

Conway Township

Regular Meeting

June 28, 2022

7:00 pm

AGENDA

Call to Order and Pledge of Allegiance

Roll Call

Consent Agenda Approval

1. Approve 5/17/2022 Meeting Minutes
2. Account Reconciliations
3. Disbursements/Payroll Report/Budget Report
4. Hall Rental Report
5. Fire Board Information
6. June Recreation Board Meeting Minutes
7. Sheriff's Report

Call to the Public

Approval of Board Meeting Agenda

Communications

8. Owosso Road Contract

Unfinished Business

9. Eva Lane SAD
10. Report from Donald Heck – Wolverine Engineering
11. Secluded Acres SAD
12. Zoning Administrator
13. Planning Commission
14. Board of Review
15. Zoning Board of Appeals
16. ORV Ordinance
17. Winter Tax Late Penalty Fee

New Business

18. Michigan Class - Kristin Angel
19. Fowlerville Schools – Township Liaison Agreement
20. Cemetery Quotes
21. Township Codification Proposal
22. BS&A Accounting Software

Board Member Discussion

- 23. Parking Lot Condition and Sherwood Road runoff.
- 24. Capital Improvement Plan. (Roof, Server,etc.)
- 25. Londa Horton Memorial
- 26. Solar Farms on annual fee schedule
- 27. Luke Bryan Farm Tour Update

Call to the Public

Adjournment

CONWAY TOWNSHIP POLICY No. 7

PUBLIC COMMENT AND CONDUCT POLICY

Conway Township Board recognizes its obligation to obtain and the benefits to be received from public comments on 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 May 17, 2022
Conway Township
Board Meeting
7:00 pm

Regular Board 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 – absent, Trustee George Pushies.

Motion to approve consent agenda offered by Whitt, supported by W Grubb, motion approved.

Call to the public: one resident spoke.

Supervisor Grubb opened the public Hearing for Eva Lane SAD at 7:04 p.m. One resident spoke. Public Hearing was closed at 7:05 p.m.

Supervisor Grubb opened the public Hearing for Secluded Acres SAD at 7:05 p.m. Several residents spoke. Public Hearing was closed at 7:19 p.m.

Motion to approve the meeting agenda made by Whitt. Support by W Grubb. Motion approved.

Unfinished Business:

Motion to appoint Richard Hohenstein as temporary trustee made by Whitt, supported by W Grubb. Motion approved.

Resolution 220504-01 Eva Lane Special Assessment District offered by Whitt as presented by the township attorney, supported by Pushies. Roll call: W Grubb – yes, Whitt – yes, Pushies – yes. Resolution passed.

Motion to contact Wolverine Engineering to examine the road condition at Secluded Acres, supply the current bids to Wolverine and have them come back with a recommendation for the project made by W Grubb, supported by Pushies. Roll call W Grubb - yes, Pushies – yes, Whitt – yes. Motion approved. Supervisor is to contact Wolverine.

MTTP cyber liability coverage premium, policy end date September 1, 2022, is \$756.

Motion to move the next board meeting to June 28, 2022, at 7pm made by Whitt, supported by W Grubb. Motion approved.

Motion to look for a new Zoning Administrator offered by Whitt. Motion died.

Motion to look for a new Zoning Administrator and search for Zoning Administration Assistant simultaneously offered by W Grubb, supported by Pushies. Motion approved. Supervisor will lead the search.

Motion to run advertisements for the open position on the Planning Commission, the ZBA and Board of Review made by Whitt, supported by Pushies. Motion approved.

Call to the public: A few residents spoke

Unapproved Minutes
Of the May 17, 2022
Conway Township
Board Meeting
7:00 pm

Board member discussion: Motion to have the township attorney investigate the bylaws and master deed for Secluded Acres to determine the townships responsibilities and what remedies the township has made by Whitt, supported by W Grubb. Motion approved.

Motion to adjourn the meeting at 9:10 pm by Whitt, supported by Pushies. Motion approved.

Elizabeth Whitt, Township Clerk

Gabriele Bresett, Deputy Clerk

11:41 AM

06/07/22

Conway Township Reconciliation Summary

002.000 · Chase - Building Fund, Period Ending 05/31/2022

	May 31, 22
Beginning Balance	133,170.24
Cleared Transactions	
Deposits and Credits - 1 item	5.80
Total Cleared Transactions	5.80
Cleared Balance	133,176.04
Register Balance as of 05/31/2022	133,176.04
Ending Balance	133,176.04

11:31 AM

06/07/22

Conway Township
Reconciliation Summary
008.001 · Flagstar Contingent CD, Period Ending 05/31/2022

	<u>May 31, 22</u>
Beginning Balance	195,711.70
Cleared Balance	195,711.70
Register Balance as of 05/31/2022	195,711.70
Ending Balance	195,711.70

11:38 AM

06/07/22

Conway Township Reconciliation Summary

003.000 · Huntington - Cont Acct #2, Period Ending 05/31/2022

	May 31, 22
Beginning Balance	235,929.66
Cleared Transactions	
Checks and Payments - 1 item	-5.00
Deposits and Credits - 1 item	2.00
Total Cleared Transactions	-3.00
Cleared Balance	235,926.66
Register Balance as of 05/31/2022	235,926.66
Ending Balance	235,926.66

11:25 AM

06/07/22

Conway Township
Reconciliation Summary
009.000 · MSUFCU CD, Period Ending 05/31/2022

	<u>May 31, 22</u>
Beginning Balance	239,773.74
Cleared Transactions	
Deposits and Credits - 1 item	<u>132.16</u>
Total Cleared Transactions	<u>132.16</u>
Cleared Balance	<u>239,905.90</u>
Register Balance as of 05/31/2022	239,905.90
Ending Balance	239,905.90

12:02 PM

06/07/22

Conway Township - Cemetery Fund #150
Reconciliation Summary
003.000 · BofAA - Cemetery, Period Ending 05/31/2022

	<u>May 31, 22</u>
Beginning Balance	70,539.93
Cleared Transactions	
Deposits and Credits - 2 items	<u>701.24</u>
Total Cleared Transactions	<u>701.24</u>
Cleared Balance	<u><u>71,241.17</u></u>
Uncleared Transactions	
Deposits and Credits - 1 item	<u>0.00</u>
Total Uncleared Transactions	<u>0.00</u>
Register Balance as of 05/31/2022	<u><u>71,241.17</u></u>
Ending Balance	71,241.17

9:47 AM

06/08/22

Conway Township
Reconciliation Summary
016.000 · BofAA - General Fund, Period Ending 05/31/2022

	<u>May 31, 22</u>
Beginning Balance	431,978.72
Cleared Transactions	
Checks and Payments - 21 items	-25,518.86
Deposits and Credits - 12 items	69,550.81
Total Cleared Transactions	<u>44,031.95</u>
Cleared Balance	<u>476,010.67</u>
Uncleared Transactions	
Checks and Payments - 6 items	-1,440.88
Total Uncleared Transactions	<u>-1,440.88</u>
Register Balance as of 05/31/2022	<u>474,569.79</u>
New Transactions	
Checks and Payments - 10 items	-8,947.65
Deposits and Credits - 1 item	9.18
Total New Transactions	<u>-8,938.47</u>
Ending Balance	<u>465,631.32</u>

11:28 AM

06/07/22

Conway Township Reconciliation Summary

015.000 · Independent Bank - ARPA Funds, Period Ending 06/30/2022

	Jun 30, 22
Beginning Balance	189,687.30
Cleared Balance	189,687.30
Register Balance as of 06/30/2022	189,687.30
Ending Balance	189,687.30

11:04 AM

06/07/22

Conway Township - Road Fund #201
Reconciliation Summary
005.000 · BofAA - Road Fund, Period Ending 05/31/2022

	<u>May 31, 22</u>
Beginning Balance	369,570.46
Cleared Transactions	
Deposits and Credits - 2 items	<u>14,319.17</u>
Total Cleared Transactions	<u>14,319.17</u>
Cleared Balance	<u>383,889.63</u>
Register Balance as of 05/31/2022	383,889.63
Ending Balance	383,889.63

11:20 AM

06/07/22

Conway Township
Reconciliation Summary
009.001 · MSUFCU Saver, Period Ending 05/31/2022

	<u>May 31, 22</u>
Beginning Balance	5.00
Cleared Balance	5.00
Register Balance as of 05/31/2022	5.00
Ending Balance	5.00

11:57 AM

06/07/22

Conway Township Trust & Agency Fund #701
Reconciliation Summary
001.000 · BofAA Trust & Agency Ckg, Period Ending 05/31/2022

	<u>May 31, 22</u>
Beginning Balance	24,860.51
Cleared Transactions	
Checks and Payments - 2 items	-400.00
Deposits and Credits - 2 items	<u>200.43</u>
Total Cleared Transactions	<u>-199.57</u>
Cleared Balance	<u>24,660.94</u>
Uncleared Transactions	
Deposits and Credits - 1 item	<u>0.00</u>
Total Uncleared Transactions	<u>0.00</u>
Register Balance as of 05/31/2022	<u>24,660.94</u>
Ending Balance	24,660.94

9:08 AM

06/08/22

Conway Township
Reconciliation Summary
000-002 · BofAA - Dog License, Period Ending 05/31/2022

	May 31, 22
Beginning Balance	57.50
Cleared Transactions	
Checks and Payments - 1 item	-20.00
Deposits and Credits - 3 items	60.00
Total Cleared Transactions	40.00
Cleared Balance	97.50
Register Balance as of 05/31/2022	97.50
Ending Balance	97.50

9:09 AM

06/08/22

Conway Township Reconciliation Detail

001.000 · BofAA - Tax Checking, Period Ending 05/31/2022

Type	Date	Num	Name	Clr	Amount	Balance
Beginning Balance						3,267.79
Cleared Transactions						
Deposits and Credits - 1 item						
Deposit	05/31/2022			X	0.06	0.06
Total Deposits and Credits					0.06	0.06
Total Cleared Transactions					0.06	0.06
Cleared Balance					0.06	3,267.85
Uncleared Transactions						
Checks and Payments - 2 items						
Bill Pmt -Check	02/01/2022	3431	Lereta Real Estate		-1,631.71	-1,631.71
Bill Pmt -Check	02/16/2022	3434	Rebecca Smith		-271.02	-1,902.73
Total Checks and Payments					-1,902.73	-1,902.73
Total Uncleared Transactions					-1,902.73	-1,902.73
Register Balance as of 05/31/2022					-1,902.67	1,365.12
Ending Balance					-1,902.67	1,365.12

6:00 PM

06/18/22

Conway Township
Check Detail
 May 19 through June 18, 2021

Num	Date	Name	Account	Paid Amount
EFT	06/15/2021	Conway Township	001.001 · Chase - General Fund	
			450.000 · Fees, Licenses & Permits	-550.00
TOTAL				-550.00
EFT	06/15/2021	DTE Energy	001.001 · Chase - General Fund	
	06/15/2021		265.920 · Utilities	-195.31
TOTAL				-195.31
11457	05/19/2021	Elizabeth Whitt	001.001 · Chase - General Fund	
			262.702 · Salaries & Wages	-1,634.53
TOTAL				-1,634.53
11458	05/19/2021	Apex Software	001.001 · Chase - General Fund	
313464	05/18/2021		265.859 · Internet & Phones	-595.00
TOTAL				-595.00
11459	05/19/2021	Bill Grubb	001.001 · Chase - General Fund	
	05/18/2021		102.970 · Mileage	-43.12
TOTAL				-43.12
11460	05/19/2021	Brande Nogafsky	001.001 · Chase - General Fund	
	05/18/2021		265.000 · Building & Grounds	-167.65
TOTAL				-167.65
11461	05/19/2021	Carlisle Wortman Asso...	001.001 · Chase - General Fund	
2160741	05/18/2021		266.721 · Planning Commission	-595.00
TOTAL				-595.00

6:00 PM

06/18/22

Conway Township
Check Detail
 May 19 through June 18, 2021

Num	Date	Name	Account	Paid Amount
11462	05/19/2021	Cooper & Riesterer, PLC	001.001 · Chase - General Fund	
42312	05/18/2021		266.103 · Attorney	-1,949.00
TOTAL				-1,949.00
11463	05/19/2021	Livingston County Ass...	001.001 · Chase - General Fund	
	05/18/2021		102.801 · Mmbrshps, Sft. Lic. & Dues	-10.00
	05/19/2021		102.801 · Mmbrshps, Sft. Lic. & Dues	-50.00
TOTAL				-60.00
11464	05/19/2021	Livingston County Mun...	001.001 · Chase - General Fund	
TOTAL				0.00
11465	05/19/2021	Mark Gross	001.001 · Chase - General Fund	
5/2021	05/18/2021		265.935 · Building Maintenance	-1,500.00
TOTAL				-1,500.00
11466	05/19/2021	Nanci Forster	001.001 · Chase - General Fund	
	05/19/2021		102.970 · Mileage	-139.44
TOTAL				-139.44
11467	05/19/2021	Stericycle, Inc.	001.001 · Chase - General Fund	
8181911190	05/18/2021		265.935 · Building Maintenance	-108.75
TOTAL				-108.75
11468	05/19/2021	Elizabeth Whitt	001.001 · Chase - General Fund	
	05/19/2021		102.970 · Mileage	-14.00
			215.969 · Seminars & Workshops	-26.98
TOTAL				-40.98

6:00 PM

06/18/22

Conway Township
Check Detail
May 19 through June 18, 2021

<u>Num</u>	<u>Date</u>	<u>Name</u>	<u>Account</u>	<u>Paid Amount</u>
11469	05/19/2021	Livingston County Mun...	001.001 · Chase - General Fund	
	05/18/2021		102.801 · Mmbrshps, Sft. Lic. & Dues	-20.00
TOTAL				-20.00
11470	06/01/2021	Great Lakes Outdoor S...	001.001 · Chase - General Fund	
INV0506	05/26/2021		265.801 · Lawn Mowing	-300.00
TOTAL				-300.00
11472	06/15/2021	Granger	001.001 · Chase - General Fund	
125750	06/01/2021		265.935 · Building Maintenance	-45.00
TOTAL				-45.00
11473	06/15/2021	Applied Imaging	001.001 · Chase - General Fund	
1749108	06/16/2021		265.930 · Equipment Maintenance	-70.43
TOTAL				-70.43
11474	06/15/2021	Debbie Grubb	001.001 · Chase - General Fund	
	06/02/2021		102.970 · Mileage	-29.57
TOTAL				-29.57
11475	06/15/2021	Elizabeth Whitt	001.001 · Chase - General Fund	
	06/15/2021		102.970 · Mileage	-108.00
TOTAL				-108.00

6:00 PM

06/18/22

Conway Township
Check Detail
 May 19 through June 18, 2021

Num	Date	Name	Account	Paid Amount
11476	06/15/2021	JP Morgan Chase	001.001 · Chase - General Fund	
4246315282...	06/01/2021		265.859 · Internet & Phones	-299.25
			102.726 · Supplies	-126.78
			265.920 · Utilities	-489.78
			102.801 · Mmbrshps, Sft. Lic. & Dues	-113.93
			215.969 · Seminars & Workshops	-1,699.61
			262.726 · Supplies	-28.69
			265.859 · Internet & Phones	-51.73
TOTAL				-2,809.77
11477	06/15/2021	Livingston County Trea...	001.001 · Chase - General Fund	
TOTAL				0.00
11479	06/15/2021	Nanci Forster	001.001 · Chase - General Fund	
	06/15/2021		102.970 · Mileage	-118.83
TOTAL				-118.83
11480	06/15/2021	NetSmart Plus	001.001 · Chase - General Fund	
1744063	05/25/2021		265.146 · Equipment-Office	-1,554.48
TOTAL				-1,554.48
11481	06/15/2021	R.I. Thomas Property M...	001.001 · Chase - General Fund	
	05/26/2021		265.935 · Building Maintenance	-560.00
TOTAL				-560.00
11482	06/16/2021	MTA	001.001 · Chase - General Fund	
43505	05/26/2021		102.801 · Mmbrshps, Sft. Lic. & Dues	-4,472.33
TOTAL				-4,472.33

6:00 PM

06/18/22

Conway Township
Check Detail
May 19 through June 18, 2021

Num	Date	Name	Account	Paid Amount
11483	06/16/2021	Econo Print	001.001 · Chase - General Fund	
	06/16/2021		102.910 · Postage	-836.75
TOTAL				-836.75
11496	06/15/2021	Applied Imaging	001.001 · Chase - General Fund	
1765954	07/06/2021		265.930 · Equipment Maintenance	-70.43
TOTAL				-70.43
11497	06/15/2021	Cooper & Riesterer, PLC	001.001 · Chase - General Fund	
42517	06/29/2021		266.103 · Attorney	-3,457.50
TOTAL				-3,457.50
11500	06/15/2021	Econo Print	001.001 · Chase - General Fund	
66840	06/29/2021		102.900 · Printing & Publishing	-814.43
TOTAL				-814.43
11501	06/15/2021	Jeff Judd	001.001 · Chase - General Fund	
	07/06/2021		526.960 · Spring Cleanup	-4,258.00
TOTAL				-4,258.00
11502	06/15/2021	JP Morgan Chase	001.001 · Chase - General Fund	
4246315282...	06/29/2021		265.859 · Internet & Phones	-235.82
			265.859 · Internet & Phones	-54.95
			265.859 · Internet & Phones	-54.03
			102.726 · Supplies	-76.23
			215.969 · Seminars & Workshops	-892.50
			253.969 · Seminars & Workshops	-718.00
TOTAL				-2,031.53

8:09 AM

06/15/22

**Conway Township
Journal
June 15 - 17, 2022**

Trans #	Type	Date	Num	Adj	Name	Memo
12582	Bill	06/15/2022	milage		Debbie Grubb Debbie Grubb	BS&A Training BS&A Training
12583	General Journal	06/17/2022	EAW ...			-MULTIPLE- Invoice Township Board:Salaries ... Township Board:FOIA C... Supervisor's Office:Salaries Federal PRT Liablity Clerk's Office:Salaries & ... Clerk's Office:Deputies W... Michigan Withholding Lia... Treasurer's Office:Salarie... Treasurer's Office:Deputi... Assessor:Salaries Building & Grounds:Hall ... Cemetery:Salaries Public Safety:Fire Authori... Planning & Zoning:Salaries Recreation Association:S... -MULTIPLE- Payroll Liabilities -MULTIPLE- Michigan Withholding Lia...

TOTAL

8:09 AM

06/15/22

Conway Township
Journal
June 15 - 17, 2022

Account	Debit	Credit
20000 · Accounts P...		15.56
102.970 · Mileage	15.56	
	15.56	15.56
102.704 · Payroll Ta...	1,147.86	
102.710 · Payroll Bill...	183.17	
103.702 · Salaries ...	91.47	
103.706 · FOIA CO...	50.00	
171.702 · Salaries	2,026.75	
210 · Federal PRT L...	3,196.65	
215.702 · Salaries &...	2,309.34	
215.703 · Deputies ...	1,170.00	
218 · Michigan With...	611.15	
253.702 · Salaries &...	2,172.91	
253.703 · Deputies ...	1,080.00	
257.702 · Salaries	2,693.33	
265.702 · Hall Monit...	75.00	
276.702 · Salaries	535.00	
301.700 · Fire Autho...	445.00	
721.702 · Salaries	2,265.99	
738.702 · Salaries	90.00	
016.000 · BofAA - G...		15,301.81
204.000 · Payroll Lia...		1,034.01
210 · Federal PRT L...		3,196.65
218 · Michigan With...		611.15
	20,143.62	20,143.62
	20,159.18	20,159.18

6:01 PM

06/18/22

Accrual Basis

Conway Township
Profit & Loss Budget vs. Actual
April 1 through June 18, 2022

	Apr 1 - Jun 18, 22	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	0.00	0.00	0.00	0.0%
402.000 · Taxes - General	6,023.40	120,000.00	-113,976.60	5.0%
403.000 · Taxes - Admin fees	1,834.89	41,000.00	-39,165.11	4.5%
409.000 · Taxes - SET fee	0.00	700.00	-700.00	0.0%
411.000 · Dog licenses	0.00	40.00	-40.00	0.0%
435.000 · Sale of assets	0.00	0.00	0.00	0.0%
450.000 · Fees, Licenses & Permits	4,894.75	8,000.00	-3,105.25	61.2%
455.000 · Research Fees	0.00	200.00	-200.00	0.0%
478.000 · Set Fee Retained	0.00	0.00	0.00	0.0%
560.000 · Metro Act Fee	0.00	0.00	0.00	0.0%
573.000 · LCSA PPT Reimbursement	0.00	0.00	0.00	0.0%
574.000 · State Revenue Sharing	59,487.00	343,130.00	-283,643.00	17.3%
664.000 · Interest & Dividends	505.15	1,350.00	-844.85	37.4%
667.000 · Rent	450.00	1,500.00	-1,050.00	30.0%
671.000 · Misc. Revenues	0.00	500.00	-500.00	0.0%
675.000 · American Rescue Plan Funds	0.00	189,687.30	-189,687.30	0.0%
676.000 · Cemeterial Lots/Burial	0.00	0.00	0.00	0.0%
677.000 · General Reimbursements	0.00	0.00	0.00	0.0%
678.000 · Grant Reimbursement	0.00	0.00	0.00	0.0%
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%
699.000 · Transfer in - Road Fund	0.00	0.00	0.00	0.0%
699.101 · Due from Eva Lane	-31,350.00	0.00	-31,350.00	100.0%
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	41,845.19	707,107.30	-665,262.11	5.9%
Cost of Goods Sold				
50000 · Cost of Goods Sold	0.00	0.00	0.00	0.0%
Total COGS	0.00	0.00	0.00	0.0%
Gross Profit	41,845.19	707,107.30	-665,262.11	5.9%
Expense				
102.000 · Unallocated				
102.702 · Office Assistant Salary	36.00	18,000.00	-17,964.00	0.2%
102.704 · Payroll Taxes	3,351.59	12,000.00	-8,648.41	27.9%
102.710 · Payroll Billing	576.16	2,000.00	-1,423.84	28.8%
102.726 · Supplies	270.53	3,500.00	-3,229.47	7.7%
102.801 · Mmbrshps, Sft. Lic. & Dues	2,736.67	6,500.00	-3,763.33	42.1%
102.805 · Appropriation Senior Center	0.00	2,000.00	-2,000.00	0.0%
102.900 · Printing & Publishing	2,080.00	7,500.00	-5,420.00	27.7%
102.910 · Postage	2,464.40	2,500.00	-35.60	98.6%

