VILLAGE OF NEWBERRY VILLAGE COUNCIL MEETING

Tuesday, June 18, 2019

Meeting Location: 302 East McMillan Ave Meeting Time: 6:00 p.m.

- 1. CALL TO ORDER
- 2. PLEDGE OF ALLEGIANCE
- 3. ROLL CALL
- 4. APPROVAL OF AGENDA
- 5. APPROVAL OF MINUTES
 - a. Village Council Public Hearing Truth in Taxation Monday, May 20, 2019 at 5:30 p.m.
 - b. Village Council Regular Session Monday, May 20, 2019 at 6:00 p.m.
- 6. VILLAGE PRESIDENT ANNOUNCEMENTS
 - 1. None Prescheduled
- 7. PUBLIC COMMENTS ON AGENDA ITEMS Prior to consideration of official business, citizens may speak to a subject on today's agenda. Please limit comments to 3 minutes.
 - None Prescheduled

8. SUBMISSION OF BILLS AND FINANCIAL UPDATES

1. Village of Newberry - Monthly Bills - May 2019

101	General Fund		\$12,408.09
202	Major Street Fund		\$948.84
203	Local Street Fund		\$1,224.76
213	Fire Revolving Fund		\$1,919.69
409	TORC		\$925.00
590	Sewage Receiving Fund		\$23,873.52
		Total:	\$41,299.90

2. Water & Light - Monthly Bills - May 2019

582 591	Electric Fund Water Fund		\$91,942.86 \$6,894.41	
		Total:	\$98,837.27	=
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Save the Bells – as of 05/31/2019 \$12,230.41

- 3. Treasurer's Report May 2019
- 4. Request for Disbursement of Funds Stormwater / Asset Management / Wastewater (SAW) Grant Program
 - a. No Requests Processed
- 9. **PETITIONS AND COMMUNICATIONS** Communications addressed to the Village Council are distributed to all members and are acknowledged for information or are referred to a committee or staff for follow-up.

- 1. Training for Local Officials
- 2. Letter from Laura Gasaway, Newberry Garden Club

10. INTRODUCTION AND ADOPTION OF RESOLUTIONS AND ORDINANCES

1. None Prescheduled

11. REPORTS OF BOARDS

- 1. Water & Light Board Meeting from Tuesday, June 11, 2019
- 2. Planning Commission Meeting from Tuesday, May 28, 2019
 - a. Planning Commission Vacancy
- 12. REPORTS OF VILLAGE OFFICERS & MANAGEMENT The following may submit reports or information to the Village Council as updates and consideration.
 - 1. Fire Chief
 - 2. Ordinance Enforcement Officer
 - 3. Director of Human Resources & Community Engagement
 - a. FOIA Status Report
 - 4. Superintendent of Wastewater Treatment Plant
 - 5. Superintendent of Water & Light
 - 6. Assistant Village Manager
 - 7. Superintendent of Parks & Recreation
 - 8. Village Manager

13. REPORTS OF COMMITTEES

No reports scheduled from the following committees for the June 18, 2019 meeting: Finance; Strategic Health Alliance; Safety Committee; Save the Bells; and Project Rising Tide.

1. DPW/ WWTP Committee

14. UNFINISHED BUSINESS

1. Revisions Suggested by Village Attorney for Ordinances 29, 36, and A

15. NEW BUSINESS

- 1. Abbreviated Operating Hours of Village Departments
- 2. Budget Amendments for 2019
 - a. General, Local Streets, Major Streets, Sewer Funds
- 3. Confidential Legal Memo from Village Attorney Possible Closed Session
- 16. PUBLIC COMMENTS At the conclusion of the official business and public hearings, the agenda provides for public comment on any other matters citizens may wish to bring to the attention of the Village Council. Please limit comments to 3 minutes.

17. COMMENTS BY COUNCIL MEMBERS

18. ADJOURNMENT - REGULAR SESSION

Newberry Village Council
Truth and Taxation Public Hearing
May 20, 2019
302 East McMillan Ave.
5:30 p.m.

Present: President Stokes, Trustees: Brown, Dishaw, Freese, Hendrickson, Hitts.

Absent: Hardenbrook.

<u>Also Present</u>: Director of Human Resources & Community Engagement – Watkins, Treasurer – Medelis, Assistant Village Manager Vallad, Clerk Schummer, Rebecca Handa, Elwin Wing, Jeanette Wing, Jean Simi, Daryl Boerigtor, John Bergman, Carolyn Martindale, Donald Ratliff.

<u>Call to Order:</u> President Stokes called the Public Hearing to order at 5:30 p.m. at the Village of Newberry Administration building, followed by the Pledge of Allegiance.

<u>Approval of Agenda:</u> Moved by Hendrickson, support by Freese, CARRIED, to approve the agenda as presented. Ayes: All. Absent: Hardenbrook.

The purpose of the hearing was to receive public comment on the 2019 tax resolutions. Treasurer Medelis explained the Headlee Reduction and Basic Tax Rate. Discussion followed.

Public Comment: Carolyn Martindale, Jeanette Wing, Elwin Wing, Rebecca Handa, Donald Ratliff.

<u>Adjourn Hearing</u>: Moved by Dishaw, support by Hitts, **CARRIED**, to adjourn the Public Hearing at 5:52 p.m. Ayes: All. Absent: Hardenbrook.

These minutes are unofficial until voted on at the ne	ext meeting.
Terese Schummer, Clerk	Lori A. Stokes, Village President

Newberry Village Council Regular Meeting Minutes May 20, 2019 302 East McMillan Ave. 6:00 p.m.

<u>Present</u>: President Stokes, Trustees: Brown, Dishaw, Freese, Hardenbrook, Hendrickson, Hitts. <u>Absent</u>: None.

Also Present: Assistant Village Manager – Vallad, Director of Human Resources & Community Engagement – Watkins, Superintendent WWTP – Blakely, Treasurer – Medelis, Fire Chief – Wendt, Ordinance Enforcement Officer – Fossitt, Clerk – Schummer, Ken Stokes, Sterling McGinn, Scott Ouellette, Rebecca Handa, Steve Stiffler, Kip Cameron, Carolyn Martindale, John Bergman, Daryl Boerigtor, Jean Simi.

<u>Call to Order:</u> President Stokes called the meeting to order at 6:00 p.m. at the Village of Newberry Administration Building. The Pledge of Allegiance was recited.

Approval of Agenda: Moved by Dishaw, support by Hardenbrook, CARRIED, to approve the agenda with the following addition: Under 17 Reports of Committees #4 - 41-Lumber. Ayes: Stokes, Brown, Dishaw, Freese, Hardenbrook, Hendrickson. Abstain: Hitts.

Minutes: Moved by Hendrickson, support by Hardenbrook, CARRIED, to approve the April 15, 2019, special session minutes as written. Ayes: All. Moved by Dishaw, support by Hendrickson, CARRIED, to approve the minutes from the April 15, 2019 Regular Session as written. Ayes: Stokes, Brown, Dishaw, Freese, Hardenbrook, Hendrickson. Abstain: Hitts. Moved by Freese, support by Hardenbrook, CARRIED, to approve the minutes from the April 18, 2019 Special Session as written. Ayes: All. Moved by Hendrickson, support by Hardenbrook, CARRIED, to approve the minutes from the April 24, 2019 Special Session as written. Ayes: Stokes, Brown, Dishaw, Freese, Hardenbrook, Hendrickson. Abstain: Hitts.

Village President's Announcements: Stokes stated that she attended the MML's Elected Officers Academy Advanced Leadership Weekender in May. She attended the following classes: Municipal Budgeting, Save MI City, Funding Community Projects, Financial Statements and Audits, Utility Rate Settings and Priority Based Budgeting. She stated that at the Save MI City presentation she learned that Newbery had lost over 1.2 Million dollars in revenue sharing. MML is leading the way for villages in educating residents on how revenue sharing works and what we can do to encourage legislators to fix the equations. To learn more go to saveMIcity.org.

<u>Public Comments on Agenda Items:</u> Rebecca Handa, Carolyn Martindale, Scott Ouellette, Kip Cameron. <u>Submission of Bills and Financial Updates:</u>

- 1.) Village of Newberry Monthly Bills. Moved by Dishaw, support by Hardenbrook, CARRIED, to approve the April 2019 bills, in the amount of \$48,209.23, with the exception of: Ordinance Officer 101-230-801-000 Beckett & Raeder and Fire Revolving Fund 213-336-911-000 Conference & Workshops. Discussion followed. Ayes: Stokes, Dishaw, Freese, Hardenbrook. Nays: Brown, Hendrickson, Hitts.
- 2.) Water & Light monthly bills for April 2019: Moved by Hendrickson, support by Brown, CARRIED, to accept the recommendation of the W&L Board to pay the April Electric and Water Funds in the total amount of \$119,739.73. Ayes: All.
- 1.) Christmas Lights Fund as of 04/30/2019 \$12,225.22.
- 2.) Treasurer's Report April 2019 The Council accepted the report as presented. Motion by Brown, support by Hitts, CARRIED, 2019 Tax Resolution The Village Council authorizes the Village Treasurer to spread the 2019 Tax Roll based on the Assessed Taxable Value of \$17,659,940.00 as designated by the McMillan Township assessor. Such tax to be levied with 11.2262 mills for general operation purposes and 4.4903 mills for streets and alleys and 1.3928 mills for trash (disposal/collection) and 2.0000 mills for residential fire protection for a total millage of 19.1093. Ayes: Brown, Dishaw, Freese, Hardenbrook, Hendrickson, Hitts. Nays: Stokes. Motion by Freese, support by Hitts, CARRIED, The Village Council authorizes the addition of a 1% administrative

- fee, \$1 Minimum plus a 3% penalty (minimum \$2.00) if paid after September 15, 2019. In addition, a 1% per month interest charge will be added starting September 15, 2019 and will continue until tax is paid. The Village Council authorizes collection of taxes for 2019 beginning July 1, 2019 and continuing through February 28, 2020. Ayes: All.
- 3.) Request for Disbursement of Funds Stormwater/Asset Management/Wastewater (SAW) Grant Program, pay when paid: Moved by Brown, support by Hardenbrook, CARRIED, to approve payment of Request #12, April 1, 2019 April 30, 2019, C2AE Invoice #67979: \$6,511.02, C2AE Invoice #67980: \$544.92, Village Staff Labor: \$1,007.84, for a total of \$8,063.78. Discussion followed. Ayes: All.

Petitions and Communications:

- 1.) Letter from Christian Fellowship SBC: Motion by Brown, support by Hendrickson, **CARRIED**, to approve the request, to use Atlas Park on August 17, 2019, as we have in the past. Ayes: All.
- 2.) Letter from Terrie Warren regarding Railroad Crossings. Motion by Freese, support by Hendrickson, **CARRIED**, request administration to look into the railroad crossing issue. Discussion followed. Ayes: All.
- 3.) Training for Local Officials FYI

Introduction and Adoption of Ordinances and Resolutions:

1.) Moved by Dishaw, support by Hardenbrook, CARRIED, to adopt the Resolution Establishing Authorized Signatories for MERS Contract and Service Credit Purchase Approvals. Signatories being the following job positions: Village Manager, Assistant Village Manager and Director of Human Resources and Community Engagement. Ayes: All.

Reports of Boards:

- 1.) Water & Light Board Meeting from Tuesday, May 14, 2019: Minutes provided. Discussion followed.
- 2.) <u>Planning Commission Meeting</u>: Minutes provided from April 22, 2019 meeting. Hardenbrook gave a verbal report. There is still a vacancy on this Commission.

Reports of Village Officers and Management:

- A.) <u>Fire Chief</u>: Fire Chief Wendt gave a verbal report. The department did receive a check in the amount of \$1,876.87 from the Sault Ste. Marie Tribe of Chippewa Indians for the Fire Pup Project. Discussion regarding the past practice of cleaning chimneys was held.
- B.) Ordinance Enforcement Officer: Fossitt gave a written and verbal report. He stated that he would only work on complaints that are in writing. Complaint forms can be obtained at the Village Office or from the Ordinance Office. The things he feels need to be done to restore pride in Newberry are: Take control of the blight problem, Get rid of junk and disabled motor vehicles, take control of grass, weeds, and other vegetation, enforce the burning ordinance and get control of barking and at large dogs. A discussion was held regarding bringing non-compliant residents to court and hiring a local attorney to represent the Village. Moved by Brown, support by Hitts, CARRIED, to make a budget amendment of \$500 to the legal line of the Ordinance Enforcement Officer's budget to bring the Ordinance issues to court. Ayes: Brown, Dishaw, Freese, Hardenbrook, Hendrickson, Hitts. Nays: Stokes. Fossitt stated he would like anyone in the community to contact him and let him know if they would volunteer, to help residents who have no means to move items to the dumpsters, during the upcoming cleanup weeks. He also stated that the dump area at the end of West Helen was supposed to be used for only grass, leaves and branches, but there's a lot more items that are being dumped there and it needs to stop.
- C.) <u>Director of Human Resources & Community Engagement</u>: Watkins gave a verbal as well as a written report.
 - a. FOIA Status Report No new requests made.
- D.) <u>Superintendent of Wastewater Treatment Plant</u>: Blakely gave a verbal as well as a written report. He stated that Dan Puckett, of the WWTP department, had received the Jack Rydquist Award for 2019.
- E.) Superintendent of Water & Light: Joe Lively Working Foreman, submitted a written report.

- F.) <u>Assistant Village Manager</u>: Vallad gave a verbal report along with presenting charts. Discussion regarding the recent outage was held.
- G.) Superintendent of Parks and Recreation: James-Mesloh submitted a written report.
- H.) Village Manager: James-Mesloh submitted a written report.

Committee Reports:

- 1.) Fire Advisory Committee: Stokes gave a verbal report. Minutes from the April 22, 2019 meeting were presented. The next meeting will be Oct. 22, 2019.
- 2.) Management Committee: Freese gave the report. Minutes from the May 17, 2019 meeting were presented. Moved by Dishaw, support by Hardenbrook, CARRIED, to send the Rules and Procedures draft to the Village Attorney for review. Ayes: Stokes, Brown, Dishaw, Freese, Hardenbrook, Hendrickson. Abstain: Hitts.
- 3.) Parks & Recreation Committee TORC: Brown gave the report. A lengthy discussion followed which included the TORC final phase construction bids. The two bids that were submitted were too high.
- 4.) 41-Lumber: Dishaw gave a verbal report. Discussion followed regarding the insurance claim for the building.

Unfinished Business:

- 1.) Ordinance Enforcement Office Desk Phone: Vallad will make sure the phone is shut-off.
- 2.) Budget Amendments: Moved by Dishaw, support by Hardenbrook, **CARRIED**, to approve the Electric and Water budget amendments/adjustments as presented. Ayes: All.

New Business:

- 1.) Spring Clean-up Days: Moved by Hardenbrook, support by Hitts, **CARRIED**, to add a budget line for the Spring Cleanup Dumpster from the General Fund, to do the cleanup annually, around the first 2-weeks in June. Ayes: All.
- 2.) Date Change of Monthly Council Meetings: Moved by Freese, support by Brown, **CARRIED**, to move the Village of Newberry Council meetings to the third Tuesday of each month beginning with the June 2019 meeting. Ayes: All. Meetings will still begin at 6:00 p.m.
- 3.) Committee Reassignments: Stokes will email new assignments to the Council members.
- 4.) Creation of Joint Committee between W&L Board and Council for Ordinance A and Policy Revisions: Discussed. No action taken.

<u>Public Comment:</u> Comment heard from: Kip Cameron, Scott Ouellette, Rebecca Handa, Terese Schummer and Carolyn Martindale,

Comments by Council Members: Brown made comments about the TORC project.

Adjourn Meeting: Moved by Freese, support by Hardenbrook, CARRIED, to adjourn the meeting at 9:38 p.m. Ayes: All.

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These minutes are unofficial until voted on at the ne	ext meeting.	
Terese Schummer, Clerk	Lori A. Stokes, Village President	

