

**VILLAGE OF NEWBERRY  
VILLAGE COUNCIL MEETING  
ELECTRONIC MEETING – REGULAR SESSION  
Tuesday, FEBRUARY 16, 2021  
Meeting Location: ZOOM CONFERENCE CALL  
Meeting Time: 6:00P.M.**

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

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 VM**

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 – reminder: public body participants must state the location they are calling in from**

**5. APPROVAL OF AGENDA**

**6. APPROVAL OF MINUTES**

1. Village Council –Regular Electronic Session – January 19, 2021

**7. 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 VM

**8. VILLAGE PRESIDENT COMMENTS**

- a. None prescheduled

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

**A. Village of Newberry – Monthly Payables –January 16, 2021 to February 12, 2021**

<b>101</b>	<b>General Fund</b>	<b>\$15,813.87</b>
<b>202</b>	<b>Major Streets Fund</b>	<b>\$2,949.94</b>
<b>203</b>	<b>Local Street Fund</b>	<b>\$2,998.65</b>
<b>213</b>	<b>Fire Revolving Fund</b>	<b>\$7,738.79</b>
<b>409</b>	<b>TORC</b>	-----
<b>418</b>	<b>Atlas Park Fund</b>	-----
<b>590</b>	<b>Sewage Receiving Fund</b>	<b>\$18,055.13</b>
<b>TOTAL EXPENSE FOR APPROVAL:</b>		<b>\$47,556.38</b>

**B. Water & Light – Monthly Payables –January 16, 2021 to February 5, 2021**

<b>582</b>	<b>ELECTRIC FUND TOTAL EXPENSE:</b>	<b>\$100,101.34</b>
<b>591</b>	<b>WATER FUND TOTAL EXPENSE:</b>	<b>\$6,534.64</b>
<b>Total amount for both funds:</b>		<b>\$106,635.98</b>

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

**i. Request # 29 –11/02/2020 to 12/31/2020**

1.	C2AE	Invoice # 70743	\$56,484.27
2.	C2AE	Invoice # 70879	\$21,439.07
3.	Baker Tilly	Invoice # BTMA7857	\$ 8,000.00
4.	Baker Tilly	Invoice # BTMA5890	\$12,000.00
5.	Jensen Equipment	Invoice# QJ-52825	\$13,930.68

**a. TOTAL AMOUNT FOR APPROVAL: \$ 111,854.02**

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

582	Save the Bells Fund Balance Summary – as of 01/31/21	\$15,391.21
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**E. Treasurer**

**a. January 2021 Report**

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

**1. FOIA Requests**

- i. Michael Schnorr- Village employee and attorney info
- ii. Ken Deloian SmartProcure – Village staff contact information

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

**12. UNFINISHED BUSINESS**

1. 2019 Audit – Action Item
2. Great Lakes Televising – Action Item
3. Committee Assignments
4. Generator Update
5. TORC DEQ Grant Update
6. Phase out of allowing unpaid utility debt carry over – On hold
7. Public Comment Follow-Up from Previous Meeting – none prescheduled

**13. NEW BUSINESS**

1. Water Rate Changes - Overview
  1. Proposed timeline
2. FOIA Rules and Procedures Updates – Action Item

**14. REPORTS OF BOARDS**

1. Water & Light Board - Regular Electronic Meeting Minutes – February 9, 2021
2. Planning Commission Meeting: Meeting Minutes: January 25, 2021

**15. REPORTS OF COMMITTEES**

1. Ordinance Committee – February 4, 2021 Meeting Minutes

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

1. Fire Chief – written
2. Superintendent of WWTP & DPW
  - a. Monthly Report – written
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. Village Manager
  - a. Monthly Report- written and verbal
  - b. FOIA Processing Report

**17. 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 VM & Clerk

**18. ASSIGNMENT OF PUBLIC COMMENT RESPONSE**

**19. COMMENTS BY COUNCIL MEMBERS**

**20. ADJOURNMENT - REGULAR SESSION**

Newberry Village Council  
Regular Meeting Minutes  
January 12, 2021 – 6:00 p.m.  
Electronic Public Meeting – Due to COVID-19 Virus

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

**Present:** President Freese, Trustees: Cameron, Hardenbrook, Hendrickson, Puckett, Stokes. \*Jeffery Puckett was sworn-in prior to the January 12, 2021 meeting. All Board members identified as calling in remotely via ZOOM from Newberry, MI.

**Absent:** None.

**Also Present:** Village Manager/Director of Human Resources & Community Engagement – Watkins, Superintendent of WWTP & DPW – Blakely, Clerk – Schummer, Village Attorneys – Jeff Jocks and Greg Grant – present during closed sessions only, Newberry News - Sterling McGinn, Steve Stiffler.

**Call to Order:** President Freese called the meeting to order at 6:03 p.m. via Zoom.

**Adoption of Resolution:** Moved by Hardenbrook, support by Stokes, **CARRIED**, to adopt Resolution 2021-01, establishing rules for remote attendance by Village Council members, Planning Commission Members, Village Committee Members, and members of the public at meetings. Ayes: Freese, Cameron, Hardenbrook, Hendrickson, Puckett, Stokes.

**Approval of Agenda:** Moved by Puckett, support by Cameron, **CARRIED**, to approved the agenda as presented. Ayes: Freese, Cameron, Hardenbrook, Hendrickson, Puckett, Stokes.

**Minutes:** Moved by Hardenbrook, support by Hendrickson, **CARRIED**, to approve the minutes from the December 15, 2020 Public Budget Hearing as written. Ayes: Freese, Cameron, Hardenbrook, Hendrickson, Stokes. Abstain: Puckett, as he was not on the Council for the 12/15/2020 hearing. Moved by Hendrickson, support by Stokes, **CARRIED**, to approve the minutes from the December 15, 2020, Regular Village Council Electronic Session as written. Ayes: Freese, Cameron, Hardenbrook, Hendrickson, Stokes. Abstain: Puckett, as he was not on the Council for the 12/15/2020 meeting.

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

**Special Topics:**

- A.) **Employee Arbitration:** Moved by Freese, support by Puckett, **CARRIED**, that the Council enter into closed session to discuss with the Village's attorneys trial and/or settlement strategy in the pending matter involving the arbitration demand of Jennifer James-Mesloh, pursuant to MCL 15.268(e) as a discussion on the open record would be detrimental to our position, and also to discuss material exempt from disclosure under the attorney-client privilege, MCL 15.243(l)(g) and MCL 15.268(h). Ayes: Freese, Cameron, Hardenbrook, Hendrickson, Puckett, Stokes.

**Council enters into Closed Session at 6:12 p.m.**

Moved by Freese, support by Cameron, **CARRIED**, to exit closed session wherein we discussed with the Village's attorneys trial and/or settlement strategy in the pending matter involving the arbitration demand of Jennifer James-Mesloh, pursuant to MCL 15.268(e) as a discussion on the open record would have been detrimental to our position, and also discussed material exempt from disclosure under the attorney-client privilege, MCL 15.243(l)(g) and MCL 15.268(h). Ayes: Freese, Cameron, Hardenbrook, Hendrickson, Puckett, Stokes.

**Council exits Closed Session at 6:52 p.m.**

- B.) Pentland Township Litigation: Moved by Freese, support by Cameron, **CARRIED**, to go into Closed Session pursuant to MCL 15.268(e) to discuss trial and settlement strategy related to Pentland versus the Village because discussion in open session would have a detrimental financial effect on the Village's trial and settlement position. Ayes: Freese, Cameron, Hardenbrook, Hendrickson, Puckett, Stokes.

**Council enters into Closed Session at 6:54 p.m.**

Moved by Freese, support by Cameron, **CARRIED**, to end Closed Session and return to Open Session. Ayes: Freese, Cameron, Hardenbrook, Hendrickson, Puckett, Stokes.

**Council exits Closed Session and enters Open Session at 7:09 p. m.**

**Village President's Announcements:** None

**Submission of Bills and Financial Updates:**

- A.) Purchase Bobcat 5600 and attachments: Superintendent Blakely discussed the need and benefits regarding purchasing the Bobcat. Moved by Hendrickson, support by Puckett, **CARRIED**, to accept the recommendation of the DPW Committee, and approve the bid from M32 Enterprises, for the Village purchase of the Bobcat 5600, including the trade-in of the Villages 2005 Toolcat and 2002 Holder for a \$5,900.00 each, for the final price of \$49,920.49. Discussion followed. Ayes: Freese, Cameron, Hardenbrook, Hendrickson, Puckett, Stokes.
- B.) Village of Newberry monthly Bills: Moved by Puckett, support by Cameron, **CARRIED**, to approve payment of the December 11, 2020 – January 15, 2021 bills, in the amount of \$86,511.95. Discussion followed. Ayes: Freese, Cameron, Hardenbrook, Hendrickson, Puckett, Stokes.
- C.) Water & Light monthly bills: Moved by Cameron, support by Hendrickson, **CARRIED**, to pay the Electric and Water Fund bills for December 4, 2020 – January 15, 2021, with a total amount of \$229,879.43. Ayes: Freese, Cameron, Hardenbrook, Hendrickson, Puckett, Stokes.
- D.) Christmas Lights Fund – as of 12/31/2020 - \$15,387.94.
- E.) Treasurer's Report:
- a.) December 2020 – N. Moulton submitted a written report. Council accepted the report as presented.

**Petitions and Communications:** Review of submitted Pre-Appointment Questionnaires.

- a.) Council Seat – Moved by Freese, support by Puckett, **CARRIED**, to appoint Darrell Schummer to the vacant Council Seat. Discussion followed. Ayes: Freese, Cameron, Hardenbrook, Hendrickson, Puckett, Stokes.
- b.) Planning Commission – Moved by Freese, support by Puckett, **CARRIED**, to appoint Sterling McGinn to the vacant seat on the Planning Commission. Discussion followed. Ayes: Freese, Cameron, Hardenbrook, Hendrickson, Puckett, Stokes.

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

- 1.) Resolution 2021-001 – Establishing Rules of Remote Attendance: Completed prior in the meeting.
- 2.) Ordinance A Amendment: Moved by Freese, support by Stokes, **CARRIED**, to approve and adopt the Amendment to Ordinance A, to modify the second paragraph of Section A:1:1b At Large. This is regarding the customer non-electror being allowed to be chair and also allows the non-electror to be a business owner who is a utility payer. Discussion followed. Ayes: Freese, Cameron, Hardenbrook, Hendrickson, Stokes. Nays: Puckett.
- 3.) Ordinance 23 Amendment: Moved by Freese, support by Stokes, **WITHDRAWN**, to approve and adopt amendment to Ordinance 23, regarding winter parking. Discussion followed. It was decided to send this back to the Ordinance Committee for more discussion and review.

***Hardenbrook leaves the meeting at 8:11 p.m.***

**Unfinished Business:**

- 1.) New Water Operator in Charge: Landon Burton, who is our apprentice Lineman/Water Operator, is now the new Water Operator in Charge. Burton passed his water test and is now fully licensed.
- 2.) Council Committee Assignments: President Freese presented a list of committees and its members and asked that it be reviewed. She stated she would have a new list to include new Council member Schummer on the committees.
- 3.) CRLGG Grant Closing: Walkins explained that the grant was to be used for Corona Virus related expenses. She stated the amount of the Grant was for \$16,864.00 of which the Village is returning \$2,118.62 in unused grant funds. The Grant was used for PPE, hand sanitizer stations, sound equipment for meetings and the new lobby space.
- 4.) MI Clean Water Grant Application: Council reviewed the submitted application.
- 5.) Public Comment Follow-Up from Previous Meeting: None needed.

**New Business:**

- 1.) AFSCME Union Contract 2021-2023: Moved by Freese, support by Hendrickson, **CARRIED**, that Council go to into Closed Session to discuss strategy connected with the negotiation of the union collective bargaining agreement pursuant to MCL 15.268(c). Ayes: Freese, Cameron, Hendrickson, Puckett, Stokes. Absent: Hardenbrook.

**Council enters into Closed Session at 8:32 p.m.**

Moved by Freese, support by Puckett, **CARRIED**, to end the Closed Session and return to Open Session. Ayes: Freese, Cameron, Hendrickson, Puckett, Stokes. Absent: Hardenbrook.

**Council exits Closed Session and enters Open Session at 8:40 p. m.**

Moved by Freese, support by Hendrickson, **CARRIED**, to approve the AFSCME bargaining agreement. Discussion followed. Ayes: Freese, Cameron, Hendrickson, Puckett, Stokes. Absent: Hardenbrook.

- 2.) Approval of MERS Defined Benefit Plan Adoption Agreement Addendum: Watkins explained the agreement to the Council. Discussion followed. Moved by Puckett, support by Stokes, **CARRIED**, to adopt the MERS Defined Benefit Plan Adoption Agreement Addendum. Ayes: Freese, Cameron, Hendrickson, Puckett, Stokes. Absent: Hardenbrook.
- 2.) Code of Conduct Proposed Edit: Edit regarding Council member conduct with the media. Moved by Freese, support by Stokes, **CARRIED**, to approve the Code of Conduct proposed edit. Discussion followed. Ayes: Freese, Cameron, Hendrickson, Puckett, Stokes. Absent: Hardenbrook.
- 3.) EA Amount for January – June of 2021: For review. EA amount is set at .010674 for January – July 2021.
- 4.) Bond Amortization Schedules: For review.

**Reports of Boards:**

- 1.) Water & Light Board: Regular electronic meeting minutes for January 12, 2021, were provided. Stokes gave a verbal report.
- 2.) Planning Commission Meeting: Meeting minutes for December 28, 2020 meeting were provided. Watkins gave a verbal report.

**Committee Reports:**

- 1.) Ordinance Committee: January 7, 2021 meeting minutes provided.
- 2.) Management Committee: December 9, 2020 and January 13, 2021 meeting minutes provided.
- 3.) DPW/WWTP Committee: January 13, 2021 meeting minutes provided.

**Reports of Village Officers & Management:**

- A.) Fire Chief: None.

- B.) Ordinance Enforcement Officer: 2020 Activity Report provided and reviewed.
- C.) Superintendent of Wastewater Treatment Plant & DPW: None.
- D.) Water & Light: Written report submitted by Working Superintendent Kucinskas. Watkins gave a verbal report. Discussion followed.
- E.) Village Manager: Watkins gave a verbal as well as written report.

**Public Comment:** None

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

**Adjourn Meeting:** Moved by Cameron, support by Stokes, **CARRIED**, to adjourn the meeting at 9:29 p.m.  
Ayes: Freese, Cameron, Hendrickson, Puckett, Stokes. Absent: Hardenbrook.

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

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Terese Schummer, Clerk

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Catherine Freese, Village President

GL Number	Inv. Line Desc	Vendor	Fund 101 General Fund	Invoice Desc.	Due Date	Amount	Check #
<b>Dept 101 VILLAGE COUNCIL</b>							
101-101-725.000	WORKMENS' COMPENSATIO	MML WORKERS' COMP FUND		POLICY PREMIUM	03/15/21	4.84	
				Total For Dept 101 VILLAGE COUNCIL		4.84	
<b>Dept 171 VILLAGE PRESIDENT</b>							
101-171-725.000	WORKMENS' COMPENSATIO	MML WORKERS' COMP FUND		POLICY PREMIUM	03/15/21	0.77	
				Total For Dept 171 VILLAGE PRESIDENT		0.77	
<b>Dept 172 VILLAGE MANAGER</b>							
101-172-719.000	HOSPITALIZATION	44 NORTH		COBRA RETIREES	02/05/21	5.36	44940
101-172-726.000	LIFE INSURANCE	STANDARD, THE		LIFE INS	02/01/21	5.51	44950
101-172-850.000	906-291-1223	VERIZON		ACCOUNT NUMBER 942077532-00003 DESK	02/07/21	7.05	44954
				Total For Dept 172 VILLAGE MANAGER		17.92	
<b>Dept 201 ADMINISTRATIVE</b>							
101-201-725.000	WORKERS' COMPENSATION	MML WORKERS' COMP FUND		POLICY PREMIUM	03/15/21	97.77	
101-201-726.000	LIFE INSURANCE	STANDARD, THE		LIFE INS	02/01/21	10.37	44950
101-201-752.000	OFFICE SUPPLIES	AMAZON CAPITAL SERVICES		TAX FORMS	02/15/21	2.81	44952
101-201-752.000	OFFICE SUPPLIES	NATIONAL OFFICE		TAX FORMS	02/10/21	0.75	
101-201-752.000	OFFICE SUPPLIES	NATIONAL OFFICE		PAPER	02/28/21	9.88	
101-201-752.000	OFFICE SUPPLIES	NATIONAL OFFICE		ENEVODES	02/25/21	106.25	
101-201-752.100	OPERATING SUPPLIES	AMAZON CAPITAL SERVICES		PENS	02/19/21	11.56	44952
101-201-752.100	OPERATING SUPPLIES	NEWBERRY CHAMBER OF COMMERCE		CIVIC ORGANIZATION, CHURCH, SERVICES DUES RA	02/08/21	37.50	44945
101-201-752.100	OPERATING SUPPLIES	AMAZON CAPITAL SERVICES		INK/TAPE	02/19/21	19.21	44952
101-201-752.100	OPERATING SUPPLIES	GINNEVER ELECTRIC		ELECTRIC RAN IN BASEMENT OF VILLAGE OFFICES	02/10/21	377.00	44941
101-201-752.100	OPERATING SUPPLIES	LABORLAWCENTER		FEDERAL AND STATE REQUIRED EMPLOYMENT SIG	01/26/21	25.55	
101-201-752.100	OPERATING SUPPLIES	AMAZON CAPITAL SERVICES		MASKS	03/05/21	26.90	
101-201-752.200	IT SOFTWARE	ZOOM		MEETINGS	02/02/21	17.57	
101-201-801.000	PROFESSIONAL & CONTRA	FAIR, ALMA		OFFICE CLEANING	02/22/21	100.00	
101-201-850.000	FAX	VERIZON		ACCOUNT NUMBER 942077532-00001 FAX	02/07/21	5.90	44954
101-201-850.000	906-291-0055 HR	VERIZON		ACCOUNT NUMBER 942077532-00002 - CELL	02/07/21	10.43	44954
101-201-850.000	906-293-5681 W/L CLERK 5%	VERIZON		ACCOUNT NUMBER 942077532-00003 DESK	02/07/21	29.56	44954
101-201-850.000	TELEPHONE	HTC-HIAWATHA TELEPHONE CO		ACCT 00042108-7	02/25/21	19.98	
101-201-851.000	POSTAGE	UNITED STATES POST OFFICE		POSTAGE	02/01/21	15.90	
101-201-851.000	POSTAGE	UNITED STATES POST OFFICE		POSTAGE	02/02/21	2.60	
101-201-935.000	PROPERTY LIABILITY INSUR	MICHIGAN MUNICIPAL RISK MANAG		LIABILITY INSURANCE	02/28/21	1,716.25	44944
101-201-935.000	PROPERTY LIABILITY INSUR	MICHIGAN MUNICIPAL RISK MANAG		LIABILITY INS	02/28/21	748.93	44944
101-201-980.000	CAP OUTLAY-OFFICE EQUIP	AMAZON CAPITAL SERVICES		RUGS	03/05/21	437.40	
				Total For Dept 201 ADMINISTRATIVE		3,830.07	



