

Secord Township Open Board Meeting

Meeting Minutes

June 17, 2026 10:00 am

Meeting held at Secord Township Hall 1507 Secord Dam Rd., Gladwin, MI 48624

www.secordtwp.com

Pledge of Allegiance

Roll Call/Attendance

- Supervisor Joel Vernier (supervisor@secordtwp.com) PRESENT
- Treasurer Christine Grace (treasurer@secordtwp.com) PRESENT
- Clerk Kristine Panetta (clerk@secordtwp.com) PRESENT
- Trustee Maria Alward (mlalward@gmail.com) PRESENT
- Trustee Kathy Seagraves (deputysupervisor@secordtwp.com) PRESENT
- 17 members of the public

Motion by Maria Alward & 2nd by Christine Grace to approve meeting minutes of May 20, 2026. All ayes. **Approved**

Consent Agenda/Changes to Agenda:

Joel Vernier requested that In “Other Business” section, Move Fred Shaver’s discussion to the end of that section.

Motion by Maria Alward & 2nd by Christine Grace to accept change to agenda. All ayes. **Approved.**

Public Comment:

Guests:

Mike Visnaw, County Commissioner

- At last County meeting, received Grain report
- Received \$400,000 grant to rebuild 4 homes for low-income residents in county; once completed, will recoup funds when sell properties
- Received proposal for recycling under consideration
- There is a 3-month moratorium on new solar projects
- There is a 6-month moratorium on new data center projects
- Building ordinance is under revision

Elijah Burkhardt, Assessor

- Self-introduction; applying for Assessor position

Corey Cuddie, Assessor

- Not present; applying for Assessor position; has already interviewed with members of the Board

Treasurer’s Report:

Discussion on County Settlement for Winter 2025 tax payments

- \$110,753 received and deposited

Discussion on ICS Accounts

- Completed moving township funds as discussed at last Board meeting to ensure they are FDIC insured

Discussion on Mercantile Bank

- \$250,000 Weed CD funds moved from Member's First to Mercantile Bank which will now earn 3.65% interest

Discussion on Interest Earned

- Examples of funds moved as discussed at the last Board meeting which will earn (in total) approximately \$3500-\$4500 monthly.
- Millage and special assessment funds will stay in accounts specifically for them

Fund Balances as of 06/11/2026

General Fund Checking Balance:	\$688,229.51	* (balance does not reflect o/s checks)
CD #S54 (Maturity Date 06/23/26)	\$59,121.93	
CD #S51 (Maturity Date 06/18/26)	\$58,866.89	
General Fund Total:	\$806,218.33	
Fire Fund Checking Balance:	\$126,251.88	* (balance does not reflect o/s checks)
CD #S52 (Maturity Date 06/18/26)	\$50,455.40	
Fire Fund Total:	\$176,707.28	
Garbage Fund Balance:	\$220,847.54	
Garbage Fund Total:	\$220,847.54	
Lake Weed Fund Balance:	\$459,021.39	
Mercantile Bank Weed Fund Balance:	\$250,000.00	
Lake Weed Fund Total:	\$709,021.39	
Mosquito Fund Balance:	\$73,388.75	
Mosquito Fund Total:	\$73,388.75	
Road Fund Balance:	\$493,332.84	
Road Fund Total:	\$493,332.84	
Tax Fund Checking Balance:	\$2,125.49	* (balance does not reflect o/s checks)
Tax Fund Total:	<u>\$2,125.49</u>	
Total of All Funds:	<u>\$2,481,641.62</u>	

Motion by Christine Grace and seconded by Kristine Panetta to roll over CD # S54 and CD # S51 another 6 Months. All Ayes. **Approved**

Motion by Christine Grace and seconded by Maria Alward to close CD S52. All ayes. **Approved**

Motion by Joel Vernier and seconded by Kristine Panetta to receive and file Treasures Report. All Ayes. **Approved.**

Clerk's Bills Paid:

General Fund Bills: \$ 43,222.43

General Payroll: \$12,276.86

Fire Bills: \$19,549.15

Fire Payroll: \$5,520.00

Motion by Kristine Panetta and seconded by Kathy Seagrove to pay the bills as presented. All Ayes. **Approved**

Clerks Correspondence Received:

Crystal Flash wants to lock-in rate

Reports:

Planning & Zoning: John Kuksa – Finalized Camping Ordinances. Public meeting to review will be scheduled July, 2026. Will advertise. Asking for a subcommittee to address solar ordinances

Fire Board Report: Pete Doyle – 11 medical and 9 fire runs in May; 8 runs for June thus far.

