

January 12,2016

Internet meeting at the township hall. Meeting began at approximately 7:00 PM

Invited guest – Chuck Madden from Lapeer County Intermediate School District. Approximately 25 citizens attended the meeting along with board members Mike Rife, Debbie Grubb and Larry Parsons.

Chuck initially discussed how the internet system evolved in Lapeer county. He told everyone how everything began and how the system was expanded and how it is currently maintained. He told everyone that the approximate cost of running fiber optic cable underground in this area of the country was \$35,000 per mile and the approximate cost of running the same cable aerially on existing poles was \$16,000 per mile. He said that DTE Energy typically charges \$4.72 annually per pole to attach a cable to their poles. And DTE is easy to work with.

The goal for us if we were to provide the main cable in the township is to get internet service providers to attach to our system and they would pay use an annual fee to use our system. They usually sign long term contracts.

He highly recommends we insure the system in case we have a break that needs to be repaired.

He talked a lot about commercial customers and their needs for internet. Commercial customers pay a lot for internet because they purchase dedicated lines.

Building the network and the cost of the fiber optic cable would be our two biggest concerns. Construction costs would be our biggest cost. Redundancy should be a major consideration for our network. Fiber optic cable has come down dramatically in cost.

He believes that running a cable along the existing DTE poles would be available as they currently have no other cables on the poles.

Chuck believes it would be approximately 3 ½ miles to tie into the Livingston County internet system at the school. The pole system runs all the way to Lovejoy road. It is also possible to tie into the Shiawassee County system in Morrice. He believes Morrice has both fiber and cable TV.

WOW is definitely looking at expanding in the area.

Deploying wireless for rural areas should be strongly considered. Direct wire would be costly. Construction of wireless towers should be considered. Freedom Net should be considered if we bring the fiber optic cable into the township.

Chuck gave us multiple articles regarding putting together a network and maps showing neighboring systems.

A plan should be developed and a study done in order to consider the feasibility of putting together a system.

Chuck offered to do a study for us at a cost of \$150 per hour. Approximate time required would be between 25 and 35 hours.

Debbie Grubb

REGULAR MEETING**January 19, 2016****TIME: 7:00 pm**

Clerk Dickerson called the meeting to order at 7:00 pm with the pledge to the American flag.

Motion for Trustee Parsons to serve as chairperson for this meeting in absence of Supervisor Rife. Moved by Dickerson. Support from West. Motion passed.

Present: Parsons, West, Dickerson. Absent: Rife, Grubb. Township attorney Cooper present along with several residents.

Motion to approve agenda as amended. Moved by Dickerson. Support from West. Motion passed. Delete approval of minutes for Special Meeting of January 12, 2016 under Item D.

Motion to approve minutes of December 15, 2015 Board meeting. Moved by West. Support from Dickerson. Motion passed.

Call to public brought forth many residents expressing support for and urging the Board to move forward expeditiously to establish effective internet service in our township. Board approval to complete the feasibility study as soon as possible is imperative.

Communications provided for Supervisor and from Clerk. Notice of upcoming opportunity to attend drain project review at the Drain Commission on January 28, 2016. Upcoming State of the County Address on February 1, 2016.

Motion to contract with Chuck Madden to do township internet feasibility study at a pay rate of \$150.00 per hour, not to exceed forty hours. Moved by Dickerson. Support from West. Motion passed.

Attorney Cooper and zoning administrator Thomas informed members of progress on updating the fee schedule and enforcement policy.

Motion to prepare a resolution to eliminate position of township Constable on the August primary ballot. Moved by Dickerson. Support from Parsons. Motion passed.

Clerk Dickerson noted the importance of completing a long term capital improvement plan. Parsons explained it will be a few months before the planning commission will be able to make recommendations.

Motion to accept adjustments to 2015-2016 budget in areas of cemeteries and highway as presented by Clerk Dickerson. Moved by West. Support from Dickerson. Motion passed. Clerk Dickerson reported the following 2015-2016 budget adjustments: Revenue Adjustment – appropriation from other funds: \$63,437.86 and add \$63,437.86 for highways. Increase Cemeteries by \$1,942.17 to be \$10,742.17. Decrease Insurance Bonding by \$1,942.17 to be \$7,962.33.

Clerk Dickerson reported that snow removal bids are needed to proceed with the special assessment district plan as petitioned by the residents on Daisy Lane. Parsons suggested this item be tabled until the February Board meeting so the Daisy Lane petitioners can be given the opportunity to review the information to make sure their expectations will be satisfied and recognize the maintenance repair is a one-time cost associated with the assessment. Petitioners should be notified to attend the February 2016 Board meeting.

REGULAR MEETING

January 19, 2016

Page -2-

Updates provided from zoning administrator, planning commissioner, fire authority, and recreation representative. Planning Commission will be working with County Drain Commission to develop a five and ten year budget plan for drain upgrade/repairs. Their annual report has been approved and submitted to the Board. Fire department has plans for a new pumper tanker truck. Township notified to send representatives to the community recreation municipal meeting coming up next week.

Clerk Dickerson update: township furnace is need of emergency repair - cemetery meeting scheduled for January 26th, 7 pm – absentee ballots for the March Presidential Primary will be sent out next week – all Conway Township official positions are up for election this year. Clerk Dickerson announced that she will not be running for office again in the upcoming election.

Motion to approve December 2015 treasurer report as presented. Moved by West. Support from Dickerson. Motion passed. November 30, 2015 balance = \$333,326.28, total December income = \$275.00, total December expense = \$31,662.75, balance as of December 31, 2015 = \$301,938.53.

Board members discussed township officials' wages. Parsons presented information from research comparing other townships of similar equalized value.

Clerk Dickerson stated those with information to include in the annual township newsletter should get in touch with her soon.

Members discussed the need to improve the efficiency of the fire protection fund procedure. West will ask that the fire department chief provide our township with a copy of fire reports in the future as part of the procedure.

Call to Public included appreciation expressed from several residents for Board decision to move forward with the internet project. Bob Hutchinson, township resident with experience and knowledge in heating and cooling business, provided insight about the furnace repair issue for Board consideration.

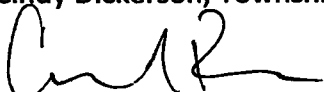
Motion to add Agenda Item H.11 – Planning Commission 2015 Annual Summary Report. Moved by Parsons. Support from West. Motion passed.

Motion to approve Planning Commission 2015 Annual Summary Report. Moved by West. Support from Dickerson. Motion passed.

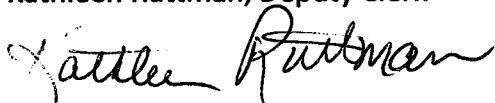
Motion to approve disbursements as presented with addition of community recreation bill. Moved by West. Support from Parsons. Motion passed. Total disbursements presented by Clerk Dickerson total \$85,102.57

Motion to adjourn meeting. Moved by West. Support from Dickerson. Motion passed. Meeting adjourned at 8:09 pm.

Cindy Dickerson, Township Clerk



Kathleen Ruttman, Deputy Clerk



REGULAR MEETING**February 16, 2016****TIME: 7:00 pm**

Supervisor Rife called the meeting to order at 7:00 pm with the pledge to the American flag.

Present: Dickerson, West, Rife, Parsons, Grubb. Township attorney Cooper present along with about a dozen residents.

Motion to approve agenda as amended. Moved by Parsons. Support from West. Motion passed. Additions included: Item I.11-Hiring Policy, I.12-Planning Commissioner Opening, I.13-Zoning Board of Appeals 3 Openings, I.14-Food and Beverage Policy, I.15-Planning Commission Inquiry on Special Use Permits for Raymond Bird property, I.16-PD Antenna Status of Special Use Permits.

Motion to approve Board minutes of January 19, 2016. Moved by Parsons. Support from West. Motion passed.

Motion to approve Special meeting minutes of January 12, 2016. Moved by West. Support from Parsons. Motion passed.

Call to Public brought forth Mike Stock noting a township quorum present at the January 27, 2016 Recreation meeting.

Communications provided by Supervisor Rife and Clerk Dickerson included: Michigan Chloride prices will remain the same this year, upcoming MSU Extension master plan education series, county undersheriff 5k race, appreciation for local senior center donation.

Tara Tyler, MERS representative presented overview of municipal benefit programs available.

Chuck Madden, conducting township internet study, will report findings in about sixty days. Results from the township internet survey will be provided in spreadsheet format soon.

Attorney Cooper reported development of the enforcement policy is on-going.

Clerk Dickerson reported the long term capital improvement plan information will be available at the next Board meeting.

2015/16 Budget adjustments; increase Recreation by \$910.87 to \$20,910.87, Cemetery by 311.49 to \$11,053.66 and Attorney by \$8,069.90 to \$45,069.90. Decrease Appropriation to other Funds by \$9,292.26 to \$7,952.11.

Motion to approve changes to 2015/16 budget as reported. Moved by West. Support from Parsons. Motion passed.

