

**Village of Posen
Official Proceedings of the Monthly Meeting
December 16, 2008**

The Village of Posen Council met in regular session on December 16, 2008 and the meeting was called to order by President Marilyn Kaszubowski at 6:30 p.m.

Roll Call

Trustees present: John Ataman, Dennis Chalupniczak, David Krentz, and Ron Stoinski
Absent: Jim Budnik, Laurie Wozniak, and Jim Zakshesky
Officers present: Marilyn Kaszubowski, Julie Patterson, and Marcia Urban
Others Present: Wendy Robins, Water Superintendent

Water Superintendent Report

Robins reported cross connection inspections will take place, and that letters were sent to Village residents making them aware of this procedure.

Adoption of Agenda

Moved by Chalupniczak, seconded by Krentz to adopt the agenda as presented. Motion carried unanimously.

Appearing before the Council

None

Minutes

Moved by Stoinski, seconded by Krentz to approve the minutes of the regular monthly meeting of November 18, 2008. Motion carried unanimously.

Treasury Report

Moved by Krentz seconded by Chalupniczak, to approve the November 2008 Treasury Report as presented by Urban. Motion carried unanimously.

New Business:

Public Hearing for 2009 Proposed Budget

There were no residents attending the public hearing for the 2009 Budget.

2008 Budget Amendments

Moved by Krentz, seconded by Chalupniczak that the following amendments were made to the 2008 Budget. Motion carried unanimously.

General Fund Budget

	Actual through 12/31/08	2008 Adopted Budget	2008 Budget Amendments	2008 Amended Budget
Councilmen Wages	\$5,060.00	\$6,120.00	(\$1,060.00)	\$5,060.00
Councilmen Supplies	\$0.00	\$50.00	(\$50.00)	\$0.00
Extra Meetings	\$45.00	\$90.00	(\$45.00)	\$45.00
Planning Commission Meetings	\$660.00	\$0.00	\$660.00	\$660.00
President's Wages	\$1,205.00	\$1,300.00	(\$95.00)	\$1,205.00
Extra Meetings	\$0.00	\$0.00	\$0.00	\$0.00
Superintendent/Maintenance	\$102.90	\$1,200.00	(\$1,097.10)	\$102.90
Audit/Accounting	\$200.00	\$100.00	\$100.00	\$200.00
Clerk/Bookkeeper Wages	\$3,221.25	\$2,800.00	\$421.25	\$3,221.25
Office Supplies Expense	\$388.41	\$750.00	(\$361.59)	\$388.41
Extra Meetings/Mileage	\$12.96	\$0.00	\$12.96	\$12.96
Misc. & Cont. to other funds	\$478.00	\$350.00	\$128.00	\$478.00
Pension Plan	\$976.46	\$1,000.00	(\$23.54)	\$976.46
Assessor-Board of Review Wages	\$25.00	\$25.00	\$0.00	\$25.00
Treasurer's Wages	\$1,915.00	\$1,400.00	\$515.00	\$1,915.00
Bond & Office supplies	\$855.46	\$1,100.00	(\$244.54)	\$855.46
Mileage & Extra meetings	\$28.98	\$50.00	(\$21.02)	\$28.98
Postage	\$142.22	\$300.00	(\$157.78)	\$142.22
Wages-Medicare/ SS Tax	\$280.98	\$500.00	(\$219.02)	\$280.98
Village Hall expenses	\$564.78	\$800.00	(\$235.22)	\$564.78
Telephone Expense	\$576.02	\$600.00	(\$23.98)	\$576.02
Printing & Publishing	\$1,038.45	\$0.00	\$1,038.45	\$1,038.45
Building & Liability Ins.	\$4,630.50	\$6,000.00	(\$1,369.50)	\$4,630.50
Electricity - Hall	\$1,154.27	\$1,400.00	(\$245.73)	\$1,154.27
Natural Gas - Hall	\$1,989.09	\$3,400.00	(\$1,410.91)	\$1,989.09

