

**VILLAGE OF NEWBERRY  
WATER AND LIGHT BOARD MEETING  
Tuesday, September 11, 2018  
Meeting Location: 302 East McMillan Ave  
Meeting Time: 5:30 p.m.**

**1. CALL TO ORDER**

**2. PLEDGE OF ALLEGIANCE**

**3. ROLL CALL**

**4. APPROVAL OF AGENDA**

**5. APPROVAL OF MINUTES**

1. Water and Light Board Meeting – Regular Session – Wednesday, August 15, 2018 at 4:30 p.m.

**6. WATER AND LIGHT CHAIRPERSON ANNOUNCEMENTS**

1. None Prescheduled

**7. PUBLIC COMMENTS** – Prior to consideration of official business, citizens may speak on any matter citizens may wish to bring to the attention of the Water and Light Board. Please limit comments to 3 minutes as per General Village Law.

1. None Prescheduled

**8. SUBMISSION OF BILLS AND FINANCIAL UPDATES**

1. Water & Light – Monthly Bills – August 2018  
(note: as of 9/7/18 the invoice from Consumers Energy has not been received in the office, so these amounts are likely to change prior to the meeting date)

|     |               |                    |
|-----|---------------|--------------------|
| 582 | Electric Fund | \$41,187.89        |
| 591 | Water Fund    | \$12,505.43        |
|     | <b>Total:</b> | <b>\$53,693.32</b> |

|     |  |             |
|-----|--|-------------|
| 582 | Christmas Lights Fund – as of 9/7/2018 | \$14,499.38 |
|-----|--|-------------|

2. Water & Light – Cash Balance – August 2018

**9. PETITIONS AND COMMUNICATIONS** – Communications addressed to the Water and Light Board are distributed to all members and are acknowledged for information, or are referred to a committee or staff for follow-up.

1. Legal Memo from Jeff Jocks: Certification of Delinquent Bills to Tax Rolls
2. Legal Memo from Jeff Jocks: Utility Bills for Rental Properties

**10. INTRODUCTION AND ADOPTION OF ORDINANCES AND RESOLUTIONS**

1. Review Draft Version - Ordinance A: Ordinance Relative to the Management, Control, and Use of the Water and Light Plants and Distribution Systems of the Village of Newberry

**11. REPORTS OF VILLAGE MANAGEMENT** – The Village Manager, Assistant Village Manager, and Superintendent of Water and Light may submit reports or information to the Water and Light Board as updates and consideration.

1. Superintendent of Water and Light
2. Assistant Village Manager
3. Village Manager

**12. REPORTS OF COMMITTEES**

1. Save the Bells

**13. UNFINISHED BUSINESS**

1. Delinquent Utility Accounts – Progress Report
2. Revised Site Plan – Verizon Cellular Tower

**14. NEW BUSINESS**

1. Utility Billing Format

**15. COMMENTS BY BOARD MEMBERS**

**16. ADJOURNMENT - REGULAR SESSION**

NEWBERRY WATER & LIGHT BOARD  
REGULAR MEETING MINUTES  
August 15, 2018  
(Rescheduled from August 14 – for lack of quorum)

**Present:** Chairperson Medelis, Feldhusen, Vincent.

**Absent:** Brown.

**Also Present:** Village Manager – James-Mesloh, Clerk -Schummer, Lori Stokes, Rebecca Handa, Chuck Pipes, Tina Pipes, Amy Winn.

**Call to Order:** Chairman Medelis called the meeting to order at 4:30 p.m. at the Village of Newberry Offices, 302 East McMillan Avenue, followed by the Pledge of Allegiance.

**Approval of Agenda:** Moved by Feldhusen, support by Vincent, **CARRIED**, to approve agenda as submitted.  
Ayes: All. Absent: Brown.

**Approval of Minutes:** Moved by Vincent, support by Feldhusen, **CARRIED**, to approve minutes from the July 10, 2018 W&L meeting as presented. Ayes: All. Absent: Brown.

**Water and Light Chairperson Announcements:** Chairman Medelis stated that there was an opening on the W&L Board and if anyone is interested they should talk to him, President DeWitt or submit a letter of interest.

**Public Comments on Agenda Items:** Comments heard from: Lori Stokes – 301 W. John Street.

**Submission of Bills and Financial Updates:**

A.) Water & Light Monthly Bills – Motion by Vincent, support by Feldhusen, **CARRIED**, recommend Village Council pay the July 2018 Electric Fund bill in the amount of \$111,656.38. Discussion followed. Ayes: All. Absent: Brown.

B.) Motion by Vincent, support by Feldhusen, **CARRIED**, recommend Village Council pay the July 2018 Water Fund bill in the amount of \$7,826.54. Discussion followed. Ayes: All. Absent: Brown.

C.) Christmas Light Fund is currently at \$15,071.43.68.

D.) Water & Light – Cash Balance – June 2018, was reviewed.

**Petitions and Communications:** None.

**Introduction and Adoption of Ordinances and Resolutions:** None.

**Reports of Village Management:**

1.) Superintendent of Water and Light: Joe Lively, working foreman, gave a verbal as well as a written report.

2.) Assistant Village Manager: Absent.

3.) Village Manager: James-Mesloh gave a verbal as well as written report.

**Reports of Committees:** Save the Bells: Schummer gave a verbal report.

**Unfinished Business:**

1.) Water Project – Lawn Improvement: Medelis stated that August 31, 2018 would be the last date to submit a work order for lawn repair due to damage, which occurred because of the water project.

2.) Delinquent Utility Accounts: James-Mesloh gave a progress report.

**New Business:**

1.) Verizon Cell Tower – Site: Moved by Vincent, support by Feldhusen, **CARRIED**, recommend to the Village Council to approve the Verizon site plan. Discussion followed. Ayes: All. Absent: Brown. Medelis would like to have the information regarding the cell tower and its location given out to the public so they have a chance to voice their opinions.

2.) Proclamation: Moved by Vincent, support by Feldhusen, **CARRIED**, to approve proclamation to Congratulate “Matt” Perry upon his retirement from the Village of Newberry Water & Light Department.  
Ayes: All. Absent: Brown.

**Comments by Board Members:** Vincent explained that he had a doctor’s appointment so he was unable to make the meeting at its regular date and time. He stated that comments online, stating that the Village Manager requested the delay, were irresponsible.

Motion by Vincent, support by Feldhusen, **CARRIED**, to adjourn meeting at 5:05 p.m. Ayes: All.

These minutes are unapproved until voted on at the next meeting.

| DEPARTMENT            | FUND          | VENDOR NAME   | DESCRIPTION                | AMOUNT    |
|-----------------------|---------------|---|----------------------------|-----------|
| NON-DEPARTMENTAL      | ELECTRIC FUND | BLUE CROSS BLUE SHIELD OF MICHIGAN<br>MERS DC PLAN #110353<br>STATE OF MICHIGAN   | RETIREE SELF PAY           | 289.59    |
|                       |               |   | MERS DC AUGUST HYBRID      | 368.20    |
|                       |               |   | JULY 2018 PA 95 COLLECTION | 1,281.54  |
|                       |               |   | TOTAL:                     | 1,939.33  |
|                       |               |   |                            |           |
| ELECTRIC DISTRIBUTION | ELECTRIC FUND | US POSTAL SERVICE   | US POSTAL SERVICE          | 478.80    |
|                       |               |   | TOTAL:                     | 478.80    |
| GENERAL EXPENSES      | ELECTRIC FUND | AMAZON CAPITAL SERVICES<br>AT&T<br>BLUE CROSS BLUE SHIELD OF MICHIGAN<br><br>MI MUNICIPAL RISK MANAGEMENT AUTHORITY<br><br>MERS DC PLAN #110353<br>MERS *** DO NOT CASH CHECK *** (EFT<br><br>STANDARD, THE<br>US BANK EQUIP FINANCE<br>VERIZON | TONER                      | 43.98     |
|                       |               |   | ACCT #906293356485313      | 132.88    |
|                       |               |   | EMPLOYEES                  | 9,198.95  |
|                       |               |   | RETIREES COMPANY PAYS      | 1,158.38  |
|                       |               |   | LIABILITY/PROPERTY PREMIUM | 7,718.12  |
|                       |               |   | LIABILTY/PROPERTY PREMIUM  | 2,888.60  |
|                       |               |   | MERS DC AUGUST HYBRID      | 184.10    |
|                       |               |   | WL DEFINED BENEFIT         | 505.00    |
|                       |               |   | ADMIN FLAT RATE            | 331.50    |
|                       |               |   | WL HYBRID                  | 604.74    |
|                       |               |   | LIFE INSURANCE             | 41.61     |
|                       |               |   | COPIER LEASE & SURC-YEARLY | 340.43    |
|                       |               |   | FAX & DATA PLANS           | 18.92     |
|                       |               |   | FAX & DATA PLANS           | 58.93     |
|                       |               |   | MANAGER DESK               | 13.83     |
|                       |               |   | ASST MANAGER DESK          | 13.83     |
|                       |               |   | SUPERINTENDENT DESK        | 27.65     |
|                       |               |   | CLERK DESK                 | 13.83     |
|                       |               |   | MECHANIC DESK              | 13.26     |
|                       |               |   | HUMAN RESOURCES DESK       | 13.83     |
|                       |               |   | WATER & LIGHT CLERK DESK   | 26.52     |
|                       |               |   | COUNCIL CHAMBERS           | 13.83     |
|                       |               |   | FINANCE DESK               | 13.83     |
|                       |               |   | VERIZON CELL PHONES        | 235.98    |
|                       |               |   | TOTAL:                     | 23,612.53 |
|                       |               |   |                            |           |
| WATER SYSTEM          | WATER FUND    | AMAZON CAPITAL SERVICES<br>DAVID PATTERSON<br>MI MUNICIPAL RISK MANAGEMENT AUTHORITY<br><br>MERS DC PLAN #110353<br>MERS *** DO NOT CASH CHECK *** (EFT<br>STANDARD, THE<br>STATE OF MICHIGAN   | TONER                      | 43.98     |
|                       |               |   | WATER TRAINING             | 59.50     |
|                       |               |   | LIABILITY/PROPERTY PREMIUM | 4,156.08  |
|                       |               |   | LIABILTY/PROPERTY PREMIUM  | 1,555.40  |
|                       |               |   | MERS DC AUGUST HYBRID      | 184.10    |
|                       |               |   | WL HYBRID                  | 1,441.23  |
|                       |               |   | LIFE INSURANCE             | 41.61     |
|                       |               |   | WATER SAMPLES              | 972.00    |
|                       |               |   | TOTAL:                     | 8,453.90  |
|                       |               |   |                            |           |
| ELECTRIC DISTRIBUTION | ELECTRIC FUND | PLANTE & MORAN<br>OK INDUSTRIAL SUPPLY<br>FAIR, ALMA<br>POWER LINE SUPPLY COMPANY   | FINANCIAL HEALTH ASSESMEN  | 943.75    |
|                       |               |   | WASHERS & NUTS             | 71.32     |
|                       |               |   | AUGUST CLEANING            | 150.00    |
|                       |               |   | MARKER GUY/TAPE/CLEVIS/STI | 506.83    |
|                       |               |   | TAPE                       | 49.46     |
|                       |               |   | TOTAL:                     | 1,721.36  |
| GENERAL EXPENSES      | ELECTRIC FUND | AMAZON CAPITAL SERVICES   | CARBON MONOXIDE ALARMS     | 12.18     |
|                       |               |   | PULL THRU TOWELS           | 21.52     |
|                       |               |   | CALCULATOR                 | 5.50      |
|                       |               |   | POLE RUNNER                | 152.99    |
|                       |               |   | SOAP                       | 0.98      |

