

Conway Township

Board Meeting

June 17, 2025

7:00 p.m.

AGENDA

Call to Order

Roll Call

Consent Agenda

1. Approval of the **May 20, 2025 meeting minutes.**
2. **Account Reconciliations**
3. **Disbursement/Payroll report**
4. **Budget Report**

Additions/Approval of Board Meeting Agenda

Call to the Public Regarding Agenda Items Only

Reports and Communications

5. Treasury Training Report
6. Recreation Report
7. Cemetery Report
8. County Planning Commission Report
9. Planning Commission Ex-Officio Report
10. Clerks Update
11. Fire Board Update

Presentations

12. **Accounting Presentation**

Old Business

13. Attorney Costs
14. Bank Signatures

New Business

15. **Consumer Public Hearing**
16. **Bid for Stone Removal at the Hall**
17. **Hall Occupancy**
18. **List from Fire Marshall Inspection**
19. **Solar Ordinance Application Response**
20. **Knox Box for Township Hall**

Board Member Discussion

Call to the Public

Adjournment

CONWAY TOWNSHIP POLICY No. 7

PUBLIC COMMENT AND CONDUCT POLICY

Conway Township Board recognizes its obligation to obtain and the benefits to be received from public comments on 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 more than three persons supporting or opposing the same position desires to be heard, in the interest of time, a spokesperson may be designated to express the group's concern and the spokesperson may be allotted up to 10 minutes to speak.
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.

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Conway Township Board of Trustees

Regular Board Meeting Minutes

May 20th, 2025, at 7pm.

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

ROLL CALL: Present: G. Pushies (Trustee); S. Porter (Trustee); M. Brown (Supervisor);

T. Foote (Clerk); D. Grubb (Treasurer)

	AGENDA	ACTIONS TAKEN	ITEMS DISCUSSED
1	Consent Agenda	Motion to approve the consent agenda as amended for the by M. Brown. Second by G. Pushies. Motion carried 3-2.	<ul style="list-style-type: none">• There was clarification on discrepancies in the minutes regarding the fire truck payment, as well as updates on millage submissions. Will be corrected and updated on April 15th, 2025, minutes.• It was noted that a 20% fee, amounting to \$10, is charged by Waste Management for credit card payments. The board discussed the possibility of waiving the fee or switching to check payments, as the account is currently on autopay.• Discussion about BS&A-related expenses, including a \$10,000 final bill for siding and clarification of check numbers and budget report references• The new audit has not started, but it will begin soon.
	Additions to agenda/approval of meeting Agenda	Motion to approve the amended agenda for the May 20th, 2025, meeting by S. Porter. Second by G. Pushies. Motion carried 5-0.	<ul style="list-style-type: none">• Added 12a to Old Business for Bank Signatures.
	First call to the public		No comments from the public regarding the agenda topics

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Conway Township Board of Trustees

Regular Board Meeting Minutes

May 20th, 2025, at 7pm.

5	Recreation Report	Motion to postpone recreation agreement vote by G. Pushies. Second by Tara Foote. Motion carried 5-0.	<ul style="list-style-type: none">• On May 8th, a meeting was held with all five representatives for the recreation committee and school staff to discuss some questions about the agreement. They submitted a redline with a request for changes. Conway Township will not pay for changes, but the school will pay for attorney changes if it's approved.• The changes requested include withdrawal dates, wording about discounts, and hiring authority. The original agreement is now void due to proposed changes.• A request for an additional \$90,000 in funds was made by representatives, but only Conway Township received the supporting documents. The board agreed not to vote until all five townships have the same information.
6	Cemetery Report	Motion to approve upcoming cremains burial with the option for the plastic urn vault as the Supervisor will review the container being used by T. Foote. Second by D. Grubb. Motion carried 5-0.	<ul style="list-style-type: none">• Discussion on documenting cemetery damage, photos of damage, and issues with new contractor regarding grass scalping, trash removal, and brush disposal in various cemeteries• Debate over mandatory use and charges for burial containers for cremains, referencing specific fees (\$38, \$44, \$72), ordinance language, and comparison with neighboring townships' practices• Discussion on the need to clarify and update the cemetery ordinance, including public hearing requirements and better terminology, especially regarding approved containers and metal washers for locating cremains.

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Conway Township Board of Trustees

Regular Board Meeting Minutes

May 20th, 2025, at 7pm.

		Motion to work on amending the entire cemetery ordinance by G. Pushies. Second by T. Foote. Motion carried 5-0.	
7	County Planning Commission Report		<ul style="list-style-type: none">• Updates on parking and site plan review, sustainable agriculture and rural environment plan, emergency planning class, hazard mitigation plan, and upcoming rezoning reviews.
8	Planning Commission Ex-Officio Report		<ul style="list-style-type: none">• Postponing camping at the airport as they are waiting on the completion of the application.• Also discussed the residential overlay district
9	Clerks Update		<ul style="list-style-type: none">• Clarification regarding Gary Klein's check amount (approximately \$11.33) and line-item reporting.• Update on ARPA account balance (\$293,070.27), transfer of \$125,000 to roads account for Fowlerville Road, and remaining \$168,070.27 for completion of Fowlerville Rd. to Lovejoy Rd.
10	Fire Board Update		<ul style="list-style-type: none">• Spoke about water use and then they went into a closed meeting
11	Accounting Presentation		Accounting System Transition and Staffing Changes <ul style="list-style-type: none">• Discussion of the transition from QuickBooks to BS&A starting in February 2024, overlapping with fiscal year end in March 2024, and complicated by significant staff turnover in the clerk's department (from Liz to Rachel to Tara).

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Conway Township Board of Trustees

Regular Board Meeting Minutes

May 20th, 2025, at 7pm.

			<p>Auditor Independence and Change of Audit Firm</p> <ul style="list-style-type: none">• Explanation of the auditors' increasing involvement in management decisions, leading to a loss of independence and the decision for Conway Township to switch to another audit firm, Manor-Costerison, after a bidding process. <p>Current Role of Auditors and Need for Defined Responsibilities</p> <ul style="list-style-type: none">• The auditors' role shifted from independent review to hands-on assistance and undefined support, prompting the need to clarify expectations and responsibilities. <p>Staff Training and Role Clarification</p> <ul style="list-style-type: none">• Recommendation to define clear roles for staff: treasurer (property tax and collection), Susie (receiving and bank reconciliation), clerk (elections), and deputy clerk (payables/disbursement), with two dedicated staff for accounting. <p>Timeline for BS&A Transition</p> <ul style="list-style-type: none">• Initial expectation was a two-year transition to BS&A starting February 2024; due to staffing changes, this is now estimated to take an additional 6 to 18 months, possibly extending the process to 30-42 months total. <p>Recommended Accounting Oversight and Processes</p> <ul style="list-style-type: none">• Outlined monthly, quarterly, and annual accounting tasks: monthly review of general ledger, bank reconciliations, and staff assistance; quarterly payroll and ledger review;
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Conway Township Board of Trustees

Regular Board Meeting Minutes

May 20th, 2025, at 7pm.

			<p>annual audit preparation including cash reconciliation, receivables, expenditures, fixed assets, inter-fund transfers, and tax activity.</p> <p>Issues Identified in Reconciliations and Budgeting</p> <ul style="list-style-type: none">• Mention of unresolved items in March reconciliations (e.g., \$15,000 in duplicate transactions and misallocated journal entries), and the need for accurate budget-to-expenditure comparisons. <p>Next Steps and Documentation</p> <ul style="list-style-type: none">• Request to have all recommendations summarized in writing and forwarded to Mr. Brown for distribution to the board.
12	Attorney Costs	<p>Motion to table attorney costs until the next meeting in June by S. Porter. Second by M. Brown. Motion carried 5-0.</p>	
12a	Bank Signatures		<ul style="list-style-type: none">• Everything has been signed, just waiting on Chase bank.• Adding to next month's agenda to follow up.
13	Policy 24 Amendment	<p>Motion to amend Policy 24 by adding Brande's name and adding Tuesdays to availability by M. Brown.</p>	<ul style="list-style-type: none">• Discussion about website hours posted on website and to update with Tuesday's being available.

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May 20th, 2025, at 7pm.

		Second by G. Pushies. Motion carried 5-0.	
14	Owosso Road Improvements	Motion to approve Owosso Road improvements as needed from Chase Lake to Sherwood Rd. by M. Brown. Second by D. Grubb. Motion carried in roll call vote 5-0. D. Grubb- Y G. Pushies- Y S. Porter- Y T. Foote- Y M. Brown- Y	<ul style="list-style-type: none">• Ditch as needed from Chase Lake to Sherwood Rd. as there is limited drainage.
15	Headland Solar Project Cost Sharing Agreement	Motion to enter cost sharing solar agreement with Cohoctah by S. Porter. Second by G. Pushies. Motion carried in roll call vote 5-0. D. Grubb- Y G. Pushies- Y S. Porter- Y T. Foote- Y M. Brown- Y	<ul style="list-style-type: none">• Funds would come out of escrow account.• Cohoctah has voted to enter into this agreement.

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Conway Township Board of Trustees

Regular Board Meeting Minutes

May 20th, 2025, at 7pm.

		<p>Motion to accept Spicer Agreement by S. Porter. Second by D. Grubb.</p> <p>Motion passed in roll call vote 5-0. D. Grubb- Y G. Pushies- Y S. Porter- Y T. Foote- Y M. Brown- Y</p>	
16	<p>ZBA Member Appointments- Gary Klein, Kelly Ralko- Alternates</p>	<p>Motion to appoint Gary Klein as a ZBA alternate by M. Brown. Second by S. Porter. Motion carried 5-0.</p> <p>Motion to appoint Kelly Ralko as a ZBA alternate by M. Brown. Second by G. Pushies. Motion carried 5-0.</p>	
17	<p>Administration Fee Resolution</p>	<p>Motion to make an admin fee resolution by T. Foote. Second by M. Brown. Motion carried 5-0.</p>	<ul style="list-style-type: none">• Discussion to create a new administrative fee resolution, including attempts to find templates from other sources and the decision to draft their own.

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Conway Township Board of Trustees

Regular Board Meeting Minutes

May 20th, 2025, at 7pm.

	<p>Board Member Discussion</p>	<p>Motion for planning commission to move forward with the Master Plan postcard postage not to exceed \$1500 by S. Porter. Second by T. Foote. Motion carried in roll call vote 5-0.</p> <p>Motion to file UIA report with either PHP or Heartland depending on which can assist at a lower cost by T. Foote. Second by G. Pushies. Motion carried 5-0.</p>	<ul style="list-style-type: none">• D. Grubb brought up the MTA conference and wants to go through the investment policy at the next meeting.• Motion was made at the planning commission meeting for the Township Board to appropriate the funds for bulk mailing of the Master Plan postcards.• The board discussed overdue unemployment insurance filings since 2009, received notice with deadline of April 30, 2025, and considered options for CPA or payroll company (Heartland) to assist for \$250. Penalty fees for late filing accrue daily.
	<p>Last Call to the Public</p>		<p>2 members of the public spoke about lawn care and concerns for CPA Audit.</p>
		<p>Motion to adjourn made by G. Pushies. Second by D. Grubb. Motion carried 5-0.</p>	<p>Meeting adjourned at 9:06pm.</p>

BANK RECONCILIATION REPORT FOR CONWAY TOWNSHIP

Bank GEN - BOAA - GENERAL FUND
 From: 05/01/2025 To: 05/31/2025
 Reconciliation Record: 0000000202

Beginning GL Balance:	217,532.96
Add: Cash Receipts	77,978.47
Less: Cash Disbursements	(43,490.93)
Less: Journal Entries/Other	(19,986.76)
Ending GL Balance:	232,033.74
Ending Bank Balance:	247,399.35
Add: Deposits/Transactions In Transit	0.00

