

LOCKE TOWNSHIP REGULAR BOARD MEETING AGENDA FEB 14, 2023 7 PM

LOCKE TWP HALL- 3805 BELL OAK RD, WMSTN 48895 517 468-3405

1. Call to Order, Welcome, Pledge of Allegiance
2. Additions to agenda/approval of agenda
3. Action on January 10, 2023 meeting minutes
4. Action on Accts Payable Independent Bank checks #5760 - #57___ totaling \$ _____
5. New Business:
 - *Action to approve Zon Adm to attend MI Assoc of Planners Mar 21 & 22 Planning & Zoning Essentials via zoom \$115 registration
 - *Wages review
 - *2023 Local Road Program – recommendations/suggestions [use \$195,000 ARPA monies?] trim trees by Mar 31st deadline for bat population restrictions
 - *2023-24 Budget review [blue]
 - *Schedule Budget Public Hearing March 14, 2023 @ 7 pm
 - *Discussion/action on payment to clerk office furniture movers [3 @ \$50 ea.?)
 - *Action to declare old desk from clerk's office, typewriter, dehumidifier and coat rack of no value and dispose of appropriately
 - *Process for selecting Township Planner
 - *Discussion/Appointment of Deputy Zoning Administrator
 - *Budget Amendment: 101 446 819 Highways/Streets/Bridges increase \$2100.
101 101 972 Twp Bd cap outlay decrease \$2100.
6. Reports:
 - Treasurer** – Jan 31st treas report; attended Jan 13th BS&A treas seminar
 - Clerk** - Jan rev/exp report; completed/submitted qtr/annual reports, completed/distributed W2's
 - Trustee** – Davis:
Shepler:
 - Supervisor** – attend 01/12 NIESA meeting; Jan NIESA calls report [dk pink]; Jan 24/27 Atty Homier Communication [pink]; thank you sent to Romkema/Maner Costerisan Accountants for donation of office furniture for Clerk's office – desk, credenza, 2 four-drawer lateral file cabinets; attend Ing Co Rd Dept meeting for 2023 road improvements; email from Ing Co Health Dept- sanitary code has no regulations regarding mold; met with Bd of Comm Monica Schafer re: Parks & Trails Millage for possibly cleaning out log jams in Red Cedar River and EGLE Materials Management Plan update [Jan 29th email]; Jan 28 email from/to D. Pinckney re: Atty Homier phone call & Conway Twp newspaper articles [yellow]
 - Zoning Administrator** –Jan report; building permits update [green]
7. Unfinished Business:
8. Public Comment [3 minute limitation]

9. Communications, seminars, etc.

*Jan 10 Ing Co HazMat letter

*Ing Co Sheriff Dept Sgt Chad Doyle: 8 Jan calls: 5 crashes, 1 abandoned vehicle, 1 CCW complaint

*Ing Co Chptr/MI Twp Assoc, Wind/Solar, Feb 23 5-8:30 pm, E.L. Hannah Comm Center RSVP by Feb 17

*MTA Capital Conference Mar 1st, Lansing Center \$55 by Jan 31

*Apr 17-20, 2023 MTA Annual Conference, Traverse City

*20230201 email from resident Richard Witgen – Suggested Motion: Move forward retaining Legal counsel from Michael D. Homier with the firm Foster Swift.

*20230201 email from resident Richard Witgen – Suggested Motion: Move forward with a six-month moratorium for all Landfill, Solar and Wind project applications.

10. Public Comment [3 minute limitation]

11. Any Other Business / Board member comments

12. Adjournment

The Township will provide necessary reasonable services to individuals with disabilities at the Board meeting upon 3 days notice in writing or by calling the Locke Township Clerk at 517 468-3405.

Dorothy G Hart, Locke Township Supervisor

Next meeting – Mar 14

2022-23 LOCKE TOWNSHIP WAGES [effective 04/01/2022]

proposed 2023-24

📁 Board of Review	15. per hour (minimum 2 hours)	16.
📁 Planning Commission 721	115. per meeting – member	120.
	25. additional - chairperson	25.
	25. additional – member secretary	25.
	40. per meeting – recording secretary	40.
📁 Zoning Board of Appeals 722	115. per meeting – member	120.
Construction Board of Appeals	25. additional - chairperson	25.
	25. additional – member secretary	25.
	40. per meeting - recording secretary	40.
📁 NIESA representative	80. per monthly meeting	80.
📁 Election inspector 262-702	15. per hour (inc. training) [minimum 2 hours]	16.
inspector chairperson	25.00 extra on Election Day	25.
Plus mileage to training		
📁 hall maintenance 265-702	16. per hour	17.
📁 Cemetery caretaker 276-702	16. per hour plus mileage	17.
Cemetery foundations	.50 per sq inch	to be determined
	sexton pd 25¢ per sq inch if quikerete or 18¢ per sq inch w/Beck pouring]	
📁 Deputies	16. per hour	17.
📁 Webmaster 101-711	15. per hour (minimum 2 hours)	16.
📁 Ordinance Enforcement Officer	20. per hour (minimum 2 hours)	20.
📁 Deputy Zoning Administrator		20.

Mileage @ IRS rate 2021 .56 / 2022 .585 thru 6/30 & .625 thru 12/31 / 2023 .655

MI minimum hourly wage 2020 \$9.65 / 2021-22 \$9.87



2023 LOCAL ROAD PROGRAM

Locke Township

Ingham County Road Department

301 Bush Street, PO Box 38

Mason, MI 48854

Email: roads@ingham.org

Website: roads.ingham.org

Introduction

The following packet was assembled for both seasoned officials who are very familiar with the process and for officials new to their positions to help them better understand the intricacies of local road funding.

Each year, the Ingham County Road Department (ICRD) and Township Boards partner to provide local road improvements to the residents of Ingham County. While road funding is limited, these parties work hard to spend this precious limited funding efficiently and effectively. In the 2022 Local Road Program, the ICRD performed \$4.2M in local road improvements, \$2.5M of which was contributed by the Townships.

Funding for Local Roads

Roads in Michigan have been chronically underfunded for decades. There are numerous reasons behind this fact, but no matter the cause, Michiganders see the results – many miles of poor roads.

This is especially true for local roads, which connect people from the primary road system to the homes and businesses. Local roads can be further divided into local collector roads and subdivision roads. Local collector roads are those that connect residential and business areas to the primary road system. Local subdivision roads mostly service residents or businesses within subdivisions and business parks.

Ingham County has 432.76 miles of primary roads and 822.27 miles of local roads. See below for a chart breaking down the mileage per Township.

Township	Primary Roads (miles)	Local Roads (miles)
Alaiedon	34.20	41.66
Aurelius	26.11	45.98
Bunkerhill	30.00	30.50
Delhi	43.33	97.91
Ingham	19.54	35.65
Lansing	15.93	26.99
Leroy	22.30	45.02
Leslie	27.13	49.97
Locke	20.84	49.79
Meridian	51.65	158.15
Onondaga	23.50	41.01
Stockbridge	21.80	29.84
Vevay	29.39	47.53
Wheatfield	27.63	29.50
White Oak	10.80	45.70
Williamstown	28.61	47.07

The primary and local designations play an important role in how much the ICRD receives from the Michigan Transportation Fund (MTF). According to the 2023 MTF formula, the ICRD will receive \$3,209 for each mile of rural local road and \$2,784 for each mile of urban local road.

Unfortunately, the MTF allocated for local roads barely covers the ICRD's cost for routine maintenance such as snow plowing and pothole patching. In addition, under current state law (Act 51 of 1951), any improvements to a local road must have at least 50% of its funding come from a source other than the road agency. This alternate source of funding often comes from the Township, but it can also come from a millage, special assessment district, developments or other outside sources.

Funding Options for Townships

Townships are not legally required to contribute to the maintenance, construction or reconstruction of county roads. However, Act 51 of 1951 does restrict how much a road agency can spend on improvements to local roads as noted above. While road agencies do not have any legal taxing authority, Townships have three options to help raise revenue to fund road improvements: a millage through Act 51, a Township-wide millage or a special assessment district. Additionally, the use of American Recovery Plan Act (ARPA) funds can be used to fund local road improvements, of which most of the Townships took advantage of this option for the 2022 Local Road Program.

1. Act 51 Millage

Act 51 of 1951 outlines two options for Townships to raise revenue for the maintenance and improvement of local roads.

- Township Boards can levy a property tax of no more than three mills in any year, without a vote of the people, for the maintenance or improvement of county roads within the Township.
- With voter approval, Township Boards may levy a property tax of no more than six mills in any year for the maintenance or improvement of county roads within the Township.

2. Township-Wide Millage

Section 6 of Article IX of the Constitution of Michigan of 1963 authorizes Townships to levy millages with a majority vote of the people.

3. Special Assessment Districts

Public Act 188 of 1954 allows Townships to pay for road improvements through a special assessment district (SAD). An SAD is an area where the majority of property owners agree to allow a governmental agency to levy a property tax in exchange for a specific service such as road improvements. The area can be limited to a neighborhood or can be Township-wide. Act 188 outlines the process for levying a Township SAD.

Locke Township Summary

The following is a summary of the roads located in Locke Township. A map showing the road network within the Township is included in Appendix A.

Primary Roads

- 20.84 miles of primary roads
 - 0 miles are located within the urban boundary

Local Roads

- 49.79 miles of local roads
 - 0.28 miles are located within the urban boundary

Historic Township Local Road Contributions

The chart below includes all contributions made by the Township to ICRD for local road improvements over the last five years.

Township	2018	2019	2020	2021	2022
Locke	\$86,888.85	\$80,000.00	\$25,000.00	\$76,698.74	\$172,096.82

2023 Local Road Matching Program

In 2023, the ICRD re-calculated the allocation amounts for each Township based on the MTF formula used by the State to distribute funding to each County. The formula uses population and road mileage to determine funding amounts, so as a result of the 2020 Census, the Township allocation amounts were adjusted accordingly.

Unfortunately, this resulted in several Townships receiving less allocation than in previous years. In an effort to maintain the same level of allocation (at a minimum) to each Township, the overall Local Road Program funding was increased from an annual allocation of \$802,200 to \$1,173,200.

Another change that was discussed during the 2022 Local Road Program meetings and has since been implemented for the 2023 Local Road Program, is the limitation on the rollover of the annual allocation. Starting in 2023, each Township can choose to rollover their annual allocation for one year, in an effort to work on a larger project.

The chart below shows the 2023 allocation made by the ICRD for local roads in Locke Township. Notification of the intent to use the matching funds is due to the ICRD by **Friday, March 3, 2023.**

Township	2023 Allocation	Total Allocation Available for 2023
Locke	\$45,000.00	\$45,000.00

Project Selection

The ICRD staff has put together a small selection of project candidates with anticipated costs as shown in Appendix B. Additionally, the roads completed as part of the 2022 Local Road Program are included in Appendix B. Typically, the road segments paved within the current year Local Road Program will be chipsealed the following year at the ICRD's cost.

Contact Information

Managing Director	Director of Operations	District Supervisor
Kelly Jones kjones2@ingham.org (517) 676-9722 x 2336	Andy Dunn adunn@ingham.org (517) 676-9722 x 2355	Tim Engel tengel@ingham.org (517) 719-6660

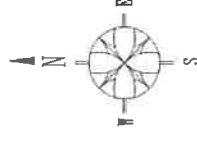
Appendix A

COUNTY/TWP. LINE
 CORPORATE LIMIT
 STATE TRUNKLINE
 COUNTY PRIMARY
 COUNTY LOCAL
 ADJACENT COUNTY
 CITY OR VILLAGE
 STREET

PRIMARY ROAD SYSTEM IS : 00.00 MILES
 LOCAL ROAD SYSTEM IS : 00.00 MILES

I HEREBY CERTIFY THAT THE ROADS SHOWN
 HEREON BY SYMBOL AS PRIMARY ROADS AND
 THOSE SHOWN HEREON BY SYMBOL AS LOCAL
 ROADS ARE IN USE AND ARE UNDER THE JURIS-
 DICTION OF THE COUNTY ROAD COMMISSION.

