

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

**1. CALL TO ORDER**

**2. PLEDGE OF ALLEGIANCE**

**3. ROLL CALL**

**4. APPROVAL OF AGENDA**

**5. APPROVAL OF MINUTES**

1. Village Council – Regular Session – Tuesday, September 17, 2019 at 6:00 p.m.
2. Village Council – Special Session – Monday, September 30, 2019 at 6:00p.m.

**6. 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.

**7. VILLAGE PRESIDENT COMMENTS**

1. None Prescheduled

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

**1. Village of Newberry – Monthly Bills – September 14, 2019 to October 10, 2019**

101	General Fund	\$8,362.72
203	Local Street Fund	\$622.25
213	Fire Revolving Fund	\$933.38
409	TORC	\$5,115.08
418	Atlas Park Fund	\$2,802.19
590	Sewage Receiving Fund	\$8,321.94
<b>Total:</b>		<b>\$26,157.56</b>

**2. Water & Light – Monthly Bills – September 11, 2019 to October 11, 2019**

582	Electric Fund	\$320,958.87
591	Water Fund	\$180,495.73
<b>Total:</b>		<b>\$501,461.60</b>

**Payables include several bond payments:**

Water	Principal	Interest
172,124.37	110,000	62,124.37

Electric	Principal	Interest
68,812.50	60,000	8,212.50
66,375.00	60,000	6,375.00
<u>88,916.25</u>	85,000	3,916.25
224,103.75		

Save the Bells – as of 08/31/2019

**\$12,939.52**

3. Treasurer's Report – September 2019
  - a. Luce County Foreclosure Auction Local Unit Right of Refusal List

4. Request for Disbursement of Funds –
  - a. Union Settlement – First installment payment of \$5,000
  - b. Stormwater / Asset Management / Wastewater (SAW) Grant Program
    - i. Request #16 – 09/01/19 to 09/30/19 – Total \$18,556.43
    - ii. C2AE Invoice #68714: \$18,236.62
    - iii. C2AE Invoice #68715: \$319.81

**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 of Resignation from Sharon Brown – received 9/30/19
2. Letter of Resignation from Lew Hitts – received 9/30/19

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

1. Resolution: Declaring Trustee Vacancies
2. Resolution: Public Act 152 of 2011 – Publicly Funded Health Insurance Contribution Act
3. Ordinance: Prohibition of Marihuana Establishments in the Village of Newberry

**11. UNFINISHED BUSINESS**

1. Budget Adjustments – General, Major Streets, Local Streets, Electric, Sewer, Water Funds
2. Newberry Fire Department & Columbus Township Fire Department Mutual Aid Agreement
3. Release of Wendling Report to the Public
4. Public Comment Follow-Up From Previous Meeting

**12. NEW BUSINESS**

1. Village Council Trustee Opening on Water & Light Board
2. DPW – Missing Street Signs
3. Ordinance 18 - Winter Snowmachine Ordinance – refer to committee

**13. REPORTS OF BOARDS**

1. Water & Light Board Meeting from Monday, October 14, 2019
2. Planning Commission Meeting from Monday, September 23, 2019 - cancelled

**14. REPORTS OF COMMITTEES**

No reports scheduled from the following committees for the October 15, 2019 meeting: Finance; Planning Committee; Union Committee; and Parks and Recreation Committee.

1. 41 Lumber Ad Hoc Committee
  - a. Report on insurance claim status
2. DPW Committee
3. Fire Committee
  - a. Update of leaking roof estimates, insurance claim
  - b. Fire Advisory Board Meeting – Tuesday, October 22, 2019 at 6:00PM
3. Management Committee
  - a. Code of Conduct for Elected Officials – Ethics Policy Final Version

**15. 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. Superintendent of Wastewater Treatment Plant
4. Water & Light Working Foreman
5. Assistant Village Manager
6. Superintendent of Parks & Recreation
7. Interim Village Manager / Director of Human Resources & Community Engagement
  - a. FOIA Status Report

**16. PUBLIC COMMENT** – 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. ASSIGNMENT OF PUBLIC COMMENT RESPONSE**

**18. COMMENTS BY COUNCIL MEMBERS**

**19. ADJOURNMENT - REGULAR SESSION**

Newberry Village Council  
Regular Meeting Minutes  
September 17, 2019  
302 East McMillan Ave.  
6:00 p.m.

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

**Absent:** Brown. She had an out of town appointment.

**Also Present:** Ordinance Enforcement Officer – Fossitt, Superintendent of WWTP – Blakely, Clerk – Schummer, Treasurer – Medelis, Chuck Pipes, Steve Stiffler, Sterling McGinn, Scott Ouellette, Tina Pipes, Eric Buckler, Rebecca Handa, Robert Stevens, John Bergman, Susan Bergman, Paul List, Mike Schnorr, Larry Vincent, Attorney Wendling.

**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 Hardenbrook, support by Freese, **CARRIED**, to approve the agenda as presented. Ayes: All. Absent: Brown.

**Minutes:** Moved by Hendrickson, support by Freese, **CARRIED**, to approve the minutes from the August 20, 2019 Regular Session as written with two corrections – 1<sup>st</sup> correction - Under Minutes: Last line – read - Absent: Brown, Hendrickson, Hitts. Now reads - Absent: Brown, Hardenbrook, Hitts. 2<sup>nd</sup> correction: page two: Under Hitts arrives at 6:29 p.m. Read - Absent Brown, Hendrickson. Now reads – Absent: Brown, Hardenbrook. Ayes: Stokes, Dishaw, Freese, Hendrickson, Hitts. Abstain: Hardenbrook (not present at 9/20/19 meeting). Absent: Brown. Moved by Freese, support by Hardenbrook, **CARRIED**, to approve the minutes from the August 28, 2019 Village Council – Special Session, with one correction: the heading read: Special Session – Regarding Rules of Procedure for Village Council Meetings. Now reads: Special Session – Regarding Finding of Attorney Wendling. Ayes: All. Absent: Brown.

**Village President's Announcements:** None.

**Public Comments on Agenda Items:** Comment heard from: Eric Buckler, Scott Ouellette.

**Submission of Bills and Financial Updates:**

- 1.) **Village of Newberry** – Monthly Bills. Moved by Hendrickson, support by Freese, **CARRIED**, to approve the August 2019 bills, in the amount of \$76,357.55. Discussion followed. Roll call vote - Ayes: Stokes, Dishaw, Freese, Hardenbrook, Hendrickson, Hitts. Absent: Brown
- 2.) **Water & Light monthly bills for August 2019:** Moved by Freese, support by Hendrickson, **CARRIED**, to accept the recommendation of the W&L Board to pay the August Electric and Water Funds in the total amount of \$105,646.25. Roll call vote - Ayes: Stokes, Dishaw, Freese, Hardenbrook, Hendrickson, Hitts. Absent: Brown.
- 3.) **Christmas Lights Fund** – as of 08/31/2019 - \$12,776.89.
- 4.) **Treasurer's Report** – July 2019 – Medelis gave a verbal report. Discussion followed. Council accepted the report as presented.
- 5.) **Request for Disbursement of Funds – Stormwater/Asset Management/Wastewater (SAW) Grant Program, pay when paid:** Moved by Hardenbrook, support by Freese, **CARRIED**, to pay Request #15 – August 1, 2019 to August 31, 2019 – Total: \$2,083.94. C2AE invoice #68582: \$1,801.36, C2AE invoice #68583: \$282.58. Roll call vote - Ayes: Stokes, Dishaw, Freese, Hardenbrook, Hendrickson, Hitts. Absent: Brown.

**Petitions and Communications:**

- 1.) Flyer from the Newberry Area Chamber of Commerce, regarding the 2019 Legislative Luncheon, to be held October 4, 2019.

**Introduction and Adoption of Ordinances and Resolutions:**

- 1.) Resolution:
  - a. Require by State of Michigan every 5 years to process payments. Moved by Dishaw, support by Hardenbrook, **CARRIED**, to pass the 2019 State Trunkline Maintenance on Behalf of Michigan Department of Transportation Resolution. Discussion followed. Roll call vote – Ayes: Stokes, Dishaw, Freese, Hardenbrook, Hendrickson, Hitts. Absent: Brown.
- 2.) Resolution: Revising Signatory for all Village Bank Accounts. Moved by Freese, support by Hendrickson, **CARRIED**, to table resolution in order to obtain information. Discussion followed. Ayes: Stokes, Dishaw, Freese, Hardenbrook, Hendrickson, Hitts. Absent: Brown.
- 3.) Ordinance: Prohibition of Marihuana Establishments in the Village of Newberry.
  - a. Planning Commission recommendation to add a sunset provision of 1-year from date of adoption. Moved by Dishaw, support by Hardenbrook, **CARRIED**, to table until the Ordinance Committee has a chance to review it. Ayes: All. Absent: Brown.

**Unfinished Business:** None.

**New Business:**

- 1.) Steven H. Schwartz, Keller Thoma – Proposal: Moved by Hardenbrook, support, by Freese, **CARRIED**, to approve the contract presented, and hire Attorney Schwartz, as the Village labor council. Discussion followed. Roll call vote – Ayes: Stokes, Dishaw, Freese, Hardenbrook, Hendrickson. Nays: Hitts. Absent: Brown.
- 2.) Budget Amendments – General, Major Streets, Local Streets, Electric, Sewer, Water Funds: Moved by Freese, support by Hardenbrook, **CARRIED**, to table amendment until the next meeting until someone from administration is present to answer questions. Discussion followed. Ayes: Stokes, Dishaw, Freese, Hardenbrook, Hitts. Nay: Hendrickson. Absent: Brown.
- 3.) Newberry Fire Department & Columbus Township Fire Department Mutual Aid Agreement: Moved by Dishaw, support by Hardenbrook, **CARRIED**, to table until the Fire Advisory Committee reviews the agreement. Discussion followed. Ayes: All. Absent: Brown.
- 4.) Audit Completion: No information. Discussed how to get the information.
- 5.) Consent Agenda: Council will consider this in the future.
- 6.) AT&T Pole Rental: No new information.
- 7.) Advertising for Letters of Interest for WL Board
  - a. One At-Large Elector position eligible: Term November 1, 2019 – October 31, 2022: Moved by Hendrickson, support by Freese, **CARRIED**, to advertise for the W&L Board position. Ayes: Stokes, Dishaw, Freese, Hendrickson, Hitts. Abstain: Hardenbrook, due to conflict of interest. Absent: Brown.
- 8.) Budget Preparation for 2020: No information.
- 9.) Wendling Report/Schwartz Report: Attorney Wendling stated that he had received an email from Village Attorney Jocks, just prior to the beginning of the meeting, stating that the Village Manager was resigning. The Council had not been aware of this prior to attorney Wendling's statement. Discussion followed regarding release of the reports.
- 10.) Confidential Legal Memo from Village Attorney – Possible Closed Session: The memo was not received.

**Reports of Boards:**

- 1.) Water & Light Board Meeting from Tuesday, September 10, 2019: Minutes provided. Discussion followed.

- 2.) Planning Commission Meeting: Minutes provided from August 26, 2019 meeting.  
a. Request for \$2,700 be added to 2020 budget for professional and contractual services to be used for zoning. Chairman Vincent explained the \$2,700 request. Discussion followed.

**Committee Reports:**

- 1.) 41 Lumber Ad Hoc Committee: Meeting minutes were presented and Chairman Dishaw gave a verbal report. Discussion followed. Moved by Hardenbrook, support by Freese, **CARRIED**, that Chairperson of the 41 Lumber Ad Hoc Committee, Harold Dishaw, would be the contact person with the insurance company. Ayes: All. Absent: Brown.
- 2.) Management Committee: Council agreed, as suggested by the Management Committee, to put a podium in the meeting room. The Historical Society donated the podium.  
a. Code of Conduct for Elected Officials – Committee requests approval: Moved by Freese, support by Hitts, **CARRIED**, to table approval of Code of Conduct till the next meeting. Ayes: All. Absent: Brown.
- 3.)

**Reports of Village Officers and Management:**

- A.) Fire Chief: Fire Chief Wendt submitted a written report.
- B.) Ordinance Enforcement Officer: Fossitt gave a verbal report.
- C.) Director of Human Resources & Community Engagement: None. Director Watkins is on leave.  
a. FOIA Status Report: None.
- 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: A DPW report was also submitted.
- G.) Superintendent of Parks and Recreation: None.
- H.) Village Manager: None.

**Public Comment**: Comment heard from: Paul List, Eric Buckler, Charles Medelis, Mike Schnorr, Chuck Pipes, Larry Vincent, Scott Ouellette, Steve Stiffler, Tina Pipes, George Blakely.

**Comments by Council Members**: Comments heard from Hitts, Dishaw and Stokes.

**Adjourn Meeting**: Moved by Hardenbrook, support by Hitts, **CARRIED**, to adjourn the meeting at 8:02 p.m. Ayes: All. Absent: Brown.

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

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Terese Schummer, Clerk

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Lori A. Stokes, Village President

Newberry Village Council  
Special Session - Regarding Appointing an Interim Village Manager and Address Resolutions  
September 30, 2019  
302 East McMillan Ave.  
6:00 p.m.

**Present:** Stokes, Dishaw, Freese, Hardenbrook, Hendrickson.

**Absent:** Brown, Hitts.

**Also Present:** Director of Human Resources & Community Engagement – Watkins, Clerk – Schummer, Treasurer - Medelis, Don Ratliff, Jim Diem, Chuck Pipes, Tina Pipes, John Bergman, Michael Schnorr.

**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 Dishaw, support by Hardenbrook, **CARRIED**, to approve the agenda with two additions, as follows: Unfinished Business b.) State Trunkline Resolution. Also add - Petitions and Communications a.) Letters of resignation from Trustees Brown and Hitts. Ayes: All. Absent: Brown, Hitts.

**Approval of Minutes:** September 17, 2019, Regular Session meeting minutes approval tabled until next regular meeting.

**Public Comments:** Comment heard from: Don Ratliff.

**Village President Announcements:** None.

**Petitions and Communications:** A letter was received from Trustee Hitts, dated September 30, 2019, stating he was resigning from the Village Council. A letter was received from Trustee Brown, dated September 26, 2019, stating that she was resigning from the Village Council effective September 30, 2019. Moved by Freese, support by Hardenbrook, **CARRIED**, to accept the resignations of Lew Hitts and Sharon Brown effective immediately. Ayes: All.

**Unfinished Business:**

A.) Resolution: Moved by Freese, support by Hendrickson, **CARRIED**, to adopt the following: Village of Newberry Revising Signatory for all Bank Accounts Resolution. Discussion followed. Ayes: All.

B.) Moved by Freese, support by Hendrickson, **CARRIED**, to adopt the Village of Newberry State Trunkline Maintenance on Behalf of Michigan Department of Transportation Resolution. Discussion followed. Ayes: All.

**New Business:** None.

**Reports of Boards:** None.

**Reports of Committees:**

A.) Management Committee's recommendation to appoint an Interim Village Manager.

1. To consider information and negotiation on Interim Manager proposal.

2. Interim Manager Appointment. Moved by Dishaw, support by Hardenbrook, **CARRIED**, to accept the proposal of the Interim Manager, Allison Watkins, and to adopt the following: Village of Newberry Appointment of Interim Village Manager Resolution. Ayes: All.

B.) Police/Fire Committee: Chairperson Dishaw, Fire Chief Wendt and Fireman Klusmeyer gave the report. Discussed repair of firehouse roof and Engine #1 foam pump.

**Public Comments:** Comments heard from - Don Ratliff, John Wendt, Tina Pipes, Chuck Pipes, Mike Schnorr.

**Comments by Council Members:** Comments heard from: Hardenbrook and Freese.

**Council Action:** Moved by Dishaw, support by Freese, **CARRIED**, to advertise the two vacant Village Council seats. Ayes: Stokes, Dishaw, Freese, Hendrickson. Abstain: Hardenbrook.

**Adjourn Meeting:** Moved by Hardenbrook, support by Freese, **CARRIED**, to adjourn the meeting at 6:57 p.m. Ayes: All.

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

**VILLAGE OF NEWBERRY**  
**VILLAGE PAYABLES**  
 September 14, 2019 to October 10, 2019

GL Number	Inv. Line Desc	Vendor	Invoice Desc.	Due Date	Amount	Check #
<b>Fund 101 General Fund</b>						
<b>Dept 172 VILLAGE MANAGER</b>						
101-172-719.000	HOSPITALIZATION	44 NORTH	CORRA RETIREES	09/26/19	8.05	43694
101-172-719.000	HOSPITALIZATION	44 NORTH	CORRA RETIREES	10/17/19	8.05	
101-172-850.000	906-291-0330	VERIZON	ACCOUNT NUMBER 942077532-00002 - CELL	10/07/19	10.78	43710
101-172-850.000	906-291-1223	VERIZON	ACCOUNT NUMBER 942077532-00003 DESK	10/07/19	7.04	43710
			<b>Total For Dept 172 VILLAGE MANAGER</b>		<b>33.92</b>	
<b>Dept 201 ADMINISTRATIVE</b>						
101-201-752.000	OFFICE SUPPLIES	NATIONAL OFFICE PRODUCTS	PAPER	10/10/19	9.88	43697
101-201-752.100	OPERATING SUPPLIES	NATIONAL OFFICE PRODUCTS	3 HOLE PAPER	11/02/19	18.24	
101-201-801.000	PROFESSIONAL & CONTRACTUAL SE	FAIR, ALMA	OFFICE CLEANING	10/23/19	100.00	
101-201-804.000	LEASE EXPENSE	US BANK EQUIP FINANCE	COPIER LEASE - 1544229	10/04/19	96.49	43709
101-201-850.000	FAX	VERIZON	ACCOUNT NUMBER 942077532-00001 FAX	10/06/19	11.43	43710
101-201-850.000	906-291-0606	VERIZON	ACCOUNT NUMBER 942077532-00002 - CELL	10/07/19	21.36	43710
101-201-850.000	906-291-1621	VERIZON	ACCOUNT NUMBER 942077532-00003 DESK	10/07/19	36.65	43710
101-201-850.000	JAMADOTS INTERNET	HTC-HIA WATHA TELEPHONE CO	ACCT 00042108-7	10/26/19	23.75	
101-201-910.000	PROFESSIONAL DEVELOPMENT	MICHIGAN MUNICIPAL RISK MANAGEMENT	PUBLIC LABOR LA W/EFFECTIVE GRIEVANCE PROCESSING FOR SUPERVISORS	09/09/19	30.00	43696
			<b>Total For Dept 201 ADMINISTRATIVE</b>		<b>348.00</b>	
<b>Dept 223 AUDIT &amp; LEGAL EXPENSE</b>						
101-223-801.200	LEGAL	YOUNG, GRAHAM & WENDLING, P.C.	LEGAL ADVICE	10/10/19	565.13	43717
			<b>Total For Dept 223 AUDIT &amp; LEGAL EXPENSE</b>		<b>565.13</b>	
<b>Dept 230 ORDINANCE OFFICER</b>						
101-230-801.200	LEGAL FEES	LUCE COUNTY 92ND DISTRICT COURT	SUBPOENA	10/16/19	15.00	
101-230-850.000	906-291-0583	VERIZON	ACCOUNT NUMBER 942077532-00002 - CELL	10/07/19	43.13	43710
101-230-850.000	906-291-1630	VERIZON	ACCOUNT NUMBER 942077532-00003 DESK	10/07/19	28.15	43710
101-230-900.000	PUBLISHING & PRINTING	NEWBERRY NEWS INC	PUBLISHING ORDINANCE 16	09/28/19	594.00	43698
			<b>Total For Dept 230 ORDINANCE OFFICER</b>		<b>680.28</b>	
<b>Dept 253 TREASURER</b>						
101-253-850.000	906-291-1631	VERIZON	ACCOUNT NUMBER 942077532-00003 DESK	10/07/19	28.15	43710
			<b>Total For Dept 253 TREASURER</b>		<b>28.15</b>	
<b>Dept 265 BUILDING &amp; GROUNDS</b>						
101-265-921.000	HEAT	SEMCOENERGY GAS COMPANY	NATURAL GAS 827.500	09/25/19	15.25	43703
101-265-921.000	HEAT	SEMCOENERGY GAS COMPANY	310 E. MC MILLAN NATURAL GAS	09/25/19	15.25	43703
			<b>Total For Dept 265 BUILDING &amp; GROUNDS</b>		<b>30.50</b>	
<b>Dept 301 POLICE DEPARTMENT</b>						
101-301-719.000	POLICE HOSPITALIZATION	44 NORTH	CORRA RETIREES	09/26/19	3.45	43694
101-301-719.000	POLICE HOSPITALIZATION	44 NORTH	CORRA RETIREES	10/17/19	3.45	
			<b>Total For Dept 301 POLICE DEPARTMENT</b>		<b>6.90</b>	







VILLAGE OF NEWBERRY  
WATER & LIGHT PAYABLES  
September 11, 2019 to October 11, 2019

