

PIERSON TOWNSHIP
Budget Meeting Minutes ^ Corrected

21156 W. Cannonsville Rd, Pierson, MI 49339

~~March~~ ^February 19, 2024

5:30 pm

A. Meeting

1. Call to order: 5:33 pm
2. Pledge of Allegiance
3. Roll Call Present: Buyze, Burkholder, Orcutt Absent: Bergman, Sower

B. Meeting Agenda

Motion: Burkholder Second: Orcutt Roll Call Yes: Buyze, Burkholder, Orcutt

C. Public Comments

D. Review of anticipated upcoming departmental work load outside of normal scope:

- a. BWL / LWL special assessment renewals
- b. Increase in Lake Sewer billings from bi annually to quarterly, beginning fall 2024. We will want legal counsel on hearing responsibilities.
- c. Possible financing investigations. Etc. for BWL & LWL sewer infrastructure work.

E. Review 2024/2025 departmental budgets:

1. Transfer \$32,460.66 from General fund to Road Fund to cure 2023-24 Host fees.
Motion: Burkholder Second: Orcutt Roll Call Yes: Buyze, Burkholder, Orcutt
2. Rescind Resolution 2023-01.
Motion: Burkholder Second: Orcutt Roll Call Yes: Buyze, Burkholder, Orcutt
3. Resolution 2024-01 Establish Capital Reserve Fund to Finance Road/Highway Maintenance and/or Improvements.
Motion: Burkholder Second: Orcutt
Aye: Buyze, Burkholder, Orcutt Absent: Bergman, Sower
4. Budget Amendments/JE 2422 Gen Fund (see attached).
Motion: Burkholder Second: Orcutt Roll Call Yes: Buyze, Burkholder, Orcutt
5. Budget Amendments/JE 2423 Park Fund / Road Fund (see attached)
Motion: Burkholder Second: Orcutt Roll Call Yes: Buyze, Burkholder, Orcutt
6. Budget Amendments/JE 2424 Road Fund (see attached)
Motion: Burkholder Second: Orcutt Roll Call Yes: Buyze, Burkholder, Orcutt
7. Budget Amendments/JE 2425 Big Whitefish Lake Sewer & Weed / Little Whitefish Lake Sewer & Weed (see attached).
Motion: Burkholder Second: Orcutt Roll Call Yes: Buyze, Burkholder, Orcutt

F. Budget Hearing March 25, 2024 at 4:30 pm.

G. Public Comments

H. Adjournment: 6:41 pm

Motion: Burkholder Second: Orcutt Roll Call Yes: Buyze, Burkholder, Orcutt

PIERSON TOWNSHIP
JOURNAL ENTRY
JE: 2422

Post Date: 02/19/2024
Entry Date: 02/19/2024
Description: BUDGET TO PROJECTED EST YR END
BUDGET WORKSHOP MEETING ON FEB 19 2024 AT 5:30
MOTION: BURKHOLDER
SECOND: ORCUTT
YES: BUYZE, BURKHOLDER, ORCUTT
ABSENT: BERGMAN, SOWER

