

**VILLAGE OF POSEN
OFFICIAL PROCEEDINGS OF THE MONTHLY MEETING
DECEMBER 14, 2020**

The Village of Posen Council met in regular session on December 14, 2020. The meeting was called to order by President John Ataman at 6:00 p.m.

ROLL CALL

Trustees present: Dave Kamysiak, Marge Nowak, John Rasmussen, Sherry Romel and Loretta Wozniak

Absent: None:

Officers present: John Ataman, Julia Patterson, and Marcia Urban

Others Present: Dave Kamysiak, Zoning Administrator; Jim Zakshesky, Street Administrator; Wendy Robins, Water Superintendent.

WATER SUPERINTENDENT REPORT

The following update was given by Wendy Robins:

- * Pumped hydrant that was used on fire on November 10th.
- * Switched tower to winter-mode.
- * Worked on 2021 Budget.
- * Water rates will increase 3% for 2021.

ADOPTION OF AGENDA

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

MINUTES

Moved by Rasmussen, seconded by Wozniak, to adopt the minutes of the November 9, 2020 meeting. Motion carried unanimously.

COMMUNICATIONS

There were no communications.

APPEARING BEFORE THE COUNCIL

There were no citizens appearing before the Council.

PRESIDENT’S REPORT

President Ataman updated the Council on the following:

* Resident was plowing snow across the street and directed Sheriff’s department to speak with the resident.

STREET ADMINISTRATOR REPORT

No report.

TREASURY REPORT

Moved by Kamysiak, seconded by Nowak, to approve the November 2020 Treasury report as presented by Urban. Motion carried unanimously.

APPROVE BILLS

Moved by Rasmussen, seconded by Romel, to approve the following bills for payment for the month of December 2020:

<u>Ck #</u>	<u>General Fund</u>	<u>Amount</u>
5573	John Ataman, for 4th qtr. wages & Liquor inspector wages	\$542.57
5574	Dave Kamysiak, 4th qtr. wages & Zoning administrator wages	\$871.23
5575	Marge Nowak, for 4th qtr. wages	\$201.99
5576	Julie Patterson, for 4th qtr. wages	\$600.86
5577	John Rasmussen, for 4th qtr. wages	\$202.47
5578	Sherry Romel, for 4th qtr. wages	\$150.93
5579	Marcia Urban, for 4th qtr. wages	\$415.83
5580	Loretta Wozniak, for 4th qtr. wages	\$202.47
5581	Lappan Agency, Pension plan fee	\$125.00
5582	Posen Chamber of Commerce, 2020 grass cutting/fuel	\$500.00
5583	PIE&G, for street lights	\$392.98
5583	PIE&G, for nativity set lighting	20.01
5583	PIE&G, for hall electric	<u>\$44.00</u>
5584	Verizon, for office phone	\$27.83
5585	Village of Posen, for monthly water bill	\$29.71
5586	Loretta Wozniak, for Xmas trees and lights	\$415.75
5587	Kate Bruski, for Zoning Board of Appeals meetings (3)	\$75.00
VOID		
5589	Lori Konwinski, for Zoning Board of Appeals meetings (3)	\$60.00
5590	Marge Nowak, for (3) Zoning Board Meetings	\$60.00

5591	Ron Nowak, zoning Board of Appeals meetings (2)	\$40.00
5592	Sherry Romel, for (3) Zoning Board meetings	\$60.00
5593	DTE Energy, for office heat = \$82.98 and hall heat = 39.29	\$122.27
5594	Mark Romel, for Alro Steel = \$42.77 and labor = \$90.00	\$132.77
5595	Your FleetCard Program, diesel fuel for tractor	\$9.60
EFT	Sage Software, 2020 Annual Software with updates	\$1,194.00
	TOTAL	\$6,493.27

<u>Ck #</u>	<u>Local Street Fund</u>	<u>Amount</u>
1548	Julie Patterson, for 4th qtr. wages	\$43.75
1549	Marcia Urban, for 4th qtr. wages	\$25.00
1550	Jim Zakshesky, for Street Administrator wages	\$152.99
	TOTAL	\$221.74