GL Number	Inv. Line Desc	Vendor	Invoice Desc.	Due Date	Amount	Check #
<b>Fund 582 Electric Fund</b>						
<b>Dept 000</b>						
582-000-042.000	UNAPPLIED CREDIT	KANDELL AMY	UB refund for account: 5-06280-04	10/02/19	106.69	43720
582-000-042.000	UNAPPLIED CREDIT	TESSIER IV GEORGE	UB refund for account: 4-01670-00	10/02/19	25.01	43721
582-000-042.000	UNAPPLIED CREDIT	KLIJSMAYER LISA	UB refund for account: 5-05130-06	10/02/19	223.86	43722
582-000-042.000	UNAPPLIED CREDIT	GOLDTHORPE ENTERPRISES	UB refund for account: 6-01180-01	10/02/19	66.96	43723
582-000-042.000	UNAPPLIED CREDIT	SLEEPER BARBARA	UB refund for account: 2-01760-00	10/02/19	82.69	43724
582-000-042.000	UNAPPLIED CREDIT	ARNETH JEFF	UB refund for account: 2-00080-00	10/02/19	24.11	43725
582-000-042.000	UNAPPLIED CREDIT	DANIELSON EVA	UB refund for account: 2-00420-00	10/02/19	22.59	43726
582-000-042.000	UNAPPLIED CREDIT	MASSEY HOLLEE	UB refund for account: 4-01570-15	10/02/19	0.53	43727
582-000-042.000	UNAPPLIED CREDIT	PERRIGO ANITA R	UB refund for account: 1-01640-00	10/02/19	23.76	43728
582-000-042.000	UNAPPLIED CREDIT	FOLEY ROBERT	UB refund for account: 2-00530-00	10/02/19	61.76	43729
582-000-042.000	UNAPPLIED CREDIT	FOX STACEY	UB refund for account: 5-06320-09	10/02/19	12.11	43730
582-000-042.000	UNAPPLIED CREDIT	LABRON SIDNEY	UB refund for account: 1-01070-00	10/02/19	70.03	43731
582-000-042.000	UNAPPLIED CREDIT	ICMC INC NEWBERRY CHAPTER	UB refund for account: 5-07480-01	10/02/19	14.73	43732
582-000-042.000	UNAPPLIED CREDIT	TAYLOR KENNETH	UB refund for account: 3-00010-02	10/02/19	6.82	43733
582-000-042.000	UNAPPLIED CREDIT	TOTAL FOUNDATION LLC	UB refund for account: 6-99999-99	10/02/19	32.49	43734
			<b>Total For Dept 000</b>		<b>774.14</b>	
<b>Dept 582 ELECTRIC DISTRIBUTION</b>						
582-582-752.100	OPERATING SUPPLIES	POWER LINE SUPPLY COMPANY	CLAMP WEDGE AL	10/09/19	115.05	43680
582-582-801.000	PROFESSIONAL & CONTRACTUAL	MECA	2020 SAFETY DUES	12/15/19	1,000.00	
582-582-801.000	PROFESSIONAL & CONTRACTUAL	US BANK OPERATIONS CENTER	ADM FEES	05/24/19	250.00	43706
582-582-801.000	PROFESSIONAL & CONTRACTUAL	SD MYERS INC	CRITICALPAC/INSPECTION/IDAY SAMPLING	10/25/19	1,284.00	
582-582-850.000	UVERSE- LARGE CAPACITY METER	ATT U.VERSE	LARGE CAPACITY METER UVERSE	09/24/19	41.58	43649
582-582-850.000	UVERSE- LARGE CAPACITY METER	ATT U.VERSE	LARGE CAPACITY METER UVERSE	10/24/19	41.58	
582-582-929.000	REPAIRS & MAINTENANCE	POWER LINE SUPPLY COMPANY	FUSELINK 15A 23IN REMOVABLE HEAD	11/01/19	17.51	
			<b>Total For Dept 582 ELECTRIC DISTRIBUTION</b>		<b>2,749.72</b>	



Dept 583 GENERAL EXPENSES (continued)						
582-583-850.000	FAX	VERIZON	ACCOUNT NUMBER 942077532-00001 FAX	10/06/19	11.43	43710
582-583-850.000	906-291-0055	VERIZON	ACCOUNT NUMBER 942077532-00002 - CELL	10/07/19	10.78	43710
582-583-850.000	906-291-0608	VERIZON	ACCOUNT NUMBER 942077532-00002 - CELL	10/07/19	21.57	43710
582-583-850.000	906-450-0919	VERIZON	ACCOUNT NUMBER 942077532-00002 - CELL	10/07/19	21.57	43710
582-583-850.000	906-291-0136	VERIZON	ACCOUNT NUMBER 942077532-00002 - CELL	10/07/19	21.57	43710
582-583-850.000	906-291-0530	VERIZON	ACCOUNT NUMBER 942077532-00002 - CELL	10/07/19	10.78	43710
582-583-850.000	906-291-0606	VERIZON	ACCOUNT NUMBER 942077532-00003 DESK	10/07/19	10.81	43710
582-583-850.000	906-293-5681	VERIZON	ACCOUNT NUMBER 942077532-00003 DESK	10/07/19	7.04	43710
582-583-850.000	906-291-1625	VERIZON	ACCOUNT NUMBER 942077532-00003 DESK	10/07/19	7.04	43710
582-583-850.000	906-293-3433	VERIZON	ACCOUNT NUMBER 942077532-00003 DESK	10/07/19	7.04	43710
582-583-850.000	906-291-1223	VERIZON	ACCOUNT NUMBER 942077532-00003 DESK	10/07/19	7.04	43710
582-583-850.000	906-291-1621	VERIZON	ACCOUNT NUMBER 942077532-00003 DESK	10/07/19	7.04	43710
582-583-850.000	TELEPHONE	VERIZON	ACCOUNT NUMBER 942077532-00003 DESK	10/07/19	7.04	43710
582-583-850.000	906-291-1627	VERIZON	ACCOUNT NUMBER 942077532-00003 DESK	10/07/19	14.08	43710
582-583-850.000	906-293-8531	VERIZON	ACCOUNT NUMBER 942077532-00003 DESK	10/07/19	13.51	43710
582-583-850.000	906-291-1633	VERIZON	ACCOUNT NUMBER 942077532-00003 DESK	10/07/19	7.04	43710
582-583-850.000	JAMADOTS INTERNET	HTC-HIA WATHA TELEPHONE CO	ACCT 00042108-7	10/26/19	23.75	
582-583-850.000	JAMADOTS - FIBER-OPTICS	HTC-HIA WATHA TELEPHONE CO	ACCT 00042364-7	10/26/19	25.00	
582-583-851.000	POSTAGE	ARISTA INFORMATION SYSTEMS INC	UB POSTAGE	09/24/19	262.51	43684
582-583-900.000	PRINTING AND PUBLISHING	TAHOUEMENON AREA CREDIT UNIO	POSTAGE	10/01/19	11.10	
582-583-921.000	HEAT	SEMCOENERGY GAS COMPANY	NATURAL GAS 238.500	09/24/19	206.71	43684
582-583-921.000	HEAT	SEMCOENERGY GAS COMPANY	NATURAL GAS GENERATION BUILDING 237.500	09/25/19	7.78	43703
582-583-932.000	VEHICLES REPAIRS & MAINTENANCE	LYNN AUTO PARTS INC.	CONNECTOR KIT	09/25/19	16.08	43703
582-583-932.000	VEHICLES REPAIRS & MAINTENANCE	LYNN AUTO PARTS INC.	BLUE DEF 2.5 GAL.	10/10/19	3.49	
582-583-932.000	VEHICLES REPAIRS & MAINTENANCE	LYNN AUTO PARTS INC.	BLUE DEF 2.5 GAL.	10/10/19	11.99	
582-583-991.000	PRINCIPAL NOTES PAYABLE 2002	US BANK OPERATIONS CENTER	VILLAGE TAX GENERAL OBLIGATION CAPITAL IMPR. BONDS DTD 8-1-02 *CK*	10/10/19	11.99	
582-583-991.100	PRINCIPAL NOTES PAYABLE 2003	US BANK OPERATIONS CENTER	2003B LGIP SRS#3 BOND	11/01/19	60,000.00	
582-583-991.200	NOTES PAYABLE 2005	US BANK OPERATIONS CENTER	ELECTRIC UTILITY SYSTEM REVENUE BDS DTD 10-1-2005 #5045 *CK*	10/25/19	60,000.00	
582-583-992.000	INTEREST NOTE PAYABLE 2002	US BANK OPERATIONS CENTER	VILLAGE TAX GENERAL OBLIGATION CAPITAL IMPR. BONDS DTD 8-1-02 *CK*	11/01/19	85,000.00	
582-583-992.100	INTEREST NOTE PAYABLE 2003	US BANK OPERATIONS CENTER	2003B LGIP SRS#3 BOND	11/01/19	6,375.00	
582-583-992.200	INTEREST NOTE PAYABLE 2005	US BANK OPERATIONS CENTER	ELECTRIC UTILITY SYSTEM REVENUE BDS DTD 10-1-2005 #5045 *CK*	10/25/19	8,212.50	
Total For Dept 583 GENERAL EXPENSES				11/01/19	3,916.25	
					228,038.92	





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

Date 9/30/19 Page 1 of 1  
 ACCOUNT NUMBER 7703432

MUNICIPAL MONEY MARKET				
ACCOUNT NUMBER	7703432	Statement Dates	9/01/19 thru	9/30/19
PREVIOUS BALANCE	12,776.89	DAYS IN STATEMENT PERIOD		30
1 CREDITS TOTALING	157.36	AVERAGE LEDGER BAL		12,813
DEBITS TOTALING	.00	AVERAGE COLLECTED BAL		12,813
SERVICE CHARGE AMOUNT	.00	Interest Earned		5.27
INTEREST PAID	5.27	Annual Percentage Yield Earned		0.50%
CURRENT STMT BALANCE	12,939.52	2019 Interest Paid		49.00

\*\*\*\*\*

DEPOSITS AND OTHER CREDITS.....		
DATE	DESCRIPTION	AMOUNT
9/24	DDA REGULAR DEPOSIT	157.36
9/30	INTEREST PAID 30 DAYS	5.27

\*\*\*\*\*

DAILY BALANCE SUMMARY.....			
DATE.....	BALANCE	DATE.....	BALANCE
9/01	12,776.89	9/24	12,934.25
		9/30	12,939.52

\*\*\*\*\*

INTEREST RATE SUMMARY.....	
DATE.....	INTEREST RATE
8/31	.50%

# SEPTEMBER 2019

## TAX COLLECTION TOTALS

10/09/2019  
08:29 AM

QUICK TAX DISBURSEMENT FOR VILLAGE OF NEWBERRY  
 RANGE: 9/1/2019 12:00:00 AM - 9/30/2019 12:00:00 AM, INDEX: POSTING DATE / PARCEL  
 SPEC. POPULATION: AD VALOREM+SPECIAL ACTS  
 ALL BILLING TYPE(S), 2019  
 REAL & PERSONAL PROPERTY

Page: 1/3

DB: Von 2019

THIS PAGE INCLUDES ALL PROPERTY

Taxing Authority	Amount	Interest	Penalty	Total
GENERAL OPER.	78,648.84	8.74	26.23	78,683.81
STREETS & ALLYS	31,457.44	3.49	10.47	31,471.40
TRASH(DISP/COLL)	9,756.49	1.09	3.25	9,760.83
FIRE PROTECTION	14,010.94	1.55	4.66	14,017.15
Total of above	133,873.71	14.87	44.61	133,933.19

Administration Fee:	1,337.21	0.00	0.00
Special Assessments:	0.00	0.00	0.00

Over Payments:	0.00
Unspread Interest:	0.00
Unspread Penalty:	0.00
Total of Payments..	135,270.40
Payment Count:	282

**VILLAGE OF NEWBERRY**

**TREASURER'S REPORT**

		2019		2018	
		Y.T.D. Collections	Actual Collections September	Y.T.D. Collections September	Actual Collections Y.T.D.
<b>FOR MONTH ENDING:</b>					
September 30, 2017					
<b>LEDGER ITEMS:</b>					
A Previous Year(s)	Delinquent Personal Property Taxes		0.00	0.00	0.00
	Delinquent Personal Interest Collected		0.00	0.00	0.00
	Delinquent Real Tax Collected		0.00	44,380.54	31,779.33
	Delinquent Real Tax Interest Collected		0.00	2,662.02	19.00
B 2019	Real Property Tax Collected	82%	107,655.79	245,218.62	85% 92,972.98 240,654.87
	Personal Property Tax Collected	99%	26,217.92	40,779.09	100% 0.00 56,973.10
C	Admin Fee, Penalty & Interest Collected		1,396.69	3,474.81	992.55 3,919.36
D	Deposits to Tax Savings Account		135,270.40	336,548.72	93,965.53 336,606.25
E	Interest Earned on Tax Accounts		24.73	366.54	22.34 59.40
F	Tax Acct Transfer to Gen Fund/Tax Appropriations		135,380.26	287,748.32	123,701.15 248,420.08

TAX ACCOUNT		2019		2018	
BANK ACCOUNT BALANCE @		Beginning September	Ending September	Beginning September	Ending September
2019		\$267,820.32	\$267,735.19	\$137,582.09	\$107,868.81
2018					

Year To Date (YTD) percentages are calculated using the Real and Personal Property Tax Roll Totals (less any Board of Review changes) compared to the same year's Year To Date collections. Tax roll totals are dictated by the Council adoption of millage rates and Township compiled assessed taxable values. For Example: of the 100% we could hope to collect for this year, the percentage describes the actual amount collected so far this year. 2019 Anticipated Real Property Collections are \$299,448.09 2019 Anticipated Personal Property Collections are \$41,254.34

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

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

## ***2019 Governmental Agency Right of Refusal Parcel Listing Prior to No Reserve Auction***

**This listing is intended solely for State of Michigan land administering divisions, counties and local municipalities. These parcels are not available for public purchase.**

By authority of Public Act 206 of 1893; MCL 211.78m, tax-foreclosed parcels may be purchased by governmental agencies under the following conditions:

The State of Michigan is granted the right of first refusal to purchase property at the greater of the minimum bid or its fair market value.

A city, village or township may purchase **for a public purpose**, any property located within that municipality by paying the State the minimum bid, minus any taxes levied by that city, village or township and any interest, penalties or fees owing to the municipality for those taxes. Resale proceeds for all property purchased in this manner, must be distributed to the State of Michigan in accordance with MCL 211.78m(1).

Lastly, if the local municipalities elect not to purchase the property, the county in which the property is located may purchase it by paying the State the minimum bid amount.

Please see the Tax Foreclosed Parcels Listing to review parcels that may be of interest to your governmental agency. Applicants should review the web cancellation list for parcel availability immediately prior to submitting an application, as parcel offerings may be cancelled at any time. Parcels may be subject to court-ordered redemption extensions, as noted above the legal description of affected parcels. Execution and delivery for deeds associated to such parcels will be delayed until redemption periods expire. Payment submitted for parcels that are subsequently redeemed will be refunded to the governmental agencies, upon State confirmation of tax payment.

To purchase property, your agency must submit a completed State, County or Local Unit of Government Purchase Application, along with a purchase authorization resolution, identifying the intended public purpose for the parcel and certified payment by **October 31st, 2019**. Local units must provide documentation of local taxes deducted from purchase price. **Please make checks to: Title-Check LLC Escrow Account**

Applications and payments may be submitted to:

Title-Check LLC  
Attn: Auction Dept  
622 W Kalamazoo Ave  
Kalamazoo, MI 49007

Questions can be directed to Jordan Hochstetler, auctions and marketing manager at Title-Check, by email at [jordan@title-check.com](mailto:jordan@title-check.com). You may also reach me by phone at 269-585-1252

## Luce County 2019 Foreclosure Auction List (Prior to No-Reserve Auction)

Lot Number	Minimum Bid	Parcel Id	Local Unit	Legal Description
4107	\$ 794.79	004-002-007-1700	PENTLAND TOWNSHIP	SEC 7 T45N R9W E 68' OF OF SE 1/4 OF NE 1/4 OF NW 1/4. 1.03 A M/L.
4108	\$ 1,193.35	004-002-020-3100	PENTLAND TOWNSHIP	SEC 20 T45N R9W~ N 1/2 OF SW 1/4 OF SE 1/4 EXC W 238' & EXC N 208' OF E 209' OF W447'. 14.70 A.
4112	\$ 2,284.40	041-003-250-1300	VILLAGE OF NEWBERRY	SEC 25 T46N R10W~E 100' OF W 845' OF N 150' OF NW 1/4 OF NW 1/4 & E 100' OF W945' OF N 290' OF NW 1/4 OF NW 1/4.
4114	\$ 1,297.29	041-003-260-0300	VILLAGE OF NEWBERRY	SEC 26 T46N R10W ~BEG 116.5' S OF NE COR OF NE 1/4 OF NE 1/4, TH W 396.5', TH E 396.5', TH N 100' TO POB IN VILLAGE OF NEWBERRY.
4116	\$ 1,549.14	041-206-070-5600	VILLAGE OF NEWBERRY	W 102 FT OF E 474 FT OF OUTLOT A BLK 7 FIFTH ADD TO VILLAGE OF NEWBERRY.



SETTLEMENT					
		AMENDED BUDGET	1ST PAYMENT	2ND PAYMENT	3RD PAYMENT
<b>GENERAL FUND</b>					
101-201-730.000	SETTLEMENT	\$ 750.00	\$ 250.00	\$ 250.00	\$ 250.00
<b>ELECTRIC FUND</b>					
582-583-730.000	SETTLEMENT	\$ 6,000.00	\$ 2,000.00	\$ 2,000.00	\$ 2,000.00
<b>SEWER FUND</b>					
590-537-730.000	SETTLEMENT	\$ 2,250.00	\$ 750.00	\$ 750.00	\$ 750.00
<b>WATER FUND</b>					
591-536-730.000	SETTLEMENT	\$ 6,000.00	\$ 2,000.00	\$ 2,000.00	\$ 2,000.00
	<b>TOTAL</b>	<b>\$ 15,000.00</b>	<b>\$ 5,000.00</b>	<b>\$ 5,000.00</b>	<b>\$ 5,000.00</b>

**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 # <b>1274-01</b>	B. Request # <b>16</b>	C. Period Covered by Request <b>09-01-19</b> to <b>09-30-19</b> (M/D/Y) (M/D/Y)	D. Request Type <input checked="" type="checkbox"/> partial <input type="checkbox"/> final	E. Grantee's EIN <b>38-6007193</b>	F. Grant Amount <b>\$593,241</b>
G. Grantee Name: <b>Village of Newberry</b>					Phone # <b>906-293-3433</b>
Address: <b>Village Hall, 302 East McMillian Avenue, Newberry, MI 49868</b>				Email: <b>finance@newberry.mi.gov</b>	
H. Grantee's Bank Name: <b>MBank – Mackinac Financial Corp.</b>					Phone # <b>906-293-5165</b>
Address: <b>414 Newberry Ave., Newberry, MI 49868</b>					
Account Name: _____				ABA # <b>091102807</b>	Account # <b>9960546</b>
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)			<b>\$ 0.00</b>	<b>\$ 0.00</b>	
2. DESIGN ENGINEERING COSTS			<b>\$ 0.00</b>	<b>\$ 0.00</b>	
3. USER CHARGE SYSTEM DEVELOPMENT COSTS (awarded under planning or design grant)			<b>\$</b>	<b>\$</b>	
4. WASTEWATER ASSET MANAGEMENT PLAN COSTS			<b>\$ 18,236.62</b>	<b>\$ 209,638.64</b>	
5. STORMWATER ASSET MANAGEMENT PLAN COSTS			<b>\$ 319.81</b>	<b>\$ 65,699.84</b>	
6. STORMWATER MANAGEMENT PLAN COSTS (Nonpoint Source Watershed Management Plans)			<b>\$</b>	<b>\$</b>	
7. INNOVATIVE WASTEWATER OR STORMWATER TECHNOLOGY COSTS			<b>\$</b>	<b>\$</b>	
8. DISADVANTAGED COMMUNITY CONSTRUCTION COSTS			<b>\$</b>	<b>\$</b>	
9. TOTAL CUMULATIVE AMOUNT FOR PERIOD COVERED BY THIS REQUEST (add totals in 1 <sup>st</sup> column)			<b>\$ 18,556.43</b>		
10. TOTAL CUMULATIVE ELIGIBLE COSTS INCURRED TO DATE (add totals in 2 <sup>nd</sup> column)				<b>\$ 275,338.48</b>	
11. LESS LOCAL MATCH (if applicable) <b>(na)</b>				<b>( \$ 0.00 )</b>	
12. LESS AMOUNT PREVIOUSLY DISBURSED				<b>( \$ 256,782.05 )</b>	
13. AMOUNT REQUESTED FOR DISBURSEMENT				<b>\$ 18,556.43</b>	
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"> <li>See attached "Budget &amp; Disbursement Tracking" spreadsheet excerpts (pages 5 &amp; 10 of 10)</li> <li>See attached invoice copies from C2AE for Sept 2019</li> <li>See attached Progress Report: #23</li> </ul>					
<p>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.</p>					
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 1<sup>st</sup> column (Requested Incurred Costs This Period).
  10. Fill in the sum of the amounts shown in the 2<sup>nd</sup> 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 15<sup>TH</sup> DAY OF EACH MONTH.**

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

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

**For Newberry SAW Grant email to MDEQ Project Manager ~~Jaelyn Morechant~~ at "~~Morechant.J1@michigan.gov~~"**  
**Valorie White at "~~whitev1@michigan.gov~~"**



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

September 25, 2019  
 Project No: 13-0210  
 Invoice No: 68714

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

Project 13-0210 Newberry SAW Application

**Professional Services for the period ending September 15, 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	99.71	76,956.18	76,956.18	0.00
Task -0910 Condition & Critically	33,760.00	19.22	6,488.67	5,448.58	1,040.09
Task 0920-Metering & Modeling	30,140.00	17.2387	5,195.74	5,118.72	77.02
Task 0930-Software Hardware & Training	36,200.00	59.7887	21,643.51	4,524.00	17,119.51
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		117,447.90	99,211.28	18,236.62
<b>Total Fee</b>					<b>18,236.62</b>
<b>Total this Phase</b>					<b>\$18,236.62</b>
<b>Total this Invoice</b>					<b>\$18,236.62</b>

