

**VILLAGE OF NEWBERRY  
VILLAGE COUNCIL MEETING  
ELECTRONIC MEETING  
Tuesday, July 21, 2020  
Meeting Location: 302 East McMillan Ave  
Meeting Time: 6:00 p.m.**

**1. VIRTUAL WAITING ROOM OPENED – By IVM**

Join Zoom Meeting: <https://us02web.zoom.us/j/89380462624>

By Phone: 1-888-475-4499 or 1-877-853-5257

Meeting ID 893 8046 2624#

**2. PARTICIPANTS BRIEFED ON PROCESS FOR PUBLIC PARTICIPATION – By IVM**

1. Calls will be listen-only mode during business portions of the meeting
2. Callers will be unmuted individually during each public comment section
  - i. Callers will be identified by the last four digits of their phone number or by their computer login information
  - ii. Each caller will be asked if they would like to comment – comment is not required
  - iii. Caller must identify themselves by name and address before speaking or will not be able to proceed with comments
  - iv. Callers will be held to a 3min time limit

**3. CALL TO ORDER – By VP**

**4. ROLL CALL**

**5. APPROVAL OF AGENDA**

**6. MEETING WITH LEGAL COUNSEL REGARDING EMPLOYEE MEDIATION  
PREPARATION – Possible Closed Session**

- During closed session all public participants will be placed back in the virtual “waiting room” and will be unable to hear council deliberation. The line will be silent until the closed session is over and the public session of the meeting resumes.

**7. APPROVAL OF MINUTES**

- Village Council –Regular Session – June 16, 2020
  - Intro of Ordinance.... Section 4 Ord. 36...votes sections needs to be revised to show all trustees voted aye

**8. PUBLIC COMMENTS ON AGENDA ITEMS – Prior to consideration of official business, citizens may speak to a subject on today’s agenda. Please stand at the podium provided and limit comments to 3 minutes.**

1. Facilitated by IVM

**9. VILLAGE PRESIDENT COMMENTS**

- a. None prescheduled

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

**1. Village of Newberry – Monthly Payables –June 13, 2020 to July 17, 2020**

<b>101</b>	<b>General Fund</b>	<b>\$97,344.60</b>
<b>202</b>	<b>Major Streets Fund</b>	<b>\$9.99</b>
<b>203</b>	<b>Local Street Fund</b>	<b>\$61.06</b>
<b>213</b>	<b>Fire Revolving Fund</b>	<b>\$2,890.79</b>
<b>409</b>	<b>TORC</b>	
<b>418</b>	<b>Atlas Park Fund</b>	
<b>590</b>	<b>Sewage Receiving Fund</b>	<b>\$31,667.32</b>
<b>TOTAL EXPENSE FOR APPROVAL:</b>		<b>\$131,973.76</b>

2. **Water & Light – Monthly Payables –June 6, 2020 to July 10, 2020**

582	Electric Fund – regular expenditures	\$79,891.78
582	<b>ELECTRIC FUND TOTAL EXPENSE:</b>	<b>\$79,891.78</b>
591	Water Fund – regular expenditures	\$5,667.44
591	<b>WATER FUND TOTAL EXPENSE:</b>	<b>\$5,667.44</b>
<b>Total amount for both funds:</b>		<b>\$85,559.22</b>

3. **Save the Bells – for review only**

582	Save the Bells Fund Balance Summary – as of 06/30/2020	<b>\$12,949.59</b>
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4. **Treasurer**

- a. June 2020 Report

5. **Request for Disbursement of Funds – Stormwater / Asset Management / Wastewater (SAW) Grant Program**

i. Request # 24 – 05/01/2020 to 05/31/2020

1. C2AE Invoice #69874 for \$2,930.39
2. Baker Tilly Invoice #BTMA5890 for \$12,000

a. **TOTAL AMOUNT FOR APPROVAL: \$14,930.39**

6. **Request for Disbursement of Funds – McGahey Construction (also listed in payables)**

- a. Pay Request #1 – \$44,100.00
- b. Pay Request #2 – \$41,850.00

i. **TOTAL AMOUNT FOR APPROVAL - \$85,950.00**

7. **Presentation of 2018 Audit by SOM Treasury Auditor Brenda Drayton – pending**

11. **PETITIONS AND COMMUNICATIONS** – Communications addressed to the Village Council are distributed to all members and are acknowledged for information or are referred to a committee or staff for follow-up.

12. **INTRODUCTION AND ADOPTION OF RESOLUTIONS, ORDINANCES, & PROCLAMATIONS**

1. Resolution to approve Deficit Elimination Plan with projected budget for Sewer Fund
2. Resolution to approve Deficit Elimination Plan with projected budget for TORC Fund
3. Resolution to approve Deficit Elimination Plan with projected budget for Atlas Park Fund
4. Ordinance 11 (revised and updated)

13. **UNFINISHED BUSINESS**

- 2019 Audit – Extension Approval for audit & F65 until August 30, 2020
- Grant of Easement to Diane Ducsay
- Refund of Sewer fees to Dale Betcher for November and December 2019, total of \$70.00
  2. Follow-up from February 2020 council meeting
- Public Comment Follow-Up from Previous Meeting
  - When will recycling drop-off open again? - IVM

14. **NEW BUSINESS**

1. Village Manager Position Description
2. Fairbanks Generator Inspection for Repair

## **15. REPORTS OF BOARDS**

1. Water & Light Board
  - a. Meeting Minutes - Tuesday, July 14, 2020
  - b. 2019 Annual Water Quality Report – for review
2. Planning Commission Meeting: Thursday, June 25

## **16. REPORTS OF COMMITTEES**

No reports scheduled from the following committees: Management, Planning; Union; Parks and Recreation; Fire, Finance, DPW/WWTP, 41 Lumber (VON maintenance. building) Ad Hoc.

1. Ordinance Committee
  - i. July 2- minutes included in packet

RECOMMENDATION(S) TO APPROVE:

  - Reduce per meeting payment for president position from \$75.00 a meeting to \$50.00 a meeting
  - Approve updated version of Ordinance 11
  - Refer to Management Committee: Decide on what an excused absence would be and add language to Village Council Rules and Procedure
  -
2. Management Committee
  - i. July 8 – minutes included in packet

RECOMMENDATION(S) TO APPROVE:

  - Village Manager Job Description

## **17. REPORTS OF VILLAGE OFFICERS & MANAGEMENT – The following may submit reports or information to the Village Council as updates and consideration.**

1. Fire Chief – no report for June
2. Superintendent of WWTP & DPW
  - a. Monthly Report – written
  - b. EGLE violation response letter
  - c. WWTP improvements cost list
3. Working Superintendent of Water & Light
  - a. Monthly Report - written
  - b. Electric Consumption/Billing Report
  - c. Electric Demand Large Power Report
  - d. Billed Electric kWh Report
  - e. Water Pumpage Report
4. Interim Village Manager / Director of Human Resources & Community Engagement
  - a. Monthly Report- written and verbal

## **18. PUBLIC COMMENT – At the conclusion of the official business and public hearings, the agenda provides for public comment on any other matters citizens may wish to bring to the attention of the Village Council. Please limit comments to 3 minutes.**

- Facilitated by IVM & Clerk

## **19. ASSIGNMENT OF PUBLIC COMMENT RESPONSE**

## **20. COMMENTS BY COUNCIL MEMBERS**

## **21. ADJOURNMENT - REGULAR SESSION**



**VILLAGE OF NEWBERRY  
NOTICE OF ELECTRONIC PUBLIC MEETING  
VILLAGE COUNCIL – 07/21/2020, 6:00PM**



**Notice is hereby given that the VILLAGE OF NEWBERRY COUNCIL will hold an electronic public meeting on JULY 21, 2020 beginning at 6:00 p.m.**

The reasons for holding an electronic public meeting are to limit the spread of COVID-19 and to remain in compliance with Executive Order 2020-115. The JULY 21 Village Council Meeting will be held virtually, and council members, staff and the public will attend remotely through Zoom audio conferencing. This is permitted via Executive Order 2020- 129, which temporarily authorizes remote participation in public meetings and hearings through July 31, 2020.

**Public Participation**

There will be two options for public participation in this meeting; phone conferencing or written comment. There will be two public comment periods for the meeting, as listed on the meeting agenda. Comments will be limited to three minutes and speakers must give their name and address.

Members of the public wishing to call in to listen to the meeting and/or to make a public comment over the phone will need to do one of two things:

- To access the audio via computer or mobile device the public should use the following link (you will need to download the free Zoom App):  
<https://us02web.zoom.us/j/89380462624>
- To access the audio via phone please call: 1-888-475-4499 or 1-877-853-5257 and enter the meeting ID 893 8046 2624# and follow the prompts.

When participating via computer or phone conferencing, participants will be placed into a virtual waiting room/on-hold until the meeting begins. Once the meeting begins, the public will be muted until Public Comment portions of the meeting are reached. The public will be able to hear the meeting taking place but will not be able to make comments or interject. Once a Public Comment section begins, the Interim Village Manager will go through the list of participants and provide each commenter with the opportunity to address the board. This will be done via role call based on the last four digits of your call-in telephone number and/or your name as it appears on the computer-based calling feature.

Members of the public, whether or not they are joining the electronic public meeting, may submit written comments or ask questions\* regarding any business that will come before the Council. Written comments and questions may be submitted at any time. Those submitted prior to 12:00PM on Friday, July 17, 2020 will be copied and included in the agenda packet for the meeting. Those submitted after 12:00PM on Friday, July 17, 2020, but before 5:30PM on July 21, 2020 will be read aloud during the public comment portion of the agenda. Written comments submitted after 5:30PM. on Tuesday, July 21 will be included in the packet for the August 18, 2020 meeting. The Village reserves the right to summarize long written comments and questions rather than reading them aloud but will provide Council members the full text of these comments following the meeting.

\*To be considered for inclusion in the agenda packet or to be read aloud during the meeting, comments and questions must include the name and home address of the person submitting them and must not include language that would be considered vulgar or be interpreted as hate speech or fighting words. The comments and questions should also indicate the date of the electronic public meeting for which they are being submitted.

Written comments and questions should be submitted to [awatkins@newberrymi.gov](mailto:awatkins@newberrymi.gov) or mailed to or dropped off at the Village Office.

Persons with disabilities who require assistance in order to participate in the electronic public meeting should contact the Village at the earliest opportunity by emailing [awatkins@newberrymi.gov](mailto:awatkins@newberrymi.gov) or by calling 906-293-3433.

Newberry Village Council  
Regular Meeting Minutes  
June 16, 2020 – 6:00 p.m.  
Electronic Public Meeting – Due to COVID-19 Virus

**\*\*NOTE – All votes were done by Roll Call Vote**

**Present:** President Stokes, Trustees: Cameron, Freese, Hardenbrook, Hendrickson, Puckett.

**Absent:** None.

**Also Present:** Interim Village Manager/Director of Human Resources & Community Engagement – Watkins, Clerk – Schummer, Sterling McGinn, Larry Vincent, Chris Cox.

**Call to Order:** President Stokes called the meeting to order at 6:02 p.m. via Zoom.

**Approval of Agenda:** Moved by Cameron, support by Hendrickson, **CARRIED**, to approve the agenda with one change, move item 13 - #2 Planning Commission Zoning Funding, to after 9.) Village President Comments. Ayes: Stokes, Cameron, Freese, Hardenbrook, Hendrickson, Puckett.

**Minutes:** Moved by Hendrickson, support by Puckett, **CARRIED**, to approve the minutes from the May 19, 2020, with one corrections: Under Introduction and Adoption of Ordinances and Resolutions #3 – stated that Ordinance 51 had passed by a 4 to 2 vote, however after the close of the meeting, the Interim Village Manager was advised by the Village attorney, that because it did not pass with a 2/3 majority vote, Ordinance 51 failed. Ayes: Stokes, Cameron, Freese, Hardenbrook, Hendrickson, Puckett.

**Public Comments on Agenda Items:** None.

**Village President's Announcements:** None

**Unfinished Business:** 2.) Planning Commission Zoning Funding – Larry Vincent, as a representative from the Planning Commission explained why the Commission was asking for the funding. Moved by Puckett, support by Hendrickson, **CARRIED**, to approve a \$2,700.00 budget adjustment for the Planning Commission's requested funds for zoning. Discussion followed. Ayes: Stokes, Cameron, Freese, Hardenbrook, Hendrickson, Puckett.

**Submission of Bills and Financial Updates:**

- A.) Village of Newberry – Monthly Bills. Moved by Hendrickson, support by Cameron, **CARRIED**, to approve payment of the May 16, 2020 – June 12, 2020 bills, in the amount of \$64,853.13. Roll call vote: Ayes: Stokes, Cameron, Freese, Hardenbrook, Hendrickson, Puckett.
- B.) Water & Light monthly bills for May 8, 2020 to June 5, 2020: Moved by Cameron, support by Hendrickson, **CARRIED**, to accept the recommendation of the W&L Board to pay the Electric and Water Funds in the total amount of \$88,036.93. Roll call vote: Ayes: Stokes, Cameron, Freese, Hardenbrook, Hendrickson, Puckett.
- C.) Christmas Lights Fund – as of 5/31/2020 - \$12,537.97.
- D.) Treasurer's Report:
  - a.) May 2020 – N. Moulton gave a written report. Council accepted the report as presented.
  - b.) 2020 Tax Rate Request for Signatures. Informational

**Petitions and Communications:** Letter of Appeal from Christopher Cox – received May 29, 2020. Mr. Cox was present via Zoom and answered questions from the Board. Moved by Puckett, support by Hardenbrook, **CARRIED**, to grant Mr. Cox the appeal amount of \$565.00. Discussion followed. Ayes: Stokes, Cameron, Hardenbrook, Puckett. Nays: Freese, Hendrickson.

**Introduction and Adoption of Ordinances and Resolutions:** Interim Village Manager, Watkins, gave a brief explanation of the following proposed resolutions and ordinances.

- 1.) Resolution 2020-06-SF - to approve Deficit Elimination Plan for Sewer Fund (response to 2018 Audit): Moved by Freese, support by Cameron, **CARRIED**, to adopt Resolution 2020-06-16-SF. Discussion followed. Ayes: Stokes, Cameron, Freese, Hardenbrook, Hendrickson, Puckett.
- 2.) Resolution 2020-06-16-TORC - to approve Deficit Elimination Plan for TORC Fund (response to 2018 Audit): Moved by Freese, support by Hardenbrook, **CARRIED**, to adopt Resolution 2020-

06-16-TORC. Discussion followed. Ayes: Stokes, Cameron, Freese, Hardenbrook, Hendrickson, Puckett.

- 3.) Resolution 2020-06-16-ATLAS – to approve Deficit Elimination Plan for Atlas Park Fund (response to 2018 Audit): Moved by Freese, support by Hendrickson, **CARRIED**, to adopt Resolution 2020-06-16-ATLAS. Discussion followed. Ayes: Stokes, Cameron, Freese, Hardenbrook, Hendrickson, Puckett.
- 4.) Ordinance 36 – Village Manager: Moved by Freese, support by Hendrickson, **CARRIED**, to move forward with the adoption of the revised Ordinance 36 - Village Manager Ordinance. Discussion followed. Ayes: Stokes, Cameron, Freese, Hardenbrook. Nays: Hendrickson, Puckett.
- 5.) Ordinance 52 – Village Clerk Duties and Compensation Ordinance: Moved by Puckett, support by Freese, **CARRIED**, to adopt Ordinance 52. Discussion followed. Ayes: Stokes, Cameron, Freese, Hardenbrook. Nays: Hendrickson, Puckett.

#### **Unfinished Business:**

- 1.) Audit update: Watkins gave the update. The auditor is scheduled to do a presentation on the 2018 audit at the July 21<sup>st</sup> meeting. The total billed by the State for the 2018 Audit was \$26,450.00.
  - a.) Notice of Intent to Withhold State payments. Noticed dated May 18, 2020 presented.
- 2.) Planning Commission Zoning Funding: Covered earlier in the meeting.
- 3.) New Maintenance Building update: Update given by Watkins. Site work will start this week.
- 4.) MBANK – Payment & Tax Accounts: Watkins and Freese attended a meeting with representatives from MBANK. Freese gave a report on the meeting. Security of Village accounts was discussed. It was decided to have Village accounts remain at MBANK.
- 5.) Capital Improvement Plan - UPEA Engineering – Grant funding: Watkins discussed the need for a Capital Improvement Plan, and how we will achieve getting that done, at no cost to the Village.
- 6.) SRF Loan Calls to Council – follow-up from May Council question: Watkins was able to confirm the calls made to Council members were legitimate and a common practice.
- 7.) 303 W. Avenue C sewer issue: It was decided the sewer pipes were crushed during the water project so the Village will pay for the cost of replacement. Watkins will look into the property owners past credit requests because of the pipe issue.
- 8.) Verizon Tower: Watkins gave an update. Moved by Hendrickson, no support, **MOTION DIES**, to open discussions with the new contractor representing the Verizon Tower.
- 9.) Review of Utility Billing Payment and Processing for June & July: Watkins gave an update.
  - a.) Electric Service Disconnects are scheduled for July 13.
- 10.) Public Comment Follow-Up from Previous Meeting: None.

#### **New Business:**

- 1.) 2019 Audit: Approval of extension request for audit & F65 report, extended from June 30 to July 21, 2020.
- 2.) Tree trimming along primary power lines: Estimates were attached for reference. Moved by Hendrickson, support by Puckett, **CARRIED**, to put bids out for tree limb removal within the Village. Discussion followed. Ayes: Stokes, Cameron, Freese, Hardenbrook, Hendrickson, Puckett.
- 3.) Village Manager Position: Covered earlier in the meeting.

#### **Reports of Boards:**

- 1.) Water & Light Board:
  - a.) Minutes provided from the June 9, 2020 meeting. Report by Freese.
  - b.) 2019 Annual Energy Waste Reduction Report.
- 2.) Planning Commission Meeting: May 26, 2020 meeting cancelled.

#### **Committee Reports:**

- 1.) Ordinance Committee: June 4, 2020, meeting minutes provided.

#### **Reports of Village Officers & Management:**

- A.) Fire Chief: Wendt submitted a written report.
- B.) Superintendent of Wastewater Treatment Plant & DPW: Blakely submitted a written report.

C.) Water & Light: Written report submitted by Dan Kucinskas.

D.) Interim Village Manager/Director of Human Resources & Community Engagement: Watkins gave a verbal as well as written report. Watkins stated there was one new FOIA request. Moved by Hardenbrook, support by Cameron, **CARRIED**, to approve the leave request by Interim Village Manager Watkins, for August 3<sup>rd</sup>, 4<sup>th</sup> and 5<sup>th</sup>, 2020. Ayes: Stokes, Cameron, Freese, Hardenbrook, Hendrickson, Puckett.

**Public Comment**: Comment heard from Christopher Cox.

**Comments by Council Members**: Comments heard from Hendrickson, Cameron and Freese.

**Adjourn Meeting**: Moved by Hendrickson, support by Cameron, **CARRIED**, to adjourn the meeting at 8:38 p.m. Board members disconnected the phone call before roll call vote was able to be taken.

