

**VILLAGE OF NEWBERRY
VILLAGE COUNCIL MEETING
Monday, May 21, 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 – Wednesday, April 18, 2018 at 6:00 p.m.
2. Village Council – Special Session – Monday, May 7, 2018 at 5:30 p.m.

6. VILLAGE PRESIDENT ANNOUNCEMENTS

1. Resignation – Planning Commission
2. Resignation – Village Council
3. Update on TORC – Postponed

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 – April 2018

101	General Fund	\$63,414.07
202	Major Street Fund	\$574.97
203	Local Street Fund	\$574.97
213	Fire Revolving Fund	\$8,685.01
590	Sewage Receiving Fund	\$39,749.27
Total:		\$112,998.29

2. Village of Newberry – Cash Balance – March 2018

3. Water & Light – Monthly Bills – April 2018

582	Electric Fund	\$145,239.07
591	Water Fund	\$4,953.42
Total:		\$150,192.49

Christmas Lights Fund – as of 5/4/2018 \$12,904.50

4. Water & Light – Cash Balance – March 2018

5. Treasurer’s Report – April 2018

- a. Report of Settlement of 2017 Village Collections
- b. Truth in Taxation Recommendation

6. Request for Disbursement of Funds – Stormwater / Asset Management / Wastewater (SAW) Grant Program
 - a. Request #2 - \$10,917.20
 - i. C2AE invoice #66069: \$8,010.40
 - ii. C2AE invoice #66070: \$2,906.80

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

1. Legal Memo Concerning Uniform Budgeting & Accounting Act Requirements
2. Legal Memo Procedure for Planning Commission Ordinance Approval
3. Request to Use Atlas Park – Block Party – August 25, 2018
4. Request for Bike Race Event – HNJVH & Parkinson's Support Group – June 23, 2018
5. Zac Pitawanakwat – Customer Complaint – Trash in Atlas Park
6. Zac Pitawanakwat – Customer Suggestion – Request Putting Trash Cans in Atlas Park
7. Morgan-Rae Lindsey – Customer Suggestion – Request Putting Trash Cans & Restrooms in Atlas Park
8. Letter from MEDC – Grant Close-out - Certificate of Completion
9. FOIA Requests:
 - a. Eric Buckler - Correspondence from VON to Shane Gamez or Victoria Gamez
 - b. Kenneth Stokes - Copy of TACU VISA Monthly Statements 2016, 2017
 - c. Kenneth Stokes - Payables W&L and Council 2016, 2017
 - d. Kenneth Stokes - Estimates/Quotes for VON Storm Sewer Cleaning in 2017
 - e. Kenneth Stokes - VON & W&L VISA Statements Jan-May 2018
 - f. Kenneth Stokes - VON charter and code that specifies job duties of Village Manager
 - g. Kenneth Stokes - Copies of minutes from VON Council - June 2017

10. INTRODUCTION AND ADOPTION OF RESOLUTIONS AND ORDINANCES

1. Trustee Declaring Vacancy Resolution
2. Payment of Invoices

11. REPORTS OF BOARDS

1. Water & Light Board Meeting from Monday, May 7, 2018
2. Planning Commission Meeting – Next Meeting: Monday, June 25, 2018
 - a. Fact Sheet on What is a Master Plan

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 May 21, 2018 meeting: Finance Committee; Management Committee; DPW/ WWTP Committee; Ordinance Committee; Strategic Health Alliance, Safety Committee; and Fire Committee

1. Project Rising Tide – Next Meeting: Monday, June 25, 2018
2. Save The Bells – Next Meeting: TBD
 - a. Culpepper & Merriweather Circus
 - i. Clown – Thursday, June 21, 2018
 - ii. Circus – Monday, July 2, 2018 – Atlas Park

14. UNFINISHED BUSINESS

1. Draft Council Rules

15. NEW BUSINESS

1. Website Design
2. Consolidation of Banking Accounts
3. Spring Clean-Up
4. Information Technologies (IT) Service Contract
5. Planning Commission Appointment

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
April 18, 2018
302 East McMillan Ave.
6:00 p.m.

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

Absent: None.

Also Present: Village Manager - James-Mesloh, Clerk - Schummer, Superintendent WWTP - Blakely, Director of Human Resources & Community Engagement - Watkins, Superintendent of Water & Light – Perry, Jim Diem, Steve Stiffler, Eric Buckler, Bruce Lane, Ken Stokes, Lori Stokes, Deb Singleton, Casey Cook, Robert Stevens, Carolyn Martindale, Julie Craig, Jean Simi, Charlie Mesloh, Chuck Pipes, Charly Pipes, Sterling McGinn, Byron Kistro, Barb Bennett, Scott Ouellette, Brad Huffman, Michelle Huffman, Bruce Bryers.

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 Downey, **CARRIED**, to approve the agenda. Ayes: All.

Minutes: Moved by Hendrickson, support by Hardenbrook, **CARRIED**, to approve the March 19, 2018, regular session minutes as written. Ayes: All. Moved by Hardenbrook, support by Hitts, **CARRIED**, to approve the March 27, 2018, special session minutes as written. Ayes: DeWitt, Hardenbrook, Hendrickson, Hitts, Medelis. Abstain: Brown, Downey. Moved by Brown, support by Hendrickson, **CARRIED**, to approve the April 9, 2018, special session minutes as written. Ayes: Brown, DeWitt, Hardenbrook, Hendrickson, Hitts, Medelis. Abstain: Downey.

Village President's Announcements: DeWitt stated this meeting was rescheduled from Monday, April 16th to Wednesday April 18th, due to the winter storm.

Public Comments on Agenda Items: Comments heard from: Ken Stokes – 301 W. John St., Eric Buckler – Newberry, Lori Stokes – 301 W. John St., Carolyn Martindale – 306 W. John St., Scott Ouellette – 418 ½ W. John St., Barb Bennett – CR 441, Chuck Pipes – 210 W. W. Truman, Bruce Bryers.

Submission of Bills and Financial Updates:

- 1.) Village of Newberry – Monthly Bills. Moved by Brown, support by Medelis, **CARRIED**, to approve the March 2018 bills as presented, in the amount of \$188,218.77. Discussion followed. Ayes: All.
- 2.) Village of Newberry - Cash Balance – February 2018. Reviewed.
- 3.) Water & Light monthly bills for February 2018. Moved by Brown, support by Hitts, **CARRIED**, to pay March Electric Fund in the amount of \$153,383.80. Discussion followed. Ayes: All. Moved by Brown, support by Hardenbrook, **CARRIED**, to pay March Water Fund in the amount of \$69,451.40. Discussion followed. Ayes: All. Brown stated the amount may seem high but it was high because there was a bond payment made.
- 4.) Water & Light – Cash Balance – February 2018 - Reviewed.
- 5.) Treasurer's Report - Accepted by Council as presented.
- 6.) Request for Disbursement of Funds: Moved by Downey, support by Hitts, **CARRIED**, to pay request #1 of the Stormwater/Asset Management/Wastewater (SAW) Grant program, in the amount of \$15,202.40, pay when paid. Discussion followed. 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: Ken and Lavern Haggart – regarding the fixed water rate, Sara Schultz of Michigan Works – in appreciation for the participation of the WWTP in the Tahquamenon Area Schools 7th grade Career Day.

FOIA Requests: Kenneth Stokes -25 inquiries for the following: list of entities where jobs were posted for public, copies of job evaluations, Director of HR plans, social media, and newspaper column, names and dates of interviews, employment agreements, Mike Danielson's garage, EA, Sewer-Pentland, Sewer-Prison, audit info from SOM, dollar amount paid to AT&T in 2016, list of united accounting codes, agreement between VON and TORC, dollar amount collected VON GF taxes & millage, security footage, TORC fund disbursements, Passport grant information, Part-time Clerk application materials, Village Manager applications & names of applicants, garbage revenues, 2017 end of year amounts for financial accounts, water bond language, revenues from generation 2016 & 2017, attorney fees for WL for 2016 & 2017, attorney fees for VON for 2016 & 2017.

Introduction and Adoption of Ordinances and Resolutions:

1. Water and Light Board Declaring Vacancy Resolution: Jim Johnson has resigned from the W&L Board, effective April 30, 2018, he was a member that represented the Village. Moved by Brown, support by Hardenbrook, **CARRIED**, to declare the Office of Water & Light Board member vacant. Ayes: All.

2. Revised Planning Commission Ordinance #26: Moved by Brown, support by Hendrickson, **CARRIED**, to approve the amended Planning Commission Ordinance #26. Discussion followed. Ayes: All. Abstain: Hardenbrook.

Reports of Boards:

1.) Water & Light Board Meeting from Tuesday, April 10, 2018: Medelis gave the report. He stated that there is a planned power outage for Sunday, April 29th in order to do maintenance on a regulator. Medelis also discussed information received from Michigan Public Power Agency regarding the Voluntary Green Pricing Program.

2.) Planning Commission Meeting: Next meeting is scheduled for Monday, April 23, 2018.

Reports of Village Officers and Management:

A.) Fire Chief: Wendt absent due to Fire Department Meeting.

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. **Council Action:** Moved by Hitts, support by Brown, **CARRIED**, to authorize Superintendent Blakely to have the pump at the WWTP repaired, not to exceed \$6,750, per quote from Rasmussen Electric, LLC. Ayes: All.

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 absent. Written report and charts presented.

H.) Village Manager: James-Mesloh gave a written as well as a verbal report.

Committee Reports:

1.) Department of Public Works/Wastewater Treatment Plant (DPW/WWTP) Committee: Medelis gave the report. Discussed sludge hauling options.

2.) Save the Bells: The Save the Bells fund balance is reported to be \$16,487.69. Brown stated that she has been working with Paula Maki regarding this fund balance and believes the working funds are closer to approximately \$12,250. She will have a breakdown at the next meeting.

Unfinished Business:

- 1.) **Draft Council Rules:** DeWitt asked the Council to review and to get back to him with changes they would like to have made.

New Business:

1. **Fire Department Sault Tribe - Grant:** Moved by Hitts, support by Brown, **CARRIED**, to give the Fire Department authority to seek the 2% Grant funding from the Soo Tribe for the next 2-years. Ayes: All. Abstain: Downey.
2. **Michigan Department of Agriculture – Grant:** Moved by Hitts, support by Brown, **CARRIED**, to accept the grant award from the Michigan Department of Agriculture, Rural Development in order to purchase new accounting software, the award amount is \$55,305, with a 30% Village match of \$23,705. Ayes: All.
3. **Discussion of Union Contract – closed session**

Adjourn to Closed Session: Moved by Hardenbrook, support by Brown, **CARRIED**, to go into closed session at 7:47 p.m. to discuss the Union Contract. Roll call vote – Ayes: Brown, DeWitt, Downey, Hardenbrook, Hendrickson, Hitts, Medelis. Nays: None. Council entered into closed session at 7:47 p.m.

Reopen Regular Meeting: Moved by Brown, support by Hitts, **CARRIED**, to reopen the regular session at 8:42 p.m. Roll call vote: Ayes: Brown, DeWitt, Downey, Hardenbrook, Hendrickson, Hitts, Medelis. Nays: None.

Council Action: Moved by Brown, support by Hardenbrook, **CARRIED**, that the Village of Newberry Council approve the recommendation of the union negotiation team to accept the April 9, 2018 contract negotiated with the union to include the updated language for Article 33. Ayes: All.

Public Comment: Comments were heard from: Charlie Mesloh – 502 Newberry Ave., Carolyn Martindale – 306 W. John, Eric Buckler – 412 W. Ave. C, Lori Stokes – 301 W. John, Brian Link – 508 E. Ave. A, Scott Ouellette – 418 ½ W. John Street, Ken Stokes – 301 W. John.

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

Adjourn Meeting: Moved by Brown, support by Hitts, **CARRIED**, to adjourn the meeting at 9:13 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
Special Session
May 7, 2018
302 East McMillan Ave.
5:30 p.m.

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

Absent: Brown, Downey.

Also Present: Village Manager - James-Mesloh, Assistant Village Manager - Vallad, Clerk - Schummer, Lori Stokes, Eric Buckler, Bruce Lane, Daryl Boerigter, Tina Pipes, Charles Pipes, John Bergman, Rebecca Handa, Deb Singleton, Glenn Cook.

Call to Order: President DeWitt called the meeting to order at 5:30 p.m. at the Village of Newberry Administration Building. The Pledge of Allegiance was recited.

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

Minutes: tabled until the next regular session.

Village President Announcements: None.

Public Comments on Agenda Items: Comments heard from the following: Eric Buckler – Newberry.

New Business:

1. Confidential Memo from Jeff Jocks, Village Attorney.

Adjourn to Closed Session: Moved by Vincent, support by Hitts, **CARRIED**, to go into closed session to discuss possible litigation. Roll call vote – Ayes: DeWitt, Hardenbrook, Hendrickson, Hitts, Medelis. Nays: None. Absent: Brown, Downey. Council entered into closed session at 5:33 p.m.

Reopen Regular Meeting: Moved by Hardenbrook, support by Hitts, **CARRIED**, to reopen the regular session at 6:58 p.m. Roll call vote: Ayes: DeWitt, Hardenbrook, Hendrickson, Hitts, Medelis. Nays: None. Absent: Brown, Downey.

Council Action: Moved by Hardenbrook, support by Hitts, **CARRIED**, move that we authorize our attorney to file a motion to adjudicate disputes pursuant to the Final Order by Consent in the previous lawsuit between the Village and Pentland Township. And, that we also concurrently send a letter to Pentland Township asking them to appoint a team to negotiate a resolution of the disputes and a new contract. If there is no response from Pentland Township by 6 p.m. on May 21, 2018 where they agree to a meeting for the week of May 21st, then our attorney will notice the motion for hearing and move forward with the matter in court. If there is no substantial progress made by May 29, 2018, then our attorney will notice the motion for hearing and move forward with the matter in court. Ayes: DeWitt, Hardenbrook, Hitts, Medelis. Nays: Hendrickson. Absent: Brown, Downey.

Public Comment: Comment was heard from the following: Lori Stokes - 301 W. John, E. Buckler – Newberry.

Comments by Council Members: None.

Adjourn Meeting: Moved by Medelis, support by Hardenbrook, **CARRIED**, to adjourn the meeting at 7:07 p.m. Ayes: All. Absent: Brown, Downey.

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

Terese Schummer, Clerk

John Dewitt, Village President

DEPARTMENT	FUND	VENDOR NAME	DESCRIPTION	AMOUNT		
NON-DEPARTMENTAL	GENERAL FUND	AFLAC	AFLAC PRETAX	38.16		
			AFLAC POST TAX	20.40		
		PRUDENTIAL GROUP INVESTMENT	PRUDENTIAL GROUP 352514	140.00		
			PRUDENTIAL GROUP 352514	140.00		
		EFTPS	FEDERAL WITHHOLDING	1,635.58		
			FEDERAL WITHHOLDING	125.84		
			FEDERAL WITHHOLDING	1,739.58		
			FICA WITHHOLDING	1,122.26		
			FICA WITHHOLDING	164.30		
			FICA WITHHOLDING	1,223.22		
			MEDICARE WITHHOLDING	262.47		
			MEDICARE WITHHOLDING	38.43		
			MEDICARE WITHHOLDING	286.09		
			STATE OF MICHIGAN	STATE WITHHOLDINGS	779.73	
				STATE WITHHOLDINGS	87.69	
				STATE WITHHOLDINGS	848.77	
		VILLAGE OF NEWBERRY	BCBS VON/DPW	696.87		
			BCBS VON/DPW WITHHOLDING	696.87		
			BCBS WWTP	247.77		
			BCBS WWTP	247.77		
		MIDLAND FUNDING LLC		37.50		
				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 (DC) SELF PAY	344.27		
			DPW	355.08		
			TOTAL:	12,830.47		
			GENERAL FUND	STOKES, KENNETH	RETURN OF DEPOSIT FOIA	11.27
					TOTAL:	11.27
		VILLAGE COUNCIL	GENERAL FUND	TAHQAMENON C.U.	ROBERT'S FULES OF ORDER	167.44
					TOTAL:	167.44
		VILLAGE PRESIDENT	GENERAL FUND	NATIONAL OFFICE PRODUCTS	TONER	68.40
					TOTAL:	68.40
		VILLAGE MANAGER	GENERAL FUND	44 NORTH M.E.R.S. MERS DC PLAN # 110341 STANDARD, THE	VON :	1.15
					VILLAGE MANAGER	338.48
					MANAGER	95.08
					VILLAGE MANAGER	13.14
					TOTAL:	447.85
ADMINISTRATIVE	GENERAL FUND	AMAZON CAPITAL SERVICES	TRASH BAGS	19.15		
			LABEL RIBBON, DOOR HANGERS	70.56		
			CASE/CLEANING RAGS	48.22		
			CABINET	164.55		
			FILE FOLDERS	21.76		
			LAPTOP	577.48		
		BLUE CROSS BLUE SHIELD OF MICHIGAN	RETIREE VON	4,644.80		
			OFFICE	3,502.46		
		BS&A SOFTWARE	SOFTWARE	5,601.25		
		D S TECH	APRIL MICROSOFT	167.24		
			ADOBE ACROBAT	124.75		

DEPARTMENT	FUND	VENDOR NAME	DESCRIPTION	AMOUNT
		44 NORTH	EMAIL SETUP, PRINTER SETUP	63.75
		HTC-HIAWATHA TELEPHONE CO	VON EMPLOYEES	4.60
		M.E.R.S.	JAMADOTS INTERNET	95.00
		MERS DC PLAN # 110341	MERS	2,032.53
		MICHIGAN MUNICIPAL W/C FUND	OFFICE	122.04
		NATIONAL OFFICE PRODUCTS	VON 5.42%	309.16
			COPIER MAINTENANCE	685.54
			CORRECTION TAPE	2.62
		NEWBERRY NEWS INC	MINUTES 4/4	102.00
			HELP 4/18	24.00
			MINUTES 4/18	90.00
			ORDINANCE 4/25	261.00
			AFFIDAVIT	4.00
			PLANNING COMMISSION 4/25	24.00
			CLEANING 4/25	24.00
		OK INDUSTRIAL SUPPLY	CLEANING SPRAY	57.13
		STANDARD, THE	OFFICE STAFF	72.27
		TAHQAMENON C.U.	TRASH CAN	7.99
			BATTERIES, PENS	25.27
			W-2C EMPLOYER FEDERAL COPY	19.50
			POSTAGE	33.95
			DVD-R	21.00
			CORRECTION TAPE	19.50
			AT&T WEB SOLUTIONS	16.00
		US BANK EQUIP FINANCE	COPIER LEASE AND SURCHARGE	175.78
		VERIZON	OFFICE PHONES	156.39
			FAX & DATA PLAN	57.94
			CELL PHONES	56.08
			TOTAL:	19,505.26
		M.E.R.S.	CLERK	400.66
		WATKINS, ALLISON	EUP PLANNING & DEVELOPMENT	70.31
			TOTAL:	470.97
BUILDING & GROUNDS	GENERAL FUND	KLATY'S PH&E	REPLACED HEATER SWITCH	188.86
		NEWBERRY WATER & LIGHT	60070000 GARAGE	302.05
			60035001 1/3 ICE RINK	102.57
			60165002 ADMIN BLDG	773.79
		QUINLAN, AMY	APRIL WEEKLY CLEANING	125.00
		SEMCOENERGY GAS COMPANY	DPW #0235827.500	380.76
			41 LUMBER #0235239.502	15.06
			41 LUMBER #0235240.502	15.06
		TAHQAMENON C.U.	BELT CLIPS	14.85
			TOTAL:	1,918.00
ATTORNEY	GENERAL FUND	SONDEE, RACINE & DOREN PLC	MARCH LEGAL COUNSEL	1,631.25
			APRIL LEGAL COUNSEL	1,210.00
		SWOGGER, BRUCE & MILLAR LAW FIRM, P.C.	LEGAL ADVICE	14.25
			TOTAL:	2,855.50
FRINGE BENEFITS	GENERAL FUND	EFTPS	FICA WITHHOLDING	1,122.26
			FICA WITHHOLDING	164.30
			FICA WITHHOLDING	1,223.22
			MEDICARE WITHHOLDING	262.47
			MEDICARE WITHHOLDING	38.43
			MEDICARE WITHHOLDING	286.09

DEPARTMENT	FUND	VENDOR NAME	DESCRIPTION	AMOUNT
		M.E.R.S.	DPW	1,830.63
			ADMIN	2,119.82
			VON DEFINED BENEFIT PART	1,225.53
		MERS DC PLAN # 110341	HYBRID (DC) RETIREMENT	344.27
			TOTAL:	8,617.02
POLICE DEPARTMENT	GENERAL FUND	BLUE CROSS BLUE SHIELD OF MICHIGAN 44 NORTH	POLICE	1,825.16
		STANDARD, THE	POLICE RETIREE	1.15
			POLICE	26.28
			TOTAL:	1,852.59
PUBLIC WORKS	GENERAL FUND	AMAZON CAPITAL SERVICES	LADDER	129.99
		BLUE CROSS BLUE SHIELD OF MICHIGAN 44 NORTH	DPW	1,827.09
		M.E.R.S.	DPW EMPLOYEES	2.30
		MERS DC PLAN # 110341	DPW	2,285.30
		MICHIGAN MUNICIPAL W/C FUND	DPW	68.70
		OK INDUSTRIAL SUPPLY	DPW 13.20%	752.93
			HEXNUT/PLOW BOLTS	77.10
			WASHERS/HEX NUTS	17.00
		RAHILLY IGA	WATER	7.98
		STANDARD, THE	DPW	19.71
		TAHQAMENON C.U.	2 JACKETS	66.98
			REIMBURSE TAXES	11.09-
			TOTAL:	5,243.99
STREET LIGHTING	GENERAL FUND	NEWBERRY WATER & LIGHT	60071000 MERCURY VAPORS	882.93
			60076000 STREET LIGHTS	560.52
			60077000 STREET LIGHTS	212.78
			TOTAL:	1,656.23
SEWER	GENERAL FUND	RANGE TELECOMMUNICATIONS TAHQAMENON C.U.	MISS DIGS FOR APRIL & MAY	6.34
			SEWER JET NOZZLE	25.78
			HOSE FITTINGS	18.54
			TOTAL:	50.66
MOTOR POOL	GENERAL FUND	AMAZON CAPITAL SERVICES	COMBO KIT MILWAUKEE	449.75
		AT&T	PHONE DPW 906-293-5761	135.51
		BURBACH SALES & SERVICE	TIRE SWEEPER	31.18
		CITY OF EVART	SEWER CLEANER	1,000.00
		D & D HOME CENTER	PIPE BLADE/IRON PIPE	37.56
		DANNY'S AUTO VALUE INC	TEST CLIP	2.61
			SELF ETCH PRIMER	28.56
			FLASHER	4.00
			ADAPTER	11.77
			GEAR LUBE DISPENSER	30.99
			S.M.JIC/F.SVL/JIC	16.57
			F.SVL/JIC	7.97
			WIRE HOSE/F..SVL/JIC	69.78
		FOSTER HARDWARE	SHACKLE	5.99
		LYNN AUTO PARTS INC.	TAPE/BALSTER PENETRANT	15.68
			COUPLER/CONNECTORS	21.96
			RETURNED CONNECTORS	10.98-
			LAMP/GROMMET	11.74
			CONNECTORS	10.79
			BULB	8.99
			LOOM	8.18

DEPARTMENT	FUND	VENDOR NAME	DESCRIPTION	AMOUNT
		NEALS AUTOMOTIVE PARTS INC	SOCKET	9.69
			HYDRAULIC OIL	147.00
			HYDRAULIC FLUID	98.00
			HYDRAULIC FLUID	235.00
			STEERING/COTTER PIN/SPINDL	717.72
		PICKELMANS PETRO	DPW FUEL	213.22
		TAHQUAMENON C.U.	TIE ROD ENDS	307.47
			FLASHLIGHTS	169.00
			PARTS	13.48
			BRIDGE FARE DPW 4/25-4/25	8.00
			TRAILER PLUG 4/25	30.46
		VERIZON	OFFICE PHONES-DPW	13.36
			CELL PHONES	5.00
		WEX BANK - SPEEDWAY UNIVERSAL	FLEET FUEL DPW	1,512.36
			TOTAL:	5,378.36
RUBBISH	GENERAL FUND	STANDARD, THE		13.14
		WASTE MANAGEMENT	20.77TONS-APR#497-0000012-	2,225.48
		WEX BANK - SPEEDWAY UNIVERSAL	GARBAGE TRUCK	88.30
			TOTAL:	2,326.92
PARKS & RECREATION	GENERAL FUND	STANDARD, THE		13.14
			TOTAL:	13.14
ROUTINE MAINTENANCE	MAJOR STREET FUND	MICHIGAN MUNICIPAL W/C FUND	MAJOR STREETS 10.08%	574.97
			TOTAL:	574.97
ROUTINE MAINTENANCE	LOCAL STREET FUND	MICHIGAN MUNICIPAL W/C FUND	LOCAL STREETS 10.08%	574.97
			TOTAL:	574.97
FIRE	FIRE REVOLVING FUN	FH FIREHOUSE SOFTWARE	FIREHOUSE SOFTWARE	675.00
		ALADDIN FIRE PROTECTION LLC	LOW PRESSURE CYLINDER	2,992.64
		AMAZON CAPITAL SERVICES	FLAGS	76.71
			DESKTOP/PRINTER/INK	761.18
			INK	36.99
		ANDERSON, PETE	MICHIGAN STATE FLAG	19.69
		AT&T	SNOW PLOWING FIRE DEPT	180.00
		ATT U-VERSE	FIRE DEPT :	173.96
		D S TECH	INTERNET FIRE HALL	140.81
		HELEN NEWBERRY JOY HOSPITAL	APRIL MICROSOFT	21.99
		MICHIGAN MUNICIPAL W/C FUND	EMPLOYEE SERVICE	248.00
		NEWBERRY MOTORS INC	FIRE 20.72%	1,181.87
		NEWBERRY WATER & LIGHT	OIL CHANGE - FIRE DEPT	67.75
		SEMCOENERGY GAS COMPANY	60069000 ELECTRIC FIRE HAL	234.57
		SNYDERS DRUG STORE	NFD #0235900.500	424.62
			FOLDERS WITH POCKETS	43.80
			COMMAND HOOKS	9.49
			WASTE BASKET	9.99
		TAHQUAMENON C.U.	FDIC FIRE FIGHTERS	225.00
			BRIDGE FARE 4/27	4.00
			FIRE DEPT CONFERENCE	274.95
			FIRE DEPT CONFERENCE	274.95
		UNIFIRE	CUTTING BLADE/GUIDE BAR/CA	607.05
			TOTAL:	8,685.01
SEWER SYSTEM	SEWAGE RECEIVING F	AT&T	WWTP	168.79