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06/18/22

Accrual Basis

Conway Township
Profit & Loss Budget vs. Actual
April 1 through June 18, 2022

	Apr 1 - Jun 18, 22	Budget	\$ Over Budget	% of Budget
102.970 · Mileage	413.26	3,000.00	-2,586.74	13.8%
102.971 · Miscellaneous	0.00	0.00	0.00	0.0%
102.000 · Unallocated - Other	0.00	0.00	0.00	0.0%
Total 102.000 · Unallocated	11,928.61	57,000.00	-45,071.39	20.9%
103.000 · Township Board				
103.702 · Salaries Wages	299.13	4,704.00	-4,404.87	6.4%
103.703 · Fire Authority Rep	0.00	0.00	0.00	0.0%
103.704 · Social Security/Medicar	0.00	0.00	0.00	0.0%
103.705 · Recreation Board Rep	0.00	0.00	0.00	0.0%
103.706 · FOIA COORDINATOR	100.00	350.00	-250.00	28.6%
103.710 · Payroll Billing	0.00	0.00	0.00	0.0%
103.726 · Supplies	0.00	0.00	0.00	0.0%
103.801 · Memberships & Dues	0.00	0.00	0.00	0.0%
103.805 · Appropriation Senior Ce	0.00	0.00	0.00	0.0%
103.862 · Township SS/Medicare	0.00	0.00	0.00	0.0%
103.863 · Township Unemployment	0.00	0.00	0.00	0.0%
103.865 · MEDICAL REIMBURSEMENT	0.00	0.00	0.00	0.0%
103.900 · Printing & Publishing	0.00	0.00	0.00	0.0%
103.910 · Postage	0.00	0.00	0.00	0.0%
103.957 · Condemned Building	0.00	0.00	0.00	0.0%
103.969 · Seminars and Workshops	0.00	500.00	-500.00	0.0%
103.970 · Mileage	0.00	0.00	0.00	0.0%
103.000 · Township Board - Other	0.00	0.00	0.00	0.0%
Total 103.000 · Township Board	399.13	5,554.00	-5,154.87	7.2%
171.000 · Supervisor's Office				
171.702 · Salaries	5,863.08	24,321.00	-18,457.92	24.1%
171.704 · Social Security/Medicar	0.00	0.00	0.00	0.0%
171.706 · Federal Withholding	0.00	0.00	0.00	0.0%
171.708 · State Withholding	0.00	0.00	0.00	0.0%
171.726 · Supplies	0.00	0.00	0.00	0.0%
171.801 · Memberships & Dues	0.00	0.00	0.00	0.0%
171.900 · Printing & Publishing	0.00	0.00	0.00	0.0%
171.910 · Postage	0.00	0.00	0.00	0.0%
171.965 · Assessor	0.00	0.00	0.00	0.0%
171.969 · Seminars & Workshops	243.73	2,000.00	-1,756.27	12.2%
171.970 · Mileage	0.00	0.00	0.00	0.0%
171.000 · Supervisor's Office - Other	0.00	0.00	0.00	0.0%
Total 171.000 · Supervisor's Office	6,106.81	26,321.00	-20,214.19	23.2%
200.203 · Due To Road Fund	0.00	0.00	0.00	0.0%

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06/18/22

Accrual Basis

Conway Township
Profit & Loss Budget vs. Actual
April 1 through June 18, 2022

	Apr 1 - Jun 18, 22	Budget	\$ Over Budget	% of Budget
215.000 · Clerk's Office				
215.702 · Salaries & Wages	6,680.59	27,712.00	-21,031.41	24.1%
215.703 · Deputies Wages	4,705.00	20,000.00	-15,295.00	23.5%
215.704 · Social Security/Medicar	0.00	0.00	0.00	0.0%
215.706 · Federal Withholding	0.00	0.00	0.00	0.0%
215.708 · State Withholding	0.00	0.00	0.00	0.0%
215.726 · Supplies	0.00	0.00	0.00	0.0%
215.801 · Membership	0.00	0.00	0.00	0.0%
215.900 · Printing & Publishing	0.00	0.00	0.00	0.0%
215.910 · Postage	0.00	0.00	0.00	0.0%
215.969 · Seminars & Workshops	1,000.00	6,500.00	-5,500.00	15.4%
215.970 · Mileage	0.00	0.00	0.00	0.0%
215.000 · Clerk's Office - Other	0.00	0.00	0.00	0.0%
Total 215.000 · Clerk's Office	12,385.59	54,212.00	-41,826.41	22.8%
247.000 · Board of Review				
247.702 · Salaries & Wages	900.00	2,000.00	-1,100.00	45.0%
247.704 · Social Security/Medicar	0.00	0.00	0.00	0.0%
247.706 · Federal Withholding	0.00	0.00	0.00	0.0%
247.708 · State Withholding	0.00	0.00	0.00	0.0%
247.900 · Printing & Publishing	0.00	0.00	0.00	0.0%
247.969 · Seminars & Workshops	0.00	500.00	-500.00	0.0%
247.970 · Mileage	0.00	0.00	0.00	0.0%
247.000 · Board of Review - Other	0.00	0.00	0.00	0.0%
Total 247.000 · Board of Review	900.00	2,500.00	-1,600.00	36.0%
253.000 · Treasurer's Office				
253.702 · Salaries & Wages	6,285.90	25,609.00	-19,323.10	24.5%
253.703 · Deputies Salaries	3,040.00	12,480.00	-9,440.00	24.4%
253.704 · Social Security/Medicar	0.00	0.00	0.00	0.0%
253.706 · Federal Withholdings	0.00	0.00	0.00	0.0%
253.708 · State Withholding	0.00	0.00	0.00	0.0%
253.726 · Supplies	0.00	0.00	0.00	0.0%
253.801 · Memberships & Dues	0.00	0.00	0.00	0.0%
253.832 · Charge Back	-20.00	200.00	-220.00	-10.0%
253.900 · Printing & Publishing	0.00	0.00	0.00	0.0%
253.910 · Postage	0.00	0.00	0.00	0.0%
253.969 · Seminars & Workshops	475.92	5,000.00	-4,524.08	9.5%
253.970 · Other	0.00	0.00	0.00	0.0%
253.975 · Bank Service Charge	30.00	500.00	-470.00	6.0%
253.000 · Treasurer's Office - Other	0.00	0.00	0.00	0.0%
Total 253.000 · Treasurer's Office	9,811.82	43,789.00	-33,977.18	22.4%

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Accrual Basis

Conway Township
Profit & Loss Budget vs. Actual
April 1 through June 18, 2022

	Apr 1 - Jun 18, 22	Budget	\$ Over Budget	% of Budget
257.000 · Assessor				
257.701 · Assessor Services	0.00	500.00	-500.00	0.0%
257.702 · Salaries	8,667.99	38,400.00	-29,732.01	22.6%
257.703 · Expenses	0.00	0.00	0.00	0.0%
257.969 · Seminars & Workshops	392.84	1,000.00	-607.16	39.3%
257.000 · Assessor - Other	0.00	0.00	0.00	0.0%
Total 257.000 · Assessor	9,060.83	39,900.00	-30,839.17	22.7%
262.000 · Elections				
262.702 · Salaries & Wages	30.00	7,500.00	-7,470.00	0.4%
262.704 · Social Security/Medicare	0.00	0.00	0.00	0.0%
262.706 · Federal Withholding	0.00	0.00	0.00	0.0%
262.708 · State Withholding	0.00	0.00	0.00	0.0%
262.710 · Election Postage	0.00	500.00	-500.00	0.0%
262.726 · Supplies	0.00	7,000.00	-7,000.00	0.0%
262.900 · Printing & Publishing	0.00	1,000.00	-1,000.00	0.0%
262.910 · Postage	0.00	0.00	0.00	0.0%
262.930 · Equipment/Maintenance	0.00	5,000.00	-5,000.00	0.0%
262.000 · Elections - Other	0.00	0.00	0.00	0.0%
Total 262.000 · Elections	30.00	21,000.00	-20,970.00	0.1%
265.000 · Building & Grounds				
265.146 · Equipment-Office	559.67	9,000.00	-8,440.33	6.2%
265.702 · Hall Monitor Salary	300.00	800.00	-500.00	37.5%
265.704 · Social Security/Medicare	0.00	0.00	0.00	0.0%
265.726 · Supplies	0.00	0.00	0.00	0.0%
265.801 · Lawn Mowing	0.00	2,900.00	-2,900.00	0.0%
265.802 · Landscaping	0.00	3,500.00	-3,500.00	0.0%
265.805 · Snow Removal	0.00	4,500.00	-4,500.00	0.0%
265.851 · Liability Insurance	0.00	0.00	0.00	0.0%
265.859 · Internet & Phones	1,177.80	15,000.00	-13,822.20	7.9%
265.871 · Workers Comp	0.00	0.00	0.00	0.0%
265.910 · Postage	0.00	0.00	0.00	0.0%
265.920 · Utilities	431.43	3,000.00	-2,568.57	14.4%
265.930 · Equipment Maintenance	2,739.82	15,000.00	-12,260.18	18.3%
265.935 · Building Maintenance	2,409.33	18,000.00	-15,590.67	13.4%
265.950 · ARPA Fund Expenses	0.00	0.00	0.00	0.0%
265.963 · Property Taxes	0.00	0.00	0.00	0.0%
265.964 · Deposit reimbursement	0.00	0.00	0.00	0.0%
265.970 · Parking Lot	10.01	500.00	-489.99	2.0%
265.971 · Capital Improvement	0.00	10,000.00	-10,000.00	0.0%
265.000 · Building & Grounds - Other	0.00	0.00	0.00	0.0%
Total 265.000 · Building & Grounds	7,628.06	82,200.00	-74,571.94	9.3%

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Accrual Basis

Conway Township

Profit & Loss Budget vs. Actual

April 1 through June 18, 2022

	Apr 1 - Jun 18, 22	Budget	\$ Over Budget	% of Budget
266.000 · Professional Fees				
266.103 · Attorney	16,282.50	25,000.00	-8,717.50	65.1%
266.446 · Highways	0.00	0.00	0.00	0.0%
266.500 · Misc. Contractors	0.00	0.00	0.00	0.0%
266.721 · Planning Commission	2,860.25	3,000.00	-139.75	95.3%
266.830 · Contractual Fees	0.00	0.00	0.00	0.0%
266.955 · Auditor	0.00	9,500.00	-9,500.00	0.0%
266.956 · Internet Project	0.00	0.00	0.00	0.0%
266.960 · Engineer	0.00	0.00	0.00	0.0%
266.000 · Professional Fees - Other	0.00	0.00	0.00	0.0%
Total 266.000 · Professional Fees	19,142.75	37,500.00	-18,357.25	51.0%
267.000 · Accounting and Auditing	0.00	0.00	0.00	0.0%
275.000 · Drains At Large	0.00	40,000.00	-40,000.00	0.0%
276.000 · Cemetery				
276.702 · Salaries	1,415.00	5,000.00	-3,585.00	28.3%
276.704 · Social Security/Medicar	0.00	0.00	0.00	0.0%
276.801 · Lawn Mowing	0.00	0.00	0.00	0.0%
276.850 · Contracted Labor	0.00	0.00	0.00	0.0%
276.930 · Repair & Maintenance	6,750.00	0.00	6,750.00	100.0%
276.964 · Reimburs of Burial Site	0.00	0.00	0.00	0.0%
276.970 · Mileage	0.00	0.00	0.00	0.0%
276.000 · Cemetery - Other	0.00	0.00	0.00	0.0%
Total 276.000 · Cemetery	8,165.00	5,000.00	3,165.00	163.3%
301.000 · Public Safety				
301.700 · Fire Authority Rep	445.00	1,350.00	-905.00	33.0%
301.702 · Contribution Police Salaries	0.00	10,000.00	-10,000.00	0.0%
301.000 · Public Safety - Other	0.00	0.00	0.00	0.0%
Total 301.000 · Public Safety	445.00	11,350.00	-10,905.00	3.9%
446.000 · Roads and Highways				
446.955 · Chloride	0.00	0.00	0.00	0.0%
446.956 · CLJ & Associates	0.00	0.00	0.00	0.0%
446.967 · Construction & Excavati	0.00	0.00	0.00	0.0%
446.000 · Roads and Highways - Other	0.00	0.00	0.00	0.0%
Total 446.000 · Roads and Highways	0.00	0.00	0.00	0.0%
526.000 · Sanitary Landfill				
526.960 · Spring Cleanup	0.00	5,000.00	-5,000.00	0.0%
526.000 · Sanitary Landfill - Other	0.00	0.00	0.00	0.0%
Total 526.000 · Sanitary Landfill	0.00	5,000.00	-5,000.00	0.0%
660.000 · Payroll Taxes-general	0.00	0.00	0.00	0.0%
66900 · Reconciliation Discrepancies	0.00	0.00	0.00	0.0%

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06/18/22

Accrual Basis

Conway Township
Profit & Loss Budget vs. Actual
April 1 through June 18, 2022

	Apr 1 - Jun 18, 22	Budget	\$ Over Budget	% of Budget
721.000 · Planning & Zoning				
721.702 · Salaries	4,953.97	15,000.00	-10,046.03	33.0%
721.704 · Social Security/Medicar	0.00	0.00	0.00	0.0%
721.706 · Federal Withholding	0.00	0.00	0.00	0.0%
721.708 · State Withholdings	0.00	0.00	0.00	0.0%
721.726 · Supplies	0.00	0.00	0.00	0.0%
721.801 · Membership and Dues	0.00	0.00	0.00	0.0%
721.900 · Printing & Publishing	0.00	0.00	0.00	0.0%
721.964 · Permit Reimbursements	0.00	0.00	0.00	0.0%
721.969 · Seminars & Workshop	597.00	500.00	97.00	119.4%
721.970 · Mileage	0.00	0.00	0.00	0.0%
721.000 · Planning & Zoning - Other	0.00	0.00	0.00	0.0%
Total 721.000 · Planning & Zoning	5,550.97	15,500.00	-9,949.03	35.8%
738.000 · Recreation Association				
738.100 · Parks & Recreation Contribution	0.00	45,000.00	-45,000.00	0.0%
738.702 · Salaries	90.00	450.00	-360.00	20.0%
738.000 · Recreation Association - Other	0.00	5,500.00	-5,500.00	0.0%
Total 738.000 · Recreation Association	90.00	50,950.00	-50,860.00	0.2%
954.000 · Insurance & Bond	756.00	10,000.00	-9,244.00	7.6%
960.000 · Delinquent Personal Prop Taxes	0.00	0.00	0.00	0.0%
969.000 · Trans out - Capital Res Fund	0.00	0.00	0.00	0.0%
970.000 · Transfers out	0.00	0.00	0.00	0.0%
970.350 · TRANS OUT - DAISEY LANE	0.00	0.00	0.00	0.0%
980.000 · Transfers Out - Cemetery	0.00	30,000.00	-30,000.00	0.0%
Total Expense	92,400.57	537,776.00	-445,375.43	17.2%
Net Ordinary Income	-50,555.38	169,331.30	-219,886.68	-29.9%
Other Income/Expense				
Other Income				
Interest Income	11.05	2,500.00	-2,488.95	0.4%
Other Income	0.00	0.00	0.00	0.0%
Total Other Income	11.05	2,500.00	-2,488.95	0.4%
Net Other Income	11.05	2,500.00	-2,488.95	0.4%
Net Income	-50,544.33	171,831.30	-222,375.63	-29.4%

Conway Township Rental Report

June 2022

Hall rental details:

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

We currently have 4 different hall attendants/monitors

Canceled

None

Rescheduled

None

Completed

- 5-8-22 Valerie Winn, resident, Graduation Party

Future hall rentals

- 6-11-22 Erin Arnst, resident, Baby Shower
- 6-12-22 Susan Charron, resident, Graduation Party
- 6-25-22 Diana Woods, non-resident, Graduation Party
- 8-27-22 Melynie Culbertson, resident, Graduation Party
- 9-15-22 Darcye Foldenauer, non-resident, Business meeting

"Make Every Week Fire Prevention Week"

FOWLerville AREA FIRE DEPARTMENT
P.O. Box 126
Fowlerville, MI 48836

Honorable Fire Chief, Fowlerville Fire Authority Board Trustees and Residents: This shall serve as your official notification of the Fowlerville Area Fire Department Public Hearing and Regular Meeting to be held on **Tuesday May 24th, 2022 beginning at 7:00 p.m.,** at the Fowlerville Fire Department, 132 Mill Street, Fowlerville, Michigan 48836. The following item(s) are on the agenda for your consideration:

Public Hearing 7:00 P.M.

1. Call to Order.
2. Pledge of Allegiance.
3. Roll Call.
4. **Public Comments-** Solicitation of public comments on the proposed 2022/2023 Fiscal Year Budget and Millage Rates.
5. Adjournment.

Regular Meeting

1. Call to Order.
2. Pledge of Allegiance. (Optional, Recited at Public Hearing)
3. Roll Call.
4. Call to the Public.
5. Additions to and/or approval of the Agenda.

6. Consideration of the Consent Agenda.
(Items on the Consent Agenda are considered to be routine, only one motion required to approve to Consent Agenda consisting of 3 items).
 - a. Minutes of the Regular Fire Authority Meeting held on Tuesday, April 26, 2022.
 - b. Minutes of the Special Fire Authority Meeting held on Tuesday, May 10, 2022.
 - c. Minutes of the Special Fire Authority Meeting held on Tuesday, May 17, 2022.
7. Unfinished Business:
 - a. Sale of existing Station 41. *VILLAGE? MAYBE IN THE FALL*
 - b. Status of sale of old Rescue 41 and Tanker 42 trucks.
MITTEN AUCTION SITE
8. New Business:
 - a. Consideration of Resolution No. 22-01, a resolution of the Fowlerville Area Fire Authority Tax Millage Rates for the Fowlerville Area Fire Authority 2022/2023 Tax Levy. (Roll Call Vote).
 - b. Consideration of Resolution No. 22-02, a resolution to approve the 2021/2022 Budget Amendment. (Roll Call Vote).
 - c. Consideration of Resolution No. 22-03, a resolution adopting the proposed 2022/2023 Fiscal Year Budget. (Roll Call Vote).
 - d. Consideration of Resolution No. 22-04, a resolution to approve the 2022/2023 transfers to building and vehicle/equipment reserves. (Roll Call Vote).
 - e. Discussion on replacement of Ladder 41. *HENDERSON N.V. \$460,000*
9. Second Call to the Public. *F. " OF CHIEF AS CONSTRUCTION MGR CHIEF SALARY INCREASE*
10. Members Additional Comments.
11. Adjournment.

The Fowlerville Area Fire Department does not discriminate on the basis of disability in the admission or participation in its programs or activities. Accommodations are available for the assistance of individuals with physical impairments if the fire department is given five days advance notice. Individuals desiring such assistance should contact the Fire Authority Administrative Assistant at (517) 223-8561. Agendas and minutes of the meetings are available at the Fowlerville Fire Department.

“Make Every Week Fire Prevention Week”

Fowlerville Area Fire Department
P.O. Box 126
Fowlerville, MI 48836

Fowlerville Area Fire Department *Regular Meeting Minutes*

Tuesday, April 26, 2022 at 7:00 p.m.

Regular Meeting Minutes

1. Call to Order. The Fowlerville Area Fire Authority Public Meeting was called to order by Chairperson Bell at 7:02 p.m. at the Fowlerville Fire Department at 200 N. Grand Ave, Fowlerville, Michigan 48836.
2. Pledge of Allegiance. **Recited.**
3. Roll Call. Trustees Bell, Grubb, Alverson and Bonville. Absent: None. Others Present: Fire Chief Robert Feig, Fire Administrative Assistant, Anna Fraser, Attorney, Kevin Gentry, Finance Director, John McCurdy, Village Treasurer, Michelle Lamb, Village Accounting Assistant, Jamie Hartman, and Jon Schwartz from Brivar Construction.
4. Call to the Public. **None.**
5. Additions to and/or approval of the Agenda. **MOTION ALVERSON SECOND GRUBB TO APPROVE THE AGENDA AS AMMENDED. VOICE VOTE. MOTION CARRIED.**
6. Consideration of the Consent Agenda:
(Items on the Consent Agenda are considered to be routine, only one motion required, to approve the Consent Agenda, consisting of 3 items).
 - a. Minutes of the Regular Fire Authority Meeting held on Tuesday, February 22, 2022 as presented.
 - b. Minutes of the Special Fire Authority Meeting held on Monday, March 21 2022 as presented.
 - c. Establishment of a Public Hearing for May 24, 2022 @ 7:00 p.m. to solicit public comments on the proposed 2022/2023 Fiscal Year Budget.
MOTION BONNVILLE, SECOND ALVERSON TO APPROVE THE CONSENT AGENDA. VOICE VOTE. MOTION CARRIED.

7. Unfinished Business:

a. Sale of existing Station 41.

Trustee Alverson began the discussion. He asked if someone wanted to purchase the land could they make payments on it with no interest. Kevin Gentry stated we can't lend money. He will check to see if the fire authority would be allowed to receive payments on the land with no interest. Trustee Alverson also reminded the board they would need an appraisal. He added one was done a few years ago. Kevin stated he will work to locate that information. He added an appraisal is not necessary, but the board can if they wish. The board agreed to table the item until the 5/24/22 meeting.

MOTION BONNVILLE, SECOND GRUBB TO TABLE DISCUSSION ON SALE OF THE EXISTING FIRE STATION 41 TO NEXT REGULAR MEETING. VOICE VOTE. MOTION CARRIED.

b. Status of water agreement for the new fire station.

Chairperson Bell stated he was at the village meeting on 4-25-22, and they approved the amended version of the updated water agreement between the Village of Fowlerville and Handy Township. It is now up to Handy Township.

Trustee Alverson stated he was at the Handy Township meeting last week. He presented to their board that the amount for Handy Twp to participate in the project of bringing water up Grand River into Handy Township would be \$103K (for meter, meter pit and to increase water line from 8" to 12"). He went on to state that some of the board members aren't sure they wish to put money into another project at this time, due to the township having to put some money into other water issues at Silver Springs and Red Cedar developments. Alverson presented to the Handy Township board the various reasons as to why this investment would benefit the community in the future. The Handy Twp board has two special meetings on May 4 and 11th. He encouraged anyone to attend, as they do call to the public.

The discussion continued on as to how all this affects the project. Brivar has an approval contingent on agreements and water agreement being solidified. The DTE easement is set. JNB still needs to grant their easement. JNB needs to know what they are being charged for water before owner will give his final signature. The final item is to solidify the Handy Township water agreement so that it can go to planning for final approval. It was also discussed as to whether they would still consider a well if the water agreement didn't work out. The decision will be made one way or another by May 17 when

the fire board plans to meet to review the week's events. Brivar did research the well option and presented some general information.

- c. Status of sale of old Rescue 41 and Tanker 42 trucks.
Chief stated that he pulled the listing on the R-41 from the Brindlee Mountain website. He suggested the auto swap. He has also been attempting to make contact with the Bidcorp website (10% fee to do the service). Govbid operates similar to Bidcorp. He mentioned they could also put an ad in the local and county paper with a starting bid. Chief still needs to get a value on the Tanker before he can list it. He will continue to work on this.

8. New Business:

- a. Review of the 2022/23 Fiscal Year Budget.
John McCurdy thanked Michelle and Jamie on their help with the budget. He also thanked Amanda Bonnville for all her hard work on the bond for the new department.
 - 1) Consideration of Pay Increases.
The new budget is based on a wage increase of 3.3% per COLA.
 - 2) Bond Payment Schedule.
First payment will be made in October 2022. From there payments will be made in April and October of each year for the next 10 years according to the schedule.
- b. Analysis of Fire Funds Available.
Regarding revenues, stated taxable values for the fire authority were a little higher, as well as sale of fixed assets. There is a revenue of \$600K for the purchase of a new truck. As for expenses, the biggest change is the debt funding of \$401K. Rates are low for the 10 years. Overall, John feels we have sufficient cash flow and in the equipment reserve moving forward.

9. Communications:

- a. Chief to provide update on Economic Development Initiative Grant for new ladder truck. Chief reported that he applied for a \$1.4M grant for a new ladder truck through Representative Slotkin's office. Stated the department should find out within the next week if they qualified.

10. Second Call to the Public. None.

11. Members Additional Comments.
Chairperson Bell thanked John and his team for their hard work, as well as Trustee Bonville for all her work on the bond. He commented on the success of the groundbreaking event.

Chief also thanked Michelle and Jamie for their work, as well as Anna for her work on the grant.
12. Adjournment. MOTION BONNVILLE, SECOND GRUBB TO ADJOURN THE REGULARLY SCHEDULED FIRE AUTHORITY MEETING AT 8:17 P.M. VOICE VOTE. MOTION CARRIED.

The Fowlerville Area Fire Department does not discriminate on the basis of disability in the admission or participation in its programs or activities. Accommodations are available for the assistance of individuals with physical impairments if the fire department is given five days advance notice. Individuals desiring such assistance should contact the Fire Authority Administrative Assistant at (517) 223-8561. Agenda's and minutes of the meetings are available at the Fowlerville Fire Department.