CHAIRMAN _____ DATE _____

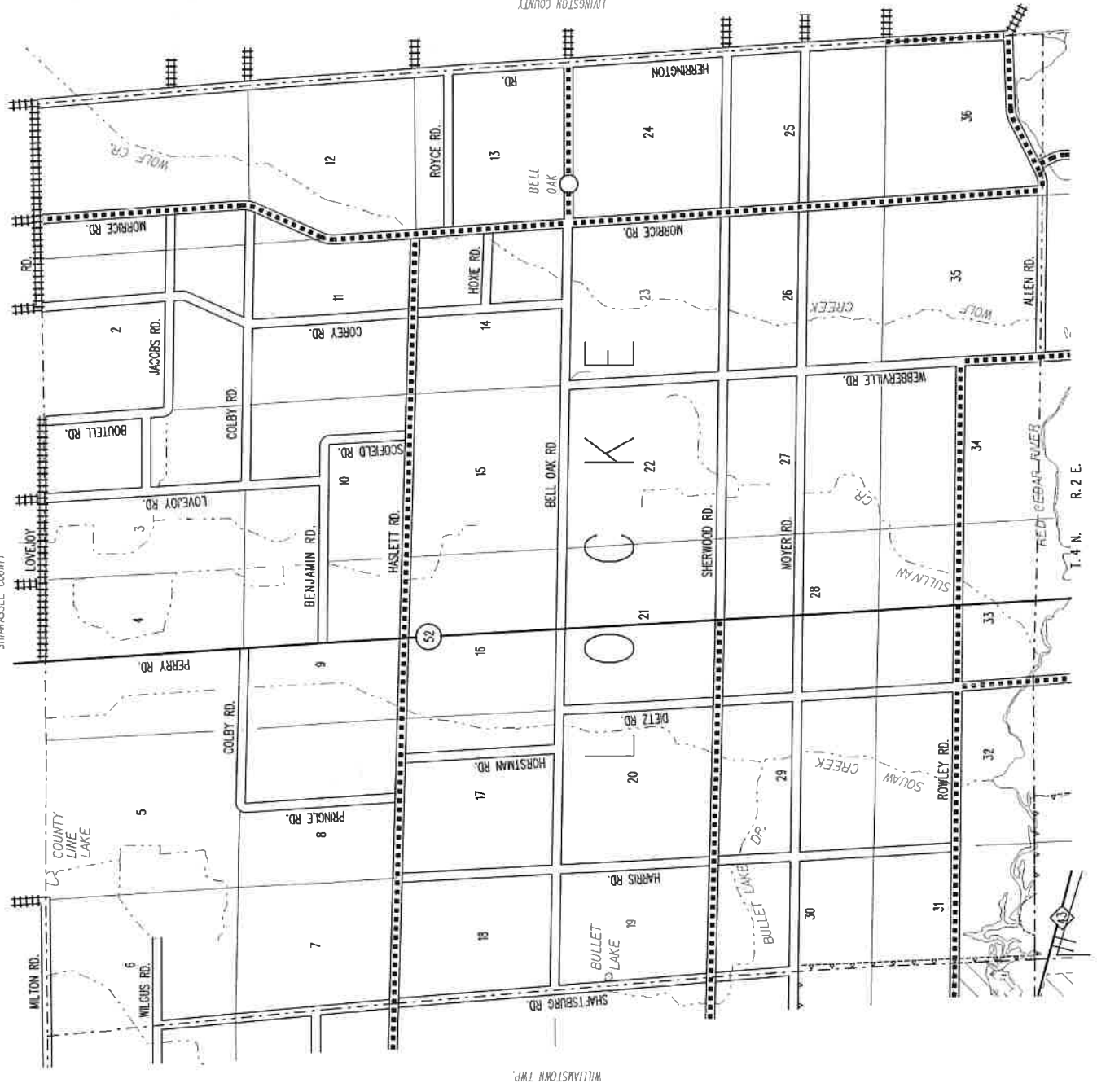


SCALE 0 1/2 1 MILE
 One inch equals 3000 feet.

TOWNSHIP : LOCKE
 T. 4 N. R. 2 E.

LOCAL COUNTY ROAD COMMISSION

URBAN AREA LOCKE 9



WILLIAMSTOWN TWP.

LIVINGSTON COUNTY

LERoy TWP.

T. 4 N. R. 2 E.

2023 Local Road Program

Locke Twp

Road Segment	Length (Ft)	Width (Ft)	HMA (Tons)	Cost/Ton	HMA Total Cost	Scope of Work (C&S = Crush and Shape)
Herrington Royce to Mohrle	1,550	21	497.29	70	\$34,810.42	HMA, Shldrs, Culv, Trees, Ditch, Chip 2024
Bell Oak - .5 miles East of 52 to Morrice	10,560	21	3388.00	70	\$237,160.00	HMA, Shldrs, Culv, Trees, Ditch, Chip 2024
Royce Rd - Morrice to Herrington	5,280	21	1694.00	70	\$118,580.00	HMA, Shldrs, Culv, Trees, Ditch, Chip 2024
Scofield Rd/Benjamin - Haslett to Lovejoy	3,925	21	1259.27	70	\$88,148.96	HMA, Shldrs, Culv, Trees, Ditch, Chip 2024
Lovejoy - Bnjamin to W Lovejoy	9,292	21	2981.18	70	\$208,682.83	HMA, Shldrs, Culv, Trees, Ditch, Chip 2024
Moyer Rd - 52 to Webberville Rd	7,920	21	2541.00	70	\$177,870.00	HMA, Shldrs, Culv, Trees, Ditch, Chip 2024

Road Segment - Gravel Option	Length (Ft)	Width (Ft)	Tons	Cost/Ton	Gravel Total Cost
One Mile of Gravel Road Improvement	5,280	20	1936.00	17	\$32,912.00

3" Gravel, Grading, Culv, Trees, Ditching

Road Segment - Calcium Chloride	Length (Ft)	Width (Ft)	Gallons	Cost/Gal	HMA Total Cost
One Mile of Liquid Calcium Chloride	5,280	20	2581.33	0.28	\$722.77

ICRD will apply and cover the cost of two applications of Calcium Chloride per year. Any additional applications will be paid for by the township.

Completed 2022

Hortsman - Haslett to Bell Oak
 Sherwood - Morrice to Herrington

Completed 2021

Bell Oak - Harris to 52
 Bell Oak - Herrington to Morrice

LOCKE TOWNSHIP 2023-2024 PROPOSED GENERAL BUDGET

REVENUE		<u>2020-21</u>	<u>2021-22</u>	<u>2022-23</u>	<u>2023-24</u>
101 000 402	PROPERTY TAXES	79000	81000	83500	85000
101 000 447	TAX ADMINISTRATION FEE	34000	34000	34000	34000
101 000 490	BUILDING PERMITS	10000	10000	9000	10000
101 000 478	ZONING PERMITS	1000	1000	2000	3000
101 000 448	SUMMER TAX COLLECT	2700	2700	2700	2700
101 000 528	ARPA GRANT			97000	195500
101 000 576	ELECTION REIMBURSEMENT	500	500	500	00
101 000 546	METRO ACT RIGHT OF WAY FEE	4600	5000	5000	5000
101 000 548	GRANT REIMBURSEMENT			00	00
101 000 574	REVENUE SHARING	155000	150000	150000	160000
101 000 626	CEMETERY BURIAL	7000	9000	7000	6000
101 000 642	SALE OF CEMETERY LOTS	2000	2000	3000	1500
101 000 665	INTEREST	3000	500	300	5000
101 000 667	HALL RENTAL	4000	2000	5500	5500
TOTAL REVENUE		302800**	297700**	399500**	513200**
EXPENDITURES					
101 101 709	TWP BD NIESA REP WAGE	900	900	960	960
101 101 710	PER DIEM [TRUSTEES]	3000	3500	4172	4250
101 101 711	NON STATUTORY WAGE	500	200	200	400
101 101 713	MEDICARE-SS	350	350	400	430
101 101 727	OFFICE SUPPLIES	1500	2000	2000	2000
101 101 818	LEGAL	3000	3000	3000	3000
101 101 822	TECH ADMIN/SUPPORT	3000	3000	3000	3000
101 101 820	AUDIT	4500	5000	500	7600
101 101 860	TRAVEL	300	300	300	300
101 101 957	EDUCATION-TRAINING	1000	500	1000	600
101 101 956	WORKERS COMP INS	1200	1200	1200	1200
101 101 901	PRINTING-PUBLISHING	500	500	500	500
101 101 955	MEMBERSHIPS-DUES	1500	1500	1600	1700
101 101 972	CAPITAL OUTLAY	6000	5000	5000	5000
TOTAL TWP BD		27250*	26950*	23832*	30940*
101 171 702	SUPERVISOR SALARY	10539	11496	12186	13044
101 171 713	MEDICARE-SS	800	900	930	998
101 171 727	OFFICE SUPPLIES	250	250	300	300
101 171 821	ACCNTNG/CNSLTNG FEE	300	200	200	200
101 171 860	TRAVEL	400	200	200	200
101 171 957	EDUCATION/TRAINING	800	500	500	300
101 171 955	MEMBERSHIPS-DUES	50	50	50	50
101 171 971	CAPITAL OUTLAY	500	500	500	500
TOTAL SUPERVISOR		13639*	14096*	14866*	15592*
101 215 702	CLERK SALARY	17145	16912	19003	19932
101 215 703	DEPUTY SALARY	2500	2500	2500	3500
101 215 713	MEDICARE-SS	1440	1485	1650	1800
101 215 727	OFFICE SUPPLY-POSTAGE	1000	1000	1000	1200
101 215 821	ACCNTNG/CNSLTNG FEE	300	200	200	200
101 215 860	TRAVEL	600	300	300	300
101 215 957	EDUCATION-TRAINING	800	500	600	300
101 215 955	MEMBERSHIPS-DUES	100	100	100	100
101 215 971	CAPITAL OUTLAY	500	500	1400	500
TOTAL CLERK		24385*	23497*	26753*	27832*
101 247 702	BOARD OF REVIEW SALARY	700	800	800	800
101 247 713	MEDICARE-SS	55	60	60	60
101 247 860	TRAVEL	100	100	100	100
101 247 957	EDUCATION-TRAINING	300	200	250	250
101 247 901	PRINTING-PUBLISHING	400	200	200	300
TOTAL BD OF REVIEW		1555*	1360*	1410*	1510*
101 253 702	TREASURER SALARY	14604	15924	16879	18060
101 253 703	DEPUTY SALARY	2500	1000	1000	1000
101 253 713	MEDICARE-SS	1300	1300	1370	1450
101 253 727	OFFICE SUPPLY-POSTAGE	3000	3000	3000	2500