DEPARTMENT	FUND	VENDOR NAME	DESCRIPTION	AMOUNT
		ATT U-VERSE	O & M INTERNET #134195879	54.77
		BLUE CROSS BLUE SHIELD OF MICHIGAN	O&M SHARE	1,918.35
		BLAKELY, GEORGE	WASTEWATER CONFERENCE	56.00
		BROWN, JAMES	WASTEWATER CONFERENCE	56.00
		BS&A SOFTWARE	SOFTWARE	5,601.25
		D & D HOME CENTER	BRUSH	1.49
			LIGHT FIXTURE	21.99
			DUST BROOM	5.49
		D S TECH	APRIL MICROSOFT	109.25
			ADOBE ACROBAT	124.75
		FOSTER HARDWARE	CLOBUSTER	15.99
			CLOBUSTER	15.99-
			BATERIES	19.98
			PUMP	45.00
		44 NORTH	WWTP RETIREE	1.15
			WWTP EMPLOYEES	4.60
		FSOM-FULL SERVICE ORGANICS	BIOSOLIDS TESTING	450.00
		HYDRITE CHEMICAL CO.	CHLORINE, SODIUM BISULFIT	3,553.80
		JOHNSON CONTROLS	CHECKED WATER PRESSURE/PUM	972.48
		L&S ELECTRIC INC	MOTOR	192.55
		LYNN AUTO PARTS INC.	GREASE	9.99
		MAC'S MARKET INC	DISTILLED WATER	34.00
			SOAP, SPONGE	10.81
		M.E.R.S.	O & M	5,362.56
			O&M	5,520.02
			O & M	548.34-
		MERS DC PLAN # 110341	DPW	69.24
		MICHIGAN MUNICIPAL W/C FUND	O & M 13.08%	746.08
		NATIONAL OFFICE PRODUCTS	COPIER MAINTENANCE	325.84
			CORRECTION TAPE	2.62
		NEWBERRY WATER & LIGHT	70011000 DEMAND METER	774.08
			70011000 ELECTRIC	10,610.16
			70011000 WATER	0.00
			70010000 O&M GARAGE	164.69
			60074000 E VICTORY/CHARLES	14.56
			60073000 CHARLES RD	12.83
			60075000 M-123/CR462	13.23
			60038001 PUMP STA Mc	11.52
		NCL OF WISCONSIN INC	ACID RENGENT/SULFURIC ACID	164.89
		RANGE TELECOMMUNICATIONS	MISS DIGS FOR APRIL & MAY	6.33
		RS TECHNICAL SERVICES, INC	A3-STH-T TUBE ASSEMBLY	109.38
		SEMCOENERGY GAS COMPANY	O & M WWTP #0358994.500	758.83
		STANDARD, THE	WWTP	65.70
		STATE OF MICHIGAN	WWTP SUPERINTENDENT LICENS	95.00
		SONDEE, RACINE & DOREN PLC	MARCH LEGAL COUNSEL	656.25
			APRIL LEGAL COUNSEL	750.00
		SWOGGER, BRUCE & MILLAR LAW FIRM, P.C.	LEGAL ADVICE	42.75
		TAHQUAMENON C.U.	BRIDGE FAIR4/17	4.00
			WWTP CLASS	109.50
			BRIDGE FARE 4/19	4.00
			BRIDGE FARE WWTP 4/26	4.00
			SCHOOLING WWTP	60.78
			BRIDGE FARE WWTP 4/25	4.00
			WWTP CONFERENCE	171.00
		U S A BLUE BOOK	AMONIA REAGENT	126.33
		VERIZON	OFFICE PHONES-WWTP	27.68

DEPARTMENT	FUND	VENDOR NAME	DESCRIPTION	AMOUNT
		WEX BANK - SPEEDWAY UNIVERSAL	CELL PHONES	5.00
			WWTP	92.27
			TOTAL:	39,749.27

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

101	GENERAL FUND	63,414.07
202	MAJOR STREET FUND	574.97
203	LOCAL STREET FUND	574.97
213	FIRE REVOLVING FUND	8,685.01
590	SEWAGE RECEIVING FUND	39,749.27

	GRAND TOTAL:	112,998.29

VILLAGE OF NEWBERRY
Cash Balance Report
Mar-18

G/L Account	General Fund 101	Major Streets Fund 202	Local Streets Fund 203	Total Account Balance
001 Cash	403,513.02	97,144.07	(260,630.48)	240,026.61
003 Cash Investments	(132,521.99)		195,209.76	62,687.77
TOTAL OPERATING CASH B.	270,991.03	97,144.07	(65,420.72)	302,714.38

BANK INFORMATION

	Amount
First National St Ignace A/C#5000195 General che	199,980.09
mBank A/C#9960546 General fund	37,186.25
mBank A/C#13184346 Garbage stickers	604.50
Tahquamenon Area Credit Union A/C#4103598 Cr	2,255.77
TOTAL	240,026.61
First National St Ignace A/C#7703184 Tax Appropri	4,119.65
First National St Ignace A/C#7703283 Equipment i	58,568.12
TOTAL	62,687.77
TOTAL	302,714.38

G/L Account	Fire Capital 206	Fire Revolving 213	Fire Millage 214	Total Account Balance
001 Operating cash	14,825.59	46,383.61		61,209.20
003 Cash investments			42,757.44	42,757.44
TOTAL OPERATING CASH B.	14,825.59	46,383.61	42,757.44	103,966.64

First National St Ignace A/C#7702806 Fire Dept Ca	14,825.59
First National St Ignace A/C#7702814 Fire Revolvii	46,383.61
	61,209.20
First National St Ignace A/C#7703192 Fire Millage	42,757.44
TOTAL	103,966.64

G/L Account	Torc Fund 409	Sewage O & M 495	Sewage Receiving 590	Total Account Balance
001 Operating cash	101.85	10,204.89	190,855.83	201,162.57
003 Cash investments	6.53		6.53	6.53
TOTAL OPERATING CASH B.	108.38	10,204.89	190,855.83	201,169.10

First National St Ignace A/C#7703309 TORC fund	108.38
First National St Ignace A/C#7702798 O and M fur	10,204.89
First National St Ignace A/C#7702780 Sewage Rec	190,855.83
TOTAL	201,169.10

G/L Account	Tax Collection 703	Total Account Balance
015 Cash Depository account	13,989.66	13,989.66
First National St Ignace A/C#7702822 Tax account	1,924.85	1,924.85
mBank A/C#1002015 Tax account	12,064.81	12,064.81
TOTAL	13,989.66	13,989.66

First National St Ignace A/C#7702822 Tax account	1,924.85
mBank A/C#1002015 Tax account	12,064.81
TOTAL	13,989.66

DEPARTMENT	FUND	VENDOR NAME	DESCRIPTION	AMOUNT		
NON-DEPARTMENTAL	ELECTRIC FUND	AFLAC	AFLAC POST TAX	15.60		
			AFLAC POST TAX	15.60		
		EFTPS	FEDERAL WITHHOLDING	1,004.84		
			FEDERAL WITHHOLDING	10.00		
			FEDERAL WITHHOLDING	1,136.10		
			FICA W/H	737.98		
			FICA W/H	23.25		
			FICA W/H	819.28		
			MEDICARE W/H	172.60		
			MEDICARE W/H	5.45		
			MEDICARE W/H	191.60		
			STATE OF MICHIGAN	STATE WITHHOLDING	473.45	
				STATE WITHHOLDING	6.38	
				STATE WITHHOLDING	534.64	
			NATIONWIDE RETIREMENT SOLUTIONS	NATIONWIDE	41.02	
		NATIONWIDE		41.02		
		MISC VENDORS STALEY, RAYMOND	2-00290-04	2.00		
			RETIREES COMPANY PAYS	1,158.38		
		BLUE CROSS BLUE SHIELD OF MICHIGAN	RETIREES SELF PAY	289.59		
			MICHIGAN COUNCIL 25	MI COUNCIL 25/UNION DUES	203.25	
		STATE OF MICHIGAN	LEAF #6099 JAN, FEB PA 95	1,265.27		
			TOTAL:	8,147.30		
		ELECTRIC DISTRIBUTION	ELECTRIC FUND	QUINLAN, AMY	MARCH CLEANING	125.00
					APRIL 2018 CLEANING	125.00
				SD MYERS INC	CRITICALPAC/REGPAC/FR3PAC/	1,284.00
					2018 BUDGET	1,670.50
				PLANTE & MORAN	CONSULTING ON ELECTRIC	480.00
BECKETT & RAEDER	FRIEGHT			192.88		
FOSTER'S ACE HARDWARE	JAMADOTS INTERNET			50.00		
HIAWATHA TELEPHONE COMPANY	WIRE, FUSELINK, SLEEVE, SO			2,109.96		
POWER LINE SUPPLY COMPANY	LEGAL SERVICES MARCH 2018			311.25		
SONDEE, RACINE & DOREN, P.L.C.	APRIL LEGAL COUNSEL			197.50		
SWOGGER, BRUCE & MILLAR LAW FIRM, P.C.	LEGAL ADVICE			234.18		
	LEGAL ADVICE			114.00		
TAHQUAMENON AREA CREDIT UNION	HOLE REINFORCEMENTS			6.18		
	POSTAGE			7.70		
	POSTAGE			20.10		
	STAMPS			200.00		
	APPRENTICE			62.54		
US POSTAL SERVICE	UTILITY BILLING APRIL 2018			491.89		
VERIZON	VERIZON CELL PHONES			73.86		
	FAX & DATA PLAN			78.19		
	DESK PHONES			155.40		
	TOTAL:			7,990.13		
GENERAL EXPENSES	ELECTRIC FUND			EFTPS	FICA W/H	737.98
					FICA W/H	23.25
				AMAZON CAPITAL SERVICES	FICA W/H	819.28
					MEDICARE W/H	172.60
					MEDICARE W/H	5.45
				BLUE CROSS BLUE SHIELD OF MICHIGAN	MEDICARE W/H	191.60
					BATTERIES	6.25
				BURTON, LONDON	TRASH BAGS	6.74
					EMPLOYEES	4,783.42
					MEALS/SCHOOLING APPRENTICE	148.75

DEPARTMENT	FUND	VENDOR NAME	DESCRIPTION	AMOUNT
		DAVID PATTERSON	MEALS/SCHOOLING APPRENTICE	297.50
		DANNY'S AUTO VALUE	ANTIFREEZE	10.99
		DSTECH	DSTECH	39.50-
			MONITORING, MICROSOFT	194.18
			ADOBE READER	124.75
		44 NORTH	W&L RETIREES	1.15
			W&L EMPLOYEES	3.45
		FIRST NATIONAL BANK	LETTER OF CREDIT FOR MISO	150.00
		LIVELY, JOSEPH	ATTEND GRADUATION	29.75
		MICHIGAN MUNICIPAL WC FUND	ELECTRIC WORK COMP PREMIUM	782.01
		NATIONAL OFFICE PRODUCTS	COPIER MAINTENANCE	335.84
			COPIER MAINTENANCE	325.84
			CORRECTION TAPE	2.63
		NEWBERRY WATER & LIGHT	BC/BS WITHHOLDING	639.99
			BC/BS WITHHOLDING	639.99
		PERRY, MATTHEW	ATTEND GRADUATION	29.75
		RAHILLY'S IGA	WATER, SOAP, BLEACH	20.94
		SEMCO ENERGY GAS CO.	GAS BILL ACCT #235237.500	132.21
			GAS BILL ACCT #235238.500	463.97
		STANDARD, THE	LIFE INSURANCE	37.23
		TAHQUAMENON AREA CREDIT UNION	LANSING	24.20
		US BANK EQUIP FINANCE	COPIER LEASE PAYMENT	210.18
		VERIZON	DESK PHONES	13.33
		WOLVERINE POWER COOPERATIVE	TUITION FOR LINEMEN	7,650.50
			TOTAL:	18,976.20
ELECTRIC GENERATION	ELECTRIC FUND	AT&T	AT&T ACCT#146204500	80.66
			906-293-5648-5313	36.08
		BURBACH OIL COMPANY	DIESEL FUEL	16,210.44
		DANNY'S AUTO VALUE	1/4" COMP UNION,CLEANER	20.10
		OK INDUSTRIAL SUPPLY	BLUE OIL	128.00
		FOSTER'S ACE HARDWARE	TUBE/COMPRESSION NUT/ SLEE	7.57
		GINNEVER ELECTRIC	30 AMP, BOXES	125.28
		NEAL'S TRUCK PARTS	HYD HOSE BULK/COUPLER	35.60
		SB INDUSTRIAL SUPPLY	PRESSURE SWITCH	78.70
		TAHQUAMENON AREA CREDIT UNION	PRESSURE SWITCH	78.70
			TOTAL:	16,801.13
BUILDING MAINTENANCE	ELECTRIC FUND	FOSTER'S ACE HARDWARE	FLAPPER WITH CHAIN	1.98
		GINNEVER ELECTRIC	30 AMP, BOXES	125.28
		RANGE TELECOMMUNICATION	MISS DIG	6.34
		WEX BANK - SPEEDWAY UNIVERSAL	ELECTRIC - FUEL	115.05
			TOTAL:	248.65
PURCHASED POWER	ELECTRIC FUND	CLOVERLAND ELECTRIC CO-OP	APRIL 2018 HYDRO BILLING	5,164.08
		CMS ENERGY RESOURCE MGT	1104.016 MWH	66,240.96
			CAPACITY 3.30	19,800.00
		BECKETT & RAEDER	CONSULTING ON ELECTRIC	480.00
			TOTAL:	91,685.04
ENERGY OPTIMIZATION	ELECTRIC FUND	MECA	WECC, MTLY MKTG, MKTG ADJ,	1,390.62
			TOTAL:	1,390.62
WATER SYSTEM	WATER FUND	AMAZON CAPITAL SERVICES	BATTERIES	6.25
			TRASH BAGS	6.74
			LADDER	129.99

DEPARTMENT	FUND	VENDOR NAME	DESCRIPTION	AMOUNT
		PLANTE & MORAN	2018 BUDGET	1,670.50
		DANNY'S AUTO VALUE	ANTIFREEZE	10.99
		DSTECH	MONITORING, MICROSOFT	194.15
			ADOBE READER	124.75
	44 NORTH		W&L EMPLOYEES	3.45
		FOSTER'S ACE HARDWARE	PUMP	44.99
			ELBOW CPVC	0.49
		MICHIGAN MUNICIPAL WC FUND	WATER WORK COMP PREMIUM	782.01
		NATIONAL OFFICE PRODUCTS	COPIER MAINTENANCE	335.84
			COPIER MAINTENANCE	325.84
			CORRECTION TAPE	2.63
		NEWBERRY NEWS	FLUSHING AD	48.00
		RANGE TELECOMMUNICATION	MISS DIG	6.34
		RAHILLY'S IGA	WATER, SOAP, BLEACH	20.94
		SAULT STE MARIE CITY HALL	WATER SAMPLES ANALYSIS APR	48.00
		SONDEE, RACINE & DOREN, P.L.C.	LEGAL SERVICES MARCH 2018	311.25
			APRIL LEGAL COUNSEL	197.50
		STANDARD, THE	LIFE INSURANCE	37.23
		SWOGGER, BRUCE & MILLAR LAW FIRM, P.C.	LEGAL ADVICE	234.18
			LEGAL ADVICE	114.00
		WEX BANK - SPEEDWAY UNIVERSAL	WATER - FUEL	297.36
			TOTAL:	4,953.42

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===== FUND TOTALS =====
582 ELECTRIC FUND          145,239.07
591 WATER FUND            4,953.42
-----
GRAND TOTAL:              150,192.49
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Account: XMAS DECOR DONATIONS Current Time: 05/04/18 2:00:44 PM

Current Balance: \$12,904.50
 Available Balance: \$12,904.50

Date	Ref/Check No	Description	Debit	Credit	Balance
05/01/2018		@XXXXXXXXX@#10411932 DDA**3432 TO DDA**0112	(\$3,587.26)		\$12,904.50
04/30/2018		INTEREST PAID		\$4.07	\$16,491.76
Totals:		Transactions: 2	Debits: (\$3,587.26)	Credits: \$4.07	

**Newberry Water & Light
Cash Balance Report
31-Mar-18**

G/L Account	Electric Fund 582	Water Fund 583	Total Account Balance	
000-001.014 Save the Bells	16,487.69		16,487.69	First National St Ignace A/C#5000112 General checking
				First National St Ignace A/C#5000468 Utility sweep
				First National St Ignace A/C#5000385 Water Account PAD
				First National St Ignace A/C #7703432 Save the Bells
				First National St Ignace A/C#5000500 Water supply system
				TOTAL
				71,888.67
				5.00
				5.00
				16,487.69
				350.65
				<u>88,737.01</u>
000-006.000 Direct Bill account	(141,330.93)	618,574.91	477,243.98	First National St Ignace A/C#7702483 Utility payments
				First National St Ignace A/C#7703424 UB credit card payments
				M Bank A/C#13503592
				Tahquamenon Area Credit Union
				202,244.73
				129,973.22
				111,009.77
				34,016.26
				<u>477,243.98</u>
000-003.000 Cash Investments	80,066.17	6,979.80	87,045.97	Tahquamenon Area Credit Union A/C#1305590
				First National St Ignace A/C#7702699 Construction fund
				First National St Ignace A/C#7701832
				3,222.65
				76,843.52
				6,979.80
				<u>87,045.97</u>
TOTAL OPERATING CASH BALANCE	63,606.72	589,420.24	653,026.96	
RESTRICTED ACCOUNTS				
004 Bond and Int Redemption 2005	-	33,309.39	33,309.39	
005 Bond and Int Redemption 2009	-	1,108.78	1,108.78	
006 Revenue Bond Reserve 2005	-	130,000.00	130,000.00	
007 Revenue Bond Reserve 2009	-	12,800.00	12,800.00	
008 Revenue Bond Reserve 2014	-	46,800.00	46,800.00	
010 Water Supply System RRI 2005	-	175,195.00	175,195.00	
011 Bond and Int Redemption 2014	-	-	-	
013 Water Supply System RRI 2014	-	45,096.00	45,096.00	
				<u>444,309.17</u>
				<u>444,309.17</u>
022 MISO CASH COLLATERAL	12,095.88	-	12,095.88	First National St Ignace A/C#7703168
				JP Morgan MISO F/B/O NWLB A/C#5030911
				444,309.17
				<u>12,095.88</u>
				<u>12,095.88</u>

VILLAGE OF NEWBERRY		TREASURER'S REPORT					
FOR MONTH ENDING:		2018			2017		
April 30, 2018		Actual Collections		Y.T.D. Collections	Actual Collections		
LEDGER ITEMS:		April	Y.T.D.	Y.T.D. Collections	April	Y.T.D.	
A	Delinquent Personal Property Taxes	0.00	0.00		0.00	0.00	
	Delinquent Personal Interest Collected	0.00	0.00		0.00	0.00	
	Delinquent Real Tax Collected	0.00	0.00		0.00	0.00	
	Delinquent Real Tax Interest Collected	0.00	0.00		0.00	0.00	
B	Real Property Tax Collected	0.00	2,693.18	1%	0.00	2,632.96	
	Personal Property Tax Collected	0.00	0.00	0%	0.00	0.00	
C	Admin Fee, Penalty & Interest Collected	0.00	211.81		0.00	193.33	
E	Deposits to Tax Savings Account	0.00	2,904.99		0.00	2,826.29	
F	Interest Earned on Tax Accounts	1.49	8.66		1.38	11.23	
G	Tax Acct Transfer to Gen Fund/Tax Appropriation Funds	0.00	27,494.76		0.00	3,748.60	

TAX ACCOUNT		Beginning	Ending
BANK ACCOUNT BALANCE @		April	April
2018		\$13,989.66	\$13,991.15
2017		\$13,917.42	\$13,918.80

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 \$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.

LUCE COUNTY TREASURER
407 West Harrie Street
Newberry, Michigan 49868
Phone (906) 293-8171
Fax (906) 293-3849

Darlene A. Kistro
Treasurer

Erin Teske
Deputy Treasurer

**REPORT OF SETTLEMENT OF
2017 VILLAGE TAX COLLECTIONS**

	<u>Tax Levied</u>	<u>Tax Paid To Village Treasurer</u>	<u>Delinquent</u>
Personal	\$ 47,364.19	\$ 47,364.19	\$ 0.00
Real	281,282.91	241,620.30	39,662.61
Totals	\$328,647.10	\$288,984.49	\$39,662.61

2016 Delinquent Real Property to be settled from Delinquent Tax Revolving Fund:

Total Delinquent Real	\$39,662.61
Add:	
1% Admin. Fee	395.83
6% Interest	2,378.97
Total	\$42,437.41

Darlene A. Kistro

Darlene A. Kistro
Luce County Treasurer

I hereby agree to settle on the figures as stated above.

Rodney L. Kistro

Rodney L. Kistro
Village Treasurer

← AMOUNT COMING LATER THIS MONTH TO BE DIVIDED BETWEEN STREETS FIRE OPERAT. ETC.

2018 TRUTH IN TAXATION HEARING

2017	11.2262	General Operations		
2017	4.4903	Streets & Alleys		
2017	1.3928	Trash (Deposal/Collection)		
2017	2.0000	Fire Protection reelected 2016		08/02/2016
2017 Millage:	19.1093			
Assessed Taxable Value	17,198,994.00	2017	Tax	328,660.74

2017 HEADLEE REDUCTION FORMULA:

	2017 Millage	2018 HEADLEE REDUCTION	2018 Calculation	2018 Proposed Millage
General Operations	11.2262	1.0000	11.226200	11.2262
Streets & Alleys	4.4903	1.0000	4.490300	4.4903
Trash (Deposal/Collection)	1.3928	1.0000	1.392800	1.3928
Fire Protection reelected 2016	2.0000		2.000000	2.0000
2017 Millage:	19.1093		2018 Millage:	19.1093

2018 County Equalization: Headlee Reduction Factor: 1.0210 (which defaults to 1.0000 per 2018 County L-4034)

Assessed Taxable Value: **17,475,481.00** **2018**
 (Per 2018 County L-4028)

HEADLEE Proposed Collections:
 2018 Tax 333,944.21
 2017 Tax 328,660.74

5,283.47 2018 LOSS GAIN (+/- 2017 COLLECTIONS)

2018 TRUTH IN TAXATION CALCULATIONS:

BASIC TAX RATE REDUCTION FORMULA:

2017 Taxable Value	17,198,994.00
Less 2018 L-4034 Losses	327,900.00
	16,871,094.00
2018 Taxable Value	17,475,481.00
Less 2018 L-4034 Additions	440,925.00
	17,034,556.00

2018 Base Tax Rate Faction (BTRF):

0.990404094
 reduce to 4 digits conventional rounding 0.9904 **2018 Base Tax Rate Faction (BTRF):**

BASE TAX RATE FORMULA:

2017 Millage	19.1093
2018 Basic Tax Factor	0.9904

BTR 18.925851 BASE TAX RATE

<i>reduce to 4 digits conventional</i>	18.9259
BTFR Proposed Collections:	
2018 Tax	330,739.21
2017 Tax	328,660.74

2,078.47 2016 LOSS GAIN (+/- 2015 COLLECTIONS)

page 2

FORMULAS FOR TRUTH IN TAXATION HEARING PUBLIC NOTICE:

Get County L-4028 and L-4034 Reports from Equalization Dept
 Run ad in Newberry News @ least 6 days before MAY's Council Meeting
 Around April 20th or so start checking MI Treasury website for State Tax Comm forms with instructions.
 Confirmed SEV and Taxable totals with McMillan Twp Assessor.

#1

Proposed 2018 Headlee Millage	19.1093
Less (BTR)	18.9259

PROPOSED INCREASE: 0.1834 BLANK #1 spot on Form L-4297 proposed increase

#2

Proposed Increase x 100	18.3400
BTR	18.9259

% Increase in Op Revenue 0.9690 BLANK #2 on Form L-4297 ad valorem property taxes

#3

$(BTR \times 2018TV) - (2017 \text{ Millage} \times 2017TV) \times 100$	<u>330,739.21 - 328,660.74</u>	330,739.21
2017 Millage x 2017 TV	328,660.74	328,660.74
		328,660.74
<u>2,078.47</u>	0.006324059	
328,660.74		0.000006
	0.0063 X .001	

% Increase/Decrease (if not proposal is Not approved) 0.00

2018 TAX Resolution

<p>The Village Council authorizes the Village Treasurer to spread the 2018 Tax Roll based on the Assessed Taxable Value of \$17,475,481.00 as designated by the McMillan Township assessor. Such tax to be levied with 11.2262 mills for general operation purposes and 4.4903 mills for streets and alleys and 1.3928 mills for trash (disposal/collection) and 2.0000 mills for residential fire protection for a total millage of 19.1093.</p>	<p>1st Motion</p>
<p><i>Must be two separate Motions</i></p>	
<p>The Village Council authorizes the addition of a 1% administrative fee , \$1 Minimum plus a 3% penalty (minimum \$2.00) if paid after September 15, 2018. In addition, a 1% per month interest charge will be added starting September 15, 2018 and will continue until tax is paid.</p> <p>The Village Council authorizes collection of taxes for 2018 beginning July 1, 2018 and continuing through February 28, 2019.</p>	<p>2nd Motion</p>

Headlee Reduction Factor 1.0000

HEADLEE Reduction	2017 Calculation	2018 Headlee Reduced Millage	Anticipated Collections
General Operations	11.2262	11.2262	196,183.24
Streets & Alleys	4.4903	4.4903	78,470.15
Trash (Disposal/Collection)	1.3928	1.3928	24,339.85
Fire Protection	2.0000	2.0000	34,950.96
2017 Millage	19.1093	19.1093	333,944.21

2018 TV
17,475,481.00

2018 TAX RESOLUTION

1st Motion	The Village Council authorizes the Village Treasurer to spread the 2018 Tax Roll based on the Assessed Taxable Value of \$17,475,481.00 as designated by the McMillan Township assessor. Such tax to be levied with 11.1184 mills for general operations and 4.4472 mills for streets and alleys and 1.3794 mills for trash (disposal/collection) and 1.9808 mills for residential fire protection for a total millage of 18.9259.
	Must be two separate Motions
2nd Motion	<p>The Village Council authorizes the addition of a 1% administrative fee , \$1 Minimum plus a 3% penalty (minimum \$2.00) if paid after September 15, 2018. In addition, a 1% per month interest charge will be added starting September 15, 2018 and will continue until tax is paid.</p> <p>The Village Council authorizes collection of taxes for 2018, beginning July 1, 2018 and continuing through February 28, 2019.</p>

BTR Factor 0.9904

<i>Basic Tax Rate</i>	2018 HEADLEE Reduced Millage	BTR Calculation	BTR Millage	Anticipated Collections
General Operations	11.2262	11.1184	11.1184	194,299.89
Streets & Alleys	4.4903	4.4472	4.4472	77,716.84
Trash (Disposal/Collection)	1.3928	1.3794	1.3794	24,106.19
Fire Protection	2.0000	1.9808	1.9808	34,615.43
	19.1093	18.9259	18.9259	330,738.35

2018 TV
17,475,481.00

Treasurer's Notes

2018	Proposed Millage	Anticipated Revenue	gain with Headlee Millage
Headlee Reduced Millage	19.1093	333,944.21	3,205.85
BTR Millage Rate	18.9259	330,738.35	

In 2018 Village Taxable Values have increase \$276,487.00 over 2017 values. The State Tax Commission (STC) has set the 2018 Headlee inflation rate multiplier at 1.021. Which then defaults to a factor of 1 as required by the STC. Village Headlee Reduced Millage for 2018 will stay the same as 2017 millage rates levied. While the 2018 Basic Tax Reduction is calculated using the factor .9904 also as required by the STC, which results in lower millage rates than 2017 rates.

