

**VILLAGE OF NEWBERRY  
WATER AND LIGHT BOARD MEETING  
REGULAR MEETING  
Tuesday, September 14, 2021  
Meeting Location: 307 E. McMillan Avenue  
Meeting Time: 6:00 p.m.**

**1. CALL TO ORDER**

**2. PLEDGE OF ALLEGIANCE**

**3. ROLL CALL**

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

**5. APPROVAL OF MINUTES**

1. Water and Light Board Meeting - Regular Session August 10, 2021

**6. WATER AND LIGHT CHAIRPERSON ANNOUNCEMENTS**

1. None Prescheduled

**7. 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.

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

1. Water & Light – Monthly Payables –August 7 to September 10

582	<b>ELECTRIC FUND TOTAL EXPENSE:</b>	<b>\$90,146.25</b>
591	<b>WATER FUND TOTAL EXPENSE:</b>	<b>\$5,922.54</b>
<b>Total amount for both funds:</b>		<b>\$96,068.79</b>

2. Save the Bells Fund – for review only – AUGUST

582	Save the Bells Bank Balance Summary – as of 08/31/2021	<b>\$19,083.03</b>
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**9. 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.

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

1. None

**11. 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 |
| b. Electric Consumption/Billing Report | e. Water Pumpage Report       |
| c. Electric Demand Large Power Report  |                               |

2. Village Manager - verbal

**12. UNFINISHED BUSINESS**

1. Vacant Water & Light Board Customer Non-Elector position
2. 2021 Water Rate Changes
  - a. Water Rate Study update
3. Fairbanks Generator -Update
4. Pole Study Proposal
  - a. Recommendation Letter from Glenn Keates
5. Public Comment Follow-Up from Previous Meeting – none prescheduled

**13. NEW BUSINESS**

1. Emergency Generators
  - i. Wells 6 & 7
  - ii. W&L Building
2. UPEA Proposal for USDA Funding Application Assistance
3. AT&T Pole Rental
4. W&L Board Seat expiring in October - Vincent
5. Water & Light Board – Possible reorganization

**14. PUBLIC COMMENT** – see section 7 of this agenda for guidance on process for public comment.

**15. ASSIGNMENT OF PUBLIC COMMENT RESPONSE**

**16. COMMENTS BY BOARD MEMBERS**

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

NEWBERRY WATER & LIGHT BOARD  
REGULAR MEETING MINUTES  
Location of meeting: 307 E, McMillan Ave. Newberry, MI  
August 10, 2021

**Present:** Board members: Olson, Hendrickson, Stokes, Vincent.

**Absent:** None.

**Also Present:** Village Manager – Watkins, Clerk –Schummer, Al Mattson

**Call to Order:** The meeting was called to order at 6:00 p.m. by Chairman Stokes, followed by the Pledge of Allegiance.

**Approval of Agenda:** Moved by Vincent, support by Hendrickson, **CARRIED**, to approve agenda as presented.  
Ayes: All.

**Approval of Minutes:** Moved by Vincent, support by Hendrickson, **CARRIED**, to approve the minutes for the July 13, 2021, W&L meeting as presented. Ayes: All.

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

**Public Comments on Agenda Items:** Al Mattson spoke to the board about a fee he was charged.

**Submission of Bills and Financial Updates:**

A.) **Water & Light – Monthly Bills – July 10 to August 6, 2021:** - Motion by Vincent, support by Olson, **CARRIED**, recommend Village Council pay the July 10 to August, 2021, Electric Fund bill in the amount of \$102,682.52. Discussion followed. Ayes: Stokes, Hendrickson, Olson, Vincent.

Motion by Vincent, support by Olson, **CARRIED**, to recommend Village Council pay the July 10 to August 6, 2021, Water Fund bill in the amount of \$3,454.89. Discussion followed. Ayes: Stokes, Hendrickson, Olson, Vincent.

Motion by Hendrickson, support by Vincent, **CARRIED**, to pay the 2005 Water Bond payment of \$79,630.32, payment due by Sept. 1, 2021. Ayes: Stokes, Hendrickson, Olson, Vincent.

Motion by Stokes, support by Vincent, **CARRIED**, to pay the 2009 Water Bond payment of \$10,238.74, payment due by Sept. 1, 2021. Ayes: Stokes, Hendrickson, Olson, Vincent.

B.) **Christmas Light Fund** – as of 06/30/2021 \$17,777.69.

**Petitions and Communications:** None.

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

**Reports of Village Management:**

1.) **Superintendent of Water and Light:** W&L Superintendent Dan Kucinkas submitted a written report and charts.

2.) **Village Manager:** Watkins gave a verbal report.

**Unfinished Business:**

1.) **Vacant Water & Light Board Position:** There have been no letters of interest submitted. Will continue to advertise.

2.) **2021 Water Rate Changes:** Watkins gave an update on the Water Rate Study.

3.) **Fairbanks Generator Update:** Watkins gave an update on the report and quote for repair.

4.) **Pole Study Proposal:** No action taken, waiting for more information.

5.) **Public Comment Follow-up from Previous Meeting:** None.

**New Business:**

1.) **Water & Light Board:** Possible reorganization discussed.

**Public Comment:** None.

**Comments By Board Members:** Comments heard from: Olson and Hendrickson.

**Adjourn Meeting:** Motion by Hendrickson, support by Vincent, **CARRIED**, to adjourn meeting at 7:26 p.m.  
Ayes: All.