		<u>2020-21</u>	<u>2021-22</u>	<u>2022-23</u>	<u>2023-24</u>
101 253 821	ACCNTNG/CNSLTNG FEE	500	300	300	300
101 253 860	TRAVEL	600	600	600	600
101 253 957	EDUCATION-TRAINING	800	500	600	300
101 253 971	CAPITAL OUTLAY	500	500	900	500
	TOTAL TREASURER	23804*	23124*	24649*	24710*
101 257 727	ASSESSOR OFFICE SUPPLY-POST	3000	1500	1500	1500
101 257 818	CONTRACT ASSESSING	22000	22000	24000	24000
	TOTAL ASSESSOR	25000*	23500*	25500*	25500*
101 262 702	ELECTION SALARY	2500	1000	3500	2500
101 262 727	SUPPLIES	1500	500	3000	1981
101 262 818	ELECTION CONTRACT	3075	00	00	00
101 262 860	TRAVEL	300	200	200	500
101 262 901	PRINTING-PUBLISHING	1000	300	800	800
101 262 971	CAPITAL OUTLAY	7000	500	1400	500
	TOTAL ELECTION	15375*	2500*	8900*	6281*
101 265 702	BUILDING/GROUNDS SALARY	2500	2500	2500	2500
101 265 713	MEDICARE-SS	200	200	200	200
101 265 731	MAINTENANCE SUPPLIES	2000	2000	2000	2500
101 265 818	BLDG/GRNDS CONTRACT	6000	9000	9000	12000
101 265 850	PHONE/INTERNET	3500	3500	3500	3500
101 265 920	UTILITIES	4000	4000	6600	6600
101 265 955	INSURANCE	9000	9000	9000	9000
101 265 971	CAPITAL OUTLAY	3000	3000	3000	6000
	TOTAL BUILDING/GROUNDS	30200*	33200*	35800*	42300*
101 567 702	CEMETERY SALARY-MAINT	5000	5000	5000	5000
101 567 703	SEXTON BACKHOE	2000	2500	2500	2500
101 567 713	MEDICARE-SS	380	380	380	380
101 567 737	OPERATING SUPPLIES	1200	1400	1400	1000
101 567 818	CONTRACT GRNDS MNT	20000	20000	24000	24000
101 567 860	TRAVEL	100	100	100	100
101 567 971	CAPITAL OUTLAY	20000	5000	6000	2000
101 567 955	MEMBERSHIP-DUES	35	35	35	35
	TOTAL CEMETERY	48715*	34415*	39415*	35015*
101 302 823	HAZMAT APPROPRIATION	500*	500*	500*	500*
101 371 818	CONTRACT INSPECTOR	9000*	7000*	9000*	10000*
101 445 818	DRAINS	15000*	10000*	10000*	10000*
101 446 819	HIGHWAYS/STREETS/BRIDGES	150000*	71393*	170000*	237500*
101 701 702	PLANNING PER DIEM	3500	4200	5000	5500
101 701 713	MEDICARE-SS	270	325	380	420
101 701 727	OFFICE SUPPLY-POSTAGE	200	200	500	500
101 701 818	PROFESSIONAL SERVICES	3000	3000	7000	20000
101 701 860	TRAVEL	300	200	200	200
101 701 957	EDUCATION	800	500	500	500
101 701 901	PRINTING-PUBLISHING	500	500	500	500
	TOTAL PLANNING	8570*	8925*	14080*	27620*
101 702 702	ZONING SALARY	8640	8640	12000	10000
101 702 703	DEPUTY ZONING SALARY	200	5000	5000	2000
101 702 710	PER DIEM [ZBA]	500	800	1000	2000
101 702 713	MEDICARE-SS	700	1100	1200	1100
101 702 727	OFFICE SUPPLY-POSTAGE	200	200	200	200
101 702 818	PROFESSIONAL SERVICES	1000	1000	2000	2000
101 702 957	EDUCATION	300	300	300	300
101 702 901	PRINTING-PUBLISHING	200	200	200	300
	TOTAL ZONING	11740*	17240*	21900*	17900*
	TOTAL EXPENDITURES	404733**	297700**	423605.**	513200**
	04-01-23 ESTIMATED FUND BALANCE		425000		
	PROPOSED REVENUE		+513200		
	PROPOSED EXPENDITURES		- 513200		
	03-31-24 ESTIMATED FUND BALANCE		425000		

\$100,000 MINIMUM FUND BALANCE appropriate level [25% of annual expenses / auditor recommends 17%]



A Division of Michigan Association of Planning
A Chapter of the American
Planning Association



Detroit Office:
Grand Park Centre
28 W. Adams Avenue
Suite 1000
Detroit, MI 48226
(313) 962-3800

Ann Arbor Office:
(Central Mailing Address)
1919 W. Stadium Blvd.
Suite 4
Ann Arbor, MI 48103
(734) 913-2000

www.planningmi.org



INNOVATION

Michigan based firms offer nationally recognized experts in emerging, as well as traditional, specialties such as form-based codes, access management, infill and redevelopment, sustainability, new urbanism, place-making and more. Many of Michigan's outstanding consultants have earned reputations as innovators among their peers and clients from across the country, and have leadership roles in professional and governmental organizations. They provide training for land use decision makers and they author articles and papers that are published locally and nationally.

CREATIVE CLASS

Talented young professionals graduating from Michigan's planning schools should be retained here. Other talented planners will also be attracted to locate in Michigan if the opportunity and professional challenges are available to stimulate them. These are the people who will reenergize Michigan and contribute to its prosperity. This is the creative class that will rebuild Michigan.

HIGHER EDUCATION

Seven universities in Michigan offer a planning curriculum. Four of these schools are nationally accredited planning programs training young planners to meet the challenges facing every community in the state. Many of the planners working in Michigan's consulting firms have been educated here and hope to remain here to contribute to the betterment of this state, to raise families, to purchase homes, and to start their own businesses.

A SIZEABLE FORCE

There are nearly 400 certified planners in the State of Michigan. Many are employed directly by local or state agencies, but a sizeable percentage are members of private consulting firms ready to be mobilized and fully capable of providing planning expertise and knowledge when needed.

COMMITMENT

Our state's private consulting firms share a common commitment and passion based on a vested interest: to making Michigan great, investing in the future, and retaining our enviable quality of life.



10 Reasons to Look to Michigan's Private Practice Community Planning Consultants First

EXCEPTIONAL RESOURCES

More than 30 firms offer community planning consultation. These firms are dedicated to planning in its many forms-master plans, zoning, transportation, economic development, community design, sustainability, among many others. Such a rich resource pool is unavailable in most other states.

MICHIGAN LAWS AND PROGRAMS

An important role of the consultant is to serve as advisor and expert to the client. Being conversant with the laws and state programs that distinguish planning in Michigan from the practice in other states is essential to providing sound advice to our clients.

BENEFICIAL RELATIONSHIPS

Implementation goes beyond simply having a good plan. It often requires the trust and confidence of funding agencies, knowing key contacts in state departments, and the ability to navigate rules, protocols, and hurdles to accomplish objectives. Michigan's consultants offer these personal relationships, in many cases having been nurtured for decades.

ECONOMIC GROWTH

Michigan benefits directly when its businesses flourish. Planning consulting firms hire high wage professionals. These professionals own property; pay taxes; purchase goods and services; and invest in our shared future. As consulting businesses prosper, they too pay local and state taxes. More importantly, they grow and generate more employment opportunities.

CORPORATE CITIZENS

Michigan's consulting firms strive to be solid corporate citizens through contributions to myriad local causes in their respective communities. In addition, the highly educated professionals employed by these firms also contribute substantially to making their communities better by serving as elected officials, school board members, planning commissioners, and local leaders in countless other important ways.



Interview and Selection

- 1 If interviews are to be conducted, organize a fair and consistent format. Within this format, develop a standard set of questions which will be asked of all finalists. Decide whether the interviews will be public or private. Under Michigan Law, if a quorum of the decisionmaking body is present, it must be a public meeting. During interviews, other consultants should be asked to wait in another room.
- 2 Inform the finalists of the interview format in advance. Tell them who will be present, who the other finalists are, and what material you expect them to bring. Approximately 45 minutes to one hour should be given to each finalist for presentation and questions.
- 3 Concentrate on the substance of the work during the interview. Consider qualifications, project understanding and approach, quality of work, personnel, and other objective factors. Do not change your own process once you have set it in motion.
- 4 Establish evaluation criteria prior to the first interview. The selection team should follow the criteria and may want to assign weights to the different factors.

Some criteria that should guide the selection:

- Objective factors listed in RFP
- Qualifications and experience of key project staff
- Understanding of project and the proposed approach
- Quality of work for other similar projects
- Value of services and products for available budget
- “Chemistry” between consultant and client



A letter informing each planning consultant of the outcome of the selection process is recommended. Moreover, the opportunity for “debriefing” unsuccessful candidates should be offered, including the option to review the winning proposal.

Next step - Contract - Contact your legal counsel for guidance.

The Competitive Selection Process

1. Identify the planning consultants you feel are most appropriate for your work. Consult the Michigan Planners in Private Practice Directory, obtain suggestions from communities involved in similar projects, and advertise by means of a Request for Qualifications (RFQ). Initially you should ask only for letters of interest with statements of qualifications, including past experience on similar projects. From the letters and documents submitted, you will be able to determine which firms you would like to invite to submit detailed proposals. Some federally-funded programs require that all firms interested in submitting proposals be allowed to do so. In these cases you will still invite proposals, but cannot refuse to review those that are not specifically invited.

2. Acquaint yourself with typical planning consultant fees before preparing a budget. The budget for the project should be realistic in terms of the level of effort needed to satisfactorily complete the project. Be clear as to the fee arrangements and cost basis for the work. Arrangements include time charges, time charges with a maximum amount, an estimated range of fees with a not-to-exceed amount, lump sum, or cost-plus fixed fee.

3. Prepare a Request for Proposal (RFP)—the basis for consultants to prepare proposals. Clearly state what products you want completed. To diminish the risk of receiving unacceptable proposals, ensure that all groups interested in and affected by the planning work review the RFP before it is released. Try to limit the number of invited proposals to the five or six you feel have the best aligning qualifications.

4. Ensure that appropriate municipal professionals read and evaluate the proposals. Prepare a “short-list” of finalists for interviews. Final selections should be based on both the written proposals and an interview. It is best to interview no more than three finalists.



- Statement of the problem and planning objective
- Known constraints to solving the problem
- Essential background information
- Meetings expected during the project
- Specifications for the proposals including number of copies, page limits, mailing addresses, and deadline for submittal
- Description of proposal evaluation criteria and process with intended dates for each major step
- Key contact persons for further information
- Level of effort envisioned including anticipated budget
- Draft contract language

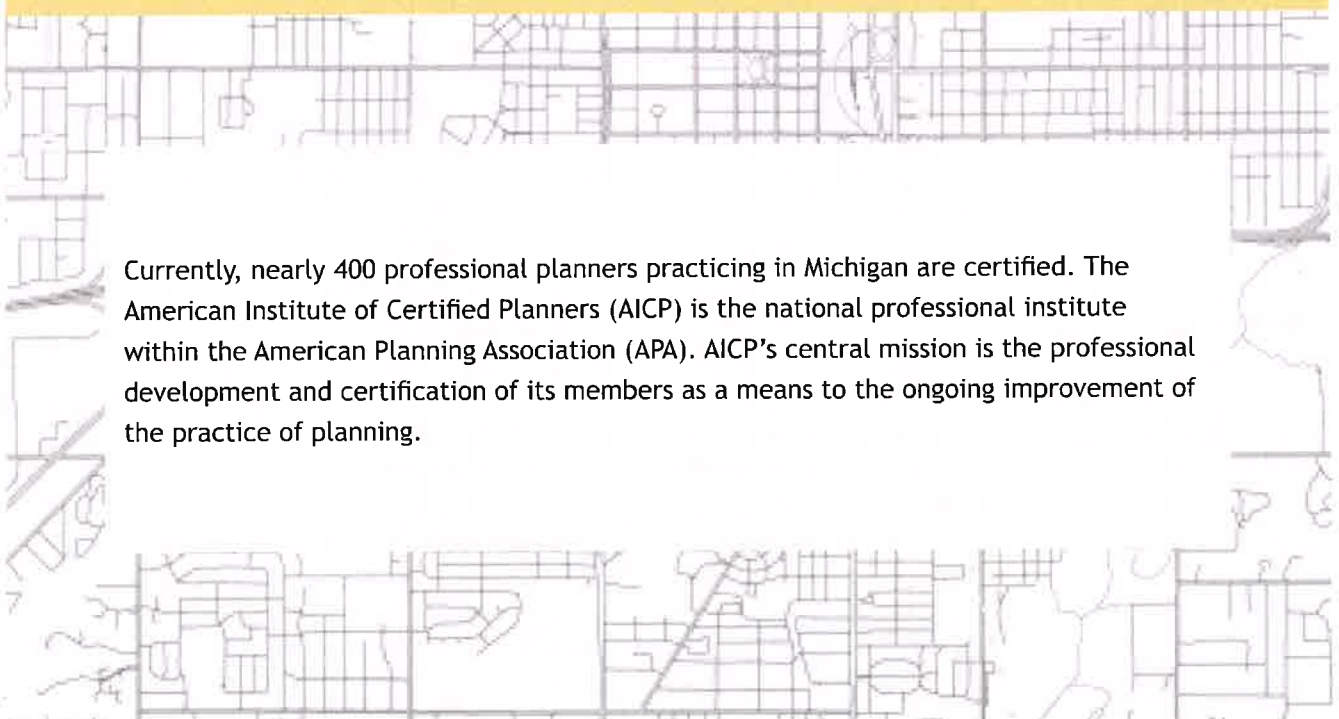
Note: Take time up front to be very clear about your project and expectations so that the consultant can determine if the project is a best fit for their firm.