<u>Ck #</u>	<u>Major Street Fund</u>	<u>Amount</u>
1608	Julie Patterson, for 4th qtr. wages	\$168.75
1609	Marcia Urban, for 4th qtr. wages	\$156.25
1610	Jim Zakshesky, for Street Administrator wages	\$228.52
1611	Village of Posen Local Street, annual transfer of funds	\$5,000.00
	TOTAL	\$5,553.52

<u>Ck #</u>	<u>Water Project Fund</u>	<u>Amount</u>
2504	Julie Patterson, for 4th qtr. wages	\$318.75
2505	Marcia Urban, for 4th qtr. wages	\$185.11
2506	Wendy Robins, for bi-monthly payroll	\$415.94
2508	City of Alpena, for water samples for November.	\$50.00
2509	Frontier, for well house phone	\$49.53
2510	Rich Kandow, for 4th qtr. retainer	\$30.00
2511	Miss Dig System, Inc., 2021 membership fees.	\$1,116.00
2512	PIE&G, for wellhouse electric	\$328.13
2513	Wendy Robins, mileage for water samples and December Travel	\$289.17
2514	State of Michigan, water supply fees	\$650.52
2515	Wendy Robins, for bi-monthly payroll	\$415.94
2516	Patrick Goupell, computer tech support	\$30.00
	TOTAL	\$3,879.09

Motion carried unanimously.

UNFINISHED BUSINESS:

Moved by Rasmussen, seconded by Wozniak to approve the 2020 Amended Budget and the 2021 Proposed Budget. Motion carried unanimously.

2020 AMENDED AND 2021 BUDGET

	Projected thru 12/31/20	2020 Approved Budget	Variance (Over) Under	2020 Amended Budget	2021 Proposed Budget
Councilmen Wages	\$4,680	\$5,500	\$820	\$4,680	\$5,500.00
Extra Meetings	\$0	\$180	\$180	\$0	\$180.00
Planning Commission Meetings	\$0	\$0	\$0	\$0	\$0.00
President's Wages	\$1,650	\$1,650	\$0	\$1,650	\$1,650.00
Extra meetings, mileage	\$30	\$35	\$5	\$30	\$35.00
Audit/Accounting	\$250	\$500	\$250	\$250	\$1,400.00
Clerk/Bookkeeper Wages	\$3,350	\$3,350	\$0	\$3,350	\$3,350.00
Office Supplies Expense	\$110	\$1,500	\$1,390	\$110	\$1,500.00
Extra Meetings/Mileage	\$0	\$40	\$40	\$0	\$40.00
Misc. & Cont. to other funds	\$359	\$500	\$141	\$359	\$400.00
Pension Plan	\$1,015	\$1,200	\$185	\$1,015	\$1,200.00
Treasurer's Wages	\$2,105	\$2,100	(\$5)	\$2,105	\$2,100.00
Bond & Office supplies	\$241	\$500	\$259	\$241	\$500.00
Mileage & Extra meetings	\$15	\$70	\$55	\$15	\$70.00
Postage	\$166	\$300	\$134	\$166	\$300.00
Wages-Medicare/ SS Tax	\$288	\$500	\$212	\$288	\$400.00
Village Hall expenses	\$253	\$300	\$47	\$253	\$300.00
Telephone Expense	\$365	\$375	\$10	\$365	\$375.00
Printing & Publishing	\$0	\$200	\$200	\$0	\$200.00
Building & Liability Ins.	\$4,512	\$4,500	(\$12)	\$4,512	\$4,600.00
Electricity - Hall	\$806	\$1,100	\$294	\$806	\$1,100.00
Natural Gas - Hall	\$1,442	\$1,500	\$58	\$1,442	\$1,500.00
Water Utility Expense	\$359	\$400	\$41	\$359	\$400.00
Repairs & Maintenance	\$274	\$200	(\$74)	\$274	\$500.00
Snow & Grass Removal	\$2,441	\$2,000	(\$441)	\$2,441	\$3,000.00
Water Hydrant fees	\$2,300	\$2,300	\$0	\$2,300	\$2,300.00
Legal Services	\$0	\$200	\$200	\$0	\$200.00
Recreational Field/Monument	\$85	\$500	\$415	\$85	\$500.00
Community Promotions	\$1,140	\$1,500	\$361	\$1,140	\$1,500.00
Zoning Administrator	\$900	\$900	\$0	\$900	\$900.00
Board of Appeals	\$295	\$350	\$55	\$295	\$350.00
Liquor Inspector	\$250	\$750	\$500	\$250	\$750.00