VILLAGE OF NEWBERRY VILLAGE PAYABLES MAY 2019

	Vendor	Invoice Line Desc	Invoice Description	Amou
Fund 101 General F Dept 101 VILLAGE (
101-101-725.000	MML WORKERS' COMP FUND	WORKMENS' COMPENSATION	POLICY PREMIUM 7/1/2019 - 7/1/2020 - FIRST INSTALLMENT	12.4
			Total For Dept 101 VILLAGE COUNCIL	12.4
Dept 171 VILLAGE P				
101-171-725.000	MML WORKERS' COMP FUND	WORKMENS' COMPENSATION	POLICY PREMIUM 7/1/2019 - 7/1/2020 - FIRST INSTALLMENT	1.9
			Total For Dept 171 VILLAGE PRESIDENT	1.9
Dept 172 VILLAGE N 101-172-719.000	MANAGER 44 NORTH	HOOD TALES		
101-172-719.000	STANDARD, THE	HOSPITALIZATION LIFE INSURANCE	COBRA RETIREES JUNE PREMIUM BILL	8.0
101-172-850.000	VERIZON	906-291-0530 MANAGER	ACCOUNT NUMBER 942077532-00002 - CELL	6.5 10.6
101-172-850.000	VERIZON	906-291-1223 MANAGER	ACCOUNT NUMBER 942077532-00003 DESK	6.9
			Total For Dept 172 VILLAGE MANAGER	32.2
Dept 201 ADMINIST 101-201-710.000	TRATIVE UIA- STATE OF MICHIGAN	LINES AND COMPANY		
101-201-715.000	MML WORKERS' COMP FUND	UNEMPLOYMENT WORKERS' COMPENSATION	INVOICE FOR REMAINING BALANCE FROM 2018	2.7
101-201-726.000	STANDARD, THE	LIFE INSURANCE	POLICY PREMIUM 7/1/2019 - 7/1/2020 - FIRST INSTALLMENT JUNE PREMIUM BILL	251.4 12.3
101-201-752.000	NATIONAL OFFICE PRODUCTS	OFFICE SUPPLIES	PAPER	9.8
101-201-752.100 101-201-752.100	MAC'S MARKET INC AMAZON CAPITAL SERVICES	OPERATING SUPPLIES	GARBAGE BAS/CLEANERS	11.4
101-201-752.100	AMAZON CAPITAL SERVICES	ORGANIZERS - CARPET PROTECTORS OPERATING SUPPLIES	MONITORS/SSD CARDS/DESK ORGANIZER/SCANNER SCANNER CORD	120.7
101-201-752.200	I.T. RIGHT	IT SOFTWARE	ANNUAL REMOTE BACK UP	6.9 125.0
101-201-801.000	FAIR, ALMA	PROFESSSIONAL & CONTRACTUAL SE	OFFICE CLEANING	100.00
101-201-850.000 101-201-850.000	VERIZON VERIZON	FAX	ACCOUNT NUMBER 942077532-00001 FAX	2.2
101-201-850.000	VERIZON	906-291-0055 HR 906-291-1622 H.R.	ACCOUNT NUMBER 942077532-00002 - CELL	21.30
101-201-850.000	HTC-HIAWATHA TELEPHONE CO	JAMADOTS INTERNET	ACCOUNT NUMBER 942077532-00003 DESK ACCT 00042108-7	36.50
101-201-851.000	TAHQUAMENON AREA CREDIT UNION	POSTAGE	POSTAGE	23.75 8.00
101-201-910.000	BS&A SOFTWARE	PROFESSIONAL DEVELOPMENT	GOVERNMENTAL ACCOUNTING	51.2
101-201-910.000 101-201-913.000	TAHQUAMENON AREA CREDIT UNION WATKINS, ALLISON	PROFESSIONAL DEVELOPMENT	MSU MARIJUANA LAW WEBINAR	50.00
101-201-980.000	I.T. RIGHT	TRAVEL CAP OUTLAY-OFFICE EQUIP & FURN	REIMBURSEMENT FOR TRAINING TRAVEL 5/14-5/16 & 5/20	65.61
101-201-980.000	AMAZON CAPITAL SERVICES	CAP OUTLAY-OFFICE EQUIP & FURN	COMPUTERS - FINANCE, ADM. AND HR MONITORS/SSD CARDS/DESK ORGANIZER/SCANNER	585.00
			Total For Dept 201 ADMINISTRATIVE	172.02 1,656.51
Dept 215 CLERK				
101-215-725.000	MML WORKERS' COMP FUND	WORKERS' COMPENSATION	POLICY PREMIUM 7/1/2019 - 7/1/2020 - FIRST INSTALLMENT	1.99
			Total For Dept 215 CLERK	1.99
Dept 223 AUDIT & L	EGAL EXPENSE			
101-223-801.200	YOUNG, GRAHAM & WENDLING, P.C.	LEGAL	LEGAL ADVICE	165.00
			Total For Dept 223 AUDIT & LEGAL EXPENSE	165.00
Dept 230 ORDINAN(101-230-850.000	CE OFFICER VERIZON	DOC 201 DERT, ORDINANCE		
101-230-850.000	VERIZON	906-291-0583- ORDINANCE 906-291-1630 - ORDINANCE	ACCOUNT NUMBER 942077532-00002 - CELL ACCOUNT NUMBER 942077532-00003 DESK	42.73
			Total For Dept 230 ORDINANCE OFFICER	27.75
				70.48
Dept 253 TREASURE	R			70.48
•	R MML WORKERS' COMP FUND	WORKERS' COMPENSATION		
101-253-725.000 101-253-752.100	MML WORKERS' COMP FUND AMAZON CAPITAL SERVICES	OPERATING SUPPLIES -SDD CARD	POLICY PREMIUM 7/1/2019 - 7/1/2020 - FIRST INSTALLMENT MONITORS/SSD CARDS/DESK ORGANIZER/SCANNER	1.99
101-253-725,000 101-253-752,100 101-253-752,200	MML WORKERS' COMP FUND AMAZON CAPITAL SERVICES BS&A SOFTWARE	OPERATING SUPPLIES -SDD CARD IT SOFTWARE	POLICY PREMIUM 7/1/2019 - 7/1/2020 - FIRST INSTALLMENT MONITORS/SSD CARDS/DESK ORGANIZER/SCANNER TAX.NET PROGRAM	
101-253-725,000 101-253-752,100 101-253-752,200	MML WORKERS' COMP FUND AMAZON CAPITAL SERVICES	OPERATING SUPPLIES -SDD CARD	POLICY PREMIUM 7/1/2019 - 7/1/2020 - FIRST INSTALLMENT MONITORS/SSD CARDS/DESK ORGANIZER/SCANNER TAX.NET PROGRAM ACCOUNT NUMBER 942077532-00003 DESK	1.99 77.99 3,465.00 27.75
101-253-725,000 101-253-752,100 101-253-752,200 101-253-850,000	MML WORKERS' COMP FUND AMAZON CAPITAL SERVICES BS&A SOFTWARE VERIZON	OPERATING SUPPLIES -SDD CARD IT SOFTWARE	POLICY PREMIUM 7/1/2019 - 7/1/2020 - FIRST INSTALLMENT MONITORS/SSD CARDS/DESK ORGANIZER/SCANNER TAX.NET PROGRAM	1.99 77.99 3,465.00
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101-253-725,000 101-253-752,100 101-253-752,200 101-253-850,000 Dept 265 BUILDING 101-265-752,100	MML WORKERS' COMP FUND AMAZON CAPITAL SERVICES BS&A SOFTWARE VERIZON & GROUNDS SNYDERS DRUG STORE	OPERATING SUPPLIES -SDD CARD IT SOFTWARE 906-291-1631 TREASURER OPERATING SUPPLIES	POLICY PREMIUM 7/1/2019 - 7/1/2020 - FIRST INSTALLMENT MONITORS/SSD CARDS/DESK ORGANIZER/SCANNER TAX.NET PROGRAM ACCOUNT NUMBER 942077532-00003 DESK Total For Dept 253 TREASURER POTTING SOIL/ MIRACLE GROW	1.99 77.99 3,465.00 27.75 3,572.73
101-253-725.000 101-253-752.100 101-253-752.200 101-253-850.000 Dept 265 BUILDING 101-265-752.100 101-265-776.000	MML WORKERS' COMP FUND AMAZON CAPITAL SERVICES BS&A SOFTWARE VERIZON & GROUNDS	OPERATING SUPPLIES -SDD CARD IT SOFTWARE 906-291-1631 TREASURER	POLICY PREMIUM 7/1/2019 - 7/1/2020 - FIRST INSTALLMENT MONITORS/SSD CARDS/DESK ORGANIZER/SCANNER TAX.NET PROGRAM ACCOUNT NUMBER 942077532-00003 DESK Total For Dept 253 TREASURER POTTING SOIL/ MIRACLE GROW DOOR GUARD VON DOOR	1.99 77.99 3,465.00 27.75 3,572.73 86.37
101-253-725.000 101-253-752.100 101-253-752.200 101-253-850.000 Dept 265 BUILDING 101-265-752.100 101-265-776.000 101-265-921.000	MML WORKERS' COMP FUND AMAZON CAPITAL SERVICES BS&A SOFTWARE VERIZON & GROUNDS SNYDERS DRUG STORE FOSTER HARDWARE	OPERATING SUPPLIES -SDD CARD IT SOFTWARE 906-291-1631 TREASURER OPERATING SUPPLIES SUPPLIES-BUILDING MAINTENANCE	POLICY PREMIUM 7/1/2019 - 7/1/2020 - FIRST INSTALLMENT MONITORS/SSD CARDS/DESK ORGANIZER/SCANNER TAX.NET PROGRAM ACCOUNT NUMBER 942077532-00003 DESK Total For Dept 253 TREASURER POTTING SOIL/ MIRACLE GROW	1.99 77.99 3,465.00 27.75 3,572.73 86.37 7.21
101-253-725.000 101-253-752.100 101-253-752.200 101-253-850.000 Dept 265 BUILDING 101-265-752.100 101-265-776.000 101-265-921.000	MML WORKERS' COMP FUND AMAZON CAPITAL SERVICES BS&A SOFTWARE VERIZON & GROUNDS SNYDERS DRUG STORE FOSTER HARDWARE SEMCOENERGY GAS COMPANY	OPERATING SUPPLIES -SDD CARD IT SOFTWARE 906-291-1631 TREASURER OPERATING SUPPLIES SUPPLIES-BUILDING MAINTENANCE HEAT	POLICY PREMIUM 7/1/2019 - 7/1/2020 - FIRST INSTALLMENT MONITORS/SSD CARDS/DESK ORGANIZER/SCANNER TAX.NET PROGRAM ACCOUNT NUMBER 942077532-00003 DESK Total For Dept 253 TREASURER POTTING SOIL/ MIRACLE GROW DOOR GUARD VON DOOR 310 E. MCMILLAN NATURAL GAS	1.99 77.99 3,465.00 27.75 3,572.73 86.37
Dept 253 TREASURE 101-253-725.000 101-253-752.100 101-253-752.200 101-253-850.000 Dept 265 BUILDING 101-265-752.100 101-265-921.000 101-265-921.000 Dept 301 POLICE DE	MML WORKERS' COMP FUND AMAZON CAPITAL SERVICES BS&A SOFTWARE VERIZON & GROUNDS SNYDERS DRUG STORE FOSTER HARDWARE SEMCOENERGY GAS COMPANY SEMCOENERGY GAS COMPANY PARTMENT	OPERATING SUPPLIES -SDD CARD IT SOFTWARE 906-291-1631 TREASURER OPERATING SUPPLIES SUPPLIES-BUILDING MAINTENANCE HEAT	POLICY PREMIUM 7/1/2019 - 7/1/2020 - FIRST INSTALLMENT MONITORS/SSD CARDS/DESK ORGANIZER/SCANNER TAX.NET PROGRAM ACCOUNT NUMBER 942077532-00003 DESK TOTAL FOR Dept 253 TREASURER POTTING SOIL/ MIRACLE GROW DOOR GUARD VON DOOR 310 E. MCMILLAN NATURAL GAS NATURAL GAS 827.500	1.99 77.99 3,465.00 27.75 3,572.73 86.37 7.21 14.81
101-253-725.000 101-253-752.100 101-253-752.200 101-253-850.000 Dept 265 BUILDING 101-265-752.100 101-265-776.000 101-265-921.000 101-265-921.000 Dept 301 POLICE DE 101-301-719.000	MML WORKERS' COMP FUND AMAZON CAPITAL SERVICES BS&A SOFTWARE VERIZON & GROUNDS SNYDERS DRUG STORE FOSTER HARDWARE SEMCOENERGY GAS COMPANY SEMCOENERGY GAS COMPANY PARTMENT 44 NORTH	OPERATING SUPPLIES -SDD CARD IT SOFTWARE 906-291-1631 TREASURER OPERATING SUPPLIES SUPPLIES-BUILDING MAINTENANCE HEAT HEAT POLICE HOSPITALIZATION	POLICY PREMIUM 7/1/2019 - 7/1/2020 - FIRST INSTALLMENT MONITORS/SSD CARDS/DESK ORGANIZER/SCANNER TAX.NET PROGRAM ACCOUNT NUMBER 942077532-00003 DESK TOTAL FOR Dept 253 TREASURER POTTING SOIL/ MIRACLE GROW DOOR GUARD VON DOOR 310 E. MCMILLAN NATURAL GAS NATURAL GAS 827.500 TOTAL FOR Dept 265 BUILDING & GROUNDS	1.99 77.99 3,465.00 27.75 3,572.73 86.37 7.21 14.81
101-253-725.000 101-253-752.100 101-253-752.200 101-253-850.000 Dept 265 BUILDING 101-265-752.100 101-265-776.000 101-265-921.000 101-265-921.000 Dept 301 POLICE DE 101-301-719.000	MML WORKERS' COMP FUND AMAZON CAPITAL SERVICES BS&A SOFTWARE VERIZON & GROUNDS SNYDERS DRUG STORE FOSTER HARDWARE SEMCOENERGY GAS COMPANY SEMCOENERGY GAS COMPANY PARTMENT	OPERATING SUPPLIES -SDD CARD IT SOFTWARE 906-291-1631 TREASURER OPERATING SUPPLIES SUPPLIES-BUILDING MAINTENANCE HEAT	POLICY PREMIUM 7/1/2019 - 7/1/2020 - FIRST INSTALLMENT MONITORS/SSD CARDS/DESK ORGANIZER/SCANNER TAX.NET PROGRAM ACCOUNT NUMBER 942077532-00003 DESK TOTAL FOR Dept 253 TREASURER POTTING SOIL/ MIRACLE GROW DOOR GUARD VON DOOR 310 E. MCMILLAN NATURAL GAS NATURAL GAS 827.500 TOTAL FOR Dept 265 BUILDING & GROUNDS COBRA RETIREES JUNE PREMIUM BILL	1.99 77.99 3,465.00 27.75 3,572.73 86.37 7.21 14.81 162.14 270.53
101-253-725.000 101-253-752.100 101-253-752.200 101-253-850.000 Dept 265 BUILDING 101-265-752.100 101-265-776.000 101-265-921.000 101-265-921.000 Dept 301 POLICE DE 101-301-719.000 101-301-726.000	MML WORKERS' COMP FUND AMAZON CAPITAL SERVICES BS&A SOFTWARE VERIZON & GROUNDS SNYDERS DRUG STORE FOSTER HARDWARE SEMCOENERGY GAS COMPANY SEMCOENERGY GAS COMPANY PARTMENT 44 NORTH STANDARD, THE	OPERATING SUPPLIES -SDD CARD IT SOFTWARE 906-291-1631 TREASURER OPERATING SUPPLIES SUPPLIES-BUILDING MAINTENANCE HEAT HEAT POLICE HOSPITALIZATION	POLICY PREMIUM 7/1/2019 - 7/1/2020 - FIRST INSTALLMENT MONITORS/SSD CARDS/DESK ORGANIZER/SCANNER TAX.NET PROGRAM ACCOUNT NUMBER 942077532-00003 DESK TOTAL FOR Dept 253 TREASURER POTTING SOIL/ MIRACLE GROW DOOR GUARD VON DOOR 310 E. MCMILLAN NATURAL GAS NATURAL GAS 827.500 TOTAL FOR Dept 265 BUILDING & GROUNDS	1.99 77.99 3,465.00 27.75 3,572.73 86.37 7.21 14.81 162.14 270.53
101-253-725.000 101-253-752.100 101-253-752.200 101-253-850.000 Dept 265 BUILDING 101-265-752.100 101-265-752.100 101-265-921.000 101-265-921.000 Dept 301 POLICE DE 101-301-719.000 101-301-726.000 Dept 441 PUBLIC We	MML WORKERS' COMP FUND AMAZON CAPITAL SERVICES BS&A SOFTWARE VERIZON & GROUNDS SNYDERS DRUG STORE FOSTER HARDWARE SEMCOENERGY GAS COMPANY SEMCOENERGY GAS COMPANY PARTMENT 44 NORTH STANDARD, THE	OPERATING SUPPLIES -SDD CARD IT SOFTWARE 906-291-1631 TREASURER OPERATING SUPPLIES SUPPLIES-BUILDING MAINTENANCE HEAT HEAT POLICE HOSPITALIZATION LIFE INSURANCE	POLICY PREMIUM 7/1/2019 - 7/1/2020 - FIRST INSTALLMENT MONITORS/SSD CARDS/DESK ORGANIZER/SCANNER TAX.NET PROGRAM ACCOUNT NUMBER 942077532-00003 DESK TOTAL FOR Dept 253 TREASURER POTTING SOIL/ MIRACLE GROW DOOR GUARD VON DOOR 310 E. MCMILLAN NATURAL GAS NATURAL GAS 827.500 TOTAL FOR Dept 265 BUILDING & GROUNDS COBRA RETIREES JUNE PREMIUM BILL TOTAL FOR Dept 301 POLICE DEPARTMENT	1.99 77.99 3,465.00 27.75 3,572.73 86.37 7.21 14.81 162.14 270.53 3.45 26.29
101-253-725.000 101-253-752.100 101-253-752.200 101-253-850.000 Dept 265 BUILDING 101-265-752.100 101-265-776.000 101-265-921.000 101-265-921.000 Dept 301 POLICE DE 101-301-719.000 101-301-726.000	MML WORKERS' COMP FUND AMAZON CAPITAL SERVICES BS&A SOFTWARE VERIZON & GROUNDS SNYDERS DRUG STORE FOSTER HARDWARE SEMCOENERGY GAS COMPANY SEMCOENERGY GAS COMPANY PARTMENT 44 NORTH STANDARD, THE	OPERATING SUPPLIES -SDD CARD IT SOFTWARE 906-291-1631 TREASURER OPERATING SUPPLIES SUPPLIES-BUILDING MAINTENANCE HEAT HEAT POLICE HOSPITALIZATION LIFE INSURANCE WORKERS' COMPENSATION	POLICY PREMIUM 7/1/2019 - 7/1/2020 - FIRST INSTALLMENT MONITORS/SSD CARDS/DESK ORGANIZER/SCANNER TAX.NET PROGRAM ACCOUNT NUMBER 942077532-00003 DESK TOTAL FOR Dept 253 TREASURER POTTING SOIL/ MIRACLE GROW DOOR GUARD VON DOOR 310 E. MCMILLAN NATURAL GAS NATURAL GAS 827.500 TOTAL FOR Dept 265 BUILDING & GROUNDS COBRA RETIREES JUNE PREMIUM BILL TOTAL FOR Dept 301 POLICE DEPARTMENT	1.95 77.99 3,465.00 27.75 3,572.73 86.37 7.21 14.81 162.14 270.53 3.45 26.29 29.74
101-253-725.000 101-253-752.100 101-253-752.200 101-253-850.000 Dept 265 BUILDING 101-265-752.100 101-265-921.000 101-265-921.000 Dept 301 POLICE DE 101-301-719.000 101-301-726.000 Dept 441 PUBLIC Wd 101-441-725.000	MML WORKERS' COMP FUND AMAZON CAPITAL SERVICES BS&A SOFTWARE VERIZON & GROUNDS SNYDERS DRUG STORE FOSTER HARDWARE SEMCOENERGY GAS COMPANY SEMCOENERGY GAS COMPANY PARTMENT 44 NORTH STANDARD, THE ORKS MML WORKERS' COMP FUND	OPERATING SUPPLIES -SDD CARD IT SOFTWARE 906-291-1631 TREASURER OPERATING SUPPLIES SUPPLIES-BUILDING MAINTENANCE HEAT HEAT POLICE HOSPITALIZATION LIFE INSURANCE	POLICY PREMIUM 7/1/2019 - 7/1/2020 - FIRST INSTALLMENT MONITORS/SSD CARDS/DESK ORGANIZER/SCANNER TAX.NET PROGRAM ACCOUNT NUMBER 942077532-00003 DESK TOTAL FOR Dept 253 TREASURER POTTING SOIL/ MIRACLE GROW DOOR GUARD VON DOOR 310 E. MCMILLAN NATURAL GAS NATURAL GAS 827.500 TOTAL FOR Dept 265 BUILDING & GROUNDS COBRA RETIREES JUNE PREMIUM BILL TOTAL FOR Dept 301 POLICE DEPARTMENT POLICY PREMIUM 7/1/2019 - 7/1/2020 - FIRST INSTALLMENT JUNE PREMIUM BILL	1.95 77.99 3,465.00 27.75 3,572.73 86.37 7.21 14.81 162.14 270.53 3.45 26.29 29.74
101-253-725.000 101-253-752.100 101-253-752.200 101-253-850.000 Dept 265 BUILDING 101-265-752.100 101-265-752.100 101-265-921.000 101-265-921.000 Dept 301 POLICE DE 101-301-719.000 101-301-725.000 Dept 441 PUBLIC W(101-441-725.000 101-441-725.000 101-441-725.100 101-441-752.100	MML WORKERS' COMP FUND AMAZON CAPITAL SERVICES BS&A SOFTWARE VERIZON & GROUNDS SNYDERS DRUG STORE FOSTER HARDWARE SEMCOENERGY GAS COMPANY SEMCOENERGY GAS COMPANY PARTMENT 44 NORTH STANDARD, THE DRKS MML WORKERS' COMP FUND STANDARD, THE AMAZON CAPITAL SERVICES AMAZON CAPITAL SERVICES	OPERATING SUPPLIES -SDD CARD IT SOFTWARE 906-291-1631 TREASURER OPERATING SUPPLIES SUPPLIES-BUILDING MAINTENANCE HEAT HEAT POLICE HOSPITALIZATION LIFE INSURANCE WORKERS' COMPENSATION LIFE INSURANCE	POLICY PREMIUM 7/1/2019 - 7/1/2020 - FIRST INSTALLMENT MONITORS/SSD CARDS/DESK ORGANIZER/SCANNER TAX.NET PROGRAM ACCOUNT NUMBER 942077532-00003 DESK TOTAL FOR Dept 253 TREASURER POTTING SOIL/ MIRACLE GROW DOOR GUARD VON DOOR 310 E. MCMILLAN NATURAL GAS NATURAL GAS 827.500 TOTAL FOR Dept 265 BUILDING & GROUNDS COBRA RETIREES JUNE PREMIUM BILL TOTAL FOR Dept 301 POLICE DEPARTMENT	1.95 77.99 3,465.00 27.75 3,572.73 86.37 7.21 14.81 162.14 270.53 3.45 26.25 29.74
101-253-725.000 101-253-752.100 101-253-752.200 101-253-850.000 Dept 265 BUILDING 101-265-752.100 101-265-752.100 101-265-921.000 101-265-921.000 Dept 301 POLICE DE 101-301-719.000 101-301-726.000 Dept 441 PUBLIC W(101-441-725.000 101-441-752.100 101-441-752.100 101-441-752.100 101-441-752.100	MML WORKERS' COMP FUND AMAZON CAPITAL SERVICES BS&A SOFTWARE VERIZON & GROUNDS SNYDERS DRUG STORE FOSTER HARDWARE SEMCOENERGY GAS COMPANY SEMCOENERGY GAS COMPANY PARTMENT 44 NORTH STANDARD, THE ORKS MML WORKERS' COMP FUND STANDARD, THE AMAZON CAPITAL SERVICES AMAZON CAPITAL SERVICES AMAZON CAPITAL SERVICES AMAZON CAPITAL SERVICES	OPERATING SUPPLIES -SDD CARD IT SOFTWARE 906-291-1631 TREASURER OPERATING SUPPLIES SUPPLIES-BUILDING MAINTENANCE HEAT HEAT POLICE HOSPITALIZATION LIFE INSURANCE WORKERS' COMPENSATION LIFE INSURANCE OPERATING SUPPLIES OPERATING SUPPLIES CLOTHING - UNIFORMS	POLICY PREMIUM 7/1/2019 - 7/1/2020 - FIRST INSTALLMENT MONITORS/SSD CARDS/DESK ORGANIZER/SCANNER TAX.NET PROGRAM ACCOUNT NUMBER 942077532-00003 DESK TOTAL FOR Dept 253 TREASURER POTTING SOIL/ MIRACLE GROW DOOR GUARD VON DOOR 310 E. MCMILLAN NATURAL GAS NATURAL GAS 827.500 TOTAL FOR Dept 265 BUILDING & GROUNDS COBRA RETIREES JUNE PREMIUM BILL TOTAL FOR Dept 301 POLICE DEPARTMENT POLICY PREMIUM 7/1/2019 - 7/1/2020 - FIRST INSTALLMENT JUNE PREMIUM BILL ORIGINAL QUICK FIST CLAMP TIME CLOCKS SAFETY CLOTHING	1.95 77.99 3,465.00 27.73 3,572.73 86.37 7.21 14.81 162.14 270.53 3.45 26.25 29.74
101-253-725.000 101-253-752.100 101-253-752.200 101-253-850.000 101-253-850.000 101-265-752.100 101-265-752.100 101-265-921.000 101-265-921.000 101-265-921.000 101-301-719.000 101-301-726.000 101-441-725.000 101-441-725.000 101-441-752.100 101-441-752.100 101-441-752.100 101-441-752.100 101-441-750.000	MML WORKERS' COMP FUND AMAZON CAPITAL SERVICES BS&A SOFTWARE VERIZON & GROUNDS SNYDERS DRUG STORE FOSTER HARDWARE SEMCOENERGY GAS COMPANY SEMCOENERGY GAS COMPANY PARTMENT 44 NORTH STANDARD, THE ORKS MML WORKERS' COMP FUND STANDARD, THE AMAZON CAPITAL SERVICES AMAZON CAPITAL SERVICES TAHQUAMENON AREA CREDIT UNION	OPERATING SUPPLIES -SDD CARD IT SOFTWARE 906-291-1631 TREASURER OPERATING SUPPLIES SUPPLIES-BUILDING MAINTENANCE HEAT HEAT POLICE HOSPITALIZATION LIFE INSURANCE WORKERS' COMPENSATION LIFE INSURANCE OPERATING SUPPLIES OPERATING SUPPLIES CLOTHING - UNIFORMS CLOTHING - UNIFORMS	POLICY PREMIUM 7/1/2019 - 7/1/2020 - FIRST INSTALLMENT MONITORS/SSD CARDS/DESK ORGANIZER/SCANNER TAX.NET PROGRAM ACCOUNT NUMBER 942077532-00003 DESK TOTAL FOR Dept 253 TREASURER POTTING SOIL/ MIRACLE GROW DOOR GUARD VON DOOR 310 E. MCMILLAN NATURAL GAS NATURAL GAS 827.500 TOTAL FOR Dept 265 BUILDING & GROUNDS COBRA RETIREES JUNE PREMIUM BILL TOTAL FOR Dept 301 POLICE DEPARTMENT POLICY PREMIUM 7/1/2019 - 7/1/2020 - FIRST INSTALLMENT JUNE PREMIUM BILL ORIGINAL QUICK FIST CLAMP TIME CLOCKS SAFETY CLOTHING SEIRRA TRADING - WORKWEAR	1.95 77.99 3,465.00 27.75 3,572.73 86.37 7.21 14.81 162.14 270.53 3.45 26.29 29.74
101-253-725.000 101-253-752.100 101-253-752.200 101-253-850.000 Pept 265 BUILDING 101-265-752.100 101-265-921.000 101-265-921.000 Pept 301 POLICE DE 101-301-719.000 Pept 441 PUBLIC W(101-441-725.000 101-441-725.000	MML WORKERS' COMP FUND AMAZON CAPITAL SERVICES BS&A SOFTWARE VERIZON & GROUNDS SNYDERS DRUG STORE FOSTER HARDWARE SEMCOENERGY GAS COMPANY SEMCOENERGY GAS COMPANY PARTMENT 44 NORTH STANDARD, THE ORKS MML WORKERS' COMP FUND STANDARD, THE AMAZON CAPITAL SERVICES AMAZON CAPITAL SERVICES AMAZON CAPITAL SERVICES TAHQUAMENON AREA CREDIT UNION VERIZON	OPERATING SUPPLIES -SDD CARD IT SOFTWARE 906-291-1631 TREASURER OPERATING SUPPLIES SUPPLIES-BUILDING MAINTENANCE HEAT HEAT POLICE HOSPITALIZATION LIFE INSURANCE WORKERS' COMPENSATION LIFE INSURANCE OPERATING SUPPLIES OPERATING SUPPLIES CLOTHING - UNIFORMS CLOTHING - UNIFORMS SUPPLIES OPERATING SUPPLIES CLOTHING - UNIFORMS CLOTHING - UNIFORMS 906-291-0136 MECHANIC	POLICY PREMIUM 7/1/2019 - 7/1/2020 - FIRST INSTALLMENT MONITORS/SSD CARDS/DESK ORGANIZER/SCANNER TAX.NET PROGRAM ACCOUNT NUMBER 942077532-00003 DESK TOTAL FOR Dept 253 TREASURER POTTING SOIL/ MIRACLE GROW DOOR GUARD VON DOOR 910 E. MCMILLAN NATURAL GAS NATURAL GAS 827.500 TOTAL FOR Dept 265 BUILDING & GROUNDS COBRA RETIREES JUNE PREMIUM BILL TOTAL FOR Dept 301 POLICE DEPARTMENT POLICY PREMIUM 7/1/2019 - 7/1/2020 - FIRST INSTALLMENT JUNE PREMIUM BILL ORIGINAL QUICK FIST CLAMP TIME CLOCKS SAFETY CLOTHING SEIRRA TRADING - WORKWEAR ACCOUNT NUMBER 942077532-00002 - CELL	1.99 77.99 3,465.00 27.75 3,572.73 86.37 7.21 14.81 162.14 270.53 3.45 26.29 29.74 115.51 14.23 9.86 118.99 177.52 51.97 21.37
101-253-725.000 101-253-752.100 101-253-752.200 101-253-850.000 Popt 265 BUILDING 101-265-752.100 101-265-752.100 101-265-921.000 101-265-921.000 101-301-719.000 101-301-719.000 101-301-726.000 Popt 441 PUBLIC W(101-441-725.000 101-441-752.100 101-441-752.100 101-441-757.000 101-441-757.000 101-441-757.000 101-441-757.000 101-441-757.000 101-441-757.000 101-441-757.000 101-441-757.000 101-441-757.000 101-441-757.000 101-441-757.000	MML WORKERS' COMP FUND AMAZON CAPITAL SERVICES BS&A SOFTWARE VERIZON & GROUNDS SNYDERS DRUG STORE FOSTER HARDWARE SEMCOENERGY GAS COMPANY SEMCOENERGY GAS COMPANY PARTMENT 44 NORTH STANDARD, THE ORKS MML WORKERS' COMP FUND STANDARD, THE AMAZON CAPITAL SERVICES AMAZON CAPITAL SERVICES TAHQUAMENON AREA CREDIT UNION	OPERATING SUPPLIES -SDD CARD IT SOFTWARE 906-291-1631 TREASURER OPERATING SUPPLIES SUPPLIES-BUILDING MAINTENANCE HEAT HEAT POLICE HOSPITALIZATION LIFE INSURANCE WORKERS' COMPENSATION LIFE INSURANCE OPERATING SUPPLIES OPERATING SUPPLIES CLOTHING - UNIFORMS CLOTHING - UNIFORMS	POLICY PREMIUM 7/1/2019 - 7/1/2020 - FIRST INSTALLMENT MONITORS/SSD CARDS/DESK ORGANIZER/SCANNER TAX.NET PROGRAM ACCOUNT NUMBER 942077532-00003 DESK TOTAL FOR Dept 253 TREASURER POTTING SOIL/ MIRACLE GROW DOOR GUARD VON DOOR 310 E. MCMILLAN NATURAL GAS NATURAL GAS 827.500 TOTAL FOR Dept 265 BUILDING & GROUNDS COBRA RETIREES JUNE PREMIUM BILL TOTAL FOR Dept 301 POLICE DEPARTMENT POLICY PREMIUM 7/1/2019 - 7/1/2020 - FIRST INSTALLMENT JUNE PREMIUM BILL ORIGINAL QUICK FIST CLAMP TIME CLOCKS SAFETY CLOTHING SEIRRA TRADING - WORKWEAR	1.99 77.99 3,465.00 27.75 3,572.73 86.37 7.21 14.81 162.14 270.53

