

Conway Township Board

Regular Meeting

December 17, 2024

AGENDA

Call to Order and Pledge of Allegiance

Roll Call

Consent Agenda Approval

1. Approval of the November 19, 2024 Board Meeting Minutes
2. Approval of the October 30, 2024 and November 22, 2024 Special Board Meeting Minutes
3. Account Reconciliations
4. Disbursements/Payroll Report/Budget Report – November

Additions/Approval of Board Meeting Agenda

Call to the Public Regarding Agenda Items Only

Reports and Communications

Presentations

5. Recreation Report
6. Planning Commission Ex-Officio Report

Old Business

7. McKenna Contract
8. Qualifying Letter
9. ARPA Fund to Remain in ARPA Fund until used for Fowlerville Road Project
10. Shared Drive for Planning Commission
11. Bank Statement Review
12. Laptop Update
13. Fowlerville Senior Center Donation
14. Snow Removal (Too late for bid, want to use who we have been using)

New Business

15. Hiring of New Assessor
16. Septic Pump Out
17. Building Update
18. Appointments of New Planning Commission Members
19. Appointments of Board of Review Members
20. Appointment of Debra Grubb to the Fowlerville Fire Authority Board
21. Treasurer Debra Grubb appointing Susie Egbert as Deputy Treasurer
22. November 15, 2024 Special Meeting Legal Review

23. 2025 Board Meeting Schedule

24. Letter From Ranger Power

25. Policy 21 change to Policy 24

Board Member Discussion

Call to the Public Regarding Any Item or Issue

Adjournment

CONWAY TOWNSHIP POLICY No 7

PUBLIC COMMENT AND CONDUCT POLICY

Conway Township Board recognizes its obligation to obtain and the benefits to be received from public comments on matter pending before the Board. To provide an orderly and efficient manner to obtain public comment and to provide the public with an opportunity to participate in public meetings, the Conway Township Board hereby adopts the following policy for public comment at public meetings:

1. Public comment is restricted to only those times designated for public comment on the agenda, unless permitted otherwise by the chairperson or a majority of the Board. All persons addressing the Board shall comment only after being recognized by the chairperson conducting the meeting.
2. No individual speaker shall be permitted to speak more than 3 minutes regardless of topic and no time may be transferred or assigned by others to the speaker as to extend the 3-minute time limit. At the discretion of the chairperson, a speaker may be allowed to comment further than the three-minute limit. Alternatively, the chairperson may direct the speaker to submit further comment to the Board in writing at a later date.
3. When recognized by the chairperson to speak, the individual recognized shall approach and speak from the podium or location designated by the chairperson and shall not deviate from the location. When the speaker is advised by the chairperson to stop speaking when time has expired, the speaker shall cease speaking and be seated.
4. Prior to addressing the Board, each speaker shall first state for the record the speaker's name and address, the subject on which the speaker will speak, and state whether the speaker represents an organization or other person and identify such organization or person. All remarks shall be addressed to the Board as a whole and not to any member thereof specifically or any other member of the public. Public comment is not intended to require Board members or Township staff to provide any answer to the speaker. Discussions between speakers and members of the audience will not be permitted.
5. Only one speaker will be acknowledged at a time. In the event that a group of persons supporting or opposing the same position desires to be heard, in the interest of time, a person shall be designated to express the group's concern. A maximum of three speakers may speak on the same subject unless otherwise allowed by a vote of the majority of members of the Board present. The Board may direct other persons to submit comments to the Board in writing in the same manner as designated above.
6. Public comments must be presented in a respectful manner and participants shall conduct themselves in an orderly and civil manner. Comments or language of a lewd, insulting, or provocative nature shall not be permitted. No person shall disrupt the Board and/or partake in behavior that becomes hostile, argumentative or threatens the public or an individual's safety or is disruptive to the meeting. No person shall utilize any profane or obscene speech or gesture.
7. Violation of any provision of this policy shall be deemed a breach of the peace and such person will be asked to leave. If the person being asked to leave does not voluntarily leave or cease the behavior, the person may be ejected and law enforcement may be called to remove the person.
8. Any person shall have the right to tape record, videotape or broadcast the proceedings of the Township Board, but shall not utilize the electric outlets of the Township without prior permission of the Township Clerk. Any tape recording, video camera or other camera utilized by any such person, shall be kept at least ten feet from all members of the Board and shall not be placed behind them.

This policy may be adopted for use by other boards, commissions, and committees of the Township. This policy or a summary of it may be placed on the back of the meeting agenda or made available with the meeting agenda.

\\ct-fs01\share1\shared\Policies & Procedures\Adopted Policy's\Rescinded policies\Previous Policy 7\Policy 7.docx 3-30-22

DRAFT MINUTES

*Conway Township
Board of Trustees
Regular Meeting
Minutes
November 19th, 2024 at 7pm*

The November 19th, 2024 regular meeting of the Conway Township Board of Trustees could not be called to order due to the number of attendees exceeding building capacity. The meeting was cancelled by Supervisor W. Grubb at 7pm. for safety reasons.

**Conway Township
Board of Trustees
Special Meeting
October 30th, 2024
Draft Meeting Minutes**

Call to order by Supervisor W. Grubb at 5:00pm.

Pledge of Allegiance.

Attendance Roll Call:

- R. Kreeger (Clerk) – Absent
- D. Grubb (Treasurer) – Present
- A. Crampton-Atherton (Trustee) – Present
- W. Grubb (Supervisor) – Present
- G. Pushies (Trustee) – Present

Call to the public:

Brande Nogafsky gave an update on the Community Recreation Agreement. Iosco and Handy Twp have sent their letters of withdraw in. Conways was sent in via email and postal mail. The next meeting is November 14th, 2024. Recreation department would not give them the players fees information. G. Pushies asked if there were any grounds that Brande knew of for them to deny access to that information. She said not there was not. The current recreation agreement is good until July 2025.

Motion to approve the agenda as presented made by D. Grubb. Seconded by A. Crampton-Atherton. Passed unanimously.

Old Business:

- 1.) Laptops for the Zoning Administrator and Deputy Clerk.

Motion to approve the purchase of a new laptop for the Zoning Administrator and refurbish one for the Deputy Clerk as presented. Made by G. Pushies and Seconded by D. Grubb.

Roll Call Vote: W. Grubb – Yes; A. Crampton-Atherton – Yes; G. Pushies – Yes; D. Grubb – Yes.

Conway Township
Board of Trustees
Special Meeting
October 30th, 2024
Draft Meeting Minutes

New Business:

- 1.) Discussion regarding making an official offer to Brande Nogfsky as the Assessor due to Karen Page's upcoming retirement.
w. Grubb presented a wage study that was conducted two years. The two townships of note due to size and number of parcels are: losco and Deerfield Townships. Currently we pay \$42k a year between Brand and Karen's wages. Brande is not asking for an assistant and is asking for \$42k a year. We currently have 1899 parcels.
There was discussion of how many hours the assessors of the other townships work and if they have assistants.
The losco assessor is also their zoning administrator and per Brande works about 4 hours a week. Cohoctah's assessor works remotely approximately 4-10 hours per week.

Brande started working for Conway Township with the Board of review in 2012 and then as Karen's assistant in 2019. She stated that Karen has been mostly hands off for the last 2 years.

Some townships do contracts with their assessors and some are hourly or salary employees.

- A. Crampton-Atherton has questions about the numbers and how accurate they are. She knows that Brande is a hard worker and would do a great job for the township. They also discussed that Karen has not had a raise in 8 years.

There was discussion that if we do not hire an assessor before Karen's retirement that the county or state would have to take over our assessing for the time being and that would be very costly for the township.

Brande detailed all of the things that she does as the assessor's assistant and what the job of the assessor for Conway Township entails overall.

- S. Porter wondered if this job needs to be posted especially since such a large increase in salary is being discussed.

**Conway Township
Board of Trustees
Special Meeting
October 30th, 2024
*Draft Meeting Minutes***

The board then discussed that the job most likely should be posted before a decision is made.

Motion to postpone to the next meeting made by W. Grubb and seconded by G. Pushies. Motion passed unanimously.

2.) Review of bids for the Township Hall.

Russ presents the bid from the Brick Mason that has already been hired to do the brick on the hall. (Bricks, Rocks and Blocks LLC.) This bid is to repair and replace the wood that needs to be done to get the brick repairs and replacement started so we can start moving forward on the hall repairs. The brick mason is willing to do those repairs to just the lower four feet to get us moving.

A. Crampton – Atherton makes a motion to accept Bricks, Blocks and Rocks new bid dated October 2024 of \$6500 for the additional repairs. Motion Seconded by G. Pushies.

Roll Call Vote: G. Pushies – yes, D. Grubb – yes, A. Crampton-Atherton – yes, W. Grubb – yes.

Discussion about the rest of the work that needs to be completed on the hall. Russ Cesarz explains the scope of work to the board and the public. Windows need to be reset, drywall needs to be fixed, siding needs to be done, paint will need to be done, flashing and waterproofing need to be done as well.

Pro Brothers did the windows, and they only warranty the windows themselves not the work. There is then discussion on if the windows will need to be replaced as part of this scope of work if we cannot get someone to reset them. Resetting is a line item on the scope of work.

Call to public:

Motion to adjourn made by G. Pushies and seconded by W. Grubb. Passed unanimously.

Meeting adjourned at 5:52pm.

DRAFT MINUTES

Conway Township

Board of Trustees

Special Meeting

Minutes

November 22nd, 2024 at 7pm

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

Roll Call: M. Brown (Supervisor)- Present, G. Pushies (Trustee)- Present, S. Porter (Trustee)- Present, R. Kreeger (Clerk)- Absent, T. Foote (Treasurer)- Present.

Consent Agenda Approval:

Motion to approve the 10/15/2024 meeting minutes made by T. Foote. Seconded by G. Pushies. Motion passed 3-1.

Motion to approve the 11/15/2024 Meeting minutes made by G. Pushies. Second, by T. Foote. Motion passed 3-1.

Motion made to approve account reconciliation made by G. Pushies. Second, by T. Foote. Motion passed. 4-0

Motion to approve the disbursements, payroll report and budget report by T. Foote. Second by G. Pushies. Motion Passed. 4-0

Motion to approve board meeting agenda as presented for November 22nd, 2024, made by S. Porter and seconded by G. Pushies. Motion passed 4-0.

Call to public:

Steve Smith requested that the public be allowed to speak on agenda items between items as he felt that the public did not have enough time to review the packet. He did not feel that the public has had enough opportunities to speak.

There were no presentations at this meeting.

Planning Commission Ex- Officio Report made by G. Pushies.

The Planning Commission meeting was about the Kreeger Gas Station proposal. This included a request for clarification of the lighting, parking and landscaping.

DRAFT MINUTES

Conway Township
Board of Trustees
Special Meeting
Minutes
November 22nd, 2024 at 7pm

New Business:

Discuss and approve bid for siding discussed by Russ C. Discussion that the bid that was received just before the meeting was too late to be able to be used at this meeting. He would like to waive the requirement for a residential building license for our already approved brick mason, Bricks Blocks and Rocks. This is a commercial building, and a residential building license is not a requirement.

Motion made by G. Pushies to waive the residential builders' license requirements for Bricks, Blocks and Rocks LLC. Motion seconded by T. Foote. Motion passed unanimously.

Russ presented the new estimate for Bricks, Blocks and Rocks LLC with the additional work that needs to be completed for waterproofing and his bond requirement as well. This brings the new total up to \$51,260.00. We have already paid Bricks Blocks and Rocks LLC \$14,000.00, bringing the new balance to \$37,260.00 to do all the brick work that is needed for our specifications. S. Porter asked for clarification on what caused the changes in price. We originally did not request for all of the brick to be removed, and we are now requesting that it be removed and extra waterproofing as well as a bond. Once we had exposed what was originally behind the brick, we found that it was not originally installed correctly. His bond insurance that we requested him to increase is what pushed the bid up past the previously increased estimate that was approved in October.

Motion to accept the increase in the contract with Bricks, Blocks and Rocks LLC not to exceed \$51,260.00 made by G. Pushies and seconded by T. Foote.

