

TO: Clare City Commission  
FROM: Diane Lyon, City Clerk  
DATE: August 12, 2016  
RE: Department Report  
CC: Ken Hibl, City Manager

For the Agenda of April 15, 2016

*\*This is a Consent Agenda item and is considered as routine by the City Commission. As such, this matter shall be automatically enacted by one motion with all other Consent Agenda items unless a Commissioner or citizen requests this item be individually discussed, in which event it shall be removed from the Consent Agenda and considered and acted upon in its designated sequence on the approved Agenda of the Clare City Commission.*

### **Elections**

Established by City Charter, the City's Election Commission is comprised of the Mayor City Attorney, and City Clerk. The Election Commission met on June 29 for the purpose of appointing Election Inspectors and authorizing testing of election equipment and ballots for the August 2, 2016, State Primary Election as required by law. The Preliminary Election equipment and ballot test was completed on July 18 and the Public Test was held on July 27 in the lower level of the Pere Marquette District Library. Both tests were completed without issue.

The State put out a Request for Proposals (RFP) for new election equipment in the fall of 2015 and we are still waiting to hear the results of those proposals. The latest information from the Bureau of Elections (BOE) is as follows:

**RFP Update:** The evaluation of voting system proposals continues. The evaluation and negotiation processes are expected to last through the summer, with contracts expected to be finalized and executed in late 2016.

**Funding:** The State's fiscal year 2017 budget was signed into law by the Governor last week, which included a \$5 million State appropriation for voting systems. This funding will be combined with remaining Federal Help America Vote Act (HAVA) funding to cover as much of the purchase cost as possible. While cost negotiations with vendors have not yet been completed, it is still very likely that counties and local jurisdictions will be responsible for funding a portion of the purchase.

The \$5M appropriated in this budget is in addition to the \$30M in HAVA and \$5M from SB 13 for a total of \$40M (**Note:** This is less than the \$10M the Governor recommended and the \$15M the Senate passed. Additionally, the budget agreement does not include \$5M in any sort of a local match obligation at this point.) Although it appears we are \$10-\$15M short of where we need to be, we continue to move in the right direction. Senator Stamas has stated that he will continue to advocate on our behalf and will be working on additional funding.

**Costs per Precinct and Planning for Future Precinct Consolidations:** On a per-precinct basis, the total cost of each voting system will be several thousand dollars. Given the fact that local jurisdictions will likely be responsible for a portion of the funding for each voting system,

jurisdictions with a proportionately higher number of precincts will be faced with higher overall local costs. BOE continues to recommend that local jurisdictions budget approximately \$2,000 per precinct to assist with the purchase of new voting systems.

Controversy surrounding [PA 268 of 2015](#), which ended the state's century-plus tradition of allowing voters to cast a straight-party ballot with a single mark, continues. Today's Secretary of State news report offered the following:

### **SOS Hopes For Straight Ticket Clarity By Sept. 9**

The Secretary of State is asking the federal courts to issue a final decision on the straight-ticket voting case by September 9 or else state and local elections divisions will start running into ballot printing troubles.

The request comes as Attorney General Bill **SCHUETTE** today filed two emergency motions requesting stays of the injunctions against Michigan's straight-ticket voting law ordered by U.S. District Court Judge Gershwin **DRAIN**. The motions, which were filed in the 6th Circuit U.S. Court of Appeals, request that these stays be issued through the 2016 General Election.

U.S. Judge Gershwin **DRAIN** three weeks ago handed down a preliminary injunction ordering the straight-ticket bubble to return to local ballots, claiming the state law that eliminated the bubble was unconstitutional (See ["Straight-Ticket Voting Ban Halted By Judge,"](#) 7/21/16).

The Attorney General last week filed an appeal with the 6th Circuit in Cincinnati to preserve the new law that forces voters to cast checkmarks next to the names of those candidates that they prefer and not a political party (See ["Dems Cry Foul As Senate Moves Straight Ticket Voting Repeal,"](#) 12/16/16).

In the meantime, Schuette is asking for a stay on the preliminary injunction be issued by next Wednesday, Aug. 17, because of the tight timeframe before the Nov. 8 election and the ability for all parties to be heard before ballots need to be printed.

