

**PENTLAND TOWNSHIP  
REGULAR MEETING  
MARCH 26, 2019, 7:00 PM**

Call to Order

Brief Public Comment

Amend 2018 - 2019 budget

Purchase sewer fund CD

Pay bills

Hearing of the Township Board

- Call to Order
- Hearing on proposed 2019 – 2020 Budget
- Public Comment
- Adjourn the hearing

Adopt proposed 2019 - 2020 Budget

Other business

Extended Public Comment

Next regular meeting

Adjournment







		2016 - 2016	2017 - 2017	2018-2019	2019-2020	NOTES
		Actual	Actual	Estimate	Adopted	
	TOTAL FIRE	74,489.59	112,858.97	99,580.75	178,350.00	
HIGHWAYS						
101-446-801-0	DUST CONTROL	4,719.12	4,968.23	3,050.26	5,000.00	
CREATE NEW GL	CONSTRUCTION	-	-	-	-	
	TOTAL HIGHWAY	4,719.12	4,968.23	3,050.26	5,000.00	
STREET LIGHTS						
101-448-801-0		7,642.11	7,307.12	7,332.96	7,500.00	
	TOTAL STREET LIGHTS	7,642.11	7,307.12	7,332.96	7,500.00	
CLEAN UP DAY						
101-526-801-0		-	-	-	-	
	TOTAL CLEAN-UP DAY	-	-	-	-	
RECREATION						
101-775-880-0		-	-	-	-	
	TOTAL RECREATION	-	-	-	-	
MISCELLANEOUS						
101-800-956-0		1,030.66	37.48	-	25,000.00	Buy a General Fund Rainy Day CD? - \$25,000
	TOTAL MISCELLANEOUS	1,030.66	37.48	-	25,000.00	
CONTINGENCY						
101-890-000-0		-	-	-	-	
	TOTAL CONTINGENCY	-	-	-	-	
	TOTAL EXPENDITURE	241,696.92	262,700.90	263,329.17	366,775.92	

**PENTLAND TOWNSHIP 2019 - 2020 LIQUOR LAW ENFORCEMENT FUND BUDGET**

**Adopted March 26, 2019**

ACCOUNT NO.		2016 - 2017 Actual	2017 - 2018 Actual	2018 - 2019 Projected	2019 - 2020 Budget Adopted	Notes
212-000-000-010	BEGINNING CASH BALANCE	\$0.00	\$0.00	\$0.00	\$0.00	
	<b>REVENUES:</b>					
212-000-578-000	LICENSE FEES FROM STATE	\$ 2,750.00	\$ 2,577.85	\$ 2,582.25	\$ 2,750.00	Monies are paid to Luce County Sheriff's Department as we receive them for the Sheriff to enforce liquor laws in Pentland Township
	<b>TOTAL REVENUE</b>	<b>\$ 2,750.00</b>	<b>\$ 2,577.85</b>	<b>\$ 2,582.25</b>	<b>\$ 2,750.00</b>	
	<b>TOTAL TO BE ACCOUNTED FOR</b>	<b>\$2,750.00</b>	<b>\$2,577.85</b>	<b>\$2,582.25</b>	<b>\$2,750.00</b>	
	<b>EXPENDITURES:</b>					
212-330-801-120	LUCE COUNTY SHERIFF DEPT.	\$ 2,750.00	\$ 2,577.85	\$ 2,582.25	\$ 2,750.00	
	<b>TOTAL EXPENDITURES</b>	<b>\$ 2,750.00</b>	<b>\$ 2,577.85</b>	<b>\$ 2,582.25</b>	<b>\$ 2,750.00</b>	
	<b>ENDING BALANCE</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	
	<b>TOTAL TO BE ACCOUNTED FOR</b>	<b>\$ 2,750.00</b>	<b>\$ 2,577.85</b>	<b>\$ 2,582.25</b>	<b>\$ 2,750.00</b>	

