

**VILLAGE OF NEWBERRY
VILLAGE COUNCIL MEETING
Wednesday, April 18, 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, March 19, 2018 at 6:00 p.m.
2. Village Council – Special Session – Tuesday, March 27, 2018 at 6:00 p.m.
3. Village Council – Special Session – Monday, April 9, 2018 at 6:00 p.m.

6. VILLAGE PRESIDENT ANNOUNCEMENTS

1. None Prescheduled

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

1. None Prescheduled

8. SUBMISSION OF BILLS AND FINANCIAL UPDATES

1. Village of Newberry – Monthly Bills – March 2018

101	General Fund	\$52,228.56
213	Fire Revolving Fund	\$11,841.16
590	Sewage Receiving Fund	\$124,149.05
Total:		\$188,218.77

2. Village of Newberry – Cash Balance – February 2018

3. Water & Light – Monthly Bills – March 2018

582	Electric Fund	\$153,383.80
591	Water Fund	\$69,451.40
Total:		\$222,835.20

4. Water & Light – Cash Balance – February 2018

5. Treasurer's Report

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

- a. Request #1 - \$15,202.40

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

1. Letter from Ken & Laverne Haggard
2. Letter from Sara Schultz – Michigan Works!
3. FOIA Requests
 - a. Kenneth Stokes – Inquiry about list of entities where jobs were posted for public
 - b. Kenneth Stokes – Inquiry about copies of job evaluations
 - c. Kenneth Stokes – Inquiry about Director of HR plans, social media, newspaper column
 - d. Kenneth Stokes – Inquiry about names and dates of interviews
 - e. Kenneth Stokes – Inquiry about employment agreements
 - f. Kenneth Stokes – Inquiry about Mike Danielson's garage
 - g. Kenneth Stokes – Inquiry EA
 - h. Kenneth Stokes – Inquiry about Sewer - Pentland
 - i. Kenneth Stokes – Inquiry about Sewer - Prison
 - j. Kenneth Stokes – Inquiry about audit info from SOM
 - k. Kenneth Stokes – Inquiry about dollar amount paid to AT&T in 2016
 - l. Kenneth Stokes – Inquiry about list of united accounting codes
 - m. Kenneth Stokes – Inquiry about agreement between VON and TORC
 - n. Kenneth Stokes – Inquiry about dollar amount collected VON GF taxes & millage
 - o. Kenneth Stokes – Inquiry about security footage
 - p. Kenneth Stokes – Inquiry about TORC fund disbursements
 - q. Kenneth Stokes – Inquiry about Passport grant information
 - r. Kenneth Stokes – Inquiry about Part-time Clerk application materials
 - s. Kenneth Stokes – Inquiry about Village Manager applications & names of applicants
 - t. Kenneth Stokes – Inquiry about garbage revenues
 - u. Kenneth Stokes – Inquiry about 2017 end of year amounts for financial accounts
 - v. Kenneth Stokes – Inquiry about water bond language
 - w. Kenneth Stokes – Inquiry about revenues from generation 2016 & 2017
 - x. Kenneth Stokes – Inquiry about attorney fees for WL for 2016 & 2017
 - y. Kenneth Stokes – Inquiry about attorney fees for VON for 2016 & 2017

10. INTRODUCTION AND ADOPTION OF RESOLUTIONS AND ORDINANCES

1. Water & Light Board Declaring Vacancy Resolution
2. Revised Planning Commission Ordinance #26

11. REPORTS OF BOARDS

1. Water & Light Board Meeting from Tuesday, April 10, 2018
2. Planning Commission Meeting – Next Meeting: Monday, April 23, 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 April 18, 2018 meeting: Finance Committee; Management Committee; Ordinance Committee; Project Rising Tide, Strategic Health Alliance, and Safety Committee; Fire Committee, Project Rising Tide.

1. Department of Public Works/ Wastewater Treatment Plant (DPW/WWTP) Committee
2. Save The Bells

582	Christmas Lights Fund – as of 4/6/18	\$16,487.69
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14. UNFINISHED BUSINESS

1. Draft Council Rules

15. NEW BUSINESS

1. Fire Department Sault Tribe - Grant
2. Michigan Department of Agriculture – Grant
3. Discussion of Union Contract, possible closed session

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

17. COMMENTS BY COUNCIL MEMBERS

18. ADJOURNMENT - REGULAR SESSION

Newberry Village Council
Regular Meeting Minutes
March 19, 2018
302 East McMillan Ave.
6:00 p.m.

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

Absent: Hardenbrook (arrives at 6:02)

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, Fire Chief - Wendt, Jim Diem, Steve Stiffler, Don Jones, Eric Buckler, Mike Schnorr, Don Ratliff, Bruce Lane, Mike Needha, Ken Stokes, Lori Stokes, Michael Winn, Deb Singleton, Casey Cook, Robert Stevens, Lloyd Martindale, Carolyn Martindale, Mary Overby, Jessica Korenich, Ian Stokes, Mary Archambeau, Julie Craig, Daryl Boerigtor, Jean Simi, Charlie Mesloh, Paul Lahti, Chuck Lawson, Lewis Hitts, Chuck Pipes, Charly Pipes, Greg Whalen, Duane Kistro, Byron Kistro, Dave Fall.

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

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

Minutes: Moved by Brown, support by Downey, **CARRIED**, to approve the February 19, 2018, regular session minutes as written. Ayes: All. Absent: Hardenbrook.

Hardenbrook arrives – 6:02.

Village President's Announcements: DeWitt stated that residents can call or email him.

Public Comments on Agenda Items: Comments heard from: Eric Buckler – 412 W. Ave. C, Michael Winn – 607 Newberry Ave, Mike Schnorr – 306 E. Truman, Mary Archambeau – 103 W. Helen, Ken Stokes – 301 W. John St., Lori Stokes – 301 W. John St., Don Jones – 514 E. Ave. B, Carolyn Martindale – 306 W. John St. – Lewis Hitts – 403 W. John, Lloyd Martindale – 306 W. John, Mary Overby, Duane Kistro – 215 E. Ave. C, Scott Ouellette, Don Ratliff – 309 E. Truman, Paul Lahti – 412 E. John.

Submission of Bills and Financial Updates:

- 1.) Village of Newberry – Monthly Bills. Moved by Brown, support by Medelis, **CARRIED**, to approve the February 2018 bills as presented, in the amount of \$253,432.18. Discussion followed. Ayes: All.
- 2.) Village of Newberry - Cash Balance – January 2018. Reviewed.
- 3.) Water & Light monthly bills for February 2018. Moved by Brown, support by Hardenbrook, **CARRIED**, to pay February Electric Fund in the amount of \$139,280.62. Discussion followed. Ayes: All. Moved by Brown, support by Downey, **CARRIED**, to pay February Water Fund in the amount of \$3,939.36. Discussion followed. Ayes: All.
- 4.) Water & Light – Cash Balance – January 2018 - Reviewed.
- 5.) Treasurer's Report - Accepted by Council as presented.
- 6.) Request for Disbursement of Funds – Drinking Water Revolving Fund (DWRF) and Clean Water State Revolving Funds (SRF/SWQIF)

- a. Moved by Brown, support by Medelis, CARRIED, to approve payment of Request #26, in the amount of \$55,047.00, reimbursement to Village. Chuck Lawson of C2AE explained the invoice, discussion followed. Ayes: All.
- b. Moved by Downey, support by Hardenbrook, CARRIED, to accept Change Order #7 (#4 Arch) in the amount of \$10,000.00. Ayes: All.

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.

Letters from: Don Jones – inquiry about Planning Commission, Ronald Brown – Inquiry about Village Manager & Utility Billing, Eric Buckler – Inquiry about Planning Commission, Eric Buckler – Inquiry about Budgets for Water, Electric, Wastewater, Eric Buckler – Inquiry about Accounting & Cost Allocation, Lloyd & Carolyn Martindale – Inquiry about Utility Billing.

FOIA Requests: Lori Stokes – Inquiry about Gary Moulton, Lori Stokes – Inquiry about emails of Jennifer James-Mesloh, Buck Vallad, Allison Watkins, Michelle Baynton, Mary Jordan & Matt Perry, Lori Stokes – Inquiry about hours worked & work logs, Kenneth Stokes – Inquiry about Allison Watkins, Kenneth Stokes – Inquiry about Mary Jordan, Kenneth Stokes – Inquiry about Michelle Baynton, Kenneth Stokes – Inquiry about Buck Vallad, Kenneth Stokes – Inquiry about Jennifer James-Mesloh, Kenneth Stokes – Inquiry about bills approved on 2-13-18, Kenneth Stokes – Inquiry about bills approved on 2-19-18, Kenneth Stokes – Inquiry about customer accounts, Kenneth Stokes – Inquiry about vendor invoices, Kenneth Stokes – Inquiry about Buck Vallad, Kenneth Stokes – Inquiry about audit, Kenneth Stokes – Inquiry about Jan. 2018 W&L bills, Kenneth Stokes – Inquiry about budget at W&L Meeting, Kenneth Stokes – Inquiry about Michigan Rural Water Association, Kenneth Stokes – Inquiry about video footage, Jessica Korenich – Inquiry about stipend of Council and W&L Board, Ian Stokes – Inquiry about Attorney Fees, Eric Buckler – Inquiry about budgets for General, Water, Electric, Wastewater & Amendments for 2016-2018.

Introduction and Adoption of Ordinances and Resolutions: None.

Reports of Boards:

- 1.) Water & Light Board Meeting from Tuesday, March 13, 2018: Medelis gave the report.
- 2.) Planning Commission Meeting: Minutes from the February 26, 2018 meeting presented.

Reports of Village Officers and Management:

- A.) Fire Chief: Wendt gave the report.
- B.) Ordinance Enforcement Officer: None
- C.) Director of Human Resources & Community Engagement: Watkins gave a verbal as well as written report.
- D.) Superintendent of Wastewater Treatment Plant: Blakely gave a verbal as well as written report.
- E.) Superintendent of Water & Light: Perry gave a written as well as a verbal report.
- F.) Superintendent of Parks and Recreation: James-Mesloh gave verbal report.
- G.) Assistant Village Manager: Vallad gave a verbal report and presented charts.
- H.) Village Manager: James-Mesloh gave a written as well as a verbal report.

Committee Reports:

- 1.) Save the Bells: The Save the Bells fund balance is now at \$16,320.55.

Unfinished Business:

- 1.) SAW Grant Kick-off: Chuck Lawson explained the SAW (Sewer and Wastewater) Grant, which was awarded to Newberry and is for \$91,000.00. Moved by Brown, support by Medelis, CARRIED, to allow the Village Manager to act on the Council's behalf and choose the lowest bid, given all the firms are equal, of up to \$80,000, for aerial flight photography, to

make a topiary map of the sewer system when weather permits, with the caveat that the Council can revisit this at the next meeting if the snow is still present. Ayes: All.

New Business:

1. **Trustee Vacancy:** Moved by Brown, support by Downey, **CARRIED**, to accept the recommendation of Village President DeWitt to fill the vacancy on the Village Council with Lewis Hitts. Ayes: Brown, DeWitt, Downey, Hardenbrook, Hendrickson. Nays: Medelis. Lewis Hitts was administered the Oath of Office by Clerk Schummer.
2. **2018 Budgets:**
 - a. Moved by Brown, support by Medelis, **CARRIED**, to accept the recommendation of the Water & Light Board and approve the 2018 Water Budget. Ayes: Brown, DeWitt, Downey, Hardenbrook, Hendrickson, Medelis. Abstain: Hitts.
 - b. Moved by Medelis, support by Downey, **CARRIED**, to accept the recommendation of the Water & Light Board and approve the 2018 Electric Budget. Ayes: Brown, DeWitt, Downey, Hardenbrook, Hendrickson, Medelis. Abstain: Hitts.
 - c. Moved by Brown, support by Hardenbrook, **CARRIED**, to accept the 2018 Sewer Budget as presented. Ayes: Brown, DeWitt, Downey, Hardenbrook, Hendrickson, Medelis. Abstain: Hitts.

Public Comment: Comments were heard from: Carolyn Martindale – 306 W. John, E. Buckler – 412 W. Ave. C, Michael Winn – 607 Newberry Ave., Don Jones – 514 E. Ave B, Paul Lahti – 412 E. John, Ian Stokes – 316 W. John, Lori Stokes – 301 W. John, Brian Link – 508 E. Ave. A, Mike Schnorr – 302 E. Truman, Scott Ouellette, Ken Stokes – 301 W. John, Steve Stiffler - 202 Newberry Ave., Mary Archambeau – 103 W. Helen, Don Ratliff – 309 E. Truman, Chuck Pipes – 210 W. Truman, Terese Schummer – 214 W. Truman.

Comments by Council Members: Comment heard from: Hendrickson, Downey, Medelis, Brown, Hardenbrook, Hitts.

Move to Closed Session: Moved by Downey, support by Brown, **CARRIED**, to go into closed session to discuss an attorney client privileged memo. Roll call vote: Ayes: Brown, DeWitt, Downey, Hardenbrook, Hendrickson, Hitts, Medelis. Nays: None. Council entered into closed session at 9:02 p.m.

Reopen Regular Meeting: Moved by Downey, support by Hitts, **CARRIED**, to reopen the regular session at 9:25 p.m. Roll call vote: Ayes: Brown, DeWitt, Downey, Hardenbrook, Hendrickson, Hitts, Medelis. Nays: None.

Council Action: Moved by Downey, support by Hitts, **CARRIED**, to instruct our attorney to initiate communication with attorney Todd Millar and further that President DeWitt is authorized to sign a contract with attorney Todd Millar for purposes of assisting with a harassment complaint. Ayes: All.

Adjourn Meeting: Moved by Hardenbrook, support by Brown, **CARRIED**, to adjourn the meeting at 9:28 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: Regarding 2018 Budget Amendments
March 27, 2018
302 East McMillan Ave.
6:00 p.m.

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

Absent: Brown.

Also Present: Clerk - Schummer, Superintendent of Water & Light – Perry, Fire Chief – Wendt, Don Ratliff, Lori Stokes, Ken Stokes, Robert Stevens, Eric Buckler, John Bergman, Mike Schnorr, Bruce Lane, Daryl Boerigter, Steve Stiffler, Cory Whitman, Carolyn Martindale.

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

Minutes: Moved by Medelis, support by Hardenbrook, **CARRIED**, to table approval of minutes of the March 19, 2018 regular session until the next regular session. Ayes: All. Absent: Brown.

New Business:

1. 2018 Budget Amendments: Moved by Medelis, support by Hitts, **DEFEATED**, to approve the 2018 Budget Amendments. Ayes: None. Nays: DeWitt, Downey, Hardenbrook, Hendrickson, Hitts, Medelis. Absent: Brown. After a lengthy discussion, it was decided that Council was not given enough time to review the Amendments and that because there was no one present at the Special Session to answer budget questions, the Council would not feel comfortable approving the Amendments at this time. Moved by Hitts, support by Medelis, **CARRIED**, to extend the deadline to approve the Budget Amendments to April 15, 2018. Ayes: All. Absent: Brown.
2. President DeWitt stated he is setting the next Special Session to approve the 2018 Budget Amendments for Monday, April 9, 2018 at 6:00 p.m.

Public Comment: Comment was heard from the following: Ken Stokes - 301 W. John, E. Buckler - Newberry, Carolyn Martindale – 306 W. John, Mike Schnorr – 306 E. Truman, Lori Stokes – 301 W. John.

Comments by Council Members: None.

Adjourn Meeting: Moved by Hardenbrook, support by Hitts, **CARRIED**, to adjourn the meeting at 6:28 p.m. Ayes: All. Absent: Brown.

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

Terese Schummer, Clerk

John Dewitt, Village President

Newberry Village Council
Minutes: Special Session: Regarding 2018 Budget Amendments
April 9, 2018
302 East McMillan Ave.
6:00 p.m.

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

Absent: Downey.

Also Present: Village Manager - James-Mesloh, Assistant Village Manager - Vallad, Fire Chief – Wendt, Clerk - Schummer, Lori Stokes, Ken Stokes, Eric Buckler, Bruce Lane, Daryl Boerigter, Jean Simi, Steve Stiffler, Chuck Pipes, Scott Ouellette.

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 Hendrickson, support by Medelis, **CARRIED**, to approve the agenda. Ayes: All. Absent: Downey.

Minutes: Moved by Medelis, support by Brown, **CARRIED**, to table approval of minutes of the March 19, 2018 regular session and March 27, 2018 Special Session, until the next regular session. Ayes: All. Absent: Downey.

Village President Announcements: None.

Old Business: Budget Amendments Fiscal Year 2018 – A Presentation was given by Brian Camiller of Plante Moran.

Public Comments on Agenda Items: Comments heard from the following: Eric Buckler – Newberry, Scott Ouellette – 418 ½ W. John, Ken Stokes – 301 W. John, Terese Schummer – 214 W. Truman.

New Business: 2018 Budget Amendments: Moved by Brown, support by Medelis, **CARRIED**, to approve the Budget Amendments for fiscal year 2018 as presented. Ayes: Brown, DeWitt, Hendrickson, Hitts, Medelis. Nays: Hardenbrook. Absent: Downey.

Public Comment: Comment was heard from the following: Ken Stokes - 301 W. John, E. Buckler - Newberry, Scott Ouellette – 418 ½ W. John.

Comments by Council Members: None.

Adjourn Meeting: Moved by Medelis, support by Hitts, **CARRIED**, to adjourn the meeting at 6:45 p.m. Ayes: All. Absent: Downey.

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

Terese Schummer, Clerk

John Dewitt, Village President

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
Vacant
Eric Feldhusen
Larry Vincent

Commission Appointments

Planning Commission

Sharon Brown
Dan Hardenbrook
Larry Vincent
Vacant
Harold Dishaw

Committees

Dangerous Building & Inspection Team

Members

John Dewitt Chairperson
John Wendt Fire Chief
Matt Perry Water & Light Superintendent
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

Negotiation (Union)

John Dewitt Chairperson
Vacant
Vacant
Sharon Brown (ALT)

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	1,572.54
			FEDERAL WITHHOLDING	125.84
			FEDERAL WITHHOLDING	1,671.28
			FICA WITHHOLDING	10.85
			FICA WITHHOLDING	1,089.47
			FICA WITHHOLDING	147.25
			FICA WITHHOLDING	1,186.23
			MEDICARE WITHHOLDING	2.54
			MEDICARE WITHHOLDING	254.79
			MEDICARE WITHHOLDING	34.46
			MEDICARE WITHHOLDING	277.44
		STATE OF MICHIGAN	STATE WITHHOLDINGS	757.39
			STATE WITHHOLDINGS	86.63
			STATE WITHHOLDINGS	823.73
		VILLAGE OF NEWBERRY	BCBS VON/DPW	696.87
			BCBS VON/DPW WITHOLDING	696.87
			BCBS WWTP	247.77
			BCBS WWTP	247.77
		MIDLAND FUNDING LLC	GARNISH	37.50
			GARNISH	37.50
		BLUE CROSS BLUE SHIELD OF MICHIGAN	RETIREE SELF PAYS	1,257.26
		MICHIGAN COUNCIL 25	MI COUNCIL 25/UNION DUES	198.50
		MERS DC PLAN # 110341	HYBRID SELFPAY	342.93
			TOTAL:	12,200.53
VILLAGE PRESIDENT	GENERAL FUND	NATIONAL OFFICE PRODUCTS	TONER	232.20
			TOTAL:	232.20
ADMINISTRATIVE	GENERAL FUND	D S TECH	MONITORED BACKUP ON SERVER	7.50
			ADDITIONAL GB STORAGE	63.77
			MICROSOFT OFFICE 365	42.50
			COUNCIL MICROSOFT	21.00
			PRESIDENT MICROSOFT ANTIVI	21.99
			REMOTE MONITORING W/PATCH	9.98
			SERVER RESTART WITHOUT MEM	85.00
			JAMADOTS INTERNET	95.00
			PAPER TOWELS, GARBAGE BAGS	38.37
			TRAINING	750.00
			PAPER	22.18
			PAPER 8 1/2 X 11	18.76
		HTC-HIAWATHA TELEPHONE CO	3 HOLE PUNCH PAPER	11.98
			11X17	40.12
			BATTERIES FOR CLERK	24.50
			3/7 COUNCIL SEAT	36.00
		MAC'S MARKET INC	3/14 TRUSTEE	36.00
			3/21 VANCANCY	36.00
			3/21 PUBLIC NOTICES	48.00
			3/28 PLANNING SEAT	36.00
		MICHIGAN STATE UNIVERSITY	3/28 CLERK	48.00
			3/28 MINUTES	414.00
		NATIONAL OFFICE PRODUCTS		
		NEWBERRY NEWS INC		

