

Draft Meeting Agenda Draft Draft Meeting Agenda

Conway Township Board Of Trustee Meeting Agenda

Date: 07-16-2024

Time: 7:00PM

Location: Conway Township Hall

- 1) **Call Meeting To Order**
- 2) **Pledge Of Allegiance**
- 3) **Take Attendance and Members Sign In**
 - a. Board Members, please also sign in on the sign in sheet. Thank you.
- 4) **Motion For Additions and/or Changes To The Agenda**
- 5) **First Call To The Public**
 - a. This is a time for anyone from the public to speak regarding items on the agenda, or to ask for items to be placed on the agenda.
- 6) **Motion For The Approval Of The 07-16-2024 Board Meeting Agenda**
- 7) **Consent Agenda**
 - a. Approve 06-18-2024 Meeting Minutes
 - b. Approve 07-09-2024 Special Meeting Minutes
 - c. Account Reconciliations
 - d. Disbursements/Payroll Report/Budget Report
 - e. Zoning Administrator Report
- 8) **Motion For The Approval Of The Consent Agenda**
 - a. A Motion To Approve the 06-18-2024 Board Meeting Minutes, 7-9-2024 Special Board Meeting Minutes, Account Reconciliations, Disbursements, Payroll Report, Budget Report, and Zoning Administrator Report
- 9) **Old Business: Items From 06-18-2024 Board Meeting That Require Updating this Month**
 - a. *New Format To Old Business: Prior to moving on from any topic under Old Business or proceeding with the resolution or motion actually being voted upon, the Board will ask if anyone from the public needs/wants to make a statement about that specific topic*
 - b. Resolution 160724-1

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- i. One Master Payroll Document that we began speaking about at the 06-19-2024 Board Meeting and it was said that we would review the resolution and bring it to the table this month.
 - ii. Call to the Public
 - c. Phone System Update
 - i. Call to the Public
 - d. Planning Commission Updates From The Clerk
 - i. Document that records what pieces of technology the PC has in use and what programs are on each computer.
 - ii. What Programs need to be added to the computers?
 - iii. Planning Commission Personal Cell Phone Usage Data
 - iv. Planning Commission Shared Folder
 - 1. When was it first implemented?
 - 2. Who has access to the folder
 - 3. Who can edit documents inside the folder
 - 4. Call to the Public
 - e. Policy 21 and Policy 22 Revisions
 - i. Revised Policy 21
 - ii. Revised Policy 22
 - iii. Call to the public
 - f. W. Grubb - School Liaison Officer
 - i. School Liaison Police Officer Agreement
 - ii. Call to the Public
 - g. FOIA Fee for Tax Rolls
 - i. Call to the Public
 - h. Clerk Will Provide Update On The Creation Of The Exit Plan For Conway Township Elected Officials and Hired Employees.
 - i. Call to the Public
 - i. Zoning Administrator Hours
 - i. Call to the Public
 - j. Report from auditor.
 - i. May be in attendance to discuss report.
 - ii. Call to the Public

10) Reports And Communications

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- a. Mike Brown and Building Committee
 - i. Building RFP
 - ii. Siding – Vertical or Horizontal
 - iii. Call to the Public

11) New Business

- a. *New Format To New Business: Prior to moving on from any topic under New Business or proceeding with the resolution or motion actually being voted upon, the Board will ask if anyone from the public needs/wants to make a statement about that specific topic*
- b. Resolution 160724-2 Cemetery Committee Mileage Reimbursement
 - i. Explanation of the Resolution: Establish paying the Conway Township Cemetery Committee Milage
 - ii. Call to the Public
 - iii. Board Moves Forward With The Resolution
- c. Resolution 160724-3 Remove dead tree from Miller Cemetery
 - i. Explanation of the Resolution: Permission to remove a dead tree off the Miller Cemetery property
 - ii. Call to the Public
 - iii. Board Moves Forward With the Resolution
- d. Ordinance Violations
 - i. Discussion of Abby’s Email
 - ii. Call to the Public

12) Board Member Discussion

13) Last call to the Public

- a. This is a time for anyone from the public to speak on any topic

14) Next Meeting:

- a. Date: 08-20-2024

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- i. The meeting will start at 7pm at Conway Township Hall (unless noted otherwise)

15) Meeting 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.

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Conway Township Board of Trustee Meeting Minutes

Date: June 18, 2024

Time: 7:00pm

Location: Conway Township Hall

1. Call To Order

- a. Time: 7:00pm

2. Pledge of Allegiance

3. Roll Call:

- a. P – Present
- b. A – Absent
 - i. William Grubb/Supervisor: P
 - ii. Rachel Kreeger/Clerk: P
 - iii. Deb Grubb/Treasurer: P
 - iv. Amy Crampton Atherton/Trustee: A
 - v. George Pushies/Trustee: P

4. Additions To And/Or Approval Of Board Meeting Agenda

- a. Move Zoning Administrator Report from Consent Agenda Approval to New Business.
- b. Remove, Cell Phone For Planning Commission Secretary, from New Business and plan on discussing it next month once data has been collected to either support or deny the need.
- c. Addition To Agenda: RFP for building maintenance
 - i. Motion Approve: D. Grubb
 - ii. Motion To Support: W. Grubb
 - iii. Motion: Passed

5. Consent Agenda Approval:

- a. Approval of 05/21/24 Board Meeting Minutes
- b. Account Reconciliations

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- c. Disbursements/Payroll/Budget Report
 - i. Motion To Approve: D. Grubb
 - ii. Motion Supported: W. Grubb
 - iii. Motion: Tied – with one board member absent it was a 2-2 tie. As a result, the items of the Consent Agenda Approval were laid on the table.

6. Call To The Public Regarding Agenda Items Only

- a. Person: Dominic Restuccia
 - i. Topic: Running for State Representative

7. Reports and Communications

- a. Planning Commission Ex-Officio Report
 - i. Person: George Pushies
 - 1. Notes: The P.C. approved a public hearing on the solar and wind ordinances. He addressed that Policy 21 and Policy 22 contradict each other in regards to who can speak with the township’s legal counsel. Personal cell phone use for township business and the risk of F.O.I.A. for them was discussed. All of these items are being addressed currently by the board.

8. Unfished Business

- a. PC Laptops and Needed Software
 - i. Person: Rachel Kreeger
 - ii. Notes: Rachel sent out a request of information from the P.C. She requested they let her know which members of the PC have a lap top, if their lap top has an id number (to record what pieces of technology are in use and by who), what software they are currently

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using, and which software they need in order to better do their job duties effectively.

Rachel would like to have each PC number send her a response so we can come back to the July Board Meeting with a plan and resolutions in order to move forward purchasing the needed software programs This will be revisited at July 2024 board meeting.

9. New Business

a. Zoning Administrator Report

- i. Current waivers and special use permits.
- ii. Person: Russ Cesarz
- iii. Notes: Russ discussed the permits that are currently issued and the special use permits that are up for revocation due to lack of response from the permit holders. He presented a letter that he drafted to send out as a second attempt to those individuals or businesses.
 1. *G. Pushies suggested that the letters going forward have verbiage that says 1st attempt, 2nd attempt and so on. Russ said that he will revise the language of the letters to reflect as such going forward.*

b. Zoning Administrator Hours

- i. Person: W. Grubb
- ii. Notes: W. Grubb presented that the zoning administrator needs more hours to complete field work outside of his office hours. He requested clarification from the board with what the maximum amount of hours Russ could work are. Russ detailed what he does and how he is trying to work with residents to help make them compliant with zoning, rather than solely tickets and infractions. He is also currently trying to catch up on the past violations that were already documented when he came into this role. He additionally asked that the P.C. be available

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and have an open line of communication with him to help the residents. He believes that the township should want to foster these relationships and businesses within our township.

1. The decision was that Russ will use his township issued phone going forward to track his office and field hours to give accurate data of how many extra hours he needs to complete his role with the township.
 - a. *Will revisit at the July 2024 board meeting; looking at the average number of hours Russ has worked and D. Grubb will speak on behalf of what we have budgeted for the Zoning Administrator’s wages.*

c. Clerk’s Report: Rachel Kreeger

- i. CMC TELECOM & why the Township office phones are not working: AT&T did not resign an agreement with CMC as of 5-31-2024, as a result with no notice the township phone lines were disconnected. Upon attempting to contact CMC an answering service directed the clerk’s dept. to Jim Butler at Easton. Easton is saying that they can connect the township’s phone with a \$50 connection fee and a bill increase of \$30-\$40. At this point Rachel contacted A.J A PIKK/Intermedia to see if they could take over servicing the phones as that was the original plan prior to this come July. However, at this time it seems that Easton is holding the number hostage. So the township may need to sign up with Easton for one month to remedy the situation.
 1. *Rachel is hopeful this will be resolved by the end of the week and she will have an update to present at the July 2024 Board Meeting.*
- ii. Topic: Annual Covid Relief: Liz Whitt told the board in the April General Board Meeting that she would complete and submit the annual

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COVID Relief Report. She failed to do that resulting in our report being turned in late. It should be noted, Rachel Kreeger completed the report, to which Liz Whitt had was in the early stages of a draft of the report. However, it had her name on it and upon submitting the report, a box had to be checked stating you are the person you say you are. Rachel had to email the state multiple times to get Liz Whitt removed as an admin on the account and replace with her name on both the account and the report. The account administration was changed over and the report turned in late.

1. It should be noted: Rachel had never had access to QuickBooks which would been of help completing this report. She requested access to QuickBooks upon starting with the township. Although not denied access, it wasn't anything anyone could seem to find a solution to until June 5th. At this point she declined access because she questioned why this process took so long and decided perhaps not having access to an accounting system she never used for the Township was the best avenue. B. Grubb stated he was able to get Rachel access but guessing different login and password combinations, but when Rachel was offered access it was with a password that B. Grubb requested from Quick Books.
- iii. Topic: Reimbursement Report Feb. 2024 Pres. Primary Elections:
There was a 90 day period for Liz Whitt to turn in the 2024 Reimbursement report from the 2024 Presidential Primary in February. This was due by May 27th, 2024. It was communicated to the board that it had been turned in, and in turn communicated to Rachel that it was turned in. However, the reimbursement report required by the state of Michigan was not turned into the state as it should have been, but rather only to Livingston County. Rachel reached out to the

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state conversing to see if there was any way that it could be remedied due to the extenuating circumstances and the state's legal team said no. Conway Township will not receive the \$13,416.45 of reimbursements they reported for in the 2024 Presidential Primary Early Voting.