The gain of \$3205.85 for adopting the Headlee Reduced Millage requires a Truth in Taxation Hearing must be held, (the published notice I placed in newspaper and a special meeting will fulfill this requirement). Council must then adopt which millage rate to levy.

Treasurer's Recommendation:

The Headlee Millage provides more revenue and taxpayers millage rates remain the same as 2017.

EXAMPLE

HEADLEE MILLAGE	TAXABLE VALUE: 20,000.00
19.1093 PER 1,000 OF TAXABLE VALUE	382.19 APX 2018 TAX
 BASIC TAX REDUCED MILLAGE	
18.9259 PER \$1,000 OF TAXABLE VALUE	378.52 APX 2018 TAX
DIFFERENCE	3.67

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 # 02	C. Period Covered by Request <u>04-01-18</u> to <u>04-30-18</u> <small>(M/D/Y) (M/D/Y)</small>	D. Request Type <input checked="" type="checkbox"/> partial <input type="checkbox"/> final	E. Grantee's EIN 38-6007193	F. Grant Amount \$593,241
G. Grantee Name: Village of Newberry					Phone # 906-293-3433
Address: Village Hall, 302 East McMillian Avenue, Newberry, MI 49868			Email: finance@newberrymi.gov		
H. Grantee's Bank Name: 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			\$ 8,010.40	\$ 15,325.80	
5. STORMWATER ASSET MANAGEMENT PLAN COSTS			\$ 2,906.80	\$ 10,793.80	
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)			\$ 10,917.20		
10. TOTAL CUMULATIVE ELIGIBLE COSTS INCURRED TO DATE (add totals in 2 nd column)				\$ 26,119.60	
11. LESS LOCAL MATCH (if applicable) <i>(na)</i>				(\$ 0.00)	
12. LESS AMOUNT PREVIOUSLY DISBURSED				(\$ 15,202.40)	
13. AMOUNT REQUESTED FOR DISBURSEMENT				\$ 10,917.20	
J. For each request, describe the scope of work completed to date. Attach separate sheet if more space is needed. Discuss the progress made on the services not yet complete and a schedule for their completion by the grant period end date. If the scope of work will exceed the grant period, request a grant period extension from your DEQ project manager prior to incurring the costs.					
<ul style="list-style-type: none"> o See attached "Budget & Disbursement Tracking" spreadsheet o See attached invoice copies from C2AE for April 2018 o See attached Progress Report: #02 					
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					

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

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

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

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

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

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

For Newberry SAW Grant email to MDEQ Project Manager Jaclyn Merchant at "MerchantJ1@michigan.gov"



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

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

April 27, 2018
 Project No: 13-0210
 Invoice No: 66069

Village of Newberry
 307 East McMillan Avenue
 Newberry, MI 49868

Project 13-0210 Newberry SAW Application

Professional Services for the period ending April 22, 2018

Phase 04 Wastewater Asset Management Plan
 Fee

Billing Phase	Fee	Percent Complete	Earned	Previous Fee Billing	Current Fee Billing
Task -900 Inventory & GIS Database	77,180.00	13.00	10,033.40	2,315.40	7,718.00
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	1.00	292.40	0.00	292.40
Task 0970 - Other	5,000.00	0.00	0.00	0.00	0.00
Total Fee	215,520.00		10,325.80	2,315.40	8,010.40
	Total Fee				8,010.40
			Total this Phase		\$8,010.40
			Total this Invoice		\$8,010.40



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

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

April 27, 2018
 Project No: 13-0210
 Invoice No: 66070

Village of Newberry
 307 East McMillan Avenue
 Newberry, MI 49868

Project 13-0210 Newberry SAW Application

Professional Services for the period ending April 22, 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	19.00	9,082.00	7,887.00	1,195.00
Task 0910-Condition & Criticality	31,700.00	5.40	1,711.80	0.00	1,711.80
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		10,793.80	7,887.00	2,906.80
	Total Fee				2,906.80
			Total this Phase		\$2,906.80
			Total this Invoice		\$2,906.80

Village of Newberry Wastewater & Stormwater Asset Management Budget & Disbursement Tracking Proj 13-0210 Last Revision: 05-03-18										MDEQ 1274-01	
STORMWATER ASSET MANAGEMENT PLANNING										Totals	
Phase-Task	05-900 Inventory & GIS Database Development	05-910 Condition & Criticality Assessment	05-920 Metering & Modeling	05-930 Software, Hardware & Training	05-040 Sewer Televising	05-950 Level of Service	05-960 CIP & Rate Structure Development	05-970 Other - Background Model Map			
Budgets:											
C2AE Internal	\$34,500.00	\$31,700.00	\$24,640.00	\$2,000.00		\$2,500.00	\$24,500.00	\$0.00	\$117,840.00		
C2AE Subs	\$13,300.00								\$15,300.00		
Total C2AE	\$47,800.00	\$31,700.00	\$24,640.00	\$2,000.00	\$0.00	\$2,500.00	\$24,500.00	\$0.00	\$133,140.00		
Other Vendors	\$5,250.00	\$5,250.00			\$62,775.00	\$1,000.00	\$4,000.00	\$19,500.00	\$87,275.00		
Local Force Account	\$53,050.00	\$36,950.00	\$24,640.00	\$2,000.00	\$62,775.00	\$640.00	\$4,800.00	\$1,000.00	\$16,940.00		
Total Budget						\$4,140.00	\$33,300.00	\$20,500.00	\$237,355.00		
Invoice / Statement											
By	Number	Date									
C2AE	57159	12/04/13									\$0.00
C2AE	65906	03/28/18									\$0.00
C2AE	65907	03/28/18									\$0.00
C2AE	65908	03/28/18									\$7,887.00
Total Disbursement Request #01			\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$7,887.00	
C2AE	66069	04/27/18									\$0.00
C2AE	66070	04/27/18	\$1,711.80	\$1,711.80	\$0.00	\$0.00	\$0.00	\$0.00	\$2,906.80		
Total Disbursement Request #02			\$1,711.80	\$1,711.80	\$0.00	\$0.00	\$0.00	\$0.00	\$2,906.80		
..											
RUNNING TOTALS											
Remaining										\$9,082.00	
										\$43,968.00	
										\$1,711.80	
										\$35,238.20	
										\$0.00	
										\$24,640.00	
										\$0.00	
										\$2,000.00	
										\$0.00	
										\$62,775.00	
										\$0.00	
										\$4,140.00	
										\$0.00	
										\$33,300.00	
										\$20,500.00	
										\$10,793.80	
										\$226,561.20	
										5%	

Client: Village of Newberry	Date: 04-26-18
Project No.: 13-0210	Project Manager: Chuck Lawson
Project Name: SAW Grant	Report Lead: Dave Holmgren
Project Phase: Report	Admin.: Dave Cain
Client Approved Revised Completion Date: na	Project Start Date: Sep 2013 (application)
Client Project No.: MDEQ SAW #1274-01	Project Completion Date: Nov 2020
Client Advisor:	Period Covered: April 2018

THE WORK ACCOMPLISHED IN THE DEFINED PERIOD CONSISTED OF:

- Field work & database prep planning and coordinating with GIS subcontractor
- Requested quotes & arranged for award of Storm Drainage Model mapping
- Starting process of compiling records and data for GIS database

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 next Draw Request package

SCOPE CHANGES MADE DURING DEFINED PERIOD:

- na

BUDGET STATUS (% COMPLETE OF C2AE TASKS):

Wastewater (WAMP) Task	Budget	Approx. % Used
900 – Inventory & GIS Database Development	\$77,180	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	6%
Total Project Including Other Venders, etc.	\$379,622	3%

PROGRESS REPORT # 08

Project Description: Newberry 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	3%
Total Project Including Other Venders, etc.	\$237,355	2%

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	Authorized
SAW Grant Budget Deadline	End of Nov 2020	OK

PROGRESS REPORT # 08

Project Description: Newberry SAW

INPUT NEEDED FROM CLIENT:

- na

CLIENT INPUT, DECISIONS AND DIRECTIVES:

- na

REALIZED OR ANTICIPATED CONCERNS:

- na

VALUE ADDED:

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

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*

MAURICE A. BORDEN
JEFFREY L. JOCKS
KARRIE A. ZEITS

RONALD W. SONDEE, OF COUNSEL
JOHN P. RACINE, JR., OF COUNSEL
W. PETER DOREN, OF COUNSEL

310 WEST FRONT STREET
SUITE 300
TRAVERSE CITY, MICHIGAN 49684
TEL (231) 947-0400
FAX (231) 947-0748
www.sondeeracine.com

May 21, 2018

Dr. Jennifer James-Mesloh
Village Manager
302 E. McMillan Ave.
Village of Newberry, MI 49868
manager@newberrymi.gov

Via Email Only

Re: Uniform Budgeting and Accounting Act Requirements

Dear Dr. James-Mesloh:

You asked me whether the Uniform Budgeting and Accounting Act require the Village Budget to include a budget for enterprise funds. As discussed during the consideration of the Village budget, the act expressly states that enterprise funds are not part of the definition of budget that requires adoption pursuant to the act.

The Act defines Budget as:

(4) "Budget" means a plan of financial operation for a given period of time, including an estimate of all proposed expenditures from the funds of a local unit and the proposed means of financing the expenditures. Budget does not include any of the following:

- (a) A fund for which the local unit acts as a trustee or agent.
- (b) An internal service fund.
- (c) An enterprise fund.
- (d) A capital project fund.
- (e) A debt service fund.

MCL 141.422a(4). Therefore, "Budget" does not include "an enterprise fund."

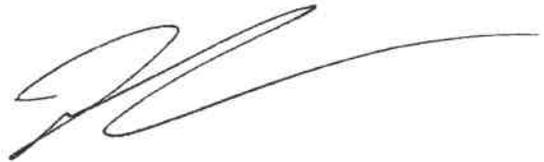
Dr. Jennifer James-Mesloh
May 21, 2018
Page 2

In addition, the Act states that the Village Council “shall pass a general appropriations act for all funds except trust or agency, internal service, *enterprise*, debt service or capital project funds for which the legislative body may pass a special appropriation act.” MCL 141.436(1) (emphasis added).

To conclude, enterprise funds do not require budget adoption with the Village general budget and appropriations. If you have any further questions please let me know.

Sincerely,

SONDEE RACINE & DOREN, PLC

A handwritten signature in black ink, appearing to read 'JLJ', with a long horizontal flourish extending to the right.

Jeffrey L. Jocks

JLJ:jah

SONDEE
RACINE & DOREN, P.L.C.
ATTORNEYS

MAURICE A. BORDEN
JEFFREY L. JOCKS
KARRIE A. ZEITS

RONALD W. SONDEE, OF COUNSEL
JOHN P. RACINE, JR., OF COUNSEL
W. PETER DOREN, OF COUNSEL

310 WEST FRONT STREET
SUITE 300
TRAVERSE CITY, MICHIGAN 49684
TEL (231) 947-0400
FAX (231) 947-0748
www.sondeeracine.com

April 27, 2018

Jennifer James-Meslosh
Village Manager
Village of Newberry
307 E. McMillan Ave.
P.O. Box 203
Newberry, MI 49868
manager@newberrymi.gov

Via Email Only

Re: Procedure for Ordinance Approval

Dear Ms. James-Mesloh:

You asked me for the statutory requirements concerning approval of a Village Ordinance. The General Law Village Act provides the authority for the Village to adopt ordinances. MCL 66.1. Pursuant to the Act, once adopted by a majority of the Village Council the Ordinance takes effect upon publication unless the ordinance imposes a sanction.

As I understand it, some members of the public raised questions concerning the recent adoption of amendments to the Planning Commission Ordinance. As set out above, upon the majority vote, the amended Planning Commission Ordinance became effective upon publication in the newspaper. There are no other statutory requirements for ordinance adoption in this case. I am also not aware of any Village of Newberry Ordinances that would modify the statutory procedures or requirements for ordinance adoption.

Please let me know if you have any questions.

Sincerely,

SONDEE RACINE & DOREN, PLC



Jeffrey L. Jocks

JLJ:jah

May 10, 2018

Christian Fellowship SBC

314 E Truman

Newberry Michigan 49868

293-5591

Newberry Officials

We once again Request permission
To use The Atlas Park (Carnival Grounds area)
for a Block Party - August 25, 2018.

We will have games for The Children
Gospel Music and hopefully again slide for Children,
also Hamburgers + Hot dogs given out.

A lot of People came and enjoyed The
Event last year, a lot of Paper, Pencils - ink Pens
folders, ~~books~~ given out as Prizes to The Children,
Lots of Children enjoyed The slide.
Adults enjoyed The Music.

P.S.

If we just Play Music
at some Parks OK? DO we need permission?
or Do we need insurance coverage
also?

Sincerely

Pastor Mike Webb -

Helen Newberry Joy Hospital
Gibson Family Health Center
Golden Leaves Living Center
Total Health & Wellness Centers



Convenient Care Clinic
Manistique Lakes Family Clinic
West Mackinac Health Center

Good afternoon,

The Helen Newberry Joy Hospital Wellness Center and the Newberry Parkinson's Support Group, are requesting your approval for a Biking for Parkinson's: Grey Ribbon Ride on June 23rd from 9-11AM. This is a fun family 8 mile bike event with all proceeds going towards our local support group to aid in their venture to improve awareness within our community.

The race route is as follows:

Begin at the east end of the HNJJH parking lot. Ride west on Harrie Street to Washington Avenue. Turn left and head south to McMillan Avenue. Turn right onto McMillan Avenue and travel west to Aho Road. Return to the HNJJH parking lot along the same route. Total route length: 8miles.

I hope that you will authorize the route so that we may begin our next stage of planning. Should you have any questions or concerns, please contact me at workplace at (906) 293-9231 or via e-mail at jlusk@hnjjh.org. I thank you for your time and consideration in this matter. Looking forward to a fun family event!

Sincerely,

Jennifer Lusk, OTR/L
Director of Rehabilitation Services
Helen Newberry Joy Hospital & Healthcare System

*Our Mission: Keeping the patient at the center of everything we do – every patient – every time.
Our Vision: To be the provider of choice to the communities we serve.*

NEWBERRY WATER & LIGHT BOARD

307 E. McMILLAN AVENUE

NEWBERRY, MI 49868

Phone: 906 293-5681 Fax: 906 293-8569

CUSTOMER COMPLAINT/SUGGESTION FORM

circle one

Your input is valuable to us. To enable us to better serve our community, please complete the following form.

PLEASE PRINT

Zac Pitawanakwat

NAME

(906) 293-1542

PHONE

512 East Avenue C

()

STREET ADDRESS

Newberry, MI 49868

FAX

taters2010@gmail.com

CITY, STATE, ZIP

E-MAIL ADDRESS

DATE: 05-11-18 TIME: 11:05^{am} am/pm

DEPARTMENT

Complaint/Suggestion: The past week I have brought my children to Atlas park and have been absolutely disgusted with the amount of trash and broken glass left laying around. I have spent a majority of my time picking up trash, broken glass, used condoms, i used needles the last three times I have visited the park. Time in which should be spent playing with my kids not cleaning up other peoples waste. How about you have someone tend to the park if it's to much of a hassle to provide a trashcan for public use.

OFFICE USE ONLY

Rec'd by: _____

Date/Time: _____

cc: Manger

cc: Supervisor

cc: Blight Adm

cc: Council(9)/Board (6)

Zac Pitawanakwat
Signature

VILLAGE OF NEWBERRY

307 E. McMILLAN AVENUE

NEWBERRY, MI 49868

Phone: 906 293-5681 Fax: 906 293-8569

CUSTOMER COMPLAINT/SUGGESTION FORM

circle one

Your input is valuable to us. To enable us to better serve our community, please complete the following form.

PLEASE PRINT

Zac Pitawanakwat

NAME

(906) 293-1542

PHONE

512 East Avenue C

STREET ADDRESS

()

FAX

Newberry, MI 49868

CITY, STATE, ZIP

taters2010@gmail.com

E-MAIL ADDRESS

DATE: 05-11-18 TIME: 11:39 am am/pm

DEPARTMENT

Complaint/Suggestion: Make a trashcan available for public use
at atlas park. Clean up spray paint of slide.

OFFICE USE ONLY

Rec'd by: _____

Date/Time: _____

cc: Manger

cc: Supervisor

cc: Blight Adm

cc: Council(9)/Board (6)

Zac Pitawanakwat

Signature

VILLAGE OF NEWBERRY

307 E. McMILLAN AVENUE

NEWBERRY, MI 49868

Phone: 906 293-5681 Fax: 906 293-8569

CUSTOMER COMPLAINT/SUGGESTION FORM

circle one

Your input is valuable to us. To enable us to better serve our community, please complete the following form.

PLEASE PRINT

Morgan-Rae Lindsey

NAME

(906) 630-1502

PHONE

415 East Harrie Street

()

STREET ADDRESS

FAX

Newberry, MI, 49868

E-MAIL ADDRESS

CITY, STATE, ZIP

DATE: 5/11/2018 TIME: 12:00 am/pm

DEPARTMENT

Complaint/Suggestion: I would like to suggest putting in a trash can and possibly an out house or porta potty. My son loves to go to Atlas park, and it is an inconvenience when every time I bring him there that there is litter everywhere because there is no trash can. It is also an inconvenience that there is no where for children to relieve themselves when using the park. Thank you for your time and I hope you consider my suggestions.

OFFICE USE ONLY

Rec'd by: _____

Date/Time: _____

cc: Manger

cc: Supervisor

cc: Blight Adm

cc: Council(9)/Board (6)

Morgan-Rae Lindsey Signature

MICHIGAN ECONOMIC
DEVELOPMENT CORPORATION

May 16, 2018

SENT VIA EMAIL
manager@newberrymi.gov

Jennifer James-Mesloh, M.P.A., Ph.D.
Village Manager
Village of Newberry
302 East McMillan Ave.
Newberry, MI 49868

RE: MSC 214033-UN Final Certificate of Completion

Dear Jennifer:

The Michigan Economic Development Corporation, on behalf of the Michigan Strategic Fund (MSF), has received the necessary paperwork to close the Village of Newberry's Michigan Community Development Block Grant (CDBG) Project MSC 214033-UN, the Urgent Need – Victory Street Repair Project.

Review and retain the enclosed Final Certification of Completion.

Should any questions arise, please contact our office at (517) 373-6213.

Sincerely,

Shawne Haddad

Shawne Haddad
CDBG Senior Program Specialist

Enclosure

PURE MICHIGAN®

MICHIGAN ECONOMIC
DEVELOPMENT CORPORATION

**FINAL CERTIFICATE OF COMPLETION
MICHIGAN CDBG PROGRAM**

Grantee: Village of Newberry
Grant Number: MSC 214033-UN
Grant Amount: \$135,569
Project: Urgent Need – Victory Street Repair
Term: 11/1/13 – 12/31/15

The information submitted is satisfactory. We now consider this project to be complete and closed.

FINAL STATEMENT OF PROJECT COSTS

<u>Funding Sources</u>	<u>Actual Costs</u>
Grantor	\$ 135,569.00
Grantee	\$ 54,796.35
Private	\$
Other	\$
TOTAL	\$ 190,365.35

NATIONAL OBJECTIVE

Project activities were designed to meet community development needs having a particular urgency because existing conditions pose a serious and immediate threat to the health and welfare of the community and which are of recent origin or which recently became urgent, where the community is unable to finance the activity on its own and where the financial resources are not available to meet such needs.

COMMENTS

The MSF reserves the right to reopen this grant in the event of future monitoring by the U.S. Department of Housing and Urban Development and instances of noncompliance by the Grantee.

The project came in under budget. Therefore, the MSF recaptured grant funds in the amount of \$11,385.

The Village must maintain the project files until notified by the MEDC.



RECEIVED
4/17/18
mub

Eric Buckler
19359 County Road 458
Newberry, MI 49868

April 17, 2018

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

To Whom It May Concern:

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

1. Correspondence from the Village of Newberry (including its employees, village administration, Trustees, and/or Village President) to Shane Gamez or Victoria Gamez for the months of October, November, or December 2017.

If there are any fees for searching or copying these records, please inform me if the cost will exceed \$50. However, I would also like to request a waiver of all fees in that the disclosure of the requested information is in the public interest and will contribute significantly to the public's understanding of the Village operations. This information is not being sought for commercial purposes.

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

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

Thank you for considering my request.

Sincerely,



Eric Buckler
(906) 450 - 3773

received
4/16/18

mB

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

April 16, 2018

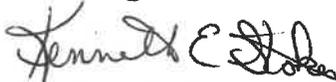
Village of Newberry
Jennifer James-Mesloh, Village Manager
302 East McMillan Avenue
Newberry MI 49868

Jennifer James-Mesloh,

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

- Copy of the Village of Newberry TACU Visa monthly statements showing Vendor names, dates of purchases and amounts due for;
 - 2016
 - 2017
- Copy of the Newberry Water & Light Board TACU Visa monthly statements showing Vendor names, dates of purchases and amounts due for;
 - 2016
 - 2017

Best Regards,



Kenneth E. Stokes

2018-49-1CS

RECEIVED
4-18-2018

my

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

April 18, 2018

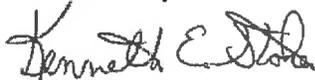
Village of Newberry
Jennifer James-Mesloh, Village Manager
302 East McMillan Avenue
Newberry MI 49868

Jennifer James-Mesloh,

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

- The monthly payable lists as presented to members of the Newberry Village Council and the Newberry Water & Light Board for consideration for payment for the years:
 - o 2016
 - o 2017

All the Best,


Kenneth E. Stokes

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

RECEIVED
4/24/18
MUR

April 24, 2018

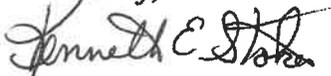
Village of Newberry
Jennifer James-Mesloh, Village Manager
302 East McMillan Avenue
Newberry MI 49868

Jennifer James-Mesloh,

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

- Copies of all estimates/quotes received for the Village of Newberry storm sewer cleaning that was performed in the fall of 2017.

Sincerely,



Kenneth E. Stokes

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

RECEIVED
5/1/18

MAB

May 1, 2018

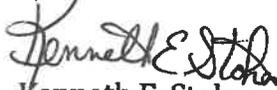
Village of Newberry
Jennifer James-Mesloh, Village Manager
302 East McMillan Avenue
Newberry MI 49868

Jennifer James-Mesloh,

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

- Copies of Village of Newberry's VISA monthly statements and cover sheets from January 1, 2018 to May 1, 2018.
- Copies of Newberry Water & Light Board's VISA monthly statements and cover sheets from January 1, 2018 to May 1, 2018.

FOCUS,


Kenneth E. Stokes

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

RECEIVED
5/1/18
MLB

May 1, 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 Village of Newberry charter and code that specifies job duties of the Village Manager as stated 1.6.17 in the employment agreement between the Village of Newberry and Jennifer James-Mesloh.

FOCUS,


Kenneth E. Stokes

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

RECEIVED
5/1/18
MLB

May 1, 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;

- All copies of meeting minutes from any and all Village Council meetings held in June 2017.

FOCUS,


Kenneth E. Stokes

**VILLAGE OF NEWBERRY
TRUSTEE 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 Village of Newberry consists of a Council of six (6) Trustees and one (1) Village President, and

WHEREAS, the Village of Newberry Board of Trustees has experienced a vacancy due to resignation, and

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

I, Terese Schummer, Clerk of said Village of Newberry, do hereby certify that the foregoing is a true and complete copy of a resolution adopted by the Village Council of the Village of Newberry, County of Luce, State of Michigan, at a regular meeting held on May 21, 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 21st day of May 2018.

Terese Schummer, Clerk
Village of Newberry

Date

**VILLAGE OF NEWBERRY
RESOLUTION
AUTHORIZING VILLAGE MANAGER INVOICE PAYMENT**

WHEREAS, the Village of Newberry Village Council and/or the Newberry Water and Light Board have responsibilities for authorizing payment of invoices pursuant to Michigan law and Village of Newberry Ordinances; and

WHEREAS, sometimes invoices become due and payable prior to meetings of the Village of Newberry Village Council and/or the Newberry Water and Light Board such that failure to make payment on such invoices will result in late fees or penalties; and

WHEREAS, the Village of Newberry Village Council finds it is in the best interest of the Village of Newberry to authorize the Newberry Village Manager to make payment on such invoices to avoid late fees or penalties when necessary.

NOW THEREFORE BE IT RESOLVED, that Newberry Village Manager shall be authorized to make payment on invoices that are due and payable prior to regularly scheduled Village of Newberry Village Council and/or Newberry Water and Light Board meetings. All payments made under this authorization shall be included for review and approval by the Village of Newberry Village Council and/or the Newberry Water and Light Board at their respective next regularly scheduled meetings.

Trustee _____ offered Resolution _____ and moved its adoption.

Seconded by Trustee _____.

Ayes:
Nays:
Absent:

ORDINANCE 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

NEWBERRY WATER & LIGHT BOARD
REGULAR MEETING MINUTES
May 7, 2018

Present: Chairperson Medelis, Feldhusen, Vincent.

Absent: Brown, Downey.

Also Present: Village Manager – James-Mesloh, Assistant Village Manager – Vallad, Clerk - Schummer, Eric Buckler, Tina Pipes, Chuck Pipes, Bruce Lane, John Bergman, Rebecca Handa, Lori Stokes, Dan Hardenbrook.

Call to Order: Chairman Medelis called the meeting to order at 5:00 p.m. at the Village of Newberry Offices, 302 East McMillan Avenue, followed by the Pledge of Allegiance.

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

Approval of Minutes: Moved by Vincent, support by Feldhusen, **CARRIED**, to approve minutes from the April 10, 2018 W&L meeting as presented. Ayes: All. Absent: Brown, Downey.

Water and Light Chairperson Announcements: Chairman thanked Jim Johnson for his many years of service on the W&L Board, as Mr. Johnson has resigned from his position. Medelis also stated the reason for the change of date for the meeting, was because there would not be a quorum on Tuesday, due to illness and a Board member being out of town.

