

**PIERSON TOWNSHIP**  
**Budget Hearing Meeting Minutes**

21156 W. Cannonsville Rd, Pierson, MI 49339

Monday, March 24, 2025

4:30 pm

A. Meeting

1. Call to order: pm
2. Pledge of Allegiance
3. Roll Call Present: Buyze, Bergman, Burkholder, Orcutt, Sower

B. Meeting Agenda

Motion: Burkholder                      Second: Orcutt                      Aye: all

C. Consent Agenda: Budget Amendment JE 2876 increasing BOR wages by \$55.33; check and payroll reports for dates 3/18/2025-3/24/2025.

Motion: Burkholder                      Second: Bergman                      Aye: all

D. Public Comments: none

E. Budget:

1. Budget Discussion for projections or amendments to Supervisor Budget.
2. Hourly Staff wages for non-elected officials to be \$18.04 per hour; Cemetery Salary to be \$1,804 with hourly; Zoning Administrator salary to be \$16,389.36 and Assessor salary to be \$38,616.76 for 2025-26 budget.  
Motion: Burkholder                      Second: Orcutt                      Aye: all
3. Non-Statutory Sewer Salary to remain: Clerk \$3,000; Treasurer's office \$3,000; and Supervisor \$545 annually.  
Motion: Burkholder                      Second: Sower                      Aye: all
4. Non-Statutory Clerk Salary for Website and Social communications to remain at \$ 200 annually and Tax preparations yearly \$125 and additional duties due to Proposals 18-3 and 22-2 \$1,700 per election.  
Motion: Burkholder                      Second: Orcutt                      Aye: all
5. Transfer \$85,000 from General Fund to Road Fund JE 2880 (\$25,000 Future Fund & \$60,000 for 2025-26 Road Contracts.  
Motion: Bergman                      Second: Sower                      Aye: all
6. Approve 2025 bids totaling \$293,509.41 for chloride (\$30,327.41) and selected projects utilizing the \$100K County Match. (40 hours of ditching (\$7,518); Amy School Asphalt Overlay (\$109,055); Long Rd Chip Seal (\$41,573); Wood Lake Asphalt Overlay (\$65,348); Kimball Limestone (\$30,543); Lake St Gravel Resurface (\$9,145.00)).  
Motion: Bergman                      Second: Sower                      Aye: all
7. From 2024-25 Budget transfer \$20K to sub-accounts: \$10,000 for Park Maintenance; \$5,000 for Sign Maintenance; \$5,000 for Capital Improvements.  
Motion: Burkholder                      Second: Orcutt                      Aye: all

8. Year End Budget Amendments: JE 2878 for General Fund (see attached).  
Motion: Burkholder Second: Orcutt Aye: all
9. Year End Budget Amendments JE 2879 for Other Funds (see attached).  
Motion: Burkholder Second: Bergman Aye: all
- F. Close Regular Meeting & Open Public Hearing at 5:46 pm  
Motion: Burkholder Second: Bergman Aye: all
1. Resolution 2025-03 Trustee's Salary to be \$6,123.92 with \$40 per diem (\$3,061.96 each).  
2. Resolution 2025-04 Supervisor Salary to be \$22,675.72.  
3. Resolution 2025-05 Clerk Salary to be \$26,819.83 and  
4. Resolution 2025-06 Treasurer Salary to be \$25,758.93 for 2025-26.  
Motion: Burkholder Second: Sower Aye: all
- Close Public Hearing & return to regular meeting at: 5:48 pm  
Motion: Burkholder Second: Sower Aye: all
- G. Purchase (2025-26) RICOH copier with trade in for \$2,500.00.  
Motion: Burkholder Second: Orcutt Aye: all
- H. Approve 2025-26 Budget and Resolution 2025-07 General Appropriations Act (adopted prior to 3/31/2025).  
Motion: Burkholder Second: Bergman Aye: all
- I. Transfer (after April 1) \$10K from general fund to a CD for Fire Truck Capital Improvement for 2025-26.  
Motion: Orcutt Second: Buyze Aye: all
- J. Sign contract with Sinclair Recreation for annual playground inspection (twice a year) at \$1,350.  
Motion: Burkholder Second: Bergman Aye: all
- K. Deputy (Clerk/Treasurer) assignments to remain the same for 2025-26, to be revisited in 6 months.  
Motion: Orcutt Second: Sower Aye: all
- L. Other Fund Budgets for 2025-26.  
Motion: Burkholder Second: Sower Aye: all
- M. Public Comments: none
- N. Adjournment: 6:36 pm  
Motion: Burkholder Second: Bergman Aye: all