**VILLAGE OF NEWBERRY PAYABLES**  
January 16, 2021 to February 12, 2021

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GL Number	Inv. Line Desc	Vendor	Invoice Desc.	Due Date	Amount	Check #
<b>Dept 215 CLERK</b>						
101-215-725.000	WORKERS' COMPENSATION	MMI WORKERS' COMP FUND	POLICY PREMIUM	03/15/21	0.77	
101-215-900.000	PRINTING & PUBLISHING	NEWBERRY NEWS INC	COUNCIL VACANY/ORDINANCE A/ MINUTES/AFFIDAVIT	02/28/21	598.00	
			Total For Dept 215 CLERK		598.77	
<b>Dept 223 AUDIT &amp; LEGAL EXPENSE</b>						
101-223-801.200	LEGAL	SONDEE, RACINE & DOREN PLC	LEGAL COUNCIL	01/31/21	547.96	44952
			Total For Dept 223 AUDIT & LEGAL EXPENSE		547.96	
<b>Dept 230 ORDINANCE OFFICER</b>						
101-230-801.000	PROFESSIONAL & CONTRAC	GENERAL CODE	CODIFICATION OF ORDINANCES	01/31/21	1,300.00	44959
101-230-850.000	906-291-1630 - ORDINANCE OFFICER	VERIZON	ACCOUNT NUMBER 942077532-00003 DESK	02/07/21	28.20	44954
			Total For Dept 230 ORDINANCE OFFICER		1,328.20	
<b>Dept 253 TREASURER</b>						
101-253-725.000	WORKERS' COMPENSATION	MMI WORKERS' COMP FUND	POLICY PREMIUM	03/15/21	0.77	
101-253-752.100	OPERATING SUPPLIES	AMAZON CAPITAL SERVICES	INK	02/28/21	36.49	44932
101-253-850.000	906-291-1631 TREASURER	VERIZON	ACCOUNT NUMBER 942077532-00003 DESK	02/07/21	28.20	44954
			Total For Dept 253 TREASURER		65.46	
<b>Dept 265 BUILDING &amp; GROUNDS</b>						
101-265-752.100	OPERATING SUPPLIES	MAC'S MARKET INC	CARPET CLEANER	02/10/21	14.99	44943
101-265-752.100	OPERATING SUPPLIES	SMART SIGNS	NO LOTTERING SIGNS	02/01/21	106.85	44958
101-265-752.100	OPERATING SUPPLIES	D & D HOME CENTER	ZIP TIES	02/10/21	8.99	44937
101-265-752.100	OPERATING SUPPLIES	D & D HOME CENTER	CARPET BAR/DRILL, BIT/DOWEL, PAINT DRYER	02/10/21	53.34	
101-265-776.000	SUPPLIES-BUILDING MAINT	D & D HOME CENTER	REDUCER/BUSHING/ANTIFREEZE - WINTERIZED DRYER	01/18/21	10.57	44937
101-265-776.000	SUPPLIES-BUILDING MAINT	FOSTER HARDWARE	MASKING TAPE/ DROP CLOTH	02/10/21	22.97	44939
101-265-776.000	SUPPLIES-BUILDING MAINT	FOSTER HARDWARE	MAKING TAPE/WALL SCRAPER/PAINT	02/10/21	169.49	44939
101-265-776.000	SUPPLIES-BUILDING MAINT	AMAZON CAPITAL SERVICES	MAINTENANCE BUILDING CABINET	02/24/21	85.00	44932
101-265-776.000	SUPPLIES-BUILDING MAINT	AMAZON CAPITAL SERVICES	CREDIT MEMO- CANCELLED CABINET ORDER	01/26/21	(85.00)	44932
101-265-776.000	SUPPLIES-BUILDING MAINT	AMAZON CAPITAL SERVICES	CABINET	02/26/21	124.99	44932
101-265-776.000	SUPPLIES-BUILDING MAINT	FOSTER HARDWARE	LIGHT SWITCH	02/10/21	2.49	
101-265-776.000	SUPPLIES-BUILDING MAINT	FOSTER HARDWARE	PAINT	02/10/21	93.96	
101-265-776.000	SUPPLIES-BUILDING MAINT	FOSTER HARDWARE	LIGHT SWITCH COVERS	03/10/21	9.45	
101-265-921.000	HEAT	SEMCOENERGY GAS COMPANY	310 E. MC MILLAN NATURAL GAS	02/23/21	27.95	
101-265-921.000	HEAT	SEMCOENERGY GAS COMPANY	DPW GARAGE HARBIE ST. NATURAL GAS 827.500	02/23/21	202.88	
101-265-921.000	HEAT	SEMCOENERGY GAS COMPANY	MAINTENANCE GARAGE CHARLES ST	02/23/21	197.45	
101-265-935.000	PROPERTY LIABILITY INSUR	MICHIGAN MUNICIPAL RISK MANAG	LIABILITY INSURANCE	02/28/21	1,113.15	44944
101-265-935.000	PROPERTY LIABILITY INSUR	MICHIGAN MUNICIPAL RISK MANAG	LIABILITY INS	02/28/21	485.75	44944
101-265-975.000	CAP OUT - BLDG ADD & IMP	MENARDS	COUNTER TOP- MAINTENANCE BUILDING	01/14/21	74.97	44953
101-265-975.000	CAP OUT - BLDG ADD & IMP	AMAZON CAPITAL SERVICES	BILINGUAL	02/04/21	44.99	
			Total For Dept 265 BUILDING & GROUNDS		2,774.72	

GL Number	Inv. Line Desc	Vendor	Invoice Desc.	Due Date	Amount	Check #
<b>Dept 301 POLICE DEPARTMENT</b>						
101-301-719.000	POLICE HOSPITALIZATION	44 NORTH	COBRA RETIREES	02/05/21	2.41	44940
101-301-726.000	LIFE INSURANCE	STANDARD, THE	LIFE INS	02/01/21	22.02	44950
			Total For Dept 301 POLICE DEPARTMENT		24.43	
<b>Dept 441 PUBLIC WORKS</b>						
101-441-710.000	UNEMPLOYMENT	UNEMPLOYMENT INSURANCE AGEN	UNEMPLOYMENT BENEFIT CHARGES	02/01/21	610.06	44956
101-441-725.000	WORKERS' COMPENSATION	MMI WORKERS' COMP FUND	POLICY PREMIUM	03/15/21	44.92	44956
101-441-726.000	LIFE INSURANCE	STANDARD, THE	LIFE INS	02/01/21	11.92	44950
101-441-752.100	OPERATING SUPPLIES	OK INDUSTRIAL SUPPLY	NUTS/WASHER	02/10/21	26.50	44948
101-441-752.100	OPERATING SUPPLIES	LYNN AUTO PARTS INC.	GLASS CLEANER/ARMOR ALL CLEANER	02/19/21	10.98	44942
101-441-752.100	OPERATING SUPPLIES	LABORLAWCENTER	FEDERAL AND STATE REQUIRED EMPLOYMENT SIG	01/26/21	25.55	
101-441-752.100	OPERATING SUPPLIES	FOSTER HARDWARE	MOP/PINESOL/MOP BUCKET	03/10/21	35.56	
101-441-753.000	TOOLS & EQUIPMENT	LYNN AUTO PARTS INC.	HOSE	03/10/21	23.99	
101-441-767.000	CLOTHING - UNIFORMS	UHLBECK, KENNETH	BOOTS	02/10/21	112.50	44957
101-441-850.000	TELEPHONE	ATT U VERSE	DPW UVERSE- MAINTENANCE BUILDING	02/06/21	41.10	44956
101-441-850.000	TELEPHONE	VERIZON	ACCOUNT NUMBER 942077532-00002 - CELL	02/07/21	104.33	44954
101-441-850.000	906-291-1633 DPW	VERIZON	ACCOUNT NUMBER 942077532-00003 DESK	02/07/21	41.74	44954
			Total For Dept 441 PUBLIC WORKS		1,089.15	
<b>Dept 524 MOTOR POOL</b>						
101-524-725.000	WORKERS' COMPENSATION	MMI WORKERS' COMP FUND	POLICY PREMIUM	03/15/21	109.97	
101-524-752.100	OPERATING SUPPLIES	DANNYS AUTO VALVE	MILLER MIGS TIP	02/10/21	5.93	44938
101-524-752.100	OPERATING SUPPLIES	AMAZON CAPITAL SERVICES	BANDSAW BLADE	02/28/21	11.99	
101-524-752.100	OPERATING SUPPLIES	AUTO-WARES GROUP	SANTUFF WIPES	03/10/21	11.89	
101-524-752.100	OPERATING SUPPLIES	AUTO-WARES GROUP	125CU/FT75/25	03/10/21	69.99	
101-524-759.000	GAS OIL & GREASE - PUBLIC	WEX BANK - SPEEDWAY UNIVERSAL	GAS/FUEL	02/22/21	1,433.34	
101-524-759.000	GAS OIL & GREASE	NEALS TRUCK PARTS	ATF FLUID	03/10/21	15.80	
101-524-759.000	GAS OIL & GREASE	LYNN AUTO PARTS INC.	HYD OIL	03/10/21	89.97	
101-524-932.000	VEHICLE REPAIRS & MAINTN	LYNN AUTO PARTS INC.	CHUCK	02/10/21	16.99	44942
101-524-932.000	VEHICLE REPAIRS & MAINTN	LYNN AUTO PARTS INC.	LAMP #43	02/10/21	2.49	44942
101-524-932.000	VEHICLE REPAIRS & MAINTN	LYNN AUTO PARTS INC.	TEMP GAGE LIGHT	02/10/21	1.49	44942
101-524-932.000	VEHICLE REPAIRS & MAINTN	NEALS TRUCK PARTS	HOSE	02/10/21	29.57	44947
101-524-932.000	VEHICLE REPAIRS & MAINTN	NEALS TRUCK PARTS	WIPERS	02/10/21	45.50	44947
101-524-932.000	VEHICLE REPAIRS & MAINTN	NEALS TRUCK PARTS	MIRROR GLASS	02/10/21	75.00	44947
101-524-932.000	VEHICLE REPAIRS & MAINTN	NEALS TRUCK PARTS	BOLTS	02/10/21	27.00	44947

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GL Number	Inv. Line Desc	Vendor	Invoice Desc.	Due Date	Amount	Check #
101-524-932.000	VEHICLE REPAIRS & MAINT	AMAZON CAPITAL SERVICES	BRAKE CLEANER	02/26/21	28.99	44932
101-524-932.000	VEHICLE REPAIRS & MAINT	DANNY'S AUTO VALVE	BOLTS/WASHER/LOCK NUT	02/10/21	11.16	44938
101-524-932.000	VEHICLE REPAIRS & MAINT	DANNY'S AUTO VALVE	5/8X36 THREAD	02/10/21	11.76	
101-524-932.000	VEHICLE REPAIRS & MAINT	LYNN AUTO PARTS INC.	RETAINER	02/10/21	5.99	
101-524-932.000	VEHICLE REPAIRS & MAINT	AUTO-WARES GROUP	RELINED KITS	03/10/21	55.89	
101-524-932.000	VEHICLE REPAIRS & MAINT	NEAL'S TRUCK PARTS	WHEEL SEAL LEAK	03/10/21	23.30	
101-524-932.000	VEHICLE REPAIRS & MAINT	NEAL'S TRUCK PARTS	PLUG	03/10/21	6.72	
101-524-932.000	VEHICLE REPAIRS & MAINT	NEAL'S TRUCK PARTS	OIL SEAL PLUG	03/10/21	10.08	
101-524-932.000	VEHICLE REPAIRS & MAINT	LYNN AUTO PARTS INC.	HEADLIGHT	03/10/21	13.49	
101-524-932.000	VEHICLE REPAIRS & MAINT	LYNN AUTO PARTS INC.	RETURN OF HEADLIGHT ON INVOICE 903388	03/10/21	(13.49)	
101-524-932.000	VEHICLE REPAIRS & MAINT	LYNN AUTO PARTS INC.	HEADLIGHT	03/10/21	7.99	
101-524-932.000	VEHICLE REPAIRS & MAINT	LYNN AUTO PARTS INC.	HOSE CLAMP	03/10/21	3.98	
			Total For Dept 524 MOTOR POOL		2,112.78	
<b>Dept 525 STORM SEWER</b>						
101-525-801.000	PROFESSIONAL & CONTRAC	RANGE TELECOMMUNICATIONS	MISSDIGS	02/05/21	1.54	
			Total For Dept 525 STORM SEWER		1.54	
<b>Dept 528 RUBBISH</b>						
101-528-725.000	WORKERS' COMPENSATION	MMI WORKERS' COMP FUND	POLICY PREMIUM	03/15/21	100.67	
101-528-759.000	GAS OIL & GREASE - GARBA	WEX BANK - SPEEDWAY UNIVERSAL	GAS/FUEL	02/22/21	103.70	
101-528-801.100	PROF & CONTR SERVICES-RH	WASTE MANAGEMENT	RUBBISH DISPOSAL	03/02/21	2,407.34	
101-528-851.000	POSTAGE	ARISTA INFORMATION SYSTEMS INC	UB POSTAGE	02/12/21	100.75	44933
101-528-900.000	PUBLISHING & PRINTING	ARISTA INFORMATION SYSTEMS INC	UB BILLIG	02/11/21	84.80	44933
101-528-950.000	RECYCLE BINS	ZELLAR SANITATION	RECYCLING BINS - SEPTEMBER	02/01/21	620.00	44960
			Total For Dept 528 RUBBISH		3,417.26	
			Total For Fund 101 General Fund		15,813.87	

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GL Number	Inv. Line Desc	Vendor	Fund 202 MAJOR STREET FUND	Invoice Desc.	Due Date	Amount	Check #
<b>Fund 202 MAJOR STREET FUND</b>							
Dept 444 SIDEWALKS							
202-444-710.000	UNEMPLOYMENT		UNEMPLOYMENT INSURANCE AGEN	UNEMPLOYMENT BENEFIT CHARGES	02/01/21	305.03	44956
				Total For Dept 444 SIDEWALKS		305.03	
Dept 463 ROUTINE MAINTENANCE							
202-463-725.000	WORKERS COMPENSATION		MML WORKERS' COMP FUND	POLICY PREMIUM	03/15/21	195.15	
202-463-726.000	LIFE INSURANCE		STANDARD. THE	LIFE INS	02/01/21	9.53	44950
				Total For Dept 463 ROUTINE MAINTENANCE		204.68	
Dept 478 WINTER MAINTENANCE							
202-478-710.000	UNEMPLOYMENT		UNEMPLOYMENT INSURANCE AGEN	UNEMPLOYMENT BENEFIT CHARGES	02/01/21	2,440.23	44956
				Total For Dept 478 WINTER MAINTENANCE		2,440.23	
				Total For Fund 202 MAJOR STREET FUND		2,949.94	
<b>Fund 203 LOCAL STREET FUND</b>							
Dept 444 SIDEWALKS							
203-444-710.000	UNEMPLOYMENT		UNEMPLOYMENT INSURANCE AGEN	UNEMPLOYMENT BENEFIT CHARGES	02/01/21	305.03	44956
				Total For Dept 444 SIDEWALKS		305.03	
Dept 463 ROUTINE MAINTENANCE							
203-463-725.000	WORKERS COMPENSATION		MML WORKERS' COMP FUND	POLICY PREMIUM	03/15/21	195.15	
203-463-726.000	LIFE INSURANCE		STANDARD. THE	LIFE INS	02/01/21	58.25	44950
				Total For Dept 463 ROUTINE MAINTENANCE		253.40	
Dept 478 WINTER MAINTENANCE							
203-478-710.000	UNEMPLOYMENT		UNEMPLOYMENT INSURANCE AGEN	UNEMPLOYMENT BENEFIT CHARGES	02/01/21	2,440.22	44956
				Total For Dept 478 WINTER MAINTENANCE		2,440.22	
				Total For Fund 203 Local Street Fund		2,998.65	

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GL Number	Inv. Line Desc	Vendor	Fund 213 Fire Revolving Fund	Invoice Desc.	Due Date	Amount	Check #
Dept 336 FIRE							
213-336-752.000	WORKERS' COMPENSATION	MML WORKERS' COMP FUND		POLICY PREMIUM	03/15/21	401.14	
213-336-752.000	OFFICE SUPPLIES	AMAZON CAPITAL SERVICES		TAX FORMS	02/15/21	11.23	44932
213-336-752.000	OFFICE SUPPLIES	NATIONAL OFFICE		TAX FORMS	02/10/21	3.00	
213-336-752.100	OPERATING SUPPLIES	AMAZON CAPITAL SERVICES		INK	02/25/21	121.67	
213-336-752.100	OPERATING SUPPLIES	FOSTER HARDWARE		FINANCE CHARGES	02/01/02	1.69	
213-336-752.200	FIRE SUPPLIES	ABEDNEGO FIRE PROTECTION, LLC		2216 30 MIN LOW PRESSURE CYCLINDER TO FIT SCO	01/21/21	2,900.00	44931
213-336-759.000	GAS, OIL & GREASE - FIRE	WEX BANK - SPEEDWAY UNIVERSAL		GAS/FUEL	02/22/21	73.18	
213-336-801.000	PROFESSIONAL & CONTRAC	ANDERSON, PETE		FLOWING	02/10/21	150.00	
213-336-850.000	906-293-8141 FIRE	VERIZON		ACCOUNT NUMBER 942077532-00003 DESK	02/07/21	27.11	44954
213-336-850.000	TELEPHONE	ATT U.VERSE		FIRE HALL UVERSE	02/23/21	41.10	
213-336-851.000	POSTAGE	FOSTER HARDWARE		SHIPPING	01/10/21	113.98	44939
213-336-921.000	HEAT	SEMCOENERGY GAS COMPANY		FIRE HALL NATURAL GAS 900.500	02/23/21	360.40	
213-336-933.000	PROPERTY LIABILITY INSUR	MICHIGAN MUNICIPAL RISK MANAG		LIABILITY INSURANCE	02/28/21	2,460.57	44944
213-336-933.000	PROPERTY LIABILITY INSUR	MICHIGAN MUNICIPAL RISK MANAG		LIABILITY INS	02/28/21	1,073.72	44944
				Total For Dept 336 FIRE		7,738.79	
				Total For Fund 213 Fire Revolving Fund		7,738.79	
Fund 590 Sewage Receiving Fund							
Dept 537 SEWER SYSTEM							
590-537-719.000	HOSPITALIZATION	44 NORTH		COBRA RETIREES	02/05/21	2.41	44940
590-537-725.000	WORKMANS' COMPENSATIO	MML WORKERS' COMP FUND		POLICY PREMIUM	03/15/21	253.23	
590-537-726.000	LIFE INSURANCE	STANDARD. THE		LIFE INS	02/01/21	29.28	44950
590-537-752.000	OFFICE SUPPLIES	AMAZON CAPITAL SERVICES		TAX FORMS	02/15/21	2.81	44932
590-537-752.000	OFFICE SUPPLIES	NATIONAL OFFICE		TAX FORMS	02/10/21	0.75	
590-537-752.000	OFFICE SUPPLIES	NATIONAL OFFICE		PAPER	02/28/21	9.88	
590-537-752.000	OFFICE SUPPLIES	NATIONAL OFFICE		ENEVOPE	02/25/21	106.25	
590-537-752.100	OPERATING SUPPLIES	NEWBERRY CHAMBER OF COMMER		CIVIC ORGANIZATION, CHURCH, SERVICES DUES RA	02/08/21	37.50	44945
590-537-752.100	OPERATING SUPPLIES	LABORLAWCENTER		FEDERAL AND STATE REQUIRED EMPLOYMENT SIG	01/26/21	25.55	
590-537-752.200	IT SOFTWARE	zoom		MEETINGS	02/02/21	30.45	
590-537-753.000	TOOLS & EQUIP (UNDER THE	D & D HOME CENTER		MULTI BLADE	02/10/21	11.29	44937
590-537-753.000	TOOLS & EQUIP (UNDER THE	LYNN AUTO PARTS INC.		4 PC SET 8-12-18-24	03/10/21	150.00	
590-537-753.000	TOOLS & EQUIP (UNDER THE	D & D HOME CENTER		HEAT GUN & EXT CORD	03/10/21	56.98	
590-537-759.000	GAS, OIL & GREASE - WWTP	WEX BANK - SPEEDWAY UNIVERSAL		GAS/FUEL	02/22/21	9.59	
590-537-776.000	SUPPLIES - BUILDING MAIN	MAC'S MARKET INC		PAPER TOWEL/TIOLET PAPER	02/10/21	22.27	44943
590-537-776.000	SUPPLIES - BUILDING MAIN	FOSTER HARDWARE		LIGHTERS	02/10/21	2.99	44939
590-537-801.000	PROF & CONTRACTUAL SER	RANGE TELECOMMUNICATIONS		MISSDIGS	02/05/21	4.60	
590-537-801.000	PROFESSIONAL & CONTRAC	HARIU WELDING & MACHINE		REPAIR GRATES	03/01/21	150.00	
590-537-801.201	LEGAL - PENTLAND	SONDEE, RACINE & DOREN PLC		LEGAL COUNCIL	01/31/21	6,811.45	44952

