

Convis Township Board
Minutes of Budget Workshop
Tuesday February 20, 2024, 5:00 PM
Convis Township Hall
19500 15 Mile Road, Marshall, MI 49068

Call To Order: Supervisor Harvey called the meeting to order at 5:00 PM with the pledge to the flag.

Board Members present: Supervisor Ryan Harvey, Clerk Kim Collins, Treasurer Kristy Kipp, Trustee Elyse Bibbings and Trustee Franklin Irish. 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, Host Community Fund, and Solar Host Community Fund. 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 State shared revenue, County Parks Millage, and Landfill impact fees. Fund 101-000-528.000 Other Federal Grants was reduced to zero based on no future anticipated ARPA income. Upward adjustments were made to Interest and Dividends and GF Investment Market Growth account based on interest rates currently being offered. Interest and Market Growth accounts were also adjusted in Fund 205 Public Safety Fund and Fund 211 Host Community Fund based on interest rates currently being offered. Fund 401 Solar Host Community Fund income budgeted amounts were set at \$30,000 and projected interest income of \$1,000. A new account line item will be added under Fund 205 Public Safety Fund for Emergency Services Capital Outlay, with \$460,000 assigned to that account.

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. Anticipating future approval of a cost-of-living pay increase being recommended by the Wage Committee, salaried employee wages were generally adjusted upward by a 3.2% cost of living increase for Supervisor, Clerk, Assessor and Assistant Assessor, Deputy Supervisor, Deputy Clerk, and Deputy Treasurer. The cost of living increase will also cover hourly paid employees. Social Security expenses were increased accordingly as needed for the various proposed salary increases. The budgeted amounts for both Legal and Professional Services in Department 250 were left at \$50,000 each, based on current expenditures and anticipated activity. Adjustments were made to specific line items in Department 250, with Planning Commission payroll, clerical payroll, and corresponding Social Security

expense increased slightly, based on Wage Committee pay recommendations and anticipation of a normal bi-monthly meeting schedule. An increase to Insurance and Bonds was made based on projected rise in costs. Elections Payroll and Election Supplies were increased based on the number of anticipated elections for 2024 and 2025 and projected cost sharing with implementation of the county early voting site. Adjustments were made to specific line items in Department 265, with County Parks Millage expense increased to mirror its corresponding anticipated income, and waste disposal expense was reduced by \$3,500 based on new service provider fees. Township Hall Capital Outlay was left at \$100,000 to cover any future potential projects or needs. Department 301 Police Protection was left at \$125,000 due to any possible future increase with contract renewal. Department 325 Communications/Dispatch was reduced from \$9,000 to \$4,500 due to an expected reduction in cost to municipalities. Department 336 Fire Contract Services was increased from \$100,000 to \$125,000 based on anticipation of additional cost sharing, and Fire Board Meeting and corresponding Social Security expense were increased slightly. Significant downward adjustments were made to specific line items in Department 371 based on current and anticipated return to normal activity for the Building Inspector and Inspector Contracted Services. The budget amount for Department 446 Road Maintenance was left at \$300,000 based on proposed local road projects for 2024 and anticipated available county matching funds. Other anticipated future costs for building, utilities, computer support, education and training, mileage, postage, bank fees, general office supplies, and drains 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 \$1,006,232.00, appropriations will be \$1,709,435.00, leaving a net difference of (\$703,203.00).

The proposed budget is to be presented for public viewing at the March 12, 2024 budget public hearing, to be considered for adoption at the March 12, 2024 Regular Convis Township Board meeting.

Public Comments: None.

Adjournment: The Convis Township Budget Workshop adjourned at 6:30 PM.

Kimberly L. Collins
Convis Township Clerk

Approved as printed, at the March 12, 2024 regular meeting of the Convis Township Board of Trustees.