Roll call Vote: S. Porter – yes; M. Brown – yes; T. Foote – yes; G. Pushies – yes. Motion Passed.

Russ brings 3 bids that he has received for siding. The companies that have bid on the siding are: Khansa Groups at \$35,770; Nation Building Services at \$28,715.25; and Exterior Enhancements at \$45,000.00.

DRAFT MINUTES

Conway Township

Board of Trustees

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Minutes

November 22nd, 2024 at 7pm

M. Brown asks questions about which siding they would use and if the specifications were in the RFP. Russ discusses 042 and 044 panels and he would need to double verify depending on the bid we decided on. He explains that some of them charge a little more for a darker color siding. G. Pushies ask why there is such a large difference between some of the bids, if Russ knows what the reasoning is. Russ says one part is that one might have overestimated on how many square they need. Or the others could have underestimated how many square as well. Russ would like to make sure that once we accept the bid, that we verify and get all of the proper insurance information etc. from the accepted builder before allowing them to actually start the work. He is going to call their insurance company and verify that everything is in order before starting the work. Russ would also like a pre-job walkaround. He wants them to understand exactly what we want and if they are not the right fit we will not proceed. Russ discussed how the windows can be handled given that the windows really were not set quite right and might need to be reset. He discussed the way that the windows need to be done to do it correctly. (Steve Smith asks why don't we have them do one window and inspect it? Russ said that he is going to inspect all the windows.)

S. Porter wanted clarification on the rotten wood that it is \$45 per man hour plus materials. Russ explained that it is, and he wants to camera the whole exterior of the building while they pull of the OSB. He said he knows that the back door has rot on one side. The windows and the doors originally did not get caulked or flashed properly by the original builder. The original builder is no longer in business, unfortunately. He also would like us to come up with a once-a-year maintenance plan. Russ's recommendation is Nation Building Services as they are the lowest bid and their bid is comparable to everyone else's bids. He will check out their references, pre-construction walk-through and verify their insurance and licenses.

Motion to accept Nation Building Services to include proper vetting, contracts, insurances with a pre-job walk around with the Zoning Administrator, to provide references; to include proper flashing and caulking of the windows. Made by G. Pushies and seconded by S. Porter.

(The motion was originally seconded by T. Foote and was worded to include resetting of the windows. After board discussion and Russ explain how we could flash the

DRAFT MINUTES

Conway Township

Board of Trustees

Special Meeting

Minutes

November 22nd, 2024 at 7pm

windows where they currently sit. G. Pushies amended his motion to remove the resetting of the windows but leaving in proper caulking and flashing.)

Roll Call Vote: M. Brown – yes, S. Porter – Yes, T. Foote- Yes, G. Pushies – yes.

S. Porter requests that in the future for bids that the scope of work be included in the packet.

Discussion regarding the need for gutters once the siding is completed and then drywall repairs on the inside due to the damage from removal of rotted studs. Russ also mentioned that once the drywall work is complete that paint will need to be done as well.

Motion to approve Zoning Administrator to move forward with drywall, gutter and painting bids made by G. Pushies and seconded by T. Foote. Motion passed 4-0.

Russ brought forth a new estimate from Your Home Solutions from after they completed their walk through of the attic space in the building. This is the company that has handled the rest of our mold mitigation to this point. There are pictures that were taken of more mold that is now found in the attic space and areas where you can see daylight from inside the building attic. The mold company would like an additional \$5,726.46 to complete this remediation. The board discussed verifying this before moving forward with this work and for Russ to obtain the pictures from the mold company. S. Porter wondered if the mold company really needs to do the OSB repairs.

The board decided, after discussion to table this until the December 2024 meeting.

Motion made by M. Brown to postpone further attic mold discussions and approval until the December meeting. Seconded by S. Porter. Motion passed 4-0.

Russ presented the board with a sampling of vinyl siding colors. The board ultimately all decided that Old Dublin was a good color for the Conway Township Hall.

Motion to approve Old Dublin with white trim as the color to reside the Conway Township Hall made by G. Pushies and seconded by M. Brown. Motion passed 4-0.

M. Brown brought forth discussion with the board on the resumes he had received for hiring a new assessor. Two candidates have applied so far and their qualifications, pay requirements and availability were discussed. One had a salary requirement of \$22,000

DRAFT MINUTES

Conway Township

Board of Trustees

Special Meeting

Minutes

November 22nd, 2024 at 7pm

and had the proper availability but has not worked as an assessor before. The second candidate would require \$45,600 per year, currently works as an assessor however does not have the office availability our residents are currently used to. There was discussion on if either would be a good fit for our township. At this time the board is not making a decision, just discussing the two candidates and their resumes.

The assessing department brought forth their Poverty Exemption Resolution that needs to be updated and approved by the board.

Motion was made by S. Porter to approve and amend the poverty exemption resolution 241122-3 and seconded by G. Pushies.

Roll Call Vote: G. Pushies – yes, M. Brown – yes, T. Foote- yes, S. Porter – yes. Motion Passed.

Brande brought forth a copy of the draft recreation agreement that the townships have been working. She had found several errors and wanted the new board to be aware of them, as well as highlighting the goals they wish to achieve with the rec. agreement.

She stated that although we have withdrawn for the moment from a future rec. agreement while we await the townships and the rec. board coming to an agreement we will still owe for January. That was for the previous agreement and is still our responsibility.

Last call to the public:

Steve Smith spoke about the special meeting from November 15th, 2024. He also spoke about his thoughts on an audit of the township.

Randy spoke about him seeing someone from Cogswell's loading up the siding and wondering if we did or did not pay for the siding.

Motion to adjourn at 8:49pm. made by G. Pushies and seconded by S. Porter. Motion Passed 4-0.

Meeting adjourned at 8:49pm.

DRAFT MINUTES

Conway Township

Board of Trustees

Special Meeting

Minutes

November 22nd, 2024 at 7pm

BANK RECONCILIATION REPORT FOR CONWAY TOWNSHIP

Bank GEN - BOAA - GENERAL FUND
 From: 11/01/2024 To: 11/30/2024
 Reconciliation Record: 0000000130

Beginning GL Balance:	253,773.22
Add: Cash Receipts	70,579.00
Less: Cash Disbursements	(107,354.40)
Less: Journal Entries/Other	(33,522.88)
Ending GL Balance:	183,474.94
Ending Bank Balance:	179,793.15
Add: Miscellaneous Transactions	4,731.75
Add: Deposits/Transactions In Transit	0.00

				AP Checks	
Check Date	Check Number	Name			Amount
07/31/2024	12609	BS & A SOFTWARE			0.00
08/14/2024	12617	GREEN OAK TWP TREASURER'S OFFICE			0.00
09/12/2024	12653	SUSAN EGBERT			0.00
10/09/2024	7	DTE ENERGY			258.92
11/11/2024	12672	COOPER & RIESTERER, PLC			0.00
11/11/2024	12679	YOUR HOME SOLUTION EXPERTS			0.00
11/11/2024	12683	CESARZ, RUSS			79.06
11/13/2024	12686	WILLIAM GRUBB			137.38
11/13/2024	12688	JAMIE HERTZLER			10.59
11/13/2024	12692	KODET'S TRUE VALUE			2.49
11/13/2024	12694	CESARZ, RUSS			10.59
11/13/2024	12695	WILLIAM GRUBB			50.00
11/22/2024	8	COPELAND PAVING INC			0.00
11/22/2024	12696	COPELAND PAVING INC			0.00
11/22/2024	12699	ACCUSHRED			64.00
11/26/2024	12700	SPECTRUM PRINTERS, INC.			436.93
					1,049.96

Total - 16 Outstanding Checks:	1,049.96
Adjusted Bank Balance	183,474.94
Unreconciled Difference	0.00

REVIEWED BY: _____ DATE: _____

BANK RECONCILIATION REPORT FOR CONWAY TOWNSHIP

Bank TRUST - BOAA - TRUST AND AGENCY

From: 11/01/2024 To: 11/30/2024

Reconciliation Record: 0000000132

Beginning GL Balance:		32,985.70
Less: Cash Disbursements		(700.00)
Add: Journal Entries/Other		14.39
Ending GL Balance:		32,300.09
Ending Bank Balance:		32,650.09
Add: Deposits/Transactions In Transit		0.00

Check Date	Check Number	Name	AP Checks	Amount
11/13/2024	1122	COPELAND PAVING INC		0.00
11/22/2024	1124	DEBRA SLANKER		350.00
				350.00
		Total - 2 Outstanding Checks:	350.00	
		Adjusted Bank Balance	32,300.09	
		Unreconciled Difference	0.00	

REVIEWED BY: _____ DATE: _____

BANK RECONCILIATION REPORT FOR CONWAY TOWNSHIP

Bank FLGCD - FLAGSTAR - TIME DEPOSIT (CD)

From: 11/01/2024 To: 11/30/2024

Reconciliation Record: 0000000133

Beginning GL Balance:	197,778.73
Ending GL Balance:	197,778.73
Ending Bank Balance:	197,778.73
Add: Deposits/Transactions In Transit	0.00
Total - 0 Outstanding Checks:	0.00
Adjusted Bank Balance	197,778.73
Unreconciled Difference	0.00

REVIEWED BY: _____ DATE: _____

BANK RECONCILIATION REPORT FOR CONWAY TOWNSHIP

Bank DOG - BOAA - DOG LICENSE
From: 11/01/2024 To: 11/30/2024
Reconciliation Record: 0000000131

Beginning GL Balance:	253.83
Less: Cash Disbursements	(240.00)
Add: Journal Entries/Other	0.06
Ending GL Balance:	<u>13.89</u>
Ending Bank Balance:	13.89
Add: Deposits/Transactions In Transit	0.00
Total - 0 outstanding Checks:	0.00
Adjusted Bank Balance	13.89
Unreconciled Difference	0.00

REVIEWED BY: _____ DATE: _____

BANK RECONCILIATION REPORT FOR CONWAY TOWNSHIP

Bank TAX - BOAA - TAX FUND
 From: 11/01/2024 To: 11/30/2024
 Reconciliation Record: 0000000129

Beginning GL Balance:	181,408.71
Add: Cash Receipts	36,678.94
Less: Cash Disbursements	(7,718.95)
Add: Journal Entries/Other	81.85
Ending GL Balance:	210,450.55
Ending Bank Balance:	122,461.79
Add: Miscellaneous Transactions	91,643.68
Add: Deposits/Transactions In Transit	
OVRPYMT CK WRITTEN BUT NOT CASHED TO CORELOGIC	817.23
	817.23

AP Checks			
Check Date	Check Number	Name	Amount
03/30/2024	3660	DAVID AND ELIZABETHWHITT	24.55
03/30/2024	3664	MICHAEL PRINGLE	0.00
07/31/2024	3697	CONWAY TOWNSHIP	0.00
07/31/2024	3700	LIVINGSTON EDUCATIONAL SERVICES AGENCY	0.00
07/31/2024	3702	LIVINGSTON COUNTY TREASURER	0.00
08/13/2024	3704	LIVINGSTON COUNTY TREASURER	0.00
10/23/2024	3728	LIVINGSTON COUNTY TREASURER	0.00
11/13/2024	3729	BORDER, CLARA LOU	0.00
11/13/2024	3732	FREYALDENHOVEN, CLARENCE AND R	714.69
11/13/2024	3733	MARK AND JACKILYN IVES	2,915.68
11/27/2024	3736	CORELOGIC	817.23
			4,472.15
Total - 11 Outstanding Checks:			4,472.15
Adjusted Bank Balance			210,450.55
Unreconciled Difference			0.00

REVIEWED BY: _____ DATE: _____

BANK RECONCILIATION REPORT FOR CONWAY TOWNSHIP

Bank MM - HUNTINGTON - MONEY MARKET

From: 11/01/2024 To: 11/30/2024

Reconciliation Record: 0000000127

Beginning GL Balance:	237,409.95
Add: Journal Entries/Other	50.92
Ending GL Balance:	<u>237,460.87</u>
Ending Bank Balance:	237,460.87
Add: Deposits/Transactions In Transit	0.00
Total - 0 Outstanding Checks:	0.00
Adjusted Bank Balance	237,460.87
Unreconciled Difference	0.00