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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	02/08/21	84.83	44935
590-537-850.000	FAX	VERIZON	ACCOUNT NUMBER 942077532-00001 FAX	02/07/21	5.89	44954
590-537-850.000	906-291-0055 HR	VERIZON	ACCOUNT NUMBER 942077532-00002 - CELL	02/07/21	93.88	44954
590-537-850.000	906-291-1625 FINANCE	VERIZON	ACCOUNT NUMBER 942077532-00003 DESK	02/07/21	67.51	44954
590-537-850.000	TELEPHONE	HTC-HUAWAITHA TELEPHONE CO	ACCT 00042108-7	02/25/21	19.99	
590-537-850.000	TELEPHONE	ATT U.VERSE	WWTP UVERSE	02/23/21	41.11	
590-537-851.001	POSTAGE - PENTLAND	ARISTA INFORMATION SYSTEMS INC	UB POSTAGE	02/12/21	144.83	44933
590-537-900.001	PUBLISHING & PRINTING PER	ARISTA INFORMATION SYSTEMS INC	UB BILLIG	02/11/21	121.90	44933
590-537-917.000	TREATMENT COSTS	HAWKINS INC	SODIUM BISULFITE/CHLORINE/CHLORINE CYCLINE	02/21/21	852.10	
590-537-917.100	LAB SUPPLIES	NCL OF WISCONSIN INC	SULFURIC ACID	02/10/21	170.18	44946
590-537-917.100	LAB SUPPLIES	MACS MARKET INC	DISTILLED WATER	02/10/21	168.00	
590-537-921.000	HEAT	SEMCOENERGY GAS COMPANY	WWTP NATURAL GAS 994.500	02/23/21	830.32	
590-537-929.000	REPAIRS & MAINTENANCE	CRANE ENGINEERING	GASKET/SEAL	02/27/21	455.56	
590-537-929.000	REPAIRS & MAINTENANCE	CRANE ENGINEERING	PUMP CAST IRON CONSTRUCTION/SEAL PLATE/ IMP	03/01/21	635.38	
590-537-932.000	VEHICLE REPAIRS & MAINT	AUTO-WARES GROUP	ANTIFREEZE-JETTER	03/10/21	11.97	
590-537-932.000	VEHICLE REPAIRS & MAINT	AUTO-WARES GROUP	BUSHINGS	03/10/21	9.68	
590-537-935.000	L&P INSURANCE	MICHIGAN MUNICIPAL RISK MANAGE	LIABILITY INSURANCE	02/28/21	4,612.12	44944
590-537-935.000	L&P INSURANCE	MICHIGAN MUNICIPAL RISK MANAGE	LIABILITY INS	02/28/21	2,012.60	44944
			Total For Dept 537 SEWER SYSTEM		18,055.13	
			Total For Fund 590 Sewage Receiving Fund		18,055.13	
		Fund Totals:				
			<b>Fund 101 General Fund</b>		<b>15,813.87</b>	
			<b>Fund 202 MAJOR STREET FUND</b>		<b>2,949.94</b>	
			<b>Fund 203 Local Street Fund</b>		<b>2,998.65</b>	
			<b>Fund 213 Fire Revolving Fund</b>		<b>7,738.79</b>	
			<b>Fund 590 Sewage Receiving Fund</b>		<b>18,055.13</b>	
			<b>Total For All Funds:</b>		<b>47,556.38</b>	

GL Number	Inv. Line Desc	Vendor	Fund 582 Electric Fund	Invoice Desc.	Due Date	Amount	Check #
<b>Dept 582 ELECTRIC DISTRIBUTION</b>							
582-582-726.000	LIFE INSURANCE	STANDARD, THE		LIFE INS	Water and Light Payables Novemb	7.71	44950
582-582-850.000	UVERSE- LARGE CAPACITY METE	ATT U VERSE		LARGE CAPACITY METER UVERSE	01/25/21	41.10	44953
				<b>Total For Dept 582 ELECTRIC DISTRIBUTION</b>		<b>48.81</b>	
<b>Dept 583 GENERAL EXPENSES</b>							
582-583-719.000	HOSPITALIZATION	44 NORTH		COBRA RETIREES	02/05/21	3.22	44940
582-583-726.000	LIFE INSURANCE	STANDARD, THE		LIFE INS	02/01/21	27.54	44950
582-583-752.000	OFFICE SUPPLIES	AMAZON CAPITAL SERVICES		TAX FORMS	02/15/21	2.81	44932
582-583-752.000	OFFICE SUPPLIES	NATIONAL OFFICE		TAX FORMS	02/10/21	0.75	
582-583-752.000	OFFICE SUPPLIES	NATIONAL OFFICE		PAPER	02/28/21	9.87	
582-583-752.100	OPERATING SUPPLIES	FOSTER HARDWARE		REPLACEMENT LIGHT BULB	02/10/21	8.99	44899
582-583-752.100	OPERATING SUPPLIES	NEWBERRY CHAMBER OF COMMERCE		CIVIC ORGANIZATION, CHURCH, SERVICES DUH	02/08/21	37.50	44945
582-583-752.100	OPERATING SUPPLIES	RAHILLY IGA		WATER	02/10/21	5.99	44949
582-583-752.100	OPERATING SUPPLIES	AMAZON CAPITAL SERVICES		INK/TAPE	02/19/21	21.98	44932
582-583-752.100	OPERATING SUPPLIES	AMAZON CAPITAL SERVICES		ICE CLEATS	02/28/21	19.49	
582-583-752.100	OPERATING SUPPLIES	LABORLAWCENTER		FEDERAL AND STATE REQUIRED EMPLOYMENT	01/26/21	25.55	
582-583-752.200	IT SOFTWARE	ZOOM		MEETINGS	12/01/20	49.19	44915
582-583-753.000	TOOLS & EQUIP (UND CAP THRES)	BASHLIN		CLIMBER STRAPS/HARNES LOOP ATTACHMEN	02/01/21	663.20	
582-583-759.000	GAS & OIL - ELECTRIC	WEX BANK - SPEEDWAY UNIVERSAL		GAS/FUEL	02/22/21	117.56	
582-583-767.000	CLOTHING - UNIFORMS	RUTZ SAFETY		CREDIT MEMO RETURN BIBS	01/28/21	(201.35)	15
582-583-767.000	CLOTHING - UNIFORMS	J HARLEN CO.		BOOTS	01/12/21	87.44	44915
582-583-767.000	CLOTHING - UNIFORMS	HALL'S SAFETY CORP.		LINEMAN BOOTS	01/27/21	215.00	44953
582-583-767.000	CLOTHING - UNIFORMS	UHLBECK, KENNETH		BOOTS	02/10/21	37.50	44957
582-583-767.000	CLOTHING - UNIFORMS	AMAZON CAPITAL SERVICES		BOOTS-LINEMAN	03/01/21	208.47	
582-583-801.000	PROFESSIONAL & CONTRACTUAL	CLOVERLAND ELECTRIC CO-OP		POLE RENTAL	01/30/21	324.00	44921
582-583-801.000	PROFESSIONAL AND CONTRACTU	RANGE TELECOMMUNICATIONS		MISSDIGS	02/05/21	12.28	
582-583-801.000	PROFESSIONAL AND CONTRACTU	FAIR, ALMA		OFFICE CLEANING	02/22/21	100.00	
582-583-850.000	TELEPHONE	AT&T		WATER/LIGHT PHONE	02/08/21	48.25	44934
582-583-850.000	TELEPHONE	VERIZON		ACCOUNT NUMBER 942077532-00001 FAX	02/07/21	5.89	44954
582-583-850.000	906-291-0055 HR	VERIZON		ACCOUNT NUMBER 942077532-00002 - CELL	02/07/21	10.43	44954
582-583-850.000	906-291-0608 LINEMAN	VERIZON		ACCOUNT NUMBER 942077532-00002 - CELL	02/07/21	20.87	44954
582-583-850.000	906-450-0919 LINEMAN	VERIZON		ACCOUNT NUMBER 942077532-00002 - CELL	02/07/21	20.87	44954
582-583-850.000	906-291-0136 MECHANIC	VERIZON		ACCOUNT NUMBER 942077532-00002 - CELL	02/07/21	20.87	44954
582-583-850.000	906-293-5681 W/L CLERK 40%	VERIZON		ACCOUNT NUMBER 942077532-00003 DESK	02/07/21	10.82	44954
582-583-850.000	906-293-8531	VERIZON		ACCOUNT NUMBER 942077532-00003 DESK	02/07/21	13.54	44954
582-583-850.000	906-291-1625 FINANCE	VERIZON		ACCOUNT NUMBER 942077532-00003 DESK	02/07/21	7.05	44954
582-583-850.000	906-293-3433 GENRAL	VERIZON		ACCOUNT NUMBER 942077532-00003 DESK	02/07/21	7.05	44954
582-583-850.000	906-291-1223	VERIZON		ACCOUNT NUMBER 942077532-00003 DESK	02/07/21	7.05	44954
582-583-850.000	906-291-1621	VERIZON		ACCOUNT NUMBER 942077532-00003 DESK	02/07/21	7.05	44954
582-583-850.000	906-291-1622 H.R.	VERIZON		ACCOUNT NUMBER 942077532-00003 DESK	02/07/21	7.05	44954
582-583-850.000	906-291-1627 W/L	VERIZON		ACCOUNT NUMBER 942077532-00003 DESK	02/07/21	14.10	44954
582-583-850.000	JAMADOTS INTERNET	HTC-HIAWATHA TELEPHONE CO		ACCT 00042108-7	02/25/21	19.99	
582-583-850.000	JAMADOTS - FIBER-OPTICS	HTC-HIAWATHA TELEPHONE CO		ACCT 00042364-7	02/25/21	17.50	
582-583-851.000	POSTAGE	UNITED STATES POST OFFICE		POSTAGE	01/21/21	44.00	44915
582-583-851.000	POSTAGE	ARISTA INFORMATION SYSTEMS INC		UB POSTAGE	02/12/21	245.59	44933
582-583-900.000	PRINTING AND PUBLISHING	ARISTA INFORMATION SYSTEMS INC		UB BILLIG	02/11/21	206.70	44933

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582-583-915.000	MEMBERSHIPS & SUBSCRIPTIONS	MICHIGAN MUNICIPAL ELECTRIC ASSOCIA	2021 MEMBERSHIP DUES	01/19/21	3,439.00	
582-583-921.000	HEAT	SEMCOENERGY GAS COMPANY	WATER LIGHT BUILDING NATURAL GAS 238.500	01/26/21	213.86	44914
582-583-921.000	HEAT	SEMCOENERGY GAS COMPANY	GENERATION BUILDING NATURAL GAS 237.500	01/26/21	473.83	44914
582-583-921.000	HEAT	SEMCOENERGY GAS COMPANY	WATER LIGHT BUILDING NATURAL GAS 238.500	02/23/21	175.54	
582-583-921.000	HEAT	SEMCOENERGY GAS COMPANY	GENERATION BUILDING NATURAL GAS 237.500	02/23/21	384.83	
582-583-935.000	PROPERTY LIABILITY INSURANCE	MICHIGAN MUNICIPAL RISK MANAGEMENT	LIABILITY INSURANCE	02/28/21	4,362.90	44944
582-583-935.000	PROPERTY LIABILITY INSURANCE	MICHIGAN MUNICIPAL RISK MANAGEMENT	LIABILITY INS	02/28/21	1,903.85	44944
			<b>Total For Dept 583 GENERAL EXPENSES</b>		<b>13,465.46</b>	
<b>Dept 584 ELECTRIC GENERATION</b>						
582-584-801.000	PROFESSIONAL & CONTRACTUAL	STATE OF MICHIGAN	EMISSIONS	04/12/21	250.00	44951
			<b>Total For Dept 584 ELECTRIC GENERATION</b>		<b>250.00</b>	
<b>Dept 585 BUILDING MAINTENANCE</b>						
582-585-929.000	REPAIRS & MAINTENANCE	JEFFS GLASS & WINDOWS	REPLACE DOOR ON WEST SIDE OF WATER LIGH	02/01/21	1,493.86	44904
			<b>Total For Dept 585 BUILDING MAINTENANCE</b>		<b>1,493.86</b>	
<b>Dept 586 PURCHASED POWER</b>						
582-586-801.000	PROFESSIONAL AND CONTRACTUAL	MICHIGAN PUBLIC POWER AGENCY	VOLUNTARY GREEN PRICING/RENEWABLE POR	01/25/21	89.07	24
582-586-926.000	PURCHASED POWER	CMS ENERGY RESOURCE MGT	PURCHASED POWER JAN 2021	02/22/21	69,784.77	
582-586-926.100	ATC TRANSMISSION MONTHLY IN	AMERICAN TRANSMISSION COMPANY	PURCHASED POWER - CAPACITY	02/08/21	12,311.39	
			<b>Total For Dept 586 PURCHASED POWER</b>		<b>82,185.23</b>	
<b>Dept 587 ENERGY OPTIMIZATION</b>						
582-587-801.000	PROFESSIONAL & CONTRACTUAL	MECA	MONTHLY INCENTIVES	01/31/21	2,657.98	44955
			<b>Total For Dept 587 ENERGY OPTIMIZATION</b>		<b>2,657.98</b>	
			<b>Total For Fund 582 Electric Fund</b>		<b>100,101.34</b>	
			<b>Fund 591 Water Fund</b>			
<b>Dept 536 WATER SYSTEM</b>						
591-536-719.000	HOSPITALIZATION	44 NORTH	COBRA RETIREES	02/05/21	2.70	44940
591-536-726.000	LIFE INSURANCE	STANDARD, THE	LIFE INS	02/01/21	89.43	44950
591-536-752.000	OFFICE SUPPLIES	AMAZON CAPITAL SERVICES	TAX FORMS	02/15/21	2.81	44932
591-536-752.000	OFFICE SUPPLIES	NATIONAL OFFICE	TAX FORMS	02/10/21	0.75	
591-536-752.000	OFFICE SUPPLIES	NATIONAL OFFICE	PAPER	02/28/21	9.87	
591-536-752.100	OPERATING SUPPLIES	NEWBERRY CHAMBER OF COMMERCE	CIVIC ORGANIZATION, CHURCH, SERVICES DUE	02/08/21	37.50	44945
591-536-752.100	OPERATING SUPPLIES	RAHILLY IGA	WATER	02/10/21	5.98	44949
591-536-752.100	OPERATING SUPPLIES	AMAZON CAPITAL SERVICES	INK/TAPE	02/19/21	21.98	44932
591-536-752.100	OPERATING SUPPLIES	AMAZON CAPITAL SERVICES	ICE CLEATS	02/28/21	19.49	
591-536-752.100	OPERATING SUPPLIES	HAWKINS INC	AZONE15- EPA REG NO 7870	02/21/21	139.36	
591-536-752.100	OPERATING SUPPLIES	LABORLAWCENTER	FEDERAL AND STATE REQUIRED EMPLOYMENT	01/26/21	25.55	
591-536-752.200	IT SOFTWARE	ZOOM	MEETINGS	12/01/20	21.08	44915
591-536-759.000	GAS, OIL & GREASE - WATER	WEX BANK - SPEEDWAY UNIVERSAL	GAS/FUEL	02/22/21	117.57	
591-536-767.000	UNIFORMS	J HARLEN CO.	BOOTS	01/12/21	87.45	44915
591-536-776.000	BUILDING MAINTENANCE	FOSTER HARDWARE	REPLACEMENT LIGHT BULB	02/10/21	8.99	44899
591-536-801.000	PROFESSIONAL & CONTRACTUAL	SAULT STE MARIE CITY HALL	MONTHLY WATER SAMPLES	02/04/21	54.00	44924
591-536-801.000	PROFESSIONAL & CONTRACTUAL	RANGE TELECOMMUNICATIONS	MISSDIGS	02/05/21	12.28	



Water Light Payables - Page 3 of 3

MICHIGAN DEPARTMENT OF ENVIRONMENTAL QUALITY – OFFICE OF DRINKING WATER AND MUNICIPAL ASSISTANCE  
REVOLVING LOAN SECTION

**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>29</b>	C. Period Covered by Request <b>11-01-20</b> to <b>12-31-20</b> (M/D/Y) (M/D/Y)	D. Request Type <input checked="" type="checkbox"/> partial <input type="checkbox"/> final	E. Grantee's EIN <b>38-6007193</b>	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@newberry.mi.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>\$ 77,422.21</b>	<b>\$ 361,290.89</b>	
5. STORMWATER ASSET MANAGEMENT PLAN COSTS			<b>\$ 34,431.81</b>	<b>\$ 200,600.61</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>\$ 111,854.02</b>		
10. TOTAL CUMULATIVE ELIGIBLE COSTS INCURRED TO DATE (add totals in 2 <sup>nd</sup> column)				<b>\$ 561,891.50</b>	
11. LESS LOCAL MATCH (if applicable) <i>(na)</i>				<b>( \$ 0.00 )</b>	
12. LESS AMOUNT PREVIOUSLY DISBURSED				<b>( \$ 450,037.48 )</b>	
13. AMOUNT REQUESTED FOR DISBURSEMENT				<b>\$ 111,854.02</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.					
<input type="checkbox"/> See attached "Budget & Disbursement Tracking" spreadsheet excerpts (pages 07 and 14 of 14)					
<input type="checkbox"/> See attached invoice copy from C2AE and other vender(s)					
<input type="checkbox"/> See attached Progress Report: #36					
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.					
Authorized Representative Name (Print or Type): <u>Allison Watkins</u> Title: <u>Village Manager</u>					
Authorized Representative Signature (Original): _____ Date: _____					
<b>PLEASE RETURN THIS COMPLETED REQUEST TO THE ADDRESS SHOWN ON THE REVERSE SIDE</b>					

