

**VILLAGE OF NEWBERRY  
WATER AND LIGHT BOARD MEETING  
ELECTRONIC MEETING  
Tuesday, FEBRUARY 9, 2021  
Meeting Location: ZOOM MEETING  
Meeting Time: 6:00 p.m.**

**1. VIRTUAL WAITING ROOM OPENED**

Join Zoom Meeting  
<https://us02web.zoom.us/j/82955557041>

By Phone: 888 475 4499 US Toll-free or 877 853 5257 US Toll-free  
Meeting ID: 829 5555 7041#

**2. PARTICIPANTS BRIEFED ON PROCESS FOR PUBLIC PARTICIPATION**

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**

**4. ROLL CALL** – New Law requires the public body participants to state the City & State where they are located

**5. APPROVAL OF AGENDA** - Agendas are not final until approved by a majority vote of the Water & Light Board members.

**6. APPROVAL OF MINUTES**

1. Water and Light Board Meeting – Electronic Regular Session – January 12, 2021

**7. WATER AND LIGHT CHAIRPERSON ANNOUNCEMENTS**

1. None Prescheduled

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

1. Callers will be given an opportunity to speak for 3 min. Callers must identify themselves by name and address in order to give comment.
2. Written comments not included in the packet and received before 5:30PM the day of the meeting, will be read aloud.
  - a. Lengthy written statements will be summarized on the call and provided in full to board members after the meeting.
  - b. Statements that do not include the name and home address of the person submitting them will not be shared with the board. Comments that contain language that would be considered vulgar or be interpreted as hate speech or fighting words will not be included.

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

1. Water & Light – Monthly Bills & Statements –January 8 to February 5

582	<b>ELECTRIC FUND TOTAL EXPENSE:</b>	<b>\$100,101.34</b>
591	<b>WATER FUND TOTAL EXPENSE:</b>	<b>\$6534.64</b>
<b>Total amount for both funds:</b>		<b>\$106,635.98</b>

2. Save the Bells Fund – for review only - JANUARY

582	Save the Bells Fund Balance Summary – as of 01/31/2021	unavailable
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**10. PETITIONS AND COMMUNICATIONS** – Communications addressed to the Water and Light Board are distributed to all members and are acknowledged for information or are referred to a committee or staff for follow-up.

1. None Prescheduled

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

1. None

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

1. Working Water and Light Superintendent

- |  |                                   |
|--|-----------------------------------|
| a. Monthly Report                      | d. Billed Electric kWh Report Dec |
| b. Electric Consumption/Billing Report | e. Water Pumpage Report           |
| c. Electric Demand Large Power Report  |                                   |

2. Village Manager - verbal

**13. UNFINISHED BUSINESS**

1. Discontinuation of past due utility fees amount carry over set for March 1
2. Water & Light Code of Conduct Draft Review
3. Water & Light Policies and Procedures Draft Review

**14. NEW BUSINESS**

1. 2021 Water Rate Changes
  - a. Rate Study by Rural Water – update on the process
  - b. Water Rate Change Timeline

**2. PUBLIC COMMENT** – see section 8 of this agenda for guidance on process for public comment.

**3. COMMENTS BY BOARD MEMBERS**

**4. ADJOURNMENT - REGULAR ELECTRONIC MEETING SESSION**

NEWBERRY WATER & LIGHT BOARD  
REGULAR MEETING MINUTES

January 12, 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 from Newberry, MI.

**Absent:** None.

**Also Present:** Village Manager – Watkins, W&L Supt. – Kucinkas, Clerk –Schummer - via Zoom – All called in from Newberry, MI. One person from public, identified by Zoom with last 4 digits of phone number, as 5185.

**Call to Order:** Chairperson Wendt called the meeting to order at 6:11 p.m., using Zoom audio conferencing, permitted by Executive Order 2020-15, which temporarily authorizes remote participation in public meetings and hearings. Meeting was delayed 11 minutes due to connection issue with one Board member.

**Approval of Agenda:** Moved by Stokes, support by Schnorr, **CARRIED**, to approve agenda with one addition: Add to New Business #7 – Review of EA amount for January to June 2021. Ayes: Wendt, Hendrickson, Schnorr, Stokes, Vincent.

**Approval of Minutes:** Moved by Hendrickson, support by Schnorr, **CARRIED**, to approve the minutes for the December 8, 2020 W&L meeting as presented. Ayes: Wendt, Hendrickson, Schnorr, Stokes, Vincent.

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

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

**Submission of Bills and Financial Updates:**

A.) **Water & Light – Monthly Bills – December 5 to January 8:** - Motion by Vincent, support by Stokes, **CARRIED**, recommend Village Council pay the December 5, 2020 to January 8, 2021, Electric Fund bill in the amount of \$198,629.06. Discussion followed. Ayes: Wendt, Hendrickson, Schnorr, Stokes, Vincent. Motion by Vincent, support by Schnorr, **CARRIED**, to recommend Village Council pay the December 5, 2020 to January 8, 2021 Water Fund bill in the amount of \$31,250.37. Ayes: Wendt, Hendrickson, Schnorr, Stokes, Vincent.

B.) **Christmas Light Fund** – Fund balance as of 12/31/2020 - \$15,387.94.

**Petitions and Communications:** None.

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

**Reports of Village Management:**

- 1.) **Superintendent of Water and Light:** W&L Superintendent Dan Kucinkas gave a verbal and well as submitted a written report and charts. Discussion followed.
- 2.) **Village Manager:** Watkins gave a verbal report. Discussion followed

**Unfinished Business:**

- 1.) **MI Clean Water Grant Update:** Grant submitted was included in packet for review. Discussion followed.
- 2.) **Fairbanks Generator Update:** Supt. Kucinkas updated Board on the Fairbanks Generator.
- 3.) **Schedule W&L Fee Committee Meeting:** Watkins requested a meeting be held. Discussion followed. It was decided the Fee and Policy Committee would be the same committee and would work with the Village Ordinance Committee. Schnorr and Wendt will be the representatives from the W&L Board on the Fee/Policy Committee.
- 4.) **Discontinuation of past due utility fees amount carry over set for March 1:**

**New Business:**

- 1.) **New Water Operator In Charge:** Landon Burton is now the new water operator in charge, as he passed his test.
- 2.) **Amendment to Ordinance A – non-electors as chairperson:** Moved by Vincent, support by Hendrickson, **CARRIED**, to recommend to Council to approve the amendment to Ordinance A as presented. Ayes: Wendt, Hendrickson, Stokes, Vincent. Nays: Schnorr.
- 3.) **Payment Due Date Enforcement – 15<sup>th</sup> of the month:** Watkins explained that the Village is enforcing a policy that is written. Discussion followed.
- 4.) **Clarification on W&L cash payments taken at the Village of Newberry office:** Watkins advised W&L bills can be paid in cash at any of the three financial institutions in town, however cash is not accepted at the VON office.
- 5.) **Bond Amortization Schedules:** Reviewed.
- 6.) **Request for re-establishment of W&L Policy Committee:** Discussed during #3 of Unfinished Business.
- 7.) **EA Amount for January to July 2021:** For review. EA amount is set at .010674 for Jan – July 2021.