| DEPARTMENT           | FUND          | VENDOR NAME                         | DESCRIPTION                | AMOUNT    |
|----------------------|---------------|-------------------------------------|----------------------------|-----------|
|                      |               | AT&T                                | ACCT#146204500             | 71.41     |
|                      |               | PERCEPTIVE CONTROLS                 | SCADA ALARM SYSTEM         | 240.00    |
|                      |               | LYNN AUTO PART INC.                 | BLOWER MOTOR RISTOR/PIGTAI | 16.49     |
|                      |               |                                     | BRAKE FLUID - 1 GALLON     | 7.90      |
|                      |               | NATIONAL OFFICE PRODUCTS            | PAPER                      | 9.38      |
|                      |               |                                     | CALCULATOR RIBBON          | 1.81      |
|                      |               |                                     | SUPPLIES                   | 4.75      |
|                      |               |                                     | PAPER                      | 18.75     |
|                      |               | RAHILLY'S IGA                       | WINDEX                     | 4.53      |
|                      |               | SEMCO ENERGY GAS CO.                | #235237.500                | 14.81     |
|                      |               |                                     | #235238.500                | 14.81     |
|                      |               | TAHQUMENON AREA CREDIT UNION        | CASE 621DLOADER REPAIR MAN | 80.00     |
|                      |               |                                     | M DOT PERMIT               | 263.50    |
|                      |               |                                     | FEES                       | 13.72     |
|                      |               | WEX BANK - SPEEDWAY UNIVERSAL       | GAS FOR ELECTRIC           | 217.90    |
|                      |               |                                     | TOTAL:                     | 1,172.93  |
| ELECTRIC GENERATION  | ELECTRIC FUND | OK INDUSTRIAL SUPPLY                | GLOVES                     | 37.49     |
|                      |               | FOSTER'S ACE HARDWARE               | FASTENERS/NUMBERS/DRILLSHA | 89.24     |
|                      |               | RAHILLY'S IGA                       | WATER, BAKING SODA         | 21.56     |
|                      |               |                                     | TOTAL:                     | 148.29    |
| BUILDING MAINTENANCE | ELECTRIC FUND | RANGE TELECOMMUNICATION             | MISS DIG FOR AUG           | 8.00      |
|                      |               |                                     | TOTAL:                     | 8.00      |
| PURCHASED POWER      | ELECTRIC FUND | CLOVERLAND ELECTRIC CO-OP           | JULY 2018 HYDRO BILLING    | 5,292.18  |
|                      |               |                                     | AUGUST 2018 HYDRO BILLING  | 5,213.38  |
|                      |               |                                     | TOTAL:                     | 10,505.56 |
| ENERGY OPTIMIZATION  | ELECTRIC FUND | MECA                                | WECC MONTHLY IMPLEMENTATI  | 1,125.20  |
|                      |               |                                     | MONTHLY MARKETING & INCENT | 475.89    |
|                      |               |                                     | TOTAL:                     | 1,601.09  |
| WATER SYSTEM         | WATER FUND    | AMAZON CAPITAL SERVICES             | GRASS SEED                 | 355.02    |
|                      |               |                                     | CARBON MONOXIDE ALARMS     | 12.17     |
|                      |               |                                     | PULL THRU TOWELS           | 21.51     |
|                      |               |                                     | CALCULATOR                 | 5.49      |
|                      |               |                                     | GRASS SEED                 | 177.51    |
|                      |               |                                     | GRASS SEED, STRAW          | 177.51    |
|                      |               |                                     | SOAP                       | 0.98      |
|                      |               | PLANTE & MORAN                      | FINANCIAL HEALTH ASSESSMEN | 943.75    |
|                      |               | OK INDUSTRIAL SUPPLY                | GLOVES                     | 37.48     |
|                      |               | FOSTER'S ACE HARDWARE               | LIME RUST REMOVER/BATTERIE | 19.97     |
|                      |               |                                     | GRASS SEED                 | 99.99     |
|                      |               |                                     | GRASS SEED                 | 99.99     |
|                      |               | GREAT LAKES FIRE & SAFETY EQUIPMENT | YEARLY FIRE EXT MAINTENANC | 23.25     |
|                      |               | HAWKINS INC                         | AZONE 15-EPA REG NO 7870-5 | 115.20    |
|                      |               | A. LINDBERG & SONS. INC.            | TOP SOIL                   | 1,005.52  |
|                      |               | LYNN AUTO PART INC.                 | BLOWER MOTOR RISTOR/PIGTAI | 16.49     |
|                      |               |                                     | BRAKE FLUID - 1 GALLON     | 7.91      |
|                      |               | NATIONAL OFFICE PRODUCTS            | PAPER                      | 9.38      |
|                      |               |                                     | CALCULATOR RIBBON          | 1.81      |
|                      |               |                                     | SUPPLIES                   | 4.75      |
|                      |               |                                     | PAPER                      | 18.75     |
|                      |               | RANGE TELECOMMUNICATION             | MISS DIG FOR AUG           | 8.00      |
|                      |               | TAHQUMENON AREA CREDIT UNION        | POSTAGE                    | 100.00    |

| DEPARTMENT | FUND | VENDOR NAME                   | DESCRIPTION        | AMOUNT   |
|------------|------|-------------------------------|--------------------|----------|
|            |      |                               | MRWA - CLASS       | 130.00   |
|            |      |                               | POSTAGE            | 6.70     |
|            |      |                               | MRWA CLASS - MOTEL | 171.00   |
|            |      |                               | M DOT PERMIT       | 263.50   |
|            |      | WEX BANK - SPEEDWAY UNIVERSAL | GAS FOR WATER      | 217.90   |
|            |      |                               | TOTAL:             | 4,051.53 |

|                         |               |           |
|-------------------------|---------------|-----------|
| ===== FUND TOTALS ===== |               |           |
| 582                     | ELECTRIC FUND | 41,187.89 |
| 591                     | WATER FUND    | 12,505.43 |
| -----                   |               |           |
|                         | GRAND TOTAL:  | 53,693.32 |
| -----                   |               |           |

9-07-2018 2:52 PM

## D E T A I L L I S T I N G

PAGE: 1

FUND : 582-ELECTRIC FUND

PERIOD TO USE: Aug-2018 THRU Aug-2018

DEPT : N/A

ACCOUNTS: 000-001.014 THRU 000-001.014

| POST | DATE | TRAN # | REFERENCE | PACKET===== | DESCRIPTION===== | VEND | INV/JE # | NOTE | =====AMOUNT===== | =====BALANCE===== |
|------|------|--------|-----------|-------------|------------------|------|----------|------|------------------|-------------------|
|------|------|--------|-----------|-------------|------------------|------|----------|------|------------------|-------------------|

000-001.014

BANK - SAVE THE BELLS

B E G I N N I N G B A L A N C E

15,173.53

|         |      |        |               |       |                             |      |            |          |          |           |
|---------|------|--------|---------------|-------|-----------------------------|------|------------|----------|----------|-----------|
| 8/30/18 | 8/30 | B20645 | E.F.T. 083018 | 03579 | TRANSFER FOR BELLS EXPENSES |      | JE# 008148 |          | 678.00CR | 14,495.53 |
| 8/31/18 | 9/04 | B20666 | 83118         | 03584 | W&L INTEREST SAVE THE BELLS |      | JE# 008160 |          | 3.85     | 14,499.38 |
|         |      |        |               | ===== | AUGUST ACTIVITY DB:         | 3.85 | CR:        | 678.00CR | 674.15CR |           |

\*--\*--\*--\*--\*--\*--\*--\*--\*

000 ERRORS IN THIS REPORT!

\*--\*--\*--\*--\*--\*--\*--\*--\*

| ** REPORT TOTALS **        |  | --- DEBITS --- | --- CREDITS --- |
|----------------------------|--|----------------|-----------------|
| BEGINNING BALANCES:        |  | 15,173.53      | 0.00            |
| REPORTED ACTIVITY:         |  | 3.85           | 678.00CR        |
| ENDING BALANCES:           |  | 15,177.38      | 678.00CR        |
| TOTAL FUND ENDING BALANCE: |  | 14,499.38      |                 |





Memo

To: Jennifer James-Mesloh, Village of Newberry

From: Jeffrey L. Jocks, Sondee, Racine & Doren

Date: September 06, 2018

Re: Certification of Delinquent Bills to Tax Rolls

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You asked me how to certify delinquent utility bills to the tax rolls. Below I provide the authority and procedure for certification of delinquent bills to the township assessor.

**Ordinance A – Power and Water**

**A:4 :1 Liens or Collections**

Charges for services, including water, sewage, electrical and garbage pick-up, furnished to a premises shall be a lien on those premises as provided by statute. Each separate charge, that is water, sewage, electric or garbage pick-up shall be a separate lien, or turned over to a collection agency approved by The Village Council. Those charges delinquent for six months or more may be certified annually to the proper tax assessing official or agency who shall enter the lien on the next tax roll against the premises to which services shall have been rendered and the charges shall be collected and the lien shall be enforced in the same manner as provided for the collection of taxes assessed upon the roll and enforcement of the lien for taxes.

**Ordinance B - Sewer**

**8 :32:6 Enforcement :**

Charges for sewer services shall constitute a lien on the property served, pursuant to Section 21, Act 94, Public Acts of Michigan 1933, as amended, unless notice is given that a tenant is responsible and whenever such charges shall be delinquent for six (6) months or more, the Village officer or officers in charge of the collection thereof shall certify annually on October 1, of each year, to the tax-assessing officer of the Village, the fact of such delinquency, where upon such charge shall be by him entered upon the next tax roll as a charge against such premises and shall be collected and the lien thereof enforced in the same manner as general Village taxes against such premises are collected and the lien thereof enforced; provided, however, where notice is given in writing that a tenant is responsible for such charges and services as provided by Section 21, no further service shall be rendered such premises until a cash deposit equal to two quarters service charges shall have been made as security for payment of such charges and service . In addition to other lawful enforcement methods, the payment of charges for service to any premises may be enforced by discontinuing the water service to such premises.

**Procedure:**

1. Determine what accounts are delinquent for more than six months and can be placed on the tax rolls. Accounts in the name of the property owner can be placed on the tax rolls. Accounts in the names of tenants cannot be placed on the tax rolls.
2. Create a spread sheet for the accounts that provides the name, service address, amount to be placed on the rolls, and the Tax Id number.
3. Complete the attached form example for certification and present the form to the township assessor.

**CERTIFICATION FOR TOWNSHIP ASSESSOR**

The Village of Newberry hereby, pursuant to its duly enacted Ordinances and Michigan law, certifies that the following accounts have been delinquent for a period of more than six months as of September 1 of this year and that such charges for water service, electrical service, and/or sewer service constitute a lien against the property described herein by property Tax Identification Number.

| NAME | SERVICE ADDRESS | UNPAID UTILITY CHARGES (Indicate which service) | TAX IDENTIFICATION NUMBER |
|------|-----------------|---|---------------------------|
|      |                 |   |                           |
|      |                 |   |                           |
|      |                 |   |                           |
|      |                 |   |                           |
|      |                 |   |                           |

The foregoing charges shall be entered upon the next tax roll against the described properties and collected as taxes.

**WATER SERVICE TOTAL:**

**ELECTRICAL SERVICE TOTAL:**

**SEWER SERVICE TOTAL:**

**This certification is made and hereby certified by the Village of Newberry Village Manager.**

Dated: \_\_\_\_\_

\_\_\_\_\_  
Jennifer James-Mesloh  
Village of Newberry Village Manager

## Memo

To: Jennifer James-Mesloh, Village of Newberry

From: Jeffrey L. Jocks, Sondee, Racine & Doren

Date: September 06, 2018

Re: Utility Bills for Rental Properties

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You asked me a series of questions concerning utility bills for rental properties. As I understand it, the Village has historically allowed utilities for rental properties to be placed in the names of renters. The issue that has now arisen is how the Village should handle new requests for utility service at rental properties. The specific questions are: 1- whose name should the utility service be placed, 2- what is required of landlords, and 3- how should unpaid utility bills be handled. Your Ordinances A and B control these questions. This memo will explain the current procedures for power, water, and sewer.

Village Ordinance A for the Management, Control and Use of the Water and Light Plants and Distribution Systems of the Village of Newberry sets out the procedures for power and water bills. Village Ordinance B Sewers and Sewage Treatment sets out the procedure for sewer bills.

### 1. Billing for Power and Water

Ordinance A controls billing for power and water services to rental properties. The following will be a bullet point explanation of the procedure found in Ordinance Section A:4:4.

- Services for rental properties shall be in the name of the tenant, unless the property owner submits a signed, written confirmation to have the bill in his or her name. This means that all rentals are in the tenant's name unless required otherwise by the owner.
- Applications for services by a tenant require approval from the property owner. You should be getting the property owner's approval for every tenant application.
- Billing goes to the tenant at the rented property. The property owner may request a duplicate bill go to him or her.
- Outstanding bills remain with the tenant and do not attach to the property. That means that you can not place a lien on the property.

- You do expressly state that bills for water at rental properties that the property owner requests be put in his or her name will affect other accounts in the property owner's name if the rental property bill is delinquent.
- No services will be reconnected unless all accounts in a person's name are paid in full. This goes to the above issue of the property owner keeping the bill in his or her name. It does not mean that you can require payment in full for a rental property prior to reconnecting water for a new tenant even though the previous tenant bill is delinquent.
- You can require a security deposit prior to turning on water service. The amount is set by the Water and Light Board policy but must be approved by the Village Council.
- Conclusion: Your ordinance requires service to be in the tenant's name with approval by the property owner. The only time service is in the property owner's name is if he or she submits a signed written request to have the bill in his or her name. Your only protection to recover delinquent bills when in the tenant's name is to shut off service and/or use the security deposit. Unpaid bills that were in the tenant's name are required to be pursued against the tenant. Future requests by a tenant with unpaid bills can be denied unless the unpaid bills are paid in full.

## 2. Billing for Sewer

Ordinance B controls billing for sewer services to rental properties. It is important to note that Ordinance B provides procedures for rental properties that are different than Ordinance A. The following will be a bullet point explanation of the procedure found in B:32:6.

- Charges for sewer services are a lien on the property which means sewer service is to be in the property owner's name, unless notice is given by the property owner that the tenant is responsible pursuant to Section 21 of Public Act 94 of 1933, as amended. Notice under that act requires that the property owner notify you in writing, and include a copy of the lease.
- If notice is given by the property owner that the tenant is responsible for the sewer bill then you shall collect a security deposit equal to two quarters of service charges.
- You can shut the sewer service off for delinquent bills.
- Conclusion: This ordinance is opposite of the water ordinance. Here the property owner must be responsible unless notice in writing with the lease is given. Therefore, for sewer bills, you should require that the property owner provide specific notice in writing that the bill should be in the tenant's name along with a complete copy of the lease. However, if the property owner follows the procedures

to place the bill in the tenant's name then your only protection to recover delinquent bills is to shut off service and/or use the security deposit. Unpaid bills that were in the tenant's name are required to be pursued against the tenant. Future requests by a tenant with unpaid bills can be denied unless the unpaid bills are paid in full.

## **ORDINANCE A**

*This is an Ordinance Relative to the Management, Control and Use of the Water and Light Plants and Distribution Systems of the Village of Newberry.*

### **THE VILLAGE OF NEWBERRY ORDAINS:**

#### **A:1:1 Board:**

There is hereby created and constituted a Board under the name of the Newberry Water and Light Board to be composed of five members, except as provided in paragraph A:1:1a, who shall be electors of the Village, hereinafter referred to as "Board". The members of the Board shall be nominated by the Village President and approved by the Council. The appointment of members to the Newberry Water and Light Board shall be at the Council's regular October meeting.

#### **A:1:1a Council Members**

Two council members so appointed by the Village President and approved by the Council shall serve for a term of one (1) year; which terms shall commence at the date of appointment and shall expire upon the appointment of a successor at the regular Council meeting the following October.