“Make Every Week Fire Prevention Week”

**Fowlerville Area Fire Department
P.O. Box 126
Fowlerville, MI 48836**

Fowlerville Area Fire Department *Special Meeting Minutes*

Tuesday, May 10 at 8:30 a.m.

Special Meeting Minutes

1. Call to Order. The Fowlerville Area Fire Authority Public Meeting was called to order by Chairperson Bell at 8:30 a.m. at the Fowlerville Fire Department at 200 N. Grand Ave, Fowlerville, Michigan 48836.
2. Pledge of Allegiance. Recited.
3. Roll Call. Trustees Bell, Grubb, Alverson and Bonville. Absent: None. Others Present: Fire Chief Robert Feig, Fire Administrative Assistant, Anna Fraser, Attorney, Kevin Gentry, Jon Schwartz, Craig Stockard, Scott Byers and Ross Oja from Brivar Construction and Al Pruss from Monument Engineering.
4. Call to the Public. None.
5. Additions to and/or approval of the agenda. **MOTION BONNVILLE, SECOND GRUBB TO APPROVE THE AGENDA AS AMMENDED. VOICE VOTE. MOTION CARRIED.**
6. Discussion of water line route to the new fire department.
Jon Schwrtz began the discussion. He handed out documents listing the breakdown for costs related to the water line. He stated that if they go with a well it will set the project back approximately 3 months.

Trustee Alverson stated the village has agreed to the two changes submitted by Handy Township. He will be presenting what he has been working on with their attorney. It will be suggested that the FAFA will pay for the 12" water line, and that the meter pit paid for by Handy Township, which will have great financial benefit to the township in the future. He noted no taxpayer dollars will be used toward this project. Alverson added that Handy Township may not vote on this at the 5-11-22 (9:30am) meeting and wait until their meeting on 5-16-22. At this point a decision will be made one way or the other as to the direction of the water for the new department.

If Handy Township doesn't invest any money in the project, the full cost would be \$210K over and above what has already been budgeted. The meter and meter pit alone are \$70K. The board decided to set a date for another meeting on Tuesday, May 17 at 8:30am. They will make a final decision on the water at this time and sign proper documents for Brivar to move the water project forward.

MOTION GRUBB, SECOND BONNVILLE FOR SPECIAL BOARD MEETING TO BE HELD ON TUESDAY, MAY 17 AT 8:30 A.M. TO FINALIZE PLANS ON THE WATER LINE FOR THE NEW FIRE DEPARTMENT. VOICE VOTE. MOTION CARRIED.

7. Second Call to the Public. **None.**
8. Members Additional Comments.
Trustee Alverson noted that Handy Township has a meeting on 5-11-22 at 9:30am and another on 5-16-22 at 7:00pm.

Trustee Bonnvillie requested clarification on the final cost of water. Jon provided her with this information and referred everyone back to the documents he provided at the beginning of the meeting. If the FAFA pays the entire cost of water, it will be approximately \$400K for water line, meter pit, meter and any other related costs.

9. Adjournment.
MOTION BONNVILLE, SECOND GRUBB TO ADJOURN THE SPECIAL FIRE AUTHORITY MEETING AT 9:06 A.M. VOICE VOTE. MOTION CARRIED.

The Fowlerville Area Fire Department does not discriminate on the basis of disability in the admission or participation in its programs or activities. Accommodations are available for the assistance of individuals with physical impairments if the fire department is given five days advance notice. Individuals desiring such assistance should contact the Fire Authority Administrative Assistant at 517-223-8561. Agendas and minutes of the meetings are available at the Fowlerville Fire Department.

“Make Every Week Fire Prevention Week”

**Fowlerville Area Fire Department
P.O. Box 126
Fowlerville, MI 48836**

Fowlerville Area Fire Department *Special Meeting Minutes*

Tuesday, May 17 at 8:30 a.m.

Special Meeting Minutes

1. Call to Order. The Fowlerville Area Fire Authority Public Meeting was called to order by Chairperson Bell at 8:30 a.m. at the Fowlerville Fire Department at 200 N. Grand Ave, Fowlerville, Michigan 48836.
2. Pledge of Allegiance. Recited.
3. Roll Call. Trustees Bell, Grubb, Alverson and Bonville. Absent: None. Others Present: Fire Chief Robert Feig, Fire Administrative Assistant, Anna Fraser, Attorney, Kevin Gentry, and Craig Stockard and Scott Byers from Brivar Construction.
4. Call to the Public. None.
5. Additions to and/or approval of the agenda. **MOTION GRUBB, SECOND BONNVILLE TO APPROVE THE AGENDA AS AMMENDED. VOICE VOTE. MOTION CARRIED.**
6. Discussion of water line route to the new fire department.
Trustee Alverson stated the water agreement passed at last night's Handy Township meeting, vote 5-0. The agreement will now go to the village and township for final signatures. To clarify, the FAFA will pay for the 12" water line and the township will pay for the meter pit and meter. He is working on number of REU's for the fire station. He and attorney are looking at Oakland County and MHOG to see how they determine REU's. This will help Handy Township to evaluate/gauge what the fire department should be charged for water.

Craig from Brivar brought water document to be signed. JNB is still waiting to sign off on contributing the \$30K until he knows for sure what the township will be charging him for water. JNB will grant the easement either way. When JNB comes forth with the money they will then need a motion to direct that \$30K towards the 12" water line. If this has already been paid by the FAFA then the motion would be to reimburse the fire authority for that money.

MOTION BONNVILLE, SECOND GRUBB TO APPROVE THE FOWLerville AREA FIRE AUTHORITY TO PAY \$136,963.20 FOR THE UPGRADE TO A 12" WATER LINE TO THE NEW FIRE DEPARTMENT. ROLL CALL VOTE. AYE: BONNVILLE, GRUBB, BELL. NAY: NONE. ABSTAIN ALVERSON. NAY: NONE. UNANIMOUS VOTE. MOTION CARRIED.

MOTION BONNVILLE, SECOND GRUBB FOR THE FAFA TO PAY ANY EXCESS AMOUNT BEYOND THE HANDY TOWNSHIP ARPA FUND PAYMENT FOR THE METER PIT, AND IF THAT OCCURS TO SEEK REIMBURSEMENT FROM HANDY TOWNSHIP ARPA'S FUND. ROLL CALL VOTE. AYE: BONNVILLE, GRUBB, BELL. NAY: NONE. ABSTAIN: ALVERSON. UNANIMOUS VOTE. MOTION CARRIED

7. Second Call to the Public. **None.**

8. Members Additional Comments.

Chief Feig commented that he is happy to see the water issue resolved so that the project can continue to move forward.

Trustee Grubb thanked all the board members of Handy Township for their contribution to the project.

Trustee Alverson thanked everyone for coming to the Handy Township meeting on 5-16-22.

Chairperson Bell thanked Trustee Alverson for all his hard work on the water with Handy Township.

9. Adjournment. **MOTION GRUBB, SECOND BONNVILLE TO ADJOURN THE SPECIAL SCHEDULED FIRE AUTHORITY MEETING AT 8:46 A.M. VOICE VOTE. MOTION CARRIED.**

The Fowlerville Area Fire Department does not discriminate on the basis of disability in the admission or participation in its programs or activities. Accommodations are available for the assistance of individuals with physical impairments if the fire department is given five days advance notice. Individuals desiring such assistance should contact the Fire Authority Administrative Assistant at 517-223-8561. Agendas and minutes of the meetings are available at the Fowlerville Fire Department.

FOWLERVILLE AREA FIRE AUTHORITY

2022-2023

GL NUMBER	DESCRIPTION	2020-21 ACTIVITY	2021-22 ORIGINAL BUDGET	2021-22 ACTIVITY THRU05/20/22	2021-22 PROJECTED AMENDED	2022-23 REQUESTED BUDGET
Fund 206 - Fire Fund						
ESTIMATED REVENUES						
Dept 000 - Revenues						
206-000-402.000	Current Real Property Taxes	1,184,378	1,225,000	1,178,627	1,228,000	1,270,000
206-000-402.001	Tax Refunds	(2,329)	(5,000)	(252)	(5,000)	(5,000)
206-000-403.003	Delinquent Taxes After Year End	(400)	500	203	500	500
206-000-406.000	In Lieu of Tax Service Charge	675	685	819	819	820
206-000-410.001	Current Personal PropTax Replacement Rev	37,672	25,000			
206-000-505.000	Grant-2021 Development Project-Trauma			8,000	8,000	8,000
206-000-506.000	Grant-2021 Development Project-PEARS			8,000	8,000	8,000
206-000-507.000	Grant-2021 Development Project-Prevent			7,995	7,995	7,995
206-000-528.001	Other Federal Grants-FRHPPP	12,550				
206-000-528.002	Other Federal Grants-PSPHPR	23,418				
206-000-539.000	State-Volunteer Fire Assistance Grant			885	885	
206-000-573.000	Local Community Stabilization Share			29,022	29,022	25,000
206-000-600.000	Concert Reimbursement			4,140	4,140	5,000
206-000-628.000	Miscellaneous	5,859	100		100	100
206-000-630.000	Fire Reports	10	20	6	20	20
206-000-632.000	Fire Runs	1,138	1,500	1,318	1,500	1,500
206-000-665.000	Interest	3,852	4,100	2,305	3,000	2,000
206-000-673.000	Sale Of Fixed Assets				10,000	210,000
206-000-676.206	Reimbursements	2,171	5,000	7,109	2,709	2,000
206-000-699.338	Transfer From-Building Reserve				78,405	1,111,595
206-000-699.393	Transfer From-Equipment Reserve					-600,000
Totals for dept 000 - Revenues		1,268,994	1,256,905	1,248,177	1,378,095	3,223,535
					1,978,095	24,2535
					600,000	
TOTAL ESTIMATED REVENUES		1,268,994	1,256,905	1,248,177	1,378,095	3,223,535

GL NUMBER	DESCRIPTION	2020-21 ACTIVITY	2021-22 ORIGINAL BUDGET	2021-22 ACTIVITY THRU05/20/22	2021-22 PROJECTED AMENDED	2022-23 REQUESTED BUDGET
Fund 206 - Fire Fund						
APPROPRIATIONS						
Dept 336 - Fire Department						
206-336-702.000	Salaries & Wages	5,008				
206-336-702.001	Wages-Fire Chief	63,200	70,000	58,333	70,000	72,310
206-336-703.000	Wages-Volunteer On-Call	135,884	180,000	137,012	185,000	191,105
206-336-703.001	Wages-Part Time Assistant	19,055		3,800	3,800	
206-336-703.002	Wages-Fire Clerk	3,300		1,500	1,500	
206-336-703.003	Wages-Medical Officer			4,965	5,000	5,165
206-336-704.000	Wages-Permanent Part-Time	47,744	55,000	41,843	55,000	56,815
206-336-705.000	First Responder Hazard Pay	13,550				
206-336-706.000	Wages-Training		12,000		12,000	12,396
206-336-706.001	Misc Payroll-Concert			3,760	3,760	5,000
206-336-715.000	FICA	22,936	23,868	19,989	25,421	25,841
206-336-716.000	Health Insurance Opt Out	6,000	6,000	5,000	6,000	6,000
206-336-718.000	Employee Accident Insurance	1,893	2,500	1,893	2,500	2,500
206-336-720.000	Workers Compensation	16,881	18,000	15,039	15,039	16,000
206-336-723.000	Employee Assistance Program (EAP)		2,000		2,000	2,000
206-336-724.000	Car Allowance	6,000	6,000	5,000	6,000	6,000
206-336-727.000	Office Supplies	1,104	3,000	1,105	3,000	3,000
206-336-727.001	Infectious Disease Supplies-COVID	288	5,000	19	2,000	2,000
206-336-727.002	Medical Supplies			3,272	3,500	3,500
206-336-728.000	Postage	323	325	350	450	500
206-336-731.000	Uniforms	3,364	5,000	1,377	5,000	5,000
206-336-735.000	Personal Protection Equipment/SCBA's	25,558	25,000	22,897	30,000	30,000
206-336-740.000	Operating Supplies	13,077	13,000	8,065	13,000	13,500
206-336-740.001	Gas/Deisel	6,010	7,000	5,833	8,500	9,000
206-336-741.000	2021 Development Project-Trauma	12,550		(976)		
206-336-742.000	2021 Development Project-PARES	4,765				
206-336-743.000	2021 Development Project-Prevention			8,111	8,111	

GL NUMBER	DESCRIPTION	2020-21 ACTIVITY	2021-22 ORIGINAL BUDGET	2021-22 ACTIVITY THRU05/20/22	2021-22 PROJECTED AMENDED	2022-23 REQUESTED BUDGET
Fund 206 - Fire Fund						
206-336-750.000	Education/Training Off Site	8,803	7,500	10,372	12,000	10,000
206-336-803.000	Exams And Vaccinations	10,225	12,000	10,662	12,000	12,000
206-336-805.000	Contracted Services-Claim Management	111	1,000	8	1,000	1,000
206-336-807.000	Contracted Services-Audit	4,278	4,500	4,400	4,500	5,000
206-336-810.000	Contracted Services-Lot Maintenance		4,600		2,500	2,500
206-336-811.000	Contracted Services-IT Services	8,271	12,000	11,100	12,000	15,000
206-336-812.000	Contracted Services-Printer/Copier	1,942	2,300	1,635	2,000	2,200
206-336-813.000	Fire Extinguishers	670	750	732	750	750
206-336-815.000	Internet Services	827	950	1,934	2,700	2,800
206-336-826.000	Legal	3,430	4,200	2,703	4,000	4,200
206-336-852.000	Telephones	6,118	6,200	4,439	6,000	6,200
206-336-852.001	Pagers	1,874	3,500	1,111	3,000	3,000
206-336-852.002	Cellular Phones	705	800	353	800	800
206-336-900.000	Publishing & Advertising	208	300	85	300	300
206-336-910.001	Property & Liability Insurance	26,748	28,500	28,096	28,100	30,000
206-336-921.000	Electricity	9,116	9,200	7,886	9,700	9,800
206-336-922.000	Gas	7,114	6,700	9,606	9,600	9,800
206-336-923.000	Rubbish	777	1,000	796	1,000	1,100
206-336-924.000	Water	932	1,000	714	1,000	1,200
206-336-931.000	Radios		10,000	7,762	10,000	10,000
206-336-932.000	Apparatus Repair	24,629	40,000	31,530	40,000	40,000
206-336-933.000	Equipment	14,828	23,000	26,410	23,000	25,000
206-336-934.000	Building Maintenance	4,968	6,200	5,922	6,000	6,200
206-336-958.000	Dues/Memberships	4,485	5,000	4,305	5,000	5,500
206-336-975.000	Land Aquisition	213,300				
206-336-977.000	Capital Outlay	579,260	30,000	9,349	30,000	600,000
206-336-991.000	DEBT PRINCIPAL PAYMENTS					331,000
206-336-993.000	DEBT INTEREST					70,000
206-336-999.001	Transfer-Building Reserve		110,000		110,000	30,000
206-336-999.007	Transfer-Equipment Reserve		200,000		200,000	100,000

GL NUMBER	DESCRIPTION	2020-21 ACTIVITY	2021-22 ORIGINAL BUDGET	2021-22 ACTIVITY THRU05/20/22	2021-22 PROJECTED AMENDED	2022-23 REQUESTED BUDGET
Fund 206 - Fire Fund						
206-336-999.101	Transfer-Admin Transfer	15,300	12,000	12,750	15,300	15,600
206-336-999.337	Transfer-Admin Assistant-Job Share		57,577	35,349	42,978	55,031
Totals for dept 336 - Fire Department		1,357,409	1,034,470	578,196	1,061,809	1,873,613
Dept 338 - Fire Building						
206-338-817.000	Contacted Services-Permits/Site Fees			12,805	12,805	
206-338-818.000	Contacted Services-Architect			20,625	20,625	
206-338-819.000	Contacted Services-Engineer			27,175	27,175	
206-338-820.000	Contacted Services-General Contractor			17,800	17,800	
Totals for dept 338 - Fire Building				78,405	78,405	2,421,595
TOTAL APPROPRIATIONS		1,357,409	1,034,470	656,601	1,140,214	4,295,208
NET OF REVENUES/APPROPRIATIONS - FUND 206		(88,415)	222,435	591,576	237,881	(1,071,673)
BEGINNING FUND BALANCE		1,650,671	1,562,256	1,562,256	1,562,256	1,800,137
ENDING FUND BALANCE		1,562,256	1,784,691	2,153,832	1,800,137	728,464

RESOLUTION NO. 22-01

Date: May 24, 2022

FOWLerville AREA FIRE AUTHORITY

A RESOLUTION OF THE FOWLerville AREA FIRE AUTHORITY, FOWLerville, MICHIGAN TO ESTABLISH PROPERTY TAX MILLAGE RATES FOR THE FOWLerville AREA FIRE AUTHORITY 2022/2023 WINTER TAX LEVY.

WHEREAS, the Fowlerville Area Fire Authority is required to annually set the property tax millage rates for the winter property tax levy; and

WHEREAS, the Fowlerville Area Fire Authority provided notice of its truth in taxation hearing as required by law, and the Fowlerville Fire Authority held a budget and truth in taxation hearing at its regular meeting held May 24, 2022; and

NOW, THEREFORE, BE IT RESOLVED that the Fowlerville Area Fire Authority hereby approves and authorizes, in an amount not to exceed the following property tax rates for the Fowlerville Area Fire Authority 2022/2023 Winter Tax Levy.

TOTAL MILLAGE LEVY NOT TO EXCEED 2.0000 mills

BE IT FURTHER RESOLVED, that the Chairman and Secretary are hereby authorized to sign the appropriate Treasury Department forms regarding this tax rate request and to file such forms with the County and State.

BE IT FURTHER RESOLVED, that the Fowlerville Area Fire Authority and/or the designees shall take such other actions necessary to implement this resolution.

Fowlerville Area Fire Authority Board Member _____ offered the foregoing Resolution, and moved its adoption. The motion was seconded by Board Member _____, and upon being put to a vote, the vote was as follows:

Record of Votes:

Yes: _____ No: _____

I hereby certify that the foregoing constitutes a true and complete copy of a resolution adopted by the Fowlerville Area Fire Authority, Fowlerville, County of Livingston, Michigan, at a regular meeting held on May 24, 2022.

X

Jerry Bell
Chairman

X

Ed Alverson
Secretary

RESOLUTION NO. 22-02

May 24, 2022

FOWLerville AREA FIRE AUTHORITY

RESOLUTION TO APPROVE THE 2021/2022 BUDGET AMENDMENTS

WHEREAS, the administration periodically reviews the budgets and recommends amendments, as necessary, to the Fowlerville Area Fire Board in order to remain in compliance with the state statute requiring a balanced budget;

NOW, THEREFORE, BE IT RESOLVED BY THE FOWLerville AREA FIRE AUTHORITY OF FOWLerville, MICHIGAN THAT:

The Fire Authority hereby adopts and authorizes the FY 2021/2022 Budget amendments for the Fowlerville Area Fire Authority, not to exceed the projected amended column of \$1,140,214, which is attached hereto as Exhibit A.

This Resolution shall take effect immediately upon adoption.

Fowlerville Area Fire Authority Board Member _____ offered the foregoing Resolution, and moved its adoption. The motion was seconded by Board Member _____, and upon being put to a vote, the vote was as follows:

Record of Votes:

Yes: _____

No: _____

I hereby certify that the foregoing constitutes a true and complete copy of a resolution adopted by the Fowlerville Area Fire Authority, Fowlerville, County of Livingston, Michigan, at a regular meeting held on May 24, 2022.

X

Jerry Bell
Chairman

X

Ed Alverson
Secretary

Exhibit A

Amendment to General Appropriation

Fiscal Year 2021-2022

GL NUMBER	DESCRIPTION	2021-22 ORIGINAL BUDGET	2021-22 RECOMMENDED AMENDED
Fund 206 - Fire Fund			
ESTIMATED REVENUES			
	Totals for dept 000 - Revenues	1,256,905	1,378,095
	TOTAL ESTIMATED REVENUES	1,256,905	1,378,095
APPROPRIATIONS			
	Dept 336 - Fire Department		
	Totals for dept 336 - Fire Department	1,034,470	1,061,809
	Dept 338 - Fire Building		
	Totals for dept 338 - Fire Building		78,405
	TOTAL APPROPRIATIONS	1,034,470	1,140,214
	NET OF REVENUES/APPROPRIATIONS - FUND 206	222,435	237,881
	BEGINNING FUND BALANCE	1,562,256	1,562,256
	ENDING FUND BALANCE	1,784,691	1,800,137

May 24, 2022

RESOLUTION NO. 22-03

May 24, 2022

FOWLERVILLE AREA FIRE AUTHORITY

RESOLUTION ADOPTING PROPOSED 2022/2023 FISCAL YEAR BUDGET

Wherefore, pursuant to Article XII(C) of the Authority's Articles of Incorporation, the Board is required to adopt an annual operating and capital budget each year; and

Wherefore, the Authority is currently funded entirely by a property tax levy, as provided by Section 12 of Act 75 of the Public Acts of 1988, as amended, that being MCL 124.612; and

Wherefore, the Authority board, after due consideration of the Authority's revenue, expenses, and operational needs, has determined the proposed 2022/2023 Fiscal Year Budget to further the purposes of the Authority;

Now Therefore, it is hereby resolved by the Board of the Fowlerville Area Fire Authority that the proposed 2022/2023 Budget shall be adopted as the Annual Operating and Capital Budget of the Fire Authority (Exhibit B).

Adopted this 24th day of May, 2022 by roll call vote.

RECORD OF VOTES: Yeas _____

Nays _____

I hereby certify that the foregoing resolution was adopted by the Fowlerville Area Fire Authority Board at a regular meeting held on May 24, 2022.

X

Jerry Bell
Chairman

X

Ed Alverson
Secretary

Exhibit B
Fowlerville Area Fire Authority
Fiscal Year 2022-20223 Budget

Fund 206 - Fire Fund

TOTAL ESTIMATED REVENUES	3,223,535
TOTAL APPROPRIATIONS	4,295,208
NET OF REVENUES/APPROPRIATIONS - FUND 206	(1,071,673)
ESTIMATED BEGINNING FUND BALANCE	1,800,137
ENDING FUND BALANCE	728,464

Resolution No. 22-04

Fowlerville Area Fire Authority

RESOLUTION TO APPROVE THE 2022/2023 TRANSFERS TO BUILDING AND VEHICLE/EQUIPMENT RESERVES

WHEREAS, the administration has recommended through the budget process to the Fire Authority to provide for building and vehicle/equipment replacement reserves.

NOW, THEREFORE, BE IT RESOLVED BY THE FOWLERVILLE AREA FIRE AUTHORITY, FOWLERVILLE, MICHIGAN THAT:

The Fowlerville Area Fire Authority hereby authorizes the FY 2022/2023 Budget transfers to the reserves for the Fowlerville Area Fire Authority, which is attached hereto as Exhibit C.

This Resolution shall take effect immediately upon adoption.

Adopted this 24th of May, 2022.

RECORD OF VOTES: Aye_____

 Nay_____

I hereby certify that the foregoing resolution was adopted by the Fowlerville Area Fire Authority Board at a regular meeting held on May 24, 2022.

X

Jerry Bell
Chairman

X

Ed Alverson
Secretary

Exhibit C

Fiscal Year 2022/2023

TRANSFER TO RESERVE FOR BUILDINGS AND VEHICLE/EQUIPMENT RESERVES

GASB 54 Compliance requirement is to provide transparency in all fund balance charges.