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

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Terese Schummer, Clerk

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Lori A. Stokes, Chairperson

GL Number	Inv. Line Desc	Vendor	Invoice Desc.	Due Date	Amount	Cheq #
<b>Fund 582 Electric Fund</b>						
<b>Dept 582 ELECTRIC DISTRIBUTION</b>						
582-582-726.000	LIFE INSURANCE	STANDARD, THE	LIFE INSURANCE	09/01/21	5.25	45464
582-582-752.100	OPERATING SUPPLIES	RESCO ELECTRIC UTILITY SUPPLY	CUTOU/UGUARDS/CABLE RISERS/CLAMP HOT LINE/IN	09/26/21	299.91	
582-582-752.100	OPERATING SUPPLIES	RESCO ELECTRIC UTILITY SUPPLY	TERMINATORS/WEIL INSERT/CUTOUS/ARRESTER/BRA	09/30/21	733.69	
582-582-801.000	PROFESSIONAL & CONTRACTUAL	GORDY CRIBB	A&B QUARTERLY INSPECTIONS	09/20/21	250.00	45471
			Total For Dept 582 ELECTRIC DISTRIBUTION		1,288.85	
<b>Dept 583 GENERAL EXPENSES</b>						
582-583-719.000	HOSPITALIZATION	44 NORTH	COBRA RETIREES	09/17/21	3.22	45455
582-583-726.000	LIFE INSURANCE	STANDARD, THE	LIFE INSURANCE	09/01/21	18.73	45464
582-583-752.000	OFFICE SUPPLIES	NATIONAL OFFICE	PAPER	10/01/21	9.87	
582-583-752.100	OPERATING SUPPLIES	RAHILLY IGA	WATER	09/10/21	3.99	45424
582-583-752.100	OPERATING SUPPLIES	RAHILLY IGA	GRABAGE BAGS	09/10/21	3.39	45424
582-583-752.100	OPERATING SUPPLIES	U S A BLUE BOOK	FLAGS	09/02/21	8.74	45431
582-583-752.100	OPERATING SUPPLIES	RAHILLY IGA	WATER	09/10/21	5.99	45463
582-583-752.100	OPERATING SUPPLIES	AMAZON CAPITAL SERVICES	PAPER TOWELS/TONERS	09/16/21	10.74	45446
582-583-752.100	OPERATING SUPPLIES	RAHILLY IGA	WATER	09/10/21	5.99	45463
582-583-752.200	IT SOFTWARE	RAHILLY IGA	WATER	10/10/21	5.99	
582-583-752.200	IT SOFTWARE	ZOOM	MEETINGS	08/01/21	48.02	
582-583-753.000	TOOLS & EQUIP (UND CAP THRESH)	J.L. MATHEWS COMPANY, INC	MEETINGS	09/01/21	48.02	
582-583-759.000	GAS & OIL - ELECTRIC	WEX BANK - SPEEDWAY UNIVERSAL	RATCHET BOOM STRAP	09/08/21	106.80	
582-583-767.000	CLOTHING - UNIFORMS	AMAZON CAPITAL SERVICES	GAS/FUEL	07/26/21	204.97	45434
582-583-767.000	CLOTHING - UNIFORMS	SIERRA	MENS WORK SHIRTS	09/23/21	31.24	45446
582-583-801.000	PROFESSIONAL AND CONTRACTUAL	RANGE TELECOMMUNICATIONS	UNIFORMS	08/23/21	14.82	
582-583-801.000	PROFESSIONAL AND CONTRACTUAL	FAIR, ALMA	MISSDGS	09/15/21	14.38	
582-583-801.200	LEGAL	RANGE TELECOMMUNICATIONS	OFFICE CLEANING - AUGUST	09/15/21	100.00	
582-583-850.000	TELEPHONE	SONDEE, RACINE & DOREN PLC	PAGER SERVICE	09/15/21	45.00	45429
582-583-850.000	JAMADOTS INTERNET	AT&T	LEGAL COUNCIL	08/20/21	48.86	45448
582-583-851.000	JAMADOTS - FIBER-OPTICS	HTC-HIAWATHA TELEPHONE CO	WATER/LIGHT PHONE	09/07/21	26.41	
582-583-851.000	POSTAGE	HTC-HIAWATHA TELEPHONE CO	ACCT 00042108-7	09/27/21	17.50	
582-583-851.000	POSTAGE	ARISTA INFORMATION SYSTEMS INC	ACCT 00042364-7	08/30/21	232.28	45402
582-583-851.000	POSTAGE	UNITED STATES POST OFFICE	UB POSTAGE	08/17/21	1.04	45467
582-583-900.000	PRINTING AND PUBLISHING	ARISTA INFORMATION SYSTEMS INC	POSTAGE	08/25/21	82.50	45467
582-583-900.000	PUBLISHING & PRINTING	RICH PRINTING INC.	UB BILLIG	08/30/21	206.70	45402
582-583-921.000	HEAT	SEMCOENERGY GAS COMPANY	FEE CHANGES	09/17/21	198.00	45475
582-583-921.000	HEAT	SEMCOENERGY GAS COMPANY	DPW POSTION/ORDNANCE #23/MEETING MINUTES/DAIL	09/28/21	39.88	
582-583-932.000	VEHICLES REPAIRS & MAINTENANCE	SEMCOENERGY GAS COMPANY	WATER LIGHT BUILDING NATURAL GAS 238.500	09/27/21	8.47	
		CHUCK RENZE FORD	GENERATION BUILDING NATURAL GAS 237.500	09/27/21	15.93	
			DIAGNOSTIC CHECK ENGINE LIGHT	09/10/21	46.25	
			Total For Dept 583 GENERAL EXPENSES		1,793.72	

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Water Light Payables - Page 2 of 3

## Page 3 of 3

Water Light Payables - Page 3 of 3

# 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

2136011

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

Date 8/31/21 Page 1 of 1  
ACCOUNT NUMBER

Effective September 28, our NetTeller online banking will  
be getting a new, refreshed, more user-friendly update,  
offering more functionality for you, our valued customers!

