Conway Township
Regular Meeting
July 19,2022
7:00 pm

AGENDA

Call to Order and Pledge of Allegiance

Roll Call

Consent Agenda Approval

1. Approve 6/28/2022 Meeting Minutes
2. Account Reconciliations
3. Disbursements/Payroll Report/Budget Report
4. Hall Rental Report
5. New Fire Station Location Drone Photos
6. June Planning Commission Meeting Minutes
7. Sheriff's Report

Call to the Public

Approval of Board Meeting Agenda

Communications

8. Conway Credit Card Bills Autopay

Unfinished Business

9. Township Codification Proposal
10. Zoning Administrator
11. Ordinance Enforcement Officer
12. Planning Commission

New Business

13. Public Comment Form
14. Resolution to Recognize Service – Londa Horton

Board Member Discussion

15. Gender Neutralization -- Sample

Call to the Public

Adjournment

<u>CONWAY TOWNSHIP POLICY No. 7_____</u>

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.

REGULAR MEETING

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

Present: Clerk Elizabeth Whitt, Supervisor William Grubb, Treasurer Debra Grubb, Trustee Richard Hohenstein, Trustee George Pushies.

Motion to approve Consent Agenda made by Whitt. Support by Hohenstein. Roll Call: W. Grubb – yes, D. Grubb -yes, Pushies – no, Hohenstein – yes, Whitt – yes. Motion approved.

Call to the public: Two residents spoke.

Motion to approve the Board Meeting Agenda with the following changes: Add senior center letter to communication and strike Eva Lane SAD, number 9 under unfinished business. Motion by D Grubb. Supported by Hohenstein. Motion approved.

Motion to deny current Secluded Acres petition as previously proposed and present future petition. Motion by Hohenstein. Supported by Pushies. Motion approved.

Motion to separate Zoning Administrator and Ordinance Enforcement Officer made by Hohenstein. Supported by Pushies. Motion approved.

Motion to solicit more applicants for the Zoning Administrator position made by Hohenstein. Supported by Pushies. Motion approved.

Motion to appoint Lucas Curd to Planning Commission made by Whitt. Supported by Hohenstein. Motion approved.

Motion to have the attorney draft a resolution to assess winter tax late penalty fee made by Hohenstein. Supported D Grubb. Motion approved.

Motion to accept Supplemental Law Enforcement Agreement as presented. Motion by Whitt. Supported by W Grubb. Roll Call: D Grubb – yes, Pushies – yes, Hohenstein – yes, Whitt – yes, W Grubb – yes. Motion approved.

Motion to 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. Motion by Whitt. Supported be Hohenstein. Motion approved.

Motion to establish a relationship with Jeremy McAllister to complete work as requested by the township according to the fee schedule presented. Motion by Hohenstein. Supported by Whitt. Motion approved.

Call to the public: residents spoke

Motion to adjourn at 10:50 p.m. Motion by D. Grubb. Support by Whitt. Motion approved.

_____   _____

Elizabeth Whitt, Township Clerk   Gabi Bresett, Township Deputy Clerk

	Jun 30, 22
Beginning Balance	235,926.66
Cleared Transactions	
Checks and Payments - 1 item	-5.00
Deposits and Credits - 1 item	26.94
Total Cleared Transactions	21.94
Cleared Balance	**235,948.60**
Register Balance as of 06/30/2022	235,948.60
Ending Balance	235,948.60

Conway Township
Reconciliation Summary
002.000 · Chase - Building Fund, Period Ending 06/30/2022

	Jun 30, 22
Beginning Balance	133,176.04
Cleared Transactions	
Deposits and Credits - 1 item	5.43
Total Cleared Transactions	5.43
Cleared Balance	**133,181.47**
Register Balance as of 06/30/2022	133,181.47
Ending Balance	133,181.47

Conway Township
Reconciliation Summary
015.000 · Independent Bank - ARPA Funds, Period Ending 07/31/2022

	Jul 31, 22
Beginning Balance	189,687.30
Cleared Balance	189,687.30
Register Balance as of 07/31/2022	189,687.30
Ending Balance	189,687.30

Conway Township
Reconciliation Summary
009.001 · MSUFCU Saver, Period Ending 06/30/2022

	Jun 30, 22
Beginning Balance	5.00
Cleared Balance	5.00
Register Balance as of 06/30/2022	5.00
Ending Balance	5.00

Conway Township
Reconciliation Summary
008.001 · Flagstar Contingent CD, Period Ending 06/30/2022

	Jun 30, 22
Beginning Balance	195,711.70
Cleared Balance	195,711.70
Register Balance as of 06/30/2022	195,711.70
Ending Balance	195,711.70

Conway Township
Reconciliation Summary
009.000 · MSUFCU CD, Period Ending 06/30/2022

	Jun 30, 22
Beginning Balance	239,905.90
Cleared Transactions	
Deposits and Credits - 1 item	127.97
Total Cleared Transactions	127.97
Cleared Balance	240,033.87
Register Balance as of 06/30/2022	240,033.87
Ending Balance	240,033.87

Conway Township
Reconciliation Summary
001.000 · BofAA - Tax Checking, Period Ending 06/30/2022

	Jun 30, 22
Beginning Balance	3,267.85
Cleared Transactions	
Checks and Payments - 1 item	-293.70
Deposits and Credits - 2 items	173.98
Total Cleared Transactions	-119.72
Cleared Balance	3,148.13
Uncleared Transactions	
Checks and Payments - 2 items	-1,902.73
Total Uncleared Transactions	-1,902.73
Register Balance as of 06/30/2022	1,245.40
Ending Balance	1,245.40

Conway Township Trust & Agency Fund #701
Reconciliation Summary
001.000 · BofAA Trust & Agency Ckg, Period Ending 06/30/2022

	Jun 30, 22
Beginning Balance	24,660.94
Cleared Transactions	
Checks and Payments - 3 items	-1,628.50
Deposits and Credits - 1 item	0.89
Total Cleared Transactions	-1,627.61
Cleared Balance	23,033.33
Uncleared Transactions	
Deposits and Credits - 1 item	0.00
Total Uncleared Transactions	0.00
Register Balance as of 06/30/2022	23,033.33
New Transactions	
Checks and Payments - 1 item	-200.00
Total New Transactions	-200.00
Ending Balance	22,833.33

Conway Township - Cemetery Fund #150
Reconciliation Summary
003.000 · BofAA – Cemetery, Period Ending 06/30/2022

	Jun 30, 22
Beginning Balance	71,241.17
Cleared Transactions	
Deposits and Credits - 1 item	2.73
Total Cleared Transactions	2.73
Cleared Balance	**71,243.90**
Uncleared Transactions	
Deposits and Credits - 1 item	0.00
Total Uncleared Transactions	0.00
Register Balance as of 06/30/2022	**71,243.90**
Ending Balance	71,243.90

Conway Township
Reconciliation Summary
000-002 · BofAA - Dog License, Period Ending 06/30/2022

	Jun 30, 22
Beginning Balance	97.50
Cleared Balance	97.50
Register Balance as of 06/30/2022	97.50
Ending Balance	97.50

Conway Township
Reconciliation Summary
016.000 · BofAA - General Fund, Period Ending 06/30/2022

	Jun 30, 22	
Beginning Balance		476,010.67
Cleared Transactions		
Checks and Payments - 27 items	-72,859.25	
Deposits and Credits - 11 items	2,995.58	
Total Cleared Transactions	-69,863.67	
Cleared Balance		406,147.00
Uncleared Transactions		
Checks and Payments - 3 items	-942.53	
Deposits and Credits - 1 item	0.00	
Total Uncleared Transactions	-942.53	
Register Balance as of 06/30/2022		405,204.47
New Transactions		
Checks and Payments - 4 items	-1,150.49	
Total New Transactions	-1,150.49	
Ending Balance		404,053.98

Conway Township - Road Fund #201
Reconciliation Summary
005.000 · BofAA - Road Fund, Period Ending 06/30/2022

		Jun 30, 22
Beginning Balance		383,889.63
Cleared Transactions		
Checks and Payments - 2 items	-26,365.61	
Deposits and Credits - 1 item	15.88	
Total Cleared Transactions	-26,349.73	
Cleared Balance		357,539.90
Register Balance as of 06/30/2022		357,539.90
New Transactions		
Checks and Payments - 1 item	-13,721.83	
Total New Transactions	-13,721.83	
Ending Balance		343,818.07

Conway Township
Check Detail
June 19 through July 7, 2022

Num	Date	Name	Account	Paid Amount
ACH	**06/28/2022**	**American Express**	**016.000 · BofAA - General Fund**	
			276.930 · Repair & Maintenance	-828.36
			265.859 · Internet & Phones	-1,809.13
			265.920 · Utilities	-44.99
			265.146 · Equipment-Office	-49.68
			102.801 · Mmbrshps, Sft. Lic. & Dues	-50.97
TOTAL				-2,783.13
ACH	**07/01/2022**	**DTE Energy**	**016.000 · BofAA - General Fund**	
			265.920 · Utilities	-215.38
TOTAL				-215.38
12131	**06/28/2022**	**Econo Print**	**016.000 · BofAA - General Fund**	
68366	06/28/2022		102.910 · Postage	-855.58
TOTAL				-855.58
12132	**07/06/2022**	**Londa Horton**	**016.000 · BofAA - General Fund**	
June Payroll	07/06/2022		721.702 · Salaries	-184.70
TOTAL				-184.70
12133	**07/06/2022**	**Post Master**	**016.000 · BofAA - General Fund**	
Ballots	07/06/2022		102.910 · Postage	-46.41
TOTAL				-46.41
12134	**07/06/2022**	**Post Master**	**016.000 · BofAA - General Fund**	
Election Mailing	07/06/2022		102.910 · Postage	-704.00
TOTAL				-704.00
12135	**07/07/2022**	**Brande Nogafsky**	**016.000 · BofAA - General Fund**	
Mileage	06/01/2022		102.970 · Mileage	-8.78
milage June 15	07/05/2022		102.970 · Mileage	-7.02
TOTAL				-15.80
12136	**07/07/2022**	**Cooper & Riesterer, PLC**	**016.000 · BofAA - General Fund**	
2519	07/06/2022		266.103 · Attorney	-4,693.65
TOTAL				-4,693.65
12137	**07/07/2022**	**Crampton Electric Co Inc**	**016.000 · BofAA - General Fund**	
16593	07/05/2022		265.935 · Building Maintenance	-780.00
TOTAL				-780.00

Conway Township
Check Detail
June 19 through July 7, 2022

Num	Date	Name	Account	Paid Amount
12138	**07/07/2022**	**Econo Print**	**016.000 · BofAA - General Fund**	
68366	07/05/2022		102.900 · Printing & Publishing	-625.88
TOTAL				-625.88
12139	**07/07/2022**	**Elizabeth Whitt**	**016.000 · BofAA - General Fund**	
June 2022	07/05/2022		102.970 · Mileage	-284.31
			215.969 · Seminars & Workshops	-20.00
TOTAL				-304.31
12140	**07/07/2022**	**Gabi Bresett**	**016.000 · BofAA - General Fund**	
61922	06/28/2022		102.970 · Mileage	-10.47
TOTAL				-10.47
12141	**07/07/2022**	**H & H Publication**	**016.000 · BofAA - General Fund**	
41745	07/06/2022		102.900 · Printing & Publishing	-477.50
TOTAL				-477.50
12142	**07/07/2022**	**Jeff Judd**	**016.000 · BofAA - General Fund**	
2021-2022	07/05/2022		526.960 · Spring Cleanup	-4,368.00
TOTAL				-4,368.00
12143	**07/07/2022**	**Kodet's True Value**	**016.000 · BofAA - General Fund**	
June 2022	07/05/2022		265.146 · Equipment-Office	-45.99
TOTAL				-45.99
12144	**07/07/2022**	**Michigan Municipal Treasur...**	**016.000 · BofAA - General Fund**	
5855	07/06/2022		253.969 · Seminars & Workshops	-75.00
TOTAL				-75.00
12145	**07/07/2022**	**R.I. Thomas Property Mainte...**	**016.000 · BofAA - General Fund**	
5-29 / 6-19	07/05/2022		265.935 · Building Maintenance	-560.00
TOTAL				-560.00
12146	**07/07/2022**	**Wolverine Engineering & Su...**	**016.000 · BofAA - General Fund**	
20220459	07/06/2022		266.960 · Engineer	-1,770.00
TOTAL				-1,770.00

Conway Township
Journal
July 18, 2022

Trans #	Type	Date	Num	Memo	Account
12640	General Journal	07/18/2022	EAW J...	Fica ER	102.704 · Payroll Taxes
				Med ER	102.704 · Payroll Taxes
				Invoice	102.710 · Payroll Billing
				Township Board:...	103.702 · Salaries Wages
				Township Board:...	103.706 · FOIA COORDINATOR
				Supervisor's Offi...	171.702 · Salaries
				Federal PRT Lia...	210 · Federal PRT Liablity
				Clerk's Office:Sal...	215.702 · Salaries & Wages
				Clerk's Office:De...	215.703 · Deputies Wages
				Michigan Withhol...	218 · Michigan Withholding Liablity
				Treasurer's Offic...	253.702 · Salaries & Wages
				Treasurer's Offic...	253.703 · Deputies Salaries
				Assessor:Salaries	257.702 · Salaries
				Building & Groun...	265.702 · Hall Monitor Salary
				Cemetery:Salaries	276.702 · Salaries
				Planning & Zonin...	721.702 · Salaries
				Direct Deposits	016.000 · BofAA - General Fund
				Invoice	016.000 · BofAA - General Fund
				Payroll Taxes	016.000 · BofAA - General Fund
				Payroll Liabilities	204.000 · Payroll Liabilities
				Fed Wh	210 · Federal PRT Liablity
				Fica ER	210 · Federal PRT Liablity
				Fica Wh	210 · Federal PRT Liablity
				Med ER	210 · Federal PRT Liablity
				Med Wh	210 · Federal PRT Liablity
				Michigan Withhol...	218 · Michigan Withholding Liablity

TOTAL

Conway Township
Journal
July 18, 2022

Debit	Credit
890.54	
208.28	
178.84	
196.00	
50.00	
2,026.75	
2,973.24	
2,309.34	
1,975.00	
596.23	
2,172.91	
1,230.00	
2,891.33	
225.00	
485.00	
801.99	
	11,085.56
	178.84
	3,569.47
	807.11
	775.60
	890.54
	890.54
	208.28
	208.28
	596.23
19,210.45	19,210.45
19,210.45	**19,210.45**

Conway Township
Profit & Loss Budget vs. Actual
April 1 through July 7, 2022

	Apr 1 - Jul 7, 22	Budget	$ Over Budget
Ordinary Income/Expense			
Income			
366.350 · Trans in - Daisy Lane Fund	0.00	0.00	0.00
366.450 · Trans in - Trust & Agency	0.00	0.00	0.00
402.000 · Taxes - General	6,023.40	120,000.00	-113,976.60
403.000 · Taxes - Admin fees	1,834.89	41,000.00	-39,165.11
409.000 · Taxes - SET fee	0.00	700.00	-700.00
411.000 · Dog licenses	0.00	40.00	-40.00
435.000 · Sale of assets	0.00	0.00	0.00
450.000 · Fees, Licenses & Permits	5,194.75	8,000.00	-2,805.25
455.000 · Research Fees	0.00	200.00	-200.00
478.000 · Set Fee Retained	0.00	0.00	0.00
560.000 · Metro Act Fee	0.00	0.00	0.00
573.000 · LCSA PPT Reimbursement	0.00	0.00	0.00
574.000 · State Revenue Sharing	59,487.00	343,130.00	-283,643.00
664.000 · Interest & Dividends	690.03	1,350.00	-659.97
667.000 · Rent	450.00	1,500.00	-1,050.00
671.000 · Misc. Revenues	0.00	500.00	-500.00
675.000 · American Rescue Plan Funds	0.00	189,687.30	-189,687.30
676.000 · Cemeterial Lots/Burial	0.00	0.00	0.00
677.000 · General Reimbursements	0.00	0.00	0.00
678.000 · Grant Reimbursement	0.00	0.00	0.00
679.000 · Election Grant - HAVA	0.00	0.00	0.00
680.000 · Election Reimburse	0.00	1,000.00	-1,000.00
699.000 · Transfer in - Road Fund	0.00	0.00	0.00
699.101 · Due from Eva Lane	-31,350.00	0.00	-31,350.00
699.701 · Transfer In - Trust & Agency	0.00	0.00	0.00
700.701 · Escrow Revenues	0.00	0.00	0.00
Total Income	42,330.07	707,107.30	-664,777.23
Cost of Goods Sold			
50000 · Cost of Goods Sold	0.00	0.00	0.00
Total COGS	0.00	0.00	0.00
Gross Profit	42,330.07	707,107.30	-664,777.23
Expense			
102.000 · Unallocated			
102.702 · Office Assistant Salary	36.00	18,000.00	-17,964.00
102.704 · Payroll Taxes	3,351.59	12,000.00	-8,648.41
102.710 · Payroll Billing	576.16	2,000.00	-1,423.84
102.726 · Supplies	270.53	3,500.00	-3,229.47
102.801 · Mmbrshps, Sft. Lic. & Dues	2,787.64	6,500.00	-3,712.36
102.805 · Appropriation Senior Center	0.00	2,000.00	-2,000.00
102.900 · Printing & Publishing	3,183.38	7,500.00	-4,316.62
102.910 · Postage	4,070.39	2,500.00	1,570.39
102.970 · Mileage	715.06	3,000.00	-2,284.94
102.971 · Miscellaneous	0.00	0.00	0.00
102.000 · Unallocated - Other	0.00	0.00	0.00
Total 102.000 · Unallocated	14,990.75	57,000.00	-42,009.25
103.000 · Township Board			
103.702 · Salaries Wages	299.13	4,704.00	-4,404.87
103.703 · Fire Authority Rep	0.00	0.00	0.00
103.704 · Social Security/Medicar	0.00	0.00	0.00
103.705 · Recreation Board Rep	0.00	0.00	0.00
103.706 · FOIA COORDINATOR	100.00	350.00	-250.00
103.710 · Payroll Billing	0.00	0.00	0.00
103.726 · Supplies	0.00	0.00	0.00
103.801 · Memberships & Dues	0.00	0.00	0.00
103.805 · Appropriation Senior Ce	0.00	0.00	0.00
103.862 · Township SS/Medicare	0.00	0.00	0.00
103.863 · Township Unemployment	0.00	0.00	0.00
103.865 · MEDICAL REIMBURSEMENT	0.00	0.00	0.00
103.900 · Printing & Publishing	0.00	0.00	0.00

Conway Township
Profit & Loss Budget vs. Actual
April 1 through July 7, 2022

	Apr 1 - Jul 7, 22	Budget	$ Over Budget
103.910 · Postage	0.00	0.00	0.00
103.957 · Condemned Building	0.00	0.00	0.00
103.969 · Seminars and Workshops	0.00	500.00	-500.00
103.970 · Mileage	0.00	0.00	0.00
103.000 · Township Board - Other	0.00	0.00	0.00
Total 103.000 · Township Board	399.13	5,554.00	-5,154.87
171.000 · Supervisor's Office			
171.702 · Salaries	5,863.08	24,321.00	-18,457.92
171.704 · Social Security/Medicar	0.00	0.00	0.00
171.706 · Federal Withholding	0.00	0.00	0.00
171.708 · State Withholding	0.00	0.00	0.00
171.726 · Supplies	0.00	0.00	0.00
171.801 · Memberships & Dues	0.00	0.00	0.00
171.900 · Printing & Publishing	0.00	0.00	0.00
171.910 · Postage	0.00	0.00	0.00
171.965 · Assessor	0.00	0.00	0.00
171.969 · Seminars & Workshops	243.73	2,000.00	-1,756.27
171.970 · Mileage	0.00	0.00	0.00
171.000 · Supervisor's Office - Other	0.00	0.00	0.00
Total 171.000 · Supervisor's Office	6,106.81	26,321.00	-20,214.19
200.203 · Due To Road Fund	0.00	0.00	0.00
215.000 · Clerk's Office			
215.702 · Salaries & Wages	6,680.59	27,712.00	-21,031.41
215.703 · Deputies Wages	4,705.00	20,000.00	-15,295.00
215.704 · Social Security/Medicar	0.00	0.00	0.00
215.706 · Federal Withholding	0.00	0.00	0.00
215.708 · State Withholding	0.00	0.00	0.00
215.726 · Supplies	0.00	0.00	0.00
215.801 · Membership	0.00	0.00	0.00
215.900 · Printing & Publishing	0.00	0.00	0.00
215.910 · Postage	0.00	0.00	0.00
215.969 · Seminars & Workshops	1,020.00	6,500.00	-5,480.00
215.970 · Mileage	0.00	0.00	0.00
215.000 · Clerk's Office - Other	0.00	0.00	0.00
Total 215.000 · Clerk's Office	12,405.59	54,212.00	-41,806.41
247.000 · Board of Review			
247.702 · Salaries & Wages	900.00	2,000.00	-1,100.00
247.704 · Social Security/Medicar	0.00	0.00	0.00
247.706 · Federal Withholding	0.00	0.00	0.00
247.708 · State Withholding	0.00	0.00	0.00
247.900 · Printing & Publishing	0.00	0.00	0.00
247.969 · Seminars & Workshops	0.00	500.00	-500.00
247.970 · Mileage	0.00	0.00	0.00
247.000 · Board of Review - Other	0.00	0.00	0.00
Total 247.000 · Board of Review	900.00	2,500.00	-1,600.00
253.000 · Treasurer's Office			
253.702 · Salaries & Wages	6,285.90	25,609.00	-19,323.10
253.703 · Deputies Salaries	3,040.00	12,480.00	-9,440.00
253.704 · Social Security/Medicar	0.00	0.00	0.00
253.706 · Federal Withholdings	0.00	0.00	0.00
253.708 · State Withholding	0.00	0.00	0.00
253.726 · Supplies	0.00	0.00	0.00
253.801 · Memberships & Dues	0.00	0.00	0.00
253.832 · Charge Back	-20.00	200.00	-220.00
253.900 · Printing & Publishing	0.00	0.00	0.00
253.910 · Postage	0.00	0.00	0.00
253.969 · Seminars & Workshops	550.92	5,000.00	-4,449.08
253.970 · Other	0.00	0.00	0.00