The AG also claimed Drain's preliminary injunction on the new law violates a federal rule governing injunctions and due process. The Michigan State A. Phillip Randolph Institute has until Friday to issue its response to the Attorney General's argument that the Drain's injunction wasn't proper.

Elections Director Chris **THOMAS** said he needs a decision on the case in three weeks to ensure an orderly election process. Ballots need to be printed and local clerks want to know whether or not they need include the vignettes next to the ballot choices.

"Our preference is to have it (a decision) early," said Thomas, adding that he believes the courts "recognize" the time line challenges local clerks face if deadlines such as Sept. 9 are missed.

Thomas said he hopes, however, for a timely ruling.

One issue in play is the sending of overseas ballots, but state law addresses that. If the ballots are delayed in getting back to the state, they can still be counted after the election itself.

Local clerks begin the process of laying out the local ballot around August 30, well after the primary election has been certified, he said.

MIRS 8/10/16

### **Freedom of Information Requests (FOIA)**

With the closing of the Police Department there has been a slight increase in processing requests for records. Some requests which were previously processed directly by John were simple requests made by other state and local law enforcement agencies and insurance company's reports for claims processing which are now being processed in the clerk's office. We received and processed eleven FOIA requests in the second quarter of 2016.

### **Audits**

As previously reported by the City Manager, we received short notice of a Teamsters Health & Welfare Fund Field Audit (attached). That audit has been pushed back to August 25 & 26.

I received notice on August 11 that our annual Michigan Municipal League Worker's Compensation Audit (attached).

### **Miscellaneous Projects**

We continue to work with the Village of Farwell to provide learning opportunities (shadowing our staff) for the new Village Clerk who is new to municipal finance, procedures, benefit administration, and BS&A software.

McKenna & Associates provided a draft of the Master Plan for review. A quick review was accomplished last week to allow them to include amended language and provide a clean update to the Planning Commission prior to the Special meeting being held on August 31.

### **Depot Project**

The Depot Doubler Crowdfunding Campaign has been very successful. I have no doubt that we will reach our goal of \$25,000 by August 19, which will be matched by the Michigan Economic Development Corporation.

### **Insurance Claims**

We've not had any Worker's Compensation claims but did have two short term disability claims in the second quarter. Both employees have returned to full duty work.

### **Industrial Facilities Tax Exemptions & Site Plans**

The Clerk's office processed two site plan applications in the second quarter: Gateway Refrigeration and Alro Steel. The Planning Commission will be holding a special meeting on August 31 to review a Site Plan for Heintz Propane and we anticipate a request for extension of the Walmart site plan for next month's meeting.

**Meetings**

I continue active participation in the following city business meetings:

Monthly Department Head meetings, monthly Planning Commission meetings, monthly Cable Consortium, monthly Clare County Clerks Association meetings, monthly Clare Railroad Depot Steering Committee meetings, Safety Committee meetings.

**Aged Accounts Receivable Report**

Attached.

## Diane Lyon

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**From:** Wrobel, Jake [JWrobel@MCTWF.org]  
**Sent:** Thursday, July 28, 2016 9:38 AM  
**To:** Diane Lyon  
**Subject:** Michigan Conference of Teamster Welfare Fund (Audit)  
**Attachments:** Engagement Letter.pdf

Hi Diane,

Today, I had mailed to your attention an engagement letter specifying an upcoming Teamster Insurance Audit. Attached is the letter mailed. If you are not my contact for the audit, please let me know who I should be in contact with. I would like to schedule the audit for August 4 & 5, 2016 starting at 9 AM. Please let me know if that date and time will work for you.

Below are documents needed for the audit.

1. Seniority List – This list is needed for all bargaining unit employees that worked during the audit period from 1/1/14 – 7/31/16 showing hire date, termination date, and job title. Sometimes employers have only a current seniority list and copies of prior years or will need to generate a seniority list.

2. Employee List – This is a list of all employees that worked during the audit period showing job titles. This document helps to reconcile the Quarterly Unemployment Tax Filings in item #4. If possible, please email me the Employee List when available so that I can get a start on the audit.

