

**VILLAGE OF NEWBERRY
VILLAGE COUNCIL MEETING
Tuesday, July 16, 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 – Tuesday, June 18, 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 – June 2019

101	General Fund	\$9,591.68
202	Major Street Fund	\$11.38
203	Local Street Fund	\$69.52
213	Fire Revolving Fund	\$3,975.58
409	TORC	\$205.28
590	Sewage Receiving Fund	\$12,627.24
Total:		\$26,480.68

2. Water & Light – Monthly Bills – June 2019

582	Electric Fund	\$80,864.48
591	Water Fund	\$6,059.12
Total:		\$86,923.60

Save the Bells – as of 06/30/2019 \$12,493.96

3. Treasurer’s Report – June 2019

4. Request for Disbursement of Funds – Stormwater / Asset Management / Wastewater (SAW) Grant Program

- a. Request #13 – May 1, 2019 – June 30, 2019 – Total: \$87,872.86
 - i. C2AE Invoice #68144: \$4,332.13
 - ii. C2AE Invoice #68145: \$3,518.08
 - iii. C2AE Invoice #68281: \$6,313.03
 - iv. C2AE Invoice #68282: \$7,079.36
 - v. Great Lakes TV Seal, Inc. Invoice #19507: \$63,354.33
 - vi. Village Staff Labor: \$3,275.93

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. Letter from Harold Brown

10. INTRODUCTION AND ADOPTION OF RESOLUTIONS AND ORDINANCES

1. None Prescheduled

11. REPORTS OF BOARDS

1. Water & Light Board Meeting from Monday, July 15, 2019
2. Planning Commission Meeting from Monday, June 24, 2019

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 July 16, 2019 meeting: Finance; Planning Committee; Union Committee; Fire/Police Committee; DPW/ WWTP Committee; Management Committee; Ordinance Committee; Parks and Recreation Committee; and Ad Hoc: 41 Lumber Committee.

1. Save the Bells – Sterling McGinn

14. UNFINISHED BUSINESS

1. Ethics Policy

15. NEW BUSINESS

1. TORC Contractor Award Approval
2. Redevelopment Ready Communities (RRC) - Public Participation Plan

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
June 18, 2019
302 East McMillan Ave.
6:00 p.m.

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

Absent: Hitts, Clerk Schummer – minutes were recorded by Amanda Ketola.

Also Present: Assistant Village Manager – Vallad, Superintendent WWTP – Blakely, Treasurer – Medelis, Fire Chief – Wendt, Amanda Ketola, Chuck Pipes, Tina Pipes, Kip Cameron, Rebecca Handa, John Bergman, Steve Stiffler, Robert Stevens, Sterling McGinn.

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 Freese, **CARRIED**, to approve the agenda with the following addition: Add under Petitions and Communications #3 - Letter from Michael Schnorr. Add under Reports of Committees #2 – 41 Lumber. Ayes: All. Absent: Hitts.

Minutes: Moved by Dishaw, support by Hendrickson, **CARRIED**, to approve the May 20, 2019 Truth in Taxation Public Hearing minutes as written. Ayes: Stokes, Brown, Dishaw, Freese, Hendrickson. Abstain: Hardenbrook. Absent: Hitts. Moved by Hendrickson, support by Hardenbrook, **CARRIED**, to approve the minutes from the May 20, 2019 Regular Session as written. Ayes: All. Absent: Hitts.

Village President’s Announcements: None.

Public Comments on Agenda Items: None.

Submission of Bills and Financial Updates:

- A.) Village of Newberry – Monthly Bills. Moved by Hendrickson, support by Freese, **CARRIED**, to approve the May 2019 bills, in the amount of \$41,299.90. Discussion followed. Ayes: Brown, Dishaw, Freese, Hendrickson. Nay: Stokes. Abstain: Hardenbrook. Absent: Hitts.
- B.) Water & Light monthly bills for April 2019: Moved by Brown, support by Freese, **CARRIED**, to accept the recommendation of the W&L Board to pay the May Electric and Water Funds in the total amount of \$98,837.27. Ayes: Brown, Dishaw, Freese, Hendrickson. Nays: Stokes. Abstain: Hardenbrook. Absent: Hitts.
- 1.) Christmas Lights Fund – as of 05/31/2019 - \$12,230.41.
- 2.) Treasurer’s Report – May 2019 – The Council accepted the report as presented.
- 3.) Request for Disbursement of Funds – Stormwater/Asset Management/Wastewater (SAW) Grant Program, pay when paid: None.

Petitions and Communications:

- 1.) Training for Local Officials. Written information provided.
- 2.) Letter from Laura Gasaway, Newberry Garden Club. Stokes read letter aloud.
- 3.) Letter from Michael Schnorr to the Village Attorney. Stokes read letter aloud. Moved by Hendrickson, support by Hardenbrook, **DEFEATED**, to have the Village Attorney give a legal opinion regarding the legal matter raised by Mr. Schnorr’s letter. Discussion followed. Hardenbrook recommended Mr. Schnorr’s group go ahead with the recall process because of the cost to the Village for the opinion. Ayes: Hendrickson, Stokes. Nays: Brown, Dishaw, Freese, Hardenbrook. Absent: Hitts

Introduction and Adoption of Ordinances and Resolutions: None.

Reports of Boards:

- 1.) Water & Light Board Meeting from Tuesday, June 11, 2019: Minutes provided. Brown gave a report. Discussion followed.
- 2.) Planning Commission Meeting: Minutes provided from May 28, 2019 meeting. Hardenbrook gave a verbal report. There is still a vacancy on this Commission.

Reports of Village Officers and Management:

- A.) Fire Chief: Fire Chief Wendt gave a verbal report.

- B.) Ordinance Enforcement Officer: Fossitt gave a written report.
- C.) Director of Human Resources & Community Engagement: Watkins submitted a written report.
 - a. FOIA Status Report
- D.) Superintendent of Wastewater Treatment Plant: Blakely gave a verbal as well as a written report.
- E.) Superintendent of Water & Light: Joe Lively – Working Foreman, submitted a written report.
- F.) Assistant Village Manager: Vallad gave a verbal report along with presenting charts. Discussion regarding the recent outage was held.
- 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: Hendrickson gave a verbal report. Moved by Hendrickson, support by Hardenbrook, **CARRIED**, to place the surplus equipment for sale on a statewide online auction site. Ayes: All. Absent: Hitts.
- 2.) 41 Lumber Committee: Dishaw gave a verbal report.

Unfinished Business:

- 1.) Revisions Suggested by Village Attorney for Ordinances 29,36, and A. Moved by Freese, support by Hardenbrook, that an Ordinance Committee member contact the W&L Chairperson to set-up a co-committee to work on the policies in Ordinance A. Ayes: All. Absent: Hitts.

New Business:

- 1.) Abbreviated Operation Hours of Village Departments: Discussion held.
- 2.) Budget Amendments for 2019
 - a. General, Local Streets, Major Streets, Sewer Funds. Moved by Dishaw, support by Hardenbrook, **CARRIED**, to approve the Budget Amendments presented. Discussion followed. Ayes: All. Absent: Hitts.
- 3.) Confidential Legal Memo from Village Attorney. Moved by Hendrickson, support by Freese, **CARRIED**, to go into closed session to discuss the confidential legal opinion/memo from the Village Attorney pursuant to MCL 16.268, (h) Role call vote: Ayes: Stokes, Brown, Dishaw, Freese, Hardenbrook, Hendrickson. Absent: Hitts.

Council adjourns to closed session at 7:25 p.m.

Moved by Hardenbrook, support by Freese, **CARRIED**, to return to open meeting at 8:05 p.m. and end the closed session. Roll call vote. Ayes: Stokes, Brown, Dishaw, Freese, Hardenbrook, Hendrickson. Absent: Hitts.

Council Action: Moved by Hardenbrook, support by Brown, **CARRIED**, authorize the Village Attorney to file a complaint in Luce County Circuit Court as discussed in Closed Session, with the Village Manager to serve as the contact person with the attorney. Ayes: Brown, Dishaw, Freese, Hardenbrook, Hendrickson. Nays: Stokes. Absent: Hitts.

Public Comment: Comment heard from: Kip Cameron, Tina Pipes, Rebecca Handa, Chuck Pipes and Charles Medelis.

Comments by Council Members: Comment heard from Freese, regarding missing the DPW Committee meeting

Adjourn Meeting: Moved by Freese, support by Hendrickson, **CARRIED**, to adjourn the meeting at 8:31 p.m. Ayes: All.

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

**VILLAGE OF NEWBERRY
VILLAGE PAYABLES
JUNE 2019**

GL Number	Vendor	Invoice Line Desc	Invoice Description	Amount
Fund 101 General Fund				
Dept 172 VILLAGE MANAGER				
101-172-719.000	44 NORTH	HOSPITALIZATION	COBRA RETIREES	8.05
101-172-726.000	STANDARD, THE	LIFE INSURANCE	INSURANCE	6.58
101-172-850.000	VERIZON	TELEPHONE	ACCOUNT NUMBER 942077532-00003	6.94
101-172-850.000	VERIZON	TELEPHONE	ACCOUNT NUMBER 942077532-00002	10.68
Total For Dept 172 VILLAGE MANAGER				32.25
Dept 201 ADMINISTRATIVE				
101-201-726.000	STANDARD, THE	LIFE INSURANCE	INSURANCE	12.38
101-201-752.000	AMAZON CAPITAL SERVICES	OFFICE SUPPLIES	DEKS ORGANIZER	12.49
101-201-752.000	NATIONAL OFFICE PRODUCTS	OFFICE SUPPLIES	PAPER	9.87
101-201-752.000	SNYDERS DRUG STORE	OFFICE SUPPLIES	FLASH DRIVE - BACK UP 2018 BSA	49.97
101-201-752.100	AMAZON CAPITAL SERVICES	OPERATING SUPPLIES	LAPTOP CASE	10.99
101-201-752.100	AMAZON CAPITAL SERVICES	OPERATING SUPPLIES	TELEPHONE DETANGLER	16.98
101-201-752.000	LYNN AUTO PARTS INC.	OPERATING SUPPLIES	OPERATING SUPPLIES	8.12
101-201-801.000	REVIZE LLC	PROFESSIONAL & CONTRACTUAL	WEBSITE/CMS ANNUAL TECH SUPPORT/UPDATES	300.00
101-201-801.000	FAIR, ALMA	PROFESSIONAL & CONTRACTUAL	OFFICE CLEANING	100.00
101-201-804.000	US BANK EQUIP FINANCE	LEASE EXPENSE	COPIER LEASE - 1544229	96.49
101-201-850.000	VERIZON	TELEPHONE	ACCOUNT NUMBER 942077532-00003	36.03
101-201-850.000	VERIZON	TELEPHONE	ACCOUNT NUMBER 942077532-00002	21.36
101-201-850.000	VERIZON	TELEPHONE	ACCOUNT NUMBER 942077532-00003	27.75
101-201-850.000	VERIZON	FAX	FAX	11.26
101-201-850.000	HTC-HIAWATHA TELEPHONE CO	JAMADOTS INTERNET	ACCT 00042108-7	23.75
101-201-851.000	TAHQUAMENON AREA CREDIT UNION	POSTAGE	POSTAGE	27.50
101-201-851.000	TAHQUAMENON AREA CREDIT UNION	POSTAGE	POSTAGE	25.50
101-201-900.000	NEWBERRY NEWS INC	PUBLISHING & PRINTING	MINUTES/HEARING/FLUSHING	753.00
Total For Dept 201 ADMINISTRATIVE				1,543.44
Dept 223 AUDIT & LEGAL EXPENSE				
101-223-801.200	SONDEE, RACINE & DOREN PLC	LEGAL	LEGAL ADVICE	175.11
101-223-801.200	YOUNG, GRAHAM & WENDLING, P.C.	LEGAL	LEGAL ADVICE	152.62
Total For Dept 223 AUDIT & LEGAL EXPENSE				327.73
Dept 230 ORDINANCE OFFICER				
101-230-801.200	LUCE COUNTY 92ND DISTRICT COURT	LEGAL FEES	FILING FEE FOR RAYMOND SIDEWALK	30.00
101-230-850.000	VERIZON	TELEPHONE	ACCOUNT NUMBER 942077532-00002	42.73
Total For Dept 230 ORDINANCE OFFICER				72.73
Dept 253 TREASURER				
101-253-801.000	LUCE COUNTY TREASURER	PROFESSIONAL & CONTRACTUAL	TREASURER BSA TRAINING	200.00
101-253-850.000	VERIZON	TELEPHONE	ACCOUNT NUMBER 942077532-00003	27.75
101-253-851.000	TAHQUAMENON AREA CREDIT UNION	POSTAGE	POSTAGE FOR TAX BILLS	440.00
101-253-900.000	NEWBERRY NEWS INC	PUBLISHING & PRINTING	PUBLIC HEARING NOTIFICATION	144.00
101-253-900.000	NATIONAL OFFICE PRODUCTS	PUBLISHING & PRINTING	PRINTING & ENVELOPES FOR TAX BILLS	214.89
Total For Dept 253 TREASURER				1,026.64
Dept 265 BUILDING & GROUNDS				
101-265-921.000	SEMCOENERGY GAS COMPANY	HEAT	NATURAL GAS	15.25
101-265-921.000	SEMCOENERGY GAS COMPANY	HEAT	NATURAL GAS	79.43
Total For Dept 265 BUILDING & GROUNDS				94.68
Dept 301 POLICE DEPARTMENT				
101-301-709.000	INTERNAL REVENUE SERVICE	EMPLOYER'S FICA & MEDICARE	WITHHOLDING TAX	298.98
101-301-719.000	44 NORTH	POLICE HOSPITALIZATION	COBRA RETIREES	3.45
101-301-726.000	STANDARD, THE	LIFE INSURANCE	INSURANCE	26.29
Total For Dept 301 POLICE DEPARTMENT				328.72
Dept 441 PUBLIC WORKS				
101-441-726.000	STANDARD, THE	LIFE INSURANCE	INSURANCE	14.23
101-441-850.000	VERIZON	TELEPHONE	ACCOUNT NUMBER 942077532-00003	13.31
101-441-850.000	VERIZON	TELEPHONE	ACCOUNT NUMBER 942077532-00002	21.37
101-441-850.000	ATT U.VERSE	TELEPHONE	UVERSE DPW	41.58
101-441-900.000	NEWBERRY NEWS INC	PUBLISHING & PRINTING	HELP WANTED AD	30.00
Total For Dept 441 PUBLIC WORKS				120.49
Dept 524 MOTOR POOL				
101-524-752.100	LYNN AUTO PARTS INC.	OPERATING SUPPLIES	TIP CLNR	4.90
101-524-752.100	LYNN AUTO PARTS INC.	OPERATING SUPPLIES	CONNECTORS	10.79
101-524-752.100	LYNN AUTO PARTS INC.	OPERATING SUPPLIES	NUTS	4.14
101-524-759.000	WEX BANK - SPEEDWAY UNIVERSAL	GAS OIL & GREASE - PUBLIC WORKS	GAS/FUEL	686.11
101-524-932.000	MIDWAY RENTALS & SALES	VEHICLE REPAIR & MAINTENANCE	SENSOR ARM	40.68
101-524-932.000	BURBACH SALES & SERVICE	VEHICLE REPAIRS & MAINTENANCE	7.50-16 TUBE FORD TRACTOR	15.76
101-524-932.000	NEALS AUTOMOTIVE PARTS INC	VEHICLE REPAIR & MAINTENANCE	HYD HOSE	54.60
101-524-932.000	NEALS AUTOMOTIVE PARTS INC	VEHICLE REPAIR & MAINTENANCE	HYD HOSE	39.12
101-524-932.000	DANNY'S AUTO VALUE INC	VEHICLE REPAIRS & MAINTENANCE	1/2 HEAT SHRINKS	5.09
101-524-932.000	DANNY'S AUTO VALUE INC	VEHICLE REPAIRS & MAINTENANCE	PITMAN ARM	16.46
Total For Dept 524 MOTOR POOL				877.65