DEPARTMENT	FUND	VENDOR NAME	DESCRIPTION	AMOUNT
			1/3 COUNCIL SEAT	36.00
			1/3 PUBLIC MEETING	72.00
			1/10 PUBLIC MEETING	72.00
			AFFIDAVIT	4.00
			1/10 MINUTES	285.00
			1/17 PLANNING COMMISION	30.00
			1/17 PUBLIC HEARING	72.00
			1/17 MEETINGS	42.00
			1/17 SPECIAL MEETING	105.00
			1/24 MINUTES	204.00
			2/28 MINUTES	234.00
			TIME OFF REQUEST SLIPS	48.86
		PLANTE & MORAN	ASSIST WITH BUDGET	811.50
		US BANK EQUIP FINANCE	COPIER LEASE & SURCHARGE	192.98
		VERIZON	FAX & DATA PLANS	57.99
			291-0578 PRES	26.60
			291-0530 MANAGER	26.60
			291-0606 ASST MANAGER	26.60
			291-0583 ORD OFFICER	53.21
			291-0055 HR & CE	26.60
			291-1223 MANAGER	13.87
			291-1621 ASST MANAGER	13.87
			291-1622 HR & CE	13.87
			291-1625 FINANCE	13.87
			291-1629 PRESIDENT	13.88
			291-1630 ORD OFFICER	27.74
			291-1631 TREASURER	27.74
			291-1633 COUNCIL CHAMBERS	13.33
			291-1626 GENERAL	13.87
			TRAINING	123.20
			TOTAL:	4,608.83
AUDIT & LEGAL EXPENSE	GENERAL FUND	BECKETT & RAEDER	MARCH PLANNING SERVICES	690.00
			MASTER PLAN	555.00
		ROUMELL, GEORGE T. JR. P.C.	MARCH LEGAL COUNSEL	25.00
		SONDEE, RACINE & DOREN PLC	LEGAL COUNSEL	1,338.75
		SWOGGER, BRUCE & MILLAR LAW FIRM, P.C.	LEGAL ADVICE	29.27
			TOTAL:	2,638.02
ORDINANCE OFFICER	GENERAL FUND	BECKETT & RAEDER	PLANNING SERVICES	372.50
			TOTAL:	372.50
BUILDING & GROUNDS	GENERAL FUND	BOWMAN GAS COMPANY	PROPANE	28.13
		FOSTER HARDWARE	KEYS	10.99
		NEWBERRY WATER & LIGHT	6-00700-00 GARAGE	310.90
			6-00350-01 1/3 ICE RINK	148.87
			6-01650-02 ADMIN BLDG	664.97
		QUINLAN, AMY	MARCH CLEANING	125.00
		SEMCOENERGY GAS COMPANY	DPW PROPANE BILL	376.79
			41 LUMBER PROPANE	15.06
			41 LUMBER PROPANE	15.06
			TOTAL:	1,695.77
FRINGE BENEFITS	GENERAL FUND	EFTPS	FICA WITHHOLDING	10.85
			FICA WITHHOLDING	1,089.47
			FICA WITHHOLDING	147.25

DEPARTMENT	FUND	VENDOR NAME	DESCRIPTION	AMOUNT
			FICA WITHHOLDING	1,186.23
			MEDICARE WITHHOLDING	2.54
			MEDICARE WITHHOLDING	254.79
			MEDICARE WITHHOLDING	34.46
			MEDICARE WITHHOLDING	277.44
		BLUE CROSS BLUE SHIELD OF MICHIGAN	RETIREE VILLAGE	4,644.80
			DPW & OFFICE	5,329.55
		44 NORTH	COBRA SET UP SERVICE	48.73
			VON RETIREES	11.05
			VON EMPLOYEES	22.10
			VON RETIREES	2.30
			WON EMPLOYEES	5.75
		M.E.R.S.	DPW	1,751.64
			ADM	2,142.20
			VON DEFINED BENEFIT PART	1,220.76
		MERS DC PLAN # 110341	HYBRID RETIREMENT	342.93
		STANDARD, THE	VILLAGE LIFE	91.98
			RETIREES	26.28
		STATE OF MICHIGAN	UNEMPLOYMENT FOR 2017	772.51
			TOTAL:	19,415.61
POLICE DEPARTMENT	GENERAL FUND	BLUE CROSS BLUE SHIELD OF MICHIGAN	POLICE	1,825.16
		44 NORTH	POLICE RETIREE	5.52
			POLICE RETIREE	1.15
		STANDARD, THE	NPd RETIREES	26.28
			TOTAL:	1,858.11
PUBLIC WORKS	GENERAL FUND	DANNY'S AUTO VALUE INC	WIRE HOSE	66.48
			200 CU/FT OXYGEN	44.99
		LYNN AUTO PARTS INC.	QUICK COUPLER/ADAPTOR	17.16
			ADAPTOR-STEAM CLEANER	2.29
			GLOVES - DISPOSABLE	33.98
			RAGS IN A BOX	35.99
		MICHIGAN MUNICIPAL LEAGUE	MEMBERSHIP DUES	412.75
		TAHQAMENON C.U.	FLASHLIGHT	122.49
			UNIFORMS	92.42
			TOTAL:	828.55
STREET LIGHTING	GENERAL FUND	NEWBERRY WATER & LIGHT	6-00710-00 MERCURY VAPORS	882.93
			6-00760-00 STREET LIGHTS	493.82
			6-00770-00 STREET LIGHTS	197.33
			TOTAL:	1,574.08
SEWER	GENERAL FUND	D & D HOME CENTER	PVC CARBON	20.27
		RANGE TELECOMMUNICATIONS	MISS DIGS FOR MARCH & APRIL	10.99
			TOTAL:	31.26
MOTOR POOL	GENERAL FUND	AT&T	DPW 906-293-5761	105.67
		DANNY'S AUTO VALUE INC	OIL	10.07
		LYNN AUTO PARTS INC.	TRAN FLUID	10.78
			REMAN CORE RETURN	131.75
			REMAN PUMP/CORE	235.96
			SPARK PLUG	4.58
		MIDWAY RENTALS & SALES	BOLTS/NUTS	22.36
			SHOCK & SPRING	497.20
		MYTANA MANUFACTURING COMPANY INC	CLUTCH & 4 HP GAS MOTOR	462.21

DEPARTMENT	FUND	VENDOR NAME	DESCRIPTION	AMOUNT
		NEALS AUTOMOTIVE PARTS INC	RB SPRING	406.00
		OK INDUSTRIAL SUPPLY	PLOW BOLT, NYLON INSERT,	62.36
		PICKELMANS PETRO	FLEET FUEL	1,093.24
			FLEET FUEL	334.81
			DPW FUEL	64.06
		VERIZON	291-0136 MECHANIC	26.60
			293-8531 MECHANIC	13.36
		WEX BANK - SPEEDWAY UNIVERSAL	DPW FUEL	679.61
			TOTAL:	3,897.12
STORM SEWER	GENERAL FUND	PARROTT, MATT	UTILITY BILLING STOCK	238.17
			TOTAL:	238.17
RUBBISH	GENERAL FUND	PICKELMANS PETRO	GARBAGE TRUCK	86.97
		WASTE MANAGEMENT	20.88 TONS #497-0000012-04	2,213.03
		WEX BANK - SPEEDWAY UNIVERSAL	GARBAGE TRUCK	87.81
			TOTAL:	2,387.81
PARKS & RECREATION	GENERAL FUND	NEWBERRY CHAMBER OF COMMERCE	MEMBER SERVICES	250.00
			TOTAL:	250.00
FIRE	FIRE REVOLVING FUN	J F AHERNS	ANNUAL FIRE EQUIP INSPECTI	454.92
		AT&T	FIRE 293-8541	140.67
		DANNY'S AUTO VALUE INC	FIRE FLEXZILLA	47.95
			FIRE MSTYLE FEM-NIPPLE	2.66
		D S TECH	MONITORING WITH PATCH	4.99
			MICROSOFT OFFICE	17.00
		FIRSTDUE	FIREMAN GEAR	9,916.92
		KLUSMEYER, BRUCE	WHITE BOARD, PENS & ERASER	311.57
		NATIONAL OFFICE PRODUCTS	3 HOLE PUNCH PAPER	11.98
		NEWBERRY WATER & LIGHT	6-00690-00 ELECTRIC FIRE H	217.01
		NEWTON, FRED	DRIVERS TRAINING	270.00
		PICKELMANS PETRO	FIRE FUEL	6.72
		SEMCOENERGY GAS COMPANY	NFD PROPANE BILL #235900.5	434.39
		SNYDERS DRUG STORE	CEILING HOOKS	4.38
			TOTAL:	11,841.16
SEWER SYSTEM	SEWAGE RECEIVING F	ARCH INSURANCE CO	WWTP PROJ SRF#5536-01 DRAW	52,826.26
			WWTP PROJECT SRF#5536-01 D	28,874.44
		AT&T	O & M 293-8141	191.59
		ATT U-VERSE	O & M INTERNET #134195879	54.54
		BECKETT & RAEDER	PLANNING SERVICES	120.00
		BLUE CROSS BLUE SHIELD OF MICHIGAN	O&M SHARE	1,918.35
		BLAKELY, GEORGE	POUR ON EPOXY	73.12
		BROWN, JAMES	SCHOOLING WWTP OPERATOR	29.50
		C2AE	WWTP IMP SRF#NO5536-01 DRA	1,400.00
		CRANE ENGINEERING	FURNISH & INSTALL GRINDER	19,781.00
		D & D HOME CENTER	REDIMIX/LUMBER/KILZ/SCREWS	63.37
			HAMMER BIT	7.99
			100' PEX/DRAIN/CLAMP/ELBOW	83.05
			LUMBER	80.50
			PAIL/MIXER/BRUSH	11.27
			SCH80 ELBOWS/PRIMER/CEMENT	78.83
		D S TECH	MONITORED BACKUP ON SERVER	7.50
			ADDITIONAL GB STORAGE	63.77
			WWTP MICROSOFT	10.50

DEPARTMENT	FUND	VENDOR NAME	DESCRIPTION	AMOUNT
			WWTP OFFICE 365	17.00
			REMOTE MONITORING W/PATCH	9.98
		ERIC'S SEPTIC SERVICE	AUGER MAIN SEWER LINE	240.00
		FOSTER HARDWARE	CAULK	1.99
			VINEGAR, GARDEN SPRAYER	38.36
			VINEGAR, BLEACH, LIME	32.76
			BOLTS & NUTS	30.72
			AIR FILTER, WALL PLATES	13.97
			WASH MACHINE HOSE, FASTENE	14.27
			KLIZ PRIMER	14.99
			BULB METAL HALIDE	39.99
		44 NORTH	WWTP RETIREE	5.52
			WWTP EMPLOYEES	11.05
			COBRA SET UP SERVICE	48.73
			WWTP RETIREE	1.15
			WWTP EMPLOYEES	4.60
		HARJU WELDING & MACHINE	PLATE STEEL WORKBENCH	483.18
		HYDRITE CHEMICAL CO.	55 GAL HYDRO FLOC	807.70
		JOHNSON CONTROLS	PLANNED SERVICE AGREEMENT	1,075.00
		LYNN AUTO PARTS INC.	SPARK PLUG	4.58
			HP GEAR OIL	7.29
			FUEL FILTER	6.12
			BATTERY	102.95
		MAC'S MARKET INC	DISTILLED WATER	24.00
			TOILET PAPER	11.98
		MICHIGAN WATER ENVIRONMENTAL ASSN	2 - WASTEWATER CONFERENCE	120.00
			ACTIVATED SLUDGE 1	205.00
			ACTIVATED SLUDG 2	135.00
			LICENSE EXAM PREP CLASS	160.00
			ACTIVATED SLUDGE 2 -	135.00
		M.E.R.S.	O&M	5,419.17
		MICHIGAN STEAM	SPRAY BOTTLES	78.57
			GLOVES	68.40
		MICHIGAN MUNICIPAL LEAGUE	MEMBERSHIP DUES	412.75
		MYTANA MANUFACTURING COMPANY INC	CORE CABLE SPLICING/ CABLE	57.45
			CABLE/INSTALL	315.63
		NATIONAL OFFICE PRODUCTS	PAPER	22.17
			PAPER 8 1/2 X 11	18.76
			3 HOLE PUNCH PAPER	11.98
			11X17	40.13
		NEWBERRY NEWS INC	PURCHASE ORDER FORMS	79.94
		NEWBERRY WATER & LIGHT	7-00110-00 DEMAND METER	774.08
			7-00110-00 ELECTRIC	3,196.40
			7-00110-00 WATER	75.00
			7-00100-00 O & M GARAGE	140.91
			6-00740-00 E VICTORY/CHARL	13.09
			6-00730-00 CHARLES RD	11.91
			6-00750-00 M-123/CR 462	12.58
			6-00380-01 PUMP STA Mc	10.99
		PARROTT, MATT	UTILITY BILLING STOCK	238.17
		PICKELMANS PETRO	WWTP FUEL	60.26
			FUEL WWTP	28.39
		PLANTE & MORAN	ASSIST WITH BUDGET	811.50
		DANIEL PUCKETT	SCHOOLING WWTP OPERATOR	59.50
		RANGE TELECOMMUNICATIONS	MISS DIGS FOR MARCH & APRI	10.99
		ROUMELL, GEORGE T. JR. P.C.	MARCH LEGAL COUNSEL	75.00

DEPARTMENT	FUND	VENDOR NAME	DESCRIPTION	AMOUNT
		SEMCOENERGY GAS COMPANY	WWTP PROPANE #358994.500	798.28
		STANDARD, THE	O & M SHARE LIFE	65.70
		SONDEE, RACINE & DOREN PLC	LEGAL COUNSEL	123.75
		SWOGGER, BRUCE & MILLAR LAW FIRM, P.C.	LEGAL ADVICE	87.82
		TAHQAMENON C.U.	SILENCER	972.30
			SAW GRANT	81.05
			CLASSES	59.00
			BRIDGE FAIR	8.00
		U S A BLUE BOOK	HACH TNT202103/HACHTNT 202	247.08
		VERIZON	291-0599 WWTP SUPERVISOR	53.21
			291-1628 WWTP SUPERVISOR	27.74
		WEX BANK - SPEEDWAY UNIVERSAL	WWTP FUEL	102.94
			TOTAL:	124,149.05

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

101	GENERAL FUND	52,228.56
213	FIRE REVOLVING FUND	11,841.16
590	SEWAGE RECEIVING FUND	124,149.05

 GRAND TOTAL: 188,218.77

Feb-18

Feb-18

TOTAL OPERATING CASH B.	68,058.82	117,893.22	(57,232.09)	128,719.95
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TOTAL OPERATING CASH B.	14,821.81	46,366.79	42,595.34	103,783.94
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TOTAL OPERATING CASH B.	108.35	5,357.72	375,416.34	380,882.41
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Cash Depository account	15,538.27
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DEPARTMENT	FUND	VENDOR NAME	DESCRIPTION	AMOUNT
NON-DEPARTMENTAL	ELECTRIC FUND	AFLAC	AFLAC PRE-TAX	23.22
			AFLAC POST TAX	36.30
		EFTPS	AFLAC POST TAX	15.60
			FEDERAL WITHHOLDING	1,115.48
			FEDERAL WITHHOLDING	10.00
			FEDERAL WITHHOLDING	1,300.11
			FICA W/H	6.20
			FICA W/H	761.73
			FICA W/H	23.25
			FICA W/H	880.18
			MEDICARE W/H	1.46
			MEDICARE W/H	178.16
			MEDICARE W/H	5.45
			MEDICARE W/H	205.85
		STATE OF MICHIGAN	STATE WITHHOLDING	2.13
			STATE WITHHOLDING	502.67
			STATE WITHHOLDING	6.38
			STATE WITHHOLDING	577.31
		NATIONWIDE RETIREMENT SOLUTIONS	NATIONWIDE	41.02
			NATIONWIDE	41.02
		MISC VENDORS PHILLIPS, TRISHA M	5-04220-05	87.84
		BLUE CROSS BLUE SHIELD OF MICHIGAN	RETIREE'S SELF PAY	289.59
		MICHIGAN COUNCIL 25	MI COUNCIL 25/UNION DUES	198.50
		MERS DC PLAN #110353	FEB HYBRID SELF PAY	252.50
		STATE OF MICHIGAN	MARCH HYBRID (DC) SELF PAY	255.90
			JAN 2018 PA 95 COLLECTIONS	1,254.57
		STATE OF MICHIGAN	FEB 2018 PA 95 COLLECTIONS	1,262.05
			SALES TAX COLLECTED FEB 20	7,362.89
			SALES TAX COLLECTED MARCH	7,571.91
			TOTAL:	24,269.27
ELECTRIC DISTRIBUTION	ELECTRIC FUND	BURTON, LONDON	APPRENTICE PROGRAM	59.50
			CHAIN FOR TRIM SAW	14.00
		PM SMALL ENGINE	2018 BUDGET	1,400.10
			MONITOR BACKUP SERVER	7.50
		PLANTE & MORAN	ADDITIONAL GB STORAGE	63.76
			MICROSOFT OFFICE 365	80.75
		DSTECH	MONITORING, ANTIVIRUS	22.47
			REMOTE MONITORING W/PATCH	17.44
		CTC ENGINEERING	ENGINEERING SERVICES	1,110.00
			BAR & CHAIN OIL	12.99
		FOSTER'S ACE HARDWARE	2POS HI CURRENT FEMALE	2.19
			AVIATION SNIP	8.09
		HIAWATHA TELEPHONE COMPANY	JAMADOTS INTERNET	50.00
			FEB 2018 MPPA SERVICE	47.86
		MICHIGAN PUBLIC POWER AGENCY	MARCH 2018 MPPA SERVICE	371.58
			2/7 JOURNEYMAN	48.00
		NEWBERRY NEWS	MARCH LEGAL COUNSEL	200.00
			FEBRUARY LEGAL COUNSEL	812.82
		ROUMELL, GEORGE T JR. P.C.	STAMPS	100.00
			STAMPS	200.00
		SONDEE, RACINE & DOREN, P.L.C.	LANTERN-HALOGEN BULBS	69.23
			PEX TUBING/SHARKBITES/CUTT	232.13
		TAHQAMENON AREA CREDIT UNION	BULK PERMIT FEE POSTAGE	225.00
			POSTAGE	3.50
			POSTAGE	1.21

DEPARTMENT	FUND	VENDOR NAME	DESCRIPTION	AMOUNT
		US POSTAL SERVICE	UTILITY BILLING	495.86
		UTILITY SALES AND SERVICE	CHECK TRUCK-VERSALIFT	179.74
		VERIZON	FAX AND DATA PLANS	78.24
			291-0578 CELL PRES	26.61
			291-0530 CELL MANAGER	26.61
			291-0606 CELL ASST MANAGER	26.61
			291-0055 CELL HR	26.61
			291-0136 MECHANIC	26.61
			291-1629 PRES	13.87
			291-1223 MANAGER	13.87
			291-1621 ASST MANAGER	13.87
			291-1627 SUPERINTENDENT	27.74
			291-1622 HR & CE	13.86
			291-1633 COUNCIL CHAMBERS	13.33
			291-1625 FINANCE	13.87
			TOTAL:	6,157.42
GENERAL EXPENSES	ELECTRIC FUND	EFTPS	FICA W/H	6.20
			FICA W/H	761.73
			FICA W/H	23.25
			FICA W/H	880.18
			MEDICARE W/H	1.46
			MEDICARE W/H	178.16
			MEDICARE W/H	5.45
			MEDICARE W/H	205.85
		BLUE CROSS BLUE SHIELD OF MICHIGAN	EMPLOYEES	9,816.12
		BOWMAN GAS COMPANY INC	RETIREE'S COMPANY PAYS	1,158.38
		DANNY'S AUTO VALUE	PROPANE	6.25
			MET TAP	5.15
			ON VIL ACCT WASHER, AIR FR	7.77
		DSTECH	CHANGE PASSWORD/BUILD NEW	148.75
		MSP COMMUNICATIONS	PRINTING	291.66
		MERS DC PLAN #110353	FEB HYBRID RETIREMENT	252.50
			MARCH HYBRID (DC) RETIREME	255.90
		MERS *** DO NOT CASH CHECK *** (EFT	WL DEFINED BENEFIT	1,010.00
			ADMIN FLAT RATE	663.00
			WL DEFINED BENEFIT PART	829.47
			WL DEFINED BENEFIT	1,010.00
			ADMIN FLAT RATE	663.00
			WL DEFINED BENEFIT PART	840.64
		44 NORTH	COBRA SET UP SERVICE	48.74
			W&L RETIREE	5.53
			W&L EMPLOYEES	27.64
		FOSTER'S ACE HARDWARE	WHITE SPRAY PAINT	3.79
		HELEN NEWBERRY JOY HOSPITAL	PRE-EMPLOY	29.00
		LYNN AUTO PART INC.	CORE RETURN	22.50
			REMAN PUMP	81.01
			BRAKE FLUID	10.50
			CREDIT ON ACCOUNT	9.63
			COOLANT	8.99
		PARROTT & SONS COMPANY, MATT	UTILITY BILLING STOCK	238.17
		MICHIGAN MUNICIPAL LEAGUE	MEMBERSHIP DUES,	412.75
		NATIONAL OFFICE PRODUCTS	PAPER UNV21200 8 1/2 X 11	18.76
			8 1/2 X 14 PAPER	40.13
			PAPER UNV28230 3 HOLE	11.99
			WINDOWED ENVELOPES	187.50