REVIEWED BY: _____ DATE: _____

BANK RECONCILIATION REPORT FOR CONWAY TOWNSHIP

Bank CEM - BOAA - CEMETERY
From: 11/01/2024 To: 11/30/2024
Reconciliation Record: 0000000128

Beginning GL Balance:		65,507.23
Add: Cash Receipts		700.00
Less: Cash Disbursements		(2,216.60)
Add: Journal Entries/Other		28.64
Ending GL Balance:		<u>64,019.27</u>
Ending Bank Balance:		64,019.27
Add: Deposits/Transactions In Transit		0.00
Total - 0 Outstanding Checks:		0.00
Adjusted Bank Balance		64,019.27
Unreconciled Difference		0.00

REVIEWED BY: _____ DATE: _____

BANK RECONCILIATION REPORT FOR CONWAY TOWNSHIP

Bank MSUCD - MSUFCU - TIME DEPOSIT (CD)

From: 11/01/2024 To: 11/30/2024

Reconciliation Record: 0000000126

Beginning GL Balance:	256,849.79
Ending GL Balance:	256,849.79
Ending Bank Balance:	256,849.79
Add: Deposits/Transactions In Transit	0.00
Total - 0 Outstanding Checks:	0.00
Adjusted Bank Balance	256,849.79
Unreconciled Difference	0.00

REVIEWED BY: _____ DATE: _____

BANK RECONCILIATION REPORT FOR CONWAY TOWNSHIP

Bank ROAD - BOAA - ROAD CHECKING
From: 11/01/2024 To: 11/30/2024
Reconciliation Record: 0000000125

Beginning GL Balance:	152,469.04
Add: Journal Entries/Other	145.37
Ending GL Balance:	<u>152,614.41</u>
Ending Bank Balance:	152,614.41
Add: Deposits/Transactions In Transit	0.00
Total - 0 Outstanding Checks:	0.00
Adjusted Bank Balance	152,614.41
Unreconciled Difference	0.00

REVIEWED BY: _____ DATE: _____

BANK RECONCILIATION REPORT FOR CONWAY TOWNSHIP

Bank MSUSV - MSUFCU - CONTINGENT SAVER

From: 11/01/2024 To: 11/30/2024

Reconciliation Record: 0000000124

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

REVIEWED BY: _____ DATE: _____

BANK RECONCILIATION REPORT FOR CONWAY TOWNSHIP

Bank BLDG - CHASE - BUILDING FUND

From: 11/01/2024 To: 11/30/2024

Reconciliation Record: 0000000123

Beginning GL Balance:		99,553.42
Add: Journal Entries/Other		0.78
Ending GL Balance:		<u>99,554.20</u>
Ending Bank Balance:		99,554.20
Add: Deposits/Transactions In Transit		0.00
Total - 0 outstanding Checks:		0.00
Adjusted Bank Balance	99,554.20	
Unreconciled Difference		0.00

REVIEWED BY: _____ DATE: _____

BANK RECONCILIATION REPORT FOR CONWAY TOWNSHIP

Bank RDSAV - BOAA - ROAD SAVINGS
From: 11/01/2024 To: 11/30/2024
Reconciliation Record: 0000000122

Beginning GL Balance:		92,197.35
Add: Journal Entries/Other		98.56
Ending GL Balance:		<u>92,295.91</u>
Ending Bank Balance:		92,295.91
Add: Deposits/Transactions In Transit		0.00
Total - 0 Outstanding Checks:		0.00
Adjusted Bank Balance		92,295.91
Unreconciled Difference		0.00

REVIEWED BY: _____ DATE: _____

BANK RECONCILIATION REPORT FOR CONWAY TOWNSHIP
Bank ARPA - INDEPENDENT - BUSINESS FREEDOM CHECKING
From: 11/01/2024 To: 11/30/2024
Reconciliation Record: 0000000121

Beginning GL Balance:	293,070.27
Ending GL Balance:	293,070.27
Ending Bank Balance:	293,070.27
Add: Deposits/Transactions In Transit	0.00
Total - 0 Outstanding Checks:	0.00
Adjusted Bank Balance	293,070.27
Unreconciled Difference	0.00

REVIEWED BY: _____ DATE: _____

BUDGET REPORT FOR CONWAY TOWNSHIP
Calculations As of 11/30/2024

GL Number	Description	23-24 Amended Budget	24-25 Original Budget	24-25 Amended Budget	24-25 Recommended	24-25 Approved	24-25 Activity
Fund: 101 GENERAL							
Account Category: Estimated Revenues							
101-000-402.000	CURRENT PROPERTY TAXES	120,000.00	125,000.00	125,000.00	0.00	125,000.00	0.00
101-000-404.000	PROPERTY TAX SET FEE	700.00	0.00	0.00	0.00	0.00	0.00
101-000-447.000	PROPERTY TAX ADMIN FEE	43,000.00	26,000.00	26,000.00	0.00	26,000.00	0.00
101-000-491.000	DOG LICENSES	40.00	380.00	380.00	0.00	380.00	0.00
101-000-492.000	FEES, LICENSES, AND PERMITS	10,000.00	5,000.00	5,000.00	0.00	5,000.00	30,765.26
101-000-573.000	LCSA PPT REIMBURSEMENT	4,800.00	600.00	600.00	0.00	600.00	0.00
101-000-574.000	STATE GRANT-STATE REVENUE SHA	393,975.00	340,000.00	340,000.00	0.00	340,000.00	257,896.00
101-000-607.000	RESEARCH FEES	200.00	0.00	0.00	0.00	0.00	0.00
101-000-665.000	INTEREST AND DIVIDENDS	3,200.00	14,000.00	14,000.00	0.00	14,000.00	9,024.72
101-000-667.000	RENT	2,500.00	2,000.00	2,000.00	0.00	2,000.00	825.00
101-000-675.000	MISCELLANEOUS REVENUES	0.00	100.00	100.00	0.00	100.00	(26.72)
101-000-676.200	ELECTION REIMBURSEMENT	0.00	3,000.00	3,000.00	0.00	3,000.00	0.00
	Estimated Revenues	578,415.00	516,080.00	516,080.00	0.00	516,080.00	298,484.26
Account Category: Appropriations							
101-101-702.000	SALARIES AND WAGES	7,500.00	7,000.00	7,000.00	0.00	7,000.00	5,498.00
101-101-706.000	FOIA COORDINATOR WAGES	1,000.00	1,200.00	1,200.00	0.00	1,200.00	0.00
101-101-969.000	SEMINARS AND WORKSHOPS	500.00	0.00	0.00	0.00	0.00	0.00
101-171-702.000	SALARIES AND WAGES	24,321.00	26,753.00	26,753.00	0.00	26,753.00	16,214.00
101-171-969.000	SEMINARS AND WORKSHOPS	3,500.00	3,000.00	3,000.00	0.00	3,000.00	745.59
101-215-702.000	SALARIES AND WAGES	27,712.00	31,037.00	31,037.00	0.00	31,037.00	18,474.72
101-215-703.000	SALARIES AND WAGES-DEPUTY	20,000.00	18,000.00	18,000.00	0.00	18,000.00	16,093.01
101-215-969.000	SEMINARS AND WORKSHOPS	6,500.00	6,000.00	6,000.00	0.00	6,000.00	48.09
101-247-702.000	SALARIES AND WAGES	2,000.00	1,500.00	1,500.00	0.00	1,500.00	1,730.00
101-253-702.000	SALARIES AND WAGES	27,000.00	28,170.00	28,170.00	0.00	28,170.00	17,383.28
101-253-703.000	SALARIES AND WAGES-DEPUTY	12,480.00	10,000.00	10,000.00	0.00	10,000.00	11,263.48
101-253-960.000	CHARGEBACKS	200.00	50.00	50.00	0.00	50.00	526.05
101-253-961.000	BANK SERVICE CHARGES	150.00	50.00	50.00	0.00	50.00	0.00
101-253-969.000	SEMINARS AND WORKSHOPS	5,000.00	5,000.00	5,000.00	0.00	5,000.00	2,278.20
101-257-702.000	SALARIES AND WAGES	44,400.00	38,000.00	38,000.00	0.00	38,000.00	26,879.21
101-257-813.000	ASSESSOR SERVICES	100.00	0.00	0.00	0.00	0.00	3,116.33
101-257-969.000	SEMINARS AND WORKSHOPS	1,500.00	1,500.00	1,500.00	0.00	1,500.00	329.00
101-261-704.000	OFFICE ASSISTANT SALARY	11,000.00	9,600.00	9,600.00	0.00	9,600.00	10,004.20
101-261-710.000	PAYROLL TAXES	15,000.00	15,000.00	15,000.00	0.00	15,000.00	12,259.44
101-261-724.000	INSURANCE AND BONDS	11,500.00	14,000.00	14,000.00	0.00	14,000.00	1,442.00
101-261-725.000	WORKWEAR	2,500.00	750.00	750.00	0.00	750.00	82.00
101-261-727.000	SUPPLIES	2,000.00	2,500.00	2,500.00	0.00	2,500.00	251.09
101-261-808.000	PAYROLL BILLING	3,000.00	2,500.00	2,500.00	0.00	2,500.00	1,934.16
101-261-860.000	MILEAGE	3,000.00	4,500.00	4,500.00	0.00	4,500.00	2,608.21
101-261-900.000	PRINTING AND PUBLISHING	7,500.00	8,000.00	8,000.00	0.00	8,000.00	1,575.81
101-261-956.000	MEMBERSHIPS AND DUES, SOFTWARE	19,000.00	19,000.00	19,000.00	0.00	19,000.00	17,901.16
101-261-957.000	POSTAGE	6,000.00	5,000.00	5,000.00	0.00	5,000.00	83.68
101-261-959.200	APPROPRIATION SENIOR CENTER	2,000.00	2,000.00	2,000.00	0.00	2,000.00	0.00
101-261-995.209	TRANSFER OUT CEMETERY	30,000.00	0.00	0.00	0.00	0.00	1,666.60
101-262-702.000	SALARIES AND WAGES	12,000.00	18,000.00	18,000.00	0.00	18,000.00	12,656.36
101-262-727.000	SUPPLIES	2,500.00	500.00	500.00	0.00	500.00	245.71
101-262-727.100	ELECTION POSTAGE	0.00	600.00	600.00	0.00	600.00	1,053.15
101-262-900.000	PRINTING AND PUBLISHING	250.00	2,000.00	2,000.00	0.00	2,000.00	3,747.27
101-262-900.100	MISCELLANEOUS EXPENSES	0.00	2,200.00	2,200.00	0.00	2,200.00	498.66
101-262-931.000	EQUIPMENT MAINTENANCE	10,000.00	500.00	500.00	0.00	500.00	2,269.28

Fowlerville Community Schools

7677 W. Sharpe Road, Suite A • Fowlerville, MI 48836
(517) 223-6015 • FAX (517) 223-6022
Matthew Stuard, Superintendent

November 21, 2024

Conway Township
Bill Grubb
Supervisor
8015 N. Fowlerville Road
PO Box 1157
Fowlerville, MI 48836

RE: Notice of Termination of Community Recreation Agreement

Dear Mr. Grubb,

This is a formal notice to inform you that Fowlerville Community Schools is terminating participation in the February 20, 2018, Community Recreation Agreement, making the effective date of termination December 31, 2024.

At its Regular Board of Education Meeting on November 19, 2024, the Fowlerville Community Schools Board of Education approved this Notice of Termination, pursuant to the terms outlined in Section 6 of the Recreation Agreement.

Having received notifications of termination from the Village of Fowlerville and the Townships of Handy, Iosco, and Conway, Fowlerville Community Schools is providing this notice to all parties under the agreement.

It is the Board of Education's hope to enter into a new agreement with the municipalities effective January 1, 2025, to ensure there is no disruption to the students of Fowlerville Community Schools and the constituents of the involved municipalities. We remain committed to providing recreational opportunities for our community.

Thank you for your attention to this matter.

