

**Convis Township Board Regular Meeting**  
**Tuesday March 12, 2024, 7:00 PM**  
**Convis Township Hall**  
**19500 15 Mile Road, Marshall, MI 49068**  
**Minutes**

**Call To Order:** Supervisor Harvey called the meeting to order at 7:00 PM with the pledge to the flag.

**Board Members present:** Supervisor Ryan Harvey, Clerk Kim Collins, Treasurer Kristy Kipp, and Trustees Elyse Bibbings and Frank Irish.

**Absent/Excused:** None

**Agenda:** Agenda accepted as presented.

**Minutes:** Motion made by Kipp, seconded by Irish to approve the minutes of the February 13, 2024, Regular Township Board meeting as presented. In favor: 5 Ayes. Opposed: None. Motion carried. Motion made by Kipp, seconded by Irish to approve the minutes of the February 20, 2024, Budget Workshop as presented. In favor: 5 Ayes. Opposed: None. Motion carried.

**Sheriff Deputy Report:** Deputy Williamson reported on activity for February 2024.

**Public Comment:** Calhoun County Commissioner Steve Frisbie provided an update on activity at the county level.

**Public Hearing on FY 2024-2025 Budget:** The regular meeting was recessed, and the Public Hearing on the FY 2024-2025 Budget was convened at 7:04 PM. Supervisor Harvey opened the Public Hearing with an invitation for public comment on the proposed budget. Hearing no questions or comments from the public in attendance, the Public Hearing portion of the meeting was closed at 7:05 PM. Supervisor Harvey reconvened the regular meeting at 7:05 PM.

**Adoption of FY 2024-2025 Budget:** Motion made by Kipp, seconded by Bibbings to adopt the Convis Township FY 2024-2025 Budget as presented. Roll call vote: Ayes: Bibbings, Collins, Harvey, Kipp, Irish. Nays: None. Motion carried.

**Convis Township General Appropriations Act 2024:** Motion made by Collins, seconded by Bibbings to adopt the Convis Township General Appropriations Act 2024 as presented. Roll call vote: Ayes: Collins, Harvey, Kipp, Irish, Bibbings. Nays: None. Motion carried.

**Unfinished Business:** None

**New Business:**

**Resolution 2024-03-01 Supervisor Salary:** Motion made by Collins, seconded by Bibbings to adopt Resolution 2024-03-01, Resolution to Establish Township Officers Salary, FY 2024 (Supervisor) as presented, with a salary amount of \$24,472.17. Roll call vote: Ayes: Kipp, Irish, Bibbings, Collins, Harvey. Nays: None. Motion carried.

**Resolution 2024-03-02 Clerk Salary:** Motion made by Harvey, seconded by Irish to adopt Resolution 2024-03-02, Resolution to Establish Township Officers Salary, FY 2024 (Clerk) as presented, with a salary amount of \$33,981.50. Roll call vote: Ayes: Irish, Bibbings, Collins, Harvey, Kipp. Nays: None. Motion carried.

**Resolution 2024-03-03 Treasurer Salary:** Motion made by Collins, seconded by Bibbings to adopt Resolution 2024-03-03, Resolution to Establish Township Officers Salary, FY 2024 (Treasurer) as presented, with a salary amount of \$33,981.50. Roll call vote: Ayes: Bibbings, Collins, Harvey, Kipp, Irish. Nays: None. Motion carried.

**Wage Committee Recommendations:** Motion made by Kipp, seconded by Bibbings to approve the Wage Committee recommendation as presented, effective April 1, 2024, adding a cost-of-living adjustment of approximately 3.2% to the salary of Assessor, Dep. Clerk, Dep. Treasurer, Dep. Supervisor, and Cemetery Sexton, and other per meeting and hourly adjustments as recommended by the Wage Committee. Roll call vote: Ayes: Collins, Harvey, Kipp, Irish, Bibbings. Nays: None. Motion carried.

**Resolution 2024-03-04 Budget Amendment:** Motion made by Irish, seconded by Bibbings to adopt Resolution 2024-03-04 Fiscal Year 2023-2024 Budget Amendment as presented. Roll call vote: Ayes: Harvey, Kipp, Irish, Bibbings, Collins. Nays: None. Motion carried.

**Siegfried Crandall PC Audit – Scheduled 6/3/2024:** Notification was received that the annual township audit will be scheduled for June 3, 2024.

**FOIA Training:** Motion made by Collins, seconded by Bibbings to approve paying registration fees and usual and customary expenses for the FOIA Coordinator to participate in the FOIA training May 15, 2024. Roll call vote: Ayes: Irish, Bibbings, Collins, Harvey, Kipp. Nays: None. Motion carried.

**Payroll Accounting – Drake:** Motion made by Bibbings, seconded by Kipp to approve contracting with Drake Business Services, Inc. to prepare payroll accounting including W2's and 1099's, at a cost not to exceed \$750.00 per year. Roll call vote: Ayes: Bibbings, Collins, Harvey, Kipp, Irish. Nays: None. Motion carried.

**Correspondence:** None

**Treasurer's Report:** Motion made by Collins, seconded by Bibbings to approve the treasurer's report as presented. Roll call vote: Ayes: Collins, Harvey, Kipp, Irish, Bibbings. Nays: None. Motion carried.

**Pay Bills:** Motion made by Irish, seconded by Kipp to pay all bills in the amount of \$89,991.76. Roll call vote: Ayes: Harvey, Kipp, Irish, Bibbings, Collins. Nays: None. Motion carried.

#### **Committee/Township Representative Reports**

**Zoning Administrator:** Carl Fowler provided a written report of inspections for February 2024.

**Bellevue Fire Control Board:** Supervisor Harvey reported on the February 2024 meeting. The next meeting is scheduled for April 15, 2024.

**Calhoun County Road Department:** Nothing additional to report.

**Custodian:** Ron Petty reported 5 rental days for the month of February.

**Ambulance Authority:** Margaret Harvey reported on the February meeting. The next meeting is scheduled for March 21, 2024.

**Building/Park Committee:** No report

**Cemetery Committee:** A committee meeting is scheduled for April 8, 2024. Supervisor Harvey provided information on the lot surveying still in progress, and the need to replace lot markers. He will research pricing and options for markers.

**Marshall Township Fire:** The next meeting is scheduled for April 9, 2024.

**Planning Commission:** The next meeting is scheduled for March 25, 2024, which will include a public hearing for Hammond Farms Special Land Use Permit application.

**Board Member Comments:** Clerk Collins reported there is a school election scheduled for May 7, 2024, for Marshall Public Schools and Pennfield Schools. Supervisor Harvey announced the date and time for the final day of March Board of Review.

**Final Public Comment:** None

**Adjournment:** Supervisor Harvey adjourned the meeting at 7:32 PM.

Kimberly L. Collins  
Convis Township Clerk

Approved as printed, at the April 8, 2024 regular meeting of the Convis Township Board of Trustees.