**Outstanding Invoices**

Number	Date	Balance
68582	8/26/2019	1,801.36
68583	8/26/2019	282.58
<b>Total</b>		<b>2,083.94</b>



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**

September 20, 2019

Project No: 13-0210

Invoice No: 68715

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

Project 13-0210 Newberry SAW Application  
Professional Services for the period ending September 15, 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	72.0102	34,420.89	34,101.08	319.81
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		37,719.39	37,399.58	319.81
Total Fee					319.81
Total this Phase					\$319.81
Total this Invoice					<u>\$319.81</u>

#### Outstanding Invoices

Number	Date	Balance
68582	8/26/2019	1,801.36
68583	8/26/2019	282.58
Total		2,083.94

Village of Newberry											
Wastewater & Stormwater Asset Management Plans											
Budget & Disbursement Tracking											
Proj 13-0210											
Last Revision: 09-25-19											
	Phase-Task	04-0900	04-0910	04-0920	04-0930	04-0940	04-0950	04-0960	04-0970	MDEQ #1274-01	
	Description	Inventory & GIS Data Entry	Condition & Criticality Assessment	Metering & Modeling	Software, Hardware & Training	Sewer Televising	Level of Service	CLIP & Rate Structure Development	Other - Application Package	Totals	
	Budgets:										
	C2AE Internal	\$60,590.00	\$33,760.00	\$30,140.00			\$4,000.00	\$29,240.00	\$5,000.00	\$162,730.00	
	C2AE Subs	\$16,590.00	\$0.00	\$0.00	\$36,200.00					\$52,790.00	
	Total C2AE	\$77,180.00	\$33,760.00	\$30,140.00	\$36,200.00	\$0.00	\$4,000.00	\$29,240.00	\$5,000.00	\$215,520.00	
	Other Vendors			\$25,200.00	\$9,000.00	\$91,152.00	\$2,000.00	\$20,000.00		\$147,352.00	
	Local Force Account	\$8,750.00					\$1,600.00	\$6,400.00		\$16,750.00	
	Village Requested Transfer									\$0.00	
	Total Budget	\$85,930.00	\$33,760.00	\$55,340.00	\$41,050.00	\$95,302.00	\$7,600.00	\$55,640.00	\$5,000.00	\$379,622.00	
Invoice / Statement											
By	Number	Date									
C2AE	68437	07/31/19	\$1,061.43	\$1,760.18	\$34.54					\$4,737.89	
C2AE	68438	07/31/19								\$0.00	
Total Disbursement Request #14			\$1,061.43	\$1,760.18	\$34.54	\$0.00	\$0.00	\$0.00	\$0.00	\$4,737.89	
C2AE	685825	08/26/19								\$1,801.36	
C2AE	68583	08/26/19			\$180.00					\$0.00	
Total Disbursement Request #15			\$0.00	\$223.98	\$180.00	\$0.00	\$0.00	\$0.00	\$0.00	\$1,801.36	
C2AE	68714	09/20/19								\$18,236.62	
C2AE	68715	09/20/19			\$17,119.51					\$0.00	
Total Disbursement Request #16			\$0.00	\$77.02	\$17,119.51	\$0.00	\$0.00	\$0.00	\$0.00	\$18,236.62	
..											
RUNNING TOTALS			\$81,146.90	\$6,488.67	\$8,872.14	\$73,789.33	\$0.00	\$7,163.80	\$5,000.00	\$209,638.64	
Remaining			\$4,783.10	\$27,271.33	\$46,467.86	\$21,512.67	\$7,600.00	\$48,476.20	\$0.00	\$169,983.36	
								% Invoiced/Charged		55%	

Village of Newberry									
Wastewater & Stormwater Asset Manage									
Budget & Disbursement Tracking									
Proj 13-0210									
Last Revision: 09-25-19									
MDEQ #1274-01									
Phase-Task		05-900	05-910	05-920	05-930	05-040	05-950	05-960	05-970
Description		Inventory & GIS Database Development	Condition & Criticality Assessment	Metering & Modeling	Software, Hardware & Training	Sewer Televising	Level of Service	CIP & Rate Structure Development	Other - Background Model Map
Totals									
Budgets:									
C2AE Internal		\$34,500.00	\$31,700.00	\$24,640.00	\$2,000.00		\$2,500.00	\$24,500.00	\$0.00
C2AE Subs		\$13,300.00							
Total C2AE		\$47,800.00	\$31,700.00	\$24,640.00	\$2,000.00	\$0.00	\$2,500.00	\$24,500.00	\$0.00
Other Vendors						\$62,775.00	\$1,000.00	\$4,000.00	\$19,500.00
Local Force Account		\$5,250.00	\$5,250.00				\$640.00	\$4,800.00	\$1,000.00
Village Requested Transfer									
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
									\$0.00
									\$117,840.00
									\$15,300.00
									\$133,140.00
									\$87,275.00
									\$16,940.00
									\$0.00
									\$237,355.00
Invoice / Statement									
By	Number	Date							
C2AE	68437	07/31/19							\$0.00
C2AE	68438	07/31/19	\$1,118.34						\$1,118.34
Total Disbursement Request #14			\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
C2AE	685825	08/26/19							\$0.00
C2AE	68583	08/26/19	\$282.58						\$282.58
Total Disbursement Request #15			\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
C2AE	68714	09/20/19							\$0.00
C2AE	1	09/20/19	\$319.81						\$319.81
Total Disbursement Request #16			\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
RUNNING TOTALS			\$33,302.55	\$3,020.34	\$0.00	\$8,955.45	\$0.00	\$1,396.50	\$19,025.00
Remaining			\$19,747.45	\$33,925.66	\$24,640.00	\$53,819.55	\$4,140.00	\$31,903.50	\$1,475.00
									\$65,699.84
									\$171,655.16
								% Invoiced/Charged	28%

<b>Client:</b>	<b>Village of Newberry</b>	<b>Date:</b>	<b>09-25-19</b>
<b>Project No.:</b>	<b>13-0210</b>	<b>Project Manager:</b>	<b>Chuck Lawson/Darren Pionk</b>
<b>Project Name:</b>	<b>SAW Grant</b>	<b>Report Lead:</b>	<b>Dave Holmgren</b>
<b>Project Phase:</b>	<b>Report</b>	<b>Admin.:</b>	<b>Dave Cain</b>
<b>Client Approved Revised Completion Date:</b>	<b>na</b>	<b>Project Start Date:</b>	<b>Sep 2013 (application)</b>
<b>Client Project No.:</b>	<b>MDEQ SAW #1274-01</b>	<b>Project Completion Date:</b>	<b>Nov 2020</b>
<b>Client Advisor:</b>		<b>Period Covered:</b>	<b>Sep 2019</b>

**THE WORK ACCOMPLISHED IN THE DEFINED PERIOD CONSISTED OF:**

- Continued incorporating storm assets data into GIS database
- Continue developing sewer model
- Confirmed GPS licensing & locator equipment for purchase

**THE ANTICIPATED WORK ELEMENTS IN THE NEXT PERIOD:**

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

**SCOPE CHANGES MADE DURING DEFINED PERIOD:**

- na

**BUDGET STATUS (% COMPLETE OF C2AE TASKS):**

<b>Wastewater (WAMP) Task</b>	<b>Budget</b>	<b>Approx. % Used</b>
900 – Inventory & GIS Database Development	\$77,180	100%
910 – Condition & Criticality Assessment	\$33,760	20%
920 – Metering & Modeling	\$30,140	18%
930 – Software, Hardware, & Training	\$36,200	60%
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%
<b>Total C2AE</b>	<b>\$215,520</b>	<b>55%</b>
<b>Total Project Including Other Venders, etc.</b>	<b>\$379,622</b>	<b>55%</b>

PROGRESS REPORT # 23

Project Description: Newberry SAW

<b>Stormwater (SAMP) Task</b>	<b>Budget</b>	<b>Approx. % Used</b>
900 – Inventory & GIS Database Development	\$47,800	72%
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
<b>Total C2AE</b>	<b>\$133,140</b>	<b>29%</b>
<b>Total Project Including Other Venders, etc.</b>	<b>\$237,355</b>	<b>28%</b>

**SCHEDULE STATUS (from Engineering Agreement):**

<b>Wastewater (WAMP) Task</b>	<b>Target</b>	<b>Status</b>
900 – Inventory & GIS Database Development	May-Jul 2018 <sup>9</sup>	Nearly Complete
910 – Condition & Criticality Assessment	<del>Aug-Oct</del> 2018 <sup>9</sup>	Nearly Complete
920 – Metering & Modeling	<del>Jul-Nov</del> 2018 <sup>9</sup>	Continues
930 – Software, Hardware, & Training	<del>May-Jul</del> 2018 <sup>9</sup>	Started planning for training
940 – Sewer Televising	<del>Aug-Nov</del> 2018 <sup>9</sup>	Done
950 – Level of Service	<del>Nov-Dec</del> 2018 <sup>9</sup>	xxx
960 – CIP & Rate Structure Development	<del>Nov-Dec</del> 2018 <sup>9</sup>	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

<b>Stormwater (SAMP) Task</b>	<b>Target</b>	<b>Status</b>
900 – Inventory & GIS Database Development	<del>Aug-Oct</del> 2018 19	Data Entry Continuing
910 – Condition & Criticality Assessment	<del>Oct-Nov</del> 2018 19	Continuing
920 – Metering & Modeling	<del>Mar-Apr</del> 2019	Planning
930 – Software, Hardware, & Training	<del>May-Jul</del> 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

**PROGRESS REPORT # 23**

**Project Description: Newberry SAW**

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**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

September 26, 2019

Village of Newberry  
302 East McMillan Ave  
Newberry, Mi 49868

To Whom it May Concern,

I hereby resign my position as Village Trustee, effective September 30, 2019 at 5:00 p.m.

A handwritten signature in cursive script, reading "Sharon L. Brown". The signature is written in dark ink and is positioned above the printed name.

Sharon L. Brown

Lewis Hitts

403 W John St

Newberry, MI 49868

9/30/2019

I hereby resign my Council seat.

A handwritten signature in black ink, appearing to be 'L. Hitts', with a long horizontal stroke extending to the right.

Lewis Hitts Tsgt USAF Ret.

# VILLAGE OF NEWBERRY



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

## VILLAGE OF NEWBERRY TRUSTEE VACANCIES RESOLUTION

Motion By: \_\_\_\_\_

Supported By: \_\_\_\_\_

**WHEREAS**, the Village of Newberry is governed by the General Village Law Act (1895 PA 3) which establishes the legislative council as the Village authority, and

**WHEREAS**, the Village of Newberry consists of a Council of six (6) Trustees and one (1) Village President, and

**WHEREAS**, the Village of Newberry Board of Trustees has experienced two (2) vacancies due to resignation, and

**NOW THEREFORE BE IT RESOLVED**, according to Section 62.13 of General Village Law the Council declares the office of Trustee vacant.

I, Terese Schummer, Clerk of said Village of Newberry, do hereby certify that the foregoing is a true and complete copy of a resolution adopted by the Village Council of the Village of Newberry, County of Luce, State of Michigan, at a regular meeting held on October 15, 2019 that said meeting was conducted and public notice of said meeting was given pursuant to and in full compliance with the Open Meetings Act, and that the minutes of said meeting be kept and will be or have been made available as required by said Act.

AYES: \_\_\_\_\_

NAYS: \_\_\_\_\_

ABSENT: \_\_\_\_\_

In Testimony Whereof, I have hereunto set my hand and Affixed the seal of said Village of Newberry, this 15th day of October 2019.

\_\_\_\_\_  
Terese Schummer, Clerk  
Village of Newberry

\_\_\_\_\_  
Date

\_\_\_\_\_  
Lori A. Stokes, Village President  
Village of Newberry

\_\_\_\_\_  
Date

# VILLAGE OF NEWBERRY



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

## **VILLAGE OF NEWBERRY Relating to Public Act 152 of 2011 -the Publicly Funded Health Insurance Contribution Act RESOLUTION**

Motion By: \_\_\_\_\_

Supported By: \_\_\_\_\_

**WHEREAS**, the Publicly Funded Health Insurance Contribution Act or Public Act 152 of 2011 mandated certain cost-sharing obligations for public employee health insurance premiums and costs, and

**WHEREAS**, Section 8 of the Act permits the “governing body” of “a local unit of government may exempt itself from the requirements of this act for the next succeeding year.”

**WHEREAS**, now therefore be it hereby resolved, the Village Council of the Village of Newberry does, by a vote of 2/3 of its members, exempt itself from the provisions of Public Act 152 for one year beginning December 1, 2019, and

**BE IT FURTHER RESOLVED**, pursuant to the Act no exemption beyond November 30, 2020 is intended or implied by this resolution, and

**NOW THEREFORE BE IT RESOLVED**, I, Terese Schummer, Clerk of said Village of Newberry, do hereby certify that the foregoing is a true and complete copy of a resolution adopted by the Village Council of the Village of Newberry, County of Luce, State of Michigan, at a regular meeting held on October 15, 2019 that said meeting was conducted and public notice of said meeting was given pursuant to and in full compliance with the Open Meetings Act, and that the minutes of said meeting be kept and will be or have been made available as required by said Act.

AYES: \_\_\_\_\_

NAYS: \_\_\_\_\_

ABSENT: \_\_\_\_\_

In Testimony Whereof, I have hereunto set my hand and Affixed the seal of said Village of Newberry, this 15<sup>th</sup> day of October 2019.

\_\_\_\_\_  
Terese Schummer, Clerk  
Village of Newberry

\_\_\_\_\_  
Date

\_\_\_\_\_  
Lori A. Stokes, Village President  
Village of Newberry

\_\_\_\_\_  
Date

**PUBLICLY FUNDED HEALTH INSURANCE CONTRIBUTION ACT (EXCERPT)**  
**Act 152 of 2011**

**15.563 Public employer contribution to medical benefit plan; limitation on amount; allocation of payments; adjustment of maximum payment.**

Sec. 3. (1) Except as otherwise provided in this act, a public employer that offers or contributes to a medical benefit plan for its employees or elected public officials shall pay no more of the annual costs or illustrative rate and any payments for reimbursement of co-pays, deductibles, or payments into health savings accounts, flexible spending accounts, or similar accounts used for health care costs, than a total amount equal to \$5,500.00 times the number of employees and elected public officials with single-person coverage, \$11,000.00 times the number of employees and elected public officials with individual-and-spouse coverage or individual-plus-1-nonspouse-dependent coverage, plus \$15,000.00 times the number of employees and elected public officials with family coverage, for a medical benefit plan coverage year beginning on or after January 1, 2012. A public employer may allocate its payments for medical benefit plan costs among its employees and elected public officials as it sees fit. By October 1 of each year after 2011, the state treasurer shall adjust the maximum payment permitted under this subsection for each coverage category for medical benefit plan coverage years beginning the succeeding calendar year, based on the change in the medical care component of the United States consumer price index for the most recent 12-month period for which data are available from the United States department of labor, bureau of labor statistics.

(2) For a medical benefit plan coverage year beginning January 1, 2014 through December 31, 2014, the multiplier used to calculate the maximum public employer payment under subsection (1) shall be \$12,250.00 for employees and elected public officials with individual-and-spouse coverage or individual-plus-1-nonspouse-dependent coverage and shall be adjusted each year as provided in subsection (1).

(3) For purposes of calculating a public employer's maximum total annual medical benefit plan costs under subsection (1), "employee or elected public official" does not include an employee or elected public official who declines the medical benefit plan offered or contributed to by the public employer.

**History:** 2011, Act 152, Imd. Eff. Sept. 27, 2011;—Am. 2013, Act 270, Imd. Eff. Dec. 30, 2013.

**Compiler's note:** Enacting section 1 of Act 270 of 2013 provides:

"Enacting section 1. Section 3(1) and (3) of the publicly funded health insurance contribution act, 2011 PA 152, MCL 15.563, as amended or added by this amendatory act, clarifies the original intent of the legislature that a public employee or elected official who declines the public employer's medical benefit plan coverage is not an employee or elected public official for purposes of calculating the public employer's maximum total annual medical benefit plan costs. These amendments are curative and apply retroactively."

**PUBLICLY FUNDED HEALTH INSURANCE CONTRIBUTION ACT (EXCERPT)**  
**Act 152 of 2011**

**15.564 Public employer contribution to medical benefit plan; limitation on percentage of annual costs; allocation of employees' share of total costs.**

Sec. 4. (1) By a majority vote of its governing body each year, prior to the beginning of the medical benefit plan coverage year, a public employer, excluding this state, may elect to comply with this section for a medical benefit plan coverage year instead of the requirements in section 3. The designated state official may elect to comply with this section instead of section 3 as to medical benefit plans for state employees and state officers.

(2) For medical benefit plan coverage years beginning on or after January 1, 2012, a public employer shall pay not more than 80% of the total annual costs of all of the medical benefit plans it offers or contributes to for its employees and elected public officials. For purposes of this subsection, total annual costs includes the premium or illustrative rate of the medical benefit plan and all employer payments for reimbursement of co-pays, deductibles, and payments into health savings accounts, flexible spending accounts, or similar accounts used for health care but does not include beneficiary-paid copayments, coinsurance, deductibles, other out-of-pocket expenses, other service-related fees that are assessed to the coverage beneficiary, or beneficiary payments into health savings accounts, flexible spending accounts, or similar accounts used for health care. For purposes of this section, each elected public official who participates in a medical benefit plan offered by a public employer shall be required to pay 20% or more of the total annual costs of that plan. The public employer may allocate the employees' share of total annual costs of the medical benefit plans among the employees of the public employer as it sees fit.

**History:** 2011, Act 152, Imd. Eff. Sept. 27, 2011;—Am. 2013, Act 271, Imd. Eff. Dec. 30, 2013.

**PUBLICLY FUNDED HEALTH INSURANCE CONTRIBUTION ACT (EXCERPT)**  
**Act 152 of 2011**

**15.568 Exemption from act; extension; exceptions.**

Sec. 8. (1) By a 2/3 vote of its governing body each year, prior to the beginning of the medical benefit plan coverage year, a local unit of government may exempt itself from the requirements of this act for the next succeeding medical benefit plan coverage year.

(2) A 2/3 vote of the governing body of the local unit of government prior to the beginning of each succeeding medical benefit plan coverage year is required to extend an exemption under this section.

(3) An exemption under this section is not effective for a city with a mayor who is both the chief executive and chief administrator, unless the mayor also approves the exemption.

(4) An exemption under this section is not effective for a county with a county executive who is both the chief executive and chief administrator, unless the county executive also approves the exemption.

(5) An exemption under this section is not effective for a city with a population greater than 600,000.

**History:** 2011, Act 152, Imd. Eff. Sept. 27, 2011;—Am. 2013, Act 273, Imd. Eff. Dec. 30, 2013;—Am. 2014, Act 184, Imd. Eff. June 20, 2014.

**VILLAGE OF NEWBERRY  
COUNTY OF LUCE  
STATE OF MICHIGAN**

**ORDINANCE NO. \_\_\_\_\_**

**An Ordinance to prohibit Marihuana Establishments in the Village of Newberry**

**Title: Prohibition of Marihuana Establishments**

**The Village of Newberry hereby ordains:**

- 1. All Marihuana Establishments, as defined in Initiated Law 1 of 2018, the Michigan Regulation and Taxation of Marihuana Act (MCL 333.27951 *et seq*), shall be and are prohibited within the Village of Newberry.**

**PUBLICATION AND RECORDING:** This Ordinance shall be published once in a newspaper of general circulation within the boundaries of the Village of Newberry qualified under State law to publish legal notices immediately after its adoption, and the same shall be recorded in the minutes of the Village of Newberry of the meeting at which this Ordinance was adopted and, in addition shall be recorded in the Ordinance Book of the Village.