Water Utility Expense	\$94.09	\$200.00	(\$105.91)	\$94.09
Repairs & Maintenance	\$3,469.60	\$1,500.00	\$1,969.60	\$3,469.60
Grass Removal	\$304.10	\$150.00	\$154.10	\$304.10
Water Hydrant fees	\$2,600.00	\$2,600.00	\$0.00	\$2,600.00
Legal Services	\$812.00	\$1,500.00	(\$688.00)	\$812.00
Recreational Field/Monument	\$20.97	\$300.00	(\$279.03)	\$20.97
Community Promotions	\$457.90	\$750.00	(\$292.10)	\$457.90
Zoning Administrator	\$825.00	\$1,000.00	(\$175.00)	\$825.00
Board of Appeals	\$325.00	\$400.00	(\$75.00)	\$325.00
Zoning Supplies	\$0.00	\$100.00	(\$100.00)	\$0.00
Legal Services - Zoning	\$0.00	\$750.00	(\$750.00)	\$0.00
Liquor Inspector	\$800.00	\$800.00	\$0.00	\$800.00
Office Expense	\$0.00	\$75.00	(\$75.00)	\$0.00
Sweeper Maintenance	\$51.22	\$575.00	(\$523.78)	\$51.22
Sidewalk Repair	\$2,370.00	\$0.00	\$2,370.00	\$2,370.00
Storage Building Pumper	\$0.00	\$50.00	(\$50.00)	\$0.00
Village Fire Truck	\$0.00	\$500.00	(\$500.00)	\$0.00
Village Property Assessments	\$633.96	\$634.00	(\$0.04)	\$633.96
Street Lights	\$6,731.04	\$7,000.00	(\$268.96)	\$6,731.04
Office Equipment	\$0.00	\$500.00	(\$500.00)	\$0.00
Building Repair	\$0.00	\$3,500.00	(\$3,500.00)	\$0.00
Local Street Construction	\$0.00	\$0.00	\$0.00	\$0.00
Total	\$45,045.61	\$52,219.00	(7,173.39)	\$45,045.61
	Actual through 12/31/08	2008 Adopted Budget	2008 Budget Amendments	2008 Amended Budget
Revenues				
Taxes - Property	\$17,251.05	\$17,500.00	(\$248.95)	\$17,251.05
Taxes - Delinquent	\$1,416.02	\$1,300.00	\$116.02	\$1,416.02
State of Mich-METRO Act Rev.	\$1,393.94	\$1,400.00	(\$6.06)	\$1,393.94
State Sales Tax & Statutory Tax	\$22,831.00	\$23,000.00	(\$169.00)	\$22,831.00
Interest Income	\$602.62	\$650.00	(\$47.38)	\$602.62
Misc. Revenue	\$1,462.33	\$2,500.00	(\$1,037.67)	\$1,462.33
Liquor License Revenue	\$1,129.70	\$1,100.00	\$29.70	\$1,129.70
Fire Department Rent	\$4,800.00	\$4,800.00	\$0.00	\$4,800.00
Total	\$50,886.66	\$52,250.00	(\$1,363.34)	\$50,886.66

Total Revenue for 2008 \$50,886.66

Total Expenses for 2008 \$45,045.61

\$5,841.05

<i>Local Street Fund</i>	Projected 2008 Expense	2008 Adopted Budget	2008 Budget Amendments	2008 Amended Budget
Expenditures:				
Administrative Engineering	\$360.00	\$875.00	(\$515.00)	\$360.00
Construction	\$2,076.45	\$8,250.00	(\$6,173.55)	\$2,076.45
Maintenance	\$93.80	\$1,500.00	(\$1,406.20)	\$93.80
Winter Maintenance	\$2,357.17	\$1,500.00	\$857.17	\$2,357.17
Total	\$4,887.42	\$12,125.00	(\$7,237.58)	\$4,887.42

<i>Water Fund</i>	Projected 2008 Revenue	2008 Adopted Budget	Variance (Over) Short	2008 Budget Amendments	2008 Amended Budget
Revenues:					
Monthly Water Fees Revenue	\$30,144.15	\$29,662.61	(\$481.54)	\$481.54	\$30,144.15
Water Assessment Revenue	\$24,904.42	\$28,000.00	\$3,095.58	(\$3,095.58)	\$24,904.42
Misc Income (Hook-ups, turn offs, etc)	\$2,254.32	\$700.00	(\$1,554.32)	\$1,554.32	\$2,254.32
Hydrant Rental Fees	\$2,600.00	\$2,600.00	\$0.00	\$0.00	\$2,600.00
Interest Income	\$490.20	\$4,000.00	\$3,509.80	(\$3,509.80)	\$490.20
Total	\$60,393.09	\$64,962.61	\$5,419.52	(\$4,569.52)	\$60,393.09

