

**VILLAGE OF NEWBERRY
VILLAGE COUNCIL MEETING
Monday, April 15, 2019
Meeting Location: 302 East McMillan Ave
Meeting Time: 6:00 p.m.**

1. CALL TO ORDER

2. PLEDGE OF ALLEGIANCE

3. ROLL CALL

4. APPROVAL OF AGENDA

5. APPROVAL OF MINUTES

1. Village Council – Regular Session – Monday, March 18, 2019 at 6:00 p.m. – correction
2. Village Council – Special Session – Friday, April 5, 2019 at 9:30 a.m.
3. Village Council – Special Session – Tuesday, April 10, 2019 at 9:30 a.m.

6. VILLAGE PRESIDENT ANNOUNCEMENTS

1. None Prescheduled

7. PUBLIC COMMENTS ON AGENDA ITEMS – Prior to consideration of official business, citizens may speak to a subject on today's agenda. Please limit comments to 3 minutes.

1. None Prescheduled

8. SUBMISSION OF BILLS AND FINANCIAL UPDATES

1. Village of Newberry – Monthly Bills – March 2019

| | | |
|---------------|-----------------------|--------------------|
| 101 | General Fund | \$15,554.25 |
| 202 | Major Street Fund | \$11.38 |
| 203 | Local Street Fund | \$69.52 |
| 213 | Fire Revolving Fund | \$6,285.96 |
| 409 | TORC | \$1,677.50 |
| 590 | Sewage Receiving Fund | \$13,214.67 |
| Total: | | \$36,813.28 |

2. Water & Light – Monthly Bills – March 2019

| | | |
|---------------|---------------|---------------------|
| 582 | Electric Fund | \$110,964.79 |
| 591 | Water Fund | \$3,557.15 |
| Total: | | \$114,521.94 |

Save the Bells – as of 03/31/2019
(Note: the expense indicated on the bank statement is for reimbursement of 2018 expenses)

\$12,220.20

3. Treasurer's Report – March 2019

4. Request for Disbursement of Funds – Stormwater / Asset Management / Wastewater (SAW) Grant Program
 - a. Request #11 – March 1, 2019 – March 31, 2019 – Total: \$15,930.18
 - i. C2AE Invoice #67825: \$7,615.69
 - ii. C2AE Invoice #67826: \$430.20
 - iii. Oudbier Instrument Co. Invoice #69083: \$2,350.00
 - iv. C2AE Invoice #67681: \$839.70

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

1. Memorandum from Larry Vincent, dated March 21, 2019
2. Memorandum from Larry Vincent, dated March 25, 2019
3. Letter from Department of Treasury: Deficit Elimination Plan Approval

10. INTRODUCTION AND ADOPTION OF RESOLUTIONS AND ORDINANCES

1. Ordinance A: Management, Control, ad Use of the Water and Light Plants and Distribution Systems of the Village of Newberry – Review Sections: A:1:8 and A:2:4b

11. REPORTS OF BOARDS

1. Water & Light Board Meeting from Tuesday, April 9, 2019
2. Planning Commission Meeting from Monday, March 25, 2019
 - a. Planning Commission - Vacancy

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

1. Fire Chief
2. Ordinance Enforcement Officer
3. Director of Human Resources & Community Engagement
 - a. FOIA Status Report
4. Superintendent of Wastewater Treatment Plant
5. Superintendent of Water & Light
6. Assistant Village Manager
7. Superintendent of Parks & Recreation
8. Village Manager

13. REPORTS OF COMMITTEES

No reports scheduled from the following committees for the April 15, 2019 meeting: DPW/ WWTP Committee; Finance; Strategic Health Alliance; Safety Committee; Save the Bells; and Project Rising Tide.

1. Ordinance Committee
2. Management Committee
3. Fire Advisory Committee

14. UNFINISHED BUSINESS

1. None Prescheduled

15. NEW BUSINESS

1. Budget Amendments
 - a. Water
 - b. Electric
2. Protecting Local Government Retirement and Benefits Act Corrective Action Plan:
 - a. Retirement Health Benefit Systems – Request Approval of CAP
 - b. Defined Benefit Pension Retirement Systems – Request Approval of CAP

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

17. COMMENTS BY COUNCIL MEMBERS

18. ADJOURNMENT - REGULAR SESSION

Newberry Village Council
Regular Meeting Minutes
March 18, 2019
302 East McMillan Ave.
6:00 p.m.

Present: President Stokes, Trustees: Dishaw, Freese, Hardenbrook, Hendrickson.

Absent: Brown, Hitts.

Also Present: Assistant Village Manager – Buck Vallad, Superintendent WWTP – Blakely, Clerk – Schummer, Fire Chief – John Wendt, Ken Stokes, Sterling McGinn, Kirby Wendt, Scott Ouellette, Kip Cameron, Don Jones, Eric Buckler, Mike Schnorr, Don Ratliff.

Call to Order: President Stokes called the meeting to order at 6:00 p.m. at the Village of Newberry Administration Building. The Pledge of Allegiance was recited.

Approval of Agenda: Moved by Hendrickson, support by Hardenbrook, **CARRIED**, to approve the agenda with the following changes: Under New Business: delete #5 – 41 Lumber Building Update – covered in Managers report. Under Petitions and Communications: #3 Letter from Michael P. Schnorr – Add - Mr. Schnorr to address Council. Under Reports of Boards – add 1b) Per Ordinance A Section 1:9, discuss report that is due by 4th Monday in March and add 2b) Planning Commission vacancy advertising. Under Reports of Committees: Management Committee - Add 1a & 1b) Council action needed on two issues and 1c) Discuss Fire Advisory Committee and setting up meeting with Townships. Ayes: All. Absent: Brown, Hitts.

Minutes: Moved by Freese, support by Dishaw, **CARRIED**, to approve the March 18, 2019, regular session minutes as written. Ayes: All. Absent: Brown, Hitts. Abstain: Hardenbrook.

Village President's Announcements: Stokes nominated Kirby Wendt for the W&L Board. Moved by Dishaw, support by Freese, **CARRIED**, to appoint Kirby Wendt to the vacancy on the W&L Board. Discussion followed. Ayes: Dishaw, Freese, Hardenbrook, Stokes. Nays: Hendrickson. Absent: Brown, Hitts.

Public Comments on Agenda Items: Eric Buckler, Scott Ouellette, Don Ratliff.

Submission of Bills and Financial Updates:

- 1.) Village of Newberry – Monthly Bills. Moved by Dishaw, support by Hardenbrook, **CARRIED**, to approve the February 2019 bills as presented, in the amount of \$27,751.61 with the exception of the Hitts CPS invoices. Discussion followed. Ayes: All. Absent: Brown, Hitts.
- 2.) Water & Light monthly bills for February 2019: Moved by Hendrickson, support by Freese, **CARRIED**, to accept the recommendation of the W&L Board to pay the February Electric and Water Funds in the total amount of \$108,964.96, with the exception of the Hitts CPS invoices. Discussion followed. Ayes: All. Absent: Brown, Hitts.
- 3.) Christmas Lights Fund – as of 02/28/2019 - \$14,527.82.
- 4.) Treasurer's Report – January 2019 – The Council accepted the report as presented.
- 5.) Request for Disbursement of Funds – Stormwater/Asset Management/Wastewater (SAW) Grant Program, pay when paid. Moved by Hendrickson, support by Hardenbrook, **CARRIED**, to approve payment of Request #10, January 1, 2019 – February 28, 2019, C2AE Invoice #67527: \$3,200.76, C2AE Invoice #67528: \$1,020.60, C2AE Invoice #67680: \$2,307.50, C2AE Invoice #67681: \$839.70, for a total of \$7,368.56. Ayes: All. Absent: Brown, Hitts.

Petitions and Communications:

- 1.) Letter from Waste Management. Discussed.
- 2.) Letter from GEI Consultants. Vallad discussed the 41-Lumber Building collapse. Council Action: Form an Ad-hoc - 41 Lumber Building Committee, with Dishaw as Chairman and members being – Hardenbrook, Freese and Stokes as alternate.
- 3.) Letter from Michael P. Schnorr: Michael Schnorr and Eric Buckler addressed the Council regarding the letter.
- 4.) Letter from Kirby Wendt.
- 5.) Letter from Matt Perry.

Introduction and Adoption of Ordinances and Resolutions:

- 1.) Performance Resolution for Governmental Agencies – Michigan Department of Transportation. Council Action: Moved by Dishaw, support by Hardenbrook, **CARRIED**, to adopt the Performance Resolution for Governmental Agencies. Ayes: All. Absent: Brown, Hitts.
- 2.) Ordinance A – Review Draft Version. Council Action: The Ordinance Committee will take this issue up.

Reports of Boards:

- 1.) Water & Light Board Meeting from Tuesday, March 12, 2019: Dishaw gave the report.
 - a.) Per Ordinance A Section 1:9, discuss report that is due by 4th Monday in March.
- 2.) Planning Commission Meeting:
 - a.) Planning Commission – Vacancy.
 - b.) Advertise Vacancy – Council Action: Moved by Hendrickson, support by Freese, **CARRIED**, to change advertisement for the Planning Commission vacancy to follow the Planning Commission Ordinance, and have letters of interest sent to the Village President who then will share them with the Planning Commission Chair. Ayes: All. Absent: Brown, Hitts.

Reports of Village Officers and Management:

- A.) Fire Chief: Fire Chief John Wendt gave the report. Council Action: Moved by Hardenbrook, support by Dishaw, **CARRIED**, to approve the Newberry Fire Department closing off East Truman from Newberry Avenue to Handy Street, on July 4th for the purpose of a community celebration. Ayes: All. Absent: Brown, Hitts.
- B.) Ordinance Enforcement Officer: None.
- C.) Director of Human Resources & Community Engagement: Watkins submitted a written report.
 - a. FOIA Status Report – No updates.
- D.) Superintendent of Wastewater Treatment Plant: Blakely gave a verbal as well as a written report.
- E.) Superintendent of Water & Light: Joe Lively – Working Foreman, submitted a written report.
- F.) Assistant Village Manager: Vallad gave his report and discussed the Budget Amendments. Council action: Moved by Dishaw, support by Hendrickson. **CARRIED**, to approve the Budget amendments – General Fund 2018. Discussion followed. Ayes: All. Absent: Brown, Hitts. Stokes stated that she would try to set-up a meeting of the Fire Advisory Committee with all the entities involved.
- G.) Superintendent of Parks and Recreation: James-Mesloh submitted a written report.
- H.) Village Manager: James-Mesloh submitted a written report.

Committee Reports:

- 1.) Management Committee: Stokes gave the report. Minutes for the March 7 and March 14, 2019 meetings presented and attached to minutes.
 - a.) Council action: Moved by Hardenbrook, support by Freese, **CARRIED**, that direction be given to the Village Manager or her designees to have available for pick up at the Administration Building, paper copies of the agenda and packet information by 4:00 p.m. on the Friday before the regularly scheduled meeting. Discussion followed. Ayes: All. Absent: Brown, Hitts.
 - b.) Discussion was held as to how Council would like to structure and conduct the annual evaluation of the Village Manager.
 - c.) Hendrickson requested to have discussion on the Village Rules of Procedure #5.

Unfinished Business:

- 1.) Update on Special Session: December 21, 2018; Attorney Investigation. Hitts absent – no update.
- 2.) Update on Pentland Township Delinquent Bills and Mediation. – Nothing new.
- 3.) Update on Audit Directives: Material Weaknesses.

New Business:

- 1.) W&L Board Vacancy – Appointment – Done prior, during President's Announcements.

- 2.) Request Submission of 2018 Delinquent Utility Accounts to Collections. Council action: Moved by Hardenbrook, support by Hendrickson, **CARRIED**, that the sixty-one, 2018 delinquent W&L accounts, totaling \$28,365.76, be submitted to Northern Credit Bureau for collection. Ayes: All. Absent: Brown, Hitts.
- 3.) Budget Amendments – General Fund – 2018 – Voted on during Assistant Managers Report.
- 4.) Employee Insubordination. Not discussed.
- 5.) 41 Lumber Building Update – Done during Assistant Manager report.

Public Comment: Comment heard from: Scott Ouellette, Kip Cameron, Michael Schnorr, Don Jones, Terese Schummer.

Comments by Council Members: Comment heard from Hendrickson and Freese.

Adjourn Meeting: Moved by Dishaw, support by Hardenbrook, **CARRIED**, to adjourn the meeting at 9:01 p.m. Ayes: All. Absent: Brown, Hitts.

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

Terese Schummer, Clerk

Lori A. Stokes, Village President

Newberry Village Council
Special Session - Regarding Arbitration
April 5, 2019
302 East McMillan Ave.
9:30 a.m.

Present: President Stokes, Trustees: Brown, Dishaw, Freese, Hendrickson, Hitts.

Absent: Hardenbrook.

Also Present: Director of Human Resources & Community Engagement – Watkins, Treasurer – Medelis, Clerk - Schummer, Kip Cameron, Don Ratliff, John Bergman, Don Jones, Rebecca Handa, Deborah Johnson, Mike Schnoor.

Call to Order: President Stokes called the meeting to order at 9:30 a.m. at the Village of Newberry Administration Building. The Pledge of Allegiance was recited.

Public Comments: Comments heard from the following: Mike Schnoor, Kip Cameron, Don Ratliff, Rebecca Handa, John Bergman, Deborah Johnson.

New Business: Moved by Brown, support by Hitts, **CARRIED**, to go into closed session to discuss our attorney's legal opinion concerning the Lori Stokes arbitration matter and to consider settlement pursuant to MCL 15.268 (e) and (h). Role call vote: Ayes: Brown, Dishaw, Freese, Hendrickson, Hitts. Absent: Hardenbrook. Recused: Stokes.

Council adjourns to closed session at 9:44 a.m.

Moved by Brown, support by Hitts, **CARRIED**, to return to open meeting and end the closed session. Roll call vote. Ayes: Brown, Dishaw, Freese, Hendrickson, Hitts, Stokes. Absent: Hardenbrook.

The open meeting reconvenes at 11:35 a.m.

Comment: Brown stated that the Council had decided to postpone in making a decision until Councilman Hardenbrook can join in the discussion with the hope to meet again early next week.

Adjourn Meeting: Moved by Hitts, support by Brown, **CARRIED**, to adjourn the meeting at 11:37 a.m. Ayes: All. Absent: Hardenbrook.

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

Terese Schummer, Clerk

Lori A. Stokes, Village President

Newberry Village Council
Special Session - Regarding Arbitration
April 10, 2019
302 East McMillan Ave.
9:30 a.m.

Present: President Stokes, Trustees: Brown, Dishaw, Freese, Hardenbrook, Hendrickson, Hitts.

Absent: None.

Also Present: Director of Human Resources & Community Engagement – Watkins, Clerk - Schummer, Steve Stizel.

Call to Order: President Stokes called the meeting to order at 9:30 a.m. at the Village of Newberry Administration Building. The Pledge of Allegiance was recited.

Public Comments: None.

Old Business: Moved by Brown, support by Dishaw, **CARRIED**, to go into closed session to discuss our attorney's legal opinion concerning the Lori Stokes arbitration matter and to consider settlement pursuant to MCL 15.268 (e) and (h). Roll call vote: Ayes: Brown, Dishaw, Freese, Hardenbrook, Hendrickson, Hitts. Absent: None. Recused: Stokes.

Council adjourns to closed session at 9:35 a.m.

Moved by Brown, support by Hardenbrook, **CARRIED**, to return to open meeting and end the closed session. Roll call vote. Ayes: Brown, Dishaw, Freese, Hardenbrook, Hendrickson, Hitts. Recused: Stokes. Absent: None.

The open meeting reconvenes at 11:19 a.m.

Board Action: Moved by Brown, support by Hitts, **CARRIED**, to move forward on a counter proposal under the terms as laid-out by the attorney in closed session. Ayes: Brown, Dishaw, Freese, Hardenbrook, Hendrickson, Hitts. Recused: Stokes. Absent: None.

Adjourn Meeting: Moved by Hitts, support by Brown, **CARRIED**, to adjourn the meeting at 11:21 a.m. Ayes: All.

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

Terese Schummer, Clerk

Lori A. Stokes, Village President

**VILLAGE OF NEWBERRY
VILLAGE PAYABLES
MARCH 2019**

| GL Number | Vendor | Invoice Line Desc | Invoice Description | Amount |
|--|-------------------------------|----------------------------------|--|-----------------|
| Fund 101 General Fund | | | | |
| Dept 000 | | | | |
| 101-000-202.000 | INTERNAL REVENUE SERVICE | TAXES | TAXES | 5,283.19 |
| | | | Total For Dept 000 | 5,283.19 |
| Dept 172 VILLAGE MANAGER | | | | |
| 101-172-719.000 | 44 NORTH | HOSPITALIZATION | COBRA RETIREES | 8.05 |
| 101-172-719.000 | 44 NORTH | HOSPITALIZATION | COBRA RETIREES | 8.05 |
| 101-172-726.000 | STANDARD, THE | LIFE INSURANCE | APRIL INVOICE | 6.58 |
| 101-172-850.000 | VERIZON | 906-291-1223 MANAGER | ACCOUNT NUMBER 942077532-00003 DESK | 6.96 |
| 101-172-850.000 | TAHQUAMENON AREA CREDIT UNION | 906-291-0530 | CELL BILL- VERIZON | 10.83 |
| | | | Total For Dept 172 VILLAGE MANAGER | 40.47 |
| Dept 201 ADMINISTRATIVE | | | | |
| 101-201-719.000 | KITZMAN, JAMES | HOSPITALIZATION | 2017 BCBS REBATE | 22.14 |
| 101-201-726.000 | STANDARD, THE | LIFE INSURANCE | APRIL INVOICE | 12.38 |
| 101-201-752.000 | NATIONAL OFFICE PRODUCTS | OFFICE SUPPLIES | PAPER | 9.88 |
| 101-201-752.000 | NATIONAL OFFICE PRODUCTS | OFFICE SUPPLIES | RECIEPT BOOKS | 61.46 |
| 101-201-752.100 | AMAZON CAPITAL SERVICES | BATTERIES | BATTERIES/CELL CASE | 43.99 |
| 101-201-752.100 | AMAZON CAPITAL SERVICES | OPERATING SUPPLIES | TOILET PAPER | 23.26 |
| 101-201-801.000 | TAHQUAMENON AREA CREDIT UNION | PROFESSIONAL & CONTRACTUAL | VILLAGEOFNEWBERRY.COM DOMAIN ANNUAL | 4.00 |
| 101-201-801.000 | FAIR, ALMA | PROFESSIONAL & CONTRACTUAL | CLEANING | 100.00 |
| 101-201-850.000 | VERIZON | FAX | ACCOUNT NUMBER 942077532-00001 FAX | 11.30 |
| 101-201-850.000 | VERIZON | 906-291-1621 A.V.M | ACCOUNT NUMBER 942077532-00003 DESK | 36.58 |
| 101-201-850.000 | TAHQUAMENON AREA CREDIT UNION | 906-291-0606 | CELL BILL- VERIZON | 21.40 |
| 101-201-850.000 | HTC-HIAWATHA TELEPHONE CO | JAMADOTS INTERNET | ACCT 00042108-7 | 23.75 |
| 101-201-851.000 | TAHQUAMENON AREA CREDIT UNION | FLAT RATE | POSTAGE | 14.35 |
| 101-201-910.000 | WATKINS, ALLISON | PROFESSIONAL DEVELOPMENT | TRAVEL REIMBURSEMENT FOR MML TRAINING | 33.75 |
| | | | Total For Dept 201 ADMINISTRATIVE | 418.24 |
| Dept 215 CLERK | | | | |
| 101-215-900.000 | NEWBERRY NEWS INC | PRINTING & PUBLISHING | FLUSHING/VACANCY ADS | 372.00 |
| | | | Total For Dept 215 CLERK | 372.00 |
| Dept 230 ORDINANCE OFFICER | | | | |
| 101-230-850.000 | VERIZON | 906-291-1630 - ORDINANCE OFFICER | ACCOUNT NUMBER 942077532-00003 DESK | 27.83 |
| 101-230-850.000 | TAHQUAMENON AREA CREDIT UNION | 906-291-0583 | CELL BILL- VERIZON | 42.81 |
| | | | Total For Dept 230 ORDINANCE OFFICER | 70.64 |
| Dept 253 TREASURER | | | | |
| 101-253-850.000 | VERIZON | 906-291-1631 TREASURER | ACCOUNT NUMBER 942077532-00003 DESK | 27.83 |
| | | | Total For Dept 253 TREASURER | 27.83 |
| Dept 265 BUILDING & GROUNDS | | | | |
| 101-265-921.000 | SEMCOENERGY GAS COMPANY | HEAT | NATURAL GAS HEAT | 622.60 |
| 101-265-921.000 | SEMCOENERGY GAS COMPANY | HEAT | 310 E MCMILLAN AVE NATURAL GAS | 116.12 |
| | | | Total For Dept 265 BUILDING & GROUNDS | 738.72 |
| Dept 301 POLICE DEPARTMENT | | | | |
| 101-301-719.000 | 44 NORTH | POLICE HOSPITALIZATION | COBRA RETIREES | 3.45 |
| 101-301-719.000 | 44 NORTH | POLICE HOSPITALIZATION | COBRA RETIREES | 3.45 |
| 101-301-726.000 | STANDARD, THE | LIFE INSURANCE | APRIL INVOICE | 26.29 |
| | | | Total For Dept 301 POLICE DEPARTMENT | 33.19 |
| Dept 441 PUBLIC WORKS | | | | |
| 101-441-726.000 | STANDARD, THE | LIFE INSURANCE | APRIL INVOICE | 14.23 |
| 101-441-752.100 | DANNY'S AUTO VALUE INC | OPERATING SUPPLIES | 3/8X1/4 S.M.P GATES FITTINGS | 8.03 |
| 101-441-752.100 | AMAZON CAPITAL SERVICES | OPERATING SUPPLIES | TOILET PAPER | 23.25 |
| 101-441-752.100 | LYNN AUTO PARTS INC. | OPERATING SUPPLIES | CRIMP CUP BRUSH | 5.24 |
| 101-441-752.100 | LYNN AUTO PARTS INC. | OPERATING SUPPLIES | LAMP | 22.90 |
| 101-441-753.000 | LYNN AUTO PARTS INC. | TOOLS & EQUIPMENT | 8 SCREWDRIVER SET | 21.99 |
| 101-441-850.000 | VERIZON | 906-293-8531 | ACCOUNT NUMBER 942077532-00003 DESK | 13.41 |
| 101-441-850.000 | TAHQUAMENON AREA CREDIT UNION | 906-291-0136 | CELL BILL- VERIZON | 21.41 |
| 101-441-850.000 | ATT U.VERSE | TELEPHONE | DPW UVERSE | 41.58 |
| 101-441-929.000 | AMAZON CAPITAL SERVICES | REPAIRS & MAINTENANCE | WELDER SWITCH | 25.00 |
| | | | Total For Dept 441 PUBLIC WORKS | 197.04 |

Dept 524 MOTOR POOL

| | | | | |
|-----------------|-------------------------------|-------------------------------|--------------------------------------|-----------------|
| 101-524-752.100 | LYNN AUTO PARTS INC. | OPERATING SUPPLIES | 4X1/4X5/8 GRD WHL | 3.85 |
| 101-524-752.100 | DANNY'S AUTO VALUE INC | OPERATING SUPPLIES | 4OZ THREAD | 7.42 |
| 101-524-752.100 | LYNN AUTO PARTS INC. | OPERATING SUPPLIES | NUTS/HEAVY DUTY SILICONE | 7.19 |
| 101-524-752.100 | FOSTER HARDWARE | OPERATING SUPPLIES | BATTERY -9VOLT | 3.99 |
| 101-524-759.000 | WEX BANK - SPEEDWAY UNIVERSAL | GAS OIL & GREASE | GAS/FUEL | 3,616.71 |
| 101-524-932.000 | TAHQUAMENON AREA CREDIT UNION | VEHICLE REPAIRS & MAINTENANCE | CAT COOLANT | 15.98 |
| 101-524-932.000 | TAHQUAMENON AREA CREDIT UNION | VEHICLE REPAIRS & MAINTENANCE | EAGLEWASH 1 PRESSURE WASHER HOSE | 130.29 |
| 101-524-932.000 | AMAZON CAPITAL SERVICES | VEHICLE REPAIRS & MAINTENANCE | SNOW PUSHER | 446.49 |
| 101-524-932.000 | DANNY'S AUTO VALUE INC | VEHICLE REPAIRS & MAINTENANCE | 31 SERIES STUD | 332.85 |
| 101-524-932.000 | LYNN AUTO PARTS INC. | VEHICLE REPAIRS & MAINTENANCE | TAIL LIGHT BULBS | 9.90 |
| 101-524-932.000 | LYNN AUTO PARTS INC. | VEHICLE REPAIRS & MAINTENANCE | BOLTS LAMP CAT LOADER | 48.96 |
| 101-524-932.000 | MIDWAY RENTALS & SALES | VEHICLE REPAIRS & MAINTENANCE | SKID SHOE | 108.89 |
| 101-524-932.000 | NEALS AUTOMOTIVE PARTS INC | VEHICLE REPAIRS & MAINTENANCE | PIN KIT | 754.11 |
| 101-524-932.000 | DANNY'S AUTO VALUE INC | VEHICLE REPAIRS & MAINTENANCE | IGN SWITCH, IGNITION COIL | 47.08 |
| 101-524-932.000 | DANNY'S AUTO VALUE INC | VEHICLE REPAIRS & MAINTENANCE | RETURN IGN. SWITCH INV 418135 | (31.48) |
| 101-524-932.000 | LYNN AUTO PARTS INC. | VEHICLE REPAIRS & MAINTENANCE | TAIL LIGHT LAMPS | 13.74 |
| 101-524-932.000 | NEALS AUTOMOTIVE PARTS INC | VEHICLE REPAIRS & MAINTENANCE | TIRE VALVE STEM/ ADAPTERS | 24.90 |
| 101-524-932.000 | WIELAND TRUCKS | VEHICLE REPAIRS & MAINTENANCE | SENSOR INI | 279.60 |
| 101-524-932.000 | WIELAND TRUCKS | VEHICLE REPAIRS & MAINTENANCE | ELECA TRANSMITTER | 181.29 |
| | | | Total For Dept 524 MOTOR POOL | 6,001.76 |

Dept 525 STORM SEWER

| | | | | |
|-----------------|--------------------------|----------------------------|---------------------------------------|-------------|
| 101-525-801.000 | RANGE TELECOMMUNICATIONS | PROFESSIONAL & CONTRACTUAL | MISSDIGS | 1.55 |
| | | | Total For Dept 525 STORM SEWER | 1.55 |

Dept 528 RUBBISH

| | | | | |
|-----------------|--------------------------------|----------------------------|-----------------------------------|-----------------|
| 101-528-759.000 | WEX BANK - SPEEDWAY UNIVERSAL | GAS OIL & GREASE | GAS/FUEL | 84.32 |
| 101-528-801.100 | WASTE MANAGEMENT | PROFESSIONAL & CONTRACTUAL | RUBBISH DISPOSAL | 2,089.82 |
| 101-528-851.000 | ARISTA INFORMATION SYSTEMS INC | POSTAGE | UB POSTAGE | 112.28 |
| 101-528-900.000 | ARISTA INFORMATION SYSTEMS INC | PRINTING & PUBLISHING | UB BILLING | 83.20 |
| | | | Total For Dept 528 RUBBISH | 2,369.62 |

