

**Conway Township**  
**Special Board Meeting**

January 21, 2025

7:00 p.m.

**AGENDA**

Call to Order

Roll Call

**Consent Agenda**

1. Approval of the December 17, 2024 meeting minutes
2. Account Reconciliations
3. Disbursement/Payroll report/Budget report- December 2024
4. Investment Report

**Additions/Approval of Board Meeting Agenda**

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

**Reports and Communications**

5. Recreation Report
6. County Planning Commission Report
7. Zoning Administrator Report
8. Planning Commission Ex-Officio Report
9. Clerks Update

**Presentations**

10. Fowlerville Senior Center – Mark Thomas

**Old Business**

11. Bank Statement Review
12. Livingston County Health Department Update
13. Civic Plus Update
14. November 15, 2024 Special Meeting Review (Closed Session)

**New Business**

15. Planning Commission Appointment
16. Board of Review (Rescind Appointment)
17. Board of Review Appointment
18. Surf Internet
19. 911 Tower
20. Preliminary Solar Plans
21. Citizen Planner

**Board Member Discussion**

**Call to the Public**

**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 matter 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 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 persons supporting or opposing the same position desires to be heard, in the interest of time, a person shall be designated to express the group's concern. A maximum of three speakers may speak on the same subject unless otherwise allowed by a vote of the majority of members of the Board present. The Board may direct other persons to submit comments to the Board in writing in the same manner as designated above.
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.

\\ct-fs01\share1\shared\Policies & Procedures\Adopted Policy's\Rescinded policies\Previous Policy 7\Policy 7.docx 3-30-22

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**Conway Township Board of Trustees**

**Regular Board Meeting Minutes**

**December 17<sup>th</sup>, 2024**

Meeting called to order at 7:00pm by Supervisor Mike Brown with the Pledge of Allegiance

ROLL CALL: Present: D. Grubb (Treasurer); G. Pushies (Trustee); S. Porter (Trustee); T. Foote (Clerk); M. Brown (Supervisor)

1	Approval of 11-19 board minutes	Motion for approval of 11/19/2024 board minutes Made by S. Porter. Second, by T. Foote.  Motion passed 4-1	
2	Approval of 10-30 and 11-22 board minutes	Motion for approval of the 10-30-24 board meeting minutes made by S. Porter. Second by T. Foote Motion passed by 3-2.  Motion to approve the 11-22 special board meeting minutes made by S. Porter. Second by G. Pushies. Motion passed unanimously.	
3	Account reconciliation	Motion made by D. Grubb to accept the account reconciliations. S. Porter would like to know how uncashed checks are handled. D. Grubb said the township accountant usually takes care of those when he does the audit, and after a certain period of time (90 day) check is no longer good.  S. Porter asked about accounts with zero balances. D. Grubb will ask about that with the Township accountant.  T. Foote seconded.	

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		Motion passed unanimously.	
4	Disbursements/payroll/budget - November	<p>D. Grubb states that there have been no disbursements since last month's meeting.</p> <p>S. Porter would like to know if there is report within B.S.&amp;A. that can be included to show the monthly checks that we write? This has not been included since we have switched the cloud. S. Porter requests that T. Foote find out if we have anything we can include.</p> <p>S.Porter moves that we strike the word disbursements from the agenda before we approve. Second, by T. Foote. Motion passed unanimously.</p> <p>Motion to approve budget and payroll made by S. Porter. Second by G. Pushies. Motion passed unanimously.</p> <p>Additions to the agenda:</p> <p>S.Porter- #24, instead of ranger it should say headland. She would also like to add under old business. 14a, brief civic plus discussion-codification.</p> <p>G. Pushies: Addition of liv. county health dept under new business. Item 26. Motion to approve with the changes made by S. Porter, add 14a on codification, add to item 26 under</p>	

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		<p>new for Livingston County health dept, and change in item 24 for the change from ranger power to headland solar.</p> <p>Second by T. Foote Motion passed unanimously.</p> <p>CALL TO THE PUBLIC Call to the public for agenda items: S. Smith: Discussed: His thoughts on our hiring of an assessor, questions about the brick mason's liability insurance.</p> <p>W. Grubb: Discussed a call he had received for the township that was from the Postmaster regarding our P.O. Box and not having a box at our location. Gave his thoughts on hiring an assessor. His thoughts on the senior center and the fire board.</p>	
5	Recreation report	<p>Brande: Met with the other townships on 11-25. She didn't receive any input on the proposed agreement presented previously, from the new board so took the agreement as is: just with her changes she noticed as presented to the board. The reps. from all townships like the verbiage of the senior center agreement and are using it as some of the verbiage for the rec agreement. They want to decide on a last date to enter into the contract going forward, end of April. Waiting for the rec. dept. to get</p>	

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		<p>them the correct budget information and participation fees.</p> <p>Hopefully the 1<sup>st</sup> of 2<sup>nd</sup> week of January, they can get the five reps together again to make sure all townships agree before sending it off to Homier to make sure it's ethical.</p> <p>G.Pushies wanted to know when the draft would be done? As soon as Brande has the draft, she will forward to the entire board. It's almost done.</p> <p>Supposed to have a meeting on 12-5, it was cancelled because the township reps were not ready to give their draft to the rec. board. Brande asked if they had board approval. They said no. They aren't going to produce the document, and it's not ready to be produced to the public. So, they cancelled.</p> <p>Brande wanted to make sure our numbers matched. She did give the okay on Conway's. We are a little over 10k. Brande wants to see our new bill before they finalize the draft rec. agreement. We should have been able to hold the last mtg. But they were denied.</p> <p>Brande also asked if she can still be our recreation rep. The board unanimously agreed that she should be.</p>	
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6	Planning commission ex o report	G. Pushies: Had mtg last Monday (12/9/24), Site plan review for the Kreeger Gas Station. The planning comm did recommend approval with stipulations.	
7	Mckenna contract	The contract was sent to Abby, our attorney, and she advised that it is good to sign as it is written.	
8	Qualifying letter	M. Brown informs that the qualifying letter is basically a statement from the township to the state showing that we have met all of the criteria with the state and we are ready to move forward.	
9	Arpa fund to remain in Arpa fund until used by Fowlerville road project	<p>D. Grubb explains that there had previously been discussion on if the ARPA money should stay in the account it is in. The township accountant confirmed that the money does stay in the separate account until we pay it out for the completed work to not co-mingle funds.</p> <p>The project that the rest of the ARPA money will be spent on is to finish paving Fowlerville Road from Mohrle to Lovejoy.</p>	
10	Shared drive for planning commission	Shared drive for the planning commission with limited access by the P.C. Chair, Secretary and the township Clerk as admins for it. The goal is going forward to have everything in one spot for easier	