## PIERSON TOWNSHIP

## JOURNAL ENTRY

JE: 2878

Post Date: 03/24/2025

Entered By: CLERK

Entry Date: 03/24/2025

Journal: BA

Description: YEAR END BUDGET AMENDMENTS

| GL #            | Description                             | Increase/(Decrease) |
|-----------------|-----------------------------------------|---------------------|
| 101-000-402.000 | PROPERTY TAX REVENUE                    | 2,093.95            |
| 101-000-420.000 | STATE ED FEE / SET FEE                  | 35.00               |
| 101-000-445.000 | PENALTIES/INTEREST ON TAXES             | 1,842.80            |
| 101-000-447.000 | ADMIN FEE                               | 1,495.05            |
| 101-000-477.000 | CHARTER FRANCHISE FEE                   | (393.18)            |
| 101-000-490.000 | ZONING PERMITS                          | 2,695.00            |
| 101-000-574.000 | STATE SHARED REVENUE                    | 13,898.00           |
| 101-000-602.000 | CHARGES FOR SERVICES                    | 374.00              |
| 101-000-607.000 | CEMETERY REVENUE                        | 2,275.00            |
| 101-000-613.000 | LAND DIVISION                           | 880.00              |
| 101-000-619.000 | RENTAL FEE - CHARGE FOR SERVICE         | 50.00               |
| 101-000-665.000 | INTEREST EARNED                         | 3,593.13            |
| 101-000-667.000 | TOWNSHIP HALL RENTAL                    | 11,065.00           |
| 101-000-699.000 | TRANSFER RECEIVING FUND                 | 192.66              |
| 101-000-965.000 | CONTINGENCY                             | (10,000.00)         |
| 101-000-995.000 | TRANSFER OUT TO RD FUND FUTURE PROJECTS | 85,000.00           |
| 101-000-999.000 | TRANSFERS OUT                           | 27,976.73           |
| 101-101-703.000 | WAGES                                   | (1,496.54)          |
| 101-101-715.000 | SOCIAL SECURITY/MEDICARE TAX            | (99.93)             |
| 101-101-727.000 | SUPPLIES TOWNSHIP BOARD                 | 50.00               |
| 101-101-803.000 | TWP. BOARD PROF. LEGAL SERVICES         | 8,730.59            |
| 101-101-812.000 | TWP/TRUSTEE COMPUTER SUPPORT            | (275.00)            |
| 101-101-822.000 | TWP. COMPUTER/SERVER MAINTENANC         | 51.97               |
| 101-101-823.000 | TWP. WEBSITE SETUP/MAINTENANCE          | 128.00              |
| 101-101-824.000 | TWP. BD. PRINTER/COPIER REPAIR          | (104.95)            |
| 101-101-900.000 | NEWSLETTER/PUBLISHING TWP               | (1,700.00)          |
| 101-101-956.000 | BANK SERV/MISC CHARGES                  | 455.00              |
| 101-101-964.000 | HALL RENTAL DEPOSIT REFUND              | 150.00              |
| 101-171-702.000 | SUPERVISOR SALARY                       | 0.06                |
| 101-171-703.008 | NON STATUTORY HOURLY WAGES              | 0.04                |
