

**VILLAGE OF NEWBERRY
VILLAGE COUNCIL MEETING
REGULAR SESSION –TUESDAY, MARCH 19, 2024
Meeting Location: 307 E. McMillan
Meeting Time: 6:00PM**

1. **CALL TO ORDER**
2. **PLEDGE OF ALLEGIANCE**
3. **ROLL CALL**
4. **APPROVAL OF AGENDA**
5. **APPROVAL OF MINUTES**

A. Village Council:

a. Regular Session

February 20, 2024

Action Item

6. **PUBLIC COMMENT ON AGENDA ITEMS & RESERVED PUBLIC COMMENT:** Prior to consideration of official business, citizens may speak to a subject on today's agenda. Please stand at the podium and state your name and physical address. Comments may not exceed three (3) minutes per person.

A. Elizabeth Magnuson – Yoooper Youth - 7 minutes

7. **VILLAGE PRESIDENT COMMENT(S)** – none pre-scheduled

8. **SPECIAL SCHEDULE TOPIC(S)**

a. None pre-scheduled

9. **ACCOUNTS PAYABLE AND FINANCIAL UPDATES**

A. Monthly Payables 02/16/2024 -3/15/2024

Action Item

101	General Fund	19,131.99
202	Major Street Fund	138.68
203	Local Street Fund	56.74
213	Fire Revolving Fund	1,112.17
582	Electric Fund	92,573.50
590	Sewage Receiving Fund	20,214.77
591	Water Fund	2,871.79
TOTAL EXPENSE FOR APPROVAL:		\$136,099.64

B. Treasurer's Report: February 2024

Review

a. Village no longer accepting payments – Delinquent taxes are now paid to the county

C. Save the Bells: As of 02/01/2024

Review

582	Save the Bells Fund	15,298.92
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10. **PETITIONS AND COMMUNICATIONS:** Communications addressed to the Village Council are distributed to all members and are acknowledged for information or referred to a committee or staff for follow-up.

a. None received.

11. **UNFINISHED BUSINESS**

A. RAS Pump Updated Estimate

Action Item

B. Pentland Litigation

Update

C. 2002 Case Loader Repair

Update

D. Clean Water SRF 2023 Project

Update

E. 2024 EGLE Community Technical, Managerial, and Financial (TMF) Support for Lead Line Replacement

Update

F. Phasing out \$49 Delinquent Utility carry over – end effective June 1

Update

G. Public Comment Follow-Up from Previous Meeting

a. n/a

12. NEW BUSINESS

- | | |
|--|-------------|
| A. 2024-03-19 RULES OF PROCEDURE Resolution | Action Item |
| a. Consent Agenda | |
| B. C2AE Engineering Agreement TMF- Lead Service Line Grant | Action |

13. REPORTS OF BOARDS

- | | | |
|---|--------------|----------------------------|
| A. Planning Commission: | Did not meet | Next mtg. March 25, 6:30PM |
| a. Will be reviewing Draft Zoning Ordinance | | |
| B. Zoning Steering Committee | Did not meet | Next mtg. March 18, 2:30PM |
| a. Will be reviewing Draft of Zoning Ordinance. | | |

14. REPORTS OF COMMITTEES

- | | | |
|---------------------------------------|--------------|------------------------------|
| A. Ordinance Committee | Did not meet | Next mtg. Apr. 3 @ 9:30 a.m. |
| B. Infrastructure Committee | Did not meet | Next mtg. Apr 10 @ 9:30 a.m. |
| C. Management Committee needs to meet | February 15 | TBD |

15. REPORTS OF VILLAGE OFFICERS & LEADERSHIP

- | | |
|---|---------------------------|
| A. Fire | Review |
| B. Ordinance Enforcement Officer – Feb to April reporting will be found on DPW Superintendent | n/a |
| C. Working Superintendent of DPW | Review |
| D. Superintendent of WWTP | Review |
| E. Working Superintendent of Water & Light | Review |
| a. Electric Usage Billing Report | c. Purchased Power Report |
| b. Electric Demand Large Power Report | d. Water Pumpage Report |
| F. Village Manager | Review |
| a. Follow-Up to Council Questions from last Meeting -n/a | |
| b. Community Outreach – Chamber, MME Ethics Committee, MML Public Service Committee | |
| c. Completed Training/Conferences/Events – | |
| i. n/a | |
| d. Upcoming Training/Conferences/Events – | |
| e. Human Resources – K. Bryers resigned on 3.15.2024 | |
| f. Upcoming leave: 3/22, 3/26-4/1, 4/8-4/11 varied hours, 4/12 off | |

16. PUBLIC COMMENT: At the conclusion of official business, the agenda provides for public comment on any matters citizens may wish to bring to the attention of the Village Council. Please stand at the podium and state your name and physical address. Comments may not exceed three (3) minutes per person.**17. ASSIGNMENT OF PUBLIC COMMENT RESPONSE****18. COMMENTS BY COUNCIL MEMBERS****19. ADJOURNMENT**

Newberry Village Council
Regular Meeting Minutes
February 20, 2024 – 6:00 p.m.
Meeting Location: 307 E. McMillan

Present: Village President – Freese, Trustees: Cameron, Hendrickson, Olson, Puckett, Schummer, Stokes.

Also Present: Village Manager – Watkins, Clerk - Terese Schummer, Newberry News – Sterling McGinn.

Call to Order: President Freese called the meeting to order at 6:00 p.m., the Pledge of Allegiance was recited.

Approval of Agenda: Moved by Freese, support by Hendrickson, to approve the agenda as presented. Ayes: All.

Approval of Minutes: Moved by Freese, support by Stokes, **CARRIED**, to approve the minutes from the January 16, 2024, regular meeting, as presented. Ayes: All. Abstain: Puckett.

Public Comments on Agenda Items: None.

Village President's Comment: None.

Special Schedule Topics: Closed Session – Meeting with Village Attorney. Moved by Freese, support by Olson, **CARRIED**, that the Council go into closed session pursuant to mcl 15.268€ to discuss trial and settlement strategy related to Pentland versus the Village because discussion in open session would have a detrimental effect on the Village's trial and settlement position. Ayes: Freese, Cameron, Hendrickson, Olson, Puckett, Schummer, Stokes. Council entered into closed session at 6:05 p.m.

Moved by Freese, support by Olson, **CARRIED**, to return to open session at 7:27 p.m. Ayes: Freese, Cameron, Hendrickson, Olson, Puckett, Schummer, Stokes.

Moved by Freese, support by Puckett, **CARRIED**, that Council direct our attorney, to inform the Pentland v. Newberry mediator of the Council's settlement position, as discussed in closed session. Ayes: Freese, Cameron, Hendrickson, Olson, Puckett, Schummer, Stokes.

Accounts Payable and Financial Updates:

- A.) **Bond Payment:** Moved by Freese, support by Hendrickson, **CARRIED**, to approve payment of the 2005 and 2009 Water Bonds in the total amount of \$40,940.63 Ayes: Freese, Cameron, Hendrickson, Olson, Puckett, Schummer, Stokes.
- B.) **Village of Newberry Monthly Bills:** Moved by Freese, support by Stokes, **CARRIED**, to approve payment of the 01/12/2024 – 02/15/2024, bills, in the amount of \$238,418.86. Discussion followed. Ayes: Freese, Cameron, Hendrickson, Olson, Puckett, Schummer, Stokes.
- C.) **Treasurer's Report:** January 2024 report – N. Moulton submitted a written report. Council accepted the report as presented.
- D.) **Christmas Lights Fund** – as of 01/31/2024 - \$17,557.71.

Petitions and Communications: None.

Unfinished Business:

- a.) **Pentland Litigation:** Discussed earlier in the meeting.
- b.) **Clean Water SRF 2023 Project:** Update by Watkins.
- c.) **2024 EGLE Community Technical, Managerial, and Financial (TMF) Support for Lead Line Replacement:** Update by Watkins.
- d.) **Phasing out \$49 Delinquent Utility Carry-Over:** Update by Watkins. This will be effective June 1, 2024.
- e.) **Public Comment Follow-Up from previous meeting:** None needed.

New Business:

- A.) **2002 Case Loader Repair:** Moved by Puckett, support by Freese, **CARRIED**, to approve paying Miller-Bradford & Risberg, Inc., \$9,378.50, to repair the loader. Discussion followed. Ayes: Freese, Cameron, Hendrickson, Olson, Puckett, Schummer, Stokes.
- B.) **2024 Bond Payment Tracking:** For review.
- C.) **Energy Adjustment for January – June 2024:** For review.

Reports of Boards:

- 1.) **Planning Commission Meeting:** Did not meet. Next meeting TBD

a.) Zoning Steering Committee – Did not meet. Next meeting TBD.

Committee Reports:

- 1.) Ordinance Committee: Minutes from 02/07/2024 meeting presented. Next meeting is 03/06/2024 @ 9:30 a.m.
- 2.) Infrastructure Committee: Minutes from 02/14/2024 meeting presented. Next meeting is 03/13/2024 @ 9:30 a.m.
- 3.) Management Committee: Next meeting 02/22/2024 @ 9:30 a.m.

Reports of Village Officers & Management:

- A.) Fire Chief: Written report submitted by Secretary T. Immel.
- B.) Ordinance Enforcement Officer: None.
- C.) Working Superintendent of DPW: Written report submitted by Hollingshead.
- D.) Superintendent of WWTP: Written report submitted by Blakely.
- E.) Working Superintendent of Water & Light: Written report submitted by Kucinskaskas.
- F.) Village Manager: Verbal and written report by Watkins.

Public Comment: None.

Assignment of Public Comment Response: None needed.

Comments by Council Members: Comment heard from: Schummer, Stokes, Cameron, Olson, Puckett, Freese.

Adjourn Meeting: Moved by Puckett, support by Cameron, **CARRIED**, to adjourn the meeting at 8:12 p.m.
Ayes: All.