**PENTLAND TOWNSHIP 2019-2020 SEWER FUND BUDGET**

**Adopted March 26, 2019**

		2016 - 2017	2017 - 2018	2018 - 2019	2019 - 2020	
ACCOUNT NO.		Actual	Actual	Projected	Budget Adopted	Notes
590-000-001-030	STARTING CASH BALANCE	36,942.21	54,900.45	106,023.45	150,207.96	
	<b>REVENUES:</b>					
590-000-601-030	CHARGES FOR SERVICES	122,110.92	162,652.53	133,000.00	145,635.00	See Note 1
590-000-601-040	HOOK-UPS	639.85	1,708.31	8.12	50.00	
590-000-664-010	INTEREST INCOME	251.05	1,037.01	2,729.12	2,500.00	
590-000-671-010	MISC. INCOME	0.00	0.00	0.00	0.00	
	<b>TOTAL REVENUE</b>	<b>123,001.82</b>	<b>165,397.85</b>	<b>135,737.24</b>	<b>148,185.00</b>	
	<b>TOTAL TO BE ACCOUNTED</b>	<b>159,944.03</b>	<b>220,298.30</b>	<b>241,760.69</b>	<b>298,392.96</b>	
	<b>EXPENDITURES:</b>					
590-536-703-120	MAINTENANCE SALARY	9,659.47	9,705.60	9,860.40	9,960.91	See worksheet
590-536-703-127	ADMIN ASSISTANT WAGES	7,114.28	6,791.33	6,596.28	6,812.10	
590-536-703-128	LABOR OTHER	1,353.76	1,887.80	2,334.04	2,028.00	
590-536-703-140	BOOKKEEPING SALARY	1,207.66	1,207.68	1,207.66	1,207.68	
590-536-715-010	FICA (TOWNSHIP SHARE)	1,477.64	1,495.96	1,639.87	1,640.71	8.2% of all payroll
590-536-726-070	MAINTENANCE SUPPLIES	6.99	0.00	26.04	350.00	
590-536-726-100	OFFICE SUPPLIES	728.78	671.77	659.28	750.00	
590-536-726-200	COMPUTERS - SOFTWARE	-	454.00	-402.80	775.00	Note 2
590-536-726-300	COMPUTERS - HARDWARE	-	0.00	1,719.00	4,750.00	Note 3
590-536-727-015	POSTAGE	703.47	661.50	600.00	725.00	Note 4
590-536-740-000	FUEL	607.56	0.00	0.00	1,250.00	
590-536-740-010	EQUIPMENT MAINTENANCE	658.72	769.63	699.97	750.00	Note 5
590-536-775-010	REPAIRS & MAINTENANCE (ALL)	578.05	6,572.42	533.11	8,000.00	Note 6
590-536-801-030	AUDIT	2,931.08	3,107.74	2,930.85	3,250.00	Note 7
590-536-801-090	LEGAL	1,685.70	8,320.62	11,311.46	15,000.00	Notes 8 & 16
590-536-850-010	PHONE	1,331.27	1,552.41	1,473.92	1,440.00	Note 9
590-536-865-000	INSURANCE	4,720.92	4,536.77	4,714.15	5,000.00	Note 10
590-536-920-010	ELECTRICITY	6,320.93	7,245.00	5,959.19	6,257.15	Note 11
590-536-922-000	HEATING	253.39	444.69	398.53	500.00	Note 12
590-536-925-000	TREATMENT COST (ALL)	57,744.91	58,846.36	29,291.78	60,000.00	Because of large uncertainty, use 60K for now. <b>See worksheet!!</b>
590-536-956-010	MISCELLANEOUS	0.00	3.57	0.00	100.00	
590-536-970-000	TRUCK PURCHASE	5,959.00	0.00	0.00	0.00	
590-536-970-100	SET ASIDE-LARGE REPAIR CD	0.00	0.00	10,000.00	10,000.00	Note 13
590-536-990-000	BOND PAYMENT	0.00	0.00	0.00	0.00	See worksheet
590-536-990-010	INTEREST ON BONDS	0.00	0.00	0.00	0.00	
	<b>TOTAL EXPENDITURES</b>	<b>105,043.58</b>	<b>114,274.85</b>	<b>91,552.73</b>	<b>140,546.56</b>	
	<b>ENDING BALANCE</b>	<b>54,900.45</b>	<b>106,023.45</b>	<b>150,207.96</b>	<b>157,846.41</b>	
	<b>TOTAL TO BE ACCOUNTED</b>	<b>159,944.03</b>	<b>220,298.30</b>	<b>241,760.69</b>	<b>298,392.96</b>	
<b>GENERAL FUND REPAYMENT - to repay General Fund for loan to Sewer Fund</b>						
	<b>REVENUES:</b>					
590-000-601-070	GENERAL FUND REPAYMENT	23,413.62	22,374.89	21,558.00	17,160.00	
	<b>EXPENDITURES:</b>					
590-000-995-000	GENERAL FUND REPAYMENT	23,413.62	22,374.89	21,558.00	17,160.00	

