

**Village of Posen  
Official Proceedings of the Special Meeting  
December 19, 2011**

The Village of Posen Council met in special session on December 19, 2011 and the meeting was called to order by President Marilyn Kaszubowski at 6:00 p.m.  
The purpose of this special meeting was to amend the 2011 Budget and Adopt the 2012 Budget.

**Roll Call**

Trustees present: Kate Bruski, Dennis Chalupniczak, David Krentz, Marge Nowak, and Laurie Wozniak  
Absent: John Ataman and Jim Zakshesky  
Officers present: Marilyn Kaszubowski, Julie Patterson, and Marcia Urban  
Others Present: None

**Adoption of Agenda**

Moved by Bruski, seconded by Wozniak to adopt the agenda as presented. Motion carried unanimously.

	<b>Actual through 12/19/11</b>	<b>2011 Adopted Budget</b>	<b>2011 Budget Amendments</b>	<b>2011 Amended Budget</b>
Councilmen Wages	\$5,580.00	\$5,500.00	\$80.00	\$5,580.00
Councilmen Supplies	\$0.00	\$50.00	(\$50.00)	\$0.00
Extra Meetings	\$0.00	\$90.00	(\$90.00)	\$0.00
Planning Commission Meetings	\$0.00	\$800.00	(\$800.00)	\$0.00
Planning Comm. Supplies	\$0.00	\$300.00	(\$300.00)	\$0.00
President's Wages	\$1,650.00	\$1,650.00	\$0.00	\$1,650.00
Mileage	\$28.80	\$20.00	\$8.80	\$28.80
Audit/Accounting	\$1,300.00	\$1,500.00	(\$200.00)	\$1,300.00
Clerk/Bookkeeper Wages	\$3,350.00	\$3,450.00	(\$100.00)	\$3,350.00
Office Supplies Expense	\$530.45	\$500.00	\$30.45	\$530.45
Extra Meetings/Mileage	\$0.00	\$20.00	(\$20.00)	\$0.00
Misc. & Cont. to other funds	\$332.77	\$575.00	(\$242.23)	\$332.77
Pension Plan	\$1,060.08	\$1,050.00	\$10.08	\$1,060.08
Assessor-Board of Review Wages	\$0.00	\$25.00	(\$25.00)	\$0.00
Treasurer's Wages	\$2,095.00	\$2,200.00	(\$105.00)	\$2,095.00
Bond & Office supplies	\$43.80	\$850.00	(\$806.20)	\$43.80
Mileage & Extra meetings	\$39.00	\$50.00	(\$11.00)	\$39.00
Postage	\$262.00	\$250.00	\$12.00	\$262.00
Wages-Medicare/ SS Tax	\$294.63	\$310.00	(\$15.37)	\$294.63
Village Hall operational Supplies	\$167.48	\$500.00	(\$332.52)	\$167.48
Telephone Expense	\$632.69	\$700.00	(\$67.31)	\$632.69
Printing & Publishing	\$449.90	\$500.00	(\$50.10)	\$449.90