**SAW GRANT PROGRAM**  
**Instructions for Completing a**  
**Request for Disbursement of Funds**

**DOCUMENTATION TO SUPPORT THE INCURRED COSTS MUST BE INCLUDED WITH EACH REQUEST.**

- A. Fill in the project number that was assigned by the Michigan Department of Environmental Quality (DEQ).
- B. Fill in the number of this disbursement request.
- C. Fill in the calendar period covered by this disbursement request.
- D. Fill in whether this is a partial or the final disbursement request.
- E. Fill in the grantee's federal employer identification number (EIN).
- F. Fill in the grant amount as shown in the Grant Agreement.
- G. Fill in the grantee's name, address, telephone number, and email address. This information must match data on file with the DEQ; if changes have occurred, please inform your DEQ project manager in a separate letter accompanying this request.
- H. Fill in your bank's name, address, telephone number, ABA identifying number, the account name and number, and any special instructions for the wire transfer to that account. If changes have occurred, please inform your DEQ project manager in a separate letter accompanying this request.
- I. Recap approved eligible costs incurred to date for each budget item. Show the amount (include dollars and cents) requested for the period covered by this request, and then the cumulative amount to date from project inception.  
**If costs have been incurred for a budget item that was not shown in the Grant Agreement, please inform your project manager in a separate letter accompanying this request.**
  1. Fill in the planning costs invoiced and/or paid for SRF project plans; USDA-Rural Development Preliminary Engineering Reports; or Project Proposals.
  2. Fill in the costs invoiced and/or paid for project design work required to produce plans and specifications suitable and ready for bidding. Actual bidding phase costs are not grant eligible.
  3. Fill in the costs invoiced and/or paid for services directly associated with the development and enactment of the applicant's user charge system and any related ordinances.
  4. Fill in the costs invoiced and/or paid for the development of a Wastewater Asset Management Plan.
  5. Fill in the costs invoiced and/or paid for the development of a Stormwater Asset Management Plan.
  6. Fill in the costs invoiced and/or paid for the development of a Stormwater Management Plan, including MS4 Plans or Nonpoint Source Watershed Management Plans.
  7. Fill in the costs invoiced and/or paid for services directly related to planning and/or design of an innovative wastewater or stormwater technology project and/or the pilot study associated with that effort.
  8. Fill in the costs invoiced and/or paid for construction of an approved asset management plan project (disadvantaged community grants only).
  9. Fill in the sum of the amounts shown in the 1<sup>st</sup> column (Requested Incurred Costs This Period).
  10. Fill in the sum of the amounts shown in the 2<sup>nd</sup> column (Cumulative Costs Incurred to Date).
  11. Fill in the local match amount (10% for first \$1,111,111; 25% for any amount above \$1,111,111) associated with your SAW Grant Agreement, if any.
  12. Fill in the total amount of funds previously paid from all prior disbursements.
  13. Subtract Lines 11 and 12 from Line 10 to obtain net total amount requested for this period.
- J. For each request, provide a brief description of the work completed to date based on the approved project scope identified in Exhibit A of the Grant Agreement. 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.

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**PLEASE NOTE: YOU MAY SUBMIT NO MORE THAN ONE REQUEST FOR DISBURSEMENT DURING A CALENDAR MONTH. THE REQUESTS FOR DISBURSEMENT WILL BE PROCESSED ON THE 15<sup>TH</sup> DAY OF EACH MONTH.**

**Provide the *Request for Disbursement of Funds* and the required support documentation to:**

**REVOLVING LOAN SECTION**  
**OFFICE OF DRINKING WATER AND MUNICIPAL ASSISTANCE**  
**MICHIGAN DEPARTMENT OF ENVIRONMENTAL QUALITY**  
**PO BOX 30241**  
**LANSING MI 48909-7741**  
**Telephone: 517-284-5433      Fax: 517-373-4797**

**For Newberry SAW Grant email to MDEQ Project Manager Jaclyn Merchant at "[MerchantJ1@michigan.gov](mailto:MerchantJ1@michigan.gov)"**  
**Valorie White at "[whitev1@michigan.gov](mailto:whitev1@michigan.gov)"**

# VILLAGE OF NEWBERRY



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

## RESOLUTION 2020-12-15-SAW

### A RESOLUTION AUTHORIZING CHANGING THE SAW GRANT AGREEMENT AUTHORIZED REPRESENTATIVE

#### VILLAGE OF NEWBERRY COUNTY OF LUCE

Motion By: Stokes

Supported By: Hardenbrook

**WHEREAS**, the Municipality has entered into a SAW Grant Agreement with the Michigan Finance Authority (MFA) and the Michigan Department of Environmental Quality (DEQ); and

**WHEREAS**, the Municipality has previously named Lori Stokes, Village President as the Authorized Representative for the agreement.

#### **NOW, THEREFORE, BE IT RESOLVED THAT:**

1. The Newberry Village Manager, a position currently held by Allison Watkins, is designated as the Authorized Representative for the purposes of the SAW Grant Agreement.
2. The Authorized Representative is hereby jointly or severally authorized to take any actions necessary to comply with the requirements of the MFA and the DEQ in connection with the issuance of the Grant. The Authorized Representative is hereby jointly or severally authorized to execute and deliver such other contracts, certificates, documents, instruments, applications and other papers as may be required by the MFA or the DEQ or as may be otherwise necessary to effect the approval and delivery of the Grant.
3. All resolutions and parts of resolutions insofar as they conflict with the provisions of this Resolution are rescinded.

AYES: Freese, Cameron, Hardenbrook, Hendrick, Stokes

NAYS: none

ABSENT: None

**RESOLUTION DECLARED ADOPTED**

Terese Schummer  
Terese Schummer, Clerk  
Village of Newberry

12/15/2020  
Date

Catherine Freese  
Catherine Freese, Village President  
Village of Newberry

12/15/2020  
Date

**CERTIFICATION**

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 electronic meeting held on December 15, 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 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 15th day of December 2020.

Terese Schummer  
Terese Schummer, Clerk  
Village of Newberry



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

November 30, 2020  
 Project No: 13-0210  
 Invoice No: 70743

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

Project 13-0210 Newberry SAW Application

**Professional Services for the period ending November 22, 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	100.00	33,760.00	23,493.56	10,266.44
Task 0920-Metering & Modeling	30,140.00	100.00	30,140.00	23,530.48	6,609.52
Task 0930-Software Hardware & Training	36,200.00	75.8339	27,451.88	27,451.88	0.00
Task 0940-Sewer Televising	0.00	0.00	0.00	0.00	0.00
Task 0950-Level of Service	4,000.00	100.00	4,000.00	0.00	4,000.00
Task 0960-CIP&Rate Structure Development	29,240.00	100.00	29,240.00	15,372.55	13,867.45
Task 0970 - Other	5,000.00	0.00	0.00	0.00	0.00
Total Fee	215,520.00		201,771.88	167,028.47	34,743.41
<b>Total Fee</b>					<b>34,743.41</b>
<b>Total this Phase</b>					<b>\$34,743.41</b>

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	100.00	31,700.00	14,011.94	17,688.06
Task 0920-Metering & Modeling	24,640.00	48.4945	11,949.05	11,949.05	0.00
Task 0930-Software Hardware & Training	2,000.00	100.00	2,000.00	447.20	1,552.80
Task 0940-Sewer Televising	0.00	0.00	0.00	0.00	0.00
Task 0950-Level of Service	2,500.00	100.00	2,500.00	0.00	2,500.00

Invoices are due upon receipt.

Project	13-0210	Newberry SAW Application			Invoice	70743
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		97,997.45	76,256.59	21,740.86
		<b>Total Fee</b>				<b>21,740.86</b>
					<b>Total this Phase</b>	<b>\$21,740.86</b>
					<b>Total this Invoice</b>	<b>\$56,484.27</b>

**Outstanding Invoices**

Number	Date	Balance
70404	9/30/2020	11,249.68
70582	10/29/2020	12,982.19
<b>Total</b>		<b>24,231.87</b>



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**

December 31, 2020

Project No: 13-0210

Invoice No: 70879

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

Project 13-0210 Newberry SAW Application

**Professional Services for the period ending December 20, 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	100.00	33,760.00	33,760.00	0.00
Task 0920-Metering & Modeling	30,140.00	100.00	30,140.00	30,140.00	0.00
Task 0930-Software Hardware & Training	36,200.00	100.00	36,200.00	27,451.88	8,748.12
Task 0940-Sewer Televising	0.00	0.00	0.00	0.00	0.00
Task 0950-Level of Service	4,000.00	100.00	4,000.00	4,000.00	0.00
Task 0960-CIP&Rate Structure Development	29,240.00	100.00	29,240.00	29,240.00	0.00
Task 0970 - Other	5,000.00	0.00	0.00	0.00	0.00
Total Fee	215,520.00		210,520.00	201,771.88	8,748.12
<b>Total Fee</b>					<b>8,748.12</b>
<b>Total this Phase</b>					<b>\$8,748.12</b>

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	100.00	31,700.00	31,700.00	0.00
Task 0920-Metering & Modeling	24,640.00	100.00	24,640.00	11,949.05	12,690.95
Task 0930-Software Hardware & Training	2,000.00	100.00	2,000.00	2,000.00	0.00
Task 0940-Sewer Televising	0.00	0.00	0.00	0.00	0.00
Task 0950-Level of Service	2,500.00	100.00	2,500.00	2,500.00	0.00

Invoices are due upon receipt.



Project	13-0210	Newberry SAW Application			Invoice	70879
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		110,688.40	97,997.45	12,690.95
		<b>Total Fee</b>				<b>12,690.95</b>
					<b>Total this Phase</b>	<b>\$12,690.95</b>
					<b>Total this Invoice</b>	<b>\$21,439.07</b>

**Outstanding Invoices**

Number	Date	Balance
70743	11/30/2020	56,484.27
<b>Total</b>		<b>56,484.27</b>

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

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

**Invoice Date:** December 7, 2020  
**Invoice Number:** BTMA7857  
**Client Number:** 156128

**INVOICE**

**AMOUNT**

<b>Fees</b> For professional services provided related to the SAW Grant Financial Plan in connection with an Engagement Letter dated February 5, 2020. Second and final invoice.	\$8,000.00
<div>Fees Total:</div> <div>Expenses Total:</div>	<div>\$8,000.00</div> <div>\$0.00</div>
<b>Invoice Total:</b>	<b>\$8,000.00</b>

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

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

<b>Please ACH or wire payment to:</b> US Bank, Milwaukee, WI Routing No: 075000022 Account No: 182380578936 Reference #: BTMA7857	<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: BTMA7857 Amount Enclosed: \$ _____
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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: \$_____
--	--	--

\* \* \* Q U O T E   O R D E R \* \* \*

JENSEN EQUIPMENT CO., INC  
P.O. BOX 607  
N27 W23015 ROUNDY DRIVE  
PEWAUKEE WI 53072  
Phone: 262-547-5548  
Fax : 262-547-4973

Quote # : QJ-52825  
Quoted : 12/04/2020  
Required: 12/05/2020  
Division: 1  
Branch : 1  
Page : 1  
Tr Type : QO

<b>SOLD TO: 1</b> JENSEN EQUIP./ CASH SALES PEWAUKEE STORE	<b>SHIP TO: 1</b> CUSTOMER PICK UP PEWAUKEE
--	--

Via : CUST PICKUP PEWAUKEE	Taken By: mateicka	Cust PO#:
FOB : SHIPPING POINT	Sls Rep : 1	Terms : COUNTER SALES TERMS
Frnt : PREPAY & ADD	Job No. :	
Taxable: Y	Tax ID : WI67	Required: 12/05/20

LINE	ITEM ID / DESCRIPTION	QTY	UM	UNIT PRICE	PC	EXTENSION
10	RID63603 200' REEL W/ HDR TRUSENSE	1	EA	6585.93	EA	6585.93
20	RID22163 SEEKTECH SR-60 LINE LOCATOR	1	EA	2717.28	EA	2717.28
40	RID57288 CS12X DIGITAL RECORDING MONITOR W/ WIFI (2BATT/CHGR)	1	EA	3964.10	EA	3964.10

SUB TOTAL	13267.31
SALES TAX	663.37
<b>TOTAL</b>	<b>13930.68</b>

QUOTE EXPIRES: 02/02/2021

BUYER:

DATE:

Village of Newberry									
Wastewater & Stormwater Asset Management Plans									
Budget & Disbursement Tracking									
Proj 13-0210									
Last Revision: 01-06-21									
WASTEWATER ASSET MANAGEMENT PLANNING									
Phase-Task		04-0900	04-0910	04-0920	04-0930	04-0940	04-0950	04-0960	04-0970
Description		Inventory & GIS Data Entry	Condition & Criticality Assessment	Metering & Modeling	Software, Hardware & Training	Sewer Telesizing	Level of Service	CIP & Rate Structure Development	Other - Application Package
Budgets:									
C2AE Internal		\$60,590.00	\$33,760.00	\$30,140.00				\$29,240.00	\$5,000.00
C2AE Subs		\$16,590.00		\$0.00	\$36,200.00	\$0.00	\$4,000.00	\$29,240.00	\$5,000.00
Total C2AE		\$77,180.00	\$33,760.00	\$30,140.00	\$36,200.00	\$0.00	\$4,000.00	\$29,240.00	\$5,000.00
Other Venders				\$25,200.00	\$9,000.00	\$91,152.00	\$2,000.00	\$20,000.00	
Local Force Account		\$8,750.00					\$1,600.00	\$6,400.00	
Village Requested Transfer					\$4,150.00	\$4,150.00			
Transfer for Sewer Cleanings Disposal									
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
Invoice / Statement									
By	Number	Date							
C2AE	70582	10/29/20	\$1,838.10	\$3,899.09	\$700.00			\$3,929.38	\$10,366.57
ESRI	93925976	10/29/20			\$2,860.82				\$2,860.82
Best Buy	BBY01-....	10/20/20			\$546.94				\$546.94
Total Disbursement Request #28			\$0.00	\$1,838.10	\$3,899.09	\$4,107.76	\$0.00	\$3,929.38	\$0.00
C2AE	70743	11/30/20		\$10,266.44	\$6,609.52			\$13,867.45	\$34,743.41
C2AE	70879	12/31/20				\$8,748.12			\$8,748.12
Baker Tilly	BTMA5890	07/16/20						\$12,000.00	\$12,000.00
Baker Tilly	BTMA7857	12/07/20						\$8,000.00	\$8,000.00
Jensen Equipm.	CJ-52825	12/04/20				\$13,930.68			\$13,930.68
Total Disbursement Request #28 FINAL			\$0.00	\$10,266.44	\$6,609.52	\$8,748.12	\$13,930.68	\$33,867.45	\$0.00
RUNNING TOTALS		\$81,370.72	\$33,760.00	\$33,816.40	\$45,142.05	\$96,961.72	\$4,000.00	\$61,240.00	\$5,000.00
Remining		\$4,559.28	\$0.00	\$21,523.60	\$4,092.05	\$1,659.72	\$3,600.00	\$5,600.00	\$0.00
Vender & Force Account Budget		\$8,750.00	\$0.00	\$25,200.00	\$4,850.00	\$95,302.00	\$3,600.00	\$26,400.00	\$0.00
Used		\$4,190.72	\$0.00	\$3,676.40	\$8,942.05	\$96,961.72	\$0.00	\$32,000.00	\$0.00
Remining		\$4,559.28	\$0.00	\$21,523.60	\$4,092.05	\$1,659.72	\$3,600.00	\$5,600.00	\$0.00
									\$164,102.00
									\$145,770.89
									\$18,331.11

MDREQ #1274-01

MDEQ #1274-01

Totals



Client:	<b>Village of Newberry</b>	Date:	<b>01-12-21</b>
Project No.:	<b>13-0210</b>	Project Manager:	<b>Darren Pionk/Chuck Lawson</b>
Project Name:	<b>SAW Grant</b>	Database:	<b>Ashley Hendricks/Jacob Haapapuro</b>
Project Phase:	<b>Report</b>	Admin.:	<b>Dave Cain</b>
Client Approved Revised Completion Date:	<b>na</b>	Project Start Date:	<b>Sep 2013 (application)</b>
Client Project No.:	<b>MDEQ SAW #1274-01</b>	Project Completion Date:	<b>Dec 2020</b>
Client Advisor:		Period Covered:	<b>Nov-Dec 2020</b>

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

- Corona Virus work flow adjustments
- Completed GIS database asset integration for WWTP & storm model
- Completed model related work
- Completed integrating storm TV data into GIS database
- Additional training schedule coordination

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

- As needed GIS and AMP database support & updates

**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	100%
920 – Metering & Modeling	\$30,140	100%
930 – Software, Hardware, & Training	\$36,200	100%
940 – Sewer Televising	\$0	na
950 – Level of Service	\$4,000	100%
960 – Cap. Imp. Plan & Rate Structure Development	\$29,240	100%
970 – Other – Funding Application	\$5,000	100%
<b>Total C2AE</b>	<b>\$215,520</b>	<b>100%</b>
<b>Total Project Including Other Venders, etc.</b>	<b>\$379,622</b>	<b>95%</b>

<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	100%
920 – Metering & Modeling	\$24,640	100%

PROGRESS REPORT # 36

Project Description: Newberry SAW

<b>Stormwater (SAMP) Task</b>	<b>Budget</b>	<b>Approx. % Used</b>
930 – Software, Hardware, & Training	\$2,000	100%
940 – Sewer Televising	\$0	na
950 – Level of Service	\$2,500	100%
960 – Cap. Imp. Plan & Rate Structure Development	\$24,5000	9%
970 – Other – Mapping	\$0	na
<b>Total C2AE</b>	<b>\$133,140</b>	<b>83%</b>
<b>Total Project Including Other Venders, etc.</b>	<b>\$237,355</b>	<b>85%</b>

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

<b>Wastewater (WAMP) Task</b>	<b>Target</b>	<b>Status</b>
900 – Inventory & GIS Database Development	May-Jul 2018 <del>9</del>	Done
910 – Condition & Criticality Assessment	<del>Aug-Oct</del> 2018 <del>9</del>	Done
920 – Metering & Modeling	<del>Jul-Nov</del> 2018 <del>9</del>	Done
930 – Software, Hardware, & Training	<del>May-Jul</del> 2018 <del>9</del> 21	Scheduled
940 – Sewer Televising	<del>Aug-Nov</del> 2018 <del>9</del>	Done
950 – Level of Service	<del>Nov-Dec</del> 2018 <del>9</del>	xxx
960 – CIP & Rate Structure Development	<del>Nov-Dec</del> 2018 <del>9</del>	Done
970 – Other – Grant Application Preparation	Nov 2013	Done
Rate Methodology Submittal to MDEQ	End of May 2020	Done
SAW Grant Budget Deadline (a)	End of Dec 2020	Done
(a) revised – primarily due to COVID		



PROGRESS REPORT # 36

Project Description: Newberry SAW

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<b>Stormwater (SAMP) Task</b>	<b>Target</b>	<b>Status</b>
900 – Inventory & GIS Database Development	<del>Aug-Oct 2018</del> 19	Done
910 – Condition & Criticality Assessment	<del>Oct-Nov 2018</del> 19	Done
920 – Metering & Modeling	<del>Mar-Apr</del> 2019	Done
930 – Software, Hardware, & Training	<del>May-Jul 2018</del> 19 21	Done
940 – Sewer Televising	May-Jun 2019	Done
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 (a)	End of Dec 2020	Done
<i>(a) revised primarily due to COVID</i>		

**INPUT NEEDED FROM CLIENT:**

- ~~Continued assistance coordinating TV work~~

**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

# First National Bank

## Main Office:

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

## Les Cheneaux Branch

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

## West Mackinac Branch

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

## Mackinac Island Branch

P.O. Box 534 - 534 Market St.  
Mackinac Island, MI 49757 \* 906-847-3732

## Newberry Branch

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

1883765

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

Date 1/29/21 Page 1 of 1  
ACCOUNT NUMBER [REDACTED]

Happy New Year! Interest Rates are still near historic lows,  
but rising. If you've been thinking about buying a home or  
refinancing your mortgage, now is the time!