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		access and uniformity with the master plan and everything else the Planning commission has going coming up.	
11	Bank statement review	Tabled starting the bank statement review discussion until January with all of the staff changes being made.	
12	Laptop update	<p>The new laptop was received but needs to be set up and the refurbished one is ready to go. T. Foote is working on an appointment with applied imaging to come into the office to get all the laptops set up and on the same page for all the of new staff.</p> <p>G. Pushies would like to have T. Foote look into a transcription service to help with board meeting minutes.</p>	
13	Fowlerville senior center donation	The Senior Center is asking for our support for our seniors and their activities. In the past we have given them 2k, they are asking for 4k. It's not a donation, it's just us supporting our seniors so they have a place to go and take place in activities. There are concerns about the increase in the request and the board would like more information from the senior center before deciding to support at this time. Tabled to January pending more information.	
14	Snow removal	Due to being so late in the year from this issue being tabled discussion about keeping our current snow	



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	<p>14.a) Codification</p>	<p>removal and revisiting in the fall of 2025. Needs to be posted if we decide to accept new bids. Motion to continue with Great Lakes Outdoor solutions made by D. Grubb. Seconded by T. Foote. Roll Call: G. Pushies- yes; S. Porter – Yes; T. Foote – Yes; M. Brown – Yes; D. Grubb – Yes. Motion passed.</p> <p>S. Porter would like to ask Abby Cooper if there is an update on the codification that was happening with Civic Plus and finishing the codification of our ordinances etc. G. Pushies agrees that they have been working on this for a long time. M. Brown and T. Foote will follow up on this.</p>	
<p>15</p>	<p>Hiring of new assessor</p>	<p>There were three applicants for assessor (Judy) who has pulled their application out. That left us with Brande and Peter as qualified applicants. Brande is the current assistant to the township’s current assessor and has gone through all of the training to be certified at a level two. Peter is certified at a level three but is also the assessor for Howell Township leaving him with limited availability, he does feel he can give the necessary time to Conway Township though. There was a lot of discussion with both</p>	

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		<p>candidates on their qualifications as well as certifications.</p> <p>Motion made by D. Grubb to hire Brande for assessor at \$43k per year with a review in June of 2026, \$22.64 per parcel and \$3,583.33/month with other work as assigned.</p> <p>Second, by T. Foote.</p> <p>ROLL CALL: S. Porter- Yes; G. Pushies- Yes; M. Brown- Yes; D. Grubb- Yes; T. Foote- Yes.</p>	
16	Septic pump out	<p>Septic should be pumped every 4 years. The last time it was done was 4 years ago. There were 2 bids. One from Heartland Septic and one from Patrick Esper Septic. They were both close in price with Esper's being slightly cheaper. Esper's is who has previously performed this service for the Township.</p> <p>Motion made by S. Porter to hire Patrick Esper Septic for pumping of septic tanks.</p> <p>Second by G. Pushies.</p> <p>Motion passed unanimously.</p>	
17	Building update	<p>RUSS with the building updates, the last guy that we approved at the meeting on November 22<sup>nd</sup>, 2024 backed out, so we had to rebid the job for the siding of the township hall.</p> <p>The wood that we replaced, pressure treated plywood by mason, covered by water proofing, inspection on brick flashing, 99</p>	

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		<p>percent done we just went ahead with having the brick mason perform this repair as it was needed to get the brick started. 2 windows they have to address, due to distance from window and trim needed.</p> <p>We asked for bids without the wood several were received this time.</p> <p>Khansa Group, for \$28,950 Exterior Enhancements: \$25,250 bid. DTR Contracting: \$28,125 bid TNL Seamless Gutters \$26082 Ott Construction \$28,600 Scott Flannery \$28,108</p> <p>The lowest bid is \$25,250.00- Exterior Enhancements. They are all very comparable as to what they are offering and measurements.</p> <p>The winning bid to wrap our bldg. with siding and trim, if he's not open to that, we move onto the next one. The siding and trim addresses the windows, there is kind of a situation, a few people when they came to measure the building. The metal is going to be pretty pronounced on the building. A bigger profile. That can lead to water infiltration. Going to aesthetically take away from it as well, easy to reset the windows, however it will be an extra cost. Another benefit would be taking them out for a min, and getting the</p>	
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		<p>right flashing, the way it should have been and the way it's done everywhere. It is more money and while we are trying to be good stewards with the township's money if it is not done correctly this could happen again, costing more money in the long run. If we do it correctly now, it will last longer, especially with water proofing.</p> <p>T. Foote asks if that for the longevity of the building, the best course of action then would reset windows, and waterproof it. G. Pushies- We shouldn't be doing it now.</p> <p>Motion by G. Pushies to hire the contractor from the lowest bid to the highest bid until we have an active contractor to finish the job and to reset the windows, OSB on the exterior of the building, flashed properly and waterproofing, with trim complete.</p> <p>Second, by T. Foote.</p> <p>D. Grubb- YES, S. Porter- YES, G. Pushies- YES, T. Foote YES, M. Brown- YES</p> <p>Russ speaks about the attic insulation: He found mildew and turned the whole back side black, and it probably should be replaced. We also need more insulation. They were bidding for us to add 8 inches of insulation to our attic. They estimate we have R30 and we could use R49 for residential now. We aren't residential, so we don't have</p>	
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		<p>to adhere, but we do need to get rid of the moldy OSB. After much discussion it was decided that we need to seek additional mold and insulation bids before deciding. T. Foote made a motion to postpone until we have further bids for insulation and mold. G. Pushies Seconded. Motion passed unanimously.</p>	
18	<p><b>Appt of new planning commission members</b></p>	<p>Motion to reappoint Mike Stock planning comm to a new 3 yr term made by M. Brown. Second by S. Porter. Motion passed unanimously.</p> <p>Motion made by M. Brown to appoint Steve Weiss to the Planning Commission. Second by S. Porter. Motion passed unanimously.</p>	
19	<p><b>APPT OF BOARD OF REVIEW MEMBERS</b></p>	<p>Motion made by M. Brown to reappoint George Fyrckiak to board of review. G. Pushies seconded. Motion passed unanimously.</p> <p>Motion made by M. Brown to reappoint Rich Ralston to board of review. Second, by D. Grubb. Motion passed unanimously.</p> <p>Motion made by M. Brown to reappoint Rock Hohenstein to board of review.</p>	

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		<p>Second, by T. Foote. Motion passed 4-1. Motion made by M. Brown to appoint Gary Klein as an alternate on board of review. Second, by D. Grubb. Motion passed unanimously.</p> <p>Motion made by M. Brown to appoint Thomas Parker to be an alternate on board of review. G. Pushies seconded. Motion passed unanimously.</p>	
20	<b>Fowlerville Fire Authority Board</b>	<p>M. Brown made a motion to appoint Debbie Grubb as the Conway Township rep for the Fire Authority Board. Second, by T. Foote.</p> <p>Motion passed unanimously.</p>	
21	<b>Deputy treasurer appointed</b>	<p>Debbie appointed Susie Egbert as her Deputy Treasurer.</p>	
22	<b>NOV 15-2024</b>	<p>Special mtg legal review: S. Porter would like Abby Cooper to attend the January 2025 regular township board meeting for a legal review regarding the November 15<sup>th</sup>, 2024 special meeting.</p> <p>Motion made by S. Porter to have Abby Cooper Attend the January 21<sup>st</sup>, 2025 meeting, to review the November 15<sup>th</sup>, 2024 Board of Trustees resignations and</p>	

