

Conway Township

Regular Meeting

April 18, 2023

7:00 pm

AGENDA

Call to Order and Pledge of Allegiance

Roll Call

Consent Agenda Approval

1. Approve 3/21/2023 Meeting Minutes
2. Account Reconciliations
3. Disbursements/Payroll Report/Budget Report
4. Hall Rental Report
5. Zoning Administrator Report

Call to the Public Regarding Agenda Items Only

Approval of Board Meeting Agenda

Communications

6. Planning Commission Ex-Officio Report
7. Livingston County Planning Report

Unfinished Business

8. Spring Clean Up
9. Sharpe Drain Informational Meeting May 11th

New Business

10. Code of Conduct for Board Members and Commissioners (New)
11. IT Annual Report
12. Resolution to Approve Moratorium
13. Resolution to Approve Zoning Ordinance Amendment Re: Pools

Board Member Discussion

Call to the Public Regarding Any Item or Issue

Adjournment

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 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.

Unapproved Minutes
Of the March 21, 2023
Conway Township
Regular Board Meeting
7:00 pm

REGULAR MEETING

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

Roll call: Clerk Elizabeth Whitt, Supervisor William Grubb, Treasurer Debra Grubb, Trustee George Pushies, Trustee Amy Crampton-Atherton

Consent Agenda approved after moving item number 8 to new business. Motion made by Whitt, second by D. Grubb. Motion approved.

Call to the public: none spoke.

Motion to approve the Board Meeting Agenda with the following amendments: add items 25 – Policy 7; 26 – Lawn care bids for season 2023; 27 – April Meeting; 28 – Michael Homier to address the public; 29- Work wear as part of Budget; 30 Senior Center as part of budget. Motion by Crampton-Atherton, supported by D. Grubb. Motion Approved.

Motion to approve the proposed Recreation Board Budget made by Whitt, supported by D Grubb. Motion approved.

Call to the public: three attendees spoke regarding Senior Center, support for lawn care company, drains and ROBIN grant.

Motion to amend the following budget Items (see attached) made by W Grubb, second by D Grubb. Motion approved.

Motion to accept the Chloride Solutions quote made by W Grubb, supported by D Grubb. Motion approved.

Motion to appoint Tiffany Gann to the position of Board of Review Alternate made by W Grubb, supported by D Grubb. Motion approved.

Motion to appoint Brian Williams and Anthony Camarda to the position of Zoning Board of Appeals Alternate made by W Grubb, supported by Whitt. Motion approved.

Supervisor opened public hearing on 2023-2024 Budget at 8:04 pm.

Three attendees spoke regarding account number set up, cleanup day and work wear.

Supervisor closed the public hearing at 8:10 pm.

Supervisor opened public hearing on 2023-2024 Road Budget at 8:10 pm.

Supervisor closed the public hearing at 8:11 pm.

Resolution 230321-1 Road Millage Rate offered by W Grubb, supported by Pushies, Roll call: Unanimous yes. Resolution passed.

Resolution 230321-2 Operating Tax Millage Rate offered by Whitt, supported by W Grubb, Roll call: Unanimous yes. Resolution passed.

Resolution 230321-3 General Appropriations Act offered by W Grubb, supported by D Grubb, Roll call: Unanimous yes. Resolution passed.

Unapproved Minutes
Of the March 21, 2023
Conway Township
Regular Board Meeting
7:00 pm

Motion to amend Policy 7 made by W Grubb, supported by D Grubb. Roll call vote: Whitt, W Grubb, and G Grubb – yes, Crampton-Atherton and Pushies – No. Motion Approved.

Motion to appoint Rescue Me Lawn Care for 2023 Season made by W Grubb, no support. Motion died.

Motion to award the Lawn Care bid to Great Lakes Outdoor Solutions made by Whitt, supported by D Grubb. Roll call: Whitt, W Grubb, and G Grubb – yes, Crampton-Atherton and Pushies – No. Motion Approved.

Call to the public: seven attendees spoke regarding supervisor lack of leadership, planning chair potential conflict of interest, budget, Abby Cooper, and Michael Homier concerns.

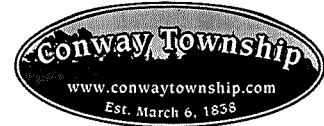
Motion to adjourn the meeting at 9:32 pm, made by D Grubb, supported by Pushies, motion approved.

Elizabeth Whitt, Township Clerk

Gabi Bresett, Township Deputy Clerk

Conway Township

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



Motion Form

I move that:

We amend the following items on the 2022-2023 budget:

Increase the Insurance & Bonds budget 954.000 from \$10,000 to \$11,000

Increase the Planning and Zoning Wages budget 721.702 from \$15,500 to \$18,500 and the
Seminars & Workshops budget 721.969 from \$500 to \$2300

Increase the Attorney Fees budget ~~222.103~~ 266.103 from \$45,000 to \$55,000
Increase the Utilities budget 265.920 from \$3000 to \$5500

Increase the postage budget 102.910 from \$2500 to \$5500

Maker Name: Bill Grubb _____ Maker Signature _____ Date 3/21/2023 _____

Seconded: YES NO (Please Circle One) DE

Disposition:

☒ Adopted

Notes:

I verified the account numbers as noted above in red. I did not check the amounts for anyone else's clarification. The board members should all do this individually. Elizabeth Whitt 3/9/23

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

12:56 PM

04/05/23

Conway Township - Cemetery Fund #150
Reconciliation Summary
003.000 · BofAA - Cemetery, Period Ending 03/31/2023

	Mar 31, 23
Beginning Balance	80,371.10
Cleared Transactions	
Checks and Payments - 2 items	-539.75
Deposits and Credits - 3 items	644.93
Total Cleared Transactions	105.18
Cleared Balance	80,476.28
Uncleared Transactions	
Deposits and Credits - 1 item	0.00
Total Uncleared Transactions	0.00
Register Balance as of 03/31/2023	80,476.28
Ending Balance	80,476.28

12:25 PM

04/05/23

Conway Township Reconciliation Summary

000-002 · BofAA - Dog License, Period Ending 03/31/2023

	Mar 31, 23
Beginning Balance	107.63
Cleared Transactions	
Deposits and Credits - 4 items	60.04
Total Cleared Transactions	60.04
Cleared Balance	167.67
Register Balance as of 03/31/2023	167.67
Ending Balance	167.67

11:53 AM

04/05/23

Conway Township Reconciliation Summary

016.000 · BofAA - General Fund, Period Ending 03/31/2023

	Mar 31, 23
Beginning Balance	435,954.50
Cleared Transactions	
Checks and Payments - 23 items	-38,062.16
Deposits and Credits - 11 items	74,565.42
Total Cleared Transactions	36,503.26
Cleared Balance	472,457.76
Uncleared Transactions	
Checks and Payments - 5 items	-856.90
Deposits and Credits - 2 items	45.18
Total Uncleared Transactions	-811.72
Register Balance as of 03/31/2023	471,646.04
New Transactions	
Deposits and Credits - 2 items	250.00
Total New Transactions	250.00
Ending Balance	471,896.04

10:27 AM

04/05/23

Conway Township - Road Fund #201
Reconciliation Summary
005.000 · BofAA - Road Fund, Period Ending 03/31/2023

	Mar 31, 23
Beginning Balance	199,839.62
Cleared Transactions	
Checks and Payments - 1 item	-6.21
Deposits and Credits - 1 item	152.75
Total Cleared Transactions	146.54
Cleared Balance	<u>199,986.16</u>
Register Balance as of 03/31/2023	199,986.16
Ending Balance	199,986.16

12:44 PM

04/05/23

Conway Township - Road Fund #201
Reconciliation Summary
005.001 · Road Savings, Period Ending 03/31/2023

	<u>Mar 31, 23</u>
Beginning Balance	118,983.02
Cleared Transactions	
Deposits and Credits - 1 item	<u>95.22</u>
Total Cleared Transactions	<u>95.22</u>
Cleared Balance	<u><u>119,078.24</u></u>
Register Balance as of 03/31/2023	119,078.24
Ending Balance	119,078.24

12:35 PM

04/05/23

Conway Township Reconciliation Summary

001.000 · BofAA - Tax Checking, Period Ending 03/31/2023

	Mar 31, 23
Beginning Balance	601,615.20
Cleared Transactions	
Checks and Payments - 12 items	-198,220.03
Deposits and Credits - 4 items	9,080.28
Total Cleared Transactions	-189,139.75
Cleared Balance	412,475.45
Uncleared Transactions	
Checks and Payments - 9 items	-408,887.13
Total Uncleared Transactions	-408,887.13
Register Balance as of 03/31/2023	3,588.32
Ending Balance	3,588.32

12:52 PM

04/05/23

Conway Township Trust & Agency Fund #701

Reconciliation Summary

001.000 · BofAA Trust & Agency Ckg, Period Ending 03/31/2023

	Mar 31, 23
Beginning Balance	8,632.10
Cleared Transactions	
Deposits and Credits - 5 items	1,402.74
Total Cleared Transactions	1,402.74
Cleared Balance	10,034.84
Uncleared Transactions	
Checks and Payments - 1 item	-350.00
Total Uncleared Transactions	-350.00
Register Balance as of 03/31/2023	9,684.84
Ending Balance	9,684.84

1:24 PM

04/05/23

Conway Township
Reconciliation Summary

002.000 · Chase - Building Fund, Period Ending 03/31/2023

	Mar 31, 23
Beginning Balance	133,225.48
Cleared Transactions	
Deposits and Credits - 1 item	5.62
Total Cleared Transactions	5.62
Cleared Balance	133,231.10
Register Balance as of 03/31/2023	133,231.10
Ending Balance	133,231.10

11:17 AM

04/05/23

Conway Township
Reconciliation Summary

008.001 · Flagstar Contingent CD, Period Ending 03/31/2023

	<u>Mar 31, 23</u>
Beginning Balance	196,187.93
Cleared Balance	196,187.93
Register Balance as of 03/31/2023	196,187.93
Ending Balance	196,187.93

10:46 AM

04/05/23

Conway Township
Reconciliation Summary

003.000 · Huntington - Cont Acct #2, Period Ending 03/31/2023

	Mar 31, 23
Beginning Balance	236,267.40
Cleared Transactions	
Checks and Payments - 2 items	-10.00
Deposits and Credits - 2 items	65.20
Total Cleared Transactions	55.20
Cleared Balance	<u>236,322.60</u>
Register Balance as of 03/31/2023	236,322.60
Ending Balance	236,322.60

ARPA Fund #464
Reconciliation Summary
000.101 · Independent Bank ARPA Funds, Period Ending 03/31/2023

	Mar 31, 23
Beginning Balance	0.00
Cleared Transactions	
Checks and Payments - 1 item	-5,925.00
Deposits and Credits - 2 items	355,405.27
Total Cleared Transactions	349,480.27
Cleared Balance	349,480.27
Register Balance as of 03/31/2023	349,480.27
New Transactions	
Checks and Payments - 1 item	-5,925.00
Total New Transactions	-5,925.00
Ending Balance	343,555.27

10:02 AM

04/05/23

Conway Township
Reconciliation Summary
009.000 · MSUFCU CD, Period Ending 03/31/2023

	Mar 31, 23
Beginning Balance	241,072.95
Cleared Transactions	
Deposits and Credits - 1 item	132.88
Total Cleared Transactions	132.88
Cleared Balance	<u>241,205.83</u>
Register Balance as of 03/31/2023	241,205.83
Ending Balance	241,205.83

9:56 AM

04/05/23

Conway Township
Reconciliation Summary

009.001 · MSUFCU Saver, Period Ending 03/31/2023

	Mar 31, 23
Beginning Balance	5.00
Cleared Balance	5.00
Register Balance as of 03/31/2023	5.00
Ending Balance	5.00

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04/05/23

Conway Township
Check Detail
 March 8 through April 4, 2023

Type	Num	Date	Name	Item	Account	Paid Amount	Original Amount
Check	ach	03/17/2023	Municipal Employe...	016.000	· BofAA - General Fund		-1,219.13
				204.000	· Payroll Liabilities	-1,219.13	1,219.13
TOTAL						-1,219.13	1,219.13
Check	ach	03/31/2023	DTE Energy	016.000	· BofAA - General Fund		-245.23
				265.920	· Utilities	-245.23	245.23
TOTAL						-245.23	245.23
Check	ACH	03/28/2023	American Express	016.000	· BofAA - General Fund		-3,925.90
				265.146	· Equipment-Office	-1,823.90	1,823.90
				102.726	· Supplies	-266.45	266.45
				102.801	· Mmbrshps, Sft. Lic. & Dues	-50.97	50.97
				265.859	· Internet & Phones	-382.20	382.20
				215.969	· Seminars & Workshops	-1,402.38	1,402.38
TOTAL						-3,925.90	3,925.90
Check	12274	03/08/2023	Livingston County ...	016.000	· BofAA - General Fund		-9.73
				253.832	· Charge Back	-9.73	9.73
TOTAL						-9.73	9.73
Check	12275	03/28/2023	Michigan Associat...	016.000	· BofAA - General Fund		-140.00
				102.801	· Mmbrshps, Sft. Lic. & Dues	-140.00	140.00
TOTAL						-140.00	140.00
Check	12276	03/28/2023	William Grubb	016.000	· BofAA - General Fund		-100.00
				102.725	· Workwear	-100.00	100.00
TOTAL						-100.00	100.00

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04/05/23

Conway Township
Check Detail
 March 8 through April 4, 2023

Type	Num	Date	Name	Item	Account	Paid Amount	Original Amount
Check	12277	03/28/2023	Great Lakes Outdo...		016.000 · BofAA - General Fund		-250.00
				265.805 · Snow Removal		-125.00	125.00
				265.805 · Snow Removal		-125.00	125.00
TOTAL						-250.00	250.00
Check	12278	03/28/2023	Foster Swift		016.000 · BofAA - General Fund		-10,845.00
				266.103 · Attorney		-10,845.00	10,845.00
TOTAL						-10,845.00	10,845.00
Check	12279	03/28/2023	FES		016.000 · BofAA - General Fund		-316.67
				265.859 · Internet & Phones		-316.67	316.67
TOTAL						-316.67	316.67
Check	12280	03/28/2023	Cooper & Riesterer...		016.000 · BofAA - General Fund		-3,182.00
				266.103 · Attorney		-3,182.00	3,182.00
TOTAL						-3,182.00	3,182.00
Check	12281	03/29/2023	Elizabeth Whitt		016.000 · BofAA - General Fund		-208.03
				102.970 · Mileage		-163.75	163.75
				215.969 · Seminars & Workshops		-44.28	44.28
TOTAL						-208.03	208.03
Check	12282	03/29/2023	Gary Klein		016.000 · BofAA - General Fund		-82.79
				102.970 · Mileage		-82.79	82.79
TOTAL						-82.79	82.79