Entered By: CLERK
Journal: BA

GL #	Description	Increase/(Decrease)
101-000-402.000	PROPERTY TAX REVENUE	1,878.22
101-000-405.000	OVER/SHORT TAX	26.98
101-000-420.000	SET FEE	(20.00)
101-000-447.000	ADMIN FEE	1,968.21
101-000-477.000	CHARTER FRANCHISE FEE	(1,665.22)
101-000-490.000	ZONING PERMITS	1,555.00
101-000-574.000	STATE SHARED REVENUE	(9,450.00)
101-000-602.000	CHARGES FOR SERVICES	636.00
101-000-607.000	CEMETERY REVENUE	2,725.00
101-000-613.000	LAND DIVISION	210.00
101-000-619.000	RENTAL FEE - CHARGE FOR SERVICE	(200.00)
101-000-630.000	LANDFILL IMPACT FEE	1,908.13
101-000-665.000	INTEREST EARNED	9,031.00
101-000-667.000	TOWNSHIP HALL RENTAL	5,000.00
101-000-674.000	CONTRIBUTIONS AND DONATIONS	(700.00)
101-000-675.001	MISCELLANEOUS REVENUE	787.35
101-000-699.000	TRANSFER RECEIVING FUND	2,832.66
101-000-995.000	TRANSFER OUT TO RD FUND FUTURE PROJECTS	(72,800.00)
101-000-999.000	TRANSFERS OUT	74,708.13
101-101-703.000	WAGES	1,240.00
101-101-727.000	SUPPLIES TOWNSHIP BOARD	600.00
101-101-803.000	TWP. BOARD PROF. LEGAL SERVICES	(1,500.00)
101-101-812.000	TWP/TRUSTEE COMPUTER SUPPORT	26.50
101-101-821.000	TOWNSHIP BOARD CONTRACTED SERV.	1,500.00
101-101-823.000	TWP. WEBSITE SETUP/MAINTENANCE	(250.00)
101-101-824.000	TWP. BD. PRINTER/COPIER REPAIR	(191.00)
101-101-860.000	MILEAGE	53.98
101-101-900.000	NEWSLETTER/PUBLISHING TWP	(2,200.00)
101-101-956.000	BANK SERV/MISC CHARGES	(600.00)
101-171-812.000	COMPUTER SUPPORT SUPERVISOR	(205.00)
101-171-860.000	MILEAGE	(100.00)
101-215-703.001	NON STATUTORY HOURLY WAGES	(1,800.00)
101-215-712.000	DEPUTY CLERK WAGES	(4,330.00)
101-215-715.000	SOCIAL SECURITY/MEDICARE TAX	(207.41)
101-215-727.000	SUPPLIES CLERK	(500.00)
101-215-810.000	BS&A ANNUAL SERVICE/SUPPORT FE	14.00
101-215-860.000	MILEAGE	(100.00)
101-223-801.000	AUDIT - PROFESSIONAL FEES	(1,389.00)
101-253-712.000	DEPUTY TREASURER WAGES	(4,054.50)
101-253-715.000	SOCIAL SECURITY/MEDICARE TAX	(441.75)
101-253-727.000	SUPPLIES TREASURER	(325.00)
101-253-810.000	BS&A ANNUAL SERVICE/SUPPORT FE	80.00
101-253-812.000	COMPUTER SUPPORT TREASURER	(150.00)
101-253-860.000	MILEAGE	(175.00)
101-253-960.004	TREASURER CONFERENCE/WORKSHOPS	(300.00)
101-257-715.000	SOCIAL SECURITY/MEDICARE TAX	(1,097.87)
101-257-727.000	SUPPLIES ASSESSOR	1,000.00
101-257-728.006	BSA BD SYSTEM ANNUAL FEE	(76.50)
101-257-810.001	COMP./PRINTER/SOFTWARE SUPPORT	44.50
101-257-810.002	APEX YEARLY SOFTWARE FEE	20.00