**To allow for funding of replacement of buildings,
vehicles/equipment transfers for the fiscal year 2022/2023**

Transfers To Reserves as follows:

Buildings	\$110,000.00
Vehicle/Equipment	\$200,000.00

It was the opinion that the market value of the fee simple interest in the "as is" property, as of July 19, 2016, for:

**CENTRAL FIRE STATION
200 N. GRAND AVENUE
FOWLerville, MICHIGAN**

were:

The opinion of market value for the improved property was:


TWO HUNDRED FORTY THOUSAND DOLLARS

(\$240,000)

The opinion of market value for the land as vacant was:

ONE HUNDRED FIVE THOUSAND DOLLARS

(\$105,000)


L. Richard Parker, MAI
President
Certified General Appraiser

ADDENDA

FOWLerville RECREATION

7677 W. Sharpe Road Ste. A
Fowlerville, Michigan 48836
(517) 223-6477

Minutes from June 8, 2022

Members present: Laura Eisele, Tom Clapp, Kathryn Heath, Jason Atkinson and Lauri Coe, Trisha Reed

Members absent: Brande Nogafsky

Staff present: Cheryl Dixon, Jill Curd

Public present: none

Old Business:

New Business:

Discussed possibility of White Oak Township joining Recreation Board

Current Programs:

- a. Baseball/softball – Up and running
- b. Camps- will begin in July
- c. Track-Final Meet was Monday night, turned out great
- d. Spring Soccer-ends this weekend
- e. Cheerleading-Registrations are now closed on line, but taking them in person
- f. Football-Registrations are now closed and everyone is on a waiting list at this time
- g. Fall Soccer-Registrations are over, still accepting in person

Thank you,

Cheryl Dixon

Recreation Meeting

Date: June 6, 2022

Name: James (Rise), Henry (Jap)

Name: Tom CLAPP Schoctat

Name: Jason Atkinson - Fosco

Name: Tisha Reed - School Board

Name: Laure Coe - FCS

Name: Cheryl Dixon - Rec.

Name: Jim Lind - Rec

Name: K. Hecker - village

Name: _____

Name: _____

Name: _____

Name: _____

Fowlerville Recreation

7677 W. Sharpe Road
Fowlerville, MI 48836

June 8, 2022 6:00 pm Recreation Meeting Area

Agenda:

1. Members present
2. Current Program(s)
 - a. Baseball/softball – Up and running
 - b. Camps- will begin in July 2022/2023
 - c. Track-Final Meet was Monday night, turned out great –
 - d. Spring Soccer-ends this weekend – Aug. 15th
 - e. Cheerleading-Registrations are now closed on line, but taking them in person
 - f. Football-Registrations are now closed and everyone is on a waiting list at this time –
 - g. Fall Soccer-Registrations are over, still accepting in person
3. Old Business
4. New Business

White Oak Township

* Pull agreement for wording –

Fowlerville
Select by Account Report
Fiscal Year: 2021 to 2022

Rpt 110

Page 1 of 2

Account	Description	Rsp	FC	YTD Budget	YTD Actual	YTD Encum	Req Res	Rem. Bal	Last Actual
20 181 0000 970 000 0000	RECREATION	REC	M	(\$281,883.00)	(\$176,805.19)	\$0.00	\$0.00	(\$105,077.81)	(\$76,558.54)
20 181 0000 971 000 0000	RECREATION REV-FIRST HALF	REC	M	\$0.00	(\$20,738.18)	\$0.00	\$0.00	\$20,738.18	(\$41,319.60)
21 261 3410 000 000 9700	CELL PHONE/REC	REC	M	\$360.00	\$330.00	\$0.00	\$0.00	\$30.00	\$360.00
21 261 3830 000 000 9700	WATER&SEWER/REC	REC	M	\$225.00	\$149.44	\$0.00	\$0.00	\$75.56	\$169.93
21 261 5510 000 000 9700	GAS/450 N HIBBARD/REC	REC	M	\$550.00	\$479.62	\$0.00	\$0.00	\$70.38	\$437.39
21 261 5520 000 000 9700	ELEC/450 N HIBBARD/REC	REC	M	\$525.00	\$689.90	\$0.00	\$0.00	(\$164.90)	\$630.17
21 261 5521 000 000 9700	ELEC/SCHOOL GYMS/REC	REC	M	\$1,000.00	\$0.00	\$0.00	\$0.00	\$1,000.00	\$0.00
21 261 5690 000 000 9700	FIELD MAINT SUPPL/REC	REC	M	\$2,485.00	\$6,398.85	\$0.00	\$0.00	(\$3,913.85)	\$0.00
21 321 1170 000 000 9700	SAL RECREATION DIR	REC	M	\$48,808.00	\$45,592.32	\$1,901.64	\$0.00	\$1,314.04	\$39,064.78
21 321 1560 000 000 9700	SAL OTHER STAFF/REC	REC	M	\$33,876.00	\$26,983.65	\$0.00	\$0.00	\$6,892.35	\$11,909.98
21 321 1625 000 000 9700	ASSIST TO DIR/REC	REC	M	\$0.00	\$75.00	\$0.00	\$0.00	(\$75.00)	\$0.00
21 321 1761 000 000 9700	SICK LEAVE PAY/REC	REC	M	\$0.00	\$1,815.00	\$0.00	\$0.00	(\$1,815.00)	\$300.00
21 321 1790 000 000 9700	LONGEVITY	REC	M	\$0.00	\$400.00	\$0.00	\$0.00	(\$400.00)	\$0.00
21 321 1960 000 000 9710	CUSTODIAL OVT/REC	REC	M	\$2,800.00	\$1,286.98	\$0.00	\$0.00	\$1,513.02	\$0.00
21 321 1962 000 000 9712	SAL FIELD MAINT/REC	REC	M	\$2,040.00	\$0.00	\$0.00	\$0.00	\$2,040.00	\$0.00
21 321 2110 000 000 9700	LIFE INSURANCE/REC	REC	M	\$56.00	\$39.80	\$2.80	\$0.00	\$12.40	\$51.60
21 321 2120 000 000 9700	LONG TERM DISABILITY	REC	M	\$360.00	\$255.99	\$22.35	\$0.00	\$81.66	\$287.64
21 321 2130 000 000 9700	MESSA HLTH/REC	REC	M	\$14,300.00	\$17,285.68	\$1,615.69	\$0.00	(\$4,601.37)	\$14,495.64
21 321 2140 000 000 9700	DENTAL/REC	REC	M	\$1,500.00	\$1,592.96	\$150.61	\$0.00	(\$243.57)	\$1,006.32
21 321 2150 000 000 9700	VISION/REC	REC	M	\$330.00	\$207.18	\$18.68	\$0.00	\$104.14	\$157.74
21 321 2820 000 000 9700	RETIREMENT/REC	REC	M	\$17,140.00	\$12,366.19	\$536.83	\$0.00	\$4,236.98	\$11,323.57
21 321 2820 000 000 9710	RETIRE CUSTODIAN/REC	REC	M	\$784.00	\$200.74	\$0.00	\$0.00	\$583.26	\$0.00
21 321 2820 000 000 9712	RETIRE FLD MAINT/REC	REC	M	\$571.00	\$0.00	\$0.00	\$0.00	\$571.00	\$0.00
21 321 2830 000 000 9700	FICA/RECREATION	REC	M	\$5,887.00	\$5,519.70	\$145.48	\$0.00	\$221.82	\$3,622.89
21 321 2830 000 000 9710	FICA CUSTODIAN/REC	REC	M	\$214.00	\$0.00	\$0.00	\$0.00	\$214.00	\$0.00
21 321 2830 000 000 9712	FICA FLD MAINT/REC	REC	M	\$156.00	\$0.00	\$0.00	\$0.00	\$156.00	\$0.00
21 321 2840 000 000 9700	W/C-REC	REC	M	\$1,100.00	\$459.98	\$0.00	\$0.00	\$640.02	\$391.55
21 321 2840 000 000 9710	W/C CUSTODIAN/REC	REC	M	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
21 321 2840 000 000 9712	W/C FLD MAINT/REC	REC	M	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
21 321 3190 000 000 9700	MISC CONTRACTED/REC	REC	M	\$6,640.00	\$2,641.13	\$0.00	\$0.00	\$3,998.87	\$2,610.00
21 321 3192 000 000 9700	C/S ASSIST SUPERV/REC	REC	M	\$25,386.00	\$19,770.55	\$0.00	\$0.00	\$5,615.45	\$18,041.64
21 321 3194 000 000 9700	CONTRACTED OFFICIALS	REC	M	\$9,700.00	\$5,670.00	\$0.00	\$0.00	\$4,030.00	\$0.00
21 321 3195 000 000 9700	CONTRD INSTRUCTOR/REC	REC	M	\$1,112.00	\$3,864.21	\$0.00	\$0.00	(\$2,752.21)	\$300.00
21 321 3430 000 000 9700	POSTAGE/REC	REC	M	\$400.00	\$13.36	\$0.00	\$0.00	\$386.64	\$54.32
21 321 3510 000 000 9700	ADVERTISING/REC	REC	M	\$150.00	\$0.00	\$0.00	\$0.00	\$150.00	\$0.00
21 321 4120 000 000 9700	EQUIP REPAIR/REC	REC	M	\$700.00	\$0.00	\$0.00	\$0.00	\$700.00	\$0.00
21 321 5910 000 000 9700	OFFICE SUPPL/REC	REC	M	\$1,000.00	\$333.85	\$0.00	\$0.00	\$666.15	\$135.96
21 321 5911 000 000 9700	COMPUTER SUPPL/REC	REC	M	\$300.00	\$1,396.00	\$0.00	\$0.00	(\$1,096.00)	\$0.00
21 321 5990 000 000 9700	OTHER SUPPLIES/REC	REC	M	\$11,000.00	\$3,965.75	\$800.00	\$0.00	\$6,234.25	\$4,500.04

Select by Account Report
Fiscal Year: 2021 to 2022

Account	Description	Resp	FC	YTD Budget	YTD Actual	YTD Encum	Req Res	Rem. Bal	Last Actual
21 321 5991 000 000 9700	CONCESSION SUPPL/REC	REC	M	\$6,500.00	\$7,759.95	\$0.00	\$0.00	(\$1,259.95)	\$0.00
21 321 5993 000 000 9700	PROGRAM UNIFORMS/REC	REC	M	\$42,836.00	\$44,317.48	\$13,049.23	\$0.00	(\$14,530.71)	\$25,958.81
21 321 5994 000 000 9700	PROGRAM EQUIP/REC	REC	M	\$21,462.00	\$9,202.85	\$6,337.63	\$0.00	\$5,921.52	\$6,595.40
21 321 7410 000 000 9700	DUES & FEES/REC	REC	M	\$14,131.00	\$13,964.35	\$3,850.00	\$0.00	(\$3,683.35)	\$5,300.00
21 321 7910 000 000 9700	RECREATION REFUNDS	REC	M	\$5,000.00	\$7,220.00	\$0.00	\$0.00	(\$2,220.00)	\$57,257.50
21 321 8222 000 000 9700	COPY MACH LEASE/REC	REC	M	\$500.00	\$235.85	\$124.15	\$0.00	\$140.00	\$334.18
21 611 8110 000 000 0000	TRF TO GF FOR ADMIN FEE	REC	M	\$5,625.00	\$0.00	\$0.00	\$0.00	\$5,625.00	\$0.00
No. of Records = 46				\$5,625.00	\$44,940.94	\$28,555.09	\$0.00	(\$67,871.03)	\$87,418.91

Fowlerville
Account Detail Report
Summary
Trans Date Between 4/22/2022 and 5/31/2022

ST	Trans #	Date	Posted	Description	Vendor	Vendor Name	PO #	Inv #	Check #	Amount
20-181-0000-970-000-0000 RECREATION					YTD Actual (\$176,805.19)	YTD Bud. (\$281,883.00)	YTD Enc.	\$0.00		
ER	041057	4/22/2022		REC REV/SCHOOLPAY						\$ (1,050.00)
ER	041058	4/22/2022		5/2/2022 REC REV/PAYMENTECH						\$ (135.24)
ER	041071	4/27/2022		5/2/2022 REC REV						\$ (675.00)
ER	041071	4/27/2022		5/2/2022 REC REV						\$ (1,201.25)
ER	041071	4/27/2022		5/2/2022 REC REV						\$ (618.75)
ER	041077	4/29/2022		5/5/2022 REC REV/SCHOOLPAY						\$ (125.00)
ER	041078	4/29/2022		5/5/2022 REC REV/PAYMENTECH						\$ (357.99)
EJ	052012	5/1/2022		5/19/2022 REC DEF REVENUE CORRECTION						\$6,797.50
ER	051008	5/4/2022		5/13/2022 REC REV						\$ (405.00)
ER	051021	5/6/2022		5/13/2022 REC REV/PAYMENTECH						\$26.75
ER	051033	5/12/2022		5/13/2022 REC REV						\$ (2,800.00)
ER	051033	5/12/2022		5/13/2022 REC REV						\$ (868.75)
ER	051044	5/13/2022		5/23/2022 REC REV/SCHOOLPAY						\$ (275.00)
ER	051045	5/13/2022		5/23/2022 REC REV/PAYMENTECH						\$ (330.67)
ER	051062	5/20/2022		6/3/2022 REC REV/PAYMENTECH						\$ (371.20)
ER	051089	5/31/2022		6/8/2022 REC REV/PAYMENTECH						\$ (219.49)

Number of records: 16 20-181-0000-970-000-0000 Total (\$2,609.09)

Total Number of records: 16 Report Total (\$2,609.09)

	2021/2022	RECREATION ENROLLMENT SUMMARY						NON- PARTICIPANT	TOTALS	DOWN/UP
YEAR ACTIVITY	CONWAY	HANDY	IOSCO	COHOCTAH	VILLAGE	LLAGL/TWNS				
						TOTALS				
2021 FOOTBALL CAMP	22	35	13	5	4	79	25	104	104	
2021 TENNIS CAMP	6	16	4	0	5	31	0	31	31	
2021 GIRLS BASKETBALL CAMP	6	7	4	1	2	20	2	22	22	
2021 BOYS BASKETBALL CAMP	5	8	1	1	2	17	1	18	18	
2021 SOCCER CAMP	2	6	1	1	3	13	1	14	14	
2021 CHEERLEADING CAMP	13	16	8	0	7	44	4	48	48	
2021 FOOTBALL	35	36	36	5	22	134	21	155	151	
2021 CHEERLEADING	28	31	16	3	9	87	6	93	93	
2021 SOCCER IN-HOUSE FALL	27	57	19	10	7	120	8	128	128	
2021 TRAVEL SOCCER FALL	8	29	13	6	5	61	4	65	65	
2021 GIRLS BASKETBALL	4	6	4	0	1	15	2	17	-7	
2021 BOYS BASKETBALL	8	26	9	3	6	52	6	58	12	
2021 TRAVEL BASKETBALL	49	81	34	5	32	201	26	227	38	
2021 WRESTLING	4	17	5	2	4	32	4	36	36	
2022 VOLLEYBALL	36	50	18	3	15	122	19	141	52	
2022 SOCCER IN-HOUSE SPRING	38	67	23	7	19	154	10	164	2	
2022 TRAVEL SPRING SOCCER	20	49	17	9	9	104	7	111	23	
2022 SOFTBALL	32	37	9	3	14	95	11	106	-6	
2022 BASEBALL	24	61	20	4	12	121	15	136	-11	
2022 TRACK	41	71	26	9	12	159	12	171	31	
2022 SOFTBALL CLINIC	2	5	0	0	2	9	4	13	13	
2022 BASEBALL CLINIC	4	6	1	2	0	13	4	17	17	
21/22	414	717	281	79	192	1683	192	1875	874	
% OF ENROLLMENTS	24%	43%	17%	5%	11%	100%				
20/21	154	252	94	28	94	622	42	664	-14	
% OF ENROLLMENTS	25%	41%	15%	4%	15%	100%				

		2020/2021	RECREATION ENROLLMENT SUMMARY								
YEAR	ACTIVITY	CONWAY	HANDY	IOSCO	COHOCTAH	VILLAGE	VILLAGE/LTWN	SP	NON-PARTICIPANT	TOTALS	DOWN/UP
							TOTALS				
	2020 FOOTBALL	CONWAY 0	HANDY 0	IOSCO 0	COHOCTAH 0	VILLAGE 0	0	0	0	0	
	2020 SOCCER IN-HOUSE FALL	0	0	0	0	0	0	0	0	0	
	2020 TRAVEL SOCCER FALL	0	0	0	0	0	0	0	0	0	
	2020 CHEERLEADING 2018	0	0	0	0	0	0	0	0	0	
	2020 GIRLS BASKETBALL	0	0	0	0	0	0	0	0	0	
	2020 BOYS BASKETBALL	0	0	0	0	0	0	0	0	0	
	2020 TRAVEL BASKETBALL	0	0	0	0	0	0	0	0	0	
	2020 WRESTLING	0	0	0	0	0	0	0	0	0	
	2021 VOLLEYBALL	0	0	0	0	0	0	0	0	0	
	2021 SOCCER IN-HOUSE SPRING	36	56	19	12	28	151	11	162	16	2019
	2021 TRAVEL SPRING SOCCER	18	31	18	5	12	84	4	88	-36	2019
	2021 SOFTBALL	27	43	15	2	18	105	7	112	6	2019
	2021 BASEBALL	33	60	17	3	22	135	12	147	-37	2019
	2021 TRACK	40	62	25	6	14	147	8	155	37	
	2021 TENNIS CLINIC	0	0	0	0	0	0	0	0		
	2021 SOCCER CAMP	0	0	0	0	0	0	0	0		
	2021 VOLLEYBALL CAMP	0	0	0	0	0	0	0	0		
	2021 BOYS BASKETBALL CAMP	0	0	0	0	0	0	0	0		
	2021 FOOTBALL CLINIC	0	0	0	0	0	0	0	0		
	2021 GIRLS BASKETBALL CAMP	0	0	0	0	0	0	0	0		
	2021 BASKETBALL CLINIC	0	0	0	0	0	0	0	0		
	2021 SOFTBALL CLINIC	0	0	0	0	0	0	0	0		
	2021 BASEBALL CLINIC	0	0	0	0	0	0	0	0		
	20/21	154	252	94	28	94	622	42	664	-14	
	% OF ENROLLMENTS	25%	41%	15%	4%	15%	100%				
	19/20	156	244	111	27	116	654	40	694	65	
	% OF ENROLLMENTS	24%	37%	17%	4%	18%	100%				

EXPENSES TO THE VILLAGE AND TOWNSHIPS
JULY 1, 2021 THROUGH JUNE 30, 2022

EXPENSES: \$ 221,746.13
REVENUES: \$ 176,805.19
TOTAL DUE: \$ 44,940.94

Conway Township \$ 10,785.82
24% X \$44,940.94

Handy Township \$ 19,324.61
43%X \$44,940.94

Iosco Township \$ 7,639.96
17% X \$44,940.94

Cohoctah Township \$ 2,247.05
5%X \$44,940.94

Village of Fowlerville \$ 4,943.50
11% X \$44,940.94

TOTAL \$ 44,940.94

THIS IS NOT A BILL

CONWAY TOWNSHIP

<u>MONTH</u>	<u>CALLS FOR SERVICE</u>	<u>TICKETS WRITTEN</u>	<u>ARRESTS</u>
JANUARY	22	0	0
FEBRUARY	17	3	0
MARCH	32	2	0
APRIL	23	4	1
MAY			
JUNE			
JULY			
AUGUST			
SEPTEMBER			
OCTOBER			
NOVEMBER			
DECEMBER			
YTD TOTALS:	94	9	1

LIVINGSTON COUNTY SHERIFF'S OFFICE
CONWAY TOWNSHIP MAY 2022

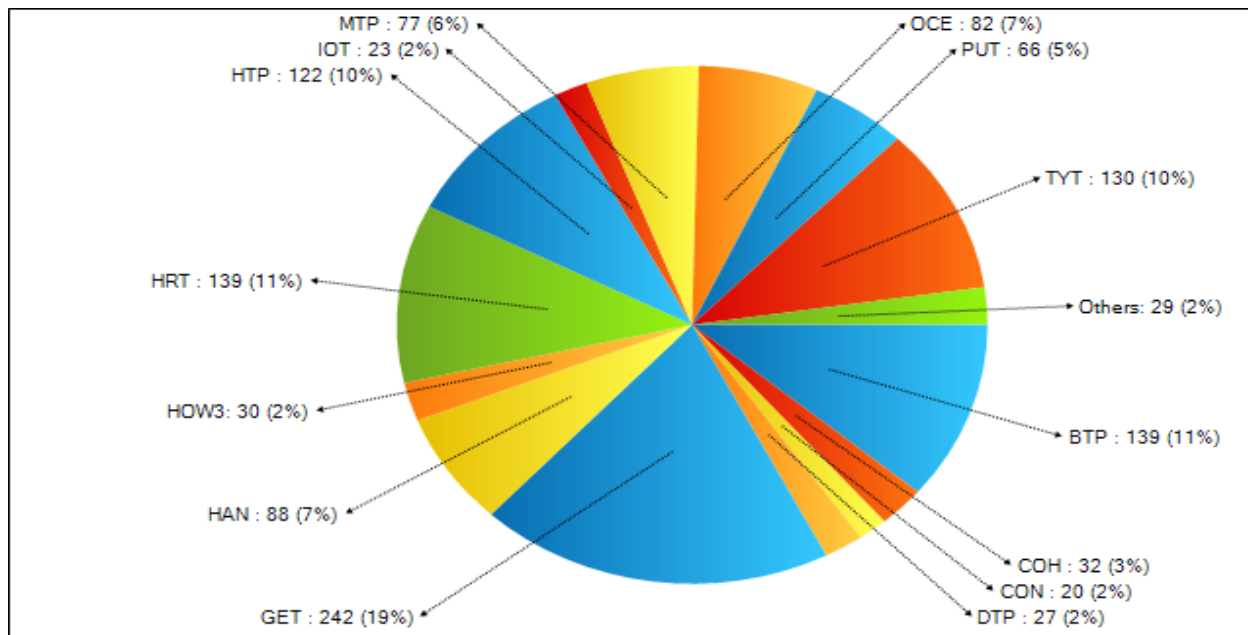
Nature	# Events
ALARM	1
ANIMAL COMPLAINT	3
ASSIST OTHER AGENCY	1
ATV COMPLAINT	2
BURGLARY REPORT ONLY	1
CARDIAC/RESPIRATORY ARREST	1
CITIZEN ASSIST	1
DHS REFERRALS	1
DISTURBANCE/TROUBLE	1
DOMESTIC VERBAL	2
JUVENILE COMPLAINT	1
MISSING PERSON/RUN-A-WAY	1
PIREF (REFUSE EMS)	1
SUICIDAL SUBJECT	1
UNKNOWN MEDICAL PROBLEM	1
WELFARE CHECK	1

<u>TOWNSHIP</u>	NUMBER OF CALLS <u>3:00PM - 11:00PM</u>	RESPONSE TIME CONTRACT TIME <u>3:00PM - 11:00PM</u>	NUMBER OF CALLS <u>11:00PM - 3:00PM</u>
BRIGHTON	38	15:04	101
COHOCTAH	21	28:08	11
CONWAY	11	22:39	9
DEERFIELD	9	21:45	18
GENOA	96	36:11	145
HANDY	45	22:41	43
HARTLAND	55	37:17	84
HOWELL	51	23:22	71
IOSCO	13	32:47	10
MARION	34	18:20	43
OCEOLA	29	34:20	53
PUTNAM	39	23:28	27
TYRONE	71	16:54	59

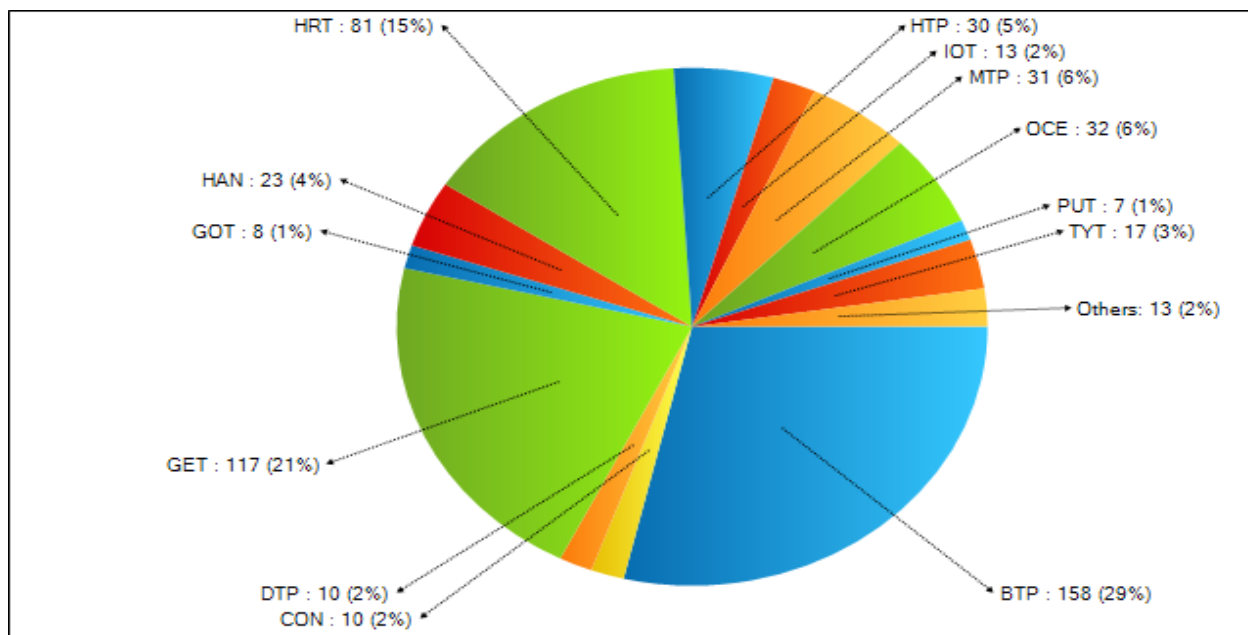
RESPONSE TIME
NON CONTRACT TIME
11:00PM - 3:00PM TOTAL

23:14	139
27:31	32
27:54	20
25:21	27
21:16	241
38:37	88
25:28	139
20:04	122
23:41	23
35:46	77
24:39	82
36:23	66
34:21	130

LIVINGSTON COUNTY SHERIFF'S OFFICE MAY 2022 CALLS FOR SERVICE



MICHIGAN STATE POLICE MAY 2022 CALLS FOR SERVICE



Livingston County Road Commission

3535 Grand Oaks Drive • Howell, Michigan 48843-8575

Telephone: (517) 546-4250 • Facsimile: (517) 546-9628

Internet Address: www.livingstonroads.org

May 27, 2022

MEMORANDUM TO: Conway Township Board of Trustees

FROM: Steven J. Wasylik, Managing Director

SUBJECT: Approved Project Agreement(s)

The Board of County Road Commissioners approved the following project agreement at the meeting of May 26, 2022.