DEPARTMENT	FUND	VENDOR NAME	DESCRIPTION	AMOUNT
		NEWBERRY WATER & LIGHT	BC/BS WITHHOLDING	853.32
			BC/BS WITHHOLDING	853.32
		RAHILLY'S IGA	WATER	22.13
			WATER	7.98
		SEMCO ENERGY GAS CO.	307 MCMILLAN AVE #0235237.	126.60
			307 MCMILLAN AVE #0235238.	448.65
		STANDARD ELECTRIC COMPANY	FLOOR LAMPS	171.45
		STANDARD, THE	LIFE INSURANCE	78.84
			W&L RETIREES	21.90
		TAHQUAMENON AREA CREDIT UNION	LANSING	233.52
		U S BANK NA	2003 REVENUE BOND	9,532.50
		US BANK OPERATIONS CENTER	CAPT'L IMPROVEMENTS 2002 B	7,750.00
			2005 ELECT REV BOND INTER	5,676.25
		UTILITY SALES AND SERVICE	TRUCK INSPECTION & REPAIRS	2,731.63
		US BANK EQUIP FINANCE	COPIER LEASE	96.49
		VERIZON	291-1626 CLERK	13.87
			293-5681 WATER & LIGHT CLE	26.66
			TOTAL:	48,758.35
ELECTRIC GENERATION	ELECTRIC FUND	AT&T	INTERNET	62.50
			906-293-5648	128.82
		G C MAINTENANCE	A&B QUARTERLY TANK INSP	250.00
		LYNN AUTO PART INC.	9V BATTERY	3.99
		MECA	DEFFERED-MUNI/IOU	13,643.00
			ENERGY OPTIMIZATION DUES	750.00
		TAHQUAMENON AREA CREDIT UNION	VINYL LATIC	52.06
			UNIFORMS -	92.42
		VERIZON	291-1632 MECHANIC	13.36
			TOTAL:	14,996.15
BUILDING MAINTENANCE	ELECTRIC FUND	D & D HOME CENTER	KEYS	3.00
		DSTECH	MICROSOFT EXCHANGE	1.75
		CTC ENGINEERING	MARCH SERVICES REGARDING R	2,696.00
		HUNTER GARAGE DOORS	ROLLER/LUBE/SERVICE CALL	136.98
		RANGE TELECOMMUNICATION	MISS DIG MARCH & APRIL	10.99
		VERIZON	291-0608 CELL LINEMAN	53.21
			450-0919 SUPERINTENDENT	53.21
		WEX BANK - SPEEDWAY UNIVERSAL	ELECTRIC FUEL FOR MARCH 20	374.62
			TOTAL:	3,329.76
PURCHASED POWER	ELECTRIC FUND	CLOVERLAND ELECTRIC CO-OP	FEB 2018 HYDRO BILLING	5,079.63
			MARCH 2018 HYDRO BILLING	5,028.01
		CMS ENERGY RESOURCE MGT	1197.033 MWh & CAPACITY	43,309.98
			TOTAL:	53,417.62
ENERGY OPTIMIZATION	ELECTRIC FUND	MECA	WECC, MARKETING, INCEN,KEM	2,455.23
			TOTAL:	2,455.23
WATER SYSTEM	WATER FUND	BOWMAN GAS COMPANY INC	PROPANE	6.25
		PLANTE & MORAN	2018 BUDGET	1,400.10
		DANNY'S AUTO VALUE	HALOGEN BULB	6.49
		DSTECH	MONITOR BACKUP SERVER	7.50
			ADDITIONAL GB STORAGE	63.76
			MICROSOFT OFFICE 365	80.75
			MONITORING, ANTIVIRUS	22.46
			MICROSOFT EXCHANGE	1.75

DEPARTMENT	FUND	VENDOR NAME	DESCRIPTION	AMOUNT
			REMOTE MONITORING W/PATCH	17.43
		MICH RURAL WATER ASSOC	WATER OPER COURSE - LONDON	275.00
		MSP COMMUNICATIONS	PRINTING	291.65
		ETNA SUPPLY CO.	EXTENSION/REPAIR LIDS	866.10
		44 NORTH	COBRA SET UP SERVICE	48.74
		FOSTER'S ACE HARDWARE	AVIATION SNIP	8.09
			LEVER FLUSH	7.99
		HAWKINS INC	AZONE 15-EPA RE NO 7870-5	78.75
		HELEN NEWBERRY JOY HOSPITAL	PRE-EMPLOY	29.00
		LYNN AUTO PART INC.	CORE RETURN	22.50-
			REMAN PUMP	81.00
			BRAKE FLUID	10.50
			CREDIT ON ACCOUNT	9.63-
			COOLANT	9.00
			TIRE VALVE	2.29
		PARROTT & SONS COMPANY, MATT	UTILITY BILLING STOCK	238.17
		MICHIGAN MUNICIPAL LEAGUE	MEMBERSHIP DUES,	412.75
		NATIONAL OFFICE PRODUCTS	16 GB DATA TRAVELER/MAPS	221.00
			PAPER UNV21200 8 1/2 X 11	18.76
			8 1/2 X 14 PAPER	40.13
			PAPER UNV28230 3 HOLE	11.99
			WINDOWED ENVELOPES	187.50
		NEWBERRY NEWS	2/7 PART TIME CLERK	42.00
		RANGE TELECOMMUNICATION	MISS DIG MARCH & APRIL	11.00
		ROUMELL, GEORGE T JR. P.C.	MARCH LEGAL COUNSEL	200.00
		SAULT STE MARIE CITY HALL	WATER SAMPLE ANALYSIS MAR	48.00
		SONDEE, RACINE & DOREN, P.L.C.	FEBRUARY LEGAL COUNSEL	872.82
		TAQUAMENON AREA CREDIT UNION	DEQ OPERATOR TRAINING & CE	95.00
			LANTERN-HALOGEN BULBS	69.24
			PEX TUBING/SHARKBITES/CUTT	232.13
			GAS MONITOR	123.15
		UNITED STATES OF AMERICA	WATER BOND LOAN INTEREST#9	63,208.27
		WEX BANK - SPEEDWAY UNIVERSAL	WATER FUEL FOR MARCH 2018	137.02
			TOTAL:	69,451.40

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

582	ELECTRIC FUND	153,383.80
591	WATER FUND	69,451.40
GRAND TOTAL:		222,835.20

Newberry Water & Light
Cash Balance Report
28-Feb-18

G/L Account	Electric Fund 582	Water Fund 583	Total Account Balance
000-001.014 Save the Bells	16,320.55		16,320.55
000-001.013 Cash	190,624.75	5,902.72	196,527.47
			212,848.02
			155,246.82
			5.00
			40,925.00
			16,320.55
			350.65
			212,848.02
			212,848.02
000-006.000 Direct Bill account	(228,441.42)	543,471.12	315,029.70
			194,139.95
			108,607.12
			(24,142.84)
			36,425.47
			315,029.70
			315,029.70
000-003.000 Cash Investments	80,046.33	6,978.02	87,024.35
			3,222.38
			76,823.95
			6,978.02
			87,024.35
			87,024.35
TOTAL OPERATING CASH BALANCE	58,550.21	556,351.86	614,902.07
			614,902.07
RESTRICTED ACCOUNTS			
004 Bond and Int Redemption 2005	-	33,309.39	33,309.39
005 Bond and Int Redemption 2009	-	995.58	995.58
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
		444,195.97	444,195.97
			444,195.97
022 MISO CASH COLLATERAL	12,095.88	-	12,095.88
			444,195.97
			12,095.88
			444,195.97
			444,195.97
			12,095.88
			12,095.88
			12,095.88

JP Morgan MISO F/B/O NWLB A/C#5030911

March 2018

TAX COLLECTION TOTALS

04/03/18 DAILY TAX TRANSACTIONS

PAGE 1

Date	Batch	Bill #	Parcel	Amount	Rec No
Parcel No:			Sch Dist:	Batch:	Bill No:
Receipt No:		Receipt Date:	00/00/0000	Receipt Time:	0:00:00
		0.00	0.00	0.00	0.00
		Total Collected:	0.00		

Totals For Specials:

Grand Totals Transactions 0000
Total Collected: 0.00

VILLAGE OF NEWBERRY		TREASURER'S REPORT					
FOR MONTH ENDING:		2018		2017			
March 31, 2018		Y.T.D. Collections	Actual Collections March	Y.T.D. Collections	Actual Collections March	Y.T.D. Collections	
LEDGER ITEMS:							
A	Delinquent Personal Property Taxes		0.00	0.00	0.00	0.00	0.00
	Delinquent Personal Interest Collected		0.00	0.00	0.00	0.00	0.00
	Delinquent Real Tax Collected		0.00	0.00	0.00	0.00	0.00
	Delinquent Real Tax Interest Collected		0.00	0.00	0.00	0.00	0.00
B	Real Property Tax Collected	1%	0.00	2,693.18	1%	0.00	2,632.96
C	Personal Property Tax Collected	0%	0.00	- 0.00	0%	0.00	0.00
E	Admin Fee, Penalty & Interest Collected		0.00	211.81		0.00	193.33
F	Deposits to Tax Savings Account		0.00	2,904.99		0.00	2,826.29
G	Interest Earned on Tax Accounts		1.48	7.17		1.53	9.85
	Tax Acct. Transfer to Gen Fund/Tax Appropriation Funds		1,550.09	27,494.76		2,245.88	3,748.60

TAX ACCOUNT BANK ACCOUNT BALANCE @			
		Beginning March	Ending March
2018		\$15,538.27	\$13,989.66
2017		\$16,161.77	\$13,917.42

Year To Date (YTD) percentages are calculated using the Real and Personal Property Tax Roll Totals (less any Board of Review changes) compared to the same year's Year To Date collections. Tax roll totals are dictated by the Council adoption of millage rates and Township compiled assessed taxable values. For Example; of the 100% we could hope to collect for this year, the percentage describes the actual amount collected so far this year. 2017 Anticipated Real Property Collections are \$292,334.86 2017 Personal Property Collections from State of Michigan are \$20,099.70. 2017 Personal Property Collections are \$47,852.16.

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

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

MICHIGAN DEPARTMENT OF ENVIRONMENTAL QUALITY – OFFICE OF DRINKING WATER AND MUNICIPAL ASSISTANCE
REVOLVING LOAN SECTION

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

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

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

A. Project # 1274-01	B. Request # 01	C. Period Covered by Request 09-01-13 to 03-31-18 (M/D/Y) (M/D/Y)	D. Request Type * partial <input type="checkbox"/> final	E. Grantee's EIN 38-6007193	F. Grant Amount \$593,241
G. Grantee Name: Village of Newberry					Phone # 906-293-3433
Address: Village Hall, 302 East McMillian Avenue, Newberry, MI 49868				Email: finance@newberry.mi.gov	
H. Grantee's Bank Name: First National Bank					Phone # 906-293-5160
Address: P.O. Box 466, 1014 S. Newberry Ave., Newberry, MI 49868					
Account Name: Sewage Receiving				ABA # 091108539	Account # 77-02780-0
Special Instructions: na					
I. Budget Items (Include Eligible Costs Only Using Dollars and Cents)			Requested Incurred Costs This Period	Cumulative Costs Incurred To Date	
1. PROJECT PLANNING COSTS (for SRF plans, USDA-RD Preliminary Engineering Reports, or Project Proposal)			\$ 0.00	\$ 0.00	
2. DESIGN ENGINEERING COSTS			\$ 0.00	\$ 0.00	
3. USER CHARGE SYSTEM DEVELOPMENT COSTS (awarded under planning or design grant)			\$	\$	
4. WASTEWATER ASSET MANAGEMENT PLAN COSTS			\$ 7315.40	\$ 7,315.40	
5. STORMWATER ASSET MANAGEMENT PLAN COSTS			\$ 7887.00	\$ 7,887.00	
6. STORMWATER MANAGEMENT PLAN COSTS (Nonpoint Source Watershed Management Plans)			\$	\$	
7. INNOVATIVE WASTEWATER OR STORMWATER TECHNOLOGY COSTS			\$	\$	
8. DISADVANTAGED COMMUNITY CONSTRUCTION COSTS			\$	\$	
9. TOTAL CUMULATIVE AMOUNT FOR PERIOD COVERED BY THIS REQUEST (add totals in 1 st column)			\$ 15,202.40		
10. TOTAL CUMULATIVE ELIGIBLE COSTS INCURRED TO DATE (add totals in 2 nd column)				\$ 15,202.40	
11. LESS LOCAL MATCH (if applicable) (na)				(\$ 0.00)	
12. LESS AMOUNT PREVIOUSLY DISBURSED				(\$ 0.00)	
13. AMOUNT REQUESTED FOR DISBURSEMENT				\$ 15,202.40	
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.					
<input type="checkbox"/> See attached "Budget & Disbursement Tracking" spreadsheet					
<input type="checkbox"/> See attached invoice copies from C2AE					
<input type="checkbox"/> See attached Progress Report: #01					
I certify that I am an authorized representative of the grantee and am authorized to make the following certifications on behalf of the grantee: (i) there is no pending litigation or event which will materially and adversely affect the project or the prospects for its completion; (ii) the representations, warranties and covenants contained in the grant agreement for the obligations pursuant to which this request for disbursement is submitted continue to be true and accurate in all material respects as of the date hereof; (iii) to the best of my knowledge and belief, the costs above were incurred in accordance with the terms of the grant agreement and the application for assistance for this project; and (iv) the amount requested for disbursement has not previously been requested.					
Authorized Representative Name (Print or Type): _____				Title: _____	
Authorized Representative Signature (Original): _____				Date: _____	
PLEASE RETURN THIS COMPLETED REQUEST TO THE ADDRESS SHOWN ON THE REVERSE SIDE					



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

December 4, 2013
 Project No: 13-0210
 Invoice No: 57159

Village of Newberry
 307 East McMillan Avenue
 Newberry, MI 49868

Project 13-0210 Newberry SAW Application

Professional Services for the period ending December 1, 2013

Phase 01 Task 11 - Application

Fee

Total Fee 1,500.00

Percent Complete

100.00

Total Earned

1,500.00

Previous Fee Billing

0.00

Current Fee Billing

1,500.00

Total Fee

1,500.00

Total this Phase

\$1,500.00

Total this Invoice

\$1,500.00



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

March 28, 2018
Project No: 13-0210
Invoice No: 65906

Village of Newberry
307 East McMillan Avenue
Newberry, MI 49868

Project 13-0210 Newberry SAW Application

Professional Services for the period ending March 18, 2018

Phase 01 Task 11 - Application

Fee

Total Fee 5,000.00

Percent Complete

100.00

Total Earned

5,000.00

Previous Fee Billing

1,500.00

Current Fee Billing

3,500.00

Total Fee

3,500.00

Total this Phase

\$3,500.00

Total this Invoice

\$3,500.00



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

March 28, 2018
 Project No: 13-0210
 Invoice No: 65907

Village of Newberry
 307 East McMillan Avenue
 Newberry, MI 49868

Project 13-0210 Newberry SAW Application

Professional Services for the period ending March 18, 2018

Phase 04 Wastewater Asset Managment Plan
 Fee

Billing Phase	Fee	Percent Complete	Earned	Previous Fee Billing	Current Fee Billing
Task -900 Inventory & GIS Database	77,180.00	3.00	2,315.40	0.00	2,315.40
Task -0910 Condition & Critically	33,760.00	0.00	0.00	0.00	0.00
Task 0920-Metering & Modeling	30,140.00	0.00	0.00	0.00	0.00
Task 0930-Software Hardware & Training	36,200.00	0.00	0.00	0.00	0.00
Task 0940-Sewer Televising	0.00	0.00	0.00	0.00	0.00
Task 0950-Level of Service	4,000.00	0.00	0.00	0.00	0.00
Task 0960-CIP&Rate Structure Development	29,240.00	0.00	0.00	0.00	0.00
Task 0970 - Other	5,000.00	0.00	0.00	0.00	0.00
Total Fee	215,520.00		2,315.40	0.00	2,315.40
Total Fee					2,315.40
Total this Phase					\$2,315.40
Total this Invoice					\$2,315.40



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

March 28, 2018
 Project No: 13-0210
 Invoice No: 65908

Village of Newberry
 307 East McMillan Avenue
 Newberry, MI 49868

Project 13-0210 Newberry SAW Application

Professional Services for the period ending March 18, 2018

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	16.50	7,887.00	0.00	7,887.00
Task 0910-Condition & Criticality	31,700.00	0.00	0.00	0.00	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	0.00	0.00	0.00	0.00
Task 0970 - Other	0.00	0.00	0.00	0.00	0.00
Total Fee	133,140.00		7,887.00	0.00	7,887.00
Total Fee					7,887.00
Total this Phase					\$7,887.00
Total this Invoice					<u>\$7,887.00</u>

Village of Newberry									
Wastewater & Stormwater Asset Management Plans									
Budget & Disbursement Tracking									
Proj 13-0210									
Last Revision: 05-04-18									
MDEQ 1274-01									
WASTEWATER ASSET MANAGEMENT PLANNING									
Phase-Task	04-0900	04-0910	04-0920	04-0930	04-0940	04-0950	04-0960	04-0970	Totals
Description	Inventory & GIS Data Entry	Condition & Criticality Assessment	Metering & Modelling	Software, Hardware & Training	Sewer Televising	Level of Service	CIP & Rate Structure Development	Other - Application Package	
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	\$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
Total Budget	\$85,930.00	\$33,760.00	\$55,340.00	\$45,200.00	\$91,152.00	\$7,600.00	\$55,640.00	\$5,000.00	\$379,622.00
Invoice / Statement									
BY	Number	Date							
C2AE	57159	12/04/13						\$1,500.00	\$1,500.00
C2AE	65906	03/28/18						\$3,500.00	\$3,500.00
C2AE	65907	03/28/18	\$2,315.40						\$2,315.40
C2AE	65908	03/28/18						\$0.00	\$0.00
Total Disbursement Request #01			\$2,315.40	\$0.00	\$0.00	\$0.00	\$0.00	\$5,000.00	\$7,315.40
RUNNING TOTALS									
Remaining	\$83,614.60	\$33,760.00	\$55,340.00	\$45,200.00	\$91,152.00	\$7,600.00	\$55,640.00	\$0.00	\$372,306.60
								% Invoiced/Charged	2%

Client:	Village of Newberry	Date:	03-21-18
Project No.:	13-0210	Project Manager:	Chuck Lawson
Project Name:	SAW Grant	Report Lead:	Dave Holmgren
Project Phase:	Report	Admin/Submittals:	Dave Cain
Client Approved Revised Completion Date:	na	Project Start Date:	Sep 2013 (application)
Client Project No.:	MDEQ SAW #1274-01	Project Completion Date:	Nov 2020
Client Advisor:		Period Covered:	Start thru March 2018

THE WORK ACCOMPLISHED IN THE DEFINED PERIOD CONSISTED OF:

- MDEQ issued funding notice letter: 12-20-17
- Contract signed: 11-19-13 (as part of SAW Grant Application process)
- Kick-off meetings (internal & with Village)
- Field work & database prep planning – coordinating with GIS subcontractor
- Requested quotes for Storm Drainage Model mapping

THE ANTICIPATED WORK ELEMENTS IN THE NEXT PERIOD:

- Finalize inventory scope, staff, & personnel
- List of data , maps, etc. needed from Owner
- Order mapping for modeling background
- Coordinate field work planning
- Coordinate sewer TV work planning
- Planning for database integration
- Compile first Draw Request package

SCOPE CHANGES MADE DURING DEFINED PERIOD:

- na

BUDGET STATUS (% COMPLETE OF C2AE TASKS):

Wastewater (WAMP) Task	Budget	Approx. % Used
900 – Inventory & GIS Database Development	\$77,180	14%
910 – Condition & Criticality Assessment	\$33,760	0%
920 – Metering & Modeling	\$30,140	0%
930 – Software, Hardware, & Training	\$36,200	0%
940 – Sewer Televising	\$0	na
950 – Level of Service	\$4,000	0%
960 – Cap. Imp. Plan & Rate Structure Development	\$29,240	0%
970 – Other – Funding Application	\$5,000	100%
Total C2AE	\$215,520	8%
Total Project Including Other Venders, etc.	\$379,622	5%

PROGRESS REPORT # 07

Project Description: Gladstone SAW

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

SCHEDULE STATUS (from Engineering Agreement):

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

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

PROGRESS REPORT # 07

Project Description: Gladstone SAW

INPUT NEEDED FROM CLIENT:

- o **Banking information for SAW Grant Disbursement Request form**

CLIENT INPUT, DECISIONS AND DIRECTIVES:

- o na

REALIZED OR ANTICIPATED CONCERNS:

- o na

VALUE ADDED:

- o C2AE Escanaba staff background & knowledge of Gladstone utilities provides for planning & implementation efficiencies throughout the AMP & Project Planning process

Cc *Send email notification, INCLUDING file path link, that PROJECT XX-XXXX (EV,PR,PMP) has been updated to:
Local Admin Staff & Building Leader or Infrastructure Leader*



To Whom This may concern:
In our packing, I misplaced
the no. billing - I actually believe
it was 4136??, however to make
sure, enclosed is our check.

