

**Conway Township**

**Regular Meeting**

June 18, 2024

7:00 pm

**AGENDA**

Call to Order and Pledge of Allegiance

Roll Call

**Consent Agenda Approval**

1. Approve 5/21/2024 Meeting Minutes
2. Account Reconciliations
3. Disbursements/Payroll Report/Budget Report
4. Zoning Administrator Report

**Call to the Public Regarding Agenda Items Only**

**Additions to and /or approval of Board Meeting Agenda**

**Presentations**

**Reports and Communications**

5. Planning Commission Ex-Officio Report

**Unfinished Business**

6. PC Laptops and Needed Software

**New Business**

7. Zoning Administrator Hours
8. Clerk's discussion regarding operations
9. Policy 21 and Policy 22 Conflicts
10. Resolution 240618-1 School Tax Collection
11. Cell Phone for Planning Commission Secretary
12. FOIA Fee for Tax and Assessment Rolls
13. School Liaison Officer

**Board Member Discussion**

**Call to the Public Regarding Any Item or Issue**

**Adjournment**

CONWAY TOWNSHIP POLICY No. 7

**PUBLIC COMMENT AND CONDUCT POLICY**

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

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

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

Unapproved Minutes  
Conway Twp. Regular Board Meeting  
May 21<sup>st</sup>, 2024  
7:00 PM.

- Call To Order:
  - a. Supervisor W Grubb called the meeting to order at: 7:00pm. With the Pledge of Allegiance to the American flag.
- Attendance:
  - a. Roll call: W. Grubb (Supervisor)- Present; R. Kreeger (Clerk)- Present; D. Grubb (Treasurer)- Present; G. Pushies (Trustee)- Present; A. Crampton-Atherton (Trustee)- Present
- Consent Agenda Approval:
  - a. Discussion by W. Grubb to remove item #5 on the Consent Agenda due to availability of report with regards to change over in accounting software.
  - b. Motion to approve Consent Agenda and remove item #5 from the Consent Agenda made by D. Grubb. Seconded by A. Crampton-Atherton. Motion passed by a 4/5 majority.
- Call to the public regarding agenda items:
  - a. There were no public comments at this time.
- Additions to and Approval of Board Meeting Agenda:
  - a. W. Grubb had 4 changes that he wanted to make to the Board Meeting Agenda:
    - i. )Move item #14 to #15 (Proposed Amendments to Wind Ordinance).
    - ii. Make item #14 Resolution to Adopt Cargo Ordinance.
    - iii. Addition: add Item #16 as Planning Commission.
    - iv. Addition: add #17 as a closed session with board.
  - b. Motion to amend the Board meeting agenda as discussed was made by D. Grubb.
    - i. Seconded by A. Crampton- Atherton.
    - ii. Motion passed.
- Presentations
  - a. Announcement about Livingston Tax Allocation Board: upcoming changes
- Reports and Communications
  - a. Planning Commission Ex-Officio Report
    - i. Decided to speak during Planning Commission (#16)
  - b. Recreation
    - i. The recreation board is predicting they will be over budget again.
    - ii. On the Township's behalf, it was requested that the Townships have more of a active role within the decision making process. This request was given a verbal denial without documentation.
    - iii. The recreation department hosts their meetings the first Thursday of the month at 6pm.
- Unfinished Business:
  - a. None
- New Business:
  - a. Liz Whitt's resignation from both the Cemetery Committee and the ZBA effective May 14<sup>th</sup> 2024.
  - b. Motion to hire Diana Lowe as the new Conway Township Office Assistant.

Unapproved Minutes  
Conway Twp. Regular Board Meeting  
May 21<sup>st</sup>, 2024  
7:00 PM.

- i. Motion to hire Diana Lowe as the new office assistant was made by W. Grubb.
  - ii. Seconded by G. Pushies.
  - iii. Motion passed unanimously.
- c. Appointment of four new members to the cemetery committee:
  - i. Brande Nogafsky, Russ Cesarz, Rachel Kreeger and Jamie Hertzler.
  - ii. It was requested that they be backdated to May 15<sup>th</sup>, 2024.
  - iii. Motion made by W. Grubb
  - iv. Seconded by A. Crampton-Atherton.
  - v. Motion passed unanimously.
- d. The cemetery Committee discussed Coughren Cemetery needing driveway maintenance (new drain tubes).
- e. Farmland Rights New Agreement Application Checklist.
  - i. Attention brought to edits/corrections needing to be done in the actual application checklist.
  - ii. Current application that was received on May 8<sup>th</sup>, 2024 from John Knoch wanting to add one parcel to an already existing agreement.
    - 1. Motion made by A. Crampton-Atherton to approve the Farmland Development Rights New Agreement Application Checklist.
    - 2. Seconded by W. Grubb.
    - 3. Motion passed unanimously.
- f. Discussion regarding the resolution to adopt and amend the cargo ordinance.
  - i. The resolution should read as storage containers instead of cargo containers (correct language that was approved at the last PC meeting on May 13<sup>th</sup>, 2024).
  - ii. Motion to approve the resolution 240521-01 for ordinance number 2023-05 as amended on 5/13/24 by the PC.
  - iii. Roll call vote: W. Grubb (yes); R. Kreeger (yes); D. Grubb (yes); G. Pushies (yes); A. Crampton-Atherton (yes). Motion passed unanimously.
  - iv. G. Pushies requested that the language be verified with W. Grubb after the meeting.
- g. Proposed amendments to the wind ordinance.
  - i. Discussion regarding said attorney involvement in drafting this ordinance.
  - ii. Error in document presentation
    - 1. There is a need to have a format when saving documents to ensure most recent revisions are being presented.
    - 2. W. Grubb will contact said attorney for a correct copy of the wind ordinance and to obtain a resolution.
- h. Planning Commission
  - i. PC needs better training and guidance from the board.
    - 1. W. Grubb he will make a list of resources for training for the PC, which will include the MTA and Citizen Planner.
  - ii. Farmland Development Right Application.

Unapproved Minutes  
Conway Twp. Regular Board Meeting  
May 21<sup>st</sup>, 2024  
7:00 PM.

1. The PC voted remove all typos and add conceptual approval. G. Pushies is to work with Zoning and Assessing to ensure this done correctly and to avoid legal costs.
    - a. Motion made by W. Grubb to revise the Farmland Development Rights Application to remove typos and insert conceptual approval.
    - b. Seconded by G. Pushies.
    - c. Motion passed unanimously.
  - iii. G. Pusihs stated that the PC had voted to appoint K. Poissant as their main contact point for the Conway Township Master Plan.
    1. Motion made by G. Pushies to appoint K. Poissant as the main point of contact regarding the Conway Township Master.
    2. Seconded by W. Grubb.
    3. Motion passed unanimously.
  - iv. G. Pushies stated that the P.C. would like to have Microsoft office on all PC laptops.
    1. R. Kreeger and the Clerk's department will investigate and report on the cost.
  - v. G. Pushies stated that the PC would like the PC Secretary to be able to speak with the township attorney on behalf of the PC.
    1. It was agreed that for the time being the PC chair and the Clerk would contact the attorney on behalf of the PC when necessary.
      - a. Communication between the Clerk and PC: Clerk will send the PC a copy of the Township Board meeting minutes.
- Board Member Discussion:
    - a. Closed Session
      - i. Motion was made at 8:16pm by W. Grubb to go into a closed session.
      - ii. by G. Pushies.
      - iii. Motion passed unanimously.
    - b. Board reconvened at 9:28pm.
    - c. Township Website
      - i. W. Grubb will research and report the cost of having an external company manage the Conway Township's Website.
  - Last Call To The Public:
    - a. Questioned the need to continue publishing the server report. The Board agreed it was unnecessary.
    - b. The need to clarify the process of communication between the Township and the Township Attorney.
    - c. Requests for the Township to obtain itemized billings from the attorney.
    - d. Requests for the Township Board have conversations with the other townships associated with the Fowlerville Recreation Board regarding the budget.
    - e. Requested the Township Board contact TDS and/or Surf to determine if the area by Lovejoy/Nicholson/Sober is going to be serviced in some c with the fiber internet.

Unapproved Minutes  
Conway Twp. Regular Board Meeting  
May 21<sup>st</sup>, 2024  
7:00 PM.

- Adjournment:
  - a. Motion made by A. Crampton-Atherton to adjourn the meeting at 9:46pm.
  - b. Seconded by G. Pushies.
  - c. Motion approved unanimously.

