

**Village of Posen
Official Proceedings of the Special Meeting
December 20, 2012**

The Village of Posen Council met in special session on December 20, 2012. The meeting was called to order by President Marilyn Kaszubowski at 6:00 p.m.

Roll Call

Trustees present: Kate Bruski, Dennis Chalupniczak Marge Nowak, and Laurie Wozniak
Absent: John Ataman and David Krentz
Officers present: Marilyn Kaszubowski, Julie Patterson, and Marcia Urban
Others Present:

Adoption of Agenda

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

Appearing before the Council

None

New Business:

2012 Budget Amendments

Moved by Nowak seconded by Wozniak to approve the following 2012 Budget Amendments. Motion carried unanimously.

	Actual Through 12/20/12	2012 Adopted Budget	Variance (Over) Under	2012 Budget Amendments	2012 Amended Budget
Councilmen Wages	\$6,030.00	\$5,500.00	(530.00)	530.00	\$6,030.00
Councilmen Supplies	\$0.00	\$0.00	0.00	0.00	\$0.00
Extra Meetings	\$120.00	\$300.00	180.00	(180.00)	\$120.00
Planning Commission Meetings	\$0.00	\$800.00	800.00	(800.00)	\$0.00
Planning Comm. Supplies	\$0.00	\$250.00	250.00	(250.00)	\$0.00
President's Wages	\$1,825.00	\$1,720.00	(140.00)	140.00	\$1,825.00
Mileage	\$69.84	\$0.00	(69.84)	69.84	\$69.84
Audit/Accounting	\$236.25	\$200.00	(36.25)	36.25	\$236.25

Clerk/Bookkeeper Wages	\$3,510.00	\$3,450.00	(60.00)	60.00	\$3,510.00
Office Supplies Expense	\$773.65	\$500.00	(273.65)	273.65	\$773.65
Extra Meetings/Mileage	\$40.00	\$0.00	(40.00)	40.00	\$40.00
Misc. & Cont. to other funds	\$318.00	\$575.00	257.00	(257.00)	\$318.00
Pension Plan	\$1,092.22	\$1,100.00	7.78	(7.78)	\$1,092.22
Assessor-Board of Review Wages	\$0.00	\$25.00	25.00	(25.00)	\$0.00
Treasurer's Wages	\$2,205.00	\$2,200.00	(5.00)	5.00	\$2,205.00
Bond & Office supplies	\$574.03	\$500.00	(74.03)	74.03	\$574.03
Mileage & Extra meetings	\$90.56	\$50.00	6.74	(6.74)	\$90.56
Postage	\$200.10	\$275.00	74.90	(74.90)	\$200.10
Wages-Medicare/ SS Tax	\$353.44	\$300.00	(53.44)	53.44	\$353.44
Village Hall expenses	\$206.40	\$200.00	(6.40)	6.40	\$206.40
Telephone Expense	\$541.37	\$700.00	158.63	(158.63)	\$541.37
Printing & Publishing	\$447.40	\$500.00	52.60	(52.60)	\$447.40
Building & Liability Ins.	\$3,609.00	\$3,300.00	(309.00)	309.00	\$3,609.00
Electricity - Hall	\$1,510.47	\$1,500.00	(10.47)	10.47	\$1,510.47
Natural Gas - Hall	\$1,310.40	\$1,500.00	189.60	(189.60)	\$1,310.40
Water Utility Expense	\$181.49	\$100.00	(81.49)	81.49	\$181.49
Repairs & Maintenance	\$145.15	\$500.00	354.85	(354.85)	\$145.15
Grass Removal	\$793.25	\$650.00	(143.25)	143.25	\$793.25
Water Hydrant fees	\$2,300.00	\$2,300.00	0.00	0.00	\$2,300.00
Legal Services	\$4,721.30	\$2,000.00	(2,721.30)	2,721.30	\$4,721.30
Recreational Field/Monument	\$285.00	\$200.00	(85.00)	85.00	\$285.00
Community Promotions	\$909.12	\$1,800.00	890.88	(890.88)	\$909.12
Zoning Administrator	\$960.00	\$900.00	(60.00)	60.00	\$960.00
Board of Appeals	\$440.00	\$425.00	(15.00)	15.00	\$440.00
Zoning Supplies	\$92.90	\$50.00	(42.90)	42.90	\$92.90
Legal Services - Zoning	\$0.00	\$500.00	500.00	(500.00)	\$0.00
Liquor Inspector	\$800.00	\$800.00	0.00	0.00	\$800.00
Office Expense	\$0.00	\$75.00	75.00	(75.00)	\$0.00
Sweeper Maintenance	\$6.01	\$50.00	43.99	(43.99)	\$6.01
Sidewalk Repair	\$365.00	\$100.00	(265.00)	265.00	\$365.00
Storage Building Pumper	\$0.00	\$100.00	100.00	(100.00)	\$0.00
Village Property Assessments	\$633.96	\$634.00	0.04	(0.04)	\$633.96
Street Lights	\$7,652.64	\$7,400.00	(252.64)	252.64	\$7,652.64
Office Equipment	\$1,233.32	\$600.00	(633.32)	633.32	\$1,233.32
Building Repair	\$4,000.00	\$2,000.00	(2,000.00)	2,000.00	\$4,000.00
Total	\$50,659.97	\$46,629.00	(4,030.97)	4,030.97	\$50,659.97

