

Vassar Township Board of Trustees

Special Meeting May 20, 2025

Call to Order: 5:07pm

Pledge of Allegiance:

Roll Call:

Cheryl Kuzma – Present

John Stack – Present

Ben Partridge – Present (Left Meeting at 5:45pm)

Bruce Foether – Present

Deborah Pounds – Present

New Business:

Budget Workshop

Discussion of budget Amounts

Salaries, Utilities, Maintenance, and Housekeeping

Public Comment: 3 Minutes

No Public Present

Adjourn:

Motion to adjourn at 7:04 by Bruce Foether, Seconded by Cheryl Kuzma

X

Bruce Foether
Supervisor

X

Deb Pounds
Clerk

2024/2025 Final W/ Aggregate account 28 June 2025

	2022/2023 Budget	2022/2023 Actual	2023/2024 Budget	2023/2024 Actual	2024/2025 Budget	2024/2025 Actual	2025/2026 Budget
Carryover Balance	\$ 994,857.09	\$994,857.09	\$490,011.61	\$490,011.61	\$1,345,582.47	\$1,345,582.47	\$1,308,012.11
Property Tax Current	\$ 95,000.00	\$101,283.11	\$ 100,000.00	\$102,153.44	\$ 102,000.00	\$133,074.48	\$ 125,000.00
Personal Tax Delinquent	\$ 200.00	\$68.54	\$ 200.00	\$44.83	\$ 200.00	\$117.11	\$ 100.00
Trailer Park Fees	\$ 850.00	\$4,755.00	\$ 4,700.00	\$435.00	\$ 500.00	\$447.00	\$ 400.00
Administration Fees	\$ 15,000.00	\$18,857.13	\$ 15,000.00	\$19,694.30	\$ 20,000.00	\$2,855.27	\$ 20,000.00
Special Use Permits	\$ 500.00	\$0.00	\$ 500.00	\$175.00	\$ 500.00	\$300.00	\$ 300.00
Land Division Fees	\$ 1,000.00	\$505.00	\$ 500.00	\$950.00	\$ 750.00	\$445.00	\$ 500.00
Zoning Permits	\$ 1,000.00	\$1,150.00	\$ 1,000.00	\$730.00	\$ 1,000.00	\$900.00	\$ 1,000.00
MMFL Taxes							\$ 110,000.00
MMFL Fees	\$ 350,000.00	\$374,245.29	\$ 957,540.86	\$410,439.20	\$ 250,000.00	\$391,143.88	\$ 250,000.00
State Shared Revenue	\$ 400,000.00	\$359,548.00	\$ 426,020.00	\$423,624.00	\$ 414,815.00	\$356,123.00	\$ 425,800.00
Metro Act	\$ 6,000.00	\$648.83	\$ 6,000.00	\$10,716.39	\$ 6,000.00	\$568.80	\$ 6,000.00
Fire Runs	\$ 10,000.00	\$9,925.00	\$ 10,000.00	\$8,500.00	\$ 10,000.00	\$7,250.00	\$ 8,000.00
Ordinance Fines				\$181.50	\$ 500.00	\$243.56	\$ 250.00
Earned Interest	\$ 500.00	\$2,736.13	\$ 500.00	\$5,514.69	\$ 500.00	\$4,154.07	\$ 500.00
Transfer from Aggregate		-			\$ 491,499.81		
Park & Recreation Donation	\$ 100.00	\$175.00	\$ 100.00	\$75.00	\$ 100.00	\$335.00	\$ 100.00
Grant Revenue		\$0.00	\$ -	\$20.00			
MISC FEE Revenue	\$ 50.00	\$250.00	\$ 50.00	\$ -	\$ 50.00	\$558.34	\$ 500.00
Tax Overpayments/Refunds	\$ -	\$8,255.78	\$ -	\$3,193.64		\$3,010.10	
Transfer from ARPA					\$ 408,500.19	\$ 408,500.19	
Total Revenue	\$ 1,875,057.09	\$1,877,259.90	\$ 2,012,122.47	\$1,476,458.60	\$ 3,052,497.47	\$2,655,608.27	\$ 2,256,462.11
Vassar Twp Aggregate Royalties	\$ 497,996.60	\$500,172.34	\$500,172.34	\$500,172.34	\$500,172.34	\$500,172.34	\$500,172.34
ARPA		408,006.81		408,500.19		408,500.19	