Public Comments on Agenda Items: Comments heard from: Lori Stokes – 301 W. John Street, Eric Buckler – Newberry.

Submission of Bills and Financial Updates:

- A.) Water & Light Monthly Bills – Motion by Vincent, support by Feldhusen, **CARRIED**, recommend Village Council pay the April 2018 Electric Fund bill in the amount of \$145,239.07. Ayes: All. Absent: Brown, Downey.
- B.) Motion by Vincent, support by Feldhusen, **CARRIED**, recommend Village Council pay the March 2018 Water Fund bill in the amount of \$4,953.42. Ayes: All. Absent: Brown, Downey.
- C.) Christmas Lights Fund is currently at \$12,904.50.
- D.) Water & Light – Cash Balance – March 2018, was reviewed.

Petitions and Communications: None.

Introduction and Adoption of Ordinances and Resolutions: None

Reports of Village Management: Staff reports postponed until the Village Council Meeting.

Reports of Committees: None.

Unfinished Business: None.

New Business: None.

Comments by Board Members: Medelis stated that the change over on the switch at the L.P. Plant last Sunday went well with about a 1-hour outage. The next scheduled maintenance outage is July 24, 2018.

ADJOURNMENT: Motion by Vincent, support by Feldhusen, **CARRIED**, to adjourn meeting at 5:13 p.m. Ayes: All. Absent: Brown, Downey.

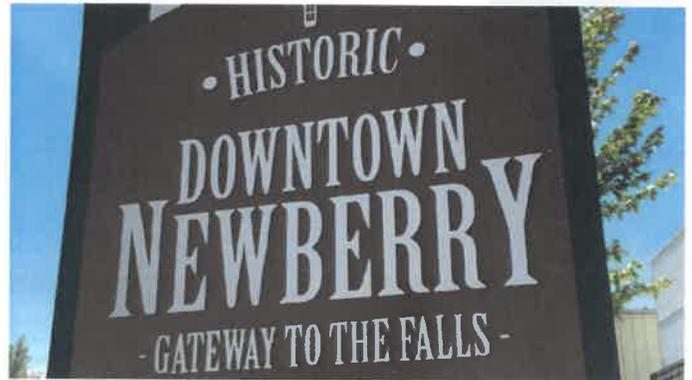
These minutes are unapproved until voted on at the next meeting.

Terese Schummer, Clerk

Charles Medelis, Chairperson



Newberry is adopting its first-ever Community Master Plan!



WHAT IS A MASTER PLAN?

A master plan is a guiding document intended to set forth a community's vision of its long-term future, usually 10 to 20 years. It covers just about everything—an analysis of the community's residential, commercial, industrial sectors; transportation; and natural features.

Typically, a master plan describes the community, outlines goals and objectives and maps areas of different land uses ranging from agricultural to industrial. Plans for new development are then reviewed to ensure consistency with what was planned. While the content and format of comprehensive plans can vary considerably from place to place, there are still a number of common characteristics that help distinguish these plans from other types of local plans. Common elements include community history and profile, existing conditions, goals and strategies, future land use, and an implementation plan.

HOW WILL IT IMPACT ME?

The master plan is setting the stage for private investment in Newberry, provision of services, and placemaking initiatives. This roadmap helps to define a coordinated vision for the future of the Village—for local officials, developers, and members of the public alike.

It is important to note that the master plan is different than a zoning ordinance and does not regulate what can be done on private property at a parcel-by-parcel basis. Instead, it includes a future land use map that identifies the intended use of land, which could be many years in the future. The zoning ordinance will be developed as a next step

after the master plan is adopted, and will be informed by the master plan. All Newberry residents are welcome and encouraged to get involved in this public process as well.

PLANNING AND ZONING IN MICHIGAN

The Michigan Planning Enabling Act (MPEA) of 2008 is the enabling statute for creation of a planning commission and development and adoption of a master plan. The MPEA requires jurisdictions with a master plan to review their plan at least every five years. The Michigan Zoning Enabling Act of 2006 is the enabling statute for creation of a zoning ordinance for counties, townships, cities and villages.

The vast majority of community's in Michigan have a master plan to help guide development. According to the University of Michigan Center for Local, State, and Urban Policy, only 12% of jurisdictions (cities, townships, and villages) do not have a master plan. Those with no master plan cite lack of people, expertise, and funds.

To learn more about the master plan and review the draft plan, please visit:

www.villageofnewberry.com

B R i
Beckett&Raeder

*Landscape Architecture
Planning, Engineering &
Environmental Services*

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 April 17, 2018 to May 21, 2018

- **Citizen Planner Training** – Tuesday nights April 16 to May 22
 - Planning and Zoning Training
- **FOIA Requests**
 - Pulling information, copying, organizing documents, writing response letters for FOIA Requests
 - 7 requests from April 16 to May 18
- **Union**
 - Union contract work – finalized and approved on April 24, 2018
- **Michigan Municipal Risk Management Authority (MMRMA)**
 - Compiled, completed, and submitted data for Coverage Renewal for 2018-2019
- **Committee/Membership/Partnership Meetings:**
 - Chamber of Commerce –
 - Annual Meeting on April 20th – event went well
 - Exploring the idea of creating and selling a Newberry themed monopoly style game
 - Eastern UP Planning Commission Meeting – April 23
 - M-123 Tahquamenon Scenic Byway – n/a
 - Save, Restore, & Grow Newberry – n/a
 - Save the Bells – n/a
 - Strategic Alliance for Health -April 23
 - Considering moving the Farmer’s Market to Health Dept. Parking lot – can use basement of building in inclement weather – still TBD
 - Sharon Brown will be heading up the school garden this year
 - Parkinson’s Bike Event on June 23rd – proceeds go to fund Parkinson’s Support group and for educational materials at the library – Jennifer Lusk is POC
 - Next meeting is May 23 at 9:00am

Newberry Wastewater Treatment Plant

George Blakely Superintendent

May 2018 Report

The new schedule has been started and seems to be working well it will take a few weeks to evaluate. The Septage Haulers were notified by mail of the new schedule.

Crane Engineering inspected our Grinder we have at the septage receiving station it needs to be replaced. We will run it until it quits, it is not repairable.

- Dan Puckett attended Activated Sludge II Class
- Robinson Concrete installed repaired door on Wet Well
- Staff Safety Meeting
- FSO is ahead of schedule
- Raw Sewage Pump was picked up for repair. Pump did not need to be rewound will save us about \$1000.00
- Ginnever and Crane inspected Air Blower
- Began sampling Ammonia
- Letter to DEQ

VILLAGE OF NEWBERRY



Moose Capital of Michigan

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

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

April 25, 2018

Tom Asmus
Michigan Department of Environmental Quality
Water Resources Division
NPDES Compliance—Eastern Upper Peninsula

Dear Mr. Asmus,

On Wednesday April 25, 2018 at approximately 11:30 A.M. staff on duty noticed solids in the Effluent. We immediately turned up chlorine feed rate to the chlorine contact tank.

The suspected cause is a system shock caused by supernatant feeding back through the system approximately 800 gals. starting at 8:30 A.M. and 2 loads of septage one at 8:35A.M. and another at 10:30 A.M. The Influent flow was 1.27 MGD.

The dissolved oxygen in the aeration tank had went down below 1 PPM we turned the air up.

We have suspended all septage haulers until May 7, 2018.

Sincerely,

George Blakely

Village Of Newberry Is An Equal Opportunity Employer & Provider

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
APRIL 2018**

- AT&T POLE INVENTORY
- RED TAGS
- SNOW REMOVAL
- DEQ REPORTS
- DOWN LINE CO RD 395 (CABLE TV)
- WATER LEAK- W. AVE C (NOT W&L)
- MIOSHA
- BRUSHING
- SAFETY MEETING TAIL BOARDS
- LINEMAN OFF MEDICAL
- WATER SAMPLE ALL OK
- WORK ORDERS ON-OFF
- CUT OFF 12 ALL BACK ON BUT 2
- CONNECT TEMP BYPASS INSTRUCTIONS
- READING METERS
- CUT-OUT BLOWN APART 4AM,
GOT THE CALL 6:30PM
- DOG BITE
- HYD REPAIR
- GENERATION 4-29-2018 12HRS
1HR OFF TIME OR LESS

WATER AND LIGHT
MISS DIGS

Water & Light
Miss Digs
APRIL 2018

MISS DIGS	Jan-18	Feb-18	Mar-18	Apr-18	May-18	Jun-18	Jul-18	Aug-18	Sep-18	Oct-18	Nov-18	Dec-18
000 RESPONSE PENDING												
001 NO CONFLICT												
002 MARKED				2								
003 NOT COMPLETE												
004 MARKED-UTILITY REQUIRED ON SITE DURING EXCAVATION												
005 ON GOING COORDINATION												
006 NOT MARKED-NO ACCESS TO WORK AREA												
007 STATED SCOPE OF WORK COMPLETED												
008 FACILITY RESPONSE NOT REQUIRED												
009 ADDITIONAL LOCATING REQUIRED												
010 EXEMPT FROM MARKING												
013 CANCELED												
201 DESIGN-TASK FACILITIES												
202 DESIGN-TASK COMPLETED												
203 DESIGN-MARKING REQUIRED												
999 HAS NOT RESPONDED												
TOTALS	0	0	0	2	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



VILLAGE OF NEWBERRY



Moose Capital of Michigan

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

Newberry Council Meeting DPW monthly report

Assistant Manager Buck Vallad

April 1 – April 30

April slowly ushered spring to Newberry. The guys continued with snow clean up and started working on getting ready for warmer weather.

- 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
- Flushed sewer lines
- Graded alleys
- Started some brush pick up
- Swept and cleaned some sidewalks

WATER AND LIGHT
MISS DIGS

**DPW
MISS DIGS
APRIL 2018**

DEPARTMENT OF PUBLIC WORKS

	Jan-18	Feb-18	Mar-18	Apr-18	May-18	Jun-18	Jul-18	Aug-18	Sep-18	Oct-18	Nov-18	Dec-18
MISS DIGS												
000 RESPONSE PENDING												
001 NO CONFLICT												
002 MARKED				1								
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	0	0	0	1	0	0	0	0	0	0	0	0

DEPARTMENT OF PUBLIC WORKS

- 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



**Village Council Meeting
Village Manager Updates
May 21, 2018**

A. Financial Updates

- a. Budget narrative document is moving forward to completion.
- b. Signed contract with BS & A Software, had initial meeting to determine how conversion will take place.
- c. Presenting to Council consolidation of 27 checking accounts.

B. Union Contract

- a. Proposal was submitted to Council for review and vote.
- b. Contract was approved by all parties: union and management.
- c. Effective 2018-2020.

C. Master Plan

- a. April 2018 draft version is now complete and available on the Village website for review.
- b. Fact Sheet of "What is a Master Plan" has been developed for citizen information of what a master plan is and why are they helpful for a community.
- c. Planning Commission will meet on Monday, June 25, 2018 to review the most recent draft version and then expected to vote on it, if no further changes at the May of June Council meeting.

D. Audit Preparation

- a. Identified with Gary Moulton items that needed to be ready for 2017 audit.
- b. On-site of auditor occurred May 14-17, 2018 with Department of Treasury. This is ahead of last year with Anderson, Tackman who did not perform the 2016 audit until mid-June 2017.
- c. Upon completion of the audit then a presentation will be scheduled to present the information and findings the Village Council.

E. Recycling

- a. Bins will be delivered in mid-June and available for Village residents.

F. Public Information

- a. Notified residents of vacancies on the Water & Light Board, Planning Commission Board.
- b. Community Clean-up is the first two weeks of June.
- c. Circus Coming to Town
 - i. Clown – Thursday, June 21, 2018, 8:00 am – 3:00 pm
 - ii. Circus – Monday, July 2, 2018. Proceeds from ticket sales will be going toward Save the Bells. Proceeds from pre-ticket sales and sales at the gate are different percentages.



TEAM MEETING

MEETING AGENDA

Newberry

Tuesday, May 1, 2018

LOCATION:

Village of Newberry

302 E. McMillan Ave

Newberry, MI 49868

10:00 AM – PRT Team Meeting

1. Updates and Status
 - a. Newberry Area Tourism Association
 - b. Village Planning Commission
 - c. Village Master Plan
 - d. Old Bank Building

2. New Business
 - a. "Save Our Village"

3. Adjournment

Please join my meeting from your computer, tablet or smartphone.

<https://global.gotomeeting.com/join/651332693>

You can also dial in using your phone.

United States (Toll Free): 1 877 568 4106

United States: +1 (571) 317-3129

Access Code: 651-332-693



Skeeter the Clown is scheduled to be in Newberry on June 21st., from 8 am to 3 pm. Skeeter's schedule is the following, as of May 17th.

8:30 AM Interview with Mr Stilfer ?

9:15 AM WNBY

10:30 AM Tahquamenon Area Library

11:45 AM Curtis Public Library

2:00 PM Tahqua-tots

Ticket Outlets-

Rahilly's IGA

Mac's Supervalue

Newberry Motors

1st. National Bank

Curtis Service Station, Curtis

Triangle Restaurant, McMillan



2018

SPONSOR GUIDE





WELCOME

As a sponsoring organization of the Culpepper & Merriweather Circus, you are bringing a treasured part of American culture to your town. The staff and management of C&M Circus are deeply committed to continuing a tradition of old fashioned family entertainment which has existed for over 200 years in the U.S.A. This is an event that will be remembered by young and old alike for years to come. This booklet outlines the entire project for you. It introduces you to some of the people you will meet between now and Circus Day and offers suggestions to help make this a successful event for your organization and community. If you have any questions please do **not** hesitate to contact our office at (580) 326-8833 or email us at cmcircus@gmail.com or cmcircus2@gmail.com.

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Sponsor Responsibilities	2
Your Circus Team	3
Lets Talk About Tickets	4
Ticket Worksheets	5-6
Advance Clown Schedule	7-8
Promoting Circus Day	9
Use our website or Facebook page	10

SPONSOR RESPONSIBILITIES

Culpepper & Merriweather Circus is on the road from March through October giving performances in over 200 cities and towns every year. Maintaining that schedule is made possible by the cooperation we receive from our sponsors. Listed below are the items your organization agreed to provide according to the contract you signed with us.

LOCATION

Most of our sponsors have a location confirmed at the time of the contract signing. This might be a good time to double-check those arrangements. We require a level area with the minimum dimensions of 300'x300' with access for large vehicles. We also ask that the grounds be reasonably clear of debris and tall grass. Remember, many of your neighbors will be attending the circus and will have to walk from their cars to the circus tent. We do not want that to be a difficult or dangerous trek for them.

WATER

The circus location needs to have a source of running water available (either a hose or hydrant hookup). Our animals, staff, and concession department use this water, so it is important that all of the water be fit for human consumption. We use about 1,200 gallons of water daily. We cannot use water trucks.

TRASH

We take our responsibility of cleaning the show grounds very seriously. We will make sure all of our trash is picked up, but we cannot take it with us. We will need a suitable container to hold 5 to 6 cubic yards of trash. We can load the animal manure into the same container, but please check with your local waste management company to make sure this is allowed in your area. We can also load the manure right into a spreader, utility trailer, or a pick up truck if it is left on the Circus Grounds all day long.

PERMITS

Please remember to obtain any local licenses or permits required in your area. If you need any information or assistance filling out the applications please do not hesitate to contact us at (580) 326-8833.

SETTLEMENT

Settlement is scheduled for 10:00 a.m. in the circus office on Show Day. **Settlement must be done in cash.** Any unsold tickets must be returned at settlement and revenues will be divided per the percentages in your contract. Settlement of revenue from gate tickets sales is done during intermission of the second show. We understand you may have to take time away from work for settlement, so we try to handle it as quickly as possible. **Our circus has a very tight schedule and it is important that you be on time for settlement.** Much of the circus day and the work of several staff members rely on the settlement taking place on time. Any unaccounted for tickets found after settlement will be your responsibility. Settlement is Final.

GREETERS

We ask that you have two members from your organization available at the front gate for each show to welcome circus goers and stamping hands. Part of the responsibility of sponsoring the Culpepper & Merriweather Circus is having your friends and neighbors thank you for bringing us to town and there is no better place to get patted on the back than at the entrance to the Big Top.

YOUR CIRCUS TEAM

You and your organization are not alone in preparing for Circus Day. We have a whole department already working on everything that happens before the show ever gets to town. Their work will help to make this a successful event for everyone involved.

ALANA GREEN • OFFICE MANAGER & JIM ROYAL • OFFICE ADMINISTRATOR

Alana settled in Hugo, OK aka Circus City USA. She brings a background in Marketing, Commercial Design, Graphic Design, Business Administration and Customer Service to the Hugo, OK Corporate Office. Jim has traveled the world and USA bringing circus joy to all for over 50 years. He has a vast knowledge of the circus industry. Together with the other corporate staff, they will work to ensure your Circus Day is a successful one. This team will be responsible for processing your contract, ordering your posters, tickets, flyers, press releases, insurance certificates, and portable restrooms for your lot if needed. They will be there to answer any questions you may have prior to the settlement of your show. They will act as Liasons to the show and help with all your organizational needs. You can e-mail Alana at cmccircus@gmail.com or Jim at cmccircus2@gmail.com.



"SKEETER" OUR ADVANCE CLOWN

Our advance clown is available about a week to ten days before show day. **The office team will e-mail you to let you know what day she will appear in your town.** A schedule sheet is included in this packet to help you organize the clown's appearances. During the summer months (while school is on break) she can visit day cares, senior centers, libraries or one of your ticket locations. See page 7.



THE 24 HOUR MAN

The arrival of the 24-hour man is the final step in the preparations for your Circus Day. As the title implies, he will get to town the day before the rest of the Circus. He usually arrives between 11:00 a.m. & 2:00 p.m. It is his responsibility to determine the location of the Big Top and each and every circus vehicle on the Circus Grounds. He may also contact you to ask advice or to make arrangements for purchasing supplies or feed for the circus if they are needed.

LETS TALK ABOUT TICKETS

There is one hard-learned rule in the entertainment business: **TICKETS EQUAL MONEY**. Even if tickets go unsold, they still have to be treated as if they were cold hard cash. As our sponsor, your organization receives a percentage of all the tickets sold for your show date. Of course, your percentage is higher for tickets that you sell in advance, and that is what this page is all about.



We send 500 adult tickets and 500 children's tickets to our sponsors for each day we perform. It is important that you keep track of all tickets, because you will be accountable for them at settlement at 10:00 a.m. on Circus Day. You should keep a record of how many tickets each of your members and ticket outlets receive to sell. See page 5 & 6. We suggest you enlist the help of at least 4 to 6 ticket outlets. Here are some things to think about when considering locations.

Traffic-What businesses in town have the highest number of customers each day? Think about where tickets for other events are sold. Some suggested outlets include local grocers, gas stations, and discount stores -- think about where your community members make frequent stops.

Parking-One or two outlets should have ample parking. This will allow the public a convenient place to go if they are only going to buy tickets.

Location-Spread the outlets around town rather than grouping them all downtown or in one shopping district.

Hours-Banks can be fantastic outlets in terms of traffic and parking, but many are not open on weekends and have restrictive hours during the week. A couple of your outlets need to be open in the evenings to accommodate folks who cannot leave work during the day.

Members-Businesses owned by members of your organization can provide you with motivated sales people, but keep the above criteria in mind when selecting outlets. Your outlets may sell more tickets than individual members, so proper placement can make a big difference in your final results.



IMPORTANT TICKET REMINDERS

- ★ Make sure each of your outlets have at least one of our "Circus Tickets on Sale Here" signs posted in a window or on a counter. We can email you one.
- ★ Pick up the money and any unsold tickets from your outlets and members at the close of business **the day before Circus Day**. This will make it easier for you to get to the circus grounds for **settlement at 10:00 a.m.** on Circus Day. Make sure you have all unsold tickets because settlement of tickets is Final.
- ★ **No tickets are to be sold by anyone except the Culpepper & Merriweather Circus on the day of the performance.**
- ★ Tickets sold by the Circus on show day look different from the ones you sell in advance. You will be given the numbers on those tickets in the morning to verify the gate sales at the settlement at intermission of the second show.

Settlement must be in cash on Circus Day.

All transactions done by the Circus in your town and with your organization will be in cash and we expect the same in return.

TICKET WORKSHEET

This sheet is provided for your use as a suggested way to keep track of your tickets and your ticket outlets. Make copies if needed. You can bring this sheet to **settlement at 10:00 a.m.** to help in the process.

Ticket Outlet: _____ Phone # _____

Business Name

Person tickets were left with _____

Number of Adult Tickets
Given _____ # _____ To _____
Returned: _____ # _____ To _____
Sold: _____ @ \$10.00 = \$ _____

Number of Children's Tickets: Given : _____ # _____ To _____
Returned: _____ # _____ To _____
Sold: _____ @ \$7.00 = \$ _____

Total Amount of Money Collected \$ _____

Ticket Outlet: _____ Phone # _____

Business Name

Person tickets were left with _____

Number of Adult Tickets
Given _____ # _____ To _____
Returned: _____ # _____ To _____
Sold: _____ @ \$10.00 = \$ _____

Number of Children's Tickets: Given : _____ # _____ To _____
Returned: _____ # _____ To _____
Sold: _____ @ \$7.00 = \$ _____

Total Amount of Money Collected \$ _____

Ticket Outlet: _____ Phone # _____

Business Name

Person tickets were left with _____

Number of Adult Tickets
Given _____ # _____ To _____
Returned: _____ # _____ To _____
Sold: _____ @ \$10.00 = \$ _____

Number of Children's Tickets: Given : _____ # _____ To _____
Returned: _____ # _____ To _____
Sold: _____ @ \$7.00 = \$ _____

Total Amount of Money Collected \$ _____

CLUB MEMBERS SELLING TICKETS

If you have club members selling tickets you can use this sheet to help you keep track of your tickets. You can bring this sheet to settlement at 10:00 a.m. to help in the process.

Member Name	# of Tickets Given	Ticket Numbers	# of Tickets Returned	# of Tickets Sold @ Price	Money Collected	Amount Due From Mem.
<i>Mr. Joe Example</i>	Adult 10	151 To 160	2	9 @ \$10	= \$90.00	\$160.00
	Child 10	191 To 200	0	10 @ \$7	= \$70.00	
	Adult	To		@ \$10	=	
	Child	To		@ \$7	=	
	Adult	To		@ \$10	=	
	Child	To		@ \$7	=	
	Adult	To		@ \$10	=	
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	Child	To		@ \$7	=	
	Adult	To		@ \$10	=	
	Child	To		@ \$7	=	
	Adult	To		@ \$10	=	
	Child	To		@ \$7	=	

Bring this sheet to settlement at 10:00 a.m. and all unsold tickets. Settlement of tickets is final.

THE ADVANCE CLOWN IS COMING TO TOWN

Culpepper & Merriweather's Goodwill Ambassador is headed your way and she needs your help. **Our home office will contact you with your advance clown date very soon.** We ask that you line up schools or other locations for the clown to make appearances. The following page has a schedule for you to fill in and or email to our home office at your earliest convenience. Our fax number is (580)-326-8866 or cmccircus@gmail.com. She calls in for these and will contact you a few days prior to her arrival to verify the schedule.

If schools are in session the day the clown is scheduled, please contact the local superintendent or principals to get permission for her to visit each school. She has a 20-minute performance formatted for an elementary school assembly. If that is not convenient for the schools, she can visit individual classrooms for a few minutes at a time.

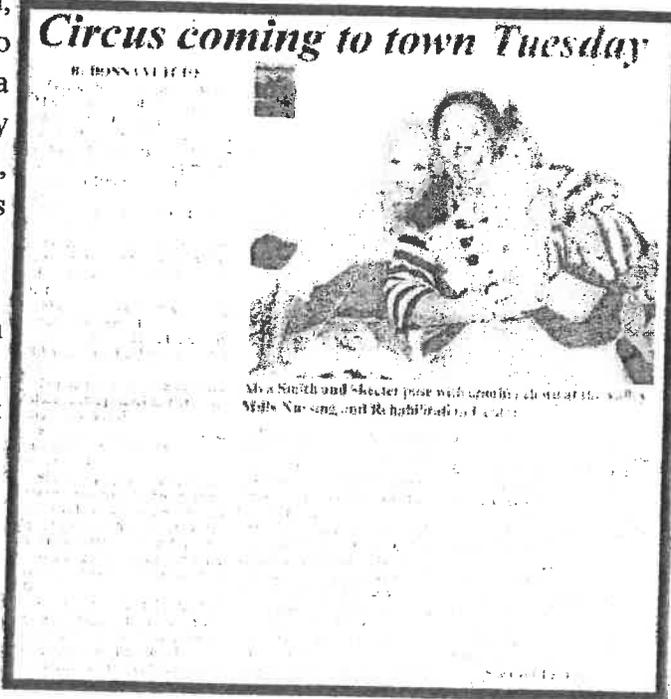
During the summer months, when school is not in session, she can go to libraries, day care centers, nursing homes, or even your ticket outlets and hand out flyers. She is very versatile, but remember to schedule travel time between appearances. That is an important consideration when setting her schedule.

WHAT DOES THE ADVANCE CLOWN DO DURING THE PRESENTATION?

The advance clown has a 20-minute assembly program which includes skits, fun, and information about the history of the circus and what life on the road is like. The clown will not "hard sell" the circus or be selling tickets at school. The only materials the clown will distribute are educational exercises and coloring sheets.

IMPORTANT ADVANCE CLOWN REMINDERS

- Remember to fax or email the advance clown's schedule to our office at (580)326-8866 or cmccircus@gmail.com as soon as you have it completed. If you have any questions please call our office at (580)326-8833.
- The clown appearance in town is a unique event! Let everyone know about it, especially your local TV, newspaper and radio station. The more attention she gets, the more attention your event gets. So don't be shy about asking the newspaper to send a photographer to one of the appearances. She is also available for radio and TV interviews.
- Please have a member of your organization available to accompany our clown as she makes her appearances. This will help show your organization's participation with the circus, disarm any concerns about the clown and help the schedule run more smoothly.
- The Clown will contact you a day or two before she arrives in town to confirm the information you have it regarding her schedule.



ADVANCE CLOWN SCHEDULE

After you receive your clown date from our office complete this schedule and fax to our office at (580) 326-8866. Make as many copies of this sheet as you need. **Please list name of person to meet Clown, where they're to meet and at what time. If you have morning performances she will need a safe place to park her van overnight.**

Overnight parking at _____

Needed only if you have a morning schedule.