Revenues					
Taxes - Property	\$16,311.26	\$17,500.00	1,188.74	(\$1,188.74)	\$16,311.26
Taxes - Delinquent	\$2,137.83	\$1,500.00	(637.83)	\$637.83	\$2,137.83
State of Mich-METRO Act Rev.	\$1,311.20	\$1,300.00	(11.20)	\$11.20	\$1,311.20
State Sales Tax & Statutory Tax	\$16,930.00	\$16,000.00	(930.00)	\$930.00	\$16,930.00
Interest Income	\$172.48	\$500.00	327.52	(\$327.52)	\$172.48
Misc. Revenue	\$2,036.98	\$2,200.00	163.02	(\$163.02)	\$2,036.98
Food Vendor Permit Revenue	\$2,566.66	\$1,800.00	(766.66)	\$766.66	\$2,566.66
Liquor License Revenue	\$1,079.65	\$1,100.00	20.35	(\$20.35)	\$1,079.65
Fire Department Rent	\$4,800.00	\$4,800.00	0.00	\$0.00	\$4,800.00
Total	\$47,346.06	\$46,700.00	(\$646.06)	\$646.06	\$47,346.06

Total Revenue for 2012	\$47,346.06	\$46,700.00
Total Expenses for 2012	<u>\$50,659.97</u>	<u>\$46,629.00</u>
	(\$3,313.91)	\$71.00

	Actual	2012	2012	2012
MAJOR STREET FUND	12/20/12	Budget	Amendments	Budget
Revenues:				
Michigan Transportation Fund (MTF)	\$20,120.41	\$20,000.00	(\$120.41)	\$20,120.41
Interest Income	\$707.22	\$500.00	(\$207.22)	\$707.22
Misc. Revenue	\$0.00	\$0.00	\$0.00	\$0.00
Total	\$20,827.63	\$20,500.00	(\$327.63)	\$20,827.63
Expenditures:				
Administrative Engineering	\$1,371.25	\$1,800.00	\$428.75	\$1,371.25
Construction	\$0.00	\$15,000.00	\$15,000.00	\$0.00
Maintenance & Sidewalks	\$8,624.51	\$4,000.00	(\$4,624.51)	\$8,624.51
Winter Maintenance	\$2,048.32	\$4,500.00	\$2,451.68	\$2,048.32
Transfers Out - Local	\$5,000.00	\$5,000.00	\$0.00	\$5,000.00
Total	\$17,044.08	\$30,300.00	13,255.92	\$17,044.08

Total Revenues for 2012	\$20,827.63
Total Expenses for 2012	<u>\$17,044.08</u>
Over (Under)- Budget	\$3,783.55