MUNICIPAL MONEY MARKET			0
ACCOUNT NUMBER	7703432	Statement Dates	1/01/21 thru 1/31/21
PREVIOUS BALANCE	15,387.94	DAYS IN STATEMENT PERIOD	31
CREDITS TOTALING	.00	AVERAGE LEDGER BAL	15,387
DEBITS TOTALING	.00	AVERAGE COLLECTED BAL	15,387
SERVICE CHARGE AMOUNT	.00	Interest Earned	3.27
INTEREST PAID	3.27	Annual Percentage Yield Earned	0.25%
CURRENT STMT BALANCE	15,391.21	2021 Interest Paid	3.27

\*\*\*\*\*

DEPOSITS AND OTHER CREDITS.....		
DATE	DESCRIPTION	AMOUNT
1/31	INTEREST PAID 31 DAYS	3.27

\*\*\*\*\*

DAILY BALANCE SUMMARY.....			
DATE.....	BALANCE	DATE.....	BALANCE
1/01	15,387.94	1/31	15,391.21

\*\*\*\*\*

INTEREST RATE SUMMARY.....	
DATE.....	INTEREST RATE
12/31	.25%



# JANUARY 2020

## TAX COLLECTION TOTALS

01/29/2021  
07:52 AM

QUICK TAX DISBURSEMENT FOR VILLAGE OF NEWBERRY  
RANGE: 01/01/21 - 01/31/21, INDEX: ACTUAL DATE/TIME  
SPEC. POPULATION: AD VALOREM+SPECIAL ACTS  
ALL BILLING TYPE(S), 2020  
REAL & PERSONAL PROPERTY  
THIS PAGE INCLUDES ALL PROPERTY

Page: 1/3  
DB: Von 2020

Taxing Authority	Amount	Interest	Penalty	Total
GENERAL OPER.	2,165.64	90.42	50.74	2,306.80
STREETS & ALLYS	866.18	36.16	20.30	922.64
TRASH(DISP/COLL)	268.63	11.22	6.30	286.15
FIRE PROTECTION	385.77	16.12	9.05	410.94
Total of above	3,686.22	153.92	86.39	3,926.53
Administration Fee:	36.80	0.00	0.00	
Special Assessments:	0.00	0.00	0.00	
Over Payments:			0.00	
Unspread Interest:			0.00	
Unspread Penalty:			0.00	
Total of Payments..			3,963.33	
Payment Count:			13	

**VILLAGE OF NEWBERRY**

**TREASURER'S REPORT**

		FOR MONTH ENDING:					
		2021			2020		
		January 31, 2021	Y.T.D. Collections	Actual Collections January	Y.T.D. Collections	Actual Collections January	Y.T.D. Collections
<b>LEDGER ITEMS:</b>							
A	Previous Year(s)	Delinquent Personal Property Taxes		0.00	0.00	0.00	0.00
		Delinquent Personal Interest Collected		0.00	0.00	0.00	0.00
		Delinquent Real Tax Collected		0.00	0.00	0.00	0.00
		Delinquent Real Tax Interest Collected		0.00	0.00	0.00	0.00
B	2021	Real Property Tax Collected	1%	3,686.22	3,686.22	1,203.73	1,203.73
		Personal Property Tax Collected	0%	0.00	0.00	0.00	0.00
C		Admin Fee, Penalty & Interest Collected		277.11	277.11	108.32	108.32
D		Deposits to Tax Collection Accounts		3,963.33	3,963.33	1,312.05	1,312.05
E		Interest Earned on Tax Accounts		10.65	10.65	22.75	22.75
F		Tax Acct Transfer to Gen Fund/Tax Appropriation Funds		0.00	0.00	1,312.05	1,312.05

TAX ACCOUNT		Beginning January		Ending January	
BANK ACCOUNT BALANCE @					
	2021	\$268,038.30		\$272,012.28	
	2020	\$267,796.72		\$267,819.47	

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. 2018 Anticipated Real Property Collections are \$284,091.59 2018 Anticipated Personal Property Collections are \$47,837.80. 2017 Personal Tax Collected from State of Michigan \$20,099.70.

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.

2021-01-MS

**From:** [REDACTED]  
**To:** [Allison Watkins](#)  
**Subject:** FOIA  
**Date:** Thursday, January 21, 2021 4:02:25 PM

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Allison,

I think it is time to FOIA this again! I think we need to include the cost of the Village Lawyer and legal costs with all this continuing litigation concerning the past Village Manager! People need to know what all this is costing us!

Village employees, job titles, salary and benefits.

Mike Schnorr

[www.adcentergraphics.com](#)

800-238-9907

508-281-2380

**From:** Ken Deloian  
**To:** Allison Watkins  
**Subject:** SmartProcure FOIA Request to Village of Newberry For Contact Information  
**Date:** Tuesday, January 26, 2021 4:49:03 PM

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Dear Allison Watkins,

SmartProcure is submitting a FOIA request to the Village of Newberry for all current employee/staff contact information. The request is limited to readily available records without physically copying, scanning or printing paper documents. Any editable electronic document is acceptable.

The specific information requested from your record keeping system is:

1. First Name
2. Last Name
3. Position Title
4. Department
5. Direct Phone Number (if does not exist, list main phone number with extension)
6. Business Cell Phone (if provided by Village of Newberry)
7. Email Address
8. Office Address (Address, City, State, Zip)

Please email or click on the button below to upload the information. There is no file size limitation:

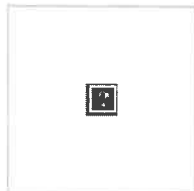
[Click Here To Upload](#)

If this request was misrouted, please forward to the correct contact person and reply to this communication with the appropriate contact information.

If you have any questions, please feel free to respond to this email or I can be reached at the phone number below in my signature.

Regards,

Ken Deloian  
Data Acquisition Specialist



~~SmartProcure~~  
Email: ~~ken.deloian@smartprocure.com~~



GRETCHEN WHITMER  
GOVERNOR

STATE OF MICHIGAN  
DEPARTMENT OF TREASURY  
LANSING

RECEIVED  
DEPT. OF TREASURY  
MICHAEL EUBANKS  
STATE TREASURER  
JAN 29 2019

January 16, 2019

LOCAL AUDIT & FINANCE DIV.

We are pleased to confirm our understanding of the services we are to provide the **Village of Newberry** for the years ended **December 31, 2018, December 31, 2019 and December 31, 2020**. We will audit the financial statements of the governmental activities, the business-type activities, the aggregate discretely presented component units, each major fund, and the aggregate remaining fund information, including the related notes to the financial statements, which collectively comprise the basic financial statements of the **Village of Newberry** as of and for the years ended **December 31, 2018, December 31, 2019 and December 31, 2020**. Accounting standards generally accepted in the United States of America provide for certain required supplementary information (RSI), such as management's discussion and analysis (MD&A), to supplement the **Village of Newberry's** basic financial statements. Such information, although not a part of the basic financial statements, is required by the Governmental Accounting Standards Board who considers it to be an essential part of financial reporting for placing the basic financial statements in an appropriate operational, economic, or historical context. As part of our engagement, we will apply certain limited procedures to the **Village of Newberry's** RSI in accordance with auditing standards generally accepted in the United States of America. These limited procedures will consist of inquiries of management regarding the methods of preparing the information and comparing the information for consistency with management's responses to our inquiries, the basic financial statements, and other knowledge we obtained during our audit of the basic financial statements. We will not express an opinion or provide any assurance on the information because the limited procedures do not provide us with sufficient evidence to express an opinion or provide any assurance. The following RSI is required by generally accepted accounting principles and will be subjected to certain limited procedures, but will not be audited:

- 1) Management's Discussion and Analysis.
- 2) Budgetary Comparison Schedules
- 3) Schedule of Funding Progress for any pensions or other postemployment benefits if applicable.

We have also been engaged to report on supplementary information other than RSI that accompanies the **Village of Newberry's** financial statements. We will subject the supplementary information to the auditing procedures applied in our audit of the financial statements and certain additional procedures, including comparing and reconciling such information directly to the underlying accounting and other records used to prepare the financial statements or to the financial statements themselves, and other additional procedures in accordance with auditing standards generally accepted in the United States of America, and we will provide an opinion on it in relation to the financial statements as a whole.

## **Audit Objectives**

The objective of our audit is the expression of opinions as to whether your financial statements are fairly presented, in all material respects, in conformity with U.S. generally accepted accounting principles and to report on the fairness of the supplementary information when considered in relation to the financial statements as a whole. Our audit will be conducted in accordance with auditing standards generally accepted in the United States of America and the standards for financial audits contained in *Government Auditing Standards*, issued by the Comptroller General of the United States, and will include tests of the accounting records of the **Village of Newberry** and other procedures we consider necessary to enable us to express such opinions. We will issue a written report upon completion of our audit of the **Village of Newberry's** financial statements. Our report will be addressed to the **Village of Newberry**. We may make reference to another audit firm of a component unit in our report on your financial statements or our audit may include performing procedures on the financial information of a component unit or we may request other auditors to perform procedures on the financial information of a component unit to enable us to express an opinion, if applicable. We cannot provide assurance that unmodified opinions will be expressed. Circumstances may arise in which it is necessary for us to modify our opinions or add emphasis-of-matter or other-matter paragraphs. If our opinions are other than unmodified, we will discuss the reasons with you in advance. If, for any reason, we are unable to complete the audit or are unable to form or have not formed opinions, we may decline to express opinions or issue reports, or may withdraw from this engagement.

We will also provide a report (that does not include an opinion) on internal control related to the financial statements and compliance with the provisions of laws, regulations, contracts, and grant agreements, noncompliance with which could have a material effect on the financial statements as required by *Government Auditing Standards*. The report on internal control and on compliance and other matters will include a paragraph that states (1) that the purpose of the report is solely to describe the scope of testing of internal control and compliance, and the results of that testing, and not to provide an opinion on the effectiveness of the entity's internal control on compliance, and (2) that the report is an integral part of an audit performed in accordance with *Government Auditing Standards* in considering the entity's internal control and compliance. The paragraph will also state that the report is not suitable for any other purpose. If during our audit we become aware that the **Village of Newberry** is subject to an audit requirement that is not encompassed in the terms of this engagement, we will communicate to management and those charged with governance that an audit in accordance with U.S. generally accepted auditing standards and the standards for financial audits contained in *Government Auditing Standards* may not satisfy the relevant legal, regulatory, or contractual requirements.

## **Audit Procedures—General**

An audit includes examining, on a test basis, evidence supporting the amounts and disclosures in the financial statements; therefore, our audit will involve judgment about the number of transactions to be examined and the areas to be tested. An audit also includes evaluating the appropriateness of accounting policies used and the reasonableness of significant accounting estimates made by management, as well as evaluating the overall presentation of the financial statements. We will plan and perform the audit to obtain reasonable assurance about whether the financial statements are free of material misstatement, whether from (1) errors, (2) fraudulent financial reporting, (3) misappropriation of assets, or (4) violations of laws or governmental regulations that are attributable to the government or to acts by management or employees acting on behalf of the government.



Because the determination of abuse is subjective, *Government Auditing Standards* do not expect auditors to provide reasonable assurance of detecting abuse.

Because of the inherent limitations of an audit, combined with the inherent limitations of internal control, and because we will not perform a detailed examination of all transactions, there is a risk that material misstatements may exist and not be detected by us, even though the audit is properly planned and performed in accordance with U.S. generally accepted auditing standards and *Government Auditing Standards*. In addition, an audit is not designed to detect immaterial misstatements or violations of laws or governmental regulations that do not have a direct and material effect on the financial statements. However, we will inform the appropriate level of management of any material errors, fraudulent financial reporting, or misappropriation of assets that comes to our attention. We will also inform the appropriate level of management of any violations of laws or governmental regulations that come to our attention, unless clearly inconsequential, and of any material abuse that comes to our attention. Our responsibility as auditors is limited to the period covered by our audit and does not extend to later periods for which we are not engaged as auditors.

Our procedures will include tests of documentary evidence supporting the transactions recorded in the accounts, and may include tests of the physical existence of inventories (if applicable), and direct confirmation of receivables and certain other assets and liabilities by correspondence with selected individuals, funding sources, creditors, and financial institutions. We will request written representations from your attorneys as part of the engagement, and they may bill you for responding to this inquiry. At the conclusion of our audit, we will require certain written representations from you about your responsibilities for the financial statements; compliance with laws, regulations, contracts, and grant agreements; and other responsibilities required by generally accepted auditing standards.

#### **Audit Procedures—Internal Control**

Our audit will include obtaining an understanding of the government and its environment, including internal control, sufficient to assess the risks of material misstatement of the financial statements and to design the nature, timing, and extent of further audit procedures. Tests of controls may be performed to test the effectiveness of certain controls that we consider relevant to preventing and detecting errors and fraud that are material to the financial statements and to preventing and detecting misstatements resulting from illegal acts and other noncompliance matters that have a direct and material effect on the financial statements. Our tests, if performed, will be less in scope than would be necessary to render an opinion on internal control and, accordingly, no opinion will be expressed in our report on internal control issued pursuant to *Government Auditing Standards*.

An audit is not designed to provide assurance on internal control or to identify significant deficiencies or material weaknesses. However, during the audit, we will communicate to management and those charged with governance internal control related matters that are required to be communicated under AICPA professional standards and *Government Auditing Standards*.

#### **Audit Procedures—Compliance**

As part of obtaining reasonable assurance about whether the financial statements are free of material misstatement, we will perform tests of the **Village of Newberry's** compliance with the provisions of applicable laws, regulations, contracts, agreements, and grants. However, the objective of our audit will not be to provide an opinion on overall compliance and we will not express such an opinion in our report on compliance issued pursuant to *Government Auditing Standards*.

### **Other Services**

We may also assist in preparing the financial statements and related notes of the **Village of Newberry** in conformity with U.S. generally accepted accounting principles based on information provided by you. These non-audit services, if performed, do not constitute an audit under *Government Auditing Standards* and such services will not be conducted in accordance with *Government Auditing Standards*. We will perform the services in accordance with applicable professional standards. The other services are limited to the financial statement services previously defined. We, in our sole professional judgment, reserve the right to refuse to perform any procedure or take any action that could be construed as assuming management responsibilities.

### **Management Responsibilities**

Management is responsible for establishing and maintaining effective internal controls, including evaluating and monitoring ongoing activities, to help ensure that appropriate goals and objectives are met; following laws and regulations; and ensuring that management and financial information is reliable and properly reported. Management is also responsible for implementing systems designed to achieve compliance with applicable laws, regulations, contracts, and grant agreements. You are also responsible for the selection and application of accounting principles, for the preparation and fair presentation of the financial statements and all accompanying information in conformity with U.S. generally accepted accounting principles, and for compliance with applicable laws and regulations and the provisions of contracts and grant agreements.

Management is also responsible for making all financial records and related information available to us and for the accuracy and completeness of that information. You are also responsible for providing us with (1) access to all information of which you are aware that is relevant to the preparation and fair presentation of the financial statements, (2) additional information that we may request for the purpose of the audit, and (3) unrestricted access to persons within the government from whom we determine it necessary to obtain audit evidence.

Your responsibilities include adjusting the financial statements to correct material misstatements and for confirming to us in the written representation letter that the effects of any uncorrected misstatements aggregated by us during the current engagement and pertaining to the latest period presented are immaterial, both individually and in the aggregate, to the financial statements taken as a whole.

You are responsible for the design and implementation of programs and controls to prevent and detect fraud, and for informing us about all known or suspected fraud affecting the government involving (1) management, (2) employees who have significant roles in internal control, and (3) others where the fraud could have a material effect on the financial statements. Your responsibilities include informing us of your knowledge of any allegations of fraud or suspected fraud affecting the government received in communications from employees, former employees, grantors, regulators, or others. In addition, you are responsible for identifying and ensuring that the government complies with applicable laws, regulations, contracts, agreements, and grants and for taking timely and appropriate steps to remedy fraud and noncompliance with provisions of laws, regulations, contracts or grant agreements, or abuse that we report.

You are responsible for the preparation of the supplementary information, which we have been engaged to report on, in conformity with U.S. generally accepted accounting principles. You agree to include our report on the supplementary information in any document that contains and indicates that we have reported on the supplementary information. You also agree to include the audited

financial statements with any presentation of the supplementary information that includes our report thereon OR make the audited financial statements readily available to users of the supplementary information no later than the date the supplementary information is issued with our report thereon. Your responsibilities include acknowledging to us in the written representation letter that (1) you are responsible for presentation of the supplementary information in accordance with GAAP; (2) you believe the supplementary information, including its form and content, is fairly presented in accordance with GAAP; (3) the methods of measurement or presentation have not changed from those used in the prior period (or, if they have changed, the reasons for such changes); and (4) you have disclosed to us any significant assumptions or interpretations underlying the measurement or presentation of the supplementary information.

Management is responsible for establishing and maintaining a process for tracking the status of audit findings and recommendations. Management is also responsible for identifying and providing report copies of previous financial audits, attestation engagements, performance audits or other studies related to the objectives discussed in the Audit Objectives section of this letter. This responsibility includes relaying to us corrective actions taken to address significant findings and recommendations resulting from those audits, attestation engagements, performance audits, or other studies. You are also responsible for providing management's views on our current findings, conclusions, and recommendations, as well as your planned corrective actions, for the report, and for the timing and format for providing that information. With regard to using the auditor's report, you understand that you must obtain our prior written consent to reproduce or use our report in bond offering official statements or other documents.

You agree to assume all management responsibilities relating to the financial statements and related notes and any other non-audit services we provide. You will be required to acknowledge in the management representation letter our assistance (if assistance was given) with preparation of the financial statements and related notes and that you have reviewed and approved the financial statements and related notes prior to their issuance and have accepted responsibility for them. Further, you agree to oversee the non-audit services by designating an individual, preferably from senior management, with suitable skill, knowledge, or experience; evaluate the adequacy and results of those services; and accept responsibility for them.