	2022/2023	2022/2023	2023/2024	2023/2024	2024/2025	2024/2025	2025/2026
	Budget	Actual	Budget	Actual	Budget	Actual	Budget
Twp Board Trustee Salary	\$4,315.74	\$4,314.99	\$4,640.00	\$4,639.92	\$6,000.00	\$6,219.96	\$8,000.00
Administrative Assistant Wages	\$30,000.00	\$22,531.50	\$33,000.00	\$27,538.53	\$33,000.00	\$26,097.48	\$33,000.00
Twp Board Supplies	\$10,000.00	\$4,071.11	\$5,000.00	\$3,930.16	\$5,000.00	\$3,311.50	\$3,500.00
Twp Board Dues	\$4,000.00	\$3,917.92	\$3,000.00	\$2,486.62	\$3,000.00	\$2,555.00	\$3,000.00
Twp Board Assess.&Tax Adm.	\$3,200.00	\$328.83	\$2,000.00	\$257.24	\$2,000.00	\$2,164.41	\$2,000.00
Twp Board Notices	\$3,000.00	\$1,825.00	\$2,000.00	\$881.00	\$2,000.00	\$986.41	\$1,000.00
Housing for Training / Per	\$3,000.00	\$972.18	\$3,000.00	\$459.65	\$3,000.00	-	\$3,000.00
Twp Board Seminars/workshop	\$10,000.00	\$3,709.45	\$5,000.00	\$1,695.00	\$3,000.00	\$2,348.85	\$3,000.00
Supervisor Salary	\$15,900.00	\$15,825.00	\$20,520.00	\$20,520.00	\$20,520.00	\$18,810.00	\$20,520.00
Supervisor Supplies	\$150.00	\$0.00	\$150.00	\$0.00	\$150.00	\$143.31	\$150.00
Supervisor Phone	\$360.00	\$360.00	\$360.00	\$360.00	\$360.00	\$330.00	\$360.00
Supervisor Mileage	\$400.00	\$272.48	\$400.00	-	\$400.00	-	\$360.00
Deputy Supervisor Wages	\$500.00	\$0.00	\$500.00	\$273.60	\$500.00	\$260.00	\$300.00
Election Wages	\$25,000.00	\$8,113.45	\$25,000.00	\$6,133.60	\$25,000.00	\$13,422.48	\$15,000.00
Election Supplies	\$5,000.00	\$3,139.58	\$10,000.00	\$4,134.25	\$12,000.00	\$11,974.61	\$15,000.00
Election Mileage	\$1,000.00	-	\$1,000.00	\$34.97	\$1,000.00	\$241.37	\$500.00
Election Notices	\$1,500.00	\$162.64	\$1,500.00	\$0.00	\$1,500.00	\$666.50	\$1,000.00
Election Repair & Maint.	\$2,000.00	\$1,710.00	\$2,000.00	\$1,710.00	\$2,000.00	\$1,749.90	\$2,000.00
Transfer to Aggregate							
Professional Service Audit	\$7,000.00	\$6,125.00	\$7,000.00	\$7,025.00	\$7,500.00	\$6,850.00	\$7,000.00
Assessor Salary	\$25,000.00	\$21,790.86	\$30,000.00	\$30,000.00	\$30,000.00	\$30,839.00	\$35,000.00
Assessor Supplies	\$1,500.00	\$1,928.15	\$2,000.00	\$1,437.04	\$2,500.00	\$1,017.63	\$1,500.00
Assessor Fuel Allotment	\$1,560.00	\$1,270.00	\$1,560.00	\$1,560.00	\$1,560.00	\$1,300.00	\$1,560.00
Professional Service Attorney	\$12,500.00	\$14,982.26	\$15,000.00	\$1,565.50	\$15,000.00	\$4,450.00	\$15,000.00
Clerk Salary	\$15,900.00	\$15,825.00	\$22,248.00	\$22,248.00	\$22,248.00	\$20,394.00	\$22,248.00
Clerk Supplies	\$1,000.00	\$239.99	\$1,000.00	\$580.81	\$1,000.00	\$162.71	\$1,000.00