Fire Chief Report: Fred Shaver – Firework shows in area planned; ordinance allows June 29 – July 4

Constable Report: Maxine Larson- excused absence- Eagles inspection completed and passed.

Road Committee Report: Ken Douglas- First mowing completed for the season; roadwork progressing on Wirtz, 3 Rivers, Lundy, Park, Cedar Lake. Adding "Zoned Community" signs.

Zoning Administrator Report: Cherie Mascarello- 7 permits in May plus site visits; 5 permits June so far.

Ordinance Enforcement Officer Report: Tim Seagraves- 14 cases of trailers and blight

Well and Septic: Maria Alward- 3 wells inspected

Other Business:**Discussion on Annual Contracts/Agreements**

County Equalization Services Contract Review for FY 26-27- full-service contract

Motion by Joel Vernier and seconded by Christine Grace to continue contract. All Ayes. **Approved**

Discussion on Equalization partial year 25-26 Summer billing

Motion by Joel Vernier and seconded by Christine Grace to pay bill. All Ayes. **Approved**

Discussion on Weinlander & Fitzhugh Agreement

Motion by Joel Vernier and seconded by Christine Grace to continue agreement. All Ayes. **Approved**

Discussion on Increase for Zoning Administration / Ordinance Enforcement Officer

Motion to increase to \$500 effective June 1, 2026 by Joel Vernier and seconded by Christine Grace. All Ayes. **Approved.**

Discussion on Resolution General Appropriations Act and Budget

Motion to conduct a roll-call vote by Joel Vernier and seconded by Christine Grace. All Ayes. **Approved.**

Roll Call Vote to accept Resolution General Appropriations Act and Budget

- Supervisor Joel Vernier Aye
- Treasurer Christine Grace Aye
- Clerk Kristine Panetta Aye
- Trustee Maria Alward Aye
- Trustee Kathy Seagraves Aye

All Ayes. Resolution **Approved**

Discussion on New Assessor

Motion by Joel Veiner and seconded by Christine Grace to conduct a roll-call vote to choose new assessor.

Roll Call Vote to choose new assessor

- Supervisor Joel Vernier: Corey Cuddie
- Treasurer Christine Grace Elijah Burkhardt
- Clerk Kristine Panetta Elijah Burkhardt
- Trustee Maria Alward Elijah Burkhardt
- Trustee Kathy Seagraves Elijah Burkhardt

4 votes Elijah Burkhardt

1 vote Corey Cuddie

Motion by Joel Veiner and seconded by Christine Grace to conduct a roll-call vote to appoint new assessor, Elijah Burkhardt. All ayes. **Approved**

Roll Call Vote to appoint new assessor, Elijah Burkhardt

- Supervisor Joel Vernier: Corey Cuddie
- Treasurer Christine Grace Elijah Burkhardt
- Clerk Kristine Panetta Elijah Burkhardt
- Trustee Maria Alward Elijah Burkhardt
- Trustee Kathy Seagraves Elijah Burkhardt

All ayes. **Approved.**

Discussion Fred Shaver on Special Assessment for fire department

Fred discussed need for a special assessment to hire a licensed FT (32 hours approximately) fire-fighter/EMT. Having this person would ensure that there 2 people available during the day to respond to fire and medical emergencies. A special assessment meeting will be scheduled to discuss further.

Supervisor Comments:

June 22 @ 6:30 pm training on Open Meetings Act

Public Comments/Announcements

None

Motion to Adjourn Kristine Panetta & Maria Alward. All ayes. **Adjourned at 11:54am.**

- FLTF Assistance Fund for low-income qualifying residents has been approved and the \$700 assistance toward the special assessment will be applied to those who have qualified

Public Comments/Announcements:

The weekly Township mosquito spray will begin May 11, 2026 as long as weather provides

Barrier Treatments will become available in May. Each resident must call for their appointment each month that they would like the treatment

Mike Visnaw spoke on tornado warnings. Not all will hear the alarms so it is important to be ready and be aware of the weather

Mike complimented Secord on the blight ordinances and the enforcement. Most townships and cities do not have the in-place procedures that we have and it shows. The well and septic inspections are important and to his knowledge Secord Township is the only township who performs them. Discussion on clear cutting that has been happening and the mess left behind.