Check Date	Check Number	Name	AP Checks	Amount
10/09/2024	7	DTE ENERGY		258.92
05/24/2025	12800	FOSTER SWIFT		1,181.50
05/24/2025	12801	COOPER & RIESTERER, PLC		470.00
05/24/2025	12802	SUSAN EGBERT		160.86
05/24/2025	12803	ACCUSHRED		128.00
05/24/2025	12805	H & H PUBLICATION		452.50
05/24/2025	12806	LOWE, DIANA		29.61
05/24/2025	12807	STEVE WIESS		84.00
05/24/2025	12809	JAMIE HERTZLER		10.50
05/24/2025	12810	CESARZ, RUSS		32.20
05/24/2025	12812	GARY KLEIN		10.50
05/24/2025	12813	KLEIN, JEFF		10.50
05/24/2025	12815	HART INTERCIVIC, INC.		658.00
05/24/2025	12816	PROGRESSIVE HARDWARE SUPPLIERS		125.00
05/24/2025	12817	BROWN, MIKE		710.52
05/24/2025	12819	MCKENNA ASSOCIATES		2,390.00
05/24/2025	12820	MCKENNA ASSOCIATES		1,900.00
05/24/2025	12821	VFW POST 6464, FOWLerville		45.00
05/31/2025	12822	JEFF JUDD		6,708.00
				15,365.61

Total - 19 outstanding checks:	15,365.61
Adjusted Bank Balance	232,033.74
Unreconciled Difference	0.00

REVIEWED BY: _____ DATE: _____

BANK RECONCILIATION REPORT FOR CONWAY TOWNSHIP

Bank TAX - BOAA - TAX FUND
From: 05/01/2025 To: 05/31/2025
Reconciliation Record: 0000000201

Beginning GL Balance:		(4,051.62)
Add: Journal Entries/Other		18,005.87
Ending GL Balance:		<u>13,954.25</u>
Ending Bank Balance:		14,756.34
Add: Deposits/Transactions In Transit		0.00
Less: 13 AP Outstanding Checks		802.09
Less: 0 PR Outstanding Checks		0.00
Adjusted Bank Balance	13,954.25	
Unreconciled Difference		0.00

REVIEWED BY: _____ DATE: _____

BANK RECONCILIATION REPORT FOR CONWAY TOWNSHIP

Bank ROAD - BOAA - ROAD CHECKING
From: 05/01/2025 To: 05/31/2025
Reconciliation Record: 0000000205

Beginning GL Balance:	339,759.38
Add: Cash Receipts	309,099.33
Less: Journal Entries/Other	(447,061.04)
Ending GL Balance:	<u>201,797.67</u>
Ending Bank Balance:	201,797.67
Add: Deposits/Transactions In Transit	0.00
Total - 0 Outstanding Checks:	0.00
Adjusted Bank Balance	201,797.67
Unreconciled Difference	0.00

REVIEWED BY: _____ DATE: _____

BANK RECONCILIATION REPORT FOR CONWAY TOWNSHIP

Bank RDSAV - BOAA - ROAD SAVINGS
From: 05/01/2025 To: 05/31/2025
Reconciliation Record: 0000000211

Beginning GL Balance:	92,808.39
Add: Journal Entries/Other	447,622.09
Ending GL Balance:	<u>540,430.48</u>
Ending Bank Balance:	540,415.67
Add: Miscellaneous Transactions	14.81
Add: Deposits/Transactions In Transit	0.00
Total - 0 Outstanding Checks:	0.00
Adjusted Bank Balance	540,430.48
Unreconciled Difference	0.00

REVIEWED BY: _____ DATE: _____

BANK RECONCILIATION REPORT FOR CONWAY TOWNSHIP
Bank ARPA - INDEPENDENT - BUSINESS FREEDOM CHECKING
From: 05/01/2025 To: 05/31/2025
Reconciliation Record: 0000000212

Beginning GL Balance:	293,070.27
Less: Journal Entries/Other	(293,070.27)
Ending GL Balance:	<u>0.00</u>
Ending Bank Balance:	0.00
Add: Deposits/Transactions In Transit	0.00
Total - 0 Outstanding Checks:	0.00
Adjusted Bank Balance	0.00
Unreconciled Difference	0.00

REVIEWED BY: _____ DATE: _____

BANK RECONCILIATION REPORT FOR CONWAY TOWNSHIP

Bank CEM - BOAA - CEMETERY
From: 05/01/2025 To: 05/31/2025
Reconciliation Record: 0000000200

Beginning GL Balance:	63,728.17
Add: Cash Receipts	550.00
Add: Journal Entries/Other	28.89
Ending GL Balance:	<u>64,307.06</u>
Ending Bank Balance:	64,307.06
Add: Deposits/Transactions In Transit	0.00
Total - 0 Outstanding Checks:	0.00
Adjusted Bank Balance	64,307.06
Unreconciled Difference	0.00

REVIEWED BY: _____ DATE: _____

BANK RECONCILIATION REPORT FOR CONWAY TOWNSHIP

Bank TRUST - BOAA - TRUST AND AGENCY

From: 05/01/2025 To: 05/31/2025

Reconciliation Record: 0000000204

Beginning GL Balance:		26,332.66
Add: Cash Receipts		700.00
Less: Cash Disbursements		(350.00)
Add: Journal Entries/Other		11.08
Ending GL Balance:		<u>26,693.74</u>
Ending Bank Balance:		24,584.18
Add: Miscellaneous Transactions		(2,109.56)
Add: Deposits/Transactions In Transit		4,219.12
03/04/2025 Deposit Number: 0000000202		<u>4,219.12</u>

Check Date	Check Number	Name	AP Checks	Amount
11/13/2024	1122	COPELAND PAVING INC		0.00
				0.00
		Total - 1 Outstanding Checks:		0.00
		Adjusted Bank Balance		26,693.74
		Unreconciled Difference		0.00

REVIEWED BY: _____ DATE: _____

BANK RECONCILIATION REPORT FOR CONWAY TOWNSHIP

Bank FLGCD - FLAGSTAR - TIME DEPOSIT (CD)

From: 05/01/2025 To: 05/31/2025

Reconciliation Record: 0000000206

Beginning GL Balance:	207,370.01
Ending GL Balance:	207,370.01
Ending Bank Balance:	207,370.01
Add: Deposits/Transactions In Transit	0.00
Total - 0 Outstanding Checks:	0.00
Adjusted Bank Balance	207,370.01
Unreconciled Difference	0.00

REVIEWED BY: _____ DATE: _____

BANK RECONCILIATION REPORT FOR CONWAY TOWNSHIP

Bank BLDG - CHASE - BUILDING FUND
From: 05/01/2025 To: 05/31/2025
Reconciliation Record: 0000000207

Beginning GL Balance:		99,558.28
Add: Journal Entries/Other		0.81
Ending GL Balance:		<u>99,559.09</u>
Ending Bank Balance:		99,559.09
Add: Deposits/Transactions In Transit		0.00
Total - 0 Outstanding Checks:		0.00
Adjusted Bank Balance		99,559.09
Unreconciled Difference		0.00

REVIEWED BY: _____ DATE: _____

BANK RECONCILIATION REPORT FOR CONWAY TOWNSHIP

Bank MSUSV - MSUFCU - CONTINGENT SAVER

From: 05/01/2025 To: 05/31/2025

Reconciliation Record: 0000000208

Beginning GL Balance:	5.00
Ending GL Balance:	5.00
Ending Bank Balance:	5.00
Add: Deposits/Transactions In Transit	0.00
Total - 0 Outstanding Checks:	0.00
Adjusted Bank Balance	5.00
Unreconciled Difference	0.00

REVIEWED BY: _____ DATE: _____

BANK RECONCILIATION REPORT FOR CONWAY TOWNSHIP

Bank MSUCD - MSUFCU - TIME DEPOSIT (CD)

From: 05/01/2025 To: 05/31/2025

Reconciliation Record: 0000000209

Beginning GL Balance:	262,549.81
Ending GL Balance:	262,549.81
Ending Bank Balance:	262,549.81
Add: Deposits/Transactions In Transit	0.00
Total - 0 outstanding Checks:	0.00
Adjusted Bank Balance	262,549.81
Unreconciled Difference	0.00

REVIEWED BY: _____ DATE: _____

BANK RECONCILIATION REPORT FOR CONWAY TOWNSHIP

Bank MM - HUNTINGTON - MONEY MARKET
From: 05/01/2025 To: 05/31/2025
Reconciliation Record: 0000000210

Beginning GL Balance:	237,706.42
Add: Journal Entries/Other	50.47
Ending GL Balance:	<u>237,756.89</u>
Ending Bank Balance:	237,756.89
Add: Deposits/Transactions In Transit	0.00
Total - 0 Outstanding Checks:	0.00
Adjusted Bank Balance	237,756.89
Unreconciled Difference	0.00

REVIEWED BY: _____ DATE: _____

CHECK DISBURSEMENT REPORT FOR CONWAY TOWNSHIP
CHECK DATE 05/01/2025 - 05/31/2025

Check Date	Bank Account	Check #	Payee	Description	Account	Dept	Amount	
Fund: 101 GENERAL								
05/24/2025	GEN	12800	FOSTER SWIFT	4/25/25 - TELEPHONE CONF. RENEWBLE ENERG	804.000	267	236.00	
				4/25/25 RECIEVE REVIEW COST SHARE	804.000	267	114.00	
				4/28/25 REVIEW COST AGREEMENT W/COHOCTAH	804.000	267	199.50	
				4/29/25 DRAFT AND REVISE COST SHARING	804.000	267	147.50	
				4/29/25 PREPARE COST SHARE AND RESOLUTIO	804.000	267	484.50	
			Check GEN 12800 Total for Fund 101 GENERAL					1,181.50
05/24/2025	GEN	12801	COOPER & RIESTERER, PLC	4/09/25: EMAIL RESPONSES	804.000	267	58.75	
				4/11:PREP RE: CONSUMERS - EMAILS FROM/TO	804.000	267	293.75	
				4/25/25 REVIEW CONSUM. FEEDBACK TO SUPER	804.000	267	47.00	
				4/30/25: EMAIL RE MEETING : ADDRESS INQ	804.000	267	70.50	
			Check GEN 12801 Total for Fund 101 GENERAL					470.00
05/24/2025	GEN	12802	SUSAN EGBERT	229.8 MILES	860.000	261	160.86	
05/24/2025	GEN	12803	ACCUSHRED	CONFIDENTIAL SHREDDING SERVICES	801.000	267	128.00	
05/24/2025	GEN	12805	H & H PUBLICATION	MEETING SYNOPSIS/PUBLIC HEARINGS PUBLISH	900.000	261	452.50	
05/24/2025	GEN	12806	LOWE, DIANA	DIANA 42.3 MILES	860.000	261	29.61	
05/24/2025	GEN	12807	STEVE WIESS	MILES FOR CITIZEN PLANNER	860.000	261	84.00	
05/24/2025	GEN	12808	DEBBIE GRUBB	DEBBIE MILES 250.20	860.000	261	143.64	
05/24/2025	GEN	12809	JAMIE HERTZLER	15 MILES CEM. JAMIE	860.000	261	10.50	
05/24/2025	GEN	12810	CESARZ, RUSS	RUSS 46 MILES	860.000	261	32.20	
05/24/2025	GEN	12811	BRANDE NOGAFSKY	BRANDE 169.8 MILES	860.000	261	118.86	
05/24/2025	GEN	12812	GARY KLEIN	GARY 15 MILES	860.000	261	10.50	
05/24/2025	GEN	12813	KLEIN, JEFF	JEFF 15 MILES	860.000	261	10.50	
05/24/2025	GEN	12814	R.I. THOMAS PROPERTY MAINTENANCE	BUILDING MAINTENANCE: HALL/OFFICE CLEANI	935.000	265	420.00	
05/24/2025	GEN	12815	HART INTERCIVIC, INC.	HART LICENSE AND SUPPORT	931.000	262	658.00	
05/24/2025	GEN	12816	PROGRESSIVE HARDWARE SUPPLIERS	BUILDING MAINTENANCE: FOYER DOOR	935.000	265	125.00	
05/24/2025	GEN	12817	BROWN, MIKE	SEMINARS AND WORKSHOPS: HOTEL FOR MTA	969.000	171	710.52	
05/24/2025	GEN	12818	DEBBIE GRUBB	SEMINARS AND WORKSHOPS: MTA HOTEL	969.000	253	947.36	
05/24/2025	GEN	12819	MCKENNA ASSOCIATES	PLANNER MARCH 2025	805.000	267	2,390.00	
05/24/2025	GEN	12820	MCKENNA ASSOCIATES	PLANNER JAN-FEB	805.000	267	1,900.00	
05/24/2025	GEN	12821	VFW POST 6464, FOWLerville	POW- MIA FLAG	935.000	265	45.00	
05/31/2025	GEN	12822	JEFF JUDD	SPRING CLEANUP:2025	968.000	526	6,708.00	
05/28/2025	GEN	20(E)#	VISA	DTE	920.000	265	294.39	
				PLAUD AI YEARLY PLAN	956.000	261	79.00	
				CITIZEN PLANNER: KAYLA, LUCAS ONLINE	969.000	701	500.00	
				CITIZEN PALNNER CLERK ONLINE	969.000	215	250.00	
				CITIZEN PLANNER TRUSTEE PORTER	969.000	101	250.00	
				PLAUD AI RECORDER - AMAZON	973.000	265	168.54	
				ADVANCED INSTITUTE	969.000	253	379.00	

