

REGULAR MEETING

March 19, 2019

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

Present: Parsons, Rife, Grubb. Absent: Anderson, Kreeger

Motion to approve the consent agenda. Motion by Parsons. Support by Grubb. Motion approved. Included in the consent agenda: February 19, 2018 Board Minutes, Planning Commission Minutes, Zoning Administrator Report, Financial Report, Disbursements/Payroll Report, Budget Report, Updated Vendor List. Credit Card Statement, Township Attorney invoice, Supervisor Report. Motion approved.

Motion to approve the board agenda with additions. Motion by Parsons. Support by Grubb. Addition New Business #29: Zoning Administrator Wages, #30 Daisey Lane Maintenance. Motion approved.

Supervisor Rife opened the 19/20 Budget Public Hearing at 7:03. Motion to close at 7:06. Motion by Parsons. Support by Grubb. Motion approved.

Supervisor Rife opened the 19/20 Road Budget Public Hearing at 7:06. Motion to close at 7:10. Motion by Parsons. Support by Grubb. Motion approved.

Supervisor Rife opened the Headlee Override Public Hearing at 7:10. Motion to close at 7:14. Motion by Parsons. Support by Grubb.

Trustee Kreeger arrived at 7:12 p.m.

Motion to approve the budget amendment to match resolution from January to reduce the clerk's salary to \$15000 with a total for the Clerk's department of \$45075 for the fiscal year. Motion by Parsons. Support by Grubb. Motion approved.

Motion to reappoint Gary Klein to the Zoning Board of Appeals. Motion by Rife. Support by Parsons. Motion approved.

Motion to appoint Chuck Skwirsk to Zoning Board of Appeals. Motion by Rife. Support by Parsons. Motion approved.

Motion to adopt Resolution 190319-1 to set board meeting schedule. Offered by Parsons. Support by Grubb.

Roll call: Rife – aye Grubb – aye Kreeger aye Parsons – aye.

Motion to adopt Resolution 190319-2 to establish township Deputy Clerk and Deputy Treasurer wage. Offered by Parsons. Support by Grubb.

Roll call: Grubb – aye Kreeger aye Parsons – aye Rife – aye.

Motion to adopt Resolution 190319-3 to establish township receptionist wage. Offered by Parsons. Support by Grubb.

Roll Call: Kreeger – aye Grubb – aye Parsons – aye Rife – aye.

Motion to adopt Resolution 190319-4 Establishing Fiscal Year 2019/2020 Road Millage Rate as directed by the Headlee Rollback Calculation. Resolved by Parsons. Supported by Grubb.

Roll Call: Kreeger – aye Rife – aye Grubb – aye Parsons – aye.

Motion to adopt Resolution 190319-5 Establishing Fiscal Year 2019/2020 Operating Tax Millage Rate as directed by the Headlee Rollback Calculation. Resolved by Parsons. Supported by Grubb.

Roll Call: Grubb – aye Kreeger – aye Rife – ate Parsons – aye.

Motion to adopt Resolution 190319-6 General Appropriations Act (Budget Approval). Offered by Parson. Support by Grubb.

Roll Call: Rife – aye Grubb – aye Parsons – aye Kreeger – aye.

Motion to adopt Resolution 190319-7 to Amend FOIA Procedures and Guidelines (Policy No. 9). Offered by Parsons. Support by Grubb.

Roll Call: Rife – aye Grubb – aye Parsons – aye Kreeger – aye.

Motion to contract with Chloride Solutions for dust control for the upcoming season. Motion by Parsons. Support by Grubb. Motion approved.

Motion to repurchase cemetery plots at 50% of the current rate. Motion by Parsons. Support by Grubb. Motion approved.

Motion to approve MTA Planning and Zoning training in Jackson for any Planning Commissioner or Township Board Members who are interested in attending. Motion by Parsons. Support by Rife. Motion approved.

Motion to hire R.I. Thomas Property Maintenance to clean the hall. Motion by Kreeger. Support by Grubb. Motion approved.

Motion to adopt Resolution 190319-8 to establish Township Zoning Officer/ Zoning Enforcement Officer wage. Offered by Parsons. Support by Grubb.

Roll call: Kreeger – aye Grubb – aye Parsons – aye Rife – aye.

Motion to continue having Joe Raica provide Daisey Lane grading and dust control. Motion by Rife. Support by Parsons. Motion approved.

Motion to adjourn meeting at 8:06. Motion by Grubb. Support by Parsons. Motion approved.



Todd Anderson, Township Clerk



Elizabeth Whitt, Deputy Clerk

**RESOLUTION TO SET TIME AND PLACE FOR BOARD MEETINGS**

**Resolution No. 190319-1**

**Conway Township**

WHEREAS, the Conway Township Board of Trustees desires to establish its meeting schedule for 2019-2020;

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 Parsons

Second offered by Board Member Grubb

Upon roll call vote the board members voted as follows:

Rife: aye

Anderson: absent

Grubb: aye

Kreeger: aye

Parsons: aye

The Supervisor declared the resolution adopted.