Total	\$183,785.74	\$133,415.39	\$197,878.00	\$139,470.89	\$200,238.00	\$156,295.12	\$194,638.00
	2022/2023 Budget	2022/2023 Actual	2023/2024 Budget	2023/2024 Actual	2024/2025 Budget	2024/2025 Actual	2025/2026 Budget
Clerk Phone	\$360.00	\$ 360.00	\$360.00	\$ 360.00	\$360.00	\$ 330.00	\$360.00
Clerk Mileage	\$1,000.00	\$ -	\$1,000.00	\$ 356.97	\$1,000.00	\$ 23.58	
Deputy Clerk-Wages	\$3,000.00	\$ 2,809.50	\$3,500.00	\$ 3,553.87	\$3,500.00	\$ 1,170.00	\$3,500.00
Deputy Clerk Mileage	\$200.00	\$ -	\$200.00	\$ -	\$200.00	\$ -	
FOIA Coordinator			\$6,000.00	\$ 222.52	\$6,000.00	\$ 1,170.00	\$6,000.00
Board of Review Salary	\$1,700.00	\$ 1,690.00	\$1,700.00	\$ 1,755.00	\$1,800.00	\$ 1,300.00	\$1,800.00
Board of Review Mileage	\$100.00	\$ -	\$100.00	\$ -	\$100.00	\$ -	
Board of Review Notices	\$1,000.00	\$ 1,002.00	\$1,100.00	\$ 972.00	\$1,100.00	\$ 1,512.00	\$1,500.00
Board of Review-workshop		\$ 240.00	\$250.00	\$ -	\$300.00	\$ 50.00	\$300.00
Treasurer Salary	\$15,900.00	\$ 15,825.00	\$20,520.00	\$ 20,520.00	\$20,520.00	\$ 18,810.00	\$20,520.00
Treasurer Supplies	\$2,000.00	\$ 1,830.80	\$2,000.00	\$ 1,985.56	\$3,000.00	\$ 2,595.15	\$3,000.00
Treasurer Mileage	\$500.00	\$ 87.40	\$500.00	\$ 157.33	\$500.00	\$ 64.19	\$150.00
Treasurer Phone	\$360.00	\$ 360.00	\$360.00	\$ 360.00	\$360.00	\$ 330.00	\$360.00
Deputy Treasurer Salary	\$3,000.00	\$ 2,286.00	\$3,500.00	\$ 2,776.73	\$3,500.00	\$ 2,941.20	\$3,500.00
Deputy Treasurer Mileage	\$100.00	\$ 0	\$100.00	\$ 0	\$100.00	\$ 0	
Twp. Hall / Property Reno.	\$10,000.00	\$ 100.00	\$2,500.00	\$ 74.29	\$2,500.00	\$ 318.10	\$2,500.00
Twp. Hall / Property Supplies	\$500.00	\$ -	\$500.00	\$ 186.74	\$500.00	\$ 511.64	\$500.00
Twp. Hall / Property Utilities	\$5,000.00	\$ 4,632.57	\$5,000.00	\$ 4,347.70	\$5,000.00	\$ 6,405.59	\$7,000.00
Twp. Hall / Property Repair / Maint.	\$ 10,000.00	\$ 5,131.29	\$ 10,000.00	\$ 3,868.10	\$ 10,000.00	\$ 8,487.83	\$ 10,000.00
Twp. / Hall?Map / Comp. Upgrade	\$ 25,000.00	\$ 15,588.22	\$ 15,000.00	\$ 12,521.33	\$ 15,000.00	\$ 17,499.12	\$ 15,000.00
Twp. Hall / Property Equipment	\$ 5,000.00	\$ 3,001.17	\$ 5,000.00	\$ 5,718.63	\$ 7,000.00	\$ 4,005.24	\$ 7,000.00
Future Development- Hall	\$ 30,000.00	\$ 28,451.00	\$ 379,555.81	\$ 47,100.00	\$ 900,000.00	\$ 885,355.38	\$ 200,000.00
Cemetery	\$ 300.00	\$ -	\$ 300.00	\$ -	\$ 300.00	\$ -	\$ 300.00
Law Enforcement Contract	\$ 98,000.00	\$ 78,927.58	\$ 100,000.00	\$ 83,130.29	\$ 100,000.00	\$ 46,767.70	\$ 200,000.00
Fire Protection Contract	\$ 37,000.00	\$38,270.37	\$ 40,000.00	\$58,460.63	\$ 60,000.00	\$42,794.37	\$ 60,000.00
Fire Protection Rescue / Truck	\$ 50,000.00	\$ 27,032.00	\$ 50,000.00	\$ -	\$ 168,620.38	\$ -	\$ 168,620.38
Planning Comm. Salary	\$ 11,000.00	\$ 8,475.00	\$ 11,000.00	\$ 9,950.00	\$ 11,000.00	\$ 6,955.00	\$ 11,000.00
Planning Comm. & ZBA Supplies	\$ 100.00	\$ -	\$ 100.00	\$ -	\$ 100.00	\$ -	\$ 100.00