Conway Township
Profit & Loss Budget vs. Actual
April 1 through July 7, 2022

	Apr 1 - Jul 7, 22	Budget	$ Over Budget
253.975 · Bank Service Charge	35.00	500.00	-465.00
253.000 · Treasurer's Office - Other	0.00	0.00	0.00
Total 253.000 · Treasurer's Office	9,891.82	43,789.00	-33,897.18
257.000 · Assessor			
257.701 · Assessor Services	0.00	500.00	-500.00
257.702 · Salaries	8,667.99	38,400.00	-29,732.01
257.703 · Expenses	0.00	0.00	0.00
257.969 · Seminars & Workshops	392.84	1,000.00	-607.16
257.000 · Assessor - Other	0.00	0.00	0.00
Total 257.000 · Assessor	9,060.83	39,900.00	-30,839.17
262.000 · Elections			
262.702 · Salaries & Wages	-118.23	7,500.00	-7,618.23
262.704 · Social Security/Medicare	0.00	0.00	0.00
262.706 · Federal Withholding	0.00	0.00	0.00
262.708 · State Withholding	0.00	0.00	0.00
262.710 · Election Postage	0.00	500.00	-500.00
262.726 · Supplies	0.00	7,000.00	-7,000.00
262.900 · Printing & Publishing	0.00	1,000.00	-1,000.00
262.910 · Postage	0.00	0.00	0.00
262.930 · Equipment/Maintenance	0.00	5,000.00	-5,000.00
262.000 · Elections - Other	0.00	0.00	0.00
Total 262.000 · Elections	-118.23	21,000.00	-21,118.23
265.000 · Building & Grounds			
265.146 · Equipment-Office	655.34	9,000.00	-8,344.66
265.702 · Hall Monitor Salary	300.00	800.00	-500.00
265.704 · Social Security/Medicare	0.00	0.00	0.00
265.726 · Supplies	0.00	0.00	0.00
265.801 · Lawn Mowing	0.00	2,900.00	-2,900.00
265.802 · Landscaping	0.00	3,500.00	-3,500.00
265.805 · Snow Removal	0.00	4,500.00	-4,500.00
265.851 · Liability Insurance	0.00	0.00	0.00
265.859 · Internet & Phones	2,986.93	15,000.00	-12,013.07
265.871 · Workers Comp	0.00	0.00	0.00
265.910 · Postage	0.00	0.00	0.00
265.920 · Utilities	691.80	3,000.00	-2,308.20
265.930 · Equipment Maintenance	2,739.82	15,000.00	-12,260.18
265.935 · Building Maintenance	3,749.33	18,000.00	-14,250.67
265.950 · ARPA Fund Expenses	0.00	0.00	0.00
265.963 · Property Taxes	0.00	0.00	0.00
265.964 · Deposit reimbursement	0.00	0.00	0.00
265.970 · Parking Lot	10.01	500.00	-489.99
265.971 · Capital Improvement	0.00	10,000.00	-10,000.00
265.000 · Building & Grounds - Other	0.00	0.00	0.00
Total 265.000 · Building & Grounds	11,133.23	82,200.00	-71,066.77
266.000 · Professional Fees			
266.103 · Attorney	20,976.15	25,000.00	-4,023.85
266.446 · Highways	0.00	0.00	0.00
266.500 · Misc. Contractors	0.00	0.00	0.00
266.721 · Planning Commission	2,860.25	3,000.00	-139.75
266.830 · Contractual Fees	0.00	0.00	0.00
266.955 · Auditor	0.00	9,500.00	-9,500.00
266.956 · Internet Project	0.00	0.00	0.00
266.960 · Engineer	1,770.00	0.00	1,770.00
266.000 · Professional Fees - Other	0.00	0.00	0.00
Total 266.000 · Professional Fees	25,606.40	37,500.00	-11,893.60
267.000 · Accounting and Auditing	0.00	0.00	0.00
275.000 · Drains At Large	0.00	40,000.00	-40,000.00

Conway Township
Profit & Loss Budget vs. Actual
April 1 through July 7, 2022

	Apr 1 - Jul 7, 22	Budget	$ Over Budget
276.000 · Cemetery			
276.702 · Salaries	1,415.00	5,000.00	-3,585.00
276.704 · Social Security/Medicar	0.00	0.00	0.00
276.801 · Lawn Mowing	0.00	0.00	0.00
276.850 · Contracted Labor	0.00	0.00	0.00
276.930 · Repair & Maintenance	7,578.36	0.00	7,578.36
276.964 · Reimburs of Burial Site	0.00	0.00	0.00
276.970 · Mileage	0.00	0.00	0.00
276.000 · Cemetery - Other	0.00	0.00	0.00
Total 276.000 · Cemetery	8,993.36	5,000.00	3,993.36
301.000 · Public Safety			
301.700 · Fire Authority Rep	445.00	1,350.00	-905.00
301.702 · Contribution Police Salaries	0.00	10,000.00	-10,000.00
301.000 · Public Safety - Other	0.00	0.00	0.00
Total 301.000 · Public Safety	445.00	11,350.00	-10,905.00
446.000 · Roads and Highways			
446.955 · Chloride	0.00	0.00	0.00
446.956 · CLJ & Associates	0.00	0.00	0.00
446.967 · Construction & Excavati	0.00	0.00	0.00
446.000 · Roads and Highways - Other	0.00	0.00	0.00
Total 446.000 · Roads and Highways	0.00	0.00	0.00
526.000 · Sanitary Landfill			
526.960 · Spring Cleanup	4,343.00	5,000.00	-657.00
526.000 · Sanitary Landfill - Other	-270.00	0.00	-270.00
Total 526.000 · Sanitary Landfill	4,073.00	5,000.00	-927.00
660.000 · Payroll Taxes-general	0.00	0.00	0.00
66900 · Reconciliation Discrepancies	0.00	0.00	0.00
721.000 · Planning & Zoning			
721.702 · Salaries	4,953.97	15,000.00	-10,046.03
721.704 · Social Security/Medicar	0.00	0.00	0.00
721.706 · Federal Withholding	0.00	0.00	0.00
721.708 · State Withholdings	0.00	0.00	0.00
721.726 · Supplies	0.00	0.00	0.00
721.801 · Membership and Dues	0.00	0.00	0.00
721.900 · Printing & Publishing	0.00	0.00	0.00
721.964 · Permit Reimbursements	0.00	0.00	0.00
721.969 · Seminars & Workshop	597.00	500.00	97.00
721.970 · Mileage	0.00	0.00	0.00
721.000 · Planning & Zoning - Other	0.00	0.00	0.00
Total 721.000 · Planning & Zoning	5,550.97	15,500.00	-9,949.03
738.000 · Recreation Association			
738.100 · Parks & Recreation Contribution	0.00	45,000.00	-45,000.00
738.702 · Salaries	90.00	450.00	-360.00
738.000 · Recreation Association - Other	0.00	5,500.00	-5,500.00
Total 738.000 · Recreation Association	90.00	50,950.00	-50,860.00
954.000 · Insurance & Bond	756.00	10,000.00	-9,244.00
960.000 · Delinquent Personal Prop Taxes	0.00	0.00	0.00
969.000 · Trans out - Capital Res Fund	0.00	0.00	0.00
970.000 · Transfers out	0.00	0.00	0.00
970.350 · TRANS OUT - DAISEY LANE	0.00	0.00	0.00
980.000 · Transfers Out - Cemetery	0.00	30,000.00	-30,000.00
Total Expense	110,284.66	537,776.00	-427,491.34
Net Ordinary Income	-67,954.59	169,331.30	-237,285.89

Conway Township
Profit & Loss Budget vs. Actual
April 1 through July 7, 2022

	Apr 1 - Jul 7, 22	Budget	$ Over Budget
Other Income/Expense			
Other Income			
Interest Income	16.48	2,500.00	-2,483.52
Other Income	0.00	0.00	0.00
Total Other Income	16.48	2,500.00	-2,483.52
Net Other Income	16.48	2,500.00	-2,483.52
Net Income	**-67,938.11**	**171,831.30**	**-239,769.41**

Conway Township
Profit & Loss Budget vs. Actual
April 1 through July 7, 2022

	% of Budget
Ordinary Income/Expense	
Income	
366.350 · Trans in - Daisy Lane Fund	0.0%
366.450 · Trans in - Trust & Agency	0.0%
402.000 · Taxes - General	5.0%
403.000 · Taxes - Admin fees	4.5%
409.000 · Taxes - SET fee	0.0%
411.000 · Dog licenses	0.0%
435.000 · Sale of assets	0.0%
450.000 · Fees, Licenses & Permits	64.9%
455.000 · Research Fees	0.0%
478.000 · Set Fee Retained	0.0%
560.000 · Metro Act Fee	0.0%
573.000 · LCSA PPT Reimbursement	0.0%
574.000 · State Revenue Sharing	17.3%
664.000 · Interest & Dividends	51.1%
667.000 · Rent	30.0%
671.000 · Misc. Revenues	0.0%
675.000 · American Rescue Plan Funds	0.0%
676.000 · Cemeterial Lots/Burial	0.0%
677.000 · General Reimbursements	0.0%
678.000 · Grant Reimbursement	0.0%
679.000 · Election Grant - HAVA	0.0%
680.000 · Election Reimburse	0.0%
699.000 · Transfer in - Road Fund	0.0%
699.101 · Due from Eva Lane	100.0%
699.701 · Transfer In - Trust & Agency	0.0%
700.701 · Escrow Revenues	0.0%
Total Income	6.0%
Cost of Goods Sold	
50000 · Cost of Goods Sold	0.0%
Total COGS	0.0%
Gross Profit	6.0%
Expense	
102.000 · Unallocated	
102.702 · Office Assistant Salary	0.2%
102.704 · Payroll Taxes	27.9%
102.710 · Payroll Billing	28.8%
102.726 · Supplies	7.7%
102.801 · Mmbrshps, Sft. Lic. & Dues	42.9%
102.805 · Appropriation Senior Center	0.0%
102.900 · Printing & Publishing	42.4%
102.910 · Postage	162.8%
102.970 · Mileage	23.8%
102.971 · Miscellaneous	0.0%
102.000 · Unallocated - Other	0.0%
Total 102.000 · Unallocated	26.3%
103.000 · Township Board	
103.702 · Salaries Wages	6.4%
103.703 · Fire Authority Rep	0.0%
103.704 · Social Security/Medicar	0.0%
103.705 · Recreation Board Rep	0.0%
103.706 · FOIA COORDINATOR	28.6%
103.710 · Payroll Billing	0.0%
103.726 · Supplies	0.0%
103.801 · Memberships & Dues	0.0%
103.805 · Appropriation Senior Ce	0.0%
103.862 · Township SS/Medicare	0.0%
103.863 · Township Unemployment	0.0%
103.865 · MEDICAL REIMBURSEMENT	0.0%
103.900 · Printing & Publishing	0.0%

Conway Township
Profit & Loss Budget vs. Actual
April 1 through July 7, 2022

	% of Budget
103.910 · Postage	0.0%
103.957 · Condemned Building	0.0%
103.969 · Seminars and Workshops	0.0%
103.970 · Mileage	0.0%
103.000 · Township Board - Other	0.0%
Total 103.000 · Township Board	7.2%
171.000 · Supervisor's Office	
171.702 · Salaries	24.1%
171.704 · Social Security/Medicar	0.0%
171.706 · Federal Withholding	0.0%
171.708 · State Withholding	0.0%
171.726 · Supplies	0.0%
171.801 · Memberships & Dues	0.0%
171.900 · Printing & Publishing	0.0%
171.910 · Postage	0.0%
171.965 · Assessor	0.0%
171.969 · Seminars & Workshops	12.2%
171.970 · Mileage	0.0%
171.000 · Supervisor's Office - Other	0.0%
Total 171.000 · Supervisor's Office	23.2%
200.203 · Due To Road Fund	0.0%
215.000 · Clerk's Office	
215.702 · Salaries & Wages	24.1%
215.703 · Deputies Wages	23.5%
215.704 · Social Security/Medicar	0.0%
215.706 · Federal Withholding	0.0%
215.708 · State Withholding	0.0%
215.726 · Supplies	0.0%
215.801 · Membership	0.0%
215.900 · Printing & Publishing	0.0%
215.910 · Postage	0.0%
215.969 · Seminars & Workshops	15.7%
215.970 · Mileage	0.0%
215.000 · Clerk's Office - Other	0.0%
Total 215.000 · Clerk's Office	22.9%
247.000 · Board of Review	
247.702 · Salaries & Wages	45.0%
247.704 · Social Security/Medicar	0.0%
247.706 · Federal Withholding	0.0%
247.708 · State Withholding	0.0%
247.900 · Printing & Publishing	0.0%
247.969 · Seminars & Workshops	0.0%
247.970 · Mileage	0.0%
247.000 · Board of Review - Other	0.0%
Total 247.000 · Board of Review	36.0%
253.000 · Treasurer's Office	
253.702 · Salaries & Wages	24.5%
253.703 · Deputies Salaries	24.4%
253.704 · Social Security/Medicar	0.0%
253.706 · Federal Withholdings	0.0%
253.708 · State Withholding	0.0%
253.726 · Supplies	0.0%
253.801 · Memberships & Dues	0.0%
253.832 · Charge Back	-10.0%
253.900 · Printing & Publishing	0.0%
253.910 · Postage	0.0%
253.969 · Seminars & Workshops	11.0%
253.970 · Other	0.0%

Conway Township
Profit & Loss Budget vs. Actual
April 1 through July 7, 2022

	% of Budget
253.975 · Bank Service Charge	7.0%
253.000 · Treasurer's Office - Other	0.0%
Total 253.000 · Treasurer's Office	22.6%
257.000 · Assessor	
257.701 · Assessor Services	0.0%
257.702 · Salaries	22.6%
257.703 · Expenses	0.0%
257.969 · Seminars & Workshops	39.3%
257.000 · Assessor - Other	0.0%
Total 257.000 · Assessor	22.7%
262.000 · Elections	
262.702 · Salaries & Wages	-1.6%
262.704 · Social Security/Medicare	0.0%
262.706 · Federal Withholding	0.0%
262.708 · State Withholding	0.0%
262.710 · Election Postage	0.0%
262.726 · Supplies	0.0%
262.900 · Printing & Publishing	0.0%
262.910 · Postage	0.0%
262.930 · Equipment/Maintenance	0.0%
262.000 · Elections - Other	0.0%
Total 262.000 · Elections	-0.6%
265.000 · Building & Grounds	
265.146 · Equipment-Office	7.3%
265.702 · Hall Monitor Salary	37.5%
265.704 · Social Security/Medicare	0.0%
265.726 · Supplies	0.0%
265.801 · Lawn Mowing	0.0%
265.802 · Landscaping	0.0%
265.805 · Snow Removal	0.0%
265.851 · Liability Insurance	0.0%
265.859 · Internet & Phones	19.9%
265.871 · Workers Comp	0.0%
265.910 · Postage	0.0%
265.920 · Utilities	23.1%
265.930 · Equipment Maintenance	18.3%
265.935 · Building Maintenance	20.8%
265.950 · ARPA Fund Expenses	0.0%
265.963 · Property Taxes	0.0%
265.964 · Deposit reimbursement	0.0%
265.970 · Parking Lot	2.0%
265.971 · Capital Improvement	0.0%
265.000 · Building & Grounds - Other	0.0%
Total 265.000 · Building & Grounds	13.5%
266.000 · Professional Fees	
266.103 · Attorney	83.9%
266.446 · Highways	0.0%
266.500 · Misc. Contractors	0.0%
266.721 · Planning Commission	95.3%
266.830 · Contractual Fees	0.0%
266.955 · Auditor	0.0%
266.956 · Internet Project	0.0%
266.960 · Engineer	100.0%
266.000 · Professional Fees - Other	0.0%
Total 266.000 · Professional Fees	68.3%
267.000 · Accounting and Auditing	0.0%
275.000 · Drains At Large	0.0%

Conway Township
Profit & Loss Budget vs. Actual
April 1 through July 7, 2022

	% of Budget
276.000 · Cemetery	
276.702 · Salaries	28.3%
276.704 · Social Security/Medicar	0.0%
276.801 · Lawn Mowing	0.0%
276.850 · Contracted Labor	0.0%
276.930 · Repair & Maintenance	100.0%
276.964 · Reimburs of Burial Site	0.0%
276.970 · Mileage	0.0%
276.000 · Cemetery - Other	0.0%
Total 276.000 · Cemetery	179.9%
301.000 · Public Safety	
301.700 · Fire Authority Rep	33.0%
301.702 · Contribution Police Salaries	0.0%
301.000 · Public Safety - Other	0.0%
Total 301.000 · Public Safety	3.9%
446.000 · Roads and Highways	
446.955 · Chloride	0.0%
446.956 · CLJ & Associates	0.0%
446.967 · Construction & Excavati	0.0%
446.000 · Roads and Highways - Other	0.0%
Total 446.000 · Roads and Highways	0.0%
526.000 · Sanitary Landfill	
526.960 · Spring Cleanup	86.9%
526.000 · Sanitary Landfill - Other	100.0%
Total 526.000 · Sanitary Landfill	81.5%
660.000 · Payroll Taxes-general	0.0%
66900 · Reconciliation Discrepancies	0.0%
721.000 · Planning & Zoning	
721.702 · Salaries	33.0%
721.704 · Social Security/Medicar	0.0%
721.706 · Federal Withholding	0.0%
721.708 · State Withholdings	0.0%
721.726 · Supplies	0.0%
721.801 · Membership and Dues	0.0%
721.900 · Printing & Publishing	0.0%
721.964 · Permit Reimbursements	0.0%
721.969 · Seminars & Workshop	119.4%
721.970 · Mileage	0.0%
721.000 · Planning & Zoning - Other	0.0%
Total 721.000 · Planning & Zoning	35.8%
738.000 · Recreation Association	
738.100 · Parks & Recreation Contribution	0.0%
738.702 · Salaries	20.0%
738.000 · Recreation Association - Other	0.0%
Total 738.000 · Recreation Association	0.2%
954.000 · Insurance & Bond	7.6%
960.000 · Delinquent Personal Prop Taxes	0.0%
969.000 · Trans out - Capital Res Fund	0.0%
970.000 · Transfers out	0.0%
970.350 · TRANS OUT - DAISEY LANE	0.0%
980.000 · Transfers Out - Cemetery	0.0%
Total Expense	20.5%
Net Ordinary Income	-40.1%

Conway Township
Profit & Loss Budget vs. Actual
April 1 through July 7, 2022

	% of Budget
Other Income/Expense	
Other Income	
Interest Income	0.7%
Other Income	0.0%
Total Other Income	0.7%
Net Other Income	0.7%
Net Income	**-39.5%**

Conway Township Rental Report

July 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

- 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

Future hall rentals

- 8-27-22 Melynie Culbertson, resident, Graduation Party
- 9-15-22 Darcye Foldenauer, non-resident, Business meeting

Conway Township Planning Commission Meeting Minutes

June 13, 2022

7 p.m.