MUNICIPAL MONEY MARKET			2
ACCOUNT NUMBER	7703432	Statement Dates	8/01/21 thru 8/31/21
PREVIOUS BALANCE	18,158.39	DAYS IN STATEMENT PERIOD	31
2 CREDITS TOTALING	920.65	AVERAGE LEDGER BAL	18,792
DEBITS TOTALING	.00	AVERAGE COLLECTED BAL	18,792
SERVICE CHARGE AMOUNT	.00	Interest Earned	3.99
INTEREST PAID	3.99	Annual Percentage Yield Earned	0.25%
CURRENT STMT BALANCE	19,083.03	2021 Interest Paid	27.79

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DEPOSITS AND OTHER CREDITS.....		
DATE	DESCRIPTION	AMOUNT
8/05	DDA REGULAR DEPOSIT	550.43
8/19	DDA REGULAR DEPOSIT	370.22
8/31	INTEREST PAID 31 DAYS	3.99

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DAILY BALANCE SUMMARY.....			
DATE.....	BALANCE	DATE.....	BALANCE
8/01	18,158.39	8/19	19,079.04
8/05	18,708.82	8/31	19,083.03

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INTEREST RATE SUMMARY.....	
DATE.....	INTEREST RATE
7/31	.25%



# 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. August 2021**

- Read all meters
- Red tags
- Disconnects/Reconnects
- Multiple Miss Digs
- Daily Well Inspection
- Water Meter Inspections
- Monthly Water Samples (Came Back Good)
- Pulling Old Poles/Anchors
- Repair/Up grade bad services
- Replaced Rotten Pole by football field
- Took Down Multiple Spans of Wire (Wasn't Hooked Up, Didn't Need To Be In The Air)
- Repaired Multiple Street Lights
- Run Temp. Services For A Couple of Properties Off North Line
- Moved Tar Tank For D.P.W
- Wrote Up Estimates For New Construction
- Finished All Of Our Yearly Water Samples(10 of them, all came back good)
- Tree Trimming Under Transmission Line



# 2021 - ELECTRIC CONSUMPTION / BILLING

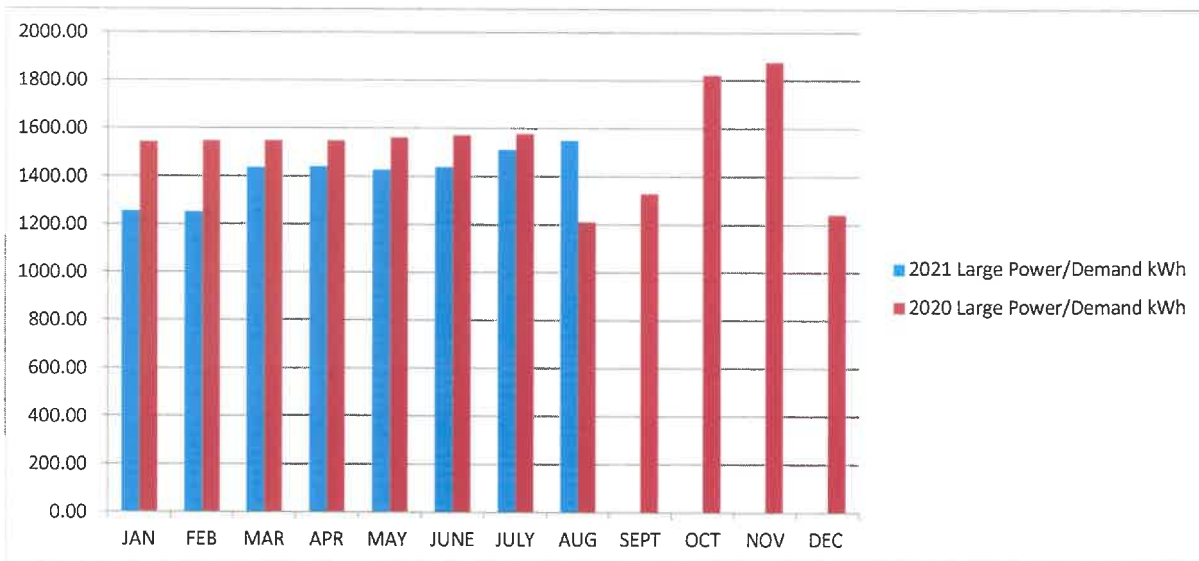
	RESIDENTIAL						COMMERCIAL						LARGE POWER						DEMAND			
	ER		ER		ER		EC		EC		EC		LG		LG		DEMAND					
	KW	METERS	FUEL ADJ	BASE	AMT BILLED	KW	METERS	FUEL ADJ	AMT BILLED	KW	METERS	FUEL ADJ	AMT BILLED	KW	METERS	AMT BILLED						
2021																						
JAN	624623.00	1175	\$ 7,082.82	\$ 896.71	\$ 65,409.54	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	810095.00	1176	\$ 9,132.17	\$ 1,167.64	\$ 84,886.04	240110.00	211	\$ 2,652.86	\$ 27,889.02	489417.00	15	\$ 25,771.35	\$ 5,585.60	1254.00	13	\$ 12,159.16						
MAR	619596.00	1171	\$ 7,027.20	\$ 890.19	\$ 64,880.81	285227.00	211	\$ 3,174.67	\$ 33,412.00	484895.00	15	\$ 25,583.38	\$ 5,631.26	1439.00	13	\$ 12,259.82						
APR	740875.00	1173	\$ 8,378.75	\$ 1,067.54	\$ 77,591.91	215209.00	210	\$ 2,391.38	\$ 25,143.86	535153.00	15	\$ 28,176.38	\$ 6,044.18	1443.00	13	\$ 13,191.44						
MAY	652162.00	1177	\$ 7,343.29	\$ 936.34	\$ 68,293.72	237290.00	210	\$ 2,641.70	\$ 27,791.28	417126.00	15	\$ 22,075.08	\$ 4,758.23	1431.00	13	\$ 13,154.38						
JUN	420968.00	1173	\$ 4,741.22	\$ 603.67	\$ 44,081.42	172426.00	211	\$ 1,919.28	\$ 20,193.35	399861.00	15	\$ 21,072.64	\$ 4,480.52	1442.00	13	\$ 13,252.78						
JUL	644925.00	1197	\$ 7,198.66	\$ 916.30	\$ 67,534.51	271668.00	212	\$ 3,023.96	\$ 31,842.21	634659.00	15	\$ 33,436.39	\$ 7,091.42	1514.00	13	\$ 13,784.40						
AUG	525981.00	1191	\$ 6,109.56	\$ 747.48	\$ 55,074.95	294167.00	211	\$ 3,419.75	\$ 34,662.06	561910.00	16	\$ 29,626.63	\$ 6,552.28	1553.00	14	\$ 14,105.65						
SEPT																						
OCT																						
NOV																						
DEC																						
TOTAL		9433.00	\$ 57,013.67	7225.87	\$ 527,752.90	1954649.00	1687.00	\$ 21,867.94	\$ 228,768.16	4028882.00	121.00	\$ 212,399.37	\$ 45,903.08	11333.00	105.00	\$ 105,095.83						
AVG	629953.125	1179.125	7126.70875	903.23375	65969.1125	244331.125	210.875	2733.4925	28596.02	503610.25	15.125	26549.92125	5737.885	1416.625	13.125	13136.97875						