LOCAL STREET FUND	Actual Thru 12/20/12	2012 Adopted Budget	Variance (Over) Under	2012 Budget Amendments	2012 Amended Budget
Revenues:					
Mich.Trans. Fund (MTF)	\$7,224.23	\$7,000.00	(\$224.23)	\$224.23	\$7,224.23
Transfer In - Major	\$5,000.00	\$5,000.00	\$0.00	\$0.00	\$5,000.00
Interest Income	\$31.05	\$100.00	\$68.95	(\$68.95)	\$31.05
Total	\$12,255.28	\$12,100.00	(\$155.28)	\$155.28	\$12,255.28
Expenditures:					
Administrative Engineering	\$331.25	\$875.00	\$543.75	(\$543.75)	\$331.25
Construction	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Maintenance	\$195.84	\$2,500.00	\$2,304.16	(\$2,304.16)	\$195.84
Winter Maintenance	\$2,362.45	\$2,500.00	\$137.55	(\$137.55)	\$2,362.45
Total	\$2,889.54	\$5,875.00	\$2,985.46	(\$2,985.46)	\$2,889.54

Total Revenue for 2012 \$12,255.28
Total Expense for 2012 \$2,889.54
Over (Under)- Budget \$9,365.74

WATER FUND	Actual thru 12/20/12	2012 Adopted Budget	Variance (Over) Under	2012 Budget Amendments	2012 Amended Budget
Revenues:					
Monthly Water Fees Revenue	\$33,221.09	\$30,000.00	(\$3,221.09)	\$3,221.09	\$33,221.09
Water Assessment Revenue	\$28,017.16	\$25,000.00	(\$3,017.16)	\$3,017.16	\$28,017.16
Misc Income (Hook-ups, turn offs, etc)	\$1,717.00	\$2,050.00	\$333.00	(\$333.00)	\$1,717.00
Hydrant Rental Fees	\$2,300.00	\$2,300.00	\$0.00	\$0.00	\$2,300.00
Interest Income	\$846.91	\$200.00	(\$646.91)	\$646.91	\$846.91
Total	\$66,102.16	\$59,550.00	\$1,733.30	\$6,552.16	\$66,102.16
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 Superintendant Salary	\$11,325.00	\$10,800.00	(\$525.00)	\$525.00	\$11,325.00
Accounting and Auditing	\$236.25	\$200.00	(\$36.25)	\$36.25	\$236.25
Clerk Salary	\$1,275.00	\$1,275.00	\$0.00	\$0.00	\$1,275.00
Office Supplies	\$920.92	\$150.00	(\$770.92)	\$770.92	\$920.92
Testing & Annual License Fee	\$2,123.04	\$2,580.00	\$456.96	(\$456.96)	\$2,123.04
Pension Plan	\$51.90	\$50.00	(\$1.90)	\$1.90	\$51.90
Treasurer Wages & Meetings	\$865.00	\$800.00	(\$65.00)	\$65.00	\$865.00

Training and Mileage	\$0.00	\$200.00	\$200.00	(\$200.00)	\$0.00
I.T. Expense	\$292.95	\$300.00	\$7.05	(\$7.05)	\$292.95
Postage	\$449.20	\$750.00	\$300.80	(\$300.80)	\$449.20
Medicare & SS Taxes-Employer	\$879.03	\$850.00	(\$29.03)	\$29.03	\$879.03
Operating Supplies	\$826.06	\$1,500.00	\$673.94	(\$673.94)	\$826.06
Telephone Expense	\$472.50	\$435.00	(\$37.50)	\$37.50	\$472.50
Electric Expense-Wellhouse	\$3,978.69	\$4,000.00	\$21.31	(\$21.31)	\$3,978.69
Travel & Mileage Expense	\$3,508.99	\$3,380.00	(\$128.99)	\$128.99	\$3,508.99
Workers Comp Insurance	\$593.00	\$900.00	\$307.00	(\$307.00)	\$593.00
Snow & Grass Removal	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Repairs Expense	\$6,507.86	\$4,000.00	(\$2,507.86)	\$2,507.86	\$6,507.86
Printing & Publishing	\$31.20	\$100.00	\$68.80	(\$68.80)	\$31.20
Contractual Services	\$7,700.00	\$0.00	(\$7,700.00)	\$7,700.00	\$7,700.00
Attorney Fees	\$0.00	\$25.00	\$25.00	(\$25.00)	\$0.00
Loan Payment	\$6,000.00	\$6,000.00	\$0.00	\$0.00	\$6,000.00
Interest Exp.-Rural Dev. Loan	\$20,757.50	\$21,000.00	\$242.50	(\$242.50)	\$20,757.50
Total	\$68,794.09	\$59,510.00	(\$9,284.09)	\$9,284.09	\$68,794.09

Total Revenue for 2012 \$66,102.16
Total Expense for 2012 \$68,794.09
Net Income **(\$2,691.93)**

Adoption of 2013 Budget

Moved by Chalupniczak, seconded by Bruski to adopt the following 2013 Budget. Motion carried unanimously.