Vice Chair Meghan Swain-Kuch called the Conway Township Planning Commission meeting to order at 7:00pm.

Swain-Kuch led the Pledge of Allegiance and called the Roll: Planning Commission Members present: Jeff Klein, Meghan Swain-Kuch, Dave Whitt, George Pushies - Ex-Officio, Kelly Ralko. Township Attorney present: Abby Cooper. Community Builders (CIP) Master Planners present: Justin Sprague, Hannah Smith. Recording Secretary present: Elizabeth Whitt

Action needed: None

Motion to accept the meeting agenda as amended for June 13, 2022. Motion by Whitt. Support Klein. Motion approved.

Action needed: None

Motion to accept meeting minutes from 5/9/2022. Motion by Ralko. Support by Whitt. Motion approved.

Action needed: None

Suggestion to arrange a tribute recognizing Londa Horton's service to the township.

Action needed: Swain-Kuch will contact Representative Bob Bezotte.

The Eva Lane Special Assessment District (SAD) was approved by the board.

Consideration for a SAD for Secluded Acres is ongoing.

The board is overseeing the appointment of a temporary trustee.

Ralko acknowledged that the issue she wanted to discuss regarding Horton was covered in the call to the public. Motion to Township Board to consider a tribute. Motion by Ralko. Support by Pushies. Motion approved.

Action needed: Pushies to report to board.

Attorney Cooper reported that she has spoken with the Applicant for the rezoning of Parcel 47 01 10 300 020 regarding the information needed by the Commission to move the issue forward. Cooper gave the applicant a timeline of July 1 or 5 to move the issue to the county.

Action needed: Attorney Cooper will continue to monitor the situation in the Zoning Administrator's absence.

The planners gave an update on the pending Commercial Solar Ordinance draft. Items discussed included: structure requirements, landscape screening, a decommissioning bond vs escrow, abandonment restrictions. The commissioners approved the suggestions.

Action needed: Planners will make discussed changes. Commission will review drafts as presented.

Motion to appoint Swain-Kuch's as Commission Chair. Motion by Pushies. Support by Klein. Motion approved

Motion to appoint Ralko as Vice-Chair. Motion by Whitt. Support by Pushies. Motion approved.

Motion to appoint Clerk Elizabeth Whitt as Recording Secretary. Motion by Swain-Kuch. Support by Ralko. Motion approved.

During Commissioner discussion the members acknowledged Horton's service. In addition, ~~a "heads up" was given to the new planners~~ the Planning Commission agrees the new planners are doing a good job and we thank them.

The second call to the public resulted in no comment.

Motion to adjourn at 8:13. Motion by Pushies. Support by Klein. Motion approved.

Respectfully Submitted: Approved:

Elizabeth Whitt   Meghan Swain-Kuch

PC Recording Secretary   PC Chair

CONWAY TOWNSHIP

MONTH	CALLS FOR SERVICE	TICKETS WRITTEN	ARRESTS
JANUARY	22	0	0
FEBRUARY	17	3	0
MARCH	32	2	0
APRIL	23	4	1
MAY	20	0	0
JUNE	22	3	0
JULY			
AUGUST			
SEPTEMBER			
OCTOBER			
NOVEMBER			
DECEMBER			
YTD TOTALS:	136	12	1

TOWNSHIP	NUMBER OF CALLS 3:00PM - 11:00PM	RESPONSE TIME CONTRACT TIME 3:00PM - 11:00PM	NUMBER OF CALLS 11:00PM - 3:00PM
BRIGHTON	42	35:50	108
COHOCTAH	15	31:18	19
CONWAY	10	1:13:33	12
DEERFIELD	13	34:27	16
GENOA	102	23:38	161
HANDY	29	35:50	37
HARTLAND	55	26:49	92
HOWELL	51	19:45	90
IOSCO	17	27:15	21
MARION	29	22:29	55
OCEOLA	36	24:24	62
PUTNAM	44	17:41	36
TYRONE	81	14:48	63

RESPONSE TIME
NON CONTRACT TIME

11:00PM - 3:00PM	TOTAL
22:29	150
20:35	34
39:02	22
32:02	29
27:06	263
25:10	66
32:07	147
26:57	141
25:54	38
28:58	84
27:27	98
34:58	80
37:02	144

LIVINGSTON COUNTY SHERIFF'S OFFICE
CONWAY TOWNSHIP JUNE 2022

Nature	# Events
911 HANG UP	2
ALARM	1
ASSIST OTHER AGENCY	1
BURGLARY REPORT ONLY	2
CITIZEN ASSIST	2
DOMESTIC PHYSICAL IN PROGRESS	2
DOMESTIC VERBAL	2
FRAUD	1
JUVENILE COMPLAINT	1
LOST/FOUND ANIMAL INFORMATION	1
MDOP	1
PDA	1
SUSPICIOUS SITUATION	2
TRESSPASSING, LOITERING	1
WELFARE CHECK	2
TOTAL:	**22**

LIVINGSTON COUNTY SHERIFF'S OFFICE
JUNE 2022 CALLS FOR SERVICE

MTP : 165 (6%)
IOT : 60 (2%)
HTP : 297 (11%)
HRT : 270 (10%)
HOW3: 76 (3%)
HAN : 112 (4%)
GET : 507 (20%)
OCE : 177 (7%)
PUT : 146 (6%)
TYT : 267 (10%)
Others: 106 (4%)
BTP : 270 (10%)
COH : 51 (2%)
CON : 35 (1%)
DTP : 48 (2%)
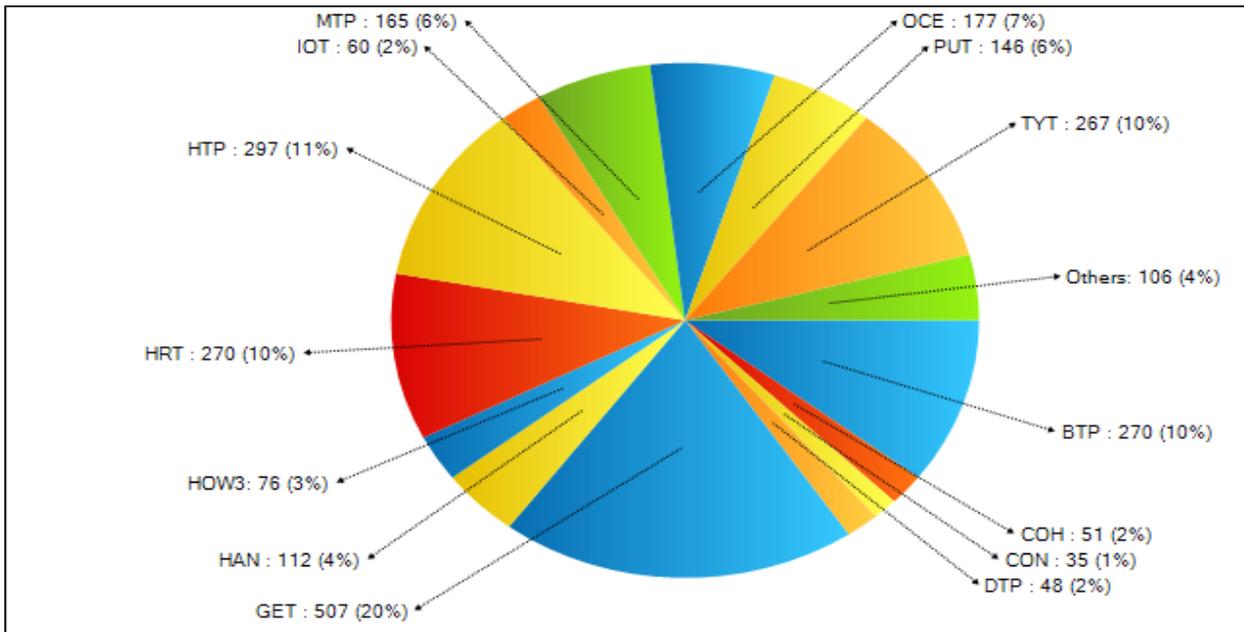
MICHIGAN STATE POLICE
JUNE 2022 CALLS FOR SERVICE
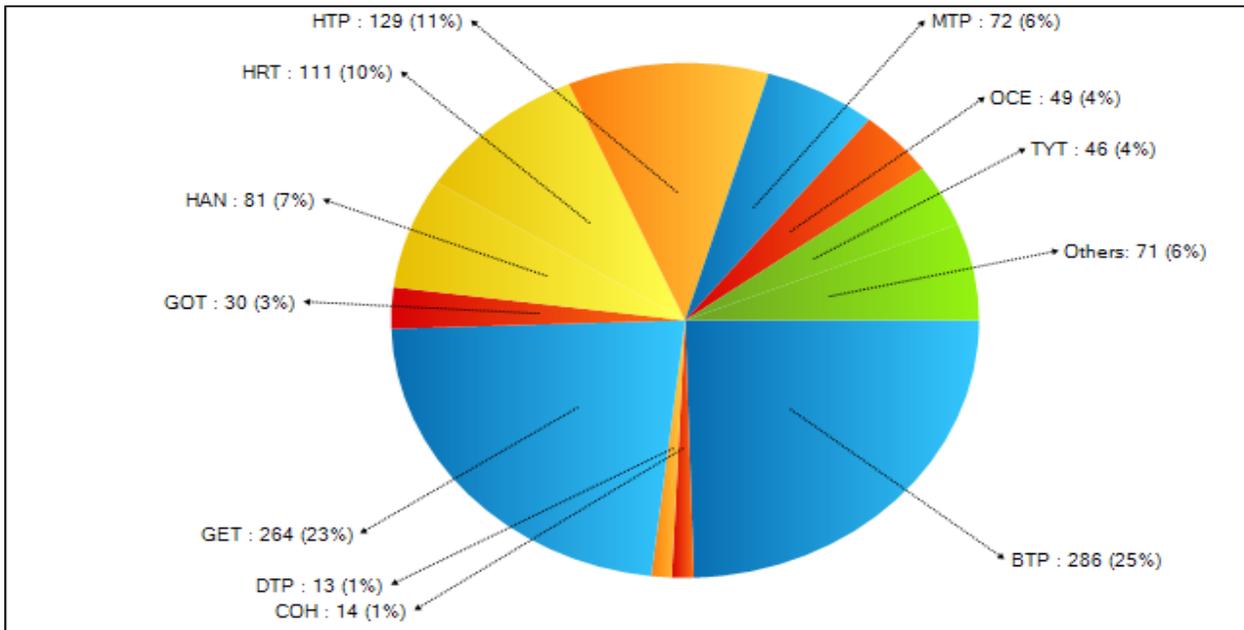
HTP : 129 (11%)
HRT : 111 (10%)
HAN : 81 (7%)
GOT : 30 (3%)
GET : 264 (23%)
DTP : 13 (1%)
COH : 14 (1%)
MTP : 72 (6%)
OCE : 49 (4%)
TYT : 46 (4%)
Others: 71 (6%)
BTP : 286 (25%)

Conway Township

8015 N. Fowlerville Road
PO Box 1157
Fowlerville MI 48836

Phone 517-223-0358
Fax 517-223-0533

MEMO: Change in Credit Card and Autopay Bills

July 8, 2020

To the Board:

Previously the board approved the payment of regular bills prior to the board meeting (Policy #1) and there was a list of regularly made payments that was provided. When the bank accounts were changed to a different bank I also closed the Chase credit card and opened an Amazon American Express account. We earn points when using the card that can be used to offset the cost of office supplies and equipment that are purchased from Amazon.

Because we can earn a significant amount of points, I moved the regular monthly bills to autopay on the AMEX card. Following is a current list of those bills:

Applied Innovations
AT&T Mobile
CMC Telecom
Surf Air Wireless
Granger Waste
Adobe

All bills are reviewed by the Clerk's department for accuracy prior to the bills being paid.

Respectfuly yours,

Elizabeth Whitt
Conway Township Clerk

CODIFICATION, SUPPLEMENTATION AND ONLINE CODE HOSTING SERVICES

Township of Conway, Michigan

June 16, 2022 – Quote valid for 90 days

Sarah Bydalek
Legal Account Executive
Office: 785-565-5388
Direct: 616-443-3892
Email: sarah.bydalek@civicplus.com
PO Box 2235, Tallahassee, FL 32316

LETTER OF INTEREST

June 16, 2022

Ms. Elizabeth Whitt
Township Clerk
Township of Conway
PO Box 1157
Fowlerville, Michigan 48836   via email to: clerk@conwaymi.gov

Ms. Whitt:

Thank you for your interest in Municode's codification services. The goal of codification is to create a well-organized and professionally edited Code of Ordinances that is free of internal conflicts and inconsistencies; free of errors in spelling and grammar; formatted in a manner that allows for continued growth and expansion; in conformity with the laws of the State of Michigan and readily accessible to staff and citizens alike. Our staff includes 11 in-house professional codification attorneys who have completed hundreds of recodification and codification projects nationwide.

With over 70 years of experience, Municode is the oldest and most trusted codifier in the nation. We currently provide codification services to over 4,100 municipalities throughout the United States and host over 3,800 municipal codes online via our code hosting platform, MunicodeNEXT. We are extremely excited to have recently joined forces with CivicPlus, the nation's premier provider of integrated government technology solutions! CivicPlus shares our vision of strengthening democracy by connecting municipalities with their citizens in new, powerful, and meaningful ways. At the forefront of our development strategy is the integration of Municode's codification services with CivicPlus's website and agenda management solutions.

Our Supplement team includes 14 teams of Legal Editors and Proofreaders who are dedicated to providing the most accurate and timely supplement service possible. Our code hosting platform, MunicodeNEXT, is the nation's most advanced, accessible and intuitive website for government codes – allowing your staff and citizens to have access to your current code and all archived versions of your code, every official copy of your ordinances, the power to compare versions of your code over time, the ability to be notified every time your code is updated and a powerful search engine capable of simultaneously searching your code, ordinances, minutes, resolutions, budgets and more.

We are excited to offer a flat annual rate for supplementation services. This fixed annual rate will simplify your budget process, empower you to update your code regularly, provide reassurance that there are no hidden fees and allow for a simplified way to explain the entire supplementation process to staff. If you elect the flat annual supplementation rate, then we have also included additional discounted offerings for additional services.

Please contact Legal Account Executive Sarah Bydalek (sarah.bydalek@civicplus.com , 785-565-5388) if you have any questions regarding this proposal!

Sincerely,

James Bonneville
National Legal Sales Director
Phone: 651-262-6262
jbonneville@civicplus.com

EXECUTIVE SUMMARY

Codification, Supplementation and Online Hosting

*Logic: Organize your legislation into a logical and comprehensive Code of Ordinances. Engage our full-time attorneys to examine your current body of legislation for legal sufficiency and consistency. Create a Code of Ordinances that is clear, concise and accessible for your staff and citizens. Quickly and efficiently transition your code to the most advanced suite of web/mobile services available in the nation: **MunicodeNEXT.***

★ **Codification**.. **$11,200** [1]

Timeline .... **10-12 months**

The codification base cost of $11,200 is based on an 470-page, single column 10-point code. Additional format and font options are provided on the following page.

A full-time, Municode attorney will legally review the ordinances, not just a code editor. We will research all legislation against the State Constitution, State Law, and the Charter, and ordinances will be compared to Code content to determine if there are inconsistencies or conflicts within the legislation itself. We will suggest a structure and organization for the code and provide a table of contents indicating the recommended structure. We will also provide State Law references within the code and hyperlinks to internal references within the code. We will provide a legal memorandum containing recommended options and conduct a conference to review the memorandum and recommendations. Our team will edit the text of your code to reflect proper grammar and stylistic consistency; create a subject matter index; create all tables (contents, State Law reference, prior code comparison, and ordinance disposition); and insert graphics into the printed and electronic versions of the code. A draft code will be provided to you for final review prior to printing and shipment.

★ **Supplement Service** (annually) **$1400**

Municode provides quarterly to annual supplementation services for a fixed annual fee. Upgrade to supplement more frequently for only $840 more per year. See page 4 for more details.

★ **Online hosting = MunicodeNEXT!** .... **$450**[2]

The online code is only $450 for our standard service. If you want to further enhance the transparency of your online code, you can upgrade to the MyMunicode bundle for only $1,195 annually!

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[1] Please see page 3 for additional pricing details.
[2] Please see page 5 for additional features and pricing available on our MunicodeNEXT platform.

CODIFICATION QUOTATION SHEET

Codification base cost, includes Zoning   **$11,200** [3]

- ★ 470 single column 10-point font pages
- ★ Receipt, review and organization of materials
- ★ Legal analysis & research by a full-time, Municode attorney
  - ★ Preparation of legal memorandum by a Municode attorney
- ★ Conference with attorney (make selections below)
- ★ Implementation of approved legal findings
  - ★ Updating State Law references
  - ★ Editorial preparation, proofreading and page formatting
  - ★ Indexing
- ★ Tables[4], Graphics[5] & tabular matter[6]
- ★ Final proofreading and corrections
- ★ Quality control review and printing
  - ★ 3 printed copies, to include 3-post stamped binders and tabs
- ★ Sample adopting ordinance prepared by a Municode attorney

Project is based on the font size & pages below – please only select one:

Font Size Single Column: ❑ 10-point 470   ❑ 11-point 531   ❑ 12-Point 588

We will work with you to determine the desired font, format and style of the new printed Code!

Binder Color: ❑ Semi-Bright Black   ❑ Dark Blue   ❑ Green   ❑ Burgundy

Ink Stamping Color:
  ❑ **Gold**
  ❑ **Silver**

Conference Selection:
  ❑ On-site conference, each   **Attorney time, travel, lodging and per diem**
  ❑ Teleconference or web-based conference, 3-hour session   **No charge**[7]

Optional Services
  ❑ Gender Neutralization of Code   **$500**
  ❑ Archival OrdBank, per ordinance   **$10**[8]

Items not included in base cost
- ★ Pages **over** 470 10-point, single column pages per page (or equivalent)   **$23**
- ★ Freight   **Actual**
- ★ State sales tax   **If applicable**
- ★ Post your code on MunicodeNEXT   **See selections on page 5**

Payments for codification project - *Your project can be budgeted over two fiscal years*
- ★ Execution of Agreement   **$3,920**
- ★ Submission of the Legal Memorandum   **$2,800**
- ★ Submission of Draft Code   **$2,800**
- ★ Delivery   **Balance**

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[3] Legislation added to the project must be approved and received prior to the established cutoff date. Following the delivery of the final code draft for client proofing, any extensive changes requested in the Code content, and/or any material added to the Code that was not previously contemplated, will be subject to an additional Proof Update fee. Proofs not returned within 45 days may be subject to a proof update fee, if applicable.

[4] The following tables will be created and are included in the base cost: supplement history table, code comparative table, State Law reference table and ordinance history table. An additional hourly charge applies for creation, modification, addition or updating of any table or schedule other than those enumerated in this footnote. This includes Traffic and Fee tables or schedules.

[5] Includes printing all copies.

[6] Tabular matter is defined as algebraic formula, or other materials that require special programs or extra editorial time to modify and prepare for inclusion in an update.

[7] For the initial 3-hour session, then $150 per hour thereafter.

[8] Post historical ordinances to your online OrdBank repository, filed in annual folders and linked in the Code's history notes. Applicable ordinances to be provided by the municipality.

SUPPLEMENTATION QUOTATION SHEET

Supplement Service[9] (select the desired schedule).

☐ **Full Service**: $1,400 annually
Schedule limited to Annual, Semi-Annual, Tri-Annual or Quarterly supplements.
- Electronic supplements not available under the standard model
- If the client elects to upgrade to the Plus model during the annual term, the annual rate will be pro-rated

☐ <u>**UPGRADE**</u> **to Full Service Schedule Plus**: increase annual fee by $840
Schedule can be increased to Monthly electronic supplementation.

Annual rate above includes:

★ Annual fee includes the supplementation of legislation permanent and general in nature. Omitted legislation is not included in annual fee.
★ Acknowledgement of material
★ Editorial work
★ Proofreading
★ Updating the index
★ Updating online code upon completion of each supplement
★ Printing[10] up to 3 copies per "print" schedule elected
★ Freight for supplements
★ Images, Graphics & tabular matter.