Building & Liability Ins.	\$3,211.80	\$4,500.00	(\$1,288.20)	\$3,211.80
Electricity - Hall	\$1,361.28	\$1,600.00	(\$238.72)	\$1,361.28
Natural Gas - Hall	\$1,488.29	\$1,700.00	(\$211.71)	\$1,488.29
Water Utility Expense	\$95.03	\$100.00	(\$4.97)	\$95.03
Repairs & Maintenance	\$146.00	\$500.00	(\$354.00)	\$146.00
Grass Removal	\$610.52	\$500.00	\$110.52	\$610.52
Water Hydrant fees	\$2,300.00	\$2,300.00	\$0.00	\$2,300.00
Legal Services	\$2,371.34	\$700.00	\$1,671.34	\$2,371.34
Recreational Field/Monument	\$9.09	\$200.00	(\$190.91)	\$9.09
Community Promotions	\$2,337.79	\$750.00	\$1,587.79	\$2,337.79
Zoning Administrator	\$720.00	\$900.00	(\$180.00)	\$720.00
Board of Appeals	\$280.00	\$425.00	(\$145.00)	\$280.00
Zoning Supplies	\$0.00	\$50.00	(\$50.00)	\$0.00
Legal Services - Zoning	\$0.00	\$500.00	(\$500.00)	\$0.00
Liquor Inspector	\$800.00	\$800.00	\$0.00	\$800.00
Office Expense	\$0.00	\$75.00	(\$75.00)	\$0.00
Sweeper/Tractor Maintenance	\$0.00	\$50.00	(\$50.00)	\$0.00
Sidewalk Repair	\$187.00	\$1,000.00	(\$813.00)	\$187.00
Storage Building Pumper	\$0.00	\$50.00	(\$50.00)	\$0.00
Village Property Assessments	\$633.96	\$634.00	(\$0.04)	\$633.96
Street Lights	\$7,214.39	\$7,000.00	\$214.39	\$7,214.39
Office Equipment	\$0.00	\$500.00	(\$500.00)	\$0.00
Building Repair	\$0.00	\$500.00	(\$500.00)	\$0.00
Local Street Construction	\$0.00	\$0.00	\$0.00	\$0.00
<b>Total</b>	<b>\$41,583.09</b>	<b>\$46,224.00</b>	<b>(4,640.91)</b>	<b>\$41,583.09</b>
<b>Revenues</b>				
Taxes - Property	\$17,602.98	\$17,000.00	\$602.98	\$17,602.98
Taxes - Delinquent	\$0.00	\$1,500.00	(\$1,500.00)	\$0.00
State of Mich-METRO Act Rev.	\$1,325.84	\$1,400.00	(\$74.16)	\$1,325.84
State Sales Tax & Statutory Tax	\$15,701.00	\$19,000.00	(\$3,299.00)	\$15,701.00
Interest Income	\$230.54	\$500.00	(\$269.46)	\$230.54
Misc. Revenue	\$2,354.56	\$1,500.00	\$854.56	\$2,354.56
Food Vendor Permit Revenue	\$1,800.00	\$2,100.00	(\$300.00)	\$1,800.00
Liquor License Revenue	\$1,117.05	\$1,100.00	\$17.05	\$1,117.05
Fire Department Rent	\$4,800.00	\$4,800.00	\$0.00	\$4,800.00
<b>Total</b>	<b>\$44,931.97</b>	<b>\$48,900.00</b>	<b>(\$3,968.03)</b>	<b>\$44,931.97</b>

Total Revenue for 2011 \$44,931.97

Total Expenses for 2011 \$41,583.09

**\$3,348.88**

MAJOR STREET FUND	Actual thru 12/19/11	Projected thru 12/31/11	2011 Adopted Budget	2011 Budget Adj.	2011 Amended Budget
<b>Revenues:</b>					
Michigan Transportation Fund (MTF)	\$21,097.51	\$21,097.51	\$20,000.00	(\$1,097.51)	\$21,097.51
Interest Income	\$112.37	\$437.37	\$1,400.00	(\$962.63)	\$437.37
Misc. Revenue	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
<b>Total</b>	<b>\$21,209.88</b>	<b>\$21,534.88</b>	<b>\$21,400.00</b>	<b>(\$2,060.14)</b>	<b>\$21,534.88</b>
<b>Expenditures:</b>					
Administrative Engineering	\$1,665.00	\$1,665.00	\$2,000.00	(\$335.00)	\$1,665.00
Construction	\$0.00	\$0.00	\$2,500.00	(\$2,500.00)	\$0.00
Maintenance	\$880.41	\$880.41	\$4,000.00	(\$3,119.59)	\$880.41
Winter Maintenance	\$3,668.27	\$3,668.27	\$4,500.00	(\$831.73)	\$3,668.27
Transfers Out - Local	\$5,000.00	\$5,000.00	\$4,500.00	\$500.00	\$5,000.00
<b>Total</b>	<b>\$11,213.68</b>	<b>\$11,213.68</b>	<b>\$17,500.00</b>	<b>(6,286.32)</b>	<b>\$11,213.68</b>

Total Revenues for 2011	\$21,209.88	\$21,534.88
Total Expenses for 2011	<u>\$11,213.68</u>	<u>\$11,213.68</u>
<b>Over (Under)- Budget</b>	\$9,996.20	\$10,321.20