	Actual through 12/31/12	2013 Adopted Budget
Councilmen Wages	\$6,030.00	\$5,500.00
Extra Meetings	\$120.00	\$250.00
Planning Commission Meetings	\$0.00	\$1,200.00
Planning Comm. Supplies	\$0.00	\$100.00
President's Wages	\$1,825.00	\$1,720.00
Mileage	\$69.84	\$50.00
Audit/Accounting	\$236.25	\$1,400.00
Clerk/Bookkeeper Wages	\$3,510.00	\$3,450.00
Office Supplies Expense	\$773.65	\$700.00
Extra Meetings/Mileage	\$40.00	\$40.00

Misc. & Cont. to other funds	\$318.00	\$400.00
Pension Plan	\$1,092.22	\$1,100.00
Assessor-Board of Review Wages	\$0.00	\$0.00
Treasurer's Wages	\$2,205.00	\$2,200.00
Bond & Office supplies	\$574.03	\$600.00
Mileage & Extra meetings	\$43.26	\$50.00
Postage	\$200.10	\$275.00
Wages-Medicare/ SS Tax	\$353.44	\$350.00
Village Hall expenses	\$206.40	\$200.00
Telephone Expense	\$541.37	\$300.00
Printing & Publishing	\$447.40	\$100.00
Building & Liability Ins.	\$3,609.00	\$3,600.00
Electricity - Hall	\$1,510.47	\$1,800.00
Natural Gas - Hall	\$1,310.40	\$1,500.00
Water Utility Expense	\$181.49	\$250.00
Repairs & Maintenance	\$145.15	\$250.00
Grass Removal	\$793.25	\$400.00
Water Hydrant fees	\$2,300.00	\$2,300.00
Legal Services	\$4,721.30	\$2,000.00
Recreational Field/Monument	\$285.00	\$200.00
Community Promotions	\$909.12	\$1,000.00
Zoning Administrator	\$960.00	\$900.00
Board of Appeals	\$440.00	\$500.00
Zoning Supplies	\$92.90	\$50.00
Legal Services - Zoning	\$0.00	\$0.00
Liquor Inspector	\$800.00	\$800.00
Office Expense	\$0.00	\$75.00
Sweeper Maintenance	\$6.01	\$50.00
Sidewalk Repair	\$365.00	\$0.00
Storage Building Pumper	\$0.00	\$0.00
Village Property Assessments	\$633.96	\$633.96
Street Lights	\$7,652.64	\$7,500.00
Office Equipment	\$1,233.32	\$0.00
Building Repair	\$4,000.00	\$500.00
Total	\$50,534.97	\$44,293.96

Revenues		
Taxes - Property	\$16,311.26	\$18,000.00
Taxes - Delinquent	\$2,137.83	\$2,100.00

State of Mich-METRO Act Rev.	\$1,311.20	\$1,300.00
State Sales Tax & Statutory Tax	\$16,930.00	\$16,500.00
Interest Income	\$172.48	\$175.00
Misc. Revenue	\$2,036.98	\$1,500.00
Food Vendor Permit Revenue	\$2,566.66	\$2,000.00
Liquor License Revenue	\$1,079.65	\$1,100.00
Fire Department Rent	\$4,800.00	\$2,000.00
Total	\$47,346.06	\$44,675.00

Total Revenue for 2012	\$47,346.06	\$44,675.00
Total Expenses for 2012	<u>\$50,534.97</u>	\$44,293.96
	(\$3,188.91)	\$381.04

	Actual thru 12/31/12	Budget Amendments	2013 Adopted Budget
MAJOR STREET FUND			
Revenues:			
Michigan Transportation Fund (MTF)	\$20,120.41		\$20,000.00
Interest Income	\$707.22		\$500.00
Misc. Revenue	\$0.00		\$0.00
Total	\$20,827.63		\$20,500.00
Expenditures:			
Administrative Engineering	\$1,371.25		\$2,000.00
Construction	\$0.00		\$15,000.00
Maintenance & Sidewalks	\$8,624.51		\$3,000.00
Winter Maintenance	\$2,048.32		\$3,000.00
Transfers Out - Local	\$5,000.00		\$5,000.00
Total	\$17,044.08		\$28,000.00