Also, I'm still waiting for a
reply from the bd, answering
my question - Why is it not a
solution to the illegal monetary
issues - If everyone pays what
their meter states & then we all
pay the same & towards the new
reps, it would be fairer, more
democratic, & honest.
I would like an answer -

Thank you

Keno Lavonne Haggard



Rec'd 4/13 mub



501 W. Harrie Street, Newberry, MI 49868

April 12th, 2018

Village of Newberry,

We would like to express our sincere appreciation for your participation in the Tahquamenon Area Schools 7th grade Career Day.

We appreciate your efficient, gracious community engagement, the level of detail and accountability you have demonstrated, and the way you conduct business as a whole. We know your time is valuable and are grateful for sharing it with our future workforce and showing them the many possibilities in choosing a career. We have, and will continue to, recommend your service to other companies and contacts. Our team could not be more satisfied with your work, and we look forward to continuing this relationship.

We could not conduct our business without you! Thank you for your continued support and partnership over the years and we look forward to many more.

Sincerely,

A handwritten signature in blue ink that reads "Sara Schultz". The signature is written in a cursive, flowing style.

Sara Schultz, Business Services Consultant

Michigan Works!...is Upward

2018-22-K5

Kenneth E. Stokes
301 West John Street
Newberry MI 49868

March 19, 2018

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

Jennifer James-Mesloh,

Under the Freedom of Information Act, I am requesting the following:

- A complete listing of entities where the public advertisements were posted for each of the following positions:
 1. Finance Manager
 2. Administrative Assistant
 3. Director of Human Resources and Community Engagement
 4. Water & Light Superintendent
 5. Waste Water Treatment Plant Superintendent
 6. Assistant Village Manager
 7. Village Manager
 8. Ordinance Enforcement Officer
 9. Finance Director

Best Regards,

Kenneth E. Stokes

RECEIVED
3/19/18

ms

2018-23 - KS

Kenneth E. Stokes
301 West John Street
Newberry MI 49868

March 21, 2018

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

Jennifer James-Mesloh,

Under the Freedom of Information Act, I am requesting the following:

- Copies of notes and actual job evaluations done by the Village Manager after the probationary "New Hire" periods were over to evaluate the performance of the following positions:
 - Assistant Village Manager
 - Finance Manager
 - Administrative Assistant
 - Director of Human Resources and Community Engagement
 - Water & Light Superintendent
 - Waste Water Treatment Superintendent
 - Ordinance Enforcement Officer

All the Best,

Kenneth E. Stokes

RECEIVED
3-21-2018

mg

2018-24-KS

Kenneth E. Stokes
301 West John Street
Newberry MI 49868

March 20, 2018

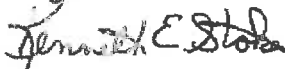
Village of Newberry
Jennifer James-Mesloh, Village Manager
302 East McMillan Avenue
Newberry MI 49868

Jennifer James-Mesloh,

Under the Freedom of Information Act, I am requesting the following:

- Copies of the duty performed by the Director of Human Resources and Community Engagement to develop Work Force Plans and Programs to include a formal plan to attract, develop and retain talent.
- Number of weekly updates posted for all social media pages and websites on behalf of the Village of Newberry (IE: Facebook, Twitter)
- Number and dates and in what newspaper of weekly newspaper columns of activities being conducted by the Village of Newberry.

Regards,



Kenneth E. Stokes

RECEIVED
3-21-2018
m

Kenneth E. Stokes
301 West John Street
Newberry MI 49868

RECEIVED
3/22/18
mub

March 22, 2018

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

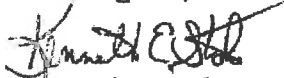
Jennifer James-Mesloh,

Under the Freedom of Information Act, I am requesting the following:

- The names of the people who were on the interview committee/panel and the dates of the interviews when the following positions were being filled:

Village Manager
Assistant Village Manager
Finance Manager
Administrative Assistant
Director of Human Resources and Community Engagement
Water & Light Superintendent
Department of Public Works Superintendent
Waste Water Treatment Plant Superintendent
Ordinance Enforcement Officer
Finance Director/Consultant; Gary Moulton

Best Regards,


Kenneth E. Stokes

2018-26-KS

RECEIVED
MAR 23 2018
mub

Kenneth E. Stokes
301 West John Street
Newberry MI 49868

March 23, 2018

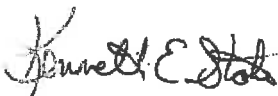
Village of Newberry
Jennifer James-Mesloh, Village Manager
302 East McMillan Avenue
Newberry MI 49868

Jennifer James-Mesloh,

Under the Freedom of Information Act I am requesting the following information:

- Copy of the Employment Agreement for the Finance Manager
- Copy of the Water & Light Superintendent Matt Perry's job application, resume' and interview notes for the Superintendent's position he was hired for
- Copy of the Waste Water Treatment Plant Superintendent George Blakely's job application, resume' and interview notes for the Superintendent's position he was hired for
- Copy of the Ordinance Enforcement Officer Clifford Fossitt's job application, resume' and interview notes for the position he was hired for

Best Regards,


Kenneth E. Stokes

2018-27.-KS

RECEIVED
3/23/18

ms

Kenneth E. Stokes
301 West John Street
Newberry MI 49868

March 23, 2018

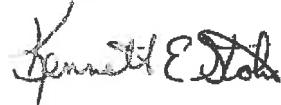
Village of Newberry
Jennifer James-Mesloh, Village Manager
302 East McMillan Avenue
Newberry MI 49868

Jennifer James-Mesloh,

Under the Freedom of Information Act I am requesting the following information:

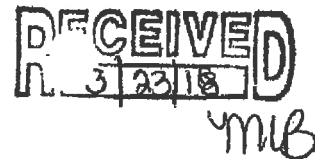
- In reference to the repairs made to Mike Danielson's garage on Friday, February 23, 2018 caused by the Newberry Water & Light Board vehicle backing into it while doing meter reads earlier that day, I would like to know the following:
 - Cost of materials for repair
 - Names of employees called in for overtime to repair
 - Cost of overtime to repair
 - Copy of accident report made to the Supervisor
 - Copy of the report made to the insurance company

Best Regards,



Kenneth E. Stokes

2018-28-KS



Kenneth E. Stokes
301 West John Street
Newberry MI 49868

March 23, 2018

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

Jennifer James-Mesloh,

Under the Freedom of Information Act I am requesting the following information:

- The amount of the EA charged per kWh for the time period of August 1, 2017 through February 27, 2018
- The new EA charge that will be charged per kWh for the upcoming billing months of March 2018 through July 2019
- The total amount that the customers were overcharged for the month of February in EA charges due to the Assistant Village Manager not getting the information to the billing clerk in time to be applied to the February billing.

Best Regards,

A handwritten signature in black ink, appearing to read "Kenneth E. Stokes". The signature is written in a cursive, flowing style.

Kenneth E. Stokes

2018-29-KS



Kenneth E. Stokes
301 West John Street
Newberry MI 49868

March 26, 2018

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


Jennifer James-Mesloh,

Under the Freedom of Information Act, I am requesting the following:

- The dollar amount for sewer charges billed to Pentland Township for:

2016 Actual
2017 Actual
2018 Projected

Best Regards,


Kenneth E. Stokes

2018-30-KS

RECEIVED
3/26/18
MUB

Kenneth E. Stokes
301 West John Street
Newberry MI 49868

March 26, 2018

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

Jennifer James-Mesloh,

Under the Freedom of Information Act, I am requesting the following:

- The dollar amount for sewer charges billed to ~~Pentland Township~~ ^{NEWBERRY CORR.FAC.MDOC STATE OF MICHIGAN} for

2016 Actual
2017 Actual
2018 Projected

Best Regards,


Kenneth E. Stokes

Kenneth E. Stokes
301 West John Street
Newberry MI 49868

2018-31-165
RECEIVED
3/26/18
mub

March 26, 2018

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

Jennifer James-Mesloh,

Under the Freedom of Information Act, I am requesting the following:

- Document(s) from the State of Michigan that contain information stating the date, time and place that the audit will be conducted of the past year of 2017 business practices of the Village of Newberry and Newberry Water & Light Board.

All the Best,


Kenneth E. Stokes

2018-32-KS

Kenneth E. Stokes
301 West John Street
Newberry MI 49868



March 27, 2018

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

Jennifer James-Mesloh,

Under the Freedom of Information Act, I am requesting the following:

- Dollar amount paid to AT&T in 2016 for the Village of Newberry and Newberry Water and Light Board telephone/cell phone/internet services.

Best Regards,


Kenneth E. Stokes

REC-34

Kenneth E. Stokes
301 West John Street
Newberry MI 49868

March 27, 2018

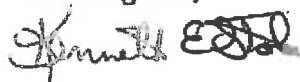
Village of Newberry
Jennifer James-Mesloh, Village Manager
302 East McMillan Avenue
Newberry MI 49868

Jennifer James-Mesloh,

Under the Freedom of Information Act, I am requesting the following:

- A list of the United Accounting Codes numbers and names for the Village of Newber and Newberry Water & Light Board accounting practices.

Best Regards,


Kenneth E. Stokes

Kenneth E. Stokes
301 West John Street
Newberry MI 49868



March 27, 2018

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

Jennifer James-Mesloh,

Under the Freedom of Information Act, I am requesting the following:

- Copy of the original agreement between the Village of Newberry and TORC: land transfer and costs to be endured by all parties for the TORC project.

All the best,

A handwritten signature in cursive script that reads "Kenneth E. Stokes".

Kenneth E. Stokes

2018-35-KS
RECEIVED
3/28/18
MLB

Kenneth E. Stokes
301 West John Street
Newberry MI 49868

March 28, 2018


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

Jennifer James-Mesloh,

Under the Freedom of Information Act, I am requesting the following:

- Dollar amount collected for Village of Newberry General Fund taxes and millages in:
 - o 2016
 - o 2017
 - o 2018 to date

All the Best,


Kenneth E. Stokes

2018-26-KS
RECEIVED
3/29/18
mub

Kenneth E. Stokes
301 West John Street
Newberry MI 49868

March 29, 2018

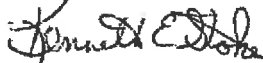
Village of Newberry
Jennifer James-Mesloh, Village Manager
302 East McMillan Avenue
Newberry MI 49868

Jennifer James-Mesloh,

Under the Freedom of Information Act, I am requesting the following:

- The closed circuit security system footage from the Village of Newberry administration building from March 14, 2018 to March 21, 2018 to show:
 - Who removed my pictures from the bulletin board
- Once that information is shown, I then request to know who authorized the removal of my pictures from the bulletin board by the person identified in the footage and
- Where my pictures are currently located ~ as I am wanting them back.

Focus,


Kenneth E. Stokes

bas

208-31-KS
RECEIVED
4/3/18
mLB

Kenneth E. Stokes
301 West John Street
Newberry MI 49868

March 29, 2018


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

Jennifer James-Mesloh,

Under the Freedom of Information Act, I am requesting the following:

- Financial statements showing all funds disbursed for the TORC project from the years:
 - o 2015
 - o 2016
 - o 2017
 - o 2018 to date
- A detailed list of all vendors and copies of invoices of disbursed funds to date.

All the Best,


Kenneth E. Stokes

2018-38-KS
RECEIVED
4/3/18
mub

Kenneth E. Stokes
301 West John Street
Newberry MI 49868

March 29, 2018


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

Jennifer James-Mesloh,

Under the Freedom of Information Act, I am requesting the following:

- Copies of the original documentation for the 2016 Passport Grant that was approved for the Atlas Park improvements.
- Copies of documentation detailing dates of work performed by the Village of Newberry employees and all materials supplied by the Village of Newberry for the in-kind services to put in the parking lot.
- Final Financial statement for all expenditures for the 2016 Passport Grant

Focus,


Kenneth E. Stokes

2018-39-KS

RECEIVED
4/4/18
mub

Kenneth E. Stokes
301 West John Street
Newberry MI 49868

March 29, 2018

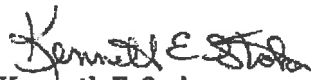
Village of Newberry
Jennifer James-Mesloh, Village Manager
302 East McMillan Avenue
Newberry MI 49868

Jennifer James-Mesloh,

Under the Freedom of Information Act, I am requesting the following:

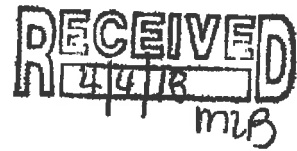
- Copy of the application, resume and interview notes for the individual recently hired to fill the part time Newberry Water & Light Board clerk position.

All the Best,


Kenneth E. Stokes

0

2018-40-KS



Kenneth E. Stokes
301 West John Street
Newberry MI 49868

March 29, 2018

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

Jennifer James-Mesloh,

Under the Freedom of Information Act, I am requesting the following:

- Copies of the job applications and resumes of the 10 people who applied for the Village Manager position that was filled by Jennifer James-Mesloh
- Names of the 5 applicants that were chosen to be interviewed for the Village Manager position filled by Jennifer James-Mesloh
- Names of the 2 applicants that were chosen for a final interview for the Village Manager position.

Focus,

A handwritten signature in cursive script that reads "Kenneth E. Stokes".

Kenneth E. Stokes

2018-41-KS

RECEIVED
4-9-18

Kenneth E. Stokes
301 West John Street
Newberry MI 49868

April 9, 2018

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

Jennifer James-Mesloh,

Under the Freedom of Information Act, I am requesting the following:

- Dollar amount of revenue generated from garbage sticker sales for:
2016
2017
- Dollar amount of revenue generated from untagged garbage picked up by the Village of Newberry/DPW for:
2016
2017
- Dollar amount spent for garbage disposal fees paid to Waste Management for:
2016
2017

Focus,


Kenneth E. Stokes

2018-42-KS

RECEIVED
4-10-18

Kenneth E. Stokes
301 West John Street
Newberry MI 49868

April 11, 2018

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

Jennifer James-Mesloh,

Under the Freedom of Information Act, I am requesting the following:

- Balances for 2017 end of year for all Village of Newberry and Newberry Water and Light financial accounts.

Best Regards,


Kenneth E. Stokes

2018-48-KS

RECEIVED
4-10-18

Kenneth E. Stokes
301 West John Street
Newberry MI 49868

April 10, 2018

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

Jennifer James-Mesloh,

Under the Freedom of Information Act, I am requesting the following:

- A copy of the original Water Bond language

All the Best,


Kenneth E. Stokes

2018-44-KS

received
4/12/18

YMB

Kenneth E. Stokes
301 West John Street
Newberry MI 49868

April 12, 2018

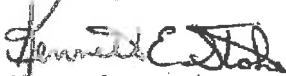
Village of Newberry
Jennifer James-Mesloh, Village Manager
302 East McMillan Avenue
Newberry MI 49868

Jennifer James-Mesloh,

Under the Freedom of Information Act, I am requesting the following:

- Amount of revenue received from Newberry Water & Light Board generation operations for:
 - o 2016
 - o 2017

Sincerely,


Kenneth E. Stokes

received
4/13/18
mb

Kenneth E. Stokes
301 West John Street
Newberry MI 49868
906-450-5151

April 13, 2018


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

Jennifer James-Mesloh,

Under the Freedom of Information Act, I am requesting the following:

- A month by month breakdown showing attorney fees for Newberry Water & Light Board for fiscal years:
 - o 2016
 - o 2017

Best Regards,


Kenneth E. Stokes

received
4/13/18
mub

Kenneth E. Stokes
301 West John Street
Newberry MI 49868
906-450-5151

April 13, 2018


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

Jennifer James-Mesloh,

Under the Freedom of Information Act, I am requesting the following;

- A month by month breakdown showing attorney fees for the Village of Newberry for fiscal years:
 - 2016
 - 2017

Best Regards,


Kenneth E. Stokes

**VILLAGE OF NEWBERRY
NEWBERRY WATER AND LIGHT BOARD
BOARD MEMBER VACANCY
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 Newberry Water & Light Board consists of five (5) board members, and

WHEREAS, the members of the Newberry Water & Light Board are nominated by the Village President and approved by the Village Council, and

WHEREAS, the Newberry Water & Light Board has experienced a vacancy of an at-large member due to resignation, and

NOW THEREFORE BE IT RESOLVED, according to Section 62.13 of General Village Law the Council declares the office of Water & Light Board member 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 April 18, 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 18th day of April, 2018.

Terese Schummer, Clerk
Village of Newberry

Date

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

TITLE: PLANNING COMMISSION ORDINANCE

An Ordinance to provide for a Village Planning Commission.

THE VILLAGE OF NEWBERRY ORDAINS:

1. This Ordinance amends the existing Planning Commission Ordinance 26.
2. The Planning Commission Ordinance 26 is amended in its entirety to read as follows:

“Section 26.1 - Creation:

There is hereby created a Planning Commission for the Village of Newberry, pursuant to the Michigan Planning Enabling Act, Public Act 33 of 2008 (“Act”). The Commission shall consist of five (5) members. At least three (3) members shall be qualified electors of the Village of Newberry. One (1) of the qualified elector members may be a member of the Village Council and be referred to as an ex-officio member as permitted by Section 15(5) of the Act. No more than two (2) members may be qualified electors of another local unit of government as permitted by Section 15(4) of the Act.

Members shall represent insofar as is possible important segments of the community, such as the economic, governmental, educational, and social development of the local unit of government, in accordance with the major interests as they exist in the local unit of government, such as agriculture, natural resources, recreation, education, public health, government, transportation, industry, and commerce. The membership shall also be representative of the entire territory of the local unit of government to the extent practicable. The Village President shall appoint members of the Planning Commission, subject to approval by a majority vote of the Village Council.

The term of office of each member of the Planning Commission shall be three (3) years, except that one (1) member of the first Commission to be so appointed shall serve for a term of one (1) year, two (2) for a term of two (2) years, and two (2) for a term of three (3) years. All members shall hold office until their successors are appointed.

Section 26.2 - Powers and Duties:

The Planning Commission shall possess and exercise all the powers and duties as are granted, from time to time, to Village Planning Commissions by the statutes of

the State of Michigan, including, but not restricted to, those powers and duties provided for in the Act, and such amendments and superseding Acts as may be enacted.

Section 26.3 - Compensation:

All members of the Planning Commission shall serve as such without compensation.

Section 26.4 - Chairperson, Meetings, Rules, Records:

The Planning Commission shall elect a Chairperson and a Secretary from its members, and may create and fill other offices as it considers advisable. The term of the Chairperson and Secretary shall be one (1) year with eligibility for re-election annually. An ex officio member of the Planning Commission is not eligible to serve as Chairperson.

The Planning Commission shall hold a least four (4) regular meetings in each year. The Planning Commission by resolution shall determine the time and place of said regular meetings. The Chairperson or two (2) other members may call a special meeting upon written request by the Secretary.

The Planning Commission shall conduct all business at a public meeting held in compliance with the Open Meetings Act, Public Act 33 of 2008. Public notice of the time, date, and place of a regular or special meeting shall be given in the manner required by that act.

A writing prepared, owned, used, in the possession of, or retained by the Planning Commission in the performance of an official function shall be made available to the public in compliance with the Freedom of Information Act, Public Act 442 of 1976.”

PUBLICATION AND RECORDING: A summary of 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: John Dewitt, Village President

By: Terese Schummer, Clerk
Date: _____, 2017

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 _____, 2017 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: _____

NEWBERRY WATER & LIGHT BOARD
REGULAR MEETING MINUTES
April 10, 2018

Present: Chairperson Medelis, Brown, Johnson.

Absent: Feldhusen, Vincent.

Also Present: Village Manager – James-Mesloh, Assistant Village Manager – Vallad, W&L Superintendent - Perry, Director of Human Resources & Community Engagement - Watkins, Clerk - Schummer, Eric Buckler, Steve Stiffler, Ken Stokes, Don Ratliff, Corey Whitman, Chuck Pipes, Bruce Lane, Don Jones, Scott Ouellette, Carolyn Martindale.