Dept 524 MOTOR PO	OOL			
101-524-725.000	MML WORKERS' COMP FUND	WORKERS' COMPENSATION	POLICY PREMIUM 7/1/2019 - 7/1/2020 - FIRST INSTALLMENT	282.81
101-524-752.100	FOSTER HARDWARE	OPERATING SUPPLIES	SPRAY PAINT YELLOW	3.79
01-524-752.100	FOSTER HARDWARE	OPERATING SUPPLIES	HILLMAN FASTENERS	3.58
01-524-752.100	FOSTER HARDWARE	OPERATING SUPPLIES	HILLMAN FASTENERS	16.66
01-524-752.100	FOSTER HARDWARE	OPERATING SUPPLIES	HILLMAN FASTENERS & RETURNS 204697, 204684	10.42
01-524-752.100	LYNN AUTO PARTS INC.	OPERATING SUPPLIES	TIP CLNR	4.90
01-524-752.100	LYNN AUTO PARTS INC.	OPERATING SUPPLIES	ABR WHL	5.33
01-524-752.100	LYNN AUTO PARTS INC.	OPERATING SUPPLIES	CTR WHL	8.99
01-524-752.100	LYNN AUTO PARTS INC.	OPERATING SUPPLIES	GRND WHL	3.85
01-524-752.100	OK INDUSTRIAL SUPPLY	OPERATING SUPPLIES	CARRIAGE BOLT	34.50
01-524-752.100	OK INDUSTRIAL SUPPLY	OPERATING SUPPLIES	WASHERS/NUTS	36.50
01-524-759.000	WEX BANK - SPEEDWAY UNIVERSAL HARJU WELDING & MACHINE	GAS OIL & GREASE - PUBLIC WORKS	GAS/FUEL	1,058.64
01-524-801.000 01-524-932.000		PROF & CONTRACTUAL SERVICES	WELDING ON BOBCAT BUCKET	250.00
01-524-932.000	HARJU WELDING & MACHINE HARJU WELDING & MACHINE	VEHICLE REPAIR & MAINTENANCE	VILLAGE GARAGE FLAT STEEL WELDING BOBCAT	30.00
01-524-932.000		VEHICLE REPAIR & MAINTENANCE	BOBCAT BUCKET STEEL	40.00
01-524-932.000	LYNN AUTO PARTS INC.	VEHICLE REPAIR & MAINTENANCE	LINCH PIN	5.29
01-524-932.000	LYNN AUTO PARTS INC. NEALS AUTOMOTIVE PARTS INC	VEHICLE REPAIR & MAINTENANCE VEHICLE REPAIR & MAINTENANCE	BOLT	3.18
01-524-932.000	DANNY'S AUTO VALUE INC		MUD FLAPS BRUSH HOG	38.85
.01-324-332.000	DANNY 3 AOTO VALUE INC	VEHICLE REPAIR & MAINTENANCE	PWR PLUG LIGHTER Total For Port 524 MOTOR ROOM	3.14
			Total For Dept 524 MOTOR POOL	1,840.43
ept 525 STORM SET 01-525-801.000		PROFESSIONAL & CONTRACTUAL		
J1-525-801.000	RANGE TELECOMMUNICATIONS	PROFESSIONAL & CONTRACTUAL	MISSDIGS Total For Dept 525 STORM SEWER	1.50
			Total For Dept 323 STORIN SEVER	1.50
ept 528 RUBBISH	MAIL WORKERS COMPETING	WORKERS AND		
01-528-725.000	MML WORKERS' COMP FUND	WORKERS' COMPENSATION	POLICY PREMIUM 7/1/2019 - 7/1/2020 - FIRST INSTALLMENT	258.91
01-528-759.000 01-528-801.100	WEX BANK - SPEEDWAY UNIVERSAL	GAS OIL & GREASE - GARBAGE	GAS/FUEL	90.12
	WASTE MANAGEMENT	PROFESSIONAL & CONTRACTUAL	RUBBISH DISPOSAL	3,345.67
01-528-851.000 01-528-900.000	ARISTA INFORMATION SYSTEMS INC	POSTAGE	UB POSTAGE	98.65
01-528-950.000	ARISTA INFORMATION SYSTEMS INC HIAWATHA SHORES R&D	PRINTING & PUBLISHING	UB BILLING	84.80
01-328-930.000	HIAWATHA SHORES RAD	RECYCLE BINS	RECYCLING BINS Total For Dept 528 RUBBISH	310.00
				4,188.15
			Total For Fund 101 General Fund	12,408.09
und 202 MAJOR ST	REET FUND			
ept 463 ROUTINE N				
02-463-725.000	MML WORKERS' COMP FUND	WORKERS COMPENSATION	POLICY PREMIUM 7/1/2019 - 7/1/2020 - FIRST INSTALLMENT	501.88
02-463-726.000	STANDARD, THE	LIFE INSURANCE	JUNE PREMIUM BILL	11.38
			Total For Dept 463 ROUTINE MAINTENANCE	513.26
Pept 478 WINTER M	IAINTENANCE			
02-478-760.001	LUCE COUNTY ROAD COMMISSION	SAND/SALT SUPPLY	SALT	435.58
			Total For Dept 478 WINTER MAINTENANCE	435.58
			Table For For I good has been stored	
			Total For Fund 202 MAJOR STREET FUND	948.84
und 203 LOCAL STR Dept 463 ROUTINE N				
203-463-725.000	MML WORKERS' COMP FUND	WORKERS COMPENSATION	DOLICY DECAULS 7/1/2010 7/1/2020 FIRST MICTALIANS	
03-463-726.000	STANDARD, THE	LIFE INSURANCE	POLICY PREMIUM 7/1/2019 - 7/1/2020 - FIRST INSTALLMENT	501.88
120 / 20,000	or storing, the	LII E MOONANGE	JUNE PREMIUM BILL Total For Dept 463 ROUTINE MAINTENANCE	69.52
			Total to bept 455 HOOTHE IMAINTENANCE	571.40
ept 478 WINTER M				
03-478-760.001	LUCE COUNTY ROAD COMMISSION	SAND/SALT SUPPLY	SALT	653.36
			Total For Dept 478 WINTER MAINTENANCE	653.36
			Total For Fund 203 LOCAL STREET FUND	1,224.76
und 213 FIRE REVO	NAME STAD			
una 213 FIRE REVO ept 336 FIRE	CYNTG FUILD			
13-336-725.000	MML WORKERS' COMP FUND	WORKERS' COMPENSATION	POLICY PREMIUM 7/1/2019 - 7/1/2020 - FIRST INSTALLMENT	1 031 00
13-336-752.000	SNYDERS DRUG STORE	OFFICE SUPPLIES	MONEY RECEIPT BOOKS	1,031.65
13-336-753.000	ALADDIN FIRE PROTECTION LLC	TOOLS & EQUIP UND CAP THRESHOL	2 USED VALVE FOR SCOTT 4500 PSI 60MIN CYLINDER	3.98 90.00
13-336-759.000	WEX BANK - SPEEDWAY UNIVERSAL	GAS, OIL & GREASE - FIRE	GAS/FUEL	90.00 123.27
13-336-776.000	FOSTER HARDWARE	SUPPLIES-BUILDING MAINTENANCE	PAINT	37.99
13-336-776.000	FOSTER HARDWARE	SUPPLIES-BUILDING MAINTENANCE	PAINT	37.99 37.99
13-336-776.000	FOSTER HARDWARE	SUPPLIES-BUILDING MAINTENANCE	PAINT SUPPLIES	6.99
3-336-850.000	VERIZON	906-293-8141 FIRE	ACCOUNT NUMBER 942077532-00003 DESK	26.66
3-336-850.000	ATT U.VERSE	TELEPHONE	UVERSE FIRE HALL	41.58
3-336-921.000	SEMCOENERGY GAS COMPANY	HEAT	NATURAL GAS 900.500	279.11
13-336-932.000	DARLEY & CO	VEHICLE REPAIRS & MAINTENANCE	VENDOR LOST ORIGINAL CHECK-REISSUE-LADDER	188.48
13-336-932.000	DANNY'S AUTO VALUE INC	VEHICLE REPAIRS & MAINTENANCE	WAX	51.99
			Total For Dept 336 FiRE	1,919.69
			Total For Fund 213 FIRE REVOLVING FUND	1,919.69
und ann man -				4,515,09
und 409 TORC				
ept 757 TORC				
9ept 757 TORC 09-757-801.000	AECOM TECHNICAL SERVICES INC	PROFESSIONAL & CONTRACTUAL	ENGINEERING FOR DEVELOPING BID DOCUMENTS	925 00
	AECOM TECHNICAL SERVICES INC	PROFESSIONAL & CONTRACTUAL	ENGINEERING FOR DEVELOPING BID DOCUMENTS Total For Dept 757 TORC	925.00 925.00
	AECOM TECHNICAL SERVICES INC	PROFESSIONAL & CONTRACTUAL		

Fund 590 SEWAGE RECEIVING FUND Dept 537 SEWER SYSTEM

Dept 537 SE	WER SYSTE	M	
590-537-710	0.000	UIA- STATE OF MICHIGAN	UNEMPLOYMENT
590-537-719	.000	44 NORTH	HOSPITALIZATION
590-537-725	.000	MML WORKERS' COMP FUND	WORKMANS' COMPENSATION
590-537-726	.000	STANDARD, THE	LIFE INSURANCE
590-537-752	2.000	NATIONAL OFFICE PRODUCTS	OFFICE SUPPLIES
590-537-752		AMAZON CAPITAL SERVICES	OPERATING SUPPLIES
590-537-752	.200	I.T. RIGHT	IT SOFTWARE
590-537-753	.000	AMAZON CAPITAL SERVICES	TOOLS & EQUIP (UNDER THRES)
590-537-753	.000	AMAZON CAPITAL SERVICES	TOOLS & EQUIP (UNDER THRES)
590-537-759	.000	WEX BANK - SPEEDWAY UNIVERSAL	GAS, OIL & GREASE - WWTP
590-537-776	.000	FOSTER HARDWARE	SUPPLIES - BUILDING MAINTENANCE
590-537-776	.000	TAHQUAMENON AREA CREDIT UNION	SUPPLIES - BUILDING MAINTENANCE
590-537-801	.000	FSOM-FULL SERVICE ORGANICS	PROFESSIONAL & CONTRACTUAL
590-537-801	.000	NBS CALIBRATIONS	PROFESSIONAL & CONTRACTUAL
590-537-801	.000	RANGE TELECOMMUNICATIONS	PROFESSIONAL & CONTRACTUAL
590-537-801	.000	CRANE ENGINEERING	PROFESSIONAL & CONTRACTUAL
590-537-801	.000	CRANE ENGINEERING	PROFESSIONAL & CONTRACTUAL
590-537-801	.200	YOUNG, GRAHAM & WENDLING, P.C.	LEGAL
590-537-850	.000	VERIZON	FAX
590-537-850	.000	VERIZON	906-291-0055 HR
590-537-850	.000	VERIZON	905-291-1628 WWTP
590-537-850	.000	AT&T	TELEPHONE
590-537-850	.000	HTC-HIAWATHA TELEPHONE CO	JAMADOTS INTERNET
590-537-850	.000	ATT U.VERSE	TELEPHONE
590-537-851	.000	ARISTA INFORMATION SYSTEMS INC	POSTAGE
590-537-851	.000	TAHQUAMENON AREA CREDIT UNION	POSTAGE
590-537-900	.000	ARISTA INFORMATION SYSTEMS INC	PRINTING & PUBLISHING
590-537-910	.000	TAHQUAMENON AREA CREDIT UNION	PROFESSIONAL DEVELOPMENT
590-537-910	.000	BS&A SOFTWARE	PROFESSIONAL DEVELOPMENT
590-537-913	.000	WATKINS, ALLISON	TRAVEL
590-537-917	.000	MAC'S MARKET INC	TREATMENT COSTS
590-537-917	.000	PVS TECHNOLOGIES INC	TREATMENT COSTS
590-537-917	.100	NCL OF WISCONSIN INC	LAB SUPPLIES
590-537-917	.100	U S A BLUE BOOK	LAB SUPPLIES
590-537-917	.100	U S A BLUE BOOK	LAB SUPPLIES
590-537-921	.000	SEMCOENERGY GAS COMPANY	HEAT
590-537-929	.000	TAHQUAMENON AREA CREDIT UNION	REPAIRS & MAINTENANCE
590-537-932	.000	DANNY'S AUTO VALUE INC	VEHICLE REPAIRS & MAINTENANCE
590-537-932	.000	DANNY'S AUTO VALUE INC	VEHICLE REPAIRS & MAINTENANCE
590-537-973	.000	I.T. RIGHT	CAPITAL OUTLAY
590-537-973	.000	AMAZON CAPITAL SERVICES	CAPITAL OUTLAY
590-537-973	.000	CRANE ENGINEERING	CAPITAL OUTLAY

INVOICE FOR REMAINING BALANCE FROM 2018	2.78
COBRA RETIREES	3.45
POLICY PREMIUM 7/1/2019 - 7/1/2020 - FIRST INSTALLMENT	651.25
JUNE PREMIUM BILL PAPER	34.94
TIME CLOCKS	9.88
ANNUAL REMOTE BACK UP	118.99
TRUCK DOLLY	125.00
BIFEN IT CONTROL SOLUTIONS INSECTICDE CONCENTRATES	53.97
GAS/FUEL	24.40
ROUNDUP	52.49
INK CARTRIDGES	49.99
METALS AND NUTRIENTS SAMPLES	17.99
SERVICE/BALANCE SCALES	450.00 191.00
MISSDIGS	4.50
INSTALL GRINDER	424.00
RIPPER ASSEMBLY/GRINDER	12,950.00
LEGAL ADVICE	165.00
ACCOUNT NUMBER 942077532-00001 FAX	6.75
ACCOUNT NUMBER 942077532-00002 - CELL	74.77
ACCOUNT NUMBER 942077532-00003 DESK	73.38
WWTP	88.50
ACCT 00042108-7	23.75
UVERSE	41.59
UB POSTAGE	141.81
POSTAGE	7.60
UB BILLING	121.90
HOTEL WWTP CONFERENCE	181.90
GOVERNMENTAL ACCOUNTING	51.25
REIMBURSEMENT FOR TRAINING TRAVEL 5/14-5/16 & 5/20	65.61
WATER	22.00
CHLORIDE SOLUTION BULK	3,769.87
SULFURIC ACID	86.60
TEST STRIPS	40.06
TNT-AMMONIA TEST	126.23
NATURAL GAS 994.500	503.57
AMAZON- FORGED CULTIVATOR	42.94
CAMO WWTP IGN CONTROL	53.39
RETURN OF IGNITION COIL ON 2-418135	(15.60)
COMPUTERS - FINANCE, ADM. AND HR	585.00
MONITORS/SSD CARDS/DESK ORGANIZER/SCANNER INSTALL GRINDER	172.02
Total For Dept 537 SEWER SYSTEM	2,279.00
Total For Dept 357 SEWER STSTEM	23,873.52
Total For Fund 590 SEWAGE RECEIVING FUND	22.072.52
Journal Park 330 SEWAGE RECEIVING PORD	23,873.52
Fund Totals:	
Fund 101 General Fund	12,408.09
Fund 202 Major Street Fund	948.84
Fund 203 Local Street Fund	1,224.76
Fund 213 Fire Revolving Fund	1,919.69
Fund 409 TORC	925.00
Fund 590 Sewage Receiving Fund	23,873.52
Total For All Funds:	41,299,90
	74,633.30