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04/05/23

Conway Township Journal April 18, 2023

Trans #	Type	Date	Num	Memo	Account	Debit
13040	General Jo...	04/18/202	correct aje	Unallocated:Receptionist salary	102.702 · Office Assistant Salary	981.00
				Fica ER	102.704 · Payroll Taxes	1,097.97
				Med ER	102.704 · Payroll Taxes	256.81
				Invoice	102.710 · Payroll Billing	187.50
				Township Board:Salaries Wages	103.702 · Salaries Wages	1,176.00
				Township Board:FOIA COORDINATOR	103.706 · FOIA COORDINATOR	100.00
				Supervisor's Office:Salaries	171.702 · Salaries	2,026.75
				Federal PRT Liability	210 · Federal PRT Liability	3,611.21
				Clerk's Office:Salaries & Wages	215.702 · Salaries & Wages	2,309.34
				Clerk's Office:Deputies Wages	215.703 · Deputies Wages	2,440.00
				Michigan Withholding Liability	218 · Michigan Withholding Liability	730.78
				Board of Review:Salaries & Wages	247.702 · Salaries & Wages	0.00
				Treasurer's Office:Salaries & Wages	253.702 · Salaries & Wages	2,172.91
				Assessor:Salaries	257.702 · Salaries	3,183.33
				Building & Grounds:Hall Monitor Salary	265.702 · Hall Monitor Salary	150.00
				Public Safety:Fire Authority Rep	301.700 · Fire Authority Rep	270.00
				Planning & Zoning:Salaries	721.702 · Salaries	2,810.00
				Recreation Association:Salaries	738.702 · Salaries	90.00
				Direct Deposits	016.000 · BofAA - General Fund	
				Invoice	016.000 · BofAA - General Fund	
				Payroll Taxes	016.000 · BofAA - General Fund	
				Payroll Liabilities	204.000 · Payroll Liabilities	
				Fed Wh	210 · Federal PRT Liability	
				Fica ER	210 · Federal PRT Liability	
				Fica Wh	210 · Federal PRT Liability	
				Med ER	210 · Federal PRT Liability	
				Med Wh	210 · Federal PRT Liability	
				Michigan Withholding Liability	218 · Michigan Withholding Liability	
						23,593.60
13041	Check	04/18/202	ach		016.000 · BofAA - General Fund	
					204.000 · Payroll Liabilities	1,181.62
						1,181.62
TOTAL						24,775.22

12:54 PM

04/05/23

Conway Township
Journal
April 18, 2023

Credit

13,540.50
187.50
4,341.99
1,181.62
901.65
1,097.97
1,097.97
256.81
256.81
730.78

23,593.60

1,181.62

1,181.62

24,775.22

Conway Township
Profit & Loss Budget vs. Actual
April 2022 through March 2023

	Apr '22 - Mar 23	Budget	\$ Over Budget	% of Budget
Ordinary Income/Expense				
Income				
366.350 · Trans in - Daisy Lane Fund	0.00	0.00	0.00	0.0%
366.450 · Trans in - Trust & Agency	200.00	0.00	200.00	100.0%
402.000 · Taxes - General	20,265.10	120,000.00	-99,734.90	16.9%
403.000 · Taxes - Admin fees	23,467.04	41,000.00	-17,532.96	57.2%
409.000 · Taxes - SET fee	0.00	700.00	-700.00	0.0%
411.000 · Dog licenses	22.50	40.00	-17.50	56.3%
435.000 · Sale of assets	0.00	0.00	0.00	0.0%
450.000 · Fees, Licenses & Permits	11,190.74	8,000.00	3,190.74	139.9%
455.000 · Research Fees	25.00	200.00	-175.00	12.5%
573.000 · LCSA PPT Reimbursement	5,325.80	0.00	5,325.80	100.0%
574.000 · State Revenue Sharing	263,018.00	343,130.00	-80,112.00	76.7%
664.000 · Interest & Dividends	4,091.53	1,350.00	2,741.53	303.1%
667.000 · Rent	2,475.00	1,500.00	975.00	165.0%
671.000 · Misc. Revenues	0.00	500.00	-500.00	0.0%
675.000 · American Rescue Plan Funds	189,682.97	189,687.30	-4.33	100.0%
679.000 · Election Grant - HAVA	0.00	0.00	0.00	0.0%
680.000 · Election Reimburse	0.00	1,000.00	-1,000.00	0.0%
699.701 · Transfer In - Trust & Agency	0.00	0.00	0.00	0.0%
700.701 · Escrow Revenues	0.00	0.00	0.00	0.0%
Total Income	519,763.68	707,107.30	-187,343.62	73.5%
Gross Profit	519,763.68	707,107.30	-187,343.62	73.5%
Expense				
102.000 · Unallocated				
102.702 · Office Assistant Salary	36.00	100.00	-64.00	36.0%
102.704 · Payroll Taxes	14,150.53	12,000.00	2,150.53	117.9%
102.710 · Payroll Billing	2,735.06	2,000.00	735.06	136.8%
102.725 · Workwear	833.18	0.00	833.18	100.0%
102.726 · Supplies	1,887.09	3,500.00	-1,612.91	53.9%
102.801 · Mmbrshps, Sft. Lic. & Dues	6,770.40	6,500.00	270.40	104.2%
102.805 · Appropriation Senior Center	2,000.00	2,000.00	0.00	100.0%
102.900 · Printing & Publishing	7,908.47	7,500.00	408.47	105.4%
102.910 · Postage	6,364.06	5,500.00	864.06	115.7%
102.970 · Mileage	3,100.26	3,000.00	100.26	103.3%
102.971 · Miscellaneous	0.00	0.00	0.00	0.0%
102.000 · Unallocated - Other	0.00			
Total 102.000 · Unallocated	45,785.05	42,100.00	3,685.05	108.8%

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04/05/23

Accrual Basis

Conway Township
Profit & Loss Budget vs. Actual
April 2022 through March 2023

	Apr '22 - Mar 23	Budget	\$ Over Budget	% of Budget
103.000 · Township Board				
103.702 · Salaries Wages	3,540.08	4,704.00	-1,163.92	75.3%
103.706 · FOIA COORDINATOR	955.87	350.00	605.87	273.1%
103.969 · Seminars and Workshops	0.00	500.00	-500.00	0.0%
Total 103.000 · Township Board	4,495.95	5,554.00	-1,058.05	80.9%
171.000 · Supervisor's Office				
171.702 · Salaries	24,103.83	24,321.00	-217.17	99.1%
171.969 · Seminars & Workshops	690.18	2,000.00	-1,309.82	34.5%
Total 171.000 · Supervisor's Office	24,794.01	26,321.00	-1,526.99	94.2%
200.203 · Due To Road Fund	0.00	0.00	0.00	0.0%
215.000 · Clerk's Office				
215.702 · Salaries & Wages	27,619.15	27,712.00	-92.85	99.7%
215.703 · Deputies Wages	18,790.00	20,000.00	-1,210.00	94.0%
215.969 · Seminars & Workshops	7,252.82	6,500.00	752.82	111.6%
215.000 · Clerk's Office - Other	0.00	0.00	0.00	0.0%
Total 215.000 · Clerk's Office	53,661.97	54,212.00	-550.03	99.0%
247.000 · Board of Review				
247.702 · Salaries & Wages	1,440.00	2,000.00	-560.00	72.0%
247.969 · Seminars & Workshops	0.00	500.00	-500.00	0.0%
Total 247.000 · Board of Review	1,440.00	2,500.00	-1,060.00	57.6%
253.000 · Treasurer's Office				
253.702 · Salaries & Wages	25,842.09	25,609.00	233.09	100.9%
253.703 · Deputies Salaries	11,915.00	12,480.00	-565.00	95.5%
253.832 · Charge Back	89.62	200.00	-110.38	44.8%
253.969 · Seminars & Workshops	2,496.71	5,000.00	-2,503.29	49.9%
253.975 · Bank Service Charge	40.00	500.00	-460.00	8.0%
Total 253.000 · Treasurer's Office	40,383.42	43,789.00	-3,405.58	92.2%
257.000 · Assessor				
257.701 · Assessor Services	25.00	500.00	-475.00	5.0%
257.702 · Salaries	37,872.96	38,400.00	-527.04	98.6%
257.969 · Seminars & Workshops	1,388.89	1,000.00	388.89	138.9%
Total 257.000 · Assessor	39,286.85	39,900.00	-613.15	98.5%

2:49 PM

04/05/23

Accrual Basis

Conway Township

Profit & Loss Budget vs. Actual

April 2022 through March 2023

	Apr '22 - Mar 23	Budget	\$ Over Budget	% of Budget
262.000 · Elections				
262.702 · Salaries & Wages	4,928.52	7,500.00	-2,571.48	65.7%
262.710 · Election Postage	0.00	500.00	-500.00	0.0%
262.726 · Supplies	1,414.38	2,500.00	-1,085.62	56.6%
262.900 · Printing & Publishing	197.91	1,000.00	-802.09	19.8%
262.930 · Equipment/Maintenance	4,531.00	5,000.00	-469.00	90.6%
Total 262.000 · Elections	11,071.81	16,500.00	-5,428.19	67.1%
265.000 · Building & Grounds				
265.146 · Equipment-Office	31,105.60	25,000.00	6,105.60	124.4%
265.702 · Hall Monitor Salary	1,290.00	800.00	490.00	161.3%
265.801 · Lawn Mowing	0.00	0.00	0.00	0.0%
265.802 · Landscaping	0.00	0.00	0.00	0.0%
265.805 · Snow Removal	3,650.00	4,500.00	-850.00	81.1%
265.859 · Internet & Phones	10,411.59	15,000.00	-4,588.41	69.4%
265.920 · Utilities	5,502.32	5,500.00	2.32	100.0%
265.930 · Equipment Maintenance	0.00	10,000.00	-10,000.00	0.0%
265.935 · Building Maintenance	15,776.23	10,000.00	5,776.23	157.8%
265.950 · ARPA Fund Expenses	9,429.00	0.00	9,429.00	100.0%
265.970 · Parking Lot	10.01	500.00	-489.99	2.0%
265.971 · Capital Improvement	7,985.00	10,000.00	-2,015.00	79.9%
265.000 · Building & Grounds - Other	0.00	0.00	0.00	0.0%
Total 265.000 · Building & Grounds	85,159.75	81,300.00	3,859.75	104.7%
266.000 · Professional Fees				
266.103 · Attorney	74,547.35	55,000.00	19,547.35	135.5%
266.721 · Planning Commission	36,084.50	37,200.00	-1,115.50	97.0%
266.955 · Auditor	8,075.00	9,500.00	-1,425.00	85.0%
266.960 · Engineer	1,770.00	1,800.00	-30.00	98.3%
Total 266.000 · Professional Fees	120,476.85	103,500.00	16,976.85	116.4%
275.000 · Drains At Large	49,360.06	50,000.00	-639.94	98.7%
276.000 · Cemetery				
276.702 · Salaries	294.30	5,000.00	-4,705.70	5.9%
276.930 · Repair & Maintenance	0.00			
Total 276.000 · Cemetery	294.30	5,000.00	-4,705.70	5.9%
301.000 · Public Safety				
301.700 · Fire Authority Rep	715.00	1,350.00	-635.00	53.0%
301.701 · Police Ordinance Enforcement	0.00	0.00	0.00	0.0%
301.702 · Contribution Police Salaries	5,150.00	10,000.00	-4,850.00	51.5%
Total 301.000 · Public Safety	5,865.00	11,350.00	-5,485.00	51.7%

2:49 PM

04/05/23

Accrual Basis

Conway Township
Profit & Loss Budget vs. Actual
April 2022 through March 2023

	Apr '22 - Mar 23	Budget	\$ Over Budget	% of Budget
526.000 · Sanitary Landfill				
526.960 · Spring Cleanup	4,073.00	5,000.00	-927.00	81.5%
Total 526.000 · Sanitary Landfill	4,073.00	5,000.00	-927.00	81.5%
66900 · Reconciliation Discrepancies	0.00	0.00	0.00	0.0%
721.000 · Planning & Zoning				
721.702 · Salaries	20,571.95	18,500.00	2,071.95	111.2%
721.969 · Seminars & Workshop	2,262.00	2,300.00	-38.00	98.3%
Total 721.000 · Planning & Zoning	22,833.95	20,800.00	2,033.95	109.8%
738.000 · Recreation Association				
738.100 · Parks & Recreation Contribution	18,242.51	45,000.00	-26,757.49	40.5%
738.702 · Salaries	630.00	450.00	180.00	140.0%
738.000 · Recreation Association - Other	0.00	5,500.00	-5,500.00	0.0%
Total 738.000 · Recreation Association	18,872.51	50,950.00	-32,077.49	37.0%
954.000 · Insurance & Bond	10,761.00	11,000.00	-239.00	97.8%
980.000 · Transfers Out - Cemetery	30,000.00	30,000.00	0.00	100.0%
Total Expense	568,615.48	599,776.00	-31,160.52	94.8%
Net Ordinary Income	-48,851.80	107,331.30	-156,183.10	-45.5%
Other Income/Expense				
Other Income				
Interest Income	536.72	2,500.00	-1,963.28	21.5%
Total Other Income	536.72	2,500.00	-1,963.28	21.5%
Net Other Income	536.72	2,500.00	-1,963.28	21.5%
Net Income	-48,315.08	109,831.30	-158,146.38	-44.0%

2:54 PM

04/05/23

Accrual Basis

Conway Township - Road Fund #201
Profit & Loss Budget vs. Actual
April 2022 through March 2023

	<u>Apr '22 - Mar 23</u>	<u>Budget</u>	<u>\$ Over Budget</u>	<u>% of Budget</u>
Income				
402.000 · Taxes - Road Millage	48,432.50	160,000.00	-111,567.50	30.3%
664.000 · Interest Income	851.40	150.00	701.40	567.6%
671 · Misc revenue	0.00	0.00	0.00	0.0%
Total Income	<u>49,283.90</u>	<u>160,150.00</u>	<u>-110,866.10</u>	<u>30.8%</u>
Expense				
253.975 · Service Fee	19.00			
955.000 · Chloriding	84,517.04	100,000.00	-15,482.96	84.5%
967.000 · Construction	178,827.79	195,940.00	-17,112.21	91.3%
Total Expense	<u>263,363.83</u>	<u>295,940.00</u>	<u>-32,576.17</u>	<u>89.0%</u>
Net Income	<u>-214,079.93</u>	<u>-135,790.00</u>	<u>-78,289.93</u>	<u>157.7%</u>

2:55 PM

04/05/23

Accrual Basis

Conway Township - Cemetery Fund #150
Profit & Loss Budget vs. Actual
 April 2022 through March 2023

	Apr '22 - Mar 23	Budget	\$ Over Budget	% of Budget
Income				
500.000 · Transfer from General Fund	30,000.00	30,000.00	0.00	100.0%
660.000 · Lot sales	2,550.00	1,600.00	950.00	159.4%
661.000 · Burial Fee	1,338.00	3,500.00	-2,162.00	38.2%
662.000 · Foundations	1,233.50	500.00	733.50	246.7%
664.000 · Interest Income	131.34	0.00	131.34	100.0%
690.000 · Other Revenues	0.00	0.00	0.00	0.0%
695.00 · Stone Restoration	-300.00	0.00	-300.00	100.0%
Total Income	34,952.84	35,600.00	-647.16	98.2%
Expense				
265.963 · Property Taxes	152.15	170.00	-17.85	89.5%
276.702 · Salaries	4,090.70	5,000.00	-909.30	81.8%
276.801 · Lawn Mowing	0.00	14,500.00	-14,500.00	0.0%
276.850 · Contracted Labor	0.00	500.00	-500.00	0.0%
276.860 · Software Fees	1,200.00	1,200.00	0.00	100.0%
276.930 · Repair & Maintenance	19,072.37	25,000.00	-5,927.63	76.3%
276.955 · Maintenance	0.00	0.00	0.00	0.0%
Total Expense	24,515.22	46,370.00	-21,854.78	52.9%
Net Income	10,437.62	-10,770.00	21,207.62	-96.9%

Conway Township Rental Report

March, 2023

Hall rental details:

Rental fee: \$150 for residents of Conway Township, \$300 for non-residents, funerals 1/2 of rental fee.