- Owosso Road, (Allen Road to Chase Lake Road), Approximately 1.01 Miles, Place Single Chip Seal With A Fog Seal, Altogether with the Necessary Related Work.

Enclosed is one fully executed contract for your files. If you have any further questions or concerns, you may contact our office at 517-546-4250.

SW/cls

enc.

cc: File

PROJECT AGREEMENT

JOB NUMBER: 48903.5090 Bu

This Agreement made and entered into this 26th day of May, 2022 by and between the TOWNSHIP of CONWAY Livingston County, Michigan, hereinafter referred to as "TOWNSHIP" and the BOARD OF COUNTY ROAD COMMISSIONERS OF THE COUNTY OF LIVINGSTON, hereinafter referred to as "ROAD COMMISSION."

WITNESSETH

The Township has selected the following road to be improved as described below:

OWOSSO ROAD
(ALLEN ROAD TO CHASE LAKE ROAD)
APPROXIMATELY 1.01 MILES
PLACE SINGLE CHIP SEAL WITH A FOG SEAL,
ALTOGETHER WITH THE NECESSARY RELATED WORK


The parties agree as follows:

1. The Engineer's Opinion of Probable Cost is \$45,000. The Township shall pay the Road Commission 25% of the cost of the project not to exceed \$11,250 (other Township will pay 25%).
 - A. The balance shall be paid promptly as invoiced.
 - B. The Road Commission shall furnish the Township with a final breakdown of its actual expenses upon completion of the project.
 - C. The Township will not withhold payments because of any set-off, counterclaim, or any other claim which it may have against the Road Commission arising out of this or any other matter. If there is a dispute over the balance due upon completion, the Township will pay the amount claimed by the Road Commission, and such payment shall not be a waiver by the Township of any claims it may have arising from this contract and the completion of the project.
2. All work shall be performed in a good workmanlike manner and in accordance with plans and specifications adopted by the Road Commission.
3. The Road Commission shall hold the Township harmless from any liability arising from the work performed pursuant to this contract.
4. The work will be completed within the current contract year, unless the parties otherwise so agree.
5. In the event the project cannot be completed due to circumstances beyond the control of the Road Commission, and through no fault of the Road Commission, the contract price for later completion will be subject to renegotiation.

IN WITNESS WHEREOF, the parties have hereunto set their hands and seals the date and year first above written.

TOWNSHIP OF CONWAY

BY:



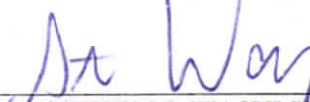
BILL GRUBB, SUPERVISOR



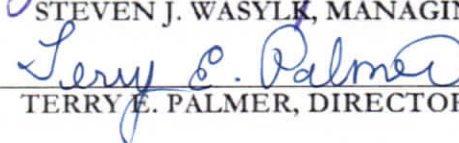
ELIZABETH A. WHITT, CLERK

BOARD OF COUNTY ROAD COMMISSIONERS
OF THE COUNTY OF LIVINGSTON

BY:



STEVEN J. WASYLK, MANAGING DIRECTOR

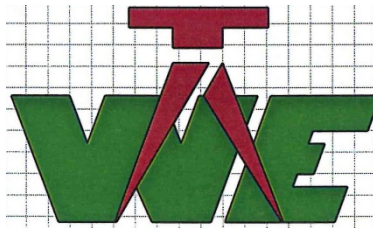


TERRY E. PALMER, DIRECTOR OF FINANCE

**REVIEW OF THE PAVEMENT CONDITIONS
WITH RECOMMENDATIONS
FOR SECLUDED ACRES
SECTION 2, CONWAY TOWNSHIP
LIVINGSTON COUNTY, MICHIGAN**

JUNE 22, 2022

Prepared by:



**Wolverine Engineers & Surveyors, Inc.
312 North Street
Mason, MI 48854**

Secluded Acres Site Condominium

June 23, 2022

At the request of Mr. Bill Grubb, Conway Township Supervisor, Wolverine Engineers & Surveyors, Inc. has visited the Secluded Acres Site Condominium on two (2) separate occasions to review and assess the condition of the roadway pavement and the options that may be prudent, feasible, practical for pavement improvements. In the following narrative we will provide our analysis of the condition of the pavement, alternatives for paving and a cost estimate.

UNDERSTANDING OF PROJECT

Secluded Acres was constructed in the approximate 2001/2002 time frame based upon the condominium documents as provided to our office by the Township Supervisor. The roads and storm sewer system contained within the development are private. A homeowner's association exists and has been collecting revenue pursuant to funding repairs. With the expectation that the cost of road improvements will be greater than funds raised, we understand the homeowner's association has petitioned the Township Board to enter into an agreement to repair the roads.

ANALYSIS

Secluded Acres is a site condominium located south of Lovejoy Road, east of N. Fowlerville Road. It effectively consists of three (3) unique and distinct streets, Secluded Ridge Drive, Hidden Circle Drive, and Hidden Knoll Court. Figure 1 is an aerial photo of the subject property.



Figure 1. Aerial View of Secluded Acres

Secluded Ridge Drive from Lovejoy Road to a point just south of Hidden Knoll Court has the full depth of asphalt as was intended/proposed for the development. The top course of asphalt pavement was never placed on the balance of the streets within the development.

We noted severe cracking across the entire width of the pavement of Hidden Circle Drive, Hidden Knoll Court, and the southerly portion of Secluded Acres Drive. However, very few, if any, of the cracks within the road surface had visible vegetation. This would indicate the lack of water being held in the road base. Because the road base is well drained, the life of the pavement has been extended. Our observations are confirmed by the USDA Natural Resources Conversation Service soils maps (attached for reference). Secluded Acres (almost in its entirety) is mapped as Spinks-Oakville loamy sands which are well drained soils.

There are areas of curb and gutter noted that will require replacement and all the storm sewer catch basins will need to have deteriorating masonry replaced and castings reset. The condition of the curb and the catch basins have less to do with age and more to do with dissimilar materials (in the case of the catch basin casting and concrete interface) or a poor batch of concrete used during the construction of the curb.

Due to the reduced structural integrity of the pavement that did not get the final course of asphalt placed, it is our opinion the areas without the top course are not salvageable. The portion of Secluded Acres Drive that was constructed according to plan, where the deterioration is significantly reduced, can be salvaged.

Based upon our experiences with similar streets of similar age, we have prepared an opinion of anticipated costs based upon the road repairs needed. As with many things, the goal is to balance costs with the budget while maximizing the useful life.

RECOMMENDATIONS

Given the conditions of the existing pavement within the Secluded Acres, it is our recommendation that Secluded Ridge Drive from Lovejoy Road to Hidden Knoll Court be milled and topped with 1-1/2 inches of MDOT 13A Hot Mixed Asphalt (HMA).

The balance of the roads, due to their deteriorated conditions, are recommended to be pulverized. This method will incorporate the existing aggregate base and the existing paved surface into a crushed aggregate that can be shaped, compacted, and graded for use as a "new" aggregate base. We then propose to pave using a total of 4-inches of HMA placed in two (2) lifts.

In addition, we would repair any areas of the pavement base that are unsuitable, replace broken, deteriorated, or non-draining concrete curb and gutter and upgrade all of the catch basins within the project limits.

SUMMARY

Given that a significant portions of the roads in Secluded Acres were not completed as designed, they have performed admirably. It is suspected this is due to reasonably well drained soils; however, the roads have reached the end of their useful life. There are

It is recognized that nearly \$400,000 in road work is a substantial investment, this should be balanced against the anticipation that the repairs will have a useful life of approximately 20 years.

Soil Map—Livingston County, Michigan, and Shiawassee County, Michigan




MAP LEGEND

Area of Interest (AOI)

 Area of Interest (AOI)

Soils

 Soil Map Unit Polygons

 Soil Map Unit Lines

 Soil Map Unit Points

Special Point Features



Blowout



Borrow Pit



Clay Spot



Closed Depression



Gravel Pit



Gravelly Spot



Landfill



Lava Flow



Marsh or swamp



Mine or Quarry



Miscellaneous Water



Perennial Water



Rock Outcrop



Saline Spot



Sandy Spot



Severely Eroded Spot



Sinkhole



Slide or Slip



Sodic Spot



Spoil Area



Stony Spot



Very Stony Spot



Wet Spot



Other



Special Line Features

Water Features



Streams and Canals

Transportation



Rails



Interstate Highways



US Routes



Major Roads



Local Roads

Background



Aerial Photography

MAP INFORMATION

The soil surveys that comprise your AOI were mapped at scales ranging from 1:12,000 to 1:20,000.

Please rely on the bar scale on each map sheet for map measurements.

Source of Map: Natural Resources Conservation Service

Web Soil Survey URL:

Coordinate System: Web Mercator (EPSG:3857)

Maps from the Web Soil Survey are based on the Web Mercator projection, which preserves direction and shape but distorts distance and area. A projection that preserves area, such as the Albers equal-area conic projection, should be used if more accurate calculations of distance or area are required.

This product is generated from the USDA-NRCS certified data as of the version date(s) listed below.

Soil Survey Area: Livingston County, Michigan

Survey Area Data: Version 19, Sep 1, 2021

Soil Survey Area: Shiawassee County, Michigan

Survey Area Data: Version 19, Sep 2, 2021

Your area of interest (AOI) includes more than one soil survey area. These survey areas may have been mapped at different scales, with a different land use in mind, at different times, or at different levels of detail. This may result in map unit symbols, soil properties, and interpretations that do not completely agree across soil survey area boundaries.

Soil map units are labeled (as space allows) for map scales 1:50,000 or larger.

Date(s) aerial images were photographed: May 27, 2010—Jun 1, 2010

The orthophoto or other base map on which the soil lines were compiled and digitized probably differs from the background imagery displayed on these maps. As a result, some minor shifting of map unit boundaries may be evident.

Map Unit Legend

Map Unit Symbol	Map Unit Name	Acres in AOI	Percent of AOI
BmB	Boyer sandy loam, 2 to 6 percent slopes	21.6	11.4%
BmC	Boyer sandy loam, 6 to 12 percent slopes	3.8	2.0%
BrA	Boyer loamy sand, 0 to 2 percent slopes	10.3	5.5%
BrB	Boyer loamy sand, 2 to 6 percent slopes	3.5	1.9%
BrC	Boyer loamy sand, 6 to 12 percent slopes	7.2	3.8%
By	Brookston loam, 0 to 2 percent slopes	21.3	11.2%
Cc	Carlisle muck, 0 to 2 percent slopes	55.9	29.4%
Ed	Edwards muck, 0 to 1 percent slopes	6.0	3.1%
Gd	Gilford sandy loam, 0 to 2 percent slopes, gravelly subsoil	0.9	0.5%
OIA	Ottokee loamy sand, 0 to 2 percent slopes	1.9	1.0%
SvB	Spinks-Oakville loamy sands, 0 to 6 percent slopes	40.3	21.2%
SvC	Spinks-Oakville loamy sands, 6 to 12 percent slopes	1.1	0.6%
Tm	Tawas muck	4.1	2.2%
W	Water	0.0	0.0%
WeA	Wasepi sandy loam, 0 to 2 percent slopes	1.0	0.5%
Subtotals for Soil Survey Area		178.9	94.2%
Totals for Area of Interest		189.9	100.0%

Map Unit Symbol	Map Unit Name	Acres in AOI	Percent of AOI
BrB	Boyer sandy loam, 2 to 6 percent slopes	5.2	2.7%
BrC	Boyer sandy loam, 6 to 12 percent slopes	1.6	0.8%
Cg	Carlisle muck, 0 to 2 percent slopes	0.9	0.5%
Gg	Gilford sandy loam, 0 to 2 percent slopes, gravelly subsoil	0.6	0.3%

Map Unit Symbol	Map Unit Name	Acres in AOI	Percent of AOI
OkA	Ottokee loamy sand, 0 to 2 percent slopes	1.7	0.9%
Ta	Timakwa muck	0.9	0.5%
Subtotals for Soil Survey Area		10.9	5.8%
Totals for Area of Interest		189.9	100.0%

Livingston County, Michigan

SvB—Spinks-Oakville loamy sands, 0 to 6 percent slopes

Map Unit Setting

National map unit symbol: 696p

Elevation: 840 to 1,160 feet

Mean annual precipitation: 31 to 33 inches

Mean annual air temperature: 47 to 48 degrees F

Frost-free period: 136 to 173 days

Farmland classification: Not prime farmland

Map Unit Composition

Spinks and similar soils: 55 percent

Oakville and similar soils: 30 percent

Minor components: 15 percent

Estimates are based on observations, descriptions, and transects of the mapunit.

Description of Spinks

Setting

Landform: Moraines, till plains, knolls on outwash plains

Landform position (two-dimensional): Footslope, backslope, shoulder, summit, toeslope

Landform position (three-dimensional): Rise

Down-slope shape: Linear

Across-slope shape: Convex

Parent material: Sandy outwash

Typical profile

Ap - 0 to 9 inches: loamy sand

E - 9 to 28 inches: loamy sand

E and Bt - 28 to 60 inches: sand

C - 60 to 80 inches: sand

Properties and qualities

Slope: 0 to 6 percent

Depth to restrictive feature: More than 80 inches

Drainage class: Well drained

Runoff class: Negligible

Capacity of the most limiting layer to transmit water (Ksat): High to very high (6.00 to 20.00 in/hr)

Depth to water table: More than 80 inches

Frequency of flooding: None

Frequency of ponding: None

Available water supply, 0 to 60 inches: Moderate (about 6.3 inches)

Interpretive groups

Land capability classification (irrigated): None specified

Land capability classification (nonirrigated): 4s

Hydrologic Soil Group: A
Ecological site: F098XA014MI - Dry Sandy Drift Plains
Hydric soil rating: No

Description of Oakville

Setting

Landform: Deltas on till plains, knolls on outwash plains
Landform position (two-dimensional): Footslope, backslope, shoulder, summit, toeslope
Landform position (three-dimensional): Rise
Down-slope shape: Linear
Across-slope shape: Convex
Parent material: Eolian deposits and/or outwash

Typical profile

A - 0 to 6 inches: fine sand
Bw1 - 6 to 12 inches: fine sand
Bw2 - 12 to 22 inches: fine sand
C1 - 22 to 44 inches: fine sand
C2 - 44 to 54 inches: fine sand
C3 - 54 to 80 inches: fine sand

Properties and qualities

Slope: 0 to 6 percent
Depth to restrictive feature: More than 80 inches
Drainage class: Well drained
Runoff class: Negligible
Capacity of the most limiting layer to transmit water (Ksat): High to very high (6.00 to 20.00 in/hr)
Depth to water table: More than 80 inches
Frequency of flooding: None
Frequency of ponding: None
Available water supply, 0 to 60 inches: Low (about 3.9 inches)

Interpretive groups

Land capability classification (irrigated): None specified
Land capability classification (nonirrigated): 4s
Hydrologic Soil Group: A
Ecological site: F098XA014MI - Dry Sandy Drift Plains
Hydric soil rating: No

Minor Components

Thetford

Percent of map unit: 5 percent
Landform: Outwash plains, depressions on till plains, lake plains
Landform position (two-dimensional): Toeslope, footslope
Landform position (three-dimensional): Base slope, rise
Down-slope shape: Linear
Across-slope shape: Convex
Hydric soil rating: No

Metea

Percent of map unit: 5 percent

Landform: Moraines, till plains

Landform position (two-dimensional): Toeslope, backslope, shoulder, summit, footslope

Landform position (three-dimensional): Rise

Down-slope shape: Linear

Across-slope shape: Convex

Hydric soil rating: No

Ottokee

Percent of map unit: 5 percent

Landform: Knolls on outwash plains

Landform position (two-dimensional): Footslope, toeslope, backslope, shoulder, summit

Landform position (three-dimensional): Rise

Down-slope shape: Linear

Across-slope shape: Convex

Hydric soil rating: No

Data Source Information

Soil Survey Area: Livingston County, Michigan

Survey Area Data: Version 19, Sep 1, 2021

Soil Survey Area: Shiawassee County, Michigan

Survey Area Data: Version 19, Sep 2, 2021

Secluded Acres
Conway Township, Livingston County
6/23/2022

ITEM	EST. QTY.	UNIT	DESCRIPTION	UNIT PRICE	TOTAL
1	4950	Syd	Cold Mill Existing Bit. Pavement - 1 1/2"	\$2.50	\$12,375.00
2	9750	Syd	Pulverize Existing Bit. Roadway - Full Depth	\$2.10	\$20,475.00
3	200	Lft	Sawcut Existing Bit	\$4.50	\$900.00
4	1100	Cyd	Remove to Balance Pulverize Material (4" Average)	\$22.00	\$24,200.00
5	50	Cyd	Subgrade Undercut	\$40.00	\$2,000.00
6	9750	Syd	Shape and Fine Grade Pulverized Subgrade	\$1.80	\$17,550.00
7	525	Lft	Remove and Replace 24" Concrete Curb and Gutter	\$32.00	\$16,800.00
8	1400	Tons	HMA Bit Leveling Course, 13A @ 275 #/syd (2-1/2"), Pulverized Area	\$103.00	\$144,200.00
9	1260	Tons	HMA Bit Wearing Course, 13A @ 165 #/syd (1-1/2"), Pulverized and Milled Area	\$111.00	\$139,860.00
10	16	Ea	Plaster inside existing CB casting	\$160.00	\$2,560.00
11	7	Ea	Remove existing CB casting, rebuild top section masonry and rest casting	\$700.00	\$4,900.00
12	1	LS	Barricades and Traffic Control	\$3,000.00	\$3,000.00
13	1	LS	Clean Up and Restoration (including behind curb replacement areas)	\$4,000.00	\$4,000.00
Total Estimated Construction Cost					\$392,820.00

Conway Township

May 24, 2022

8015 N Fowlerville Rd

Fowlerville MI 48836

RE: Zoning Administration position

To whom it may concern:

I hereby would like voice my interest in the open Zoning Administration position. I am a lifelong resident of Conway Township. In the past, I was a licensed builder (between 1971 and 2015) and for 33 years I was running my own business, which gave me the ability to work with customers and defuse a lot of situations. I am currently on the ZBA.

I feel my experience in the field of construction, ability to read prints, and understanding zoning ordinances would be beneficial to the Conway Township.

I appreciate you considering me for this position. Please let me know if you have any questions. You may reach me at 517-294-6068.

Sincerely,

A handwritten signature in blue ink, appearing to read "Gary Klein". The signature is fluid and cursive, with the first name "Gary" and last name "Klein" clearly distinguishable.

Gary Klein

8979 Killinger Rd

Fowlerville MI 48836

Dean Fileccia

Work experience	<div>1972 -1989</div> <div>Driver/Trainer, Harness Racing</div> <div><ul style="list-style-type: none">Trained and drove harness horses at various racetracks throughout the US and Canada. At one time up to as many as 50 head of horses and 14 employees. Oversaw and maintained all aspects of stable</div> <div>1989-1999</div> <div>Harness Racing Judge</div> <div>Associate judge and presiding judge at various Michigan fairs and associate judge at Saginaw Raceway</div> <div>1991 - 1998</div> <div>Sales Associate</div> <div><ul style="list-style-type: none">Real estate sales throughout Livingston County and the immediate surrounding areas, providing service and consultation in such diverse areas as new construction, residential, and vacant land.</div> <div>1996 – 1999</div> <div>Zoning Administrator</div> <div><ul style="list-style-type: none">Conway Township</div> <div>1998 - 2002</div> <div>Broker Associate</div> <div><ul style="list-style-type: none">Purchased a RE/MAX franchise with a partnerContinued with similar sales but added multi-family and commercial properties to my portfolio. During this time, I managed to sell a minimum of 25 homes a year, with never more than one home going unsold in any given year.Presidents award “98”, Executive award “99, 00</div> <div>08/03/2003 - Present</div> <div>Broker Associate</div> <div><ul style="list-style-type: none">Opened new independent company, Alliance Real Estate</div>
Volunteer experience	<div>Rotary club, 92 – 97, left to start Kiwanis Club. served as Kiwanis Club of Fowlerville Vice-President and President and also on Board of Directors</div>
Professional memberships	<div><u>NAR</u> (National Association of REALTORS), <u>MAR</u> (Michigan Association of REALTORS), <u>LCAR</u> (Livingston County Association of REALTORS),</div>
Accreditations and licenses	<div><u>E-PRO</u> (Internet Enabled Professional) <u>GRI</u> (Graduate REALTORS Institute)</div>

Lucas J. Curd, PE

Project Manager

Key Qualifications

Contact Information

PO Box 1326
Fowlerville, MI 48836
C: (517) 648-1816
LJCurd@gmail.com

Areas of Expertise

Project Management
Pre-Construction
Construction Inspection
Estimating Cost of Projects
Roadway Design
Utility Coordination
Design Funding Applications
Proposal Preparation
QA/QC

Education

BS, Civil Engineering,
Michigan Tech
University, 1999

Registrations

PE, MI – 2003
PE, OH – 2010
PE, IN – 2010

Organizations

ASCE – President
ASCE – Treasurer

Computer Skills

Microsoft Word, Excel & PowerPoint
Microsoft Project
Microstation Power GeoPAK
AutoCAD
SAPW & MERL

Additional Training

Project Management Boot Camp
Design Ped Facilities for Accessibility

Mr. Curd is a driven, goal-oriented and dependable Project Manager offering 22 years of experience in civil engineering with the last 7 years focused on project and client management, pre-construction, production and staff management. He offers outstanding talents in time management, resource allocation, team building, team consensus, budget management, developing project scope, customer relationships, continuous design improvements and conducting status and client meetings. Driven by and enjoys new challenges and desires to be successful in every endeavor.