**PENTLAND TOWNSHIP FY 2019 - 2020 WATER FUND BUDGET**

**Adopted March 26, 2019**

		2016 - 2017	2017 - 2018	2018 - 2019	2019 - 2020	
ACCOUNT NO.		Actual	Actual	Projected	Budget Adopted	Notes
591-000-001-040	STARTING CASH BALANCE	121,246.37	118,311.77	153,693.08	174,392.53	
	<b>REVENUES:</b>					
591-000-601-050	CHARGES FOR SERVICES	87,913.26	99,630.49	100,500.00	100,000.00	See Note 1
591-000-601-060	HOOK-UPS	1,176.34	(2,202.31)	159.00	100.00	
591-000-664-020	INTEREST INCOME	387.10	2,358.49	3,750.00	3,500.00	
591-000-665-010	HYDRANT RENTAL	47,328.34	47,052.87	47,100.00	47,100.00	
591-000-671-020	MISC. INCOME	-	-	-	-	
	FROM EQUIPMENT RESERVE	-	-	-	-	
	<b>TOTAL REVENUE</b>	<b>136,805.04</b>	<b>146,839.54</b>	<b>151,509.00</b>	<b>150,700.00</b>	
	<b>TOTAL TO BE ACCOUNTED</b>	<b>258,051.41</b>	<b>265,151.31</b>	<b>305,202.08</b>	<b>325,092.53</b>	
	<b>EXPENDITURES:</b>					
591-000-011-000	EQUIPMENT RESERVE	16,400.00	16,400.00	16,400.00	16,400.00	
591-536-703-127	ADMIN ASSISTANT WAGES	7,114.28	6,751.22	6,572.00	6,812.10	
591-536-703-128	OTHER LABOR	1,353.62	1,887.66	2,302.00	2,028.00	See worksheet
591-536-703-130	MAINTENANCE SALARY	29,652.15	28,816.80	29,221.00	29,882.74	
591-536-703-140	BOOKKEEPING SALARY	1,207.67	1,207.68	1,207.68	1,207.62	
591-536-715-010	FICA (TOWNSHIP SHARE)	3,233.13	3,184.08	3,236.00	3,274.30	8.2% of all payroll
591-536-716-010	DEFERRED COMP - MAINT.	3,000.00	3,000.00	3,000.00	3,000.00	Utilities Supervisor
591-536-726-080	SUPPLIES - WATER SYSTEM	141.51	26.97	26.05	200.00	
591-536-726-110	OFFICE SUPPLIES	636.43	671.75	659.31	750.00	
591-536-726-140	COMPUTERS - SOFTWARE	1,787.98	2,160.95	3,029.09	775.00	Note 2
