

**TOWNSHIP OF SCIO**  
**WASHTENAW COUNTY, MICHIGAN**  
**RESOLUTION #2026-6**

**Resolution to Revise Issued 2026 Township Capital Planning and FYE27 Budget  
Instructions with Timeline and Expectations**

At a Regular Meeting of the Township Board of Scio Township, Washtenaw County, Michigan held at the Washtenaw Intermediate School, 1819 S. Wagner Road, in said Township on February 10, 2026, at 6:00pm

Members Present: Brant, Flintoft, Knol, Read, Reiser, Yaple

Members Absent: Kerry

The following preamble and resolution were offered by Yaple and supported by Reiser.

WHEREAS, Scio Township Code of Ordinances Section 2-115 requires the Township Board to prepare, or cause to be prepared by the township supervisor or by a designated nonelected administrative official, a capital improvement program of public structures and improvements, showing those structures and improvements in general order of their priority, for the following six-year period; and,

WHEREAS, the Scio Township Code of Ordinances Section 36-346 sets forth the intent and purpose of the Township Tree Fund; and,

WHEREAS, the Township Board adopted a Tree Fund Policy on October 8, 2024 which sets forth priorities for Tree Fund Management Plan; and,

WHEREAS, the Township of Scio is required to adopt a budget by March 31, 2026 for Fiscal Year April 1, 2026 to March 31, 2027 (FYE27) that meets the minimum requirements of the State set forth in the Uniform Budgeting and Accounting Act of 1968 (MCL 141:421 et seq.);and,

WHEREAS, the Township has set a higher standard over the last six years of administering a collaborative and well informed Township wide budgeting process; and,

WHEREAS, the Uniform Budgeting and Accounting Act of 1968 permits the Board of Trustees to assign final responsibility for preparation and presentation of the budget; and,

WHEREAS, the Scio Township Board of Trustees has for several years designated the nonelected Finance Director and staff to work collaboratively with other staff and officials to prepare the six-year Capital Improvement Plan, the Tree Fund Management Plan, the Water and Sewer Rate Model, the Cost Allocation Plan, and the Proposed Budget; and,

WHEREAS, the Township Finance Director and staff have recently completed financial forecasts for the Fire Fund and Planned Expansion of Fire Services, Public Transit Fund, and Water and Sewer Funds including a Rate Model for annual review of water and sewer rates; and,

WHEREAS, the Finance Director and staff have the qualifications to efficiently prepare informed and meaningful plans, models, and budget for presentation to and adoption by the Board of Trustees; and,

WHEREAS, budget deliberations by the Board of Trustees are best informed when a collaborative process is used to prepare these plans and budget according to clearly defined expectations and timeline;

NOW, THEREFORE BE IT RESOLVED, that the Board of Trustees assigns final responsibility for preparation, and presentation of the Capital Plan, Tree Plan, Rate Study, Cost Allocation Plan, budget, and associated documents to the legislative body, to the Finance Director; and,

BE IT FURTHER RESOLVED, the Board of Trustees adopts the revised Expectations and Timeline set forth in the attached Appendix A that outlines the responsibilities and deadlines for all involved officials and staff to effectively deliver these plans and budget for Board of Trustees deliberation and adoption; and,

BE IT FINALLY RESOLVED that the Clerk shall keep the Board of Trustees informed regarding the progress in meeting the Expectations and Timeline set forth in Appendix A.

**BY VOICE VOTE:**


**YES: Brant, Flintoft, Knol, Read, Reiser, Yaple**

**NO: None**

**ABSENT: Kerry**

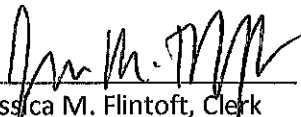
**ABSTAIN: None**

**RESOLUTION DECLARED ADOPTED.**

  
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**Jessica M. Flintoft, Clerk**  
**Scio Township**  
**Dated: February 10, 2026**

CERTIFICATE

I, Jessica M. Flintoft, hereby certify that the foregoing is a true and complete copy of a resolution adopted by the Township Board of Scio Township, County of Washtenaw, State of Michigan, at a Regular Meeting held on February 10, 2026 and that said meeting was conducted and public notice of said meeting was given pursuant to and in full compliance with the Open Meetings Act, being Act 267, Public Acts of Michigan, 1976, and that the minutes of said meeting were kept and will be or have been made available as required by said Act.