Total For Fund 101 General Fund **15,554.25**

Fund 202 Major Street Fund**Dept 463 ROUTINE MAINTENANCE**

| | | | | |
|-----------------|---------------|----------------|---|--------------|
| 202-463-726.000 | STANDARD, THE | LIFE INSURANCE | APRIL INVOICE | 11.38 |
| | | | Total For Dept 463 ROUTINE MAINTENANCE | 11.38 |

Total For Fund 202 Major Street Fund **11.38**

Fund 203 Local Street Fund**Dept 463 ROUTINE MAINTENANCE**

| | | | | |
|-----------------|---------------|----------------|---|--------------|
| 203-463-726.000 | STANDARD, THE | LIFE INSURANCE | APRIL INVOICE | 69.52 |
| | | | Total For Dept 463 ROUTINE MAINTENANCE | 69.52 |

Total For Fund 203 Local Street Fund **69.52**

Fund 213 Fire Revolving Fund**Dept 336 FIRE**

| | | | | |
|-----------------|-------------------------------|-------------------------------|---|-----------------|
| 213-336-752.100 | SNYDERS DRUG STORE | OPERATING SUPPLIES | WASTEBASKET/QUICKIE MOP | 21.99 |
| 213-336-752.100 | SNYDERS DRUG STORE | OPERATING SUPPLIES | QUICKIE DUST PAM/CLOROX CLEANER/TOILET BOWL BRUSH | 22.97 |
| 213-336-759.000 | WEX BANK - SPEEDWAY UNIVERSAL | GAS, OIL & GREASE | GAS/FUEL | 311.71 |
| 213-336-776.000 | MIDWAY RENTALS & SALES | SUPPLIES-BUILDING MAINTENANCE | POWER STUD, BIT,MSN,STR | 15.21 |
| 213-336-776.000 | FOSTER HARDWARE | SUPPLIES-BUILDING MAINTENANCE | BRKR BR IP 30A | 13.18 |
| 213-336-776.000 | D & D HOME CENTER | SUPPLIES-BUILDING MAINTENANCE | SUPPLIES MOVING HOT WATER TANK | 105.07 |
| 213-336-776.000 | D & D HOME CENTER | SUPPLIES-BUILDING MAINTENANCE | MOVING HOT WATER TANK | 76.86 |
| 213-336-801.000 | ANDERSON, PETE | PROFESSIONAL & CONTRACTUAL | SNOW PLOWING | 165.00 |
| 213-336-850.000 | VERIZON | 906-293-8141 FIRE | ACCOUNT NUMBER 942077532-00003 DESK | 26.76 |
| 213-336-850.000 | ATT U.VERSE | TELEPHONE | FIRE HALL UVERSE | 41.58 |
| 213-336-851.000 | TAHQUAMENON AREA CREDIT UNION | FLAT RATE | POSTAGE | 14.35 |
| 213-336-921.000 | SEMCOENERGY GAS COMPANY | HEAT | NATURAL GAS HEAT | 569.88 |
| 213-336-932.000 | POMASL FIRE EQUIPMENT | VEHICLE REPAIRS & MAINTENANCE | AMBER LENS/ TWIST LOCK TUBE/ BEZEL GASKET | 164.97 |
| 213-336-932.000 | DARLEY & CO | VEHICLE REPAIRS & MAINTENANCE | SPEAKER, LADDER TRUCK | 188.48 |
| 213-336-932.000 | FOSTER HARDWARE | VEHICLE REPAIRS & MAINTENANCE | HILLMAN FASTENERS | 34.67 |
| 213-336-932.000 | DANNY'S AUTO VALUE INC | VEHICLE REPAIRS & MAINTENANCE | RECOIL HOSE | 7.99 |
| 213-336-932.000 | DANNY'S AUTO VALUE INC | VEHICLE REPAIRS & MAINTENANCE | RECOIL HOSE/PERFECT VIEW | 27.97 |
| 213-336-932.000 | R & R FIRE TRUCK REPAIR INC | VEHICLE REPAIRS & MAINTENANCE | REPLACE KUSSAMAUL, AUTO PUMP, IGNITION SWITCH | 2,299.10 |
| 213-336-932.000 | R & R FIRE TRUCK REPAIR INC | VEHICLE REPAIRS & MAINTENANCE | WINDOW INOPERABLE | 394.00 |
| 213-336-932.000 | CHUCK RENZE FORD | VEHICLE REPAIRS & MAINTENANCE | REPLACE SERP BELT/SPARK PLUG | 599.17 |
| 213-336-932.000 | CHUCK RENZE FORD | VEHICLE REPAIRS & MAINTENANCE | FOUR TIRES | 448.50 |
| 213-336-932.000 | LYNN AUTO PARTS INC. | VEHICLE REPAIRS & MAINTENANCE | FIRE BILK REEL/8G12MP/8GSFPX | 61.55 |
| 213-336-932.000 | ESO SOLUTIONS, INC | SOFTWARE MAINTENANCE | ANNUAL SUPPORT FOR FIREHOUSE SOFTWARE | 675.00 |
| | | | Total For Dept 336 FIRE | 6,285.96 |

Total For Fund 213 Fire Revolving Fund **6,285.96**

Fund 409 TORC**Dept 757 TORC**

| | | | | |
|-----------------|------------------------------|----------------------------|--------------------------------|-----------------|
| 409-757-801.000 | AECOM TECHNICAL SERVICES INC | PROFESSIONAL & CONTRACTUAL | FINAL PHASE | 1,677.50 |
| | | | Total For Dept 757 TORC | 1,677.50 |

Total For Fund 409 TORC **1,677.50**

Fund 590 Sewage Receiving Fund

Dept 537 SEWER SYSTEM

| | | | | |
|-----------------|--------------------------------|---------------------------------|--|------------------|
| 590-537-719.000 | 44 NORTH | HOSPITALIZATION | COBRA RETIREES | 3.45 |
| 590-537-719.000 | 44 NORTH | HOSPITALIZATION | COBRA RETIREES | 3.45 |
| 590-537-726.000 | STANDARD, THE | LIFE INSURANCE | APRIL INVOICE | 34.94 |
| 590-537-752.000 | NATIONAL OFFICE PRODUCTS | OFFICE SUPPLIES | PAPER | 9.88 |
| 590-537-752.000 | NATIONAL OFFICE PRODUCTS | OFFICE SUPPLIES | RECIEPT BOOKS | 61.47 |
| 590-537-752.100 | MAC'S MARKET INC | OPERATING SUPPLIES | WATER | 22.00 |
| 590-537-752.100 | AMAZON CAPITAL SERVICES | OPERATING SUPPLIES | INDUSTRIAL BALL VALVE | 73.02 |
| 590-537-752.100 | AMAZON CAPITAL SERVICES | OPERATING SUPPLIES | ROOT KILLER | 269.89 |
| 590-537-753.000 | TAHQUAMENON AREA CREDIT UNION | TOOLS & EQUIP (UNDER THRES) | SHAMROCK PIPE TOOLS | 374.00 |
| 590-537-776.000 | FOSTER HARDWARE | SUPPLIES - BUILDING MAINTENANCE | PRIMER SPRAY | 4.99 |
| 590-537-801.000 | TAHQUAMENON AREA CREDIT UNION | PROFESSIONAL & CONTRACTUAL | VILLAGEOFNEWBERRY.COM DOMAIN ANNUAL | 4.00 |
| 590-537-801.000 | ERIC'S SEPTIC SERVICE | PROFESSIONAL & CONTRACTUAL | SNAKE MAIN W VICTORY WAY | 440.00 |
| 590-537-801.000 | RANGE TELECOMMUNICATIONS | PROFESSIONAL & CONTRACTUAL | MISSDIGS | 4.66 |
| 590-537-802.000 | NORTHERN CREDIT BUREAU | COLLECTION EXPENSE | HICKS ACCT | 9.74 |
| 590-537-850.000 | VERIZON | FAX | ACCOUNT NUMBER 942077532-00001 FAX | 11.29 |
| 590-537-850.000 | VERIZON | 906-293-5681 W/L CLERK | ACCOUNT NUMBER 942077532-00003 DESK | 74.12 |
| 590-537-850.000 | AT&T | TELEPHONE | WWTP LANDLINE | 90.80 |
| 590-537-850.000 | TAHQUAMENON AREA CREDIT UNION | 906-291-0599 | CELL BILL- VERIZON | 75.04 |
| 590-537-850.000 | HTC-HIAWATHA TELEPHONE CO | JAMADOTS INTERNET | ACCT 00042108-7 | 23.75 |
| 590-537-850.000 | ATT U.VERSE | TELEPHONE | WWTP UVERSE | 41.59 |
| 590-537-851.000 | ARISTA INFORMATION SYSTEMS INC | POSTAGE | UB POSTAGE | 161.40 |
| 590-537-900.000 | ARISTA INFORMATION SYSTEMS INC | PRINTING & PUBLISHING | UB BILLING | 119.60 |
| 590-537-910.000 | WATKINS, ALLISON | PROFESSIONAL DEVELOPMENT | TRAVEL REIMBURSEMENT FOR MML TRAINING | 33.75 |
| 590-537-917.100 | U S A BLUE BOOK | LAB SUPPLIES | TNT LOW RANGE/TNT PHOSPHORUS | 245.91 |
| 590-537-917.100 | NCL OF WISCONSIN INC | LAB SUPPLIES | GLASS FIBER FILTER/POTASSIUM/CHLORIDE | 751.34 |
| 590-537-921.000 | SEMCOENERGY GAS COMPANY | HEAT | NATURAL GAS HEAT | 1,077.59 |
| 590-537-929.000 | CRANE ENGINEERING | REPAIRS & MAINTENANCE | SEAL PLATE SUB ASSY/ VOLUTE SUB ASSY | 179.00 |
| 590-537-929.000 | RASMUSSEN ELECTRIC LLC | REPAIRS & MAINTENANCE | STOP SWITCH | 303.93 |
| 590-537-929.000 | FOSTER HARDWARE | REPAIRS & MAINTENANCE | HILLMAN FASTENERS | 9.35 |
| 590-537-929.000 | DANNY'S AUTO VALUE INC | REPAIRS & MAINTENANCE | WIRE SET | 16.89 |
| 590-537-929.000 | DANNY'S AUTO VALUE INC | REPAIRS & MAINTENANCE | WIRE SET EXCHANGE | 7.40 |
| 590-537-929.000 | DANNY'S AUTO VALUE INC | REPAIRS & MAINTENANCE | PUSH-PULL 75 AMP UNIV. IGN SWITCH CAMEL | 10.23 |
| 590-537-929.000 | DANNY'S AUTO VALUE INC | REPAIRS & MAINTENANCE | AC DELCO BATTERY | 110.95 |
| 590-537-932.000 | LYNN AUTO PARTS INC. | VEHICLE REPAIRS & MAINTENANCE | QUICK COUPLERS - PRESSURE WASHER | 21.44 |
| 590-537-932.000 | DANNY'S AUTO VALUE INC | VEHICLE REPAIRS & MAINTENANCE | AUTO-LITE SP-PLUG/ETHER START | 10.25 |
| 590-537-932.000 | MERIT PUMP & EQUIPMENT CO. | VEHICLE REPAIRS & MAINTENANCE | REGULATOR | 1,155.00 |
| 590-537-975.000 | C2AE ARCHITECTURE ENGINEERING | CONSTRUCTION - SAW GRANT | INVENTORY/GIS DATABASE/ RATE STRUCTURE | 3,200.76 |
| 590-537-975.000 | C2AE ARCHITECTURE ENGINEERING | CONSTRUCTION - SAW GRANT | GISDATABASE/INVENTORY/RATE STRUCTURE | 1,020.60 |
| 590-537-975.000 | C2AE ARCHITECTURE ENGINEERING | CONSTRUCTION - SAW GRANT | GISDATABASE/INVENTORY/CONDITION/ RATESTRUCTURE | 2,307.50 |
| 590-537-975.000 | C2AE ARCHITECTURE ENGINEERING | CONSTRUCTION - SAW GRANT | GISDATABASE/CONDITION/RATESTRUCTURE | 839.70 |
| | | | Total For Dept 537 SEWER SYSTEM | 13,214.67 |

Total For Fund 590 Sewage Receiving Fund

13,214.67

Fund Totals:

| | |
|--------------------------------|-----------|
| Fund 101 General Fund | 15,554.25 |
| Fund 202 Major Street Fund | 11.38 |
| Fund 203 Local Street Fund | 69.52 |
| Fund 213 Fire Revolving Fund | 6,285.96 |
| Fund 409 TORC | 1,677.50 |
| Fund 590 Sewage Receiving Fund | 13,214.67 |

Total For All Funds:

36,813.28

**VILLAGE OF NEWBERRY
WATER & LIGHT PAYABLES
MARCH 2019**

| GL Number | Vendor | Inv. Line Desc | Invoice Desc. | Amount |
|---------------------------------------|--------------------------------|--------------------------------|--|-------------------|
| Fund 582 Electric Fund | | | | |
| Dept 000 | | | | |
| 582-000-042.000 | DAKE HEATHER | UNAPPLIED CREDIT | UB refund for account: 5-04670-01 | 162.01 |
| 582-000-042.000 | ERBETTA JEREMY | UNAPPLIED CREDIT | UB refund for account: 5-08030-09 | 99.91 |
| 582-000-042.000 | ROBINSON SUSAN | UNAPPLIED CREDIT | UB refund for account: 3-02370-05 | 85.56 |
| | | | Total For Dept 000 | 347.48 |
| Dept 582 ELECTRIC DISTRIBUTION | | | | |
| 582-582-726.000 | STANDARD, THE | LIFE INSURANCE | APRIL INVOICE | 9.20 |
| 582-582-752.100 | POWER LINE SUPPLY COMPANY | OPERATING SUPPLIES | STREET LIGHT ACSR/WIDE RANGE ACSR/ CLEVIS INS | 175.71 |
| 582-582-752.100 | POWER LINE SUPPLY COMPANY | OPERATING SUPPLIES | LAMPS HPS 1 50W MOGUL BASE | 239.24 |
| 582-582-752.100 | POWER LINE SUPPLY COMPANY | OPERATING SUPPLIES | WIRE #6 SOL BARE AL 25# SPOOL | 97.96 |
| 582-582-752.100 | POWER LINE SUPPLY COMPANY | OPERATING SUPPLIES | KIT HUB 2IN UNPAINTED NO GASKET | 99.85 |
| 582-582-752.100 | POWER LINE SUPPLY COMPANY | OPERATING SUPPLIES | WIRE #6 SOL BARE 25# SPOOL | 97.96 |
| 582-582-850.000 | ATT U.VERSE | TELEPHONE | LARGE CAPACITY METER | 41.58 |
| | | | Total For Dept 582 ELECTRIC DISTRIBUTION | 761.50 |
| Dept 583 GENERAL EXPENSES | | | | |
| 582-583-719.000 | 44 NORTH | HOSPITALIZATION | COBRA RETIREES | 4.60 |
| 582-583-726.000 | STANDARD, THE | LIFE INSURANCE | APRIL INVOICE | 32.87 |
| 582-583-752.000 | NATIONAL OFFICE PRODUCTS | OFFICE SUPPLIES | PAPER | 9.87 |
| 582-583-752.100 | FOSTER HARDWARE | OPERATING SUPPLIES | NYLON ROPE | 12.99 |
| 582-583-752.100 | FOSTER HARDWARE | OPERATING SUPPLIES | CAPS/PLUGS | 12.45 |
| 582-583-752.100 | FOSTER HARDWARE | OPERATING SUPPLIES | TAPE | 2.98 |
| 582-583-752.100 | AMAZON CAPITAL SERVICES | OPERATING SUPPLIES | TOILET PAPER | 23.26 |
| 582-583-752.100 | RAHILLY IGA | OPERATING SUPPLIES | GLADE/LYSOL | 4.75 |
| 582-583-753.000 | LYNN AUTO PARTS INC. | TOOLS & EQUIP (UND CAP THRESH) | 8PC CMB SCREWDRVR | 10.99 |
| 582-583-753.000 | LYNN AUTO PARTS INC. | TOOLS & EQUIP (UND CAP THRESH) | SCRATCH BRUSH/BRUSH | 4.84 |
| 582-583-759.000 | DANNY'S AUTO VALUE INC | GAS & OIL | 2-CYCLE OIL | 7.50 |
| 582-583-759.000 | DANNY'S AUTO VALUE INC | GAS & OIL | 2- CYCLE OIL | 7.50 |
| 582-583-759.000 | WEX BANK - SPEEDWAY UNIVERSAL | GAS & OIL | GAS/FUEL | 229.44 |
| 582-583-759.000 | FOSTER HARDWARE | GAS & OIL | BAR CHAIN OIL 1 GALLON | 14.99 |
| 582-583-801.000 | TAHQUAMENON AREA CREDIT UNION | PROFESSIONAL & CONTRACTUAL | VILLAGEOFNEWBERRY.COM DOMAIN ANNUAL | 4.00 |
| 582-583-801.000 | FAIR, ALMA | PROFESSIONAL & CONTRACTUAL | CLEANING | 100.00 |
| 582-583-801.000 | KLATY'S PH&E | PROFESSIONAL & CONTRACTUAL | REZNOR HEATING UNITS R/R DRAFT INDUCE MOTOR ASSEMBLY | 574.50 |
| 582-583-801.000 | RANGE TELECOMMUNICATIONS | PROFESSIONAL & CONTRACTUAL | MISSDIGS | 12.42 |
| 582-583-802.000 | NORTHERN CREDIT BUREAU | COLLECTION EXPENSE | COLLECTION EXPENSE | 9.74 |
| 582-583-850.000 | VERIZON | FAX | ACCOUNT NUMBER 942077532-00001 FAX | 11.29 |
| 582-583-850.000 | VERIZON | 906-291-1223 MANAGER | ACCOUNT NUMBER 942077532-00003 DESK | 6.96 |
| 582-583-850.000 | VERIZON | 906-291-1621 A.V.M. | ACCOUNT NUMBER 942077532-00003 DESK | 6.96 |
| 582-583-850.000 | VERIZON | 906-291-1622 H.R. | ACCOUNT NUMBER 942077532-00003 DESK | 6.96 |
| 582-583-850.000 | VERIZON | 906-291-1627 W/L | ACCOUNT NUMBER 942077532-00003 DESK | 13.92 |
| 582-583-850.000 | VERIZON | 906-293-8531 | ACCOUNT NUMBER 942077532-00003 DESK | 13.41 |
| 582-583-850.000 | VERIZON | 906-291- 1633 MEETING ROOM | ACCOUNT NUMBER 942077532-00003 DESK | 6.96 |
| 582-583-850.000 | VERIZON | 906-291-1625 FINANCE | ACCOUNT NUMBER 942077532-00003 DESK | 6.96 |
| 582-583-850.000 | VERIZON | 906-293-3433 GENERAL | ACCOUNT NUMBER 942077532-00003 DESK | 7.49 |
| 582-583-850.000 | VERIZON | 906-293-5681 W/L CLERK | ACCOUNT NUMBER 942077532-00003 DESK | 10.68 |
| 582-583-850.000 | AT&T | TELEPHONE | WATER/LIGHT LANDLINE BACK UP PHONE | 43.31 |
| 582-583-850.000 | TAHQUAMENON AREA CREDIT UNION | 906-450-0919 | CELL BILL- VERIZON | 21.41 |
| 582-583-850.000 | TAHQUAMENON AREA CREDIT UNION | 906-291-0055 | CELL BILL- VERIZON | 10.70 |
| 582-583-850.000 | TAHQUAMENON AREA CREDIT UNION | 906-291-0608 | CELL BILL- VERIZON | 21.41 |
| 582-583-850.000 | TAHQUAMENON AREA CREDIT UNION | 906-291-0530 | CELL BILL- VERIZON | 10.83 |
| 582-583-850.000 | TAHQUAMENON AREA CREDIT UNION | 906-291-0606 | CELL BILL- VERIZON | 10.70 |
| 582-583-850.000 | TAHQUAMENON AREA CREDIT UNION | 906-291-0136 | CELL BILL- VERIZON | 21.41 |
| 582-583-850.000 | HTC-HIAWATHA TELEPHONE CO | JAMADOTS - FIBER-OPTICS | ACCT 00042364-7 | 25.00 |
| 582-583-850.000 | HTC-HIAWATHA TELEPHONE CO | JAMADOTS INTERNET | ACCT 00042108-7 | 23.75 |
| 582-583-851.000 | ARISTA INFORMATION SYSTEMS INC | POSTAGE | UB POSTAGE | 273.69 |
| 582-583-900.000 | NEWBERRY NEWS INC | BOARD VACANCY | FLUSHING/VACANCY ADS | 24.00 |
| 582-583-900.000 | ARISTA INFORMATION SYSTEMS INC | PUBLISHING & PRINTING | UB BILLING | 202.81 |
| 582-583-910.000 | LMA'S HEALTH DEPT | PROFESSIONAL DEVELOPMENT | CDL EXAM | 75.00 |
| 582-583-910.000 | WATKINS, ALLISON | PROFESSIONAL DEVELOPMENT | TRAVEL REIMBURSEMENT FOR MML TRAINING | 33.75 |
| 582-583-910.000 | BURTON, LONDON | PROFESSIONAL DEVELOPMENT | MEALS LINEMAN SCHOOLING | 148.75 |
| 582-583-910.000 | WOLVERINE POWER COOPERATIVE | PROFESSIONAL DEVELOPMENT | TUITION FOR APPRENTICE PROGRAM | 3,650.00 |
| 582-583-932.000 | LYNN AUTO PARTS INC. | VEHICLES REPAIRS & MAINTENANCE | POWER STEERING - 2015 FORD TRUCK MERCON V ATF | 3.14 |
| 582-583-992.000 | US BANK OPERATIONS CENTER | INTEREST NOTE PAYABLE 2002 | GENERAL OBLIGATION BOND | 6,375.00 |
| 582-583-992.100 | US BANK OPERATIONS CENTER | INTEREST NOTE PAYABLE 2003 | 2003B LGPL SRS#2 | 8,212.50 |
| 582-583-992.200 | US BANK OPERATIONS CENTER | INTEREST NOTE PAYABLE 2005 | ELECTRIC UTILITY BOND | 3,916.25 |
| | | | Total For Dept 583 GENERAL EXPENSES | 24,274.69 |
| Dept 584 ELECTRIC GENERATION | | | | |
| 582-584-929.000 | TAHQUAMENON AREA CREDIT UNION | REPAIRS & MAINTENANCE | SHIPPING NEW GAST 8AM-FRV-40 AIR MOTOR | 33.53 |
| | | | Total For Dept 584 ELECTRIC GENERATION | 33.53 |
| Dept 586 PURCHASED POWER | | | | |
| 582-586-926.000 | CLOVERLAND ELECTRIC CO-OP | PURCHASED POWER | MARCH 2019 | 5,012.77 |
| 582-586-926.000 | CMS ENERGY RESOURCE MGT | PURCHASED POWER | CAPACITY | 79,410.54 |
| | | | Total For Dept 586 PURCHASED POWER | 84,423.31 |
| Dept 587 ENERGY OPTIMIZATION | | | | |
| 582-587-801.000 | MECA | PROFESSIONAL & CONTRACTUAL | MONTHLY INCENTIVES | 1,124.28 |
| | | | Total For Dept 587 ENERGY OPTIMIZATION | 1,124.28 |
| | | | Total For Fund 582 Electric Fund | 110,964.79 |