TOTAL KWH 5994.86  
AVERAGE MET 1418.25

## Water & Light

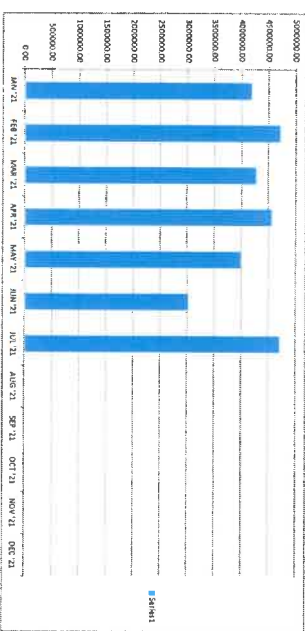
### Electric Demand Report Large Power/Industrial 2021

MONTH:	LG POWER/INDUSTRIAL	BILLED AMOUNT
DEC'20	1248.00	\$ 12,159.16
JAN	1257.00	\$ 12,218.20
FEB	1254.00	\$ 12,159.16
MAR	1439.00	\$ 13,229.82
APR	1443.00	\$ 13,191.44
MAY	1431.00	\$ 13,154.38
JUN	1442.00	\$ 13,252.78
JUL	1514.00	\$ 13,784.40
AUG	1553.00	\$ 14,105.65
SEP		
OCT		
NOV		
DEC		