**Public Comment:** None.

**Comments By Board Members:** None

**Adjourn Meeting:** Motion by Schnorr, support by Stokes, **CARRIED**, to adjourn meeting at 7:21 p.m.  
Ayes: Wendt, Hendrickson, Schnorr, Stokes, Vincent.

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

GL Number	Inv. Line Desc	Vendor	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 November	7.71	44950
582-582-850.000	UNVERSE- LARGE CAPACITY METER	ATT U-VERSE	LARGE CAPACITY METER UNVERSE	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 DUES	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	
582-583-752.200	IT SOFTWARE	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 (UNDCAP THRESH)	BASHLIN	CLIMBER STRAPS/HARNESS 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	RITZ 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 CONTRACTUAL	RANGE TELECOMMUNICATIONS	MISSDIGS	02/05/21	12.28	
582-583-801.000	PROFESSIONAL AND CONTRACTUAL	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 BULG	02/11/21	206.70	44933

GL Number	Inv. Line Desc	Vendor	Invoice Desc.	Due Date	Amount	Check #
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	4491
582-583-921.000	HEAT	SEMCOENERGY GAS COMPANY	GENERATION BUILDING NATURAL GAS 237.500	01/26/21	473.83	4491
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	4494
582-583-935.000	PROPERTY LIABILITY INSURANCE	MICHIGAN MUNICIPAL RISK MANAGEMENT	LIABILITY INS	02/28/21	1,903.85	4494
			Total For Dept 583 GENERAL EXPENSES		13,465.46	
Dept 584 ELECTRIC GENERATION						
582-584-801.000	PROFESSIONAL & CONTRACTUAL	STATE OF MICHIGAN	EMISSIONS	04/12/21	250.00	4495
			Total For Dept 584 ELECTRIC GENERATION		250.00	
Dept 585 BUILDING MAINTENANCE						
582-585-929.000	REPAIRS & MAINTENANCE	JEFFS GLASS & WINDOWS	REPLACE DOOR ON WEST SIDE OF WATER LIGH	02/01/21	1,493.86	4490
			Total For Dept 585 BUILDING MAINTENANCE		1,493.86	
Dept 586 PURCHASED POWER						
582-586-801.000	PROFESSIONAL AND CONTRACTU	MICHIGAN PUBLIC POWER AGENCY	VOLUNTARY GREEN PRICING/RENEWABLE POR	01/25/21	89.07	2
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	
			Total For Dept 586 PURCHASED POWER		82,185.23	
Dept 587 ENERGY OPTIMIZATION						
582-587-801.000	PROFESSIONAL & CONTRACTUAL	MECA	MONTHLY INCENTIVES	01/31/21	2,657.98	4495
			Total For Dept 587 ENERGY OPTIMIZATION		2,657.98	
			Total For Fund 582 Electric Fund		100,101.34	
Dept 536 WATER SYSTEM						
591-536-719.000	HOSPITALIZATION	44 NORTH	COBRA RETIREES	02/05/21	2.70	4494
591-536-726.000	LIFE INSURANCE	STANDARD. THE	LIFE INS	02/01/21	89.43	4495
591-536-752.000	OFFICE SUPPLIES	AMAZON CAPITAL SERVICES	TAX FORMS	02/15/21	2.81	4493
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	4494
591-536-752.100	OPERATING SUPPLIES	RAHILLY IGA	WATER	02/10/21	5.98	4494
591-536-752.100	OPERATING SUPPLIES	AMAZON CAPITAL SERVICES	INK/TAPE	02/19/21	21.98	4493
591-536-752.100	OPERATING SUPPLIES	AMAZON CAPITAL SERVICES	ICE CLEATS	02/28/21	19.49	
591-536-752.100	OPERATING SUPPLIES	HAWKINS INC	AZONEL5- 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	4491
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	4491
591-536-776.000	BUILDING MAINTENANCE	FOSTER HARDWARE	REPLACEMENT LIGHT BULB	02/10/21	8.99	4489
591-536-801.000	PROFESSIONAL & CONTRACTUAL	SAULT STE MARIE CITY HALL	MONTHLY WATER SAMPLES	02/04/21	54.00	4492
591-536-801.000	PROFESSIONAL & CONTRACTUAL	RANGE TELECOMMUNICATIONS	MISSDIGS	02/05/21	12.28	

## Page 3 of 3

Water Light Payables - Page 3 of 3

# VILLAGE OF NEWBERRY



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

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## **Newberry Water and Light Dept Dan Kucinskis Water & Light Supt. 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

