layers build-up of wax there may be an additional cost per square foot due to intensity of labor and cost of materials.</p> <p>Disclaimer: Scratches, discoloration, craters, dips, dents in flooring may not be able to be removed and may remain after stripping and waxing.</p>

Description	Quantity	Price	Unit	Sub Total
Stripping and waxing Main Hall, Hallways and Kitchen	2250 sq ft	1.00 sq ft	1	\$2250.00
Basic Labor(including manual stripping and waxing of all areas,				

movement of furniture, etc.)				
Floor Guys Discount				-\$450.00
TOTAL ESTIMATE (your price)				\$1800.00

ESTIMATE

**Michigan Stone And Surface
Care LLC**
5677 Fordham Cir
Canton, MI 48187

larrylt1975@hotmail.com
+1 (248) 925-0082
www.michiganstoneandsurfacecare.com

Bill Grubb

Bill to
Bill Grubb
Conway Twp
8015 North Fowlerville Rd
Fowlerville, MI 48836 USA

Ship to
Bill Grubb
Conway Twp
8015 North Fowlerville Rd
Fowlerville, MI 48836 USA

Estimate details
Estimate no.: 1101
Estimate date: 07/05/2023
Expiration date: 10/05/2023

	Product or service	Amount
1.	Strip and Wax Strip and Wax the Vinyl Tile Floors throughout the facility	2252 units × \$0.75 \$1,689.00
Total		\$1,689.00
	Expiry date	10/05/2023



10 Tips for Maintaining Your Natural Stone

1. Do not drag objects over your floors or countertops.
2. Clean your stone using the proper stone cleaner. Ask us for recommendations.
3. Attend to spills as soon as they occur.
4. Remember acidic foods and drinks can and probably will etch your marble.
5. We recommend having your granite countertops and marble vanity tops professionally cleaned and sealed at least once every two years.
6. On shower walls, squeegee after each shower and do not use any cleaning chemicals used for removing soap and lime deposits unless they are made specifically for natural stone. These products can harm your stone.
7. Glue felt to the bottom of chair legs to protect your floors from scratching.
8. Use doormats in front of your doors to minimize grit from causing wear and tear on your stone.
9. Use a separate mop for your marble.
10. When you see a problem call us. Don't try to repair it yourself.

www.michiganstoneandsurfacecare.com

DON'T REPLACE IT... RESTORE IT

When it comes to natural stone and tile, most people think that if it is dirty, dull, stained, scratched, chipped, cracked, or laid unevenly they can either live with it or they have to replace it. Nothing could be further from the truth. **Michigan Stone and Surface Care** can expertly restore your stone and tile floors and surfaces to like new or better.



M I C H I G A N
STONE AND SURFACE CARE

*Your stone, tile, carpet and
upholstery care experts!*

248.925.0082

Serving Oakland, Wayne & Macomb Counties, MI



www.michiganstoneandsurfacecare.com



M I C H I G A N
STONE AND SURFACE CARE

*Your stone, tile, carpet and
upholstery care experts!*



**STONE &
TILE**

Cleaning • Restoration • Maintenance

We know NATURAL STONE...

At **Michigan Stone & Surface Care** we have a thorough understanding of marble, granite, travertine, limestone, slate and many other types of natural stone. We can resolve virtually any problem you might have and take pride in educating you on the proper care and maintenance of all your natural stone surfaces.

Frequently, customers will call us to say they have a stain on their marble, when in fact what they are seeing is actually etching in the stone. These marks can be removed and we will help you understand what causes your stone to etch.

Most, if not all natural stone will scratch and/or start to look dull over time, losing its original beauty. If this occurs we can restore your stone to its original condition.

We'll instruct you on the proper care and recommend products that will keep your stone surfaces looking their best. We can also speak to you about the variety of finishes that are possible. Natural

stone is very versatile and can be honed to a high shine, semi-gloss or a matte finish. The choice is up to you!

AND TILE & GROUT

We offer professional services designed to deep clean grout lines around ceramic and porcelain tiles. **Michigan Stone & Surface Care** can clean, then seal your grout with the highest quality sealer available to make it non-porous, restore it to its original color and leave you with a clean and fresh look that is much easier to maintain.

We can also change the color of your grout to virtually any color you choose. We use a unique ColorSeal process that not only seals the grout to prevent staining and make cleaning easy, but also contains constant acting mildewcides to keep your home fresh and sanitary.

Commercial Maintenance How important are your FLOORS?

Commercial properties need to have a maintenance program that is designed for the facility and type of marble, granite or other dimension stone.

Michigan Stone & Surface Care offers a customized maintenance program that can guarantee you will never need to restore your floors again.

Maintenance programs are less expensive than periodic restoration and your facility will look like new all the time. Our skilled technicians know what it takes to maintain your floors and are accustomed to working in hotels and office buildings where there may be guests or clients.

Our commercial maintenance is completed after your busiest hours of operations are over and we complete the work prior to the start of the day. Our technicians are highly trained

and insured and are employees of **Michigan Stone and Surface**

Care. You can rest assured all work will be completed according to our highest quality standards. We take great pride in

delivering the beautiful surfaces you desire.



Conway Township
8015 N. Fowlerville Road
PO Box 1157
Fowlerville MI 48836
Phone 517-223-0358
Fax 517-223-0533



Motion Form

I move that:

We allocate \$2000 to the Fowlerville Senior Center

Maker Name: Bill Grubb _____ Maker Signature _____ Date 7/18/2023_

Seconded: YES NO (Please Circle One)

Disposition:

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

Notes:

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: 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: July 10 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
(June 25, July 2, 2023)

MIP Cloud



Proposal for:

Conway Township

Prepared for:

Elizabeth Whitt
Conway Township
8015 N. Fowlerville RD
Fowlerville, MI 48836
Email: clerk@conwaymi.gov
Phone: 517.223.0358

Submitted: July 10th, 2023

Submitted by:

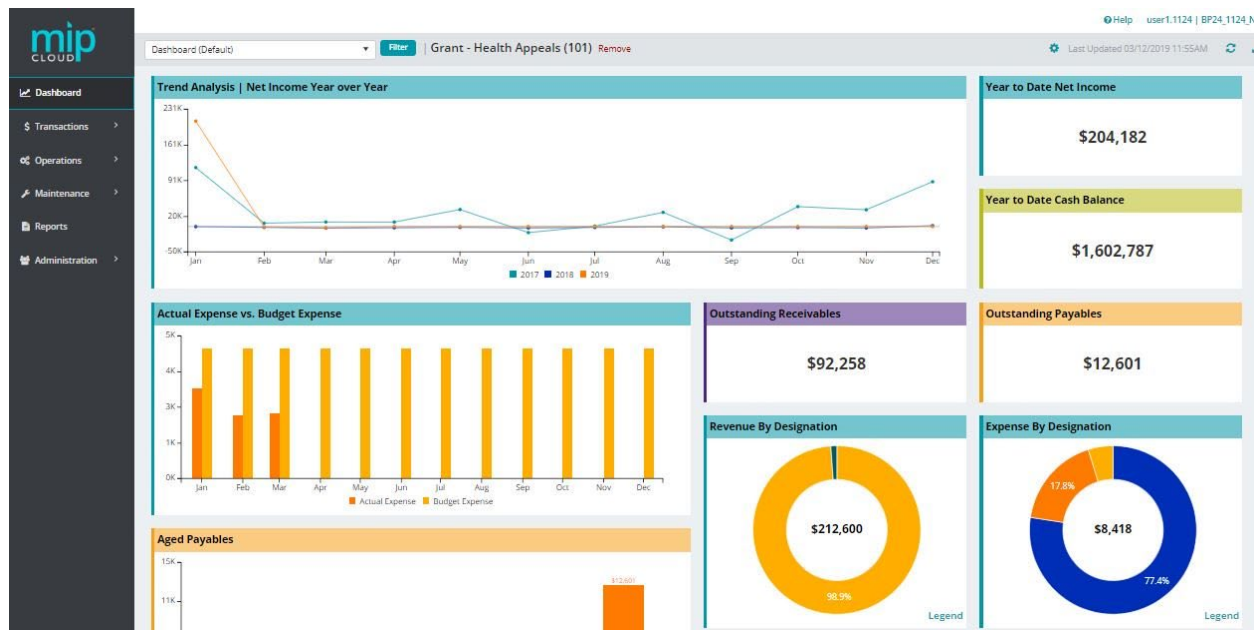
Paul Hatch, Account Executive
Abila, a division of Community Brands
paul.hatch@communitybrands.com
Mobile: 404.307.6560

Executive Summary

Thank you for considering our MIP Cloud solution!
 We appreciate the opportunity to earn your business. This proposal will provide you with an overview of the MIP Cloud solution and relevant pricing we propose for your organization.

Brief History of MIP Fund Accounting

MIP Fund Accounting was created back in 1982 by a company called Micro Information Products. That company was acquired by Sage in 2001, and the name MIP was replaced when Sage rebranded its product line. In 2013, Sage Nonprofit Solutions became Abila, which acknowledged that there was a general recognition in the nonprofit and governmental financial management communities that MIP set the standard for functionality and support. So, in 2013, Abila brought back the name, "MIP" for its suite of financial software products.



Cost | Budget

Below is a summary of the complete Subscription Licensing software solution and appropriate services based on implementation planning and other communications. If additional information is required or you feel adjustment to the modules or licenses required is appropriate, please let me know as soon as possible and we will produce an amended proposal.

MIP Cloud by Community Brands

QUOTE DETAILS	PREPARED BY
Quote Number: Q-111230 Quote Date: 07/07/2023 Quote Expires on: 10/05/2023 Commencement Date: 07/31/2023 Contract Term: 36 Payment Terms: Net 30	MIP Cloud by Community Brands 9620 Executive Center Drive N. #200 St. Petersburg, Florida 33702 Representative: Paul Hatch
BILLING INFORMATION	PRIMARY CONTACT
Conway Township P.O. Box 11578015 N. Fowlerville Road Fowlerville, MI 48836	Elizabeth Whitt (517) 223-0358 clerk@conwaymi.gov

ORDER SUMMARY

LICENSED SOFTWARE and SAAS		
The following table provides a description of the licensed software/SaaS products to the licensee, in addition to the corresponding fees.		
Product Name	Qty	List Price
MIP Fundamentals Bundle	1	\$7,490.00
General Ledger		included
Accounts Payable		included
Accounts Receivable Reporting		included
Bank Reconciliation		included
Budget Management		included
Data Import/Export		included

Forms Designer		included
MIP Cloud Dashboards		included
Reports Manager		included
Grants Administration		included
Electronic Funds Transfer		included
Executive View Users Cloud	1	\$240.00
Software Subtotal:		\$7,730.00

PROFESSIONAL SERVICES

Professional Services: During the term of certain applicable Licensed Software/SaaS, Licensor may also perform certain implementation, consulting and or training service (the “Professional Services”) as specified in a written statement of work (“SOW”), which shall be subject to the terms and conditions of the this Order Form, Any Licensee request resulting in modifications, changes and or additions to the Professional Services described in a relevant SOW may incur additional fees and will require a mutually agreed written change order signed by both parties.