Fund 591 Water Fund
Dept 536 WATER SYSTEM

| | | | | |
|-----------------|--------------------------------|--------------------------------|--|-------------------|
| 591-536-719.000 | 44 NORTH | HOSPITALIZATION | COBRA RETIREES | 3.45 |
| 591-536-726.000 | STANDARD, THE | LIFE INSURANCE | APRIL INVOICE | 106.73 |
| 591-536-752.000 | RAHILLY IGA | OFFICE SUPPLIES | WATER/BLEACH | 19.62 |
| 591-536-752.000 | RAHILLY IGA | OFFICE SUPPLIES | WATER | 0.20 |
| 591-536-752.000 | NATIONAL OFFICE PRODUCTS | OFFICE SUPPLIES | RECIEPT BOOKS | 61.46 |
| 591-536-752.000 | NATIONAL OFFICE PRODUCTS | OFFICE SUPPLIES | RECIEPT BOOKS | 61.47 |
| 591-536-752.000 | NATIONAL OFFICE PRODUCTS | OFFICE SUPPLIES | PAPER | 9.87 |
| 591-536-752.100 | FOSTER HARDWARE | OPERATING SUPPLIES | TAPE | 2.98 |
| 591-536-752.100 | HAWKINS INC | OPERATING SUPPLIES | AZONE 15 | 129.20 |
| 591-536-752.100 | AMAZON CAPITAL SERVICES | OPERATING SUPPLIES | TOILET PAPER | 23.26 |
| 591-536-752.100 | RAHILLY IGA | OPERATING SUPPLIES | GLADE/LYSOL | 4.76 |
| 591-536-753.000 | U S A BLUE BOOK | TOOLS & EQUIP UND CAP THRESH | VALVE BOX KEY | 317.57 |
| 591-536-753.000 | LYNN AUTO PARTS INC. | TOOLS & EQUIP UND CAP THRESH | 8PC CMB SCRWDRVR | 11.00 |
| 591-536-753.000 | LYNN AUTO PARTS INC. | TOOLS & EQUIP UND CAP THRESH | SCRATCH BRUSH/BRUSH | 4.84 |
| 591-536-759.000 | WEX BANK - SPEEDWAY UNIVERSAL | GAS, OIL & GREASE - WATER | GAS/FUEL | 229.45 |
| 591-536-801.000 | TAHQUAMENON AREA CREDIT UNION | PROFESSIONAL & CONTRACTUAL | VILLAGEOFNEWBERRY.COM DOMAIN ANNUAL | 4.00 |
| 591-536-801.000 | SAULT STE MARIE CITY HALL | PROFESSIONAL & CONTRACTUAL | MONTHLY WATER SAMPLES | 54.00 |
| 591-536-801.000 | FAIR, ALMA | PROFESSIONAL & CONTRACTUAL | CLEANING | 100.00 |
| 591-536-801.000 | KLATY'S PH&E | PROFESSIONAL & CONTRACTUAL | REZNOR HEATING UNITS R/R DRAFT INDUCE MOTOR ASSEMBLY | 574.50 |
| 591-536-801.000 | RANGE TELECOMMUNICATIONS | PROFESSIONAL & CONTRACTUAL | MISSDIGS | 12.42 |
| 591-536-802.000 | NORTHERN CREDIT BUREAU | COLLECTION EXPENSE | COLLECTION EXPENSE | 9.74 |
| 591-536-850.000 | VERIZON | FAX | ACCOUNT NUMBER 942077532-00001 FAX | 11.30 |
| 591-536-850.000 | VERIZON | 906-293-5681 W/L CLERK | ACCOUNT NUMBER 942077532-00003 DESK | 10.68 |
| 591-536-850.000 | VERIZON | 906-293-3433 GENERAL | ACCOUNT NUMBER 942077532-00003 DESK | 7.49 |
| 591-536-850.000 | VERIZON | 906-291-1625 FINANCE | ACCOUNT NUMBER 942077532-00003 DESK | 6.96 |
| 591-536-850.000 | VERIZON | 906-291-163.3 MEETING ROOM | ACCOUNT NUMBER 942077532-00003 DESK | 6.96 |
| 591-536-850.000 | VERIZON | 906-291-1627 W/L | ACCOUNT NUMBER 942077532-00003 DESK | 13.92 |
| 591-536-850.000 | VERIZON | 906-291-1622 H.R. | ACCOUNT NUMBER 942077532-00003 DESK | 6.96 |
| 591-536-850.000 | VERIZON | 906-291-1621 A.V.M | ACCOUNT NUMBER 942077532-00003 DESK | 6.96 |
| 591-536-850.000 | VERIZON | 906-291-1223 MANAGER | ACCOUNT NUMBER 942077532-00003 DESK | 6.96 |
| 591-536-850.000 | AT&T | TELEPHONE | WATER/LIGHT LANDLINE BACK UP PHONE | 43.31 |
| 591-536-850.000 | TAHQUAMENON AREA CREDIT UNION | 906-450-0919 | CELL BILL- VERIZON | 21.41 |
| 591-536-850.000 | TAHQUAMENON AREA CREDIT UNION | 906-291-0608 | CELL BILL- VERIZON | 21.41 |
| 591-536-850.000 | TAHQUAMENON AREA CREDIT UNION | 906-291-0055 | CELL BILL- VERIZON | 10.70 |
| 591-536-850.000 | TAHQUAMENON AREA CREDIT UNION | 906-291-0606 | CELL BILL- VERIZON | 10.70 |
| 591-536-850.000 | TAHQUAMENON AREA CREDIT UNION | 906-291-0530 | CELL BILL- VERIZON | 10.83 |
| 591-536-850.000 | HTC-HIAWATHA TELEPHONE CO | JAMADOTS FIBER- OPTICS | ACCT 00042364-7 | 25.00 |
| 591-536-850.000 | HTC-HIAWATHA TELEPHONE CO | JAMADOTS INTERNET | ACCT 00042108-7 | 23.75 |
| 591-536-851.000 | ARISTA INFORMATION SYSTEMS INC | POSTAGE | UB POSTAGE | 154.39 |
| 591-536-900.000 | NEWBERRY NEWS INC | FLUSHING/BOARD VACANCY | FLUSHING/VACANCY ADS | 72.00 |
| 591-536-900.000 | ARISTA INFORMATION SYSTEMS INC | PUBLISHING & PRINTING | UB BILLING | 114.40 |
| 591-536-910.000 | LMAS HEALTH DEPT | PROFESSIONAL DEVELOPMENT | CDL EXAM | 75.00 |
| 591-536-910.000 | WATKINS, ALLISON | PROFESSIONAL DEVELOPMENT | TRAVEL REIMBURSEMENT FOR MML TRAINING | 33.75 |
| 591-536-910.000 | TAHQUAMENON AREA CREDIT UNION | PROFESSIONAL DEVELOPMENT | WATER OPERATIONS REVIEW COURSE FOR TWO | 590.00 |
| 591-536-910.000 | TAHQUAMENON AREA CREDIT UNION | PROFESSIONAL DEVELOPMENT | U.P. WATER WORKS INSTITUTE PATTERSON | 120.00 |
| 591-536-910.000 | TAHQUAMENON AREA CREDIT UNION | PROFESSIONAL DEVELOPMENT | U.P. WATER WORKS INSTITUTE VALLAD | 120.00 |
| 591-536-910.000 | BURTON, LONDON | PROFESSIONAL DEVELOPMENT | MEALS WATER TEST REVIEW | 38.50 |
| 591-536-910.000 | DAN KUCINSKAS | PROFESSIONAL DEVELOPMENT | MEALS WATER CLASS REVIEW | 38.50 |
| 591-536-910.000 | TAHQUAMENON AREA CREDIT UNION | PROFESSIONAL DEVELOPMENT | ROOM WATER CLASS REVIEW | 99.64 |
| 591-536-910.000 | BUCK VALLAD | PROFESSIONAL DEVELOPMENT | MEALS | 56.00 |
| 591-536-910.000 | DAVID PATTERSON | PROFESSIONAL DEVELOPMENT | MEALS | 56.00 |
| 591-536-932.000 | LYNN AUTO PARTS INC. | VEHICLES REPAIRS & MAINTENANCE | POWER STEERING - 2015 FORD TRUCK MERCON V ATF | 3.15 |
| | | | Total For Dept 536 WATER SYSTEM | 3,557.15 |
| | | | Total For Fund 591 Water Fund | 3,557.15 |
| | | | Fund Totals: | |
| | | | Fund 582 Electric Fund | 110,964.79 |
| | | | Fund 591 Water Fund | 3,557.15 |
| | | | Total For All Funds: | 114,521.94 |

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 * 906-847-8732

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

1173556

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

Date 3/29/19 Page 1 of 1
ACCOUNT NUMBER

MUNICIPAL MONEY MARKET
ACCOUNT NUMBER

PREVIOUS BALANCE 14,527.82
CREDITS TOTALING .00
1 DEBITS TOTALING 2,313.60
SERVICE CHARGE AMOUNT .00
INTEREST PAID 5.98
CURRENT STMT BALANCE 12,220.20

Statement Dates 3/01/19 thru 3/31/19
DAYS IN STATEMENT PERIOD 31
AVERAGE LEDGER BAL 14,079
AVERAGE COLLECTED BAL 14,079
Interest Earned 5.98
Annual Percentage Yield Earned 0.50%
2019 Interest Paid 17.72

DEPOSITS AND OTHER CREDITS.....
DATE DESCRIPTION AMOUNT
3/31 INTEREST PAID 31 DAYS 5.98

CHECKS.....
Date Check No. Amount
3/26 2,313.60
* INDICATES SKIP IN CHECK NUMBER

DAILY BALANCE SUMMARY.....
DATE.....BALANCE DATE.....BALANCE DATE.....BALANCE
3/01 14,527.82 3/26 12,214.22 3/31 12,220.20

INTEREST RATE SUMMARY.....
DATE.....INTEREST RATE
2/28 .50%



VILLAGE OF NEWBERRY



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

MARCH 2019

TAX COLLECTIONS TOTALS

Totals for Class Real

Transactions 0001

| | | | | |
|---------------|---------|-------------------------|---------|------|
| NBY VILLOPER | \$15.71 | 0.00 NBY VILLSTREETS | \$6.28 | 0.00 |
| NBY VILLTRASH | \$1.94 | 0.00 NBY VILL FIRE SERV | \$2.80 | 0.00 |
| ADM FEE | \$0.26 | 0.00 INTEREST | \$1.60 | 0.00 |
| PENALTY | \$0.80 | 0.00 | \$ 0.00 | 0.00 |

TOTAL COLLECTED: \$29.39

| VILLAGE OF NEWBERRY | | TREASURER'S REPORT | | | | | |
|-------------------------------------|------------------|---|-------|--------|-----------------------|-------|----------|
| FOR MONTH ENDING: March 31, 2019 | | 2019 | | | 2018 | | |
| | | Y.T.D. Collections | March | Y.T.D. | Y.T.D. Collections | March | Y.T.D. |
| LEDGER ITEMS: | | | | | | | |
| A | Previous Year(s) | Delinquent Personal Property Taxes | | 0.00 | 0.00 | | 0.00 |
| | | Delinquent Personal Interest Collected | | 0.00 | 0.00 | | 0.00 |
| | | Delinquent Real Tax Collected | | 0.00 | 0.00 | | 0.00 |
| | | Delinquent Real Tax Interest Collected | | 0.00 | 0.00 | | 0.00 |
| B | 2019 | Real Property Tax Collected | 0% | 26.73 | 1,305.28 | 1% | 2,632.96 |
| | | Personal Property Tax Collected | 0% | 0.00 | 0.00 | 0% | 0.00 |
| C | | Admin Fee, Penalty & Interest Collected | | 2.66 | 128.96 | | 193.33 |
| E | | Deposits to Tax Savings Account | | 29.39 | 1,467.88 | | 2,826.29 |
| F | | Interest Earned on Tax Accounts | | 43.71 | 123.69 | | 9.85 |
| G | | Check #3141 Cleared | | 33.64 | 43.17 | | 3,748.60 |

| TAX ACCOUNT BANK ACCOUNT BALANCE @ | | | Beginning March | Ending March |
|---------------------------------------|--|--|--------------------|-----------------|
| 2019 | | | \$220,077.19 | \$220,116.65 |
| 2018 | | | \$16,161.77 | \$13,917.42 |

Year To Date (YTD) percentages are calculated using the Real and Personal Property Tax Roll Totals (less any Board of Review changes) compared to the same year's Year To Date collections. Tax roll totals are dictated by the Council adoption of millage rates and Township compiled assessed taxable values. For Example; of the 100% we could hope to collect for this year, the percentage describes the actual amount collected so far this year. 2018 Anticipated Real Property Collections are \$292,334.86 2018 Personal Property Collections from State of Michigan are \$20,099.70. 2018 Personal Property Collections are \$47,852.16.

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

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

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

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

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

| | | | | | |
|---|---------------------------|--|--|---|--------------------------------------|
| A. Project # 1274-01 | B. Request # 11 | C. Period Covered by Request 03-01-19 to 03-31-19 <small>(M/D/Y) (M/D/Y)</small> | D. Request Type * partial <input type="checkbox"/> final <input type="checkbox"/> | E. Grantee's EIN 38-6007193 | F. Grant Amount \$593,241 |
| G. Grantee Name: Village of Newberry | | | | | Phone # 906-293-3433 |
| Address: Village Hall, 302 East McMillian Avenue, Newberry, MI 49868 | | | | Email: finance@newberry.mi.gov | |
| H. Grantee's Bank Name: MBank – Mackinac Financial Corp. | | | | | Phone # 906-293-5165 |
| Address: 414 Newberry Ave., Newberry, MI 49868 | | | | | |
| Account Name: _____ | | | | ABA # 091102807 | Account # 9960546 |
| Special Instructions: _____ | | | | | |
| I. Budget Items (Include Eligible Costs Only Using Dollars and Cents) | | | | | |
| | | | | Requested Incurred Costs This Period | Cumulative Costs Incurred To Date |
| 1. PROJECT PLANNING COSTS (for SRF plans, USDA-RD Preliminary Engineering Reports, or Project Proposal) | | | | \$ 0.00 | \$ 0.00 |
| 2. DESIGN ENGINEERING COSTS | | | | \$ 0.00 | \$ 0.00 |
| 3. USER CHARGE SYSTEM DEVELOPMENT COSTS (awarded under planning or design grant) | | | | \$ | \$ |
| 4. WASTEWATER ASSET MANAGEMENT PLAN COSTS | | | | \$ 15,499.98 | \$ 100,161.54 |
| 5. STORMWATER ASSET MANAGEMENT PLAN COSTS | | | | \$ 430.20 | \$ 52,836.75 |
| 6. STORMWATER MANAGEMENT PLAN COSTS (Nonpoint Source Watershed Management Plans) | | | | \$ | \$ |
| 7. INNOVATIVE WASTEWATER OR STORMWATER TECHNOLOGY COSTS | | | | \$ | \$ |
| 8. DISADVANTAGED COMMUNITY CONSTRUCTION COSTS | | | | \$ | \$ |
| 9. TOTAL CUMULATIVE AMOUNT FOR PERIOD COVERED BY THIS REQUEST (add totals in 1 st column) | | | | \$ 15,930.18 | |
| 10. TOTAL CUMULATIVE ELIGIBLE COSTS INCURRED TO DATE (add totals in 2 nd column) | | | | | \$ 152,998.29 |
| 11. LESS LOCAL MATCH (if applicable) (na) | | | | | (\$ 0.00) |
| 12. LESS AMOUNT PREVIOUSLY DISBURSED | | | | | (\$ 137,068.11) |
| 13. AMOUNT REQUESTED FOR DISBURSEMENT | | | | | \$ 15,930.18 |
| J. For each request, describe the scope of work completed to date. Attach separate sheet if more space is needed. Discuss the progress made on the services not yet complete and a schedule for their completion by the grant period end date. If the scope of work will exceed the grant period, request a grant period extension from your DEQ project manager prior to incurring the costs. | | | | | |
| o See attached "Budget & Disbursement Tracking" spreadsheet excerpts (pages 4 & 8 of 8) | | | | | |
| o See attached invoice copies from C2AE for Mar 2019, Oudbier Instruments, and I.T.Right computers | | | | | |
| o See attached Progress Report: #17 | | | | | |
| I certify that I am an authorized representative of the grantee and am authorized to make the following certifications on behalf of the grantee: (i) there is no pending litigation or event which will materially and adversely affect the project or the prospects for its completion; (ii) the representations, warranties and covenants contained in the grant agreement for the obligations pursuant to which this request for disbursement is submitted continue to be true and accurate in all material respects as of the date hereof; (iii) to the best of my knowledge and belief, the costs above were incurred in accordance with the terms of the grant agreement and the application for assistance for this project; and (iv) the amount requested for disbursement has not previously been requested. | | | | | |
| Authorized Representative Name (Print or Type): <u>Lori Stokes</u> | | | | Title: <u>Village President</u> | |
| Authorized Representative Signature (Original): _____ | | | | Date: _____ | |
| PLEASE RETURN THIS COMPLETED REQUEST TO THE ADDRESS SHOWN ON THE REVERSE SIDE | | | | | |

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

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

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

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

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

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

For Newberry SAW Grant email to MDEQ Project Manager ~~Jaelyn Morechant at "MorechantJ1@michigan.gov"~~
Valorie White at "whitev1@michigan.gov"



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

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

March 27, 2019

Project No: 13-0210

Invoice No: 67825

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

Project 13-0210 Newberry SAW Application

Professional Services for the period ending March 17, 2019

Phase 04 Wastewater Asset Management Plan

Fee

| Billing Phase | Fee | Percent Complete | Earned | Previous Fee Billing | Current Fee Billing |
|--|------------|------------------|-----------|----------------------|--------------------------|
| Task -900 Inventory & GIS Database | 77,180.00 | 86.48 | 66,745.26 | 59,274.24 | 7,471.02 |
| Task -0910 Condition & Critically | 33,760.00 | 2.60 | 877.76 | 877.76 | 0.00 |
| Task 0920-Metering & Modeling | 30,140.00 | 3.68 | 1,109.15 | 964.48 | 144.67 |
| Task 0930-Software Hardware & Training | 36,200.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| Task 0940-Sewer Televising | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| Task 0950-Level of Service | 4,000.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| Task 0960-CIP&Rate Structure Development | 29,240.00 | 23.20 | 6,783.68 | 6,783.68 | 0.00 |
| Task 0970 - Other | 5,000.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| Total Fee | 215,520.00 | | 75,515.85 | 67,900.16 | 7,615.69 |
| Total Fee | | | | | 7,615.69 |
| Total this Phase | | | | | \$7,615.69 |
| Total this Invoice | | | | | <u><u>\$7,615.69</u></u> |



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

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

March 27, 2019

Project No: 13-0210

Invoice No: 67826

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

Project 13-0210 Newberry SAW Application

Professional Services for the period ending March 17, 2019

Phase 05 Stormwater Asset Management Plan

Fee

| Billing Phase | Fee | Percent Complete | Earned | Previous Fee Billing | Current Fee Billing |
|--|------------|------------------|-----------|----------------------|---------------------|
| Task 0900-Inventory & GIS Database | 47,800.00 | 45.10 | 21,557.80 | 21,127.60 | 430.20 |
| Task 0910-Condition & Criticality | 31,700.00 | 6.00 | 1,902.00 | 1,902.00 | 0.00 |
| Task 0920-Metering & Modeling | 24,640.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| Task 0930-Software Hardware & Training | 2,000.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| Task 0940-Sewer Televising | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| Task 0950-Level of Service | 2,500.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| Task 0960-CIP&Rate Structure Development | 24,500.00 | 5.70 | 1,396.50 | 1,396.50 | 0.00 |
| Task 0970 - Other | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| Total Fee | 133,140.00 | | 24,856.30 | 24,426.10 | 430.20 |
| Total Fee | | | | | 430.20 |
| Total this Phase | | | | | \$430.20 |
| Total this Invoice | | | | | <u>\$430.20</u> |

(269) 792-4404

| | |
|-------------|------------------|
| DATE | INVOICE # |
| 3/14/2019 | 9083 |

Village of Newberry
P.O. Box 228
Newberry, MI. 49868

| | | |
|----------|--------|---------|
| P.O. NO. | TERMS | PROJECT |
| | Net 30 | |

[illegible]

Client: **Village of Newberry**

Project No.: **13-0210**

Project Name: **SAW Grant**

Project Phase: **Report**

Client Approved Revised Completion Date: **na**

Client Project No.: **MDEQ SAW #1274-01**

Client Advisor:

Date: **03-31-19**

Project Manager: **Chuck Lawson**

Report Lead: **Dave Holmgren**

Admin.: **Dave Cain**

Project Start Date: **Sep 2013 (application)**

Project Completion Date: **Nov 2020**

Period Covered: **March 2019**

THE WORK ACCOMPLISHED IN THE DEFINED PERIOD CONSISTED OF:

- Continued incorporating inventory data into GIS database
- Sewer TV inspections being awarded
- Flow meters installed

THE ANTICIPATED WORK ELEMENTS IN THE NEXT PERIOD:

- Monitorflow metering
- Continue database integration
- Assist with TV work coordination
- Compile next Draw Request package

SCOPE CHANGES MADE DURING DEFINED PERIOD:

- na

BUDGET STATUS (% COMPLETE OF C2AE TASKS):

| Wastewater (WAMP) Task | Budget | Approx. % Used |
|--|------------------|-----------------------|
| 900 – Inventory & GIS Database Development | \$77,180 | 82% |
| 910 – Condition & Criticality Assessment | \$33,760 | 2% |
| 920 – Metering & Modeling | \$30,140 | 3% |
| 930 – Software, Hardware, & Training | \$36,200 | 1% |
| 940 – Sewer Televising | \$0 | na |
| 950 – Level of Service | \$4,000 | 4% |
| 960 – Cap. Imp. Plan & Rate Structure Development | \$29,240 | 26% |
| 970 – Other – Funding Application | \$5,000 | 100% |
| Total C2AE | \$215,520 | 35% |
| | | |
| Total Project Including Other Venders, etc. | \$379,622 | 23% |

| Stormwater (SAMP) Task | Budget | Approx. % Used |
|--|------------------|-----------------------|
| 900 – Inventory & GIS Database Development | \$47,800 | 71% |
| 910 – Condition & Criticality Assessment | \$31,700 | 1% |
| 920 – Metering & Modeling | \$24,640 | 0% |
| 930 – Software, Hardware, & Training | \$2,000 | 0% |
| 940 – Sewer Televising | \$0 | na |
| 950 – Level of Service | \$2,500 | 1% |
| 960 – Cap. Imp. Plan & Rate Structure Development | \$24,5000 | 9% |
| 970 – Other – Mapping | \$0 | na |
| Total C2AE | \$133,140 | 17% |
| | | |
| Total Project Including Other Venders, etc. | \$237,355 | 10% |

SCHEDULE STATUS (from Engineering Agreement):

| Wastewater (WAMP) Task | Target | Status |
|---|-----------------|---|
| 900 – Inventory & GIS Database Development | May-Jul 2018 | Continues (field work holding until spring) |
| 910 – Condition & Criticality Assessment | Aug-Oct 2018 | Continues |
| 920 – Metering & Modeling | Jul-Nov 2018 | Started flow monitoring |
| 930 – Software, Hardware, & Training | May-Jul 2018 | xxx |
| 940 – Sewer Televising | Aug-Nov 2018 | work coming in spring |
| 950 – Level of Service | Nov-Dec 2018 | xxx |
| 960 – CIP & Rate Structure Development | Nov-Dec 2018 | Developing Framework |
| 970 – Other – Grant Application Preparation | Nov 2013 | Done |
| | | |
| Rate Methodology Submittal to MDEQ | End of May 2020 | On schedule |
| SAW Grant Budget Deadline | End of Nov 2020 | On schedule |
| | | |

| Stormwater (SAMP) Task | Target | Status |
|--|-----------------|--|
| 900 – Inventory & GIS Database Development | Aug-Oct 2018 | Continuing (field work on hold until spring) |
| 910 – Condition & Criticality Assessment | Oct-Nov 2018 | Starting Database |
| 920 – Metering & Modeling | Mar-Apr 2019 | xx |
| 930 – Software, Hardware, & Training | May-Jul 2018 | xx |
| 940 – Sewer Televising | May-Jun 2019 | xx |
| 950 – Level of Service | Jun-Jul 2019 | xx |
| 960 – CIP & Rate Structure Development | Jun-Jul 2019 | xx |
| 970 – Other – Mapping for Drainage Model | May-Jul 2018 | Done |
| | | |
| SAW Grant Budget Deadline | End of Nov 2020 | On schedule |
| | | |

INPUT NEEDED FROM CLIENT:

- na

CLIENT INPUT, DECISIONS AND DIRECTIVES:

- na

REALIZED OR ANTICIPATED CONCERNS:


- na

VALUE ADDED:

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

MEMORANDUM

TO: VILLAGE COUNCIL OF NEWBERRY, MI

FROM: LAWRENCE VINCENT, WATER & LIGHT BOARD CHAIR 

SUBJECT: PREVIOUS ANNUAL REPORTS REQUEST

DATE: MARCH 21, 2019

CC: JENNIFER JAMES-MESLOH, VILLAGE MANAGER

Dear Newberry Village Council,

The Water & Light Board annual report for 2019, in all likelihood, will not resemble previous reports sent to the Village Council. To that end, I am requesting a copy of the last three consecutive annual reports of the Water & Light Board that have been submitted to the Village Council.

The reason for this request, is to make sure that future annual reports presented to the Village Council will be as similar as possible to past ones.

Thank you for your prompt attention and response.

Lawrence Vincent, Water & Light Board Chair

MEMORANDUM

TO: VILLAGE COUNCIL OF NEWBERRY, MI
FROM: LAWRENCE VINCENT, WATER & LIGHT BOARD CHAIR *LV*
SUBJECT: 2019 ANNUAL REPORT
DATE: MARCH 25, 2019
CC: JENNIFER JAMES-MESLOH, VILLAGE MANAGER

Dear Newberry Village Council,

The Water & Light Board annual report for 2019 contains confidential customer information. I am asking that the copy provided to the Village Council stay in the Village office as a control so that confidential customer information is kept safe. The report is eligible for a FOIA request by the general public, but the confidential customer information would need to be redacted.

Thank you for your understanding.

Lawrence Vincent, Water & Light Board Chair



GRETCHEN WHITMER
GOVERNOR

STATE OF MICHIGAN
DEPARTMENT OF TREASURY
LANSING

RACHAEL EUBANKS
STATE TREASURER

April 3, 2019

**Deficit Elimination Plan
Approval**

Municipality Code: 483010
APR Form ID Number: 57451
Report ID Number: 85337

Sent Via Email

Chief Administrative Officer
Village of Newberry
manager@newberry.mi.gov

Dear Chief Administrative Officer:

We have evaluated your deficit elimination plan for the correction of the deficit condition as of the fiscal year ending 2017, in one or more funds as follows:

- Sewer
- General

The plan, as submitted under the requirements of the Glenn Steil State Revenue Sharing Act 140 of 1971, Section 21(2), should correct the deficit condition of the above-mentioned fund(s).

We would like the Village to begin submitting the following General Fund reports on a monthly basis:

1. Budget-to-actual report. The report should include budget-to-actual information for the fiscal year to date. Any variances over 20 percent should be accompanied by an explanation.
2. Cash flow worksheet for the proceeding 12 months.
3. Accounts payable aging report.

Each report must be e-mailed to this Department at Treas_MunicipalFinance@michigan.gov by the 15th of the subsequent month. Should that fall on a Saturday, Sunday, or State holiday, then the next business day thereafter. The first reports to be submitted, the April reports, should be submitted by May 15, 2019. **Delinquent reports may result in the withholding of 25% of your State Incentive**

Payments or payments issued under Public Act 140 of 1971, the Glenn Steil State Revenue Sharing Act of 1971. Once withheld, payments are not released until the monthly reports have been submitted timely for three consecutive months.

Should you have any questions regarding this letter, please contact Harlan Goodrich at (517) 335-7469 or Treas_MunicipalFinance@Michigan.gov.

Sincerely,

A handwritten signature in dark ink, appearing to read "Rod Taylor". The signature is fluid and cursive, with the first name "Rod" and last name "Taylor" clearly distinguishable.

Rod Taylor, Administrator
Community Engagement and Finance Division

ORDINANCE A

This is an Ordinance Relative to the Management, Control and Use of the Water and Light Plants and Distribution Systems of the Village of Newberry.

THE VILLAGE OF NEWBERRY ORDAINS:

A:1:1 Board:

There is hereby created and constituted a Board under the name of the Newberry Water and Light Board to be composed of five members, except as provided in paragraph A:1:1a, who shall be electors of the Village, hereinafter referred to as "Board". The members of the Board shall be nominated by the Village President and approved by the Council. The appointment of members to the Newberry Water and Light Board shall be at the Council's regular October meeting.

A:1:1a Council Members

Two council members so appointed by the Village President and approved by the Council shall serve for a term of one (1) year; which terms shall commence at the date of appointment and shall expire upon the appointment of a successor at the regular Council meeting the following October.

A:1:1b At Large Members:

An at-large appointment shall be made at the regular October Village Council Meeting. The term of each member shall commence upon taking the oath of office. The term of office shall be for three years and there shall be three (3) at large members serving. Each and every year, in the month of October, one (1) at-large member's term shall expire. Shall a vacancy arise during a member's term the Village President may present a candidate to the Village Council for approval of appointment to serve the remainder of the term associated with the vacant position. It is imperative that the at-large members' terms remain staggered so as not to allow more than one position's term to expire in the same year.

One at large member may be a customer and not elector. The customer member shall reside in the service area of the Newberry Water & Light Board and be a current customer. A customer member, if nominated and approved may not serve as chairperson, or acting chairperson.

A:1:1c Oath of Office:

Within ten (10) days of appointment, each Water and Light Board member shall take an oath of office as prescribed by the Village Clerk before being qualified as members of said Board.

A:1:1d Hold-over Provision

Each member is to hold over his/her term of office until his/her successor shall have been appointed and taken the oath of office.

A:1:1e Compensation

Each member of said Water & Light Board shall receive the sum of \$50.00 per month as compensation for serving on this Board. Additionally, each member attending a regular or special meeting of the Board shall receive \$25.00 per meeting attended. Said sum shall be payable at the regular scheduled meeting of the following month.

A:1:2 Quorum; Chairperson:

A majority of the members of said Board shall constitute a quorum for the transaction of business. They shall name their own chairperson at the first regular meeting of said Board in October of each year. The chairperson shall hold such position for one year and until his successor shall have been named. The chairperson, with the approval of a majority of the Board, shall appoint a clerk for the Board.