Sincerely,



Matt Stuard, Superintendent
Fowlerville Community Schools

Conway Township

8015 N. Fowlerville Road
PO Box 1157
Fowlerville MI 48836

Phone 517-223-0358

Fax 517-223-0533



October 16, 2024

To Whom It May Concern,

Please accept this letter as Conway Township's withdrawal from the current Community Recreation Agreement. We understand that a new agreement is currently being negotiated. As a result, we must formally withdraw from the current Community Recreation Agreement by November 1, 2024.

Our vision for a new agreement has been clearly stated and we look forward to our continued partnership with these recommendations included.

Please contact me with any questions.

Sincerely,

Bill Grubb
Conway Township Supervisor



STATE OF MICHIGAN
DEPARTMENT OF TREASURY
LANSING

GRETCHEN WHITMER
GOVERNOR

RACHAEL EUBANKS
STATE TREASURER

September 20, 2024

Approval

Municipality Code: 471030
Fiscal Year Ended: 3/2024
Report ID Number: 158934

Dear Chief Administrative Officer:

Thank you for submitting a Qualifying Statement for Conway Township to the Michigan Department of Treasury on September 19, 2024. Based upon the information provided in the Qualifying Statement, we have determined that the municipality is in material compliance with the criteria identified in Section 303(3) of Public Act 34 of 2001.

The municipality is now authorized to issue municipal securities under this Act without further approval from Treasury. This authorization will remain in effect for six months plus 30 business days after the end of your next fiscal year, or when Treasury has made a new determination, whichever occurs first.

Within 15 business days after the issuance of a municipal security, you will need to upload with the Department a Treasury Website (Security Report) and the documents required in Michigan Legislature Website (Section 319) of Public Act 34 of 2001.

If you would like to speak with a member of our team, please email our office at Treas_MunicipalFinance@Michigan.gov.

Sincerely,

A handwritten signature in black ink, appearing to read "Cary Jay Vaughn".

Cary Jay Vaughn, CPA, Administrator
Local Audit and Finance Division

Fowlerville Senior Center

October 8, 2024

Bill Grubb, Supervisor
Conway Township
P.O. Box 1157
8015 N. Fowlerville Road
Fowlerville, MI 48836

Dear Mr. Grubb,

The Fowlerville Senior Center, a 501(c)(3) nonprofit organization, is requesting financial support for fiscal year 2025. We anticipate a significant reduction in funding from the State of Michigan as we do not expect any additional "COVID" funding, and we have begun several innovative programs to benefit our senior citizens and our community.

The Fowlerville Senior Center provides many services primarily to senior citizens, principally from Conway Township, Village of Fowlerville, Iosco Township, Howell Township, Cohoctah Township, and Handy Township. We also provide opportunities and services to all citizens of Livingston County.

In 2024 we provided educational/informational programs, exercise and numerous social activities and services for our senior citizens and began to increase our community involvement by inviting nonmembers to participate in Fowlerville Senior Activities. We began our unique medical equipment loan program for anyone in need. In October, we initiated an Associate Membership initiative for anyone age 18 – 54 who would like to be a member of the Fowlerville Senior Center.

Our proposed 2025 Activity Program continues activities and programs to enhance our members life experiences, health, security and community partnerships.


We provide these activities and services, primarily with volunteers, during a six (6) hour day, Monday through Friday, from 8:30A – 2:00P.

The Fowlerville Senior Center owns and maintains its own building and the associated costs, including parking lot, grounds, utilities, phones, snowplowing, etc.

Fundraising, membership dues, private donations and room rental income contribute only a portion of the of the daily operating expenses and are unable to meet the unavoidable increased costs for programs, activities and services for seniors and community programs.

The Fowlerville Senior Center requests financial support in the amount of \$4,000.00 for the fiscal year 2025 (Jan – Dec) and/or if needed, to be placed on the Conway Township Board Meeting agenda to explain our request for financial support in 2025 to continue and maintain the work we do on behalf of the seniors and community we serve.

Respectfully submitted,


Edie Bajema, President

Fowlerville Senior Center
Fowlerville Board of Directors/Trustees

2025 Fowlerville Senior Center – Activity Program

Includes, but is not limited to:

Acting as a distribution center for Meals on Wheels

Senior Education Programs

Frauds targeting seniors

Medicare Information/Education

Healthcare

Nutritional Information

Other topics requested by our membership

Travel Outings – six (6) per calendar year (Feb, Apr, June, Aug, Oct, Dec)

Entertainment – six (6) per calendar year (Jan, Mar, May, July, Sept, Nov)

Blood Pressure Checks

Holiday Events

Easter

Memorial Day

Fourth of July

Labor Day

Halloween

Thanksgiving

Christmas

Special Event(s) (Birthday Celebration, etc.)

Daily/Weekly Activities

Morning Coffee Clutch

Euchre Games

Bingo Games

Cribbage Games

Dice Games

Cardio Drumming

Painting Class

Medical Equipment Loan Program (free service to anyone in need)

Allowing non-seniors to participate in Fowlerville Senior Center activities

Associate Membership Program (those 18 – 54 old)

Fowlerville Senior Center

Estimated Expenses for Remainder of 2024

Money Market Account – Restricted funds for physical building costs

Balance as of October 2, 2024		\$36,717.25
Estimated expenses for		
October	\$1,000.00	
November	\$1,000.00	
December	<u>\$1,000.00</u>	
	\$3,000.00	<u>- \$3,000.00</u>
	2024 Ending Balance	\$33,717.25

Programs and Grants Account

Balance as of October 2, 2024		\$18,492.92
Estimated expenses for		
October	\$1200.00	
November	\$1000.00	
December	<u>\$1400.00</u>	
	\$3,600.00	<u>\$3,600.00</u>
	2024 Ending Balance	\$14,892.92

Savings Account

Balance as of October 2, 2024		\$21,030.99
No significant adjustment anticipated	2024 Ending Balance	\$21,600.00

Funds in the Savings Account are held for unexpected catastrophic building expenses.

FOWLerville SENIOR CENTER

PROPOSED BUDGET FOR 2025

OPERATIONAL COSTS

Heating (Consumers Power)	\$5,700.00
Electricity (DTE)	\$1,200.00
WOW Internet, WIFI & Telephone	\$1,500.00
Ring Security Cameras (yearly recording account)	\$100.00
Office Supplies (print cartridges, paper, etc)	\$600.00
Custodial Supplies (cleaning)	\$300.00
Community Room Supplies (plates, cups, utensils, etc)	\$300.00
Lawncare	\$2,500.00
Snow Removal	\$3,000.00
Basic Building Maintenance (code updates, something breaks)	\$1,500.00
Taxes (for room rental for profit company)	\$1,200.00
Water	\$1,000.00

ENHANCEMENTS TO BUILDING

Women's Restroom Renovation – 2025 (estimate)	\$4,000.00
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MEMBERSHIP ACTIVITIES

Membership Trips

Six (6) per year	\$4,800.00
------------------	------------

February, April, June, August, October and December

Estimate \$800.00 transportation costs per trip

Entertainment events

Six (6) per year \$1,800.00

January, March, May, July, September, November

Estimate \$300.00 per event

Seminars / Education events

Eight (8) per year \$600.00

Dates and times will vary according to topics

To be held at Fowlerville Senior Center

Estimated 75.00 per event

Activities held at Fowlerville Senior Center

Daily exercise classes, Daily euchre games,

Two Bingo games per week, One Cribbage event per week,

One Dice game per week,

Once a month Community Blood Pressure Checks

(material replacement costs) \$50.00

Painting Class (supplies) \$100.00

Cardio Drumming class \$200/month \$2400.00

TOTAL 2025 OPERATING BUDGET (estimate) **\$32,650.00**

Conway Township

8015 N. Fowlerville Road
PO Box 1157
Fowlerville MI 48836

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



Date: 12/10/24

Snow Removal Bid Form:

Bidder Information:

Company Name: great lakes outdoor solutions
Contact: Robert Mae
Telephone: 248 513 0196
Address: 417 S grand ave fowlerville

Snow Removal by 7 a.m. weather permitting:

Accumulation 1-6"
Accumulation 6" or more

Ice Control

Salt Parking Lot
Calcium Chloride on Sidewalks

Per Push Price:

\$ 150
\$ —

Per Application

\$ 150
\$ 30

Insurance: Successful bidder must submit a certificate of insurance to Conway Township showing evidence of a minimum of \$1,000,000 liability insurance.

Certificate Holder:

Conway Township
PO Box 1157
8015 N Fowlerville Road
Fowlerville, MI 48836

Additional Insured: **Conway Township**

Payment Terms: Itemized invoices submitted to the Township Clerk @ clerk@conwaymi.gov on or before the 10th of the month for the preceding month will be paid within 30 days
Please **NOTE:** Township Hall is rented out on the weekends. So weekend snow and ice removal is mandatory.

Board: Approved _____
Board: Denied _____

Board Meeting Date _____

Bill Grubb

From: Peter Augustino <PAugostino@cityofhowell.org>
Sent: Tuesday, November 12, 2024 10:42 AM
To: Bill Grubb; Rachel Kreeger
Subject: Assessor Position
Attachments: Resume Peter Augustino 2024.pdf

Dear Mr. Grubb,

I am writing to express my interest in the Assessor position at Conway Township, as advertised. With my extensive experience in property appraisal and a strong understanding of local and state assessment laws, I am confident in my ability to contribute effectively to your team.

Over the past 8 years, I have honed my skills in property valuation, data analysis, and tax assessment through my roles in Equalization and my current role as the City of Howells Assessor. My attention to detail, commitment to accuracy, and ability to work collaboratively with both colleagues and residents have consistently contributed to successful outcomes.

Some of my key qualifications include:

- Expertise in property valuation and assessment
- Proficiency with assessment software and GIS systems
- Strong communication and interpersonal skills
- Ability to manage multiple tasks and meet deadlines efficiently

I am excited about the opportunity to bring my experience and enthusiasm to Conway Township, ensuring fair and equitable property assessments for all residents. I have attached my resume for your review and would welcome the opportunity to discuss how my skills and experiences align with the needs of your team.

Field work is something that I very much enjoy and with your townships Large Agricultural class I would be very enriched by the experience.

Thank you for considering my application. I look forward to the possibility of contributing to the continued success of Conway Township.

Warm regards,

Peter Augustino
MAAO, PPE
City of Howell Assessor
517-540-6708

Education

John Glen Highschool | High School Diploma 2016
State Tax Commission | MCAO 2018 | MAAO 2020
State Tax Commission "On going" MMAO program.

Prior Employment

WCA Assessing | Westland, MI | Assessor.

07/2016 - 10/2021

Emmet County Equalization/GIS | Petoskey, MI | Appraiser

10/2021 - 01/2023

City Of Howell Assessment Department | Howell, MI | Assessor

01/23 - Current

References

Ryan Mills | MAAO

734-564-4926

Appraiser III | City of Novi

Audrey Larese | MAAO

810-247-9180

Senior Appraiser | Livingston County Equalization

Lynette Girard | M M A O

231-881-3929

Director | Emmet County

Erv Suida

517-546-3500

City Manager | City of Howell

Peter Augustino | MAAO, PPE

Peteaugustino@gmail.com | 734-636-4350 | Howell, MI 48843

Summary

Assessor with talent for Learning and adapting. Strong knowledge of Commercial, Residential, and industrial appraisal. Communicative and team-oriented with proficiency in BSA and APEX Software. Proven history of fostering new objectives to meet team, individual and management objectives.