Resident Jan Alley spoke to confirm the CPR class that will be held at the Eagles on May 23rd at 1:00pm. The cost is \$20.00 per person. Limited seats. Class will be approximately 2 ½ hours long.

Motion to Adjourn Joel Vernier & Kristine Panetta @11:09am- All Ayes

Discussion on the ambulance wait time due to lack of availability in the county. Working on a solution to have a dedicated ambulance for the community.

CPR class is being held on May 23, 2026 at the Secord Eagles at 1:00pm. Cost to participate is \$20.00 and a certificate will be issued upon completion. Seats are limited.

Fire Chief Report: Fred Shaver- 4 incidents that need the drone: one was searching for a man in the woods with a gun. Reiterating the need for drones. The underwater drone previously approved and paid for by a grant has been received and training has begun. The Special Assessment has been temporarily tabled until May. Spring fire inspections have started. The new O'Rileys Auto Parts has completed their fire inspection and are scheduled to open in June 2026

Constable Report: Maxine Larson- Inspection at the Secord Eagles was done on 04/06/26 at 1pm and passed. Maxine will stop by the Marina to check progress on liquor license

Road Committee Report: Ken Douglas:

- **2026 Road Commission Projects: Secord Township Responsibility**
- **Cedar Lake Road - Township S. 1.5 miles \$65,000.00**
- **Cedar Lake- Road Extension \$24,000.00**
- **Lundy Drive-Cedar Lake westerly \$20,000.00**
- **North Pinecrest-Cedar Lake westerly \$14,000.00**
- **Park-Cedar Lake East \$35,000.00**
- **Three Rivers Road-Bowmanville South \$65,000.00**

Budget for 26/27 Road repairs have been approved by the Board- All ayes

Zoning Administrator Report: Cherie Mascarello-Starting to get very busy with permits. 5 permits issued in March and 5 already in April. Contacts were made to the Short-Term Rental property owners on the renewal for 2026 and fire inspections are being scheduled as well.

Ordinance Enforcement Officer Report: Tim Seagraves-Ongoing complaints with 4 separate residents. One is anticipated at being resolved soon. Tim is working on streamlining a system that will work better for blight follow up and new complaints. Signs are under control in Secord Township.

Well and Septic: Maria Alward-3 Reports: 1well & septic, both passed, 1 well approved a& septic failed, 1 new well, replacing an old well failed

OTHER BUSINESS:

Discussion on Matured CD at Members First Credit Union- Discussion on where to invest matured CD. A meeting with Huntington is scheduled for 4/21/26. Will also look at other opportunities. Final decision will be presented at the May 20, 2026 monthly board meeting

Discussion on Special Assessment for Fire Department has been tabled until May 20, 2026 monthly board meeting

Discussion on BS&A credit card reader for tax payments- Treasurer, Christine Grace presented to the board for approval to proceed- All Ayes

Supervisor Comments:

- June 22, 2026 at 6:30pm at the Secord Township Hall a class on the Open Meetings Act (OMA) with the local counsel of government
- Dams are on hold for work due to flooding, work will resume as soon as it is safe for the workers to return

2026/2027 BUDGET

ACCT	DESCRIPTION	25/26 COLLECTED	26/27 PROPOSED	TWP TOTAL EXP TWP OP
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REVENUES 25-26 / 26-27