Dept 525 STORM SEWER					
101-525-801.000	RANGE TELECOMMUNICATIONS	PROFESSIONAL & CONTRACTUAL	MISSDIGS		2.01
			Total For Dept 525 STORM SEWER		<u>2.01</u>
Dept 528 RUBBISH					
101-528-759.000	WEX BANK - SPEEDWAY UNIVERSAL	GAS OIL & GREASE - GARBAGE	GAS/FUEL		78.55
101-528-801.100	WASTE MANAGEMENT	PROF & CONTR SERVICES-RESIDENT	RUBBISH DISPOSAL		2,934.06
101-528-825.000	GFL ENVIRONMENTAL	SPRING CLEANUP	COMMUNITY SRPING CLEAN UP DUMPSTERS		1,964.20
101-528-851.000	ARISTA INFORMATION SYSTEMS INC	POSTAGE	UB POSTAGE		103.73
101-528-900.000	ARISTA INFORMATION SYSTEMS INC	PUBLISHING & PRINTING	UB BILLING		84.80
			Total For Dept 528 RUBBISH		<u>5,165.34</u>
			Total For Fund 101 General Fund		<u>9,591.68</u>
Fund 202 Major Street Fund					
Dept 463 ROUTINE MAINTENANCE					
202-463-726.000	STANDARD, THE	LIFE INSURANCE	INSURANCE		11.38
			Total For Dept 463 ROUTINE MAINTENANCE		<u>11.38</u>
			Total For Fund 202 Major Street Fund		<u>11.38</u>
Fund 203 Local Street Fund					
Dept 463 ROUTINE MAINTENANCE					
203-463-726.000	STANDARD, THE	LIFE INSURANCE	INSURANCE		69.52
			Total For Dept 463 ROUTINE MAINTENANCE		<u>69.52</u>
			Total For Fund 203 Local Street Fund		<u>69.52</u>
Fund 213 Fire Revolving Fund					
Dept 336 FIRE					
213-336-752.000	SNYDERS DRUG STORE	OFFICE SUPPLIES	RETURN OF MONEY RECEIPT BOOKS		(3.98)
213-336-752.000	AMAZON CAPITAL SERVICES	OFFICE SUPPLIES	COMPUTER INK		231.34
213-336-752.100	AMAZON CAPITAL SERVICES	FLAGS	STATE FLAG/FIRE FLAG/PAINT		28.64
213-336-752.100	AMAZON CAPITAL SERVICES	OPERATING SUPPLIES	FLAGS		12.20
213-336-752.100	DANNY'S AUTO VALUE INC	OPERATING SUPPLIES	4" STRINGER WHEEL		11.82
213-336-752.100	DANNY'S AUTO VALUE INC	OPERATING SUPPLIES	WHITE CABLE		17.57
213-336-752.100	DANNY'S AUTO VALUE INC	OPERATING SUPPLIES	WHITE CABLE		5.19
213-336-752.100	DANNY'S AUTO VALUE INC	OPERATING SUPPLIES	WHITE CABLE		5.19
213-336-752.100	TAHQUAMENON AREA CREDIT UNION	OPERATING SUPPLIES	FIRE DEPT JULY 4TH ITEMS FOR KIDS - GRANT FUNDED PROJECT		1,890.52
213-336-759.000	WEX BANK - SPEEDWAY UNIVERSAL	GAS, OIL & GREASE - FIRE	GAS/FUEL		185.93
213-336-776.000	AMAZON CAPITAL SERVICES	PAINT	STATE FLAG/FIRE FLAG/PAINT		15.78
213-336-776.000	FOSTER HARDWARE	SUPPLIES-BUILDING MAINTENANCE	PAINT/BRUSH		45.97
213-336-776.000	D & D HOME CENTER	SUPPLIES-BUILDING MAINTENANCE	DOOR REPAIR SIGN PAINTING		16.85
213-336-776.000	D & D HOME CENTER	SUPPLIES-BUILDING MAINTENANCE	SIGN PAINTING SUPPLIES		28.26
213-336-776.000	FOSTER HARDWARE	RETURN ON INV. 205252	VOCOILENM		22.00
213-336-801.000	PAUL GABERDIEL	PROFESSIONAL & CONTRACTUAL	FIRE TRAINING - RECIEVED MONEY FROM STATE ALREADY		1,210.00
213-336-850.000	VERIZON	TELEPHONE	ACCOUNT NUMBER 942077532-00003		26.66
213-336-850.000	ATT U.VERSE	FAX	FAX		41.58
213-336-921.000	SEMCOENERGY GAS COMPANY	HEAT	NATURAL GAS 900.500		121.77
213-336-932.000	DANNY'S AUTO VALUE INC	VEHICLE REPAIRS & MAINTENANCE	BOLT/LOC/WASHER		0.64
213-336-932.000	NEWBERRY MOTORS INC	VEHICLE REPAIRS & MAINTENANCE	OIL CHANGE ON 2012 F350 SUPER		61.65
			Total For Dept 336 FIRE		<u>3,975.58</u>
			Total For Fund 213 Fire Revolving Fund		<u>3,975.58</u>

Fund 409 TORC
 Dept 757 TORC
 409-757-752.100

TAHQUAMENON AREA CREDIT UNION

OPERATING SUPPLIES

TORC SIGNS
 Total For Dept 757 TORC

205.28
 205.28

Total For Fund 409 TORC

205.28

Fund 590 Sewage Receiving Fund
 Dept 537 SEWER SYSTEM

590-537-719.000 44 NORTH
 590-537-726.000 STANDARD, THE
 590-537-752.000 NATIONAL OFFICE PRODUCTS
 590-537-752.100 HAWKINS INC
 590-537-752.100 MAC'S MARKET INC
 590-537-752.100 FOSTER HARDWARE
 590-537-753.000 AMAZON CAPITAL SERVICES
 590-537-759.000 WEX BANK - SPEEDWAY UNIVERSAL
 590-537-767.000 AMAZON CAPITAL SERVICES
 590-537-776.000 D & D HOME CENTER
 590-537-776.000 FOSTER HARDWARE
 590-537-776.000 D & D HOME CENTER
 590-537-776.000 MICHIGAN STEAM
 590-537-801.000 REVIZE LLC
 590-537-801.000 STANDARD ELECTRIC COMPANY
 590-537-801.000 RANGE TELECOMMUNICATIONS
 590-537-801.000 JOHNSON CONTROLS
 590-537-801.200 SONDEE, RACINE & DOREN PLC
 590-537-801.200 YOUNG, GRAHAM & WENDLING, P.C.
 590-537-804.000 US BANK EQUIP FINANCE
 590-537-850.000 AT&T
 590-537-850.000 VERIZON
 590-537-850.000 VERIZON
 590-537-850.000 VERIZON
 590-537-850.000 HTC-HIAWATHA TELEPHONE CO
 590-537-850.000 ATT U.VERSE
 590-537-851.000 ARISTA INFORMATION SYSTEMS INC
 590-537-851.000 TAHQUAMENON AREA CREDIT UNION
 590-537-900.000 ARISTA INFORMATION SYSTEMS INC
 590-537-917.000 MAC'S MARKET INC
 590-537-917.100 U S A BLUE BOOK
 590-537-921.000 SEMCOENERGY GAS COMPANY
 590-537-929.000 TAHQUAMENON AREA CREDIT UNION
 590-537-929.000 AMAZON CAPITAL SERVICES
 590-537-975.000 C2AE ARCHITECTURE ENGINEERING
 590-537-975.000 C2AE ARCHITECTURE ENGINEERING
 590-537-975.000 I.T. RIGHT

HOSPITALIZATION
 LIFE INSURANCE
 OFFICE SUPPLIES
 OPERATING SUPPLIES
 OPERATING SUPPLIES
 OPERATING SUPPLIES
 TOOLS & EQUIP (UNDER THRES)
 GAS, OIL & GREASE - WWTP
 UNIFORMS
 SUPPLIES - BUILDING MAINTENANCE
 SUPPLIES - BUILDING MAINTENANCE
 SUPPLIES - BUILDING MAINTENANCE
 SUPPLIES - BUILDING MAINTENANCE
 PROFESSIONAL & CONTRACTUAL
 PROFESSIONAL & CONTRACTUAL
 PROFESSIONAL & CONTRACTUAL
 PROFESSIONAL & CONTRACTUAL
 LEGAL
 LEGAL
 LEASE EXPENSE
 TELEPHONE
 TELEPHONE
 TELEPHONE
 FAX
 JAMADOTS INTERNET
 TELEPHONE
 POSTAGE
 POSTAGE
 PUBLISHING & PRINTING
 TREATMENT COSTS
 LAB SUPPLIES
 HEAT
 REPAIRS & MAINTENANCE
 REPAIRS & MAINTENANCE
 CONSTRUCTION - SAW GRANT
 CONSTRUCTION - SAW GRANT
 CONSTRUCTION - SAW GRANT

COBRA RETIREES
 INSURANCE
 PAPER
 AZONE 15/SODIUM BISULFITE
 TOILET PAPER/FOIL
 INSECT REPEL CUTTER/ FLYING INSECT KILLER
 LIQUID PROPANE MAKER BURNER
 GAS/FUEL
 UNIFORMS-CLOTHING
 INSULATION/NAILS
 URINAL SCREEN
 SANDPAPER KILZ
 BOWL CLEANER
 WEBSITE AND CMS ANNUAL TECH SUPPORT AND UPDATES
 PREVENTATIVE MAINTENANCE ON A ONAN 275KW GENERATOR
 MISSDIGS
 CHECK ON BOILER
 LEGAL ADVICE
 LEGAL ADVICE
 COPIER LEASE - 1544229
 TELEPHONE
 ACCOUNT NUMBER 942077532-00003
 ACCOUNT NUMBER 942077532-00002
 FAX
 ACCT 00042108-7
 UVERSE
 UB POSTAGE
 U.P.S. POSTAGE
 UB BILLING
 DISTILLED WATER
 TNT LOW RANGE PHOSHORUS
 NATURAL GAS 994.500
 BUYAPUMP - ORINGS/SHIMS
 CAST IRON REPLACEMENT COUPLER
 INVENTORY/GIS DATABASE/METERING/MODELING
 INVENTORY/GIS DATABASE
 MONITOR CABLE
 Total For Dept 537 SEWER SYSTEM

3.45
 34.94
 9.88
 491.61
 10.78
 13.98
 64.01
 86.53
 59.64
 18.35
 19.99
 22.21
 244.32
 300.00
 827.52
 6.02
 505.64
 1,319.61
 152.62
 96.49
 88.50
 73.37
 74.77
 11.26
 23.75
 41.59
 149.11
 27.50
 121.90
 22.00
 260.81
 266.84
 68.00
 43.31
 6,511.02
 544.92
 11.00
 12,627.24

Total For Fund 590 Sewage Receiving Fund

12,627.24

Fund Totals:

Fund 101 General Fund 9,591.68
 Fund 202 Major Street Fund 11.38
 Fund 203 Local Street Fund 69.52
 Fund 213 Fire Revolving Fund 3,975.58
 Fund 409 TORC 205.28
 Fund 590 Sewage Receiving Fund 12,627.24

Total For All Funds:

26,480.68

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

GL Number	Vendor	Inv. Line Desc	Invoice Desc.	Amount
Fund 582 Electric Fund				
Dept 582 ELECTRIC DISTRIBUTION				
582-582-726.000	STANDARD, THE	LIFE INSURANCE		9.20
582-582-752.100	POWER LINE SUPPLY COMPANY	OPERATING SUPPLIES	SOCKET METERS	596.72
582-582-752.100	DANNY'S AUTO VALUE INC	OPERATING SUPPLIES	VELCRO TAPE	1.94
582-582-850.000	ATT U.VERSE	UVERSE- LARGE CAPACITY METER	LARGE CAPACITY METER UVERSE	41.58
582-582-929.000	D & D HOME CENTER	REPAIRS & MAINTENANCE	FAIRBANKS WELDER PLUG	17.57
Total For Dept 582 ELECTRIC DISTRIBUTION				667.01
Dept 583 GENERAL EXPENSES				
582-583-719.000	44 NORTH	HOSPITALIZATION	COBRA RETIREES	4.60
582-583-726.000	STANDARD, THE	LIFE INSURANCE	LIFE INSURANCE	32.87
582-583-752.000	NATIONAL OFFICE PRODUCTS	OFFICE SUPPLIES	PAPER	9.87
582-583-752.100	DANNY'S AUTO VALUE INC	OPERATING SUPPLIES	RED PAINT	3.65
582-583-752.100	RAHILLY IGA	OPERATING SUPPLIES	WATER/TRASH BAGS	6.76
582-583-752.100	RAHILLY IGA	OPERATING SUPPLIES	WATER/BUG SPRAY	5.74
582-583-752.100	AMAZON CAPITAL SERVICES	OPERATING SUPPLIES	SAFETY GLASSES	19.66
582-583-752.100	DANNY'S AUTO VALUE INC	OPERATING SUPPLIES	MEDIUM ACET BOTTLE	33.49
582-583-753.000	DANNY'S AUTO VALUE INC	TOOLS & EQUIP (UND CAP THRESH)	PLIERS	4.67
582-583-759.000	WEX BANK - SPEEDWAY UNIVERSAL	GAS OIL & GREASE - ELECTRIC	GAS/FUEL	167.41
582-583-767.000	AMAZON CAPITAL SERVICES	CLOTHING - UNIFORMS	RUBBER BOOTFOOT HIP WADERS	104.97
582-583-801.000	REVIZE LLC	PROFESSIONAL & CONTRACTUAL	WEBSITE/CMS ANNUAL TECH SUPPORT/UPDATES	300.00
582-583-801.000	FAIR, ALMA	PROFESSIONAL & CONTRACTUAL	OFFICE CLEANING	100.00
582-583-801.000	RANGE TELECOMMUNICATIONS	PROFESSIONAL & CONTRACTUAL	MISSDIGS	16.06
582-583-801.200	SONDEE, RACINE & DOREN PLC	LEGAL	LEGAL ADVICE	190.85
582-583-801.200	YOUNG, GRAHAM & WENDLING, P.C.	LEGAL	LEGAL ADVICE	152.62
582-583-850.000	AT&T	TELEPHONE	WATER/LIGHT PHONE	44.31
582-583-850.000	VERIZON	906-291-1223 MANAGER	ACCOUNT NUMBER 942077532-00003 DESK	6.93
582-583-850.000	VERIZON	906-291-1621 A.V.M.	ACCOUNT NUMBER 942077532-00003 DESK	6.94
582-583-850.000	VERIZON	906-291-1622 HR	ACCOUNT NUMBER 942077532-00003 DESK	6.94
582-583-850.000	VERIZON	906-291-1627 W/L	ACCOUNT NUMBER 942077532-00003 DESK	13.88
582-583-850.000	VERIZON	906-293-8531	ACCOUNT NUMBER 942077532-00003 DESK	13.31
582-583-850.000	VERIZON	906-291- 1633 MEETING ROOM	ACCOUNT NUMBER 942077532-00003 DESK	6.93
582-583-850.000	VERIZON	906-291-1625 FINANCE	ACCOUNT NUMBER 942077532-00003 DESK	6.94
582-583-850.000	VERIZON	906-293-3433 GENERAL	ACCOUNT NUMBER 942077532-00003 DESK	6.93
582-583-850.000	VERIZON	906-293-5681 W/L CLERK	ACCOUNT NUMBER 942077532-00003 DESK	10.64
582-583-850.000	VERIZON	906-450-0919 LINEMAN	ACCOUNT NUMBER 942077532-00002 - CELL	21.37
582-583-850.000	VERIZON	906-291-0136 MECHANIC	ACCOUNT NUMBER 942077532-00002 - CELL	21.37
582-583-850.000	VERIZON	906-291-0530 MANAGER	ACCOUNT NUMBER 942077532-00002 - CELL	10.68
582-583-850.000	VERIZON	906-291-0606 A.V.M.	ACCOUNT NUMBER 942077532-00002 - CELL	10.68
582-583-850.000	VERIZON	906-291-0055 HR	ACCOUNT NUMBER 942077532-00002 - CELL	10.68
582-583-850.000	VERIZON	906-291-0608 LINEMAN	ACCOUNT NUMBER 942077532-00002 - CELL	21.37
582-583-850.000	VERIZON	FAX	ACCOUNT NUMBER 942077532-00001 FAX	11.26
582-583-850.000	HTC-HIAWATHA TELEPHONE CO	JAMADOTS - FIBER-OPTICS	ACCT 00042364-7	25.00
582-583-850.000	HTC-HIAWATHA TELEPHONE CO	JAMADOTS INTERNET	ACCT 00042108-7	23.75
582-583-851.000	ARISTA INFORMATION SYSTEMS INC	POSTAGE	UB POSTAGE	252.85
582-583-851.000	TAHQUAMENON AREA CREDIT UNION	POSTAGE	POSTAGE	27.50
582-583-900.000	ARISTA INFORMATION SYSTEMS INC	PUBLISHING & PRINTING	UB BILLING	206.70
582-583-921.000	SEMCOENERGY GAS COMPANY	HEAT	NATURAL GAS GENERATION BUILDING 237.500	16.07
582-583-921.000	SEMCOENERGY GAS COMPANY	HEAT	NATURAL GAS 238.500	33.05
582-583-932.000	DANNY'S AUTO VALUE INC	VEHICLE REPAIR & MAINT.	SHIFT SELECTOR 07CHEVY SILVERADO	50.33
582-583-932.000	DANNY'S AUTO VALUE INC	VEHICLE REPAIR & MAINT.	BLACK CABLE	7.25
582-583-932.000	DANNY'S AUTO VALUE INC	VEHICLE REPAIR & MAINT.	SHIFT CABLE	(50.33)
582-583-932.000	AMAZON CAPITAL SERVICES	VEHICLE REPAIR & MAINT.	TRANSMISSION RANGE SELECT LEVER KIT	39.86
582-583-932.000	BURBACH SALES & SERVICE	VEHICLE REPAIRS & MAINTENANCE	RIGHT EXHAUST CONVERTOR	134.07
582-583-932.000	DANNY'S AUTO VALUE INC	VEHICLE REPAIRS & MAINTENANCE	OIL/OIL FILTER	9.52
Total For Dept 583 GENERAL EXPENSES				2,160.00
Dept 584 ELECTRIC GENERATION				
582-584-752.100	LYNN AUTO PARTS INC.	OPERATING SUPPLIES	ORANGE PAINT MARKER	3.24
582-584-752.100	LYNN AUTO PARTS INC.	OPERATING SUPPLIES	SPRAY ENG DEGR 15OZ	3.49
582-584-801.000	GORDY CRIBB	PROFESSIONAL & CONTRACTUAL	A & B QUARTERLY INSPECTIONS	250.00
582-584-929.000	FOSTER HARDWARE	REPAIRS & MAINTENANCE	DIE 1-7/16 5/8-18NF	12.99
Total For Dept 584 ELECTRIC GENERATION				269.72
Dept 585 BUILDING MAINTENANCE				
582-585-929.000	D & D HOME CENTER	REPAIRS & MAINTENANCE	AIR COMPRESSOR PARTS	10.81
582-585-929.000	LYNN AUTO PARTS INC.	REPAIRS & MAINTENANCE	COUPLING	3.49
Total For Dept 585 BUILDING MAINTENANCE				14.30
Dept 586 PURCHASED POWER				
582-586-926.000	CLOVERLAND ELECTRIC CO-OP	PURCHASED POWER	MONTHLY POWER BILL	5,294.88
582-586-926.000	CMS ENERGY RESOURCE MGT	PURCHASED POWER	CAPACITY	55,631.06
582-586-926.100	AMERICAN TRANSMISSION COMPANY	ATC TRANSMISSION MONTHLY INV	PURCHASED POWER - CAPACITY	12,141.88
Total For Dept 586 PURCHASED POWER				73,067.82
Dept 587 ENERGY OPTIMIZATION				
582-587-801.000	MECA	PROFESSIONAL & CONTRACTUAL	MONTHLY INCENTIVES	4,522.63
Total For Dept 587 ENERGY OPTIMIZATION				4,522.63

First National Bank

Main Office:

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

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

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

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

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

1233329

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

Date 6/28/19 Page 1 of 1
 ACCOUNT NUMBER

MUNICIPAL MONEY MARKET					
ACCOUNT NUMBER			Statement Dates	6/01/19 thru	6/30/19
PREVIOUS BALANCE	12,230.41		DAYS IN STATEMENT PERIOD		30
1 CREDITS TOTALING	258.48		AVERAGE LEDGER BAL		12,324
DEBITS TOTALING	.00		AVERAGE COLLECTED BAL		12,324
SERVICE CHARGE AMOUNT	.00		Interest Earned		5.07
INTEREST PAID	5.07		Annual Percentage Yield Earned		0.50%
CURRENT STMT BALANCE	12,493.96		2019 Interest Paid		33.00

DEPOSITS AND OTHER CREDITS.....

DATE	DESCRIPTION	AMOUNT
6/20	DDA REGULAR DEPOSIT	258.48
6/30	INTEREST PAID 30 DAYS	5.07

DAILY BALANCE SUMMARY.....

DATE	BALANCE	DATE	BALANCE	DATE	BALANCE
6/01	12,230.41	6/20	12,488.89	6/30	12,493.96

INTEREST RATE SUMMARY.....

DATE	INTEREST RATE
5/31	.50%



 VILLAGE OF NEWBERRY		TREASURER'S REPORT							
		FOR MONTH ENDING:				2018			
		June 30, 2019				Actual Collections			
	Y.T.D. Collections	Actual Collections June	Y.T.D. Collections	Y.T.D. Collections	Actual Collections June	Y.T.D. Collections	Actual Collections June	Y.T.D. Collections	
LEDGER ITEMS:									
A	Delinquent Personal Property Taxes	0.00	0.00	0.00	0.00	0.00	0.00	0.00	
	Delinquent Personal Interest Collected	0.00	0.00	0.00	0.00	0.00	0.00	0.00	
	Delinquent Real Tax Collected	0.00	44,380.54	0.00	37,766.07	37,766.07	37,766.07	37,766.07	
	Delinquent Real Tax Interest Collected	0.00	2,662.02	0.00	2,265.13	2,265.13	2,265.13	2,265.13	
B	Real Property Tax Collected	0%	1,305.28	86%	0.00	244,001.10	0.00	244,001.10	
	Personal Property Tax Collected	0%	0.00	97%	0.00	49,161.81	0.00	49,161.81	
C	Admin Fee, Penalty & Interest Collected	0.00	571.95		376.90	570.23		570.23	
E	Deposits to Tax Savings Account	0.00	48,953.43		40,408.10	43,234.39		43,234.39	
F	Interest Earned on Tax Accounts		41.07		1.90	13.13		13.13	
G	Tax Acct Transfer to Gen Fund/Tax Appropriation Funds		0.00		43.17	44,156.70		44,156.70	

TAX ACCOUNT		Beginning June	Ending June
BANK ACCOUNT BALANCE @			
2019		\$267,695.93	\$267,737.00
2018		\$13,851.86	\$13,853.30

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

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

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

A. Project # 1274-01	B. Request # 13	C. Period Covered by Request 05-01-19 to 06-30-19 <small>(M/D/Y) (M/D/Y)</small>	D. Request Type <input checked="" type="checkbox"/> partial <input type="checkbox"/> final	E. Grantee's EIN 38-6007193	F. Grant Amount \$593,241
G. Grantee Name: Village of Newberry					Phone # 906-293-3433
Address: Village Hall, 302 East McMillian Avenue, Newberry, MI 49868			Email: finance@newberrymi.gov		
H. Grantee's Bank Name: MBank – Mackinac Financial Corp.					Phone # 906-293-5165
Address: 414 Newberry Ave., Newberry, MI 49868					
Account Name: _____			ABA # 091102807	Account # 9960546	
Special Instructions: _____					
I. Budget Items (Include Eligible Costs Only Using Dollars and Cents)			Requested Incurred Costs This Period	Cumulative Costs Incurred To Date	
1. PROJECT PLANNING COSTS (for SRF plans, USDA-RD Preliminary Engineering Reports, or Project Proposal)			\$ 0.00	\$ 0.00	
2. DESIGN ENGINEERING COSTS			\$ 0.00	\$ 0.00	
3. USER CHARGE SYSTEM DEVELOPMENT COSTS (awarded under planning or design grant)			\$	\$	
4. WASTEWATER ASSET MANAGEMENT PLAN COSTS			\$ 77,275.42	\$ 184,862.77	
5. STORMWATER ASSET MANAGEMENT PLAN COSTS			\$ 10,597.44	\$ 63,979.11	
6. STORMWATER MANAGEMENT PLAN COSTS (Nonpoint Source Watershed Management Plans)			\$	\$	
7. INNOVATIVE WASTEWATER OR STORMWATER TECHNOLOGY COSTS			\$	\$	
8. DISADVANTAGED COMMUNITY CONSTRUCTION COSTS			\$	\$	
9. TOTAL CUMULATIVE AMOUNT FOR PERIOD COVERED BY THIS REQUEST (add totals in 1 st column)			\$ 87,872.86		
10. TOTAL CUMULATIVE ELIGIBLE COSTS INCURRED TO DATE (add totals in 2 nd column)				\$ 248,841.88	
11. LESS LOCAL MATCH (if applicable) <i>(na)</i>				(\$ 0.00)	
12. LESS AMOUNT PREVIOUSLY DISBURSED				(\$ 160,969.02)	
13. AMOUNT REQUESTED FOR DISBURSEMENT				\$ 87,872.86	
J. For each request, describe the scope of work completed to date. Attach separate sheet if more space is needed. Discuss the progress made on the services not yet complete and a schedule for their completion by the grant period end date. If the scope of work will exceed the grant period, request a grant period extension from your DEQ project manager prior to incurring the costs.					
<ul style="list-style-type: none"> o See attached "Budget & Disbursement Tracking" spreadsheet excerpts (pages 4 & 8 of 8) o See attached invoice copies from C2AE for May & June 2019 & Village Force Account hours/wages/40% fringes totals and Sewer clean & TV invoice o See attached Progress Report: #19 & #20 					
I certify that I am an authorized representative of the grantee and am authorized to make the following certifications on behalf of the grantee: (i) there is no pending litigation or event which will materially and adversely affect the project or the prospects for its completion; (ii) the representations, warranties and covenants contained in the grant agreement for the obligations pursuant to which this request for disbursement is submitted continue to be true and accurate in all material respects as of the date hereof; (iii) to the best of my knowledge and belief, the costs above were incurred in accordance with the terms of the grant agreement and the application for assistance for this project; and (iv) the amount requested for disbursement has not previously been requested.					
Authorized Representative Name (Print or Type): <u>Lori Stokes</u>			Title: <u>Village President</u>		
Authorized Representative Signature (Original): _____			Date: _____		
PLEASE RETURN THIS COMPLETED REQUEST TO THE ADDRESS SHOWN ON THE REVERSE SIDE					

