

**VILLAGE OF NEWBERRY
VILLAGE COUNCIL MEETING
Monday, January 15, 2018
Meeting Location: 302 East McMillan Ave
Meeting Time: 6:00 p.m.**

1. CALL TO ORDER

2. PLEDGE OF ALLEGIANCE

3. ROLL CALL

4. APPROVAL OF AGENDA

5. APPROVAL OF MINUTES

1. Village Council – Regular Session – Monday, December 18, 2017 at 6:00 p.m.
2. Village Council – Special Session – Wednesday, January 3, 2018 at 10:30 a.m.

6. VILLAGE PRESIDENT ANNOUNCEMENTS

1. Moment of Silence – Johnson Family

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

1. None Prescheduled

8. SUBMISSION OF BILLS AND FINANCIAL UPDATES

1. Village of Newberry – Monthly Bills – December 2017

101	General Fund	\$58,059.16
213	Fire Revolving Fund	\$14,519.72
409	TORC	\$4,146.76
590	Sewage Receiving Fund	\$34,410.53
Total:		\$111,136.17

2. Village of Newberry – Cash Balance – November 2017

3. Water & Light – Monthly Bills – December 2017

582	Electric Fund	\$191,944.29
591	Water Fund	\$1,410.33
Total:		\$193,354.62

4. Water & Light – Cash Balance – November 2017

5. Treasurer's Report

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. FOIA Request – Eric Buckler
2. FOIA Request – Pentland Township
3. Letter from Eric Buckler

10. INTRODUCTION AND ADOPTION OF ORDINANCES AND RESOLUTIONS

1. Resolution for Board, Commission, & Committee Appointments for 2018

11. REPORTS OF BOARDS

1. Water & Light Board Meeting from Tuesday, January 9, 2018
2. Planning Commission Meeting – Next Meeting: Monday, January 22, 2018

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

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

13. REPORTS OF COMMITTEES

No reports scheduled from the following committees for the January 15, 2018 meeting: Department of Public Works/ Wastewater Treatment Plant (DPW/WWTP) Committee; Finance Committee; Fire Committee; Ordinance Committee; Project Rising Tide, Strategic Health Alliance, and Safety Committee.

1. Management Committee
2. Save The Bells

582	Christmas Lights Fund – as of 1/09/18	\$14,973.33
-----	---------------------------------------	-------------

14. UNFINISHED BUSINESS

1. None Prescheduled

15. NEW BUSINESS

1. Trustee Vacancy - Recommendation

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

17. COMMENTS BY COUNCIL MEMBERS

18. ADJOURNMENT - REGULAR SESSION

Newberry Village Council
Regular Meeting Minutes
December 18, 2017
302 East McMillan Ave.
6:00 p.m.

Present: President DeWitt, Trustees: Brown, Downey, Hardenbrook, Hendrickson, Medelis.

Absent: None.

Also Present: Village Manager - James-Mesloh, Assistant Village Manager - Vallad, Clerk - Schummer, Superintendent WWTP - Blakely, Director of Human Resources & Community Engagement - Watkins, Superintendent of Water & Light – Perry, Ordinance Enforcement Officer - Fossitt, Jim Diem, Chuck Lawson, Steve Stiffler

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

Approval of Agenda: Moved by Medelis, support by Brown, **CARRIED**, to approve the agenda. Ayes: All.

Minutes: Moved by Downey, support by Brown, **CARRIED**, to approve the November 20, 2017, special session minutes as written. Ayes: All. Moved by Hendrickson, support by Downey, **CARRIED**, to approve the November 20, 2017, regular meeting minutes as written. Ayes: All. Moved by Brown, support by Hendrickson, **CARRIED**, to approve the November 30, 2017 special session minutes, with one addition - under New Business, the motion made by Medelis, supported by Hendrickson, read: to accept the Plante Moran proposal, dated November 21, 2017, for the budget for the year 2018, to be completed prior to December 31, 2017. Now reads: to accept the Plante Moran proposal, dated November 21, 2017, for the budget for the year 2018, to be completed prior to December 31, 2017 with the portion of the contract paid by the village not to exceed \$11,400. Ayes: All.

Public Comments on Agenda Items: None.

Village President's Announcements: President DeWitt thanked everyone who worked on and participated in the Christmas parade.

Submission of Bills and Financial Updates:

- 1.) Village of Newberry – Monthly Bills. Moved by Hendrickson, support by Brown, **CARRIED**, to approve the November 2017 bills as presented, in the amount of \$412,715.42. Discussion followed, correction made regarding a vendors name, changed from PVS Technologies Inc. to Ferris Solutions. Ayes: All.
- 2.) Village of Newberry - Cash Balance – October 2017. Reviewed.
- 3.) Water & Light monthly bills for November 2017. Moved by Brown, support by Downey, **CARRIED**, to pay November payables in the amount of \$294,373.97. Discussion followed. Ayes: All.
- 4.) Water & Light – Cash Balance – October 2017 - Reviewed.
- 5.) Treasurer's Report - Accepted by Council as presented.
- 6.) Request for Disbursement of Funds
 - a. **C2AE – October – November 2017 – Request #25:** Chuck Lawson and George Blakely gave an update on the projects being done at the Waste Water Treatment Plant.
 - i. Moved by Brown, support by Hendrickson, **CARRIED**, to approve payment of Request #25 in the amount of \$65,516.29, pay when paid. Discussion followed and invoices included in Request #25 were reviewed. Ayes: All.
 - ii. Exhibit K: Amendment 2: Moved by Brown, support by Hendrickson, **CARRIED**, to approve C2AE - amendment #2 to the Owner-Engineer Agreement, dated July 5, 2012, to increase post construction services from \$10,000 to \$15,000 an increase of \$5,000.00. Discussion followed. Ayes: All.

Petitions and Communications:

- 1.) Letter from Eva Burrell Animal Shelter – The shelter requested the Village pay them \$2,500 as compensation for the shelter taking our homeless animals. Moved by Downey, support by

Hardenbrook, **CARRIED**, to send the Eva Burrell Animal Shelter a letter stating they should send the letter to the Luce County Board. Discussion followed. Ayes: All.

- 2.) Thank you card from Joe & Barb Schneider, Victor Johnson and Rose Johnson Clark, regarding the work done to eliminate the noise at the WWTP that was disturbing to these residents in the vicinity of the plant.
- 3.) Thank you letter from Joe Crabill, regarding the Christmas parade.
- 4.) Letter to the Editor from John Iacoangeli, Project Rising Tide Liaison for MEDC and Principle for Beckett & Reader, Inc.
- 5.) Letter to the Editor from Larry Vincent, Chairperson of Planning Commission.

Introduction and Adoption of Ordinances and Resolutions: None

Reports of Boards:

- 1.) Water & Light Board Meeting from Tuesday, December 12, 2017: Medelis gave the report.
- 2.) Planning Commission Meeting: Meeting was cancelled due to lack of quorum – trying to reschedule in January.

Reports of Village Officers and Management:

- A.) Fire Chief: Nothing to report.
- B.) Ordinance Enforcement Officer: Fossitt gave a verbal report.
- C.) Director of Human Resources & Community Engagement: Watkins gave a verbal report.
- D.) Superintendent of Wastewater Treatment Plant: Blakely gave a verbal as well as written report. Moved by Medelis, support by Brown, **CARRIED**, to move forward with pursuing installation of a new RAS pump at the WWTP, added to the project. Ayes: All.
- E.) Superintendent of Water & Light: Perry gave a written as well as a verbal report.
- F.) Superintendent of Parks and Recreation: Nothing to report.
- G.) Assistant Village Manager: Vallad gave a verbal report as well as charts given to Council.
- H.) Village Manager: James-Mesloh gave a verbal as well as written report.

Committee Reports:

- 1.) Fire Committee: Medelis gave a verbal report.
- 2.) Save the Bells: The Save the Bells fund balance is now at \$14,819.43.

Unfinished Business: None.

New Business:

1. 2017 audit – Review contract: Moved by Brown, support by Hardenbrook, **CARRIED**, that we engage the State of Michigan - Department of Treasury to do the Village of Newberry's audit for 2017. Discussion followed. Hendrickson asked if there was a reason why we called the Michigan Department of Treasury in to do the audit this year. The Assistant Manager stated that it was a transparent way to have it done, some residents have indicated that they don't feel the Village is being transparent enough so this should help put those worries to rest. It was agreed that the past auditors were good, however, it is good to have a new set of eyes auditing the Village from time to time. Discussion followed. Ayes: All.

Public Comment: None

Comments by Council Members: Comments heard from: Brown, DeWitt, Hendrickson.

Adjourn Meeting: Moved by Brown, support by Downey, **CARRIED**, to adjourn the meeting at 7:56 p.m. Ayes: All.

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

Terese Schummer, Clerk

John Dewitt, Village President

Newberry Village Council
Minutes: Special Session: Public Hearing regarding 2018 Budget
January 3, 2018
302 East McMillan Ave.
10:30 a.m.

Present: President DeWitt, Trustees: Brown, Downey, Hardenbrook, Hendrickson, Medelis.

Absent: None.

Also Present: Village Manager - James-Mesloh, Assistant Village Manager - Vallad, Clerk - Schummer, Director of Human Resources & Community Engagement – Watkins, John Bergman, Charlie Mesloh, Don Ratliff, Martha Ratliff, Greg Rathje, Lilly Harmon.

Call to Order: President DeWitt called the meeting to order at 10:30 a.m. at the Village of Newberry Administration Building. The Pledge of Allegiance was recited.

Approval of Agenda: Moved by Brown, support by Hendrickson, **CARRIED**, to approve the agenda. Ayes: All.

Minutes: Tabled until regular session.

Public Comments on Agenda Items: Don Ratliff asked for a copy of the budget.

Public Hearing on 2018 Budget:

1. Open Public Hearing for Comments on 2018 Budget: Comment heard from Don Ratliff – 309 E. Truman.
2. Close Public Hearing at 10:36 a.m.

New Business:

1. 2018 Budget: Village Manager James-Mesloh advised that the Uniform Budgeting and Accounting Act does not require budgets for enterprise funds to be included in this process. Therefore, for this meeting only, budgets for the General Fund, special Revenue Funds, Capital Project Funds, and Fire Funds will be presented. The Village staff will continue to work with Plante Moran to revise and update all budgets. Budget amendments for the budgets being presented as well as budgets for the remaining funds will be presented at a later date.

Introduction and Adoption of Ordinances and Resolutions: Brown moved, supported by Hendrickson, **CARRIED**, that the Village Council adopt the 2018 Budget Resolution, with the addition of a deadline, set for the end of the 1st quarter which is the end of March 2018. Discussion followed. Ayes: All.