101-000-492-02	SECORD OPERA	77,713.84	80,800.00	80,000.00
101-000-405-00	LAKE WEED	122,130.35	128,130.00	
101-000-406-00	WASTE REMOV	303,363.90	330,363.90	
101-000-409-00	MOSQUITO CON	58,400.35	59,400.00	
101-000-411-00	SECORD TWP AI	68,040.00	72,500.00	72,500.00
101-000-412-00	SCHOOL COLLECTION			
101-000-410-00	CURR PERSONA	13,175.00	14,500.00	14,500.00
101-000-412-00	S.E.T. FEE	6,355.00	6,355.00	6,355.00
101-000-420-00	ROAD MAINT M	132,171.24	135,171.24	
101-000-452-00	TRAILER PARK FI	80.00	80.00	80
101-000-478-00	ZONING FEES	5,300.00	7,000.00	7,000.00
101-000-574-00	STATE SHARED F	113,454.00	110,000.00	110,000.00
101-000-577-00	SWAMP TAX	13,318.39	14,400.00	14,400.00
101-000-579-00	MICHIGAN LIQU	550.00	550.00	550.00
101-000-600-00	FRANCHISE-CHA	15,000.00	15,000.00	15,000.00
101-000-622-00	STREET LIGHTIN	1,000.00	1,250.00	1,250.00
101-000-664-00	INTERST DIVIDEI	7,946.00	10,000.00	10,000.00
101-000-668-00	HALL RENTAL	400.00	400.00	400.00
101-000-694-00	OTHER REVENUE			
101-000-699-00	INTERFUND TRANSFERS			
BLIGHT	REIMBURSEMEN	0.00	31,000.00	31,000.00
	ESTIMATED REV	938,398.07	1,016,900.14	363,035.00

ACCT	DESCRIPTION
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100 LEGISLATIVE

101-100-974-00	CAPITOL RESERVE FUND	10,000.00	10,000.00	10,000.00
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101 GOVERNING BODY GENERAL EXPENSES

101-101-702-00	TRUSTEES SALARY	13,200.00
101-101-703-00	FEES AND MEETINGS	
101-101-715-00	EMPLOYEE MEDICARE	250.00
101-101-716-00	EMPLOYEE FICA	800.00
101-101-801-00	PROFESSIONAL FEES	25,000.00
191-101-732-00	BLIGHT REMOVAL	5,000.00
101-101-801-00	IT CONTRACT	6,000.00
101-101-801-00	BS&A FEES	16,000.00
101-101-802-00	PUBLISHING	

101-101-910-00 INSURANCE	8,000.00			
101-101-802-00 FEES & DUES	6,000.00			
101-101-956-00 EDUCATION & TRAINING	3,000.00			
101-101-957-00 MISCELLANEOUS EXPENSE	200.00			
101-101-984-00 CAPITAL OUTLAY FLT Assessmer	8,658.57			
Included above line 8658.57				
TOTAL GOVERNING BODY	92,108.57	92,108.57	92,108.57	

171 SUPERVISOR

101-171-702-00 SUPERVISOR SALARY	18,000.00			
101-171-703-00 DEPUTY SALARY	6,000.00			
101-171-702-00 FOIA	120.00			
101-171-715-00 EMPLOYEE MEDICARE	300.00			
101-171-716-00 EMPLOYEE FICA	1,200.00			
101-171-727-00 OFFICE SUPPLIES	50			
101-171-802-00 DUES	20			
101-171-860-00 MILEAGE	60.00			
101-171-956-00 EDUCATION & TRAINING	500.00			
TOTAL SUPERVISOR	26,250.00	26,250.00	26,250.00	

175 ASSESSOR

101-257-709 REAPPRAISAL CONTRACT				
101-257-710 ASSESSORS CONTRACT	32,000.00			
101-257-727 SUPPLIES & POSTAGE	2,200.00			
101-257-727 DATA PROCESSING	5,000.00			
TOTAL ASSESSOR	39,200.00	39,200.00	39,200.00	

101-174-727 EQUILIZATION FALL/WINTER TAX	3,612.00	3,612.00	3,612.00	
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191 ELECTIONS

101-262-702-00 ELECTION SALARIES	4,000.00			
PROFESSIONAL SERVICES	2,000.00			
101-262-726-00 SUPPLIES				
101-262-730-00 POSTAGE	1,200.00			
101-262-860-00 MILEAGE				
101-262-901-00 PUBLISHING				
101-262-931-00 COMPUTER MAINTENANCE				
101-262-984-00 CAPITOL OUTLAY	4,500.00			
TOTAL ELECTIONS	11,700.00	11,700.00	11,700.00	

215 CLERK

101-215-702-00 CLERKS SALARY	20,000.00			
101-215-703-00 DEPUTY SALARY	6,000.00			

101-215-705-00 EMPLOYEE MEDICARE	350		
101-215-716-00 EMPLOYEE FICA	1,750.00		
101-215-727-00 OFFICE SUPPLIES	250.00		
101-215-801-00 PROFESSIONAL FEES			
101-215-860-00 MILEAGE	100.00		
101-215-900-00 DATA PROCESSING			
101-215-956-00 EDUCATION & TRAINING	2,000.00		
TOTAL CLERK	30,450.00	30,450.00	30,450.00