CHECK DISBURSEMENT REPORT FOR CONWAY TOWNSHIP

CHECK DATE 05/01/2025 - 05/31/2025

Check Date	Bank Account	Check #	Payee	Description	Account	Dept	Amount	
Fund: 101 GENERAL								
				MMTA MEMBERSHIP TREASURERS DEPARTMENT	956.000	261	198.00	
				PAPER FOR OFFICE	973.000	265	89.98	
				TOILET BOWL CLEANER	935.000	265	22.97	
		Check GEN 20(E) Total for Fund 101 GENERAL						<u>2,231.88</u>
05/13/2025	GEN	21(E)#	HEARTLAND PAYROLL	SALARIES AND WAGES	702.000	101	392.00	
				SALARIES AND WAGES: SUPERVISOR	702.000	171	2,026.83	
				SALARIES AND WAGES: CLERK	702.000	215	2,309.36	
				SALARIES AND WAGES-DEPUTY CLERK	703.000	215	1,403.57	
				SALARIES AND WAGES: TREASURER	702.000	253	2,172.91	
				SALARIES AND WAGES-DEPUTY TREASURER	703.000	253	1,820.33	
				SALARIES AND WAGES: ASSESSOR	702.000	257	3,583.42	
				OFFICE ASSISTANT SALARY	704.000	261	1,210.00	
				PAYROLL TAXES	710.000	261	1,416.59	
				PAYROLL BILLING	808.000	261	242.69	
				FIRE AUTHORITY REP	809.000	302	210.00	
				SALARIES AND WAGES: CEMETARY	702.000	567	395.00	
				SALARIES AND WAGES: ZONING AND PLANNING	702.000	701	2,994.00	
				SALARIES AND WAGES: TREASURER RETIRE	702.000	253	(150.00)	
				SALARIES AND WAGES-DEPUTY TREASUR RETIRE	703.000	253	(50.00)	
				RETIRE BOARD	702.000	101	(180.34)	
				SALARIES AND WAGES: RETIRE	702.000	567	(5.00)	
		Check GEN 21(E) Total for Fund 101 GENERAL						<u>19,791.36</u>
05/05/2025	GEN	22(E)#	AMERICAN EXPRESS	SOFTWARE APPLIED	956.000	261	3,345.89	
				SOFTWARE APPLIED	956.000	261	109.56	
				MTA HOTEL: GRAND PLAZA	969.000	215	710.52	
				ADOBE	956.000	261	38.97	
				CREDIT AMAZON ADOBE	956.000	261	(38.97)	
				CREDIT TO APPLIED BILL AMAZON	956.000	261	(84.50)	
				INTERMEDIA	859.000	265	383.47	
				AT&T	859.000	265	266.20	
				STAPLES	973.000	265	45.66	
				STAPLES CREDIT FROM AMAZON	973.000	265	(45.66)	
				KNOCK EM OUT PEST CONTROL	935.000	265	150.00	
				CREDIT FROM AMAZON FOR KNOCK EM OUT	935.000	265	(150.00)	
				TRASH SERVICE	920.000	265	60.63	
				CREDIT FOR TRASH FROM AMAZON	920.000	265	(60.63)	
				SURF INTERNET	859.000	265	182.52	
				CREDIT FROM AMAZON FOR INTERNET	859.000	265	(182.52)	
		Check GEN 22(E) Total for Fund 101 GENERAL						<u>4,731.14</u>
Total For Fund: 101							<u>43,490.93</u>	
Fund: 701 TRUST & AGENCY								
05/20/2025	TRUST	1127	BACH, BEVERLY	HALL SECURITY REFUND	215.100	000	350.00	
Total For Fund: 701							<u>350.00</u>	
Report Total:							<u>43,840.93</u>	

'#'-INDICATES CHECK DISTRIBUTED TO MORE THAN ONE DEPARTMENT

INVOICE DISTRIBUTION REPORT FOR CONWAY TOWNSHIP

POST DATES 05/01/2025 - 05/31/2025

POSTED AND UNPOSTED
OPEN AND PAID

GL Number	Invoice Line Desc	Vendor Name	Invoice Description	Amount	Check Number
Fund: 101 GENERAL					
Department: 101 TOWNSHIP BOARD					
101-101-702.000	SALARIES AND WAGES	HEARTLAND PAYROLL	APRIL PAYROLL	392.00	21
101-101-702.000	RETIRE BOARD	HEARTLAND PAYROLL	APRIL PAYROLL	(180.34)	21
101-101-969.000	CITIZEN PLANNER TRUSTEE PO VISA			250.00	20
Total Department 101 TOWNSHIP BOARD				461.66	
Department: 171 SUPERVISOR					
101-171-702.000	SALARIES AND WAGES: SUPERVI	HEARTLAND PAYROLL	APRIL PAYROLL	2,026.83	21
101-171-969.000	SEMINARS AND WORKSHOPS: HO BROWN, MIKE		REIMBURSEMENT HOTEL FROM MTA	710.52	12817
Total Department 171 SUPERVISOR				2,737.35	
Department: 215 CLERK					
101-215-702.000	SALARIES AND WAGES: CLERK	HEARTLAND PAYROLL	APRIL PAYROLL	2,309.36	21
101-215-703.000	SALARIES AND WAGES-DEPUTY	HEARTLAND PAYROLL	APRIL PAYROLL	1,403.57	21
101-215-969.000	MTA HOTEL: GRAND PLAZA	AMERICAN EXPRESS	MAY AMEX	710.52	22
101-215-969.000	CITIZEN PALNNER CLERK ONLI VISA			250.00	20
Total Department 215 CLERK				4,673.45	
Department: 253 TREASURER					
101-253-702.000	SALARIES AND WAGES: TREASU	HEARTLAND PAYROLL	APRIL PAYROLL	2,172.91	21
101-253-702.000	SALARIES AND WAGES: TREASU	HEARTLAND PAYROLL	APRIL PAYROLL	(150.00)	21
101-253-703.000	SALARIES AND WAGES-DEPUTY	HEARTLAND PAYROLL	APRIL PAYROLL	1,820.33	21
101-253-703.000	SALARIES AND WAGES-DEPUTY	HEARTLAND PAYROLL	APRIL PAYROLL	(50.00)	21
101-253-969.000	SEMINARS AND WORKSHOPS: MT	DEBBIE GRUBB	MTA HOTEL	947.36	12818
101-253-969.000	ADVANCED INSTITUTE	VISA		379.00	20
Total Department 253 TREASURER				5,119.60	
Department: 257 ASSESSOR					
101-257-702.000	SALARIES AND WAGES: ASSESS	HEARTLAND PAYROLL	APRIL PAYROLL	3,583.42	21
Total Department 257 ASSESSOR				3,583.42	
Department: 261 GENERAL GOVERNMENT					
101-261-704.000	OFFICE ASSISTANT SALARY	HEARTLAND PAYROLL	APRIL PAYROLL	1,210.00	21
101-261-710.000	PAYROLL TAXES	HEARTLAND PAYROLL	APRIL PAYROLL	1,416.59	21
101-261-808.000	PAYROLL BILLING	HEARTLAND PAYROLL	APRIL PAYROLL	242.69	21
101-261-860.000	RUSS 46 MILES	CESARZ, RUSS	RUSS MILEAGE	32.20	12810
101-261-860.000	BRANDE 169.8 MILES	BRANDE NOGAFSKY	BRANDE MILEAGE	118.86	12811
101-261-860.000	15 MILES CEM. JAMIE	JAMIE HERTZLER	JAMIE MILES	10.50	12809
101-261-860.000	GARY 15 MILES	GARY KLEIN	GARY MILEAGE	10.50	12812
101-261-860.000	JEFF 15 MILES	KLEIN, JEFF	JEFF KLEIN MILES	10.50	12813
101-261-860.000	DEBBIE MILES 250.20	DEBBIE GRUBB	DEBBIE MILES	143.64	12808
101-261-860.000	DIANA 42.3 MILES	LOWE, DIANA	DIANA MILES	29.61	12806
101-261-860.000	MILES FOR CITIZEN PLANNER	STEVE WIESS	STEVE MILES FOR CITIZEN PLANNER	84.00	12807
101-261-860.000	229.8 MILES	SUSAN EGBERT	SUSIE MILES	160.86	12802
101-261-900.000	MEETING SYNOPSIS/PUBLIC HE	H & H PUBLICATION	NEW AND VIEWS PUBLICATIONS	452.50	12805
101-261-956.000	SOFTWARE APPLIED	AMERICAN EXPRESS	MAY AMEX	3,345.89	22
101-261-956.000	SOFTWARE APPLIED	AMERICAN EXPRESS	MAY AMEX	109.56	22
101-261-956.000	ADOBE	AMERICAN EXPRESS	MAY AMEX	38.97	22
101-261-956.000	CREDIT AMAZON ADOBE	AMERICAN EXPRESS	MAY AMEX	(38.97)	22
101-261-956.000	CREDIT TO APPLIED BILL AMA	AMERICAN EXPRESS	MAY AMEX	(84.50)	22
101-261-956.000	PLAUD AI YEARLY PLAN	VISA		79.00	20
101-261-956.000	MMTA MEMBERSHIP TREASURERS VISA			198.00	20