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

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Terese Schummer, Clerk

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Lori A. Stokes, Village President

**VILLAGE PAYABLES**  
June 13, 2020 to July 17, 2020

GL Number	Inv. Line Desc	Vendor	Fund 101 General Fund	Invoice Desc.	Due Date	Amount	Check #
<b>Dept 101 VILLAGE COUNCIL</b>							
101-101-915.000	MEMBERSHIPS & SUBSCRIPTI	ZOOM	TELECONFERENCES		07/01/20	58.56	44437
			Total For Dept 101 VILLAGE COUNCIL			58.56	
<b>Dept 172 VILLAGE MANAGER</b>							
101-172-719.000	HOSPITALIZATION	44 NORTH	COBRA SERVICE RETIREES JUNE		07/11/20	5.36	44387
101-172-726.000	LIFE INSURANCE	STANDARD, THE	LIFE INSURANCE		07/01/20	5.78	44398
101-172-850.000	906-291-1223	VERIZON	DESK PHONES		07/07/20	6.96	44402
			Total For Dept 172 VILLAGE MANAGER			18.10	
<b>Dept 201 ADMINISTRATIVE</b>							
101-201-726.000	LIFE INSURANCE	STANDARD, THE	LIFE INSURANCE		07/01/20	10.88	44398
101-201-752.000	OFFICE SUPPLIES	AMAZON CAPITAL SERVICES	BANK COUNTER WINDOW INTERCOM		07/28/20	88.99	44413
101-201-752.000	OFFICE SUPPLIES	AMAZON CAPITAL SERVICES	CREDIT MEMO FOR RETURN OF WINDOW INTERCOM		07/03/20	(88.99)	44413
101-201-752.000	OFFICE SUPPLIES	AMAZON CAPITAL SERVICES	WINDOW INTERCOM		08/02/20	41.99	44413
101-201-752.000	OFFICE SUPPLIES	NATIONAL OFFICE PRODUCTS	PAPER		08/10/20	9.88	
101-201-752.100	OPERATING SUPPLIES	AMAZON CAPITAL SERVICES	MICROPHONE SPEAKER		07/12/20	89.99	44413
101-201-752.100	OPERATING SUPPLIES	AMAZON CAPITAL SERVICES	TRASH BAGS		07/23/20	29.76	44379
101-201-752.100	OPERATING SUPPLIES	NATIONAL OFFICE PRODUCTS	CONTRACT OVERAGE		07/30/20	15.79	44429
101-201-752.200	IT SOFTWARE	REVIZE LLC	WEBSITE AND CMS ANNUAL TECH SUPPORT		07/10/20	300.00	44396
101-201-801.000	PROFESSIONAL & CONTRAC	FAIR, ALMA	OFFICE CLEANING- JUNE		07/24/20	100.00	44421
101-201-850.000	FAX	VERIZON	ACCOUNT NUMBER 942077532-00001 FAX		07/07/20	11.32	44402
101-201-850.000	906-291-0055 HR	VERIZON	ACCOUNT NUMBER 942077532-00002 - CELL		07/07/20	10.72	44402
101-201-850.000	906-293-5681 W/L CLERK 5%	VERIZON	DESK PHONES		07/07/20	29.21	44402
101-201-850.000	TELEPHONE	HTC-HIAWATHA TELEPHONE CO	ACCT 00042108-7		07/28/20	19.98	44426
101-201-851.000	POSTAGE	US POSTAL SERVICE	STAMPS		06/24/20	13.75	44401
101-201-900.000	PUBLISHING & PRINTING	NEWBERRY NEWS INC	SPRING BRUSH PICKUP, ELECTRIC CUSTOMERS, METERS, 5-19-20 M		06/28/20	469.00	44392
101-201-900.000	PUBLISHING & PRINTING - P	NEWBERRY NEWS INC	PUBLISHING		07/24/20	24.00	44430
101-201-980.000	CAP OUTLAY-OFFICE EQUIP &	NATIONAL OFFICE PRODUCTS	NEW COPIER/FAX/SCANNER		07/18/20	1,974.83	44429
			Total For Dept 201 ADMINISTRATIVE			3,151.10	
<b>Dept 215 CLERK</b>							
101-215-900.000	PRINTING & PUBLISHING - OR	NEWBERRY NEWS INC	PUBLISHING		07/24/20	620.00	44430
			Total For Dept 215 CLERK			620.00	
<b>Dept 223 AUDIT &amp; LEGAL EXPENSE</b>							
101-223-801.000	PROF & CONTR SERVICES	STATE OF MICHIGAN	2018 AUDIT		07/09/20	13,225.00	44378
101-223-801.200	LEGAL	SONDBE, RACINE & DOREN PLC	LEGAL COUNCIL		07/01/20	562.50	44399
			Total For Dept 223 AUDIT & LEGAL EXPENSE			13,787.50	
<b>Dept 230 ORDINANCE OFFICER</b>							
101-230-850.000	906-291-1630 - ORDINANCE OFF	VERIZON	DESK PHONES		07/07/20	27.85	44402
			Total For Dept 230 ORDINANCE OFFICER			27.85	
<b>Dept 253 TREASURER</b>							
101-253-850.000	906-291-1631 TREASURER	VERIZON	DESK PHONES		07/07/20	27.85	44402
101-253-851.000	POSTAGE	US POSTAL SERVICE	STAMPS		06/24/20	495.00	44401
101-253-900.000	PUBLISHING & PRINTING	NATIONAL OFFICE PRODUCTS	TAX BILTS PRINTING		07/30/20	391.65	44429
			Total For Dept 253 TREASURER			914.50	
<b>Dept 265 BUILDING &amp; GROUNDS</b>							



**VILLAGE PAYABLES**  
June 13, 2020 to July 17, 2020

GL Number	Inv. Line Desc	Vendor	Invoice Desc.	Due Date	Amount	Check #
101-265-752.100	OPERATING SUPPLIES	FOSTER HARDWARE	WEED KILLER	07/10/20	33.98	44386
101-265-921.000	HEAT	SEMCOENERGY GAS COMPANY	DPW GARAGE NATURAL GAS 827.500	07/27/20	15.00	44435
101-265-921.000	HEAT	SEMCOENERGY GAS COMPANY	310 E. MCMILLAN NATURAL GAS	07/27/20	15.00	44435
			<b>Total For Dept 265 BUILDING &amp; GROUNDS</b>		<b>63.98</b>	
<b>Dept 301 POLICE DEPARTMENT</b>						
101-301-719.000	POLICE HOSPITALIZATION	44 NORTH	COBRA SERVICE RETIREES JUNE	07/11/20	2.41	44387
101-301-726.000	LIFE INSURANCE	STANDARD, THE	<b>LIFE INSURANCE</b>	<b>07/01/20</b>	<b>23.09</b>	44398
			<b>Total For Dept 301 POLICE DEPARTMENT</b>		<b>25.50</b>	
<b>Dept 441 PUBLIC WORKS</b>						
101-441-718.000	MEDICAL SCREENING - PRE E	HELEN NEWBERRY JOY HOSPITAL	PREEMPLOYMENT XRAY	06/30/20	234.00	44425
101-441-718.000	MEDICAL SCREENING - PRE E	HELEN NEWBERRY JOY HOSPITAL	LABS	08/10/20	40.00	
101-441-726.000	LIFE INSURANCE	STANDARD, THE	LIFE INSURANCE	07/01/20	12.50	44398
101-441-752.100	OPERATING SUPPLIES	OK INDUSTRIAL SUPPLY	BLUE OIL FLOOR PADS	07/22/20	103.26	44394
101-441-767.000	CLOTHING - UNIFORMS	AMAZON CAPITAL SERVICES	WORK BOOTS -DPW	07/19/20	86.95	44379
101-441-801.000	PROFESSIONAL AND CONTRA	GREAT LAKES TRUCK SERVICE	INSPECTION/TROUBLE SHOOTING TRANSMISSION/REPAIRED WIRE	07/25/20	273.00	44424
101-441-850.000	906-291-0136 MECHANIC	VERIZON	ACCOUNT NUMBER 942077332-00002 - CELL	07/07/20	107.20	44402
101-441-850.000	906-291-1633 DPW	VERIZON	DESK PHONES	07/07/20	41.21	44402
101-441-850.000	TELEPHONE	ATT U VERSE	DPW UVERSE	07/23/20	41.10	44417
101-441-900.000	PUBLISHING & PRINTING	NEWBERRY NEWS INC	SPRING BRUSH PICKUP, ELECTRIC CUSTOMERS, METERS, 5-19-20 M	06/28/20	108.00	44392
101-441-900.000	PUBLISHING & PRINTING - DP	NEWBERRY NEWS INC	PUBLISHING	07/24/20	36.00	44430
			<b>Total For Dept 441 PUBLIC WORKS</b>		<b>1,083.22</b>	
<b>Dept 524 MOTOR POOL</b>						
101-524-753.000	TOOLS & EQUIP/UNDER CAP	MILLER-BRADFORD & RISBERG, INC	LATE CHARGE- TOOLS	06/03/20	3.47	44448
101-524-759.000	GAS OIL & GREASE - PUBLIC	WEX BANK - SPEEDWAY UNIVERSAL	GAS/FUEL	07/30/20	231.80	44439
101-524-932.000	VEHICLE REPAIRS & MAINTEN	LYNN AUTO PARTS INC.	AIR FILTER	07/10/20	16.10	44390
101-524-932.000	VEHICLE REPAIRS & MAINTEN	MILLER-BRADFORD & RISBERG, INC	CASE LOADER O RINGS	06/26/20	49.86	44410
101-524-932.000	VEHICLE REPAIRS & MAINTEN	MILLER-BRADFORD & RISBERG, INC	TESIONER BELT	06/15/20	181.50	44410
101-524-932.000	VEHICLE REPAIRS & MAINTEN	DANNY'S AUTO VALUE INC	2 3/4 X 2 1/2 PIPE FOR #44	07/10/20	5.59	44384
101-524-932.000	VEHICLE REPAIRS & MAINTEN	DANNY'S AUTO VALUE INC	HOSE CLAMP	07/10/20	3.56	44384
101-524-932.000	VEHICLE REPAIRS & MAINTEN	DANNY'S AUTO VALUE INC	1 3/8 X 1 1/2 PIPE	07/10/20	3.09	44384
101-524-932.000	VEHICLE REPAIRS & MAINTEN	FOSTER HARDWARE	COUPLE INSERT	07/10/20	1.49	44386
101-524-932.000	VEHICLE REPAIRS & MAINTEN	LYNN AUTO PARTS INC.	MACS BELT DRESSING	07/10/20	5.29	44390
101-524-932.000	VEHICLE REPAIRS & MAINTEN	DANNY'S AUTO VALUE INC	1/8 FUEL HOSE	06/22/20	1.11	44384
101-524-932.000	VEHICLE REPAIRS & MAINTEN	LYNN AUTO PARTS INC.	EXHAUST FLEX TUBING	06/26/20	17.07	44390
101-524-932.000	VEHICLE REPAIRS & MAINTEN	DANNY'S AUTO VALUE INC	BATTERY	07/10/20	123.95	44420
101-524-932.000	VEHICLE REPAIRS & MAINTEN	LYNN AUTO PARTS INC.	OIL FILTERS/ AIR FILTERS	07/10/20	656.13	44427
101-524-932.000	VEHICLE REPAIRS & MAINTEN	LYNN AUTO PARTS INC.	OIL FILTER AIR FILTERS	07/10/20	58.02	44427
101-524-932.000	VEHICLE REPAIRS & MAINTEN	UNITED ROTARY BRUSH CORPORATION	LEACH/VACALL COMBO	07/22/20	259.33	44446
101-524-932.000	VEHICLE REPAIRS & MAINTEN	AMAZON CAPITAL SERVICES	HEAVY DUTY WHEEL CHOCK	07/30/20	22.32	44413
101-524-971.000	CAPITAL OUTLAY BUILDING	MC GAHEY CONSTRUCTION LLC	NEW MAINTANCE BUILDING - DESIGN & SURVEY	07/25/20	37,485.00	44451
101-524-971.000	CAPITAL OUTLAY BUILDING	MC GAHEY CONSTRUCTION LLC	DESIGN/SITE SURVEY/SITE WORK/CONCRETE	07/30/20	35,572.50	44452
			<b>Total For Dept 524 MOTOR POOL</b>		<b>74,697.18</b>	
<b>Dept 525 STORM SEWER</b>						
101-525-801.000	PROFESSIONAL & CONTRACT	RANGE TELECOMMUNICATIONS	MISSDIGS	07/10/20	1.80	44434
			<b>Total For Dept 525 STORM SEWER</b>		<b>1.80</b>	

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VILLAGE Payables: June 13, 2020-July 17, 2020 Page 3 of 5

**VILLAGE PAYABLES**  
June 13, 2020 to July 17, 2020

GL Number	Inv. Line Desc	Vendor	Fund 590 Sewage Receiving Fund	Invoice Desc.	Due Date	Amount	Check #
<b>Dept 537 SEWER SYSTEM</b>							
590-537-719.000	HOSPITALIZATION	44 NORTH		COBRA SERVICE RETIREES JUNE	07/11/20	2.41	44387
590-537-726.000	LIFE INSURANCE	STANDARD. THE		LIFE INSURANCE	07/01/20	30.69	44398
590-537-752.000	OFFICE SUPPLIES	NATIONAL OFFICE PRODUCTS		PAPER	08/10/20	9.88	
590-537-752.100	OPERATING SUPPLIES	NATIONAL OFFICE PRODUCTS		CONTRACT OVERAGE	07/30/20	15.79	44429
590-537-752.200	IT SOFTWARE	REVIZE LLC		WEBSITE AND CMS ANNUAL TECH SUPPORT	07/10/20	300.00	44396
590-537-753.000	TOOLS & EQUIP (UNDER THR	D & D HOME CENTER		ROD, FLAT STEEL BAY	07/09/20	35.77	44383
590-537-753.000	TOOLS & EQUIP (UNDER THR	FOSTER HARDWARE		LOCKING C-CLAMP SWVL 11", LOCKING C-CLAMP 11"	07/10/20	53.98	44386
590-537-753.000	TOOLS & EQUIP (UNDER THR	AMAZON CAPITAL SERVICES		HANDLES FOR GENERATOR	07/16/20	69.90	44379
590-537-753.000	TOOLS & EQUIP (UNDER THR	AMAZON CAPITAL SERVICES		LIFT SLING STRAPS	07/12/20	45.98	44379
590-537-753.000	TOOLS & EQUIP (UNDER THR	AMAZON CAPITAL SERVICES		4 INCH CAST IRON DRILL PRESS VISE	07/11/20	16.05	44379
590-537-753.000	TOOLS & EQUIP (UNDER THR	LYNN AUTO PARTS INC.		IMPACT SOCKET	08/10/20	18.54	44427
590-537-759.000	GAS, OIL & GREASE - WWTP	WEX BANK - SPEEDWAY UNIVERSAL		GAS/FUEL	07/30/20	213.83	44439
590-537-776.000	SUPPLIES - BUILDING MAINT	D & D HOME CENTER		4 MALE PVC	07/10/20	9.99	44383
590-537-776.000	SUPPLIES - BUILDING MAINT	AMAZON CAPITAL SERVICES		WATER HOSE REEL/HOSE CLAMPS	07/13/20	146.33	44379
590-537-776.000	SUPPLIES - BUILDING MAINT	AMAZON CAPITAL SERVICES		DISCHARGE HOSE	07/11/20	120.07	44379
590-537-776.000	SUPPLIES - BUILDING MAINT	AMAZON CAPITAL SERVICES		HOSE FITTINGS \	07/10/20	146.15	44379
590-537-776.000	SUPPLIES - BUILDING MAINT	D & D HOME CENTER		BRASS NIPPLES/ VALVES	08/10/20	32.56	44419
590-537-776.000	SUPPLIES - BUILDING MAINT	AMAZON CAPITAL SERVICES		ZIP CABLES	08/09/20	29.28	44413
590-537-776.000	SUPPLIES - BUILDING MAINT	FOSTER HARDWARE		URNAL SCREEN	08/10/20	19.99	
590-537-801.000	PROF & CONTRACTUAL SERV	GREAT LAKES SERVICES INC		FAULTY CONTROL BOARD REPAIRED	06/25/20	772.12	44389
590-537-801.000	PROF & CONTRACTUAL SERV	RANGE TELECOMMUNICATIONS		MISSDIGS	07/10/20	5.39	44434
590-537-801.000	PROF & CONTRACTUAL SERV	ANDERSON, PETE		REMOVE TANK & REPLACE SEWER LINE ACROSS WEST AVE C - BE	07/30/20	1,135.00	44414
590-537-801.000	PROF & CONTRACTUAL SERV	ESOM-FULL SERVICE ORGANICS		BIO SOLIDS SAMPLING AND TESTING	07/30/20	19,885.00	44423
590-537-801.000	PROF & CONTRACTUAL SERV	ALPHA-TRAN		SET UP ON CALL PHONE ALARMS ALERTS	08/01/20	220.00	
590-537-801.000	PROF & CONTRACTUAL SERV	ERIC'S SEPTIC SERVICE		W AVE C PUMPING, EMERGENCY SERVICE FEE	07/30/20	475.00	
590-537-801.100	PROF & CONTR SERVICES-RE	HELEN NEWBERRY JOY HOSPITAL		LABS	08/10/20	40.00	
590-537-801.200	PROF & CONTR SERVICES-RE	ERIC'S SEPTIC SERVICE		SNAKE BASEMENT-CLEANOUT TO MAIN SEWER- COX	06/30/20	565.00	44385
	LEGAL	SONDEE, RACINE & DOREN PLC		LEGAL COUNCIL	07/01/20	922.50	44399

**VILLAGE PAYABLES**  
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GL Number	Inv. Line Desc	Vendor	Invoice Desc.	Due Date	Amount	Check #
590-537-850.000	TELEPHONE	AT&T	WWTP LANDLINE-ALARM	07/10/20	79.53	44381
590-537-850.000	FAX	VERIZON	ACCOUNT NUMBER 942077532-00001 FAX	07/07/20	11.32	44402
590-537-850.000	906-291-0055 HR	VERIZON	ACCOUNT NUMBER 942077532-00002 - CELL	07/07/20	93.80	44402
590-537-850.000	906-291-1223	VERIZON	DESK PHONES	07/07/20	66.66	44402
590-537-850.000	TELEPHONE	HTC-HIAWATHA TELEPHONE CO	ACCT 00042108-7	07/28/20	19.99	44426
590-537-850.000	TELEPHONE	ATT U.VERSE	WWTP UVERSE	07/25/20	41.11	44415
590-537-851.000	POSTAGE	ARISTA INFORMATION SYSTEMS INC	UB POSTAGE	07/01/20	146.88	44380
590-537-851.000	POSTAGE	US POSTAL SERVICE	STAMPS	06/24/20	13.75	44401
590-537-900.000	PRINTING & PUBLISHING	ARISTA INFORMATION SYSTEMS INC	UB BILLIG	06/30/20	121.90	44380
590-537-917.100	LAB SUPPLIES	HAWKINS INC	CHLORINE/SODIUM BISULFITE	07/16/20	694.42	44407
590-537-917.100	LAB SUPPLIES	NCL OF WISCONSIN INC	COLORFORM FILTERS/TEST TUBES	07/23/20	827.01	44431
590-537-917.100	LAB SUPPLIES	MAC'S MARKET INC	PAPER TOWEL	08/10/20	27.56	44428
590-537-921.000	HEAT	SEMCOENERGY GAS COMPANY	WWTP NATURAL GAS 994.500	07/27/20	315.66	44435
590-537-929.000	REPAIRS & MAINTENANCE	RS TECHNICAL SERVICES, INC	BLUE-WHITE PUMP TUBE	07/15/20	166.82	44397
590-537-929.100	PREVENTATIVE MAINTENAN	LYNN AUTO PARTS INC.	10W30 QT	08/10/20	6.58	44427
590-537-929.100	PREVENTATIVE MAINTENAN	LYNN AUTO PARTS INC.	10W30 QT	08/10/20	3.29	44427
590-537-971.000	CAPITAL OUTLAY BUILDING	MC GAHEY CONSTRUCTION LLC	NEW MAINTANCE BUILDING - DESIGN & SURVEY	07/25/20	882.00	44451
590-537-971.000	CAPITAL OUTLAY BUILDING	MC GAHEY CONSTRUCTION LLC	DESIGN/SITE SURVEY/SITE WORK/CONCRETE	07/30/20	837.00	44452
590-537-973.000	CAPITAL OUTLAY	NATIONAL OFFICE PRODUCTS	NEW COPIER/FAX/SCANNER	07/18/20	1,974.84	44429
			<b>Total For Dept 537 SEWER SYSTEM</b>		<b>31,667.32</b>	
			<b>Total For Fund 590 Sewage Receiving Fund</b>		<b>31,667.32</b>	
			<b>Fund Totals:</b>			
			<b>Fund 101 General Fund</b>		<b>97,344.60</b>	
			<b>Fund 202 MAJOR STREET FUND</b>		<b>9.99</b>	
			<b>Fund 203 Local Street Fund</b>		<b>61.06</b>	
			<b>Fund 213 Fire Revolving Fund</b>		<b>2,890.79</b>	
			<b>Fund 590 Sewage Receiving Fund</b>		<b>31,667.32</b>	
			<b>Total For All Funds:</b>		<b>131,973.76</b>	