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

Terese Schummer, Clerk

Catherine Freese, Village President

FEBRUARY 2024

TAX COLLECTION TOTALS

03/12/2024
06:55 PM

QUICK TAX DISBURSEMENT FOR VILLAGE OF NEWBERRY
RANGE: 02/01/24 - 02/29/24, INDEX: ACTUAL DATE/TIME
SPEC. POPULATION: AD VALOREM+SPECIAL ACTS
VILLAGE BILLING TYPE(S), 2023
REAL & PERSONAL PROPERTY
THIS PAGE INCLUDES ALL PROPERTY

Page: 1/3
DB: Von 2023

Taxing Authority	Amount	Interest	Penalty	Total
GENERAL OPER.	1,884.40	92.37	48.87	2,025.64
STREETS & ALLEYS	753.70	36.96	19.55	810.21
TRASH(DISP/COLL)	233.75	11.46	6.06	251.27
FIRE PROTECTION	334.13	16.39	8.66	359.18
Total of above	3,205.98	157.18	83.14	3,446.30
Administration Fee:	32.01	0.00	0.00	
Special Assessments:	0.00	0.00	0.00	
Over Payments:			0.00	
Unspread Interest:			0.00	
Unspread Penalty:			0.00	
Total of Payments..			3,478.31	
Payment Count:			11	

VILLAGE OF NEWBERRY

TREASURER'S REPORT

		FOR MONTH ENDING:					
		February 29, 2024					
A	Previous Year(s)	LEDGER ITEMS:		2024		2023	
		Y.T.D. Collections	Actual Collections February	Y.T.D.	Y.T.D. Collections	Actual Collections February	Y.T.D.
B	2023	Delinquent Personal Property Taxes	0.00	0.00		0.00	0.00
		Delinquent Personal Interest Collected	0.00	0.00		0.00	0.00
		Delinquent Real Tax Collected	0.00	0.00		0.00	0.00
		Delinquent Real Tax Interest Collected	0.00	29.50		34.11	34.11
		Real Property Tax Collected	3,205.98	5,378.93	2%	3,475.41	5,225.28
		Personal Property Tax Collected	0.00	0.00	0%	0.00	0.00
		Admin Fee, Penalty & Interest Collected	272.33	462.35		244.59	394.77
		Deposits to Tax Savings Account	3,478.31	6,239.49		4,180.46	6,080.51
		Interest Earned on Tax Accounts	0.05	0.10		0.03	0.08
		Tax Acct Transfer to Gen Fund/Tax Appropriation Funds	0.00	3,524.16		0.00	5,792.38

TAX ACCOUNT		Beginning February	Ending February
BANK ACCOUNT BALANCE @			
	2024	\$6,202.59	\$9,680.95
	2023	\$1,630.56	\$5,811.05

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

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

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

March 12, 2024

Dear Village Board Member-

Our local non-profit Yooper Youth has had a successful year of providing free events for the children in our area. We are now looking for long term improvements we can make to our community to make a lasting impression on our youth and continue to bring our village together.


We are requesting the opportunity to speak to the Village Council about park improvements we would be interested in pursuing. It is requested that the Village Council provide approval to move forward on this effort.

Thank you!

A handwritten signature in black ink, appearing to read "Elizabeth Magnuson".

Elizabeth Magnuson

Yooper Youth President

- 
- (b) Public Comment during the designated Public Comment Section – Reserved. Any interested person or any special interest group wishing to address the Village Council for a reserved time, shall submit a written request to the Village Manager or Village President 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 Village Council. All persons are encouraged to direct their comments to the Council. 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 (e). 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 council or staff for answers to be given at the next regularly scheduled council meetings.

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 Section – General. Any interested person wishing to address the Village Council regarding other matters may do so under the designated Public Comment section. All persons are encouraged to identify themselves and their address and direct their comments to the Council. The comment of any member of the public or any special interest group may be limited in time to three minutes except as provided in subsection (e). 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 council or staff for answers to be given at the next regularly scheduled council meetings.
- (d) Public Comment during the designated Public Comment Sections – President and Village Council members. The President and Village Council members interested in making a public comment may do so under the designated Public Comment section. Further, the President and Village Council members may briefly respond for clarification purposed as a result of public comment.
- (e) 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 Village Council except in accordance with these rules. The clerk will maintain the official time and notify the speakers when their time is up.

GL Number	Invoice Date	Vendor	Invoice Desc.	Invoice	Due Date	Amount	Check
Fund 101 General Fund Dept 524 MOTOR POOL							
101-524-759.000	02/28/24	NEAL'S TRUCK PARTS	MEGACRIMP, HYD HOSE BULK	5107474	03/28/24	26.10	48291
101-524-759.000	02/29/24	WEX BANK - SPEEDWAY UNIVERSA	GAS/FUEL	95584280	03/22/24	1,319.16	48325
101-524-759.000	03/01/24	AUTO-WARES GROUP	HYD COUPLER	330-531216	04/01/24	7.99	48334
101-524-759.000	03/08/24	AUTO-WARES GROUP	CONV. SYMBL 5W30	330-531546	04/08/24	37.74	48334
101-524-759.000	03/08/24	AUTO-WARES GROUP	75/90SYN GEAROIL	330-531501	04/08/24	59.99	48334
101-524-932.000	02/16/24	NEAL'S TRUCK PARTS	MEGACRIMP, MEGACRIMP, HYD HOSE BUL	5107371	03/16/24	74.00	48291
101-524-932.000	02/16/24	NEAL'S TRUCK PARTS	BRAKE STROKE INDICATOR - TRUCK #5	5107370	03/16/24	8.00	48291
101-524-932.000	02/15/24	RAHILLY IGA	DISH SOAP GREEN APPLE - USED FOR L	3466	03/15/24	2.65	48292
101-524-932.000	02/16/24	AUTO-WARES GROUP	FRIGED BLUE OIL	330-530605	03/16/24	9.59	48304
101-524-932.000	02/16/24	AUTO-WARES GROUP	HITCH PIN & CLIP	330-530616	03/16/24	6.99	48304
101-524-932.000	02/16/24	NAPA AUTO PARTS DIVISION OF	HDM	960466	03/10/24	1.00	48308
101-524-932.000	02/05/24	AMAZON	FORD GENUINE FORD TRANSMISSION GEA	112-44689560-95	02/05/24	55.00	48296
101-524-932.000	01/31/24	AMAZON	M12 FUEL STUBBY 1/2' IMPACT WRENCH	112-5838679-741	01/31/24	471.67	48296
101-524-932.000	01/23/24	AMAZON	RECHARGEABLE HEAD LAMP LED W/ MOTI	112-0453329-437	01/23/24	394.85	48297
101-524-932.000	02/20/24	AUTO-WARES GROUP	CORE HOUSING	330-530736	03/20/24	7.49	48304
101-524-932.000	02/19/24	AUTO-WARES GROUP	BRAKE DUST SHIELD	330-530626	03/19/24	47.79	48304
101-524-932.000	02/20/24	AUTO-WARES GROUP	F SEMI METALLIC PADS, SEMI MET W H	330-530753	03/20/24	0.00	48304
101-524-932.000	02/19/24	AUTO-WARES GROUP	SEMI MET W HDWRE	330-530627	03/19/24	39.99	48304
101-524-932.000	02/26/24	AMAZON	WHEEL BEARING AND HUB ASSEMBLY	1C9K-XFR7-4YPH	03/27/24	157.65	48277
101-524-932.000	02/26/24	AMAZON	STEERING LINKAGE ASSEMBLY FOR FORD	1FC4-H4D0-4N94	03/27/24	420.29	48277
101-524-932.000	02/27/24	NAPA AUTO PARTS DIVISION OF	HOSE CLAMPS	960828	03/10/24	49.50	48308
101-524-932.000	02/27/24	AUTO-WARES GROUP	4 HD BX CLMP RETURNED, 3 1/2 HD BX	330-531071	03/27/24	(1.00)	48304
101-524-932.000	02/27/24	NAPA AUTO PARTS DIVISION OF	CLAMP	960845	03/10/24	14.84	48308
101-524-932.000	02/27/24	NAPA AUTO PARTS DIVISION OF	CLAMP RETURN	960851	03/10/24	(14.84)	48308
101-524-932.000	03/01/24	FOSTER ACE HARDWARE	HILLMAN FASTENERS	225305	04/10/24	9.32	48318
101-524-932.000	03/01/24	REGULATOR & TORCH EXCHANGE,	O RING SET	72387	03/01/24	16.35	48323
101-524-932.000	02/29/24	AUTO-WARES GROUP	HEATER CORE	330-531126	03/29/24	173.99	48334
101-524-932.000	02/29/24	NAPA AUTO PARTS DIVISION OF	NAPA OE QUALITY MINIATURE BULB	960896	03/29/24	6.98	48336
101-524-932.000	03/01/24	NAPA AUTO PARTS DIVISION OF	WARRANTY ON RETURNED ITEM PURCHASE	960938	03/25/24	(38.00)	48336
101-524-932.000	02/27/24	WELLER TRUCK PARTS	O RING, FILTER KIT, GASKET NASB	403126054	03/27/24	177.40	48337
101-524-932.000	03/02/24	AMAZON	ADJUSTABLE WRENCH SET	1V6V-RKH-P-KYTX	04/01/24	49.99	48310
101-524-932.000	02/27/24	FABICK CAT	CLAMP-BENT B	PIM00115973	03/27/24	17.40	48317
101-524-932.000	02/27/24	FABICK CAT	SEAL, SEAL O RING	PIM00115974	03/27/24	34.89	48317
101-524-932.000	02/27/24	FABICK CAT	GROMMET	PIM00115975	03/27/24	13.44	48317
101-524-932.000	03/06/24	TRUCK & TRAILER SPECIALTIES	3.5 X 10 ACTUATING CYLINDER MS	BS0023689	04/06/24	505.36	48324
101-524-932.000	03/04/24	D & D HOME CENTER	1" BLK PIPE	153108	04/04/24	7.50	48316
101-524-932.000	03/05/24	AUTO-WARES GROUP	OIL SEAL	330-531382	04/05/24	98.98	48334
101-524-932.000	03/06/24	NAPA AUTO PARTS DIVISION OF	THRAD ROD RETURNED FROM INVOICE 96	961123	04/06/24	(12.86)	48336
101-524-932.000	03/06/24	NAPA AUTO PARTS DIVISION OF	THREAD ROD	961119	04/06/24	12.86	48336
101-524-932.000	02/28/24	FABICK CAT	2 053-0189 GROMMET	PIM00116058	04/02/24	15.92	48317
101-524-932.000	03/01/24	FABICK CAT	6 3J-7354 SEAL O RING, 6 6V-8397 S	PIM00116263	04/01/24	15.00	48317
101-524-932.000	03/08/24	AUTO-WARES GROUP	1/2 SAE WASHER	330-531535	04/08/24	1.18	48334
101-524-932.000	03/12/24	AUTO-WARES GROUP	TIE ROD END RETURNED FROM PURCHASE	330-531680	04/12/24	(53.49)	48334
101-524-932.000	03/08/24	AUTO-WARES GROUP	1999 FORD F250 SUPER DUTY P/U V8-3	330-531497	04/08/24	53.49	48334
101-524-932.000	03/12/24	AMAZON	FREIGHTLINER RADIATOR TANK ASSEMBLY	1RHC-16UT-79LP	04/11/24	268.70	48310
101-524-940.000	02/23/24	GREAT LAKES TRUCK SERVICE	2000 FRONT END LOADER SERVICE CALL	65231	03/23/24	480.00	48285
101-524-981.000	01/31/24	AMAZON	3453-22 M12 WITH MILWAUKEE FUEL 1/	112-8752442-236	01/31/24	260.00	48296