**EFFECTIVE DATE:** This Ordinance shall be in full force and effect upon publication.

Ayes:

Nays:

Absent:

**ORDINANCE DECLARED ADOPTED.**

\_\_\_\_\_  
By: Lori Stokes, Village President

\_\_\_\_\_  
By: Terese Schummer, Clerk

Date: \_\_\_\_\_, 2019

**CERTIFICATION**

I hereby certify that the foregoing is a true and complete copy of an Ordinance adopted by the Village Council of the Village of Newberry, County of Luce, State of Michigan, at a regular meeting held on \_\_\_\_\_, 2019 that said meeting was conducted and public notice of said meeting was given pursuant to and in full compliance with the Open Meetings Act, being Act 267, Public Acts of Michigan, 1976, and that the minutes of said meeting were kept and will be or have been made available as required by said Act. I further certify that the foregoing Ordinance was published on \_\_\_\_\_ in the following newspaper: \_\_\_\_\_

## Budget Amendments

GL Number	Description	19 Adopted	19 Amended	19 Activity	New Amended	Change
101-000-665.000	INTEREST EARNED	800.00	800.00	9,457.18	9,457.18	8,657.18
101-000-678.000	REIMBOUSE - EQUIPMENT RENTAL	142,000.00	142,000.00	159,178.27	159,178.27	17,178.27
101-101-752.000	OFFICE SUPPLIES	500.00	500.00	25.22	250.00	(250.00)
101-101-915.000	MEMBERSHIPS & SUBSCRIPTIONS	250.00	250.00	0.00	125.00	(125.00)
101-172-706.000	HOLIDAY	2,000.00	2,000.00	380.80	1,000.00	(1,000.00)
101-172-719.000	HOSPITALIZATION	2,308.00	3,500.00	3,705.36	4,000.00	500.00
101-172-724.000	SICK PAY	2,500.00	2,500.00	751.34	1,500.00	(1,000.00)
101-172-726.000	LIFE INSURANCE	79.00	79.00	90.72	100.00	21.00
101-172-850.000	TELEPHONE	100.00	100.00	141.61	150.00	50.00
101-172-913.000	TRAVEL	100.00	100.00	0.00	0.00	(100.00)
101-201-705.000	VACATION PAY	6,000.00	6,000.00	938.81	3,000.00	(3,000.00)
101-201-706.000	HOLIDAY PAY	3,000.00	3,000.00	541.65	2,000.00	(1,000.00)
101-201-719.000	HOSPITALIZATION	17,410.00	15,000.00	6,467.16	13,000.00	(2,000.00)
101-201-719.100	HOSPITAL INS RETIREE	3,200.00	3,200.00	3,714.79	3,800.00	600.00
101-201-725.000	WORKERS' COMPENSATION	1,000.00	1,000.00	1,078.93	1,100.00	100.00
101-201-752.000	OFFICE SUPPLIES	2,500.00	2,500.00	810.10	1,500.00	(1,000.00)
101-201-752.200	IT SOFTWARE	15,000.00	15,000.00	4,111.50	10,000.00	(5,000.00)
101-201-801.000	PROFESSIONAL & CONTRACTUAL	12,000.00	12,000.00	3,071.11	10,000.00	(2,000.00)
101-201-801.000	BAD DEBT EXPENSE	0.00	0.00	8.12	10.00	10.00
101-201-803.000	LEASE EXPENSE	0.00	500.00	845.64	1,000.00	500.00
101-201-804.000	TELEPHONE	5,000.00	2,000.00	884.83	1,500.00	(500.00)
101-201-850.000	TRAVEL	0.00	65.61	104.33	150.00	84.39
101-201-913.000	PROPERTY LIABILITY INSURANCE	0.00	0.00	4,304.30	4,400.00	4,400.00
101-201-935.000	CAP OUTLAY-OFFICE EQUIP & FURN	2,000.00	2,000.00	777.01	1,500.00	(500.00)
101-201-980.000	WORKERS' COMPENSATION	0.00	5.00	8.54	10.00	5.00
101-215-725.000	PROF & CONTR SERVICES	2,000.00	2,000.00	0.00	1,500.00	(500.00)
101-223-801.000	LEGAL	13,000.00	13,000.00	2,747.79	8,000.00	(5,000.00)
101-223-801.200	ORD OFFICER WAGES	15,934.00	14,000.00	5,924.50	11,000.00	(3,000.00)
101-230-702.000	TELEPHONE	100.00	400.00	494.64	600.00	200.00
101-230-850.000	OFFICE SUPPLIES	350.00	350.00	35.80	200.00	(150.00)
101-253-752.000	OPERATING SUPPLIES	0.00	0.00	87.48	100.00	100.00
101-253-752.100	PROFESSIONAL & CONTRACTUAL	3,600.00	3,600.00	213.79	3,000.00	(600.00)
101-253-801.000	POSTAGE	1,200.00	0.00	440.00	600.00	600.00
101-253-851.000	PUBLISHING & PRINTING	50.00	50.00	358.89	500.00	450.00
101-253-900.000	WAGES	0.00	2,719.64	3,637.96	4,000.00	1,280.36
101-265-702.000	HOSPITALIZATION	0.00	500.00	700.57	800.00	300.00
101-265-719.000	LIFE INSURANCE	0.00	2.00	5.56	10.00	8.00
101-265-726.000	TOOLS & EQUIP (UNR CAP, THRESH	1,000.00	1,000.00	0.00	500.00	(500.00)
101-265-753.000	PROF & CONTRACTUAL SERVICES	2,000.00	2,000.00	0.00	1,000.00	(1,000.00)
101-265-801.000	BLDG & GROUNDS EQUIP RENTAL	500.00	3,000.00	3,016.94	3,200.00	200.00
101-265-940.000	EMPLOYER'S FICA & MEDICARE	1,125.00	1,125.00	1,423.78	1,500.00	375.00
101-301-709.000	RETIREMENT - MERS - EMPLOYER P	9,576.00	9,576.00	10,010.74	11,000.00	1,424.00
101-441-702.000	WAGES	47,465.00	15,000.00	16,179.13	17,000.00	2,000.00

# Budget Amendments

GL Number	Description	19 Adopted	19 Amended	19 Activity	New Amended	Change
101-441-703.000	SALARIES	8,753.00	8,000.00	3,461.05	7,000.00	(1,000.00)
101-441-705.000	VACATION	7,000.00	6,000.00	2,823.93	5,000.00	(1,000.00)
101-441-706.000	HOLIDAY	2,000.00	2,000.00	2,319.09	2,500.00	500.00
101-441-719.000	HOSPITALIZATION	8,700.00	8,700.00	13,192.52	13,500.00	4,800.00
101-441-721.000	H.S.A.	1,800.00	2,100.00	3,100.00	3,100.00	1,000.00
101-441-724.000	SICK PAY	1,700.00	2,500.00	2,813.90	3,000.00	500.00
101-441-725.000	WORKERS' COMPENSATION	2,500.00	2,500.00	495.66	2,000.00	(500.00)
101-441-726.000	LIFE INSURANCE	142.00	142.00	179.21	200.00	58.00
101-441-751.000	LICENSE FEES	400.00	400.00	0.00	100.00	(300.00)
101-441-752.000	OFFICE SUPPLIES	250.00	250.00	35.77	100.00	(150.00)
101-441-753.000	TOOLS & EQUIPMENT	300.00	300.00	96.98	200.00	(100.00)
101-441-801.000	PROFESSIONAL AND CONTRACTUAL	500.00	500.00	1,248.74	1,300.00	800.00
101-441-850.000	TELEPHONE	100.00	350.00	511.63	600.00	250.00
101-441-900.000	PUBLISHING & PRINTING	0.00	0.00	90.00	100.00	100.00
101-441-910.000	PROFESSIONAL DEVELOPMENT	100.00	0.00	201.00	300.00	300.00
101-441-940.000	EQUIPMENT RENTAL	1,000.00	5,632.15	7,223.40	8,000.00	2,367.85
101-480-709.000	EMPLOYER'S FICA	0.00	500.00	709.02	800.00	300.00
101-480-717.000	RETIREMENT - MERS - EMPLOYER P	0.00	400.00	610.49	620.00	220.00
101-480-719.000	HOSPITALIZATION	0.00	1,500.00	2,617.13	2,800.00	1,300.00
101-480-726.000	LIFE INSURANCE	0.00	11.00	17.45	18.00	7.00
101-480-940.000	EQUIPMENT RENTAL	14,000.00	16,100.00	16,908.11	17,000.00	900.00
101-524-702.000	WAGES	0.00	10,000.00	12,332.10	14,000.00	4,000.00
101-524-717.000	RETIREMENT - MERS - EMPLOYER P	0.00	1,000.00	1,095.25	1,200.00	200.00
101-524-719.000	HOSPITALIZATION	0.00	5,000.00	6,151.07	7,000.00	2,000.00
101-524-725.000	WORKERS' COMPENSATION	0.00	1,000.00	1,213.54	1,300.00	300.00
101-524-726.000	LIFE INSURANCE	0.00	40.00	45.38	50.00	10.00
101-524-752.100	OPERATING SUPPLIES	1,000.00	1,000.00	1,142.67	1,500.00	500.00
101-524-753.000	TOOLS & EQUIP(UNDER CAP. THRE)	1,500.00	1,500.00	231.82	800.00	(700.00)
101-524-759.000	GAS OIL & GREASE	20,000.00	20,000.00	17,481.35	22,000.00	2,000.00
101-524-801.000	PROF & CONTRACTUAL SERVICES	3,500.00	3,500.00	1,580.25	3,356.80	(143.20)
101-524-801.000	VEHICLE REPAIRS & MAINTENANCE	12,000.00	12,000.00	11,114.71	15,000.00	3,000.00
101-524-932.000	CAPITAL OUTLAY-VEHICLES	20,000.00	20,000.00	0.00	10,000.00	(10,000.00)
101-524-981.000	WAGES	0.00	2,700.00	3,275.93	3,500.00	800.00
101-525-702.000	OPERATING SUPPLIES	500.00	400.00	31.47	100.00	(300.00)
101-525-752.100	EQUIPMENT RENTAL	0.00	3,900.00	3,933.03	4,000.00	100.00
101-525-940.000	WORKERS' COMPENSATION	0.00	900.00	1,110.99	1,200.00	300.00
101-528-725.000	SPRING CLEANUP	0.00	0.00	2,527.60	2,527.60	2,527.60
101-528-825.000	POSTAGE	0.00	600.00	655.62	700.00	100.00
101-528-851.000	PUBLISHING & PRINTING	0.00	500.00	593.35	600.00	100.00
101-528-900.000	VEHICLE REPAIRS & MAINTENANCE	1,000.00	1,000.00	0.00	500.00	(500.00)
101-528-932.000	RECYCLE BINS	0.00	930.00	1,240.00	1,300.00	370.00

# Budget Amendments

GL Number	Description	19 Adopted	19 Amended	19 Activity	New Amended	Change
Total Revenues: Total		722,000.00	729,140.25	393,278.39	754,975.70	25,835.45
Expenditures:		623,111.00	623,111.00	424,939.66	623,111.00	0.00
Net of Rev/Exp:		98,889.00	106,029.25	(31,661.27)	131,864.70	25,835.45

# Budget Amendments

GL Number	Description	19 Adopted	19 Amended	19 Activity	New Amended	Change
202-000-488.000	LRP MAJOR STREET	0.00	1,029.76	1,544.63	1,544.63	514.87
202-463-710.000	UNEMPLOYMENT	2,000.00	2,000.00	0.00	1,429.00	(571.00)
202-463-725.000	WORKERS COMPENSATION	1,672.00	1,672.00	2,153.58	2,200.00	528.00
202-463-726.000	LIFE INSURANCE	87.00	87.00	122.69	130.00	43.00
Total Revenues:		147,449.00	148,478.76	91,668.50	148,993.63	514.87
Total Expenditures:		114,465.00	138,136.00	100,802.23	138,136.00	0.00
Net of Rev/Exp:		32,984.00	10,342.76	(9,133.73)	10,857.63	514.87

# Budget Amendments

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GL Number	Description	19 Adopted	19 Amended	19 Activity	New Amended	Change
203-000-488.000	LRP LOCAL STREETS	600.00	600.00	617.87	617.87	17.87
203-000-589.000	SIDEWALK REVENUE	0.00	0.00	40.00	40.00	40.00
203-463-702.000	WAGES	74,961.00	60,205.00	8,407.48	59,710.00	(495.00)
203-463-725.000	WORKERS COMPENSATION	2,000.00	2,000.00	2,153.58	2,200.00	200.00
203-463-726.000	LIFE INSURANCE	205.00	205.00	464.47	500.00	295.00
Total Revenues: Total		183,800.00	183,800.00	59,978.43	183,857.87	57.87
Expenditures: Net of		173,643.00	173,643.00	81,638.83	173,643.00	0.00
Rev/Exp:		10,157.00	10,157.00	(21,660.40)	10,214.87	57.87

# Budget Amendments

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GL Number	Description	19 Adopted	19 Amended	19 Activity	New Amended	Change
582-000-644.650	SAVE THE BELLS	0.00	0.00	775.50	775.50	775.50
582-000-665.100	INTERST SAVE THE BELLS	0.00	22.74	38.32	38.32	15.58
582-582-713.000	WAGES - OVERTIME	1,889.00	3,000.00	4,512.93	4,600.00	1,600.00
582-582-717.000	RETIREMENT - MERS - EMPLOYER P	9,032.00	14,000.00	21,835.01	25,000.00	11,000.00
582-582-753.000	TOOLS & EQUIPMENT	5,000.00	5,000.00	0.00	4,000.00	(1,000.00)
582-582-801.000	PROFESSIONAL & CONTRACTUAL	60,000.00	44,863.00	2,129.60	43,000.00	(1,863.00)
582-582-810.000	CREDIT CARD FEE EXPENSE	2,000.00	2,000.00	175.50	1,500.00	(500.00)
582-582-850.000	TELEPHONE	150.00	150.00	362.19	500.00	350.00
582-582-851.000	POSTAGE	6,000.00	6,000.00	223.52	500.00	(5,500.00)
582-582-900.000	PUBLISHING AND PRINTING	400.00	400.00	0.00	213.00	(187.00)
582-582-980.000	CAPT OUTLAY-OFFICE EQUIP & FUR	0.00	600.00	1,344.02	1,500.00	900.00
582-583-719.100	HOSPITAL INS RETIREE	1,500.00	6,000.00	7,606.23	8,000.00	2,000.00
582-583-724.000	SICK PAY	14,000.00	14,000.00	6,350.49	12,000.00	(2,000.00)
582-583-752.000	OFFICE SUPPLIES	1,500.00	1,500.00	383.24	1,000.00	(500.00)
582-583-801.200	LEGAL	0.00	4,500.00	6,596.78	7,000.00	2,500.00
582-583-804.000	LEASE EXPENSE	0.00	800.00	845.67	1,000.00	200.00
582-583-915.000	MEMBERSHIPS & SUBSCRIPTIONS	5,000.00	5,000.00	421.50	1,500.00	(3,500.00)
582-584-929.000	REPAIRS & MAINTENANCE	1,000.00	1,000.00	929.91	1,500.00	500.00
582-585-709.000	EMPLOYER'S FICA	3,000.00	3,000.00	387.18	1,000.00	(2,000.00)
582-585-713.000	MAGES - OVERTIME	2,500.00	2,500.00	0.00	1,000.00	(1,500.00)
582-585-719.000	HOSPITALIZATION	500.00	1,500.00	1,758.40	2,000.00	500.00
582-585-752.100	OPERATING SUPPLIES	1,000.00	1,000.00	14.99	500.00	(500.00)
582-585-860.000	TRANSPORTATION	1,000.00	1,000.00	0.00	500.00	(500.00)
Total Revenues:		2,340,600.00	2,347,762.99	1,507,908.31	2,348,554.07	791.08
Total Expenditures:		2,320,872.00	2,320,872.00	1,182,424.08	2,320,872.00	0.00
Net of Rev/Exp:		19,728.00	26,890.99	325,484.23	27,682.07	791.08

# Budget Amendments

GL Number	Description	19 Adopted	19 Amended	19 Activity	New Amended	Change
590-000-645.500	PENALTIES & LATE FEES	1,000.00	3,100.00	4,106.80	4,107.00	1,007.00
590-537-702.000	WAGES	132,618.00	125,000.00	74,190.12	118,700.00	(6,300.00)
590-537-702.000-PSW01	WAGES	0.00	0.00	1,854.30	1,854.30	1,854.30
590-537-706.000	HOLIDAY	5,000.00	5,000.00	5,833.13	6,000.00	1,000.00
590-537-709.000-PSW01	EMPLOYER'S FICA	0.00	0.00	189.55	189.55	189.55
590-537-713.000	WAGES - OVERTIME	1,085.00	3,000.00	3,563.01	4,000.00	1,000.00
590-537-713.000-PSW01	WAGES - OVERTIME	0.00	0.00	728.48	728.48	728.48
590-537-724.000	SICK PAY	7,000.00	7,000.00	7,788.99	7,800.00	800.00
590-537-725.000	WORKMANS' COMPENSATION	2,100.00	2,100.00	2,794.54	2,800.00	700.00
590-537-726.000-PSW01	LIFE INSURANCE	0.00	0.00	11.83	11.83	11.83
590-537-753.000	TOOLS & EQUIP (UNDER THRES)	15,000.00	14,391.89	961.29	13,004.01	(1,387.88)
590-537-801.200	LEGAL	8,000.00	8,000.00	8,905.13	9,000.00	1,000.00
590-537-929.100	PREVENTATIVE MAINTENANCE	5,000.00	5,000.00	116.44	3,000.00	(2,000.00)
590-537-940.000	EQUIPMENT RENTAL	14,000.00	14,000.00	4,559.19	11,600.00	(2,400.00)
590-537-940.000-PSW01	EQUIPMENT RENTAL	0.00	0.00	1,406.02	1,406.02	1,406.02
590-537-991.000	PRINCIPAL	155,000.00	155,000.00	160,000.00	160,000.00	5,000.00
590-537-992.200	INTEREST BOND #2	84,150.00	84,150.00	82,547.70	82,547.70	(1,602.30)

Total Revenues: 1,300,700.00  
 Total Expenditures: 1,269,974.00  
 Net of Rev/Exp: 30,726.00

1,303,940.25  
 1,269,974.00  
 33,966.25  
 676,992.52  
 776,807.33  
 (99,814.81)  
 1,304,947.25  
 1,269,974.00  
 34,973.25  
 1,007.00  
 0.00  
 1,007.00

# Budget Amendments

GL Number	Description	19 Adopted	19 Amended	19 Activity	New Amended	Change
591-536-702.000	WAGES	158,914.00	150,000.00	82,314.78	144,000.00	(6,000.00)
591-536-706.000	HOLIDAY PAY	2,000.00	4,000.00	4,870.26	5,500.00	1,500.00
591-536-713.000	OVERTIME	523.00	3,000.00	4,148.23	6,000.00	3,000.00
591-536-725.000	WORKERS' COMPENSATION	3,216.00	3,216.00	3,228.27	3,500.00	284.00
591-536-726.000	LIFE INSURANCE	1,024.00	1,024.00	1,278.38	1,500.00	476.00
591-536-752.000	OFFICE SUPPLIES	3,000.00	3,000.00	532.96	2,000.00	(1,000.00)
591-536-804.000	LEASE EXPENSE	0.00	800.00	845.66	1,200.00	400.00
591-536-850.000	TELEPHONE	0.00	2,000.00	1,897.49	2,200.00	200.00
591-536-851.000	POSTAGE	1,500.00	1,500.00	1,435.64	1,700.00	200.00
591-536-910.000	PROFESSIONAL DEVELOPMENT	2,500.00	2,500.00	1,379.89	2,440.00	(60.00)
591-536-929.000	REPAIRS & MAINTENANCE	10,000.00	10,000.00	1,052.36	8,000.00	(2,000.00)
591-536-940.000	EQUIPMENT RENTAL	0.00	4,000.00	4,558.97	5,000.00	1,000.00
591-536-991.100	PRINCIPAL NOTES PAYABLE 2005	35,000.00	35,000.00	37,000.00	37,000.00	2,000.00
Total Revenues:		952,800.00	959,940.25	630,016.97	959,940.25	0.00
Total Expenditures:		951,959.00	951,959.00	500,482.28	951,959.00	0.00
Net of Rev/Exp:		841.00	7,981.25	129,534.69	7,981.25	0.00

# Newberry Fire Department and Columbus Township Fire Department

## Automatic Mutual Aid Agreement

### **Automatic Mutual Aid Agreement**

**Purpose:** In effort to provide the best services to the residents of Luce County, the Fire Departments of Newberry and Columbus Township have agreed to enter an Automatic Mutual Aid Agreement to provide the adequate resources during any emergency event.

#### **Definitions:**

Automatic: Done or occurring spontaneously, without conscious thought or intention.

Automatic Aid: Automatic aid is assistance dispatched automatically by contractual agreement between two communities or fire districts to all emergency events.

EMS: Emergency Medical Services

Governing body: A group of people who formulate the policy and direct the affairs of an institution in partnership with the managers, especially on a voluntary or part-time basis.

Gross Negligence: Is a conscious and voluntary disregard of the need to use reasonable care, which is likely to cause foreseeable grave injury or harm to persons, property, or both.

Incident Commander: The person responsible for all aspects of an emergency response.

Indemnity: Security or protection against a loss or other financial burden.

Mutual Aid: Mutual aid are agreements between neighboring jurisdictions and involve a formal request for assistance.

MVA: Motor Vehicle Accident

PPE: Personal Protective Equipment

POV: Personally Owned Vehicle

Torts: A wrongful act or an infringement of a right civil legal liability.

**Clarification:** For the purpose of this document, "Requesting department" is defined as the department who is primarily responsible for the village or township the emergency situation is occurring in. For the purpose of this document, "Requested department" is defined as the department that is responding outside their jurisdiction to assist another department.

# Newberry Fire Department and Columbus Township Fire Department

## Automatic Mutual Aid Agreement

**Determination of Need:** In the event of any emergency situation listed below in either Columbus or Lakefield Townships, The Newberry Fire Department will *automatically* be paged out and respond via Chippewa County Central Dispatch (CCCD) to assist the Columbus Township Fire Department. Emergencies that **DO** require automatic mutual aid include the following:

Airplane Accident/Emergency. Extrication. Fire All Other. Fire Appliance. Brush/Grass Fire.

Chimney Fire. Fire Electrical. Fire Explosive. Fire Spill. Fire Structure. Fire Vehicle.

Hazmat. PI Accident. Rescue. Rollover PDA. Traffic Accident.

In the event of any emergency situation listed below in McMillian Township, Pentland Township, or the Village of Newberry the Columbus Township Fire Department will *automatically* be paged out and respond via Chippewa County Central Dispatch (CCCD) to assist the Newberry Fire Department. Emergencies that **DO** require automatic mutual aid include the following:

Airplane Accident/Emergency. Extrication. Fire All Other. Fire Appliance. Brush/Grass Fire.

Chimney Fire. Fire Electrical. Fire Explosive. Fire Spill. Fire Structure. Fire Vehicle.

Hazmat. PI Accident. Rescue. Rollover PDA. Traffic Accident.