The clerk's duties shall consist of taking/recording minutes of all regular and special meetings. The minutes shall be made available for approval at the next meeting of the Board. The clerk shall maintain copies of all minutes and shall make them available for public inspection. The Board may designate other Board employees to assist the clerk in making records available for public inspection.

A:1:3 Duties:

A:1:3a Management Authority:

The Board, subject to the direction of the Council is hereby charged and entrusted with the construction, management, maintenance, supervision and control of such water works and electric lighting plant and distributing systems of any future department or departments that the Council shall deem fit to allocate to the Board for management. The Board shall have power to make and adopt all by-laws, rules and regulations as they shall deem necessary and expedient for the transaction of their business not inconsistent with other Ordinances or Policies of the Village.

A:1:3b Unified Collection of Fees and Charges:

The Board shall be charged with the responsibility to collect all electrical, water, sewage and garbage fees on behalf of themselves and the Village Council and to make a monthly accounting of all revenues collected and all accounts receivable.

A:1:4 Modification of Plant in Excess of \$10,000.00:

Whenever the expense of rebuilding, repairing, adding to or otherwise changing any portion of the water works, electric plant or the distributing systems shall not exceed the sum of Ten Thousand (\$10,000.00) Dollars, the same shall be done by the same Board in such manner as they shall deem proper. Whenever such expenses shall exceed the sum of Ten Thousand (\$10,000.00) Dollars, the Board shall first submit plans, diagrams and specifications of the same and estimates of the cost thereof to the Council for its approval, and, when so approved, the

Board shall, subject to the direction of the Council, cause such work to be done by contract or in such other manner as the Council shall determine.

A:1:5 Meeting With Council:

The members of the Board, the Village Manager, and Superintendent shall meet with the Council at any time at the request of the Village President.

A:1:6 Payment of Claims and Charges:

All claims and accounts charged against the Water and Light System which shall have been incurred by said Board in accordance with this Ordinance shall be approved by said Board and said Board shall authorize payment of those claims and accounts in the usual course of its business. All money shall be paid out or expended by said Board by warrant or check, drafted and signed by two of the following:

1. Board member designated by the Board
2. Village Manager
3. Board Chairperson
4. Village President

All funds shall be drawn on Water and Light Board accounts. All claims and accounts approved by the Water and Light Board shall be reported to the Village Council at the Council's regular monthly meeting.

A:1:7 Accounting:

The Board shall make all purchases of supplies for said plant and distributing systems and shall keep a detailed record of all cost and expenses in connection therewith, showing the amount expended for each part of the works or distributing systems. The Board shall keep and maintain a complete set of books, keeping accounts with each part of said works and systems, showing in detail, the earnings, costs and expense of construction, maintenance and operation, of such system to be in accordance with the statute in such case provided, and to be subject to such change by Council as shall not be contrary to such statute or statutes.

A:1:8 Deposit of Funds

The Board shall promptly, and in no event more than one (1) banking day after receipt, deposit all money received by it and belonging to said Board in an account entitled Newberry Water and Light Board and shall file a detailed statement thereof together with a receipt from said bank for those funds with the Village Clerk. The Village Clerk shall report the deposits to the Council at its regular monthly meeting each month.

A:1:9 Report to Council: Monthly, Annually, Regularly:

At the regular meeting of the Council each month the Village Manager shall present to the Council a detailed report of all business done during the preceding calendar month, showing all materials furnished, sold and used, all receipts and disbursements and the funds to which the same have been charged or credited, the condition of the plant and such other information as the Council shall from time to time direct or require. The Board shall also present to the Council on the fourth Monday in March of each year, an annual report, which report shall include an

itemized statement of all receipts and disbursements relating to or connected with the water and light plants and distributing systems, showing in detail the revenue and expense of all new work, construction, maintenance, repairs, operation and depreciation and complete statement of the condition, progress and operation of said works and distributing systems, including an inventory of all property on hand and the value thereof. At any other time during the year the Board shall be required to furnish such report or reports as the Council may request.

A:1:10 Employment of Superintendent & Others:

The Board is hereby empowered, subject to the approval of the Council, to employ all agents, employees and superintendents, whom it may deem necessary to operate and maintain the electrical and water systems of the Board and Village.

A:1:11 Regular Meetings:

The Board shall hold a regular meeting on the second Tuesday of each month, the hour of such meeting to be set by resolution by the Board. It shall keep a full and complete record of all its proceedings (voice recording and transcription) and within five (5) days after such meeting the Clerk of said Board shall be required to transmit to the Village Clerk a true copy (subject to Board approval) of the proceedings of such meeting.

A:1:12 Newberry Water & Light Board Manager:

A:1:12a Duties:

The Village Manager shall be the chief administrative officer of the Newberry Water & Light Board and shall be responsible to the Village President and Village Council for the efficient administration of all affairs of the Newberry Water & Light Board and all departments except as that responsibility is explicitly delegated to another officer by Statute or Ordinance. The Village Manager shall fully inform the Board Chairperson and Board Members concerning Newberry Water & Light Board affairs.

The Manager shall have the following functions and duties:

1. Attend all meetings of the Newberry Water & Light Board and its committees and to take part in such meetings without a vote.
2. Be responsible for personnel management and administer such personnel policy as shall be applicable to Newberry Water & Light Board employees.
3. To suspend with pay any department head pending a hearing before the Council; to recommend disciplinary action against any department head; to recommend the wages of all non-elected employees; exercise supervisory control over all departments, to hire, discipline or discharge any Newberry Water & Light Board employee who is not a department head, but only after consultation with the appropriate department head.
4. Prepare and administer the budget as provided for in the Uniform Budgeting and Accounting Act. Be purchasing agent of the Newberry Water & Light Board subject to the Village Purchasing Ordinance.
5. Investigate complaints concerning the administration of the Newberry Water & Light Board and at all time to have the authority to inspect the books, records and papers of any agent, employee or office of the Newberry Water & Light Board except the Village Attorney; to

make recommendations to the Council for adoption of such measures as the Village Manager shall deem in the best interest of the Newberry Water & Light Board.

6. Perform such other duties as shall be delegated by the Newberry Water & Light Board Council, including those described as the Village Manager Job Description adopted by Council Resolution.

A:1:12b Dealing With Employees:

Neither the Newberry Water & Light Board nor the Board Chairman shall attempt to influence the employment of any person by the Village Manager or in any way interfere in the management of departments under the jurisdiction of the Manager. The Chairperson and Board Members shall deal with departments under the jurisdiction of the Village Manager through the Manager. The Chairperson and Board Members shall have the absolute right and duty to contact any Village employee pursuant to any authorized inquiry, pursuant to the Board.

A:1:12c Purchasing Responsibilities:

The Village Manager shall act as purchasing agent for all Newberry Water & Light Board offices and departments. The Manager may delegate some or all of the duties as purchasing agent to another officer or employee provided that such delegation shall not relieve the Manager of the responsibility for the proper conduct of those duties.

The Village Manager shall have the authority to purchase any product or service where the cost of which does not exceed five thousand dollars (\$5,000.00), provided that funds have been appropriated. This amount may be modified from time to time by a Policy Resolution adopted by the Village Council. The cost for the product or service shall not exceed the unencumbered balance of the appropriation for that account. Except as hereinafter provided, the Village Manager shall not purchase any product or service where the cost of which exceeds the above dollar amount without prior approval of the Newberry Water & Light Board and subsequently the Village Council. The Village Manager may promulgate rules governing the purchase of products or services.

The Village Manager shall have the authority to purchase any product or service regardless of its cost when such purchase is necessitated by an emergency condition. "Emergency condition" is defined to mean any event which presents and imminent threat to the public health or safety of a Newberry Water & Light Board service which is essential to public health or safety.

Section A:2 Operations:

A:2:1 Hydrants:

All street hydrants hereafter installed shall be placed on the curb line except by written permission from said Board. The shut-off cock shall in all cases be placed on the curb line. The hydrant shall be so constructed that the water may be drawn by the use of a key and said hydrant shall be kept locked when not in use by the person paying for the same or an associated employee.

A:2:2 Rates:

Rates shall be set by Board resolution. Rates shall not become effective until approved by the Newberry Village Council by resolution and the first day of the month after publication in *The Newberry News* or other paper of general circulation in Newberry. Rates in effect at the time of the adoption of this amendment of Ordinance A shall continue in effect until further Board and Council modification.

A:2:3 Electric Motors:

The Board shall set policies, rules and regulations and it may set individual customer requirements for all motors concerning phase, capacity, hours of operation, and any other factor deemed appropriate. The Newberry Water & Light Board shall take action to maintain strict adherence to the rules and regulations heretofore or hereafter promulgated by said Board.

A:2:4 Rules and Regulations-Reference: Payment of Charges and Reading of Meters:

A:2:4a Collect Funds:

It Shall be the duty of the Newberry Water and Light Board to collect all accounts on behalf of the Village of Newberry for sewer use, maintenance, installation and all other charges duly levied, charged, or rendered in connection with the electrical and water distribution systems, sewer system or sewage treatment.

A:2:4b Certification of Collections:

It shall be the duty of the Newberry Water & Light Board to certify to the Newberry Village Council not later than October 1st, and not prior to September 1st, of each calendar year, that all water and electric meters have been manually read, inspected for proper operation, and if improperly operating- repaired. The Water and Light Board shall also report at the time of certification, any discrepancies between reported usage and metered usage, all accounts receivable from users, whether delinquent or not, and the amount of any delinquencies for which the Newberry Water and Light Board had advanced its own funds.

A:2:4c Meter Reading:

Nothing in this Ordinance shall be construed to prohibit reading meters on a more frequent basis.

A:2:4d Meter Reading Policies:

The Water and Light Board shall adopt, from time to time, policies concerning the reading of meters and the payment of charges, including the reading of meters. The Water and Light Board shall make available at the Water and Light Board Office, during regular business hours, an adoption of its policies concerning the payment of charges, reading of meters, and computation of those readings for the inspection by the users and/or property owners.

A:2:5 Connections:

No person shall make any connection with the water or electrical distribution systems without prior written permission from the Board. Water connection shall include tapping any main or distributing pipe, inserting any stop-cock, hydrant or other appliance whatsoever, using, altering or disturbing any gate, stop-cock, hydrant or other attachment belonging to the Village or Board and/or connecting with the water system. Water system-owner boundary: The Village/Board water system shall terminate at the boundary of the property owners real estate. Only for the purpose of determining and granting permission for construction or repair of a water supply line, the water curb stop shut-off valve, if further downstream from the property line, shall be the final point of the Village water system. Work done by the owner downstream from the curb stop shut-off valve shall be subject to inspection and approval by the Board. The Board may refuse service if the work does not meet its specifications.

Violations of this Section shall be a misdemeanor punishable as provided in **Section A:3:3.**

A:2:6 Street Lighting and Fire Hydrants:

All electric current used by the Village for street lighting purposes will be charged to the Village each month at the commercial rate per kilowatt hour for street light current as shown by the meter or meters installed for that purpose. The said Board shall be reimbursed by the Village for all installation and maintenance of street lights and circuits connected herewith. The Village shall also pay the Water and Light Board for the installation and maintenance of fire hydrants within the said Village. No charge shall be made to the Village for water used by it in connection with fire hydrants.

Section A:3 Criminal Penalty:

A:3:1 Tampering with Village Water & Light Equipment:

No person shall meddle with, use, damage, injure or destroy any hydrant installed for fire purposes, except when ordered to do so by said Board or the Chief of the Fire Department of the Village. No person shall injure, destroy or meddle with any water or light works, pipes, wires or attachments or in any way use or tamper with the same, or interfere with their proper use, without written authority from the Board. Any person violating this section shall be guilty of a misdemeanor and punished as provided in **Section A:3:3.**

A:3:2 Tampering with Meters-Misrepresentation of Usage:

Any person interfering or meddling with any meter or who shall interfere with the Board, its clerks, agents or employees, in the discharge of their duties including reading meters, as set forth in this Ordinance or under the rules or orders of the Board or who shall knowingly misrepresent their usage of water, electricity, garbage or sewage shall be guilty of a misdemeanor.

A:3:3 Penalty:

Any person convicted of a misdemeanor as set forth in Ordinance A, shall be punished by a fine up to Five-Hundred (\$500.00) Dollars plus the costs of prosecution and/or imprisonment up to Ninety (90) Days at the discretion of the Court.

Section A:4 Collection:

A:4:1 Liens or Collections

Charges for services, including water, sewage, electrical and garbage pick-up, furnished to a premises shall be a lien on those premises as provided by statute. Each separate charge, that is water, sewage, electric or garbage pick-up shall be a separate lien, or turned over to a collection agency approved by The Village Council. Those charges delinquent for six months or more may be certified annually to the proper tax assessing official or agency who shall enter the lien on the next tax roll against the premises to which services shall have been rendered and the charges shall be collected and the lien shall be enforced in the same manner as provided for the collection of taxes assessed upon the roll and enforcement of the lien for taxes.

A:4:2 Certification:

The Village Manager of the Water and Light Board shall certify to the Village Treasurer no later than May 31st of each year and the Township Supervisor no later than October 31st of each year a statement of lien claimed.

A:4:3 Lien Statement:

The statement of lien claimed shall specify the legal description of the premises, street address of the premises, specific services and their relative charges and the unpaid balance due for each charge individually.

A:4:4 Rental Property:

Utility services to a rental property shall be in the name of the renter or user, unless the title holder submits a signed, written, confirmation to execute the bill in the title owner's(s') name(s). No services will be provided to a rental property if any title holder files a written objection with the Newberry Water and Light Board. If the request is to terminate service, The Water & Light Board will take appropriate action as long as the termination of service does not conflict with any other Ordinance or Statute that takes precedence over Ordinance A. Application for services may be made by a renter, but shall require approval of the property owner(s). Billing for the services shall be to the renter, occupant, or user of the services and delivered to the legal address of the premises. The owner may request the Water & Light Board to prepare and deliver a duplicate invoice to an address of their choosing; however, pursuant to the Water & Light Board, that option could incur an additional service fee on the monthly invoice. Any outstanding bill shall remain with the user and not attached to the premises. Should a title holder request that a rental property's bill be placed in the title holder's name, should the charges become delinquent, then any other accounts in the same name could be affected. No services will be reconnected until all accounts in that person(s), or business' name(s) have been paid in full.

The Board may require a security deposit and the amount of the deposit may be adjusted from time to time at the discretion of the Water & Light Board and approval from the Newberry

Village Council. The amount of the security deposit shall be promulgated as a Water & Light Board Policy and not become imbedded in an ordinance.

A:4:5 Enforcement

A lien created against the premises by this Ordinance may be enforced in the manner as provided for the collection of taxes assessed upon the roll and enforcement of the lien for taxes or also by discontinuing water service to the premises for non-payment of charges for water service or discontinuance of either water service or sewage disposal service to the premises or both for non-payment of sewage disposal and garbage collection charges to the premises.

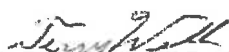
A:4:6 Electric Service

The Water and Light Board may, from time to time, adopt policies for the collection of unpaid electrical charges.


Section A:5 Publication and Effective Date:

The Village Clerk shall cause this Ordinance to be published in the Newberry News. The Ordinance shall be effective 20 days after publication. This is a Recapitulation that incorporates all amendments, changes, and Village Council and The Water & Light Board resolutions to date and since the Promulgation Date (Also Known As the Effective Date) of **Ordinance A** which is August 3, 1987.

Recapitulated, approved, and adopted this 17th Day of May, 2010.



Terry Webb, President
Village of Newberry



Janice Galor, Clerk
Village of Newberry

Adoption History: Introduced: July 13, 1987; adopted July 13, 1987; effective: August 3, 1987; amended and recodified November 8, 1999, presented for signature and published 1/13/2000, Section A4:1:3a, A:1:6, A:1:7 and A:4:4 modified and approved and adopted on October 23, 2008, presented for signature and published 11/5/08. Sections: A:1:1b, A:1:2, A:1:6, A:1:7, A:1:12a, A:2:1, A:2:5, A:4:1, A:4:2, A:4:4, A:4:5 and A:5 modified, approved and adopted on

May 17, 2010, presented for signature and published June 9, 2010. The entire ordinance was recapitulated to include all previous amendments and modifications since the date of promulgation.

Summary of changes of May 17, 2010:

Section:

A:1:1b Revised entire paragraph to Recapitulate original content.

A:1:2 line 4 changed to read “in October...” vise “second Monday in April...”

A:1:6 add sub paragraph 4 to read “4. Village President”

A:1:7 line 6 changed to read “maintenance and operation, of such...” vise “maintenance and operating, such...”

A:2:5 line 4 changed the word “whatever” to read “whatsoever”

A:4:2 arranged sentences to read in chronological order and changed the date “May 30th” to read “May 31st”

A:4:4 Rescinded in its entirety and rewritten.

Changed : “Chairman” to read: “Chairperson” at each occurrence.

The entire ordinance was recapitulated and incorporates all modifications to date, which allows the Council to pull the Original ordinance and amendments from all binders and replace it with the Recapitulated version. The original ordinance and all amendments and modifications shall be archived.


PRINTER'S AFFIDAVIT

State of Michigan
County of Luce

ss James Diem, being duly sworn, deposes and says that he is the printer and publisher of the Newberry News, a weekly newspaper printed, published and circulated in the Village of Newberry, Luce County, Michigan.

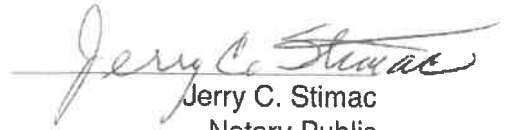
Ordinance A:
of which the annexed notice is a true and complete copy, was duly published in said Newberry News, Inc. once in each week for 1 week(s) and that the publication of said notice was made in said newspaper on the following date,

JUNE 9, 2010


James Diem

Sworn and subscribed before me this 9th day of June, A.D. 2010

My commission expires 3/3/12.


Jerry C. Stimac
Notary Public



NEWBERRY WATER & LIGHT BOARD
REGULAR MEETING MINUTES
April 9, 2019

Present: Board members: Brown, Dishaw, Medelis, Wendt.

Absent: Vincent.

Also Present: Clerk -Schummer, Village Manger – James-Mesloh, Lori Stokes, Rebecca Handa, Scott Ouellette.

Call to Order: Medelis called the meeting to order at 5:30 p.m. at the Village of Newberry Offices, 302 East McMillan Avenue, followed by the Pledge of Allegiance.

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

Approval of Minutes: Moved by Dishaw, support by Brown, **CARRIED**, to approve minutes from the March12, 2019 W&L meeting as written. Ayes: All. Absent: Vincent.

Water and Light Chairperson Announcements: Medelis welcomed Kirby Wendt to the W&L Board.

Public Comments on Agenda Items: None.

Submission of Bills and Financial Updates:

A.) **Water & Light – Monthly Bills – February 2019** - Motion by Brown, support by Dishaw, **CARRIED**, recommend Village Council pay the March Electric Fund bill in the amount of \$110,964.79. Discussion followed. Ayes: All. Absent: Vincent. Motion by Dishaw, support by Brown, **CARRIED**, recommend Village Council pay the March Water Fund bill in the amount of \$3,557.15. Discussion followed. Ayes: All. Absent: Vincent.

B.) **Christmas Light Fund** is currently at \$12,220.20. There was a question as to what the money was used for this past month.

Petitions and Communications: None.

Introduction and Adoption of Ordinances and Resolutions: None.

Reports of Village Management:

- 1.) Superintendent of Water and Light: Joe Lively, working foreman, submitted a written report.
- 2.) Assistant Village Manager: Vallad was absent due to a death in the family. Charts were submitted for review.
- 3.) Village Manager: James-Mesloh gave a verbal as well as written report. USDA-RD Annual Report was provided to the Board.

Reports of Committees:

- 1.) Save the Bells – none.

Unfinished Business: Items tabled from the March 12, 2019 W&L Board meeting.

New Business:

- 1.) Budget Amendments: Moved by Brown, support by Dishaw, **CARRIED**, move that the Board recommend to the Village Council to adopt the 1st quarter 2019 amendments for the Water and Electric Funds as presented. Discussion followed. Ayes: All. Absent: Vincent.

Comments By Board Members: None.

Adjourn Meeting: Motion by Dishaw, support by Brown, **CARRIED**, to adjourn meeting at 6:25 p.m. Ayes: All. Absent: Vincent.

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

Terese Schummer, Clerk

Charles Medelis, Acting Chairperson

**Village of Newberry
Planning Commission Meeting
Monday, March 25, 2019
Meeting Location: 302 East McMillan Ave.
Meeting Time: 6:00 p.m.**

1. Call to order:

Meeting was called to order by Chairman Vincent at 6:00pm

2. Pledge of Allegiance:

Chairman Vincent asked all to rise and pledge allegiance to the flag.

3. Rollcall:

Roll call was taken and Vincent, Stiffler, and Hardenbrook were present. Vanatta was absent.

4. Approval of Agenda:

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

5. Approval of Minutes:

Planning Commission Meeting – September 24, 2018 at 6:00pm. Motion by Stiffler, second by Hardenbrook to approve minutes. A vote by voice was taken with Hardenbrook, Vincent, & Stiffler voting in the affirmative.

6. Planning Commission Chairperson Announcements:

First meeting in a long time - Chairman apologizes. Vacant Planning Commission seat – position will continue to be advertised until filled.

7. Communications from the Public:

None

8. Petitions and Communications:

None

9. Unfinished Business:

Rebecca Bolen from the EUP Regional Planning and Development Commission spoke in regard to the services EUP Regional Planning/Development Commission provides. The RRC (Redevelopment Ready Communities) has a list of best practices for the Planning Commission to review. Once PC has a list, the Regional Planning/Development Commission will review. Funds are available to pay for plans to be put together. She discussed a Public Participation Plan on how to inform the public on zoning/ordinance for the community – examples include using social media.

Rebecca will return for next month's meeting to assist the PC.

Opportunity Zones - SE Luce County. Maps of the area should someone seek information about the area.

10. New Business:

Vincent recommended we look at revising goals as listed in the Action Plan to update timelines and priorities within the Master Plan.

11. Comments by Planning Commission Members:

None

12. Adjournment - Regular Session

With no further business before the Planning Commission, a motion was made by Hardenbrook to adjourn the meeting at 6:25pm. Motion carried.

VILLAGE OF NEWBERRY



302 East McMillan Avenue, Newberry, MI 49868 Phone: 906-293-3433 Fax: 906-293-8569

Activity Report for Director of Human Resources and Community Engagement March 19, 2019 to April 10, 2019

- **HR/CMTY ENGAGEMENT**

- Forwarding requests sent from Village President/Council Members to Village Manager and responding/not responding according to directives from Village Manager.
- Attended MML Workshop on Understanding the General Law Village Act
 - Tuesday, March 19, 2019
- Payroll
 - Documentation process for procedures and remittances
- Participating on Committees
 - Ordinance, Management
- Creating forms to make onboarding of employees more efficient
- Website updates and building new pages for financial documents

- **GRANT PROJECTS**

- MDARD Grant Reimbursement Received - \$28,561.00
 - This was to cover BS&A implementation
 - Total reimbursement so far = \$44,244.50
 - Remaining Amount = \$11,060.50
 - Total Grant Amount = \$55,305.00
- Filing quarterly reports

- **FOIA**

- 1 request for 2019 (as of April 10, 2019)
 - See attached report

- **Committee/Membership/Partnership Meetings:**

- Chamber of Commerce – Annual Dinner is April 12
- Eastern UP Planning Commission – next meeting is TBD
- M123 Scenic Byway – Next meeting is April 15th at 11:00AM
- Save Restore Grow Newberry – Next meeting is TBD
- Strategic Alliance for Health - meetings are on hold

Board of Directors

Jeremy Hendges, TED
Laura J. Mester, MDOT
Shelbi Frayer, Treasury
Ronald Smedley, DEQ
Michael Turnquist, DTMB



Josh Burgett
Director

State of Michigan
Land Bank Fast Track Authority

March 27, 2019

Allison Watkins, Dir of HR and Comm Engagement
Newberry
302 E McMillan Ave
Newberry, MI 49868

RE: Michigan Rural Community Demolition Grant

Dear Allison Watkins,

Thank you for your application for a Michigan Rural Community Demolition Grant. We had \$350,000 in grant funds to distribute and we received over \$875,000 in requests. Many great projects were submitted and while we wish we could fund them all, that is not possible.

As such, we regret to inform you that the Michigan Land Bank Fast Track Authority (MLB) is unable to fund your request as other projects ranked higher in the criteria for the grant.

In reviewing your application, the MLB wishes to discuss the opportunities for utilizing local or county brownfield redevelopment TIF dollars for part of the costs of the demolition and/or future development. Please contact Jim Tischler, MLB Development Director, at your convenience to discuss how that mechanism may help fund certain activities on this project or other projects and provide income for future projects in your brownfield area. Jim can be reached at (517) 242-4376 or tischlerj2@michigan.gov.

If you have any questions, please feel free to reach out to Linda Horak, Property Analyst, at (517) 247-6741 (horakl@michigan.gov) or Jeff Huntington, Property Manager, at (517) 335-8430 (huntingtonj@michigan.gov).

Best Wishes,



Josh Burgett
Director

Cc: Senator Wayne A. Schmidt
Representative Sara Cambensy

2019 FOIA Request Tracking
as of 4.10.2019

| Request ID | Date Request Received | Last | First | Regarding | Status |
|-------------------|------------------------------|-------------|--------------|---|--------------------|
| 2019-001-SL | 4.03.2019 | LaButte | Shiloh | 2019 Village Council Meeting Minutes regarding Budget | Complete- 4.5.2019 |

VILLAGE OF NEWBERRY



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

Newberry Wastewater Treatment Plant

George Blakely Superintendent

April 2019 Report

Spring has arrived at the Newberry Wastewater Treatment Plant. We are experiencing increased flows about twice the normal rate. So far, we have only encountered minimal operational problems.

Oudbier Instrument was in to install data readers and rain gauge for the SAW project.

- Monthly report submitted to DEQ
- Staff Safety Meeting
- Routine Preventive Maintenance
- Painting of blowers

VILLAGE OF NEWBERRY



Moose Capital of Michigan

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

Newberry Water and Light

Joe Lively Foreman

March 2019

- Miss Digs
- Meter Reading
- Snow Removal
- Baci Samples
- Service Re-connects
- Removed Pole (Broke) (Zellars)
- Disconnects (Non-Payments) 18
- Cross Connection Report/Annual Pumpage Report To DEQ
- Several Service Masts Damage Due to Ice
- Water Leak (Office of W&L Bldg. Broke Pipe)
- Inventory OF Electric and Water Parts
- Callouts For Intermittent Power Due To Ice
- Primary Brushing
- Seasonal Turn Ons

“Spring is when you feel like whistling, even with a shoe full of slush.”