#### **A:1:1b At Large Members:**

An at-large appointment shall be made at the regular October Village Council Meeting. The term of each member shall commence upon taking the oath of office. The term, of office shall be for three years and there shall be three (3) at large members serving. Each and every year, in the month of October, one (1) at-large member's term shall expire. Shall a vacancy arise during a member's term the Village President may present a candidate to the Village Council for approval of appointment to serve the remainder of the term associated with the vacant position. It is imperative that the at-large members' terms remain staggered so as not to allow more than one position's term to expire in the same year.

One at large member may be a customer and not elector. The customer member shall reside in the service area of the Newberry Water and Light Board and be a current customer. A non –elector customer member, if nominated and approved may not serve as chairperson, or acting chairperson.

#### **A:1:1c Oath of Office:**

Within ten (10) days of appointment, each Water and Light Board member shall take an oath of office as prescribed by the Village Clerk before being qualified as members of said Board.

**A:1:1d      Hold-over Provision**

Each member is to hold over his/her term of office until his/her successor shall have been appointed and taken the oath of office.

**A:1:1e      Compensation**

Each member of said Water and Light Board shall receive the sum of \$50.00 per month as compensation for serving on this Board. Additionally, each member attending a regular or special meeting of the Board shall receive \$25.00 per meeting attended. Said sum shall be payable at the regular scheduled meeting of the following month.

**A:1:2      Quorum; Chairperson:**

A majority of the members of said Board shall constitute a quorum for the transaction of business. They shall name their own chairperson at the first regular meeting of said Board in October of each year. The chairperson shall hold such position for one year and until his successor shall have been named. The chairperson, with the approval of a majority of the Board, shall appoint a clerk for the Board.

The clerk's duties shall consist of taking/recording minutes of all regular and special meetings. The minutes shall be made available for approval at the next meeting of the Board. The clerk shall maintain copies of all minutes and shall make them available for public inspection. The Board may designate other Board employees to assist the clerk in making records available for public inspection.

**A:1:3      Duties:**

**A:1:3a      Management Authority:**

The Board, subject to the direction of the Council is hereby charged and entrusted with the construction, management, maintenance, supervision and control of such water works and electric lighting plant and distributing systems of any future department or departments that the Council shall deem fit to allocate to the Board for management. The Board shall have power to make and adopt all by-laws, rules and regulations as they shall deem necessary and expedient for the transaction of their business not inconsistent with other Ordinances or Policies of the Village.

**A:1:3b      Unified Collection of Fees and Charges:**



|

The Board shall be charged with the responsibility to collect all electrical, water, sewage and garbage fees on behalf of themselves and the Village Council and to make a monthly accounting of all revenues collected and all accounts receivable.

**A:1:4 Modification of Plant in Excess of \$10,000.00:**

Whenever the expense of rebuilding, repairing, adding to or otherwise changing any portion of the water works, electric plant or the distributing systems shall not exceed the sum of Ten Thousand (\$10,000.00) Dollars, the same shall be done by the same Board in such manner as they shall deem proper. Whenever such expenses shall exceed the sum of Ten Thousand (\$10,000.00) Dollars, the Board shall first submit plans, diagrams and specifications of the same and estimates of the cost thereof to the Council for its approval, and, when so approved, the Board shall, subject to the direction of the Council, cause such work to be done by contract or in such other manner as the Council shall determine.

**A:1:5 Meeting With Council:**

The members of the Board, the Village Manager, and Superintendent shall meet with the Council at any time at the request of the Village President.

**A:1:6 Payment of Claims and Charges:**

All claims and accounts charged against the Water and Light System which shall have been incurred by said Board in accordance with this Ordinance shall be approved by said Board and said Board shall authorize payment of those claims and accounts in the usual course of its business. All money shall be paid out or expended by said Board by warrant or check, drafted and signed by two of the following:

1. Board member designated by the Board
2. Village Manager
3. Board Chairperson
4. Village President

All funds shall be drawn on Water and Light Board accounts. All claims and accounts approved by the Water and Light Board shall be reported to the Village Council at the Council's regular monthly meeting.

**A:1:7 Accounting:**

The Board shall make all purchases of supplies for said plant and distributing systems and shall keep a detailed record of all cost and expenses in connection therewith, showing the amount expended for each part of the works or distributing systems. The Board shall keep and maintain a complete set of books, keeping accounts with each part of said works and systems, showing in detail, the earnings, costs and expense of construction, maintenance and operation, of such system to be in accordance with the statute in such case provided, and to be subject to such change by Council as shall not be contrary to such statute or statutes.

**A:1:8          Deposit of Funds**

The Board shall promptly, and in no event more than one (1) banking day after receipt, deposit all money received by it and belonging to said Board in an account entitled Newberry Water and Light Board and shall file a detailed statement thereof together with a receipt from said bank for those funds with the Village Clerk. The Village Clerk shall report the deposits to the Council at its regular monthly meeting each month.

**A:1:9          Report to Council: Monthly, Annually, Regularly:**

At the regular meeting of the Council each month the Village Manager shall present to the Council a detailed report of all business done during the preceding calendar month, showing all materials furnished, sold and used, all receipts and disbursements and the funds to which the same have been charged or credited, the condition of the plant and such other information as the Council shall from time to time direct or require. The Board shall also present to the Council on the fourth Monday in March of each year, an annual report, which report shall include an itemized statement of all receipts and disbursements relating to or connected with the water and light plants and distributing systems, showing in detail the revenue and expense of all new work, construction, maintenance, repairs, operation and depreciation and complete statement of the condition, progress and operation of said works and distributing systems, including an inventory of all property on hand and the value thereof. At any other time during the year the Board shall be required to furnish such report or reports as the Council may request.

**A:1:10        Employment of Superintendent & Others:**

The Board is hereby empowered, subject to the approval of the Council, to employ all agents, employees and superintendents, whom it may deem necessary to operate and maintain the electrical and water systems of the Board and Village.

**A:1:11        Regular Meetings:**

The Board shall hold a regular meeting on the second Tuesday of each month, the hour of such meeting to be set by resolution by the Board. It shall keep a full and complete record of all its proceedings (voice recording and transcription) and within five (5) days after such meeting the Clerk of said Board shall be required to transmit to the Village Clerk a true copy (subject to Board approval) of the proceedings of such meeting.

**A:1:12        Newberry Water and Light Board Manager:**

**A:1:12a       Duties:**

The Village Manager shall be the chief administrative officer of the Newberry Water and Light Board and shall be responsible to the Village President and Village Council for the efficient administration of all affairs of the Newberry Water and Light Board and all departments except as that responsibility is explicitly delegated to another officer by Statute or Ordinance.

The Village Manager shall fully inform the Board Chairperson and Board Members concerning Newberry Water and Light Board affairs.

The Manager shall have the following functions and duties:

1. Attend all meetings of the Newberry Water and Light Board and its committees and to take part in such meetings without a vote.
2. Be responsible for personnel management and administer such personnel policy as shall be applicable to Newberry Water and Light Board employees.
3. To suspend with pay any department head pending a hearing before the Council; to recommend disciplinary action against any department head; to recommend the wages of all non-elected employees; exercise supervisory control over all departments, to hire, discipline or discharge any Newberry Water and Light Board employee who is not a department head, but only after consultation with the appropriate department head.
4. Prepare and administer the budget as provided for in the Uniform Budgeting and Accounting Act. Be purchasing agent of the Newberry Water and Light Board subject to the Village Purchasing Ordinance.
5. Investigate complaints concerning the administration of the Newberry Water & Light Board and at all time to have the authority to inspect the books, records and papers of any agent, employee or office of the Newberry Water and Light Board except the Village Attorney; to make recommendations to the Council for adoption of such measures as the Village Manager shall deem in the best interest of the Newberry Water and Light Board.
6. Perform such other duties as shall be delegated by the Newberry Water & Light Board Council, including those described as the Village Manager Job Description adopted by Council Resolution.

**A:1:12b Dealing With Employees:**

Neither the Newberry Water and Light Board nor the Board Chairman shall attempt to influence the employment of any person by the Village Manager or in any way interfere in the management of departments under the jurisdiction of the Manager. The Chairperson and Board Members shall deal with departments under the jurisdiction of the Village Manager through the Manager. The Chairperson and Board Members shall have the absolute right and duty to contact any Village employee pursuant to any authorized inquiry, pursuant to the Board.

**A:1:12c Purchasing Responsibilities:**

The Village Manager shall act as purchasing agent for all Newberry Water and Light Board offices and departments. The Manager may delegate some or all of the duties as purchasing agent to another officer or employee provided that such delegation shall not relieve the Manager of the responsibility for the proper conduct of those duties.

The Village Manager shall have the authority to purchase any product or service where the cost of which does not exceed five thousand dollars (\$5,000.00), provided that funds have been appropriated. This amount may be modified from time to time by a Policy Resolution

adopted by the Village Council. The cost for the product or service shall not exceed the unencumbered balance of the appropriation for that account. Except as hereinafter provided, the Village Manager shall not purchase any product or service where the cost of which exceeds the above dollar amount without prior approval of the Newberry Water and Light Board and subsequently the Village Council. The Village Manager may promulgate rules governing the purchase of products or services.

The Village Manager shall have the authority to purchase any product or service regardless of its cost when such purchase is necessitated by an emergency condition. "Emergency condition" is defined to mean any event which presents and imminent threat to the public health or safety of a Newberry Water and Light Board service which is essential to public health or safety.

## **Section A:2 Operations:**

### **A:2:1 Hydrants:**

All street hydrants hereafter installed shall be placed on the curb line except by written permission from said Board. The shut-off cock shall in all cases be placed on the curb line. The hydrant shall be so constructed that the water may be drawn by the use of a key and said hydrant shall be kept locked when not in use by the person paying for the same or an associated employee.

### **A:2:2 Rates and Fees:**

Rates and Fees shall be set by Board resolution. Rates and Fees shall not become effective until approved by the Newberry Village Council by resolution and the first day of the month after publication in The Newberry News or other paper of general circulation in Newberry. Rates and Fees in effect at the time of the adoption of this amendment of Ordinance A shall continue in effect until further Board and Council modification.

### **A:2:3 Electric Motors:**

The Board shall set policies, rules and regulations and it may set individual customer requirements for all motors concerning phase, capacity, hours of operation, and any other factor deemed appropriate. The Newberry Water and Light Board shall take action to maintain strict adherence to the rules and regulations heretofore or hereafter promulgated by said Board.

### **A:2:4 Rules and Regulations – Reference: Payment of Charges and Reading Meters:**

#### **A:2:4a Collect Funds:**

It shall be the duty of the Newberry Water and Light Board to collect all accounts on behalf of the Village of Newberry for sewer use, maintenance, installation and all other charges duly levied, charged, or rendered in connection with the electrical and water distribution systems, sewer system or sewage treatment.

**A:2:4b Certification of Collections:**

It shall be the duty of the Newberry Water and Light Board to certify to the Newberry Village Council not later than October 1st, and not prior to September 1st, of each calendar year, that all water and electric meters have been manually read, inspected for proper operation, and if improperly operating- repaired. The Water and Light Board shall also report at the time of certification, any discrepancies between reported usage and metered usage, all accounts receivable from users, whether delinquent or not, and the amount of any delinquencies for which the Newberry Water and Light Board had advanced its own funds.

**A:2:4c Meter Reading:**

Nothing in this Ordinance shall be construed to prohibit reading meters on a more frequent basis.

**A:2:4d Meter Reading Policies:**

The Water and Light Board shall adopt, from time to time, policies concerning the reading of meters and the payment of charges, including the reading of meters. The Water and Light Board shall make available at the Water and Light Board Office, during regular business hours, an adoption of its policies concerning the payment of charges, reading of meters, and computation of those readings for the inspection by the users and/or property owners.

**A:2:5 Connections:**

No person shall make any connection with the water or electrical distribution systems without prior written permission from the Board. Water connection shall include tapping any main or distributing pipe, inserting any stop-cock, hydrant or other appliance whatsoever, using, altering or disturbing any gate, stop-cock, hydrant or other attachment belonging to the Village or Board and/or connecting with the water system. Water system-owner boundary: The Village/Board water system shall terminate at the boundary of the property owner's real estate. Only for the purpose of determining and granting permission for construction or repair of a water supply line, the water curb stop shut-off valve, if further downstream from the property line, shall be the final point of the Village water system. Work done by the owner downstream from the curb stop shut-off valve shall be subject to inspection and approval by the Board. The Board may refuse service if the work does not meet its specifications.

Violations of this Section shall be a misdemeanor punishable as provided in Section A:3:3.

**A:2:6 Street Lighting and Fire Hydrants:**

All electric current used by the Village for street lighting purposes will be charged to the Village each month at the commercial rate per kilowatt hour for street light current as shown by the meter or meters installed for that purpose. The said Board shall be reimbursed by the Village for all installation and maintenance of street lights and circuits connected herewith. The Village shall also pay the Water and Light Board for the installation and maintenance of fire hydrants within the said Village. No charge shall be made to the Village for water used by it in connection with fire hydrants.

#### **Section A:3 Criminal Penalty:**

##### **A:3:1 Tampering with Village Water and Light Equipment:**

No person shall meddle with, use, damage, injure or destroy any hydrant installed for fire purposes, except when ordered to do so by said Board or the Chief of the Fire Department of the Village. No person shall injure, destroy or meddle with any water or light works, pipes, wires or attachments or in any way use or tamper with the same, or interfere with their proper use, without written authority from the Board. Any person violating this section shall be guilty of a misdemeanor and punished as provided in Section A:3:3.

##### **A:3:2 Tampering with Meters-Misrepresentation of Usage:**

Any person interfering or meddling with any meter or who shall interfere with the Board, its clerks, agents or employees, in the discharge of their duties including reading meters, as set forth in this Ordinance or under the rules or orders of the Board or who shall knowingly misrepresent their usage of water, electricity, garbage or sewage shall be guilty of a misdemeanor.