Scheduled Clown Date: _____

Town: _____ Show Date: _____

Escorted by _____ Phone _____

Meet at _____ Time _____

Time: _____

Name of school/business: _____

Address: _____

Contact: _____ Phone#: _____

Time: _____

Name of school/business: _____

Address: _____

Contact: _____ Phone#: _____

Time: _____

Name of school/business: _____

Address: _____

Contact: _____ Phone#: _____

Time: _____

Name of school/business: _____

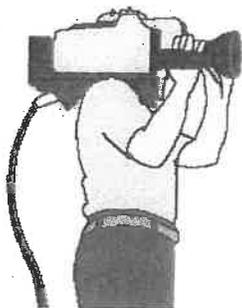
Address: _____

Contact: _____ Phone#: _____

Be sure to remember to allow for travel time between appearances. If school is not in session, list the scheduled appearance locations. Don't hesitate to contact us if you have ANY questions, please contact our office at (580) 326-8833 or cmeircus@gmail.com.

PROMOTING YOUR CIRCUS DAY

What would happen if you brought America's Favorite Circus to town and no one showed up? That is a question we really do not want to answer. This page is devoted to brainstorming ideas which will get the word out that Culpepper & Merriweather Circus is coming to town. There are many inexpensive ways of promoting Circus Day. Here are a few ideas that may be helpful in starting discussions within your organization.



Make a list of local media that offer public service announcements and local calendars of events (local cable access, newspapers, your chamber of commerce, etc.). *Contact our office to obtain a current press release and photos to use in flyers, newsletters or to send to your local newspaper.*

Do any of the members of your organization work at a newspaper, radio or TV station or know someone that does? Would any of these contacts be helpful in placing publicity or even helping with a promotion for the circus? Would any of your members be able or willing to go on a local TV or radio program to talk about the circus and the work of your organization? Again, we can supply background information about the circus so the person speaking could be knowledgeable about Culpepper & Merriweather Circus.



Ask for businesses with electric signs and approach them about putting information about the circus on them. Even if the message only runs the last 4 or 5 days before your Circus Day it could still have a tremendous effect on your advance sales.

Is there a business in town with a large storefront that would be willing to donate some window space for a contest such as guessing the number of peanuts in a jar? Culpepper & Merriweather Circus is willing to provide free children's tickets as prizes for winners if a contest could be arranged. Contact our office at (580)326-8833 or email us at cmccircus@gmail.com.

Often promoting your circus day can be done through local media outlets and conventional advertising. Culpepper & Merriweather Circus has a limited advertising budget and we want to use it in the most cost effective manner. If you wish to place a newspaper ad in your local paper, our marketing department can create an ad for them to use. Newspaper advertising will be at your expense. If you have a local radio station that would be willing to trade passes for air time let us know!

THE PURPOSE OF PUBLICITY

Publicity ensures the three steps of making Circus Day a success for your organization will go more easily:

- 1. Sell Tickets**
- 2. Sell Tickets**
- 3. Sell Tickets**

When your friends and neighbors know you are bringing the Culpepper & Merriweather Circus to town Steps 1, 2, and 3 are a lot easier to accomplish.

USING OUR SITES AS A RESOURCE

Visit us on Facebook at [www.facebook.com Culpepper-Merriweather-Circus](http://www.facebook.com/Culpepper-Merriweather-Circus) or our website, www.cmcircus.com where there will be a link to our fb page. These are great resources for you to use in promoting your Circus Day. See comments, videos, photos and keep up with us on a daily basis.

Many of our sponsors speak in front of other groups in their hometowns and find themselves on local radio stations periodically discussing their organization's activities. On the "Program" page of our website, we have names, photos, and brief introductions to the acts on our show. You can also download and print out the coloring contest to hand out to you local schools. We welcome you to visit this page to acquaint yourself with our show's history and performers in case you are asked what can be expected in our performance.

The Facebook page will have videos, pictures and comments from people who have attended the show that you can link to your page or website. This page is updated daily.

On the left is a sample of our house ad. If you would like to use one of these contact our office once you get your ticket outlets lined up and we will email it to you and or newspaper camera ready.

FACEBOOK

CULPEPPER & MERRIWEATHER CIRCUS GREAT COMBINED

Come Watch The Tent Raising Between 9:30 & 10:00 am

YOUR LOT LOCATION

SHOW TIMES 5:00 & 7:30 PM

www.CMGCIRCUS.com

ADVANCE TICKETS

Your Ticket Locations

TICKETS	In Advance		Circus Day
	Adult...\$10 Child...\$7 (ages 2-12)		Adult...\$13 Child...\$5 (ages 2-12)

To purchase tickets with credit card call 866 BIG TOP 6 • M-F 8-4 CT

YOUR TOWN

Your Show Date

Sponsored by Your Organization

Culpepper & Merriweather Circus

12,025 people like this

Open Aways

Invite friends to like this Page

ABOUT

Welcome to the 2014 Edition of the Culpepper & Merriweather Circus!

2016 is here! Our season will be starting up again in March. Where are you hoping to see us on our 2016 tour?

Like Comment Share

You, Paulina Dykes and 27 others like this.

1 share

Sherry Wallace Yeah!!!! We are on the schedule for May 4th and can't wait!!!!

Like Reply 1

Renee Harper Bibboe or Douglas AZ!!!!

Like Reply 1

WEBSITE





Our tent stakes go down 4 to 6 feet into the ground. So, for everyone's safety we ask that a day or two before show day please contact your local utilities department and have someone mark the lot for underground water, gas, or power lines.

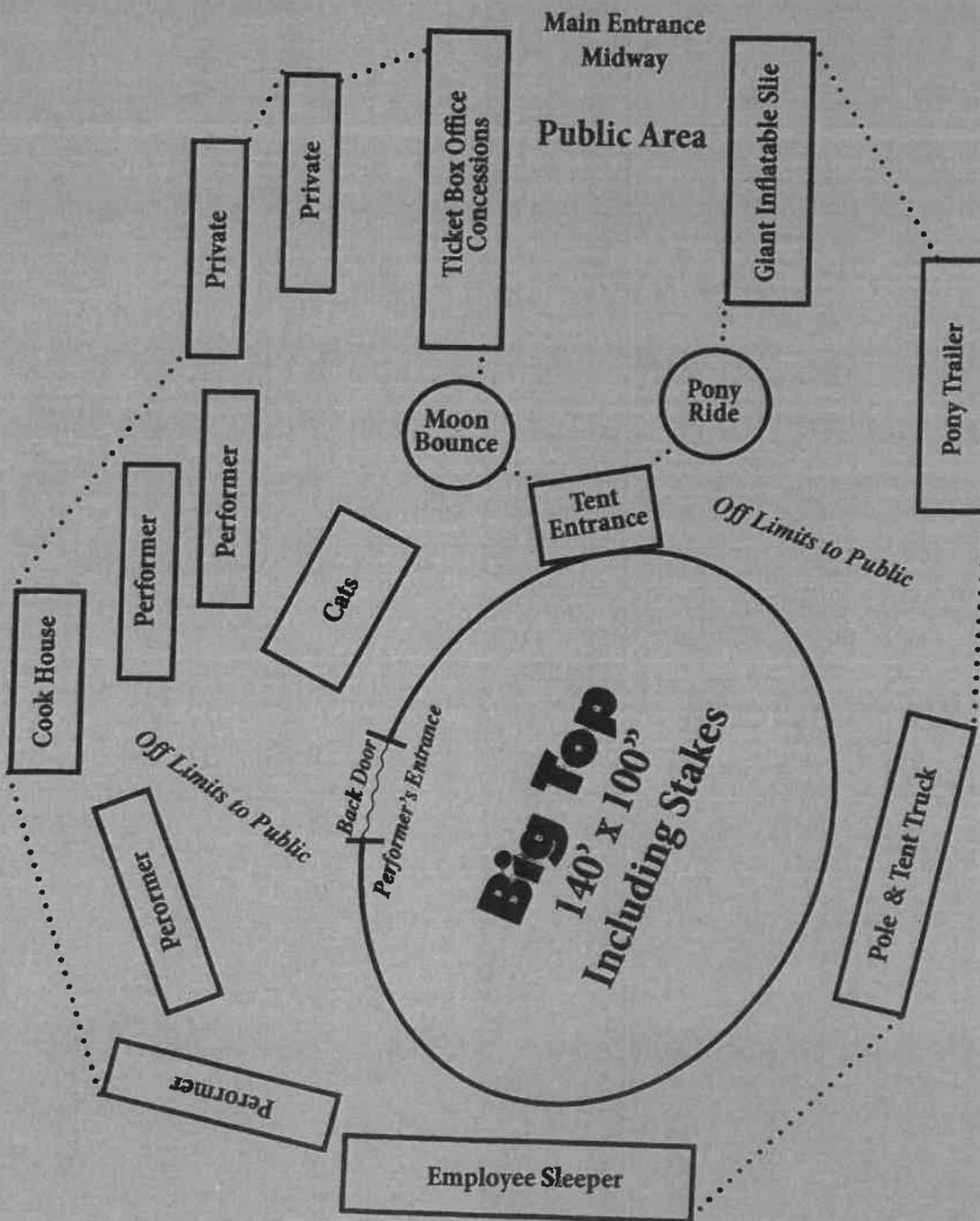


Culpepper & Merriweather Circus Lot Diagram

This diagram labels the vehicles owned by Culpepper & Merriweather Circus and the tents that are set up on our lot each day. We need an area that is about 300' x 300' (not including parking for the public) to allow for both a 30' fire lane around our tent and around the perimeter of the lot. This layout also allows our electrical and water departments to reach all of the vehicles and tents on the lot.

We are often asked by sponsors to save space by "parking vehicles we don't need" away from the lot after we unload them. Please do not ask us to do this. NO truck is ever fully unloaded and each requires easy access for our staff during the day. Also, if there was a truck "we don't need" it would be at home and not on the road with us.

Note: Actual layout will depend on the shape and size of each individual lot.





Dear Sponsor,

This letter is to introduce Chimera Promotions on behalf of Culpepper & Merriweather Circus. According to the contract we have with your organization, they will soon be getting ready to begin telemarketing the Children/Senior Circus Tickets to your local businesses only. **Remember these are Children/Senior Tickets.** These tickets are available only through the telemarketing sales. It is designed as an incentive to increase the sales of your Advance Adult Tickets. Attached is a copy of the script that they will say to your businesses.

After you receive this letter, Chimera Promotions will call to review the following steps with you:

- 1. PLACE AN AD IN YOUR LOCAL NEWSPAPER OR AN E-MAIL BLAST:** Telling merchants that your organization is sponsoring the Circus and they will be contacted to purchase the Children/Senior Tickets.
- 2. ORGANIZE A COMMITTEE:** To deliver the tickets that Chimera Promotions will send you.
- 3. SALES WILL BEGIN:** Approximately one week after Chimera Promotions has reviewed this information with you.
- 4. BEGIN DELIVERING TICKETS AND COLLECTING MONEY:** As soon as they have finished making their calls, they will send you all tickets ordered by the merchants. You should receive these tickets by USPS 3-4 days after calls have been completed.
- 5. IT IS VERY IMPORTANT:** All tickets should be delivered and money collected as soon as possible. Merchants will be told that a member from your organization will be by within two weeks to deliver tickets.

We are always here to help. If you have any question, please do not hesitate to call Donna Galvano at 580-326-5567.

I would like to welcome your organization as our sponsor and look forward to working with you towards having a "Great Circus Day".

Sincerely,

Alana Green

Corporate Office Manager
Culpepper & Merriweather Circus



Like us on FaceBook at Culpepper & Merriweather Circus!

Business Office: P.O. Box 813 • Hugo, OK 74743 • 580-326-8833 • fax-580-326-8866

www.cmcircus.com

Chimera Promotions Telemarketing Script for Culpepper & Merriweather Circus

Town: _____

Hello, this is telemarketer's name calling on behalf of the Sponsor. The Your Organization is sponsoring the Culpepper & Merriweather Circus on Show Date at the Lot. So I am calling to see if we could count on your support this year by purchasing some of the children's tickets. They are \$7.00 a ticket and come in packs of:

10 for \$70.00

15 for \$105.00

20 for \$140.00

or whatever you could do would be greatly appreciated. Someone from the Your Organization will deliver your tickets in two or three weeks.

Tickets go to: _____

Money goes to: _____

Chairman: _____

**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) Approval of Agenda
- (c) Approval of Minutes
- (d) Village President Announcements
- (e) Submission of Bills and Financial Updates
- (f) Petitions and Communications
- (g) Introduction and Adoption of Resolutions and Ordinances
- (h) Reports of Boards
- (i) Reports of Village Officers and Management
- (j) Reports of Committees
- (k) Unfinished or Old Business
- (l) New Business
- (m) Public Comment
- (n) Comments By Council Members

A written draft agenda shall be prepared by the Village Manager or Designee 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. 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 4. 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 5. 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 6. 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 7. 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 8. 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 9. 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 Manager.

Rule 10. 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 11. 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 12. 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 13. 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 to direct their comments to the Commission. The comment of any member of the public or special interest group may be limited in time to seven 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 14. Organizational Meeting. For purposes of these Rules, the Organizational meeting of the Village Council shall be considered a special meeting.

Rule 15. 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 16. 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 17. 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 8. Consideration of referred matters at Regular Meetings.
- Rule 10. Consideration of referred matters at Special Meetings.
- Rule 17. Suspension of Rules.

Village Council Rule 11 cannot be suspended as it is required by Michigan Law.

Rule 18. 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

DRAFT

PROPOSAL FOR

The Village of Newberry, Michigan

Prepared by Clay A. Weinand
1890 Crooks Rd, Troy, MI 48084
Ph: 248-269-9263 x20 Fax: 866-346-8880
www.revize.com



Dear Allison Watkins,

Thank you for considering Revize as your web development partner. For nearly two decades, Revize has been a leader in providing high quality, government-compliant web solutions. A myriad of industry awards and hundreds of satisfied clients stand as testament to the quality and value of our work.

Every member of the Revize team understands that your website is more than a website. It's a valuable resource that can help you build a better community.

Visitors are drawn to websites that are appealing yet functional, user friendly with a plethora of services, and accessible on a wide range of devices. A Revize website will allow your residents and businesses to easily fill out and submit documents, review and pay bills and taxes, perform searches to answer frequently asked questions and perform a suite of other tasks that would otherwise require staff assistance. What's more, a Revize website will enable you to increase staff productivity and decrease costs by reducing off-line departmental operations.

“Our innovative solutions are custom-tailored to meet the needs of each individual client.”

We will work closely with you to design and develop a dynamic, functional and easy to navigate website that will perfectly fit your community. Then we empower you to control your digital presence with the industry's best administrative management applications. Revize training ensures that your team has the skills needed to expertly update and manage website content and delivery.

Government clients select Revize because we can help them

- Effectively engage residents.
- Enhance their web presence and build an online communications center.
- Empower non-technical web content editors and administrators to easily execute changes.
- Implement a scalable solution that allows them to affordably grow their web presence for the long term.

“Revize Websites build engagement
with your constituents.”

We have worked hard to establish a reputation for creating online community websites that engage, inform, and increase participation of your community. With our help, your community’s website can serve your residents better, inspire them more, and get them actively involved in your government.

Please contact me if you have any questions at all.

Sincerely,

Clay A. Weinand

Clay A. Weinand
Senior Sales Executive
248-269-9263 x20
Clay@revize.com

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Executive Summary

Thank you for considering Revize Software Systems for your new website project. We understand the importance of this undertaking and know how motivated your government/community is to selecting the right vendor; one who will work with you through all the steps required to build the perfect website featuring a plethora of high quality online services that your constituents will want to use regularly. In more than two decades of working with government leaders, as well as through nationwide surveys, we have learned that the key to choosing a website vendor is finding the right balance between the total cost of the solution and the quality of the design, online apps and user friendly functionality. In simpler terms, you need a solution that works for you and serves your constituents.

About Us

With more than 1,200 government clients nationwide, Revize Software Systems is one of the industry's eminent providers. We credit our rapid growth to our over 20-year track record of building award-winning government websites and content management systems. When you work with Revize, you're not just a client, you become part of the Revize family and will receive the service and support you need and expect! We are among the most highly respected government website experts in the United States and we proudly stand by our work.

Our Innovative Responsive Web Design (RWD) and Web Apps

Revize has been a pioneer in implementing the latest trends in design by using Responsive Web Design (RWD). This technology ensures that site visitors have an optimal viewing experience — easy reading and navigation with a minimum of resizing, panning, and scrolling — across a wide range of devices, from mobile phones to desktop monitors. RWD provides flexible and fluid website layouts that adapt to almost any screen. When you implement a dynamic new website powered by Revize, you will not only get an outstanding look, layout and navigation, but you also receive 24/7 access to our Government Communication Center for residents, business and visitors.

Here you will find the communication tools you need such as

- Public Service Request App
- Calendar of Events
- E-Notification Modules
- On-Line Payment Portal
- Facilities Reservations
- News Center with Facebook/Twitter Integration
- Emergency Alerts
- Online Forms / Survey Tools
- E-Newsletter Applications
- Job Posting and Tracking Module
- Public Records Request Tracker
- Agenda Creator

Our Award-Winning Government CMS

Revize is renowned as a leader in providing practical, high-value, easy to use Government content management software (Government CMS). This simple-to-use yet powerful solution enables clients to manage their online presence with high functionality and style. With applications, such as an online document center, public service request app, public records request tracker, agendas and minutes, frequently asked questions, agenda creator and more, Revize ensures that our clients have the tools they need to make information and services available for website users at the click of a mouse.

Quick Deployment, Personalized Training and Support

Revize addresses time concerns by completing websites in considerably less time than our competitors. And because our software is so easy to use, we are also able to effectively train our clients in less than half the time it takes our competitors. Our training program is customized based on each client's needs, and we provide hands on training the way you want it - either onsite or off site through web conferencing tools. We pride ourselves on the skills of our support staff, who are responsive, knowledgeable and helpful. Our online support portal is available 24X7X365 for issue tracking and management. We also provide phone and email support during regular business hours.



Did you know?

Our technical and development staff holds a variety of certifications and has a combined 50 years' experience.

Company Profile

FOUNDED	HEADQUARTERS	PHONE	WEB SITE
1995	1890 Crooks Road, Troy, MI 48084	248-269-9263	www.revize.com

Revize Software Systems was founded in June, 1995 as a "new media" development company specializing in the creation of interactive web design, multimedia content delivered on CD-ROM, and video production. Since then, Revize has made an unsurpassed name for itself in the web/internet industry as THE master of government website design, which remains our specialty. We now boast more than 1200 government clients in North America and have created acclaimed website designs for hundreds of municipalities, and counties, as well as government departments, agencies and school districts. In September, 1996 as the Internet was becoming a world-wide reality, Revize began developing a Web Content Management System (CMS) for the government market to enable non-technical contributors to quickly and easily update content on their websites. The result was the creation of our state-of-the-art Revize Government CMS. Our mission has always been to enhance the communications of government organizations nationwide with their varied and valued audiences. This is based on our vision statement, which reads:

“The empowerment of people through simplified information management technologies.”

Focused exclusively on creative web design, government web apps and content management technologies, Revize continues to invest in its technology, continually adding new capabilities and features that manifest our vision. While many municipalities choose Revize to develop and cost-effectively manage their website

content, clients also use Revize as an information-sharing platform. Our suite of Revize Government web-based solutions has proven valuable as a powerful technology that empowers clients to build and maintain sophisticated web sites, all while using the Internet and internal Intranets/Extranets to acquire, analyze, process, summarize and share information – ensuring that the right people always have the right information at the right time.

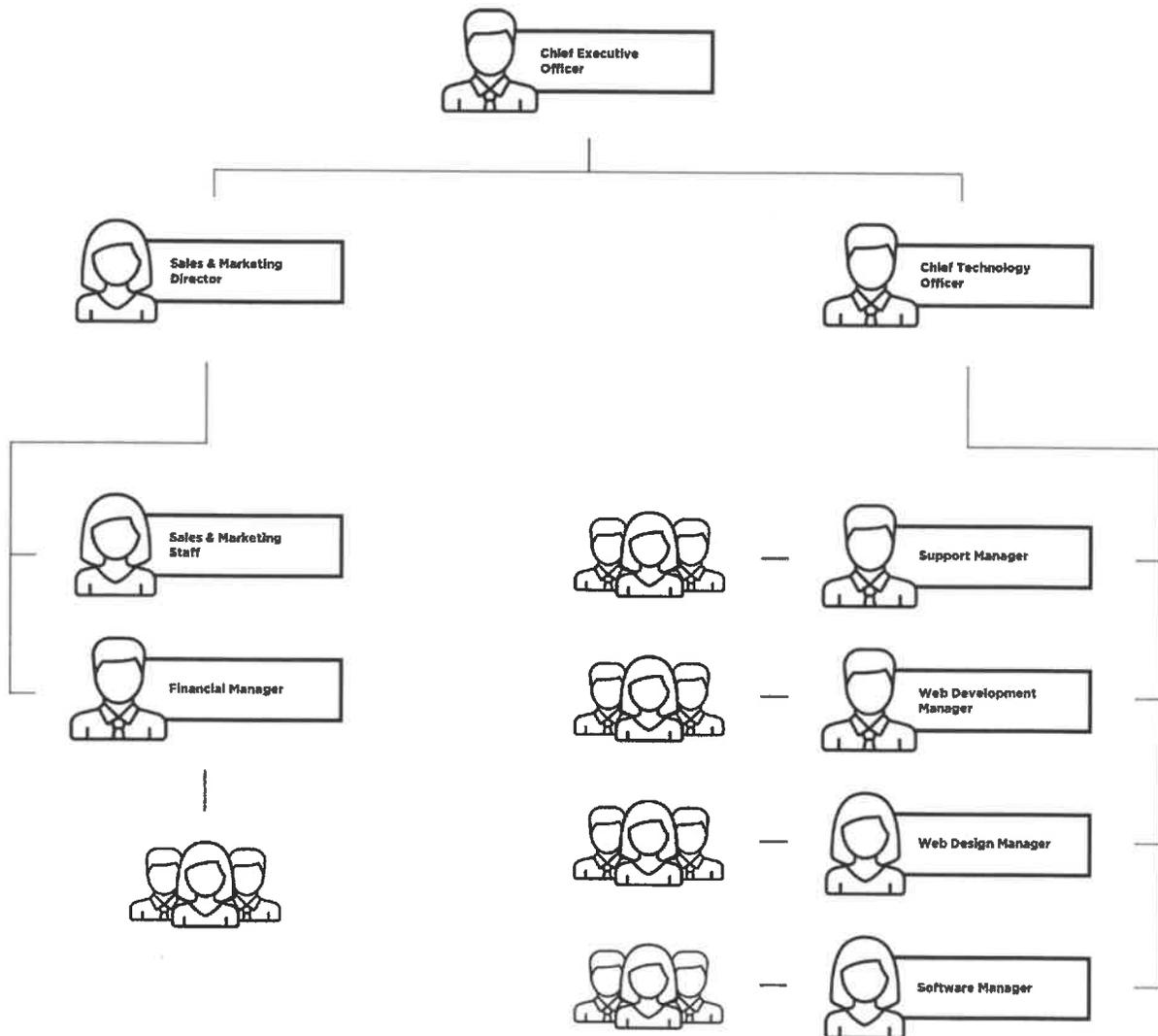
“We are proud of our award-winning web designs, technologies, continued innovations to build government centric modules and apps, web content management, training and support capabilities. We are especially proud of being recognized as one of the industry’s top government website experts and innovators. We are committed to pursuing the continued evolution of all our services to provide increased value to our government clients.”



Did you know?

Revize websites have received over 100 web awards in the last 5 years alone.

Revize Organization Chart



Why Choose Revize?

We Have Government Specific Experience and Outstanding Client Testimonials

You can rely on Revize and our 20 years of experience building and maintaining websites for municipal, county and government agencies of all sizes throughout North America, to deliver a customized site design that improves layout, navigation, usability and content. Using Revize ensures that your website will be reliable, W3C and ADA compliant, and allow for easy integration with existing or future web applications and third-party software. But there's no need to take our word for it -- we encourage you to peruse our massive file of testimonials from our many satisfied clients.

We Will Build a Government Communication Center that Works for Your Community!

The Revize website design, Government CMS and interactive tool sets have been developed exclusively for our government clients to help them effectively communicate with their key target audiences such as residents, businesses and visitors. Some of our most popular website and Government applications and modules include: a new and improved Online Calendar, the comprehensive Forms Center, our News Center with real-time social media connectivity, Emergency Alerts, E-Notifications, Citizen Request Tracker, Parks & Shelter Reservations System, Document Center, and Online Payment Portal.

**“We Build Superior Technology
into Every Website with CMS
Performance & Reliability That’s
Second to None.”**

What sets Revize apart from other companies? Revize's superior technical architecture and security, unsurpassed staff expertise and highly effective publishing engine provide our government clients with the most reliable website solutions in the industry today. By ensuring our client's data security and providing redundant server architecture and back-up data centers, Revize has a nearly 100% up-time rate. Plus, our clients never have to worry about data loss or data corruption because of our instantaneous back-up process and our data center's tape back-up processes. Revize believes that investing a higher percentage of our profits into our technology and security makes us the best choice for the short and long term for governments seeking the best value for their community's website.

“We Always Provide Knowledgeable, Friendly and Responsive Service!”

All this, and a reliable IT partner too! Our website design and development is superior, and our Government CMS and suite of online apps is easy to learn and administer, but our 24/7 technical support will also be there for you to help you get over the hurdles! Our technical support team is widely considered to be among the industry's best. We also provide a sophisticated backup infrastructure which allows us to guarantee 99.99 percent uptime. Plus, regular updates and improvements to ensure that your site will remain current with industry standards and keep running smoothly for years to come. The Client Owns the CMS License and the Code!

We often hear the question: **“What happens if we want to move the website to another vendor? Do we lose all access or any of our website data?”** The answer is **100% NO!** As our client, you own the template source code, the CMS, and any data that you put onto the website. We understand that clients may come and they go, but we always make sure they know they are just as important to us at the end of our tenure as they were at the beginning. If you decide to run the CMS in your own server, we can transfer the CMS license and software to your server as you own the license and you can run it from your server as long as you want.

Top Ten Reasons Why Revize gives you the Greatest Value!

- Modern, timeless and unique website design integrated with online Government apps
- On-time delivery
- Competitive pricing
- Responsible stewardship of the organization's stakeholders
- Full functionality to update and manage your website
- All the tools/apps needed to increase communications with citizens
- An easy CMS to train employees quickly
- Extended phone and email support
- 1,200+ satisfied government clients
- Unlimited App Upgrades: Revize provides unlimited upgrades to new and existing modules at no additional cost to you. Once you invest in Revize, you will receive free upgrades and feature enhancements for life.