We currently have 3 different hall attendants/monitors

Canceled

None

Rescheduled

None

Completed

- 3-19-23 Matt Marston, Birthday Party
- 4-1-23 Debra Abela, Baby Shower

Future hall rentals

- 4-08-23 Robin Cotton, Bridal Shower
- 6-04-23 Crystal Thomas, Baby Shower
- 6-25-23 Culbertson/Sergeant, Graduation
- 7-30-23 Jamie Hertzler, Family Reunion



Livingston County Department of Planning

March 16, 2023

Conway Township Board of Trustees
c/o Elizabeth Whitt, Clerk
8015 N. Fowlerville Road
P.O. Box 1157
Fowlerville Michigan 48836

Scott Barb
AICP, PEM
Director

Re: Livingston County Planning Commission Review of Zoning Ordinance Amendments:

Z-14-23: Text Amendment, Section 6.27 Moratorium on Commercial Wind and Solar Projects

Robert A. Stanford
AICP
Principal Planner

Dear Board Members:

The Livingston County Planning Commission met on Wednesday, March 15, 2023, and reviewed the proposed Zoning Ordinance amendment referenced above. The Livingston County Planning Commissioners made the following recommendations:

Z-14-23 Take No Action, Encourage Further Review. For consistency's sake with prior decisions made by the County Planning Commission, Staff would recommend that the proposed repeal be taken without implementation of a further moratorium by the township as proposed by the amendment. This recommendation follows recent precedent set in similar solar moratoriums and ordinance repeals reviewed recommended on by the County Planning Commission. Ultimately it will be the responsibility of the township and its legal counsel to defend this action, therefore Staff would recommend that the County remain neutral in its decision regarding this moratorium action. County Planning Staff encourages and fully supports the township in its on-going pursuit and completion of a full and final wind and solar energy ordinance in the very near future and welcomes any request by the township for further assistance by County Planning Staff in this endeavor.

Copies of the staff review and draft Livingston County Planning Commission meeting minutes are enclosed. Do not hesitate to contact our office should you have any questions regarding this county action.

Sincerely

Robert Stanford

Robert Stanford
Principal Planner

Enclosures

c: Meghan Swain-Kuch: Chair, Conway Township Planning Commission
Gary Klein, Zoning Administrator

Meeting minutes and agendas are available:
<https://www.livgov.com/plan/econdev/Pages/meetings.aspx>

Department Information

Administration Building
304 E. Grand River Avenue
Suite 206
Howell, MI 48843-2323

(517) 546-7555
Fax (517) 552-2347

Web Site
www.livgov.com/plan

Livingston County Planning Commission, 304 East Grand River, Suite 206, Howell, MI 48843-2323

The Conway Township Planning Commission is submitting the following amendment for review and comment.

Size: _____ Property tax identifier: _____

Existing Zoning District is: _____ Proposed Zoning District: _____

Name of Petitioner: _____ Name of Property Owner: _____

Purpose of Change: _____

Existing Land Use: _____

Article Number(s): 6 Article Name(s): General and Supplementary Regulations

Section Number(s): New 6.27 Section Name(s): Moratorium on Commercial Wind and Commercial Solar Projects....

Please attach a copy of the proposed zoning ordinance changes.

Legal notice of the public hearing was published on January 22, 2023 in the Fowlerville News and Views
(not less than 15 days before the public hearing per Michigan Zoning Enabling Act, Act 110 of 2006, MCL 125.3103)

_____ Newspaper, which has general circulation in the jurisdiction. The Conway Township Planning

Commission held a public hearing on February 13, 2023 to hear the views of the public on the proposed amendment.

a. ☒ The meeting minutes are attached.

b. ☐ The minutes of the meeting will be sent later. The case information has been sent so that the Livingston County Planning Department staff can be working on the case while the minutes are being prepared. The facts brought out at the hearing are: (use additional sheets as necessary)

☐ Adoption of new or revised plan ☐ Amendment (Section/Chapter) _____

Note: For all master plan cases, the municipality must submit a statement signed by the Planning Commission Secretary stating that all of the necessary legislative bodies have been sent notice of the public hearing and copies of the proposed language/map, along with the name and address of each, and date of submittal.

Legal notice of the public hearing was published on _____
(not less than 15 days before the public hearing per Michigan Planning Enabling Act, Act 33 of 2008, MCL 125.3843)

in the _____ Newspaper, which has general circulation in the jurisdiction.

The Conway Township Planning Commission held a public hearing on _____ to hear the views of the public on the proposed amendment. (date)

a. ☐ The meeting minutes are attached.

b. ☐ The minutes of the meeting will be sent later. The case information has been sent so that the Livingston County Planning Department staff can be working on the case while the minutes are being prepared. The facts brought out at the hearing are: (use additional sheets as necessary)

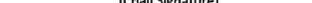
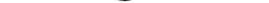
The recommendation of the Conway Township Planning Commission, at its meeting of February 13, 2023, was:

☒ Approval ☐ Disapproval ☐ Approval under the following conditions: (use additional sheets as necessary)

Meghan Swan-Lynch
(Chair Signature)

Date Received _____ Date of LCPC Meeting 5-15-20
The Commission on the above meeting date took the following action:

☐ Approval ☐ Approval with conditions stated in attachment ☐ Disapproval ☒ No action-encourage further review

 (Chair Signature)  (Director Signature)

Date of Meeting _____ The Conway Township Board at a legally constituted meeting held on the above date ☐ PASSED ☐ PASSED WITH AMENDED LANGUAGE ☐ DID NOT PASS ☐ NO ACTION-ENCOURAGE FURTHER REVIEW the recommended change contained herein.

Please sign and return one completed copy of this form to the Livingston County Planning Department.

(Clerk)

**CONWAY TOWNSHIP
TOWNSHIP BOARD**

ORDINANCE NO. 2023-01

**AN ORDINANCE TO IMPOSE A MORATORIUM ON THE ISSUANCE OF PERMITS,
LICENSES, OR APPROVALS FOR, OR FOR ANY CONSTRUCTION OF,
COMMERCIAL WIND AND COMMERCIAL SOLAR ENERGY PROJECTS AND TO
REPEAL SECTIONS OF THE TOWNSHIP ZONING ORDINANCE PERTAINING TO
“WIND ENERGY” AND “SOLAR ENERGY COLLECTORS”**

CONWAY TOWNSHIP ORDAINS:

Section 1. Addition of Section 6.27 to Township Zoning Ordinance. New Section 6.27 is added to the Township Zoning Ordinance and reads as follows:

Section 6.27 Moratorium on Commercial Wind and Commercial Solar Projects and Repeal of Sections of the Township Zoning Ordinance Pertaining to “Solar Farms” and “Solar Energy Systems”

- A: **Definition.** A “Commercial Wind” and “Commercial Solar Energy Project” are utility-scale commercial facilities that convert energy into electricity, whether by wind, photovoltaics (PV) or various experimental wind or solar technologies, for the primary purpose of wholesale or retail commercial sales of generated electricity.
- B. **Purpose and Findings.** The purpose of this moratorium is to provide sufficient time for the Conway Township Planning Commission and Township Board to fully and thoughtfully explore, analyze, research, and make informed decisions regarding Commercial Wind and Commercial Solar Energy Projects. In support of this Ordinance, the Conway Township Planning Commission and Township Board have determined the following:
1. The integration of Commercial Wind and Commercial Solar Energy Projects within the Township's existing land uses requires suitable regulations and controls to ensure compliance with the Township's Master Plan and for the protection for the health, safety and welfare of all of the Township's residents.
 2. The Township wishes to consider whether amendments to its Zoning Ordinance to regulate the establishment and use of Commercial Wind and Commercial Solar Energy Projects are necessary in order to better protect the public health, safety, and welfare of Township residents.
 3. Imposing a moratorium, on a limited temporary basis, is reasonable and necessary in order to allow the Township time and space to fully and thoughtfully explore, analyze, research and develop any proposed zoning amendments regarding potential amendments to the Township's Zoning Ordinance applicable to Commercial Wind and Commercial Solar Energy Projects.
 4. A moratorium should be imposed upon the issuance of any and all permits, licenses, and



Livingston County Department of Planning

LIVINGSTON COUNTY PLANNING COMMISSION MEETING

Wednesday, March 15, 2023 – 6:30 p.m.

Administration Building, Board of Commissioners Chambers
304 East Grand River, Howell, MI 48843

Please note that this is a hybrid meeting with County Planning Commissioners and staff meeting in-person. Audience participants are welcome to attend in-person or via Zoom by using the meeting link on Page 2 of the agenda

Agenda

Robert A. Stanford
AICP, PEM
Principal Planner

Scott Barb
AICP, PEM
Principal Planner

1. Call to Order
2. Pledge of Allegiance to the Flag
3. Roll and Introduction of Guests
4. Approval of Agenda – February 15, 2023
5. Approval of Meeting Minutes – January 18, 2023
6. Call to the Public
7. Zoning Reviews
 - A. Z-12-23 Hartland Township, Rezoning, CA Conservation Agriculture to LI Light Industrial in Section 33
 - B. Z-13-23 Putnam Township, Rezoning, AO Agricultural Residential to RS-2 Single Family in Section 12
 - C. Z-14-23 Conway Township, Text Amendment, Section 6.27 Moratorium on Commercial Wind and Solar Projects
 - D. Z-15-23 Deerfield Township, Text Amendment, Sections 10 and 20 Nonconforming lots and Shared Driveways
 - E. Z-16-23 Green Oak Township, Text Amendment, Article 8 Tree and Woodlands Protection Ordinance
8. Old Business
9. New Business
 - A. Capital Improvement Plan Review Committee - PC Member Representative by Vote.
 - B. New PC appointment: Margaret Burkholder start at April meeting.
10. Reports
11. Commissioners Heard and Call to the Public
12. Adjournment

Department Information

Administration Building
304 E. Grand River Avenue
Suite 206
Howell, MI 48843-2323

•
(517) 546-7555
Fax (517) 552-2347
•

Web Site
co.livingston.mi.us

LIVINGSTON COUNTY PLANNING COMMISSION MEETING
Wednesday, February 15, 2023
Meeting Agenda
Page 2

Via Zoom (on-line

meetings): <https://zoom.us/j/3997000062?pwd=SUdLYVFFcmozWnFxbm0vcHRjWkVlZz09>

Via the Zoom app

Join a meeting, with meeting number: **399 700 0062**

Enter the password: **LCBOC** (ensure there are no spaces before or after the password)

Meeting ID: **399 700 0062**

Password: **886752**

Meeting recordings may be made using a personal computer or laptop, after requesting ability from the meeting host.



Livingston County Department of Planning

MEMORANDUM

Scott Barb
AICP, PEM
Director

Robert A. Stanford
AICP, PEM
Principal Planner

TO: Livingston County Planning Commissioners and the
Conway Township Board of Trustees

FROM: Robert Stanford, Principal Planner

DATE: March 3, 2023

SUBJECT: **Z-14-23 Amendments to Zoning Ordinance Article**

Article 6: General and Supplemental Regulations

Section 6.27: *An ordinance to impose a moratorium on the issuance of permits, licenses, or approvals for, or for any construction of, commercial wind and solar energy projects and to repeal sections of the township zoning ordinance pertaining to "wind energy" and "solar energy collectors"*

The Conway Township Planning Commission has proposed the above-referenced zoning amendment and request (by resolution) of the Conway Township Board of Trustees to impose a moratorium on the issuance of permits, licenses, or approvals for, or for any construction of, commercial wind and commercial solar energy projects and to repeal sections of the township zoning ordinance pertaining to "wind energy" and "solar energy collectors".

Proposed additions to existing text are noted in red underline, deletions in ~~strikethrough~~.

Department Information

Administration Building
304 E. Grand River Avenue
Suite 206
Howell, MI 48843-2323

•
(517) 546-7555
Fax (517) 552-2347

•
Web Site
www.livgov.com/plan

BACKGROUND. a general law ordinance was passed by the Township Board on March 15, 2022, for an initial period of 180 days which was able to be extended by Resolution (**See Exhibits C-1 and C-2** at the end of this review). The Board extended the moratorium once by resolution from September 11, 2022, to March 10, 2023, at its meeting on August 16, 2022 (**See Exhibit D** at the end of this review). Another resolution to extend this general law ordinance moratorium was prepared in January 2023, but the Board has not considered that, considering this currently proposed moratorium amendment to the Zoning Ordinance.