3. Payroll Records – I need weekly or bi-weekly payroll that shows regular hours worked for all employees that received Teamster Insurance coverage during the audit period. This can be emailed or paper copy. If possible, I would like a generated report that shows weekly payroll detail, showing regular hours worked, for each employee that received coverage during audit period or for each year of the audit period. Payroll records are used to verify when an employee was hired, terminated, last worked and / or returned to work after a layoff, illness leave, workers comp leave, etc...

There are 10 employees that I need to review payroll records.

4. Quarterly Wage Detail Reports – This document is a quarterly unemployment tax filing that shows all employees that worked in a given quarter with detail of each employees quarterly gross wages. In Michigan, the tax filing is called UIA 1017's or 1028's. If possible, please email me the quarterly's so that I can get started on the audit. I will need only the following quarters;

3<sup>rd</sup> quarter 2014

1<sup>st</sup> quarter 2015

2<sup>nd</sup> quarter 2016

Thanks,

### **Jake Wrobel, Field Compliance Auditor**

Michigan Conference of Teamsters Welfare Fund  
2700 Trumbull Ave., Detroit, MI 48216

[jwrobel@mctwf.org](mailto:jwrobel@mctwf.org)

tel: 313-964-2400, Ext. 315

fax: 313-748-4331

# Michigan Conference of Teamsters Welfare Fund

*Serving Teamster families since 1949*

## UNION TRUSTEES

Ronald E. Holzgen  
Kevin D. Moore  
Paul M. Kozicki  
Gregory W. Nowak

2700 Trumbull Avenue, Detroit, Michigan 48216  
(313) 964-2400  
www.mctwf.org

**Executive Director**  
Richard Burker

## EMPLOYER TRUSTEES

Raymond J. Buratto  
Earl D. Ishbia  
Robert W. Jones  
José C. Rosario

7/28/16

City of Clare  
Attn: Diane Lyon  
202 W. Fifth Street  
Clare, MI 48617

**Re: Health & Welfare Field Audit: Account Numbers 8846,8847,8854,8951,8952. Local 214  
Audit period 1/1/14 through 7/31/16**

Dear Ms. Lyon:

It is again time for the periodic compliance audit. This will determine if the employer continues to comply with the Collective Bargaining Agreement and Participation Agreement regarding payment of contributions for all eligible employees to the Michigan Conference of Teamsters Welfare Fund, the 'Fund'.

To facilitate the audit, the following records are required to verify that all eligible employees were properly reported and contributed for:

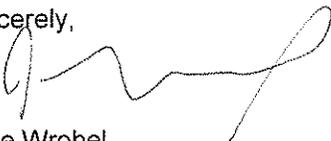
1. A current Teamster seniority list showing date of hire and job classification, including all new hires and terminations for the audit period.
2. A current Employee list showing job classification - 1 & 2 may be combined.
3. Records showing **weekly** payroll detail by eligible employee; whether active, inactive or terminated during the audit period. (Either paper or electronic media is acceptable).
4. Copies of the applicable quarterly unemployment tax filings – broken out by employee.
5. Cash Disbursements Journals in alphabetical order for the audit period. (AP check register detail)
6. Other documentation as required to facilitate the audit process.

*Please be advised under ERISA laws that all information gathered by Fund auditors is confidential and cannot, nor will not, be shared with other entities without your express permission. In addition be advised that requests for payroll information cannot be unreasonably withheld under state and federal laws as affirmed by the U. S. Supreme Court.*

Please complete the enclosed Pre Audit Questionnaire and return it to my attention as soon as possible. This document allows the staff of the Fund to fully understand your policies, procedures, and systems currently in place; and will help us to better plan the compliance audit.

I will be contacting soon to schedule a mutually convenient date. Thank you in advance for your time and cooperation.

Sincerely,



Jake Wrobel  
Compliance Field Auditor  
(313) 964-2400, ext 315  
jwrobel@mctwf.org

# MCTWF Pre-Audit Questionnaire

Employer Name: \_\_\_\_\_  
 Employer Number: \_\_\_\_\_  
 Audit Period: \_\_\_\_\_

Prepared by: \_\_\_\_\_  
 Title: \_\_\_\_\_  
 Phone #: \_\_\_\_\_  
 Email: \_\_\_\_\_  
 Date: \_\_\_\_\_

