

**VILLAGE OF NEWBERRY
VILLAGE COUNCIL MEETING
Monday, February 18, 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, January 21, 2019 at 6:00 p.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 – January 2019

101	General Fund	\$18,153.80
202	Major Street Fund	\$1,186.09
203	Local Street Fund	\$1,177.02
213	Fire Revolving Fund	\$7,895.49
590	Sewage Receiving Fund	\$51,458.30
Total:		\$79,870.70

2. Water & Light – Monthly Bills – January 2019

582	Electric Fund	\$121,034.44
591	Water Fund	\$55,465.79
Total:		\$176,500.23

Christmas Lights Fund – as of 01/31/2019
\$14,522.24

3. Treasurer's Report – January 2019

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. Legal Memo from Jeff Jocks, Village Attorney – Room Orientation
2. Legal Memo from Jeff Jocks, Village Attorney – Village Committees

10. INTRODUCTION AND ADOPTION OF RESOLUTIONS AND ORDINANCES

1. None Prescheduled

11. REPORTS OF BOARDS

1. Water & Light Board Meeting from Tuesday, February 12, 2019
2. Planning Commission Meeting from Monday, January 28, 2019 - Cancelled

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 February 18, 2019 meeting: Ordinance; Strategic Health Alliance; Safety Committee; Save the Bells; and Project Rising Tide.

1. Management Committee
2. Finance Committee
3. DPW/ WWTP Committee

14. UNFINISHED BUSINESS

1. Deficit Elimination Plan
 - a. Request Extending Pay Back Schedule for Sewer Fund DEP from 3 to 5 years
2. Water & Light Board – Vacancy Notification
3. Rules of Procedure

15. NEW BUSINESS

1. Creation of Ad Hoc Committees
2. Council Member Absences
3. Confidential Legal Memo from Jeff Jocks, Village Attorney – Closed Session
4. Consumers Electric – Closed Session

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
January 21, 2019
302 East McMillan Ave.
6:00 p.m.

Present: President Lori Stokes, Trustees: Harold Dishaw, Catherine Freese, Daniel Hardenbrook, Dennis Hendrickson, Lewis Hitts.

Absent: Sharon Brown.

Also Present: Assistant Village Manager – Buck Vallad, Superintendent WWTP – George Blakely, Ordinance Enforcement Officer – Clifford Fossitt, Director of Human Resources & Community Engagement - Allison Watkins, Clerk – Terese Schummer, Treasurer – Charles Medelis, Steve Fossitt – Fire Department, Sterling McGinn, Scott Ouellette, Tina Pipes, Chuck Pipes, Robert Stevens, Kip Cameron, Steve Stiffler.

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 Dishaw, **CARRIED**, to approve the agenda with the following additions: Add to New Business - #8 – Choose President Pro-tem and under Unfinished Business #2 – Rules of Procedure. Ayes: All. Absent: Brown.

Minutes: Moved by Hardenbrook, support by Dishaw, **CARRIED**, to approve the December 17, 2018, regular session minutes with the following corrections: Under Trustee Appointment: Read – Ayes: Stokes, Brown, Dishaw, Hardenbrook, Hendrickson. Nays: Hitts. Now reads – Ayes: Stokes, Brown, Dishaw, Hardenbrook, Hitts. Nays: Hendrickson. Under Minutes – line 4, residence now reads residents. Ayes: All. Absent: Brown.

Moved by Dishaw, support by Hendrickson, **CARRIED**, to approve the December 17, 2018, Public Hearing minutes, with the following correction: Under Also Present: line 4, word 5, read Catherin, now reads Catherine. Ayes: All. Absent: Brown.

Moved by Hendrickson, support by Hitts, **CARRIED**, to approve the December 21, 2018, Special Session meeting minutes as written. Ayes: All. Absent: Brown.

Village President's Announcements: President Stokes stated that at the December meeting an error was made in regard to Catherine Freese being appointed to the Council. At that meeting the appointment was not on the agenda or added to the agenda at the beginning of the meeting, as a result the appointment was added to this meeting (1/21/19), and will be voted on again. The Village Attorney advised that Freese would not have to be administered the oath of office again and that she could participate in voting during the meeting. President Stokes stated that the table the Council uses during meetings had been moved back to its old position and asked for public opinion as to where they would prefer it to be located. Stokes stated she would bring the table position issue to a Management Committee meeting.

Public Comments on Agenda Items: Kip Cameron – Newberry, Scott Ouellette – Newberry, Terese Schummer – Newberry, Chuck Pipes – Newberry, Charles Medelis – E. McMillan.

Submission of Bills and Financial Updates:

- 1.) Village of Newberry – Monthly Bills. Moved by Hendrickson, support by Hitts, **CARRIED**, to approve the December 2018 bills as presented, in the amount of \$58,461.95. Discussion followed. Ayes: All. Absent: Brown. A question arose as to whether the Village can legally be a member of the Chamber of Commerce. Stokes asked for a legal opinion as to what the Village can legally spend money on with regard to retirements gifts, candy for parades, Chamber dues, to name a few examples. A question regarding payment for the upgrading of the bathroom at the fire hall was also discussed. Hardenbrook asked that a list of telephones the Village pays for, and who they are issued to, be drawn-up for the next meeting.

- 2.) Water & Light monthly bills for December 2018: Moved by Dishaw, support by Hitts, **CARRIED**, to accept the recommendation of the W&L Board to pay the December Electric and Water Funds in the total amount of \$198,263.26. Discussion followed. Ayes: All. Absent: Brown.
- 3.) Christmas Lights Fund – as of 11/30/18 - \$14,516.08. Stokes requested a breakdown financial report for the Bells account. Dishaw stated that A&L Iron & Metal had placed a dumpster, free to the Village, on the 2nd block of East Helen, to be used by anyone in the area. He said that any money collected from the scrap metal deposited in the dumpster would be donated to the Save the Bells project.
- 4.) Treasurer's Report – December 2018 – Treasurer Medelis gave the report. The Council accepted the report as presented.
- 5.) Request for Disbursement of Funds – Drinking Water Revolving Fund and Clean Water State Revolving Funds.
 - a.) Moved by Dishaw, support by Hardenbrook, **CARRIED**, to approve payment of request #9, December 1, 2018 – December 31, 2018, C2AE Invoice #67386, in the amount of \$2,234.82 and C2AE Invoice #67387 in the amount of \$191.20, totaling \$2,426.02. Discussion followed. Ayes: All. Absent: Brown.
 - b.) Moved by Hitts, support by Freese, **CARRIED**, to accept the bid, as recommended by C2AE, from Great Lakes TV Seal, in the amount of \$56,105 for sanitary sewer TV inspection. Ayes: Stokes, Freese, Hardenbrook, Hendrickson, Hitts. Nays: Dishaw. Absent: Brown.

Petitions and Communications:

- 1.) Letter from Rebecca Handa
- 2.) Letter from Department of Treasury

Introduction and Adoption of Ordinances and Resolutions:

- 1.) Resolution Declaring Vacancy on Water & Light Board. Moved by Dishaw, support by Hardenbrook, **CARRIED**, to adopt the Resolution declaring a vacancy on the W&L Board, because of Feldhusen moving and resigning his position. Ayes: All. Absent: Brown.

Reports of Boards:

- 1.) Water & Light Board Meeting from Tuesday, December 11, 2018: Medelis gave the report.
- 2.) Planning Commission Meeting: Cancelled.

Reports of Village Officers and Management:

- A.) Fire Chief: Steve Fossitt representing the fire department, stated there was nothing to report and answered questions from the Council.
- B.) Ordinance Enforcement Officer: Fossitt gave a written as well as a verbal report.
- C.) Director of Human Resources & Community Engagement: Watkins gave a verbal as well as a written report. FOIA update report presented.
- D.) Superintendent of Wastewater Treatment Plant: Blakely gave a verbal as well as a written report.
- E.) Superintendent of Water & Light: Joe Lively – Working Foremen, submitted a written report. Vallad gave a verbal report. Moved by Dishaw, support by Hitts, **CARRIED**, to approve the amount of up to \$25,000.00 to pay Aerial Hydraulic Repair Inc., to repair the boom on the large bucket-truck. Discussion followed. Ayes: All. Absent: Brown.
- F.) Assistant Village Manager: Vallad gave a verbal report and presented charts. Moved by Dishaw, support by Hitts, **CARRIED**, to approve the 2019 Energy Adjustment Rate of \$0.016061. Ayes: All. Absent: Brown. Moved by Hardenbrook, support by Hendrickson, **CARRIED**, to accept the 2018 Electric and Water Budget Amendments. Discussion followed. Ayes: All. Absent: Brown. Vallad stated that because it's been so cold, lines in homes are freezing so they should probably run their water to help alleviate the problem. He advised running one spout with a flow about the size of a pencil lead would probably work.
- G.) Superintendent of Parks and Recreation: James-Mesloh submitted a written report.
- H.) Village Manager: James-Mesloh submitted a written report.

Committee Reports:

- 1.) DPW/WWTP Committee: Dishaw gave the report.

a.) Recommendation Regarding Septage Rate.

1. Moved by Dishaw, support by Hardenbrook, **CARRIED**, to approve the purchase of a new grinder from Crane Engineering for \$12,500.00 prior to January 30, 2019. Discussion followed. Ayes: All. Absent: Brown.
 2. Moved by Hitts, support by Hardenbrook, **CARRIED**, to approve the purchase of a new RAS pump from, Crane Engineering, for \$20,330.00 (including installation) prior to February 1, 2019. Discussion followed. Ayes: All. Absent: Brown.
 3. Moved by Hitts, support by Hardenbrook, **CARRIED**, to raise Domestic Waste rate from \$0.05 to \$0.10 per gallon. Discussion followed. Ayes: All. Absent: Brown.
 4. Moved by Hardenbrook, support by Hendrickson, **CARRIED**, to raise the Vector Waste rate from \$100.00 to \$150.00 per cubic yard. Discussion followed. Ayes: All. Absent: Brown.
 5. Moved by Hardenbrook, support by Hitts, **CARRIED**, to allow a one-year trial period (2019) of running water samples for Tahquamenon Falls State Park at \$20.00 per test. Discussion followed. Ayes: All. Absent: Brown.
- 2.) Ordinance Committee: Dishaw gave the report. Discussed proposed changes to Ordinance #18 regarding snowmobiles.
- 1.) No action taken regarding Ordinance #36 at this time.
 - 2.) Moved by Hendrickson, support by Hitts, **CARRIED**, to approve the Ordinance Committee proposal: Ordinance 18 Attachment – For current 2019 season – Add alley access on the West side from Robinson to Renze Ford using the alley between Truman & John. There is currently alley access on the East side from Handy to S&J Sports. Discussion followed: Ayes: All. Absent: Brown.
 - 3.) Moved by Hendrickson, support by Freese, **CARRIED**, to approve the Ordinance Committee proposal: Ordinance 18: For a trial period for the 2020 season - to close Handy Street and Alley Trail at the same time the Petro gas station closes (which is currently midnight). Keep the trail to Charles St. and Charles St. Trail to Victory Way open until 1:00 a.m. Ayes: All. Absent: Brown.

Unfinished Business:

- 1.) Appointment to Council vacancy. Moved by Dishaw, support by Hardenbrook, **CARRIED**, to appoint Catherine Freese to the Village Council. Ayes: Stokes, Dishaw, Hardenbrook, Hitts. Nays: Hendrickson. Abstain: Freese. Absent: Brown.
- 2.) Choose President Pro-tem. Moved by Hendrickson, support by Hitts, **CARRIED**, to keep the present President Pro-tem, Sharon Brown. Ayes: All. Absent: Brown.

New Business:

- 1.) Authorized Credit Card Users. Moved by Dishaw, support by Hardenbrook, **CARRIED**, That the Village Manager, Assistant Manager, Treasurer, Finance, Water & Light Clerk, Adm. Asst. of Supt., WWTP Superintendent, Village Mechanic, (2) DPW Drivers, (3) WWTP Operators, (4) Lineman, and Director of Human Resource and Community Engagement, be authorized to sign for purchases made with the Village of Newberry Credit Card. Discussion followed. Ayes: All. Absent: Brown.
- 2.) BSA Tax Module Treasurer. Moved by Hardenbrook, support by Hitts, **CARRIED**, to authorize purchase of the BSA Tax Module for the Village Treasurer. Ayes: All. Absent: Brown.
- 3.) Department of Treasury Audit Contract. Moved by Hardenbrook, support by Hitts, **CARRIED**, to approve the Department of Treasury 3-year contract 2018-2020. Discussion followed. Ayes: All. Absent: Brown.
- 4.) Committee Appointments. Appointments made. One change Dishaw will replace Stokes on the DPW/WWTP Committee.
- 5.) Council Member Appointment to Planning Commission. Hardenbrook will remain the Council member on the Planning Commission.
- 6.) Energy Adjustment Rate – voted on during Assistant Village Managers report.

- 7.) 2018 Budget Amendments – Moved by Hitts, support by Dishaw, **CARRIED**, to approve the Sewer, Major Streets and Local Streets, 2018 Budget Amendments. Discussion followed. Ayes: All. Absent: Brown.
- 8.) Rules of Procedure: This item will be put on the February agenda under “Unfinished Business”.

Public Comment: Comment heard from: Chuck Pipes –Newberry.

Comments by Council Members: Comment heard from the following Trustee: Dishaw stated his concerns regarding paving the road from Deer Park to Grand Marais, a discussion followed.

Adjourn Meeting: Moved by Hendrickson, support by Hardenbrook, **CARRIED**, to adjourn the meeting at 9:07 p.m. Ayes: All. Absent: Brown.