247 BOARD OF REVIEW

101-247-702-00 B.O.R. SALARIES	1,200.00		
101-247-715-00 EMPLOYEE MEDICARE	50		
101-247-716-00 EMPLOYEE FICA	80		
101-247-860-00 MILAGE			
101-247-901-00 PUBLISHING			
101-247-952-00 EDUCATION & TRAINING	200		
TOTAL BOARD OF REVIEW	1,530.00	1,530.00	1,530.00

253 TREASURER

101-253-702-00 TREASURER SALARY	20,000.00		
101-253-703-00 DEPUTY SALARY	6,000.00		
101-253-715-00 EMPLOYEE MEDICARE	450		
101-253-716-00 EMPLOYEE FICA	1500		
101-253-727-00 OFFICE SUPPLIES	100		
101-253-730-00 POSTAGE	100		
101-252-860-00 MILEAGE			
101-253-900-00 DATA PROCESSING			
101-253-956-00 EDUCATION & TRAINING	500		
TOTAL TREASURER	28,650.00	28,650.00	28,650.00

265 BUILDING & GROUNDS

101-265-702-00 CUSTODIAL SALARY	4,200.00		
101-265-715-00 EMPLOYEE MEDICARE	200		
101-265-716-00 EMPLOYEE FICA	250		
101-265-726-00 SUPPLIES	800		
101-265-850-00 TELEPHONE	3,500.00		
101-265-920-00 ELECTRICITY	2,000.00		
101-265-921-00 FUEL PROPANE	3,500.00		
101-265-930-00 GROUNDS REPAIR & MAINTENANCE	2,500.00		
101-265-715-00 HALL MONITOR	400.00		
101-265-931-00 BLDG.REPAIR& MAINTENANCE	2,500.00		
101-265-984-00 CAPITAL OUTLAY			
TOTAL BUILDING & GROUNDS	19,850.00	19,850.00	19,850.00

330 LIQUOR LAW ENFORCEMENT			
101-330-702-00	CONSTABLE SALARY	900	
101-330-715-00	EMPLOYEE MEDICARE	85	
101-330-716-00	EMPLOYEE FICA	50	
	TOTAL LIQUOR LAW ENFORCEM	1035	1,035.00 1,035.00

446 HIGHWAYS STREETS & BRIDGES			
101-446-702-00	SALARIES		
101-446-705-00	FEES & MEETINGS		
101-446-715-00	EMPLOYEE MEDICARE		
101-446-716-00	EMPLOYEE FICA		
101-446-952-00	ROAD CONSTRU	140,384.60	275,000.00
101-446-953-00	ROAD CONSTRUCTION.EQUIPMENT		
101-446-960-00	SHARED LIGHTING	1,600.00	
101-446-961-00	STREET LIGHT TWP. EXPENSE		
101-446-860-00	MILEAGE	200	
	HIGHWAYS STREETS & BRIDGES	276,800.00	276,800.00

526 LAKE WEED CONTROL			
101-524-806-00	LAKE WEED CONTROL	157,085.00	
	TOTAL LAKE WEED EXPENSE	157,085.00	157,085.00

550 SOLID WASTE REMOVAL			
101-550-951-00	SOLID WASTE REMOVAL	324,000.00	
	TOTAL SOLID WASTE REMOVAL	324,000.00	324,000.00

620 MOSQUITO CONTROL			
101-620-730-00	PUBLISHING		
101-620-805-00	MOSQUITO CONTROL EXPENSE	60,000.00	
	TOTAL MOSQUITO CONTROL	60,000.00	60,000.00

800 PLANNING & ZONING			
101-800-702-00	PLANNING & ZONING SALARIES	1,000.00	
101-800-706-00	BOARD OF APPEALS SALARIES	800	
101-800-707-00	ZONING ADMINISTRATOE SALAR	3,000.00	
101-800-715-00	EMPLOYEE MEDICARE	200	
101-800-716-00	EMPLOYEE FICA	800.00	
101-816-726-00	SUPPLIES		
101-800-801-00	PROFESSIONAL FEES		
101-800-803-00	PUBLISHING & COMMUNICATION		
101-800-956-00	MILEAGE	1,250.00	
101-800-861-00	PERMIT ALLOCATION		