GL Number	Invoice Date	Vendor	Invoice Desc.	Invoice	Due Date	Amount	Check
Fund 101 General Fund Dept 524 MOTOR POOL 101-524-981.000	02/26/24	MILLER-BRADFORD & RISBERG.,	2024 AMERICAN COUPLER SYSTEMS A621	E0082807	03/26/24	7,600.00	48333
Total For Dept 524 MOTOR POOL						16,397.70	
Total For Fund 101 General Fund						19,131.99	
Fund 202 MAJOR STREET FUND Dept 482 ADMINISTRATION 202-482-752.100	03/01/24	AMAZON	REPLACEMENT BATTERY	1N4G-YJGF-GKRV	03/31/24	61.00	48310
202-482-752.100	03/01/24	AMAZON	EMPLOYEE WARNING NOTICE FORM	1PDI-QWXX-J1QC	03/31/24	14.99	48310
202-482-752.100	03/07/24	AMAZON	ULTRA HIGH SPEED HDMI CABLES, HIGH	16F4-GNPT-1Q7L	04/06/24	16.97	48310
202-482-752.100	03/06/24	AMAZON	HIGH SPEED HDMI CABLE	1K4G-YKRF-FN2W	04/05/24	5.99	48310
202-482-752.100	03/08/24	AMAZON	60-WATT INCANDESCENT T10 TUBULAR B	19G3-MHGR-9JHH	04/07/24	8.65	48310
202-482-752.100	03/11/24	AMAZON	ROLODEX	1PHH-P3P9-T466	04/10/24	31.08	48310
Total For Dept 482 ADMINISTRATION						138.68	
Total For Fund 202 MAJOR STREET FUND						138.68	
Fund 203 Local Street Fund Dept 482 ADMINISTRATION 203-482-752.000	02/19/24	AMAZON	MANILL FILE FOLDERS 100 PACK	1JRW-VD6K-PVK6	03/20/24	17.36	48277
203-482-752.000	02/27/24	AMAZON	3 SUBJECT SPIRAL NOTEBOOKS	1H13-G93H-C7LD	03/28/24	4.16	48277
203-482-752.000	03/12/24	AMAZON	CENTERED HAND TOWELS, 3X3 STICKY	1WD7-1K3Y-1G4D	04/11/24	5.31	48310
203-482-752.100	02/22/24	FOSTER ACE HARDWARE	KEY COPIES FOR COUNCIL ROOM DOOR (225241	03/10/24	11.96	48283
203-482-752.100	02/29/24	DOLLAR GENERAL	LYSOL SPRAY	000000083839	02/29/24	6.00	48323
203-482-752.100	03/12/24	AMAZON	CENTERFEED HAND TOWELS, 3X3 STICKY	1WD7-1K3Y-1G4D	04/11/24	11.95	48310
Total For Dept 482 ADMINISTRATION						56.74	
Total For Fund 203 Local Street Fund						56.74	
Fund 213 Fire Revolving Fund Dept 336 FIRE 213-336-752.000	02/09/24	FOSTER ACE HARDWARE	MICRO ENGRAVER, CD TRIGGER SNAP W/	225110	03/10/24	37.97	48283
213-336-753.000	02/14/24	NAPA AUTO PARTS DIVISION OF	1A MAINTAINER CHARGER	960399	03/10/24	19.99	48308
213-336-759.000	02/29/24	WEX BANK - SPEEDWAY UNIVERSA	GAS/FUEL	95584280	03/22/24	149.72	48325
213-336-776.000	02/10/24	FOSTER ACE HARDWARE	MENDRHOSE 5/8X3/4 FEMACE	225117	03/10/24	11.99	48283
213-336-850.000	02/15/24	VERIZON	ACCOUNT NUMBER 942077532-00003 DES	9956810587	03/07/24	27.06	48298
213-336-850.000	03/02/24	ATT U.VERSE	FIRE HALL UVERSE	03022024	03/24/24	51.38	48312
213-336-851.000	02/22/24	UNITED STATES POST OFFICE	POSTAGE STAMPS	840553006371540	02/22/24	54.40	48297
213-336-921.000	02/27/24	SEMCOENERGY GAS COMPANY	FIRE HALL NATURAL GAS 900.500	FEB2024	03/26/24	379.95	48322
213-336-932.000	02/12/24	GREAT LAKES TRUCK SERVICE	1999 INTE 4900 REPAIR FOR NOT BUIL	65188	03/12/24	372.72	48285
213-336-932.000	01/29/24	SNYDERS DRUG STORE	APMOR ALL CAR WASH	942073	02/29/24	6.99	48294
Total For Dept 336 FIRE						1,112.17	
Total For Fund 213 Fire Revolving Fund						1,112.17	
Fund 582 Electric Fund Dept 000 582-000-042.000	03/08/24	GREEN CARLY J	UB refund for account: 3-01870-19	3-01870-19	03/15/24	21.70	48338

GL Number	Invoice Date	Vendor	Invoice Desc.	Invoice	Due Date	Amount	Check
Fund 582 Electric Fund							
Dept 000							
582-000-042.000	03/08/24	FANNIE MAE	UB refund for account: 2-00350-02	2-00350-02	03/15/24	10.24	48339
582-000-228.100	02/01/24	STATE OF MICHIGAN	WATER LIGHT SALES TAX COLLECTED	02-2024	03/01/24	5,014.91	48309
582-000-228.200	02/29/24	STATE OF MICHIGAN	PA-95 COLLECTION LINEAF 6099 -MONT	FEBRUARY 2024	03/29/24	1,187.63	48332
			Total For Dept 000			6,234.48	
Dept 582 ELECTRIC DISTRIBUTION							
582-582-752.000	02/27/24	AMAZON	3 SUBJECT SPIRAL NOTEBOOKS	1H13-G93H-C7LD	03/28/24	4.16	48277
582-582-752.000	03/12/24	AMAZON	CENTERFRED HAND TOWELS, 3X3 STICKY	1MD7-1K3Y-1G4D	04/11/24	5.31	48310
582-582-752.100	02/17/24	AMAZON	ELECTRICAL PULLING LUBRICANT, WHIT	1JPG-MFID-FPYF	03/18/24	26.94	48277
582-582-752.100	02/21/24	AMAZON	CLOSURE PLATE FOR USE WITH METER S	1QND-VRG1-4NPL	03/22/24	7.90	48277
582-582-752.100	02/20/24	BRYERS, KEVIN	EXPENSE VOUCHER FOR LUNCH	02202024	03/15/24	10.50	48305
582-582-752.100	02/27/24	AMAZON	CLOSURE PLATE FOR USE WITH METER S	19YV-WTHT-9WXX	03/28/24	47.40	48277
582-582-752.100	02/29/24	DOLLAR GENERAL	LYSOL SPRAY	000000083839	02/29/24	6.00	48323
582-582-752.100	02/29/24	NAPA AUTO PARTS DIVISION OF	INTERIOR CLEANER, GUNK LIQUID WREN	960908	03/10/24	94.93	48336
582-582-752.100	03/12/24	AMAZON	CENTERFRED HAND TOWELS, 3X3 STICKY	1MD7-1K3Y-1G4D	04/11/24	11.96	48310
582-582-850.000	03/02/24	ATT U.VERSE	LARGE CAPACITY METER UVERSE	03022024	03/24/24	51.38	48314
582-582-851.000	02/22/24	UNITED STATES POST OFFICE	POSTAGE STAMPS	840553006371540	02/22/24	54.40	48297
			Total For Dept 582 ELECTRIC DISTRIBUTION			320.88	
Dept 583 GENERAL EXPENSES							
582-583-719.000	02/24/24	44 NORTH	COBRA RETIERS	249022	03/25/24	3.22	48284
582-583-752.100	03/07/24	FOSTER ACE HARDWARE	1P FUEL LIQUID GAL	225368	04/10/24	40.00	48318
582-583-752.200	03/01/24	ZOOM	MEETINGS	INV244065535	03/01/24	4.56	48323
582-583-759.000	02/29/24	WEX BANK - SPEEDWAY UNIVERSA	GAS/FUEL	95584280	03/22/24	334.27	48325
582-583-801.000	02/21/24	FAIR, ALMA	OFFICE CLEANING	FEB 2024	03/15/24	133.33	48282
582-583-801.000	02/16/24	COUNTRY MILE DOCUMENT DESTRU	SHREDDED DOCUMENTS	55238	03/16/24	14.45	48307
582-583-850.000	02/29/24	GFL ENVIRONMENTAL	DUMPSTER-GARBAGE	UP0051832857	03/29/24	45.00	48335
582-583-850.000	02/15/24	VERIZON	ACCOUNT NUMBER 942077532-00003 DES	9956810587	03/07/24	53.50	48298
582-583-850.000	02/15/24	VERIZON	ACCOUNT NUMBER 942077532-00002 - C	9956810586	03/07/24	76.62	48298
582-583-850.000	02/16/24	AT&T	WATER/LIGHT PHONE	02162024	03/09/24	68.73	48278
582-583-850.000	03/01/24	HTC-HIMAWATHA TELEPHONE CO	ACCT 00042364-7	1620723	03/26/24	17.50	48319
582-583-850.000	03/01/24	HTC-HIMAWATHA TELEPHONE CO	ACCT 00042108-7	1618872	03/26/24	25.93	48319
582-583-900.000	02/29/24	ARISTA INFORMATION SYSTEMS I	UB BILLING	INV-AIS-0009570	03/30/24	589.74	48311
582-583-915.000	01/29/24	MISS DIG SYSTEM	MEMBERSHIP FEE, ANNUAL MAINTENANCE	20240963	02/29/24	273.66	48289
582-583-921.000	02/27/24	SEMCOENERGY GAS COMPANY	WATER LIGHT BUILDING NATURAL GAS 2	FEB2024	03/26/24	144.04	48322
582-583-932.000	02/27/24	NAPA AUTO PARTS DIVISION OF	ACCOUNT CREDIT	02270224	02/27/24	(107.19)	48308
582-583-932.000	03/01/24	BURBACH SALES & SERVICE	TIRE REPAIR FRONT RIGHT	062427	04/01/24	25.00	48315
582-583-932.000	03/11/24	NEWBERRY MOTORS INC	FULL SERVICE OIL CHANGE W/ 20 PT I	53176	04/11/24	55.11	48320
			Total For Dept 583 GENERAL EXPENSES			1,797.47	
Dept 584 ELECTRIC GENERATION							
582-584-801.000	01/03/24	CTC ENGINEERING LLC	COMPLETE DEMO SPEC	26059-1888	02/03/24	450.00	48329
582-584-801.000	03/06/24	GORDY CRIBB	A&B QUARTERLY INSPECTION	209690	04/06/24	250.00	48330
			Total For Dept 584 ELECTRIC GENERATION			700.00	
Dept 586 PURCHASED POWER							
582-586-801.000	03/10/24	MICHIGAN PUBLIC POWER AGENCY	VOLUNTARY GREEN PRICING/RENEWABLE	20240310020	03/25/24	232.49	104