591-536-726-300	COMPUTERS - HARDWARE	-	9.00	1,719.00	4,750.00	Note 3
591-536-727-010	POSTAGE	704.35	737.50	601.42	750.00	Note 4
591-536-727-020	MAINTENANCE SUPPLIES	51.58	-	-	100.00	
591-536-740-010	FUEL	607.55	669.85	715.00	1,250.00	
591-536-740-020	EQUIPMENT MAINTENANCE	658.12	136.50	85.91	500.00	Note 5
591-536-775-020	REPAIRS & MAINTENANCE	5,737.16	2,702.69	3,469.04	3,500.00	Note 6
590-536-801-030	AUDIT	2,201.42	2,083.32	1,538.85	2,000.00	Note 7
591-536-801-030	LEGAL	1,649.45	243.72	-	500.00	Note 14
591-536-850-010	PHONE	1,334.35	1,607.86	1,612.00	1,600.00	Note 9
591-536-860-050	TRAVEL EXPENSE	-	132.68	134.89	400.00	
591-536-865-010	INSURANCE	5,150.13	4,563.04	4,667.33	5,000.00	Note 10
591-536-865-060	EDUCATION	820.00	965.50	910.00	1,000.00	
591-536-920-020	ELECTRICITY	7,499.47	7,105.63	7,173.00	7,531.65	Note 11
591-536-922-000	HEATING	460.05	434.78	500.00	525.00	Note 12
591-536-940-010	WATER SAMPLES & TESTING	378.00	1,515.48	2,248.09	2,500.00	
591-536-955-000	EXPENSES TO EQUIPMENT	-	-	-	-	
591-536-956-020	MEMBERSHIPS & MISC	847.24	8.57	66.89	100.00	Note 15
591-536-970-000	TRUCK	5,959.00	-	-	-	
591-536-990-020	BOND PAYMENT	16,000.00	(1,000.00)	27,677.50	30,000.00	
591-536-990-030	INTEREST ON BONDS	25,155.00	25,435.00	12,037.50	12,250.00	
	<b>TOTAL EXPENDITURES</b>	<b>139,739.64</b>	<b>111,458.23</b>	<b>130,809.55</b>	<b>138,586.41</b>	
	<b>ENDING BALANCE</b>	<b>118,311.77</b>	<b>153,693.08</b>	<b>174,392.53</b>	<b>186,506.12</b>	
	<b>TOTAL TO BE ACCOUNTED</b>	<b>258,051.41</b>	<b>265,151.31</b>	<b>305,202.08</b>	<b>325,092.53</b>	
	<b>TOTAL REVENUES MINUS TOTAL EXPENDITURES</b>	<b>(2,934.60)</b>	<b>35,381.31</b>	<b>20,699.45</b>	<b>12,113.59</b>	