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

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

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

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

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

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

For Newberry SAW Grant email to MDEQ Project Manager ~~Jaelyn Morchant at "MorchantJ1@michigan.gov"~~ Valorie White at "whitev1@michigan.gov"



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

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

May 31, 2019
 Project No: 13-0210
 Invoice No: 68144

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

Project 13-0210 Newberry SAW Application

Professional Services for the period ending May 19, 2019

Phase 04 Wastewater Asset Management Plan
 Fee

Billing Phase	Fee	Percent Complete	Earned	Previous Fee Billing	Current Fee Billing
Task -900 Inventory & GIS Database	77,180.00	96.80	74,710.24	72,942.82	1,767.42
Task -0910 Condition & Critically	33,760.00	4.00	1,350.40	877.76	472.64
Task 0920-Metering & Modeling	30,140.00	10.40	3,134.56	1,422.61	1,711.95
Task 0930-Software Hardware & Training	36,200.00	0.00	0.00	0.00	0.00
Task 0940-Sewer Televising	0.00	0.00	0.00	0.00	0.00
Task 0950-Level of Service	4,000.00	0.00	0.00	0.00	0.00
Task 0960-CIP&Rate Structure Development	29,240.00	24.50	7,163.80	6,783.68	380.12
Task 0970 - Other	5,000.00	0.00	0.00	0.00	0.00
Total Fee	215,520.00		86,359.00	82,026.87	4,332.13
	Total Fee				4,332.13
			Total this Phase		\$4,332.13
			Total this Invoice		\$4,332.13



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

May 31, 2019
 Project No: 13-0210
 Invoice No: 68145

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

Project 13-0210 Newberry SAW Application

Professional Services for the period ending May 19, 2019

Phase 05 Stormwater Asset Management Plan
 Fee

Billing Phase	Fee	Percent Complete	Earned	Previous Fee Billing	Current Fee Billing
Task 0900-Inventory & GIS Database	47,800.00	53.60	25,620.80	22,102.72	3,518.08
Task 0910-Condition & Criticality	31,700.00	6.00	1,902.00	1,902.00	0.00
Task 0920-Metering & Modeling	24,640.00	0.00	0.00	0.00	0.00
Task 0930-Software Hardware & Training	2,000.00	0.00	0.00	0.00	0.00
Task 0940-Sewer Televising	0.00	0.00	0.00	0.00	0.00
Task 0950-Level of Service	2,500.00	0.00	0.00	0.00	0.00
Task 0960-CIP&Rate Structure Development	24,500.00	5.70	1,396.50	1,396.50	0.00
Task 0970 - Other	0.00	0.00	0.00	0.00	0.00
Total Fee	133,140.00		28,919.30	25,401.22	3,518.08
	Total Fee				3,518.08
			Total this Phase		\$3,518.08
			Total this Invoice		<u>\$3,518.08</u>



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

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

June 27, 2019
 Project No: 13-0210
 Invoice No: 68281

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

Project 13-0210 Newberry SAW Application

Professional Services for the period ending June 16, 2019

Phase 04 Wastewater Asset Management Plan
Fee

Billing Phase	Fee	Percent Complete	Earned	Previous Fee Billing	Current Fee Billing
Task -900 Inventory & GIS Database	77,180.00	98.3347	75,894.75	74,710.24	1,184.51
Task -0910 Condition & Critically	33,760.00	6.4261	2,169.46	1,350.40	819.06
Task 0920-Metering & Modeling	30,140.00	10.40	3,134.56	3,134.56	0.00
Task 0930-Software Hardware & Training	36,200.00	11.9046	4,309.46	0.00	4,309.46
Task 0940-Sewer Televising	0.00	0.00	0.00	0.00	0.00
Task 0950-Level of Service	4,000.00	0.00	0.00	0.00	0.00
Task 0960-CIP&Rate Structure Development	29,240.00	24.50	7,163.80	7,163.80	0.00
Task 0970 - Other	5,000.00	0.00	0.00	0.00	0.00
Total Fee	215,520.00		92,672.03	86,359.00	6,313.03
	Total Fee				6,313.03
			Total this Phase		\$6,313.03
			Total this Invoice		\$6,313.03



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

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

June 27, 2019
 Project No: 13-0210
 Invoice No: 68282

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

Project 13-0210 Newberry SAW Application

Professional Services for the period ending June 16, 2019

Phase 05 Stormwater Asset Management Plan
 Fee

Billing Phase	Fee	Percent Complete	Earned	Previous Fee Billing	Current Fee Billing
Task 0900-Inventory & GIS Database	47,800.00	68.4104	32,700.16	25,620.80	7,079.36
Task 0910-Condition & Criticality	31,700.00	6.00	1,902.00	1,902.00	0.00
Task 0920-Metering & Modeling	24,640.00	0.00	0.00	0.00	0.00
Task 0930-Software Hardware & Training	2,000.00	0.00	0.00	0.00	0.00
Task 0940-Sewer Televising	0.00	0.00	0.00	0.00	0.00
Task 0950-Level of Service	2,500.00	0.00	0.00	0.00	0.00
Task 0960-CIP&Rate Structure Development	24,500.00	5.70	1,396.50	1,396.50	0.00
Task 0970 - Other	0.00	0.00	0.00	0.00	0.00
Total Fee	133,140.00		35,998.66	28,919.30	7,079.36
	Total Fee				7,079.36
			Total this Phase		\$7,079.36
			Total this Invoice		\$7,079.36



TV Inspection, Cleaning
Pipeline & Manhole Rehabilitation
Chemical Root Control

INVOICE

Invoice Number: 19507
Invoice Date: May 29, 2019
Page 1

VILLAGE OF NEWBERRY
302 East McMillan Ave
Newberry, MI 49868

VILLAGE OF NEWBERRY
302 East McMillan Ave
Newberry, MI 49868

Customer ID	Customer PO	Payment Terms		
NEW016		Net 30 Days		
Sales Rep ID	Shipping Method	Ship Date	Due Date	
BH			7/15/19	
Description	Quantity	U/M	Unit Price	Amount
SAW Program - Sanitary Sewer TV Inspection Project #13-0210				
JOB # 19076				
BID ITEM 1 MOBILIZATION	1.00	L SUM	2,900.000	2,900.00
BID ITEM 2 CLEAN 6" THRU 36" SEWER	21,577.90	FOOT	0.830	17,909.66
BID ITEM 3 ADDITIONAL HEAVY CLEANING	101.00	HOUR	245.000	24,745.00
BID ITEM 4 TV INSPECTION 6" THRU 36"	32,018.60	FOOT	0.520	16,649.67
BID ITEM 5 PORTABLE HARD DRIVES CONTAINING DIGITAL LOGS W/ PHOTOS IN PDF FORMAT, MPEG VIDEOS, AND SINGLE MS ACCESS DATABASE FILE & GIS SHAPE FILE	2.00	EACH	150.000	300.00
BID ITEM 6 SET OF COLOR PRINTED & BOUND LOGS IN 3-RING BINDER	2.00	EACH	50.000	100.00

PLEASE PAY FROM INVOICE

Accounts past due will be charged a service charge of \$1.00 or a finance charge of 1.5% per month (18% annual rate) of the outstanding balance, whichever is greater.

Subtotal	Continued
Sales Tax	Continued
Total Invoice Amount	Continued
Payment/Credit Applied	
TOTAL	Continued

THANK YOU FOR YOUR BUSINESS

3600 Kewaunee Road Green Bay, WI 54311 Phone: 920-863-3663 Fax: 920-863-3662



TV Inspection, Cleaning
Pipeline & Manhole Rehabilitation
Chemical Root Control

INVOICE

Invoice Number: 19507
Invoice Date: May 29, 2019
Page 2

VILLAGE OF NEWBERRY
302 East McMillan Ave
Newberry, MI 49868

VILLAGE OF NEWBERRY
302 East McMillan Ave
Newberry, MI 49868

Customer ID	Customer PO	Payment Terms		
NEW016		Net 30 Days		
Sales Rep ID	Shipping Method	Ship Date	Due Date	
BH			7/15/19	
Description	Quantity	U/M	Unit Price	Amount
BID ITEM 7 FULL GIS INTEGRATION OF VIDEO, DEFECTS, AND WYE BRANCH LOCATIONS INTO GIS SHAPE FILE	1.00	L SUM	750.000	750.00
PLEASE PAY FROM INVOICE				
Subtotal				63,354.33
Sales Tax				
Total Invoice Amount				63,354.33
Payment/Credit Applied				
TOTAL				63,354.33

Accounts past due will be charged a service charge of \$1.00 or a finance charge of 1.5% per month (18% annual rate) of the outstanding balance, whichever is greater.

THANK YOU FOR YOUR BUSINESS

3600 Kewaunee Road Green Bay, WI 54311 Phone: 920-863-3663 Fax: 920-863-3662

EMPLOYEE	DATE	DAY	HOURLY RATE	HOURS	WAGE	BENEFITS	WAGE + BENEFITS	DESCRIPTION
JERRY OVERLAND	5/6/2019	MONDAY	\$ 17.66	8	\$ 141.28	\$ 56.51	\$ 197.79	LOCATING MANHOLE FOR TV AND CLEANING CREW
JERRY OVERLAND	5/7/2019	TUESDAY	\$ 17.66	11	\$ 194.26	\$ 77.70	\$ 271.96	LOCATING MANHOLE FOR TV AND CLEANING CREW
JERRY OVERLAND	5/8/2019	WEDNESDAY	\$ 17.66	11	\$ 194.26	\$ 77.70	\$ 271.96	LOCATING MANHOLE FOR TV AND CLEANING CREW
JERRY OVERLAND	5/9/2019	THURSDAY	\$ 17.66	9.5	\$ 167.77	\$ 67.11	\$ 234.88	LOCATING MANHOLE FOR TV AND CLEANING CREW
JERRY OVERLAND	5/10/2019	FRIDAY	\$ 17.66	6	\$ 105.96	\$ 42.38	\$ 148.34	LOCATING MANHOLE FOR TV AND CLEANING CREW
JERRY OVERLAND	5/13/2019	MONDAY	\$ 17.66	4.5	\$ 79.47	\$ 31.79	\$ 111.26	LOCATING MANHOLE FOR TV AND CLEANING CREW
JERRY OVERLAND	5/14/2019	TUESDAY	\$ 17.66	10.5	\$ 185.43	\$ 74.17	\$ 259.60	LOCATING MANHOLE FOR TV AND CLEANING CREW
JERRY OVERLAND	5/15/2019	WEDNESDAY	\$ 17.66	10	\$ 176.60	\$ 70.64	\$ 247.24	LOCATING MANHOLE FOR TV AND CLEANING CREW
JERRY OVERLAND	5/16/2019	THURSDAY	\$ 17.66	11	\$ 194.26	\$ 77.70	\$ 271.96	LOCATING MANHOLE FOR TV AND CLEANING CREW
JERRY OVERLAND	5/17/2019	FRIDAY	\$ 17.66	8	\$ 141.28	\$ 56.51	\$ 197.79	LOCATING MANHOLE FOR TV AND CLEANING CREW
JERRY OVERLAND	5/20/2019	MONDAY	\$ 17.66	8.5	\$ 150.11	\$ 60.04	\$ 210.15	LOCATING MANHOLE FOR TV AND CLEANING CREW
JERRY OVERLAND	5/21/2019	TUESDAY	\$ 17.66	5	\$ 88.30	\$ 35.32	\$ 123.62	LOCATING MANHOLE FOR TV AND CLEANING CREW
JERRY OVERLAND	5/22/2019	WEDNESDAY	\$ 17.66	9	\$ 158.94	\$ 63.58	\$ 222.52	LOCATING MANHOLE FOR TV AND CLEANING CREW
JERRY OVERLAND	5/23/2019	THURSDAY	\$ 17.66	9	\$ 158.94	\$ 63.58	\$ 222.52	LOCATING MANHOLE FOR TV AND CLEANING CREW
JERRY OVERLAND	5/28/2019	TUESDAY	\$ 17.66	3	\$ 52.98	\$ 21.19	\$ 74.17	LOCATING MANHOLE FOR TV AND CLEANING CREW
JERRY OVERLAND	5/29/2019	WEDNESDAY	\$ 17.66	8.5	\$ 150.11	\$ 60.04	\$ 210.15	LOCATING MANHOLE FOR TV AND CLEANING CREW