How to Select a Planning Consultant

Decide whether you want to have a competitive selection process. A competitive process is most appropriate for new work, large projects, or when selecting a firm to provide general planning services. If consultants are to be selected from a particular geographic area, this fact should be clearly stated. If there is already a particular consultant favored for the work, the project or general service contract should be made noncompetitive and awarded to the preferred consultant.

Define the type of planning job you have. For example, does your job involve zoning, master planning, transportation planning, economic analysis, environmental planning, writing Form Based Code, managing a Charette, or some combination of these? Time spent on the project definition phase will save time and expense in the selection and contract execution phase.

Define your budget! Make sure the project scope is aligned with your budget.

A detailed architectural floor plan is visible in the background of the lower half of the page. It shows a complex grid of rooms, corridors, and structural elements, typical of a large-scale building or institutional design.

Currently, nearly 400 professional planners practicing in Michigan are certified. The American Institute of Certified Planners (AICP) is the national professional institute within the American Planning Association (APA). AICP's central mission is the professional development and certification of its members as a means to the ongoing improvement of the practice of planning.



(<https://michigantownships.org>)

Sample Planning Director Job Description

Title: Planning Director

Reports To: Township Manager

Positions Supervised: Planning Department Clerk

Employment Status: Exempt

BROAD STATEMENT OF RESPONSIBILITIES:

Responsible for overall direction and management of the Planning Department. Serves as staff liaison to Planning Commission and Zoning board of Appeals. Also responsible for working with Planning Commission, other government agencies and Township departments in the implementation and revision of the Comprehensive Plan. Acts as Zoning Administrator and is responsible for the administration and enforcement of applicable local ordinances and State laws. Also acts as coordinator of Development Review process involving various outside agencies, departments, consultants and Planning Commission. Responsible for the supervision, evaluation, discipline, and recommending hiring and discharge of Planning Department personnel.

SPECIFIC DUTIES AND RESPONSIBILITIES:

1. Directs or participates in studies regarding development in Township; prepares reports and makes recommendations to the Planning Commission, ZBA and through the Township Manager, to the Township Board.
2. Reviews site plans and consults with developers and appropriate reviewing agencies to ensure quality and compliance with policies, regulations, ordinances and modern planning standards.
3. Receives and processes zoning application variance requests, land division requests and development plans; prepares case files and publication notices to property owners as necessary; makes recommendations to Planning Commission, ZBA, and Township Board based on professional planning principles and the comments of the other reviewing agencies.

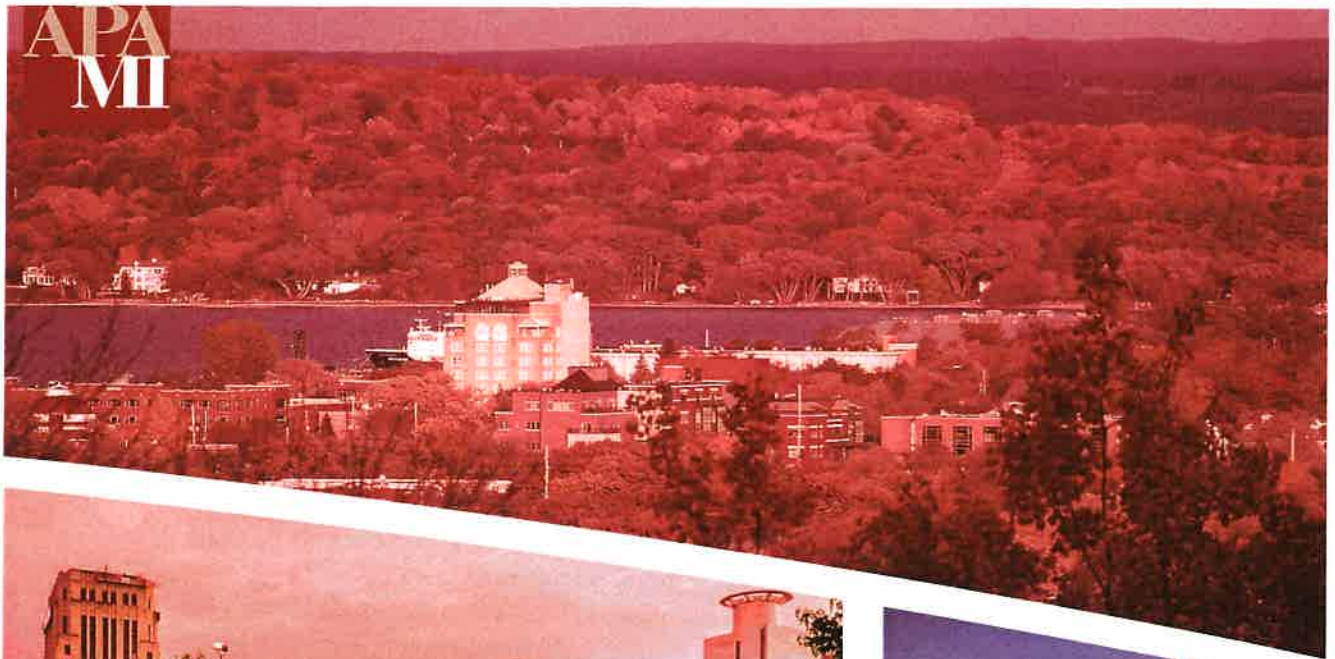
4. Prepares and monitors the department's annual budget and provides various periodic reports to the Planning Commission and Board of Trustees on department activities.
5. Recommends and prepares requested or needed resolutions for amending ordinances as may be deemed necessary.
6. Counsels and advises Planning Commission, Board of Appeals, Township Board of Trustees, developers, property owners, Realtors, and others in various planning and zoning matters; represents Township regarding legal action involving zoning ordinance violations.
7. Processes tax abatement applications as submitted from time to time; reviews applications for and issues permits for special/seasonal sales activities/events within the Township according to the provisions of applicable ordinances and established procedures.
8. Prepares special reports and studies as requested by the Township Manager, Township Board or Planning Commission.

KNOW LEDGE, SKILLS & ABILITIES:

1. Bachelor's degree with major in Urban Planning or equivalent in a related field; professional designation as Community Planner preferred; minimum 4 years of relevant experience required.
2. Verbal communication skills to deal effectively with developers, Township Engineer, attorneys, Realtors, various department heads, other Township staff at all levels and residents and/or developers who occasionally may be upset, frustrated and/or lacking knowledge of Township planning process; writing skills to prepare ordinance interpretations and resolutions, rezoning recommendations, site plan reviews and various other reports and memorandum.
3. Ability to plan, organize, schedule, supervise and complete work assignments on a timely basis in an environment where interruptions may occur; requires high level of analytical skill as well as ability to comprehend, interpret, and process detail information and data.
4. Valid driver's license to meet travel requirements; ability to organize, plan and schedule work to achieve department goals; requires sitting and operating a computer for extended periods of time; occasionally requires lifting boxes of supplies and office equipment weighting minimum 20 pounds to waist high level.

The above is intended to describe the general content of and requirements for the performance of the position. It is not to be construed as an exhaustive statement of duties, responsibilities or requirements for the position.

APA
MI



PLANNING CONSULTANTS

Michigan Planners in Private Practice Division

Why Use a Planning Consultant?

Planning consultants provide a wide range of expertise in designing and implementing regional and community planning programs, initiatives, and development projects. Both public and private planning efforts can benefit from professional planning services in many situations:

- You require specific skills that your staff lacks.
- You need additional advice on challenging problems.
- You need objectivity, experience, and the credentials of a third party.
- Your staff does not have time to complete a project by a specific date.

Among the qualities a planning consultant can bring to your community are experience, technical expertise, new ideas, objectivity, knowledge of current planning laws and practice, presentation skills and graphic abilities, GIS-computer mapping skills, and public engagement techniques.

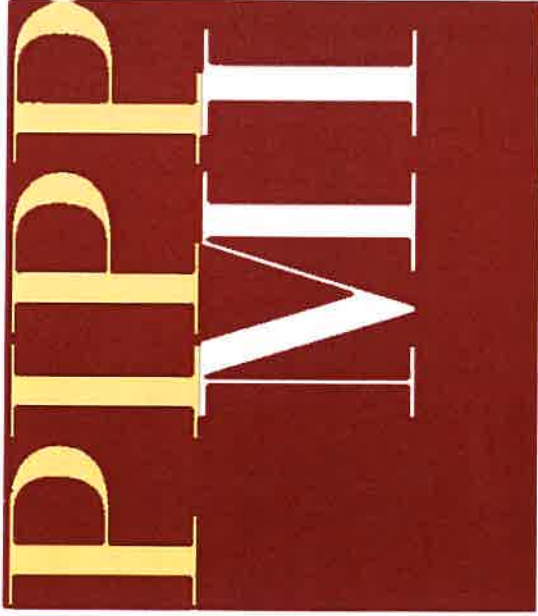
COMPETITIVE SELECTION NOT REQUIRED

Michigan law does not require competitive selection for professional services (including planning, engineering, or architecture) regardless of the budget amount. Many communities work with the same planning consultant firm for many years because of the benefits and efficiencies of a firm's local planning knowledge, avoidance of costly selection processes, and the predictability of quality service. Loyalty to a planning firm that consistently provides quality service may best serve your needs and meet your objectives.

Note: Check your municipality's policies and ordinances to confirm if there is a local requirement for competitive selection of professional services.

THE MICHIGAN PLANNERS IN PRIVATE PRACTICE DIVISION OF MICHIGAN ASSOCIATION OF PLANNING

This group of professional planning consultants was created to promote the private sector of the planning profession, to improve the delivery of planning services to both public and private clients, and to participate cooperatively with all planning groups and activities.



Planners in Private Practice

Planners in Private Practice (PIPP) is a division of the Michigan Chapter, American Planning Association. PIPP is a collective of private planning consulting firms that provide fee-for-service or contract based services for planning, zoning, development and site plan review, economic and community development, placemaking and myriad other municipal functions.

Michigan has dozens of planning firms, large and small, to meet the unique planning and zoning needs in your community. A planning consultant might be hired to update your zoning ordinance, or to lead a master planning process. Smaller communities might retain planning consultants for day to day planning and zoning administration.

MAP has developed a resource to answer your questions about using private practice planners. Follow this [link](#) to learn more about private practice planning in Michigan, including these important topics:

- Why Use a Planning Consultant
- How to Select a Planning Consultant
- The Competitive Selection Process
- Interview and Selection
- Ten Reasons to Look to Michigan's Private Practice Community Planning Consultants FIRST

DIRECTORY OF MICHIGAN CONSULTING FIRMS

(Members Of Planners In Private Practice)

Aligned Planning

Lynce Wells, AICP
Grand Rapids, MI
(616) 648-3534

wells@alignedplanning.org

Aligned Planning is a woman-owned (WBE certified) planning firm specializing in planning, zoning, public policy, design, transportation, and community engagement. We look forward to working together to make Michigan communities great places to live, work, shop and recreate.

Anderson Economic Group

Sara Bowers
1555 Watertower Place #100
East Lansing, MI 48823

sbowers@andersoneconomicgroup.com
(517) 333-6984

Beckett & Raeder, Inc.

Sara Kopriva, AICP
535 West William
Ann Arbor, MI 48161
734-663-2622

skopriva@bria2.com

Beckett & Raeder, Inc. is a Michigan Corporation headquartered in Ann Arbor with additional offices in Petoskey, Traverse City, and Grand Rapids, Michigan.

Major areas of practice include master planning, placemaking, downtown revitalization and redevelopment, community planning and urban design, economic development, and RRC technical assistance.

Carlisle | Wortman Associates, Inc.

John L. Enos, AICP
Vice President

117 N 1st Street, Ste. 70
Ann Arbor, MI 48104
(734) 662-2200

jenos@cwaplan.com

Community Image Builders

CIB Planning

Carmine P. Avantini, AICP
17195 Silver Parkway, #309
Fenton, MI 48430
(810) 335-3800

avantini@cibplanning.com

More than 75 Michigan communities have chosen Carlisle/Wortman Associates as their comprehensive planning firm with expertise in every area of planning, zoning, community development, recreation and building services.