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Todd Anderson, Clerk

# CONWAY TOWNSHIP

## Board of Trustees

2019-20 Meeting Schedule

The 3rd Tuesday of each month

**7:00 PM**

Conway Township Hall, 8015 N Fowlerville Rd, Fowlerville MI 48836

<b><u>Board of Trustees</u></b>
<b><u>Meeting Date</u></b>
<b>April 16</b>
<b>May 21</b>
<b>June 18</b>
<b>July 16</b>
<b>August 20</b>
<b>September 17</b>
<b>October 15</b>
<b>November 19</b>
<b>December 17</b>
<b>January 21</b>
<b>February 18</b>
<b>March 17</b>

Contact Todd Anderson at 517-223-0358 or Mike Rife at 517-294-2438

**RESOLUTION TO ESTABLISH TOWNSHIP Deputy Clerk, Deputy Treasurer Wages**

**Resolution: # 190319-2**

**Conway Township**

WHEREAS, per MCL 41.95(3), in a township that does not hold an annual meeting, the wage for Deputy Clerk and Deputy Treasurer shall be determined by the township board, and

WHEREAS, the Conway Township Board deems that an adjustment in wage of Deputy Clerk and Deputy Treasurer, is warranted in consideration of the prevailing wages of other similar sized townships in Livingston County;

NOW BE IT RESOLVED that as of April 1, 2019, the Wage of the office of Deputy Clerk and Deputy Treasurer, shall be as follows: \$17.00 an hour

This resolution offered by board member Parsons

Supported by board member Grubb

Upon a roll call vote, the following voted:

Anderson absents

Kreeger aye

Grubb aye

Parsons aye

Rife aye

The supervisor declared the resolution adopted. At the Conway Township Board of Trustees meeting held on March 19, 2019.



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Todd Anderson, Clerk

**RESOLUTION TO ESTABLISH TOWNSHIP Receptionist Wages**

**Resolution: # 190319-3**

**Conway Township**

WHEREAS, per MCL 41.95(3), in a township that does not hold an annual meeting, the wage for Receptionist shall be determined by the township board, and

WHEREAS, the Conway Township Board deems that an adjustment in wage of Receptionist, is warranted in consideration of the prevailing wages of other similar sized townships in Livingston County;

NOW BE IT RESOLVED that as of April 1, 2019, the Wage of the office of Receptionist, shall be as follows: \$15.00 an hour

This resolution offered by board member Parsons.

Supported by board member Grubb.

Upon a roll call vote, the following voted:

Anderson absent

Kreeger aye

Grubb aye

Parsons aye

Rife aye

The supervisor declared the resolution adopted. At the Conway Township Board of Trustees meeting held on March 19, 2019.



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Todd Anderson, Clerk

**RESOLUTION #190319-4  
CONWAY TOWNSHIP, LIVINGSTON COUNTY**

**ESTABLISHING FISCAL YEAR 2019-2020 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 2019-2020 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 1.9665 mills to be levied for road maintenance and road improvement purposes in Fiscal Year 2019-2020 from within its authorized millage rate.

**RESOLVED BY: Parsons**

**SUPPORTED BY: Grubb**

**VOTE: Kreeger aye, Rife aye, Grubb aye, Anderson absent, Parsons aye**

**ADOPTION DATE: March 19, 2019**

**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 19, 2019, 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.



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Todd Anderson

Township Clerk

**RESOLUTION #190319-5  
CONWAY TOWNSHIP, LIVINGSTON COUNTY**

**ESTABLISHING FISCAL YEAR 2019-2020 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 2019-2020 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 .8636 mils to be levied for operating purposes in Fiscal Year 2019-2020 from within its authorized millage rate.

**RESOLVED BY: Parsons**

**SUPPORTED BY: Grubb**

**VOTE: Grubb aye, Anderson absent, Kreeger aye, Rife aye, Parsons aye**

**ADOPTION DATE: March 19, 2019**

**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 19, 2019, 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.



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Todd Anderson

Township Clerk

**RESOLUTION OF CONWAY TOWNSHIP**



# GENERAL APPROPRIATIONS ACT (BUDGET APPROVAL)

## Resolution No. 190319-6

### Conway Township

WHEREAS, the Conway Township Board of Trustees is charged annually with adoption of a budget for the upcoming fiscal year by the Uniform Budgeting and Accounting Act, MCL 141.436;

WHEREAS, pursuant to MCL 141.412 and MCL 211.24e, notice of a public hearing on the proposed budget and millage was published in a newspaper of general circulation on March 3, 2019 and March 10, 2019, and the public hearing was held on March 19, 2018;

WHEREAS, the attached budget has been made available for review to the public prior to the public hearing, and is being presented to the Board for adoption;

NOW, THEREFORE, BE IT RESOLVED that Conway Township Board of Trustees does hereby resolve to approve the following;

#### 1. ESTIMATED REVENUES, EXPENDITURES AND ADOPTION OF BUDGET BY REFERENCE

The budgets for the various funds of Conway Township are hereby adopted by reference, with revenues and activity expenditures as indicated on the attached.