<i>Water Fund</i>	Projected 2008 Expenses	2008 Adopted Budget	Variance (Over) Short	2008 Budget Amendments	2008 Amended Budget
Expenditures:					
Councilmen Meetings	\$0.00	\$180.00	\$180.00	(\$180.00)	\$0.00
President Meetings	\$0.00	\$35.00	\$35.00	(\$35.00)	\$0.00
Water Superintendent Salary	\$10,800.00	\$10,800.00	\$0.00	\$0.00	\$10,800.00
Accounting and Auditing	\$200.00	\$0.00	(\$200.00)	\$200.00	\$200.00
Clerk Salary	\$975.00	\$75.00	(\$900.00)	\$900.00	\$975.00
Office Supplies	\$1,530.02	\$500.00	(\$1,030.02)	\$1,030.02	\$1,530.02
Testing & Annual License Fee	\$983.55	\$954.00	(\$29.55)	\$29.55	\$983.55
Pension Plan	\$49.76	\$100.00	\$50.24	(\$50.24)	\$49.76
Treasurer Wages & Meetings	\$830.00	\$800.00	(\$30.00)	\$30.00	\$830.00
Training and Mileage	\$94.10	\$105.00	\$10.90	(\$10.90)	\$94.10
I.T. Expense	\$0.00	\$2,500.00	\$2,500.00	(\$2,500.00)	\$0.00

Postage	\$310.69	\$100.00	(\$210.69)	\$210.69	\$310.69
Medicare & SS Taxes-Employer	\$838.35	\$850.00	\$11.65	(\$11.65)	\$838.35
Operating Supplies	\$87.86	\$400.00	\$312.14	(\$312.14)	\$87.86
Telephone Expense	\$396.42	\$525.00	\$128.58	(\$128.58)	\$396.42
Electric Expense-Well house	\$3,395.74	\$4,200.00	\$804.26	(\$804.26)	\$3,395.74
Zoning Administrator Meetings	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Travel & Mileage Expense	\$1,400.00	\$500.00	(\$900.00)	\$900.00	\$1,400.00
Workers Comp Insurance	\$564.50	\$0.00	(\$564.50)	\$564.50	\$564.50
Snow & Grass Removal	\$0.00	\$200.00	\$200.00	(\$200.00)	\$0.00
Repairs Expense	\$3,969.39	\$4,810.00	\$840.61	(\$840.61)	\$3,969.39
Printing & Publishing	\$51.75	\$75.00	\$23.25	(\$23.25)	\$51.75
Attorney Fees	\$8.00	\$250.00	\$242.00	(\$242.00)	\$8.00
Loan Payment	\$5,000.00	\$5,000.00	\$0.00	\$0.00	\$5,000.00
Interest Exp.-Rural Dev. Loan	\$21,731.25	\$21,975.00	\$243.75	(\$243.75)	\$21,731.25
Total	\$53,216.38	\$54,934.00	\$1,717.62	(\$1,717.62)	\$53,216.38

Total Revenue for 2008	\$60,393.09
Total Expense for 2008	<u>\$53,216.38</u>
Net Income	\$7,176.71

2009 Proposed Budget

Moved by Chalupniczak, seconded by Ataman to approve the following 2009 Budget.
Motion carried unanimously.

	Actual through 12/31/08	2009 Proposed Budget
Councilmen Wages	\$5,060.00	\$6,000.00
Councilmen Supplies	\$0.00	\$50.00
Extra Meetings	\$45.00	\$90.00
Planning Commission Meetings	\$660.00	\$700.00
Planning Comm. Supplies	\$0	\$100.00
President's Wages	\$1,205.00	\$1,650.00
Extra Meetings	\$0.00	\$0.00
Superintendent/Maintenance	\$102.90	\$0.00
Audit/Accounting	\$200.00	\$1,100.00
Clerk/Bookkeeper Wages	\$3,221.25	\$3,350.00