Motion to contract with Culver Construction Company for Daisy Lane special assessment district road upgrade and maintenance at a cost not to exceed \$15,175. Moved by Rife. Support from Parsons. Motion passed.

Motion to contract with Mayhew's Tree Farm and Nursery for Daisy Lane special assessment district snow plowing service at a cost \$155 for 2" to 6" and \$185 for 6" or more cost per push. Moved by Rife. Support from Parsons. Motion passed.

Motion to establish Daisy Lane special assessment district. Moved by Rife. Support from West. Motion Passed.

**RESOLUTION TO ESTABLISH DAISEY LANE
SPECIAL ASSESSEMNT DISTRICT
Resolution No. 160216-1**

Conway Township

WHEREAS, the Conway Township Board of Trustees ("Board") has received a Petition for a Special Assessment District for the maintenance of Daisey Lane Road by more than 51% of the owners of property abutting that road ("Petition");

WHEREAS, the Board has preliminarily declared its intent to make the improvement and designate the special assessment district and set the time and place for a public hearing to hear objections to the assessment and the proposed district for November 17, 2015, at 7:00 pm;

WHEREAS, the Clerk has provided notice by mail to all owners or parties of interest at the address shown on the tax records and published notice in the News and Views ten days prior to the scheduled public hearing

WHEREAS, the Clerk has reviewed the signatures on the Petition and found them to be valid and the Petition to be sufficient pursuant to MCL 41.723(b) and MCL 247.391;

WHEREAS, the Board has reviewed the cost estimates provided and plan provided, and heard opinions of the public at the public hearing;

WHEREAS, no objections to the Petition were made either in person or in writing;

WHEREAS, authority is provided to the Board to establish such an assessment district pursuant to Public Act 139 of 1972 and Public Act 188 of 1954;

NOW, THEREFORE, BE IT RESOLVED that:

1. The Petition is sufficient and contains the minimum required signatures from owners of property abutting the road pursuant to MCL 41.723(b) and MCL 247.391;
2. The Daisey Lane Special Assessment District is hereby established and approved for the purposes of annual road maintenance, including but not limited to, snowplowing, salting, grading, gravel replacement, grading, and chloride application.
3. The plans and estimates of costs presented and attached as **Exhibit A**, are approved.
4. The term of the Daisey Lane Special Assessment District shall be 5 years.
5. The Board shall make a redetermination of costs every 1 year.
6. The Supervisor is hereby directed to prepare the special assessment roll.

The foregoing resolution offered by Board Member: West
Second offered by Board Member: Parsons

Upon roll call vote the board members voted as follows:

Rife: aye
Dickerson: aye
Grubb: aye
West: aye
Parsons: aye

The Supervisor declared the resolution adopted.

Members discussed wage and benefit adjustments for positions within the township as presented by Clerk Dickerson. Clerk Dickerson will schedule a public hearing on the issue for next month.

RESOLUTION TO ELIMINATE CONSTABLE POSITIONS

Resolution No. 160216-2

Conway Township

WHEREAS, the Conway Township Board of Trustees desires to eliminate the position of Constable within the Township and declare that the number of constables to be elected at the next November general election is zero(0);

WHEREAS, MCL 168.358(3) authorizes the Conway Township Board of Trustees to determine the number of constables to be elected at least six months prior to the primary election preceding the November general election;

NOW, THEREFORE, BE IT RESOLVED that Township of Conway does hereby resolve to elect zero (0) constables in the next November general election.

The foregoing resolution offered by Board Member Parsons.
Second offered by Board Member West.

Upon roll call vote the board members voted as follows:

Rife: aye

Dickerson: aye

Grubb: aye

West: aye

Parsons: aye

The Supervisor declared the resolution adopted.

Updates provided from zoning administrator, planning commissioner, fire authority, recreation representative, supervisor and clerk. Clerk Dickerson provided updates on the cemetery project, furnace repair and upcoming election activities.

Motion to approve 2015/16 recreation budget. Moved by Dickerson. Support from West. Motion passed.

Motion to approve treasurer report. Moved by West. Support from Parsons. Motion passed.

December 31, 2015 balance = \$301,938.53, total January income = \$76,455.54, total January expense = \$85,102.57, balance as of January 31, 2016 = \$293,291.50. Treasurer Grubb provided information gained from attending the annual MTA conference.

Members reviewed and discussed the 2016/2017 budget.

Motion to pay planning commissioners and zoning administrator to attend Planning Commission Education Day. Moved by Dickerson. Support from West. Motion passed.

Clerk Dickerson noted the significance of the language used in the master plan to support the future development intentions within the township.

Attorney Cooper will provide hiring policy for review.

Motion to appoint resident Chuck Skwirsk as planning commissioner to replace position vacated by Brian Williams. Moved by Rife. Support from West. Motion passed.

Clerk Dickerson will post in local paper for one full-time and two alternate zoning board of appeals vacancies.

Motion to adopt Conway Township Policy No. 11 – Food and Beverage, with language provided by township attorney Cooper. Moved by Parsons. Support from West. Motion passed.

Member Parsons requested an update on activity with P & D Antenna.

Call to Public request from resident George Pushies for details on adjusted budget for township attorney fees.

Motion to approve disbursements as presented. Moved by West. Support from Parsons. Motion passed. Total disbursements presented by Clerk Dickerson total \$23,911.24.

Motion to adjourn meeting. Moved by West. Support from Parsons. Motion passed.

Meeting adjourned at 9:07 pm.



Cindy Dickerson, Township Clerk



Kathleen Ruttman, Deputy Clerk

REGULAR MEETING**March 15, 2016****TIME: 7:00 pm**

Supervisor Rife called the meeting to order at 7:00 pm with the pledge to the American flag.

Present: West, Rife, Parsons, Grubb. Absent: Dickerson. Township attorney Cooper present along with several residents.

Motion to approve agenda as amended. Moved by West. Support from Grubb. Motion passed.
Additions to agenda: Item H-11: Special Use Permit relating to past court settlement with the late Raymond Bird, Item I-12: Webinars available through MTA, I-13: Review/Adopt new application for zoning appeals form.

Motion to approve minutes from February 16, 2016 Board meeting. Moved by West. Support from Grubb. Motion passed.

Motion to approve minutes from January 27, 2016 Special meeting (community recreation). Moved by Parsons. Support from West. Motion passed.

Supervisor Rife called to open public hearing on the 2016/2017 budget for Conway Township at 7:09 pm. Supervisor Rife noted that page one, last heading column of the budget summary graph reads 2015-2017 and should read 2016-2017. Resident Mike Stock noted the small budget for roads. Members recalled that the last road millage renewal was voted down by residents and the significant cost of dust control. Township office staff report they do not receive an on-going high volume of road complaints from township residents. Resident Herman Yost noted an increase in the budget for road salt and expressed concern that the increases in the amount of salt applied will eventually leach into the underground aquifer system to increase salt content. Resident Mike Stock noted a significant increase in township attorney budget and members reported an increase in attorney attendance at Board and Commission meetings as well as assisting with projects such as updating ordinances and providing options for legal matters. Supervisor Rife offered opportunity to research some of the issues and legal concerns through the MTA website also. Trustee Parsons noted that should some of these issues result in legal action, the township attorney would be our representative.

Motion to close public hearing on the 2016/2017 budget. Moved by Parsons. Support from West. Motion passed to close public hearing at 7:34 pm.

No response from first call to public.

Supervisor Rife communicated an update on SEMCOG activities, announced a master plan education series workshop coming up March 22nd, 7 pm at the Livingston County safety complex. He will bring propane refill price quotes to the April Board meeting.

The internet feasibility study should be available at the April Board meeting.

Motion to table fee schedule agenda item until April meeting. Moved by Rife. Support from West. Motion passed.

Attorney Cooper reported the enforcement policy, long term improvement plan and hiring policy activities are on-going.

Motion to approve 2015/2016 budget adjustments. Moved by Parsons. Support from West. Motion passed.

Attorney Cooper explained the next steps in proceeding with the Daisy Lane special assessment district.

Motion to approve the 2016/2017 budget. Moved by West. Support from Parsons. Motion passed.

REGULAR MEETING

March 15, 2016

-2-

RESOLUTION TO ESTABLISH TOWNSHIP OFFICERS SALARY**Resolution: # 160315-1****Conway Township**

WHEREAS, according to MCL 41.95(3), in a township that does not hold an annual meeting, the salary for officers composing the township board shall be determined by the township board, and

WHEREAS, the Conway Township Board deems that an adjustment in the salary of the office of supervisor is warranted in consideration of the prevailing salaries of other similar sized townships in Livingston County;

NOW BE IT RESOLVED that as of April 1, 2016 the salary of the office of supervisor, shall be as follows:

Supervisor: \$20,000 salary

This resolution offered by board member Trustee Parsons

Supported by board member Trustee West.

Upon a roll call vote, the following voted: 3 Aye 1 No 1 absent.

Dickerson absent, West Aye, Parsons Aye, Grubb Aye, Rife No

The supervisor declared the resolution adopted. At the Conway Township Board of Trustees meeting held on March 15, 2016.