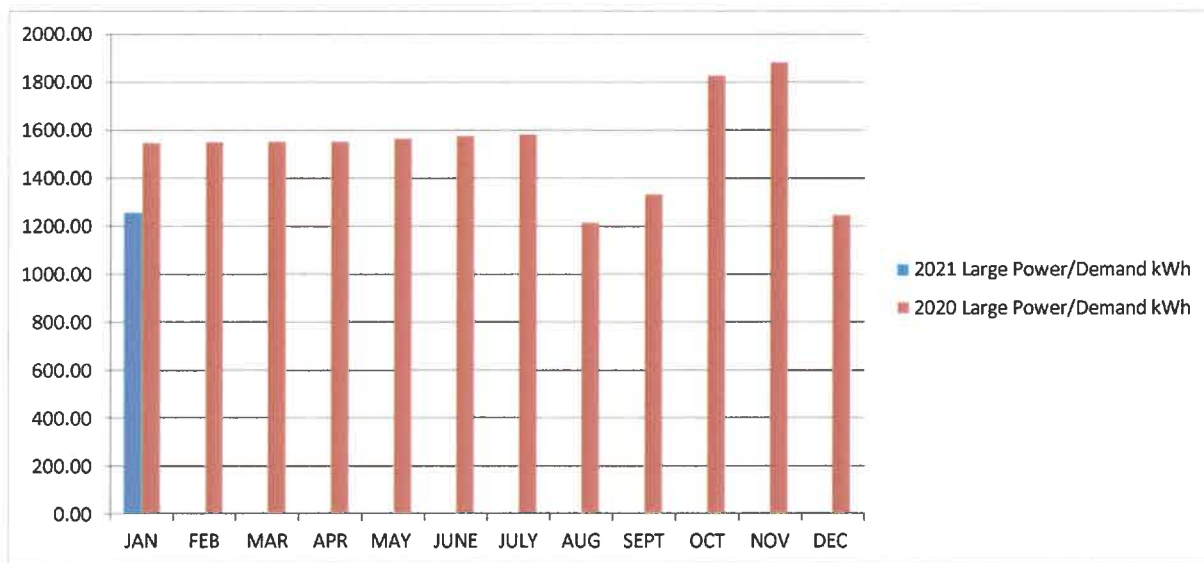
	RESIDENTIAL					COMMERCIAL					LARGE POWER					DEMAND		
	ER KW	METERS	ER FUEL ADJ	EO BASE	ER AMT BILLED	EC KW	METERS	EC FUEL ADJ	EC AMT BILLED	LG KW	METERS	LG AMT BILLED	FUEL ADJ	DEMAND KW	METERS	DEMAND AMT BILLED		
2021																		
JAN	624623.00	1175	\$ 7,082.82	\$ 896.71	\$ 65,409.54	238552.00	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

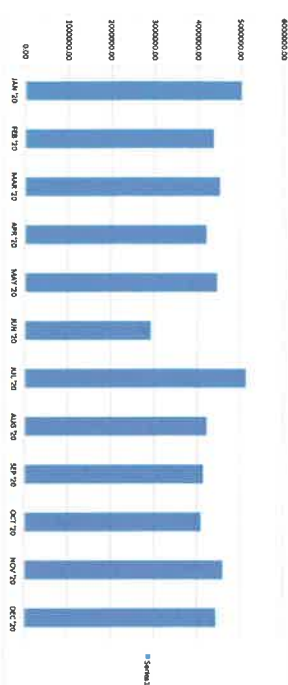
### Electric Demand Report Large Power/Industrial 2021

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 - 2020

MONTH	HEI/CONTR KWH	DETAILED	RES/CONTR REL	CONSUMERS	MPA	MRO	ATC	CE/ATRO	2020 PAID	2019 PAID	2018 PAID	2017 PAID	2016 PAID	2015 PD	SAVED: 2019 vs 2020
JAN 20	500,078.00	\$ 14,255.40	\$ 211,742.93	74,925.21	128.46	\$ 1,397.92	\$ 12,462.20	\$ 5,099.90	\$ 96,004.09	\$ 109,940.71	\$ 129,527.53	\$ 120,334.74	\$ 101,278.84	\$ 146,638.48	\$ 118,918.92
FEB 20	450,094.00	\$ 14,255.40	\$ 18,297.63	67,453.03	212.50	\$ 1,880.07	\$ 12,246.20	\$ 5,190.71	\$ 88,398.51	\$ 101,672.04	\$ 119,827.55	\$ 111,598.64	\$ 101,555.88	\$ 146,374.93	\$ 113,272.93
MAR 20	459,031.00	\$ 14,255.40	\$ 189,774.87	66,910.13	60.89	\$ 1,907.29	\$ 12,462.20	\$ 5,085.13	\$ 87,486.14	\$ 99,415.07	\$ 119,467.00	\$ 114,411.84	\$ 130,780.97	\$ 135,135.29	\$ 11,978.93
APR 20	419,128.00	\$ 14,255.40	\$ 174,723.40	54,176.57	53.83	\$ 1,727.20	\$ 12,462.20	\$ 5,084.60	\$ 78,938.48	\$ 95,110.19	\$ 106,956.15	\$ 106,494.00	\$ 98,265.91	\$ 114,707.13	\$ 16,273.21
MAY 20	444,739.00	\$ 14,353.80	\$ 180,546.59	54,116.57	20.33	\$ 1,558.83	\$ 12,462.20	\$ 5,344.35	\$ 74,634.28	\$ 84,113.79	\$ 99,338.04	\$ 98,979.16	\$ 121,156.40	\$ 145,099.13	\$ 16,273.21
JUN 20	291,797.00	\$ 14,353.80	\$ 135,114.10	54,320.08	106.23	\$ 1,119.14	\$ 12,462.20	\$ 5,391.10	\$ 75,428.75	\$ 75,963.75	\$ 81,150.55	\$ 103,686.18	\$ 106,519.67	\$ 121,462.87	\$ 555.00
JUL 20	311,895.00	\$ 14,360.76	\$ 139,267.73	66,425.83	158.81	\$ 1,114.48	\$ 12,557.62	\$ 5,424.34	\$ 87,721.08	\$ 85,789.65	\$ 90,756.59	\$ 101,915.90	\$ 60,546.96	\$ 74,153.89	\$ 2,483.43
AUG 20	420,884.00	\$ 12,552.78	\$ 174,918.62	61,725.41	71.13	\$ 2,270.79	\$ 11,295.94	\$ 5,324.79	\$ 80,076.04	\$ 80,141.43	\$ 115,480.83	\$ 101,013.56	\$ 115,595.76	\$ 83,525.67	\$ 4,854.94
SEP 20	412,884.00	\$ 18,682.54	\$ 170,501.04	61,972.89	109.42	\$ 2,886.88	\$ 12,462.20	\$ 5,266.01	\$ 74,884.12	\$ 79,489.06	\$ 85,710.61	\$ 98,627.29	\$ 107,556.72	\$ 122,946.54	\$ 12,885.50
OCT 20	420,884.00	\$ 12,552.78	\$ 170,501.04	61,972.89	33.58	\$ 1,788.59	\$ 12,557.62	\$ 5,268.50	\$ 79,214.58	\$ 84,353.12	\$ 95,111.67	\$ 114,041.05	\$ 103,522.00	\$ 122,946.54	\$ 12,885.50
NOV 20	453,985.00	\$ 12,155.16	\$ 181,209.00	69,588.79	83.98	\$ 1,738.59	\$ 12,557.62	\$ 5,183.38	\$ 69,972.52	\$ 84,672.40	\$ 107,589.66	\$ 114,041.05	\$ 103,522.00	\$ 122,946.54	\$ 12,885.50
DEC 20	443,084.00	\$ 12,155.16	\$ 181,209.00	69,588.79	83.98	\$ 1,738.59	\$ 12,557.62	\$ 5,183.38	\$ 69,972.52	\$ 84,672.40	\$ 107,589.66	\$ 114,041.05	\$ 103,522.00	\$ 122,946.54	\$ 12,885.50
	519,8434.00	\$ 110,777.35	\$ 2,355,274.44	746,893.84	1,158.98	\$ 31,472.01	\$ 148,105.34	\$ 67,881.43	\$ 997,046.70	\$ 981,465.34	\$ 1,071,137.04	\$ 1,294,437.33	\$ 1,388,637.86	\$ 1,480,969.51	\$ 76,565.64