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

Terese Schummer, Clerk

Lori A. Stokes, Village President

**VILLAGE OF NEWBERRY
VILLAGE PAYABLES
JANUARY 2019**

GL Number	Vendor	Invoice Line Desc	Invoice Description	Amount
Fund 101 General Fund				
Dept 000				
101-000-229.000	STATE OF MICHIGAN	STATE INCOME TAX PAYABLE	SALES, USE AND WITHHOLDING PAYMENT	15.79
			Total For Dept 000	15.79
Dept 101 VILLAGE COUNCIL				
101-101-725.000	MML WORKERS' COMP FUND	WORKMENS' COMPENSATION	PAYMENT FOR POLICY # 5000520-18	14.26
101-101-725.000	MML WORKERS' COMP FUND	WORKMENS' COMPENSATION	WORKER COMP	14.26
101-101-752.000	TAHQAMENON AREA CREDIT UNION	OFFICE SUPPLIES - TRUSTEE	BUSINESS CARDS	25.22
101-101-801.000	TAHQAMENON AREA CREDIT UNION	PROFESSIONAL & CONTRACTUAL	.GOV DOMAIN	96.53
			Total For Dept 101 VILLAGE COUNCIL	150.27
Dept 171 VILLAGE PRESIDENT				
101-171-725.000	MML WORKERS' COMP FUND	WORKMENS' COMPENSATION	PAYMENT FOR POLICY # 5000520-18	2.28
101-171-725.000	MML WORKERS' COMP FUND	WORKMENS' COMPENSATION	WORKER COMP	2.28
101-171-752.000	TAHQAMENON AREA CREDIT UNION	OFFICE SUPPLIES -- VILLAGE PRESIDENT	BUSINESS CARDS	25.22
101-171-850.000	VERIZON	906-291-0578 - PRESIDENT	ACCOUNT NUMBER 942077532-00002 - CELL BILL	(34.72)
			Total For Dept 171 VILLAGE PRESIDENT	(4.94)
Dept 172 VILLAGE MANAGER				
101-172-726.000	STANDARD, THE	LIFE INSURANCE	LIFE INSURANCE	18.13
101-172-850.000	VERIZON	906-291-1223 MANAGER - DESK	DESK PHONES	6.96
101-172-850.000	VERIZON	906-291-0530 MANAGER	ACCOUNT NUMBER 942077532-00002 - CELL BILL	10.70
			Total For Dept 172 VILLAGE MANAGER	35.79
Dept 201 ADMINISTRATIVE				
101-201-725.000	MML WORKERS' COMP FUND	WORKERS' COMPENSATION	PAYMENT FOR POLICY # 5000520-18	288.05
101-201-725.000	MML WORKERS' COMP FUND	WORKERS' COMPENSATION	WORKER COMP	288.00
101-201-729.000	STANDARD, THE	LIFE INSURANCE	LIFE INSURANCE	36.27
101-201-752.000	AMAZON CAPITAL SERVICES	OFFICE SUPPLIES	FOLDERS	4.88
101-201-752.000	AMAZON CAPITAL SERVICES	OFFICE SUPPLIES	TRASH BAGS/ INK/ SOAP	21.79
101-201-752.000	AMAZON CAPITAL SERVICES	OFFICE SUPPLIES	PAPER	3.50
101-201-752.100	NATIONAL OFFICE PRODUCTS	OFFICE SUPPLIES	PAPER	9.88
101-201-801.000	TAHQAMENON AREA CREDIT UNION	PROFESSIONAL & CONTRACTUAL	.GOV DOMAIN	28.78
101-201-801.000	FAIR, ALMA	PROFESSIONAL & CONTRACTUAL	JAN CLEANING	68.95
101-201-804.000	US BANK EQUIP FINANCE	LEASE EXPENSE	COPIER LEASE INV #377742374	100.00
101-201-850.000	VERIZON	906-291-1621 A.V.M	DESK PHONES	96.49
101-201-850.000	VERIZON	906-291-0055 HR	ACCOUNT NUMBER 942077532-00002 - CELL BILL	34.80
101-201-850.000	VERIZON	FAX	ACCOUNT NUMBER 942077532-00001	21.40
101-201-850.000	HTC-HIAWATHA TELEPHONE CO	JAMADOTS INTERNET	ACCT 00042108-7	22.59
101-201-851.000	TAHQAMENON AREA CREDIT UNION	POSTAGE	POSTAGE	23.75
101-201-935.000	MICHIGAN MUNICIPAL RISK MANAGEMENT	PROPERTY LIABILITY INSURANCE- VILLAGE	GENERAL FUND LIABILITY INS.	14.37
101-201-935.000	MICHIGAN MUNICIPAL RISK MANAGEMENT	PROPERTY LIABILITY INSURANCE	LIABILITY INSURANCE RETENTION FUND	1,533.26
			Total For Dept 201 ADMINISTRATIVE	568.15
Dept 215 CLERK				3,164.91

101-215-725.000	MML WORKERS' COMP FUND	WORKERS' COMPENSATION	PAYMENT FOR POLICY # 5000520-18	2.28
101-215-725.000	MML WORKERS' COMP FUND	WORKERS' COMPENSATION	WORKER COMP	2.28
101-215-900.000	NEWBERRY NEWS INC	PRINTING & PUBLISHING	COUNCIL MINUTES/MEETINGS DATES	755.00
			Total For Dept 215 CLERK	759.56
Dept 230 ORDINANCE OFFICER				
101-230-801.000	TAHQAMENON AREA CREDIT UNION	PROFESSIONAL & CONTRACTUAL	.GOV DOMAIN	13.79
101-230-850.000	VERIZON	TELEPHONE	DESK PHONES	27.83
101-230-850.000	VERIZON	906-291-0583- ORDINANCE	ACCOUNT NUMBER 942077532-00002 - CELL BILL	42.81
			Total For Dept 230 ORDINANCE OFFICER	84.43
Dept 253 TREASURER				
101-253-725.000	MML WORKERS' COMP FUND	WORKERS' COMPENSATION	PAYMENT FOR POLICY # 5000520-18	2.28
101-253-725.000	MML WORKERS' COMP FUND	WORKERS' COMPENSATION	WORKER COMP	2.28
101-253-752.000	TAHQAMENON AREA CREDIT UNION	OFFICE SUPPLIES	BUSINESS CARDS	25.21
101-253-801.000	TAHQAMENON AREA CREDIT UNION	PROFESSIONAL & CONTRACTUAL	.GOV DOMAIN	13.79
101-253-850.000	VERIZON	906-291-1631 TREASURER	DESK PHONES	27.83
			Total For Dept 253 TREASURER	71.39
Dept 265 BUILDING & GROUNDS				
101-265-921.000	SEMCOENERGY GAS COMPANY	HEAT	HEAT 310 E MCMILLAN ACCT 0235239.502	10.42
101-265-921.000	SEMCOENERGY GAS COMPANY	HEAT ACCT #0235240.502	HEAT #0235240.502 310 E MCMILLAN	47.68
101-265-921.000	SEMCOENERGY GAS COMPANY	HEAT	HEAT GARAGE #0235827.500	657.35
101-265-935.000	MICHIGAN MUNICIPAL RISK MANAGEMENT	PROPERTY LIABILITY INSURANCE- DPW	GENERAL FUND LIABILITY INS.	994.46
101-265-935.000	MICHIGAN MUNICIPAL RISK MANAGEMENT	PROPERTY LIABILITY INSURANCE	LIABILITY INSURANCE RETENTION FUND	368.50
			Total For Dept 265 BUILDING & GROUNDS	2,078.41
Dept 301 POLICE DEPARTMENT				
101-301-726.000	STANDARD, THE	LIFE INSURANCE	LIFE INSURANCE	72.53
			Total For Dept 301 POLICE DEPARTMENT	72.53

Dept 441 PUBLIC WORKS

101-441-725.000	MML WORKERS' COMP FUND	WORKERS' COMPENSATION	PAYMENT FOR POLICY # 5000520-18	132.33
101-441-725.000	MML WORKERS' COMP FUND	WORKERS' COMPENSATION	WORKER COMP	132.31
101-441-726.000	STANDARD, THE	LIFE INSURANCE	LIFE INSURANCE	36.27
101-441-752.100	RAHILLY IGA	OPERATING SUPPLIES	DISH SOAP/PAPER TOWEL	10.57
101-441-752.100	BOWMAN GAS COMPANY	OPERATING SUPPLIES	LP GAS	26.25
101-441-752.100	LYNN AUTO PARTS INC.	OPERATING SUPPLIES- TOOL CADDY	GREASE FITTING/TOOL CADDY	9.99
101-441-752.100	LYNN AUTO PARTS INC.	OPERATING SUPPLIES	BAG 14-16 CONNECTORS	10.79
101-441-767.000	AMAZON CAPITAL SERVICES	CLOTHING - UNIFORMS	BOOTS/ICE CLEATS	28.47
101-441-801.000	HELEN NEWBERRY JOY HOSPITAL	PROFESSIONAL & CONTRACTUAL	LABS	40.00
101-441-801.000	TAHQAMENON AREA CREDIT UNION	PROFESSIONAL & CONTRACTUAL	.GOV DOMAIN	55.24
101-441-850.000	VERIZON	906-293-8531	DESK PHONES	13.35
101-441-850.000	VERIZON	906-291-0136 MECHANIC	ACCOUNT NUMBER 942077532-00002 - CELL BILL	21.41
101-441-929.000	LYNN AUTO PARTS INC.	REPAIRS & MAINTENANCE - GREASE FITTING	GREASE FITTING/TOOL CADDY	3.99
101-441-929.000	LYNN AUTO PARTS INC.	REPAIRS & MAINTENANCE	MIRROR #37	16.49
			Total For Dept 441 PUBLIC WORKS	537.46

Dept 524 MOTOR POOL

101-524-725.000	MML WORKERS' COMP FUND	WORKERS' COMPENSATION	PAYMENT FOR POLICY # 5000520-18	323.99
101-524-725.000	MML WORKERS' COMP FUND	WORKERS' COMPENSATION	WORKER COMP	323.93
101-524-752.100	DANNY'S AUTO VALUE INC	OPERATING SUPPLIES	MINI LAMPS	8.99
101-524-752.100	DANNY'S AUTO VALUE INC	OPERATING SUPPLIES	200 CU/FT OXYGEN	44.99
101-524-752.100	DANNY'S AUTO VALUE INC	OPERATING SUPPLIES	WASHER SOLVENT/ANTIFREEZE	69.72
101-524-752.100	DANNY'S AUTO VALUE INC	OPERATING SUPPLIES	FUEL FILTER	24.26
101-524-752.100	DANNY'S AUTO VALUE INC	OPERATING SUPPLIES	MINI CLAMP/FLEX FUNNEL/ SUPER FUNNEL	11.88
101-524-752.100	LYNN AUTO PARTS INC.	OPERATING SUPPLIES	RIVET	5.49
101-524-752.100	FOSTER HARDWARE	OPERATING SUPPLIES	HILLMAN FASTENERS FUEL PROPANE	5.59
101-524-752.100	LYNN AUTO PARTS INC.	OPERATING SUPPLIES	GUNK ENGINE DEGREASER	14.97
101-524-752.100	LYNN AUTO PARTS INC.	OPERATING SUPPLIES	GORILLA TAPE	3.99
101-524-752.100	OK INDUSTRIAL SUPPLY	OPERATING SUPPLIES	15"X18" BLUE OIL ONLY HVY	55.69
101-524-752.100	DANNY'S AUTO VALUE INC	OPERATING SUPPLIES	6--WASHER SOLVENT	15.18
101-524-752.100	BOWMAN GAS COMPANY	OPERATING SUPPLIES	PROPANE CYCLINDER FILL	17.75
101-524-752.100	DANNY'S AUTO VALUE INC	OPERATING SUPPLIES	DRAIN PAN/HYD OIL	14.19
101-524-752.100	DANNY'S AUTO VALUE INC	OPERATING SUPPLIES	HD LEAK REPAIR	23.99
101-524-753.000	DANNY'S AUTO VALUE INC	OPERATING SUPPLIES	COOL SYS TESTKIT	63.99
101-524-753.000	LYNN AUTO PARTS INC.	TOOLS & EQUIP(UNDER CAP. THRE)	24V. T. LIGHT/ TEST LIGHT	8.29
101-524-753.000	LYNN AUTO PARTS INC.	TOOLS & EQUIP(UNDER CAP. THRE)	END CAP FILTER	4.76
101-524-753.000	LYNN AUTO PARTS INC.	TOOLS & EQUIP(UNDER CAP. THRE)	TEST LIGHT	4.29
101-524-753.000	DANNY'S AUTO VALUE INC	TOOLS & EQUIP(UNDER CAP. THRE)	REUTRN COOL SYS. TESTKIT INV. 414353	(63.99)
101-524-753.000	DANNY'S AUTO VALUE INC	TOOLS & EQUIP(UNDER CAP. THRE)	TRUCK TIRE GAGE	27.44
101-524-753.000	LYNN AUTO PARTS INC.	TOOLS & EQUIP(UNDER CAP. THRE)	LEFT HAND DRILL BITT	43.63
101-524-753.000	LYNN AUTO PARTS INC.	TOOLS & EQUIP(UNDER CAP. THRE)	PUNCH	11.49
101-524-753.000	LYNN AUTO PARTS INC.	TOOLS & EQUIP(UNDER CAP. THRE)	LEFT HAND DRILL BITT TOOLS	13.49
101-524-753.000	LYNN AUTO PARTS INC.	TOOLS & EQUIP(UNDER CAP. THRE)	HEAVY DUTY PISTOL GREASE GUN -- WATER LIGHT CREDIT CARD	119.92
101-524-759.000	TAHQUAMENON AREA CREDIT UNION	TOOLS & EQUIP(UNDER CAP. THRE)	GAS/FUEL	3,603.64
101-524-759.000	WEX BANK - SPEEDWAY UNIVERSAL	GAS OIL & GREASE - PUBLIC WORKS	4 -- 5GAL HYD OIL	117.96
101-524-759.000	DANNY'S AUTO VALUE INC	GAS OIL & GREASE	DRAIN PAN/HYD OIL	88.47
101-524-759.000	DANNY'S AUTO VALUE INC	GAS OIL & GREASE	DIESEL	11.58
101-524-801.000	PICKELMANS PETRO	GAS OIL & GREASE	TROUBLE SHOOTING TRANSMISSION/BATTARYXTRM/CORE/SUPPLIES #43	423.82
101-524-932.000	GREAT LAKES TRUCK SERVICE	PROFESSIONAL & CONTRACTUAL	31-SERIES POST	221.90
101-524-932.000	DANNY'S AUTO VALUE INC	VEHICLE REPAIR & MAINTENANCE	3X1/8X3/8 CUTOFF	9.95
101-524-932.000	DANNY'S AUTO VALUE INC	VEHICLE REPAIR & MAINTENANCE	RED HI-TEMP	29.90
101-524-932.000	DANNY'S AUTO VALUE INC	VEHICLE REPAIR & MAINTENANCE	4 STRAND WIRE/ 2-WIRE 14GA.	20.70
101-524-932.000	DANNY'S AUTO VALUE INC	VEHICLE REPAIR & MAINTENANCE	.035 CONTACT TIP	11.74
101-524-932.000	DANNY'S AUTO VALUE INC	VEHICLE REPAIR & MAINTENANCE	OIL FILTER	19.46
101-524-932.000	DANNY'S AUTO VALUE INC	VEHICLE REPAIR & MAINTENANCE	PIPE/ST/ZURKS	6.88
101-524-932.000	NEALS AUTOMOTIVE PARTS INC	VEHICLE REPAIR & MAINTENANCE	SPRING PIN/UBOLT/REAR SPRING/OVERLOAD SPRING	2,234.20
101-524-932.000	DANNY'S AUTO VALUE INC	VEHICLE REPAIR & MAINTENANCE	IGNITION SWITCH/PIGTAIL ASSY	46.84
101-524-932.000	DANNY'S AUTO VALUE INC	VEHICLE REPAIR & MAINTENANCE	TEFLON TAPE	1.38
101-524-932.000	DANNY'S AUTO VALUE INC	RETURN FROM INV. 2-412501 1/5/19	RETURN HEX BOLTS/USS BOLT INV# 2-412501	(11.38)
101-524-932.000	FOSTER HARDWARE	VEHICLE REPAIR & MAINTENANCE	HILLMAN FASTENER/COUPLING	4.48
101-524-932.000	LYNN AUTO PARTS INC.	VEHICLE REPAIR & MAINTENANCE	SWITCH	19.49
101-524-932.000	LYNN AUTO PARTS INC.	VEHICLE REPAIR & MAINTENANCE	MIRROR #37	16.49
101-524-932.000	NEALS AUTOMOTIVE PARTS INC	VEHICLE REPAIR & MAINTENANCE	CLAMP/FLEX PIPE	43.42
			Total For Dept 524 MOTOR POOL	8,118.83