**A. AFFILIATED EMPLOYERS**

1. Is the audited location the *only* one listed on the State Unemployment Tax forms? (please circle) YES      NO

IF NO, Please list the approximate number of locations included on the State Unemployment Tax Forms (Wage Detail Reports) \_\_\_\_\_

**B. PAYROLL INFORMATION**

1. How many employees are included on the entire payroll system? \_\_\_\_\_

2. How many of these employees are bargaining unit employees? \_\_\_\_\_

3. What classifications (departments) are represented in the payroll? \_\_\_\_\_ Which are covered by Teamsters? \*\*\*

\*\*\* *If several departments or classifications are used, then please fax a list of ALL Department Codes and their descriptions, and a notation as to which codes are covered by Teamsters.*

4. Is your payroll system manual or automated? (please circle) MANUAL AUTOMATED

IF AUTOMATED, Is it prepared internally or by an outside service? INTERNAL OUTSIDE SERVICE

IF OUTSIDE SERVICE, Who is the outside service? \_\_\_\_\_

5. What is the format of the payroll records? (Please circle all that apply)

WEEKLY REGISTERS ( skip to # 8 )	YEAR-END PAYROLL RUNS ( skip to # 6 )	WEEKLY CHECK DETAIL HISTORY REPORT ( skip to # 8 )
BI-WEEKLY REGISTERS ( skip to # 8 )	EMPLOYEE EARNING RECORDS/ QUARTERLY REGISTERS ( skip to # 7 )	WEEKLY HOURS WORKED REPORT ( skip to # 8 )

6. If you have circled YEAR-END PAYROLL RUNS, Does the year-end run include employees who have terminated throughout the year and their wages? YES NO

Does the year-end run have:

Department Code Numbers?	YES	NO
Employee ID Numbers (SSN)?	YES	NO
Hire and termination dates?	YES	NO
Weekly and/or monthly detail?	YES	NO

If yes, please describe (hours, wages, etc.) \_\_\_\_\_

Is the year-end run in alphabetical order? YES NO  
 If no, please specify order \_\_\_\_\_

7. If you have circled EMPLOYEE EARNING RECORDS OR QUARTERLY REGISTERS, Are they in alphabetical order? YES NO

Do the documents include: ( Please circle all that apply ) If no, specify order: \_\_\_\_\_

REGULAR HOURS/WAGES	WEEKLY/MONTHLY DETAIL	EMPLOYEE ID NUMBERS (SSN)
OVERTIME HOURS/WAGES	QUARTERLY WAGE TOTALS	DEPT CODE NUMBERS
OTHER HOURS/WAGES (VAC, HOL, SICK, PERS, MISC)	YEAR-TO-DATE WAGE TOTALS	HIRE AND TERMINATION DATES

8. If you have circled WEEKLY OR BI-WEEKLY PAYROLL RECORDS, WEEKLY CHECK DETAIL HISTORY REPORT, OR WEEKLY HOURS WORKED REPORTS

How are the employees grouped within the payroll registers? (please circle, or specify other)

- ALPHABETICAL ORDER                      DEPT CODE ORDER, THEN ALPHABETICAL WITHIN DEPT  
 DEPT CODE ORDER                      EMPLOYEE ID# (SSN) ORDER  
 OTHER \_\_\_\_\_

Do the payroll registers show: (Please circle all that apply )

<u>Hours:</u>	REGULAR HOURS	STRAIGHT TIME HOURS	SICK/PERSONAL HOURS
	SHIFT HOURS	OVERTIME (PREMIUM) HOURS	
	VACATION HOURS	HOLIDAY HOURS	
<u>Pay:</u>	REGULAR PAY	STRAIGHT TIME PAY	SICK/PERSONAL PAY
	SHIFT PAY	OVERTIME (PREMIUM) PAY	QUARTER-TO-DATE PAY
	VACATION PAY	HOLIDAY PAY	YEAR-TO-DATE PAY

9. Provide an annual listing for all employees, in alphabetical order, who worked during the year containing the following: employee name, employee ID #'s (SSN), hire and termination dates, and department codes.