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 Brown, support by Johnson, **CARRIED**, to approve agenda as submitted. Ayes: All. Absent: Feldhusen, Vincent.

Water and Light Chairperson Announcements: The Chairman announced that there is a planned power outage tentatively scheduled for Sunday April 29th in order to do maintenance on a regulator.

Public Comments on Agenda Items: Comments heard from: Carolyn Martindale – 306 W. John, Steve Stiffler – 202 Newberry Ave., Chuck Pipes – 210 W. Truman, Ken Stokes – 301 W. John, Terese Schummer – 214 W. Truman.

Minutes: Moved by Brown, support by Johnson, **CARRIED**, to approve the March 13, 2018, regular meeting minutes as written. Ayes: All. Absent: Feldhusen, Vincent.

Submission of Bills and Financial Updates:

A.) Water & Light Monthly Bills – Motion by Brown, support by Johnson, **CARRIED**, recommend Village Council pay the March 2018 Electric Fund bill in the amount of \$153,383.80. Ayes: All. Absent: Feldhusen, Vincent.

B.) Motion by Johnson, support by Brown, **CARRIED**, recommend Village Council pay the March 2018 Water Fund bill in the amount of \$69,451.40. Ayes: All. Absent: Feldhusen, Vincent.

C.) Christmas Lights Fund is currently at \$16,487.69

D.) Water & Light – Cash Balance – March 2018, was reviewed.

Petitions and Communications: Information was received from Michigan Public Power Agency regarding the Voluntary Green Pricing Program.

Introduction and Adoption of Ordinances and Resolutions: None

Reports of Village Management:

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

Assistant Village Manager: Vallad gave a verbal report and presented charts for review and also explained the Voluntary Green Pricing Program.

Village Manager: James-Mesloh gave a verbal report.

Reports of Committees: None.

Unfinished Business: None.

New Business: None.

Comments by Board Members: Comment heard from Johnson.

ADJOURNMENT: Motion by Brown, support by Johnson, **CARRIED**, to adjourn meeting at 6:12 p.m. Ayes: All. Absent: Feldhusen, Vincent.

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

Terese Schummer, Clerk

Charles Medelis, Chairperson

VILLAGE OF NEWBERRY



Moose 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 March 20, 2018 to April 16, 2018

- **FOIA Requests**
 - Pulling information, copying, organizing documents, writing response letters for FOIA Requests
 - 22 requests from March 19 to April 12
- **Union**
 - Participating in union negotiations, contract editing
- **UIA MI**
 - Quarterly wage report submitted for Unemployment Insurance
- **MML Workers Compensation**
 - Yearly payroll estimate submission for July 2018 – June 2019
- **Hiring**
 - Interviewing will take place this week for Full Time Clerk position
- **Committee/Membership/Partnership Meetings:**
 - Save the Bells – on hiatus until April or May
 - Chamber of Commerce – planning for the Annual Meeting on April 20th – Kentucky Derby Theme
 - Pentland Township Hall
 - M-123 Tahquamenon Scenic Byway - April 17
 - Save, Restore, & Grow Newberry – met on April 3
 - Strategic Alliance for Health – April 25

Newberry Wastewater Treatment Plant

George Blakely Superintendent

March 2018 Report

Johnson Controls was in and inspected both boilers and did assessment of heating system. The boilers were working well and needed no repairs. The overhead heating unit will need some work as will the rest of the system, they are putting together a written report we have not received it yet.

Michigan Works did a career day at the Wastewater Plant. We had three groups of 7th graders tour the plant.

We will be required by our permit to sample for Ammonia starting the 1st of May.

- Dan Puckett attended Activated Sludge I Class
- Emergency Pump is up and running
- Staff Safety Meeting
- Robinson Concrete to fix door on Wet Well
- Went to Manistique Wastewater to prepare for sampling of Ammonia
- FSO was in to take sludge sample for spring haul
- Had Wastewater Committee Meeting

FW: Repair Pump

Wastewater Treatment

Mon 4/16/2018 10:18 AM

To: Jennifer James-Mesloh <manager@newberrymi.gov>; Assistant Manager <assistantmanager@newberrymi.gov>;

Cc: Buzz Medelis <cmedelis@newberrymi.gov>;

Buck, this is a quote for the pump we took out of service it has a splice in the power cable and the impeller is badly worn. The pumps that are in service now one is new and the other was rebuilt this spring. I would like to get this approved at the Council Meeting tonight with the spring thaw and the SAW Grant coming up shortly we should have another pump on stand by.

From: Bob Linder [mailto:bob@rasmussenelectric.com]

Sent: Friday, April 13, 2018 3:57 PM

To: Wastewater Treatment <wwtp@newberrymi.gov>

Subject: Re: Repair Pump

Good Afternoon George,

First of all, I would like to thank you for the opportunity to quote on your upcoming Pump Repair.

The quote will be based on the last Pump repair as well as the symptoms of the existing Pump.

We are going to assume a REWIND (Worst Case).

The Total Repair would involve:

- New Power Cable's
- Machining of the Internal Volute, Wear Ring, Impeller
- Electrical Rewind
- Epoxy Dip & Bake
- New Bearings
- New Seals

- New O-Rings, Gaskets
- Pump Re-Condition
- Assembly & Test

**The Total Repair Cost for the Repairs above = \$6,250 - \$6,750
(NOT TO EXCEED)**

NOTE: The Cost for a New Pump is \$12,425.00

This is of course based on not seeing the Pump Condition.
Please advise how we should proceed.

Best Regards,
Dale D. Rasmussen
President
Rasmussen Electric, LLC
dale@rasmussenelectric.com
www.rasmussenelectric.com
[920-435-6924](tel:920-435-6924)



Sent from my iPhone

On Apr 12, 2018, at 2:16 PM, Wastewater Treatment <wwtp@newberry.mi.gov> wrote:

Bob, can you get me the quote for rebuild on our Raw Wastewater Pump before the Council Meeting on April 16 at 6 pm. If you can I will try and get it approved. Thanks George

VILLAGE OF NEWBERRY



Moose Capital of Michigan

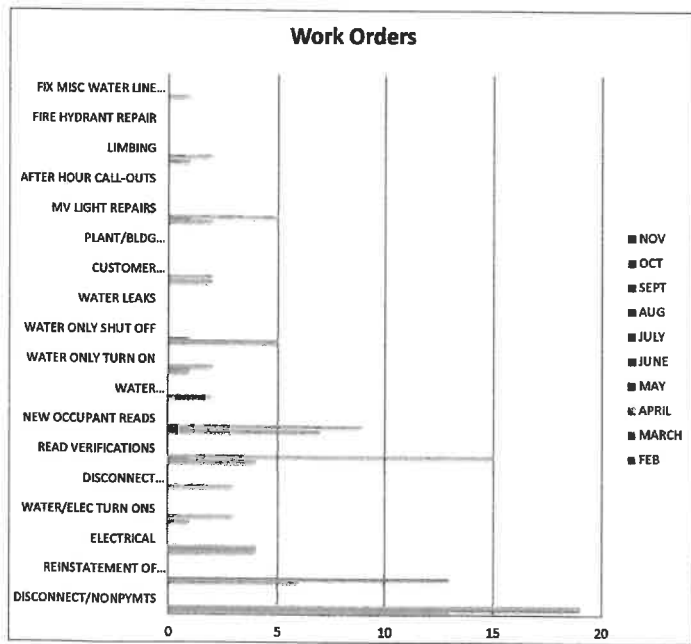
302 East McMillan Avenue, Newberry, MI 49868 Phone: 906-293-3433 Fax: 906-293-8569

NEWBERRY WATER AND LIGHT SUPERINTENDENT OF WATER AND LIGHT MATT PERRY MARCH 2018

- Red Tags
- Att, Hiawatha, Charter Pole Inventory
- Street Lights (Nby Ave, W. McMillan/Phelps)
- Installed Heater (Garage by Fairbanks)
- Brushing
- Flushing
- Reconnects/Turn Ons
- Disconnects (Non-payments) 19
- Union Negotiations
- MV lights (N. Line/Newberry Storage)
- Dialer (Reprogrammed)
- Meter Reading
- SD Meyers Transformer Oil Testing
- Dave Patterson Graduation
(5-18-18 @ 2:00pm)
- New Heater in Well #4
- Exercised Worthington and Fairbanks Generators

**Water & Light
Work Orders Report - 2018**

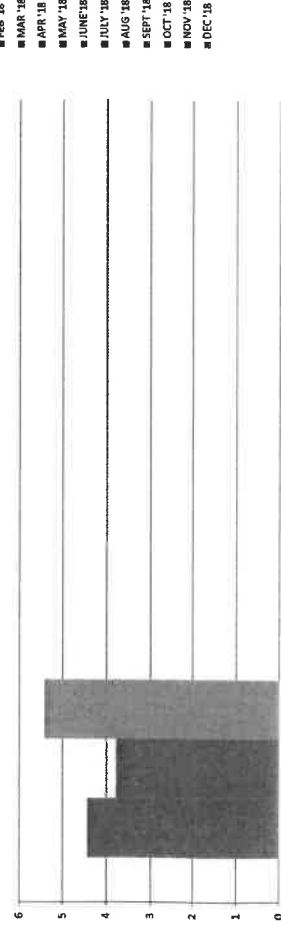
	1/1-1/31	2/1-2/28	3/1-3/31	4/1-4/30	5/1-5/31	6/1-6/30	7/1-7/31	8/1-8/31	9/1-9/30	10/1-10/31	11/1-11/30	12/1-12/31
DISCONNECT/NONPYMTS	13	19	19									
REINSTATEMENT OF SERVICES	6	13										
ELECTRICAL	4	4	4									
WATER/ELEC TURN ONS	1		3									
DISCONNECT WATER/ELEC			3									
READ VERIFICATIONS	4	1	15									
NEW OCCUPANT READS	7	1	9									
WATER METER/REMOTE REPAIR			2									
WATER ONLY TURN ON	1	1	2									
WATER ONLY SHUT OFF	5	1										
WATER LEAKS												
CUSTOMER INFORMATION	2		2									
PLANT/BLDG MAINTENANCE												
MV LIGHT REPAIRS	2	1	5									
AFTER HOUR CALL-OUTS												
LIMBING	1		2									
FIRE HYDRANT REPAIR												
FIX MISC WATER LINE ITEMS			1									
TOTALS	46	41	67	0	0	0	0	0	0	0	0	0



Water & Light
Water Pumpage Report - 2018

MONTH	PUMPAGE	X 1,000,000	1000'S GALS	COST PER 1000 GALS	PUMPED NOT BILLED FOR	\$ BILLED FOR	GALS BILLED	LOSS	BILLED FOR	LOST REVENUE
JAN '17	4,052	4052000	4052	\$ 9.25	\$ 43,601.00	\$ 35,835.92	3213	21%	79%	\$ 7,765.08
FEB '17	5,586	5586000	5586	\$ 9.25	\$ 57,790.50	\$ 35,068.45	3123	44%	56%	\$ 22,722.05
MAR '17	4,919	4919000	4919	\$ 9.25	\$ 51,620.75	\$ 32,783.23	2870	42%	58%	\$ 18,837.52
APR '17	4,444	4444000	4440	\$ 9.25	\$ 47,190.00	\$ 26,693.75	2209	50%	50%	\$ 20,496.25
MAY '17	4,862	4862000	4862	\$ 9.25	\$ 51,093.50	\$ 33,410.04	2930	40%	60%	\$ 17,683.46
JUNE '17	6,218	6218000	6218	\$ 9.25	\$ 63,636.50	\$ 41,981.56	3867	38%	62%	\$ 21,654.94
JULY '17	5,236	5236000	5236	\$ 9.25	\$ 54,553.00	\$ 32,873.46	2888	45%	55%	\$ 21,679.54
AUG '17	5,394	5394000	5394		GOAL	\$ 82,799.37	5394	103%		\$ (2,799.37)
SEPT '17	5,566	5566000	5566		\$ 80,000.00	\$ 82,267.11	5566	103%		\$ (2,267.11)
OCT '17	4,530	4530000	4530		\$ 80,000.00	\$ 82,568.39	4530	103%		\$ (2,568.39)
NOV '17	4,634	4634000	4634		\$ 80,000.00	\$ 82,239.62	4634	103%		\$ (2,239.62)
DEC '17	4,339	4339000	4339		\$ 80,000.00	\$ 82,001.71	4339	103%		\$ (2,001.71)
JAN '18	4,428	4428000	4428		\$ 80,000.00	\$ 74,408.55	4428	93.0%		\$ 5,591.45
FEB '18	3,780	3780000	3780		\$ 80,000.00	\$ 77,569.72	3780	97%		\$ 2,430.28
MAR '18	5,422	5422000	5422		\$ 80,000.00	\$ 77,216.00	5422	97%		
APR '18					\$ 80,000.00			0%		
MAY '18					\$ 80,000.00			0%		
JUNE '18					\$ 80,000.00			0%		
JULY '18					\$ 80,000.00			0%		
AUG '18					\$ 80,000.00			0%		
SEPT '18					\$ 80,000.00			0%		
OCT '18					\$ 80,000.00			0%		
NOV '18					\$ 80,000.00			0%		
DEC '18					\$ 80,000.00			0%		
				GOAL	\$ 960,000.00	\$ 229,194.27	% OF GOAL			
				BILLED TO DATE	\$ 229,194.27		24%			
				REMAINING NEEDED FOR BUDGET	\$ 730,805.73					

GALLONS OF WATER PUMPED



WATER AND LIGHT
MISS DIGS

Water & Light
Miss Digs
MARCH 2018

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												
002 MARKED												
003 NOT COMPLETE												
004 MARKED-UTILITY REQUIRED ON SITE DURING EXCAVATION												
005 ON GOING COORDINATION												
006 NOT MARKED-NO ACCESS TO WORK AREA												
007 STATED SCOPE OF WORK COMPLETED												
008 FACILITY RESPONSE NOT REQUIRED												
009 ADDITIONAL LOCATING REQUIRED												
010 EXEMPT FROM MARKING												
013 CANCELED												
201 DESIGN-TASK FACILITIES												
202 DESIGN-TASK COMPLETED												
203 DESIGN-MARKING REQUIRED												
999 HAS NOT RESPONDED												
TOTALS	0	0	0	0	0	0	0	0	0	0	0	0

WATER & LIGHT

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

AXIS TITLE

JAN-16
FEB-16
MAR-16
APR-16
MAY-16
JUN-16
JUL-16
AUG-16
SEP-16
OCT-16
NOV-16
DEC-16
JAN-17
FEB-17
MAR-17
APR-17
MAY-17
JUN-17
JUL-17
AUG-17
SEP-17
OCT-17
NOV-17
DEC-17

AXIS TITLE

VILLAGE OF NEWBERRY



Moose Capital of Michigan

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

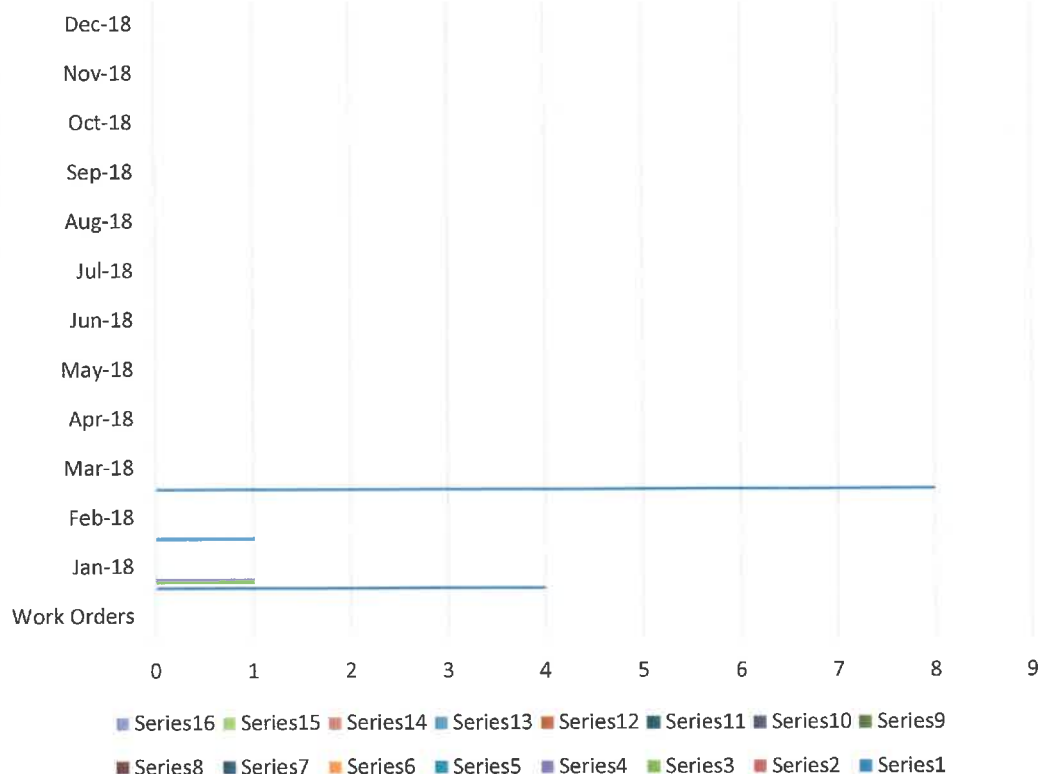
Newberry Council Meeting DPW monthly report Assistant Manager Buck Vallad

Mar 1st to Mar 31th

March was a period of transition from winter to more winter. Crews worked hard to maintain roads and sidewalks. Equipment started showing its age this month with multiple breakdowns. Our DPW crew was involved in a close call accident that was no fault of their own. Luckily no serious injuries.

- Worked on plowing snow
- Worked on plowing sidewalks and safe routes
- Salted roadways and sidewalks
- Worked on sewer issues
- Cleared snow from storm drains
- Cleared snow from fire hydrants
- Thawed storm drains
- Plowed alleys
- Garbage pick up
- Work orders
- Performed preventative maintenance on equipment.
- Filled potholes
- Worked on equipment
- Picked up brush

DPW

[illegible]



Michigan Transportation Asset Management Council

Thank you for responding to the Transportation Asset Management Council's (TAMC) 2018 Michigan Local Agency Culvert Inventory Survey (culvert survey). We would like to inform you that your agency has been selected to participate in the TAMC 2018 Culvert Data Collection Pilot Project (culvert pilot) as a second round agency. This is an excellent opportunity for your agency to receive funding to either begin collecting culvert inventory and condition data, fill in missing data for the culvert inventory you already have, or to complete data collection and ratings for the culverts you already have inventoried.

If data is submitted by **July 30, 2018**, your agency will be reimbursed for their time and expenses up to \$10,000, with the possibility of additional funding on a per-centerline mile basis. The requirements and details of this reimbursement are outlined below.

Background

As part of the FY18 Michigan State budget, \$2 million has been allotted to the TAMC to execute a local agency data collection pilot focused on roadway culverts. The TAMC intends the majority of this funding to be distributed to local agencies as reimbursement for data collection.

Culverts, for the purposes of this pilot, are defined as linear drainage conduits underneath a public roadway that are not considered "bridges" by the Federal Highway Administration (FHWA). In general, the FHWA considers a "bridge" as having a combined span of more than twenty feet, which would include listing on the National Bridge Inventory. Culverts are differentiated from storm sewers in that they are straight-line conduits that are open at each end, and do not include intermediate drainage structures (manholes, catch basins etc.). Only culverts found within Public Act 51 Certified Roads are eligible for collection as part of this data collection effort; culverts found beneath private driveways or commercial drives are not eligible for inclusion or reimbursement.

All work is to be completed on this pilot before the end of FY18 (September 30, 2018) as a condition of the funding from the Legislature. The intent of this pilot is to collect data that can be used to generate the following information on Public Act 51 Certified Roads in Michigan at a state wide level:

- 1) Estimate the total number of culverts in the State
- 2) Estimate the overall condition of culverts in the State using similar inspection components and rating
- 3) Determine the range of physical characteristics (inventory information) of culverts, such as material, size, and depth, that may impact the cost to maintain or replace the asset
- 4) Benchmark estimates of agency labor (time and materials) necessary to find and collect inventory data for culverts on a dollar per mile or other production rate basis.
- 5) Benchmark estimates of agency labor (time and materials) necessary to find and collect condition data for culverts on a dollar per mile or other production rate basis.

First Round Agencies

The TAMC has selected a number of local agencies to be involved in the pilot, based on their responses to the culvert survey, as first round agencies. First round agencies will complete training, conduct inventory and condition evaluation, and submit data at the conclusion of the pilot. These agencies will additionally participate in regular meetings, provide feedback, and may be selected for on-site visits. In addition to the mobilization budget described below, first round agencies will be awarded a per centerline mile payment of \$30.