Skills

- | | |
|---------------------------|-------------------------|
| • Market Value Comparison | • Team building |
| • Value assessment | • Data management |
| • Project review | • Organization |
| • Permit Analysis | • Relationship building |
| • Sketching abilities | • BSA |
| • Property Inspection | • Apex v5-v7 |
| • Customer service | • Communication |
| • Problem resolution | • Contract Review |

Experience

- Maintained up-to-date knowledge of local market information.
- Utilized data regarding nearby properties to help determine value on property being appraised. Appraised specified number of properties per week despite changing workloads and production goals.
- Used strong research skills to improve understanding of local areas and properties.
- Provided accurate valuations by assessing current conditions, history, and unique features.
- Conducted research into values of area land and property to compile valuation reports.
- Appraised residential, commercial, industrial, and agricultural classed properties to keep records up to date for the community.
- Scrutinized properties, both new and existing and maintained records of distinguishing traits for each. Documented type, construction, and measurements of each piece of property and collected required field evidence to Summary Skills Experience support conclusions.
- Proficient in BSA running reports maintaining property records creating generic data exports and more.
- Delivered fast, friendly and knowledgeable service for routine questions regarding assessor questions such a property transfers, Principal residence exemptions along with information regarding abatements and exemptions such as IFTs, CFTs, Brownfields and veteran and poverty exemptions.
- Able to prepare and work with board members for March, July, and December board of reviews. Ability to create ECF and Land tables including maps, utilizing the BSA systems built in GIS system.

Brande Nogafsky
7228 Robb Road
Fowlerville, Mi 48836
(517) 861-0946

December 10, 2024

FORMAL LETTER OF INTENT

To Whom it May Concern:

Please be advised, I would like this letter to serve as my formal letter of intent to obtain the position of assessor in Conway Township, Michigan. My annual salary requirements are \$43,000 per year.

Sincerely,



Brande Nogafsky

Brande Nogafsky
7228 Robb Road
Fowlerville, Mi 48836
(517) 861-0946

EMPLOYMENT HISTORY

CONWAY TOWNSHIP

December 2012 – to Current

Job Title: Assessor's Assistant, Recreation Representative, Secretary of Cemetery Committee, Member of the Building Committee

FOWLERVILLE SCHOOLS:

November 2014 – to Current

Job Title: Substitute employee

T & T TRACTOR

March 2024 – to Current

Job Title: Receptionist, Certified Tractor Mechanic

HANDY TOWNSHIP

August 2024

Job Title: Election Chairperson

CERTIFICATIONS

MCAT, April 2022

MCAO, July 2023

Continuing Education Classes: See Attached



STATE OF MICHIGAN
STATE TAX COMMISSION



This is to certify that

Brande Nogafsky

is a

*Michigan Certified Assessing Officer (2)
and Michigan Certified Personal Property Examiner*

Issued under the provisions of Act 206, Public Acts of 1893,
Being Section 211.10d of the Michigan Compiled Laws.

R-10097
CERTIFICATE NO

12/31/2024
EXPIRATION DATE

A handwritten signature in black ink, appearing to read "D. J. B.", written over a light blue grid background.

Executive Director, State Tax Commission



STATE OF MICHIGAN
STATE TAX COMMISSION



This is to certify that

Brande Nogafsky

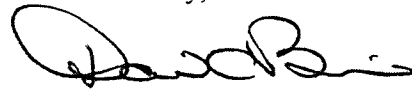
is a

*Michigan Certified Assessing Officer (2)
and Michigan Certified Personal Property Examiner*

Issued under the provisions of Act 206, Public Acts of 1893,
Being Section 211.10d of the Michigan Compiled Laws.

R-10097
CERTIFICATE NO

12/31/2023
EXPIRATION DATE


Executive Director, State Tax Commission



STATE OF MICHIGAN
STATE TAX COMMISSION

This is to certify that

Brande Nogafsky

is a

Michigan Certified Assessing Technician (1)

Issued under the provisions of Act 206, Public Acts of 1893,
Being Section 211.10d of the Michigan Compiled Laws.

T-2687
CERTIFICATE NO

12/31/2023
EXPIRATION DATE

A handwritten signature in black ink, appearing to read "David B. ...", is written over a faint, circular watermark or seal.

Executive Director, State Tax Commission



STATE OF MICHIGAN
STATE TAX COMMISSION

This is to certify that

Brande Nogafsky

is a

Michigan Certified Assessing Technician (1)

Issued under the provisions of Act 206, Public Acts of 1893,
Being Section 211.10d of the Michigan Compiled Laws.

T-2687
CERTIFICATE NO

12/31/2022
EXPIRATION DATE

A handwritten signature in black ink, appearing to read "David B. ...", is written over a faint, illegible stamp.

Executive Director, State Tax Commission

State Tax Commission
Assessor Continuing Education
CERTIFICATE OF COURSE COMPLETION

Assessor Name: BRANDE NOGAFSKY

Course Name: 2024 STC Updates

Course Date: March 1, 2024 STC Assigned Course Number: STC2024-19

No. of Hours Approved: 4

Instructor Name(s): Department of Treasury Staff

Course Location: Marion Township, 2877 W Coon Lake Rd, Howell, MI 48843

Sponsor Organization Name: Livingston County Assessors Association

This certificate of completion certifies that the named assessor has completed the total number of hours approved by the State Tax Commission for this course.

Assessor Certification: *I hereby certify that the information contained within this certificate is true and accurate and I have fully completed this course.*

Certification Number: R- 10097 Certification Level (MCAT, MCAO, MAAO, MMAO): MCAO

Assessor Signature: Brandi K. Regafsky

State Tax Commission
Assessor Continuing Education
CERTIFICATE OF COURSE COMPLETION

Assessor Name: BRANDE NOGAFSKY

Course Name: 2023 STC Updates

Course Date: January 27, 2023

STC Assigned Course Number: STC2023-7

No. of Hours Approved: 4

Instructor Name(s): Department of Treasury Staff

Course Location: 1911 Tooley, Howell, MI 48855

Sponsor Organization Name: Livingston County Assessors Association

This certificate of completion certifies that the named assessor has completed the total number of hours approved by the State Tax Commission for this course.

Assessor Certification: *I hereby certify that the information contained within this certificate is true and accurate and I have fully completed this course.*

Certification Number: R- T-2687

Certification Level (MCAT, MCAO, MAAO, MMAO): MCAT

Assessor Signature: Brandi K Nogafsky

State Tax Commission
2024 Board of Review Member Training
CERTIFICATE OF COURSE COMPLETION

Attendee Name: BRANDE NOGAFSKY

Course Name: 2024 Board of Review Member Training

Course Date: March 1, 2024 STC Assigned Course Number: B2024-44

Instructor Name(s): Dave Rowley

Course Location: Marion Township Hall, 2877 W Coon Lake Rd, Howell, MI 48843

Sponsor Organization Name: Livingston County Assessors Association

This certificate certifies that the named attendee has completed the State Tax Commission Board of Review Member Training as required by MCL 211.10g

Attendee Signature: 

This certificate and the required Form 5731 should be attached to the Board of Review's Certification of the Assessment Roll and maintained with local unit records.

State Tax Commission
Board of Review Member Training
CERTIFICATE OF COURSE COMPLETION

Attendee Name: BRANDE NOGAFSKY

Course Name: 2022 Board of Review Member Training

Course Date: February 4, 2022 STC Assigned Course Number: B2022-14

Instructor Name(s): Will Gast

Course Location: 1911 Tooley Rd, Howell, MI 48855

Sponsor Organization Name: Livingston County Assessors Association

This certificate of completion certifies that the named attendee has completed the State Tax Commission Board of Review Member Training as required by MCL 211.10g

Attendee Signature: _____

This certificate and the required Form 5731 should be attached to the Board of Review's Certification of the Assessment Roll and maintained with local unit records

SPONSORING ORGANIZATION
ASSESSOR CONTINUING EDUCATION
CERTIFICATE OF COURSE COMPLETION



SHILA
APPROVED

Assessor Name: 2024 Annual Roll Review, Reminders, and Procedural

Course Name: Brande Nogafsky

Course Date(s): January 2, 2024 No. of Hours Approved: 4

Instructor Name(s): Shila Kiander

Course Location: Bingham Township – Virtual

Sponsor Organization Name: CCAA – Clinton County Assessor Association

By issuance of this certificate, the sponsoring organization certifies that the named assessor has completed the total number of hours approved by the State Tax Commission for this course.

Assessor Certification: *I hereby certify that the information contained within this certificate is true and accurate and I have fully completed this course.*

Certificate Number: R-_____ Certification Level (MCAT, MCAO, MAAO, MMAO): _____

Assessor Signature: _____

**SPONSORING ORGANIZATION
ASSESSOR CONTINUING EDUCATION
CERTIFICATE OF COURSE COMPLETION**



**SHILA
APPROVED**

Assessor Name: Brandie Nogafsky

Course Name: March Madness

Course Date(s): April 22, 2024 No. of Hours Approved: 4 hours

Instructor Name(s): Shila Kiander

Course Location: Grand Traverse Resort, Acme. MI

Sponsor Organization Name: Michigan Townships Association

By issuance of this certificate, the sponsoring organization certifies that the named assessor has completed the total number of hours approved by the State Tax Commission for this course.

Assessor Certification: *I hereby certify that the information contained within this certificate is true and accurate and I have fully completed this course.*

Certificate Number: R-10097 Certification Level (MCAT, MCAO, MAAO, MMAO): MCAO

Assessor Signature: Brandie Nogafsky



SHILA
APPROVED

SPONSORING ORGANIZATION
ASSESSOR CONTINUING EDUCATION
CERTIFICATE OF COURSE COMPLETION



Assessor Name: **Brande Nogafsky**

Course Name: **Tax Rate Request Form L-4029**

Course Date(s): **May 9, 2024**

No. of Hours Approved: **2 hours**

Instructor Name(s): **Shila Kiander**

Course Location: **Virtual**

Sponsor Organization Name: **Clinton County Assessor Association**

By issuance of this certificate, the sponsoring organization certifies that the named assessor has completed the total number of hours approved by the State Tax Commission for this course.

Assessor Certification: *I hereby certify that the information contained within this certificate is true and accurate and I have fully completed this course.*

Certificate Number: R-10097 Certification Level (MCAT, MCAO, MAAO, MMAO): MCAO

Assessor Signature: Brande Nogafsky

**SPONSORING ORGANIZATION
ASSESSOR CONTINUING EDUCATION
CERTIFICATE OF COURSE COMPLETION**

Assessor Name: BRANDE NOGAFSKY

Course Name: Principal Residence Exemption Class

Course Date(s): May 8, 2024 No. of Hours Approved: 4

Instructor Name(s): Chris Mida

Course Location: 2877 Coon Lake Rd, Howell MI 48843

Sponsor Organization Name: Livingston County Assessor Association

By issuance of this certificate, the sponsoring organization certifies that the named assessor has completed the total number of hours approved by the State Tax Commission for this course.

Assessor Certification: *I hereby certify that the information contained within this certificate is true and accurate and I have fully completed this course.*

Certificate Number: R-10097 Certification Level (MCAT, MCAO, MAAO, MMAO): MCAO

Assessor Signature: Brandi Negafsky

**SPONSORING ORGANIZATION
ASSESSOR CONTINUING EDUCATION
CERTIFICATE OF COURSE COMPLETION**



**SHILA
APPROVED**

Assessor Name: Brande Nogafsky

Course Name: Property Inspection Basics

Course Date(s): June 12, 2024 No. of Hours Approved: 2 Hours

Instructor Name(s): Shila Kiander

Course Location: Virtual

Sponsor Organization Name: CCAA - Clinton County Assessor Association

By issuance of this certificate, the sponsoring organization certifies that the named assessor has completed the total number of hours approved by the State Tax Commission for this course.

Assessor Certification: *I hereby certify that the information contained within this certificate is true and accurate and I have fully completed this course.*

Certificate Number: R-10097 Certification Level (MCAT, MCAO, MAAO, MMAO): MCAO

Assessor Signature: Brande K. Nogafsky

**SPONSORING ORGANIZATION
ASSESSOR CONTINUING EDUCATION
CERTIFICATE OF COURSE COMPLETION**



**SHILA
APPROVED**

Assessor Name: Brande Nogafsky
Course Name: End of Assessment Cycle Preparation
Course Date(s): December 14, 2023 No. of Hours Approved: 2
Instructor Name(s): Shila Kiander
Course Location: Virtual
Sponsor Organization Name: CCAA – Clinton County Assessor Association

By issuance of this certificate, the sponsoring organization certifies that the named assessor has completed the total number of hours approved by the State Tax Commission for this course.

