

**Convis Township Board  
Minutes of Budget Workshop  
Monday February 23, 2022, 4:00 PM  
Convis Township Hall  
19500 15 Mile Road, Marshall, MI 49068**

**Call To Order:** Supervisor Harvey called the meeting to order at 4:00 PM with the pledge to the flag.

Board Members present: Supervisor Ryan Harvey, Clerk Kim Collins, Treasurer Kristy Kipp, Trustee Elyse Bibbings and Trustee John Swartz. Absent: None.

Also Present: Deputy Clerk Margaret Harvey

**Public Comments:** None.

**Budget Workshop:**

Clerk Collins and Treasurer Kipp reviewed the budget report as presented, which outlines the proposed revenues and expenditures, with separate statements for the Public Safety Fund as well as the Host Community Fund. It was noted that due to transitioning to the new chart of accounts, the accounts are in a different order and in some cases have been assigned a different department number. In Revenue/Appropriations accounts, minor adjustments were made to multiple accounts based on projected changes in income and current trends. Revenue increase adjustments were made to mobile home park taxes, METRO franchise fees, and cemetery fees. Adjustments were made to Building, Mechanical, and Plumbing Inspections based on the continuation of inspections due to the solar energy project and an expected increase in new construction. Revenue reductions were made to SET collections fee, cablevision, and ZBA variance requests. GL number 101-000-528.000 Other Federal Grants had been added to Revenues to allow for ARPA monies, with a revenue amount of \$85,000 allocated. Parks millage income was adjusted based on current and future anticipated revenue. Township Hall rental income was increased, having recently resumed regular township hall rentals. Adjustments were made to Interest and Dividends and GF Investment Market Growth based on the continued low interest rates currently being offered. No adjustments were made to Fund 205 Public Safety Fund and Fund 211 Host Community Fund.

The expenses were discussed line by line and distributed to reflect the various categories of expense accounts for Trustees, Supervisor, Clerk, Treasurer, Assessor, and various committees and other departments; such categories include payroll, office supplies, mileage, training and education, and membership and dues. Anticipating future approval of a cost-of-living increase, salaried employee wages and Social Security expense was increased for Supervisor, Clerk, and Treasurer. The budgeted amounts for both Legal and Professional Services in Department 250 were set at \$50,000 each, based on current expenditures and anticipated activity. Planning Commission payroll, clerical,

and Social Security expense were reduced based on the completion of the Zoning Ordinance revisions and returning to a normal bi-monthly meeting schedule. Listed under Department 265, Park & Rec-Development was left at \$15,000 as no large equipment purchase is anticipated this year. Township Hall Capital Outlay was left at \$100,000 based on anticipated costs for replacement flooring and exterior concrete work. Department 301 Police Protection was increased from \$100,000 to \$125,000 due to possible increase with the contract renewal. Department 325 Consolidated Dispatch was increased based on anticipated billing amounts. Adjustments were made to specific line items in Department 371 Building Inspector, based on current and anticipated activity for the Building Inspector and Contracted Services. The budget amount for Department 446 Road Maintenance was set at \$300,000 based on anticipated available county matching funds and revised cost sharing by the road department. Department 567 Cemetery was adjusted to reflect an increase in maintenance costs for both Austin and Porter cemeteries. Other anticipated future costs for building, utilities, supplies, computer support, mileage, postage, bank fees, elections, general office supplies, drains, and fire protection were discussed. Minor adjustments were made to accounts overall as needed, based on historical data, anticipated future costs, and the current economic status. Based on the budget as proposed, total estimated revenues will be \$911,757.00, appropriations will be \$1,234,325.00, leaving a net difference of (\$322,568.00).

The proposed budget is to be presented for public viewing at the March 8, 2022 budget public hearing, to be considered for adoption at the March 8, 2022 Regular Convis Township Board meeting.

**Public Comments:** None.

**Adjournment:** The Convis Township Budget Workshop adjourned at 5:35 PM.

Kimberly L. Collins  
Convis Township Clerk

Approved as printed, at the March 8, 2022 regular meeting of the Convis Township Board of Trustees