Dept 525 STORM SEWER 101-525-801.000	RANGE TELECOMMUNICATIONS	PROFESSIONAL & CONTRACTUAL	FEB MISS DIGS Total For Dept 525 STORM SEWER	3.73 <u>3.73</u>
Dept 528 RUBBISH				
101-528-725.000	MML WORKERS' COMP FUND	WORKERS' COMPENSATION	PAYMENT FOR POLICY # 5000520-18	296.61
101-528-725.000	MML WORKERS' COMP FUND	WORKERS' COMPENSATION	WORKER COMP	296.56
101-528-759.000	WEX BANK - SPEEDWAY UNIVERSAL	GAS OIL & GREASE	GAS/FUEL	119.65
101-528-801.100	WASTE MANAGEMENT	PROFESSIONAL & CONTRACTUAL	RUBBISH DISPOSAL	2,287.67
101-528-851.000	ARISTA INFORMATION SYSTEMS INC	POSTAGE	UTILITY BILLING	38.65
101-528-900.000	ARISTA INFORMATION SYSTEMS INC	PRINTING & PUBLISHING	UTILITY BILLING	26.50
			Total For Dept 528 RUBBISH	<u>3,065.64</u>
			Total For Fund 101 General Fund	<u><u>18,153.80</u></u>
Fund 202 Major Street Fund				
Dept 463 ROUTINE MAINTENANCE				
202-463-725.000	MML WORKERS' COMP FUND	WORKERS COMPENSATION	PAYMENT FOR POLICY # 5000520-18	574.96
202-463-725.000	MML WORKERS' COMP FUND	WORKERS COMPENSATION	WORKER COMP	574.86
202-463-726.000	STANDARD, THE	LIFE INSURANCE	LIFE INSURANCE	36.27
			Total For Dept 463 ROUTINE MAINTENANCE	<u>1,186.09</u>
			Total For Fund 202 Major Street Fund	<u><u>1,186.09</u></u>
Fund 203 Local Street Fund				
Dept 463 ROUTINE MAINTENANCE				
203-463-725.000	MML WORKERS' COMP FUND	WORKERS COMPENSATION	PAYMENT FOR POLICY # 5000520-18	574.96
203-463-725.000	MML WORKERS' COMP FUND	WORKERS COMPENSATION	WORKER COMP	574.86
203-463-726.000	STANDARD, THE	LIFE INSURANCE	LIFE INSURANCE	27.20
			Total For Dept 463 ROUTINE MAINTENANCE	<u>1,177.02</u>
			Total For Fund 203 Local Street Fund	<u><u>1,177.02</u></u>

Fund 213 Fire Revolving Fund

Dept 336 FIRE

213-336-725.000 MML WORKERS' COMP FUND
 213-336-725.000 MML WORKERS' COMP FUND
 213-336-752.100 MAC'S MARKET INC
 213-336-752.100 TAHQUAMENON AREA CREDIT UNION
 213-336-759.000 WEX BANK - SPEEDWAY UNIVERSAL
 213-336-776.000 D & D HOME CENTER
 213-336-776.000 SNYDERS DRUG STORE
 213-336-776.000 GINNEVER ELECTRIC
 213-336-776.000 D & D HOME CENTER
 213-336-776.000 D & D HOME CENTER
 213-336-776.000 FOSTER HARDWARE
 213-336-776.000 SNYDERS DRUG STORE
 213-336-801.000 ANDERSON, PETE
 213-336-850.000 ATT U-VERSE
 213-336-850.000 VERIZON
 213-336-850.000 ATT U-VERSE
 213-336-921.000 SEMCOENERGY GAS COMPANY
 213-336-935.000 MICHIGAN MUNICIPAL RISK MANAGEMENT
 213-336-935.000 MICHIGAN MUNICIPAL RISK MANAGEMENT

WORKERS' COMPENSATION
 WORKERS' COMPENSATION
 OPERATING SUPPLIES
 OPERATING SUPPLIES
 GAS, OIL & GREASE - FIRE
 SUPPLIES-BUILDING MAINTENANCE
 SUPPLIES-BUILDING MAINTENANCE
 SUPPLIES-BUILDING MAINTENANCE
 SUPPLIES-BUILDING MAINTENANCE
 SUPPLIES-BUILDING MAINTENANCE
 SUPPLIES-BUILDING MAINTENANCE
 SUPPLIES-BUILDING MAINTENANCE
 SUPPLIES-BUILDING MAINTENANCE
 PROFESSIONAL & CONTRACTUAL
 ATT UVERSE
 906-293-8141 FIRE
 ATT UVERSE
 ATT UVERSE
 HEAT
 PROPERTY LIABILITY INSURANCE - FIRE
 PROPERTY LIABILITY INSURANCE

PAYMENT FOR POLICY # 5000520-18

WORKER COMP 1,181.87
 PAPER TOWELS 1,181.66
 SIRENS - GALLS 19.96
 GAS/FUEL 466.38
 CARPET BAR/ DOWEL 82.90
 ICE MELT 8.55
 REPAIR BLOWER FAN ON RADIANT TUBE HEATER 29.99
 HINGES/SCREWS/LPBOARDS 681.60
 9V BATTERY 58.93
 WHT GL - PAINT 2.99
 PAINT SUPPLIES 28.99
 FIRE HALL PLOWING 22.05
 FIRE HALL UVERSE 535.30
 DESK PHONES 38.36
 FIRE HALL UVERSE 26.75
 HEAT FIRE HALL #0235900.500 32.33
 GENERAL FUND LIABILITY INS. 484.12
 LIABILITY INSURANCE RETENTION FUND 2,198.21
 814.55
Total For Dept 336 FIRE 7,895.49

Total For Fund 213 Fire Revolving Fund**7,895.49**

Fund 590 Sewage Receiving Fund

Dept 537 SEWER SYSTEM

590-537-725.000	MML WORKERS' COMP FUND	WORKMANS' COMPENSATION	PAYMENT FOR POLICY # 5000520-18	746.09
590-537-725.000	MML WORKERS' COMP FUND	WORKMANS' COMPENSATION	WORKER COMP	745.95
590-537-726.000	STANDARD, THE	LIFE INSURANCE	LIFE INSURANCE	299.20
590-537-751.000	BROWN, JAMES	LICENSE FEES - CDL	CDL REIMBURSEMENT	30.00
590-537-752.000	AMAZON CAPITAL SERVICES	OFFICE SUPPLIES	BATTERIES	10.01
590-537-752.000	AMAZON CAPITAL SERVICES	OFFICE SUPPLIES	FOLDERS	4.87
590-537-752.000	AMAZON CAPITAL SERVICES	OFFICE SUPPLIES	TRASH BAGS/ INK/ SOAP	21.78
590-537-752.000	NATIONAL OFFICE PRODUCTS	OFFICE SUPPLIES	PAPER	3.49
590-537-752.100	MAC'S MARKET INC	OPERATING SUPPLIES	PAPER	9.88
590-537-759.000	WEX BANK - SPEEDWAY UNIVERSAL	GAS, OIL & GREASE - WWTP	DISTILLED WATER/ TOILET PAPER/ PAPER TOWELS	29.89
590-537-767.000	AMAZON CAPITAL SERVICES	UNIFORMS	GAS/ FUEL	45.69
590-537-776.000	D & D HOME CENTER	SUPPLIES - BUILDING MAINTENANCE	BOOTS/ ICE CLEATS	15.98
590-537-776.000	FOSTER HARDWARE	SUPPLIES - BUILDING MAINTENANCE	SWITCH COVERS/ ELC BOXES/ EMT STRAP	46.84
590-537-776.000	D & D HOME CENTER	SUPPLIES - BUILDING MAINTENANCE	URINAL SCREEN	19.99
590-537-801.000	TAHUAMENON AREA CREDIT UNION	PROFESSIONAL & CONTRACTUAL	REDIMIX MORTOR/ QUIKETE FORTIFIER	18.58
590-537-801.000	RANGE TELECOMMUNICATIONS	PROFESSIONAL & CONTRACTUAL	.GOV DOMAIN	55.16
590-537-801.000	MICHIGAN DEPARTMENT OF QUALITY	PROFESSIONAL & CONTRACTUAL	FEB MISS DIGS	5.59
590-537-804.000	US BANK EQUIP FINANCE	LEASE EXPENSE	OPERATOR EXAM- WTP SUPERINTENDENT	70.00
590-537-850.000	VERIZON	906-291-1628 WWTP	COPIER LEASE INV #377742374	96.49
590-537-850.000	VERIZON	906-291-0599 - WWTP	DESK PHONES	69.58
590-537-850.000	AT&T	906-293-8141	ACCOUNT NUMBER 942077532-00002 - CELL BILL	74.91
590-537-850.000	HTC-HIAWATHA TELEPHONE CO	JAMADOTS INTERNET	WWTP PHONE	87.56
590-537-851.000	ARISTA INFORMATION SYSTEMS INC	ATT UVERSE	ACCT 00042108-7	23.75
590-537-900.000	ARISTA INFORMATION SYSTEMS INC	POSTAGE	WWTP UVERSE	41.59
590-537-917.100	NCL OF WISCONSIN INC	PRINTING & PUBLISHING	UTILITY BILLING	115.88
590-537-917.100	MAC'S MARKET INC	LAB SUPPLIES	HYDROXIDE/ ACID/ COLIFORM	79.50
590-537-917.100	MAC'S MARKET INC	LAB SUPPLIES	DISTILLED WATER/ TOILET PAPER/ PAPER TOWELS	759.45
590-537-921.000	SEMCOENERGY GAS COMPANY	HEAT	DISTILLED WATER	6.00
590-537-929.100	FOSTER HARDWARE	PREVENTATIVE MAINTENANCE	WWTP NATURAL GAS	168.00
590-537-929.100	FOSTER HARDWARE	PREVENTATIVE MAINTENANCE	PAINT BRUSH/ RSTP SPRY/ VOCOLENM HNTGRN	769.57
590-537-935.000	MICHIGAN MUNICIPAL RISK MANAGEMENT	L&P INSURANCE - SEWAGE	PAINT TAPE/ PRIMER SPRAY	53.97
590-537-935.000	MICHIGAN MUNICIPAL RISK MANAGEMENT	L&P INSURANCE	GENERAL FUND LIABILITY INS.	27.97
590-537-992.200	BANK OF NEW YORK MELLON, NA	INTEREST BOND #2	LIABILITY INSURANCE RETENTION FUN	4,120.35
			PROJECT 5536-01	1,526.80
			Total For Dept 537 SEWER SYSTEM	41,257.94
				51,458.30
			Total For Fund 590 Sewage Receiving Fund	51,458.30

Fund Totals:

Fund 101 General Fund	18,153.80
Fund 202 Major Street Fund	1,186.09
Fund 203 Local Street Fund	1,177.02
Fund 213 Fire Revolving Fund	7,895.49
Fund 590 Sewage Receiving Fund	51,458.30
Total For All Funds:	79,870.70

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

GL Number	Vendor	Inv. Line Desc	Invoice Desc.	Amount
Fund 582 Electric Fund				
Dept 582 ELECTRIC DISTRIBUTION				
582-582-721.000	FIRST BANK UPPER MICHIGAN	H S A	HSA	790.26
582-582-726.000	STANDARD, THE	LIFE INSURANCE	LIFE INSURANCE	90.67
582-582-752.100	TAHQAMENON AREA CREDIT UNION	OPERATING SUPPLIES	GLOVE PROTECTORS	179.44
582-582-752.100	TAHQAMENON AREA CREDIT UNION	OPERATING SUPPLIES	GLOVE PROTECTORS FREIGHT	17.54
582-582-752.100	TAHQAMENON AREA CREDIT UNION	OPERATING SUPPLIES	BARN LIGHTS	172.71
582-582-752.100	TAHQAMENON AREA CREDIT UNION	OPERATING SUPPLIES	BARN LIGHTS	119.90
582-582-801.000	RANGE TELECOMMUNICATIONS	PROFESSIONAL & CONTRACTUAL	FEB MISS DIGS	10.87
582-582-850.000	ATT U-VERSE	TELEPHONE	CAPACITY METER	48.55
582-582-850.000	VERIZON	FAX	ACCOUNT NUMBER 942077532-00001	11.29
582-582-850.000	ATT U-VERSE	UVERSE- LARGE CAPACITY METER	LARGE CAPACITY METER UVERSE	41.58
582-582-851.000	FOSTER HARDWARE	FREIGHT	FREIGHT	223.52
582-582-913.000	DAN KUCINSKAS	TRAVEL	TRANSPORTING TRUCK TO GRAND RAPIDS FOR REPAIRS	17.50
582-582-913.000	CLIFF FOSSITT	TRAVEL	TRANSPORTING TRUCK TO GRAND RAPIDS FOR REPAIRS	17.50
582-582-913.000	TAHQAMENON AREA CREDIT UNION	TRAVEL	BRIDGE TOLL FEES	14.00
			Total For Dept 582 ELECTRIC DISTRIBUTION	1,755.33
Dept 583 GENERAL EXPENSES				
582-583-721.000	FIRST BANK UPPER MICHIGAN	H S A	HSA	1,000.00
582-583-725.000	MML WORKERS' COMP FUND	WORKERS' COMPENSATION	PAYMENT FOR POLICY # 5000520-18	702.16
582-583-725.000	MML WORKERS' COMP FUND	WORKERS' COMPENSATION	WORKER COMP	702.04
582-583-726.000	STANDARD, THE	LIFE INSURANCE	LIFE INSURANCE	99.73
582-583-752.000	AMAZON CAPITAL SERVICES	OFFICE SUPPLIES	LABEL RIBBON	4.10
582-583-752.000	AMAZON CAPITAL SERVICES	OFFICE SUPPLIES	BANKER BOXES	7.49
582-583-752.000	AMAZON CAPITAL SERVICES	OFFICE SUPPLIES	SCOTCH THERMAL LAMINATING POUCHES	2.67
582-583-752.000	NATIONAL OFFICE PRODUCTS	OFFICE SUPPLIES	PAPER	9.88
582-583-752.000	AMAZON CAPITAL SERVICES	OFFICE SUPPLIES	BATTERIES	10.02
582-583-752.000	AMAZON CAPITAL SERVICES	OFFICE SUPPLIES	FOLDERS	4.87
582-583-752.000	AMAZON CAPITAL SERVICES	OFFICE SUPPLIES	TRASH BAGS/ INK/ SOAP	21.79
582-583-752.000	AMAZON CAPITAL SERVICES	OFFICE SUPPLIES	PAPER	3.50
582-583-752.100	RAHILLY IGA	OPERATING SUPPLIES	WATER	3.99
582-583-752.100	RAHILLY IGA	OPERATING SUPPLIES	WATER	3.99
582-583-752.100	RAHILLY IGA	OPERATING SUPPLIES	WATER	4.59
582-583-752.100	RAHILLY IGA	OPERATING SUPPLIES	WATER	3.99
582-583-759.000	WEX BANK - SPEEDWAY UNIVERSAL	GAS & OIL - ELECTRIC	GAS/FUEL	215.61
582-583-801.000	HELEN NEWBERRY JOY HOSPITAL	PROFESSIONAL & CONTRACTUAL	LABS	20.00
582-583-801.000	TAHQAMENON AREA CREDIT UNION	PROFESSIONAL & CONTRACTUAL	.GOV DOMAN	48.27
582-583-801.000	FAIR, ALMA	PROFESSIONAL & CONTRACTUAL	JAN CLEANING	100.00
582-583-850.000	VERIZON	906-293-8531	DESK PHONES	13.35
582-583-850.000	VERIZON	906-291- 1633 MEETING ROOM	DESK PHONES	6.95
582-583-850.000	VERIZON	906-291-1625 FINANCE	DESK PHONES	6.95
582-583-850.000	VERIZON	906-293-3433 GENERAL	DESK PHONES	6.95

