

REGULAR MEETING

January 16, 2018

Clerk Anderson called the meeting to order at 7:00 p.m. with the pledge of allegiance to the American flag.

Present: Grubb, Parsons, Anderson, Kreeger. Absent: Rife. Township attorney Cooper and several residents.

Motion by Anderson Support by Grubb to have Trustee Parsons to run the meeting in Supervisor Rife's absence. Motion passed.

Motion to approve the consent agenda. Motion by Anderson. Support from Grubb. Motion passed.

Included in the consent agenda: December 19, 2017 meeting minutes, Planning Commission minutes, Zoning Administrator report, Financial report, Disbursements, Internet Committee minutes, Credit card statement, Budget Report.

Motion to approve the board meeting agenda as amended. Motion by Grubb. Support from Anderson.

Motion passed. Agenda Amendments: VII. Old business 2) Gracon contract.

Motion to approve Gracon Management Consulting Overseeing Engineering Services Contract as presented at a cost of \$7500. Motion by Anderson. Support from Kreeger. Motion passed.

Motion to approve the addition of Notary Services to the Township Fee Schedule as follows: \$5 for residents, \$10 for non-residents. Moved by Parsons. Support from Grubb. Motion passed.

Motion to hold a special meeting February 13, 2018 at 7 p.m. to review the candidates for the Internet.

Motion by Anderson. Support by Parsons. Motion passed.

Motion by Anderson support by Parsons to extend the Execution of Contract date to February 20, 2018 for Internet selection. Motion passed.

Motion to approve 2017/18 Budget Amendments as presented. Moved by: Anderson. Support by: Grubb.

Roll Call: Anderson aye, Kreeger aye, Parsons aye, Grubb aye, Rife absent.

Conway Township  
 General Fund  
 Amended Budget For the Year Ending 3/31/18  
 (Last updated 1/2/2018)

<u>Acct#</u>	<u>Account Description</u>	Budget 1 Year Ending <u>3/31/18</u>	Proposed Amended Budget <u>3/31/18</u>
Revenues			
402.000	Taxes - General	97,973	<u>98,000</u>
403.000	Taxes - Admin fees	-	<u>38,000</u>
411.000	Dog licenses	65	<u>65</u>
435.000	Sale of assets	-	<u>-</u>
450.000	Licenses & Permits	4,000	<u>4,000</u>
560.000	Metro Act Fee	4,000	<u>4,200</u>
574.000	State Revenue Sharing	270,000	<u>282,000</u>
664.000	Interest & Dividends	40	<u>1,100</u>
667.000	Rent	2,000	<u>1,000</u>
671.000	Misc. Revenues	600	<u>1,500</u>
676.000	Cemeterial Lots/Burial	5,000	<u>-</u>
677.000	General Reimbursements	500	<u>500</u>
680.000	Election Reimburse	-	<u>-</u>
699.000	Transfer in - Road Fund	-	<u>-</u>
	Total Revenues	<u>384,178</u>	<u>430,365</u>

<u>Acct#</u>	<u>Account Description</u>	Budget 1 Year Ending <u>3/31/18</u>	Proposed Amended Budget <u>3/31/18</u>
Expenditures			
102.000	Unallocated		
102.702	Receptionist salary	-	<u>2,500</u>
102.704	Payroll Taxes	10,000	<u>10,000</u>
102.710	Payroll Billing	2,000	<u>2,500</u>
102.726	Supplies	700	<u>7,500</u>
102.801	Memberships & Dues	3,500	<u>4,300</u>
102.805	Appropriation Senior Center	2,000	<u>2,000</u>
102.900	Printing & Publishing	3,300	<u>7,250</u>

102.910	Postage	500	<u>1,400</u>
102.970	Mileage	<u>1,500</u>	<u>4,500</u>
	Total Unallocated	<u>23,500</u>	<u>41,950</u>