Total	\$310,760.00	\$235,739.90	\$659,785.81	\$258,017.69	\$1,322,000.38	\$1,049,396.09	\$723,010.38
	2022/2023 Budget	2022/2023 Actual	2023/2024 Budget	2023/2024 Actual	2024/2025 Budget	2024/2025 Actual	2025/2026 Budget
Plan. Comm. & Master Plan / Rec	\$ 45,000.00	\$ 7,122.50	\$ 45,000.00	\$ 17,308.75	\$ 20,000.00	\$ 9,067.50	\$ 15,000.00
Plan. Comm. & ZBA Mileage	\$ 200.00	\$ -	\$ 200.00	\$ -	\$ 200.00	\$ -	\$ 100.00
Plan. Comm. & ZBA Notices	\$ 1,000.00	\$ 104.50	\$ 500.00	\$ 693.00	\$ 1,000.00	\$ 445.50	\$ 1,000.00
Zoning Adm. Salary	\$ 9,000.00	\$ 8,862.00	\$ 14,400.00	\$ 14,400.00	\$ 14,400.00	\$ 13,200.00	\$ 14,400.00
Zoning Adm. Supplies	\$ 750.00	\$ 488.99	\$ 750.00	\$ 720.69	\$ 750.00	\$ 587.79	\$ 750.00
Zoning Adm. Phone	\$ 480.00	\$ 480.00	\$ 480.00	\$ 480.00	\$ 480.00	\$ 440.00	\$ 480.00
Zoning Adm. Mileage	\$ 100.00	\$ \$0	\$ 100.00	\$ 64	\$ 100.00	\$ 0	\$ -
Z.A. Fuel Allotment	\$ 1,560.00	\$ 1,530.00	\$ 1,560.00	\$ 1,560.00	\$ 1,560.00	\$ 1,430.00	\$ 1,560.00
Drains at Large	\$ 8,000.00	\$ 5,247.30	\$ 8,000.00	\$ 5,229.77	\$ 8,000.00	\$ 3,468.22	\$ 8,000.00
Road Work Special	\$ 100,000.00	\$ 18,770.00	\$ 25,000.00	\$ 15,000.00	\$ 25,000.00	\$ 25,350.00	\$ 27,500.00
Grant Expenses	\$ 1,500.00	\$ \$0.00	\$ 1,500.00	\$ \$0.00	\$ 1,500.00	\$ \$0.00	\$ -
Road Work Regular	\$ 450,000.00	\$ 120,091.82	\$ 229,000.00	\$ 139,583.05	\$ 200,000.00	\$ 147,958.77	\$ 200,000.00
Ambulance Rep. Salary	\$ 660.00	\$ 535.00	\$ 660.00	\$ 275.00	\$ 660.00	\$ 440.00	\$ 660.00
Ambulance Service Contract	\$ 36,000.00	\$ 18,477.50	\$ 37,000.00	\$ 36,955.00	\$ 40,000.00	\$ 23,340.00	\$ 40,000.00
ZBA Salary	\$ 1,500.00	\$ 390.00	\$ 1,500.00	\$ 985.00	\$ 1,500.00	\$ 390.00	\$ 1,500.00
MMFL Expenses	\$ 250,000.00	\$ 28,033.24	\$ 717,540.86	\$ 250,593.29	\$ 717,540.00	\$ 182,204.25	\$ 1,210,904.04
City Parks & Rec. Rep Salary	\$ 860.00	\$ 220.00	\$ 820.00	\$ 820.00	\$ 1,200.00	\$ 500.00	\$ 1,200.00
Vassar TWP Park & Rec WA	\$ 8,000.00	\$ 5,605.00	\$ 8,000.00	\$ 3,993.20	\$ 8,000.00	\$ 4,120.23	\$ 8,000.00
City Parks & Rec.	\$ 1,650.00	\$ 1,650.00	\$ 1,650.00		\$ 3,300.00	\$ 500.00	\$ 1,650.00
Park & Rec- Expenses	\$ 89,000.00	\$ 75,850.15	\$ 75,000.00	\$ 30,526.06	\$ 50,000.00	\$ 18,065.80	\$ 50,000.00
Park -Utilities	\$ 2,500.00	\$ 1,164.14	\$ 2,500.00	\$ 1,328.95	\$ 2,500.00	\$ 1,425.11	\$ 2,000.00
Municipal Maintenance Wages		\$ 125.00	\$ 15,000.00	\$ 2,954.85	\$ 7,200.00	\$ 7,825.50	\$ 10,000.00
Park Grant							
Library Rep.	\$ 1,320.00	\$ 380.00	\$ 400.00	\$ 275.00	\$ 400.00	\$ 165.00	\$ 400.00
Insurance f& Bonds	\$ 12,000.00	\$ 10,959.00	\$ 12,000.00	\$ 11,967.00	\$ 15,000.00	\$ 14,387.00	\$ 30,000.00
Land Division Expenses	\$ 800.00	\$ 280.00	\$ 500.00	\$ 245.00	\$ 500.00	\$ 350.00	\$ 500.00
Total	\$976,680.00	\$ 299,243.64	\$1,153,860.86	\$ 518,648.43	\$1,100,590.00	\$ 455,660.67	\$1,625,604.04