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GL Number	Inv. Line Desc	Vendor	Invoice Desc.	Due Date	Amount	Check #
<b>Fund 582 Electric Fund</b>						
<b>Dept 000</b>						
582-000-042.000	UNAPPLIED CREDIT	KRIEHN JACOB	UB refund for account: 5-05090-04	07/02/20	150.94	44411
			<b>Total For Dept 000</b>		<b>150.94</b>	
<b>Dept 582 ELECTRIC DISTRIBUTION</b>						
582-582-726.000	LIFE INSURANCE	STANDARD, THE	LIFE INSURANCE	07/01/20	8.09	44398
582-582-752.100	OPERATING SUPPLIES	POWER LINE SUPPLY CO	CUTOUT	07/11/20	814.40	44409
582-582-753.000	TOOLS & EQUIPMENT	LYNN AUTO PARTS INC.	PLIERS	07/10/20	24.99	44390
582-582-801.000	PROFESSIONAL & CONTRACTU	STATE OF MICHIGAN	2018 AUDIT	07/09/20	13,225.00	44378
582-582-850.000	UVERSE- LARGE CAPACITY ME	ATT U.VERSE	LARGE CAPACITY METER UVERSE	06/23/20	41.10	44342
582-582-929.000	REPAIRS & MAINTENANCE	CTC ENGINEERING	ENGINEERING SERVICES PERFORMED T	07/09/20	3,567.62	44405
582-582-980.000	CAPT OUTLAY-OFFICE EQUIP &	NATIONAL OFFICE PROD	NEW COPIER/FAX/SCANNER	07/18/20	1,974.83	
			<b>Total For Dept 582 ELECTRIC DISTRIBUTION</b>		<b>19,656.03</b>	
<b>Dept 583 GENERAL EXPENSES</b>						
582-583-719.000	HOSPITALIZATION	44 NORTH	COBRA SERVICE RETIREES JUNE	07/11/20	3.22	44387
582-583-726.000	LIFE INSURANCE	STANDARD, THE	LIFE INSURANCE	07/01/20	28.87	44398
582-583-752.000	OFFICE SUPPLIES	NATIONAL OFFICE PROD	BOSIE ESSENTIAL 92B 20# LETTER	07/05/20	9.87	44391
582-583-752.100	OPERATING SUPPLIES	RANGE TELECOMMUNIC	REPLACEMENT PAGERS	06/09/20	145.87	44361
582-583-752.100	OPERATING SUPPLIES	LYNN AUTO PARTS INC.	GUNK LIQUID WRENCH	07/10/20	5.49	44390
582-583-752.100	OPERATING SUPPLIES	RAHILLY IGA	WATER	07/10/20	3.99	44395
582-583-752.100	OPERATING SUPPLIES	FOSTER HARDWARE	SHIPPING RUB GLOVES	07/10/20	242.40	44386
582-583-752.100	OPERATING SUPPLIES	NATIONAL OFFICE PROD	CONTRACT OVERAGE ON PRINTER	07/30/20	8.54	
582-583-752.100	OPERATING SUPPLIES	NATIONAL OFFICE PROD	CONTRACT OVERAGE	07/30/20	15.80	
582-583-752.100	OPERATING SUPPLIES	RAHILLY IGA	WATER	08/10/20	3.99	
582-583-752.200	IT SOFTWARE	REVIZE LLC	WEBSITE AND CMS ANNUAL TECH SUPP	07/10/20	300.00	44396
582-583-753.000	TOOLS & EQUIP (UND CAP THRE	FOSTER HARDWARE	MAXFIT GUIDE BIT SET	07/10/20	9.99	44386
582-583-759.000	GAS & OIL - ELECTRIC	WEX BANK - SPEEDWAY	GAS/FUEL	07/30/20	182.78	
582-583-801.000	PROFESSIONAL AND CONTRAC	FAIR, ALMA	OFFICE CLEANING	06/20/20	100.00	44346
582-583-801.000	PROFESSIONAL & CONTRACTU	CTC ENGINEERING	ENGINEERING SERVICES PERFORMED T	07/09/20	400.00	44405
582-583-801.000	PROFESSIONAL AND CONTRAC	RANGE TELECOMMUNIC	MISSDIGS	07/10/20	14.38	
582-583-801.000	PROFESSIONAL AND CONTRAC	FAIR, ALMA	OFFICE CLEANING- JUNE	07/24/20	100.00	

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GL Number	Inv. Line Desc	Vendor	Invoice Desc.	Due Date	Amount	Check #
582-583-850.000	TELEPHONE	AT&T	WATER/LIGHT PHONE	06/25/20	61.51	44382
582-583-850.000	TELEPHONE	VERIZON	ACCOUNT NUMBER 942077532-00001 FAX	07/07/20	11.32	44402
582-583-850.000	906-450-0919 LINEMAN	VERIZON	ACCOUNT NUMBER 942077532-00002 - CH	07/07/20	21.44	44402
582-583-850.000	906-291-0136 MECHANIC	VERIZON	ACCOUNT NUMBER 942077532-00002 - CH	07/07/20	21.44	44402
582-583-850.000	906-291-0055 HR	VERIZON	ACCOUNT NUMBER 942077532-00002 - CH	07/07/20	10.72	44402
582-583-850.000	906-291-0608 LINEMAN	VERIZON	ACCOUNT NUMBER 942077532-00002 - CH	07/07/20	21.44	44402
582-583-850.000	906-291-1223	VERIZON	DESK PHONES	07/07/20	6.96	44402
582-583-850.000	906-291-1621	VERIZON	DESK PHONES	07/07/20	6.96	44402
582-583-850.000	906-291-1622 H.R.	VERIZON	DESK PHONES	07/07/20	6.96	44402
582-583-850.000	906-291-1627 W/L	VERIZON	DESK PHONES	07/07/20	13.93	44402
582-583-850.000	906-293-8531	VERIZON	DESK PHONES	07/07/20	13.36	44402
582-583-850.000	906-291-1625 FINANCE	VERIZON	DESK PHONES	07/07/20	6.96	44402
582-583-850.000	906-293-3433 GENRAL	VERIZON	DESK PHONES	07/07/20	6.96	44402
582-583-850.000	906-293-5681 W/L CLERK 40%	VERIZON	DESK PHONES	07/07/20	10.69	44402
582-583-850.000	JAMADOTS INTERNET	HTC-HIAWATHA TELEPH	ACCT 00042108-7	07/28/20	19.99	
582-583-850.000	JAMADOTS - FIBER-OPTICS	HTC-HIAWATHA TELEPH	ACCT 00042364-7	07/28/20	17.50	
582-583-851.000	POSTAGE	ARISTA INFORMATION S	UB POSTAGE	07/01/20	249.05	44380
582-583-851.000	POSTAGE	US POSTAL SERVICE	STAMPS	06/24/20	13.75	44401
582-583-900.000	PUBLISHING & PRINTING	NEWBERRY NEWS INC	SPRING BRUSH PICKUP, ELECTRIC CUST	06/28/20	60.00	44392
582-583-900.000	PRINTING AND PUBLISHING	ARISTA INFORMATION S	UB BILLIG	06/30/20	206.70	44380
582-583-910.000	PROFESSIONAL DEVELOPMENT	BURTON, LANDON	MEAL REIMBURSEMENT FOR SCHOOLIN	07/10/20	297.50	44404
582-583-915.000	MEMBERSHIPS & SUBSCRIPTION	ZOOM	TELECONFERENCES	07/01/20	29.28	
582-583-921.000	HEAT	SEMCOENERGY GAS CON	WATER LIGHT BUILDING NATURAL GAS	07/27/20	10.20	
582-583-921.000	HEAT	SEMCOENERGY GAS CON	GENERATION BUILDING NATURAL GAS	07/27/20	23.49	
582-583-932.000	VEHICLES REPAIRS & MAINTEN	BURBACH SALES & SERV	BRAKES AND 1 TIRE TRUCK #10	07/10/20	235.53	44343
582-583-932.000	VEHICLES REPAIRS & MAINTEN	LYNN AUTO PARTS INC.	CORE DEPOSIT	07/10/20	(17.35)	
582-583-932.000	VEHICLES REPAIRS & MAINTEN	DANNY'S AUTO VALUE IN	BRAKE PADS	07/10/20	25.81	44384
582-583-932.000	VEHICLES REPAIRS & MAINTEN	DANNY'S AUTO VALUE IN	ICALIPER LUBE	07/10/20	8.24	44384
582-583-932.000	VEHICLES REPAIRS & MAINTEN	DANNY'S AUTO VALUE IN	BRAKES	07/10/20	38.22	44384
582-583-932.000	VEHICLES REPAIRS & MAINTEN	LYNN AUTO PARTS INC.	BRAKE CALIPER	07/10/20	54.85	44390
582-583-932.000	VEHICLES REPAIRS & MAINTEN	LYNN AUTO PARTS INC.	AIR FILTER	07/18/20	57.70	44390
582-583-932.000	VEHICLES REPAIRS & MAINTEN	AMAZON CAPITAL SERV	DOOR HINGE PIN AND BUSHING KIT	07/18/20	18.60	44379
582-583-932.000	VEHICLES REPAIRS & MAINTEN	LYNN AUTO PARTS INC.	CORE RETURN	07/10/20	(17.35)	44390
582-583-932.000	VEHICLES REPAIRS & MAINTEN	LYNN AUTO PARTS INC.	OIL FILTERS	07/10/20	133.00	
582-583-932.000	VEHICLES REPAIRS & MAINTEN	LYNN AUTO PARTS INC.	OIL FILTER	07/10/20	(15.51)	
582-583-932.000	VEHICLES REPAIRS & MAINTEN	LYNN AUTO PARTS INC.	CARB-CHOKE CLEANER	07/10/20	1.74	
			Total For Dept 583 GENERAL EXPENSES		3,246.78	

GL Number	Inv. Line Desc	Vendor	Invoice Desc.	Due Date	Amount	Check #
<b>Dept 584 ELECTRIC GENERATION</b>						
582-584-752.100	OPERATING SUPPLIES	RAHILLY IGA	DISTILLED WATER	08/10/20	7.90	
582-584-753.000	TOOLS & EQUIP UND CAP THRE	DANNY'S AUTO VALUE IN	SHADE 5 CUT/3 FLINT STRIKER	07/10/20	12.70	44384
582-584-801.000	PROFESSIONAL & CONTRACTU	KENT POWER	GLOVE TESTING	08/08/20	364.43	
582-584-929.000	REPAIRS & MAINTENANCE	AMAZON CAPITAL SERV	SEALANT CAULK	07/08/20	13.41	44379
582-584-929.000	REPAIRS & MAINTENANCE	DANNY'S AUTO VALUE IN	40Z THREAD	07/10/20	7.42	44384
582-584-929.000	REPAIRS & MAINTENANCE	FOSTER HARDWARE	TEFLON PASTE	07/10/20	17.98	44386
			<b>Total For Dept 584 ELECTRIC GENERATION</b>		<b>423.84</b>	
<b>Dept 585 BUILDING MAINTENANCE</b>						
582-585-929.000	REPAIRS & MAINTENANCE	DANNY'S AUTO VALUE IN	OIL FILTER/AIR FILTER	07/10/20	22.43	44384
			<b>Total For Dept 585 BUILDING MAINTENANCE</b>		<b>22.43</b>	
<b>Dept 586 PURCHASED POWER</b>						
582-586-801.000	PROFESSIONAL AND CONTRAC	MICHIGAN PUBLIC POWE	GREEN PRICING SVC COMM/RENEWABL	06/25/20	20.33	44372
582-586-926.000	PURCHASED POWER	CMS ENERGY RESOURCE	CAPACITY	07/20/20	54,320.08	
			<b>Total For Dept 586 PURCHASED POWER</b>		<b>54,340.41</b>	
<b>Dept 587 ENERGY OPTIMIZATION</b>						
582-587-801.000	PROFESSIONAL & CONTRACTU	MECA	MONTHLY INCENTIVES	07/03/20	2,051.35	44408
			<b>Total For Dept 587 ENERGY OPTIMIZATION</b>		<b>2,051.35</b>	
			<b>Total For Fund 582 Electric Fund</b>		<b>79,891.78</b>	

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GL Number	Inv. Line Desc	Vendor	Invoice Desc.	Due Date	Amount	Check #
<b>Dept 536 WATER SYSTEM</b>						
591-536-719.000	HOSPITALIZATION	44 NORTH	COBRA SERVICE RETIREES JUNE	07/11/20	2.70	44387
591-536-726.000	LIFE INSURANCE	STANDARD, THE	LIFE INSURANCE	07/01/20	93.75	44398
591-536-752.000	OFFICE SUPPLIES	NATIONAL OFFICE PROD	BOSIE ESSENTIAL 92B 20# LETTER	07/05/20	9.87	44391
591-536-752.100	OPERATING SUPPLIES	RANGE TELECOMMUNIC	REPLACEMENT PAGERS	06/09/20	145.88	44361
591-536-752.100	OPERATING SUPPLIES	DANNY'S AUTO VALUE INC	6 QT FUNNEL W/SCREEN	07/10/20	8.35	44384
591-536-752.100	OPERATING SUPPLIES	DANNY'S AUTO VALUE INC	6QT FUNNEL	07/10/20	8.35	44384
591-536-752.100	OPERATING SUPPLIES	DANNY'S AUTO VALUE INC	CRIMP CUP/ GROMMETT	07/10/20	9.41	44384
591-536-752.100	OPERATING SUPPLIES	RAHILLY IGA	WATER	07/10/20	3.99	44395
591-536-752.100	OPERATING SUPPLIES	HAWKINS INC	AZONE 15	07/16/20	205.80	44407
591-536-752.100	OPERATING SUPPLIES	NATIONAL OFFICE PROD	CONTRACT OVERAGE ON PRINTER	07/30/20	8.54	
591-536-752.100	OPERATING SUPPLIES	NATIONAL OFFICE PROD	CONTRACT OVERAGE	07/30/20	15.79	
591-536-752.100	OPERATING SUPPLIES	RAHILLY IGA	WATER	08/10/20	3.99	
591-536-752.200	IT SOFTWARE	REVIZE LLC	WEBSITE AND CMS ANNUAL TECH SUP	07/10/20	300.00	44396
591-536-759.000	GAS, OIL & GREASE - WATER	WEX BANK - SPEEDWAY	GAS/FUEL	07/30/20	182.78	
591-536-801.000	PROFESSIONAL & CONTRACTU/	FAIR, ALMA	OFFICE CLEANING	06/20/20	100.00	44346
591-536-801.000	PROFESSIONAL & CONTRACTU/	SAULT STE MARIE CITY	MONTHLY WATER SAMPLES	06/11/20	54.00	44374
591-536-801.000	PROFESSIONAL & CONTRACTU/	FAIR, ALMA	MISSDIGS	07/10/20	14.38	
591-536-801.000	PROFESSIONAL & CONTRACTU/	SAULT STE MARIE CITY	OFFICE CLEANING- JUNE	07/24/20	100.00	
591-536-850.000	TELEPHONE	AT&T	MONTHLY WATER SAMPLES	08/05/20	54.00	
591-536-850.000	FAX	VERIZON	WATER/LIGHT PHONE	06/25/20	61.52	44382
591-536-850.000	906-450-0919 LINEMAN	VERIZON	ACCOUNT NUMBER 942077532-00001 FAX	07/07/20	11.32	44402
591-536-850.000	906-291-0608 LINEMAN	VERIZON	ACCOUNT NUMBER 942077532-00002 - CE	07/07/20	21.44	44402
591-536-850.000	906-291-0055 HR	VERIZON	ACCOUNT NUMBER 942077532-00002 - CE	07/07/20	21.44	44402
591-536-850.000	906-293-5681 W/L CLERK 40%	VERIZON	ACCOUNT NUMBER 942077532-00002 - CE	07/07/20	10.72	44402
591-536-850.000	906-293-3433 GENERAL	VERIZON	DESK PHONES	07/07/20	6.96	44402
591-536-850.000	906-291-1625 FINANCE	VERIZON	DESK PHONES	07/07/20	6.96	44402
591-536-850.000	906-291-1627 W/L	VERIZON	DESK PHONES	07/07/20	13.93	44402
591-536-850.000	906-291-1622 H.R.	VERIZON	DESK PHONES	07/07/20	6.96	44402
591-536-850.000	906-291-1621	VERIZON	DESK PHONES	07/07/20	6.96	44402
591-536-850.000	906-291-1223	VERIZON	DESK PHONES	07/07/20	6.96	44402



**Water and Light Payables**  
**June 6, 2020 to July 10, 2020**

Page 5 of 5

GL Number	Inv. Line Desc	Vendor	Invoice Desc.	Due Date	Amount	Check #
591-536-850.000	TELEPHONE	HTC-HIAWATHA TELEPH	ACCT 00042108-7	07/28/20	19.99	
591-536-850.000	JAMADOTS FIBER- OPTICS	HTC-HIAWATHA TELEPH	ACCT 00042364-7	07/28/20	17.50	
591-536-851.000	POSTAGE	ARISTA INFORMATION S	UB POSTAGE	07/01/20	140.49	44380
591-536-851.000	POSTAGE	US POSTAL SERVICE	STAMPS	06/24/20	13.75	44401
591-536-900.000	PUBLISHING & PRINTING	ARISTA INFORMATION S	UB BILLIG	06/30/20	116.60	44380
591-536-900.000	PUBLISHING & PRINTING	RICH PRINTING INC.	WATER QUALITY REPORT	07/01/20	129.00	
591-536-900.000	PUBLISHING & PRINTING -FLUS	NEWBERRY NEWS INC	PUBLISHING	07/24/20	120.00	
591-536-900.000	PUBLISHING & PRINTING - WAT	NEWBERRY NEWS INC	PUBLISHING	07/24/20	18.00	
591-536-915.000	MEMBERSHIPS & SUBSCRIPTION	MICH RURAL WATER ASS	MEMBERSHIP DUES MRWA JULY 2020-JU	07/11/20	735.00	44406
591-536-915.000	MEMBERSHIPS & SUBSCRIPTION	AWWA - AMERICAN WAT	ANNUAL MEMBERSHIP	08/11/20	350.00	44403
591-536-915.000	MEMBERSHIPS & SUBSCRIPTION	ZOOM	TELECONFERENCES	07/01/20	29.28	
591-536-921.000	HEAT	SEMCOENERGY GAS CON	WATER LIGHT BUILDING NATURAL GAS	07/27/20	10.20	
591-536-932.000	VEHICLES REPAIRS & MAINTEN	BURBACH SALES & SERV	BRAKES AND 1 TIRE TRUCK #10	07/10/20	235.52	44343
591-536-932.000	VEHICLES REPAIRS & MAINTEN	LYNN AUTO PARTS INC.	CORE DEPOSIT	07/10/20	(17.36)	
591-536-932.000	VEHICLES REPAIRS & MAINTEN	DANNY'S AUTO VALUE IN	BRAKE PADS	07/10/20	25.82	44384
591-536-932.000	VEHICLES REPAIRS & MAINTEN	DANNY'S AUTO VALUE IN	CALIPER LUBE	07/10/20	8.25	44384
591-536-932.000	VEHICLES REPAIRS & MAINTEN	DANNY'S AUTO VALUE IN	BRAKES	07/10/20	38.23	44384
591-536-932.000	VEHICLES REPAIRS & MAINTEN	LYNN AUTO PARTS INC.	BRAKE CALIPER	07/10/20	54.85	44390
591-536-932.000	VEHICLES REPAIRS & MAINTEN	LYNN AUTO PARTS INC.	OIL FILTER	07/10/20	8.68	44390
591-536-932.000	VEHICLES REPAIRS & MAINTEN	AMAZON CAPITAL SERV	DOOR HINGE PIN AND BUSHING KIT	07/18/20	18.60	44379
591-536-932.000	VEHICLES REPAIRS & MAINTEN	LYNN AUTO PARTS INC.	CORE RETURN	07/10/20	(17.36)	44390
591-536-932.000	VEHICLES REPAIRS & MAINTEN	NEALS AUTOMOTIVE PA	TL4020R LIGHT	06/25/20	10.88	44393
591-536-932.000	VEHICLES REPAIRS & MAINTEN	LYNN AUTO PARTS INC.	OIL FILTERS	07/10/20	133.01	
591-536-932.000	VEHICLES REPAIRS & MAINTEN	LYNN AUTO PARTS INC.	OIL FILTER	07/10/20	(15.51)	
591-536-932.000	VEHICLES REPAIRS & MAINTEN	LYNN AUTO PARTS INC.	CARB-CHOKE CLEANER	07/10/20	1.75	
591-536-973.000	CAPITAL OUTLAY	NATIONAL OFFICE PROD	NEW COPIER/FAX/SCANNER	07/18/20	1,974.83	
			<b>Total For Dept 536 WATER SYSTEM</b>		<b>5,667.44</b>	
			<b>Total For Fund 591 Water Fund</b>		<b>5,667.44</b>	
			<b>Fund 582 Electric Fund</b>		<b>79,891.78</b>	
			<b>Fund 591 Water Fund</b>		<b>5,667.44</b>	
			<b>Total For All Funds:</b>		<b>85,559.22</b>	

# First National Bank

## Main Office:

P.O. Box 187 \* 132 North State Street  
St. Ignace, Michigan 49781  
Voice: 906-643-6800 Fax: 906-643-6808

**Les Cheneaux Branch**  
P.O. Box 177 - 192 S Meridian St.  
Cedarville, MI 49719 \* 906-484-2262

**Mackinac Island Branch**  
P.O. Box 534 - 534 Market St.  
Mackinac Island, MI 49757 \* 906-847-373

**West Mackinac Branch**  
P.O. Box 142 - W11635 West U.S. 2  
Naubinway, MI 49762 \* 906-477-6263

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

1543629

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

Date 6/30/20 Page 1 of 1  
ACCOUNT NUMBER [REDACTED]

MUNICIPAL MONEY MARKET			3
ACCOUNT NUMBER	7703432	Statement Dates	6/01/20 thru 6/30/20
PREVIOUS BALANCE	12,537.97	DAYS IN STATEMENT PERIOD	30
3 CREDITS TOTALING	407.39	AVERAGE LEDGER BAL	12,635
DEBITS TOTALING	.00	AVERAGE COLLECTED BAL	12,635
SERVICE CHARGE AMOUNT	.00	Interest Earned	4.23
INTEREST PAID	4.23	Annual Percentage Yield Earned	0.41%
CURRENT STMT BALANCE	12,949.59	2020 Interest Paid	29.75

\*\*\*\*\*

DEPOSITS AND OTHER CREDITS.....		
DATE	DESCRIPTION	AMOUNT
6/15	DDA REGULAR DEPOSIT	100.60
6/18	DDA REGULAR DEPOSIT	85.59
6/30	DDA REGULAR DEPOSIT	221.20
6/30	INTEREST PAID 30 DAYS	4.23

\*\*\*\*\*

DAILY BALANCE SUMMARY.....			
DATE.....	BALANCE	DATE.....	BALANCE
6/01	12,537.97	6/18	12,724.16
6/15	12,638.57	6/30	12,949.59

\*\*\*\*\*

INTEREST RATE SUMMARY.....	
DATE.....	INTEREST RATE
5/31	.50%
6/03	.40%



**VILLAGE OF NEWBERRY**

**TREASURER'S REPORT**

FOR MONTH ENDING:		2020		2019	
June 30, 2020		Y.T.D. Collections	Actual Collections June	Y.T.D. Collections	Actual Collections June
LEDGER ITEMS:					
A	Delinquent Personal Property Taxes		0.00		0.00
	Delinquent Personal Interest Collected		0.00	0.00	0.00
	Delinquent Real Tax Collected		0.00	42,977.81	0.00
	Delinquent Real Tax Interest Collected		0.00	2,578.62	0.00
B	Real Property Tax Collected	1%	0.00	2,768.83	0.00
	Personal Property Tax Collected	0%	0.00	0.00	0.00
	Admin Fee, Penalty & Interest Collected		0.00	659.49	0.00
	Deposits to Tax Savings Account		0.00	48,984.75	0.00
F	Interest Earned on Tax Accounts		23.49	135.34	41.07
G	Tax Acct Transfer to Gen Fund/Tax Appropriation Funds		0.00	48,984.75	0.00

TAX ACCOUNT			
BANK ACCOUNT BALANCE @		Beginning June	Ending June
2020		\$267,908.57	\$267,932.06
2019		\$267,695.93	\$267,737.00

Year To Date (YTD) percentages are calculated using the Real and Personal Property Tax Roll Totals (less any Board of Review changes) compared to the same year's Year To Date collections. Tax roll totals are dictated by the Council adoption of millage rates and Township compiled assessed taxable values. For Example; of the 100% we could hope to collect for this year, the percentage describes the actual amount collected so far this year. 2019 Anticipated Real Property Collections are \$337,469.09. After July Board of Review Changes: \$283,740.35. 2017 Anticipated Personal Property Collections are \$50444.20.