Assessor Certification: *I hereby certify that the information contained within this certificate is true and accurate and I have fully completed this course.*

Certificate Number: R- 10997 Certification Level (MCAT, MCAO, MAAO, MMAO): MCAO
Assessor Signature: Brande K. Nogafsky

**SPONSORING ORGANIZATION
ASSESSOR CONTINUING EDUCATION
CERTIFICATE OF COURSE COMPLETION**

Assessor Name: BRANDE NOGAFSKY
Course Name: APEX WITH ASSESSING.NET
Course Date(s): MAY 12, 2021 No. of Hours Approved: 6 (SIX)
Instructor Name(s): DAVID KIRWIN
Course Location: VIRTUAL VIA WEBEX
Sponsor Organization Name: LIVINGSTON COUNTY ASSESSORS ASSOCIATION

By issuance of this certificate, the sponsoring organization certifies that the named assessor has completed the total number of hours approved by the State Tax Commission for this course.

Assessor Certification: *I hereby certify that the information contained within this certificate is true and accurate and I have fully completed this course.*

Certificate Number: R-_____ Certification Level (MCAT, MCAO, MAAO, MMAO): _____

Assessor Signature: _____

**SPONSORING ORGANIZATION
ASSESSOR CONTINUING EDUCATION
CERTIFICATE OF COURSE COMPLETION**



**SHILA
APPROVED**

Assessor Name: BRANDE NOGAFSKY

Course Name: ASSESSING YOUR RELATIONSHIPS

Course Date(s): September 20, 2023 No. of Hours Approved: Four (4)

Instructor Name(s): Shila Kiander

Course Location: 1911 Tooley, Howell, MI

Sponsor Organization Name: Livingston County Assessors Association

By issuance of this certificate, the sponsoring organization certifies that the named assessor has completed the total number of hours approved by the State Tax Commission for this course.

Assessor Certification: *I hereby certify that the information contained within this certificate is true and accurate and I have fully completed this course.*

Certificate Number: R- 10097 Certification Level (MCAT, MCAO, MAAO, MMAO): MCAO

Assessor Signature: Brandi K Nogafsky

**SPONSORING ORGANIZATION
ASSESSOR CONTINUING EDUCATION
CERTIFICATE OF COURSE COMPLETION**

Assessor Name: BRANDE NOGAFSKY

Course Name: Alphabet Soup – The Income Approach Unraveled

Course Date(s): August 23, 2023 No. of Hours Approved: Eight (8)

Instructor Name(s): David Rice, MAI, CAE, MMAO

Course Location: 1911 Tooley, Howell, MI

Sponsor Organization Name: Livingston County Assessors Association

By issuance of this certificate, the sponsoring organization certifies that the named assessor has completed the total number of hours approved by the State Tax Commission for this course.

Assessor Certification: *I hereby certify that the information contained within this certificate is true and accurate and I have fully completed this course.*

Certificate Number: R-10097 Certification Level (MCAT, MCAO, MAAO, MMAO): MCAO

Assessor Signature: Brandie Rogafsky

**SPONSORING ORGANIZATION
ASSESSOR CONTINUING EDUCATION
CERTIFICATE OF COURSE COMPLETION**

Assessor Name: Brande Nogafsky

Course Name: Land Value & ECF Database Administration

Course Date(s): 7/9/24 No. of Hours Approved: 6

Instructor Name(s): Anthony Meyaard & Joe Van Hassel

Course Location: 1911 Tooley Rd. Howell, MI

Sponsor Organization Name: Sue Bostwick

By issuance of this certificate, the sponsoring organization certifies that the named assessor has completed the total number of hours approved by the State Tax Commission for this course.

Assessor Certification: *I hereby certify that the information contained within this certificate is true and accurate and I have fully completed this course.*

Certificate Number: R-_____ Certification Level (MCAT, MCAO, MAAO, MMAO): _____

Assessor Signature: _____

**SPONSORING ORGANIZATION
ASSESSOR CONTINUING EDUCATION
CERTIFICATE OF COURSE COMPLETION**

Assessor Name: Brande Nogafsky

Course Name: Workplace Violence and Field Work Safety

Course Date(s): June 22, 2023 No. of Hours Approved: Six (6)

Instructor Name(s): Mike Wierenga & Terry Bykerk

Course Location: 1911 Tooley Rd, Howell, MI

Sponsor Organization Name: Livingston County Assessors Association

By issuance of this certificate, the sponsoring organization certifies that the named assessor has completed the total number of hours approved by the State Tax Commission for this course.

Assessor Certification: *I hereby certify that the information contained within this certificate is true and accurate and I have fully completed this course.*

Certificate Number: R- 10097 Certification Level (MCAT, MCAO, MAAO, MMAO): MCAO

Assessor Signature: Brande K Nogafsky

**SPONSORING ORGANIZATION
ASSESSOR CONTINUING EDUCATION
CERTIFICATE OF COURSE COMPLETION**

Assessor Name: Brande Nogafsky

Course Name: Scenarios & Solutions for the Application of Valuation

Course Date(s): September 11, 2024 No. of Hours Approved: Six (6)

Instructor Name(s): Meshia Rose

Course Location: Genoa Township, 2911 Dorr Rd, Brighton, MI 48116

Sponsor Organization Name: Livingston County Assessors Association

By issuance of this certificate, the sponsoring organization certifies that the named assessor has completed the total number of hours approved by the State Tax Commission for this course.

Assessor Certification: *I hereby certify that the information contained within this certificate is true and accurate and I have fully completed this course.*

Certificate Number: R-10097 Certification Level (MCAT, MCAO, MAAO, MMAO): MCAO

Assessor Signature: Brande K. Nogafsky

**SPONSORING ORGANIZATION
ASSESSOR CONTINUING EDUCATION
CERTIFICATE OF COURSE COMPLETION**

Assessor Name: Brande Nogafsky

Course Name: State Tax Commission Assessment Roll Audit Training

Course Date(s): August 28, 2024

No. of Hours Approved: Four (4)

Instructor Name(s): Jane Walsh

Course Location: Marion Township Hall

Sponsor Organization Name: State Tax Commission

By issuance of this certificate, the sponsoring organization certifies that the named assessor has completed the total number of hours approved by the State Tax Commission for this course.

Assessor Certification: *I hereby certify that the information contained within this certificate is true and accurate and I have fully completed this course.*

Certificate Number: R- 10097 Certification Level (MCAT, MCAO, MAAO, MMAO): MCAO

Assessor Signature: Brande X Nogafsky

**SPONSORING ORGANIZATION
ASSESSOR CONTINUING EDUCATION
CERTIFICATE OF COURSE COMPLETION**

Assessor Name: BRANDE NOGAFSKY

Course Name: LAND DIVISION & PROPERTY DESCRIPTIONS

Course Date(s): OCTOBER 16, 2024 No. of Hours Approved: FOUR (4)

Instructor Name(s): RICHARD STEFFANS

Course Location: TYRONE TOWNSHIP, 8420 RUNYAN LAKE RD, FENTON, MI 48430

Sponsor Organization Name: LIVINGSTON COUNTY ASSESSORS ASSOCIATION

By issuance of this certificate, the sponsoring organization certifies that the named assessor has completed the total number of hours approved by the State Tax Commission for this course.

Assessor Certification: *I hereby certify that the information contained within this certificate is true and accurate and I have fully completed this course.*

Certificate Number: R-_____ Certification Level (MCAT, MCAO, MAAO, MMAO): _____

Assessor Signature: _____

**SPONSORING ORGANIZATION
ASSESSOR CONTINUING EDUCATION
CERTIFICATE OF COURSE COMPLETION**

Assessor Name: BRANDE NOGAFSKY
Course Name: APEX WITH ASSESSING.NET
Course Date(s): MAY 12, 2021 No. of Hours Approved: 6 (SIX)
Instructor Name(s): DAVID KIRWIN
Course Location: VIRTUAL VIA WEBEX
Sponsor Organization Name: LIVINGSTON COUNTY ASSESSORS ASSOCIATION

By issuance of this certificate, the sponsoring organization certifies that the named assessor has completed the total number of hours approved by the State Tax Commission for this course.

Assessor Certification: *I hereby certify that the information contained within this certificate is true and accurate and I have fully completed this course.*

Certificate Number: R-_____ Certification Level (MCAT, MCAO, MAAO, MMAO): _____

Assessor Signature: _____

**SPONSORING ORGANIZATION
ASSESSOR CONTINUING EDUCATION
CERTIFICATE OF COURSE COMPLETION**

Assessor Name: Brande Nogafsky

Course Name: Land Value & ECF Database Administration

Course Date(s): 7/9/24 No. of Hours Approved: 6

Instructor Name(s): Anthony Meynard & Joe Van Hassel

Course Location: 1911 Tooley Rd. Howell, MI

Sponsor Organization Name: Sue Bostwick

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Assessor Signature: _____

**SPONSORING ORGANIZATION
ASSESSOR CONTINUING EDUCATION
CERTIFICATE OF COURSE COMPLETION**

Assessor Name: BRANDE NOGAFSKY

Course Name: LAND DIVISION & PROPERTY DESCRIPTIONS

Course Date(s): OCTOBER 16, 2024 No. of Hours Approved: FOUR (4)

Instructor Name(s): RICHARD STEFFANS

Course Location: TYRONE TOWNSHIP, 8420 RUNYAN LAKE RD, FENTON, MI 48430

Sponsor Organization Name: LIVINGSTON COUNTY ASSESSORS ASSOCIATION

By issuance of this certificate, the sponsoring organization certifies that the named assessor has completed the total number of hours approved by the State Tax Commission for this course.

Assessor Certification: *I hereby certify that the information contained within this certificate is true and accurate and I have fully completed this course.*

Certificate Number: R-_____ Certification Level (MCAT, MCAO, MAAO, MMAO): _____

Assessor Signature: _____

**SPONSORING ORGANIZATION
ASSESSOR CONTINUING EDUCATION
CERTIFICATE OF COURSE COMPLETION**

Assessor Name: Brande Nogafsky

Course Name: 2024 End of the Assessment Cycle Preparation

Course Date(s): 11/20/2024 No. of Hours Approved: 2

Instructor Name(s): Brendan Scheitz & Sue Bostwick

Course Location: 304 E Grand River Ave., Howell, MI 48843

Sponsor Organization Name: Livingston County

Class Number: 26-013-103-A

By issuance of this certificate, the sponsoring organization certifies that the named assessor has completed the total number of hours approved by the State Tax Commission for this course.

Assessor Certification: *I hereby certify that the information contained within this certificate is true and accurate and I have fully completed this course.*

Certificate Number: R-10097 Certification Level (MCAT, MCAO, MAAO, MMAO): MCAO

Assessor Signature: Brande Nogafsky



ELIZABETH HUNDLEY
LIVINGSTON COUNTY CLERK

County Clerk
200 E. Grand River Ave.
Howell, MI 48843
Phone: (517) 546-0500
countyclerk@livgov.com

Circuit Court Clerk
204 S. Highlander Way, Suite 4
Howell, MI 48843
Phone: (517) 546-9816
wclerks@livgov.com

LIVINGSTON COUNTY
ELECTION DIVISION

Election Inspector's Qualification Certificate

Brande Nogafsky
7228 Robb Rd
Fowlerville MI 48836

This is to certify that **Brande Nogafsky** has attended a school of instruction for Election Inspectors held on 2/2/2024, and is qualified to serve as an Election Inspector for the 2024 Presidential Primary Election. This Certification is for the following:

County Training School for Verity

Attended on behalf of:
Conway Township

Handwritten signature of Elizabeth Hundley in cursive script, positioned above a horizontal line.