LOCAL STREET FUND	Projected thru 12/31/11	2011 Adopted Budget	2011 Budget Amendments	2011 Amended Budget
<b>Revenues:</b>				
MTF Revenue	\$7,466.52	\$7,000.00	\$466.52	\$7,466.52
Transfer In - Major	\$5,000.00	\$4,500.00	\$500.00	\$5,000.00
Interest Income	\$58.27	\$100.00	(\$41.73)	\$58.27
<b>Total</b>	<b>\$12,524.79</b>	<b>\$11,600.00</b>	<b>\$924.79</b>	<b>\$12,524.79</b>
<b>Expenditures:</b>				
Administrative Engineering	\$635.00	\$875.00	(\$240.00)	\$635.00
Construction	\$0.00	\$6,000.00	(\$6,000.00)	\$0.00
Maintenance	\$125.16	\$4,000.00	(\$3,874.84)	\$125.16
Winter Maintenance	\$2,506.26	\$1,500.00	\$1,006.26	\$2,506.26
<b>Total</b>	<b>\$3,266.42</b>	<b>\$12,375.00</b>	<b>(\$9,108.58)</b>	<b>\$3,266.42</b>

Total Revenue for 2011	\$12,524.79
Total Expense for 2011	<u>\$3,266.42</u>

**Over (Under)- Budget**

\$9,258.37

WATER FUND	Projected thru 12/31/11	2011 Adopted Budget	2011 Budget Adj.	2011 Amended Budget
<b>Revenues:</b>				
Monthly Water Fees Revenue	\$29,757.04	\$29,000.00	\$757.04	\$29,757.04
Water Assessment Revenue	\$24,625.45	\$25,000.00	(\$374.55)	\$24,625.45
Misc Income (Hook-ups, turn offs, etc)	\$1,645.70	\$1,700.00	(\$54.30)	\$1,645.70
Hydrant Rental Fees	\$2,300.00	\$2,300.00	\$0.00	\$2,300.00
Interest Income	\$414.82	\$700.00	(\$285.18)	\$414.82
<b>Total</b>	<b>\$58,743.01</b>	<b>\$58,700.00</b>	<b>\$43.01</b>	<b>\$58,743.01</b>
<b>Expenditures:</b>				
Councilmen Meetings	\$0.00	\$180.00	(\$180.00)	\$0.00
President Meetings	\$0.00	\$35.00	(\$35.00)	\$0.00
Water Superintendant Salary	\$10,800.00	\$10,800.00	\$0.00	\$10,800.00
Accounting and Auditing	\$1,300.00	\$1,500.00	(\$200.00)	\$1,300.00
Clerk Salary	\$1,275.00	\$1,275.00	\$0.00	\$1,275.00
Office Supplies	\$0.00	\$400.00	(\$400.00)	\$0.00
Testing & Annual License Fee	\$1,020.92	\$1,375.00	(\$354.08)	\$1,020.92
Pension Plan	\$46.80	\$60.00	(\$13.20)	\$46.80
Treasurer Wages & Meetings	\$780.00	\$1,000.00	(\$220.00)	\$780.00
Training and Mileage	\$0.00	\$200.00	(\$200.00)	\$0.00
I.T. Expense	\$279.00	\$300.00	(\$21.00)	\$279.00
Postage	\$607.83	\$700.00	(\$92.17)	\$607.83
Medicare & SS Taxes-Employer	\$837.63	\$1,000.00	(\$162.37)	\$837.63
Operating Supplies	\$28.48	\$1,500.00	(\$1,471.52)	\$28.48
Telephone Expense	\$433.64	\$435.00	(\$1.36)	\$433.64
Electric Expense-Wellhouse	\$3,717.39	\$3,800.00	(\$82.61)	\$3,717.39
Travel & Mileage Expense	\$3,110.00	\$1,800.00	\$1,310.00	\$3,110.00
Workers Comp Insurance	\$819.20	\$900.00	(\$80.80)	\$819.20
Snow & Grass Removal	\$0.00	\$0.00	\$0.00	\$0.00
Repairs Expense	-\$736.06	\$3,000.00	(\$3,736.06)	(\$736.06)
Printing & Publishing	\$89.40	\$75.00	\$14.40	\$89.40
Attorney Fees	\$0.00	\$25.00	(\$25.00)	\$0.00
Loan Payment	\$6,000.00	\$6,000.00	\$0.00	\$6,000.00
Interest Exp.-Rural Dev. Loan	\$21,042.50	\$21,000.00	\$42.50	\$21,042.50
<b>Total</b>	<b>\$51,451.73</b>	<b>\$57,360.00</b>	<b>(\$5,908.27)</b>	<b>\$51,451.73</b>