17189.48

Water & Light  
Water Pumpage Report - 2021

		Actual								
Recorded Gallons Pumped	Billed Water Amounts	Revenue Received	Billed Reu's	Gallons Billed	Difference between gallons pumped and gallons billed	Monthly Revenue Goal	% OF GOAL	Difference between Revenue Collected and Monthly Revenue Goal		
1st -30th/31st month	(16th to 15th of the month prior)	1st - 30th of the month (billed from month prior)	(16th to 15th of the month prior)	(16th to 15th of the month prior)						
MONTH										
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
<b>Total Gallons Pumped</b>	<b>5,103,200.00</b>	<b>Total Billed Amounts \$ 73,984.00</b>	<b>Total Actual Revenue \$ 75,966.72</b>	<b>Billed REU's 986.45</b>	<b>Gallons Billed 2,959,350.00</b>	<b>Difference 2,143,850.00</b>	<b>Revenue Goal \$ 922,200.00</b>	<b>% OF GOAL 8%</b>	<b>Total</b>	<b>-\$385,133.28</b>



# **Code of Conduct for Water and Light Board Officials DRAFT**

## **The Three R's of Government Leadership: Roles, Responsibilities, and Respect**

This Code of Conduct is designed to describe the manner which Board Members should treat one another, Village staff, constituents, and others they may meet while representing the Newberry Water and Light.

The contents of this Code of Conduct include:	Pages
• Overview of Roles and Responsibilities	2
• Policies and Protocol Related to Conduct	3
• Board Member Conduct with One Another	4-5
• Board Member Conduct with Village Staff	5-6
• Board Member Conduct with the Public	6-8
• Board Member Conduct with Other Public Agencies	8-9
• Board Member Conduct with Boards and Committees	9
• Board Member Conduct with the Media	9-10
• Sanctions	10-11
• Principles of Proper Conduct	11
• Checklist for Monitoring Conduct	12
• Glossary of Terms	12-13

The constant and consistent theme through all the conduct guidelines is “respect.” Board Members experience huge workloads and tremendous stress in making decisions that could impact many. Despite these pressures, officials must exhibit appropriate behavior. Demonstrating respect for every individual through words and actions is a touchstone that can help guide Board Members to do the right thing in even the most difficult situations.

## **Overview of Roles & Responsibilities**

### **CHAIRPERSON**

- Chairs Board meetings.
- Calls for Special meetings.
- Recommends committees as appropriate for Board approval.
- Leads the Board into an effective, cohesive working team.

### **ALL BOARD MEMBERS**

All members of the Board, including the Chairperson, have equal votes. No Board Member has more power than any other Board Member, and all should be treated with equal respect.

All Board Members should:

- Fully participate in Board meetings and other public forums while demonstrating respect, kindness, consideration, and courtesy to others.
- Be available to attend all Board meetings or assigned committee meetings. While the occasional absence for valid reasons is acceptable, chronic absenteeism will not be tolerated.
- Prepare in advance of Board meetings and be familiar with issues on the agenda.
- Be respectful of other's time. Stay focused and act efficiently during public meetings.
- Serve as a model of leadership and civility to the community.
- Provide contact information with the Village Manager in case an emergency or urgent situation arises while the Board Member is out of town.
- Demonstrate honesty and integrity in every action and statement.
- Participate in scheduled activities to increase team effectiveness and review Board procedures, such as this Code of Conduct.

### **MEETING CHAIR**

The Chairperson will chair official meetings of the Board, unless another Board Member is designated as Chair of a specific meeting.

- Maintains order, decorum, and the fair and equitable treatment of all speakers.
- Keeps discussion and questions focused on specific agenda item under consideration.
- Makes parliamentary rulings as parliamentarian. Chair rulings may be overturned if a Board Member makes a motion as an individual and a majority of the Board votes to overrule the Chair.

## **Policies & Protocol Related to Conduct**

### **Endorsement of Candidates**

Board Members have the right to endorse candidates for elected offices. It is inappropriate to mention endorsements during Board meetings or other official Village meetings.

### **Legislative Process**

The Village uses parliamentary procedure for meeting management.

### **Non-agenda Items**

During a designated public comment portion of the agenda, citizens, Board Members, and staff may bring forth issues of questions that are not on the meeting's agenda. Topics should be legislative items requiring action by the Board, study issues for future consideration, and requests for information. Each speaker, citizen, or elected official will be limited to three minutes.

### **Public Announcements in Council Meetings**

Board Members may speak during the public comment portion of the Board meeting and, like members of the public who use this portion of the agenda to recognize achievements or promote an event, will be limited to three minutes each and should keep the focus on matters of community-wide interest.

### **Public Comment Protocol**

Board Members will not express opinions during the public comment portion of the meeting except to ask pertinent questions of the speaker or staff. "I think" and "I feel" comments by Board Members are not appropriate until after the close of the public comment portion of the meeting. Board Members should refrain from arguing or debating with the public during public comment and shall always show respect for different points of view.

Main motions may be followed by amendments, followed by substitute motions. Any Board Member can call for a point of order. Only Board Members who voted on the prevailing side may make motions to reconsider. Board Members who desire to make the first motion on issues which they feel strongly about should discuss their intention with the Chair in advance of the Board meeting.

## **Board Member Conduct with One Another**

Boards are composed of individuals with a wide variety of backgrounds, personalities, values, opinions, and goals. Despite this diversity, all have chosen to serve in public office to preserve and protect the present and the future of the community. In all cases, this common goal should be acknowledged even as Board members may “agree to disagree” on contentious issues.