582-583-850.000	VERIZON	906-291-1223 MANAGER	DESK PHONES	6.95
582-583-850.000	VERIZON	906-291-1621 A.V.M.	DESK PHONES	6.96
582-583-850.000	VERIZON	906-291-1622 HR	DESK PHONES	6.96
582-583-850.000	VERIZON	906-291-1627 W/L	DESK PHONES	13.92
582-583-850.000	VERIZON	906-293-5681 W/L CLERK	DESK PHONES	13.34
582-583-850.000	VERIZON	906-291-0136 MECHANIC	ACCOUNT NUMBER 942077532-00002 - CELL BILL	21.41
582-583-850.000	VERIZON	906-291-0530 MANAGER	ACCOUNT NUMBER 942077532-00002 - CELL BILL	10.70
582-583-850.000	VERIZON	906-291-0606 A.V.M.	ACCOUNT NUMBER 942077532-00002 - CELL BILL	10.70
582-583-850.000	VERIZON	906-291-0055 HR	ACCOUNT NUMBER 942077532-00002 - CELL BILL	10.70
582-583-850.000	VERIZON	906-291-0608 LINEMAN	ACCOUNT NUMBER 942077532-00002 - CELL BILL	21.41
582-583-850.000	VERIZON	906-450-0919 LINEMAN	ACCOUNT NUMBER 942077532-00002 - CELL BILL	21.41
582-583-850.000	AT&T	906-293-5648	WATER/LIGHT PHONE	43.78
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	UTILITY BILLING	309.02
582-583-851.000	TAHQAMENON AREA CREDIT UNION	POSTAGE	POSTAGE	1.87
582-583-900.000	ARISTA INFORMATION SYSTEMS INC	PUBLISHING & PRINTING	UTILITY BILLING	212.00
582-583-921.000	SEMCOENERGY GAS COMPANY	HEAT	GENERATION BUILDING HEAT ACCT 0235237.500	243.73
582-583-921.000	SEMCOENERGY GAS COMPANY	HEAT	HEAT ACCT #0235238.500 W/L	256.17
582-583-932.000	DANNY'S AUTO VALUE INC	VEHICLES REPAIRS & MAINTENANCE	BRAKE FLUID	4.99
582-583-932.000	LYNN AUTO PARTS INC.	VEHICLES REPAIRS & MAINTENANCE	OUTER/INNER TIE ROD END W/L#10	68.98
582-583-932.000	LYNN AUTO PARTS INC.	VEHICLES REPAIRS & MAINTENANCE	REMAN/DRIVE AXLE/CORE	36.58
582-583-932.000	LYNN AUTO PARTS INC.	VEHICLES REPAIRS & MAINTENANCE	CORE RETURN	(8.33)
582-583-932.000	DANNY'S AUTO VALUE INC	VEHICLES REPAIRS & MAINTENANCE	WINTER WIPER	6.49
582-583-932.000	LYNN AUTO PARTS INC.	VEHICLES REPAIRS & MAINTENANCE	5W20 MOTOR OIL	20.34
582-583-935.000	MICHIGAN MUNICIPAL RISK MANAGEMENT	PROPERTY LIABILITY INSURANCE - ELECTRIC	GENERAL FUND LIABILITY INS.	3,897.71
582-583-935.000	MICHIGAN MUNICIPAL RISK MANAGEMENT	PROPERTY LIABILITY INSURANCE	LIABILITY INSURANCE RETENTION FUN	1,444.30
582-583-935.000			Total For Dept 583 GENERAL EXPENSES	9,733.73
Dept 584 ELECTRIC GENERATION				
582-584-929.000	TAHQAMENON AREA CREDIT UNION	REPAIRS & MAINTENANCE	NEW GAST 8AM-FRV-40 AIR MOTOR AIRMOTOR	465.00
			Total For Dept 584 ELECTRIC GENERATION	465.00
Dept 586 PURCHASED POWER				
582-586-801.000	MICHIGAN PUBLIC POWER AGENCY	PROFESSIONAL & CONTRACTUAL	GREEN PRICING SVC COMM/RENEWABLE PORTFOLIO SVC COMM	40.30
582-586-926.000	CLOVERLAND ELECTRIC CO-OP	PURCHASED POWER	JANUARY 2019 PURCHASE POWER	5,209.92
582-586-926.000	CMS ENERGY RESOURCE MGT	PURCHASED POWER	PURCHASED POWER	89,467.68
582-586-926.100	AMERICAN TRANSMISSION COMPANY	ATC TRANSMISSION MONTHLY INV	PURCHASED POWER	12,141.88
			Total For Dept 586 PURCHASED POWER	106,859.78
Dept 587 ENERGY OPTIMIZATION				
582-587-801.000	MECA	PROFESSIONAL & CONTRACTUAL	IMPLEMENTATION INVOICE/INCENTIVES INVOICE	2,172.60
			Total For Dept 587 ENERGY OPTIMIZATION	2,172.60
Dept 588 SAVE THE BELLS				
582-588-752.200	NEWBERRY NEWS INC	SAVE THE BELLS EXPENSES	BELLS AD	48.00
			Total For Dept 588 SAVE THE BELLS	48.00
			Total For Fund 582 Electric Fund	121,034.44

Fund 591 Water Fund
Dept 536 WATER SYSTEM

591-536-721.000	FIRST BANK UPPER MICHIGAN	H S A	H S A	1,790.27
591-536-725.000	MML WORKERS' COMP FUND	WORKERS' COMPENSATION	WORKERS' COMPENSATION	861.88
591-536-725.000	MML WORKERS' COMP FUND	WORKERS' COMPENSATION	WORKER COMP	861.73
591-536-726.000	STANDARD, THE	LIFE INSURANCE	LIFE INSURANCE	190.39
591-536-752.000	AMAZON CAPITAL SERVICES	OFFICE SUPPLIES	LABEL RIBBON	4.10
591-536-752.000	AMAZON CAPITAL SERVICES	OFFICE SUPPLIES	BANKER BOXES	7.50
591-536-752.000	AMAZON CAPITAL SERVICES	OFFICE SUPPLIES	SCOTCH THERMAL LAMINATING POUCHES	2.67
591-536-752.000	NATIONAL OFFICE PRODUCTS	OFFICE SUPPLIES	PAPER	9.88
591-536-752.000	AMAZON CAPITAL SERVICES	OFFICE SUPPLIES	FOLDERS	4.87
591-536-752.000	AMAZON CAPITAL SERVICES	OFFICE SUPPLIES	TRASH BAGS/ INK/ SOAP	21.79
591-536-752.000	AMAZON CAPITAL SERVICES	OFFICE SUPPLIES	PAPER	3.50
591-536-752.100	BOWMAN GAS COMPANY	OPERATING SUPPLIES	LP GAS	26.63
591-536-752.100	FOSTER HARDWARE	OPERATING SUPPLIES	RYL INT SG LTX WHT GL	28.99
591-536-752.100	RAHILLY IGA	OPERATING SUPPLIES	WATER	3.99
591-536-752.100	HAWKINS INC	OPERATING SUPPLIES	AZONE 15	106.59
591-536-752.100	RAHILLY IGA	OPERATING SUPPLIES	WATER	3.99
591-536-752.100	RAHILLY IGA	OPERATING SUPPLIES	WATER	4.59
591-536-752.100	FERGUSON WATERWORKS #3386	OPERATING SUPPLIES	WATER METERS	1,301.33
591-536-752.100	RAHILLY IGA	OPERATING SUPPLIES	WATER	3.99
591-536-753.000	FOSTER HARDWARE	TOOLS & EQUIP UND CAP THRESH	MILK HOUSE HEATER/ CLICK N FLAME LIGHTER	33.98
591-536-759.000	WEX BANK - SPEEDWAY UNIVERSAL	GAS, OIL & GREASE - WATER	GAS/FUEL	215.61
591-536-776.000	FOSTER HARDWARE	BUILDING MAINTENANCE	WHT GL	26.99
591-536-776.000	FOSTER HARDWARE	RETURN FROM INV. 203245	PAINT	(26.99)
591-536-776.000	FOSTER HARDWARE	BUILDING MAINTENANCE	PAINT	28.99
591-536-776.000	FOSTER HARDWARE	BUILDING MAINTENANCE	PAINT SUPPLIES- WELL HOUSES	51.59
591-536-776.000	FOSTER HARDWARE	BUILDING MAINTENANCE	PAINT TRAY/ROLLER/PORCHFLRCNCR-TSLD	42.95
591-536-801.000	HELEN NEWBERRY JOY HOSPITAL	PROFESSIONAL & CONTRACTUAL	LABS	20.00
591-536-801.000	TAHUAMENON AREA CREDIT UNION	PROFESSIONAL & CONTRACTUAL	.GOV DOMAN	48.27
591-536-801.000	RANGE TELECOMMUNICATIONS	PROFESSIONAL & CONTRACTUAL	FEB MISS DIGS	10.86
591-536-801.000	FAIR, ALMA	PROFESSIONAL & CONTRACTUAL	JAN CLEANING	100.00
591-536-850.000	VERIZON	906-293-3433 GENERAL	DESK PHONES	6.96
591-536-850.000	VERIZON	906-291-1625 FINANCE	DESK PHONES	6.96
591-536-850.000	VERIZON	906-291-163.3 MEETING ROOM	DESK PHONES	6.96
591-536-850.000	VERIZON	906-291-1223 MANAGER - DESK	DESK PHONES	13.35
591-536-850.000	VERIZON	906-293-5681 W/L CLERK	DESK PHONES	13.92
591-536-850.000	VERIZON	906-291-1627 W/L	DESK PHONES	6.96
591-536-850.000	VERIZON	906-291-1622 HR	DESK PHONES	6.95
591-536-850.000	VERIZON	906-291-1621 A.V.M	ACCOUNT NUMBER 942077532-00002 - CELL BILL	21.41
591-536-850.000	VERIZON	906-450-0919 LINEMAN	ACCOUNT NUMBER 942077532-00002 - CELL BILL	21.41
591-536-850.000	VERIZON	906-291-0608 LINEMAN	ACCOUNT NUMBER 942077532-00002 - CELL BILL	10.70
591-536-850.000	VERIZON	906-291-0055 HR	ACCOUNT NUMBER 942077532-00002 - CELL BILL	10.70
591-536-850.000	VERIZON	906-291-0606 A.V.M.	ACCOUNT NUMBER 942077532-00002 - CELL BILL	10.70
591-536-850.000	VERIZON	906-291-0530 MANAGER	ACCOUNT NUMBER 942077532-00001	11.30
591-536-850.000	VERIZON	FAX	ACCOUNT NUMBER 942077532-00001	(5.16)
591-536-850.000	AT&T	TABLET	WATER/LIGHT PHONE	43.78
591-536-850.000		906-293-5648		

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	UTILITY BILLING	309.02
591-536-851.000	TAHUAMENON AREA CREDIT UNION	POSTAGE	POSTAGE	1.87
591-536-900.000	ARISTA INFORMATION SYSTEMS INC	PUBLISHING & PRINTING	UTILITY BILLING	212.00
591-536-921.000	SEMCOENERGY GAS COMPANY	HEAT	HEAT ACCT #0235238.500 W/L	256.16
591-536-929.000	FOSTER HARDWARE	REPAIR & MAINTENANCE	MEDALIST PNBURSH 2./CALIBRATED CONTAINER QT	9.57
591-536-932.000	LYNN AUTO PARTS INC.	VEHICLES REPAIRS & MAINTENANCE	OUTER/INNER TIE ROD END W/L#10	68.98
591-536-932.000	LYNN AUTO PARTS INC.	VEHICLES REPAIRS & MAINTENANCE	REMAN/DRIVE AXLE/CORE	36.58
591-536-932.000	LYNN AUTO PARTS INC.	VEHICLES REPAIRS & MAINTENANCE	CORE RETURN	(8.34)
591-536-932.000	DANNY'S AUTO VALUE INC	VEHICLES REPAIRS & MAINTENANCE	WINTER WIPER	6.49
591-536-932.000	LYNN AUTO PARTS INC.	VEHICLES REPAIRS & MAINTENANCE	5W20 MOTOR OIL	20.34
591-536-935.000	MICHIGAN MUNICIPAL RISK MANAGEMENT	PROPERTY LIABILITY INSURANCE - WATER	GENERAL FUND LIABILITY INS.	2,098.76
591-536-935.000	UNITED STATES OF AMERICA	PROPERTY LIABILITY INSURANCE	LIABILITY INSURANCE RETENTION FUN	777.70
591-536-992.100	UNITED STATES OF AMERICA	INTEREST 2005	LOAN #91-01 WATER	40,198.12
591-536-992.300	UNITED STATES OF AMERICA	INTEREST 2009 JR WATER BOND	WATER LOAN #91-03	5,445.00
			Total For Dept 536 WATER SYSTEM	55,465.79
			Total For Fund 591 Water Fund	55,465.79
			Fund Totals:	
			Fund 582 Electric Fund	121,034.44
			Fund 591 Water Fund	55,465.79
			Total For All Funds:	176,500.23

First National Bank

Main Office:

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

Les Cheneaux Branch

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

Mackinac Island Branch

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

West Mackinac Branch

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

Newberry Branch

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

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

Date 1/31/19 Page 1 of 1
ACCOUNT NUMBER

MUNICIPAL MONEY MARKET

ACCOUNT NUMBER

PREVIOUS BALANCE

CREDITS TOTALING

DEBITS TOTALING

SERVICE CHARGE AMOUNT

INTEREST PAID

CURRENT STMT BALANCE

14,516.08

.00

.00

.00

6.16

14,522.24

Statement Dates 1/01/19 thru 1/31/19

DAYS IN STATEMENT PERIOD 31

AVERAGE LEDGER BAL 14,516

AVERAGE COLLECTED BAL 14,516

Interest Earned 6.16

Annual Percentage Yield Earned 0.50%

2019 Interest Paid 6.16

DEPOSITS AND OTHER CREDITS

DATE	DESCRIPTION	AMOUNT
1/31	INTEREST PAID 31 DAYS	6.16

DAILY BALANCE SUMMARY

DATE	BALANCE	DATE	BALANCE
1/01	14,516.08	1/31	14,522.24

INTEREST RATE SUMMARY

DATE	INTEREST RATE
12/31	.50%



VILLAGE OF NEWBERRY		TREASURER'S REPORT					
FOR MONTH ENDING:		2018		2017			
January 31, 2018		Y.T.D. Collections	Actual Collections January	Y.T.D. Collections	Actual Collections January	Y.T.D.	Y.T.D.
LEDGER ITEMS:							
A	Year(s) Previous						
	Delinquent Personal Property Taxes		0.00	0.00	0.00	0.00	0.00
	Delinquent Personal Interest Collected		0.00	0.00	0.00	0.00	0.00
	Delinquent Real Tax Collected		0.00	0.00	0.00	0.00	0.00
	Delinquent Real Tax Interest Collected		0.00	0.00	0.00	0.00	0.00
B	2018	0%	180.06	180.06	0%	532.78	532.78
	Personal Property Tax Collected	0%	0.00	0.00	0%	0.00	0.00
C	Admin Fee, Penalty & Interest Collected		16.21	16.21		47.63	47.63
D	Deposits to Tax Collection Accounts		196.27	196.27		580.41	580.41
E	Interest Earned on Tax Accounts		38.02	38.02		6.71	6.71
F	Tax Acct Transfer to Gen Fund/Tax Appropriation Funds		9.53	9.53		922.31	922.31

TAX ACCOUNT BANK ACCOUNT BALANCE @	Beginning January	Ending January
2018	\$218,568.25	\$218,793.01
2017	\$14,829.88	\$14,494.69

Year To Date (YTD) percentages are calculated using the Real and Personal Property Tax Roll Totals (less any Board of Review changes) compared to the same year's Year To Date collections. Tax roll totals are dictated by the Council adoption of millage rates and Township compiled assessed taxable values. For Example; of the 100% we could hope to collect for this year, the percentage describes the actual amount collected so far this year. 2018 Anticipated Real Property Collections are \$284,091.59
2018 Anticipated Personal Property Collections are \$47,837.80. 2017 Personal Tax Collected from State of Michigan \$20,099.70.