GL Number	Invoice Date	Vendor	Invoice Desc.	Invoice	Due Date	Amount	Check
Fund 582 Electric Fund							
Dept 586 PURCHASED POWER							
582-586-926.000	03/05/24	CLOVERLAND ELECTRIC CO-OP	PURCHASED POWER	FEBRUARY 2024	03/26/24	9,662.76	48327
582-586-926.000	03/05/24	CMS ENERGY RESOURCE MGT	PURCHASED POWER	11324	03/20/24	59,050.72	48328
582-586-926.100	03/01/24	AMERICAN TRANSMISSION COMPAN	PURCHASED POWER - CAPACITY	001910	03/08/24	14,484.06	105
Total For Dept 586 PURCHASED POWER						83,430.03	
Dept 588 SAVE THE BELLS							
582-588-752.200	02/15/24	AMAZON	HOT GLUE STICKS, HOT GLUE GUN	1PWW-DYLF-1TW4	03/16/24	23.17	48277
582-588-752.200	02/17/24	AMAZON	ELECTRICAL PULLING LUBRICANT, WHIT	1JPG-ME1D-FPVP	03/18/24	68.88	48277
582-588-752.200	02/27/24	D & D HOME CENTER	SPRAY PAINT	153006	03/27/24	8.59	48280
Total For Dept 588 SAVE THE BELLS						100.64	
Total For Fund 582 Electric Fund						92,583.50	
Fund 590 Sewage Receiving Fund							
Dept 537 SEWER SYSTEM							
590-537-719.000	02/24/24	44 NORTH	COBRA RETIREES	249022	03/25/24	2.41	48284
590-537-751.000	01/10/24	BRYERS, KEVIN	CDL RENEWAL	5916	02/10/24	36.00	48305
590-537-752.200	03/01/24	ZOOM	MEETINGS	INV244065535	03/01/24	2.89	48323
590-537-753.000	02/21/24	AMAZON	CORED HEX HD PLUG 1/4 LF	225219	03/10/24	2.99	48277
590-537-753.000	03/13/24	D & D HOME CENTER	M18-2" SLIDE MITER SAW #2739-20	153152	04/13/24	649.00	48316
590-537-776.000	02/26/24	FOSTER ACE HARDWARE	BRACKET SHELF 15"D WHT	225267	03/10/24	53.97	48283
590-537-776.000	03/04/24	D & D HOME CENTER	SCREWS	153109	04/04/24	10.99	48316
590-537-776.000	02/21/24	FOSTER ACE HARDWARE	CORED HEX HD PLUG 1/4 LF	225219	03/10/24	2.99	48318
590-537-776.000	03/05/24	D & D HOME CENTER	AA BATTERY, 1/4 36X10 MESH, 3/4X1	153118	04/05/24	41.94	48316
590-537-801.000	02/16/24	GREAT LAKES TRUCK SERVICE	1976 CUMMINS GENERATOR SERVICE	65129	03/16/24	2,251.13	48285
590-537-801.000	02/16/24	COUNTRY MILE DOCUMENT DESTRO	SHREDDED DOCUMENTS	55238	03/16/24	14.44	48307
590-537-801.000	02/26/24	MCNILLAN TOWNSHIP	2023 WINTER TAXES MCNILLAN TOWNSHI	00376	02/29/24	63.77	48287
590-537-801.000	02/29/24	GFL ENVIRONMENTAL	WWTG GARBAGE REMOVAL	UP0051832859	03/29/24	19.50	48335
590-537-850.000	01/31/24	SONDEE, RACINE & DOREN PLC	GENERAL LEGAL SERVICES	82	02/21/24	1,414.34	48295
590-537-850.000	02/15/24	VERIZON	ACCOUNT NUMBER 942077532-00003 DES	9956810587	03/07/24	87.58	48298
590-537-850.000	02/15/24	VERIZON	ACCOUNT NUMBER 942077532-00002 - C	9956810586	03/07/24	94.94	48298
590-537-850.000	03/01/24	HTC-HIMATHA TELEPHONE CO	ACCOUNT 00042108-7	1618872	03/26/24	25.93	48319
590-537-850.000	03/02/24	ATT U.VERSE	WWTG UVERSE	03022024	03/24/24	51.38	48313
590-537-851.000	02/22/24	UNITED STATES POST OFFICE	POSTAGE STAMPS	840553006371540	02/22/24	54.40	48297
590-537-851.001	02/22/24	UNITED STATES POST OFFICE	POSTAGE STAMPS	840553006371540	02/22/24	54.40	48297
590-537-900.001	02/29/24	ARISTA INFORMATION SYSTEMS I	UB BILLING	INV-AIS-0009570	03/30/24	338.78	48311
590-537-910.000	02/27/24	MWEA	MEMBERSHIP DUES - GEORGE BLAKELY 0	23446	04/23/24	95.00	48303
590-537-915.000	01/29/24	MISS DIG SYSTEM	MEMBERSHIP FEE, ANNUAL MAINTENANCE	202404063	02/29/24	273.65	48289
590-537-917.000	02/15/24	HAWKINS INC	CHLORINE CYLINDER	6690672	03/16/24	30.00	48299
590-537-917.000	02/21/24	HAWKINS INC	150 LB CHLORINE CYLINDER, CHLORINE	6695019	03/22/24	1,376.85	48299
590-537-917.100	02/28/24	HAWKINS INC	VACUUM REGULATOR, CL2, LABOR	6699452	03/29/24	752.00	48331
590-537-917.100	02/20/24	NCL OF WISCONSIN INC	HEAVY DUTY GLASS BEAKER, GLASS BEA	646727	03/20/24	262.85	48290
590-537-917.100	02/22/24	NCL OF WISCONSIN INC	ACID REAGENT, IODIDE REAGENT, HACH	499988	03/22/24	363.99	48290
590-537-917.100	02/22/24	NCL OF WISCONSIN INC	PORCELAIN CRUCIBLE, 2000ML GLASS B	499992	03/22/24	279.58	48321
590-537-917.100	02/22/24	NCL OF WISCONSIN INC	MISSSED SHIPPING FEE AS CHECK WAS I	499992	03/22/24	16.73	48321
590-537-921.000	02/27/24	SEMCOENERGY GAS COMPANY	WWTG NATURAL GAS 994.500	FEB2024	03/26/24	942.44	48322
590-537-929.000	02/28/24	RS TECHNICAL SERVICES, INC	PUMP TUBE ASSY, 3/8" SHIPPING	24604	03/28/24	243.73	48293