Annual rate above excludes:

★ Additional copies, reprints, binders and tab orders
★ Legal work, creation of fee schedules, gender neutral review/implementation, external linking
★ Codifying complete replacement of complex subject matter such as, but not limited to, Zoning (or equivalent). This work is subject to a one-time editorial conversion fee and an increase in the annual supplement rate and online hosting fee(s). Quote provided upon receipt of material.
★ Codifying a newly adopted full Chapter/Title/Appendix. This may be subject to a one-time additional editorial fee and an increase in the annual supplement rate and online hosting fee(s). Material to be reviewed upon receipt.
★ Codifying a newly adopted term change legislation. This may be subject to a one-time additional editorial fee. Material to be reviewed upon receipt.
★ The addition of Manuals, Policies, Procedures, Comprehensive Plans, Land Use, Unified Codes, Zoning (or equivalent). Quotation upon request.
★ Online Code hosting and online features, see the following page.

Additional elections will be added to the annual Supplement Service fee:

☐ Code in WORD (DOCX) (sent via email download) $200 annually
☐ Adobe PDF of the complete code (sent via email download) $200 annually
☐ Adobe PDF of each supplement (sent via email download) $200 annually
☐ State Law Linking $350 annually
  ○ Initial one-time set up fee at $75/hour

Invoices for Supplements will be submitted annually.
Additional services added throughout the term will be pro-rated then added to the annual fee.
The annual billing month will be established <u>90 days</u> after shipment of the codification project.

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[9] All services under this contract can be increased annually by 5% starting year 3 of service. Sales tax will be applied where applicable.
[10] Color printing and an increase in the desired number of supplement hard copies will result in an increase in the annual fee.

ONLINE CODE HOSTING QUOTATION SHEET (MunicodeNEXT)

Online features can be purchased on an a la carte basis, or through our budget-friendly, feature-rich MyMunicode bundle for the best value. Please visit our online library of nearly 3,800 codes on MunicodeNEXT here. **Please check the appropriate box (es) to indicate your selection:**

STANDARD ONLINE CODE HOSTING

❑ **Online Code = *MunicodeNEXT*,** annually   **$450**

Mobile friendly site. Full functionality and optimal screen resolution on all devices. In-line images & scrolling tables & charts. Narrow, Pinpoint & Advanced (including Boolean) Searching. Previous and Hit buttons, Persistent breadcrumb trail. Print or Save as formatted WORD (DOCX). Google Translate supports over 90 languages. Social Media/Email. Share links to sections via email, Facebook, Twitter, etc. Post public notes, external links or documents within the contents of your online Code to keep your citizens informed of current issues pertinent to specific sections of your Code.

OPTIONAL SERVICES

❑ **CodeBank** annually   **$150**
Permanent online collection of previous versions of the code.

❑ **CodeBank Compare + eNotify**[11] annually   **$250**
Compare any two versions of your online code (starting with the first Municode supplement). Notify provides readers email updates each time the code is updated.

❑ **OrdBank** annually   **$325**
Permanent online collection of ordinances with hyperlinks from history notes, supplement history table, and code comparative table to ordinances. This service applies to amendatory (included) ordinances only.

❑ **OrdBank + OrdLink** annually   **$475**
Provides hyperlinks from newly adopted amendatory legislation to sections of the code to be amended.

❑ **MuniPRO** Service annually *(sample Ordinance Service)*   **$295**
Search nearly 4,000 codes/ordinances in our online library. Attach notes to codes and drafts of new legislation.

❑ **Custom Banner** one-time fee   **$250**
Customize MunicodeNEXT to match the look of your website.

❑ **MuniDocs**[12] annually, upgraded self-loading capabilities   **$350**[13]
Host any other municipal documents in a fully searchable format, including Minutes, Agendas, Resolutions, Budgets and more for self-loading to the MuniDocs platform!

My Municode - Value Pricing!

❑ **MyMunicode** annually.   **$1,195**[14]
Includes MunicodeNEXT (Online Code), OrdBank, CodeBank, CodeBank Compare + eNotify, MuniPRO, and Custom Banner

   ❑ **Add OrdLink to the MyMunicode bundle for only $150 annually!**

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[11] Enrollment in CodeBank is required in order to receive the CodeBank Compare/eNotify technology.

[12] Your MuniDocs files can also serve as storage for archived ordinances within the MuniDocs platform. Unlike our online OrdBank feature, these self-loaded archived ordinances will not be linked to the legislation within the online Code. All ordinances for codification and all ordinances for linking via our OrdBank feature can be emailed to us at municodeords@civicplus.com .

[13] Includes up to 25GB data storage. Quote for additional document storage is available upon request.

[14] Total value if each item were to be purchased a la carte would be approximately $1,470 per year with participation in our OrdBank service.

SCOPE OF SERVICES

During the codification process, the attorney assigned to your project will organize and examine all ordinances and code related material in order to produce a Code of Ordinances that it is free from conflicts and inconsistencies and conforms to the laws of the State of Michigan. Your Municode attorney will be available to consult with you and your staff at any time during the codification process. This personal dialogue ensures that your code will accurately reflect the intent of your ordinances and the unique needs of your community. The complete process is outlined below.

Ordinances. All legislation of a general and permanent nature, passed in final form by you, as set forth in this proposal, will be included in the code. All material that we receive will be acknowledged via e-mail, in order to establish a record of included ordinances. Legislation not of a general and permanent nature will be omitted from the code unless otherwise instructed by you. Notations can be added in the code to reference legislation adopted by reference, if elected.

Attorney Analysis and Review of Material. Your Municode attorney, along with his/her team of legal editors, proofreaders and indexers will be assigned to this project. Our legal team will research all legislation submitted by you to ensure conformity with state statutes and to determine if there are any inconsistencies or conflicts within the legislation itself. We will suggest a structure and organization for the code and provide a Table of Contents indicating the recommended structure.

Page Format Options. We will work with you to determine the desired formatting and style of the new code, and will review page composition format options, such as font type, font size, page layout, and graphics appearance and placement with you. We will help you choose a format that produces a professional document that is easily researched.

References. We will provide State Law References within the code. Editorial notes will be provided as appropriate. Internal cross references within the code will be hyperlinked in the online version.

Legal Memorandum. We will provide you with a user-friendly Legal Memorandum containing all of our analyses and recommendations. This memorandum will reflect our attorney's Legal Review and will provide you with recommendations to remove conflicts and inconsistencies; conform to State Law, when appropriate; and ensure compliance with your charter (if applicable). This approach facilitates collaboration and dissemination among departments, thus making the process as easy for you as possible.

Conference. Within 30 days of your receipt of the Legal Memorandum, we will conduct a conference, either in person or via telephone or webinar, to review the Legal Memorandum and our recommendations. All interested personnel may be included, but your attorney and clerk are essential. Issues discovered during the legal research will be discussed at the conference, with the goal of the conference being to come to agreement on any required changes. Your attorney has the final decision-making authority for resolution of issues brought up at the conference or noted in the Legal Memorandum.

Editing and Proofreading. Our team will edit the text of your code to reflect proper grammar and stylistic consistency. We will not reword any provision that changes the substantive intent of the code, unless you approve the revision. However, non-substantive revisions to improve readability are a part of the process. We will proofread your code. The text will be reviewed for sense and structure and to ensure the implementation of the decisions by your attorney and our attorney.

Index, Graphics and Tables. Our team will create a hierarchical, subject matter Index (if elected) and all tables (contents, State Law Reference, ordinance disposition, etc.) for your code as necessitated by the materials provided. We will insert the graphics you have provided into the printed and electronic versions of the code.

Post Conference Code Draft. After editing and proofreading, a post-conference Code Draft incorporating solutions captured in the Legal Memorandum and agreed upon at the legal conference will be delivered to you for final review prior to printing and shipping. We guarantee typographical correctness. Any errors attributable to our team will be corrected at no charge during the term of this agreement. After the code draft is provided additional material can be added to the project for an additional charge.

Adopting Ordinance. Our attorney will provide an adopting ordinance upon completion of the codification.

Printing and Binding. We will print your new code on high quality acid-free paper, with an SFI (Sustainable Forest Initiative) certification. These copies will be housed in heavy duty, 3-post leatherette binders (with 4 color choices), name-stamped on the front and spine of each binder. Divider tabs for each major section of the code and index (if elected) will also be provided.

The time frame for completion of the codification project is within **12 months**, excepting any delays occasioned by your submission of the material or return of the draft Code. Adhering to an established schedule of deadlines is critical to the success of this project and will ensure the contents of the Legal Memorandum remain current and complete at the time the Code is adopted and published. To ensure a successful project completion, it's important that a conference is held to discuss the findings of the Legal Memorandum within 30 days of its receipt, and that the subsequent Code Draft we provide be returned within 45 days with any revisions noted. If the Code draft is not returned within 45 days, additional update fees may apply.

Your participation in the Scope of Services for Codification & Publication of the code is anticipated to be as follows:

Codification and Publication

★ Provide all ordinances and code material, preferably in WORD format;
★ Provide images, graphics and tabular matter, preferably in original format;
★ Be available to answer any questions from the Municode Attorney conducting the project;
★ Attend the conference to discuss the findings of the Legal Memorandum;
★ Work with the Municode Attorney to resolve the findings of the Legal Memorandum;
★ Work with Municode to determine the desired formatting and style of the new code;
★ Return the draft code to Municode with any revisions noted;
★ Adopt the newly codified code.

Supplementation Services[15]

Municode's supplementation process has been designed for timeliness, efficiency, simplicity and most of all, for our customers' convenience. Supplements will be provided on the schedule based on the annual supplement fee elected. If more frequent supplementation is desired, an increase in the annual fee will be applied.

We pride ourselves on a turnaround time of **40 to 45 days for printed supplements** and can provide "always up to date" **electronic update services within 15 days**. With printed supplementation, the online Code is updated within **3 days** after shipping the supplement, and there is no additional fee for this service. A recent analysis of our printed supplement services indicated an editorial error rate of less than .1%, which is made possible by our attention to detail, ongoing communication with our clients, and strict quality control checks to ensure we continue to produce the best printed and electronic supplements available in our industry. Any errors attributable to Municode during the preparation, printing and maintenance of the Code will be corrected at no cost. The printed supplement process is outlined as follows:

Supplementation Process:

1. Receipt of new legislation will be acknowledged within 24 hours. Our production support team will record the adoption date, effective date and ordinance number(s) and ensure that all necessary exhibits, tables and graphics are included. You will be advised promptly if any pertinent information is missing from your submission. Your material will then be immediately forwarded to our Supplement team for codification. If our OrdBank service is elected (advance legislation service), the legislation will be posted online within 48 hours as a PDF under "Adopted Legislation not yet codified" at this time.

2. Editorial Review – Our editorial team will review all ordinances received to determine whether the ordinance should be included in your Code; where the ordinance should be placed; whether the ordinance conflicts with your existing Code format; what material should be removed from your existing Code; whether history notes will be added; what tables will be updated and whether the Table of Contents in the front of the Code and at the Chapter/Title level should be amended. If any significant errors or numbering issues are noted, your editor will contact you for clarification. No substantive changes to your legislation will be made by our editorial team, however minor

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[15] Rush Supplement requests will be assessed an additional one-time fee.

typographical errors will be corrected as part of the supplement process. Should the editorial, legal and/or proofreading team find discrepancies in your ordinances, we will communicate with you to ensure that the ordinances are correct and consistent with the existing Code.

3. Indexing – If an Index is elected, your supplement will now be sent to our indexing team, where all new legislation is indexed and cross-referenced in all appropriate locations.

4. Proofreading – The proofreader assigned to your editorial team will then examine your supplement line by line to ensure editorial accuracy, Code hierarchy and layout and to confirm that your supplement is grammatically correct and free of errors in spelling and capitalization. Your supplement is examined again line by line to ensure that the improvements made by the editorial team were thorough and accurate. During this process, the original ordinance is compared again with the newly added text to further ensure editorial accuracy.

5. Posting the supplement online (MunicodeNEXT) – After your supplement has been completed, your online Code will be updated within 1 to 3 days and any electronic products requested will be provided. You will receive notification that the website has been updated via email. If CodeBank Compare + eNotify service is elected, citizens will be notified each time the online Code is updated. When your Code is updated on MunicodeNEXT, all internal cross-reference links are updated. With our OrdBank feature, each history note will be linked to the ordinance that amended the respective section.

6. Printing and Shipping – We will print, cut, 3 hole-punch, insert divider tabs (if elected) and ship your supplement to you quarterly unless otherwise instructed. You can change your supplement schedule at any time, and there is no additional charge for more frequent supplementation. *Instruction Sheet:* With each printed supplement, we will furnish a page of instructions for removal of the obsolete pages and insertion of the new pages; as well as a *Checklist* of up-to-date pages with each supplement.

MUNICODE PRINTED SUPPLEMENTATON PROCESS

- Submission of Materials
- Editorial Review
- Mark Up
- Indexing
- Proofreading
- Corrections
- Printing & Shipping
- Upload to the Internet

Online Code Hosting (MunicodeNEXT)

Our code hosting platform, MunicodeNEXT (https://library.municode.com) was created and is continuously enhanced and improved by our in-house team of Internet Technology professionals. MunicodeNEXT includes Standard and Premium features (see **Attachment A**), all of which are designed to provide a wide variety of additional capabilities for the research and navigation of your code, as well as for preserving its history. Our newest free online feature, *Public Notes*, will enable you to add external links within the contents of your online Code (such as links to Zoning maps, Fee Schedules, Council Meetings, the Clerk's office, etc.) or to post public notes or documents in the online Code to inform your citizens about current issues pertinent to specific sections of your Code.

MunicodeNEXT is extremely user-friendly and requires no special training or login information. A variety of video tutorials are offered, and we can host a personalized training webinar for you and your staff to demonstrate our online features and capabilities before your new Code goes "live" online. Our MuniDocs feature enables you to upload related documents online alongside the Code in fully searchable format. Electronic viewing statistics are available upon request on the schedule of your choice. Our MuniPro feature provides the ability to search over 3,800 online Codes in our library, save frequently used or complex searches, create notes to attach to any publication and draft new ordinances.

Our powerful search engine allows users to enter simple or advanced searches and supports Boolean operators, stemming, wildcards, proximity searches, and a global synonym list. Users can easily search the

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municode
POWERED BY CIVICPLUS

code using keywords or phrases, and can print, download and/or email any portion of your code. Search terms can be applied to the entire code or narrowed to search only within specific chapters or sections. Our recent website upgrade allows users to sort results by relevance or book order! Our collapsible Table of Contents, continuous next-hit feature and internal and external hyperlinking and cross-referencing features simplify and enhance the navigation of your online code, allowing your staff and citizens the capability of simultaneously searching your code, ordinances, minutes, resolutions, budgets and more.

With MunicodeNEXT advanced features, your staff and citizens need only click the link provided on your municipality's website to access your full Code of Ordinances. They not only have access to your complete and current Code of Ordinances, but to all archived versions of your code, every official copy of your ordinances, the power to compare versions of your code over time, the ability to be notified every time your code is updated, and the ability to translate your code into over 100 languages via *Google Translate*, which is included at no additional charge.

MunicodeNEXT is designed with accessibility in mind. Our application is fully responsive, ensuring all features are available on appropriately sized desktop, tablet, and smartphone viewports. Designed to provide easy access and an intuitive interface, it is extremely well-suited for use on tablets and mobile devices running iOS or Android. With delivery available in Word, PDF or Folio format, the Code can be viewed and researched offline.

The User Interface and all HTML content viewed via our MunicodeNEXT web application is WCAG 2.1 Level AA compliant. While we take several steps to improve the accessibility of PDF documents uploaded to the MunicodeNEXT platform, we cannot guarantee full ADA compliance of PDF documents. If a fully ADA compliant PDF document is uploaded to our MunicodeNEXT platform, it will remain compliant while stored in our system. For each PDF document that is uploaded to our platform, we OCR scanned PDFs; set document title, primary language, and other PDF metadata fields; and automatically create a base level of tags to be used by screen readers.

Our tech stack includes HTML5 & CSS3, Javascript (AngularJS), and a RESTful API written in C# running on .Net Core. All content is rendered in standard HTML and is viewable in all modern browsers including PC: Microsoft Internet Explorer 10 or later, Firefox 3.6 or later, macOS®: Safari™ 5.0 or later, and Chrome 18 or later. We host MunicodeNEXT in Microsoft's Azure Government secure cloud environment and guarantee an SLA of 99.95% uptime. SSL encryption is used by default to secure access to the site and the entire platform is backed up to multiple geographic locations within the Azure Government cloud ecosystem.

MunicodeNEXT Premium Feature Summary (See Attachment A for screenshots and full details)

We recommend our bundled feature option, MyMunicode for the most transparent and feature rich code possible. MyMunicode includes annual online hosting and maintenance service with CodeBank, CodeBank Compare + eNotify, OrdBank, MuniPro and a custom online code banner to match the City's logo or website. Our MuniPRO feature allows you to search nearly 3,800 codes in the Municode library for sample ordinances, save frequently used or complex searches, create notes to attach to any publication and draft and edit new ordinances internally. Constituents and staff can search the Code by keywords or phrases, and print or email at the section, article and chapter level of the online Code. Our newest free online feature, *Public Notes*, will enable you to add external links within the contents of your online Code (such as links to Zoning maps, Fee Schedules, Council Meetings, the Clerk's office, etc.) or to post public notes or documents in the online Code to inform your citizens about current issues pertinent to specific sections of your Code. A summary of our Premium features is provided below.

- ★ **CodeBank** will enable you to have instant access to past versions of your code after each supplementation.

- ★ **CodeBank Compare + eNotify** provides you with the ability to select a past version of your online code and compare it to any other version of the code each time the code is updated. The differences will be shown via Highlights (added materials) or Strikethrough (deleted material).

- ★ **eNotify** allows users to enroll to receive an email notification each time your online code is updated. A "modified," "removed" or "added" badge is shown within the online table of contents to alert users of recently amended sections of your code.

★ **OrdBank** will create one click access to every ordinance via linked history notes. Ordinances are permanently stored online in the OrdBank repository and filed in annual folders. Applies to included (amendatory) ordinances.

★ **OrdLink** will create highlights within your online code to help users identify what amendatory ordinances have been recently adopted and what code sections have been amended.

★ **MuniPRO** allows you to search nearly 4,000 codes in the Municode library, save frequently used or complex searches, create notes to attach to any publication and draft new ordinances.

★ **MuniDocs** has recently been upgraded to allow clients to upload a wide variety of .rtf, .doc, .docx, and .pdf documents to browse and search alongside the code. Uploading is as simple as dragging and dropping the document from your computer into the upload dialog box on the improved administrator dashboard, where previously uploaded documents can also be managed. When uploaded, users can choose from a wide list of predefined document types, including minutes, agendas, resolutions and more. These documents are immediately converted to PDF and indexed for search, organized in nested folders – allowing the public to browse and search them immediately.

ADDITIONAL SERVICES AVAILABLE FOR PURCHASE

Municode and our parent company, CivicPlus, offer a wide variety of services, all of which have been designed to serve local governments. Please contact us for information and pricing on any of the services listed below, all of which may be purchased under this contract and all of which are competitively priced.

CivicClerk: Meeting and Agenda Management (Ideally suited for municipalities over 15,000 population)

CivicClerk® is a fast, intuitive way to streamline the entire agenda management process—from creating agenda items to managing live meetings and creating post-meeting follow-up tasks. It provides time-saving automation while allowing clerks to balance such convenience with manual controls and overrides. In addition, internal collaboration with CivicClerk is easy with customized workflows, version tracking, and built-in communication tools. CivicClerk was designed to offer configuration flexibility so the system can be scaled from the simplest agenda process to the most complex. In addition, built-in integrations and a full suite of APIs make integrating with other internal applications easy.

❏ **Request CivcClerk Demo/Proposal**

MunicodeMeetings: Meeting and Agenda Management (Ideally suited for municipalities under 15,000 population)

Municode provides a cloud-based agenda meeting management system that enables our clients to save time and money by streamlining and automating the agenda process. With zero set-up requirements, minimal budget impact, built in automatic upgrades and internal and external IT support issues managed directly by Municode's expert team of web analysts and system developers, your staff will spend significantly less time on agenda management, while still maintaining total administrative control of your agenda packets.