### **IN PUBLIC MEETINGS**

- **Use formal titles**

The Board should refer to one another formally during public meetings as Chairperson, Trustee, Dr., Mr., Mrs., etc. followed by the individual’s last name.

- **Practice civility and decorum in discussions and debate**

Difficult questions, tough challenges to a specific viewpoint, and criticism of ideas and information are legitimate elements of a free democracy in action. This does not, however, allow Board Members to make belligerent, personal, impertinent, slanderous, threatening, abusive, or disparaging comments. No shouting or physical actions that could be construed as threatening will be tolerated.

- **Honor the role of the Chair in maintaining order**

It is the responsibility of the Chair to keep the command of the Board on track during public meetings. Board Members should honor efforts by the Chair to focus discussion on current agenda items. If there is disagreement about the agenda or the Chair’s actions, those objections should be voiced politely and with reason, following procedures outlined in parliamentary procedure.

- **Avoid personal comments that could offend other Board Members**

If a Board Member is personally offended by the remarks of another Board Member, the offended Board Member should make notes of the actual words used and call for a “point of personal privilege” that challenges the other Board Member to justify or apologize for the language used. The Chair will maintain control of this discussion.

- **Demonstrate effective problem-solving approaches**

Board Members have a public stage to show how individuals with disparate points of view can find common ground and seek a compromise that benefits the whole community.

### **IN PRIVATE ENCOUNTERS**

- **Continue respectful behavior in private**

The same level of respect and consideration of differing points of view that is deemed appropriate for public discussions should be maintained in private conversations.

- **Be aware of the insecurity of written notes, voicemail messages, and e-mail**

Technology allows words written or said without much forethought to be distributing wide and far. Would you feel comfortable to have this note faxed to others? How would you feel if this voicemail message was played on a speaker phone in a full office? What would happen if this email message was forwarded to others? Written notes, voicemail messages and e-mail should be treated as potentially “public” communication.

- **Even private conversations can have a public presence**

Public officials are always on display. Their actions, mannerisms, and language are monitored by people around them that they may not know. Lunch table conversations will be eavesdropped upon, parking lot debates will be watched, and casual comments between individuals before and after public meetings noted.

## **Board Conduct with Village Staff**

Governance of the Village relies on the cooperative efforts of elected and public officials, who set policy, and Village staff, who implement and administer the Board’s policies. Therefore, every effort should be made to be cooperative and show mutual respect for the contributions made by all individuals for the good of the community.

- **Treat all staff as professionals**

Clear, honest communication that respects the abilities, experience, and dignity of all individuals is expected. Poor behavior towards staff is not acceptable.

- **Limit contact to specific Village staff**

Questions of Village staff and/or requests for additional background information should be directed only to the Village Manager.

Requests for follow-up or directions to staff should be made only through the Village Manager when appropriate. When in doubt about what staff contact is appropriate, Board Members should ask the Village Manager for direction. Materials supplied to a Board Member in response to a request will be made available to all members of the Board so that all have equal access to information.

- **Do not disrupt Village staff from their job**

Board Members should not disrupt Village staff while they are in meetings, on the phone, or engrossed in performing their job functions in order to have their individual needs met.

- **Never publicly criticize an individual employee**

Board Members should never express concerns about the performance of a Village employee in public, to the employee directly, or to the employee's manager. Comments about staff performance should only be made to the Village Manager through private correspondence or conversation.

- **Do not get involved in administrative functions**

Board Members must not attempt to influence Village staff on the making of appointments, awarding of contracts, selecting of consultants, processing of development applications, or granting of licenses and permits.

- **Check with the Village Manager on correspondence before taking an action**

Before sending correspondence, Board Members should check with the Village Manager to see if an official response has already been sent or is in progress.

- **Do not attend meetings with Village staff unless requested by staff**

Even if the Board Member does not say anything, the Board Member's presence implies support, shows partiality, intimidates staff, and hampers staff's ability to do their job objectively.

- **Limit requests for staff support**

Requests for additional staff support, even in high priority or emergency situations, should be made to the Village Manager who is responsible for allocating Village resources to maintain a professional, well-run government.

- **Do not solicit political support from staff**

Board Members should not solicit any type of political support (financial contributions, display of posters or lawn signs, name on support list, etc.) from Village staff. Village staff may, as private citizens with constitutional rights, support political candidates but all such activities must be done away from the workplace.

## **Board Member Conduct with the Public**

### **IN PUBLIC MEETINGS**

Making the public feel welcome is an important part of the democratic process. No signs of partiality, prejudice, or disrespect should be evident on the part of individual Board Members toward an individual participating in a public forum. Every effort should be made to be fair and impartial in listening to public testimony.

- **Be welcoming to speakers and treat them with care and gentleness**

Even those who are used to standing in front of a group or giving presentations may find themselves anxious when speaking to the Board. The way the Board treats people during public

comment can do a lot to make the speaking public either relax or push their emotions to a higher level of intensity.

- **Be fair and equitable in allocating public hearing time to individual speakers**

Any member of the public who wishes to speak during public comment times should be given the same amount of time to speak. It's not the public's fault if the meeting is running longer than expected and they should not be penalized for it. The Chair will determine and announce limits on speakers at the start of the public hearing process. Generally, each speaker will be allocated three minutes with applicants and appellants or their designated representatives allowed more time. If many speakers are anticipated, the Chair may shorten the time limit and/or ask speakers to limit themselves to new information and points of view not already covered by previous speakers.

No speaker will be turned away unless he or she exhibits inappropriate behavior. Each speaker may only speak once during public comment unless the Board requests additional clarification later in the process. A speaker may not yield their time to another speaker. After the close of public comment, no more public testimony will be accepted unless the Chair reopens public comment for a limited and specific purpose.

- **Give the appearance of active listening**

It is disconcerting to speakers when Board Members do not look at them when they are speaking. It is fine to look down at documents or make notes but reading for a long period of time gazing around the room gives the appearance of disinterest. Be aware of facial expressions, especially those that could be interpreted as "smirking," disbelief, anger, or boredom.

- **Ask for clarification, but avoid debate and argument with the public**

Only the Chair, not individual Board Members, can interrupt a speaker during a presentation. However, a Board Member can ask the Chair for a point of order if the speaker is off the topic or exhibiting behavior or language the Board Member finds disturbing.