RESOLUTION TO ESTABLISH TOWNSHIP OFFICERS SALARY**Resolutions; #160315- 2****Conway Township**

WHEREAS, according to MCL 41.95(3), in a township that does not hold an annual meeting, the salary for officers composing the township board shall be determined by the township board, and

WHEREAS, the Conway Township Board deems that an adjustment in the salary of the office of clerk is warranted in consideration of the prevailing salaries of other similar sized townships in Livingston County;

NOW BE IT RESOLVED that as of April 1, 2016 the salary of the office of clerk, shall be as follows:

Clerk: \$22,000 salary

This resolution offered by board member Trustee Parsons.

Supported by board member Trustee West.

Upon a roll call vote, the following voted: 3 Aye 1 No 1 absent.

Parsons Aye, Dickerson absent, West Aye, Grubb Aye, Rife No,

The supervisor declared the resolution adopted. At the Conway Township Board of Trustees meeting held on March 15, 2016.

RESOLUTION TO ESTABLISH TOWNSHIP OFFICERS SALARY**Resolution: # 160315-3****Conway Township**

REGULAR MEETING

March 15, 2016

-3-

WHEREAS, according to MCL 41.95(3), in a township that does not hold an annual meeting, the salary for officers composing the township board shall be determined by the township board, and

WHEREAS, the Conway Township Board deems that an adjustment in the salary of the office of treasurer is warranted in consideration of the prevailing salaries of other similar sized townships in Livingston County;

NOW BE IT RESOLVED that as of April 1, 2016 the salary of the office of treasurer, shall be as follows:

Treasurer: \$21,000 salary

This resolution offered by board member Trustee Parsons.

Supported by board member Trustee West.

Upon a roll call vote, the following voted: 3 Aye 1 No 1 absent.

West Aye, Parsons Aye, Rife No, Dickerson absent, Grubb Aye

The supervisor declared the resolution adopted. At the Conway Township Board of Trustees meeting held on March 15, 2016.

RESOLUTION TO ESTABLISH TOWNSHIP OFFICERS SALARY

Resolution: # 160315-4

Conway Township

WHEREAS, according to MCL 41.95(3), in a township that does not hold an annual meeting, the salary for officers composing the township board shall be determined by the township board, and

WHEREAS, the Conway Township Board deems that an adjustment in the salary of the office of trustee is warranted in consideration of the increase in the cost of living since township board members' salaries were last adjusted;

NOW BE IT RESOLVED that as of April 1, 2016 the salary of the office of trustee, shall be as follows:

Trustee: \$1,606.80 salary (to remain the same)

This resolution offered by board member Trustee Parsons.

Supported by board member Trustee West.

Upon a roll call vote, the following voted: 3 Aye 1 No 1 absent.

Rife No, West Aye, Parsons Aye, Grubb Aye, Dickerson absent

The supervisor declared the resolution adopted. At the Conway Township Board of Trustees meeting held on March 15, 2016.

Motion to amend resolution #'s 160315-2, 160315-3, 160315-4, second paragraph to read:

WHEREAS, The Conway Township Board deems that an adjustment in the salary of the office of (assign as needed to relevant resolution # - supervisor/clerk/treasurer/trustee) is warranted in consideration of the increase in the cost of living since township board members' salaries were last adjusted - PREVAILING SALARIES OF OTHER SIMILAR SIZED TOWNSHIPS IN LIVINGSTON COUNTY. Moved by Rife. Support from West. Motion passed.

REGULAR MEETING

March 15, 2016

-4-

Motion to amend language in resolution #160315-1(supervisor resolution) to be consistent with language in the following resolutions: 160315-2(clerk resolution), 160315-3 treasurer resolution), 160315-4 (trustee resolution). Moved by Parsons. Support from West. Motion passed.

RESOLUTION TO SET TIME AND PLACE FOR BOARD MEETINGS

Resolution No. 160315-8

Conway Township

WHEREAS, the Conway Township Board of Trustees desires to establish its meeting schedule for 2016-2017;

WHEREAS, MCL 41.72a provides that a township board shall establish the time and place of its regular meetings by resolution;

NOW, THEREFORE, BE IT RESOLVED that the regular meetings of the Conway Township Board of Trustees shall be held at Conway Township Hall located at 8015 N. Fowlerville Road, Fowlerville, Michigan 48836 at the dates and times set forth on the **attached schedule**.

The foregoing resolution offered by Board Member Supervisor Rife.
Second offered by Board Member Trustee West.

Upon roll call vote the board members voted as follows:

Rife: Aye

Dickerson: Absent

Grubb: Aye

West: Aye

Parsons: Aye

The Supervisor declared the resolution adopted.

Cindy Dickerson, Clerk

**RESOLUTION #160315-5
CONWAY TOWNSHIP, LIVINGSTON COUNTY**

**ESTABLISHING FISCAL YEAR 2016-2017 OPERATING TAX MILLAGE RATE AS DIRECTED BY THE HEADLEE
ROLLBACK CALCULATION**

WHEREAS, the Conway Township Board has carefully examined the financial circumstances of the Township for the 2016-2017 fiscal year, including estimated expenditures, estimated revenues and state equalized valuation of property located within the Township;

REGULAR MEETING

March 15, 2016

-5-

NOW, THEREFORE, BE IT RESOLVED, that the Conway Township Board has complete authority and hereby authorizes up to .8870 mills to be levied for operating purposes in Fiscal Year 2016-2017 from within its authorized millage rate.

RESOLVED BY: Supervisor Rife

SUPPORTED BY: Trustee Parsons

VOTE: Grubb Aye, Dickerson Absent, West Aye, Rife Aye, Parsons Aye

ADOPTION DATE: March 15, 2016

CERTIFICATION OF THE CLERK

The undersigned, being the duly qualified and acting Clerk of Conway Township, Livingston County, Michigan, hereby certifies that (1) the foregoing is a true and complete copy of a resolution adopted by the Township Board at a regular meeting, held on March 4, 2014, at which meeting a quorum was present and remained throughout, (2) the original thereof is on file in the records in my office, (3) the meeting was conducted, and public notice thereof was given, pursuant to and in full compliance with the Open Meetings Act (Act No. 267, Public Acts of Michigan, 1976, as amended) and (4) minutes of such meeting were kept and will be or have been made available as required thereby.

RESOLUTION #160315-6**CONWAY TOWNSHIP, LIVINGSTON COUNTY****ESTABLISHING FISCAL YEAR 2016-2017 ROAD MILLAGE RATE AS DIRECTED BY THE HEADLEE ROLLBACK CALCULATION**

WHEREAS, the Conway Township Board has carefully examined the financial circumstances of the Township for the 2016-2017 fiscal year, including estimated expenditures, estimated revenues and state equalized valuation of property located within the Township;

NOW, THEREFORE, BE IT RESOLVED, that the Conway Township Board has complete authority and hereby authorizes up to 2.0000 mills to be levied for road maintenance and road improvement purposes in Fiscal Year 2016-2017 from within its authorized millage rate.

RESOLVED BY: Supervisor Rife

SUPPORTED BY: Trustee West

VOTE: West Aye, Rife Aye, Grubb Aye, Dickerson Absent, Parsons Aye

ADOPTION DATE: March 15, 2016

CERTIFICATION OF THE CLERK

The undersigned, being the duly qualified and acting Clerk of Conway Township, Livingston County, Michigan, hereby certifies that (1) the foregoing is a true and complete copy of a resolution adopted by the Township Board at a regular meeting, held on March 4, 2014, at which meeting a quorum was present and remained throughout, (2) the original thereof is on file in the records in my office, (3) the meeting

REGULAR MEETING

March 15, 2016

-6-

was conducted, and public notice thereof was given, pursuant to and in full compliance with the Open Meetings Act (Act No. 267, Public Acts of Michigan, 1976, as amended) and (4) minutes of such meeting were kept and will be or have been made available as required thereby.

Supervisor Rife provided an update on possible 2016 road projects identified during a recent road review with the new county road commission supervisor working in our township area. Members discussed Sherwood Road improvements.

Motion to appoint Conway Township resident Gary Klein to the Zoning Board of Appeals. Move by Rife. Support from West. Motion passed.

Motion to approve ZBA member attendance at upcoming MTA zoning board of appeals workshop. Moved by Rife. Support from Parsons. Motion passed.

Attorney Cooper reported the special use permit relating to the court case with the late Raymond Bird and terminated upon his death so there should be no further vehicle scrapping operation. Supervisor Rife will draft a letter to heirs regarding this matter for attorney Cooper's review.

Update provided by zoning administrator Thomas, planning commissioner Bowdoin, and recreation representative Stock, and supervisor Rife.

Motion to approve treasurer report. Moved by Parsons. Support from West. Motion passed. January 31, 2016 balance = \$293,291.50, total February income = \$68,793.43, total February expense = \$23,911.24, balance as of February 29, 2016 = \$338,173.69.

Motion to continue using depositories Chase, First National and First Merit (will change to Huntington this year). Moved by Grubb. Support from Parsons. Motion passed.

