

Charter Township of Portage

Minutes From the November 28, 2022 Board of Trustees Budget Meeting

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

Called to Order: 3:00 P.M. at Township Office

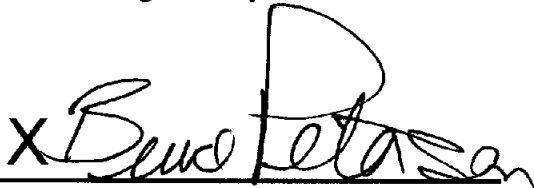
In Attendance: Supervisor Bruce Petersen, Clerk Amy Skewes, Treasurer Betsy Smith, Trustees Peggy Anderson, Bill Bingham, Bill Fink and John Ollila.

Public Present: None

Discussion Items:

1. Skewes Updated the Board on a FOIA request that was submitted to the Houghton County Clerk for the local Clerks. Teresa Kariniemi is requesting the Houghton County Board to pay for the cost of the FOIA request with taxpayer money. Ollila made a motion to submit a signed letter to the Houghton County Commissioners objecting to the request, seconded by Petersen. Motion carried by a roll call vote. Aye: Anderson, Bingham, Fink, Ollila, Petersen, Skewes, Smith. Nay: None
2. The Board discussed increasing the wage of the deputy clerk and deputy treasurer to \$18.00 per hour
3. The board discussed increasing the wage of Tom Heider to \$18.00 per hour.
4. The board was in agreement not to pay for a family insurance plan for the assessor. We will continue to pay for single insurance coverage only.
5. The board reviewed and discussed the proposed 2023 budget in detail. A public hearing will occur on December 12, 2022 at 5:30 P.M. to publicly review and approve the proposed 2023 Budget.

The meeting was adjourned at 4:45PM.

X 

Bruce Petersen
Supervisor

X 

Amy Skewes
Clerk

Charter Township of Portage
Profit & Loss Budget Overview
 January through December 2023

	Jan - Dec 23
Income	
4101 · General Fund	
101-402 · Current property tax	155,000.00
101-403 · 425 monies	26,000.00
101-404 · CFR/Pilt tax	28,000.00
101-406 · Collections fees Schools	8,000.00
101-445 · Penalties and Interest on Ta...	700.00
101-447 · Administration fees-Taxes	50,000.00
101-476 · Building and Zoning	4,000.00
101-573 · Local Com Stabilization Sha...	13,500.00
101-574 · State Shared Revenue	290,000.00
101-607 · Franchise Fees/Maintenanc...	11,000.00
101-634 · Marihuana Fund - License	5,000.00
101-635 · Marihuana - Revenue Sharing	56,000.00
101-643 · Sand and Gravel Sales	1,000.00
101-669 · Tower Fees	600.00
101-671 · Interest	2,500.00
101-676 · Reimbursements	1,000.00
101-678 · Land Division	1,000.00
101-687 · Refunds	50.00
Total 4101 · General Fund	653,350.00
4204 · Roads Income	
204-403 · Prop Tax Roads	230,000.00
204-445 · Penalties and Interest on Ta...	20.00
204-671 · Interest	300.00
Total 4204 · Roads Income	230,320.00
4206 · Hurontown Fire Department	
206-402 · Current Property Tax	102,000.00
206-450 · Jaws of Life	500.00
206-501 · Federal Grants	1,000.00
206-671 · Interest	250.00
Total 4206 · Hurontown Fire Department	103,750.00
4207 · Otter Lake Fire Department	
207-402 · Current Property Tax	67,000.00
207-450 · First Responders	300.00
207-671 · Interest	225.00
Total 4207 · Otter Lake Fire Department	67,525.00
4209 · Cemetery	
209-156 · non taxable donations	100.00
209-630 · Water	2,000.00
209-633 · Disinterment	500.00
209-634 · Cartakers Fees	50.00
209-635 · Vault Storage	1,200.00
209-637 · Annual Care	1,000.00
209-638 · Grave Improvements	100.00
209-639 · Lot Sales	8,000.00
209-640 · Burials-Cremains	22,000.00
209-671 · Perpetual Care (Int Transfer)	21,000.00
209-676 · Cemetery Reimbursements	100.00
Total 4209 · Cemetery	56,050.00
4212 · Liquor Law Enforcement	
212-573 · State Revenue	2,200.00
Total 4212 · Liquor Law Enforcement	2,200.00