VILLAGE OF NEWBERRY WATER & LIGHT PAYABLES MAY 2019

GL Number	Vendor	Inv. Line Desc	Invoice Desc.	Amount
Fund 582 ELECTRIC F	LIND			
Dept 582 ELECTRIC D				
582-582-726.000	STANDARD, THE	LIFE INSURANCE	JUNE PREMIUM BILL	9.20
582-582-752.100	FOSTER HARDWARE	OPERATING SUPPLIES	FRIEGHT - GLOVES	224.54
582-582-752.100	POWER LINE SUPPLY COMPANY	OPERATING SUPPLIES	SLEEVE INSULINK/CONNECTOR COMP/PHOTOCONTROL TWISTLOCK/LAMP	518.91
582-582-752.100	NORTHERN SAFETY CO., INC	OPERATING SUPPLIES	DOG REPLELLENT	28.80
582-582-752.100	DANNY'S AUTO VALUE INC	OPERATING SUPPLIES	MINI FUSE ASST	6.50
582-582-752.100	POWER LINE SUPPLY COMPANY	OPERATING SUPPLIES	LU70 LAMP	143.37
582-582-801.000	CTC ENGINEERING	PROFESSIONAL & CONTRACTUAL	ENGINEERING SERVICES PERFORMED THROUGH APRIL	195.00
582-582-801.000	POWER LINE SUPPLY COMPANY	PROFESSIONAL & CONTRACTUAL	TESTING GLOVES & SLEEVES, GLOVES, DIPPED SLEEVES	1,130.29
582-582-850.000	ATT U.VERSE	UVERSE- LARGE CAPACITY METER	LARGE CAPACITY METER UVERSE	41.58
582-582-980.000	I.T. RIGHT	CAPT OUTLAY-OFFICE EQUIP & FURNITURE	COMPUTERS - FINANCE, ADM. AND HR	585.00
582-582-980.000	AMAZON CAPITAL SERVICES	CAPT OUTLAY-OFFICE EQUIP & FURNITURE	MONITORS/SSD CARDS/DESK ORGANIZER/SCANNER	172.02
			Total For Dept 582 ELECTRIC DISTRIBUTION	3,055.21
Dept 583 GENERAL E				
582-583-719.000	44 NORTH	HOSPITALIZATION	COBRA RETIREES	4.60
582-583-725.000	MML WORKERS' COMP FUND	WORKERS' COMPENSATION	POLICY PREMIUM 7/1/2019 - 7/1/2020 - FIRST INSTALLMENT	612.92
582-583-726.000	STANDARD, THE	LIFE INSURANCE	JUNE PREMIUM BILL	32.87
582-583-752.000	NATIONAL OFFICE PRODUCTS	OFFICE SUPPLIES	PAPER	9.87
582-583-752.099	U.S. BANK	BANK FEES	CAPITAL IMPROVEMENT BOND 8-1-02	250.00
582-583-752.100	MAC'S MARKET INC	OPERATING SUPPLIES	GARBAGE BAS/CLEANERS	11.47
582-583-752.100	FOSTER HARDWARE	OPERATING SUPPLIES	9VOLT BATTERY CONNECTOS	4.99
582-583-752.100	FOSTER HARDWARE	OPERATING SUPPLIES	9 VOLT BATTERY	3.99
582-583-752.100	LYNN AUTO PARTS INC.	OPERATING SUPPLIES	BLUE DEF	13.00
582-583-752.100	OK INDUSTRIAL SUPPLY	OPERATING SUPPLIES	GOIO WIPES	18.48
582-583-752.100 582-583-752.100	AMAZON CAPITAL SERVICES	OPERATING SUPPLIES	TIME CLOCKS	118.99
582-583-752.100 582-583-752.100	CTC ENGINEERING POWER LINE SUPPLY COMPANY	OPERATING SUPPLIES	RATE SCHEDULE REVIEW GLENN KEATES	195.00
582-583-752.100 582-583-752.100		OPERATING SUPPLIES OPERATING SUPPLIES	LAMP HPS 400W MOGUL BASE	166.84
582-583-752.100 582-583-752.200	RAHILLY IGA I.T. RIGHT	IT SOFTWARE	WATER	2.50
582-583-759.000	DANNY'S AUTO VALUE INC	GAS & OIL	ANNUAL REMOTE BACK UP	125.00
582-583-759.000	WEX BANK - SPEEDWAY UNIVERSAL	GAS & OIL - ELECTRIC	1 GALLON ROTELLA GAS/FUEL	8.49
582-583-767.000	TAHQUAMENON AREA CREDIT UNION	CLOTHING - UNIFORMS	•	209.95
582-583-767.000	LIVELY, JOSEPH	CLOTHING - UNIFORMS	SEIRRA TRADING - WORKWEAR WORKBOOTS	51.98
582-583-767.000	RITZ SAFETY	CLOTHING - UNIFORMS	UNIFORMS W/L	47.70
582-583-767.000	RITZ SAFETY	CLOTHING - UNIFORMS	UNIFORMS	390.75
582-583-801,000	HELEN NEWBERRY JOY HOSPITAL	PROFESSIONAL & CONTRACTUAL	LAB	431.04
582-583-801.000	FAIR, ALMA	PROFESSIONAL & CONTRACTUAL	OFFICE CLEANING	56.00
582-583-801.000	RANGE TELECOMMUNICATIONS	PROFESSIONAL & CONTRACTUAL	MISSDIGS	100.00
582-583-801.200	YOUNG, GRAHAM & WENDLING, P.C.	LEGAL	LEGAL ADVICE	12.00 165.00
582-583-850.000	VERIZON	FAX	ACCOUNT NUMBER 942077532-00001 FAX	18.01
582-583-850.000	VERIZON	906-291-0530 MANAGER	ACCOUNT NUMBER 942077532-00002 - CELL	10.68
582-583-850.000	VERIZON	906-291-0606 A.V.M.	ACCOUNT NUMBER 942077532-00002 - CELL	10.68
582-583-850.000	VERIZON	906-291-0055 HR	ACCOUNT NUMBER 942077532-00002 - CELL	10.68
582-583-850.000	VERIZON	906-291-0608 LINEMAN	ACCOUNT NUMBER 942077532-00002 - CELL	21,37
582-583-850.000	VERIZON	906-450-0919 LINEMAN	ACCOUNT NUMBER 942077532-00002 - CELL	21.37
582-583-850.000	VERIZON	906-291-0136 MECHANIC	ACCOUNT NUMBER 942077532-00002 - CELL	21.37
582-583-850.000	VERIZON	906-293-3433 GENERAL	ACCOUNT NUMBER 942077532-00003 DESK	6.94
582-583-850.000	VERIZON	906-293-5681 W/L CLERK	ACCOUNT NUMBER 942077532-00003 DESK	10.64
582-583-850.000	VERIZON	906-291-1622 H.R.	ACCOUNT NUMBER 942077532-00003 DESK	6.94
582-583-850.000	VERIZON	906-291-1627 W/L	ACCOUNT NUMBER 942077532-00003 DESK	13.88
582-583-850.000	VERIZON	906-293-8531	ACCOUNT NUMBER 942077532-00003 DESK	13.31
582-583-850.000	VERIZON	906-291-1633 MEETING ROOM	ACCOUNT NUMBER 942077532-00003 DESK	6.94
582-583-850,000	VERIZON	906-291-1625 FINANCE	ACCOUNT NUMBER 942077532-00003 DESK	6.94
582-583-850.000	VERIZON	906-291-1223 MANAGER	ACCOUNT NUMBER 942077532-00003 DESK	6.94
582-583-850,000	VERIZON	906-291-1621 A.V.M.	ACCOUNT NUMBER 942077532-00003 DESK	6.94
582-583-850.000	AT&T	TELEPHONE	WATER/LIGHT PHONE	43.23
582-583-850,000	HTC-HIAWATHA TELEPHONE CO	JAMADOTS INTERNET	ACCT 00042108-7	23.75
582-583-850.000	HTC-HIAWATHA TELEPHONE CO	JAMADOTS - FIBER-OPTICS	ACCT 00042364-7	25.00
582-583-851.000	ARISTA INFORMATION SYSTEMS INC	POSTAGE	UB POSTAGE	240.47
582-583-900.000	ARISTA INFORMATION SYSTEMS INC	PUBLISHING & PRINTING	UB BILLING	206.71
582-583-910.000	WATKINS, ALLISON	PROFESSIONAL DEVELOPMENT	REIMBURSEMENT FOR TRAINING TRAVEL 5/14-5/16 & 5/20	65.61
582-583-910.000	DAVID PATTERSON	PROFESSIONAL DEVELOPMENT	CDL PHYSICAL REIMBURSEMENT	110.00
582-583-910.000	BS&A SOFTWARE	PROFESSIONAL DEVELOPMENT	GOVERNMENTAL ACCOUNTING	51.25
582-583-932.000	AMAZON CAPITAL SERVICES	VEHICLE REPAIR & MAINT.	KNEEL PAD	117.59
			Total For Dept 583 GENERAL EXPENSES	4,120.67
Dank FOE DUN DING	BAAINTENIANIE			
Dept 585 BUILDING		DEDAUDE & MANIETTALANCE	2002	
582-585-929.000	AMAZON CAPITAL SERVICES	REPAIRS & MAINTENANCE	DOOR GUARD	10.41
			Total For Dept 585 BUILDING MAINTENANCE	10.41
Dept 586 PURCHASE	D POWER			
582-586-801.000	APX INC	PROFESSIONAL & CONTRACTUAL	MIDECS ACCEPTOR ACCEPTOR	
582-586-801.000	MICHIGAN PUBLIC POWER AGENCY	PROFESSIONAL & CONTRACTUAL PROFESSIONAL & CONTRACTUAL	MIRECS ACCT#1894553518 GREEN DRICING SVC COMM/RENEWABLE PORTEOUR SVC COMM	88.11
582-586-926.000	CLOVERIAND ELECTRIC CO-OP	PURCHASED POWER	GREEN PRICING SVC COMM/RENEWABLE PORTFOLIO SVC COMM CLOVERLAND BILL	38.79
582-586-926.000	CMS ENERGY RESOURCE MGT	PURCHASED POWER	CLOVERLAND BILL CAPACITY	5,209.73
582-586-926.100	AMERICAN TRANSMISSION COMPANY	ATC TRANSMISSION MONTHLY INV	ATC	65,008.14
5251200		· · · · · · · · · · · · · · · · · · ·	Total For Dept 586 PURCHASED POWER	12,141.88
			1999 (A) REPUBLIC OF CONTRACTOR LARGE	82,486.65
Dept 587 ENERGY O	PTIMIZATION			
582-587-801.000	MECA	PROFESSIONAL & CONTRACTUAL	MONTHLY INCENTIVES	2,179.01
			Total For Dept 587 ENERGY OPTIMIZATION	2,179.01
				£,213.VI

Dept 588 SAVE THE	BELLS			
582-588-752.200	FOSTER HARDWARE	SAVE THE BELLS EXPENSES	STAPLE GUN/DUSTER/FOLDING CHAIR/TOOLBOX	105.90
582-588-752.200	FOSTER HARDWARE	SAVE THE BELLS EXPENSES	BLACK TAPE RETURN Total For Dept 588 SAVE THE BELLS	(14.99) 90.91
			Total For Fund 582 Electric Fund	91,942.86
Fund 591 WATER FU				
Dept 266 ATTORNE 591-266-801.200		LEGAL	LEGAL ADVICE	155.00
391-200-801.200	YOUNG, GRAHAM & WENDLING, P.C.	LEGAL	Total For Dept 266 ATTORNEY	165.00 165.00
Dept 536 WATER SY				
591-536-719.000	44 NORTH	HOSPITALIZATION	COBRA RETIREES	3.45
591-536-725.000 591-536-726.000	MML WORKERS' COMP FUND STANDARD, THE	WORKERS' COMPENSATION LIFE INSURANCE	POLICY PREMIUM 7/1/2019 - 7/1/2020 - FIRST INSTALLMENT JUNE PREMIUM BILL	752.33
591-536-752.000	NATIONAL OFFICE PRODUCTS	OFFICE SUPPLIES	PAPER	106.73 9.88
591-536-752.100	AMAZON CAPITAL SERVICES	OPERATING SUPPLIES	MULTIMETER	19.80
591-536-752.100	ETNA SUPPLY COMPANY	OPERATING SUPPLIES	COUPLING/JOINTS	1,286.85
591-536-752.100	MAC'S MARKET INC	OPERATING SUPPLIES	GARBAGE BAS/CLEANERS	11.47
591-536-752.100	NORTHERN SAFETY CO., INC	OPERATING SUPPLIES	DOG REPLELLENT	28.77
591-536-752.100	DANNY'S AUTO VALUE INC	OPERATING SUPPLIES	MINI FUSE ASST	6.49
591-536-752.100	AMAZON CAPITAL SERVICES	OPERATING SUPPLIES	BACK FLOW HYDRANT	59.98
591-536-752.100	HAWKINS INC	OPERATING SUPPLIES	AZONE 15, SODIUM BISULFTE	316.32
591-536-752.100	OK INDUSTRIAL SUPPLY	OPERATING SUPPLIES	WASHERS/HEX HD XAPS	8.75
591-536-752.100 591-536-752.100	OK INDUSTRIAL SUPPLY AMAZON CAPITAL SERVICES	OPERATING SUPPLIES OPERATING SUPPLIES	GOJO WIPES TIME CLOCKS	18.48
591-536-752.100	RAHILLY IGA	OPERATING SUPPLIES	WATER	118.99 2.50
591-536-752.100	RAHILLY IGA	OPERATING SUPPLIES	BLEACH	3.14
591-536-752.200	I.T. RIGHT	IT SOFTWARE	ANNUAL REMOTE BACK UP	125.00
591-536-759.000	DANNY'S AUTO VALUE INC	GAS, OIL & GREASE	1 GALLON ROTELLA	8.50
591-536-759.000	WEX BANK - SPEEDWAY UNIVERSAL	GAS, OIL & GREASE - WATER	GAS/FUEL	209.95
591-536-767.000	TAHQUAMENON AREA CREDIT UNION	UNIFORMS	SEIRRA TRADING - WORKWEAR	51.98
591-536-767.000	LIVELY, JOSEPH	UNIFORMS	WORKBOOTS	47.69
591-536-767.000	RITZ SAFETY	UNIFORMS	UNIFORMS W/L	390.75
591-536-767.000	RITZ SAFETY	UNIFORMS	UNIFORMS	431.04
591-536-801.000	SAULT STE MARIE CITY HALL	PROFESSIONAL & CONTRACTUAL	MONTHLY WATER SAMPLES	54.00
591-536-801.000 591-536-801.000	HELEN NEWBERRY JOY HOSPITAL GREAT LAKES TV SEAL INC.	PROFESSIONAL & CONTRACTUAL PROFESSIONAL & CONTRACTUAL	LAB	56.00
591-536-801.000	GREAT LAKES TV SEAL INC.	PROFESSIONAL & CONTRACTUAL	INSP. LATERAL/FOUND TO HAVE WATERMAIN LEAK HYDROEXCAVATE LEAKING WATERMAIN	322.50 735.00
591-536-801.000	FAIR, ALMA	PROFESSIONAL & CONTRACTUAL	OFFICE CLEANING	100.00
591-536-801.000	RANGE TELECOMMUNICATIONS	PROFESSIONAL & CONTRACTUAL	MISSDIGS	12.00
591-536-801.000	SAULT STE MARIE CITY HALL	PROFESSIONAL & CONTRACTUAL	MONTHLY WATER SAMPLES	54.00
591-536-850.000	VERIZON	FAX	ACCOUNT NUMBER 942077532-00001 FAX	18.01
591-536-850.000	VERIZON	906-450-0919 LINEMAN	ACCOUNT NUMBER 942077532-00002 - CELL	21.37
591-536-850.000	VERIZON	906-291-0608 LINEMAN	ACCOUNT NUMBER 942077532-00002 - CELL	21.37
591-536-850.000	VERIZON	906-291-0055 HR	ACCOUNT NUMBER 942077532-00002 - CELL	10.68
591-536-850.000	VERIZON	906-291-0606 A.V.M.	ACCOUNT NUMBER 942077532-00002 - CELL	10.68
591-536-850.000 591-536-850.000	VERIZON VERIZON	906-291-0530 MANAGER 906-293-5681 W/L CLERK	ACCOUNT NUMBER 942077532-00002 - CELL	10.68
591-536-850.000	VERIZON	906-293-3433 GENERAL	ACCOUNT NUMBER 942077532-00003 DESK ACCOUNT NUMBER 942077532-00003 DESK	10.64 6.94
591-536-850.000	VERIZON	906-291-1625 FINANCE	ACCOUNT NUMBER 942077532-00003 DESK	6.94
591-536-850.000	VERIZON	906-291-1633 MEETING ROOM	ACCOUNT NUMBER 942077532-00003 DESK	6.94
591-536-850.000	VERIZON	906-291-1627 W/L	ACCOUNT NUMBER 942077532-00003 DESK	13.88
591-536-850.000	VERIZON	906-291-1622 H.R.	ACCOUNT NUMBER 942077532-00003 DESK	6.94
591-536-850.000	VERIZON	906-291-1621 A.V.M	ACCOUNT NUMBER 942077532-00003 DESK	6.94
591-536-850.000	VERIZON	906-291-1223 MANAGER	ACCOUNT NUMBER 942077532-00003 DESK	6.94
591-536-850.000	AT&T	TELEPHONE	WATER/LIGHT PHONE	43.23
591-536-850.000	HTC-HIAWATHA TELEPHONE CO	JAMADOTS INTERNET	ACCT 00042108-7	23.75
591-536-850.000	HTC-HIAWATHA TELEPHONE CO	JAMADOTS FIBER- OPTICS	ACCT 00042364-7	25.00
591-536-851.000 591-536-900.000	ARISTA INFORMATION SYSTEMS INC ARISTA INFORMATION SYSTEMS INC	POSTAGE PUBLISHING & PRINTING	UB POSTAGE	135.65
591-536-910.000	BS&A SOFTWARE	PROFESSIONAL DEVELOPMENT	UB BILLING GOVERNMENTAL ACCOUNTING	116.60 51.25
591-536-913.000	WATKINS, ALLISON	TRAVEL	REIMBURSEMENT FOR TRAINING TRAVEL 5/14-5/16 & 5/20	65.62
591-536-932.000	DANNY'S AUTO VALUE INC	VEHICLES REPAIRS & MAINTENANCE	FUEL PUMP #3	102.25
591-536-932.000	DANNY'S AUTO VALUE INC	VEHICLES REPAIRS & MAINTENANCE	RETURN FP DRVR MODULE	(102.25
591-536-973.000	I.T. RIGHT	CAPITAL OUTLAY	COMPUTERS - FINANCE, ADM. AND HR	585.00
591-536-973.000	AMAZON CAPITAL SERVICES	CAPITAL OUTLAY	MONITORS/SSD CARDS/DESK ORGANIZER/SCANNER Total For Dept 536 WATER SYSTEM	172.02 6,729.41
			Total For Fund 591 Water Fund	6,894.41
			Fund Totals:	
			Fund 582 Electric Fund	91,942.86
			Fund 591 Water Fund	6,894.41

Total For All Funds:

98,837.27

First National Bank
Main Office:

P.O. Box 187 * 132 North State Street St. Ignace, Michigan 49781 Voice: 906-643-6800 Fax: 906-643-6808 Les Cheneaux Branch P.O. Box 177 - 192 S Meridian St. Cedarville, MI 49719 * 906-484-2262

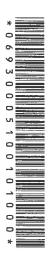
West Mackinae Branch P.O. Box 142 – W11635 West U.S. 2 Naubinway, MI 49762 * 906-477-6263 Mackinac Island Branch P.O. Box 534 – 534 Market St. Mackinac Island, MI 49757 * 906-847-3732

Newberry Branch P.O. Box 466 - 1014 S. Newberry Ave. Newberry, MI 49868 * 906-293-5160