Public Comment: Comment was heard from John Bergman – 411 E. Ave. A, Don Ratliff – 309 E. Truman

Comments by Council Members: None.

Adjourn Meeting: Moved by Medelis, support by Downey, **CARRIED**, to adjourn the meeting at 10:42 a.m. Ayes: All.

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

Terese Schummer, Clerk

John Dewitt, Village President

DEPARTMENT	FUND	VENDOR NAME	DESCRIPTION	AMOUNT
NON-DEPARTMENTAL	GENERAL FUND	AFLAC	AFLAC PRETAX	38.16
			AFLAC PRETAX	38.16
			AFLAC POST TAX	20.40
			AFLAC POST TAX	20.40
		PRUDENTIAL GROUP INVESTMENT	PRUDENTIAL GROUP 352514	140.00
			PRUDENTIAL GROUP 352514	140.00
		EFTPS	FEDERAL WITHHOLDING	2,010.61
			FEDERAL WITHHOLDING	81.15
			FEDERAL WITHHOLDING	227.51
			FEDERAL WITHHOLDING	1,813.80
			FEDERAL WITHHOLDING	149.99
			FEDERAL WITHHOLDING	2,074.51
			FICA WITHHOLDING	1,025.51
			FICA WITHHOLDING	63.23
			FICA WITHHOLDING	1,140.73
			FICA WITHHOLDING	1,020.57
			FICA WITHHOLDING	164.30
			FICA WITHHOLDING	1,083.41
			MEDICARE WITHHOLDING	239.84
			MEDICARE WITHHOLDING	14.78
			MEDICARE WITHHOLDING	266.79
			MEDICARE WITHHOLDING	238.67
			MEDICARE WITHHOLDING	38.43
			MEDICARE WITHHOLDING	253.37
		STATE OF MICHIGAN	STATE WITHHOLDINGS	707.23
			STATE WITHHOLDINGS	83.32
			STATE WITHHOLDINGS	604.33
			STATE WITHHOLDINGS	703.84
			STATE WITHHOLDINGS	87.69
		VILLAGE OF NEWBERRY	STATE WITHHOLDINGS	759.96
			BCBS VON/DPW	412.43
			BCBS VON/DPW WITHHOLDING	521.43
			BCBS VON/DPW WITHHOLDING	142.22
			BCBS WWTP	186.67
		MIDLAND FUNDING LLC	BCBS WWTP	170.66
			CASE NO.08-2785-GC GARNISH	37.50
			CASE NO.08-2785-GC GARNISH	37.50
		BLUE CROSS BLUE SHIELD OF MICHIGAN	RETIREE SELF PAY	1,257.26
		MICHIGAN COUNCIL 25	MI COUNCIL 25/UNION DUES	158.80
		MERS DC PLAN # 110341	HYBRID (DC) SELFPAY	334.58
			TOTAL:	18,509.74
GOVERNING BODY	GENERAL FUND	D S TECH	6-COUNCIL MICROSOFT	21.00
			MEMBERSHIP DUES	220.00
			11/15 WINTER PARKING	42.00
		NEWBERRY CHAMBER OF COMMERCE	11/22 WINTER PARKING	42.00
			11/29 WINTER PARKING	42.00
			11/29 GARBAGE ORDINANCE	42.00
		NEWBERRY NEWS INC	11/29 PUBLIC HEARING	81.00
			CHAMBERS 1633	13.33
			AUTOMATED	0.12
			TOTAL:	503.45
		VERIZON	PRESIDENT 1629	13.86
			291--0578	26.62
			TOTAL:	40.48
VILLAGE PRESIDENT	GENERAL FUND	VERIZON		

DEPARTMENT	FUND	VENDOR NAME	DESCRIPTION	AMOUNT
ADMINISTRATION	GENERAL FUND	VERIZON	FAX & DATA PLANS	68.12
			MANAGER 1223	13.86
			ASST MANAGER 1621	13.86
			AUTOMATED	0.12
			291-0530	26.62
			291-0606	26.62
			TOTAL:	149.20
FINANCE	GENERAL FUND	D S TECH	MONITORED BACKUP OF SERVER	15.00
			ADDITIONAL GB STORAGE	128.91
			REMOTE MONITORING	7.99
		HTC-HIAWATHA TELEPHONE CO	3 - MICROSOFT OFFICE 365	51.00
			5-VON MONITORING W PATCH	24.95
			JAMADOTS INTERNET	95.00
		RAHILLY IGA	JAMADOTS INTERNET	95.00
			PAPER PLATES & CUTLERY	4.82
			COPIER LEASE AND SURCHARGE	192.98
		US BANK EQUIP FINANCE	FINANCE 1625	13.86
		VERIZON	TOTAL:	629.51
CLERK	GENERAL FUND	NATIONAL OFFICE PRODUCTS	PAPER	37.50
			HR ALLISON	13.86
			MICHELLE 5681	13.33
			291-0055	26.62
			TOTAL:	91.31
ORDINANCE OFFICER	GENERAL FUND	D S TECH	1-MONITORING WITH PATCH	4.99
			1-MICROSOFT OFFICE	17.00
		GBS INC	MUNICIPAL CIVIL INFRACTION	167.93
		VERIZON	ORD OFFICER 1630	27.73
			TOTAL:	217.65
TREASURER	GENERAL FUND	MANATRON	ANNUAL TAX SOFTWARE SUPPOR	1,141.88
			TREASURER	27.73
			TOTAL:	1,169.61
BUILDING & GROUNDS	GENERAL FUND	BOWMAN GAS COMPANY	66#S LP GAS FOR FORKLIFT	30.77
			60070000 GARAGE	264.68
			60035001 1/3 ICE RINK	101.14
		QUINLAN, AMY	60165002 ADMIN BLDG	824.62
			NOV WEEKLY CLEANING	125.00
			DEC CLEANING	125.00
			SUPPLIES	66.48
			TOTAL:	1,537.69
FRINGE BENEFITS	GENERAL FUND	EFTPS	FICA WITHHOLDING	1,025.51
			FICA WITHHOLDING	63.23
			FICA WITHHOLDING	1,140.73
			FICA WITHHOLDING	1,020.57
			FICA WITHHOLDING	164.30
			FICA WITHHOLDING	1,083.41
			MEDICARE WITHHOLDING	239.84
			MEDICARE WITHHOLDING	14.78
			MEDICARE WITHHOLDING	266.79
			MEDICARE WITHHOLDING	238.67
			MEDICARE WITHHOLDING	38.43

DEPARTMENT	FUND	VENDOR NAME	DESCRIPTION	AMOUNT
		BLUE CROSS BLUE SHIELD OF MICHIGAN	MEDICARE WITHHOLDING	253.37
			RETIREE VON	4,644.80
		M.E.R.S.	DPW & OFFICE	5,329.55
			ADMIN	2,601.94
		MERS DC PLAN # 110341	VON DEFINED BENEFIT PART	1,139.21
		MICHIGAN MUNICIPAL RISK MANAGEMENT	HYBRID (DC) RETIREMENT	334.58
			DPW	1,004.27
			CLERICAL OFFICE	1,548.36
			DPW 6.70%	1,004.27
			CLERICAL/OFFICE 10.33%	1,548.36
			DPW 6.70%	368.50
			CLERICAL/OFFICE 10.33%	568.15
			DPW	368.50
			CLERICAL OFFICE	568.15
			TOTAL:	26,578.27
POLICE DEPARTMENT	GENERAL FUND	BLUE CROSS BLUE SHIELD OF MICHIGAN	POLICE	1,825.16
			TOTAL:	1,825.16
PUBLIC WORKS	GENERAL FUND	D & D HOME CENTER	RETURNED BROWN SCREWS	25.00-
		U P IMAGING PC	RADIOLOGIC EXAM PRE EMPLOY	40.00
		VERIZON	MECHANIC	13.35
			291-0583	53.25
			291-0136	26.62
			TOTAL:	108.22
STREET LIGHTING	GENERAL FUND	NEWBERRY WATER & LIGHT	360071000 MERCURY VAPORS	882.93
			60076000 STREET LIGHTS	30.34
			6-0077000 STREET LIGHTS	492.55
			TOTAL:	1,405.82
SEWAGE DISPOSAL	GENERAL FUND	RANGE TELECOMMUNICATIONS	MISS DIG DECEMBER 2017	15.83
			MISS DIG JAN 2018	14.63
			TOTAL:	30.46
MOTOR POOL	GENERAL FUND	AT&T	DPW 293-5761	120.91
		DANNY'S AUTO VALUE INC	293-5761	105.91
		FOSTER HARDWARE	AIR FILTER TOOLCAT #1	31.46
		HELEN NEWBERRY JOY HOSPITAL	SPARE KEY #46	7.96
		FIRST ADVANTAGE LNS OCC HEALTH	DONALD HOOPER - EXAM	39.00
		LYNN AUTO PARTS INC.	PRE-EMPLOY DRUG TEST	41.39
			LIGHT BULBS TOOL CAT	17.98
		OK INDUSTRIAL SUPPLY	AIRCHUCK, 90 DEGREE DBLE #	18.78
			LOCK WASHERS, HEX NUTS	22.50
			TOTAL:	405.89
RUBBISH	GENERAL FUND	WASTE MANAGEMENT	WASTE MAN 19.07 TONS 82.1	2,021.18
			497-000012-0413-0 82.12 TO	2,835.52
			TOTAL:	4,856.70
FIRE	FIRE REVOLVING FUN	ALADDIN FIRE PROTECTION LLC	LOW PRESUREE CYLINDERS & S	3,383.50
		ANDERSON, PETE	SNOWFLOWING FIRE DEPT NOV	60.00
		AT&T	SNOWFLOWING FIR DEPT-DEC	284.00
			FIRE 293-8541	133.75
		D S TECH	293-8541	124.67
			1-MONITORING WITH PATCH	4.99