SERVICES		
The following table provides a description of the services products, in addition to the corresponding fees.		
Product Name	Qty of Hours	List Price
MIP Fundamentals Core Discovery	3	\$750.00
MIP Fundamentals Core COA Build	2	\$500.00
MIP Fundamentals Core Consulting	11	\$2,750.00
MIP Fundamentals Core Go Live	4	\$1,000.00
MIP Database Restore	3	\$750.00
MIP Fundamentals Training Pass	1	\$1,699.00
MIP Cloud Database Setup	1	\$250.00
MIP Cloud Organization Setup	1	\$250.00
MIP Cloud User Setup	1	\$62.50
MIP Project Management	1	\$2,500.00
MIP Data Import - Level I	5	\$1,250.00
MIP Custom Imports	12	\$3,000.00
MIP Vendor Import	2	\$500.00
MIP Customer Import	2	\$500.00
MIP Payroll Service Import	4	\$1,000.00
Services Subtotal:		\$16,761.50

TIME & MATERIALS: Licensee agrees to purchase Professional Services estimated in the agreed to order form or statement of work. Fifty percent of Fees shall be billed upfront, prior to the commencement of the project. Licensor will start work against the total budget applying time incurred at the provided hourly rate. Upon completion of the initial 50% of Professional Services, all remaining, and any additional hours will be billed as incurred. The fees payable for the Professional Services shall be calculated in accordance with Community Brands hourly fee rates. Community Brands shall issue invoices to the Licensee monthly in arrears from the billings associated with the preceding month.

The advanced deposit amount for your T&M is: \$7,531.25

TOTALS	
Total	\$24,491.50

Product Notes	
MIP Fundamentals Training Pass	<p>Number of Attendees: 4 Classes Included: Unlimited (Modern UI Only) Cancellation Policy: Purchase of the training subscription may not be cancelled and is non-refundable. Cancellations and reschedules for individual Live Webcast classes must be received via email to training@communitybrands.com. If received at least 24 hours prior to the class, there is no cancellation fee. If less than 24 hours prior to the class, the registration will be considered used, and you will be charged 100% of the normal list price of the class as a cancellation fee. Individual Self-Paced classes may not be cancelled.</p> <p>Important Conditions: Classes are available on a first come first serve basis. Community Brands does not guarantee class availability, register early to make sure you get a spot. The subscription applies to regularly scheduled single-day MIP Cloud modern user interface Live Webcast and Self-Paced classes available through Community Brands University. The subscription does not include MIP Fund Accounting classic user interface classes, year-end classes, multi-day Live Webcast classes, or Attend InPerson classes. Offer does not apply to classes purchased prior to this offer or rescheduled classes. The Implementation Training pass is for up to four (4) named employees. Once assigned to an individual by an organization, the subscription cannot be transferred to another person.</p>

Terms & Conditions

This order form (“Order Form”) is entered into on the last date of signature below (“Effective Date”) by and between Conway Township, a with offices located at P.O. Box 1157 8015 N. Fowlerville Road, Fowlerville, MI, 48836 (the “Licensee”) and Community Brands Intermediate, LLC and Affiliates, a Limited Liability Corporation with offices located at 9620 Executive Center Drive N, St. Petersburg, Florida 33702 (the “Licensor”), for the provision of Services listed above. This Order Form is subject to Licensor’s terms and conditions (the “Terms and Conditions”), a copy of which is available on Licensor’s website at <https://www.communitybrands.com/CBTermsandConditionsDec21> and supersedes all prior, conflicting agreements or representations, written or oral between the parties for the Services listed. Capitalized terms in this Order Form will have the meanings given in the Terms and Conditions.

Order Form Term:

The term of this Order Form is 36 Months (“OF Term”). This Order Form shall automatically renew for a term of the same length as this OF Term, unless either party provides written notice of intent not to renew no later than one hundred twenty (120) days prior to the expiration of this OF Term. In the event that this Order Form is automatically renewed, Licensor may increase Fees for these Services no more than once per annum.

Sales, excise, export or other taxes, duties or charges, if any, applicable to the Services or Products will be billed to and shall be paid by You, unless You provide an appropriate and signed tax exemption certificate.

To place an order for the solution configured in the proposal, please request an Order Form from Paul Hatch paul.hatch@communitybrands.com . Pricing and estimates set forth in this proposal are good through August 10th, 2023 at 5:00 PM but are subject to change if client requirements are modified.

This Order Form is subject to Licensor’s terms and conditions (the “Terms and Conditions”), a copy of which is available on Licensor’s website at <https://www.communitybrands.com/wp-content/uploads/2022/05/Community-Brands-Terms-and-Conditions-01042022-online.pdf>.

Proposed Solution

This proposal encompasses only those modules in which you have expressed an interest. After discovering what MIP Fund Accounting can do for your organization, you may decide that you need additional (or maybe fewer) modules.

CORE MODULES

General Ledger Module

A multi-fund, multi-fiscal period, double-entry fund accounting system that acts as the core of the MIP Fund Accounting software and is designed for organizations with a need to manage high transaction volume and includes a wide selection of standard features:

- Flexible, table-driven chart of accounts structure to allow organizations to track an unlimited number of funds, grants, departments, programs, cost centers, or any other data required to meet reporting requirements right from the general ledger
- Complete financial report writer containing a full set of FASB-complaint default financial statements
- 990 Worksheet to reduce the pain and cost of filing federal return
- And transaction entry tools to help ensure accurate data entry by allowing users to apply predefined distributions, automatic offsets to appropriate accounts, and validation rules to ensure the quality of data recorded in the general ledger

Accounts Payable Module

With an open subsidiary ledger system, Accounts Payable can pay invoices from multiple cash accounts in the same check run and still accurately track invoice amounts for individual projects, programs, or other account segments. The system can maintain important vendor information and designate default account codes from which the vendor is paid. Vendor payments can be posted to multiple 1099 box numbers on the same transaction. Edit payment amounts or applicable discounts for any vendor before printing checks.

Accounts Receivable Reporting Module

This module provides all the functionality necessary to track accounts receivable, without the added cost of billing functions. Enter amounts due or credit memos for individual A/R accounts. Print detailed or summary A/R ledgers by date, customer, or other user defined classification. Generate an aging report for monitoring outstanding balances and forecasting more accurate cash flow management.

Bank Reconciliation Module

This module provides an effective, easy way to reconcile your organization's bank account. Cash transactions processed from any module automatically appear as outstanding items in the Bank Reconciliation module.

Budget Management Module

This is a powerful planning and reporting tool for any organization to use when creating budgets for any time frame, including multiple fiscal years, and you can create customized budgets for individual grants, programs, or account segments and then consolidate those budgets by posting budgets directly to the General Ledger. Using a spreadsheet format, you can quickly enter budget data, either populating the worksheet from historical budget data or actual data, or by entering appropriate budget amounts manually. Amounts entered either way can be modified, spread or cut and pasted within account ranges and dates as needed. Budget worksheets can also be modified using special criteria selections to increase or decrease monetary values by percentages, set amounts, or other means. Budget monitoring warns you when transactions exceed budgeted monetary amounts.

Data Import/Export Module

The connectivity of this module makes it possible to import data from many external applications. With Data Import/Export, you have the flexibility to import data from comma separated variable (*.csv) file format, automatically generate a session ID number, and apply a date mask to identify the format of any date.

Forms Designer Module

This module allows you to easily customize virtually any printed accounting form, including adding a logo to your customer billing statements, using an auto-signature for check authorization, or generating your own stock check.

Reports Manager

Reports Manager is a built-in proprietary report writer with more than 160 reporting templates capitalizes on the segmented account structure and enables user-based tailoring to generate the full spectrum of financial reports and FASB-compliant financial statements to stakeholders. Pull Balance Sheets, Statement of Revenues and Expenditures, Statement of Cash Flow, and more with a single click. Sorting features, customizable formatting, and drill-down functionality give you even greater transparency into the numbers.

Electronic Funds Transfer (EFT)

Improve your cash flow management by designating when payments are taken from your account, making cash flow predictable. Easily designate which vendors should receive electronic payments. Process electronic payments using the same easy-to-use select and pay processing method used for Accounts Payable checks. Easily transmit payments directly to your bank with an easy-to-use terminal interface that allows you to dial and send your electronic payments from within MIP system for more hassle-free cash flow management.

ADDITIONAL MODULES

Executive View License

Give your executives, key directors, and board members access to financial reporting, graphs, and the real-time data they need with Executive View licensing. This special license provides the ability for executives to collaborate in the budget preparation process and frees your accounting staff from running and distributing reports—all without the cost of purchasing full software seats. Only Executive View lets directors or program managers submit their proposed budgets directly in the system for review. In conjunction with the Budget module, this powerful tool allows for direct entry budget submissions from multiple departments. As such, organizations can consolidate submitted worksheets for organization-wide review and adoption.

- Provide inquiry tools to the appropriate budget or program managers requiring the data
- Empower executive users with the ability to not simply view each accounting financial report but add and create their own accounting financial report for analysis
- Executive View Users get a direct view of each accounting financial report of operating results and budget position through direct access to your MIP software without accounting transaction access — at a fraction of the price of purchasing full software seats.

Annual Maintenance & Support Coverage

At Community Brands, we're passionate about serving our customers and helping them fulfill their missions. That's why the Community Brands Maintenance and Support provides you with access to a variety of valuable services available from our support team.

With Community Brands, you receive professional assistance when you need it—whether by accessing our phone support, 24/7 online knowledgebase or our extensive network of business partners, certified consultants and authorized training centers.

You don't need to worry about incurring extra fees for services covered by your support plan. We are here for you. Again, you get:

- System upgrades and updates at no additional cost
- Access to Community and Support Forums
- Access to online Knowledgebase
- Unlimited phone, chat, and web support



Customer Support Hours and Availability:

- Monday-Friday, excluding holidays.
- Phone Support 7:00 a.m. – 7:00 p.m. CT
- Chat Support 8:00 a.m. – 5:00 p.m. CT, Monday-Friday, excluding Mondays from 3:00 p.m. – 4:00 p.m. CT for team meetings and holidays.

Our Customer Support analysts can assist you with getting the most value from your solution by:

- Troubleshooting problems, you may encounter when installing or using software
- Providing clarification for aspects of the software you've been trained on, but need further clarification on
- Offering suggestions for the most effective ways to use the software
- Providing you with or directing you to the appropriate resources for assistance
- Providing guidance on how to recover from mistakes

Rest assured Community Brands can help you with topics that fall outside the scope of your Maintenance and Support agreement. Our own Client Services and Learning Services teams offer a wide variety of services to assist you with your organization's needs.

Client Services Statement of Work

The implementation and training of MIP Fund Accounting software will be performed by Community Brands Client Services department. The Community Brands implementation approach is collaborative, where both the Implementation Consultant and the customer assume responsibilities to bring the project to a successful completion. The project will be very “hands-on” and will require a significant amount of effort from both parties to complete successfully. Projects typically take 4 to 6 months to complete. However, project timelines can vary widely based on a customer’s business schedule, the MIP modules purchased, and the type of data migration selected.

Each customer will be assigned a Project Manager and a dedicated Implementation Consultant. The Project Manager will manage the overall project progress and the Implementation Consultant will be responsible for the day-to-day activities of implementing and training of the MIP Fund Accounting software. They will be the customer’s primary points of contact throughout the project.