**Requesting Assistance:** Using the approved incident command system developed within the requesting department's protocols, the Incident Commander (IC) shall request the appropriate department to respond to any emergency where the other department wasn't automatically paged out for. The IC shall request through CCCD to page out the appropriate apparatuses, personnel, equipment, etc., that are needed.

**Response to Request:** The Incident Commander of the requested Fire Department shall make available any if not all of the requested services available to respond. If the requested services are not available, the Fire department shall notify the requesting agency of the situation and respond with whatever services are available. If the requesting department requires equipment that is unavailable, the requesting department will have to request other departments services not outlined in this Local Aid Agreement, or wait until requested services are available.

# Newberry Fire Department and Columbus Township Fire Department

## Automatic Mutual Aid Agreement

**Authorization to Respond:** The governing bodies of the Newberry Fire Department authorize the use of services to *automatically* respond to assist Columbus Township Fire Department given the above *requesting assistance* procedures were met. The governing bodies of the Columbus Township Fire Department authorize the use of services to *automatically* respond to assist the Newberry Fire Department when the request follows the above *requesting assistance* procedures.

**Level of Staffing:** Both the Newberry Fire Department and the Columbus Township Fire Department shall respond with, to the best of their abilities, the amount of personnel the entity would respond with if the emergency situation were to occur in their own coverage area. Due to the home locations of many members of the Newberry Fire Department, when an emergency call for service is paged out that meet the requirements as listed above in the Determination of Need section where the Newberry Fire Department is responding to assist Columbus Township, the members of the Newberry Fire Department who live in Columbus or Lakefield Townships may respond directly to the scene in their POV **ONLY** if they have full PPE available. Upon arrival they must position there POV in an area away from traffic and not impeding emergency units arriving on scene. The responders must radio the responding units placing themselves on scene and issuing a scene size up. Under **NO** circumstances shall any other members of either department respond directly to a scene in their personally owned vehicle unless specifically directed by the IC. All personal that respond shall be at a minimum, certified as a State of Michigan Firefighter I.

**Incident Command:** At the scene of any emergency there will be a Unified command system that will oversee all operations throughout the duration of the incident. The Incident Commanders from both departments may assign (at his or her discretion) additional command units from their department to assist with operational assignments and duties. The Incident Commanders shall coordinate all services through communication with the requested departments command staff. Upon arrival, the first arriving department **MUST** establish command over the radio (48FE911) to ensure additional arriving units know who to respond to. Examples on how to establish command are below:

1. "Central, show Newberry Engine 1 on scene, Newberry 2 will have command"
2. "Central, show Columbus Brush on scene, Columbus 13 will have command"

If it is determined that departments are going to transfer command within their department or transfer command to the other department, that **MUST** be broadcasted over (48FE911).

Examples on how to transfer command are below:

1. "Central from Columbus 13"... "Be advised, Columbus 13 is transferring command to Newberry 1, Newberry 1 now has command"
2. Central from Newberry 3"... "Be advised, Newberry 3 is transferring command to Newberry 1, Newberry 1 now has command"

# Newberry Fire Department and Columbus Township Fire Department

## Automatic Mutual Aid Agreement

- 3: "Central from Newberry 1"... "Be advised, Newberry 1 is transferring command to Columbus 1, Columbus 1 now has command"

Note: It is agreed upon by both departments that each department on scene will have their own commanding officer and will operate under the Unified Command System. That officer will oversee all operations within their department's staff. Both ICs will work together at all incidents to mitigate the emergency situation.

During every emergency scene, there will be a system put in place agreed upon by both departments for accountability. The accountability system will be followed to the best of both departments staffing abilities.

**Communications:** Each department will use the appropriate communication radio channels and frequencies that are established within department protocols. Once automatic aid has been dispatched, all communications en-route to the scene will be on 800 Mhz 48FE911. All communications on scene will be on VHF Fire Tac 1 and 800 mhz 48FE911 or 48FIRE. The IC **MUST** broadcast of 48FE911 what radio frequency operations are going to take place on. It is up to each department to supply firefighters with VHF handheld radios for fire ground operations.

**Cancellation of Services:** Upon arrival of the requesting agencies first apparatus' commanding officer, the officer must make a decision after scene size up determining if the requested agencies services are still needed. If it is concluded the services are no longer needed or partial services are no longer needed, the commanding officer must notify CCCD promptly to cancel the appropriate services.

**Withdrawal of Emergency Services:** If services are required in the coverage area of any requested department, the department may withdrawal from the scene at any given point if the services that are being required are not already available. The withdrawal of services shall be done after consulting with the IC.

**Reimbursement for Cost of Service:** The reimbursement for services is defined as what the requesting Fire Department has developed within their policies. The requested department assumes responsibility for any services they perform that may require a post operational fee and are not entitled to charge any additional fees that the requesting department may have already charged. It is up to the requested department to financially support any services they have provided without submitting due amounts to the requesting department or citizens of the emergency.

# Newberry Fire Department and Columbus Township Fire Department

## Automatic Mutual Aid Agreement

**Indemnity of Joint Programs:** The requesting agency assumes all responsibility from any claims, judgements, demands, costs, legal fees, damages, and/or injury and death to personnel, and/or damage or destruction of property to any person, place, or entity that may arise at the conclusion of the joint program for emergency operations.

Except: When the above arises due to gross negligence or intentional torts of employees of the responding community which were not specifically ordered by the IC.

**Employee Benefits:** The employer of the requested agency is responsible for providing the same benefits, salaries, workmen's comp, etc. while responding and acting during an automatic and/or mutual aid agreement.

**Termination:** Both, The Newberry Fire Department and Columbus Township Fire Department have the right to terminate this agreement at any point in time. It is agreed upon that the departments must give a 60 days' notice of termination and withdrawal of service.

**Types of Equipment:** The following information lists the services that each department can respond with when requested for automatic and or mutual aid.

### Newberry Fire Department:

- Engine 1
- Engine 2
- Ladder 1
- Rescue (Jaws of Life)
- Tanker 1
- Tanker 2
- Truck 1
- Expedition
- Personnel up to 28

### Columbus Township Fire Department:

- Engine 1 (Jaws of Life)
- Engine 2 (Jaws of Life)
- Tanker 1
- Tanker 2
- Brush Truck
- Personnel up to 15

**Annual Review:** At a minimum, Newberry Fire and Columbus Township Fire Departments must meet to review and adjust (if needed) this mutual aid agreement annually. The Sign of Agreement page must be signed by all parties annually.

Newberry Fire Department and Columbus Township Fire Department  
Automatic Mutual Aid Agreement

**Sign of Agreement:**

Chief of Newberry Fire Department

Signature: \_\_\_\_\_

Newberry Fire Departments Governing Body Representative

Signature: \_\_\_\_\_

Chief of Columbus Township Fire Department

Signature: \_\_\_\_\_

Columbus Fire Departments Governing Body Representative

Signature: \_\_\_\_\_

Luce County Emergency Management/ 911 Coordinator

Signature: \_\_\_\_\_

ORDINANCE NO 18

AN ORDINANCE TO REGULATE SNOWMOBILES IN THE VILLAGE OF NEWBERRY:

Section 18:1      Definitions:

18:1.1      "Owner" Means Any of the Following:

- a) A person who holds the legal title to a snowmobile in his name.
- b) A vendee or lessee of a snowmobile which is the subject of an agreement for the conditional sale or lease thereof, with the right of purchase on performance of the conditions stated in the agreement and with an immediate right of possession vested in the conditional vendee or lessee.
- c) A person renting a snowmobile, or having exclusive use of a snowmobile, for more than 30 days.

18:1.2      "Operator":

Means any person who operates or is in actual physical control of a snowmobile.

18:1.3      "Operate":

Means to ride in or on, or to be in actual physical control of a snowmobile.

18:1.4      "Snowmobile":

Means a motor-driven vehicle designed for travel primarily on snow or ice, of a type which utilizes sled-type runners or skis, and endless belt tread, or any combination of these, or similar means of contact with the surface of which it is operated.

18:1.5      "Street":

Means the entire width between the boundary lines of every way publicly maintained within the Village of Newberry when any part

**Village of Newberry  
Ordinances**

thereof is open to the use of the public for purposes of vehicular travel including the shoulders and nonpaved areas thereof.

18:1.6      "Public Property":

Means property owned, leased, or otherwise controlled by this government unit, including parks, parking lots, and recreational areas.

18:1.7      "Private Property Open to the Public":

Means property which is privately owned but is open to public access.

Section 18:2      Registration:

No snowmobile shall be operated within the Village of Newberry unless registered in accordance with the provisions of Act 74 of 1968 of the public Acts, as amended, of the State of Michigan and identification numbers must be displayed as required thereby.

Section 18:3      Operation on Public Property:

No person shall operate a snowmobile on any public property except  
As follows:

18:3.1

Snowmobiles may be operated on a street during a period of emergency, when so declared by a police agency having jurisdiction or the Sheriff's Department under contract, when travel by conventional automotive equipment is not possible.

18:3.2

Snowmobiles may be operated on a street for a special snowmobile event of limited duration which is conducted according to a pre-arranged schedule under permit from the governmental unit having jurisdiction, between the hours of 6:00 AM and 11:00 PM.

18:3.3

Between the hours of 6:00 AM and 11:00 PM. on:

**Village of Newberry  
Ordinances**

- a) Public streets or alleys designated in the attached and dated map. This map shall be of the Village of Newberry and contain current streets and alleys upon which snowmobiles are allowed to travel.
- b) Any alley for the purpose of traveling directly to or from their residence in the Village of Newberry.
- c) The first alley east of Newberry Avenue.

18:3.4

No person shall operate a snowmobile on Public Property:

- a) At a rate of speed greater than is reasonable and proper having due regard for conditions then existing and in no event in excess of ten (10) miles per hour.
- b) Without having on his person a valid Motor Vehicle Operator's license.
- c) While under the influence of intoxicating liquor or narcotic drugs, barbitol or any derivative of barbitol.
- d) In any cemetery or in any established public park or recreation area unless specifically designated for operation of snowmobiles by the Village Council.
- e) On private property without consent of the property owner or his agent.
- f) With more than the designated occupant/passenger capacity on a snowmobile.

18:3:5

Any person operating a snowmobile on a Village Street must:

- a) Come to a complete stop at all intersections;

**Village of Newberry  
Ordinances**

- b) Travel as close to the right edge of the plowed area of the street as practical;
- c) Obey all traffic signals, signs and devices;
- d) Yield the right-of-way to all vehicular traffic and pedestrians;
- e) Travel single file.

**Section 18:4                      Careless Operation:**

No person shall operate a snowmobile in the Village of Newberry in a careless or negligent manner likely to endanger any person or property.

**Section 18:5                      Equipment:**

A snowmobile shall not be operated unless it has at least one (1) headlight, one (1) tail light and adequate brakes capable of one of the following while the snowmobile travels on packed snow and carries an operator who weighs 175 pounds or more; stopping the snowmobile in not more than 40 feet from an initial steady speed of 20 miles per hour; or locking the snowmobile's traction belt or belts.

**Section 18:6                      Notice of Accident:**

The operator of a snowmobile involved in an accident resulting in injuries to or death of any person, or property damage in an estimated amount of One Hundred Dollars (\$100.00) or more, or some person acting for him, or the owner of the snowmobile having knowledge of the accident shall immediately by the quickest means of communication notify the Police Department of the Village of Newberry, a State Police Officer or Officers, or the Sheriff's Dept. of Luce County.

**Section 18:7                      Damage to Property Owner's Liability:**

Any snowmobile operated within the Village of Newberry will be presumed to be operated with the consent of the owner.

**Village of Newberry  
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**18:7.1**

The Owner of a snowmobile may be held jointly and severally liable with the driver thereof for damages arising out of the negligent or improper operation of his snowmobile.

**18:7.2**

The owner of a snowmobile may be held jointly and severally liable with the driver thereof for the three (3) times the amount of damages to trees, shrubs, landscaping or personal property occurring on private property and caused by said snowmobile where the snowmobile is operated without the consent of the property owner or his agent.

**Section 18:8      Age Restrictions:**

A parent or legal guardian shall not permit his or her child who is less than 12 years of age to operate a snowmobile without the direct supervision of an adult except on land owned or under the control of the parent or legal guardian.

**18:8.1**

A person who is at least 12 but less than 16 years of age may operate a snowmobile if one of the following conditions exists:

- a) The person is under the direct supervision of a person who is 18 years of age or older.
- b) The person has in his or her immediate possession a snowmobile safety certificate issued pursuant to MCLA 257.1512.
- c) The person is on land owned or under the control of his or her parent or legal guardian.

**18:8.2**

A person who is operating a snowmobile pursuant to sub-section 1 (b) shall present the snowmobile safety certificate to any peace officer upon demand.

**Village of Newberry  
Ordinances**

18:8.3

Notwithstanding Section 8, an operator who is less than 12 years of age shall not cross a highway or street. An operator who is at least 12 of age but less than 16 years of age may cross a highway or street only if he or she has a valid snowmobile safety certificate in his or her immediate possession.

18:8.4

When the judge of a Juvenile Court determines that a person who is less than 16 years of age has violated this Ordinance, the judge shall immediately report the determination to the Department of Natural Resources. The Director of the Department of Natural Resources upon receiving a notice of a determination pursuant to this subsection may suspend the certificate without a hearing.

Section 18:9      Confiscation of Snowmobiles:

Any machine operated contrary to or in violation of any provisions of this Ordinance or contrary to or in violation of any provisions of Public Act 74 of 1968 of the Public Acts, as amended, of the State of Michigan by one other than the owner of the snowmobile who can prove such ownership, or being operated with defective equipment may be confiscated at the direction of a police officer and/or Sheriff's Department under Contract. In the event a snowmobile is confiscated, the owner of the snowmobile must pay the costs of transportation, towing and prove ownership of the snowmobile before it will be released to him.

18:9.1      Sale of Confiscated Snowmobiles:

If a snowmobile confiscated by or at the direction of a Police Officer and/or the Sheriff's Department as provided in this Ordinance is not claimed as set forth in said Section within a period of 180 days from the date of such confiscation, the Newberry Village Police Dept. and/or Sheriff's Department under contract may cause said machine to be sold at public auction without further notice to the owner thereof. The proceeds of such sale shall be first applied to the costs incurred in confiscation and sale of said machine and the balance shall be deposited in the Village of Newberry General Fund.

**Village of Newberry  
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**Section 18:10            Prohibited Operations:**

MUFFLERS: The snowmobile must be equipped with a muffler in good working order and in constant operation from which noise emission at 50 feet at right angles from vehicle path under full throttle does not exceed 86 DBA, \*\*\*decibels on the "a" scale \*\*\*, on a sound meter having characteristics defined by American Standards Association S1, 4-1966 "general purpose sound meter". A snowmobile manufactured after February 1, 1972 and sold or offered for sale in this state shall not exceed 82 DBA of the 1970 Society of Automotive Engineers Code J-1962. A snowmobile manufactured after July 1, 1977, and sold or offered for sale in this state shall not exceed 78 decibels of sound pressure at 50 feet as measured under the 1974 Society of Automotive Engineers Code J-192a.

**Section 18:11            Permit Others to Operate:**

No person shall knowingly authorize, or permit a snowmobile owned by him, or under his control to be driven by any person in violation of any of the provisions of this Ordinance.

**Section 18:12            Severability:**

If any section or part of this Ordinance is declared inoperative and void by any Court of competent jurisdiction, such declaration or decision of said Court shall not affect the remainder of the Ordinance, but such remaining section shall be held valid for the intent and purpose herein set forth.

**Section 18:13            Violation - Misdemeanor:**

Any person who violates any section of the Ordinance to Regulate Snowmobiles, shall be guilty of a misdemeanor punishable by imprisonment of not more than 93 days and/or a fine not to exceed \$500, together with the costs of prosecution.

**Section 18:14            Publication and Effective Date:**

The Clerk shall cause a copy of this Ordinance to be published in the Newberry News within 15 days of adoption and further shall make copies of this Ordinance available for public inspection at the Village Offices located in the NEWBERRY WATER AND LIGHT BUILDING.

**Village of Newberry  
Ordinances**

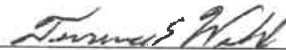
This Ordinance shall be effective twenty (20) days after publication.

Approved and adopted by the Village Council on 3-31-11.

Published 3-30-11.

This Ordinance shall be effective 4-19-11.

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



Terrance Webb, Village President



Janice Galor, Village Clerk

**Adoption History :**

Introduced and Adopted: October 12, 1987

Effective: November 3, 1987

Amended: August 14, 1989

Effective: September 5, 1989

Amendment Introduced and Adopted January 14, 2002

Amendment Published January 23, 2002

Amendment Effective: \_\_\_\_\_, 2002

Amendment Introduced and Adopted: November 20, 2008

Amendment Published: December 3, 2008

Amendment Effective: December 23, 2008

Amendment to Snowmobile Trail on Village Streets or Alleys (18:3.3), Introduced and Adopted: December 14, 2009

Amendment Published: Not Published

Amendment Effective: \_\_\_\_\_

## PRINTER'S AFFIDAVIT

State of Michigan  
County of Luce

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

VILLAGE OF NEWBERRY ORIDNACES 10, 15, 16, 18:

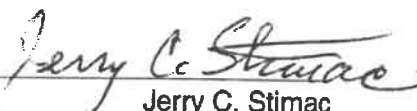
of which the annexed notice is a true and complete copy, was duly published in said Newberry News, Inc. once in each week for 1 week(s) and that the publication of said notice was made in said newspaper on the following date,

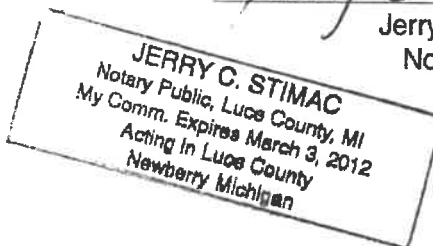
MARCH 30, 2011

  
James Diem

Sworn and subscribed before me this 30th day of March A.D. 2011

My commission expires 3/3/12.

  
Jerry C. Stimac  
Notary Public



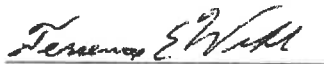
**VILLAGE OF NEWBERRY  
ATTACHMENT TO ORDINANCE NO. 18**

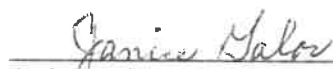
**Section 18:3:3 Streets and Alleys Open for Snowmobiles:**

Snowmobiles may be operated between the hours of 6:00 a.m. and 11:00 p.m., Eastern Standard Time, on the following public streets and alleys:

1. East and West Victory Way between Charles Street and Robinson Street
2. Charles Street between East Victory Way and East Helen Street
3. East Helen Street from Charles Street to Handy Street
4. Handy Street between East Railroad Street and East Avenue C
5. East Avenue C between Handy Street and the alley directly east of Newberry Avenue
6. The alley directly to the east of Newberry Avenue between East Victory Way and stopping halfway between East Truman Avenue and East John Street
7. The short alley north of East Truman Avenue between the alley directly to the east of Newberry Avenue and Handy Street
8. Robinson Street between West Victory Way and West Railroad Street
9. West Railroad Street between Robinson Street and Handy Street
10. Any alley when used by a resident of the Village of Newberry for the purpose of traveling in the most direct route to and from that person's residence

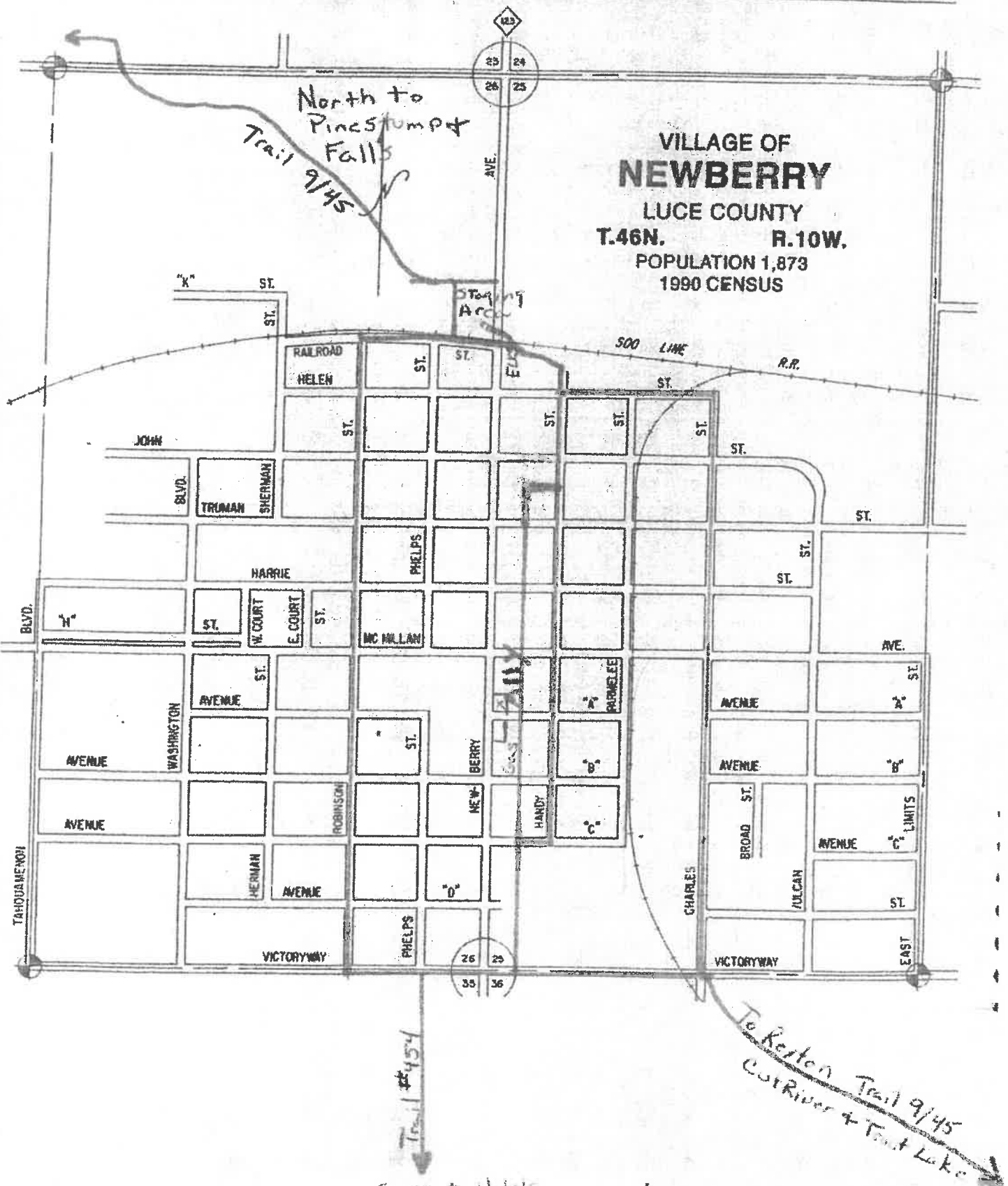
Approved and adopted by the Village Council on March 21, 2011.

