

Charter Township of Portage

Minutes From the November 9, 2020 Board of Trustees Work Session

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

Called to Order: 10:00 A.M. at Via Zoom

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:

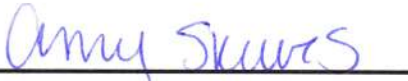
The Board reviewed and discussed the proposed 2021 budget as described in the attached Profit and Loss Budget overview.

The board will approve the 2021 budget prior to the December meeting at the Budget Hearing on December 14, 2020 at 10:45 AM Via Zoom

A motion was made by Ollila to adjourn at 11:00 AM 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 2021

	Jan - Dec 21
Income	
4101 · General Fund	
101-402 · Current property tax	136,000.00
101-403 · 425 monies	16,000.00
101-404 · CFR/Pilt tax	25,000.00
101-406 · Collections fees Schools	10,000.00
101-445 · Penalties and Interest on Taxes	500.00
101-447 · Building and Zoning	1,500.00
101-574 · State Shared Revenue	175,550.00
101-607 · Franchise Fees/Maintenance Fees	10,000.00
101-634 · Marihuana Fund	5,000.00
101-669 · Tower Fees	3,000.00
101-671 · Interest	150.00
101-676 · Reimbursements	1,000.00
101-678 · Land Division	300.00
101-685 · Administration fees-Taxes	30,000.00
101-687 · Refunds	500.00
Total 4101 · General Fund	414,500.00
4206 · Hurontown Fire Department	
206-402 · Current Property Tax	64,000.00
206-403 · 425 Monies HTFD	3,500.00
206-404 · HTFD Pilt Tax	0.00
206-450 · Jaws of Life	500.00
206-501 · Federal Grants	0.00
206-671 · Interest	100.00
Total 4206 · Hurontown Fire Department	68,100.00
4207 · Otter Lake Fire Department	
207-402 · Current Property Tax	41,000.00
207-403 · 425 Monies OLFD	2,200.00
207-450 · First Responders	500.00
207-671 · Interest	50.00
207-699 · Transfer from general fund	5,000.00
Total 4207 · Otter Lake Fire Department	48,750.00
4209 · Cemetery	
209-630 · Water	1,300.00
209-631 · Sprinkler	100.00
209-634 · Cartakers Fees	100.00
209-635 · Vault Storage	1,800.00
209-636 · Grave Openings	2,500.00
209-637 · Annual Care	1,000.00
209-638 · Grave Improvements	200.00
209-639 · Lot Sales	2,000.00
209-640 · Burials-Cremains	14,000.00
209-671 · Perpetual Care (Int Transfer)	50.00
Total 4209 · Cemetery	23,050.00
4212 · Liquor Law Enforcement	2,000.00
4590 · Portage Sewer Fund	
590-625 · Late fees	4,500.00
590-627 · Charges for Service-Township	220,000.00
Total 4590 · Portage Sewer Fund	224,500.00
4591 · Portage Water	
591-625 · Late fees	3,000.00
591-629 · Hook-up, on/off,house meter	200.00
591-642 · Charges for Services	185,000.00
591-671 · Interest income	75.00
Total 4591 · Portage Water	188,275.00

Charter Township of Portage
Profit & Loss Budget Overview
 January through December 2021