- iv. Conway Township Test Deck (for elections): Test deck was delivered to Liz Whitt's house on 6/18/2024. Rachel reached out to Liz via email and telephone, to which Liz did not respond. However, Joe Bridgman from Livingston County was able to receive permission from Liz for us to pick it up from her porch. Tara Foote, picked up the test deck for us today. Future shipments will be delivered to the township or to the county.
- v. Topic: Shared Folder for P.C.: Through Pikk/Intermedia the township gets 50 GBS of storage per phone line, which means we have 500 GBS of shared folder space available to us for the PC to use at no additional cost to the township.
 - 1. Motion made by R. Kreeger: to approve a shared folder for the Planning Commission to use. With a 1 year review at the anniversary of it's implementation. Supported by: G. Pushies.
Motion Passed:
- vi. Topic: Facebook Account: The Deputy Clerk and Rachel have been trying to gain access to the Conway Township Facebook Page. Unfortunately, Liz Whitt and Gabi Bresett were unable/ would not provide the login and password information. Facebook has a 2 step authentication process for resetting passwords. The 2nd piece of that process is a code that was sent to the number associated with a tablet. The phone line to this tablet was canceled as of 5/29/2024 due to it being missing. This tablet was missing prior to the week of June 9th, 2024, preventing us from gaining access to this account. The other

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possible option to gain access was to send our legal identification to Facebook. However, we are not Gabi nor Liz so this was not a viable option. At this time we are still locked out of the Facebook page, therefore we cannot respond nor comment to anything that may be on that page with the residents. Our Deputy Clerk was able to find out how to post from our website to the Facebook page because it is linked to our website. However, this still does not give us direct access to that page. Our most viable options are to continue posting through the website without access to comment or respond or make a new Facebook page that grants access to multiple authorized users within the township. *It was requested that we post on the website and through that to Facebook that although we are able to create posts within our Facebook Page, we are unable to respond to comments due to technical difficulties.*

- vii. Missing Tablet: When contacted both Liz and Gabi told us that the tablet should be in the office. Both said that they never took it home. However, Liz did specifically tell Rachel that she would “keep her eyes open for it.” After speaking to both Liz and Gabi, we learned that the tablet was purchased initially to do work with the cemeteries. However, it did not work at the cemetery sites in most instances. They said that it should be in the drawer with the other township technology. In that drawer were 3 tablets purchased for the P.C. but not the missing tablet. Liz and Gabi were both contacted directly by the township requesting the tablet. After Abby Cooper (the twp. Attorney) sent an email to Liz Whitt inquiring about the tablet, Liz replied that she did have the tablet. Liz’s daughter returned the tablet to the township office on 6/12/2024. It should be noted tablet had the Conway VPN on it.

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- viii. AT&T Account: Rachel was locked out of the AT&T account when she started with the township. The account was also removed from autopay as well. Liz Whitt was the only point of contact for the AT&T account. This combination caused the payment for May to be late incurring a late fee for the township. Liz Whitt had to give AT&T permission for Rachel to be added to the account. This process was initiated by Rachel on 5/17/2024 and was not completed until 5/21/2024. There were 4 phone lines, one of which was the tablet account. One line is for the Zoning Administrator, and one is for the Clerk. There was a third line that Liz Whitt said was added to make the bill less expensive and came with a free phone. This was not the case and we are in a 36 month contract for that 3rd phone. Our options are to either do an early pay out for the two phones that have installment fees (the third phone line that is not used and the Zoning Administrator) or continue on with our contract with AT&T despite our phones with Intermedia which allow us to be an app on our personal phones and receive any phone calls through that app directly. There is concern that our entire personal phone could be apart of a FOIA verse just the app on our personal phone. *Rachel will consult legal advisement on this and return to the July Board Meeting with an update.*
- ix. Saving Documents in A Format: Rachel would like to suggest having all of our documents in a streamlined naming format that is the same through all departments. This would make searching for documents easier going forward and create a streamlined process for any transitions such as if new officials are elected. *Rachel will present her idea in more detail at the July 2024 Board meeting.*
- x. Exit Procedure: It would be nice if there was an exit procedure in place with someone designated to oversee that process within the

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township. This would help prevent what we are currently experiencing during this transition. *Each elected official has been asked to create a list of what would be helpful in an exit interview. The goal is to have a system prior to the possible change in is positions with the upcoming November 2024 Election.*

- xi. Conway Township Elected officials and hired employees wages: There currently is not a cohesive payroll document showing all employees' salaries or wages. It is also difficult to find all the resolutions that pertain to these wages. Rachel would like assistance in making a document that is cohesive so that these wages are outlined more easily for this administration and going forward. A resolution for the establishment of one master document stating pay wages for each elected official and hired employee will be brought forth at July Board Meeting.
- xii. Conway Township Reimbursement Form: Current reimbursement form states that if reimbursement is to be over \$250, it should be pre-approved by the board and there should be supporting documentation. In addition to that receipts should be itemized in detail not just with a total.
 - 1. Motion brought forth by R. Kreeger to require board pre-approval of all reimbursements over \$250 and require itemized receipts upon submission of reimbursement form. Supported by G. Pushies. Motion Passed.
- d. Policy 21 and Policy 22 Conflicts: G. Pushies & W. Grubb George would like to fix the conflict between Policy 21 and Policy 22. After board discussion it was decided that only the Clerk, Supervisor and P.C. Chair should be approved to talk to township legal counsel. It was also decided that most communication should go through email and limited phone conversation

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with legal counsel if any. The main reason for this is documentation purposes. *W. Grubb is going to revise both policies and bring new revisions and resolutions to the revisions to July 2024 board meeting.*

- e. RFP for repair and siding of the township hall: Mike Brown is putting together the RFP for the township regarding the siding of the township hall. It was decided to go with sealed bids and review at the August 2024 Board Meeting, with a cutoff date for receiving bids of July 31st, 2024. *Once Mike Brown creates the RFP, he will email it to the clerk and the supervisor and the clerk's office is going to post on the website and Facebook and the Supervisor will handle posting in the paper.*
- f. Resolution 240618-1 School Tax Collection
 - i. Review and discussion of regular Fowlerville School tax collection.
 - ii. Motion: Made by W. Grubb to collect the tax collection for Fowlerville School District Levy.
Supported by D. Grubb.
Roll Call Vote: Motion passed unanimously.
- g. FOIA Fee For Tax and Assessment Rolls
 - i. D. Grubb brought forward a question of charging a fee for the tax roll information because they get many requests for this information and other townships do charge for it. *After discussion it was decided that D. Grubb would bring information with what other townships of our size charge to the July 2024 board meeting so the board can make an informed decision.*
- h. School Liaison Officer
 - i. W. Grubb brought forth the motion to approve the payment for the school liaison officer. After discussion it was realized there are other townships that do not help pay for this officer but have students that also attend this district. *The board would like clarification on how it is*

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determined that the other districts do not pitch in on this payment. W. Grubb is to bring more clarification to the July 2024 board meeting.

10. Board Member Discussion

- a. No notes to report

11. Call To The Public Regarding Any Item or Issue

- a. Person: Jason – discussed wanting more information on how the school liaison payment is divided up between townships.
- b. Person: Sarah Porter
 - i. Wanted to thank Zoning Admin and Clerk for everything they have been doing.
 - ii. She wanted to know if the township was going to do a more in depth audit due to the discrepancies between QuickBooks and BS&A.
- c. Rob Porter: thanked Gabi for input today. And wanted to thank the Clerk for all of her hard work these last couple of months.
- d. Mike Brown: Feels there needs to be more than one administrator on accounts of Conway Township (accounts such as AT&T, Quickbooks, etc)

12. Adjournment

- a. Motion made by G. Pushies to adjourn.
- b. Seconded by D. Grubb
- c. Motion Passed.
- d. Time: 10:08pm meeting adjourned.

Signature/Title/Date of the Conway Township Clerk and Deputy Clerk

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Location: Conway Township Hall

Rachel Kreeger/Conway Township Clerk/Date

Tara Foote/Conway Township Deputy Clerk/Date

Draft Special Meeting Minutes Draft Special Meeting Minutes

Conway Township Board of Trustees Meeting Agenda

Date: 07-9-2024

Time: 7:00PM

Location: Conway Township Hall

1) Meeting was called to order at 7:02pm by W. Grubb

2) Pledge Of Allegiance

3) Roll call attendance:

- R. Kreeger- Present
- W. Grubb – Present
- D. Grubb – Present
- A. Crampton-Atherton - Present
- G. Pushies - Present

4) Motion For the Following Additions and/or Changes To The Agenda

- W. Grubb made a motion to move C to D and D to E and add Adoption of the Wind ordinance to item C.
- Seconded by G. Pushies
- Motion approved

5) Motion For The Approval Of The 07-9-2024 Board Meeting Agenda

- Motion by W. Grubb to approve agenda as amended.
- Seconded by G. Pushies
- Motion approved

6) First Call To The Public

- None

7) New Business

- a. [Resolution 240709-1 Battery Storage Ordinance](#)

- i. Motion made by W. Grubb to approve Resolution 240709-1 as presented to be amended by the P.C.
 - ii. Motion Seconded by G. Pushies
 - iii. Roll Call Vote: G. Pushies – Yes ; D. Grubb – Yes ; A. Crampton-Atherton – Yes
W. Grubb – Yes; R. Kreeger – Yes
 - iv. Motion Passed
- b. **Resolution 240709-2 Solar Ordinance Amendment**
 - i. Motion to approve Resolution 240709-2 as presented made by W. Grubb.
 - ii. Motion seconded by G. Pushies
 - iii. Roll Call Vote: D. Grubb – Yes; G. Pushies – Yes; R. Kreeger – Yes; A. Crampton-Atherton – Yes; W. Grubb – Yes.
 - iv. Motion approved
- c. **Resolution to adopt 240709-3 Wind Ordinance**
 - i. Motion to adopt resolution 240709-3 Wind Ordinance as presented made by W. Grubb.
 - ii. Motion Seconded by G. Pushies
 - iii. Roll Call Vote: W. Grubb – Yes; A. Crampton-Atherton – Yes; R. Kreeger – Yes; G. Pushies – Yes; D. Grubb – yes.
 - iv. Motion Passed
- d. **Resolution 240709-4 Wind Ordinance Amendment**
 - i. Motion made by W. Grubb to adopt Resolution 240709-4 as presented.
 - ii. Seconded by G. Pushies
 - iii. Roll Call Vote: R. Kreeger – Yes; W. Grubb – Yes; G. Pushies – Yes; A. Crampton – Atherton – Yes; D. Grubb – Yes.
- e. **Notice of Adoption**
 - Will be published in the Fowlerville News and Views and on the website.