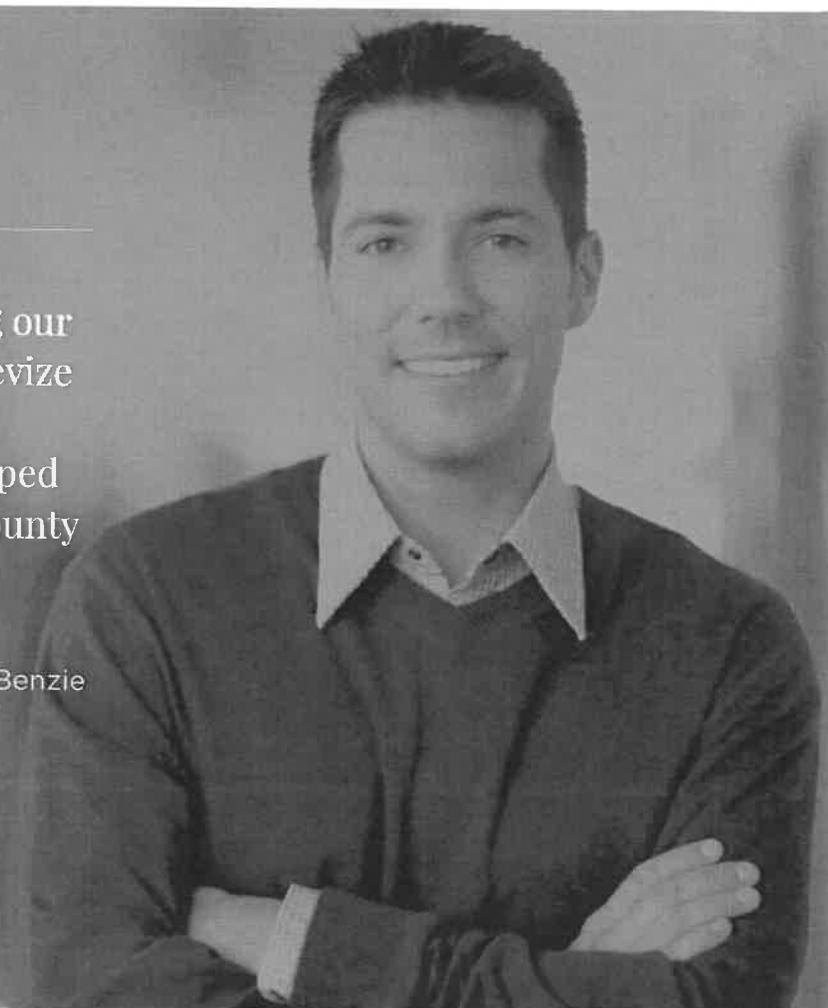
“The Revize responsive website design is second to none for us providing an excellent experience for the growing number of residents, visitors and businesses accessing WylieTexas.gov on mobile devices. Our website’s progressive look captures the vibrant culture of our community.

— Craig Kelly, Public Information Officer, City of Wylie, TX



Did you know?

Revize CMS is the most advanced CMS in the government web design industry with over 18 years of development.

A black and white portrait of Karl Sparks, County Administrator of Benzie County, MI. He is a man with short dark hair, wearing a dark sweater over a light-colored collared shirt. He has his arms crossed and is smiling slightly.

“Revize did a great job building our website design. Not only did Revize capture the character of our Michigan county, but it has helped connect our citizens to their county government.”

— Karl Sparks, County Administrator, Benzie County, MI

A black and white portrait of Sheryl Mitchell, City Manager of Albion, MI. She is a woman with long dark hair, wearing a light-colored blazer over a lace top. She is smiling.

“Revize provided a dynamic website platform for the City of Albion. It allowed us to apply the best practices for municipalities in conveying vital information to citizens and businesses. Most of our department heads are not “tech savvy” but the exceptional training and Revize platform makes content management a breeze.”

— Sheryl Mitchell, City Manager, Albion, MI

Awards & Accolades

We were thrilled with the outcome of our website redesign project. The Revize team was professional and responsive throughout the process.

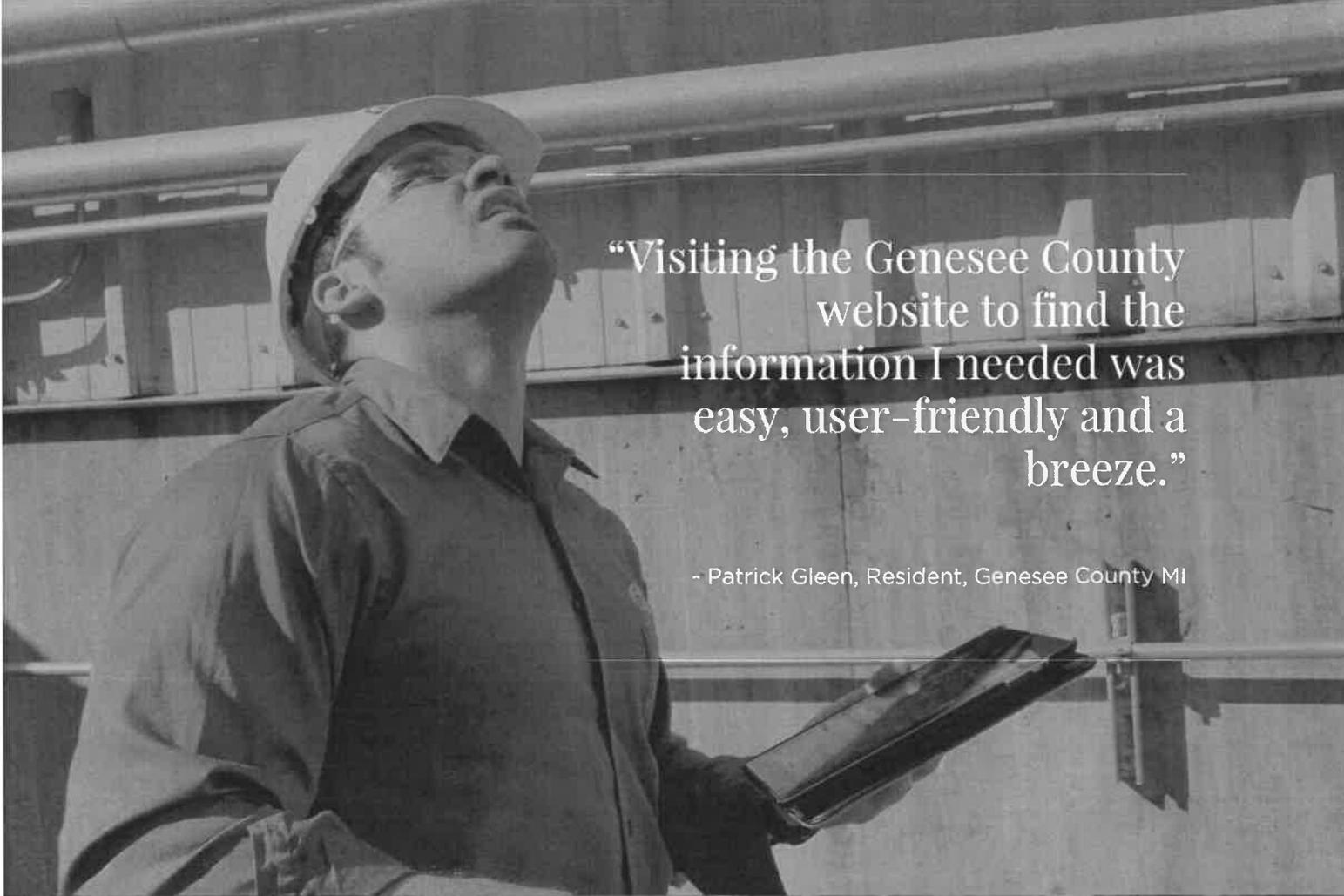
- Stephanie Teoli Kuhls, Township Manager, Middletown Township



Revize provided a dynamic website platform for Genesee County. It allowed us to apply the best practices for counties in conveying vital information to citizens and businesses.

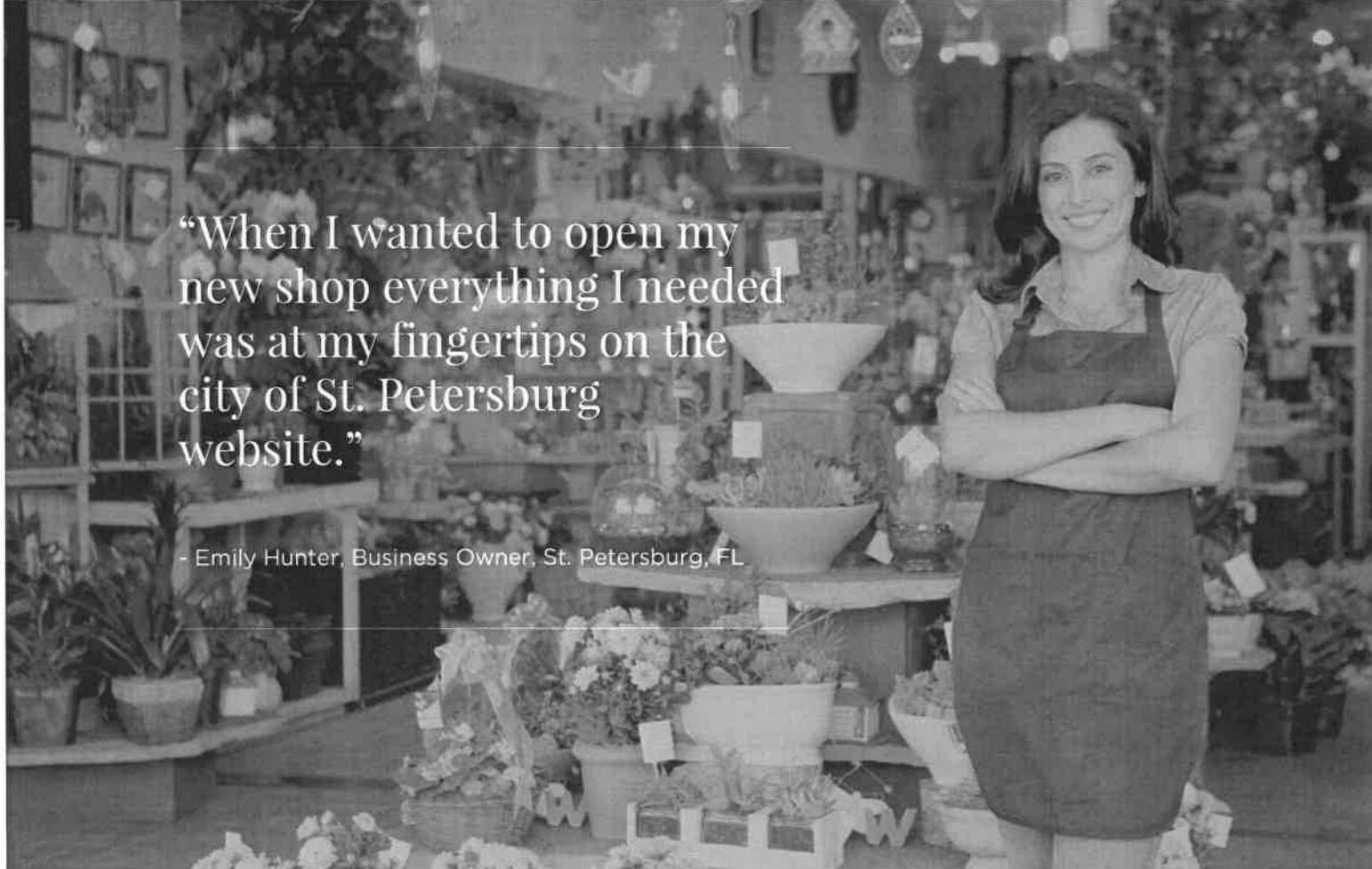
Jamal Powell - IT Systems Manager, Genesee County, Michigan





“Visiting the Genesee County website to find the information I needed was easy, user-friendly and a breeze.”

- Patrick Gleen, Resident, Genesee County MI



“When I wanted to open my new shop everything I needed was at my fingertips on the city of St. Petersburg website.”

- Emily Hunter, Business Owner, St. Petersburg, FL

The Revize Solution

Project Planning and Setup

What makes Revize unique in its project approach and experience is our thorough preparation for each individual community combined with the range of website deployments and creative, customized fit we implement for each client. From small to large, rural to urban, the Revize project management process guarantees a perfect fit between the concept of the deployment and the expectations of the client's level of engagement preferences.

We don't utilize a "one size fits all" approach because it doesn't make sense.

However, we do use a standard, proven effective process methodology. Each client is unique and we tailor our process to fit their unique needs. For as long as you are our client you will have staff dedicated to your account and access to an on-line portal for communication, design process and on-going support.

Dedicated Accounts Manager: Your dedicated Account Manager will handle all issues related to your contract, pricing, future product add-ons, and general account satisfaction. During the initial kick-off meeting, your Account Manager will introduce you to the team, explain roles and responsibilities, and place you in the very capable hands of your Dedicated Project Manager and Designer.

Dedicated Project Manager: Your dedicated Project Manager will handle all issues related to the website design, development, navigation, content, training, timelines and deliverables, as well as ensuring that feedback and communication occurs promptly in order to keep the project on-track. Also, the dedicated project manager will be the point of contact for any future technical support or issues that need to be addressed during the deployment and post deployment of the site.

24/7/365 Project Portal Access: From day one, your project and on-going support is tracked in the Revize On-line Project Portal. The main point of contact you select for the project will receive an invitation to register, including setting up a secure user name and password. The Project Portal serves as a communication tool for any matter pertaining to your website design, development and on-going support even after your website is launched.

“We guarantee the best support in the industry that’s 24/7 365 by the trained developers & technicians”



Did you know?

Revize has launched over 1200 government websites both small and large.

Hosting Service

Revize has four state-of-the-art physical data centers located in Chicago, Phoenix, San Diego and Houston with around-the-clock (24/7/365) monitoring of all server activities. Remote data backups are scheduled nightly with Carbonite data backup service. Additionally, Revize utilizes multiple Tier 1 bandwidth providers such as Level 3, Wiltel, and Cogent for redundancy and continuous connectivity. These procedures provide our clients with up to 500Mbps of fast fiber optic up-stream connectivity.

Revize hosts your web services on redundant (1TB Hard Drive, 3.2 GHz CPU and 32 GB RAM) servers in order to provide enhanced performance, as well as accurate security and data restoration for your website. The Revize technology architecture physically separates the CMS from the website in order to provide another layer of redundancy. With this model, we keep an up-to-the-minute exact duplicate of your website in the event your site must be restored. Revize support staff will simply republish your site within a guaranteed two hours (as opposed to the several hours or days timeframe our competitors offer).

“Revize provides clients with unlimited data storage server space for each website.”

Revize will host both your Extranet and Intranet; your Intranet is secure and only accessible by authorized users through a login system.

There are no special software requirements to run a Revize hosted website and CMS solution. We make it all very simple. All you need is an internet connection and a browser. We also provide complete maintenance of your website, which includes but is not limited to: OS patches, intrusion prevention, antivirus, and software upgrades.

Final Phase: You Go Live!

At last, your website content is complete and your staff is sufficiently trained! The final phase in the process is to redirect your website domain name from your old site to your beautiful new one. Once this is completed, Revize will closely monitor the transfer for the first 24 hours to ensure that everything is working properly. Any issues that arise will be immediately resolved.

Marketing & Ongoing Consultation

Revize seizes on every effort to make our clients' sites highly visible. We draft press releases for posting on our website and for distribution locally, and will continuously monitor your site after it goes live so that you can take advantage of all marketing opportunities. We also look to submit your site for different awards and recognition competitions to further maximize your site's exposure.

Search Engine Registration and Marketing

Revize will input all the targeted keywords to make your web pages search engine friendly, thus enabling users to find targeted information when they do a Google, Yahoo or any other search on your site.

Security

Revize takes website security very seriously and we provide our clients with the very best website protection protocols. Our data centers are located on secure premises equipped with card-reader access, security cameras and guards on duty 24/7 to ensure the physical protection from unauthorized entry.

Our web and network administrators monitor network activity 24-hours-a-day to ensure system integrity and protection against threats such as Denial of Service (DoS) attacks that could corrupt your website or block user access. Maintaining the secure configuration of our web servers is managed through application of appropriate patches and upgrades, security testing, vulnerability scans, monitoring of logs, and backups of data and OS.

Security Controls and Protocols

- Anti-malware software such as antivirus software, anti-spyware software, and rootkit detectors
- Shield Plus Security Bundle to prevent DDoS attacks
- Intrusion detection and prevention software (such as file integrity checking software)
- Host-based firewalls to protect CMS servers from unauthorized access
- Patch management software
- Security and Authentication Gateways
- Content filters, which can monitor traffic to and from the web server for potentially sensitive or inappropriate data and take action as necessary
- HTTPS (Hypertext Transfer Protocol over SSL), which provides encryption and decryption for user page requests that require more secure online transactions
- SSL (Secure Socket Layer) provides an encrypted end-to-end data path between a client and a server regardless of platform or OS

Application Security Authentication

- Role-Based Security: Role-based authentication to add individual user accounts and assign them system roles like Editor, Developer, Administrator, Workflow Approvers, etc., or department roles and empower the department to assign specific roles to users.
- Permission-Based Security: Ability to set up Content Owners/Editors and restrict which site pages they are authorized to update
- Global & Department Workflow Management: Create workflow management and approval processes where authorized department personnel become approvers



Did you know?

Revize launched over 200 websites last year alone.

Maximum Response Times

- 1 hour for crisis issues
- 4-6 hours for critical issues
- 24 hours for normal issues

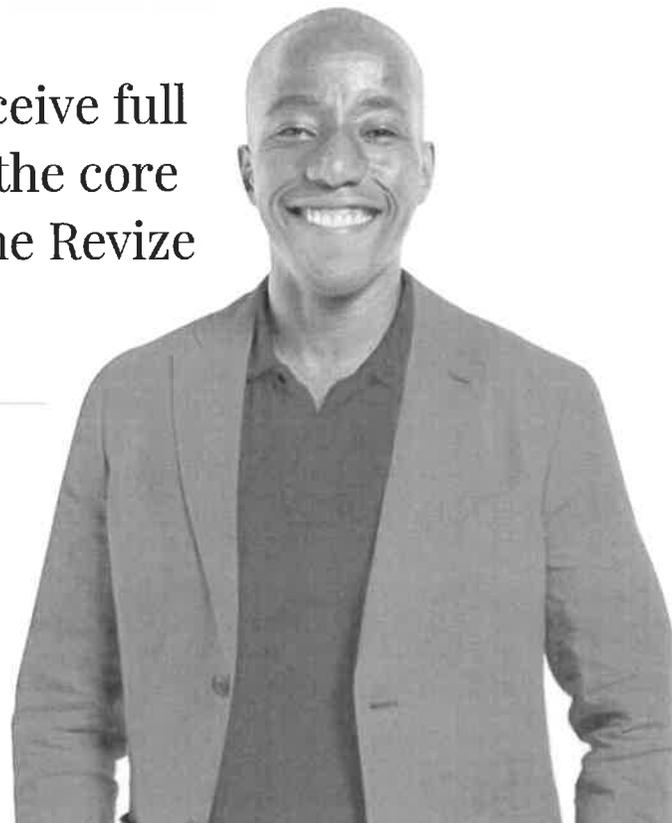
Revize Support

- 8 a.m. – 8 p.m. EST Phone Support (Monday thru Friday)
- 24X7X365 Portal & Email Support
- Dedicated support staff to provide assistance and answer all questions
- New and existing user training
- Training refreshers
- Video tutorials and online training manual
- Automatic integration of enhancements
- E-Newsletter module support
- Automatic upgrades of CMS Modules such as Calendar, Document Center, etc...

Software Maintenance

Revize rolls out two new versions of the Revize CMS, and six to eight product updates every year. The Revize CMS is continuously enhanced to keep pace with cutting edge technologies and industry trends. When a software update or new version is rolled out, Revize will automatically update all servers used by our subscription service clients.

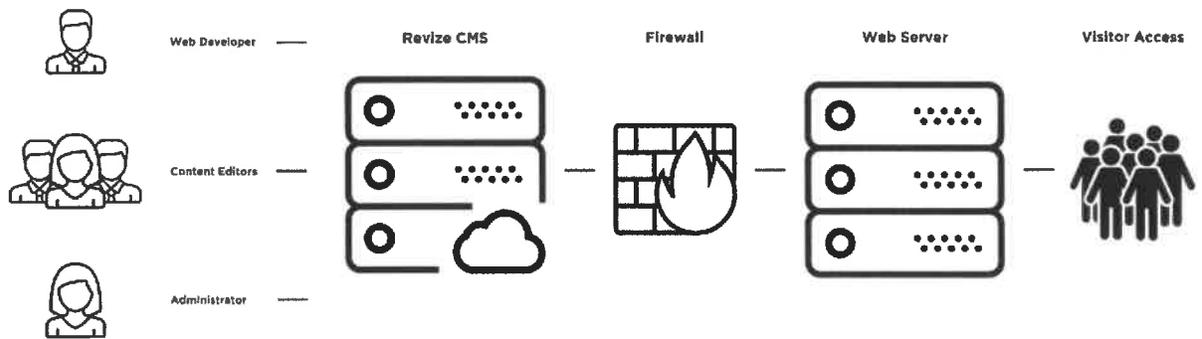
“As a Revize client, you will receive full access to all enhancements to the core components and modules in the Revize CMS at no additional charge.”



Revize Technology Architecture

The Revize Government CMS is a standards-based, open architecture software product without any proprietary restrictions. Revize uses leading technologies to avoid integration problems with existing systems and comes complete with its own Integrated Publishing Engine, Embedded Relational DB, JSP/Servlet Engine, and Application Server.

Revize Intelligent Publishing WCM



“Security, Performance,
Redundancy”



Revize Project Team

Revize understands the importance of having a talented and experienced staff. We are proud of our well-respected team of top notch experts in the field of government website design, development, analysis, content management, training and support. From the first creative concepts, through to the design phases, and from site launch to training of personnel and continued support of your website project, we have the right group of seasoned professionals to work with you through the website process and beyond. We are pleased to introduce them:

Thomas Jean

Government Subject Matter Expert/Proposal Manager

As a Government Subject Matter Expert, business development and account executive, Thomas has brought to Revize a very special skill set. Not only does he sell Revize products and services, he is also a genuine subject matter expert when it comes to the inner workings of government. As an elected Township Trustee in Genesee Township Michigan, he knows the advantages that come with modernizing the way government does business. Additionally, he serves as President of a registered 501c3 non-profit organization, Genesee Forward, that promotes community development. With his unique background as an elected official, president of a non-profit organization, and education from one of the nation's top universities, Thomas is uniquely experienced to give an honest and accurate assessment of your community's website needs.

- **Philosophy:** As a township trustee, I know the challenges that elected officials face and what is important to them. I very much enjoy helping them by showing them all of the advantages of modernizing a community's technology.
- **Education:** BA degree in Political Science from University of Michigan; studied under top government academics.
- **Expertise:** Business development, business management, government procedure, public affairs, community development.
- **Role on your website project:** Account and client management

Joseph J Nagrant

Business Development Director

Joseph is an accomplished professional internet and website design consultant with more than 20 years of successful business development and account management leadership experience. He has worked with well over 400 townships, cities, counties, educational institutions, companies, and non-profit organizations. He's a foremost expert in translating technical solutions into compelling living websites and other online community building opportunities. Additionally, he is a board member for Mott Community College (Flint, MI) MTEC Center, IT Advisory Council, Education Advisory Group. He also participates in many government discussions regarding the Internet for government use, including being a frequent guest on WDET (NPR) public radio and in The Detroit News. He has an excellent reputation for building and sustaining effective, long lasting client relationships.

- **Philosophy:** "Always put yourself in the client's shoes and do what is best for them."
- **Education:** BS in Electrical Engineering, Lawrence Tech University, MS in Business, Central Michigan University.
- **Expertise:** 29+ years of project, sales and marketing experience with government, education, corporate, and non-profit organizations.
- **Role on your website project:** Supervisor of account management between client and project team.

Ray Akshaya

Technical Director

Ray has 20+ years of extensive technical experience with internet and website solutions. He has worked on hundreds of government, non-profit and educational websites and has a keen eye for web visitor requirements, information architecture, and usability. He is also a long-time veteran of Revize Software Systems and our clients enjoy working with him. In his career, he has deployed and/or assisted with technical solutions for more than 500 websites. When working on a project, Ray always visualizes himself in the client's chair at the closing stages of the project and makes sure that all decisions made on a project are in alignment with the client's vision and best practices for developing the system.

- **Philosophy:** "Work Hard, Help People and Live Honest."

- **Education:** MS in Engineering Science, Louisiana State University, Baton Rouge
- **Expertise:** Client Management, Project Management, Technology Development for CMS & Web Apps
- **Role on your website project:** Technical Director

Samir Alley

Creative Director

Samir has more than a decade of experience in managing web site design projects. He has deployed 360+ municipal websites and has a solid background in web design and the latest web technologies. Formerly with Google, Samir is a leader equipped to handle any kind of sophisticated web project. He is an exceptional communicator with an innate listening skill that gives him the ability to understand and deploy a client's unspoken needs. Samir's blend of creativity, proficiency, and technical knowledge is unsurpassed in the industry.

- **Philosophy:** "Empathy, Focus, and... Impute"
- **Education:** BS in Computer Science, Wayne State University
- **Expertise:** Web Project Management - Adobe Design Premium CS5.5: Photoshop, Illustrator, InDesign, Flash, DreamWeaver, Fireworks, HTML, CSS, CSS3, SEO, PHP, JavaScript, MySQL, JQuery and HTML5.
- **Role on your website project:** Graphic design of website and backup support.

Tom Gooden

Website Developer / Graphic Designer, Illustrator

Tom is a senior front-end developer and designer with Revize with more than 10 years of experience in website development. He is highly skilled in his ability to leverage the latest technologies to create fast and innovative web solutions. He commands an intense, yet light-hearted creative presence at Revize, producing excellent design work.

- **Philosophy:** Design and development are constantly evolving, and learning new methods and practices gives me a "geeky" excitement. What I truly enjoy most is that I can create what is considered to be art, but at the same time serves a very functional purpose.

- **Education:** Associate Degree in Computer Science, Oakland Community College.
- **Expertise:** Skilled in Adobe Design Premium CS5.5: Photoshop, Illustrator, InDesign, Flash, DreamWeaver, Fireworks, HTML, CSS, CSS3, SEO, PHP, JavaScript, MySQL, JQuery and HTML5.
- **Role on your website project:** Graphic design of website and backup support.

Denise Brazier

Project Manager/Trainer

Denise is an educator by nature. Her 20 years of experience in the public school system has made her a master of engaging participants during training. She effortlessly builds effective relationships with all clients. Denise has served as Advisory Counselor, Coordinator, Publicity Director, and Project Manager for several organizations in the education, non-profit and public sectors. She has been appointed to the state's quality committee evaluating organizational policies and procedures for recognition.