  
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Jessica M. Flintoft, Clerk  
Scio Township

DATED: February 10, 2026

Time	Event	Action	Assigned Responsible	
10/14/25	7:00pm	Board of Trustees meeting	Adopt Resolution with Expectations and Timeline	Board of Trustees, presented by Clerk
10/30/25	10:00am	Management Meeting	Issue instructions and <i>2026 Capital Planning and Tree Planning Forms</i> to Officials, Staff, Consultants, and Committees responsible for Capital Planning or Tree Planning. Plans to cover areas of:	<p><del>Finance Manager</del> Clerk will issue instructions. Assigned Responsible people listed below, with support of <u>Clerk or Finance Director</u> and Office Coordinator. Those listed below are responsible for consulting with any relevant advisory committees prior to submission of completed Forms. Those assigned should work with the <del>Finance Manager</del><u>Clerk or Finance Director</u> to ensure form is completed properly.</p> <p>Election Equipment (101-262) Clerk</p> <p>Township Buildings &amp; Grounds (101-265) Utilities Director, Project Manager, Engineer, Office Coordinator</p> <p>Other Township Properties (101) Supervisor, Assessor, Planner</p> <p>Fire Services (206) Fire Chief, Engineer</p> <p>Information Technology (101-228) Office Coordinator</p> <p>Jackson Road Corridor (101) Project Manager, Planner, Engineer</p> <p>Open Space Preservation (233) Project Manager</p> <p>Parks and Pathways (208) Parks Director, Engineer</p> <p>Roads (101-446) Supervisor, Project Manager</p> <p>Sidewalks (101) Project Manager, Engineer</p> <p>Trees (232) Parks Director</p> <p>Water and Sewer (591 and 590) Utilities Director, Engineer</p>
11/13/26	10:00am	Management Meeting	Training on How to enter request in <i>Requested Budgets</i> column including Budget Footnotes in the BS&A GL module, to ensure that all people responsible for entering data know how to do so.	Clerk will train those responsible for budgetary activity areas how to enter Requested Budgets into BS&A GL module. Those responsible for entering budget requests include: Clerk, Supervisor, Treasurer, Office Coordinator, Human Resources Manager, Project Manager, Fire Chief, Parks Director, Assessor, Utilities Director. The Finance Director is responsible for entering most revenue, personnel costs, or similar accounts.
11/20/25	10:00am	Due Date	Return Completed <i>2026 Capital Planning and Tree Planning Forms</i> to Finance Manager.	Assigned Responsible people listed above.
11/20/25	10:00am	Special Management Meeting	Issue instructions and <i>FYE27 Authorized Positions Request Form</i> to Officials and Staff responsible for supervising personnel, in order to receive necessary information related to any requested changes, additions, or deletions of authorized positions as part of requested Township budget.	Human Resources Manager will issue instructions and <i>FYE27 Authorized Positions Request Form</i> to the Office Coordinator, Fire Chief, Assessor, Utilities Director, Parks Director. The Human Resources Manager may also propose changes. Those assigned should work with Human Resources Manager with any questions about completing Request Form properly.