8) Board Member Discussion

9) Next Meeting:

- a. Date: 07-16-2024
 - i. The meeting will start at 7pm at Conway Township Hall (unless noted otherwise)

10) Meeting Adjournment

- i. Motion to adjourn at 7:24 pm. Made by G. Pushies
- ii. Seconded by D. Grubb.
- iii. Motion passed

BANK RECONCILIATION REPORT FOR CONWAY TOWNSHIP

Bank BLDG - CHASE - BUILDING FUND
From: 06/01/2024 To: 06/30/2024
Reconciliation Record: 0000000060

Beginning GL Balance:		99,549.31
Add: Journal Entries/Other		0.75
Ending GL Balance:		<u>99,550.06</u>
Ending Bank Balance:		99,550.06
Add: Deposits/Transactions In Transit		0.00
Total - 0 Outstanding Checks:		0.00
Adjusted Bank Balance		99,550.06
Unreconciled Difference		0.00

REVIEWED BY: _____ DATE: _____

BANK RECONCILIATION REPORT FOR CONWAY TOWNSHIP

Bank MSUCD - MSUFCU - TIME DEPOSIT (CD)

From: 06/01/2024 To: 06/30/2024

Reconciliation Record: 0000000059

Beginning GL Balance:	250,962.14
Add: Journal Entries/Other	3,053.64
Ending GL Balance:	<u>254,015.78</u>
Ending Bank Balance:	254,015.78
Add: Deposits/Transactions In Transit	0.00
Total - 0 Outstanding Checks:	0.00
Adjusted Bank Balance	254,015.78
Unreconciled Difference	0.00

REVIEWED BY: _____ DATE: _____

BANK RECONCILIATION REPORT FOR CONWAY TOWNSHIP

Bank MSUSV - MSUFCU - CONTINGENT SAVER

From: 06/01/2024 To: 06/30/2024

Reconciliation Record: 0000000058

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 MM - HUNTINGTON - MONEY MARKET

From: 06/01/2024 To: 06/30/2024

Reconciliation Record: 0000000057

Beginning GL Balance:	237,112.43
Add: Journal Entries/Other	58.31
Ending GL Balance:	<u>237,170.74</u>
Ending Bank Balance:	237,170.74
Add: Deposits/Transactions In Transit	0.00
Total - 0 Outstanding Checks:	0.00
Adjusted Bank Balance	237,170.74
Unreconciled Difference	0.00

REVIEWED BY: _____ DATE: _____

BANK RECONCILIATION REPORT FOR CONWAY TOWNSHIP

Bank FLGCD - FLAGSTAR - TIME DEPOSIT (CD)

From: 06/01/2024 To: 06/30/2024

Reconciliation Record: 0000000056

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 RDSAV - BOAA - ROAD SAVINGS
From: 06/01/2024 To: 06/30/2024
Reconciliation Record: 0000000055

Beginning GL Balance:		91,696.35
Add: Journal Entries/Other		98.02
Ending GL Balance:		<u>91,794.37</u>
Ending Bank Balance:		91,794.37
Add: Deposits/Transactions In Transit		0.00
Total - 0 Outstanding Checks:		0.00
Adjusted Bank Balance		91,794.37
Unreconciled Difference		0.00

REVIEWED BY: _____ DATE: _____

BANK RECONCILIATION REPORT FOR CONWAY TOWNSHIP
Bank ARPA - INDEPENDENT - BUSINESS FREEDOM CHECKING
From: 06/01/2024 To: 06/30/2024
Reconciliation Record: 0000000054

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 ROAD - BOAA - ROAD CHECKING
 From: 06/01/2024 To: 06/30/2024
 Reconciliation Record: 0000000053

Beginning GL Balance:	302,396.20
Less: Cash Disbursements	(4,888.27)
Add: Journal Entries/Other	219.63
Ending GL Balance:	297,727.56
Ending Bank Balance:	238,791.69
Add: Deposits/Transactions In Transit	
JOURNAL ENTRY 3-31-23	63,791.14
	63,791.14

Check Date	Check Number	Name	AP Checks	Amount
04/10/2024	1019	LIVINGSTON COUNTY TREASURER		0.00
06/05/2024	1020	LIVINGSTON COUNTY TREASURER		63.46
06/20/2024	1021	CHLORIDE SOLUTIONS		4,824.81
				4,888.27
Total - 3 Outstanding Checks:				4,888.27
Adjusted Bank Balance				297,694.56
Unreconciled Difference				(33.00)

REVIEWED BY: _____ DATE: _____

STOP PAYMENT REQUEST ORDER



Today's Date 06/12/24 Time 1:16 p.m. Account Type: Non-Consumer
Payor/Account Holder Unknown Account No. Rd checking 4113072
Check Payee/ACH Originator CONWAY TOWNSHIP Amount \$ 999,999 Reason for Stop Payment LOST
Form of Debit Transaction(s): Check If Check: Check No.(s) 1019 Date(s) Written N/A

Stop Payment Orders by phone or email are effective only if and on the date that Bank of Ann Arbor ("Bank") confirms receipt by email and expire on the 14th calendar day after that date unless the Payor/Account Owner confirms the Order by signing and submitting this form to the Bank within that 14-day period.

Terms and Conditions: The Payor/Account Holder hereby instructs the Bank to stop payment on the above described Debit Transaction(s) on the following terms and conditions.

One-Time ACH Payment (Consumer Account) Fee \$33.00
The stop payment order shall remain in effect until the earlier of:
(1) Bank receives written notice from the account holder to revoke the stop payment order; or
(2) Bank rejects and returns the debit entry received from the payee/originator.

Recurring ACH Payment (Consumer Account) (Recurring PPD, TEL, WEB or IAT ONLY) Fee \$33.00
The account holder authorized (payee/originator) to originate one or more ACH entries to debit funds from the above account.
(A) On (date), the account holder revoked that authorization by notifying the Company in the manner specified in the authorization; or
(B) The account holder will be notifying the payee/originator on (date) in the manner specified in the authorization.
I understand that I am required by the Bank to confirm in writing that I have revoked the authorization given to the payee/originator, and by signing this stop payment order I do so confirm.
The stop payment order shall remain in effect until the earlier of:
(1) Bank receives written notice from the account holder to revoke the stop payment order; or
(2) Bank rejects and returns all debit entries received from payee/originator

One-Time ACH Payment (Non-Consumer) Fee \$33.00
The stop payment order shall remain in effect until the earlier of:
(1) Bank receives written notice from the account holder to revoke the stop payment order;
(2) The return of the debit entry; or
(3) Six months from the date of the stop payment order unless it is renewed in writing.

Check (Consumer or Non-Consumer Account) Fee \$33.00
The stop payment order shall remain in effect for six months.
Replacement Check Issued Yes No
Check Number:

A charge, as reflected, will be assessed to the account holder as payment for implementing this order.
By directing the Bank to stop payment on the above transaction(s), the account holder agrees to hold the Bank harmless against any and all loss, claims, damages, and costs, including court costs and attorney's fees, that the Bank may suffer or incur by reason of non-payment of the above transaction if presented prior to withdrawal of these instructions or expiration thereof. The account holder understands that the stop payment request must be received at least three (3) business days before a scheduled debit(s) or in time to give the Bank reasonable time to act upon it. The account holder also understands that stop payments are implemented by an automated process, that complete and completely correct information related to the transaction(s) is necessary to identify and stop payment of the transaction(s) and that failure of the account holders to provide correct and complete information may result in the payment of the above item(s). The account holder agrees to hold harmless and indemnify the Bank of Ann Arbor for all expenses, costs, and damages incurred by payment of the above item(s) if such payment is the result of failure of the account holder to meet the time requirements noted above, or if such payment is the result of failure of the account holder to furnish any item of information requested above completely, accurately and correctly.

The Bank and the undersigned agree to abide by the rules and regulations governing Stop Payment Orders these include but are not limited to Uniform Commercial Code and ACH rules. I am an authorized signer, or otherwise have authority to act, on the account identified in this statement. I attest that the debit above was not originated with fraudulent intent by me or any person acting in concert with me. I have read this statement in its entirety and attest that the information provided on this statement is true and correct.

Authorized Signature [Signature] Print Name SUSAN M EGBERT Date 06/12/24

Release Stop Payment
I (authorized signer) release the Bank of Ann Arbor from its obligation to stop payment on the above transaction(s).
Date Authorized Signature Print Name

For Bank of Ann Arbor Use Only
Verbal Stop Payment Request Accepted on 06/12/20 By Mitchell Ling
Signed Stop Payment Request Accepted on 06/12/20 By Mitchell Ling

BANK RECONCILIATION REPORT FOR CONWAY TOWNSHIP

Bank TRUST - BOAA - TRUST AND AGENCY

From: 06/01/2024 To: 06/30/2024

Reconciliation Record: 0000000052

Beginning GL Balance:	27,213.41
Add: Cash Receipts	2,500.00
Add: Journal Entries/Other	11.80
Ending GL Balance:	<u>29,725.21</u>
Ending Bank Balance:	29,375.21
Add: Deposits/Transactions In Transit	0.00
Total - 0 Outstanding Checks:	0.00
Adjusted Bank Balance	29,375.21
Unreconciled Difference	(350.00)

REVIEWED BY: _____ DATE: _____

WALLET OR DUPLICATE

CONWAY TOWNSHIP

PO BOX 1157
FOWLERVILLE, MICHIGAN 48836

74-1055/724

1104

Signature Strip
Prevention of Forgery

DATE June 12, 2024

PAY TO THE ORDER OF Paul Wygant \$ 350.00

Three hundred, fifty and 00/100 DOLLARS



National Bank
The Power of Local Banking

Dellie Dull
Rachel Ferguson

MEMO 6-8-24 Hall Rental Deposit

MP

⑆072410550⑆ 411107511 01104

Entrepreneur

BANK RECONCILIATION REPORT FOR CONWAY TOWNSHIP

Bank DOG - BOAA - DOG LICENSE
From: 06/01/2024 To: 06/30/2024
Reconciliation Record: 0000000051

Beginning GL Balance:		88.50
Add: Journal Entries/Other		0.04
Ending GL Balance:		<u>88.54</u>
Ending Bank Balance:		88.54
Add: Deposits/Transactions In Transit		0.00
Total - 0 Outstanding Checks:		0.00
Adjusted Bank Balance		88.54
Unreconciled Difference		0.00

REVIEWED BY: _____ DATE: _____

BANK RECONCILIATION REPORT FOR CONWAY TOWNSHIP

Bank CEM - BOAA - CEMETERY
From: 06/01/2024 To: 06/30/2024
Reconciliation Record: 0000000050

Beginning GL Balance:	71,646.87
Add: Journal Entries/Other	28.29
Ending GL Balance:	<u>71,675.16</u>
Ending Bank Balance:	67,075.16
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	71,675.16
Unreconciled Difference	0.00