Office Expense	\$59	\$0	(\$59)	\$59	\$0.00
Sweeper Maintenance	\$47	\$0	(\$47)	\$47	\$250.00
Sidewalk Repair	\$0	\$5,000	\$5,000	\$0	\$5,000.00
Village Property Assessments	\$634	\$634	\$0	\$634	\$633.96
Street Lights	\$4,714	\$4,700	(\$14)	\$4,714	\$4,800.00
Office Equipment	\$0	\$400	\$400	\$0	\$400.00
Capital Outlay: Tractor & Bucket	\$26,039	\$0	(\$26,039)	\$26,039	\$0.00
Building Repair	\$0	\$1,500	\$1,500	\$0	\$1,500.00
Total	\$61,174	\$47,234	(\$13,940)	\$61,174	\$49,684

Revenues					
Taxes - Property	\$17,554.05	\$17,500.00	(54.05)	\$17,554.05	\$18,000.00
Taxes - Delinquent	\$70.96	\$3,500.00	3,429.04	\$70.96	\$3,500.00
State of Mich-METRO Act Rev.	\$1,654.64	\$1,500.00	(154.64)	\$1,654.64	\$1,650.00
State Sales Tax & Statutory Tax	\$16,867.00	\$20,000.00	3,133.00	\$16,867.00	\$20,000.00
Interest Income	\$463.28	\$250.00	(213.28)	\$463.28	\$300.00
Misc. Revenue	\$989.67	\$1,000.00	10.33	\$989.67	\$1,000.00
Food Vendor Permit Revenue	\$0.00	\$1,800.00	1,800.00	\$0.00	\$1,500.00
Misc. Fund Raising	\$0.00	\$0.00	0.00	\$0.00	\$0.00
Liquor License Revenue	\$289.30	\$350.00	60.70	\$289.30	\$350.00
Pole Barn Rental	\$1,700.00	\$1,800.00	100.00	\$1,700.00	\$1,800.00
Total	\$39,588.90	\$47,700.00	8,111.10	\$39,588.90	\$48,100.00

Total Revenue for 2020 \$48,100.00

Total Expenses for 2020 \$49,683.96

(\$1,583.96)

	Projected Thru 12/31/20	2020 Adopted Budget	Variance (Over) Under	2020 Amended Budget	2021 Proposed Budget
MAJOR STREET FUND					
Revenues:					
Mich. Transportation Fund (MTF)	\$36,834	\$35,500	(\$1,334)	\$36,834	\$36,000
Interest Income	\$181	\$350	\$169	\$181	\$350
Total	\$37,015	\$35,850	(\$1,165)	\$37,015	\$36,350
Expenditures:					
Admin. & (Design/constr. Engin)	\$1,448	\$4,000	\$2,552	\$1,448	\$2,000
Construction	\$540	\$20,000	\$19,460	\$540	\$20,000
Maintenance & Sidewalks	\$319	\$2,500	\$2,181	\$319	\$32,000

Winter Maintenance	\$2,048	\$4,000	\$1,952	\$2,048	\$4,000
Transfers Out - Local	\$5,000	\$5,000	\$0	\$5,000	\$5,000
Total	\$9,354	\$35,500	\$26,146	\$9,354	\$63,000

Total Revenues for 2020	Total Revenues for 2021	\$36,350
Total Expenses for 2020	Total Expenses for 2020	\$63,000
(Over) Under- Budget	(Over) Under- Budget	(\$26,650)

LOCAL STREET FUND	Projected Thru 12/31/20	2020 Adopted Budget	Variance (Over) Under	2020 Amended Budget	2021 Proposed Budget
Revenues:					
Mich.Trans. Fund (MTF)	\$12,873	\$13,000	\$127	\$12,873	\$13,000
Transfer In - Major	\$5,000	\$5,000	\$0	\$5,000	\$5,000
Interest Income	\$249	\$200	(\$49)	\$249	\$200
Total	\$18,122	\$18,200	\$78	\$18,122	\$18,200
Expenditures:					
Administrative Engineering	\$394	\$4,000	\$3,606	\$394	\$500
Construction	\$360	\$70,000	\$69,640	\$360	\$30,000
Maintenance	\$207	\$500	\$293	\$207	\$3,000
Winter Maintenance	\$1,365	\$3,500	\$2,135	\$1,365	\$3,500
Total	\$2,326	\$78,000	\$75,674	\$2,326	\$37,000