Total Revenues for 2012/13	\$20,827.63	\$20,500.00
Total Expenses for 2012/13	<u>\$17,044.08</u>	<u>\$28,000.00</u>
Over (Under)- Budget	\$3,783.55	(\$7,500.00)

LOCAL STREET FUND	Actual thru 12/31/12	Amended Budget	2013 Adopted Budget
Revenues:			
Mich. Trans. Fund (MTF)	\$7,224.23		\$7,000.00
Transfer In - Major	\$5,000.00		\$5,000.00
Interest Income	\$31.05		\$35.00
Total	\$12,255.28		\$12,035.00
Expenditures:			
Administrative Engineering	\$331.25		\$1,000.00
Construction	\$0.00		\$0.00
Maintenance	\$195.84		\$200.00
Winter Maintenance	\$2,362.45		\$2,500.00
Total	\$2,889.54		\$3,700.00

Total Revenue for 2012/13	\$12,255.28	\$12,035.00
Total Expense for 2012/13	<u>\$2,889.54</u>	<u>\$3,700.00</u>
Over (Under)- Budget	\$9,365.74	\$8,335.00

WATER FUND	Actual thru 12/31/12	2013 Adopted Budget
Revenues:		
Monthly Water Fees Revenue	\$33,221.09	\$35,000.00
Water Assessment Revenue	\$28,017.16	\$25,000.00
Misc Income (Hook-ups, turn offs, etc)	\$1,717.00	\$2,100.00
Hydrant Rental Fees	\$2,300.00	\$2,300.00
Interest Income	\$846.91	\$600.00
Total	\$66,102.16	\$65,000.00
Expenditures:		
Councilmen Meetings	\$0.00	\$180.00
President Meetings	\$0.00	\$35.00
Water Superintendant Salary	\$11,325.00	\$11,000.00
Accounting and Auditing	\$236.25	\$1,400.00
Clerk Salary	\$1,275.00	\$1,275.00
Office Supplies	\$920.92	\$800.00

Testing & Annual License Fee	\$2,123.04	\$2,300.00
Pension Plan	\$51.90	\$50.00
Treasurer Wages & Meetings	\$865.00	\$800.00
Training and Mileage	\$0.00	\$200.00
I.T. Expense	\$292.95	\$300.00
Postage	\$449.20	\$300.00
Medicare & SS Taxes-Employer	\$879.03	\$900.00
Operating Supplies	\$826.06	\$1,500.00
Telephone Expense	\$472.50	\$500.00
Electric Expense-Wellhouse	\$3,978.69	\$4,000.00
Travel & Mileage Expense	\$3,508.99	\$3,400.00
Workers Comp Insurance	\$593.00	\$600.00
Snow & Grass Removal	\$0.00	\$300.00
Repairs Expense	\$6,507.86	\$4,000.00
Printing & Publishing	\$31.20	\$50.00
Contractual Services	\$7,700.00	\$0.00
Attorney Fees	\$0.00	\$0.00
Loan Payment	\$6,000.00	\$6,000.00
Interest Exp.-Rural Dev. Loan	\$20,757.50	\$20,500.00
Total	\$68,794.09	\$60,390.00

Total Revenue for 2012 /13	\$66,102.16	\$65,000.00
Total Expense for 2012/13	<u>\$68,794.09</u>	<u>\$60,390.00</u>
Net Income	(\$2,691.93)	\$4,610.00

Transfer Major Street Funds to Local Street Fund

Moved by Chalupniczak, seconded by Wozniak, to transfer \$5,000.00 from the Major Street Fund to the Local Street Fund. Motion carried unanimously.

Accounts Payable

Moved by Wozniak, seconded by Nowak to approve the following bills for payment for the remaining month of December 2012. Motion carried unanimously.

<u>Ck#</u>	<u>General Fund</u>	<u>Amount</u>
3973	Julie Patterson, for budget meeting	\$40.00
3974	Marilyn Kaszubowski, for budget meeting	\$35.00
3975	Marcia Urban, for budget meeting	\$30.00
3976	out of order	
3977	Dennis Chalupniczak, for budget meeting	\$30.00
3978	out of order	