10. How long has the present payroll system been in use? \_\_\_\_\_  
 (If not for entire audit period, please provide details of previous payroll system as well)

11. Are all of the payroll and tax records noted above readily available for both hourly and salaried employees?                      YES                      NO  
 (If no, these need to be made available by the audit start date)
12. Do you remit contributions on employees if they are on leave of absence due to illness or injury?                      YES                      NO
13. Do you remit contributions on employees for paid time off? If yes, please circle types below.                      YES                      NO

VACATION                      HOLIDAY                      SICK                      PERSONAL                      OTHER                      \_\_\_\_\_

14. What is the waiting period for new employees before they are eligible for MCTWF contributions?  
 Bargaining Unit \_\_\_\_\_  
 Non-Bargaining Unit \_\_\_\_\_

**C. JOB CLASSIFICATIONS**

1. Are formal personnel files maintained on all employees?                      YES                      NO  
 IF YES, Do these files denote each employee's original job classification and any changes?                      YES                      NO  
 IF NO, What other documents/resources are available to verify an employee's job classification?  
 \_\_\_\_\_
2. If the answer to 1. is YES, are personnel files for all employees available at your location for our review?                      YES                      NO  
 (If no, these need to be made available by the audit start date)

**D. COMPANY COMMENTS:**

Please list any concerns, questions or comments below that can be addressed before the commencement of the audit.

\_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

**Diane Lyon**

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**From:** MML Fund Renewal [support@meadowbrook.ccsend.com] on behalf of MML Fund Renewal [mml-fund@meadowbrook.com]  
**Sent:** Tuesday, August 09, 2016 5:02 AM  
**To:** Diane Lyon  
**Subject:** WORKERS' COMPENSATION FUND PAYROLL AUDIT - FUND YEAR: 7/1/15 - 6/30/16



**Member Name:** Diane Lyon  
**Member Number:** 5000100

**RE: WORKERS' COMPENSATION FUND PAYROLL AUDIT  
FUND YEAR: 7/1/15 - 6/30/16**

Your Workers' Compensation coverage is based on estimated payroll that you provide. At the end of each fund year, we ask you to submit actual payroll information. Your final Workers' Compensation premium will be determined based on the actual payroll for the period 7/1/2015 to 6/30/2016. This self-audit process is available online for your convenience.

You can access the self-audit instructions and payroll form online at:  
[mmlfund.meadowbrook.com](http://mmlfund.meadowbrook.com)

Your user name and password are shown below.

**User Name:** 96  
**Password:** clarewcf

**Please Note:** Your completed Self-Audit Form is due by October 31, 2016. If your response is not received by October 31st, we will automatically compute your audit by applying a 2.5% increase to your estimated payroll for the 2015-16 coverage period. Revisions for late audit submissions will not be made.

If you would like auditor assistance completing your payroll audit, please email: [mml-fund@meadowbrook.com](mailto:mml-fund@meadowbrook.com). A representative of the workers' compensation auditing firm, The Aprise Group, will contact you to schedule an appointment. There is a charge associated with this choice. Do not return your Self-Audit form if you choose this option.

If you have questions regarding the renewal process, please contact me at (248) 204-8530.