INVOICE DISTRIBUTION REPORT FOR CONWAY TOWNSHIP

POST DATES 05/01/2025 - 05/31/2025

POSTED AND UNPOSTED
OPEN AND PAID

GL Number	Invoice Line Desc	Vendor Name	Invoice Description	Amount	Check Number
Fund: 101 GENERAL					
Department: 261 GENERAL GOVERNMENT					
				Total Department 261 GENERAL GOVERNMENT	7,570.40
Department: 262 ELECTIONS					
101-262-931.000	HART LICENSE AND SUPPORT	HART INTERCIVIC, INC.	LICENSE AND SUPPORT RENEWAL	658.00	12815
				Total Department 262 ELECTIONS	658.00
Department: 265 BUILDING AND GROUNDS					
101-265-859.000	INTERMEDIA	AMERICAN EXPRESS	MAY AMEX	383.47	22
101-265-859.000	AT&T	AMERICAN EXPRESS	MAY AMEX	266.20	22
101-265-859.000	SURF INTERNET	AMERICAN EXPRESS	MAY AMEX	182.52	22
101-265-859.000	CREDIT FROM AMAZON FOR INT	AMERICAN EXPRESS	MAY AMEX	(182.52)	22
101-265-920.000	TRASH SERVICE	AMERICAN EXPRESS	MAY AMEX	60.63	22
101-265-920.000	CREDIT FOR TRASH FROM AMAZ	AMERICAN EXPRESS	MAY AMEX	(60.63)	22
101-265-920.000	DTE	VISA		294.39	20
101-265-935.000	KNOCK EM OUT PEST CONTROL	AMERICAN EXPRESS	MAY AMEX	150.00	22
101-265-935.000	CREDIT FROM AMAZON FOR KNO	AMERICAN EXPRESS	MAY AMEX	(150.00)	22
101-265-935.000	POW- MIA FLAG	VFW POST 6464, FOWLERVILLE	POW- MIA FLAG	45.00	12821
101-265-935.000	BUILDING MAINTENANCE: HALL	R.I. THOMAS PROPERTY MAINT	BI WEEKLY CLEANING OF HALL	420.00	12814
101-265-935.000	BUILDING MAINTENANCE: FOYE	PROGRESSIVE HARDWARE SUPPL	FIX DOOR IN FOYER	125.00	12816
101-265-935.000	TOILET BOWL CLEANER	VISA		22.97	20
101-265-973.000	STAPLES	AMERICAN EXPRESS	MAY AMEX	45.66	22
101-265-973.000	STAPLES CREDIT FROM AMAZON	AMERICAN EXPRESS	MAY AMEX	(45.66)	22
101-265-973.000	PLAUD AI RECORDER - AMAZON	VISA		168.54	20
101-265-973.000	PAPER FOR OFFICE	VISA		89.98	20
				Total Department 265 BUILDING AND GROUNDS	1,815.55
Department: 267 PROFESSIONAL FEES					
101-267-801.000	CONFIDENTIAL SHREDDING SER	ACCUSHRED	CONFIDENTIAL SHREDDING	128.00	12803
101-267-804.000	4/09/25: EMAIL RESPONSES	COOPER & RIESTERER, PLC	4/9/2025-4/30/2025	58.75	12801
101-267-804.000	4/11:PREP RE: CONSUMERS -	COOPER & RIESTERER, PLC	4/9/2025-4/30/2025	293.75	12801
101-267-804.000	4/25/25 REVIEW CONSUM. FEE	COOPER & RIESTERER, PLC	4/9/2025-4/30/2025	47.00	12801
101-267-804.000	4/30/25: EMAIL RE MEETING	COOPER & RIESTERER, PLC	4/9/2025-4/30/2025	70.50	12801
101-267-804.000	4/25/25 - TELEPHONE CONF.	FOSTER SWIFT	APRIL FOSTER SWIFT	236.00	12800
101-267-804.000	4/25/25 RECIEVE REVIEW COS	FOSTER SWIFT	APRIL FOSTER SWIFT	114.00	12800
101-267-804.000	4/28/25 REVIEW COST AGREEM	FOSTER SWIFT	APRIL FOSTER SWIFT	199.50	12800
101-267-804.000	4/29/25 DRAFT AND REVISE C	FOSTER SWIFT	APRIL FOSTER SWIFT	147.50	12800
101-267-804.000	4/29/25 PREPARE COST SHARE	FOSTER SWIFT	APRIL FOSTER SWIFT	484.50	12800
101-267-805.000	PLANNER MARCH 2025	MCKENNA ASSOCIATES	MARCH 1ST - MARCH 31ST	2,390.00	12819
				Total Department 267 PROFESSIONAL FEES	4,169.50
Department: 302 PUBLIC SAFETY					
101-302-809.000	FIRE AUTHORITY REP	HEARTLAND PAYROLL	APRIL PAYROLL	210.00	21
				Total Department 302 PUBLIC SAFETY	210.00
Department: 526 SANITARY LANDFILL					
101-526-968.000	SPRING CLEANUP:2025	JEFF JUDD	SPRING CLEAN UP	6,708.00	12822
				Total Department 526 SANITARY LANDFILL	6,708.00
Department: 567 CEMETERY					
101-567-702.000	SALARIES AND WAGES: CEMETA	HEARTLAND PAYROLL	APRIL PAYROLL	395.00	21
101-567-702.000	SALARIES AND WAGES: RETIRE	HEARTLAND PAYROLL	APRIL PAYROLL	(5.00)	21

INVOICE DISTRIBUTION REPORT FOR CONWAY TOWNSHIP

POST DATES 05/01/2025 - 05/31/2025

POSTED AND UNPOSTED
OPEN AND PAID

GL Number	Invoice Line Desc	Vendor Name	Invoice Description	Amount	Check Number
Fund: 101 GENERAL					
Department: 567 CEMETERY					
Total Department 567 CEMETERY				390.00	
Department: 701 PLANNING AND ZONING					
101-701-702.000	SALARIES AND WAGES: ZONING HEARTLAND PAYROLL		APRIL PAYROLL	2,994.00	21
101-701-969.000	CITIZEN PLANNER: KAYLA, LU VISA			500.00	20
Total Department 701 PLANNING AND ZONING				3,494.00	
Total Fund 101 GENERAL				41,590.93	
Fund: 701 TRUST & AGENCY					
Department: 000					
701-000-215.100	HALL SECURITY REFUND	BACH, BEVERLY	HALL RENTAL SECURITY REFUND- BACH	350.00	1127
Total Department 000				350.00	
Total Fund 701 TRUST & AGENCY				350.00	
Fund: 703 CURRENT TAX COLLECTION					
Department: 000					
703-000-001.100	DUE TO COUNTY JAN-APRIL	LIVINGSTON COUNTY TREASURE	DOG LICENSE REVENUE TO COUNTY	333.50	None
703-000-001.100	DUE TO TOWNSHIP FROM DOG LI	CONWAY TOWNSHIP	DOG LICENSE REVENUE TO TOWNSHIP	16.50	None
Total Department 000				350.00	
Total Fund 703 CURRENT TAX COLLECTION				350.00	

INVOICE DISTRIBUTION REPORT FOR CONWAY TOWNSHIP

POST DATES 05/01/2025 - 05/31/2025

POSTED AND UNPOSTED

OPEN AND PAID

GL Number	Invoice Line Desc	Vendor Name	Invoice Description	Amount	Check Number
--- TOTALS BY FUND ---					
		101	GENERAL	41,590.93	
		701	TRUST & AGENCY	350.00	
		703	CURRENT TAX COLLECTION	350.00	
		Total For All Funds:		42,290.93	

BUDGET REPORT FOR CONWAY TOWNSHIP

Calculations As Of 05/31/2025

GL Number	Description	24-25 Amended Budget	25-26 Original Budget	25-26 Amended Budget	25-26 Recommended	25-26 Approved	25-26 Activity
Fund: 101 GENERAL							
Account Category: Estimated Revenues							
101-000-402.000	CURRENT PROPERTY TAXES	125,000.00	134,000.00	134,000.00	134,000.00	0.00	0.00
101-000-447.000	PROPERTY TAX ADMIN FEE	26,000.00	50,000.00	50,000.00	50,000.00	0.00	0.00
101-000-491.000	DOG LICENSES	380.00	0.00	0.00	0.00	0.00	0.00
101-000-492.000	FEES, LICENSES, AND PERMITS	5,000.00	11,000.00	11,000.00	11,000.00	0.00	7,454.00
101-000-569.100	STATE GRANT-METRO ACT	0.00	5,000.00	5,000.00	5,000.00	0.00	0.00
101-000-573.000	LCSA PPT REIMBURSEMENT	600.00	0.00	0.00	0.00	0.00	0.00
101-000-574.000	STATE GRANT-STATE REVENUE SHA	340,000.00	385,000.00	385,000.00	385,000.00	0.00	64,060.00
101-000-665.000	INTEREST AND DIVIDENDS	14,000.00	22,000.00	22,000.00	22,000.00	0.00	607.68
101-000-667.000	RENT	2,000.00	1,100.00	1,100.00	1,100.00	0.00	375.00
101-000-675.000	MISCELLANEOUS REVENUES	100.00	1,500.00	1,500.00	1,500.00	0.00	0.00
101-000-676.000	GENERAL REIMBURSEMENTS	0.00	0.00	0.00	0.00	0.00	9,905.14
101-000-676.200	ELECTION REIMBURSEMENT	3,000.00	0.00	0.00	0.00	0.00	0.00
	Estimated Revenues	516,080.00	609,600.00	609,600.00	609,600.00	0.00	82,401.82
Account Category: Appropriations							
101-101-702.000	SALARIES AND WAGES	9,000.00	8,500.00	8,500.00	8,500.00	0.00	1,191.66
101-101-706.000	FOIA COORDINATOR WAGES	1,200.00	1,200.00	1,200.00	1,200.00	0.00	0.00
101-101-969.000	SEMINARS AND WORKSHOPS	0.00	0.00	0.00	0.00	0.00	250.00
101-171-702.000	SALARIES AND WAGES	26,753.00	24,321.00	24,321.00	24,321.00	0.00	4,053.66
101-171-969.000	SEMINARS AND WORKSHOPS	3,000.00	2,400.00	2,400.00	2,400.00	0.00	710.52
101-215-702.000	SALARIES AND WAGES	31,037.00	27,712.00	27,712.00	27,712.00	0.00	4,618.72
101-215-703.000	SALARIES AND WAGES-DEPUTY	18,000.00	13,728.00	13,728.00	13,728.00	0.00	2,443.07
101-215-969.000	SEMINARS AND WORKSHOPS	6,000.00	4,800.00	4,800.00	4,800.00	0.00	960.52
101-247-702.000	SALARIES AND WAGES	2,700.00	1,350.00	1,350.00	1,350.00	0.00	900.00
101-253-702.000	SALARIES AND WAGES	28,170.00	26,075.00	26,075.00	26,075.00	0.00	4,195.82
101-253-703.000	SALARIES AND WAGES-DEPUTY	17,000.00	13,728.00	13,728.00	13,728.00	0.00	3,123.33
101-253-960.000	CHARGEBACKS	50.00	300.00	300.00	300.00	0.00	0.00
101-253-961.000	BANK SERVICE CHARGES	50.00	150.00	150.00	150.00	0.00	0.00
101-253-969.000	SEMINARS AND WORKSHOPS	5,000.00	4,800.00	4,800.00	4,800.00	0.00	1,925.36
101-257-702.000	SALARIES AND WAGES	43,000.00	43,000.00	43,000.00	43,000.00	0.00	7,166.84
101-257-969.000	SEMINARS AND WORKSHOPS	1,500.00	600.00	600.00	600.00	0.00	0.00
101-261-704.000	OFFICE ASSISTANT SALARY	9,600.00	13,728.00	13,728.00	13,728.00	0.00	2,013.00
101-261-710.000	PAYROLL TAXES	15,000.00	18,000.00	18,000.00	18,000.00	0.00	2,728.73
101-261-724.000	INSURANCE AND BONDS	14,000.00	14,000.00	14,000.00	14,000.00	0.00	387.00
101-261-725.000	WORKWEAR	750.00	800.00	800.00	800.00	0.00	0.00
101-261-727.000	SUPPLIES	2,500.00	2,500.00	2,500.00	2,500.00	0.00	0.00
101-261-808.000	PAYROLL BILLING	2,500.00	3,500.00	3,500.00	3,500.00	0.00	466.96
101-261-860.000	MILEAGE	4,500.00	3,500.00	3,500.00	3,500.00	0.00	979.23
101-261-900.000	PRINTING AND PUBLISHING	8,000.00	8,000.00	8,000.00	8,000.00	0.00	452.50
101-261-956.000	MEMBERSHIPS AND DUES, SOFTWARE	24,500.00	29,000.00	29,000.00	29,000.00	0.00	17,486.69
101-261-957.000	POSTAGE	5,000.00	4,000.00	4,000.00	4,000.00	0.00	74.00
101-261-959.200	APPROPRIATION SENIOR CENTER	2,500.00	3,000.00	3,000.00	3,000.00	0.00	0.00
101-262-702.000	SALARIES AND WAGES	18,000.00	14,000.00	14,000.00	14,000.00	0.00	0.00
101-262-727.000	SUPPLIES	500.00	650.00	650.00	650.00	0.00	0.00
101-262-727.100	ELECTION POSTAGE	600.00	1,200.00	1,200.00	1,200.00	0.00	0.00
101-262-900.000	PRINTING AND PUBLISHING	2,000.00	4,500.00	4,500.00	4,500.00	0.00	0.00
101-262-900.100	MISCELLANEOUS EXPENSES	2,200.00	800.00	800.00	800.00	0.00	0.00
101-262-931.000	EQUIPMENT MAINTENANCE	500.00	2,500.00	2,500.00	2,500.00	0.00	658.00
101-265-705.000	HALL MONITOR SALARY	1,000.00	750.00	750.00	750.00	0.00	0.00
101-265-802.000	LANDSCAPING	0.00	1,000.00	1,000.00	1,000.00	0.00	0.00