Charter Township of Portage
Profit & Loss Budget Overview
 January through December 2023

	Jan - Dec 23
4590 · Portage Sewer Fund 92-09	
590-625 · Late fees	2,500.00
590-629 · Hook-up	7,500.00
590-642 · Charges for Service O&M	250,000.00
590-671 · Interest Income	250.00
Total 4590 · Portage Sewer Fund 92-09	260,250.00
4591 · Portage Water	
591-625 · Late fees	1,500.00
591-629 · Hook-up, on/off, house meter	100.00
591-642 · Charges for Services	230,000.00
591-671 · Interest income	450.00
Total 4591 · Portage Water	232,050.00
4592 · Dakota Water	
592-625 · Late Fees	150.00
592-629 · Hook-up, on/off, house meter	100.00
592-642 · Charges for services	27,000.00
592-671 · Interest income	250.00
Total 4592 · Dakota Water	27,500.00
4593 · Woodland Water	
593-625 · Late Fees	350.00
593-629 · Hook-up, on/off, house meter	100.00
593-642 · Charges for Services	36,000.00
593-671 · Interest income	250.00
Total 4593 · Woodland Water	36,700.00
4594 · Dakota Sewer	
594-625 · Late Fees	350.00
594-629 · Hook-ups	100.00
594-642 · Charges for Service O&M	28,000.00
594-672 · Interest Income	100.00
Total 4594 · Dakota Sewer	28,550.00
4711 · Perpetual Care Revenue	
711-640 · Perpetual Care Sales	15,000.00
711-671 · Interest Income	7,000.00
Total 4711 · Perpetual Care Revenue	22,000.00
Total Income	1,720,245.00
Expense	
6101 · General Expenses	
101 · Township Board	
101-705 · Salaries	9,000.00
101-727 · Operating Supplies	300.00
101-881 · Contributions	300.00
101-955 · Education/Workshops	100.00
Total 101 · Township Board	9,700.00
171 · Supervisor	
171-705 · Salaries	30,000.00
171-727 · Supplies	300.00
171-853 · phone bill	900.00
171-860 · Travel Expense	100.00
171-955 · Education/Workshops	150.00
171-977 · Equipment & Repair	800.00
Total 171 · Supervisor	32,250.00

Charter Township of Portage
Profit & Loss Budget Overview
 January through December 2023

	Jan - Dec 23
191 - Elections	
191-707 - Salaries	4,000.00
191-727 - Operating Supplies	3,000.00
191-860 - Travel Expense	200.00
191-900 - Printing & Publishing	200.00
191-955 - Education/Workshops	200.00
Total 191 - Elections	7,600.00
210 - Assessor	
210-705 - Salaries	40,000.00
210-710 - Hospitalization insurance	12,000.00
210-713 - Accident Fund workman'...	900.00
210-728 - Supplies	500.00
210-803 - Contracted Labor	100.00
210-860 - Travel Expense	100.00
210-955 - Education/Workshops	300.00
210-977 - Equipment & Repair	500.00
Total 210 - Assessor	54,400.00
215 - Clerk	
215-705 - Salaries	30,000.00
215-707 - Deputy Salary	5,000.00
215-727 - Supplies	2,500.00
215-853 - phone	600.00
215-860 - Travel Expense	500.00
215-955 - Education/Workshops	100.00
215-977 - Equipment	3,000.00
Total 215 - Clerk	41,700.00
248 - General Services	
248-727 - Supplies	500.00
248-801 - Professional Service	20,000.00
248-941 - Tower Rent	1,000.00
248-943 - Tower Power	2,200.00
248-958 - Dues & Membership	4,500.00
Total 248 - General Services	28,200.00
253 - Treasurer	
253-705 - Salaries	30,000.00
253-707 - Deputy Salary	6,000.00
253-727 - Supplies	1,000.00
253-728 - Tax Supplies	4,500.00
253-853 - Phone	600.00
253-860 - Travel Expense	200.00
253-955 - Education/Workshops	300.00
253-958 - Dues & Memberships	50.00
253-977 - Equipment	1,000.00
Total 253 - Treasurer	43,650.00
256 - Town Hall	
256-707 - Salaries	12,000.00
256-727 - Supplies	4,000.00
256-731 - Ground & Build Maintena...	400.00
256-800 - Contractual Services	8,000.00
256-850 - Web page Development	100.00
256-853 - Telephone	3,200.00
256-920 - Lights	1,800.00
256-923 - Heat	1,600.00
256-924 - Water	400.00
256-977 - Equipment & Repair	400.00
Total 256 - Town Hall	31,900.00