103.000	Township Board/Trustees		
103.702	Trustee Salaries	3,600	<u>3,750</u>
103.801	Memberships & Dues	-	<u>2,500</u>
103.865	Medical Reimbursement	-	<u>-</u>
103.969	Seminars and Workshops	1,000	<u>200</u>
103.970	Other	<u>-</u>	<u>-</u>
	Total Township Board	<u>4,600</u>	<u>6,450</u>

<u>Acct#</u>	<u>Account Description</u>	Budget 1 Year Ending <u>3/31/18</u>	Proposed Amended Budget <u>3/31/18</u>
--------------	----------------------------	---	---

171.000	Supervisor's Office		
171.702	Salaries	20,000	<u>20,000</u>
171.801	Memberships & Dues	1,600	<u>1,600</u>
171.965	Assessor Expenses	1,200	<u>-</u>
171.969	Seminars & Workshops	1,000	<u>2,000</u>
171.970	Other	<u>-</u>	<u>-</u>
	Total Supervisor's Office	<u>23,800</u>	<u>23,600</u>

215.000	Clerk's Office		
215.702	Salaries & Wages	22,000	<u>22,000</u>
215.703	Deputies Wages	15,600	<u>15,600</u>
215.801	Membership & Dues	70	<u>450</u>
215.869	Seminars & Workshops	1,000	<u>6,500</u>
215.970	Other	<u>-</u>	<u>-</u>
	Total Clerk's Office	<u>38,670</u>	<u>44,550</u>

247.000 Board of Review

247.702	Salaries & Wages	1,600	<u>1,750</u>
247.969	Seminars & Workshops	200	<u>500</u>
247.970	Other	-	<u>-</u>
	Total Board of Review	<u>1,800</u>	<u>2,250</u>

<u>Acct#</u>	<u>Account Description</u>	Budget 1 Year Ending <u>3/31/18</u>	Proposed Amended Budget <u>3/31/18</u>
253.000	Treasurer's Office		
253.702	Salaries & Wages	21,000	<u>21,000</u>
253.801	Deputies Salaries	3,500	<u>3,500</u>
253.801	Memberships & Dues	180	<u>1,500</u>
253.832	Charge Back	600	<u>700</u>
253.969	Seminars & Workshops	1,300	<u>4,000</u>
253.970	Other	-	<u>-</u>
253.975	Bank Service Charge	-	<u>400</u>
	Total Treasurer's Office	<u>26,580</u>	<u>31,100</u>
257.000	Assessor		
257.701	Assessor Services	28,800	<u>28,000</u>
257.702	Salary	-	<u>75</u>
257.703	Assessor's expenses	<u>3,000</u>	<u>3,000</u>
	Total Assessor	<u>31,800</u>	<u>31,075</u>
262.000	Elections		
262.702	Salaries & Wages	4,000	<u>2,000</u>
262.930	Equipment Maintenance	<u>9,000</u>	<u>9,000</u>
	Total Elections	<u>13,000</u>	<u>11,000</u>

<u>Acct#</u>	<u>Account Description</u>	Budget 1 Year Ending <u>3/31/18</u>	Proposed Amended Budget <u>3/31/18</u>
--------------	----------------------------	---	---