#### **Engagement Administration, Fees, and Other**

We may from time to time, and depending on the circumstances, use third-party service providers in serving your account. We may share confidential information about you with these service providers, but remain committed to maintaining the confidentiality and security of your information. Accordingly, we maintain internal policies, procedures, and safeguards to protect the confidentiality of your personal information. In addition, we will secure confidentiality agreements with all service providers to maintain the confidentiality of your information and we will take reasonable precautions to determine that they have appropriate procedures in place to prevent the unauthorized release of your confidential information to others. In the event that we are unable to secure an appropriate confidentiality agreement, you will be asked to provide your consent prior to the sharing of your confidential information with the third-party service provider. Furthermore, we will remain responsible for the work provided by any such third-party service providers.

We understand that your employees will prepare all cash, accounts receivable, or other confirmations we request and will locate any documents selected by us for testing.

We will provide copies of our reports to the **Village of Newberry**; however, management is responsible for distribution of the reports and the financial statements except to the Department of Treasury's website. Unless restricted by law or regulation, or containing privileged and confidential information, copies of our reports are to be made available for public inspection.

The audit documentation for this engagement is the property of the Michigan Department of Treasury and constitutes confidential information. However, subject to applicable laws and regulations, audit documentation and appropriate individuals will be made available upon request and in a timely manner to a federal or state agency or its designee, providing direct or indirect funding, or the U.S. Government Accountability Office for purposes of a quality review of the audit, to resolve audit findings, or to carry out oversight responsibilities. We will notify you of any such request. If requested, access to such audit documentation will be provided under the supervision of Michigan Department of Treasury personnel. Furthermore, upon request, we may provide copies of selected audit documentation to the aforementioned parties. These parties may intend, or decide, to distribute the copies or information contained therein to others, including other governmental agencies.

The audit documentation for this engagement will be retained for a minimum of five years after the report release date or for any additional period requested by a regulatory body. If we are aware that a federal awarding agency or auditee is contesting an audit finding, we will contact the party(ies) contesting the audit finding for guidance prior to destroying the audit documentation.

We expect to begin our audit when the Community Engagement and Finance Division has personnel available to perform the audit. The audit section manager is responsible for supervising the engagement and the division administrator is responsible for signing the reports.

Our fee for these services will be at our standard hourly rate of \$115 and will not exceed **150** hours for each fiscal year. If it takes us less time than this, we will bill for less. This fee is all inclusive, covering salaries, fringes, travel, out-of-pocket and all other expenses incidental to the conduct of the audit and the issuance of the report except for bank account balance confirmation fees if applicable. The above fee is based on anticipated cooperation from your personnel and the assumption that unexpected circumstances will not be encountered during the audit. If significant additional time is necessary, we will discuss it with you and arrive at a new fee estimate. The Department of Treasury will provide the **Village of Newberry** an electronic version of the audit report in a portable document format (PDF) file via email. If the **Village of Newberry** would like a paper report, please request how many copies are needed.

We appreciate the opportunity to be of service to the **Village of Newberry** and believe this letter accurately summarizes the significant terms of our engagement. If you have any questions, please let us know. If you agree with the terms of our engagement as described in this letter, please sign and return it to us. *In accordance with auditing standards, you may find our peer review report at the following link:*

[http://www.michigan.gov/documents/treasury/Local\\_Audit\\_System\\_Review\\_Report\\_571565\\_7.pdf](http://www.michigan.gov/documents/treasury/Local_Audit_System_Review_Report_571565_7.pdf)

VILLAGE OF NEWBERRY

STATE OF MICHIGAN

By: Jennifer Jones-Medley By: Rod Turner  
Administrator

Title: Village Manager Date: 2-19-19

Date: 1/23/19

Witness: Michelle Baynton Witness: KAB

Witness: Samantha Leased name Witness: Cynthia Kereck



GRETCHEN WHITMER  
GOVERNOR

STATE OF MICHIGAN  
DEPARTMENT OF TREASURY  
LANSING

RACHAEL EUBANKS  
STATE TREASURER

**CONTRACT ADDENDUM**

July 2, 2019

Whereas, the contract dated August 30, 2018, for the audit services conducted by the Michigan Department of Treasury for the Village of Newberry for the year ended December 31, 2018, included an estimated 150 hours to complete; and

Whereas, the same contract stated, "The hours are based on anticipated cooperation from your personnel and the assumption that unexpected circumstances will not be encountered during the audit. The Department of Treasury reserves the right to increase the estimated hours agreed to in the contract if we determine from the circumstances that the estimated work hours are insufficient to complete the audit. The Department of Treasury shall suspend the audit work and notify the Village of Newberry of the necessity of additional audit hours. If agreement cannot be reached between the parties, a limitation in audit scope may affect the audit opinion rendered."; and

Whereas, upon conducting of the audit of said year, it is determined that additional work was necessary due to the state of the books which was not made a part of the original estimate of hours necessary to complete the audit.

Therefore, the Michigan Department of Treasury is requesting an additional **80** hours at the stated contracted rate of \$115 per applied audit hour.

In witness whereof, the Village of Newberry and the State of Michigan, by the Department of Treasury, have executed this addendum to the contract dated January 16, 2019 (FYE 12/31/2018), as indicated by the authorized signatures below.

VILLAGE OF NEWBERRY

STATE OF MICHIGAN

By: Jennifer James-Webb

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

Administrator

Title: Village Manager

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

Date: 7/2/19

Witness: Michelle Baynton

Witness: \_\_\_\_\_

Witness: Samantha Jean Swane

Witness: \_\_\_\_\_



3600 Kewaunee Road  
Green Bay, WI 54311  
Phone: (920) 863-3663  
Fax: (920) 863-3662

# Quotation

Quote Number  
13833

Quote Date  
Aug 27, 2020

## Quoted to:

VILLAGE OF NEWBERRY  
302 East McMillan Ave  
Newberry, MI 49868

Page  
1

Quote Good Thru	Payment Terms	Sales Rep
9/26/20	Net 30 Days	BH

Description	Unit of Measure	Quantity	Unit Price	Extension
YEARLY SEWER MAINTENANCE	.			
MOBILIZATION/DEMOBILIZATION - VACTOR AND CREW	L SUM	1.00	1,485.000	1,485.00
MOBILIZATION/DEMOBILIZATION - TV UNIT AND CREW	L SUM	1.00	1,395.000	1,395.00
SANITARY AND STORM SEWER CLEANING / CONSISTS OF TWO PASSES THEN TIME AND MATERIAL COSTS WILL ENSUE.	FOOT	1.00	0.520	0.52
HOURLY CLEANING CHARGES AFTER FIRST TWO PASSES	HOOR	1.00	245.000	245.00
PIPE INSPECTION OF CLEANED SEWERS	FOOT	1.00	0.460	0.46
TELEVISION INSPECTION OF INLET LEADS AND SEWER STUBS LESS THAN 50' ARE INVOICED @ \$2.10/FT.	FOOT	1.00	2.100	2.10
QUANTITIES ARE ESTIMATED, ACTUAL QUANTITIES WILL BE INVOICED	.			
WATER TO BE PROVIDED	.			
DISPOSAL OF SEWER GRIT TO BE PROVIDED	.			

Please notify Great Lakes within 30 days if the quotation is accepted and the above prices will be honored.  
This acknowledgment will enable us to schedule your work more efficiently.  
If prevailing wages apply - this quote will be adjusted accordingly. Bond fee and/or additional insurance requirements are not included in the quote amount. If applicable, add the amount(s) to this quote.

Subtotal	Continued
Sales Tax	Continued
Total	Continued



3600 Kewaunee Road  
Green Bay, WI 54311  
Phone: (920) 863-3663  
Fax: (920) 863-3662

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Page  
2

Quote Good Thru	Payment Terms	Sales Rep
9/26/20	Net 30 Days	BH

Description	Unit of Measure	Quantity	Unit Price	Extension
A MINIMUM FOOTAGE OF AROUND 4,000' WILL HAVE TO BE ESTABLISHED TO HOLD ABOVE PRICING	.			

Please notify Great Lakes within 30 days if the quotation is accepted and the above prices will be honored. This acknowledgment will enable us to schedule your work more efficiently. If prevailing wages apply - this quote will be adjusted accordingly. Bond fee and/or additional insurance requirements are not included in the quote amount. If applicable, add the amount(s) to this quote.

Subtotal	3,128.08
Sales Tax	
<b>Total</b>	<b>3,128.08</b>



**Village of Newberry**  
**Board, Commission, and Committee Appointments for 2021\***  
**Updated: February 16, 2021**

**Village President:** Catherine Freese

**President Pro-Tempore:** Lori Stokes

**Water & Light Board**

Kirby Wendt, Chairperson, Customer/Not Elector

Dennis Hendrickson, Council Appointment

Lori Stokes, Council Appointment

Mike Schnorr, Customer/Elector

Larry Vincent, Customer/Elector

**Planning Commission**

Larry Vincent, Chairperson

Steve Stiffler, Secretary

Dan Hardenbrook, Ex-Officio

Kevin Vanatta

Sterling McGinn

**Management Committee**

Catherine Freese, Chairperson

Lori Stokes

Dan Hardenbrook

Jeff Puckett, Alternate

**DPW/WWTP Committee**

Dennis Hendrickson, Chairperson

Kip Cameron

Darrell Schummer

Catherine Freese, Alternate

**Fire Advisory Board**

Greg Rathje, Pentland Township Rep.

Art Schultz, McMillan Township Rep.

Catherine Freese, Village of Newberry Rep.

Allison Watkins, Village of Newberry Manager

John Wendt, Newberry Fire Department Chief

**Dangerous Building & Inspection Team**

Dennis Hendrickson, Chairperson

John Wendt, NFD Fire Chief

Dan Kucinkas, NW&L Superintendent

Luce County Building Inspector

LMAS Health Department Sanitarian

**Ordinance Committee**

Lori Stokes, Chairperson

Dennis Hendrickson

Jeff Puckett

Darrell Schummer, Alternate

**Finance Committee**

Jeff Puckett, Chairperson

Lori Stokes

Kip Cameron

Dan Hardenbrook, Alternate

**Fire/Police Committee**

Kip Cameron, Chairperson

Dan Hardenbrook

Darrell Schummer

Catherine Freese, Alternate

**Garbage Ad-Hoc Committee**

Dan Hardenbrook, Chair

Jeff Puckett

Darrell Schummer

Kip Cameron, Alternate

**\*As Boards, Commissions, Committees are added or deleted, member adjustments may be made.**

**2021 Working Calendar  
Water Rate Review & Implementation  
Estimated Timeline**

**JANUARY 2021**

- Inventory of all water meter sizes for large and commercial users completed
- Schedule Rate Study with Rural Water

**FEBRUARY 2021**

- Rate Study completed by Rural Water
- Staff review of proposed rates, prepare for presentation to board and council
- Identification of water meter issues
- Public Awareness releases begin

**MARCH**

- Water Rate Study results presented to W&L Board and VON Council
- Water Rate Study results presented to VON Council
- Water meter/remote inventory completed to identify problem meters
- Public Awareness info continues

**APRIL 2021**

- Public Meeting on Rate Changes
- Board and Council review to approve rate changes
- Public Awareness info continues

**MAY 2021 – JUNE 2021**

- Rate Changes implemented no later than June 30, 2021
- Public Awareness info continues



## Village of Newberry

### FOIA Procedures and Guidelines

#### Preamble: Statement of Principles

It is the policy of the Village of Newberry that all persons, except those incarcerated, consistent with the Michigan Freedom of Information Act (FOIA), are entitled to full and complete information regarding the affairs of government and the official acts of those who represent them as public officials and employees. The people shall be informed so that they fully participate in the democratic process.

The Village's policy with respect to FOIA requests is to comply with State law in all respects and to respond to FOIA requests in a consistent, fair, and even-handed manner regardless of who makes such a request.

The Village acknowledges that it has a legal obligation to disclose all nonexempt public records in its possession pursuant to a FOIA request. The Village acknowledges that sometimes it is necessary to invoke the exemptions identified under FOIA in order to ensure the effective operation of government and to protect the privacy of individuals.

The Village of Newberry will protect the public's interest in disclosure, while balancing the requirement to withhold or redact portions of certain records. The Village's policy is to disclose public records consistent with and in compliance with State law.

The Village Council has established the following written procedures and guidelines to implement the FOIA and will create a written public summary of the specific procedures and guidelines relevant to the general public regarding how to submit written requests to the public body and explaining how to understand a public body's written responses, deposit requirements, fee calculations, and avenues for challenge and appeal. The written public summary will be written in a manner so as to be easily understood by the general public.

#### Section 1: General Policies

- 1A: The Village Council, acting pursuant to the authority at MCL 15.236, designates the Village ~~Manager~~ Manager (VM) as the FOIA Coordinator. ~~He or she~~ The VM is authorized to designate other Village staff to act on ~~his or her~~ their behalf to accept and process written requests for the Village's public records and approve denials.
- 1B: If a request for a public record is received by fax or email, the request is deemed to have been received on the following business day. If a request is sent by email and delivered to a Village spam or junk-mail folder, the request is not deemed received until one day after the FOIA Coordinator first becomes aware of the request. The FOIA Coordinator shall note in the FOIA log both the date the request was delivered to the spam or junk-mail folder and the date the FOIA Coordinator became aware of the request.
- 1C: The FOIA Coordinator shall review Village spam and junk-mail folders on a regular basis, which shall be no less than once a month. The FOIA Coordinator shall work with Village staff to develop administrative rules for handling spam and junk-mail so as to protect Village systems from computer attacks which may be imbedded in an electronic FOIA request.

- 1D: The FOIA Coordinator may, in ~~his or her~~**their** discretion, implement administrative rules, consistent with State law and these Procedures and Guidelines to administer the acceptance and processing of FOIA requests.
- 1E: The Village is not obligated to create a new public record or make a compilation or summary of information which does not already exist. Neither the FOIA Coordinator nor other Village staff are obligated to provide answers to questions contained in requests for public records or regarding the content of the records themselves.
- 1F: The FOIA Coordinator shall keep a copy of all written requests for public records received by the Village on file for a period of at least one year.
- 1G: The Village will make this Procedures and Guidelines document and the Written Public Summary publicly available without charge. If it does not, the Village cannot require deposits or charge fees otherwise permitted under the FOIA until it is in compliance.
- 1H: A copy of this Procedures and Guidelines document and the Village's Written Public Summary must be publicly available by providing free copies both in the Village's response to a written request and upon request by visitors at the Village's office.
- 1I: ~~Include the following if the Village directly or indirectly administers or maintains an official internet presence: This~~**The** Procedures and Guidelines document and the Village's Written Public Summary will be maintained on the Village's website, so a link to those documents will be provided in lieu of providing paper copies of those documents.

## **Section 2: Requesting a Public Record**

~~No specific form to submit a request for a public record is required. However the FOIA Coordinator may make available a FOIA Request Form for use by the public.~~

- 2A: Requests to inspect or obtain copies of public records prepared, owned, used, possessed or retained by the Village ~~may~~**must** be submitted **in writing** on the Village's FOIA Request Form, **or** in any other form of writing (letter, fax, email, etc.), ~~or by verbal request.~~ A request must describe the records sought with sufficient detail to allow an agency familiar with the subject area of the request to locate the records with a reasonable amount of effort.

### Requests must include:

- A request from a person, other than an individual who qualifies as indigent under section 4(2)(a), must include the requesting person's complete name, address, and contact information, and, if the request is made by a person other than an individual, the complete name, address, and contact information of the person's agent who is an individual. An address must be written in compliance with United States Postal Service addressing standards. Contact information must include a valid telephone number or electronic mailing address.
- Request should include the words "FOIA" or "FOIA Request" to assist the Village in providing a prompt response
- Request should indicate how the requested records should be provided, i.e. printed copies, electronic copies.
- If a request does not adequately describe the records sought the FOIA Coordinator will respond to the requestor listing the additional information required. If a written response is not received from the

requestor clarifying what records are being looked for within 20 calendar days from the date of the letter seeking clarification, the FOIA Coordinator will presume that the requestor is no longer interested in pursuing their request, the FOIA Coordinator will not be able to comply with the request, and the file will be closed.

~~Verbal requests for records may be documented by the Village on the Village's FOIA Request Form.~~

~~If a person makes a verbal, non-written request for information believed to be available on the Village's website, where practicable and to the best ability of the employee receiving the request, shall be informed of the pertinent website address.~~

~~A request must sufficiently describe a public record so as to enable Village personnel to identify and find the requested public record.~~

- 2B: Written requests for public records may be submitted in person or by mail to ~~any Village office~~the Village of Newberry Office at 302 E. McMillan Avenue. Requests may also be submitted electronically by fax and email. Upon their receipt, requests for public records shall be promptly forwarded to the FOIA Coordinator for processing.
- 2C: A person may request that public records be provided on non-paper physical media, emailed or other otherwise provided to ~~him or her~~them in digital form in lieu of paper copies. The Village will comply with the request only if it possesses the necessary technological capability to provide records in the requested non-paper physical media format.
- 2D: A person may subscribe to future issues of public records that are created, issued or disseminated by the Village of Newberry on a regular basis. A subscription is valid for up to 6 months and may be renewed by the subscriber.
- 2E: A person serving a sentence of imprisonment in a local, state or federal correctional facility is not entitled to submit a request for a public record. The FOIA Coordinator will deny all such requests.

### **Section 3: Processing a Request**

- 3A: Unless otherwise agreed to in writing by the person making the request, the Village will issue a response within 5 business days of receipt of a FOIA request. If a request is received by fax, email or other electronic transmission, the request is deemed to have been received on the following business day.
- 3B: The Village will respond to a request in one of the following ways:
- Issue a response requesting additional information
  - Grant the request.
  - Issue a written notice denying the request.
  - Grant the request in part and issue a written notice denying in part the request.
  - Issue a notice indicating that due to the nature of the request the Village needs an additional 10 business days to respond for a total of no more than 15 business days. Only one such extension is permitted.
  - Issue a written notice indicating that the public record requested is available at no charge on the Village's website.

***When a request is granted:***

- 3C: If the request is granted, or granted in part, the FOIA Coordinator will require that payment be made in full for the allowable fees associated with responding to the request before the public record is made available.
- 3D: The FOIA Coordinator shall provide a detailed itemization of the allowable costs incurred to process the request to the person making the request.
- 3E: A copy of these Procedures and Guidelines and the Written Public Summary will be provided to the requestor free of charge with the response to a written request for public records<sup>2</sup>, provided however, that because these Procedures and Guidelines, and the Written Public Summary are maintained on the Village's, a link to the Procedures and Guidelines and the Written Public Summary will be provided in lieu of providing paper copies of those documents.
- 3F: If the cost of processing a FOIA request is \$50 or less, the requester will be notified of the amount due and where the documents can be obtained.
- 3G: If the cost of processing a FOIA request is expected to exceed \$50 based on a good-faith calculation, or if the requestor has not paid in full for a previously granted request, the Village will require a good-faith deposit pursuant to Section 4 of this policy before processing the request. Upon receipt of the deposit, the FOIA Coordinator will complete the processing of the request.
- 3H: As set forth under section 4(14) of the FOIA, MCL 15.234(14), if a fee appeal has not been filed under section 10a of the FOIA, MCL 15.240a, the VON must receive the required deposit within 45 days after the statutorily determined receipt of this notice, otherwise the FOIA request will be considered abandoned and the VON will not be required to fulfill the request.
- 3I: Once a deposit is received and the processing of the request begins, any charges incurred are required to be paid by the requestor, regardless of whether the requestor cancels the request or not.
- 3J: In making the request for a good-faith deposit the FOIA Coordinator shall provide the requestor with a detailed itemization of the allowable costs estimated to be incurred by the Village to process the request and also provide a best efforts estimate of a time frame it will take the Village to provide the records to the requestor. The best efforts estimate shall be nonbinding on the Village, but will be made in good faith and will strive to be reasonably accurate, given the nature of the request in the particular instance, so as to provide the requested records in a manner based on the public policy expressed by Section 1 of the FOIA.