##### **A:3:3 Penalty:**

Any person convicted of a misdemeanor as set forth in Ordinance A, shall be punished by a fine up to Five-Hundred (\$500.00) Dollars plus the costs of prosecution and/or imprisonment up to Ninety (90) Days at the discretion of the Court.

#### **Section A:4 Collection:**

##### **A:4:1 Liens or Collections**

Charges for services, including water, sewage, electrical and garbage pick-up, furnished to a premises shall be a lien on those premises as provided by statute. Each separate charge, that is water, sewage, electric or garbage pick-up shall be a separate lien, or turned over to a collection agency approved by The Village Council. Those charges delinquent for six months or more may be certified annually to the proper tax assessing official or agency who shall enter the lien on the next tax roll against the premises to which services shall have been rendered and the charges shall be collected and the lien shall be enforced in the same manner as provided for the collection of taxes assessed upon the roll and enforcement of the lien for taxes.



#### **A:4:2 Certification:**

The Village Manager of the Water and Light Board shall certify to the Village Treasurer no later than May 31st of each year and the Township Supervisor no later than October 31st of each year a statement of lien claimed.

#### **A:4:3 Lien Statement:**

The statement of lien claimed shall specify the legal description of the premises, street address of the premises, specific services and their relative charges and the unpaid balance due for each charge individually.

#### **A:4:4 Rental Property:**

In all cases when a tenant is responsible for the payment of any such rates and other fees or charges under a legally executed lease containing a provision that the lessor shall not be liable for the payment of rates and other fees or charges for water, sewage, or electrical service and the Newberry Water and Light Board is so notified in writing by the owner, then no such rates and other fees or charges shall become a lien against the premises occupied by the tenant from and after the date of such notice. Such notice shall be in the form of an affidavit with respect to the execution of such lease and shall set forth the expiration date thereof. Twenty days' notice shall be given to the Newberry Water and Light Board by the lessor of any cancellation, change in, or termination of such lease. Failure to give such 20 days' notice shall reinstate such lien for rates and other fees or charges for water, sewage or electrical service furnished to such premises by the Village on and after the date of such cancellation, change in, or termination, until a new notice is filed as above required. Each such notice shall be accompanied by a true copy of the lease executed between the lessor and the lessee.

~~Utility services to a rental property shall be in the name of the renter or user, unless the title holder submits a signed, written, confirmation to execute the bill in the title owner's(s) name(s). No services will be provided to a rental property if any title holder files a written objection with the Newberry Water and Light Board. If the request is to terminate service, The Water and Light Board will take appropriate action as long as the termination of service does not conflict with any other Ordinance or Statute that takes precedence over Ordinance A. Application for services may be made by a renter, but shall require approval of the property owner(s). Billing for the services shall be to the renter, occupant, or user of the services and delivered to the legal address of the premises. The owner may request the Water and Light Board to prepare and deliver a duplicate invoice to an address of their choosing; however, pursuant to the Water and Light Board, that option could incur an additional service fee on the monthly invoice.~~

~~Any outstanding bill shall remain with the user and not attached to the premises.~~

~~Should a title holder request that a rental property's bill be placed in the title holder's name, should the charges become delinquent, then any other accounts in the same name could be affected. No services will be reconnected until all accounts in that person(s), or business' name(s) have been paid in full.~~

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The Board may require a security deposit for water, sewage, electrical or garbage pick-up services and the amount of the deposit may be adjusted from time to time at the discretion of the Water and Light Board and approval from the Newberry Village Council. The amount of the security deposit shall be promulgated as a Water and Light Board Policy and not become imbedded in an ordinance.

**A:4:5 Enforcement**

A lien created against the premises by this Ordinance may be enforced in the manner as provided for the collection of taxes assessed upon the roll and enforcement of the lien for taxes or also by discontinuing water service or electric service to the premises for non-payment of charges for water service or electric service, or discontinuance of either water service, electric service, or sewage disposal service to the premises or both for non-payment of sewage disposal and garbage collection charges to the premises.

**A:4:6 Electric Service**

The Water and Light Board may, from time to time, adopt policies for the collection of unpaid electrical charges.

**Section A:5 Publication and Effective Date:**

The Village Clerk shall cause this Ordinance to be published in the Newberry News. The Ordinance shall be effective 20 days after publication. This is a Recapitulation that incorporates all amendments, changes, and Village Council and The Water and Light Board resolutions to date and since the Promulgation Date (Also Known As the Effective Date) of Ordinance A which is August 3, 1987.

Recapitulated, approved, and adopted this 11th Day of May, 2010.

Terry Webb, President Village of Newberry

Janice Galor, Clerk Village of Newberry

Adoption History: Introduced: July 13, 1987; adopted July 13, 1987; effective: August 3, 1987; amended and recodified November 8, 1999, presented for signature and published 1/13/2000, Section A4:1:3a, A:1:6, A:1:7 and A:4:4 modified and approved and adopted on October 23, 2008, presented for signature and published 11/5/08. Sections: A:1:1b, A:1:2, A: 1:6, A:1:7,



A: 1: 12a, A:2:1,A:2:5, A:4:1,A:4:2, A:4:4, A:4:5 and A:5 modified, approved and adopted on May 17, 2010, presented for signature and published June 9, 2010. The entire ordinance was recapitulated to include all previous amendments and modifications since the date of promulgation.

Summary of changes of May 17, 2010:

Section:

A:1: 1b Revised entire paragraph to Recapitulate original content.

A:1:2 line 4 changed to read "in October... " vise "second Monday in April. .." A:1:6 add sub paragraph 4 to read "4. Village President"

A:1:7 line 6 changed to read "maintenance and operation, of such.. " vise "maintenance and operating, such..."

A:2:5 line 4 changed the word "whatever" to read "whatsoever"

A:4:2 arranged sentences to read in chronological order and changed the date "May 30th

to read

"May 31st

A:4:4 Rescinded in its entirety and rewritten.

Changed : "Chairman" to read: "Chairperson" at each occurrence.

The entire ordinance was recapitulated and incorporates all modifications to date, which allows the Council to pull the Original ordinance and amendments from all binders and replace it with the Recapitulated version. The original ordinance and all amendments and modifications shall be archived.

# VILLAGE OF NEWBERRY



*Moose Capital of Michigan*

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

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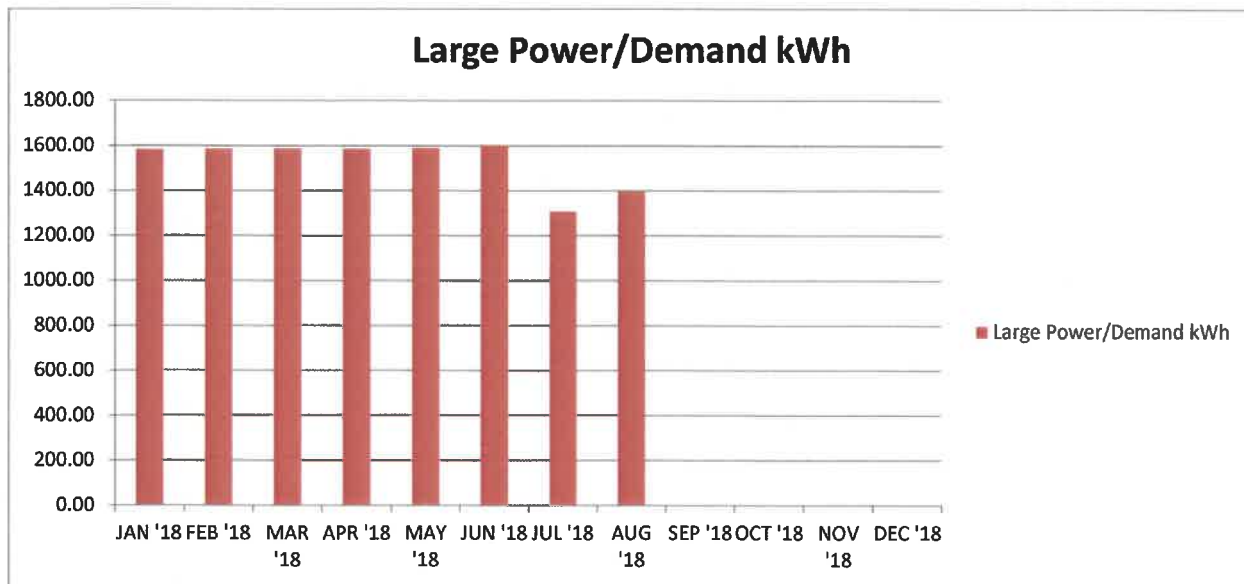
## **NEWBERRY WATER AND LIGHT REPORT AUGUST 2018**

- Outage Co. Rd. 450 (lightening)
- Outage 41 Lumber
- Miss Digs
- Red Tags
- Brushing
- Installed Water Curbstop (Valve)
- DEQ Disinfectant Byproduct Site Report
- Call Out (Tree Burning on Line)
- Changed Injector Well #6
- Broken Pole (Replaced Co. Rd. 430)
- New Trans. Line and Service Co Rd. 395
- Set New Pole, Raised Wires on 3 Services for Charter
- Non-payment Disconnects (17)
- Outage Co. Rd. 405 (Brush on Wire)
- Readings Meters
- Blinking Lights (N. Line Customer) Due to Primary/Trees
- AECOM/DEQ Well Samples For PFAS (Polyflouroalkyl Substances)
- Call Out (Shell Rd. Burning Pole, Victory & Miller Rd, Fuses Blown, Branches)
- Repaired MV Lights

## Water & Light

### Electric Demand Report Large Power/Industrial 2018

| MONTH:  | LG POWER/INDUSTRIAL | BILLED AMOUNT |
|---------|---------------------|---------------|
| DEC '17 | 1567.34             | \$ 13,938.69  |
| JAN '18 | 1583.90             | \$ 14,129.91  |
| FEB '18 | 1586.82             | \$ 14,129.91  |
| MAR '18 | 1587.94             | \$ 14,129.91  |
| APR '18 | 1587.14             | \$ 14,129.91  |
| MAY '18 | 1588.74             | \$ 14,129.91  |
| JUN '18 | 1600.38             | \$ 14,205.68  |
| JUL '18 | 1308.82             | \$ 12,369.20  |
| AUG '18 | 1397.07             | \$ 12,981.26  |
| SEP '18 |                     |               |
| OCT '18 |                     |               |
| NOV '18 |                     |               |
| DEC '18 |                     |               |