Motion for Resolution 160315-7

NOW THEREFORE, BE IT RESOLVED, that Conway Township agrees to collect 100% of the total school non-homestead property taxes as certified by the School District for levy on July 1, 2016 on property located within the township. Interest earned on said taxes will be retained by the township. Moved by Trustee Parsons. Support by Trustee West.

Vote: Dickerson Absent, West Aye, Grubb Aye, Rife Aye, Parsons Aye.

4 Aye, 0 No, 1 absent

The Supervisor declared the resolution adopted at the Conway Township General Board of Trustees meeting held on March 15, 2016.

Members acknowledged 2016/2017 Board of Trustees meeting dates.

Supervisor Rife will research opportunity to obtain educational training materials available through the MTA.

Motion to approve new zoning appeal application form. Moved by Parsons. Support from West. Motion passed.

Call to Public: resident Herman Yost reviewed the change made to the language in the salary resolutions; trustee Parsons pointed out discussion from previous Board meetings relating to supervisor compensation issues.

REGULAR MEETING

March 15, 2016

-7-

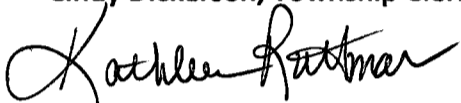
Motion to approve disbursements as presented by treasurer Grubb. Moved by Parsons. Support from West. Motion passed. Balance as of January 31, 2016 = \$293,291.50, February Income = \$68,793.43, February Expenses = \$23,911.24, Balance as of February 29, 2016 = \$338,173.69.

Motion to adjourn meeting. Moved by Parsons. Support from West. Motion passed.

Meeting adjourned at 8:32 pm.



Cindy Dickerson, Township Clerk



Kathleen Ruttman, Deputy Clerk

REGULAR MEETING

April 19, 2016

TIME: 7:00 PM

Supervisor Rife called the meeting to order at 7:00 pm with the pledge to the American flag.

Present: West, Rife, Dickerson, Grubb, Parsons. Township attorney Cooper present along with several residents.

Motion to approve agenda as amended. Moved by West. Support from Parsons. Motion passed. Additions to agenda: Item H-7: include dust control, Item I-17: Conway Drain #4.

Motion to approve minutes from March 15, 2016 Board meeting. Moved by Parsons. Support from West. Motion passed.

Call to the public brought forth resident Sue Charron representing township residents' request to the Board to consider returning to our former policy allowing residents to rent the hall for events. After discussion the Board agreed to revisit the current no rental policy in the Fall.

Communications and updates provided by Supervisor Rife and Clerk Dickerson. Fire reports from January, February and March presented as well as the 2015 Annual Report. The township is in need of two alternate zoning board of appeals members.

Internet feasibility study may be ready to present to the Board at May meeting.

Motion to adopt updated fee schedule for various duties performed by the township as requested. Moved by West. Support from Parsons. Motion passed.

Attorney Cooper continues to work on the township enforcement policy. A new hiring policy was provided to members for review.

Motion to authorize 2015/2016 budget adjustments as presented by Clerk Dickerson. Moved by West. Support from Parsons. Motion passed.

Motion to table item H-7: 2016 – Roads - to allow the posting for bid request. Moved by Parsons. Support from Dickerson. Motion passed.

Motion to contract with Michigan Chloride company for road dust control services during the 2016 season. Moved by Dickerson. Support from West. Motion passed.

Updates provided from zoning administrator Thomas, planning commissioner Bowdoin, fire authority West, and recreation representative Stock.

Supervisor Rife and Clerk Dickerson reported on several issues including: cemetery improvement update, elections status, volunteers needed to put out signs for spring clean-up, planning and master plan training. New additional township staff, Liz Whitt, was introduced. Clerk Dickerson will look into incentives, including scholarship opportunities for an office intern position.

Motion to approve treasurer report. Moved by West. Support from Dickerson. Motion passed. February 29, 2016 balance = \$338,173.69, total March income = \$70,195.76, total March expense = \$35,344.81, transfer to contingent account = \$100,000.00, balance as of March 31, 2016 = \$273,024.64.

REGULAR MEETING

April 19, 2016

-2-

RESOLUTION TO ADOPT MILLAGE BALLOT LANGUAGE**Resolution No. 160419-1****Conway Township**

WHEREAS, the Conway Township Board of Trustees desires to renew the original voted millage of 2.0 mills for road improvements, road maintenance, and dust control for Conway Township roads;

WHEREAS, townships may impose and levy ad valorem property taxes to finance lawful public services, as authorized by the Michigan Constitution of 1963 and other laws;

WHEREAS, townships may further provide millage renewals and increases over that otherwise limited by the Michigan Constitution Article IX, Section 6, such as the one proposed as authorized by MCL 211.203;

WHEREAS, the Conway Township Board of Trustees wishes to levy 2.0 mills to maintain, improve, and control dust on Conway Township roads;

NOW, THEREFORE, BE IT RESOLVED that Conway Township Board of Trustees does hereby resolve to approve the following millage ballot question language and directs the Clerk to submit it to be placed on the August 2, 2016, election ballot;

Conway Township**Road Millage Proposition**

Shall the expired previous voted increase in the tax limitations imposed under Article IX, Section 6, of the Michigan Constitution in Conway Township, of 2.0 mills (\$2.00 per \$1,000 of taxable value) be renewed at up to 2.0 mills (\$2.00 per \$1,000.00 of taxable value) and levied for the period of four years beginning in 2016 through 2019 inclusive, for road improvements, road maintenance, and dust control on Conway Township roads, raising in the first year of such levy an estimated \$220,907?

Yes

No

The foregoing resolution offered by Board Member Supervisor Rife
Second offered by Board Member Treasurer Grubb

Upon roll call vote the board members voted as follows:

Rife: Aye

Dickerson: Aye

Grubb: Aye

West: Aye

Parsons: Aye

The Supervisor declared the resolution adopted at a regular meeting of the Township Board held on April 19, 2016.

Motion to request planning commission review and recommendations regarding hiring John Enos to provide township planning services as needed. Moved by Parsons. Support from West. Motion passed.

REGULAR MEETING

April 19, 2016

-3-

Motion to approve Clerk Dickerson and John Enos attendance at upcoming Michigan Association of Planning training. Moved by Dickerson. Support from Grubb. Motion passed.

Motion to request planning commission review and recommendation of Site Plan Review Application. Moved by Parsons. Support from West. Motion passed.

Motion to request planning commission review and recommendation of conditional rezoning ordinance. Moved by Dickerson. Support from West. Motion passed.

Motion to request planning commission develop along with attorney Cooper, a medical marijuana ordinance. Moved by West. Support from Parsons. Motion passed.

Motion to contract with Klaus Gardening Service for the 2016 lawn mowing season. Moved by West. Support from Parsons. Motion passed.

Motion to place ad for landscaping bids, including monthly weed control spray for the 2016 season. Moved by Dickerson. Support from West. Motion passed.

Motion to approve land division committee attendance at upcoming land division training workshops and receive preliminary in-house training from attorney Cooper. Moved by Dickerson. Support from West. Motion passed.

Motion to approve zoning board of appeals members' attendance at upcoming MTA training in Jackson. Moved by Rife. Support from Parsons. Motion passed.

Motion to authorize up to \$5,000.00 in township funds for Conway Drain 4 providing landowners contribute. Moved by Parsons. Support from Rife. 3 ayes, 2 nays, Motion passed.

Motion to approve disbursements. Moved by West. Support from Parsons. Motion passed. Check#9789 through V17105045 for a total of \$120,619.36.

Motion to adjourn meeting. Moved by West. Support from Dickerson. Motion passed.

Meeting adjourned at 8:33 pm.



Cindy Dickerson, Township Clerk



Kathleen Ruttman, Deputy Clerk

REGULAR MEETING

May 17, 2016

TIME: 7:00 PM

Supervisor Rife called the meeting to order at 7:02 pm with the pledge to the American flag.

Present: Dickerson, West, Rife, Parsons. Absent: Grubb. Township attorney Cooper present along with a few residents.

Motion to approve agenda as amended. Moved by Parsons. Support from West. Motion passed. Additions to agenda: Item H-11: Daisy Lane, Item I-9: CPA Contract 2016/2017/2018, also Item I-10: School Liaison Officer Contract.

Motion to approve minutes from April 19, 2016 Board meeting. Moved by West. Support from Dickerson. Motion passed.

Call to the public brought forth Doug Helzerman to ask for support in electing him as county commissioner.

Communications and updates provided by Supervisor Rife and Clerk Dickerson. Our township has two vacant positions as alternates for the zoning board of appeals.

Internet research project report should be available for presentation within the next couple weeks.

Attorney Cooper reported that the hiring policy remains in Board review. Enforcement policy ordinance issues were discussed and clarified with attorney.

Motion to contract with Maple Grove Farms to complete 2016 road improvement project on Sherwood Road between Fowlerville and Gregory Roads as specified in their bid. Moved by Parsons. Support from Rife. Motion passed.