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		<p>appointments to office, to ensure proper execution and legal compliance, including but not limited to the public notice, motions, votes, and township records.</p> <p>Seconded by M. Brown. Motion passed unanimously.</p>	
	<p>Board mtg schedule for 2025</p>	<p>Motion made by M. Brown to continue having our meetings on the 3<sup>rd</sup> Tuesday of the month for the year 2025 at 7pm at the Conway township hall.</p> <p>S. Porter seconded. Motion passed unanimously.</p>	
	<p>Letter we received from headland solar</p> <p>Assessor Accessibility policy.</p>	<p>The township did receive a letter from Headland Solar regarding their interest in a project in Conway Township.</p> <p>We made a policy for the assessor's accessibility, so we stay in compliance with state requirements. It was incorrectly named policy. It needs to be renamed to Policy 24.</p> <p>Motion made by M. Brown to rename Assessor's Accessibility policy from Policy 21 to Policy 24. Second, by T. Foote. Motion passed unanimously.</p>	
	<p>LIVINGSTON COUNTY HEALTH DEPT</p>	<p>Motion made by G. Pushies to have M. Brown address health department, re: St. Clair county HD</p>	

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		<p>letter, date 11-25-24. ,Remington Nevin Second by S. Porter. Motion passed unanimously. G. Pushies would also like a legal review of this from Homier.</p>	
	<p>Last call to the public</p>	<p>S. Smith: wants to know if we send a thank you letter to the contractors that have placed bids? M. Brown states that he will send them thank you emails.</p> <p>Doug: would like a copy of the health department letter referenced earlier in the meeting. M. Brown will email it to him.</p> <p>Randy: Would like to know if we have any further information on the siding that the original contractor had delivered here. M. Brown is in contact with the attorney.</p> <p>RUSS: Just wanted to share Merry Christmas to all.</p> <p>Motion to adjourn made by D. Grubb. Second by G. Pushies. Motion passed unanimously.</p> <p>Meeting adjourned at 9:36pm.</p>	



BANK RECONCILIATION REPORT FOR CONWAY TOWNSHIP

Bank MM - HUNTINGTON - MONEY MARKET

From: 12/01/2024 To: 12/31/2024

Reconciliation Record: 0000000135

Beginning GL Balance:		237,460.87
Add: Journal Entries/Other		50.28
Ending GL Balance:		<u>237,511.15</u>
Ending Bank Balance:		237,511.15
Add: Deposits/Transactions In Transit		0.00
Total - 0 Outstanding Checks:		0.00
Adjusted Bank Balance	237,511.15	
Unreconciled Difference		0.00

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

BANK RECONCILIATION REPORT FOR CONWAY TOWNSHIP

Bank DOG - BOAA - DOG LICENSE  
From: 12/01/2024 To: 12/31/2024  
Reconciliation Record: 0000000138

Beginning GL Balance:		13.89
Add: Cash Receipts		25.00
Add: Journal Entries/Other		0.01
Ending GL Balance:		<u>38.90</u>
Ending Bank Balance:		38.90
Add: Deposits/Transactions In Transit		0.00
Total - 0 Outstanding Checks:	0.00	
Adjusted Bank Balance	38.90	
Unreconciled Difference	0.00	

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

BANK RECONCILIATION REPORT FOR CONWAY TOWNSHIP

Bank TRUST - BOAA - TRUST AND AGENCY

From: 12/01/2024 To: 12/31/2024

Reconciliation Record: 0000000139

Beginning GL Balance:		32,300.09
Less: Cash Disbursements		(15,870.00)
Add: Journal Entries/Other		11.81
Ending GL Balance:		16,441.90
Ending Bank Balance:		16,441.90
Add: Deposits/Transactions In Transit		0.00

Check Date	Check Number	Name	AP Checks	Amount
11/13/2024	1122	COPELAND PAVING INC		0.00
				0.00

Total - 1 Outstanding Checks:		0.00
Adjusted Bank Balance		16,441.90
Unreconciled Difference		0.00

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

BANK RECONCILIATION REPORT FOR CONWAY TOWNSHIP

Bank CEM - BOAA - CEMETERY  
From: 12/01/2024 To: 12/31/2024  
Reconciliation Record: 0000000140

Beginning GL Balance:	64,019.27
Add: Journal Entries/Other	30.87
Ending GL Balance:	<u>64,050.14</u>
Ending Bank Balance:	64,050.14
Add: Deposits/Transactions In Transit	0.00
Total - 0 Outstanding Checks:	0.00
Adjusted Bank Balance	64,050.14
Unreconciled Difference	0.00

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

BANK RECONCILIATION REPORT FOR CONWAY TOWNSHIP

Bank ROAD - BOAA - ROAD CHECKING  
From: 12/01/2024 To: 12/31/2024  
Reconciliation Record: 0000000141

Beginning GL Balance:	152,614.41
Less: Cash Disbursements	(125,000.00)
Add: Journal Entries/Other	100.74
Ending GL Balance:	<u>27,715.15</u>
Ending Bank Balance:	27,715.15
Add: Deposits/Transactions In Transit	0.00
Total - 0 Outstanding Checks:	0.00
Adjusted Bank Balance	27,715.15
Unreconciled Difference	0.00

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

BANK RECONCILIATION REPORT FOR CONWAY TOWNSHIP

Bank RDSAV - BOAA - ROAD SAVINGS  
From: 12/01/2024 To: 12/31/2024  
Reconciliation Record: 0000000142

Beginning GL Balance:		92,295.91
Add: Journal Entries/Other		101.94
Ending GL Balance:		<u>92,397.85</u>
Ending Bank Balance:		92,397.85
Add: Deposits/Transactions In Transit		0.00
Total - 0 Outstanding Checks:		0.00
Adjusted Bank Balance		92,397.85
Unreconciled Difference		0.00

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

BANK RECONCILIATION REPORT FOR CONWAY TOWNSHIP

Bank FLGCD - FLAGSTAR - TIME DEPOSIT (CD)

From: 12/01/2024 To: 12/31/2024

Reconciliation Record: 0000000134

Beginning GL Balance:		197,778.73
Add: Journal Entries/Other		9,591.28
Ending GL Balance:		<u>207,370.01</u>
Ending Bank Balance:		207,370.01
Add: Deposits/Transactions In Transit		0.00
Total - 0 Outstanding Checks:		0.00
Adjusted Bank Balance		207,370.01
Unreconciled Difference		0.00

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

BANK RECONCILIATION REPORT FOR CONWAY TOWNSHIP

Bank BLDG - CHASE - BUILDING FUND  
From: 12/01/2024 To: 12/31/2024  
Reconciliation Record: 0000000143

Beginning GL Balance:		99,554.20
Add: Journal Entries/Other		0.86
Ending GL Balance:		<u>99,555.06</u>
Ending Bank Balance:		99,555.06
Add: Deposits/Transactions In Transit		0.00
Total - 0 Outstanding Checks:		0.00
Adjusted Bank Balance		99,555.06
Unreconciled Difference		0.00