Second Round Agencies

To maximize the volume of data collected for the TAMC allocated funds, the TAMC has also determined that second round local agencies (any local agency that participated in the TAMC culvert survey that was not selected as a first round agency) may also choose to be involved in the pilot. Second round agencies agreeing to participate in the pilot are guaranteed a mobilization budget but are not guaranteed centerline mileage reimbursement for their data collection activity unless there are remaining funds in the two-million-dollars that have not been allocated for other mandatory expenses. Remaining funding that is not allocated by August 10, 2018 may be allocated to the secondary funding pool. This pool will be allocated to second round agencies using the following distribution guidelines:

- 1) Each second-round agency will be given a fixed mobilization budget that is based on the relative expense to commit to the pilot. Mobilization budgets are intended to compensate agencies for the time necessary to train staff, participate in meetings, and purchase necessary collection equipment. The lump sum amount for each first round agency will be awarded as follows:
 - a. County road commissions or County road departments will be awarded \$10,000
 - b. Cities and villages will be awarded \$5,000 so long as they certify mileage of public roadways.
 - c. Townships that expressed interest in participation of this pilot are not eligible to receive an award; resources will be allocated to the respective County road commission or County road department.
- 2) Second round agencies committed to participate will be awarded a per centerline mile payment, if funds are available, for every centerline mile of road where all data elements are collected for all roadway culverts present in that section. Road mileage that does not contain a culvert is still eligible for reimbursement as long as the agency has field checked and verified that no culverts are present. Existing culvert data can be used for this pilot, but it should have been field collected in 2013 or later, and must reflect the current asset, and be complete. Required data elements include but are not limited to:
 - a. Inventory ID
 - b. GPS Coordinates
 - c. Material Type
 - d. Asset Collection Date
 - e. Shape
 - f. Skew Angle
 - g. Length
 - h. Span (width)
 - i. Rise (height/diameter)
 - j. Depth of Cover
 - k. Roadway Surface Type

l. Culvert Rating
m. Photographs

- 3) The per centerline mile payment for second round agencies will be determined by dividing the remaining funds by the total centerline miles of data submitted by second round agencies.
- 4) The per centerline mile rate of reimbursement for second round agencies cannot exceed the first round agency rate.
- 5) The total centerline miles of reimbursement cannot exceed an agency's Public Act 51 certified total centerline miles.
- 6) All data will be collected and stored electronically using an approved method (such as Roadsoft) compatible with a state-wide database.
- 7) All data must be submitted to the TAMC by July 30, 2018 to qualify for reimbursement.

Payment

All reimbursement for first and second round local agencies will be processed through existing project authorizations under the Asset Management Unified Work Program with regional and metro planning organizations (RPO / MPO).

Invoices for mobilization payments for first and second round agencies can be submitted upon the completion of the required data collection training and the pilot kickoff meeting; mobilization reimbursement requests will be submitted by RPO/MPO on behalf of local agencies using MDOT's standard invoice format with activity reports.

First round agency per centerline mile payments will be approved if all required data is submitted to the TAMC prior to July 30, 2018.

Second round agency per centerline mile payments will be approved if all required data is submitted to the TAMC prior to July 30, 2018, AND there are funds available to be allocated to the secondary pool.

Please Note: Based on the level of agency participation, the amount of funding available to each agency may be adjusted. The payment schedule as laid out is based on 100% agency participation. The reimbursements will be adjusted as the initial planning phase of the culvert pilot moves forward and agency participation is better defined.

Training

The Center for Technology and Training (CTT) is assisting the TAMC with managing the culvert pilot. The CTT will provide training to assist agencies with data collection and inventory rating using Roadsoft and the Roadsoft Laptop Data Collector (LDC). There will be an informational webinar for all participating agencies on Thursday, April 19th at 3:30 P.M.

The CTT will provide technical training on inventory collection (Roadsoft) and condition evaluation (FHWA 1986) the week of April 23rd and again during the week of April 30th (each training to be held twice) which is required of participants. Technical assistance for agencies that need help with the installation or use of Roadsoft and Roadsoft LDC will be provided. There will be another series of webinars in July that will provide guidance on submitting the collected data. The CTT will also be available to assist agencies throughout the project timeframe as needed and will be conducting site visits and interviews with the participants.

Data Submittal

Specific details of the data submittal process are being finalized. Generally speaking, agencies will use Roadsoft LDC and Roadsoft to collect and store the culvert data outlined above. A data export process to submit the collected data and associated GPS log files to TAMC will be outlined at a later date. In addition, the CTT will work with agencies to determine the best method for logging culvert data collection and condition evaluation efforts and submitting the logs to TAMC.

Project Training Schedule

The timeframe for this project is relatively short. All work on the project must be completed by the end of FY18 (September 30, 2018). To keep things moving forward, the CTT will host a series of webinars over the next few weeks.

Informational Webinar

Thursday, April 19th, 3:30 P.M.

The CTT will hold an informational “town-hall” webinar outlining the overall pilot project. Participating agencies will have an opportunity to ask questions and provide input. *We ask that all agencies that are willing to participate in the pilot attend this webinar.*

The *Informational Webinar* URL is:

http://mtu.adobeconnect.com/culvertpilotmeetings_2018/

Training Webinars

The CTT will hold two training webinars on April 25th & 26th to go over culvert inventory data collection using Roadsoft LDC and the Roadsoft and culvert condition evaluation, respectively.

The URL for both *Training Webinars* is (note that this is a different URL from above):

http://mtu.adobeconnect.com/culvertpilottrainings_2018/

Wednesday, April 25th, 10:00 A.M.

The Inventory Collection Using Roadsoft webinar will provide an overview of using Roadsoft LDC and Roadsoft to collect and manage culvert inventory data, as well as provide recommendations for basic equipment that can be used for the collection of the data and instructions on how to use the equipment.

Thursday, April 26th, 10:00 A.M.

The Condition Evaluation of Culverts webinar will provide an overview of the culvert condition evaluation process and an explanation of the rating system.

The CTT will repeat the training webinars on the week of April 30th for those agencies that are unable to attend the first training sessions.

Tuesday, May 1st, 1:00 P.M.

The CTT will host a repeat Inventory Collection Using Roadsoft webinar.

Wednesday, May 2nd, 1:00 P.M.

The CTT will host a repeat Condition Evaluation of Culverts webinar.

The URL for both repeat *Training Webinars* is:

http://mtu.adobeconnect.com/culvertpilottrainings_2018/

Adobe Connect Login Instructions

The CTT provides webinars using Adobe Connect. Please follow all four steps below in order to connect to the webinar. Pay special attention to Step 3.

1. Install/update Adobe Connect on your computer.

Desktop and mobile downloads can be found here:

<https://helpx.adobe.com/adobe-connect/connect-downloads-updates.html>

You may need to enlist the help of your IT support team to update your computer, so don't wait until right before the webinar to complete this step.

- 2. Join the webinar (10-15 minutes prior to start-time).** If you try to log-in right at the start time, you may experience a delay getting into the room while we're introducing the webinar and going through a few housekeeping things.

Informational Webinar

http://mtu.adobeconnect.com/culvertpilotmeetings_2018/

Training Webinars

http://mtu.adobeconnect.com/culvertpilotmeetings_2018/

3. Enter as a Guest.

Please enter all three pieces of information listed below in red.

NAME: last name of registered participant – your agency name - # of people on the call

EXAMPLE: Elder - CTT - 2

If you do not enter your information correctly, you will not be allowed into the webinar.

4. Click the "Enter Room" button and follow the instructions.

If you encounter issues logging in, please contact the CTT at [\(906\) 487-2102](tel:9064872102). **Option 2.

The CTT will provide a links to all of the webinar recordings to all interested agencies shortly after the completion of each webinar.

If you have any questions, or if you are unable to attend the first Informational webinar, but would like to express your interest in participating in the pilot, please send a message to Scott Bershing at bersh@mtu.edu no later than April 30th, 2018.

Thank you again,

TAMC Bridge Committee

FW: TAMC 2018 Culvert Data Collection Pilot Project Update

Assistant Manager

Mon 4/16/2018 8:40 AM

To: Jennifer James-Mesloh <manager@newberry.mi.gov>; Buzz Medelis <cmedelis@newberry.mi.gov>; Sharon Brown <sbrown@newberry.mi.gov>;

📎 1 attachments (185 KB)

TAMC_Culvert_Pilot_Second_Round_Notification.pdf;

fyi

From: Scott Bershing [mailto:sjbershi@mtu.edu]

Sent: Friday, April 13, 2018 6:41 PM

Subject: TAMC 2018 Culvert Data Collection Pilot Project Update

Thank you again for responding to the Transportation Asset Management Council's (TAMC) 2018 Michigan Local Agency Culvert Inventory Survey. We would like to inform you that your agency has been selected to participate in the TAMC 2018 Culvert Data Collection Pilot Project.

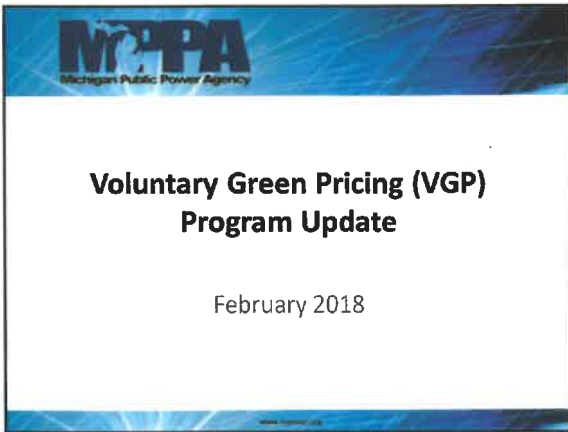
The timeframe for this project is relatively short, as all work must be completed by the end of FY18 (September 30, 2018). To keep things moving forward, the Center for Technology and Training will host a series of webinars over the next few weeks.

Please see the attached letter that provides an explanation of the project requirements and funding, and outlines the upcoming webinar schedule.

Feel free to contact me if you have any questions,

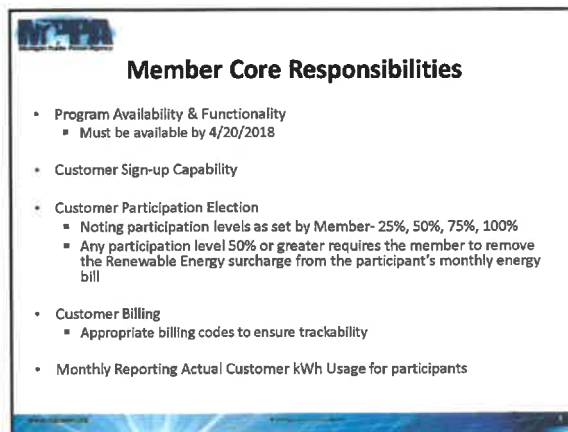
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Scott Bershing
Technical Writer
Center for Technology & Training
Department of Civil & Environmental Engineering
Michigan Technological University
906-487-1818






- Member Core Responsibilities
- Customer Tracking Datasheet
- MPPA Core Responsibilities
- VGP Program Webpage Option
- Customer Registration Sample
- Program Pricing Methodology
- VGP Administrative Costs
- VGP Program Rate
- VGP Program Timeline



- Program Availability & Functionality
 - Must be available by 4/20/2018
- Customer Sign-up Capability
- Customer Participation Election
 - Noting participation levels as set by Member- 25%, 50%, 75%, 100%
 - Any participation level 50% or greater requires the member to remove the Renewable Energy surcharge from the participant's monthly energy bill
- Customer Billing
 - Appropriate billing codes to ensure trackability
- Monthly Reporting Actual Customer kWh Usage for participants




Customer Tracking Data Sheet

MPPA VGP Program Monthly Customer Tracking Data


YEAR	MONTH	MEMBER CITY	CUSTOMER NAME	VGP PROGRAM kWh USAGE	PREVIOUS YEAR kWh USAGE
2018	MAY	MPPA	Customer A	600	10,000
2018	MAY	MPPA	Customer B	700	12,000
2018	MAY	MPPA	Customer C	500	8,000


- VGP Service Committee Members will be required to provide MPPA this VGP customer tracking data sheet by 10th of each month for previous month data
 - $VGP\ Program\ kWh\ Usage = customer\ monthly\ kWh\ usage * participant\ \%$
- VGP Service Committee Members will also be required to provide MPPA with one year historical kWh usage data for each new VGP customer
 - Will be utilized by MPPA to forecast REC requirements within the VGP program to reduce risk of REC price fluctuations for larger Commercial & Industrial customers



MPPA Core Responsibilities

- MPPA REC Management Activities
 - Tracking (Actual Customer VGP kWh usage for participants)
 - REC Pricing Forecast
 - Wholesale REC Transactions
 - MIRECs Account Management
 - Retirement of VGP Program RECs





VGP Program Webpage Option

- For Members who would like a webpage signup option but do not want to create their own
- MPPA Sponsored and Maintained Webpage
 - Provides description of VGP Program and options
 - Includes customer registration page
 - Information is automatically emailed to the municipality
- Member municipality must provide a link on their website to VGP Program MPPA website (seamless transition).

Customer Sign-up

* Required

First* Last*

Address*

Address 2

City* State* Zip*

E-mail Address*

Re-enter E-mail*

Phone* Alternate

My participating energy provider is *

Select *

What percentage of your electricity usage would you like devoted to the program?*

☐ 25% ☐ 50% ☐ 75% ☐ 100%

Member Municipal Selection (points to City field)

Customer Registration Sample

VGP Administrative Costs


- Total Startup costs are expected to run less than \$4000 and will be billed democratically across all VGP Member participants
- Annual Costs are expected to be less than \$3500 and will be billed 50% democratically and 50% based on customer kwh program sales
- Total VGP program costs are in the hundreds of dollars for Member participants

VGP Program Rate

2018 REC Pricing = \$1.00 per REC

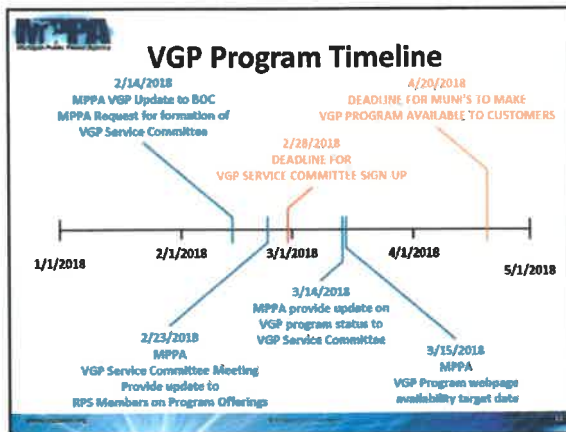
- Utility VGP Rates:
 - Range from \$0.0035 - \$0.02 per kWh or \$3.50 - \$20.00 per MWh
- Program admin costs should be viewed as fixed costs, are nominal, and should be recovered through all rates classes not just VGP rates
- Member VGP Rate should be based upon desired participation levels:
 - Higher Participation = Lower Prices
 - Lower Participation = Higher Prices


MPPA Recommended VGP Rate = \$0.01 per kWh or \$10.00 per MWh



VGP Program Rate

- VGP Rate should reflect a price risk buffer to accommodate timing mismatches between customer usage and wholesale transactions
- VGP Rate should be reasonably competitive with other providers in the State
 - Consumers Energy = \$0.01 per kWh or \$10.00 per MWh
 - DTE = \$0.02 per kWh or \$20.00 per MWh
- VGP Rate should reflect volume uncertainty originating from easy opt-in and opt-out
- VGP Rate should be reasonably proportioned to roughly 10% of retail customer rate
- VGP Rate level straddles MPPA's estimate of market demand





Questions?



Voluntary Green Pricing (VGP) Program

VGP Legislation / Requirements:

- PA 342 – Section 61 requires electric providers to offer to its customers the opportunity to participate in a voluntary green pricing program under which the customer may specify, from the options made available by the electric provider, the amount of electricity attributable to the customer that will be renewable energy.
- Municipal Utilities must make VGP program available for their customers no later than April 20, 2018.

VGP Webpage / Customer Sign-Up

- MPPA will develop and maintain a VGP webpage which will provide a description of the VGP Program, include customer registration page and provide emails to the municipality with customer registration information.
- Municipal Utilities will have the option to list the MPPA VGP webpage link on their own Municipal webpage.
- Municipal Utilities will be required to provide MPPA with a monthly VGP customer tracking sheet that includes the monthly VGP kWh usage for customers as well as one year historical kWh usage data for any new VGP customers.

VGP Administrative Costs:

- Cost to Member Municipal Utilities are in the hundreds of dollars per year to participate.
- Program admin costs should be viewed as fixed and nominal costs that should be recovered through all rate classes not just VGP participants

VGP Program Rate to Customers:

- Member Utility VGP Rate should be based upon desired participation levels
 - (i.e. higher participation = lower VGP Rate, lower participation = higher VGP Rate)
- MPPA Recommended VGP Rate = \$0.01 per kWh or \$10.00 per MWh

MPPA Responsibilities:

- VGP webpage development and maintenance
- VGP tracking database for customer kWh usage data
- REC management activities
 - (REC tracking, REC pricing forecast, Wholesale REC transactions, MIRECs account management, Retirement of VGP Program RECs)

VGP Program Talking Points

Requirement:

PA 342 – Section 61 requires electric providers to offer to its customers the opportunity to participate in a voluntary green pricing program under which the customer may specify, from the options made available by the electric provider, the amount of electricity attributable to the customer that will be renewable energy.

Municipal Utilities must make VGP program available for their customers no later than April 20, 2018.

Program Offering to Customers:

Municipal offering of the VGP Program will allow customers to select a specific percentage of their monthly electricity usage that will be attributable to renewable energy. This will be accomplished by the municipal utility retiring Renewable Energy Credits (RECs) to cover the VGP program customer usage.

1 REC = 1 MWh, for every 1 MWh of VGP Program customer usage, the municipal utility will be required to retire 1 REC within the MIRECS system.

Any REC retirements for the VGP Program will be in addition to the 10% Renewable Portfolio Standard (RPS) requirements under PA 342.

Municipal Utility will have the option to utilize the MPPA VGP Program webpage by listing a link for the MPPA VGP program webpage on the municipal utility's website

MPPA VGP Program webpage will include a description of the VGP Program and a customer registration form (which will include a listing of the VGP Rate & options for participation % selection for customers). Municipal Utility will be required to provide their VGP Rate & the options for participation % to MPPA by 3/9/18.

Participation % will determine how much of the customers kWh usage will be attributable to Renewable Energy. For example, if the Municipal utility offers 50% participation, the customer would be charged the VGP Rate for 50% of their monthly kWh usage within the VGP Program. Each Municipal Utility will be required to select their participation % options. MPPA suggests participation % options of 25%, 50%, 75% and 100% to allow the most flexibility for customers.

When customers fill out this registration form, a copy of the customer information will automatically be emailed to the municipal utility and to MPPA staff for tracking purposes.

Municipal Utility will be required to provide monthly VGP Program customer kWh usage tracking data to MPPA via spreadsheet that MPPA will input into the VGP customer tracking database

VGP Program Rate:

Member Utility should base their VGP Rate on their desired participation level. i.e. higher participation = lower VGP Rate, lower participation = higher VGP Rate

MPPA Recommends VGP Rate of \$0.01 per kWh or \$10.00 per MWh

This \$0.01 per kWh VGP Rate consists of the following pieces:

\$0.001 per kWh to cover the price of REC purchase

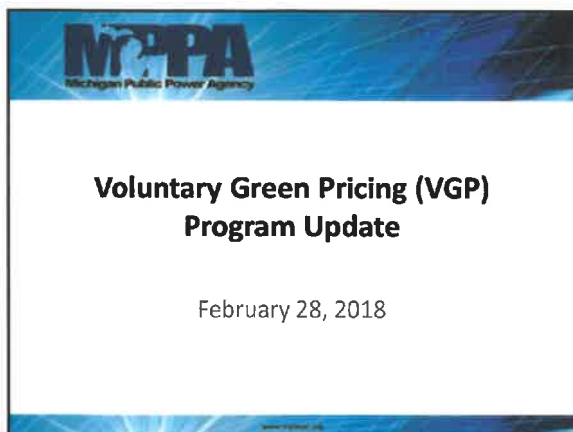
\$0.009 per kWh administration charge to cover utility admin activities

Each Municipal Utility will be required to set their own VGP Rate and provide this rate to MPPA by 3/9/18

MIRECS Management:

MPPA will aggregate the VGP customer usage kWh on a quarterly basis to identify how many RECs need to be retired within the VGP program to cover the customer kWh usage within the program. If the Municipal utility has excess RECs (beyond the PA 342 – 10% RPS REC requirement), MPPA will utilize excess RECs to be retired to cover the VGP program customer kWh usage. If the Municipal Utility does not have excess RECs, MPPA will make quarterly wholesale REC purchases from the market to supply the Municipal Utility with the required number of RECs to cover the VGP Program customer kWh usage.