***When a request is denied or denied in part:***

3K: If the request is denied or denied in part, the FOIA Coordinator will issue a Notice of Denial which shall provide in the applicable circumstance:

- An explanation as to why a requested public record is exempt from disclosure; or
- A certificate that the requested record does not exist under the name or description provided by the requestor, or another name reasonably known by the Village; or
- An explanation or description of the public record or information within a public record that is separated or deleted from the public record; and
- An explanation of the person's right to submit an appeal of the denial to either the ~~office of the Village Manager~~ Village Council or -seek judicial review in the County Circuit Court;
- An explanation of the right to receive attorneys' fees, costs, and disbursements as well actual or compensatory damages, and punitive damages of \$1,000, should they prevail in Circuit Court.
- The Notice of Denial shall be signed by the FOIA Coordinator.

3L: If a request does not sufficiently describe a public record, the FOIA Coordinator may, in lieu of issuing a Notice of Denial indicating that the request is deficient, seek clarification or amendment of the request by the person making the request. Any clarification or amendment will be considered a new request subject to the timelines described in this Section. If a written clarification or amendment to the request is not received from the requestor within 20 business days from the date of the notice from the FOIA Coordinator, the Village will presume that the requestor is no longer interested in pursuing the request, will not be able to comply with the request and will close the file.

***Requests to inspect public records:***

3M: The Village shall provide reasonable facilities and opportunities for persons to examine and inspect public records during normal business hours. The FOIA Coordinator is authorized to promulgate rules regulating the manner in which records may be viewed so as to protect Village records from loss, alteration, mutilation or destruction and to prevent excessive interference with normal Village operations.

***Requests for certified copies:***

3N: The FOIA Coordinator shall, upon written request, furnish a certified copy of a public record at no additional cost to the person requesting the public record.

**Section 4: Fee Deposits**

4A: If the fee estimate is expected to exceed \$50.00 based on a good-faith calculation, the requestor will be asked to provide a deposit not exceeding one-half of the total estimated fee.

4B: If a request for public records is from a person who has not paid the Village in full for copies of public records made in fulfillment of a previously granted written request, the FOIA Coordinator will require a deposit of 100% of the estimated processing fee before beginning to search for a public record for any subsequent written request by that person when all of the following conditions exist:

- The final fee for the prior written request is not more than 105% of the estimated fee;
- The public records made available contained the information sought in the prior written request and remain in the Village's possession;
- The public records were made available to the individual, subject to payment, within the time frame estimated by the Village to provide the records;
- Ninety (90) days have passed since the FOIA Coordinator notified the individual in writing that the public records were available for pickup or mailing;
- The individual is unable to show proof of prior payment to the Village; and



- The FOIA Coordinator has calculated a detailed itemization that is the basis for the current written request's increased estimated fee deposit.

4C: The FOIA Coordinator will not require an increased estimated fee deposit if any of the following apply:

- The person making the request is able to show proof of prior payment in full to the Village;
- The Village is subsequently paid in full for the applicable prior written request; or
- Three hundred sixty five (365) days have passed since the person made the request for which full payment was not remitted to the Village.

## **Section 5: Calculation of Fees**

5A: A fee may be charged for the labor cost of copying/duplication.

5B: A fee will *not* be charged for the labor cost of search, examination, review and the deletion and separation of exempt from nonexempt information *unless* failure to charge a fee would result in unreasonably high costs to the Village because of the nature of the request in the particular instance, and the Village specifically identifies the nature of the unreasonably high costs.

5C: Costs for the search, examination review, and deletion and separation of exempt from non-exempt information are "unreasonably high" when they are excessive and beyond the normal or usual amount for those services (Attorney General Opinion 7083 of 2001) compared to the costs of the Village's usual FOIA requests, not compared to the Village's operating budget. (*Bloch v. Davison Community Schools*, Michigan Court of Appeals, Unpublished, April 26, 2011)

5D: The following factors shall be used to determine an unreasonably high cost to the Village:

- Volume of the public record requested
- Amount of time spent to search for, examine, review and separate exempt from non-exempt information in the record requested.
- Whether the public records are from more than one Village department or whether various Village offices are necessary to respond to the request.
- The available staffing to respond to the request.
- Any other similar factors identified by the FOIA Coordinator in responding to the particular request.

5E: The Michigan FOIA statute permits the Village to charge for the following costs associated with processing a request:

- Labor costs associated with copying or duplication, which includes making paper copies, making digital copies, or transferring digital public records to non-paper physical media or through the Internet.
- Labor costs associated with searching for, locating and examining a requested public record, when failure to charge a fee will result in unreasonably high costs to the Village.
- Labor costs associated with a review of a record to separate and delete information exempt from disclosure, when failure to charge a fee will result in unreasonably high costs to the Village.
- The cost of copying or duplication, not including labor, of paper copies of public records. This may include the cost for copies of records already on the Village's website if you ask for the Village to make copies.
- The cost of computer discs, computer tapes or other digital or similar media when the requester asks for records in non-paper physical media. This may include the cost for copies of records already on the Village's website if you ask for the Village to make copies.

- The cost to mail or send a public record to a requestor.

5F: Labor costs will be calculated based on the following requirements:

- All labor costs will be estimated and charged in 15-minute increments, with all partial time increments rounded down. If the time involved is less than 15 minutes, there will be no charge.
- Labor costs will be charged at the hourly wage of the lowest-paid Village employee capable of doing the work in the specific fee category, regardless of who actually performs work.
- Labor costs will also include a charge to cover or partially cover the cost of fringe benefits.
- The Village may add up to 50% to the applicable labor charge amount to cover or partially cover the cost of fringe benefits, but in no case may it exceed the actual cost of fringe benefits.
- Overtime wages will not be included in labor costs unless agreed to by the requestor; overtime costs will not be used to calculate the fringe benefit cost.
- Contracted labor costs will be charged at the hourly rate of \$48.90 (6 times the state minimum hourly wage).

5G: The Village of Newberry has limited in-house capabilities for copying photographs, microforms, maps, or plans. If a person requests that copies be made of these or large documents which must be copied off-site, the FOIA Coordinator will determine and assess those costs. If an employee of the public body is required to deliver and/or pick up the public records and/or copies of public records, the hours spent and applicable mileage (at Village rates) will also be applied to the charges to the person(s) requesting the public records.

5H: The cost to provide records on non-paper physical media when so requested will be based on the following requirements:

- Computer disks, computer tapes or other digital or similar media will be at the actual and most reasonably economical cost for the non-paper media.
- This cost will only be assessed if the Village has the technological capability necessary to provide the public record in the requested non-paper physical media format.
- The Village will procure any non-paper media and will not accept media from the requestor in order to ensure integrity of the Village's technology infrastructure.

5I: The cost to provide paper copies of records will be based on the following requirements:

- Paper copies of public records made on standard letter (8 ½ x 11) or legal (8 ½ x 14) sized paper will not exceed \$.10 per sheet of paper. Copies for non-standard sized sheets of paper will reflect the actual cost of reproduction.
- The Village will provide records using double-sided printing, if it is cost-saving and available.

5J: The cost to mail records to a requestor will be based on the following requirements:

- The actual cost to mail public records using a reasonably economical and justified means.
- The Village may charge for the least expensive form of postal delivery confirmation.
- No cost will be made for expedited shipping or insurance unless specified by the requestor.

5K: If the FOIA Coordinator does not respond to a written request in a timely manner, the Village must:

- Reduce the labor costs by 5% for each day the Village exceeds the time permitted under FOIA up to a 50% maximum reduction, if *any* of the following applies:
  - The Village's late response was willful and intentional,
  - The written request conveyed a request for information within the first 250 words of the body of a letter facsimile, email or email attachment, or
  - The written request included the words, characters, or abbreviations for "freedom of information," "information," "FOIA," "copy" or a recognizable misspelling of such, or legal code reference to MCL 15. 231, et seq. or 1976 Public Act 442 on the front of an envelope or in the subject line of an email, letter or facsimile cover page.
- Fully note the charge reduction in the Detailed Itemization of Costs Form.

5L: The Village requires that an escrow deposit of \$35.00 be paid when a subscription for copies of regularly published public records is made to the FOIA Coordinator. The Village will charge against the escrow for the costs of copying and postage. There will be no labor charges because the requested record is routinely developed. An account sheet of the number of copies and costs for mailing will be maintained by the FOIA Coordinator. If the escrow deposit is reduced to \$5.00 or less prior to the expiration of the request, the FOIA Coordinator will contact the person for an additional deposit or termination of request.

## **Section 6: Waiver of Fees**

6A: The cost of the search for and copying of a public record may be waived or reduced if in the sole judgment of the FOIA Coordinator a waiver or reduced fee is in the public interest because it can be considered as primarily benefitting the general public. The Village Council may identify specific records or types of records it deems should be made available for no charge or at a reduced cost.

## **Section 7: Discounted Fees**

### ***Indigence***

7A: The FOIA Coordinator will discount the first \$20.00 of the processing fee for a request if the person requesting a public record submits an affidavit stating that they are:

- Indigent and receiving specific public assistance, or
- If not receiving public assistance, stating facts demonstrating an inability to pay because of indigence.

7B: An individual is not eligible to receive the waiver if:

- The requestor has previously received discounted copies of public records from the Village twice during the calendar year; or
- The requestor requests information in connection with other persons who are offering or providing payment to make the request.

7C: An affidavit is a sworn statement. The FOIA Coordinator may make a Fee Waiver Affidavit Form available for use by the public.

### ***Nonprofit organization advocating for developmentally disabled or mentally ill individuals***

7D: The FOIA Coordinator will discount the first \$20.00 of the processing fee for a request from:

- A nonprofit organization formally designated by the state to carry out activities under subtitle C of the federal developmental disabilities assistance and bill of rights act of 2000, Public Law 106-402, and the protection and advocacy for individuals with mental illness act, Public Law 99-319, or their

successors, if the request meets all of the following requirements:

- Is made directly on behalf of the organization or its clients.
- Is made for a reason wholly consistent with the mission and provisions of those laws under section 931 of the mental health code, 1974 PA 258, MCL 330.1931.
- Is accompanied by documentation of its designation by the state, if requested by the public body.

## **Section 8: Appeal of a Denial of a Public Record**

- 8A: When a requestor believes that all or a portion of a public record has not been disclosed or has been improperly exempted from disclosure, he or she may appeal to the Village Council by filing an appeal of the denial with the office of the Village ~~Supervisor Manager~~~~(or "clerk" or "FOIA Coordinator," etc.)~~.
- 8B: The appeal must be in ~~writing~~~~writing~~; specifically state the word "appeal" and identify the reason or reasons the requestor is seeking a reversal of the denial. The Village FOIA Appeal Form (To Appeal a Denial of Records), may be used.
- 8C: The Village Council is not considered to have received a written appeal until the first regularly scheduled Village Council meeting following submission of the written appeal.
- 8D: Within 10 business days of receiving the appeal the Village Council will respond in writing by:
- Reversing the disclosure denial;
  - Upholding the disclosure denial; or
  - Reverse the disclosure denial in part and uphold the disclosure denial in part; or
  - Under unusual circumstances, issue a notice extending for not more than 10 business days the period during which the Village Council shall respond to the written appeal. The Village Council shall not issue more than 1 notice of extension for a particular written appeal.
- 8E: If the Village Council fails to respond to a written appeal, or if the Village Council upholds all or a portion of the disclosure denial that is the subject of the written appeal, the requesting person may seek judicial review of the nondisclosure by commencing a civil action in Luce County Circuit Court.
- 8F: Whether or not a requestor submitted an appeal of a denial to the Village Council, he or she may file a civil action in the Luce County Circuit Court within 180 days after the Village's final determination to deny the request.
- 8G: If a court that determines a public record is not exempt from disclosure, it shall order the Village to cease withholding or to produce all or a portion of a public record wrongfully withheld, regardless of the location of the public record. Failure to comply with an order of the court may be punished as contempt of court.
- 8H: If a person asserting the right to inspect, copy, or receive a copy of all or a portion of a public record prevails in such an action, the court shall award reasonable attorneys' fees, costs, and disbursements. If the person or Village prevails in part, the court may, in its discretion, award all or an appropriate portion of reasonable attorneys' fees, costs, and disbursements.
- 8I: If the court determines that the Village has arbitrarily and capriciously violated this act by refusal or delay in disclosing or providing copies of a public record, the court shall order the Village to pay a civil fine of \$1,000.00, which shall be deposited into the general fund of the state treasury. The court shall award, in addition to any actual or compensatory damages, punitive damages in the amount of \$1,000.00 to the

person seeking the right to inspect or receive a copy of a public record. The damages shall not be assessed against an individual, but shall be assessed against the next succeeding public body that is not an individual and that kept or maintained the public record as part of its public function.

## Section 9: Appeal of an Excessive FOIA Processing Fee

- 9A: "Fee" means the total fee or any component of the total fee calculated under section 4 of the FOIA, including any deposit.
- 9B: If a requestor believes that the fee charged by the Village to process a FOIA request exceeds the amount permitted by state law or under this policy, he or she must first appeal to the Village Council by submitting a written appeal for a fee reduction to the office of the Village ~~Supervisor (or "clerk" or "FOIA Coordinator," etc.)~~ Manager.
- 9C: The appeal must be in writing, specifically state the word "appeal" and identify how the required fee exceeds the amount permitted. The Village FOIA Appeal Form (To Appeal an Excess Fee) may be used.
- 9D: The Village Council is not considered to have received a written appeal until the first regularly scheduled Village Council meeting following submission of the written appeal.
- 9E: Within 10 business days after receiving the appeal, the Village Council will respond in writing by:
- Waiving the fee;
  - Reducing the fee and issuing a written determination indicating the specific basis that supports the remaining fee;
  - Upholding the fee and issuing a written determination indicating the specific basis that supports the required fee; or
  - Issuing a notice detailing the reason or reasons for extending for not more than 10 business days the period during which the Village Council will respond to the written appeal. The Village Council shall not issue more than 1 notice of extension for a particular written appeal.
- 9F: Where the Village Council reduces or upholds the fee, the determination must include a certification from the Village Council that the statements in the determination are accurate and that the reduced fee amount complies with its publicly available procedures and guidelines and Section 4 of the FOIA.
- 9G: Within 45 days after receiving notice of the Village Council's determination of an appeal, the requesting person may commence a civil action in the Luce County Circuit Court for a fee reduction.
- 9H: If a civil action is commenced against the Village for an excess fee, the Village is not obligated to complete the processing of the written request for the public record at issue until the court resolves the fee dispute.
- 9I: An action shall not be filed in Luce County ~~e~~Circuit ~~court~~ Court unless *one* of the following applies:
- ~~The~~ The Village does not provide for appeals of fees,
  - The Village Council failed to respond to a written appeal as required, or
  - The Village Council issued a determination to a written appeal.
- 9J: If a court determines that the Village required a fee that exceeds the amount permitted under its publicly available procedures and guidelines or Section 4 of the FOIA, the court shall reduce the fee to a permissible amount. Failure to comply with an order of the court may be punished as contempt of court.

- 9K: If the requesting person prevails in court by receiving a reduction of 50% or more of the total fee, the court may, in its discretion, award all or an appropriate portion of reasonable attorneys' fees, costs, and disbursements. The award shall be assessed against the public body liable for damages.
- 9L: If the court determines that the Village has arbitrarily and capriciously violated the FOIA by charging an excessive fee, the court shall order the Village to pay a civil fine of \$500.00, which shall be deposited in the general fund of the state treasury. The court may also award, in addition to any actual or compensatory damages, punitive damages in the amount of \$500.00 to the person seeking the fee reduction. The fine and any damages shall not be assessed against an ~~individual, but~~individual but shall be assessed against the next succeeding public body that is not an individual and that kept or maintained the public record as part of its public function.



## **Section 10: Procedures for Separation of Records**

10A: If a request is made for an existing public record that includes information which is exempt from disclosure under the Act and information which is not exempt, the FOIA Coordinator or designee must separate the material and make the non-exempt material available for examination and/or copying. The material which had to be separated should generally be described, unless doing so would reveal the contents of the exempt information and thus defeat the purpose of the exemption. The labor cost associated with such procedures shall be treated in accordance with MCL 15.234.

10: B If an entire record is exempt from disclosure, the FOIA response will explain why the record is exempt.

## **Section ~~10~~11: Conflict with Prior FOIA Policies and Procedures; Effective Date**

11A: To the extent that these Procedures and Guidelines conflict with previous FOIA policies promulgated by Village Council or the Village Administration these Procedures and Guidelines are controlling. To the extent that any administrative rule promulgated by the FOIA Coordinator subsequent to the adoption of this resolution is found to be in conflict with any previous policy promulgated by the Village Council or the Village Administration, the administrative rule promulgated by the FOIA Coordinator is controlling.

11B: To the extent that any provision of these Procedures and Guidelines or any administrative rule promulgated by the FOIA Coordinator pertaining to the release of public records is found to be in conflict with any State statute, the applicable statute shall control. The FOIA Coordinator is authorized to modify this policy and all previous policies adopted by the Village Council or the Village Administration, and to adopt such administrative rules as he or she may deem necessary, to facilitate the legal review and processing of requests for public records made pursuant to Michigan's FOIA statute, provided that such modifications and rules are consistent with State law. The FOIA Coordinator shall inform the Village Council of any change these Policies and Guidelines.

11C: These ~~revisions to FOIA~~the FOIA Policies and Guidelines become effective ~~July 1, 2015~~February 16, 2021.

## **Section 11: Appendix of the Village of Newberry FOIA Forms**

- Request for Public Records Form
- Notice to Extend Response Time Form
- Notice of Denial Form
- Detailed Cost Itemization Form
- Appeal of Denial of Records Form
- Appeal of Excess Fee Form

NEWBERRY WATER & LIGHT BOARD  
REGULAR MEETING MINUTES  
February 9, 2021  
Electronic Public Meeting – Due to COVID-19 Virus  
**\*NOTE – All votes were done by Roll Call Vote**

**Present:** Board members: Wendt, Hendrickson, Schnorr, Stokes, Vincent. All members called in via ZOOM, from Newberry, MI.

**Absent:** None.

**Also Present:** Village Manager – Watkins, Clerk –Schummer - via Zoom – All called in from Newberry, MI. Two people from public appeared via Zoom – Rebecca Handa and Greg Rathje.