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

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

JANUARY 2019

TAX COLLECTION TOTALS

Grand Totals		Transactions 0003			
NBY VILLOPER	105.80	0.00	NBY VILLSTREETS	42.31	0.00
NBY VILLTRASH	13.11	0.00	NBY VILLFIRE SER	18.84	0.00
ADM FEE	1.78	0.00	INTEREST	8.99	0.00
PENALTY	5.44	0.00		0.00	0.00
Total Collected:		196.27			

Memo

To: Jennifer James-Mesloh Village Manager, and Village Council, Village of Newberry

From: Jeffrey L. Jocks, Sondee, Racine & Doren

Date: January 23, 2019

Re: Meeting Room Orientation

I understand that the Village of Newberry meeting room has become a topic of discussion as it concerns the orientation of council table and audience chairs. This issue appears to be one of many issues that have become wedges in the Village. I'd first like to remind all elected officials, appointees, and employees of the Village that your first duty is to the Village and its citizens. Arguments over room orientation are not important to solving Village problems and instead distract from the significant issues that the Village faces.

I have reviewed the Village ordinances in an effort to provide an opinion as to who has authority to determine meeting room orientation. Ordinance 36 states that the Village Manager is the chief administrative officer of the Village and is responsible for the efficient administration of all affairs of the Village and all departments. It is my opinion that Ordinance 36 makes the Village Manager responsible for determining the meeting room orientation.

However, as I have stated in other opinions, the Village Manager works at the pleasure of the Village Council.¹ Therefore, the Village Council may instruct the Village Manager that it prefers a specific meeting room orientation. To end this matter, I recommend that the Village Council, as a body, determine the orientation of the council table and audience chairs. This should occur by a normal village council member motion and vote. Once a majority of council members approves an orientation, the room should remain in that orientation for meetings. If there is a later desire to change the orientation it can be placed on the agenda for consideration.

¹ Reminder – unless otherwise stated, when I refer to the Village Council I mean the Village Trustees and Village President as a body.

Memo

To: Village Manager, Village of Newberry; Village Council, Village of Newberry

From: Jeffrey L. Jocks, Sondee, Racine & Doren

Date: February 15, 2019

Re: Village Committees

I understand that there are questions concerning the status of Village Council Committees, their roles, and their authority. This memo will provide my opinion concerning Committees in the context of Ordinance 29 which created them.

Ordinance 29, Section 29:12 creates the Village Committees. It states that the Village President shall appoint the committees. Section 29:13 provides that the Village President designates the members of each committee and designates the chairperson of each committee.

Ordinance 29, Section 29:12(1) creates the Department of Public Works Committee. It states that the committee shall work closely with the Street Superintendent concerning matters of policy and budget, as well as provide assistance to the Superintendent and recommendations to the Village Council for action. As indicated in previous memos, this is an ordinance that conflicts with Ordinance 36 concerning the Village Manager and Village Manager duties. There is nothing inherently wrong with have a DPW Committee, but I recommend that the ordinance be revised such that the committee works with the Village Manager concerning policy and budget for the DPW.

Ordinance 29, Section 29:12(2) creates the Waste Water Treatment Committee. It states the committee shall work closing with the Waste Water Treatment Plant Superintendent on matters of policy and budget concerning the Luce County Waste Water Treatment Plant.¹ It further states that the committee is responsible for budget and policy with regard to other units of government and their contracts, as well as provide assistance to the Superintendent. Again, this conflicts with Ordinance 36 and should be revised such that the committee works with the Village Manager. It should also be revised to clarify the proper Waste Water Treatment Plant.

Ordinance 29, Section 29:12(3) creates the Police Committee. There is no longer a Police Department and this should be removed.

Ordinance 29, Section 29:12(4) creates the Fire Committee. The Fire Committee is supposed to work with the Fire Chief concerning policy and budget as well as other units of

¹ Important note, I'm not aware of the Village having any authority over anything known as the Luce County Waste Water Treatment Plant.

government. In reviewing Ordinance 29, Ordinance 36, Ordinance 5 (Fire Department), and the 2005 Fire Protection Agreement between the Village, Pentland Township, and McMillan Township I see multiple inconsistencies and conflicts concerning management and operation. Those issues should be addressed in a complete review of the Fire Ordinances, Agreement, and Department which is beyond the scope of this memo.

Ordinance 29, Section 29:12(5) creates the Finance Committee and indicates that it shall work with the Administrative Assistant to the Village President concerning the budget. Again, this conflicts with Ordinance 36 and should be amended to indicate the committee shall work with the Village Manager.

Ordinance 29, Section 29:12(6) creates the Village Management Committee and indicates that it shall work with the Administrative Assistant to the Village President concerning the budget, administration, and legal affairs. Again, this conflicts with Ordinance 36 and should be amended to indicate the committee shall work with the Village Manager. I have also been provided with the February 7, 2019 meeting minutes for the Management Committee. I would like to point out that the topics reflected in the minutes go beyond the current scope of Section 29:12(6). The purpose of the committee is to work closely with and provide assistance to the Administrative Assistant (should be changed to the Village Manager). That is not to say that the Management Committee's scope cannot be broadened to encompass these topics, but at this point the Village Council has not delegated that scope to the committee.²

Ordinance 29, Section 29:12(7) creates the Planning Committee. There does not appear to be any issue with regard to this committee. However, it must be clear that the Planning Committee is not the Village Planning Commission. The Planning Commission has specific statutory authority separate and distinct from this committee.

Ordinance 29, Section 29:12(8) creates the Dangerous Building Inspection Team Committee. There does not appear to be any issue with this committee so long as it is consistent with Ordinance 24, as amended.

Ordinance 29, Section 29:12(9) creates the Union Committee. This committee's responsibilities directly conflict with Ordinance 36 and the Village Manager's responsibilities as they relate to the Union. This section should be amended to indicate the committee provides assistance to the Village Manager.

² In addition, the minutes repeatedly state "recommendation and approval sought...." It is not clear by the minutes what that phrase means. Under the current Ordinance 29 the committee is required to bring recommendations for action to the Council for its determination. If that is what "recommendation and approval sought..." means then the language should be more clear. In addition, the minutes should reflect a vote of the committee demonstrating that a majority of the committee members approve making a recommendation to the Council. Thus, there should be a motion for each of these that reads something like "I move that we recommend to the Village Council that it.....", "motion made by: _____, seconded by: _____", and then provide the outcome of the vote.

Overall, once Ordinance 29 is consistent with the other Village Ordinances, there should be no issue with their operation. However, there are some matters that must be kept in mind. The committees are independent to the extent that they set their own agendas and address issues as they see fit. The only time that a committee would be required to address an issue would be if the Village Council were to request it by motion.

The committees as they are currently designed have no independent decision making authority or oversight authority. Their role is to assist the Village Manager as necessary and to provide recommendations to the Village Council for proper consideration and vote. A committee's role is advisory. If a committee believes that action should be taken by the Village Manager, departments, or staff, it must take that to the Village Council as a recommendation for action.

The committees must all follow the Open Meetings Act which means that anytime they meet or discuss matters they must be in a properly noticed public meeting and minutes must be kept. Therefore, there can be no closed door committee meetings unless there is a permissible purpose for a closed session under MCL 15.268.³

To conclude, there are a number of revisions and amendments necessary to Ordinance 29. If you'd like me to draft a revised ordinance then please let me know and I'll begin that process for your review.

³ I have reviewed emails concerning requests to committees to review matters and discussion of the same. I cannot remind you enough that the utmost caution must be taken when communicating outside of a public meeting. You cannot deliberate in anyway outside of a meeting on any matter that may come before the commission.

NEWBERRY WATER & LIGHT BOARD
REGULAR MEETING MINUTES
February 12, 2019

Present: Chairperson Lawrence Vincent, Harold Dishaw, Charles Medelis.

Absent: Sharon Brown.

Also Present: Clerk -Schummer, Director of Human Resources & Community Engagement - Watkins, Lori Stokes, Rebecca Handa, Bruce Lane, Scott Ouellette.

Call to Order: Chairperson Vincent called the meeting to order at 5:33 p.m. at the Village of Newberry Offices, 302 East McMillan Avenue, followed by the Pledge of Allegiance.

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

Approval of Minutes: Moved by Dishaw, support by Medelis, **CARRIED**, to approve minutes from the January 15, 2019 W&L meeting as presented. Ayes: All. Absent: Brown.

Water and Light Chairperson Announcements: None

Public Comments on Agenda Items: Scott Ouellette – E. John St.

Submission of Bills and Financial Updates:

A.) **Water & Light – Monthly Bills – January 2019** - Motion by Dishaw, support by Medelis, **CARRIED**, recommend Village Council pay the January Electric Fund bill in the amount of \$121,034.44. Discussion followed. Ayes: All. Absent: Brown. Motion by Medelis, support by Dishaw, **CARRIED**, recommend Village Council pay the January Water Fund bill in the amount of \$55,465.79. Discussion followed. Ayes: All. Absent: Brown.

B.) **Christmas Light Fund** is currently at \$14,522.24.

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: None – Absent due to medical leave.
- 3.) Village Manager: None – Absent due to illness.

Reports of Committees:

- 1.) Save the Bells: None

Unfinished Business: None.

New Business:

- 1.) Consumers Energy – Closed Session.

Closed Session: Moved by Medelis, support by Dishaw, **CARRIED**, to go into closed session to discuss pricing contracts pursuant to MCL 15.268 H and MCL 46.0883a. Ayes: Dishaw, Medelis, Vincent. Absent: Brown. Board went into closed session at 5:46 p.m.

Return to Open Session: Moved by Medelis, support by Dishaw, **CARRIED**, to return to open session at 5:55 p.m. Ayes: Dishaw, Medelis, Vincent. Absent: Brown.

Board Action: Moved by Medelis, support by Dishaw, **CARRIED**, that we recommend to the Village Council to approve the Master Power Purchase and Sale Agreement Confirmation Letter for Capacity, as presented. Ayes: All. Absent: Brown. Moved by Dishaw, support by Medelis, **CARRIED**, that we recommend to the Village Council to approve the Master Power Purchase and Sale Agreement Confirmation Letter for Firm (LD) Energy, as presented. Ayes: All. Absent: Brown. Vincent stated that it was a 10-year contract proposal with Consumers Energy and it potentially could mean significant savings to the Village in purchasing its power, possibly around \$80,000 a year.

Comments by Board Members: Dishaw made a statement regarding changes and additions to the agenda. Medelis stated the fire hydrants needed attention and to be cleared of snow.

Adjourn Meeting: Motion by Medelis, support by Dishaw, **CARRIED**, to adjourn meeting at 6:02 p.m. Ayes: All. Absent: Brown.

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

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

January 21, 2019 to February 15, 2019

- **HR**
 - Working with BS&A on program glitches
 - Working on Year-End Closeout and 2019 files
 - Payroll
 - Documenting process and procedures for staff pay, remittance payments, etc.
 - Calculating allocation amounts for monthly MERS and BCBS payments
 - Annual Workers Comp reports completed
 - Unemployment reporting for 2018 completed

- **Grant Project Management**
 - Final Report for Recycling Grant due February 30
 - Michigan Rural Community Demolition Grant
 - Funds for demolition of dangerous buildings. Full funding grant. No match amount.
 - Submitted February 15, 2019
 - MDARD Grant for BS&A implementation:
 - Working on 2nd reimbursement request

- **FOIA**
 - 0 total requests for 2019

- **Committee/Membership/Partnership Meetings:**
 - Chamber of Commerce – Annul Dinner is April 12
 - Eastern UP Planning Commission – meeting was held on January 30. Unable to attend due to weather.
 - M123 Scenic Byway – Next meeting is in April
 - Save Restore Grow Newberry – Next meeting is in April
 - Strategic Alliance for Health - meetings are on hold

Newberry Wastewater Treatment Plant

George Blakely Superintendent

February 2019 Report

Letters were sent out to Septage Haulers informing them of the rate increase.

The RAS Pump and Septage Grinder that were approved by Council have been ordered. Septage Grinder will ship on 3/13/2019.

Johnson Control is scheduled to be at the Plant on Tuesday the 19th to repair the heating system in the main building.

I had a meeting with Kevin Dennis the manager of the Falls regarding lab testing. We are ready for the spring tests starting in late March/ Early April depending on ice out.