NEWBERRY WATER & LIGHT BOARD NEWBERRY SAVE THE BELLS 307 E MCMILLAN AVE NEWBERRY MI 49868

Date 5/31/19 Page 1 of 1 ACCOUNT NUMBER

MUNICIPAL MONEY MARKET			0
ACCOUNT NUMBER PREVIOUS BALANCE	12,225.22	Statement Dates 5/01/19 thru	5/31/19
CREDITS TOTALING	.00	DAYS IN STATEMENT PERIOD AVERAGE LEDGER BAL	31
DEBITS TOTALING	.00	AVERAGE COLLECTED BAL	12,225 12,225
SERVICE CHARGE AMOUNT	.00	Interest Earned	5.19
INTEREST PAID	5.19	Annual Percentage Yield Earned	0.50%
CURRENT STMT BALANCE	12,230.41	2019 Interest Paid	27.93
**********	********	********	****
DEPOSITE AND OTHER COED	TTC		
DATE DESCRIPTION	115	AMOUNT	• • • • • • • • • • • • • • • • • • • •
5/31 INTEREST PAID 31	DAYS	AMOUNT 5.19	-,
*******	*********	*******	****
DAILY BALANCE SUMMARY		***********	
DATEBALANCE	DATE	BALANCE	
5/01 12,225.22	5/31	12,230.41	
************	*****	*******	did to the transfer
		**********************	****
INTEREST RATE SUMMARY		***********	
DA	TE	INTEREST RATE	**************************************
4	/30	. 50%	



3	VILLAGE OF NEWBERRY					TREASUR	TREASURER'S REPORT
70 THE	FOR MONTH ENDING:		2019			2018	
MEWBERRY	May 31, 2019	Y.T.D.	Actual Cc	Actual Collections	Y.T.D.	Actual Co	Actual Collections
The state of the s		Collections	May	Y.T.D.	Collections	May	Y.T.D.
	LEDGER ITEMS:						
200	Delinquent Personal Property Taxes		00:00	0.00		0.00	0.00
vioiv	Delinguent Personal Interest Collected		0.00	00.0		0.00	00:00
	Delinguent Real Tax Collected		44,380.54	44,380.54		37,766.07	37,766.07
d	Delinquent Real Tax Interest Collected		2,662.02	2,662.02		2,265.13	2,265.13
	Real Property Tax Collected	%0	00:00	1,305.28	83%	0.00	244,001.10
B 2018	Personal PropertyTax Collected	%0	00.0	00:00	100%	0.00	49,161.81
C	Admin Fee, Penalty & Interest Collected		442.99	571.95		376.90	570.23
٥	Deposits to Tax Savings Account		47,485.55	48,953.43		40,408.10	43,234.39
ш	Interest Earned on Tax Accounts		45.49	217.42		1.90	13.13
ш	Tax Acct Transfer to Gen Fund/Tax Appropriation	Funds	0.00	43.17		40,408.10	44,156.70

TAX ACCOUNT	1	Beginning	Ending
BANK ACCOUNT BALANCE @	LANCE @	May	May
	2019	\$220,164.89	\$267,695.93
	2018	\$13,918.80	\$13,920.70

Year To Date (YTD) percentages are calculated using the Real and Personal Property Tax Roll Totals (less any Board of Review changes) compared to the same year's Year To Date collections. Tax roll totals are dictated by the Council adoption of millage rates and Township compiled assessed taxable values. For Example; of the 100% we could hope to collect for this year, the percentage describes the actual amount collected so far this year. 2019 Anticipated Real Property Collections are \$337,469.09 2019 Personal Property Collections from State of Michigan are \$20,099.70. 2017 Personal Property Collections \$47,852.16.

Admin Fee, Penalty & Interest Collected (C): Includes all these fees for the current years collections as well as penalties collected in the current year for any delinquent taxes received.

To check Bank Balance: Add Beginning Bank Balance + (D) Deposits to Tax Acct + (E) Interest in Tax Acct LESS (F) Tax Acct Transfer to GF & FIRE Tax Appropriation Funds = Ending Bank Balance.



MAY 2019 TAX COLLECTION TOTALS 06/10/19 DAILY TAX TRANSACTIONS

Totals For Specials:

Grand Totals Transactions 0000 Total Collected: 0.00

Fiscally Ready Communities (FRC)

For Municipalities across the State of Michigan



Extension



For more information or to register: https://events.anr.msu.edu/FRC/
There will be ten FREE half day trainings throughout the state in 2019.

Introduction:

MSU Extension and the Michigan Department of Treasury are hosting half day trainings that will cover the fundamental best practices for fiscal and operational planning.

Takeaways: Best Practices for Sustainable Fiscal Health

MSU Extension and Treasury will provide guides to attendees outlining strong policies and procedures that each local government should implement. These guides include a checklist to track what your local government already has, what you are working on, and future next steps.

Program Dates and Locations

- March 22 East Lansing
- April 26 Battle Creek
- May 21 Roseville
- June 20 Marquette
- July 18 Traverse City
- August 22 Mount Pleasant
- September 12 Alpena
- October 16 Flint
- November 6 Jackson
- December 10 Muskegon

Cost = FREE

Why should I attend?

Michigan communities have experienced fiscal instability for a number of reasons. This training will help you prepare for these challenges through fiscally sustainable best practices.



MICHIGAN ECONOMIC DEVELOPMENT CORPORATION

The foundation for fiscal stability is a well educated team and a strong governance structure to support community needs, both now and into the future. Financial planning assists a local government with providing key services such as public safety, quality of life, and economic development. These are the principles for creating and sustaining a vibrant community.

Additionally, the training will assist both elected and appointed local officials with creating a dynamic budgeting process that supports essential investments while addressing current and future challenges.

Who should attend?

- Municipal Appointed Officials (e.g. managers, administrators, financial officers, business officers, etc.)
- Municipal Elected Officials (e.g. board and council members, mayors, supervisors, trustees, clerks, etc.)

How to Determine your Community's Fiscal Health:

This training will provide an understanding of your local unit's financial position. Participants will review the debt burden as a future fixed cost, what debt can be used for, the relationship between debt and population change, and financial balance sheets.

Budgeting:

- How to compare your community with other distinguished local budgets in Michigan.
- Understanding key financial variables, such as:
 - The "rainy day fund"/fund balance/net position.
 - Understanding how the tax base provides revenue.
 - Proposal A, the Headlee Amendment, and understanding volatile revenue.
 - · Forecasting revenue and expenditures.
- How spending in the present will have an impact on the future.



Contact us for more information

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Thank you for gething the flave pots ready for us to plant. It made it so much easier for us to do the plantitis know that it took time and of your busy Eschedule but it took time and of your busy Eschedule but it was so hopeful to us. Again-thank you. Sincerely Casawa. Laura Gardy Ch. Dear Buck and crew

NEWBERRY WATER & LIGHT BOARD REGULAR MEETING MINUTES May 14, 2019

Present: Board members: Vincent, Brown, Dishaw, Medelis, Wendt.

Absent: None.

Also Present: Clerk -Schummer, Village Manger – James-Mesloh, Assistant Village Manager – Buck Vallad,
Director of Human Resources & Community Engagement – Watkins, Lori Stokes, Ken Stokes, Chuck Pipes.

<u>Call to Order:</u> Chairperson Vincent called the meeting to order at 5:30 p.m. at the Village of Newberry Offices, 302 East McMillan Avenue, followed by the Pledge of Allegiance.

Approval of Agenda: Moved by Brown, support by Dishaw, CARRIED, to approve agenda as presented. Ayes: All.

<u>Approval of Minutes:</u> Moved by Dishaw, support by Brown, CARRIED, to approve minutes from the May 14, 2019 W&L meeting as written. Ayes: All.

Water and Light Chairperson Announcements: None

Public Comments on Agenda Items: None.

Submission of Bills and Financial Updates:

- A.) Water & Light Monthly Bills May 2019 Motion by Brown, support by Medelis, CARRIED, recommend Village Council pay the May Electric Fund bill in the amount of \$91,942.86. Discussion followed. Ayes: All. Motion by Medelis, support by Brown, CARRIED, recommend Village Council pay the May Water Fund bill in the amount of \$6,894.41. Discussion followed. Ayes: All.
- B.) Christmas Light Fund is currently at \$12,230.41. Save the Bells funds are in a money market. Discussion followed.

Petitions and Communications:

- 1.) Best Practices for Fiscally Ready Communities
 - a. Department of Treasury training: Marquette, June 20, 2019. Discussion followed regarding the training.

Introduction and Adoption of Ordinances and Resolutions: None.

Reports of Village Management:

- 1.) Superintendent of Water and Light: Joe Lively, working foreman, submitted a written report.
- 2.) Assistant Village Manager: Vallad gave a verbal report as well as submitting charts for review. Vallad stated that he would be getting more information regarding the state mandated, lead-pipe service-line replacement.
- 3.) Village Manager: James-Mesloh gave a verbal as well as written report. James-Mesloh stated that she would strongly recommend 'Ordinance A' be looked at, and that the Council/Board should consider making revisions.

Unfinished Business: None.

New Business:

1. Save the Bells Accounting: Discussion was held regarding how the money is handled.

Comments By Board Members: None

Adjourn Meeting: Motion by Dishaw, support by Medelis, CARRIED, to adjourn meeting at 6:10 p.m. Ayes: All,

, 11	, and the part of
These minutes are unapproved until voted on at th	he next meeting.
Terese Schummer, Clerk	Lawrence Vincent, Chairperson

Village of Newberry Planning Commission Meeting Monday, May 28, 2019 Meeting Location: 302 East McMillan Ave.

Meeting Time: 6:00 p.m.

1. Call to order:

Meeting was called to order by Chairman Vincent at 6pm

2. Pledge of Allegiance:

Chairman Vincent asked all to rise and pledge allegiance to the flag.

3. Rollcall:

Roll call was taken and Vincent, Vanatta, Stiffler, and Hardenbrook were present. Also present: Jennifer James-Mesloh, Rebecca Bolen, and Paul Gaberdiel.

4. Approval of Agenda:

Motion by Vanatta with support from Hardenbrook to approve the agenda. A vote by voice was taken with all voting in the affirmative.

5. Approval of Minutes:

Planning Commission Meeting – April 22, 2019 at 6:02pm. Motion by Vanatta, second by Stiffler to approve minutes. A vote by voice was taken with all voting in the affirmative.

6. Planning Commission Chairperson Announcements:

Planning Commission vacancy – still advertising for open seat.

Village Council Meeting dates have changed to third Tuesday of the month.

Pure Michigan Trail Town Designation Award – Presented by Paul Gaberdiel of the DNR.

7. Communications from the Public:

None

8. Petitions and Communications:

None

9. Unfinished Business:

The Planning Commission looked at different "Action Plan" examples from other communities in the area. Instead of updating the whole master plan, we would update small sections of the Master Plan. An annual update of our Action Plan will be done and given to the Village Council. Updates will be added to the end of the Master Plan, so we have record as to what had been updated.

Chris Germain from the EMDC will be evaluating Newberry to be redevelopment ready. He wants us to evaluate contacts/stakeholders (developers, ect) so he can interview

individuals who have started projects in the community to get a sense of how permits/zoning/etc. works or doesn't work within Newberry.

All Planning Commissioners were able to view the Public Participation Plan Webinar presentation.

Rebecca Bolen from the EUP Regional Planning and Development Commission went through a draft version of the Public Participation Plan with the Commission. Updates/corrections were made within the draft and additional community stakeholders were identified. It was noted that the survey section of the Public Participation Plan is for Village sponsored or policy events. The Village could put a survey within the utility bill.

It was recommended that funds be set aside for a number of years to cover the cost of consulting fees for establishing zoning rules/regulations.

10. New Business:

None

11. Comments by Planning Commission Members:

None

12. Adjournment - Regular Session

With no further business before the Planning Commission, a motion was made by Vanatta to adjourn the meeting at 7:29pm. Motion carried.

VILLAGE OF NEWBERRY



302 East McMillan Avenue, Newberry, MI 49868 Phone: 906-293-3433 Fax: 906-293-8890

Taking Pride in Newberry

Monthly Report for June

June 18 is the date for the court hearing on two of the citations.

Three citations were issued in the month of June. Two for blight and the other for barking dogs.

Sent a letter to owner of Bunker (Simi Property) informing him that we need to see some head way in the next 45 days.

The dump days were very good. A lot of people used this to clean their yards.

Four complaints were taken and acted upon.

Many letters concerning violations were sent.

Many personal contacts were made during the month.

VILLAGE OF NEWBERRY



302 East McMillan Avenue, Newberry, MI 49868 Phone: 906-293-3433 Fax: 906-293-8569

Activity Report for Director of Human Resources and Community Engagement May 18, 2019 to June 18, 2019

HR/CMTY ENGAGEMENT

- o Finalizing info for Other Post-Employment Benefits (OPEB) reporting
- o Gathering data for 2018 Audit
- Participated in first of six webinars hosted by MSU Extension on new Marijuana laws
 - Next webinar is June 20, 2019
- o Completed & submitted the MMRMA Renewal for 2019-2020
- Attended an information gathering session/conversation at Community Action on May 30
 - Proposed apartment complex for seniors
- Working on additions to website
 - Finance Page now available
 - Council/Board/Commission vacancies now have their own page

FOIA

- o 2 requests for 2019 (as of June 11, 2019)
 - 1 new request (see attached report)
 - Completed response on 5.30.2019

• Committee/Membership/Partnership Meetings:

- Chamber of Commerce
 - New sign will be installed on chamber office roof
 - NATA is purchasing a new "Welcome to Newberry" sign to replace the current one just north of Forest Insurance
- Eastern UP Planning Commission next meeting is TBD
- M123 Scenic Byway Next meeting is October 2019
- Save Restore Grow Newberry Next meeting is TBD
- O Strategic Alliance for Health Next meeting is June 12 @9am

2019 FOIA Request Tracking as of 6.11.19

Request ID	Date Request Received	Last	First	Regarding	Status
2019-001-SL	4.03.2019	LaButte	Shiloh	2019 Village Council Meeting Minutes regarding Budget	Complete- 4.5.2019
2019-002-JF	5.23.2019	Farris	Jennifer	Family Dollar records for environmental site assessment	Complete- 5.30.2019

VILLAGE OF NEWBERRY



302 East McMillan Avenue, Newberry, MI 49868 Phone: 906-293-3433 Fax: 906-293-8890

Newberry Wastewater Treatment Plant

George Blakely Superintendent June 2019 Report

The spring of 2019 has set the record for high flows. We have records that go back to 2010. Prior to that they were recorded on flow charts and are no longer available for comparison.

Last year was a typical run off we had average daily flows over 1MGD 9 times in the 3-month period of March, April, May.

This year we had flows of over 1MGD 50 times. With a stretch of 20 days in a row.

Root balls removed from 30-inch interceptor. There were enough root balls in the 700-foot distance to fill the bucket on our backhoe.

Continuing work on chlorine change over. Should have a proposal sometime in the next week.

Monthly report submitted to EGLE

- Staff Safety Meeting
- Routine Preventive Maintenance
- Scale calibrated
- Johnson Controls put sensors on boiler
- FS0 to start hauling Bio-solids weather permitting

VILLAGE OF NEWBERRY



302 East McMillan Avenue, Newberry, MI 49868 Phone: 906-293-3433 Fax: 906-293-8890

NEWBERRY WATER AND LIGHT JOSEPH LIVELY, FOREMAN REPORT MAY 2019

- Seasonal Turn Ons
- Meter Reading
- Miss Digs
- Baci Samples
- Consumer Confidence Report
- Brushing (Primary)
- New Elec. Service Hookups (3)
- Repaired Water Leak (N. Line)
- Disconnects For Nonpayment (7)
- Flushing

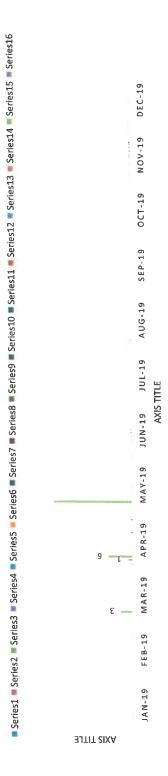
WATER AND LIGHT MISS DIGS

Water & Light Miss Digs May 2019



MISS DIGS	Jan-19	Feb-19	Mar-19	Apr-19	May-19	Jun-19	Jul-19	Aug-19	Sep-19	Oct-19	Nov-19	Dec-19
000 RESPONSE PENDING												
001 NO CONFLICT				1								
002 MARKED			9	9	24							
003 NOT COMPLETE												
004 MARKED-UTILITY REQUIRED ON SITE DURING EXCAVATION												
005 ON GOING COORDINATION												
006 NOT MARKED-NO ACCESS TO WORK AREA												
007 STATED SCOPE OF WORK COMPLETED												
008 FACILITY RESPONSE NOT REQUIRED												
009 ADDITIONAL LOCATING REQUIRED												
010 EXEMPT FROM MARKING												
013 CANCELED												
201 DESIGN-TASK FACILITIES												
202 DESIGN-TASK COMPLETED												
203 DESIGN-MARKING REQUIRED												
999 HAS NOT RESPONDED												
TOTALS	0 51	0	en	7	24	a	0	0	0	0	0	0

WATER & LIGHT



Water & Light Water Pumpage Report - 2019

MONTH	PUMPAGE	X 1,000,000	1000'S GALS		\$ BILLED FOR	GALS BILLED	ross	BILLED FOR	LOST REVENUE
				GOAL				REU'S	
JAN'19	4.8782	4878200	4878.2	\$ 79,400.00	\$ 77,749.00	4878.2	97.9%	1,036.65	\$ 1,651.00
FEB'19	6.1863	6186300	6186.3	\$ 79,400.00	\$ 77,275.29	6186.3	97.3%	1,030.34	\$ 2,124.71
MAR '19	6.3154	6315400	6315.4	\$ 79,400.00	\$ 77,524.70	6315.4	89'.26	1,033.66	\$ 1,875.30
APR '19	6.3991	6399100	6399.1	\$ 79,400.00	\$ 77,475.07	6399.1	92.6%	1,033.00	\$ 1,924.93
MAY '19	7.268	7268000	7268	\$ 79,400.00	\$ 77,190.16	7268	97.2%	1,029.20	\$ 2,209.84
JUNE'19		0	0	\$ 79,400.00		0	0.0%	1	
JULY '19		0	0	\$ 79,400.00		0	0.0%	3	
AUG '19		0	0	\$ 79,400.00		0	0.0%	1	
SEPT '19		0	0	\$ 79,400.00		0	0.0%		
OCT '19		0	0	\$ 79,400.00		0	0.0%		
NOV '19		0	0	\$ 79,400.00		0	0.0%	1	
DEC '19		0	0	\$ 79,400.00		0	0.0%		
				GOAL	\$ 952,800.00	\$ 387,214.22	% C	% OF GOAL	
			1 6 6	BILLED TO DATE	\$ 387,214.22			41%	
	31.047	REA	REMAINING NEEDEL	EEDED FOR BUDGET	\$ 565,585.78		6209	44.3%	1,032.57



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10

						2018 -	ELECTR	IC CONSI	2018 - ELECTRIC CONSUMPTION / BILLING	SILLING						
			RESIDENTIAL	 			80	COMMERCIAL			LARG	LARGE POWER			DEMAND	٥
	ä	METERS	8	9	ER	EC	METERS	8	EC	91	METERS	91	FUEL ADJ	DEMAND	METERS	DEMAND
2019	3		FUEL ADJ	BASE	AMT BILLED	KW		FUEL AD3	AMT BILLED	KW		AMT BILLED		KW		AMT BILLED
ΝV	814308.00	1188			1,160,15 \$ 85,266.66	328583.00	210	210 \$ 7,007.66 \$	\$ 40,334.69	581551.00	15 \$	31,638.67	31,638.67 \$ 15,825.61	1567.00	13 \$	14,344.16
E E	758225.00	1188	. 40		\$ 79,405.50	275482.00	\$ 802	\$ 5,864.06	\$ 34,167.79	459941.00	15 \$	\$ 25,245.16	25,245.16 \$ 12,783.60	1610.00	13 \$	14,656.35
AAAD	632228 00	1196		1	\$ 66.207.35	274463.00	207 \$	\$ 4,571.48 \$	\$ 34,044.94	480731.00	15 \$	\$ 25,332,39	25,332.39 \$ 8,152.17	1610.00	13 \$	14,646.51
ADD	C077959 00	1188		\$ 978.65		260879.00	207 \$	\$ 4,364.87 \$	\$ 30,610.22	464458.00	15 \$		24,478.59 \$ 7,920.20	1610.00	13 \$	14,652.68
MAY	583244.00	1189		\$ 830.02	w	267090.00			\$ 31,333.07	512409.00	15 \$	\$ 26,990.87 \$	\$ 8,539.07	1605.00	13 \$	14,610.43
N S																
15																
AUG																
SEPT																
סט																
NOV																
DEC										- 1	1			1	00 10	40.000
OTAL	9665863.00	5949.00 \$	\$ 65,370.21	4949.64 \$	\$ 363,976.92	1406497.00		1039.00 \$ 26,270.92 \$	\$ 170,490.71	2499090.00	75.00 \$	-1	133,685.68 \$ 53,220.65		200.00	72,910.13
9//6	1022177 G	1189.8	13074 047	989.928	72795 384	281299.4	207.8	5254,184	34098.142	499818	15	26737.136	10644.13	1600.4	13	14582.026