Water & Light  
Billed Electric kWh Report - 2021

MONTH:	RES/COM kWh	DEM. BILLED	RES/COM BILL	CONSUMERS	MPPA	MISO	ATC	CEC-HYDRO	2011 PAID	2020 PAID	2019 PAID	2018 PAID	2017 PAID	2016 PAID	2015 PD:	SAVED: (2021 vs 2020)
JAN 21	4194033.00	\$ 12,218.20	\$ 109,228.30	\$ 69,784.77	\$ 138.93	\$ 2,113.93	\$ 13,311.39	\$ 4,969.27	\$ 89,318.27	\$ 96,004.09	\$ 109,949.71	\$ 120,527.53	\$ 120,324.74	\$ 101,229.64	\$ 146,688.48	\$ (6,685.82)
FEB 21	4719170.00	\$ 12,159.16	\$ 190,183.21	\$ 69,202.26	\$ 52.80	\$ 3,377.59	\$ 13,311.39	\$ 5,044.92	\$ 89,998.06	\$ 88,399.51	\$ 101,672.04	\$ 119,847.55	\$ 111,398.64	\$ 101,655.86	\$ 168,324.53	\$ 1,589.45
MAR 21	4282045.00	\$ 13,229.82	\$ 175,673.55	\$ 65,991.46	\$ 73.01	\$ 3,151.85	\$ 12,311.39	\$ 5,015.36	\$ 86,495.07	\$ 87,456.14	\$ 99,435.07	\$ 67,464.50	\$ 114,411.84	\$ 130,780.97	\$ 135,195.29	\$ (961.07)
APR 21	4546404.00	\$ 13,191.44	\$ 182,641.36	\$ 59,697.52	\$ 30.52	\$ 3,372.90	\$ 12,311.39	\$ 5,194.68	\$ 80,607.01	\$ 78,936.48	\$ 95,210.19	\$ 106,956.15	\$ 106,694.00	\$ 98,265.91	\$ 114,707.13	\$ 1,670.53
MAY 21	3992762.00	\$ 13,154.38	\$ 166,974.49	\$ 53,298.00	\$ 18.64	\$ 2,618.28	\$ 11,717.39	\$ 5,352.86	\$ 79,025.17	\$ 74,634.78	\$ 84,813.79	\$ 99,348.04	\$ 98,679.16	\$ 121,486.40	\$ 145,099.13	\$ (1,609.11)
JUN 21	3028358.00	\$ 13,252.78	\$ 129,594.98	\$ 60,345.74	\$ 102.09	\$ 2,553.37	\$ 12,311.39	\$ 5,280.83	\$ 80,593.42	\$ 75,478.75	\$ 75,883.75	\$ 87,250.55	\$ 103,696.18	\$ 108,919.67	\$ 121,862.87	\$ 5,164.67
JUL 21	4713446.00	\$ 13,784.40	\$ 185,372.65	\$ 62,272.43	\$ 70.09	\$ 2,553.06	\$ 12,311.39	\$ 5,377.80	\$ 82,534.77	\$ 80,076.04	\$ 80,431.43	\$ 90,756.59	\$ 102,915.90	\$ 60,546.96	\$ 74,453.89	\$ (5,186.31)
AUG 21																
SEP 21																
OCT 21																
NOV 21																
DEC 21	2969318.00	\$ 90,990.18	\$ 1,199,672.54	\$ 440,542.18	\$ 436.08	\$ 19,765.96	\$ 85,585.73	\$ 36,235.72	\$ 582,502.67	\$ 905,006.70	\$ 981,563.24	\$ 1,072,237.04	\$ 1,294,437.93	\$ 1,288,637.86	\$ 1,400,903.51	\$ (6,017.66)



MONTH	Recorded Gallons Pumped 1st -30th/31st month	Amounts (16th to 15th of the month prior)	Actual Revenue Received	Billed Reu's (16th to 15th of the month prior)	Gallons Billed (16th to 15th of the month prior)	Difference between gallons pumped and	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	5,695,000.00	\$ 73,750.14	\$ 76,430.25	983.34	2,950,020.00	2,744,980.00	\$ 76,850.00	99.5%	-\$419.75
MAR '21	5,292,000.00	\$ 73,962.50	\$ 75,624.00	986.17	2,958,510.00	2,333,490.00	\$ 76,850.00	98.4%	-\$1,226.00
APR '21	6,519,600.00	\$ 74,252.57	\$ 76,154.78	990.03	2,970,090.00	3,549,510.00	\$ 76,850.00	99.1%	-\$695.22
MAY '21	6,870,200.00	\$ 74,762.50	\$ 75,024.11	996.83	2,990,490.00	3,879,710.00	\$ 76,850.00	97.6%	-\$1,825.89
JUNE'21	8,245,400.00	\$ 75,399.26	\$ 77,245.09	1,005.32	3,015,960.00	5,229,440.00	\$ 76,850.00	100.5%	\$395.09
JULY '21	9,767,500.00	\$ 76,088.17	\$ 76,881.92	1,014.51	3,043,530.00	6,723,970.00	\$ 76,850.00	100.0%	\$31.92
AUG '21	9,490,100.00	\$ 76,349.79	\$ 76,738.16	1,017.99	3,053,970.00	6,436,130.00	\$ 76,850.00	99.9%	-\$111.84
SEPT '21					-	-	\$ -	#DIV/0!	\$0.00
OCT '21					-	-	\$ -	#DIV/0!	\$0.00
NOV '21					-	-	\$ -	#DIV/0!	\$0.00
DEC '21					-	-	\$ -	#DIV/0!	\$0.00
	Total Gallons Pumped 56,983,000.00	Total Billed Amounts \$ 598,548.93	Total Actual Revenue \$ 610,065.03	Billed REU's \$ 7,980.64	Gallons Billed \$ 23,941,920.00	33,041,080.00	Revenue Goal 614,800.00	% OF GOAL 99%	Total -\$4,655.05



FAIRBANKS MORSE

FAIRBANKS MORSE, LLC

REMIT TO: 7824 COLLECTION CENTER DRIVE

701 White Ave  
Beloit, WI 53511  
Tel: 608 364 4411  
Fax: 608 364 8151  
FM.account@fairbanksmorse.com

CHICAGO, IL 60693

SHIP TO:

NEWBERRY, CITY OF  
MUNICIPAL POWER PLANT  
307 EAST MCMLLEN  
NEWBERRY, MI 49868

Invoice Number  
**11463**  
Date  
30-MAR-21  
Purchase Order Number  
FAIRBANKS  
GENERATOR  
Service Request Number  
Customer Number  
1598  
Location Number  
2402  
Project Number  
9930038  
Sales Order Number

TIN#

BILL TO:  
ACCOUNTS PAYABLE  
NEWBERRY, CITY OF  
307 E MCMLLAN AVE  
NEWBERRY, MI 49868  
US

D&B#  
08-037-4350

Terms:  
NET 30

Due Date:  
29-APR-21

Salesperson:

Ship Date:

Ship VIA:

Shipping Reference:

SO ITEM	ITEM NO	CUST	PART NUMBER	ITEM DESCRIPTION	ORDERED	SHIPPED	UNIT PRICE	EXTENDED AMOUNT
1				FREIGHT	1	1	\$800.00	\$800.00
2				OUTSIDE VENDOR-INPLACE	1	1	\$51,373.21	\$51,373.21
3				LABOR: TECH REP D.SWAIN FOR POP	1	1	\$28,754.00	\$28,754.00
4				3/1/21-3/8/21 EXPENSES: TECH REP D.SWAIN FOR POP	1	1	\$3,871.92	\$3,871.92
5				3/1/21-3/8/21 LABOR: FSE REP M.ADAMS, E.CHENOWETH	1	1	\$40,060.00	\$40,060.00
6				FOR POP 3/1/21-3/8/21 EXPENSES: FSE REP M.ADAMS,	1	1	\$6,255.17	\$6,255.17
7				E.CHENOWETH FOR POP 3/1/21-3/8/21 TOOLING	1	1	\$500.00	\$500.00

Tax Summary by Tax Name

Tax EXEMPT @ 0.00

\$0.00

Comments for Invoice Number: 11463

SUBTOTAL	TAX	SHIPPING/ HANDLING	TOTAL
\$131,614.30	\$0.00	\$0.00	\$131,614.30

August 30, 2021

Ms. Allison Watkins, Village Manager  
Mr. Dan Kucinkas, Water & Light Superintendent  
Newberry Water & Light Board  
307 East McMillan Avenue  
Post Office Box 493  
Newberry, Michigan 49868

Subject: **Review of the Utility Pole Inspection Proposals  
Newberry Water & Light Board  
CTC Engineering, LLC Project No. 26059.14**

Dear Allison/Dan:

The Newberry Water & Light Board requested that an evaluation of their utility system wood poles and crossarms be completed as part of a proactive program to maintain the reliability and safety of the system. The major tasks identified in the package were: a) pole/crossarm health evaluation and tabulation, b) global positioning system (GPS) mapping of the Board's pole assets and c) a pole census tabulation of each pole.

The proposal was broken down into the five main circuits that make up the system as follows:

- The EAST circuit;
- The HILL circuit;
- The NORTHLINE circuit;
- The DOLLARVILLE circuit, and;
- The 69kV TRASAIMMSION circuit.

A Request for Proposal was made available for a public bid and was sent out to four (4) pre-selected contractors. They were:

- a) Peninsula Environmental Group, Inc. (Washington)
- b) Mi-Tech Services, Inc.
- c) Alamon Utility Services (Ohio), and:
- d) RAM Utilities.

Ms. Allison Watkins, Village Manager  
Mr. Dan Kucinkas, Water & Light Superintendent  
Review of the Utility Pole Inspection Proposals  
CTC Engineering, LLC Project No. 26059.14  
August 30, 2021  
Page 2

Of these bidders, one responded favorably and that was Peninsula Environmental Group, Inc. (re. the attached bid tabulation). Although based in Washington, their local field office is in Petosky, Michigan. After review of their proposal, we find their quote to be consistent with the bidding documents.

**We therefore recommend that the Board award this Contract to Peninsula Environmental Group, Inc. in the amount of \$127,672, pending the availability and timing objectives of the Board.** We are ready to assist you in executing this Contract at your direction with the following:

Peninsula Environmental Group, Inc. (Washington)  
824 East 8th Street, Suite D  
Port Angeles, Washington 98362  
ATTN: John Bornsworth, President/Urban Forester & Ecologist  
TX: 360/504-3825  
CL: 360/819-3081  
EM: john@peninsulaeg.com

If you should have any questions relating to this recommendation, please do not hesitate to contact me by calling 734/222-9951.

Sincerely:

**CTC ENGINEERING, LLC**



Glenn T. Keates, P.E.  
Chief Engineer

GTK/maf

**Newberry Water & Light Board**  
**Request for Proposal/Pole Inspection Project**  
**CTC Engineering, LLC Project No. 26059.14**

**Summation of Bids Received: July 14, 2021; 1:30 P.M.**

BIDDERS	BASE BID	ALTERNATE #1: GLOBAL POSITIONING SYSTEM (GPS) MAPPING	ALTERNATE #2: POLE CENSUS TABULATION	TOTAL IF AWARDED TOGETHER	ADD FOR ANNUAL EXTENSION	COMMENTS
<b>Peninsula Environmental Group, Inc. (Washington)</b> 824 East 8th Street, Suite D Port Angeles, Washington 98362 ATTN: John Bornsworth, President/Urban Forester & Ecologist TX: 360/504-3825 CL: 360/819-3081 EM: john@peninsulaeq.com	\$82,474	\$9,830	\$35,388	\$127,672	2022 Award: 0% 2023 Award: 1% 2024 Award: 2% 2025 Award: 3%	See attached letter of recommendation
<b>M-I-Tech Services, Inc.</b> 1700 Industrial Drive Green Bay, Wisconsin 54302 ATTN: Steve Buss TX: 920-882-1170 FX: 920-882-1173	<NO BID RECEIVED>					
<b>Alamon Utility Services (Ohio)</b> 315 West Idaho Street Kalispell, Montana 59901 TX: 800/252-8838	<NO BID RECEIVED>					
<b>RAM Utilities</b> Box 174 Dalton, Minnesota 56324 TX: 701/238-2918	<NO BID RECEIVED>					

Bids were read by:  
 CTC ENGINEERING, LLC

Bids were evaluated by:  
 CTC ENGINEERING, LLC  
 Glenn T. Keates, P.E., Chief Electrical Engineer

Dated: July 14, 2021

  
 Glenn T. Keates, P.E.