Work Experience

Project Engineer, Rowe PSC, Dec 2018 to Current

- Lead Transportation Engineer for major road projects throughout the state
- Responsible for preparing multiple projects at once, tasks include preparing detailed cost estimates and Specifications that are complete and accurate.

Project Engineer, Farmer Development Inc., May 2017 to Current

- Head of the pre-construction department with a focus on overseeing the development of civil plans from multiple consultants. Prepared detail cost estimates, project proposals and QA/QC all documents for construction ready projects.
- Reviewed shop submittals, contractor pay requests; change orders, punch lists and owner change orders

Project Manager, DLZ, March 2013 to May 2017

- Responsible for preparing and coordinating multiple projects at once, tasks include preparing detailed cost estimates, special provisions and MOT Specifications that are complete and accurate.
- QA/QC of multiple types of projects, including CAD drawings, word documents, proposals and other key documents.
- Managed projects that had site drainage, grading, roadway, utility contract documents and reports
- Led upwards of 5 projects under design at one time.
- Completed quality assurance and quality control of peer work.

Senior Project Engineer, AECOM, August 2000 to November 2012

- Responsible for preparing and coordinating multiple projects at once.
- Managed bid/award processes and provided construction management
- Prepared technical reports, preliminary/final design of contract documents
- Oversaw appropriation of disaster relief funds post Hurricane Katrina

Design Engineer, Boss Engineering, March 1999 to August 2000

- Subdivision design and inspection including storm sewer, sanitary, and water main on numerous subdivisions
- Site plan design for buildings and concrete crushing plants

Bill Grubb

From: Abby Cooper <abby@crlaw.biz>
Sent: Thursday, January 6, 2022 3:31 PM
To: Bill Grubb
Cc: Elizabeth Whitt
Subject: RE: Off Road Vehicles in Conway Township

Hi Bill,

No, there should be no liability to the Township on this issue. The Township has broad governmental immunity except in some very limited exceptions. Putting an ordinance in place to allow and regulate a legislatively sanctioned activity such as use of the ORVs on the roads is NOT an exception to that immunity (by contrast, the Township could be vulnerable if it were the owner/operator of an ORV park and did not live up to its duty of care). Moreover, the statutes expressly allow the Township to permit and regulate this activity, presumably in part to make it safer for the public (ie. helmet mandates and speed limit maximums).

If this is something the Board wants to pursue, let me know. Authorization of golf carts would be done by Board resolution and ORVs would be authorized by a general law ordinance, each with a particular set of minimum requirements.



Abby H. Cooper
COOPER & RIESTERER PLC
810-227-3103 ext. 115

From: Bill Grubb <supervisor@conwaytownship.com>
Sent: Tuesday, January 4, 2022 12:40 PM
To: Abby Cooper <abby@crlaw.biz>
Cc: Elizabeth Whitt <clerk@conwaytownship.com>
Subject: Off Road Vehicles in Conway Township

I am being asked by the Livingston County Road Commission if we are going to adopt an Off Road Vehicle ordinance as other townships within the county have. Apparently it is up to the township whether or not we allow ORV's on our gravel roads. I spoke to Todd Thomas about this briefly, and he stated that a resident brought this up a few years ago, but it never gained any traction with the board at that time. Our only concern is, if we allow ORV's to be driven in our township (which they do all the time as it is), could we have a potential liability issue if we OK it with an ordinance?

Thanks for your time.

Bill Grubb
Supervisor
Conway Township
Ph 517-223-0358
Fax 517-223-0533



Bill Grubb

From: Abby Cooper <abby@crlaw.biz>
Sent: Tuesday, February 8, 2022 5:22 PM
To: Bill Grubb
Subject: RE: 3% Penalty resolution

Bill,

I think the 1983 resolution is technically sufficient to support the collection of the late penalty fee. However, I would recommend we pass a new resolution so that no one can raise an issue with any of the subsequent non-resolution "motions" to not collect the fee and also to clean a few things up. While the resolution says it will remain in effect until revoked/rescinded by another resolution, which I can see never happened, I am guessing that the Township in fact did not collect this fee in those subsequent years when it passed a motion electing not to do so. I believe there is possibly enough gray area here to warrant a clean up resolution.

Does the Township wish to continue the waivers of paragraph 2? If so, we need to update the references to the waiver categories (ie. "serviceperson" and widow or "widower"). If the Township does not wish to keep those waivers going, then we can eliminate.

If you'd like me to draft a new one, please let me know.

Thanks,



Abby H. Cooper
COOPER & RIESTERER PLC
810-227-3103 ext. 115

From: Bill Grubb <supervisor@conwaytownship.com>
Sent: Thursday, February 3, 2022 3:56 PM
To: Abby Cooper <abby@crlaw.biz>
Subject: RE: 3% Penalty resolution

I apologize! Everything should be attached now.

Bill Grubb
Supervisor
Conway Township
Ph 517-223-0358
Fax 517-223-0533



From: Abby Cooper <abby@crlaw.biz>
Sent: Wednesday, February 2, 2022 4:31 PM

To: Bill Grubb <supervisor@conwaytownship.com>

Subject: RE: 3% Penalty resolution

Hi Bill,

I did not receive any attachments to the email. Can you please re-send?



Abby H. Cooper
COOPER & RIESTERER PLC
810-227-3103 ext. 115

From: Bill Grubb <supervisor@conwaytownship.com>

Sent: Tuesday, February 1, 2022 8:59 AM

To: Abby Cooper <abby@crlaw.biz>

Cc: ckruzel@livgov.com; Elizabeth Whitt <clerk@conwaytownship.com>; Debra Grubb <treasurer@conwaytownship.com>; Trustee 1 - Conway Township <trustee1@conwaytownship.com>; Trustee 2 - Conway Township <trustee2@conwaytownship.com>

Subject: FW: 3% Penalty resolution

Good Morning Abby! Please see the emails below. They're brief and should explain why I am contacting you.

Bill Grubb
Supervisor
Conway Township
Ph 517-223-0358
Fax 517-223-0533



From: Corleen Kruzel <CKruzel@livgov.com>

Sent: Tuesday, February 1, 2022 7:48 AM

To: Bill Grubb <supervisor@conwaytownship.com>

Cc: Debra Grubb <treasurer@conwaytownship.com>; Barbara Richardson <deputytreasurer@conwaytownship.com>

Subject: RE: 3% Penalty resolution

Good morning Bill,

I ran this by Jenny and she recommended you contact the township's legal counsel. This way you'll be in a better position in case someone challenges it.

Corleen

From: Bill Grubb <supervisor@conwaytownship.com>

Sent: Monday, January 31, 2022 10:56 AM

To: Corleen Kruzel <CKruzel@livgov.com>

Cc: Debra Grubb <treasurer@conwaytownship.com>; Barbara Richardson <deputytreasurer@conwaytownship.com>

Subject: [EXT] 3% Penalty resolution

"The e-mail below is from an external source. Please do not open attachments or click links from an unknown or suspicious origin."

Good Morning Corleen! Sorry to be a pain, but here are all the documents dealing with the collection of interest and penalty fees for Conway Township. I have highlighted all the pertinent information on each page. The only resolution that was passed is on page 6. Please let us know if we are allowed to collect that 3% penalty fee this tax season and going forward.

Thanks for your help!

Bill Grubb
Supervisor
Conway Township
Ph 517-223-0358
Fax 517-223-0533





What are the objectives of Michigan CLASS?

Safety

The primary investment objective of Michigan CLASS is the safety of public funds. Our conservative investment policy and emphasis on safety have helped us earn S&P Global Ratings highest money market rating: 'AAAm.' The custodian for all Michigan CLASS investment holdings is Fifth Third Bank.

Liquidity

When you invest with Michigan CLASS, you have access to your funds on any business day. You must notify Michigan CLASS of your funds transaction requests by 3 p.m. ET via the Internet, phone, or fax. By offering daily liquidity, we provide you with the flexibility you need to meet your daily cash needs.

Convenience

To make cash management simple and efficient, Michigan CLASS includes many features that make it easy to access account information and simplify record keeping. Participants may make account transactions on any business day using the Michigan CLASS phone number (855) 382-0496, fax number (855) 381-0496, email (clientservices@michiganclass.org), or via the Michigan CLASS Online Transaction Portal at www.michiganclass.org.

Flexibility

You may establish multiple Michigan CLASS accounts to track and parallel your own internal fund accounting structures. You will receive comprehensive monthly statements online or via email that show all of your transaction activity, interest postings, and rate summaries. These statements have been specifically designed to facilitate public-sector fund accounting and to establish a clear accounting and audit trail for your investment records.

Competitive Returns

The Michigan CLASS philosophy has always been to provide competitive returns while adhering to all objectives of safety and liquidity. Our portfolio managers are professionals with solid experience in public funds management. Michigan CLASS maintains a low management fee (0.13%) structure to facilitate a competitive yield on the investment portfolio.

Legality

Michigan CLASS invests only in investments legally permitted under Michigan state law.

Have Questions?

Contact us or visit www.michiganclass.org for more information.



Kristin Angel
Regional Director, Marketing
kristin.angel@michiganclass.org
(517) 861-6515



Jeff Anderson
Regional Director, Marketing
jeff.anderson@michiganclass.org
(517) 719-4503

Any financial and/or investment decision should be made only after considerable research, consideration, and involvement with an experienced professional engaged for the specific purpose. **Past performance is not an indication of future performance. Any financial and/or investment decision may incur losses.** A 'AAAm' rating by S&P Global Ratings is obtained after S&P evaluates a number of factors including credit quality, market price exposure, and management. Ratings are subject to change and do not remove credit risk. For more information on rating methodologies, visit www.spglobal.com. Please see the Information Statement for further details on the fee calculation and other key aspects about Michigan CLASS.



LOCAL COMMUNITY
STABILIZATION
AUTHORITY

**Through a partnership with Michigan CLASS,
your township can now receive LCSA
distributions via electronic transfer!**

Through this partnership with Michigan CLASS, your township can receive LCSA distributions directly to a Michigan CLASS account. If your township receives LCSA payments through the Michigan CLASS Portal, funds will be available in your account immediately following the initiation of the LCSA distribution.

Creating a dedicated Michigan CLASS subaccount for your township's LCSA funds enables you to easily track funds for reporting and auditing purposes while the Michigan CLASS Transaction Portal allows you to move funds to your bank accounts on file without transaction fees.*

When you opt to receive your payments online, your township's funds will be deposited directly into your account, eliminating delays and potential fraudulent activity associated with physical mailing.

Benefits of Receiving LCSA Payments Electronically

By becoming a Michigan CLASS Participant, you not only receive the enhanced benefits of online LCSA distributions, but your township will also enjoy an attentive Client Service team to answer your every question, a professionally managed program dedicated to Michigan since 1991, and a transparent online portal that gives you a holistic view of your investments all in one easy-to-use platform.

If your township receives LCSA distributions and would like to update your distribution method to electronic transfer, get started today by visiting www.michiganclass.org/lcsa.

*You may incur fees associated with wires and/or ACH transactions by your bank, but there will be no transaction fees charged from Michigan CLASS for such transactions.

Investment involves risk including the possible loss of principal. No assurance can be given that the performance objectives of a given strategy will be achieved. Past performance is no guarantee of future results. Any financial and/or investment decision may incur losses.

Important Announcement

**The Way Your Township Receives
LCSA Distributions is Changing;
Learn More!**

KEY TAKEAWAYS



Direct Deposit of LCSA
Funds



Transparent Reporting on
Your LCSA Distributions



No Transactions Fees*



24/7 Secure Online
Access



Enhanced Security
Features

GET STARTED

Whether your township is new to
Michigan CLASS or a current
Participant, getting started is simple.

www.michiganclass.org/lcsa

QUESTIONS?

Contact LCSA:
admin@lcsami.gov

Contact Michigan CLASS:
LCSA@michiganclass.org

CREATING EFFICIENCIES FOR YOUR TOWNSHIP



Michigan
CLASS

	Michigan CLASS	ACH	Paper Check
Dedicated Support Client service team to answer your LCSA inquiries via phone or email	✓	✓	✓
Enhanced Security Direct deposit eliminates potential fraudulent activity associated with physical mailing	✓	✓	
Quick & Convenient Immediately receive LCSA distributions in your account after disbursement	✓		
Transparent Reporting Via monthly/on-demand statements & transaction confirmations	✓		
Earn Interest Earn interest income on your LCSA distributions daily	✓		
Fund Management Efficiently manage your LCSA funds alongside your other investments	✓		

What is LCSA and why does your township receive distributions?

The Local Community Stabilization Authority (LCSA) was established on October 1, 2014. LCSA levies the local community stabilization share tax and distributes the revenue generated to public agencies throughout Michigan under the LCSA Act for local purposes including police safety, fire safety, and ambulance emergency services. LCSA also collects annual maintenance fees for use of public rights-of-ways from telecommunications providers, and distributes the fees to cities, villages, and townships throughout Michigan under the Metropolitan Extension Telecommunications Rights-of-Way Oversight (METRO) Act.

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

This **Agreement**, made this ____ day of _____, 2022, by and between the **FOWLerville COMMUNITY SCHOOLS**, a Michigan Public Agency, of 7677 Sharpe Road, Fowlerville, Michigan 48836 (hereinafter referred to as the "Schools"), the **TOWNSHIP OF CONWAY**, a Michigan Municipal Corporation, of 8015 N. Fowlerville Road, P.O. Box 1157, Fowlerville, Michigan 48836 (hereinafter referred to as the "Conway"), the **TOWNSHIP OF HANDY**, a Michigan Municipal Corporation, of 135 N. Grand Avenue, P.O. Box 189, Fowlerville, Michigan 48836 (hereinafter referred to as the "Handy"), the **TOWNSHIP OF IOSCO**, a Michigan Municipal Corporation, of 2050 Bradley Road, Webberville, Michigan 48892 (hereinafter referred to as the "Iosco"), and the **VILLAGE OF FOWLerville**, a Michigan Municipal Corporation, of 213 South Grand Avenue, Fowlerville, Michigan 48836 (hereinafter referred to as the "Village").

WITNESSETH:

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

6. Payment For Services.

A. In return for supplemental law enforcement services, and in addition to the costs and reimbursements provided in Sections 3, 4 and 5 above, the Schools, and the Townships shall pay for seventy percent (70%) of the salary and fringe benefits, including any payroll taxes, for the assigned officer.

B. Each of the Townships, being Conway, Handy and Iosco, shall pay and the Village shall receive the sum of TEN THOUSAND AND NO/100 DOLLARS (\$10,000.00) pursuant to this Agreement, which funds shall be used to partially defray a portion of the School's seventy percent (70%) costs of the salary and fringe benefits for the School Liaison Officer services during the 2022-2023 school year, with services to commence on the 1st day of September, 2022, and shall continue to the 31st day of August, 2023.

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

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

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

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

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

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

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

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

B. Representatives of the Village, the Schools, and the Townships shall, upon request of any party, meet at mutually convenient times for the purpose of providing

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

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

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

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

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

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

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

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

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

19. **Agreement Term.** This Agreement shall become effective, and performance thereon shall commence on the 1st day of September 2022, and shall continue to the 31st day of August 2023, at which time it shall terminate, unless renewed as provided in Section 20 of this Agreement. In the event this Agreement is prematurely terminated, the Schools shall pay the Village the total sum due for services performed by the officer assigned to the Schools up to the effective date of termination, and the contributions of each of the Townships will be prorated based upon the effective date of termination.

20. **Renewal.** It is expressly understood and agreed by the parties hereto that the parties may agree to mutually extend this Agreement for an additional one (1) year period, subject to all the terms and conditions of this Agreement. If any party desires to renew the Agreement, a renewal may be exercised only by delivery to the other parties of written notification of the desire option to renew prior to June 1, 2023, and by the parties mutually approving and executing a renewal agreement. In no event shall the contribution of any Township be increased beyond \$10,000.00 without the prior written consent of the Township.

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

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

**THE FOWLerville COMMUNITY
SCHOOLS**

By _____
Michael D. Brown, President

By _____
Trisha Reed, Secretary

THE VILLAGE OF FOWLERVILLE

By _____
Carol K. Hill, President

By _____
Kathryn Rajala, Clerk/Manager

THE TOWNSHIP OF CONWAY

By _____
Bill Grubb, Supervisor

By _____
Elizabeth Whitt, Clerk

THE TOWNSHIP OF HANDY

By _____
W. Edward Alverson, Supervisor

By _____
Laura A. Eisele, Clerk

THE TOWNSHIP OF IOSCO

By _____
William C. Miller, Supervisor

By _____
Julie Dailey, Clerk



NATURE'S OUTDOOR SOLUTIONS, LLC

TREE REMOVAL ESTIMATE

P.O. Box 4414

Flint, MI 48503

(810) 618-1697

Email: naturesoutdoorsolutionsmi@gmail.com

BIG OR SMALL - WE DO IT ALL

Date: 4/26/22

Customer Name: CONWAY Township Ant-im Cemetery

Address: 7491 Lovejoy Road

City: Fowlerville State: MT. Zip Code: 48836

Phone Number: (517) 223-0358 Email Address: clerk@conwaytownship.com

Tree Removal:

☐ Complete Removal

☐ Leave Wood

☐ Do Not Clean Up

Stump:

☐ Regular with a 6" - 12" Depth

☐ Foundation 24" Depth

☐ Remove All Chips and Debris

☐ Replace Top Soil and Reseed Soil

Description of Tree Removal Project: (1) Pull All Fencing And Post (except for corner post to mark property), (2) Grind stumps that remain in fencing area along with remaining stumps, (3) Harley Lane And set grade of property with some top soil (4) 2 TANKS of hydro seed has fertilizer and grass seed and water, The grass will come in quicker. We will have

the property up to speed in about 5 days from start to finish.

Tree Removal Cost \$

Stump Work Cost \$

Handling and Dump Fee \$

Equipment \$

Total Estimated Cost \$ 9,500.00

Customer's Signature: _____ Date: 4/26/22

The price and specifications are hereby accepted. Nature's Outdoor Solutions, LLC is authorized to perform the work as specified. Payment for services rendered will be upon completion of work. 1.5% per month (18% per annum) will be charged on all over due invoices. I have read and accept the general conditions on the back side of this form.

Payment to be made as follows: Upon completion of job And your satisfaction

Estimator's signature: _____

(Conway) Scott C. Milway

NOTE: This estimate may be withdrawn by Nature's Outdoor Solutions, LLC if not accepted within 30 days.

jmcallister8230@gmail.com

16212 Ridge Rd.

Oakley, MI

48649

Opening and Closing of Graves

Traditional Opening and Closing: \$550

Weekends and Holidays: add \$150

Infant Grave without the use of Excavation: \$150

Infant Grave with the use of Excavation: \$350

Burial of Cremated Ashes Smaller than 16x16: \$150

Burial of Cremated Ashes Larger than 16x16: \$250

*Winter (December 1st - March 31st): add \$150

Saginaw County

Brady Township

Brant Township

Chesaning Township

Maple Grove Township

Saint Charles Township

Saint Mikes Maple Grove Township

Saint Mikes Oakley Resurrection
Chesaning

Mount Calvary Chesaning

Shiawasse County

New Haven Township

Rush Township

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 accept the quote from Nature's Outdoor Solutions for \$9500 to clear the boundaries of the Antrim Cemetery including removing the fence, grading and hydro seeding.

Maker Name: Elizabeth Whitt Maker Signature _____ Date 06/28/2022

Seconded: YES NO (Please Circle One)

Disposition:

☐ Adopted

☐ Postponed Indefinitely:

☐ Amended

☐ Referred to:

☐ Postponed to:

☐ Laid on the Table

☐ Withdrawn

Notes:

Fairfield Township

Oakhill Cemetery

Ingham County

Mount Calvary

Williamston

Clinton County

Mounth Rest St. Johns

Bengal Township

Gratiot County

Hamilton Township

Northstar Township

New Haven Township

Lafayette Township

Wheeler Township

Newark Township

Foundations

0.40 a square inch.

Must add a 3 inch border to length and width.

Snow Removal

December 1st - March 31st: \$150



NATURE'S OUTDOOR SOLUTIONS, LLC

TREE REMOVAL ESTIMATE

P.O. Box 4414
Flint, MI 48503
(810)618-1697
Email: naturesoutdoorsolutionsmi@gmail.com

BIG OR SMALL - WE DO IT ALL

Date: 5/24/22

Customer Name: CONWAY TOWNSHIP

Address: 8070 OWOSSO ROAD

City: Fowlerville State: MI Zip Code: 48836

Phone Number: 517-223-0511 Email Address: clerk@conwaytownship.com

Tree Removal:

☒ Complete Removal

☐ Leave Wood

☐ Do Not Clean Up

Stump:

☒ Regular with a 6" - 12" Depth

☐ Foundation 24" Depth

☐ Remove All Chips and Debris

☐ Replace Top Soil and Reseed Soil

Description of Tree Removal Project: We will remove all trees that are not mature and remove evergreens, trim all brush and vine around entire property, trim trees up along border of property, grind stumps that we can get to without damaging head stones

Tree Removal Cost \$ 5,700.00

Stump Work Cost \$ 800.00

Handling and Dump Fee \$ —

Equipment \$ —

Total Estimated Cost \$ 6,500.00

Customer's Signature: _____ Date: 5/24/22

The price and specifications are hereby accepted. Nature's Outdoor Solutions, LLC is authorized to perform the work as specified. Payment for services rendered will be made upon completion of work. 1.5% per month (18% per annum) will be charged on all over due invoices. I have read and accept the general conditions on the back side of this estimate.

Payment to be made as follows: Upon completion of job

Estimator's signature: _____

(Scott C. McIlwain) Owner

NOTE: This estimate may be withdrawn by Nature's Outdoor Solutions, LLC if not accepted within 30 days.



Proposal for Codification Services

PREPARED FOR:

Township of Conway, Michigan

PREPARED BY:

MARCIA CLIFFORD, ESQ.

CODIFICATION ACCOUNT MANAGER

mclifford@generalcode.com

800.836.8834

DATE:

June 2, 2022

(Valid for six months)

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Executive Summary

A thorough review of your request has given us a better understanding of your unique needs and helped us determine ways that we can partner with you to make the Township of Conway's Code a more useful and effective resource for your community. The executive summary below serves as an overview for building a collaborative codification solution that can help the Township achieve its goals.

Situation Analysis

The Township of Conway has not yet codified its legislation. As a result, your community may not be able to easily find the Township's laws, and your legislation may contain inconsistencies, errors and outdated information that could potentially affect enforceability and alignment with relevant Michigan statutes.

It is our understanding that the Township would like to codify its legislation, including a comprehensive review, to include all legislation of a general and permanent nature to Ordinance No. 27. This process would ensure that legislation is up-to-date and is in line with Michigan statutes and the current needs of your constituents, in addition to making the overall Code consistent in organization, format, style, and content.

The Township would also like to provide access to the Code and make it easier for constituents and staff to find information by implementing a fully searchable online version of its Code, housed on our unparalleled *eCode360* platform.