TOTAL Kwh AVERAGE METERS

13579.45 1425.6

Water & Light Billed Electric kWh Report - 2019

F	MONTH RES/COM KWh	DEM. BILLED		RES/COM BILL	CONSUMER'S	MPPA	MISO	ATC	CEC-HYDRO	2019 PAID	Z018 PAID	1	2017 PAID	2016 PAID	9	2015 PD:	SAVED:
14N '19	5244620.00	\$ 14,344.16	\$ 91	230,418.93	\$ 89,467.68	\$ 40.30	\$ 3,212.50	0 \$ 12,141.88	1	\$ 5.064.28 \$ 109.926.64 \$ 129.527.53	\$ 129,527.53	S	120,334.74	\$ 103,	103,229.84	\$ 146,688.48	5 (9,600)
FEB '19	4567513.00	\$ 14,656.35 \$	35	207,076.23	\$ 80,135.58	\$ 39.58	\$ 4,411.30	0 \$ 12,141.88	8 \$ 4,942.98	\$ 101,671,32	\$ 119,847.55	w	111,398.64	\$ 102,	102,655.98	\$ 168,324.53	5 18,176.23
MAR '1	4246844.00	\$ 14,646.51	51.	183,241.37	\$ 79,410.54	\$ 88.56	\$ 2,830,30	0 \$ 12,141.88	18 \$ 5,012.77	\$ 99,484.05	\$ 62,464.90	v	114,411.84	\$ 130,	130,780.97	\$ 135,195.29	\$ (37,019.
APR '19	4308186.00	\$ 14,652.68 \$	98	186,387.07	\$ 74,868.96	\$ 57.49	\$ 3,105.23	3 \$ 12,141.88	B \$ 5,005.56	\$ 95,179.12	\$ 106,956.15	45	106,494,00	\$ 98,	98,265.91	\$ 114,707.13	S 11,777.
MAY'15	4129092.00	\$ 14,610.43 \$	13	176,542.43	\$ 65,008.14	\$ 38.79	\$ 2,396.55	5 \$ 12,141.88	8 \$ 5,209.73	\$ 84,795.09	\$ 99,338,04	s.	98,979.16	\$ 121	121,856.40	\$ 145,099.13	\$ 14,542,95
6T, NN			H							,	\$ 82,250.55	٠,	103,696.18	\$ 106	106,919.67	\$ 121,802.87	
101, 19			-							. \$	\$ 90,756.59	s	102,915.90	\$ 60	60,546.96	\$ 74,453.89	
AUG '19										,	\$ 115,480.83	s	102,013.56	\$ 118,	118,956.76	\$ 55,814.19	
SEP '19			H							\$	\$ 85,710.61	s	98,627.29	\$ 115,	115,892.05	\$ 93,525.67	
OCT '19										,	\$ 84,092.82	s	67,767.67	\$ 107,	107,256.72	\$ 122,946.54	
91, AON											\$ 95,811.47	*	114,041.05	\$ 103,	103,927.00	\$ 64,483.12	
DEC '19			H							,	\$ 102,589.66	v	123,757.90	\$ 118,	118,349.60	\$ 157,862.67	
-	22496255.00	\$ 72.910.1	5	983,666.03	22496255.00 \$ 72.910.13 \$ 983.666.03 \$ 388.890.90 \$ 264.72	\$ 264.72	\$ 15,955.8	8 \$ 60,709.4	0 \$ 25,235.32	15,955,88 \$ 60,709,40 \$ 25,235,32 \$ 491,056,22 \$1,072,237,04	51,072,237,04	٠,	3 1,294,437,93	\$ 1,288.	288,637,86	\$ 1,400,903,51	\$ 27,077,95

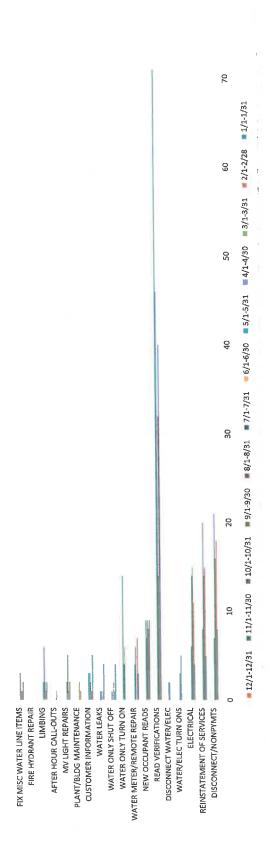
484.0

kWh

Water & Light Work Orders Report - May 2019

CUSTOMER INFORMATION	1/1-1/31	2/1-2/28	3/1-3/31	2/1-2/28 3/1-3/31 4/1-4/30	5/1-5/31 6/1-6/30 7/1-7/31 8/1-8/31 9/1-9/30 0/1-10/311/1-11/3 2/1-12/31	6/1-6/30	7/1-1/31	8/1-8/31	9/1-9/30	0/1-10/3	11/1-11/3	12/1-12/31
DISCONNECT/NONPYMTS	00	18	16	21	7							
REINSTATEMENT OF SERVICES	2	15	14	20	8							
FIECTRICAL	4	11	15	14	9							
WATER/ELEC TURN ONS	0	0	1	2	3							
DISCONNECT WATER/ELEC	0	0	0	2	2							
READ VERIFICATIONS	40	32	14	46	7.1							
NEW OCCUPANT READS	6	∞	6	7	6							
WATER METER/REMOTE REPAIR	æ	7	0	9	4							
WATER ONLY TURN ON	0	0	9	4	14							
WATER ONLY SHUT OFF	4	1	2	0	1							
WATER LEAKS	4	1	0	1	1							
CUSTOMER INFORMATION	2	1	2	က	m							
PLANT/BLDG MAINTENANCE	0	1	2	0	0							
MV LIGHT REPAIRS	2	1	ιΩ	2	0							
AFTER HOUR CALL-OUTS	0	0	1	0	0							
LIMBING	2	1	2	9	2							
FIRE HYDRANT REPAIR	0	0	0	0	0							
FIX MISC WATER LINE ITEMS	0	2	1	1	m							
TOTALS	98	66	06	138	134	0	0	0	0	0	0	0

Work Orders



80

WATER AND LIGHT MISS DIGS

MISS DIGS May 2019

DPW



			DEP/	ARTMENT OF	DEPARTMENT OF PUBLIC WORKS	SIKS			4		Water Christ er Bichies	•
MISS DIGS	Jan-19	Feb-19	Mar-19	Apr-19	May-19	Jun-19	Jul-19	Aug-19	Sep-19	Oct-19	Nov-19	Dec-19
000 RESPONSE PENDING												
001 NO CONFLICT												
002 MARKED			1	9	13							
003 NOT COMPLETE												
004 MARKED-UTILITY REQUIRED ON SITE DURING EXCAVATION												
005 ON GOING COORDINATION												
006 NOT MARKED-NO ACCESS TO WORK AREA												
007 STATED SCOPE OF WORK COMPLETED												
008 FACILITY RESPONSE NOT REQUIRED												
009 ADDITIONAL LOCATING REQUIRED												
010 EXEMPT FROM MARKING												
013 CANCELED												
201 DESIGN-TASK FACILITIES												
202 DESIGN-TASK COMPLETED												
203 DESIGN-MARKING REQUIRED							İ			j		
999 HAS NOT RESPONDED												
	0	0	1	9	19	0	0	0	0	0		0
									1			

■ 001 NO CONFLICT ■ 003 NOT COMPLETE ■ 005 ON GOING COORDINATION ■ 007 STATED SCOPE OF WORK COMPLETED **DEPARTMENT OF PUBLIC WORKS**







DEC-19

NOV-19

OCT-19

SEP-19

AUG-19

JUL-19



Date Updated: March 2019

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1.1 Policies and Procedures

Best Practice 1.1 assesses a community's financial structure by evaluating the policies and procedures that have been set in place. These policies and procedures help to reduce the risk of inefficiencies and fraud. Having clear purchasing, investment, and receipting policies ensures uniformity across departments, simplifying accounting procedures. Additionally, it is important for the local unit to review their financial position regularly to address changing circumstances as they occur. For example, it is important to note the differences between the budgeted and actual expenses and evaluate whether the budget needs to be amended. Sound budgeting is important because any activity that exceeds budgeted expenditures is a violation of Public Act 2 of 1968, as amended.

Evaluation Criteria 1.1.1General Policies and Procedures

Expectations:

- ☐ The local unit has set in place strong <u>cash controls</u>.
- ☐ The local unit has a <u>Capital Improvements Plan (CIP)</u>.
- ☐ Every local unit shall adopt an ethics policy.
- Organization charts should be developed, and job descriptions should be maintained.
- ☐ The local unit shall have a grants policy.
- ☐ Every local unit shall have a technology policy.
- ☐ Every local unit shall have a vehicle use policy.
- ☐ The local unit shall ensure that all financial transactions are recorded in the accounting records and can be substantiated with evidence (Department of Treasury, 2007).

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Evaluation Criteria 1.1.2Purchasing Policies and Procedures

Expectations:

- ☐ The local unit shall set in place strong <u>purchasing</u> <u>policies and procedures.</u>
- ☐ The local unit shall establish a comprehensive written investment policy, which should be adopted by the governing body.
- ☐ The local unit shall adopt a credit card policy (Department of Treasury, 2007).
- ☐ The local unit shall have an electronic payments policy and limit ACH authorization.
- ☐ Wire transfers should be limited.
- ☐ Checks must be restrictively endorsed (stamped for deposit only) at the point and time of collection.

Evaluation Criteria 1.1.3Budget Policies and Procedures

Expectations:

- ☐ The local unit shall monitor their <u>debt</u> and prioritize debt payments.
- ☐ The local unit shall complete a <u>comprehensive formal</u> <u>budget</u>, as required by PA 2 of 1968, as amended.
- ☐ The local unit shall create a 5-year budget forecast.
- ☐ The local unit shall create a budget-to-actual report and present the report to its governing body on a quarterly basis (Department of Treasury, 2007)
- ☐ The local unit shall have a plan in place for managing costs related to retiree healthcare and/or OPEB.
- The local unit shall establish a formal policy on the level of unrestricted fund balance that should be maintained in the General fund.
 - Treasury recommends that the local unit has an unrestricted fund balance of no less than 2 months of regular General fund revenues or expenditures after it considers its own circumstances.

1.2 Regulations

Best Practice 1.2 assesses how well a community complies with federal, state, and local laws. Local units of government should be familiar with the laws and know where to find additional information, such as Public Act 2 of 1968. Local units of government must abide by Michigan Department of Treasury standards, creating uniform reporting across similar local units.

Evaluation Criteria 1.2
Regulations

Expectations:

- ☐ The local unit of government must maintain the following:
 - o The uniform chart of accounts
 - Controlled numbered official receipts
 - Controlled numbered official checks
 - o Detailed receipt journal
 - o Detailed disbursement journal
 - o General ledger
- ☐ The local unit shall follow all federal, state, and local laws.
- ☐ The local unit shall follow all Michigan Department of Treasury standards.
- ☐ The local unit shall follow the Governmental Accounting Standards Board (GASB) accounting standards.
- ☐ The local unit shall complete and submit a timely annual audited financial statement (audit) (Department of Treasury, 2007).
- ☐ The local unit shall complete and submit a timely Annual Local unit Fiscal Report (F65) (Department of Treasury, 2007).
- ☐ The local unit shall complete and submit a timely deficit elimination plan, if applicable (Department of Treasury, 2007).
- ☐ The local unit shall complete and submit a timely Qualifying Statement (Department of Treasury, 2007).
- ☐ Cities, villages, and road commissions shall complete and submit a timely Act 51 Road and Street Financial Report (Department of Treasury, 2007).

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1.3 Operational Policies and Procedures

Best Practice 1.3 assesses a community's internal controls, record keeping, and accounting. Internal controls are necessary to protect the community from waste, misappropriation of assets, and operating inefficiencies. They also ensure accuracy, timeliness, and reliability in accounting and operating data. Having strict receipting policies, deposit ticket policies, and tax collection policies, for example, leads to more effective monetary tracking.

Expectations:

| The local unit of government must maintain strong internal controls

| The local unit shall review and reconcile records routinely by someone other than the preparer to verify that transactions are properly processed. This includes accounts payable, accounts receivable, cash receipts, and payroll.

| The local unit shall follow statute and the local charter regarding disbursement policies.

| The local unit shall reconcile general ledger balances to the financial statements (Department of Treasury, 2007).

Evaluation Criteria 1.3.2Receipting and Accounting

Expectations:

- ☐ The local unit shall practice sound receipting policies.
- ☐ Deposit tickets (or attached listing to the ticket) must list checks by name or number, and amount.
 - Deposits must be made timely and reconciled to official receipts.
- ☐ Tax collections must be deposited in a separate bank account in the name of the Treasurer.

1.4 Capital Assets

Best Practice 1.4 assesses a community's capital assets and the policies implemented to protect, sell, or purchase capital assets. Each local unit shall have a written capital asset policy that addresses asset capitalization and retirement. A six-year plan for capital expenditures is necessary to properly budget for expenses. All capital expenditures must be approved by the local unit governing body.

Evaluation Criteria 1.4
Capital Assets

Local units shall have a written capital asset policy that addresses asset capitalization and asset retirement/sale practices (setting a dollar threshold and perhaps a useful life threshold).

The purchase, addition, disposal, and sale of an asset must have prior approval from the appropriate local officials (Department of Treasury, 2007).

The local unit shall adopt a policy to inventory and assess the condition of all major capital assets.

Capital expenditures shall be projected for at least six years.

1.5 Financial Education

Best Practice 1.5 assesses how well a community's staff are properly trained. The community shall provide training, resources, and guidance for staff to successfully complete their duties. This includes ensuring staff members have the proper certifications for their positions and are continuing to take training courses when necessary or applicable. Providing training allows employees to grow in their positions, leading to improved employee engagement.

Evaluation Criteria 1.5 Financial Education

Expectations:

- ☐ The local unit shall provide employees with the appropriate training, guidance, and resources necessary to carry out their duties and effectively supervise staff members. This could include a formal policy.
- ☐ The governing body of the local unit shall have appropriate training, guidance, and resources necessary to carry out their duties.
- □ New hires shall have the proper qualifications prior to employment. For example, assessors should have the appropriate certifications; accountants have accounting degrees or applicable training or experience; treasurer has been trained in receipting).
- ☐ The local unit shall provide opportunities for continuing education and professional development (e.g. MGFOA, Treasury, MICPA).

Conclusion

The Fiscally Ready Communities program was created to assist communities who want to establish, measure, and maintain policies to increase operational and financial effectiveness and safeguards. This document and the supplemental guides were created as tools to discuss the recommended process and provide examples. Every community is unique, so the process and documentation should reflect the different needs and capacities of the community.

The Fiscally Ready Communities program provides assistance to Michigan Communities who are dedicated to ensuring their fiscal health through strong financial policies and protections. Local residents can continue to watch their community improve and thrive, knowing that staff members are trained and ready for success.

Budget Policy Guide

The Fiscally Ready Communities Budget policy guide supplements the local government's process of establishing a budget. A detailed budget ensures that a local unit can maintain public services, while planning for their future, creating fiscal responsibility.

Fiscally Ready Communities Budget Policy Recommendations

- It is recommended that the local unit adopt a 2-year budget annually in addition to your 5-year forecast.
 - This helps a local unit evaluate their revenue and expenditures as they plan for the long term.
 - This is especially important for local units with low fund balances that put them at significant risk of unexpected changes in revenues and expenditures.
- It is recommended that the local unit of government approve a budget for all major enterprise funds.
 - This is especially important for local units with low net positions or deficits within enterprise funds that put them at significant risk of unexpected changes in revenues and expenditures.
 - o Enterprise fund budgets must include budget depreciation.
- It is recommended that the local unit is fiscally conservative in the budgeting process.
 - This includes overestimating expenditures and underestimating revenue to prepare for unforeseen circumstances.
 - This is important because any activity which exceeds budgeted expenditures is a violation of Public Act 2 of 1968, as amended.
- It is recommended that department heads participate during the internal budget process and are prepared to answer questions during the budget presentation to the governing body.

Fiscally Ready Communities Budget Policies

The local unit shall have the following policies set in place:

- The local unit shall complete a 5-year financial plan, which includes an annual update.
 - o The detailed financial plan includes the following information:
 - Department level revenues and expenditures.
 - Revenue projections that are based on actual revenue received in recent years and future assumptions that are justifiable.
 - All debt service must be accounted for in the financial plan.
 - The local unit shall not fail to pay principal of or interest on any municipal securities when due or payable.
- The local unit shall project a balanced budget for the current and succeeding four fiscal years.
 - The budget must not lead to a fund deficit and shall be in accordance with Public Act 2 of 1968, as amended.
- The budget should articulate priorities and issues for the budget cycle this should describe significant changes in priorities.

- The local unit should have procedures in place for amending the budget after it is adopted.
- The budget should explain long range financial plans and its effect upon the budget and budget process (National Advisory Council on State and Local Budgeting, 1998).
- The budget should include the financial policies and goals of the local unit, including the local unit's definition of a balanced budget (National Advisory Council on State and Local Budgeting, 1998).
- The budget should explain the effects of existing debt levels on current operations.
- The budget should include goals and objectives of organizational units and departments. The
 unit goals should be linked to the overall goals of the entity.
 - This should also include when the goals and objectives are expected to be accomplished.
- The budget should include funding the local unit's pension and OPEB plans following Public Act 202 of 2017, when applicable.
 - Each pension system should be at least 60% funded or have an approved corrective action plan for each underfunded system.
 - Each retirement healthcare system should be at least 40% funded or have an approved corrective action plan for each underfunded system.
 - The local unit shall report its defined benefit funding ratios using the uniform assumptions established by the state Treasurer.
- The local unit shall review the Budget Manual created by Treasury on a regular basis because
 the key to sound fiscal health of governmental units is proper accounting, budgeting, and
 auditing of the local unit.
- The budget must be passed prior to the ensuing fiscal year.
- The local unit shall review GFOA's recommended budget practices.
- The local unit shall review GFOA's Detailed Criteria Location Guide.
- The local unit shall review the <u>Distinguished Budget Presentation Award</u>, to compare their budgets with other similar local governments.

dated: March 2019

Budget Policy Guide Review Table

Please use the table below to consider whether your budget policy guide needs an overhaul or a refresh. This document has been built so you can track where you are in the process.

Number	Budget Policy	Yes	No	Explanation
1	The local unit annually updates a 5-year			
	forecast.			
2	The local unit shall project a balanced budget			
	for the current and succeeding four fiscal			
	years.			
3	The budget articulates priorities and issues for			
	the budget cycle, such as significant changes in			
	priorities.			
4	The local unit has procedures in place for			
	amending the budget after it is adopted.			
5	The budget explains long range financial plans			
	and its effect upon the budget and budget			
	process.			
6	The budget contains the financial policies and			
	goals of the local unit, including the unit's			
	definition of a balanced budget.			
7	The budget explains the effects of existing			
	debt levels on current operations.			
8	The budget includes goals and objectives of			
	organizational units, departments, and the local unit as a whole.			
9	The budget includes funding the local unit's		-	
	pension and OPEB plans following Public Act			
	202 of 2017 and the uniform assumptions			
	·			
10	established by the state Treasurer.	_	_	
10	Treasury's <u>Budget Manual</u> is reviewed on a on			
	a regular basis.			
11	The budget was passed prior to the next fiscal			
	year.			
12	GFOA's recommended budget practices is			
	reviewed on a regular basis.			
13	Review GFOA's Detailed Criteria Location			
	Guide on a regular basis.			

Capital Improvements Guide

The Fiscally Ready Communities Capital Improvements policy guide supplements the local government's process of developing a Capital Improvements Plan.

Fiscally Ready Communities Capital Improvements

A Capital Improvements Plan (CIP) is required by the <u>Michigan Planning Enabling Act</u> (PA 33 of 2008) for all cities, villages and some townships. A CIP must be adopted annually and show public structures and improvements in the order of their priority for the next six years. The recommendations outlined in the CIP should be based upon goals and recommendations contained with the community master plan.

PA 33 of 2008 requires the local planning commission (unless locally exempted) to develop the CIP. If the planning commission is exempted, then the legislative body or their designee must develop the CIP. If a township owns (or jointly owns) a water supply or sewage disposal system, it must have a CIP.

Michigan State University Extension has a useful <u>checklist</u> for the adoption of a capital improvements plan. Additional resources about a capital improvements plan can be found at <u>MEDC's Redevelopment</u> <u>Ready Communities Capital Improvements guide</u> (Michigan Economic Development Corporation, n.d.).

Recommended Capital Improvements Policies

- A policy stating that a CIP be developed and approved prior to adoption of the annual budget so recommendations in the CIP may be prioritized for funding.
- A policy stating that the local planning commission and the legislative body must approve the CIP.

Flow Chart



Cash Controls Policy Guide

The Fiscally Ready Communities Cash Controls policy guide supplements the local government's process of developing cash controls. Cash Controls are essential to reduce the risk of inefficiencies and fraud.