BUDGET REPORT FOR CONWAY TOWNSHIP
Calculations As of 05/31/2025

GL Number	Description	24-25 Amended Budget	25-26 Original Budget	25-26 Amended Budget	25-26 Recommended	25-26 Approved	25-26 Activity
Fund: 101 GENERAL							
Account Category: Appropriations							
101-265-803.000	SNOW REMOVAL	5,500.00	5,000.00	5,000.00	5,000.00	0.00	0.00
101-265-814.000	LAWN MOWING	2,000.00	4,000.00	4,000.00	4,000.00	0.00	0.00
101-265-859.000	INTERNET AND PHONES	9,000.00	11,000.00	11,000.00	11,000.00	0.00	1,354.34
101-265-920.000	UTILITIES	5,800.00	12,000.00	12,000.00	12,000.00	0.00	416.29
101-265-931.000	EQUIPMENT MAINTENANCE	2,500.00	2,500.00	2,500.00	2,500.00	0.00	52.97
101-265-935.000	BUILDING MAINTENANCE	21,700.00	25,000.00	25,000.00	25,000.00	0.00	837.93
101-265-972.000	CAPITAL IMPROVEMENTS	0.00	0.00	0.00	0.00	0.00	7,800.00
101-265-973.000	OFFICE EQUIPMENT	15,000.00	21,000.00	21,000.00	21,000.00	0.00	258.52
101-267-801.000	PROFESSIONAL AND CONTRACTUAL	0.00	0.00	0.00	0.00	0.00	128.00
101-267-804.000	ATTORNEY	66,000.00	70,000.00	70,000.00	70,000.00	0.00	2,547.69
101-267-805.000	PLANNING COMMISSION	3,000.00	45,000.00	45,000.00	45,000.00	0.00	4,290.00
101-267-806.000	AUDITOR	23,000.00	14,000.00	14,000.00	14,000.00	0.00	0.00
101-302-809.000	FIRE AUTHORITY REP	810.00	810.00	810.00	810.00	0.00	210.00
101-302-810.000	POLICE ORIDINANCE ENFORCEMENT	500.00	500.00	500.00	500.00	0.00	0.00
101-302-959.100	CONTRIBUTION POLICE SALARIES	10,000.00	10,000.00	10,000.00	10,000.00	0.00	0.00
101-445-962.000	DRAINS AT LARGE	43,000.00	45,000.00	45,000.00	45,000.00	0.00	0.00
101-446-967.000	CONSTRUCTION AND EXCAVATING	87,188.00	0.00	0.00	0.00	0.00	0.00
101-526-968.000	SPRING CLEANUP	4,600.00	4,600.00	4,600.00	4,600.00	0.00	6,708.00
101-567-702.000	SALARIES AND WAGES	1,000.00	0.00	0.00	0.00	0.00	390.00
101-701-702.000	SALARIES AND WAGES	27,000.00	34,000.00	34,000.00	34,000.00	0.00	4,978.00
101-701-969.000	SEMINARS AND WORKSHOPS	1,000.00	750.00	750.00	750.00	0.00	1,850.00
101-751-702.000	SALARIES AND WAGES	550.00	270.00	270.00	270.00	0.00	0.00
101-751-959.000	PARKS AND REC CONTRIBUTIONS	52,000.00	30,000.00	30,000.00	30,000.00	0.00	0.00
101-900-975.000	CAPITAL OUTLAY - BUILDINGS	125,000.00	0.00	0.00	0.00	0.00	0.00
101-965-995.811	TRANSFER OUT - SPECIAL ASSESS	162,812.00	0.00	0.00	0.00	0.00	0.00
Appropriations		975,070.00	633,522.00	633,522.00	633,522.00	0.00	88,607.35
Fund 101 - GENERAL:							
TOTAL ESTIMATED REVENUES		516,080.00	609,600.00	609,600.00	609,600.00	0.00	82,401.82
TOTAL APPROPRIATIONS		975,070.00	633,522.00	633,522.00	633,522.00	0.00	88,607.35
NET OF REVENUES & APPROPRIATIONS:		(458,990.00)	(23,922.00)	(23,922.00)	(23,922.00)	0.00	(6,205.53)

BUDGET REPORT FOR CONWAY TOWNSHIP

Calculations As of 05/31/2025

GL Number	Description	24-25 Amended Budget	25-26 Original Budget	25-26 Amended Budget	25-26 Recommended	25-26 Approved	25-26 Activity
Fund: 204 MUNICIPAL STREET							
Account Category: Estimated Revenues							
204-000-402.000	CURRENT PROPERTY TAXES	320,000.00	320,000.00	320,000.00	320,000.00	0.00	16,029.06
204-000-665.000	INTEREST AND DIVIDENDS	0.00	3,000.00	3,000.00	3,000.00	0.00	994.91
204-000-699.282	TRANSFER IN - ARPA FUND	0.00	0.00	0.00	0.00	0.00	293,070.27
	Estimated Revenues	<u>320,000.00</u>	<u>323,000.00</u>	<u>323,000.00</u>	<u>323,000.00</u>	<u>0.00</u>	<u>310,094.24</u>
Account Category: Appropriations							
204-450-812.000	CHLORIDING	90,000.00	88,000.00	88,000.00	88,000.00	0.00	0.00
204-450-960.000	CHARGEBACKS	0.00	100.00	100.00	100.00	0.00	0.00
204-450-961.000	BANK SERVICE CHARGES	0.00	50.00	50.00	50.00	0.00	0.00
204-450-967.100	CONSTRUCTION	125,000.00	125,000.00	125,000.00	125,000.00	0.00	0.00
	Appropriations	<u>215,000.00</u>	<u>213,150.00</u>	<u>213,150.00</u>	<u>213,150.00</u>	<u>0.00</u>	<u>0.00</u>
Fund 204 - MUNICIPAL STREET:							
	TOTAL ESTIMATED REVENUES	320,000.00	323,000.00	323,000.00	323,000.00	0.00	310,094.24
	TOTAL APPROPRIATIONS	215,000.00	213,150.00	213,150.00	213,150.00	0.00	0.00
	NET OF REVENUES & APPROPRIATIONS:	<u>105,000.00</u>	<u>109,850.00</u>	<u>109,850.00</u>	<u>109,850.00</u>	<u>0.00</u>	<u>310,094.24</u>

BUDGET REPORT FOR CONWAY TOWNSHIP

Calculations As Of 05/31/2025

GL Number	Description	24-25 Amended Budget	25-26 Original Budget	25-26 Amended Budget	25-26 Recommended	25-26 Approved	25-26 Activity
Fund: 209 CEMETERY							
Account Category: Estimated Revenues							
209-000-607.100	BURIAL FEES	1,000.00	700.00	700.00	700.00	0.00	550.00
209-000-642.000	LOT SALES	1,600.00	700.00	700.00	700.00	0.00	0.00
209-000-642.100	FOUNDATIONS	1,500.00	1,300.00	1,300.00	1,300.00	0.00	0.00
209-000-665.000	INTEREST AND DIVIDENDS	0.00	335.00	335.00	335.00	0.00	57.69
209-000-675.000	MISCELLANEOUS REVENUES	450.00	0.00	0.00	0.00	0.00	0.00
	Estimated Revenues	4,550.00	3,035.00	3,035.00	3,035.00	0.00	607.69
Account Category: Appropriations							
209-567-702.000	SALARIES AND WAGES	2,200.00	3,780.00	3,780.00	3,780.00	0.00	0.00
209-567-814.000	LAWN MOWING	13,000.00	11,000.00	11,000.00	11,000.00	0.00	0.00
209-567-930.000	REPAIR AND MAINTENANCE	25,000.00	9,000.00	9,000.00	9,000.00	0.00	0.00
209-567-956.000	MEMBERSHIPS AND DUES, SOFTWARE	1,300.00	0.00	0.00	0.00	0.00	0.00
209-567-963.000	PROPERTY TAXES	200.00	0.00	0.00	0.00	0.00	0.00
	Appropriations	41,700.00	23,780.00	23,780.00	23,780.00	0.00	0.00
Fund 209 - CEMETERY:							
	TOTAL ESTIMATED REVENUES	4,550.00	3,035.00	3,035.00	3,035.00	0.00	607.69
	TOTAL APPROPRIATIONS	41,700.00	23,780.00	23,780.00	23,780.00	0.00	0.00
	NET OF REVENUES & APPROPRIATIONS:	(37,150.00)	(20,745.00)	(20,745.00)	(20,745.00)	0.00	607.69

BUDGET REPORT FOR CONWAY TOWNSHIP
 Calculations As Of 05/31/2025

GL Number	Description	24-25 Amended Budget	25-26 Original Budget	25-26 Amended Budget	25-26 Recommended	25-26 Approved	25-26 Activity
Fund: 282 ARPA							
Account Category: Appropriations							
282-965-995.204	TRANSFER OUT - ROAD FUND	0.00	0.00	0.00	0.00	0.00	293,070.27
	Appropriations	0.00	0.00	0.00	0.00	0.00	293,070.27
Fund 282 - ARPA:							
	TOTAL ESTIMATED REVENUES	0.00	0.00	0.00	0.00	0.00	0.00
	TOTAL APPROPRIATIONS	0.00	0.00	0.00	0.00	0.00	293,070.27
	NET OF REVENUES & APPROPRIATIONS:	0.00	0.00	0.00	0.00	0.00	(293,070.27)

BUDGET REPORT FOR CONWAY TOWNSHIP
 Calculations As Of 05/31/2025

GL Number	Description	24-25 Amended Budget	25-26 Original Budget	25-26 Amended Budget	25-26 Recommended	25-26 Approved	25-26 Activity
Fund: 701 TRUST & AGENCY							
Account Category: Estimated Revenues							
701-000-451.000	SAD PRINCIPAL-EVA LANE	4,500.00	2,200.00	2,200.00	2,200.00	0.00	0.00
701-000-451.100	SAD INTEREST-EVA LANE	1,100.00	2,200.00	2,200.00	2,200.00	0.00	0.00
701-000-451.200	SAD PRINCIPLE SECLUDED ACRES	30,000.00	18,000.00	18,000.00	18,000.00	0.00	0.00
701-000-451.300	SAD INTEREST SECLUDED ACRES	680.00	0.00	0.00	0.00	0.00	0.00
701-000-665.000	INTEREST AND DIVIDENDS	0.00	0.00	0.00	0.00	0.00	19.52
	Estimated Revenues	<u>36,280.00</u>	<u>22,400.00</u>	<u>22,400.00</u>	<u>22,400.00</u>	<u>0.00</u>	<u>19.52</u>
Fund 701 - TRUST & AGENCY:							
	TOTAL ESTIMATED REVENUES	36,280.00	22,400.00	22,400.00	22,400.00	0.00	19.52
	TOTAL APPROPRIATIONS						
	NET OF REVENUES & APPROPRIATIONS:	<u>36,280.00</u>	<u>22,400.00</u>	<u>22,400.00</u>	<u>22,400.00</u>	<u>0.00</u>	<u>19.52</u>

BUDGET REPORT FOR CONWAY TOWNSHIP

Calculations As Of 05/31/2025

GL Number	Description	24-25 Amended Budget	25-26 Original Budget	25-26 Amended Budget	25-26 Recommended	25-26 Approved	25-26 Activity
Fund: 703 CURRENT TAX COLLECTION							
Account Category: Estimated Revenues							
703-000-665.000	INTEREST AND DIVIDENDS	0.00	25,000.00	25,000.00	25,000.00	0.00	17.91
	Estimated Revenues	0.00	25,000.00	25,000.00	25,000.00	0.00	17.91
Fund 703 - CURRENT TAX COLLECTION:							
	TOTAL ESTIMATED REVENUES	0.00	25,000.00	25,000.00	25,000.00	0.00	17.91
	TOTAL APPROPRIATIONS	0.00	0.00	0.00	0.00	0.00	0.00
	NET OF REVENUES & APPROPRIATIONS:	0.00	25,000.00	25,000.00	25,000.00	0.00	17.91
Report Totals:							
	TOTAL ESTIMATED REVENUES - ALL FUNDS	876,910.00	983,035.00	983,035.00	983,035.00	0.00	393,141.18
	TOTAL APPROPRIATIONS - ALL FUNDS	1,231,770.00	870,452.00	870,452.00	870,452.00	0.00	381,677.62
	NET OF REVENUES & APPROPRIATIONS:	(354,860.00)	112,583.00	112,583.00	112,583.00	0.00	11,463.56



PFEFFER • HANNIFORD • PALKA
Certified Public Accountants

John M. Pfeffer, C.P.A.
Patrick M. Hanniford, C.P.A.
Kenneth J. Palka, C.P.A.