**NOTES:**

1. See attached recommendation for acceptance





424 South Pine Street Ishpeming, MI 49849  
906-485-1011 • 877-834-3827 • Fax: 906-485-1013

## AN AGREEMENT FOR THE PROVISION OF LIMITED PROFESSIONAL SERVICES

*Client:* Village of Newberry *Date:* 8/19/21  
302 E McMillan Ave *Project No:* N24  
Newberry, MI 49868  
*Firm:* U.P. Engineers & Architects, Inc.  
*Project Name/Location:* Village of Newberry Water USDA RD Funding Application  
*Scope/Intent and Extent of Services:* Assist Village of Newberry with the USDA RD Funding Application Process for Water Improvements. See Attached Deliverables Checklist.  
*Fee Arrangement:* \$0 See attached Proposal Letter which is part of this agreement  
*Retainer Amount:* \$0  
*Special Conditions:* None

## TERMS AND CONDITIONS

The Firm shall perform the services outlined in this Agreement for the stated fee arrangement.

### ACCESS TO SITE:

Unless otherwise stated, the Firm will have access to the site for activities necessary for the performance of the services. The Firm will take precautions to minimize damage due to these activities, but have not included in the fee the cost of restoration of any resulting damage.

### FEE:

The total fee shall not be exceeded without written approval of the Client. Where the fee arrangement is to be on an hourly basis, the rates shall be those that prevail at the time services are rendered.

### BILLINGS/PAYMENTS:

Invoices for the Firm's services shall be submitted, at the Firm's option, either upon completion of such services or on a monthly basis. Invoices shall be payable within 30 days after the invoice date. If the invoice is not paid within 30 days, the Firm may, without waiving any claim or right against the Client, and without liability whatsoever to the Client, terminate the performance of the service. Retainers shall be credited on the final invoice.

**LATE PAYMENTS:**

Accounts unpaid 30 days after the invoice date will be subject to a monthly service charge of 1.5% on the unpaid balance (18% true annual rate). In the event any portion or all of an account remains unpaid 90 days after billing, the Client shall pay all costs of collection, including reasonable attorney's fees.

**INDEMNIFICATION:**

The Client shall indemnify and hold harmless the Firm and all of its personnel from any and all claims, damages, losses and expenses (including reasonable attorney's fees) arising out of or resulting from their performance of the services, provided that any such claim, damage, loss or expense is caused in whole or in part by the negligent act, omission, and/or strict liability of the Client, anyone directly or indirectly employed by the Client (except the Firm), or anyone for whose acts any of them may be liable. The Firm shall have the right to rely on information furnished by the Client.

**RISK ALLOCATION:**

In recognition of the relative risks, rewards and benefits of the project to both the Client and the Firm, the risks have been allocated such that the Client agrees that, to the fullest extent permitted by law, the Firm's total liability to the Client for any and all injuries, claims, losses, expenses, damages or claim expenses arising out of this Agreement from any cause or causes, shall not exceed our fee. Such causes include, but are not limited to, the Firm's negligence, errors, omissions, strict liability, breach of contract or breach of warranty.

**TERMINATION OF SERVICES:**

This Agreement may be terminated by the Client or the Firm should the other fail to perform its obligations hereunder. In the event of termination, the Client shall pay the Firm for all services rendered to the date of termination, all reimbursable expenses and reimbursable termination expenses.

**OWNERSHIP OF DOCUMENTS:**

All documents produced by the Firm under this Agreement shall remain the property of the Firm and may not be used by the Client for any other endeavor without the written consent of the Firm.

**APPLICABLE LAWS:**

Unless otherwise specified, the Agreement shall be governed by the laws of the State of Michigan.

*Offered By:* U.P. Engineers & Architects, Inc. *Accepted By:* Village of Newberry

\_\_\_\_\_  
(signature)

\_\_\_\_\_  
(date)

\_\_\_\_\_  
(signature)

\_\_\_\_\_  
(date)

\_\_\_\_\_  
Jeff West, Principal  
(printed name/title)

\_\_\_\_\_  
Allison Watkins, Village Manager  
(printed name/title)

☒ Continuation Sheet(s) attached (3 pages)



424 South Pine Street Ely, MI 49849

906-485-1011 • 877-834-3827 • Fax: 906-485-1013

August 19, 2021

Allison Watkins, Village Manager  
302 E McMillan Ave  
Newberry, MI 49862

**RE: UPEA – Village of Newberry USDA RD Water Funding Application**

Dear Village of Newberry,

Thank you for the opportunity to propose on this work. UP Engineers & Architects has continued to expand upon its knowledge of the Village of Newberry Water System through past project experience. This has given us the information we need to develop a USDA RD Funding application quickly and efficiently. The items outlined in the attached Michigan Guide 2 would be required for the Village of Newberry USDA RD Water Funding Application:

UP Engineers & Architects would complete the USDA RD Village of Newberry Water Funding Application at no initial cost to the Village. This will give the Village the opportunity to explore their options concerning the funding requirements that will be associated with the water distribution upgrades for the Water system. If USDA RD offers the Village funding for the water design and construction phases, then UPEA would include the reimbursement for cost associated with the funding application. If the Village decides not to accept the funding offers from USDA RD then UPEA would charge the Village for our services. The understanding is that if a project moves forward with USDA RD that UP Engineers & Architects would be the Engineer of record throughout the entire project.