DEPARTMENT	FUND	VENDOR NAME	DESCRIPTION	AMOUNT
		MICHIGAN MUNICIPAL RISK MANAGEMENT	1-MICROSOFT OFFICE	17.00
			FIREFIGHTERS	2,219.86
			FIREFIGHTERS 14.81%	2,219.86
			FIREFIGHTERS 14.81%	814.55
			FIREFIGHTERS	814.55
		NEWBERRY WATER & LIGHT	60069000 FIRE HALL	242.82
		OSHKOSH FIRE & POLICE EQUIPMENT INC	STANDARD HARNESS & BELT	4,100.00
		SUNOCO SUNTRAK	FINANCE CHARGES/ PAPER CHA	100.17
			TOTAL:	14,519.72
TORC	TORC	WADE-TRIM INC	TORC DEQ/DNR APPROVAL AWAR	4,146.76
			TOTAL:	4,146.76
SEWER SYSTEM	SEWAGE RECEIVING F	ANDERSON, PETE	REPLACED DAMAGED SEWER LIN	554.37
		AT&T	WWTP 293-8141	121.86
			293-8141	185.35
		ATT U-VERSE	O & M INTERNET #134195879	36.46
		BLUE CROSS BLUE SHIELD OF MICHIGAN	O & M	1,918.35
		BLAKELY, GEORGE	EXCEL CLASS	29.75
			ADM WORKSHOP FOR MDEQ	17.50
		BOWMAN GAS COMPANY	66#S LP GAS FOR FORKLIFT	30.78
		BURBACH OIL COMPANY	FUEL FOR GENERATOR AND BAC	988.00
		CRANE ENGINEERING	ROTO COOM	4,725.00
		D & D HOME CENTER	PERMATEX, BOLTS, NUTS	30.42
			BOLTS & NUTS	26.72
		DANNY'S AUTO VALUE INC	ADD A LINE #80	13.23
			TORCH HOSE	55.79
		D S TECH	1-WWTP MICROSOFT	3.50
			1-WWTP OFFICE 365	17.00
		FOSTER HARDWARE	PLOW CLIPS #80	7.96
			URINAL SCREEN	19.99
			SHEAR BOLT & CLOGBUSTER	24.98
			CLOGBUSTER	14.99
			BRASS HOSE CLAMP	5.99
			ALL CLIM AUTO & MAR	9.99
		GINNEVER ELECTRIC	MOVE 1 INCH CONDUIT AWAY S	140.00
		GREAT LAKE FIRE & SAFETY	8-YEARLY FIRE EXT MAINTENA	62.00
		LYNN AUTO PARTS INC.	FORD RADIO REMOVAL TOOL #8	4.99
		MAC'S MARKET INC	DISTILLED WATER & HEFTY BA	28.25
		MAGNUSON, THOMAS	UNIFORMS	53.71
		M.E.R.S.	O & M	7,368.06
		MICHIGAN MUNICIPAL RISK MANAGEMENT	WWTP	4,160.95
			WWTP 27.76%	4,160.95
			WWTP 27.76%	1,526.80
			WWTP	1,526.80
		NATIONAL OFFICE PRODUCTS	PENS	4.00
		NEWBERRY WATER & LIGHT	70011000 DEMAND METER	738.66
			70011000 ELECTRIC	4,108.16
			70011000 WATER	75.00
			70010000 O & M GARAGE	71.63
			60074000 E VICTORY/CHARLES	15.07
			60073000 CHARLES RD	13.16
			60075000 M-123/CR462	12.90
			60038001 PUMP STATION	11.56
		NO MICH PUBLIC SERVICE ACADEMY PROGRAM	ADM WORKSHOP FOR MDEQ	25.00
		RANGE TELECOMMUNICATIONS	MISS DIG JAN 2018	14.63

DEPARTMENT	FUND	VENDOR NAME	DESCRIPTION	AMOUNT
		STATE OF MICHIGAN	BIOSOLDS LAND APP FEE 2018	400.00
			DRY TONS REPORTED 89	550.02
		U S A BLUE BOOK	CARHARTT WORK JEANS	29.99
			SHEET PROTECTORS & CABLE T	46.60
			PHOSPHORUS, TNT phosphorus	243.68
			OHAUS TRIPLE BEAM BALANCE	99.00
		VERIZON	WWTP 1628	27.73
			2910599	53.25
			TOTAL:	34,410.53

===== FUND TOTALS =====

101	GENERAL FUND	58,059.16
213	FIRE REVOLVING FUND	14,519.72
409	TORC	4,146.76
590	SEWAGE RECEIVING FUND	34,410.53

GRAND TOTAL: 111,136.17

TOTAL PAGES: 5

CASH BALANCE											
G/L Account	Fund 101	Major Fund 202	Local Fund 203	Total Account Balance	BANK INFORMATION					Amount	Difference
001	181,969.97	133,597.16	(233,140.11)	82,427.02	First National St Ignace A/C#5000195 General checking mBank A/C#9960546 General fund mBank A/C#13184346 Garbage stickers Tahquamenon Area Credit Union A/C#4103598 Credit card acct					53,686.88 27,342.74 501.00 896.40 TOTAL	
003	187,947.89		(118,732.14)	69,215.75	First National St Ignace A/C#7703184 Tax Appropriation First National St Ignace A/C#7703283 Equipment reserve					10,705.85 58,509.90 TOTAL	
					TOTAL OPERATING CASH BALANCE					151,642.77	
G/L Account	Fund 206	Fire Revolving 213	Fire Millage 214	Total Account Balance							
001	14,810.85	130,979.21	39,481.49	145,790.06	First National St Ignace A/C#7702806 Fire Dept Capital Project					14,810.85	
003					First National St Ignace A/C#7702814 Fire Revolving					130,979.21	
					First National St Ignace A/C#7703192 Fire Millage Receiving					145,790.06 39,481.49 TOTAL	
G/L Account	Torc Fund 409	Sewage O & M 495	Sewage Receiving 590	Total Account Balance							
001	14,971.35	72,961.73	120,119.55	208,052.63	First National St Ignace A/C#7703309 TORC fund					16,341.81	
003	1,370.46			1,370.46	First National St Ignace A/C#7702798 O and M fund					72,961.73	
					First National St Ignace A/C#7702780 Sewage Receiving					120,119.55 TOTAL	
G/L Account	Tax Collection 703										
015	18,120.03				First National St Ignace A/C#7702822 Tax account mBank A/C#1002015 Tax account					6,059.19 12,060.84 TOTAL	

DEPARTMENT	FUND	VENDOR NAME	DESCRIPTION	AMOUNT
NON-DEPARTMENTAL	ELECTRIC FUND	AFLAC	AFLAC PRE-TAX	23.22
			AFLAC PRE-TAX	23.22
			AFLAC POST TAX	36.30
			AFLAC POST TAX	36.30
		EFTPS	FEDERAL WITHHOLDING	1,342.30
			FEDERAL WITHHOLDING	86.15
			FEDERAL WITHHOLDING	10.00
			FEDERAL WITHHOLDING	1,286.17
			FEDERAL WITHHOLDING	1.15
			FEDERAL WITHHOLDING	1,401.98
			FICA W/H	783.99
			FICA W/H	69.48
			FICA W/H	2.13
			FICA W/H	6.06
			FICA W/H	13.95
			FICA W/H	749.46
			FICA W/H	10.85
			FICA W/H	757.57
			MEDICARE W/H	183.35
			MEDICARE W/H	16.24
			MEDICARE W/H	0.50
			MEDICARE W/H	1.42
			MEDICARE W/H	3.27
			MEDICARE W/H	175.28
			MEDICARE W/H	2.54
			MEDICARE W/H	177.18
		STATE OF MICHIGAN	STATE WITHHOLDING	518.69
			STATE WITHHOLDING	75.91
			STATE WITHHOLDING	1.46
			STATE WITHHOLDING	4.16
			STATE WITHHOLDING	6.38
			STATE WITHHOLDING	495.15
			STATE WITHHOLDING	4.25
			STATE WITHHOLDING	513.52
		NATIONWIDE RETIREMENT SOLUTIONS	NATIONWIDE	41.02
			NATIONWIDE	41.02
		MISC VENDORS BIBER, ROSE	4-00440-04	66.38
		BLUE CROSS BLUE SHIELD OF MICHIGAN	RETIREEES SELF PAY	289.59
		MICHIGAN COUNCIL 25	MI COUNCIL 25/UNION DUES	198.50
		MERS DC PLAN #110353	NOV HYBRID (DC) SELF PAY	237.04
		STATE OF MICHIGAN	SALES TAX COLLECTED NOV	6,452.96
			TOTAL:	16,146.09
ELECTRIC DISTRIBUTION	ELECTRIC FUND	QUINLAN, AMY	NOV CLEANING	125.00
			DEC 2017 CLEANING	125.00
		D & D HOME CENTER	TAPE	13.96
			VINYL TUBE BELLS	6.90
		FOSTER'S ACE HARDWARE	VINYL TUBE BELLS	6.10
			VINYL TUBE, BUTT SPLICES B	39.24
			PULL GATE ORN	15.98
			ACE LED LIGHTS XMAS	20.97
			ACED LED LIGHTS XMAS	27.96
		HELEN NEWBERRY JOY HOSPITAL	PRE-EMPLOY EXAM L BURTON	94.00
		HIAWATHA TELEPHONE COMPANY	JAMADOTS	50.00
		MICHIGAN PUBLIC POWER AGENCY	NOV 2017 MPPA SERVICE	118.79
		NEWBERRY NEWS	11/1 BELLS	48.00

DEPARTMENT	FUND	VENDOR NAME	DESCRIPTION	AMOUNT
			11/8 BELLS	48.00
			11/22 BELLS	48.00
		US POSTAL SERVICE	UTILITY BILLING DEC	488.77
		US BANK EQUIP FINANCE	LEASE #500-054770	192.98
		VERIZON	FAX & DATA PLAN	68.13
			291-0578	26.63
			291-0530	26.63
			291-0606	26.63
			291-0055	26.63
			291-0136	26.63
			PRES 291-1629	13.86
			MANAGER 291-1223	13.86
			ASST MANAGER 291-1621	13.86
			SUPERINTENDENT 291-1627	27.73
			HR 291-1622	13.86
			COUNCIL 291-1633	13.34
			FINANCE 291-1625	13.86
			AUTOMATED	0.24
		WNBY RADIO	WNBY RADIO BELLS	300.00
			TOTAL:	2,081.54
CLERKS OFFICE	ELECTRIC FUND	EFTPS	FICA W/H	783.99
			FICA W/H	69.48
			FICA W/H	2.13
			FICA W/H	6.06
			FICA W/H	13.95
			FICA W/H	749.46
			FICA W/H	10.85
			FICA W/H	757.57
			MEDICARE W/H	183.35
			MEDICARE W/H	16.24
			MEDICARE W/H	0.50
			MEDICARE W/H	1.42
			MEDICARE W/H	3.27
			MEDICARE W/H	175.28
			MEDICARE W/H	2.54
			MEDICARE W/H	177.18
		BLUE CROSS BLUE SHIELD OF MICHIGAN	EMPLOYEES	9,621.25
			RETIREEES COMPANY PAYS	1,158.38
		QUINLAN, AMY	NOV CLEANING SUPPLIES	55.35
			CLEANING SUPPLIES	12.97
		D & D HOME CENTER	CAL ROYUAL LOCKSET	79.99
			BALLAST AND SCREWS	38.13
		MERS DC PLAN #110353	NOV HYBRID (DC) RETIREMENT	237.04
		MERS *** DO NOT CASH CHECK *** (EFT	WL DEFINED BENEFIT	1,070.00
			ADMIN FLAT RATE	587.00
			WL DEFINED BENEFIT PART	756.15
		LYNN AUTO PART INC.	SERPENTINE BELT #14	26.49
			SERPENTINE BELT #14 RETURN	26.49-
			SHOP TOWELS IN A BOX	32.98
		NATIONAL OFFICE PRODUCTS	REPORT COVERS	130.90
			INK PENS, & SHARPIES	29.23
			REPORT COVERS & RETURNED C	53.20
		NEWBERRY WATER & LIGHT	BC/BS WITHHOLDING	105.71
			BC/BS WITHHOLDING	910.57
			BC/BS WITHHOLDING	1,066.65