Municode provides the highest level of government transparency to your citizens. We will show you how to live stream your meeting videos at no cost and can provide archived video and audio linking capabilities that will allow your constituents to access the exact point in the meeting video where a specific piece of business is discussed. You can take roll call and record votes live in the meeting – and legislators can also vote directly from their Mac, PC, iPad, or Android device!
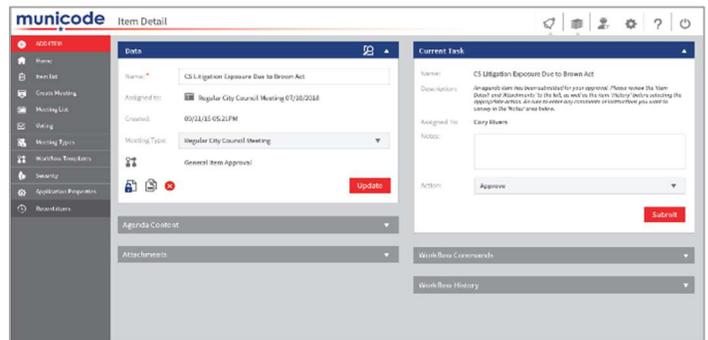
Other benefits include agenda process visibility, easy agenda updates, approval workflow, live Council voting & roll call, Email notifications, a Unified Document Search and automated approval routing. When you are ready to publish your Agenda, our "single click publishing" will provide you with automatic agenda and packet creations.

❏ **Request MunicodeMEETINGS Demo/Proposal**

CivicEngage® Central is an easy-to-use suite of citizen engagement tools. Modules including Agenda Center, Alert Center, Calendar, News Flash, Forms Center, and others enable local governments to communicate with their citizens without the need of technical knowledge or programming skills through its drag-and-drop user interface. CivicEngage Central combines the best of responsive design, tools, accessibility, secure hosting, and reliable continuing services to provide you with a website environment to keep your citizens informed and engaged.

CivicEngage® Open uses the Drupal open source platform for easily configurable and manageable website design to provide an easy to maintain and responsive website. Ideal for Towns, Villages, Townships, Municipal Departments (Police/Fire/Library) and Special Districts, CivicEngage Open is both secure and easy for content editors to manage and update. In a matter of only a few months, you can present your citizens with an inviting and easy to navigate website that enables them to stay engaged and informed on whatever device they prefer.

CivicEngage® Evolve is a headless content management system developed specifically for local government with innovative functionality and extensive flexibility to streamline your processes. CivicEngage Evolve has a suite of built-in, robust, and customizable tools as well as permission-based access that will empower your staff to update and configure your website content easily and efficiently. It is easy for non-technical content creators to use, thanks to its live edit functionality, yet capable of limitless customizations and integrations for teams with technical resources. The flexible features, API integrations, and build-once display does not restrict content based on output structure or format.

❏ **Request WEB Demo/Proposal**

CivicRec® provides parks and recreation software to centralize all your activity, facility, staffing, and point-of-sale needs. The cloud-based nature of CivicRec means staff can manage their operations from anywhere—and on any device. Our interface is both clean and easy-to-use so that you can present a modern face to the public. Use the built-in tools to create and manage programs and activities, set up and reserve facilities, issue tickets, sell concessions or merchandise, and collect payments. Integrated calendars prohibit double bookings and allow for easy view of your facilities and programs. And with advanced access, you can control and customize reports, you can optimize revenue potential.

❏ **Request Demo/Proposal**

CivicReady® is a multi-channel communication solution that allows you to reach your citizens and visitors, no matter where they are in the community. CivicReady allows you to alert citizens within seconds with actionable information using a single interface, saving you time and amplifying your reach. Departments within your local government can also collaborate using CivicReady's real-time, two-way group messaging. CivicReady also integrates with the Federal Emergency Management Agency's (FEMA) Integrated Public Alert and Warning System (IPAWS), enabling you to reach as many people as possible,   including citizens and visitors who have not opted-in to text, phone, or email communications.

❏ **Request Demo/Proposal**

CivicHR® is our cloud-based software that automates job postings, improves talent selection, simplifies employee onboarding, and promotes employee engagement with continuous performance feedback. This easy- to-use, comprehensive, and integrated solution allows human resource managers to simplify and streamline the continuum of personnel needs as individuals move from job seeker to new hire to employee. CivicHR integrates and organizes data, automates job postings, collects applications, simplifies employee onboarding, and manages performance. Secure cloud-based storage with redundant backups and full encryption ensures security and proper access to your critical data.

❑ **Request Demo/Proposal**

SeeClickFix powered by CivicPlus is a cloud-based, GIS-enabled, 311 and citizen relationship management solution designed with built-in citizen engagement functionality. SeeClickFix has the tools to manage the tasks and communications needed to get the job done for field workers and administrative staff. With our request management features, you can seamlessly collect, manage, and route requests through custom workflows tailored to your processes with easy-to- use web forms and mobile apps. Integrations and APIs make it easy to connect SeeClickFix to the systems you already use. Further, our Conversations module is a multi-channel communication tool to improve and simplify citizen and local government engagement.

❑ **Request Demo/Proposal**

CivicOptimize® is a digital optimization platform that allows local governments to scale technology solutions and quickly digitize paper and in-person workflows. This scalable software is a suite of deployment-ready apps, forms, and integrated systems, the foundation of which is CivicOptimize Productivity, a low-code development solution. Productivity streamlines integrated municipal teams' ability to create custom digital solutions to meet their community's unique government service delivery needs. Low-code development environments allow for collaboration between nontechnical department leaders and programmers to develop solutions that meet business needs. With Productivity, teams can create efficiency-centric applications, including digital forms, hosted cloud infrastructure, IoT connectivity, and performance monitoring capabilities.

❑ **Request Demo/Proposal**

Attachment A: Standard Features of MunicodeNEXT

Responsive Design – Our team designed MunicodeNEXT to function on any device. Over 20% of our traffic is generated from a smartphone or tablet. Our user interface, based on Google's Material Design guidelines, ensures any device that accesses our application will have access to our full suite of features.
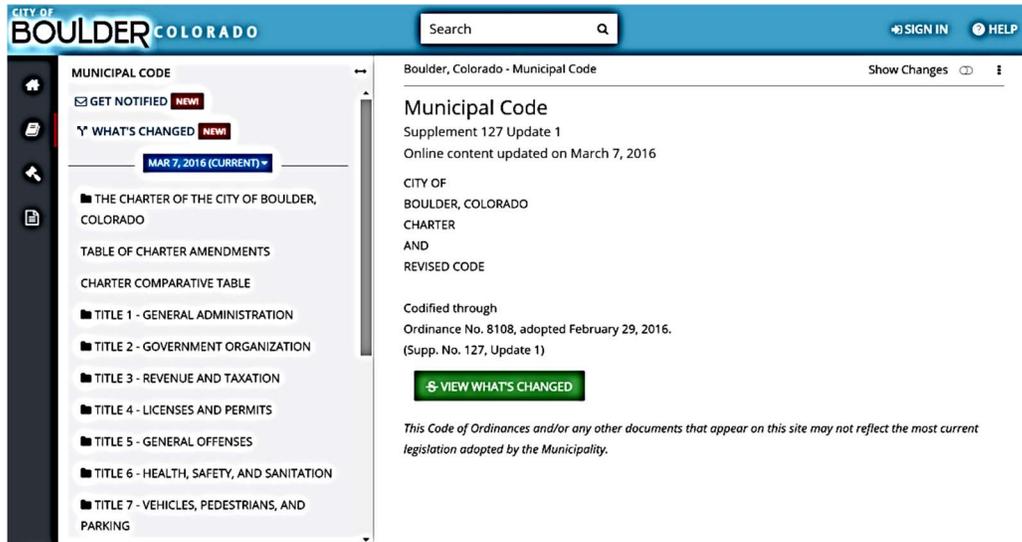
Mobile and Tablet friendly – Our application uses touch friendly icons, easy to access menus, and fly overs to expose all functionality while maintaining a clean, intuitive interface.
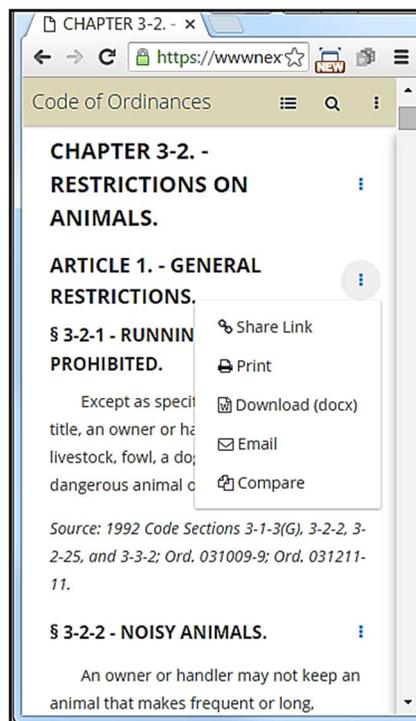
Standard Features of MunicodeNEXT

Print/Save/Email – Users can print, save (as WORD) or email files at the section level, as well as at the article or chapter level. You can print, save or email non-sequential sections from multiple portions of your Code(s). Not all codification companies enable you to download WORD documents directly from the website. Being able to do so greatly enhances your ability to draft new legislation.

Searching – Municode leverages a powerful open source search platform that also power sites such as Stackexchange, Github, and Wikipedia. Search starts on a dedicated page, then moves to a persistent right-hand sidebar as you cycle through the results. This enables you to quickly move through search results without clicking "back" to a search results page. The Code is also indexed by the section, returning more accurate, granular results. Search results can be sorted by relevance or book order as seen in the screenshot below.
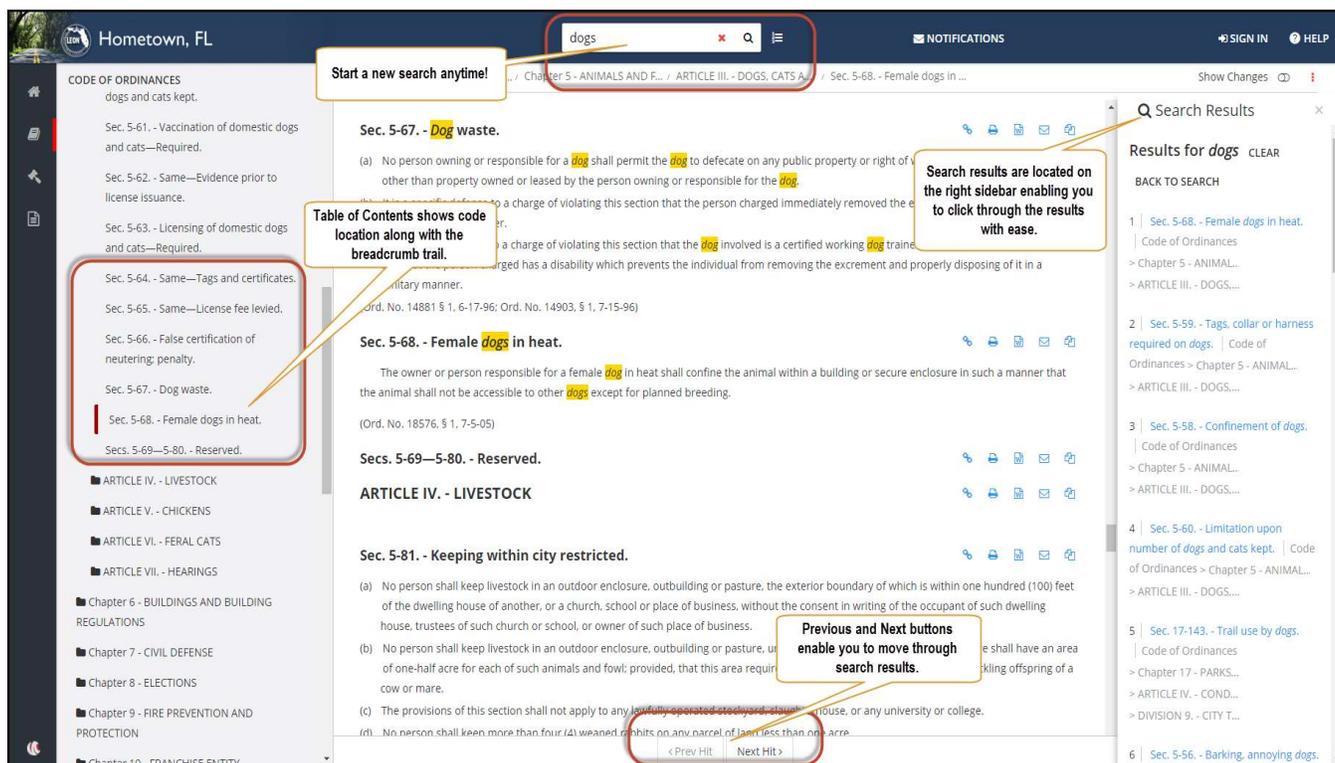
Municode Search Components:

★ **Advanced Searching** – You and your power users can conduct searches using Natural Language (think Google) or Boolean Logic.

★ **Multiple Publications** – If you have multiple publications (Code, zoning, etc.), they will all be searchable from one interface.

★ **Searchable ordinances** – With our OrdBank service, ordinances posted pre and post-codification are full-text searchable.

★ **Searching all content types** – If you use our OrdBank or MuniDocs service, you can search any combination of the Code, ordinances, and MuniDocs simultaneously. Search results are labeled for easy identification.

★ **Narrow Searching** – Your users could search selected chapters or titles in order to pinpoint their searches and find what they are looking for as quickly as possible!

★ **Stored Searching** – MunicodeNEXT allows all search result listings to be bookmarked under your browser's bookmark tabs. Users need only conduct a search and press Ctrl+D to add the search result listing to your browser's tabs.

Standard Features of MunicodeNEXT
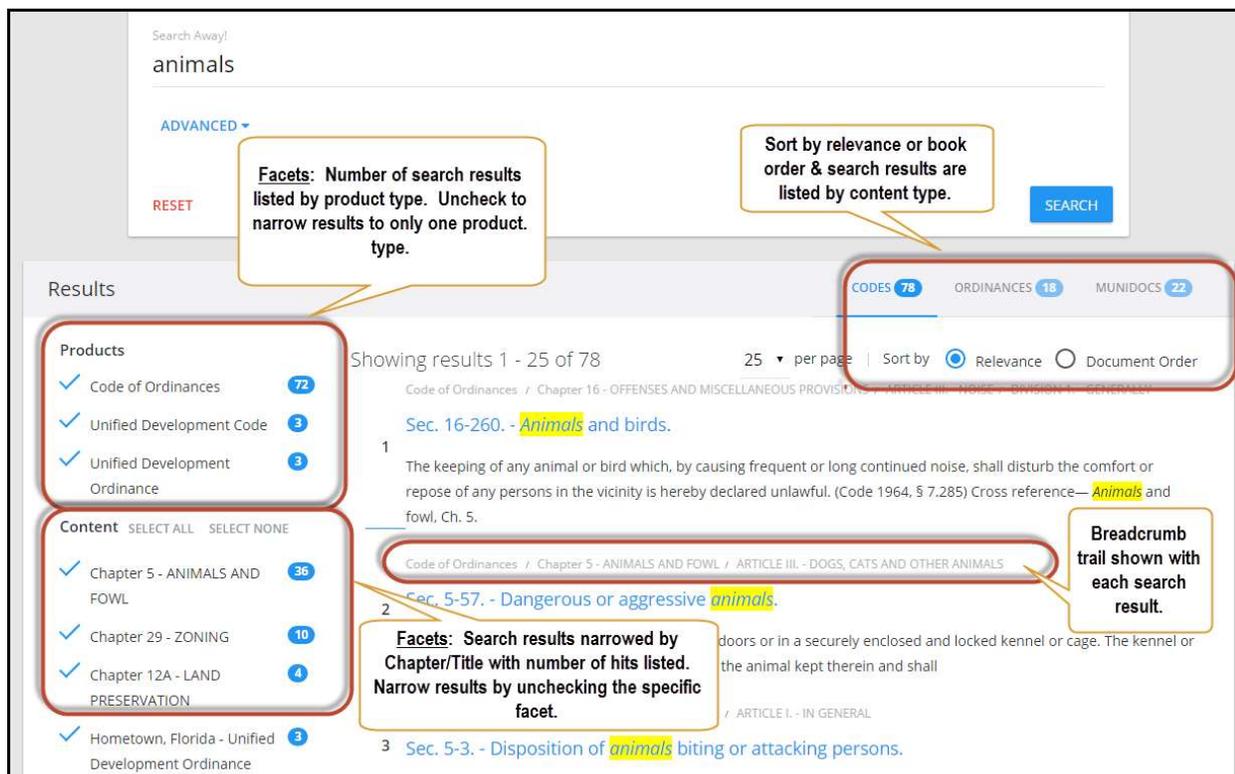
Search enhancements provided with our latest website upgrade include (see screenshot above):

Browsing – MunicodeNEXT provides a persistent breadcrumb trail when browsing or searching and a Previous/Next button at the top and bottom of any document you're viewing. The table of contents and content pane also stay in sync as you scroll to deliver the most intuitive reading experience possible.
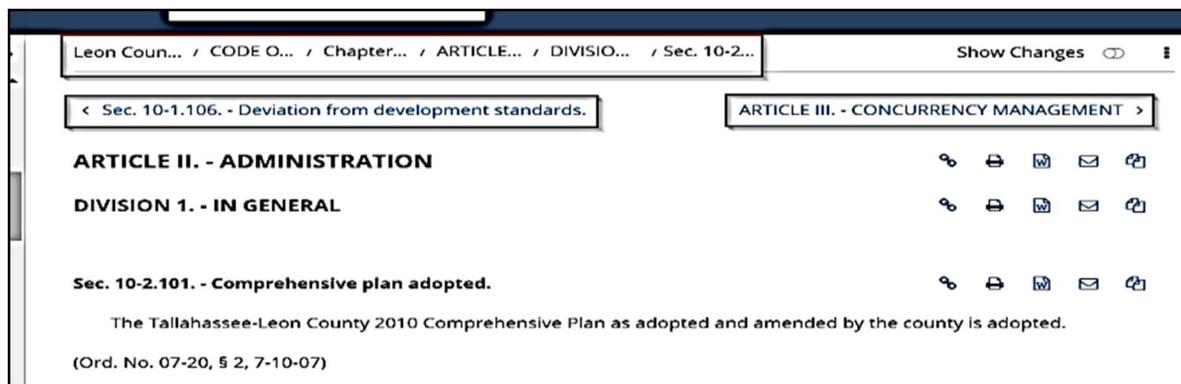
- ★ **Internal Cross-Reference Linking** – Cross-references within your Code are linked to their respective destination Article, Chapter or Section.
- ★ **Collapsible TOC** – The table of contents collapses, providing additional real estate with which you may view your Code. Easily view your maps, graphs and charts by simply enlarging the item.
- ★ **Mouseover (cluetips)** – Navigate to your Code and any linked cross-reference will quickly display in the pop-up preview window.
- ★ **Google Translate** – includes the Google Translate plugin, allowing users to view and navigate our hosted Codes in over 100+ languages.

Standard Features of MunicodeNEXT

(Cross-reference linking and mouseover shown below)
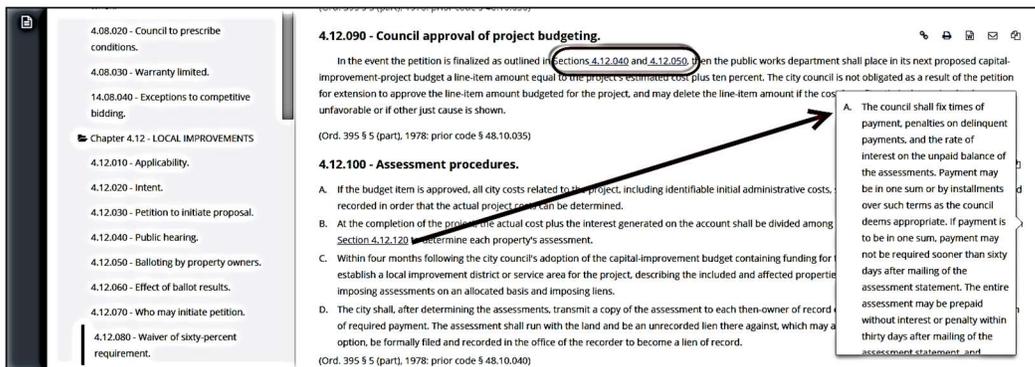
Translation – MunicodeNEXT includes the Google Translate plugin, allowing users to view and navigate our hosted Codes in over 100+ languages.

Social Media Sharing – You and your users are able to share Code sections via Facebook and Twitter. This will make it easier for you and your team to utilize social media in order to engage your citizenry and enhance your level of transparency.