Thank you for the opportunity to propose on this project.

Respectfully submitted,

**U.P. ENGINEERS & ARCHITECTS, INC.**

Matthew Treado, P.E.  
Project Manager

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Offices also in:  
Houghton  
Iron Mountain  
Marinette  
Sault Ste Marie

***U.P. Engineers & Architects, Inc.***

[www.UPEA.com](http://www.UPEA.com)

**RD APPLY Application Guide  
Water and Waste Loans and Grants  
CFDA # 10.760**

1. Each person working in RD Apply needs a level 2 eAuthentication. (See Page 8 – Application Intake Guide)
2. One person must submit an Authorized Representative Request. (See Page 9 – Application Intake Guide))
3. Link other people with a level 2 eAuthentication to the applicants Tax Identification Number and assign them a security role. (See Page 10 – Application Intake Guide)
4. Create an application (See Page 19 – Application Intake Guide) RD Apply will prompt the user to upload the following documents:
  - Notice of Intent to File Application
  - Preliminary Engineering Report. Use RUS Bulletin (RB) 1780-2 combined with current recommendations and cost estimates that are consistent with the remainder of the application and proposed engineering agreement.
  - Audits (most recent copy) or Financial Statement (annual report). Three years of financial statements and/or audits are required.
  - Environmental Report. See RUS Instruction 1970-B Exhibit C for Applicants' Guide for Preparing Environmental Reports for Categorical Exclusions under 1970.54. For projects that are not categorical exclusions under 1970.54 see RUS Instruction 1970-C Exhibit B, Guidance to Applicants for Preparing Environmental Assessments. For clarification on whether a categorical exclusion applies or not, contact the State Environmental Coordinator.

**Other documents to upload to RD Apply:**

5. To qualify for the poverty interest rate, the median household income (MHI) of your service area must be below the state poverty line and funding must be used to construct new facilities or upgrade existing facilities to meet applicable health or sanitary standards. Provide documentation from the appropriate regulatory agency that the existing conditions/facilities do not meet applicable standards and that the proposed improvement is necessary to meet those requirements.
6. Proof of local/state project plan reviews:
  - Copy of filing with regional clearinghouse. The contact information for your regional planning commission can be found on the attached "MAR Regions Map." A response is not required prior to filing the application with Rural Development.
  - Copy of letter from local planning commission that the project is consistent with the Area Comprehensive Development Plan.
7. Provide documentation that the project will be consistent with the current Area Comprehensive Development Plan. The applicant cannot self-certify. A letter from the local planning commission or the regional planning commission will be sufficient. The contact information for your regional planning commission can be found on the attached "MAR Regions Map". Upload to RD Apply a copy of the letter & project description that is provided to them. If a response is received, then please upload that also.
8. A copy of the current rate schedule.
9. **Professional Service Contracts:** Form AD-1048 Certification Regarding Debarment for Lower Tier Transactions must be provided for all professional service contracts. Include a copy of Form AD-1048 when the agreement/contract is uploaded to RD Apply. The contract and AD-1048 are to be uploaded as one attachment. Professional service contracts include the following:
  - a. **Draft Engineering Agreement**, "Standard Form of Agreement between Owner and Engineer for Professional Services" (EJCDC No. E-500, 2014 edition), revised per RUS Bulletin 1780-26. The RUS Certification Page (RUS Bulletin 1780-26, Exhibit C) must be included. The consulting

engineer must include a copy of their liability insurance.

- b. Legal Services Agreement, Michigan Guide 4, submit a draft for review.
- c. Other Professional Service Contracts, RD must concur with all professional service contracts including bond counsel and municipal financial advisors. A fee letter or draft copy of the agreement is sufficient for the application.

10. Conflict of Interest: As part of a complete application, the applicant will:

- a. Certify in writing that it has an up-to-date written policy on conflict of interest. The policy will include, at a minimum: (1) a requirement for those with a conflict or potential conflict to disclose the conflict/potential conflict; (2) a prohibition of interested members of the applicant's governing body from voting on any matter in which there is a conflict, and (3) the specific process defining how the governing body will manage identified or potential conflicts.
- b. The applicant must also submit a disclosure of planned or potential transactions related to the use of Federal funds that may constitute or present the appearance of personal or organizational conflict of interest. Disclosure must be in the form of a written letter signed and dated by the applicant's official. A negative disclosure of the same format is required if no conflicts are anticipated.

The policy certification and disclosure letter are required for all applicants and may be in draft form at the application stage. A certified copy of the policy certification and disclosure letter are required prior to obligation of funds.

**General Information:**

- 11. The applicant's DUNS number must be registered at [www.sam.gov](http://www.sam.gov). When registered, the applicant will receive a CAGE number. The CAGE number must be renewed annually. The CAGE number must be renewed until construction is complete and all project funds are disbursed.
- 12. If the audit shows cash on hand, it must be used towards the project or RD Apply must contain documentation why it is not available.
- 13. RD Apply will prompt you to provide three years of fiscal year end audits. If the audit is over 90 days old, then provide a recent balance sheet of the general fund and enterprise fund. This is in addition to the three years of financial records. The information on the RD Apply financial tab must match the figures on the balance sheet. The information on the RD Apply financial tab can not be over 90 days old.
- 14. If the system has non-USDA debt, then upload a complete copy of the debt instrument
- 15. Stay in contact with your local USDA office.