GL Number	Invoice Date	Vendor	Invoice Desc.	Invoice	Due Date	Amount	Check
Fund 590 Sewage Receiving Fund							
Dept 537 SEWER SYSTEM							
590-537-974.000	01/22/24	C2AE ARCHITECTURE ENGINEERIN	PROJECT 21-0321 NEWBERRY WW COLLEC	75979	02/22/24	5,468.29	48326
590-537-974.000	02/26/24	C2AE ARCHITECTURE ENGINEERIN	PROJECT 21-0321 NEWBERRY WW COLLEC	76145	03/26/24	4,835.89	48326
Total For Dept 537 SEWER SYSTEM						20,214.77	
Total For Fund 590 Sewage Receiving Fund						20,214.77	
Fund 591 Water Fund							
Dept 536 WATER SYSTEM							
591-536-719.000	02/24/24	44 NORTH	COBRA RETIREES	249022	03/25/24	2.70	48284
591-536-752.000	02/27/24	AMAZON	3 SUBJECT SPIRAL NOTEBOOKS	1H13-G93H-C7LD	03/28/24	4.15	48277
591-536-752.000	03/12/24	AMAZON	CENTERFEED HAND TOWELS, 3X3 STICKY	1MD7-1K3Y-1G4D	04/11/24	5.31	48310
591-536-752.100	02/21/24	HAWKINS INC	1 LB BLK (MINI-BULK)	6695020	03/22/24	269.14	48299
591-536-752.100	02/25/24	ETNA SUPPLY COMPANY	INVOICE 47952 CREDIT WAS PUT IN SY	OVERAPP'D CR	03/28/24	226.35	48281
591-536-752.100	02/29/24	DOLLAR GENERAL	LYSOL SPRAY	000000083839	02/29/24	6.00	48323
591-536-752.100	03/04/24	FOSTER ACE HARDWARE	FREIGHT	225332	04/10/24	99.73	48318
591-536-752.100	03/11/24	DOLLAR GENERAL	LATCHING TOTE	85777	03/11/24	15.90	48323
591-536-752.100	03/11/24	UPS	NEXT DAY AIR WATER SAMPLES	29KG73040P4	03/11/24	277.85	48323
591-536-752.100	03/12/24	AMAZON	CENTERFEED HAND TOWELS, 3X3 STICKY	1MD7-1K3Y-1G4D	04/11/24	11.95	48310
591-536-752.200	03/01/24	ZOOM	MEETINGS	INV244065535	03/01/24	2.74	48323
591-536-759.000	02/29/24	WEX BANK - SPEEDWAY UNIVERSA	GAS/FUEL	95584280	03/22/24	334.26	48325
591-536-801.000	02/21/24	FAIR, ALMA	OFFICE CLEANING	FEB 2024	03/15/24	133.33	48282
591-536-801.000	02/15/24	SILVERSMITH DATA	ANNUAL INFORMATION /HOSTING	41164	03/16/24	348.00	48302
591-536-801.000	02/16/24	COUNTRY MILE DOCUMENT DESTRU	SHREDDED DOCUMENTS	55238	03/16/24	14.44	48307
591-536-801.000	02/29/24	GFL ENVIRONMENTAL	DUMPSITE-GARBAGE	UP0051832857	03/29/24	45.00	48335
591-536-850.000	02/15/24	VERIZON	ACCOUNT NUMBER 942077532-00003 DES	9956810587	03/07/24	53.50	48298
591-536-850.000	02/15/24	VERIZON	ACCOUNT NUMBER 942077532-00002 - C	9956810586	03/07/24	55.80	48298
591-536-850.000	02/16/24	AT&T	WATER/LIGHT PHONE	02162024	03/09/24	68.74	48278
591-536-850.000	03/01/24	HTC-HIAWATHA TELEPHONE CO	ACCT 00042364-7	1620723	03/26/24	17.50	48319
591-536-850.000	03/01/24	HTC-HIAWATHA TELEPHONE CO	ACCT 00042108-7	1618872	03/26/24	25.93	48319
591-536-900.000	02/22/24	UNITED STATES POST OFFICE	POSTAGE STAMPS	840553006371540	02/22/24	54.40	48297
591-536-900.000	02/29/24	ARISTA INFORMATION SYSTEMS I	UB BILLIG	INV-AIS-0009570	03/30/24	326.24	48311
591-536-915.000	01/29/24	MISS DIG SYSTEM	MEMBERSHIP FEE, ANNUAL MAINTENANCE	20240963	02/29/24	273.66	48289
591-536-921.000	02/27/24	SEMCOENERGY GAS COMPANY	WATER LIGHT BUILDING NATURAL GAS 2	FEB2024	03/26/24	144.05	48322
591-536-932.000	03/11/24	NEWBERRY MOTORS INC	FULL SERVICE OIL CHANGE W/ 20 PT I	53176	04/11/24	55.12	48320
Total For Dept 536 WATER SYSTEM						2,871.79	
Total For Fund 591 Water Fund						2,871.79	

GL Number	Invoice Date	Vendor	Invoice Desc.	Invoice	Due Date	Amount Check
Fund Totals:						
			Fund 101 General Fund			19,131.99
			Fund 202 MAJOR STREET FUND			138.68
			Fund 203 Local Street Fund			56.74
			Fund 213 Fire Revolving Fund			1,112.17
			Fund 582 Electric Fund			92,583.50
			Fund 590 Sewage Receiving Fund			20,214.77
			Fund 591 Water Fund			2,871.79
Total For All Funds:						136,109.64

First National Bank

Main Office:

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

Les Cheneaux Branch

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

Mackinac Island Branch

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

West Mackinac Branch

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

Newberry Branch

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

2970849

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

Date 2/29/24 Page 1 of 1
ACCOUNT NUMBER

MUNICIPAL MONEY MARKET			1
ACCOUNT NUMBER		Statement Dates 2/01/24 thru 2/29/24	
PREVIOUS BALANCE	17,557.71	DAYS IN STATEMENT PERIOD	29
CREDITS TOTALING	.00	AVERAGE LEDGER BAL	15,911
1 DEBITS TOTALING	2,272.70	AVERAGE COLLECTED BAL	15,911
SERVICE CHARGE AMOUNT	.00	Interest Earned	13.91
INTEREST PAID	13.91	Annual Percentage Yield Earned	1.11%
CURRENT STMT BALANCE	15,298.92	2024 Interest Paid	30.31

DEPOSITS AND OTHER CREDITS.....		
DATE	DESCRIPTION	AMOUNT
2/29	INTEREST PAID 29 DAYS	13.91

CHECKS.....		
Date	Check No.	Amount
2/09		2,272.70
* INDICATES SKIP IN CHECK NUMBER		

DAILY BALANCE SUMMARY.....					
DATE.....	BALANCE	DATE.....	BALANCE	DATE.....	BALANCE
2/01	17,557.71	2/09	15,285.01	2/29	15,298.92

INTEREST RATE SUMMARY.....	
DATE.....	INTEREST RATE
1/31	1.10%

VILLAGE OF NEWBERRY



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

RESOLUTION 2024-03-19 RULES OF PROCEDURE AMENDED A RESOLUTION DEFINING VILLAGE COUNCIL RULES OF PROCEDURE

VILLAGE OF NEWBERRY COUNTY OF LUCE, STATE OF MICHIGAN

Motion By: _____ Supported By: _____

WHEREAS the Village Council shall adopt Rules that govern its proceedings pursuant to MCL 65:5(1); and

WHEREAS the Village Council wishes to fulfill this requirement and provide for Rules that govern its proceedings in the most orderly, efficient, and open manner; now, therefore, be it

RESOLVED that the following Rules of Procedure of the Village Council are in the best interest of the public health, safety, and welfare and are hereby adopted:

Rule 1. Regular Meetings. The Regular Village Council meetings shall be held on the third Tuesday of each month in the Village Hall. Meetings shall begin at 6:00 pm.

Rule 2. Order of Business and Agenda for Regular Meetings. The order of business and agenda for Regular Meetings of the Village Council shall be as follows:

- (a) Call to Order
- (b) Pledge of Allegiance
- (c) Roll Call
- (d) Approval of Agenda
- (e) Public Comment on agenda items and Reserved Public Comment
- (f) Village President Comment(s)
- (g) Scheduled Special Topic(s)
- (h) Accounts Payable and Financial Updates
- (i) Unanimous Consent Agenda
 - a. Approval of Minutes
 - b. Petitions and Communications
 - c. Reports of Boards, Commissions, and Committees
 - d. Reports of Village Officers and Leadership
 - e. Village Manager's Report
- (j) Unfinished Business
 - a. Public Comment follow-up from previous meeting
- (k) New Business
- (l) Public Comment
- (m) Assignment of Public Comment Response
- (n) Comments By Council Members
- (o) Adjournment

A written draft agenda and information packet shall be prepared by the Village Manager (VM) or VM Designee and the Village President for every Regular Meeting and shall be completed and copies made available to the members of the Village Council no later than 4:00 PM on the Friday 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 Village Council are present and consent, or unless there is an emergency pursuant to these rules.

Rule 4. Presiding Officer. The Village President shall preside at all meetings and in the absence of the President, the President Pro Tem shall preside, and if both the President and the President Pro Tem are absent the Village Clerk shall call the Village Council 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 Village Council 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 Village Council. 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 Council Member desiring to appeal shall state that a claim of appeal is being taken and shall state briefly what in that Council 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 Council 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 or Resolution 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 Council Member, but it may be withdrawn by the Council 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 Village Council to expedite the business of the Village Council. Such modification may be challenged by a Village Council 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 Village Council member, may ask orally or in writing that a certain matter be added to the agenda for consideration by the Council 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 Council 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 (VM) or VM designee if the Manager is on leave on the written request of the President or any three (3) Council Members. When the request to call a Special Meeting is initiated by a Council Member, the initiating Council Member shall submit a written request to the Village Manager or VM designee requesting the Special Meeting; the request shall contain the item(s) to be considered. The Village Manager or VM designee shall then forward the request to the Village Council and request if there are two (2) additional Council Members who would like to call the Special Meeting; and any Council Member who would like to join in making the request shall respond directly to the Village Manager or VM designee. If a special meeting is called, notification of such meeting will be given to the Village President and all Village Council 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 Village Council shall not consider at a Special Meeting any matter referred or submitted to it unless by a Village Council member which appears on the written notice of said Special Meeting as posted and released for delivery to all of the members of the Village Council.
- (b) Emergency items. At a Special Meeting as the first item of business after taking the roll, any Village Council 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 Village Council be considered at the Special Meeting. Any such matter may be considered at that Special Meeting if all Council Members elected and serving are present and if a motion is adopted by vote of not less than five 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 Village Council may be held only with the approval of two-thirds (2/3) of the members of the Village Council, 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 eighteen hours prior notice of the meeting can be given.