Elizabeth Hundley
Livingston County Clerk



**ELIZABETH HUNDLEY
LIVINGSTON COUNTY CLERK**

County Clerk
200 E. Grand River Ave.
Howell, MI 48843
Phone: (517) 546-0500
countyclerk@livgov.com

Circuit Court Clerk
204 S. Highlander Way, Suite 4
Howell, MI 48843
Phone: (517) 546-9816
wclerks@livgov.com

**LIVINGSTON COUNTY
ELECTIONS DIVISION
Election Inspector's Qualification Certificate**

**Brande Nogafsky
7228 Robb Rd
Fowlerville MI 48836**

This is to certify that **Brande Nogafsky** has attended a school of instruction for Election Inspectors held on 7/14/2022, and is qualified to serve as an Election Inspector for a period of two years from the above date. This Certification is for the following:

County Training School for Verity

**Attended on behalf of:
Conway Township**

Elizabeth Hundley
Elizabeth Hundley
Livingston County Clerk

Conway Township

8015 N. Fowlerville Road
PO Box 1157
Fowlerville MI 48836

Phone 517-223-0358

Fax 517-223-0533



09/24/2024

Dear Conway Township Board,

I would like to take this time to thank you for the opportunity to serve as the Conway Township Assessor's Assistant. I would also like to thank you for allowing me to obtain my MCAT followed by my MCAO certification. I was appointed to this position in 2019 to be Karen's assistant. In February of this year Karen submitted her intent to retire letter. As you all know, she is retiring in December which leaves me without a position in the township.

I have accepted employment elsewhere, due to not having a position at the township after December 18, 2024 (due to how holiday's fall and the office being closed). I discussed with my new employer my commitment to fully continue my duties at Conway until then.

I would also like to inform the board that I did not sign up for the \$1,000 MAAO class. As I did not feel it was appropriate to spend township money without being hired to be the township's Assessor.

There are other positions that I am currently appointed to for Conway. The recreation advisory committee representative, a member of the building committee, a hall rental attendant, and secretary of the cemetery committee. I don't mind keeping those positions, if that is what this board would like to see happen.

Sincerely,

Brande K. Nogafsky

Brande Nogafsky
Assessor Assistant
Conway Township, Michigan
(517) 223-0358 phone
(517) 223-0533 fax
assessorsasst@conwayMI.gov



ESTIMATE	#236
TOTAL	\$900.00

Patrick Esper Septic

8015 North Fowlerville Road
Fowlerville, MI 48836

(517) 225-9499
supervisor@conwaymi.gov

CONTACT US

5700 Emmons Road
Fowlerville, MI 48836

(517) 294-0026
pdepatrick@gmail.com

ESTIMATE

Services	qty	unit price	amount
Gallons rate 1500, 1000, and 500 gallon tank	3000.0	\$0.30	\$900.00

Services subtotal: \$900.00

Total \$900.00

Patrick Esper Septic Disclaimer - Patrick Esper Septic is not responsible for any damage to driveways, sidewalks, sprinkler systems, underground water lines, landscaping, buried dog fence or homeowner installed utilities that are not located by utility companies, that may occur during the installation or maintenance of a new or existing septic system. Any fencing that needs to be removed and reinstalled for field installation is the homeowner's responsibility.

Hartland Septic Service

7230 Faussett Rd
Fenton, Mi 48430
517-548-2487

Email: hartlandseptic@yahoo.com

Website: hartlandseptic.net

Owner: Jeff Boutell



11/27/2024
ESTIMATE

CONWAY TOWNSHIP
8015 N FOWLerville RD
FOWLerville, MI 48836
EMAIL: supervisor@conwaymi.gov

JOB SITE: CONWAY TOWNSHIP BLDG

CLEAN & EMPTY 1000 GALLON SEPTIC TANK
AND 1500 GALLON SEPTIC TANK

ESTIMATE..... \$735.00

IF THE PUMPER CHAMBER IS
REQUIRED TO BE CLEANED

ADDITIONAL COST..... \$300.00

*****HARTLAND SEPTIC DISCLAIMER*****

HARTLAND SEPTIC IS NOT RESPONSIBLE FOR ANY DAMAGE TO DRIVEWAYS, SIDEWALKS,
SPRINKLER SYSTEMS, UNDERGROUND WATER LINES, LANDSCAPING, BURIED DOG FENCE OR HOMEOWNER
INSTALLED UTILITIES NOT LOCATED BY UTILITY COMPANIES THAT MAY OCCUR DURING THE
INSTALLATION OF THE NEW SEPTIC SYSTEM. ANY FENCING THAT NEEDS TO BE
REMOVED AND REINSTALLED FOR FIELD INSTALLATION IS THE HOMEOWNER'S RESPONSIBILITY
IF CUSTOMER IS PAYING WITH CREDIT CARD THERE WILL BE A 3% FEE ADDED TO THE TOTAL

Exterior Enhancements

8789 North Fowlerville Road | Fowlerville, Michigan 48836
 (517)885-0459 - (517) 672-2912 | doolinmatthew45@gmail.com |
 www.extenhancementsllc.com

RECIPIENT:

Russ

8015 North Fowlerville Road
 Fowlerville, Michigan 48836

Quote #184

Sent on Oct 30, 2024

Total \$45,000.00

Product/Service	Description	Qty.	Unit Price	Total
Siding installation	1. Install Starter strip j-channel outside corners light blocks and all accessories. 2. Install vinyl siding.	47	\$500.00	\$23,500.00
Soffit & fascia	Install vented soffit on eve edges and solid soffit on rake edges. Install custom fabricated fascia over soffit and under drip edge.	450	\$15.00	\$6,750.00
Repair	Remove the bottom 4 ft around the building and replace 7/16 plywood with green board for Brick.	60	\$100.00	\$6,000.00
Repair	Rap metal properly around windows and over brick install apron metal tight with 45° points on outside corners.	500	\$10.00	\$5,000.00
Wrap windows	Roofing repair service	15	\$250.00	\$3,750.00

A deposit of \$22,500.00 will be required to begin.

Total \$45,000.00

5 year workmanship warranty once deposit is made materials will be purchased and project will be scheduled immediately final payment is due immediately upon completion

Quote to reset windows recessed out properly.
 \$300 per window x 15 windows = \$4,500
 Includes window taping properly on the Sill then the sides then above the window with Tyvek overlapping and taped.
 Second quote for new windows will be provided separately.

This quote is valid for the next 30 days, after which values may be subject to

Exterior Enhancements

8789 North Fowlerville Road | Fowlerville, Michigan 48836
(517)885-0459 - (517) 672-2912 | doolinmatthew45@gmail.com |
www.extenhancementsllc.com

Notes Continued...

change.

CHAD. P.M. 313 384.4567

Khansa Group

24151 Telegraph Rd Ste 140
Southfield, MI 48033 US
248-828-6963
info@khansagroup.com
www.khansagroup.com



ADDRESS

Conway Township
8015 N Fowlerville
Fowlerville, MI 48836

SHIP TO

Rachel Kreeger
Conway Township
8015 N Fowlerville
Fowlerville, MI 48836

Estimate 1140

DATE 11/19/2024

ACTIVITY	QTY	RATE	AMOUNT
Vinyl Siding <i>36</i> installed - 30 sq spec to RFP (.46 double 4 or dutchlap) - color TBD - installed to spec from manufacturer. remove and dispose all current siding . (not replacing gable vents) rain drip flashing over windows and doors - (includes house wrap the whole building)	<i>36</i> 30	800.00 <i>600</i>	24,000.00 <i>21,600</i>
General Labor aluminum soffit / match to existing	2	1,000.00	2,000.00
General Labor alum trim and flashing	8	800.00	6,400.00
Dumpster 30 yrd	1	600.00	600.00
Sheating/Decking OSB or equivalent / wall perimeter (priced on 1/2 treated cdx plywood - can be replaced with OSB if approved by officials)	95 <i>43</i>	90.00	8,550.00 <i>3,870</i>
General Labor	1	30.00	<i>30.00</i>
Miscellaneous rotted / damaged framing to be replaced is not included (could be lumber or metal studs) - price subject to change depending on damage that might be caused to inside or solutions needed . minor replacement can be a simple fix such as cutoff damaged and sister stud to avoid interior damage and replacement to drywall. etc..... We will do our best to save the city any budget overrun.	1	0.00	0.00

** Included 24 studs by DOR to replace rotted wood*

Note: the city reserves the right to cancel project as long as material is not ordered.

city reserves the right to cancel project if deemed bad workmanship is noticed with giving khansa group right to correct .

** note - box trim all windows & doors with 1x backer 20 windows*

SUBTOTAL

1300
~~41,580.00~~
35,770.00

All work has been completed to my satisfaction.

Date:
Payment Method:
Balance:

Signature:

continued

TAX

0.00

TOTAL

\$41,560.00

35,770⁰⁰
+ Permit.

Accepted By

Accepted Date

- * all our employees are background checked
- * we might sub out for 1,2 laborers with Detroit home builders apprentices to help them with their program
- * Permit Cost is to be calculated & added upon final approval.

- * Gutters - 6" open KStyle with 3x4 downspouts - \$2976⁰⁰
- not included in upper listed project cost

All work has been completed to my satisfaction.

Date:

Payment Method:

Balance:

Signature:

BOARD OF REVIEW REAPPOINTMENTS

George Fyrckiak

Rich Ralston

Rick Hohenstein

Alternates: Gary Klein and Thomas Parker

PLANNING COMMISSION REAPPOINTMENT

Mike Stock

PLANNING COMMISSION APPOINTMENTS

Kelly Ralko

Steve Weiss

From: Kelly Ralko <kelralko@gmail.com>
Sent: Friday, November 29, 2024 9:19 AM
To: Michael Brown <supervisor@conwaymi.gov>
Subject: Letter of Interest for PC & Resume

Dear Supervisor Brown,

Please accept this email as my cover letter and letter of interest in consideration for any openings on the Planning Commission that are available at this time.

Attached to this email is a copy of my resume for your review. I hope you find my professional experience, as well as my education, will bring benefit in serving the people of Conway Township.

Kind regards,
Kelly Ralko
Conway Twp. Resident

Kelly Ralko

11935 Daisey Ln.
Conway Twp.
Perry, MI 48872
Livingston County
734-679-4356
kelralko@gmail.com

EXPERIENCE

Chestnut Development, LLC.

Brighton, MI 48114

August 2018 - Present

Project Administrator

Development Permitting and Planning

Coordination of all phases of development for new commercial and residential projects with engineering, utilities, local, county and state government agencies from application of site plan review to project close out. Work closely with field and construction crew to ensure ongoing compliance of all ordinances, building codes and regulatory requirements.

Extensive plan review experience on multi million dollar commercial and residential projects. Review plan review letters provided by planning firms and all governing regulatory bodies, coordinate with engineering to meet all conditions and requirements for project approval to meet deadlines and budgetary goals. Coordinate, schedule and attend pre construction meetings. Attend Township Meetings.

Management of all permitting/compliance of projects with local municipalities, Washtenaw and Livingston County agencies such as the Drain Commission/Water Resources, Road Commission, Environmental Health, Building Department and MHOG, as well as with state agencies such as EGLE and MIOSHA. Highly experienced with all ongoing regulatory compliance of permits, pre development and close out processes. In depth knowledge of Livingston County Permitting Guidelines.

Management of all pre development planning and coordination for all utility infrastructure including main line and service installations of power, gas, & cable. Coordinate, schedule and run all on site pre construction utility walks.

Additional experience includes coordinating negotiations of easements, review of Master Deed & Bylaws, Private Road Agreements, use of GIS Livingston and Washtenaw, filing documentation with Register of Deeds, researching information using Register of Deeds, EGLE wetland mapping, budgeting, negotiation of bonds, certificates of insurance, bidding out of work, negotiating and securing contracts with trades and engineering, as well as some experience estimating, training and management of other employees.

SKILLS

Analytical and Research Driven

Site Plan Reviews of Construction Plans and Building Plans

Interpretation of Law & Legal Terminology

Extensive understanding of regulatory processes and procedures

Highly Communicative both verbally & written

Strategic Planning

Business Administration

Database & Records Management

Detail Oriented & Highly Organized

NOTABLE ACHIEVEMENTS

Dean's List at Madonna University and Schoolcraft College

Conway Township

Fowlerville, MI 48836

September 2021 - September 2022

Planning Commissioner, Vice Chair

Appointed upon another PC member's resignation to complete his term. Review and advise Conway Township Board on land use development plans, and zoning regulations. Assist in running of public hearings and make recommendations to ensure Township growth aligns with the Master Plan of the community. Research ordinances and contribute to the drafting of revision of ordinances. Following all Township processes and procedures. Assist Chair in conduction of meetings. Attended training. Education of the public.