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

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

**STORMWATER / ASSET MANAGEMENT / WASTEWATER (SAW) GRANT PROGRAM  
REQUEST FOR DISBURSEMENT OF FUNDS**

THIS INFORMATION IS REQUIRED UNDER AUTHORITY OF PARTS 52 AND 53, 1994 PA 451, AS AMENDED.

**DOCUMENTATION TO SUPPORT THE INCURRED COSTS MUST BE INCLUDED WITH EACH REQUEST  
PLEASE SEE OTHER SIDE FOR INSTRUCTIONS TO COMPLETE REQUEST**

A. Project # <b>1274-01</b>	B. Request # <b>24</b>	C. Period Covered by Request <b>05-01-20</b> to <b>05-31-20</b> (M/D/Y) (M/D/Y)	D. Request Type <input checked="" type="checkbox"/> partial <input type="checkbox"/> final	F. Grant Amount <b>\$593,241</b>
G. Grantee Name: <b>Village of Newberry</b>				Phone <b>#906-293-3433</b>
Address: <b>Village Hall, 302 East McMillian Avenue, Newberry, MI 49868</b>			Email: <b>finance@newberrymi.gov</b>	
H. Grantee's Bank Name: <b>MBank – Mackinac Financial Corp.</b>				Phone # <b>906-293-5165</b>
Address: <b>414 Newberry Ave., Newberry, MI 49868</b>				
Account Name: _____			ABA # <b>091102807</b>	Account # <b>9960546</b>
Special Instructions: _____				
I. Budget Items (Include Eligible Costs Only Using Dollars and Cents)			Requested Incurred Costs This Period	Cumulative Costs Incurred To Date
1. PROJECT PLANNING COSTS (for SRF plans, USDA-RD Preliminary Engineering Reports, or Project Proposal)			<b>\$ 0.00</b>	<b>\$ 0.00</b>
2. DESIGN ENGINEERING COSTS			<b>\$ 0.00</b>	<b>\$ 0.00</b>
3. USER CHARGE SYSTEM DEVELOPMENT COSTS (awarded under planning or design grant)			<b>\$</b>	<b>\$</b>
4. WASTEWATER ASSET MANAGEMENT PLAN COSTS			<b>\$ 13,254.74</b>	<b>\$ 242,494.34</b>
5. STORMWATER ASSET MANAGEMENT PLAN COSTS			<b>\$ 1,675.65</b>	<b>\$ 90,288.99</b>
6. STORMWATER MANAGEMENT PLAN COSTS (Nonpoint Source Watershed Management Plans)			<b>\$</b>	<b>\$</b>
7. INNOVATIVE WASTEWATER OR STORMWATER TECHNOLOGY COSTS			<b>\$</b>	<b>\$</b>
8. DISADVANTAGED COMMUNITY CONSTRUCTION COSTS			<b>\$</b>	<b>\$</b>
9. TOTAL CUMULATIVE AMOUNT FOR PERIOD COVERED BY THIS REQUEST (add totals in 1 <sup>st</sup> column)			<b>\$ 14,930.39</b>	
10. TOTAL CUMULATIVE ELIGIBLE COSTS INCURRED TO DATE (add totals in 2 <sup>nd</sup> column)				<b>\$ 332,783.33</b>
11. LESS LOCAL MATCH (if applicable) <i>(na)</i>				<b>( \$ 0.00 )</b>
12. LESS AMOUNT PREVIOUSLY DISBURSED				<b>( \$ 317,852.94 )</b>
13. AMOUNT REQUESTED FOR DISBURSEMENT				<b>\$ 14,930.39</b>
J. For each request, describe the scope of work completed to date. Attach separate sheet if more space is needed. Discuss the progress made on the services not yet complete and a schedule for their completion by the grant period end date. If the scope of work will exceed the grant period, request a grant period extension from your DEQ project manager prior to incurring the costs.				
<ul style="list-style-type: none"> <li>See attached "Budget &amp; Disbursement Tracking" spreadsheet excerpts (pages 06 &amp; 12 of 12)</li> <li>See attached invoice copies from C2AE for May 2020</li> <li>See attached Progress Report: #31</li> </ul>				
<p>I certify that I am an authorized representative of the grantee and am authorized to make the following certifications on behalf of the grantee: (i) there is no pending litigation or event which will materially and adversely affect the project or the prospects for its completion; (ii) the representations, warranties and covenants contained in the grant agreement for the obligations pursuant to which this request for disbursement is submitted continue to be true and accurate in all material respects as of the date hereof; (iii) to the best of my knowledge and belief, the costs above were incurred in accordance with the terms of the grant agreement and the application for assistance for this project; and (iv) the amount requested for disbursement has not previously been requested.</p>				
Authorized Representative Name (Print or Type): <u>Lori Stokes</u>			Title: <u>Village President</u>	
Authorized Representative Signature (Original): _____			Date: _____	
PLEASE RETURN THIS COMPLETED REQUEST TO THE ADDRESS SHOWN ON THE REVERSE SIDE				



Escanaba, MI  
Gaylord, MI  
Grand Rapids, MI  
Kalamazoo, MI  
Lansing, MI  
Canton, NY  
Syracuse, NY

Please Remit Payment To:  
106 West Allegan Street Suite 500  
Lansing, MI 48933  
1-866-454-3923

May 31, 2020  
Project No: 13-0210  
Invoice No: 69874

Lori Stokes  
Village of Newberry  
307 East McMillan Avenue  
Newberry, MI 49868

Project 13-0210 Newberry SAW Application

**Professional Services for the period ending May 17, 2020**

Phase 04 Wastewater Asset Management Plan

**Fee**

Billing Phase	Fee	Percent Complete	Earned	Previous Fee Billing	Current Fee Billing
Task -900 Inventory & GIS Database	77,180.00	100.00	77,180.00	77,180.00	0.00
Task -0910 Condition & Critically	33,760.00	44.3417	14,969.77	14,515.49	454.28
Task 0920-Metering & Modeling	30,140.00	35.4426	10,682.41	10,181.29	501.12
Task 0930-Software Hardware & Training	36,200.00	72.74	26,331.88	26,331.88	0.00
Task 0940-Sewer Televising	0.00	0.00	0.00	0.00	0.00
Task 0950-Level of Service	4,000.00	0.00	0.00	0.00	0.00
Task 0960-CIP&Rate Structure Development	29,240.00	31.257	9,139.54	8,840.20	299.34
Task 0970 - Other	5,000.00	0.00	0.00	0.00	0.00
Total Fee	215,520.00		138,303.60	137,048.86	1,254.74
Total Fee					1,254.74
Total this Phase					\$1,254.74

Phase 05 Stormwater Asset Management Plan

**Fee**

Billing Phase	Fee	Percent Complete	Earned	Previous Fee Billing	Current Fee Billing
Task 0900-Inventory & GIS Database	47,800.00	100.00	47,800.00	47,800.00	0.00
Task 0910-Condition & Criticality	31,700.00	34.5539	10,953.60	9,664.41	1,289.19
Task 0920-Metering & Modeling	24,640.00	4.2993	1,059.34	672.88	386.46
Task 0930-Software Hardware & Training	2,000.00	22.36	447.20	447.20	0.00
Task 0940-Sewer Televising	0.00	0.00	0.00	0.00	0.00
Task 0950-Level of Service	2,500.00	0.00	0.00	0.00	0.00

Invoices are due upon receipt.

Project	13-0210	Newberry SAW Application			Invoice	69874
Task 0960-CIP&Rate Structure Development		24,500.00	8.3608	2,048.40	2,048.40	0.00
Task 0970 - Other		0.00	0.00	0.00	0.00	0.00
Total Fee		133,140.00		62,308.54	60,632.89	1,675.65
		<b>Total Fee</b>				<b>1,675.65</b>
					<b>Total this Phase</b>	<b>\$1,675.65</b>
					<b>Total this Invoice</b>	<b>\$2,930.39</b>

**Outstanding Invoices**

Number	Date	Balance
69423	2/26/2020	11,154.34
69569	3/31/2020	2,900.19
69690	4/28/2020	1,682.86
<b>Total</b>		<b>15,737.39</b>

**Baker Tilly Municipal Advisors, LLC**  
8365 Keystone Crossing Suite 300  
Indianapolis, IN 46240 • (317) 465-1500

**Village of Newberry**  
307 East McMillan Avenue  
Newberry, MI 49868-1560

<b>Invoice Date :</b>	July 16, 2020
<b>Invoice Number :</b>	BTMA5890
<b>Client Number :</b>	156128
<b>Project Number :</b>	1418186

**INVOICE**

**AMOUNT**

<p><b>Fees</b></p> <p>For professional services provided related to the SAW Grant Financial Plan in connection with an Engagement Letter dated February 5, 2020.</p>	<p>12,000.00</p>
<p>Fees Total:</p> <p>Expenses Total:</p>	<p>12,000.00</p> <p>0.00</p>
<p><b>Invoice Total:</b></p>	<p><b>12,000.00</b></p>

For questions, comments or suggestions, please contact Christina Heffernan at (317) 465-1500.

**Invoice is payable upon receipt or previously agreed upon terms.**

<b>Please wire payment to:</b>  US Bank, Milwaukee, WI Routing No: 075000022 Account No: 182380578936 Reference Client Number: 156128	<b>Or send payment to:</b>  Baker Tilly Municipal Advisors, LLC PO Box 957915 St. Louis, MO 63195-7915	<b>Reference:</b>  Client Number: 156128 Invoice Number: BTMA5890  Amount enclosed: \$ _____
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Village of Newberry									
Wastewater & Stormwater Asset Management Plans									
Budget & Disbursement Tracking									
Proj 13-0210									
Last Revision: 07-16-20									
MDEQ #1274-01									
WASTEWATER ASSET MANAGEMENT PLANNING									
Phase-Task	04-0900	04-0910	04-0920	04-0930	04-0940	04-0950	04-0960	04-0970	Totals
Description	Inventory & GIS Data Entry	Condition & Criticality Assessment	Metering & Modeling	Software, Hardware & Training	Sewer Televising	Level of Service	CIP & Rate Structure Development	Other - Application Package	
Budgets:									
C2AE Internal	\$60,590.00	\$33,760.00	\$30,140.00	\$36,200.00		\$4,000.00	\$29,240.00	\$5,000.00	\$162,730.00
C2AE Subs	\$16,590.00		\$0.00	\$36,200.00	\$0.00	\$4,000.00	\$29,240.00	\$5,000.00	\$52,790.00
Total C2AE	\$77,180.00	\$33,760.00	\$30,140.00	\$72,400.00	\$0.00	\$8,000.00	\$58,480.00	\$10,000.00	\$215,520.00
Other Venders			\$25,200.00	\$9,000.00	\$91,152.00	\$2,000.00	\$20,000.00		\$147,352.00
Local Force Account	\$8,750.00					\$1,600.00	\$6,400.00		\$16,750.00
Village Requested Transfer				-\$4,150.00	\$4,150.00				\$0.00
Total Budget	\$85,930.00	\$33,760.00	\$55,340.00	\$41,050.00	\$95,302.00	\$7,600.00	\$55,640.00	\$5,000.00	\$379,622.00
Invoice / Statement									
By	Number	Date							
C2AE	69690	04/28/20		\$637.68			\$111.69		\$749.37
X	X	X							\$0.00
Total Disbursement Request #23			\$0.00	\$637.68	\$0.00	\$0.00	\$111.69	\$0.00	\$749.37
C2AE	69874	05/31/20		\$454.28			\$299.34		\$1,254.74
Baker Tilly	BTMA5890	07/16/20					\$12,000.00		\$12,000.00
Total Disbursement Request #24			\$0.00	\$454.28	\$0.00	\$0.00	\$12,299.34	\$0.00	\$13,254.74
RUNNING TOTALS									
	\$81,370.72	\$14,969.77	\$14,358.81	\$31,866.17	\$73,789.33	\$0.00	\$21,139.54	\$5,000.00	\$242,494.34
Remaining	\$4,559.28	\$18,790.23	\$40,981.19	\$9,183.83	\$21,512.67	\$7,600.00	\$34,500.46	\$0.00	\$137,127.66
							% Invoiced/Charged		64%



Village of Newberry									
Wastewater & Stormwater Asset Manage									
Budget & Disbursement Tracking									
Proj 13-0210									
Last Revision: 06-23-20									
MDEQ #1274-01									
STORMWATER ASSET MANAGEMENT PLANNING									
Phase-Task	05-900	05-910	05-920	05-930	05-040	05-950	05-960	05-970	Totals
Description	Inventory & GIS Database Development	Condition & Criticality Assessment	Metering & Modeling	Software, Hardware & Training	Sewer Televising	Level of Service	CIP & Rate Structure Development	Other - Background Model Map	
Budgets:									
C2AE Internal	\$34,500.00	\$31,700.00	\$24,640.00	\$2,000.00		\$2,500.00	\$24,500.00	\$0.00	\$117,840.00
C2AE Subs	\$13,300.00								\$15,300.00
Total C2AE	\$47,800.00	\$31,700.00	\$24,640.00	\$2,000.00	\$0.00	\$2,500.00	\$24,500.00	\$0.00	\$133,140.00
Other Venders					\$62,775.00	\$1,000.00	\$4,000.00	\$19,500.00	\$87,275.00
Local Force Account	\$5,250.00	\$5,250.00				\$640.00	\$4,800.00	\$1,000.00	\$16,940.00
Village Requested Transfer									\$0.00
Total Budget	\$53,050.00	\$36,950.00	\$24,640.00	\$2,000.00	\$62,775.00	\$4,140.00	\$33,300.00	\$20,500.00	\$237,355.00
Invoice / Statement									
By Number Date									
C2AE 69690 04/28/20		\$632.91	\$300.58						\$933.49
X X									\$0.00
Total Disbursement Request #23	\$0.00	\$632.91	\$300.58	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$933.49
C2AE 69874 05/31/20		\$1,289.19	\$386.46						\$1,675.65
X X									\$0.00
Total Disbursement Request #24	\$0.00	\$1,289.19	\$386.46	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$1,675.65
C2AE 69874 05/31/20		\$1,289.19	\$386.46						\$1,675.65
X X									\$0.00
Total Disbursement Request #24	\$0.00	\$1,289.19	\$386.46	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$1,675.65
Running Totals	\$46,681.66	\$12,071.94	\$1,059.34	\$447.20	\$8,955.45	\$0.00	\$2,048.40	\$19,025.00	\$90,288.99
Remaining	\$6,368.34	\$24,878.06	\$23,580.66	\$1,552.80	\$53,819.55	\$4,140.00	\$31,251.60	\$14,475.00	\$147,066.01
							% Invoiced/Charged		38%

<b>Client:</b>	<b>Village of Newberry</b>	<b>Date:</b>	<b>07-01-20</b>
<b>Project No.:</b>	<b>13-0210</b>	<b>Project Manager:</b>	<b>Darren Pionk/Chuck Lawson</b>
<b>Project Name:</b>	<b>SAW Grant</b>	<b>Field Lead:</b>	<b>Mike Holmgren</b>
<b>Project Phase:</b>	<b>Report</b>	<b>Admin.:</b>	<b>Dave Cain</b>
<b>Client Approved Revised Completion Date:</b>	<b>na</b>	<b>Project Start Date:</b>	<b>Sep 2013 (application)</b>
<b>Client Project No.:</b>	<b>MDEQ SAW #1274-01</b>	<b>Project Completion Date:</b>	<b>Nov 2020</b>
<b>Client Advisor:</b>		<b>Period Covered:</b>	<b>May 2020</b>

**THE WORK ACCOMPLISHED IN THE DEFINED PERIOD CONSISTED OF:**

- Corona Virus work flow adjustments
- Continued GIS database asset integration (WWTP & storm model related)
- Continued checking/integrating flow meter data for use in modeling
- Storm sewer televising contracts and startup
- Rate methodology submittal assistance

**THE ANTICIPATED WORK ELEMENTS IN THE NEXT PERIOD:**

- Continue task adjustments due to Corona Virus social/physical distancing
- Continue gathering & incorporate flow meter data
- Continue GIS database integration & sewer model prep
- Incorporating WWTP data
- Compile next Draw Request package
- Assist in coordinating GIS training

**SCOPE CHANGES MADE DURING DEFINED PERIOD:**

- na

**BUDGET STATUS (% COMPLETE OF C2AE TASKS):**

<b>Wastewater (WAMP) Task</b>	<b>Budget</b>	<b>Approx. % Used</b>
900 – Inventory & GIS Database Development	\$77,180	100%
910 – Condition & Criticality Assessment	\$33,760	45%
920 – Metering & Modeling	\$30,140	36%
930 – Software, Hardware, & Training	\$36,200	73%
940 – Sewer Televising	\$0	na
950 – Level of Service	\$4,000	4%
960 – Cap. Imp. Plan & Rate Structure Development	\$29,240	32%
970 – Other – Funding Application	\$5,000	100%
<b>Total C2AE</b>	<b>\$215,520</b>	<b>65%</b>
<b>Total Project Including Other Venders, etc.</b>	<b>\$379,622</b>	<b>61%</b>

PROGRESS REPORT # 31

Project Description: Newberry SAW

<b>Stormwater (SAMP) Task</b>	<b>Budget</b>	<b>Approx. % Used</b>
900 – Inventory & GIS Database Development	\$47,800	100%
910 – Condition & Criticality Assessment	\$31,700	35%
920 – Metering & Modeling	\$24,640	5%
930 – Software, Hardware, & Training	\$2,000	24%
940 – Sewer Televising	\$0	na
950 – Level of Service	\$2,500	1%
960 – Cap. Imp. Plan & Rate Structure Development	\$24,5000	9%
970 – Other – Mapping	\$0	na
<b>Total C2AE</b>	<b>\$133,140</b>	<b>47%</b>
<b>Total Project Including Other Venders, etc.</b>	<b>\$237,355</b>	<b>38%</b>

**SCHEDULE STATUS (from Engineering Agreement):**

<b>Wastewater (WAMP) Task</b>	<b>Target</b>	<b>Status</b>
900 – Inventory & GIS Database Development	May-Jul 20189	Done
910 – Condition & Criticality Assessment	<del>Aug-Oct</del> 20189	Continues (WWTP Assets)
920 – Metering & Modeling	<del>Jul-Nov</del> 20189	Continues
930 – Software, Hardware, & Training	<del>May-Jul</del> 20189	Components purchased
940 – Sewer Televising	<del>Aug-Nov</del> 20189	Done
950 – Level of Service	<del>Nov-Dec</del> 20189	xxx
960 – CIP & Rate Structure Development	<del>Nov-Dec</del> 20189	Continues (first submittal made)
970 – Other – Grant Application Preparation	Nov 2013	Done
Rate Methodology Submittal to MDEQ	End of May 2020	On schedule
SAW Grant Budget Deadline	End of Nov 2020	On schedule