ITEM 1 – EXHIBIT A. The Township proposes an ordinance to impose a moratorium on the issuance of permits, licenses, or approvals for, or for any construction of, commercial wind and solar energy projects and to repeal sections of the township zoning ordinance pertaining to "wind energy" and "solar energy collectors", and reads as follows:



EXHIBIT A

CONWAY TOWNSHIP TOWNSHIP BOARD

ORDINANCE NO. 2023-01

AN ORDINANCE TO IMPOSE A MORATORIUM ON THE ISSUANCE OF PERMITS, LICENSES, OR APPROVALS FOR, OR FOR ANY CONSTRUCTION OF, COMMERCIAL WIND AND COMMERCIAL SOLAR ENERGY PROJECTS AND TO REPEAL SECTIONS OF THE TOWNSHIP ZONING ORDINANCE PERTAINING TO "WIND ENERGY" AND "SOLAR ENERGY COLLECTORS"

CONWAY TOWNSHIP ORDAINS:

Section 1. Addition of Section 6.27 to Township Zoning Ordinance. New Section 6.27 is added to the Township Zoning Ordinance and reads as follows:

Section 6.27 Moratorium on Commercial Wind and Commercial Solar Projects and Repeal of Sections of the Township Zoning Ordinance Pertaining to "Solar Farms" and "Solar Energy Systems"

- A: Definition.** A "Commercial Wind" and "Commercial Solar Energy Project" are utility-scale commercial facilities that convert energy into electricity, whether by wind, photovoltaics (PV) or various experimental wind or solar technologies, for the primary purpose of wholesale or retail commercial sales of generated electricity.
- B. Purpose and Findings.** The purpose of this moratorium is to provide sufficient time for the Conway Township Planning Commission and Township Board to fully and thoughtfully explore, analyze, research, and make informed decisions regarding Commercial Wind and Commercial Solar Energy Projects. In support of this Ordinance, the Conway Township Planning Commission and Township Board have determined the following:
1. The integration of Commercial Wind and Commercial Solar Energy Projects within the Township's existing land uses requires suitable regulations and controls to ensure compliance with the Township's Master Plan and for the protection for the health, safety and welfare of all of the Township's residents.
 2. The Township wishes to consider whether amendments to its Zoning Ordinance to regulate the establishment and use of Commercial Wind and Commercial Solar Energy Projects are necessary in order to better protect the public health, safety, and welfare of Township residents.
 3. Imposing a moratorium, on a limited temporary basis, is reasonable and necessary in order to allow the Township time and space to fully and thoughtfully explore, analyze, research and develop any proposed zoning amendments regarding potential amendments to the Township's Zoning Ordinance applicable to Commercial Wind and Commercial Solar Energy Projects.
 4. A moratorium should be imposed upon the issuance of any and all permits, licenses, and



approvals for any property in the Township for the establishment and use of Commercial Wind and Commercial Solar Energy Projects for 12 months, subject to further extension by resolution adopted by the Township Board.

5. Any and all sections of the Township Zoning Ordinance pertaining to “wind energy” and “solar energy collectors” should be repealed, including Section 6.24, Section 6.26, Section 7.02(A)(13), Section 7.03(A)(18), Section 7.03(A)(20), Section 7.03(A)(21), Section 8.02(A)(13), Section 8.03(A)(11), Section 8.03(A)(12), Section 10.02(A)(15), Section 10.03(A)(8), Section 10.03(A)(9), Section 10.03(A)(10), Section 11.02(C)(F), Section 11.03(A)(7), Section 11.03(A)(8), Section 11.03(A)(9), and the definition of “Solar Energy Collector” in Article 2.

C: Moratorium. A moratorium is hereby imposed upon the issuance of any and all permits, licenses, or approvals for any property in the Township for the establishment and use of Commercial Wind and Commercial Solar Energy Projects, so long as this Ordinance is in effect.

D. Term of Moratorium; Renewal. The moratorium imposed by this Ordinance remains in effect for 12 months following the effective date of this Ordinance. Before this moratorium expires, the Township Board may, by resolution, extend the moratorium for up to 12 additional months, if in its judgment the Township Board determines additional time is necessary. If an extension is adopted, the Township will publish notice of the resolution of extension.

Section 2. Validity and Severability.

Should any portion of this Ordinance be found invalid for any reason, such holding will not affect the validity of the remaining portions of this Ordinance.

Section 3. Repealer.

Any ordinances or parts of ordinances in conflict with this Ordinance are hereby repealed only to the extent necessary to give this Ordinance full force and effect. Specifically but without limitation, the following sections of the Township Zoning Ordinance pertaining to “wind energy” and “solar energy collectors” are hereby repealed while the moratorium remains in effect: Section 6.24, Section 6.26, Section 7.02(A)(13), Section 7.03(A)(18), Section 7.03(A)(20), Section 7.03(A)(21), Section 8.02(A)(13), Section 8.03(A)(11), Section 8.03(A)(12), Section 10.02(A)(15), Section 10.03(A)(8), Section 10.03(A)(9), Section 10.03(A)(10), Section 11.02(C)(F), Section 11.03(A)(7), Section 11.03(A)(8), Section 11.03(A)(9), and the definition of “Solar Energy Collector” in Article 2.

Section 4. EFFECTIVE DATE.

This Ordinance shall take effect seven (7) days after publication of a notice of adoption as provided by law.



ITEM 2 – EXHIBIT B. The Township Planning Commission has initiated this course of action with the following Resolution, which formulates the basis for the action.

EXHIBIT B

CONWAY TOWNSHIP PLANNING COMMISSION

RESOLUTION TO RECOMMEND TO TOWNSHIP BOARD ADOPTION OF AN ORDINANCE TO IMPOSE A MORATORIUM ON THE ISSUANCE OF PERMITS, LICENSES, OR APPROVALS FOR, OR FOR ANY CONSTRUCTION OF, COMMERCIAL WIND AND SOLAR ENERGY PROJECTS AND TO REPEAL SECTIONS OF THE TOWNSHIP ZONING ORDINANCE PERTAINING TO “WIND ENERGY” AND “SOLAR ENERGY COLLECTORS”

At a meeting of the Planning Commission for the Township of Conway, Livingston County, Michigan, held on the 13th day of February, 2023, at 7:00 p.m.

PRESENT: Planning Commissioners, Lucas Curd, Jeff Klein, Shawn Morrison, Kayla Poissant, Meghan Swain-Kuch, David Whitt and Ex-Officio Member George Pushies.

ABSENT: There were zero (0) absent voting members.

The following preamble and resolution were offered by Ex-Officio Member, George Pushies and seconded by Planning Commissioner, Shawn Morrison.

WHEREAS, Public Act 110 of 2006, MCL 125.3101 *et seq.*, as amended, authorizes a township board to adopt and amend zoning ordinances that regulate the use of land and structures within its zoning jurisdiction to meet the needs for food, fiber, energy, and other natural resources, places of residence, recreation, industry, trade, service, and other uses of land, to ensure that use of the land is situated in appropriate locations and relationships, to limit the inappropriate overcrowding of land and congestion of population, transportation systems, and other public facilities, to facilitate adequate and efficient provision for transportation systems, sewage disposal, water, energy, education, recreation, and other public service and facility requirements, and to promote public health, safety, and welfare; and

WHEREAS, the Planning Commission wishes to consider recommending regulations applicable to Commercial Wind and Commercial Solar Energy Projects in the Township; and

WHEREAS, the Planning Commission finds that it is necessary and reasonable for the Township Board to establish a temporary moratorium upon the issuance of any and all permits,



licenses, and approvals for any property in the Township for the establishment and use of Commercial Wind and Commercial Solar Energy Projects for a period of 12 months, with the ability to extend said moratorium for up to an additional 12 months by the adoption of a resolution for extension by the Township Board; and

WHEREAS, the Planning Commission finds that adopting such a moratorium is in the best interest of the public health, safety, and welfare to ensure that the Planning Commission and the Township Board have sufficient time and space during which to thoughtfully consider such regulations without the added pressure of pending applications or proposed developments involving Commercial Wind and Commercial Solar Energy Projects; and

NOW, THEREFORE, the Planning Commission of the Township of Conway resolves as follows:

1. The Planning Commission recommends that the Township Board adopt Ordinance No. 2023-01, An Ordinance To Impose A Moratorium On The Issuance Of Permits, Licenses, Or Approvals For, Or For Any Construction Of, Commercial Wind And Commercial Solar Energy Projects And To Repeal Sections Of The Township Zoning Ordinance Pertaining To "Wind Energy" And "Solar Energy Collectors" (the "Ordinance," attached as **Exhibit A**).

2. The Planning Commission shall forward this Resolution and the Ordinance, along with the minutes of the public hearing, to the Livingston County Planning Commission for review and recommendation and to the Township Board for consideration.

3. A copy of the Ordinance shall be available for examination at the office of the Clerk, and copies may be provided for a reasonable charge.

4. Resolutions that conflict with this Resolution are repealed but only to the extent necessary to give this Resolution full force and effect.

A vote on the above Resolution was taken and was as follows:



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ADOPTED:

YEAS: Seven (7)

NAYS: Zero (0)

STATE OF MICHIGAN)
) ss.
COUNTY OF LIVINGSTON)

I, the undersigned, the duly qualified and acting Planning Commission Secretary of the Township of Conway, Michigan, CERTIFY that the foregoing is a true and complete copy of certain proceedings taken by the Planning Commission of said Township at a meeting held on the 13th day of February, 2023.


Kayla Poissant, Planning Commission Secretary

Staff Comments: Staff understands the Township's desire to make sure the development and implementation of the set of regulations pertaining to commercial wind and solar energy projects are prepared to the best of its ability.

Staff would caution the township to limit the length of this proposed moratorium to the absolute least amount of time necessary to properly undergo its desired reexamination of the subject matter and the subsequent redevelopment of utility-scale wind and solar energy land use regulations.

Adopting a moratorium is not without legal risk. A local government must do so with caution and ensure that the municipal attorney is directly involved. In Conway Township's case, Staff understands that Township legal counsel is fully engaged with the township and providing guidance through this current administrative policy and regulatory ordinance development process.

The following excerpt is taken from a Michigan State University Extension article entitled: "A zoning moratorium should only be done with caution"². It provides a great explanation for the need for a local municipality to exercise caution when determining to utilize a moratorium.

²(Source: "A zoning moratorium should only be done with caution" written by Brad Neumann, Michigan State University Extension, April 08, 2020, found online at: https://www.canr.msu.edu/news/zoning_moratoriums_should_only_be_done_with_caution)



Local units of government sometimes adopt moratoria to prevent anyone from developing or building something until regulations concerning the activity are developed and adopted. This has occurred in Michigan with medical marijuana dispensaries, signs and billboards, scrapyards, and wind and solar energy generation systems, to name a few.

The problem in Michigan is that there is no statutory authority for a local government to adopt a moratorium in the first place. This is a problem because there is no specific procedure or process for enacting a moratorium – leading to questions about how it is done.

While courts have not struck down moratoria in Michigan, there is no appellate court that has upheld a moratorium in Michigan for longer than six months. Moratoria are supposed to be short, tied to a direct threat to the public health, safety, and general welfare, given a specific start and end date, and then removed at the end of that date.

The serious and important point is that a local government should never enact a moratorium without the direct involvement of the government's corporate attorney, who should be experienced in municipal and land use law. This is particularly important because there may be question over the government's authority to do so. There may also be question on how it is done. Normally, one would find such direction in enabling legislation, but this is lacking in Michigan. Therefore, it is important that a moratorium is enacted in a way that the attorney is comfortable with because he or she will be the one to stand to defend the local government if challenged.

Under the doctrine of legislative equivalency, an ordinance can only be amended/suspended by another ordinance, meaning a moratorium can only be enacted by adoption of an ordinance.

It is important that the text of the moratorium ordinance include specific content on:

- The narrow subject to which the moratorium applies.*
- An explanation as to how the moratorium is addressing a direct and immediate threat to public health, safety, and general welfare.*
- Findings of fact that support the public health, safety, and welfare threat.*
- A specific starting date.*
- A specific ending date.*
- Anything else the local government's attorney believes is important to convey.*

For some recent historical context that is relevant as to the consideration of this particular moratorium, in **County Case Z-06-23 (January 2023)**, in a very similar wind energy and solar energy collector moratorium ordinance and resolution proposed Cohocton Township, the Livingston County Planning Commission recommended **Take No Action, Encourage Further Review**. There were several reasons given by the Commission for this recommendation. This decision was preceded by the County Planning Commission providing a **Take No Action, Encourage Further Review** recommendation regarding Cohoctah Township's proposed



utility scale solar energy systems ordinance (County Case Z-37-22 – November 2022).

County Planning Staff certainly encourages the township to continue its review, research, and pursuit of developing a final zoning ordinance that regulates utility-scale wind and solar energy facilities. However, doing so within the context of extending a previous, or implementing a new lengthy moratorium presents some serious concern. The current moratorium proposal being done in conjunction with the repeal of all solar related language throughout the zoning ordinance principally leaves the Township temporarily without a solar ordinance to regulate with.

In addition, the township has essentially been operating under a moratorium established by the Township Board since March 2022 for development of their solar ordinance, which was extended by the Township Board as of August 2022, to run from September 11, 2022, through March 10, 2023 (See Exhibits C-1, C-2, and D at the end of this review). It also does have both a wind energy ordinance (Section 6.24) and a solar energy collectors ordinance (Section 6.26i) currently in place. As previously mentioned above, these ordinances will be repealed in their entirety with passage of this proposed moratorium.

County Planning Staff also recognizes the township has retained additional new legal counsel in its efforts to reassess the current situation and move forward in this planning process under their guidance which may necessitate an additional previously unforeseen time commitment in order to effectively and efficiently develop a set of guidelines regulating utility-scale solar that best addresses the health, safety and well-being of the residents of the community and which best serves the community as a whole.

Therefore, it is recommended that the township continue to remain diligent in finding a well-conceived and reasonable final resolution to this land use issue as expeditiously as possible, including repeal of regulations as proposed with this proposed amendment should the township feel so compelled, relying on the advice of its assembled legal team as it progresses through this new course of action.

For consistency's sake, Staff would recommend that these steps be taken without implementation of a further moratorium by the township as proposed by the amendments. This recommendation follows precedent set in similar recent solar moratoriums and ordinance repeals reviewed recommended on by the County Planning Commission. Ultimately it will be the responsibility of the township and its legal counsel to defend this action, therefore Staff would recommend that the County remain neutral in its decision regarding this moratorium. County Planning Staff encourage and fully supports the township in its on-going pursuit and completion of a full and final wind and solar energy ordinance in the very near future and welcomes any request by the township for further assistance by County Planning Staff in this endeavor.

Township Recommendation: Approval. The Conway Township Planning Commission recommended Approval of this zoning amendment at its February 13, 2023. There were several public comments noted in the minutes.

Staff Recommendation: Take No Action, Encourage Further Review. For consistency's sake with prior decisions made by the County Planning Commission, Staff would recommend that the proposed repeal be taken without implementation of a further moratorium by the township as proposed by the amendment. This recommendation follows recent precedent set in similar solar moratoriums and ordinance repeals reviewed recommended on by the County Planning



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Commission. Ultimately it will be the responsibility of the township and its legal counsel to defend this action, therefore Staff would recommend that the County remain neutral in its decision regarding this moratorium action. County Planning Staff encourages and fully supports the township in its on-going pursuit and completion of a full and final wind and solar energy ordinance in the very near future and welcomes any request by the township for further assistance by County Planning Staff in this endeavor.