Our Implementation Team will develop a detailed timeline with specific dates for the duration of the project. This project timeline will be presented to the customer for review and sign-off, and the agreed upon timeline will drive all activities throughout the project.

Below are the key milestones that are typical for an implementation of MIP.

Implementation Planning & Organization

- Project Kick-off Meeting
- Establish implementation and project management team
- Collect Data from client (reports, polices/procedures)
- Pre-Meeting Planning

Discovery Meetings

- Evaluate existing systems and understand goals of new solution
- Team reviews all business processes
- Team designs, develops and refines new business processes where required
- Customization requirements are identified for development
- Determine migration definition for data mapping

Customization & Interfaces

- Identify customization requirements: special forms, reports, interfaces and customization are developed (as needed only)
- Make changes to programs following customer change control procedures

Project Planning

- Develop overall project plan
- Develop implementation timeline
- Obtain formal approval

Setup Environment

- Develop Chart of Accounts
- Create new database
- Import COA, users, security
- Setup Training database
- Convert data
- Perform all Training

User Acceptance Testing

- Test, demonstrate and validate solution
- Test, verify all setups, data migrations, processes and customizations
- Prove the solution meets the business requirements
- Resolve all issues, make necessary corrections before continuing

Team Readiness Actions

- Project team and end user(s) prepare for the go-live
- Final migration and startup schedules are refined
- Changes in user procedures and documents for training are completed

Legacy Data Migration and Go-Live

- Finalize master record data that has been converted and loaded
- Customer does final month-end close on legacy system
- Final data migration is completed
- Obtain Client sign-off affirming project completion

Go-Live Support

- Community Brands project team member provides Client with Community Brands Customer Support contact information

All Client Services work will be completed remotely unless otherwise specified in the contract.

Services Scope Description

Project Management:

Community Brands shall designate a project manager who shall be available on a regular basis to provide oversight of the Project, report on general status, identify delays and issues for the project, and provide project tracking as appropriate to the phase of the Project. The Project Manager and Implementation Consultant shall jointly participate in meetings on a regular basis and shall generally be responsible for scheduling of resources and activities.

Initiation

Once a Project Manager and Implementation Consultant have been assigned to the new project, they will initially reach out to the customer to introduce themselves, provide their contact information and coordinate a formal Implementation Project Kick-off call.

Project Kick-off Call

The assigned Project Manager and Implementation Consultant will conduct a Kick-off call with key customer personnel to review the end-to-end MIP Project process. On this call, the Implementation Specialist and the customer will discuss the customer's current systems and processes in place today, identify key stakeholders within the customer organization, define goals and objectives for the new MIP Fund Accounting software, discuss key milestones for the project, and review the contracted project scope. Project controls, communication plans, as well as Change Management will also be discussed. The topic of the overall project timeline will also be discussed, where the customer will identify any specific business-related activities that would conflict with the overall project schedule. This is an extremely dynamic approach where the customer is heavily engaged to ensure all requirements have been discussed.

Discovery Sessions

To begin understanding how to best setup the new software, the Implementation Consultant will coordinate a series of discovery calls with the customer. These sessions will include a combination of phone calls, documents, questionnaires and templates for the customer to complete. Key items to discuss include application security, reporting requirements, GL Codes, data migration processes, Chart of Accounts design, and integrations to other systems. The Implementation Consultant will also perform a review of the customer's current business processes, as well as discuss and document current and future reporting needs from the new MIP Fund Accounting software.

Develop a Project Timeline

The Implementation Consultant will develop an initial project timeline which will include key milestones and a projected Go-Live date for the customer. The project will be scheduled to start based on the Implementation Consultant and customer resources availability, in addition to the customer's completion of Project

prerequisites. The Project timeline will then be presented to the customer for review and approval. Once the project timeline has been agreed upon by both parties, a formal sign-off will be required from the customer. From that point forward all Project activities will be scheduled according to the agreed upon milestones and dates.

Develop a Communication Plan

The Implementation Consultant will present to the customer a high-level communication plan for the project. The communication plan will generally consist of weekly or bi-weekly meetings throughout the project as well as periodic Progress Reports to key customer stakeholders. This plan will be agreed upon by both parties but may change throughout the project, based on volume or timing of work scheduled to be performed.

Develop a Change Management Plan

The Implementation Consultant will present to the customer the process for requesting any changes to the scope, price or timing of the project. All requested changes are to be submitted to the Implementation Consultant via a *Change Order Form*. The Implementation Consultant will review the Change Order process and discuss the potential impact of making changes after the project plan has been accepted.

Build the customer database

Using the information gathered, the Implementation Consultant will build a new Chart of Accounts (COA) and import the new COA into MIP. The consultant will then import Vendors and Customers into the system as well as create one (1) custom check form. The Implementation Consultant will train key users on how to log into the new MIP software and will review the application security with the key customer point of contact.

The Initial data imports do not include financial data and balances. This historical data will be imported during the Data Migration process.

***NOTE:** Prior to importing data into the new MIP system, it is recommended that the customer perform any needed data cleansing on their legacy data (i.e. removing duplicate records, correcting contact and address information, removing old customers and vendors). This is the responsibility of the customer. The Implementation Consultant can assist in this effort for an additional fee.*

Modules Implementation

The work during this phase is a continuation of the database build that has already been completed. This task will represent the culmination of data collection and configuration decisions leading to the implementation of a complete and functional accounting solution. This task may require our Client Services team to interact on a periodic basis with customer representatives trusted and empowered to make decisions for the organization. It is critical that these representatives understand the workflows of the accounting department and/or human resources.

All modules listed under *Proposed Solution* section of this agreement will be implemented according to the previously agreed upon project plan and will be documented along with expected due dates. The Implementation Consultant will work with the customer to establish deadlines and schedule conference calls to ensure the project is on track. During this phase, the Implementation Consultant will demonstrate any new forms and reports that are created for the customer.

Integrations

If the scope includes integrating MIP with any other applications, the Implementation Consultant will work with the customer to import data or develop the appropriate reports for exporting data to other software. The consultant will assist the customer in verifying the import or export results within MIP.

Training

Fundamentals MIP Cloud Training Pass – Training for 4 people to unlimited live webcast which are instructor-led and self-paced classes which are recorded classes that are available 24/7. These courses is ideal for accounts payable professionals, staff accountants, and the hands-on Chief Financial Officer. You will learn core features of the general ledger, accounts payable, bank reconciliation, budget, and reporting modules. Study topics include creating and maintaining chart of account codes, processing and correcting accounts payable and general ledger transactions, creating and monitoring budgets, and reconciling bank accounts. Use the powerful built-in reporting tools to create reports and perform analysis will also be covered.

UAT (User Acceptance Testing)

Once the customer's Chart of Accounts has been created, the customer data has been imported, and the customer has completed training, the customer will then perform User Acceptance Testing with their data in MIP. In most cases, customers have not previously performed or had much exposure to any type of acceptance testing. The Implementation Consultant will help and guidance, which could include key content to look for in the data, key reports to run, and how to document the UAT process.

Should the customer identify data elements that are not correct, the customer is to document these items in a *User Acceptance Testing Modification Form*, which will be provided. The Implementation Consultant will then review the form to determine if the item is a change or addition to the original data entered into the Data Templates. If there was a problem with the migration process, the Implementation Consultant will go back to make the appropriate corrections. If the item is a change or addition to the original scope, additional fees may apply.

Go-Live

This is the predetermined date that the customer formally begins using the MIP software in a production mode. Prior to Go-Live, the Implementation Consultant will coordinate with the customer to ensure that the system is ready for use, and they will also be available during this scheduled time to assist the customer with any last-minute questions or issues that may occur.

Transition to Support

Shortly after Go Live, the Project Manager will coordinate a call to formally transition the customer to the Community Brands Support team. During the call, the customer will be introduced to key MIP Support personnel as well as review the various options available to contact Community Brands Support should the customer need assistance with the product moving forward. This signifies the completion of the implementation project.

Historical Data Migration

The historical data migration is typically performed after Go-Live. Most customers choose to do this so they can begin using the new MIP software as soon as possible. Even though their system is Live, the historical data migration is still a very critical piece of work to complete in a timely manner.

The objective is to prepare and format legacy historical financial data for importing into MIP. The Implementation Consultant will provide the appropriate instructions, data files, and import forms for the customer to migrate data from the legacy system. Once the templates are completed by the customer, the consultant will ensure that all the historical data is properly imported into MIP.

Level I Data Import (One-time Beginning Balance Import) – Client Services will import a point in time single General Ledger Trial Balance into MIP Fund Accounting. Based on the scheduled Go-Live date, the Implementation Consultant and customer will determine the best date to bring in the balance into the new MIP Fund Accounting software. The customer will then run a Trial Balance from their legacy Accounting System and enter the required data into the Excel template provided by Client Services. The Implementation Consultant will work with the customer to import the Beginning Balance into MIP Fund Accounting and verify accuracy with the customer.

Customer Responsibilities:

- Identify team members engaged in the Implementation project.
- Work with the Implementation Consultant to schedule the initial Project Kick-off call as well as other discovery sessions within a reasonable time during business hours.
- Providing workflow documents or diagrams for each area of the organization involved in the implementation project.
- Providing all documents regarding current batch processes, and/or interfaces with other applications included within the project.

- Provide the appropriate resources and skilled staff to successfully participate in the implementation project, as well as successfully use and manage the software upon completion.
- Complete and return all templates and questionnaires within a timely manner.
- Provide written approval of the proposed Project Management Plan for the MIP Implementation.
- Provide written approval of the proposed Change Management Plan.
- Provide a list of all usernames and passwords to be setup in the system.
- Acknowledgement that security settings within the MIP software are setup correctly.
- Input of all data into the forms Community Brands provides. Once complete, the Implementation Consultant will validate and import the customer's data file.
- Provide formal sign off-of all training agendas and timelines.
- Perform all User Acceptance Testing and, upon completion, a written sign-off that all data imported into MIP is correct.
- Have knowledge and access to the current legacy system to export data. Community Brands will not have access to the customer's legacy system.
- Perform the data crosswalk from the customer's legacy system to the new MIP format (i.e. Old Chart of Accounts to the new Chart of Accounts)
- Coordinating with the 3rd party vendors on behalf of Community Brands for any integrations with MIP.
- Coordinate within their organization for the scheduled Go-Live date. This may include the formal notification that MIP is now the database of record, the implementation of new internal business processes and/or new roles and responsibilities for key personnel.
- Extract historical data from the legacy system and import the data into the Community Brands provided templates.
- Verify that all historical financial data balances correctly BEFORE importing into MIP.

Notes and Assumptions Regarding Client Services:

- Customer will cooperate with Community Brands and will provide safe and timely access to its premises and computer equipment, including remote access, adequate working space, facilities, and any other services, personnel, information, tools (including licenses), or materials that Community Brands may reasonably require to perform the Services.
- The Services will be performed under the direction and supervision of Customer personnel.