BANK RECONCILIATION REPORT FOR CONWAY TOWNSHIP

Bank TRUST - BOAA - TRUST AND AGENCY

From: 05/01/2024 To: 05/31/2024

Reconciliation Record: 0000000046

Beginning GL Balance:		23,708.81
Add: Cash Receipts		3,492.31
Add: Journal Entries/Other		12.29
Ending GL Balance:		<u>27,213.41</u>
Ending Bank Balance:		27,213.41
Add: Deposits/Transactions In Transit		0.00
Total - 0 outstanding checks:		0.00
Adjusted Bank Balance	27,213.41	
Unreconciled Difference		0.00

REVIEWED BY: \_\_\_\_\_ DATE: \_\_\_\_\_

BANK RECONCILIATION REPORT FOR CONWAY TOWNSHIP

Bank DOG - BOAA - DOG LICENSE  
From: 05/01/2024 To: 05/31/2024  
Reconciliation Record: 0000000045

Beginning GL Balance:		13.48
Add: Cash Receipts		75.00
Add: Journal Entries/Other		0.02
Ending GL Balance:		<u>88.50</u>
Ending Bank Balance:		88.50
Add: Deposits/Transactions In Transit		0.00
Total - 0 outstanding Checks:	0.00	
Adjusted Bank Balance	88.50	
Unreconciled Difference	0.00	

REVIEWED BY: \_\_\_\_\_ DATE: \_\_\_\_\_



BANK RECONCILIATION REPORT FOR CONWAY TOWNSHIP  
Bank ARPA - INDEPENDENT - BUSINESS FREEDOM CHECKING  
From: 05/01/2024 To: 05/31/2024  
Reconciliation Record: 0000000033

Beginning GL Balance:	323,555.27
Ending GL Balance:	323,555.27
Ending Bank Balance:	323,555.27
Add: Deposits/Transactions In Transit	0.00
Total - 0 Outstanding Checks:	0.00
Adjusted Bank Balance	323,555.27
Unreconciled Difference	0.00

REVIEWED BY: \_\_\_\_\_ DATE: \_\_\_\_\_

BANK RECONCILIATION REPORT FOR CONWAY TOWNSHIP

Bank MSUCD - MSUFCU - TIME DEPOSIT (CD)

From: 05/01/2024 To: 05/31/2024

Reconciliation Record: 0000000035

Beginning GL Balance:	250,962.14
Ending GL Balance:	250,962.14
Ending Bank Balance:	250,962.14
Add: Deposits/Transactions In Transit	0.00
Total - 0 outstanding checks:	0.00
Adjusted Bank Balance	250,962.14
Unreconciled Difference	0.00

REVIEWED BY: \_\_\_\_\_ DATE: \_\_\_\_\_

BANK RECONCILIATION REPORT FOR CONWAY TOWNSHIP

Bank MSUSV - MSUFCU - CONTINGENT SAVER

From: 05/01/2024 To: 05/31/2024

Reconciliation Record: 0000000034

Beginning GL Balance:	5.00
Ending GL Balance:	5.00
Ending Bank Balance:	5.00
Add: Deposits/Transactions In Transit	0.00
Total - 0 Outstanding Checks:	0.00
Adjusted Bank Balance	5.00
Unreconciled Difference	0.00

REVIEWED BY: \_\_\_\_\_ DATE: \_\_\_\_\_

BANK RECONCILIATION REPORT FOR CONWAY TOWNSHIP

Bank FLGCD - FLAGSTAR - TIME DEPOSIT (CD)

From: 05/01/2024 To: 05/31/2024

Reconciliation Record: 0000000036

Beginning GL Balance:	197,778.73
Ending GL Balance:	197,778.73
Ending Bank Balance:	197,778.73
Add: Deposits/Transactions In Transit	0.00
Total - 0 outstanding Checks:	0.00
Adjusted Bank Balance	197,778.73
Unreconciled Difference	0.00

REVIEWED BY: \_\_\_\_\_ DATE: \_\_\_\_\_

BANK RECONCILIATION REPORT FOR CONWAY TOWNSHIP

Bank BLDG - CHASE - BUILDING FUND  
From: 05/01/2024 To: 05/31/2024  
Reconciliation Record: 0000000039

Beginning GL Balance:		99,548.48
Add: Journal Entries/Other		0.83
Ending GL Balance:		<u>99,549.31</u>
Ending Bank Balance:		99,549.31
Add: Deposits/Transactions In Transit		0.00
Total - 0 Outstanding Checks:		0.00
Adjusted Bank Balance	99,549.31	
Unreconciled Difference		0.00

REVIEWED BY: \_\_\_\_\_ DATE: \_\_\_\_\_

BANK RECONCILIATION REPORT FOR CONWAY TOWNSHIP

Bank MM - HUNTINGTON - MONEY MARKET  
From: 05/01/2024 To: 05/31/2024  
Reconciliation Record: 0000000038

Beginning GL Balance:	237,052.20
Add: Journal Entries/Other	60.23
Ending GL Balance:	<u>237,112.43</u>
Ending Bank Balance:	237,112.43
Add: Deposits/Transactions In Transit	0.00
Total - 0 Outstanding Checks:	0.00
Adjusted Bank Balance	237,112.43
Unreconciled Difference	0.00

REVIEWED BY: \_\_\_\_\_ DATE: \_\_\_\_\_

BANK RECONCILIATION REPORT FOR CONWAY TOWNSHIP

Bank RDSAV - BOAA - ROAD SAVINGS  
From: 05/01/2024 To: 05/31/2024  
Reconciliation Record: 0000000040

Beginning GL Balance:	91,595.17
Ending GL Balance:	91,595.17
Ending Bank Balance:	91,595.17
Add: Deposits/Transactions In Transit	0.00
Total - 0 outstanding Checks:	0.00
Adjusted Bank Balance	91,595.17
Unreconciled Difference	0.00

REVIEWED BY: \_\_\_\_\_ DATE: \_\_\_\_\_

BANK RECONCILIATION REPORT FOR CONWAY TOWNSHIP

Bank CEM - BOAA - CEMETERY  
From: 05/01/2024 To: 05/31/2024  
Reconciliation Record: 0000000041

Beginning GL Balance:		71,304.95
Add: Cash Receipts		310.50
Add: Journal Entries/Other		31.42
Ending GL Balance:		<u>71,646.87</u>
Ending Bank Balance:		67,046.87
Add: Deposits/Transactions In Transit		
TIMBERTEC CK 1, NOT CLEARED YET 4-30-24		4,600.00
		<u>4,600.00</u>
Total - 0 Outstanding Checks:		0.00
Adjusted Bank Balance		71,646.87
Unreconciled Difference		0.00

REVIEWED BY: \_\_\_\_\_ DATE: \_\_\_\_\_



BANK RECONCILIATION REPORT FOR CONWAY TOWNSHIP

Bank ROAD - BOAA - ROAD CHECKING  
 From: 05/01/2024 To: 05/31/2024  
 Reconciliation Record: 0000000049

Beginning GL Balance:		302,153.24
Add: Journal Entries/Other		490.85
Ending GL Balance:		302,644.09
Ending Bank Balance:		238,605.06
Add: Miscellaneous Transactions		247.89
Add: Deposits/Transactions In Transit		63,791.14
JOURNAL ENTRY 3-31-23		63,791.14

Check Date	Check Number	Name	AP Checks	Amount
04/10/2024	1019	LIVINGSTON COUNTY TREASURER		0.00
				0.00
			0.00	
			302,644.09	
			0.00	

Total - 1 Outstanding Checks:  
 Adjusted Bank Balance  
 Unreconciled Difference

0.00  
 302,644.09  
 0.00

REVIEWED BY: \_\_\_\_\_ DATE: \_\_\_\_\_

# GENERAL ACCOUNT

bank of ann arbor

Welcome SUSAN M EGBERT  
Last log in: Jun 12, 2024 06:16 AM CDT

Alerts Profile Log Out

HOME ACCOUNTS PAYMENTS & TRANSFERS CHECKS & DEPOSITS ADMINISTRATION

General - XXX0227

DETAILS DOCUMENTS DOWNLOAD

Print

Balance		Activity	
Previous day transactions (-\$2,000.00 / +\$7,804.36)	\$5,804.36	Last deposit (Jun 11, 2024)	\$7,804.36
Current balance	\$353,627.22	Last check (Jun 11, 2024)	\$2,000.00
Total float	-\$7,804.36	Interest	
Holds	\$0.00	Current interest rate	1.20%
Pending transactions (-\$0.00 / +\$0.00)	\$0.00	Current accrued interest	\$125.82
Other transfers	\$0.00	Last interest payment (May 31, 2024)	\$383.50
Today's float	\$7,804.36	Interest paid 2024	\$1,989.95
Available balance	\$353,627.22	Interest paid 2023	\$4,231.33
Total funds available	\$353,627.22		

The transfer of financial information to the new software platform, BS&A Cloud, is being reviewed for the months of April and May 2024, by the CPA auditing firm used by the Township to ensure all data manually inputted by the previous Clerk/Deputy Clerk is accurate and without errors. The reconciliation of this account, for the above-referenced months, will be produced by said auditing firm when completed. To provide the community with verification of the current balance and activity of this account per the Bank of Ann Arbor website, the above screenshot has been provided.