[Community Planning and Land Use Consulting](#)

Rob Larrea, AICP
Principal | Community Planner
Traverse City, MI
(231) 944-3031
rlarrea8@gmail.com

[Giffels Webster](#)

Jill Bahm, AICP
28 West Adams, Suite 1200
Detroit, MI 48226
(313) 962-4442
jbahm@giffelswebster.com
www.giffelswebster.com
www.clearzoning.com

[HNTB Michigan, Inc.](#)

Carly Mitchell, AICP
Detroit, Michigan 48226
(313) 230-0966
cemitchell@hntb.com

For more than a century, HNTB has helped create infrastructure solutions that best meets the unique demands of its environment.

HNTB Corporation leads the way in delivering infrastructure solutions to the state of Michigan in transportation, urban and regional planning, bridges and structures, transit/rail, intelligent transportation systems, construction services, and program management.

[Horizon Community Planning](#)

David M. Jirousek, MCP, AICP
Grand Rapids, MI
(616) 540-1794
hcplanning@outlook.com

[livingLAB: A collaborative design studio](#)

1274 Library Street, Suite 1D
Detroit, MI 48226
(313) 974-7602
courtney@livinglabdetroit.com

[MainStreet Planning Company](#)

Janis Norman Johnson, AICP
Grand Rapids, MI 49515
(616) 690-5039
jjohnson@mainstreetplanningco.com

For 30 years, MainStreet Planning Company has been providing expert planning and zoning services to Michigan communities adhering to the highest standards of professionalism and ethics. Thorough knowledge and practical application of Michigan planning and zoning law.

Mannik Smith Group

Lucie Fortin, AICP
1771 North Dixie Highway
Monroe, Michigan 48162
(734) 289-2200
lfortin@manniksmithgroup.com

McKenna

235 East Main Street, Suite 105
Northville, Michigan 48167
(248) 596-0920
(toll free) (888) 226-4326
Kalamazoo (269) 382-4443
info@mcka.com

Mead & Hunt, Inc.

Stephanie Ward, AICP, Senior Project Planner
2605 Port Lansing Road
Lansing, MI 48906
(517) 321-8334
(toll free) (866) 441-5214
stephanie.ward@meadhunt.com

Midwestern Consulting

Tom Covert, AICP, RLA, LEED AP
3815 Plaza Drive
Ann Arbor, MI 48108
(734)995-0200
tjc@midwesternconsulting.com

Mission North, LLC

Rob Bacigalupi, AICP
627 Sixth Street
Traverse City, MI 49684
(231) 883-7266
rob@missionnorthmi.com

MKSK Studios

Brad Strader, AICP
4219 Woodward Ave #305
Detroit, MI 48201
(248) 867-8942
bstrader@mkskstudios.com

MKSK is a collective of Planners, Urban Designers and Landscape Architects

passionate about the interaction between people and place. Key Services include community planning, downtown design, streetscapes, multimodal transportation planning and design, parking studies, and public engagement.

North of 45

Patrick Coleman, AICP
48684 N Grosse Pointe Road
Hancock, MI 49330
(906) 370-9953
pcoleman@northof45llc.com

OHM Advisors

Nina Kelly, AICP
1145 Griswold Street, Suite 200
Detroit, MI 48226
(313) 481-1263
nina.kelly@ohm-advisors.com

*James Stevens
known by Eidelson 10 yrs.*

Quantifly

Adrianna Jordan, AICP, Manager
Detroit, MI
(734) 846-7015
adrianna@quantifly.io

Prestige Planning and Land Use
Consulting

Angela Carnahan
4375 Clinton Macon Road
Clinton, MI 49236
cell (503) 269-5675
alazarean@gmail.com

Preston Community Services, LLC

Peter Preston, AICP
PO Box 413
Saint Johns, MI 48879
(517) 256-0566
pcsmail.pete@gmail.com

Progressive AE

Suzanne M. Schulz, AICP
Urban Planning Practice Leader
cell 616.822.1020
office 616.988.4809
schulzs@progressiveae.com

Progressive AE's multidisciplinary team is focused on implementation, changing the status quo, and placemaking. We take on special projects in public policy, zoning reform, corridors, redevelopment, tailored

engagement, mobility, street design, and development entitlements. We purposely bridge the public and private sectors to build thriving and equitable communities.

[Proxima Collective](#)

Landon Bartley, AICP
40 Pearl St. NW #200
Grand Rapids, MI 49503
616-649-5385
contact@thinkproxima.com

[Rowe Professional Services Company](#)

Jason Ball, AICP, Senior Planner
Flint, MI 48502
(810) 341-7500
jball@rowepsc.com

ROWE Professional Services Company is a full-service professional consulting firm specializing in community planning, civil engineering, surveying, aerial photography/mapping, landscape architecture, and land development. We offer large-firm resources with the personal attention you require.

[SmithGroup](#)

Kathleen Duffy, AICP
Ann Arbor and Detroit
(734) 669-2745
Kathleen.Duffy@smithgroup.com

SmithGroup is an award-winning, multinational, integrated design firm bringing bold ideas and driving change for over a century. No matter the scale of your planning or urban design project, we work with our clients to gain a deep understanding of their communities and their needs, specializing in equitable and resilient solutions for cities, neighborhoods, districts, mobility, street design, and urban redevelopment.

[Spalding DeDecker](#)

Cassi Meitl, AICP
15 East Baltimore
Detroit, MI 48202
(313) 305-9120
cmeitl@sda-eng.com

An award-winning land surveying, civil engineering, and urban planning firm,

[Spicer Group](#)

Cynthia Todd
230 S. Washington Avenue
Saginaw, MI 48607
(toll free) (800) 833-0062
cynthia.todd@spicergroup.com

[Wade Trim](#)

500 Griswold Avenue, Suite 2500
Detroit, MI 48226
(313) 961-3650
ayoung@wadetrim.com

Spalding DeDecker has offices in Detroit, Rochester Hills, Novi, Grand Rapids, and Lansing. Key planning services include master and strategic planning, stormwater management plans and studies, streetscape and multimodal transportation planning and design, site planning and development feasibility studies, grant writing, and municipal engineering.

William & Works, Inc.

Andrew Moore, AICP, Senior Planner
549 Ottawa Avenue, NW
Grand Rapids, MI 49503
(616) 224-1500
moore@williams-works.com

PROFESSIONAL QUALIFICATIONS

Most professional planners practicing in Michigan are certified and/or registered. The American Institute of Certified Planners (AICP) is the national professional institute within the American Planning Association (APA). AICP's central mission is the professional development and certification of its members as a means to the ongoing improvement of the practice of planning. AICP membership includes about 10,000 of the 30,000 APA members.

We hope these recommendations help. Please contact any members of the Planners in Private Practice group for more information about selecting a planning consultant.

Michigan Association of Planning
1919 West Stadium Boulevard, Suite 4
Ann Arbor, MI 48103
info@planningmi.org
734.913.2000 (office)
734.913.2061 (fax)



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Request for Qualifications (RFQ)

1. Submit letter of interest w/ statement of qualifications
from letters received, determine which firms to invite to submit detailed proposals
(cannot refuse to review those not invited)
2. Prepare budget (research typical planning consultant fees)
time charges (w/ max. amount), range of fees (w/not to exceed amount),
lump sum and/or cost-plus fixed fee.
3. Prepare a Request for Proposal RFP (have firms review the RFP before it is released)
state products to be completed
planning objective
known constraints to solving problem
background information
meetings expected
number of copies of proposal, page limits, deadline for submittal
description of proposal evaluation criteria + process w/
intended dates
key contact persons for further info
draft contract language

1. geographic area?

1. zoning ordinance review/update including renewable energy
master plan review/update including renewable energy
available to Planning Commission to prepare Findings of Fact for
SLU + ZBA including, but not limited to site plan review
apps
available to attend PC meetings ~~upon~~ if requested
make recommendations to PC, ZBA + TB based on professional planning
principles
Recommend prepare requested or needed resolutions for amending ordinances,
~~also~~ prepare new ordinance

Desire - firms local planning knowledge for rural community with
population of _____, SEU of _____, predominantly zoned A-1.

Outcome - Loyalty to a planning firm that consistently provides quality
service.

Reports to: Twp Sprvr

Represent Twp regarding legal action involving ≥ 0 violations.

1315
1327 parcels

Knowledge, Skills + Abilities

1. Bachelor's degree w/ major in Urban Planning or equivalent
Professional designation as Community Planner preferred
Minimum 4 yrs of relevant experience required
2. Verbal communication skills (deal effectively w/ staff, residents
and/or developers who occasionally may be upset)
writing skills
3. Ability to plan, organize, schedule and complete
work assignments ~~and~~ timely
4. Computer skills

Meud + Heat Lansing

Rowe Professional Services Co Flint

Wade Trim Detroit

★ Carlisle + Wortman Assoc. Inc Ann Arbor

agreement
should
state

Will not have the patience for a change
in staff, agreement to end at any time.

ask adjacent twps for referral

OAM Advisors - eng. or plan review

Mark Eidelson currently charges \$110. per hr.

NON STATUTORY DUTIES COMPENSATION

Motion Hart second VanDooren that
GLEND A TURNER, Locke Township Clerk, be compensated for non-statutory duties, including:
Locke Township Hall custodian
to serve at the pleasure of the Township Board, and that because such duties constitute service not
otherwise provided for by law and is rendered to the township by a township officer in addition to the
statutory duties of office, that compensation be at the wage rate established and in effect. Compensation
term beginning December 2018.
Roll Call vote: Yea: Fuller Shepler VanDooren Hart Turner Nay: none Absent: none
Dated May 12, 2020

Motion Shepler second Fuller that
DOROTHY HART, Locke Township Supervisor, be compensated for non-statutory duties, including:
NIESA representative
to serve at the pleasure of the Township Board, and that because such duties constitute service not
otherwise provided for by law and is rendered to the township by a township officer in addition to the
statutory duties of office, that compensation be at the wage rate established and in effect per monthly
NIESA meeting. Compensation term beginning January 2019.
Roll Call vote: Yea: VanDooren Hart Turner Fuller Shepler Nay: none Absent: none
Dated May 12, 2020

Motion _____ second _____ that
DOROTHY HART, Locke Township Supervisor, be compensated for non-statutory duties, including:
Deputy Zoning Administrator
to serve at the pleasure of the Township Board, and that because such duties constitute service not
otherwise provided for by law and is rendered to the township by a township officer in addition to the
statutory duties of office, that compensation be at the wage rate established and in effect. Compensation
term beginning February 2023.
Roll Call vote: Yea: _____
Nay: _____ Absent: _____

TREASURER'S REPORT

1/31/2023
~~12/31/2022~~

GENERAL ACCOUNT #4621	<u>Checking</u>	<u>Cash Sweep</u>	<u>Total</u>
Beginning Balance	\$1,000.00	\$578,154.19	
Deposits	\$37,304.43	\$28,227.16	
Interest (0.90%)		\$746.18	
Withdrawals (incl. IRS)	(\$37,304.43)	(\$12,614.88)	
IRS Tax Payment	\$0.00	\$1,470.98	
Ending Balance	\$1,000.00	\$594,512.65	\$595,512.65

TAX ACCOUNT #4618			
Beginning Balance	\$576,030.76		
Deposits (incl. interest)	\$1,228,091.00		
Interest			
Withdrawals	(\$964,052.37)		
Ending Balance	\$840,069.39		\$840,069.39

HUNTINGTON #1274			
Beginning Balance	\$195,455.00		
Deposits (incl. interest)	\$49.80		
Interest	\$49.80		
Withdrawals	\$0.00		
Ending Balance	\$195,504.80		\$ 195,504.80

Cash On Hand	\$20.00		\$20.00
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GRAND TOTAL **\$1,631,106.84**