**Call to Order:** Chairperson Wendt 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 Vincent, support by Schnorr, **CARRIED**, to approve agenda as presented. Ayes: Wendt, Hendrickson, Schnorr, Stokes, Vincent.

**Approval of Minutes:** Moved by Stokes, support by Vincent, **CARRIED**, to approve the minutes for the January 9, 2021 W&L meeting as presented. Ayes: Wendt, Hendrickson, Schnorr, Stokes, Vincent.

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

**Public Comments on Agenda Items:** Comments heard by Greg Rathje regarding thanking the Village crew for helping with Pentland Township blockage and Rebecca Handa regarding potential water rate increase.

**Submission of Bills and Financial Updates:**

A.) **Water & Light – Monthly Bills – January 8, 2021 to February 5, 2021:** - Motion by Vincent, support by Stokes, **CARRIED**, recommend Village Council pay the January 8, 2021 to February 5, 2021, Electric Fund bill in the amount of \$100,101.34. Discussion followed. Ayes: Wendt, Hendrickson, Schnorr, Stokes, Vincent. Motion by Stokes, support by Hendrickson, **CARRIED**, to recommend Village Council pay the January 8, 2021 to February 5, 2021 Water Fund bill in the amount of \$6,534.64. Ayes: Wendt, Hendrickson, Schnorr, Stokes, Vincent.

B.) **Christmas Light Fund** – Fund balance as of 1/31/2021 - \$15,391.21.

**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 Kucinskas submitted a written report and charts. Discussion followed.
- 2.) **Village Manager:** Village Manager Watkins gave a verbal report. Discussion followed

**Unfinished Business:**

- 1.) **Discontinuation of past due utility fees amount carry over set for March 1:** On the agenda, for discussion, until this comes into affect on March 1, 2021.
- 2.) **Water & Light Code of Conduct Draft Review:** Moved by Stokes, support by Vincent, **CARRIED**, to adopt the W&L Code of conduct with the following changes: 1<sup>st</sup> change - under: *Policies & Protocol Related to Conduct*, subsection - *Public Comment Protocol*: The last paragraph will be eliminated as it was a formatting error. The 2nd change - under: *Board Member Conduct with the Media*, subsection - *The Village Manager is the official spokesperson for the representative on Village position*: in the last sentence of the paragraph, the words *Village President* will be changed to *Water & Light Board Chairperson*. Discussion followed. Ayes: Wendt, Hendrickson, Stokes, Vincent. Nays: Schnorr.
- 3.) **Water & Light Policies and Procedures Draft Review:** Moved by Hendrickson, support by Vincent, **CARRIED**, to adopt the *Water and Light Rules of Procedure*, as presented. Discussion followed. Ayes: Wendt, Hendrickson, Stokes, Vincent. Nays: Schnorr.

**New Business:**

- 1.) **2021 Water Rate Changes:** Village Manager Watkins discussed why there may need to be a rate change.
  - a.) Rate Study by Rural Water: Village Manager Watkins gave an update on the process.
  - b.) Water Rate Change Timeline: A timeline was presented to the Board for review.



**Public Comment:** Comment heard from Rebecca Handa regarding the possible rate change.

**Comments By Board Members:** Schnorr, Stokes, Vincent and Wendt.

Schnorr leaves the meeting at 7:05 p.m.

**Adjourn Meeting:** Motion by Vincent, support by Stokes, **CARRIED**, to adjourn meeting at 7:06 p.m.  
Ayes: Wendt, Hendrickson, Stokes, Vincent. Absent: Schnorr.

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

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Terese Schummer, Clerk

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Kirby Wendt, Chairperson

**Village of Newberry  
Planning Commission Meeting  
Monday, January 25, 2021  
Meeting Location: Electronic Meeting  
Meeting Time: 6:00 p.m.**

**1. Call to order:**

Meeting was called to order by Stiffler at 6:00pm

**2. Pledge of Allegiance:**

No pledge due to it being an electronic meeting.

**3. Rollcall:**

Roll call was taken and Hardenbrook, Vanatta, Stiffler were present. Vincent was absent. Motion by Vanatta was made to have Stiffler conduct the meeting, a voice vote was taken with all in the affirmative.

**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 – December 28, 2020. Motion by Vanatta, second by Hardenbrook to approve minutes. McGinn abstains. A vote by voice was taken with all voting in the affirmative.

**6. Planning Commission Chairperson Announcements:**

Thanks to Sterling McGinn for joining the Planning Commission

**7. Communications from the Public:**

None

**8. Petitions and Communications:**

None

**9. Unfinished Business:**

1. Creation of Zoning Ordinances –Reviewed zoning ordinances from Manistique. We agreed to take Article III from Manistique and fit it to Newberry. We would determine the establishment of districts and edit them down to fit Newberry. We would look at permitted principal uses, accessory uses and conditional uses and submit any changes to Allison. We would look at the land use map in the Master Plan and suggest any changes, if needed. All PC members agreed to submit changes and move this forward.

**10. New Business:**

None

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

Stiffler was surprised by the data/information in the Newberry Retail Market Study and how, if any of the information, was being used in the community. No comments from other members.

**12. Adjournment - Regular Session**

With no further business before the Planning Commission, a motion was made by Vanatta to adjourn the meeting at 6:36pm. Hardenbook, second. Motion carried.

**Village of Newberry**  
**Ordinance Committee Meeting Agenda**  
**Electronic Meeting**  
**Thursday, February 4, 2021**  
**9:30 AM**

1. Called to Order at 9:31 Am
2. Roll Call  
Chair Lori Stokes, Dennis Hendrickson, Alternate Kip Cameron, VM Watkins  
Jeff Puckett not able to attend due to prior scheduled appointments
3. Public Comment – none present
4. Unfinished Business
  - A. Ordinance 29 - compilation of property use ordinances/fence permits  
Keep as a tabled item until the Codification Company is able to complete its job and give suggestion of what needs to be removed. Once that is done the committee can make a review and update the ordinance as needed
  - B. Ordinance 53; reviewed draft prepared by VM Watkins. VM will make suggested changes/additions/deletions for review at next month's committee meeting.
  - C. Firework's Ordinance - continue to collect samples and submit ideas and samples to VM for a future draft. Goal is to have an ordinance in place before the summer fireworks season
  - D. Ordinance 36 Village Manager Ordinance; Purchasing limits
    1. Refer to Finance Committee to review and update the Purchasing Policy
  - E. Ordinance 23; Winter Parking – Council sent back to committee to look for an alternative to the towing of plowing obstructions. **Motion by Hendrickson, support by Cameron to recommend to the Council that the \$10 fine be increased to match the general Ordinance fine. Ayes – all**
  - F. Ordinance A – a co-committee meeting will not work due to having a quorum present of the Water & Light Board if such a meeting were to take place. The Water & Light Board will be informed of this at their next meeting. It will be suggested that the Water & Light Boards Policy Committee review Ordinance A for any changes they would like to have made and send it back to the Ordinance Committee for any needed action
5. New Business
  - A. Next committee meeting date: Thursday, March 4, 2021; 9:30 AM
6. Public Comment – none present
7. Motion by Hendrickson, support by Stokes to adjourn at 11:04 AM. Aye - All

# 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 FIRE DEPT. CHIEF JOHN WENDT JANUARY 2021**

### **Fire Call Outs**

1/12/2021 Oven Fire Pentland

1/20/2021 Car Fire Village

1/23/2021 House Fire Total Loss Village

**The Newberry Fire Department is offering free smoke alarms once again! We will be installing on March 3rd. Call 906-450-1281 to sign up.**

Hard times don't create heroes. It is during the hard times the hero within us is revealed

# 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  
January 2021 Report

### **Wastewater Treatment**

- Monthly report submitted to EGLE
- Staff Safety Meeting
- Routine Preventive Maintenance
- Snow removal

### **Department of Public Works**

- Garbage pick up
- Work orders/ Miss Digs
- Employee off for National Guard Duty
- Painting in Council Chambers
- Removed carpet in Council Chambers
- Plowed Snow
- Finished moving into new building
- Water shut off in old DPW building

**Your limitation—it's only your imagination**

# 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 Kucinkas Water & Light Supt. January 2021**

- Took bells down
- Red tags
- Replaced tubes & rollers in chlorine pump (annual maintenance)
- Daily well inspections/samples
- Turned in MOR
- Read high users/commercial meters
- Finished getting water meter sizes
- Seasonal shutoff/turn ons
- Landon received his final water license (He is now operator in charge)
- Completed 2020 Annual Emissions report
- Extra flushing down E. Harrie
- Sent out PFAS tests
- Call out 506 E Ave B (house fire)
- Changed out injector for well #7
- PFAS samples results came back non detected

“One small positive thought in the morning can change your whole entire day”

2021 - 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		
2021																		
JAN	624623.00	1175	\$ 7,082.82	896.71	\$ 65,409.54	238552.00	211	\$ 2,644.34	\$ 27,834.38	505861.00	15	\$ 26,657.52	\$ 5,759.59	1257.00	13	\$ 12,218.20		
FEB																		
MAR																		
APR																		
MAY																		
JUN																		
JUL																		
AUG																		
SEPT																		
OCT																		
NOV																		
DEC																		
TOTAL		1175.00	\$ 7,082.82	896.71	\$ 65,409.54	238552.00	211.00	\$ 2,644.34	\$ 27,834.38	505861.00	15.00	\$ 26,657.52	\$ 5,759.59	1257.00	13.00	\$ 12,218.20		
AVG	624623	1175	7082.82	896.71	65409.54	238552	211	2644.34	27834.38	505861	15	26657.52	5759.59	1257	13	12218.2		

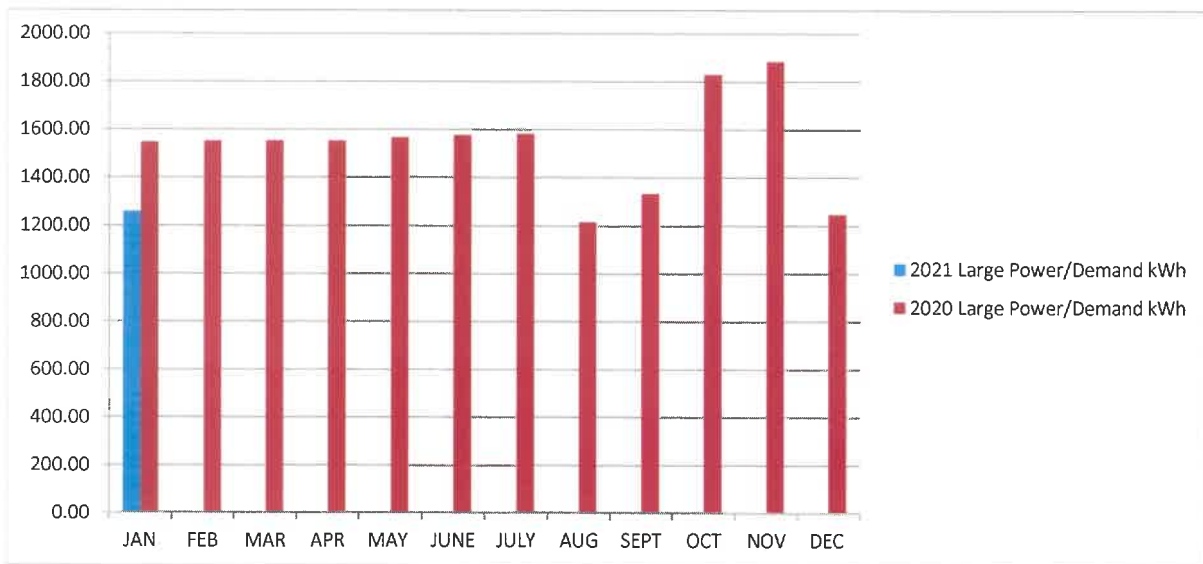
TOTAL KWH 745.67  
AVERAGE MET 1414



## Water & Light

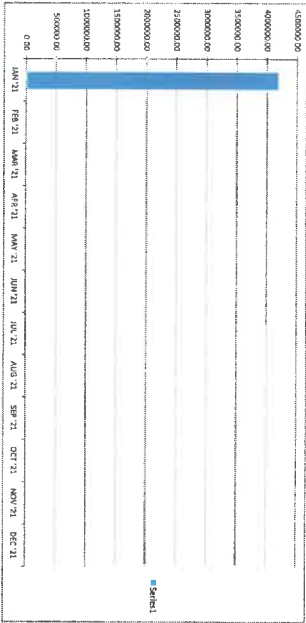
### Electric Demand Report Large Power/Industrial 2021

MONTH:	LG POWER/INDUSTRIAL	BILLED AMOUNT
DEC'20	1248.00	\$ 12,159.16
JAN	1257.00	\$ 12,218.20
FEB		
MAR		
APR		
MAY		
JUN		
JUL		
AUG		
SEP		
OCT		
NOV		
DEC		



Water & Light  
Billed Electric kWh Report - 2021

MONTH:	RES/COM KWH	DEM. BILLED	RES/COM BIL.	CONSUMERS	MPPA	MISO	ATC	CEC-HYDRO	2021 PAID	2020 PAID	2019 PAID	2018 PAID	2017 PAID	2016 PAID	2015 P.O.	SAVED: 1200 w/ 2021
JAN 21	4194033.00	\$ 12,218.20	\$ 169,228.30	\$ 69,784.77	\$ 138.93	\$ 2,113.91	\$ 12,311.39	\$ 4,969.27	\$ 89,318.27	\$ 96,004.09	\$ 109,949.71	\$ 129,427.53	\$ 120,334.74	\$ 103,229.84	\$ 146,688.48	\$ 6,685.82
FEB 21										\$ 88,399.51	\$ 101,672.04	\$ 119,847.55	\$ 111,398.64	\$ 102,655.98	\$ 168,324.53	
MAR 21										\$ 87,456.14	\$ 99,435.07	\$ 62,464.90	\$ 114,411.84	\$ 130,780.97	\$ 135,195.29	
APR 21										\$ 78,936.48	\$ 95,210.19	\$ 106,956.13	\$ 106,494.00	\$ 98,265.91	\$ 114,707.13	
MAY 21										\$ 74,634.28	\$ 84,813.79	\$ 99,318.04	\$ 98,979.16	\$ 121,856.40	\$ 145,099.13	
JUN 21										\$ 75,428.75	\$ 75,983.75	\$ 82,250.55	\$ 103,656.18	\$ 106,919.67	\$ 121,802.87	
JUL 21										\$ 87,721.08	\$ 85,289.65	\$ 90,756.59	\$ 102,915.90	\$ 60,546.96	\$ 74,453.89	
AUG 21										\$ 80,026.04	\$ 80,431.43	\$ 115,480.83	\$ 102,013.56	\$ 118,956.76	\$ 55,874.19	
SEP 21										\$ 74,884.12	\$ 79,439.06	\$ 85,710.61	\$ 98,637.29	\$ 115,892.05	\$ 93,525.67	
OCT 21										\$ 82,321.63	\$ 75,035.13	\$ 84,092.82	\$ 97,767.67	\$ 107,256.72	\$ 172,946.54	
NOV 21										\$ 79,294.58	\$ 94,303.42	\$ 95,811.47	\$ 114,041.05	\$ 103,927.00	\$ 64,485.12	
DEC 21	4194033.00	\$ 12,218.20	\$ 169,228.30	\$ 69,784.77	\$ 138.93	\$ 2,113.91	\$ 12,311.39	\$ 4,969.27	\$ 89,318.27	\$ 905,006.70	\$ 981,563.24	\$ 1,072,237.04	\$ 1,294,437.93	\$ 1,288,637.86	\$ 1,400,903.51	\$ 6,685.82



Water & Light  
Water Pumpage Report - 2021

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 '21	5,103,200.00	\$ 73,984.00	\$ 75,966.72	986.45	2,959,350.00	2,143,850.00	\$ 76,850.00	98.9%	-\$883.28
FEB '21					-	-	\$ 76,850.00	0.0%	-\$76,850.00
MAR '21					-	-	\$ 76,850.00	0.0%	-\$76,850.00
APR '21					-	-	\$ 76,850.00	0.0%	-\$76,850.00
MAY '21					-	-	\$ 76,850.00	0.0%	-\$76,850.00
JUNE '21					-	-	\$ 76,850.00	0.0%	-\$76,850.00
JULY '21					-	-	\$ 76,850.00	0.0%	-\$76,850.00
AUG '21					-	-	\$ 76,850.00	0.0%	-\$76,850.00
SEPT '21					-	-	\$ 76,850.00	0.0%	-\$76,850.00
OCT '21					-	-	\$ 76,850.00	0.0%	-\$76,850.00
NOV '21					-	-	\$ 76,850.00	0.0%	-\$76,850.00
DEC '21					-	-	\$ 76,850.00	0.0%	-\$76,850.00
Total Gallons Pumped 5,103,200.00		Total billed Amounts \$ 73,984.00	Total Actual Revenue \$ 75,966.72	Billed REU's \$ 986.45	Gallons Billed \$ 2,959,350.00	2,143,850.00	Revenue Goal \$ 922,200.00	% OF GOAL 8%	Total -\$385,133.28



**Village Manager  
Activity Report for Village Council Meeting  
As of February 12, 2021**

**A. Audit**

- a. 2019 Audit (see agenda)

**B. Community Engagement**

- a. NBY Interviews
- b. Chamber of Commerce Board Meeting 2/8
- c. Grant review for Michigan Council for Arts and Cultural Affairs

**C. Risk Management**

- a. Working on information for demo of remaining portion of 41 structure
  - i. Will need to bid this out

**D. HR**

- a. Donald Hooper is currently on duty with National Guard
- b. All departments and offices are still closed to the public entry with the exception of our new lobby space
- c. Meter Reader position is posted – applications being reviewed as they come in
- d. Completed yearly MIOSHA reporting and posting for 2020 claims

**E. Water & Light**

- a. Conversation with John Holland – Rural Water (see agenda New Business – Water Rates)
- b. Conversation with Glenn Keates regarding electric system and generators
- c. Submitted 2020 Year End Reporting for USDA Water loan

**F. VON Updates**

- a. Phasing out the practice of allowing customers to carry a \$50 past due amount that was slated to begin on March 1 has been put on hold due to customer concerns
- b. Reminder that the 15<sup>th</sup> is the due date for utility payments, regardless of the day of the week

**G. Grants**

- a. TORC DEQ final reimbursement received - \$43,850.00
  - i.

**H. Employee Arbitration**

- a. Spending a lot of time reviewing files and sending them on to attorney

**I. Pentland Litigation**

- a. Continuing

**J. FOIA**

- a. Updated VON policy to reflect suggested improvements and changes in state law
- b. See report

**LEAVE DATES:**

Monday, March 1 – all day

Monday, March 8 – 1pm to 4:00pm

**2021 Village of Newberry**  
**FOIA Request Tracking**  
as of 2/11/2021

Request ID	Date Request Received	Last	First	Regarding	Status
2021-01-MS	Friday, January 22, 2021	Schnorr	Mike	original request does not list specific documents - response was sent requesting greater detail	open
2021-02-KD	Wednesday, January 27, 2021	Deloian	Ken	original request does not list a contact address - response was sent requesting that - address received - document provided via email on 2.4.21	closed