# TAX ACCOUNT

m/EBC\_EBC1151/AccountDetails/Index/af756d90-cf03-4ebf-bb51-a0ef6c1a4c81?Token=7a5UYL8%2B07Kzfrd7pbPHcoaoR%2BJHmoT7ulVfk2QFlew%3D



Welcome SUSAN M EGBERT  
Last log in: Jun 11, 2024 01:48 PM CDT

[Alerts](#) [Profile](#) [Log Out](#)

- HOME
- ACCOUNTS
- PAYMENTS & TRANSFERS
- CHECKS & DEPOSITS
- ADMINISTRATION

Tax Fund - XXX6290

- DETAILS
- DOCUMENTS
- DOWNLOAD

## Account information

[Print](#)

### Balance

Previous day transactions (-\$0.00 / +\$0.00)	\$0.00
Current balance	\$30,010.46
Total float	\$0.00
Holds	\$0.00
Pending transactions (-\$0.00 / +\$0.00)	\$0.00
Other transfers	\$0.00
Today's float	\$0.00
Available balance	\$30,010.46
Total funds available	\$30,010.46

### Activity

Last deposit (Jun 05, 2024)	\$19,442.36
Last check (Apr 19, 2024)	\$43.97

### Interest

Current interest rate	0.55%
Current accrued interest	\$3.06
Last interest payment (May 31, 2024)	\$4.93
Interest paid 2024	\$3,641.00
Interest paid 2023	\$5,569.12

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CHECK DISBURSEMENT REPORT FOR CONWAY TOWNSHIP

CHECK DATE 04/01/2024 - 05/31/2024

Check Date	Bank Account	Check #	Payee	Description	Account	Dept	Amount	
<b>Fund: 101 GENERAL</b>								
04/16/2024	GEN	12529	BRANDE NOGAFSKY	SEMINARS AND WORKSHOPS	969.000	257	125.00	
04/16/2024	GEN	12536	BS & A SOFTWARE	MEMBERSHIPS AND DUES, SOFTWARE LIC.	956.000	261	5,560.00	
04/16/2024	GEN	12537	CMC TELECOM	INTERNET AND PHONES	859.000	265	278.67	
04/16/2024	GEN	12538	FOSTER SWIFT	ATTORNEY	804.000	267	2,735.90	
				ATTORNEY	804.000	267	246.50	
		Check GEN 12538 Total for Fund 101 GENERAL						2,982.40
04/16/2024	GEN	12539	LIVINGSTON COUNTY ASSESSORS ASSOCI	MEMBERSHIPS AND DUES, SOFTWARE LIC.	956.000	261	10.00	
				MEMBERSHIPS AND DUES, SOFTWARE LIC.	956.000	261	10.00	
				MEMBERSHIPS AND DUES, SOFTWARE LIC.	956.000	261	10.00	
		Check GEN 12539 Total for Fund 101 GENERAL						30.00
04/16/2024	GEN	12540	MTA	SEMINARS AND WORKSHOPS	969.000	171	125.00	
04/16/2024	GEN	12541	CHRISTMAN	BUILDING MAINTENANCE	935.000	265	3,758.09	
04/16/2024	GEN	12542	LIVINGSTON COUNTY TREASURER	CHARGEBACKS	960.000	253	36.00	
04/30/2024	GEN	12543	ELIZABETH WHITT	MILEAGE	860.000	261	34.82	
				MILEAGE	860.000	261	28.14	
		Check GEN 12543 Total for Fund 101 GENERAL						62.96
04/30/2024	GEN	12544	H & H PUBLICATION	PRINTING AND PUBLISHING	900.000	261	631.00	
04/30/2024	GEN	12545	HART INTERCIVIC, INC.	EQUIPMENT MAINTENANCE	931.000	262	1,228.00	
04/30/2024	GEN	12546	KNOCK 'EM OUT PEST CONTROL	BUILDING MAINTENANCE	935.000	265	150.00	
04/30/2024	GEN	12547	LIVINGSTON COUNTY CLERK	EQUIPMENT MAINTENANCE	931.000	262	1,200.00	
04/30/2024	GEN	12548	PRINTING SYSTEMS INC.	PRINTING AND PUBLISHING	900.000	262	468.12	
04/30/2024	GEN	12549	R.I. THOMAS PROPERTY MAINTENANCE	BUILDING MAINTENANCE	935.000	265	280.00	
				BUILDING MAINTENANCE	935.000	265	280.00	
		Check GEN 12549 Total for Fund 101 GENERAL						560.00
04/30/2024	GEN	12550	SHILA KIANDER	SEMINARS AND WORKSHOPS	969.000	257	25.00	
04/30/2024	GEN	12551	COPELAND PAVING INC	SAD ROAD PROJECT	970.000	446	81,408.50	
04/30/2024	GEN	12552	LIVINGSTON COUNTY TREASURER	CHARGEBACKS	960.000	253	9.95	
04/30/2024	GEN	12553	BRANDE NOGAFASKY	MILEAGE	860.000	261	272.02	
04/30/2024	GEN	12554	SUSAN EGBERT	MILEAGE	860.000	261	126.10	
04/30/2024	GEN	12555	SARAH PORTER	MILEAGE	860.000	261	44.22	
				MILEAGE	860.000	261	22.78	
		Check GEN 12555 Total for Fund 101 GENERAL						67.00
05/03/2024	GEN	12556	BS & A SOFTWARE	MEMBERSHIPS AND DUES, SOFTWARE LIC.	956.000	261	916.00	
05/14/2024	GEN	12558#	GREAT LAKES OUTDOOR SOLUTIONS	LAWN MOWING (TOWN HALL)	814.000	265	333.40	
				TRANSFER OUT CEMETERY	995.209	261	1,666.60	
		Check GEN 12558 Total for Fund 101 GENERAL						2,000.00
05/21/2024	GEN	12562	BILL GRUB	MILEAGE	860.000	261	137.22	

CHECK DISBURSEMENT REPORT FOR CONWAY TOWNSHIP  
CHECK DATE 04/01/2024 - 05/31/2024

Check Date	Bank Account	Check #	Payee	Description	Account	Dept	Amount
<b>Fund: 101 GENERAL</b>							
05/21/2024	GEN	12563	DEBBIE GRUBB	MILEAGE	860.000	261	137.22
05/21/2024	GEN	12564	H & H PUBLICATION	PRINTING AND PUBLISHING (GENERAL GOV)	900.000	261	871.00
05/21/2024	GEN	12571	ACCUSHRED	PROFESSIONAL AND CONTRACTUAL SERVICES	801.000	267	64.00
05/21/2024	GEN	12572	BILL GRUBB	SEMINARS AND WORKSHOPS	969.000	171	432.30
05/21/2024	GEN	12573	DEBBIE GRUBB	SEMINARS AND WORKSHOPS	969.000	253	439.56
05/22/2024	GEN	12574	CIVICPLUS	PROFESSIONAL AND CONTRACTUAL SERVICES	801.000	267	2,800.00
05/22/2024	GEN	12575	CMC TELECOM	UTILITIES	920.000	265	271.45
05/22/2024	GEN	12576	SHILA KIANDER	SEMINARS AND WORKSHOPS	969.000	257	50.00
05/22/2024	GEN	12579	JEFF JUDD	SP CLEANUP J JUDD FROM TOWNSHIP AND RESI	968.000	526	4,450.00
05/30/2024	GEN	12580	GARY KLEIN	MILEAGE	860.000	261	83.81
Total For Fund: 101							111,756.37
<b>Fund: 204 MUNICIPAL STREET</b>							
04/16/2024	ROAD	1(E)	LIVINGSTON COUNTY TREASURER	CHARGEBACKS	960.000	450	63.46
Total For Fund: 204							63.46
<b>Fund: 209 CEMETERY</b>							
04/30/2024	CEM	1	TIMBERTEC LLC	REPAIR AND MAINTENANCE	930.000	567	4,600.00
Total For Fund: 209							4,600.00
Report Total:							116,419.83