Capital Construction,

Brighton, MI 48114

January 2018 - July 2018

Transaction Coordinator/Construction Administrator

Coordinating home sales with title, mortgage company and sales.

Keeping records of all documentation in relation to sales, coordinating with lending on status of loans and scheduling of final walk throughs and closings.

Obtain C of O from Building Dept. for all homes upon completion.

Notarize Sworn Statements.

Worked directly with commercial lenders on spec loans for new construction.

Maintained records of trades Certificate of Insurance, all regulatory permits and documentation for builds in office and field.

Notarized Sworn Statements record of invoices for construction materials, labor charges and equipment costs.

Maintained database and hard files with permits, utility bills, material orders and invoices.

Supported CFO with special projects and additional job duties.

Real Estate One, Pat Lotz Team

Brighton, MI 48114

August 2015 - November 2017

Real Estate Office Manager, Licensed Real Estate Agent

Preparing listing documents, market analysis and listing new homes for sale on MLS. Scheduling photoshoots, editing pictures and virtual tours.

Marketing listings on websites such as Realtor.com, Trulia and Zillow, creating

market materials and open houses.

Maintaining client information and lead generation on CRM database, prospecting for new clients, maintaining client/business relations through use of marketing materials and farming.

Communicating heavily with other agents and clients on feedback from showings, working directly with clients showing homes.

Contract negotiation, contract review and execution.

Scheduling inspections and coordinating with other agents.

Reviewing title work and closing documentation.

Training new agents on the MLS system.

Maintain compliance of real estate, land use laws and procedures.

Experience with real estate trusts, Master Deed & Bylaws, handling confidential client information, reviewing public record data (BS&A), Register of Deeds, reading plat maps, plot plans, easements, title work, utilizing GIS Livingston, working with associations and property management companies in Livingston County.

EDUCATION

Real Estate One Academy

Milford, MI — *Michigan Real Estate License*

Earned 2016

Madonna University

Livonia, MI — *Bachelor of Arts Degree in English/Speech*

Earned 2004

Schoolcraft College

Livonia, MI — *Associates of Liberal Arts Degree*

Earned 2001

REFERENCES

Steve Gronow, Owner of Chestnut Development

Email: Steve@chestnutdev.com Phone: 810-599-5147

Kennedy Parker, MSU Police Captain

Email: Vornehm621@gmail.com Phone: 517-449-6111

Mark Fosdick, Cohoctah Township Supervisor

Email: mwfosdick@gmail.com Phone: 517-546-0655

From: steven weiss <stevenweiss7@gmail.com>
Sent: Friday, November 29, 2024 12:17 PM
To: Michael Brown <supervisor@conwaymi.gov>
Subject: Planning commission opening

I am writing this letter of intent to possibly serve on the Conway Township planning commission.

I have been a resident of Conway Township for 34 years. Raised two boys that both went to and graduated from Fowlerville school district. I coached Fowlerville gladiator baseball for a few years. I do volunteer work for gleaners community food bank service .

I would like to try and help Township move forward with a responsible plan for future growth. The last two years have been very challenging to say the least for the Township.

I believe and hope that we are moving in the right direction .

I spent over 35 years in the electrical construction industry. 35 years as a licensed journeyman electrician. With certifications in high voltage testing , high voltage cable splicing, instrumentation,etc.

I feel that with my background in the construction industry might be of substantial help serving on the township planning commission. Looking forward to an opportunity to serve our community.

Sincerely Steven Weiss

CONWAY TOWNSHIP BOARD OF TRUSTEES

2025 Meeting Schedule at 7:00 PM

As listed below at the Conway Township Hall

8015 N Fowlerville Rd, Fowlerville MI 48836

Board of Trustees Meeting Date

January 21

February 18

March 18

April 15

May 20

June 17

July 15

August 19

September 16

October 21

November 18

December 16

Mike Brown
Supervisor
Conway Township,
Livingston County, MI
8015 N Fowlerville Rd,
Fowlerville, MI 48836
mlbrown@tds.net

December 2, 2024

VIA CERTIFIED U.S. MAIL & E-MAIL

Re: Offer to Meet Concerning Proposed Solar Energy Facility Project in Conway Township, Livingston County, MI

Dear Supervisor Brown:

Headland Solar, LLC is planning to develop, construct, own, and operate an up to 220 MW Solar Energy Facility in Conway Township, Livingston County, MI.

We would be pleased to meet with you either virtually or in person to discuss the site plan for the proposed project. Please let us know at your earliest convenience, but in no case later than 30 days after receipt of this letter, whether Conway Township has adopted a compatible renewable energy ordinance (“CREO”) consistent with Public Act 233 of 2023. If we do not hear from you within 30 days of your receipt of this letter, or if you inform us that your jurisdiction does not have a CREO, we intend to file an application directly with the Michigan Public Service Commission seeking approval for the project.

We look forward to hearing from you. Please do not hesitate to reach out to Drew Vielbig of Ranger Power at drew@rangerpower.com with any questions concerning our proposed project and this letter.

Sincerely,

Paul Harris

Vice President, Headland Solar, LLC

CC:

Rachel Kreeger, Clerk
Tara Foote, Treasurer
Sarah K. Porter, Trustee
George E. Pushies, Trustee

November 26, 2024

To: Brande Nogafsky (Assessor), Tara Foote (Clerk) and Mike Brown (Supervisor)

From: Rachel Kreeger (Previous Clerk)

Topic: Assessor Accessibility Policy

Please make sure to have this discussed at the December Board Meeting. At the 10-15-24 Board Meeting a motion was approved to make edits to the Assessor Accessibility Policy and was specifically mentioned that it would be listed as Policy 21, but it should actually be titled Policy 2~~5~~⁴. I think you may want to have it approved as the same document, but titled Policy 2~~4~~³ verse 21 or at the very least made note of it in the meeting and keep the document / meeting minutes (approved) with the Policy (hard copy and digital copy). Food for thought and just my personal opinion.

Conway Township Policy Number 24

Assessor Accessibility Policy

- I. PURPOSE Public Act 660 of 2018, was approved by Governor Snyder on December 28, 2018, and amended the General Property Tax Act to provide a statutory framework to ensure proper assessing in order to guarantee the highest quality assessments for taxpayers as well as local units. The Property Assessing Reform Act defines the requirements for substantial compliance with the General Property Tax Act, provides timelines for audits and follow-up audits, and details a process for bringing a local unit into compliance if they remain non-compliant after a follow-up review. PA 660 contains several requirements in statute (MCL 211.10g (1)) that local units and assessors must follow. Local units are required to ensure that all requirements are being met beginning in the 2022 tax year. Subject to state tax commission guidelines the local unit is required to publish a policy under which its assessor's office is reasonably accessible to taxpayers.
- II. The Conway Township Assessor's Office policies are consistent with Michigan Statutes and acceptable assessment practices with the goal of excellence in accuracy, transparency, and efficiency.
- III. The Assessor's Office is open to inspect and review public records, request copies, submit paperwork, or speak with an assessing department staff member.
- IV. The Assessor's Office business hours are Wednesday, 9:00 AM to 3:00 PM, with the exception of observed holidays.
- V. Taxpayers may submit inquiries to the Assessor, via email at assessor@conwaymi.gov or by telephone at (517) 223-0358 EXT 101. The estimated response time to inquiries is less than seven (7) business days.
- VI. Taxpayers may arrange an in-person inquiry with an assessing staff representative to discuss their property's assessment or issues by calling (517) 223-0358 EXT 101 or by email at assessor@conwaymi.gov.
- VII. Taxpayer requests for inspection or production of records maintained by the Assessor's Office may be made in person or by calling (517) 223-0358 EXT 101 or by email at assessor@conwaymi.gov. A Freedom of Information Act (FOIA) request may be requested through the Clerk's Office.
- VIII. Assessment and property information can be obtained using the Assessor's Office website at ConwayMI.gov. The information can be accessed through the township's website by selecting the "**Find assessing information and property details by clicking here.**" The link navigates to the BS&A online services website. <https://bsaonline.com/?uid=545>
- IX. Taxpayers may have their assessment reviewed by the Assessor's Office at any time to informally hear and resolve disputes prior to the March Board of Review. Taxpayers are encouraged to contact the Assessor's Office at (517) 223-0358 EXT 101 or assessor@conwaymi.gov to discuss any issues or concerns. Filing a protest with the Board of Review is necessary to protect the right to further appeal residential valuation and exemption disputes to the Michigan Tax Tribunal and classification appeals to the State Tax Commission.

Conway Township Board Of Trustee Board Meeting Notes: APPR. MINUTES

Date: 10-15-2024

Time: 7:00PM

Location: Conway Township Hall

Supervisor: Bill Grubb

Clerk: Rachel Kreeger

Treasurer: Deb Grubb

Trustee: George Pushies

Trustee: Amy Crampton-Atherton

** Motions That Passed During This Meeting Are Highlighted Are Typed In Green.*

** Items That Need To Be Addressed At Next Month's Board Meeting Are Typed In Purple.*

Continuation: 6) Old Business

- c. Assessing PA-116 Class: Accessibility Follow Through
 - i. Creation of an official accessibility policy vs just having guidelines posted on the website. Remove assessor's name and replace with current policy. It would be Policy 21. Motion to accept Conway Township Policy 21 subject to future amendment. Motion made by: G. Pushies. Motion seconded by: D. Grubb. No further discussion. Motion passed: 4 yes, 0 no, 1 absent.
- d. Assistant Assessor's Letter of Resignation
 - i. Brande Nogafsky submitted a letter of resignation at the end of September 2024 stating she would work through the end of the year. Brande is currently at a Level Two.
 - ii. W. Grubb would like to offer Brande Nogafsky the position of assessor at the average salary of an assessor at a Level Three. A special meeting will need to be had to move forward. Motion: W. Grubb will research the average salary of a level three assessor and send the board this information no later than October 22nd. Motion made by: Pushies. Motion seconded by: A. Crampton-Atherton. No further discussion. Motion passed: 4 yes, 0 no, 1 absent.
- e. Master Planner
 - i. Guest speakers from: McKenna Firm (Brian and Ashely) out of Northville. Conway Township would like to hire a Master Planner to update our master plan and also perform a site review. Conway Township inquired about McKenna's ability to attend Conway Township meetings: McKenna agreed it is important for them to attend meetings. Conway and McKenna also agreed we would review and should we decide, we sign a contract created by McKenna and McKenna would agree to sign a contract created by our Township Attorney.
 - ii. Motion: Conway Township hire McKenna as the Township Master Planner with a Township based contractual agreement to include but not limited to an escape clause; contingent on signed contract. Motion made by: G. Pushies. Motion seconded by: A. Crampton-Atherton. Motion passed: 4 yes, 0 no, 1 absent.
 - 1. W. Grubb will contact Conway Township Attorney about the creation of this contractual agreement.
 - iii. Motion: To authorize the Conway Township Planning Commission to engage in this one-time agreement with McKenna Planning Firm to perform a site plan review for the Kreeger Gas Station and McKenna will communicate the charge for this service to the Planning Commission Chair. This charge will not exceed the price stated in McKenna's previous email on 10/2024 email. Motion made by: W. Grubb. Motion seconded by: G. Pushies. Motion passed: 4 yes, 0 no, 1 absent.

Conway Township

8015 N. Fowlerville Road PO Box 1157
Fowlerville MI 48836

Phone 517-223-0358

Fax 517-223-0533

Motion Form

Conway Township Board Meeting

Date: 10-15-2024

Motion Regarding: Assessor Accessibility Policy

I move that:

There will be a creation of an official accessibility policy vs just having guidelines posted on the website. Remove assessor's name and replace with current policy. It would be Policy 21.

Motion to accept Conway Township Policy 21 subject to future amendment.

Motion made by: G. Pushies.

Motion seconded by: D. Grubb with no further discussion.

Motion passed: 4 yes, 0 no, 1 absent.

Tara M. K. Foote 10/15/2024

Clerk and/or Deputy Clerk: Name Printed and Date

Tara M. K. Foote 10/15/2024

Clerk and/or Deputy Clerk: Signature and Date