- Monthly report submitted to DEQ
- Staff Safety Meeting
- Routine Preventive Maintenance
- Cleaning and painting

VILLAGE OF NEWBERRY



Moose Capital of Michigan

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

Water and Light Dept. January 2019 Report Joe Lively, Foreman

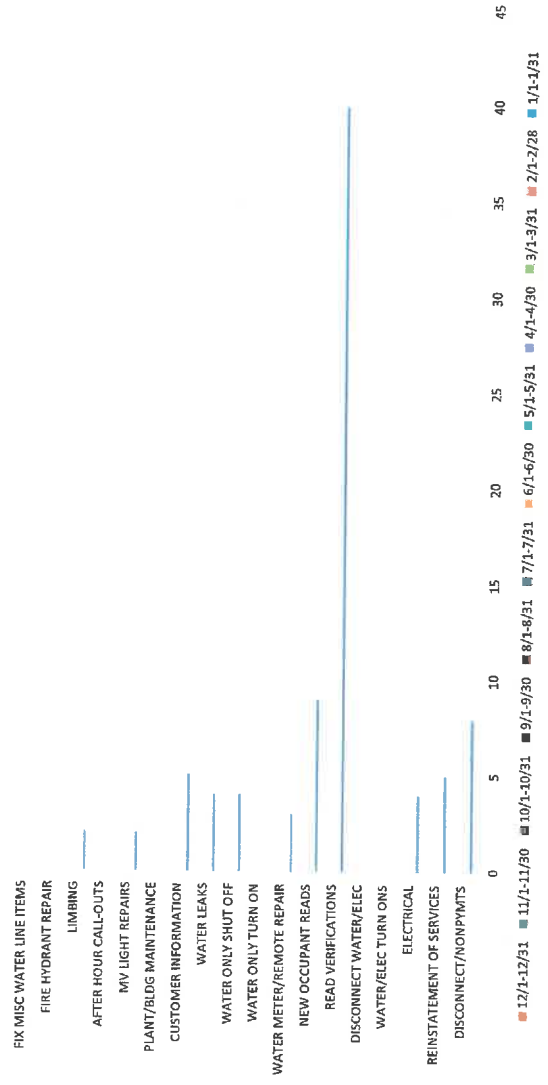
- Christmas Décor
- Lights (Ice Rink)
- Built Storage Rack for Boughs
- Snow Removal
- Wellhouse Maintenance (4,6&7)
- Meter Reading
- Water Leaks 518 E Ave A/Handy St
- Frozen Water Lines (3)
- McMillan Twp. Street Lights
- Street Lights (Tahq-McMillan/Phelps-R.R. St.)
- Baci Samples
- Pepsi Plant Breaker Panel (Burned)
- Re-reads
- Plant Maintenance
- Red Tags

Water & Light Work Orders Report - 2019



CUSTOMER INFORMATION	1/1-1/31	2/1-2/28	3/1-3/31	4/1-4/30	5/1-5/31	6/1-6/30	7/1-7/31	8/1-8/31	9/1-9/30	10/1-10/31	11/1-11/30	12/1-12/31
DISCONNECT/NONPMTS	8											
REINSTATEMENT OF SERVICES	5											
ELECTRICAL	4											
WATER/ELEC TURN ONS	0											
DISCONNECT WATER/ELEC	0											
READ VERIFICATIONS	40											
NEW OCCUPANT READS	9											
WATER METER/REMOTE REPAIR	3											
WATER ONLY TURN ON	0											
WATER ONLY SHUT OFF	4											
WATER LEAKS	4											
CUSTOMER INFORMATION	5											
PLANT/BLDG MAINTENANCE	0											
MV LIGHT REPAIRS	2											
AFTER HOUR CALL-OUTS	0											
LIMBING	2											
FIRE HYDRANT REPAIR	0											
FIX MISC WATER LINE ITEMS	0											
TOTALS	86	0	0	0	0	0	0	0	0	0	0	0

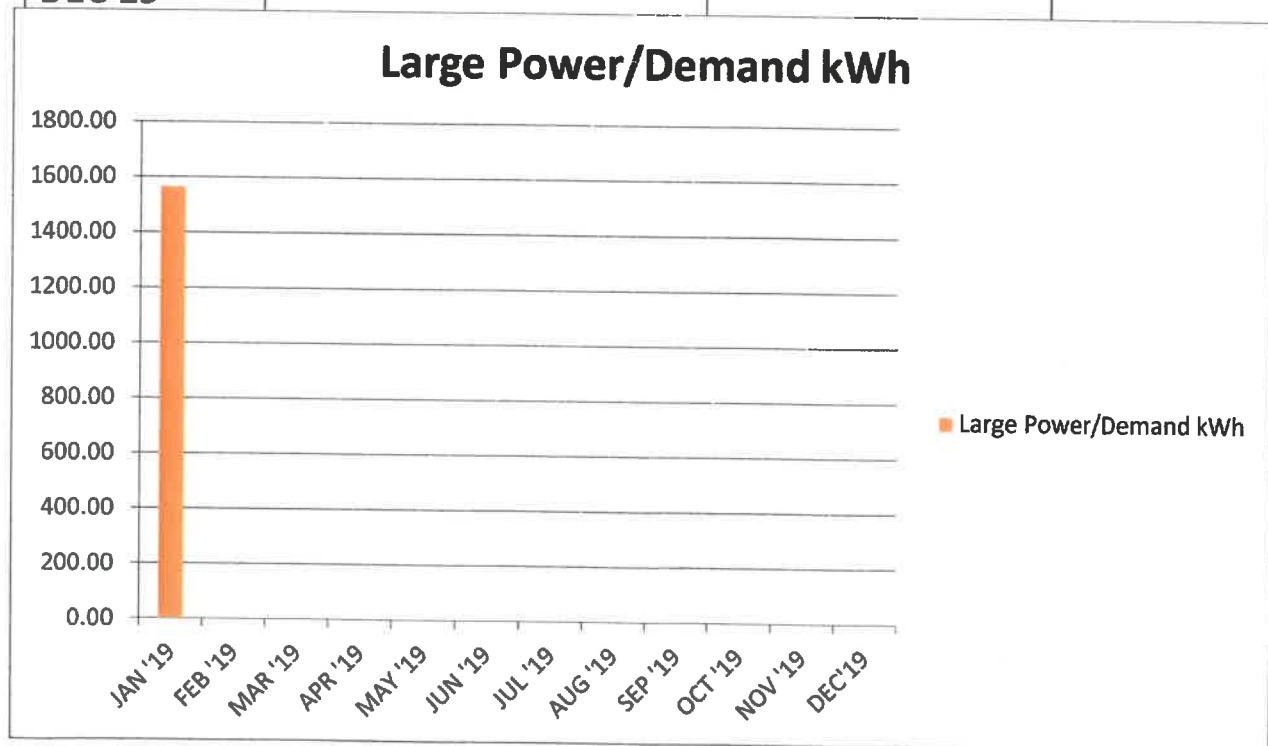
Work Orders





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		
MAR '19		
APR '19		
MAY '19		
JUN '19		
JUL '19		
AUG '19		
SEP '19		
OCT '19		
NOV '19		
DEC'19		



Monthly Water Pumpage Report - January 2019

MONTH	MIL OF GALS	X 1,000,000	1000'S GALS	GOAL	\$ BILLED FOR	GALS BILLED	LOSS	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		0	0	\$ 79,400.00		0	0.0%	-	
MAR '19		0	0	\$ 79,400.00		0	0.0%	-	
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	\$ 77,749.00	% OF GOAL			
	4.8782			BILLED TO DATE \$ 77,749.00		8%			
				REMAINING NEEDED FOR BUDGET \$ 875,051.00		407	8.9%	1059	\$ 1,651.00

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MANAGEMENT COMMITTEE MEETING
VILLAGE OF NEWBERRY COUNCIL
Thursday, February 7, 2019
Meeting Location: 302 East McMillan Ave; Council Chambers
Meeting Time: 10:00 AM to 12:00 Noon

Present: President/Chair Lori Stokes, Trustees; Dan Hardenbrook & Catherine Freese (Alternate)

Also Present: Eric Buckler, Michael Schnorr

Call to Order: 10:00 AM

Discussed the following list of concerns:

Audit/Treasury Suggestions:

- Develop and adopt a Training Program for both staff and council

- Expand & implement written policies

- Hiring Policy

- Procurement Policy

- Water & Light Shut off Policy

- *Recommendation and approval sought to set up an Ad-Hoc Committee to work on specific policies*

Staff Use of personal vehicles to do business

- Possible liability cost to village

- *Recommendation and approval sought to discontinue staff's use of personal vehicles to perform business.*

Village Website

- Completion Date unknown; under construction notice is distracting

- Add a live stream web cam with focus on parking lot/Atlas Park including portajohn

- Technical issue when viewing contact list on cell phones

- Suggestion to add list of committees/members/contact info

- Any other additions/deletions/corrections wanted by council as a whole

- *Recommendation and approval sought to have the Village Manager research cost and possibility of adding live stream camera to the village website.*
- *Recommendation and approval sought to request hard copies be uploaded to village website of all Planning Commission meeting minutes.*

Residents serving on committees

- Done via resolution or does the ordinance language need to be changed?

- Legal opinion needed to move forward?

- *Recommendation and approval sought to request legal opinion on residents serving on committees.*

Staff

- Annual Evaluations of Village Manager and Assistant Village Manager

- Historically done by the Management Committee

- Set date/time

- Review all employee agreements/contracts/benefits/salaries

- Review and verify all admin. Staff time off slips/leave paperwork to ensure there is no abuse

- Review prior year's evaluation form to use for current year

- Request list of all employees with any licensing credentials and what the license is

- Verify that all licenses are current, valid and up to date; Fire, Water, Waste Water, CDL's

- Notification of dates of when a staff member has time off scheduled or extended sick time off

- *Recommendation and approval sought that all Administration Staff time off notification be submitted to the Council in a timely manner.*
- *Recommendation and approval sought to allow committee to proceed with collecting information to oversee annual evaluations and set date and time for evaluations.*

Buildings

- check into the cost of keyless entry installation on all doors
Easier and less costly when locks need to be changed out
Can track who is coming and going and at what times
- check into the cost of installing a time clock for staff in administration building
- *Recommendation and approval sought to have Village Manager research costs for keyless entry installation on all doors in all buildings and time clock installation in administration building.*

Village Council Meetings

- Current day of the week conflicts with the School Board Meeting can it be changed to Tuesday
- Who sets the agenda and what is the timeline & procedure for agenda additions
- Arrangement of meeting table
move table to east side; running north and south with council facing west due to pole in middle of the room causing visibility issue. Add clerk's table to one end of council table for ease of hearing. Move all Supervisor's/Manager's and staff seating to another area of the room, no need to be at council table. Remove all unnecessary desks/tables to make more room. This configuration will also enable public to enter and leave room with less interference to the meeting. If there are still concerns regarding safety, it was suggested that the Fire Chief be asked to render an opinion
- Add a podium
- Bring microphone/speaker system from across the street; set it up at podium for public comments
- Purchase more chairs for public to sit on during meetings
- Research cost of projection screen set up or use large screen tv for public to view packet documents during meetings
- *Recommendation and approval sought to research holding monthly meeting on the third Tuesday of each month.*
- *Recommendation and approval sought to have Village Manager oversee the rearrangement of the meeting room to meet safety, visibility and communications needs of public and council per the Management Committees directions.*
- *Recommendation and approval sought to have Village Manager research cost and feasibility of a projector to use during meetings.*

Miscellaneous Items

- Determine who has signatory authorization for checks
- In the absence of the Assistant Manager, who is the go-between?
- According to Ordinance 29A there shall be a Planning Committee. There has not been one for many years. Should one be organized.
- Set up an Ad-Hoc Parks and Recreation Committee with Dan Hardenbrook as Chairman
- *Recommendation and approval sought to obtain a legal opinion on the need for a Planning Committee.*
- *Recommendation and approval sought to set an Ad-Hoc Parks and Recreation Committee and appoint Dan Hardenbrook as Chairman.*

Next Meeting Date: To be Determined

Adjournment: Meeting adjourned at 12:00 pm

Finance Committee Meeting
Newberry Village Council
February 12, 2019
Meeting Held at 302 E McMillan Ave
10:00 a.m. to 11:25 a.m.

Present: Dishaw (Acting Chair), President Stokes, Trustee Freese (alternate)

Absent: Trustee Sharon Brown, Chair

Also Present: Director of HR and Community Engagement (DHRCE) –Watkins, Finance Officer - Moulton

Call to Order: Meeting began at 10:00 a.m.

Pentland Township:

- Discussion took place on unpaid sewer billing and fire billing and approaches to resolve the issues.
- Committee proposal to council – Recommend a Special Session of council (possible closed session with VON Attorney present) for discussion on working to resolve issues between Pentland and VON and to gain payment of outstanding bills.

Other topics discussed:

- Save The Bells – committee would like to see a financial breakdown of all revenues and expenditures to date
- TORC Funds – committee would like to see a financial breakdown of all revenues and expenditures to date
- Discussion on concerns over unapproved spending on Fire Department items such as: bathroom renovation.
- Waiting to hear from VON Attorney on limits and legalities of discretionary spending: what can and cannot be purchased with municipal funds?

Committee proposals for approval from council:

1. Recommend a Special Session of council (possible closed session with VON Attorney present) for discussion on working to resolve issues between Pentland and VON and to gain payment of outstanding bills.

Next Meeting Date: TBD

Adjournment: Meeting adjourned at 11:25a.m.

DPW/WWTP Committee Meeting
Newberry Village Council
February 14, 2019
Meeting Held at 302 E. McMillan Avenue
10:00 a.m. to 10:17 a.m.

Present: Trustees: Hendrickson (Chair), Dishaw, Hitts (alternate)

Absent: Trustee Brown

Also Present: Village Manager (VM) – James-Mesloh, Director of HR and Community Engagement (DHRCE) –Watkins.

Call to Order: Meeting began at 10:00 a.m.

Presentation:

- A presentation from Paul Gaberdail from the Michigan Department of Natural Resources (DNR) was scheduled, Mr. Gaberdail was unable to attend.

Public Comment:

- Joy Newton of 410 E. Truman expressed concern that fire hydrants are covered with snow and inaccessible by emergency services. Requested an update on when the hydrants would be cleared. Also expressed concern that there are rumors in town that the Village of Newberry expects homeowners to clear the snow from the hydrants.
 - Response from Village Manager: Stated that she agrees this is a concern and that crews will be working overtime this weekend to clear hydrants and other excess snow from around town. VM stated that village does not expect residents to clear their own hydrants. Committee agreed that if a resident chose to clear a hydrant on their property it would be appreciated, but not expected.

Committee proposals for approval from council:

- None

Next Meeting Date: TBD

Adjournment: Meeting adjourned at 10:17a.m.

VILLAGE OF NEWBERRY



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

February 4, 2019

Jeffrey Schwartz, Senior Auditor
Department of Treasury
Community Engagement and Finance Division
State of Michigan
430 W. Allegan Street, 3rd Floor
Lansing, MI 48922

Dear Mr. Schwartz,

This is to confirm receipt of an email dated January 3, 2019 requesting clarification on the deficit elimination plan that was submitted to the Department of Treasury in November 2018.

In addition to the responses provided below, it is important to note that in 2017 the Village of Newberry contracted with Plante Moran to assist with a complete revision of the chart of accounts, so that it would align with the State of Michigan's recommended chart of accounts, as well as, a complete overhaul to the entire budget for 2018.

Beginning with the 2018 budget many of the general ledger expenditures were shifted to other funds or were separated out to provide more detail. Also, with the 2018 budget, additional fund numbers and departments were added thus making direct comparisons across general ledger lines and within funds between the 2017 and 2018 budgets not representative of actual expenses.

For example, as detailed below, in 2017 sidewalk expenses had been listed in the General Fund and in the 2018 budget, they were broken out and split between two funds: Major Streets and Local Streets.

Consequently, the majority of differences in expenditures between the 2017 and 2018 budgets are due to changing the chart of accounts and a complete revision of the entire budget which moved expenditures to funds that more accurately reflected where the expenses were being incurred. All these adjustments were based on the recommendations of staff from Plante Moran.