'#' - INDICATES CHECK DISTRIBUTED TO MORE THAN ONE DEPARTMENT

REVENUE AND EXPENDITURE REPORT FOR CONWAY TOWNSHIP

Balance As of 05/31/2024

GL Number	Description	24-25 Amended Budget	YTD Balance 05/31/2024 Normal (Abnormal)	Activity For 05/31/2024 Increase (Decrease)	Available Balance 05/31/2024 Normal (Abnormal)	% Bdgt Used
<b>Fund: 101 GENERAL</b>						
<b>Account Category: Revenues</b>						
<b>Department: 000</b>						
101-000-402.000	CURRENT PROPERTY TAXES	125,000.00	0.00	0.00	125,000.00	0.00
101-000-447.000	PROPERTY TAX ADMIN FEE	26,000.00	0.00	0.00	26,000.00	0.00
101-000-491.000	DOG LICENSES	380.00	0.00	0.00	380.00	0.00
101-000-492.000	FEES, LICENSES, AND PERMITS	5,000.00	3,377.55	3,077.55	1,622.45	67.55
101-000-573.000	LCSA PPT REIMBURSEMENT	600.00	0.00	0.00	600.00	0.00
101-000-574.000	STATE GRANT-STATE REVENUE SHARING	340,000.00	60,955.00	60,955.00	279,045.00	17.93
101-000-665.000	INTEREST AND DIVIDENDS	14,000.00	503.70	444.56	13,496.30	3.60
101-000-667.000	RENT	2,000.00	300.00	0.00	1,700.00	15.00
101-000-675.000	MISCELLANEOUS REVENUES	100.00	472.50	472.50	(372.50)	472.50
101-000-676.200	ELECTION REIMBURSEMENT	3,000.00	0.00	0.00	3,000.00	0.00
Total Dept 000		516,080.00	65,608.75	64,949.61	450,471.25	12.71
Revenues		516,080.00	65,608.75	64,949.61	450,471.25	12.71
<b>Account Category: Expenditures</b>						
<b>Department: 101 TOWNSHIP BOARD</b>						
101-101-702.000	SALARIES AND WAGES	7,000.00	1,176.00	784.00	5,824.00	16.80
101-101-706.000	FOIA COORDINATOR WAGES	1,200.00	0.00	0.00	1,200.00	0.00
Total Dept 101 - TOWNSHIP BOARD		8,200.00	1,176.00	784.00	7,024.00	14.34
<b>Department: 171 SUPERVISOR</b>						
101-171-702.000	SALARIES AND WAGES	26,753.00	4,053.50	2,026.75	22,699.50	15.15
101-171-969.000	SEMINARS AND WORKSHOPS	3,000.00	695.59	570.59	2,304.41	23.19
Total Dept 171 - SUPERVISOR		29,753.00	4,749.09	2,597.34	25,003.91	15.96
<b>Department: 215 CLERK</b>						
101-215-702.000	SALARIES AND WAGES	31,037.00	4,618.68	2,309.34	26,418.32	14.88
101-215-703.000	SALARIES AND WAGES-DEPUTY	18,000.00	3,166.00	1,886.00	14,834.00	17.59
101-215-969.000	SEMINARS AND WORKSHOPS	6,000.00	0.00	(129.00)	6,000.00	0.00
Total Dept 215 - CLERK		55,037.00	7,784.68	4,066.34	47,252.32	14.14
<b>Department: 247 BOARD OF REVIEW</b>						
101-247-702.000	SALARIES AND WAGES	1,500.00	1,440.00	900.00	60.00	96.00
Total Dept 247 - BOARD OF REVIEW		1,500.00	1,440.00	900.00	60.00	96.00
<b>Department: 253 TREASURER</b>						
101-253-702.000	SALARIES AND WAGES	28,170.00	4,345.82	2,172.91	23,824.18	15.43
101-253-703.000	SALARIES AND WAGES-DEPUTY	10,000.00	3,051.50	1,996.50	6,948.50	30.52
101-253-960.000	CHARGEBACKS	50.00	45.95	0.00	4.05	91.90
101-253-961.000	BANK SERVICE CHARGES	50.00	0.00	0.00	50.00	0.00
101-253-969.000	SEMINARS AND WORKSHOPS	5,000.00	943.56	943.56	4,056.44	18.87
Total Dept 253 - TREASURER		43,270.00	8,386.83	5,112.97	34,883.17	19.38
<b>Department: 257 ASSESSOR</b>						
101-257-702.000	SALARIES AND WAGES	38,000.00	7,634.66	3,631.33	30,365.34	20.09
101-257-969.000	SEMINARS AND WORKSHOPS	1,500.00	329.00	179.00	1,171.00	21.93
Total Dept 257 - ASSESSOR		39,500.00	7,963.66	3,810.33	31,536.34	20.16
<b>Department: 261 GENERAL GOVERNMENT</b>						
101-261-704.000	OFFICE ASSISTANT SALARY	9,600.00	1,870.20	1,069.20	7,729.80	19.48
101-261-710.000	PAYROLL TAXES	15,000.00	2,716.41	1,481.26	12,283.59	18.11

REVENUE AND EXPENDITURE REPORT FOR CONWAY TOWNSHIP

Balance As of 05/31/2024

GL Number	Description	24-25 Amended Budget	YTD Balance 05/31/2024 Normal (Abnormal)	Activity For 05/31/2024 Increase (Decrease)	Available Balance 05/31/2024 Normal (Abnormal)	% Bdgt Used
<b>Fund: 101 GENERAL</b>						
<b>Account Category: Expenditures</b>						
<b>Department: 261 GENERAL GOVERNMENT</b>						
101-261-724.000	INSURANCE AND BONDS	14,000.00	0.00	0.00	14,000.00	0.00
101-261-725.000	WORKWEAR	750.00	0.00	0.00	750.00	0.00
101-261-727.000	SUPPLIES	2,500.00	0.00	0.00	2,500.00	0.00
101-261-808.000	PAYROLL BILLING	2,500.00	478.24	249.03	2,021.76	19.13
101-261-860.000	MILEAGE	4,500.00	804.61	378.35	3,695.39	17.88
101-261-900.000	PRINTING AND PUBLISHING	8,000.00	871.00	871.00	7,129.00	10.89
101-261-956.000	MEMBERSHIPS AND DUES, SOFTWARE LIC.	19,000.00	6,506.00	916.00	12,494.00	34.24
101-261-957.000	POSTAGE	5,000.00	74.00	74.00	4,926.00	1.48
101-261-959.200	APPROPRIATION SENIOR CENTER	2,000.00	0.00	0.00	2,000.00	0.00
101-261-995.209	TRANSFER OUT CEMETERY	0.00	1,666.60	1,666.60	(1,666.60)	100.00
Total Dept 261 - GENERAL GOVERNMENT		82,850.00	14,987.06	6,705.44	67,862.94	18.09
<b>Department: 262 ELECTIONS</b>						
101-262-702.000	SALARIES AND WAGES	18,000.00	0.00	0.00	18,000.00	0.00
101-262-727.000	SUPPLIES	500.00	0.00	0.00	500.00	0.00
101-262-727.100	ELECTION POSTAGE	600.00	0.00	0.00	600.00	0.00
101-262-900.000	PRINTING AND PUBLISHING	2,000.00	469.12	1.00	1,530.88	23.46
101-262-900.100	MISCELLANEOUS EXPENSES	2,200.00	0.00	0.00	2,200.00	0.00
101-262-931.000	EQUIPMENT MAINTENANCE	500.00	1,228.00	0.00	(728.00)	245.60
Total Dept 262 - ELECTIONS		23,800.00	1,697.12	1.00	22,102.88	7.13
<b>Department: 265 BUILDING AND GROUNDS</b>						
101-265-705.000	HALL MONITOR SALARY	1,000.00	75.00	0.00	925.00	7.50
101-265-803.000	SNOW REMOVAL	5,500.00	0.00	0.00	5,500.00	0.00
101-265-814.000	LAWN MOWING	2,000.00	333.40	333.40	1,666.60	16.67
101-265-859.000	INTERNET AND PHONES	9,000.00	8,295.90	7,631.05	704.10	92.18
101-265-920.000	UTILITIES	5,800.00	1,881.56	1,114.48	3,918.44	32.44
101-265-931.000	EQUIPMENT MAINTENANCE	2,500.00	0.00	0.00	2,500.00	0.00
101-265-935.000	BUILDING MAINTENANCE	50,000.00	4,118.13	(69.96)	45,881.87	8.24
101-265-973.000	OFFICE EQUIPMENT	15,000.00	50.93	(3,422.79)	14,949.07	0.34
Total Dept 265 - BUILDING AND GROUNDS		90,800.00	14,754.92	5,586.18	76,045.08	16.25
<b>Department: 267 PROFESSIONAL FEES</b>						
101-267-801.000	PROFESSIONAL AND CONTRACTUAL SERVICE	0.00	(627.86)	(627.86)	627.86	100.00
101-267-804.000	ATTORNEY	66,000.00	(1,979.15)	(3,780.60)	67,979.15	(3.00)
101-267-805.000	PLANNING COMMISSION	3,000.00	0.00	0.00	3,000.00	0.00
101-267-806.000	AUDITOR	11,500.00	0.00	0.00	11,500.00	0.00
Total Dept 267 - PROFESSIONAL FEES		80,500.00	(2,607.01)	(4,408.46)	83,107.01	3.24
<b>Department: 302 PUBLIC SAFETY</b>						
101-302-809.000	FIRE AUTHORITY REP	810.00	0.00	0.00	810.00	0.00
101-302-810.000	POLICE ORDINANCE ENFORCEMENT	500.00	0.00	0.00	500.00	0.00
101-302-959.100	CONTRIBUTION POLICE SALARIES	10,000.00	0.00	0.00	10,000.00	0.00
Total Dept 302 - PUBLIC SAFETY		11,310.00	0.00	0.00	11,310.00	0.00
<b>Department: 445 DRAINS</b>						
101-445-962.000	DRAINS AT LARGE	43,000.00	0.00	0.00	43,000.00	0.00
Total Dept 445 - DRAINS		43,000.00	0.00	0.00	43,000.00	0.00
<b>Department: 446 ROADS</b>						
101-446-967.000	CONSTRUCTION AND EXCAVATING	260,000.00	0.00	0.00	260,000.00	0.00