REVIEWED BY: _____ DATE: _____

07/15/2024

CHECK DISBURSEMENT REPORT FOR CONWAY TOWNSHIP
CHECK DATE 06/01/2024 - 06/30/2024

Check Date	Bank Accour	Check #	Payee	Description	Account	Dept	Amount
Fund: 101 GENE							
06/04/2024	GEN	12581#	DEBBIE GRUBB	SEMINARS AND WORKSHOPS -- D GRUBB STAY	969.000	253	417.64
				MILEAGE	860.000	261	112.69
				SEMINARS AND WORKSHOPS	969.000	215	48.09
Check GEN 12581							578.42
06/04/2024	GEN	12582	GREAT LAKES OUTDOOR SOLUTIONS	LAWN TOWNHALL AND CEMETERY	814.000	265	2,000.00
06/04/2024	GEN	12583	LOWE, DIANA	MILEAGE	860.000	261	6.29
06/04/2024	GEN	12584	MICHIGAN MUNICIPAL TREASURERS ASSOC	SEMINARS AND WORKSHOPS - TREAS, D. GRUBB	969.000	253	429.00
06/04/2024	GEN	12585	SUSAN EGBERT	MILEAGE	860.000	261	11.79
06/04/2024	GEN	12586	TARA FOOTE	MILEAGE	860.000	261	20.10
06/04/2024	GEN	12587	FOSTER SWIFT	ATTORNEY	804.000	267	1,111.50
06/11/2024	GEN	12588	CESARZ, RUSS	MILEAGE	860.000	261	4.69
06/11/2024	GEN	12589	COOPER & RIESTERER, PLC	ATTORNEY (COOPER 6-5-24 INVOICE 12939)	804.000	267	1,588.00
06/12/2024	GEN	12590	MICHIGAN TOWNSHIPS ASSOCIATION	MEMBERSHIPS AND DUES, SOFTWARE LIC (MTA)	956.000	261	4,980.16
06/19/2024	GEN	12591	ECONO PRINT	PROF SERV (PRINT TAX STMNTS AND POSTAGE)	801.000	267	1,727.55
06/20/2024	GEN	12592	TARA FOOTE	T. FOOTE JUNE 2024 PAY	703.000	215	811.41
06/20/2024	GEN	12593	FOSTER SWIFT	ATTORNEY FOSTER AND SWIFT 06-19-24	804.000	267	142.50
06/20/2024	GEN	12594	DTE ENERGY	DTE	920.000	265	257.16
06/20/2024	GEN	12595	BS & A SOFTWARE	MEMBERSHIPS AND DUES, SOFTWARE LIC.	956.000	261	6,315.00
06/20/2024	GEN	12597	MCALLISTER'S EXCAVATING & CEMETERY SER	FOUNDATIONS (BARLETT AND CYPHER)	702.000	257	680.40
Total For Fund: 1							20,663.97
Fund: 204 MUNI							
06/05/2024	ROAD	1020	LIVINGSTON COUNTY TREASURER	CHARGEBACKS	960.000	450	63.46
06/20/2024	ROAD	1021	CHLORIDE SOLUTIONS	CH: GREGORY, PIERSON, FINLAN, VOGT, ROBB	812.000	450	4,824.81
Total For Fund: 2							4,888.27
Report Total:							25,552.24
#-INDICATES CHECK DISTRIBUTED TO MORE THAN ONE DEPARTMENT							

CONWAY TOWNSHIP
 JOURNAL ENTRY
 JE: 000000093

Post Date: 07/12/2024
 Entry Date: 07/12/2024
 Description: JUNE 2024 PAYROLL

Entered By: RKREEGER
 Journal: GJ

GL #	Description	DR	CR
101-000-231.100	FEDERAL PAYROLL LIABILITY	0.00	3,270.21
101-000-231.200	MICHIGAN W/H LIABILITY	0.00	669.07
101-101-702.000	SALARIES AND WAGES	376.00	0.00
101-171-702.000	SALARIES AND WAGES (SUP)	2,026.75	0.00
101-215-702.000	SALARIES AND WAGES (CLRK)	2,309.34	0.00
101-215-703.000	SALARIES AND WAGES-DEPUTY (CLRK DEP)	1,123.60	0.00
101-253-702.000	SALARIES AND WAGES (TRESRER)	2,172.91	0.00
101-253-703.000	SALARIES AND WAGES (TRESRER DEP)	990.00	0.00
101-257-702.000	SALARIES AND WAGES (ASSESSORS)	3,505.33	0.00
101-261-704.000	OFFICE ASSISTANT SALARY	1,408.00	0.00
101-261-710.000	PAYROLL TAXES	1,281.56	0.00
101-261-808.000	PAYROLL BILLING	219.33	0.00
101-567-702.000	SALARIES AND WAGES (CEMETERY)	90.00	0.00
101-751-702.000	SALARIES AND WAGES	2,749.90	0.00
101-000-001.000	GENERAL FUND CHECKING - BOAA	0.00	14,094.11
101-000-001.000	GENERAL FUND CHECKING - BOAA	0.00	219.33
101-000-231.000	PAYROLL DEDUCTIONS PAYABLE	2,837.41	0.00
101-000-231.200	MICHIGAN W/H LIABILITY	669.07	0.00
101-000-001.000	GENERAL FUND CHECKING - BOAA	0.00	3,506.48
Journal Total:		21,759.20	21,759.20

APPROVED BY: _____

07/15/2024

BUDGET REPORT FOR CONWAY TOWNSHIP
 Calculations As Of 06/30/2024

GL Number	Description	23-24	23-24	24-25	24-25	24-25	24-25
		Amended Budget	Activity	Original Budget	Amended Budget	Recommended	Approved
Fund: 101 GENERAL							
Account Category: Estimated Revenues							
101-000-402.000	CURRENT PROPERTY TAXES	120,000.00	39,663.42	125,000.00	125,000.00	0.00	125,000.00
101-000-404.000	PROPERTY TAX SET FEE	700.00	0.00	0.00	0.00	0.00	0.00
101-000-445.000	PENALTIES AND INTEREST ON TAXES	0.00	11.74	0.00	0.00	0.00	0.00
101-000-447.000	PROPERTY TAX ADMIN FEE	43,000.00	106,779.34	26,000.00	26,000.00	0.00	26,000.00
101-000-448.000	SCHOOL TAX COLLECTION FEE	0.00	0.00	0.00	0.00	0.00	0.00
101-000-491.000	DOG LICENSES	40.00	376.35	380.00	380.00	0.00	380.00
101-000-492.000	FEES, LICENSES, AND PERMITS	10,000.00	5,088.11	5,000.00	5,000.00	0.00	5,000.00
101-000-569.100	STATE GRANT-METRO ACT	0.00	4,650.72	0.00	0.00	0.00	0.00
101-000-573.000	LCSA PPT REIMBURSEMENT	4,800.00	0.00	600.00	600.00	0.00	600.00
101-000-574.000	STATE GRANT-STATE REVENUE SHARING	393,975.00	396,270.00	340,000.00	340,000.00	0.00	340,000.00
101-000-607.000	RESEARCH FEES	200.00	0.00	0.00	0.00	0.00	0.00
101-000-665.000	INTEREST AND DIVIDENDS	3,200.00	17,182.46	14,000.00	14,000.00	0.00	14,000.00
101-000-667.000	RENT	2,500.00	1,800.00	2,000.00	2,000.00	0.00	2,000.00
101-000-675.000	MISCELLANEOUS REVENUES	0.00	42,960.97	100.00	100.00	0.00	100.00
101-000-676.000	GENERAL REIMBURSEMENTS	0.00	0.00	0.00	0.00	0.00	0.00
101-000-676.100	GRANT REIMBURSEMENT	0.00	1,500.00	0.00	0.00	0.00	0.00
101-000-676.200	ELECTION REIMBURSEMENT	0.00	3,084.27	3,000.00	3,000.00	0.00	3,000.00
101-000-689.000	CASH OVER OR SHORT	0.00	0.00	0.00	0.00	0.00	0.00
101-000-699.209	TRANSFER IN FROM CEMETERY FUND	0.00	500.00	0.00	0.00	0.00	0.00
101-000-699.701	TRANSFER IN FROM T&A	0.00	0.00	0.00	0.00	0.00	0.00
Estimated Revenues		578,415.00	619,867.38	516,080.00	516,080.00	0.00	516,080.00
Account Category: Appropriations							
101-101-702.000	SALARIES AND WAGES	7,500.00	7,175.00	7,000.00	7,000.00	0.00	7,000.00
101-101-706.000	FOIA COORDINATOR WAGES	1,000.00	1,200.00	1,200.00	1,200.00	0.00	1,200.00
101-101-969.000	SEMINARS AND WORKSHOPS	500.00	0.00	0.00	0.00	0.00	0.00
101-171-702.000	SALARIES AND WAGES	24,321.00	24,321.00	26,753.00	26,753.00	0.00	26,753.00
101-171-969.000	SEMINARS AND WORKSHOPS	3,500.00	2,996.93	3,000.00	3,000.00	0.00	3,000.00
101-215-702.000	SALARIES AND WAGES	27,712.00	27,712.08	31,037.00	31,037.00	0.00	31,037.00
101-215-703.000	SALARIES AND WAGES-DEPUTY	20,000.00	18,260.00	18,000.00	18,000.00	0.00	18,000.00
101-215-969.000	SEMINARS AND WORKSHOPS	6,500.00	5,922.15	6,000.00	6,000.00	0.00	6,000.00
101-247-702.000	SALARIES AND WAGES	2,000.00	1,530.00	1,500.00	1,500.00	0.00	1,500.00
101-247-969.000	SEMINARS AND WORKSHOPS	0.00	0.00	0.00	0.00	0.00	0.00
101-253-702.000	SALARIES AND WAGES	27,000.00	26,074.92	28,170.00	28,170.00	0.00	28,170.00
101-253-703.000	SALARIES AND WAGES-DEPUTY	12,480.00	10,965.00	10,000.00	10,000.00	0.00	10,000.00
101-253-960.000	CHARGEBACKS	200.00	42.30	50.00	50.00	0.00	50.00
101-253-961.000	BANK SERVICE CHARGES	150.00	56.00	50.00	50.00	0.00	50.00
101-253-969.000	SEMINARS AND WORKSHOPS	5,000.00	4,981.67	5,000.00	5,000.00	0.00	5,000.00
101-257-702.000	SALARIES AND WAGES	44,400.00	41,419.96	38,000.00	38,000.00	0.00	38,000.00
101-257-813.000	ASSESSOR SERVICES	100.00	0.00	0.00	0.00	0.00	0.00