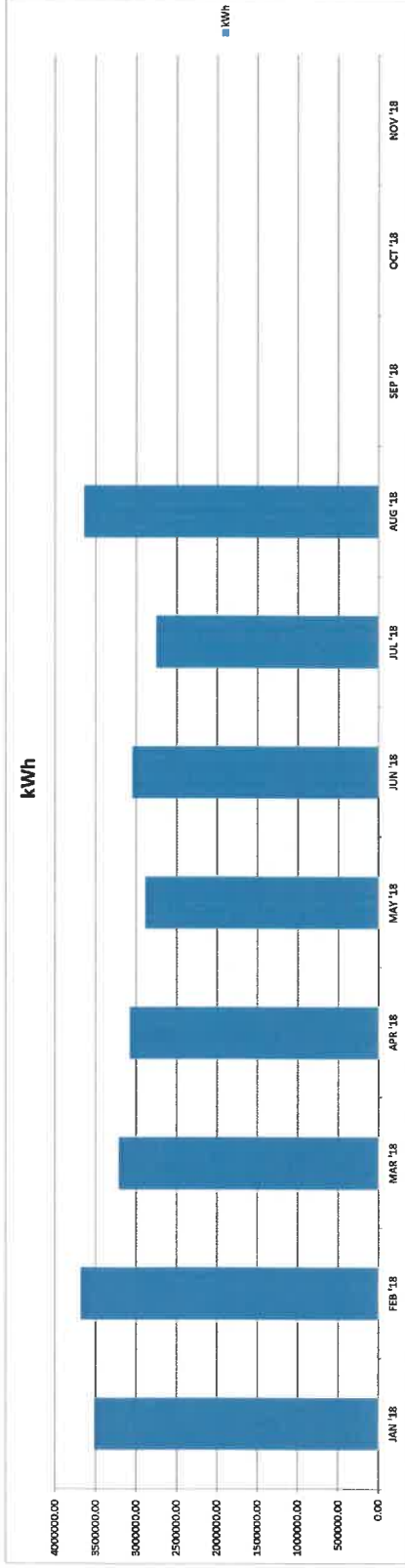
# 2018 - ELECTRIC CONSUMPTION / BILLING

|       | RESIDENTIAL |          |                |             |                  |            |         |                |                  |            | COMMERCIAL |                  |              |              |        |                      |          |              |        |                      | LARGE POWER |  |  |  |  |  |  |  |  |  | DEMAND |  |  |  |
|-------|-------------|----------|----------------|-------------|------------------|------------|---------|----------------|------------------|------------|------------|------------------|--------------|--------------|--------|----------------------|----------|--------------|--------|----------------------|-------------|--|--|--|--|--|--|--|--|--|--------|--|--|--|
|       | ER<br>KW    | METERS   | ER<br>FUEL ADJ | ER<br>BASE  | ER<br>AMT BILLED | EC<br>KW   | METERS  | EC<br>FUEL ADJ | EC<br>AMT BILLED | LG<br>KW   | METERS     | LG<br>AMT BILLED | FUEL ADJ     | DEMAND<br>KW | METERS | DEMAND<br>AMT BILLED | FUEL ADJ | DEMAND<br>KW | METERS | DEMAND<br>AMT BILLED |             |  |  |  |  |  |  |  |  |  |        |  |  |  |
| 2018  |             |          |                |             |                  |            |         |                |                  |            |            |                  |              |              |        |                      |          |              |        |                      |             |  |  |  |  |  |  |  |  |  |        |  |  |  |
| JAN   | 748240.00   | 1186     | \$ 21,656.75   | \$ 1,006.53 | \$ 86,598.11     | 359495.00  | 216     | \$ 10,405.32   | \$ 38,786.60     | 419720.00  | 7          | \$ 21,925.44     | \$ 12,148.38 | 1231.76      | 12     | \$ 11,029.11         |          |              |        |                      |             |  |  |  |  |  |  |  |  |  |        |  |  |  |
| FEB   | 770962.00   | 1196     | \$ 22,314.69   | \$ 1,026.39 | \$ 88,975.29     | 341698.00  | 217     | \$ 9,890.06    | \$ 41,987.11     | 443000.00  | 7          | \$ 23,036.00     | \$ 12,822.19 | 1231.76      | 12     | \$ 11,029.11         |          |              |        |                      |             |  |  |  |  |  |  |  |  |  |        |  |  |  |
| MAR   | 616256.00   | 1193     | \$ 15,928.27   | \$ 829.03   | \$ 73,345.77     | 353759.00  | 218     | \$ 10,003.71   | \$ 29,698.52     | 358400.00  | 7          | \$ 18,636.80     | \$ 9,287.87  | 1587.94      | 13     | \$ 14,129.91         |          |              |        |                      |             |  |  |  |  |  |  |  |  |  |        |  |  |  |
| APR   | 720072.00   | 1203     | \$ 18,694.68   | \$ 984.37   | \$ 84,243.98     | 189173.00  | 218     | \$ 5,866.59    | \$ 12,163.18     | 409040.00  | 7          | \$ 21,270.08     | \$ 9,955.02  | 1232.08      | 13     | \$ 14,129.91         |          |              |        |                      |             |  |  |  |  |  |  |  |  |  |        |  |  |  |
| MAY   | 549102.00   | 1191     | \$ 14,249.13   | \$ 741.58   | \$ 66,721.42     | 258578.00  | 217     | \$ 7,597.95    | \$ 20,126.00     | 398200.00  | 7          | \$ 20,706.40     | \$ 10,072.61 | 1232.88      | 13     | \$ 14,129.91         |          |              |        |                      |             |  |  |  |  |  |  |  |  |  |        |  |  |  |
| JUN   | 501511.00   | 1210     | \$ 12,968.76   | \$ 686.87   | \$ 62,653.34     | 271793.00  | 212     | \$ 7,028.38    | \$ 29,747.29     | 476920.00  | 7          | \$ 24,799.84     | \$ 12,125.80 | 1243.72      | 13     | \$ 14,205.68         |          |              |        |                      |             |  |  |  |  |  |  |  |  |  |        |  |  |  |
| JUL   | 446516.00   | 1196     | \$ 8,661.98    | \$ 613.00   | \$ 57,164.55     | 290645.00  | 212     | \$ 5,971.68    | \$ 31,706.43     | 384640.00  | 7          | \$ 20,001.28     | \$ 9,770.56  | 991.96       | 13     | \$ 12,369.20         |          |              |        |                      |             |  |  |  |  |  |  |  |  |  |        |  |  |  |
| AUG   | 614091.00   | 1194     | \$ 12,612.57   | \$ 841.59   | \$ 62,893.00     | 343963.00  | 212     | \$ 7,060.27    | \$ 37,114.23     | 528920.00  | 7          | \$ 27,503.84     | \$ 13,434.26 | 1092.96      | 13     | \$ 12,981.26         |          |              |        |                      |             |  |  |  |  |  |  |  |  |  |        |  |  |  |
| SEPT  |             |          |                |             |                  |            |         |                |                  |            |            |                  |              |              |        |                      |          |              |        |                      |             |  |  |  |  |  |  |  |  |  |        |  |  |  |
| OCT   |             |          |                |             |                  |            |         |                |                  |            |            |                  |              |              |        |                      |          |              |        |                      |             |  |  |  |  |  |  |  |  |  |        |  |  |  |
| NOV   |             |          |                |             |                  |            |         |                |                  |            |            |                  |              |              |        |                      |          |              |        |                      |             |  |  |  |  |  |  |  |  |  |        |  |  |  |
| DEC   |             |          |                |             |                  |            |         |                |                  |            |            |                  |              |              |        |                      |          |              |        |                      |             |  |  |  |  |  |  |  |  |  |        |  |  |  |
| TOTAL | 4966750.00  | 9569.00  | 127086.83      | 6729.36     | 582595.46        | 2409104.00 | 1722.00 | 63823.96       | 241329.36        | 3418840.00 | 56.00      | 177879.68        | 89616.69     | 9845.06      | 102.00 | 104004.09            |          |              |        |                      |             |  |  |  |  |  |  |  |  |  |        |  |  |  |
| AVG   | 620843.75   | 1196.125 | 15885.85375    | 841.17      | 72824.4325       | 301138     | 215.25  | 7977.995       | 30166.17         | 477355     | 7          | 22234.96         | 11202.08625  | 1230.633     | 12.75  | 13000.51125          |          |              |        |                      |             |  |  |  |  |  |  |  |  |  |        |  |  |  |

TOTAL Kwh 10804.54  
AVERAGE METERS 1481.125

**Water & Light**  
**Billed Electric kWh Report - 2018**

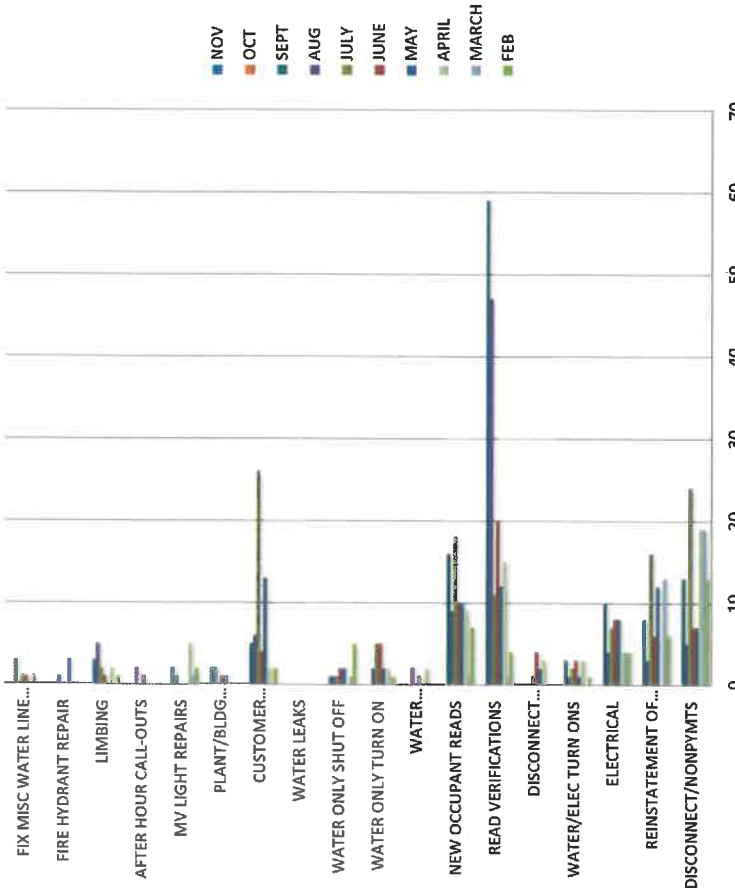
| MONTH:  | RES/COM kWh | DEM. BILLED   | RES/COM BILL    | CONSUMER'S    | MPPA        | MISO         | ATC          | CEC-HYDRO    | 2018 PAID     | 2017 PAID       | 2016 PAID       | 2015 PD:        | SAVED:        |
|---------|-------------|---------------|-----------------|---------------|-------------|--------------|--------------|--------------|---------------|-----------------|-----------------|-----------------|---------------|
| JAN '18 | 3518665.00  | \$ 14,129.91  | \$ 196,778.46   | \$ 107,467.68 | \$ 28.53    | \$ 3,853.06  | \$ 13,133.98 | \$ 5,064.28  | \$ 129,527.53 | \$ 120,334.74   | \$ 103,229.84   | \$ 146,688.48   | \$ (9,192.79) |
| FEB '18 | 3685214.00  | \$ 14,129.91  | \$ 205,164.19   | \$ 97,421.58  | \$ 47.86    | \$ 4,164.50  | \$ 13,133.98 | \$ 5,079.63  | \$ 119,847.55 | \$ 111,398.64   | \$ 102,655.98   | \$ 168,324.53   | \$ (8,448.91) |
| MAR '18 | 3210808.00  | \$ 14,129.91  | \$ 173,342.28   | \$ 43,309.98  | \$ 74.73    | \$ 3,606.20  | \$ 10,445.98 | \$ 5,028.01  | \$ 62,464.90  | \$ 114,411.84   | \$ 130,780.97   | \$ 135,195.29   | \$ 51,946.94  |
| APR '18 | 3078108.00  | \$ 14,129.91  | \$ 170,586.50   | \$ 86,040.96  | \$ 510.99   | \$ 3,002.14  | \$ 12,237.98 | \$ 5,164.08  | \$ 106,956.15 | \$ 106,494.00   | \$ 98,265.91    | \$ 114,707.13   | \$ (462.15)   |
| MAY '18 | 2889771.00  | \$ 14,129.91  | \$ 155,995.47   | \$ 79,099.98  | \$ 260.13   | \$ 2,480.88  | \$ 12,237.98 | \$ 5,259.07  | \$ 99,338.04  | \$ 98,979.16    | \$ 121,856.40   | \$ 145,099.13   |               |
| JUN '18 | 3050491.00  | \$ 14,205.68  | \$ 160,272.48   | \$ 62,573.76  | \$ 136.82   | \$ 2,033.17  | \$ 12,237.98 | \$ 5,278.82  | \$ 82,250.55  | \$ 103,696.18   | \$ 106,919.67   | \$ 121,802.87   |               |
| JUL '18 | 2755902.00  | \$ 12,369.20  | \$ 142,297.41   | \$ 69,584.39  | \$ 98.98    | \$ 3,543.06  | \$ 12,237.98 | \$ 5,188.41  | \$ 78,414.84  | \$ 102,915.90   | \$ 60,546.96    | \$ 74,453.89    |               |
| AUG '18 | 3642325.00  | \$ 12,981.26  | \$ 184,720.47   | \$ 69,584.39  |             | \$ 2,915.81  | \$ 12,237.98 | \$ 5,188.41  | \$ 89,926.59  | \$ 102,013.56   | \$ 118,956.76   | \$ 55,814.19    |               |
| SEP '18 |             |               |                 |               |             |              |              |              | \$ -          | \$ 97,767.67    | \$ 107,256.72   | \$ 93,525.67    |               |
| OCT '18 |             |               |                 |               |             |              |              |              | \$ -          | \$ 114,041.05   | \$ 109,927.00   | \$ 64,483.12    |               |
| NOV '18 |             |               |                 |               |             |              |              |              | \$ -          | \$ 123,757.90   | \$ 118,349.60   | \$ 157,862.67   |               |
| DEC '18 |             |               |                 |               |             |              |              |              | \$ -          | \$ 1,294,437.93 | \$ 1,288,637.86 | \$ 1,400,903.51 | \$ 33,843.09  |
|         | 25831284.00 | \$ 110,205.69 | \$ 1,389,157.26 | \$ 615,082.72 | \$ 1,158.04 | \$ 25,568.82 | \$ 85,665.86 | \$ 41,250.71 | \$ 768,726.15 | \$ 1,294,437.93 | \$ 1,288,637.86 | \$ 1,400,903.51 | \$ 33,843.09  |



**Water & Light  
Work Orders Report - 2018**

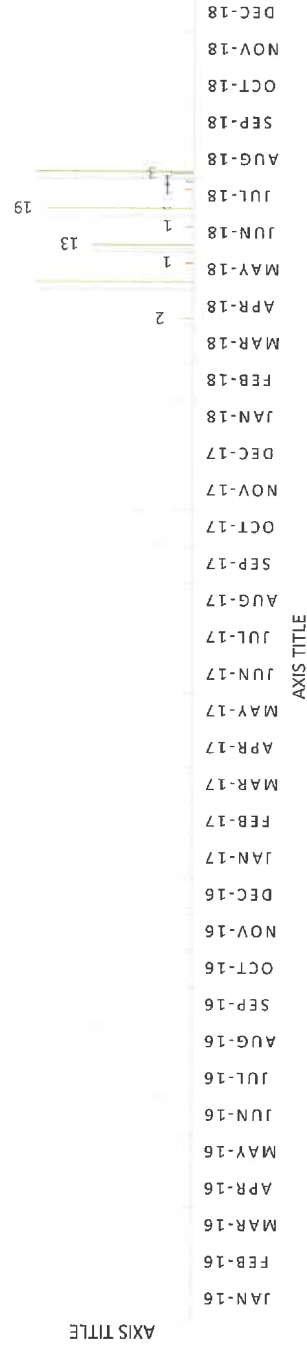
|                           | 1/1-1/31  | 2/1-2/28  | 3/1-3/31  | 4/1-4/30  | 5/1-5/31  | 6/1-6/30   | 7/1-7/31  | 8/1-8/31   | 9/1-9/30 | 10/1-10/31 | 11/1-11/30 | 12/1-12/31 |
|---------------------------|-----------|-----------|-----------|-----------|-----------|------------|-----------|------------|----------|------------|------------|------------|
| DISCONNECT/NONPYMTS       | 13        | 19        | 19        | 7         | 7         | 24         | 5         | 13         |          |            |            |            |
| REINSTATEMENT OF SERVICES | 6         | 13        |           | 12        | 6         | 16         | 3         | 8          |          |            |            |            |
| ELECTRICAL                | 4         | 4         | 4         | 8         | 8         | 7          | 4         | 10         |          |            |            |            |
| WATER/ELEC TURN ONS       | 1         |           | 3         | 1         | 3         | 2          | 1         | 3          |          |            |            |            |
| DISCONNECT WATER/ELEC     |           |           | 3         | 2         | 4         | 1          | 0         | 0          |          |            |            |            |
| READ VERIFICATIONS        | 4         | 1         | 15        | 12        | 20        | 11         | 47        | 59         |          |            |            |            |
| NEW OCCUPANT READS        | 7         | 1         | 9         | 10        | 10        | 18         | 9         | 16         |          |            |            |            |
| WATER METER/REMOTE REPAIR |           |           | 2         |           | 1         |            | 2         | 0          |          |            |            |            |
| WATER ONLY TURN ON        | 1         | 1         | 2         | 2         | 5         | 5          | 2         | 0          |          |            |            |            |
| WATER ONLY SHUT OFF       | 5         | 1         |           | 2         | 2         | 1          | 1         | 1          |          |            |            |            |
| WATER LEAKS               |           |           |           |           |           |            | 0         | 0          |          |            |            |            |
| CUSTOMER INFORMATION      | 2         |           | 2         | 13        | 4         | 26         | 6         | 5          |          |            |            |            |
| PLANT/BLDG MAINTENANCE    |           |           |           | 1         | 1         |            | 2         | 2          |          |            |            |            |
| MV LIGHT REPAIRS          | 2         | 1         | 5         |           |           |            | 1         | 2          |          |            |            |            |
| AFTER HOUR CALL-OUTS      |           |           |           |           | 1         |            | 2         | 0          |          |            |            |            |
| LIMBING                   | 1         |           | 2         |           | 1         | 2          | 5         | 3          |          |            |            |            |
| FIRE HYDRANT REPAIR       |           |           |           | 3         |           |            | 1         | 0          |          |            |            |            |
| FIX MISC WATER LINE ITEMS |           |           | 1         |           | 1         | 1          | 0         | 3          |          |            |            |            |
| <b>TOTALS</b>             | <b>46</b> | <b>41</b> | <b>67</b> | <b>73</b> | <b>74</b> | <b>114</b> | <b>91</b> | <b>125</b> | <b>0</b> | <b>0</b>   | <b>0</b>   | <b>0</b>   |