<b>Stormwater (SAMP) Task</b>	<b>Target</b>	<b>Status</b>
900 – Inventory & GIS Database Development	<del>Aug-Oct</del> 2018 19	Done
910 – Condition & Criticality Assessment	<del>Oct-Nov</del> 2018 19	Continues
920 – Metering & Modeling	<del>Mar-Apr</del> 2019	Planning
930 – Software, Hardware, & Training	<del>May-Jul</del> 2018 19	Started
940 – Sewer Televising	May-Jun 2019	To start in July
950 – Level of Service	Jun-Jul 2019	xx
960 – CIP & Rate Structure Development	Jun-Jul 2019	xx
970 – Other – Mapping for Drainage Model	May-Jul 2018	Done
SAW Grant Budget Deadline	End of Nov 2020	On schedule

**INPUT NEEDED FROM CLIENT:**

- Village follow-up on data needed by financial advisor for rate methodology submittal

**CLIENT INPUT, DECISIONS AND DIRECTIVES:**

- na

**REALIZED OR ANTICIPATED CONCERNS:**

- na

**VALUE ADDED:**

- C2AE Escanaba staff background & knowledge of Newberry WWTF provides for planning & implementation efficiencies throughout the AMP & Project Planning process

# APPLICATION and CERTIFICATE for PAYMENT

Request # 1

To: Village of Newberry  
 From: Mc Gahey Construction LLC  
 2410 West 7th Ave  
 Sault Sainte Marie, MI. 49783

Contract For: Via Architect: U.P. Engineers

Project: New Publics Work Building  
 Application No: 1  
 Distribution to:  
 App. Date: June 9, 2020  
 Period to: June 9, 2020  
 Project Nos:  
 Contract Date:

## CONTRACTOR'S APPLICATION FOR PAYMENT

Application is made for payment, as shown below, in connection with the Contract. Continuation Sheet, G703, is attached

1. ORIGINAL CONTRACT SUM
2. Net Change By Change Orders
3. CONTRACT SUM TO DATE
4. TOTAL COMPLETED AND STORED TO DATE
5. RETAINAGE:
  - a. of Completed Work
  - b. of Stored Material
6. TOTAL EARNED LESS RETAINAGE
7. LESS PREVIOUS CERTIFICATES FOR PAYMENT
8. CURRENT PAYMENT DUE
9. BALANCE TO FINISH, INCLUDING RETAINAGE

CHANGE ORDER SUMMARY	ADDITIONS	DEDUCTIONS
Total changes approved in previous months by Owner		
Total approval this Month		
TOTALS	\$ 0.00	\$ 0.00
NET CHANGES by Change Order	\$ 0.00	

The undersigned Contractor certifies that to the best of the Contractor's knowledge, information and belief the Work covered by this Application for Payment has been completed in accordance with the Contract Documents, that all amounts have been paid by the Contractor for Work for which previous Certificates for Payment were issued and payments received from the Owner and that current payment shown herein is now due

CONTRACTOR: Mc Gahey Construction LLC Date: February 25, 2020

State of: Michigan

Subscribed and sworn before me this 12th day of February, 2020

The above personally appeared before me, the undersigned notary public, and provided satisfactory evidence of identification to be the person who signed this document in my presence and swore or affirmed to me that the contents of this document are truthful and accurate to the best of his/her knowledge and belief.

Notary Public: Kevin J. Lawrence My Commission expires: February 9, 2023

## ARCHITECT'S CERTIFICATE FOR PAYMENT

In accordance with the Contract Documents, based on on-site observations and the data comprising this application, the Architect certifies to the Owner that to the best of the Architect's knowledge, information and belief the Work has progressed as indicated, the quality of the Work is in accordance with the Contract Documents, and the Contractor is entitled to payment of the AMOUNT CERTIFIED.

AMOUNT CERTIFIED \$14,100.00

(Attach explanation if amount certified differs from the amount applied for, initial all figures on this Application and on the Continuation Sheet that are changed to conform to the amount certified.)

ARCHITECT: [Signature] Date: 6-12-20

This Certificate is not negotiable. The AMOUNT CERTIFIED is payable only to the Contractor named herein. Issuance, payment and acceptance of payment are without prejudice to any rights of the Owner or Contractor under this Contract.

# CONTINUATION SHEET G703

PROJECT: New Publics Work Building

Mc Gahey Construction LLC

Page 1 of 1

Document G702, APPLICATION AND CERTIFICATE FOR PAYMENT, containing Contractor's signed Certification is attached.

APPLICATION NUMBER: 1

APPLICATION DATE: June 9, 2020

PERIOD TO: June 9, 2020

Use Column I on Contracts where variable retainage for line items may apply.

PROJECT NUMBER:

PROJECT NUMBER:										
A	B	C	D		E	F	G		H	I
Item #	Description of Work	Scheduled Value	Work Completed From Previous Application(s)		Completed This Period	Materials Stored & Used Prior + Current	Total Completed and Stored To Date	%	Balance to Finish	Retainage
1	Design	43,000.00	0.00		33,000.00	0.00	33,000.00	76.74	10,000.00	3,300.00
2	Survey -site design- Allowance	45,000.00	0.00		16,000.00	0.00	16,000.00	35.56	29,000.00	1,600.00
3	Site Work	9,900.00	0.00		0.00	0.00	0.00	0.00	9,900.00	0.00
4	Concrete	46,000.00	0.00		0.00	0.00	0.00	0.00	46,000.00	0.00
5	Mechanical	22,500.00	0.00		0.00	0.00	0.00	0.00	22,500.00	0.00
6	Plumbing	9,700.00	0.00		0.00	0.00	0.00	0.00	9,700.00	0.00
7	Electrical	16,935.00	0.00		0.00	0.00	0.00	0.00	16,935.00	0.00
8	Drywall	1,500.00	0.00		0.00	0.00	0.00	0.00	1,500.00	0.00
9	Painting	700.00	0.00		0.00	0.00	0.00	0.00	700.00	0.00
10	Lift Rentals	7,500.00	0.00		0.00	0.00	0.00	0.00	7,500.00	0.00
11	Building materials	68,000.00	0.00		0.00	0.00	0.00	0.00	68,000.00	0.00
12	Labor	76,920.00	0.00		0.00	0.00	0.00	0.00	76,920.00	0.00
13	Bond	2,200.00	0.00		0.00	0.00	0.00	0.00	2,200.00	0.00
14	Profit & Overhead	50,623.00							50,623.00	0.00
15	Misc	1,000.00	0.00		0.00	0.00	0.00	0.00	1,000.00	0.00

GRAND TOTAL:

401,478.00	0.00	49,000.00	0.00	49,000.00	12.20	352,478.00	4,900.00
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A=Line Item Number

B=Brief Item Description

C=Total Value of Item

D=Total of D and E From Previous Application(s) (if Any)

E=Total Work Completed For This Application

F=Materials Purchased and Stored for Project

G=Total of All Work Completed and Materials Stored for Project

H=Remaining Balance of Amount to Finish

I=Amount Withheld from G

# APPLICATION and CERTIFICATE for PAYMENT

*Request #2*

To: Village of Newberry

Project: New Publics Work Building

Application No: 2

Distribution to:

From: Mc Gahey Construction LLC

2410 west 7th Ave  
Sault Sainte Marie, MI, 49783

App. Date: July 8, 2020

Period to: July 8, 2020

Project Nos:

- ☐ OWNER  
☐ CONSTRUCTION MGR.  
☐ ARCHITECT  
☐ CONTRACTOR  
☐ OTHER

Contract For:

Via Architect: U.P. Engineers

Contract Date:

## CONTRACTOR'S APPLICATION FOR PAYMENT

Application is made for payment, as shown below, in connection with the Contract. Continuation Sheet, G703, is attached.

1. ORIGINAL CONTRACT SUM 401,478.00
2. Net Change By Change Orders 0.00
3. CONTRACT SUM TO DATE 401,478.00
4. TOTAL COMPLETED AND STORED TO DATE 95,500.00
5. RETAINAGE:
  - a. of Completed Work 9,320.00
  - b. of Stored Material 230.00
- TOTAL RETAINAGE 9,550.00
6. TOTAL EARNED LESS RETAINAGE 85,950.00
7. LESS PREVIOUS CERTIFICATES FOR PAYMENT 44,100.00
8. CURRENT PAYMENT DUE 41,850.00
9. BALANCE TO FINISH, INCLUDING RETAINAGE 315,528.00

CHANGE ORDER SUMMARY	ADDITIONS	DEDUCTIONS
Total changes approved in previous months by Owner		
Total approval this Month		
TOTALS	\$ 0.00	\$ 0.00
NET CHANGES by Change Order	\$ 0.00	

The undersigned Contractor certifies that to the best of the Contractor's knowledge, information and belief the Work covered by this Application for Payment has been completed in accordance with the Contract Documents, that all amounts have been paid by the Contractor for Work for which previous Certificates for Payment were issued and payments received from the Owner, and that current payment shown herein is now due.

CONTRACTOR:

McGahey Construction LLC

By:

Date:

State of: Michigan

County of: Chippewa

Subscribed and sworn before me this

*24th* day of *February*, 2020

The above personally appeared before me, the undersigned notary public, and provided satisfactory evidence of identification to be the person who signed this document in my presence and swore or affirmed to me that the contents of this document are truthful and accurate to the best of his/her knowledge and belief.

Notary Public:

My Commission expires *February 9, 2023*

## ARCHITECT'S CERTIFICATE FOR PAYMENT

In accordance with the Contract Documents, based on on-site observations and the data comprising this application, the Architect certifies to the Owner that to the best of the Architect's knowledge, information and belief the Work has progressed as indicated, the quality of the Work is in accordance with the Contract Documents, and the Contractor is entitled to payment of the AMOUNT CERTIFIED.

AMOUNT CERTIFIED

*\$211,850.00*

(Attach explanation if amount certified differs from the amount applied for. Initial all figures on this Application and on the Continuation Sheet that are changed to conform to the amount certified.)

ARCHITECT:

By:

Date:

This Certificate is not negotiable. The AMOUNT CERTIFIED is payable only to the Contractor named herein. Issuance, payment and acceptance of payment are without prejudice to any rights of the Owner or Contractor under this Contract.

#2

## CONTINUATION SHEET G703

PROJECT: New Publics Work Building

Mc Gahey Construction LLC

Page 1 of 1

Document G702, APPLICATION AND CERTIFICATE FOR PAYMENT, containing Contractor's signed Certification is attached.

APPLICATION NUMBER: 2

APPLICATION DATE: July 8, 2020

Use Column I on Contracts where variable retainage for line items may apply.

PERIOD TO: July 8, 2020

PROJECT NUMBER:

A Item #	B Description of Work	C Scheduled Value	D Work Completed		E This Period	F Materials Stored & Used Prior + Current	G Total Completed and Stored To Date		H Balance to Finish	I Retainage
			From Previous Application(s)	Period			%			
1	Design	43,000.00	33,000.00	10,000.00		0.00	43,000.00	100.00	0.00	4,300.00
2	Survey -site design- Allowance	45,000.00	16,000.00	2,200.00		0.00	18,200.00	40.44	26,800.00	1,820.00
3	Site Work	9,900.00	0.00	6,500.00		0.00	6,500.00	65.66	3,400.00	650.00
4	Concrete	46,000.00	0.00	24,000.00		2,300.00	26,300.00	57.17	19,700.00	2,630.00
5	Mechanical	22,500.00	0.00	0.00		0.00	0.00	0.00	22,500.00	0.00
6	Plumbing	9,700.00	0.00	0.00		0.00	0.00	0.00	9,700.00	0.00
7	Electrical	16,935.00	0.00	0.00		0.00	0.00	0.00	16,935.00	0.00
8	Drywall	1,500.00	0.00	0.00		0.00	0.00	0.00	1,500.00	0.00
9	Painting	700.00	0.00	0.00		0.00	0.00	0.00	700.00	0.00
10	Lift Rentals	7,500.00	0.00	0.00		0.00	0.00	0.00	7,500.00	0.00
11	Building materials	68,000.00	0.00	0.00		0.00	0.00	0.00	68,000.00	0.00
12	Labor	76,920.00	0.00	0.00		0.00	0.00	0.00	76,920.00	0.00
13	Bond	2,200.00	0.00	0.00		0.00	0.00	0.00	2,200.00	0.00
14	Profit & Overhead	50,623.00	0.00	1,000.00		0.00	1,000.00	1.98	49,623.00	100.00
15	Misc	1,000.00	0.00	500.00		0.00	500.00	50.00	500.00	50.00

GRAND TOTAL:

401,478.00	49,000.00	44,200.00	2,300.00	95,500.00	23.79	305,978.00	9,550.00
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A=Line Item Number      B=Brief Item Description      C=Total Value of Item      D=Total of D and E From Previous Application(s) (If Any)      E=Total Work Completed For This Application  
 F=Materials Purchased and Stored for Project      G=Total of All Work Completed and Materials Stored for Project      H=Remaining Balance of Amount to Finish      I=Amount Withheld from G



# VILLAGE OF NEWBERRY



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

## RESOLUTION 2020-07-21 -SF

### A RESOLUTION ADOPTING A DEFICIT ELIMINATION PLAN FOR THE SEWER FUND.

#### VILLAGE OF NEWBERRY COUNTY OF LUCE, STATE OF MICHIGAN

Motion By: \_\_\_\_\_

Supported By: \_\_\_\_\_

**WHEREAS**, the Village of Newberry's Sewer Fund has a deficit of \$6,335.00 on December 31, 2018; and

**WHEREAS**, The Glenn Steil State Revenue Sharing Act of 1971, Public Act 140 of 1971 Section 21(2) states that units of local government (local units) that end their fiscal year in a deficit condition shall formulate a deficit elimination plan

**NOW THEREFORE BE IT RESOLVED** that the Village of Newberry's legislative body adopts the following as the Village of Newberry's Sewer Fund Deficit Elimination Plan:

The Village increased customer utility rates for the Sewer Fund in August 2017. These increased rates will generate a net positive cashflow. Based on our projections (see attached for detail), the Sewer Fund will have positive Unassigned Net Position by December 31, 2019.

**BE IT FURTHER RESOLVED** that the Village of Newberry submit the above Deficit Elimination Plan to the Michigan Department of Treasury for certification.

AYES: \_\_\_\_\_

NAYS: \_\_\_\_\_

ABSENT: \_\_\_\_\_

### RESOLUTION DECLARED ADOPTED

I, Terese Schummer, Clerk of said Village of Newberry, do hereby certify that the foregoing is a true and complete copy of a resolution adopted by the Village Council of the Village of Newberry, County of Luce, State of Michigan, at a regular meeting held on July 21, 2020 that said meeting was conducted and public notice of said meeting was given pursuant to and in full compliance with the Open Meetings Act, and that the minutes of said meeting be kept and will be or have been made available as required by said Act.

In Testimony Whereof, I have hereunto set my hand and Affixed the seal of said Village of Newberry, this 21st day of July 2020.

\_\_\_\_\_  
Terese Schummer, Village of Newberry Clerk  
Village of Newberry

\_\_\_\_\_  
Date

**Resolution 2020-07-21-SF:  
Attachment**

[illegible]

# VILLAGE OF NEWBERRY



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

## RESOLUTION 2020-07-21 -TORC

### A RESOLUTION ADOPTING A DEFICIT ELIMINATION PLAN FOR THE TAHQUAMENON AREA RECREATION COMPLEX (TORC) FUND.

#### VILLAGE OF NEWBERRY COUNTY OF LUCE, STATE OF MICHIGAN

Motion By: \_\_\_\_\_ Supported By: \_\_\_\_\_

**WHEREAS**, the Village of Newberry's TORC Fund has a deficit of \$25,702.00.00 on December 31, 2018;  
and

**WHEREAS**, The Glenn Steil State Revenue Sharing Act of 1971, Public Act 140 of 1971 Section 21(2)  
states that units of local government (local units) that end their fiscal year in a deficit condition shall  
formulate a deficit elimination plan

**NOW THEREFORE BE IT RESOLVED** that the Village of Newberry's legislative body adopts the  
following as the Village of Newberry's TORC Fund Deficit Elimination Plan:

The Village performed improvement work at the TORC site under grant projects with the Michigan  
Department of Natural Resources (DNR) and the Michigan Department of Environment, Great Lakes &  
Energy (EGLE). Reimbursements from the DNR & EGLE are expected in 2019 and 2020. Based on our  
projections (See attached for details), the TORC Fund will have positive Unassigned Net Position by  
December 31, 2020.

**BE IT FURTHER RESOLVED** that the Village of Newberry submit the above Deficit Elimination Plan to  
the Michigan Department of Treasury for certification.

AYES: \_\_\_\_\_

NAYS: \_\_\_\_\_

ABSENT: \_\_\_\_\_

#### RESOLUTION DECLARED ADOPTED

I, Terese Schummer, Clerk of said Village of Newberry, do hereby certify that the foregoing is a true and complete copy  
of a resolution adopted by the Village Council of the Village of Newberry, County of Luce, State of Michigan, at a regular  
meeting held on July 21, 2020 that said meeting was conducted and public notice of said meeting was given pursuant to  
and in full compliance with the Open Meetings Act, and that the minutes of said meeting be kept and will be or have been  
made available as required by said Act. In Testimony Whereof, I have hereunto set my hand and Affixed the seal of said  
Village of Newberry, this 21st day of July 2020.

\_\_\_\_\_  
Terese Schummer, Village of Newberry Clerk  
Village of Newberry

\_\_\_\_\_  
Date

Village of Newberry				
Deficit Elimination Plan		Resolution 2020-07-21-TORC Attachment		
Updated as of July 2020				
Municipality Code: 483010				
APR Form ID Number: 73173				
Report ID Number: 101259				
TORC				
		FY 2019 (unaudited)		FY 2020 (Budget)
<b>Revenues</b>				
State Grant - DNR		113,992		16,200
<b>Total Revenue</b>		113,992		16,200
<b>Expenditures</b>				
Operating Supplies		498		4,600
Professional & Contractual		6,101		30
Capital Outlay		92,860		
		99,459		4,630
Excess of Rev Over (Under) Expenditures		14,533		11,570
Beginning Fund Balance		(25,702)		(11,169)
		14,533		11,570
Ending Fund Balance		(11,169)		401

# VILLAGE OF NEWBERRY



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

## RESOLUTION 2020-07-21 -ATLAS

### A RESOLUTION ADOPTING A DEFICIT ELIMINATION PLAN FOR THE ATLAS PARK FUND.

#### VILLAGE OF NEWBERRY COUNTY OF LUCE, STATE OF MICHIGAN

Motion By: \_\_\_\_\_ Supported By: \_\_\_\_\_

**WHEREAS**, the Village of Newberry's ATLAS Fund has a deficit of \$6,047.00.00 on December 31, 2018;  
and

**WHEREAS**, The Glenn Steil State Revenue Sharing Act of 1971, Public Act 140 of 1971 Section 21(2)  
states that units of local government (local units) that end their fiscal year in a deficit condition shall  
formulate a deficit elimination plan

**NOW THEREFORE BE IT RESOLVED** that the Village of Newberry's legislative body adopts the  
following as the Village of Newberry's ATLAS Fund Deficit Elimination Plan:

The Village performed improvement work at the ATLAS site under a grant project with the Michigan  
Department of Natural Resources (DNR). Reimbursement from the DNR is expected in 2019 and 2020.  
Based on our projections (See attached for details) the ATLAS Fund will have a positive Unassigned Net  
Position by December 31, 2020.

**BE IT FURTHER RESOLVED** that the Village of Newberry submit the above Deficit Elimination Plan to  
the Michigan Department of Treasury for certification.

AYES: \_\_\_\_\_

NAYS: \_\_\_\_\_

ABSENT: \_\_\_\_\_

#### RESOLUTION DECLARED ADOPTED

I, Terese Schummer, Clerk of said Village of Newberry, do hereby certify that the foregoing is a true and complete copy  
of a resolution adopted by the Village Council of the Village of Newberry, County of Luce, State of Michigan, at a regular  
meeting held on July 21, 2020 that said meeting was conducted and public notice of said meeting was given pursuant to  
and in full compliance with the Open Meetings Act, and that the minutes of said meeting be kept and will be or have been  
made available as required by said Act.

In Testimony Whereof, I have hereunto set my hand and Affixed the seal of said Village of Newberry, this 21<sup>st</sup> day of  
July 2020.