Office Supplies Expense	\$388.41	\$400.00
Extra Meetings/Mileage	\$12.96	\$20.00
Misc. & Cont. to other funds	\$478.00	\$500.00
Pension Plan	\$976.46	\$1,000.00
Assessor-Board of Review Wages	\$25.00	\$25.00
Treasurer's Wages	\$1,915.00	\$2,000.00
Bond & Office supplies	\$855.46	\$1,000.00
Mileage & Extra meetings	\$28.98	\$50.00
Postage	\$142.22	\$300.00
Wages-Medicare/ SS Tax	\$280.98	\$500.00
Village Hall expenses	\$564.78	\$800.00
Telephone Expense	\$576.02	\$625.00
Printing & Publishing	\$1,038.45	\$550.00
Building & Liability Ins.	\$4,630.50	\$5,000.00
Electricity - Hall	\$1,154.27	\$1,300.00
Natural Gas - Hall	\$1,989.09	\$2,500.00
Water Utility Expense	\$94.09	\$150.00
Repairs & Maintenance	\$3,469.60	\$500.00
Grass Removal	\$304.10	\$300.00
Water Hydrant fees	\$2,600.00	\$2,300.00
Legal Services	\$812.00	\$700.00
Recreational Field/Monument	\$20.97	\$200.00
Community Promotions	\$457.90	\$750.00
Zoning Administrator	\$825.00	\$900.00
Board of Appeals	\$325.00	\$425.00
Zoning Supplies	\$0.00	\$100.00
Legal Services - Zoning	\$0.00	\$500.00
Liquor Inspector	\$800.00	\$800.00
Office Expense	\$0.00	\$75.00
Sweeper Maintenance	\$51.22	\$50.00
Sidewalk Repair	\$2,370.00	\$3,000.00
Storage Building Pumper	\$0.00	\$50.00
Village Fire Truck	\$0.00	\$0.00
Village Property Assessments	\$633.96	\$634.00
Street Lights	\$6,731.04	\$7,000.00
Office Equipment	\$0.00	\$500.00
Building Repair	\$0.00	\$500.00
Local Street Construction	\$0.00	\$0.00
Total	\$45,045.61	\$49,044.00

General Fund	Actual through 12/31/08	2009 Proposed Budget
Revenues		
Taxes - Property	\$17,251.05	\$17,500.00
Taxes - Delinquent	\$1,416.02	\$1,400.00
State of Mich-METRO Act Rev.	\$1,393.94	\$1,350.00
State Sales Tax & Statutory Tax	\$22,831.00	\$22,000.00
Interest Income	\$602.62	\$650.00
Misc. Revenue	\$1,462.33	\$1,500.00
Liquor License Revenue	\$1,129.70	\$1,100.00
Fire Department Rent	\$4,800.00	\$4,800.00
Total	\$50,886.66	\$50,300.00

Total Revenue for 2009	\$50,300.00
Total Expenses for 2008	<u>\$49,044.00</u>
	\$1,256.00

Major Street Fund	Projected 2008 Revenue	2009 Proposed Budget
Revenues:		
Michigan Transportation Fund (MTF)	\$21,557.16	\$20,000.00
Interest Income	\$4,959.73	\$2,000.00
Misc. Revenue	\$0.00	\$200.00
Total	\$26,516.89	\$22,200.00

Major Street Fund	Projected 2008 Expenses	2009 Proposed Budget
Expenditures:		
Administrative Engineering	\$1,390.00	\$1,500.00

Construction	\$400.00	\$2,500.00
Maintenance	\$412.48	\$3,500.00
Winter Maintenance	\$2,921.10	\$6,000.00
Transfers Out - Local	\$10,000.00	\$5,400.00
Total	\$15,123.58	\$18,900.00

Total Revenues for 2009	\$26,516.89	\$22,200.00
Total Expenses for 2009	<u>\$15,123.58</u>	<u>\$18,900.00</u>
Over (Under)- Budget	\$11,393.31	\$3,300.00

Local Street	12/17/08 thru 12/31/08	2009 Proposed Budget
Revenues:		
Michigan Transportation Fund (MTF)	\$0.00	\$7,500.00
Transfer In - Major	\$10,000.00	\$5,400.00
Interest Income	\$0.00	\$100.00
Total	10,000.00	\$13,000.00
	12/17/08 thru 12/31/08	2009 Proposed Budget
Expenditures:		
Administrative Engineering	\$0.00	\$500.00
Construction	\$1,150.00	\$8,250.00
Maintenance	\$0.00	\$1,500.00
Winter Maintenance	\$0.00	\$1,500.00
Total	\$1,150.00	\$11,750.00