  
Terrence Webb, President

  
Janice Galor, Clerk

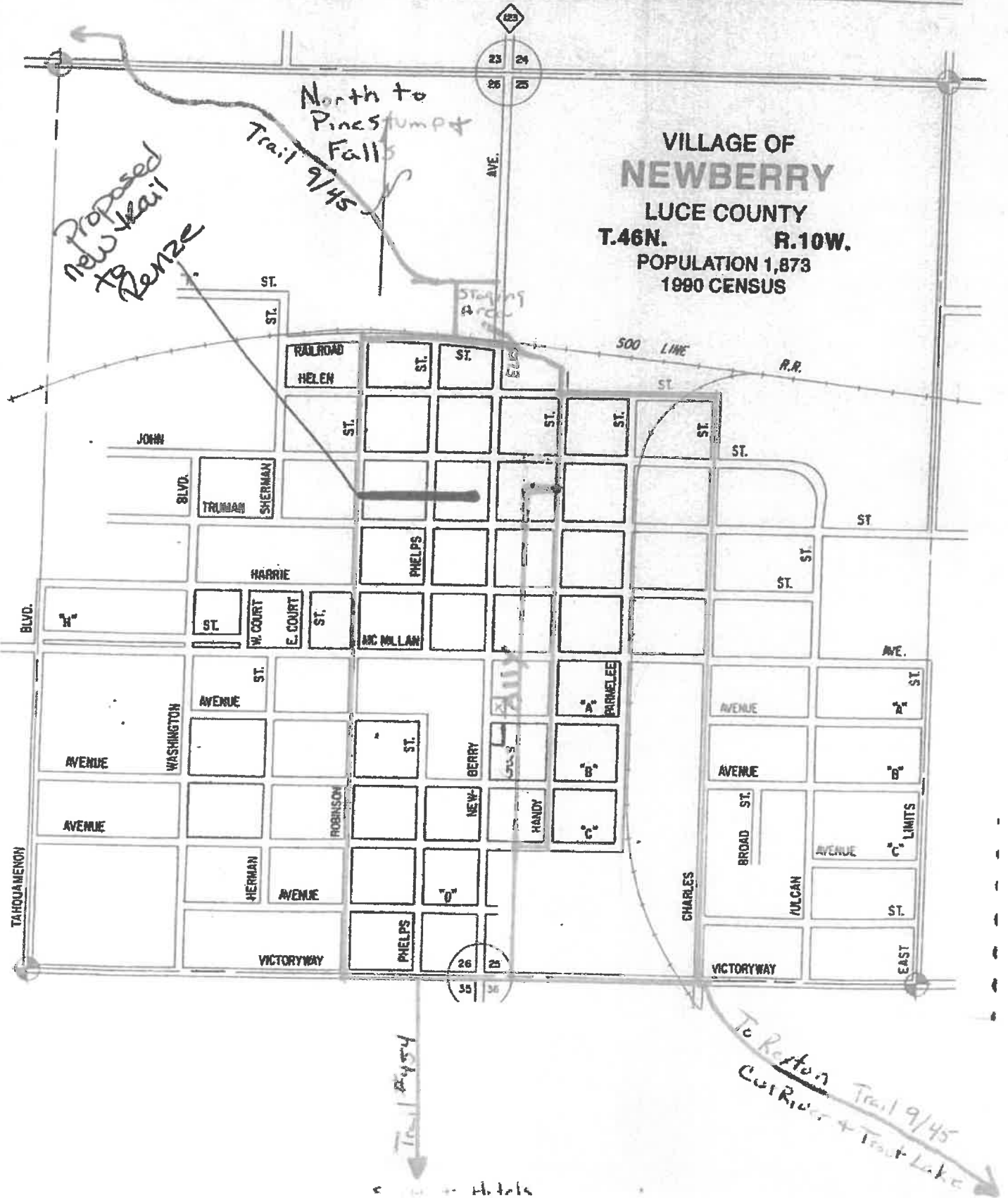
# VILLAGE MAP OF LUCE COUNTY

**VILLAGE OF  
NEWBERRY**  
LUCE COUNTY  
T.46N. R.10W.  
POPULATION 1,873  
1990 CENSUS



# VILLAGE MAP OF LUCE COUNTY

**VILLAGE OF  
NEWBERRY**  
LUCE COUNTY  
T.46N. R.10W.  
POPULATION 1,873  
1990 CENSUS



a.) Recommendation Regarding Septage Rate.

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

**Unfinished Business:**

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

**New Business:**

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

DPW/WWTP Committee Meeting  
Newberry Village Council  
September 27, 2019  
Meeting held at 302 E. McMillan Avenue  
10:00 a.m.

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

**Absent:** none

**Also Present:** WWTP Superintendent -Blakeley; Dir. of HR and Cmty. Engagement (DHRCE) –Watkins.

**Call to Order:** Meeting began at 10:04a.m.

**DPW Building Furnace:**

Discussion took place on repairing or replacing the DPW furnace

- Cheaper to replace then to repair. It takes 2 days to get the furnace and it can be installed by VON staff
- Item is under Assistant Manager administration so committee will refer decision to AM

**Readiness For Winter:**

Discussion took place on plow truck repairs. Parts have been purchased. Staff are making repairs including welding patches to the truck boxes as needed.

**Alley Clean-Up:**

Discussed a fall alley clean-up for leaves and brush. Will refer to Assistant Manager to set dates.

**WWTP:**

- Chlorine upgrade project – needs to take place in the next four months
  - Will get one more quote and present at the next council meeting

**Public Comment:**

- None

**Committee proposals for approval from council:**

1. Recommend funds be put away to cover the cost of at least one newer snowplow truck, effective with the 2020 budget.

**Next Meeting Date:** TBD

**Adjournment:** Meeting adjourned at 11:04pm.

FIRE Committee Meeting  
Newberry Village Council  
September 30,2019  
Meeting Held at 302 E. McMillan Avenue  
10:00AM

**Present:** Trustees: Dishaw (Chair), Hendrickson,

**Absent:** Trustee Hardenbrook

**Also Present:** Dir. of HR and Cmty. Engagement (DHRCE) –Watkins.

**Call to Order:** Meeting began at 10:02 a.m.

**Fire Hall Roof Repairs:**

Discussion took place on the draft request for bids written for the roof repairs on the fire hall.

- Committee would like to see the estimates from last year
- Property Damage Claim should be submitted to see if liability coverage would cover any of the expense
  - Estimate will be needed

**Foam Pump:**

- Taken off the truck on May 2
- Dishaw spoke with R& R Company
  - Plans to travel to Sault Ste Marie to talk with FD there
- R& R reported that lack of maintenance contributed to it breaking down
  - Committee will follow up on who maintains the equipment

**DPW Items Auction:**

Review took place of a list of items proposed for public sale by AM Vallad.

Committee Proposal: Recommend approval to place surplus equipment for sale on a statewide online auction site. Motion by Hendrickson, support by Hitts. Ayes – All.

**Public Comment:**

- None

**Committee proposals for approval from council:**

1. Need to set another Fire Committee meeting to include the Fire Chief so clarification can be given on the roof and the foam pump and discussion can take place to get everyone on the same page before it is discussed with the full council – this will be proposed at the Special Session Meeting 9.30.19.

**Next Meeting Date:** TBD

**Adjournment:** Meeting adjourned at 10:43am

# VILLAGE OF NEWBERRY



## CODE OF CONDUCT FOR ELECTED OFFICIALS

Prepared by the Village of Newberry Council  
Management Committee

# Code of Conduct for Elected Officials

## The Three R's of Government Leadership: Roles, Responsibilities, and Respect

General Village Law and the Michigan Municipal League provides detailed information on the roles and responsibilities of Council Members, President Protem, and President. The Village's Rules of Conduct provides guidance on ethical issues and questions of right and wrong. Until now, what has not been clearly written down is a Code of Conduct for Newberry's elected officials.

This Code of Conduct is designed to describe the manner which Council Members should treat one another, Village staff, constituents, and others they may meet while representing the Village of Newberry.

The contents of this Code of Conduct include:	Pages
• Overview of Roles and Responsibilities	3-4
• Policies and Protocol Related to Conduct	5-6
• Council Conduct with One Another	6-7
• Council Conduct with Village Staff	8-9
• Council Conduct with the Public	9-11
• Council Conduct with Other Public Agencies	11
• Council Conduct with Boards and Committees	11-12
• Council Conduct with the Media	13
• Council Social Media Use	13
• Sanctions	14
• Principles of Proper Conduct	15
• Checklist for Monitoring Conduct	15-16
• Glossary of Terms	16

The constant and consistent theme through all the conduct guidelines is "respect." Council Members experience huge workloads and tremendous stress in making decisions that could impact thousands of lives. Despite these pressures, elected officials must exhibit appropriate behavior. Demonstrating respect for every individual through words and actions is a touchstone that can help guide Council Members to do the right thing in even the most difficult situations.

This Code of Conduct is to be honored and carried out as written. However, if now or in the future it conflicts with Village Ordinances or other Official Policies duly adopted by the Village Council then those Ordinances and Official Policies shall supersede this Code of Conduct. Only that part superseded shall be impacted, all other sections of this Code of Conduct shall remain in force.

## **Overview of Roles & Responsibilities**

Other resources that are helpful in defining the roles and responsibilities of elected officials can be found in the resources from organizations such as the Michigan Municipal League (MML) and the General Village Law Handbook (GVL).

### **PRESIDENT**

- Acts as the official head of the Village for all ceremonial purposes.
- Chairs Council meetings.
- Calls for special meetings.
- Recognized as the spokesperson for the Village.
- Selects substitutes for Village representation when unable to attend.
- Makes judgement calls on proclamations, Special Orders of the Day, etc.
- Recommends subcommittees as appropriate for Council approval.
- Leads the Council into an effective, cohesive working team.
- Signs documents on behalf of the Village.
- Serves as official delegate of the Village.

### **PRESIDENT PRO TEM**

- Is appointed by the Council and serves at the pleasure of the Council.
- Performs the duties of the President if the President is absent or disabled.
- Chairs Council meetings at the request of the President.
- Represents the Village at ceremonial functions at the request of the President.

### **ALL COUNCIL MEMBERS**

All members of the Village Council, including the President and President Pro Tem, have equal votes. No Council Member has more power than any other Council Member, and all should be treated with equal respect.

All Council Members should:

- Fully participate in Village Council meetings and other public forums while demonstrating respect, kindness, consideration, and courtesy to others.
- Be available to attend all Village Council meetings or assigned committee meetings. While the occasional absence for valid reasons is acceptable, chronic absenteeism will not be tolerated.
- Prepare in advance of Council meetings and be familiar with issues on the agenda.
- Represent the Village at ceremonial functions at the request of the President.
- Be respectful of other's time. Stay focused and act efficiently during public meetings.
- Serve as a model of leadership and civility to the community.
- Inspire public confidence in Newberry government.
- Provide contact information with the Village Clerk in case an emergency or urgent situation arises while the Council Member is out of town.
- Demonstrate honesty and integrity in every action and statement.
- Participate in scheduled activities to increase team effectiveness and review Council procedures, such as this Code of Conduct.

## **MEETING CHAIR**

The President will chair official meetings of the Village Council, unless the President Pro Tem or another Council Member is designated as Chair of a specific meeting.

- Maintains order, decorum, and the fair and equitable treatment of all speakers.
- Keeps discussion and questions focused on specific agenda item under consideration.
- Makes parliamentary rulings with advice, if requested, from the Village Clerk who acts as an advisory parliamentarian. Chair rulings may be overturned if a Council Member makes a motion as an individual and a majority of the Council votes to overrule the Chair.

## **FORMER COUNCIL MEMBERS**

Past members of the Village Council who speak to the current Village Council about a pending issue should disclose who they are speaking on behalf of (individual or organization).

## **Policies & Protocol Related to Conduct**

### **Ceremonial Events**

Requests for a Village representative at ceremonial events will be handled by Village staff. The President will serve as the designated Village representative. If the President is unavailable, Village staff will determine if event organizers would like another representative from the Council. If yes, the President will recommend which Council Member should be asked to serve as a substitute. Invitations received at the Village Office are presumed to be for the official Village representative. Invitations addressed to Council Members at their homes are presumed to be for unofficial, personal consideration.

### **Correspondence Signatures**

Council Members do not need to acknowledge the receipt of correspondence, or copies of correspondence, during Council meetings. Village staff will prepare official letters in response to public inquiries and concerns when requested by the Council. These letters will carry the signature of the President unless the President requests that they be signed by another Council Member or Village staff. If correspondence is addressed only to one Council Member, that Council Member should check with staff on the best way to respond to the sender.

### **Endorsement of Candidates**

Council Members have the right to endorse candidates for all Council seats or other elected offices so long as that endorsement is made as a citizen and not made as a Council Member. ~~It is inappropriate to~~ Council Members shall not mention endorsements during Council meetings or other official Village meetings. Council Members shall not use any Village resources or assets to make endorsements or advocate for any political issue at any time.

### **Intergovernmental Relations**

The Council will hold an annual meeting on intergovernmental relations (IGR) to assign specific Council Members to take a leadership role on new issues and to hear updates on pending issues. A Chair for each Council Subcommittee should be selected at the first meeting of the Subcommittee after the IGR assignments are made.

### **Legislative Process**

The Village uses parliamentary procedure for meeting management.

### **Non-agenda Items**

During a designated public comment portion of the agenda, citizens, Council Members, and staff may bring forth issues of questions that are not on the meeting's agenda. Topics should be legislative items requiring action by the President or the Council, study issues for future

consideration, and requests for information. Each speaker, citizen, or elected official, will be limited to three minutes.

### **Public Announcements in Council Meetings**

Council Members who want to speak first during the Public portion of the Council meeting should notify the Chair in advance. Otherwise, Council Members will be recognized when the Chair acknowledges them. Council Members, like members of the public who use this portion of the agenda to recognize achievements or promote an event, will be limited to three minutes each and should keep the focus on matters of community-wide interest.

### **Public Comment Protocol**

Council Members will not express opinions during the public comment portion of the meeting except to ask pertinent questions of the speaker or staff. “I think” and “I feel” comments by Council Members are not appropriate until after the close of the public comment portion of the meeting. Council Members should refrain from arguing or debating with the public during public comment and shall always show respect for different points of view.

Main motions may be followed by amendments, followed by substitute motions. Any Council Member can call for a point of order. Only Council Members who voted on the prevailing side may make motions to reconsider. Council Members who desire to make the first motion on issues which they feel strongly about should discuss their intention with the Chair in advance of the Council meeting.

~~Main motions may be followed by amendments, followed by substitute motions. Any Council Member can call for a point of order. Only Council Members who voted on the prevailing side may make motions to reconsider. Council Members who desire to make the first motion on issues which they feel strongly about should discuss their intention with the Chair in advance of the Council meeting.~~

### **Travel Expenses**

The policies and procedures related to the reimbursement of travel expenses for official Village business by Council Members are outlined in the Village Policy. All Council travel in excess of the allowed budget, in which the Council Member expects to officially represent the Village and/or be reimbursed by the Village for travel costs, must be approved in advance by the Council. The travel policy and budget for Council should be reviewed at each annual budget cycle.

## **Council Conduct with One Another**

Councils are composed of individuals with a wide variety of backgrounds, personalities, values, opinions, and goals. Despite this diversity, all have chosen to serve in public office in order to

preserve and protect the present and the future of the community. In all cases, this common goal should be acknowledged even as Council may “agree to disagree” on contentious issues.

## **IN PUBLIC MEETINGS**

- **Use formal titles**

The Council should refer to one another formally during public meetings as President, President Pro Tem or Council Trustee followed by the individual’s last name.

- **Practice civility and decorum in discussions and debate**

Difficult questions, tough challenges to a specific viewpoint, and criticism of ideas and information are legitimate elements of a free democracy in action. This does not allow, however, Council Members to make belligerent, personal, impertinent, slanderous, threatening, abusive, or disparaging comments. No shouting or physical actions that could be construed as threatening will be tolerated.

- **Honor the role of the Chair in maintaining order**

It is the responsibility of the Chair to keep the command of Council Members on track during public meetings. Council Members should honor efforts by the Chair to focus discussion on current agenda items. If there is disagreement about the agenda or the Chair’s actions, those objections should be voiced politely and with reason, following procedures outlined in parliamentary procedure.

- **Avoid personal comments that could offend other Council Members**

If a Council Member is personally offended by the remarks of another Council Member, the offended Council Member should make notes of the actual words used and call for a “point of personal privilege” that challenges the other Council Member to justify or apologize for the language used. The Chair will maintain control of this discussion.

- **Demonstrate effective problem-solving approaches**

Council Members have a public stage to show how individuals with disparate points of view can find common ground and seek a compromise that benefits the whole community.

## **IN PRIVATE ENCOUNTERS**

- **Continue respectful behavior in private**

The same level of respect and consideration of differing points of view that is deemed appropriate for public discussions should be maintained in private conversations.

- **Be aware of the insecurity of written notes, voicemail messages, and e-mail**

Technology allows words written or said without much forethought to be distributing wide and far. Would you feel comfortable to have this note faxed to others? How would you feel if this

voicemail message was played on a speaker phone in a full office? What would happen if this email message was forwarded to others? Written notes, voicemail messages and e-mail should be treated as potentially “public” communication.

- **Even private conversations can have a public presence**

Elected officials are always on display. Their actions, mannerisms, and language are monitored by people around them that they may not know. Lunch table conversations will be eavesdropped upon, parking lot debates will be watched, and casual comments between individuals before and after public meetings noted.

## **Council Conduct with Village Staff**

Governance of the Village relies on the cooperative efforts of elected officials, who set policy, and Village staff, who implement and administer the Council’s policies. Therefore, every effort should be made to be cooperative and show mutual respect for the contributions made by all individuals for the good of the community.

- **Treat all staff as professionals**

Clear, honest communication that respects the abilities, experience, and dignity of all individuals is expected. Poor behavior towards staff is not acceptable.

- **Limit contact to specific Village staff**

Questions of Village staff and/or requests for additional background information should be directed only to the Village Manager.

Requests for follow-up or directions to staff should be made only through the Village Manager when appropriate. When in doubt about what staff contact is appropriate, Council Members should ask the Village Manager for direction. Materials supplied to a Council Member in response to a request will be made available to all members of the Council so that all have equal access to information.

- **Do not disrupt Village staff from their job**

Council Members should not disrupt Village staff while they are in meetings, on the phone, or engrossed in performing their job functions in order to have their individual needs met.

- **Never publicly criticize an individual employee**

Council should never express concerns about the performance of a Village employee in public, to the employee directly, or to the employee’s manager. Comments about staff performance should only be made to the Village Manager through private correspondence or conversation.

- **Do not get involved in administrative functions**

Council Members must not attempt to influence Village staff on the making of appointments, awarding of contracts, selecting of consultants, processing of development applications, or granting of licenses and permits.

- **Check with the Village Manager on correspondence before taking an action**

Before sending correspondence, Council Members should check with the Village Manager to see if an official response has already been sent or is in progress.

- **Do not attend meetings with Village staff unless requested by staff**

Even if the Council Member does not say anything, the Council Member's presence implies support, shows partiality, intimidates staff, and hampers staff's ability to do their job objectively.

- **Limit requests for staff support**

Requests for additional staff support, even in high priority or emergency situations, should be made to the Village Manager who is responsible for allocating Village resources in order to maintain a professional, well-run government.

- **Do not solicit political support from staff**

Council Members ~~should~~shall not solicit any type of political support (financial contributions, display of posters or lawn signs, name on support list, etc.) from Village staff. Village staff may, as private citizens with constitutional rights, support political candidates but all such activities must be done away from the workplace.

## **Council Conduct with the Public**

### **IN PUBLIC MEETINGS**

Making the public feel welcome is an important part of the democratic process. No signs of partiality, prejudice, or disrespect should be evident on the part of individual Council Members toward an individual participating in a public forum. Every effort should be made to be fair and impartial in listening to public testimony.