If speakers become flustered or defensive by Board questions, it is the responsibility of the Chair to calm and focus the speaker and to maintain the order and decorum of the meeting. Questions by Board Members to members of the public testifying should seek to clarify or expand information. It is never appropriate to belligerently challenge or belittle the speaker. Board Members' personal opinions or inclinations about upcoming votes should not be revealed until after public comment is closed.

- **No personal attacks of any kind, under any circumstance**

Board Members should be aware that their body language and tone of voice, as well as the words they use, can appear to be intimidating or aggressive.

- **Follow parliamentary procedure in conducting public meetings**

Final rulings on parliamentary procedure are made by the Chair, subject to the appeal of the full Board.

## **IN UNOFFICIAL SETTINGS**

- **Make no promises on behalf of the Board**

Board Members will frequently be asked to explain a Board action or to give their opinion about an issue as they meet and talk with constituents in the community. It is appropriate to give a brief overview of Village policy and to refer to Village staff for further information. It is inappropriate to overtly or implicitly promise Board action, or to promise Village staff will do something specific (fix a pothole, remove a fee, plant new flowers in the median, etc.).

- **Make no personal comments about other Board Members**

It is acceptable to publicly disagree about an issue, but it is unacceptable to make derogatory comments about other Board Members, their opinions and actions.

- **Remember that Newberry is a small town**

Board Members are constantly being observed by the community every day that they serve in office. Their behaviors and comments serve as models for proper decorum in the Village of Newberry. Honesty and respect for the dignity of individuals should be reflected in every word and action taken by Board Members, 24 hours a day, seven days a week. It is a serious and continuous responsibility.

## **Board Member Conduct with Other Public Agencies**

- **Be clear about representing the Board, Village, or personal interests**

If a Board Member appears before another governmental agency or organization to give a statement on an issue, the Board Member must clearly state: 1) if his or her statement reflects personal opinion or is the official stance of the Board or Village; 2) whether this is the majority or minority opinion of the Board.

If the Board Member is representing the Board, the Board Member must support and advocate the official Village position on an issue, not a personal viewpoint.

If the Board Member is representing another organization whose position is different from the Village, the Board Member should withdraw from voting on the issue if it significantly impacts or is detrimental to the Village's interest. Board Members should be clear about which organizations they represent and inform the Chair and Board of their involvement.

- **Correspondence also should be equally clear about representation**

Board Members may not use Village letterhead for correspondence of Board Members representing a personal point of view, or a dissenting point of view from an official Board position.

## **Board Member Conduct with Boards and Committees**

The Village has established several Boards and Committees as a means of gathering more community input. Citizens who serve on Boards and Committees become more involved in government and serve as advisors to the Village Council. They are a valuable resource to the Village's leadership and should be treated with appreciation and respect.

- **If attending a Board or Committee meeting, be careful to only express personal opinions**

Board Members may attend any Council, Board, or Committee meeting, which are always open to any member of the public. However, they should be sensitive to the way their participation – especially if it is on behalf of an individual, business, or developer – could be viewed as unfairly affecting the process. Any public comments by a Board Member at a Council, Board, or Committee meeting should be clearly made as individual opinion and not a representation of the feelings of the entire Board.

- **Be respectful of diverse opinions**

A primary role of Boards and Committees is to represent many points of view in the community and to provide the Council with advice based on a full spectrum of concerns and perspectives. Council Members may have a closer working relationship with some individuals serving on Boards and Committees but must be fair and respectful of all citizens serving on Boards and Committees.

- **Inappropriate behavior can lead to removal**

Inappropriate behavior by a Board Member should be noted to the Chair, and the Chair should counsel the offending member. If the inappropriate Board Member is a Village Council Trustee, the behavior should be noted to the Village President, and the Village President should counsel the offending member.

## **Board Member Conduct with the Media**

Board Members are frequently contacted by the media for background and quotes.

- **The best advice for dealing with the media is to never go “off the record”**

Most members of the media represent the highest levels of journalistic integrity and ethics and can be trusted to keep their word. But one bad experience can be catastrophic. Words that are not said cannot be quoted.

- **The Village Manager is the official spokesperson for the representative on Village position**

The Village Manager is the designated representative of the Board to present and speak on the official Village position. If an individual Board Member is contacted by the media, the Board Member should be clear about whether their comments represent the official Board position or a personal viewpoint. All media requests for interviews, announcements, or documents should be directed to the Village Manager. The Village Manager should designate who should respond to the request or decide if the request should be forwarded to the Village President for response.

- **Choose words carefully and cautiously**

Comments taken out of context can cause problems. Be especially cautious about humor, sardonic asides, sarcasm, or word play. It is never appropriate to use personal slurs or swear words when talking with the media.

## **Sanctions**

- **Public Disruption**

Members of the public who do not follow proper conduct after a warning in a public hearing may be barred from further testimony at that meeting or removed from the Board Chambers.

- **Inappropriate Staff Behavior**

Board Members should refer to the Village Manager any Village staff or to the Village Attorney any Village Attorney's staff who do not follow proper conduct in their dealings with Board Members, other Village staff, or the public. These employees may be disciplined in accordance with standard Village procedures for such actions. (Please refer to the section on Board Member Conduct with Village Staff for more details on interaction with Staff.)

- **Board Members Behavior and Conduct**

Board Members who intentionally and repeatedly do not follow proper conduct may be reprimanded or formally censured by the Board. Serious infractions of the Code of Ethics or Code of Conduct could lead to other sanctions as deemed appropriate by the Board.

Board Members should point out to the offending Board Member infractions of the Code of Ethics or Code of Conduct. If the offenses continue, then the matter should be referred to the Chair in private. If the Chair is the individual whose actions are being challenged, then the matter should be referred to the Village Manager.

It is the responsibility of the Chair to initiate action if a Board Member's behavior may warrant sanction. If no action is taken by the Chair, the alleged violation(s) can be brought up with the full Board in a public meeting.

If violation of the Code of Conduct is outside of the observed behaviors by the Chair or Board Members, the alleged violation should be referred to the Chair. The Chair should ask the Village Manager and/or the Village Attorney to investigate the allegation and report the findings to the Chair. It is the Chair's responsibility to take the next appropriate action. These actions can include but are not limited to: discussing and counseling the individual on the violations; recommending sanction to the full Board to consider in a public meeting; or forming a Board ad hoc subcommittee to review the allegation; the investigation and its findings, as well as to recommend sanction options for Board consideration.