101-257-969.000	SEMINARS AND WORKSHOPS	1,500.00	404.76	1,500.00	1,500.00	0.00	1,500.00
101-261-704.000	OFFICE ASSISTANT SALARY	11,000.00	10,259.82	9,600.00	9,600.00	0.00	9,600.00
101-261-710.000	PAYROLL TAXES	15,000.00	16,129.86	15,000.00	15,000.00	0.00	15,000.00
101-261-724.000	INSURANCE AND BONDS	11,500.00	13,021.00	14,000.00	14,000.00	0.00	14,000.00
101-261-725.000	WORKWEAR	2,500.00	623.24	750.00	750.00	0.00	750.00
101-261-727.000	SUPPLIES	2,000.00	2,566.74	2,500.00	2,500.00	0.00	2,500.00
101-261-808.000	PAYROLL BILLING	3,000.00	2,664.38	2,500.00	2,500.00	0.00	2,500.00
101-261-860.000	MILEAGE	3,000.00	4,795.74	4,500.00	4,500.00	0.00	4,500.00
101-261-900.000	PRINTING AND PUBLISHING	7,500.00	8,574.36	8,000.00	8,000.00	0.00	8,000.00
101-261-955.000	MISCELLANEOUS EXPENSES	0.00	0.00	0.00	0.00	0.00	0.00
101-261-956.000	MEMBERSHIPS AND DUES, SOFTWARE LIC.	19,000.00	18,508.17	19,000.00	19,000.00	0.00	19,000.00
101-261-957.000	POSTAGE	6,000.00	5,241.84	5,000.00	5,000.00	0.00	5,000.00
101-261-958.000	DELINQUENT PPT	0.00	(7,740.61)	0.00	0.00	0.00	0.00
101-261-959.200	APPROPRIATION SENIOR CENTER	2,000.00	0.00	2,000.00	2,000.00	0.00	2,000.00
101-261-995.209	TRANSFER OUT CEMETERY	30,000.00	0.00	0.00	0.00	0.00	0.00
101-262-702.000	SALARIES AND WAGES	12,000.00	11,444.25	18,000.00	18,000.00	0.00	18,000.00
101-262-727.000	SUPPLIES	2,500.00	504.90	500.00	500.00	0.00	500.00
101-262-727.100	ELECTION POSTAGE	0.00	0.00	600.00	600.00	0.00	600.00
101-262-900.000	PRINTING AND PUBLISHING	250.00	1,042.10	2,000.00	2,000.00	0.00	2,000.00
101-262-900.100	MISCELLANEOUS EXPENSES	0.00	0.00	2,200.00	2,200.00	0.00	2,200.00
101-262-931.000	EQUIPMENT MAINTENANCE	10,000.00	2,140.00	500.00	500.00	0.00	500.00
101-265-705.000	HALL MONITOR SALARY	1,500.00	825.00	1,000.00	1,000.00	0.00	1,000.00
101-265-802.000	LANDSCAPING	0.00	0.00	0.00	0.00	0.00	0.00
101-265-803.000	SNOW REMOVAL	4,500.00	5,736.80	5,500.00	5,500.00	0.00	5,500.00
101-265-814.000	LAWN MOWING	3,500.00	1,917.05	2,000.00	2,000.00	0.00	2,000.00
101-265-859.000	INTERNET AND PHONES	12,000.00	9,609.16	9,000.00	9,000.00	0.00	9,000.00
101-265-920.000	UTILITIES	5,500.00	7,038.32	5,800.00	5,800.00	0.00	5,800.00
101-265-931.000	EQUIPMENT MAINTENANCE	0.00	21,884.32	2,500.00	2,500.00	0.00	2,500.00
101-265-935.000	BUILDING MAINTENANCE	92,000.00	89,842.00	50,000.00	50,000.00	0.00	50,000.00
101-265-971.000	CAPITAL-PARKING LOT	5,000.00	0.00	0.00	0.00	0.00	0.00
101-265-972.000	CAPITAL IMPROVEMENTS	10,000.00	0.00	0.00	0.00	0.00	0.00
101-265-973.000	OFFICE EQUIPMENT	35,200.00	36,827.60	15,000.00	15,000.00	0.00	15,000.00
101-267-801.000	PROFESSIONAL AND CONTRACTUAL SERVICES	0.00	5,820.05	0.00	0.00	0.00	0.00
101-267-804.000	ATTORNEY	60,000.00	72,100.85	66,000.00	66,000.00	0.00	66,000.00
101-267-805.000	PLANNING COMMISSION	37,200.00	2,800.00	3,000.00	3,000.00	0.00	3,000.00
101-267-806.000	AUDITOR	10,500.00	11,050.00	11,500.00	11,500.00	0.00	11,500.00
101-267-807.000	ENGINEER	1,800.00	0.00	0.00	0.00	0.00	0.00
101-302-809.000	FIRE AUTHORITY REP	1,000.00	900.00	810.00	810.00	0.00	810.00
101-302-810.000	POLICE ORDINANCE ENFORCEMENT	10,000.00	300.00	500.00	500.00	0.00	500.00
101-302-959.100	CONTRIBUTION POLICE SALARIES	0.00	5,270.00	10,000.00	10,000.00	0.00	10,000.00
101-445-962.000	DRAINS AT LARGE	50,000.00	42,514.92	43,000.00	43,000.00	0.00	43,000.00
101-446-967.000	CONSTRUCTION AND EXCAVATING	0.00	0.00	260,000.00	260,000.00	0.00	260,000.00
101-446-970.000	SAD ROAD PROJECT	0.00	0.00	0.00	0.00	0.00	0.00
101-526-968.000	SPRING CLEANUP	5,000.00	1,874.00	2,000.00	2,000.00	0.00	2,000.00
101-567-702.000	SALARIES AND WAGES	0.00	1,040.00	0.00	0.00	0.00	0.00
101-567-930.000	REPAIR AND MAINTENANCE	0.00	500.00	0.00	0.00	0.00	0.00
101-701-702.000	SALARIES AND WAGES	27,000.00	25,800.00	24,000.00	24,000.00	0.00	24,000.00
101-701-969.000	SEMINARS AND WORKSHOPS	2,000.00	1,725.00	1,000.00	1,000.00	0.00	1,000.00

101-751-702.000	SALARIES AND WAGES	900.00	720.00	550.00	550.00	0.00	550.00
101-751-959.000	PARKS AND REC CONTRIBUTIONS	51,500.00	51,360.92	52,000.00	52,000.00	0.00	52,000.00
Appropriations		747,213.00	660,293.55	849,070.00	849,070.00	0.00	849,070.00
Fund 101 - GENERAL:							
TOTAL ESTIMATED REVENUES		578,415.00	619,867.38	516,080.00	516,080.00	0.00	516,080.00
TOTAL APPROPRIATIONS		747,213.00	660,293.55	849,070.00	849,070.00	0.00	849,070.00
NET OF REVENUES & APPROPRIATIONS:		(168,798.00)	(40,426.17)	(332,990.00)	(332,990.00)	0.00	(332,990.00)
Fund: 204 MUNICIPAL STREET							
Account Category: Estimated Revenues							
204-000-402.000	CURRENT PROPERTY TAXES	250,000.00	349,849.26	320,000.00	320,000.00	0.00	320,000.00
204-000-665.000	INTEREST AND DIVIDENDS	0.00	2,282.56	0.00	0.00	0.00	0.00
Estimated Revenues		250,000.00	352,131.82	320,000.00	320,000.00	0.00	320,000.00
Account Category: Appropriations							
204-450-727.000	SUPPLIES	0.00	0.00	0.00	0.00	0.00	0.00
204-450-812.000	CHLORIDING	100,000.00	83,091.73	85,000.00	85,000.00	0.00	85,000.00
204-450-958.000	DELINQUENT PPT	0.00	(14,151.85)	0.00	0.00	0.00	0.00
204-450-960.000	CHARGEBACKS	0.00	86.68	0.00	0.00	0.00	0.00
204-450-961.000	BANK SERVICE CHARGES	0.00	0.00	0.00	0.00	0.00	0.00
204-450-967.100	CONSTRUCTION	260,000.00	272,497.27	0.00	0.00	0.00	0.00
Appropriations		360,000.00	341,523.83	85,000.00	85,000.00	0.00	85,000.00
Fund 204 - MUNICIPAL STREET:							
TOTAL ESTIMATED REVENUES		250,000.00	352,131.82	320,000.00	320,000.00	0.00	320,000.00
TOTAL APPROPRIATIONS		360,000.00	341,523.83	85,000.00	85,000.00	0.00	85,000.00
NET OF REVENUES & APPROPRIATIONS:		(110,000.00)	10,607.99	235,000.00	235,000.00	0.00	235,000.00
Fund: 209 CEMETERY							
Account Category: Estimated Revenues							
209-000-607.100	BURIAL FEES	1,491.94	1,000.00	1,000.00	1,000.00	0.00	1,000.00
209-000-642.000	LOT SALES	2,784.95	2,400.00	1,600.00	1,600.00	0.00	1,600.00
209-000-642.100	FOUNDATIONS	248.62	1,890.90	1,500.00	1,500.00	0.00	1,500.00
209-000-665.000	INTEREST AND DIVIDENDS	0.00	435.50	0.00	0.00	0.00	0.00
209-000-675.000	MISCELLANEOUS REVENUES	0.00	110.00	450.00	450.00	0.00	450.00
209-000-699.101	TRANSFER FROM GENERAL FUND	29,838.71	0.00	0.00	0.00	0.00	0.00
Estimated Revenues		34,364.22	5,836.40	4,550.00	4,550.00	0.00	4,550.00
Account Category: Appropriations							
209-567-702.000	SALARIES AND WAGES	4,973.12	1,200.00	2,200.00	2,200.00	0.00	2,200.00
209-567-811.000	CONTRACTED LABOR	497.31	0.00	0.00	0.00	0.00	0.00
209-567-814.000	LAWN MOWING	14,422.04	12,916.15	13,000.00	13,000.00	0.00	13,000.00
209-567-930.000	REPAIR AND MAINTENANCE	30,000.00	28,125.95	25,000.00	25,000.00	0.00	25,000.00
209-567-932.000	MAINTENANCE	0.00	0.00	0.00	0.00	0.00	0.00
209-567-955.000	MISCELLANEOUS EXPENSES	0.00	0.00	0.00	0.00	0.00	0.00
209-567-956.000	MEMBERSHIPS AND DUES, SOFTWARE LIC.	1,193.55	1,260.00	1,300.00	1,300.00	0.00	1,300.00
209-567-963.000	PROPERTY TAXES	198.92	0.00	200.00	200.00	0.00	200.00
Appropriations		51,284.94	43,502.10	41,700.00	41,700.00	0.00	41,700.00