- **Be welcoming to speakers and treat them with care and gentleness**

Even those who are used to standing in front of a group or giving presentations may find themselves anxious when speaking to the Council. The way the Council treats people during public comment can do a lot to make the speaking public either relax or push their emotions to a higher level of intensity.

- **Be fair and equitable in allocating public hearing time to individual speakers**

Any member of the public who wishes to speak during public comment times should be given the same amount of time to speak. It's not the public's fault if the meeting is running longer than expected and they should not be penalized for it. The Chair will determine and announce limits on speakers at the start of the public hearing process. Generally, each speaker will be allocated

three minutes with applicants and appellants or their designated representatives allowed more time if appropriate. If many speakers are anticipated, the Chair may shorten the time limit and/or ask speakers to limit themselves to new information and points of view not already covered by previous speakers.

No speaker will be turned away unless he or she exhibits inappropriate behavior. Each speaker may only speak once during public comment unless the Council requests additional clarification later in the process. A speaker may not yield their time to another speaker. After the close of public comment, no more public testimony will be accepted unless the Chair reopens public comment for a limited and specific purpose.

- **Give the appearance of active listening**

It is disconcerting to speakers when Council Members do not look at them when they are speaking. It is fine to look down at documents or make notes but reading for a long period of time gazing around the room gives the appearance of disinterest. Be aware of facial expressions, especially those that could be interpreted as “smirking,” disbelief, anger or boredom.

- **Ask for clarification, but avoid debate and argument with the public**

Only the Chair, not individual Council Members, can interrupt a speaker during a presentation. However, a Council Member can ask the Chair for a point of order if the speaker is off the topic or exhibiting behavior or language the Council Member finds disturbing.

If speakers become flustered or defensive by Council questions, it is the responsibility of the Chair to calm and focus the speaker and to maintain the order and decorum of the meeting. Questions by Council Members to members of the public testifying should seek to clarify or expand information. It is never appropriate to belligerently challenge or belittle the speaker. Council Members’ personal opinions or inclinations about upcoming votes should not be revealed until after public comment is closed.

- **No personal attacks of any kind, under any circumstance**

Council Members should be aware that their body language and tone of voice, as well as the words they use, can appear to be intimidating or aggressive.

- **Follow parliamentary procedure in conducting public meetings**

The Village Clerk serves as advisory parliamentarian for the Village and is available to answer questions or interpret situations according to parliamentary procedures. Final rulings on parliamentary procedure are made by the Chair, subject to the appeal of the full Council.

## **IN UNOFFICIAL SETTINGS**

- **Make no promises on behalf of the Council**

Council Members will frequently be asked to explain a Council action or to give their opinion about an issue as they meet and talk with constituents in the community. It is appropriate to give

a brief overview of Village policy and to refer to Village staff for further information. It is inappropriate to overtly or implicitly promise Council action, or to promise Village staff will do something specific (fix a pothole, remove a library book, plant new flowers in the median, etc.).

- **Make no personal comments about other Council Members**

It is acceptable to publicly disagree about an issue, but it is unacceptable to make derogatory comments about other Council Members, their opinions and actions.

- **Remember that Newberry is a small town**

Council Members are constantly being observed by the community every day that they serve in office. Their behaviors and comments serve as models for proper decorum in the Village of Newberry. Honesty and respect for the dignity of individuals should be reflected in every word and action taken by Council Members, 24 hours a day, seven days a week. It is a serious and continuous responsibility.

## **Council Conduct with Other Public Agencies**

- **Be clear about representing the Village or personal interests**

If a Council Member appears before another governmental agency or organization to give a statement on an issue, the Council Member must clearly state: 1) if his or her statement reflects personal opinion or is the official stance of the Village; 2) whether this is the majority or minority opinion of the Council.

If the Council Member is representing the Village, the Council Member must support and advocate the official Village position on an issue, not a personal viewpoint.

If the Council Member is representing another organization whose position is different from the Village, the Council Member should withdraw from voting on the issue if it significantly impacts or is detrimental to the Village's interest. Council Members should be clear about which organizations they represent and inform the President and Council of their involvement.

- **Correspondence also should be equally clear about representation**

Village letterhead may be used when the Council Member is representing the Village and the Village's official position. A copy of official correspondence should be given to the Village Clerk to be filed in the Clerk's Office as part of the permanent public record.

Council Members may not use Village letterhead for correspondence of Council Members representing a personal point of view, or a dissenting point of view from an official Council position.

## **Council Conduct with Boards and Committees**

The Village has established several Boards and Committees as a means of gathering more community input. Citizens who serve on Boards and Committees become more involved in government and serve as advisors to the Village Council. They are a valuable resource to the Village's leadership and should be treated with appreciation and respect.

- **If attending a Board or Committee meeting, be careful to only express personal opinions**

Council Members may attend any Board or Committee meeting, which are always open to any member of the public. However, they should be sensitive to the way their participation – especially if it is on behalf of an individual, business, or developer – could be viewed as unfairly affecting the process. Any public comments by a Council Member at a Board or Committee meeting should be clearly made as individual opinion and not a representation of the feelings of the entire Village Council.

- **Limit contact with Board and Committee members to questions of clarification**

It is inappropriate for a Council Member to contact a Board or Committee Member to lobby on behalf of an individual, business, or developer. It is acceptable for Council Members to contact Board or Committee members in order to clarify a position taken by the Board or Commission.

- **Remember that Boards and Committees serve the community, not individual Council Members**

The Village Council appoints individuals to serve on Boards and Committees, and it is the responsibility of Boards and Committees to follow policy established by the Council. But Board and Committee members do not report to individual Council Members, nor should Council Members feel they have the power or right to threaten Board and Committee members with removal if they disagree about an issue. Appointment and re-appointment to a Board or Committee should be based on such criteria as expertise, ability to work with staff and the public, and commitment to fulfilling official duties. A Board or Committee appointment should not be used as a political “reward.”

- **Be respectful of diverse opinions**

A primary role of Boards and Committees is to represent many points of view in the community and to provide the Council with advice based on a full spectrum of concerns and perspectives. Council Members may have a closer working relationship with some individuals serving on Boards and Committees but must be fair and respectful of all citizens serving on Boards and Committees.

- **Keep political support away from public forums**

Board and Commission members may offer political support to a Council Member, but not in a public forum while conducting official duties. Conversely, Council Members may support Board and Committee members who are running for office, but not in an official forum in their capacity as a Council Member. Board, Commission members, and Council Members shall not use any Village resources or assets to make endorsements or advocate for any political issue at any time.

- **Inappropriate behavior can lead to removal**

Inappropriate behavior by a Board or Committee member should be noted to the President, and the President should counsel the offending member.

## **Council Conduct with the Media**

Council Members are frequently contacted by the media for background and quotes.

- **The best advice for dealing with the media is to never go “off the record”**

Most members of the media represent the highest levels of journalistic integrity and ethics and can be trusted to keep their word. But one bad experience can be catastrophic. Words that are not said cannot be quoted.

- **The President is the official spokesperson for the representative on Village position**

The President is the designated representative of the Council to present and speak on the official Village position. If an individual Council Member is contacted by the media, the Council Member should be clear about whether their comments represent the official Village position or a personal viewpoint. All media requests for interviews, announcements, or documents should be directed to the Village President. The Village President should designate which Council Members should respond to the request or decide if the request should be forwarded to the Village Manager for response.

- **Choose words carefully and cautiously**

Comments taken out of context can cause problems. Be especially cautious about humor, sardonic asides, sarcasm, or word play. It is never appropriate to use personal slurs or swear words when talking with the media.

## **Council Social Media Use**

The lines between public and private, personal and professional are blurred in online social networks. Identifying oneself as a Council Member online carries an obligation to conduct oneself in a professional and civil manner. To that extent disclaimers should be used on personal sites that reflect the content contained therein is in no relation to their professional duties as a Council Member.

- **Appropriate/Inappropriate Social Media Behavior**

- Disclose that comments are the personal opinion of the poster and is not an official statement from the Village.
- Comments should not contain profanity, racial slurs, or derogatory terms, and should not contain personal or defamatory attacks.
- Comments should not encourage illegal activity.
- There is no right to privacy when commenting on any official social media site maintained by the Village and is subject to FOIA requests.

## **Sanctions**

- **Public Disruption**

Members of the public who do not follow proper conduct after a warning in a public hearing may be barred from further testimony at that meeting or removed from the Council Chambers.

- **Inappropriate Staff Behavior**

Council Members should refer to the Village Manager any Village staff or to the Village Attorney any Village Attorney's staff who do not follow proper conduct in their dealings with Council Members, other Village staff, or the public. These employees may be disciplined in accordance with standard Village procedures for such actions. (Please refer to the section on Council Conduct with Village Staff for more details on interaction with Staff.)

- **Council Members Behavior and Conduct**

Council Members who intentionally and repeatedly do not follow proper conduct may be reprimanded or formally censured by the Council, lose seniority or committee assignments (both within the Village of Newberry or with inter-government agencies) or have official travel restricted. Serious infractions of the Code of Ethics or Code of Conduct could lead to other sanctions as deemed appropriate by Council.

Council Members should point out to the offending Council Member infractions of the Code of Ethics or Code of Conduct. If the offenses continue, then the matter should be referred to the President in private. If the President is the individual whose actions are being challenged, then the matter should be referred to the President Pro Tem.

It is the responsibility of the President to initiate action if a Council Member's behavior may warrant sanction. If no action is taken by the President, the alleged violation(s) can be brought up with the full Council in a public meeting.

If violation of the Code of Conduct is outside of the observed behaviors by the President or Council Members, the alleged violation should be referred to the President. The President should ask the Village Manager and/or the Village Attorney to investigate the allegation and report the findings to the President. It is the President's responsibility to take the next appropriate action.

These actions can include, but are not limited to: discussing and counseling the individual on the violations; recommending sanction to the full Council to consider in a public meeting; or forming a Council ad hoc subcommittee to review the allegation; the investigation and its findings, as well as to recommend sanction options for Council consideration. Videotaping of the complaint hearing should be used for a Council ad hoc subcommittee.

## **Principles of Proper Conduct**

### **Proper conduct IS...**

- Keeping promises.
- Being dependable.
- Showing consistent attendance and participation
- Building a solid reputation.
- Participating and being available.
- Demonstrating patience.
- Showing empathy.
- Holding onto ethical principles under stress.
- Listening attentively.
- Studying thoroughly.
- Keeping integrity intact.
- Overcoming discouragement.
- Going above and beyond, time and time again.
- Modeling a professional manner.

### **Proper conduct IS NOT...**

- Showing antagonism or hostility.
- Refusing to attend or participate.
- Deliberately lying or misleading.
- Speaking recklessly.
- Spreading rumors.
- Stirring up bad feelings or divisiveness.
- Acting in a self-righteous manner.

## **It all comes down to respect!**

Respect for one another as individuals. Respect for the validity of different opinions. Respect for the democratic process. Respect for the community that we serve.

### **Checklist for Monitoring Conduct**

- Will my decision/statement/action violate the trust, rights, or good will of others?
- What are my interior motives and the spirit behind my actions?
- If I will have to justify my conduct in public tomorrow, will I do so with pride or shame?
- How would my conduct be evaluated by people whose integrity and character I respect?
- Even if my conduct is not illegal or unethical, is it done at someone else's painful expense? Will it destroy their trust in me? Will it harm their reputation?
- Is my conduct fair? Just? Morally right?
- If I were on the receiving end of my conduct, would I approve and agree, or would I take offense?
- Does my conduct give others reason to trust or distrust me?
- Am I willing to take an ethical stand when it is called for? Am I willing to make my ethical beliefs public in a way that makes it clear what I stand for?
- Do I exhibit the same conduct in my private life as I do in my public life?
- Can I take legitimate pride in the way I conduct myself and the example I set?
- Do I listen and understand the views of others?
- Do I question and confront different points of view in a constructive manner?
- Do I work to resolve differences and come to mutual agreement?
- Do I support others and show respect for their ideas?
- Will my conduct cause public embarrassment to someone else?

### **Glossary of Terms**

<b>Attitude</b>	The manner which one shows one's dispositions, opinions, and feelings.
<b>Behavior</b>	External appearance or action; manner of behaving; carriage of oneself.
<b>Civility</b>	Politeness, consideration, courtesy.
<b>Conduct</b>	The way one acts; personal behavior.
<b>Courtesy</b>	Politeness connected with kindness.
<b>Decorum</b>	Suitable; proper; good taste in behavior.
<b>Manners</b>	A way of acting; a style, method, or form; the way in which things are done.

<b>Point of Order</b>	An interruption of a meeting to question whether rules or bylaws are being broken, such as the speaker has strayed from the motion currently under consideration.
<b>Point of Personal Privilege</b>	A challenge to a speaker to defend or apologize for comments that a fellow Council Member considers offensive.
<b>Propriety</b>	Conforming to acceptable standards of behavior.
<b>Protocol</b>	The courtesies that are established as proper and correct.
<b>Respect</b>	The act of noticing with attention; holding in esteem; courteous regard.

**Village of Newberry  
Management Committee Meeting Minutes  
Monday, September 23, 2019  
10:00 AM**

1. Called to order at 10:03 AM

Present: Catherine Freese, Lori Stokes and Allison Watkins

Dan Hardenbrook arrived at 10:04 AM

Also Present: George Blakely, Charles Medelis, Chuck Pipes, Tina Pipes, Steve Stiffler

2. Public Comment: none

3. Unfinished Business:

- a. Ethics Policy – reviewed Attorney's edits/additions. Will present policy at next regular Council Meeting for council approval and adoption.
- b. Village Manager Annual Evaluation format  
Will request Labor Attorney, Steven Schwartz to help with drafting an evaluation format so there will be one ready for future use and perhaps for use in interview process.

4. New Business:

- a. Village Manager Resignation;  
Mr. Jocks recommended that we assign an interim/acting Village Manager as soon as possible and that it would be allowed to make a public announcement of the resignation of the Village Manager however, don't include details.
- b. Labor Law Attorney; Per Mr. Jocks, need to contact Steven Schwartz via phone to appraise him of recent event of the resignation of the Village Manager. Request that he deal with procedural items and get recommendation from him on how to proceed. Stokes will handle the phone call and email a list and the letter of resignation to Attorney Schwartz.
- c. Determine need of village; Management Committee came to the consensus that the current method of a Village Manager/Village Council type of organization does fit the need of the village. Some suggestions were; have a longer probation period and follow with shorter contract periods, change ordinance 36 to allow for more Council oversight, lessen the power of the Village Manager's position, have the Village Manager request and get pre-approval for vacation and personal time off through the council, provide council with proof of sick time usage, set restrictions that the top two administrative personal not being absent at the same time. Hardenbrook suggested we reach out to other communities that have recently gone through the same change in administration, such as: Ishpeming, Alpena, Gladstone, Saulte Ste. Marie, for their input.
- d. MML Executive Search Service; Director of HR; Allison Watkins will contact and find out cost and particulars.
- e. Director of Human Resources and Community Engagement;  
Committee requested a report of time off used for both the Village Manager and Assistant Village Manager, directed Ms. Watkins to inform insurance company that there is the possibility of a legal claim, questioned the status of the 2018 Audit, asked for information on who is presently the Signatories for the village and instructed Director to place advertising for the upcoming opening on the Water & Light Board.

4. Public Comment:

Tina Pipes; thanks to Catherine for her work on the Ethics Policy, Allison for attending, George for taking on extra duties. Suggested we replace Mr. Jocks with Mr. Wendling. Feels it was a productive meeting and agrees that having a Village Manager is a good concept but change the

position so it doesn't have as much power. Council needs to provide more oversight to the position.

George Blakely; feels he doesn't have the expertise needed to take on the extra duties and hopes another solution will be found quickly.

Chuck Pipes; thanks to all. Focus on eliminating Ordinance 29 and strengthening Ordinance 36 quickly and before hiring a new Village Manager. Feels the VM has a weak case. Council had ample opportunity to document her failures but didn't do so. Council needs to have a more aggressive role. Consider a 6 month probationary period, then only an annual contract with quarterly reviews. He encourages following through with the Labor Attorney.

6. Adjourned at 10:52 AM.

**Village of Newberry  
Management Committee Meeting Minutes  
Friday, October 11, 2019  
11:00 AM**

1. Called to order at 11:00 AM Motion by Freese. Support by Hardenbrook. Carried.

Present: Catherine Freese, Dan Hardenbrook, Lori Stokes and Allison Watkins

Also Present: Cliff Fossitt (arrived at 11:09 AM)

2. Public Comment: none

3. Unfinished Business:

- a. Resigning Village Manager

1. James-Mesloh will be meeting with Interim Village Manager and Assistant Village Manager on Tuesday, Oct. 17, 2019 to update them on items she was working on.
    2. Interim Village Manager will check with Labor Attorney for opinion of what to pay James-Mesloh upon her exit. James-Mesloh will have approximately 86 hours of vacation time remaining per BS&A records. Council Action will be needed for final payment amount .
    3. Interim Village Manager will request meeting with James-Mesloh to conduct an exit interview and receive items that belong to the village.

- b. Audit

1. Interim Village Manager was in contact with Brenda Gartland concerning expected time frame of receiving completed Audit.

- c. Final Review of Code of Conduct/Ethics Policy

4. New Business:

- a. Recall Election

1. The election has been nullified upon the resignation of Sharon Brown. This was verified by Jeff Jocks, Sharon Price and the State Election Board. Interim Village Manager will write a letter informing Luce County Clerk Price of Brown's resignation and date of it per Price's request. President will inform public during the "President's Comments" section of the agenda.

- b. Council Vacancies

1. Advertising for the 2 open seats goes through Oct. 31, 2019. Plan to make nominations to fill vacancies at the November 19, 2019 meeting.

- c. Water & Light Board Vacancies

1. Council representative vacancy on the Board; will ask Trustees to let President know if any one of them is interested in serving in that capacity.
    2. Advertising for resident/customer at large vacancy is in process.

- d. President Pro-tem

1. Will seek nomination from the table to fill this role at the Oct. 17, 2019 meeting.

4. Public Comment: none

6. Adjourned at 12:00 PM. Motion by Hardenbrook. Support by Freese. Carried.

# VILLAGE OF NEWBERRY



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

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## **Newberry Fire Dept. September 2019 Report Capt. John Wendt**

There was 4 Call Outs for the month of September.

- 2 Were cancelled in route

- 1 Alarm system sounded

- 1 Mutual Aide with Portage Twp. For auto accident

The Fire Dept received a Grant that helped pay for the Smoke and Carbon Monoxide Alarms. Tom Buckingham (Forest Ins.) made a \$1255.50 donation as well towards the alarms. The fire dept has started installing them on 10-9-2019. Anyone interested please contact Christopher Wendt at (906) 450-1281 and leave your name, phone number, address and state that you are calling about the free smoke detectors. He will get back with you shortly.

Tony Immel and John Wendt attended a training in Traverse City, Sept 21-22. The training consisted of very important information that is needed for reports that we submit to the state.

# Newberry Wastewater Treatment Plant

George Blakely Superintendent

October 2019 Report

I attended a DPW/WWTP committee meeting and the chlorine changeover was discussed. The committee requested that I get a quote from Hawkins Chemical. I contacted Jason from Hawkins and the quote is on the way.

Johnson Controls was onsite to do boiler inspection. The boilers are performing well no issues.

Full-Service Organics hauled 260,000 gallons of bio-solids to Tom Craig's field.

Dan Puckett attended a one-day training class on the basics of anaerobic digesters.

- Monthly report submitted to EGLE
- Staff Safety Meeting
- Routine Preventive Maintenance
- FSO fall haul
- Johnson Controls boiler inspection
- Dan Puckett school



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925 Goddard Way | Green Bay, WI | 54311  
Phone: (920) 435-6924 Toll Free: 888-248-7881 Fax: (920) 435-7643

To: George Blakely  
Newberry Wastewater Plant  
N 9698 M-123,  
Newberry MI 49868

Quotation #: BL0725 R-1  
Customer RFQ #:  
Rasmussen Job #:

Phone: 906-293-8141

Fax: 906-293-8068

E-mail: [wwtp@newberrywi.gov](mailto:wwtp@newberrywi.gov)

Today's Date: 9/24/2019  
Quote Expiration 10/24/2019  
Date:

Desc: Village of Newberry Chlorine Improvements

Item	Description	Qty	Unit Price	Subtotal
1	Scaleton model 2305D Dual Cylinder Scale with wall mounts. By Others	2		
2	Fixed storage mounts with chain, capacity for four cylinders each. By Others	2		
3	Scaleton 1020 5-digit controller. By Others	1		
4	Duplex Regal Model 216 chlorinators, 100 ppd Includes Regal Remote Meter Panel 7500	2		
5	Regal VAC 1000 monitor	1		
6	Regal A-7500 remote meter panel Included in Line Item 4	1		
7	Regal Smartvalve 7001, flow proportional	1		
8	Regal A-930 Ejector check valve Included in 216 price Line item 4	2		
9	Miscellaneous 3/8" vacuum tubing and conductor wire	1		
10	In-line Flow Rotameter, Georg Fischer 807 or equiv. By Others.	3		
11	Start Up or Install. Temporary 150lb chlorine Cylinder Setup by Others.	1		
	Price does not include sales tax or Freight.		Total Quote	\$34,766.00

# HAWKINS CHEMICAL, INC. WATER TREATMENT GROUP

1882 Morris Street  
Fond du Lac, WI 54935  
920-923-1850 Fax-923-0606

**To: Newberry WWTP**

**Attn.: George**

**RE: Quote**

**Quotation No. 031119-jsa**

**Quotation Expires: 60 days**

**Terms:** Net 30 days from delivery, F.O.B. factory. Our pricing does not include any Sales/Excise taxes that may apply.