101-257-812.000	COMPUTER SUPPORT ASSESSOR	(200.00)
101-257-860.000	MILEAGE ASSESSOR	(150.00)
101-257-960.004	ASSESSOR TRAINING/SEMINARS	88.70
101-262-703.000	ELECTION WAGES	(2,000.00)
101-262-712.000	DEPUTY/CLERK ELECTION WAGES	1,338.40
101-262-715.000	SOCIAL SECURITY/MEDICARE TAX	(50.00)
101-262-821.000	QVF CONTRACTED SERVICES	235.12
101-262-860.000	MILEAGE	(850.00)
101-265-704.000	TOWNSHIP HALL WAGES	(1,566.00)
101-265-715.000	SOCIAL SECURITY/MEDICARE TAX	(82.70)
101-265-727.000	SUPPLIES BUILDING/GROUNDS	250.00
101-265-801.000	DRAIN & LAKE SPECIAL ASSESSMENT	(3,035.00)
101-265-921.000	TOWNSHIP HALL ELECTRIC	(394.00)
101-265-922.000	TOWNSHIP HALL PROPANE	60.00
101-265-925.000	PHONE & INTERNET	(440.54)
101-265-926.000	WATER COOLER SERVICES	(100.00)
101-265-930.000	GROUNDS MAINTENANCE	(1,600.00)
101-265-932.000	BUILDING MAINTENANCE	1,636.64
101-265-972.000	BUILDING IMPROVEMENT	(1,080.00)
101-265-973.000	TOWNSHIP HALL NEW EQUIPMENT	(1,710.02)
101-268-955.000	WORKERS' COMPENSATION INSURANCE	(425.00)
101-268-956.000	LIABILITY INSURANCE	(23.00)
101-446-702.000	ROAD COMMITTEE WAGES	(400.00)
101-446-715.000	SOCIAL SECURITY/MEDICARE TAX	(34.80)
101-448-920.000	STREET LIGHTS	(244.08)
101-567-704.000	CEMETERY HOURLY	(159.00)
101-567-727.000	SUPPLIES CEMETERY	(88.89)
101-567-810.000	PONTIAC SUPPORT/SUBSCRIPTION	(180.00)
101-567-812.000	CEMETARY COMPUTER SUPPORT	(100.00)
101-567-821.000	CEMETERY CONTRACT SERVICES	(1,130.00)
101-567-930.000	CEMETERY MAINTENANCE	(1,000.00)
101-701-703.000	PC WAGES	(1,760.00)
101-701-715.000	SOCIAL SECURITY/MEDICARE TAX	(135.00)
101-701-900.000	PUBLISHING	(494.55)
101-701-960.004	PLANNING COMMISSION/TRAINING COSTS	(1,000.00)
101-702-703.008	NON STATUTORY CLERICAL WAGES	(510.00)
101-702-727.000	SUPPLIES ZONING ADMINISTRATOR	(233.60)
101-702-728.006	BSA BD SYSTEM ANNUAL FEE	(76.50)
101-702-812.000	ZONING COMPUTER SUPPORT	(250.00)
101-702-860.000	MILEAGE	(250.00)
101-702-900.000	PUBLISHING	(1,000.00)
101-702-960.004	ZONING CONFERENCE/TRAINING COSTS	(250.00)
101-703-727.000	COMMUNITY & ECON SUPPLIES	35.70
101-703-880.000	COMMUNITY PROMOTION	(150.00)
101-703-927.000	COMMUNITY/ECON SIGNAGE	1.00
101-705-703.000	WAGES	(300.00)
101-705-715.000	SOCIAL SECURITY/MEDICARE TAX	(25.00)
101-751-703.000	WAGES	(120.00)
101-751-821.000	CONTRACT SERV. RECREAT/CULTURAL	161.26
101-751-920.000	WINSLOW LIGHT	26.26
101-751-927.000	SIGNAGE	(147.00)
101-751-930.000	P&R GROUNDS MAINTENANCE	(1,500.00)