Fund 209 - CEMETERY:							
TOTAL ESTIMATED REVENUES		34,364.22	5,836.40	4,550.00	4,550.00	0.00	4,550.00
TOTAL APPROPRIATIONS		51,284.94	43,502.10	41,700.00	41,700.00	0.00	41,700.00
NET OF REVENUES & APPROPRIATIONS:		(16,920.72)	(37,665.70)	(37,150.00)	(37,150.00)	0.00	(37,150.00)
Fund: 282 ARPA							
Account Category: Estimated Revenues							
282-000-528.282	FEDERAL GRANTS-ARPA	0.00	0.00	0.00	0.00	0.00	0.00
Estimated Revenues		0.00	0.00	0.00	0.00	0.00	0.00
Account Category: Appropriations							
282-209-967.282	ARPA EXPENSES	0.00	0.00	0.00	0.00	0.00	0.00
Appropriations		0.00	0.00	0.00	0.00	0.00	0.00
Fund 282 - ARPA:							
TOTAL ESTIMATED REVENUES		0.00	0.00	0.00	0.00	0.00	0.00
TOTAL APPROPRIATIONS		0.00	0.00	0.00	0.00	0.00	0.00
NET OF REVENUES & APPROPRIATIONS:		0.00	0.00	0.00	0.00	0.00	0.00
Fund: 701 TRUST & AGENCY							
Account Category: Estimated Revenues							
701-000-451.000	SAD PRINCIPAL-EVA LANE	0.00	5,732.50	4,500.00	4,500.00	0.00	4,500.00
701-000-451.100	SAD INTEREST-EVA LANE	0.00	0.00	1,100.00	1,100.00	0.00	1,100.00
701-000-451.200	SAD PRINCIPLE SECLUDED ACRES	0.00	0.00	30,000.00	30,000.00	0.00	30,000.00
701-000-451.300	SAD INTEREST SECLUDED ACRES	0.00	0.00	680.00	680.00	0.00	680.00
701-000-665.000	INTEREST AND DIVIDENDS	0.00	45.14	0.00	0.00	0.00	0.00
Estimated Revenues		0.00	5,777.64	36,280.00	36,280.00	0.00	36,280.00
Fund 701 - TRUST & AGENCY:							
TOTAL ESTIMATED REVENUES		0.00	5,777.64	36,280.00	36,280.00	0.00	36,280.00
TOTAL APPROPRIATIONS							
NET OF REVENUES & APPROPRIATIONS:		0.00	5,777.64	36,280.00	36,280.00	0.00	36,280.00
Fund: 703 CURRENT TAX COLLECTION							
703-000-665.000	INTEREST AND DIVIDENDS	0.00	6,333.77	0.00	0.00	0.00	0.00
703-000-689.000	CASH OVER OR SHORT	0.00	(1.00)	0.00	0.00	0.00	0.00
Estimated Revenues		0.00	6,332.77	0.00	0.00	0.00	0.00
Account Category: Appropriations							
703-000-961.000	BANK SERVICE CHARGES	0.00	58.88	0.00	0.00	0.00	0.00
703-000-961.100	NSF AND RETURNED CHECKS	0.00	0.00	0.00	0.00	0.00	0.00
Appropriations		0.00	58.88	0.00	0.00	0.00	0.00
Fund 703 - CURRENT TAX COLLECTION:							
TOTAL ESTIMATED REVENUES		0.00	6,332.77	0.00	0.00	0.00	0.00
TOTAL APPROPRIATIONS		0.00	58.88	0.00	0.00	0.00	0.00
NET OF REVENUES & APPROPRIATIONS:		0.00	6,273.89	0.00	0.00	0.00	0.00
Report Totals:							
TOTAL ESTIMATED REVENUES - ALL FUNDS		862,779.22	989,946.01	876,910.00	876,910.00	0.00	876,910.00

TOTAL APPROPRIATIONS - ALL FUNDS	1,158,497.94	1,045,378.36	975,770.00	975,770.00	0.00	975,770.00
NET OF REVENUES & APPROPRIATIONS:	(295,718.72)	(55,432.35)	(98,860.00)	(98,860.00)	0.00	(98,860.00)

Conway Township

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



RESOLUTION TO CREATE A MASTER DOCUMENT RECORDING THE APPROVED SALARIES AND WAGES OF EACH OF CONWAY TOWNSHIP'S ELECTED OFFICIALS AND HIRED EMPLOYEES.

Resolution Number: 160724-1

Whereas, the Conway Township Board deems establishing one master document that states the salaries of each of the township's elected official as well as the wages for each hire employee is warranted in consideration of the Clerk's productivity level, organization, documentation and record keeping within Conway Township.

Be it resolved, that as of July 16, 2024 the salary and wages of the Conway Township Elected Officials and Hired Employees shall be as documented below. It shall be noted, in the case of any resolution approval changing these amounts, there will need to be a second resolution to update and note the changes on this one master document.

Position	Salary	Hourly Rate	Per Meeting Rate
Supervisor	\$24,321.00		
Clerk	\$27,712.00		
Treasurer	\$26,075.00		
Board Of Trustee			\$196/Mtg
Office Administrator 12hr/week		\$22/H	
Zoning Administrator		\$22/H	
Deputy Clerk		\$22/H	
Deputy Treasurer		\$22/H	
Assessor	\$27,999.96		
Assessor Assistant		\$22/H	
Committee/Board Member Meetings			\$90/Mtg
Committee/ Board Chairs			\$110.00/Mtg
Committee/Board Secretaries			\$105/Mtg
Planning Commission Secretary			\$150/Mtg
Hall Monitor			\$75
Election Inspectors		\$15.00	
Election Chairs		\$18.00	

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RESOLUTION TO CREATE A MASTER DOCUMENT RECORDING THE APPROVED SALARIES AND WAGES OF EACH OF CONWAY TOWNSHIP'S ELECTED OFFICIALS AND HIRED EMPLOYEES.

Resolution Number: 160724-1

Resolution #: 160724-1	Person's Name	Person's Title	Person's Signature	Date
Offered By:	Rachel Kreeger	Conway Township Clerk		July 16, 2024
Supported By:				July 16, 2024

Roll Call

Name	Number In The Roll Call Order	Yes (Y)	No (N)

Upon Roll Call:

Number of Yes Responses	
Number of No Responses	
Number of People Absent	

The Conway Township Supervisor, W. Grubb, declared the resolution adopted at the Conway Township General Board of Trustees Meeting held on July 16, 2024

Signature and Date of Conway Township Clerk

Rachel Kreeger – Conway Township Clerk

Conway Township

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PO Box 1157
Fowlerville MI 48836
Phone 517-223-0358
Fax 517-223-0533



RESOLUTION TO CREATE A MASTER DOCUMENT RECORDING THE APPROVED SALARIES AND WAGES OF EACH OF CONWAY TOWNSHIP'S ELECTED OFFICIALS AND HIRED EMPLOYEES.

Resolution Number: 160724-1

Conway Township's Master Payroll Document

Created, Last Revised and Approved: July 16, 2024

Position	Salery	Hourly Rate	Per Meeting Rate	Motion/Resolution To Support (mm/yyyy)
Supervisor	\$24,321.00			07/2024
Clerk	\$27,712.00			07/2024
Treasurer	\$26,075.00			07/2024
Board Of Trustee			\$196/Mtg	07/2024
Office Administrator 12hr/week		\$22/H		07/2024
Zoning Administrator		\$22/H		07/2024
Deputy Clerk		\$22/H		07/2024
Deputy Treasurer		\$22/H		07/2024
Assessor	\$27,999.96			07/2024
Assessor Assistant		\$22/H		07/2024
Committee/Board Member Meetings			\$90/Mtg	07/2024
Committee/ Board Chairs			\$110.00/Mtg	07/2024
Committee/Board Secretaries			\$105/Mtg	07/2024
Planning Commission Secretary			\$150/Mtg	07/2024
Hall Monitor			\$75	07/2024
Election Inspectors		\$15.00		07/2024
Election Chairs		\$18.00		07/2024

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.
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, Rachel Kreeger, do hereby certify that this revised Policy No. 21 was approved at the regular meeting of the Conway Township Board of Trustees on July 16, 2024.

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 attorneys without prior board approval.

All contact with the attorneys needs to be cleared by either the Clerk, Supervisor, or Planning Commission Chair. All Township Board members need to consult with either the Clerk or Supervisor on a topic to clarify if that subject has already been brought to the attorneys 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 attorneys without prior written approval. If this policy is not followed, any charge will be considered an unauthorized expenditure and will result in the need for reimbursement of the attorney fee from the individual to the township.

I, Rachel Kreeger, do hereby certify that this revised Attorney Consultation Policy was approved at the regular meeting of the Conway Township Board on July 16, 2024.

**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 1st day of September 2024 and shall continue to the 31st 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

Debra Grubb

From: CHARLIE HAINSTOCK <CHAINSTOCK@PHPCPA.COM>
Sent: Wednesday, July 10, 2024 3:57 PM
To: Susie Egbert; Debra Grubb; KENNETH PALKA; LAURIE KUGLER
Subject: Quickbooks to BS&A Conversion update
Attachments: QB to BSA Conversion Review.xlsx

Hey all,

I have good news in that I finished comparing the General Fund Quickbooks balances to the BS&A balances and determined all necessary adjustments to bring BS&A to match Quickbooks.

I have not yet completed the other funds but will continue to work on them.

Please review the attached spreadsheet showing the BS&A balances (green column), the Quickbooks balances (blue column), and the identified variance (purple column).

I then show each necessary adjusting entry in the subsequent columns as they affect each account. Individual JE details are provided in the additional worksheets in the Excel file.

You will see in the far right two columns the adjusted BS&A balance after these journal entries and the remaining variance to the QB balance. You will see all accounts except 4 have a \$0 variance between BS&A and Quickbooks.

Two that have a variance are AP and a new AP Auditor account, which offset one another. We will make an entry to an AP auditor account to correct discrepancies between the two systems and want to avoid using the AP account as it could mess up your AP module reporting.

The other two are two interest income accounts that also offset each other. In QB, you have interest income recorded to 2 accounts. In BS&A, you have the total interest income recorded in 1 account and so you'll note a variance of the same amount in those two accounts.

I'll continue on the remaining funds and get that to you when complete.

As of now, I have not recorded any of these journal entries. Once complete, I will ensure we're all in agreement and then we can get the journal entries recorded in the system.