REVENUE AND EXPENDITURE REPORT FOR CONWAY TOWNSHIP

Balance As of 05/31/2024

GL Number	Description	24-25 Amended Budget	YTD Balance 05/31/2024 Normal (Abnormal)	Activity For 05/31/2024 Increase (Decrease)	Available Balance 05/31/2024 Normal (Abnormal)	% Bdgt Used
<b>Fund: 101 GENERAL</b>						
<b>Account Category: Expenditures</b>						
<b>Department: 446 ROADS</b>						
101-446-970.000	SAD ROAD PROJECT	0.00	81,408.50	0.00	(81,408.50)	100.00
Total Dept 446 - ROADS		260,000.00	81,408.50	0.00	178,591.50	31.31
<b>Department: 526 SANITARY LANDFILL</b>						
101-526-968.000	SPRING CLEANUP	2,000.00	4,450.00	4,450.00	(2,450.00)	222.50
Total Dept 526 - SANITARY LANDFILL		2,000.00	4,450.00	4,450.00	(2,450.00)	222.50
<b>Department: 701 PLANNING AND ZONING</b>						
101-701-702.000	SALARIES AND WAGES	24,000.00	1,490.00	0.00	22,510.00	6.21
101-701-969.000	SEMINARS AND WORKSHOPS	1,000.00	0.00	0.00	1,000.00	0.00
Total Dept 701 - PLANNING AND ZONING		25,000.00	1,490.00	0.00	23,510.00	5.96
<b>Department: 751 PARKS AND RECREATION</b>						
101-751-702.000	SALARIES AND WAGES	550.00	2,587.50	2,587.50	(2,037.50)	470.45
101-751-959.000	PARKS AND REC CONTRIBUTIONS	52,000.00	0.00	0.00	52,000.00	0.00
Total Dept 751 - PARKS AND RECREATION		52,550.00	2,587.50	2,587.50	49,962.50	4.92
Expenditures		849,070.00	150,268.35	32,192.64	698,801.65	17.70
Fund 101 - GENERAL:						
TOTAL REVENUES		516,080.00	65,608.75	64,949.61	450,471.25	
TOTAL EXPENDITURES		849,070.00	150,268.35	32,192.64	698,801.65	
NET OF REVENUES & EXPENDITURES:		(332,990.00)	(84,659.60)	32,756.97	(248,330.40)	



REVENUE AND EXPENDITURE REPORT FOR CONWAY TOWNSHIP

Balance As of 05/31/2024

GL Number	Description	24-25 Amended Budget	YTD Balance 05/31/2024 Normal (Abnormal)	Activity For 05/31/2024 Increase (Decrease)	Available Balance 05/31/2024 Normal (Abnormal)	% Bdgt Used
<b>Fund: 204 MUNICIPAL STREET</b>						
<b>Account Category: Revenues</b>						
<b>Department: 000</b>						
204-000-402.000	CURRENT PROPERTY TAXES	320,000.00	0.00	0.00	320,000.00	0.00
204-000-665.000	INTEREST AND DIVIDENDS	0.00	839.19	490.85	(839.19)	100.00
Total Dept 000		320,000.00	839.19	490.85	319,160.81	0.26
Revenues		320,000.00	839.19	490.85	319,160.81	0.26
<b>Account Category: Expenditures</b>						
<b>Department: 450 ROADS</b>						
204-450-812.000	CHLORIDING	85,000.00	0.00	0.00	85,000.00	0.00
204-450-960.000	CHARGEBACKS	0.00	190.38	0.00	(190.38)	100.00
Total Dept 450 - ROADS		85,000.00	190.38	0.00	84,809.62	0.22
Expenditures		85,000.00	190.38	0.00	84,809.62	0.22
<b>Fund 204 - MUNICIPAL STREET:</b>						
TOTAL REVENUES		320,000.00	839.19	490.85	319,160.81	
TOTAL EXPENDITURES		85,000.00	190.38	0.00	84,809.62	
NET OF REVENUES & EXPENDITURES:		235,000.00	648.81	490.85	234,351.19	

REVENUE AND EXPENDITURE REPORT FOR CONWAY TOWNSHIP

Balance As of 05/31/2024

GL Number	Description	24-25 Amended Budget	YTD Balance 05/31/2024 Normal (Abnormal)	Activity For 05/31/2024 Increase (Decrease)	Available Balance 05/31/2024 Normal (Abnormal)	% Bdgt Used
<b>Fund: 209 CEMETERY</b>						
<b>Account Category: Revenues</b>						
<b>Department: 000</b>						
209-000-607.100	BURIAL FEES	1,000.00	0.00	0.00	1,000.00	0.00
209-000-642.000	LOT SALES	1,600.00	0.00	0.00	1,600.00	0.00
209-000-642.100	FOUNDATIONS	1,500.00	310.50	310.50	1,189.50	20.70
209-000-665.000	INTEREST AND DIVIDENDS	0.00	65.79	31.42	(65.79)	100.00
209-000-675.000	MISCELLANEOUS REVENUES	450.00	0.00	0.00	450.00	0.00
Total Dept 000		4,550.00	376.29	341.92	4,173.71	8.27
Revenues		4,550.00	376.29	341.92	4,173.71	8.27
<b>Account Category: Expenditures</b>						
<b>Department: 567 CEMETERY</b>						
209-567-702.000	SALARIES AND WAGES	2,200.00	0.00	0.00	2,200.00	0.00
209-567-814.000	LAWN MOWING	13,000.00	0.00	0.00	13,000.00	0.00
209-567-930.000	REPAIR AND MAINTENANCE	25,000.00	4,600.00	0.00	20,400.00	18.40
209-567-956.000	MEMBERSHIPS AND DUES, SOFTWARE LIC.	1,300.00	0.00	0.00	1,300.00	0.00
209-567-963.000	PROPERTY TAXES	200.00	0.00	0.00	200.00	0.00
Total Dept 567 - CEMETERY		41,700.00	4,600.00	0.00	37,100.00	11.03
Expenditures		41,700.00	4,600.00	0.00	37,100.00	11.03
Fund 209 - CEMETERY:						
TOTAL REVENUES		4,550.00	376.29	341.92	4,173.71	
TOTAL EXPENDITURES		41,700.00	4,600.00	0.00	37,100.00	
NET OF REVENUES & EXPENDITURES:		(37,150.00)	(4,223.71)	341.92	(32,926.29)	

REVENUE AND EXPENDITURE REPORT FOR CONWAY TOWNSHIP

Balance As of 05/31/2024

GL Number	Description	24-25 Amended Budget	YTD Balance 05/31/2024 Normal (Abnormal)	Activity For 05/31/2024 Increase (Decrease)	Available Balance 05/31/2024 Normal (Abnormal)	% Bdgt Used
<b>Fund: 701 TRUST &amp; AGENCY</b>						
<b>Account Category: Revenues</b>						
<b>Department: 000</b>						
701-000-451.000	SAD PRINCIPAL-EVA LANE	4,500.00	0.00	0.00	4,500.00	0.00
701-000-451.100	SAD INTEREST-EVA LANE	1,100.00	0.00	0.00	1,100.00	0.00
701-000-451.200	SAD PRINCIPLE SECLUDED ACRES	30,000.00	0.00	0.00	30,000.00	0.00
701-000-451.300	SAD INTEREST SECLUDED ACRES	680.00	0.00	0.00	680.00	0.00
701-000-665.000	INTEREST AND DIVIDENDS	0.00	21.12	12.29	(21.12)	100.00
Total Dept 000		36,280.00	21.12	12.29	36,258.88	0.06
Revenues		36,280.00	21.12	12.29	36,258.88	0.06
<b>Fund 701 - TRUST &amp; AGENCY:</b>						
TOTAL REVENUES		36,280.00	21.12	12.29	36,258.88	
TOTAL EXPENDITURES		0.00	0.00	0.00	0.00	
NET OF REVENUES & EXPENDITURES:		36,280.00	21.12	12.29	36,258.88	