Fiscally Ready Communities Recommended Cash Control Policies:

- The local government should perform ongoing cash flow analysis to ensure that they have sufficient cash liquidity to meet disbursement requirements and limit idle cash.
 - This can help governments recognize issues that might have a negative impact on their cash position.
 - o Cash flow analysis is an essential tool for making informed management decisions.
 - Local units of government should consider historical information and projected financial activity, compare actual cash flow results with projections, make conservative assumptions about cash receipts and disbursements, and monitor cash position daily.
 - Common inflows include tax receipts, bond proceeds, utility payments, grants, other revenue from fees and penalties, and maturities of all securities held in investments that will mature during the forecast time frame.
 - Outflows represent anticipated payments such as debt service, employee payroll or benefits, and payments to vendors for goods and services anticipated during the forecast time frame.
 - Governments should also consider and accommodate non-repetitive payments such as capital expenditures or expected legal settlements, using reasonable assumptions.
 - The accuracy of the cash flow forecast should be evaluated and updated at least quarterly.
 - A simple forecast often works best, while maintaining the reliability and accuracy of information needed for making appropriate management decisions.
- The local government should compare actual cash flow results with projections and determine the reasons for those differences in the analysis. The cash flow analysis depends on the government's size and complexity.
 - o This will impact its cash liquidity position, ensuring future cash flows are more accurate.

Fiscally Ready Communities Cash Controls Policies:

Key cash controls include:

- Bank reconciliations must be performed monthly (Department of Treasury, 2007).
 - The accountant or bookkeeper shall reconcile the cash and investments recorded in the general ledger to either the treasurer's reconciliation (if it is adequately reconciled to the bank statements) or to the bank statements directly.
- The local unit shall make conservative assumptions about both the cash receipts and disbursement portions of the analysis, and update these assumptions regularly, as well after any major changes in operations (e.g., a new debt issuance at the beginning of a fiscal year).

- The local unit shall monitor cash position daily to ensure sufficient liquidity.
- Cash should be physically secured and compared with control records. (Department of Treasury, 2007)
- The local unit shall attempt to segregate duties of custody via segregation policies. This will aid in decreasing the probability of fraud or misappropriations of monies.
 - For example, cash collection and depositing should be performed by an employee who
 is independent from the recordkeeping and bank reconciliation process. (Department of
 Treasury, 2007)

Cash Controls Policy Review Table

Please use the table below to consider whether your cash control needs an overhaul or a refresh. This document has been built so you can track where you are in the process.

Number	Cash Control	Yes	No	Explanation
1	Perform bank reconciliations monthly.			
2	Make conservative assumptions about both the cash receipts and disbursement portions of the analysis, and update these assumptions regularly, as well after any major changes in operations.			
3	Monitor cash position daily to ensure sufficient liquidity.			
4	The local unit shall attempt to segregate duties of custody via segregation policies.			
5	Cash should be physically secured and compared with control records.			

Debt Policy Guide

The Fiscally Ready Communities debt policy guide supplements the local government's process of monitoring their debt. Debt management policies are written guidelines, allowances, and restrictions that guide the debt issuance practices of local governments. A debt management policy should follow state, federal, and local laws and improve the quality of decisions, articulate policy goals, provide guidelines for the structure of debt issuance, prioritize debt payments, and demonstrate a commitment to long-term capital and financial planning.

When a community adheres to their debt management policy, it shows rating agencies and the capital markets that they are well managed and therefore are likely to meet their debt obligations in a timely manner. Debt management policies should be written to meet the local community's needs. Debt management policies should be approved by the local unit's governing body to provide credibility, transparency and to ensure that there is a common understanding among elected officials and staff regarding the local unit's approach to debt financing. This policy should be reviewed on a regular basis to ensure it is adhered to and updated when necessary.

Fiscally Ready Communities Debt Policies

At a minimum the debt policy should include the following:

- The local unit shall establish debt limits for each specific issuance or acceptable ranges for each type of debt. Limits generally are set for legal, public policy, and financial reasons (Government Finance Officers Association, 2012).
 - o Legal restrictions may be determined by:
 - State constitution or law.
 - Local charter.
 - By-laws.
 - Resolution or ordinance.
 - Covenant.
 - Bond referenda approved by voters.
 - Debt policies shall address the internal standards and considerations within a government. This may include:
 - Purposes for which debt proceeds may be used or prohibited.
 - Types of debt that may be issued or prohibited.
 - Relationship to and integration with the Capital Improvement Program (CIP).
 - Policy goals related to economic development, including use of tax increment financing and public-private partnerships.
 - Prioritizing debt payments.
 - Financial limits often are expressed as ratios customarily used by credit analysts.
 - Different financial limits are used for different types of debt. Examples of debt include:
 - Direct Debt (including general obligation bonds) is subject to legal requirements and may be able to be measured or limited by the following ratios:

- Debt per capita.
- Debt to personal income.
- Debt to taxable property value.
- Debt service payments as a percentage of general fund revenues or expenditures.
- Revenue Debt levels often are limited by debt service coverage ratios (e.g., annual net pledged revenues to annual debt service), additional bond provisions contained in bond covenants, and potential credit rating impacts.
- Conduit Debt limitations may reflect the right of the issuing government to approve the borrower's creditworthiness, including a minimum credit rating, and the purpose of the borrowing issue.
- Short-Term Debt Issuance should describe the specific purposes and circumstances under which it can be used, as well as limitations in term or size of borrowing.
- Variable Rate Debt should include information about when using non-fixed rate debt is acceptable to the entity either due to the term of the project, market conditions, or debt portfolio structuring purposes.
- The local unit shall establish debt structuring practices. The debt policy should include specific guidelines regarding the debt structuring practices for each type of bond, including:
 - Maximum term (often stated based on the useful life of the asset(s) or in absolute terms).
 - Average maturity.
 - Debt service pattern such as equal payments or equal principal amortization.
 - Other structuring practices should be considered, such as capitalizing interest during the construction of the project and deferral of principal, and/or other internal credit support, including general obligation pledges.
- The local unit shall establish debt issuance practices. The debt policy should provide guidance regarding the issuance process, which may differ for each type of debt. These practices include:
 - Selection and use of professional service providers, including an independent financial advisor and a bond attorney, to assist with determining the method of sale and the selection of other financing team members.
 - Criteria for determining the sale method (competitive, negotiated, private placement) and investment of proceeds.
 - Use of comparative bond pricing services or market indices as a benchmark in negotiated transactions, as well as to evaluate final bond pricing results.
 - Criteria for issuance of advance refunding and current refunding bonds.
 - Use of credit ratings, minimum bond ratings, determination of the number of ratings, and selection of rating services.
- The local unit shall establish debt management practices. The debt policy should provide guidance for ongoing administrative activities including:
 - Investment of bond proceeds.

- Primary and secondary market disclosure practices, including annual certifications as required.
- Arbitrage rebate monitoring and filing.
- Federal and state law compliance practices.
- Ongoing market and investor relations efforts.
- The local unit shall establish a policy for the use of derivatives. The Debt Management Policy should clearly state whether or not the entity can or should use derivatives. If the policy allows for the use of derivatives, a separate and comprehensive derivatives policy should be developed (Government Finance Officers Association, 2015).
 - For additional information see the following:
 - GFOA's Advisory.
 - GFOA's Developing a Derivatives Policy.
 - GFOA's Derivatives Checklist.

Debt Policy Review Table

Please use the table below to consider whether your debt policy needs an overhaul or refresh. This document has been built so you can track where you are in the process.

Number	Debt Policy	Yes	No	Explanation
1	Establish debt limits for each specific issuance			
	or acceptable ranges for each type of debt.	4		
2	Debt policies shall include the internal			
	standards and considerations within a			
	government (such as types of debt, purposes,			
	relationships with the capital improvements			
	plans, and policy goals).			
3	The debt policy should include specific			
	guidelines regarding the debt structuring			
	practices for each type of bond.			
4	Establish debt issuance practices that provide			
	guidance regarding the issuance process,			
	which may differ for each type of debt.			
5	Establish debt management practices to			
	provide guidance for ongoing administrative			
	activities.			
6	Establish a policy for the use of derivatives to			
	clearly state whether or not the entity can or			
	should use derivatives.			

Grants Policy Guide

The Fiscally Ready Communities grants policy guide supplements the local government's process of developing grants policies. Grants are a great way to increase funding for municipal projects and programs; however, they often come with strict requirements. Failure to meet the requirements can have negative consequences such as losing the funding and eligibility for additional grants. Therefore, Fiscally Ready Communities recommends creating grants policies. These policies are essential to ensure the local government can properly oversee grants and meet all the grant requirements.

Fiscally Ready Communities Grant Recommended Policies:

- The local unit should establish a grants administration committee to ensure there is proper administrative and operational support.
 - A grants policy should also include a requirement that the government obtains a
 detailed understanding of the terms and conditions and how the grant will be
 monitored.
 - Examples of what should be required include establishment of procedures related to (Government Finance Officers Association, 2013):
 - The development of a project plan that would include how new programs or activities funded by the grant would be implemented and who would be responsible for implementation.
 - The provision of training for those responsible for the grant, so they can effectively carry out their roles.
 - Terms and conditions for grant-funded personnel, such as severance and unemployment costs related to employees who are terminated upon expiration of the grant or operating and maintenance costs for assets that are acquired.
 - The system/process that will be used to charge expenses against the grant and to obtain reimbursement.
 - Identify the individual/department responsible for carrying out the grant and ensure that proper resources are available to support that grant.
- The local unit should promote your grant on your website and social media, if applicable.

Fiscally Ready Communities Grant Policies

Key grant policies include:

- A policy on identifying, applying, approving, and monitoring to grants.
 - A grants policy should require that the department or agency seeking a grant provide advance notice to the appropriate authority, such as finance and/or the local board, so that the effects on the government can be reviewed and understood beforehand (Government Finance Officers Association, 2013).
 - Grants could affect the budget, cash flow, procurement requirements, financial reporting, compliance requirements, or legal requirements (Government Finance Officers Association, 2013).

- o Grant development opportunities may include, but are not limited to, partnerships with foundations; corporate philanthropy; and state, federal and local agencies.
- A policy on ensuring grants align with the strategic goals of the municipality (Government Finance Officers Association, 2013).
 - A grants policy should include a requirement for assessing the extent to which a grant is consistent with the government's mission, strategic priorities, and/or adopted plans (Government Finance Officers Association, 2013).
 - Accepting a grant that is not consistent with the overall strategic direction of a
 government creates the risk that the government will spend its own funds to support a
 grant inconsistent with overall strategic direction or commit the government to ownsource spending beyond the grant period (Government Finance Officers Association,
 2013).
- A policy on conducting a funding analysis (Government Finance Officers Association, 2013).
 - The grants policy should require a multi-year cost/benefit analysis prior to application or acceptance (Government Finance Officers Association, 2013).
 - o The analysis should include (Government Finance Officers Association, 2013):
 - matching funds (and whether or not they will need to be set aside) and any other direct costs associated with a grant, the extent to which overhead costs will be covered.
 - in-kind contributions.
 - audit and close-out costs.
 - and potential costs that might need to be incurred by the government beyond the grant period.
 - The analysis should also explore whether a grant requires that general revenues or a line of credit or grant anticipation notes be used to cover the gap between cash being expended and the reimbursement that is received by the government.
- Prior to renewal or grant continuation, the grant should be evaluated.
 - The grants policy should require an evaluation of the impacts of the grant-funded program or asset prior to deciding whether to continue a grant at the end of the initial grant period (Government Finance Officers Association, 2013).
 - Creating outcome measures before receiving a grant will help the government to determine the extent to which the grant program or asset has produced desired benefits (Government Finance Officers Association, 2013).
 - Such an analysis should also include a review of actual costs and the
 potential benefits of using general revenues associated with the grant
 for other purposes (Government Finance Officers Association, 2013).
- The local unit shall establish a way to monitor grant progress and ensure that all reporting deadlines are met (Government Finance Officers Association, 2015).
 - Based on the grant period, there should be multiple reviews of the budget, progress, and goals of the grant. These could occur monthly, weekly, etc.

- The local unit shall establish clear lines of communication for all parties involved in the grant.
 - o Develop ongoing communication and knowledge of grantors, and grant partners.
 - Develop an ongoing dialogue with financial statement, single audit, and program auditors concerning grant reporting and compliance.
 - Develop processes to ensure that quality, supportable information is utilized in grant decision making.
- Review GFOA's <u>Internal Controls for Grants</u>.

Grants Policy Review Table

Please use the table below to consider whether your grants policy needs an overhaul or refresh. This document has been built so you can track where you are in the process.

Number	Grants Policy	Yes	No	Explanation	
1	A policy on identifying and applying to grants.				
2	A policy on ensuring grants align with the strategic goals of the municipality.				
3	A policy on conducting a funding analysis of the grant that includes a multi-year cost/benefit analysis.				
4	The grants policy should require an evaluation of the impacts of the grant-funded program or asset prior to deciding whether to continue a grant at the end of the initial grant period.				
5	Establish a way to monitor grant progress and ensure that all reporting deadlines are met.				
6	Establish clear lines of communication for all parties involved in the grant.				
7	Promote your grant if applicable on your website and social media.				

Internal Controls Policy Guide

The Fiscally Ready Communities internal controls policy guide supplements the local government's process of establishing internal controls. Internal control policies are written guidelines, allowances, and restrictions that aid in ensuring efficient and effective operation of a local government. It is the responsibility of appropriate elected officials to ensure that the managers who report to them fulfill their responsibilities in implementing and maintaining a sound and comprehensive framework of internal control (Government Finance Officers Association, 2008).

Internal Controls protect resources against waste, misappropriation, and inefficiency. Additionally, internal controls enable a local government to sustain and improve their performance by adapting to changing environments, mitigate risk to acceptable levels, and support sound decision making. Moreover, internal controls ensure accuracy, timeliness, and reliability in accounting and operating data.

Fiscally Ready Communities recommended policies

Every local unit of government should evaluate the cost versus benefit of adhering to the polices listed below. At a minimum, it is recommended to have the following policy:

• Attempt to segregate duties of custody via segregation policies (Department of Treasury, 2007).

Fiscally Ready Communities required policies

At a minimum, the internal control policies shall include the following:

- A policy about the job descriptions of all key personnel.
 - o For example, the treasurer must do the following:
 - Maintain control of all bank accounts.
 - Keep track of the total cash and investments allocable to each fund.
 - Reconcile these amounts to each month's bank statements in a timely manner.
- A policy that states who is authorized to approve transactions (Department of Treasury, 2007).
 - This includes ensuring transactions are authorized by a person with delegated approval authority.
 - Transactions shall require two signatures on each check, which designates approval for disbursement of funds (Department of Treasury, 2007).
 - The signatures should be the treasurer and clerk or their deputies.
 - If the treasurer and clerk are the same person, then the controller or finance director should be the second signature.
 - If the treasurer, clerk, and finance director are the same person than the CEO or Manager should be the second signature.

- Some municipalities may also be required to have two signatures on each check by charter.
- A policy that forbids signing blank checks (Department of Treasury, 2007).
- A policy that outlines the appropriate documentation that must be attached to support invoices and disbursements (Department of Treasury, 2007).
 - Original bills should be used for documentation when applicable.
- It is important to have a separate staff member be responsible for the recordkeeping of transactions.
- The governing body should approve all internal control policies and disbursements (Department of Treasury, 2007).
- A policy that ensures checks are not returned to the originating office for distribution (Department of Treasury, 2007).
- The local unit of government shall review the Department of Treasury's <u>Accounting Procedures</u> Manual.
 - Public Act 2 of 1968, as amended, requires each local unit to adhere to the Department of Treasury's Accounting Procedures Manual.
- Samples of Internal Control policies can be found on GFOA's website.

Internal Controls Policy Review Table

Please use the table below to consider whether your internal controls policies needs an overhaul or refresh. This document has been built so you can track where you are in the process.

Number	Internal Controls Policy	Yes	No	Explanation	
1	A policy regarding who can authorize			•	
	transactions.				
2	A policy that states who is authorized to approve transactions.				
3	A policy that forbids signing blank checks.				
4	A policy about transactional recordkeeping.				
5	A policy listing the detailed job description of all elected officials.				
6	A policy on controlling bank accounts, tracking cash and investments, and timeliness of reconciling accounts.				
7	Governing body approval of internal controls and disbursements.				
8	Adhering to the Department of Treasury's Accounting Procedures Manual on Internal Controls.				

Purchasing and Procurement Policy Guide

The Fiscally Ready Communities purchasing policy guide supplements the local government's process of developing public purchasing guidelines. Purchasing policies are essential to reduce the risk of inefficiencies and fraud. Purchasing policies protect local units of government from paying excessive above market costs for services, conflicts of interest, and inappropriate and illegal transactions.

Fiscally Ready Communities

At a minimum the purchasing and procurement policy shall include the following:

- A local unit shall adopt, review, or update its purchasing policy, if the local unit does not have one, or it has not been updated in over a year.
 - The purchasing policy should include the date it was updated and that it has been approved for use by the local governing body.
 - The policy should include different procedures based on the total cost of the project (i.e. purchases under \$2,000; purchases between \$2,000-\$9,999; purchases over \$10,000, etc.) (Traverse City, 2016).
 - This should include competitive bidding for purchases over a specific dollar amount.
 - The purchasing policy should include a detailed plan of action if two or more bids are equivalent, including who makes the decision and how (Bay City, n.d.).
- A local unit shall adopt a conflict of interest policy to ensure purchases are responsible and ethical. This includes confirming that all supplies and equipment are purchased with the intent and outcome to ensure best price, quality, and value.
- A local unit shall adopt an equal access and non-discrimination purchasing policy (City of Charlevoix, n.d.).
 - This should include a process for reporting instances of noncompliance and evaluations of those noncompliance items (Boyne City Government, n.d.).
 - This could include group review of reports with the ability to make necessary changes and actions.
- A local unit shall adopt a detailed travel and expense reimbursement policy (Bay County, 2016).
 - This includes updating the mileage reimbursement rates yearly.
 - When employees use their own vehicle and request the full mileage rate, they should document why they did not use the municipality's vehicle, as well as have their supervisor sign and date the document.
 - Communities should have a uniform submission process for all employees to fill out.
 - The travel and expense reimbursement policy should include:
 - Meals broken down by breakfast, lunch, and dinner.
 - Lodging expenses, including maximum reimbursement.
- A local unit shall adopt a section about being exempt from local, state, and federal excise tax and provide the necessary documents to any vendor upon request (Bay County, 2016).

- A local unit shall ensure that the authorized person who approves each invoice or request for payment has adequate knowledge and responsibility (e.g. educational background and/or professional certifications in purchasing and procurement).
- A local unit shall make contracts and the contracting process publicly available (City of Lansing, n.d.) (Traverse City, 2016).

Good purchasing policy examples can be found on MML's website.

Purchasing Policy Review Table

Please use the table below to consider whether your purchasing policy needs an overhaul or refresh. This document has been built so you can track where you are in the process.

Number	Purchasing Policy	Yes	No	Explanation
1	A policy regarding the preference for purchasing goods and services from businesses within their jurisdiction.			•
2	Different procurement policies based on the total cost of the project.			
3	A detailed plan of action if two or more bids are equivalent, including who makes the decision and how.			
4	A conflict of interest policy.			
5	An equal access and non-discrimination purchasing policy.			
6	A detailed travel and expense reimbursement policy that includes mileage, meals, and lodging.			
7	Tax exemption from local, state, and federal excise tax.			
8	Formal procurement policy.			
9	Policy for requests for proposals (RFPs).			

Receipting Policy Guide

Fiscally Ready Communities supplements the local government's process of establishing receipting policies. Having a detailed receipting policy ensures that a local unit can accurately account for all existing cash and follow the money trail.

Fiscally Ready Communities

The local unit should have the following policies set in place:

- There must be a record of each individual cash transaction.
- Receipt books issued to other departments must be accounted for numerically.
- The use of generic or "dime store" receipts is strictly prohibited.
- The method of payment must be indicated on the receipt (cash, check, or credit card).
- The receipt should include the following 10 requirements:
 - 1. The date of the transaction.
 - 2. The dollar amount received.
 - 3. The type of payment (cash, check, credit cards, etc.).
 - 4. The purpose (garbage, labels, taxes, parcel number, etc.).
 - 5. The payer.
 - 6. The department receiving the cash.
 - 7. The person accepting the cash.
 - 8. The receipt number if applicable.
 - 9. Invoice number if applicable.
 - 10. The account number the cash is being deposited into.
- The receipt must allow for accurate revenue account classification in conformity with the Uniform Chart of Accounts.
- Checks must be restrictively endorsed (stamped for deposit only) at the point and time of collection.
- Bank signature cards should be kept current and the authorized signers limited (Department of Treasury, 2007).
- When cash is collected, the following policies shall be used:
 - Formal evidence must be created for each collection (such as sequentially numbered cash receipt ticket, cash register receipt, etc.) and provided to payors where applicable.
 - The system must include controls to ensure that every receipt is to be included in the cash receipts journal. This includes the 10 receipt requirements noted above.
 - As general guidance, the cash receipts journal is maintained by the treasurer.
 - Each receipt is posted to the receipt journal in numerical order to the proper bank account, fund, and revenue account.
 - In a manual system, monthly totals by fund are posted from this journal to the general ledger revenue control account, which is the responsibility of the clerk.