Static Linking – Copy links of any section, chapter or title to share via email or social media.

Scrolling Tables and Charts – Headers stay fixed while you scroll through the table/chart.

GIS – We can provide a permalink to any Code section and assist staff to create a link from your GIS system to relevant Code sections.

In-line Images & PDFs – We take great care to ensure that your images match online and in print and are captured at the highest quality possible. Our online graphics can be enlarged by hiding the table of contents to maximize the image. Municode can also incorporate PDFs of certain portions of the Code that have very specific viewing and layout requirements.

Public Notes - One of our newest additions to MunicodeNEXT is the ability to post public notes or documents within the online Code to inform your citizens about current issues pertinent to any specific section of your Code.

Website Accessibility – Our current website complies with level A of the Web Content Accessibility Guidelines (WCAG) 2.1.

Support – Phone, email and web support for citizens and staff: 24-hour email response; phone support from 8:00 a.m. to 8:00 p.m. (Eastern). A variety of video tutorials are offered, and we are always available to host a personalized webinar for you and your staff to demonstrate our online features.

Premium Features of MunicodeNEXT

Custom Banner. We can customize the look and feel of your Code to more closely match your website. Please note the custom banners in each of the screenshots provided in this sample.

OrdBank. With our OrdBank solution, newly adopted legislation will be posted online in between supplements. Upon the completion of your supplement, the ordinances will be linked in your history notes and stored in your OrdBank Repository under the "OrdBank" tab.

Hyperlinked ordinance in text)
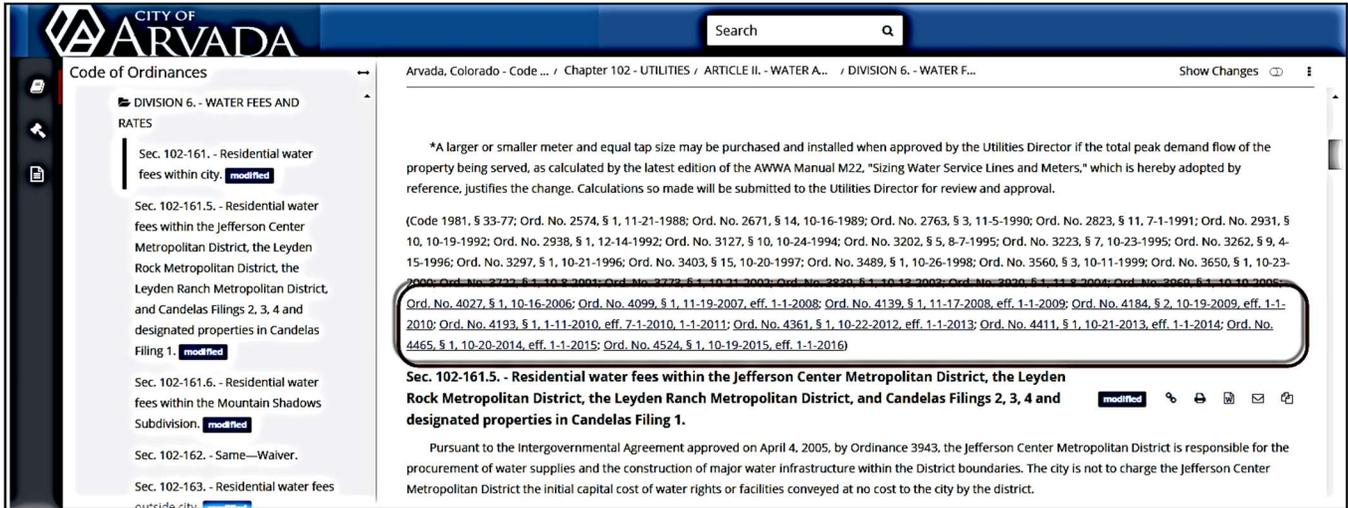
(One-Click access to the original ordinance in the OrdBank Repository)
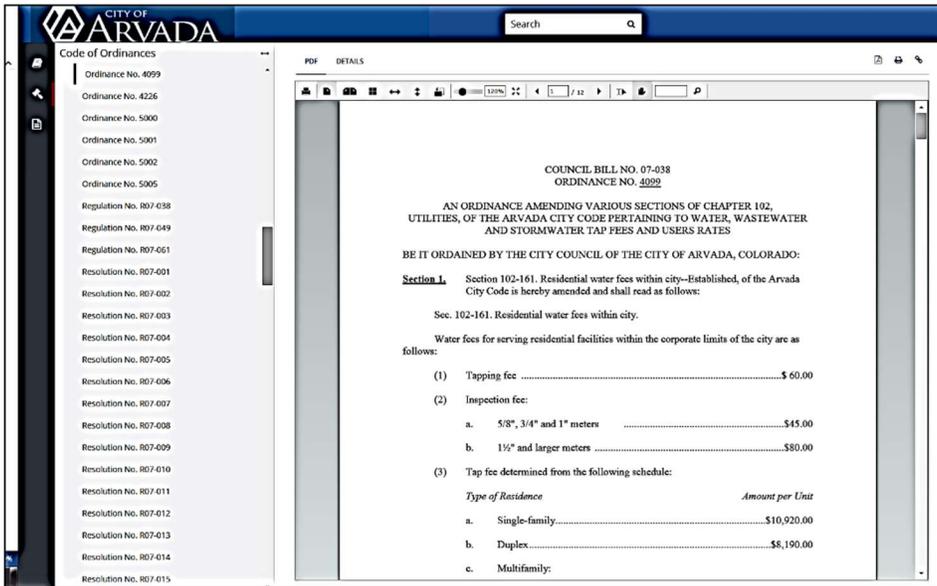
Premium Features of MunicodeNEXT

OrdLink + OrdBank. Prior to incorporating the ordinances into your Code via supplementation, the OrdLink feature can hyperlink newly adopted ordinances to the section being amended. Linked sections are highlighted in the table of contents and links are created from the amended sections to the new ordinances. Once the linked ordinances are incorporated into your Code, they are added to your OrdBank repository and hyperlinked to your history notes. This service lets everyone know that new ordinances have been adopted.
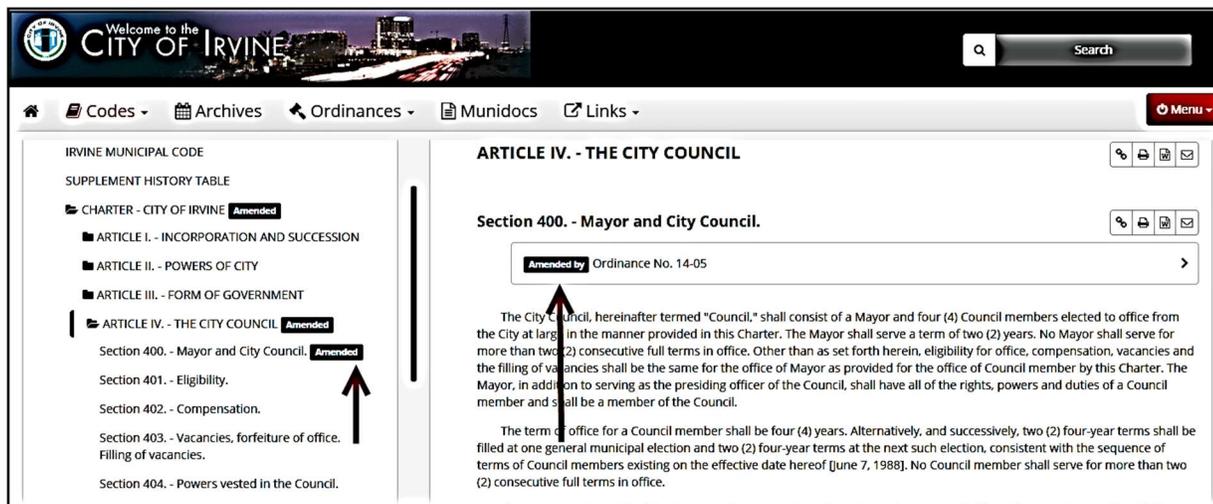
CodeBank. Our CodeBank feature provides an online archival platform for previous supplements of your Code. Empower your staff and citizens to access every previous version of your Code with one click.

(CodeBank Tab)
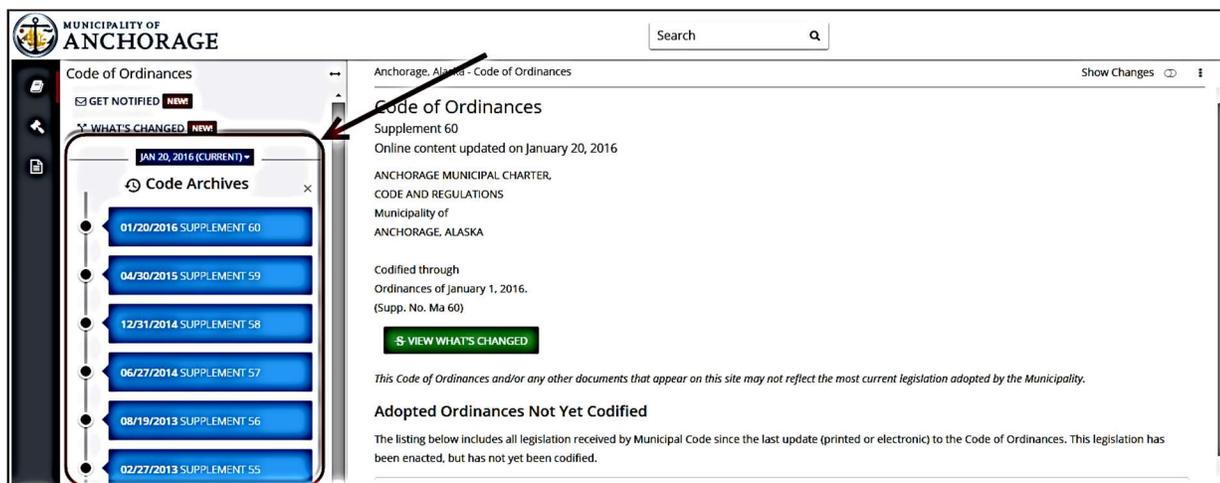
CodeBank Compare. Our CodeBank Compare service is a powerful feature that provides users the ability to select a past version of your online Code and compare it to any other version of your online Code. The differences will be shown via highlights (added material) or strikethrough (deleted material). The CodeBank feature is required in order to access CodeBank Compare. Users will be notified of the changes in the table of contents and within the text of the Code via "modified," "new" or "removed" badges. Users can also select an option to view all of the changes in a single view, complete with strikethrough and highlights showing the specific textual changes that were made. The CodeBank Compare service will show all amendments to your Code that were implemented during the most recent update. **eNotify**. Our eNotify service allows users to enroll online and receive email notifications each time your online Code is updated.

Premium Features of MunicodeNEXT

This will empower your staff and citizens to receive instant notifications every time your online Code is updated. The CodeBank Compare feature is required in order to utilize the eNotify service.

Compare enhancements provided with our latest website upgrade include the ability to show changes in every version of the Code stored in CodeBank.

(Changes are shown in your Text Changes Tab and in your Table of Contents)

(Show changes button and a custom banner are shown below)

Premium Features of MunicodeNEXT

MuniDocs. MuniDocs Upload allows you to upload many types of documents to browse and search alongside your online code and is fully searchable and filterable. After users login, they are presented with a dashboard that allows them to upload new documents and manage previously uploaded documents. When uploaded, users are able to pick from a list of predefined document types
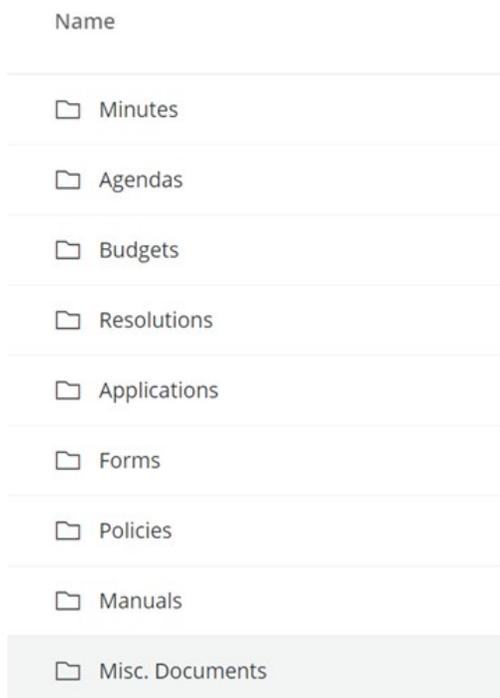
Uploading a document is as simple as dragging and dropping the document from your computer into the upload dialog box on the admin dashboard. Uploaded documents are immediately converted to PDF and indexed for search. Users may upload .rtf, .doc, .docx, and .pdf documents and organize these documents by nested folders. The public can then browse and search these documents immediately.
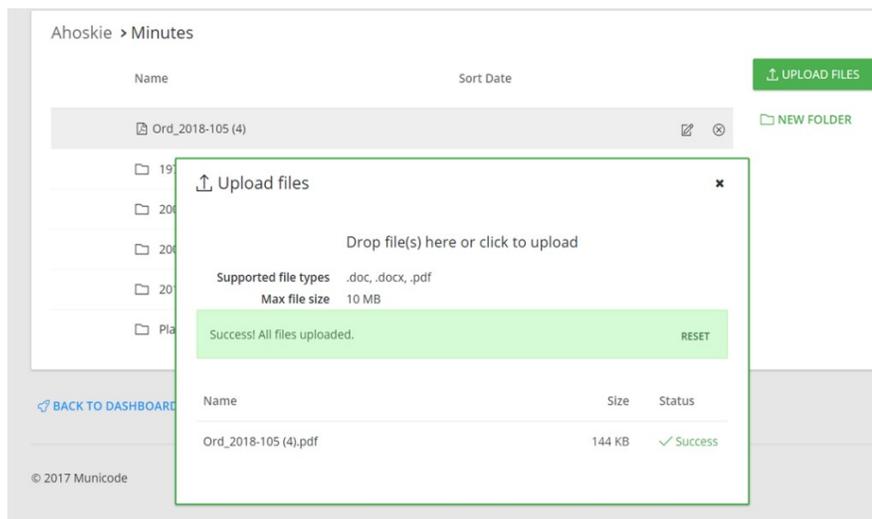
Premium Features of MunicodeNEXT

MuniPRO. MuniPRO Searching allows you to search the over 3,800 Codes we host (the entire country, a single state or individually selected Codes of your choosing). MuniPRO searches are ideal for researching local regulations of special interest or to find out how other communities are dealing with similar issues. If the IP based model is selected, only Multiple Code Searching is available. MuniPRO provides subscribers with the following tools:

★ **Multiple Code Search.** Search all Codes within one state, multiple Codes within one state, or search all Codes in the entire US hosted by Municode. Search results are sorted by relevancy and indicate the source publication, showing excerpts and keyword highlighting.

★ **MuniPRO Saved Searches.** Save frequently used or complex searches for easy retrieval from the MuniPRO Dashboard.

★ **MuniPRO Notes**. Create a note and attach it to any section in any publication. Note icons are present when viewing the section, alerting the user to a previously written note. A global listing of notes can be accessed and managed from the MuniPRO Dashboard.

★ **MuniPRO Drafts**. Begin a new ordinance draft to keep track of pending legislation. Drafts icons are present when viewing the section, alerting the user to a previously created draft. A global listing of drafts can also be accessed and managed from the MuniPRO Dashboard.
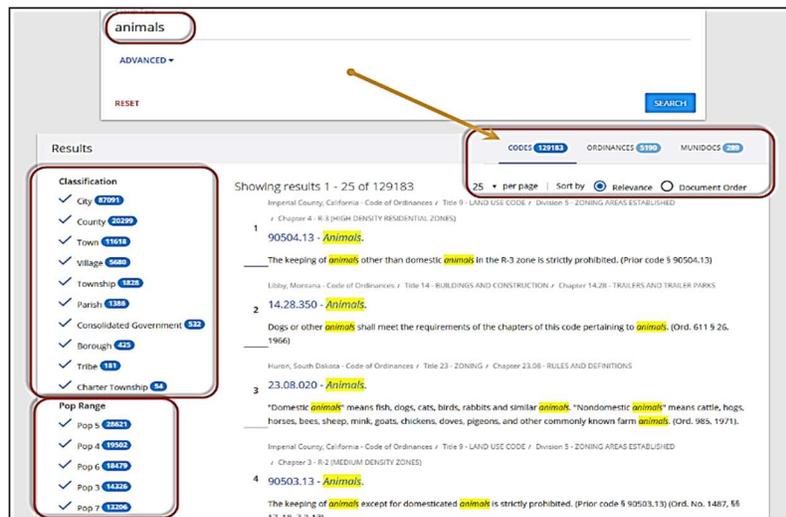
SELF-PUBLISHING SOFTWARE
FOLLOWING CODIFICATION SERVICES
Township of Conway, Michigan

June 16, 2022
(Quote Valid for 90 Days)

municode
CONNECTING YOU & YOUR COMMUNITY

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Legal Account Executive
Office: 785-565-5388
Direct: 616-443-3892
Email: sarah.bydalek@civicplus.com
PO Box 2235, Tallahassee, FL 32316

*This proposal will serve as **Exhibit A** to the attached Self-Publishing Software Agreement (see pages 6-8)*

LETTER OF INTEREST

June 16, 2022

Ms. Elizabeth Whitt
Township Clerk
Township of Conway
PO Box 1157
Fowlerville, Michigan 48836   via email to: clerk@conwaymi.gov

Ms. Whitt:

Thank you for your interest in utilizing our Self-Publishing Software service to update and publish your new Code in-house! This service is an ideal solution for clients who prefer to maintain control of the updating of their Code of Ordinances (and additional publications) independently in-house for a fixed annual cost. This proposal outlines the costs and scope of services associated with converting your newly adopted Code to Municode's Self-Publishing Software database following the completion of the codification project.

Municode has been connecting our local government clients with their citizens since 1951! Whether through the legal codification process, our full-service or self-service code updating options, our robust suite of online legislative search tools, meeting management and agenda software or custom government website design, we have the experience, resources and expertise to provide our clients with innovative products, superior technology and excellent customer service. We encourage you to visit our corporate website to explore our full suite of local government services: https://www.municode.com/

After your Code material is converted to Municode's database, authorized users can log in to the online Code, draft proposed changes directly within the contents of the Code, automatically generate ordinances and resolutions, and then publish the amended Code on the web. To view an online Code that is maintained and published by Municode via our Self-Publishing Software option, please visit the Alpine City, Utah Code: https://alpine.municipalcodeonline.com/

To purchase this software, please indicate any additional services you are interested in on pages 2 and return the attached signed Agreement to us for processing. Please contact Legal Account Executive Sarah Bydalek (sarah.bydalek@civicplus.com , 785-565-5388) if you have any questions regarding this proposal!

Sincerely,

James Bonneville
National Legal Sales Director
Phone: 651-262-6262
jbonneville@civicplus.com

PRICE QUOTATION SHEET

SOFTWARE LICENSE, Code of Ordinances (annually) $1,700[1]

The creation of the custom service/instance provides access to:

- ★ Automatic Ordinance/Resolution Drafting Tool
- ★ Automatic Code Updates & Legislative History Tool
- ★ PDF Ordinance/Resolution Storage[2] & Automatic PDF Generation for backup/printing
- ★ Three Remote Training Sessions (1-2 hours each)
- ★ Activation of any additional publication, as quoted below

DATABASE CONVERSION & SOFTWARE SETUP   No Charge[3]

Following legal services, the conversion of your new Code to the online Self-Publishing platform empowers you with the ability to focus on present/future changes. The new Code will be posted online within 6 to 8 weeks of your return of the draft Code proofs and after the Code's formal adoption.

ORDINANCE UPDATE SERVICES   Quote available upon request

During the initial Code conversion, additional material such as ordinances, resolutions, or policies can be added into any *coded* publication upon request. Please note that adding additional material to the new Code may extend the timeframe for online publication. After the Code is published online, Code Update services can be provided as quoted below.

SOFTWARE LICENSE, ADDITIONAL PUBLICATIONS (each, annually) $295[4]

Can include Minutes, Policies & Procedures, Handbooks, Manuals, Standards, Plans and more!
Municode will set up the framework for the additional publication and provide you with an estimate for database conversion upon our review of the material.

ADDITIONAL SERVICES AVAILABLE

- ❑ **MuniDocs[5]** annually, upgraded self-loading capabilities $350[6]
  Host any other municipal documents in a fully searchable format, including Minutes, Agendas, Resolutions, Budgets and more for self-loading to the MuniDocs platform!