TOTAL REIMBURSEMENT \$ 3,275.93

NEWBERRY SAW 05-06-19 to 05-29-19

Village of Newberry		STORMWATER ASSET MANAGEMENT PLANNING										MDEQ #1274-01
Wastewater & Stormwater Asset Manage Budget & Disbursement Tracking												
Proj 13-0210												
Last Revision: 07-08-19												
Phase-Task	05-900 Inventory & GIS Database Development	05-910 Condition & Criticality Assessment	05-920 Metering & Modelling	05-930 Software, Hardware & Training	05-940 Sewer Televising	05-950 Level of Service	05-960 CIP & Rate Structure Development	05-970 Other - Background Model Map	Totals			
Description												
Budgets:												
C2AE Internal	\$34,500.00	\$31,700.00	\$24,640.00	\$2,000.00	\$24,500.00	\$0.00	\$24,500.00	\$0.00	\$117,840.00			
C2AE Subs	\$13,300.00								\$15,300.00			
Total C2AE	\$47,800.00	\$31,700.00	\$24,640.00	\$2,000.00	\$0.00	\$2,500.00	\$24,500.00	\$0.00	\$133,140.00			
Other Vendors	\$5,250.00	\$5,250.00			\$62,775.00	\$640.00	\$4,800.00	\$1,000.00	\$87,275.00			
Local Force Account									\$16,940.00			
Village Requested Transfer									\$0.00			
Total Budget	\$53,050.00	\$36,950.00	\$24,640.00	\$2,000.00	\$62,775.00	\$4,140.00	\$33,300.00	\$20,500.00	\$237,355.00			
Invoice / Statement												
By	Number	Date										
C2AE	67979	04/30/19	\$544.92						\$544.92			
C2AE	67980	04/30/19							\$0.00			
Force Account	x	05/03/19							\$0.00			
x	x	x							\$0.00			
Total Disbursement Request #12			\$544.92	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$544.92			
C2AE	68144	05/31/19							\$0.00			
C2AE	68145	05/31/19	\$3,518.08						\$3,518.08			
Force Account	x	05/31/19							\$0.00			
C2AE	68281	06/27/19							\$0.00			
C2AE	68282	06/27/19	\$7,079.36						\$7,079.36			
Great Lakes TV	19507	05/29/19							\$0.00			
Total Disbursement Request #13			\$10,597.44	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$10,597.44			
RUNNING TOTALS			\$32,700.16	\$1,902.00	\$0.00	\$8,955.45	\$1,396.50	\$19,025.00	\$63,979.11			
Remaining			\$20,349.84	\$35,048.00	\$24,640.00	\$53,819.55	\$31,903.50	\$1,475.00	\$173,375.89			
..											27%	

Client:	Village of Newberry	Date:	5-31-19
Project No.:	13-0210	Project Manager:	Chuck Lawson
Project Name:	SAW Grant	Report Lead:	Dave Holmgren
Project Phase:	Report	Admin.:	Dave Cain
Client Approved Revised Completion Date:	na	Project Start Date:	Sep 2013 (application)
Client Project No.:	MDEQ SAW #1274-01	Project Completion Date:	Nov 2020
Client Advisor:		Period Covered:	May 2019

THE WORK ACCOMPLISHED IN THE DEFINED PERIOD CONSISTED OF:

- Continued incorporating inventory data into GIS database
- Continue developing sewer model
- Flow meter data checked – directed changes by installer
- Monitor TV data production and begin incorporating into GIS database as it becomes available

THE ANTICIPATED WORK ELEMENTS IN THE NEXT PERIOD:

- Monitor flow metering & start incorporating data
- Continue database integration & sewer model prep
- Assist with TV work coordination
- Compile next Draw Request package

SCOPE CHANGES MADE DURING DEFINED PERIOD:

- na

BUDGET STATUS (% COMPLETE OF C2AE TASKS):

Wastewater (WAMP) Task	Budget	Approx. % Used
900 – Inventory & GIS Database Development	\$77,180	95%
910 – Condition & Criticality Assessment	\$33,760	4%
920 – Metering & Modeling	\$30,140	10%
930 – Software, Hardware, & Training	\$36,200	1%
940 – Sewer Televising	\$0	na
950 – Level of Service	\$4,000	4%
960 – Cap. Imp. Plan & Rate Structure Development	\$29,240	27%
970 – Other – Funding Application	\$5,000	100%
Total C2AE	\$215,520	40%
Total Project Including Other Venders, etc.	\$379,622	30%

PROGRESS REPORT # 19

Project Description: Newberry SAW

Stormwater (SAMP) Task	Budget	Approx. % Used
900 – Inventory & GIS Database Development	\$47,800	71%
910 – Condition & Criticality Assessment	\$31,700	6%
920 – Metering & Modeling	\$24,640	0%
930 – Software, Hardware, & Training	\$2,000	0%
940 – Sewer Televising	\$0	na
950 – Level of Service	\$2,500	1%
960 – Cap. Imp. Plan & Rate Structure Development	\$24,5000	9%
970 – Other – Mapping	\$0	na
Total C2AE	\$133,140	18%
Total Project Including Other Venders, etc.	\$237,355	12%

SCHEDULE STATUS (from Engineering Agreement):

Wastewater (WAMP) Task	Target	Status
900 – Inventory & GIS Database Development	May-Jul 2018 9	Nearly Complete
910 – Condition & Criticality Assessment	Aug-Oct 2018 9	Nearly Complete
920 – Metering & Modeling	Jul-Nov 2018 9	Continues
930 – Software, Hardware, & Training	May-Jul 2018 9	xxx
940 – Sewer Televising	Aug-Nov 2018 9	Starting
950 – Level of Service	Nov-Dec 2018 9	xxx
960 – CIP & Rate Structure Development	Nov-Dec 2018 9	Continues
970 – Other – Grant Application Preparation	Nov 2013	Done
Rate Methodology Submittal to MDEQ	End of May 2020	On schedule
SAW Grant Budget Deadline	End of Nov 2020	On schedule

Stormwater (SAMP) Task	Target	Status
900 – Inventory & GIS Database Development	Aug-Oct 2018 19	Continuing
910 – Condition & Criticality Assessment	Oct-Nov 2018 19	Continuing
920 – Metering & Modeling	Mar-Apr 2019	Planning
930 – Software, Hardware, & Training	May-Jul 2018 19	Started
940 – Sewer Televising	May-Jun 2019	Planning
950 – Level of Service	Jun-Jul 2019	xx
960 – CIP & Rate Structure Development	Jun-Jul 2019	xx
970 – Other – Mapping for Drainage Model	May-Jul 2018	Done
SAW Grant Budget Deadline	End of Nov 2020	On schedule

INPUT NEEDED FROM CLIENT:

- na

CLIENT INPUT, DECISIONS AND DIRECTIVES:

- na

REALIZED OR ANTICIPATED CONCERNS:

- na

VALUE ADDED:

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

Client:	Village of Newberry	Date:	06-30-19
Project No.:	13-0210	Project Manager:	Chuck Lawson
Project Name:	SAW Grant	Report Lead:	Dave Holmgren
Project Phase:	Report	Admin.:	Dave Cain
Client Approved Revised Completion Date:	na	Project Start Date:	Sep 2013 (application)
Client Project No.:	MDEQ SAW #1274-01	Project Completion Date:	Nov 2020
Client Advisor:		Period Covered:	June 2019

THE WORK ACCOMPLISHED IN THE DEFINED PERIOD CONSISTED OF:

- o Continued incorporating inventory data into GIS database
- o Continue developing sewer model
- o Reviewing TV data

THE ANTICIPATED WORK ELEMENTS IN THE NEXT PERIOD:

- o Continue gathering & incorporating flow meter data
- o Continue database integration & sewer model prep
- o Compile next Draw Request package

SCOPE CHANGES MADE DURING DEFINED PERIOD:

- o na

BUDGET STATUS (% COMPLETE OF C2AE TASKS):

Wastewater (WAMP) Task	Budget	Approx. % Used
900 – Inventory & GIS Database Development	\$77,180	99%
910 – Condition & Criticality Assessment	\$33,760	8%
920 – Metering & Modeling	\$30,140	11%
930 – Software, Hardware, & Training	\$36,200	12%
940 – Sewer Televising	\$0	na
950 – Level of Service	\$4,000	4%
960 – Cap. Imp. Plan & Rate Structure Development	\$29,240	27%
970 – Other – Funding Application	\$5,000	100%
Total C2AE	\$215,520	43%
Total Project Including Other Venders, etc.	\$379,622	32%

PROGRESS REPORT # 20

Project Description: Newberry SAW

Stormwater (SAMP) Task	Budget	Approx. % Used
900 – Inventory & GIS Database Development	\$47,800	71%
910 – Condition & Criticality Assessment	\$31,700	6%
920 – Metering & Modeling	\$24,640	0%
930 – Software, Hardware, & Training	\$2,000	0%
940 – Sewer Televising	\$0	na
950 – Level of Service	\$2,500	1%
960 – Cap. Imp. Plan & Rate Structure Development	\$24,5000	9%
970 – Other – Mapping	\$0	na
Total C2AE	\$133,140	23%
Total Project Including Other Venders, etc.	\$237,355	15%

SCHEDULE STATUS (from Engineering Agreement):

Wastewater (WAMP) Task	Target	Status
900 – Inventory & GIS Database Development	May-Jul 2018 9	Nearly Complete
910 – Condition & Criticality Assessment	Aug-Oct 2018 9	Nearly Complete
920 – Metering & Modeling	Jul-Nov 2018 9	Continues
930 – Software, Hardware, & Training	May-Jul 2018 9	Started planning for training
940 – Sewer Televising	Aug-Nov 2018 9	Initial field work done
950 – Level of Service	Nov-Dec 2018 9	xxx
960 – CIP & Rate Structure Development	Nov-Dec 2018 9	Continues
970 – Other – Grant Application Preparation	Nov 2013	Done
Rate Methodology Submittal to MDEQ	End of May 2020	On schedule
SAW Grant Budget Deadline	End of Nov 2020	On schedule

Stormwater (SAMP) Task	Target	Status
900 – Inventory & GIS Database Development	Aug-Oct 2018 19	Continuing
910 – Condition & Criticality Assessment	Oct-Nov 2018 19	Continuing
920 – Metering & Modeling	Mar-Apr 2019	Planning
930 – Software, Hardware, & Training	May-Jul 2018 19	Started
940 – Sewer Televising	May-Jun 2019	Planning
950 – Level of Service	Jun-Jul 2019	xx
960 – CIP & Rate Structure Development	Jun-Jul 2019	xx
970 – Other – Mapping for Drainage Model	May-Jul 2018	Done
SAW Grant Budget Deadline	End of Nov 2020	On schedule

INPUT NEEDED FROM CLIENT:

- na

CLIENT INPUT, DECISIONS AND DIRECTIVES:

- na

REALIZED OR ANTICIPATED CONCERNS:

- na

VALUE ADDED:

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

NEWBERRY VILLAGE COUNCIL

JULY 16, 2019

302 E. MC MILLAN AVE

NEWBERRY, MICH 49868

TO ALL COUNCIL MEMBERS,

PLEASE READ THIS LETTER AT YOUR JULY 16TH MEETING IN REGARDS TO ORDINANCE OFFICER FOSSITT ME AND MY UNCLE OWN SEVERAL HOMES, IN THE NEWBERRY AREA THAT ARE ALL RENTED IN GOOD CONDITION. FOR YEARS HAVE NOTICE VECHILES PARKED IN YARDS, DRIVEWAYS THAT HAVE NOT BEEN MOVED. JUST DRIVE DOWN SOME ALLEYS AND LOOK IN THE BACKYARDS AND YOU WILL SEE FOR YOURSELF. EVEN STOVES, WASHERS IN REAR YARDS THAT IS THE PLACE MICE AND RAT'S WILL LIVE UNDER IN THE FALL AND WINTER. WHY IS MR FOSSITT DOING ANY ENFORCEMENT WITH THIS ON GOING PROBLEM IN THE VILLAGE. WHAT HAPPEND TO THE PRIDE.

Harold Brown

HAROLD BROWN

VILLAGE OF NEWBERRY



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

Newberry Fire Department

Fire Chief John Wendt

June Report

6-28-19 Burn barrel fire on West Helen

7-3-19 Four car accident at Deer Park

7-6-19 Drowning at Dollarville Dam

The Fourth of July event at the hall had a great turnout and will continue next year.

2019 FOIA Request Tracking
as of 7.08.19

Request ID	Date Request Received	Last	First	Regarding	Status
2019-001-SL	4.03.2019	LaButte	Shiloh	2019 Village Council Meeting Minutes regarding Budget	Complete- 4.5.2019
2019-002-JF	5.23.2019	Farris	Jennifer	Family Dollar records for environmental site assesment	Complete- 5.30.2019
2019-003-JD	6.20.2019	DeWitt	John	All emails by the Village of Newberry President Lori Stokes, 12.1.2018 to 5.28.19	Closed- see amended request listing
2019-003-JD Amended	6.27.19	De Witt	John	All emails sent and received by L Stokes VP from 11.2018 to 6.27.19 - exclude emails sent to/received by Village council, staff, and attorney J. Jocks.	In progress

VILLAGE OF NEWBERRY



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

Newberry Wastewater Treatment Plant

George Blakely Superintendent
July 2019 Report

The weather finally cooperated and FSO was able to complete the spring Bio-Solids haul. They hauled 280,000 gals. of Bio-Solids to the Craig Farm.

C2AE is putting together a draft proposal for our Chlorine change over. It will be paid under the SRF Project. We should see the draft in about 2 weeks.

Tom Asmus from EGLE stopped in to discuss our plant operation and catch up on the issues we and other plants have had due to the wet spring.