MPPA will manage the MIRECS account for the municipal utility and will take care of all transfers of RECs and all REC retirements to ensure that the VGP program customer kWh usage is properly tracked and accounted for within the MIRECS system.



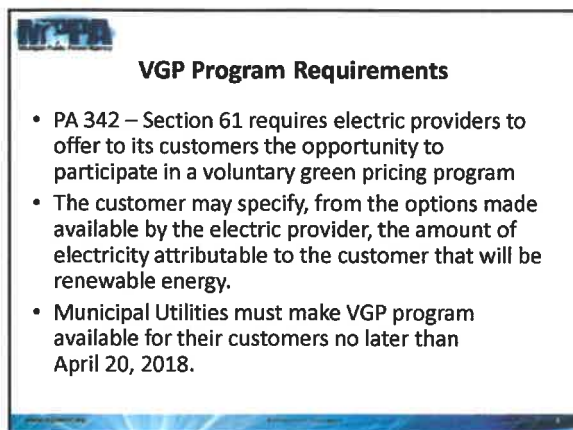
Voluntary Green Pricing (VGP) Program Update

February 28, 2018



VGP Program Update Agenda

- VGP Program Requirements
- MPPA VGP Program Development
- VGP Member Data Request
- VGP Program Timeline



VGP Program Requirements

- PA 342 – Section 61 requires electric providers to offer to its customers the opportunity to participate in a voluntary green pricing program
- The customer may specify, from the options made available by the electric provider, the amount of electricity attributable to the customer that will be renewable energy.
- Municipal Utilities must make VGP program available for their customers no later than April 20, 2018.

VGP Program Development

- MPPA VGP Program Webpage (Optional)
 - Description of VGP Program
 - Customer sign-up form (including VGP Program Rate & selection of participation %)
 - MPPA will provide link for utilities to list on their website
- MPPA VGP Program Tracking Database
 - Database of VGP Program customers + monthly kWh usage

VGP Member Data Request

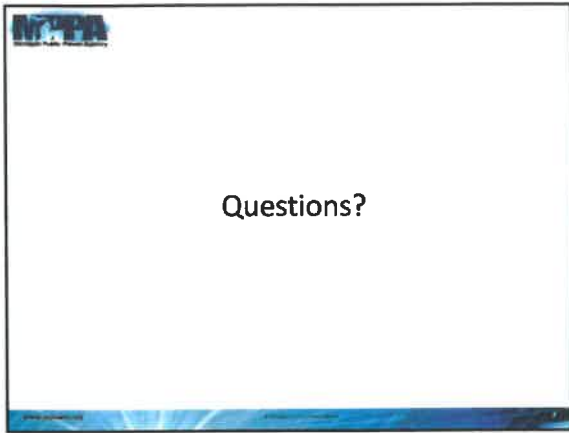
- MPPA requires the following data from each VGP Member:
 - VGP Program Rate
 - Customer Participation % Election Options
 - I.e. does your utility want to offer participation levels of 25%, 50%, 75%, 100%
 - Any participation level 50% or greater requires the member to remove the Renewable Energy surcharge from the participant's monthly energy bill
- Sample of VGP Member Data Request:

Energy Provider Name	MPPA			
VGP Program Rate	\$0.01 per kWh			
Customer Participation % Options	25%	50%	75%	100%
- Deadline for VGP Member Data Request = 3/9/18

VGP Program Timeline

The timeline shows the following key dates and events:

- 2/28/2018:** MPPA provide update on VGP program status to VGP Service Committee
- 3/1/2018:** DEADLINE FOR VGP MEMBER DATA REQUEST (VGP RATE & PARTICIPATION % OPTIONS)
- 3/15/2018:** MPPA VGP Program webpage availability target date
- 4/20/2018:** DEADLINE FOR MUNI'S TO MAKE VGP PROGRAM AVAILABLE TO CUSTOMERS



VGP Initial Utility Data Request

Instructions:

Update Orange cells below with values for your utility VGP Program
Save file with your utility values & email to pdevon@mpower.org

Energy Provider Full Name

PLEASE ENTER FULL ENERGY PROVIDER NAME (UTILITY NAME)

Residential Customers

Participation % Options	10%	25%	50%	75%	100%
	YES or NO	YES or NO	YES or NO	YES or NO	YES or NO
VGP Rate	\$ 0.01 per kWh				

Commercial Customers

Participation % Options	10%	25%	50%	75%	100%
	YES or NO	YES or NO	YES or NO	YES or NO	YES or NO
VGP Rate	\$ 0.01 per kWh				

Large Commercial Customers

Participation % Options	10%	25%	50%	75%	100%
	YES or NO	YES or NO	YES or NO	YES or NO	YES or NO
VGP Rate	\$ 0.02 per kWh				



Account: XMAS DECOR DONATIONS Current Time: 04/06/18 3:16:41 PM

Current Balance: \$16,487.69

Available Balance: \$16,487.69

Date ▼	Ref/Check No	Description	Debit	Credit	Balance
03/31/2018		INTEREST PAID		\$4.16	\$16,487.69
03/27/2018	View Image	DDA REGULAR DEPOSIT		\$162.98	\$16,483.53
Totals:		Transactions: 2	Debits: \$0.00	Credits: \$167.14	

**VILLAGE OF NEWBERRY
VILLAGE COUNCIL RULES
RESOLUTION _____ - 2018**

WHEREAS the Village Council shall adopt Rules that govern its proceedings pursuant to MCL 65.65(1); and

WHEREAS the Village Council wishes to fulfill this requirement and provide for Rules that govern its proceedings in the most orderly, efficient, and open manner; now, therefore, be it

RESOLVED that the following Rules of the Village Council are in the best interest of the public health, safety, and welfare and are hereby adopted:

Rule 1. Regular Meetings. The regular Village Council meetings shall be held on the third Monday of each month in the Village Hall. Meetings shall begin at 6:00 pm.

Rule 2. Order of Business and Agenda for Regular Meetings. The order of business and agenda for Regular Meetings of the Village Council shall be as follows:

- (a) Roll Call
- (b) Consent Calendar
- (c) Items Removed from the Consent Calendar.
- (d) Old Business
- (e) New Business
 - (1) From the Village Manager
 - (2) From other Village officials, boards and committees
- (f) Appointments
- (g) Reports, Announcements and Correspondence
 - (1) Reports, Announcements and Correspondence from the Village Manager
 - (2) Announcements from the Village Clerk
 - (3) Reports, Announcements and Correspondence from the President and Village Council members
 - (4) Reports and Correspondence from other Village officials, boards and committees
 - (5) Reports and Correspondence from non-Village officials
- (h) Public Comment
 - (1) Reserved (if any)
 - (2) General
 - (3) President and Village Council members

A written draft agenda shall be prepared by the Village Manager for every Regular Meeting, and shall be completed and made available to the members of the Village Council preceding the date of said Regular Meeting. A written agenda shall be released for delivery to the news media and public not later than 6:00 PM on the date of said Regular Meeting.

Rule 3. Consent Calendar. When the Village Manager determines that any item of business requires action by the Village Council but is of a routine and non-controversial nature, the Village Manager may cause such item to be presented at a Regular Meeting of the Village Council as part of a Consent Calendar, subject to the following procedure:

- (a) On objection by any Village Council member or any member of the public who is present to inclusion of any item on the Consent Calendar, that item shall be removed from the Consent Calendar forthwith. Such objection may be recorded at any time prior to the taking of a vote on the motion to approve the Consent Calendar. All such items shall be considered individually at a place on the agenda determined by the presiding officer.
- (b) The Consent Calendar shall be introduced by a motion to approve the Consent Calendar and shall be considered by the Village Council as a single item.
- (c) There shall be no debate or discussion by any member of the Village Council regarding any item on the Consent Calendar, beyond asking questions for simple clarification. A Council member may abstain from any item on the Consent Calendar by identifying the agenda item number and subject, stating the reason for the abstention, and that the Council member abstains from voting on that item. The abstention for that item shall be noted in the minutes.
- (d) Approval of the motion to approve the Consent Calendar shall be fully equivalent to approval, adoption, or enactment of each motion, resolution, ordinance, or other item of business thereon, exactly as if each had been acted upon individually.

Rule 4. Order of Business and Agenda at Special Meetings. Special Meetings shall consider only such matters as are specified in the notice of the meeting, unless all members of the Village Council are present and consent, or unless there is an emergency pursuant to these rules.

Rule 5. Presiding Officer. The Village President shall preside at all meetings and in the absence of the President, the President Pro Tem shall preside, and if both the President and the President Pro Tem are absent the Village Clerk shall call the Village Council to order and shall preside until a presiding officer is chosen. The presiding officer may express an opinion on any subject under debate without substitution of another presiding officer.

Rule 6. Rules of Order. The conduct of Village Council business shall be generally governed by the current edition of Robert's Rules of Order unless otherwise modified by law, ordinance, or these rules of the Village Council. The presiding officer shall decide all questions arising under these rules and general parliamentary practice subject to appeal, which appeal shall be determined by a majority of the members present. In the event an appeal is taken by any member from the ruling of the presiding officer, the Council Member desiring to appeal shall state that a claim of appeal is being taken and shall state briefly what in that Council Member's opinion the ruling should have been. If this appeal is seconded, the presiding officer shall state

clearly the question at issue, and then shall call for the vote of the Council on the question: "Shall the decision of the presiding officer be sustained?" The presiding officer shall preserve order and decorum and may speak to points of order in preference to other questions.

Rule 7. Motions. Every Motion or Resolution shall require a second before being put to a vote, and it shall not be debated until it shall be reduced to writing if requested by the presiding officer or any Council Member, but it may be withdrawn by the Council Members moving and seconding the motion at any time before decision or amendment. No motion to reconsider shall be entertained unless made by a member voting with the majority.

Rule 8. Agenda modification. The presiding officer may modify the order of the agenda at any Regular or Special Meeting of the Village Council to expedite the business of the Village Council. Such modification may be challenged by a Village Council member in the same manner as appeals from rulings of the presiding officer.

Rule 9. Consideration of referred matters at Regular Meetings. At a Regular Meeting as the first item after Roll Call, any Village Council member, may ask orally or in writing that a certain matter be added to the agenda for consideration by the Council at that meeting. By motion made that the matter in question be added to the agenda of that meeting, passed by the concurring vote of a majority of the Council Members present, any such matter may be added to the agenda under the appropriate order of business and may be considered at that Regular Meeting.

Rule 10. Procedure for calling Special Meetings. Special Meetings shall be called by the Village Manager on the written request of the President or Manager or any three (3) Council Members. When the request to call a Special Meeting is initiated by a Council Member, the initiating Council Member shall submit a written request to the Village Manager requesting the Special Meeting; the request shall contain the item(s) to be considered. The Village Manager shall then forward the request to the Village Council and request if there are two (2) additional Council Members who would like to call the Special Meeting; and any Council Member who would like to join in making the request shall respond directly to the Village Clerk.

Rule 11. Consideration of referred matters at Special Meetings.

- (a) Notice. Except as provided in the following subsection, the Village Council shall not consider at a Special Meeting any matter referred or submitted to it unless by a Village Council member which appears on the written notice of said Special Meeting as posted and released for delivery to the members of the Village Council.
- (b) Emergency items. At a Special Meeting as the first item of business after taking the roll, any Village Council member may ask orally or in writing that a certain matter not appearing in the notice of that Special Meeting as posted and released for delivery to the members of the Village Council be considered at the Special Meeting. Any such matter may be considered at that Special Meeting if all Council Members elected and serving are present and if a motion is adopted by vote of not less than five Council Members that the matter in question is an

emergency and that it should be considered at the meeting.

Rule 12. Procedure for calling Emergency Meetings. As required by Michigan Law, emergency meetings of the Village Council may be held only with the approval of two-thirds (2/3) of the members of the Village Council, which approval shall be coordinated by the Village Manager; and only if delay would be detrimental in the Village's efforts to lessen the impact of a severe and imminent threat to the health, safety and welfare of the public. A meeting is defined as an emergency meeting only if it must be held before an eighteen-hour prior notice of the meeting can be given.

A written agenda shall be prepared by the Village Manager for every Emergency Meeting and shall be completed and made available to the news media, released for delivery to the members of the Village Council, posted on the website and at the physical location of the meeting.

Rule 13. Reconsideration of Matters. The Village Council shall not consider substantially the same matter upon which it has voted for a period of 180 days from date of said vote, unless two Council Members, at least one of whom voted on the prevailing side in the prior vote, shall submit a written request to the Village Manager for such matter to be placed on the agenda of a specific regular or special meeting. An email request is considered a written request for purposes of this rule. This rule does not apply to motions which resulted in a tie vote, or which failed but received a majority of votes from those Council Members actually voting. The Village Manager shall determine whether a matter is substantially the same as a prior matter and that determination is final and not reviewable by the Village Council or Village Manager.

Rule 14. Public Comment at Regular Meetings. The Village Council welcomes public comment and has prescribed the following to facilitate the conduct of public business.

- (a) **Public Comment during Agenda Items.** A person may address the Village Council during discussion of an agenda item prior to action recognized by the presiding officer or upon request of any Council Member. All persons are encouraged to identify themselves and their address and shall direct their comments to the Council. The comment of any member of the public or any special interest group may be limited in time to three minutes except as provided in subsection (e). As part of its deliberation, the Village Council may clarify, answer questions and ask questions as a result of public comment.
- (b) **Public Comment during the designated Public Comment Section - Reserved.** Any interested person or any special interest group wishing to address the Village Council for a reserved time shall submit a written request to the Village Manager no later than 5:00 p.m. of the Monday immediately preceding the date of said Regular Meeting. The communication must (1) identify the writer's name and address and (2) identify with reasonable specificity the subject matter. The same shall appear on the written agenda under the designated "Public Comment" section for said Regular Meeting as made available to the news media and released for delivery to the members of the Village Council. All persons are encouraged must direct their comments to the Commission. The comment of any member of the public or special interest group may be limited in time to 7 minutes

except as provided in subsection (e). If the Village Council deems it necessary or appropriate, questions posed may be answered at the meeting or may be referred to staff for response at a later time.

Such requests shall be limited to one (1) per meeting and shall appear on the written agenda. A Village resident request shall take precedence over a non-Village resident request. In such case, the non-Village resident request shall be postponed and placed on the written agenda of a future meeting. In no case shall the non-Village resident request be postponed more than one time.

- (c) **Public Comment during the designated Public Comment Section - General.** Any interested person wishing to address the Village Council regarding other matters may do so under the designated Public Comment section. All persons are encouraged to identify themselves and their address and direct their comments to the Commission. The comment of any member of the public or any special interest group may be limited in time to three minutes except as provided in subsection (e). If the Village Council deems it necessary or appropriate, questions posed may be answered at the meeting or may be referred to staff for response at a later time.
- (d) **Public Comment during the designated Public Comment Section – President and Village Council members.** The President and Village Council members interested in making a public comment may do so under the designated Public Comment section. Further, the President and Village Council members may briefly respond for clarification purposes as a result of public comment.
- (e) **Order and Duration of any Public Comment.** The presiding officer shall control the order and duration of any public comment subject to appeal. The presiding officer shall have the authority to limit and terminate any public comment that becomes disruptive, unduly repetitive, or impedes the orderly progress of the meeting. Items not appearing on the agenda will not be acted upon by the Village Council except in accordance with these rules.

Rule 15. Organizational Meeting. For purposes of these Rules, the Organizational meeting of the Village Council shall be considered a special meeting.

Rule 16. Procedure for calling Study Sessions. Study Sessions may be called by the Village Clerk on the request of the President, the Village Manager, or any three Council Members. Study Sessions starting times shall be established in the notice of the meeting.

Notice of Study Sessions shall be delivered to all Council Members and to the Village Manager and posted in compliance with the Open Meetings Act at least 18 hours prior to the study session. Such notice shall include the time and place of the Study Session. Village Council members and the Village Manager shall also be given notice of the intended purpose of the Study Session. Additional matters may be considered at the Study Session in the discretion of the Village Council.

Rule 17. Public Comment at Study Sessions and Special Meetings. A person may address the Village Council during discussion of an agenda item if recognized by the presiding officer or upon request of any Council Member or during the designated Public Comment Section. The comment of any member of the public or any special interest group may be limited in time to three minutes. As part of its deliberation, the Village Council may clarify, answer questions and ask questions as a result of public comment. The presiding officer shall control the order and duration of any public comment. The presiding officer shall have the authority to limit and terminate any public comment that becomes disruptive, unduly repetitive, or impedes the orderly progress of the meeting. All persons addressing the Village Council are encouraged to identify themselves and their address.

Rule 18. Suspension of Rules. Unless otherwise provided by these rules, the rules may be suspended upon the vote of five Council Members. However, the following rules may be suspended only upon the vote of six Council Members:

- Rule 9. Consideration of referred matters at Regular Meetings.
- Rule 11. Consideration of referred matters at Special Meetings.
- Rule 18. Suspension of Rules.

Village Council Rule 12 cannot be suspended as it is required by Michigan Law.

Rule 19. Amendment of Rules. These Rules may be amended upon concurring vote of not less than that required for their suspension.

BE IT FURTHER RESOLVED that these Rules shall be effective immediately and shall supersede all rules to the contrary.

Ayes:

Nays:

Absent:

RESOLUTION DECLARED ADOPTED.

By: John Dewitt, Village President

By: Terese Schummer, Clerk

Date: _____, 2018

CERTIFICATION

I 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 _____, 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, 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.

Terese Schummer, Clerk

Sault Ste. Marie Tribe of Chippewa Indians

523 Ashmun Street, Sault Ste. Marie, MI 49783 Contact

Person: Candace Blocher

Phone: (906) 635-6050 ext: 26310

Fax: (906) 632-6587

Email: cblocher@saulttribe.net

2% Funding Request

Under the current agreement with the State of Michigan for gaming revenue sharing, 2% of the Tribe's gaming revenue is set aside and made available to **local units of government** as determined by the Sault Ste. Marie Tribe of Chippewa Indians.

Sault Tribe requests involvement on projects responsible to government entities. Please describe the request that you would like presented to the Tribal Board for consideration. Upon completion of this form, please submit to your appropriate governmental agency for an authorized signature and documentation indicating governmental support for the project. If a governmental support letter is not included, the application will not be considered for 2% revenue share. **

Request submitted by (Unit of Government): Village of Newberry _____

Authorized Agent's Signature: _____ Phone# 906-293-3433 _____

Print Agent's Name: Jenifer James-Mesloh M.P.A., Ph.D. Tax ID#: _____

Address: 302 E. McMillian City: Newberry _____

Zip: 49868 County: Luce _____ Sault Tribe Unit # __ II

****Attach a copy of the Resolution or Memorandum indicating governmental support (Required)**

Project Name: __ Portable Pump _____

Project Agency: Newberry Fire Department Project Supervisor: John Wendt, Chief

Address (if different from above): _____

Contact Telephone Number(s): 906-293-3433 Email: manager@newberry.mi.gov

Project Cost: \$1,888.75 Amount requested: \$1,888.75 Other matching funds: \$ _____

Has this project been previously submitted for consideration? No _____ If so, When? _____

Was this project funded in the past? No _____ Amount: \$ _____ When: _____

Please give a description of the project, providing as much detail as possible. Attach the full project budget, outline, and any other additional pages, including pictures, brochures or pamphlets :

Project is geared towards acquisition of Honda 2" trash pump with hose and fittings required for operation. Pump will be used in the vast areas with no hydrant access for water. This piece of equipment is essential for rural and woodland application. Limited budget of small fire department makes acquisition of such equipment prohibitive.

Please describe how the existence of a casino has impacted the project or service of which this application represents.

Casino existence has provided a source of income and livelihood for a large number of tribal and non-tribal residents in our protection area. The large majority maintain homes in rural areas with no hydrant accessibility. With availability of revenue generated by Casinos for 2% grant, this project becomes feasible, providing the needed protection to homes and citizens. Because of limited funding and budgets of small municipalities, Casino revenue through 2% add an extra blanket of protection to its neighbors.

Please give a description of how 2% funding will assist in alleviating the impact generated by the local casino.

The 2% funding provides a welcome relief to stretched budgets of small municipalities. Casino revenues making possible the 2% funding, build strong community relations. Residents in a community welcome the help of providing a safe area to raise a family. Casinos show that they are "Good Neighbors" that care for the welfare and safety of the residents when the Casino extends its helping hand.

Explain the plans for this project's sustainability if funded:

Project equipment will be maintained by inspection and maintenance with the Newberry Fire Department. Proper care and maintenance will sustain the twenty plus years for this project. Weekly inspection and maintenance will keep project equipment in top condition for an undetermined number of years.