	2022/2023	2022/2023	2023/2024	2023/2024	2024/2025	2024/2025	2025/2026
	Budget	Actual	Budget	Actual	Budget	Actual	Budget
Employer Payroll Expense	\$ 12,000.00	\$ 12,197.22	\$ 12,000.00	\$ 16,474.89	\$ 17,500.00	\$ 16,780.30	\$ 17,500.00
Contingency Fund	\$200,271.35	\$ 4,895.00	\$310,044.61	\$ 283,544.61	\$370,969.09		
Refunds Misc./ Bond	\$ 1,000.00	\$ 45.00	\$ 1,000.00	\$ 138.69	\$ 1,000.00	\$ 78.00	\$ 500.00
Refunds Property Tax		\$ 104.71	\$ 200.00	\$ -	\$ 200.00	\$ -	\$ 200.00
Garbage Refuse	\$ 125,000.00	\$ 30,000.00	\$ 40,000.00	\$ 40,000.00	\$ 40,000.00	\$ -	\$ 40,000.00
Transfer to aggergate acct							
Total	\$338,271.35	\$ 47,241.93	\$363,244.61	\$ 340,158.19	\$429,669.09	\$ 16,858.30	\$58,200.00
Total Expenses	\$1,809,497.09	\$ 715,640.86	\$2,374,769.28	\$ 1,256,295.20	\$3,052,497.47	\$1,678,210.18	\$2,601,452.42

\$ 1,875,057.09	\$1,877,259.90	\$ 2,012,122.47	\$1,476,458.60	\$ 3,052,497.47	\$2,655,608.27	\$ 2,256,462.11
\$1,809,497.09	\$ 715,640.86	\$2,374,769.28	\$ 1,256,295.20	\$3,052,497.47	\$ 1,678,210.18	\$2,601,452.42
\$ 65,560.00	\$1,161,619.04	\$ (362,646.81)	\$220,163.40	\$ -	\$977,398.09	\$ (344,990.31)