	Jan - Dec 21
4592 · Dakota Water	
592-625 · Late Fees	250.00
592-629 · Hook-up, on/off, house meter	100.00
592-642 · Charges for services	30,000.00
592-671 · Interest income	200.00
Total 4592 · Dakota Water	30,550.00
4593 · Woodland Water	
593-625 · Late Fees	200.00
593-629 · Hook-up, on/off, house meter	200.00
593-642 · Charges for Services	30,000.00
593-671 · Interest income	150.00
Total 4593 · Woodland Water	30,550.00
4594 · Dakota Sewer	
594-625 · Late Fees	500.00
594-629 · Hook-ups	200.00
594-642 · Charges for Service O&M	37,000.00
594-672 · Interest Income	150.00
Total 4594 · Dakota Sewer	37,850.00
4711 · Perpetual Care Revenue	
711-640 · Perpetual Care Sales	9,000.00
Total 4711 · Perpetual Care Revenue	9,000.00
Total Income	1,077,125.00
Expense	
6101 · General Expenses	
101 · Township Board	
101-705 · Salaries	8,200.00
101-727 · Operating Supplies	150.00
101-881 · Contributions	500.00
101-955 · Education/Workshops	400.00
Total 101 · Township Board	9,250.00
171 · Supervisor	
171-705 · Salaries	27,000.00
171-727 · Supplies	200.00
171-853 · phone bill	900.00
171-860 · Travel Expense	200.00
171-955 · Education/Workshops	200.00
171-977 · Equipment & Repair	2,000.00
Total 171 · Supervisor	30,500.00
191 · Elections	
191-707 · Salaries	1,000.00
191-727 · Operating Supplies	500.00
191-860 · Travel Expense	150.00
191-900 · Printing & Publishing	80.00
191-955 · Education/Workshops	300.00
Total 191 · Elections	2,030.00
210 · Assessor	
210-705 · Salaries	40,000.00
210-710 · Hospitalization insurance	1,200.00
210-713 · Accident Fund workman's comp	900.00
210-728 · Supplies	2,000.00
210-803 · Contracted Labor	300.00
210-860 · Travel Expense	150.00
210-955 · Education/Workshops	400.00
210-977 · Equipment & Repair	1,000.00

Charter Township of Portage Profit & Loss Budget Overview January through December 2021

	Jan - Dec 21
Total 210 · Assessor	45,950.00
215 · Clerk	
215-705 · Salaries	27,000.00
215-707 · Deputy Salary	8,000.00
215-727 · Supplies	1,500.00
215-860 · Travel Expense	500.00
215-955 · Education/Workshops	150.00
215-977 · Equipment	2,000.00
Total 215 · Clerk	39,150.00
248 · General Services	
248-727 · Supplies	500.00
248-801 · Professional Service	10,000.00
248-941 · Tower Rent	1,200.00
248-943 · Tower Power	2,000.00
248-958 · Dues & Membership	3,500.00
Total 248 · General Services	17,200.00
253 · Treasurer	
253-705 · Salaries	27,000.00
253-707 · Deputy Salary	8,000.00
253-727 · Supplies	400.00
253-728 · Tax Supplies	2,000.00
253-860 · Travel Expense	200.00
253-955 · Education/Workshops	300.00
253-958 · Dues & Memberships	50.00
253-977 · Equipment	2,000.00
Total 253 · Treasurer	39,950.00
256 · Town Hall	
256-707 · Salaries	18,000.00
256-727 · Supplies	2,500.00
256-731 · Ground & Build Maintenance	300.00
256-800 · Contractual Services	2,500.00
256-850 · Web page Development	1,500.00
256-853 · Telephone	900.00
256-920 · Lights	2,200.00
256-923 · Heat	1,000.00
256-924 · Water	300.00
256-977 · Equipment & Repair	1,500.00
Total 256 · Town Hall	30,700.00
265 · Maintenance Building	
265-707 · Salaries	17,500.00
265-740 · Operating Supplies	6,000.00
265-853 · Telephone	1,000.00
265-920 · Lights	2,000.00
265-923 · Heat	1,500.00
265-927 · Water/Sewer	1,000.00
265-931 · Ground & Build Maintenance	800.00
265-970 · Capital Outlay	1,500.00
265-977 · Equipment & Repair	3,000.00
Total 265 · Maintenance Building	34,300.00
294 · Other Activity	
294-707 · Salaries	18,000.00
294-708 · Medicare	3,000.00
294-709 · FICA	11,000.00
294-710 · Hospitalization	28,000.00
294-711 · Life Insurance	5,000.00
294-712 · Retirement	7,000.00
294-713 · Worker's Comp	14,000.00
294-714 · Unemployment	14,000.00

Charter Township of Portage Profit & Loss Budget Overview January through December 2021