- The Services will be performed during standard business hours (Monday through Friday, 8 a.m. to 5 p.m. CDT) unless otherwise mutually agreed upon between Customer and Community Brands.
- All off-shift hours will be billed at time-and-a-half rates.
- If Customer cancels or reschedules less than ten (10) business days before the first day of the scheduled event, Customer shall pay 50% of the cost of the Service, plus all pre-paid travel expenses incurred by Community Brands.
- Customer agrees that any of the Client Services and/or learning services that are not used during the first 6 months following the date signed below will expire and no refund will be available for amounts previously paid.
- Customer will provide access to all hardware, software, licenses, and personnel necessary for Community Brands to provide the Services.
- If training services are provided, a day is equivalent to 8 hours and maximum number of attendees is 8.
- Travel expenses (applicable only if onsite services and/or training are requested by customer for this project): \$75/hour door-to-door travel time with a maximum of 8 hours per day, plus transportation, hotel, rental car, meals. **ONSITE SERVICES AND/OR TRAINING ARE NOT REQUIRED FOR THIS PROJECT.**

MIP Cloud Details

MIP has partnered with Rackspace to provide secure and reliable hosting services. With this approach, users can determine who in the organization can have access to data online anytime, from any location without having to manage hardware and on-site software operations. Below we provide you with all the information you need to know about MIP Cloud.

System availability	
<ul style="list-style-type: none"> • MIP guarantees system availability equal or exceeding 99.9% during each month. • MIP products hosted in the Cloud are available from any device, pending there is an internet connection. 	<ul style="list-style-type: none"> • It is important that users stay up to date on MIP system requirements and to ensure a stable internet connection for all users. This will provide users with a quality experience.
Data center security	
<ul style="list-style-type: none"> • Data Center locations are not disclosed. • Access to the Data Center is tightly controlled and monitored in person and by closed-circuit video surveillance, inside and outside the facility, 24x7x365. • Sensitive equipment such as customer servers, are housed in secure sub-areas within each data centers secure perimeter and each sub-area is subject to additional controls. 	<ul style="list-style-type: none"> • Access to various areas of the Data Center is strictly controlled on a role-specific basis. • MIP uses 2048-bit RSA, the standard on SSL encryption technology to protect and authenticate data transactions. Users will be able to set their own credentials with specific access to your data, depending on their given security access.
Data center power supplies backup	
<ul style="list-style-type: none"> • Power 135 Watts per square foot • UPS— 9x2000 KVA systems, 328 panels for 30 min battery life • Generators <ul style="list-style-type: none"> • 2 sets of 4x1500 KW Generators • 2 sets of 4x2000 KW Generators for 48-hour capacity • Generators auto start in case of power failure • 3 fuel suppliers under contract to deliver fuel as needed 	<ul style="list-style-type: none"> • HVAC <ul style="list-style-type: none"> • 1,504,250 CFM for 7500 tons of cooling capacity • 5x1500 ton York YK chillers • Networking <ul style="list-style-type: none"> • Multiple Tier-1 providers • 10-Gigabit Ethernet per carrier

Data infrastructure

Rackspace guarantees a one-hour replacement for any piece of hardware that fails. Services are created so that there is always a backup available. However, geographic redundancy is not part of our solution. If our data center is destroyed the data is secure, but it will take some significant time to bring it back online.

- | | |
|--|---|
| <ul style="list-style-type: none"> • 3 Clustered SQL 2019 SQL Server in Active/Passive mode on Windows Server 2019. • 12 Hypervisor Servers running VMWare ESXi 6.5.0 in HA mode <ul style="list-style-type: none"> • Hosting the following: <ul style="list-style-type: none"> • 2 Windows 2012 Active Directory—never hosted on the same hypervisor • 42 Windows 2012 Remote Desktop Servers • 16 Windows 2016 Web/API Servers | <ul style="list-style-type: none"> • HA Firewall — 2x Cisco ASA 5508 • HA Load balancer — 2x Big IP F5 i2600 • Rackspace Intensive support provides the following with respect to MIP's specific architecture <ul style="list-style-type: none"> • System, 24/7 monitoring, regularly scheduled maintenance, onsite engineers. • Spare parts maintained onsite, maintenance contracts kept up to date, and reviewed annually • Functioning of all hardware components and • replacement of any failed component |
|--|---|

Access to backup & backup planning

- | | |
|--|--|
| <ul style="list-style-type: none"> • Weekly Full Backups • Daily Differential Backups • We maintain 28 days of backups online, with additional backup information maintained offsite • MIP Customers may request one free backup of their databases once a month through the MIP support team. | <ul style="list-style-type: none"> • A weekly backup of all of the backups is made, encrypted and taken offsite on a four-week rotation; this is contracted through Rackspace. • Hourly log backups • Full backups of our operating systems are done on a weekly basis and maintained by Rackspace. |
|--|--|

Requesting SSAE18 audit

An SSAE18 Report (Service Organization Controls Report) is a report on Controls at a Service Organization which are relevant to user entities' internal control over financial reporting. This report is obtained via a request to support who in turn request via Rackspace. To request the SSAE 18 Report, a Nondisclosure Agreement must be signed.

Platform support & system requirements

Operating System (Chose one)
Requirements for MIP Cloud

- | | |
|--|--|
| <ul style="list-style-type: none"> • Windows 10 (32-bit, 64-bit) Standard edition or greater • Windows 8.1 (32-bit, 64-bit) Standard edition or greater • Internet Connectivity <ul style="list-style-type: none"> • Internet accessible with the latest browser service pack | <ul style="list-style-type: none"> • Supported Browsers <ul style="list-style-type: none"> • Microsoft Edge • Google Chrome (recommended) • Mozilla Firefox |
|--|--|

Additional Supported Server/Workstation Operating Systems and SQL Servers:

While these Operating Systems X and SQL Servers are not recommended as highly as the ones listed above, the MIP Customer Support team will troubleshoot and help to the best of their ability. Should an MIP software defect be discovered on these systems, Community Brands will attempt to resolve the problem in a future release or will suggest a viable workaround. Community Brands will give prior notice before ending its support of these systems. (Microsoft Windows Server 2008 (32-bit and 64-bit) - SP2 - Supported but not recommended, Microsoft Windows Vista Business (32-bit and 64-bit) - SP2)

Connectivity

- Internet accessible with the latest browser service pack.
- MIP Cloud can be accessed on a Mac and mobile devices via a Microsoft Remote Desktop application. This is a free download from Microsoft. Mac operating systems are not supported by MIP Customer Support.

Accessing your product and updates

The services supplied by MIP Cloud are updated as the product teams release new product.

- Normal product updates are applied on Friday night, and generally complete by Saturday.
- Resources during the update are managed in such a way that the customer always has access to their application
- Depending on the type of critical update, it will be applied as soon as possible, without incurring downtime.
- Notification is handled by support via the Customer Community; we strive to provide two weeks' notice.

Service Level Agreement

<https://www.mip.com/wp-content/uploads/2021/05/MIP-Dedicated-SLA.pdf>



CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)

5/3/2023

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

IMPORTANT: If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must have ADDITIONAL INSURED provisions or be endorsed. If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

PRODUCER Alliant Insurance Services, Inc 32 Old Slip New York NY 10005	CONTACT NAME: Matthew McGovern PHONE (A/C, No. Ext): FAX (A/C, No): E-MAIL ADDRESS: Matthew.McGovern@alliant.com													
	<table border="1"> <thead> <tr> <th>INSURER(S) AFFORDING COVERAGE</th> <th>NAIC #</th> </tr> </thead> <tbody> <tr> <td>INSURER A : National Fire Insurance Compan</td> <td>20478</td> </tr> <tr> <td>INSURER B : Continental Insurance Company</td> <td>35289</td> </tr> <tr> <td>INSURER C : Valley Forge Insurance Company</td> <td>20508</td> </tr> <tr> <td>INSURER D : Columbia Casualty Company</td> <td>31127</td> </tr> <tr> <td>INSURER E : Starr Surplus Lines Insurance</td> <td>13604</td> </tr> <tr> <td>INSURER F : Lloyd's Syndicate 4000 (Pembro</td> <td></td> </tr> </tbody> </table>	INSURER(S) AFFORDING COVERAGE	NAIC #	INSURER A : National Fire Insurance Compan	20478	INSURER B : Continental Insurance Company	35289	INSURER C : Valley Forge Insurance Company	20508	INSURER D : Columbia Casualty Company	31127	INSURER E : Starr Surplus Lines Insurance	13604	INSURER F : Lloyd's Syndicate 4000 (Pembro
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INSURED MBPAREN-01 CB Parent HoldCo, L.P. 9620 Executive Center Drive N, Ste 200 Saint Petersburg FL 33702														

COVERAGES

CERTIFICATE NUMBER: 291169628

REVISION NUMBER:

THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

INSR LTR	TYPE OF INSURANCE	ADDL INSD	SUBR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS
C	<input checked="" type="checkbox"/> COMMERCIAL GENERAL LIABILITY <input type="checkbox"/> CLAIMS-MADE <input checked="" type="checkbox"/> OCCUR GEN'L AGGREGATE LIMIT APPLIES PER: <input type="checkbox"/> POLICY <input type="checkbox"/> PRO-JECT <input checked="" type="checkbox"/> LOC <input type="checkbox"/> OTHER:			7037016319	5/3/2023	5/3/2024	EACH OCCURRENCE \$ 1,000,000 DAMAGE TO RENTED PREMISES (Ea occurrence) \$ 1,000,000 MED EXP (Any one person) \$ 15,000 PERSONAL & ADV INJURY \$ 1,000,000 GENERAL AGGREGATE \$ 3,000,000 PRODUCTS - COMP/OP AGG \$ 3,000,000 Per Loc Agg Capped \$ 10,000,000
A	<input type="checkbox"/> ANY AUTO <input type="checkbox"/> OWNED AUTOS ONLY <input type="checkbox"/> SCHEDULED AUTOS <input checked="" type="checkbox"/> HIRED AUTOS ONLY <input checked="" type="checkbox"/> NON-OWNED AUTOS ONLY			7037016305	5/3/2023	5/3/2024	COMBINED SINGLE LIMIT (Ea accident) \$ 1,000,000 BODILY INJURY (Per person) \$ BODILY INJURY (Per accident) \$ PROPERTY DAMAGE (Per accident) \$ \$
B	<input checked="" type="checkbox"/> UMBRELLA LIAB <input checked="" type="checkbox"/> OCCUR <input type="checkbox"/> EXCESS LIAB <input type="checkbox"/> CLAIMS-MADE <input type="checkbox"/> DED <input checked="" type="checkbox"/> RETENTION \$ 10,000			7037016286	5/3/2023	5/3/2024	EACH OCCURRENCE \$ 10,000,000 AGGREGATE \$ 10,000,000 \$
B B	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) <input type="checkbox"/> Y/N If yes, describe under DESCRIPTION OF OPERATIONS below		N/A	7037016336 7037016322	5/3/2023 5/3/2023	5/3/2024 5/3/2024	<input checked="" type="checkbox"/> PER STATUTE <input type="checkbox"/> OTH-ER E.L. EACH ACCIDENT \$ 1,000,000 E.L. DISEASE - EA EMPLOYEE \$ 1,000,000 E.L. DISEASE - POLICY LIMIT \$ 1,000,000
D E F	Cyber Liability/Tech E&O 1st XS Cyber Liability/Tech E&O 2nd XS Cyber Liability/Tech E&O			881271 1000635482231 FN2313642	5/3/2023 5/3/2023 5/3/2023	5/3/2024 5/3/2024 5/3/2024	Limit of Liability \$5,000,000 Limit of Liability \$5M xs \$5M Limit of Liability \$5M xs \$10M

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required)

Workers Compensation Policy Numbers:
 7037016336 (WC- CA)
 7037016322 (WC- All Other States)

Evidence of Insurance

CERTIFICATE HOLDER**CANCELLATION**

Evidence of Insurance

SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS.