DEPARTMENT	FUND	VENDOR NAME	DESCRIPTION	AMOUNT
		POWER LINE SUPPLY COMPANY	METER VISION ST FORM 25	289.28
		SEMCO ENERGY GAS CO.	ACCT#0235237.500	80.83
			ACCT #0235238.500	337.98
		STANDARD, THE	LIFE INSURANCE	41.61
		VERIZON	CLERK 291-1626	27.73
			GENERAL 293-5681	13.34
			TOTAL:	19,689.54
ELECTRIC GENERATION	ELECTRIC FUND	AT&T	PLANT #906-293-5648	79.69
			ACCT #146204500 W&L PLANT	80.32
		ATT U-VERSE	ACCT #146204500-4	117.30
		G C MAINTENANCE	A & B QUARTER TANK INSP 1S	250.00
		RAHILLY'S IGA	WATER	12.98
		UPPER PENINSULA IMAGING PC	PRE - EMPLOY XRAY L BURTON	40.00
		VERIZON	MECHANIC 291-1632	13.37
			TOTAL:	593.66
ELECTRIC	ELECTRIC FUND	PNTA	CUSTLEX	565.89
		DANNY'S AUTO VALUE	FINANCE CHARGES	1.50
			SERPENTINE BELT DODGE	39.22
		CTC ENGINEERING	NOV SERV RATE SCHE GLENN K	1,981.54
		RANGE TELECOMMUNICATION	MISS DIG FOR JANUARY 2018	14.63
			MISS DIG FOR DECEMBER 2017	7.92
		TREES INC	NEWBERRY GRID #3	50,000.00
		VERIZON	291-0608	53.25
			291-0608	53.25
			TOTAL:	52,717.20
POWER	ELECTRIC FUND	CMS ENERGY RESOURCE MGT	DEC 2017 CMS ENERGY MGT	93,907.74
			TOTAL:	93,907.74
ENERGY OPTIMIZATION	ELECTRIC FUND	MECA	WECC, MONTHLY IMP, INCEN,K	6,808.52
			TOTAL:	6,808.52
WATER SYSTEM	WATER FUND	D & D HOME CENTER	1" FOAM FOR WATERLINE	53.97
			1" FOAM FOR WATERLINE	17.99
		HAWKINS INC	AZONE, TUBE ASS, FIXFLO PU	1,202.22
		NEWBERRY NEWS	11/1 FLUSHING	24.00
		RANGE TELECOMMUNICATION	MISS DIG FOR JANUARY 2018	14.63
			MISS DIG FOR DECEMBER 2017	7.91
		SAULT STE MARIE CITY HALL	WATER SAMPLE ANALYSIS NOV	48.00
		STANDARD, THE	LIFE INSURANCE	41.61
			TOTAL:	1,410.33

DEPARTMENT	FUND	VENDOR NAME	DESCRIPTION	AMOUNT
------------	------	-------------	-------------	--------

===== FUND TOTALS =====				
582	ELECTRIC FUND			191,944.29
591	WATER FUND			1,410.33

	GRAND TOTAL:			193,354.62

TOTAL PAGES: 4

**Newberry Water & Light
Cash Balance Report
11/31/2017**

G/L Account	Electric Fund 582	Water Fund 583	Total Account Balance	Difference
000-001.014	14,973.33		14,973.33	1,324.29
000-001.013 Cash	33,046.98	(31,362.04)	1,684.94	5.00
				5.00
				14,973.33
				350.65
				<u>16,658.27</u>
000-006.000 Direct Bill account	57,730.27	304,112.75	361,843.02	241,498.65
				40,116.03
				80,228.34
				<u>361,843.02</u>
000-003.000 Cash Investments	79,988.73	6,972.86	86,961.59	3,221.59
				76,767.14
				6,972.86
				<u>86,961.59</u>
TOTAL OPERATING CASH BALANCE	185,739.31	279,723.57	465,462.88	465,462.88
RESTRICTED ACCOUNTS				
004 Bond and Int Redemption 2005	-	33,309.39	33,309.39	
005 Bond and Int Redemption 2009	-	667.12	667.12	
006 Revenue Bond Reserve 2005	-	130,000.00	130,000.00	
007 Revenue Bond Reserve 2009	-	12,800.00	12,800.00	
008 Revenue Bond Reserve 2014	-	46,800.00	46,800.00	
010 Water Supply System RRI 2005	-	175,195.00	175,195.00	
011 Bond and Int Redemption 2014	-	-	-	
013 Water Supply System RRI 2014	-	45,096.00	45,096.00	
		<u>443,867.51</u>	<u>443,867.51</u>	
022 MISO CASH COLLATERAL	12,095.88	-	12,095.88	443,867.51
				<u>12,095.88</u>
				JP Morgan MISO F/B/O NWLB A/CW5030911

December 2017

TAX COLLECTION TOTALS

School District 48040	Transactions 0013		
NBY VILLOPER 2524.69	0.00 NBY VILLSTREETS	1009.80	0.00
NBY VILLTRASH 313.19	0.00 NBY VILLFIRE SER	449.80	0.00
ADM FEE 42.90	0.00 INTEREST	128.16	0.00
PENALTY 21.53	0.00	0.00	0.00
Total Collected:	4490.07		

Totals For Class REAL	Transactions 0013		
NBY VILLOPER 2524.69	0.00 NBY VILLSTREETS	1009.80	0.00
NBY VILLTRASH 313.19	0.00 NBY VILLFIRE SER	449.80	0.00
ADM FEE 42.90	0.00 INTEREST	128.16	0.00
PENALTY 21.53	0.00	0.00	0.00
Total Collected:	4490.07		

VILLAGE OF NEWBERRY		TREASURER'S REPORT					
FOR MONTH ENDING:		2017			2016		
December 31, 2017		Y.T.D. Collections	Actual Collections December	Y.T.D. Collections	Actual Collections December	Y.T.D. Collections	
LEDGER ITEMS:							
A	Previous Year(s)						
	Delinquent Personal Property Taxes		0.00	0.00	0.00	0.00	0.00
	Delinquent Personal Interest Collected		0.00	0.00	0.00	0.00	0.00
	Delinquent Real Tax Collected		0.00	37,766.07	0.00	0.00	33,073.86
B	Delinquent Real Tax Interest Collected		0.00	2,265.13	0.00	0.00	1,983.74
	Real Property Tax Collected	86%	4,297.48	241,560.08	89%	877.80	247,551.50
	Personal Property Tax Collected	100%	19,898.70	67,262.89	100%	0.00	72,385.41
	Admin Fee, Penalty & Interest Collected		393.59	3,909.79		44.51	4,498.70
C	Deposits to Tax Savings Account		24,589.77	352,763.96		922.31	359,494.53
D	Interest Earned on Tax Accounts		5.94	74.92		1.61	68.69
E	Tax Acct Transfer to Gen Fund/Tax Appropriation Funds		4,143.48	329,096.50		20,381.06	364,356.58
F							

TAX ACCOUNT BANK ACCOUNT BALANCE @			
		Beginning December	Ending December
2017		\$18,120.03	\$38,572.26
2016		\$21,021.75	\$14,659.79

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. 2017 Anticipated Real Property Collections are \$284091.59
 2017 Personal Property Collections are \$47,837.80 minus Admin fees, interest, penalty = \$47,364.19 actual.
 Personal Tax collected from State of Michigan \$19,898.70 plus Admin Fee \$201.00.

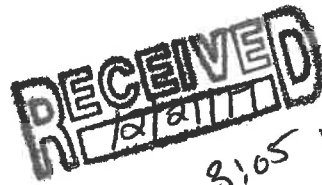
Admin Fee, Penalty & Interest Collected (C): Includes all these fees for the current years collections as well as penalties collected in the current year for any delinquent taxes received.

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.

Eric Buckler
19359 County Road 458
Newberry, MI 49868

December 21, 2017

Village of Newberry
Attn: Jennifer James-Mesloh
Village Manager
302 McMillan Avenue
Newberry, MI 49868



Under the Michigan Freedom of Information Act § 15.231 et seq., I am requesting copies of following public records:

- 1 All correspondence including emails between Village personnel and personnel of the USDA Rural Development Administration for the calendar year 2017.
2. All correspondence including emails between Village personnel and personnel of the Beckett & Raeder, Inc. for the months of November and December, 2017.
3. All financial reporting of departmental revenue, expenditures, and budget data to the Village of Newberry Water & Light Board and the Newberry Village Council for each regular monthly meeting of the respective Board or Council for the years 2015, 2016, and 2017.
4. All reports, analysis, memorandums, correspondence and documentation for the Village of Newberry (including efforts funded by MEDC for the Village of Newberry) by personnel of Plante Moran or Plante Moran for the years 2016 and 2017.

If there are any fees for searching or copying these records, please inform me if the cost will exceed \$50.00. However, I would also like to request a waiver of all fees in that the disclosure of the requested information is in the public interest and will be distributed to the public to contribute significantly to the public's understanding of Village operations. This information is not being sought for commercial purposes.

The Michigan Freedom of Information Act requires a response to this request within five days. If access to the records I am requesting will take longer than this amount of time, please contact me with information about when I might expect copies or the ability to inspect the requested records.

If you deny any or all of this request, please cite each specific exemption you feel justifies the refusal to release the information and notify me of the appeal procedures available to me under the law.

Thank you for considering my request. If digital copies are available to meet part of all of this request, contact me for an email address for delivery.