Comments Concerning General Fund Deficit Elimination Plan

- For the data presented referencing the General Fund, the deficit elimination plan (DEP) was updated in February 2019 to reflect unaudited totals from fiscal year 2018. Year-end adjustments accruals still need to be made in conjunction with audit preparation.
- Although the first 2 years of the DEP requires monthly detail for the General Fund (Numbered Letter 2016-1), the activity presented has already taken place. As demonstrated in the DEP, the deficit is projected to be eliminated as of the end of fiscal year 2018 and therefore no monthly projections are shown.
- In the General Fund DEP, the Village's FY 2018 amended budget is presented to demonstrate that although audit adjustments are ongoing, the current net revenues over expenditures is on par with expectations for the fiscal year. In addition, because of the increase to fund balance, the deficit would be eliminated (as budgeted) even if sewer made no payment toward the interfund this fiscal year.
- Projections show that the Sewer fund will have \$40,000 of excess cash available to pay toward the interfund. Please note that even without this, the deficit for the General Fund would be eliminated by 12/31/18. Therefore, this DEP shows a positive projected unassigned fund balance by the end of fiscal year 2018.

Responses to Questions Posed in January 3, 2019 Email from Department of Treasury

1. Per our Numbered Letter 2016-1, "Should itemized revenues increase or itemized expenditures/expenses decrease by 5% or more from the prior year, an explanation of the increase/decrease is required."
 - a. Please provide more information /explanation to the line item "Other Revenue" and the slight increase of over \$191,000.

The items that were included in the "other Revenue" category are as follows: Refunds/ Rebates, Reimbursement – Streets: O/H, Acct, Reimburse – Equipment Rental, Reimburse – O/H, Reimbursement Admin Allocation, and Refunds – Rebates.

The significant difference between the 2017 and 2018 budgets are due to the change in how "Reimbursement Admin Allocation" was recorded. Based on the recommendations from Plante Moran, the reimbursement of administrative staff charges was based off of a Personnel Cost Summary (PCS) that was developed and the costs for staff were determined and then reimbursed back to the funds where staff were actually working. The 2018 budget was more reflective of the actual costs of administrative staff and thus the increase in reimbursement back to the General Fund was altered. Previously, these charges were not always reconciled and recorded in full. Beginning with the updated chart of accounts, these charges are now broken out and shown in "other revenues" in the 2018 budget.

- b. Please provide an explanation to the following expenditure line items for the decreases greater than 5%:
- i. Building & Grounds: Differences in the 2017 budget to the 2018 budget are due to the 2017 budget included more significant charges for small tools and equipment totaling approximately \$11,000. The need decreased to only \$50 in FY 2018.
 - ii. Fringe: In 2017 fringe benefits were a department (271) within the General Fund and were not allocated to the fund and department based on total hours that staff worked in those areas. However, in the 2018 budget fringe benefits were broken out by a personnel cost summary (PCS) and charged to each fund the staff person worked in based on the hours spent. Also, they were separated by type such as vacation, holiday pay, hospitalization, life insurance, dental, vision, MERS, H.S.A., and allocated to the appropriate fund. Prior to the 2018 budget, fringe benefits were not illustrated in the budget in this manner. This was done at the recommendation of Plante Moran staff who redesigned the 2018 budget.
 - iii. Sidewalks: In the 2017 budget, charges to sidewalks were a department (444) in the General Fund (101). In the 2018 budget, sidewalk expenditures were separated out into two funds: Major Streets (202) and Local Streets (203). In 2018 the sidewalk expense to Major Streets, Fund 202 was \$8,773.79, and the expense to Local Streets, Fund 203 was \$12,339.36. Total sidewalk expense in 2017 was \$19,906 compared to 2018 which was \$21,113.15. This was an increase in total sidewalk expenditures of \$1,207.15 in 2018.
 - iv. Sewage Disposal: In the 2017 budget, sewage disposal expenses were in the General Fund (101) and in the 2018 budget were taken out and moved to the Sewer Fund (590). In the 2017 budget, the sewage disposal department had been used when staff worked on the sewage lines and then it was charged back to the General Fund (101). As of the 2018 budget, when work was done on the sewage lines it was charged directly to the Sewer Fund (590). Thus, all the expenditures for the wastewater treatment plant are now located in the Sewer Fund (590) instead of separated out between the General Fund and Sewer Fund.

Additional expenses that had a variance of 5% plus or minus are:

Finance (201)

In the 2017 budget the total personnel costs charged to Finance were much less. There was a staff reorganization and in the 2018 budget personnel costs plus fringe benefits were charged back to this department that had not been previously expensed in this manner.

Public Works (441)

In the 2017 budget personnel costs plus the respective fringe benefits were not charged to public works (441). With the revisions made to the 2018 budget, public works personnel costs plus fringe benefits were charged to 441.

Rubbish (528)

The difference between the 2017 budget and 2018 budget is due to the increase in Professional & Contractual Services which is the cost charged by the waste management firm that accepts the household garbage picked up by the Village's staff each week.

Parks and Recreation (571)

This is a new department that was created in the 2018 budget.

Comments Concerning Sewer Fund Deficit Elimination Plan

- For the data presented referencing the Sewer Fund, the deficit elimination plan (DEP) was updated in February 2019 to reflect unaudited totals from fiscal year 2018. Year-end adjustments accruals still need to be made in conjunction with audit preparation. Projections will be used going forward for 2019 - 2022.
- The Village of Newberry's FY 2018 amended budget is presented to demonstrate that although audit adjustments are ongoing, the current net revenues over expenditures is on par with expectations for the fiscal year.
- Projections show that the Sewer fund will have \$40,000 of excess cash available to pay toward the interfund. To the extent additional funding is available, more of the interfund will be paid off. This will be monitored annually until the interfund is paid off in full.
- The Village of Newberry estimates relatively stable monthly billings.
- Projection of all sewer costs to increase 3% each year.
- Net investment in capital assets is recalculated with consideration to principal payments made as well as depreciation expense, annually.
- The Sewer Fund deficit elimination plan (DEP) shows a positive projected unassigned net position by the end of FY 2022.

Responses to Questions Posed in January 3, 2019 Email from Department of Treasury

1. Please provide a copy of the resolution approving the rate increases and provide information to how the amount was calculated for its FY 2018

The Village of Newberry did not pass a resolution approving rate increases but the increase in wastewater rates are reflected in the meeting minutes.

Meeting minutes from the Newberry Village Council meeting on July 17, 2017, page 4, under New Business, item 3: Wastewater Rate: "Moved by Baynton, support by Brown, CARRIED, effective August 1, 2017 the wastewater rate will be charged at a flat rate of \$35.00 per month per REU. Discussion followed. Ayes: All." (Appendix A)

The wastewater rate was increased after consultants with Michigan Rural Water Association and Beckett & Raeder assisted the Village of Newberry in calculating the actuals that included such items as bond debt, capital improvements and depreciation. These items had not previously been part of the rate calculation. (Appendix B)

2. Please provide an explanation to the decrease in the Utilities expenditure line item. This is 25% decrease from the prior year.

The decrease in the Utilities expenditure between the 2017 and 2018 budgets is based on the decrease of water used at the wastewater treatment plant. In October 2017, the Village implemented a "primary effluent water system" (PEW) which allowed for the recycling of the effluent water to operate the plant. Previously fresh water was being used and thus billed for. Once the new PEW system was operating this dramatically reduced the water consumption from about 2,500 – 3,000 gallons of water per day to about 3,000 gallons per month. This difference in water consumption is due to system upgrades and allowed for the reduced expenditure in the Utilities budget. (Appendix C).

3. General Fund Deficit Elimination Plan (Appendix D)

4. Sewer Fund Deficit Elimination Plan (Appendix E)

5. Village of Newberry General Fund and Sewer Fund Resolution (Appendix F)

Thank you for your assistance in this process. If you have any further questions, please do not hesitate to contact me.

Sincerely,



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

Newberry Village Council
Regular Meeting Minutes
July 17, 2017

Present: President DeWitt, Trustees: Baynton, Brown, Dishaw, Hendrickson, Medelis.

Absent: None.

Also Present: Village Manager - James-Mesloh, Assistant Village Manager - Vallad, Treasurer - Kistro, Clerk - Schummer, Finance Manager - Mary Jordan, Superintendent WWTP - George Blakely, W&L Superintendent - Perry, Ordinance Enforcement Officer - Fossitt, Jim Diem, Robert Stevens, Donald Ratliff, Al Lemaire, Ben Adams, Dan Hardenbrook, Marianne Haupt.

Call to Order: President DeWitt 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 Brown, support by Hendrickson, **CARRIED**, to approve the agenda with one addition. Ayes: All.

Minutes: Moved by Brown, support by Hendrickson, **CARRIED**, to approve the June 19, 2017, CDBG Emergency Fund Grant, Public Hearing Minutes. Ayes: All. Abstain: Medelis. Moved by Medelis, support by Brown, **CARRIED**, to approve the June 19, 2017, regular meeting minutes as written. Ayes: All.

Village President's Announcements:

- 1.) A moment of silence was held in honor of Councilman Brian Zimmerman who passed away in June.
- 2.) President DeWitt thanked everyone who participated in the 4th of July Parade.

Submission of Bills and Financial Updates:

- 1.) Village of Newberry – Monthly Bills. Moved by Brown, support by Hendrickson **CARRIED**, to approve the June 2017 bills as presented. Ayes: All.
- 2.) Village of Newberry - Cash Balance – June 2017. Reviewed.
- 3.) Village of Newberry – Financial Statement – June 2017.
- 4.) Water & Light monthly bills for June 2017.
- 5.) Water & Light – Financial Statement – June 2017. Reviewed.
- 6.) Request for Disbursement of Funds
 - a. **AECOM – Water Distribution System**
 - i. Moved by Medelis, support by Brown, **CARRIED**, to pay AECOM invoice #37896678, September 2016 - March 2017, for the amount of \$3,262.12. Discussion followed. Ayes: Baynton, Brown, DeWitt, Hendrickson, Medelis. Nays: Dishaw.
 - ii. Oberstar Invoice #1449-PA#16 - Draw #20.
 1. \$135,178.47 - Already approved - December 2016 - Put on hold.
 2. Refer to Email from Duane Reid, USDA – Put on hold.

7.) Request for Disbursement of Funds - Drinking Water Revolving Fund (DWRF) and Clean Water State Revolving Funds (SRF/SWQIF)

- a. Moved by Brown, support by Medelis, **CARRIED**, to pay C2AE - invoice #64588, July 2017, Request #22, in the amount of \$16,250.00. Discussion followed. Ayes: All.
- b. i. Moved by Brown, support by Baynton, **CARRIED**, to pay Change Order #5 (#2 Arch) - in the amount of \$8,874.88. Discussion followed. Ayes: All.

(b. ii, iii - moved to later in the meeting.)

Public Comments on Agenda Items: None

Petitions and Communications: None

Introduction and Adoption of Ordinances and Resolutions:

1. **Trustee Vacancy Resolution:** Moved by Hendrickson, support by Dishaw, **CARRIED**, to adopt the Trustee Vacancy Resolution. Ayes: All.

Reports of Village Officers and Management:

- A.) **Treasurer Report – June 2017:** The treasurer report was accepted.
- B.) **Fire Chief:** None.
- C.) **Superintendent of Wastewater Treatment Plant:** Superintendent George Blakely gave a verbal as well as written report (attached). Blakely took the opportunity to thank Darrell Nantell for his over 30 years of service. Nantell will be retiring in August. Blakely answered questions from the Council.
- D.) **Introduction of Newly Hired Water & Light Superintendent:** Matt Perry was introduced by Village Manager James-Mesloh as the new W&L Superintendent. Perry stated that the new apprentice program has added an extra 1,000 hours for linemen, so that was a big part of why he felt compelled not to retire and stay on as the Superintendent. Discussion regarding the difficulty keeping our linemen positions staffed now and in the future was held. Because Perry just started as Superintendent, former W&L Superintendent Vallad gave part of the report. Vallad stated that the new mowers are in and the crew has been busy mowing. He also stated that 24 tons of garbage was removed from the Village with the free dumpster program this past month. A discussion regarding the electricity cut off policy, and what areas will be limbed this year was also held.
- E.) **Superintendent of Parks and Recreation for Period of May 2017**
 - a. Playground equipment is ordered for Atlas Park.
 - b. Hoping to proceed very soon with paving out at the TORC.
 - c. Dishaw stated he felt there is a need for some work to be done at Knierim Park.
- F.) **Assistant Village Manager:** Vallad gave a written report. Written report is attached. Vallad gave his verbal report with W&L Superintendent report.
- G.) **Village Manager:** James-Mesloh has been working on contracts and interviewing new hires and they are as follows: Matt Perry – W&L Superintendent, Clifford Fossitt - Ordinance Enforcement Officer, Allison Watkins - Director of Human Resources and

Community Engagement, Michelle Baynton – Administration Assistant for Superintendents. James-Mesloh has also been working on the utility rates.

- H.) Introduction of Newly Hired Ordinance Enforcement Officer: Village Manager James-Mesloh introduced Clifford Fossitt as the new Officer. He is getting set-up with an office, computer, uniform and phone. The Village Attorney is working on policies and procedures for Fossitt to follow. Fossitt stated that so far he has driven every street and alley and wrote down 4-pages of what he feels are violations. He asked the Council to let him know what their priorities are.

Reports of Boards:

- 1.) Water & Light Board Meeting from Tuesday, July 11, 2017: Medelis gave the report.
 - a.) The Board looked at the Budget Analysis from Plante Moran.
 - b.) The Board made a recommendation to Village Council to set a flat rate of \$75 per month for water.
 - c.) Restoration of lawns and Village property from the water project will begin within the next couple of weeks, depending on weather. There will be a notice in the paper warning citizens of the use of chemicals for the restoration and how long people and pets should stay off of the grass. Trustee Brown stated her concern about the chemicals and whether the citizens would be properly informed. Discussion followed.
 - d.) A possible \$10 a month surcharge may be levied on the customers outside of the Village limits, with a \$21 surcharge for businesses outside the Village. Discussion followed.
- 2.) Planning Commission Meeting: Next meeting - Monday, July 24, 2017.

Committee Reports:

- 1.) DPW/WWTP Committee: None.
- 2.) Finance Committee: None.
- 3.) Fire Committee: Next meeting is on October.
- 4.) Management Committee: None
- 5.) Ordinance Committee: None
- 6.) Project Rising Tide: Next meeting is Monday July 24th.
- 7.) Strategic Health Alliance: The grand opening of disc golf will be in a couple weeks.
- 8.) Safety Committee: None.
- 9.) Save the Bells: James-Mesloh and Schummer gave the report. The group meets weekly on Thursdays at 5:30 p.m. at the Old 41-Lumber building. There is currently \$2,856.01 of which \$2,000 was raised during the parade and \$201.01 raised at a lemonade stand, with the rest being individual donations. The group is working on taking apart the bells, having the steel bell-forms sandblasted and painted. Marianne Haupt was at the meeting to announce a \$500 donation from the Tahquamenon Area Senior Citizens to help save the bells.

Unfinished Business:

- 1.) Restoration of Excavated Areas for Water Project: Discussed earlier in meeting.
- 2.) Recycling Grant Award: Trustee Brown stated that Newberry had been chosen to receive \$48,000 from the DEQ in a competitive grant process for recycling. Moved by Dishaw, support by Medelis, **CARRIED**, that Newberry accept the Recycling

Grant being offered by the DEQ and that we use it to purchase two roll-off containers, leaving six available for other communities. Discussion followed. Ayes: All.