AUTHORIZED REPRESENTATIVE

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Named Insured Schedule:

CB Parent HoldCo, L.P.

CB Super Holdco, Inc.

CB Intermediate Holdco, Inc.

Volunteer CB Blocker LLC

Parent Holdings CB, LLC

CB Holding Company I, LLC

Intermediate Community Brands, LLC

Community Brands Parentco, LLC

CBGlobal Newco, Inc.

Community Brands Holdco, LLC

Community Brands Imtermediate, LLC

NPS Intermediate Acquisition Holdings, Inc.

Abila, Inc.

NPSA Canada Inc.

Aptify Corporation

Aptify Australia

Community Brands Software Development Solutions

Aptify Europe

Attendee Interactive Blocker, Inc.

Attendee Interactive, LLC

Core-Apps Blocker, Inc.

Core-Apps, LLC

Diamond Mind Holdings, LLC

Diamond Mind Business Services, LLC

Education Brands, LLC

SCDM Holdings Corporation, LLC

Auncor, Inc. dba Tuition Aid Data Services

InResonanace, LLC

Ravenna Solutions, Inc.

Schoolspeak, Inc

Givesmart US, Inc.

Givesmart UK, Limited.

GiveSmart Technologies Limited

Gravitate Blocker, Inc.

Gravitate Solutions, Inc.

Groupcall LTD

Coscole Limited

My Custom I.T., LLC

NonProfit Technology, Inc.

Nonprofit Brands LLC

Pathable, Inc.

Community Brands UK Limited

Teachers 2 Parents LTD

BehaviourWatch Ltd

Edusoft Ltd

Smart Payments Ltd

Wisepay Limited

Schoolswire Limited

ParentApps, Ltd

Vandamme Associates, Inc. DBA Nimble

Nimbleuser (DBA)

Worldwide Registration Systems Inc. T/A Expo Logic

YourMembership.com, Inc

YourMembership Holding Company

Your Membership Limited Corporation

Your Membership Limited

Request for Taxpayer Identification Number and Certification

Give Form to the requester. Do not send to the IRS.

▶ Go to www.irs.gov/FormW9 for instructions and the latest information.

1 Name (as shown on your income tax return). Name is required on this line; do not leave this line blank.
Abila, Inc.

2 Business name/disregarded entity name, if different from above

3 Check appropriate box for federal tax classification of the person whose name is entered on line 1. Check only **one** of the following seven boxes.

Individual/sole proprietor or single-member LLC

C Corporation

S Corporation

Partnership

Trust/estate

Limited liability company. Enter the tax classification (C=C corporation, S=S corporation, P=Partnership) ▶ _____

Note: Check the appropriate box in the line above for the tax classification of the single-member owner. Do not check LLC if the LLC is classified as a single-member LLC that is disregarded from the owner unless the owner of the LLC is another LLC that is **not** disregarded from the owner for U.S. federal tax purposes. Otherwise, a single-member LLC that is disregarded from the owner should check the appropriate box for the tax classification of its owner.

Other (see instructions) ▶ _____

4 Exemptions (codes apply only to certain entities, not individuals; see instructions on page 3):

Exempt payee code (if any) 5

Exemption from FATCA reporting code (if any) _____

(Applies to accounts maintained outside the U.S.)

5 Address (number, street, and apt. or suite no.) See instructions.
9620 Executive Center Drive North, Suite 200

6 City, state, and ZIP code
St. Petersburg, FL 33702

7 List account number(s) here (optional)

Requester's name and address (optional)

Part I Taxpayer Identification Number (TIN)

Enter your TIN in the appropriate box. The TIN provided must match the name given on line 1 to avoid backup withholding. For individuals, this is generally your social security number (SSN). However, for a resident alien, sole proprietor, or disregarded entity, see the instructions for Part I, later. For other entities, it is your employer identification number (EIN). If you do not have a number, see *How to get a TIN*, later.

Note: If the account is in more than one name, see the instructions for line 1. Also see *What Name and Number To Give the Requester* for guidelines on whose number to enter.

Social security number								
				-			-	
or								
Employer identification number								
4	6	-	2	0	7	5	8	7
								4

Part II Certification

Under penalties of perjury, I certify that:

- The number shown on this form is my correct taxpayer identification number (or I am waiting for a number to be issued to me); and
- I am not subject to backup withholding because: (a) I am exempt from backup withholding, or (b) I have not been notified by the Internal Revenue Service (IRS) that I am subject to backup withholding as a result of a failure to report all interest or dividends, or (c) the IRS has notified me that I am no longer subject to backup withholding; and
- I am a U.S. citizen or other U.S. person (defined below); and
- The FATCA code(s) entered on this form (if any) indicating that I am exempt from FATCA reporting is correct.

Certification instructions. You must cross out item 2 above if you have been notified by the IRS that you are currently subject to backup withholding because you have failed to report all interest and dividends on your tax return. For real estate transactions, item 2 does not apply. For mortgage interest paid, acquisition or abandonment of secured property, cancellation of debt, contributions to an individual retirement arrangement (IRA), and generally, payments other than interest and dividends, you are not required to sign the certification, but you must provide your correct TIN. See the instructions for Part II, later.

Sign Here	Signature of U.S. person ▶ <u>C. Contento</u>	Date ▶ <u>1/4/2023</u>
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General Instructions

Section references are to the Internal Revenue Code unless otherwise noted.

Future developments. For the latest information about developments related to Form W-9 and its instructions, such as legislation enacted after they were published, go to www.irs.gov/FormW9.

Purpose of Form

An individual or entity (Form W-9 requester) who is required to file an information return with the IRS must obtain your correct taxpayer identification number (TIN) which may be your social security number (SSN), individual taxpayer identification number (ITIN), adoption taxpayer identification number (ATIN), or employer identification number (EIN), to report on an information return the amount paid to you, or other amount reportable on an information return. Examples of information returns include, but are not limited to, the following.

- Form 1099-INT (interest earned or paid)

- Form 1099-DIV (dividends, including those from stocks or mutual funds)
- Form 1099-MISC (various types of income, prizes, awards, or gross proceeds)
- Form 1099-B (stock or mutual fund sales and certain other transactions by brokers)
- Form 1099-S (proceeds from real estate transactions)
- Form 1099-K (merchant card and third party network transactions)
- Form 1098 (home mortgage interest), 1098-E (student loan interest), 1098-T (tuition)
- Form 1099-C (canceled debt)
- Form 1099-A (acquisition or abandonment of secured property)

Use Form W-9 only if you are a U.S. person (including a resident alien), to provide your correct TIN.

If you do not return Form W-9 to the requester with a TIN, you might be subject to backup withholding. See What is backup withholding, later.



Conway Township, MI

AccuFund Software Proposal

Prepared for:
Liz Whitt,
Township Clerk

June 20, 2023



Prepared by:
Mark Lynch
Director of Sales, AccuFund
markl@accufund.com
603-560-9259



June 20, 2023

Liz Whitt
Township Clerk
Conway Township
8015 N. Fowlerville Road
Fowlerville, MI 48836

Dear Liz,

AccuFund, Inc. is pleased to provide this proposal to the Conway Township, MI. Since 2001, AccuFund prides itself on developing strong client relationships while continually delivering top-quality financial management solutions its customers rely on to help fulfill their missions.

AccuFund addresses and solves your current key challenges, while also helping to position your organization for future success:

1. Comprehensive Financial Management Software Solution
2. Robust Reporting
3. Reduce Manual Processes and Increase Productivity
4. Streamline Decision-Making with Key Dashboard Metrics

Thank you for your consideration. We look forward to continuing the discussion.

Best regards,

Mark Lynch

Mark Lynch
Director of Sales, AccuFund
www.accufund.com

About AccuFund

Our passion is helping you help others.

AccuFund is 100% focused on serving nonprofits and government entities. It's all we do.

AccuFund is dedicated to providing easy-to-use, flexible, and powerful financial management software for nonprofit, endowment, representative payee and government organizations. We are a leader in cloud technology, document management, reporting and visualization, and payroll.

AccuFund is based in Castle Rock, Colorado. Our employees and value-added resellers are guided by their deep desire to help others; with experience rich in fund accounting, nonprofit governance, and local government.

We have a team of nonprofit and government experts offering consulting and implementation services across the country.

20+
Years in
Business

1600+
Client
Relationships

90+ %
Client
Retention

100%
Fund Accounting
Focus

ACCUFUND®

Government Testimonials



"I thought it was a very good program when I started using it, but as I got it organized and set up to meet all our needs, it has evolved into an outstanding program providing tremendous time savings." —J. Mason, City Treasurer, City of Craig, Alaska



"The auditors can just access the AccuFund system and see everything that they need to see. They can see the source documentation because we scan in all the invoices and general ledgers that are attached to the entries. They don't need us to pull anything, which makes the audit painless. The paperless audit is the best." —J. Milner, finance director at City of Franklin, New Hampshire



"AccuFund also offers great reporting capabilities. It's very easy to send reports to Excel or a PDF, which is a big plus for us. Another neat feature is the ease with which we can email a report directly from the system to a department manager." —P. Harris, Cripple Creek, Colorado



"We experienced noticeable time savings once we switched to AccuFund. It has a smoother, more streamlined process." —B. Sienkiewicz, City of Lewisburg, West Virginia



"With AccuFund, it is very easy to make any corrections and have them reflected wherever they apply in the system. You can also create customized reports that are very in-depth and deliver the exact information you're looking for." — G. Ball, former treasurer, Easton Volunteer Fire Department, Maryland



"The beauty of AccuFund is that you don't necessarily need to print a report or print it to PDF; you can actually drill down in the report and see the source data. AccuFund has provided us with numerous reporting capabilities we didn't have before that make our report creation much easier." — A. McCreery, finance director at Mt. Lebanon, Pennsylvania



"The most positive impact – and most critical – was the more accurate and efficient financial reporting. Our ability to pull data on an actual basis, directly from our accounting system, improves the timeliness and accuracy of our reporting." —T. Pennington, Business and Accounting Supervisor at Rancho Simi Recreation and Park District, California

ACCUFUND[®]

Discovery Call Recap

ORGANIZATION GOAL

Upgrade financial software to improve reporting, financial controls, and help move toward more efficient practices long term.

CURRENT SITUATION

- Organization is using QuickBooks and a third-party payroll; they do not intend to bring payroll in-house
- The Township uses BS&A for Taxes and Assessment. Very expensive, wants to explore more affordable options for core accounting requirements
- They want an accounting system with accounts payable, general ledger, and fund accounting. They need fund accounting to track how each dollar is spent and draft reports of fund expenditures.
- QuickBooks was not made for fund accounting and doesn't meet GASB standards without numerous workarounds
- The Township plans to shift to 12-digit Michigan recommended COA; QuickBooks cannot accommodate.