11/20/25	10:00am	Special Management Meeting	Issue Instructions and <i>FYE27 Budget Request Form</i> to Officials and Staff responsible for making Budget Requests for each budgetary activity area. Form will include best estimates of revenues for each area, requests for budget narratives, and any other needed information.	<p>Clerk or Finance Director will issue instructions and <i>FYE27 Budget Request Form</i> to those responsible for making Budget Requests for each budgetary activity area. Assigned Responsible people listed below, with support of Finance Director and Office Coordinator. Those listed below are responsible for consulting with any relevant advisory committees prior to submission of completed Forms. Those assigned should work with the Finance Director to ensure form and entries into BS&amp;A GL budget are completed properly. The Finance Director <u>and Plante Moran</u> <u>are</u> responsible for entering most revenue estimates, personnel costs, budgeting for funds with no activity, and any other activities not listed.</p> <p>Governing Body (101-101) Office Coordinator</p> <p>Supervisor (101-171) Supervisor</p> <p>Administrator (101-172) Office Coordinator</p> <p>Accounting/Finance (101-191) Clerk</p> <p>Clerk (101-215) Clerk</p> <p>Information Technology (101-228) Office Coordinator</p> <p>Board of Review (101-247) Assessor</p> <p>Treasurer (101-253) Treasurer</p> <p>Assessor (101-257) Assessor</p> <p>Records Management (101-261) Clerk</p> <p>Elections (101-262) Clerk</p> <p>Township Buildings &amp; Grounds (101-265) Utilities Director</p> <p>Other Township Properties (101-Other Township Properties) Project Manager</p> <p>Attorney (101-266) Clerk</p> <p>Human Resources (101-270) Human Resources Manager</p> <p>Sheriff (101-301) Supervisor</p> <p>Traffic Enforcement (101-315) Clerk</p> <p>Drains (101-445) Project Manager</p> <p>Roads (101-446) Supervisor</p> <p>Sidewalks (101-Sidewalks) Project Manager</p> <p>Jackson Road Corridor (101-Jackson Road Corridor) Project Manager</p> <p>Recycling (101-528) Project Manager</p> <p>Sacred Burial Sites (101-567) Clerk</p> <p>Watershed Council (101-569) Project Manager</p> <p>Planning (101-701) Office Coordinator</p> <p>Zoning (101-702) Office Coordinator</p> <p>Code Enforcement (101-703) Code Enforcement Officer</p> <p>Fire Services (206) Fire Chief</p> <p>Parks and Pathways (208) Parks Director</p> <p>Trees (232) Parks Director</p> <p>Open Space Preservation (233) Project Manager</p> <p>Public Transit (Fund 230) Treasurer</p> <p>Economic Development Corporation (Fund 244) Finance Director</p> <p>Opioid Settlement Fund (Fund 284) Finance Director</p> <p>American Rescue Plan Act (Fund 285) Finance Director</p> <p>East Delhi Bridge (Fund 403) Project Manager</p> <p>Public Improvement Fund (Fund 445) Finance Director</p> <p>Township Road Improvement Revolving (Fund 446) Finance Director</p> <p>Dissolved DDA (Fund 494) Finance Director</p> <p>Sewer (Fund 590) Utilities Director</p> <p>Water (Fund 591) Utilities Director</p> <p>2016 Road SADs (Fund 813) Finance Director</p>