| 101-171-715.000 | SOCIAL SECURITY/MEDICARE TAX            | 40.86               |
| 101-171-812.000 | COMPUTER SUPPORT SUPERVISOR             | (250.00)            |
| 101-171-860.000 | MILEAGE                                 | (125.00)            |
| 101-215-702.000 | CLERK SALARY                            | 0.01                |
| 101-215-715.000 | SOCIAL SECURITY/MEDICARE TAX            | 368.00              |
| 101-215-727.000 | SUPPLIES CLERK                          | (650.00)            |
| 101-215-810.001 | COMP./PRINTER/SOFTWARE SUPPORT          | (250.00)            |
| 101-247-703.000 | BOR WAGES                               | 82.95               |
| 101-247-715.000 | SOCIAL SECURITY/MEDICARE TAX            | 7.05                |
| 101-247-960.004 | BOR TRAINING/SEMINARS                   | (100.00)            |
| 101-253-703.001 | NON STATUTORY TREAS HOURLY WAGES        | 650.73              |
| 101-253-712.000 | DEPUTY TREASURER WAGES                  | 21.89               |
| 101-253-715.000 | SOCIAL SECURITY/MEDICARE TAX            | 135.07              |
| 101-253-727.000 | SUPPLIES TREASURER                      | (2,300.00)          |
| 101-253-810.000 | BS&A ANNUAL SERVICE/SUPPORT FE          | (360.00)            |
| 101-253-812.000 | COMPUTER SUPPORT TREASURER              | (400.00)            |
| 101-253-860.000 | MILEAGE                                 | (75.00)             |
| 101-257-703.008 | NON STATUTORY HOURLY WAGES              | 400.00              |
| 101-257-715.000 | SOCIAL SECURITY/MEDICARE TAX            | 32.00               |
| 101-257-727.000 | SUPPLIES ASSESSOR                       | (250.00)            |
| 101-257-810.000 | BS&A ASSESS. SYSTEM YEARLY FEE          | 43.00               |
| 101-257-810.001 | COMP./PRINTER/SOFTWARE SUPPORT          | (250.00)            |
| 101-257-810.002 | APEX YEARLY SOFTWARE FEE                | (15.00)             |
| 101-257-812.000 | COMPUTER SUPPORT ASSESSOR               | (250.00)            |
| 101-262-703.000 | ELECTION WAGES                          | (6,892.00)          |
| 101-262-712.000 | DEPUTY/CLERK ELECTION WAGES             | (3,600.00)          |
| 101-262-715.000 | SOCIAL SECURITY/MEDICARE TAX            | (444.56)            |
| 101-262-727.000 | SUPPLIES ELECTIONS                      | 3,541.70            |
| 101-262-810.001 | COMP./PRINTER/SOFTWARE SUPPORT          | 1,008.00            |
| 101-262-860.000 | MILEAGE                                 | 150.00              |
| 101-262-900.000 | ELECTION POSTAGE                        | (1,700.00)          |
| 101-262-956.002 | ELECTION MISCELLANEOUS                  | (4,325.00)          |
| 101-265-704.000 | TOWNSHIP HALL WAGES                     | (400.00)            |
| 101-265-715.000 | SOCIAL SECURITY/MEDICARE TAX            | (50.00)             |
| 101-265-727.000 | SUPPLIES BUILDING/GROUNDS               | 35.00               |