265.000	Building & Grounds		
265.146	Equipment	13,000	<u>13,000</u>
265.702	Hall Monitor Salary	-	<u>300</u>
265.801	Lawn Mowing	1,500	<u>4,000</u>
265.802	Landscaping	-	<u>250</u>
265.805	Snow Removal	3,200	<u>3,200</u>
265.869	Internet & Phones	3,000	<u>3,500</u>
265.920	Utilities	5,000	<u>4,000</u>
265.930	Equipment Maintenance	8,000	<u>8,000</u>
265.935	Building/Land Maintenance	8,000	<u>28,000</u>
265.963	Property Taxes	60	<u>60</u>
265.964	Deposit reimbursement	350	<u>-</u>
265.970	Parking Lot	-	<u>-</u>
265.971	Capital Improvement	-	<u>-</u>
	Total Building & Grounds	<u>42,110</u>	<u>64,310</u>
266.000	Professional Fees		
266.103	Attorney	25,000	<u>35,000</u>
266.446	Highways	-	<u>-</u>
266.721	Planning Committee	16,000	<u>35,000</u>
266.830	Contractual Fees	-	<u>-</u>
266.955	Auditor	7,500	<u>9,500</u>
266.956	Internet Project	-	<u>20,000</u>
266.960	Engineer	<u>5,000</u>	<u>5,000</u>
	Total Professional Fees	<u>53,500</u>	<u>104,500</u>
		Budget	Proposed
		1 Year Ending	Amended
<u>Acct#</u>	<u>Account Description</u>	<u>3/31/18</u>	<u>3/31/18</u>
275.000	Drains at Large	<u>22,000</u>	<u>30,000</u>
	Total Drains at Large	<u>22,000</u>	<u>30,000</u>
276.000	Cemetery		
276.702	Salaries	6,500	<u>-</u>

276.801	Lawn Mowing	5,500	-
276.850	Contracted Labor	-	-
276.930	Repair & Maintenance	2,000	-
276.964	Reimburse of Burial Site	-	-
276.970	Other	-	-
	<b>Total Cemetery</b>	<u>14,000</u>	<u>-</u>

<u>Acct#</u>	<u>Account Description</u>	Budget 1 Year Ending <u>3/31/18</u>	Proposed Amended Budget <u>3/31/18</u>
301.000	Public Safety		
301.700	Fire Authority Rep	300	500
301.702	Contribution for police salaries	<u>10,000</u>	<u>10,000</u>
	<b>Total Police</b>	<u>10,300</u>	<u>10,500</u>
446.000	Highways, Roads, Maintenance & Capital	<u>-</u>	<u>-</u>
	<b>Total Highways, Roads, Maintenance &amp; Capital</b>	<u>-</u>	<u>-</u>
526.000	Sanitary Landfill		
526.960	Spring Cleanup	<u>5,000</u>	<u>4,100</u>
	<b>Total Sanitary Landfill</b>	<u>5,000</u>	<u>4,100</u>
721.000	Planning & Zoning		
721.702	Salaries	16,000	12,000
721.801	Membership and Dues	800	1,300
721.964	Escrow Reimbursements	-	-
721.969	Seminars & Workshop	2,000	500
721.970	Other	-	-
	<b>Total Planning &amp; Zoning</b>	<u>18,800</u>	<u>13,800</u>

<u>Acct#</u>	<u>Account Description</u>	Budget 1 Year Ending <u>3/31/18</u>	Proposed Amended Budget <u>3/31/18</u>
738.000	Recreation		
738.100	Parks & Recreation	21,000	<u>21,000</u>
738.702	Salaries	<u>1,000</u>	<u>1,000</u>
	Total Recreation	<u>22,000</u>	<u>22,000</u>
954.000	Insurance & Bonds	<u>10,000</u>	<u>9,000</u>
	Total Insurance & Bonds	<u>10,000</u>	<u>9,000</u>
969.000	Transfers out - Capital Reserve Fund	-	50,000
970.000	Transfers out - Daisey Lane	-	-
980.000	Transfers out - Cemetery	<u>-</u>	<u>20,000</u>
	Total Transfers Out	<u>-</u>	<u>70,000</u>
	Total Expenditures	<u>361,460</u>	<u>520,185</u>
	Increase (Decrease) in Fund Balance	22,718	(89,820)
	Beginning Fund Balance	<u>1,128,342</u>	<u>1,128,342</u>
	Ending Fund Balance	<u>1,151,060</u> 3/31/2018	<u>1,038,522</u> 3/31/2018