Appendix A Expectations and Timeline

		2019 Road SADs (Fund 815) Finance Director		2020 Road SADs (Fund 816) Finance Director	
12/09/25	7:00pm	Board of Trustees meeting	Consider Proposed Capital Plan and Proposed Tree Plan, for deliberation on project inclusion and prioritization.	Board of Trustees, presented by Finance Manager <u>Director</u> . Questions answered by staff or official responsible for area.	
12/11/25	10:00am	Due Date	Return Completed <i>FYE27 Budget Request Forms</i> to Finance Director.	Assigned Responsible people listed above.	
12/11/25	10:00am	Due Date	Return Completed <i>FYE27 Authorized Positions Request Forms</i> to Human Resources Manager.	Assigned Responsible people listed above.	
<del>12/23/2025</del> <u>02/03/26</u>	6:00pm	Board of Trustees meeting	If needed, continue consideration of <i>Proposed Capital Plan</i> and <i>Proposed Tree Plan</i> , for deliberation on project inclusion and prioritization.	Board of Trustees, presented by Finance Manager <u>Director</u> . Questions answered by staff or official responsible for area.	
<del>12/23/2025</del> <u>02/24/26</u>	6:00pm	Board of Trustees meeting	Consideration of Proposed <i>Cost Allocation Plan for FYE27</i> , for deliberation.	Board of Trustees, presented by Clerk.	
<del>12/18/2025</del> <u>02/25/2026</u>	10:00am	Due Date	Compile all Budget Requests, including budget detail and narratives, into one document, with fund balance detail, and circulate <i>Compiled Budget Requests for Review</i> to Board of Trustees and all Staff who submitted requests.	Finance Director, with Human Resources Manager, Office Coordinator. <u>Clerk to assist in compilation, and draft Resolution.</u>	
<del>1/15/2026</del> <u>02/27/2026</u>	10:00am	Due Date	After reviewing <i>Compiled Budget Requests for Review</i> , Office Coordinator and Human Resources Director and Finance Director should submit their consensus Management Recommended funded levels, and enter values into Management Recommended Budgets column including Budget Footnotes in the BS&A GL module, and column on schedule of authorized positions.	Office Coordinator, Human Resources Manager, Finance Director.	
<del>1/15/2026</del> <u>02/27/2026</u>	10:00am	Due Date	After reviewing <i>Compiled Budget Requests for Review</i> , Supervisor should submit to Finance Director the Supervisor Recommended funded levels, and enter values into <i>Supervisor Recommended Budgets</i> column including Budget Footnotes in the BS&A GL module, and column on schedule of authorized positions.	Supervisor.	
<del>1/19/2026</del> <u>03/03/2026</u>	10:00am	Due Date	Compile all Budget Requests and Recommendations, including budget detail and narratives, into one document, with fund balance detail, and circulate <i>Compiled Budget Requests and Recommendations for Review</i> to Board of Trustees and all Staff who submitted requests. <u>And post for public review on website.</u>	Finance Director <u>and Clerk</u>	
<del>01/26/26</del> <u>2/24/2026</u>	6:00pm	Board of Trustees meeting	<del>Consider <i>Compiled Budget Requests and Recommendations for Review</i> and ask questions of those making requests and recommendations, propose Final Adopted levels and Authorized Positions.</del>	<del>Board of Trustees, presented by Finance Director. Questions answered by staff or official responsible for area.</del>	
<del>2/24/2026</del> <u>03/10/2026</u>	6:00pm	Board of Trustees meeting	Public Hearing on Final Proposed Budget for FYE27, and review of proposed provisions of appropriations resolution for FYE27.	Finance Director, Clerk.	
<del>2/10/2026</del> <u>03/10/2026</u>	6:00pm	Board of Trustees meeting	Consider <i>Compiled Budget Requests and Recommendations for Review</i> and ask questions of those making requests and recommendations, propose Final Adopted levels and Authorized Positions.	Board of Trustees, presented by Finance Director. Questions answered by staff or official responsible for area.	
<del>2/24/2026</del> <u>03/10/2026</u>	6:00pm	Board of Trustees meeting	Review of Water and Sewer Rate Study Update, and Adoption of Recommended Changes to Rates.	<u>Plante Moran</u> , Finance Director, Utilities Director, Clerk.	
<del>03/17/26</del> <u>03/17/26</u>	6:00pm	Special Board of Trustees meeting	<u>If necessary due to competing agenda items for 03/10, call Special Meeting to allow enough time to finish consideration of <i>Compiled Budget Requests and Recommendations for Review</i> and ask questions of those making requests and recommendations, proposed Final Adopted levels and Authorized positions.</u>	Board of Trustees, presented by Finance Director. Questions answered by staff or official responsible for area.	
<del>3/10/2026</del> <u>03/24/2026</u>	6:00pm	Board of Trustees meeting	Adopt Final Compiled Budget for FYE27, and Appropriations Resolution for FYE27.	Board of Trustees, presented by Finance Director.	
<del>03/24/26</del> <u>03/24/26</u>	6:00pm	Board of Trustees meeting	Adopt Year End Budget Amendments for FYE26.	Board of Trustees, presented by Finance Director/Plante Moran.	