Our Solution

Our comprehensive codification solution for Conway includes:

- > **Create a Code**
General Code® will provide the Township with a Code that is clear and easy for your community to access and use.
- > **An Editorial and Legal Analysis**
This process will identify conflicts, redundancies and inconsistencies in the Code and enable you to incorporate the necessary revisions to ensure that your Code is enforceable and fully complies with Michigan statutes.
- > **An online Code housed on our innovative eCode360 platform**
Created for a variety of users, *eCode360* makes the complete current text of your Code available online in a format that is easy for your community to use and is fully searchable.
- > **1 custom printed Code book, with an option for additional printed volumes**
We will provide you with 1 fully customized print copy of your new Code, with additional copies as requested.

Solution Benefits

A comprehensive codification solution from *General Code* will:

1. Deliver a Code that is always accessible to the public and up-to-date
2. Help you keep Conway's Code enforceable
3. Improve transparency with constituents
4. Save Conway's staff time and resources by empowering constituents to find Code information independently

Who Benefits?

1. **Constituents**—Citizens will be able to find and use laws in a comprehensive, up-to-date and understandable format
2. **Staff**—All staff members will be able to gather the information they need to answer questions from both citizens and other municipal officials
3. **Planners/Developers**—Your new Code will provide a clear view of existing regulations and make it easier to determine the impact of proposed changes and amendments on development and growth initiatives
4. **Attorneys**—Legal staff can draft and amend legislation more efficiently by using *eCode360* to research similar laws that other communities have passed

American Rescue Plan

On March 11, 2021, President Biden signed into law the American Rescue Plan Act of 2021. This \$1.9 trillion stimulus package includes \$360 billion in direct financial relief for state and local governments, including \$65 billion for America's cities, villages, and towns, as well as \$65 billion for counties. **According to the U.S. Treasury, this funding can be used for municipal and building code department hardware and software investments.** For more details, please see page 15.

Conway's Investment

The price of *General Code*'s recommended solution will be \$11,500.

A detailed breakdown of the investment and available options can be found in the Investment Details and Options section on page 11.

General Code, America's Next-Generation Codifier

When local governments and constituents work well together, shared ideas and diverse talents can be focused where they need to be – on the community's common interests and vision for the future. At *General Code*, we focus on simplifying the ways that local governments and their constituents find, access, and share information by innovating forward-thinking technologies and processes. By intelligently connecting vital code information in a digital environment, communities can work better together to more effectively overcome challenges and create opportunities for growth. From online municipal codes to interactive zoning maps, it is our goal to empower everyone in our client communities to rise, transform, and thrive.

We would be proud to partner with your community, too.

Our Experience

For 60 years, *General Code* has worked with more than 3,800 communities to build, maintain, and publish Codes that are clear, accessible, and easy-to-use. We have assembled a staff of highly trained project managers, editorial assistants, attorneys, legal editors, production staff, account managers, training specialists, service representatives, and software engineers that have unique expertise in codification. With backgrounds in municipal law and local government and an average of 17 years of hands-on experience working with municipalities, every segment of our team is uniquely qualified to partner with your community.

A Member of the ICC Family of Solutions

With a worldwide membership of 64,000, International Code Council (ICC) is the global leader in developing model codes and standards used in the design, build, and compliance process to construct safe, sustainable, affordable, and resilient structures and communities. Most U.S. communities and many global markets choose the International Codes.

General Code's partnership with ICC strategically aligns our companies' like-minded missions, values and long-standing commitment to building strong partnerships with local governments. It also gives *General Code* even greater capacity to build on our portfolio of municipality-focused solutions by tapping into the expanded resources and global reach of ICC.

Our Technical Focus

Technology has changed your community's expectations about accessing and interacting with complex Code information. Therefore, we handle Code information differently. With *General Code*, your Code is more than just static text; using our proprietary publishing system, we store your Code as dynamic data, making it easy to update and present in multiple ways that meet your staff's and community's needs. Using the data from your Code as a basis, *General Code* provides an ever-expanding suite of seamless solutions that save time and simplify how you serve your community.

Our Process

General Code's process workflow is highly collaborative, allowing you to engage with a Code consultant at every key stage of the codification process. We guide you through each phase of the process to keep you informed and help the project stay on track. Our Code consultants are invested in working with local governments and strive to ensure that your Code improves transparency within your community while accurately reflecting your laws.

The *General Code* Recommended Solution and Process

General Code's Approach to Codification



Codification Powered by Code Review brings your code project to life during the milestones of your project. Code Review is a revolutionary legal review platform, shared interactively between the *General Code* project team and your review committee, that guides you through the stages of your Codification project.

Code Review, a secure, searchable platform, gives your codification stakeholders the ability to manage milestones, share and assign questions, and expedite the decision-making process. With digital access to all your relevant project documentation throughout the project, including the analysis, drafts and reference documents, our technology eliminates the need for paper reports, printed legal memorandums or Legal Workbooks.

Codification Powered by Code Review is a collaborative process that will guide you through each project stage. We will prepare your Organizational Analysis, evaluate your legislation, prepare the Editorial and Legal Analysis, and create your Digital Manuscript, so that you can easily access the project documents and make decisions.

This streamlined process allows users to collaborate, annotate, print and share comments among all committee members, while staying connected with your *General Code* Legal Editor. It also will provide, as the project moves forward, a record or memorandum of the changes to be made, as users agree upon and make those decisions.

So how does it work?

When the Digital Manuscript and Editorial and Legal Analysis are ready for review, *General Code* will activate your *Code Review* site and provide your review committee with a secure link to the online version of your in-process Code. We will facilitate a dedicated e-Learning workshop for your

municipal officials, led by our *General Code* training specialist, to guide you through the features and functionality of the platform. *Codification Powered by Code Review* will include these supporting documents as the project progresses through the codification stages:

- > Code Project Contract
- > Code Project Guidelines
- > Organizational Analysis
- > Digital Manuscript
- > Editorial and Legal Analysis
- > Record of any changes to be made
- > Code Adoption Ordinance
- > Disposition List
- > Digital Drafts of your Code

Upon completion of the codification project and adoption of your new Code, the Code will seamlessly transition from the private *Code Review* platform to your public *eCode360* site and will house the adopted version of your Code, which is available to the public.

Below is an outline of the process for completing your codification project.

Project Launch

General Code will consult with Conway's designated contact person to review the project generally and to clarify any initial questions for both *General Code* and the Township. To begin the project, the Township and *General Code* shall confirm the source materials for the project. For more detail, see the source materials listed on page 10.

Organizational Analysis

We will prepare an Organizational Analysis of your legislation for the Township to review, which will include a proposed Table of Contents of the Code and a listing of legislation reviewed, along with questions about any missing material and adoption dates as well as any other questions pertaining to the completeness of materials being reviewed. The Township will review the Organizational Analysis and make whatever changes it feels are necessary. An editor will incorporate the feedback received into the project and move forward to prepare the Manuscript and the Editorial and Legal Analysis.

Editorial and Legal Analysis with Manuscript

We will prepare a Manuscript using the materials provided by the Township. The Manuscript organizes your legislation into a logical system of chapters arranged alphabetically by subject matter. At this step we will incorporate amendments into the Manuscript, noting repealed or superseded material. The resulting Manuscript will show exactly the legislation that is currently in effect.

To accompany your Manuscript, we will prepare an Editorial and Legal Analysis for your review. Your project team will do a thorough review and analysis of your legislation and provide specific

recommendations and input for improvement. The Analysis will be presented in a progressive format with option sets to guide the user in the decision-making process. Township officials, including the Township Attorney, will have the final decision-making authority for the resolution of any and all issues.

The Editorial and Legal Analysis will include the following:

- > Identification of duplications, conflicts and inconsistencies between or within various sections of the Code
- > Identification of duplications, conflicts and inconsistencies with Michigan statutes
- > Any practical recommendations to make your legislation more enforceable
- > Suggestions regarding fines, fees and penalties
- > Suggestions on ways to modernize your legislation

Your Responsibilities

The Township will review the Editorial and Legal Analysis and make the final decisions on any changes that are deemed necessary. All final decisions regarding the sufficiency of the legislation which is to be codified, and any changes to be made to said legislation, shall be the province of the Township officials and the Township Attorney.

A review period is set by the performance schedule. We stress the importance of staying within the allotted time period to avoid disruptions in the production process and delays in the delivery of the Code.

Code Review

Code Review is a searchable online repository that houses your Code Manuscript and Editorial and Legal Analysis during the review stages of the codification process. When the Manuscript and Editorial and Legal Analysis are ready for review, *General Code* will activate your *Code Review* site and provide your review committee with a link to a secure online version of your in-process Code and the supporting documents, which could include the Code Project Contract, Organizational Analysis, Code Adoption Information, and Disposition List. *Code Review* allows users to reference and search relevant Code sections online as you answer questions and work through conflicts, duplications and inconsistencies within your Code. As the project continues, additional secure drafts will be available on your *Code Review* site, making the review process easy and clear. Upon completion of the project, your *Code Review* site will be replaced by your *eCode360* site and will house the adopted version of your Code, which will be made available to the public. The posting of *Code Review* is considered the first posting of *eCode360*.

Final Editing of the Manuscript and Submission of the Draft

Once the Editorial and Legal Analysis is returned, an editor will begin the final editing process. During this time, we will:

- > Edit the text to incorporate any revisions and additions previously approved in the Editorial and Legal Analysis phase
- > Update the Table of Contents listing all chapters and articles included in the Code, as applicable
- > Include cross-references and Editor's Notes, as required, and add historical notations indicating the source and date of adoption of each enactment

- > Proofread all copy to correct typographical and spelling errors

Using *Code Review*, *General Code* will submit a Draft of the Code for final review by the Township. With the submission of the Draft, the editorial work on your project will be completed; therefore, if the Township requires any additional changes, further charges will apply.

Prepare Final Deliverables

Upon approval to proceed with the publication of your Code, we will prepare the following final deliverables:

- > **A Comprehensive Index**

We will provide you with an index that is designed to let you quickly and easily locate information in the Code.

- > **A Disposition List**

Your Code will include a Disposition List that sets forth—in chronological order—the subject matter, date of adoption and disposition of each item of new legislation reviewed with the project. It will also indicate whether those items are included in or omitted from the Code.

- > **Code Adoption Legislation**

We will prepare adoption legislation for the proposed Code and give it to the Township Attorney for review and enactment by the governing body. The Code should be adopted as soon as possible to formally enact the many revisions authorized by the Township and establish the Code as the permanent enforceable system of law in the Township. If the Code adoption legislation is enacted and returned to us within 90 days of submission, we will include this material in the Code free of charge. Once the Code is adopted, it can be amended directly to change, add or delete material.

Publish a Secure Online Code with eCode360

Once the final deliverables have been prepared, *General Code* will make your *eCode360* site available to the public. *eCode360* is a secure, reliable online platform created specifically to house codified laws and municipal documents. Built with a variety of user needs in mind, *eCode360* will provide Conway's staff, citizens and businesses with unparalleled flexibility to quickly access and search your Code on a variety of desktop and mobile devices.

eCode360 Benefits:

A centralized solution—laws, regulations and related documents are integrated into a dynamic, centralized resource

Simple to use—*eCode360* is easy and intuitive and offers powerful time-saving features

Always up-to-date—We will update your *eCode360* site with each supplement to your Code

A trusted, “go-to” resource—Empower staff to answer questions with clarity and confidence

Always evolving—We consistently release innovative functionality based on communities' needs

eCode360 Service Level included in this Project: **Standard**

	eCode360 Lite	Standard eCode360	Premium eCode360
Annual Maintenance Fee	\$695	\$995	\$1,195
New Laws	x	x	x
Easy and Flexible Searching	x	x	x
Dynamic Table of Contents	x	x	x
Email or Share Links	x	x	x
Printing	x	x	x
Bookmarking Searches	x	x	x
Archive View	x	x	x
"Sticky" Table Headers	x	x	x
Administrative Tools	x	x	x
Translate	x	x	x
eCode360 Search App	x	x	x
Linked New Laws		x	x
Public and Private Notes		x	x
Sample Legislation (Multicode Search)		x	x
Download to Word		x	x
Download to PDF			x
New Laws Indicator			x
Advanced Search			x
Customizable Titles			x
eAlert			x
Public Documents Module			x

For more information about eCode360 and the service levels we offer, see page 18.

Publish a Custom Printed Code

General Code will publish 1 printed copy of your Code in a high-quality, custom-imprinted post binder. The Code pages will be designed in an 8 ½-by-11-inch page size, using 11-point Times New Roman font in a single-column format on 100% recycled paper.

General Code lets you customize the look of your final printed Code binder, including the color of your binder (blue, dark red, green, brown, black or gray) and the color of the silk-screen lettering on the binder cover (white, silver or gold). We can also include the Township's Seal on the front and spine for added impact at no additional charge. Each copy of the Code will include a set of 15 tab dividers for individual customization and will also be serial-numbered for easy identification.

Provide Ongoing Code Maintenance

The codification process is not truly over when your new Code is delivered. Your community will change and grow, and ultimately, your Code will evolve with it. In order to maintain your Code as an accurate and reliable resource, it is important that the Township keeps the Code up-to-date after initial publication. *General Code's* supplementation services are designed to make the process easy, fast and accurate.

For more information about *General Code's* Supplementation Services, see page 24.

Project Materials

Source Materials

The Township of Conway has provided *General Code* with the following documents, which will be used as the source materials for the codification project:

- > Uncodified legislation adopted from Ordinance No. 2 to Ordinance No. 27
- > The Conway Township Zoning Ordinance as amended to March 2020

Project Scope

This proposal and the scope of this project consider only up to an estimated 400 pages, based on the legislation submitted for review as listed above. The processing, review, and inclusion of any materials not submitted are outside the project scope as proposed and therefore may be subject to additional charges at a rate of \$20.00 per page. A “page” shall be defined as the printed area on one side of a sheet of paper in the published Code; a sheet of paper may include two pages. We request that Conway set up a process to routinely send any new legislation upon adoption. This additional legislation will be included in the Code up to the point where the editorial work has been completed and will be subject to an additional charge at the end of the project.

Special Considerations

General Code has identified the following specific special consideration that will be addressed by our staff as the project progresses:

- > Please note that it was not clear from our initial review that all of the Township’s legislation was submitted and considered; for example, we noted no adopted legislation from Ordinance No. 11 through Ordinance No. 19. *General Code* will work with the Township to confirm that all Code-relevant legislation is included or, if not, to secure copies of any uncodified ordinances for inclusion in the Code.

Investment Details and Options

Codification Project Price

\$11,500

Services included with the codification project:

- > Project Launch
- > Creation of a New Code, with Project Scope Including Legislation to Ordinance No. 27, up to an estimated 400 pages
- > Editorial Work
- > Code Review Launch
- > Proofreading
- > Shipping

Code Review deliverables:

- > Organizational Analysis
- > Editorial and Legal Analysis
- > Manuscript
- > Draft
- > Comprehensive Index
- > Disposition List
- > Code Adoption Legislation

Final deliverables included with the codification project:

- > Standard eCode360
- > eCode360 Search App
- > Publication of 1 Code Volume in a Standard Imprinted Post Binder
 - Customizable Tabs

Administrative Fees

\$0

General Code does not charge administrative fees; you will only pay for products and services you actually use.

Optional Components

Estimated Price to Implement Gender-Neutral Language in Code

\$350

A *General Code* Editor will assess your goals and work with you to develop a strategy to make your Code language gender neutral and more inclusive. Typical solutions include direct pronoun replacement. Solutions that are more complex, such as an analysis of gendered terms in your Code or the re-writing of Code text to eliminate the use of pronouns, may be deemed outside of the scope of this project. An estimate for any additional charges will be provided upon request.

eCode360 options

The following is available to you at an additional charge:

- \$(300) Substitute eCode360 Lite instead of Standard eCode360
Annual Maintenance: \$695

\$200 Upgrade to Premium eCode360, Including PubDocs Module
Annual Maintenance: \$1,195

Please note: Code books in addition to the 1 Code book included in the Codification Project Price may be ordered through the publication date of your Code. Pricing is available upon request.

Ongoing Services

Standard eCode360 Annual Maintenance

\$995

The maintenance fee is an annual recurring flat fee that begins one year from the initial posting of eCode360. Therefore, we recommend that the Township budget for this service each year. The fee covers annual licensing, web hosting, and posting of new legislation between regular Code supplements. Please note that this does not include the cost for codifying new legislation.

Future Supplementation Services

General Code will provide supplementation services at a rate of \$20.00 per page for a period of three years from date of publication.

Tables Graphics and Charts: \$10.00 per change

Thereafter, fees may be increased annually consistent with the Producer Price Index for Publishing Industries, published by the U.S. Dept. of Labor.

Performance and Payment Schedule

Deliverable	Delivery Date	Payment Milestone
Contract Signing	Within 30 days of contract signing	20% of total project price due
Submission of the Organizational Analysis	Within 80 days of contract signing and receipt of the materials; the Township has 30 days for review	20% of total project price due
Submission of the Editorial and Legal Analysis with Manuscript	Within 180 days of receipt of the responses to the Organizational Analysis; the Township has 100 days for review	30% of total project price due
Submission of Draft	Within 145 days of receipt of responses to the Editorial and Legal Analysis; the Township has 45 days to review	20% of total project price due
Delivery of the Code	Within 40 days of approval to proceed with the publication of the Code	Balance of total project price due

Performance schedule reflects only business days excluding legal holidays.

Authorization and Agreement

The Township of Conway, Codification, June 2, 2022

Codification Project Price

\$11,500

Optional Components

- | | |
|---|---------|
| <input type="checkbox"/> Substitute eCode360 Lite instead of Standard eCode360
Annual Maintenance: \$695 | \$(300) |
| <input type="checkbox"/> Upgrade to Premium eCode360, Including PubDocs Module
Annual Maintenance: \$1,195 | \$200 |
| <input type="checkbox"/> Estimated Cost to Implement Gender-Neutral Language in Code | \$350 |

Total Investment

Including all of the options selected above, the total project price will be: \$

The Township of Conway, Michigan, hereby agrees to the procedures outlined above, and to General Code's Codification Terms and Conditions, which are available at <http://www.generalcode.com/terms-and-conditions-documents/>.

Township of Conway, Livingston County, Michigan

By: _____	Witnessed by: _____
Title: _____	Title: _____
Date: _____	Date: _____

GENERAL CODE, LLC

By: _____	Witnessed by: _____
Title: _____	Title: _____
Date: _____	Date: _____

This document serves both as a proposal and as an agreement. To accept this proposal and delegate authority to General Code to administer the codification project, complete the form above, including authorized signatures. A signed copy of this agreement will be mailed back to Conway for its records.

Scan and email the completed form to contracts@generalcode.com. You may also fax the completed form to General Code at (585) 328-8189 or return it by mail to General Code, 781 Elmgrove Road, Rochester, NY 14624.

Appendix

The American Rescue Plan

On March 11, 2021, President Biden signed into law the American Rescue Plan Act of 2021. This \$1.9 trillion stimulus package is a huge opportunity for municipalities as the Plan includes \$360 billion in direct financial relief for state and local governments, including \$65 billion for America's cities, villages and towns, as well as \$65 billion for counties. While the new law outlines the allocation process and authorized use of funds, the U.S. Department of the Treasury is charged with issuing related regulations, guidance and allocation amounts.

The U.S. Department of Homeland Security (DHS) has determined code enforcement is essential to the U.S. response to the coronavirus pandemic. Federal funding available under the recently enacted American Rescue Plan can be used by governments to continue their essential operations and by addressing their digital (virtual) needs for remote work. **According to the U.S. Treasury, this funding can be used for municipal and building code department hardware and software investments.** The investments that establish digital (virtual) capabilities, including the deployment of technology that enables online access to codes, will help mitigate the challenges ahead for vital governmental services. When considering how to use available American Rescue Plan funds keep in mind:

- > Federal funding to maintain operations and develop digital (virtual) capabilities is essential
- > The lack of digital (virtual) capabilities risks the safety and efficacy of departments' work
- > Code officials are essential to health and safety during the pandemic
- > Inadequate operations and digital (virtual) capabilities slow construction essential to response and recovery

For more information regarding *General Code's* Coronavirus advocacy resources use the following links:

General information

<https://home.treasury.gov/policy-issues/coronavirus/assistance-for-state-local-and-tribal-governments/state-and-local-fiscal-recovery-funds>

<https://home.treasury.gov/system/files/136/SLFRP-Quick-Reference-Guide-FINAL-508a.pdf>

FAQ

<https://home.treasury.gov/system/files/136/SLFRPFAQ.pdf>

<https://www.naco.org/resources/featured/naco-recovery-fund-faqs>

Allocations

<https://www.naco.org/resources/featured/state-and-local-coronavirus-fiscal-recovery-funds#table>
<https://www.nlc.org/resource/local-allocations-in-the-american-rescue-plan/>

Michigan Communities We Serve

For more than a half century, we have had the pleasure of forming long-term, collaborative working relationships with municipalities of all types and sizes across the country. Below are some of the municipalities in Michigan that have trusted *General Code* to codify their laws:

Berrien County

Charter Township of
Watervliet
City of Bridgman
City of New Buffalo
Three Oaks Township
Township of Buchanan
Village of Baroda
Village of Michiana
Village of Stevensville

Branch County

City of Coldwater

Calhoun County

Nottawaseppi Huron Band
of the Potawatomi

Cass County

Village of Cassopolis

Eaton County

Village of Bellevue

Grand Traverse County

Authority of Grand
Traverse Band

Gratiot County

City of Ithaca

Ingham County

Charter Township of
Meridian

Jackson County

Blackman Charter
Township
Township of Spring Arbor

Kalamazoo County

City of Kalamazoo
Village of Richland
Village of Vicksburg

Kent County

Cascade Charter
Township
Township of Cannon

Lapeer County

City of Lapeer

Livingston County

Township of Putnam

Macomb County

Charter Township of
Chesterfield
City of Roseville
Village of New Haven

Midland County

Charter Township of
Midland

Monroe County

City of Monroe

Muskegon County

Township of Blue Lake

Oakland County

Charter Township of
Oakland

City of Pontiac

City of Royal Oak

Ottawa County

City of Holland
Township of Park
Village of Spring Lake

Roscommon County

Township of Denton

Saginaw County

Charter Township of
Buena Vista

Shiawassee County

City of Corunna

St. Clair County

City of Port Huron
Township of East China
Township of Port Huron

Van Buren County

Township of Lawrence
Township of Paw Paw

Washtenaw County

Charter Township of
Pittsfield

Wayne County

Charter Township of
Huron
City of Rockwood
Township of Grosse Ile
Township of Northville

Municipal Contacts

The following municipalities have completed similar projects with *General Code*. Please feel free to contact anyone on the list.

Township of Paw Paw, MI

Rebecca Payne, Clerk

269.657.4340

dclerk@pawpawtownship.org

eCode360: <https://ecode360.com/PA3846>

Township of Buchanan, MI

Wendi Heyliger, Clerk

269.695.6442

clerk@buchanantownship.net

eCode360: <https://ecode360.com/BU3890>

Township of Park, MI

Skip Keeter, Clerk

616.399.4520

ekeeter@parktownship.org

eCode360: <https://ecode360.com/PA3519>

Blackman Charter Township, MI

Katie Arntz, Deputy Clerk

517.990.8228

karntz@blackmantwp.com

eCode360: <https://ecode360.com/BL2663>

Township of Putnam, MI

Valerie Niemiec, Clerk

734.878.3131

clerk@putnamtwp.us

eCode360: <https://ecode360.com/PU2969>

eCode360 Platform

Our eCode360 platform is designed specifically to house codified laws and municipal information. eCode360's intuitive design, responsive navigation, and robust search functionality drive performance and user satisfaction.

Simple for Everyone

eCode360 offers a user experience that's simple and intuitive. Our easy-to-use, uncluttered interface allows users to access, search and share Code sections with incredible speed and precision on desktop and mobile devices. It provides the power to communicate information to everyone in your municipality like never before.