|                 |                                 |            |
|-----------------|---------------------------------|------------|
| 101-265-801.000 | DRAIN & LAKE SPECIAL ASSESSMENT | (4,080.45) |
| 101-265-831.000 | TOWNSHIP HALL CLEANING          | (320.00)   |
| 101-265-921.000 | TOWNSHIP HALL ELECTRIC          | 800.00     |
| 101-265-922.000 | TOWNSHIP HALL PROPANE           | (500.00)   |
| 101-265-925.000 | PHONE & INTERNET                | 582.51     |
| 101-265-925.001 | SECOND INTERNET SOCIAL          | 489.00     |
| 101-265-926.000 | WATER COOLER SERVICES           | 25.00      |
| 101-265-930.000 | GROUNDS MAINTENANCE             | (4,557.00) |
| 101-265-932.000 | BUILDING MAINTENANCE            | (2,700.00) |
| 101-265-972.000 | BUILDING IMPROVEMENT            | (400.00)   |
| 101-336-823.000 | SAND LAKE FIRE CONTRACT         | (281.01)   |
| 101-446-702.000 | ROAD COMMITTEE WAGES            | (520.00)   |
| 101-446-715.000 | SOCIAL SECURITY/MEDICARE TAX    | (25.00)    |
| 101-567-704.000 | CEMETERY HOURLY                 | (500.00)   |
| 101-567-810.000 | PONTEM SUPPORT/SUBSCRIPTION     | (30.00)    |
| 101-567-821.000 | CEMETERY CONRTACT SERVICES      | 800.00     |
| 101-567-860.000 | MILEAGE                         | (65.00)    |
| 101-567-930.000 | EQUIP MAINTENANCE               | (1,500.00) |
| 101-567-960.004 | TRAINING/SEMINARS               | (150.00)   |
| 101-701-703.000 | PC WAGES                        | (100.00)   |
| 101-701-900.000 | PUBLISHING                      | (1,500.00) |
| 101-702-703.008 | NON STATUTORY CLERICAL WAGES    | 50.00      |
| 101-702-727.000 | SUPPLIES ZONING ADMINISTRATOR   | (100.00)   |
| 101-702-728.006 | BSA BD SYSTEM ANNUAL FEE        | (55.00)    |
| 101-702-812.000 | ZONING COMPUTER SUPPORT         | (250.00)   |
| 101-703-880.000 | COMMUNITY PROMOTION             | (90.00)    |
| 101-751-715.000 | SOCIAL SECURITY/MEDICARE TAX    | 2.38       |
| 101-751-727.000 | SUPPLIES PARK AND REC           | (450.00)   |
| 101-751-821.000 | CONTRACT SERV. RECREAT/CULTURAL | 1,735.00   |
| 101-751-920.000 | WINSLOW LIGHT                   | (190.00)   |
| 101-751-927.000 | SIGNAGE                         | 300.00     |
| 101-751-971.000 | PARKS AND REC PARK IMPROVEMENT  | (7,900.00) |