#### 2. ADOPTION OF BUDGET BY DEPARTMENT OR CLASSIFICATION

The Conway Township Board of Trustees adopts the 2019-20 fiscal year general fund budget by department or classification. Township officials responsible for the expenditures authorized in the budget may expend township funds up to, but not to exceed, the total appropriation authorized for each department or classification, and make transfers among the various line items contained in the department or classification appropriation. However, no transfers of appropriations for line items related to personnel or capital outlays may be made without prior Board approval by budget amendment.

#### 3. PERIODIC FISCAL REPORTS

The Township Treasurer shall provide the Township Board at the Board Meeting immediately following the end of each fiscal quarter and at the final Board meeting of the fiscal year, a report of fiscal year to date revenues and expenditures compared to the budgeted amounts in the various funds of the Township.

#### 4. PAYMENT OF BILLS

Pursuant to MCL 41.75, all claims against the Township shall be approved by the Conway Township Board of Trustees prior to being paid. The Township Clerk and Treasurer may pay employee payroll obligations, and certain bills prior to approval to avoid late penalties, service charges and interest. The Township Board shall receive a list of claims paid prior to approval at the next Board meeting.

#### 5. LIMIT ON OBLIGATIONS AND PAYMENTS

No obligation shall be incurred against, and no payment shall be made from any appropriation account unless there is a sufficient unencumbered balance in the appropriation and sufficient funds are or will be available to meet the obligation.

## 6. BUDGET MONITORING

Whenever it appears that the actual and probable revenues in any fund will be less than the estimated revenues upon which appropriations from such fund were based, and when it appears that expenditures shall exceed an appropriation, the Township Board shall be presented with recommendations to prevent expenditures from exceeding available revenues or appropriations for the current fiscal year. Such recommendations shall include proposals for reducing appropriations, increasing revenues, or both.

The foregoing resolution offered by Board Member Parsons.

Second offered by Board Member Grubb.

Upon roll call vote the board members voted as follows:

Rife: aye

Anderson: absent

Grubb: aye

Parsons: aye

Kreeger: aye

The Supervisor declared the resolution adopted at a regular meeting of the Board held on March 19, 2019.



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Todd Anderson, Clerk

**RESOLUTION TO AMEND FOIA PROCEDURES AND GUIDELINES (POLICY NO. 9)**

**Resolution No. 190319-7**

**Conway Township**

WHEREAS, the Conway Township Board of Trustees ("Board") previously adopted a set of policies, procedures, and forms pursuant to and in compliance with the Freedom of Information Act ("FOIA"), MCL 15.231, et seq, effective July 1, 2015;

WHEREAS, substantive provisions of the FOIA have recently been amended and the Board wishes incorporate those FOIA amendments into its FOIA policy and the attendant forms;

WHEREAS, the Township attorney has prepared amendments consistent with the FOIA and presented them to the Board for review and consideration;

NOW, THEREFORE, BE IT RESOLVED that:

1. The Board approves and adopts amendments to its FOIA Procedures and Guidelines (Conway Township Policy No. 9), and the following forms, as presented:
  - a. FOIA Request Cost Worksheet
  - b. FOIA Appeal Form—To Appeal a Denial of Records
  - c. FOIA Appeal Form—To Appeal an Excessive Fee
2. The Township attorney has prepared a Public Summary of the Township's Procedures and Guidelines as required by MCL 15.234(4) consistent with these amendments, and that Public Summary is also approved by the Board.
3. These amendments shall have immediate effect. All other ordinances, policies, and procedures that are in conflict are hereby repealed.

The foregoing resolution offered by Board Member Parsons.

Second offered by Board Member Grubb.

Upon roll call vote the board members voted as follows:

Rife: aye

Anderson: absent

Grubb: aye

Parsons: aye

Kreeger: aye

The Supervisor declared the resolution adopted at a regular meeting of the Board held on March 19, 2019.



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Todd Anderson, Clerk

**RESOLUTION TO ESTABLISH TOWNSHIP Zoning Officer/ Zoning Enforcement Officer**

**Resolutions; #190319-8**

**Conway Township**

WHEREAS, per MCL 41.95(3), in a township that does not hold an annual meeting, the wage for Zoning Officer/ Zoning Enforcement Officer shall be determined by the township board, and

WHEREAS, the Conway Township Board deems that an adjustment in the wage of Zoning Officer/ Zoning Enforcement Officer is warranted in consideration of the prevailing wage of other similar sized townships in Livingston County;

NOW BE IT RESOLVED that as of April 1, 2019, the Wage of Zoning Officer/ Zoning Enforcement Officer, shall be as follows:

Zoning Officer/ Zoning Enforcement Officer \$26.00 Hour

This resolution offered by board member Parsons

Supported by board member Grubb

Upon a roll call vote, the following voted:

Kreeger -aye

Grubb aye

Parsons aye

Rife aye

Anderson absents

The supervisor declared the resolution adopted. At the Conway Township Board of Trustees meeting held on March 19, 2019.



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Todd Anderson, Clerk