## Work Orders



**Water & Light  
Miss Digs  
AUGUST**

## WATER & LIGHT





8/31/2018

| Account Number                   | Account Descriptions         | AMENDED<br>BUDGET | YEAR TO DATE      | REMAINING<br>BUDGET | % REMAINING |
|----------------------------------|------------------------------|-------------------|-------------------|---------------------|-------------|
| Water Fund                       |                              |                   |                   |                     |             |
| <i>Water Fund (591) Revenues</i> |                              |                   |                   |                     |             |
|                                  | BOND REVENUE                 | \$ -              | \$ -              | \$ -                | \$ -        |
| 591-000-645.000                  | WATER SALES                  | \$ 960,900.00     | \$ 626,349.53     | \$ 334,550.47       |             |
| 591-000-645.200                  | SERVICE FEES - WATER         | \$ 500.00         | \$ 450.00         | \$ 50.00            |             |
| 591-000-645.500                  | WATER- PENALTIES & LATE FEES | \$ 10,000.00      | \$ 8,433.01       | \$ 1,566.99         |             |
| 591-000-665.000                  | INTEREST EARNED              | \$ 1,200.00       | \$ 673.15         | \$ 526.85           |             |
| 591-000-686.000                  | REIMBURSEMENT                |                   |                   | \$ -                |             |
| <b>Fund 591 Total Revenues</b>   |                              | <b>972,600.00</b> | <b>635,905.69</b> | <b>336,694.31</b>   | <b>35%</b>  |

63%

|                                      | Account Descriptions           | AMENDED<br>BUDGET    | YEAR TO DATE         | REMAINING<br>BUDGET  | % REMAINING |
|--------------------------------------|--------------------------------|----------------------|----------------------|----------------------|-------------|
| <b>Water Fund (591) Expenditures</b> |                                |                      |                      |                      |             |
| <b>Water System</b>                  |                                |                      |                      |                      |             |
| 591-536-702.000                      | WAGES                          | \$ 119,003.20        | \$ 51,727.34         | \$ 67,275.86         | 57%         |
| 591-536-703.000                      | SALARIES                       | \$ 30,999.12         | \$ 6,806.32          | \$ 24,192.80         | 78%         |
| 591-536-704.100                      | COMPENSATION-ELECTED           | \$ 2,850.00          | \$ -                 | \$ 2,850.00          | 100%        |
| 591-536-705.000                      | VACATION PAY                   | \$ 11,000.00         | \$ 9,036.44          | \$ 1,963.56          | 18%         |
| 591-536-706.000                      | HOLIDAY PAY                    | \$ 12,000.00         | \$ 1,038.61          | \$ 10,961.39         | 91%         |
| 591-536-709.000                      | EMPLOYER'S FICA                | \$ 14,512.25         | \$ 6,550.44          | \$ 7,961.81          | 55%         |
| 591-536-710.000                      | UNEMPLOYMENT                   | \$ 2,000.00          | \$ 1,571.08          | \$ 428.92            | 21%         |
| 591-536-712.000                      | HEALTH INSURANCE BUYOUT        | \$ 13,900.00         | \$ 5,157.25          | \$ 8,742.75          | 63%         |
| 591-536-713.000                      | OVERTIME                       | \$ 5,650.25          | \$ 1,264.76          | \$ 4,385.49          | 78%         |
| 591-536-714.000                      | LONGEVITY                      | \$ 1,000.00          | \$ -                 | \$ 1,000.00          | 100%        |
| 591-536-716.000                      | FUNERAL LEAVE                  | \$ 2,900.00          | \$ -                 | \$ 2,900.00          | 100%        |
| 591-536-717.000                      | RETIREMENT - MERS - EMPLOYER P | \$ 14,865.38         | \$ 8,773.37          | \$ 6,092.01          | 41%         |
| 591-536-719.000                      | HOSPITALIZATION                | \$ 56,742.32         | \$ 3,439.57          | \$ 53,302.75         | 94%         |
| 591-536-720.000                      | VISION                         | \$ 415.14            | \$ -                 | \$ 415.14            | 100%        |
| 591-536-721.000                      | H.S.A                          | \$ 10,400.00         | \$ 7,833.32          | \$ 2,566.68          | 25%         |
| 591-536-722.000                      | DENTAL                         | \$ 2,361.74          | \$ -                 | \$ 2,361.74          | 100%        |
| 591-536-724.000                      | SICK PAY                       | \$ 10,000.00         | \$ 9,048.21          | \$ 951.79            | 10%         |
| 591-536-725.000                      | WORKERS' COMPENSATION          | \$ 3,215.58          | \$ 1,395.95          | \$ 1,819.63          | 57%         |
| 591-536-726.000                      | LIFE INSURANCE                 | \$ 697.78            | \$ 243.84            | \$ 453.94            | 65%         |
| 591-536-727.000                      | OVERHEAD                       | \$ -                 | \$ -                 | \$ -                 |             |
| 591-536-729.000                      | FINAL PAYOUT                   | \$ 15,000.00         | \$ -                 | \$ 15,000.00         | 100%        |
| 591-536-752.000                      | OFFICE SUPPLIES                | \$ 4,000.00          | \$ 610.49            | \$ 3,389.51          | 85%         |
| 591-536-752.100                      | OPERATING SUPPLIES             | \$ 10,000.00         | \$ 5,724.67          | \$ 4,275.33          | 43%         |
| 591-536-752.200                      | IT SOFTWARE                    | \$ 26,000.00         | \$ 7,962.73          | \$ 18,037.27         | 69%         |
| 591-536-753.000                      | TOOLS & EQUIP UND CAP THRESH   | \$ 10,000.00         | \$ 265.92            | \$ 9,734.08          | 97%         |
| 591-536-759.000                      | GAS OIL & GREASE               | \$ 3,000.00          | \$ 2,124.98          | \$ 875.02            | 29%         |
| 591-536-767                          | UNIFORMS                       | \$ 1,000.00          | \$ 859.88            | \$ 140.12            | 14%         |
| 591-536-776.000                      | BUILDING MAINT                 | \$ 1,000.00          | \$ 850.57            | \$ 149.43            | 15%         |
| 591-536-801.000                      | PROFESSIONAL & CONTRACTUAL SER | \$ 15,000.00         | \$ 9,529.63          | \$ 5,470.37          | 36%         |
| 591-536-801.200                      | PROF & CONTRACTUAL SERV-LEGAL  | \$ 8,000.00          | \$ 3,889.50          | \$ 4,110.50          | 51%         |
| 591-536-802.000                      | COLLECTION EXPENSE             | \$ 1,000.00          | \$ 46.54             | \$ 953.46            | 95%         |
| 591-536-851.000                      | POSTAGE                        | \$ 1,000.00          | \$ 381.66            | \$ 618.34            | 62%         |
| 591-536-889.000                      | ADMINISTRATIVE ALLOCATION      | \$ 88,958.00         | \$ 51,892.75         | \$ 37,065.25         | 42%         |
| 591-536-900.000                      | PUBLISHING & PRINTING          | \$ 5,000.00          | \$ 2,483.65          | \$ 2,516.35          | 50%         |
| 591-536-910.000                      | PROFESSIONAL DEVELOPMENT       | \$ 2,500.00          | \$ 1,325.70          | \$ 1,174.30          | 47%         |
| 591-536-913.000                      | TRAVEL                         | \$ 1,000.00          | \$ 104.94            | \$ 895.06            | 90%         |
| 591-536-915.000                      | MEMBERSHIPS & SUBSCRIPTIONS    | \$ 1,700.00          | \$ 787.75            | \$ 912.25            | 54%         |
| 591-536-929.000                      | REPAIR AND MAINT               | \$ 5,000.00          | \$ 2,111.80          | \$ 2,888.20          | 58%         |
| 591-536-932.000                      | VEHICLES REPAIRS & MAINTENANCE | \$ 1,000.00          | \$ 804.52            | \$ 195.48            | 20%         |
| 591-536-935.000                      | PROPERTY LIABILITY INSURANCE   | \$ 18,000.00         | \$ 9,390.63          | \$ 8,609.37          | 48%         |
| 591-536-956.000                      | MISCELLANEOUS                  | \$ 1,300.00          | \$ -                 | \$ 1,300.00          | 100%        |
| 591-536-968.100                      | RRI FUND DEPRECIATION          | \$ 14,745.00         | \$ -                 | \$ 14,745.00         | 100%        |
| 591-536-973.000                      | CAPITAL OUTLAY                 | \$ 47,384.00         | \$ -                 | \$ 47,384.00         | 100%        |
| 591-536-991.100                      | PRINCIPAL NOTES PAYABLE 2005   | \$ 34,000.00         | \$ -                 | \$ 34,000.00         | 100%        |
| 591-536-991.200                      | BOND RESERVE 2005              | \$ 14,600.00         | \$ -                 | \$ 14,600.00         | 100%        |
| 591-536-991.300                      | PRINCIPAL 2009 JR WATER BOND   | \$ 4,000.00          | \$ -                 | \$ 4,000.00          | 100%        |
| 591-536-991.400                      | PRINCIPAL 2014 WATER BOND      | \$ 105,000.00        | \$ -                 | \$ 105,000.00        | 100%        |
| 591-536-992.100                      | INTEREST 2005                  | \$ 83,300.00         | \$ 40,920.00         | \$ 42,380.00         | 51%         |
| 591-536-992.300                      | INTEREST 2009 JR WATER BOND    | \$ 11,000.00         | \$ 5,527.50          | \$ 5,472.50          | 50%         |
| 591-536-992.400                      | INTEREST 2014 WATER BOND       | \$ 124,600.00        | \$ 63,208.27         | \$ 61,391.73         | 49%         |
| <b>Water System Total</b>            |                                | <b>\$ 972,599.76</b> | <b>\$ 324,690.58</b> | <b>\$ 647,909.18</b> | <b>67%</b>  |

| Account Number                      | Account Descriptions           | AMENDED<br>BUDGET      | YEAR TO DATE           | REMAINING<br>BUDGET  | % REMAINING |
|-------------------------------------|--------------------------------|------------------------|------------------------|----------------------|-------------|
| Electric Fund                       |                                |                        |                        |                      |             |
| <i>Electric Fund (582) Revenues</i> |                                |                        |                        |                      |             |
|                                     | OPENING FUND BALANCE           | \$ 81,733.00           | \$ 108,502.95          | \$ (26,769.95)       | ?           |
| 582-000-644.000                     | ELECTRIC SALES                 | \$ 2,240,000.00        | \$ 1,498,635.09        | \$ 741,364.91        | 33%         |
| 582-000-644.100                     | MERCURY VAPOR SALES            | \$ 22,000.00           | \$ 15,240.87           | \$ 6,759.13          |             |
| 582-000-644.200                     | SERVICE FEES-ELECTRIC          | \$ 20,000.00           | \$ 19,462.00           | \$ 538.00            |             |
| 582-000-644.300                     | ENERGY OPTIMIZATION PROGRAM FE | \$ 38,000.00           | \$ 26,991.06           | \$ 11,008.94         |             |
| 582-000-644.350                     | XMAS DECOR DONATIONS           | \$ -                   |                        | \$ -                 |             |
| 582-000-644.400                     | CREDIT CARD FEE REVENUE        | \$ -                   | \$ 1,956.00            | \$ (1,956.00)        |             |
| 582-000-644.500                     | ELECTRICITY-PENALTIES & LATE   | \$ 20,000.00           | \$ 19,286.55           | \$ 713.45            |             |
| 582-000-644.600                     | CLOVERLAND ELECTRIC            | \$ -                   |                        | \$ -                 |             |
| 582-000-644.700                     | OPENING FUND BALANCE           | \$ -                   |                        | \$ -                 |             |
| 582-000-665.000                     | INTEREST EARNED                | \$ 1,100.00            | \$ 694.61              | \$ 405.39            |             |
| 582-000-681.000                     | REIMBURSEMENT - ADMIN SALARY   | \$ -                   |                        | \$ -                 |             |
| 582-000-682.000                     | REIMBURSEMENT - ADMIN OVERHEAD | \$ -                   |                        | \$ -                 |             |
| 582-000-683.000                     | REIMBURSE - MECHANIC PR & FRIN | \$ -                   |                        | \$ -                 |             |
| 582-000-686.000                     | REIMBURSEMENT                  | \$ -                   | \$ (7,477.96)          | \$ 7,477.96          |             |
|                                     | SALES                          | \$ -                   |                        | \$ -                 |             |
|                                     | <b>Fund 582 Total Revenues</b> | <b>\$ 2,422,833.00</b> | <b>\$ 1,683,291.17</b> | <b>\$ 739,541.83</b> | <b>31%</b>  |