Total Revenue for 2011                   \$58,743.01  
 Total Expense for 2011                   \$51,451.73  
**Net Income**                                   \$7,291.28

Moved by Nowak, seconded by Chalupniczak to approve the 2011 Budget Amendments. Motion carried unanimously.

GENERAL FUND	Actual through 12/19/11	2011 Amended Budget	2012 Adopted Budget
Councilmen Wages	\$5,580.00	\$5,580.00	\$5,500.00
Councilmen Supplies	\$0.00	\$0.00	\$0.00
Extra Meetings	\$0.00	\$0.00	\$300.00
Planning Commission Meetings	\$0.00	\$0.00	\$800.00
Planning Comm. Supplies	\$0.00	\$0.00	\$250.00
President's Wages	\$1,650.00	\$1,650.00	\$1,720.00
Mileage	\$28.80	\$28.80	\$0.00
Audit/Accounting	\$1,300.00	\$1,300.00	\$200.00
Clerk/Bookkeeper Wages	\$3,350.00	\$3,350.00	\$3,450.00
Office Supplies Expense	\$530.45	\$530.45	\$500.00
Extra Meetings/Mileage	\$0.00	\$0.00	\$0.00
Misc. & Cont. to other funds	\$332.77	\$332.77	\$575.00
Pension Plan	\$1,060.08	\$1,060.08	\$1,100.00
Assessor-Board of Review Wages	\$0.00	\$0.00	\$25.00
Treasurer's Wages	\$2,095.00	\$2,095.00	\$2,200.00
Bond & Office supplies	\$43.80	\$43.80	\$500.00
Mileage & Extra meetings	\$39.00	\$39.00	\$50.00
Postage	\$262.00	\$262.00	\$275.00
Wages-Medicare/ SS Tax	\$294.63	\$294.63	\$300.00
Village Hall operational Supplies	\$167.48	\$167.48	\$200.00
Telephone Expense	\$632.69	\$632.69	\$700.00
Printing & Publishing	\$449.90	\$449.90	\$500.00
Building & Liability Ins.	\$3,211.80	\$3,211.80	\$3,300.00
Electricity - Hall	\$1,361.28	\$1,361.28	\$1,500.00
Natural Gas - Hall	\$1,488.29	\$1,488.29	\$1,500.00
Water Utility Expense	\$95.03	\$95.03	\$100.00
Repairs & Maintenance	\$146.00	\$146.00	\$500.00
Grass Removal	\$610.52	\$610.52	\$650.00
Water Hydrant fees	\$2,300.00	\$2,300.00	\$2,300.00
Legal Services	\$2,371.34	\$2,371.34	\$2,000.00
Recreational Field/Monument	\$9.09	\$9.09	\$200.00
Community Promotions	\$2,337.79	\$2,337.79	\$1,800.00