WATER AND LIGHT
MISS DIGS

Water & Light
Miss Digs
March 2019



| MISS DIGS | Jan-19 | Feb-19 | Mar-19 | Apr-19 | May-19 | Jun-19 | Jul-19 | Aug-19 | Sep-19 | Oct-19 | Nov-19 | Dec-19 |
|---|--------|--------|--------|--------|--------|--------|--------|--------|--------|--------|--------|--------|
| 000 RESPONSE PENDING | | | | | | | | | | | | |
| 001 NO CONFLICT | | | | | | | | | | | | |
| 002 MARKED | | | 3 | | | | | | | | | |
| 003 NOT COMPLETE | | | | | | | | | | | | |
| 004 MARKED-UTILITY REQUIRED ON SITE DURING EXCAVATION | | | | | | | | | | | | |
| 005 ON GOING COORDINATION | | | | | | | | | | | | |
| 006 NOT MARKED-NO ACCESS TO WORK AREA | | | | | | | | | | | | |
| 007 STATED SCOPE OF WORK COMPLETED | | | | | | | | | | | | |
| 008 FACILITY RESPONSE NOT REQUIRED | | | | | | | | | | | | |
| 009 ADDITIONAL LOCATING REQUIRED | | | | | | | | | | | | |
| 010 EXEMPT FROM MARKING | | | | | | | | | | | | |
| 013 CANCELED | | | | | | | | | | | | |
| 201 DESIGN-TASK FACILITIES | | | | | | | | | | | | |
| 202 DESIGN-TASK COMPLETED | | | | | | | | | | | | |
| 203 DESIGN-MARKING REQUIRED | | | | | | | | | | | | |
| 999 HAS NOT RESPONDED | | | | | | | | | | | | |
| TOTALS | 0 | 0 | 3 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |

WATER & LIGHT

Series1 Series2 Series3 Series4 Series5 Series6 Series7 Series8 Series9 Series10 Series11 Series12 Series13 Series14 Series15 Series16

AXIS TITLE

m

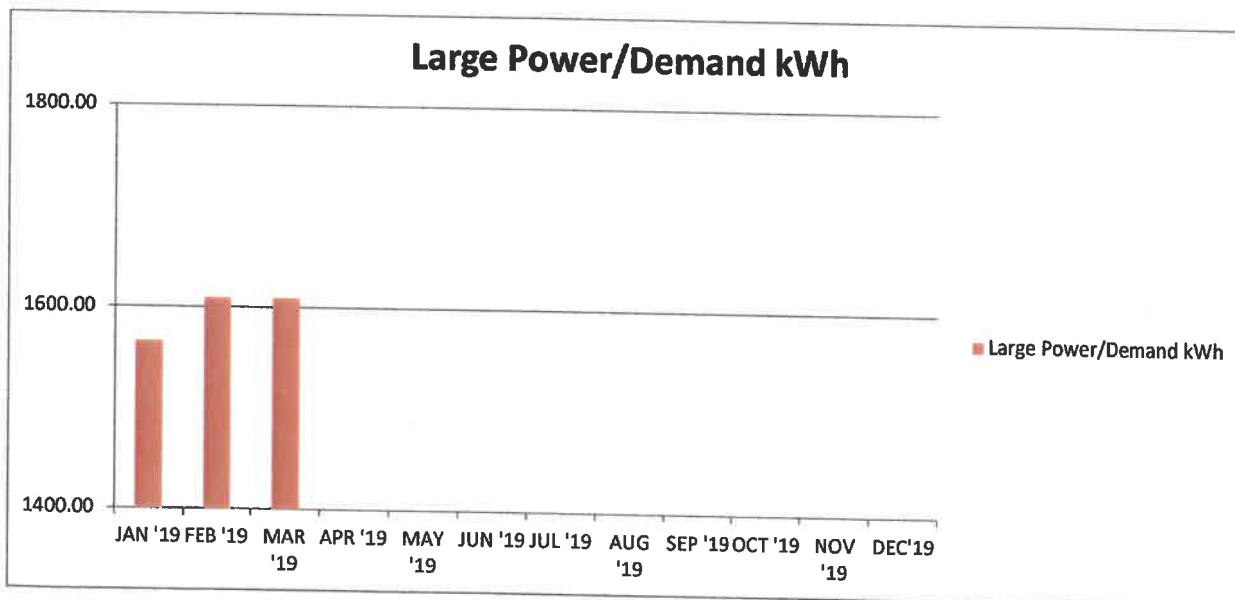
JAN-19 FEB-19 MAR-19 APR-19 MAY-19 JUN-19 JUL-19 AUG-19 SEP-19 OCT-19 NOV-19 DEC-19
AXIS TITLE



Water & Light

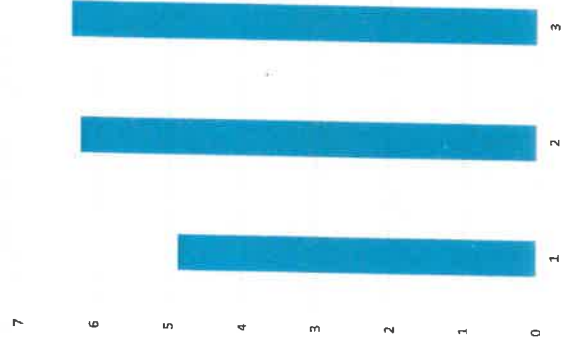
Electric Demand Report Large Power/Industrial 2019

| MONTH: | LG POWER/INDUSTRIAL | BILLED AMOUNT |
|---------|---------------------|---------------|
| DEC '18 | 1596.00 | \$ 14,580.32 |
| JAN '19 | 1567.00 | \$ 14,344.16 |
| FEB '19 | 1610.00 | \$ 14,656.35 |
| MAR '19 | 1610.00 | \$ 14,646.51 |
| APR '19 | | |
| MAY '19 | | |
| JUN '19 | | |
| JUL '19 | | |
| AUG '19 | | |
| SEP '19 | | |
| OCT '19 | | |
| NOV '19 | | |
| DEC'19 | | |



Monthly Water Pumpage Report
March 2019

| MONTH | 12237.98 | X 1,000,000 | 1000'S GALS | GOAL | \$ BILLED FOR | GALS BILLED | BILLED FOR | REU'S | LOST REVENUE |
|----------|----------|-------------|-------------|--|---------------|-------------|------------------|----------|--------------|
| JAN '19 | 4.8782 | 4878200 | 4878.2 | \$ 79,400.00 | \$ 77,749.00 | 4878.2 | 97.9% | 1,036.65 | \$ 1,651.00 |
| FEB '19 | 6.1863 | 6186300 | 6186.3 | \$ 79,400.00 | \$ 77,275.29 | 6186.3 | 97.3% | 1,030.34 | \$ 2,124.71 |
| MAR '19 | 6.3154 | 6315400 | 6315.4 | \$ 79,400.00 | \$ 77,524.70 | 6315.4 | 97.6% | 1,033.66 | |
| APR '19 | | 0 | 0 | \$ 79,400.00 | | 0 | 0.0% | - | |
| MAY '19 | | 0 | 0 | \$ 79,400.00 | | 0 | 0.0% | - | |
| JUNE '19 | | 0 | 0 | \$ 79,400.00 | | 0 | 0.0% | - | |
| JULY '19 | | 0 | 0 | \$ 79,400.00 | | 0 | 0.0% | - | |
| AUG '19 | | 0 | 0 | \$ 79,400.00 | | 0 | 0.0% | - | |
| SEPT '19 | | 0 | 0 | \$ 79,400.00 | | 0 | 0.0% | - | |
| OCT '19 | | 0 | 0 | \$ 79,400.00 | | 0 | 0.0% | - | |
| NOV '19 | | 0 | 0 | \$ 79,400.00 | | 0 | 0.0% | - | |
| DEC '19 | | 0 | 0 | \$ 79,400.00 | | 0 | 0.0% | - | |
| | | | | GOAL \$ 952,800.00 | \$ 232,548.99 | | % OF GOAL | | |
| | | | | BILLED TO DATE \$ 232,548.99 | | | 24% | | |
| | | | | REMAINING NEEDED FOR BUDGET \$ 720,251.01 | | 1448 | 26.6% | 1,033.50 | \$ 3,775.71 |
| | 17.3799 | | | | | | | | |



WATER AND LIGHT
MISS DIGS

DPW
MISS DIGS
March 2019



| MISS DIGS | DEPARTMENT OF PUBLIC WORKS | | | | | | | | | | | |
|---|----------------------------|--------|--------|--------|--------|--------|--------|--------|--------|--------|--------|--------|
| | Jan-19 | Feb-19 | Mar-19 | Apr-19 | May-19 | Jun-19 | Jul-19 | Aug-19 | Sep-19 | Oct-19 | Nov-19 | Dec-19 |
| 000 RESPONSE PENDING | | | | | | | | | | | | |
| 001 NO CONFLICT | | | | | | | | | | | | |
| 002 MARKED | | | 1 | | | | | | | | | |
| 003 NOT COMPLETE | | | | | | | | | | | | |
| 004 MARKED-UTILITY REQUIRED ON SITE DURING EXCAVATION | | | | | | | | | | | | |
| 005 ON GOING COORDINATION | | | | | | | | | | | | |
| 006 NOT MARKED-NO ACCESS TO WORK AREA | | | | | | | | | | | | |
| 007 STATED SCOPE OF WORK COMPLETED | | | | | | | | | | | | |
| 008 FACILITY RESPONSE NOT REQUIRED | | | | | | | | | | | | |
| 009 ADDITIONAL LOCATING REQUIRED | | | | | | | | | | | | |
| 010 EXEMPT FROM MARKING | | | | | | | | | | | | |
| 013 CANCELED | | | | | | | | | | | | |
| 201 DESIGN-TASK FACILITIES | | | | | | | | | | | | |
| 202 DESIGN-TASK COMPLETED | | | | | | | | | | | | |
| 203 DESIGN-MARKING REQUIRED | | | | | | | | | | | | |
| 999 HAS NOT RESPONDED | 0 | 0 | 1 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |

DEPARTMENT OF PUBLIC WORKS

- 000 RESPONSE PENDING

002 MARKED

004 MARKED-UTILITY REQUIRED ON SITE DURING EXCAVATION

006 NOT MARKED-NO ACCESS TO WORK AREA
- 001 NO CONFLICT

003 NOT COMPLETE

005 ON GOING COORDINATION

007 STATED SCOPE OF WORK COMPLETED

2



VILLAGE OF NEWBERRY



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

Superintendent of Parks & Recreation Village Manager Updates Village Council Board Meeting – April 15, 2019

A. Parks & Recreation

- a. Reviewing TORC files and documents to create a detailed list of expenses since 2013 and which grant each expense was charged to.

B. Audit & Financial Updates

- a. 2018 Audit:
 - i. The audit has been rescheduled to begin on Monday, April 29, 2019 at the request of the auditor Brenda Gartland and is being conducted by the Michigan Department of Treasury. Communicated with Brenda Gartland via phone and email multiple times on the items required. Met with staff to determine who was going to gather certain documents.
 - ii. In order to be compliant with GASB 75 per the Department of Treasury requirements, the Village must provide a certified actuarial analysis of the retiree's long-term liability for health coverage and any other benefits provided for the 2018 audit.
- b. Deficit Elimination Plan (DEP):
 - i. Received a letter from the Michigan Department of Treasury that the DEP for the sewer and general funds have been approved.
 - ii. As part of the Department of Treasury's continued approval, the Village will be required to submit a report for the General Fund, no later than the 15th of each month that contains the: Budget-to-actual report; Cash flow worksheet; and Accounts payable aging report. These reports will begin May 15th and continue until the DEP has been repaid.
- c. Protecting Local Government Retirement and Benefits Act - Corrective Action Plan, Retirement Health Benefits Systems, Issued Under Authority of Public Act 202 of 2017 (Form 5597)
 - i. The Village of Newberry was notified of the need for a corrective action plan due to the 2017 audit being completed more than 180 days past the end of the fiscal year, which resulted in the annual reporting of Form 5572 not being submitted by the due date. The Village of Newberry does not meet the underfunded status based on the criteria developed regarding Public Act 202 of 2017.

Therefore, no additional funds are required to be budgeted at this time. However, the Michigan Department of Treasury and the Michigan Stability Board require the Village Council to approve the Corrective Action Plan (refer to forms following this report).

1. Request the Village of Newberry Council make a motion acknowledging:
 - a. "The 2017 audit for the Village of Newberry was completed more than 180 days past the end of the fiscal year, which resulted in the annual reporting of Form 5572 that documents the funding status of the Retirement Health Benefit Systems to not be submitted by the due date."
- d. Protecting Local Government Retirement and Benefits Act – Corrective Action Plan, Defined Benefit Pension Retirement Systems, Issued Under Authority of Public Act 202 of 2017 (Form 5598)
 - i. The Village of Newberry was notified of the need for a corrective action plan due to the 2017 audit being completed more than 180 days past the end of the fiscal year, which resulted in the annual reporting of Form 5572 not being submitted by the due date. The Village of Newberry does not meet the underfunded status based on the criteria developed regarding Public Act 202 of 2017. The information from the 2017 audit used actuarial data from 2017 which shows our funded ratio is 65%.
 1. Request the Village of Newberry Council make a motion acknowledging:
 - a. "The 2017 audit for the Village of Newberry was completed more than 180 days past the end of the fiscal year, which resulted in the annual reporting of Form 5572 that documents the funding status of the Defined Benefit Pension Retirement Systems to not be submitted by the due date. The information from the 2017 audit used actuarial data from 2017 which shows our funded ratio is 65%."

C. Data Systems Conversions

- a. Treasurer - Tax Software
 - i. The conversion to BS&A tax module will begin in May and is in conjunction with McMillan Township and Luce County.

D. Water & Light

- a. Water & Light Annual Report
 - i. Compiled all information together to complete the Water & Light annual report.
- b. USDA-RD Annual Report
 - i. Each year the USDA-RD requests an annual report that includes the audit for the fiscal year, a balance sheet and income statement, annual budget, list of officials, rate schedule, water produced, water sold, number of single-family residential customers, other customers, REU's for all customers. This report is included following this update.

E. Building Damage

- a. The initial evaluation of damage done to a WL building has been completed by an engineer and adjuster. All taps for electric, water and gas have been disconnected. All contents of the building will need to be listed and photographed and submitted to the adjuster. The adjuster will return the first week of May to reinspect the building due to the rear section exhibiting additional damage since some of the snow has started to melt. The adjuster has made initial comments that it's possible the entire building will be considered a total loss. However, this will not be determined until after another inspection in early May. Once the adjuster re-evaluates the building, then demolition can take place after the snow and ice have melted. The adjuster will be responsible for hiring all contractors to conduct the evaluation work and demolition. The adjuster will then be able to make a valuation of the damages. Once the value of damages has been determined, then the Village will receive 80% of the total prior to any rebuilding efforts, and then receive the remaining 20% if the building is rebuilt on the original concrete foundation. If the Village chooses to not rebuild or to rebuild in another location, then only 80% of the total value will be paid out by the insurance company.

F. Legal

- a. Pentland Township Non-Payment for Services
 - i. As of April 12, 2019, Pentland Township still had an outstanding balance for fire services received for 2018 of \$51,385.73.
 - ii. As of April 12, 2019, Pentland Township still had an outstanding balance for sewer services received for 2018 of \$146,831.95.

Protecting Local Government Retirement and Benefits Act Corrective Action Plan: Retirement Health Benefit Systems

Issued under authority of Public Act 202 of 2017.

1. MUNICIPALITY INFORMATION

Local Unit Name: Village of Newberry Six-Digit Muni Code: 483010
Retirement Health Benefit System Name: _____
Contact Name (Administrative Officer): Jennifer James-Mesloh, M.P.A., Ph.D.
Title if not Administrative Officer: Village Manager
Email: manager@newberry.mi.gov Telephone: (906) 293-3433

2. GENERAL INFORMATION

Corrective Action Plan: An underfunded local unit of government shall develop and submit for approval a corrective action plan for the local unit of government. The local unit of government shall determine the components of the corrective action plan. This Corrective Action Plan shall be submitted by any local unit of government with at least one retirement health benefit system that has been determined to have an underfunded status. Underfunded status for a retirement health system is defined as being less than 40% funded according to the most recent audited financial statements, and, if the local unit of government is a city, village, township, or county, the annual required contribution (ARC) for all of the retirement health systems of the local unit of government is greater than 12% of the local unit of government's annual governmental fund revenues, based on the most recent fiscal year.

Due Date: The local unit of government has **180 days from the date of notification** to submit a corrective action plan to the Municipal Stability Board. The Board may extend the 180-day deadline by up to an additional 45 days if the local unit of government submits a reasonable draft of a corrective action plan and requests an extension.

Filing: Per Sec. 10(1) of the Act, this Corrective Action Plan must be approved by the local government's administrative officer and its governing body. **You must provide proof of your governing body approving this Corrective Action Plan and attach the documentation as a separate PDF document.** Per Sec. 10(4) of the Act, failure to provide documentation that demonstrates approval from your governing body will result in a determination of noncompliance by the Board.

The submitted plan must demonstrate through distinct supporting documentation how and when the local unit will reach the 40% funded ratio. Or, if the local unit is a city, village, township, or county, the submitted plan may demonstrate how and when the ARC for all of the retirement healthcare systems will be less than 12% of annual governmental fund revenues, as defined by the Act. Supporting documentation for the funding ratio and/or ARC must include an actuarial projection, an actuarial valuation, or an internally developed analysis. The local unit must project governmental fund revenues using a reasonable forecast based on historical trends and projected rates of inflation.

The completed plan must be submitted via email to Treasury at LocalRetirementReporting@michigan.gov for review by the Board. **If you have multiple underfunded retirement systems, you are required to complete separate plans and send a separate email for each underfunded system.** Please attach each plan as a separate PDF document in addition to all applicable supporting documentation.

The subject line of the email(s) should be in the following format: **Corrective Action Plan-2017, Local Unit Name, Retirement System Name** (e.g. Corrective Action Plan-2017, City of Lansing, Employees' Retirement System OPEB

Plan). Treasury will send an automatic reply acknowledging receipt of the email. Your individual email settings must allow for receipt of Treasury's automatic reply. This will be the only notification confirming receipt of the application(s).

Municipal Stability Board: The Municipal Stability Board (the Board) shall review and vote on the approval of a corrective action plan submitted by a local unit of government. If a corrective action plan is approved, the Board will monitor the corrective action plan for the following two years, and the Board will report on the local unit of government's compliance with the Act not less than every two years.

Review Process: Following receipt of the email by Treasury, the Board will accept the corrective action plan submission at the next scheduled meeting of the Board. The Board shall then approve or reject the corrective action plan within 45 days from the date of the meeting.

Considerations for Approval: A successful corrective action plan will demonstrate the actions for correcting underfunded status as set forth in Sec. 10(7) of the Act (listed below), as well as any additional solutions to address the underfunded status. Please also include steps already taken to address your underfunded status, as well as the date prospective actions will be taken. A local unit of government may also include in its corrective action plan a review of the local unit of government's budget and finances to determine any alternative methods available to address its underfunded status. A corrective action plan under this section may include the development and implementation of corrective options for the local unit of government to address its underfunded status. The corrective options as described in Sec. 10(7) may include, but are not limited to, any of the following:

- (i) Requiring cost sharing of premiums and sufficient copays.
- (ii) Capping employer costs.

Implementation: The local unit of government has up to 180 days after the approval of a corrective action plan to begin to implement the corrective action plan to address its underfunded status. The Board shall monitor each underfunded local unit of government's compliance with this act and any corrective action plan. The Board shall adopt a schedule, not less than every 2 years, to certify that the underfunded local unit of government is in substantial compliance with the Act. If the Board determines that an underfunded local unit of government is not in substantial compliance under this subsection, the Board shall within 15 days provide notification and report to the local unit of government detailing the reasons for the determination of noncompliance with the corrective action plan. The local unit of government has 60 days from the date of the notification to address the determination of noncompliance.

3. DESCRIPTION OF PRIOR ACTIONS

Prior actions are separated into three categories below: System Design Changes, Additional Funding, and Other Considerations. Please provide a brief description of the prior actions implemented by the local government to address the retirement system's underfunded status within the appropriate category section. Within each category are sample statements that you may choose to use to indicate the changes to your system that will positively affect your funded status. For retirement systems that have multiple divisions, departments, or plans within the same retirement system, please indicate how these changes impact the retirement **system** as a whole.

- **Please Note:** If applicable, prior actions listed within your waiver application(s) may also be included in your corrective action plan.

Please indicate where in the attached supporting documentation these changes are described and the impact of those changes (i.e. what has the local unit of government done to improve its underfunded status, and where can we find the proof of these changes in the supporting documentation?).

Note: Please provide the name of the system impacted, the date you made the change, the relevant page number(s) within the supporting documentation, and the resulting change to the system's funded ratio.

Category of Prior Actions:

- ☐ **System Design Changes** - System design changes may include the following: Changes to coverage levels (including retiree co-payments, deductibles, and Medicare eligibility), changes to premium cost-sharing, eligibility changes, switch to defined contribution retiree health care plan, changes to retiree health care coverage for new hires, etc.

Sample Statement: *Benefit levels of the retired membership mirrors the current collective bargaining agreement for each class of employee. On **January 1, 2017**, the local unit entered into new collective bargaining agreements with the **Command Officers Association and Internal Association of Firefighters** that increased employee co-payments and deductibles for healthcare. These coverage changes resulted in an improvement to the retirement system's funded ratio. Please see page 12 of the attached actuarial analysis that indicates the system is **40%** funded as of **June 30, 2017**.*

- ☐ **Additional Funding** – Additional funding may include the following: paying the annual required contribution in addition to retiree premiums, voluntary contributions above the annual required contribution, bonding, millage increases, restricted funds, etc.

Sample Statement: *The local unit created a qualified trust to receive, invest, and accumulate assets for retirement healthcare on **June 23, 2016**. The local unit of government has adopted a policy to change its funding methodology from Pay-Go to full funding of the Annual Required Contribution (ARC). Additionally, the local unit has committed to contributing **\$500,000** annually, in addition to the ARC for the next five fiscal years. The additional contributions will increase the retirement system's funded ratio to **40%** by **2022**. Please see page 10 of the attached resolution from our governing body demonstrating the commitment to contribute the ARC and additional **\$500,000** for the next five years.*

- ☒ **Other Considerations** – Other considerations may include the following: outdated Form 5572 information, actuarial assumption changes, amortization policy changes, etc.

Sample Statement: *The information provided on the Form 5572 from the audit used actuarial data from **2015**. Attached is an updated actuarial valuation for **2017** that shows our funded ratio has improved to **42%** as indicated on page 13.*

The Village of Newberry was notified of the need for a corrective action plan due to the 2017 audit being completed more than 180 days past the end of the fiscal year, which resulted in the annual reporting of Form 5572 not being submitted by the due date. The Village of Newberry does not meet the underfunded status based on the criteria developed regarding Public Act 202 of 2017.

4. DESCRIPTION OF PROSPECTIVE ACTIONS

The corrective action plan allows you to submit a plan of prospective actions which are separated into three categories below: System Design Changes, Additional Funding, and Other Considerations. Please provide a brief description of the prospective actions implemented by the local government to address the retirement system's underfunded status within the appropriate category section. Within each category are sample statements that you may choose to use to indicate the changes to your system that will positively affect your funded status. For retirement systems that have multiple divisions, departments, or plans within the same retirement system, please indicate how these changes impact the retirement system as a whole.

Please indicate where in the attached supporting documentation these changes are described and the impact of those changes (i.e. what will the local unit of government do to improve its underfunded status, and where can we find the proof of these changes in the supporting documentation?).

Category of Prospective Actions:

- ☐ **System Design Changes** - System design changes may include the following: Changes to coverage levels (including retiree co-payments, deductibles, and Medicare eligibility), changes to premium cost-sharing, eligibility changes, switch to defined contribution retiree health care plan, changes to retiree health care coverage for new hires, etc.

Sample Statement: *The local unit will seek to align benefit levels for the retired membership with each class of active employees. Beginning with **summer 2018** contract negotiations, the local unit will seek revised collective bargaining agreements with the **Command Officers Association** and **Internal Association of Firefighters** to increase employee co-payments and deductibles for healthcare. These coverage changes would result in an improvement to the retirement system's funded ratio. Please see page **12** of the attached actuarial analysis that indicates the system would be **40%** funded by **fiscal year 2020** if these changes were adopted and implemented by **fiscal year 2019**.*

- ☐ **Additional Funding** – Additional funding may include the following: meeting the annual required contribution in addition to retiree premiums, voluntary contributions above the annual required contribution, bonding, millage increases, restricted funds, etc.

Sample Statement: *The local unit will create a qualified trust to receive, invest, and accumulate assets for retirement healthcare by **December 31, 2018**. The local unit of government will adopt a policy to change its funding methodology from Pay-Go to full funding of the Annual Required Contribution (ARC) by **December 31, 2018**. Additionally, beginning in fiscal year 2019, the local unit will contribute **\$500,000** annually in addition to the ARC for the next five fiscal years. The additional contributions will increase the retirement system's funded ratio to **40%** by **2022**. Please see page **10** of the attached resolution from our governing body demonstrating the commitment to contribute the ARC and additional **\$500,000** for the next five years.*

- ☐ **Other Considerations** – Other considerations may include the following: outdated Form 5572 information, actuarial assumption changes, amortization policy changes, etc.

Sample Statement: *Beginning in **fiscal year 2019**, the local unit will begin amortizing the unfunded portion of the healthcare liability using a **level-dollar amortization method over a closed period of 10 years**. This will allow the health system to reach a funded status of **42%** by **2022** as shown in the attached actuarial analysis on page **13**.*

The Village of Newberry was notified of the need for a corrective action plan due to the 2017 audit being completed more than 180 days past the end of the fiscal year, which resulted in the annual reporting of Form 5572 not being submitted by the due date. The Village of Newberry does not meet the underfunded status based on the criteria developed regarding Public Act 202 of 2017.

5. CONFIRMATION OF FUNDING

Please check the applicable answer:

Do the corrective actions listed in this plan allow for (insert local unit name) Village of Newberry to make, at a minimum, the retiree premium payment, as well as the normal cost payments for all new hires (if applicable), for the retirement health benefit system according to your long-term budget forecast?

☒ Yes

☐ No

If No, Explain

6. DOCUMENTATION ATTACHED TO THIS CORRECTIVE ACTION PLAN

Documentation should be attached as a .pdf to this corrective action plan. The documentation should detail the corrective action plan that would be implemented to adequately address the local unit of government's underfunded status. Please check all documents that are included as part of this plan and attach in successive order as provided below:

Naming convention: when attaching documents please use the naming convention shown below. If there is more than one document in a specific category that needs to be submitted, include a, b, or c for each document. For example, if you are submitting two supplemental valuations, you would name the first document "Attachment 2a" and the second document "Attachment 2b".

Naming Convention

☒ Attachment – I

☒ Attachment – Ia

☒ Attachment – 2a

☐ Attachment – 3a

☐ Attachment – 4a

☐ Attachment – 5a

☐ Attachment – 6a

Type of Document

This Corrective Action Plan (Required)

Documentation from the governing body approving this Corrective Action Plan (Required)

An actuarial projection, an actuarial valuation, or an internally developed analysis, which illustrates how and when the local unit will reach the 40% funded ratio. Or, if the local unit is a city, village, township, or county, ARC will be less than 12% of governmental fund revenues, as defined by the Act. (Required)

Documentation of additional payments in past years that is not reflected in your audited financial statements (e.g. enacted budget, system provided information).