~~Motion for planning commission to research, obtain bids, and provide recommendation for planning consultant service companies as directed by the Board. Moved by Parsons. Support from West. Motion passed with three aye votes and one nay vote.~~

Motion to follow planning commission recommendation from the April 2016 Board meeting to research additional planning consultant firms, provide three bids and a recommendation to the Board. Move by Rife. Support from West. No movement on motion with two aye and two nay votes.

Motion to approve revised site plan review application. Moved by Dickerson. Support from West. Motion passed.

Motion to contract with Grounds Crew for 2016 seasonal landscaping services. Moved by Dickerson. Support from West. Motion passed.

Motion for planning commission, along with attorney Cooper, develop a medical marijuana ordinance as requested during April Board meeting. Moved by Dickerson. Support from West. Motion passed.

Attorney Cooper directed members in clarifying several issues related to developing a special assessment district for road improvement and maintenance for residents on Daisy Lane.

Updates provided from Zoning Administrator Thomas, Planning Commissioner Bowdoin, Fire Authority West, Recreation Representative Stock, Clerk Dickerson and Supervisor Rife.

REGULAR MEETING

May 17, 2016

-2-

Motion to approve treasurer report as presented by trustee Parsons. Moved by West. Support from Rife. Motion passed. March 31, 2016 balance = \$273,024.64, total April income = \$240.00, total April expense = \$120,619.36, balance as of April 30, 2016 = \$152,645.28.

Motion to decrease price on Glenn Mary vacant land for sale to \$6,500.00. Moved by Parsons. Support from West. Motion passed.

Motion to contract for auditor services with Pfeffer-Hanniford-Palka for fiscal years 2016, 2017 and 2018 at a price of \$6,750.00 per year. Moved by Dickerson. Support from West. Motion passed.

Motion to approve school liaison service contract for current fiscal year. Moved by West. Support from Parsons. Motion passed.

Motion to pay Jeff Judd for Clean-Up Day services immediately upon receipt of invoice. Moved by Rife. Support from West. Motion passed.

Call to Public included clarification for a couple issues relating to agenda items. Mary Helfman asked for support as a candidate for County Commissioner. Herman Yost shared information related to the current job market.

Motion to approve disbursements. Moved by West. Support from Dickerson. Motion passed. Check #9816 through V17574059 for a total of \$15,732.62.

Motion to adjourn meeting. Moved by Parsons. Support from Rife. Motion passed.

Meeting adjourned at 8:10 pm.



Cindy Dickerson, Township Clerk



Kathleen Ruttman, Deputy Clerk

REGULAR MEETING

June 21, 2016

TIME: 7:00 PM

Supervisor Rife called the meeting to order at 7:00 pm with the pledge to the American flag.

Present: Dickerson, West, Rife, Parsons, Grubb. Township attorney Cooper present along with a few residents. A representative from Freedom Net internet service company and Chuck Madden who is performing a study of internet options for the township were also there.

Motion to approve agenda as amended. Moved by Dickerson. Support from Parsons. Motion passed. Change to agenda: Item H-7 Internet moved to Item H-2.

Motion to approve minutes from May 17, 2016 Board meeting as amended. Moved by West. Support from Dickerson. Motion passed. The change is to delete paragraph 10 and replace with the following: Motion to follow planning commission recommendation from the April 2016 Board meeting to research additional planning consultant firms, provide three bids and a recommendation to the Board. Move by Rife. Support from West. No movement on motion with two aye and two nay votes.

Supervisor Rife called to open the public hearing regarding the Daisey Lane special assessment district at 7:04 pm. A resident of Daisey Lane expressed appreciation to the Board for support in solving the road problems. Another member of the audience talked about dust control on Owosso Road and was informed that area was in Cohoctah Township.

Motion to close Public Hearing at 7:07 pm. Moved by Parsons. Support from Dickerson. Motion passed

Call to the Public included discussing expected long voting lines at upcoming elections and county commissioner seats.

Communications provided by Supervisor Rife and Clerk Dickerson.

Motion to accept Daisey Lane Special Assessment Roll Resolution No. 160621-1 with accrued interest rate of two percent and Part B assessment due date of November 1. Moved by West. Support from Parsons. Motion passed.

**RESOLUTION TO CONFIRM DAISEY LANE
SPECIAL ASSESSMENT ROLL**

Resolution No. 160621-1

Conway Township

WHEREAS, the Conway Township Board of Trustees ("Board") has established the Daisey Lane Special Assessment District for the purposes of annual road maintenance, including but not limited to, snowplowing, grading, gravel replacement, grading, and chloride application of Daisey Lane Road ("Daisey Lane SAD");

WHEREAS, the Board has directed the Supervisor to prepare the Daisey Lane SAD roll, which is attached hereto as Exhibit A;

WHEREAS, a second public hearing has been scheduled for June 21, 2016, for the purpose of reviewing the assessment roll, hearing objections, and confirming the roll as submitted, revised, or amended.

WHEREAS, the Clerk has provided notice by mail to all those parties of interest at the address shown on the tax records and by publication in the News and Views according to statute ten days prior to the scheduled public hearing;

WHEREAS, the Township Board would like to allow property owners to pay the assessment over time through the benefit of installment payments;

WHEREAS, MCL 41.727 requires interest be charged on any unpaid installment payments; NOW, THEREFORE, BE IT RESOLVED that:

The Daisey Lane SAD roll attached as Exhibit A is confirmed for the 5 year term Part A of the assessment shall be re-determined annually as noted.

Part B of the assessment may be paid in full in by November 1, 2016, without interest.

Part B assessments not paid by November 1, 2016, shall accrue interest at the rate of 2 % per annum.

All Part A assessments and Part B assessments which have not been paid in full, and any applicable interest, shall be added to the winter 2016 general property tax bill, and future annual installment payments shall be added to future winter tax bills until paid in full.

The roll shall be valid and binding unless challenged in an appropriate court within 30 days of this confirmation.

The foregoing resolution offered by Board Member:

Second offered by Board Member:

Upon roll call vote the board members voted as follows:

Rife: aye

Dickerson: aye

Grubb: aye

West: aye

Parsons: aye

The Supervisor declared the resolution adopted.

Chuck Madden provided an update on progress with the township internet study and expects the final report to be complete in a couple weeks.

Motion to adopt Conway Township Policy No. 12 with modification of item number 1 from calendar days to business days. Moved by Dickerson. Support from West. Motion passed.

CONWAY TOWNSHIP POLICY No. 12

APPOINTMENT AND HIRING POLICY NON-ELECTED TOWNSHIP POSITIONS

The Conway Township Board desires to set up procedures for accepting resignations and filling vacancies or openings for non-elected Township positions. Accordingly, the Conway Township Board hereby adopts the following policy:

1. The Clerk shall be notified promptly of any vacancy of any position. For the purposes of this policy, "promptly" shall mean no longer than five business days.
2. Any person who receives notice of a resignation shall notify promptly and present a copy of any related writings to the Township Clerk.
3. Descriptions of any vacant or open position or job that is to be filled shall be posted at the Conway Township Hall, included on the Conway Township website, and published at least two times in the local newspaper or other equivalent news source prior to a final decision to fill that position.
4. Candidates to be considered for any vacancy shall be asked to submit a letter of interest, resume, and, if applicable, an application form as directed by the posting.
5. All information submitted by interested candidates shall be presented to the members of the Township Board for consideration in advance of the final decision.
6. Candidates may be evaluated based upon their education and experience, personal interviews and other criterion as determined by the Township Board.

7. Exceptions to the above provisions may be made if approved by a majority of the Township Board for good cause.
8. Candidates should be disqualified if the candidate has made a false statement or engaged in deception in the application process.
9. Conway Township will not unlawfully discriminate in its hiring and employment practices against any applicant or employee on the basis of race, gender, religion, non-work-related handicap or disability, age or national origin. Conway Township is an equal opportunity employer. This Policy is intended to comply with all relevant state and federal employment laws in the selection of individuals who will provide the highest level of service to the Township and its citizens.
10. This Policy does not apply to elected positions. Resignations or vacancies related to any elected position shall be referred to the Township attorney for further direction.

* * * * *

I, Cindy Dickerson, Conway Township Clerk, hereby certify that this administrative Conway Township Policy No. 12 was approved by a regular meeting of the Conway Township Board on June 21, 2016.

Attorney Cooper provided an update on the progress of creating an enforcement policy.

Clerk Dickerson presented ideas for consideration regarding the Long Term Capital Improvement Plan.

Motion to hire John Enos as the planning consultant for Conway Township. Moved by Dickerson. Support from West. Motion passed.

Clerk Dickerson will post a newspaper ad for the Zoning Board of Appeals alternate vacant position.

Updates provided from zoning administrator, planning commission, fire authority, recreation representative, supervisor and clerk. Clerk Dickerson announced upcoming cemetery committee meeting date change from June 29th to July 9th.

Motion to approve Supervisor Rife to obtain bids to pour a cement floor in storage barn on Stow Road. Moved by Parsons. Support from Dickerson. Motion passed.

