

Charter Township of Portage

Minutes From the December 3, 2019 Board of Trustees Work Session

47420 Green Acres Road
Houghton, MI 49931
(906) 482-4310

Called to Order: 11:00 A.M. at Township Office

In Attendance: Supervisor Bruce Petersen, Clerk Amy Skewes, Treasurer Betsy Smith, Trustees Peggy Anderson, Bill Bingham, Bill Fink and John Ollila.

Public Present: None

Discussion Items:

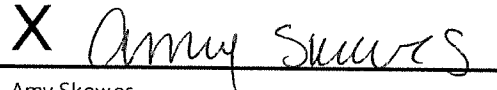
1. A motion was made by Ollila, Seconded by Skewes to increase the hourly wages on the DPW staff by \$1.00 per hour beginning in the first pay period in January 2020. Motion was carried by a roll call vote. Aye: Anderson, Bingham, Fink, Ollila, Petersen, Skewes, Smith. Nay: None
2. A motion was made by Ollila, Seconded by Smith to increase the annual salary of the Supervisor, Clerk and Treasurer to \$24,000 per year beginning in January 2020. Motion carried by a roll call vote. Aye: Fink, Ollila, Petersen, Skewes, Smith. Nay: Anderson, Bingham
3. A motion was made by Bingham, seconded by Anderson to increase Marty Heikkila's hourly wage by \$1.00 per hour beginning 2020 when the cemetery returns to work. Aye: Anderson, Bingham, Fink, Ollila, Petersen, Skewes, Smith. Nay: None
4. A motion was made by Bingham, seconded by Anderson to increase the cemetery workers wage from \$12.00 per hour to \$12.50 per hour beginning 2020 when the cemetery workers return to work.
5. There was discussion about the Elected Officials deputy budgets. Bingham stated that the deputies are not to be used for statutory duties, and only to be used when the Clerk or Treasurer is absent, sick, disabled or has died and cannot perform duties; not while an official works another job. Bingham wants the budget to be reduced to \$2000.00 and only have a deputy help during peak times (tax collection or elections). Skewes commented that with 3 elections coming up this line item amount for the clerk is very low. A motion was made by Petersen, seconded by Ollila to reduce the Deputy budget of the Clerk and Treasurer from \$6000.00 (previously) to \$4000.00. Motion carried by a roll call vote. Aye: Fink, Ollila, Petersen, Skewes. Nay: Anderson, Bingham

6. A motion was made by Smith, seconded by Ollila to increase the front desk pay by .25 per hour to \$15.25 beginning the first pay period January 2020. Motion was carried by a roll call vote. Aye: Anderson, Bingham, Fink, Ollila, Skewes, Smith. Nay: None
7. \$37,000.00 was included in the budget for the purchase of a mini excavator under Maintenance Building account # 265-977 equipment & repair
8. \$20,000.00 was included in the budget for costs in re-surfacing an existing tennis court into a Pickle Ball court under Recreation Account # 751-800 Contractual Services
9. \$500.00 was included in the budget for a USDA Geological Survey stream gauge on the Pilgrim River under Roads and streets account # 446-740 supplies
10. The board went over the proposed budget for 2020 and a motion was made by Bingham Seconded by Ollila to approve the proposed budget for 2020 as attached. Note: A public hearing will occur on December 9, 2019 at 6:30 P.M. to publicly review the proposed 2020 Budget. Motion was carried by a roll call vote. Aye: Anderson, Bingham, Fink, Ollila, Petersen, Skewes, Smith. Nay: None

A motion was made by Ollila to adjourn at 1:30 seconded by Skewes. All in Favor.