## Sewer and Water Worksheet

Adopted 03-26-2019

<b>BS&amp;A Software conversion cost</b>					<b>Fund Numbers:</b>				
					101	General Fund			
Quote from BS&A	6,520.00	Includes trainer coming up here for 3 days.			590	Sewer Fund			
Anderson-Tackman	3,936.00	24 hours (3 days at 8 hrs/day) at \$164/hr			591	Water Fund			
Hardware	-	Computers purchased last year							
Sub-total	10,456.00				<b>Utility Supervisor</b>				
Contingency (20%)	2,091.20				Breakout by fund:				
<b>TOTAL</b>	<b>12,547.20</b>				Salary (proposed)	49,464.57	101 General (20%)	9,960.91	
					Longevity	340.00	590 Sewer (20%)	9,960.91	
					<b>Total</b>	<b>49,804.57</b>	<b>Total</b>	<b>49,804.57</b>	
<b>Costs broken out by fund</b>									
		General	Sewer	Water	by row				
						<b>Labor Other</b>			
						Breakout by fund:			
<b>Data conversion</b>					Hourly wage	13.52	590 Sewer (50%)	2,028.00	
Accts Payable	165.00	165.00	165.00	495.00	Hours per year	300	591 Water (50%)	2,028.00	
Gen. Ledger	191.66	191.67	191.67	575.00	<b>Total</b>	<b>4,056.00</b>	<b>Total</b>	<b>4,056.00</b>	
Payroll	211.66	211.67	211.67	635.00					
Utilities	-	375.00	375.00	750.00					
<b>Total by fund</b>	<b>568.32</b>	<b>943.34</b>	<b>943.34</b>	<b>2,455.00</b>	<b>Administrative Assistant</b>				
					Breakout by fund:				
<b>Training</b>					Current hourly wage	12.85	101 General (33%)	6,812.10	
AP & GL (1 day)	283.33	283.33	283.34	850.00	Min. wage bump (proposed)	0.20	590 Sewer (33%)	6,812.10	
Payroll (1 day)	283.33	283.34	283.33	850.00	<b>New hourly wage</b>	<b>13.05</b>	591 Water (33%)	6,812.10	
Utilities (1 day)	-	425.00	425.00	850.00			<b>Total</b>	<b>20,436.30</b>	
<b>Total by fund</b>	<b>566.66</b>	<b>991.67</b>	<b>991.67</b>	<b>2,550.00</b>	Hours per year	1,566.00			
					<b>Total</b>	<b>20,436.30</b>			
<b>Travel</b>					<b>Sewer Treatment Cost (VERY rough numbers!)</b>				
Day 1	168.33	168.33	168.34	505.00	<b>For reference - we paid 57,744 in 2016-2017.</b>				
Day 2	168.33	168.34	168.33	505.00	2017-2018	40,994.00	The village believes we owe this on top of what we already paid.		
Day 3	-	252.50	252.50	505.00	2018-2019	63,010.00	The village believes we owe this.		
<b>Total by fund</b>	<b>336.66</b>	<b>589.17</b>	<b>589.17</b>	<b>1,515.00</b>	2019-2020	182,000.00	Village has budgeted us to pay this.		
					<b>Total</b>	<b>286,004.00</b>			
BS&A Total	1,471.64	2,524.18	2,524.18	6,520.00	<b>Notes</b>				
Anderson-Tackman	1,312.00	1,312.00	1,312.00	3,936.00	1. 9.5% rate hike for sewer. No rate hike for water.				
Hardware	-	-	-	-	2. Annual software license renewals				
<b>Sub-total</b>	<b>2,783.64</b>	<b>3,836.18</b>	<b>3,836.18</b>	<b>10,456.00</b>	3. Computer setup, data conversion, and training.				
Contingency (20%)	556.73	767.24	767.24	2,091.20	4. Half of utility bills				
<b>GRAND TOTAL</b>	<b>3,340.37</b>	<b>4,603.42</b>	<b>4,603.42</b>	<b>12,547.20</b>	5. Truck, tractor, generator, lawn mowers				
					6. For sewer (or water) system itself				
<b>Annual software fees for BS&amp;A after data conversion:</b>					7. Per auditor: 590 - 38% , 591 - 25% of audit				
		General	Sewer	Water	by row	8. Village & ordinances			
Accts Payable	133.33	133.33	133.34	400.00	9. Half of phone bill for utility office and cell phone.				
Gen. Ledger	153.33	153.33	153.34	460.00	10. Per Hannula Insurance: 590 - 30%, 591 - 35% of insurance.				
Payroll	170.00	170.00	170.00	510.00	11. Assumes 5% increase FY 2019-2020				
Utilities	-	300.00	300.00	600.00	12. Half of heating for utility office				
<b>Total by fund</b>	<b>456.66</b>	<b>756.66</b>	<b>756.68</b>	<b>1,970.00</b>	13. To go into Sewer Fund CD for future major repairs				
					14. Update water ordinances				
					15. Newspaper notices, misc...				
					16. 5,000 for large repairs this year; and 3,000 to buy ahead parts with long lead-times				