EXHIBIT C-1

RESOLUTION TO ADOPT AN ORDINANCE PLACING A TEMPORARY MORATORIUM ON COMMERCIAL SOLAR ENERGY SYSTEMS

Resolution No. 220315-10

CONWAY TOWNSHIP

WHEREAS, reportedly several Township owners of large acreage parcels have been contacted as to the proposed lease, grant of easement or purchase of lands for the creation of commercial solar energy systems on a large scale throughout the Township and this has resulted in a number of inquiries, questions, comments and concerns being expressed to the Township;

WHEREAS, some property owners of the Township are experiencing development pressure and receiving proposals from developers with regard to the location and development of commercial solar energy systems;

WHEREAS, the Conway Township Zoning Ordinance contains certain minimum standards for commercial solar energy systems pursuant to Section 6.26(F);

WHEREAS, the Conway Township Board and Planning Commission, with input from the Township planning consultant and attorney, have determined the current standards and requirements do not sufficiently or adequately address large scale commercial solar energy systems of the magnitude currently being proposed to property owners throughout the Township, including amassing farmland of potentially hundreds of acres, with dozens or more parcels located in Conway and neighboring townships, for development of such energy systems;

WHEREAS, in particular, the Township wishes to reconsider and add provisions relating to commercial solar energy systems to:

1. Address the potential magnitude of and appropriate zoning districts for larger scale commercial solar energy systems.
2. Ensure adequate on-going property maintenance once construction is completed.
3. Mitigate impacts on adjacent property owners and residents in the areas of noise, drainage, interference, light reflection, visibility, and wildlife friendly fencing that still complies with federal standards.
4. Consider the issues of PA 116, agricultural exemptions, concurrent agriculture uses, decommissions and repairs, appropriate bonds and escrows, and a complaint process for residents.

WHEREAS, it is intended that the Planning Commission will review and recommend to the Township Board certain revisions and amendments to the Township Zoning Ordinance which it feels are necessary in order to best protect the health, safety and general welfare of the residents and property owners of the Township and as such, the Township Board wishes to enact a moratorium for a period not to exceed 180 days to allow them to do so;



WHEREAS, the Township Board hereby finds and determines as follows:

1. An urgent situation exists such that a temporary emergency moratorium is necessary in order to protect the public health, safety, and general welfare of the property owners and residents of the Township.
2. Such a moratorium advances a legitimate public interest, that being the protection of adjacent uses and the Township as a whole, protection and sanctity of the Master Plan and the Conway Township Zoning Ordinance as the current regulations do not afford the protection needed to ensure that the residents and property owners of Conway Township are not adversely affected.
3. The moratorium is being entered into in good faith, with an expectation of diligence and swift action to address the need.
4. The moratorium will not deprive any property owner of the reasonable use of their property for an unreasonable time.
5. Rather, the moratorium is being established for the protection of the Township and its residents and property owners only until such time as a draft Zoning Ordinance amendment can be prepared and completed, a public hearing can be conducted and Zoning Ordinance amendment adopted;

WHEREAS, the Conway Township Board deems it necessary to adopt an ordinance placing a moratorium on the establishment and development of new commercial solar energy systems for a period of 180 days from the effective date of the Ordinance, unless sooner terminated by the Board, in order to permit the planning process to take place and to allow the Planning Commission and the Township Board sufficient time to make any necessary changes and modifications to the existing Township Zoning Ordinance regarding these commercial systems;

WHEREAS, the moratorium is not intended to apply to requests for other solar energy collectors permitted by Section 6.26 of the Conway Township Zoning Ordinance as those uses are typically residential or of a smaller scale such as not to pose a danger to the public health, safety, and general welfare of the property owners and residents of the Township;

WHEREAS, the Board has reviewed and wishes to adopt a general law ordinance entitled *Ordinance to Place a Temporary Moratorium on Commercial Solar Energy Systems* to be numbered and known as General Law Ordinance 27, and to temporarily suspend the Township's Policy calling for a public hearing before adoption of a general law ordinance, which is not required by statute, given the emergent situation and need; and

WHEREAS, authority is provided to the Board to establish such an ordinance pursuant to MCL 41.181;

NOW, THEREFORE, BE IT RESOLVED that:

1. The Board hereby enacts the Ordinance to Place a Temporary Moratorium on Commercial Solar Energy Systems which shall be known as General Law Ordinance No. 27, as presented.



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2. The administrative policy calling for a public hearing prior to enactment of a general law ordinance is temporarily suspended as to this proposed ordinance.
3. All other ordinances, policies, and procedures that are in conflict are hereby repealed.

The foregoing resolution offered by Board Member St. Charles
Second offered by Board Member D. Grubb

Upon roll call vote the board members voted as follows:

Grubb, B: yes
Whitt: yes
Grubb, D: yes
Pushies: yes
St. Charles: yes

The Supervisor declared the resolution adopted by the Conway Township Board at a regular meeting held on March 15, 2022.


Elizabeth Whitt, Clerk



EXHIBIT C-2

ORDINANCE TO PLACE A TEMPORARY MORATORIUM ON COMMERCIAL SOLAR ENERGY SYSTEMS

CONWAY TOWNSHIP LIVINGSTON COUNTY, MICHIGAN Ordinance No. 27

An ordinance to impose a temporary moratorium on all applications and approvals for commercial solar energy systems in Conway Township, in order to allow the Township to institute appropriate and comprehensive regulations of these operations to protect the health, safety, and welfare of the residents of Conway Township.

Section 1: Findings. The findings supporting this Ordinance have been set forth in detail in the authorizing resolution.

Section 2: Moratorium. There is hereby imposed a temporary moratorium upon the acceptance of applications and the issuance of all permits and approvals for the operation of commercial solar energy systems, also known as solar farms, within the Township, including but not limited to those requests in accordance with Section 6.26(F) of the Conway Township Zoning Ordinance. The term "commercial solar energy system" shall be as defined in Article 2 of the Conway Township Zoning Ordinance.

Section 3: Exceptions to Moratorium. The moratorium imposed under this Ordinance shall not apply to requests for other solar energy collectors permitted by Sections 6.26 of the Conway Township Zoning Ordinance.

Section 4: Term of Moratorium. The moratorium imposed hereunder shall expire upon the earlier of (a) 180 days from the effective date of this Ordinance, unless extended by Township Board resolution; or (b) the effective date of any amendments to the Conway Township Zoning Ordinance addressing this matter.

Section 5: Severability. The provisions of this Ordinance are hereby declared to be severable and if any clause, sentence, work, section or provision is declared void or unenforceable for any reason, by any court of competent jurisdiction, it shall not affect any portion of the ordinance other than said part or portion thereof.

Section 6: Effective Date. This Ordinance shall take effect the day following publication. All ordinances or parts of ordinances in conflict with this Ordinance are hereby repealed.

CERTIFICATION

I hereby declare the above is a true copy of an ordinance adopted by the Conway Township Board at a regular meeting held on March 15, 2022, at the Conway Township Hall, pursuant to the required statutory procedures.

Respectfully submitted,

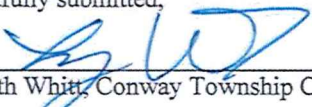

Elizabeth Whitt, Conway Township Clerk



EXHIBIT D

RESOLUTION TO EXTEND THE TERM OF THE MORATORIUM ON COMMERCIAL SOLAR ENERGY SYSTEMS

Resolution No. 220816-03

CONWAY TOWNSHIP

WHEREAS, the Township approved General Law Ordinance No. 27, known as an Ordinance To Place A Temporary Moratorium On Commercial Solar Energy Systems ("Ordinance"), on March 15, 2022;

WHEREAS, the Ordinance places a temporary moratorium on the acceptance of applications and issuance of permits and approvals for the operation of solar farms in accordance with Zoning Ordinance Section 6.26(F) within the Township for a period of 180 days, which period is set to expire on September 11, 2022;

WHEREAS, the Township has made and continues to make diligent efforts during the temporary moratorium towards amending its zoning ordinance regulations relating to solar farms, also known as solar energy systems, including discussions with its planning consultants, outside solar consultants, neighboring townships and their consultants, and the Township attorney, but it has become clear that additional time is needed to complete their efforts;

WHEREAS, the Ordinance provides the Board may extend the temporary moratorium by resolution;

WHEREAS, the Board does wish to extend the temporary moratorium through March 10, 2023, to allow the Township Planning Commission and Board additional time to amend the zoning ordinance;

NOW, THEREFORE, BE IT RESOLVED that:

1. The Board hereby extends the term of the temporary moratorium relating to solar farms established by the Ordinance to Place a Temporary Moratorium On Solar Farms, General Law Ordinance No. 27, from September 11, 2022, through March 10, 2023.
2. All other ordinances, policies, and procedures that are in conflict are hereby repealed

The foregoing resolution offered by Board Member Whitt.
Second offered by Board Member Pushies.

Upon roll call vote the board members voted as follows:

Grubb, D: yes
Pushies, G: yes
Hohenstein, R: yes
Grubb, B: yes
Whitt, E: yes

The Supervisor declared the resolution adopted by the Conway Township Board at a regular meeting held on August 16, 2022.


Elizabeth Whitt, Clerk

LIVINGSTON COUNTY PLANNING COMMISSION MEETING MINUTES

March 15, 2023

6:30 p.m.

Hybrid In-Person and Virtual Zoom Meeting

Zoom Virtual Meeting Room Meeting ID: 399-700-0062 / Password: LCBOC
<https://zoom.us/j/3997000062?pwd=SUdLYVFFcmozWnFxbm0vcHRjWkVIZz09>

PLANNING COMMISSION	
COMMISSIONERS PRESENT:	BILL ANDERSON MATT IKLE DENNIS BOWDOIN BILL CALL PAUL FUNK
COMMISSIONERS ABSENT:	JASON SCHROCK BRIAN PROKUDA
STAFF PRESENT:	SCOTT BARB ROB STANFORD
OTHERS PRESENT:	TROY LANGER - HARTLAND TOWNSHIP PLANNER NUMEROUS AUDIENCE (REFER TO SIGN IN SHEET) BRUCE POWELLSON - MARION TOWNSHIP PLANNING COMMISSION

1. **CALL TO ORDER:** Meeting was called to order by Planning Commissioner Anderson at 6:30 PM.
2. **PLEDGE OF ALLEGIANCE TO THE FLAG**
3. **ROLL AND INTRODUCTION OF GUESTS:** None.
4. **APPROVAL OF AGENDA**

Commissioner Action: IT WAS MOVED BY COMMISSIONER CALL TO APPROVE THE AGENDA, DATED MARCH 15, 2023, SECONDED BY COMMISSIONER IKLE.

All in favor, motion passed 5-0.

5. **APPROVAL OF PLANNING COMMISSION MEETING MINUTES**

Commissioner Action: IT WAS MOVED BY COMMISSIONER IKLE TO APPROVE THE MINUTES, DATED FEBRUARY 15, 2023, SECONDED BY COMMISSIONER BOWDOIN.

All in favor, motion passed 5-0.

6. **CALL TO THE PUBLIC:** Steve Smith, Robb Road, Conway Township -Thanked Commissioner Prokuda for his comments at the last meeting regarding the need for underground lines to be buried and for solar developers to be regulated as utilities.

7. ZONING REVIEWS:

A. Z-12-23 HARTLAND TOWNSHIP, REZONING, CA CONSERVATION AGRICULTURE DISTRICT TO LI LIGHT INDUSTRIAL DISTRICT IN SECTION 33.

Current Zoning: CA Conservation Agriculture

Proposed Zoning: LI Light Industrial
Section 33

Township Master Plan:

The Hartland Township Future Land Use Map (September 2015) designates the subject site as Medium Urban Density Residential. The Medium Urban Density Residential designation is intended to preserve the established character of the identified areas while permitting new development that is consistent with the established density. It is intended as a transitional use between high intensity and lower intensity uses. In the Medium Urban Density Residential area, land can be developed at a density of approximately one (1) acre per every two (2) to three (3) dwelling units. Lot sizes would be 8,000 to 20,000 square feet per dwelling.

County Comprehensive Plan:

The 2018 Livingston County Master Plan does not direct future land use patterns, or development within Livingston County. Alternatively, it offers a county-wide land use perspective when reviewing potential rezoning amendments. The Land Use & Growth Management chapter of the plan includes decision-making recommendations regarding potential land use conflicts and promoting good land governance.

Township Planning Commission Recommendation: Disapproval. The Hartland Township Planning Commission recommended disapproval at the February 9, 2023, public hearing on the proposed rezoning. Minutes from the public hearing were not available for review at the time of this report preparation.

Staff Recommendation: Disapproval. The proposed rezoning does not comply with the overall goals and policies of the Hartland Township Comprehensive Plan and a deviation from the Hartland Township Future Land Use Map is not advisable for the proposed rezoning from CA (Conservation Agricultural) to LI (Light Industrial) at this location within the Township.

Commission Discussion: Commissioner Funk had concerns about not receiving the minutes for this case from the township in time for commissioners to make a good decision on the case. He asked if the property owner did not want to be identified, and that this looks nebulous. Not having the meeting minutes doesn't tell the enough about the case to make a good decision. Commissioner Call stated that its crystal clear what's going on. Also, the timing of meetings between the township and the county and the associated differing deadlines between the planning commissions of the two entities to make decisions on the case may affect the availability of minutes to be forwarded to the county planning commission. Commissioner Ikle agreed with Commissioner Call's comments and with the township planning commission and county staff recommendation for this case.

Public Comment: Michelle Shippy, Hartland Township resident, spoke against the proposed rezoning and stressed the importance of not allowing industrial development to spread into the sensitive residential areas near Bergin Road.

Commission Action:

Commissioner Action: IT WAS MOVED BY COMMISSIONER CALL TO RECOMMEND DISAPPROVAL, SECONDED BY COMMISSIONER IKLE.

Motion passed: 5-0

B. Z-13-23 PUTNAM TOWNSHIP, REZONING, AO AGRICULTURAL RESIDENTIAL TO RS-2 SINGLE FAMILY RESIDENTIAL, SECTION 12.

Current Zoning: AO Agricultural Residential
Proposed Zoning: RS-2 Single Family Residential
Section 12

Township Master Plan: The Putnam Township Future Land Use Map designates the subject parcel as Low Density Residential (3 to <5 acres). The Township Master Plan states the following regarding the Rural Preservation future land use classification:

The LDR classification accommodates single-family development at relatively low to moderate suburban densities in areas located near existing residential development and the Village of Pinckney. These are semi-rural areas not significantly affected by environmental constraints, and on-site sanitary sewer service and water may be readily accommodated. LDR development patterns respond to and help preserve rural visual character by maintaining adequate setbacks and by minimizing the number of lots that directly front onto existing public streets and roads. Where no other options are available, homes must front onto existing streets.

