

Village of Posen
Official Proceedings of the Special Budget Meeting
December 28, 2015

The Village of Posen Council met in special session to hold their annual budget meeting on December 28, 2015. The meeting was called to order by President Marilyn Kaszubowski at 6:00 p.m.

Roll Call

Trustees present: John Ataman, Marge Nowak, Tami Schellie, and Laurie Wozniak
Absent: Kate Bruski and Sherry Romel
Officers present: Marilyn Kaszubowski, Julie Patterson, and Marcia Urban
Others Present: Wendy Robins, Water Superintendent and Dave Krentz, Street Administrator

Adoption of Agenda

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

New Business:

Transfer Major Street Funds to Local Street Funds

Moved by Ataman, seconded by Schellie, to transfer \$5,000 from the Major Street Fund to the Local Street Fund. Motion carried unanimously.

2015 Budget Amendments

Moved by Schellie seconded by Wozniak to approve the following 2015 Budget Amendments. Motion carried unanimously.

Adoption of 2016 Budget

Moved by Ataman, seconded by Schellie to adopt the following 2016 Budget. Motion carried unanimously.

	Actual through 12/31/15	2015 Amended Budget	2016 Proposed Budget
Councilmen Wages	\$5,220.00	\$5,220.00	\$5,500.00
Extra Meetings	\$180.00	\$180.00	\$180.00

Planning Commission Meetings	\$110.00	\$110.00	\$500.00
Planning Comm. Supplies	\$0.00	\$0.00	\$0.00
President's Wages	\$1,650.00	\$1,650.00	\$1,650.00
Extra meetings, mileage	\$35.00	\$35.00	\$35.00
Audit/Accounting	\$1,378.00	\$1,378.00	\$200.00
Clerk/Bookkeeper Wages	\$3,350.00	\$3,350.00	\$3,350.00
Office Supplies Expense	\$797.41	\$797.41	\$1,000.00
Extra Meetings/Mileage	\$40.00	\$40.00	\$40.00
Misc. & Cont. to other funds	\$337.00	\$337.00	\$400.00
Pension Plan	\$929.62	\$929.62	\$1,000.00
Treasurer's Wages	\$2,095.00	\$2,095.00	\$2,100.00
Bond & Office supplies	\$286.47	\$286.47	\$300.00
Mileage & Extra meetings	\$44.69	\$44.69	\$50.00
Postage	\$245.84	\$245.84	\$300.00
Wages-Medicare/ SS Tax	\$389.49	\$389.49	\$400.00
Village Hall expenses	\$365.58	\$365.58	\$300.00
Telephone Expense	\$291.52	\$291.52	\$300.00
Printing & Publishing	\$321.70	\$321.70	\$200.00
Building & Liability Ins.	\$3,859.50	\$3,859.50	\$4,000.00
Electricity - Hall	\$874.27	\$874.27	\$900.00
Natural Gas - Hall	\$1,565.97	\$1,565.97	\$1,500.00
Water Utility Expense	\$312.85	\$312.85	\$350.00
Repairs & Maintenance	\$771.52	\$771.52	\$200.00
Grass Removal	\$160.64	\$160.64	\$200.00
Water Hydrant fees	\$2,300.00	\$2,300.00	\$2,300.00
Legal Services	\$168.00	\$168.00	\$200.00
Recreational Field/Monument	\$0.00	\$0.00	\$2,500.00
Community Promotions	\$1,912.74	\$1,912.74	\$1,500.00
Zoning Administrator	\$495.00	\$495.00	\$250.00
Board of Appeals	\$430.00	\$430.00	\$430.00
Zoning Supplies	\$0.00	\$0.00	\$0.00
Legal Services - Zoning	\$0.00	\$0.00	\$0.00
Liquor Inspector	\$800.00	\$800.00	\$700.00
Office Expense	\$0.00	\$0.00	\$50.00
Surveying (Lots 3 & 4 - Vincent)	\$650.00	\$650.00	\$0.00
Sweeper Maintenance	\$0.00	\$0.00	\$50.00
Sidewalk Repair	\$0.00	\$0.00	\$0.00
Display Building	\$0.00	\$0.00	\$0.00
Village Property Assessments	\$633.96	\$633.96	\$633.96
Street Lights	\$7,906.68	\$7,906.68	\$8,000.00

Office Equipment	\$0.00	\$0.00	\$0.00
Building Repair	\$100.00	\$100.00	\$300.00
Total	\$41,008.45	\$41,008.45	\$41,868.96