Total Revenue for 2009	\$13,000.00
Total Expense for 2009	<u>\$11,750.00</u>
Over (Under)- Budget	\$1,250.00

Water Fund	Projected 2008 Revenue	2009 Proposed Budget
Revenues:		
Monthly Water Fees Revenue	\$30,144.15	\$26,066.00
Water Assessment Revenue	\$24,904.42	\$28,000.00

Misc Income (Hook-ups, turn offs, etc)	\$2,254.32	\$2,050.00
Hydrant Rental Fees	\$2,600.00	\$2,300.00
Interest Income	\$490.20	\$4,000.00
Total	\$60,393.09	\$62,416.00
	Projected 2008 Expenses	2009 Proposed Budget
Expenditures:		
Councilmen Meetings	\$0.00	\$180.00
President Meetings	\$0.00	\$35.00
Water Superintendant Salary	\$10,800.00	\$10,800.00
Accounting and Auditing	\$200.00	\$500.00
Clerk Salary	\$975.00	\$1,272.00
Office Supplies	\$1,530.02	\$700.00
Testing & Annual License Fee	\$983.55	\$1,786.00
Pension Plan	\$49.76	\$75.00
Treasurer Wages & Meetings	\$830.00	\$1,000.00
Training and Mileage	\$94.10	\$200.00
I.T. Expense	\$0.00	\$300.00
Postage	\$310.69	\$200.00
Medicare & SS Taxes-Employer	\$838.35	\$1,025.00
Operating Supplies	\$87.86	\$300.00
Telephone Expense	\$396.42	\$400.00
Electric Expense-Wellhouse	\$3,395.74	\$4,000.00
Zoning Administrator Meetings	\$0.00	\$0.00
Travel & Mileage Expense	\$1,400.00	\$1,300.00
Workers Comp Insurance	\$564.50	\$600.00
Snow & Grass Removal	\$0.00	\$50.00
Repairs Expense	\$3,969.39	\$3,000.00
Printing & Publishing	\$51.75	\$75.00
Attorney Fees	\$8.00	\$25.00
Loan Payment	\$5,000.00	\$5,000.00
Interest Exp.-Rural Dev. Loan	\$21,731.25	\$21,500.00
Total	\$53,216.38	\$54,323.00

Total Revenue for 2008/2009	\$60,393.09	\$62,416.00
Total Expense for 2008/2009	<u>\$53,216.38</u>	<u>\$54,323.00</u>
Net Income	\$7,176.71	\$8,093.00

New Business (Cont'd)

Resolution to increase Water Rates

Moved by Krentz, seconded by Ataman, that the water rates be increased 2% to \$5.50/1,000 gallons to keep up with the cost of inflation. Motion carried unanimously.

Trustee Appointment for Board of Appeals

Moved by Stoinski, seconded by Chalupniczak to appoint John Ataman to serve on the Board of Appeals Board. Motion carried unanimously.

Snowplowing on Sidewalks

Letters will be sent to Village residents regarding the plowing of snow onto the sidewalks. Since the Village is planning on replacing sidewalks in the near future, it is in the best interest of the Village to curb the past practice of vehicles driving on the sidewalks.

Christmas Street Decorations

A letter was received from Gerald Smigelski, Superintendent at the Presque Isle County Road Commission informing the Village that effective 2009, the Road Commission will no longer put the Christmas decorations on the light poles. Smigelski stated that the reason was due to MIOSHA liability. The Village will take quotes in the fall to acquire someone to do this task.

Transfer Major Street to Local Street Funds

Moved by Chalupniczak, seconded by Krentz, to transfer the maximum allowable amount of MTF revenue from the Major Street Fund to the Local Street Fund. Motion carried unanimously.

Old Business:

Vincent Street

The issue was tabled.

Ordinance Violation Fees

Village Attorney, Mike Vogler, is working on this procedure.