## **Principles of Proper Conduct**

### **Proper conduct IS...**

- Keeping promises.
- Being dependable.
- Showing consistent attendance and participation
- Building a solid reputation.
- Participating and being available.
- Demonstrating patience.
- Showing empathy.
- Holding onto ethical principles under stress.
- Listening attentively.
- Studying thoroughly.
- Keeping integrity intact.
- Overcoming discouragement.
- Going above and beyond, time and time again.
- Modeling a professional manner.

### **Proper conduct IS NOT...**

- Showing antagonism or hostility.
- Refusing to attend or participate.
- Deliberately lying or misleading.
- Speaking recklessly.
- Spreading rumors.
- Stirring up bad feelings or divisiveness.
- Acting in a self-righteous manner.

## **It all comes down to respect!**

Respect for one another as individuals. Respect for the validity of different opinions. Respect for the democratic process. Respect for the community that we serve.

## **Checklist for Monitoring Conduct**

- Will my decision/statement/action violate the trust, rights, or good will of others?
- What are my interior motives and the spirit behind my actions?
- If I will have to justify my conduct in public tomorrow, will I do so with pride or shame?
- How would my conduct be evaluated by people whose integrity and character I respect?
- Even if my conduct is not illegal or unethical, is it done at someone else's painful expense? Will it destroy their trust in me? Will it harm their reputation?
- Is my conduct fair? Just? Morally right?
- If I were on the receiving end of my conduct, would I approve and agree, or would I take offense?
- Does my conduct give others reason to trust or distrust me?
- Am I willing to take an ethical stand when it is called for? Am I willing to make my ethical beliefs public in a way that makes it clear what I stand for?
- Do I exhibit the same conduct in my private life as I do in my public life?
- Can I take legitimate pride in the way I conduct myself and the example I set?
- Do I listen and understand the views of others?
- Do I question and confront different points of view in a constructive manner?
- Do I work to resolve differences and come to mutual agreement?
- Do I support others and show respect for their ideas?
- Will my conduct cause public embarrassment to someone else?

## **Glossary of Terms**

<b>Attitude</b>	The manner which one shows one's dispositions, opinions, and feelings.
<b>Behavior</b>	External appearance or action; manner of behaving; carriage of oneself.
<b>Civility</b>	Politeness, consideration, courtesy.
<b>Conduct</b>	The way one acts; personal behavior.
<b>Courtesy</b>	Politeness connected with kindness.
<b>Decorum</b>	Suitable; proper; good taste in behavior.

<b>Manners</b>	A way of acting; a style, method, or form; the way in which things are done.
<b>Point of Order</b>	An interruption of a meeting to question whether rules or bylaws are being broken, such as the speaker has strayed from the motion currently under consideration.
<b>Point of Personal Privilege</b>	A challenge to a speaker to defend or apologize for comments that a fellow Board Member considers offensive.
<b>Propriety</b>	Conforming to acceptable standards of behavior.
<b>Protocol</b>	The courtesies that are established as proper and correct.
<b>Respect</b>	The act of noticing with attention; holding in esteem; courteous regard.

## Water and Light Rules of Procedure DRAFT

**Rule 1. Regular Meetings.** The Regular Water and Light Board meetings shall be held on the second Tuesday of each month at the Village Office. Meetings shall begin at 6pm.

**Rule 2. Order of Business and Agenda for Regular Meetings.** The order of business and agenda for Regular Meetings of the Water and Light Board shall be as follows:

- (a) Call to Order
- (b) Pledge of Allegiance
- (c) Roll Call
- (d) Approval of Agenda
- (e) Approval of Minutes
- (f) Water and Light Chairperson Announcements
- (g) Public Comment
  - 1. Reserved Comment (if any)
- (h) Submission of Bills and Financial Updates
- (i) Petitions and Communications
- (j) Introduction and Adoption of Resolutions and Ordinances
- (k) Reports of Village Management
- (l) Unfinished Business
- (m) New Business
- (n) Public Comment
- (o) Comments by Board Members
- (p) Adjournment

A written draft agenda and information packet shall be prepared by the Village Manager (VM) for every Regular Meeting and shall be completed with copies made available to the members of the Water and Light Board no later than 4:00 PM on the Wednesday preceding the date of said Regular Meeting. A written agenda shall be released for delivery to the news media and public and posted to the Village of Newberry website and social media pages not later than 4:00 PM on the Friday preceding said Regular Meeting.

**Rule 3. Order of Business and Agenda at Special Meetings.** Special Meetings shall consider only such matters as are specified in the notice of the meeting, unless all members of the Water and Light Board are present and consent, or unless there is an emergency pursuant to these rules.

**Rule 4. Presiding Officer.** The Water and Light Board Chairperson shall preside at all meetings and in the absence of the Chairperson, the Village Clerk shall call the Water and Light Board to order and shall preside until a Presiding Officer is chosen. The Presiding Officer may express an opinion on any subject without substitution of another presiding officer.

**Rule 5. Rules of Order.** The conduct of Board business shall be generally governed by the current edition of Robert's Rules of Order unless otherwise modified by law, ordinance, or these rules of the Board. The Presiding Officer shall decide all questions arising under these rules and general parliamentary practice subject to appeal, which appeal shall be determined by a majority of the members present. In the event an appeal is taken by any member from the ruling of the Presiding Officer, the Board member desiring to appeal shall state that a claim of appeal is being taken and shall state briefly what in that Board member's opinion the ruling should have been. If this appeal is

seconded, the Presiding Officer shall state clearly the question at issue, and then shall call for the vote of the Board on the question: "Shall the decision of the Presiding Officer be sustained?" The Presiding Officer shall preserve order and decorum and may speak to points of order in preference to other questions.

**Rule 6. Motions.** Every Motion shall require a second before being put to a vote, and it shall not be debated until it shall be reduced to writing if requested by the Presiding Officer or any Board member, but it may be withdrawn by the Board members moving and seconding the motion at any time before decision or amendment. No motion to reconsider shall be entertained unless made by a member voting with the majority.

**Rule 7. Agenda Modification.** The Presiding Officer may modify the order of the agenda at any Regular or Special Meeting of the Board to expedite the business of the Board. Such modification may be challenged by a Board member in the same manner as appeals from rulings of the Presiding Officer.

**Rule 8. Consideration of Referred Matters at Regular Meetings.** At a Regular Meeting as the first item after Roll Call, any Board member, may ask orally or in writing that a certain matter be added to the agenda for consideration by the Board at that meeting. By motion made that the matter in question be added to the agenda of that meeting, passed by the concurring vote of a majority of the Board members present, any such matter may be added to the agenda under the appropriate order of business and may be considered at that Regular Meeting.