The proposed zoning designation of RS-2 directly corresponds to the Township Future Land Use Map that establishes Low Density Residential (3 to <5 acres) for this area. This area lends itself to the preservation of rural character with parcels ranging in size from 3 to 10 acres and will parallel both the Township Master Plan and the Township Zoning Ordinance.

Township Planning Commission Recommendation: Approval. The proposed rezoning was approved at the February 8, 2023, public hearing. There were no major comments indicated in the draft meeting minutes of the February 8, 2023, public hearing on the proposed rezoning.

Staff Recommendation: Approval. The proposed rezoning from AO (Agricultural Open Space) to RS-2 (3-acre minimum) is compatible with both the Putnam Township Master Plan and the Livingston County Master Plan.

Commission Discussion: None.

Public Comment: None.

Commission Action:

Commissioner Action: IT WAS MOVED BY COMMISSIONER IKLE TO RECOMMEND APPROVAL, SECONDED BY COMMISSIONER FUNK.

Motion passed: 5-0

C. Z-14-23 CONWAY TOWNSHIP, TEXT AMENDMENT TO THE ZONING ORDINANCE: ARTICLE 6 GENERAL AND SUPPLEMENTAL REGULATIONS, SECTION 6.27 AN ORDINANCE TO IMPOSE A MORATORIUM ON THE ISSUANCE OF PERMITS, LICENSES, OR APPROVALS FOR, OR FOR ANY CONSTRUCTION OF, COMMERCIAL WIND AND SOLAR ENERGY PROJECTS AND TO REPEAL SECTIONS OF THE TOWNSHIP ZONING ORDINANCE PERTAINING TO "WIND ENERGY" AND "SOLAR ENERGY COLLECTORS".

The Conway Township Planning Commission has proposed the above-referenced zoning amendment and request (by resolution) of the Conway Township Board of Trustees to impose a moratorium on the issuance of permits, licenses, or approvals for, or for any construction of, commercial wind and commercial solar energy projects and to repeal sections of the township zoning ordinance pertaining to "wind energy" and "solar energy collectors".

Township Planning Commission Recommendation: Approval. The Conway Township Planning Commission recommended Approval of this zoning amendment at its February 13, 2023. There were several public comments noted in the minutes.

Staff Recommendation: Take No Action, Encourage Further Review. For consistency's sake with prior decisions made by the County Planning Commission, Staff would recommend that the proposed repeal be taken without implementation of a further moratorium by the township as proposed by the amendment. This recommendation follows recent precedent set in similar solar moratoriums and ordinance repeals reviewed recommended on by the County Planning Commission. Ultimately it will be the responsibility of the township and its legal counsel to defend this action, therefore Staff would recommend that the County remain neutral in its decision regarding this moratorium action. County Planning Staff encourages and fully supports the township in its on-going pursuit and completion of a full and final wind and solar energy ordinance in the very near future and welcomes any request by the township for further assistance by County Planning Staff in this endeavor.

Commission Discussion: Commissioner Bowdoin agrees with the staff recommendation and stated he didn't think the moratorium was a good idea and thought that the county planning commission should take a neutral stand at this point. He also stated he doesn't like the township being without an ordinance. Commissioner Call questioned the purpose of another long moratorium. Commissioner Funk stated that communities are working hard to gain momentum on solar and is in favor of a neutral stance at this time. Principal Planner Stanford introduced the standards for local government regarding solar. Commissioner Ikle addressed the audience and discussed the importance of good planning and the need to look well-forward into the future when doing so. Commissioner Funk concurred with Commissioner Ikle and stated the importance of good planning for the townships. Commissioner Call stated he highly regards good planning, legal counsel, and proper avenues of getting things done. Commissioner Funk stated he favors the composite approach (township board, planning commission, planners, legal counsel, and residents) versus just going with the township board in planning decision making processes. Planning Chair Anderson read an email message received from Kelly Ralko to Commissioner Bowdoin on March 15, 2023 and which was forwarded to county planning, regarding the township board taking over the task of developing the township wind energy ordinance going forward, without the planning commission being involved. There was general concern and much discussion by all county commissioners with this action. Commissioner Ikle stated he agreed with Commissioner Bowdoin in that this is a case of being reactive instead of being proactive. Commissioner Funk stated he agreed with the recommendation and that its important for planning to look beyond the immediate. Also, good, and proper planning utilizes a combination of local residential action and support, public work sessions, and planning as a collective. Commissioner Call stated he knows Attorney Mike Homier having worked with him on a few key projects when he was Zoning Administrator in Handy Township (Gas Plant), and that Mr. Homier is a good, solid attorney and he can certainly help townships with the solar issue. He stressed that not having an ordinance in place is not acceptable and that townships need to get this done. Conway Township's Board must get this done soon. Attorney Homier can help.

Public Comment: Steve Smith – Robb Road, Conway Township, spoke about the issue of solar and his concerns about the poor planning involved when the prior draft ordinance was constructed. He submitted written comments to the case file. Sara Porter – Conway Township, read her statement on record and it was placed into the case file. Mike Brown – Sober Road, Conway Township, has concerns about the soils and how the potential pollution from the solar panels will affect local farmland. Rob Porter – Conway Township, stated that the township meetings are highly toxic with the solar discussion. Bruce Powellson, Marion Township – stated that each member of the local township planning commission a piece of the action concerning solar energy ordinance development.

Commission Action:

Commissioner Action: IT WAS MOVED BY COMMISSIONER IKLE TO RECOMMEND NO ACTION, ENCOURAGE FURTHER REVIEW. SECONDED BY COMMISSIONER CALL.

Motion passed: 5-0

D. Z-15-23 DEERFIELD TOWNSHIP, TEXT AMENDMENT, ARTICLE 10 ZONING DISTRICTS AND MAP; ARTICLE 19 GENERAL PROVISIONS; ARTICLE 20 ACCESS, PRIVATE ROADS, AND SHARED DRIVEWAYS.

The Deerfield Township Planning Commission is proposing to amend the Township Zoning Ordinance by modifying language pertaining to nonconforming lots, shared driveways, and outdoor storage.

Township Recommendation: Approval. There were no comments from the public at the February 16, 2023, public hearing on the proposed amendments to the Ordinance.

Staff Recommendation: Approval. The proposed amendments to the Deerfield Township Zoning Ordinance are appropriate and will reinforce existing ordinance language.

Commission Discussion: Commissioner Funk asked for clarification regarding Section 20.04(G). Commissioner Ikle inquired about assignment of tax IDs.

Public Comment: None.

Commission Action:

Commissioner Action: IT WAS MOVED BY COMMISSIONER FUNK TO RECOMMEND APPROVAL, SECONDED BY COMMISSIONER IKLE.

Motion passed: 5-0

E. Z-16-23 GREEN OAK CHARTER TOWNSHIP, TEXT AMENDMENT, ARTICLE VIII. ENVIRONMENTAL PERFORMANCE STANDARDS, SECTION 38-363 TREE AND WOODLANDS PROTECTION AND PROTECTION.

The Green Oak Charter Township proposes to amend in its entirety Chapter 38, Zoning, Section 38-363, Tree and Woodlands Protection and Preservation, and replace it with a completely new ordinance. This ordinance was first initiated by the township in 2003.

This review was also peer reviewed in partnership with Sara Thomas, President of the Livingston Land Conservancy (LLC), and her comments, observations and recommendations have been incorporated with County Planning Staff comments.

Township Recommendation: Approval. The Green Oak Charter Township Planning Commission recommended Approval of this zoning amendment at its February 16, 2023 public hearing. There were no public comments noted in the minutes.

Staff Recommendation: Approval with Conditions. The proposed amendments appear to be generally reasonable and appropriate. They appear to pose no undue hardship as proposed. The township first initiated a similar ordinance in 2003, which was ground-breaking for the County at the time. This current revision provides a satisfactory update to that original ordinance. The intent and purpose of the ordinance is very good. It is comprehensive. However, there are a fair number of important concerns indicated in the review of the ordinance that County Planning Staff and its peer review partner, the Livingston Land Conservancy (LLC), felt needed more information and better clarification prior to final approval. For example, in a few cases there is provided a regulation or standard intended to be enforced, however, in another part of the ordinance, there may be an exemption or other provision that unintentionally reduces the level importance of that regulation or standard and its enforcement. Therefore, Staff would encourage the township to consider all comments raised in the review prior to final approval of the ordinance by the Township Board. This is the basis for the recommendation of Approval with Conditions.

In comparison to the Canton ordinance, this ordinance does do a good job seeking the implementation a process of more careful examination of each case that comes before the township for review on a case-by-case basis, with a very wide scope of criteria to make assessment with, rather than applying a blanket regulatory policy approach that attempts to address all cases under the same set of rules. In addition, given the recent Court decision involving takings and the Canton ordinance, it will be imperative going forward

that Green Oak Charter Township be very careful, diligent, and specific when performing tree replacement reviews in the future.

Commission Discussion: Commissioner Ikle asked how the Township will enforce the ordinance and who will pay for that enforcement (i.e., Arborist fees)? Commissioner Funk inquired about the fact that there were no comments from the public on this preservation ordinance. Principal Planner Stanford stated that there may have been public comments during the time that the ordinance was being developed, and that we were only provided with the public hearing minutes which may not be reflective of the total public participation situation. Commissioner Bowdoin expressed the same comments regarding enforcement of the ordinance, i.e., who enforces the ordinance at the township level (or on behalf of the township), and who pays the fees for the Arborist reviews.

Public Comment: None.

Commission Action:

Commissioner Action: IT WAS MOVED BY COMMISSIONER IKLE TO RECOMMEND APPROVAL WITH CONDITIONS WITH STAFF COMMENTS AS DETAILED IN THE REVIEW, SECONDED BY COMMISSIONER FUNK.

Motion passed: 5-0

8. **OLD BUSINESS:** None.

9. **NEW BUSINESS:**

A. **CAPITAL IMPROVEMENT PLAN REVIEW COMMITTEE - PC MEMBER REPRESENTATIVE BY VOTE.**

Commission Action:

Commissioner Action: IT WAS MOVED BY COMMISSIONER ANDERSON TO RECOMMEND COMMISSIONER IKLE TO SERVE AS PC MEMBER REPRESENTATIVE TO THE CAPITAL IMPROVEMENT PLAN REVIEW COMMITTEE, SECONDED BY COMMISSIONER CALL.

Motion passed: 5-0

B. **NEW PC APPOINTMENT:** Margaret Burkholder will begin her appointment at the April planning commission meeting.

10. **REPORTS:** Planning commissioner terms and contact information was collected for distribution to members. Planning commissioners were notified of their position on the Airport Zoning Board of Appeals.

11. **COMMISSIONERS HEARD AND CALL TO THE PUBLIC:** Commissioner Funk read a letter regarding the Act 51 funds and intent to acquire grant funding to connect trails throughout the county. Pattern Energy individuals (Dave Donofrio and Garrett Parzygnot) introduced themselves and briefly discussed their solar development efforts inside of Livingston County. Bruce Powellson congratulated Director Barb on his promotion to County Planning Director.

12. **ADJOURNMENT:**

Commissioner Action: IT WAS MOVED BY COMMISSIONER BOWDOIN TO ADJOURN THE MEETING AT 8:51 P.M., SECONDED BY COMMISSIONER FUNK.

Motion passed: 5-0

SPRING CLEAN-UP

This year the date for the cleanup is Saturday, May 13th. **Watch for the signs!!** As it has been more and more difficult to get rid of unwanted items, this event has been well received by township residents. The collection center will be located at the Conway Township Hall, between 9:00 am to 3:00 pm. Only **CONWAY TOWNSHIP** residents may use this collection site. **Bring your ID!**

Residents pay the stated fee; Conway Township matches the amount as it is 50% of the cost. Residents will need to fill out a three-part receipt before payment is collected. One copy is for the township, one for the resident and one for the vendor.

\$12.50 EACH – Any item containing Freon.

\$10.00 EACH – Semi Truck Tires

\$ 5.00 EACH – Furniture items and computers

\$15.00 EACH – Full size couch

\$10.00 EACH – Mattress or bedspring

\$10.00 EACH - TV

\$25.00 EACH – Tractor Tires

\$ 3.00 EACH - Non-Freon appliances, metal items

\$ 3.00 EACH - Car Tires

Bulk junk is **\$17.50** per yard (a pickup truck {8-foot bed} load is approx. 3 yards). Brush or yard waste is not accepted. Batteries are free. Pricing for fence will be subject to the quantity.

ALL CHECKS ARE TO BE WRITTEN TO “CONWAY TOWNSHIP”.

Initial Business Technology Review (BTR) Agenda

Check-in: (5 min – vCIO)

Executive Summary: (1-2 min)

- Business Learning & Outcome Alignment
- Logistics
- Responsibility Matrix Review
- Brief User & Asset Review
- Security Posture
- Application & Vendor Information
- Data Footprint

Business Learning & Outcome Alignment: (30 min)

- Tell us about your business!
- What are the business goals for the year?

Logistics: (5 min)

- Hours, primary contacts, downtime windows
- A copy of current IT bills for budget forecasting

Brief User & Asset Review: (10 min)

- Overview of findings with assessment, user, & asset list

Security Posture: (10 min)

- Discussion

Application & Vendor Information: (15 min)

- Applications used and the impact they may pose
- Contact information for all important line of business applications
- How documents are currently managed in the environment

Data Footprint: (10 min)

- Where is data stored? (Ex: File server, SharePoint, SQL, Access, QuickBooks)

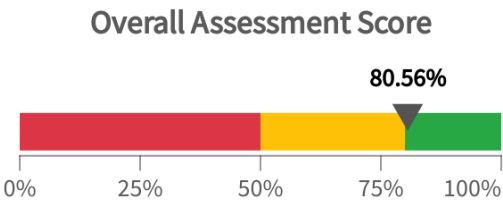
Wrap-Up: (5 min)

Assessment Summary

Conway Township

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Technology Solutions

OVERALL ASSESSMENT PERFORMANCE



ASSESSMENT PERFORMANCE BY CATEGORY

Category	Category Score	Response Distribution
HARDWARE Review different components related to client's infrastructure.	77.78%	
BUSINESS APPLICATIONS / SOFTWARE Software Applications for Operating and Protecting the Business	88.89%	
GENERAL SECURITY Review critical areas of security in place for the client.	83.33%	
CONTINUITY ITEM SERVER BACKUP & DISASTER RECOVERY Business Continuity and BDR	79.63%	

Assessment Item Detail

Conway Township

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AT RISK ITEMS

Item	Response	Comments
Workstations	Some workstations are past EOL or have warranty that has expired.	
Switching	Switches are consumer grade or are unmanaged.	Although the 2 HP 1820-24G is under warranty with HP, they have indicated with others that they will require a replacement if there are issues. This ultimately shows a lack of proper support with an additional lack of security patching. There are multiple Netgear switches that are unmanaged and consumer-grade. They need to be replaced or new wiring put in place to better manage device cost.
Desktop Backup	Backups require human intervention.	
Infrastructure Wiring	Infrastructure wiring is disorganized and lacks labeling, adding downtime in the event of a network issue.	Re-wiring may be needed to reduce security & continuity risk.