Accounts Payable

Moved by Chalupniczak seconded by Stoinski, to approve the following bills for payment for the month of December 2008. Motion carried unanimously

<u>CK #</u>	<u>General Fund</u>	<u>Amount</u>
3121	John Ataman, for 4th qtr wages	\$148.08
3122	John Ataman, for Liquor Inspector wages	\$277.65
3123	VOID	
3124	Dennis Chalupniczak, for 4th qtr wages	\$199.14
3125	Marilyn Kaszubowski, for 4th qtr wages	\$238.52
3126	Ed Krajniak, for 2nd qtr wages	\$88.76
3127	Dave Krentz, for 4th qtr wages	\$198.95
3128	Julie Patterson, for 4th qtr wages	\$605.78
3129	Ron Stoinski, for 4th qtr wages	\$147.86
3130	Marcia Urban, for 4th qtr wages	\$397.84
3131	Loretta Wozniak, for 4th qtr wages	\$148.62
3132	VOID	
3133	PIE&G, for hall electric	\$63.00
	PIE&G, for street lights	\$513.08
	PIE&G, for Nativity set electric	\$ 16.00
		\$592.08
3134	Vogler & Nelson, for legal services	\$52.00
3135	Village of Posen, for monthly water bill	\$6.90
3136	DTE Energy, for office heat	\$50.39
3137	DTE Energy, for hall heat	\$96.27
3138	Jenny Idalski, for 4th qtr planning commission meetings	\$60.00
3139	Jessica Romel, for 4th qtr planning commission meetings	\$60.00
3140	Loretta Wozniak, for 4th qtr planning commission meetings	\$30.00
3141	Paulette Woloszyk, for 4th qtr planning commission meetings	\$45.00
3142	Shelly Budnik, for 4th qtr planning commission meetings	\$45.00

3143	Dave Kamysiak, for Board of Appeals meetings	\$80.00
3144	Sherrri Schellie, for Board of Appeals meetings	\$20.00
3145	Marge Nowak, for Board of Appeals meetings	\$75.00
3146	Dennis Chalupniczak, for Board of Appeals meetings	\$60.00
3147	Ed Krajniak, for Board of Appeals meeting	\$15.00
3148	James Zakshesky, for Board of Appeals meetings	\$30.00
3149	James Budnik, for 4th qtr wages	\$148.62
3150	VOID	
3151	Traveler's Insurance, for 4th qtr pension	\$451.64
3152	Ron Stoinski, for salt for water softener	\$30.27
3153	James Zakshesky, for 4th qtr wages	\$137.06
3154	Verizon, for office phone	\$53.82
3155	US Treasury, for 4th qtr payroll taxes	\$342.56
	TOTAL	\$4,932.81

<u>CK #</u>	<u>Local Street Fund</u>	<u>Amount</u>
1180	Julie Patterson, for 4th qtr wages	\$43.75
1181	Marcia Urban, for 4th qtr wages	\$25.00
1183	Dave Krentz, for Street Administrator wages	\$200.00
	TOTAL	\$268.75

<u>CK #</u>	<u>Major Street Fund</u>	<u>Amount</u>
1280	Julie Patterson, for 4th qtr wages	\$168.75
1281	Marcia Urban, for 4th qtr wages	\$156.25
1282	Dave Krentz, for Street Administrator wages	\$400.00
	TOTAL	\$725.00

<u>CK #</u>	<u>Water Project Fund</u>	<u>Amount</u>
971	Wendy Robins, for bi-weekly payroll	\$381.76
972	Julie Patterson, for 4th qtr wages	\$318.75
973	State of Michigan, for water samples	\$32.00
974	Verizon, for well house phone	\$33.91
975	PIE&G, for wellhouse electric	\$309.51
976	Wendy Robins, for monthly travel expense	\$100.00
977	Rich Kandow, for 4th qtr retainer	\$30.00
978	Traveler's Insurance, for 4th qtr pension	\$23.10

979	Wendy Robins, for bi-weekly payroll	\$381.76
980	US Treasury, for 4th qtr payroll taxes	\$521.26
981	Marcia Urban, for 4th qtr wages	\$151.44
	TOTAL	\$2,283.49

Moved by Stoinski, seconded by Chalupniczak, that there being no further business to come before the Council, the President adjourned the meeting at 8:30 p.m. Motion carried unanimously.

The next monthly meeting will be held Monday, January 12, 2009 at 6:00 p.m.

Julia Patterson
Village Clerk

Marilyn Kaszubowski
President