\_\_\_\_\_  
Terese Schummer, Village of Newberry Clerk  
Village of Newberry

\_\_\_\_\_  
Date

Village of Newberry				
Deficit Elimination Plan	Resolution 2020-07-21-ATLAS Attachment			
Updated as of July 2020				
Municipality Code: 483010				
APR Form ID Number: 73173				
Report ID Number: 101259				
Atlas Park				
		FY 2019 (unaudited)		FY 2020 (Budget)
<b>Revenues</b>				
State Grant - DNR		15,258		20,000
<b>Total Revenue</b>		15,258		20,000
<b>Expenditures</b>				
Operating Supplies		7,094		19,400
Professional & Contractual		161		0
Capital Outlay		2,494		0
<b>Total Expenditures</b>		9,749		19,400
<b>Excess of Rev Over (Under) Expenditures</b>		5,509		600
<b>Beginning Fund Balance</b>		(6,047)		(538)
		5,509		600
<b>Ending Fund Balance</b>		(538)		62

**VILLAGE OF NEWBERRY  
COUNTY OF LUCE  
STATE OF MICHIGAN**

**ORDINANCE NO. 11**

**Title: COMPENSATION OF PRESIDENT AND TRUSTEES**

An ordinance to set the compensation of the Village President and Village Council Trustees of the Village of Newberry.

**THE VILLAGE OF NEWBERRY ORDAINS:**

**Section 11:1 COMPENSATION FOR VILLAGE PRESIDENT**

- A. The President of the Village Council shall receive the sum of \$250.00 each month and shall receive the additional sum of \$50.00 for attending any regular or special meeting of the Village Council. Provided, however, that if the president is absent for more than two consecutive meetings, they shall not receive salary for the third or more consecutive missed meeting, unless such absences are excused by a majority vote of the seated council.
- B. The President shall not be paid for committee meetings or other outside organizations in which they represent the Village.

**Section 11:2 COMPENSATION FOR VILLAGE TRUSTEES**

- A. Village Council Trustees shall receive the sum of \$150.00 each month and shall receive the additional sum of \$25.00 for attending any regular or special meeting of the Village Council. Provided, however, that if the trustee is absent for more than two consecutive meetings, they shall not receive salary for the third or more consecutive missed meeting, unless such absences are excused by a majority vote of the seated council.
- B. Trustees shall not be paid for Committee Meetings or other outside organizations in which they represent the Village.

**Section 11:6 GENERAL FUND**

All sums payable as compensation or for benefits in addition to compensation shall be paid from the general fund from the Village of Newberry.

Section 11:8 PAYMENT SCHEDULE

All sums payable as compensation accrued during a calendar month will be paid out with the following month's first regularly scheduled staff payroll (for example, accrued amounts for the month of May will be paid out in June).

Compensation processing will be completed according to established Village staff payroll protocols and direct deposit requirements.

Section 11:9 WITHHOLDING

Compensation is subject to State, Federal, Medicare, and Social Security Tax withholding.

Section 11:7 REPEALED

All inconsistent and prior ordinances, resolutions, or votes documented in meeting minutes are hereby repealed.

**PUBLICATION AND RECORDING:** A summary of this Ordinance shall be published once in a newspaper of general circulation within the boundaries of the Village of Newberry under State law to publish legal notices immediately after its adoption, and the same shall be recorded in the minutes of the Village of Newberry of the meeting at which this Ordinance was adopted and, in addition shall be recorded in the Ordinance Book of the Village.

**EFFECTIVE DATE:** This ordinance shall be in full force and effect upon publication.

AYES: \_\_\_\_\_

NAYS: \_\_\_\_\_

ABSENT: \_\_\_\_\_

ORDINANCE DECLARED ADOPTED.

\_\_\_\_\_  
By: Lori A. Stokes, Village President

\_\_\_\_\_  
By: Terese Schummer, Clerk

Date: JULY 21, 2020

CERTIFICATION

I hereby certify that the foregoing is a true and complete copy of an Ordinance adopted by the Village Council of the Village of Newberry, County of Luce, State of Michigan, at a regular meeting held on JULY 21, 2020 that said meeting was conducted and public notice of said meeting was given pursuant to and in full compliance with the Open Meetings Act, being Act 267, Public Acts of Michigan, 1976, and that the minutes of said meeting were kept and will be or have been made available as required by said Act. I further certify that the foregoing Ordinance was published on JULY 29, 2020 in the following newspaper: NEWBERRY NEWS

\_\_\_\_\_  
Terese Schummer, Clerk





GRETCHEN WHITMER  
GOVERNOR

STATE OF MICHIGAN  
DEPARTMENT OF TREASURY  
LANSING

RACHAEL EUBANKS  
STATE TREASURER

July 15, 2020

**Approval of Extension request for the Audit and F65 Reports**

Village of Newberry  
302 E. McMillan Avenue  
Newberry, MI 49868

**Sent Via Email**

Municode: 483010

RE: Audit and F65 Reports for FYE 12/2019

Dear Governing Body:

Thank you for your recent request for an extension of your audit and F65 reports. Your request has been approved. Therefore, the audit and the F65 reports will be due no later than August 30, 2020.

You may submit a copy of the audit report and the F65 report online by visiting the website at the following link: [Michigan Department of Treasury/online report](https://www.michigan.gov/treasury/online-report).

Please contact the audit review staff at [LAFD\\_Audits@michigan.gov](mailto:LAFD_Audits@michigan.gov) if you have questions.

Sincerely,

A handwritten signature in black ink, appearing to read "CJ Vaughn".

Cary Jay Vaughn, CPA, CGFM  
Audit Manager  
Community Engagement and Finance Division

## **GRANT OF EASEMENT**

**The Village of Newberry, of 302 E. McMillan Ave., Newberry, MI 49868, (Grantor), CONVEYS TO Diane Ducsay of 518 E. Avenue C, Newberry, MI 49868 (Grantee),** an easement for the purposes of ingress, egress and utilities over and across Grantor's land, which will burden Grantor's parcel for the benefit of Grantee's parcel. That the terms of this grant of easement are as follows:

1. **Burdened Property.** Grantor owns land in **McMillan Township, Luce County, Michigan**, described as follows:

SEC 24 T46N R10W COM AT NW COR OF SEC 24 WHICH PT IS 12' W OF CEN OF HWY M-48-1 WHICH PT IS 12' W OF CEN OF HWY-48-1 RUN TH S 1,379'; TH E 11 ½' TO CEN OF SAID M-48-1 AT A PT 142' S OF CEN OF SAID M-48-1 AT A PT 142' S OF CEN OF SAID HWY BRIDGE ACROSS TAHQUAMENON RIVER; TH CONT E OF CEN OF HWY 514.3' TO POB TH N 18 DEG 56' W TO WATER'S EDGE OF TAH RV; TH E'LY ALG RV'RS ED 100'; TH S 18 DEG 56' E 739' PARA TO W BDRY LN; TH W 100' TO POB, SUBJ TO ROW 33 FT IN WIDTH, TH S BDRY LN OF ROW SHALL EXTEND FROM POB OF ABOVE & EXT W 514.3' TO CEN LN OF HWY M-48-1.

AND

SEC 24 T46N R10W BEG 1,379' S & 125.8' E OF NW COR OF NW ¼ OF NW ¼, TH N 13' TO POB, TH E 388.7', TH N 18 DEG 56 M W 704' M/L TO SHORE OF TAHQUA. RIVER, TH SW'LY ALG SHORE 465' TO A PT N OF POB, TH S TO POB.

2. **Benefited Property.** Grantee owns land in **McMillan Township, Luce County, Michigan**, described as follows:

The West Half of the Northeast Quarter (NE¼) of the Northwest Quarter (NW¼) lying South of the Tahquamenon River in Section Twenty-Four (24), Township Forty-Six (46) North, Range Ten (10) West. Subject to an Easement for ingress and egress over existing road in part of the West Half (W½) of the Northwest Quarter (NW¼), of Section Twenty-Four (24), Township Forty-Six (46) North, Range Ten (10) West, described as: Beginning 1379 feet South and 761.8 feet East of the Northwest Corner of the Northwest Quarter (NW¼) of the Northwest Quarter (NW¼); thence North 952 feet to the Water's Edge of Tahquamenon River; thence Easterly along water's edge to the East line of the West Half (W½) of the Northwest Quarter (NW¼); thence South to a point 1379 feet South of North line of Section 24; thence West to the Point of Beginning.

AND

Part of the West Half (W½) of the Northwest Quarter (NW¼) of Section Twenty-Four (24), Township Forty-Six (46) North, Range Ten (10) West, described as: Beginning 1379 feet South and 761.8 feet East of the Northwest corner of the Northwest Quarter (NW¼) of the Northwest Quarter (NW¼); Thence North 952 feet to the water's edge of Tahquamenon River; thence easterly along water's edge to East line of the West Half (W½) of the Northwest Quarter (NW¼); thence South to a Point 1379 feet South of North line of Section 24; thence West to the Point of Beginning. Subject to an easement over existing road for ingress and egress to the West Half (W½) of the Northeast Quarter (NE¼) of the Northwest Quarter (NW¼) lying South of Tahquamenon River of 24-46-10.

3. **Description of the Easement.** Grantor grants to Grantee a non-exclusive easement for ingress, egress and utilities over and across the following described premises (the Easement):

An Easement for ingress/egress and utilities for the purpose of access from M-123 over and across an existing road, approximate width of 33', that runs East and West off of M-123 then meanders North and South then back to East and West.

4. **Consideration.** For good and valuable consideration of less than \$100.00.

5. **Interest in realty.** The Easement is to be an easement over the Burdened Property for the use and benefit of the Benefited Property and is to be an appurtenance to the Benefited Property and run with the land.

6. This conveyance includes the consent of the Grantors to the reasonable removal of trees, shrubs and vegetation located within the boundaries of the easement granted herein and to the construction and maintenance of the roadway within the boundaries of the easement granted herein.

7. Grantees will indemnify and hold Grantors harmless from any and all claims arising out of the construction, maintenance, improvement and use of the easement.

8. Grantors assume no liability or expense whatsoever for the maintenance of the easement and reserve the right to use the easement for themselves.

9. **Effective date.** This Grant of Easement shall be effective as of the day of recording with the Luce County Register of Deeds.

Signed by Grantor:

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

\_\_\_\_\_  
Lori A. Stokes, Village President

State of Michigan )

)

County of Luce )

Before me personally appeared and acknowledged before me in Luce County, State of Michigan on \_\_\_\_\_, 2020 by Lori A. Stokes, Village President.

\_\_\_\_\_  
Notary Public,  
State of Michigan, County of Luce  
My commission expires: \_\_\_\_\_

This conveyance is exempt from the Michigan real estate transfer tax under MCL 207.526(a) and MCL 207.505(a).

Drafted by and when recorded return to:  
Brian Rahilly (P74065)  
Attorney & Counselor at Law  
7740 State Hwy. M-123/PO Box 66  
Newberry, MI 49868  
(906) 293-8805  
rahillyb@gmail.com

**Introduction and Adoption of Ordinances and Resolutions:**

- 1.) Resolution: Moved by Puckett, support by Freese, **CARRIED**, to adopt the Village of Newberry Revising Authorizations For First National Bank of St. Ignace Accounts Resolution. Roll Call Vote: Ayes: Stokes, Cameron, Freese, Hardenbrook, Hendrickson, Puckett.

**Unfinished Business:**

- 1.) Planning Commission Request for Funding: Moved by Puckett, support by Hendrickson, **WITHDRAWN**, that the Village budget \$2,700.00 in the Planning Commission Budget as requested by the Planning Commission Chair, Lawrence Vincent in a Memorandum dated 1-4-20. Discussion Followed. Tabled until Mr. Vincent can be put on the Village agenda next month to answer questions and discuss this matter.
- 2.) Public Comment Follow-up from Previous Meeting: Stokes and Watkins answered questions raised by Rebecca Handa and Scott Ouelette, during Public Comment at the January meeting.

**New Business:**

- 1.) Approval of confirmation letter for closeout of SRF Grant: Moved by Puckett, support by Hardenbrook, **CARRIED**, to approve the letter dated February 18, 2020, from Ms. Valorie White, asking for the Village President's signature, stating the project has been completed. Wastewater Treatment Plant Improvements Project No. 12-0010, SRF No. 5536-01. Discussion followed. Ayes: All.
- 2.) EA amount change for Jan – June 2020: For review. 017380 for July – Dec. 2019 .013520 for Jan. – June.
- 3.) Newberry News: Cost of including full minutes in paper – for review. Discussion followed.
- 4.) Estimated Distribution of Michigan Transportation Funding 2020-2022: Informational.

**Reports of Boards:**

- 1.) Water & Light Board: Minutes provided from the February 11, 2020 meeting. Report by Freese. Moved by Freese, support by Hardenbrook, **CARRIED**, as recommended by W&L Board to have the Ordinance Committee review Ordinance A-1b, so that a non-elector customer member could be the Chairperson or acting Chairperson for the W&L Board. Discussion followed. Ayes: All.
- 2.) Planning Commission Meeting: Adjourned, as no quorum was present at the January 27, 2020 meeting.

**Committee Reports:**

- 1.) DPW/WWTP Committee – Minutes from the Jan. 29 and Feb. 6, 2020 meetings presented. Hendrickson gave report. The Village Council upon recommendation of the Committee took the following actions:
  - a.) Moved by Freese, support by Cameron, **CARRIED**, Regarding the letter from Mr. Betcher, the Village will not pay for any costs incurred by Mr. Betcher prior to January 3, 2020. Discussion followed. Ayes: All.
  - b.) Moved by Freese, support by Cameron, **CARRIED**, regarding the letter from Mr. Betcher, the Village will not provide any reimbursement for sewer costs until a final determination can be made on what caused damage to the sewer line. Further, that if, in the spring, the damage is found to be the responsibility of the VON that sewer cost reimbursement is considered only for the months of November and December as those were the only months reported by Betcher that his sewer was not working. Discussion followed: Ayes: All.
  - c.) Moved by Puckett, support by Freese, **CARRIED**, that non-Village of Newberry entities may not use Village property/pits for snow removal. Ayes: All.
  - d.) Moved by Hendrickson, support by Hardenbrook, **CARRIED**, that the Village of Newberry not apply weight restrictions at this time. Ayes: Stokes, Cameron, Freese, Hardenbrook, Hendrickson. Nays: Puckett.
  - e.) Moved by Freese, support by Stokes, **CARRIED**, that the Village of Newberry will do a study of ways to improve the garbage services. Discussion followed. Ayes: All.
  - f.) Moved by Hendrickson, support by Freese, **CARRIED**, that the Village of Newberry increase non-stickered fees from \$3.00 per bag to \$5.00 per bag. Ayes: Stokes, Cameron, Freese, Hardenbrook, Hendrickson. Nays: Puckett.



## VILLAGE MANAGER

**Title:** Village Manager

**Supervised by:** Village Council

**Supervises:** Directly supervises the Working Water & Light Superintendent, DPW Superintendent, WWTP Superintendent, Finance Manager, Administrative Assistant for Superintendents, Utility Billing Clerk, Fire Chief, Ordinance Enforcement Officer, Treasurer

**FLSA Status:** Exempt (Salary)

**Location:** Village of Newberry, Michigan

**General Summary:** As Chief Administrative Officer of the Village, plans, develops, and implements a diverse range of Village services to meet policy directives and community needs. Oversees the organization and direction of all Village departments and acts as Village Personnel Director.

### **Essential Duties and Job Functions:**

1. Oversees the general operations of all Village departments and activities. Initiates studies and monitors operations to ensure quality services are provided in an efficient and timely manner.
2. Champions culture change and drives initiatives to promote organizational culture; partner with department heads, staff, and Council to lead and facilitate change within the organization.
3. Recommends policies and programs to the Village Council. Provides information to the Council to aide in its deliberations. Implements policies set forth by the Council.
4. Develops long-range plans and management strategies to realize goals in accordance with Council directives, community needs, demographic trends, and Village vision. Assesses operational costs, analyzes administrative and capital needs and makes appropriate recommendations.
5. Represents the Village at local, regional, and state meetings and conferences. Negotiates contracts and agreements on behalf of the Village. Presents the official Village position on issues related to finances and operations.
6. Direct, administer, and supervise the response to inquiries, resolution of citizen complaints, and recommends remedial action related to Village policies and services. Meets with citizens and community groups to address concerns and participates in civic activities as appropriate.
7. Negotiates, approves, and signs all employee contracts.
8. Supervises all Village employees either directly or through department heads. Provides overall direction for the selection, training, recognition, discipline, and discharge of all Village department heads and employees. Develops, approves, and enforces personnel policies. Negotiates and administers labor agreements.
9. Serves as the Village's legislative coordinator. Stays current of proposed changes in legislation that may impact the Village. Communicates Village needs to State and Federal officials.
10. Serves as the Village's Legal Coordinator. Assists the Village Attorney with any potential or current legal issues; represents the Village in all legal matters; and ensures that the Village is compliant with all statutes and regulations.



11. Responsible for the oversight of a Risk Management program and ensures that it is implemented and observed on an ongoing basis.
12. Oversees the development of a five-year capital improvement program. Monitors capital needs and determines appropriate financing mechanisms for larger purchases and projects.
13. Oversees the development of budget requests, financial plans, and forecasts, and preparation of the annual budget. Administers fiscal policy, ensures the proper administration of the budget, and keeps the Village Council fully apprised of the Village's present financial condition and future needs through regular and timely budget reports.
14. Prepares agenda and packet for and attends all Village Council and Water & Light Board meetings. Performs research, recommends policies and programs, enforces ordinances, and implements policy as set forth by the Council. Attends meeting of various boards, authorities, associations, and commissions as required. Serves as staff to DDA, LDFA, BRA, and EDC boards.
15. Acts as spokesperson for the Village. Represents the Village to various individuals, entities, agencies, and other governmental units. Responds to inquiries from the public, the media, and others. Communicates the Village's interests and presents the Village's official position on issues.
16. Coordinates Village operations and activities with other governmental units. Participates in the negotiations and administration of cooperative agreements, mutual aid compacts, or other contracts.
17. Negotiates contracts and agreements on behalf of the Village. Enforces the terms and conditions of all contracts to which the Village is a party. Supervises all special projects.
18. Serves as Chief Emergency Coordinator according to guidelines established by regulating agencies.
19. Serves as FOIA Coordinator.
20. Ensure all Village policies, ordinances, and resolutions are current, updated and in keeping with the goals and objectives of the Village Council as well as state and federal laws; revise, edit and create Village policies, ordinances and resolutions.
21. Prepares grant proposals and consults with granting agencies in securing and administering grants. Completes requisite reporting and paperwork.
22. Oversees a communication and marketing plan for both external and internal audiences. Including, but not limited to, development and maintenance of the Village web site and social media accounts.
23. Oversee and perform all duties related to payroll functions including; employee timesheet approval, bi-weekly payroll processing, payment of payroll related remittances, submitting quarterly federal payroll tax reporting, processing yearly payroll tax documents including employee W-2's and 1099s.
24. Serve as Village representative for and manage all insurance, pension and benefit accounts for employees (i.e. Blue Cross/Blue Shield, Michigan Employment Retirement System (MERS)).
25. Serve as Village representative for and manage all Unemployment Insurance Agency (UIA) and Worker's Compensation reports, investigations, and payments.
26. Oversee and manage the Village alcohol and illegal substance testing and reporting program.
27. Supervise all on-boarding and orientation for new employees, including processing new employee's paperwork required for governmental agencies and benefits (i.e. I-9s, MERS, insurance).
28. Maintain all employee personnel and medical files.



**Required Knowledge, Skills, Abilities:**

The requirements listed below are representative of the knowledge, skills, abilities and minimum qualifications necessary to perform the essential functions of the position. Reasonable accommodations may be made to enable individuals with disabilities to perform the job.

- Knowledge of the laws, ordinances, and regulations pertaining to municipal operations management, budgeting and financial administration, and public information.
- Considerable knowledge of the professional principles, practices, and procedures of public administration.
- A valid State of Michigan Vehicle Operator's License.
- Knowledge of municipal financial and personnel management, contract negotiation, and economic development.
- Knowledge of public relations practices and marketing.
- Skill in compiling and evaluating complex data and formulating policy and service recommendations.
- Skill in responding to public inquiries and internal requests with a high degree of diplomacy and professionalism.
- Skill in managing diverse programs, services, and personnel.
- Superior skills in effectively communicating ideas and concepts orally and in writing.
- Highly effective interpersonal and problem-solving skills.
- Proven strategic partner with analytical capabilities.
- Demonstrated supervisory and leadership skills.
- Ability to establish effective working relationships use good judgment, initiative, and resourcefulness when dealing with citizens, elected officials, employees, other governmental agencies, municipal professionals, and other professional contacts.
- Ability to maintain records and prepare comprehensive reports.
- Ability to effectively communicate and present ideas and concepts orally and in writing
- Ability to critically assess situations, solve problems, and to work effectively under stress, within deadlines, and changes in work priorities. Ability to attend meetings at times outside of normal business hours, travel to other locations, and respond to emergencies on a 24-hour basis.
- Ability to effectively train, lead, and motivate employees, and supervise and evaluate the work of others.
- Ability to be self-motivated
- Ability to adapt and respond to multiple priorities and demands, deal with the concerns of staff, resolve issues and situations in a positive manner, and handle a variety of issues of a confidential/sensitive nature.
- Ability to train, supervise, and evaluate the work of others



**Physical Requirements and Work Environment:**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of the job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The employee is required to sit for extended periods and use a computer, and other standard office equipment.