Sincerely,

Eric Buckler
(906) 450 - 3773

CRAIG A. ROLFE, PLLC
ATTORNEY AT LAW
328 W. PRAIRE ST.
VICKSBURG, MICHIGAN 49097
TELEPHONE (269) 475-8080
FAX (269) 475-8082

RECEIVED
12/19/17
12:01 pm
JSM

December 19, 2017

Terese Schummer, Clerk
Village of Newberry
214 W. Truman Blvd.
Newberry, MI 49868

RE: Request for public records of Village of Newberry

Dear Clerk Schummer:

Pursuant to all applicable provisions of the Michigan Freedom of Information Act I am requesting copies of the following information and public records of the Village of Newberry:

1. Records showing the total monthly flow through the wastewater treatment plant for the entire system from April 2016 to the present, and the monthly data for Pentland Township flow over that same period of time.
2. Records showing the monthly flow to the wastewater treatment plant from the State of Michigan correctional facility in Pentland Township from April 2016 to the present.
3. Village sewer maps showing the location or locations where flow from the State correctional facility is presently metered before or in proximity to where such flow leaves the Pentland Township collector system and enters the Village of Newberry collector system.
4. Billing statements from the Village to the State for the sewage treatment services provided by the Village with respect to the State correctional facility in Pentland Township, covering the period from April 2016 to the present.
5. All reports, guidance, and correspondence associated with the review of Village accounting recently undertaken by the State, and especially such materials as will facilitate a better understanding by the Township as to how the Village sewer fund fits-in with other Village funds, including the general fund.

6. The Municipal Employees Retirement System of Michigan (MERS) Annual Actuarial Valuation Report for the Village of Newberry as of December 31, 2016.
7. Every rate study prepared by either Village staff or any third party consultant with respect to the rates for sewage treatment services provided by the Village to users within the Village limits, and users not in the Village limits (including Pentland Township), for every part of calendar year 2016.
8. The minutes of any meeting of the Newberry Village Council at which rates for the sewage treatment services provided by the Village were approved by the Village Council to be in effect in any part of 2016 for in-Village users and out-Village users.
9. Any record explaining how any purportedly approved rate structure for sewage treatment services provided by the Village was applied to Village billings to Pentland Township for sewage treatment services in 2016.
10. Every rate study prepared by either Village staff or any third party consultant with respect to the rates for sewage treatment services provided by the Village to users within the Village limits, and users not in the Village limits (including Pentland Township), for every part of calendar year 2017.
11. The minutes of any meeting of the Newberry Village Council at which rates for the sewage treatment services provided by the Village were approved by the Village Council to be in effect in any part of 2017 for in-Village users and out-Village users.
12. Any record explaining how any purportedly approved rate structure for sewage treatment services provided by the Village was applied to Village billings to Pentland Township for sewage treatment services in 2017.
13. Every rate study prepared by either Village staff or any third party consultant with respect to the rates for sewage treatment services provided by the Village to users within the Village limits, and users not in the Village limits (including Pentland Township), to be in effect in calendar year 2018.
14. The minutes of any meeting of the Newberry Village Council at which rates for the sewage treatment services provided by the Village were approved by the Village Council to be in effect in any part of calendar year 2018 for in-Village users and out-Village users.

15. Any record explaining how any purportedly approved rate structure for sewage treatment services provided by the Village will be applied to Village billings to Pentland Township for sewage treatment services in calendar year 2018.

I am requesting this information on behalf of Pentland Township. If the Village is not willing to provide copies of these records on a no-fee basis, please be sure to send me, with the requested records, a detailed explanation of how any invoiced fees have been calculated, in accordance with applicable provisions of the Freedom of Information Act.

Sincerely,



Craig A. Rolfe

CAR/slb

cc: Jennifer James-Mesloh, Manager, Village of Newberry, 302 E. McMillan Ave.,
Newberry, MI 49868
Greg Rathje, Pentland Township Clerk
Janet Maki, Pentland Township Supervisor

January 9, 2018

To the Village of Newberry
Attn.: John DeWitt, Village President
301 E McMillan Ave
Newberry, MI 49868

Eric Buckler
On Behalf of Concerned village residents
Newberry, MI 49868

RE: Agenda Items for January 15, 2018 Regular Meeting of the Newberry Village Council

Sir:

On the behalf of a number of citizens who plan to attend the upcoming Village Council meeting (January 15, 2018), I hereby request the following items be added to meeting agenda to fully address public concerns and need for information on the following respective topics.

- 1) Grievance concerning Village Employee(s)
- 2) 2018 Village General Fund budgetary process

This request comes in recognition that the typical public comment portion of the Village Council meetings is not, nor will be sufficient to present pertinent factual and technical details of public concern.

Please notify me at your earliest possible convenience on this matter to effectively communicate your decision to the numerous village residents who plan on attending as well as the general public at large.

Sincerely yours,



Eric Buckler
(906) 450-3773



Village of Newberry Board, Commission, Committees Appointments 2018

Village President
President Pro-tem

John L. Dewitt III
Sharon Brown

Board Appointments

Water & Light Board

Members

Charles Medelis	Chairperson
Sharon Brown	
Jim Johnson	
Eric Feldhusen	
Larry Vincent	

Commission Appointments

Planning Commission

Sharon Brown
Dan Hardenbrook
Larry Vincent
Allen Alexander
Harold Dishaw

Committees

Dangerous Building & Inspection Team

Members

John Dewitt	Chairperson
John Wendt	Fire Chief
Buck Vallad	
County Building Inspector	
Sanitarian Health Department	

Department of Public Works/ Wastewater Treatment Plant (DPW/WWTP)

Charles Medelis	Chairperson
Dennis Hendrickson	
Dan Hardenbrook	
Vacant (ALT)	

Finance

John Dewitt	Chairperson
Sharon Brown	
Vacant	
Vacant (ALT)	

Fire/ Police

Charles Medelis	Chairperson
John Dewitt	
A.J. Downey	
Dennis Hendrickson (ALT)	

Management

John Dewitt	Chairperson
Dennis Hendrickson	
Charles Medelis	
Dan Hardenbrook (ALT)	

Ordinance

Vacant	Chairman
Vacant	
Dennis Hendrickson	

Union

John Dewitt	Chairperson
Vacant	
Vacant	
Sharon Brown (ALT)	

**VILLAGE OF NEWBERRY
APPOINTMENT OF 2018 MEMBERS TO
WATER & LIGHT BOARD, PLANNING COMMISSION, AND COMMITTEES
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 President and Board of Trustees would like to appoint members to the following bodies for fiscal year 2018: Water & Light Board, Planning Commission and Village of Newberry Committees, and

WHEREAS, the Village of Newberry Board of Trustees authorizes the following Board Members, Sharon Brown and Charles Medelis, to serve on the Water & Light Board, and

WHEREAS, the Village of Newberry Board of Trustees authorizes the following individuals, Jim Johnson, Eric Feldhusen, and Larry Vincent, to serve on the Water & Light Board, and

WHEREAS, the Village of Newberry Board of Trustees authorizes the following Board Members, Sharon Brown and Dan Hardenbrook, to serve on the Planning Commission, and

WHEREAS, the Village of Newberry Board of Trustees authorizes the following individuals, Larry Vincent, Allen Alexander, and Harold Dishaw, to serve on the Planning Commission, and

WHEREAS, the Village of Newberry Board of Trustees authorizes the following Board Members, Charles Medelis, Dennis Hendrickson, and Dan Hardenbrook, to serve on the DPW/WWTP Committee, and

WHEREAS, the Village of Newberry Board of Trustees authorizes the following Board Members, John Dewitt and Sharon Brown, to serve on the Finance Committee, and

WHEREAS, the Village of Newberry Board of Trustees authorizes the following Board Members, Charles Medelis, John Dewitt, A.J. Downey, and Dennis Hendrickson, to serve on the Fire/Police Committee, and

WHEREAS, the Village of Newberry Board of Trustees authorizes the following Board Members, John Dewitt, Dennis Hendrickson, Charles Medelis, and Dan Hardenbrook, to serve on the Management Committee, and

WHEREAS, the Village of Newberry Board of Trustees authorizes the following Board Member, Dennis Hendrickson, to serve on the Ordinance Committee, and

WHEREAS, the Village of Newberry Board of Trustees authorizes the following Board Members, John Dewitt and Sharon Brown, to serve on the Union Committee, 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 January 15, 2018 that said meeting was conducted and public notice of said meeting was given pursuant to and in full compliance with the Open Meetings Act, and that the minutes of said meeting be kept and will be or have been made available as required by said Act.

AYES:

NAYS:

ABSENT:

In Testimony Whereof, I have hereunto set my hand and Affixed the seal of said Village of Newberry, this 15th day of January 2018.

Terese Schummer, Clerk
Village of Newberry

Date

NEWBERRY WATER & LIGHT BOARD
REGULAR MEETING MINUTES
January 9, 2018

Present: Chairman Medelis, Brown, Johnson, Vincent.

Absent: Feldhusen. (Feldhusen arrives at 5:35 p.m.)

Also Present: Superintendent - Perry, Assistant Village Manager - Vallad, Village Manager - James-Mesloh, Director of Human Resources & Community Engagement - Watkins, Clerk - Schummer, Mike Schnorr, E. Buckler, Don Jones, Steve Stiffler.

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

Approval of Agenda: Moved by Johnson, support by Vincent, **CARRIED**, to approve agenda as submitted. Ayes: All. Absent: Feldhusen.

Minutes: Moved by Johnson, support by Brown, **CARRIED**, to approve the December 12, 2017, regular meeting minutes as written. Ayes: All. Absent: Feldhusen.

Water and Light Chairperson Announcements: The Chairman voiced his opinion regarding a Facebook page directed at the Village of Newberry.

Board member Feldhusen arrives – 5:35 p.m.

Submission of Bills and Financial Updates:

A.) Water & Light Monthly Bills – December 2017: Motion by Vincent, support by Johnson, **CARRIED**, to approve payment of the Electric Fund in the amount of \$191,944.29. Discussion followed. Ayes: All. Motion by Vincent, support by Brown, **CARRIED**, to pay the Water Fund in the amount of \$1,410.33. Discussion followed. Ayes: All.

B.) Christmas Lights Fund is currently at \$14,973.33. Discussion followed.

C.) Water & Light – Cash Balance – November 31, 2017, was reviewed.

Public Comments on Agenda Items: Comment was heard from: E. Buckler – 412 W. Ave. C.

Petitions and Communications: None.

Introduction and Adoption of Ordinances and Resolutions: None

Reports of Village Management:

Village Manager: James-Mesloh gave a verbal report.

Assistant Village Manager: Vallad gave a verbal report.

Superintendent of Water and Light: Perry gave a written as well as a verbal report.

Unfinished Business: None.

New Business: None

Public Comment: Comments were heard from: Don Jones – 514 E. Ave. B, E. Buckler – 412 W. Ave. C., Mike Schnorr – 306 E. Truman.

Comments by Board Members: Comment heard from: Johnson.

ADJOURNMENT: Motion by Brown, support by Feldhusen, **CARRIED**, to adjourn meeting at 6:08 p.m. Ayes: All.