Revenue for 2020	Revenue for 2021	\$18,200
Expense for 2020	Expense for 2021	\$37,000
(Over) Under- Budget	(Over) Under- Budget	(\$18,800.00)

WATER FUND	Total thru 12/31/20	2020 Adopted Budget	Variance (Over) Under	2020 Amended Budget	2021 Proposed Budget
Revenues:					
Monthly Water Fees Revenue	\$45,975	\$44,400	(\$1,575)	\$45,975	\$45,732
Water Assessment Revenue	\$26,805	\$25,000	(\$1,805)	\$26,805	\$25,000
Misc Income (Hook-ups, turn offs, etc)	\$1,320	\$1,200	(\$120)	\$1,320	\$1,200
Hydrant Rental Fees	\$2,300	\$2,300	\$0	\$2,300	\$2,300

Interest Income	\$195	\$300	\$105	\$195	\$200
Total	\$76,595	\$73,200	(\$3,395)	\$76,595	\$74,432
Expenditures:					
Councilmen Meetings	\$0	\$180	\$180	\$0	\$180
President Meetings	\$0	\$35	\$35	\$0	\$35
Water Superintendant Salary	\$11,700	\$11,700	\$0	\$11,700	\$12,000
Accounting and Auditing	\$250	\$400	\$150	\$250	\$1,380
Clerk Salary	\$1,275	\$1,275	\$0	\$1,275	\$1,275
Office Supplies & Bond	\$1,057	\$1,200	\$143	\$1,057	\$1,600
Testing & Annual License Fee	\$1,286	\$1,932	\$646	\$1,286	\$2,100
Pension Plan	\$55	\$65	\$10	\$55	\$110
Treasurer Wages & Meetings	\$910	\$1,040	\$130	\$910	\$1,200
Training and Mileage	\$40	\$150	\$110	\$40	\$150
I.T. Expense	\$433	\$425	(\$8)	\$433	\$360
Postage	\$324	\$550	\$226	\$324	\$700
Medicare & SS Taxes-Employer	\$759	\$925	\$166	\$759	\$1,200
Operating Supplies	\$1,371	\$1,100	(\$271)	\$1,371	\$1,800
Telephone Expense	\$592	\$600	\$8	\$592	\$600
Electric Expense-Wellhouse	\$4,663	\$6,000	\$1,337	\$4,663	\$7,000
Travel & Mileage Expense	\$3,654	\$3,800	\$146	\$3,654	\$3,800
Workers Comp Insurance	\$466	\$600	\$135	\$466	\$650
Snow & Grass Removal	\$263	\$650	\$388	\$263	\$300
Repairs Expense	\$793	\$5,000	\$4,207	\$793	\$5,000
Contractual Payments	\$0	\$250	\$250	\$0	\$250
Printing & Publishing	\$16	\$75	\$59	\$16	\$75
Attorney Fees	\$0	\$500	\$500	\$0	\$100
Loan Payment	\$9,000	\$9,000	\$0	\$9,000	\$10,000
Interest Exp.-Rural Dev. Loan	\$8,954	\$17,954	\$9,000	\$8,954	\$18,740
Total	\$47,859	\$65,406	\$17,547	\$47,859	\$70,605

Total Revenue for 2020	\$73,300	\$74,432
Total Expense for 2020	<u>\$74,960</u>	<u>\$74,960</u>
Net Income	(\$1,660)	(\$528)

Moved by Rasmussen, seconded by Wozniak to approve the 2020 Amended Budget and the 2021 Proposed Budget. Motion carried unanimously.

TRANSFER MAJOR TO LOCAL

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

TURTLE STREET DRAINAGE

No update.

VENDOR ORDINANCE AMENDMENT

No update.

BOARD MEMBER COMMENTS

There were no comments.

The next regular board meeting will be held Monday, January 11, 2021 at 6:00 p.m.

Moved by Kamysiak, seconded by Nowak, that there being no further business to come before the Council, the President adjourned the meeting at 7:35 p.m. Motion carried unanimously.

Julia Patterson
Clerk

John Ataman
President