Zoning Administrator	\$720.00	\$720.00	\$900.00
Board of Appeals	\$280.00	\$280.00	\$425.00
Zoning Supplies	\$0.00	\$0.00	\$50.00
Legal Services - Zoning	\$0.00	\$0.00	\$500.00
Liquor Inspector	\$800.00	\$800.00	\$800.00
Office Expense	\$0.00	\$0.00	\$75.00
Sweeper/Tractor Maintenance	\$0.00	\$0.00	\$50.00
Sidewalk Repair	\$187.00	\$187.00	\$100.00
Storage Building Pumper	\$0.00	\$0.00	\$100.00
Village Property Assessments	\$633.96	\$633.96	\$634.00
Street Lights	\$7,214.39	\$7,214.39	\$7,400.00
Office Equipment	\$0.00	\$0.00	\$600.00
Building Repair	\$0.00	\$0.00	\$2,000.00
Local Street Construction	\$0.00	\$0.00	\$0.00
<b>Total</b>	<b>\$41,583.09</b>	<b>\$41,583.09</b>	<b>\$46,629.00</b>
<b>Revenues</b>			
Taxes - Property	\$17,602.98	\$17,602.98	\$17,500.00
Taxes - Delinquent	\$0.00	\$0.00	\$1,500.00
State of Mich-METRO Act Rev.	\$1,325.84	\$1,325.84	\$1,300.00
State Sales Tax & Statutory Tax	\$15,701.00	\$15,701.00	\$16,000.00
Interest Income	\$230.54	\$230.54	\$500.00
Misc. Revenue	\$2,354.56	\$2,354.56	\$2,200.00
Food Vendor Permit Revenue	\$1,800.00	\$1,800.00	\$1,800.00
Liquor License Revenue	\$1,117.05	\$1,117.05	\$1,100.00
Fire Department Rent	\$4,800.00	\$4,800.00	\$4,800.00
<b>Total</b>	<b>\$44,931.97</b>	<b>\$44,931.97</b>	<b>\$46,700.00</b>

Total Revenue for 2011	\$44,931.97	\$46,700.00
Total Expenses for 2011	<u>\$41,583.09</u>	\$46,629.00
	<b>\$3,348.88</b>	<b>\$71.00</b>

MAJOR STREET FUND	Actual thru 12/19/11	2011 Amended Budget	2012 Adopted Budget
<b>Revenues:</b>			
Michigan Transportation Fund (MTF)	\$21,097.51	\$21,097.51	\$20,000.00
Interest Income	\$112.37	\$437.37	\$500.00
Misc. Revenue	\$0.00	\$0.00	\$0.00
<b>Total</b>	<b>\$21,209.88</b>	<b>\$21,534.88</b>	<b>\$20,500.00</b>
<b>Expenditures:</b>			
Administrative Engineering	\$1,665.00	\$1,665.00	\$1,800.00
Construction	\$0.00	\$0.00	\$15,000.00
Maintenance	\$880.41	\$880.41	\$4,000.00
Winter Maintenance	\$3,668.27	\$3,668.27	\$4,500.00
Transfers Out - Local	\$5,000.00	\$5,000.00	\$5,000.00
<b>Total</b>	<b>\$11,213.68</b>	<b>\$11,213.68</b>	<b>\$30,300.00</b>

Total Revenues for 2011	\$21,209.88	\$20,500.00
Total Expenses for 2011	<u>\$11,213.68</u>	<u>\$30,300.00</u>
<b>Over (Under)- Budget</b>	\$9,996.20	<b>-\$9,800.00</b>

LOCAL STREET FUND	Projected thru 12/31/11	2011 Amended Budget	2012 Adopted Budget
<b>Revenues:</b>			
MTF Revenue	\$7,466.52	\$7,466.52	\$7,000.00
Transfer In - Major	\$5,000.00	\$5,000.00	\$5,000.00
Interest Income	\$58.27	\$58.27	\$100.00
<b>Total</b>	<b>\$12,524.79</b>	<b>\$12,524.79</b>	<b>\$12,100.00</b>
<b>Expenditures:</b>			
Administrative Engineering	\$635.00	\$635.00	\$875.00
Construction	\$0.00	\$0.00	\$0.00
Maintenance	\$125.16	\$125.16	\$2,500.00
Winter Maintenance	\$2,506.26	\$2,506.26	\$2,500.00
<b>Total</b>	<b>\$3,266.42</b>	<b>\$3,266.42</b>	<b>\$5,875.00</b>

Total Revenue for 2011/2012	\$12,524.79	\$12,100.00
Total Expense for 2011/2012	<u>\$3,266.42</u>	<u>\$5,875.00</u>
<b>Over (Under)- Budget</b>	\$9,258.37	\$6,225.00

Moved by Bruski, seconded by Chalupniczak to adopt the 2012 Budget as presented. Motion carried unanimously.

Moved by Chalupniczak, seconded by Krentz to adjourn the meeting at 7:00 p.m. Motion carried unanimously.

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Julia Patterson  
Village Clerk

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Marilyn Kaszubowski  
President