RECOMMENDATION


- Move to the Cloud
 - Improve remote access & promote collaboration
 - Free up IT staff & boost cost efficiency
- Build a long-term plan to streamline and go paperless.
- Utilize AccuFund's Dashboards to capture rolled-up information for key decision-making
- Archive Legacy Database for historical transactions

AccuFund Proposed Modules

AccuFund Core System*

- General Ledger
- Financial Report Writer
- Accounts Payable
- Cash Receipts
- Bank Reconciliation
- Dashboard
- Forms Designer/Data Export
- Data Import
- System Security
- Document & Image Scanning
- EFT Payment in Accounts Payable

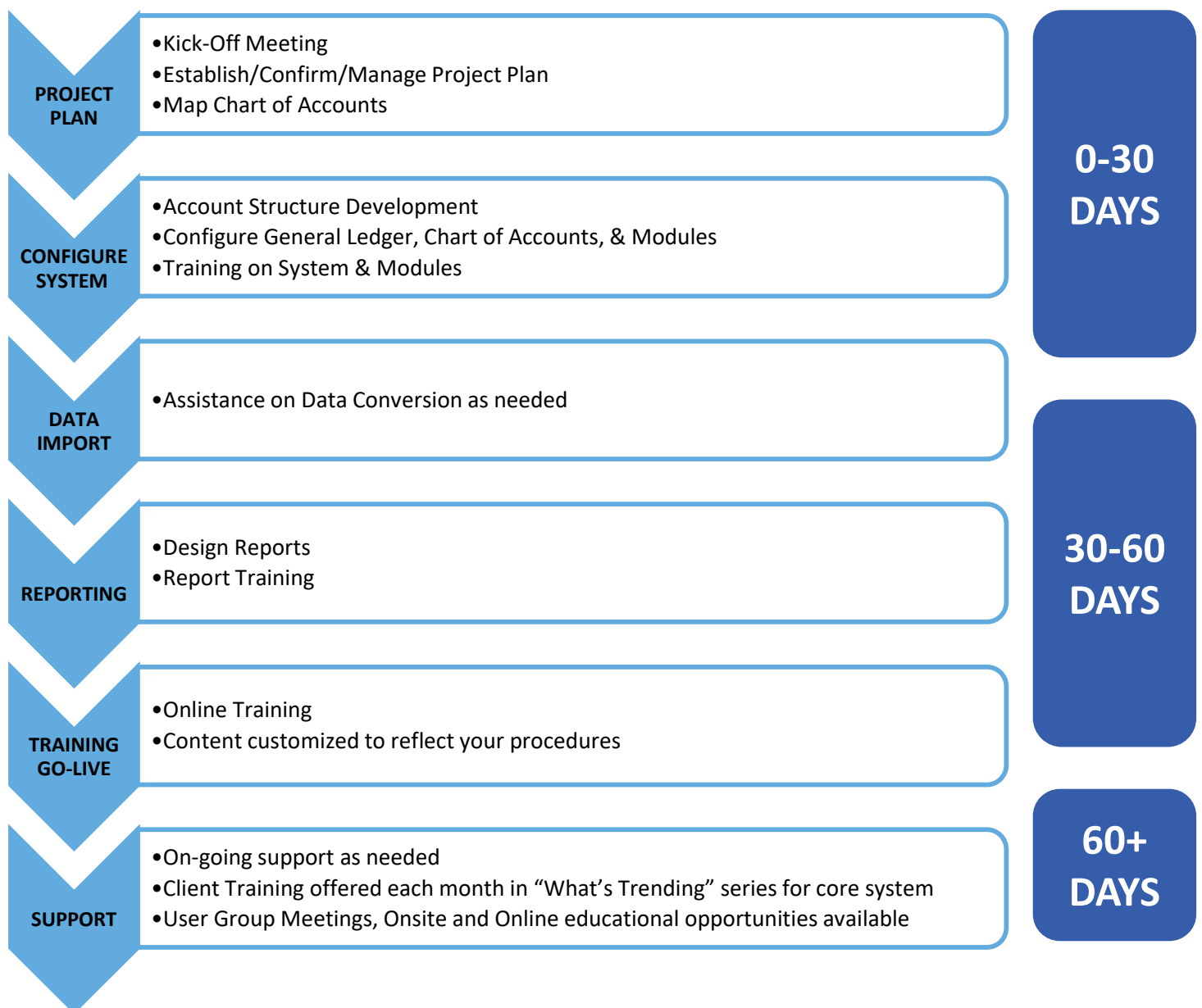
Popular AccuFund Add-On Modules

- Accounts Receivable
- Workbench Automation
- Fixed Assets
- Payroll (HR, Employee Timesheet Entry, Time Clocks)
- Web Portal (Browser access for managers and staff to dashboards, financial, & other components)
- Requisitions Management
- Purchasing with Inventory
- Grants Management
-  **Budget Development & Forecasting**
- Pay Portal
- Utility Billing
- Permits & Inspections
- Taxes, Licenses, and Fees
- Client Invoicing
- Work Orders

 *Recommended*

Implementation Methodology

An AccuFund Implementation Specialist will lead your organization through the implementation process.



Software & Implementation Estimate

Quote for Town of Conway Township, MI

Monthly Online Standard Edition- Anywhere	Qty.	Mon thly	Annual
AccuFund Anywhere Core- 4 users	4	\$400	\$4,800
Budgeting and Forecasting Module	1	\$60	\$720
Access User (Read Only/Query and use of budget module)	1	\$20	\$240
Total AccuFund Software Components		\$480	\$5,760

AccuFund Maintenance, Enhancements & Support (Included) \$0

Total Annual Software Cost \$5,760

Implementation Estimate	Hours	Estimated Cost
Implementation Planning	8	\$1,200
**Data Import- 3 years of trial balance data	12	\$1,800
Setup & Training -Anywhere Core	24	\$3,600
Setup & Training- Budget & Forecasting Module	6	\$900
*Total Implementation Cost - Estimated	50	\$7,500

*Please note this proposal is an estimate based on the initial needs analysis and is valid for 90 days. Implementation is not to exceed the above hours/cost unless a change order is agreed upon due to specific circumstances. During implementation, the client and AccuFund's professional services team will have access to the software to design, configure, and train users. During this time period for a period of 90 days the subscription fees will be reduced by 50%.

**AccuFund to import data and budget information. The data import estimate assumes that the client will prepare the data for import in the templates provided by AccuFund. Client will have the option to bring additional data into AccuFund at a cost of \$150 per hour. Client may likely archive legacy system data.

blackbaud®



Blackbaud Financial Edge NXT®

Conway Township

Oliver Gates
Account Executive

Blackbaud is your best long-term partner

35,000+ clients in over 60 countries

Stable and transparent (Nasdaq: BLKB)

Modern, integrated cloud portfolio

Award winning, innovative solutions



We are proud to be recognized for our outstanding, purpose-built solutions and support.



Corporate
Citizenship



Community
Responsibility



Award Winning
AI



Customer
Focused



Top 5 Nonprofit
Accounting



Proven by
Customers



Budgeting
Solution



Top Nonprofit
Software

Deep Expertise

Our team is comprised of people who have the experience you need

Certified Public Accountants

Big four consultants

Technology veterans

Blackbaud certified nonprofit leaders



Unmatched breadth:
experience spanning services, support, nonprofit, IT, and business operations



Unmatched tenure:
65% with at least 10 years of experience in their field; 80% with at least 5 years.



Delivering with excellence:
more than 150 industry awards named to team members.



Deeply dedicated:
20% serving on nonprofit boards and committees and 80% volunteering

Value analysis: Financial Edge NXT

RECURRING INVESTMENT

VALUE

Financial Edge NXT

\$13,860

Included: Cash Receipts, Accounting Forms, Budget Management, Advanced Security, Cash Management, General Ledger, Project Grant Endowment, Accounts Payable, FE NXT Learn More, FE NXT Expense Management, Allocation, FE NXT Essentials Setup, FE NXT Essentials, FE NXT View Only Add User 10 Pack

ONE-TIME INVESTMENT

Implementation Costs

\$16,415

3-Year GL History Import

\$2,880

What It All Includes

RESOURCES AVAILABLE THROUGHOUT YOUR BLACKBAUD EXPERIENCE



Customer Success Manager

Proactively works with your organization to help you get the most value on investment from your Blackbaud solutions.



Customer Account Executive

Works with your organization to explore new solutions, services, or training, matched to an understanding of your mission and desired outcomes.



Customer Renewals Specialist

Works with your organization to ensure a seamless experience when it is time to renew your solutions.



Customer Support



Customer Success Enablement Resources



Blackbaud Community and Knowledgebase



blackbaud UNIVERSITY Training and Education Services



Implementation and Optimization Services





Protect your investment with our expertly designed curriculum focused on real-world application

CFRE and CPE credit-worthy courses and certifications*

87% of organizations report increased efficiency

500+ hours of live instructor-led training

OnDemand courses available for convenient consumption

Learning paths designed for every role, responsibility, and ability level

**CPE credit courses limited to specific Blackbaud products*



Value analysis: Financial Edge NXT



Blackbaud Solution Benefit Analysis ROI Summary Report for Conway Township

Five-Year Benefits At-a-Glance

25.2%

CUMULATIVE ROI

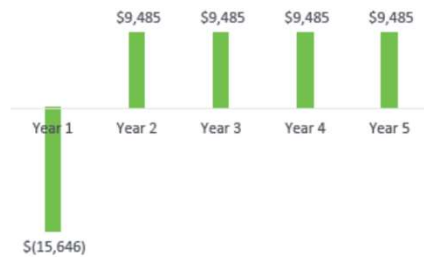
\$17,132

NET PRESENT VALUE

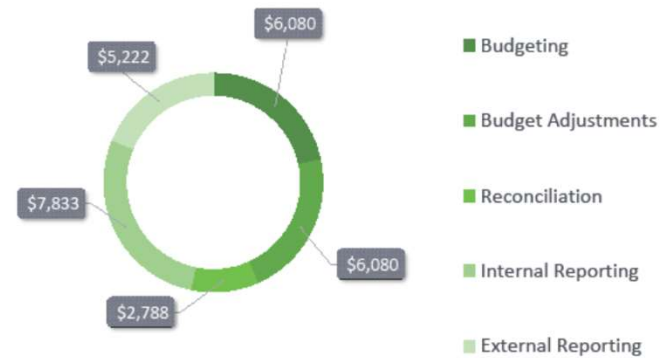
31.79

PAYBACK PERIOD (MONTHS)

Net Present Value by Year



Five-Year Process Improvement Benefits



blackbaud[®]



Thank you

Oliver.Gates@blackbaud.com



**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 <i>With use of integrated Credit Card Processor Pay-Per-Hit Option</i>	\$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**



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.