A written agenda shall be prepared by the Village Manager (VM) or VM designee for every Emergency Meeting and shall be completed and made available to the news media, released for delivery to the members of the Village Council, posted on the website and at the physical location of the meeting.

Rule 12. Reconsideration of Matters. The Village Council 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 Council 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 Village President 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 Council Members actually voting. The

Village President shall determine whether a matter is substantially the same as a prior matter and that determination is final and not reviewable by the Village Council.

Rule 13. Public Comment at Regular Meetings. The Village Council welcomes public comment and has prescribed the following to facilitate the conduct of public business.

- (a) Public Comment on agenda items during designated section. A person may address the Village Council on agenda items during the designated "Public Comment" time on the agenda or upon request by the presiding officer or any Council Member. All persons are encouraged to identify themselves and their address and shall direct their comments to the Council. 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 (e). 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 council or staff for answers to be given at the next regularly scheduled council meetings.
- (b) Public Comment during the designated Public Comment Section – Reserved. Any interested person or any special interest group wishing to address the Village Council for a reserved time, shall submit a written request to the Village Manager or Village President 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, address, & email 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 Village Council. All persons are encouraged to direct their comments to the Council. 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 (e). 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 council or staff for answers to be given at the next regularly scheduled council meetings.

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 Section – General. Any interested person wishing to address the Village Council regarding other matters may do so under the designated Public Comment section. All persons are encouraged to identify themselves and their address and direct their comments to the Council. The comment of any member of the public or any special interest group may be limited in time to three minutes except as provided in subsection (e). 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 council or staff for answers to be given at the next regularly scheduled council meetings.
- (d) Public Comment during the designated Public Comment Sections – President and Village Council members. The President and Village Council members interested in

making a public comment may do so under the designated Public Comment section. Further, the President and Village Council members may briefly respond for clarification purposed as a result of public comment.

- (e) **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 Village Council except in accordance with these rules. The clerk will maintain the official time and notify the speakers when their time is up.

Rule 14. Organizational Meeting. For purposes of these Rules, the Organizational meeting of the Village Council shall be considered a special meeting.

Rule 15. Procedure for calling Study Sessions. Study Sessions may be called by the Village Clerk on the request of the Village President, any three Council Members or the Village Manager. Study Sessions starting times shall be established in the notice of the meeting.

Notice of Study Sessions shall be delivered to all Council Members and to the Village Manager and posted in compliance with the Open Meetings Act at least 48 hours prior to the study session. Such notice shall include the time and place of the Study Session. Village Council members and the Village Manager shall also be given notice of the intended purpose of the Study Session. Additional matters may be considered at the Study Session in the discretion of the Village Council.

Rule 16. Public Comment at Study Sessions and Special Meetings. A person may address the Village Council 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 Village Council are encouraged to identify themselves and their address. The 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 five (5) Council Members. However, the following rules may be suspended only upon the vote of six (6) Council Members:

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

Village Council 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.

Rule 19. Attendance.

Election to the Village Council is a privilege freely sought by the nominee. It carries with it the responsibility to participate in council activities and represent the citizens of the Village. Attendance at Council meetings is critical to fulfilling this responsibility. A General Law Village Council is empowered by Section 65.5 of the General Law Village Act as amended to adjourn a meeting if a quorum is not present and compel attendance in a manner prescribed by its ordinance. The Village President may excuse absences for cause. If a Council Member has more than three consecutive absences for regular council meetings, the Council, at the motion of any Council Member, may pass a resolution of reprimand. If the Council Member's absences continue for more than three additional consecutive regular meetings of the Council, the Council, at the motion of any Council Member, may enact a resolution of censure or request the council member's resignation or both.

Village Council Committees are intended to enhance communication between Village Council and Village Management at early phases of development of significant items affecting public policy. As such, Committee participation is a fundamental duty of Village Council Members. If a Council Member is unable to attend a Committee Meeting, it is that Member's responsibility to contact the Committee Chair, Village Manager, and the Committee's Alternate Member immediately, as required by Village Ordinance. The Committee Chair may excuse absences for cause. If a Committee Member has more than three consecutive absences for Committee meetings, the Council Chair may request the Village President remove and replace the Committee member with another member of Council. If the Village President chooses to remove and replace the Committee Member, a motion of removal and a nomination of replacement will be made before the Village Council, as required by Ordinance.

BE IT FURTHER RESOLVED that these Rules shall be effective immediately and shall supersede all rules to the contrary.

Ayes: _____

Nays: _____

Absent: _____

RESOLUTION DECLARED ADOPTED.

By: *Catherine Freese*, Village President

By: Terese Schummer, Clerk

Date: _____, 2024

CERTIFICATION

I hereby certify that the foregoing is a true and complete copy of a resolution adopted by the Village Council of the Village of Newberry, County of Luce, State of Michigan, at a regular meeting held on **March 19, 2024**, that said meeting was conducted and public notice of said meeting was given pursuant to and in full compliance with the Open Meetings Act, being Act 267, Public Acts of Michigan, 1976, and that the minutes of said meeting were kept and will be or have been made available as required by said act.

Terese Schummer, Clerk

THE CONSENT AGENDA

What is a consent agenda?

A consent agenda groups the routine, procedural, informational and self-explanatory non-controversial items typically found in an agenda. These items are then presented to the board in a single motion for an up or down vote after allowing anyone to request that a specific item be moved to the full agenda for individual attention. Other items, particularly those requiring strategic thought, decision making or action, are handled as usual.

Why would an organization want to use a consent agenda?

Consent agendas are popular with many nonprofit organizations because they help streamline meetings and allow the focus to be on substantive issues.

What does it mean if we adopt a consent agenda?

- Documentation for consent items must be provided to the board prior to meetings so that directors feel confident that their vote reflects attention to their duty of care.
- Board members are encouraged to ask prior to the meeting all the questions that they want related to consent agenda items.
- If it is determined that an item on the consent portion of the agenda actually requires action or a decision that item should be removed from the consent portion of the agenda and raised later in the meeting.
- Any board member can request that an item be moved to the full agenda.
- A vote on the single motion applies to all the items on the consent portion of the agenda.

What does it *not* mean if we adopt a consent agenda?

- Consent agendas do not make it easier to ramrod through decisions since decision items are not placed on the consent portion of the agenda and all items on the consent portion of the agenda are still open to discussion and debate if someone requests they be moved.
- It is not always necessary to remove an item from the consent agenda if people have simple questions or wish to discuss the item further. Discussion is permitted after the motion for approval is made, but before the vote. However, everyone should remember that extensive conversation defeats the purpose of the consent agenda.

What normally is found on a consent agenda?

Routine, informational, procedural and self-explanatory non-controversial items are generally placed on the consent portion of the agenda. These typically are such things as:

- Approval of board and committee minutes
- Correspondence requiring no action
- Committee and staff reports
- Updates or background reports provided for informational purposes only
- Appointments requiring board confirmation
- Approval of contracts that fall within the organization's policy guidelines
- Final approval of proposals that have been thoroughly discussed previously, where the board is comfortable with the implications
- Confirmation of pro forma items or actions that need no discussion but are required by the bylaws
- Dates of future meetings

What is the process for using a consent agenda?

- The board must begin by approving a motion to adopt the consent agenda for its meetings.
- The board should then craft a policy about what may and may not be included in the consent portion of the agenda.
- The full agenda, including the consent items should be disseminated prior to the board meeting along with copies of reports and back up materials so that board members can do their due diligence prior to voting.
- As the first item of business the chairman should ask if anyone wishes to remove an item from the consent portion of the agenda.
- The chairman then asks for a motion to accept the consent agenda.
- Once the motion has been received, the chairman opens the floor for any questions or discussion on the items remaining on the consent agenda. The understanding, though, is that the directors have come prepared and, other than a quick point or question, they are comfortable voting for the items or they would have asked to have them removed.
- If any items were removed from the consent portion of the agenda the chairman may determine where on the agenda those items will be discussed, e.g., immediately after the consent agenda has been accepted or later on the agenda.
- Quickly reviewing the remaining items, the chairman asks for any objections to the adoption of those remaining items. If none are offered all items on the consent agenda are considered to be passed.

What does the rest of the agenda look like?

The answer to this is that it depends. If the organization is most comfortable with an “old business/new business” format, this can remain. However, the organization may find more benefit tackling one or two items that relate directly to the mission, vision and organizational values and that require special attention. Time spent in educating the board on mission-related, governance, or community issues is always valuable, as is dedicating some time to those problems or concerns that keep the executive director awake at night and the BTW Talk.*

* The “By the Way” Talk refers to giving board members the opportunity to share what they’ve heard or learned since the last board meeting that might have impact on the organization either in the short or long term. It could be considered a continuous environmental scan.

Communications Received

Pertinent communications received by officials on the council/commission are read by the official. The communications are recorded with a brief statement that identifies the author and a summary of the topic or main idea. Generally, it is understood that the communication will be filed unless a councilmember moves to do something about the item. Junk mail should not be mentioned, as it takes up valuable time.

Appointments of Committees

A record should be kept of all individuals appointed to committees. Indicate the committee, the individual's appointment and the term of office. If the committee is a new one, the minutes should indicate the purpose of the committee and the time-frame within which the committee is to work and report back, if required. The minutes should also indicate whether the committee is a standing committee or an ad hoc committee.

Consent Agenda

A consent agenda contains routine items which do not need further discussion. The whole group of items is approved in one motion and one roll call vote. In the minutes, the actions passed in the consent agenda are recorded individually and in full. If discussion of an item is desired, it can be removed from the consent agenda and discussed immediately after approval of the consent agenda or in its normal sequence on the agenda.

The printed agenda should contain a consent agenda definition like the one below:

All matters listed under Item 7, Consent Agenda, are considered routine by the council and will be enacted by one motion. There will be no separate discussion of these items. If discussion of an item is required it will be removed from the consent agenda and considered separately.