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



BANK RECONCILIATION REPORT FOR CONWAY TOWNSHIP

Bank MSUSV - MSUFCU - CONTINGENT SAVER

From: 12/01/2024 To: 12/31/2024

Reconciliation Record: 0000000144

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 MSUCD - MSUFCU - TIME DEPOSIT (CD)

From: 12/01/2024 To: 12/31/2024

Reconciliation Record: 0000000145

Beginning GL Balance:		256,849.79
Add: Journal Entries/Other		2,865.64
Ending GL Balance:		<u>259,715.43</u>
Ending Bank Balance:		259,715.43
Add: Deposits/Transactions In Transit		0.00
Total - 0 Outstanding Checks:		0.00
Adjusted Bank Balance		259,715.43
Unreconciled Difference		0.00

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

BANK RECONCILIATION REPORT FOR CONWAY TOWNSHIP  
Bank ARPA - INDEPENDENT - BUSINESS FREEDOM CHECKING  
From: 12/01/2024 To: 12/31/2024  
Reconciliation Record: 0000000146

Beginning GL Balance:	293,070.27
Ending GL Balance:	293,070.27
Ending Bank Balance:	293,070.27
Add: Deposits/Transactions In Transit	0.00
Total - 0 outstanding Checks:	0.00
Adjusted Bank Balance	293,070.27
Unreconciled Difference	0.00

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

BANK RECONCILIATION REPORT FOR CONWAY TOWNSHIP

Bank TAX - BOAA - TAX FUND  
 From: 12/01/2024 To: 12/31/2024  
 Reconciliation Record: 0000000136

Beginning GL Balance:	210,450.55
Add: Cash Receipts	537,316.49
Add: Journal Entries/Other	796.82
Ending GL Balance:	748,563.86
Ending Bank Balance:	650,584.82
Add: Miscellaneous Transactions	91,643.68
Add: Deposits/Transactions In Transit	
12/30/2024 Deposit Number: 0000000138	242.83
12/30/2024 Deposit Number: 0000000149	5,299.85
OVRPYMT CK WRITTEN BUT NOT CASHED TO CORELOGIC	817.23
	6,359.91

AP Checks			
Check Date	Check Number	Name	Amount
03/30/2024	3660	DAVID AND ELIZABETHWHITT	24.55
03/30/2024	3664	MICHAEL PRINGLE	0.00
07/31/2024	3697	CONWAY TOWNSHIP	0.00
07/31/2024	3700	LIVINGSTON EDUCATIONAL SERVICES AGENCY	0.00
07/31/2024	3702	LIVINGSTON COUNTY TREASURER	0.00
08/13/2024	3704	LIVINGSTON COUNTY TREASURER	0.00
10/23/2024	3728	LIVINGSTON COUNTY TREASURER	0.00
11/13/2024	3729	BORDER, CLARA LOU	0.00
			24.55

Total - 8 Outstanding Checks:	24.55
Adjusted Bank Balance	748,563.86
Unreconciled Difference	0.00

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

BANK RECONCILIATION REPORT FOR CONWAY TOWNSHIP

Bank GEN - BOAA - GENERAL FUND  
 From: 12/01/2024 To: 12/31/2024  
 Reconciliation Record: 0000000137

Beginning GL Balance:	183,474.94
Add: Cash Receipts	8,011.25
Less: Cash Disbursements	(20,915.32)
Add: Journal Entries/Other	16,167.68
Ending GL Balance:	186,738.55
Ending Bank Balance:	141,603.43
Add: Miscellaneous Transactions	49,751.19
Add: Deposits/Transactions In Transit	0.00

AP Checks			
Check Date	Check Number	Name	Amount
07/31/2024	12609	BS & A SOFTWARE	0.00
08/14/2024	12617	GREEN OAK TWP TREASURER'S OFFICE	0.00
09/12/2024	12653	SUSAN EGBERT	0.00
10/09/2024	7	DTE ENERGY	258.92
11/11/2024	12672	COOPER & RIESTERER, PLC	0.00
11/11/2024	12679	YOUR HOME SOLUTION EXPERTS	0.00
11/11/2024	12683	CESARZ, RUSS	79.06
11/13/2024	12694	CESARZ, RUSS	10.59
11/22/2024	8	COPELAND PAVING INC	0.00
11/22/2024	12696	COPELAND PAVING INC	0.00
12/17/2024	12708	COOPER & RIESTERER, PLC	4,267.50
			4,616.07

Total - 11 Outstanding Checks:	4,616.07
Adjusted Bank Balance	186,738.55
Unreconciled Difference	0.00

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

Reporting Period: Current				
Payrolls Included in this Report				
Run #	Pay Group	Check Date	Period Ending	Payroll Run Type
150	Monthly	1/15/2025	12/31/2024	Regular Payroll

Full GL Account	Account Description	Debit	Credit
<b>Payroll Entries</b>			
101.000.231.000	Payroll Liabilities		2,764.65
101.000.231.200	Michigan Withholding Liability		570.04
101.101.702.000	Township Board:Salaries Wages	392.00	
101.215.702.000	Clerk's Office:Salaries & Wages	2,309.36	
101.215.703.000	Clerk's Office:Deputies Wages	100.00	
101.247.702.000	Board of Review:Salaries & Wages	270.00	
101.253.702.000	Treasurer's Office:Salaries & Wages	2,172.91	
101.253.703.000	Treasurer's Office:Deputies Salaries	1,188.50	
101.257.702.000	Assessor:Salaries	3,303.33	
101.261.704.000	Unallocated:Receptionist salary	924.00	
101.261.710.000	Unallocated:Payroll Taxes	1,113.09	
101.261.808.000	Unallocated:Payroll Billing	214.39	
101.567.702.000	Cemetery:Salaries		
101.751.702.000	Planning & Zoning:Salaries	3,889.83	
101-000-001.000	First National - General Fund		12,328.33
101-000-001.000	First National - General Fund		214.39
<b>101-000-001.000 - First National - General Fund Subtotal</b>		<b>0.00</b>	<b>12,542.72</b>
<b>Payroll Entries Total</b>		<b>15,877.41</b>	<b>15,877.41</b>
<b>Impound Entries</b>			
101.000.231.000	Payroll Liabilities	2,384.31	
101.000.231.200	Michigan Withholding Liability	570.04	
101-000-001.000	First National - General Fund		2,954.35
<b>Impound Entries Total</b>		<b>2,954.35</b>	<b>2,954.35</b>
<b>Report Total</b>		<b>18,831.76</b>	<b>18,831.76</b>