Cougar Mountain Software
250 Bobwhite Ct
Suite 300
Boise, ID 83706
Phone: (208) 375-4455

QUOTE
Page 1 of 1

QUOTE NO. W-005956

ACCT. NO.: 5172230358
SOLD TO: Conway Township
Fowlerville MI 48836
UNITED STATES

SHIP TO: Elizabeth Whitt
Fowlerville MI 48836
UNITED STATES

Phone: (517) 223-0358
Email: clerk@conwaymi.gov

Phone: (517) 223-0358
Email: clerk@conwaymi.gov

SALES NO.	CUSTOMER REQ. NUMBER	SHIP VIA	SALES-PERSON	DATE SHIPPED	TERMS	INVOICE DATE
2			KMT	06/16/2023	Net 10 Days	06/16/2023

QUANTITY ORDERED	QUANTITY SHIPPED	BACK ORDERED	ITEM NO.	DESCRIPTION	UNIT PRICE	EXTENDED PRICE
5.00	5.00	0.00	DN-FND-CONTR	Denali Fund Controller Module-New	\$360.00	\$1,800.00
5.00	5.00	0.00	SA-DN-FND-CTR	SA- Denali Fund Controller	\$73.00	\$365.00
1.00	1.00	0.00	DN-FND-GL	Denali Fund GL Module-New	\$1,200.00	\$1,200.00
1.00	1.00	0.00	SA-DN-FND-GL	SA- Denali Fund GL Module	\$244.00	\$244.00
1.00	1.00	0.00	DN-FND-AP	Denali Fund AP Module-New	\$1,200.00	\$1,200.00
1.00	1.00	0.00	SA-DN-FND-AP	SA- Denali Fund AP Module	\$244.00	\$244.00
1.00	1.00	0.00	DN-FND-BR	Denali Fund Bank Rec Module-New	\$1,200.00	\$1,200.00
1.00	1.00	0.00	SA-DN-FND-BR	SA- Denali Fund Bank Rec	\$244.00	\$244.00
1.00	1.00	0.00	DN-FND-AR	Denali Fund AR Module-New	\$725.00	\$725.00
1.00	1.00	0.00	SA-DN-FND-AR	SA- Denali Fund AR Module	\$146.00	\$146.00
1.00	1.00	0.00	DN-FND-POS	Denali Fund Point of Sale-New	\$725.00	\$725.00
1.00	1.00	0.00	SA-DN-FND-POS	SA- Denali Fund Point of Sale	\$146.00	\$146.00
1.00	1.00	0.00	DN-CRYSTAL	CRYSTAL REPORTS	\$495.00	\$495.00
1.00	1.00	0.00	SA20	ANNUAL SA 20 HR SUPPORT	\$1,800.00	\$1,800.00
2.00	2.00	0.00	TR8H	8 Hour Phone Training	\$1,250.00	\$2,500.00
1.00	1.00	0.00	CM2H	2 Hour Crystal Reports Modification/Training	\$525.00	\$525.00
1.00	1.00	0.00	HNDL	Processing / Handling Fee	\$426.00	\$426.00
12.00	12.00	0.00	HST-MTH-ARC	Cloud Hosting Monthly	\$255.00	\$3,060.00
1.00	1.00	0.00	HST-SETUP-ARC	Hosting Setup Fee	\$590.00	\$590.00
12.00	12.00	0.00	ARC FINANCIAL ANALYTICS	ARC Financial Analytics - 1 Year	\$100.00	\$1,200.00
1.00	1.00	0.00	ARC SETUP	ARC PRODUCT SETUP & TRAINING	\$1,000.00	\$1,000.00

Weight	0.00 lbs.				SALES AMOUNT	\$19,835.00
Tender Types		Debit Card	\$0.00		TAXABLE TOTAL	\$19,835.00
Cash	\$0.00	Alternate Tender	\$0.00		SALES TAX	\$0.00
Check	\$0.00	Gift Card	\$0.00		FREIGHT	\$0.00
AR Charge	\$0.00	Foreign Currencies	\$0.00		TOTAL	\$19,835.00
Credit Card	\$0.00	WebPay	\$0.00		TOTAL DEPOSITS	\$0.00
CC Rebates	\$0.00			Thank You	BALANCE REMAINING	\$0.00

Conway Township

8015 N. Fowlerville Road
PO Box 1157
Fowlerville MI 48836



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

I move that:

We contract with

Maker Name: Elizabeth Whitt _____ Maker Signature _____ Date 07/18/23

Seconded: YES NO (Please Circle One)

Disposition:

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

Notes:

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)

Joe Raica Excavating, Inc

3640 Nicholson Rd
Fowlerville, Mi 48836
Jenn@JoeRaicaExc.com

Phone 517-521-4508
Fax 517-521-4393

Proposal

July 10, 2023
Customer- Conway Township
Project- Detention Pond

Cut and remove all trees, stumps, and overgrowth in detention pond. Reshape bottom and side slopes for positive flow to outlet structure. Seed and mulch slopes of pond and disturbed areas.

Remove mulch beds on property, grade to lawn grade and seed.

Total **\$14,000.00**

Price does NOT include- Permits

Respectfully,

Jennifer Raica
Joe Raica Excavating, Inc

Joe Raica Excavating, Inc

3640 Nicholson Rd
Fowlerville, Mi 48836
Jenn@JoeRaicaExc.com

Phone 517-521-4508
Fax 517-521-4393

Project Quote

July 10, 2023
Customer- Conway Township
Project- Site Grading

Regarding north and west side of building for positive drainage.

West side- Remove sod, reshape subsoil approximately 15 feet from building for flow going North to the pond.
Seed and mulch disturbed areas.

North side- Remove sod, reshape subsoil to edge of detention pond for positive flow from sidewalk and building. Seed and mulch.

Total	\$6,000.00
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Price does NOT include- Permits.

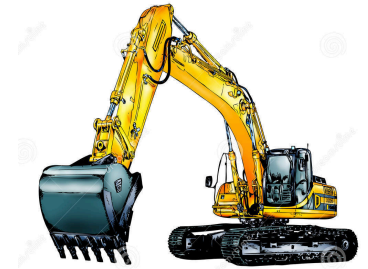
Respectfully,

Jennifer Raica
Joe Raica Excavating, Inc

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	Remove all vegetation, trees, stumps. Shape existing riprap for improved, proper drainage flow. Excavate as needed to ensure proper drainage. Reseed damaged areas.	1	8,200.00	8,200.00
Excavation Work	Removal all mulched beds around the property. Removal of all materials. Grade to existing lawn grade. Hydroseed affected and damaged areas. Install barrier edging around the stone beds next to the building to contain decorative rocks.	1	1,850.00	1,850.00
	Sales Tax		0.00%	0.00
			Total	\$10,050.00



JB Erosion Control Inc.
 208 W Highland Road
 Suite 102
 Highland, MI 48357
 (989)205-4444
 info@jberosioncontrol.com
 http://www.jberosioncontrol.com

ADDRESS

Conway Township
 8015 N Fowlerville Road
 Fowlerville, MI 48836 USA

SHIP TO

Conway Township
 8015 N Fowlerville Road
 Fowlerville, MI 48836 USA

Estimate 1371

DATE 07/05/2023

P.O. NUMBER

Detention Basin

SALES REP

Jeremy Burton

LOCATION

Fowlerville MI

DATE	SERVICE	DESCRIPTION	QTY	RATE	AMOUNT
07/05/2023	Detention Basin clearing	remove all vegetation, trees, stumps, shape existing riprap for improved, proper drainage flow, excavation, re seed with straw, cleanup	1	18,990.00	18,990.00

please visit us on the web at www.jberosioncontrol.com. We accept all major credit cards. Please call Jeremy at 989-205-4444 or Joe at 810-252-0529 with any questions or concerns.

SUBTOTAL 18,990.00
 TAX 0.00

TOTAL \$18,990.00

Accepted By

Accepted Date



JB Erosion Control Inc.
208 W Highland Road
Suite 102
Highland, MI 48357
(989)205-4444
info@jberosioncontrol.com
http://www.jberosioncontrol.com

ADDRESS

Conway Township
8015 N Fowlerville Road
Fowlerville, MI 48836 USA

SHIP TO

Conway Township
8015 N Fowlerville Road
Fowlerville, MI 48836 USA

Estimate 1372

DATE 07/05/2023

P.O. NUMBER

excavation and landscape work

SALES REP

Jeremy Burton

LOCATION

Fowlerville, MI

DATE	SERVICE	DESCRIPTION	QTY	RATE	AMOUNT
07/05/2023	excavating		1	0.00	0.00
07/05/2023	hydroseed	Hydroseed mulch bails / seed / fertilizer	1	0.00	0.00
07/05/2023	Grading	regrade north and west sides of property to flow to wetland, proper drainage to pond and away from building	1	0.00	0.00
07/05/2023	Edge Drain		1	0.00	0.00
07/05/2023	black diamond edging	edging for landscape beds around building, Weed spray for decorative rocks	1	0.00	0.00
07/05/2023	remove mulch bedding	remove all mulch beds on property and repair and grade to lawn mowing or existing grade	1	0.00	0.00
07/05/2023	topsoil	screened topsoil(delivered and spread)	1	0.00	0.00
07/05/2023	clean up	complete cleanup at project completion	1	0.00	0.00
	Services	Total			8,970.00

please visit us on the web at www.jberosioncontrol.com. We accept all major credit cards. Please call Jeremy at 989-205-4444 or Joe at 810-252-0529 with any questions or concerns.

SUBTOTAL

8,970.00

TAX

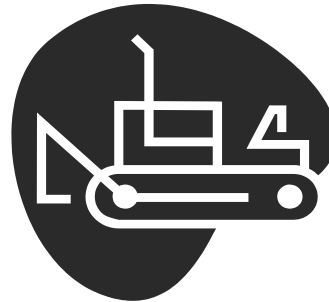
0.00

TOTAL

\$8,970.00

PROPOSAL

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



Proposal submitted to: Conway Township		Date: 7-11-23
Address:		Phone #
		Cell #
		Fax #
Job location:		Email:

- Remove all trees and vegetation around pond area.
- Reuse existing riprap.
- Remove soil from pond for proper drainage.
- Repair and seed damage areas.
- \$17,760.00

Alter to scope of work:

- Need new stone pack around standpipe \$1,800.00.
- New riprap at spillway and overflow \$2,100.00.

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 Managed 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 including 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

INFRASTRUCTURE

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 its 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.