X 

Bruce Petersen
Supervisor

X 

Amy Skewes
Clerk

Charter Township of Portage
Profit & Loss Budget Overview
 January through December 2020

	Jan - Dec 20
Income	
4101 · General Fund	
101-402 · Current property tax	135,000.00
101-403 · 425 monies	16,000.00
101-404 · CFR/Pilt tax	25,000.00
101-406 · Collections fees Schools	5,000.00
101-445 · Penalties and Interest on Taxes	1,000.00
101-447 · Building and Zoning	2,000.00
101-501 · State Recreation	0.00
101-574 · State Shared Revenue	282,000.00
101-607 · Franchise Fees/Maintenance Fees	12,000.00
101-626 · Election reimb-Services rendere	4,000.00
101-634 · Marihuana Fund	10,000.00
101-658 · Parking Tickets	50.00
101-669 · Tower Fees	1,500.00
101-671 · Interest	300.00
101-676 · Reimbursements	500.00
101-678 · Land Division	500.00
101-685 · Administration fees-Taxes	37,000.00
101-687 · Refunds	1,500.00
	533,350.00
Total 4101 · General Fund	533,350.00
4206 · Hurontown Fire Department	
206-402 · Current Property Tax	64,000.00
206-450 · Jaws of Life	1,000.00
	65,000.00
Total 4206 · Hurontown Fire Department	65,000.00
4207 · Otter Lake Fire Department	
207-402 · Current Property Tax	41,000.00
207-450 · First Responders	1,000.00
	42,000.00
Total 4207 · Otter Lake Fire Department	42,000.00
4209 · Cemetery	
209-630 · Water	2,200.00
209-631 · Sprinkler	100.00
209-634 · Cartakers Fees	100.00
209-635 · Vault Storage	1,000.00
209-636 · Grave Openings	3,500.00
209-637 · Annual Care	800.00
209-638 · Grave Improvements	100.00
209-639 · Lot Sales	2,500.00
209-640 · Burials-Cremains	16,000.00
	26,300.00
Total 4209 · Cemetery	26,300.00
4212 · Liquor Law Enforcement	2,100.00
4590 · Portage Sewer Fund	
590-625 · Late fees	5,000.00
590-642 · Charges for Service O&M	190,000.00
	195,000.00
Total 4590 · Portage Sewer Fund	195,000.00
4591 · Portage Water	
591-625 · Late fees	3,000.00
591-629 · Hook-up, on/off,house meter	350.00
591-642 · Charges for Services	170,000.00
	173,350.00
Total 4591 · Portage Water	173,350.00
4592 · Dakota Water	
592-625 · Late Fees	275.00
592-629 · Hook-up, on/off, house meter	100.00
592-642 · Charges for services	24,000.00
	24,375.00
Total 4592 · Dakota Water	24,375.00

Charter Township of Portage Profit & Loss Budget Overview January through December 2020

	Jan - Dec 20
4593 · Woodland Water	
593-625 · Late Fees	150.00
593-629 · Hook-up, on/off, house meter	200.00
593-642 · Charges for Services	38,000.00
Total 4593 · Woodland Water	38,350.00
4594 · Dakota Sewer	
594-625 · Late Fees	500.00
594-629 · Hook-ups	200.00
594-642 · Charges for Service O&M	36,000.00
Total 4594 · Dakota Sewer	36,700.00
4711 · Perpetual Care Revenue	
711-640 · Perpetual Care Sales	12,000.00
Total 4711 · Perpetual Care Revenue	12,000.00
Total Income	1,148,525.00
Expense	
6101 · General Expenses	
101 · Township Board	
101-705 · Salaries	7,000.00
101-727 · Operating Supplies	100.00
101-881 · Contributions	350.00
101-955 · Education/Workshops	550.00
Total 101 · Township Board	8,000.00
171 · Supervisor	
171-705 · Salaries	24,000.00
171-727 · Supplies	100.00
171-853 · phone bill	900.00
171-860 · Travel Expense	200.00
171-955 · Education/Workshops	250.00
171-977 · Equipment & Repair	3,000.00
Total 171 · Supervisor	28,450.00
191 · Elections	
191-707 · Salaries	9,200.00
191-727 · Operating Supplies	2,000.00
191-860 · Travel Expense	250.00
191-900 · Printing & Publishing	300.00
191-955 · Education/Workshops	300.00
Total 191 · Elections	12,050.00
210 · Assessor	
210-705 · Salaries	40,000.00
210-710 · Hospitalization insurance	650.00
210-713 · Accident Fund workman's comp	800.00
210-728 · Supplies	2,000.00
210-860 · Travel Expense	200.00
210-955 · Education/Workshops	550.00
210-977 · Equipment & Repair	2,000.00
Total 210 · Assessor	46,200.00
215 · Clerk	
215-705 · Salaries	24,000.00
215-707 · Deputy Salary	4,000.00
215-727 · Supplies	2,500.00
215-860 · Travel Expense	1,000.00
215-955 · Education/Workshops	150.00
215-977 · Equipment	3,000.00
Total 215 · Clerk	34,650.00