Motion to authorize Supervisor Rife to obtain dust control in conjunction with Ingham County on Herrington Road if upon his review conditions warrant.

Motion to permit township cemetery committee members attendance at related upcoming MTA training. Moved by Dickerson. Support from Grubb. Motion passed.

Motion to accept treasurer report. Moved by West. Support from Parsons. Motion passed. April 30, 2016 balance = \$152,645.28, total May income = \$44,176.44, total May expense = \$15,732.62, balance as of May 31, 2016 = \$181,089.10.

Motion that township do not purchase any of the properties presented as available for state tax sale. Moved by Parsons. Support from West. Motion passed.

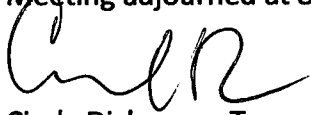
The planning commissioners will research professional engineering services available on an as-needed basis for township projects.

Call to the public included comment from planning commissioner Bowdoin relating to funding a strategic plan companion to the master plan, recall that the last dust control millage was turned down, internet cost.

Motion to approve disbursements. Moved by West. Support from Grubb. Motion passed. Check #9839 through V1818470 for a total of \$45,999.89

Motion to adjourn meeting. Moved by West. Support from Grubb. Motion passed.

Meeting adjourned at 8:38 pm.



Cindy Dickerson, Township Clerk



Kathleen Ruttman, Deputy Clerk



REGULAR MEETING

July 19, 2016

TIME: 7:00 pm

Supervisor Rife called the meeting to order at 7:00 pm with the pledge to the American flag.

Present: Rife, West, Grubb, Dickerson, Parsons. Township attorney Cooper present along with a few residents and also Chuck Madden to present report on the internet feasibility study.

Motion to approve agenda as amended. Moved by Dickerson, Support from West. Motion passed. Additional agenda items included: H8-DTE Smart Meters, H9-Hall Rental.

Motion to approve minutes from June 21, 2016 Board meeting and the June 28th Special meeting. Moved by Parsons. Support from Dickerson. Motion passed.

Call to Public brought no response.

Communications update provided by Clerk Dickerson. Area residents are receiving notices from the Detroit Edison Company regarding home electric meter upgrades.

Chuck Madden presented the report on the internet feasibility study performed for Conway Township and discussed various options and costs.

Motion to appoint Terry Montgomery and Richard Kastner as alternate members of the Zoning Board of Appeals. Moved by Dickerson. Support from Rife. Motion passed.

Attorney Cooper reported ongoing development of a enforcement policy.

Clerk Dickerson provided an update on the long term capital improvement plan.

Clerk Dickerson reported the plan to include a strategic plan as part of the master plan.

Updates provided from zoning administrator Thomas, planning commissioner Bowdoin, fire authority West, recreation representative Stock, Supervisor Rife and Clerk Dickerson. Attorney Cooper will check on effective date Daisy Lane road work can begin.

Motion to accept treasurer report. Moved by West. Support from Dickerson. Motion passed. May 30, 2016 balance = \$181,089.10, total June income = \$1,422.51, total June expense = \$45,999.89, balance as of June 30, 2016 = \$136,511.72.

~~Motion failed to revisit issue of allowing township hall rental to residents and will be considered in the fall.~~ Motion by Supervisor Rife to revisit the issue of allowing township hall rental to residents failed and will be considered in the fall. A cost analysis would be a good tool to prepare when revisiting the issue.

Board confirmed MTA support for providing meals to election workers on election day.

Call to the Public brought no response.

Motion to approve disbursements. Moved by West. Support from Grubb. Motion passed. Check #9863 through V18685032 for a total of \$22,725.60.

Motion to adjourn meeting. Moved by West. Support from Parsons. Motion passed. Meeting adjourned at 8:17 pm.



Cindy Dickerson, Township Clerk



Kathleen Ruttman, Deputy Clerk

REGULAR MEETING

August 16, 2016

TIME: 7:00 pm

Supervisor Rife called the meeting to order at 7:00 pm with the pledge to the American flag.

Present: Grubb, Parsons, Rife, Dickerson. Absent: West. Township attorney Cooper present along with a few residents.

Motion to approve agenda as amended. Moved by Dickerson. Support from Parsons. Motion passed. Amendment additions to include: Items G-3: Cemetery Barn, and H-9: Insurance.

Motion to approve minutes from July 19, 2016 Board meeting as amended. Moved by Parsons. Support from Grubb. Motion passed. Amendment: Paragraph 14, Line 1: ~~Motion failed to revisit issue of allowing township hall rental to residents and will be considered in the fall.~~ Motion by Supervisor Rife to revisit the issue of allowing township hall rental to residents failed and will be considered in the fall.

Call to the Public brought forth Mr. and Mrs. Darrell Klein who presented, on behalf of the Klein family and in specific memory of family members Clayton, Marjorie and Kristene, a \$5,000 donation for grounds clean up and ongoing maintenance at the Conway Klein Cemetery. The Board received the generous donation and thanked the Klein family. Trustee Parsons will initiate obtaining cost information for the job to review at the September Board meeting.

Clerk Dickerson relayed concern from Daisy Lane residents that the road improvement assessment project is not complete to their satisfaction due to remaining problems along the road edge. They ask that the township does not provide payment to the contractor until project is satisfactorily completed.

Supervisor Rife provided an update on research of possible options and costs with the township internet project. Combined efforts with the townships and county are moving the project forward.

Motion to dissolve the township internet committee. Moved by Dickerson. Support from Parsons. Motion passed.

Attorney Cooper reported continued progress in developing an enforcement policy and plans to present a draft document for Board review next month.

Supervisor Rife presented bids received to build a floor in the barn located at the Miller Cemetery property.

Motion to table Cemetery Barn issue pending further discussion on township use of the barn. Moved by Parsons. Support from Grubb. Motion passed.

Clerk Dickerson provided zoning administrator updates. Planning Commission requested that Clerk Dickerson publish notices for upcoming public hearings in September and October. No fire authority update provided. Recreation Representative Stock reported no meeting this month - next meeting in September and confirmed township receipt of final billing for this year. Supervisor Rife reported ongoing activity with townships/county internet project. He expressed concern regarding legality of Conway Township having two deputy clerks on staff. Clerk Dickerson provided a review of the August State Primary election and distributed a draft long term capital plan for review.

Motion to accept treasurer report. Moved by Parsons. Support from Rife. Motion passed. June 30, 2016 balance = \$136,511.72, total July income = \$44,614.06, total July expense = \$22,934.60, balance as of July 31, 2016 = \$158,191.18.

Members discussed usefulness of placing an engineer on retainer for the township and will research engineering firms.

REGULAR MEETING

August 16, 2016

Page -2-

Motion to renew contract with Decker Agency, current insurance provider for our township, to include a one to two percent increase. Moved by Dickerson. Support from Grubb. Motion passed. The current annual cost is \$6,195.00.

Motion to make payment this month on invoices for services provided to date from ~~Culver Excavating~~ Maple Grove Farms and to table action on payment of Culver Excavating invoice. Moved by Parsons. Support from Grubb. Motion passed.

Call to the Public brought forth resident Herm Yost requesting a report of survey results from the recent internet survey for Conway Township. Supervisor Rife will provide that information at the September Board meeting. Doug Helzerman, county commissioner candidate was present to express his thanks to voters supporting him in the State Primary.

Trustee Parsons proposed installing an outside bulletin board near our entrance to consolidate all postings at one location and minimize the clutter of paper materials such as meeting notices, community events, etc., currently posted on the walls and doors. He also relayed information about a coalition within the county to improve the public transportation services including the current LETS service.

Motion to approve disbursements. Moved by Parsons. Support from Grubb. Motion passed. Check #9864 through V19201211 and with the addition of check #9911 in the amount of \$16,164.71 for community recreation invoice for a total of \$49,859.09.

Motion to adjourn meeting. Moved by Dickerson. Support from Grubb. Motion passed. Meeting adjourned at 8:07 pm.



Cindy Dickerson, Township Clerk



Kathleen Ruttman, Deputy Clerk

REGULAR MEETING**SEPTEMBER 21, 2016****TIME: 7:00 PM**

Supervisor Rife called the meeting to order at 7:00 pm with the pledge to the American flag.

Present: Grubb, Parsons, Rife, West, Dickerson. Township attorney Cooper present along with a few residents and Ken Palka from Pfeffer, Hanniford, and Palka CPA firm.

Motion to approve agenda as amended. Moved by Dickerson. Support from Parsons. Motion passed. Agenda additions include: Item G-1: Ken Palka-Township Finance Report, and I-11: Julie Court

Motion to approve minutes as amended from August 16, 2016. Moved by Parsons. Support from West. Motion passed. Amendment: Page 2, Paragraph 2, Sentence 1: Motion to make payment this month on invoice for services provided to date from ~~Culver Excavating~~ Maple Grove Farms and to table action on payment of Culver Excavating invoice.

No response to Call to Public.