Charter Township of Portage
Profit & Loss Budget Overview
 January through December 2023

	Jan - Dec 23
265 · Maintenance Building	
265-707 · Salaries	21,000.00
265-740 · Operating Supplies	12,000.00
265-853 · Telephone	1,200.00
265-920 · Lights	2,100.00
265-923 · Heat	2,400.00
265-927 · Water/Sewer	1,800.00
265-931 · Ground & Build Maintena...	1,800.00
265-970 · Capital Outlay	700.00
265-977 · Equipment & Repair	1,600.00
Total 265 · Maintenance Building	44,600.00
294 · Other Activity	
294-707 · Salaries	27,000.00
294-708 · Medicare	3,500.00
294-709 · FICA	14,000.00
294-710 · Hospitalization	30,000.00
294-711 · Life Insurance	900.00
294-712 · Retirement	12,000.00
294-713 · Worker's Comp	10,000.00
294-714 · Unemployment	14,000.00
294-802 · Board of Review	
294-901 · Printing & Publishing	700.00
294-955 · Education/Workshops	400.00
707 · BR Salary	2,000.00
956 · BR Miscellaneous	100.00
Total 294-802 · Board of Review	3,200.00
294-810 · Insurance MTPP Hannula	17,000.00
294-900 · Printing & Publishing	300.00
294-926 · Street Lights	23,000.00
Total 294 · Other Activity	154,900.00
295 · Motor Vehicle Pool	
295-707 · Salaries	5,000.00
295-740 · Operating Supplies	2,000.00
295-751 · Fuel	12,000.00
295-970 · Capital Outlay	58,000.00
295-977 · Equipment & Repair	3,000.00
Total 295 · Motor Vehicle Pool	80,000.00
301 · Constable	
301-703 · Salaries	3,100.00
301-727 · Supplies	50.00
301-810 · Insurance	150.00
Total 301 · Constable	3,300.00
410 · Zoning and Planning	
410-703 · Salaries - P.C.	3,000.00
410-707 · Salary - Zoning	3,900.00
410-727 · Supplies	250.00
410-801 · Professional services	10,000.00
410-860 · Travel Expense	600.00
410-900 · Printing & Publishing	200.00
410-955 · Education	100.00
Total 410 · Zoning and Planning	18,050.00

Charter Township of Portage
Profit & Loss Budget Overview
 January through December 2023