While performing the duties of this job, the employee is regularly required to communicate with others in person and on the telephone. The employee is frequently required to review and produce written and electronic documents.

The employee must occasionally lift and/or move items of light or medium weight. Specific vision abilities required by this job include close vision, color vision, and ability to adjust focus. The employee is frequently required to travel to other locations within and outside the Village, and use hands to finger, handle, or feel. The employee is regularly required to stand and walk. The employee is frequently required to attend meetings and make public presentations.

While performing the duties of this job, the employee regularly works in a business office setting. The noise level in the work environment is usually quiet but can become loud in field situations. The employee occasionally works in other areas of the Village and may be exposed to adverse weather conditions, fumes, airborne particles, or other environmental situations.

**Minimum Qualifications:**

Master's degree in, public or business administration, finance, or a related field and three to five years of experience of progressively responsible municipal management, public administration/affairs, management or a related area or equivalent experience/education combination, which would properly prepare the candidate for the position of Village Manager.

Successful candidates will have a combination of education and experience in human resources, public information, community engagement, volunteer management, public and governmental affairs or related field, and will bring creative problem-solving skills to develop, oversee, and implement projects.

Excellent verbal and written communication skills are keys to success in this position.

Must be able to represent the Village at meetings, with community leaders and stakeholders, and serve or represent the Village on boards.

Media training and/or experience as an organizational spokesperson is highly desired.

**Comments:**

The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position.

The job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.

This position may require a probationary period to be evaluated by the Village Council for permanent placement.



**FAIRBANKS MORSE**

FAIRBANKS MORSE, LLC  
12253 FM 529  
HOUSTON, TX 77041  
Tel: 713 896 9455  
Fax: 713 744 8324  
www.fairbanksmorse.com

**Quote to:**

NEWBERRY, CITY OF  
307 E MCMILLAN AVE  
NEWBERRY, MI 49868  
United States  
Attn: KEN UHLBECK Fax: 1-906-293-8569

*estimate*

SERVICE - COMMERCIAL QUOTATION			
Quote Number	80145960	Revision Date	
Quote Date	15-JUL-20	Page	1 of 2
Customer Ref.		Customer Req	
Payment Terms	NET 30	Freight Terms	
F.O.B.	EXW-Factory	Currency	Buyer pays freight
Sales Rep	ERICSON, ERIC H		USD

PO Item	Item	Qty	Unit	Part Number	Description	RV	Availability to Ship (days)*	Unit Price	Extended
01	1.1	48	HOUR	US-STER-L3-ST-ST	STER-Technical Rep-STL3ST		Stock	\$247.00	\$11,856.00
02	2.1	12	HOUR	US-STER-L3-ST-OST	STER-Technical Rep-STL3OST		Stock	\$372.00	\$4,464.00
03	3.1	32	EACH	US-TRAVEL-LX-CHG-ST	TRAVELTIME-CHGLX		Stock	\$136.00	\$4,352.00
04	4.1	48	HOUR	US-STECC-L2-ST-ST	STECC-Service Technician-STL2ST		Stock	\$178.00	\$8,544.00
05	5.1	12	HOUR	US-STECC-L2-ST-OST	STECC-Service Technician-STL2OST		Stock	\$268.00	\$3,216.00
06	6.1	32	EACH	US-TRAVEL-LX-CHG-ST	TRAVELTIME-CHGLX		Stock	\$136.00	\$4,352.00
07	7.1	2	EACH	US-AIRTRA-LX-ST-ST	AIRTRANSPORT-STLX		Stock	\$1,000.00	\$2,000.00
08	8.1	16	EACH	US-MEALS-LX-PER-ST	MEALS-PERSONALLX		Stock	\$60.00	\$960.00
09	9.1	14	EACH	US-LODGIN-LX-ST-ST	LODGING-STLX		Stock	\$150.00	\$2,100.00
10	10.1	8	EACH	US-AUTOTR-LX-ST-ST	AUTOTRANSPORT-STLX		Stock	\$76.00	\$608.00
11	11.1	2	EACH	US-CONSUM-LX-ST-ST	CONSUMABLES-STLX		Stock	\$118.00	\$236.00
12	12.1	200	EACH	US-AUTOTR-LX-ST-ST	AUTOTRANSPORT-STLX		Stock	\$0.75	\$150.00

\* Subject to prior sale, after receipt of order.

**FAIRBANKS MORSE**

FAIRBANKS MORSE, LLC  
12253 FM 529  
HOUSTON, TX 77041  
Tel: 713 896 9455  
Fax: 713 744 8324  
www.fairbanksmorse.com

**Quote to:**

NEWBERRY, CITY OF  
307 E MCMILLAN AVE  
NEWBERRY, MI 49868  
United States  
Attn: KEN UHLBECK Fax: 1-906-293-8569

SERVICE - COMMERCIAL QUOTATION			
Quote Number	80145960	Revision Date	
Quote Date	15-JUL-20	Page	2 of 2
Customer Ref.		Customer Ref	
Payment Terms	NET 30	Freight Terms	Buyer pays freight
F.O.B	EXW-Factory	Currency	USD
Sales Rep	ERICSON, ERIC H		

PO Item	Item	Qty	Unit	Part Number	Description	RV	Availability to Ship (days)*	Unit Price	Extended
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QUOTATION IS VALID FOR 90 DAYS FROM DATE OF THIS QUOTATION

PRICES F.O.B. FACTORY COMMERCIAL DOMESTIC PACKAGING. TRANSPORTATION COST FOR MATERIAL TO AND FROM JOB SITE SHALL BE AT THE CUSTOMER'S EXPENSE. LABOR CHARGE RATES FOR ADDITIONAL REQUEST WORK ABOVE AND BEYOND FAIRBANKS MORSE ENGINE'S BID OFFER WILL BE AT FAIRBANKS MORSE ENGINE'S THEN CURRENT RATES.

PAYMENT TERMS: UNLESS OTHERWISE AGREED UPON IN WRITING, TERMS OF PAYMENT ARE CASH, IN UNITED STATES DOLLARS, IN FULL, WITHIN THIRTY (30) DAYS FROM DATE OF SHIPMENT. A SERVICE CHARGE FOR LATE PAYMENT MAY BE ASSESSED AT AN INTEREST RATE OF 1.5% PER MONTH (OR SUCH OTHER RATE ALLOWABLE BY LAW). ALL ORDERS ARE SUBJECT TO THE APPROVAL OF COMPANY'S CREDIT DEPARTMENT AND COMPANY MAY REQUIRE FULL OR PARTIAL PAYMENT IN ADVANCE.

ITEMS SHOWN IN STOCK ARE SUBJECT TO PRIOR SALE

PLEASE REFERENCE FAIRBANKS MORSE ENGINE QUOTATION NUMBER WHEN PLACING ORDER

PLEASE NOTE: FAIRBANKS MORSE ENGINE HAS A \$75.00 MINIMUM ORDERSHIPMENT VALUE REQUIREMENT (DOES NOT INCLUDE CERTIFICATION FEES OR FREIGHT CHARGES THAT MAY APPLY)

QUOTATION IS SUBJECT TO THE ACCOMPANYING TERMS & CONDITIONS (BF5398) WHICH TAKE PRECEDENCE OVER ALL CUSTOMER TERMS AND CONDITIONS AND SHOULD SO STATE ON THE PURCHASE ORDER.

Total: \$42,838.00

CONTACT: MICHAEL LEWIS	FAX:	SIGNATURE OF FINE AUTHORIZED AGENT 
TELEPHONE:	EMAIL:	NAME AND TITLE OF APPROVER GRAGG, BRYCE P - SERVICE CENTER MANAGER

estimate

NEWBERRY WATER & LIGHT BOARD  
REGULAR MEETING MINUTES

July 14, 2020

Electronic Public Meeting – Due to COVID-19 Virus

**\*NOTE – All votes were done by Roll Call Vote**

**Present:** Board members: Vincent, Freese, Hardenbrook, Schnorr, Wendt.

**Absent:** None.

**Also Present:** Clerk -Schummer, Interim Village Manager – Watkins.

**Call to Order:** Chairman Vincent called the meeting to order at 6:01 p.m., using Zoom audio conferencing, permitted by Executive Order 2020-15, which temporarily authorizes remote participation in public meetings and hearings.

**Approval of Agenda:** Moved by Schnorr, support by Freese, **CARRIED**, to approve agenda with one addition. Under New Business #2: Phoned-in complaint by Customer. Roll call vote: Ayes: Vincent, Freese, Hardenbrook, Schnorr, Wendt.

**Approval of Minutes:** Moved by Freese, support by Schnorr, **CARRIED**, to approve the minutes for the June 9, 2020 W&L meeting as presented. Roll call vote: Ayes: Vincent, Freese, Hardenbrook, Schnorr, Wendt.

**Water and Light Chairperson Announcements:** None.

**Public Comments on Agenda Items:** None.

**Submission of Bills and Financial Updates:**

A.) Water & Light – Monthly Bills – June 6 to July 10, 2020 - Motion by Wendt, support by Hardenbrook, **CARRIED**, recommend Village Council pay the June Electric Fund bill in the amount of \$79,891.78. Discussion followed. Ayes: Vincent, Freese, Hardenbrook, Schnorr, Wendt. Motion by Freese, support by Schnorr, **CARRIED**, to recommend Village Council pay the June 2020 Water Fund bill in the amount of \$5,667.44. Ayes: Vincent, Freese, Hardenbrook, Schnorr, Wendt.

B.) Christmas Light Fund – Fund amount is \$12,949.59 as of 6/30/2020

**Petitions and Communications:** None.

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

**Reports of Village Management:**

- 1.) Superintendent of Water and Light: W&L Superintendent Dan Kucinkas submitted a written report and charts. Discussion followed.
- 2.) Interim Village Manager: Watkins gave a verbal report as well as submitting a written report, which included the following: lightning strike at Well #7, generation/generator damage, water flushing, utility billing and tree work. Discussion followed.

**Unfinished Business:**

- 1.) Lead/Copper Survey for Electronic Billing Customers: Follow-up to Board Member question 6/9/20 meeting. Regarding customers who pay online receiving the survey.
- 2.) Utility Shutoff Process July/August (Electric Only): Discussed during Interim Manager report.

**New Business:**

- 1.) Water Quality Report: Presented for review.
- 2.) Phoned-in Complaint: Customer who has property on Co. Rd. 462, complained he is trying to get electricity to his property and not getting any help from the Village. Discussion followed.

**Public Comment:** None.

**Comments By Board Members:** None.

**Adjourn Meeting:** Motion by Wendt, support by Freese, **CARRIED**, to adjourn meeting at 6:50 p.m. Ayes: Vincent, Freese, Hardenbrook, Schnorr, Wendt.

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

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Terese Schummer, Clerk

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Lawrence Vincent, Chairperson

**2019 Water Quality Report**  
**Newberry Water & Light Board**  
**June 15, 2019**

This report discloses the drinking water quality for water delivered by the Newberry Water and Light Board for the calendar year 2019. Included in this report are details of the source of the water, chemical analysis of the water, and comparison of analytical data of the water to Environmental Protection Agency (EPA) and State of Michigan drinking water standards.

Newberry Water & Light Board routinely samples and has analysis conducted for a number of chemicals in your drinking water according to Federal and State laws. All sources of drinking water are subject to potential contamination by substances that are naturally occurring or man-made. These substances can include microbes, inorganic or organic chemicals and radioactive substances. All drinking water, including bottled water, may reasonably be expected to contain at least small amounts of some contaminants. The presence of contaminants does not necessarily indicate that the water poses a health risk. As water from precipitation (usually rain or snow) migrates to recharge an aquifer, it can accumulate substances or contaminants. It is important to remember that the presence of these constituents does not necessarily pose a health risk. The EPA and State of Michigan have established drinking water standards for constituents to evaluate the risk of using water for human consumption. This report and the attached tables contain the comparison of analytical results from water delivered by Newberry Water & Light Board to these drinking water standards.

**Water Supply Source**

The water distributed by the Newberry Water & Light Board is pumped from one of three wells. Two of these wells are located off West Victory Avenue (designated well #6 and well #7). The third well is located adjacent to M-123 on the northern limit of the Village of Newberry (designated well #4). The predominant volume of water was pumped from wells #6 and well #7.

The State of Michigan performed an assessment of our source water in 2003 to determine

the susceptibility or the relative potential of contamination. While no chemical constituents have exceeded established health standards, the susceptibility for possible contamination was rated as moderately high for well #4.

## **Water Sampling and Analytical Results**

### **Bacteria**

Inadequately treated water may contain disease-causing organisms. These organisms include bacteria, viruses, parasites, which can cause symptoms such as nausea, cramps, diarrhea, and associated headaches. For calendar year 2019, analytical results for all water samples indicated results for bacteriological analysis were below detection.

### **Regulated Constituents**

Maximum contaminant levels (MCL's) are set at by state and federal regulatory agencies as stringent levels to protect human health and the environment. Concentrations below MCL's are deemed as within acceptable risk limits for a described health effect. With respect to drinking water, a person would have to drink 2 liters of water every day at the MCL level for a lifetime to have a one-in-a-million chance of having the described health effect.

In 2019 water samples were taken at select locations in the water system and sent in for analyses. Analysis was conducted for constituents regulated under the Michigan Safe Water Drinking Act. The analytical results for the measured constituents were determined to be within acceptable limits as defined by the Michigan standards.

### **Copper and Lead**

Samples are taken and submitted for analysis for copper and lead every three years. Samples taken in 2019 were taken directly from selected residences throughout the water distribution system. Ten (10) samples were taken during the calendar year 2019 and submitted for analysis.

Analytical results from the samples indicate that water distributed is in compliance with the U.S. EPA regulation as determined by the 90th percentile evaluation and illustrated in the

attached table.

Lead in drinking water is rarely the sole cause of lead poisoning, but it can contribute to a person's possible exposure. It is advised that all potential sources of lead in the household should be identified and removed or replaced.

Studies have found that infants and young children are more vulnerable to lead in drinking water than the general population. It is possible that lead levels at your home may be higher than at other homes in the community as a result of materials used in the plumbing of your residence. If you suspect or are concerned about potential elevated lead levels in your water supply as a result of plumbing, you may wish to have your water tested and/or flush your tap for 30 seconds to 2 minutes before using tap water. Further information is available from the Safe Drinking Water Hotline at 1(800) 426-4791.

### **Susceptibility to Chemicals in Drinking Water**

Some people may be more vulnerable to contaminants in drinking water than the general population. Immuno-compromised persons such as persons with cancer undergoing chemotherapy, persons who have undergone an organ transplant, people with HIV/AIDS or other immune system disorders, some elderly, and infants can be particularly at risk from infections. These people should seek advice about drinking water from their health care providers. EPA/CDC guidelines give on appropriate means to lessen the risk of infection by crypto sporidium and other microbiological contaminants. More information about contaminants and potential health effects can be obtained by calling the Environmental Protection Agency's Safe Drinking Water Hotline at 1 (800) 426 - 4791.

### **Iron Bacteria**

In 2003 an issue of iron bacteria was identified in the water distribution system of Newberry Water & Light Board. This iron bacterium poses no health problem to humans however the presence of iron bacteria can affect the taste and odor of drinking water. Newberry Water & Light Board performs periodic flushing of the water delivery system to abate the iron bacteria and minimize affects to drinking water.

The Village of Newberry began a long-term water system project in 2004 spending over \$2,300,000, and from 2006 through 2009 an additional \$1,000,000 on well #6, well #7, and adjoining water lines. Additionally, a water tower overhaul was started in 2011 and was completed in 2012. An additional project was completed in 2016 to replace significant portions of the water distribution system at a cost of \$5,963,000.00.

On September 28, 2016 the tower was removed from service for cleaning and inspection by Utility Services and returned to service on October 1, 2016.

Monthly samples for bacteriological total coliforms were non-detected for the year.

We ask that all our customers help us protect our water sources, which are the heart of our community, our way of life and our children's future.

Please call or visit our office if you have any questions. Thank you.

David Patterson ID#19350

Newberry Water & Light Board

## 2019 Water Quality Report Newberry Water and Light

This report covers the drinking water quality for Newberry Water and Light, for the calendar year 2019. Included are details about where your water comes from, what it contains, and how it compares to Environmental Protection Agency (EPA) and state standards.

Your water comes from 3 wells. 2 located southwest of the village limits and one on North M-123.

The State performed an assessment of our source water in 2003 to determine the susceptibility is moderately high for well #4 and high for well #5 (offline). Well #6 (new) went online in late 2006 with additional well (#7) going online 2008.

For more information about this report, contact David Patterson ID#19350 in the water department at (906)450-0919.

- **Contaminants and their presence in water:**  
Drinking Water, including bottled water, may reasonably be expected to contain at least small amounts of some contaminants. The presence of contaminants does not necessarily indicate that water poses a health risk. More information about contaminants and potential health effects can be obtained by calling EPA's **Safe Water Hotline (800-426-4791)**
- **Vulnerability of sub-populations:** Some People may be more vulnerable to contaminants in drinking water than the general population. Immunocompromised persons such as persons with cancer undergoing chemotherapy, person who have undergone organ transplant, people with HIV/AIDS or other immune systems disorders, some elderly, and infants can be particularly at risk from infections. These people should seek advice about drinking water from their health care providers. EPA/CDC guidelines on appropriate means to lessen the risk of infection by *Cryptosporidium* and other microbial contaminants are available from the Safe Drinking Water Hotline (800-426-4791)
- **Sources of drinking water:** The sources of drinking water (both tap and bottled water) including rivers, lakes, streams, ponds, reservoirs, springs, and wells. As water travels over the surface of the land or through the ground, it dissolves naturally-occurring minerals and, in some cases, radioactive material, and can pick up substances resulting from the presence of animals or from human activity.

Contaminants that may be present in source water include :

- **Microbial contaminants**, such as viruses and bacteria, which may come from sewage treatment plants, septic systems, agricultural livestock operations and wildlife
- **Inorganic contaminants**, such as salts and metals, which can be naturally-occurring or result from urban stormwater runoff, industrial or domestic wastewater discharge. Oil and gas production, mining or farming.
- **Pesticides and herbicides**, which may come from a variety of sources such as agriculture and residential uses.
- **Radioactive contaminants**, which are naturally occurring or be the result of oil and gas production and mining activities.
- **Organic chemical contaminants**, including synthetic and volatile organic chemicals, which are by-products of industrial processes and petroleum productions, and can also come from gas stations, urban storm water runoff, and septic systems.

**STATEMENT ABOUT LEAD:** If present, elevated levels of lead can cause serious health problems, especially for pregnant women and young children. Lead in drinking water is primarily from materials and components associated with service lines and home plumbing. The Village of Newberry is responsible for providing high quality drinking water but, cannot control the variety of materials used in plumbing components. When your water has been sitting for several hours, you can minimize the potential for lead exposures by flushing your tap for 30 seconds to 2 minutes before using water for drinking or cooking. If you are concerned about lead in your water, you may wish to have water tested. Information on lead in drinking water, testing methods, and steps you can take to minimize exposure is available from the Safe Drinking Water Hotline or at <http://www.epa.gov/safewater/lead>.

In order to ensure that tap water is safe to drink, EPA prescribes regulations that limit the amount of certain contaminants in water provided by public water systems. Food and Drug Administration regulations establish limits for contaminants in bottled water which provides the same protection for public health.



**Village of Newberry  
Planning Commission Meeting  
Thursday, June 25, 2020  
Meeting Location: Electronic Meeting  
Meeting Time: 5:30 p.m.**

**1. Call to order:**

Meeting was called to order by Chairman Vincent at 5:30pm

**2. Pledge of Allegiance:**

No pledge due to it being an electronic meeting.

**3. Rollcall:**

Roll call was taken and Vincent and all were present.

**4. Approval of Agenda:**

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

**5. Approval of Minutes:**

Planning Commission Meeting – February 24, 2020. Motion by Vanatta,, second by Stiffler to approve minutes. One correction to item #3. Stiffler's name was missing from those who attended the last meeting. A vote by voice was taken with all voting in the affirmative.

**6. Planning Commission Chairperson Announcements:**

None

**7. Communications from the Public:**

None

**8. Petitions and Communications:**

None

**9. Unfinished Business:**

1. Redevelopment Ready Communities (RRC) update. Village council approved funding request and reaffirmed they want to be a Redevelopment Ready Community. Next steps are to come up with a plan to bid out zoning. Vincent is to get with Allison to come up with a bid process for zoning. Timeline for bidding out zoning to start in July.

2. Creation of Zoning Ordinance - reminder that this has to be communicated to the residents of the village and the importance of referring back to the Master Plan.

3. Planning Commission Vacancy – still open.

**10. New Business:**

None

**11. Comments by Planning Commission Members:**

Vanatta thanked Vincent for presenting the fund request to the village council, which was approved.