## INVESTMENT REPORT

INVESTMENT REPORT														
		April 2023	May 2023	June 2023	July 2023	Aug 2023	Sept 2023	Oct 2023	Nov 2023	Dec 2023	Jan 2024	Feb 2024	Mar 2024	TOTAL(S)
<b>General Fund</b>	Ending Balance	\$381,497.01	\$438,939.52	\$385,859.64	\$424,900.14	\$398,454.02	\$376,403.56	\$304,346.75	\$325,269.10	\$277,825.72				---
	Interest	\$364.56	\$422.66	\$357.59	\$82.67	\$408.41	\$401.05	\$354.63	\$320.98	\$290.66				\$2,638.65
	Fees	0	0	0	0	0	0	0	0	0				0
<b>Building Fund</b>	Ending Balance	\$133,236.17	\$133,242.15	\$133,243.52	\$133,244.67	\$133,245.76	\$133,246.80	\$133,247.95	\$133,249.03	\$133,250.07				---
	Interest	\$5.07	\$5.98	\$1.37	\$1.12	\$1.12	\$1.04	\$1.15	\$1.08	\$1.04				\$18.97
	Fees	0	0	0	0	0	0	0	0	0				0
<b>Money Market</b>	Ending Balance	\$236,375.87	\$236,431.09	\$236,484.39	\$236,539.64	\$236,597.91	\$236,648.25	\$236,703.55	\$236,756.91	\$236,817.24				---
	Interest	\$58.27	\$60.22	\$58.30	\$60.25	\$60.27	\$58.34	\$60.30	\$58.36	\$60.33				\$534.64
	Fees	\$5.00	\$5.00	\$5.00	\$5.00	\$5.00	\$5.00	\$5.00	\$5.00	0	0			<b>\$35.00</b>
<b>MSU Time Deposit</b>	Ending Balance	\$241,344.50	\$241,467.52	\$241,857.16	\$242,866.76	\$243,880.58	\$244,865.79	\$244,865.79	\$244,865.79	\$247,911.85				---
	Interest	\$128.67	\$133.02	\$325.24	\$1,009.60	\$1,013.82	\$985.21	\$1,022.16	\$993.32	\$1,030.58				\$6,641.62
	Fees	0	0	0	0	0	0	0	0	0				0
<b>MSU Saver</b>	Ending Balance	\$5.00	\$5.00	\$5.00	\$5.00	\$5.00	\$5.00	\$5.00	\$5.00	\$5.00				---
	Interest	0	0	0	0	0	0	0	0	0				0
	Fees	0	0	0	0	0	0	0	0	0				0
<b>Flagstar CD</b>	Ending Balance	\$196,187.93	\$196,187.93	\$196,187.93	\$196,187.93	\$196,187.93	\$196,187.93	\$196,187.93	\$196,606.46	\$197,778.73				---
	Interest	0	0	0	0	0	0	0	\$418.53	\$1,172.27				\$1,590.80
	Fees	0	0	0	0	0	0	0	0	0				0
<b>Cemetery Fund</b>	Ending Balance	\$92,435.18	\$92,476.87	\$92,511.07	\$88,467.72	\$90,391.51	\$85,553.65	\$83,327.47	\$82,262.10	\$74,671.09				---
	Interest	\$33.90	\$41.69	\$34.20	\$35.15	\$40.39	\$38.74	\$40.42	\$37.83	\$35.09				\$337.41
	Fees	0	0	0	0	0	0	0	0	0				0

**CD RENEWAL DATES / INTEREST RATE:**

MSU: 6/21/2023 – 6/21/2024 / 5.3%

FLAGSTAR: 11/17/2023 – 11/17/2025 / 4.77%

### INVESTMENT REPORT

		April 2023	May 2023	June 2023	July 2023	Aug 2023	Sept 2023	Oct 2023	Nov 2023	Dec 2023	Jan 2024	Feb 2024	Mar 2024	TOTAL(S)
<b>Road Fund</b>	Ending Balance	\$200,145.60	\$214,145.60	\$214,487.86	\$162,649.50	\$271,674.65	\$4,425.70	\$4,427.83	\$4,429.83	\$4,431.77				---
	Interest	\$159.44	\$190.41	\$174.97	\$149.02	\$164.15	\$38.70	\$2.13	\$2.00	\$1.94				\$882.76
	Fees	0	0	0	0	0	0	0	0	0				0
<b>Road Fund Savings</b>	Ending Balance	\$119,183.00	\$119,294.39	\$119,402.28	\$183,343.47	\$53,526.08	\$38,573.68	\$38,616.29	\$38,657.56	\$38,700.25				---
	Interest	\$104.76	\$111.39	\$107.89	\$150.05	\$182.61	\$47.60	\$42.61	\$41.27	\$42.69				\$830.87
	Fees	0	0	0	0	0	0	0	0	0				0
<b>Dog License</b>	Ending Balance	\$27.69	\$187.75	\$367.83	\$532.99	\$534.23	\$133.27	\$148.34	\$13.36	\$13.37				---
	Interest	\$0.02	\$0.06	\$0.08	\$0.16	\$0.24	\$0.04	\$0.07	\$0.02	\$0.01				\$0.70
	Fees	0	0	0	0	0	0	0	0	0				0
<b>ARPA</b>	Ending Balance	\$343,555.27	\$343,555.27	\$343,555.27	\$343,555.27	\$323,555.27	\$323,555.27	\$32,355.27	\$323,555.27	\$323,555.27				---
	Interest	0	0	0	0	0	0	0	0	0				0
	Fees	0	0	0	0	0	0	0	0	0				0
<b>Trust and Agency</b>	Ending Balance	\$10,038.28	\$10,392.46	\$9,696.21	\$8,649.73	\$8,303.50	\$7,957.00	\$8,310.95	\$8,664.79	\$8,318.48				---
	Interest	\$3.44	\$4.18	\$3.75	\$3.52	\$3.77	\$3.50	\$3.95	\$3.84	\$3.69				\$33.64
	Fees	0	0	0	0	0	0	0	0	0				0
<b>Tax Fund</b>	Ending Balance	\$3,699.05	\$103,174.87	\$103,263.95	\$119,690.59	\$398,856.96	\$1,505,138.34	\$21,064.07	\$22,223.06	\$355,982.82				---
	Interest	\$110.73	\$97.85	\$89.04	\$82.67	\$217.73	\$1,765.98	\$991.86	\$9.94	\$131.91				\$3,497.71
	Fees	0	0	0	0	0	0	0	0	0				0



# Fowlerville Senior Center

October 8, 2024

Bill Grubb, Supervisor  
Conway Township  
P.O. Box 1157  
8015 N. Fowlerville Road  
Fowlerville, MI 48836

Dear Mr. Grubb,

The Fowlerville Senior Center, a 501(c)(3) nonprofit organization, is requesting financial support for fiscal year 2025. We anticipate a significant reduction in funding from the State of Michigan as we do not expect any additional "COVID" funding, and we have begun several innovative programs to benefit our senior citizens and our community.

The Fowlerville Senior Center provides many services primarily to senior citizens, principally from Conway Township, Village of Fowlerville, Iosco Township, Howell Township, Cohoctah Township, and Handy Township. We also provide opportunities and services to all citizens of Livingston County.

In 2024 we provided educational/informational programs, exercise and numerous social activities and services for our senior citizens and began to increase our community involvement by inviting nonmembers to participate in Fowlerville Senior Activities. We began our unique medical equipment loan program for anyone in need. In October, we initiated an Associate Membership initiative for anyone age 18 – 54 who would like to be a member of the Fowlerville Senior Center.