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

Terese Schummer, Clerk

Charles Medelis, Chairperson

VILLAGE OF NEWBERRY



Maize Capital of Michigan

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

Activity Report for Director of Human Resources and Community Engagement December 19, 2017 to January 15, 2018

- Water & Light Billing Clerk Support –
 - Entering meter reads
 - Processing payments
 - Assisting customers in-person and over the phone
 - Working with DHS and other Social Service Agencies to provide billing info for resident assistance
- Budget
 - Identifying Retiree Hospitalization Insurance and Buyout Liability
- FOIA Requests
 - Prepping estimates for labor and duplication costs
 - Recent request 4 hours to complete
 - Includes 1 hour to create a worksheet to assist in compiling data for large requests
 - This time was not included in any estimates sent to FOIA requesters
- MERS
 - Representative presented on the 457 Retirement Savings Plan to staff
 - Staff are appreciative of the opportunity and are taking advantage of it.
 - Tentative start for payroll deductions to begin is February 1
- Grants Management -
 - NEW - TORC DNR Grant Reimbursement – Submitted & now pending
 - Pulled together invoices, salary costs, etc.
 - Delivered to DNR on January 3
 - \$35,144.37
 - PENDING - TORC DEQ Grant Reimbursement
 - Delivered October 27, 2017
 - \$90,000
 - PENDING - ATLAS DNR Grant Reimbursement – PENDING REIMBURSEMENT
 - Delivered to DNR on November 20, 2017
 - \$29,741.89
- Hiring
 - Processing paperwork and managing pre-employment screenings for part-time hires
- Quarterly Reports –
 - Unemployment
- Committee/Membership/Partnership Meetings:
 - Save the Bells – on hiatus until the spring
 - Chamber of Commerce
 - Save, Restore, & Grow Newberry
 - Strategic Alliance for Health – no meeting in December

Newberry Wastewater Treatment Plant

George Blakely Superintendent

January 2018 Report

Crane Engineering installed new grinder. While they were on site they looked at the RAS pumps and will revise quote.

It seems that every step forward ends with a half step backward. During the installation of the grinder we ended up with a plugged raw sewage pump. It was the oldest pump we took it out of service and replaced it with the spare. The old pump will need to be sent in for service.

- Organizing work shop
- Inventorying Tools and Parts
- Establishing new preventive maintenance program
- Attended Excel workshop

VILLAGE OF NEWBERRY



Moose Capital of Michigan

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

**NEWBERRY WATER AND LIGHT
SUPERINTENDENT REPORT
MATT PERRY
DECEMBER 2017**

- Call out (Outage W Ave D) Squirrel
- Water Service (New) 110 E Ave B
- Christmas Décor
- Disconnects From System --Water & Electric
- Disconnects None Payment -5
- Cross-Connections – RPZ
- Reading Meters
- BCBS Meeting
- Staff Meeting
- Asset Management
- Water Samples
- New Chlorine Pump/Injector Well #6
- Snow Removal
- Miss Digs

WATER AND LIGHT
MISS DIGS

Water & Light
Miss Digs
DECEMBER 2017

MISS DIGS	Jan-17	Feb-17	Mar-17	Apr-17	May-17	Jun-17	Jul-17	Aug-17	Sep-17	Oct-17	Nov-17	Dec-17
000 RESPONSE PENDING												
001 NO CONFLICT	1	1		1	3	6	4	1	1	2		
002 MARKED			2	42	19	21	12	17	13	25	11	2
003 NOT COMPLETE												
004 MARKED-UTILITY REQUIRED ON SITE DURING EXCAVATION												
005 ON GOING COORDINATION												
006 NOT MARKED-NO ACCESS TO WORK AREA												
007 STATED SCOPE OF WORK COMPLETED												
008 FACILITY RESPONSE NOT REQUIRED												
009 ADDITIONAL LOCATING REQUIRED												
010 EXEMPT FROM MARKING												
013 CANCELED					1		1	2		1	1	
201 DESIGN-TASK FACILITIES												
202 DESIGN-TASK COMPLETED												
203 DESIGN-MARKING REQUIRED												
999 HAS NOT RESPONDED					9	4		2	1		1	
TOTALS	1	1	2	43	32	31	17	22	15	28	13	2

WATER AND LIGHT
MISS DIGS

DPW
MISS DIGS
DECEMBER 2017

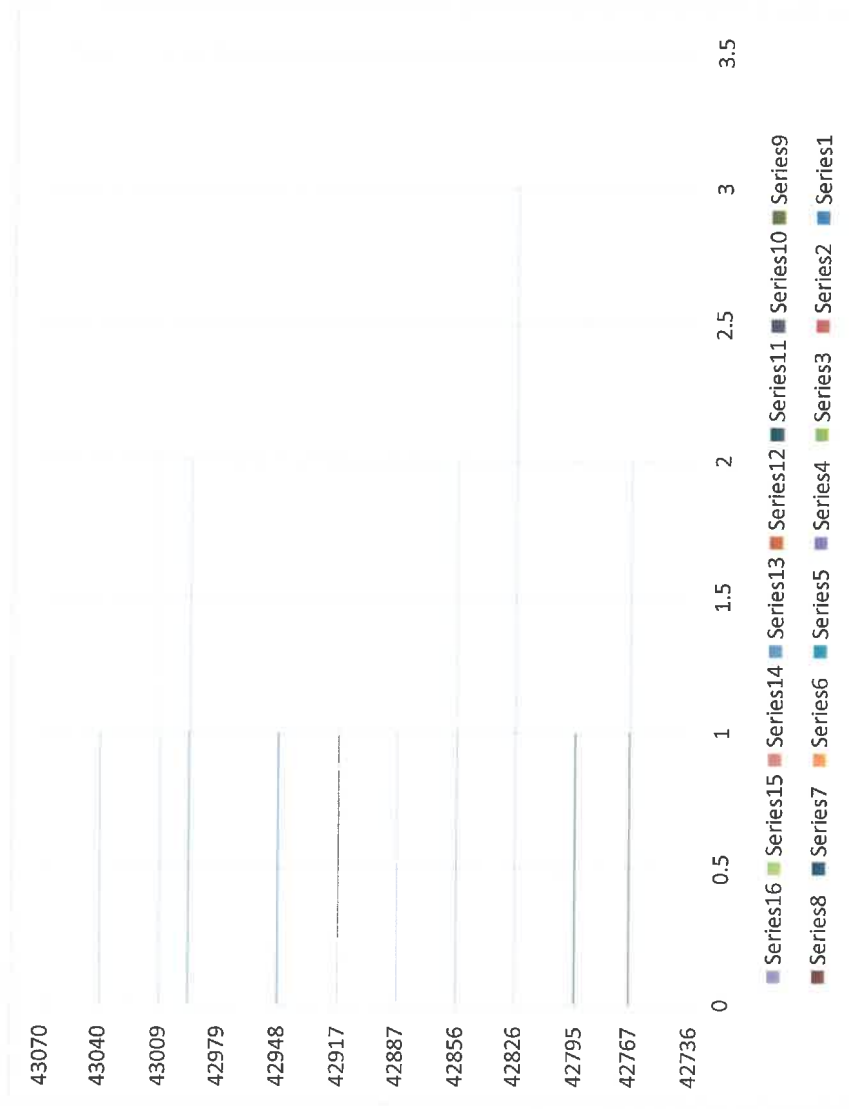
MISS DIGS	DEPARTMENT OF PUBLIC WORKS											
	Jan-17	Feb-17	Mar-17	Apr-17	May-17	Jun-17	Jul-17	Aug-17	Sep-17	Oct-17	Nov-17	Dec-17
000 RESPONSE PENDING												
001 NO CONFLICT	1	2	1	4		3	2		2	12		
002 MARKED			2	29	8	14	7	10	9	14	9	2
003 NOT COMPLETE												
004 MARKED-UTILITY REQUIRED ON SITE DURING EXCAVATION												
005 ON GOING COORDINATION												
006 NOT MARKED-NO ACCESS TO WORK AREA												
007 STATED SCOPE OF WORK COMPLETED												
008 FACILITY RESPONSE NOT REQUIRED												
009 ADDITIONAL LOCATING REQUIRED												
010 EXEMPT FROM MARKING												
013 CANCELED					1		1			1	1	
201 DESIGN-TASK FACILITIES												
202 DESIGN-TASK COMPLETED												
203 DESIGN-MARKING REQUIRED												
999 HAS NOT RESPONDED	1	2	3	33	16	19	12	2	0	27	10	2

DPW

Work Orders

December 2017

	Jan-17	Feb-17	Mar-17	Apr-17	May-17	Jun-17	Jul-17	Aug-17	16-Sep	Oct-17	Nov-17	Dec-17
SEWER		2	1	3		1		1	2	1		
GARDEN CLUB PLANTERS												
STREETS - PLOWING		1										1
SIDEWALK												
GARBAGE			1		2							
BIKE RACK												
ALLEY & ALLEY CLEAN UP					1						1	
BRUSH CLEANUP												
TREES AND STUMPS			1				1					
PARKS												
SANI-STORM		1						1	1	0		
VON-ADMIN BLDG												
CEMENT RETAINERS-LINK												
SIGNS		1										
STREETS-SWEPT-HOLES			1							2		
BARRICADES				1				1				
TOTALS	0	5	4	4	3	1	1	3	3	3	1	1





AECOM
1230 Wilson Street
Marquette
MI, 49855
USA
aecom.com

January 10, 2018

Ms. Jennifer James-Mesloh
Village of Newberry Manager
302 E. McMillan Avenue
Newberry, Michigan 49868

Dear Ms. James-Mesloh:

RE: Proposal for Water System Inventory; AECOM Proposal No. 756752

AECOM Technical Services of Michigan, Inc. (AECOM) is submitting this proposal to provide you with an updated water system map and index of water system appurtenances to assist the Village in their submission of the Michigan Department of Environmental Quality (MDEQ) required Asset Management Plan.

Project Understanding and Purpose

The requirements of the MDEQ Asset Management Program function to achieve goals of performance, funding, and operator staffing and training by forming an Asset Management Plan. A portion of the Asset Management Plan consists of cataloging all existing water system mains, valves, and hydrants by location, type, and size. AECOM has met with Amy Douville, District Engineer of the MDEQ, and discussed what is required by the Village for an Asset Management Plan submission.

The Village currently has a system map detailing water main and valves that was issued by STS Consultants Ltd. (date of issue +/- 2002) that predates many system upgrades over the last two decades. AECOM (STS Consultants Ltd. prior to acquisition by AECOM in 2007) has worked with the Village through five phases of water system improvements since 2002 that has replaced approximately 80% of the Village's water main as well as reconditioning of the current water tower, replacing the well motor and electrical controls in well # 4, a new well house and two new wells in McMillan Township just south of the Village. The Village has as-constructed drawings for these system improvements; however, they have not been gathered wholly into one catalog to submit as part of the Asset Management Plan.