Signed *Sheri P. Rambo, Treasurer*

REVENUE AND EXPENDITURE REPORT FOR LOCKE TOWNSHIP

PERIOD ENDING 01/31/2023

GL NUMBER	DESCRIPTION	2022-23		YTD BALANCE		ACTIVITY FOR		AVAILABLE		% BDDT USED
		AMENDED BUDGET	NORMAL	01/31/2023	01/31/2023	MONTH 01/31/2023	INCREASE (DECREASE)	BALANCE	(ABNORMAL)	
Fund 101 - GENERAL										
Revenues										
Dept 000										
101-000-402	PROPERTY TAXES	83,500.00		42,423.60		24,603.16		41,076.40		50.81
101-000-447	TAX ADMINISTRATION FEE	34,000.00		67.21		0.00		33,932.79		0.20
101-000-448	SUMMER TAX COLLECT REIMB	2,700.00		45.00		0.00		2,655.00		1.67
101-000-478	ZONING PERMITS	2,000.00		4,210.00		2,755.00		(2,210.00)		210.50
101-000-490	BUILDING PERMITS	9,000.00		10,119.40		619.00		(1,119.40)		112.44
101-000-528	OTHER GRANT FUNDS	97,000.00		97,626.31		0.00		(626.31)		100.65
101-000-546	METRO ACT REIMBURSEMENT	5,000.00		4,917.64		0.00		82.36		98.35
101-000-548	GRANT REIMBURSEMENT	0.00		0.00		0.00		0.00		0.00
101-000-574	REVENUE SHARING	150,000.00		166,579.00		0.00		(16,579.00)		111.05
101-000-576	ELECTION REIMBURSEMENT	500.00		557.40		0.00		(57.40)		111.48
101-000-626	CEMETERY BURIAL	7,000.00		5,424.00		0.00		1,576.00		77.49
101-000-628	PLANNING COMMISSION REIMBURSE	0.00		0.00		0.00		0.00		0.00
101-000-629	ZONING REIMBURSEMENT	0.00		0.00		0.00		0.00		0.00
101-000-642	SALE OF CEMETERY LOTS	3,000.00		1,435.00		0.00		1,565.00		47.83
101-000-642	INTEREST	300.00		3,863.46		795.98		(3,563.46)		1,287.82
101-000-665	LAND RENTAL	5,500.00		5,945.00		200.00		(445.00)		108.09
101-000-667	HALL RENTAL	0.00		0.00		0.00		0.00		0.00
101-000-670	CONTRIBUTIONS	0.00		0.00		0.00		0.00		0.00
101-000-674	MISCELLANEOUS INCOME	0.00		0.00		0.00		0.00		0.00
101-000-675	ESCROW REFUND	0.00		0.00		0.00		0.00		0.00
101-000-677	INSURANCE REFUNDS	0.00		289.17		0.00		(289.17)		100.00
101-000-687	SALE OF FIXED ASSETS	0.00		0.00		0.00		0.00		0.00
101-000-693										
Total Dept 000		399,500.00		343,502.19		28,973.14		55,997.81		85.98
TOTAL REVENUES										
		399,500.00		343,502.19		28,973.14		55,997.81		85.98
Expenditures										
Dept 101 - TOWNSHIP BOARD										
101-101-709	NIESA REP WAGE	960.00		800.00		80.00		160.00		83.33
101-101-710	PER DIEM	4,172.00		3,190.00		306.00		982.00		76.46
101-101-711	NON STATUTORY WAGE	200.00		0.00		0.00		200.00		0.00
101-101-712	OFFICE MANAGER WAGE	0.00		0.00		0.00		0.00		0.00
101-101-713	MEDICARE-SS	400.00		305.28		29.54		94.72		76.32
101-101-727	OFFICE SUPPLIES	2,000.00		1,174.26		79.28		825.74		58.71
101-101-818	LEGAL	3,000.00		440.00		0.00		2,560.00		14.67
101-101-820	AUDIT	500.00		0.00		0.00		500.00		0.00
101-101-822	TECH ADMIN/SUPPORT	3,000.00		3,291.75		0.00		(291.75)		109.73
101-101-860	TRAVEL	300.00		60.00		0.00		240.00		20.00
101-101-901	PRINTING AND PUBLISHING	500.00		246.00		92.00		254.00		49.20
101-101-955	MEMBERSHIPS AND DUES	1,600.00		1,667.69		0.00		(67.69)		104.23
101-101-956	WORKERS COMP INS	1,200.00		15.00		1.50		1,185.00		1.25
101-101-957	EDUCATION-TRAINING	1,000.00		100.00		0.00		900.00		10.00
101-101-958	MISC EXP	0.00		0.00		0.00		0.00		0.00
101-101-972	CAPITAL OUTLAY	5,000.00		0.00		0.00		5,000.00		0.00
Total Dept 101 - TOWNSHIP BOARD		23,832.00		11,289.98		588.32		12,542.02		47.37
Dept 171 - SUPERVISOR										
101-171-702	SALARY	12,186.00		10,155.00		1,015.50		2,031.00		83.33
101-171-713	MEDICARE-SS	930.00		776.85		77.68		153.15		83.53
101-171-727	OFFICE SUPPLIES	300.00		60.00		0.00		240.00		20.00
101-171-821	ACCOUNTING ASSISTANCE	200.00		0.00		0.00		200.00		0.00

GL NUMBER	DESCRIPTION	2022-23 AMENDED BUDGET	NORMAL (ABNORMAL)	ACTIVITY FOR		AVAILABLE BALANCE (ABNORMAL)	% BDT USED
				YTD BALANCE 01/31/2023	MONTH 01/31/2023 INCREASE (DECREASE)		
Fund 101 - GENERAL							
Expenditures							
101-171-860	TRAVEL	200.00		110.00	28.75	90.00	55.00
101-171-955	MEMBERSHIPS AND DUES	50.00		0.00	0.00	50.00	0.00
101-171-956	WORKERS COMP INS	0.00		191.00	19.10	(191.00)	100.00
101-171-957	EDUCATION-TRAINING	500.00		128.00	0.00	372.00	25.60
101-171-971	CAPITAL OUTLAY	500.00		0.00	0.00	500.00	0.00
Total Dept 171 - SUPERVISOR		14,866.00		11,420.85	1,141.03	3,445.15	76.83
Dept 215 - CLERK							
101-215-702	SALARY	19,003.00		15,585.81	1,458.58	3,417.19	82.02
101-215-703	DEPUTY SALARY	2,500.00		2,782.12	124.00	(282.12)	111.28
101-215-713	MEDICARE-SS	1,650.00		1,451.41	121.07	198.59	87.96
101-215-727	OFFICE SUPPLIES-POSTAGE	1,000.00		843.86	0.00	156.14	84.39
101-215-821	ACCOUNTING ASSISTANCE	200.00		73.00	0.00	127.00	36.50
101-215-850	PHONE	0.00		0.00	0.00	0.00	0.00
101-215-860	TRAVEL	300.00		93.98	93.98	206.02	31.33
101-215-955	MEMBERSHIPS AND DUES	100.00		75.00	0.00	25.00	75.00
101-215-956	WORKERS COMP INS	0.00		293.22	27.44	(293.22)	100.00
101-215-957	EDUCATION AND TRAINING	600.00		0.00	0.00	600.00	0.00
101-215-971	CAPITAL OUTLAY	1,400.00		965.28	0.00	434.72	68.95
Total Dept 215 - CLERK		26,753.00		22,163.68	1,825.07	4,589.32	82.85
Dept 247 - BOARD OF REVIEW							
101-247-702	SALARY	800.00		180.00	0.00	620.00	22.50
101-247-713	MEDICARE-SS	60.00		13.77	0.00	46.23	22.95
101-247-860	TRAVEL	100.00		0.00	0.00	100.00	0.00
101-247-901	PRINTING-PUBLISHING	200.00		0.00	0.00	200.00	0.00
101-247-956	WORKERS COMP INS	0.00		0.30	0.00	(0.30)	100.00
101-247-957	EDUCATION AND TRAINING	250.00		0.00	0.00	250.00	0.00
Total Dept 247 - BOARD OF REVIEW		1,410.00		194.07	0.00	1,215.93	13.76
Dept 253 - TREASURER							
101-253-702	SALARY	16,879.00		14,065.80	1,406.58	2,813.20	83.33
101-253-703	DEPUTY SALARY	1,000.00		240.00	0.00	760.00	24.00
101-253-710	PER DIEM	0.00		0.00	0.00	0.00	0.00
101-253-713	MEDICARE-SS	1,370.00		1,094.40	107.61	275.60	79.88
101-253-727	OFFICE SUPPLIES-POSTAGE	3,000.00		1,943.29	144.04	1,056.71	64.78
101-253-821	ACCOUNTING ASSISTANCE	300.00		73.00	0.00	227.00	24.33
101-253-850	PHONE	0.00		0.00	0.00	0.00	0.00
101-253-860	TRAVEL	600.00		466.63	155.62	133.37	77.77
101-253-956	WORKERS COMP INS	0.00		0.00	0.00	0.00	0.00
101-253-957	EDUCATION AND TRAINING	600.00		50.00	0.00	550.00	8.33
101-253-971	CAPITAL OUTLAY	900.00		965.28	0.00	(65.28)	107.25
Total Dept 253 - TREASURER		24,649.00		18,898.40	1,813.85	5,750.60	76.67
Dept 257 - ASSESSOR							
101-257-727	OFFICE SUPPLIES-POSTAGE	1,500.00		666.00	0.00	834.00	44.40
101-257-818	CONTRACT ASSESSING	24,000.00		15,360.00	1,800.00	8,640.00	64.00
101-257-971	CAPITAL OUTLAY	0.00		0.00	0.00	0.00	0.00

PERIOD ENDING 01/31/2023

GL NUMBER	DESCRIPTION	2022-23		YTD BALANCE 01/31/2023 NORMAL (ABNORMAL)	ACTIVITY FOR MONTH 01/31/2023 INCREASE (DECREASE)	AVAILABLE BALANCE NORMAL (ABNORMAL)	% BDDT USED
		AMENDED BUDGET					
Fund 101 - GENERAL Expenditures							
Total Dept 257 - ASSESSOR		25,500.00		16,026.00	1,800.00	9,474.00	62.85
Dept 262 - ELECTIONS							
101-262-702	SALARY	3,500.00		3,478.75	0.00	21.25	99.39
101-262-713	MEDICARE-SS	0.00		0.00	0.00	0.00	0.00
101-262-727	ELECTION SUPPLIES	3,000.00		3,051.87	3.24	(51.87)	101.73
101-262-818	ELECTION CONTRACT	0.00		0.00	0.00	0.00	0.00
101-262-860	TRAVEL	200.00		358.75	247.50	(158.75)	179.38
101-262-901	PRINTING-PUBLISHING	800.00		666.00	0.00	134.00	83.25
101-262-956	WORKERS COMP INS	0.00		0.00	0.00	0.00	0.00
101-262-971	CAPITAL OUTLAY	1,400.00		884.84	0.00	515.16	63.20
Total Dept 262 - ELECTIONS		8,900.00		8,440.21	250.74	459.79	94.83
Dept 265 - BUILDING/GROUNDS							
101-265-702	SALARY	2,500.00		1,544.00	136.00	956.00	61.76
101-265-713	MEDICARE-SS	200.00		118.12	10.40	81.88	59.06
101-265-731	MAINTENANCE SUPPLIES	2,000.00		1,860.51	34.30	139.49	93.03
101-265-818	BLDG/GRNDS CONTRACT	9,000.00		10,185.36	1,035.00	(1,185.36)	113.17
101-265-850	PHONE/INTERNET	3,500.00		2,767.24	279.16	732.76	79.06
101-265-920	UTILITIES	6,600.00		4,713.52	789.95	1,886.48	71.42
101-265-955	INSURANCE	9,000.00		7,756.00	0.00	1,244.00	86.18
101-265-956	WORKERS COMP INS	0.00		2.85	0.00	(2.85)	100.00
101-265-971	CAPITAL OUTLAY	3,000.00		0.00	0.00	3,000.00	0.00
Total Dept 265 - BUILDING/GROUNDS		35,800.00		28,947.60	2,284.81	6,852.40	80.86
Dept 302 - TRI COUNTY METRO APPROPRIATION							
101-302-818	TRI COUNTY METRO APPROP	0.00		0.00	0.00	0.00	0.00
101-302-823	HAZMAT APPROPRIATION	500.00		0.00	0.00	500.00	0.00
Total Dept 302 - TRI COUNTY METRO APPROPRIATION		500.00		0.00	0.00	500.00	0.00
Dept 371 - CONTRACT INSPECTOR							
101-371-818	CONTRACT INSPECTOR	9,000.00		7,102.00	255.00	1,898.00	78.91
Total Dept 371 - CONTRACT INSPECTOR		9,000.00		7,102.00	255.00	1,898.00	78.91
Dept 445 - DRAINS APPROPRIATION							
101-445-818	DRAINS/PUBLIC BENEFIT APPROP	10,000.00		25.65	0.00	9,974.35	0.26
Total Dept 445 - DRAINS APPROPRIATION		10,000.00		25.65	0.00	9,974.35	0.26
Dept 446 - HIGHWAYS/STREETS/BRIDGES							
101-446-819	HIGHWAYS/STREETS/BRIDGES	170,000.00		0.00	0.00	170,000.00	0.00
Total Dept 446 - HIGHWAYS/STREETS/BRIDGES		170,000.00		0.00	0.00	170,000.00	0.00