PRODUCTIVITY



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
<input checked="" type="checkbox"/> Enhanced Physical Location Security, Monitoring & Management <ul style="list-style-type: none"> • 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
<input type="checkbox"/> Professional Physical Location Security, Monitoring & Management Enhanced Physical Location Security, Monitoring & Management plus <ul style="list-style-type: none"> • 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
<input type="checkbox"/> Essentials Workstation Support <ul style="list-style-type: none"> • Operating System Patching • 3rd Party Software Patching • Advanced Multi-Layer Endpoint Detection & Response <ul style="list-style-type: none"> ◦ 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
<input checked="" type="checkbox"/> Enhanced Workstation Support Essentials Workstation Bundle plus: <ul style="list-style-type: none"> • 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
<input type="checkbox"/> Premium Workstation Support Enhanced Workstation Bundle Plus: <ul style="list-style-type: none"> • 30-day SIEM • Daily full image Computer Backup <ul style="list-style-type: none"> ◦ up to 1tb - Desktop OS • Governance, Risk & Compliance Assessments <ul style="list-style-type: none"> ◦ HIPAA/PCI-DSS/NIST/FEDERAL/STATE 	\$85 /Month	0	\$0/Month
TOTAL PER MONTH			\$910

User Productivity Bundles	Price	Qty	Subtotal
<input type="checkbox"/> Essential User Productivity Bundle <ul style="list-style-type: none"> • 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
<input checked="" type="checkbox"/> Enhanced User Productivity Bundle <ul style="list-style-type: none"> • 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
<input type="checkbox"/> Professional User Productivity Bundle <ul style="list-style-type: none"> • 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
<input type="checkbox"/> Essential Server Support <ul style="list-style-type: none"> • Unlimited Remote Support • Scheduled Onsite Support (\$120/hr) • Daily Data Backup with Bi-Weekly Recovery Testing <ul style="list-style-type: none"> ◦ 2TB Data Allotment (can be pooled) • OS Server Patching • LoB Server Patching / Upgrades • 3rd Party Software Patching • Advanced Multi-Layer Endpoint Detection & Response <ul style="list-style-type: none"> ◦ 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
<input checked="" type="checkbox"/> Enhanced Server Support Essential Server Support plus: <ul style="list-style-type: none"> • 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
<input type="checkbox"/> Professional Server Support Enhanced Server Support Plus: <ul style="list-style-type: none"> • Unlimited Remote Support • Onsite Support (Same Day) • Governance, Risk & Compliance Assessments <ul style="list-style-type: none"> ◦ HIPAA/PCI-DSS/NIST/FEDERAL/STATE 	\$265/month	0	\$0 /month
TOTAL PER MONTH			\$210

VoIP	Price	Qty	Subtotal
<input type="checkbox"/> 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
<input type="checkbox"/> IT VOIP Add Line IT VoIP Telephone Service - Single Concurrent Call - Unlimited Nationwide Calling	\$25/month	5	\$125/month
<input type="checkbox"/> IT VOIP Caller ID Caller ID Service	\$2.85/month	1	\$2.85/month
<input type="checkbox"/> IT VoIP Fax	\$30/month	0	\$0/month
TOTAL PER MONTH			\$0

Hardware / Additional Services	Price	Qty	Subtotal
<input checked="" type="checkbox"/> Netgate pfSense Firewall Security Gateway Appliance Robust VPN Capabilities	\$450	1	\$450
<input checked="" type="checkbox"/> Ubiquiti 24 Port Switch 24 Port Switch, Hosted in KW Cloud controller	\$450	1	\$450
<input checked="" type="checkbox"/> 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!



CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)
06/12/2023

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

IMPORTANT: If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must have ADDITIONAL INSURED provisions or be endorsed. If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

PRODUCER TriCoast Advisors 50 Louis Street Suite 510 Grand Rapids MI 49503	CONTACT NAME: Tammy VanderStelt PHONE (A/C, No, Ext): E-MAIL ADDRESS: tvanderstelt@tricoastadvisors.com	FAX (A/C, No):
INSURED KW Corporation Inc. PO Box 324 Fowlerville MI 48836-0324	INSURER(S) AFFORDING COVERAGE	
	INSURER A: Citizens Insurance Company of America	NAIC # 31534
	INSURER B: Allmerica Financial Benefit	41840
	INSURER C: The Hanover Insurance Company	22292
	INSURER D: Accident Fund Insurance Company of America	10166
	INSURER E:	
	INSURER F:	

COVERAGES **CERTIFICATE NUMBER:** 23-24 Master Certificate **REVISION NUMBER:**

THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

INSR LTR	TYPE OF INSURANCE	ADDL INSD	SUBR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS
A	<input checked="" type="checkbox"/> COMMERCIAL GENERAL LIABILITY <input type="checkbox"/> CLAIMS-MADE <input checked="" type="checkbox"/> OCCUR <input checked="" type="checkbox"/> Personal injury under policy #LHIJ2740400			Z7I J263750	01/01/2023	01/01/2024	EACH OCCURRENCE \$ 1,000,000
	GEN'L AGGREGATE LIMIT APPLIES PER: <input type="checkbox"/> POLICY <input type="checkbox"/> PRO-JECT <input checked="" type="checkbox"/> LOC <input checked="" type="checkbox"/> OTHER: Contractual Liability						DAMAGE TO RENTED PREMISES (Ea occurrence) \$ 100,000
							MED EXP (Any one person) \$ 5,000
							PERSONAL & ADV INJURY \$ 5,000,000
B	<input checked="" type="checkbox"/> AUTOMOBILE LIABILITY <input checked="" type="checkbox"/> ANY AUTO <input type="checkbox"/> OWNED AUTOS ONLY <input type="checkbox"/> SCHEDULED AUTOS <input checked="" type="checkbox"/> HIRED AUTOS ONLY <input checked="" type="checkbox"/> NON-OWNED AUTOS ONLY			AWI J263772	01/01/2023	01/01/2024	COMBINED SINGLE LIMIT (Ea accident) \$ 1,000,000
							BODILY INJURY (Per person) \$
							BODILY INJURY (Per accident) \$
							PROPERTY DAMAGE (Per accident) \$
A	<input checked="" type="checkbox"/> UMBRELLA LIAB <input checked="" type="checkbox"/> OCCUR <input checked="" type="checkbox"/> EXCESS LIAB <input type="checkbox"/> CLAIMS-MADE			U7I J263751	01/01/2023	01/01/2024	EACH OCCURRENCE \$ 5,000,000
	DED \$ RETENTION \$						AGGREGATE \$ 5,000,000
							\$
D	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) If yes, describe under DESCRIPTION OF OPERATIONS below	Y / N N	N / A	AF WCP 100054150	06/01/2023	06/01/2024	<input checked="" type="checkbox"/> PER STATUTE <input type="checkbox"/> OTH-ER
							E.L. EACH ACCIDENT \$ 1,000,000
							E.L. DISEASE - EA EMPLOYEE \$ 1,000,000
C	Professional Liability includes Personal Injury Liability			LHI J27404 00	01/01/2023	01/01/2024	Aggregate Limit \$5,000,000
							Each Claim \$5,000,000

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required)

CERTIFICATE HOLDER

CANCELLATION

Conway Township Office 8015 N Fowlerville Rd. Fowlerville MI 48836	SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS. AUTHORIZED REPRESENTATIVE
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Request for Taxpayer Identification Number and Certification

**Give Form to the
 requester. Do not
 send to the IRS.**

▶ Go to www.irs.gov/FormW9 for instructions and the latest information.

Print or type. See Specific instructions on page 3.	1 Name (as shown on your income tax return). Name is required on this line; do not leave this line blank. KW Corporation, INC		
	2 Business name/disregarded entity name, if different from above		
	3 Check appropriate box for federal tax classification of the person whose name is entered on line 1. Check only one of the following seven boxes. <input type="checkbox"/> Individual/sole proprietor or single-member LLC <input type="checkbox"/> C Corporation <input checked="" type="checkbox"/> S Corporation <input type="checkbox"/> Partnership <input type="checkbox"/> Trust/estate <input type="checkbox"/> Limited liability company. Enter the tax classification (C=C corporation, S=S corporation, P=Partnership) ▶ _____ Note: Check the appropriate box in the line above for the tax classification of the single-member owner. Do not check LLC if the LLC is classified as a single-member LLC that is disregarded from the owner unless the owner of the LLC is another LLC that is not disregarded from the owner for U.S. federal tax purposes. Otherwise, a single-member LLC that is disregarded from the owner should check the appropriate box for the tax classification of its owner. <input type="checkbox"/> Other (see instructions) ▶ _____	4 Exemptions (codes apply only to certain entities, not individuals; see instructions on page 3): Exempt payee code (if any) _____ Exemption from FATCA reporting code (if any) _____ <small>(Applies to accounts maintained outside the U.S.)</small>	
	5 Address (number, street, and apt. or suite no.) See instructions. 307 W Grand River Ave	Requester's name and address (optional)	
	6 City, state, and ZIP code Fowlerville, MI 48836		
	7 List account number(s) here (optional)		

Part I Taxpayer Identification Number (TIN)

Enter your TIN in the appropriate box. The TIN provided must match the name given on line 1 to avoid backup withholding. For individuals, this is generally your social security number (SSN). However, for a resident alien, sole proprietor, or disregarded entity, see the instructions for Part I, later. For other entities, it is your employer identification number (EIN). If you do not have a number, see *How to get a TIN*, later.

Note: If the account is in more than one name, see the instructions for line 1. Also see *What Name and Number To Give the Requester* for guidelines on whose number to enter.

Social security number									
or									
Employer identification number									
2	6	-	0	3	5	5	4	1	0

Part II Certification

Under penalties of perjury, I certify that:

- The number shown on this form is my correct taxpayer identification number (or I am waiting for a number to be issued to me); and
- I am not subject to backup withholding because: (a) I am exempt from backup withholding, or (b) I have not been notified by the Internal Revenue Service (IRS) that I am subject to backup withholding as a result of a failure to report all interest or dividends, or (c) the IRS has notified me that I am no longer subject to backup withholding; and
- I am a U.S. citizen or other U.S. person (defined below); and
- The FATCA code(s) entered on this form (if any) indicating that I am exempt from FATCA reporting is correct.

Certification instructions. You must cross out item 2 above if you have been notified by the IRS that you are currently subject to backup withholding because you have failed to report all interest and dividends on your tax return. For real estate transactions, item 2 does not apply. For mortgage interest paid, acquisition or abandonment of secured property, cancellation of debt, contributions to an individual retirement arrangement (IRA), and generally, payments other than interest and dividends, you are not required to sign the certification, but you must provide your correct TIN. See the instructions for Part II, later.

Sign Here	Signature of U.S. person ▶	Date ▶ 01/18/2023
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General Instructions

Section references are to the Internal Revenue Code unless otherwise noted.

Future developments. For the latest information about developments related to Form W-9 and its instructions, such as legislation enacted after they were published, go to www.irs.gov/FormW9.

Purpose of Form

An individual or entity (Form W-9 requester) who is required to file an information return with the IRS must obtain your correct taxpayer identification number (TIN) which may be your social security number (SSN), individual taxpayer identification number (ITIN), adoption taxpayer identification number (ATIN), or employer identification number (EIN), to report on an information return the amount paid to you, or other amount reportable on an information return. Examples of information returns include, but are not limited to, the following.

- Form 1099-DIV (dividends, including those from stocks or mutual funds)
- Form 1099-MISC (various types of income, prizes, awards, or gross proceeds)
- Form 1099-B (stock or mutual fund sales and certain other transactions by brokers)
- Form 1099-S (proceeds from real estate transactions)
- Form 1099-K (merchant card and third party network transactions)
- Form 1098 (home mortgage interest), 1098-E (student loan interest), 1098-T (tuition)
- Form 1099-C (canceled debt)
- Form 1099-A (acquisition or abandonment of secured property)

Use Form W-9 only if you are a U.S. person (including a resident alien), to provide your correct TIN.
 If you do not return Form W-9 to the requester with a TIN, you might be subject to backup withholding. See What is backup withholding, later.

- Form 1099-INT (interest earned or paid)



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, Ubiquiti, 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



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 River PO 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 River PO 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.