- ☐ **Projects are awarded funding based on a number of factors; the availability of funds at the end of each 2% cycle, the project merit, and the potential benefit to communities. There may be other factors considered as well; i.e. project sustainability.**
- ☐ **Please be prepared for further inquiries by having a complete copy of your project application readily available. Applications must be received no later than March 31st for the Spring Distribution Cycle and September 30th for the Fall Distribution Cycle.**

Date submitted: _____

DO NOT WRITE BELOW THIS LINE - FOR TRIBAL USE ONLY

Date Received by Tribe: _____ Received by: _____

Method of submission: ____ US Mail ____ Fed Ex / UPS or DHL ____ Fax ____ Email

Approved / Not Approved (Circle One)

Unit # _____ Unit Director's Initials _____

Date Approved: _____ Amount Approved: \$ _____



2018 RURAL DEVELOPMENT FUND GRANT APPLICATION FORM

INSTRUCTIONS: Please read the Rural Development Fund Guidelines prior to completing this application form. Please complete all sections of this form.

The application form must be submitted as a **Microsoft Word** Document (font size Arial of 11).

This grant opportunity is to promote the sustainability of land-based industries and support infrastructure that benefits rural communities in the following areas:

- Food and Agriculture
- Forestry
- Mining
- Oil and Gas Production
- Tourism

The grant funds are available for projects that address expansion and sustainability of land-based industries; worker training related to land-based industries; and energy, transportation, communications, water and wastewater infrastructure to benefit rural communities and Micropolitan statistical areas.

PROJECT TYPE (PLEASE CHECK PRIMARY PROJECT TYPE)

☐ Infrastructure Development
☒ Rural Capacity Building

☐ Business Development
☐ Talent Development/Training

APPLICANT INFORMATION (SEE GUIDELINES FOR ELIGIBLE APPLICANTS)

Legal Name of Applicant Organization: Village of Newberry
Address (Street, City, County, and Zip): 302 E. McMillan Avenue, Newberry, Luce County
Newberry, MI 49868

DUNS Number (If applicable):

(Eligible applicants must be located in a county with a population of 60,000 or less, or in a county that is a Micropolitan Statistical Area ([See Eligibility Counties on page 4](#)).

Eligible applicants include Organizations, Businesses, Local Units of Government, Federally Recognized Tribes, Educational Institutions, and Individuals.

Priority will be given to projects located in Marquette County.

Primary Contact Name: Title: Jennifer James-Mesloh, M.P.A., Ph.D.
Address: 302 E. McMillan Avenue, New berry, MI 49868
Phone: (906) 293-3433 E-Mail: manager@newberry.mi.gov

FUNDING REQUEST (ROUND TO NEAREST \$100, MAXIMUM TOTAL GRANT AMOUNT REQUEST IS \$100,000)

Total Grant Amount Requested:	\$ 55,305.00
Total Match :	\$ 23,705.00
(Must be at least a 30% cash match of the grant amount)	
Total Project Amount:	\$79,010.00

PROJECT SUMMARY

Grant Request

An outcome of the various financial assessments conducted by the Village in 2017 recommend the need for the Village to enhance and upgrade its current financial software to manage its general fund and three utility funds. The Village currently has in place several convoluted accounting procedures that are personnel intensive and lack the controls often found in current municipal accounting software. Many Michigan municipalities utilize BS&A accounting applications to manage their general fund, enterprise funds, utility invoicing, and internal accounting and payroll. As a result, the Village asked BS&A for a review of their current financial applications and submit a proposal to install a new integrated financial management system. The grant request is to provide financial assistance to the Village to purchase, install and train personnel on a new municipal software accounting system.

Background

The Village of Newberry was designated a Project Rising Tide community by Governor Snyder and the Michigan Economic Development Corporation. In addition to assisting the community with the establishment of a Planning Commission and preparation of its first community master plan, much of the effort was focused on providing technical assistance to review and strengthen the fiscal capacity of the Village. After an initial review of the general fund and utility funds (electric, water and sewer) it was determined that a more thorough assessment of the Village financials be completed.

The Village of Newberry between 2002 and 2014 has borrowed \$8,359,000 for water system improvements, \$5,143,620 for sanitary sewer improvements, and \$3,820,000 for electric system improvements. Collectively, this amounts to \$17,322,620 resulting in annual bond and loan payments in the amount of \$965,066. Ongoing correspondence between the Village and USDA Rural Development focused on the lack of sufficient utility revenues to pay for water bond and loan payments. As a result, the Michigan Economic Development Corporation, through Project Rising Tide, provided the Village with additional funds to retain Plante Moran, a highly respected accounting firm that specializes in municipal finance, to review the general fund and the respective utility funds, also known as enterprise funds. Their 2017 budget analysis stated, "The Enterprise funds (water, sewer and electric) are using cash at an accelerated rate as a result of poor utility rate development. If not addressed soon, this will begin to affect the General Fund which will be forced to step in and provide financial support."

Plante Moran's Use of Cash analysis based on audited statements of cash flow indicated that since 2012, the electric, water and sewer funds were operating in a negative cash flow position. Failure to revise the utility rates was not an option for the Village. Because of the Plante Moran memo the Village collaborated with Michigan Rural Water who provided technical assistance to review the utility rates. The Michigan Rural Water model accounts for operational expenses (personnel, benefits, equipment, supplies, etc.) debt payments, debt reserve fund (required by USDA) and anticipated capital improvements. In August 2017, the Village Board of Trustees raised the utility rates.

Ongoing concerns focus on the need to have in place a functional accounting platform that can assist the small Village administrative staff with its responsibilities to its 1,519 residents and 1,492 utility accounts.

PROJECT INFORMATION/IMPACT

Provide a focused and well-defined project description and the specific goals and outcomes that will be accomplished due to this grant. (Please address the following in your response.)

A. What are the specific outcomes you will achieve due to the project?

Specific outcomes will include a fully integrated accounting system that allows the small Village administrative staff to manage the general fund, Act 51 (State) fund, and three utility funds. The integration element is the key because it links all accounting aspects of Village operations through one accounting platform. Utility invoicing, purchase of materials, staffing allocation between departments and functions are linked and tracked throughout the system. An additional benefit is that the BS&A software utilizes the State of Michigan Chart of Accounts and that the database can be easily uploaded to the Village auditor for their annual financial audit and review.

B. How will those outcomes be measured?

Once the system is fully operational for one fiscal cycle the outcome can be measured through the annual audit, and the Report Letter and Management's Discussion and Analysis provided by the auditor in the audit document.

C. How will the project build capacity in rural communities?

Many rural communities, like Newberry, provide a range of services without the benefit of large property tax bases. As a result, the limited administrative staff and operational personnel are always doing more for less. The longevity of rural communities to perform services will depend on their fiscal health and how they manage their limited fiscal resources. The use and application of state-of-the-art accounting software and training can considerably aid that mission and build capacity.

D. How will the project become financially viable? Who is providing the match?

The Village will provide the match. At this juncture, the Village can certainly utilize the software and training but can't afford the full price as enumerated in the BS&A proposal.

E. Will the project be sustainable after the grant period?

The Village will build into its operational budgets the annual software licensing and update fee. This amount will be prorated between the General Fund and the three utility funds based on application usage.

F. What is the near-term and long-term impact of the project?

The near-term impact is establishing an accounting platform that follows best practices in municipal accounting. The long-term impact is a better managed Village fiscal resources with a goal of having a sustainable fund balance.

G. How will the project provide a regional benefit?

The Village provides utility service to the surrounding Townships. The new accounting system will provide better information for the Village and the Townships regarding utility usage and costs.

H. Will the project lead to job creation and private investment?

This grant will not create jobs. However, it will provide for additional workforce training and improve job skills.

I. Will the project leverage additional federal, state or local funding?

The BS&A software has been developed to manage Michigan's various redevelopment entities, such as, Downtown Development Authorities, Corridor Improvement Authorities, and Brownfield Redevelopment Authorities. Some small rural communities shy away from using these State redevelopment tools because of added paperwork and accounting. However, as mentioned above, the BS&A software provides the modules to manage these entities which Newberry is in the process of evaluating, especially the Downtown Development Authority.

J. Please list stakeholders/supporters of the project.

USDA Rural Development Administration

Michigan Economic Development Corporation (Project Rising Tide)

PROJECT TIMELINE AND WORK PLAN

Describe all activities that will be performed to accomplish the objectives of the project. All projects must be completed within the 24-month grant period. Projected starting date for grant project May 2018.

GRANT WORK PLAN	
Tasks	Completed by (date)
Software Setup	July 2018
Data Conversions	August 2018
Implementation and Training	October 2018
Project Management	December 2018

BUDGET NARRATIVE

Please use the table below and provide a brief description of how funds will be used for each funding category. (This is a cost reimbursement grant program).

Item	Requested Funds	Matching Funds – (30% cash match required)	Project Totals
Infrastructure Development (Add lines if necessary)			
	\$	\$	\$
	\$	\$	\$
	\$	\$	\$
Total Infrastructure	\$	\$	\$
Equipment, Materials and Supplies			
Applications	\$11,900	\$5,100	\$17,000
	\$	\$	\$
	\$	\$	\$
Total Materials/Equipment/Supplies	\$11,900	\$5,100	\$17,000
Contractual			
Data Conversion	\$9,590	\$4,110	\$13,700
Implementation and Training	\$14,875	\$	\$14,875
Project Management	\$6,100	\$2,615	\$8,715
Customization	\$7,000	\$3,000	\$10,000
Total Contractual	\$37,565	\$9,725	\$47,290
Salaries/Fringes			

FTE, % of time, salary, etc.	\$	\$6,375	\$6,375
	\$	\$	\$
Total Salaries/Fringes	\$	\$6,375	\$6,375
Other (Please list activities)			
On-Site Expenses	\$5,840	\$2,505	\$8,345
	\$	\$	\$
	\$	\$	\$
Total Other	\$5,840	\$2,505	\$8,345
Total Project Cost	\$55,305	\$23,705	\$79,010

Authorization:

By submitting this Application, the Authorizing Agent is guaranteeing that the information contained in this Application is correct and verifiable. The Authorizing Agent is also affirming that the funds requested herein will be used for the specific purpose outlined in this Application and for no other purpose.

Grant Deadline: All proposals must be received by 3 p.m. Eastern Standard Time on Tuesday, January 16, 2018, via MDA-grants@michigan.gov. If you do not receive a confirmation of receipt from our office within 24 hours, please call 517-284-5734.

2018 RURAL DEVELOPMENT FUND GRANT INSTRUCTIONS



Organizational Capacity Survey

The objective of the Organizational Capacity Survey is to attain an understanding of your organization's systems, policies, processes, and practices. The information collected by this survey will be used by the Department of Agriculture & Rural Development (MDARD) as a tool to review the capacity of your organization to successfully execute the terms of this grant. NOTE: MDARD reserves the right to request a copy of any materials attested to in this Organization Capacity Survey.

Instructions:

- ~ Respond to each applicable question: some questions may not be applicable to your entity;
- ~ Submit with your application to MDA-grants@michigan.gov

Person completing this survey: Jennifer James-Mesloh, M.P.A., Ph.D.

Title: Village Manager

Phone / e-mail: 906-293-3433 / manager@newberry.mi.gov

1. Technology Resources. Does your organization:
 - a. Provide a computer for all employees/persons? Yes ☐ No ☒
 - b. Have a dedicated e-mail account for all employees/persons Yes ☒ No ☐
 - c. Have high-speed internet access? Yes ☒ No ☐
2. What was your average annual employee turnover rate for the past two years? In the past two years the Village had one staff member pass away, two staff members retire and two staff members resign.
3. Does your organization have the ability to effectively respond to sudden personnel changes on a:
 - a. Short-term basis (unexpected illness) Yes ☒ No ☐
 - b. Intermediate-term basis (unexpected resignation) Yes ☒ No ☐
 - c. Long-term basis (budgetary cutbacks necessitating staff reduction) Yes ☒ No ☐
4. If you are a food establishment, do you hold a current license? Yes ☐ No ☐
5. Has an audit by a Certified Public Accounting been finalized for the most recently completed fiscal year? Fiscal year ended December 31, 2017, audit is due in June 2018 Yes ☐ No ☒
6. If "No", is one currently underway or scheduled? Yes ☒ No ☐
7. Has your organization received funding for this project from another source? Yes ☐ No ☒
8. Has your organization requested funding for this project from another source? Yes ☒ No ☐
9. Has your organization received a federal or state grant award in the last two (2) years? Yes ☒ No ☐
10. Does your organization use an automated accounting system? Yes ☒ No ☐
If "Yes", what is the name of the system? Tyler Incode (one of a few in Michigan)
11. Has your organization registered with [State Budget Office - Contract & Payment Express](#) Yes ☐ No ☒

Proposal for Software and Services, Presented to...
Village of Newberry, Luce County MI



Thank you for the opportunity to quote our software and services.

At BS&A, we are focused on delivering unparalleled service, solutions, support, and customer satisfaction. You'll see this in our literature, but it's not just a marketing strategy... it's a mindset deeply embedded in our DNA. Our goal is to provide such remarkable customer service that our customers feel compelled to remark about it.

*We are extremely proud of the many long-term customer relationships we have built. Our success is directly correlated with putting the customer first and consistently choosing to **listen**. Delivering unparalleled customer service is the foundation of our company.*

Contents

Please return all pages, retaining a copy for your records.

Cost Summary; Totals.....	3, 4, 5
Annual Service Fees.....	6
Optional Items.....	7
Acceptance.....	8
Contact Information.....	9

Attachments

Please retain for your records.

Hardware Requirements
SQL Server Pricing

The logo for BS&A Software. It features the letters "BS&A" in a large, bold, sans-serif font. Below this, the word "SOFTWARE" is written in a smaller, all-caps, sans-serif font. The letters are widely spaced, giving it a modern, clean appearance.

Cost Summary

Application and Annual Service Fee prices based on an approximate population of 1,519 and 1,492 utility accounts. Software is licensed for use only by municipality identified on the cover page. If used for additional entities or agencies, please contact BS&A for appropriate pricing. Prices subject to change if the actual count is significantly different than the estimated count.

Applications

General Ledger .NET	\$2,305
Accounts Payable .NET	\$1,990
Utility Billing .NET (water/sewer/electric)	\$5,990
Payroll .NET	\$2,535
Human Resources .NET	\$2,305
Timesheets .NET	\$1,570
AccessMyGov/Employee Self-Service	\$0
Please select the features you would like to use. All of the features can be included without impacting the Annual Service Fee or Project Management and Implementation Planning Fee.	
<input type="checkbox"/> <u>Personal Employee, Financial, and YTD Info:</u> This requires the use of Payroll .NET. Enables employees to: view/request changes to "master" information such as dependents, addresses, and W4 information; view and reprint check and W2 history, and withholding and direct deposit information; view YTD totals and leave balances. Open enrollment is also available, but requires the use of Human Resources .NET.	
<input type="checkbox"/> <u>Employment Opportunities:</u> This requires the use of Human Resources .NET. Enables users to view currently available job postings.	
<input type="checkbox"/> <u>Timesheet Entry: My Timesheets:</u> This requires the use of Timesheets .NET. "Timesheet Entry" enables employees to enter timesheet info for other staff, and enables managers to view timesheets for their staff. "My Timesheets" enables employees to enter their own time.	
Subtotal	\$16,695

Data Conversions/Database Setup

Convert existing Tyler Incode data to BS&A format:

General Ledger (COA, Balances, Budget, Up to 10 Years Journal Transaction history)	\$1,155
Accounts Payable (Vendors, Up to 10 years invoices and check history)	\$995
Utility Billing	\$7,000
Database Setup:	
Payroll (Manual database setup and YTD, no check history)	\$1,990
Human Resources (Setup of Licenses, Certifications, Benefit Plans, Positions. Not assigned to Employees)	\$2,550
Subtotal	\$13,690

No data conversion to be performed for:
Timesheets

Project Management and Implementation Planning

Services include:

- Analyzing customer processes to ensure all critical components are addressed.
- Creating and managing the project schedule in accordance with the customer's existing processes and needs.
- Planning and scheduling training around any planned process changes included in the project plan.
- Modifying the project schedule as needed to accommodate any changes to the scope and requirements of the project that are discovered.
- Providing a central contact between the customer's project leaders, developers, trainers, IT staff, conversion staff, and other resources required throughout the transition period.
- Installing the software and providing IT consultation for network, server, and workstation configuration and requirements.
- Reviewing and addressing the specifications for needed customizations to meet customer needs (when applicable).

\$8,715

Implementation and Training

- \$850/day
- Days quoted are estimates; you are billed for actual days used

Services include:

- Setting up users and user security rights for each application
- Performing final process and procedure review
- Configuring custom settings in each application to fit the needs of the customer
- Setting up application integration and workflow methods
- Onsite verification of converted data for balancing and auditing purposes
- Training and Go-Live

Software Setup	Days: 1	\$850
General Ledger .NET	Days: 2	\$1,700
Accounts Payable .NET	Days: 1	\$850
Utility Billing .NET	Days: 12	\$10,200
Payroll .NET	Days: 4	\$3,400
Human Resources .NET	Days: 1	\$850
Timesheets .Net	Days: 3	\$2,550
AMG/Employee Self Services	Days: 1	\$850
Total: 25		
Subtotal		\$21,250

Contingency Allowance for Customization

Significant efforts are made by both parties to ensure that the scope of a project such as this is well-defined. Occasionally, unforeseen situations occur, such as customization requests for non-standard functionality, reporting or integration with a third-party system, or the need for additional training due to process changes, staff changes, etc. In order to easily accommodate these situations during your project, BS&A recommends the establishment of a Contingency budget. The Contingency budget allows for unexpected situations to be addressed efficiently, without the need for additional council approval. Electricity billing often requires custom demand calculations to be written, and the allowance is to attempt to accommodate that custom development work.

Recommended Contingency **\$10,000**

Connection Requirements

AccessMyGov requires a high-speed internet connection (cable modem or DSL).

BS&A requires that all customers utilizing AMG have either an on-staff IT person, or grant BS&A a remote terminal services ability to the machine on which the service is installed. This is necessary to ensure service availability and quality.



Cost Totals

Not including Annual Service Fees

Applications	\$16,695
Data Conversions	\$13,690
Project Management and Implementation Planning	\$8,715
Implementation and Training	\$21,250
Contingency Allowance for Customization	\$10,000

Total Proposed	\$70,350
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Travel Expenses	\$8,345
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Grand Total (with Travel Expenses)	\$78,695
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BS&A
S O F T W A R E

Payment Schedule

- 1st Payment: **\$22,405** to be invoiced upon execution of this agreement.
- 2nd Payment: **\$16,695** to be invoiced at start of training.
- 3rd Payment: **\$39,595** to be invoiced upon completion of training.

Annual Service Fees

Unlimited service and support during your first year with the program are included in your purchase price. Thereafter, Service Fees are billed annually. BS&A Software reserves the right to increase the Annual Service Fee by no more than the yearly Consumers Price Index (CPI).

General Ledger .NET	\$460
Accounts Payable .NET	\$400
Utility Billing .NET	\$1,200
Payroll .NET	\$510
Human Resources .NET	\$460
Timesheets .NET	\$310
AMG/Employee Self Services	\$505
Total Annual Service	\$3,845



Optional Item(s)

Program Customization

BS&A strives to provide a flexible solution that can be tailored to each municipality's needs. However, in some cases, custom work may be required. Typical examples include:

- ` custom payment import/lock box import
- ` custom OCR scan-line
- ` custom journal export to an outside accounting system
- ` custom reports

If you require any custom work, please let us know so that we can better understand the scope of your request and include that in a separate proposal.



Acceptance

Signature constitutes...

1. An order for products and services as quoted
Quoted prices do not include Program Customization, training beyond the estimated number of days, or recommended Bank Reconciliation Consultation
2. Agreement with the proposed Annual Service Fees
3. Acceptance of BS&A's hardware recommendations required to efficiently run the .NET applications

Signature

Date

BS&A

BS&A PLEDGE. We offer a one-year, risk-reversal pledge on our software. If, up to a year after installation, you are not happy with our software and service, you can return our software for a full refund.

Returning Accepted Proposal to BS&A

Please return the entire proposal, with signature/date (this page) and contact information (next page) filled out, by any of these methods:

Mail: BS&A Software
14965 Abbey Lane
Bath, MI 48808

Fax: (517) 641-8960

Email: dburns@bsasoftware.com

Once your proposal is received, a BS&A representative will contact you to begin the scheduling process.

Contact Information

If any mailing addresses are PO Boxes, please also provide a Street Address for UPS/Overnight mail.

If additional contacts need to be submitted, please make a copy of this page.

Key Contact for Implementation and Project Management

Name _____ Title _____

Phone/Fax _____ Email _____

Mailing Address _____

City, State, Zip _____

IT Contact

Name _____ Title _____

Phone/Fax _____ Email _____

Mailing Address _____

City, State, Zip _____

BS&A
SOFTWARE