**12. Adjournment - Regular Session**

With no further business before the Planning Commission, a motion was made by Vanatta to adjourn the meeting at 5:41pm. Hardenbrook, second. Motion carried.

**Ordinance Committee Phone Meeting**  
**Thursday, July 2, 2020**  
**9:30 AM**

**1. CALL TO ORDER; 9:31 AM**

**2. Roll Call**

***Present:*** Chairperson Lori Stokes, Trustee Dennis Hendrickson. IVM Allison Watkins, Ordinance Enforcement Officer Cliff Fossitt

***Absent:*** Dan Hardenbrook

**3. PUBLIC COMMENT; None Present**

**4. UNFINISHED BUSINESS**

- A. Ordinance 11; Compensation of Elected Officials Section 11:1 A: Motion by Stokes, Supported by Hendrickson to recommend to Council to drop the per meeting payment to \$50.00 for the President's position. All in favor.

Refer to Management Committee: Decision on what an excused absence would be and language to add to Rules of Procedure and Ethics Policy.

Motion by Hendrickson, Supported by Stokes to present Ordinance 11 to Council for review and approval. All in favor.

B. Ordinance 29A

IVM proposes giving the Ordinance a new number of 53 and edit the entire language to focus on the Council Committees and their responsibilities. Ordinance 29 would then focus on Property Use and yard fence specifications.

**5. NEW BUSINESS**

- A. Increasing fine amount for civil infractions from \$100 to at least \$250

OEO Fossitt present to explain fee schedule and the need for an increase. He and IVM Watkins will provide a written report for the council to review.

- B. Increasing amounts for vendor fees

Reviewed current fees and discussed possibility of increase.

- C. Police power ordinances

Village Attorney Jocks has this on the top of his to-do list for committee review

- D. Fireworks Ordinance

Discussed the need of a new ordinance to cover safety and liability of fireworks being set off within the village

- E. OEO Fossitt introduced concerns of the West Helen Street dump and the need for rules. IVM Watkins explained future plans for the dumping site and change of location.

- F. Next meeting date: August 6, 2020; 9:30 AM

**6. PUBLIC COMMENT; none present**

**7. ADJOURNED Meeting at 10:34 AM**

**Village of Newberry  
Management Committee Phone Meeting Minutes  
July 8, 2020  
9:00 AM**

1. CALL TO ORDER; 9:01 AM
2. ROLL CALL  
Present: Lori Stokes, Catherine Freese, IVM Allison Watkins  
Absent: Dan Hardenbrook
2. PUBLIC COMMENT – none present
3. UNFINISHED BUSINESS
  - A. Village Manager Job Description  
Reviewed draft presented by IVM. Motion by Freese, supported by Stokes to make recommendation to council to review and approve the Village Manager Job Description. All in favor.
4. NEW BUSINESS ; none
5. PUBLIC COMMENT; none
6. Adjourned at 9:31 AM

# VILLAGE OF NEWBERRY



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

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## Newberry Wastewater Treatment Plant Department of Public Works

George Blakely Superintendent  
July 2020 Report

### Wastewater Treatment

- Monthly report submitted to EGLE
- Staff Safety Meeting
- Routine Preventive Maintenance
- Crane Engineering replaced rail system in wet well and installed Davit crane.
- New impellers installed on RAS pumps
- Grinders serviced
- Jim Brown retired

### Department of Public Works

- Garbage pick up
- Work orders
- West side cleanup complete
- Employee off for National Guard Duty
- Started putting gravel in alleys
- Fixing potholes
- Street sweeping

# VILLAGE OF NEWBERRY



*Moose Capital of Michigan*

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9698 M-123 Newberry, MI 49868 Phone: 906-293-8141 E-Mail [WWTP@NewberryMI.Gov](mailto:WWTP@NewberryMI.Gov)

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George Blakely Plant Superintendent  
Newberry Wastewater Treatment Plant  
9698 M-123 Newberry, MI 49868

June 18, 2020

Tom Asmus  
Michigan Department of Environmental Quality  
Water Resources Division  
NPDES Compliance—Eastern Upper Peninsula

Dear Mr. Asmus,

In response to our corrective action plan we have contracted with Crane Engineering to purchase and install a new rail system that will go to the top of the wet well along with new brackets all stainless steel.

We are also installing a davit crane with electric winch to pull the pumps when needed.

We have purchased a 4-inch Honda trash pump with this pump and our existing 3-inch pump we can pump over 800gpm.

We have also purchased enough discharge hose to reach our primary tank.

We have also established an on-call system, so someone is always monitoring the plant with the use of the SCADA system. We were doing this before but now we have someone assigned to do it.

Sincerely,

George Blakely

1.) New rail system and Davit Crane installed from Crane Engineering	6,046.00
2.) New Honda 4-inch pump	1695.99
3.) Fittings, Hose, Wheel kits, Hose Carts, Clamps, Etc.	1691.96
	<hr/>
	\$ 9433.95 Total

All work is complete.

# VILLAGE OF NEWBERRY



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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 Dept Dan Kucinskis Water & Light Supt. June 2020**

- Water test at wells daily
- Read all meters
- Seasonal turn-ons
- W/O replaced multiple switches
- Outage Dollarville
- Water samples to Sault Ste Marie
- Residuals for water
- W/O Multiple Miss Digs
- Started Flushing
- W/O from high winds removed some hanging limbs, replaced broken switch

“It isn’t life that weighs us down—it’s the way we carry it”

# 2020 - ELECTRIC CONSUMPTION / BILLING

	RESIDENTIAL					COMMERCIAL					LARGE POWER					DEMAND		
	ER KW	METERS	ER FUEL ADJ	EO BASE	ER AMT BILLED	EC KW	METERS	EC FUEL ADJ	EC AMT BILLED	LG KW	METERS	LG AMT BILLED	FUEL ADJ	DEMAND KW	METERS	DEMAND AMT BILLED		
2020																		
JAN	832976.00	1182	\$ 15,000.05	\$ 1,183.66	\$ 86,658.08	286253.00	214	\$ 5,159.08	\$ 33,347.17	525822.00	15	\$ 27,730.45	\$ 9,714.22	1549.00	13	\$ 14,255.40		
FEB	671768.00	1182	\$ 9,439.81	\$ 953.03	\$ 69,743.65	263045.00	212	\$ 3,679.42	\$ 30,564.96	499799.00	15	\$ 26,341.99	\$ 7,155.99	1553.00	13	\$ 14,255.40		
MAR	732342.00	1184	\$ 10,287.87	\$ 1,034.94	\$ 75,759.70	276837.00	211	\$ 3,856.63	\$ 32,053.12	471974.00	15	\$ 24,885.64	\$ 6,853.49	1554.00	13	\$ 14,255.40		
APR	623176.00	1183	\$ 8,752.78	\$ 884.07	\$ 64,763.90	242918.00	211	\$ 3,408.05	\$ 28,388.25	514206.00	15	\$ 27,091.55	\$ 7,320.22	1554.00	13	\$ 14,255.40		
MAY	615003.00	1182	\$ 8,705.11	\$ 879.39	\$ 64,404.82	243855.00	211	\$ 3,418.81	\$ 28,417.00	599401.00	15	\$ 31,590.18	\$ 8,520.81	1567.00	13	\$ 14,353.80		
JUN	474513.00	1180	\$ 6,709.13	\$ 679.22	\$ 49,683.92	196976.00	210	\$ 2,767.67	\$ 22,919.67	288296.00	15	\$ 15,224.19	\$ 4,129.27	1577.00	13	\$ 14,353.80		
JUL																		
AUG																		
SEPT																		
OCT																		
NOV																		
DEC																		
TOTAL	3949778.00	7093.00	\$ 58,934.75	\$ 5614.31	\$ 411,014.07	1509884.00	1269.00	\$ 22,289.66	\$ 175,690.17	2899498.00	90.00	\$ 152,864.00	\$ 43,694.00	9354.00	78.00	\$ 85,729.20		
AVG	658296.3333	1182.167	\$ 9822.458333	\$ 935.7183333	\$ 68502.345	251647.3333	211.5	\$ 3714.943333	\$ 29281.695	483249.6667	15	\$ 25477.33333	\$ 7282.333333	1559	13	\$ 14288.2		

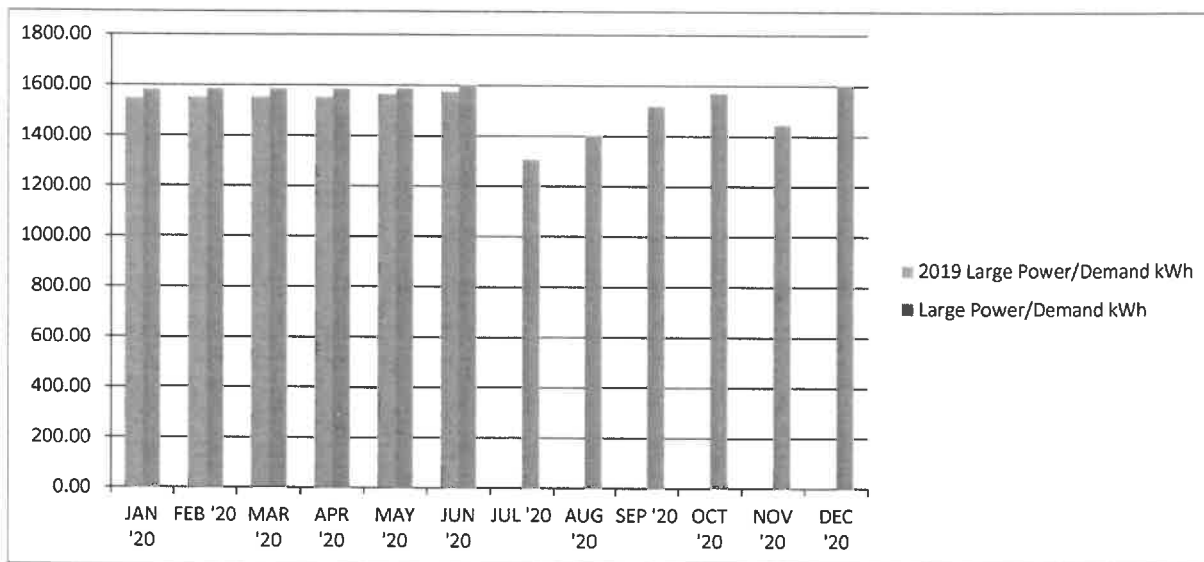
TOTAL Kwh 8368.51  
AVERAGE MET 1421.666667



## Water & Light

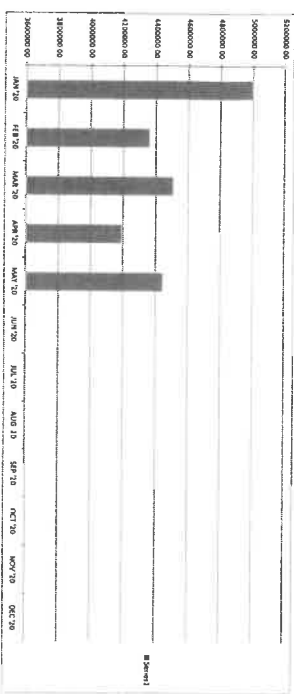
### Electric Demand Report Large Power/Industrial 2020

MONTH:	LG POWER/INDUSTRIAL	BILLED AMOUNT
DEC'19	1531.00	\$ 14,113.58
JAN '20	1549.00	\$ 14,255.40
FEB '20	1553.00	\$ 14,255.40
MAR '20	1554.00	\$ 14,255.40
APR '20	1554.00	\$ 14,255.40
MAY '20	1567.00	\$ 14,353.80
JUN '20	1577.00	\$ 14,353.80
JUL '20		
AUG '20		
SEP '20		
OCT '20		
NOV '20		
DEC '20		



Water & Light  
Billed Electric kWh Report - 2020

MONTH:	RES/COM KWH	DEM. BILLED	RES/COM BILL	CONSUMERS	MPRA	MSO	ATC	CEC-HDRD	2020 PAID	2019 PAID	2018 PAID	2017 PAID	2016 PAID	2015 PD-	SAVED: 2019 vs 2020
JAN 20	5001078.00	\$ 14,255.40	\$ 213,742.93	\$ 74,925.21	\$ 128.68	\$ 3,397.92	\$ 1,492.20	\$ 5,159.20	\$ 86,004.09	\$ 109,949.21	\$ 129,527.55	\$ 120,354.74	\$ 103,229.84	\$ 146,614.48	\$ 13,046.65
FEB 20	4266864.00	\$ 14,255.40	\$ 181,297.63	\$ 67,802.03	\$ 211.50	\$ 2,390.07	\$ 1,246.20	\$ 5,150.71	\$ 86,399.51	\$ 101,672.04	\$ 119,847.55	\$ 111,398.64	\$ 101,655.98	\$ 146,324.59	\$ 13,277.59
MAR 20	4251128.00	\$ 14,255.40	\$ 189,774.67	\$ 66,910.13	\$ 60.89	\$ 2,907.79	\$ 1,492.20	\$ 5,085.19	\$ 87,456.14	\$ 99,435.07	\$ 62,464.90	\$ 114,411.84	\$ 130,780.97	\$ 135,195.29	\$ 11,978.92
APR 20	4251128.00	\$ 14,255.40	\$ 174,835.40	\$ 58,917.85	\$ 51.93	\$ 2,727.70	\$ 12,492.20	\$ 5,004.80	\$ 76,515.48	\$ 95,210.19	\$ 106,556.15	\$ 106,494.00	\$ 98,265.91	\$ 114,707.13	\$ 16,473.71
MAY 20	4249129.00	\$ 14,353.80	\$ 180,546.59	\$ 54,218.57	\$ 20.33	\$ 2,594.83	\$ 1,492.20	\$ 5,344.35	\$ 74,634.28	\$ 84,613.79	\$ 99,338.04	\$ 98,979.16	\$ 121,655.40	\$ 145,099.13	\$ 17,462.87
JUL 20										\$ 75,943.75	\$ 82,250.55	\$ 103,696.18	\$ 106,919.67	\$ 121,602.87	
AUG 20										\$ 83,689.55	\$ 90,256.59	\$ 101,915.90	\$ 118,958.16	\$ 93,653.89	
SEP 20										\$ 79,435.04	\$ 125,370.11	\$ 102,013.56	\$ 113,852.05	\$ 93,625.67	
OCT 20										\$ 75,035.13	\$ 84,092.82	\$ 97,257.52	\$ 103,927.02	\$ 124,483.51	
NOV 20										\$ 94,903.42	\$ 95,411.47	\$ 114,041.05	\$ 103,927.02	\$ 157,842.67	
DEC 20	22512160.00	\$ 71,375.40	\$ 981,187.42	\$ 321,438.79	\$ 449.51	\$ 16,372.31	\$ 6,215.00	\$ 21,724.89	\$ 425,430.20	\$ 981,563.24	\$ 1,072,437.04	\$ 1,284,487.23	\$ 1,204,637.86	\$ 1,404,903.51	\$ 55,470.79



# Water Pumpage Report - 2020

MONTH	Recorded Gallons Pumped 1st -30th/31st month	Billed Water Amounts (16th to 15th of the month prior)	Actual Revenue Received 1st - 30th of the month (billed from month prior)	Billed Reu's (16th to 15th of the month prior)	Gallons Billed (16th to 15th of the month prior)	Difference between gallons pumped and gallons billed	Monthly Revenue Goal	% OF GOAL	Difference between Revenue Collected and Monthly Revenue Goal
JAN'20	5,067,600.00	\$ 72,044.51	\$ 73,927.05	964.20	2,892,600.00	2,175,000.00	\$ 78,333.33	94.4%	-\$4,406.28
FEB'20	4,892,700.00	\$ 72,381.29	\$ 75,883.83	970.20	2,910,600.00	1,982,100.00	\$ 78,333.33	96.9%	-\$2,449.50
MAR'20	5,182,500.00	\$ 72,737.32	\$ 75,633.15	973.90	2,921,700.00	2,260,800.00	\$ 78,333.33	96.6%	-\$2,700.18
APR'20	5,290,400.00	\$ 73,081.21	\$ 75,520.91	976.90	2,930,700.00	2,359,700.00	\$ 78,333.33	96.4%	-\$2,812.42
MAY'20	5,960,800.00	\$ 73,748.50	\$ 69,135.57	990.20	2,970,600.00	2,990,200.00	\$ 78,333.33	88.3%	-\$9,197.76
JUNE'20	8,593,000.00	\$ 74,658.63	\$ 77,251.78	1,002.90	3,008,700.00	5,584,300.00	\$ 78,333.33	98.6%	-\$1,081.55
JULY'20					-	-	\$ 78,333.33	0.0%	
AUG'20					-	-	\$ 78,333.33	0.0%	
SEPT'20					-	-	\$ 78,333.33	0.0%	
OCT'20					-	-	\$ 78,333.33	0.0%	
NOV'20					-	-	\$ 78,333.33	0.0%	
DEC'20					-	-	\$ 78,333.33	0.0%	
	Total Gallons Pumped 34,987,000.00	Total Billed Amounts \$ 438,651.46	Total Actual Revenue \$ 447,352.29	Billed REU's 5,878.30	Gallons Billed \$ 17,634,900.00	17,352,100.00	Revenue Goal \$ 939,999.96	% OF GOAL 48%	Total -\$22,647.69

**Interim Village Manager & DHRCE  
Activity Report for Village Council Meeting  
As of July 21, 2020**

**A. Audit**

- a. 2018 Official presentation scheduled for July 21 meeting
- b. 2018 Deficit Elimination plans – needed to have projected budgets attached when approve by council – need council to re-approve resolutions due to my error
- c. 2019 Audit – onsite audit work begins July 20
  - i. Extension for audit and F65 granted – August 31, 2020

**B. Village Committees/Boards**

- a. Ordinance Committee – 7/2
- b. Management Committee – 7/9
- c. DPW/WWTP Committee – 7/23

**C. Community Engagement**

- a. NBY Interviews

**D. Risk Management**

- a. Filed claim for generator and one for Well 7 circuit board

**E. VON Maintenance Building**

- a. Had onsite meeting with design/build team – project is on schedule
- b. Site location has been fenced off
- c. Footers and foundation walls poured
- d. Plumbing inspection takes place 7/20
- e. Floor is supposed to be in week of 7/20

**F. Water Rates Review/Water project Planning/ EGLE Lead/ Copper Compliance**

- a. Have found “as-built” maps from 2004 that will help with the inventory

**G. Utility Billing**

- a. Electric shut-offs took place on July 13 (water shut-offs currently prohibited per EO)
- b. Shutoff process will now return to pre-covid 19 procedures

**H. Ordinance Editing and Creation**

- a. Ordinance 11 – Compensation for Elected Officials (ready for review and adoption)
- b. Ordinance 29 – Admin Assistant & Property Use (beginning review & updating)
  - i. ORD 29 will become property use
  - ii. ORD 53 will be new role of council and committees ordinance

**I. HR**

- a. Donald Hooper is currently on duty with National Guard
- b. All departments and offices are closed to the public
- c. Conducted interviews for DPW/WWTP position
- d. Hired seasonal mowing position
- e. Employee departures D. Patterson, Lineman/Water Operator, D. Puckett, WWTP Operator
  - i. Positions will be posted soon
- f. I plan to work to increase the hourly wage for lineman. If we do not provide a wage close to competitive with other companies, we will not be able to hire lineman and keep the electric department operational. Finding several more lineman is a top priority.
  - i. Starting wage for licensed lineman at VON = \$28.38
  - ii. Starting wage for first year licensed lineman at Cloverland = \$40.
- g. We are now incredibly short staffed. This will result in delays in routine services, longer wait times for new projects, and will require read estimates as well.

**J. TREE TRIMMING**

- a. Bid is close to being ready. Plan to advertise no later than end of next week.

**K. MBANK Payroll & Tax Accounts**

- a. Positive pay protection is now active on Payroll and Tax Accounts

**L. FOIA Requests (Report attached)**

- a. 1 request for 2020 (as of June 12, 2020)
  - i. Pending deposit from requestor
- b. 1 remaining file from 2019
  - 2019-006-JJM – 12/2/19
    - a. Current court date is pending

**WEBINARS & CONFERENCE CALLS**

- Michigan Municipal League (MML) Webinars
  - 7/9 – MI Dept. of Treasury COVID-19 Updates and Resources for Local Governments
    - CARES ACT Funding for Municipalities
      - VON has no eligible expenditures at this time
- Leadership Team Check-ins (Superintendents & IVM)
  - 10:00AM every Tues
- Michigan Municipal Energy Association (MMEA) – Group of utility providers across the state, including large utility providers
  - Tues– All utility providers who are members of MMEA, includes DTE & Consumers (Dan sits in on these calls)
  - Thurs – Smaller municipal utility providers, excludes large utility companies (I sit in on this call)
    - On these calls we share information on how agencies are addressing staffing issues, PPE shortages, mutual aid, etc. Today's call focused on credentialing for employees

**ACTION ITEMS REQUESTED FROM COUNCIL:**

- None prescheduled