Documentation of commitment to additional payments in future years (e.g. resolution, ordinance)

A separate corrective action plan that the local unit has approved to address its underfunded status, which includes documentation of prior actions, prospective actions, and the positive impact on the system's funded ratio

Other documentation, not categorized above

7. CORRECTIVE ACTION PLAN CRITERIA

Please confirm that each of the four corrective action plan criteria listed below have been satisfied when submitting this document. Specific detail on corrective action plan criteria can be found in the [Corrective Action Plan Development: Best Practices and Strategies](#) document.

Corrective Action Plan Criteria

Description

- | | |
|--|---|
| <input checked="" type="checkbox"/> Underfunded Status | Is there a description and adequate supporting documentation of how and when the retirement system will reach the 40% funded ratio? Or, if your local unit is a city, village, township, or county, how and when the ARC of all retirement healthcare systems will be less than 12 percent of governmental fund revenues? |
| <input checked="" type="checkbox"/> Reasonable Timeframe | Do the corrective actions address the underfunded status in a reasonable timeframe (see CAP criteria issued by the Board)? |
| <input checked="" type="checkbox"/> Legal and Feasible | Does the corrective action plan follow all applicable laws? Are all required administrative certifications and governing body approvals included? Are the actions listed feasible? |
| <input checked="" type="checkbox"/> Affordability | Do the corrective action(s) listed allow the local unit to make the retiree healthcare premium payment, as well as normal cost payment for new hires now and into the future without additional changes to this corrective action plan? |

8. LOCAL UNIT OF GOVERNMENT'S ADMINISTRATIVE OFFICER APPROVAL OF CORRECTIVE ACTION PLAN

I, Jennifer James-Mesloh, as the government's administrative officer (insert title)
Village Manager (Ex: City/Township Manager, Executive director, and Chief Executive Officer, etc.) approve this Corrective Action Plan and will implement the prospective actions contained in this Corrective Action Plan.

I confirm to the best of my knowledge that because of the changes listed above, one of the following statements will occur:

- ☐ The _____ (Insert Retirement Healthcare System Name) will achieve a funded status of at least 40% by Fiscal Year _____ as demonstrated by required supporting documentation listed in section 6.

OR, if the local unit is a city, village, township, or county:

- ☒ The ARC for all of the retirement healthcare systems of Village of Newberry (Insert local unit name) will be less than 12% of the local unit of government's annual governmental fund revenues by Fiscal Year 2017 as demonstrated by required supporting documentation listed in section 6.

Signature _____

Date _____

Protecting Local Government Retirement and Benefits Act Corrective Action Plan: Defined Benefit Pension Retirement Systems

Issued under authority of Public Act 202 of 2017.

1. MUNICIPALITY INFORMATION

Local Unit Name: Village of Newberry Six-Digit Muni Code: 483010
Defined Benefit Pension System Name: MERS
Contact Name (Administrative Officer): Jennifer James-Mesloh, M.P.A, Ph.D.
Title if not Administrative Officer: Village Manager
Email: manager@newberry.mi.gov Telephone: (906) 293-3433

2. GENERAL INFORMATION

Corrective Action Plan: An underfunded local unit of government shall develop and submit for approval a corrective action plan for the local unit of government. The local unit of government shall determine the components of the corrective action plan. This Corrective Action Plan shall be submitted by any local unit of government with at least one defined benefit pension retirement system that has been determined to have an underfunded status. Underfunded status for a defined benefit pension system is defined as being less than 60% funded according to the most recent audited financial statements, and, if the local unit of government is a city, village, township, or county, the annually required contribution (ARC) for all of the defined benefit pension retirement systems of the local unit of government is greater than 10% of the local unit of government's annual governmental fund revenues, based on the most recent fiscal year.

Due Date: The local unit of government has **180 days from the date of notification** to submit a corrective action plan to the Municipal Stability Board (the Board). The Board may extend the 180-day deadline by up to an additional 45 days if the local unit of government submits a reasonable draft of a corrective action plan and requests an extension.

Filing: Per Sec. 10(1) of PA 202 of 2017 (the Act), this Corrective Action Plan must be approved by the local government's administrative officer and its governing body. ***You must provide proof of your governing body approving this Corrective Action Plan and attach the documentation as a separate PDF document.*** Per Sec. 10(4) of the Act, failure to provide documentation that demonstrates approval from your governing body will result in a determination of noncompliance by the Board.

The submitted plan must demonstrate through distinct supporting documentation how and when the local unit will reach the 60% funded ratio. Or, if the local unit is a city, village, township, or county, the submitted plan may demonstrate how and when the ARC for all of the defined benefit pension systems will be less than 10% of annual governmental fund revenues, as defined by the Act. Supporting documentation for the funding ratio and/or ARC must include an actuarial projection, an actuarial valuation, or an internally developed analysis. The local unit must project governmental fund revenues using a reasonable forecast based on historical trends and projected rates of inflation.

The completed plan must be submitted via email to Treasury at LocalRetirementReporting@michigan.gov for review by the Board. **If you have multiple underfunded retirement systems, you are required to complete separate plans and send a separate email for each underfunded system.** Please attach each plan as a separate PDF document in addition to all applicable supporting documentation.

The subject line of the email(s) should be in the following format: **Corrective Action Plan-2017, Local Unit Name, Retirement System Name** (e.g. Corrective Action Plan-2017, City of Lansing, Employees' Retirement System)

Pension Plan). Treasury will send an automatic reply acknowledging receipt of the email. Your individual email settings must allow for receipt of Treasury's automatic reply. This will be the only notification confirming receipt of the application(s).

Municipal Stability Board: The Municipal Stability Board (the Board) shall review and vote on the approval of a corrective action plan submitted by a local unit of government. If a corrective action plan is approved, the Board will monitor the corrective action plan for the following two years, and the Board will report on the local unit of government's compliance with the Act not less than every two years.

Review Process: Following receipt of the email by Treasury, the Board will accept the corrective action plan submission at the next scheduled meeting of the Board. The Board shall then approve or reject the corrective action plan within 45 days from the date of the meeting.

Considerations for Approval: A successful corrective action plan will demonstrate the actions for correcting underfunded status as set forth in Sec. 10(7) of the Act (listed below), as well as any additional solutions to address the underfunded status. Please also include steps already taken to address your underfunded status as well as the date prospective actions will be taken. A local unit of government may also include in its corrective action plan, a review of the local unit of government's budget and finances to determine any alternative methods available to address its underfunded status. A corrective action plan under this section may include the development and implementation of corrective options for the local unit of government to address its underfunded status. The corrective options as described in Sec. 10(7) may include, but are not limited to, any of the following:

- (i) Closing the current defined benefit plan.
- (ii) Implementing a multiplier limit.
- (iii) Reducing or eliminating new accrued benefits.
- (iv) Implementing final average compensation standards.

Implementation: The local unit of government has up to 180 days after the approval of a corrective action plan to begin to implement the corrective action plan to address its underfunded status. The Board shall monitor each underfunded local unit of government's compliance with this act and any corrective action plan. The Board shall adopt a schedule, not less than every 2 years, to certify that the underfunded local unit of government is in substantial compliance with the Act. If the Board determines that an underfunded local unit of government is not in substantial compliance under this subsection, the Board shall within 15 days provide notification and report to the local unit of government detailing the reasons for the determination of noncompliance with the corrective action plan. The local unit of government has 60 days from the date of the notification to address the determination of noncompliance.

3. DESCRIPTIONS OF PRIOR ACTIONS

Prior actions are separated into three categories below: System Design Changes, Additional Funding, and Other Considerations. Please provide a brief description of the prior actions implemented by the local government to address the retirement system's underfunded status within the appropriate category section. Within each category are sample statements that you may choose to use to indicate the changes to your system that will positively affect your funded status. For retirement systems that have multiple divisions, departments, or plans within the same retirement system, please indicate how these changes impact the retirement **system** as a whole.

- **Please Note:** If applicable, prior actions listed within your waiver application(s) may also be included in your corrective action plan.

Please indicate where in the attached supporting documentation these changes are described and the impact of those changes (i.e. what has the local unit of government done to improve its underfunded status, and where can we find the proof of these changes in the supporting documentation?).

Note: Please provide the name of the system impacted, the date you made the change, the relevant page number(s) within the supporting documentation, and the resulting change to the system's funded ratio.

Category of Prior Actions:

- ☐ **System Design Changes** - System design changes may include the following: Lower tier of benefits for new hires, final average compensation limitations, freeze future benefit accruals for active employees in the defined benefit system, defined contribution system for new hires, hybrid system for new hires, bridged multiplier for active employees, etc.

Sample Statement: The system's multiplier for current employees was lowered from 2.5X to 2X for the **General Employees' Retirement System** on **January 1, 2017**. On **page 8** of the attached actuarial supplemental valuation, it shows our funded ratio will be **60%** by fiscal year **2020**.

- ☐ **Additional Funding** - Additional funding may include the following: Voluntary contributions above the actuarially determined contribution, bonding, millage increases, restricted funds, etc.

Sample Statement: The local unit provided a lump sum payment of **\$1 million** to the **General Employees' Retirement System** on **January 1, 2017**. This lump sum payment was in addition to the actuarially determined contribution (ADC) of the system. The additional contribution will increase the retirement system's funded ratio to **61% by 2025**. Please see **page 10** of the attached enacted budget, which highlights this contribution of **\$1 million**.

- ☒ **Other Considerations** - Other considerations may include the following: outdated Form 5572 information, actuarial assumption changes, amortization policy changes, etc.

Sample Statement: The information provided on the Form 5572 from the audit used actuarial data from **2015**. Attached is an updated actuarial valuation for 2017 that shows our funded ratio has improved to **62%** as indicated on page 13.

The Village of Newberry was notified of the need for a corrective action plan due to the 2017 audit being completed more than 180 days past the end of the fiscal year, which resulted in the annual reporting of Form 5572 not being submitted by the due date. The Village of Newberry does not meet the underfunded status based on the criteria developed regarding Public Act 202 of 2017. The information from the 2017 audit used actuarial data from 2017. Attached is the actuarial valuation for 2017 that shows our funded ratio is 65%.

4. DESCRIPTION OF PROSPECTIVE ACTIONS

The corrective action plan allows you to submit a plan of prospective actions which are separated into three categories below: System Design Changes, Additional Funding, and Other Considerations. Please provide a brief description of the additional actions the local government is planning to implement to address the retirement system's underfunded status within the appropriate category section. Within each category are sample statements that you may choose to use to indicate the changes to your system that will positively affect your funded status. For retirement systems that have multiple divisions, departments, or plans within the same retirement system, please indicate how these changes impact the retirement system as a whole.

Please indicate where in the attached supporting documentation these changes are described and the impact of those changes (i.e. what will the local unit of government do to improve its underfunded status, and where can we find the proof of these changes in the supporting documentation?).

Category of Prospective Actions:

- ☐ **System Design Changes** - System design changes may include the following: Lower tier of benefits for new hires, final average compensation limitations, freeze future benefit accruals for active employees in the defined benefit system, defined contribution system for new hires, hybrid system for new hires, bridged multiplier for active employees, etc.

Sample Statement: Beginning with **summer 2018** contract negotiations, the local unit will seek to lower the system's multiplier for current employees from 2.5X to 2X for the **General Employees' Retirement System**. On page 8 of the attached actuarial supplemental valuation, it shows our funded ratio would be **60% funded by fiscal year 2020** if these changes were adopted and implemented by **fiscal year 2019**.

- ☐ **Additional Funding** – Additional funding may include the following: voluntary contributions above the actuarially determined contribution, bonding, millage increases, restricted funds, etc.

Sample Statement: Beginning in **fiscal year 2019**, the local unit will provide a lump sum payment of **\$1 million** to the **General Employees' Retirement System**. This lump sum payment will be in addition to the actuarially determined contribution (ADC) of the system. The additional contribution will increase the retirement system's funded ratio to **61% by 2025**. Please see page 10 of the attached enacted budget, which highlights this contribution of **\$1 million**. Please see page 12 of the attached supplemental actuarial valuation showing the projected change to the system's funded ratio with this additional contribution.

- ☒ **Other Considerations** – Other considerations may include the following: outdated Form 5572 information, actuarial assumption changes, amortization policy changes, etc.

Sample Statement: Beginning in **fiscal year 2019**, the local unit will begin amortizing the unfunded portion of the pension liability using a **level-dollar amortization method over a closed period of 10 years**. This will allow the retirement system to reach a **funded status of 62% by 2022** as shown in the attached actuarial analysis on page 13.

The information from the 2017 audit used actuarial data from 2017. Attached is the actuarial valuation for 2017 that shows our funded ratio is 65%. Beginning in fiscal year 2018, the Village of Newberry began contributing additional funding to the MERS pension in order to maintain or improve a funded status of 65% by 2018.

5. CONFIRMATION OF FUNDING

Please check the applicable answer:

Do the corrective actions listed in this plan allow for (insert local unit name) Village of Newberry to make, at a minimum, the annual required contribution payment for the defined benefit pension system according to your long-term budget forecast?

☒ Yes

☐ No

If No, Explain

6. DOCUMENTATION ATTACHED TO THIS CORRECTIVE ACTION PLAN

Documentation should be attached as a .pdf to this Corrective Action Plan. The documentation should detail the corrective action plan that would be implemented to adequately address the local unit of government's underfunded status. Please check all documents that are included as part of this plan and attach in successive order as provided below:

Naming convention: when attaching documents please use the naming convention shown below. If there is more than one document in a specific category that needs to be submitted, include a, b, or c for each document. For example, if you are submitting two supplemental valuations, you would name the first document "Attachment 2a" and the second document "Attachment 2b".

Naming Convention

☒ Attachment – 1

☒ Attachment – 1a

☒ Attachment – 2a

☒ Attachment – 3a

☐ Attachment – 4a

☐ Attachment – 5a

☐ Attachment – 6a

Type of Document

This Corrective Action Plan Form (Required)

Documentation from the governing body approving this Corrective Action Plan (Required)

An actuarial projection, an actuarial valuation, or an internally developed analysis, which illustrates how and when the local unit will reach the 60% funded ratio. Or, if the local unit is a city, village, township, or county, ARC will be less than 10% of governmental fund revenues, as defined by the Act. (Required)

Documentation of additional payments in past years that is not reflected in your audited financial statements (e.g. enacted budget, system provided information).

Documentation of commitment to additional payments in future years (e.g. resolution, ordinance)

A separate corrective action plan that the local unit has approved to address its underfunded status, which includes documentation of prior actions, prospective actions, and the positive impact on the system's funded ratio

Other documentation not categorized above

7. CORRECTIVE ACTION PLAN CRITERIA

Please confirm that each of the four corrective action plan criteria listed below have been satisfied when submitting this document. Specific detail on corrective action plan criteria can be found in the [Corrective Action Plan Development: Best Practices and Strategies](#) document.

Corrective Action Plan Criteria

Description

☒ Underfunded Status

Is there a description and adequate supporting documentation of how and when the retirement system will reach the 60% funded ratio? Or, if your local unit is a city, village, township, or county, how and when the ARC of all pension systems will be less than 10 percent of governmental fund revenues?

☒ Reasonable Timeframe

Do the corrective actions address the underfunded status in a reasonable timeframe ([see CAP criteria issued by the Board](#))?

☒ Legal and Feasible

Does the corrective action plan follow all applicable laws? Are all required administrative certifications and governing body approvals included? Are the actions listed feasible?

☒ Affordability

Do the corrective action(s) listed allow the local unit to make the annual required contribution payment for the pension system now and into the future without additional changes to this corrective action plan?

8. LOCAL UNIT OF GOVERNMENT'S ADMINISTRATIVE OFFICER APPROVAL OF CORRECTIVE ACTION PLAN

I Jennifer James-Mesloh, as the government's administrative officer (*enter title*) Village Manager (Ex: City/Township Manager, Executive director, and Chief Executive Officer, etc.) approve this Corrective Action Plan and will implement the prospective actions contained in this Corrective Action Plan.

I confirm to the best of my knowledge that because of the changes listed above, one of the following statements will occur:

☒ The MERS _____ (Insert Retirement Pension System Name) will achieve a funded status of at least 60% by Fiscal Year 2017 as demonstrated by required supporting documentation listed in section 6.

OR, if the local unit is a city, village, township, or county:

☐ The ARC for all of the defined benefit pension retirement systems of _____ (Insert local unit name) will be less than 10% of the local unit of government's annual governmental fund revenues by Fiscal Year _____ as demonstrated by required supporting documentation listed in section 6.

Signature _____ Date _____

VILLAGE OF NEWBERRY



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

April 5, 2019

Donald J. Gerrie, Jr.
Area Director
United States Department of Agriculture
Rural Development – Gladstone Michigan Office
2003 Minneapolis Avenue
Gladstone, MI 49837

Greetings Mr. Gerrie:

The enclosed information is included as requested for the year-end reporting requirements for USDA.

- 1) Audit – The fiscal year for the Village of Newberry is from January 1 – December 31. Therefore, the audit for fiscal year 2018 has not been completed as of this date. However, the State of Michigan Department of Treasury has been engaged to conduct an audit for fiscal year 2018 and that is scheduled to begin April 22, 2019.
- 2) Annual Report – Since an audit for fiscal year 2018 has not been completed a balance sheet and income statement are enclosed for your review.
- 3) Annual Budget – Fiscal Year 2019 budget for the water fund is enclosed.
- 4) List of Officials – Enclosed
- 5) Rate Schedule – Enclosed
- 6) Supplemental Customer Information

If there is any additional information that is required, please do not hesitate to contact me:
phone (906-293-3433) or email (manager@newberry.mi.gov). Thank you for your time and attention.

Sincerely,

Jennifer James-Mesloh, M.P.A., Ph.D.
Village Manager
Village of Newberry

REVENUE AND EXPENSE REPORT WATER FUND 2018

| GL NUMBER | DESCRIPTION | 2018 AMENDED BUDGET | YTD BALANCE 12/31/2018 | AVAILABLE BALANCE | % BDGT USED |
|-----------------------|--------------------------------|------------------------|---------------------------|----------------------|----------------|
| Fund 591 - Water Fund | | | | | |
| Revenues | | | | | |
| Dept 000 | | | | | |
| 591-000-645.000 | WATER SALES | 937,605.72 | 937,605.72 | 0.00 | 100.00 |
| 591-000-645.200 | SERVICE FEES - WATER | 450.00 | 450.00 | 0.00 | 100.00 |
| 591-000-645.500 | WATER- PENALTIES & LATE FEES | 12,429.26 | 12,429.26 | 0.00 | 100.00 |
| 591-000-645.600 | BOND REVENUE | 0.00 | 0.00 | 0.00 | 0.00 |
| 591-000-665.000 | INTEREST EARNED | 1,308.51 | 1,308.51 | 0.00 | 100.00 |
| 591-000-686.000 | REIMBURSEMENT | 0.00 | 0.00 | 0.00 | 0.00 |
| 591-000-699.202 | INTERFUND TRANSFERS IN - MAJOR | 0.00 | 0.00 | 0.00 | 0.00 |
| Total Dept 000 | | 951,793.49 | 951,793.49 | 0.00 | 100.00 |
| TOTAL REVENUES | | 951,793.49 | 951,793.49 | 0.00 | 100.00 |

| | | | | | |
|--------------------------------|--------------------------------|------------|------------|--------------|----------|
| Expenditures | | | | | |
| Dept 266 - ATTORNEY | | | | | |
| 591-266-801.200 | LEGAL | | | | |
| Total Dept 266 - ATTORNEY | | 0.00 | 0.00 | 0.00 | 0.00 |
| | | 0.00 | 0.00 | 0.00 | 0.00 |
| Dept 536 - WATER SYSTEM | | | | | |
| 591-536-702.000 | WAGES | | | | |
| 591-536-702.100 | WAGE REIMBURSEMENT | 115,538.68 | 81,527.57 | 34,011.11 | 70.56 |
| 591-536-703.000 | SALARIES | 0.00 | 0.00 | 0.00 | 0.00 |
| 591-536-704.100 | COMPENSATION-ELECTED | 13,485.79 | 13,485.79 | 0.00 | 100.00 |
| 591-536-705.000 | VACATION PAY | 2,850.00 | 424.81 | 2,425.19 | 14.91 |
| 591-536-706.000 | HOLIDAY PAY | 11,051.50 | 11,051.50 | 0.00 | 100.00 |
| 591-536-709.000 | EMPLOYER'S FICA | 6,000.00 | 4,032.81 | 1,967.19 | 67.21 |
| 591-536-710.000 | UNEMPLOYMENT | 14,512.25 | 10,244.06 | 4,268.19 | 70.59 |
| 591-536-712.000 | HEALTH INSURANCE BUYOUT | 8,541.14 | 8,541.14 | 0.00 | 100.00 |
| 591-536-713.000 | OVERTIME | 10,000.00 | 5,469.74 | 4,530.26 | 54.70 |
| 591-536-714.000 | LONGEVITY | 5,381.90 | 2,638.66 | 2,743.24 | 49.03 |
| 591-536-716.000 | FUNERAL LEAVE | 1,000.00 | 0.00 | 1,000.00 | 0.00 |
| 591-536-717.000 | RETIREMENT - MERS - EMPLOYER P | 2,900.00 | 0.00 | 2,900.00 | 0.00 |
| 591-536-719.000 | HOSPITALIZATION | 28,531.54 | 28,531.54 | 0.00 | 100.00 |
| 591-536-720.000 | VISION | 43,571.95 | 43,571.95 | 0.00 | 100.00 |
| 591-536-721.000 | H S A | 415.14 | 0.00 | 415.14 | 0.00 |
| 591-536-722.000 | DENTAL | 10,400.00 | 7,833.32 | 2,566.68 | 75.32 |
| 591-536-724.000 | SICK PAY | 2,361.74 | 0.00 | 2,361.74 | 0.00 |
| 591-536-725.000 | WORKERS' COMPENSATION | 10,228.18 | 10,228.18 | 0.00 | 100.00 |
| 591-536-726.000 | LIFE INSURANCE | 1,462.94 | 1,462.94 | 0.00 | 100.00 |
| 591-536-728.000 | OVERHEAD REIMBURSEMENT | 298.61 | 298.61 | 0.00 | 100.00 |
| 591-536-729.000 | FINAL PAYOUT | 0.00 | 0.00 | 0.00 | 0.00 |
| 591-536-751.000 | LICENSE FEES | 15,000.00 | 12,484.70 | 2,515.30 | 83.23 |
| 591-536-752.000 | OFFICE SUPPLIES | 0.00 | 0.00 | 0.00 | 0.00 |
| 591-536-752.100 | OPERATING SUPPLIES | 4,000.00 | 1,101.58 | 2,898.42 | 27.54 |
| 591-536-752.200 | IT SOFTWARE | 10,000.00 | 7,293.59 | 2,706.41 | 72.94 |
| 591-536-753.000 | TOOLS & EQUIP UND CAP THRESH | 26,000.00 | 24,212.10 | 1,787.90 | 93.12 |
| 591-536-759.000 | GAS, OIL & GREASE | 10,000.00 | 2,226.33 | 7,773.67 | 22.26 |
| 591-536-767.000 | UNIFORMS | 3,061.17 | 3,061.17 | 0.00 | 100.00 |
| 591-536-776.000 | BUILDING MAINTENANCE | 1,000.00 | 859.88 | 140.12 | 85.99 |
| 591-536-801.000 | PROFESSIONAL & CONTRACTUAL SER | 1,000.00 | 985.54 | 14.46 | 98.55 |
| 591-536-801.200 | LEGAL | 23,260.34 | 23,260.34 | 0.00 | 100.00 |
| 591-536-802.000 | COLLECTION EXPENSE | 8,000.00 | 6,621.87 | 1,378.13 | 82.77 |
| 591-536-803.000 | BAD DEBT EXPENSE | 398.83 | 52.24 | 346.59 | 13.10 |
| 591-536-804.000 | LEASE EXPENSE | 0.00 | 0.00 | 0.00 | 0.00 |
| 591-536-811.000 | WATER CONSTRUCTION | 0.00 | 0.00 | 0.00 | 0.00 |
| 591-536-850.000 | TELEPHONE | 0.00 | 0.00 | 0.00 | 0.00 |
| 591-536-851.000 | POSTAGE | 161.79 | 161.79 | 0.00 | 100.00 |
| 591-536-888.000 | ADMINISTRATIVE ALLOCATION | 1,497.52 | 1,497.52 | 0.00 | 100.00 |
| 591-536-900.000 | PUBLISHING & PRINTING | 88,958.00 | 88,958.00 | 0.00 | 100.00 |
| 591-536-910.000 | PROFESSIONAL DEVELOPMENT | 3,198.48 | 3,204.48 | (6.00) | 100.19 |
| 591-536-913.000 | TRAVEL | 1,631.70 | 1,631.70 | 0.00 | 100.00 |
| 591-536-915.000 | MEMBERSHIPS & SUBSCRIPTIONS | 104.94 | 104.94 | 0.00 | 100.00 |
| 591-536-921.000 | HEAT | 992.75 | 992.75 | 0.00 | 100.00 |
| 591-536-929.000 | REPAIR & MAINTENANCE | 370.77 | 370.77 | 0.00 | 100.00 |
| 591-536-932.000 | VEHICLES REPAIRS & MAINTENANCE | 5,352.97 | 5,352.97 | 0.00 | 100.00 |
| 591-536-935.000 | PROPERTY LIABILITY INSURANCE | 1,475.90 | 1,475.90 | 0.00 | 100.00 |
| 591-536-940.000 | EQUIPMENT RENTAL | 15,000.00 | 6,904.85 | 8,095.15 | 46.03 |
| 591-536-956.000 | MISCELLANEOUS | 703.45 | 703.45 | 0.00 | 100.00 |
| 591-536-968.000 | DEPRECIATION EXPENSE | 0.00 | 0.00 | 0.00 | 0.00 |
| 591-536-968.100 | RRI FUND DEPRECIATION | 0.00 | 0.00 | 0.00 | 0.00 |
| 591-536-973.000 | CAPITAL OUTLAY | 14,745.00 | 297,260.06 | (282,515.06) | 2,016.01 |
| 591-536-991.100 | PRINCIPAL NOTES PAYABLE 2005 | 47,384.00 | 0.00 | 47,384.00 | 0.00 |
| 591-536-991.200 | BOND RESERVE 2005 | 35,000.00 | 0.00 | 35,000.00 | 0.00 |
| 591-536-991.300 | PRINCIPAL 2009 JR WATER BOND | 14,600.00 | 12,000.00 | 2,600.00 | 82.19 |
| 591-536-991.400 | PRINCIPAL 2014 WATER BOND | 4,000.00 | 0.00 | 4,000.00 | 0.00 |
| 591-536-992.100 | INTEREST 2005 | 107,000.00 | 0.00 | 107,000.00 | 0.00 |
| 591-536-992.300 | INTEREST 2009 JR WATER BOND | 81,840.00 | 81,840.00 | 0.00 | 100.00 |
| 591-536-992.400 | INTEREST 2014 WATER BOND | 11,055.00 | 11,055.00 | 0.00 | 100.00 |
| 591-536-995.202 | INTERFUND TRANSFER OUT - MAJOR | 126,469.52 | 126,469.52 | 0.00 | 100.00 |
| Total Dept 536 - WATER SYSTEM | | 0.00 | 0.00 | 0.00 | 0.00 |
| | | 951,793.49 | 951,485.66 | 307.83 | 99.97 |
| TOTAL EXPENDITURES | | 951,793.49 | 951,485.66 | 307.83 | 99.97 |
| Fund 591 - Water Fund: | | | | | |
| TOTAL REVENUES | | | | | |
| TOTAL EXPENDITURES | | 951,793.49 | 951,793.49 | 0.00 | 100.00 |
| NET OF REVENUES & EXPENDITURES | | 951,793.49 | 951,485.66 | 307.83 | 99.97 |
| | | 0.00 | 307.83 | (307.83) | 100.00 |