GL NUMBER	DESCRIPTION	2022-23 AMENDED BUDGET	YTD BALANCE 01/31/2023 (ABNORMAL)	ACTIVITY FOR MONTH 01/31/2023 INCREASE (DECREASE)	AVAILABLE BALANCE NORMAL (ABNORMAL)	% BDT USED
Fund 101 - GENERAL						
Expenditures						
Dept 567 - CEMETERY						
101-567-702	SALARY-MAINTENANCE	5,000.00	3,732.32	0.00	1,267.68	74.65
101-567-703	SALARY-SECTION	2,500.00	360.00	0.00	2,140.00	14.40
101-567-713	MEDICARE-SS	380.00	216.67	0.00	163.33	57.02
101-567-737	OPERATING SUPPLIES	1,400.00	208.17	0.00	1,191.83	14.87
101-567-818	CONTRACT GROUND MAINTENANCE	24,000.00	18,567.32	0.00	5,432.68	77.36
101-567-860	TRAVEL	100.00	48.77	0.00	51.23	48.77
101-567-955	MEMBERSHIP AND DUES	35.00	0.00	0.00	35.00	0.00
101-567-956	WORKERS COMP INS	0.00	0.00	0.00	0.00	0.00
101-567-971	CAPITAL OUTLAY	6,000.00	3,250.00	0.00	2,750.00	54.17
Total Dept 567 - CEMETERY		39,415.00	26,383.25	0.00	13,031.75	66.94
Dept 701 - PLANNING						
101-701-702	PER DIEM	5,000.00	5,050.00	625.00	(50.00)	101.00
101-701-710	PER DIEM	0.00	0.00	0.00	0.00	0.00
101-701-713	MEDICARE-SS	380.00	386.32	47.82	(6.32)	101.66
101-701-727	OFFICE SUPPLIES-POSTAGE	500.00	0.00	0.00	500.00	0.00
101-701-818	PROFESSIONAL SERVICES	7,000.00	4,125.00	0.00	2,875.00	58.93
101-701-860	TRAVEL	200.00	0.00	0.00	200.00	0.00
101-701-901	PRINTING-PUBLISHING	500.00	318.00	0.00	182.00	63.60
101-701-956	WORKERS COMP INS	0.00	0.00	0.00	0.00	0.00
101-701-957	EDUCATION	500.00	0.00	0.00	500.00	0.00
Total Dept 701 - PLANNING		14,080.00	9,879.32	672.82	4,200.68	70.17
Dept 702 - ZONING						
101-702-702	SALARY	12,000.00	7,200.00	720.00	4,800.00	60.00
101-702-703	DEPUTY ZONING ADM WAGE	5,000.00	0.00	0.00	5,000.00	0.00
101-702-710	PER DIEM	1,000.00	660.72	0.00	339.28	66.07
101-702-713	MEDICARE-SS	1,200.00	634.33	55.08	565.67	52.86
101-702-727	OFFICE SUPPLIES-POSTAGE	200.00	0.00	0.00	200.00	0.00
101-702-818	PROFESSIONAL SERVICES	2,000.00	0.00	0.00	2,000.00	0.00
101-702-901	PRINTING-PUBLISHING	200.00	116.00	0.00	84.00	58.00
101-702-956	WORKERS COMP INS	0.00	27.92	0.00	(27.92)	100.00
101-702-957	EDUCATION	300.00	25.00	0.00	275.00	8.33
Total Dept 702 - ZONING		21,900.00	8,663.97	775.08	13,236.03	39.56
Dept 901 - CAPITAL OUTLAY						
101-901-971	CAPITAL OUTLAY-EQUIPMENT	0.00	0.00	0.00	0.00	0.00
101-901-972	CAPITAL OUTLAY-TWP HALL	0.00	0.00	0.00	0.00	0.00
Total Dept 901 - CAPITAL OUTLAY		0.00	0.00	0.00	0.00	0.00
TOTAL EXPENDITURES						
Fund 101 - GENERAL:		426,605.00	169,434.98	11,406.72	257,170.02	39.72
TOTAL REVENUES		399,500.00	343,502.19	28,973.14	55,997.81	85.98
Fund 101 - GENERAL						
TOTAL EXPENDITURES		426,605.00	169,434.98	11,406.72	257,170.02	39.72
NET OF REVENUES & EXPENDITURES		(27,105.00)	174,067.21	17,566.42	(201,172.21)	642.20

From : Dorothy Hart <loketwpsupervisor@tds.net>

Tue, Jan 24, 2023 03:33 PM

Subject : Locke Township inquiry

2 attachments

To : mhomier@fosterswift.com

Atty Homier,

This is Locke Township Supervisor Dorothy Hart, Ingham County, just west of Conway Township in Livingston County.

Our Planning Commission recently updated our Wind and Solar Ordinances, with very few public present.

We now have had a group of people following solar and wind turbine ordinances attending our Twp Board and Planning Comm meetings.

The group of people feel very strongly that Locke Township should hire you to review our newly adopted Ordinances and provide input. I have attached the Ordinances which may guide you in determining a cost of review and recommendation of any changes.

I look forward to hearing from you about an estimated cost which would cover a review of the 2 Ordinances and any recommendation for changes.

Respectfully,

Dorothy G Hart
Locke Township Supervisor

— **2022-02 Zon Ord Amend - Solar Energy Systems.doc**
72 KB

— **2022-03 Z A Amend - Wind Energy Systems 12-1-22.pdf**
175 KB

Jan 27, 2023 phone call from Atty Michael Homier 517 285-4251 9:04 am [approx. 20 min]

Follow up to Jan 24, 2023 email from Supervisor Hart to Atty Homier

Conversation included:

Homier has been retained by Conway Twp, Cohoctah Twp. Maybe Marion Twp, Handy Twp, Hartland Twp. Has been atty for Leroy Twp.

I asked him if he is a Certified Planner, he stated that he is 'just a lawyer'.

Ordinances are approached by how the township wants to regulate.
If township doesn't want, work around local wants.

Township in thumb area is turbine free.

Current Township rate is \$275 hourly.

Would determine:

- Number of houses in Locke Township.
- Average electricity demand.
- How many panels needed.

Example of demonstrated need:

500 homes = 15 acres = meet electricity demand

Considerations include:

- Setbacks
- Overlay district [maybe only 20 acres]

ROUGH estimate to complete Solar & Wind Ordinances – less than \$10,000.

TDS Webmail**locketwpsupervisor@tds.net****Fw: solid waste**

From : Monica Schafer <MSchafer@ingham.org>
Subject : Fw: solid waste
To : Locketwpsupervisor@tds.net

Sun, Jan 29, 2023 04:35 PM

Supervisor Hart,

I am following up on our discussion at your office and the Solid Waste Plan. I discussed the cleaning out of the logjams in the red cedar or anything else with the Parks and Trails Millage for Locke Twp. with the Director. Nicole, his assistant, would be glad to help you personally with the grant application. There is a big push for funding in rural areas. 😊

Please let me know if I can assist you with anything else.

Monica Schafer

From: Becky Bennett <BBennett@ingham.org>
Sent: Wednesday, January 18, 2023 2:23 PM
To: Monica Schafer <MSchafer@ingham.org>
Subject: solid waste

Hi Monica

This is the response I received from Environmental Health. I will keep you posted.

From: Roderick McNeill <RMcNeill@ingham.org>
Sent: Wednesday, January 18, 2023 1:43 PM
To: Becky Bennett <BBennett@ingham.org>
Subject: RE: Solid Waste Plan

Yes, I apologize for the delay, but there are some recent changes coming from EGLE regarding Solid Waste plans. Our current Solid Waste plan should have been updated some years ago but it was not completed. This may not really matter moving forward as there has been recent legislation leading to EGLE moving away from Solid Waste Plans to a Materials Management Plan. There was supposed to be an informational meeting this afternoon, but it was cancelled. We expect more guidance from EGLE as to how we need to proceed in the coming months, but it will likely be a lengthy process. I can keep you updated as we learn more.

Rod

Becky Bennett, Director

TDS Webmail**locketwpsupervisor@tds.net****Re: Michael Homier****From :** Duane Pinckney <sacjack2@yahoo.com>

Sat, Jan 28, 2023 09:31 AM

Subject : Re: Michael Homier**To :** locketwpsupervisor@tds.net**Cc :** locketwpclerk@tds.net, locketwptreas@tds.net, guatemalamarcy@yahoo.com, bobcountryguy@yahoo.com, cprossen8@gmail.com, Rich Witgen <rich@witgen.us>**Reply To :** Duane Pinckney <sacjack2@yahoo.com>

Thanks Dorothy for getting back to me.

I do understand certain rules are in place and for good reasons. Sometimes its tough for me to be patient.

We look forward to hearing about your conversation with Atty Homier.

Duane

On Sat, Jan 28, 2023 at 8:59 AM, Dorothy Hart <locketwpsupervisor@tds.net> wrote:

Thanks for your inquiry Duane. I'm not sure what your expectation of a determination is. The elected and appointed officials must abide by the Open Meetings Act so we do not converse as a quorum and all discussions and actions are at a public meeting.

My email to Atty Homier and my summary of our phone conversation will be provided with the February 14 Twp Bd agenda which will be on the Twp website by 4pm on Feb 7.

I have included the Twp Bd members on this email this one time only as a reminder of the Open Meetings Act to which the Facebook group may not be subject.

Dorothy

From: Duane <sacjack2@yahoo.com>**To:** Dorothy <locketwpsupervisor@tds.net>**Cc:** locketwpclerk <locketwpclerk@tds.net>; locketwptreas <locketwptreas@tds.net>; guatemalamarcy <guatemalamarcy@yahoo.com>; bobcountryguy <bobcountryguy@yahoo.com>; cprossen8 <cprossen8@gmail.com>; Rich <rich@witgen.us>**Date:** Friday, 27 January 2023 12:31 PM EST**Subject:** Michael Homier

Hi Dorothy,

**From Unapproved Minutes
Of the January 17, 2023
Conway Township
Regular Board Meeting
7:00 pm**

REGULAR MEETING

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

Present: Clerk Elizabeth Whitt, Supervisor William Grubb, Treasurer Debra Grubb, Trustee Amy Crampton-Atherton, Trustee George Pushies

The following Motions and Resolutions were made:

1. Consent Agenda approved. Roll call; motion approved.
2. Motion to approve the Board Meeting Agenda with additions. Motion approved.
3. Motion to instruct the Planning Commission (PC) to conduct two open to the public workshops with current committee prior to next PC Meeting. Roll call. Motion approved.
- ✓ 4. Motion to retain the current committee for any/all future Master Plan and Ordinance revisions, indefinitely. Roll call. Motion failed.
5. Motion to purchase or dedicate a laptop. Roll call. Motion failed.
- ✓ 6. Motion to terminate law firm of Cooper Riesterer PLC and Mrs. Abbey Cooper. Motion died.
- ✓ 7. Motion to retain the law firm of Foster and Swift. Roll call. Motion failed.
8. Motion to forward attorney statements by email to all Board of Trustee members Roll call. Motion approved.
9. Motion we accept the bid from Timbertec to remove trees at Coughran Cemetery. Motion tabled.
10. Motion we accept and sign Surf Air Wireless LLC's METRO Act Agreement. Motion approved.
11. Resolution 230117-01 regarding expenditure of American Rescue Plan Act funds for Broadband. Resolution died.
12. Motion to enter into a closed session. Motion approved.
13. Motion to return to open session. Motion approved.
14. Motions to adjust several budget items. Motions approved.
15. Motion to appoint Steve Weiss to the Board of Review. Motion approved.
16. Motion to appoint Brett Cordes to the Zoning Board of Appeals. Motion approved.
- ✓ 17. Resolution 230117-02 to extend the term of the current moratorium. Resolution carried.
18. Motion to add the messaging option to our website contract. Motion approved.
19. Motion to accept the bid from Timbertec LLC in Coughran Cemetery. Roll call. Motion approved.
20. Motion to adjourn the meeting at 10:18pm. Motion approved.