Members:
AICPA Private Practice Companies Section
MACPA

225 E. Grand River - Suite 104
Brighton, Michigan 48116-1575
(810) 229-5550
FAX (810) 229-5578

May 30, 2025

Conway Township
8015 N Fowlerville Road
Fowlerville, MI 48836

RE: Submission of proposal for accounting services

Dear Township Board Members,

We are writing to you today to submit a more formal proposal for accounting and audit preparation services as discussed at your board meeting on May 20, 2025.

The attached proposal represents services that we feel the Township will need based on our recent involvement in the transition in Township staffing as well as the conversion to using the BS&A Online software.

As discussed in your meeting, it is our hope to train Township staff to take on many, if not all, of the proposed services. In addition to the summary shown below, we have included a detailed summary of the individual services identified so that the Township may better determine which services are necessary and which may already be handled by Township staff.

<u>Proposed Service</u>	<u>Quantity</u>	<u>Rate</u>	<u>Total Cost</u>
One time training services	1	\$ 2,400	\$ 2,400
Monthly accounting services	12	1,500	18,000
Annual audit assistance and financial statement preparation	1	8,100	8,100
Total cost of potential services			<u><u>\$ 28,500</u></u>

This estimate was created based on an hourly rate of \$150 per hour with our estimate of the time required for each area referenced. It is our hope that the time commitment will be less than estimated as Township staff can take on some of the identified tasks.

We remain committed to providing the best service possible to the Township while remaining conscious of the Township's budget constraints and look forward to discussing this with you further.

Sincerely,

Ken Palka
Pfeffer, Hanniford and Palka, PC

Conway Township
8015 N Fowlerville Road
Fowlerville, MI 48836

Proposal for accounting services

	<u>Hours</u>	<u>Rate</u>	<u>Total</u>
One Time Engagement			
Training of Township staff	16	\$ 150	\$ 2,400
Monthly Accounting Services			
Provide services as identified in attached on a monthly basis	10	\$ 150	\$ 1,500
Annual Audit Assistance Services			
Provide year end wrap up and audit assistance as identified in attached	54	\$ 150	\$ 8,100

Proposal of Services

Training -

Provide training for various accounting system needs and BS&A operation	<u>16 Hours</u>
Clerk's Department	
Tara 8 Hours	
Leah 8 Hours	
Deb Additional training as requested	
Susie Additional training as requested	

Monthly -

Review BS&A general ledger and transaction allocation	2 hours
Review and correct interfund transaction activity	1 hours
Assist with transaction data entry and posting as requested	1 hours
Review bank reconciliation reports and finalize	1 hours
Create year to date financials and budget to actual reports	1 hours
Phone/online assistance with various staff members as requested	2 hours
Attendance at monthly board meeting, including travel (as requested)	<u>2 hours</u>
Total Monthly	<u>10 hours</u>

Annual

Prepare reconciliations and necessary supporting documentation for auditors for the following significant transaction classes

Cash (Summary of GL balances compared to bank statements and reconciling items)	8 hours
Special assessments (Summary beginning balances, principal and interest received, and ending balances compared to outstanding SAD amortization)	4 hours
Prepaid Expenditures (Review year end invoices to calculate and summarize prepaid expenditures for services rendered in subsequent fiscal year)	4 hours
Accounts Payable (Review invoices paid after year end and summarize necessary accrued expenditures)	2 hours
Fund balance (Compare beginning fund balance to prior year audited balances per financial statement)	2 hours
Township Revenues (Provide reconciliation and backup of various township revenues, tax, state shared revenues, LCSA PPT reimbursements)	2 hours
Payroll (Provide summary of total wages per various GL accounts compared to quarterly and annual payroll reports and provide reconciliation of gross wages)	8 hours
Audit assistance (Prepare other miscellaneous workpapers at auditor request, respond to comments and questions from auditors)	8 hours
Draft financial statement	<u>16 hours</u>

Total Annual	<u>54 hours</u>
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Members:
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225 E. Grand River - Suite 104
Brighton, Michigan 48116-1575
(810) 229-5550
FAX (810) 229-5578

June 10, 2025

Conway Township
8015 N Fowlerville Road
Fowlerville, MI 48836

RE: Proposal for assistance with March 31, 2025 audit preparation

Dear Township Board Members,

Per your request, we are submitting a proposal to perform end of year general ledger reconciliation, expenditure allocation testing, and to provide assistance with year end audit preparation work. Please note that the services offered are not audit services in itself, but are instead typical necessary workpapers to provide to the auditors and assist the Township staff through the audit process.

A summary of expected audit preparation workpaper needs and time requirements are provided below:

Prepare reconciliations and necessary supporting documentation for auditors for the following significant transaction classes

Cash (Summary of GL balances compared to bank statements and reconciling items)	8 hours
Special assessments (Summary beginning balances, principal and interest received, and ending balances compared to outstanding SAD amortization schedules)	4 hours
Prepaid Expenditures (Review year end invoices to calculate and summarize prepaid expenditures for services rendered in subsequent fiscal year)	4 hours
Accounts Payable (Review invoices paid after year end and summarize necessary accrued expenditures)	2 hours
Fund balance (Compare beginning fund balance to prior year audited balances per financial statement)	2 hours
Township Revenues (Provide reconciliation and backup of various township revenues, tax, state shared revenues, LCSA PPT reimbursements)	2 hours
Payroll (Provide summary of total wages per various GL accounts compared to quarterly and annual payroll reports and provide reconciliation of gross wages to taxable wages)	8 hours
Audit assistance (Prepare other miscellaneous workpapers at auditor request, respond to comments and questions from auditors)	8 hours
Draft financial statement	16 hours
Total Annual	<u>54 hours</u>
Hourly Rate	<u>\$150</u>
Total Projected Cost	<u><u>\$8,100</u></u>

This estimate was created based on an hourly rate of \$150 per hour with our estimate of the time required for each significant audit area referenced. It is our hope that the time commitment will be less than estimated as Township staff can take on some of the identified tasks.

Sincerely,

Ken Palka
Pfeffer, Hanniford and Palka, PC

Possible Franchise Enactment Schedule
REVOCABLE GAS FRANCHISE
TOWNSHIP OF CONWAY, LIVINGSTON COUNTY, MICHIGAN

First Meeting

Meeting of Township Board

Franchise Ordinance passed

Within 30 days

Publish complete franchise ordinance (in full)

ORDINANCE NO. _____

CONSUMERS ENERGY COMPANY GAS FRANCHISE ORDINANCE

AN ORDINANCE, granting to CONSUMERS ENERGY COMPANY, its successors and assigns, the right and authority to lay, maintain and commercially operate gas lines and facilities including but not limited to mains, pipes, services and valves on, under, along, and across public places including but not limited to highways, streets, alleys, bridges, and waterways, and to conduct a local gas business in the TOWNSHIP OF CONWAY, LIVINGSTON COUNTY, MICHIGAN, for a period of thirty years.

THE TOWNSHIP OF CONWAY ORDAINS:

SECTION 1. GRANT and TERM. The TOWNSHIP OF CONWAY, LIVINGSTON COUNTY, MICHIGAN, hereby grants to Consumers Energy Company, its successors and assigns, hereinafter called "Consumers" the right and authority to lay, maintain and commercially operate gas lines and facilities including but not limited to mains, pipes, services and valves on, under, along, and across public places including but not limited to highways, streets, alleys, bridges, and waterways, and to conduct a local gas business in the TOWNSHIP OF CONWAY, LIVINGSTON COUNTY, MICHIGAN, for a period of thirty years.

SECTION 2. CONSIDERATION AND CONDITIONS. In consideration of the rights, power and authority granted by the Township, Consumers shall faithfully perform all things required by the terms of this Ordinance. No public place used by Consumers shall be obstructed longer than necessary during construction or repair, and shall be restored to the same order and condition as when work was commenced. All of Consumers' gas lines and related facilities shall be placed as not to unnecessarily interfere with the public's use of public places. Consumers shall have the right to trim or remove trees if necessary in the conducting of such business. Consumers shall secure any necessary permits or consents required by the Livingston County Road Commission.

SECTION 3. HOLD HARMLESS. Consumers shall save the Township free and harmless from all loss, costs and expense, including attorneys fees, to which it may be subject by reason of the negligent construction and maintenance of the lines and related facilities hereby authorized. In case any action is commenced against the Township on account of the permission herein given, Consumers shall, upon notice, defend the Township and its representatives and hold them harmless from all loss, costs and damage, including attorney fees, arising out of such negligent construction and maintenance.

SECTION 4. EXTENSIONS. Consumers shall construct and extend its gas distribution system within said Township, and shall furnish gas service to applicants residing therein in accordance with applicable laws, rules and regulations.

SECTION 5. FRANCHISE NOT EXCLUSIVE. The rights, power and authority herein granted, are not exclusive.

SECTION 6. RATES and CONDITIONS. Consumers shall be entitled to provide gas service to the inhabitants of the Township at the rates and pursuant to the conditions as approved by the Michigan Public Service Commission. Such rates and conditions shall be subject to review and change upon petition to the Michigan Public Service Commission.

SECTION 7. REVOCATION. The franchise granted by this ordinance is subject to revocation upon sixty (60) days written notice by either party. Upon revocation this ordinance shall be considered repealed and of no effect past, present or future.

SECTION 8. MICHIGAN PUBLIC SERVICE COMMISSION JURISDICTION. Consumers remains subject to the reasonable rules and regulations of the Michigan Public Service Commission applicable to gas service in the Township and those rules and regulations preempt any term of any ordinance of the Township to the contrary.

SECTION 9. REPEALER. This ordinance, when enacted, shall repeal and supersede the provisions of any previous Consumers' gas franchise ordinance adopted by the Township including any amendments.

SECTION 10. EFFECTIVE DATE. This ordinance shall take effect on _____.

We certify that the foregoing Franchise Ordinance was duly enacted by the Township Board of the TOWNSHIP OF CONWAY, LIVINGSTON COUNTY, MICHIGAN, on the ____ day of _____, 20__.

Mike Brown, Township Supervisor

Attest:

I, _____, Clerk of the TOWNSHIP OF CONWAY, LIVINGSTON COUNTY, MICHIGAN, DO HEREBY CERTIFY that the ordinance granting Consumers Energy Company, a gas franchise, was properly adopted by the Township Board of the TOWNSHIP OF CONWAY, LIVINGSTON COUNTY, MICHIGAN, and that all proceedings were regular and in accordance with all legal requirements.

Tara Foote, Township Clerk

Dated: _____, 20__

ESTIMATE

42 North Outdoor Services

5988 East Lovejoy Road
Byron, MI 48418
(517) 375-5004



To:
Conway Township
8015 North Fowlerville Road
Fowlerville, MI 48836

Estimate # 803
Estimate Date 06/04/2025
Total Amount \$2,300.00

Item	Quantity	Price	Tax1	Tax2	Line Total
Rock Bed Removal	1.0	\$1,300.00			\$1,300.00
Top Soil/Seeding Side Bed	1.0	\$1,000.00			\$1,000.00

Subtotal: \$2,300.00
Tax: \$0.00
Past Due Amount: \$0.00
Total Amount: \$2,300.00

Notes



Fowlerville Area Fire Department

9110 W. Grand River Ave.
P.O. Box 126
Fowlerville, Michigan 48836

Phone: 517.223.8561
Fax: 517.223.1404
info@fowlervillefd.com

DATE: April 30, 2024

TO: Supervisor Mike Brown

RE: Conway Township Hall

8015 N. Fowlerville Rd.

Fowlerville, MI 48836

FROM: Julie Dailey- Fire Marshal

REF: Site Visit

COMMENTS:

The Fowlerville Area Fire Department (FAFD) made a site visit to 8015 N. Fowlerville Rd., Conway Township Hall to determine the occupancy load for the large meeting room.