Charter Township of Portage Profit & Loss Budget Overview January through December 2020

	Jan - Dec 20
248 · General Services	
248-727 · Supplies	100.00
248-801 · Professional Service	25,000.00
248-941 · Tower Rent	1,200.00
248-943 · Tower Power	1,500.00
248-956 · Miscellaneous Service Fees	100.00
248-958 · Dues & Membership	4,500.00
	32,400.00
253 · Treasurer	
253-705 · Salaries	24,000.00
253-707 · Deputy Salary	4,000.00
253-727 · Supplies	500.00
253-728 · Tax Supplies	2,100.00
253-860 · Travel Expense	200.00
253-955 · Education/Workshops	300.00
253-958 · Dues & Memberships	50.00
253-977 · Equipment	3,000.00
	34,150.00
256 · Town Hall	
256-707 · Salaries	19,000.00
256-727 · Supplies	4,000.00
256-731 · Ground & Build Maintenance	400.00
256-800 · Contractual Services	2,500.00
256-850 · Web page Development	3,000.00
256-853 · Telephone	400.00
256-920 · Lights	2,200.00
256-923 · Heat	1,000.00
256-924 · Water	400.00
256-977 · Equipment & Repair	3,000.00
	35,900.00
265 · Maintenance Building	
265-707 · Salaries	17,500.00
265-740 · Operating Supplies	6,000.00
265-853 · Telephone	1,200.00
265-920 · Lights	1,800.00
265-923 · Heat	1,400.00
265-927 · Water/Sewer	1,000.00
265-931 · Ground & Build Maintenance	800.00
265-970 · Capital Outlay	2,500.00
265-977 · Equipment & Repair	38,000.00
	70,200.00
294 · Other Activity	
294-707 · Salaries	19,500.00
294-708 · Medicare	2,900.00
294-709 · FICA	11,000.00
294-710 · Hospitalization	28,000.00
294-711 · Life Insurance	12,000.00
294-712 · Retirement	4,000.00
294-713 · Worker's Comp	16,000.00
294-802 · Bd of Review	
294-901 · Printing & Publishing	400.00
294-955 · Education/Workshops	400.00
707 · BR Salary	1,400.00
	2,200.00
Total 294-802 · Bd of Review	2,200.00
294-810 · Insurance MTPP Hannula	16,000.00
294-900 · Printing & Publishing	1,500.00
294-926 · Street Lights	21,000.00
294-931 · Ground & Building Maint HTFD	2,000.00
294-956 · Miscellaneous	300.00
	136,400.00
Total 294 · Other Activity	136,400.00

Charter Township of Portage
Profit & Loss Budget Overview
 January through December 2020