24/7/365 Access and Security

General Code supports your community through technologies that transform your users' experience and empower your community to access, navigate and share your Code in exciting new ways. Our eCode360 platform was designed by our own in-house team of software engineers, experts who understand the importance and value of simplifying how you access and use your Code, generating an impressive 71,000 users a day while boasting an incredible uptime average of 99.9%. eCode360 is available 24/7, 365 days a year.

eCode360 is hosted on Amazon Web Services (AWS)'s EC2, which has an uptime guarantee of 99.99%. Our servers are backed up using IT industry best practices, taking advantage of multiple redundancies and regions within AWS. In addition to a robust disaster recovery plan, we have taken steps to avoid disaster by building eCode360 from the ground up to be secure and scalable. The system is designed and engineered to minimize the possibility of intrusion and uses multiple leading-edge technologies to harden and secure the service.

eCode360 is our proprietary platform, and does not require any Folio installation or licenses.

Maintenance and Updates

eCode360 is maintenance- free for our users. *General Code* employs a team of software developers, web application developers and system administrators who maintain and update the platform to give you an intuitive and seamless experience with your Code. Our most recent enhancements can be found at <https://www.generalcode.com/happyecode/>.

Free Introductory eCode Webinar for Municipal Staff

Our introductory eCode webinar lets you work online with an experienced Training Specialist who can demonstrate eCode360's powerful tools and offer step-by-step guidance to help you use the Code. A great resource for municipal employees who want to help their constituents!

“Multi-purpose” your Code Content—and better serve your community.

Give departments and individuals within your municipality the ability to view and use the specific Code information they need—when they need it. With eCode360 Content Export, we export your Code's content to an Excel or CSV file. From there, the file can be imported into systems other departments are already using where information from your Code can be quickly viewed and used. This saves others—especially staff who serve the public in the field—the time and effort of searching the entire Code manually to find the particular section they need. For more information about our Content Export services, please contact us at sales@generalcode.com.

eCode360 Service Levels

eCode360 Lite includes the following features:	
New Laws	Between regular Code supplements, <i>General Code</i> will temporarily post PDF copies of new legislation to your online Code
Custom Settings for Admin Users	Control the look of your eCode360 by selecting custom colors and accents, and uploading a custom banner or photo
Easy and Flexible Searching	Search by key words, phrases, section numbers and more
Electronic Index	A comprehensive list of key words and phrases to speed searching
Dynamic Table of Contents	Users can find the information they need and see their current location with a table of contents that moves as users browse
Email or Share Links	Email a link to a specific Code section or share via social media
Printing	Print with user-friendly functionality and a variety of user options
Bookmarking Searches	Save “favorites” to quickly return to sections of the Code
Archive View	View a permanent archive of your Code, updated with each supplement
“Sticky” Table Headers	Table headers remain stationary as you scroll
Translate	Users can view your Code in more than 100 additional languages
eCode360 Search App	Use your mobile device to search your Code
Standard eCode360 includes all of the above Lite features plus:	
Linked New Laws	As new legislation is posted, we will add links from the New Laws section of eCode360 to the affected Code chapters or articles
Public and Private Notes	Create personalized links and annotations within the Code
Multicode Search	Search across multiple Codes by municipality, geographic region, government type or population to find sample legislation or other Code content for zoning use, legal cases or historical research
Download to Word	Administrative users can download Code text to a Microsoft Word document to edit and track changes when drafting new legislation
Premium eCode360 includes all of the above Lite and Standard features plus:	
Download to PDF	Public users can directly download Code text to a PDF document
New Laws Indicator	Code Change Indicators help users identify sections of your Code that have been changed and provide links to the new legislation
Advanced Search	Search across the Code, Public Documents, New Laws and Notes using an intuitive query tool and filtering system to quickly pinpoint the most relevant information
Customizable Titles	Administrative users can add customized titles and comments to your legislation in New Laws
eAlert	Public users can sign up to receive notifications of changes in the Code
PubDocs Module	Post non-Code documents along with your online Code

Sample eCode360 Screens



CITY OF

TOWNSVILLE

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City of Townsville, NY / General Legislation

Chapter 295 Swimming Pools

2

Swimming Pool Application



A City Building Permit is required along with requirements in this chapter before any installation or construction of a swimming pool. [City Building Permit link.](#)

Created on 2018-10-08 by Jeanie Sanders; Last modified on 2019-02-21 by Jeanie Sanders

[HISTORY: Adopted by the Common Council of the City of Townsville as Ch. 35 of the 1975 Municipal Code. Amendments noted where applicable.]

5

Find Codes

Add Codes

Municipality Name

State

Counties

Government Type

Within of Zip Code

Population

+ Add All Codes (2264)

Add	Type	Name	County	State	Population
+	County	Adams County, WI	Adams	WI	20843
+	County	Albany County, NY	Albany	NY	297556
+	County	Allegany County, MD	Allegany	MD	72831
+	County	Allegheny County, PA	Allegheny	PA	1223411
+	City	Appleton City, MO	St. Clair	MO	1127
+	County	Appomattox County, VA	Appomattox	VA	14128
+	City	Atlantic City, NJ	Atlantic	NJ	39958
+	County	Atlantic County, NJ	Atlantic	NJ	271620

Search Codes

Enter search term...

Cancel

Search

1 Custom Banner

2 Public and Private Notes

3 View Archived Codes

4 Public Documents Portal

5 Multicode

6 New Laws

6

Title	Adopted	Subject	Affects
L.L. No. 19-2018 - Sewer Amendment <p><i>This goes into effect 1/1/2019.</i></p>	2018-08-02	Clerk Amendment; Departments and Bureaus Amendment	Ch 18A, Ch 20
L.L. No. 20-2018 <p><i>goes into effect 1/1/2019</i></p>	2018-08-23	Zoning Amendment	Ch 05
L.L. No. 21-2018	2018-08-23	Zoning Amendment	Ch 05
L.L. No. 22-2018	2018-09-13	Neighborhood Preservation Amendment	Ch 02
L.L. No. 23-2018	2018-09-13	Building Construction Administration Amendment	Ch 16
L.L. No. 24-2018	2018-09-13	Zoning Amendment	Ch 05
L.L. No. 25-2018	2018-09-13	Zoning Amendment	Ch 05

Additional Online Services

MapLink™ powered by ZoningHub™

MapLink is a *Visual Zoning* service that makes it easier for business and property owners, planners, developers, and constituents to find the information they need in your community's Zoning ordinance by presenting Zoning Code data from *eCode360* in an interactive online map. *MapLink* users can click on a map to view details about permitted uses and answer questions such as, "Where can I open my business?" and "What can I do with my property?" With just a few clicks, users interested in economic development can view dimensional requirements, allowable uses, and zoning districts, zoom to an individual parcel to examine its requirements, or search for properties based on land use. By making it easier for users to find the information they need for their development projects, they are more likely to open their businesses in the Township, which can help grow your community.

MapLink uses your municipality's existing GIS map information and seamlessly presents data from *eCode360*, so your interactive map clearly and accurately displays your essential Zoning elements. When a Code supplement including a Zoning change is completed and posted to *eCode360*, your Code data is simultaneously updated in *MapLink*, ensuring that users are always working with the most accurate requirements.

eCode360® Enhanced Graphics™

eCode360 Enhanced Graphics can help drive economic development in your community by presenting an online Zoning Code that is clear, easy to understand and always up-to-date. *Enhanced Graphics* offers zoning specific features like integrated tables that allow users to view tables in context, multi-column layout options to accommodate natural image placement, searchable image captions, color coding to create easier navigation, and high-quality graphics. Every community is unique, so we also offer custom solutions tailored to suit your community's specific needs.

Custom Local Building Code

Until now, no single publication has included both ICC I-Code building regulations and local amendments in an integrated form. Our CLBC solution will create a single central repository for your adopted Building Code regulations that is intuitive, searchable, and linked to your municipal Code. This solution will eliminate the need to separately manage state adopted I-Codes and your local amendments, and make your Building Code regulations available from anywhere at any time, even if the Township only has one set of printed books.

Application Programming Interface

Application Programming Interfaces (API) make it possible for your Code in *eCode360* to "talk" with additional external systems to share information. *General Code* has APIs that deliver structured Code information contained in *eCode360* to external systems, including legislation drafting, parcel management, municipal websites, enterprise content management (ECM), permitting, GIS-based interactive maps, code enforcement, law enforcement, and more.

For more information on our additional online services please contact us at
sales@generalcode.com

Formatting & Style

General Code takes pride in offering high-quality printed Code services. Our experience and attention to detail in the design and production of your Code go hand-in-hand with our approach to municipal partnerships.

Organization

The Code will be organized and divided into parts to accommodate different types of legislation. Typically Part I is made up of legislation of an administrative nature, namely, that dealing with the Township's departments, officers and employees; Part II is made up of the legislation that regulates the general public. Within each part, the various pieces of legislation will be organized into chapters, which will be arranged alphabetically by subject matter. For example, all legislation pertaining to the regulation of streets and sidewalks may be found in Part II, in the chapter entitled "Streets and Sidewalks." Wherever there are two or more pieces of legislation dealing with the same subject, they will be combined into a single chapter. In such chapters, the use of article designations will preserve the identity of the individual pieces of legislation. The Township will have the opportunity to review and approve the organization of the Code.

Table of Contents

The Table of Contents lists the various chapters included in the Code and can be used to help locate desired provisions. Space will be reserved for later insertion of new material in its proper alphabetical sequence. Such space is accommodated in the body of the Code by breaks in the chapter numbering and in the page-numbering sequence between chapters.

Pagination

Each chapter forms an autonomous unit in the page-numbering system. The first page number in each chapter is the number of that chapter followed by a colon and the numeral "1." For example, Chapter 6 begins on page 6:1, Chapter 53 on page 53:1, etc. If a page were to be added between pages 53:2 and 53:3, it would be numbered 53:2.1. This system makes it possible to add or to change pages in any chapter without affecting pages in other chapters and to insert new chapters without affecting the existing organization.

Scheme

The scheme is the list of section titles that appears at the beginning of each chapter and precedes the text. These titles are written so that, taken together, they may be considered as a summary of the content of the chapter. Taken separately, each describes the content of a particular section. For ease of reference, section titles are repeated as section headings in the text.

Section Numbering

In a chapter-related section-numbering system, each section of every item of legislation is assigned a number that indicates both the number of the chapter in which the legislation is located and the location of the section within that chapter. For example, the first section of Chapter 6 is § 6-1, while the fourth section of Chapter 53 is § 53-4. New sections can also be added between existing sections by using a decimal system. For example, if two sections are to be added between §§ 53-4 and 53-5, they will be numbered as §§ 53-4.1 and 53-4.2.

Legislative Histories

The legislative history for each chapter is located immediately following the scheme for that chapter. The history indicates the specific legislative source from which the chapter was derived, including the enactment number and the date of adoption. In the case of chapters containing parts or articles derived from more than one item of legislation, the source of each part or article is indicated in the text, under its title. Amendments to individual sections or subsections are indicated by boldfaced histories directly in the text.

Editor's Notes

Editor's Notes are used in the text to provide supplementary information and cross-references to related provisions in other chapters.

Printed Code Sample Page

Page heads indicate which sections appear on a particular page, making sections quick to locate.

§ 204-1

Section numbers reflect both the number of the chapter in which the legislation is included and the location of the section within that chapter. This facilitates referencing and indexing sections.

Chapter 204

INSURANCE

Every chapter is preceded by a Scheme, which lists each section by title. Taken together, the titles serve as a summary of the contents of the chapter.

§ 204-3

ARTICLE I

Fire Damage Claims

§ 204-1. Enforcement authority.

§ 204-2. Claim payment restrictions.

§ 204-3. Payment procedure.

§ 204-4. Regulatory authority.

[HISTORY: Adopted by the Board of Commissioners of the Township of Municipality as indicated in article histories. Amendments noted where applicable.]

The History indicates the specific legislative source from which the chapter is derived.

ARTICLE I

Fire Damage Claims

[Adopted 1-16-1995 by Ord. No. 294 (Ch. 83, Art. I, of the 1982 Code)]

§ 204-1. Enforcement authority.

For precision of reference, section titles are repeated as headings in the text.

The Secretary/Administrator of the Township of Municipality, Berks County, Pennsylvania, or such official's designee is hereby appointed as the designated officer who is authorized to carry out all responsibilities and duties stated herein.

§ 204-2. Claim payment restrictions. [Amended 3-20-1995 by Ord. No. 299]

Amendments to individual sections or subsections are noted in the text at the location which most precisely pinpoints the amended material.

No insurance company, association or exchange (hereinafter the "insuring agent") doing business in the Commonwealth of Pennsylvania shall pay a claim of a named insured for fire damage to a structure located within the Township of Municipality, Berks County, Pennsylvania (hereinafter the "municipality") where the amount recoverable for the fire loss to the structure under all policies exceeds \$7,500 unless the insuring agent is furnished by the Municipal Treasurer with a municipal certificate pursuant to Section 508(b) of Act 98 of 1992 and unless there is compliance with Section 508(c) and (d) of Act 98 of 1992 and the provisions of this article.¹

§ 204-3. Payment procedure. [Amended 3-20-1995 by Ord. No. 299]

Where, pursuant to Section 508(b)(1)(i) of Act 98 of 1992,² the Municipal Treasurer issues a certificate indicating that there are no delinquent taxes, assessments, penalties or user charges against real property, the insuring agent shall pay the claim of the named insured; provided, however, that if the loss agreed upon by the named insured and the insuring agent equals or

Editor's Notes provide supplementary information for the Code user.

The page-numbering system reflects the chapter number plus the page sequence. This allows the insertion of new chapters without affecting the existing Code organization.

The dateline indicates when the page was printed.

1. Editor's Note: See 40 P.S. § 638.

2. Editor's Note: See 40 P.S. § 638.

204:1

Publication, Nov 2019

Ongoing Code Maintenance

Your Code is always evolving and is an investment you need to protect.

Because your Code will evolve and grow with your community, the codification process is not truly over when your new Code is delivered. In order to maintain your community's trust and reliance on your Code, *General Code* offers supplementation services that will help to keep your Code reliable, accurate and up-to-date. Our supplementation services are designed to make the process easy, fast and accurate. In addition, *General Code* provides a free sample legislation service to municipalities we serve as well as regular legislative alerts to inform local governments of the latest trends in legislation that may affect their communities.

Rapid Delivery

Our average turnaround time for processing routine supplementation is between 4 and 6 weeks.

Materials

After the enactment of new legislation, the Township can forward a copy to us by whatever method is most convenient.

Online copies of the legislation can be sent via email to ezsupp@generalcode.com. Upon receipt, we will send you an email confirming that we have received your legislation. Should an alternative method of transmission be required for transferring large files, please contact us and we will provide the necessary information.

General Code will hold legislation pending a pre-approved schedule, or begin the job, as directed by the Township. Please note that charges for supplementation services are outside of the scope of this proposal and will be billed separately. An estimate of the charges applicable to a particular supplement is available upon request.

Posting of New Laws

Between regular Code supplements, *General Code* will temporarily post PDF copies within 1 to 2 business days of receipt of new legislation to your online Code, to provide ready access to information until such time as the legislation can be codified through supplementation. If supplementation does not occur within one year of appending, *General Code* will remove the link to that new legislation.

Schedule

Code supplements will be provided on a schedule designed to meet the needs of Conway. Typical schedules may be quarterly, semiannual, or annual, or upon authorization by the Township. Updates to the electronic version of the Code can occur on a more frequent schedule than printed supplements if the Township prefers.

Editorial Work on Your Supplement

The work on your supplement specifically focuses on the new legislation being incorporated with each supplement. For each supplement we provide project management, recordkeeping, processing, professional review of new legislation, and consult throughout the project. Our goal is to make the information easily accessible without altering in any way the meaning of what was originally adopted. The work on your supplement specifically focuses on the new legislation being incorporated with each supplement. As part of our process for new legislation, we will:

- > Acknowledge receipt of all materials
- > Verify adoption of all legislation, including date of action by governing body
- > Review legislation and distinguish between Code and non-Code material
- > Update record of legislation received and its disposition (Disposition List)
- > Request any missing legislation/missing pages
- > Determine proper placement of legislation within Code
- > Impose or utilize the adopted flexible section numbering system that allows for later changes
- > Create/modify chapter, article and/or section titles
- > Add historical annotations
- > Add any necessary cross references
- > Include editorial notes to sections that require additional explanation
- > Correct any misspellings so that searchability in eCode360 is not compromised
- > Impose a distinctive style for definitions, to aid Code user in quickly finding the meaning of a particular term
- > Maintain legislative integrity by following the original tables and graphics and, where necessary, improving the presentation so that the information contained therein is easily accessible
- > Impose standard internal section organizational hierarchy consistent with the rest of the Code
- > Impose standard style conventions consistent with the rest of the Code, i.e., number citation, capitalization, nonsubstantive grammar and punctuation, internal and statutory reference citation
- > Confirm accuracy of internal references; correct as necessary and appropriate
- > Confirm accuracy of statutory references; correct as necessary and appropriate
- > Read and review for missing wording; internal conflicts
- > Update ancillary Code pieces, such as the Table of Contents and chapter schemes, when necessary
- > Update Code Index
- > Create an Instruction Page so that Code holders can properly update the Code
- > Notify client of any issues and concerns noted and work together to determine appropriate resolution

Printed Supplements

Amendments to the printed Code occur in the form of printed supplement pages that are issued as replacement pages. Printed supplements include an updated Table of Contents, Disposition List, Index, text pages, and Instruction Page.

Electronic Updates

Amendments to the electronic version of the Code can be provided on their own schedule or can accompany printed supplements. Electronic updates will be incorporated into the Code, and a fully searchable, complete Code will be delivered online.

Delivery

Printed supplements to the Code will be delivered in bulk to Conway, unless it chooses to utilize *General Code's* Distribution Services. The website will be updated in one to two business days.

A Member of the ICC Family of Solutions





Livingston County Emergency Management

1911 Tooley Road
Howell, Michigan 48855
Telephone 517.546.6220
Fax 517.546.6788



Livingston County Homeland Security Local Planning Team

June 21, 2022

Luke Bryan Concert Planning Meeting

AGENDA

1. **Call to Order – 9:00 A.M.**
2. **Introductions & Announcements**
3. **Review & Discussion of the 2021 AAR**
 - Gaps / Solutions
 - Required Equipment / Personnel
 - Other Preparedness / Mitigation to consider
5. **IC – Leadership & Main partners for the event** *LCSD*
 - IMT
 - IT
 - DART
 - ARES / CERT
 - Others
6. **Communications**
 - 911 – LCCD
 - Verizon
 - AT&T
7. **EOC**
8. **Next Meeting – Date / Time / Location**
9. **Adjournment**

TKC/kaw



Luke Bryan Concert After Action Debrief September 27, 2021

Agencies that participated in the Luke Bryan concert event held on 9/18/2021 in Fowlerville and on behalf of Livingston County Unified Incident Command gathered for a debrief at the EMS building in Howell, MI at 10:00 am on 9/27/2021. The following information is to provide guidance on what went well, what could be done better, and solutions to improve future events.

What Went Well

Fire

- Positive response from community, responder presence appreciated.
- EMS setting up staging area outside of Medical Tent was helpful.
- Unified Incident Command worked well. EMS and Law Enforcement good collaboration.

EMS

- Each gator had one EMS medic and one Fire medic, both EMT certified. Worked out well.
- Triage with one EMS paramedic and two nurses from St. Joe Livingston Hospital worked well.
- Issued ear protection to staff.
- Opened pop up tent and utilized cots for patients.
- Set up additional chairs for seating patients that had minor issues.
- Utilizing U of M doctors for patient assessment and treatment. Five IVs given to patients. Three of those patients were transported to St. Joe Livingston Hospital. Two patients recovered on-site.

Law Enforcement

- Concert attendees in the southwest portion of the parking field made their own exit on to the roadway. This ultimately assisted with traffic disbursement.
- Overall communications were decent.
- Minimal amount of ejected concert attendees due to behavior. Approximately 15-20 persons.
- Surveillance was not needed from UAS.
- Traffic cleared prior to expected timeline. All traffic was cleared by 12:50 am and the show ended at 11:15 pm. A total of approximately 8000 cars.
- Being on different frequencies for the different disciplines worked well.
- No vehicle accidents.

- Difficult for staff to hear near stage.
- Extra ambulance would have been helpful due to round-trip timing of hospital transports to St. Joe Livingston Hospital.
- Six total transports by EMS to St. Joe Livingston Hospital.
- Tent positioned wrong, not enough shade.
- Medical tent was not large enough.

Law Enforcement

- Address of location given to concert attendees was to the farmhouse not venue.
- Confusion of venue location created more traffic from west than east.
- Concert attendees showed up earlier than expected.
- Pedestrian traffic in roadway, many heavily intoxicated people.
- Concert security not helpful. Expected more help in parking area.
- Last minute police escort request for Luke Bryan to airport created a coverage issue.
- Confusion with gate numbering. Inside venue and parking both used number system.
- Last minute change in color system was confusing to responders.
- Canteen for Law Enforcement was difficult. They couldn't break at specific times so would show up and not have food available.
- Person with needle spotted near stage during concert, turned out to be a diabetic patron.
- Lost people that could not find family and vehicles.
- More lighting needed in parking area.

Communications

- ITAC 94 was not audible. Mostly had to use 93.
- Cell and data signal crashed.
- COW was not helpful. Should have had a person assigned to manage. It went down and took a couple hours for someone to show up to fix.
- Texting was down or was incredibly slow (9-10 minutes' delay).
- Verizon dropped CAD system 2-3 times.
- Should have had priority from Verizon but tower signal was weak.
- Needed voice booster for Verizon COW.
- Luke Bryan concert rep wanted to change the communications plan during the event.
- LB concert rep interfered with officer safety dispatch and assignment.
- Poor communications ability blocked people from calling for assistance.
- Mass casualty trailer lights not properly wired.
- The aux radios were not distributed during briefing. Had to be delivered later to the field.

DART

- Very busy due to unexpected volume of canteening needed.
- Ran out of food.
- Traffic made it difficult to make food runs, three-hour turnaround time.

IMT

- Needed more public information on preparedness and prevention prior to event.
- Lost people were a concern because that was not in the plan.

DART

- Have LCSO Explorers deliver meals to responders at assigned areas.
- Have additional help from other agencies (Red Cross, Salvation Army, etc.)
- Get responder headcount prior to the event.
- Know meal expectations prior (i.e.- snacks, water and one boxed meal per responder).

LETS

- Establish pre-determined route for shuttles and/or buses if needed.

IMT

- Continue involvement for planning purposes.

Concert Organizer (Dennis Freeman)

- Will contact Livingston County as soon as concert schedule is known, expected January or February of 2022.

Emergency Management

- Start entire planning process earlier as an entire group.
- More social media information prior to event.
- Direct people to concert website for FAQ page.

Conclusion

Solutions were based on collective discussions regarding issues "needing improvement. Other than Central Dispatch, other involved agencies should consider more staffing to meet the needs of future similar events. Some adjustments to traffic flow and advertising of proper routes and parking should be done before an event. Communications were, as expected, difficult. We will be looking into adding satellite abilities for the MCC and noise cancelling head pieces for responders. DART did the best they could to canteen for the responders during event, but the responsibility may have been overwhelming. For future events, we will look into options that help with meal breaks and options for responders.

The safety of concert participants is always a priority. Increasing the number of gators at the event, finding ways to help people reunite if separated, getting them back to their vehicles, setting up solid barriers for pedestrian walk ways, and better lighting in the parking area will be address at future events. Social Media, FAQ's, and a call in number should be utilized to help concert participants understand set-up and expectations.

The planning and collaboration of the IMT, local agencies, the property owners, and the concert organizers was key to this safe and successful event. Planning for future large events should be started as soon as the intention to hold the event in known and involve the IMT, Emergency Management, all involved local response agencies, property owner, and concert organizers. Local and county government officials should be kept in the loop as well.