Conway Township  
 Cemetery Fund  
 Amended Budget for the Year Ending 3/31/18

<u>Acct#</u>	<u>Account Description</u>	Budget 1 Year Ending <u>3/31/18</u>	Proposed Amended Budget <u>3/31/18</u>
<b>Revenues</b>			
500	Trans in from GF	-	20,000
660	Lot Sales	-	5,000
664	Interest Income	-	5
674	Donations	-	2,000
690	Other Revenues	-	-
695	Stone Restoration	-	-
	<b>Total Revenues</b>	<u>-</u>	<u>27,005</u>
<b>Expenditures</b>			
276.702	Salaries	6,500	6,500
276.801	Lawn Mowing	5,500	11,000
276.850	Contracted Labor	-	-
276.930	Repair & Maintenance	2,000	15,000
276.955	Maintenance		
276.959	Construction	1,300	1,500
276.964	Reimburse of Burial Site	-	-
276.993	Stone Preservation		
276.995	Other	-	-
	<b>Total Expenditures</b>	<u>15,300</u>	<u>34,000</u>
	<b>Increase (Decrease) in Fund Balance</b>	<b>(15,300)</b>	<b>(6,995)</b>
	<b>Beginning Fund Balance</b>	<u>17,787</u>	<u>17,787</u>
	<b>Ending Fund Balance</b>	<u><u>2,487</u></u>	<u><u>10,792</u></u>



Conway Township  
Daisey Lane Fund  
Amended Budget For the Year Ending 3/31/18

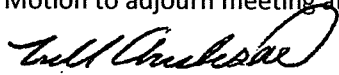
<u>Acct#</u>	<u>Account Description</u>	Budget 1 Year Ending <u>3/31/18</u>	Amended Budget <u>3/31/18</u>
<b>Revenues</b>			
400	Special Assessments		
405	Sp. Assess - Principle	3,815	<u>5,884</u>
407	Sp. Assess - Interest	-	<u>25</u>
409	Sp. Assess - Maintenance	-	<u>5,718</u>
440	Interest Income-Assessments	-	<u>-</u>
442	Interest Income - Bank	-	<u>-</u>
699	Transfer in - General Fund	-	<u>-</u>
	<b>Total Revenues</b>	<u>3,815</u>	<u>11,627</u>
<b>Expenditures</b>			
751	Supplies	-	<u>-</u>
600	Maintenance	-	<u>3,000</u>
604	Road Plowing/Salting	-	<u>4,000</u>
610	Bank Charges	-	<u>-</u>
	<b>Total Expenditures</b>	<u>-</u>	<u>7,000</u>
	<b>Increase (Decrease) in Fund Balance</b>	3,815	4,627
	<b>Beginning Fund Balance</b>	<u>10,641</u>	<u>10,641</u>
	<b>Ending Fund Balance</b>	<u>14,456</u>	<u>15,268</u>

Conway Township  
 Road Fund  
 Amended Budget For the Year Ending 3/31/18

<u>Acct#</u>	<u>Account Description</u>	Budget 1 Year Ending <u>3/31/18</u>	Amended Budget <u>3/31/18</u>
<b>Revenues</b>			
402	Taxes - Road Millage	220,908	<u>221,000</u>
664	Interest Income	-	<u>150</u>
667	Other Income	<u>-</u>	<u>-</u>
	<b>Total Revenues</b>	<u>220,908</u>	<u>221,150</u>
<b>Expenditures</b>			
954	Supplies	-	<u>500</u>
955	Chloriding	100,000	<u>100,000</u>
959	Maintenance	-	<u>-</u>
967	Construction	<u>120,908</u>	<u>131,000</u>
	<b>Total Expenditures</b>	<u>220,908</u>	<u>231,500</u>
	<b>Increase (Decrease) in Fund Balance</b>	-	(10,350)
	<b>Beginning Fund Balance</b>	<u>244,882</u>	<u>244,882</u>
	<b>Ending Fund Balance</b>	<u>244,882</u>	<u>234,532</u>

Motion to accept the donation of an improved wireless access point by Gracon. Motion by Anderson. Support from Kreeger. Motion passed.

Motion to adjourn meeting at 7:39 PM. Moved by Grubb. Support from Anderson. Motion passed.



Todd Anderson, Township Clerk



Elizabeth Whitt, Deputy Clerk