Our proposed 2025 Activity Program continues activities and programs to enhance our members life experiences, health, security and community partnerships.

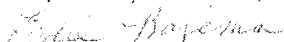
We provide these activities and services, primarily with volunteers, during a six (6) hour day, Monday through Friday, from 8:30A – 2:00P.

The Fowlerville Senior Center owns and maintains its own building and the associated costs, including parking lot, grounds, utilities, phones, snowplowing, etc.

Fundraising, membership dues, private donations and room rental income contribute only a portion of the of the daily operating expenses and are unable to meet the unavoidable increased costs for programs, activities and services for seniors and community programs.

The Fowlerville Senior Center requests financial support in the amount of \$4,000.00 for the fiscal year 2025 (Jan – Dec) and/or if needed, to be placed on the Conway Township Board Meeting agenda to explain our request for financial support in 2025 to continue and maintain the work we do on behalf of the seniors and community we serve.

Respectfully submitted,

  
Edie Bajema, President

Fowlerville Senior Center  
Fowlerville Board of Directors/Trustees

## 2025 Fowlerville Senior Center – Activity Program

Includes, but is not limited to:

Acting as a distribution center for Meals on Wheels

Senior Education Programs

Frauds targeting seniors

Medicare Information/Education

Healthcare

Nutritional Information

Other topics requested by our membership

Travel Outings – six (6) per calendar year (Feb, Apr, June, Aug, Oct, Dec)

Entertainment – six (6) per calendar year (Jan, Mar, May, July, Sept, Nov)

Blood Pressure Checks

Holiday Events

Easter

Memorial Day

Fourth of July

Labor Day

Halloween

Thanksgiving

Christmas

Special Event(s) (Birthday Celebration, etc.)

Daily/Weekly Activities

Morning Coffee Clutch

Euchre Games

Bingo Games

Cribbage Games

Dice Games

Cardio Drumming

Painting Class

Medical Equipment Loan Program (free service to anyone in need)

Allowing non-seniors to participate in Fowlerville Senior Center activities

Associate Membership Program (those 18 – 54 old)

## Fowlerville Senior Center

### Estimated Expenses for Remainder of 2024

#### Money Market Account – Restricted funds for physical building costs

Balance as of October 2, 2024		\$36,717.25
Estimated expenses for		
October	\$1,000.00	
November	\$1,000.00	
December	<u>\$1,000.00</u>	
	\$3,000.00	<u>- \$3,000.00</u>
	<b>2024 Ending Balance</b>	<b>\$33,717.25</b>

#### Programs and Grants Account

Balance as of October 2, 2024		\$18,492.92
Estimated expenses for		
October	\$1200.00	
November	\$1000.00	
December	<u>\$1400.00</u>	
	\$3,600.00	<u>\$3,600.00</u>
	<b>2024 Ending Balance</b>	<b>\$14,892.92</b>

#### Savings Account

Balance as of October 2, 2024		\$21,030.99
No significant adjustment anticipated	<b>2024 Ending Balance</b>	<b>\$21,600.00</b>

Funds in the Savings Account are held for unexpected catastrophic building expenses.

FOWLerville SENIOR CENTER

PROPOSED BUDGET FOR 2025

**OPERATIONAL COSTS**

Heating (Consumers Power)	\$5,700.00
Electricity (DTE)	\$1,200.00
WOW Internet, WIFI & Telephone	\$1,500.00
Ring Security Cameras (yearly recording account)	\$100.00
Office Supplies (print cartridges, paper, etc)	\$600.00
Custodial Supplies (cleaning)	\$300.00
Community Room Supplies (plates, cups, utensils, etc)	\$300.00
Lawncare	\$2,500.00
Snow Removal	\$3,000.00
Basic Building Maintenance (code updates, something breaks)	\$1,500.00
Taxes (for room rental for profit company)	\$1,200.00
Water	\$1,000.00

**ENHANCEMENTS TO BUILDING**

Women's Restroom Renovation – 2025 (estimate)	\$4,000.00
---	------------

**MEMBERSHIP ACTIVITIES**

Membership Trips

Six (6) per year	\$4,800.00
------------------	------------

February, April, June, August, October and December

Estimate \$800.00 transportation costs per trip

Entertainment events

Six (6) per year \$1,800.00

January, March, May, July, September, November

Estimate \$300.00 per event

Seminars / Education events

Eight (8) per year \$600.00

Dates and times will vary according to topics

To be held at Fowlerville Senior Center

Estimated 75.00 per event

Activities held at Fowlerville Senior Center

Daily exercise classes, Daily euchre games,

Two Bingo games per week, One Cribbage event per week,

One Dice game per week,

Once a month Community Blood Pressure Checks

(material replacement costs) \$50.00

Painting Class (supplies) \$100.00

Cardio Drumming class \$200/month \$2400.00

**TOTAL 2025 OPERATING BUDGET (estimate) \$32,650.00**

## FOWLERVILLE SENIOR CENTER

### 2024 MEMBERSHIP

Total Membership = 147

#### Membership By Township or Village

Village of Fowlerville = 26

Handy Township = 51

Howell Township = 11

Unadilla Township = 3

Putnam Township = 2

Iosco Township = 9

Conway Township = 36

Oceola Township = 4

Cohoctah Township = 5

Genoa Township = 1

Marion Township = 3

Antrim Township (Shiawassee County) = 1

Leroy Township (Ingham County) = 8

## **2024 LOGGED MEMBER VISITS**

For the year 2024 the Fowlerville Senior Center had a total of 3,094 member visits to the Center.

This averages to 12.23 visits per day the Fowlerville Senior Center is open.

The Fowlerville Senior Center is open weekdays from 8:30A – 2:00P

The Conway Township bank statements for the month of \_\_\_\_\_  
have been reviewed by \_\_\_\_\_.

The review of the statements included the check images only with no further analysis of the source documentation of the disbursements or deposits.

Date: \_\_\_\_\_



To: Mr. Michael Brown

Supervisor Conway Township

Mike,

I'd like to submit a letter of interest in serving on the Planning Commission of Conway Township if the need arises. My background is in Business and Business management, covering budgets, staffing, logistics and fact based decision making. While I'm now retired, I desire to be a public servant to assist the Township in planning for the future. My Wife and Myself are residents of Conway Township. I will be able to take the spring classes offered in Livingston County if selected.