	Jan - Dec 20
295 · Motor Vehicle Pool	
295-707 · Salaries	3,700.00
295-740 · Operating Supplies	200.00
295-751 · Fuel	13,000.00
295-977 · Equipment & Repair	5,000.00
Total 295 · Motor Vehicle Pool	21,900.00
301 · Constable	
301-703 · Salaries	3,100.00
301-727 · Supplies	50.00
301-810 · Insurance	200.00
Total 301 · Constable	3,350.00
410 · Zoning and Planning	
410-703 · Salaries	5,500.00
410-707 · Salary	400.00
410-727 · Supplies	200.00
410-801 · Professional services	300.00
410-803 · Contract Labor	200.00
410-860 · Travel Expense	400.00
410-900 · Printing & Publishing	200.00
Total 410 · Zoning and Planning	7,200.00
446 · Roads and Streets	
446-707 · Salaries	200.00
446-740 · Supplies	1,000.00
446-936 · Signs	500.00
446-937 · Paving	2,000.00
Total 446 · Roads and Streets	3,700.00
634 · Marihuana	800.00
751 · Recreation	
751-707 · Salaries	15,500.00
751-740 · Supplies	3,000.00
751-800 · Contractual Services	40,000.00
751-801 · Professional Services	2,000.00
751-900 · Printing & Publishing	300.00
751-920 · Lights	1,700.00
751-923 · Heat	700.00
751-927 · Water/Sewer	2,200.00
751-977 · Equipment & Repair	8,000.00
Total 751 · Recreation	73,400.00
Total 6101 · General Expenses	548,750.00
6209 · Cemetery Expenses	
209-706 · Prisoners	200.00
209-707 · Salaries	52,000.00
209-708 · Medicare	750.00
209-709 · FICA	3,000.00
209-712 · Retirement	2,100.00
209-713 · Workmen's Comp	3,000.00
209-714 · Unemployment	1,500.00
209-740 · Operating Supplies	5,500.00
209-751 · Fuel	1,200.00
209-800 · Professional Fees	3,300.00
209-810 · Cemetery Insurance	2,500.00
209-853 · Telephone	550.00
209-900 · Printing & Publishing	80.00
209-920 · Lights	450.00
209-923 · Heat	75.00
209-924 · Water Charges	1,500.00
209-930 · Ground & Building Repairs	700.00

Charter Township of Portage Profit & Loss Budget Overview January through December 2020

	Jan - Dec 20
209-955 · Education-Training	200.00
209-977 · Cemetery equip & rep	800.00
Total 6209 · Cemetery Expenses	79,405.00
6212 · Liquor Law Expenses	
212-707 · Salaries	2,050.00
212-708 · Medicare	50.00
212-709 · FICA	125.00
212-713 · Workmen's Comp	100.00
212-740 · Operating Supplies	100.00
Total 6212 · Liquor Law Expenses	2,425.00
6500 · Hurontown Fire Expenses	
500-705 · Salaries	3,900.00
500-708 · Medicare	75.00
500-709 · FICA	350.00
500-713 · Workmen's Comp-Accident fund	1,700.00
500-740 · Supplies	2,000.00
500-751 · Fuel	1,000.00
500-803 · Contract Labor	500.00
500-810 · Insurance-Hannula	2,500.00
500-853 · Telephone/internet/TV	1,700.00
500-860 · Travel Expense	800.00
500-920 · Lights	1,500.00
500-923 · Heat	2,700.00
500-927 · Water/Sewer	900.00
500-950 · Building Upkeep	1,200.00
500-955 · Education/Training	1,500.00
500-958 · Membership & Dues	350.00
500-977 · Equipment & Repairs	10,000.00
Total 6500 · Hurontown Fire Expenses	32,675.00
6501 · Otter Lake Fire Expenses	
501-705 · Salaries	2,300.00
501-708 · Medicare	60.00
501-709 · FICA	150.00
501-713 · Worker's Comp-Accident Fund	750.00
501-726 · First Responders Supplies	700.00
501-727 · OLF - First Responders	700.00
501-740 · Supplies	4,500.00
501-751 · Fuel	550.00
501-801 · Contractual Services	1,000.00
501-810 · Insurance-Hannula	2,700.00
501-853 · Telephone/Internet	1,200.00
501-860 · Travel Expense	500.00
501-920 · Lights	1,900.00
501-923 · Heat	6,500.00
501-950 · Building Upkeep	2,000.00
501-955 · Education	1,200.00
501-958 · Membership & Dues	60.00
501-977 · Equipment & Repairs	3,800.00
Total 6501 · Otter Lake Fire Expenses	30,570.00
6590 · Portage Sewer Expenses	
590-707 · Salaries	14,000.00
590-708 · Medicare	250.00
590-709 · FICA	900.00
590-710 · Hospitalization	3,900.00
590-711 · Life Insurance	350.00
590-712 · Sewer Retirement	800.00
590-713 · Workmen's Comp	600.00
590-714 · Sewage Unemployment	400.00
590-740 · Operating Supplies	4,500.00
590-801 · Professional Services	3,100.00
590-810 · Insurance	1,200.00
590-832 · RD Principal and Interest	14,200.00
590-900 · Printing & Publishing	50.00
590-921 · Power	5,400.00