- Monthly report submitted to EGLE
- Staff Safety Meeting
- Routine Preventive Maintenance
- Bio-Solids hauled
- C2AE in for Chlorine
- Tom Asmus from EGLE in for visit

VILLAGE OF NEWBERRY



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

WATER AND LIGHT

Joe Lively Foreman

June 2019 Report

- Seasonal Turn Ons
- Meter Reading
- Call Out 112 E Harrie (Garage)
- Brushing (Primary and Secondary)
- Repaired Office Door
- Outage Co. Rd. 430 (Tree Down On Primary)
- Disconnects, Non-Payment (20)
- Miss Digs
- Call Out Newberry Avenue (Secondary Mast)
- Replaced Burned Cutout Fuse- N. Line
- Repaired Water Leak (508 E. McMillan)
- Outage E. Victory (1 Squirrel, 3 Fuses)
- Repaired MV Lights
- Elec. & Water Parts Inventory With Prices
- Water Meter Repairs/Replacements

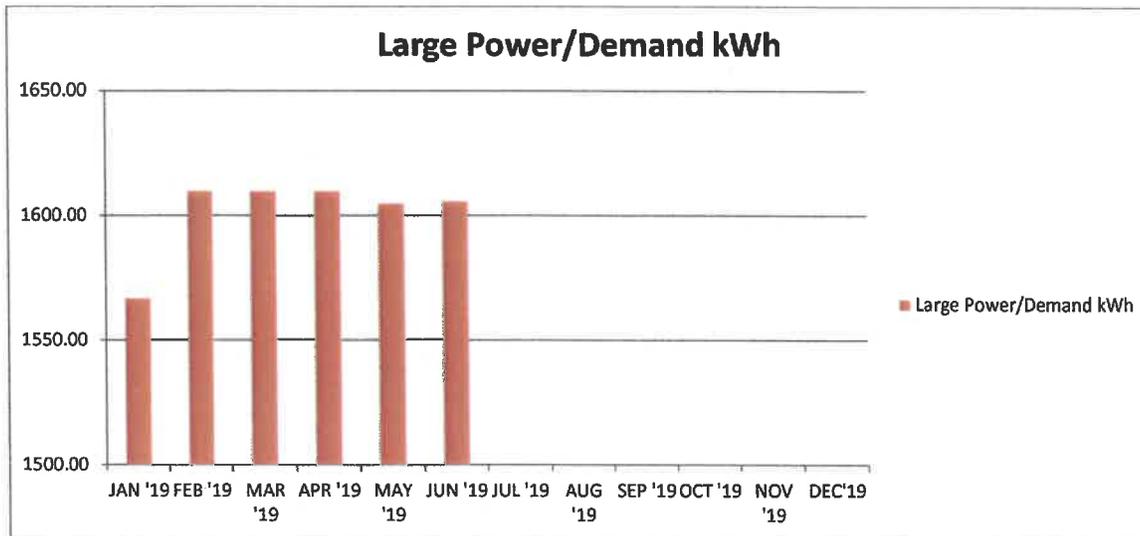
2019 - ELECTRIC CONSUMPTION / BILLING

2019	RESIDENTIAL										COMMERCIAL										LARGE POWER										DEMAND		
	ER	METERS	FUEL ADJ	ER	EO	ER	ER	EC	EC	EC	METERS	FUEL ADJ	EC	AMT BILLED	LG	LG	METERS	AMT BILLED	LG	FUEL ADJ	DEMAND	DEMAND	DEMAND	DEMAND	DEMAND	DEMAND	DEMAND	DEMAND	DEMAND				
	KW		\$	\$	\$	\$	\$	\$	\$	\$		\$	\$	\$	KW	KW		\$	KW	\$	KW	\$	\$	KW	\$	\$	KW	\$	\$				
JAN	814308.00	1188	\$ 17,403.15	\$ 1,160.15	\$ 85,266.66	\$ 79,405.50	275482.00	328583.00	210	\$ 7,007.66	\$ 40,334.69	581551.00	15	\$ 31,638.67	\$ 15,825.61	1567.00	13	\$ 14,344.16															
FEB	758223.00	1188	\$ 16,217.48	\$ 1,081.35	\$ 79,405.50	274463.00	274463.00	208	\$ 5,864.06	\$ 34,167.79	459941.00	15	\$ 25,245.16	\$ 12,783.60	1610.00	13	\$ 14,656.35																
MAR	632228.00	1196	\$ 10,544.74	\$ 899.47	\$ 66,207.35	260879.00	260879.00	207	\$ 4,571.48	\$ 34,044.94	480731.00	15	\$ 25,332.39	\$ 8,152.17	1610.00	13	\$ 14,646.51																
APR	687758.00	1188	\$ 11,473.95	\$ 978.65	\$ 72,020.51	267090.00	267090.00	207	\$ 4,364.87	\$ 30,610.22	464458.00	15	\$ 24,478.59	\$ 7,920.20	1610.00	13	\$ 14,652.68																
MAY	583244.00	1189	\$ 9,730.89	\$ 830.02	\$ 61,076.90	236337.00	236337.00	208	\$ 3,968.17	\$ 27,854.25	526257.00	15	\$ 27,713.48	\$ 8,870.46	1606.00	13	\$ 14,610.43																
JUN	574345.00	1190	\$ 9,583.04	\$ 817.18	\$ 60,099.81																												
JUL																																	
AUG																																	
SEPT																																	
OCT																																	
NOV																																	
DEC																																	
TOTAL	4050108.00	7139.00	\$ 74,953.25	\$ 5766.82	\$ 424,076.73	1642834.00	1642834.00	1247.00	\$ 30,239.09	\$ 198,344.96	3025347.00	90.00	\$ 161,399.16	\$ 62,091.11	9608.00	78.00	\$ 87,520.56																
AVG	675018	1189.833	12492.20833	961.1366667	70679.455	273805.6667	273805.6667	207.8333	5039.848333	33057.49333	504224.5	15	26899.86	10348.51833	1601.333	13	14586.76																

TOTAL Kwh 8727.90
 AVERAGE METERS 1425.666667

Water & Light
Electric Demand Report Large Power/Industrial
June 2019

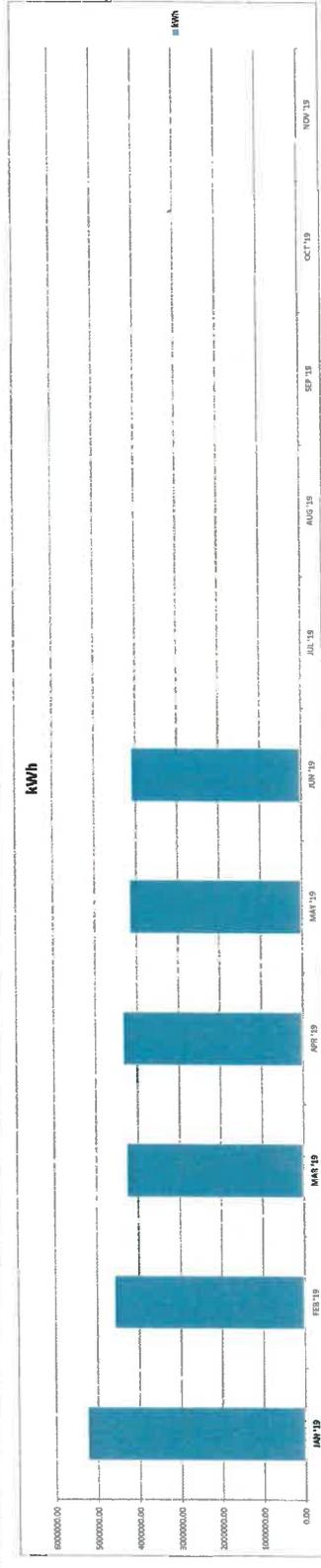
MONTH:	LG POWER/INDUSTRIAL	BILLED AMOUNT
DEC '18	1596.00	\$ 14,580.32
JAN '19	1567.00	\$ 14,344.16
FEB '19	1610.00	\$ 14,656.35
MAR '19	1610.00	\$ 14,646.51
APR '19	1610.00	\$ 14,652.68
MAY '19	1605.00	\$ 14,610.43
JUN '19	1606.00	\$ 14,610.43
JUL '19		
AUG '19		
SEP '19		
OCT '19		
NOV '19		
DEC'19		



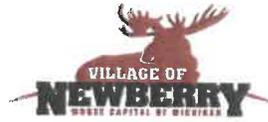


**Water & Light
Billed Electric kWh Report
June 2019**

MONTH:	RES/COM KWH:	DEM. BILLED	RES/COM BILL	CONSUMER'S	MPPA	MISO	ATC	CEC-HYDRO	2019 PAID	2018 PAID	2017 PAID	2016 PAID	2015 PD:	SAVED:
JAN '19	5244620.00	\$ 14,344.16	\$ 230,418.93	\$ 89,467.68	\$ 40.30	\$ 3,212.50	\$ 12,141.88	\$ 5,064.28	\$ 109,926.64	\$ 120,527.53	\$ 120,527.53	\$ 103,229.84	\$ 146,638.48	\$ 19,600.85
FEB '19	4567513.00	\$ 14,656.35	\$ 207,076.23	\$ 80,135.58	\$ 39.58	\$ 4,411.90	\$ 12,141.88	\$ 4,942.98	\$ 101,671.32	\$ 119,847.55	\$ 119,847.55	\$ 111,398.64	\$ 146,524.53	\$ 18,176.21
MAR '19	4246844.00	\$ 14,646.51	\$ 183,241.37	\$ 79,410.54	\$ 88.56	\$ 2,830.30	\$ 12,141.88	\$ 5,012.77	\$ 99,484.05	\$ 62,464.90	\$ 62,464.90	\$ 130,780.97	\$ 135,195.29	\$ 37,019.15
APR '19	4303186.00	\$ 14,652.88	\$ 186,387.07	\$ 74,868.96	\$ 57.49	\$ 3,105.23	\$ 12,141.88	\$ 5,005.56	\$ 95,179.12	\$ 106,956.15	\$ 106,956.15	\$ 98,265.91	\$ 114,707.13	\$ 13,777.03
MAY '19	4129592.00	\$ 14,610.43	\$ 176,542.43	\$ 65,008.14	\$ 36.79	\$ 2,396.55	\$ 12,141.88	\$ 5,209.73	\$ 84,795.09	\$ 99,336.04	\$ 99,336.04	\$ 121,856.40	\$ 145,098.13	\$ 14,562.95
JUN '19	4068550.00	\$ 14,610.43	\$ 173,245.90	\$ 55,631.06	\$ -	\$ 2,877.14	\$ 12,141.88	\$ 5,234.88	\$ 75,944.96	\$ 82,256.55	\$ 82,256.55	\$ 103,696.18	\$ 121,602.87	\$ 16,305.57
JUL '19														
AUG '19														
SEP '19														
OCT '19														
NOV '19														
DEC '19	2658505.00	\$ 87,500.56	\$ 1,156,911.93	\$ 444,521.96	\$ 264.72	\$ 18,833.02	\$ 72,851.28	\$ 80,530.20	\$ 567,001.18	\$ 1,072,237.04	\$ 1,294,817.89	\$ 1,288,637.86	\$ 1,409,908.51	\$ 39,388.54

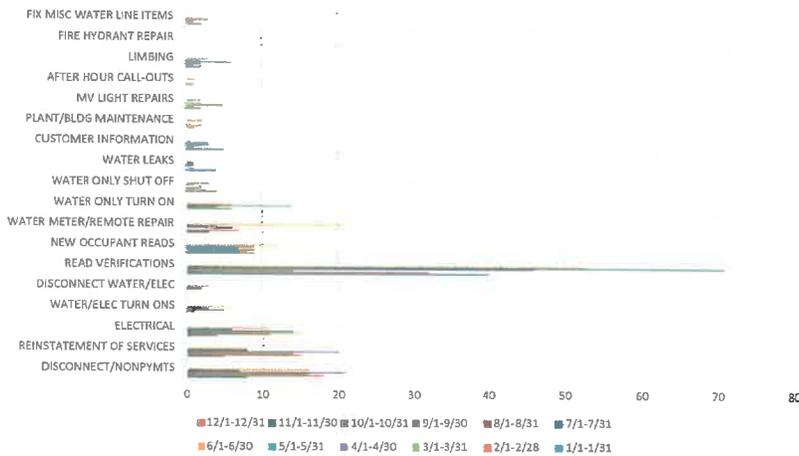


**Water & Light
Work Orders Report
June 2019**



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/NONPYMTS	8	18	16	21	7	16						
REINSTATEMENT OF SERVICES	5	15	14	20	8	8						
ELECTRICAL	4	11	15	14	6	11						
WATER/ELEC TURN ONS	0	0	1	5	3	6						
DISCONNECT WATER/ELEC	0	0	0	2	2	3						
READ VERIFICATIONS	40	32	14	46	71	53						
NEW OCCUPANT READS	9	8	9	7	9	12						
WATER METER/REMOTE REPAIR	3	7	0	6	4	21						
WATER ONLY TURN ON	0	0	6	4	14	6						
WATER ONLY SHUT OFF	4	1	2	0	1	3						
WATER LEAKS	4	1	0	1	1	1						
CUSTOMER INFORMATION	5	1	2	3	3	1						
PLANT/BLDG MAINTENANCE	0	1	2	0	0	2						
MV LIGHT REPAIRS	2	1	5	2	0	2						
AFTER HOUR CALL-OUTS	0	0	1	0	0	1						
LIMBING	2	1	2	6	2	3						
FIRE HYDRANT REPAIR	0	0	0	0	0	0						
FIX MISC WATER LINE ITEMS	0	2	1	1	3	1						
TOTALS	86	99	90	138	134	150	0	0	0	0	0	0