WATER FUND ANNUAL BUDGET 2019

| GL NUMBER | DESCRIPTION | 2018 ORIGINAL BUDGET | 2018 AMENDED BUDGET | 2019 APPROVED BUDGET |
|--------------------------|--------------------------------|----------------------------|---------------------------|----------------------------|
| ESTIMATED REVENUES | | | | |
| Dept 000 | | | | |
| 591-000-645.000 | WATER SALES | 960,900 | 937,606 | 940,300 |
| 591-000-645.200 | SERVICE FEES - WATER | 500 | 450 | 500 |
| 591-000-645.500 | WATER- PENALTIES & LATE FEES | 10,000 | 12,429 | 11,000 |
| 591-000-645.600 | BOND REVENUE | | | |
| 591-000-665.000 | INTEREST EARNED | 1,200 | 1,309 | 1,000 |
| 591-000-686.000 | REIMBURSEMENT | | | |
| 591-000-699.202 | INTERFUND TRANSFERS IN - MAJOR | | | |
| Totals for dept 000 - | | 972,600 | 951,794 | 952,800 |
| TOTAL ESTIMATED REVENUES | | 972,600 | 951,794 | 952,800 |

APPROPRIATIONS

Dept 266 - ATTORNEY

591-266-801.200 LEGAL

Totals for dept 266 - ATTORNEY

2,500

2,500

Dept 536 - WATER SYSTEM

| | | | | |
|------------------------------------|--------------------------------|---------|---------|---------|
| 591-536-702.000 | WAGES | 146,203 | 115,539 | 158,914 |
| 591-536-702.100 | WAGE REIMBURSEMENT | | | |
| 591-536-703.000 | SALARIES | 34,999 | 13,486 | 60,758 |
| 591-536-704.100 | COMPENSATION-ELECTED | 2,850 | 2,850 | 1,800 |
| 591-536-705.000 | VACATION PAY | 11,000 | 11,052 | 11,000 |
| 591-536-706.000 | HOLIDAY PAY | 12,000 | 6,000 | 2,000 |
| 591-536-709.000 | EMPLOYER'S FICA | 14,512 | 14,512 | 17,240 |
| 591-536-710.000 | UNEMPLOYMENT | | 8,541 | 2,000 |
| 591-536-712.000 | HEALTH INSURANCE BUYOUT | 13,900 | 10,000 | 1,500 |
| 591-536-713.000 | OVERTIME | 5,650 | 5,382 | 523 |
| 591-536-714.000 | LONGEVITY | 1,000 | 1,000 | |
| 591-536-716.000 | FUNERAL LEAVE | 2,900 | 2,900 | 500 |
| 591-536-717.000 | RETIREMENT - MERS - EMPLOYER P | 14,865 | 28,532 | 40,942 |
| 591-536-719.000 | HOSPITALIZATION | 56,742 | 43,572 | 84,697 |
| 591-536-720.000 | VISION | 415 | 415 | |
| 591-536-721.000 | H S A | 10,400 | 10,400 | 10,900 |
| 591-536-722.000 | DENTAL | 2,362 | 2,362 | |
| 591-536-724.000 | SICK PAY | 5,000 | 10,228 | 10,000 |
| 591-536-725.000 | WORKERS' COMPENSATION | 3,216 | 1,463 | 3,216 |
| 591-536-726.000 | LIFE INSURANCE | 698 | 299 | 1,024 |
| 591-536-728.000 | OVERHEAD REIMBURSEMENT | | | |
| 591-536-729.000 | FINAL PAYOUT | 15,000 | 15,000 | |
| 591-536-751.000 | LICENSE FEES | | | |
| 591-536-752.000 | OFFICE SUPPLIES | 4,000 | 4,000 | 3,000 |
| 591-536-752.100 | OPERATING SUPPLIES | 3,000 | 10,000 | 10,000 |
| 591-536-752.200 | IT SOFTWARE | 26,000 | 26,000 | 26,000 |
| 591-536-753.000 | TOOLS & EQUIP UND CAP THRESH | 10,000 | 10,000 | 5,000 |
| 591-536-759.000 | GAS, OIL & GREASE | 3,000 | 3,061 | 3,000 |
| 591-536-767.000 | UNIFORMS | | 1,000 | 1,000 |
| 591-536-776.000 | BUILDING MAINTENANCE | | 1,000 | 10,000 |
| 591-536-801.000 | PROFESSIONAL & CONTRACTUAL SER | 15,000 | 23,260 | 20,000 |
| 591-536-801.200 | LEGAL | 2,500 | 8,000 | 8,000 |
| 591-536-802.000 | COLLECTION EXPENSE | 1,000 | 399 | 1,000 |
| 591-536-803.000 | BAD DEBT EXPENSE | | | |
| 591-536-804.000 | LEASE EXPENSE | | | |
| 591-536-811.000 | WATER CONSTRUCTION | | | |
| 591-536-850.000 | TELEPHONE | | 162 | |
| 591-536-851.000 | POSTAGE | 1,000 | 1,498 | 1,500 |
| 591-536-888.000 | ADMINISTRATIVE ALLOCATION | 88,958 | 88,958 | |
| 591-536-900.000 | PUBLISHING & PRINTING | 1,800 | 3,198 | 3,000 |
| 591-536-910.000 | PROFESSIONAL DEVELOPMENT | 1,000 | 1,632 | 2,500 |
| 591-536-913.000 | TRAVEL | 1,000 | 105 | 500 |
| 591-536-915.000 | MEMBERSHIPS & SUBSCRIPTIONS | 1,700 | 993 | 1,500 |
| 591-536-921.000 | HEAT | | 371 | |
| 591-536-929.000 | REPAIR & MAINTENANCE | | 5,353 | 10,000 |
| 591-536-932.000 | VEHICLES REPAIRS & MAINTENANCE | 1,000 | 1,476 | 2,500 |
| 591-536-935.000 | PROPERTY LIABILITY INSURANCE | 18,000 | 15,000 | 12,000 |
| 591-536-940.000 | EQUIPMENT RENTAL | | 703 | |
| 591-536-956.000 | MISCELLANEOUS | 1,300 | | 1,500 |
| 591-536-968.000 | DEPRECIATION EXPENSE | | | |
| 591-536-968.100 | RRI FUND DEPRECIATION | 14,745 | 14,745 | 14,745 |
| 591-536-973.000 | CAPITAL OUTLAY | 47,384 | 47,384 | 22,000 |
| 591-536-991.100 | PRINCIPAL NOTES PAYABLE 2005 | 34,000 | 35,000 | 35,000 |
| 591-536-991.200 | BOND RESERVE 2005 | 14,600 | 14,600 | 14,600 |
| 591-536-991.300 | PRINCIPAL 2009 JR WATER BOND | 4,000 | 4,000 | 4,000 |
| 591-536-991.400 | PRINCIPAL 2014 WATER BOND | 105,000 | 107,000 | 107,000 |
| 591-536-992.100 | INTEREST 2005 | 83,300 | 81,840 | 82,000 |
| 591-536-992.300 | INTEREST 2009 JR WATER BOND | 11,000 | 11,055 | 11,100 |
| 591-536-992.400 | INTEREST 2014 WATER BOND | 124,600 | 126,470 | 130,000 |
| 591-536-995.202 | INTERFUND TRANSFER OUT - MAJOR | | | |
| Totals for dept 536 - WATER SYSTEM | | 972,599 | 951,796 | 949,459 |

TOTAL APPROPRIATIONS

972,599

951,796

951,959

NET OF REVENUES/APPROPRIATIONS - FUND 591

BEGINNING FUND BALANCE

1

(2)

841

ENDING FUND BALANCE

2,455,866

2,455,866

2,456,170

2,455,867

2,455,864

2,457,011

VILLAGE OF NEWBERRY

VILLAGE COUNCIL

| MEMBER | ELECTED | ADDRESS | EMAIL | PHONE | CURRENT TERM/EXP |
|--|----------------------|-------------------------|--|--------------|------------------|
| Lori A. Stokes <i>Village President</i> | 2018 | 111 W John Street | villagepresident@newberrymi.gov | 906-291-0578 | 2YR/11'2020 |
| Sharon Brown <i>Pro-Tem</i> | 2016 | 411 Handy Street | sbrown@newberrymi.gov | 906-293-5332 | 4 YR/11'2020 |
| Dan Hardenbrook | 2018 | 224 Newberry Ave Apt. 2 | dhardenbrook@newberrymi.gov | | 4YR/11'2022 |
| Lew Hitts | APPOINTED 11/2018 | 403 W. John | lhitts@newberrymi.gov | 906-379-7264 | 4YR/11'2020 |
| Harold Dishaw | 2018 | 501 W. Ave B | harolddishaw@sbcglobal.net | 906-293-8543 | 4YR/11'2022 |
| Catherine Freese | APPOINTED 12/2018 | 116 W. McMillan | cfreese@newberrymi.gov | 906-287-1989 | 4YR/11'2020 |
| Dennis Hendrickson | 2018 | 418 E. Harrie Street | dhendrickson@newberrymi.gov | 906-293-7000 | 4YR/11'2022 |

NEWBERRY WATER & LIGHT BOARD

| | | | | |
|--|---------------------|--|-------------------------------|------------------------------------|
| Charles Medelis, | 218 E. McMillan Ave | cmedelis@newberrymi.gov | 906-450-0805 | Exp. October 2019 |
| Harold Dishaw | 501 W. Ave B | harolddishaw@sbcglobal.net | 906-293-8543 | Council Appt. |
| Sharon Brown | 411 Handy Street | sbrown@newberrymi.gov | 906-293-5332 | Council Appt. |
| Larry Vincent <i>Chairman</i> | 807 Newberry Ave | lvincent@newberrymi.gov | 906-293-1952 906- 322-6996 | Exp. October 2019 |
| Kirby Wendt, <i>Customer, not elector</i> | 517 W Victory Way | Wendt.Kirby@gmail.com | 906-291-0074 | Exp. October 2019 Apt. in 03/19 |

President makes necessary appointments; ratified by Council @ Oct Council Meeting Council Appointments may need to be made after elections, if Council changes.

ADMINISTRATION

| | | | | | TERM/ EXP |
|---|-----------------|---------------------|--|-------------------------------------|-----------------|
| Dr. Jennifer James-Mesloh <i>Village Manager</i> | HIRED 1.2017 | 302 E. McMillan | manager@newberrymi.gov | 906-293-3433 | N/A |
| Terese Schummer, <i>Village Clerk</i> | ELECTED 2016 | 214 W. Truman Blvd | Nbyclerk2@gmail.com | 906-293-3884 H 906-293-8805 W | 2YR/ 11'2020 |
| Charles Medelis, <i>Village Treasurer</i> | ELECTED 2018 | 218 E. McMillan Ave | treasurer@newberrymi.gov | 906-450-0805 | 2YR/ 11'2020 |
| Buck Vallad, <i>Assistant Village Manager</i> | HIRED 6.2015 | 302 E. McMillan | assistantmanager@newberrymi.gov | 906-291-0606 | N/A |
| John Wendt, <i>Fire Chief</i> | APPOINTED | 211 W John Street | fire@newberrymi.gov | 906-293-8344 H 906 450-0491 C | N/A |

Revised 4.2019

MICHIGAN RURAL WATER ASSOCIATION RATE EVALUATION PROGRAM

| Village of Newberry | | | | | | 2017 |
|--|------------------|-------------------|------------------|---------------------|---------------------|------------------------|
| FINAL RATE ANALYSIS | | | | | | |
| LABOR & BENEFITS | ANNUAL BUDGET | PERCENT BASE RATE | BASE FIXED | COST PER 3/4" METER | CONSUMPTION PORTION | COST / UNIT OF WATER |
| OPERATIONAL EXPENSES | \$182,167 | 100% | \$182,167 | \$13.80 | \$0 | \$0.00 |
| LOANS, BONDS, INTEREST, ANNUAL PAYMENT | \$88,300 | 100% | \$88,300 | \$6.69 | \$0 | \$0.00 |
| EQUIPMENT REPLACEMENT, LIFT STATIONS, or WELLS | \$362,000 | 100% | \$362,000 | \$27.42 | \$0 | \$0.00 |
| EQUIPMENT REPLACEMENT, TREATMENT | | 100% | \$0 | \$0.00 | \$0 | \$0.00 |
| EQUIPMENT REPLACEMENT, TOWER, STORAGE | | 100% | \$0 | \$0.00 | \$0 | \$0.00 |
| EQUIPMENT REPLACEMENT, GENERAL | \$21,000 | 100% | \$21,000 | \$1.59 | \$0 | \$0.00 |
| CAPITAL IMPROVEMENT PROJECTS | \$188,243 | 100% | \$188,243 | \$14.26 | \$0 | \$0.00 |
| LAGOON CLEANING RESERVE | \$0 | | \$0 | \$0.00 | \$0 | \$0.00 |
| DEPRECIATION FUND | \$60,000 | 100% | \$60,000 | \$4.55 | \$0 | \$0.00 |
| USDA RURAL DEVELOPMENT RESERVE REQUIREMENTS | \$88,300 | 100% | \$88,300 | \$6.69 | \$0 | \$0.00 |
| TOTALS | \$990,009 | | \$990,009 | \$75.00 | \$0 | \$0.00 |
| PERCENT OF REVENUE | | | | | | 0% |
| NON OPERATING INCOME REDUCTION | | | | | | \$ |
| CALCULATED RATE - FOR 3/4" METER / REU PER MONTH | | | | | | \$ 75.00 1,000 GAL. \$ |
| TOTAL ANNUAL REU'S 13,200 | | | | | | |
| ANTICIPATED WATER / SEWER SOLD 38,412,000 | | | | | | |
| RESERVE PORTION OF BUDGET 36% | | | | | | |
| THE COST PER 'UNIT' / WATER' DOES INCLUDE INCLINING OR DECLINING RATES | | | | | | |
| ARE ANY GALLONS INCLUDED WITH THIS CALCULATED BASE RATE ? | | | | | | |
| IS BASE RATE PER REU, - OR PER METER SIZE? | | | | | | |
| CURRENT RATES \$7.50 \$9.25 | | | | | | |
| INCREASE OF \$67.50 (\$9.25) | | | | | | |
| RATE ADJUSTMENT GENERATES ADDITIONAL \$535,698 | | | | | | |
| \$1.00 INCREASE GENERATES \$13,200 | | | | | | |
| | | | | | | \$38,412 |

[illegible]Water Rate Study 2017_8-21-2017.xlsm

All fees or estimates set forth shall be paid in advance.
Updates approved by the Village Council on November 20, 2017

Updates approved by the Village Council on November 20, 2017

| FEE DESCRIPTION All fees or estimates set forth shall be paid in advance. | FEE |
|---|--|
| NEW ACCOUNT - SERVICE FEE | \$ 30.00 |
| RESIDENTIAL WATER – FLAT RATE PER MONTH | \$ 75.00 |
| *SEASONAL RESIDENTIAL MONTHLY WATER SERVICE FEE *In addition to seasonal shut off & turn on fees | \$34.11 |
| COMMERCIAL WATER – PER MONTH 1 REU = 3,000 gallons | \$ 75.00 per REU |
| RESIDENTIAL SEWER – FLAT RATE PER MONTH | \$ 35.00 |
| SEASONAL RESIDENTIAL MONTHLY SEWER SERVICE FEE | \$10.30 |
| COMMERCIAL SEWER – PER MONTH 1 REU = 3,000 gallons | \$ 35.00 per REU |
| COMMUNITY OUTREACH PROGRAMS – WATER & SEWER RATES Seasonal operations providing enrichment and outreach to the community, such as community gardens and museums, will only be required to pay fees for the months they are in operation. Programs may apply for Community Outreach Status by submitting a completed request form to the Village of Newberry. | See commercial rates |
| *RENTAL & LAND CONTRACT DEPOSITS *A copy of the lease or contract must be provided to place utilities in the tenant's name. *Landlord must submit a letter stating that they will keep the utilities in their name. If this occurs, no deposit is required. | \$250.00 |
| COMMERCIAL ACCOUNTS DEPOSITS WATER, SEWER, & ELECTRIC WATER & SEWER ELECTRIC & SEWER WATER ELECTRIC SEWER | \$500.00 \$300.00 \$350.00 \$250.00 \$250.00 \$100.00 |

| FEE DESCRIPTION All fees or estimates set forth shall be paid in advance. | FEE |
|---|--|
| Up to 100 Feet: ABOVE GROUND ELECTRIC - NEW SERVICE BELOW GROUND ELECTRIC - NEW SERVICE Over 150 Feet: | \$ 50.00 \$ 50.00 plus time & materials Time plus materials |
| TURN ON/ TURN OFF FEE *per occurrence | \$ 50.00 |
| DUSK TO DAWN LIGHT INSTALLATION POLE (\$7.00 PLUS TAX EACH MONTHLY BILL | Cost of light \$100.00 |
| TEMPORARY POLE One year time limit then must re-apply | \$ 100.00 |
| METER TESTING | \$ 20.00 |
| DISCONNECT PENALTY (PPLUS BALANCE OF UNPAID ACCT) | \$ 75.00 |
| NEW WATER SERVICE - 3/4" 1" 2" & bigger NEW WATER; Out of town | \$500.00 \$600.00 Time plus materials \$250.00 plus time & materials |
| NEW SEWER SERVICE | \$500.00 |
| *CAP OFF WATER SERVICE *RECONNECT WATER TO MAIN *Account must be current with no outstanding charges. | \$250.00 \$250.00 |
| CAP OFF SEWER SERVICE (MUST BE INSPECTED) | \$ 00.00 |
| DISCONNECT ELECTRIC | \$ 75.00 |
| RECONNECT ELECTRIC AFTER LINE IS DROPPED/DISCONNECTED | \$ 50.00 |
| REPLACEMENT OF WATER METER | \$ 125.00 |
| BULK WATER USE (must provide own backflow) Hook-up (non-refundable) Per 10,000 gallons | \$100.00 \$75.00 |
| POOL FILL UP Hook-up (non-refundable) | \$100.00 |

Revised 11.20.17

Supplemental Customer Information

(This is required in addition to your audit or the income and expense information)

Borrower Name: Village of Newberry
Fiscal Year Ending: 2018

Definition of Single Family Customer – a line going to a home that houses only one family. Does not include duplexes, apartments, etc.

Water Purchased or Produced (gal. or cu ft):
Water Sold (gal. or cu ft):

Annual Amounts

64,045,100
Est. 46,752,723

NUMBER OF WATER CUSTOMERS

| | | |
|--|-------------|----|
| Water: Total Customers | <u>870</u> | |
| Number of Single Family Residential: | <u>755</u> | #1 |
| Number of All Other Customers: | <u>115</u> | |
| **REU's or EDU's of Other Customers: | <u>340</u> | #2 |
| Total REU's or EDU's (total of 1 + 2): | <u>1095</u> | |

Sewage Treated (gal or cu ft): _____

NUMBER OF SEWER CUSTOMERS

| | | |
|--|-------|----|
| Sewer: Total Customers | _____ | |
| Number of Single Family Residential: | _____ | #1 |
| Number of All Other Customers: | _____ | |
| **REU's or EDU's of Other Customers: | _____ | #2 |
| Total REU's or EDU's (total of 1 + 2): | _____ | |

** REU = Residential Equivalent Unit
EDU = Equivalent Dwelling Unit

** An example of this is: If the typical single family residential user uses 5,000 gallons of water per month, and you have an "Other" user using 20,000 gallons per month, that "Other" user is 4 EDU. If you do not have a metered water system, then you will estimate usage based on your best knowledge or according to your REU table with your rate ordinance.

| MONTH | MIL GALS | X 1,000,000 | 1000'S GALS | FLAT RATE | GOAL | \$ BILLED FOR | GALS BILLED | LOSS | REU'S | |
|----------|----------|-------------|-----------------------------|----------------|---------------|---------------|-------------|--------|----------|---------------|
| JAN '18 | 4.428 | 4428000 | 4428 | \$75 | \$ 80,000.00 | \$ 74,408.55 | 4428 | 93.0% | 992.11 | \$ 5,591.45 |
| FEB '18 | 3.780 | 3780000 | 3780 | \$75 | \$ 80,000.00 | \$ 77,569.72 | 3780 | 97.0% | 1,034.26 | \$ 2,430.28 |
| MAR '18 | 5.422 | 5422000 | 5422 | \$75 | \$ 80,000.00 | \$ 77,216.00 | 5422 | 96.5% | 1,029.55 | \$ 2,784.00 |
| APR '18 | 4.9589 | 4958900 | 4958.9 | \$75 | \$ 80,000.00 | \$ 86,588.54 | 4958.9 | 108.2% | 1,154.51 | \$ (6,588.54) |
| MAY '18 | 4.8636 | 4863600 | 4863.6 | \$75 | \$ 80,000.00 | \$ 79,932.68 | 4863.6 | 99.9% | 1,065.77 | \$ 67.32 |
| JUNE '18 | 7.119 | 7119000 | 7119 | \$75 | \$ 80,000.00 | \$ 78,705.95 | 7119 | 98% | 1,049.41 | \$ 1,294.05 |
| JULY '18 | 6.623 | 6623000 | 6623 | \$75 | \$ 80,000.00 | \$ 79,353.86 | 6623 | 99% | 1,058.05 | \$ 646.14 |
| AUG '18 | 5.4298 | 5429800 | 5429.8 | \$75 | \$ 80,000.00 | \$ 79,319.08 | 5429.8 | 99% | 1,057.59 | \$ 680.92 |
| SEPT '18 | 5.5869 | 5586900 | 5586.9 | \$75 | \$ 80,000.00 | \$ 79,602.53 | 5586.9 | 99.5% | 1,061.37 | \$ 397.47 |
| OCT '18 | 6.4324 | 6432400 | 6432.4 | \$75 | \$ 80,000.00 | \$ 82,403.88 | 6432.4 | 103% | 1,098.72 | \$ (2,403.88) |
| NOV '18 | 4.6858 | 4685800 | 4685.8 | \$75 | \$ 80,000.00 | \$ 79,278.33 | 4685.8 | 99% | 1,057.04 | \$ 721.67 |
| DEC '18 | 4.7157 | 4715700 | 4715.7 | \$75 | \$ 80,000.00 | \$ 77,232.21 | 4715.7 | 97% | 1,029.76 | \$ 2,767.79 |
| | | | | GOAL | \$ 960,000.00 | \$ 951,611.33 | % OF GOAL | | | |
| | | | | BILLED TO DATE | \$ 951,611.33 | | 99% | | | |
| | 64.0451 | | REMAINING NEEDED FOR BUDGET | \$ | 8,388.67 | | 5337 | 99.4% | 1095 | \$ 8,388.67 |

Ordinance Committee Meeting
Newberry Village Council
March 27, 2019
302 East McMillan Ave.
1:30p.m. to 2:35p.m.

Present: Trustee Hendrickson (Acting Chair), President Stokes, Trustee Hardenbrook (alternate)

Absent: Trustee Brown (Chair).

Staff participants present: Watkins (DHRCE)

Call to Order: Meeting began at 1:30p.m..

Ordinance 29 & 36:

- Discussion was held on how to move forward with amending the ordinances.
- Discussion on whether an ad hoc committee was needed, determine that one was not as council had previously agreed to use current committee.
- Discussion on Village President participating in discussions on these ordinances
- ****Action Item:** Request legal guidance from Village Attorney regarding any legal reason why Village President cannot participate in revisions

Ordinance A:

- Discussion on moving forward with revising this ordinance
- ****Action Item:** Committee Proposal to Council – Motion made by Hendrickson to request council advise W&L Board to reactivate the W&L Policy Committee and work with the Ordinance Committee to clarify and amend Ordinance A in conjunction with the W&L Utility Policies. Second by Hardenbrook. Vote: Ayes = All Nays = 0.

Additional Discussion:

- Discussion held on importance of minutes being taken at all committee meetings
- Discussion on ensuring all infractions in ordinances currently listed as criminal infractions are changed to civil infractions
 - Conversation was had regarding change of ordinances
 - **** Action Item:** Identify if amendment to allow civil infractions took place and when
 - ****Action Item:** Does a notification to the public have to be made for all ordinances or just if the change impacts fines or liens?
- Discussion on Ordinance Enforcement Officer chain of command

Public Comment: Comment was heard from Scott Ouellette regarding his support of expanding the required deposit amount for renters.

Committee proposals for approval from council:

1. Request council advise W&L Board to reactivate the W&L Policy Committee and work with the Ordinance Committee to clarify and amend Ordinance A in conjunction with the W&L Utility Policies

Next Meeting Date: TBD

Adjournment: Meeting adjourned at 2:35p.m. Motion by Stokes, Second by Hardenbrook. Ayes: All

**MANAGEMENT COMMITTEE MEETING
VILLAGE OF NEWBERRY COUNCIL
Tuesday, April 9, 2019
Meeting Location: 302 East McMillan Ave; Council Chambers
Meeting Time: 1:30 PM**

Present:

President/Chair Lori Stokes, Trustees; Catherine Freese and Dan Hardenbrook (Alternate)

Also Present:

Allison Watkins, Director of Human Resources and Community Engagement

Call to Order: 1:30 PM by Chairperson Lori Stokes

Public Comments: None

UNFINISHED BUSINESS:

Rules of Procedure:

Committee reviewed draft of Rules and Procedures and made a variety of edits and corrections. A copy of the edited draft will be provided to the Council and also forwarded to the Village Attorney for his review before officially presenting it to the Council for action.

A motion was made by Freese, supported by Hardenbrook to recommend to council that a request be made to have the Village Attorney draft an Ethics Policy. A list of items that the council would like to have included in the ethics policy will be drawn up by Freese to pass along to the Village Attorney for inclusion, such as: Trustee absenteeism; Trustee notification of absences, Trustee return notification, the number of absences allowed before being asked to resign. Council is asked to email Freese with any additions they would like to have included.

Annual Evaluation of the Village Manager:

Committee reviewed several templates that Freese provided. Committee chose one that they liked the format of and Freese will craft a draft of the evaluation that can be used for that purpose to be reviewed at the next committee meeting.

Public Comments: None

Adjournment: Motion to adjourn made at 3:06 pm by Hardenbrook, supported by Freese.
Ayes: All Nays: None. Motion carried.

Action sought by Committee:

A motion by Freese, supported by Hardenbrook to recommend to council that a request to draft an "Ethics Policy" be made of the Village Attorney after Freese has a list of items that council wants included.