101-800-956-00 EDUCATION & TRAINING	200		
101-800-958-00 ORDINANCE OFFICER SALARY	3,000.00		
TOTAL PLANNING & ZONING	10,250.00	10,250.00	10,250.00
TOTAL EXP SECORD		1,092,520.57	274,635.57

TOWNSHIP REV	363,035.00
TOWNSHIP EXP	274,635.57
TOWNSHIP BAL/	88,399.43

TOTAL REVENUE	1,016,900.14
TOTAL EXPENSES	1,092,520.57
BUDGET BALANCE	75,620.43
	PLANNED ROAD EXCESS COVERING
	OVERAGE EXISTING FUNDS

BUDGET REPORT FOR SECD TOWNSHIP
Calculations As of 06/30/2026

GL Number	Description	25-26 original Budget	25-26 Activity	% Budget Used	26-27 Dept Requested
Fund: 206 FIRE FUND					
Account Category: Appropriations					
206-336-702.000	SALARIES & WAGES	4,800.00	4,000.00	83.33	4,800.00
206-336-704.000	AWARDS - RESPONSE RUNS	35,000.00	18,215.00	52.04	40,000.00
206-336-715.000	MEDICARE	600.00	1,208.44	201.41	800.00
206-336-716.000	FICA	1,500.00	1,629.98	108.67	1,800.00
206-336-727.000	OFFICE SUPPLIES	800.00	0.00	0.00	0.00
206-336-802.000	DUES AND FEES	200.00	51.64	25.82	100.00
206-336-804.000	PHYSICALS	700.00	290.00	41.43	700.00
206-336-860.000	MILEAGE	550.00	0.00	0.00	0.00
206-336-910.000	INSURANCE	15,000.00	19,880.96	132.54	16,500.00
206-336-956.000	EDUCATION & TRAINING	4,000.00	4,167.72	104.19	4,000.00
206-337-727.000	OFFICE SUPPLIES	0.00	439.50	54.94	800.00
206-337-730.000	POSTAGE	0.00	0.00	0.00	100.00
206-337-765.000	PROMOTIONAL EXPENSE	0.00	0.00	0.00	250.00
206-337-801.000	PROFESSIONAL SERVICES	2,000.00	1,062.00	53.10	2,000.00
206-337-860.000	MILEAGE	0.00	406.02	81.20	0.00
206-346-726.000	SUPPLIES	1,600.00	2,968.52	185.53	1,000.00
206-346-729.000	GAS & OIL	7,500.00	2,308.21	30.78	7,500.00
206-346-930.000	EQUIP REPAIR	6,000.00	1,903.10	31.72	6,000.00
206-346-931.000	EQUIPMENT MAINTENANCE	6,000.00	11,415.49	190.26	6,000.00
206-346-984.000	CAPITAL OUTLAY	8,000.00	20,132.14	251.65	56,000.00
206-346-985.000	COMMUNICATIONS	8,500.00	2,870.42	33.77	1,400.00
206-347-702.000	SALARIES & WAGES	3,000.00	2,500.00	83.33	3,000.00
206-347-715.000	MEDICARE	300.00	36.29	12.10	100.00
206-347-716.000	FICA	500.00	155.00	31.00	200.00
206-347-726.000	SUPPLIES	1,250.00	24.14	1.93	1,000.00
206-347-850.000	TELEPHONE	2,000.00	416.45	20.82	1,000.00
206-347-920.000	ELECTRICITY	1,750.00	741.81	42.39	1,700.00
206-347-922.000	HEAT	3,000.00	2,064.70	68.82	3,000.00
206-347-930.000	GROUNDS REPAIR & MAINT	2,500.00	3,012.27	120.49	2,000.00
Appropriations		117,050.00	101,899.80	86.50	161,750.00
Fund 206 - FIRE FUND:					
TOTAL ESTIMATED REVENUES		117,050.00	101,899.80	86.50	161,750.00
TOTAL APPROPRIATIONS		117,050.00	101,899.80		161,750.00
NET OF REVENUES & APPROPRIATIONS:		(117,050.00)	(101,899.80)		(161,750.00)