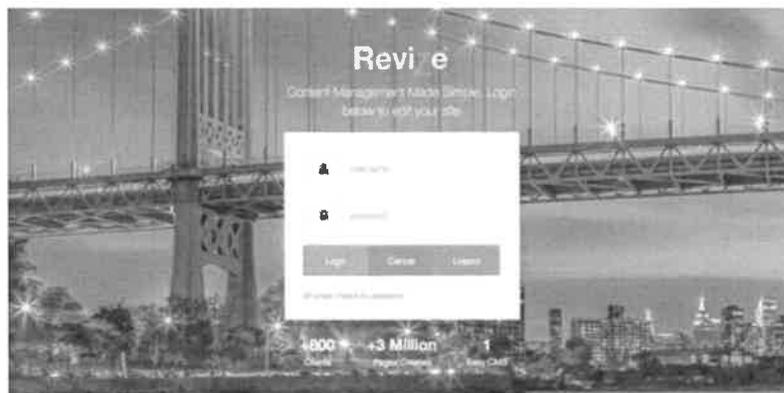
- **Philosophy:** "Always explain things in the terms of your audience to ensure their understanding"
- **Education & Training:** MS in the Art of Education from Marygrove College.
Certification in Secondary Education
- **Expertise:** Training, education, teaching, public affairs and project management.
- **Role on your website project:** Trainer for the Content Management toolset and project manager

Did you know?

Revize has the largest number of township websites in the state of Michigan than any other website company?

Revize Government CMS User Interface

1. Revize CMS User Interface Home Page

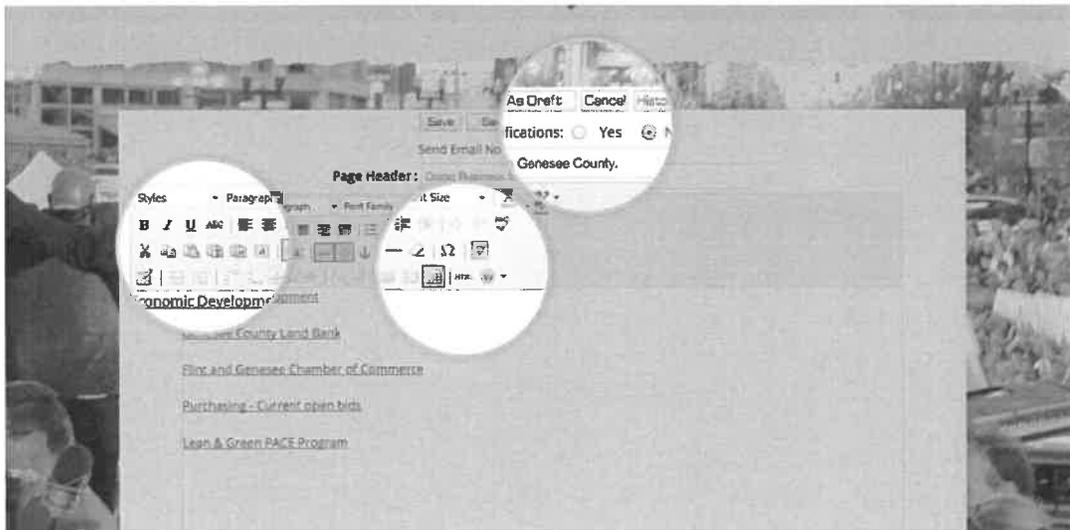


2. Users simply browse to a page that they want to edit, select the Login button, and then insert their Login Name and Password into a login screen as shown below.

3. Edit buttons appear on the page after the Login executes. Based on user's roles/permissions, the appropriate buttons are displayed.



The input form appears as shown below. Content Editors can change banner, page heading and the content displayed in the center of the page. Notice the content is changed using a "Word Like" editor.



After the page is "saved", the page can be sent to an approver for review or immediately published to the web site.

Government Account References

Client: City of Morristown, TN

Pavel Plasencia, IT Director

Office: (423) 585-1832

Email: pavel@mymorristown.com

Website: www.mymorristown.com

Client: City of Wylie, TX

Craig Kelly, Public Information Officer

Office: (972) 516-6016

Email: craig.kelly@wylietexas.gov

Website: www.ci.wylie.tx.us

Client: City of Virginia, MN

Britt See-Benes, City Administrator

Phone: (218) 749-3573

Email: britts@virginiamn.us

Website: www.virginiamn.us

Client: Bristol Bay, AK

Geoff Doland, IT Director

Phone: (907) 246-4224

Email: geoffdoland@bristolbayboroughak.us

Website: www.bristolbayboroughak.us

Client: City of Logan, UT

Jeff Compton, IT Manager

Office: (435) 716-9050

Email: jeff.compton@loganutah.org

Website: www.loganutah.org

Client: City of Howell, MI

Mike Pitera, IT Director

Office: 517-540-6714

Email: mpitera@ci.howell.mi.us

Website: www.cityofhowell.org

Government Project Experience

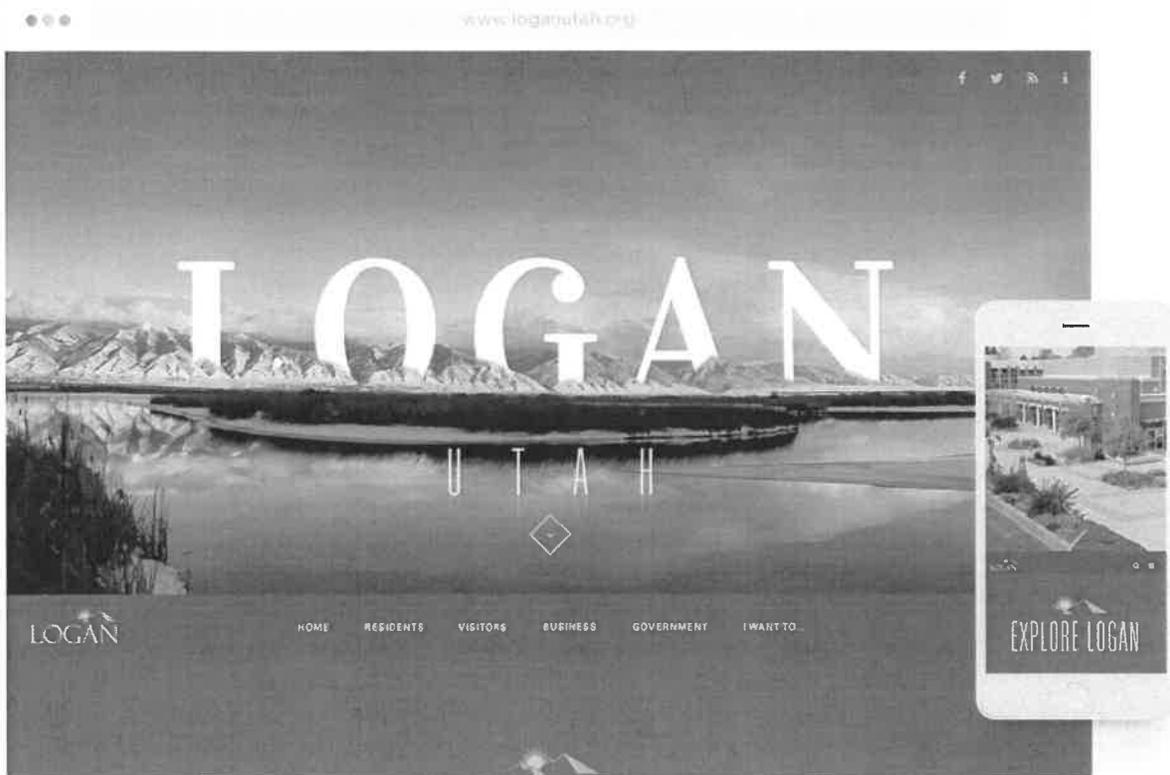
Logan, UTAH

www.loganutah.org

Open Branding, Video, Responsive Web Design

Details: Logan, Utah is a highly desirable and well-planned community that wanted a website to show off its character and increase resident communications. It has an intuitive layout that guides the web visitor to important information while delivering ease of use among the community.

Features: Video Home Page, Events Calendar, Document Center, Alert Center, Economic Development Center, Take Action Center, Sliding Feature Bar, Changeable Rotating Photo Gallery, FAQ, eNotify, Print This Page, Email This Page, etc.



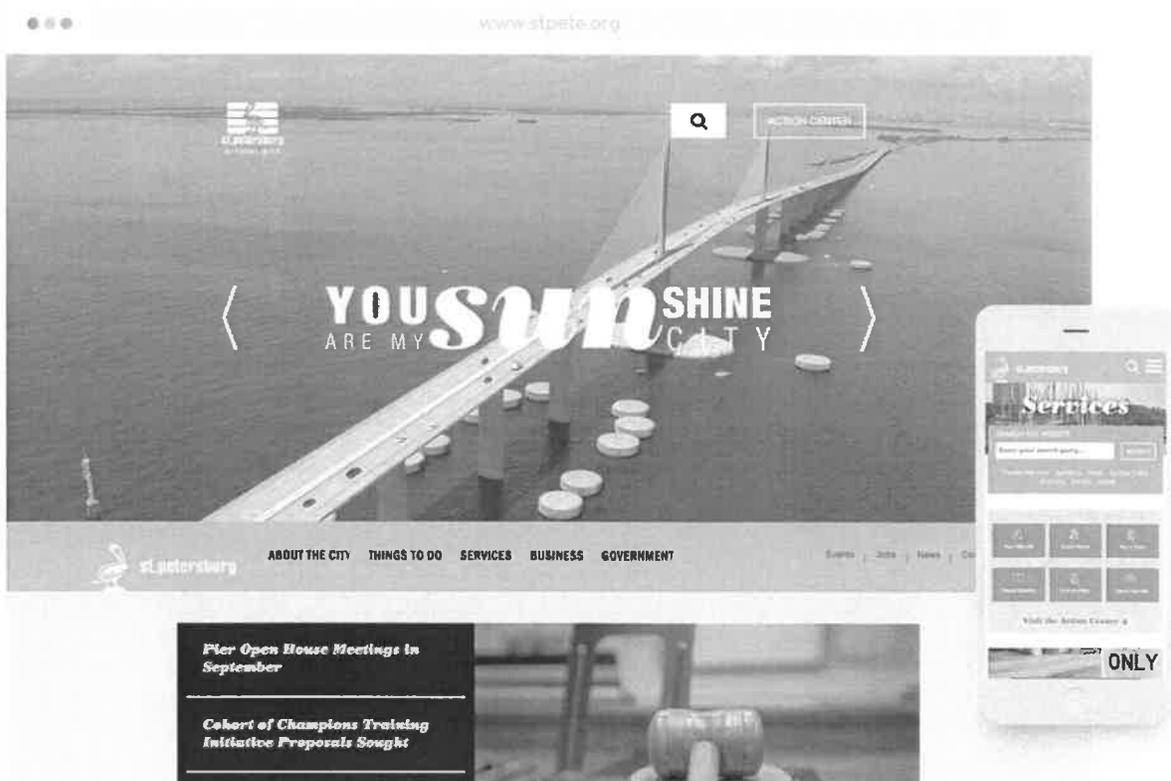
St. Petersburg, FLORIDA

www.stpete.org

Responsive Web Design

Details: A heavy government informational city website design that allows to you get to anywhere in the website within 2-3 clicks from the home page! As well as feel like you are part of the community right from the home page. Social media feeds from Instagram, Flickr, Facebook, Twitter, and YouTube all on the homepage!

Features: Members Center, Event Calendar, Document Center, Quick Links, Citizen Request Center, Advanced Photo Gallery, Language Translator, Community Alerts and Social Media Center



Montgomery County, OHIO

www.mcoho.org

Responsive Web Design

Details: The Montgomery County design masters bringing together the beauty of the county with a straight forward connection to everyday resident information. The website not only functions as a community engagement center but has special SEO attraction for tourism interests with easy navigation!

Features: Event Calendar, Latest News, Document Center, Community Alerts, Staff Directory, Bid Posting, Job Posting and Quick Links.



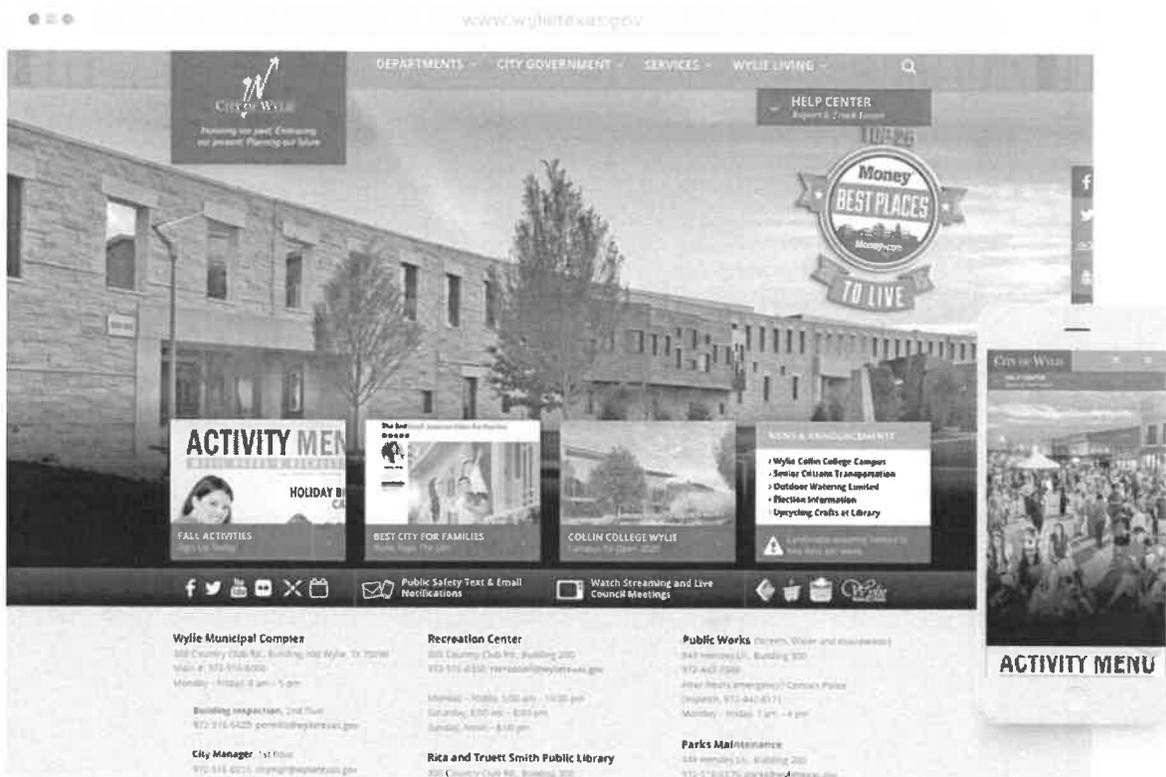
Wylie, TEXAS

www.wylietexas.gov

Responsive Web Design - TAMIO Award Winning Website

Details: City website designed to make you feel like you are in this charming community. The website not only functions as a community engagement center but has special SEO attraction for tourism interests with easy navigation! The website makes you feel like you want to go there! As well as feel like you are part of the community right from the home page

Features: Mega Menu, Members Center, Event Calendar, Document Center, Quick Links and Online Bill Payment



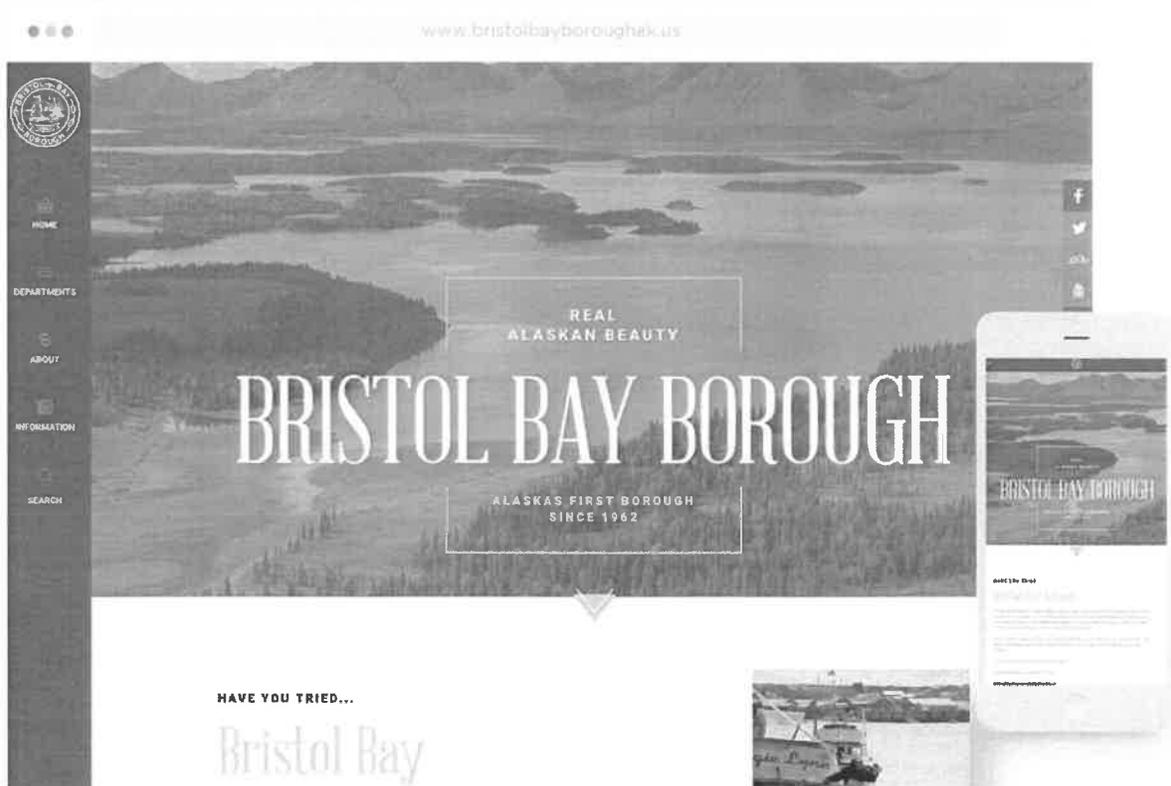
Bristol Bay, ALASKA

www.bristolbayboroughak.us

Open Branding Responsive Web Design

Details: Municipal website design to reflect the beauty of the area within seconds. Features a panoramic photo slider along with a next generation side navigation. Also, features beautifully incorporated mega menus. This is not your average government website!

Features: Members Center, Event Calendar, Document Center, Quick Links and Online Bill Payment



Revize Quote

Revize WEBGEN "Ready to Use" Website Design - includes Color Scheme and Banner customization, Revize CMS integration, Content migration included up to 175 webpages and documents, and Content Editor training, onetime fee	\$1,400
Revize CMS Annual Software Subscription (3 Users), Tech Support, Software Updates, and Website Hosting up to 10 GB storage - annual fee	\$1,200
Grand Total (1st year) Second year and onwards investment	\$2,600 \$1,200/year

Website delivery: approximately 4-6 weeks

- ✓ Revize WEBGEN "Ready to Use" Website Design - pick from one of three designs, starting on page 32. Revize will change the color scheme and customize the banner to fit your organization. Each design includes Response Website Design programming for great viewing on any size mobile phone screen without having to zoom in on the text! Takes approximately 4 - 6 weeks.
- ✓ Revize CMS web content management software subscription for up to 3 Content Editors/Administrative Users
- ✓ Revize Web Calendar Module, Document Center, and other modules as indicated on the next page
- ✓ Additional content migration, if requested, is available for \$3 per webpage and document.
- ✓ Instructor Led Training - Revize content editing and administrative training, one session up to 3 hours for up to 3 people via web conference and phone
- ✓ Technical Support and Product Upgrades, Website Hosting
- ✓ Four-year agreement

Following Applications & Features will be integrated into Your Website Project

Revize provides applications and features specifically designed for municipalities. The applications and features are categorized into:

- ▶ Citizen's Communication Center Apps
- ▶ Citizen's Engagement Center Apps
- ▶ Staff Productivity Apps
- ▶ Site Administration and Security Features
- ▶ Mobile Device and Accessibility Features

CITIZEN'S COMMUNICATION CENTER APPS:

- ✓ Home Page Alert
- ✓ Document Center
- ✓ News Center
- ✓ Photo Gallery/YouTube Video Upload
- ✓ Quick Link Buttons
- ✓ Revize Web Calendar - Unlimited Calendars

CITIZEN'S ENGAGEMENT CENTER APPS:

- ✓ Online Bill Pay

STAFF PRODUCTIVITY APPS:

- ✓ Vendor Registration/Management System via Vendor Registry
- ✓ Image Manager
- ✓ Link Checker
- ✓ Staff Directory
- ✓ Menu Manager
- ✓ Website Content Archiving

SITE ADMIN & SECURITY APPS

- ✓ Audit Trail
- ✓ History Log
- ✓ Roles and Permission-based Security Mode
- ✓ Secure Site Gateway
- ✓ Unique Login/Password for each Content Editor

MOBILE DEVICE AND ACCESSIBILITY FEATURES

- ✓ Alt-Tags
- ✓ Responsive Website Design (RWD) -Latest Government Design Technology to accommodate better viewing of text and graphics for any size screen, i.e SMART phones, PC Tablets, iPads, iPhones, Windows and Android devices

Revize Support Includes:

- ✓ 8 AM – 8PM EST phone support (Monday thru Friday)
- ✓ Staff to provide assistance and answer all questions
- ✓ Dedicated Support Staffs
- ✓ New User Trainings
- ✓ Existing User Training / Training Refreshers
- ✓ Video Tutorials and Online Training Manual
- ✓ Automatic Integration of Enhancements
- ✓ E-Newsletter Module Support
- ✓ Automatic Upgrade of CMS Modules, such as Calendar, Document Center, etc...
- ✓ 4 Major CMS Upgrades per Year
- ✓ Software & Modules Upgrades (Automatic Install)
- ✓ Server Hardware & OS Upgrades
- ✓ Immediate Bug Fixes / Patches
- ✓ Round the Clock Server Monitoring
- ✓ Data Center Network Upgrades
- ✓ Security and Antivirus Software Upgrades
- ✓ Firewall and Router Upgrades
- ✓ Bandwidth and Network Infrastructure Upgrades
- ✓ Remote Backup of all Website Assets
- ✓ Tape backup of all Website Assets
- ✓ Quarterly Newsletters on the Major Feature Updates
- ✓ Regular Webinars on CMS Features and Usage

Revize WEBGEN “Ready-to-Use” Website Designs:

Small City Design



✓

Waveville Design



✓

Rugged Beauty Design



Jennifer James-Mesloh

From: Steve Stiffler <skstiffler@gmail.com>
Sent: Friday, January 26, 2018 3:12 PM
To: Jennifer James-Mesloh
Subject: Re: Village website and public information

Jennifer,

I do apologize for the delay in getting a couple quotes back to you.

New website - \$2,250. Site built upon Wordpress (Content Management System). This CMS is easy to update/modify/upload files/etc. This would get Newberry a site very similar to Auburn Hills, MI...if not better. This price would include 3 months of support/training.. Beyond this my hourly rate is \$50.

Hosting - \$250 per year. Hosting would be done through GoDaddy. If you were to do a 3 yr deal with them, the price would be \$540 total. Included would be site backup/restore and security. Basically should their server be hacked or something go wrong, they monitor it, fix it and are able to put things back within minutes AND you're always just a phone call away. 24/7 support.

Record/Stream Public Meetings - \$35 per meeting. I would stream to Facebook and record the meetings to the camera. Files could then be archived on YouTube or on a flashdrive/harddrive. I would bring my own video camera/mic/PC to stream and record. If you ever had a special announcement and wanted to record it so you could place it on your site....I'd do that at no charge.

If you'd like a more formal quote on all this let me know. To get a new site up would take a couple weeks.

Let me know what you think.

Thanks,
Steve

Web Design Contract

Velvet Green Creations & Village of Newberry
Responsive Redesign Package

The following is a break down on this package:

- **New Primary Domain Name :** www.newberrymi.gov will now be the primary domain name for the Village of Newberry. We will continue to “point” the previous domain name – www.villageofnewberry.com to the site as well. This involves 2 hours of work to accomplish.

Update: The domain name www.newberrymi.gov is held by DS Tech for the Village. Chris can work with them about pointing the domain if necessary.

- **Implementing a “Radio Spotlight” feature within the website.** This will allow us to upload MP3 audio files to the Village Website for visitors to listen to. This involves 2 hours of work to accomplish as well. All radio files must be delivered to Velvet Green Creations as a MP3 file to make uploads cohesive with our programming.

Update: WNBY’s Travis Freeman will provide a MP3 file for Jennifer’s weekly update. Jennifer will be able to upload the MP3 with our CMS administrative tools.

- **Design:** A larger header/slideshow: photos that show more of the downtown, flowers, moose orientated themes (trendy modern). We will also float the new logo over the photos – giving that top portion a lot more “pop and jazz”

Update: Designs and logos have been delivered as a set on a jump drive 10/4/17

- **Pay Bill Online Button:** floating over the top slideshow or within menu – easily found on every page
- **A PSA (Public Service Announcements) module** that will feed under the header/slideshow. This will be a text area that when utilized will open up under the header with a space for text that alerts the residents of any emergencies. When not in use, it will not show up. **This is the responsibility of the Village to create a PSA, then update or remove. We will provide an easy to use button to click onto and place text for this announcement.**

- **Update:** Allison will be handling all social media.

- **Future Upgrades:** We also discussed “Future Upgrades” that would all fall under a separate agreement. The internet is an ever evolving tool for businesses, organizations and municipalities. We have plans on utilizing “Instagram” for the website that will consist of Village contributor photos (including Velvet Green Creations) and visitor photos that would promote the Village of Newberry along with our surrounding area. Project would include setting up the account, embedding and maintenance of the account to ensure the photos that feed are uplifting and not demeaning to the area.

- **News Feed:** We would be designing and programming a trendy news feed module (featured at the top of the content area – under the header/slideshow). We will be taking the existing News component and recreating them to look more modern and trendy...photo with just a title, simple wording but with more flare and logo silhouette.
- **Contact Us** – We will be programming a module for this page that will involve:
 - A photo for each of the “Staff”, “Village Council Members” and “Water & Light Board”
 - Name, Title, Address, Email, Phone #s, Term Serving (this is what is on the current site)
 - Any other info that the council may wish to have
 - This will be programmed to look more “Tiled” with 3 per row, this will respond to mobile devices and tablets
 - People can choose to view one of the three categories of contacts or they can “View All”

Live Streaming Video and Web Cam for the Village: A third party can be utilized to provide these services. Velvet Green Creations provides the service of embedding these features into the website at an hourly basis. Velvet Green Creations will not be responsible for any 3rd party interruptions of service provided by that 3rd party.