Sincerely

Tom Parker

7000 Hayner Rd

Fowlerville Mi 48836

References available upon request

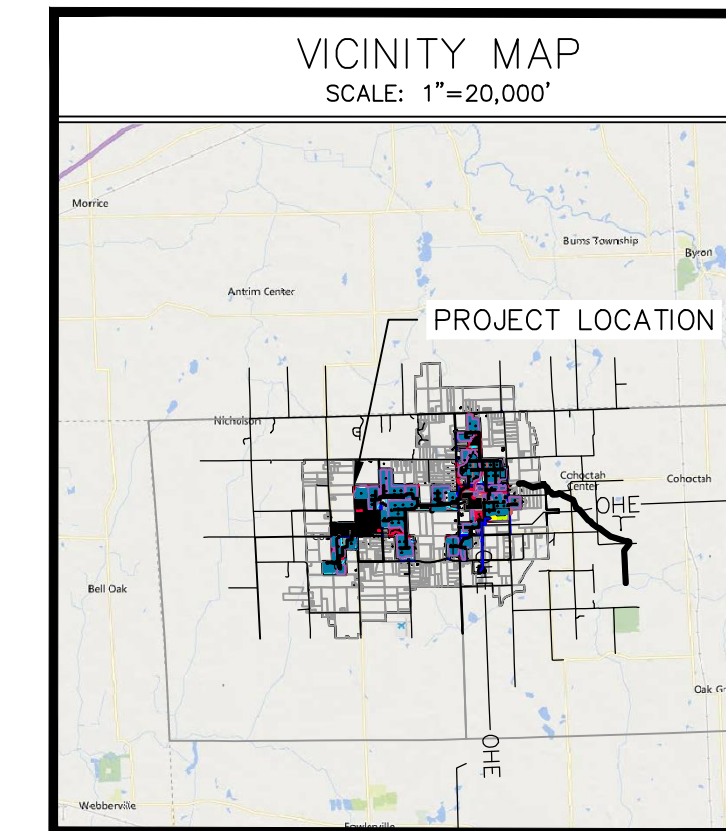
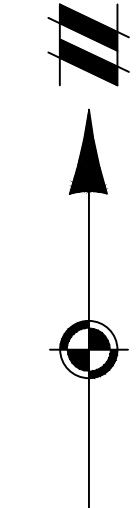
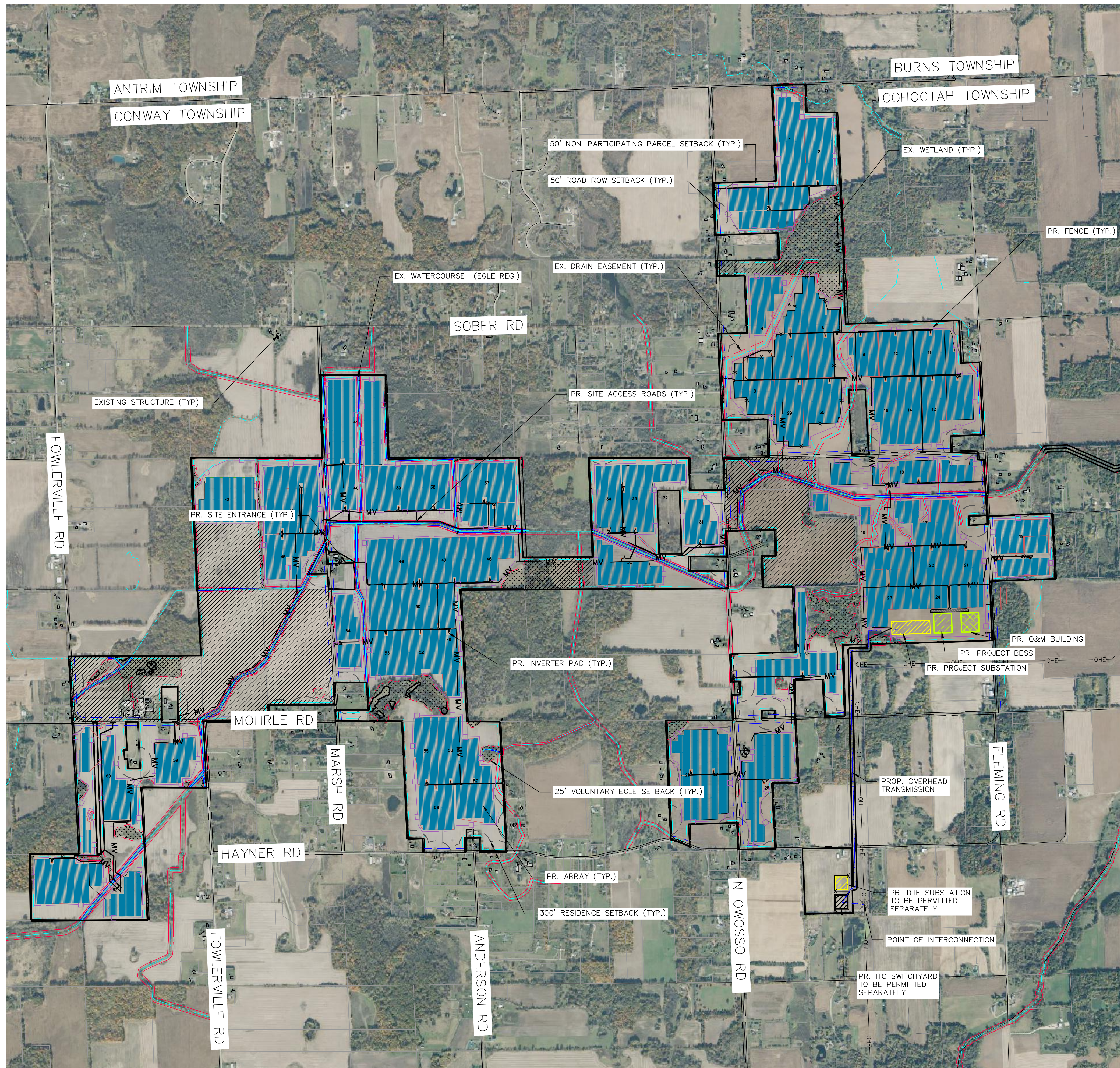
## SURF INTERNET

Conway Township is currently under a legacy program paying \$ 54.95 per month for 50mb on a satellite service. Under our current contract our prices can never increase. To switch to fiber, we would no longer qualify for the legacy program and our price could increase depending on the plan and length of the contract.

### Options

- 1) 200 mb at a cost of \$ 85:00 per month
- 2) 500 mb at a cost of \$ 95:00 per month
- 3) 1,000 mb at accost of \$135:00 per month

**PRELIMINARY PLANS - NOT FOR CONSTRUCTION**



**LEGEND**

- EXIST. WATERCOURSE TOB
- EXIST. WATERCOURSE CENTERLINE (EGLE REGULATED)
- EXIST. WETLAND (EGLE REGULATED)
- EXIST. WETLAND (NON-REGULATED)
- EXIST. ROAD R.O.W.
- EXIST. ROAD CENTERLINE
- EXIST. TOWNSHIP BOUNDARY
- EXIST. PARCEL BOUNDARY
- PARTICIPATING TRANSMISSION-ONLY PARCEL
- PARTICIPATING PARCEL BOUNDARY
- EXIST. STRUCTURE
- EXIST. EASEMENT
- EXIST. OVERHEAD ELECTRICAL
- PROP. SOLAR ARRAY
- PROP. FENCE
- PROP. OVERHEAD TRANSMISSION
- PROP. UNDERGROUND COLLECTION
- PROP. GRAVEL ACCESS DRIVE
- PROP. INVERTER PAD
- PROP. SUBSTATION/PROP. SWITCHYARD
- PROP. O&M BUILDING
- PROP. PROJECT BESS
- PROP. POI