	Jan - Dec 21
294-802 · Bd of Review	
294-901 · Printing & Publishing	400.00
294-955 · Education/Workshops	400.00
707 · BR Salary	1,400.00
Total 294-802 · Bd of Review	2,200.00
294-810 · Insurance MTPP Hannula	16,500.00
294-900 · Printing & Publishing	800.00
294-926 · Street Lights	21,000.00
294-931 · Ground & Building Maint HTFD	1,000.00
Total 294 · Other Activity	141,500.00
295 · Motor Vehicle Pool	
295-707 · Salaries	3,500.00
295-740 · Operating Supplies	300.00
295-751 · Fuel	4,000.00
295-977 · Equipment & Repair	5,000.00
Total 295 · Motor Vehicle Pool	12,800.00
301 · Constable	
301-703 · Salaries	3,100.00
301-727 · Supplies	50.00
301-810 · Insurance	250.00
Total 301 · Constable	3,400.00
410 · Zoning and Planning	
410-703 · Salaries	5,000.00
410-707 · Salary	3,600.00
410-727 · Supplies	250.00
410-801 · Professional services	250.00
410-803 · Contract Labor	150.00
410-860 · Travel Expense	350.00
410-900 · Printing & Publishing	150.00
Total 410 · Zoning and Planning	9,750.00
446 · Roads and Streets	
446-707 · Salaries	700.00
446-740 · Supplies	500.00
446-935 · Oiling	1,000.00
446-936 · Signs	2,500.00
446-937 · Paving	2,000.00
Total 446 · Roads and Streets	6,700.00
751 · Recreation	
751-707 · Salaries	15,000.00
751-740 · Supplies	2,500.00
751-800 · Contractual Services	10,000.00
751-801 · Professional Services	1,000.00
751-900 · Printing & Publishing	150.00
751-920 · Lights	1,800.00
751-923 · Heat	750.00
751-927 · Water/Sewer	1,800.00
751-970 · Recreation Capitol Outlay	250.00
751-977 · Equipment & Repair	5,000.00
Total 751 · Recreation	38,250.00
850-999 · Transfer to Other Funds	5,000.00
Total 6101 · General Expenses	466,430.00
6209 · Cemetery Expenses	
209-706 · Prisoners	100.00
209-707 · Salaries	42,000.00

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 January through December 2021

	Jan - Dec 21
209-708 · Medicare	700.00
209-709 · FICA	2,500.00
209-712 · Retirement	3,000.00
209-713 · Workers Comp	3,200.00
209-740 · Operating Supplies	2,100.00
209-751 · Fuel	800.00
209-810 · Cemetery Insurance	2,400.00
209-853 · Telephone	550.00
209-900 · Printing & Publishing	50.00
209-920 · Lights	700.00
209-923 · Heat	75.00
209-924 · Water Charges	1,000.00
209-930 · Ground & Building Repairs	500.00
209-955 · Education-Training	150.00
209-977 · Cemetery equip & rep	1,000.00
Total 6209 · Cemetery Expenses	60,825.00
6212 · Liquor Law Expenses	
212-707 · Salaries	2,050.00
212-708 · Medicare	50.00
212-709 · FICA	150.00
212-713 · Workers Comp	100.00
Total 6212 · Liquor Law Expenses	2,350.00
6500 · Hurontown Fire Expenses	
500-705 · Salaries	5,040.00
500-708 · Medicare	80.00
500-709 · FICA	350.00
500-713 · Workers Comp-Accident fund	1,800.00
500-740 · Supplies	1,000.00
500-751 · Fuel	2,000.00
500-803 · Contract Labor	500.00
500-810 · Insurance-Hannula	5,600.00
500-853 · Telephone/internet/TV	1,260.00
500-860 · Travel Expense	450.00
500-920 · Lights	2,500.00
500-923 · Heat	4,500.00
500-927 · Water/Sewer	1,600.00
500-950 · Building Upkeep	500.00
500-955 · Education/Training	1,000.00
500-958 · Membership & Dues	550.00
500-977 · Equipment & Repairs	36,740.00
Total 6500 · Hurontown Fire Expenses	65,470.00
6501 · Otter Lake Fire Expenses	
501-705 · Salaries	2,500.00
501-708 · Medicare	70.00
501-709 · FICA	200.00
501-713 · Worker's Comp-Accident Fund	900.00
501-726 · First Responders Supplies	800.00
501-740 · Supplies	800.00
501-751 · Fuel	600.00
501-801 · Contractual Services	1,000.00
501-810 · Insurance-Hannula	3,200.00
501-853 · Telephone/Internet	2,000.00
501-860 · Travel Expense	400.00
501-920 · Lights	1,900.00
501-923 · Heat	3,900.00
501-950 · Building Upkeep	1,500.00
501-955 · Education	1,000.00
501-958 · Membership & Dues	60.00
501-977 · Equipment & Repairs	2,500.00
Total 6501 · Otter Lake Fire Expenses	23,330.00