	Jan - Dec 23
446 · Roads and Streets	
446-707 · Salaries	200.00
446-740 · Supplies	350.00
446-935 · Oiling	2,300.00
446-936 · Signs	1,000.00
446-937 · Paving	1,000.00
	4,850.00
751 · Recreation	
751-707 · Salaries	17,000.00
751-740 · Supplies	1,500.00
751-800 · Contractual Services	1,200.00
751-801 · Professional Services	800.00
751-900 · Printing & Publishing	100.00
751-920 · Lights	1,800.00
751-923 · Heat	3,200.00
751-927 · Water/Sewer	700.00
751-970 · Recreation Capitol Outlay	10,000.00
751-977 · Equipment & Repair	2,000.00
	38,300.00
Total 6101 · General Expenses	593,400.00
6105 · ARPA Expense	
105-513 · ARPA water/sewer improve...	1,000.00
	1,000.00
Total 6105 · ARPA Expense	1,000.00
6204 · Roads and Streets - Millage	
204-803 · Contractual Services	150,000.00
	150,000.00
Total 6204 · Roads and Streets - Millage	150,000.00
6209 · Cemetery Expenses	
209-707 · Salaries	58,500.00
209-708 · Medicare	900.00
209-709 · FICA	3,200.00
209-712 · Retirement	2,000.00
209-713 · Workers Comp	2,650.00
209-740 · Operating Supplies	2,000.00
209-751 · Fuel	1,100.00
209-801 · Contractual Services	400.00
209-810 · Cemetery Insurance	2,400.00
209-853 · Telephone	500.00
209-900 · Printing & Publishing	100.00
209-920 · Lights	500.00
209-923 · Heat	50.00
209-924 · Water Charges	2,350.00
209-930 · Ground & Building Repairs	500.00
209-955 · Education-Training	150.00
209-977 · Cemetery equip & rep	1,000.00
	78,300.00
Total 6209 · Cemetery Expenses	78,300.00
6212 · Liquor Law Expenses	
212-707 · Salaries	2,100.00
212-708 · Medicare	50.00
212-709 · FICA	100.00
212-740 · Operating Supplies	50.00
	2,300.00
Total 6212 · Liquor Law Expenses	2,300.00

Charter Township of Portage
Profit & Loss Budget Overview
 January through December 2023

	Jan - Dec 23
6500 · Hurontown Fire Expenses	
500-705 · Salaries	4,200.00
500-708 · Medicare	100.00
500-709 · FICA	350.00
500-713 · Workers Comp-Accident fund	1,500.00
500-740 · Supplies	5,000.00
500-751 · Fuel	800.00
500-803 · Contract Labor	1,000.00
500-810 · Insurance-Hannula	4,500.00
500-853 · Telephone/internet/TV	2,200.00
500-860 · Travel Expense	300.00
500-920 · Lights	2,000.00
500-923 · Heat	4,000.00
500-927 · Water/Sewer	800.00
500-950 · Building Upkeep	500.00
500-955 · Education/Training	500.00
500-958 · Membership & Dues	200.00
500-970 · Capital Outlay	1,500.00
500-977 · Equipment & Repairs	15,000.00
Total 6500 · Hurontown Fire Expenses	44,450.00
6501 · Otter Lake Fire Expenses	
501-705 · Salaries	3,400.00
501-708 · Medicare	50.00
501-709 · FICA	200.00
501-713 · Worker's Comp-Accident Fu...	950.00
501-726 · First Responders Supplies	500.00
501-740 · Supplies	3,000.00
501-751 · Fuel	500.00
501-801 · Contractual Services	2,500.00
501-810 · Insurance-Hannula	3,200.00
501-853 · Telephone/Internet	1,500.00
501-860 · Travel Expense	300.00
501-920 · Lights	2,400.00
501-923 · Heat	6,000.00
501-950 · Building Upkeep	1,200.00
501-955 · Education	700.00
501-958 · Membership & Dues	100.00
501-977 · Equipment & Repairs	3,000.00
Total 6501 · Otter Lake Fire Expenses	29,500.00
6590 · Portage Sewer Expenses 92-09	
590-707 · Salaries	28,000.00
590-708 · Medicare	400.00
590-709 · FICA	1,800.00
590-710 · Hospitalization	10,500.00
590-711 · Life Insurance	400.00
590-712 · Portage Sewer Retirement	1,200.00
590-713 · Workmen's Comp	800.00
590-740 · Operating Supplies	5,000.00
590-751 · Fuel	2,200.00
590-801 · Professional Services	2,200.00
590-810 · Insurance	1,600.00
590-832 · RD Principal & Int PS 92-09	14,600.00
590-900 · Printing & Publishing	100.00
590-921 · Power	9,000.00
590-923 · Heat Main St Lift Stations	500.00
590-927 · Use Billing	180,000.00
590-977 · Equipment & Repairs	1,500.00
690-832 · RD Principal PS 92-13	38,000.00
790-832 · RD Principal PS 92-15	6,700.00
Total 6590 · Portage Sewer Expenses 92...	304,500.00