- ❑ **MuniPRO** Service annually $295[7]
  Search over 3,700 codes in the Municode full-service codification library, save frequently used or complex searches, create notes to attach to any publication and draft new ordinances.

  - ★ Code Update Services, *after* initial Code conversion, per hour $150[8]
  - ★ Consultation Services and/or Additional Training, per hour $150[9]
  - ★ Onsite Training   Quote available upon request

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[1] Includes 5 user licenses. Invoiced annually upon anniversary date of initial online publication. Following the initial Agreement term, costs may increase annually by 3% or be negotiated to the then current Consumer Price Index (CPI) for All Urban Consumers.

[2] Data limitations may apply.

[3] Provided material is submitted in an editable, electronic format. Conversion cost, licensing cost and any additional applicable costs are payable upon completion of data conversion. Material must be received within 30 days of Agreement effective date. Complex or form-based graphics may be subject to an additional cost upon review of material. We will contact you should this occur. If converting to Self-Publishing Software at a later date, there will be a $1,000 cost to reconvert the Code from our full-service database to the Self-Publishing Software database.

[4] Invoiced upon date of initial online additional publication, and annually thereafter upon anniversary date of initial additional publication.

[5] Your MuniDocs files can also serve as storage for archived ordinances within the MuniDocs platform. Unlike our online OrdBank feature, these self-loaded archived ordinances will not be linked to the legislation within the online Code. All ordinances for codification and all ordinances for linking via our OrdBank feature can be emailed to us at ords@municode.com.

[6] Includes up to 25 GB storage. Quote for additional storage is available upon request.

[7] MuniPro searches will not include results from self-published Codes, but will include results from the over 3,600 online Codes in our full-service codification database

[8] Excludes legal services. Should legal services be desired, please contact us for a price quote.

[9] Excludes legal services. Can include graphic design/digital imaging services, meeting attendance or special projects.

SCOPE OF SERVICES

Our Self-Publishing Software was created specifically for municipalities who prefer to publish and maintain their Code (and other selected publications) online and "in-house", using your staff in lieu of Municode's team of Legal Editors and Legal Proofreaders to edit and update the Code.

Self-Publishing Software puts the maintenance of the Code directly into our client's hands and is equipped with all the tools and technology needed to ensure the successful self-maintenance of your Code and other publications.

We Convert Your New Code, You Publish

The self-publishing process begins with converting your new Code of Ordinances into Municode's Self-Publishing software platform. If desired, our experienced editorial staff is available to provide assistance to bring the Code current for online publication, or to assist in updating the online Code at any future point in time, as indicated on the *Price Quotation Sheet*. While some municipalities may prefer the complete independence our online framework offers, we are always available to assist upon request.

After the Code is converted to the Municode software platform, we will provide the necessary training to enable authorized users to update the online Code of Ordinances. This process occurs through our proprietary code-to-document proposal method (which generates automatic digital ordinances/resolutions), or by converting a passed document into the online platform.

Your Changes = Instant Ordinances

As you propose changes in your online code, your edits are tracked and redlined, allowing you to generate automatic ordinances or resolutions for legislators. All proposals made to the Code are automatically numbered and redlined, enabling your Council to clearly see what material has changed, and how those changes will impact your code. Upon passage, staff digitally applies roll call votes. Signatures and seals are applied via email approval. Once the attester approves, your code is current.

Sign, Seal & Update by Email Approval

After the automatically generated document is passed by your Council, an email is generated to request the approval and authorization of your presiding Officer(s) and Attester(s). Upon their authorization, your online code can be instantly updated, and the documents may also be digitally signed and sealed.

In addition to self-publishing your Code of Ordinances, other books or publications can be published and updated within our Self-Publishing platform, such as Minutes, Policies & Procedures, Fee Schedules and more.

SELF-PUBLISHING SOFTWARE FEATURES

Complete Edit, Legislative History

Transparency is your and our primary objective. All changes made to your code within the system are fully and automatically documented and recoverable. The Self-Publishing Software service automatically records your legislative history for your citizens to see the evolution of your code supported by the actual ordinances which adopted, amended, or repealed your section of the code.

Ordinance Design & Review

While some cities and towns may prefer the complete independence our online framework offers, other communities may request assistance from our full-service codification staff. Our experienced staff is available to provide your community with codification services which can include ordinance review, design, and support. Whether you need assistance using the software tools, or in reviewing or designing ordinances, we have a dedicated staff available to help with all your codification needs.

Email Notification of Updates

How often do staff or citizens ask you the last time the code was updated? Give everyone the ability to sign up for email notifications! Users will receive an email containing a link which directs them to what has changed.

Ordinance/Resolution Drafting Tool

As you propose changes in your online code, your edits are tracked and redlined, allowing you to generate automatic ordinances or resolutions for legislators.

Ordinance / Resolution Creator with Digital Signature & Seal

Upon passage, staff digitally applies roll call votes. Signatures and seals are applied via email approval. Once the attester approves, your code is current + updated!

Search & Browse Features

- ★ Cross-reference linking
- ★ Citations in context of legislation
- ★ Shareable link to any title, chapter, article, division, or section
- ★ Search by keyword, and within specific areas of the code

PDF Ordinance/Resolution Storage

Tired of searching for original ordinances? Our Self-Publishing Software allows you to store, search. Data limitations may apply.

Desktop, Mobile Friendly

All our tools use widely accepted web standards and are cross-browser compliant. Your codes are instantly available online as well as on any mobile device the second you choose to make them available. We support all modern mobile browsers and make our best effort to comply with WCAG 2.1 Level AA checkpoints for accessibility.

municode
CONNECTING YOU & YOUR COMMUNITY

Branding, Theming

Each client can choose the colors, logos, and fonts that represent their unique identity. No more one-size-fits-all that other codifiers force you into. We will also support your custom domain for the location of your publication. We also include an array of analytics that will show you how your citizens use your publications, including commonly accessed resources.

Host Additional Searchable Publications

Some clients use our Self-Publishing Software to provide additional resources to the public. The software platform is designed to publish online any regulation or policy that your community implements. Whether it's your municipal code, personnel policies and procedures, public work standards and technical specification, compilation of resolutions or executive orders, minutes, or other regulations; each of these books can be published through our online framework.

Online Training and Customer Service

Municode provides support and training to clients to ensure familiarity with all aspects of the software. Municipal staff who receive our custom training and self-publish their own material develop themselves professionally and learn new skills.

Prudent, Cost Effective

Update as little as or much as you need. With SPS, there are no updating limitations or additional expenses. Most municipalities can save up to 70% with Self-Publishing Software! Our annual rates are fixed, not variable. This means your codification expense won't exceed the budget.

Reliable, Cloud Based

Using one of the biggest cloud-based infrastructures in the world, we can pass on our uptime guarantee of 99.9%! Customers can easily upload supporting documentation and images such the original legislation, ordinances, zoning maps, documents, etc.

Print-friendly

Download online code as a PDF File, enabling print or backup

FULL-SERVICE Legacy Model

- Pricing depends on code status and complexity of your code
- Conversion/republication transfer options for existing code (upload or FedEx)
- Always accessible, searchable, shareable, printable, downloadable, social-media ready code
- Municode Proprietary search, custom developed for code, with persistent breadcrumb trail
- Graphics supported with original source documents
- Save as formatted Word document or PDF
- Translation support for 90+ languages
- Once we begin hosting your code, you will send approved ords and we will bank them above code until supplement is added
- Flat-rate supplementation fee: one price, unlimited ordinances up to 4X annually
- Optional: printed copies in binders, with Font size and style options
- Turnkey: We host, support, upgrade and maintain software
- While we ready your code for hosting, your residents will have access to a simplified online version of your code.
- Approximate Timeline: 4 months-12 months

PREMIUM SERVICE OPTIONS

Code Bank

Online, searchable history of previous code; includes supplement history table, a viewable, printable chart of your ordinance/supplement history. Begins once we start hosting your code.

Code Bank Compare with ENotify

Compare any two versions of your online code (beginning with first Municode Supplement) *and* provide relevant opt-in email notification each time code is updated. Begins once we start hosting your code.

Custom Banner

Extends your brand by customizing banner to match the look and feel of your website.

Ord Bank

Online, searchable repository for ordinances adopted but not codified; specifically, ordinances adopted between supplements. Begins once we start hosting your code. **Archival Ord Bank (additional cost)** adds historical legislation already codified and makes use of small remainder budgets.

MuniPRO

- Municipal legislation research tool
- Access to 4000 codes in our library, Single shared license.
- Create and save notes, create drafts using existing code from our library.

My Municode Value Package Bundle

- Significant savings, and our best service bundle. Includes hosting and our most popular premium services: MunicodeNEXT (Online code) Ord Bank, CodeBank, CodeBank Compare with eNotify, MuniPRO

OrdLink – Not included in Bundle Package

Digital flag for ordinances that have been modified since your last supplement. The flag appears in-line *above* the ordinance, alerting users to changes in a particular ordinance.

MuniDocs Not included in Bundle Package

- Self-uploading, public-facing archival tool
- Supporting documentation: budgets, minutes, agendas, resolutions
- Searchable (may require some labeling for graphics)
- Secure: geo-redundant DoD-level security
- 25 GB

Sarah Bydalek
Legal Account Executive • **Municode**
M: 785.565.5388
civicplus.com | municode.com

Conway Township

8015 N. Fowlerville Road
PO Box 1157
Fowlerville MI 48836

Phone 517-223-0358
Fax 517-223-0533
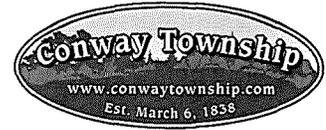
Motion Form

I move that:

_____

That we hire Civic Plus to manage our ordinances online.
_____

The initial cost of $11700 to set it up and the ongoing maintenance of $2595 annually.
_____

_____

_____

_____

_____

_____

_____

_____

Maker Name: __Elizabeth Whitt_____ Maker Signature _____ Date 07/19/22____

Seconded: YES   NO   (Please Circle One)

Disposition: Notes:
☐ Adopted   _____
☐ Postponed Indefinitely: _____
☐ Amended   _____
☐ Referred to: _____
☐ Postponed to: _____
☐ Laid on the Table   _____
☐ Withdrawn   _____

Want more candidates like this?

Profile

Adam Olsen

Lansing, MI, US

Experience

Carpenter

Ameri Pro Restoration   Feb 2022 - Current

Rough and finish Carpenter

Carpenter

Raven Enterprises   Jun 2019 - Feb 2022

Rough and finish carpenter

Education

Lansing Community College

Associate of Arts and Sciences - AAS   2017

CATHY DANG

1. ## SKILLS
   i. English Language
   ii. Active Listening
   iii. Coordination
   iv. Judgement and Decision making
   v. Communication
   vi. Persuasion
   vii. Customer and Personal Service

2. ## EXPERIENCE
   i. Answer telephones and give information to callers
   ii. Working with customers and high end customers
   iii. Greet visitors or callers and direct them according to their needs

3. ## EDUCATION
   i. 2020 graduate
   ii. Eisenhower High School
   iii. A-B student
   iv. Key Club

Christine O'Brien
430 West Lawrence Avenue, Charlotte, MI 48813 cell 435.313.9779

christineob1obrien@gmail.com

Qualification Summary: A confident manager with a bachelor's degree in Managerial Finance and Financial Services, with over 10 years experience in various leadership positions to include supervisor, group resiliency trainer and individual mentor. This candidate will be the asset you are looking for with a background in customer service, hospitality and office administration.

Qualifying Skills:

Accounts Receivable	Problem Solving	MS Word	Front Desk
Accounts Payable	Troubleshooting	Power Point	Hospitality
Data Analysis	Human Resources	Quicken	Concierge
Budget Analysis	Food Server	Outlook	Payroll
Project Management	Scheduling	Excel	Cashier

Management Experience:
*Supervised, scheduled training and managed 120 employees to complete operations with 100% accountability
*Utilized distribution and logistics channels to downsize excess inventories of 45 storage units down to 10 units
*Supervised 15 employees running 24 hour operation, processing over 1000 work orders per month
*Managed a child care program to include interviewing, hiring, training, scheduling and payroll
*Provided excellent customer service while running front desk operations at busy athletic club
*Managed the cleaning, maintenance, key control of over 350 housing units, 40 work locations, and temporary housing units capable of housing an additional 250 transient personnel
*Issued, stored, inventoried and tracked over ten million dollars' worth of military clothing, aerial delivery equipment and computers

Trainer/Instructor Experience:
*Successfully taught basic leadership, practical applications and tactical skills
*Trained in resiliency, motivation and developed project completion systems
*Mentored and counseled students and employees to groom them for their new leadership roles
*Coordinated with the other instructors to improve new programs and increase services to the students
*Implemented and trained new computer programs to over 30 front desk and childcare employees

Administrative Experience:
*Developed two computer programs to track serviceability of equipment, saving thousands of dollars in man hours
*Serviced over 5000 accounts as New Accounts Representative and provided oversight, data input and direction for the senior fitness program, retail clothing store and customer service
*Coordinated with over 20 contractors to ensure the continuous operations of water, sanitation, heat, air-conditioning, electricity, fuel, laundry, sewage, telecommunications, and security
*Processed payroll for over 50 employees

Work Experience:

Supervisor/Manager, Utah Army National Guard, 625 E. 5300 S., Ogden, UT	6/01 to 2/16
Utilities Manager, Utah Army National Guard, Iraq	1/01 to 2/16
Instructor, Dixie State, Reserve Officer Training, 225 S. 700 E., St. George, UT	10/08 to 6/10
Manager, Summit Athletic Club, 1532 E. 1450 S., St. George, Utah	10/05 to 10/08

Education:
Bachelor of Science, University of Nevada, Las Vegas, Managerial Finance and Financial Services May 1996

Cara Eickhoff
Carameickhoff17@gmail.com
810-623-9574

Education:	**Flint school of Therapeutic Massage** Graduated 2016 Massage therapy II	Flint, Mi	2016
	Washtenaw Community College Basic Studies- Credit hours completed: 20	Ann Arbor, MI	2012
	Hartland High School Graduated 2012, 3.5 GPA	Hartland, MI	2012

`

Special Skills:

Massage Skills:
I am proficient in: Swedish massage, Prenatal, Shiatsu, Trigger Point and INIT Therapy, Reflexology and Polarity. I am also proficient in Myofascial Releases and Hydrotherapy.

Computer Skills:
Proficient in: Microsoft Office, Microsoft Word, Microsoft Publisher, Microsoft Excel, SharePoint Database, and Data Entry

Employment History:

Chrysler Volunteer   Auburn Hills, MI   May 6th-10th 2013-2015
Supplier training week volunteer (hired through Bartech) One week 9 hours daily
- Check in guests- using the SharePoint Database
- Direct guests to class rooms
- Checking out guests from training
- Various other tasks performed at the request of the supervisor.

Janis Chiropractic & Wellness Center   Brighton, MI   September-October 2013
Chiropractic Assistant- Part time 6-7 hours twice a week
- Performed Ultra Sounds
- Helped out where needed
- Cleaned massage tables and rooms
- Performed tractions
- Set up electric stimulations

Wal-Mart   Hartland, MI   January-August 2014
Cashier- full time
- Scanned each item that was to be sold
- Handled Cash drawer
- Bagged Items

Walgreens   Fenton, MI   July 30th 2016-October 2016
Cashier, Stocker, Part time
- Handled Cash Drawer
- Stocked Merchandise
- Maintained a clean work environment
- Attended to Customer Service

Grace & Porta   Brighton, MI   Once a Month.
Massage Therapist
- I Chair Massage Employees that work at Grace and Porta for 30 min each.

Tab Massage and Fitness: Howell, MI   Aug 2017- July 2018
Receptionist
- Scanning and filing paper work
- Make calls/Take calls
- Make appointments
- Check people out/Handling money

Dana Kors Hair Studio: Howell, MI   July 2018-January 2019
Receptionist
- Make/Take Calls
- Scheduled appointments
- Checking people in and Out/Handling Cash drawer
- Placing orders for inventory
- Daily Deposit

Mid Michigan PT: Howell, MI   April 2019-september 2020
Front Desk
- Great patients in a polite, prompt manner
- Answer phones/Schedule patients
- Checked patients in and out
- Data entry using EMR system
- kept a clean work environment
- Kept treatment rooms clean
- Filing and organizing patient reports and information
- Multitasking and time management skills

Lake Trust Credit Union Headquarters: Brighton, MI   January 2022- Present
Call Center Member Associate
- Interacted and listened to members requests and assisted them with their needs
- Financial coaching
- Maintained product knowledge
- Multitasking using DNA and Pure connect database
- Performed transactions and transfers

References:
Travis Porta
Grace and Porta Benefits
248-921-6777

Jackie Yate
Account Executive at Bartech
248-904-7331

Enoc Hernandez

1214 Hillside Drive
Bensenville, IL 60106
(630) 956-4126
enochernandez1214@gmail.com

Up and coming biologist, focusing with marine organisms, who has learned valuable skills pertaining to zoological knowledge such as animal care, identification, and behavioral understanding.

EXPERIENCE

Taco Bell, 1140 S York Rd. — *Food Service Worker*

July 2021 - August 2021

Worked with others as a team in a fast paced environment where we all ensured products were made fast and properly while also maintaining a clean and safe environment for both ourselves and visitors. Answered clients questions and handled monetary transactions.

Fenton High School Speech Team, 1000 W Green St. — *Performer, Team Captain*

September 2013 - May 2017

Worked in a competitive team oriented school organization that focused on perfecting and delivering public performances in both acting and public speaking. I was a leader for my last year of this group and helped lead the team in bettering their performance.

EDUCATION

Northern Michigan University, 1401 Presque Isle Ave..— *Bachelor's of Art and Science*

August 2017 - December 2021

Taken courses relevant to zoology including

- Aquatic entomology identification
- Ecology
  - Ecological animal physiology
  - Ecology theories and practices
- Parasitology

PROJECTS

Testing Water Quality effects on Ramshorn Snails — *Northern Michigan University: October 2021-November 2021*

Managed a small population of freshwater ramshorn snails in water from several sources.

SKILLS

Proficient in MS Excel

Experienced in IBM SPSS Statistics Software

Thrives in a fast-paced environment

Excellent communication skills

Works well in a team

AWARDS

4th Place State-level Group Interpretation performance

LANGUAGES

English, Spanish, ASL

JILLIAN MARTIN

✉ JILLIAN_E_MAC@YAHOO.COM

☎ 810-333-5600

www.linkedin.com/in/jillian-martin-b33512229

OBJECTIVE

A remote job in personal, executive, or administrative assisting.

SKILLS

I am a very organized, creative problem solver with a positive, "can-do" attitude.   If you ask me to do something, I can guarantee it will get done accurately and in a timely manner.

RELEVANT EXPERIENCE

OFFICE MANAGER/ PAIN RECOVERY SOLUTIONS
June 2020 - Present
The past manager quit suddenly, and I kept the company going. Conducts office meetings for professional development, maintains employee information, is the main line of communication between departments, does deposits, creates policies. Proficient in all Microsoft Office and Google Suite.

ADMINISTRATIVE ASSISTANT
April 2016 – June 2020
Kept track of schedules of special appointments and monies associated. Maintained organization around the office via filing system and online documentation. Proofreading dictations and office policies. Prepared patient charts. Understands privacy and HIPAA compliance.

EDUCATION

MFA IN APPLIED DRAMA & THEATRE FOR THE YOUNG
Eastern Michigan University, 2015-2021.
Graduated with 4.0 GPA. Taught several courses as a Graduate Teaching Assistant and worked on a variety of projects with community members.

BA IN THEATRE
University of Michigan – Flint, 2009-2014.
Acted in and worked on multiple collegiate main stage productions and worked within community organizations with children and adults.

VOLUNTEER EXPERIENCE OR LEADERSHIP

Worked on projects within Wayne and Washtenaw counties. I have lead workshops for 21st Century Bright Futures, Ford Alternatives for Girls, the Student Advocacy Center of Michigan, and the Corner Health Center in Ypsilanti, MI. Leading young people and peers to have self-confidence and the ability to tell their own stories and advocate for themselves.

Kelley Jo Mireles
1840 Coolidge Road
East Lansing, MI 48823
(517) 282-9177

Objective
After many years of honing my professional skills in banking and association work while traveling extensively, I decided to turn over a new leaf in 2021. I'm currently looking for a part-time position that allows me to take advantage of my multi-tasking, customer service, and organizational abilities closer to home.