Sincerely,

***Laura Martin***

Laura Martin, AIS, AU, AINS  
Fund Underwriter

MML Workers' Compensation Fund, 26255 American Drive, Southfield, MI 48034

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# WORKERS' COMPENSATION FUND SELF-AUDIT PAYROLL FORM

SECTION ONE

<b>Fund Year 7/1/15-6/30/16</b>		A	B	C	D	
<b>Classification of Operations for</b>		<b># of Emp.</b>	<b>Actual Payroll @ Straight Time</b>	<b>Payroll @ Time &amp; One-Half</b>	<b>Payroll @ Double-Time</b>	<b>Total Gross Payroll</b>
0042	Landscaping (new installation)					
0106	Tree Pruning					
5192	Parking Meters					
5221	Concrete Work					
5403	Carpentry					
5476	Painting					
5509	Street Operations					
6217	Landfill					
6834	Marina Operations					
7333	Dredging - Inland Waterways only					
7380	Drivers/Ambulance Drivers and Attendants					
7382	Transit Authority Drivers/Dial-A-Ride					
7423	Airport Operations					
7520	Water Operations					
7539	Electric Distribution					
7580	Sewer Operations					
7590	Incineration/Recycling Operations					
7610	Radio/TV					
7704-1	Fire Fighters					
7704-2	On Call/Vol. Firefighters & Underwater Rescue Divers	<b>Please omit here but include under Section 2 (see reverse)</b>				
7704-3	Public Safety					
7720-1	Police Officers					
7720-2	Volunteer/Part-time Police	<b>Please omit here but include under Section 2 (see reverse)</b>				
8395	Garage Operations					
8601	Architects					
8742	Salespersons-Outside					
8810-1	Clerical Office					
8810-2	Elected Officials	<b>Please omit here but include under Section 2 (see reverse)</b>				
8810-3	Libraries/ Museums: Prof/Clerical					
8820	Attorneys/Judges					
8829	Extended Care Facility					
8831	Animal Shelters					
8832	Physicians					
8833	Hospital-Professionals					
8835	Public Health Activities					
8868	Schools-Professionals					
9015	Building Operations					
9016	Ice Rinks					
9033	Housing Authorities					
9040	Hospital-Non-Professionals					
9060	Municipal Golf Course					
9063	YMCA					
9079	Restaurant Operations					
9102	Parks and Recreation					
9103	Crossing Guards					
9104	Lifeguards					
9156	Theater Operations					
9180	Snow Making Equipment Operator					
9220	Cemetery Operations					
9402	Street Cleaning					
9403	Garbage/Refuse Collection					
9410	Municipal Employees					

<i>Totals</i>					
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**SECTION TWO**

**On-Call / Volunteer Firefighters / Underwater Rescue Divers**

Number paid **\$400 or less** annually: # \_\_\_\_\_

Number paid **more than \$400** annually: # \_\_\_\_\_ Amount paid \$ \_\_\_\_\_

**Volunteer, PART-TIME, Auxiliary or Reserve Police Officers/Rangers**

Number paid **\$400 or less** annually: # \_\_\_\_\_

Number paid **more than \$400** annually: # \_\_\_\_\_ Amount paid \$ \_\_\_\_\_

**Elected Officials**

**NOTE: For this section, elected officials are subject to a minimum annual payroll of \$5,200 each and a maximum of \$26,000 each. If an elected official has responsibilities other than attending meetings and/or performing clerical tasks, their payroll should be included under the applicable class code under Section One.**

Total number of elected officials: # \_\_\_\_\_

Number of elected officials paid **\$5,200 or less** annually: # \_\_\_\_\_

Number of elected officials paid **between \$5,200 and \$26,000** annually: # \_\_\_\_\_ Amount paid \$ \_\_\_\_\_

Number of elected officials paid **\$26,000 or more** annually: # \_\_\_\_\_

**SECTION THREE**

Were there any outside Contractors or Subcontractors who worked for you during the reporting period? **(Section Three should not include employees who worked as temporary, seasonal, or part-time employees.)**

\_\_\_ No \_\_\_ Yes (If yes, please complete the attached page three of this self-audit reporting form.)

*I certify that the above information is accurate.*

Prepared by: \_\_\_\_\_  
(Name)

Date: \_\_\_\_\_

Title: \_\_\_\_\_

Phone: \_\_\_\_\_

Email: \_\_\_\_\_

Fax: \_\_\_\_\_

**Check here if you are a new Contact Person so we may update our records**



Aged Accounts Receivable Report for CITY OF CLARE  
Population: All Records  
Aging as of 08/10/16