Charter Township of Portage
Profit & Loss Budget Overview
 January through December 2023

	Jan - Dec 23
6591 · Portage Water Expenses	
591-707 · Salaries	38,000.00
591-708 · Medicare	500.00
591-709 · FICA	2,000.00
591-710 · Hospitalization	11,000.00
591-711 · Life Insurance	300.00
591-712 · Retirement	1,600.00
591-713 · Worker's Comp	1,000.00
591-740 · Operating Supplies	18,000.00
591-751 · Fuel	2,500.00
591-801 · Professional Services	6,000.00
591-810 · PW Insurance	2,300.00
591-824 · Water Purchased	52,000.00
591-832 · RD Loan Principal & Interest	36,000.00
591-901 · Printing & Publishing	2,000.00
591-944 · State Required Sampling	1,200.00
591-955 · Education	50.00
591-958 · Memberships & Dues	550.00
591-977 · Equipment and Repair	1,000.00
Total 6591 · Portage Water Expenses	176,000.00
6592 · Dakota Water Expense	
592-707 · Salaries	6,000.00
592-708 · Medicare	100.00
592-709 · FICA	300.00
592-710 · Hospitalization	1,500.00
592-711 · Life Insurance	100.00
592-712 · Retirement	250.00
592-713 · Worker's Comp	150.00
592-740 · Operating Supplies	800.00
592-751 · Fuel	350.00
592-801 · Professional Services	500.00
592-810 · DW insurance	400.00
592-824 · Water Purchased	3,400.00
592-830 · DH Water Interest	56,000.00
592-831 · RD Loan Principle	5,000.00
592-901 · Printing & Publishing	50.00
592-944 · State Required Sampling	200.00
Total 6592 · Dakota Water Expense	75,100.00
6593 · Woodland Expenses	
593-707 · Salaries	7,000.00
593-708 · Medicare	100.00
593-709 · FICA	350.00
593-710 · Hospitalization	1,500.00
593-711 · Life Insurance	100.00
593-712 · Retirement	300.00
593-713 · Worker's Comp	300.00
593-740 · Operating Supplies	700.00
593-751 · Fuel	600.00
593-801 · Professional Services	800.00
593-810 · insurance	375.00
593-824 · Water Purchased	36,000.00
593-944 · State Required Sampling	375.00
593-977 · Equipment & Repairs	2,000.00
Total 6593 · Woodland Expenses	50,500.00

Charter Township of Portage
Profit & Loss Budget Overview
January through December 2023

	Jan - Dec 23
6594 · Dakota Heights Sewer	
594-707 · Salaries	4,000.00
594-708 · Medicare	100.00
594-709 · FICA	300.00
594-710 · Hospitalization	3,000.00
594-711 · Life Insurance	100.00
594-712 · DH Sewer Retirement	200.00
594-713 · Worker's Comp Accident Fu...	200.00
594-740 · Operating Supplies	200.00
594-751 · Fuel	300.00
594-801 · Professional Services	200.00
594-810 · DH Sewer insurance	400.00
594-832 · RD Loan Interest	10,700.00
594-921 · Power	700.00
594-927 · Use Billing	24,000.00
594-930 · Equipment & Repairs	2,000.00
Total 6594 · Dakota Heights Sewer	46,400.00
6711 · Perpetual Care Expenses	
711-883 · Transfer to - Cemetery Fund	35,000.00
Total 6711 · Perpetual Care Expenses	35,000.00
Total Expense	1,586,450.00
Net Income	133,795.00