Supervisor Rife and Clerk Dickerson shared communications including the August Fire Run report and discussion of the Daisy Lane road improvement project.

The Board recognized the volunteer efforts of the Nogafsky family children that place flags at the graves of our veterans each year by presenting each with a certificate of recognition.

Motion to accept annual financial audit report presented by Kenneth Palka, Pfeffer, Hanniford and Palka CPA firm. Moved by Dickerson. Support from Grubb. Motion passed.

Motion to request that Jeff, internet project manager, present his findings at the October 18, 2016 Board meeting. Moved by Dickerson. Support from Grubb. Motion passed.

Attorney Cooper provided a draft enforcement policy for Board review and discussion.

Trustee Parsons provided an update on his research of various engineering firms and services they provide.

Motion to contact Maple Grove Farm to determine a total price quote to include clean-up at the Klein cemetery specifically related to jobs requested by the Klein family using their donated funds and other work elsewhere in the cemetery that would be paid for with township funds. Moved by Dickerson. Support from Grubb. Motion passed. Attorney Cooper will prepare a draft resolution for review at the October Board meeting relating to acceptance of the \$5,000 donation from the Klein family.

Updates provided from Planning Commissioner Bowdoin, Fire Authority West, Recreation Representative Stock.

Supervisor Rife and Clerk Dickerson provided updates. Member discussion included increase to two township voting precincts, cemetery improvement activities, etc.

Motion to contract with Maple Grove Farm for finish grading at Benjamin cemetery at a cost of \$20/yard for soil. Moved by Rife. Support from Parsons. Motion passed.

Motion to approve the financial report as presented. Moved by West. Support from Dickerson. Motion passed. July 31, 2016 balance = \$158,191.18, total August income = \$7,027.16, total August expense = \$50,950.09, balance as of August 31, 2016 = \$114,268.25.

REGULAR MEETING

September 20, 2016

Page -2-

Motion to approve funds for Trustee Parsons to obtain copies of Howell Township master plan from PDQ print shop. Moved by Dickerson. Support from Rife. Motion passed.

Trustee Parsons reported county transportation improvement efforts from the Livingston Transportation Coalition. Richard Kreeger has agreed to serve as the Fire Authority Representative when he assumes trustee position in December.

Motion to publish ad for 2016-17 snow removal bids. Moved by Dickerson. Support from Grubb. Motion passed.

Motion to approve annual contract with Corrigan for propane. Moved by Parsons. Support from Dickerson. Motion passed.

Motion to accept offer of \$6,000.00 for township property at 6685 Julie Court, property tax ID#47 01 01 101 020. Moved by Rife. Support from West. Motion passed.

Motion to authorize Supervisor Rife to sign documents necessary to execute the closing of property at 6685 Julie Court, tax ID#47 01 01 101 020. Moved by Parsons. Support from Dickerson. Motion passed.

Call to Public recognized the efforts by township officials in making the Dawn Patrol event one of the most successful ever.

Motion to authorize payment of \$153.82 remaining balance of ambulance fee resulting from township assessor falling incident in hallway entrance. Moved by Dickerson. Support from Grubb. Motion passed.

Motion to update existing assessor contract. Moved by Parsons. Support from Rife. Motion passed.

Motion to approve disbursements. Moved by West. Support from Grubb. Motion passed. Check #9911 through V1983462 for a total of \$37,593.16.

Motion to adjourn meeting. Moved by West. Support from Dickerson. Motion passed. Meeting adjourned at 8:36 pm.



Cindy Dickerson, Township Clerk



Kathleen Ruttman, Deputy Clerk

REGULAR MEETING

OCTOBER 18, 2016

TIME: 7:00 PM

Supervisor Rife called the meeting to order at 7:00 pm with the pledge to the American flag.

Present: Grubb, Parsons, Rife, Dickerson. Absent: West. Township attorney Cooper present along with several residents.

Motion to approve agenda as amended. Moved by Dickerson. Support from Parsons. Motion passed. Agenda amendment: Item 5: changed from Propane to Snow Removal.

Motion to approve minutes from September 20, 2016. Moved by Parsons. Support from Dickerson. Motion passed.

First Call to Public was answered by County Commissioner Candidate Doug Helzerman.

Supervisor Rife shared communications including a caution from Undersheriff Mike Murphy regarding a mail scam that is currently circulating.

Discussion ensued regarding the ongoing Internet improvement project. Many of the residents expressed their frustrations about the lack of options. The board members voiced opinions and answered questions. No specific action was taken.

RESOLUTION TO ENACT ORDINANCE ENFORCEMENT OFFICER ORDINANCE

Resolution No. 161018-01

Conway Township

WHEREAS, the Conway Township Board of Trustees ("Board") desires to enact a general law ordinance establishing the position of the Ordinance Enforcement Officer and to appoint the Zoning Administrator as the Ordinance Enforcement Officer subject to the conditions set forth in the ordinance;

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

NOW, THEREFORE, BE IT RESOLVED that:

1. The Board hereby enacts the proposed Conway Township Ordinance to Establish Ordinance Enforcement Officer Ordinance, to become general ordinance No. 25, as presented.
2. All other ordinances, policies, and procedures that are in conflict are hereby repealed.

The foregoing resolution offered by Board Member Larry Parsons.

Second offered by Board Member Cindy Dickerson.

Upon roll call vote the board members voted as follows:

Rife: Yah, Dickerson: Yah, Grubb: Yah, West: Absent, Parsons: Yah

The Supervisor declared the resolution adopted.

RESOLUTION TO ESTABLISH ORDINANCE ENFORCEMENT POLICY

Resolution No. 161018-02

Conway Township

WHEREAS, the Conway Township Board of Trustees ("Board") desires to enact an Enforcement Policy to govern the handling of potential ordinance violations within the Township;

WHEREAS, the Board wishes to designate the Zoning Administrator as the Ordinance Enforcement Officer;

WHEREAS, the Board intends to give clear directives to the Ordinance Enforcement Officer on how to handle complaints and possible violations;

NOW, THEREFORE, BE IT RESOLVED that:

1. The Board hereby adopts Conway Township Policy No. 13 regarding Ordinance Enforcement, as presented.
2. All other ordinances, policies, and procedures that are in conflict are hereby repealed.

The foregoing resolution offered by Board Member Larry Parsons.

Second offered by Board Member Cindy Dickerson.

Upon roll call vote the board members voted as follows:

Rife: Yah
 Dickerson: Yah
 Grubb: Yah
 West: Absent
 Parsons: Yah

The Supervisor declared the resolution adopted.

**RESOLUTION TO ENACT A PROCEDURE TO PROVIDE AND ACCOUNT FOR THE REMAINDER OF A GIFT
 FOR EXTRAORDINARY CARE OF KLEIN CEMETERY**

Resolution No. 161018-03

Conway Township

WHEREAS, the Conway Township Board of Trustees ("Board") desires to enact a procedure to govern the remainder of a \$5,000.00 grant made to it by Mr. and Mrs. Darrell Klein ("Grantor") for the extraordinary care of Klein Cemetery in memory and honor of their family members Clayton, Marjorie, and Kristene;

WHEREAS, the Board, acting in accordance with Grantor's directive, has expended or will expend for work performed to date \$3,800.00 in extraordinary care and maintenance of Klein Cemetery over and above the amount allocated contemplated by the Township Budget and has remaining \$1,200.00;

WHEREAS, the Board understands that Grantor desires the grant shall remain as money;

WHEREAS, the Board understands that Grantor desires not to establish a permanent fund under the provisions of MCL 128.72;

WHEREAS, the Board intends to give clear directives governing the procedure for accounting for and spending the remainder of the grant until used in its entirety for the intent whereby Grantor made such gift;

NOW, THEREFORE, BE IT RESOLVED that:

1. The Clerk shall deposit the remainder of Grantor's gift into the general Cemetery fund.
2. The Clerk shall maintain separate, accurate records of Grantor's money used and the purpose for which it was used.
3. The Clerk shall ensure that the remainder of Grantor's gift is spent solely according to Grantor's directives.
4. The Clerk, upon the request of Grantor, and subject to Federal and Michigan laws and rules, shall produce such records for examination by the requesting person or individual.

The foregoing resolution offered by Board Member Larry Parsons.

Second offered by Board Member Cindy Dickerson.

Upon roll call vote the board members voted as follows:

Rife: Yah
 Dickerson: Yah
 Grubb: Yah
 West: Absent
 Parsons: Yah

The Supervisor declared the resolution adopted.

Clerk Dickerson presented a bill from Maple Grove for \$4000 to be paid from the General Fund for ordinary maintenance done on the North end of the Klein Cemetery. Motion by Parsons, second by Dickerson to approve payment. Motion passed.

Clerk Dickerson stated that the publication for snow removal bids was not done. One bid from the current company was received. Motion by Parsons, support from Dickerson to publish request for bids before the November meeting. Motion passed.

Updates provided from Zoning Administrator Thomas, Planning Commissioner Bowdoin, Recreation Representative Stock.