- 1. Occupancy Load:** Based on the current dimensions of the meeting room the occupancy load was determined to be **194** for standing or chairs only and **90** for tables and chairs.

If you have any questions about this site visit, please feel free to contact me at (517) 223-8561

Respectfully,

Julie Dailey

Julie Dailey
Fire Marshal

**FOWLERVILLE AREA FIRE DEPARTMENT
FIRE PREVENTION PRE-INSPECTION CHECKLIST**

If you have questions, ask inspector during inspection. Please do not return. For your records only.

NAME OF BUSINESS _____

ADDRESS _____

OWNER / MANAGER _____ DATE _____

	<u>MEETS REQUIREMENTS</u>	<u>NEEDS WORK</u>	<u>N/A</u>
<u>MEANS OF EGRESS & EXIT DOORS</u>			
Exit doors not obstructed	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Aisles not obstructed – No storage in aisles	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Proper aisle width provided (min. 36")	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Door hardware unlocks without a key from inside	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
No surface mounted slide dead-bolts	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Easily operable – Doors do not stick	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Labeled fire doors closed	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Exterior of exit not obstructed & free of ice/snow	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
 <u>EXIT SIGNS & EXIT ILLUMINATION</u>			
Signs installed above each exit and exit pathway	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Exits and signs illuminated at all times	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Operational on battery back-up	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Monthly test log maintained	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
 <u>ELECTRICAL – GENERAL</u>			
All electrical boxes with cover plates in place	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
No exposed wiring connections	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Extension cords not used for permanent wiring	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Extension cords not subject to physical damage	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Only fused and listed multi-plug strips used	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Min. 36" of space in front of electric service equipment	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
 <u>SMOKING</u>			
Prohibited in high hazard areas	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Ashtrays placed in designated smoking area	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
No smoking signs posted in no smoking areas	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

	<u>MEETS REQUIREMENTS</u>	<u>NEEDS WORK</u>	<u>N/A</u>
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HOUSEKEEPING

No storage near heaters and water heaters	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
No storage in rooms designated as boiler rooms, mechanical rooms, and electrical rooms	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Trash removed from building	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Trash placed in receptacles	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Storage min. 24" below ceiling in non-sprinkled buildings	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Storage min. 18" below ceiling in sprinkled buildings	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

FIRE EXTINGUISHERS

Mounted in a visible and accessible location	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Inspected monthly by occupants	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Inspected by service company within last 12 months	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

HAZARDOUS MATERIALS

Current Survey and Inventory on file with Fowlerville Area Fire Department	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Allowed quantities of H.C. not exceeded	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Hazardous materials properly stored	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
All spilled chemicals cleaned up and disposed of	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

BUILDING EXTERIOR

Fire hydrants unobstructed	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Building address visible from roadway	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Combustible storage away from building and lot lines	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

FIRE PROTECTION SYSTEMS RECORDKEEPING AND TEST RECORDS

- Fire protection systems are required to be inspected and maintained.
- Records of inspections must be kept on site:

Automatic sprinkler system	Annual
Fire alarm systems and fire detection systems	Annual
Kitchen hood fire suppression system	Semi-Annual
Fire pump performance test	Monthly (no flow); Annual (flow)
Specialty fire suppression systems (CO2), clean agent, dry chem)	Semi-Annual
Fire shutter doors	Annual
Emergency generator	Inspect Weekly / Load tested Monthly / Maintenance Inspected Annually

Conway Township

8015 N. Fowlerville Road

PO Box 1157

Fowlerville MI 48836

Phone 517-223-0358

Fax 517-223-0533



May 30, 2025

Attn: Drew Vielbig
Headland Solar, LLC
320 N Sangamon St, Suite 1025
Chicago, IL 60607

Re: Initial Preliminary Site Plan and Special Use Permit Review

Conway Township has performed an initial review of the preliminary site plan and special use permit applications submitted by Headland Solar, LLC. The Township has determined that the applications are incomplete.

The required items listed below have been identified as incomplete or missing from the applications. The Township reserves the right to amend this list as its review continues.

- *Full legal description.* Application does not appear to reflect the dimensions of all lot and property lines.
- *Project description.* Site plan does not appear to include the following required information: total number of structures, total number of units, total square feet, total gross and usable floor area, total carports or garages, employees by shift, the percent of area being developed, the percent of area used for structures, the percent of area left undeveloped. Site Plan does not appear to include the name of the public school district serving the site.
- *Location and Height of Existing and Proposed Structures.* Site plan does not appear to include existing landscaping, greenbelts, separation berms, fences, and walls. Site plan does not appear to include long-term effect of the screening.
- *Proposed plans for site grading, surface drainage, water supply, and sewage disposal.* Application generally references that some grading will be needed but does not include specific plans and indicates that additional study is needed.
- *Location and Dimensions; Existing and Proposed Drives, Sidewalks, Etc.* Site plan does not appear to include location and dimensions of all existing and proposed drives, sidewalks, curb openings, signs, exterior lighting, curbing, parking areas, parking space, unloading areas, or easements.

- *Vehicular and pedestrian circulation features.* Site plan does not show pedestrian circulation features or include a statement that none exist.
- *Location of Proposed Landscaping.* Site plan does not appear to include existing landscaping, greenbelts, separation berms, fences, and walls. Site plan does not appear to include long-term effect of the screening.
- *Size and Location of Existing and Proposed Utilities.* Site plan does not appear to include size of existing and proposed utilities or proposed connections to public sewer or water supply system.
- *Drainage Facilities.* Site plan does not appear to include size of all existing and proposed surface water drainage features. Site plan does not appear to include the percent coverage of impervious surfaces and the means to control storm water flow.
- *Proposed structures.* Site plan does not appear to include elevation, size, and height of all existing and proposed structures. By way of example, the site plan does not specify these details for the O&M building and inverters.
- *Contour Intervals.* Site plan does not reflect two-foot intervals, referenced to USGS datum.
- *Registered Designer.* Application does not appear to contain signatures and/or seals for drawings, engineering estimates and special cost estimates.
- *Natural Vegetation.* Site plan does not appear to include location and type of natural vegetation and plans to retain those natural features.
- *Operations agreement.* Application does not appear to include an operations agreement setting forth the operations parameters, the name and contact information of the certified operator, the applicant's inspection protocol, emergency procedures, and general safety documentation.
- *FEIN.* Application does not appear to include owner/operator's federal employer identification number.
- *Written emergency response plan.* Emergency Response Plan does not appear to include analysis of whether adequate resources exist to respond to fire and other emergencies. Emergency Response Plan does not appear to include plan to provide those resources, if necessary. Emergency Response Plan does not appear to include plans for immediate cleanup, long-term monitoring, and continued mitigation efforts following an emergency.
- *Fire suppression system.* Application reflects that fire extinguishers will be used but does not appear to include description of manufacturer of the extinguishers, their operation, or their capacity to extinguish fires. Further fire suppression systems do not appear to be discussed.

- *Specialized training and/or equipment.* Application does not appear to include written description of specialized training and/or equipment necessary. Application does not appear to include information regarding mandatory annual (or more frequent) emergency response training.
- *Complete set of photographs, video, and topography map.* Application does not appear to include videos or photographs.
- *Purchase power agreement.* Application does not appear to include a purchase power agreement or other written agreement showing approval of an interconnection.
- *Decommissioning and land reclamation.* The decommissioning plan and proposed decommissioning agreement do not appear to provide evidence of proposed commitments with property owners.
- *Transportation plan.* Application does not appear to contain the required transportation plan.
- *Indemnification.* Application does not appear to include required attestations of indemnification.
- *Manufacturer's directions or instructional manual.* Application does not appear to include these materials.
- *Ground cover vegetation establishment and management plan.* Application contains only minimal details that discretionary plans will be made after input from property owners. Application generally references ground cover plans but does not include specific plans or management plan.
- *Proof of environmental compliance.* Application appears to lack proof of compliance with Part 91, Part 301, and Part 303.
- *Insurance.* Application does not appear to contain the required insurance information.
- *Conceptual Plan.* Application does not appear to include the required computer-generated conceptual plan.
- *Interconnection.* Application is unclear regarding exact location of interconnection and how connection will be effectuated.
- *Anticipated construction schedule.* Application does not specify hours of construction, schedule, and completion dates.
- *Sound modeling.* Sound modeling study appears to be missing analysis of sound isolines to property lines.

- *Visual Impact Assessment.* Application does not appear to include a visual impact assessment.
- *Environmental Analysis.* Environmental Compliance Report is vague and conclusory. Author has not yet been approved by the Township. Application appears to lack proof of compliance with Part 91, Part 301, and Part 303.
- *Stormwater Study.* Stormwater mitigation plan lacks required details. Author has not yet been approved by the Township. Solar Array Runoff and Water Quality Compliance memos not included in application.
- *Glare Study.* The glare study is not included in the application.
- *Existing grading.* Site plan does not reflect 2-foot contour lines.
- *Soil Study.* Soil study does not appear to discuss Cation Exchange Capacity.
- *Dust Control.* Application does not appear to include a written description of how the applicant will address dust control during construction.
- *Water usage and cleaning.* Application does not appear to contain methodology for planned for cleaning the solar panels, frequency, and does not list any and all detergents, surfactants, chemical solutions used for each cleaning, and sources of water used to facilitate panel restoration and maintenance.
- *Wildlife corridors.* Application does not appear to consider, address, or plan for wildlife corridors.

Please provide or clarify the missing information discussed above not later than June 30, 2025. The applications will be deemed complete once all required information has been verified as received. If you need an extension to provide the missing information, the Township will agree to such an extension pursuant to Public Act 233 of 2023. If the information is not provided by June 30, 2025, the Township will treat that date as the starting date for its review to either approve or deny the application.

Please ask any questions you may have.

Sincerely,



Mike Brown, Supervisor



[Home \(/\)](#) | [Products \(/Products\)](#) | [Commercial KnoxBoxes \(/Products/Commercial-KnoxBoxes\)](#) | [KnoxBox® 3200 \(/products/commercial-knoxboxes/knoxbox-3200/c-24/c-80/p-7043\)](#)

Model 3261 – KnoxBox 3200, Surface Mount, Hinged Door, Black

Commercial KnoxBoxes

KnoxBox® 3200

Standard Capacity Model: 3261

MSRP: ~~\$660~~ **i**

Price: \$499.00



For Ordering Support

Call: [800-552-5669](tel:800-552-5669)
(tel:18005525669)
6:00 AM - 4:00 PM MST

1. Color

- Aluminum
- Black
- Dark Bronze

2. Mount Type

- Recessed Mount
- Surface Mount

3. Tamper Switch

Type

- None
- Fire Alarm / Panel
- Security Alarm

Installation

The installation of this product

enter the ship

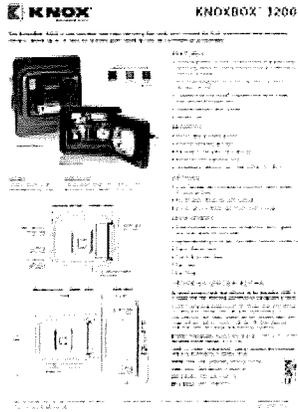
Welcome to the Knox Company. How can we assist you today? Agents are available 8AM MST to 2PM MST Monday - Friday. Agents typically reply in a few minutes.

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[Lar](#)

Available for:



Spec Sheet

Model 3261 – KnoxBox 3200, Surface Mount, Hinged Door,
Black

(/KNOX/media/KNOX/KnoxBox3200_SpecSheet_MKT-
KBSPEC-0019_W.pdf?ext=.pdf)

**Fowlerville Fire Dept -
FOWLerville, MI**

**KNOXBOX 3200
KNOX FIRE ELECTRONICS**

Business Name

Address Line 1 *

If applicable, include directional N/S/W/E
to the street address

Enter a location

Instructions

Suite/Apt/Unit

Model 3261 – KnoxBox 3200,
Surface Mount, Hinged Door,
Black

City

(/KNOX/media/KNOX/OPE-
KBSPEC-0034-D.pdf?