REVENUE AND EXPENDITURE REPORT FOR CONWAY TOWNSHIP

Balance As of 05/31/2024

GL Number	Description	24-25 Amended Budget	YTD Balance 05/31/2024 (Normal (Abnormal))	Activity For 05/31/2024 Increase (Decrease)	Available Balance 05/31/2024 Normal (Abnormal)	% Bdgt Used
<b>Fund: 703 CURRENT TAX COLLECTION</b>						
<b>Account Category: Revenues</b>						
<b>Department: 000</b>						
703-000-665.000	INTEREST AND DIVIDENDS	0.00	0.04	0.02	(0.04)	100.00
Total Dept 000		0.00	0.04	0.02	(0.04)	100.00
Revenues		0.00	0.04	0.02	(0.04)	100.00
<b>Fund 703 - CURRENT TAX COLLECTION:</b>						
TOTAL REVENUES		0.00	0.04	0.02	(0.04)	
TOTAL EXPENDITURES		0.00	0.00	0.00	0.00	
NET OF REVENUES & EXPENDITURES:		0.00	0.04	0.02	(0.04)	
<b>Report Totals:</b>						
TOTAL REVENUES - ALL FUNDS		876,910.00	66,845.39	65,794.69	810,064.61	
TOTAL EXPENDITURES - ALL FUNDS		975,770.00	155,058.73	32,192.64	820,711.27	
NET OF REVENUES & EXPENDITURES:		(98,860.00)	(88,213.34)	33,602.05	(10,646.66)	

## Conway Township

### Policy No. 21

#### PLANNING COMMISSION MEETING AND PUBLIC HEARING NOTICES

The Conway Township Board desires to establish an administrative policy to formalize and clarify who is responsible for posting, publication, and mailing of the Planning Commission meeting and public hearing notices and does hereby adopt the following policy.

1. Background. The Conway Township Planning Commission Bylaws (“Bylaws”) and the Michigan Zoning Enabling Act, MCL 125.3301 *et seq.* (“MZEA”) provide that the Planning Commission shall conduct public hearings as required by the MZEA, in connection with certain zoning applications during the course its regular and/or special meetings. The Bylaws and MZEA also require that notice be given as required to the public and certain property owners regarding public hearings. The Open Meeting Act, MCL 15.261 *et seq.* (“OMA”) has additional requirements relating to notices for meetings and special meetings. The Bylaws provide that the Planning Commission Secretary’s duties include the provision of notice to the public and members of the Planning Commission for all regular and special meetings pursuant to the OMA. The Township Board would like to assign the responsibility of public hearing notices to the Planning Commission Secretary as well, and develop procedures outlining how best to ensure the Planning Commission Secretary is provided all the information and support needed to accomplish these tasks. The Township Board further wishes to put procedures in place to ensure statutory requirements are followed and records are retained by the Township, consistent with its retention schedules.
2. The Planning Commission Secretary shall be primarily responsible for posting, mailing, and publication of all Planning Commission meetings and public hearings in compliance with the MZEA and the OMA with assistance from the Township Clerk, Township Assessor, and Township staff as needed and requested. The Township Clerk shall provide the Planning Commission Secretary with forms previously used for all posted, mailed, or published notices. The Planning Commission Secretary may consult the Township Attorney as needed.
3. All meeting notices shall comply with the OMA and include the following actions:
  - a. Posting within 10 days after the first meeting of the Planning Commission in each calendar year a public notice stating the new dates, times, and places of the meetings for that year.
  - b. For a change in schedule of regular meetings of a public body, public notice shall be posted within 3 days after the meeting at which the change is made stating the new dates, times, and places of its regular meetings.
  - c. For a rescheduled regular or a special meeting, public notice shall be posted stating the date, time, and place of the meeting at least 18 hours before the meeting.
4. All public hearing notices shall comply with the MZEA and include the following actions:
  - a. For all zoning related matters requiring a public hearing, public notice shall be given by publication in the *Fowlerville News & Views* at least 15 days in advance of the meeting where the zoning issue is to be considered.
  - b. Determine additional notice required to applicants, property owners, or others entitled to notice as required by MCL 125.3103 or otherwise in the MZEA.
  - c. Ensure the contents of the notice are compliant with the MZEA with input from the Township Attorney.
5. All notices shall be provided to the office staff for posting on the Township website.

6. All records related to actions taken pursuant to this Policy shall be retained by the Planning Commission Secretary until turned over to the Township Clerk or their designee for retention and storage in accordance with applicable records retention policies.
7. This policy is meant to be compliant at all times with the MZEA and OMA and should either of those statutes change, be amended, or be interpreted in contravention to this Policy, those statutes shall govern.

I, Elizabeth Whitt, do hereby certify that this Policy No. 21 was approved at the regular meeting of the Conway Township Board of Trustees on March 14, 2022.

  
Elizabeth Whitt, Clerk

# Conway Township

## Policy No. 22

### Attorney Consultation

The Conway Township Board has adopted this administrative policy to formalize and clarify when and who may consult with the township attorney without prior board approval.

All contact with the attorney needs to be cleared by either the Clerk or Supervisor. All Township Board members need to consult with the designated officials on a topic to clarify if that subject has already been brought to the attorney to avoid duplicate billings. Planning commission members need to consult with their Chair for the same reason as stated above.

Under no circumstances are commission or committee members to contact the attorney without written approval. This is an unauthorized expenditure and will result in the need for reimbursement from the individual to the township.

I, Elizabeth Whitt, do hereby certify that this Attorney Consultation Policy was approved at the regular meeting of the Conway Township Board on March 15, 2022.

  
Elizabeth Whitt, Clerk

# Fowlerville Community Schools

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

(517) 223-6015 • FAX (517) 223-6022

Matt Stuard, Superintendent

Date: November 8, 2023

To: Township Official

From: Fowlerville Community Schools

Re: 2024 Summer Taxes

Enclosed is the Agreement for Collection of Summer Taxes. The Fowlerville Board of Education requests that the Township collect the district's summer school property taxes. If the Township agrees to do so, please sign and return the enclosed, original agreement and return it to the address below. If the Township will not agree to collect the district's summer tax levy, please notify me so other arrangements can be made.

Thanks for your continued help,



Matt Stuard, Superintendent  
Fowlerville Community Schools

Mailing Address:

Fowlerville Community Schools  
Superintendent  
7677 W. Sharpe Road, Suite A  
Fowlerville, MI 48836

Enclosures: Cover Letter  
Summer Tax Agreement  
Resolution



**AGREEMENT FOR COLLECTION OF  
SUMMER SCHOOL PROPERTY TAXES**

AGREEMENT made this 7th day of November 2023 by and between Fowlerville Community Schools, with offices located at 7677 Sharpe Road, Suite A, Fowlerville, MI 48836 (hereinafter "School District") and, Conway Township, with offices located at PO Box 1157, Fowlerville, Conway Township, 48836-1157 (hereinafter "Township"), pursuant to 1976 PA 451, as amended, for the purposes of providing for the collection by the Township of a Summer Levy of School District property taxes for the year 2024.

The parties agree as follows:

1. The Township agrees to collect 100% of the total school non-homestead property taxes as certified by the School District for levy on July 1, 2024 on property located within the Township. Interest earned on said taxes will be retained by the township.
2. The School District agrees to pay Township costs of assessment and collection as follows:

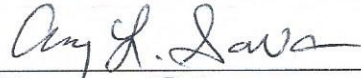

\$3.00 per parcel

It is understood that the tax rate as spread by the Township would also reflect the sum of 100% of the taxes of the Livingston Educational Service Agency and that the \$3.00 per parcel fee will cover the collection for the Livingston Educational Service Agency, also.

3. No later than June 21, 2024 the School District shall certify to the Township Supervisor the school millage to be levied on property for summer collection in 2024.
4. The Township Treasurer shall account for and deliver summer school tax collections as follows:
  - a. Summer Tax collections shall be paid to the School District within ten (10) business days from the 1<sup>st</sup> and 15<sup>th</sup> of each month.

Signature Authorized by Board of Education  
Resolution of November 7, 2023.