| Account Number                          | Account Descriptions        | AMENDED<br>BUDGET    | YEAR TO DATE        | REMAINING<br>BUDGET | % REMAINING |
|---|-----------------------------|----------------------|---------------------|---------------------|-------------|
| <b>Electric Fund (582) Expenditures</b> |                             |                      |                     |                     |             |
| <i>Distribution</i>                     |                             |                      |                     |                     |             |
| 582-582-702.000                         | WAGES                       | \$ 28,496.39         | \$ 10,392.43        | \$ 18,103.96        |             |
| 582-582-702.100                         | WAGE REIMBURSEMENT          | \$ -                 | \$ -                | \$ -                |             |
| 582-582-703.000                         | SALARIES                    | \$ 9,431.25          | \$ 9,431.25         | \$ -                |             |
| 582-582-704.100                         | COMPENSATION-ELECTED        | \$ 2,850.00          | \$ 2,625.00         | \$ 225.00           |             |
| 582-582-705.000                         | ADMIN VACATION              | \$ 1,050.00          | \$ 1,030.61         | \$ 19.39            |             |
| 582-582-709                             | FICA                        | \$ 1,900.00          | \$ 1,392.55         | \$ 507.45           |             |
| 582-582-710.000                         | UNEMPLOYMENT                | \$ -                 | \$ -                | \$ -                |             |
| 582-582-713.000                         | WAGES-OVERTIME              | \$ 1,583.95          | \$ 1,127.22         | \$ 456.73           |             |
| 582-582-724.000                         | SICK PAY                    | \$ 1,400.00          | \$ 1,353.82         | \$ 46.18            |             |
| 582-582-752.000                         | OFFICE SUPPLIES             | \$ 700.00            | \$ 532.65           | \$ 167.35           |             |
| 582-582-752.100                         | OPERATING SUPPLIES          | \$ 10,000.00         | \$ 5,366.91         | \$ 4,633.09         |             |
| 582-582-753.000                         | TOOLS & EQUIPMENT           | \$ 5,000.00          | \$ 215.07           | \$ 4,784.93         |             |
| 582-582-801.000                         | PROF & CONTRACTUAL SERVICES | \$ 27,000.00         | \$ 26,698.67        | \$ 301.33           |             |
| 582-582-801.200                         | LEGAL                       | \$ 4,500.00          | \$ 4,015.50         | \$ 484.50           |             |
| 582-582-810.000                         | CREDIT CARD FEE EXPENSE     | \$ 2,500.00          | \$ 1,185.30         | \$ 1,314.70         |             |
| 582-582-851.000                         | POSTAGE                     | \$ 9,500.00          | \$ 4,954.12         | \$ 4,545.88         |             |
| 582-582-888.000                         | ADMINISTRATIVE CHARGE       | \$ 200.00            | \$ -                | \$ 200.00           |             |
| 582-582-900.000                         | PUBLISHING AND PRINTING     | \$ 500.00            | \$ 291.00           | \$ 209.00           |             |
| 582-582-913.000                         | TRAVEL                      | \$ 1,050.00          | \$ 1,004.86         | \$ 45.14            |             |
| 582-582-929.000                         | REPAIRS & MAINTENANCE       | \$ 3,000.00          | \$ 2,608.04         | \$ 391.96           |             |
| <b>Distribution Total</b>               |                             | <b>\$ 110,661.59</b> | <b>\$ 74,225.00</b> | <b>\$ 36,436.59</b> | <b>33%</b>  |

| Account Number                | Account Descriptions           | AMENDED<br>BUDGET    | YEAR TO DATE         | REMAINING<br>BUDGET  | % REMAINING |
|-------------------------------|--------------------------------|----------------------|----------------------|----------------------|-------------|
| <i>General Expenses</i>       |                                |                      |                      |                      |             |
| 582-583-702.000               | WAGES                          | \$ 38,962.33         | \$ 22,059.17         | \$ 16,903.16         |             |
| 582-583-703.000               | SALARIES                       | \$ -                 | \$ -                 | \$ -                 |             |
| 582-583-705.000               | VACATION PAY                   | \$ 26,000.00         | \$ 14,813.91         | \$ 11,186.09         |             |
| 582-583-706.000               | HOLIDAY PAY                    | \$ 11,255.00         | \$ 4,010.18          | \$ 7,244.82          |             |
| 582-583-709.000               | EMPLOYER'S FICA                | \$ 14,432.11         | \$ 9,524.45          | \$ 4,907.66          |             |
| 582-583-710.000               | UNEMPLOYMENT                   | \$ 1,571.08          | \$ 1,571.08          | \$ -                 |             |
| 582-583-712.000               | HEALTH INSURANCE BUYOUT        | \$ 2,400.00          | \$ 6,453.50          | \$ (4,053.50)        |             |
| 582-583-712.200               | RETIREE HEALTH BUYOUT          |                      | \$ 3,328.75          | \$ (3,328.75)        |             |
| 582-583-713.000               | WAGES - OVERTIME               | \$ 1,482.05          | \$ -                 | \$ 1,482.05          |             |
| 582-583-714.000               | LONGEVITY                      | \$ 1,050.00          | \$ -                 | \$ 1,050.00          |             |
| 582-583-716.000               | FUNERAL ALLOWANCE              | \$ 2,814.00          | \$ 395.28            | \$ 2,418.72          |             |
| 582-583-717.000               | RETIREMENT-MERS-EMPLOYER P     | \$ 17,304.25         | \$ 17,723.63         | \$ (419.38)          |             |
| 582-583-719.000               | HOSPITALIZATION                | \$ 57,901.46         | \$ 65,718.27         | \$ (7,816.81)        |             |
| 582-583-720.000               | VISION                         | \$ -                 | \$ -                 | \$ -                 |             |
| 582-583-721.000               | H.S.A.                         | \$ 10,100.00         | \$ 7,533.32          | \$ 2,566.68          |             |
| 582-583-722.000               | DENTAL                         | \$ -                 | \$ -                 | \$ -                 |             |
| 582-583-724.000               | SICK PAY                       | \$ 13,690.00         | \$ 13,348.78         | \$ 341.22            |             |
| 582-583-725.000               | WORKERS' COMPENSATION          | \$ 3,240.78          | \$ 2,177.97          | \$ 1,062.81          |             |
| 582-583-726.000               | LIFE INSURANCE                 | \$ 681.98            | \$ 496.47            | \$ 185.51            |             |
| 582-583-728.000               | OVERHEAD REIMBURSEMENT         | \$ -                 | \$ -                 | \$ -                 |             |
| 582-583-751.000               | LICENSE FEE                    | \$ 200.00            | \$ 75.00             | \$ 125.00            |             |
| 582-583-752.000               | OFFICE SUPPLIES                | \$ 3,500.00          | \$ 704.98            | \$ 2,795.02          |             |
| 582-583-752.099               | BANK FEES                      | \$ 1,000.00          | \$ 897.40            | \$ 102.60            |             |
| 582-583-752.100               | OPERATING SUPPLIES             | \$ 2,500.00          | \$ 1,242.24          | \$ 1,257.76          |             |
| 582-583-752.200               | IT SOFTWARE                    | \$ 10,000.00         | \$ 7,962.77          | \$ 2,037.23          |             |
| 582-583-753.000               | TOOLS & EQUIP (UND CAP THRESH) | \$ 10.00             | \$ 5.15              | \$ 4.85              |             |
| 582-583-759.000               | GAS & OIL                      | \$ 10,000.00         | \$ 2,209.37          | \$ 7,790.63          |             |
| 582-583-767.000               | CLOTHING - UNIFORMS            | \$ 2,000.00          | \$ 1,112.31          | \$ 887.69            |             |
| 582-583-801.000               | PROFESSIONAL AND CONTRACTURAL  | \$ 9,500.00          | \$ 7,075.24          | \$ 2,424.76          |             |
| 582-583-802.000               | COLLECTION EXPENSE             | \$ 1,200.00          | \$ 46.54             | \$ 1,153.46          |             |
| 582-583-850.000               | TELEPHONE                      | \$ 10,700.00         | \$ 6,163.95          | \$ 4,536.05          |             |
| 582-583-889.000               | ADMINISTRATIVE ALLOCATION      | \$ 88,959.00         | \$ 51,892.75         | \$ 37,066.25         |             |
| 582-583-900.000               | PRINTING AND PUBLISH           | \$ 500.00            | \$ 455.16            | \$ 44.84             |             |
| 582-583-910.000               | PROF DEVELOPMENT               | \$ 9,000.00          | \$ 8,831.79          | \$ 168.21            |             |
| 582-583-911.000               | CONFERENCE AND WORKSHOPS       | \$ 1,500.00          | \$ 293.02            | \$ 1,206.98          |             |
| 582-583-915.000               | MEMBERSHIPS & SUBSCRIPTIONS    | \$ 5,162.75          | \$ 4,312.29          | \$ 850.46            |             |
| 582-583-921.000               | HEAT                           | \$ 4,500.00          | \$ 4,140.51          | \$ 359.49            |             |
| 582-583-930.000               | BLDG. REPAIR & MAINT.          | \$ -                 | \$ -                 | \$ -                 |             |
| 582-583-932.000               | VEHICLE REPAIR & MAINT.        | \$ 6,000.00          | \$ 1,150.27          | \$ 4,849.73          |             |
| 582-583-935.000               | PROPERTY LIABILITY INSURANCE   | \$ 28,000.00         | \$ 15,987.14         | \$ 12,012.86         |             |
| 582-583-956.000               | MISCELLANEOUS                  | \$ 20.00             | \$ 13.00             | \$ 7.00              |             |
| 582-583-958.000               | PAYMENT IN LIEU OF TAXES       | \$ 30,000.00         | \$ -                 | \$ 30,000.00         |             |
| 582-583-968.100               | RRI FUND DEPRECIATION          | \$ 44,000.00         | \$ -                 | \$ 44,000.00         |             |
| 582-583-991.000               | INTEREST 2002                  | \$ 50,000.00         |                      | \$ 50,000.00         |             |
| 582-583-991.100               | INTEREST 2003                  | \$ 55,000.00         |                      | \$ 55,000.00         |             |
| 582-583-991.200               | PRINCIPAL NOTES PAYABLE 2005   | \$ 85,700.00         | \$ -                 | \$ 85,700.00         |             |
| 582-583-992.000               | INTEREST 2002                  | \$ 18,000.00         | \$ 7,750.00          | \$ 10,250.00         |             |
| 582-583-992.100               | INTEREST 2003                  | \$ 22,000.00         | \$ 10,032.50         | \$ 11,967.50         |             |
| 582-583-992.200               | INTEREST 2005                  | \$ 14,700.00         | \$ 5,676.25          | \$ 9,023.75          |             |
| <b>General Expenses Total</b> |                                | <b>\$ 716,536.79</b> | <b>\$ 307,184.39</b> | <b>\$ 409,352.40</b> | <b>57%</b>  |



| Account Number          | Account Descriptions           | AMENDED<br>BUDGET   | YEAR TO DATE        | REMAINING<br>BUDGET | % REMAINING |
|-------------------------|--------------------------------|---------------------|---------------------|---------------------|-------------|
| <i>Generation</i>       |                                |                     |                     |                     |             |
| 582-584-702.000         | WAGES                          | \$ 12,434.79        | \$ 5,767.15         | \$ 6,667.64         |             |
| 582-584-703.000         | SALARIES                       | \$ -                | \$ -                | \$ -                |             |
| 582-584-705.000         | VACATION PAY                   |                     | \$ -                | \$ -                |             |
| 582-584-709.000         | FICA                           | \$ 500.00           | \$ 349.70           | \$ 150.30           |             |
| 582-584-713.000         | WAGES - OVERTIME               | \$ 472.99           | \$ 433.48           | \$ 39.51            |             |
| 582-584-752.000         | OFFICE SUPPLIES                | \$ 200.00           | \$ 7.98             | \$ 192.02           |             |
| 582-584-752.100         | OPERATING SUPPLIES             | \$ 2,000.00         | \$ 317.59           | \$ 1,682.41         |             |
| 582-584-753.000         | TOOLS & EQUIP UND CAP THRESHOL | \$ 2,495.00         | \$ 3.99             | \$ 2,491.01         |             |
| 582-584-757.000         | FUEL OIL                       | \$ 25,000.00        | \$ 16,210.44        | \$ 8,789.56         |             |
| 582-584-801.000         | PROFESSIONAL AND CONTRACTURAL  | \$ 5,000.00         | \$ 2,662.29         | \$ 2,337.71         |             |
| 582-584-929.000         | REPAIRS & MAINTENANCE          | \$ 2,500.00         | \$ 164.70           | \$ 2,335.30         |             |
| <b>Generation Total</b> |                                | <b>\$ 50,602.78</b> | <b>\$ 25,917.32</b> | <b>\$ 24,685.46</b> | <b>49%</b>  |