Charter Township of Portage
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 January through December 2021

	Jan - Dec 21
6590 · Portage Sewer Expenses	
590-707 · Salaries	18,000.00
590-708 · Medicare	425.00
590-709 · FICA	1,400.00
590-710 · Hospitalization	4,500.00
590-711 · Life Insurance	450.00
590-712 · Sewer Retirement	1,000.00
590-713 · Workmen's Comp	500.00
590-740 · Operating Supplies	4,500.00
590-751 · Fuel	1,000.00
590-801 · Professional Services	1,000.00
590-810 · Insurance	1,400.00
590-832 · RD Principal and Interest	13,892.00
590-900 · Printing & Publishing	50.00
590-921 · Power	6,500.00
590-923 · Heat Main St Lift Stations	600.00
590-927 · Use Billing	170,000.00
590-977 · Equipment & Repairs	7,000.00
Total 6590 · Portage Sewer Expenses	232,217.00
6591 · Portage Water Expenses	
591-707 · Salaries	16,000.00
591-708 · Medicare	400.00
591-709 · FICA	1,300.00
591-710 · Hospitalization	8,000.00
591-711 · Life Insurance	450.00
591-712 · Retirement	1,300.00
591-713 · Worker's Comp	1,500.00
591-740 · Operating Supplies	4,000.00
591-751 · Fuel	1,900.00
591-801 · Professional Services	1,000.00
591-810 · PW Insurance	3,200.00
591-824 · Water Purchased	35,000.00
591-830 · RV Principal & Interest	36,000.00
591-901 · Printing & Publishing	1,200.00
591-944 · State Required Sampling	2,000.00
591-955 · Education	100.00
591-958 · Memberships & Dues	500.00
591-977 · Equipment and Repair	700.00
Total 6591 · Portage Water Expenses	114,550.00
6592 · Dakota Water Expense	
592-707 · Salaries	2,200.00
592-708 · Medicare	50.00
592-709 · FICA	180.00
592-710 · Hospitalization	500.00
592-712 · Retirement	200.00
592-713 · Worker's Comp	200.00
592-740 · Operating Supplies	750.00
592-751 · Fuel	250.00
592-801 · Professional Services	275.00
592-810 · DW insurance	325.00
592-824 · Water Purchased	1,300.00
592-830 · DH Water Interest	6,300.00
592-831 · RD Loan Principle	4,000.00
592-901 · Printing & Publishing	50.00
592-944 · State Required Sampling	300.00
Total 6592 · Dakota Water Expense	16,880.00
6593 · Woodland Expenses	
593-707 · Salaries	1,800.00
593-708 · Medicare	60.00
593-709 · FICA	175.00
593-710 · Hospitalization	600.00

Charter Township of Portage
Profit & Loss Budget Overview
January through December 2021

	Jan - Dec 21
593-712 · Retirement	160.00
593-713 · Worker's Comp	450.00
593-740 · Operating Supplies	450.00
593-751 · Fuel	400.00
593-801 · Professional Services	300.00
593-810 · insurance	300.00
593-824 · Water Purchased	26,000.00
593-944 · State Required Sampling	250.00
593-977 · Equipment & Repairs	450.00
Total 6593 · Woodland Expenses	31,395.00
6594 · Dakota Heights Sewer	
594-707 · Salaries	3,500.00
594-708 · Medicare	60.00
594-709 · FICA	250.00
594-710 · Hospitalization	600.00
594-712 · DH Sewer Retirement	200.00
594-713 · Worker's Comp Accident Fund	250.00
594-740 · Operating Supplies	350.00
594-751 · Fuel	250.00
594-801 · Professional Services	100.00
594-810 · DH Sewer insurance	225.00
594-832 · RD Loan Interest	10,300.00
594-921 · Power	700.00
594-927 · Use Billing	16,000.00
594-930 · Equipment & Repairs	400.00
Total 6594 · Dakota Heights Sewer	33,185.00
6711 · Perpetual Care Expenses	
711-883 · Transfer to - Cemetery Fund	3,000.00
Total 6711 · Perpetual Care Expenses	3,000.00
Total Expense	1,049,632.00
Net Income	27,493.00