Revenues			
Taxes - Property	\$17,317.34	\$17,317.34	\$18,500.00
Taxes - Delinquent	\$4,150.55	\$4,150.55	\$2,000.00
State of Mich-METRO Act Rev.	\$1,126.35	\$1,126.35	\$1,200.00
State Sales Tax & Statutory Tax	\$17,764.00	\$17,764.00	\$18,000.00
Interest Income	\$105.17	\$105.17	\$100.00
Misc. Revenue	\$2,058.62	\$2,058.62	\$500.00
Food Vendor Permit Revenue	\$1,800.00	\$1,800.00	\$1,200.00
Liquor License Revenue	\$719.40	\$719.40	\$500.00
Hall Rental	\$0.00	\$0.00	\$0.00
Total	\$45,041.43	\$45,041.43	\$42,000.00

Total Revenue for 2015	\$45,041.43	\$42,000.00
Total Expenses for 2015	<u>\$41,008.45</u>	<u>\$41,868.96</u>
	\$4,032.98	\$131.04

	Total Thru 12/31/15	2015 Amended Budget	2016 Proposed Budget
MAJOR STREET FUND			
Revenues:			
Mich. Transportation Fund (MTF)	\$23,974.95	\$23,974.95	\$21,000.00
Special Winter Funds	\$0.00	\$0.00	\$0.00
State Local Disbursement	\$3,664.36	\$3,664.36	\$1,300.00
Interest Income	\$369.99	\$369.99	\$50.00
Misc. Revenue	\$0.00	\$0.00	\$0.00
Total	\$28,009.30	\$28,009.30	\$22,350.00
Expenditures:			
Admin. & (Design/constr. Engin)	\$72,750.30	\$72,750.30	\$6,000.00
Construction	\$136,706.99	\$136,706.99	\$6,850.00
Maintenance & Sidewalks	\$4,461.91	\$4,461.91	\$1,000.00
Winter Maintenance	\$2,368.54	\$2,368.54	\$3,500.00
Transfers Out - Local	\$5,000.00	\$5,000.00	\$5,000.00
Total	\$221,287.74	\$221,287.74	\$22,350.00

Total Revenues for 2015	\$28,009.30	\$22,350.00
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Total Expenses for 2015	\$221,287.74	\$22,350.00
(Over) Under- Budget	(\$193,278.44)	\$0.00

LOCAL STREET FUND	Total Thru 12/31/15	2015 Amended Budget	2016 Proposed Budget
Revenues:			
Mich.Trans. Fund (MTF)	\$9,194.83	\$9,194.83	\$8,000.00
Special Winter Funds	\$0.00	\$0.00	\$0.00
State Local Disbursement	\$1,973.02	\$1,973.02	\$900.00
Transfer In - Major	\$5,000.00	\$5,000.00	\$5,000.00
Interest Income	\$27.38	\$27.38	\$25.00
Total	\$16,195.23	\$16,195.23	\$13,925.00
Expenditures:			
Administrative Engineering	\$2,639.00	\$2,639.00	\$5,000.00
Construction	\$30,139.00	\$30,139.00	\$6,225.00
Maintenance	\$16,119.40	\$16,119.40	\$700.00
Winter Maintenance	\$1,579.02	\$1,579.02	\$2,000.00
Total	\$50,476.42	\$50,476.42	\$13,925.00

Revenue for 2015	\$16,195.23	\$13,925.00
Expense for 2015	\$50,476.42	\$13,925.00
(Over) Under- Budget	(\$34,281.19)	\$0.00

WATER FUND	Total Thru 12/31/15	2015 Amended Budget	2016 Proposed Budget
Revenues:			
Monthly Water Fees Revenue	\$41,065.64	\$41,065.64	\$41,000.00
Water Assessment Revenue	\$24,408.69	\$24,408.69	\$25,000.00
Misc Income (Hook-ups, turn offs, etc)	\$1,225.00	\$1,225.00	\$2,000.00
Hydrant Rental Fees	\$2,300.00	\$2,300.00	\$2,300.00
Interest Income	\$741.25	\$741.25	\$275.00
Total	\$69,740.58	\$69,740.58	\$70,575.00
Expenditures:			
Councilmen Meetings	\$0.00	\$0.00	\$180.00