Charles Hainstock
Pfeffer, Hanniford & Palka CPA's
225 E. Grand River, Suite 104
Brighton, MI 48116
810-229-5550 office
734-323-2414 cell
810-229-5578 fax

101-265-973.000	OFFICE EQUIPMENT	36,827.60	40,275.64	(3,448.04)				3,448.04		40,275.64	-
101-267-801.000	PROFESSIONAL AND CONTRACTUAL SERV	5,820.05		5,820.05							-
101-267-804.000	ATTORNEY	72,100.85	77,590.00	(5,489.15)			2,651.50	(2,982.40)	(5,820.05)	77,590.00	-
101-267-805.000	PLANNING COMMISSION	2,800.00	2,800.00	-						2,800.00	-
101-267-808.000	AUDITOR	11,950.00	11,950.00	-						11,950.00	-
101-302-809.000	FIRE AUTHORITY REP	900.00	900.00	-						900.00	-
101-302-810.000	POLICE ORDINANCE ENFORCEMENT	300.00	570.00	(270.00)					270.00	570.00	-
101-302-959.100	CONTRIBUTION POLICE SALARIES	5,270.00	5,000.00	270.00					(270.00)	5,000.00	-
101-445-962.000	DRAINS AT LARGE	42,514.92	42,514.92	-						42,514.92	-
101-529-968.000	SPRING CLEANUP	1,874.00	1,874.00	-						1,874.00	-
101-567-702.000	SALARIES AND WAGES	1,040.00		1,040.00	(1,040.00)						-
101-567-930.000	REPAIR AND MAINTENANCE	500.00	500.00	-						500.00	-
101-701-702.000	SALARIES AND WAGES	25,800.00	25,800.00	-						25,800.00	-
101-701-969.000	SEMINARS AND WORKSHOPS	1,725.00	1,725.00	-						1,725.00	-
101-751-702.000	SALARIES AND WAGES	720.00	720.00	-						720.00	-
101-751-959.000	PARKS AND REC CONTRIBUTIONS	51,360.92	51,360.92	-						51,360.92	-
Expenditures		668,034.16	669,506.30	(9,212.75)	(1,040.00)	7,818.46	-	-	(2,212.82)	7,629.51	(2,982.40)
Total Fund 101:		2,092,449.58	2,122,724.58	(30,275.00)	-	-	-	30,275.00	-	-	-
OUT OF BALANCE											
Fund: 204 MUNICIPAL S											
Account Category: Asse				#VALUE!						#VALUE!	#VALUE!
204-000-001.000	ROAD FUND CHECKING - BOAA	301,996.13		#VALUE!						#VALUE!	#VALUE!
204-000-002.000	ROAD FUND SAVINGS - BOAA	91,497.40		#VALUE!						#VALUE!	#VALUE!
204-000-072.000	DUE FROM COUNTY	14,151.85		#VALUE!						#VALUE!	#VALUE!
Assets		407,615.38		407,615.38						407,615.38	407,615.38
Account Category: Liabl				#VALUE!						#VALUE!	#VALUE!
204-000-202.000	ACCOUNTS PAYABLE		86.64	#VALUE!						#VALUE!	#VALUE!
204-000-214.101	DUE TO GENERAL FUND	6.21		#VALUE!						#VALUE!	#VALUE!
Liabilities		6.21	86.64	(80.43)						(80.43)	(80.43)
Account Category: Fund				#VALUE!						#VALUE!	#VALUE!
204-000-390.000	FUND BALANCE		383,871.22	#VALUE!						#VALUE!	#VALUE!
204-000-390.500	FUND BALANCE		13,142.42	#VALUE!						#VALUE!	#VALUE!
Fund Equity			397,013.64	(397,013.64)						(397,013.64)	(397,013.64)
Account Category: Reve				#VALUE!						#VALUE!	#VALUE!
204-000-402.000	CURRENT PROPERTY TAXES		349,849.26	#VALUE!						#VALUE!	#VALUE!
204-000-665.000	INTEREST AND DIVIDENDS		2,282.56	#VALUE!						#VALUE!	#VALUE!
Revenues			352,131.82	(352,131.82)						(352,131.82)	(352,131.82)
Account Category: Expe				#VALUE!						#VALUE!	#VALUE!
204-450-812.000	CHLORIDING	83,091.73		#VALUE!						#VALUE!	#VALUE!
204-450-958.000	DELINQUENT PPT		14,151.85	#VALUE!						#VALUE!	#VALUE!
204-450-960.000	CHARGEBACKS	173.36		#VALUE!						#VALUE!	#VALUE!
204-450-967.100	CONSTRUCTION	272,497.27		#VALUE!						#VALUE!	#VALUE!
Expenditures		355,762.36	14,151.85	341,610.51						341,610.51	341,610.51
Total Fund 204:		763,383.95	763,383.95	-						-	-
Fund: 209 CEMETERY											
Account Category: Asse				#VALUE!						#VALUE!	#VALUE!
209-000-001.000	CEMETERY FUND CHECKING - BOAA	71,270.58		#VALUE!						#VALUE!	#VALUE!
209-000-084.101	DUE FROM GENERAL FUND		29,700.00	#VALUE!						#VALUE!	#VALUE!
Assets		71,270.58	29,700.00	41,570.58						41,570.58	41,570.58
Account Category: Liabl				#VALUE!						#VALUE!	#VALUE!
209-000-214.101	DUE TO GENERAL FUND		4,923.65	#VALUE!						#VALUE!	#VALUE!
Liabilities			4,923.65	(4,923.65)						(4,923.65)	(4,923.65)
Account Category: Fund				#VALUE!						#VALUE!	#VALUE!
209-000-380.000	FUND BALANCE-COMMITTED		7,433.35	#VALUE!						#VALUE!	#VALUE!
209-000-390.000	FUND BALANCE		56,441.86	#VALUE!						#VALUE!	#VALUE!
209-000-390.500	FUND BALANCE		10,437.62	#VALUE!						#VALUE!	#VALUE!
Fund Equity			74,312.63	(74,312.63)						(74,312.63)	(74,312.63)
Account Category: Reve				#VALUE!						#VALUE!	#VALUE!
209-000-607.100	BURIAL FEES		1,000.00	#VALUE!						#VALUE!	#VALUE!
209-000-642.000	LOT SALES		2,400.00	#VALUE!						#VALUE!	#VALUE!
209-000-642.100	FOUNDATIONS		1,890.90	#VALUE!						#VALUE!	#VALUE!
209-000-665.000	INTEREST AND DIVIDENDS		435.50	#VALUE!						#VALUE!	#VALUE!
209-000-675.000	MISCELLANEOUS REVENUES		110.00	#VALUE!						#VALUE!	#VALUE!
Revenues			5,836.40	(5,836.40)						(5,836.40)	(5,836.40)
Account Category: Expe				#VALUE!						#VALUE!	#VALUE!
209-567-702.000	SALARIES AND WAGES	1,200.00		#VALUE!						#VALUE!	#VALUE!
209-567-814.000	LAWN MOWING	12,915.15		#VALUE!						#VALUE!	#VALUE!
209-567-930.000	REPAIR AND MAINTENANCE	28,125.95		#VALUE!						#VALUE!	#VALUE!
209-567-956.000	MEMBERSHIPS AND DUES, SOFTWARE LIC.	1,260.00		#VALUE!						#VALUE!	#VALUE!
Expenditures		43,502.10		43,502.10						43,502.10	43,502.10
Total Fund 209:		114,772.68	114,772.68	-						-	-
Fund: 282 ARPA											
Account Category: Asse				#VALUE!						#VALUE!	#VALUE!
282-000-001.200	ARPA FUND CHECKING - INDEPENDENT	323,555.27		#VALUE!						#VALUE!	#VALUE!
Assets		323,555.27		323,555.27						323,555.27	323,555.27
Account Category: Liabl				#VALUE!						#VALUE!	#VALUE!
282-000-214.001	COUNCIL DAIS DESK AND LECTURN	5,925.00		#VALUE!						#VALUE!	#VALUE!