Experience
2011-2021   Membership Manager/Chapter Liaison: Michigan Nursery & Landscape Association
-Oversight of member benefits including health, liability, and worker's compensation insurance
-Increase growth in programs while maintaining the base of over 1,300 members
-Set up and exhibit at home and garden shows around the state including association conferences
-Manage five association chapters including financials, membership, board meetings, golf outings, and educational events
-Travel throughout Michigan as required

2004-2010   Products and Services Coordinator: Michigan Association of Counties
-Oversight of benefits offered to Michigan's 83 counties, county commissioners, medical care facilities, road commissions, etc., while maintaining relationships with benefits partners i.e.: AAA, Blue Cross Blue Shield of Michigan, Office Depot, Mutual of Omaha, Citizens Insurance, Nationwide Retirement, etc.
-Increase growth in all programs while maintaining membership levels
-Plan and coordinate board and committee meetings of the MI Counties Workers' Compensation Fund and handle State of Michigan filings and renewals
-Organize educational seminars and conferences and travel throughout Michigan as needed
-Exhibit at the association's annual conferences and affiliate member conferences
-Maintain the health insurance database and act as a liaison between BCBSM and agents

1999-2003   Operation's Manager: Mason State Bank
1992-1999   Data Processing Manager: Mason State Bank
1985-1992   Proof Supervisor: Mason State Bank
1982-1984   Proof and Bookkeeping Clerk: Mason State Bank
-Responsible for all Information Technology: PCs, Windows Servers, Printers, Routers, Unisys UNIX Mainframe, and Core Processing Systems
-Creation and implementation of new banking products, compliance, and contingency plans
-Responsible for the accurate reporting of deposit and loan systems, Freddie Mac loans, 10-Key MICR data entry of teller documents, ATM transactions, credit bureau reporting, and Voice Response System
-Implement bank's report archival and document storage systems
 -Supervision of seven to eight-person staff focusing on cross-training and team-building

Training
Graduate - Michigan Society of Association Executives, Lansing, Michigan
Advanced Microsoft Access Database and COBRA Compliance Certified
Reporting & Document Storage Certification-SER Training Center Rochester Hills, MI
IRS Tax Reporting / Advanced Supervisory Training-Michigan Bankers Assoc. Lansing, MI
Robert M. Perry School of Banking, Mt. Pleasant, MI
Advanced Deposit & Loan / Data Processing & HTML Training-Information Tech. Inc., Lansing, MI
Freddie Mac Reporting & Remittance Training-Federal Home Loan Corp., Atlanta, GA

Unisys Unix Mainframe Administration, Unisys Corp., Chicago, IL

Kyle Fields

3603 Squirrel Run | (517) 614-1121 | Knharmon235@gmail.com

WORK EXPERIENCE

Cashier/Backstock   **March, 2010 — July, 2018**
Countryway

- Issue receipts, refunds, credits, or change due to customers.
- Count money and audit money drawers.
- Supervise others and provide on-the-job training.
- Pay company bills by cash, vouchers, or checks.
- Answer telephones and give information to callers, take messages, or transfer calls to appropriate individuals.
- Perform payroll functions, such as maintaining timekeeping information and processing and submitting payroll.
- Provide services to customers, such as order placement.

Lead Teacher/Shift Supervisor   **August, 2012 — December, 2014**
Crossroads Learning Center

- Maintain order, discipline, and safety.
- Open/close building.
- Supervise and send coworkers home as needed.
- Create lesson plans.
- Schedule field trips.

Caregiver   **January, 2011 — May, 2011**
Jennifer Wagoner

- Provide assistance in communicating using technology.
- Ensure safe environment.
- Maintain calm surroundings.

SKILLS

- Customer and Personal Service
- Time Management
- Active Learning
- Organization
- Proven Leader
- Judgment and Decision Making
- Education and Training

EDUCATION

Lansing Community College   **August, 2010 — December, 2013**
Early Childhood Education

VOLUNTEER EXPERIENCE

Big Brothers Big Sisters

Planned an outing once a month or more.
Helped with schoolwork.
Assisted in improving life skills.

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,

Gary Klein

8979 Killinger Rd

Fowlerville MI 48836

7556 N. Robb Rd.
Fowlerville, MI 48836

Phone: (517) 223-3550
Cell: (517) 404-3326
E-mail deanf@alliance-re.com

Dean Fileccia

Work experience

1972 -1989

Driver/Trainer, Harness Racing

- 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

1989-1999

Harness Racing Judge

Associate judge and presiding judge at various Michigan fairs and associate judge at Saginaw Raceway

1991 - 1998

Sales Associate

- 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.

1996 – 1999

Zoning Administrator

- Conway Township

1998 - 2002

Broker Associate

- Purchased a RE/MAX franchise with a partner
- Continued 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

08/03/2003 - Present

Broker Associate

- Opened new independent company, Alliance Real Estate

Volunteer experience

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

Professional memberships

NAR (National Association of REALTORS),
MAR (Michigan Association of REALTORS),
LCAR (Livingston County Association of REALTORS),

Accreditations and licenses

E-PRO (Internet Enabled Professional)
GRI (Graduate REALTORS Institute)

Dawn Leech

toolfreak78@gmail.com • (517) 715-9620

💼 Experience

Laborer-Operator

Rhetec

September, 2020 —

- Plastic injection Material handler
- label boxes
- hi-lo
- packing

crew leader

B & D Janitorial

July, 1996 —

- Cleaning
- Dusting
- Vacuuming
- Moping
- etc.

Hair colorist

Fantastic Sams

June, 1996 — April, 2008 (11 years 10 months)

- Customer Service
- Cuts
- Colors
- Perms
- Cleaning
- Retail

🎓 Education

Virginia Farrell Cosmetology School

Morrice Area High School

December, 1996

Winston Churchill High School (Livonia, Michigan)

December, 1996

Conway Township

8015 N. Fowlerville Road
PO Box 1157
Fowlerville MI 48836

Phone 517-223-0358
Fax 517-223-0533
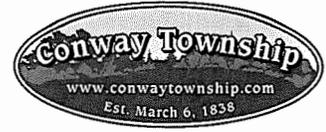
Motion Form

I move that:

We hire Gary Klein as the Zoning/Planning Administrator at a starting rate of $20

per hour at up to 20 hours per week. Twelve in the office and outside hours as

needed.

_____

_____

_____

_____

_____

_____

_____

Maker Name: __Elizabeth Whitt_____ Maker Signature _____ Date _7/19/22____

Seconded: YES NO (Please Circle One)

Disposition: Notes:
☐ Adopted   _____
☐ Postponed Indefinitely: _____
☐ Amended   _____
☐ Referred to: _____
☐ Postponed to: _____
☐ Laid on the Table   _____
☐ Withdrawn   _____

Z:\shared\Forms\Clerk\Motion form.docx

Motion Form

I move that:

_____

We enter into a negotiated contract with the Village of Fowlerville Police Department to
_____

act as our Ordinance Enforcement Officer.
_____

_____

_____

_____

_____

_____

_____

_____

_____

Maker Name: ___Elizabeth Whitt___ Maker Signature _____ Date _7/19/22_

Seconded: YES   NO   (Please Circle One)

Disposition: Notes:
☐ Adopted   _____
☐ Postponed Indefinitely: _____
☐ Amended   _____
☐ Referred to: _____
☐ Postponed to: _____
☐ Laid on the Table   _____
☐ Withdrawn   _____

Kayla Poissant

11731 Secluded Ridge Dr.
Byron, MI 48418
(517) 294-2345
kpoissant11@gmail.com

7th July 2022

Conway Township

8015 N. Fowlerville Rd.
Fowlerville, MI 48836

To Whom It May Concern,

Please consider this letter as my intent to apply for the open position on the Conway Township Planning Commission.

In 2019, I completed the Paralegal Degree Program at Oakland Community College. I graduated Summa Cum Laude at the top of my class with a 3.97 GPA, and graduated with three Associate Degrees. Along with this letter of intent, I have attached my Unofficial Transcript from Oakland Community College.

I have been the Secretary of Secluded Acres Homeowners Association for the past couple of years, and have just recently been appointed to the position of Vice President. My responsibilities included helping Homeowners with the bylaws, recording meeting minutes, researching and filing Homeowner/Association paperwork, and keeping the Homeowners apprised of new developments.

Law and order have always been a passion of mine, and I believe in seeing all sides of a situation, and then making an educated fair decision. I believe that with my experience and education, I would be able to help the Conway Township Board as well as the residents of the township.

Thank you for your time and consideration in this matter.

Sincerely,

Kayla Poissant

```
Student Name            Kayla Rychea Poissant (Ousley)
Social Security Number  XXX-XX-3928
Student ID Number       1121931
Date of Birth           January 27
Program of Study        Undecided
Specialization                                          MTA Satisfied
```

```
Credits Transferred to OCC
Lansing Community College-Semester  55.00 credits
Eastern Michigan University         16.00 credits
-------------------------------------------------------------------
Course     Title                         Credits Grd


GSC 1580   Astronomy                        0.00
MAT 1540   College Algebra                  0.00
MUS 1560   Listen to Music: Chant to Jazz   0.00
ENG 1510   Composition I                    0.00
HIS 2510   United States History to 1877    0.00
ANT 2750   Myth, Magic and Folk Religion    0.00
PSY 2510   Introduction to Psychology       0.00
GEO 1520   World Geography                  0.00
HIS 1510   World Civ to Beg of Modern Era   0.00
MAT ELEC   Math Transfer Elective           0.00
ENG 1520   Composition II                   0.00
BIN REQU   Transfer Bio Lec Requirement     0.00
GEN ELEC   General Transfer Elective        0.00
MAT ELEC   Math Transfer Elective           0.00
EDU ELEC   Education Transfer Elective      0.00
COM 1600   Fundamentals of Speech           0.00
EDU ELEC   Education Transfer Elective      0.00
ART REQU   Transfer Art Requirement         0.00
EDU ELEC   Education Transfer Elective      0.00
HIS ELEC   History Transfer Elective        0.00
PER REQU   Transfer Phys Ed Requirement     0.00 TA
BUS APR3   BUS2030 Consent of Instructor    0.00
           Attempted  Completed  Grade Points     GPA
  Semester      0.00       0.00          0.00     0.00
  Cumulative    0.00       0.00          0.00     0.00


Fall 2014
BUS 2030   Business Law I                   3.00 A
           Attempted  Completed  Grade Points     GPA
  Semester      3.00       3.00         12.00     4.00
  Cumulative    3.00       3.00         12.00     4.00


Winter 2015
BUS 2040   Business Law II                  3.00 A
           Attempted  Completed  Grade Points     GPA
  Semester      3.00       3.00         12.00     4.00
  Cumulative    6.00       6.00         24.00     4.00


Fall 2015
POL 1510   American Government              3.00 A-
CIS 1050   Personal Comp Prod Tools         4.00 A
           Attempted  Completed  Grade Points     GPA
  Semester      7.00       7.00         27.10     3.87
  Cumulative   13.00      13.00         51.10     3.93


Fall 2018
PLG 2130   Substantive Law                  4.00 A
PLG 2100   Legal Research I                 3.00 A
PLG 2160   Legal Ethics                     2.00 A
           Attempted  Completed  Grade Points     GPA
  Semester      9.00       9.00         36.00     4.00
  Cumulative   22.00      22.00         87.10     3.96


Winter 2019
PLG 2120   Legal Research II                4.00 A
PLG 2110   Litigation                       4.00 A
           Attempted  Completed  Grade Points     GPA
  Semester      8.00       8.00         32.00     4.00
  Cumulative   30.00      30.00        119.10     3.97


Summer 2019
PLG 2140   Trial Preparation                3.00 A
PLG 2602   Special Topics                   2.00 A
           Attempted  Completed  Grade Points     GPA
  Semester      5.00       5.00         20.00     4.00
  Cumulative   35.00      35.00        139.10     3.97
```

```
+-----------------------------------------------------+
| Degree..........: Associate in General Studies      |
|                 :          awarded on 04/19         |
| Major...........: General Studies                   |
| Honors..........: Summa Cum Laude                   |
+-----------------------------------------------------+

+-----------------------------------------------------+
| Degree..........: Associate in Arts                 |
|                 :          awarded on 04/19         |
| Major...........: Associate in Arts                 |
| Honors..........: Summa Cum Laude                   |
+-----------------------------------------------------+

+-----------------------------------------------------+
| Degree..........: Associate in Applied Science      |
|                 :          awarded on 08/19         |
| Major...........: Paralegal                         |
| Honors..........: Summa Cum Laude                   |
+-----------------------------------------------------+

-------------------------------------------------------
             Attempted  Completed  Grade Points    GPA
Cumulative      35.00      35.00        139.10     3.97
-------------------------------------------------------
              -- End of Transcript --
```

Conway Township

Motion Form

I move that:

_____ We appoint Kayla Poissant to the Planning Commission. _____

_____

_____

_____

_____

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Maker Name: __Elizabeth Whitt__ Maker Signature _____ Date _7/19/22_

Seconded: YES   NO   (Please Circle One)

Disposition: Notes:
☐ Adopted   _____
☐ Postponed Indefinitely: _____
☐ Amended   _____
☐ Referred to: _____
☐ Postponed to: _____
☐ Laid on the Table   _____
☐ Withdrawn   _____

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MAMC Clerking 101
Agendas and Minutes, cont.

Public Comment, cont.

- If the boards rules of procedure ask people to "sign up" to speak at the meeting, here is a sample form:

PLEASE COMPLETE THE FORM BELOW IF YOU WISH TO ADDRESS THE CITY COUNCIL:

Name: _____

Address: _____

Subject: _____

If the item on which you wish to speak is a scheduled agenda item, please hold your comments until that time.

Please hand to either the Mayor or Clerk before the start of the meeting. Thank you.

RESOLUTION TO RECOGNIZE SERVICE
Resolution No. 220719-01
Conway Township

WHEREAS, the Conway Township Board of Trustees ("Board") recognizes the commitment required to serve as a local, public official.

WHEREAS, the Board is indebted to Londa Horton for serving the residents of Conway Township over the last thirteen years.

WHEREAS, the Board appreciates Londa's dedication to serving as Planning Commission Secretary.

NOW, THERFORE, BE IT RESOLVED that:

1. The Board, on behalf of the residents of Conway Township, wishes to thank Londa for her service.

The foregoing Resolution offered by Board Member Whitt. Second offered by Board Member _____.

Upon roll call vote, the Board Members voted as follows:

W. Grubb:
Whitt:
D. Grubb:
Pushies:
Hohenstein:

The Supervisor declared the resolution adopted at a regular meeting of the Township Board held on July 19, 2022.

_____   _____

Elizabeth Whitt   Gabriele Bresett
Clerk   Deputy Clerk

GENDER NEUTRALIZATION
SAMPLE TABLE

Changing the term "he" to "he/she;"
Changing the term "she" to "he/she;"
Changing the term "his" to "his/her;"
Changing the term "her" to "his/her;"
Changing the term "him" to "him/her;"
Changing the term "himself" to "himself/herself;"
Changing the term "herself" to "himself/herself;"
Changing the term "policeman" to "police officer;"
Changing the term "policewoman to "police officer;"
Changing the term "policemen" to "police officers;'
Changing the term "policewomen" to "police officers;"
Changing the term "workman" to "worker;"
Changing the term "workmen" to "workers;"
Changing the term "fireman" to "firefighter;"
Changing the term "firemen" to "firefighters;"
Changing the term "man or woman" to "person;" and
Changing the term "men or women" to "persons."
*Changing the term "chairman to "chairperson."
*This term was not on the list in Ordinance 13676, but has been included in this sample.

Code Section	Text	Context change needed
2-5(a)	(a) Every person upon whom a subpoena shall be served as provided in sections 2-3 and 2-4, and who is not a member of the commission or an officer or an employee of the city shall be entitled to receive, upon demand by him and in advance, witness fees at the rate of $3.50 per diem if he resides in the city, and at the rate of $4.00 per diem if he resides outside the city in the county, for each day upon which his attendance at any such hearing or investigation is required, and it shall be the duty of such person to attend such hearing or investigation from day to day until he is discharged from further attendance threat by the officer conducting the same, provided that, if he shall demand payment in advance of such witness fees and such payment is not made in compliance with his demand, he shall not be required to attend that session of such hearing or investigation to which such demand applied; and he shall not be entitled to demand in advance at any one time payment of an amount in excess of the witness fees payable to him under this section for attending the next scheduled daily session of such hearing or investigation.	N/A
2-235(b)	(b) The chief in charge of the fire prevention bureau shall be appointed from the officers of the department of fire-rescue by the director of the department of fire-rescue subject to the approval of the city manager, and such chief of fire prevention shall be known as the fire marshal. The position of fire marshal shall be a noncompetitive position in the city, and the holder thereof, while so engaged, shall not forfeit the civil service status which he held prior to such appointment.	N/A
2-815(a)	(a) The chairman of the board or special master may call hearings. Hearings may also be called by written notice signed by at least three members of the seven-member enforcement board or by two members of the board and one alternate member or by the special master. The board or special master at any hearing may set a future hearing date. The board shall meet at least	N/A

	once every month, but may meet more often as the demand necessitates. The special master shall hold hearings as necessary. Minutes shall be kept of all hearings. All hearings and proceedings shall be open to the public. The city commission, by and through the city manager, shall provide all necessary clerical and administrative staff support to the board or special master, including space and necessary expenses which may be reasonably required by the board or special master for the proper performance of its duties.	
10-63(6)	(6) All materials used to secure blighted, unsecured or abandoned structures shall be painted in a workmanlike fashion in the same color as its other exterior walls.	All materials used to secure blighted, unsecured or abandoned structures shall be painted in a **skillful** fashion in the same color as its other exterior walls.
12-4(c)	(c) After the expiration of such 90-day period, the city manager or designee shall sell any such amusement games or machines not claimed or reduced to possession by the operator thereof at public sale after ten days' notice in writing to the operator, if he can be found, and by advertisement in a newspaper of general circulation in the city.	N/A
18-85(g)	(g) *Bid acceptance and evaluation.* Bids shall be evaluated based on the requirements set forth in the invitation for bids, which may include criteria to determine acceptability such as inspection, quality, workmanship, delivery and suitability for a particular purpose. Those criteria that will affect the bid price and be considered in evaluation for award, such as discounts, transportation costs, and total or life cycle costs shall be measured objectively. No criteria may be used in bid evaluation which were not set forth in the invitation for bids. The results of the evaluation and tabulation of bid prices shall be transmitted by the chief procurement officer to the city manager.	…which may include criteria to determine acceptability such as inspection, quality, **execution**, delivery and suitability for a particular purpose.
18-229	There shall be appointed annually by the city manager a committee to be known as the city self-insurance and insurance committee. The committee shall be composed of three members who shall be selected from among the officers or employees of the city. The city manager shall designate one of the members to act as chairman. The committee shall administer the self-insurance program and maintain appropriate records which shall reflect the status of the program and be in such detail as required to enable the committee to determine appropriate reserves. The committee shall determine and recommend to the city commission the amount of reserves to be accumulated and maintained and the amount to be appropriated annually to finance the self-insurance and insurance program.	N/A
18-232(b)	(b) The city attorney and such of his assistants and claims adjusters as he may designate may compromise, settle and pay all claims which may be discharged by payment of an amount not to exceed $25,000.00 for each individual claim. Such settlements or compromises shall be for all damages claimed for personal injury, property damage, or both.	N/A
19.5-1	*City manager* means the head of the administrative branch of the city as defined in the City Charter, or his designee.	N/A
20-12(a)	(a) Authority of the building official or his designee. The building official or his designee shall have the authority and duty to consider and act upon applications for a variance from these regulations for properties located within the corporate limits of the City of Miami, Florida. The building official or his designee is hereby advised that in granting any variances	N/A

	hereunder, said official shall consider the purposes of the National Flood Insurance Program as specified in 44 CFR 60 et seq. Furthermore, the building official or <mark>his</mark> designee shall consider the fact that an annual report on variances granted shall be submitted to the National Flood Insurance Administration, which report is the basis for continued availability of flood insurance to the inhabitants of the City of Miami, and therefore variances shall be granted with extreme caution.	
36-1	It shall be unlawful for any person, by <mark>himself</mark> or by the operation of any instrument, agency or vehicle, to make any unnecessary noises within 100 feet of any portion of the grounds and premises on which is located a hospital or other institution reserved for the sick, or any school during school hours. The city manager shall place as many signs as <mark>he</mark> may deem proper within or near zones hereby created, calling attention to the prohibition against unnecessary noises within such zones.	N/A