Elizabeth Whitt
Conway Township Clerk
(1-22-23 FNV)

**NOTICE OF
PUBLIC HEARING
CONWAY TOWNSHIP
PLANNING COMMISSION**

**Monday, February 13, 2023
7:00 p.m.**

***Fowlerville Middle School
7677 Sharpe Rd
Fowlerville, MI 48836***

The Conway Township Planning Commission will hold a public hearing at a regular meeting on Monday, February 13, 2023, at 7:00 p.m. The location of the meeting and public hearing has changed, and will take place at Fowlerville Middle School, 7677 Sharpe Rd., Fowlerville, MI 48836. The public hearing is for the following purpose:

To consider an amendment to the Zoning Ordinance imposing a temporary moratorium on commercial wind and solar energy projects in the Township and repealing the Township's existing wind and solar energy regulations.

This notice is posted in compliance with 1976 PA 267 as amended (Open Meetings Act), and the Americans with Disabilities Act (ADA). A copy of the proposed moratorium and amendment may be obtained during regular business hours and the Township may charge a reasonable fee for copies.

Individuals with disabilities requiring auxiliary aids or services who are planning to attend the meeting should notify the Township Clerk, Elizabeth Whitt, at (517) 223-0358 ext 103, or at clerk@conwaymi.gov, within a reasonable time in advance of the meeting.

Township of Conway
Elizabeth Whitt, Clerk
(1-22 & 1-29-23 FNV)

NIESA report

Jan 2023

Sun Jan 01 5 calls – 4 emerg medical: 2 City, 1 Wmstown, 1 assist into Mason
1 fire: Whtfld

Mon Jan 02 1 call – Leroy vehicle fire on I-96

Tues Jan 03 7 calls – 3 emerg medical: 1 Wmstown, 1 Vlg, **1 Locke**
4 fire: 1 City, 2 Wmstown, 1 mutual aid Fowlerville Fire

Wed Jan 04 4 calls – 3 emerg medical: 2 City, 1 Wmstown / 1 fire: Wmstown

Thurs Jan 05 3 calls – 2 emerg medical: 1 Whtfld, 1 Leroy / 1 fire: Whtfld

Fri Jan 06 4 calls – 3 emerg medical: 1 City, 1 Leroy, 1 Vlg / 1 fire: Leroy

Sat Jan 07 3 calls – 2 emerg medical: 1 Wmstown, 1 City / 1 fire: Vlg

Sun Jan 08 3 calls – 2 emerg medical: 1 Wmstown, 1 City / 1 fire: mutual aid Fowlerville

Mon Jan 09 7 calls – 4 emerg medical: 2 City, 1 Leroy, 1 Wmstown / 3 fire: all Vlg

Tues Jan 10 5 calls – 3 emerg medical: all City / 2 fire: 1 Leroy, **1 Locke**

Wed Jan 11 2 calls – all emerg medical: 1 Wmstown, 1 Leroy

Thurs Jan 12 6 calls – 5 emerg medical: 1 Leroy, **1 Locke**, 1 City, 2 Meridian mutual aid
1 fire: Wmstown

Fri Jan 13 3 calls – 1 emerg medical: Wmstown / 2 fire: 1 Leroy, **1 Locke** [car accident]

Sat Jan 14 3 calls – 2 emerg medical: 1 Leroy, 1 Wmstown / 1 fire: City

Sun Jan 15 4 calls – all emerg medical: 1 Whtfld, 3 City

Mon Jan 16 7 calls – 6 emerg medical: 4 City, 2 Wmstown / 1 fire: City

Tues Jan 17 3 calls – all emerg medical: 1 Leroy, 2 Wmstown

Wed Jan 18 4 calls – 3 emerg medical: 2 City, 1 Vlg / 1 fire: Vlg

Thurs Jan 19 6 calls – 4 emerg medical: 2 City, 1 Vlg, 1 Whtfld / 2 fire: 1 Vlg, 1 Leroy

Fri Jan 20 5 calls – 4 emerg medical: 2 City, 1 Wmstown, 1 Whtfld / 1 fire: Wmstown

Sat Jan 21 4 calls – 3 emerg medical: **1 Locke**, 1 City, 1 Vlg / 1 fire: City

Sun Jan 22 0 calls !!!

Mon Jan 23 4 calls – all emerg medical: 2 City, 1 Whtfld, 1 Wmstown

Tues Jan 24

Wed Jan 25 7 calls – 3 emerg medical: 3 City / 5 fire: 2 Whtfld, 2 Leroy

Thurs Jan 26 3 calls – 3 emerg medical: 1 City, 1 Whtfld, 1 Wmstown

Fri Jan 27 4 calls – 4 emerg medical: **1 Locke**, 1 City, 1 assist Stockbridge, 1 assist Fowlerville

Sat Jan 28 5 calls – 4 emerg medical: 1 Whtfld, 1 Wmstown, 1 City, 1 Leroy / 1 fire: Whtfld

Sun Jan 29 4 calls – 1 emerg medical: City / 3 fire: 2 Whtfld, **1 Locke**, 1 City

Mon Jan 30 5 calls – 4 emerg medical: 2 City, 2 Wmstown / 1 fire: City

Tues Jan 31 5 calls – 4 emerg medical: 1 Vlg, 1 Leroy, 1 City, **1 Locke** / 1 fire: assist Fowlerville



From: Dorothy Hart <loketwpsupervisor@tds.net>
Sent: Friday, February 3, 2023 3:01 PM
To: Cindy Dodge <cindy@michigantownships.org>
Subject: Re: meeting proceeding procedure

Thank you Cindy, that's very helpful (as always)!

Dorothy

From: Cindy <cindy@michigantownships.org>
To: Dorothy <loketwpsupervisor@tds.net>
Cc: Michael <michael@michigantownships.org>; Catherine <catherine@michigantownships.org>
Date: Friday, 3 February 2023 9:43 AM EST
Subject: RE: meeting proceeding procedure

Dorothy:

Deciding to put items on the agenda either from a board member or from a resident request, is a township policy that is determined by the township board. There should be a policy for how and when items get put on the agenda. In the meantime, you could make the letter a part of board correspondence for the packet and when that comes up on the agenda (board correspondence), then the board can decide if they want to take up the matter of the letter. If they do not, then the letter would just remain as board correspondence and the board packet record retention schedule.

The public do not have an automatic right to be placed or ask for a motion to be placed on the agenda. That is a board decision.

Cindy Dodge
Member Information Liaison
Michigan Townships Association
(517) 321-6467 ext. 245, Fax (517)321-8908
Email: cindy@michigantownships.org

MTA Member Information Services staff are regularly available Monday through Friday, 8 a.m. to 5 p.m., to answer your questions.

The information contained in this letter should not be interpreted as legal advice. MTA encourages township officials to consult with qualified legal counsel on questions of law.

MTA Mission: The Michigan Township Association advances local democracy by fostering township leadership and public policy essential for a strong vibrant Michigan.

LOCKE TOWNSHIP ZONING ADMINISTRATOR, JULIE A. MOORE

January 2023 Zoning Administrator report

Land Use Permits issued

2023 LU001 Adam Marsh 5721 Herrington Rd 12 400 008

phone/meetings/site visits

- 03 met with Ralph Bailer re: parcel information.
- 03 reviewed BS&A assessment records for zoning info, tax records for zoning info., Sidwell maps for parcel info., reviewed flood maps for parcel info. Reviewed building permit application forms/update zoning administrator name.
- 10 email to AGS, Delacruz & June mechanical permits.
- 10 meet with Steven Rollin, submit slu permit app.
- 10 review VanWert soil erosion permit application & mailed to drain commission.
- 10 review Rollin SLU permit app. & made copies for planning commission.
- 12 Processed Moriah, Smith electrical permit
- 12 Complete process for Delacruz & June mechanical permits.
- 12 Reviewed Consumers Energy Demo Permit/email to Consumers Energy additional info. needed.
- 12 Reviewed Smith day care SLU application submittal.
- 12 meet w/Consumers Energy rep. re: additional demo permit not needed.
- 17 Emailed Consumers Soil Erosion Waiver 3245 Rowley Road for Demolition.
- 17 Finished processing Consumers Demo Building Permit
- 17 Emailed Consumers Demo permit to AGS
- Reviewed Zoning Ordinance Articles 3 and 28.
- 19 Emailed to/from AGS re: issuance of Consumers Energy Demo Permit, processed/emailed Coykendall mech. permit. Phone from Consumers Energy re: 3045 Rowley Road Demo permit status.
- 19 Emailed to PC 2019 Rollin SLU denial info. & reviewed 2015-2019 Rollin's documents on file.
- 19 Emailed SBA no new inquires for new cell towers
- 24 Met with Aaron Jorgensen regarding White parcel, reviewed Sidwell Map & P.A. 116.
- 24 Reviewed 2652 Haslett Road SLU permit and emailed applicant for additional info.
- 24 Emailed AGS regarding Consumers Energy Demo permit cost.
- 24 Phone from Chris regarding dwelling standards.
- 24 Rec'd Consumers Bldg. Permit, reviewed original file. Called applicant & left msg.
- 26 Affidavit of mailing prepared for Smith and Rollins SLU and Smith ZBA
- 26 Met with Adam Marsh, submitted Land Use Permit Application, reviewed flood plain map.
- 26 Reviewed Marsh land use permit, issued LU permit.
- 31 Reviewed mon. AGS invoice
- 31 Processed Cole Mechanical Permit/emailed to AGS
- 31 Met with Jim Smith he submitted ZBA variance application
- 31 Reviewed Penner Building Permit Application, emailed to AGS.
- 31 Emailed ZBA members to scheduled hearing date for Smith Day care.
- 31 Emailed to McGoron, McClain DEQ info.

Applications received: 1 Building / 4 Mechanical / 1 Electrical / 1 Plumbing

Julie A. Moore, Locke Twp Zon Adm

2023 LOCKE TOWNSHIP BUILDING PERMITS

Dec/Jan Jan/Feb # Feb/Mar Mar/Apr+ Apr/May
 May/Jun^ Jun/Jul Jul/Aug % Aug/Sep Sep/Oct Oct/Nov @ Nov/Dec

JAN

Consumers Energy 23-01 3245 Rowley Rd 48895 32-200-003 pd. \$151 House/Garage Demo

2023 Locke Twp-plumbing/mechanical/electrical permits

01-10-23	Delacruz, Jan	23-002	4492 Harris Rd.	48895	29 100 001	pd \$48	mech <input checked="" type="checkbox"/>
01-10-23	June, Joshua	23-001	3248 Rowley Rd.	48895	32 400 008	pd \$48	mech <input checked="" type="checkbox"/>
01-12-23	Boehme, Scott	22-033 re inspect	4400 Moyer	48895	27 400 006	pd \$48	mech reinspect <input checked="" type="checkbox"/>
01-19-23	Coykendall, Shannon	23-0003	4356 Harris	48895	29 100 007	pd\$48	mech
01-31-23	Cole, Ron		4230 Rowley Rd	48895	34 300 003	pd \$49	mech

01-10-23 Smith, Moriah 23-001 6175 Corey Rd 48872 02-400-010 pd \$114 elect

01-12-23 Rockey, Joshua 4856 Dietz Rd 48895 21-100-017 pd \$114 plumb