Work Orders



WATER AND LIGHT
MISS DIGS

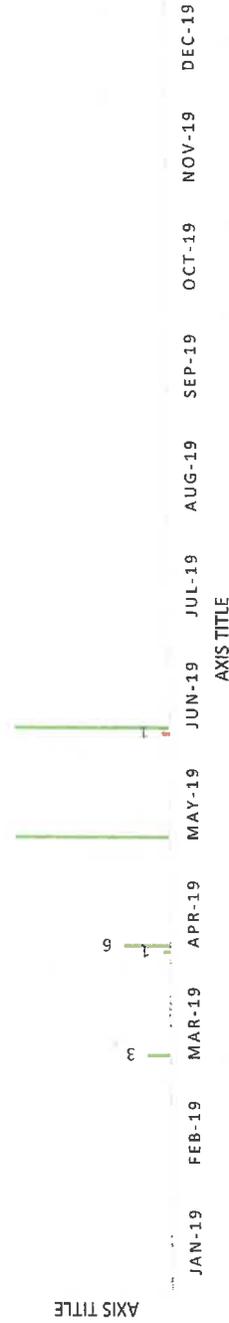
Water & Light
Miss Digs
June 2019



MISS DIGS	Jan-19	Feb-19	Mar-19	Apr-19	May-19	Jun-19	Jul-19	Aug-19	Sep-19	Oct-19	Nov-19	Dec-19
000 RESPONSE PENDING												
001 NO CONFLICT				1		1						
002 MARKED			3	6	24	32						
003 NOT COMPLETE												
004 MARKED-UTILITY REQUIRED ON SITE DURING EXCAVATION												
005 ON GOING COORDINATION												
006 NOT MARKED-NO ACCESS TO WORK AREA												
007 STATED SCOPE OF WORK COMPLETED												
008 FACILITY RESPONSE NOT REQUIRED												
009 ADDITIONAL LOCATING REQUIRED												
010 EXEMPT FROM MARKING												
013 CANCELED												
201 DESIGN-TASK FACILITIES												
202 DESIGN-TASK COMPLETED												
203 DESIGN-MARKING REQUIRED												
999 HAS NOT RESPONDED												
TOTALS	0	0	3	7	24	33	0	0	0	0	0	0

WATER & LIGHT

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



VILLAGE OF NEWBERRY



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

Newberry Council Meeting DPW monthly report

Assistant Manager Buck Vallad

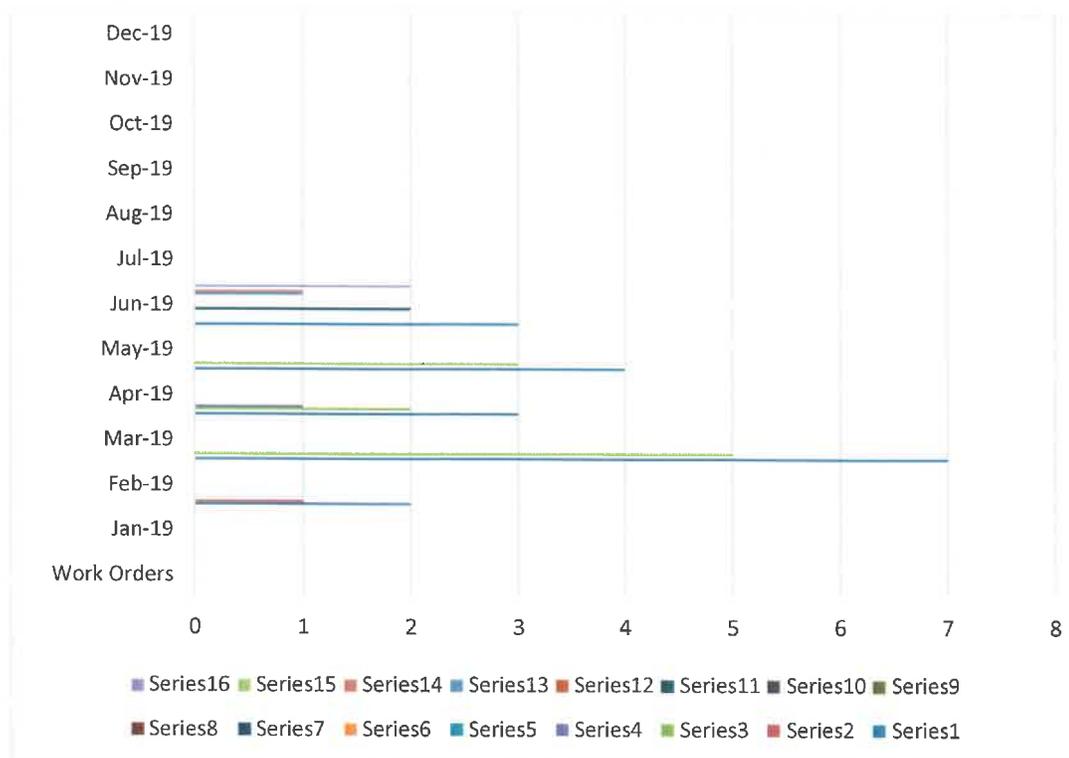
June 1 to June 30th

The month of June was a time to try to get caught up on our duties we missed due to the wet weather in May. This month we also ran our community cleanup dumpsters.

- Garbage pick up
- Work orders
- Picked up brush
- Miss Digs
- Worked on sewer issues
- Cleared storm drains
- Camel jet sewer line cleaning
- Village wide clean-up days
- Raked and mowed all parks within the Village
- Graded alleys
- Placed Yield signs at R&R crossings

June 2019 DPW

Work Orders	Jan-19	Feb-19	Mar-19	Apr-19	May-19	Jun-19	Jul-19	Aug-19	Sep-19	Oct-19	Nov-19	Dec-19
SEWER		2	7	3	4	3						
GARDEN CLUB PLANTERS		1										
STREETS - PLOWING			5	2	3							
SIDEWALK				1								
GARBAGE												
BIKE RACK												
ALLEY & ALLEY CLEAN UP						2						
BRUSH CLEANUP												
TREES AND STUMPS												
PARKS												
SANI-STORM												
VON-ADMIN BLDG												
CEMENT RETAINERS-LINK						1						
SIGNS						1						
STREETS-SWEPT-HOLES												
BARRICADES						2						
TOTALS		3	12	6	7	9						



VILLAGE OF NEWBERRY



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

Superintendent of Parks & Recreation Village Manager Updates Village Council Board Meeting – July 16, 2019

Note: Request motions from the Council on items A(d) and B(b). Accompanying documentation is provided under the agenda items listed in New Business.

A. Parks & Recreation – Request motion under item d

- a. Since the first round of bids for the final stage of TORC were higher than the budget had allocated, the DNR recommend having AECOM write a bid amendment. This was completed and the two vendors that submitted an original bid were notified of the revised scope.
- b. Both vendors resubmitted bids based on the revised scope and Kivisto Tree Service, LLC was the lowest bid. The bid documents were sent to DNR for approval which was signed and received back from Merrie Carlock on July 8, 2019.
- c. According to the grant requirements and the Village Council purchasing policies, the Village Council must approve the lowest bidder prior to any work beginning at the TORC.
- d. On the agenda under New Business: Requesting a motion from the Village Council to approve the lowest bidder, Kivisto Tree Service, LLC, to perform the work for the final stage of the TORC project.
- e. Refer to DNR approval form located under New Business item: TORC Contractor Award Approval.

B. Planning Commission – Request motion under item b

- a. The Planning Commission approved the Public Participation Plan (P3) and has requested that the Council approve it. This is a requirement of the Michigan Economic Development Corporation in order to be approved as a Redevelopment Ready Community (RRC). The P3 was written by Rebecca Bolen, Eastern Upper Peninsula Regional Planning & Development, and paid for through a grant they had received from MEDC to complete these plans on behalf of local UP communities. Over a period of three months, the Planning Commission reviewed draft versions and provided edits and suggestions.
- b. On the agenda under New Business: Requesting a motion from the Village Council to approve the Public Participation Plan as presented.
- c. Refer to the P3 under New Business item: Redevelopment Ready Communities (RRC) - Public Participation Plan
- d. Met with Christopher Germain and Lindsey Miller, Michigan Economic Development Corporation to begin the RRC evaluation process.

C. Audit & Financial Updates

a. 2018 Audit:

- i. The audit began on Monday, April 29, 2019. Communicated with Brenda Gartland via phone and email multiple times on the items required. Have been working with staff to gather all requested documents by auditor. The Department of Treasury has extended the due date for the audit until August 1, 2019. The Village is still in compliance with all reporting requirements.

D. Building Damage

- a. Demolition has begun on the building and now the adjuster needs to know what type of building the Village would like to put as a replacement. The adjuster does not need blueprints or engineer plans but just what the building's use will be. For example, all DPW, or multi-use with DPW and office spaces for administration.
- b. It has been determined there was asbestos in some of the floor tiles and floor glue of the building. The floor tiles and the floor glue that contains asbestos will be removed after the demolition of the walls and ceiling is completed.
- c. As of July 11, 2019, no floor tiles or floor glue containing asbestos have been removed from the building. The removal of the floor tiles and floor glue will be completed by a firm certified for asbestos removal. The firm conducting the work will be authorized by the insurance adjuster prior to any work beginning.
- d. At such time that the floor tiles and floor glue are removed from the building, it is the policy of the DEQ to conduct periodic inspections to monitor the process.
- e. The cost of the demolition of the building and the removal of floor tiles and floor glue is being covered by the insurance company. The insurance adjuster has been responsible for authorizing all work that has been done thus far, and he will continue to authorize the work remaining to be done on the building.
- f. The adjuster has stated he should have a value to the Village by mid-July of what the claim will be.

E. Save the Bells

- a. On the June 30, 2019 bank statement, there was a deposit into the Save the Bells money market account for \$258.48, which was the proceeds from the scrap metal that has been collected.
- b. In the June payables, there was an expense of \$163.00 for silica sand for sandblasting the bells.

F. Legal

- a. Pentland Township Non-Payment for Services: As of July 11, 2019, Pentland Township still had an outstanding balance for sewer services received for 2018 of \$146,831.95 and no payments have been received for 2019 services either.



NOTIFICATION OF CONTRACTOR/VENDOR SELECTION AND BID TABULATION APPROVAL

This information is required by Authority of Act 299, P.A. 1980 as amended, for reimbursement of project costs.

GRANTEE: VILLAGE OF NEWBERRY	PROJECT NO: TF11-0068	PROJECT NAME: TAQUAMENON OUTDOOR RECREATION COMPLEX
--	---------------------------------	---

COMPLETE SECTIONS A. AND B. BELOW, AS APPLICABLE TO YOUR PROJECT

SECTION A

I propose to award contracts to the following contractors, after DNR concurrence with this proposed selection and in accordance with the procedures specified in the *Development Project Procedures booklet (IC1912)*. Attached is a copy of the bid or quote tabulation.

Contractor/Vendor	Contract Amount	Project Scope Item	Proposed Award Date
1. KIVISTO TREE SERVICE, LLC	\$ 82,436.25	Athletic field, Challenge course, Play area.	July 16, 2019
2.	\$	MNRTF Sign, Disc Golf, Trailhead & Links.	
3.	\$		
4.	\$		

SECTION B

Please check all that apply:

Fewer than three bids or quotes were received; attached to this Notification is written justification for the recommended award of the contract to the lowest bidder, including a description of the efforts taken to advertise for bids or solicit quotes.

I propose to award the bid to the second lowest bidder, upon concurrence by the DNR; attached to this Notification is written justification for rejecting the lowest bid.

CERTIFICATION

I hereby certify that the contractor(s)/vendor(s) listed in A. above was chosen for selection according to the procedures outlined in the Development Project Procedures booklet and the Project Agreement. In accordance with those procedures, I have reviewed the qualifications of the recommended bidder, have accurately calculated the total bid price, and assert that the bidding was conducted as put forth in the specifications and bid documents approved earlier. Further documentation of the contractor selection process will be provided upon request.

Olleson J. Waddis

Grantee's Signature (REQUIRED)

JULY 8, 2019

Date

Return this completed notification along with all required attachments to:

**Grants Management
Michigan Department of Natural Resources
Po Box 30425
Lansing MI 48909-7925**

**Upon concurrence by DNR,
a copy of this approved
notification will be returned
to the Grantee**

FOR DNR USE ONLY

The Michigan Department of Natural Resources concurs with your recommendation to award the contract to the bidder(s) as specified in A. above

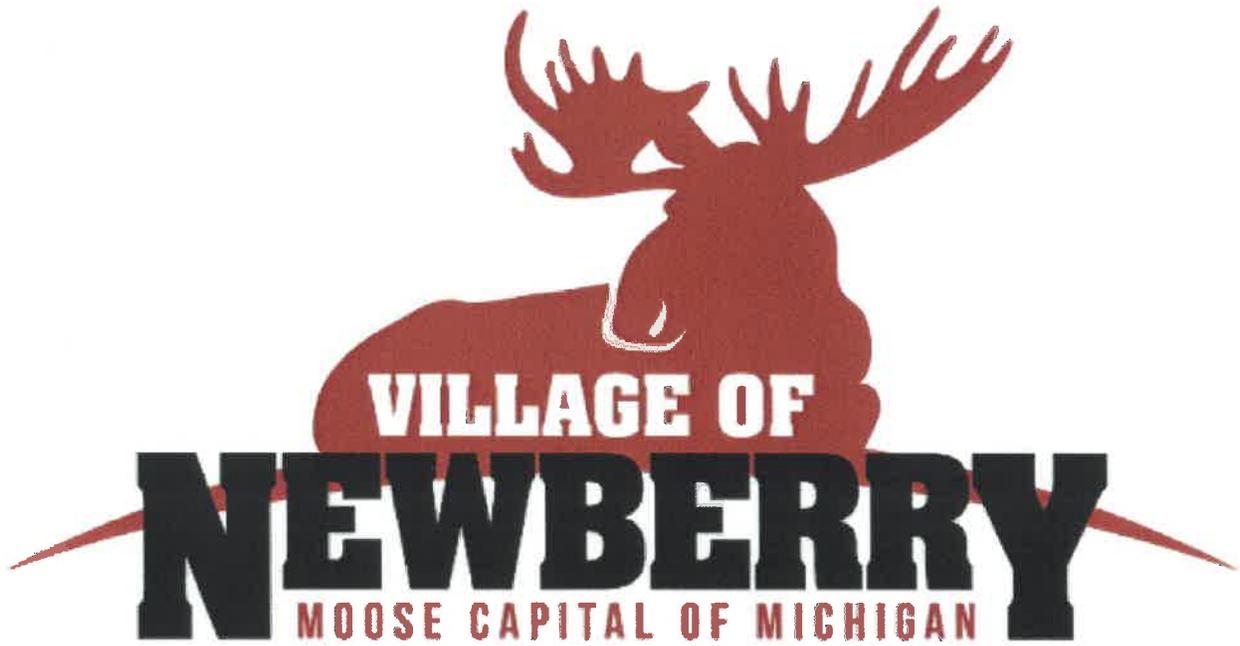
[Signature]

DNR Grant Coordinator

July 8, 2019

Date

Village of Newberry Public Participation Plan



Approved by the Newberry Village Council _____

Table of Contents

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Evaluating the Effectiveness of Participation Plans	7

Participation Goals & Objectives

The Village of Newberry is dedicated to fostering democratic participation, reflecting the goals and desires of the community, and responsibly leading the Village's future growth. This Plan will create consistency in public outreach as additional plans are developed, ordinances updated and changed, and as the Village goes about the general business of governing. Engaging the public at the start of a plan or ordinance update or development project increases transparency, fosters relationships and community buy-in, and ensures development that meets the community's needs and desires.