|                                  |             |
|----------------------------------|-------------|
| Revenue Change:                  | 40,096.41   |
| Expenditure Change:              | 71,216.10   |
| Budgeted Change To Fund Balance: | (31,119.69) |

APPROVED BY: \_\_\_\_\_



## PIERSON TOWNSHIP

## JOURNAL ENTRY

JE: 2879

Post Date: 03/24/2025

Entry Date: 03/24/2025

Entered By: CLERK

Journal: BA

Description: YEAR END BUDGET AMEND. OTHER FUNDS

| GL #            | Description                         | Increase/(Decrease) |
|-----------------|-------------------------------------|---------------------|
| 206-000-665.000 | INTEREST INCOME                     | 225.06              |
| 208-000-665.000 | INTEREST EARNED                     | (2,927.52)          |
| 208-000-674.000 | CONTRIBUTIONS AND DONATIONS         | 4,435.47            |
| 208-000-727.000 | SUPPLIES                            | (500.00)            |
| 208-751-971.000 | CAPITAL OUTLAY                      | 14,254.98           |
| 208-751-972.000 | PARK IMPROVEMENTS                   | (6,161.68)          |
| 216-000-573.000 | LOCAL COMM STABILIZATION SHARE      | 2,883.50            |
| 216-000-630.000 | LANDFILL HOST IMPACT FEE            | (4,627.30)          |
| 216-000-665.000 | INTEREST EARNED                     | (180.00)            |
| 216-000-699.000 | TRANSFER IN TO ROADS OR FUTURE      | 92,976.73           |
| 216-446-822.000 | ROADS - CHLORIDE TREATMENTS         | (0.08)              |
| 216-446-822.001 | LABOR & MATERIALS                   | (2,580.27)          |
| 590-000-634.004 | O&M                                 | (58,863.51)         |
| 590-000-665.000 | INTEREST INCOME                     | 2,462.47            |
| 590-000-675.000 | MISC/PENALTY REVENUE                | 1,953.67            |
| 590-223-801.000 | AUDIT SERVICES                      | (36.00)             |
| 590-536-728.007 | BSA UB SYSTEM ANNUAL FEE            | 6.79                |
| 590-536-752.000 | SUPPLIES                            | (3,900.00)          |
| 590-536-801.002 | REVIEW/PLANNING SVCS                | 7,450.00            |
| 590-536-816.000 | CONTRACT SERVICES                   | (3,940.52)          |
| 590-536-816.001 | CONTRACT PERMIT WK BILL TO CUSTOMER | 2,250.00            |
| 590-536-816.002 | CONTRACT MISS DIGS                  | 3,633.50            |
| 590-536-816.004 | CONTRACT SVCS LAWN/SNOW             | 1,500.00            |
| 590-536-820.000 | PERMIT FEES BWL                     | 11,050.00           |
| 590-536-850.000 | PHONE/NOTIFICATION SYSTEM           | 100.00              |
| 590-536-851.000 | POSTAGE                             | (167.00)            |
| 590-536-861.000 | MILEAGE/TRAVEL                      | 1,400.00            |
| 590-536-861.001 | MILEAGE PERMIT WORK                 | 95.08               |
| 590-536-861.002 | MILEAGE MISS DIGS                   | 500.00              |
| 590-536-920.000 | UTILITES/ELECTRIC                   | 160.00              |
| 592-000-451.000 | SPECIAL ASSESSMENT PAYOFFS/REVENUE  | 1,178.42            |
| 592-000-634.004 | O&M                                 | (39,183.88)         |
| 592-000-634.006 | CONNECTION FEES                     | 4,089.61            |
| 592-000-634.007 | DEBT SERVICE FEES                   | (30,805.02)         |
| 592-000-665.000 | INTEREST INCOME                     | 7,477.75            |
| 592-000-665.003 | INTEREST DEBT SERVICE               | (341.30)            |
| 592-000-675.000 | MISC/PENALTY REVENUE                | 1,249.02            |
| 592-223-801.000 | AUDIT SERVICES                      | (36.00)             |
| 592-536-728.007 | BSA UB SYSTEM ANNUAL FEE            | 6.79                |
| 592-536-752.000 | SUPPLIES                            | (3,084.40)          |
| 592-536-801.002 | REVIEW/PLANNING SVCS                | 7,450.00            |
| 592-536-816.000 | CONTRACT SERVICES                   | (5,487.91)          |
| 592-536-816.002 | CONTRACT MISS DIGS                  | 1,000.00            |
| 592-536-816.004 | CONTRACT SVCS LAWN/SNOW             | 500.00              |
| 592-536-820.000 | PERMIT FEES LWL                     | 11,050.00           |
| 592-536-850.000 | PHONE/NOTIFICATION SYSTEM           | 65.00               |
| 592-536-851.000 | POSTAGE                             | (115.00)            |
| 592-536-861.000 | MILEAGE/TRAVEL                      | (100.00)            |
| 592-536-861.001 | MILEAGE PERMIT WORK                 | 68.75               |
| 592-536-861.002 | MILEAGE MISS DIGS                   | 196.55              |
| 592-536-920.000 | UTILITIES/ELECTRIC                  | 240.00              |
| 844-000-452.000 | BWL WEED CONTROL ASSESSMENTS        | (651.00)            |
| 844-000-665.000 | INTEREST EARNED BWL                 | 100.66              |
| 844-570-819.000 | PROFESSIONAL FEES - WEED CONTROL    | 33,273.41           |
| 844-570-960.004 | CONFERENCE/TRAINING COSTS           | 200.00              |
| 845-000-452.000 | LWL WEED CONTROL ASSESSMENTS        | (1,016.74)          |
| 845-000-665.000 | INTEREST EARNED LWL                 | 290.16              |
| 845-570-702.000 | WAGES FOR TREASURER/CLERK           | 1,500.00            |
| 845-570-727.000 | SUPPLIES                            | 104.04              |
| 845-570-818.000 | PROFESSIONAL FEES - GENERAL         | 2,273.87            |
| 845-570-821.000 | PROFESSIONAL FEES/WEED CONTROL      | (1,225.00)          |

Revenue Change: (19,273.75)

Expenditure Change: 72,994.90

Budgeted Change To Fund Balance: (92,268.65)

APPROVED BY:

A handwritten signature in cursive script, appearing to read "Dan Byrge", is written over a horizontal line.