CUSTOMER # NAME	INVOICE #	SERVICE DATE	CURRENT	OVER 30	OVER 60	OVER 90	OVER 120	TOTAL
051-061-014-00 WELLS FARGO BANK 3476 STATEVIEW BLVD FORT MILL, SC 29715	0000003544	05/31/2016	80.00	0.00	0.00	0.00	0.00	80.00
051-420-007-01 MARSHALL ROBERT F P.O. BOX 105 FARWELL, MI 48622	0000003541	05/31/2016	80.00	0.00	0.00	0.00	0.00	80.00
051-440-021-01 WISE ROBERT & ANGELA 1303 HEMLOCK ST CLARE, MI 48617	0000003542	05/31/2016	80.00	0.00	0.00	0.00	0.00	80.00
051-440-040-04 WISE ROBERT & ANGELA 1303 HEMLOCK ST CLARE, MI 48617	0000003543	05/31/2016	80.00	0.00	0.00	0.00	0.00	80.00
051-580-098-00 SANOR LAWRENCE 125 TIMBER VALLEY DR LINN VALLEY, KS 66040	0000003540	05/31/2016	80.00	0.00	0.00	0.00	0.00	80.00
CLARE CHAMBER CLARE CHAMBER OF COMMERCE 202 W FIFTH STREET CLARE, MI 48617	0000003520 0000003535	07/01/2016 08/01/2016	100.00 50.00	0.00 0.00	0.00 0.00	0.00 0.00	0.00 0.00	100.00 50.00
			150.00	0.00	0.00	0.00	0.00	150.00
COLEMAN, CITY OF CITY OF COLEMAN 201 RAILWAY COLEMAN, MI 48618	0000003547	07/06/2016	76.00	0.00	0.00	0.00	0.00	76.00
HARRISON, CITY CITY OF HARRISON 229 EAST BEECH HARRISON, MI 48625	0000003550	07/13/2016	95.00	0.00	0.00	0.00	0.00	95.00
PERE MARQUETTE PERE MARQUETTE DISTRICT LIBRAR 185 EAST FOURTH STREET CLARE, MI 48617	0000003521 0000003545	06/30/2016 07/31/2016	13,022.57 13,155.89	0.00 0.00	0.00 0.00	0.00 0.00	0.00 0.00	13,022.57 13,155.89
			26,178.46	0.00	0.00	0.00	0.00	26,178.46
SEITER, RANDY RANDY SEITER 5864 S BAILEY LAKE AVE BEAVERTON, MI 48612	0000003529 0000003533	07/01/2016 08/01/2016	140.00 140.00	0.00 0.00	0.00 0.00	0.00 0.00	0.00 0.00	140.00 140.00
			280.00	0.00	0.00	0.00	0.00	280.00
SUTTON, TIMOTHY TIMOTHY W SUTTON 1880 AUTUMN DR FARWELL, MI 48622	0000003336	10/09/2015	0.00	0.00	0.00	0.00	190.50	190.50

CUSTOMER # NAME	INVOICE #	SERVICE DATE	CURRENT	OVER 30	OVER 60	OVER 90	OVER 120	TOTAL
TESSNER, LUCAS M LUCAS M TESSNER 900 SIOUX TRAIL ROSCOMMON, MI 48653	0000003553	07/12/2016	304.00	0.00	0.00	0.00	0.00	304.00
TOWNSEND, ROBERT ROBERT TOWNSEND 395 SHAMROCK CT CLARE, MI 48617	0000003539	08/01/2016	140.00	0.00	0.00	0.00	0.00	140.00
VONSPRECKEN, JON JONATHON VONSPRECKEN 402 7TH ST LUDINGTON, MI 49431	0000003536	08/01/2016	140.00	0.00	0.00	0.00	0.00	140.00
WALMART BENHAM DESIGN LLC 60 E PLATO BLVD SAINT PAUL, MN 55107	0000003515	05/13/2016	0.00	1,908.90	0.00	0.00	0.00	1,908.90
WOJCIECHOWSKI, M MICHAEL N WOJCIECHOWSKI 322 SCOTT DR FARWELL, MI 48622	0000003554	07/15/2016	392.50	0.00	0.00	0.00	0.00	392.50
GRAND TOTALS:			28,155.96	1,908.90	0.00	0.00	190.50	30,255.36
JOURNALIZED AMOUNTS ONLY:								30,255.36
NON-JOURNALIZED AMOUNTS ONLY:								0.00

BILLING ITEM BREAKDOWN

MOWING	400.00	0.00	0.00	0.00	0.00	0.00	400.00
EVENTS	50.00	0.00	0.00	0.00	0.00	0.00	50.00
RENT	100.00	0.00	0.00	0.00	0.00	0.00	100.00
WASAM	171.00	0.00	0.00	0.00	0.00	0.00	171.00
LIBR	26,178.46	0.00	0.00	0.00	0.00	0.00	26,178.46
RENTAL	560.00	0.00	0.00	0.00	0.00	0.00	560.00
FVEHIC	696.50	0.00	0.00	0.00	0.00	190.50	887.00
CH FEE	0.00	1,908.90	0.00	0.00	0.00	0.00	1,908.90