25' VOLUNTARY EGLE SETBACKS	
300' RESIDENCE SETBACKS	
50' ROAD ROW SETBACKS	
50' NON-PARTICIPATING PARCEL SETBACKS	

PV MODULE (LONGI)	LONGI HBD 545W
PV MODULE QTY	499,757
DC SYSTEM SIZE (MW)	272.36
AC SYSTEM SIZE (MW)	220
DC/AC RATIO	1.238
STRING QUANTITY	17,233
STRING LENGTH	29
PV INVERTER (SUNGROW)	SUNGROW SG3600UD 3.6MVA
PV INVERTER QTY	62
RACKING TYPE	GROUND MOUNT - SINGLE AXIS TRACKER
LIMITS OF ROTATION	+/-52 DEGREES

**Know what's below.**  
Call before you dig.

THE LOCATIONS OF EXISTING UNDERGROUND UTILITIES ARE SHOWN IN AN APPROXIMATE WAY ONLY AND HAVE NOT BEEN INDEPENDENTLY VERIFIED BY THE OWNER OR ITS REPRESENTATIVE. THE CONTRACTOR SHALL DETERMINE THE EXACT LOCATION OF ALL EXISTING UTILITIES BEFORE COMMENCING WORK, AND AGREES TO BE FULLY RESPONSIBLE FOR ANY AND ALL DAMAGES WHICH MIGHT BE OCCASIONED BY THE CONTRACTOR'S FAILURE TO EXACTLY LOCATE AND PRESERVE ANY AND ALL UNDERGROUND UTILITIES.

NOTICE: CONSTRUCTION SITE SAFETY IS THE SOLE RESPONSIBILITY OF THE CONTRACTOR. NEITHER THE OWNER NOR THE ENGINEER SHALL BE EXPECTED TO ASSUME ANY RESPONSIBILITY FOR SAFETY OF THE WORK OF PERSONS ENGAGED IN THE WORK OF ANY NEARBY STRUCTURES, OR OF ANY OTHER PERSONS.

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**ATWELL**  
866.850.4200 [www.atwell-group.com](http://www.atwell-group.com)  
TWO TOWNE SQUARE, SUITE 700  
SOUTHFIELD, MI 48076  
248.447.2000

CLIENT	HEADLAND SOLAR, LLC	SECTIONS 01,11-15; 06-08,18
PROJECT	HEADLAND SOLAR PRELIMINARY SITE PLANS PROPOSED CONDITIONS	TOWN, RANGE: T04N, R03E; T04N, R04E
DATE	NOVEMBER 27, 2024	CONWAY & COCHOCTAH TOWNSHIP
		LIVINGSTON COUNTY, MICHIGAN



# Livingston County 2025 Citizen Planner Program

A Land Use Training and Certificate Course for  
Community Land Use Decision-Makers

**Livingston County  
Citizen Planner  
Begins Thursday  
March 6, 2025  
6:00—9:00 PM**

**Classes held in person at:**

**Livingston County Public Safety  
Complex  
1911 Tooley Rd, Howell, MI**

**Dates: March 6, 13, 20, April 3,  
10 and 17.**

**Citizen Planner is a time-tested educational program proven to be comprehensive without being overwhelming. The program is delivered "locally" to provide a convenient way for busy community leaders to obtain the latest technical knowledge and the proficiency they need to perform their duties more effectively and responsibly.**



## **Citizen Planner Classroom Sessions**

Citizen Planner instructors include MSU Faculty, MSU Extension educators, planners and attorneys. The core classroom program consists of six sessions:

- **Understanding the Planning and Zoning Context** – Learn the legal sources and limitations of planning and zoning authority, and explore your understanding of ethical decision-making.
- **Planning for the Future of Your Community** – Recognize the function and importance of a master plan, know the process for developing one and its relationship to zoning.
- **Implementing the Plan with Zoning** – Discover the importance of zoning, learn how zoning is administered and gain confidence in your zoning reviews, including site plans.
- **Making Zoning Decisions** – Learn how to adopt and amend a zoning ordinance, understand the role of the zoning board of appeals and obtain skills in basic property development methods.
- **Using Innovative Planning and Zoning** – Strategize with placemaking and design-based solutions for local and regional success in the New Economy.
- **Successfully Fulfilling Your Role** – Strengthen your ethical decision-making skills, apply standards to your decision-making and know when to ask for help.



**The Livingston County Citizen  
Planner Program is a partnership  
with Livingston County**

## **Contact**

**Kara Kelly: [cplanner@msu.edu](mailto:cplanner@msu.edu)  
Visit <http://citizenplanner.msu.edu>.**

# Livingston County Citizen Planner

## Classes: Thursdays, March 6 - April 17

### Understanding the Planning and Zoning Context

Thursday, March 6, 2025  
6:00 pm—9:00 pm

### Planning for the Future or Your Community

Thursday, March 13, 2025  
6:00 pm—9:00 pm

### Implementing the Plan with Zoning

Thursday, March 20, 2025  
6:00 pm—9:00 pm

### Making Zoning Decisions

Thursday, April 3, 2025  
6:00 pm—9:00 pm

### Using Innovative Planning and Zoning

Thursday, April 10, 2025  
6:00 pm—9:00 pm

### Successfully Fulfilling Your Role

Thursday, April 17, 2025  
6:00 pm—9:00 pm

## Course Location

Livingston County Public Safety  
Complex  
1911 Tooley Rd, Howell, MI

## Local Contact

Harmony Gmazel: gmazelh@msu.edu

## Course Fee

The course fee is \$250 per participant for the complete core program. The fee covers registration and course materials. A group (4 or more) discount is available. Participants that complete all six sessions will receive a certificate of completion.

## How to Register

Online registration is available at <https://events.anr.msu.edu/CPLivingston25/>. Payment can be made by credit card, check; an invoice is created with registration. Group registration is also available online. A \$45 cancellation fee is assessed if registration is canceled after **February 28, 2025, the registration deadline.**

## Grants/Scholarships

A grant program, Risk Reduction Grant Program (RRGP), may be available from your community's liability insurance provider. Michigan Township Participating Plan offers to its municipal members one per community, which covers the complete registration cost reimbursement for completion of the Citizen Planner Program. For more information, please visit us on the web at [www.theparplan.com](http://www.theparplan.com). For member governments of the Michigan Municipal Risk Management Authority (MMRMA), contact **Cara Ceci** at 800-243-1324 for more information regarding grants for education and training through the Risk Avoidance Program (RAP). For municipalities obtaining insurance through Nickel & Saph, Inc. Insurance Agency contact **Stephen R. Saph, Jr.** at 586-463-4573 or [stephenjr@nickelsaph.com](mailto:stephenjr@nickelsaph.com). Contact your local community liability risk insurance carrier to see if similar grants or similar grants or scholarships are available.

## Persons with Disabilities

Persons with disabilities may request accommodations by emailing Kara Kelly ([cplanner@msu.edu](mailto:cplanner@msu.edu)) two weeks prior to the event to ensure sufficient time to make arrangements. Requests made less than two weeks prior to the event will be met if possible.



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