- 3.) Budget Review: Plante Moran submitted final analysis. The Village Manager gave a brief review, she asked the Trustees to read through the report, as it was very informative.

New Business:

1. Letter of Interest to Fill Trustee Vacancy: The vacancy will be advertised for 2-weeks. Council would like to appoint a trustee by next meeting.
2. Water Rates: Moved by Medelis, support by Brown, **CARRIED**, that effective August 1, 2017, the base water rate will change to a flat rate of \$75.00 per month for residence per REU (resident equivalent unit). A lengthy discussion followed. Ayes: All. Some of the comments made were: "All the studies and reports show the Village is not taking in enough money to pay its bills." "We did this water project and have new infrastructure, now we have to start paying for it and we have no choice but to raise rates." "After analyzing different options to raise the rates the flat rate seems to be the fairest way of raising them for all users." "This rate change will make water self sustaining." "Everyone is going up 53%." "I just want to make sure everyone is paying the fair amount, the person using 1,000 gallons a month versus the person using 4,000 a month." "Basically the customer is paying for the infrastructure." "The bottom line is we are backed into a corner and we have no choice, we have to pay for the bond."
3. Wastewater Rates: Moved by Baynton, support by Brown, **CARRIED**, effective August 1, 2017 the wastewater rate will be charged at a flat rate of \$35.00 per month per REU. Discussion followed. Ayes: All.

Public Comment: Don Ratliff brought in a bottle of water that came out of his tap showing residue. Ratliff felt there had been a break in the line and that he wasn't told to boil his water as is mandated. The W&L Superintendent said that there hadn't been a break that they had done a flushing. Mr. Ratliff expressed his disappointment of the ongoing quality of the water, he felt it had improved but was still not clean enough.

Continuation: #7 b. Moved by Brown, support by Baynton, **CARRIED**, to grant Oakcity a 10-week extension to complete work at the WWTP. Discussion followed. Ayes: Baynton, Brown, DeWitt, Hendrickson, Medelis. Nays: Dishaw.
Moved by Hendrickson, support by Brown, **CARRIED**, to put on hold, until the next meeting, both the request to reduce retainage to 5% of contract amount plus 200% of value of work remaining to be completed and the Email from Chuck Lawson regarding detailing payment of approximately \$120,000 if reduction of retainage is approved. Ayes: All.

Comments by Council Members: DeWitt thanked everyone who worked on and attended the workshops regarding the rate increase. Dishaw had several comments: He asked who was responsible for cost of removing the tree that fell on W. Ave. C. Vallad stated that the Village took care of it because it was a safety hazard for our citizens. He also asked whether there was an agreement drawn-up with the helicopter company yet. James-Mesloh stated the Village attorney was working on it. Dishaw also stated he had a problem with getting the meeting packet by email on Monday afternoon, he feels its not enough time to read all the material. He also stated that it was expensive for him to print it out. James-Mesloh stated that with the new hire

the meeting material would be available for Council by Friday afternoon. Also there is a copy of the meeting packet in each of the Trustees binder in the office. Medelis stated he would like the weekend to look over the information. Baynton also thanked everyone for the work done on the water rates and thanked Matt Perry for staying. Hendrickson stated that he understands the public's anger for the rate increases, but this is something that should have been done a long time ago. He also stated that we can't live in the past we have to go on from here and this is the best way that this council knows how to fix the problem. Hendrickson said, "I hope people will understand and work with us on this and I thank them for their patience, it's a tough, tough decision."

Adjourn Meeting: Moved by Brown, support by Baynton, **CARRIED**, to adjourn the meeting at 8:57 p.m. Ayes: All.

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

Terese Schummer, Clerk



John Dewitt, Village President

Appendix B

MICHIGAN RURAL WATER ASSOCIATION RATE EVALUATION PROGRAM

WASTEWATER - FINAL RATE ANALYSIS						2017
LABOR & BENEFITS	ANNUAL BUDGET	PERCENT BASE RATE	BASE FIXED	COST PER 3/4" METER	CONSUMPTION PORTION	COST / UNIT OF WATER
OPERATIONAL EXPENSES	\$300,000	100%	\$300,000	\$10.54	\$0	\$0.00
LOANS, BONDS, INTEREST, ANNUAL PAYMENT	\$189,487	100%	\$189,487	\$6.66	\$0	\$0.00
EQUIPMENT REPLACEMENT, LIFT STATIONS, or WELLS	\$293,146	100%	\$293,146	\$10.30	\$0	\$0.00
EQUIPMENT REPLACEMENT, TREATMENT	\$15,000	100%	\$15,000	\$0.53	\$0	\$0.00
EQUIPMENT REPLACEMENT, TOWER, STORAGE	\$10,000	100%	\$10,000	\$0.35	\$0	\$0.00
EQUIPMENT REPLACEMENT, GENERAL	\$0	100%	\$0	\$0.00	\$0	\$0.00
CAPITAL IMPROVEMENT PROJECTS	\$15,000	100%	\$15,000	\$0.53	\$0	\$0.00
LAGOON CLEANING RESERVE	\$105,000	100%	\$105,000	\$3.89	\$0	\$0.00
DEPRECIATION FUND	\$40,000	100%	\$40,000	\$1.41	\$0	\$0.00
USDA RURAL DEVELOPMENT RESERVE REQUIREMENTS	\$28,700	100%	\$28,700	\$1.01	\$0	\$0.00
TOTALS	\$0	10%	\$0	\$0.00	\$0	\$0.00
	\$986,333		\$986,333	\$35.00	\$0	\$0.00
NON OPERATING INCOME REDUCTION						
PERCENT OF REVENUE						100%
CALCULATED RATE - FOR 3/4" METER / REU PER MONTH						1,000 GAL. \$
TOTAL ANNUAL REU'S 28,464						
ANTICIPATED- WATER / SEWER SOLD 84,972,000						
RESERVE PORTION OF BUDGET 21%						
THE COST PER "UNIT / WATER" DOES INCLUDE INCLUDING OR DECLINING RATES			CURRENT RATES	\$7.50		\$8.25
ARE ANY GALLONS INCLUDED WITH THIS CALCULATED BASE RATE ?			INCREASE OF	\$27.50		(\$9.25)
IS BASE RATE PER REU. - OR PER METER SIZE?			RATE ADJUSTMENT GENERATES ADDITIONAL		-\$3,141	
			\$1.00 INCREASE GENERATES	\$28,464		\$38,412

Appendix C

VILLAGE OF NEWBERRY



Moose Capital of Michigan

9698 M-123 Newberry, MI 49868 Phone: 906-293-8141 E-Mail WWTP@NewberryMI.Gov

George Blakely Plant Superintendent
Newberry Waste Water Treatment Plant
9698 M-123 Newberry, MI 49868

January 22, 2019

Jennifer James-Mesloh
Newberry Village Manager
302 E McMillian Ave
Newberry, MI 49868

Dear Jennifer,

Due to the start up of our new Primary Effluent Water System we have been able to reduce our city water consumption.

Prior to getting the PEW system we were using about 2500 to 3000gals. of water daily to feed chemicals and clean tanks.

Once we got the PEW system operating properly we have been able to use the recycled water to feed chemicals and clean tanks. Now we use about the rate of an average household. This has led to a significant savings in our budget.

Sincerely,

A handwritten signature in cursive script that reads "George W. Blakely".

Appendix D

Village of Newberry
 Deficit Elimination Plan
 Updated as of February 2019
 Municipality Code: 483010
 APR Form ID Number: 57451
 Report ID Number: 85337
 General Fund

	FY 2017 (Audited)	FY 2018 (Budget)	FY 2018 (Unaudited) DEP Year 1
Revenues			
Taxes	241,372	232,700	272,791
Licenses and Permits	55	604	590
State Grants	188,224	197,364	213,913
Charges for Services	87,536	85,622	77,405
Interest and Rentals	750	800	1,916
Other Revenue	203,878	450,373	451,272
Total Revenue	721,815	967,463	1,017,887
Expenditures			
Governing Body/ Village Council 101	14,254	14,326	15,913
Village President 171	3,895	3,902	5,671
Village Manager 172	57,710	86,644	77,345
Finance 201	118,475	255,846	291,285
Clerk 215	10,512	14,294	15,967
Audit 223	7,670	15,500	16,365
Ordinance Officer 230	2,513	11,113	10,978
Treasurer 253	9,801	12,489	12,467
Building and Grounds 265	66,219	41,700	43,742
Fringe 271	207,449	-	-
Police 301	10,198	37,716	44,136
Public Works 441	10,850	143,204	137,586
Sidewalks 444	19,906	-	-
Street Lighting 448	19,624	19,000	21,910
Sewage Disposal 523	32,595	16	16
Motorpool 524	84,654	85,260	83,950
Storm Sewer 525	226	1,145	3,632
Rubbish 528	72,730	74,659	83,776
Parks and Recreation 751	-	2,039	1,604
Debt Service	44,870	-	-
Transfers Out	22,943	-	-
Total Expenditures	817,094	818,853	866,343
Excess of Revenues Over (Under) Expenditures	(95,279)	148,610	151,544
Beginning Fund Balance	588,109	492,830	492,830
Nonspendable (Due from Sewer)			
Carryforward balance	579,058	579,058	579,058
Interfund repayment	-	-	(40,000)
Year-end balance	579,058	579,058	539,058
Unassigned	(86,228)	62,382	105,316
Ending Fund Balance	492,830	641,440	644,374

Appendix E

Village of Newberry
 Deficit Elimination Plan
 Updated as of February 2019
 Municipality Code: 483010
 APR Form ID Number: 57451
 Report ID Number: 85337
 Sewer Fund

	FY 2017 (Audited)	FY 2018 (Budget)	FY 2018 (Unaudited) DEP Year 1	FY 2019 (Projected) DEP Year 2	FY 2020 (Projected) DEP Year 3	FY 2021 (Projected) DEP Year 4	FY 2022 (Projected) DEP Year 5
Revenues							
Charges for Services	894,844	1,059,947	958,239	1,096,200	1,151,010	1,208,561	1,268,989
Total Revenue	894,844	1,059,947	958,239	1,096,200	1,151,010	1,208,561	1,268,989
Expenditures							
Salaries and Fringes	306,043	335,948	341,504	433,439	446,442	459,835	473,630
Operating and Other	90,325	226,651	181,272	130,150	134,055	138,076	142,218
Repair and Maintenance	2,134	7,350	7,067	34,400	35,432	36,495	37,590
Professional Fees	58,593	90,250	72,083	88,000	90,640	93,359	96,160
General Insurance	11,123	22,700	22,662	18,000	18,540	19,096	19,669
Utilities	86,570	79,060	77,310	72,210	74,376	76,608	78,906
Depreciation	59,712	54,625	154,836	155,000	159,650	164,440	169,373
Total Expenditures	614,500	816,584	856,734	931,199	959,135	987,909	1,017,546
Non Operating Revenues (Expenses)							
Interest Earned	731	816	816	700	735	772	810
SRF/ SAW Water Project	-	306,782	306,782	220,000	-	-	-
Interest Expense	(77,464)	(84,144)	(84,144)	(84,150)	(72,500)	(70,000)	(68,000)
Construction SRF/ SAW Project	-	(272,400)	(135,365)	(200,000)	-	-	-
Total Expenditures	(76,733)	(48,946)	88,089	(63,450)	(71,765)	(69,228)	(67,190)
Excess of Revenues Over (Under) Expenditures	203,611	194,417	189,594	101,551	120,110	151,423	184,253
Beginning Net Position	1,380,448	1,584,059	1,584,059	1,773,653	1,875,204	1,995,314	2,146,737
Net Investment in Capital Assets	1,939,451	1,939,451	2,085,451	2,116,451	2,157,451	2,208,451	2,269,451
Unassigned	(355,392)	(160,975)	(311,798)	(241,247)	(162,137)	(61,714)	61,539
Ending Net Position	1,584,059	1,778,476	1,773,653	1,875,204	1,995,314	2,146,737	2,330,990

VILLAGE OF NEWBERRY**GENERAL FUND AND SEWER FUND DEFICIT ELIMINATION PLAN****RESOLUTION**Motion By: Trustee Sharon BrownSupported By: Trustee Harold Dishaw**General Fund**

WHEREAS, the Village of Newberry's General Fund has a \$86,228 deficit of unassigned fund balance on December 31, 2017; and

WHEREAS, the Village of Newberry's General Fund has an interfund receivable Due From the Sewer Fund of \$579,058 as of December 31, 2017; and,

WHEREAS, 1971 PA 140 requires that a Deficit Elimination Plan be formulated by the local unit of government and filed with the Michigan Department of Treasury; and

NOW THEREFORE, BE IT RESOLVED that the Village of Newberry's legislative body adopts the following as the Village of Newberry's General Fund Deficit Elimination Plan:

The Sewer Fund will begin repaying the interfund loan during fiscal year ended December 31, 2018. While complete repayment will occur over several years, the first year payment from Sewer Fund to General Fund will be sufficient to eliminate the General Fund deficit.

BE IT FURTHER RESOLVED that the Village of Newberry submit the above Deficit Elimination Plan to the Michigan Department of Treasury for certification.

SEWER Fund

WHEREAS, the Village of Newberry's Sewer Fund has a \$355,392 deficit of unrestricted net position on December 31, 2017; and

WHEREAS, the Village of Newberry's Sewer Fund has a \$172,923 deficit of working capital (current assets minus current liabilities) on December 31, 2017; and

WHEREAS, 1971 PA 140 requires that a Deficit Elimination Plan be formulated by the local unit of government and filed with the Michigan Department of Treasury; and

NOW THEREFORE, BE IT RESOLVED that the Village of Newberry's legislative body adopts the following as the Village of Newberry's Sewer Fund Deficit Elimination Plan:

The Village increased customer utility rates for the Sewer Fund in August 2017 and intends to continue raising customer utility rates annually while containing costs. These increased rates will generate a net positive cashflow which will allow the Sewer Fund to begin repaying its interfund liability owed to the General Fund as well as to generate a cash surplus to prevent additional borrowings from other Village funds. Based on our

projections (See attached for detail), the Sewer Fund will have positive Unassigned Net Position by December 31, 2020.

BE IT FURTHER RESOLVED that the Village of Newberry submit the above Deficit Elimination Plan to the Michigan Department of Treasury for certification.

I, Terese Schummer, Clerk of said Village of Newberry, do hereby certify that the forgoing is a true and complete copy of a resolution adopted by the Village Council of the Village of Newberry, County of Luce, State of Michigan, at a regular meeting held on November 19, 2018 that said meeting was conducted and public notice of said meeting was given pursuant to and in full compliance with the Open Meetings Act, and that the minutes of said meeting be kept and will be or have been made available as required by said Act.

Ayes: Brown, DeWitt, Dishaw, Hardenbrook, Hendrickson, Hitts

Nays: None

Absent: None

In Testimony Whereof, I have hereunto and Affixed the seal of said Village of Newberry, this 19th day of November 2018.

Terese Schummer

Terese Schummer, Clerk – Village of Newberry

11-19-18

Date