Adjournment and Signature

The motion to adjourn should be recorded like all other motions. A motion to adjourn is not, however, required. The chair may declare the meeting adjourned, unless there are objections, when all of the business on the agenda has been covered. The exact time of adjournment should be recorded. A meeting may not be adjourned before the full agenda is finished, unless a motion to do so has passed. Remaining items are to be covered at the next meeting under "Unfinished Business." After indicating that the meeting was adjourned, the recorder's name and title should follow. The minutes are then signed in black or blue ink.

*Meeting adjourned at 9:30 p.m.
Thomas Hightower, Clerk, City of Green Valley*

Q: What is a "Consent Agenda" and how will it make our meetings go faster?

At every board meeting, at least a few items come to the agenda that do not need any discussion or debate either because they are routine procedures or are already unanimous consent. A consent agenda (Roberts Rules of Order calls it a consent calendar) allows the board to approve all these items together without discussion or individual motions. Depending upon the organization, this can free up anywhere from a few minutes to a half hour for more substantial discussion..

What belongs on the consent agenda?

Typical consent agenda items are routine, procedural decisions, and decisions that are likely to be noncontroversial. Examples include:

- Approval of the minutes;
- Final approval of proposals or reports that the board has been dealing with for some time and all members are familiar with the implications;
- Routine matters such as appointments to committees;
- Staff appointments requiring board confirmation;
- Reports provided for information only;
- Correspondence requiring no action.

How are items on a consent agenda handled?

A consent agenda can only work if the reports and other matters for the meeting agenda are known in advance and distributed with agenda package in sufficient time to be read by all members prior to the meeting. A typical procedure is as follows:

1. When preparing the meeting agenda, the president or chairperson determines whether an item belongs on the consent agenda.
2. The president prepares a numbered list of the consent items as part of, or as an attachment to the meeting agenda.
3. The list and supporting documents are included in the board's agenda package in sufficient time to be read by all members prior to the meeting.
4. At the beginning of the meeting, the chair asks members what items they wish to be removed from the consent agenda and discussed individually.
5. If any member requests that an item be removed from the consent agenda, it must be removed. Members may request that an item be removed for any reason. They may wish, for example, to discuss the item, to query the item, or to register a vote against the item.
6. Once it has been removed, the chair can decide whether to take up the matter immediately or place it on the regular meeting agenda.
7. When there are no more items to be removed, the chair or secretary reads out the numbers of the remaining consent items. Then the chair states: "If there is no objection, these items will be adopted." After pausing for any objections, the chair states "As there are no objections, these items are adopted." It is not necessary to ask for a show of hands.
8. When preparing the minutes, the Secretary includes the full text of the resolutions, reports or recommendations that were adopted as part of the consent agenda.

How to start using a consent agenda

In order to start using a consent agenda, the board should first adopt a rule of order allowing for the consent agenda process. A sample rule is:

"A consent agenda may be presented by the president at the beginning of a meeting. Items may be removed from the consent agenda on the request of any one member. Items not removed may be adopted by general consent without debate. Removed items may be taken up either immediately after the consent agenda or placed later on the agenda at the discretion of the assembly.

It is important to make sure that all directors know what items belong on the agenda and how to move items to and from the consent agenda. For this reason, instruction on using the consent agenda should be part of the board orientation program.



1211 Ludington St.
Escanaba, MI 49829
☎: 906.233.9360
www.c2ae.com

January 30, 2024

Allison Watkins, Manager
Village of Newberry
302 E. McMillan Ave.
Newberry, MI 49868

Re: Professional Engineering Agreement
TMF-Lead Service Line Grant

Dear Ms. Watkins:

We are pleased to offer our services with the implementation of your Michigan TMF-Lead Service Line (TMF-LSL) funded grant to investigate your public water system to identify existing lead services and prepare the necessary planning documents to capture funding. The following scope of services itemizes the components necessary under the grant program and related costs.

Statement of Understanding

The Michigan Department of Environment, Great Lakes, and Energy (EGLE) recently announced over \$50 million in TMF-LSL grant funding for municipalities to verify water service line materials where they are expected to be lead. Each community can request up to \$600,000 in grant funding, without a local match, to perform outreach/education efforts, develop planning documentation, and perform service line investigations. Grant activities must be completed by September 15, 2026. The overall intent of the grant program is for communities to become better prepared to pursue Bipartisan Infrastructure Law (BIL) funding through EGLE for the replacement of lead service lines.

If lead services are found and your community desires to pursue BIL Lead Service Line Removal (BIL-LSLR) funding, the program is 51% loan and 49% principal forgiveness for overburdened communities. The FY 2024 BIL-LSLR program dollars available are over \$109 million. Additional program dollars will be available in FY 2025 and FY 2026.

The Village of Newberry is submitting an application to EGLE for the TMF-LSL grant. Upon an offer and the return of a grant agreement with EGLE, the Village, if it so chooses to proceed and signs this engineering agreement, is authorizing C2AE to perform the necessary engineering and project management functions to meet the grant requirements.

It is understood that the Village will provide force account work to assist the engineer in the field, especially during the asset inventory functions. This work focuses primarily on asset identification/location and possibly uncovering assets to verify system materials records.

Scope of Services

Public Outreach

C2AE will assist the Village to advertise and hold a public presentation to review the impacts of lead services on public health, the processes under which they are identified, and the techniques used to replace them. This presentation will further explain the current testing being conducted and current compliance with State and Federal laws. Lastly, the

scope of the TMF-LSL grant work will be overviewed with the public to increase their understanding of the project and their role in making the grant a success.

Informational brochures will be developed and distributed to the general public to help inform them of how the water enters their home/business, a description of the water service components, and potential replacement process for any discovered lead services.

As an additional step to educate the public, we will create a flyer to be included with water bills for the affected customers to inform them of the planned activities. This will ensure adequate access to perform the internal inspections and prepare the residents of the future potholing work to be performed on their property. The required notification will be sent to any resident once a confirmed LSL has been found.

Project Plan Development

A Drinking Water State Revolving Fund (DWSRF) Project Plan will be developed to exclusively pursue a LSLR project targeting BIL funding. This DWSRF Project Plan will utilize the information collected from the LSL verification component to identify and define the scope of the project.

The required federal cross cutters and environmental study, as well as the environmental impact assessment and mitigation efforts, will be completed during this development phase. Additionally, an analysis of alternatives, present worth analysis, and selected alternatives will be performed.

A Capital Improvement Plan (CIP) and review of the current rate structure will also be completed to ensure the affordability of the community to complete the work. This will culminate in a recommended rate structure/methodology being developed for the community to assist them in funding the scope of work included in the DWSRF Project Plan.

Recognizing that DWSRF Project plans are viable for a 5-year period, future LSL replacement projects will be defined beyond the 1-year planning to position the community to pursue future funding to remain in compliance with the State and Federal requirements to replace all LSL by January 1, 2041 and maintain the required minimum 5% replacement per year.

The DWSRF Project Plan elements are as follows:

1. Submit ITA to EGLE.
2. Determination of Overburdened Community Status.
3. Prepare a New Project Plan for lead service line replacements. Include cost and affordability requirements.
4. Submit Draft Project Plan for EGLE review.
5. Attend and present Project Plan at Public Hearing.
6. Compile and submit final draft of Project Plan.

Lead Service Line Identification

A portion of the existing water system's "unknown material" service lines or service lines constructed prior to 1989 will be investigated using a method called "potholing" to access and identify the service materials. Field services to perform the vactor truck operation will be bid and contracted to companies that have experience in this area. Service materials will be recorded in a database to be used to develop planning documents. We will assist with field staff to verify material type and determine where potholing shall occur.

Our services shall include the following in developing and implementing your TMF-LSL grant:

1. GIS Background Preparation and Labels

C2AE will update a Water System and Service Line database to be used in collecting and analyzing data throughout the project and assist in preparing a bid package for the pothole investigations. We will build upon any available data and system resources.

2. Piping Age Inventory

Review existing record drawings, service lead cards, and other information to verify service line materials and age, which will be utilized to prepare a list of services to perform pothole investigation.

3. Create Templates and Interface for Data Entry

Develop templates to collect service line materials during potholing investigations and house/building internal inspections that will interface with the existing water system database. Field staff will have pull-down menus to select materials to maintain consistency in how the data is collected.

4. Service Identification and GPS Location

Utilizing hand-held GPS equipment, record locations of service line investigations and service components to be used to develop the DWSRF Project Plan elements.

5. Bid Package and Field Oversight Services

Prepare a bid package for Pothole Investigations to be sent to contractors that specialize in this type of work. Since the potholing work is a significant portion of the grant, we want to ensure that this work is being performed as cost-effectively as possible. C2AE will provide a field representative to accompany the contractor during potholing to observe and collect data on service materials as-needed. Furthermore, we will oversee that restoration work is completed.

6. Internal Inspections

In conjunction with Village staff, we will provide staff to perform residential and business service line investigations to identify service line material at the water meter. We will take photographs and record information using the templates to interface with the database.

7. Data Entry

Complete data entry and review the output to identify lead services. Provide the Village with summary reports of the investigations and review the elements that will be included in the DWSRF Project Plan.

Schedule

We make the assumption that the Village is offered a grant agreement and signs it around April 1, 2024. Under this scenario the work would progress as follows:

January 31, 2024	TMF-LSL Application "due by" date
March 2024	EGLE Grant Award Notifications
April – June 2024	Public Outreach Review existing service lead information Create database templates for data collection Identify service leads to perform additional investigation Prepare bid packages for pothole investigation



June – October 2024	Perform Potholing Investigations Perform residential/business internal investigations
November 2024 – April 2025	Evaluate lead service line information collected during the grant Develop DWSRF Project Plan Submit the plan to EGLE
September 15, 2026	Completion of all grant-related work

Compensation

The following is our engineering costs to perform the scope of work on a Time and Materials basis, as outlined above.

Public Outreach:	\$ 7,500
Project Plan Development:	\$ 40,000
<u>Lead Service Line Identification:</u>	<u>\$106,550</u>
Total:	\$154,050

The engineering efforts associated with this TMF-LSL Grant on which a grant request will be based are \$ 154,050.