Supervisor Rife and Clerk Dickerson provided updates. Member discussion included a donation from the Fowlerville Rotary of \$1400 from the Dawn Patrol Raffle.

Clerk Dickerson made a motion to have Attorney Cooper train the new ZBA Alternates and the incoming board member and to produce copies of the Ordinance Book. The motion was supported by Parsons. Motion passed.

Motion to approve the financial report as presented. Moved by Rife. Support from Parsons. Motion passed. August 31, 2016 balance = \$114,268.25, total September income = \$61,088.75 total September expense = \$37,593.16 balance as of September 30, 2016 = \$137,763.84.

Second call to the public brought no response.

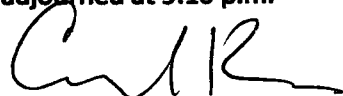
Motion to approve disbursements. Moved by Dickerson. Support from Parsons. Motion passed. General Fund Check #9931 through V20361657 for a total of \$19,488.42. Road Fund Disbursements July 14 through October 18, Check #1025 through 1032 for a total of \$176,159.36.

Trustee Parsons reported that he had inspected the road conditions at Daisey Lane and was satisfied with the results.

Trustee Parsons and Supervisor Rife requested permission to attend Township Finances workshop at Calvin College. Motion by Parsons. Support from Dickerson. Motion passed.

Motion to pay the Zoning Administrator a \$75 per diem for attending meetings. Motion by Rife Support from Parsons. Motion passed.

Motion to adjourn meeting. Moved by Grubb. Support from Dickerson. Motion passed. Meeting adjourned at 9:10 p.m.



Cindy Dickerson, Township Clerk



Kathleen Ruttman, Deputy Clerk

REGULAR MEETING**November 15, 2016****TIME: 7:00 PM**

Supervisor Rife called the meeting to order at 7:00 pm with the pledge to the American flag.

Present: Grubb, Parsons, Rife, Dickerson. Absent: West. Township attorney Cooper present along with several residents.

Motion to approve agenda as amended. Moved by Parsons. Support from Grubb. Motion passed.
Agenda amendment: New Business Item #9: Recognition of departing board members and staff #10: Appointment of new Fire Board Representative.

Motion to approve minutes from October 18, 2016. Moved by Grubb. Support from Dickerson. Motion passed.

Supervisor Rife communicated that Dan Manning of Michigan Connect and Jeff Thone would both be attending the December board meeting to provide information on the Internet project. Rife also reported that Freedom Net is planning on placing antennas on silos on Chase Lake Road and near the Mohrle and Nicholson Road intersection.

Clerk Dickerson received one bid to perform snow removal for the 2016-2017 season. The bid from The Grounds Crew is the same as the previous year. Motion by Parsons to award the bid. Support from Grubb. Motion passed.

Updates provided from Zoning Administrator Thomas, Planning Commissioner Bowdoin, and Recreation Representative Stock.

Stock brought forth a request for a budget amendment to increase the director's salary. Motion by Parsons. Support from Dickerson. Motion passed.

Clerk Dickerson provided election statistics from the November 8, 2016 General Election. There are 2,560 registered voters in the township. 1,864 voted representing 72.81% of the registered voters.

Motion to approve the financial report as presented. Moved by Parsons. Support from Dickerson. Motion passed. September 30, 2016 balance = \$137,763.84, total October income = \$3,715.79 total October expense = \$19,488.42 balance as of October 31, 2016 = \$121,991.21

WHEREAS, the Conway Township Board of Trustees ("Board") recognizes and appreciates the commitment required of those serving in one of the limited staff positions that a small township such as Conway has.

WHEREAS, the Board recognizes that Kate Ruttman has been much more than a member of the Township staff, she has been a dedicated public servant.

WHEREAS, the Board appreciates Kate's dedication and commitment to the Board and the residence of the Township during her tenure as the Deputy Clerk.

NOW, THEREFORE, BE IT RESOLVED that:

1. The Board, on behalf of the residents of Conway Township wishes to thank Kate for her service and wish her well in her future endeavors.

The foregoing resolution offered by Board Member Larry Parsons.

Second offered by Board Member Mike Rife.

Upon roll call vote the board members voted as follows:

- Rife: Yea
- Dickerson: Yea
- Grubb: Yea
- West: Absent
- Parsons: Yea

The Supervisor declared the resolution adopted.

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 Eric West for serving as a Trustee for a total of six (6) terms, equaling 24 years.

WHEREAS, the Board appreciates Eric's dedication to serving on the Board and his commitment while serving as the Township's representative on the District Fire Board.

NOW, THEREFORE, BE IT RESOLVED that:

1. The Board, on behalf of the residents of Conway Township wishes to thank Eric for his service and wish him well in his future endeavors.

The foregoing resolution offered by Board Member Larry Parsons.

Second offered by Board Member Cindy Dickerson.

Upon roll call vote the board members voted as follows:

- Rife: Yea
- Dickerson: Yea
- Grubb: Yea
- West: Absent
- Parsons: Yea

The Supervisor declared the resolution adopted.

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

WHEREAS, the Board wishes to recognize Cindy Dickerson for the many improvements she has initiated on behalf of the Clerk's office as well as the operation of the Township as a whole.

WHEREAS, the Board appreciates Cindy's dedication to the Clerk's position and passion for improving the Township's cemeteries.

NOW, THEREFORE, BE IT RESOLVED that:

1. The Board, on behalf of the residents of Conway Township wishes to thank Cindy for her service and wish her well in her future undertakings.

The foregoing resolution offered by Board Member Larry Parsons.

Second offered by Board Member Debra Grubb.

Upon roll call vote the board members voted as follows:

- Rife: Yea
- Dickerson: Yea
- Grubb: Yea
- West: Absent
- Parsons: Yea

The Supervisor declared the resolution adopted.

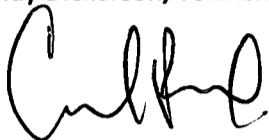
Motion to appoint Rick Kreeger as the Fire Authority Representative for the township. Moved by Parsons. Support from Dickerson. Motion passed.

Incoming Clerk Todd Anderson was sworn in by Clerk Dickerson. Anderson will take office November 20, 2016.

Motion to approve disbursements. Moved by Parsons. Support from Rife. Motion passed. General Fund Check #9953 through EFT for a total of \$12,804.77.

Motion to adjourn meeting. Moved by Parsons. Support from Dickerson. Motion passed. Meeting adjourned at 8:02 p.m.

Cindy Dickerson, Township Clerk

A handwritten signature in black ink, appearing to read 'K. Ruttman', written in a cursive style.

Kathleen Ruttman, Deputy Clerk

REGULAR MEETING

December 20, 2016

TIME: 7:00 PM

Supervisor Rife called the meeting to order at 7:00 pm with the pledge to the American flag.

Present: Grubb, Parsons, Rife, Kreeger, Anderson. Township attorney Cooper present along with several residents.

Motion to approve agenda as amended. Moved by Parsons. Support from Grubb. Motion passed. Agenda amendment: New Business Item #6g: Recurring Monthly Bills #11: Appointment of Planning Commissioners.

Motion to approve minutes from November 15, 2016. Moved by Grubb. Support from Anderson. Motion passed.

Supervisor Rife shared that Board of Review member Brande Nogafsky resigned and will need to be replaced.

Updates provided from Zoning Administrator Thomas, Planning Commissioner Bowdoin, Fire Authority Representative Kreeger Cemetery Board Representative Dickerson and Recreation Representative Stock.

Supervisor Rife and Clerk Anderson gave reports.

Motion to approve the Application for Land Combination provided by the Zoning Administrator. Motion by Anderson. Support from Parsons. Motion passed.

Motion to approve a list of Recurring Monthly Bills prior to the meeting as presented. Motion by Anderson. Support from Parsons. Motion passed.

Motion to approve the financial report as presented. Moved by Parsons. Support from Anderson. Motion passed. Balance as of October 31, 2016, = \$121,991.21, total November income = \$52,867.01. total November expense = \$12,804.77 balance as of November 30, 2016, = \$162,053.45

Motion to appoint Mike Stock to the Planning Commission for a three-year term. Motion by Parsons. Support by Anderson. Motion passed.

Motion to appoint Londa Horton to the Planning Commission for a three-year term. Motion by Parsons. Support by Anderson. Motion passed.

Motion to have the locks on the exterior doors changed. Motion by Parsons. Support from Rife. Motion passed.

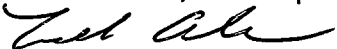
Motion to form an Internet Advisory Committee. Motion by Anderson. Support from Grubb. Motion passed.

Motion to appoint Cindy Dickerson to the Zoning Board of Appeals. Moved by Anderson. Support from Grubb. Motion passed.

Motion to approve disbursements. Moved by Parsons. Support from Grubb. Motion passed. General Fund EFT through V21621172 for a total of \$30,495.07.

Motion to adjourn meeting. Moved by Parsons. Support from Grubb. Motion passed. Meeting adjourned at 8:15 p.m.

Todd Anderson, Township Clerk



Elizabeth Whitt, Deputy Clerk