Pierson Township m

Revenue Change:	16,523.33
Expenditure Change:	(34,917.52)
Budgeted Change To Fund Balance:	51,440.85

PIERSON TOWNSHIP
JOURNAL ENTRY
JE: 2423

Post Date: 02/19/2024 Entered By: CLERK
Entry Date: 02/19/2024 Journal: BA
Description: PREPARE FOR YEAR END
BUDGET WORKSHOP MEETING ON FEB 19 2024 AT 5:30
MOTION: BURKHOLDER
SECOND: ORCUTT
YES: BUYZE, BURKHOLDER, ORCUTT
ABSENT: BERGMAN, SOWER

GL #	Description	Increase/(Decrease)
208-000-665.000	INTEREST EARNED	(2,319.79)
208-000-674.000	CONTRIBUTIONS AND DONATIONS	(2,419.42)
216-000-573.000	LOCAL COMM STABILIZATION SHARE	4,144.09
216-000-665.000	INTEREST EARNED	1,555.00
216-000-699.000	TRANSFER IN TO ROADS OR FUTURE	130,320.32
	Revenue Change:	131,280.20
	Expenditure Change:	0.00
	Budgeted Change To Fund Balance:	131,280.20

APPROVED BY: _____

PIERSON TOWNSHIP
JOURNAL ENTRY
JE: 2424

Post Date: 02/19/2024 Entered By: CLERK
Entry Date: 02/19/2024 Journal: BA
Description: PREPARE FOR YEAR END
BUDGET WORKSHOP MEETING ON FEB 19 2024 AT 5:30
MOTION: BURKHOLDER
SECOND: ORCUTT
YES: BUYZE, BURKHOLDER, ORCUTT
ABSENT: BERGMAN, SOWER

GL #	Description	Increase/(Decrease)
216-000-573.000	LOCAL COMM STABILIZATION SHARE	4,144.09
216-000-665.000	INTEREST EARNED	1,549.59
216-000-699.000	TRANSFER IN TO ROADS OR FUTURE	63,072.85
216-446-822.000	ROADS - CHLORIDE TREATMENTS	0.17
	Revenue Change:	68,766.53
	Expenditure Change:	0.17
	Budgeted Change To Fund Balance:	68,766.36

APPROVED BY: _____

PIERSON TOWNSHIP
JOURNAL ENTRY
JE: 2425

Post Date: 02/19/2024 Entered By: CLERK
Entry Date: 02/19/2024 Journal: BA
Description: PREPARE FOR YEAR END
BUDGET MEETING 2/19/24 AT 5:30
M: BURKHOLDER
2: ORCUTT
YES: BUYZE, BURKHOLDER, ORCUTT
ABSENT BERGMAN, SOWER

GL #	Description	Increase/(Decrease)
590-000-665.000	INTEREST INCOME	4,828.00
590-000-675.000	MISC/PENALTY REVENUE	973.62
590-223-801.000	AUDIT SERVICES	1,200.00
590-536-703.000	WAGES	127.20
590-536-728.007	BSA UB SYSTEM ANNUAL FEE	(26.50)
590-536-752.000	SUPPLIES	59,100.00
590-536-850.000	PHONE/NOTIFICATION SYSTEM	(30.00)
590-536-861.000	MILEAGE/TRAVEL	1,628.97
590-536-920.000	UTILITES/ELECTRIC	378.97
590-536-931.000	EQUIPMENT REPAIR	(6,000.00)
592-000-665.000	INTEREST INCOME	505.00
592-000-665.003	INTEREST DEBT SERVICE	426.97
592-000-699.000	TRANSFER IN	49,500.00
592-000-999.000	TRANSFERS OUT	49,500.00
592-223-801.000	AUDIT SERVICES	1,200.00
592-536-703.000	WAGES	84.80
592-536-728.007	BSA UB SYSTEM ANNUAL FEE	(26.50)
592-536-752.000	SUPPLIES	40,750.00
592-536-816.000	CONTRACT SERVICES	7,000.00
592-536-836.001	WELL MONITORING	250.00
592-536-861.000	MILEAGE/TRAVEL	550.00
844-000-665.000	INTEREST EARNED BWL	1,032.17
844-223-801.001	AUDIT - PROFESSIONAL FEES	500.00
844-570-819.000	PROFESSIONAL FEES - WEED CONTROL	2,324.28
845-000-665.000	INTEREST EARNED LWL	529.79
845-223-801.001	AUDIT - PROFESSIONAL FEES	500.00
845-570-821.000	PROFESSIONAL FEES/WEED CONTROL	45.00
	Revenue Change:	57,795.55
	Expenditure Change:	159,056.22
	Budgeted Change To Fund Balance:	(101,260.67)

APPROVED BY: _____