Fire Protection Agreement

Newberry Volunteer Fire Department

Effective Date:

January 1, 2005
thru
December 31, 2010

Parties:

VILLAGE OF NEWBERRY

TOWNSHIP OF MCMILLAN

TOWNSHIP OF PENTLAND

FIRE PROTECTION AGREEMENT

INTERLOCAL Agreement, made this 1st day of January, 2005 by and between the **VILLAGE OF NEWBERRY**, a Municipal Corporation, Hereinafter called "NEWBERRY", the **TOWNSHIP OF MCMILLAN**, a Public Corporation, hereinafter called "MCMILLAN", and the **TOWNSHIP OF PENTLAND**, a Public Corporation, hereinafter called "PENTLAND" being Public Corporations formed under the general law of the State of Michigan.

WHEREAS, NEWBERRY, maintains a local volunteer Fire Department, and

WHEREAS, MCMILLAN and PENTLAND are contiguous areas to the Village of Newberry and share a common need and concern for the provision of fire protection for persons and property located therein, and,

WHEREAS, Michigan Public Acts allow Townships to contract for fire protection services from Villages,

AND the term *Department* in this agreement means the Newberry Fire Department and the Village of Newberry in its management capacity;

IT IS THEREFORE agreed as follows:

1. FIRE PROTECTION PROVIDED:

NEWBERRY will provide fire protection to PENTLAND and MCMILLAN TOWNSHIPS by reasonably utilizing the following assets:

A. Number of Firefighters: The *Department*, which shall consist of only volunteer firefighters , including at least sixteen (16) certified firefighters, as determined by the Michigan Fire Council, and a Department strength of not less than twenty (25) persons.

B. Equipment: An equipment list shall be attached as a supplemental schedule in each annual budget.

Table of Contents

| | |
|---|---|
| FIRE PROTECTION PROVIDED | 1 |
| Number of Firefighters | 1 |
| Equipment | 1 |
| DISPATCHING | 2 |
| TERM OF AGREEMENT | 2 |
| BUDGETING AND REIMBURSEMENT | 2 |
| Operating and Maintenance | 2 |
| Capital Expenditures | 2 |
| CAPITAL EXPENDITURES BUDGET | 2 |
| OPERATION AND MAINTENANCE BUDGET | 2 |
| PAYMENT TERMS/OPERATION AND MAINTENANCE | 3 |
| PAYMENT TERMS/CAPITAL EXPENDITURES | 3 |
| BILLING OF FIRE CALLS | 3 |
| OTHER BILLING | 4 |
| FIRE ADVISORY COMMITTEE | 4 |
| SUPERVISION OF FIRE DEPARTMENT | 4 |
| VOLUNTEER DEPARTMENT | 5 |
| LIMITATION ON DISPATCHING | 5 |
| HOLD HARMLESS | 5 |
| SUPPLEMENTAL AGREEMENT | 5 |
| AMENDMENT | 6 |

Fire Protection Agreement of 2005

2 . DISPATCHING:

NEWBERRY will respond to any fire call from McMILLAN or PENTLAND TOWNSHIP areas. Dispatching of the *Department* will be through 9-1-1 service and shall include reciprocal agreement dispatches. Periodically the Village will clarify issues of dispatch with the system.

3. TERM OF AGREEMENT:

The term of this Agreement shall be a minimum period of five (5) years. This Agreement will automatically extend an additional year each calendar year after its effective date. Any party may terminate this Agreement by giving two (2) months written notice, before the end of any given calendar year or within 30 days of receiving notice of the annual budget.

4. BUDGETING AND REIMBURSEMENT:

The Budget of the Fire Department shall be divided into two (2) categories;

- A. Operating and Maintenance, which shall include all actual administrative cost incurred by the Village; and
- B. Capital Expenditures.

1) CAPITAL EXPENDITURES BUDGET:

FIRE ADVISORY COMMITTEE shall project a ten (10) year plan for Capital Expenditures. This plan shall be submitted to PENTLAND and MCMILLAN on an annual basis for approval. The Capital Expenditures Revenues shall be kept in a separate fund designated: "Fire Department Capital Expenditure Fund". The "Fire Department Capital Expenditure Fund" shall be a regularly kept and audited fund of Newberry.

2) OPERATION AND MAINTENANCE BUDGET:

NEWBERRY shall prepare an Operation and Maintenance Budget and Capital Expenditures Budget after consultation with the FIRE ADVISORY COMMITTEE. The Budget is to be approved by the NEWBERRY VILLAGE COUNCIL. A copy of the Budget and the Annual Audit Report of the Fire Department shall be submitted annually to MCMILLAN and PENTLAND for their information. The Operation and Maintenance Revenues shall be kept in a separate fund designated: "Fire Department

Fire Protection Agreement of 2005

Revolving Fund". The "Fire Department Revolving Fund" shall be a regularly kept and audited fund of Newberry.

C. PAYMENT TERMS/OPERATION AND MAINTENANCE:

The net annual expense for operation and maintenance shall be shared equally by the parties to this agreement. Each party shall make payment to NEWBERRY, *for deposit in the Revolving Fund as follows:*

- 1) January 15 of each year: 8.34% of the annual Operating and Maintenance Budget for the Department which shall be credited to the parties on the December billing; and*
- 2) On the 10th each month, 1/3 of the actual monthly net operation and maintenance expense from the month before.*

D. PAYMENT TERMS/CAPITAL EXPENDITURES.

NEWBERRY, PENTLAND, and MCMILLAN *shall contribute annually an equal share of CAPITAL EXPENDITURES. Payment shall be due annually, on the 1st of January.*

E. BILLING OF FIRE CALLS.

The parties shall establish an internal rate to be charged to each party for fire calls and a user billing rate to be charged on behalf of each individual party for calls in their jurisdiction.

The Internal rate shall be 50% of the minimum billed cost and the actual cost of additional response services for unpaid calls

Additionally the protocol for billing, that is the rate the Village would bill unless instructed to bill differently by the Townships is as follows:

The initial 1.5 hours of any call shall be billed a minimum:

- ▶ Residential \$ 500
- ▶ Commercial \$1000
- ▶ Automobile \$1000

For fire call responses lasting longer than 1.5 hours, shall be at the rate of \$200 per hour. The actual cost of Hazardous Material shall be billed, to the extent permitted by law.

Each governmental unit shall determine who shall be responsible.

False alarms and no cause calls shall not be billed, but shall be a line

Fire Protection Agreement of 2005

item expense in the departmental Operating and Maintenance budget. The Village will periodically or at the request of a party determine the annual average cost of fire calls.

However, each party shall be billed the internal rate. This rate shall be determined by the parties and shall be modified from time to time in the event that insufficient funds are collect to cover the Operating and Maintenance. The internal rate shall be a Supplement to this agreement.¹

The parties may draft a sample fee schedule, but each party shall be responsible for setting their own fire call fees. NEWBERRY shall bill all fire calls as directed by the parties. Newberry shall report billings and receipts to each party at the end of each quarter. Each party shall be responsible for collection of the amount billed in their name.

F. OTHER BILLING.

This agreement shall not preclude the right of any party to directly seek reimbursement of expenses incurred by the *Department*, that the *Department* is precluded by law from billing to a third party. Funds recovered by a party under these circumstances shall be the property of the party recovering these funds. However, this shall not preclude an assessment of these expenses to a party to this agreement based on the jurisdiction where the services and expenses where expended.

5. FIRE ADVISORY COMMITTEE:

There shall be established a Fire Advisory Committee to perform the duties set forth in this Agreement. The Fire Advisory Committee shall consist of the following members:

- A. Member appointed by PENTLAND;
- B. Member appointed by MCMILLAN;
- C. Member appointed by NEWBERRY;
- D. NEWBERRY Village Manager/ Designee; and
- E. NEWBERRY Fire Chief/Designee.

6. SUPERVISION OF FIRE DEPARTMENT:

NEWBERRY, shall be solely responsible for the supervision training of the *Department* personnel and the maintenance of the *Department* equipment.

¹Howell Township v Rotoo Corp, 258 Mich App 470; ___ NW2d __ (2003)

Fire Protection Agreement of 2005

7. VOLUNTEER DEPARTMENT:

The *DEPARTMENT* is a volunteer fire department. Response to any particular fire is based on the volunteer efforts of its individual firemen for each fire call. NEWBERRY makes no representation concerning the number of firemen who may respond to any given volunteer call. The *Department* is governed by rules and regulations which require members to meet minimum participation levels. Newberry will enforce those minimum participation requirements. Newberry will comply with all local, state, and federal laws, rules, regulations in connection with all aspects of the operation of the *Department*. Any expense incurred by a violation or alleged violation of any law or rule shall be an expense of the *Department* and allocated according to the terms of this agreement as, except for a knowing, deliberate and intentional violation.

8. LIMITATION ON DISPATCHING:

It is specifically understood that NEWBERRY will not dispatch its equipment and personnel in the outlying areas in such a manner as to endanger the Village of Newberry due to the lack of sufficient equipment and personnel to forestall a major fire within the Village limits.

9. HOLD HARMLESS:

NEWBERRY shall hold MCMILLAN and PENTLAND harmless from any and all liability which may be incurred, including but not limited to liability for Workmen's Compensation and other employee benefits, property damage, and personal injury claims, liability under contracts entered into by the Newberry Village Council, and all other claims attributable to the actions taken in good faith by the *Department* incidental to their authority as organized by Newberry Village Ordinance. However expenses incurred as a result of these actions shall be a Departmental expense and allocated according to the terms of this agreement.

10. SUPPLEMENTAL AGREEMENT:

This agreement shall incorporate by reference a Supplemental Agreement signed by the parties on or about 12 September 2002, which remain unmodified by this agreement.

Fire Protection Agreement of 2005

11. AMENDMENT:

This Agreement may be amended at any time by approval of the governing bodies of NEWBERRY, PENTLAND and MCMILLAN .

IN WITNESS WHEREOF, the parties execute this Agreement, *consisting of 6 pages*, pursuant to the authority of a resolution duly adopted by their governing bodies.

VILLAGE OF NEWBERRY,
a Municipal Corporation

DATED: 2/14/ 2006

BY: Robert Cameron
Robert Cameron,
Village President,
BY: Janice Galor
Janice Galor, Clerk

TOWNSHIP OF PENTLAND, a
Public Corporation

DATED: 2/14/ 2006

BY: Janet Malli
Supervisor:
BY: David Elamody
Clerk:

TOWNSHIP OF MCMILLAN, a
Public Corporation

DATED: 2/14/ 2006

BY: Frank Guindan
Supervisor
BY: Joseph F. Villemure
Clerk

Distribution and drafting:

Six original copies of this agreement shall be signed with each party receiving two.

Drafted by:

James W. Robinson, PC
Attorney at Law
PO Box 433
Newberry, Mi 49868-0433
1-906-293-3287
jrobinso@sbcglobal.net



Fire Contract 2005-6ver3

SUPPLEMENTAL AGREEMENT FOR FIRE CAPITAL FUNDS

PREAMBLE

This preamble provides a history of the transaction between the parties prior to this agreement and is also given to induce opinions of other parties including the Michigan Department on Treasury and the Village of Newberry Auditors that this agreement is not a loan. The Village of Newberry determined the need for an Equipment Truck and a Pumper Truck. They are described in more detail in the body of the agreement. The Equipment Truck was an emergency requiring immediate purchase. The purchase of the Equipment Truck was financed by an installment sales agreement at the Tahquamenon Area Credit Union. The specifications proposed by the Newberry Fire Department for the Pumper Truck did not allow for a competitive process within the existing ordinances of the Village of Newberry. The specification were for a specific truck manufactured by the Pierce Manufacturing Company. The Village of Newberry amended its ordinances to allow an alternative competitive process and made application to the Michigan Rural Development for Loans and Grants sufficient to pay for both pieces of firefighting equipment. Michigan Rural Development advised that the Village of Newberry could anticipate a grant of \$25,000.00 and a loan for the balance. The Village of Newberry hired bond counsel to give opinions to the Michigan Rural Development, began the grant process, and commenced the alternative competitive process for purchase.

Shortly before the completion of the alternative competitive process, Pierce Manufacturing notified the Newberry Fire Department that additional safety equipment would be required if the purchase was not completed prior to the time that the competitive process would be completed. McMillan Township, acting on its own and not as an agent for either Pentland Township or the Village of Newberry, purchased the fire truck in its name and with its funds. McMillan Township also paid off the Installment Sales Agreement for the Equipment Truck at the Tahquamenon Area Credit Union. McMillan Township ultimately secured these funds by borrowing from the Luce County Economic Development Corporation. McMillan Township has applied to 3rd Parties for additional grants.

AGREEMENT

This agreement, entered into this **12th day of September, 2002**, between McMillan Township (referred to as "McMillan" in this agreement), Pentland Township (referred to as "Pentland" in this agreement), and the Village of Newberry (referred to as "Newberry" in this agreement), all Municipal Corporations located in Luce County, Michigan is entered into for the express purpose of requiring the parties to make supplemental capitol fund contributions to reimburse McMillan for funds advanced for the acquisition of the firefighting equipment described below.

Firefighting Equipment

1. Equipment: This agreement concerns the purchase of two pieces of firefighting equipment:
 - A) 1999 International Equipment Truck, Vehicle Identification Number #1HTSDADR2XH653746; (referred to as *Equipment Truck* in this agreement)
 - B) 2002 Pierce Quantum Pumper Truck, Vehicle Identification Number 13784TR.; (referred to as *Pumper Truck* in this agreement)
2. Equipment Truck Purchase: The Village of Newberry purchased an

Supplemental Agreement for Fire Capital Funds

Equipment Truck on an emergency basis for the sum of \$67,810.30. Newberry financed the purchase of the *Equipment Truck* with an Installment Sales Agreement through the Tahquamenon Area Credit Union.

3. *Equipment Truck Purchase*: On April 30, 2002, McMillan paid the Installment Sales Agreement at the Tahquamenon Area Credit Union, with regard to the purchase of the *Equipment Truck* in the amount of \$67,810.30 (Pay off).
4. *Pumper Truck Purchase*: On April 30, 2002, McMillan Township purchased the *Pumper Truck* from Pierce Manufacturing Company for the sum of 360,837.00.
5. *Pumper Truck Purchase*: On April 30, 2002, McMillan Township secured a loan from the Luce County Economic Development Corporation in the amount of \$415,000.00, bearing interest at 4.75% payable in 15 years with minimum quarterly payments of \$9,710.00, for the purpose of financing these acquisitions.
6. *McMillan Acting Independently*: McMillan Township secured this loan on its own behalf and not acting as an agent for either McMillan or for either Pentland or Newberry.

Capital Contributions: The parties agree to make equal additional capital contributions to the Fire Capital Fund for the sole purpose of reimbursing McMillan Township for a portion of the expenses incurred in paying off Installment Sales Agreement for the *Equipment Truck* and in acquiring the *Pumper Truck*. The total amount of added Capital Contributions shall be as follows:

| | | | |
|---------------------------------|---------------------|----------------------|--------------------|
| <i>Equipment Truck</i> | | | \$67,810.30 |
| <i>Pumper Truck</i> | Purchase | \$360,837.00 | |
| | McMillan Twp Grant | <u>(\$25,000.00)</u> | |
| | Net Contribution | \$335,837.00 | \$335,837.00 |
| Supplemental Grant ¹ | McMillan Township | \$3,700.00 | |
| | Pentland Township | \$3,700.00 | |
| | Village of Newberry | <u>\$3,700.00</u> | |
| | Total Supplemental | \$11,100.00 | <u>\$11,100.00</u> |
| Total Capital Contribution | | | \$414,747.30 |

Total Capital: The parties will each be responsible for 1/3 of Total Capital Contributions and each shall make repayment to the Newberry Fire Capital Fund as follows:

¹Supplemental Grant of \$3,700.00 dollars by each party as approved by the Newberry Village Council on September 9, 2002

Supplemental Agreement for Fire Capital Funds

Supplemental Grants: Grants received by McMillan Township from 3rd Parties will be first used to repay McMillan \$13,900.00 (\$25,000 McMillan Grant, less 11,100 Supplemental Grant) for its Grant and then applied equally to each parts to reduce total Capital Contribution.

AGREEMENT FOR SUPPLEMENTAL CAPITAL CONTRIBUTION

McMillan shall make no payment provided the *Pumper Truck* is transferred to the Village of Newberry as described below but shall be credited with a payment of \$138,249.10.

| | |
|----------------------------|---------------------|
| McMillan | \$138,249.10 |
| Newberry | \$138,249.10 |
| Pentland | <u>\$138,249.10</u> |
| Total Capital Contribution | \$414,747.30 |

These Capital Fund Contributions shall be made and Newberry and Pentland shall each make quarterly Capital Fund contributions of not less than \$3,228.00. Newberry and Pentland shall each pay \$6,456.00 at the time of approval of this agreement thereafter shall make regular quarterly contributions in the amount beginning February 1, 2003. Newberry and Pentland may advance pay any/or all of the capital contributions at any time. On July 9, 2002, Pentland Township advanced payment to the McMillan Township in the amount of \$138,334.00 for their 1/3 share of the Supplemental Capitol Contribution. McMillan Township acknowledges direct receipt of these funds.

Reimbursement of Expenses: The parties agree to make equal additional contributions to the Capitol Fund to reimburse the parties for expenses incurred. Expenses eligible for reimbursement shall include:

- A) Insurance associated with the transfer of a vehicle and not normally part of the operation budget
- B) Fees associated with the transfer of vehicles
- C) Interest and fees paid, or due to be paid by McMillan Township (calculated on the basis of Newberry's and/or Pentland's unpaid Capitalization.)

The Village of Newberry will notify the parties by invoice of additional capitol expenditures prior to each Quarterly Capital Contributions and the reimbursement shall be made as part of the quarterly Capital Fund payment.

Method of Payment: Newberry shall forward its payment and Pentland's payment, upon receipt to McMillan Township on or before the 15th of each month when a quarterly capitol contribution is due. Newberry, if notified in writing by McMillan, shall direct those quarterly reimbursements to a third party. Newberry will notify McMillan of the date and amount of funds paid to a third party pursuant to the direction of McMillan.

Transfer of Title to *Pumper Truck*: McMillan agrees, that prior to delivery of *Pumper Truck* from Pierce Manufacturing, and with the consent of Pierce Manufacturing, that the Title to the Truck shall be transferred to the Village of Newberry. This shall be accomplished for the purpose of allowing the Village of Newberry to maintain, insure, and operate truck. It is further the desires of the parties that the Village of Newberry shall be in a position to make any warranty or other claims concerning the truck that would normally be available to purchasers of Pierce Firefighting Equipment.

Supplemental Agreement for Fire Capital Funds

Use and Maintenance of Equipment: This equipment shall be used for the purposes and in the manner described in the original agreement between the parties to provide firefighting for Newberry, Pentland, and McMillan. Newberry will at all times maintain each truck according to the reasonable standards for a Volunteer Fire Department in the Upper Peninsula of Michigan. The maintenance cost and other fees associated with these trucks shall be reimbursed as provided in the original agreement between the parties.

Termination of Agreement: In the event that the original firefighting agreement between the parties is cancelled or otherwise terminated, either voluntarily or involuntarily, or in the event that the Village of Newberry no longer provides firefighting for McMillan and Pentland the following provisions shall apply:

The fair market value of each truck shall be determined, and:

McMillan Township and/or Pentland Township shall have the right of first refusal for the *Pumper Truck* and;

The Village of Newberry shall have the right of first refusal for the *Equipment Truck*.

Exercise of Right of First Refusal: Newberry shall ascertain the fair market value of each piece of equipment from the equipment manufacturer or vendor. Newberry shall notify all the parties to this agreement of the Fair Market Value upon receipt of those values. Parties holding rights of first refusal shall have 90 days to exercise that right. Parties exercising those rights shall have an additional 90 days to make payments. Failure to exercise the right of first refusal and/or to make payment in a timely manner terminates completely and totally all rights of first refusal.

Sale of Equipment: In the event any equipment remains after the exercise of rights of first refusal it shall be sold for the fair market value.

Payments and Distribution:

Funds received shall be disbursed as follows

- A) McMillan Township shall be reimbursed for unpaid Total Capitol Contributions and for any unreimbursed expenses at the time of distribution, and then;
- B) Unpaid Total Capitol Contributions may be deducted from any parties share of the proceeds of sale.
- C) Each party shall be entitled to 1/3 of the proceeds of sale subject to the deduction of unpaid payment of capitol contributions, unpaid contributions and expenses described above.

Continuation of Quarterly Payments: In the event of termination of this agreement and sale, (First refusal or 3rd party) as described above, the parties shall continue to make quarterly contributions including capitol contributions, and expense reimbursements as described in this agreement until the time of sale.

Term of Agreement: This agreement, unless terminated as described above, will continue until

Supplemental Agreement for Fire Capital Funds

all capitol contributions and expenses have been paid. However, the unpaid Total Capitol Contributions and expenses shall become due and payable 15 years from the date of this agreement.

No Modification: It is intended that this agreement supplements the existing firefighting agreement between the parties and no provision of that agreement is amended. The provisions of this agreement is intended solely as a supplemental capitol contribution for the purchase of these two additional pieces of firefighting equipment.

Attorney Fees: Shall litigation be commenced concerning this contract each party shall be responsible for its own Attorney Fees, Cost and Expenses.

Severability: If any provision of the Agreement is held invalid by any tribunal in a final decision from which no appeal is or can be taken, such provision shall be deemed modified to eliminate the invalid element and as so modified, such provision shall be deemed a part of this Agreement as though originally included herein. The remaining provisions of this Agreement shall not be affected by such modifications.

VILLAGE OF NEWBERRY

Dated: September 11, 2002

By: Robert Cameron
Robert Cameron, Village President

By: Janice Galor
Janice Galor, Village Clerk

I hereby certify that the parties answering this agreement have full authority to do so and that this agreement was approved by resolution adopted by this body on 14th day of April, 2003.

Seal

Janice Galor
Janice Galor, Village Clerk

MCMILLAN TOWNSHIP

Dated: November 1, 2002

By: Frank Quinlan
Frank Quinlan, Township Supervisor

By: Joseph Villeneuve
Joseph Villeneuve, Township Clerk

I hereby certify that the parties answering this agreement have full authority to do so and that this agreement was approved by resolution adopted by this body on 31st day of March, 2003.

Seal

Joseph Villeneuve
Joseph Villeneuve, Township Clerk

Supplemental Agreement for Fire Capital Funds

PENTLAND TOWNSHIP

Dated: 04-04-03

By: Janet Maki
Janet Maki, Township Supervisor

By: David Carmody
David Carmody, Township Clerk

I hereby certify that the parties answering this agreement have full authority to do so and that this agreement was approved by resolution adopted by this body on 11TH day of MAR, 2003.

Seal

David Carmody
David Carmody, Township Clerk

Distribution 6 original copies, 2 distributed to each party.

Batch Add Budget Amendments

| GL Number | Description | 19 Adopted | 19 Amended | 19 Activity | New Amended | Change |
|---------------------|------------------|------------|------------|-------------|-------------|------------|
| 591-536-702.000 | WAGES | 158,914.00 | 158,914.00 | 29,605.28 | 149,937.00 | (8,977.00) |
| 591-536-713.000 | OVERTIME | 523.00 | 523.00 | 1,349.17 | 2,000.00 | 1,477.00 |
| 591-536-804.000 | LEASE EXPENSE | 0.00 | 0.00 | 301.02 | 1,000.00 | 1,000.00 |
| 591-536-921.000 | HEAT | 0.00 | 0.00 | 548.98 | 1,500.00 | 1,500.00 |
| 591-536-940.000 | EQUIPMENT RENTAL | 0.00 | 0.00 | 3,645.66 | 5,000.00 | 5,000.00 |
| | | | | | | |
| Total Revenues: | | 952,800.00 | 952,800.00 | 232,914.27 | 952,800.00 | 0.00 |
| Total Expenditures: | | 951,959.00 | 951,959.00 | 166,019.52 | 951,959.00 | 0.00 |
| Net of Rev/Exp: | | 841.00 | 841.00 | 66,894.75 | 841.00 | 0.00 |

Batch Add Budget Amendments

| GL Number | Description | 19 Adopted | 19 Amended | 19 Activity | New Amended | Change |
|---------------------|--------------------------------|--------------|--------------|-------------|--------------|------------|
| 582-582-702.000 | WAGES | 113,157.00 | 113,157.00 | 25,294.37 | 105,000.00 | (8,157.00) |
| 582-582-713.000 | WAGES - OVERTIME | 1,889.00 | 1,889.00 | 1,961.35 | 2,500.00 | 611.00 |
| 582-582-721.000 | H S A | 2,000.00 | 2,000.00 | 3,870.80 | 5,000.00 | 3,000.00 |
| 582-582-726.000 | LIFE INSURANCE | 237.00 | 237.00 | 263.01 | 1,000.00 | 763.00 |
| 582-582-801.200 | LEGAL | 5,000.00 | 5,000.00 | 0.00 | 3,795.80 | (1,204.20) |
| 582-582-850.000 | TELEPHONE | 150.00 | 150.00 | 154.29 | 500.00 | 350.00 |
| 582-582-851.000 | POSTAGE | 6,000.00 | 6,000.00 | 223.52 | 5,000.00 | (1,000.00) |
| 582-582-940.000 | EQUIPMENT RENTAL | 0.00 | 0.00 | 1,004.16 | 2,000.00 | 2,000.00 |
| 582-583-719.000 | HOSPITALIZATION | 46,458.00 | 46,458.00 | 13,116.82 | 40,458.00 | (6,000.00) |
| 582-583-719.100 | HOSPITAL INS RETIREE | 1,500.00 | 1,500.00 | 4,615.76 | 6,000.00 | 4,500.00 |
| 582-583-801.200 | LEGAL | 0.00 | 0.00 | 1,204.20 | 1,204.20 | 1,204.20 |
| 582-583-850.000 | TELEPHONE | 10,000.00 | 10,000.00 | 722.94 | 9,500.00 | (500.00) |
| 582-583-851.000 | POSTAGE | 700.00 | 700.00 | 865.33 | 1,000.00 | 300.00 |
| 582-583-900.000 | PRINTING AND PUBLISHING | 500.00 | 500.00 | 884.54 | 1,000.00 | 500.00 |
| 582-584-702.000 | WAGES | 20,261.00 | 20,261.00 | 731.02 | 17,174.00 | (3,087.00) |
| 582-585-702.000 | WAGES | 0.00 | 0.00 | 3,231.44 | 5,000.00 | 5,000.00 |
| 582-585-717.000 | RETIREMENT - MERS - EMPLOYER P | 0.00 | 0.00 | 272.83 | 500.00 | 500.00 |
| 582-585-719.000 | HOSPITALIZATION | 500.00 | 500.00 | 868.83 | 1,500.00 | 1,000.00 |
| 582-585-726.000 | LIFE INSURANCE | 0.00 | 0.00 | 5.95 | 20.00 | 20.00 |
| 582-585-940.000 | EQUIPMENT RENTAL | 0.00 | 0.00 | 136.35 | 200.00 | 200.00 |
| | | | | | | |
| Total Revenues: | | 2,340,600.00 | 2,340,600.00 | 597,757.19 | 2,340,600.00 | 0.00 |
| Total Expenditures: | | 2,320,872.00 | 2,320,872.00 | 477,112.54 | 2,320,872.00 | 0.00 |
| Net of Rev/Exp: | | 19,728.00 | 19,728.00 | 120,644.65 | 19,728.00 | 0.00 |