UNKNOWN ITEMS

Item	Response	Comments
PCI Compliance	Unknown - more information is required.	

NEEDS ATTENTION ITEMS

Item	Response	Comments
Servers	Some servers are within 12 months of EOL or warranty expiration.	Windows Server 2012 R2 support stops in 2024
Hosted Email	Email is hosted with Office 365 but security	

Item	Response	Comments
	standards are not aligned with best practices.	
Self Service Password Reset	No self service password solution is in use.	

ACCEPTABLE RISK ITEMS

Item	Response	Comments
Power Management	Critical equipment is protected by a UPS without network monitoring.	
Spare Device Inventory	The company keeps only minimal spare equipment (less than 5%).	
Social Engineering and Phishing	Training is being performed by the organization, but IT is separated from the process. The organization is aware that not including IT in training and its results may limit the ability of IT to fore	
Backup of Cloud Services	Client understands the risk and is willing to accept the loss of all data stored in third party cloud environments.	
Email Archiving	Email Archiving is not in place and the Client accepts the risk of lost or incomplete data searches in the event of a request (i.e. FOYA)	
Redundant Internet	Client is aware that redundant solutions exist, but has identified minimal downtime as an acceptable risk that has minimal impact on the business.	

Assessment Form

Conway Township

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HARDWARE

Asset Inventory		
	Needs Attention	Asset inventory is manual for Outlier-Brand Computers, Chromebooks and tablets.
X	Satisfactory	Asset Inventory is largely automated and included in the service agreement.

Power Management		
	At Risk	Critical equipment is not protected by a UPS.
X	Acceptable Risk	Critical equipment is protected by a UPS without network monitoring.
	Satisfactory	Critical equipment is protected by a UPS with network monitoring.

Workstations		
	Not Applicable	There are no workstations.
X	At Risk	Some workstations are past EOL or have warranty that has expired.
	Needs Attention	Some workstations servers are within 6 months of EOL or warranty expiration.
	Satisfactory	Workstations are not approaching EOL or warranty expiration.

Servers		
	Not Applicable	There are no servers.
	At Risk	Some servers are past EOL or have warranty that has expired.
X	Needs Attention	Some servers are within 12 months of EOL or warranty expiration.
	Satisfactory	Servers are not approaching EOL or warranty expiration.

Comments

Windows Server 2012 R2 support stops in 2024

Storage		
	At Risk	Primary data storage is less than 20% free. Low free space can cause issues with back and maintenance tasks. It will impede the company's ability to scale the business.
	Needs Attention	Primary data storage is less than 30% free. Low free space can cause issues with back and maintenance tasks. It will impede the company's ability to scale the business.
	Acceptable Risk	There is no shared storage OR files reside on local workstations
	Satisfactory	Primary data storage is in the cloud and scale-able to meet business needs.
X	Satisfactory	Primary data storage is located onsite and offers sufficient room for expansion/growth.

Spare Device Inventory		
	At Risk	The company does not keep spare equipment on hand.
	Needs Attention	The company keeps only minimal spare equipment.
X	Acceptable Risk	The company keeps only minimal spare equipment (less than 5%).
	Satisfactory	The company maintains spare equipment for Critical Business Functions

Switching		
X	At Risk	Switches are consumer grade or are unmanaged.
	At Risk	Switches are beyond end of life as per manufacturer. Firmware updates and security patches not available for known vulnerabilities.
	Needs Attention	Switches are beyond end of life as per manufacturer. Firmware updates and security patches will not be made available even if a vulnerability is discovered. No vulnerabilities have currently been discovered.
	Satisfactory	Switches are managed with VLANs deployed where appropriate.

Comments

Although the 2 HP 1820-24G is under warranty with HP, they have indicated with others that they will require a replacement if there are issues. This ultimately shows a lack of proper support with an additional lack of security patching.

There are multiple Netgear switches that are unmanaged and consumer-grade. They need to be replaced or new wiring put in place to better manage device cost.

UTM Internet Security Appliance (Firewall)		
	At Risk	Current device is a router only and lacks monitoring and up to date security features.
	Needs Attention	Current firewall is not able to be actively updated
	Needs Attention	Firewall is managed and up to date, but nearing the end of its lifespan.
X	Satisfactory	Fully Managed Firewall is installed and managed.

Comments

Renewal is Feb 11, 2024

Wi-Fi Hardware		
	Not Applicable	Wi-Fi does not exist and the organization has no business case to introduce it into the environment.
	At Risk	Wi-Fi is ad-hoc and lacks visibility and management.
	At Risk	Wi-Fi is managed however there is no separation of SSIDs into VLANs.
	At Risk	Wi-Fi hardware is beyond end of life. Firmware updates and security patches will not be made available even if a vulnerability is discovered.
X	Satisfactory	Wi-Fi is managed, separated into VLANs, and allows for guest access separate from corporate data networks.

BUSINESS APPLICATIONS / SOFTWARE

Hosted Email		
	At Risk	Office uses consumer grade email with minimal security features.
	Needs Attention	Google Apps for Business in in place but security standards are not aligned with best practices.
X	Needs Attention	Email is hosted with Office 365 but security standards are not aligned with best practices.
	Needs Attention	Email is outsourced to a 3rd party Hosted Exchange provider
	Needs Attention	Email is located in an on premises server
	Satisfactory	Email is outsourced to Google with security best practices in place.
	Satisfactory	Email is outsourced to Microsoft 365 with security best practices in place.

Operating System		
	At Risk	Some Operating Systems are no longer vendor supported, which creates a security risk to the company and places the company out of major industry best practices and compliances.
X	Satisfactory	All Operating Systems are current and vendor supported.

Line of Business Applications		
	At Risk	Some LOB Applications are no longer vendor supported, which creates a risk to security, support outcomes and data access; and places the company out of major industry best practices and compliances.
X	Satisfactory	All LOB Applications are current and vendor supported.

GENERAL SECURITY

Self Service Password Reset		
X	Needs Attention	No self service password solution is in use.
	Satisfactory	Self service password solution is in use.

Social Engineering and Phishing		
	At Risk	Insufficient social engineering and/or phishing training is being performed.
X	Acceptable Risk	Training is being performed by the organization, but IT is separated from the process. The organization is aware that not including IT in training and its results may limit the ability of IT to fore
	Satisfactory	Social engineering and phishing training is performed at least quarterly and employees are identified who require further training. A process is in place to provide additional training as needed.

VPN / Remote Access		
	Not Applicable	Not Applicable
	Unknown	More information needed
	At Risk	VPN Access is required to work remotely. Unmanaged personal devices are being used for remote access.
	Satisfactory	Organization's infrastructure is built for mobility first / secure remote access by hosting all critical components in the cloud.
X	Satisfactory	VPN Access is required to work remotely. Company equipment is furnished for remote access.

CONTINUITY

ITEM

I

SERVER BACKUP & DISASTER RECOVERY

Desktop Backup		
X	At Risk	Backups require human intervention.
	At Risk	Backups are not currently running.
	Satisfactory	Backup is being performed to OneDrive/.Google Drive/Dropbox or other cloud service.
	Satisfactory	Files are being redirected from the local desktop to a backed up server.

Server Backup & Disaster Recovery		
	At Risk	Backups require human intervention to run or change media.
	At Risk	Backups are not currently running.
	Needs Attention	Backup is being performed to Google Drive/Dropbox or other cloud service.
	Acceptable Risk	Direct to Cloud backups offer geo-redundancy and both bare metal and file level restore. Solution is separate from the corporate network and resistant to malware/encryption.
X	Satisfactory	Onsite BDR appliance caches backups while they replicate to a geo-redundant cloud infrastructure. Solution is separate from the corporate network and resistant to malware/encryption.

Comments

Datto do to replace July 30th 2024

Backup of Cloud Services		
	At Risk	Microsoft and Google both recommend a third party backup of their cloud services. No such backup has been implemented.
X	Acceptable Risk	Client understands the risk and is willing to accept the loss of all data stored in third party cloud environments.
	Satisfactory	Cloud Backups has been deployed and is monitored.

Cloud File Services		
	Not Applicable	Not Applicable.
	Unknown	More information needed
	At Risk	Business files are hosted on an internal file server, and files are being accessed by unmanaged computers, putting the entire organization's data at risk.
	Satisfactory	Business files are hosted on geo-redundant cloud infrastructure. Proper security is being applied while desktop and mobile accessibility are readily available for those who require it.
X	Satisfactory	Business files are hosted on an internal file server, and accessibility from the outside requires either VPN or another form of remote access.

Email Archiving		
	At Risk	Client has sensitive data and/or reporting requirements and Email Archiving is not in place.
X	Acceptable Risk	Email Archiving is not in place and the Client accepts the risk of lost or incomplete data searches in the event of a request (i.e. FOYA)
	Satisfactory	There is no sensitive information in email. Email is deleted regularly to limit exposure in the event of a breach.
	Satisfactory	Email Archiving is in place to protect sensitive data from loss and/or simplify reporting in the event of a data request (i.e. FOYA).

Print Management		
	Unknown	More information needed
	At Risk	Wireless printers are in use. The lack of reliability in wireless printing significantly increases the risk of downtime.
	Needs Attention	A number of inefficient desktop printers throughout the company make printing difficult to support and more expensive than necessary.
X	Satisfactory	Printing is handled centrally by high volume print/copy devices with desktop printers only deployed for sensitive print jobs.

Redundant Internet		
X	Acceptable Risk	Client is aware that redundant solutions exist, but has identified minimal downtime as an acceptable risk that has minimal impact on the business.
	Satisfactory	Client has implemented Wireless Backup
	Satisfactory	Client is running 2 ISP circuits in tandem.

Internet Service		
	Needs Attention	ISP is unreliable and/or circuit speed is inadequate for the operations of the business.
X	Satisfactory	ISP is reliable and circuit speed is appropriate for the operations of the business.

Infrastructure Wiring		
X	At Risk	Infrastructure wiring is disorganized and lacks labeling, adding downtime in the event of a network issue.
	Satisfactory	Infrastructure wiring is reasonably clean and well labeled, speeding up the troubleshooting process in the event of a network issue.

Comments

Re-wiring may be needed to reduce security & continuity risk.

REGULATORY COMPLIANCE

HIPAA Regulatory Compliance		
X	Not Applicable	Client does not operate as a Covered Entity or Business Associate.
	At Risk	Client is a Covered Entity or Business Associate and alignment with the HIPAA rule is insufficient.
	At Risk	Client is a 3rd Party working with a Covered Entity or Business Associate and alignment with the HIPAA rule is insufficient.
	Satisfactory	Client has a Compliance Process in place and is continually working from a recent SRA and Improvement Plan.

NIST 800-171 Compliance		
X	Not Applicable	Client is not obligated to maintain NIST 800-171.
	At Risk	Client is a Government Contractor and is not in full alignment with NIST 800-171.
	Needs Attention	Client has performed a full Risk Assessment but has work to do to achieve alignment with NIST 800-171
	Satisfactory	Client has performed a full Risk Assessment and is continually working to achieve/maintain compliance with NIST 800-171.

PCI Compliance		
	Not Applicable	Client does not handle payment card data.
X	Unknown	Unknown - more information is required.
	At Risk	Client handles payment card data but has not met the regulatory compliance obligations of PCI.
	Needs Attention	Client has performed some measures to protect payment card data but is not fully compliant.
	Satisfactory	Client regularly completes their PCI compliance questionnaire with input from the IT team and is following the compliance recommendations of their processor or PCI Compliance Consultant..

All Assets

Conway Township

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SERVER (1)

Device Name	Status	Last User (RMM)	Location	Type	Make	Model	Serial Number	Operating System	Purchase Date	Warranty Expiration	End of Life	Replacement Cost	Age
SERV2015	Active		Conway Township - CT35NS	Server	HP	ProLiant ML310e Gen8 v2	MX25190 OTF	Windows Server 2012 R2 Standard	07-06-2015	07-05-2020	07-06-2020	10000	7.7

WORKSTATION (15)

Device Name	Status	Last User (RMM)	Location	Type	Make	Model	Serial Number	Operating System	Purchase Date	Warranty Expiration	End of Life	Replacement Cost	Age
CT-LT1	Active	Elections	Conway Township - CT35NS	Workstation	HP	HP ProBook 450 G4	5CD72884 KB	Windows 10 Pro	09-08-2017	09-12-2020	09-08-2022	1300	5.5
CT18-PC12	Active		Conway Township - CT35NS	Workstation	HP	HP ProDesk 400 G4 SFF	MXL8040 Q9Y	Windows 10 Pro	01-24-2018	02-17-2022	01-24-2023	1300	5.2
CT19-PC3	Active		Conway Township - CT35NS	Workstation	HP	HP ProDesk 400 G4 SFF	MXL9181 Q1G	Windows 10 Pro	05-04-2019	05-28-2022	05-04-2024	1300	3.9
CT19-PC4	Active		Conway Township - CT35NS	Workstation	HP	HP ProDesk 400 G4 SFF	MXL9181 Q4B	Windows 10 Pro	05-04-2019	05-28-2022	05-04-2024	1300	3.9
CT19-PC6	Active		Conway Township - CT35NS	Workstation	HP	HP ProDesk 400 G4 SFF	MXL9181 Q26	Windows 10 Pro	05-04-2019	05-28-2022	05-04-2024	1300	3.9