**SCHOOL DISTRICT**

  
\_\_\_\_\_  
President  
  
\_\_\_\_\_  
Secretary

Signature Authorized by Board of Trustees  
Resolution of \_\_\_\_\_  
(MM/DD/YYYY)

**TOWNSHIP**

\_\_\_\_\_  
(Name/Title)  
  
\_\_\_\_\_  
(Name/Title)

Annual Summer Tax Resolution

Fowlerville Community Schools (the "District")

A regular meeting of the board of education of the District (the "Board") was held in the Fowlerville High School, Media Center, within the boundaries of the District, on the 7th day of November, 2023, at 7 o'clock in the p.m. (the "Meeting").

The Meeting was called to order by Mrs. Sova, President.

Present: Members Belcher, Braska, Charron, Hinton & Sova  
Absent: Members None DeVries, Dombrowski,

The following preamble and resolution were offered by Member Belcher and supported by Member Hinton:

WHEREAS, this Board previously adopted a resolution to impose a summer tax levy to collect 100% of annual school property taxes, including debt service, upon property located within the District and continuing from year-to-year until specifically revoked by the Board.

NOW, THEREFORE, BE IT RESOLVED THAT:

1. Pursuant to the Revised School Code, MCL 380.1 et seq., the Board invokes for 2024 its previously-adopted ongoing resolution imposing a summer tax levy of 100% of annual school property taxes, including debt service, upon property located within the District and continuing from year-to-year until specifically revoked by the Board and requests that each city and/or township in which the District is located collect those summer taxes.

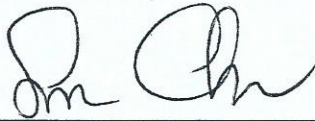
2. The Superintendent or designee is authorized and directed to forward to the governing body of each city and/or township in which the District is located a copy of this Board's resolution imposing a summer property tax levy on an ongoing basis and a copy of this resolution requesting that each such city and/or township agree to collect the summer tax levy for 2024 in the amount specified in this resolution. Such forwarding of the resolutions and the request to collect the summer tax levy shall be performed so that they are received by the appropriate governing bodies on or before December 31, 2023.

3. Pursuant to and in accordance with Revised School Code Section 1613(1), the Superintendent or designee is authorized and directed to negotiate on behalf of the District with the governing body of each city and/or township in which the District is located for the reasonable expenses for collection of the District's summer tax levy that the city and/or township may bill under Revised School Code Sections 1611 or 1612. Any such proposed agreement shall be brought before this Board for its approval or disapproval.

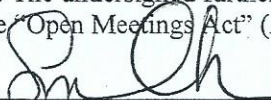
4. All resolutions and parts of resolutions insofar as they conflict with the provisions of this resolution be and the same are hereby rescinded.

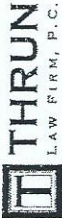
Ayes: Members Belcher, Braska, Charron, Hinton & Sova  
Nays: Members DeVries, Dombrowski,

Resolution declared adopted.

  
Secretary, Board of Education

The undersigned duly qualified and acting Secretary of the Board of Education of Fowlerville Community Schools, hereby certifies that the foregoing constitutes a true and complete copy of a resolution adopted by the Board at the Meeting, the original of which is part of the Board's minutes. The undersigned further certifies that notice of the Meeting was given to the public pursuant to the provisions of the "Open Meetings Act" (Act 267, Public Acts of Michigan, 1976, as amended).

  
Secretary, Board of Education



Motion for Resolution 240618-1

NOW THEREFORE, BE IT RESOLVED, that Conway Township agrees to collect 100% of the total school non-homestead property taxes as certified by the Fowlerville School District for levy on July 1, 2024 on property located within the township. Interest earned on said taxes will be retained by the township.

Moved by \_\_\_\_\_. Support by \_\_\_\_\_.

Vote: Kreeger \_\_\_\_, Pushies \_\_\_\_, D Grubb \_\_\_\_, Crampton/Atherton \_\_\_\_, W Grubb \_\_\_\_\_.

\_\_\_ Aye, \_\_\_ No, \_\_\_ absent

The Supervisor declared the resolution adopted at the Conway Township General Board of Trustees meeting held on June 18, 2016.

Clerk Rachel Kreeger \_\_\_\_\_

**AGREEMENT FOR SUPPLEMENTAL LAW ENFORCEMENT SERVICES  
(School Liaison Officer)**

This **Agreement**, made this \_\_\_ day of \_\_\_\_\_, 2024, by and between the **FOWLerville COMMUNITY SCHOOLS**, a Michigan Public Agency, of 7677 Sharpe Road, Fowlerville, Michigan 48836 (hereinafter referred to as the "Schools"), the **TOWNSHIP OF CONWAY**, a Michigan Municipal Corporation, of 8015 N. Fowlerville Road, P.O. Box 1157, Fowlerville, Michigan 48836 (hereinafter referred to as the "Conway"), the **TOWNSHIP OF HANDY**, a Michigan Municipal Corporation, of 135 N. Grand Avenue, P.O. Box 189, Fowlerville, Michigan 48836 (hereinafter referred to as the "Handy"), the **TOWNSHIP OF IOSCO**, a Michigan Municipal Corporation, of 2050 Bradley Road, Webberville, Michigan 48892 (hereinafter referred to as the "Iosco"), and the **VILLAGE OF FOWLerville**, a Michigan Municipal Corporation, of 213 South Grand Avenue, Fowlerville, Michigan 48836 (hereinafter referred to as the "Village").

**WITNESSETH:**

**WHEREAS**, the Village of Fowlerville is willing and able to provide school liaison supplemental law enforcement services to the Fowlerville Community Schools; and

**WHEREAS**, the Fowlerville Community Schools desire such supplemental law enforcement services for the benefit of students and staff, including students from the Townships of Conway, Handy, and Iosco (hereinafter collectively referred to as the "Townships").

**WHEREAS**, due to budget constraints, the Schools can no longer fund all of its portion of the Liaison Officer position, and, while the Village is willing to continue its share of the position, the Village cannot further increase its portion of the position's funding; and

**WHEREAS**, the Townships desire to enter an Agreement to partially defray the costs of providing for the operation of the School Liaison Officer position and for providing for the continuation of the School Liaison Officer services to the school system and its students, including students that are residents of the Townships.

**NOW, THEREFORE**, for and in consideration of the mutual covenants hereinafter contained, **IT IS HEREBY AGREED** as follows:

1. **Services to be Performed by the Village.** The Village shall provide the Schools with School Liaison Officer supplemental law enforcement services. These supplemental law enforcement services shall be performed through the assignment of an officer that will work in the school environment both in the schools and in the field. The service shall consist of one (1) police officer and one (1) vehicle over and above those services otherwise provided by regular patrol. These law enforcement services shall be performed in accordance with the following:

A. The School Liaison Officer's normal hours shall be 7:00 a.m. to 3:00 p.m. Monday through Friday. The School Liaison Officer shall adjust hours for special events (sporting events, meetings, and school-related functions) where practical, otherwise, overtime shall be provided. The School Liaison Officer shall report directly to the Fowlerville High School Principal or his designee during school hours.

B. The total hours of law enforcement services authorized in subsection A of this section may be increased or decreased when mutually agreed upon by the Schools and the Village.

C. The School Liaison Officer shall be considered to be providing the School's services when he/she is required to appear in court on matters relating to law enforcement services provided under this Agreement.

D. The Fowlerville High School Principal will approve the School Liaison Officer's vacation time in conjunction with the Village of Fowlerville Police Chief. The School Liaison Officer will be encouraged to take vacation time on non-instructional school days.

E. As is common in all law enforcement jurisdictions, it is occasionally necessary for an officer to respond to other situations, or to assist the Village of Fowlerville Police Department with serious crimes or life-threatening emergencies. In instances such as this, the Village of Fowlerville Police Department may authorize the School Liaison Officer to provide this needed assistance. The officer will return to school duties as soon as reasonably possible.

F. The officer assigned to perform School Liaison Officer supplemental law enforcement services under this contract shall be MCOLES certified.

2. **Equipment to be Provided by the Village.** The Village shall provide necessary support services required to administer the services to be provided to the Schools under this Agreement. These support services shall include necessary equipment, uniforms, weapons, and radios. The Village shall also provide evidence processing and storage, L.E.I.N. usage, warrant storage, breathalyzer operator service, all records storage and retention required, and property and evidence room facilities.

3. **Vehicle.** The vehicle used by the School Liaison Officer shall be the property of the Village of Fowlerville Police Department. The Village of Fowlerville Police Department shall be responsible for the cost of maintaining and equipping the vehicle and shall supply the fuel for

the vehicle during the school year. The Fowlerville Community Schools will be billed for the cost of the fuel.

4. **Office Space, Parking, and Telephone.** The Schools shall provide and maintain office space at the high school, including parking space, desk, telephone, office equipment and supplies, computer and related peripherals, curriculum aids, and accessories. A basic cell phone or cell phone stipend will be provided during the school year for school business only.