If you concur with our proposal, please sign in the space provided and return a copy to our office.

A copy of our Standard Provisions is attached and made part of this agreement.

Sincerely,

C2AE

Kelly R. Heidbrier
Project Manager

William J. Kimple, PE
Government Market Leader

Authorization to Proceed:

Village of Newberry

Date

Village of Newberry
Management Committee Meeting Minutes
Thursday, February 22, 2024, 9:30am

Call to Order

9:30am

Roll Call

Present – Chairperson Freese, Trustee Stokes, Trustee Cameron, Village Manager Watkins

Public Comment

No public present.

Unfinished Business

1. Consent Agenda
 - a. A sample Consent Agenda was presented to the Committee. Monthly Payables will be removed from the Consent Agenda for the time being. May be added back in the future. The Committee recommends approval by the full Council.
2. Rules and Procedures
 - a. Rule 2 updated to reflect the Consent Agenda update. The Committee recommends approval by the full Council.

New Business

None currently.

Public Comment

No public present.

Adjournment

9:59am

VILLAGE OF NEWBERRY



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

NEWBERRY FIRE REPORT

February 2024

SEC. T. IMMEL

Fire Calls

2-29-2024 Car fire in village limits on East Ave B

Other

2-7-2024 Regular Meeting

2-21-2024 Regular Meeting

Training

2-7-2024 Training at Newberry Motors with Ambulance Corr. on evacuation of victims injured and in a lower level, and firemen down in a smoke filled area.

VILLAGE OF NEWBERRY



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

DPW Superintendent

Jerry Hollingshead

February 2024

- Miss Digs
- Work Orders
- Cold Patch Roads
- Snow Plowing/Salt & Sanding
- Shop Inventory (Parts & Tools)
- Clean and Rearranged Shop
- Installed New Shelving & Bins
- Vehicle Maintenance & Repairs

Newberry Wastewater Treatment Plant

George Blakely Superintendent

February 2024 Report

Wastewater Treatment

- Monthly report submitted to EGLE
- Staff Safety Meeting
- Routine Preventive Maintenance
- Outside Maintenance
- Best spring runoff have seen

VILLAGE OF NEWBERRY



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

Newberry Water and Light Dept

Dan Kucinkas Water & Light Supt.

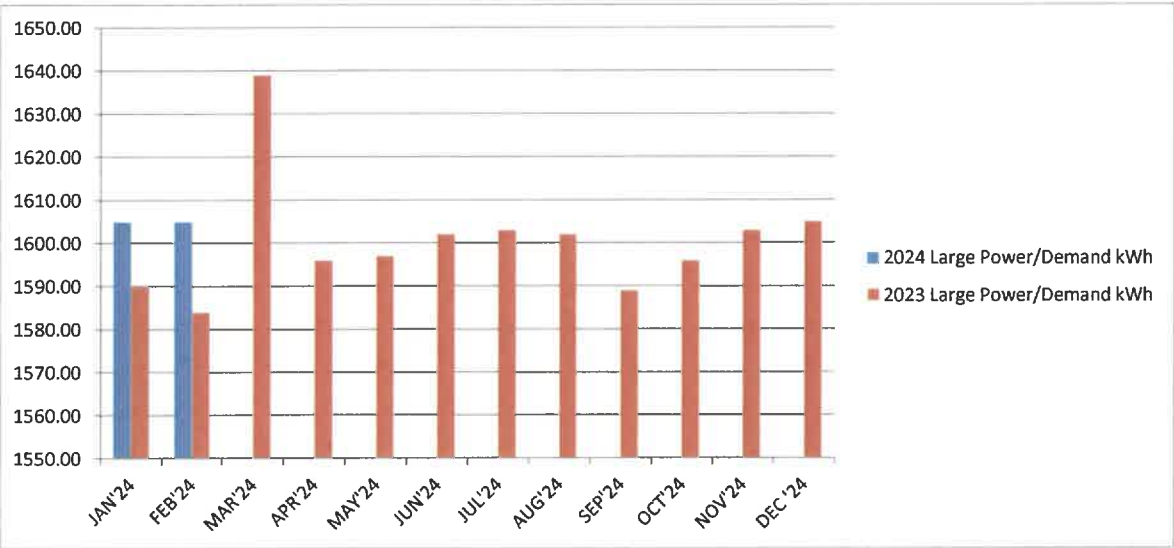
February 2024

- Red Tags
- Multiple Miss Digs
- Disconnects/Reconnects
- Daily Well Inspection
- Monthly Water Test (came back good)
- Read Meters/Best of Ability
- Started Mid-Winter Flush (Finished)
- Trimming Services
- Cross Connection Report Finished
- Installed New Service for New Customer
- Wrecked Out Old Wire on Poles
- Wrecked Out Transformer and Services to Old Buildings
- Started on Yearly Water Testing

Water & Light

Electric Demand Report Large Power/Industrial 2024

MONTH:	LG POWER/INDUSTRIAL	BILLED AMOUNT
DEC'23	1605.00	\$ 14,432.00
JAN'24	1605.00	\$ 14,438.95
FEB'24	1605.00	\$ 14,438.95
MAR'24		
APR'24		
MAY'24		
JUN'24		
JUL'24		
AUG'24		
SEP'24		
OCT'24		
NOV'24		
DEC '24		



2024 - ELECTRIC USAGE BILLING

	RESIDENTIAL				COMMERCIAL				LARGE POWER				DEMAND		
	ER KW	METERS	ER FUEL ADJ	ER AMT BILLED	EC KW	EC METERS	EC FUEL ADJ	EC AMT BILLED	LG KW	LG METERS	LG AMT BILLED	FUEL ADJ	DEMAND KW	METERS	DEMAND AMT BILLED
2024															
JAN	641711.00	1171	\$ 3,836.25	\$ 67,196.19	225693.00	215	\$ 1,321.75	\$ 26,451.61	426528.00	15	\$ 22,487.23	\$ 5,051.88	1605.00	13	\$ 14,438.95
FEB	562176.00	1161	\$ 7,312.55	\$ 58,869.56	232515.00	217	\$ 3,006.34	\$ 27,351.88	512252.00	15	\$ 27,008.95	\$ 6,076.61	1605.00	13	\$ 14,438.95
MAR															
APR															
MAY															
JUN															
JUL															
AUG															
SEPT															
OCT															
NOV															
DEC															
TOTAL		2332.00	\$ 11,148.80	\$ 126,065.75	458208.00	432.00	\$ 4,328.09	\$ 53,803.49	938780.00	30.00	\$ 49,496.18	\$ 11,128.49	3210.00	26.00	\$ 28,877.90
AVG	601943.5	1166	5574.4	63032.875	229104	216	2164.045	26901.745	469390	15	24748.09	5564.245	1605	13	14438.95

TOTAL Kwh 1400.20
AVERAGE MET 1410

Water & Light
Purchased Power Report 2024

MONTH:	RES/COM KWH	DEM. BILLED	RES/COM BILL	CONSUMERS	MPPA	MISO	ATC	CEC-HYDRO	2024 PAID	2023 PAID	2022 PAID	SAVED: (2023 vs 2022)
JAN '24	2643177.00	\$ 14,438.95	\$ 160,180.99	\$ 67,175.36	\$ 87.32	\$ 2,384.25	\$ 14,484.06	\$ 9,594.95	\$ 93,725.94	\$ 93,074.33	\$ 104,775.64	\$ 4,557.81
FEB '24	2681545.00	\$ 14,438.95	\$ 163,975.96	\$ 59,050.72	\$ 232.49	\$ 3,099.75	\$ 14,484.06	\$ 9,662.76	\$ 86,529.78	\$ 91,487.59	\$ 95,445.75	\$ 87,359.74
MAR '24												
APR '24												
MAY '24												
JUN '24												
JUL '24												
AUG '24												
SEP '24												
OCT '24												
NOV '24												
DEC '24												
	5324722.00	\$ 28,877.90	\$ 324,156.95	\$ 125,226.08	\$ 319.81	\$ 5,484.00	\$ 28,968.12	\$ 19,257.71	\$ 180,255.72	\$ 1,043,351.76	\$ 901,980.54	\$ 863,096.04

Chart Title



2023		2024	
JAN	3278592.00	JAN	2643177.00
FEB	3095300.00	FEB	2681545.00
MAR	2551458.00	MAR	
APR	3010799.00	APR	
MAY	2529786.00	MAY	
JUN	2441355.00	JUN	
JUL	2701799.00	JUL	
AUG	3028211.00	AUG	
SEP	2683653.00	SEP	
OCT	2180785.00	OCT	
NOV	3026904.00	NOV	
DEC	3021488.00	DEC	

Water & Light Water Pumpage Report - 2024

MONTH	Recorded Gallons Pumped 1st -30th/31st month	Billed Water Amounts (16th to 15th of the month prior)	Actual Revenue Received 1st - 30th of the month (billed from month prior)	Billed Reu's (16th to 15th of the month prior)	Gallons Billed (16th to 15th of the month prior)	Difference between gallons pumped and gallons billed	Monthly Revenue Goal	% OF GOAL	Difference between Revenue Collected and Monthly Revenue Goal
JAN'24	4,259,600.00	\$	\$ 79,133.78	1,012.70	3,038,124.27	1,221,475.73	\$ 71,250.00	111.1%	\$7,883.78
FEB'24	4,530,900.00	\$	\$ 77,976.13	1,008.10	3,024,300.00	1,506,600.00	\$ 71,250.00	109.4%	\$6,726.13
MAR'24						-			
APR'24						-			
MAY'24						-			
JUNE'24						-			
JULY'24						-			
AUG'24						-			
SEPT'24						-			
OCT'24						-			
NOV'24						-			
DEC'24						-			
	Total Gallons Pumped 8,790,500.00	Total Billed Amounts 156,108.14	Total Actual Revenue \$ 157,109.91	Billed REU's \$ 2,020.80	Gallons Billed 6,062,424	2,728,075.73	Revenue Goal 914,000.00	% OF GOAL 17%	Total \$14,609.91