Scope of Services

AECOM proposes to perform the following tasks:

Task 1: Water Main Inventory

AECOM currently has an up-to-date water main map detailing mains by type, diameter, and the year installed. For a complete understanding of the asset and to meet MDEQ requirements, AECOM proposes to formulate a list of the mains which will include location, lengths, diameter, type, and year installed to accompany the updated map.

This document includes proprietary data that shall not be duplicated, used or disclosed outside the Village of Newberry for any purpose other than to evaluate this document. This restriction does not limit the Village of Newberry's right to use information contained in this document if it is obtained from another source without restriction.

Task 2: Hydrant and Valve Inventory

AECOM provided a map of hydrants in 2014 to the Water and Light Superintendent at that time, Eric Buckler, to be used by the Village Fire Department. This map included work to be performed in 2015; however, it did not include additional work added at the end of phase five going into late 2015 and 2016. In speaking with Buck Vallad, Village Assistant Manager, AECOM understands that no effort to gather hydrant information by size, type, and location is required by AECOM for submission of the Asset Management Plan and this effort is not included in the proposed fee.

Prior to 2013, AECOM had surveyed location coordinates for the majority of existing valves in the Village. AECOM and the Village now have this information along with as-constructed drawings for work-to-date detailing the 188 new valves since 2013. A listing of valves with a corresponding tagged valve map, however, has not been produced since the early 2000's. Amy Douville of the MDEQ has requested a listing of all valves, approximately three-hundred and fifty (350) valves in total, by the location, size, type, and installation date to be submitted with the Asset Management Plan. AECOM understands the Village also desires an updated valve map with valve tags to accompany this list. To produce this list of valves and valve map, AECOM will gather the existing valve information from a compilation of past project as-built drawings and create an identification tag for each valve. AECOM does not anticipate field reconnaissance for this valve information and it is not included in the proposed fee.

Estimated Fee

The services to be performed upon acceptance of this proposal are described in the preceding scope of services section and are based on our understanding of the project. AECOM proposes to complete the scope of services described above on a time-and-expense basis in accordance with the attached Commercial Terms. **Our estimated fees to complete the Scope of Services are \$6,220.**

Summary of Costs

Work Item	Cost
Task 1 – Water Main Inventory List and Map	\$2,020
Task 2 – Water Valve List and Map	\$4,200
Total:	\$6,220

Authorization

AECOM proposes to perform these services in accordance with the attached Commercial Terms and General Conditions. Upon approval by the Village Council and Water & Light Board please sign as indicated on the outlined scope of work and acknowledgement of our terms and conditions by having an authorized representative sign the attached authorization page. Please return the signed copy of the authorization form to Kevin Nancarrow in our Marquette, Michigan office. A signed authorization of this proposal must be returned before work can begin.

We appreciate this opportunity to assist you with this project. If you have any questions regarding this proposal or if you need additional assistance, please call Mike Pond at (906) 250-3791 or Kevin Nancarrow at (906) 226-4497.



Yours sincerely,

A handwritten signature in cursive script, appearing to read "Michael J. Pond".

Michael J. Pond, P.E.
Principal Engineer
mike.pond@aecom.com

A handwritten signature in cursive script, appearing to read "Kevin Nancarrow".

Kevin Nancarrow, E.I.T.
Project Engineer
kevin.nancarrow@aecom.com

A handwritten signature in cursive script, appearing to read "Ivan Martysz".

Ivan Martysz, P.E.
Vice President
ivan.martysz@aecom.com

© AECOM 2018, ALL RIGHTS RESERVED

KN/cec

Attachments:
Authorization
Terms and Conditions

cc:
Mr. Buck Vallad, Assistant Village Manager
Matt Perry, Water & Light Superintendent



AECOM
1230 Wilson Street
Marquette, MI 49855

906.226.4820 tel
906.226.8371 fax

AUTHORIZATION

I hereby authorize AECOM to proceed with the scope of work for the **Water System Inventory** as described in AECOM's proposal no. **756752** dated **January 10, 2018**, with a budget authorization of **\$6,220** under the general terms and conditions specified in the proposal.

Signature

Date

Print Name

Title/Organization

I agree to accept invoices from AECOM via e-mail and not postal mail:

☐ Yes

Signature: _____

E-mail address: _____

Recipient Mr/Ms: _____

Return to:

Name: Kevin Nancarrow

Address: AECOM
1230 Wilson Street
Marquette, MI 49855

Fax: 906-226-8371

Phone: 906-226-4497

This document includes proprietary data that shall not be duplicated, used or disclosed outside the Village of Newberry for any purpose other than to evaluate this document. This restriction does not limit the Village of Newberry's right to use information contained in this document if it is obtained from another source without restriction.

Confirmation and Agreement Terms and Conditions

AECOM Technical Services of Michigan, Inc. ("AECOM")



Billings and Payments

AECOM shall submit invoices monthly for services performed and expenses incurred and not previously billed. Payment is due upon Client's receipt of invoice. For all amounts unpaid after 30 days from the invoice date, as set forth on AECOM's invoice form, the Client agrees to pay a finance charge of one and one-half percent (1 1/2%) per month, eighteen percent (18%) annually. The fees described in this agreement may be adjusted annually on the anniversary date of the effective date of this agreement.

The Client's obligation to pay for the services performed by AECOM under this Agreement shall not be reduced or in any way impaired by or because of the Client's inability to obtain financing, zoning, approval of governmental or regulatory agencies, or any other cause, reasons, or contingency.

Right of Access

If the scope of services includes, or is amended to include, the performance of exploratory borings or test pit excavations, Client will furnish to AECOM all diagrams and other information in their possession or reasonably attainable by Client, indicating the location and boundaries of the site and subsurface structures (pipes, tanks, cables, sewers, other utilities, etc.) in such detail as to permit identifying, in the field, boring/test pit locations, which will avoid interferences with any subsurface structures. Client shall indemnify and hold AECOM harmless from liability on account of damage to subsurface structures, the locations of which are not indicated or are incorrectly indicated by the information provided by the Client.

AECOM reserves the right to deviate a reasonable distance from prescribed or selected exploratory boring or test pit locations. AECOM shall take reasonable precautions to minimize damage to the site due to its operations, but AECOM has not included in its fee, and is not responsible for, the cost of restoration for any damage resulting from its operations. At the Client's request and for an additional fee, AECOM will, to the extent reasonably practicable, restore the site to conditions substantially similar to those existing prior to AECOM operations.

Acceptance

If AECOM is given verbal or written notification to proceed, without first receiving a signed copy of this Confirmation and Agreement, it will be mutually understood that Client and AECOM will, nonetheless, be contractually bound by this Confirmation and Agreement, even in the absence of written acceptance by Client. A signed copy of this Confirmation and Agreement must be returned to AECOM before a written report can be submitted.

Safety

It is understood and agreed that, with respect to Project site health and safety, AECOM is responsible solely for the safe performance by its field personnel of their activities in performance of the required services. It is expressly agreed that AECOM's services hereunder do not involve any responsibility for the protection and safety of persons on and about the Project nor is AECOM to review the adequacy of job safety on the Project. It is further understood and agreed, and not in limitation of the foregoing, that AECOM shall not be in charge of, and shall have no control or responsibility over any aspect of the erection, construction, or use of any scaffolds, hoists, cranes, stays, ladders, supports, or other similar mechanical contrivances or safety devices as defined and interpreted under any structural work act or other statute, regulation, or ordinance relating in any way to Project safety.

Client shall provide, at its expense, facilities and labor necessary to afford AECOM field personnel access to sampling, testing, or observation locations in conformance with federal, state, and local laws ordinances, and regulation specifically, including, but not limited to regulations set forth in OSHA 29 CFR 1926.

Samples

AECOM reserves the right to discard samples immediately after testing. Upon request, the samples will be shipped, (shipping charges collected) or stored at the rate indicated in the Fee Schedule.

Standard of Care

AECOM represents that it will perform its services under this Agreement in conformance with the care and skill ordinarily exercised by reputable members of the professional engineering community performing the same or similar services, practicing under similar conditions, at the same time in the same or similar locality.

NO WARRANTY OF ANY KIND, EXPRESSED OR IMPLIED, AT COMMON LAW OR CREATED BY STATUTE, IS EXTENDED, MADE, OR INTENDED BY THE RENDITION OF CONSULTING SERVICES OR BY FURNISHING ORAL OR WRITTEN REPORTS OF THE FINDINGS MADE.

AECOM is not responsible for supervising, directing, controlling, or otherwise being in charge of the construction activities at the Project site; or supervising, directing, controlling, or otherwise being in charge of the actual work of the contractor, its subcontractors, or other materialmen or service providers not engaged by AECOM.

Hazardous Substances

It shall be the duty of the Client to notify AECOM of any known or suspected hazardous substances or constituents which are or may be present at or contiguous to the Project site or which may otherwise affect the services to be provided. Such hazardous substances shall include, but not be limited to, any substance which poses or may pose a present or potential hazard to human health or the environment whether contained in a product, material, by-product, waste, or sample and whether it exists in a solid, liquid, semi-solid, or gaseous form. The

Client shall notify AECOM of all such hazardous substances of which it has knowledge or which it reasonably suspects exist upon entering into this agreement. Thereafter, disclosure and notification to AECOM shall be required as soon as practicable upon discovery of any other hazardous substances or upon discovery of increased concentrations of previously disclosed hazardous substances.

Following disclosure as set forth in the preceding paragraph, or if any hazardous substances or conditions are discovered or reasonably suspected by AECOM after its services are undertaken, AECOM may, at its discretion, suspend its services until reasonable measures have been taken at the Client's expense to protect AECOM's employees from such hazardous substances or conditions. Whether or not AECOM suspends its services in whole or in part, the Client and AECOM agree that the scope of services, terms and conditions schedule, and the estimated fee or budget shall be adjusted in accordance with the disclosed information or condition, or AECOM may, at its discretion, terminate the Agreement. In the event that this Agreement is terminated pursuant to this Section, the Client shall pay AECOM for all services rendered prior to termination and all termination expenses.

Allocation of Risk

It is agreed that the Client's maximum recovery against AECOM for any and all claims, damages and/or liabilities under this agreement, whether in contract, tort, or otherwise, is the amount of AECOM's fee. It is expressly agreed that the Client's sole and exclusive remedy against AECOM for any claims under this agreement, whether based in contract, tort, or otherwise, is the award of damages not to exceed the amount of AECOM's fee. In no event shall AECOM be liable, whether in contract, tort, or otherwise, for Client's loss of profits, delay damages, or for any special incidental or consequential loss or damage of any nature arising at any time or from any cause whatsoever.