- Each bank deposit (evidenced by a bank deposit slip or other documentation) must be in agreement with the cash receipts and the deposit slip (or other bank deposit support).
 Total currency collected must be in agreement between these two sources.
- Deposits are required to be deposited in a reasonable timeframe (daily) (Department of Treasury, 2007).
 - In instances where the amount of cash on hand is minimal, deposits may be made less frequently (weekly).
 - Undeposited funds should be secured in a locked place such as a safe or vault.
- Money to be deposited should be counted and reconciled to the summary of cash collections to be sent to the accountant or bookkeeper.
 - If there is a difference, a "cash overage/shortage" account should be used.
 - Never make up the difference from cash in the change drawer.
- o The change drawer should never be used to cash personal checks.
- The treasurer must provide the accountant or bookkeeper a record of all money received and the purpose of the amounts received (such as the budgeted revenue account or the receivable account).
 - This may be done in summary form (example: department transmittal advices) or by individual receipt.
- The treasurer is responsible for all cash receipts, unless the authority has been delegated to another official in a home rule city or village.
 - If any employees other than the treasurer (or delegated official) of the local unit receive cash, they must do so with the approval of the treasurer and in accordance with all cash handling policies.
- All financial institutions used as depositories, must be approved by the governing body (Department of Treasury, 2007).

Receipting Policy Guide Review Table

Please use the table below to consider whether your receipting guide policy needs an overhaul or refresh. This document has been built so you can track where you are in the process.

Number	Receipting Policy	Yes	No	Explanation
1	A policy requiring a record of each individual			
	cash transaction.			
2	A policy requiring numeric receipt books issued			
	to other departments.			
3	A policy prohibiting the use of generic or "dime			
4	store" receipts.			
4	Receipts should include the date of the			
	transaction; the dollar amount received; the			
	type of payment (cash, check, credit cards,			
	etc.); the purpose (garbage, labels, taxes, parcel			
	number, etc.); the payer; the department			
	receiving the cash; the person accepting the			
	cash; the receipt number if applicable; invoice			
	number if applicable; and the account number			
	the cash is being deposited into.			
5	The receipt must allow for immediate revenue			
	account classification in conformity with the			
	Uniform Chart of Accounts.			
6	Checks must be restrictively endorsed			
	(stamped for deposit only) at the time of			
	collection.			
7	Formal evidence must be created for each			
	collection and provided to payors where			
	applicable.			
8	The system must include controls to ensure			
	that every receipt is to be included in the cash			
	receipts journal.			
9	The cash receipt is maintained by the			
	appropriate individual.			
10	A policy ensuring deposits are deposited in a			
	reasonable timeframe.			
11	Deposited money should be counted and			
	reconciled to the summary of cash collections			
	to be sent to the accountant or bookkeeper.			
12	A policy to ensure the change drawer should			
	never be used to cash personal check.			
13	Have policies that ensure the treasurer has the			
	appropriate responsibilities for handling cash			
	and financial records.			

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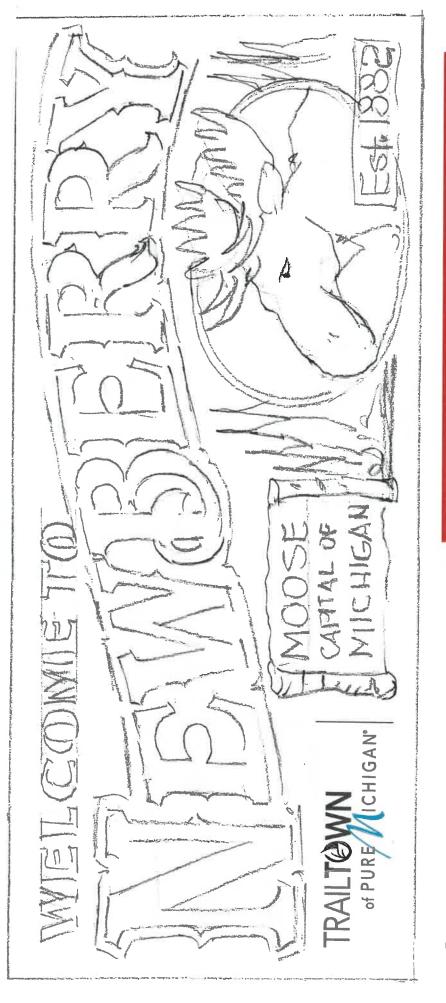
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Background color = Red/Burgundy

"Newberry" = Yellow Gold with black or white shadow

Moose = Brown/Tan for antiers, possible yellow gold oval around

Trees = Green/Dark Green

"Welcome To" = White

"Moose Capital" - on what will look like birch bark, white or black lettering.

"Est. 1882" White or black lettering.

Trail Town Logo-MEDC Standard

DPW/WWTP Committee Meeting Newberry Village Council June 11, 2019 Meeting Held at 302 E. McMillan Avenue 9:30 a.m. to 10:24 a.m.

Present: Trustees: Hendrickson (Chair), Hitts

Absent: Trustee Dishaw, Trustee Freese was unable to attend as alternate

Also Present: Village Manager (VM) – James-Mesloh; Assistant Manager (AM) - Buck Vallad; Dir. of HR and Cmty. Engagement (DHRCE) – Watkins.

Call to Order: Meeting began at 9:30 a.m.

Approval of Minutes:

Moved by Hendrickson, support by Hitts, CARRIED, to approve the January 11, 2019 meeting minutes as written. Moved by Hendrickson, support by Hitts, CARRIED, to approve the February 14, 2019 meeting minutes with the following correction: Under Presentation-line 1, Gaberdail now reads Gaberdiel. Ayes: All.

DPW/WWTP Related Budget Review:

Discussion took place on proposed budget adjustments and amendments as presented by AM Vallad

 Committee Proposal: Recommend approval of budget adjustments and amendments to General Fund, Local Streets, Major Streets, and Sewer Fund. Motion by Hendrickson, support by Hitts. Ayes – All

41 Lumber Update:

Information was shared from the 41 Lumber Committee meeting.

DPW Items Auction:

Review took place of a list of items proposed for public sale by AM Vallad.

Committee Proposal: Recommend approval to place surplus equipment for sale on a statewide online auction site. Motion by Hendrickson, support by Hitts. Ayes – All.

Public Comment:

o None

Committee proposals for approval from council:

- 1. Recommend approval of budget adjustments and amendments to General Fund, Local Streets, Major Streets, and Sewer Fund.
- 2. Recommend approval to place surplus equipment for sale on a statewide online auction site

Next Meeting Date: TBD

Adjournment: Meeting adjourned at 10:24 a.m.

General Fund Budget Amendments

	Description	19 Adopted	19 Amended	19 Activity	New Amended	Change
101-000-551.000	STATE GRANT - MDARD COMPENSATION - ELECTED	0.00	0.00	7,140.25	7,140.25	7,140.25
101-101-725.000	Ē	00.00	00.00	28.52	00.000,61	(00.00)
101-101-801.000	PROFESSIONAL & CONTRACTUAL	00.00	00.0	96.53	200.00	200,00
101-101-850,000	TELEPHONE	75.00	75.00	00.00	00.0	(75.00)
101-171-725.000	WORKMENS' COMPENSATION	00.0	0.00	4.56	10.00	10.00
101-172-703.000	SALARIES	15,914.00	15,914.00	5,435.21	15,000.00	(914.00)
101-172-712.000	HEALTH INSURANCE BUYOUT	1,500.00	1,500.00	00.00	00.00	(1,500.00)
101-172-719.000	HOSPITALIZATION	2,308.00	2,308.00	3,314.70	3,500.00	1,192.00
101-201-710.000	UNEMPLOYMENT	00.00	00.00	2.77	00.9	00.9
101-201-719.000	HOSPITALIZATION	17,410.00	17,410.00	5,027.43	15,000.00	(2,410.00)
101-201-729.000	DENTAL	00.0	00.00	36.27	40.00	40.00
101-201-804.000	LEASE EXPENSE	00.0	00.00	493.98	500.00	500.00
101-201-850.000	TELEPHONE	5,000.00	5,000.00	464.45	2,000.00	(3,000.00)
101-201-851.000	POSTAGE	1,000.00	1,000.00	91.72	500,00	(200.00)
101-201-913.000	TRAVEL	00.0	00.0	65.61	65.61	65.61
101-215-725.000	WORKERS' COMPENSATION	00.00	00.0	4.56	5.00	5.00
101-215-900.000	PRINTING & PUBLISHING	300,00	300.00	1,127.00	1,200.00	00.006
101-230-702.000	ORD OFFICER WAGES	15,934.00	15,934.00	2,592.50	14,000.00	(1,934.00)
101-230-709.000	EMPLOYER'S FICA	1,219.00	1,219.00	198.33	1,000.00	(219.00)
101-230-850.000	TELEPHONE	100.00	100.00	352.88	400.00	300.00
101-253-725.000	WORKERS' COMPENSATION	00.00	00.00	4.56	10.00	10.00
101-253-850.000	TELEPHONE	00.00	00.00	138.99	300.00	300.00
101-253-851.000	POSTAGE	1,200.00	1,200.00	00.00	00.00	(1,200.00)
101-265-702.000	WAGES	00.00	00.00	2,278.14	2,278.14	2,278.14
101-265-717.000	RETIREMENT - MERS - EMPLOYER P	00.00	00.00	79.85	160.00	160.00
101-265-719.000	HOSPITALIZATION	00.0	0.00	401.04	500.00	500.00
101-265-726.000	LIFE INSURANCE	00.0	00.0	1.83	2.00	2.00
101-265-752.000	OFFICE SUPPLIES	300.00	300.00	00.00	00.0	(300.00)
101-265-776.000	SUPPLIES-BUILDING MAINTENANCE	500.00	500.00	00.00	00.00	(500.00)
101-265-929,000	REPAIRS & MAINTENANCE	4,000.00	4,000.00	124.20	3,500.00	(500.00)
101-265-940,000	BLDG & GROUNDS EQUIP RENTAL	900.005	200.00	2,784.44	3,000.00	2,500.00
101-265-980.000	CAPT OUTLAY-OFFICE EQUIP & FUR	00.0	00.00	587.00	00.009	00.009
101-301-726.000	LIFE INSURANCE	420.00	420.00	72.56	200.00	(220.00)
101-441-702.000	WAGES	47,465.00	47,465.00	6,740.74	15,000.00	(32,465.00)
101-441-703.000	SALARIES	8,753.00	8,753.00	2,375.40	8,000.00	(753.00)
101-441-705.000	VACATION	7,000.00	7,000.00	836.22	6,000.00	(1,000.00)
101-441-713.000	OVERTIME - WAGES	26.00	26.00	102.64	103.00	77.00
101-441-718,000	MEDICAL SCREENING - PRE EMPLOY	800.00	800.00	00.00	500.00	(300.00)
101-441-721.000	H.S.A.	1,800.00	1,800.00	2,100.00	2,100.00	300.00
01-441-724.000	SICK PAY	1,700.00	1,700.00	2,320.13	2,500.00	800,00
.01-441-850.000	TELEPHONE	100.00	100.00	281.48	300.00	200.00.
.01-441-910.000	PROFESSIONAL DEVELOPMENT	100.00	100.00	00.0	0.00	(100.00)

General Fund Budget Amendments

	Description	19 Adopted	19 Amended	19 Activity	New Amended	Change
101-441-913,000	TRAVEL	00.00	00.00	43.07	50.00	50.00
101-441-940.000	EQUIPMENT RENTAL	1,000.00	1,000.00	5,632.15	5,632.15	4,632.15
101-480-702.000	WAGES	15,000.00	15,000.00	3,287.10	11,389.64	(3,610.36)
101-480-709.000	EMPLOYER'S FICA	00.00	00.00	435.91	500.00	500.00
101-480-713.000	OVERTIME	00.00	00.00	2,763.10	3,000.00	3,000.00
101-480-717.000	RETIREMENT - MERS - EMPLOYER P	00.00	0.00	353.07	400.00	400.00
101-480-719.000	HOSPITALIZATION	00.00	0.00	1,427.33	1,500.00	1,500.00
101-480-726.000	LIFE INSURANCE	00.00	00.0	96.6	10.00	10.00
101-480-940.000	EQUIPMENT RENTAL	14,000.00	14,000.00	16,011.71	16,100.00	2,100.00
101-524-702.000	WAGES	00.00	00.00	9,056.69	10,000.00	10,000.00
101-524-713.000	OVERTIME	00.00	00.00	2,038.46	2,100.00	2,100.00
101-524-717.000	RETIREMENT - MERS - EMPLOYER P	00.0	00.00	820.54	1,000.00	1,000.00
101-524-719.000	HOSPITALIZATION	00.00	00.00	4,707.46	4,707.46	4,707.46
101-524-721,000	H S A	00.00	00.0	1,000.00	1,000.00	1,000.00
101-524-725.000	WORKERS' COMPENSATION	00.0	00.0	647.92	650.00	650.00
101-524-726.000	LIFE INSURANCE	00.00	00.0	33,69	35.00	35.00
101-524-940.000	EQUIPMENT RENTAL	300.00	300.00	4,826.14	5,000.00	4,700.00
101-525-702.000	WAGES	00.0	00.00	2,587.19	2,600.00	2,600.00
101-525-709,000	EMPLOYER'S FICA	00.00	00.00	217.91	300,00	300.00
101-525-713.000	OVERTIME	00.0	00.00	278.15	300.00	300.00
101-525-717.000	RETIREMENT - MERS - EMPLOYER P	0.00	00.00	92.01	100.00	100.00
101-525-719,000	HOSPITALIZATION	00.00	00.00	254.96	300.00	300.00
101-525-726.000	LIFE INSURANCE	00.00	00.00	5,65	00.9	6.00
101-525-940.000	EQUIPMENT RENTAL	00.00	0.00	3,882.59	3,900.00	3,900.00
101-528-719.000	HOSPITALIZATION	4,096.00	4,096.00	467.82	1,500.00	(2,596.00)
101-528-721,000	HSA	00.006	00.006	00.0	00.00	(00,006)
101-528-725.000	WORKERS' COMPENSATION	00.00	00.0	593.17	00.009	00.009
101-528-759.000	GAS OIL & GREASE	2,000.00	2,000.00	447.32	1,500.00	(200.00)
101-528-851.000	POSTAGE	00.0	00.00	450.88	00.009	00.009
101-528-900.000	PUBLISHING & PRINTING	0.00	00.00	411.75	500.00	500.00
101-528-950.000	RECYCLE BINS	00.0	00.00	620.00	700.00	700.00
Total Revenues:		722,000.00	722,000.00	263,781.14	729,140.25	7,140.25
Total Expenditures:		623,111.00	623,111.00	288,744.99	623,111.00	00.00
Net of Rev/Exp:		98,889.00	98,889.00	(24,963.85)	106,029.25	7,140.25

Major Streets Budget Amendments

	Description	19 Adopted	19 Amended	19 Activity	New Amended	Change
202-000-488.000	LRP MAJOR STREET	00.0	0.00	772.32	772.32	772.32
202-444-702.000	WAGES	00.00	00.00	4,866.83	6,000.00	6,000.00
202-444-709.000	EMPLOYER'S FICA	250.00	250.00	423.87	500.00	250,00
202-444-713.000	OVERTIME	78.00	78.00	927.15	1,000.00	922.00
202-444-717.000	RETIREMENT - MERS - EMPLOYER P	100.00	100.00	260.22	300,00	200,00
202-444-719.000	HOSPITALIZATION	00.00	00.00	1,011.37	1,200.00	1,200.00
202-444-726.000	LIFE INSURANCE	00.00	00.00	9.24	20.00	20.00
202-444-940,000	EQUIPMENT RENTAL	3,000.00	3,000.00	13,103.11	14,000.00	11,000.00
202-463-702.000	WAGES	37,284.00	37,284.00	4,336.03	20,000.00	(17,284.00)
202-463-721.000	нза	1,100.00	1,100.00	1,200.00	1,200.00	100,00
202-478-702.000	WAGES	00.00	00.00	8,411.51	00.000,6	00.000,6
202-478-709.000	EMPLOYER'S FICA	2,300.00	2,300.00	736.37	1,500.00	(800.00)
202-478-713.000	WAGES - OVERTIME	377.00	377.00	1,495.51	1,500.00	1,123.00
202-478-717.000	RETIREMENT-MERS-EMPLOYER PAID	00.00	00.00	376.48	400.00	400.00
202-478-719.000	HOSPITALIZATION	00.0	00.00	1,307.37	1,500.00	1,500.00
202-478-726.000	LIFE INSURANCE	00.00	00.00	16.02	30.00	30.00
202-497-702.000	WAGES	00.00	00.00	2,985.88	3,000.00	3,000.00
202-497-709.000	FRINGE BENEFITS STATE SNOW	00.00	00.0	230.33	300.00	300.00
202-497-717.000	RETIREMENT - MERS - EMPLOYER P	0.00	00.00	127.89	200.00	200.00
202-497-719.000	HOSPITALIZATION	0.00	00.00	407.59	500.00	200.00
202-497-726.000	LIFE INSURANCE	0.00	00.0	6.05	10.00	10.00
202-497-940.000	EQUIPMENT RENTAL	3,500.00	3,500.00	9,417.64	9,500.00	00.000,0
Total Revenues:		147,449.00	147,449.00	54,793.75	148,221.32	772.32
Total Expenditures:		114,465.00	114,465.00	94,471.51	138,136.00	23,671.00
Net of Rev/Exp:		32,984.00	32,984.00	(39,677.76)	10,085.32	(22,898,68)

Local Streets Budget Amendments

	Description	19 Adopted	19 Amended	19 Activity	New Amended	Change
203-444-702.000	WAGES	52.00	52.00	1,798.74	2-000 00	1 948 00
203-444-717.000	RETIREMENT - MERS - EMPLOYER P	00.00	00.0	34.54	70.00	70.00
203-444-719,000	HOSPITALIZATION	00.00	00.0	232.49	400.00	400.00
203-444-726.000	LIFE INSURANCE	0.00	0.00	0.67	2.00	2.00
203-444-940.000	EQUIPMENT RENTAL	8,000.00	8,000.00	3,348.62	6,000.00	(2,000,00)
203-463-702.000	WAGES	74,961.00	74,961.00	6,304.99	60,205.00	(14,756.00)
203~478~702.000	WAGES	00.00	00.00	6,242.00	8,000.00	8,000.00
203-478-713.000	WAGES - OVERTIME	584.00	584.00	1,562.92	2,000.00	1,416.00
203-478-717.000	RETIREMENT-MERS-EMPLOYER PD	0.00	0.00	424.61	900.00	900.00
203-478-719.000	HOSPITALIZATION	00.00	0.00	1,733.77	2,000.00	2,000.00
203-478-726.000	LIFE INSURANCE	00.00	00.00	16.65	20.00	20.00
203-478-940.000	EQUIPMENT RENTAL	25,000.00	25,000.00	25,754.72	27,000.00	2,000.00
e contraction of the contraction		000				,
TOCAL NEVERIDES:		183,800.00	183,800.00	23, 795.99	183,800.00	00.0
Total Expenditures:		173,643.00	173,643.00	72,453.67	173,643.00	0.00
Net of Rev/Exp:		10,157.00	10,157.00	(48,657.68)	10,157.00	00.00

Sewer Budget Amendments

	Description	19 Adopted	19 Amended	19 Activity	New Amended	Change
590-000-645.500	PENALTIES & LATE FEES	1,000.00	1,000.00	2,480.56	3,000.00	2.000.00
590-537-702.000	WAGES	132,618.00	132,618.00	45,473.25	125,000.00	(7,618,00)
590-537-713.000	WAGES - OVERTIME	1,085.00	1,085.00	2,345.32	3,000.00	1,915.00
590-537-716.000	FUNERAL ALLOWANCE	1,000.00	1,000.00	1,643.25	2,000.00	1,000.00
590-537-717.000-PSW01	RETIREMENT-MERS-EMPLOYER	0.00	00.00	164,53	200.00	200.00
590-537-719.000-PSW01	. HOSPITALIZATION	0.00	00.00	267.37	300.00	300.00
590-537-751,000	LICENSE FEES	00.00	00.0	30.00	100,00	100.00
590-537-752.100	OPERATING SUPPLIES	12,000.00	12,000.00	692.60	10,000.00	(2,000,00)
590-537-753,000	TOOLS & EQUIP (UNDER THRES)	15,000.00	15,000.00	374.00	12,053,00	(2,947,00)
590-537-804.000	LEASE EXPENSE	00.00	00.00	494.00	1,000.00	1,000.00
590-537-851.000	POSTAGE	750.00	750.00	771.07	1,500.00	750.00
590-537-900.000	PRINTING & PUBLISHING	500.00	500.00	676.07	1,300.00	800.00
590-537-913.000	TRAVEL	500.00	500.00	791.01	1,000.00	500.00
590-537-917.100	LAB SUPPLIES	1,000.00	1,000.00	6,571.28	7,000.00	00.000,9
Dorrows						
Total Expenditures:		1,269,974.00	1,300,700.00	398,476.57	1,302,700.00	2,000.00
Net of Rev/Exp:		30,726.00	30,726.00	84,661.48	32,726.00	2,000.00