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## QUOTATION/PROPOSAL

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This quotation constitutes an offer to furnish the items listed subject to: terms and conditions stated hereon: receipt of your purchase order by Hawkins Water Treatment Group, Inc.; and written acceptance of your order by Hawkins Water Treatment Group, Inc. and/or the manufacturer(s) involved as follows;

2-Force Flow GR150-2 scales (4 cylinders online)  
2 Wall Panel Omni Valves with bypass pipping  
2-hydro ejectors  
2-Hydro Water Assemblies  
1-Hydro GA180 Gas Detector with battery backup  
1-3 flowmeter solution distribution panel  
4-Hydro 900 series regulators with integral switchover and dedicated pressure relief  
1-Lot of tubing and fittings  
1-Freight to Newberry

Total Budget for the above.....\$25,560

This does not include installation. Installation would be \$1,000 a day until completed.

Please call me at 920-858-3988 with any questions. Thank you for the opportunity to provide a proposal for the above material.

Regards,

Jason Amsler  
Hawkins Water Treatment Group, Inc.

# VILLAGE OF NEWBERRY



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

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## **Water and Light Joe Lively, Foreman Report**

- Meter Reading
- TORC Playground
- Well 7 Failure
- Disconnects (Non Payment) 19
- MissDigs
- Seasonal Turn Offs
- Set 4 Poles, 1 New Service, 2 Upgrades
- Primary Wires Off Insulators (Charles Road)
- Brushing (Secondary)
- Outage (Half Power) S. M123
- Red Tags
- Outage, Broke Pole (Tree Down, Storm)

Happy Fall Y'all!

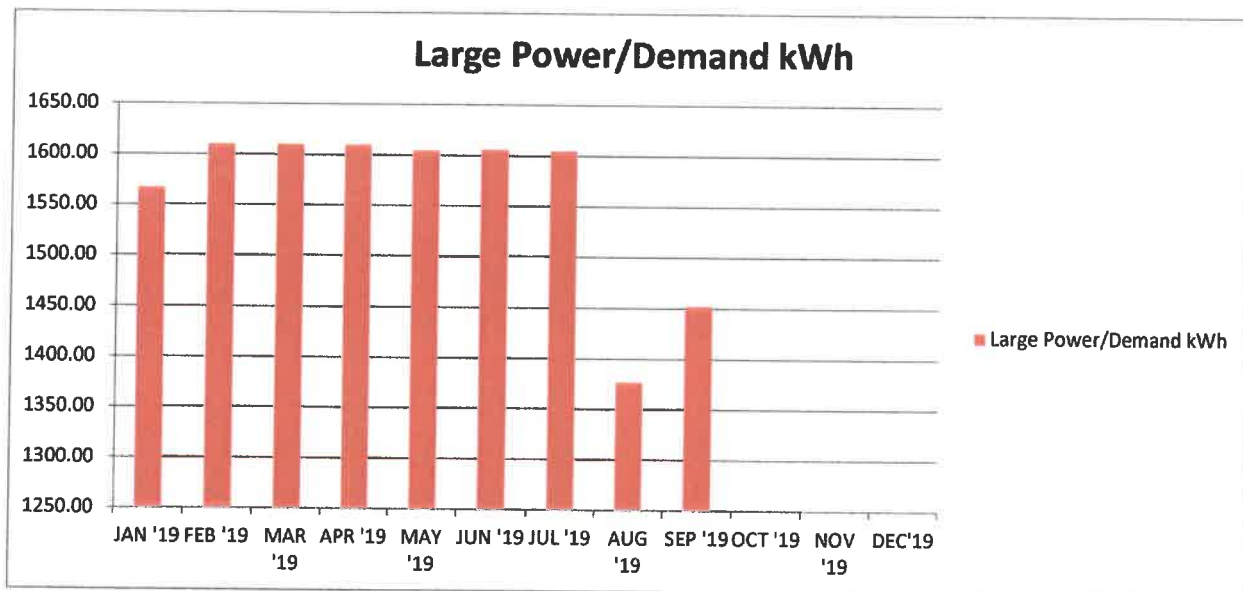
## RESIDENTIAL

TOTAL Kwh	13010.05
AVERAGE MET	1428

## Water & Light

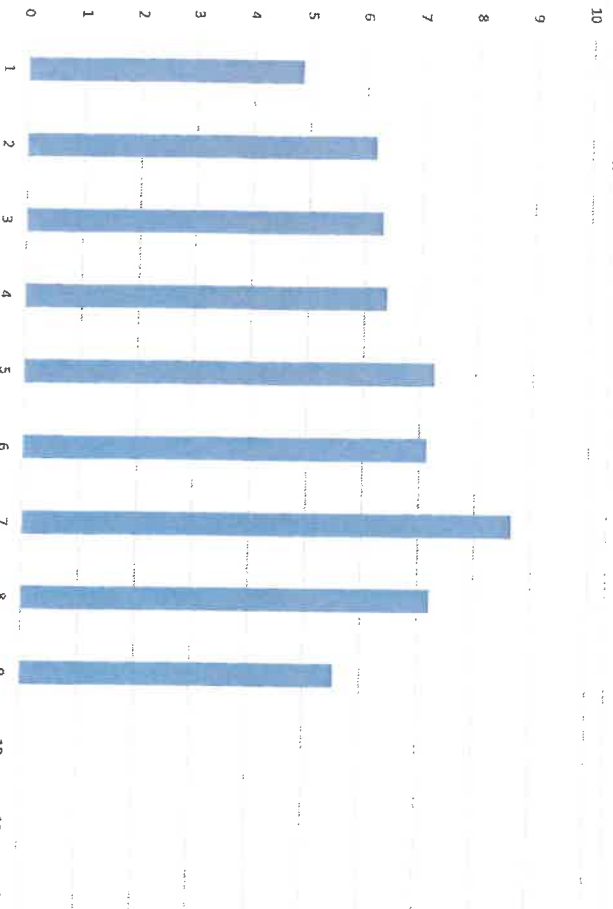
### Electric Demand Report Large Power/Industrial 2019

MONTH:	LG POWER/INDUSTRIAL	BILLED AMOUNT
DEC '18	1596.00	\$ 14,580.32
JAN '19	1567.00	\$ 14,344.16
FEB '19	1610.00	\$ 14,656.35
MAR '19	1610.00	\$ 14,646.51
APR '19	1610.00	\$ 14,652.68
MAY '19	1605.00	\$ 14,610.43
JUN '19	1606.00	\$ 14,610.43
JUL '19	1605.00	\$ 14,610.43
AUG '19	1377.00	\$ 13,010.12
SEP '19	1452.00	\$ 13,639.88
OCT '19		
NOV '19		
DEC'19		



# Water & Light Water Pumpage Report - 2019

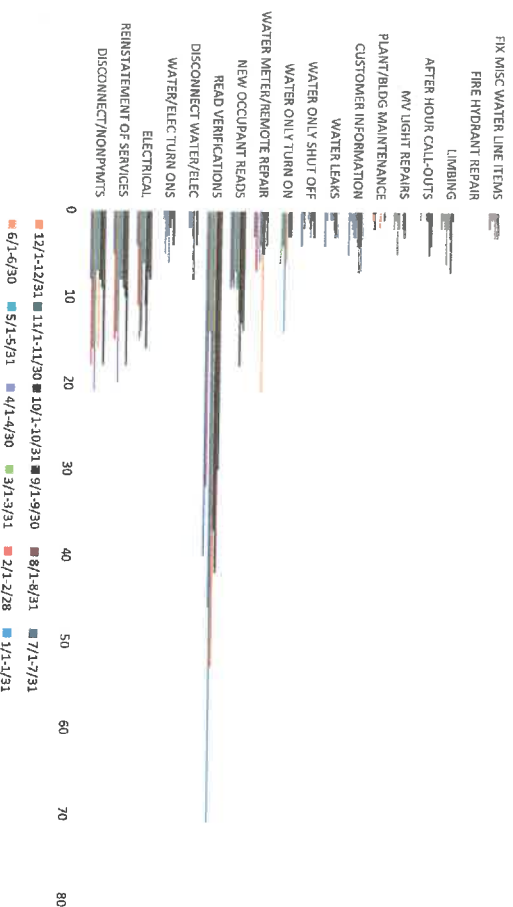
MONTH	PUMPAGE	X 1,000,000	1000'S GALS	GOAL	\$ BILLED FOR	GAUS BILLED	% OF GOAL	BILLED FOR REU'S	LOST REVENUE
JAN'19	4.8782	4878200	4878.2	\$ 79,400.00	\$ 77,749.00	4878.2	97.9%	1,036.65	\$ 1,651.00
FEB'19	6.1863	6186300	6186.3	\$ 79,400.00	\$ 77,275.29	6186.3	97.3%	1,030.34	\$ 2,124.71
MAR'19	6.3154	6315400	6315.4	\$ 79,400.00	\$ 77,524.70	6315.4	97.6%	1,033.66	\$ 1,875.30
APR'19	6.3991	6399100	6399.1	\$ 79,400.00	\$ 77,475.07	6399.1	97.6%	1,033.00	\$ 1,924.93
MAY'19	7.268	7268000	7268	\$ 79,400.00	\$ 77,190.16	7268	97.2%	1,029.20	\$ 2,209.84
JUNE'19	7.144	7144000	7144	\$ 79,400.00	\$ 77,890.90	7144	98.1%	1,038.55	\$ 1,509.10
JULY'19	8.6614	8661400	8661.4	\$ 79,400.00	\$ 78,788.79	8661.4	99.2%	1,050.52	\$ 611.21
AUG'19	7.2257	7225700	7225.7	\$ 79,400.00	\$ 78,273.47	7225.7	98.6%	1,043.65	\$ 1,126.53
SEPT'19	5.5489	5548900	5548.9	\$ 79,400.00	\$ 81,901.21	5548.9	103.2%	1,092.02	\$ (2,501.21)
OCT'19		0	0	\$ 79,400.00		0	0.0%	-	
NOV'19		0	0	\$ 79,400.00		0	0.0%	-	
DEC'19		0	0	\$ 79,400.00		0	0.0%	-	
				GOAL	\$ 952,800.00	\$ 704,068.59			
				BILLED TO DATE	\$ 704,068.59				
				REMAINING NEEDED FOR BUDGET	\$ 248,731.41				
	59.627						6209	80.6%	1,033.57



# Water & Light Work Orders Report - 2019

CUSTOMER INFORMATION	1/1-1/31	2/1-2/28	3/1-3/31	4/1-4/30	5/1-5/31	6/1-6/30	7/1-7/31	8/1-8/31	9/1-9/30
DISCONNECT/NONPAYMTS	8	18	16	21	7	16	8	9	18
REINSTATEMENT OF SERVICES	5	15	14	20	8	8	9	10	18
ELECTRICAL	4	11	15	14	6	11	16	7	8
WATER/ELEC TURN ONS	0	0	1	5	3	6	2	1	4
DISCONNECT WATER/ELEC	0	0	0	2	2	3	8	0	4
READ VERIFICATIONS	40	32	14	46	71	53	37	42	30
NEW OCCUPANT READS	9	8	9	7	9	12	18	13	14
WATER METER/REMOTE REPAIR	3	7	0	6	4	21	5	1	4
WATER ONLY TURN ON	0	0	6	4	14	6	0	3	3
WATER ONLY SHUT OFF	4	1	2	0	1	3	2	1	3
WATER LEAKS	4	1	0	1	1	1	3	3	0
CUSTOMER INFORMATION	5	1	2	3	3	1	4	7	4
PLANT/BLDG MAINTENANCE	0	1	2	0	0	2	0	0	1
MV LIGHT REPAIRS	2	1	5	2	0	2	3	0	0
AFTER HOUR CALL-OUTS	0	0	1	0	0	1	1	5	4
LIMBING	2	1	2	6	2	3	7	1	0
FIRE HYDRANT REPAIR	0	0	0	0	0	0	0	0	0
FIX MISC WATER LINE ITEMS	0	2	1	1	3	1	3	0	0
TOTALS	86	99	90	138	134	150	126	103	115

## Work Orders



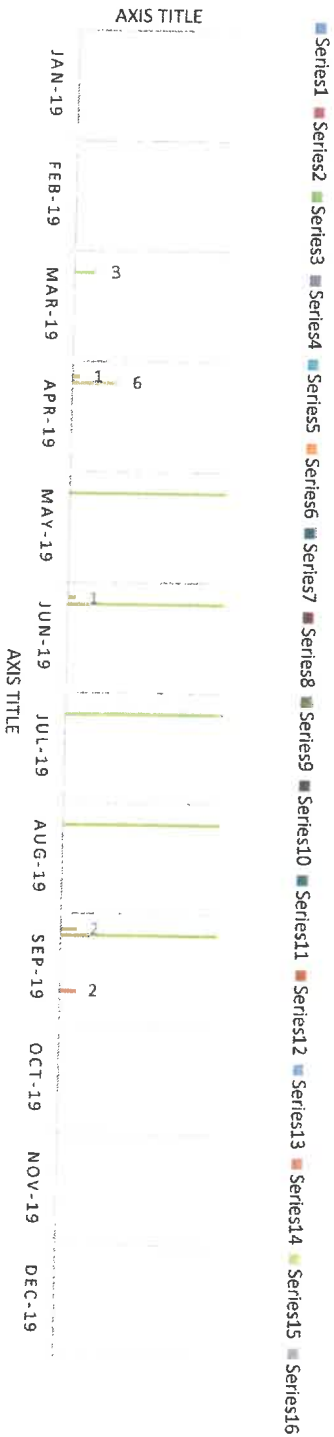
# Water & Light Miss Digs Aug 2019

## WATER AND LIGHT MISS DIGS



MISS DIGS	Jan-19	Feb-19	Mar-19	Apr-19	May-19	Jun-19	Jul-19	Aug-19	Sep-19	Oct-19	Nov-19	Dec-19
000 RESPONSE PENDING												
001 NO CONFLICT												
002 MARKED			3	1		1			2			
003 NOT COMPLETE				6	24	32	22	27	49			
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									2			
202 DESIGN-TASK COMPLETED												
203 DESIGN-MARKING REQUIRED												
999 HAS NOT RESPONDED												
TOTALS	0	0	3	7	24	33	22	27	53	0	0	0

## WATER & LIGHT



# VILLAGE OF NEWBERRY



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

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## **Village of Newberry**

### **DPW**

### **September 2019**

- Swept Streets
- Worked at TORC
- Put-up chain-link fence at 41 Lumber building
- Installed Movie Theater Sign
- Getting fleet ready for winter
- MissDigs
- Got Salt from County
- Mowing
- Removed flower pots from downtown
- Alley clean up
- Garbage
- Relocated customers sewer connection into main.

Leaves are falling, Autumn is calling!



# 2019 FOIA Request Tracking

as of 10.11.19

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	sent 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.	Closed - deposit was not received by the deadline. Records were not sent
2019-004-HD	9-12.19	Manion	Paul	Applied EcoSystems requesting information for 123 East Truman Blvd.	Complete - 10.2.19
2019-005-SS	9.20.19	Stiffler	Steve	VM resignation letter, correspondence between VM & Village Attorney	Complete - 10.11.19



## Applied EcoSystems, Inc.

Environmental Management, Consulting, and Field Services  
G-4300 South Saginaw Street, Burton, Michigan 48529  
Phone: (810) 715-2525 FAX: 844-368-3642

### FACSIMILE COVER PAGE

To: Village of NewberryClerk  
ATTN: Building, Fire, Assessor & Public Works  
Departments

From: Heather Dean & Paul "Bobby" Manion

Email: [nbyclerk2@gmail.com](mailto:nbyclerk2@gmail.com)

Date: September 11, 2019

Phone: 906-293-8805

Number of pages (including cover): 2

**RE: Freedom of Information Act Request (FOIA)**

Applied EcoSystems is conducting an environmental investigation of the following site:

**123 East Truman Boulevard (PID:041-100-090-1200)**  
**Village of Newberry, Michigan**

**Historical Addresses**  
**113 and 115 Truman Boulevard, Village of Newberry**  
**And**  
**403 and 404 North Handy Street**

We are requesting copies of any records or any known information that you may have relating to the known or possible past occurrence on the site of the following:

**Building and Fire:**

- Building Permits
- Wells
- Septic systems
- Hazardous substances
- Petroleum substances
- Past uses that may have involved hazardous substances or petroleum substances including the following:
  - Manufacturing activity
  - Dry cleaning
  - Gas station and/or bulk fuel storage
  - Private vehicle refueling
  - Vehicle repair
- Known chemical spills or releases

**Assessor:**

- Tax Assessors Records
  - Property Tax Cards

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- *Parcel ID Information*
- *Tax Parcel Boundaries*
- *Historical Record Cards*
- **Maps**
  - *Aerial map with parcel boundaries!*
  - *Property Boundaries!*
  - *Property Drawings/Dimensions*
  - *Sanborn Maps*
- **Other Miscellaneous Property Information**

**Public Works (Water and Sewer):**

- *Original water and sewer connection dates*
- *Date water and sewer were available to the area*
- If the above is not available, does current city ordinance require new construction to be connected to water and sewer at the time of construction?

**Environmental Health Dept.**

- Wells
- Septic systems
- Hazardous substances
- Petroleum substances
- Past uses that may have involved hazardous substances or petroleum substances including the following:
  - Manufacturing activity
  - Dry cleaning
  - Gas station and/or bulk fuel storage
  - Private vehicle refueling
  - Vehicle repair
- Known chemical spills or releases

We appreciate your time and attention to this request. Please fax/email your response to the person below to expedite processing if possible. Your response should indicate whether you have or do not have any requested information. If you have questions, or do not receive this document in its entirety, please contact us immediately.

Thank you,  
 Paul "Bobby" Manion & Caleb Slavik  
 Applied *Eco*Systems, Inc.  
[research@appliedecosystems.com](mailto:research@appliedecosystems.com)  
 Phone: (810) 715-2525  
 Fax: (844) 368-3642

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CONFIDENTIALITY NOTICE

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Village: Keep original and provide copy of both sides, along with Public Summary, to requestor at no charge.

Village, \_\_\_\_\_ County

Phone: \_\_\_\_\_

**Request Form**  
Note: Requestors are not required to use this form. The township may complete one for recordkeeping if not used.

## FOIA Request for Public Records

Michigan Freedom of Information Act, Public Act 442 of 1976, MCL 15.231, et seq.

Request No.: 2017-15-55 Date Received: 9/26/17

Check if received via: ☐ Email ☐ Fax ☐ Other Electronic Method

Date delivered to junk/spam folder: \_\_\_\_\_

Date discovered in junk/spam folder: \_\_\_\_\_

(Please Print or Type)

Name	<u>Steve Stiffler</u>	Phone	<u>906-440-9559</u>
Firm/Organization	<u>M123FM</u>	Fax	
Street	<u>204 Newberry Ave</u>	Email	<u>SKSTIFFLER@gmail.com</u>
City	<u>Newberry</u>	State	<u>MI</u> Zip <u>49868</u>

Request for: ☒ Copy ☐ Certified copy ☐ Record inspection ☐ Subscription to record issued on regular basis

Delivery Method: ☐ Will pick up ☐ Will make own copies onsite ☐ Mail to address above ☒ Email to address above  
☐ Deliver on digital media provided by the village: \_\_\_\_\_

Note: The village is not required to provide records in a digital format or on digital media if the village does not already have the technological capability to do so.

Describe the public record(s) as specifically as possible. You may use this form or attach additional sheets:

Copy of village managers resignation letter & correspondence with village attorney in regards to radio interview with Catherine Freese and/or Dan Hardenbrook by Steve Stiffler on M123FM.

received  
9-26-17

### Consent to Non-Statutory Extension of Village's Response Time

I have requested a copy of records or a subscription to records or the opportunity to inspect records, pursuant to the Michigan Freedom of Information Act, Public Act 442 of 1976, MCL 15.231, et seq. I understand that the village must respond to this request within five (5) business days after receiving it, and that response may include taking a 10-business day extension. However, I hereby agree and stipulate to extend the village's response time for this request until: \_\_\_\_\_ (month, day, year).

Requestor's Signature

Steve Stiffler

Records Located on Website

Date

9/18/17

(Complete both sides)

## **PUBLIC NOTICE**

### **VILLAGE OF NEWBERRY**

#### **VILLAGE COUNCIL VACANCY**

The Village of Newberry is seeking to fill a Village Council Trustee position. This individual must live in the village. Any individual, meeting the criteria, who is interested in serving should submit a letter of interest and a resume to the attention of Village President, Lori A. Stokes at 302 E. McMillan Ave, Newberry, MI 49868 or email to [villagepresident@newberrymi.gov](mailto:villagepresident@newberrymi.gov).

Submissions will be accepted until 4:00pm Thursday, October 31, 2019.

**THE VILLAGE OF NEWBERRY IS AN EQUAL  
OPPORTUNITY EMPLOYER**

## **PUBLIC NOTICE**

### **VILLAGE OF NEWBERRY**

### **WATER & LIGHT BOARD VACANCY**

The Village of Newberry is seeking to fill a Water and Light Board member position. This individual must be a customer and live in the village. Any individual, meeting these criteria, who is interested in serving on the Water & Light Board should submit a letter of interest to the attention of Village President, Lori Stokes at 302 E. McMillan Ave, Newberry, MI 49868 or email to [villagepresident@newberry.mi.gov](mailto:villagepresident@newberry.mi.gov). Submissions will be accepted until 4:30pm Wednesday, October 23, 2019.

**THE VILLAGE OF NEWBERRY IS AN EQUAL  
OPPORTUNITY EMPLOYER**