Device Name	Status	Last User (RMM)	Location	Type	Make	Model	Serial Number	Operating System	Purchase Date	Warranty Expiration	End of Life	Replacement Cost	Age
CT19-PC1	Active		Conway Township - CT35NS	Workstation	HP	HP ProDesk 400 G4 SFF	MXL9181 Q5K	Windows 10 Pro	05-04-2019	05-28-2022	05-04-2024	1300	3.9
CT19-PC2	Active		Conway Township - CT35NS	Workstation	HP	HP ProDesk 400 G4 SFF	MXL9181 Q7T	Windows 10 Pro	05-04-2019	05-28-2022	05-04-2024	1300	3.9
CT21-PC5	Active		Main	Workstation	HP	HP ProDesk 400 G4 SFF	MXL9181 Q1J	Windows 10 Pro	05-04-2019	08-26-2022	05-04-2024	1300	3.9
CT21-PC7	Active	bill	Conway Township - CT35NS	Workstation	Lenovo	E15 Gen 2 (Type 20TD, 20TE) Laptop (ThinkPad)	PF2L416Y	Windows 10 Pro	02-22-2021	02-21-2024	02-22-2026	1300	2.1
CT21-PC8	Active	amy	Conway Township - CT35NS	Workstation	Lenovo	E15 Gen 2 (Type 20TD, 20TE) Laptop (ThinkPad)	PF2L49K5	Windows 10 Pro	02-22-2021	02-21-2024	02-22-2026	1300	2.1
CT21-PC9	Active	george	Conway Township - CT35NS	Workstation	Lenovo	E15 Gen 2 (Type 20TD, 20TE) Laptop (ThinkPad)	PF2L47BJ	Windows 10 Pro	02-22-2021	02-21-2024	02-22-2026	1300	2.1
CT-LT3	Active	pcvicechair	Conway Township - CT35NS	Workstation	Lenovo	20TD00BN US	PF2ZTHVY	Windows 10 Pro	06-23-2021	06-22-2024	06-23-2026	1300	1.7
CT-LT2	Active	pcchair	Main	Workstation	Lenovo	20TD00BN US	PF2ZTLMQ	Windows 10 Pro	06-23-2021	06-22-2024	06-23-2026	1300	1.7
CT-DT-001	Active	Barbara	Main	Workstation	Lenovo	11DT002A US	MJ0FS4WJ	Windows 10 Pro	09-24-2021	12-22-2024	09-24-2026	1300	1.5

Device Name	Status	Last User (RMM)	Location	Type	Make	Model	Serial Number	Operating System	Purchase Date	Warranty Expiration	End of Life	Replacement Cost	Age
CT-LT1	Active		Unknown Location	Workstation	HP	ProBook						1300	

NETWORK EQP (1)

Device Name	Status	Last User (RMM)	Location	Type	Make	Model	Serial Number	Operating System	Purchase Date	Warranty Expiration	End of Life	Replacement Cost	Age
Q2KN-HL9H-EDCV	Meraki Active			Network Eqp	Meraki	MX64	Q2KN-HL9H-EDCV			02-11-2024		500	

PRINTER (1)

Device Name	Status	Last User (RMM)	Location	Type	Make	Model	Serial Number	Operating System	Purchase Date	Warranty Expiration	End of Life	Replacement Cost	Age
Xerox WorkCentre 6655	Active		Main	Printer	Xerox	WorkCentre 6655						500	

All Users

Conway Township

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USERS (34)

First Name	Last Name	Email Address	Source Contact Type	Location	IT Glue	Microsoft 365	Microsoft 365 Assigned Products	Microsoft 365 Last Activity Date
Elizabeth	Whitt	clerk@conwaymi.gov	Non-Authorized User	Conway Township - CT35NS	✓			
Elizabeth	Whitt	clerk@conwaytownship.com		Unknown Location		✓	MICROSOFT 365 BUSINESS STANDARD	03-20-2023
Liz	Whitt		Non-Authorized User	Conway Township - CT35NS	✓			
Deputy	Treasurer	deputytreasurer@conwaymi.gov	Non-Authorized User	Conway Township - CT35NS	✓			
Trustee	Township	trustee1@conwaytownship.com		Unknown Location		✓	MICROSOFT 365 BUSINESS STANDARD	03-19-2023
Trustee	Township	trustee2@conwaytownship.com		Unknown Location		✓	MICROSOFT 365 BUSINESS STANDARD	03-19-2023
Todd	Thomas	zoningadmin@conwaymi.gov	Authorized User	Main	✓			
Meghan	Swain	meghanmswain@gmail.com	Non-Authorized User	Conway Township - CT35NS	✓			
Leah	Sisco		Non-Authorized User	Conway Township - CT35NS	✓			

First Name	Last Name	Email Address	Source Contact Type	Location	IT Glue	Microsoft 365	Microsoft 365 Assigned Products	Microsoft 365 Last Activity Date
PC	Secretary	PCSecretary@conwaymi.gov		Conway Township - CT35NS	✓			
Scans	Scans	scans@conwaytownship.com		Unknown Location		✓	MICROSOFT 365 BUSINESS BASIC	03-15-2023
Mike	Rife	supervisor@conwaymi.gov	Authorized User	Main	✓			
Barbara	Richardson	deputytreasurer@conwaytownship.com		Unknown Location		✓	MICROSOFT 365 BUSINESS STANDARD	03-15-2023
Enforcement	Police	Enforcement@conwaymi.gov		Unknown Location		✓	MICROSOFT 365 BUSINESS STANDARD	03-09-2023
Kayla	Poissant	PCSecretary@conwaytownship.com	Non-Authorized User	Conway Township - CT35NS	✓	✓	MICROSOFT 365 BUSINESS BASIC	03-20-2023
Karen	Page	assessor@conwaymi.gov	Authorized User	Main	✓			
Karen	Page	assessor@conwaytownship.com		Unknown Location		✓	MICROSOFT 365 BUSINESS STANDARD	03-16-2023
PC3	PC3	PC3@conwaytownship.com		Unknown Location		✓	MICROSOFT 365 BUSINESS BASIC	03-14-2023
PC2	PC2	PC2@conwaytownship.com		Unknown Location		✓	MICROSOFT 365 BUSINESS BASIC	01-21-2023
PC1	PC1	PC1@conwaytownship.com		Unknown Location		✓	MICROSOFT 365 BUSINESS BASIC	03-10-2023
Conway	Office	office@conwaytownship.com		Unknown Location		✓	MICROSOFT 365 BUSINESS STANDARD	03-15-2023
Brandee	Nogafski	assessorsasst@conwaymi.gov	Non-Authorized User	Conway Township - CT35NS	✓			
NetSmartAdmin	NetSmartAdmin	NetSmartAdmin@conwaytownship.com		Unknown Location		✓	EXCHANGE ONLINE KIOSK	12-16-2020

First Name	Last Name	Email Address	Source Contact Type	Location	IT Glue	Microsoft 365	Microsoft 365 Assigned Products	Microsoft 365 Last Activity Date
NetSmart	NetSmart		Non-Authorized User	Conway Township - CT35NS	✓			
Gary	Klein	zoningadmin@conwaytownship.com		Unknown Location		✓	MICROSOFT 365 BUSINESS STANDARD	03-19-2023
Bill	Grubb	supervisor@conwaytownship.com		Unknown Location		✓	MICROSOFT 365 BUSINESS STANDARD+MICROSOFT 365 BUSINESS BASIC	03-20-2023
Deb	Grubb	treasurer@conwaymi.gov	Authorized User	Main	✓			
Debra	Grubb	debra@conwaymi.gov		Conway Township - CT35NS	✓			
Debra	Grubb	treasurer@conwaytownship.com		Unknown Location		✓	MICROSOFT 365 BUSINESS STANDARD	03-20-2023
PC	Chair	PCChair@conwaytownship.com		Unknown Location		✓	MICROSOFT 365 BUSINESS STANDARD	03-13-2023
PC	Chair	PCViceChair@conwaytownship.com		Unknown Location		✓	MICROSOFT 365 BUSINESS STANDARD	03-14-2023
Gabi	Bresett	deputyclerk@conwaymi.gov	Authorized User	Conway Township - CT35NS	✓	✓	MICROSOFT 365 BUSINESS STANDARD	03-19-2023
Assessor	Asst	assessorsasst@conwaytownship.com		Unknown Location		✓	MICROSOFT 365 BUSINESS STANDARD	03-17-2023
Megan		bsaonlinesupport@bsasoftware.com	Non-Authorized User	Conway Township - CT35NS	✓			

Notes:

Client Checklist - To Complete

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**RESOLUTION TO ADOPT AN ORDINANCE TO IMPOSE A MORATORIUM ON THE
ISSUANCE OF PERMITS, LICENSES, OR APPROVALS FOR, OR FOR ANY
CONSTRUCTION OF, COMMERCIAL WIND AND SOLAR ENERGY PROJECTS
AND TO REPEAL SECTIONS OF THE TOWNSHIP ZONING ORDINANCE
PERTAINING TO “WIND ENERGY” AND “SOLAR ENERGY COLLECTORS”**

Resolution No. 230418- 01

Conway Township

WHEREAS, the Conway Township Board of Trustees has previously adopted the Conway Township Zoning Ordinance (“Zoning Ordinance”) pursuant to its powers under the Michigan Zoning & Enabling Act (“MZEA”);

WHEREAS, the Planning Commission has initiated the process to adopt an ordinance to impose a moratorium on the issuance of permits, licenses, or approvals for, or for any constructions of, commercial wind and solar energy projects and to repeal sections of the Township Zoning Ordinance pertaining to “Wind Energy” and “Solar Energy Collectors” under the MZEA and Article 4 of the Zoning Ordinance (“Amendments”);

WHEREAS, the Planning Commission held a public hearing on February 13, 2023, and recommended the Board approve and adopt the Amendments pursuant to a certain Resolution detailing its findings and reasoning behind the Amendments at its February 13, 2023, meeting (“Resolution”);

WHEREAS, the Board hereby accepts and adopts the findings and reasoning of the Planning Commission as detailed in the Resolution which is attached hereto along with the text of the Amendments designated as Ordinance No, 2023-01;

WHEREAS, the Livingston County Planning Commission recommended no action and encouraged further review of the Amendments at its March 15, 2023, meeting;

WHEREAS, the Board desires to approve and adopt the Amendments to the Zoning Ordinance, as recommended by the Planning Commission, in the best interest of the public health, safety, and welfare to ensure that the Planning Commission and the Township Board have sufficient time and space during which to thoughtfully consider such regulations of commercial wind and solar energy projects without the added pressure of pending applications or proposed developments involving Commercial Wind and Commercial Solar Energy Projects;

WHEREAS, authority is provided to the Board to amend the Zoning Ordinance per section 401 of the of the MZEA, MCL 125.3401;

NOW, THEREFORE, BE IT RESOLVED that:

1. The Board hereby amends the Conway Township Zoning Ordinance by adoption of Ordinance No, 2023-01 as presented.
2. The Amendments shall take effect 7 days after publication of notice of adoption.
3. All other ordinances, policies, and procedures that are in conflict with the Amendments herein adopted are repealed.

The foregoing resolution offered by Board Member _____.
Second offered by Board Member _____.

Upon roll call vote the board members voted as follows:

W. Grubb:

Whitt:

Crampton-Atherton:

Pushies:

D. Grubb:

The Supervisor declared the resolution adopted at a regular meeting of the Board held on April 18, 2023.

Elizabeth Whitt, Clerk

**RESOLUTION TO AMEND THE ZONING ORDINANCE RELATING TO
TEMPORARY SWIMMING POOLS**

Resolution No. 230418- 02

Conway Township

WHEREAS, the Conway Township Board of Trustees has previously adopted the Conway Township Zoning Ordinance (“Zoning Ordinance”) pursuant to its powers under the Michigan Zoning & Enabling Act (“MZEA”);

WHEREAS, the Planning Commission has initiated the process to amend the text of the Zoning Ordinance under the MZEA and Article 4 of the Zoning Ordinance;

WHEREAS, over the course of many meetings, input from the public, input from Township consultants and attorneys, the Planning Commission has considered and prepared proposed amendments to the Zoning Ordinance, in summary form, as follows:

Amend Section 6.07(A)(6) to allow an exception from the land use permit requirement for temporary swimming pools that do not exceed 24 inches above grade.

(“Amendments”). The full text of the Amendments is attached to this Resolution.

WHEREAS, the Planning Commission then held public hearing on December 12, 2022, and recommended the Board approve and adopt the Amendments;

WHEREAS, the Livingston County Planning Commission recommended approval of the Amendments at its February 15, 2023, meeting;

WHEREAS, the Planning Commission further considered the Amendments on **April 10, 2023**, and again approved them for adoption by the Township Board;

WHEREAS, the Board desires to approve and adopt the Amendments to the Zoning Ordinance, as recommended by the Planning Commission, as a fair and reasonable regulation of the use of land within the township in furtherance of the health, safety, and welfare of the residents of the township;

WHEREAS, authority is provided to the Board to amend the Zoning Ordinance per section 401 of the of the MZEA, MCL 125.3401;

NOW, THEREFORE, BE IT RESOLVED that:

1. The Board hereby amends the Conway Township Zoning Ordinance as presented.

2. The Amendments shall take effect 7 days after publication of notice of adoption.
3. All other ordinances, policies, and procedures that are in conflict with the Amendments herein adopted are repealed.

The foregoing resolution offered by Board Member _____.
Second offered by Board Member _____.

Upon roll call vote the board members voted as follows:

W. Grubb:

Whitt:

Crampton-Atherton:

Pushies:

D. Grubb:

The Supervisor declared the resolution adopted at a regular meeting of the Board held on April 18, 2023.

Elizabeth Whitt, Clerk

Section 6.07 Supplemental Regulations pertaining to Yards

6. Swimming pools shall not be subject to yard requirements, provided the following minimum conditions are met:

- a. Yard areas with a swimming pool, spa, hot tub or similar device (below ground or above ground) shall erect and maintain a fence or enclosure approved by the Zoning Administrator.
- b. Fencing is to be a minimum of four (4) feet high, and equipped with a self-closing and self-latching gate. Latching devices are to be located at a minimum height of three (3) feet above the ground. Such fencing may be omitted where building walls without doorways abut the pool area, provided that the entire perimeter of the pool area is secured. Above ground swimming pools with sides of four (4) feet or more above grade, do not require fencing but do require a removable access ladder that lifts for safety. A spa or hot tub with a locking cover shall not require a fence.
- c. Swimming pools, spas, hot tubs, similar facilities and surrounding decks, walks or similar accessories with an elevation measured from the mean grade at any point adjacent to such facility of two (2) feet or less shall be at least ten (10) feet from any lot line. Where the elevation is greater than two (2) feet above grade at any point, the setback shall be at least fifteen (15) feet from any public street right-of-way or lot line.
- d. Swimming pools, spas, hot tubs and similar devices shall not be located in any front yard or in any easement.
- e. No lights shall be erected, operated or maintained in connection with a swimming pool in such a manner as to create an annoyance to surrounding properties.
- f. No overhead wiring shall be above a swimming pool.
- g. Seasonal swimming pools, spas, hot tubs and similar structures that are intended to be temporary in nature such as inflatable pools or of similar materials which do not require a permanent location, foundation or other fixed position on the property as defined in Article 2 (Structures) shall not be required to obtain a Land Use Permit as required in Article 3, Section 3.03 if the height of the temporary structure does not exceed twenty-four (24") inches from the grade level.