Charter Township of Portage
Profit & Loss Budget Overview
January through December 2020

	Jan - Dec 20
590-923 · Heat Main St Lift Stations	600.00
590-927 · Use Billing	210,000.00
590-977 · Equipment & Repairs	8,000.00
Total 6590 · Portage Sewer Expenses	268,250.00
6591 · Portage Water Expenses	
591-707 · Salaries	21,500.00
591-708 · Medicare	325.00
591-709 · FICA	1,300.00
591-710 · Hospitalization	6,700.00
591-711 · Life Insurance	375.00
591-712 · Retirement	1,300.00
591-713 · Workmen's Comp	1,600.00
591-714 · Unemployment	800.00
591-740 · Operating Supplies	3,000.00
591-801 · Professional Services	1,000.00
591-810 · PW Insurance	2,500.00
591-824 · Water Purchased	43,000.00
591-830 · RV Principal & Interest	36,500.00
591-832 · RD Loan Principal & Interest	12,500.00
591-901 · Printing & Publishing	800.00
591-944 · State Required Sampling	1,000.00
591-955 · Education	120.00
591-958 · Memberships & Dues	500.00
591-977 · Equipment and Repair	650.00
Total 6591 · Portage Water Expenses	135,470.00
6592 · Dakota Water Expense	
592-707 · Salaries	2,200.00
592-708 · Medicare	50.00
592-709 · FICA	175.00
592-710 · Hospitalization	400.00
592-712 · Retirement	200.00
592-713 · Workmen's Comp	150.00
592-714 · Unemployment	200.00
592-740 · Operating Supplies	1,000.00
592-801 · Professional Services	250.00
592-810 · DW insurance	300.00
592-824 · Water Purchased	3,600.00
592-830 · DH Water Interest	6,300.00
592-831 · RD Loan Principle	4,000.00
592-901 · Printing & Publishing	100.00
592-944 · State Required Sampling	250.00
Total 6592 · Dakota Water Expense	19,175.00
6593 · Woodland Expenses	
593-707 · Salaries	1,800.00
593-708 · Medicare	50.00
593-709 · FICA	150.00
593-710 · Hospitalization	300.00
593-712 · Retirement	150.00
593-713 · Workmen's Comp	300.00
593-714 · Unemployment	200.00
593-740 · Operating Supplies	1,000.00
593-801 · Professional Services	225.00
593-810 · insurance	300.00
593-824 · Water Purchased	25,000.00
593-944 · State Required Sampling	200.00
593-977 · Equipment & Repairs	600.00
Total 6593 · Woodland Expenses	30,275.00

Charter Township of Portage
Profit & Loss Budget Overview
January through December 2020

	Jan - Dec 20
6594 · Dakota Heights Sewer	
594-707 · Salaries	3,000.00
594-708 · Medicare	60.00
594-709 · FICA	225.00
594-710 · Hospitalization	350.00
594-712 · DH Sewer Retirement	150.00
594-713 · Workman Comp Accident Fund	200.00
594-714 · DH Sewer Unemployment	150.00
594-740 · Operating Supplies	350.00
594-801 · Professional Services	200.00
594-810 · DH Sewer insurance	250.00
594-832 · RD Loan Interest	10,300.00
594-921 · Power	650.00
594-927 · Use Billing	13,000.00
594-930 · Equipment & Repairs	500.00
Total 6594 · Dakota Heights Sewer	29,385.00
6711 · Perpetual Care Expenses	
711-883 · Transfer to - Cemetery Fund	2,000.00
Total 6711 · Perpetual Care Expenses	2,000.00
Total Expense	1,178,380.00
Net Income	-29,855.00