Country*

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United States

State/Province *

Select state

Postal Code *

Phone Number

888-888-8888

Building Number

Ex: Bldg 101

Building Name/Description

Ex: Front Gate

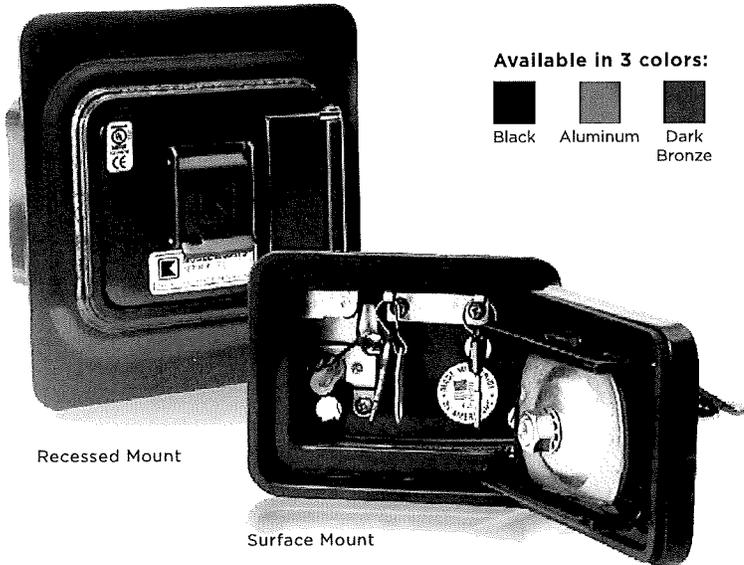
Permit Number

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[I agree](#)

**Property Owner/Manager's Contact
Name**

The KnoxBox 3200 is the number one high-security key lock box trusted by first responders and property owners. Store up to 10 keys to quickly gain rapid access to commercial properties.



WEIGHT:

Surface Mount - 8 lb
 Recessed Mount - 9 lb

DIMENSIONS:

Surface Mount Body - 4" H x 5" W x 3-7/8" D
 Recessed Mount Flange - 7" H x 7" W

FEATURES

- ✓ Stores maximum 10 keys. Access cards and small entry items may also fit in interior compartment but will reduce max key quantity.
- ✓ Built Knox-Rugged and secure: UL 1037, UL 1610, UL 1332, UL 437
- ✓ Finished with Knox-Coat® to protect four times better than standard powder coat
- ✓ Weather-resistant door gasket
- ✓ Hinged door

BENEFITS

- ✓ Allows rapid property access
- ✓ Reduces property damage
- ✓ Prevents forced entry into buildings
- ✓ Minimizes first responder injury
- ✓ Compliant to National Fire Code (NFPA, IFC, IBC)

OPTIONS

- ✓ Knox Tamper Alert connects to building's alarm system for extra security
- ✓ Mount types: Recessed and Surface
- ✓ 3 color options: Black, Aluminum, Dark Bronze

ACCESSORIES

- ✓ Multi-Purpose Switch for use on electrical doors, gates and other electrical equipment
- ✓ Recess Mounting Kit for new concrete or masonry construction
- ✓ Public Safety Labels
- ✓ Tag-Out Tamper Seals
- ✓ Key Tags
- ✓ Key Rings

ORDERING SPECIFICATIONS

To insure procurement and delivery of the KnoxBox 3200, it is suggested that following specification paragraph is used:

KnoxBox surface/recessed mount with hinged door, with/without UL Listed Knox Tamper Alert. 1/4" plate steel housing, 1/2" thick steel door with interior gasket seal and stainless steel door hinge. Box and lock UL Listed. Lock has 1/8" thick stainless steel dust cover with tamper seal mounting capability.

Exterior Dimensions: Surface Mount Body - 4" H x 5" W x 3-7/8" D
 Recessed Mount Flange - 7" H x 7" W

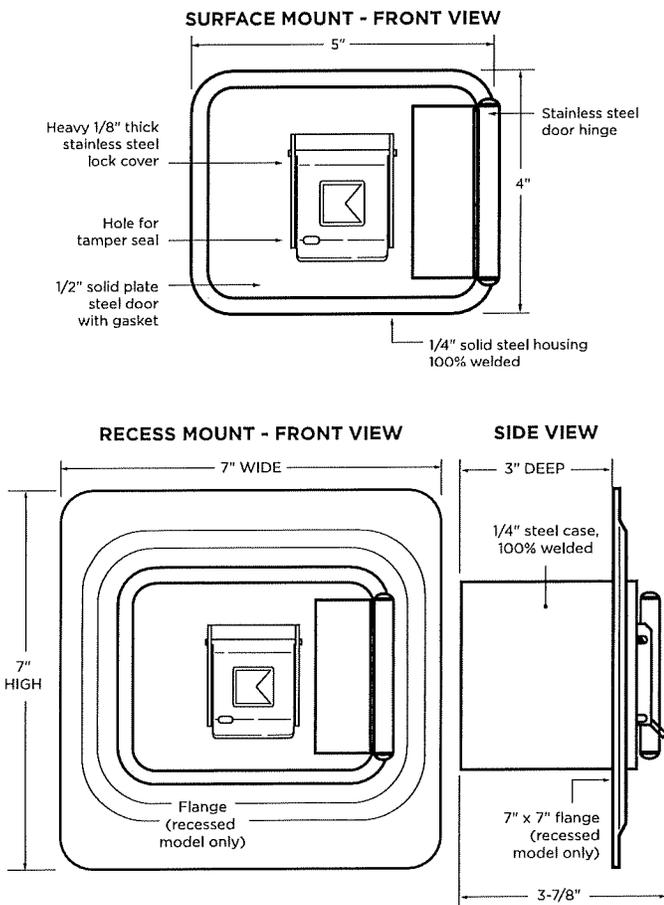
Lock: UL Listed. Double-action rotating tumblers and hardened steel pins accessed by a biased cut key.

Finish: Knox-Coat proprietary finishing process

Color: Black, Dark Bronze or Aluminum

P/N: KnoxBox 3200 (mfr's cat. ID)

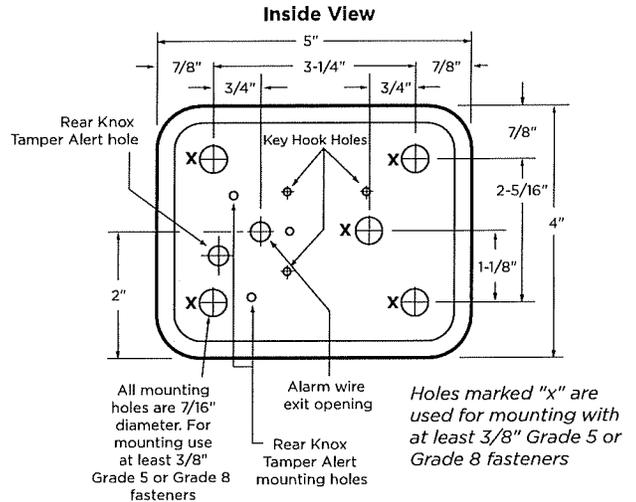
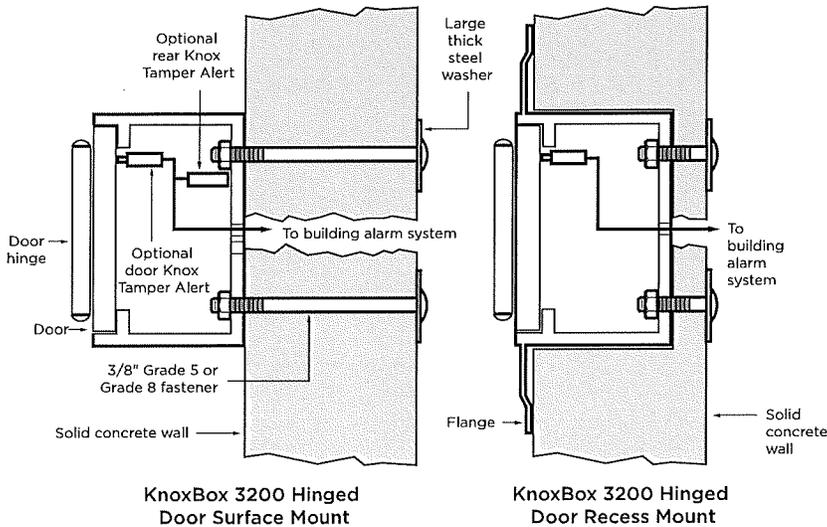
Mfr's Name: KNOX COMPANY



GENERAL MOUNTING INSTRUCTIONS

Suggested minimum mounting height, 6 feet above ground.

ATTENTION: KnoxBox is a very strong device that **MUST** be mounted properly to ensure maximum security and resist physical attack.



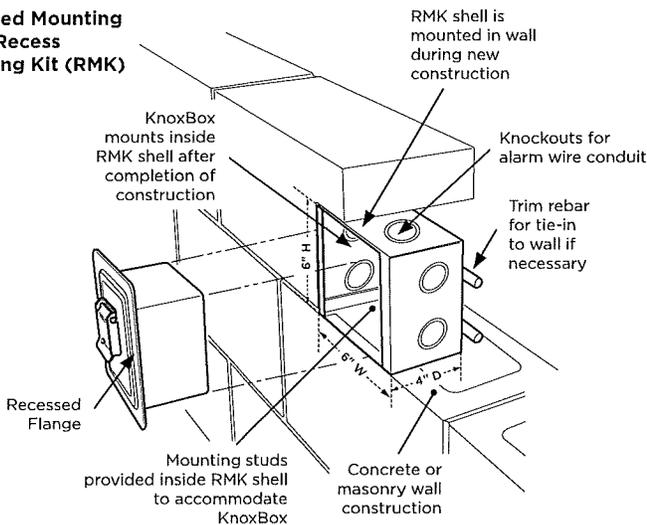
RECESS MOUNTING KIT AND INSTALLATION INSTRUCTIONS

The Recess Mounting Kit (RMK) includes shell housing and mounting hardware, which may only be used for recessed models to cast-in-place within new concrete or masonry construction. The KnoxBox is mounted into the shell housing after construction is completed.

RECESS MOUNTING KIT DIMENSIONS

Rough-in Dimensions:
6-1/2"H x 6-1/2"W x 5"D

Recessed Mounting Using Recess Mounting Kit (RMK)



IMPORTANT:
Care should be taken to ensure the front of the Recess Mounting Kit (RMK) shell housing, including the cover plate and screw heads, is flush with the wall. The RMK must be plumbed to ensure vertical alignment of the box.

ABOUT THE KNOX COMPANY

Since 1975, the Knox Company has successfully developed innovative rapid access solutions for first responders with products that provide fast, safe, and secure entry into commercial, industrial, and residential properties, while minimizing damage and maximizing safety. Today, more than 15,000 fire, EMS, and law enforcement departments/agencies depend on Knox products to gain access into over one million buildings/properties.

KNOX COMPANY
1601 W. DEER VALLEY RD
PHOENIX, AZ 85027

T. 800-566-9269

KNOXBOX.COM
INFO@KNOXBOX.COM

Conway Township

Board Meeting

June 17, 2025

7:00 p.m.

AGENDA

Call to Order

Roll Call

Consent Agenda

1. Approval of the May 20, 2025 meeting minutes.
2. Account Reconciliations
3. Disbursement/Payroll report
4. Budget Report

Additions/Approval of Board Meeting Agenda

Call to the Public Regarding Agenda Items Only

Reports and Communications

5. Treasury Training Report
6. Recreation Report
7. Cemetery Report
8. County Planning Commission Report
9. Planning Commission Ex-Officio Report
10. Clerks Update
11. Fire Board Update

Presentations

12. Accounting Presentation

Old Business

13. Attorney Costs
14. Bank Signatures
15. Attorney Costs

New Business

16. Policy 24 Amendment
17. Owosso Road Improvements
18. Headland Solar Project Cost Sharing Agreement
19. ZBA Member Appointments – Gary Klien, Kelly Ralko – Alternates
20. Administration Fee Resolution
21. Consumer Public Hearing
22. Bid for Stone Removal at the Hall
23. Hall Occupancy
24. List from Fire Marshall Inspection
25. Solar Ordinance Application Response

Board Member Discussion

Call to the Public

Adjournment