**PENTLAND TOWNSHIP 2019 - 2020**  
**SALARIES, WAGES, AND RATES**  
**ADOPTED MARCH 26, 2019**

**NAME                      POSITION                      SALARY/WAGE      NOTES**

<b>Salaries (all are paid from General Fund unless otherwise noted)</b>			
Janet Maki	Supervisor	\$ 13,716.84	
	Assessor	\$ 22,438.00	\$13.00 per parcel (real and personal property) on 1,726 parcels beginning 4/1/2019. Increased from \$21,096.00 (\$12.00/parcel on 1,758 parcels)
	<b>Total</b>	<b>\$ 36,154.84</b>	
Gregory Rathje	Clerk	\$ 11,195.56	
	Utility Bookkeeping	\$ 2,415.24	50% Water Fund, 50% Sewer Fund
	<b>Total</b>	<b>\$ 13,610.80</b>	
Caryn DeWyse	Deputy Clerk	\$ 1,088.88	
		\$ 50.00	For each township board meeting (special or regular) the deputy clerk attends.
		\$11.00/hour	Hourly rate for work done. Beginning 4/1/2018. Increased from \$10.00/hour.
Gloria Foley	Treasurer	\$ 10,934.64	Beginning 4/1/2017. Increased from \$9,434.64
Deborah Burbach	Deputy Treasurer	\$ 1,088.88	
		\$ 50.00	For each township board meeting (special or regular) the deputy treasurer attends.
		\$11.00/hour	Hourly rate for work done. Beginning 4/1/2018. Increased from \$10.00/hour.
Dawn Stephenson	Trustee	\$ 2,500.00	
		\$90.74/meeting	For special board meetings they attend, or for other meetings they attend on behalf of the township.
Martin Lehto	Trustee	\$ 2,500.00	
		\$90.74/meeting	For special board meetings they attend, or for other meetings they attend on behalf of the township.
	Hall & Property	\$ 2,298.44	Hired separately by the township board.
Michael Richards	Maintenance Supervisor	\$ 49,464.57	Beginning 4/1/2019: Increased from \$48,494.68. Distributed 20% General Fund, 20% Sewer Fund, and 60% Water Fund.
Terrie Slack	Hall Cleaning (interim)	\$13.05/hour	

<b>Hourly Wages</b>			
Terrie Slack	Administrative Assistant	\$13.05/hour	Beginning 4/1/2019. Increased from \$12.85/hour. 33% General, 33% Sewer, 33% Water
AJ Downey	Laborer	\$13.52/hour	50% Sewer Fund, 50% Water Fund

<b>Other rates</b>			
Mileage rate:		58.0¢/mile	
Election worker pay		\$10.00/hour	Amended 08/09/2016: -Election Board Chair receives another \$10.00. -Election workers no longer paid for lunch.
Daily meeting rate-Board of Review:		\$90.74/day	

**PENTLAND TOWNSHIP UTILITIES**

**SEWER & WATER**

**RATES & FEES**

**Adopted 03/26/2019**

<b>EXPLANATION OF ACCOUNT</b>	<b>SEWER</b>	<b>SEWER &amp; WATER</b>	<b>WATER</b>
Monthly Residential Rate/4000 gal.	\$37.24		\$20.21
For each additional 1000 gal.	\$3.81		\$2.40
Monthly Hydrant Rate			\$0.80
Monthly Commercial Rate/4000 gal.	\$37.24		\$33.80
For each additional 1000 gal.	\$3.81		\$2.40
Monthly Non-Meter Water Rate			\$7.00
Monthly Municipal Hydrant Rental Rate			\$50.00
Monthly Residential Vacant Rate	\$13.29		\$5.27
Monthly Commercial Vacant Rate	\$13.29		\$12.30
New Hookup	\$400.00		\$400.00
Village Settlement - Repay advance to General Fund/4000 gal.	\$5.20		
New Account Service Charge		\$16.00	
Special Shut Off		\$16.00	
Special Turn On		\$16.00	
Delinquent Shut Off		\$29.00	
Delinquent Turn On		\$29.00	
INF Check		\$29.00	
Maintenance		\$42.00/Hr.- 1 Man	

The above rates were adopted at a Regular Meeting of the Pentland Township Board held on March 26, 2019, and will begin on May 1, 2019.