**Rule 9. Procedure for Calling Special Meetings.** Special Meetings shall be called by the Village Manager on the written request of the Board Chairperson or any three (3) Board members. When the request to call a Special Meeting is initiated by a Board member, the initiating Board member shall submit a written request to the Village Manager requesting the Special Meeting; the request shall contain the item(s) to be considered. The Village Manager shall then forward the request to the Water and Light Board and request if there are two (2) additional Board members who would like to call the Special Meeting; and any Board member who would like to join in making the request shall respond directly to the Village Manager. If a special meeting is called, notification of such meeting will be given to the Board Chairperson and all Board members along with an agenda for the Special Meeting.

**Rule 10. Consideration of referred matters at Special Meetings:**

- (a) Notice. Except as provided in the following subsection, the Water and Light Board shall not consider at a Special Meeting any matter referred or submitted to it unless by a Board member which appears on the written notice of said Special Meeting as posted and released for delivery to all of the members of the Water and Light Board.
- (b) Emergency items. At a Special Meeting as the first item of business after taking the roll, any Board member may ask orally or in writing that a certain matter not appearing in the notice of that Special Meeting as posted and released for delivery to the members of the Board be considered at the Special Meeting. Any such matter may be considered at that Special Meeting if all Board members elected and serving are present and if a motion is adopted by vote of not less than three Council Members that the matter in question is an emergency and that it should be considered at the meeting.

**Rule 11. Procedure for calling Emergency Meetings.** As required by Michigan Law, emergency meetings of the Water and Light Board may be held only with the approval of two-thirds (2/3) of the members of the Board, which approval shall be coordinated by the Village Manager, and only if delay would be detrimental in the Village's effort to lessen the impact of a severe and imminent threat to the

health, safety and welfare of the public. A meeting is defined as an emergency meeting only if it must be held before an eighteen-hour prior notice of the meeting can be given.

A written agenda shall be prepared by the Village Manager for every Emergency Meeting and shall be completed and made available to the news media, released for delivery to the members of the Water and Light Board, posted on the website and at the physical location of the meeting.

**Rule 12. Reconsideration of Matters.** The Water and Light Board shall not consider substantially the same matter upon which it has voted for a period of 90 days from date of said prior vote, unless two Board members, at least one of whom voted on the prevailing side in the prior vote, shall submit a written request to the Village Manager or Board Chairperson for such matter to be placed on the agenda of a specific regular or special meeting. An email request is considered a written request for purposes of this rule. This rule does not apply to motions which resulted in a tie vote, or which failed but received a majority of votes from those Board members voting. The Board Chairperson shall determine whether a matter is substantially the same as a prior matter and that determination is final and not reviewable by the Board.

**Rule 13. Public Comment at Regular Meetings.** The Water and Light Board welcomes public comment and has prescribed the following to facilitate the conduct of public business.

- (a) Public Comment during designated sections. A person may address the Water and Light Board during the designated "Public Comment" times on the agenda or upon request by the Board Chairperson or any Board member. All persons are encouraged to identify themselves by name and address and shall direct their comments to the Board. The comment of any member of the public or any special interest group shall be limited in time to three (3) minutes except as provided in subsection (d). Each speaker may only speak once during public comments and may not yield their time to other speakers. Questions asked during public comments may be assigned to Board members or Village staff for answers to be given at the next regularly scheduled council meeting.
- (b) Public Comment during the designated Public Comment Section – Reserved. Any interested person or any special interest group wishing to address the Water and Light Board for a reserved time, shall submit a written request to the Village Manager or Board Chairperson no later than 12:00 p.m. of the Friday immediately preceding the date of said Regular Meeting. The communication must (1) identify the writer's name and address and (2) identify with reasonable specificity the subject matter. The same shall appear on the written agenda under the designated "Public Comment" section for said Regular Meeting as made available to the news media and released for delivery to the members of the Water and Light Board. All persons are encouraged to direct their comments to the Board. The comment of any member of the public or special interest group may be limited in time to seven (7) minutes except as provided in subsection (d). Each speaker may only speak once during public comments and may not yield their time to other speakers. Questions asked during public comments may be assigned to Board members or Village staff for answers to be given at the next regularly scheduled council meeting.

Such requests shall be limited to one (1) per meeting and shall appear on the written agenda. A Village resident request shall take precedence over a non-Village resident request. In such case, the non-Village resident request shall be postponed and placed on the written agenda of a future meeting. In no case shall the non-Village resident request be postponed more than one time.

- (c) Public Comment during the designated Public Comment Sections – Water and Light Board Chairperson and Board members. The Board Chairperson and Board members interested in making a public comment may do so under the designated Public Comment section. Further, the Board Chairperson and Board members may briefly respond for clarification purposed as a result of public comment.
- (d) Order and Duration of any Public Comment. The Presiding Officer shall control the order and duration of any public comment subject to appeal. The Presiding Officer shall have the authority to limit and terminate any public comment that becomes disruptive, unduly repetitive, or impedes the orderly progress of the meeting. Items not appearing on the agenda will not be acted upon by the Water and Light Board except in accordance with these rules. The Village Clerk will maintain the official time and notify the speakers when their time is up.

**Rule 14. Public Comment at Special Meetings.** A person may address the Water and Light Board during the designated Public Comment Section. The comment of any member of the public or any special interest group may be limited in time to three (3) minutes. The Presiding Officer shall control the order and duration of any public comment. The presiding officer shall have the authority to limit and terminate any public comment that becomes disruptive, unduly repetitive, or impedes the orderly progress of the meeting. All persons addressing the Water and Light Board are encouraged to identify themselves and their address. The Village Clerk will maintain the official time and notify the speakers when their time is up.

**Rule 17. Suspension of Rules.** Unless otherwise provided by these rules, the rules may be suspended upon the vote of three (3) Board members. However, the following rules may be suspended only upon the vote of four (4) Board Members:

- |          |  |
|----------|--|
| Rule 8.  | Consideration of referred matters at Regular Meetings. |
| Rule 10. | Consideration of referred matters at Special Meetings. |
| Rule 17. | Suspension of Rules.                                   |

Water and Light Board Rule 11 cannot be suspended as it is required by Michigan Law.

**Rule 18. Amendment of Rules.** These Rules may be amended upon concurring vote of not less than that required for their suspension.

**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