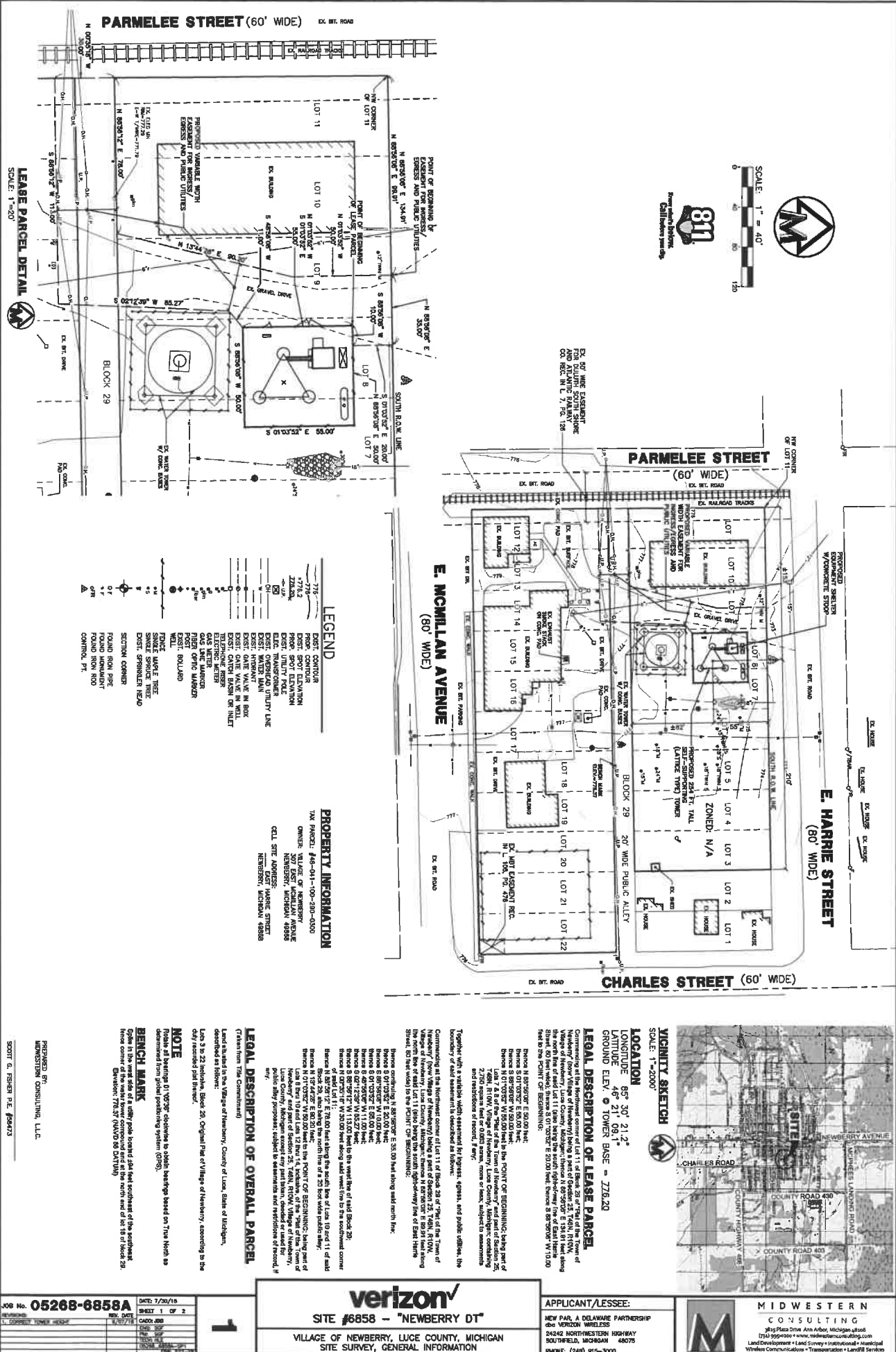
| Account Number                    | Account Descriptions           | AMENDED<br>BUDGET    | YEAR TO DATE        | REMAINING<br>BUDGET | % REMAINING |
|-----------------------------------|--------------------------------|----------------------|---------------------|---------------------|-------------|
| <i>Building Maintenance</i>       |                                |                      |                     |                     |             |
| 582-585-702.000                   | WAGES                          | \$ 59,583.36         | \$ 47,460.62        | \$ 12,122.74        |             |
| 582-585-702.100                   | WAGE REIMBURSEMENT             | \$ -                 | \$ -                | \$ -                |             |
| 582-585-703.000                   | SALARIES                       | \$ 2,317.22          | \$ 2,317.22         | \$ -                |             |
| 582-585-709.000                   | FICA                           | \$ 2,500.00          | \$ 2,010.93         | \$ 489.07           |             |
| 582-585-713.000                   | WAGES - OVERTIME               | \$ 2,266.43          | \$ 2,141.74         | \$ 124.69           |             |
| 582-585-727.000                   | OVERHEAD                       | \$ -                 | \$ -                | \$ -                |             |
| 582-585-752.000                   | OFFICE SUPPLIES                | \$ 9,611.70          | \$ -                | \$ 9,611.70         |             |
| 582-585-752.100                   | OPERATING SUPPLIES             | \$ 1,000.00          | \$ 341.65           | \$ 658.35           |             |
| 582-585-752.800                   | ELECTRIC SUPPLIES              | \$ -                 | \$ -                | \$ -                |             |
| 582-585-753.000                   | TOOLS & EQUIP UND CAP THRESHOL | \$ 5,000.00          | \$ (79.96)          | \$ 5,079.96         |             |
| 582-585-850.000                   | PROFESSIONAL AND CONTRACTURAL  | \$ 16,000.00         | \$ 4,054.27         | \$ 11,945.73        |             |
| 582-585-860.000                   | TRANSPORTATION                 | \$ 1,000.00          | \$ 810.34           | \$ 189.66           |             |
| 582-585-929.000                   | REPAIRS & MAINTENANCE          | \$ 5,000.00          | \$ 1,209.78         | \$ 3,790.22         |             |
| 582-585-940.000                   | EQUIPMENT RENTAL               | \$ -                 | \$ -                | \$ -                |             |
| 582-585-956.000                   | MISCELLANEOUS                  | \$ -                 | \$ -                | \$ -                |             |
| <b>Building Maintenance Total</b> |                                | <b>\$ 104,278.71</b> | <b>\$ 60,266.59</b> | <b>\$ 44,012.12</b> | <b>42%</b>  |

| Account Number                      | Account Descriptions         | AMENDED<br>BUDGET      | YEAR TO DATE         | REMAINING<br>BUDGET  | % REMAINING |
|-------------------------------------|------------------------------|------------------------|----------------------|----------------------|-------------|
| <i>Purchased Power</i>              |                              |                        |                      |                      |             |
| 582-586-702.000                     | WAGES                        | \$ 5,802.90            | \$ 2,267.57          | \$ 3,535.33          |             |
| 582-586-703.000                     | SALARIES                     | \$ -                   | \$ -                 | \$ -                 |             |
| 582-586-709.000                     | FICA                         | \$ 200.00              | \$ 99.87             | \$ 100.13            |             |
| 582-586-713.000                     | WAGES - OVERTIME             | \$ 220.73              | \$ -                 | \$ 220.73            |             |
| 582-586-801.000                     | PROFESSIONAL AND CONTRACTUAL | \$ 2,000.00            | \$ 480.00            | \$ 1,520.00          |             |
| 582-586-926.000                     | PURCHASED POWER              | \$ 1,202,529.14        | \$ 685,044.45        | \$ 517,484.69        |             |
| 582-586-926.100                     | ATC                          | \$ 150,000.00          | \$ 96,667.34         | \$ 53,332.66         |             |
| 582-586-926.200                     | MISO                         | \$ 40,000.00           | \$ 22,538.10         | \$ 17,461.90         |             |
| <b><i>Purchased Power Total</i></b> |                              | <b>\$ 1,400,752.77</b> | <b>\$ 807,097.33</b> | <b>\$ 593,655.44</b> | <b>42%</b>  |

| Account Number                                   | Account Descriptions         | AMENDED<br>BUDGET   | YEAR TO DATE        | REMAINING<br>BUDGET | % REMAINING |
|--|------------------------------|---------------------|---------------------|---------------------|-------------|
|  |                              |                     |                     |                     |             |
| 582-587-752.000                                  | OFFICE SUPPLIES - ENERGY OPT | \$ 6,000.00         | \$ 30.00            | \$ 5,970.00         |             |
| 582-587-801.000                                  | PROF & CONTRACTUAL SERVICES  | \$ 34,000.00        | \$ 32,883.71        | \$ 1,116.29         |             |
| <b><i>Enegery Optimization Program Total</i></b> |                              | <b>\$ 40,000.00</b> | <b>\$ 32,913.71</b> | <b>\$ 7,086.29</b>  | <b>18%</b>  |

| Account Number                       | Account Descriptions | AMENDED<br>BUDGET | YEAR TO DATE       | REMAINING<br>BUDGET | % REMAINING |
|--------------------------------------|----------------------|-------------------|--------------------|---------------------|-------------|
|                                      |                      |                   |                    |                     |             |
| 582-588-752.200                      | SAVE THE BELLS TOTAL | \$ -              | \$ (822.39)        | \$ 822.39           |             |
| <b><i>SAVE THE BELLS EXPENSE</i></b> |                      | <b>\$ -</b>       | <b>\$ (822.39)</b> | <b>\$ 822.39</b>    |             |

|                                    |                        |                        |                        |            |
|------------------------------------|------------------------|------------------------|------------------------|------------|
| <b>Fund 582 Total Expenditures</b> | <b>\$ 2,422,832.64</b> | <b>\$ 1,306,781.95</b> | <b>\$ 1,115,228.30</b> | <b>46%</b> |
|------------------------------------|------------------------|------------------------|------------------------|------------|

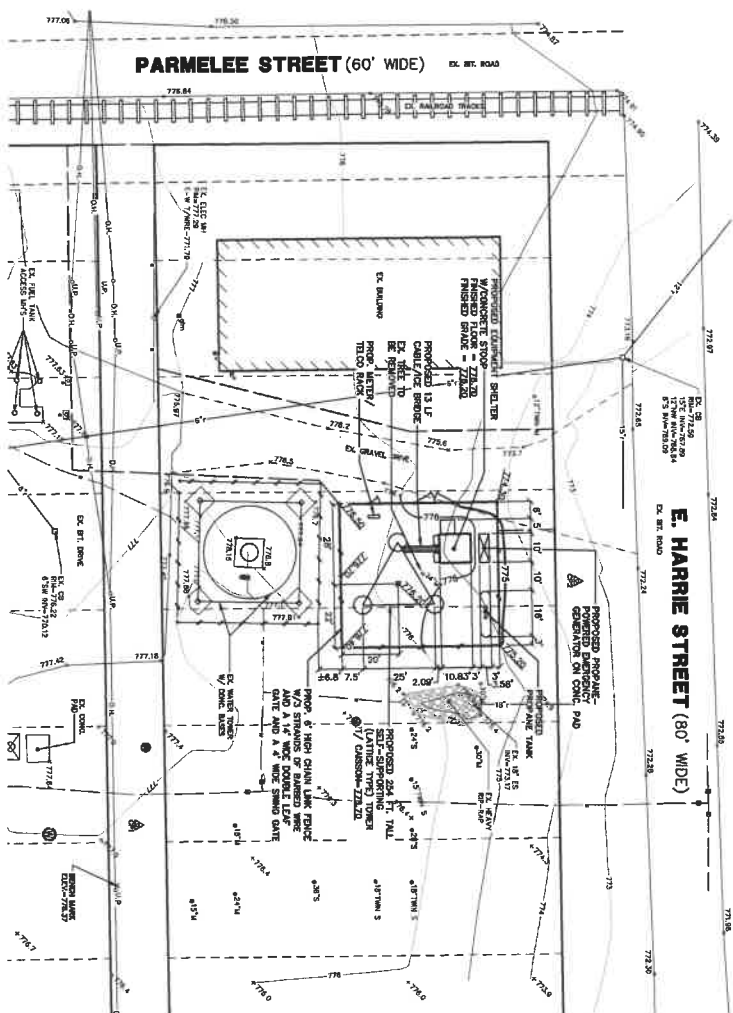
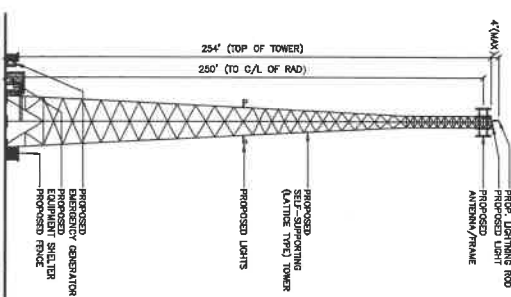




1. All the work construction shall be in accordance with the current standards and specifications of the Village of Newberry, where applicable.

- [illegible]

**SCALE 1" = 30'**



## LEGEND

- COST CONTROL  
 PROP. CONTROL  
 PROP. SPOT ELEVATION  
 EXIST. UTILITY POLE  
 ELEC. TRANSFORMER  
 EXIST. OVERHEAD UTILITY LINES  
 EXIST. OVERHEAD UTILITY LINES  
 EXIST. HYDRANT  
 EXIST. GATE VALVE IN BOX  
 EXIST. GATE VALVE IN BOX  
 EXIST. CATCH BASIN OR MILE  
 TELEPHONE RISER  
 GAS METER  
 GAS LINE MARKER  
 PRESS. OPTIC MARKER  
 EXIST. BOLLARD  
 WELL  
 FENCE  
 MAINT. TREE  
 SINGLE MAINT. TREE  
 EXIST. SPRINKLER HEAD  
 SECTION CORNER  
 FOUND IRON PIPE  
 FOUND ANCHORAGE  
 FOUND IRON ROD  
 CONTROL PT.