This document serves as a tool for daily use by the Village staff and elected representatives. Citizens will know both what to expect from the Village in terms of engagement and also that their voice can help shape the community.

This plan will support and put into practice the following values:

Inclusiveness: The Village will solicit public input from all residents and use methods that meet Village residents where they are.

Transparency: When used in the terms of open government, transparency is the practice of the government publishing government data, rather than waiting for an individual's public records request.

Civility: Respectful discourse will be ensured by all participants embracing the following points:

- Treat everyone courteously
- Listen to others respectfully
- Exercise self-control
- Give open-minded consideration to all viewpoints
- Focus on the issues and avoid personalizing debate
- Embrace respectful disagreement and dissent as democratic rights, inherent components of an inclusive public process, and tools for forging sound decisions



“Civility is not a tactic or a sentiment. It is the determined choice of trust over cynicism, of community over chaos.”

-President George W. Bush

Orderliness: The business of the Village will be conducted in an orderly fashion. Meetings will stay on topic, address agenda items, and should adhere to General Village Law and the Open Meetings Act.

Timeliness: Residents and interested parties will have access to documents and responses to their questions in a timely fashion. Questions asked at a meeting will receive a response no later than the following meeting of that body, which will be recorded into the public record.

A written policy will help the Village communicate the daily functioning of the local government, and provide guidance on outreach for less common events, such as a master plan, zoning ordinance, or legal ordinance update. Each of these purposes and circumstances will require tailored methods for effective outreach. The Village is eager to meet the standards laid out below, and exceed them. To this point, this guide is intended to serve as an internal resource for ideas on how to best engage productive collaboration with stakeholders and the public in the future.

State Regulations on Public Participation

State of Michigan legislation provides a foundation for public participation in local government. The Village, through the work of the Village Council and individual boards and commissions, follows and hopes to exceed the requirements delineated in the local and state regulations listed below. These regulations include provisions for the public review process, public participation, and public hearings.

- General Village Law
- Village Code of Ordinances
- The Michigan Open Meetings Act (PA 267 of 1976)
- Brownfield Redevelopment Financing Act (PA 381 of 1996)
- The Michigan Zoning Enabling Act (PA 110 of 2006)
- The Michigan Planning Enabling Act (PA 33 of 2008)
- The Freedom of Information (Act 5 U.S.C. § 552)
- Other relevant local, State and Federal legislation

Key Stakeholders

Our community is made up of individuals from a variety of walks of life. To ensure that all voices are heard and that all citizens can understand policies and practices, and receive services, the communication strategies in this plan will consider how to best reach persons with diverse schedules, abilities, and interests.

The Village has partnered on many initiatives with community groups and neighboring governments. Sustained communication and partnerships are essential to the future growth and prosperity of our community. These organizations include, but are not limited to:

- Boy Scouts and Girl Scouts
- Chippewa/Mackinac/Luce Conservation District
- Chippewa Luce Mackinac Community Action Agency
- Eastern Upper Peninsula Regional Planning & Development
- Helen Newberry Joy Hospital
- LMAS District Health Department
- Local Church Groups
- Local Service Groups
- Luce County Board of Commissioners
- Luce County Economic Development Corporation
- Luce County Parks & Recreation
- McMillan Township
- Media Outlets
- Michigan Department of Corrections
- Michigan Department of Natural Resources
- Michigan Department of Environmental Quality
- Michigan Department of Transportation
- Michigan Economic Development Corporation
- Michigan State University Extension Service
- Newberry Area Chamber of Commerce
- Newberry Area Tourism Association
- North Country Trail Association
- Sault Tribe of Chippewa Indians
- Senior Citizen Center
- Tahquamenon Area Schools
- Tahquamenon Area Schools- youth sports and organizations
- U.S. Forest Service

The Communication Toolbox & Communicating Results

The following methods may be used to solicit public participation when taking action on land use or policy, or development applications. The Village of Newberry will always attempt to use more than one tool or method, depending on the specific project and target audience. This list is flexible and can change based on each project's needs and circumstance.

These tools help achieve the goals of informing and engaging the residents, organizations, and businesses of Newberry, the results of each of these tools can be measured and reported back to the public in a variety of ways. Each of the tools delineated below has corresponding methods for reporting that the tool was used and presenting the feedback received back to the public. This reporting should be completed as individual plans and projects progress.

<u>Tools</u>	<u>How the Results Will Be Communicated</u>
<p><u>Website</u> Village Council meeting announcements, packets, agendas, and minutes are now posted on the website, http://www.villageofnewberry.com/. The website also has contact information, the Code of Ordinances, permits and forms, public notices, and planning documents.</p>	<p>Relevant planning and development information will be posted on the website, as well as records of relevant meetings will be documented.</p>
<p><u>Traditional Media</u> At various times, the Village will issue press releases and information for articles to various media outlets, including regional print newspapers, online news sources, and/or local cable news, specifically, the Newberry News, and 9 & 10 Cable News. Announcements related to Village business are also made on AM, FM, and digital radio stations.</p>	<p>Copies of press releases and public notices sent out by the Village to traditional media sources will be documented.</p>
<p><u>Village Office</u> Announcements can be made during meetings, and public notices posted on Village Office property as a means of informing committee members and the public.</p>	<p>These announcements will be documented through the same medium(s) as the meetings.</p>
<p><u>Utility Bill Announcements</u> The Village places announcements in the message center on the utility bills that are sent out each month.</p>	<p>Record of the bills are kept, and staff will record responses.</p>
<p><u>Partner Networks</u> Public bulletin boards and communications shared with organizational newsletters and bulletins can be another effective way to inform the public of events and meetings.</p>	<p>Copies of communications sent to partner networks will be documented.</p>

<p><u>Social Media</u> The Village currently uses Facebook to announce meetings (and cancellations), street closures, storm news, etc. Information on the Village page is shareable to unofficial pages as well.</p>	<p>Social media sites retain posts and responses, so they will remain accessible to the public.</p>
<p><u>Public Hearings</u> Public attendance at meetings is encouraged through meeting announcements and is formally solicited during the scheduled public comment per the meeting and hearing agendas.</p>	<p>Feedback and comments submitted at hearing and meetings are through the same medium(s) as the meetings.</p>
<p><u>Open Houses, Community Workshops,</u> These formats allow for direct, two-way communication between the Village and the public. These events provide an avenue for the public to directly contribute to the creation of plans and development proposals.</p>	<p>Public input from events will be reported in the appendices of plans, which should be produced for public review as soon as possible.</p>
<p><u>Charrettes, and Focus Groups</u> These formats are similar to Open Houses but are more time intensive and solicit more in-depth feedback. They often involve fewer people than surveys, open houses, and workshops, and may be reserved for larger plans and developments.</p>	<p>Public input from events will be reported in the appendices of plans, which should be produced for public review as soon as possible.</p>
<p><u>Surveys</u> Paper, digital, and in-person surveys directly solicit data and input from a larger number of people representing a variety of demographic backgrounds. Preselected questions allow for greater specificity and targeted problem solving.</p>	<p>Survey results will be reported in the appendices of plans, which should be produced for public review as soon as possible.</p>
<p><u>Advisory Committees</u> The Village uses advisory committees for specialized aspects of our community to enhance collaboration between Village staff and the public.</p>	<p>Advisory committee meeting agendas and minutes should be made available publicly through the website.</p>

Strategies for Outreach

As stated previously throughout this document, the various outreach strategies have a multitude of different uses and applications. Some processes lend themselves better to certain strategies. The policy outlined below provides a guide of when certain outreach methods may be optimal based upon which type of process the City is undergoing.

MEETINGS:

The public meetings of the Village Council and related boards and commissions shall take place in a barrier-free and centrally located building, such as Newberry Village office. Meetings may also be held in barrier-free neighborhood locations.

In addition to regular meetings, the Village Council and its various boards and commissions shall hold public hearings when called for in their local and State enabling legislation, or when otherwise prudent, to provide the opportunity for public comment on specific topics. Hearings will be advertised using more than one method. Notification methods may be adjusted according to the needs of the meeting, and can use any of the following methods:

- Press release
- Newspaper notice
- Radio announcements
- Paper posting in public place
- Website, Facebook or other social media post

Village Council

The following methods are used to advertise the public meetings of the Village Council:

- Posted notice at Village Office
- Annual notice in the Newberry News
- Meeting dates posted on the Village website

Village Council meetings welcome public attendance. At the meeting there is time for a general public comment. The meetings are recorded, and minutes can be found on the Village website.

Appointed Commissions and Committees

Other relevant boards and commissions that hold meetings open to the public include:

- Planning Commission
- Water & Light Board
- Fire Advisory Committee
- Dangerous Building & Inspection Team
- Finance
- Fire/Police Management
- Negotiation/Union
- Ordinance
- Planning Committee
- DPW/WWTP

Public hearings will be held according to the individual board and commission bylaws. Any public hearings will be noticed as required in advance of the meeting.

All committee and commission meetings will produce at a minimum a synopsis or meeting minutes. Additional reporting will occur when necessary and appear in the Village Council agendas.

PLANS AND DOCUMENTS

Plan Adoption

The Village shall follow, at a minimum, the provisions of the State legislation for the adoption of planning documents; many of these provisions can be found in the legislation listed above. The Master Plan updates in particular should solicit public involvement as widely as possible. Additional guidance can be found in state and federal guidelines, for example, the Michigan Department of Natural Resources published guidelines for the development of Recreation Plans, including public outreach.

Public input should form the basis of plan development, and often should be preceded by public education efforts. Education and input can be achieved by the following methods:

- Media outreach
- Open houses
- Community Workshops
- Charrettes
- Surveys- paper and digital
- Focus Groups

All plans should be reviewed during a public comment period in advance of being approved by the Village Council or relevant commission, board or committee. Public comment periods can be advertised using the same or similar methods as public hearings.

ORDINANCE UPDATES

The Village shall follow, at a minimum, the provisions of the State legislation regarding Ordinance updates. In addition to protecting public welfare, ordinances should reflect the vision outlined in the Master Plan. Updates, amendments and waivers should all take into account the Master Plan vision, as well as input from neighbors and related organizations.

MAJOR DEVELOPMENTS

Effective and transparent communication may prevent undue controversy surrounding developments. Local and State regulations set the minimum requirements for reviewing proposed projects, planning and zoning applications, and permitting. In addition to required postings for public hearings in front of the Planning Commission or Village Council, proposed high-impact developments may also be presented to the public through open houses, mailings to neighbors and/or related organizations, and/or press releases.

VILLAGE BUDGET AND PUBLIC SERVICES

The State of Michigan requires that municipalities post their financials online here: <https://secure.munetrix.com/Michigan/Municipalities/11-EUP/Luce-County/Village/Newberry-Village>. In addition to adhering to State law, Village audits can be downloaded on the Village website here: <http://www.villageofnewberry.com/government/Financial.php>. Notification of the meeting to approve the budget will be in the Newberry News and paper copies will be

available by request at the Village Offices. This reporting as well as other public services provided by the Village are advertised by:

- Traditional media postings
- Social media postings
- Utility bill announcements
- The Village Website

PUBLIC PARTICIPATION MATRIX

To summarize the policy described in this document, Village staff can refer to the matrix below as a quick-reference for what strategies best suit the plans and projects they may be working on:

	<i>Council and Commission Meetings</i>	<i>Master Plan Updates</i>	<i>Recreation or Other Small Plans</i>	<i>Major Developments</i>
<i>Announcements or public postings</i>	Recommended	Recommended	Recommended	Recommended
<i>Pre-application Meetings</i>				Recommended
<i>Surveys</i>		Recommended	Recommended	
<i>Open Houses or Workshops</i>		Recommended	Recommended	Potentially
<i>Charrettes or Focus Groups</i>		Potentially		Potentially
<i>Public Hearing</i>		Recommended	Recommended	Recommended

Evaluating the Effectiveness of the Plan

In addition to periodically reviewing this policy itself, the Village will ensure the strategies outlined above are effective support and implement the stated values by:

- Reviewing, publishing, and responding to survey responses
- Publicly displaying the results of these efforts, in plan appendices or at the Village office and/or website
- Recording how many bills with announcements are sent out
- Recording how many people attend meetings through sign-in sheets, which will then be preserved in the meeting minutes
- Distributing surveys to ascertain how meeting attendees heard about the meeting

Here is the survey, designed to be flexible and able to be used at all events:

Community
Event Survey



Date of Event:

Type of Event:

- Council Meeting
- Planning Commission Meeting
- Water & Light Board Meeting
- Other _____

How did you hear about this event?

- Village Website
- Social Media
- Newberry News
- Utility Bill Announcement
- Public Announcement
- Local Radio
- Other _____

Was this event held at a convenient place and time?

- Yes No

Are you glad you came to this event?

- Yes No

Would you improve this event in any way? If so, how?

- No Yes _____

