

**Convis Township Board
Minutes of Budget Workshop
Wednesday February 25, 2026, 3:30 PM
Convis Township Hall
19500 15 Mile Road, Marshall, MI 49068**

Call To Order: Supervisor Harvey called the meeting to order at 3:30 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 Infrastructure Fund which includes the Solar Host Community Fee. In Revenue/Appropriations accounts, minor adjustments were made to multiple accounts based on projected changes in income and current trends. A revenue increase was made to METRO Franchise Fees, raising this account from \$4,000 to \$6,000, and a minor increase was made to County Parks Millage based on proposed allocation amounts. A significant upward adjustment was made to Interest and Dividends account, based on interest rates currently being offered and reallocation of certain accounts. GF Investment Market Growth account was reduced to zero based on this account no longer being used and funds moved into the new Michigan CLASS account. FOIA Requests account was increased slightly. Fund 205 Public Safety Fund, Fund 211 Host Community Fund, and Fund 401 Infrastructure Fund interest accounts were all increased based on current activity and interest rates being offered. Fund 401 Solar Host Community Fees was raised slightly based on projected income. Investment Market Growth accounts for Fund 205 and Fund 211 were reduced to zero, with these accounts no longer being used and funds moved into the new Michigan CLASS 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 increase, salaried employee wages were generally adjusted upward by a 2.8% cost of living increase for Supervisor, Clerk, Treasurer, Deputy Clerk, Deputy Treasurer, and Assessor. 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. Based on an updated quote, the Audit account was increased slightly from \$9,000.00 to \$9,500.00. Telephone account was raised from \$4,000.00 to

\$6,000.00 in anticipation of replacing office phones. Adjustments were made within Department 262 to Elections Supplies and an adjustment to the Social Security Expense account for Elections Payroll. An increase to Election Capital Outlay was increased to \$15,000 based on anticipated replacement of election related equipment. Adjustments were made to specific line items in Department 265, with the County Parks Millage expense account increased to mirror its corresponding income account, and Park & Rec Development was increased to \$100,000 based on anticipated future projects. Township Hall Wages and its corresponding Social Security Expense were raised, and Township Hall Supplies account also was raised slightly. Township Hall Capital Outlay was left at \$125,000 to cover any potential future projects or needs. Department 301 Police Protection was left at \$130,000. The budget amount for Department 446 Road Maintenance was left at \$350,000 based on proposed local road projects for 2026 and anticipated available county matching funds. Department 567 Cemeteries accounts reflect a decrease to \$25,000 for Cemetery Maintenance for both Austin and Porter cemeteries based on paving and repairs being done in 2025. 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 \$1,169,782.00, appropriations will be \$1,948,020.00, leaving a net difference of (\$897,238.00).

The proposed budget is to be presented for public viewing at the March 10, 2026 budget public hearing, to be considered for adoption at the March 10, 2026 Regular Convis Township Board meeting.

Public Comments: None.

Adjournment: The Convis Township Budget Workshop adjourned at 4:16 PM.

Kimberly L. Collins

Convis Township Clerk

Approved as printed, at the March 10, 2026 regular meeting of the Convis Township Board of Trustees