5. **Administrative Services, Training.** The Village Police Department shall provide all necessary administrative services supervision, and training for the police officer assigned to the Fowlerville Community Schools. (The Fowlerville Community Schools acknowledges the necessity for the police officer to be excused from school liaison duties for training, vacation, or sick leave.) The Schools and the Village will split the cost of all School Liaison Officer-related training, seminars, and conferences.

6. **Payment For Services.**

A. In return for supplemental law enforcement services, and in addition to the costs and reimbursements provided in Sections 3, 4, and 5 above, the Schools, and the Townships shall pay for seventy percent (75%) of the salary and fringe benefits, including any payroll taxes, for the assigned officer.

B. Each of the Townships, being Conway, Handy, and Iosco, shall pay and the Village shall receive the sum of TEN THOUSAND AND NO/100 DOLLARS (\$10,000.00) pursuant to this Agreement, which funds shall be used to partially defray a portion of the School's seventy-five percent (75%) costs of the salary and fringe benefits for the School Liaison Officer services during the 2024-2025 school year.

C. The exact compensation cost will be determined during the annual Village budgeting process, but the Townships cost shall not exceed the amount provided for in Section 6, B, above.

D. Should the compensation rates increase, notification would be made to the Schools and each of the participating Townships as soon as possible.

E. The Schools and the Townships shall be invoiced every six (6) months (January and July). The invoices to each of the Townships are not to exceed \$5,000.00 for each six (6) month period.

7. **Selection And Evaluation of School Liaison Officer.** Selection of the School Liaison Officer will be a collaborative process between representatives of the Village of Fowlerville Police Department and the Fowlerville Community Schools. Fowlerville Schools will be given the opportunity for input into the evaluation process for the School Liaison Officer.

8. **Status of School Liaison Officer.** The Village Police Officer assigned as the School Liaison Officer under this Agreement will remain an employee of the Village and under the Village's supervision, direction, management, and control. The School Liaison Officer under this Agreement shall in no way be deemed to be and shall not hold themselves out as an employee of the Schools or the Townships and shall not be entitled to any fringe benefits of the Schools or the Townships, such as but not limited to, health and accident insurance, life insurance, paid vacation or sick leave. All rights in the management of the Village and the Village's Manager and Police Chief will remain with the Village. The School Liaison Officer shall at all times, whether on or off school premises and whether during the school day or otherwise, be subject to the chain of command of the Village of Fowlerville Police Department and all rules and regulations, union contracts governing the Village of Fowlerville Department employees. Fowlerville Community Schools, Conway, Handy, and Iosco assume neither responsibility nor liability for the officer executing his/her duties as a School Liaison Officer, a police officer, or for the operation of said police vehicle by the officer. The School Liaison Officer shall be under the jurisdiction of and solely responsible to the Village of Fowlerville Police Department.

9. **Insurance.** The Village shall provide liability and worker's disability compensation insurance coverage for any officer assigned to duty at the Schools as the School Liaison Officer; and shall provide insurance for motor vehicle(s) that may be used in the performance of the services described in Section 3 of this Agreement. Nothing within this Agreement shall be construed as a waiver of any governmental immunity that has been provided to the Village, the Schools, the Townships, or its employees by statutes or court decisions.

10. **Meetings/Consulting/Reports Services.**

A. The Village of Fowlerville Police Chief, or his representative, shall be available at reasonable times for consultation and assistance to the Fowlerville Community Schools. Consultation services may include, but are not limited to, matters relative to investigative services, crime prevention, public safety, traffic safety, emergency planning, and other matters relative to the general safety and peace of the Fowlerville Community Schools.

B. Representatives of the Village, the Schools, and the Townships shall, upon request of any party, meet at mutually convenient times for the purpose of providing reports and discussions regarding of the School Liaison Officer program and any

problem areas perceived by any party to this Agreement. Village of Fowlerville Police Chief, or his representative, shall also submit two (2) reports, one with the January invoice, and one after the end of the school year, specifying how such funds were utilized in rendering the School Liaison services. Prior to the expiration of the Agreement, representatives of the parties shall meet to discuss the possible extension and/or revisions to the program and this Agreement.

11. **Nondiscrimination.** The parties hereto, as required by law, shall not discriminate against an employee or applicant for employment with respect to hire, tenure, terms, conditions or privileges of employment, or a matter directly or indirectly related to employment because of race, color, religion, national origin, age, sex, disability that is unrelated to the individual's ability to perform the duties of a particular job or position, height, weight, marital status, political affiliation or beliefs. A breach of this covenant shall be regarded as a material breach of this Agreement.

12. **Agreement Does Not Affect Collective Bargaining Agreements.** It is expressly understood and agreed by the parties hereto that the requirements of this Agreement shall not be construed as in any way affecting any collective bargaining agreement covering officers that could be assigned to the Schools under this Agreement including, but not limited to, the adding of provisions thereto or subcontracting provisions therefrom.

13. **Waivers.** No failure or delay on the part of any of the parties to this Agreement in exercising any right, power or privilege hereunder shall operate as a waiver thereof, nor shall a single or partial exercise of any right, power or privilege preclude any other or further exercise of any other right, power or privilege.

14. **Modification of Agreement.** Modifications, amendments, extensions, or waivers of any provision of this Agreement may be made only by the written mutual consent of the parties hereto.

15. **Assignment or Subcontracting.** The parties to this Agreement may not assign, subcontract or otherwise transfer their duties and/or obligations under this Agreement.

16. **Disregarding Titles.** The titles of the sections set forth in this Agreement are inserted for the convenience of reference only and shall be disregarded when construing or interpreting any of the provisions of this Agreement.

17. **Complete Agreement.** This Agreement contains all the terms and conditions agreed upon by the parties hereto, and no other agreements, oral or otherwise, regarding the subject matter of this Agreement, or any part thereof, shall have any validity or bind any of the parties hereto.



18. **Invalid Provisions.** If any clause or provision of this Agreement is rendered invalid or unenforceable because of any State or Federal statute or regulation or ruling by any tribunal of competent jurisdiction, that clause or provision shall be null and void, and any such invalidity or unenforceability shall not affect the validity or enforceability of the remainder of this Agreement. It shall be considered to be deleted and the remainder of this Agreement shall not be affected thereby. Where the deletion of the invalid provision would result in the illegality and/or unenforceability of this Agreement, this Agreement shall be considered to have terminated as of the date in which the provision was rendered invalid or unenforceable.

19. **Agreement Term.** This Agreement shall become effective, and performance thereon shall commence on the 1<sup>st</sup> day of September 2024 and shall continue to the 31<sup>st</sup> day of August 2025, at which time it shall terminate unless renewed as provided in Section 20 of this Agreement. In the event this Agreement is prematurely terminated, the Schools shall pay the Village the total sum due for services performed by the officer assigned to the Schools up to the effective date of termination, and the contributions of each of the Townships will be prorated based upon the effective date of termination.

20. **Renewal.** It is expressly understood and agreed by the parties hereto that the parties may agree to mutually extend this Agreement for an additional one (1) year period, subject to all the terms and conditions of this Agreement. If any party desires to renew the Agreement, a renewal may be exercised only by delivery to the other parties of written notification of the desire option to renew prior to June 1, 2025, and by the parties mutually approving and executing a renewal agreement. In no event shall the contribution of any Township be increased beyond \$10,000.00 without the prior written consent of the Township.

21. **Certification of Authority to Sign Agreement.** The persons signing on behalf of the parties hereto certify by their signatures that they are duly authorized to sign this Agreement on behalf of said parties and that this Agreement has been authorized by said parties.

IN WITNESS WHEREOF, the authorized representatives of the parties hereto have fully signed this Agreement on the day and year first above written.

**THE FOWLerville COMMUNITY  
SCHOOLS**

\_\_\_\_\_

By \_\_\_\_\_  
Amy Sova, President

\_\_\_\_\_

By \_\_\_\_\_  
Susan Charron, Secretary

**THE VILLAGE OF FOWLERVILLE**

By Carol K. Hill  
Carol K. Hill, President

By Kathryn R. Gutzki  
Kathryn R. Gutzki, Clerk/Manager

**THE TOWNSHIP OF CONWAY**

By \_\_\_\_\_  
Bill Grubb, Supervisor

By \_\_\_\_\_  
Rachel Kreeger, Clerk

**THE TOWNSHIP OF HANDY**

By \_\_\_\_\_  
W. Edward Alverson, Supervisor

By \_\_\_\_\_  
Laura A. Eisele, Clerk

**THE TOWNSHIP OF IOSCO**

By \_\_\_\_\_  
Joe Parker, Supervisor

By \_\_\_\_\_  
Julie Dailey, Clerk