282-000-214.101	DUE TO GENERAL FUND	20,000.00		#VALUE!		#VALUE!	#VALUE!
282-000-339.000	UNEARNED REVENUE		349,480.27	#VALUE!		#VALUE!	#VALUE!
Liabilities		25,925.00	349,480.27	(323,555.27)		(323,555.27)	(323,555.27)
Total Fund 282:		349,480.27	349,480.27	-		-	-
Fund: 701 TRUST & AGE				#VALUE!		#VALUE!	#VALUE!
Account Category: Asse				#VALUE!		#VALUE!	#VALUE!
701-000-001.000	TRUST & AGENCY FUND CHECKING - BOAA	7,829.98		#VALUE!		#VALUE!	#VALUE!
701-000-045.000	SAD RECEIVABLE-EVA LANE	34,395.00		#VALUE!	(34,395.00)	#VALUE!	#VALUE!
701-000-045.100	SAD RECEIVABLE-SECLUDED ACRES	1,612.50		#VALUE!	(1,612.50)	#VALUE!	#VALUE!
Assets		43,837.48	-	43,837.48		43,837.48	43,837.48
Account Category: Liabi				#VALUE!		#VALUE!	#VALUE!
701-000-215.000	DUE TO OTHERS		5,000.00	#VALUE!		#VALUE!	#VALUE!
701-000-216.000	NASHWAN SESI ESCROW		2,251.00	#VALUE!		#VALUE!	#VALUE!
701-000-217.000	SURF BROADBAND SOLUTIONS		500.00	#VALUE!		#VALUE!	#VALUE!
701-000-218.000	EXPENDITURES FROM ESCROW	26,109.00		#VALUE!		#VALUE!	#VALUE!
Liabilities		26,109.00	7,751.00	18,358.00		18,358.00	18,358.00
Account Category: Fund				#VALUE!		#VALUE!	#VALUE!
701-000-390.000	FUND BALANCE		26,142.84	#VALUE!		#VALUE!	#VALUE!
Fund Equity		-	26,142.84	(26,142.84)		(26,142.84)	(26,142.84)
Account Category: Reve				#VALUE!		#VALUE!	#VALUE!
701-000-451.000	SAD PRINCIPAL-EVA LANE		5,732.50	#VALUE!		#VALUE!	#VALUE!
701-000-665.000	INTEREST AND DIVIDENDS		45.14	#VALUE!	5,732.50	#VALUE!	#VALUE!
Revenues		-	5,777.64	(5,777.64)		(5,777.64)	(5,777.64)
Total Fund 701:		69,946.48	39,671.48	30,275.00		30,275.00	30,275.00
OUT OF BALANCE		30,275.00	-	30,275.00		30,275.00	30,275.00
Fund: 703 CURRENT TA				#VALUE!		#VALUE!	#VALUE!
Account Category: Asse				#VALUE!		#VALUE!	#VALUE!
703-000-001.000	TAX FUND CHECKING - BOAA		25,298.69	#VALUE!		#VALUE!	#VALUE!
703-000-001.100	DOG LICENSE CHECKING - BOAA	13.46		#VALUE!		#VALUE!	#VALUE!
703-000-084.101	DUE FROM GENERAL FUND	110,995.15		#VALUE!		#VALUE!	#VALUE!
703-000-111.000	TAX REFUND	2,380.13		#VALUE!		#VALUE!	#VALUE!
Assets		113,388.74	25,298.69	88,090.05		88,090.05	88,090.05
Account Category: Liabi				#VALUE!		#VALUE!	#VALUE!
703-000-214.101	DUE TO GENERAL FUND	57,774.10		#VALUE!		#VALUE!	#VALUE!
703-000-214.204	DUE TO ROAD FUND	286,058.12		#VALUE!		#VALUE!	#VALUE!
703-000-214.999	DUE TO GENERAL FUND-CHARGES		15.00	#VALUE!		#VALUE!	#VALUE!
703-000-215.999	DUE TO OTHERS-UNKNOWN		2,217.19	#VALUE!		#VALUE!	#VALUE!
703-000-219.000	DUE TO DOG LICENSE		807.50	#VALUE!		#VALUE!	#VALUE!
703-000-222.000	DUE TO LIVINGSTON COUNTY	1,509,750.52		#VALUE!		#VALUE!	#VALUE!
703-000-223.000	DUE TO FOWLERVILLE LIBRARY	177,388.55		#VALUE!		#VALUE!	#VALUE!
703-000-225.000	DUE TO FOWLERVILLE SCHOOLS	1,524,222.38		#VALUE!		#VALUE!	#VALUE!
703-000-225.100	DUE TO WEBBERVILLE SCHOOLS	50,135.74		#VALUE!		#VALUE!	#VALUE!
703-000-225.200	DUE TO MORRICE SCHOOLS	30,959.98		#VALUE!		#VALUE!	#VALUE!
703-000-225.300	DUE TO BYRON SCHOOLS	14,890.26		#VALUE!		#VALUE!	#VALUE!
703-000-230.000	DUE TO FOWLERVILLE FIRE AUTHORITY	285,426.83		#VALUE!		#VALUE!	#VALUE!
703-000-234.000	DUE TO LESA	433,081.56		#VALUE!		#VALUE!	#VALUE!
703-000-234.100	DUE TO INGHAM ISD	26,696.32		#VALUE!		#VALUE!	#VALUE!
703-000-234.200	DUE TO SHAWASSEE ISD	45,537.90		#VALUE!		#VALUE!	#VALUE!
703-000-235.000	DUE TO LANSING COMMUNITY COLLEGE	16,155.49		#VALUE!		#VALUE!	#VALUE!
703-000-274.000	UNDISTRIBUTED TAX COLLECTIONS		4,548,049.27	#VALUE!		#VALUE!	#VALUE!
703-000-275.000	DUE TO TAXPAYERS	11,338.37		#VALUE!		#VALUE!	#VALUE!
Liabilities		4,469,416.12	4,551,088.98	(81,672.84)		(81,672.84)	(81,672.84)
Account Category: Fund				#VALUE!		#VALUE!	#VALUE!
703-000-390.000	FUND BALANCE		143.32	#VALUE!		#VALUE!	#VALUE!
Fund Equity		-	143.32	(143.32)		(143.32)	(143.32)
Account Category: Reve				#VALUE!		#VALUE!	#VALUE!
703-000-665.000	INTEREST AND DIVIDENDS		6,333.77	#VALUE!		#VALUE!	#VALUE!
703-000-689.000	CASH OVER OR SHORT	1.00		#VALUE!		#VALUE!	#VALUE!
Revenues		1.00	6,333.77	(6,332.77)		(6,332.77)	(6,332.77)
Account Category: Expe				#VALUE!		#VALUE!	#VALUE!
703-000-961.000	BANK SERVICE CHARGES	58.88		#VALUE!		#VALUE!	#VALUE!
Expenditures		58.88	-	58.88		58.88	58.88
Total Fund 703:		4,582,864.74	4,582,864.74	-		-	-
Total All Funds		7,972,897.70	7,972,897.70	-		-	-

Specs for residing of Conway Township Hall located at 8015 N Fowlerville Rd. Fowlerville MI, 48836

Bids for residing of Conway Township Hall shall conform to this spec sheet. Any additions added suggestions or work you may feel needs to be performed must be on a separate line-item addendum with adjoining cost.

All the work being performed must meet state and local codes and must meet manufacturers' specs for the materials being used. Spec sheets must be supplied to Township before work is started. All color choices must be approved by the Township board.

The contractor must submit an hourly rate for any extras that may occur in the process of the residing of said hall.

All material, labor and supplies needed to perform this work including all permits, dumpsters, and removal of any debris to be done and supplied by contractor and must be a part of this bid.

The contractor who is awarded the project must supply the Township with an insurance liability certificate and a W-9 form.

The contractor must employ all state and local safety standards.

Pricing to include tear off all vinyl siding, aluminum soffit and fascia material currently on building. Replacement of all aluminum soffit and fascia with like material. Replacement of all vinyl siding with .46-millimeter vinyl siding.

(Please price these items accordingly)

Price per 4'x8' sheet of OSB with thickness to match original sheeting that needs to be replaced due to damage or mold.

Price per stud needing to be replaced due to rot.

Price per lineal foot of top or bottom plate needing to be replaced due to rot.

Any part of the building that currently does not have a vapor barrier material installed shall be installed properly before residing of building. All windows and doors are to be flashed according to the local building code. Any OSB or framing material that is rotten is to be replaced before vapor barrier and vinyl siding is installed. Brick that may need to be removed for the replacement of rotten OSB or studs shall be removed and saved for reinstallation. The Township is aware that this list may not include all extras incurred.

Any hourly extra work that needs to be performed is to be discussed with the Township before the work is performed.

(Rights reserved by Township)

The right is reserved by the Township board to reject any and all bids, to award the contract to other than the lowest bidder, to waive irregularities and/ or formalities, and in general, to make award in any manner deemed by it, and its sole discretion, and deemed to be in the best interest of the Township.

(Bidding Process)

Submission of RFP: August 19, 2024 by 3:00 PM via sealed bid.

Completion of all work under the contract to be completed as soon as possible. Please supply a completion date if awarded contract by August 22nd, 2024, By 3:00 PM.

Bids will be opened at the regular Township board meeting on Tuesday August 19th, 2024.

(Further Information)

For further information, please contact Bill Grubb Conway Township supervisor at supervisor@conwaymi.gov

Conway Township

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



RESOLUTION TO ESTABLISH MILAGE REIMBURSEMENT FOR THE CONWAY TOWNSHIP CEMETERY COMMITTEE Resolution Number: 160724-2

Whereas, the Conway Township Board deems giving the Cemetery Committee Members permission for claiming and requesting reimbursement for the miles they travel while attending a Cemetery Committee Meetings.

Be it resolved, that as of July 16, 2024 Conway Township Cemetery Committee Members can submit milage reimbursement forms to claim the miles they travel during Cemetery Committee Meetings. Reimbursement would be for the miles traveled leaving the Township Hall, from cemetery to cemetery and then back to the Township Hall. This resolution is brought fourth in agreement and commitment from the Cemetery Committee that they try to carpool to these locations taking the least number of vehicles when feasible. In addition, the expectation is that they are as mindful, organized and purposeful as possible in their travels (i.e. shortest routes, equipment packed vs making trips back to get needed items).

Resolution Made By

Resolution #:	Person's Name	Person's Title	Person's Signature	Date
160724-2				
Offered By:	Rachel Kreeger	Conway Township Clerk		July 16, 2024
Supported By:				July 16, 2024

Roll Call:

Name	Number In The Roll Call Order	Yes (Y)	No (N)

Conway Township

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



Upon Roll Call:

Number of Yes Responses	
Number of No Responses	
Number of People Absent	

The Conway Township Supervisor, W. Grubb, declared the resolution adopted at the Conway Township General Board of Trustees Meeting held on July 16, 2024

Signature and Date of Conway Township Clerk

Rachel Kreeger – Conway Township Clerk

Conway Township

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



RESOLUTION TO REMOVE A DEAD TREE ON THE NORTH-WEST CORNER IN MILLER CEMETERY Resolution Number: 160724-3

Whereas, the Conway Township Board deems giving the Cemetery Committee permission to move forward having the dead tree on the north-west corner in Miller Cemetery removed.

Be it resolved, that as of July 16, 2024 the Conway Township Board of Trustees gave permission to the Cemetery Committee to use _____ company for the bid cost of _____ to have a dead tree removed from Miller Cemetery.

Resolution Made By

Resolution #:	Person's Name	Person's Title	Person's Signature	Date
160724-2				
Offered By:	Rachel Kreeger	Conway Township Clerk		July 16, 2024
Supported By:				July 16, 2024

Roll Call:

Name	Number In The Roll Call Order	Yes (Y)	No (N)

Conway Township

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



Upon Roll Call:

Number of Yes Responses	
Number of No Responses	
Number of People Absent	

The Conway Township Supervisor, W. Grubb, declared the resolution adopted at the Conway Township General Board of Trustees Meeting held on July 16, 2024

Signature and Date of Conway Township Clerk

Rachel Kreeger – Conway Township Clerk

Bill Grubb

From: Abby Cooper <abby@crlaw.biz>
Sent: Tuesday, July 9, 2024 9:11 AM
To: Bill Grubb
Subject: RE: Question

Morning Bill,

The Township can take action on a violation in any way it wants. All options are open. Policy No. 13 was passed as a way to provide the Zoning Administrator clear direction on what to do when a complaint is received. But the Board is not limited in its ability to take any action it wants. As an example, see section 3.05 of the Zoning Ordinance which outlines those options and (F) indicates the remedies are “cumulative, and in addition to any other legal remedy.”

So with that said, the Board can proceed in any way it deems appropriate. Unless in an emergency situation, it usually is a good idea to send 1 or 2 notices of a violation and an opportunity to cure before spending the funds to go to court.



Abby H. Cooper
COOPER & RIESTERER, PLC
abby@crlaw.biz
810-254-2166



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From: Bill Grubb <supervisor@conwaymi.gov>
Sent: Monday, July 8, 2024 9:03 PM
To: Abby Cooper <abby@crlaw.biz>
Subject: Question

I need a legal opinion. My understanding is that our township requires a written complaint for an ordinance violation to run it's course that may possibly end up in court. But what do we do about blatant ordinance violations that we only get verbal complaints or no complaints at all. One case in point is we have a travel trailer on a piece of property with no structure or home, they have a well and septic, they managed to get an address and are registered to vote at that address and have been living there for two years now, and they pay no taxes . Nobody has complained about it.

Bill Grubb
Supervisor
Conway Township
Ph 517-223-0358 Ext.105
Fax 517-223-0533
supervisor@conwaymi.gov