President Meetings	\$0.00	\$0.00	\$35.00
Water Superintendant Salary	\$12,450.00	\$12,450.00	\$11,400.00
Accounting and Auditing	\$1,378.00	\$1,378.00	\$250.00
Clerk Salary	\$1,275.00	\$1,275.00	\$1,275.00
Office Supplies & Bond	\$838.74	\$838.74	\$1,600.00
Testing & Annual License Fee	\$3,308.91	\$3,308.91	\$2,005.00
Pension Plan	\$54.90	\$54.90	\$61.00
Treasurer Wages & Meetings	\$915.00	\$915.00	\$1,040.00
Training and Mileage	\$95.00	\$95.00	\$200.00
I.T. Expense	\$339.13	\$339.13	\$500.00
Postage	\$412.76	\$412.76	\$150.00
Medicare & SS Taxes-Employer	\$965.76	\$965.76	\$900.00
Operating Supplies	\$219.33	\$219.33	\$1,500.00
Telephone Expense	\$507.88	\$507.88	\$515.00
Electric Expense-Wellhouse	\$5,390.13	\$5,390.13	\$5,500.00
Travel & Mileage Expense	\$3,655.92	\$3,655.92	\$3,600.00
Workers Comp Insurance	\$749.50	\$749.50	\$900.00
Snow & Grass Removal	\$0.00	\$0.00	\$0.00
Repairs Expense	\$5,131.70	\$5,131.70	\$5,000.00
Contractual Payments	\$0.00	\$0.00	\$728.00
Printing & Publishing	\$24.45	\$24.45	\$50.00
Attorney Fees	\$32.00	\$32.00	\$0.00
Loan Payment	\$7,000.00	\$7,000.00	\$8,000.00
Interest Exp.-Rural Dev. Loan	\$19,807.50	\$19,807.50	\$19,095.00
Total	\$64,551.61	\$64,551.61	\$64,484.00
Total Revenue for 2015	\$69,740.58		\$70,575.00
Total Expense for 2015	<u>\$64,551.61</u>		<u>\$64,484.00</u>
Net Income	\$5,188.97		\$6,091.00

Accounts Payable

Moved by Bruski, seconded by Schellie to approve the following bills for payment for the remaining month of December 2015. Motion carried unanimously.

<u>Ck#</u>	<u>General Fund</u>	<u>Amount</u>
4539	Dave Kamysiak, for Zoning Board of Appeals meetings	\$100.00
4540	Lori Konwinski, for Zoning Board of Appeals meetings	\$60.00
4541	Carrie Sobeck, for Zoning Board of Appeals meetings	\$60.00
4542	Loretta Wozniak, for Zoning Board of Appeals meetings	\$80.00
4543	Jim Zakshesky, for Zoning Board of Appeals meetings	\$60.00
4544	Dave Kamysiak, for planning commission meetings	\$50.00
4545	Loretta Wozniak, for planning commission meetings	\$20.00

4546	James Zaksheshy, for planning commission meetings	\$40.00
4547	John Ataman, for budget meeting	\$30.00
4548	VOID	
4549	Marge Nowak, for budget meeting	\$30.00
4550	VOID	
4551	Tami Schellie, for budget meeting	\$30.00
4552	Loretta Wozniak, for budget meeting	\$30.00
4553	Marilyn Kaszubowski, for budget meeting	\$35.00
4554	Julie Patterson, for budget meeting	\$40.00
4555	Marcia Urban, for budget meeting	\$30.00
4556	Kate Bruski, for Zoning Board of Appeals meeting	\$40.00
4557	United States Treasury, for 4th Qtr payroll taxes	\$391.75
4558	MetLife, for 4th Qtr Pension	\$414.16
4559	Posen Auto Parts, for nylon ties	\$13.59
	TOTAL	<u>\$1,554.50</u>
<u>Ck#</u>	<u>Major Street Fund</u>	<u>Amount</u>
1446	Village of Posen, to transfer annual amount to Local Street	\$5,000.00
1447	David Krentz, for Semi-annual Street Administrator wages	\$395.00
	TOTAL	<u>\$5,395.00</u>
<u>Ck#</u>	<u>Local Street Fund</u>	<u>Amount</u>
1300	David Krentz, for Semi-annual Street Administrator wages	\$295.00
	TOTAL	<u>\$295.00</u>
<u>Ck#</u>	<u>Water Project Fund</u>	<u>Amount</u>
1874	Wendy Robins, for bi-weekly payroll	\$406.80
1875	United States Treasury, for 4th Qtr Payroll taxes	\$526.44
1876	METLIFE, for 4th Qtr Pension	\$25.20
1877	Miss DIG System, for annual fee for 2016	\$344.59
1878	Wendy Robins, for bi-weekly payroll	\$406.80
	TOTAL	<u>\$1,709.83</u>

Moved by Ataman, seconded by Nowak that there being no further business to come before the Council, the President adjourned the meeting at 7:30 p.m. Motion carried unanimously. The next meeting will be held on Monday, January 11, 2016 at 6:00 p.m.

Julia Patterson
Clerk

Marilyn Kaszubowski
President