Dispute Resolution

Either party may initiate a dispute resolution by providing written notice to the other party setting forth the subject of the claim, dispute or controversy (collectively "disputes") and the requested relief. The recipient of such notice shall respond within 5 business days with a written statement of its position and a recommended solution to the dispute.

If the parties cannot resolve the dispute through negotiation, either party may refer the dispute to a panel ("Panel") consisting of a designated senior representative from each party, who shall have the authority to resolve such dispute. The representatives shall not have been directly involved in the services covered hereunder and shall negotiate in good faith. No written or verbal representation made by either party in the course of any Panel proceeding or other settlement negotiations shall be deemed to be a party's admission. If the representatives are unable to resolve the dispute within 3 weeks, either party may pursue its respective legal and equitable remedies.

Severability

In the event that any provision herein shall be deemed invalid or unenforceable, the other provisions hereof shall remain in full force and effect, and binding upon the parties hereto.

Survival

All obligations arising prior to the termination of this agreement and all provisions of this agreement allocating responsibility or liability between the Client and AECOM shall survive the completion of services and the termination of this agreement.

Assigns

Neither the Client nor AECOM may delegate, assign, sublet, or transfer its duties, responsibilities, or interests in this Agreement without the written consent of the other party.

Choice of Law

This Agreement shall be governed by the law of the State of Michigan.

**Village Council Meeting
Village Manager Updates
January 15, 2018**

A. Budget

- a. Drafted the proposed budget for 2018 for required funds based on guidance from the Michigan Department of Treasury.
- b. Working with staff and Brian Camiller and Laura Knapp, Plante Moran, to develop budgets for all enterprise funds and any necessary budget amendments for already approved budgets.

B. Redevelopment Ready Community (RRC) Designation

- a. Completed and submitted to the MEDC, the RRC Self-Evaluation for communities seeking RRC certification.

C. Recycling

- a. Hiawatha has ordered eight (8) bins on behalf of the Village, Portage Township, and Burt Township. Delivery should be about 10 weeks.

D. Audit Preparation

- a. Each year the Village has contracted with an accountant to assist with preparation for the annual audit. This year Gary Moulton has been selected to assist with this task in addition to providing in-house financial guidance.

E. Public Information

- a. Appear every Tuesday on two radio stations: WNBY & Eagle.

**VILLAGE OF NEWBERRY
NOTICE OF PUBLIC HEARING
PROPOSED 2018
OPERATING BUDGET
10:30 AM, WEDNESDAY, JANUARY 3, 2018
VILLAGE OF NEWBERRY OFFICE
302 EAST MCMILLAN AVENUE, MICHIGAN**

PLEASE TAKE NOTICE that the Village Council for the Village of Newberry will hold a public hearing regarding the proposed **2018 Operating Budget** for the Village of Newberry.

The hearing will be held on **Wednesday, January 3, 2018 at 10:30 a.m.** (or as soon thereafter as possible) at the Village of Newberry, 302 E. McMillan Ave, Newberry, MI.

**THE PROPERTY TAX MILLAGE RATE PROPOSED TO
BE LEVIED TO SUPPORT THE PROPOSED BUDGET
WILL BE A SUBJECT OF THIS HEARING.**

The proposed budget may be reviewed at the Village of Newberry office, 302 E. McMillan Ave, Newberry, MI during normal business hours of 8 a.m. to 4:30 p.m., Monday through Friday.

*The Village Council welcomes written and/or verbal comments regarding the proposed
2018 Village of Newberry Operating Budget.*

All written comments must be received by Tuesday, January 2, 2018, at 9:00 a.m. in the office.

Respectfully submitted,

Terese Schummer
Village Clerk

BUDGET HEARINGS OF LOCAL GOVERNMENTS
Act 43 of 1963 (2nd Ex. Sess.)

AN ACT to provide for public hearings on budgets of local units of government.

History: 1963, 2nd Ex. Sess., Act 43, Imd. Eff. Dec. 27, 1963.

The People of the State of Michigan enact:

141.411 Local unit of government; definition.

Sec. 1. As used in this act "local unit" means a county, township, city, village, authority or school district empowered by the constitution or by law to prepare budgets of estimated expenditures and revenues.

History: 1963, 2nd Ex. Sess., Act 43, Imd. Eff. Dec. 27, 1963.

141.412 Local unit of government; public hearing on proposed budget; notice.

Sec. 2. A local unit shall hold a public hearing on its proposed budget. The local unit shall give notice of the hearing by publication in a newspaper of general circulation within the local unit at least 6 days before the hearing. The notice shall include the time and place of the hearing and shall state the place where a copy of the budget is available for public inspection. The notice shall also include the following statement printed in 11-point boldfaced type: "The property tax millage rate proposed to be levied to support the proposed budget will be a subject of this hearing."

History: 1963, 2nd Ex. Sess., Act 43, Imd. Eff. Dec. 27, 1963;—Am. 1995, Act 40, Imd. Eff. May 22, 1995.

141.413 Local unit of government; final adoption of budget; hearing; exception.

Sec. 3. Each local unit shall hold such public hearing prior to final adoption of its budget. Except for a local unit that has a fiscal year that begins before the convening of the county tax allocation board, a local unit that submits its budget to a county tax allocation board shall hold such hearing after its tax rate allocation has been fixed by such board.

History: 1963, 2nd Ex. Sess., Act 43, Imd. Eff. Dec. 27, 1963;—Am. 2006, Act 154, Eff. Mar. 30, 2007.

141.414 Local unit of government; changes in budget.

Sec. 4. Changes made in its budget by the governing body of a local unit subsequent to such public hearing shall not affect the validity of such budget.

History: 1963, 2nd Ex. Sess., Act 43, Imd. Eff. Dec. 27, 1963.

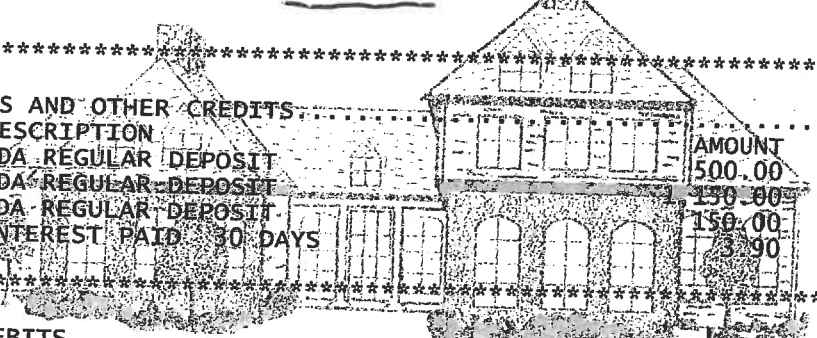
141.415 Local unit of government; public hearing on budget, charter, statute.

Sec. 5. Local units which provide for a public hearing before adoption of their budgets either in pursuance of charter provision or law shall hold a public hearing in accordance with such provision of charter or law which shall be deemed to be in a manner prescribed by law.

History: 1963, 2nd Ex. Sess., Act 43, Imd. Eff. Dec. 27, 1963.

Main Office:

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



ATTN: Village President

January 3, 2018

Dear John Dewitt III,

Recently, I reviewed the Village Council Trustee position available through the local newspaper and I've included my resume for your review and consideration. I have had 9 years experience in customer service including sales, food service and healthcare.

After reviewing the ad, I believe, as a warm, friendly and people oriented person I would be a great fit as part of your village council because I have now completed college and finished my degree in Surgical Technology and Technology Management and have moved back to the area and am eager to become more involved in the community. In completing my necessary schooling, I have gained exceptional knowledge and on the job training in business, healthcare and customer service.

I am a naturally hard working, caring and highly detailed individual and I am confident that I would be a good selection for the position you are looking for. I would welcome an opportunity to speak with you directly about this position in the very near future. Please feel free to call or e-mail me at my contact information I have provided on my resume. Thank you so much for your time and consideration.

Sincerely,

Kelsey Auttersen

Kelsey Auttersson

302 West Avenue B
Newberry, Michigan 49868

kauttersson@outlook.com
(906) 450-5303

Objective

Passionate, patient focused healthcare professional looking to become more involved in the community since my return to the area.

Education

Kirtland Community College-Grayling, Michigan Associate of Science and Technology Management Certificate of Surgical Technology Anticipated Graduation April 2017	August 2015-April 2017
Career Quest Learning Center-Lansing, Michigan Certificate of Medical Assistant	October 2013-June 2014
Lansing Community College-Lansing, Michigan Certificate of Nursing Assistant	October 2012-January 2013
Northern Michigan University-Marquette, Michigan General Studies	August 2008-May 2011

Clinical Experience

War Memorial Hospital-Sault Ste Marie, Michigan Surgical Technology Internship Case experience including general, gynecological, ear, nose and throat and orthopedics	January 2017-April 2017
New Hope Medical Center-Lansing, Michigan Medical Assistant Internship Experience including vitals, injections, medication knowledge	April 2014-June 2014

Work Experience

Helen Newberry Joy Hospital- Newberry, Michigan- <i>Surgical Technologist</i> <ul style="list-style-type: none">• Pass instruments to surgeon during surgical procedure• Set up operating room in preparation for specific case• Ensure all items are sterilized and equipment is working properly	July 2017-Present
Pipers Pub-Gladwin, Michigan- <i>Server</i> <ul style="list-style-type: none">• Familiarize guests with menu and specials	April 2016-January 2017

- Accurately record food and drink orders
- Run multi course meals

McLaren Heart Center-Mt Pleasant, Michigan- *Medical Assistant* **August 2015-August 2016**

- Fill out and submit insurance forms
- Update and fill out patient medical records
- Schedule patient follow up and testing appointments

Sparrow Medical Group-Okemos, Michigan- *Medical Assistant* **April 2015-August 2015**

- Arrange patient laboratory services
- Perform nursing procedures under the supervision of the physician
- Escort patient to exam rooms and measure vital signs

TCI Cardiology-Owosso, Michigan- *Medical Assistant* **August 2014-April 2015**

- Prepare patient charts for upcoming appointments
- Answer telephones and schedule patient appointments
- Schedule testing and laboratory services

Memberships and Certifications

Association of Surgical Technologists Student Member

March 2017-current

American Heart Association Basic Life Support Certification

March 2016-current

Medical Assistant Certificate

June 2014-current

Volunteer Experience

Youth T Ball Coach- Farwell, Michigan

April 2016-July 2016

Youth T Ball Coach- Newberry, Michigan

April 2010-July 2010

Achievements and Continuing Education

Deans List, Kirtland Community College

Fall 2016 Semester