New Programming Additions

Reprogramming of Module Used for Minutes (11 hrs)

\$ 660.00

We will be separating Water and Light Minutes from Village Council Minutes. Browsers will be directed to a page where all years are shown that have minutes listed. When Allison goes to add a new year, a tile (example on right) will automatically appear on the Minutes by the Years page. This will help the Village continue their goals of transparency for the years in the past. Jennifer had mentioned that she would like to eventually have minutes on the website going back a few decades. This would be the only way that we could program this where minutes could be found easily. All minutes will be done on a numeric order.

Choose the year below to view minutes.



Future Idea: Jennifer brought up “News Clippings” for a future project utilizing this same programming to archive old newspaper clippings.

Upcoming Announcements Area (6 hrs)

\$ 360.00

This would show events such as the Work Group for the Event Bells on the side of the website, above the Facebook Module (shown below). Allison will be able to log into this area and place a new event that will auto show in this special area of the website. We will make sure that Jennifer can preview the placement before going forward with the project. There will be a page to go to for each announcement.

Facebook Module (4 hrs)

\$ 240.00

We will pull the latest posts from Facebook. These posts will only reflect the Admin’s posts and not people outside of the admin. This will streamline onto the home page.

Package Details

Primary Domain, "Radio Spotlight", Redesign, & Programming New Modules:	\$1,835.00/one-time fee
New Logo	\$ 480.00/ 8 hrs
<i>Previous proposal listed time for logo 6 to 8 hrs, we are over 8 but will not charge over that amount.</i>	
Reprogramming of Module Used for Minutes (11 hrs)	\$ 660.00/one-time fee
Upcoming Announcements Area (6 hrs)	\$ 360.00/one-time fee
Facebook Module (4 hrs)	\$ 240.00/one-time fee
Grand Total = \$3,575	

We will provide the following services for the Village of Newberry at the rate shown below:

Photoshoot of Administration, Water & Light and Council (if needed)	\$ 60.00/hr
Live Streaming Video and Web Cam for the Village	\$ 60.00/hr

This should be a one-time "Set-up" fee, but please note that we have worked with 3rd parties in the past and if they change their protocol (code for embedding – sometimes due to upgrading software) it would be necessary for us to work with them and implement the new code on our server.

We have discounted price from \$ 65 to \$60/per hr.

If the Village of Newberry ever wishes to discontinue their web design services with Velvet Green Creations, we must receive notification of cancellation of services 60 days prior to annual billing to ensure that we do not prepay for your domain name and web server space. Without prior notification, we reserve the right to bill for these annual fees. All the website text files, photos provided by the Village of Newberry, photos taken for the website, the website addresses (URLs), all website information will be the property the Village of Newberry. All tourism type photos taken by Velvet Green Creations will remain under the copyright of Velvet Green Creations.

Please Note that the CMS - Content Management System, along with any Customized Programming may not be transferable to another web server because the programs are Developed and Licensed by Velvet Green Creations. The design work / template along with RWD programming are non-transferable to another web server.

Any type of maintenance performed by Velvet Green Creations is charged on an hourly basis at the rate of **\$60/per hr.** (Discounted from our 2016 contact.) *This is only done when the owner/organization requests us to do any work for them.*

We do ask for 50% down on the onset of project with the remaining due upon completion.

By signing below, I do not hold Velvet Green Creations responsible for the accuracy of information, pricing, products or services within the content of the website. The term "pricing" only pertains to websites that list a price for a product or service, thus needing the editing process to check for accuracy. Velvet Green Creations will not be responsible for copyright violations. The client is responsible for the material given to Velvet Green Creations for the company's website. The client will have the opportunity to proofread all material for their web pages, before completion of project. Any incorrect information must be corrected during this proofreading phase and is the responsibility of the client. Velvet Green Creations will do their best at using the resources and information given to them by the client, to create the finest web site possible. References are available.

I the undersigned understand the terms above and the package details stated above.

X _____
Company or Organization Name

X _____ Date: _____
Clients' Signature

X _____ Date: _____
Velvet Green Creations - Gina Harman or Representative

May 16, 2018

Mr. John Dewitt
Village President
302 E. McMilan Ave
PO Box 203
Newberry, MI 49868

Dear Mr. Dewitt:

We continue to be complimented by your selection of our firm to assist you. We are sending this letter and the accompanying Professional Services Agreement, which is hereby incorporated as part of this engagement letter, to confirm our understanding of the nature, limitations, and terms of the services we will provide to the Village of Newberry ("the Village" or "Newberry").

Scope of Services

Based on our previous discussions with Village Manager Jennifer James-Mesloh, we will provide accounting assistance at your discretion. Our consulting services will be to review the Village's banking arrangements and develop strategies for improvements.

From our discussions with Jennifer James-Mesloh, we understand the Village has 27 different bank accounts. For a governmental entity the size of Newberry, this would seem to be excessive. Having too many accounts is inefficient as Village staff must maintain the accounting and prepare monthly reconciliations for all of the accounts. In addition, it can be costly to maintain all of these accounts due to bank fees for services such as wire transfers between accounts. We will:

- obtain a listing of all Village bank accounts. Plante Moran will provide a template in Excel for the Village staff to complete.
- review the Village's banking arrangements with the Village's finance staff
- provide recommendations for closing and consolidating accounts, as well as for implementing a true "pooled cash" system.
- provide assistance with the accounting for these transactions.

Please note that any changes to the Village's ERP system or changing the configuration of the modules themselves will be the responsibility of the Village and/or its software provider.

Fees and Payment Terms

Our fee for this engagement, subject to the terms and conditions of the accompanying Professional Services Agreement, will be based on the actual time that staff expend at these discounted hourly rates:

Accounting Consultant	\$	125
Senior Manager	\$	225
Partner	\$	320

Our not-to-exceed limit for this work is \$6,000.

Our intention is to work remotely from our Southeastern Michigan offices and communicate with the Village of Newberry via phone, email, and video conferencing. If travel to Newberry is requested, our additional travel time will be billed at these same hourly rates and travel costs (flights, hotel, car rental, etc...) will be billed accordingly to the Village.

If you are in agreement with our understanding of this engagement, as set forth in this engagement letter and the accompanying Professional Services Agreement, please sign the enclosed copy of this letter and return it to us with the accompanying Professional Services Agreement.

Thank you for the opportunity to serve you.

Very truly yours,

PLANTE & MORAN, PLLC



Brian J. Camiller

Agreed and Accepted

We accept this engagement letter and the accompanying Professional Services Agreement, which set forth the entire agreement between Village of Newberry and Plante & Moran, PLLC with respect to the services specified in the Scope of Services section of this engagement letter.

Village of Newberry

John Dewitt, Village President

Date

Professional Services Agreement – Consulting Services Addendum to Plante & Moran, PLLC Engagement Letter

This Professional Services Agreement is part of the engagement letter for our consulting services dated May 16, 2018 between Plante & Moran, PLLC (referred to herein as “PM”) and Village of Newberry (referred to herein as “Village of Newberry” or “Newberry”).

1. **Management Responsibilities** – The temporary finance services PM will provide are advisory in nature. While providing these services, PM will have no authority or responsibility for any management decisions or management functions. Further, Newberry acknowledges that Newberry is solely responsible for all such management decisions and management functions. Newberry will also be responsible for evaluating the adequacy and results of the services PM will provide and accepting responsibility for the results of those services. Newberry has designated Village Manager Jennifer James-Mesloh to oversee the services PM will provide.

Newberry is responsible for the design, implementation, and maintenance of internal controls, including monitoring ongoing activities in connection with our engagement.

PM accepts no responsibility as a responsible party for the payment of taxes of any nature, including, but not limited to income, withholding, sales, excess of other taxes assessed at the Federal, State or local levels that may be owed or otherwise arise.

2. **Review and Supervision** – Newberry understands and acknowledges that all PM staff assigned to this project are working solely at Newberry's direction and agree that all work performed will be subject to the same supervision, review and approval practices that Newberry undertakes with its own staff. It is understood that, in accordance with the terms of this agreement, the work of PM staff assigned to this project will not be reviewed by any other person at PM. Newberry is solely responsible for supervision, review and approval of the work performed, including review and approval of any journal entries prepared by PM staff prior to posting.
3. **Nature and Limitations of Services** – PM's project activities will be based on information and records provided by Newberry. PM will rely on such underlying information and records and PM's project activities will not include audit or verification of the information and records provided to PM in connection with PM's project activities.

The project activities PM will perform will not constitute an examination or audit of any Newberry financial statements or any other items, including Newberry's internal controls. If Newberry requires financial statements or other financial information for third-party use, or if Newberry requires tax preparation or consulting services, a separate engagement letter will be required. Accordingly, Newberry agrees not to associate or make reference to PM in connection with any financial statements or other financial information of Newberry. In addition, PM's engagement is not designed and cannot be relied upon to disclose errors, fraud or illegal acts that may exist. However, PM will inform Newberry of any such matters that come to PM's attention.

4. **Project Deliverables** – At the conclusion of PM's project activities and periodically as the project progresses, PM will review the results of the project work with Newberry and provide Newberry with any observations related to PM's services that PM believes warrant Newberry's attention. PM also will provide Newberry with copies of analyses, tax filings, or other materials that PM may develop in the course of this engagement upon Newberry's request. PM will not issue a written report as a result of this engagement and Newberry agrees that the nature and extent of the work product that PM will provide, as outlined in this agreement, are sufficient for Newberry's purposes.
5. **Confidentiality, Ownership, and Retention of Workpapers** – During the course of this engagement, PM and PM staff may have access to proprietary information of Newberry, including, but not limited to, information regarding trade secrets, business methods, plans, or projects. PM acknowledges that such information, regardless of its form, is confidential and proprietary to Newberry, and PM will not use such information for any purpose other than our consulting engagement or disclose such information to any other person or entity without the prior written consent of Newberry.

In the interest of facilitating PM's services to Newberry, PM may communicate or exchange data by internet, e-mail, facsimile transmission, or other electronic methods. While PM will use its best efforts to keep such communications and transmissions secure in accordance with PM's obligations under applicable laws and professional standards, Newberry recognizes and accepts that PM has no control over the unauthorized interception of these communications or transmissions once they have been sent, and consents to PM's use of these electronic devices during this engagement.

Because the work performed under this agreement is subject solely to Newberry's review and supervision, we do not expect that we will need to retain detailed workpapers supporting our work. Workpapers and documentation created will become part of Newberry's accounting records. If, however, we conclude to retain copies of such workpapers or documentation, such workpapers retained in the course of this engagement are and shall remain the property of PM. PM will maintain the confidentiality of all such workpapers as long as they remain in PM's possession.

Both Newberry and PM acknowledge, however, that PM may be required to make its workpapers available to regulatory authorities or by court order or subpoena in a legal, administrative, arbitration, or similar proceeding in

Professional Services Agreement – Consulting Services

which PM is not a party. Disclosure of confidential information in accordance with requirements of regulatory authorities or pursuant to court order or subpoena shall not constitute a breach of the provisions of this agreement. In the event that a request for any confidential information or workpapers covered by this agreement is made by regulatory authorities or pursuant to a court order or subpoena, PM agrees to inform Newberry in a timely manner of such request and to cooperate with Newberry should Newberry attempt, at Newberry's cost, to limit such access. This provision will survive the termination of this agreement. PM's efforts in complying with such requests will be deemed billable to Newberry as a separate engagement. PM shall be entitled to compensation for its time and reasonable reimbursement of its expenses (including legal fees) in complying with the request.

PM reserves the right to destroy, and it is understood that PM will destroy, workpapers created in the course of this engagement in accordance with PM's record retention and destruction policies, which are designed to meet all relevant regulatory requirements for retention of workpapers. PM has no obligation to maintain workpapers other than for its own purposes or to meet those regulatory requirements.

6. **Consent to Disclosures to Service Providers** – In some circumstances, PM may use third-party service providers to assist with its services. In those circumstances, PM will require any such third-party service provider to: (i) maintain the confidentiality of any information furnished; and (ii) not use any information for any purpose unrelated to assisting with PM's services for Newberry. In order to enable these service providers to assist PM in this capacity, Newberry, by its duly authorized signature on the accompanying engagement letter, consents to PM's disclosure of all or any portion of Newberry's information to such service providers to the extent such information is relevant to the services such third-party service providers may provide and agrees that PM's disclosure of such information for such purposes shall not constitute a breach of the provisions of this agreement. Newberry's consent shall be continuing until the services provided for this engagement agreement are completed.
7. **Fee Quotes** – In any circumstance where PM has provided estimated fees, fixed fees, or not-to-exceed fees ("Fee Quotes"), these Fee Quotes are based on responsibilities under the scope of services. PM's services frequently depends upon the availability and cooperation of those Newberry personnel relevant to PM's project activities and providing needed information to PM in a timely and orderly manner. In the event that undisclosed or unforeseeable facts regarding these matters causes the actual work required for this engagement to vary from PM's estimates, the estimated fees will be adjusted for the additional time PM incurs as a result.

In any circumstance where PM's work is rescheduled due to Newberry's failure to provide information or assistance necessary for the engagement, PM offers no guarantee, express or implied, that PM will be able to meet any previously established deadline related to the completion of the work. Because rescheduling work imposes additional costs on PM, in any circumstance where PM has provided estimated fees, those estimated fees may be adjusted for additional time PM incurs as a result of rescheduling its work. PM will endeavor to advise Newberry in the event any circumstances occur which would require PM's work to be rescheduled. However it is acknowledged that the exact impact on the Fee Quote may not be determinable until the conclusion of the engagement. Such fee adjustments will be determined in accordance with the Fee Adjustments provision of this agreement.

8. **Payment Terms** – PM invoices for professional services are due upon receipt unless otherwise specified in this engagement letter. In the event any of PM's invoices are not paid in accordance with the terms of this agreement, PM may elect, at PM's sole discretion, to suspend work until PM receives payment in full for all amounts due or terminate this engagement. In the event that work is suspended, for nonpayment or other reasons, and subsequently resumed, PM offers no guarantee, express or implied, that PM will be able to meet any previously established deadlines related to the completion of PM's consulting work. Newberry agrees that in the event that work is suspended, for non-payment or other reasons, PM shall not be liable for any damages that occur as a result of PM ceasing to render services.
9. **Fee Adjustments** – Any fee adjustments for reasons described elsewhere in this agreement will be determined based on the actual time expended by PM staff at PM's current hourly rates, plus all reasonable and necessary travel and out-of-pocket costs incurred, and included as an adjustment to PM's invoices related to this engagement. Newberry acknowledges and agrees that payment for all such fee adjustments will be made in accordance with the payment terms provided in this agreement.
10. **Exclusion of Certain Damages** – Except to the extent finally determined to have resulted from PM's gross negligence or willful misconduct, Newberry agrees to limit the liability of PM or any of PM's officers, directors, partners, members, managers, employees, affiliated, parent or subsidiary entities, and approved third party service providers (collectively, "PM Persons") for any and all claims, losses, costs, and damages of any nature whatsoever so that the total aggregate liability of PM and/or the PM Persons to Newberry shall not exceed the total fees paid by Newberry to PM for the services provided in connection with this engagement agreement. Newberry and PM agree that these limitations on PM's maximum liability are reasonable in view of, among other things, the scope of the services PM is to provide, Newberry's responsibility for the management functions associated with PM's consulting services, and the fees PM is to receive under this engagement. In no event shall PM be liable to Newberry, whether a claim be in tort, contract, or otherwise, for any consequential, indirect, lost profit, punitive, exemplary, or other special damages. PM and Newberry agree that these limitations apply to any and all liabilities

Professional Services Agreement – Consulting Services

or causes of action against PM, however alleged or arising, unless to the extent otherwise prohibited by law. This provision shall survive the termination of this engagement.

In the event this engagement agreement expressly identifies multiple phases of services, the total aggregate liability of PM to Newberry shall be limited to no more than the total amount of fees paid by Newberry for the particular phase of services alleged to have given rise to any such liability.

11. **Receipt of Legal Process** – In the event PM is required to respond to a subpoena, court order, or other legal process (in a matter involving Newberry but not PM) for the production of documents and/or testimony relative to information PM obtained and/or prepared during the course of this engagement, Newberry agrees to compensate PM for the affected PM staff's time at such staff's current hourly rates, and to reimburse PM for all of PM's out-of-pocket costs incurred associated with PM's response unless otherwise reimbursed by a third party.
12. **Termination of Engagement** – This agreement may be terminated by either party upon written notice. Upon notification of termination, PM's services will cease and PM's engagement will be deemed to have been completed. Newberry will be obligated to compensate PM for all time expended and to reimburse PM for all out-of-pocket expenditures through the date of termination of this engagement.
13. **Time Limits** – Except for actions to enforce payment of PM's invoices and without limiting any claims for indemnification hereunder, any claim or cause of action arising under or otherwise relating to this engagement must be filed within two years from the completion of the engagement without regard to any statutory provision to the contrary.
14. **Entire Agreement** – This engagement agreement is contractual in nature, and includes all of the relevant terms that will govern the engagement for which it has been prepared. The terms of this letter supersede any prior oral or written representations or commitments by or between the parties regarding the subject matter hereof. Any material changes or additions to the terms set forth in this letter will only become effective if evidenced by a written amendment to this agreement, signed by all of the parties.
15. **Severability** – If any provision of this engagement agreement (in whole or part) is held to be invalid or otherwise unenforceable, the other provisions shall remain in full force and effect.
16. **Defense, Indemnification, and Hold Harmless** – As a condition of PM's willingness to perform the services provided for in the engagement letter, Newberry agrees to defend, indemnify and hold PM and the PM Persons harmless against any claims by third parties for losses, claims, damages, or liabilities, to which PM or the PM Persons may become subject in connection with or related to the services performed in the engagement, unless a court having jurisdiction shall have determined in a final judgment that such loss, claim, damage, or liability resulted primarily from the willful misconduct or gross negligence of PM, or one of the PM Persons. This defense, indemnity and hold harmless obligation includes the obligation to reimburse PM and/or the PM Persons for any legal or other expenses incurred by PM or the PM Persons, as incurred, in connection with investigating or defending any such losses, claims, damages, or liabilities.
17. **Conflicts of Interest** – PM's engagement acceptance procedures include a check as to whether any conflicts of interest exists that would prevent acceptance of this engagement. No such conflicts have been identified. Newberry understands and acknowledges that PM may be engaged to provide professional services, now or in the future, unrelated to this engagement to parties whose interests may not be consistent with interests of Newberry.
18. **Agreement Not to Influence** – Newberry and PM each agree that each respective organization and its employees will not endeavor to influence the other's employees to seek any employment or other contractual arrangement with it, during this engagement or for a period of one year after termination of the engagement. Newberry agrees that PM employees are not "contract for hire." PM may release Newberry from these restrictions if Newberry agrees to reimburse PM for its recruiting, training, and administrative investment in the applicable employee. In such event, the reimbursement amount shall be equal to two hundred hours of billings at the current hourly rate for the PM employee.
19. **Force Majeure** – Neither party shall be deemed to be in breach of this engagement agreement as a result of any delays or non-performance directly or indirectly resulting from circumstances or causes beyond its reasonable control, including, without limitation, fire or other casualty, acts of God, war or other violence, or epidemic (each individually a "Force Majeure Event"). Newberry acknowledges and agrees that a Force Majeure Event shall not excuse any payment obligation relating to fees or costs incurred prior to any such Force Majeure Event.
20. **Signatures** – Any electronic signature transmitted through DocuSign or manual signature on this engagement letter transmitted by facsimile or by electronic mail in portable document format may be considered an original signature.
21. **Governing Law** – This agreement shall be governed by and construed in accordance with the laws of the State of Michigan, and jurisdiction over any action to enforce this agreement, or any dispute arising from or relating to this agreement shall reside exclusively within the State of Michigan.

Professional Services Agreement – Consulting Services

End of Professional Services Agreement –Temporary Finance Assistance Services



QUOTE

Date: 5/9/18

*Family Owned & Operated
 Serving the Tri-County area for 45 years*

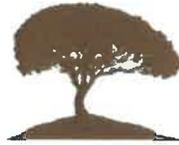
3239 West M-28, Brimley MI 49715

(906) 635- 3380 Fax: (906) 635-3389

To Village of Newberry

Qty	Description	Unit Price	Line Total
2	30 Yard Roll Off Container includes 3 tons, \$60.00 per ton over	\$450.00	\$900.00
2	Empty and return, includes 3 tons	\$400.00	\$800.00
	These prices are quoted at 2 roll offs each trip.		
		Subtotal	
		Sales Tax	
		Total	

There are no extra fuel or delivery fees. These prices would be the monthly totals. Please feel free to contact us if you have any questions concerning this quotation.



HIAWATHA SHORES
RECYCLING & DISPOSAL, LLC.

April 9, 2018

VIA EMAIL

Village of Newberry
Attn: Buck Vallad
307 E McMillan Ave
Newberry, MI 49868
T (906) 293-5681
E assistantmanager@newberrymi.gov

RE: Proposal for Solid Waste Services – Annual Spring Cleanup

Dear Mr. Vallad,

Hiawatha Shores is pleased to offer the following rates for Garbage Collection Services for the Village of Newberry's Spring Clean-up Day. Per our understanding of your current collection needs, we propose to place (4-6) 30 YD roll off containers. If you are ever in need of additional services do not hesitate to give me a call and we will be able to accommodate. In addition to our roll off container services (20 YD, 30 YD, 40 YD boxes) we also offer Commercial Dumpsters (2 YD, 4 YD, 6 YD & 8 YD dumpsters) as well as residential curbside services (65 Gal. & 95 Gal. carts.)

Roll Off Service

Annual Spring Clean-up:

- (4-6 EA.) 30 YD Roll Off (Incl. delivery & removal): \$265.00 / EA
- Disposal Fee: \$60.00 / Ton
- Special Waste Items Include: TVs & Computers: \$10.00 / EA.
Tires: \$2.50 / Passenger Tire Equivalent

We do appreciate your time and consideration. If there is anything else we can do to earn your business, or if there are any other services/options you would like pricing on do not hesitate to contact me at 906-341-2001 or via email at rob.lee@hiawathashores.com.

We look forward to the opportunity to work with the Village of Newberry's Spring Clean-up Day!

Best Regards,

Rob Lee
Manager

CC: File

3098N 436 County Road
Gulliver, MI 49840
Phone: (906) 341-2001
Fax: (906)-341-2051

info@hiawathashores.com

Assistant Manager

From: Harrick, Mark <mharrick@wm.com>
Sent: Tuesday, May 15, 2018 10:17 AM
To: Assistant Manager
Subject: Spring clean up

Hi Buck, It was nice talking to you. We can do the clean-up boxes for \$495 each- all in price when done 2 at a time. Have a great day. Mark

Mark Harrick
Territory Manager and Public Sector Solutions Manager

Waste Management

906-361-0036 Work
mharrick@wm.com
910 W. Baraga Ave
Marquette, MI 49855

Recycling is a good thing. Please recycle any printed emails.

I.T. Right Service Contract

PROPOSAL FOR SERVICES
BOX 160 BATH MI 48808 * 1.855.ITRIGHT

I.T. Right, PO Box 160 Bath MI 48808

I.T. RIGHT SERVICE CONTRACT

This Agreement is made effective as of _____, by and between Newberry, Village, and I.T. Right of 5815 East Clark Road, Bath Michigan 48808.

In this Agreement, the party who is contracting to receive services shall be referred to as "The Client", and the party who will be providing the services shall be referred to as "I.T. RIGHT". I.T. RIGHT has a background in Computer technology and is willing to provide services to The Client based on this background. The Client desires to have services provided by I.T. RIGHT.

Therefore, the parties agree as follows:

- 1. DESCRIPTION OF SERVICES.** Beginning on _____ I.T. RIGHT will provide the following services (collectively, the "Services"): Repair and maintenance of computer equipment and the computer network. This includes the existing computers and related network equipment within the client's office.
- 2. SERVICES NOT COVERED.** I.T. Right reserves the right to charge an hourly rate for labor related to the design and implementation of new equipment/technologies. Client will be notified ahead of time of any extra charges involved before the work is started. Client will be responsible for the purchase of any hardware or software items. Replacement of Servers, and Wiring services are considered new technology, are not covered under this contract and will be billed separately.
- 3. PAYMENT.** The Client will pay a fee to I.T. RIGHT for the Services in the amount of **\$4,000.00**. This fee shall be payable within 30 days unless otherwise notated in this document.
- 4. PERFORMANCE OF SERVICES.** I.T. RIGHT shall determine the manner in which the Services are to be performed and the specific hours to be worked by I.T. RIGHT. The Client will rely on I.T. RIGHT to work as many hours as may be reasonably necessary to fulfill I.T. RIGHT's obligations under this Agreement.
- 5. THIS SECTION INTENTIONALLY LEFT BLANK.**
- 6. NEW PROJECT APPROVAL.** I.T. RIGHT and The Client recognize that I.T. RIGHT's Services will include working on various projects for The Client. I.T. RIGHT shall obtain the approval of The Client prior to the commencement of a new project.
- 7. TERM/TERMINATION.** This Agreement shall be effective for a period of 1 year. Either party reserves the right to terminate this contract at any time provided 30 days' notice is given. The remaining time will be prorated and paid to the client.
- 8. EMPLOYEES.** I.T. RIGHT's employees, if any, who perform services for The Client under this Agreement shall also be bound by the provisions of this Agreement.

I.T. RIGHT SERVICE CONTRACT

9. NOTICES. All notices required or permitted under this Agreement shall be in writing and shall be deemed delivered when delivered in person or deposited in the United States mail, postage prepaid, addressed as follows:

Service contract:

If for The Client:

Newberry, Village
302 E. McMillan Avenue
49868 Newberry
United States

If for I.T. RIGHT:

I.T. Right
Dan Eggleston
5815 East Clark Road Suite G
Bath Michigan 48808

10. ENTIRE AGREEMENT. This Agreement contains the entire agreement of the parties and there are no other promises or conditions in any other agreement whether oral or written. This Agreement supersedes any prior written or oral agreements between the parties.

11. AMENDMENT. This Agreement may be modified or amended if the amendment is made in writing and is signed by both parties.

12. APPLICABLE LAW. The laws of the State of Michigan shall govern this Agreement.

Party receiving services: **Newberry, Village**

Accepted By: _____

Title: _____

Party providing services: I.T. Right

Proposed By  _____
Dan Eggleston, Director of Information Technology

I.T. RIGHT SERVICE CONTRACT

Appendix A QUOTE

 Information Technology Solutions that Work for Local Government	QUOTE #	ITRQ10326
	DATE	5/15/2018

TO Jennifer James-Mesloh
Newberry, Village
302 E. McMillan Avenue
49868 Newberry
United States
Phone: 906-293-3433

SALESPERSON	JOB	PAYMENT TERMS	DUE DATE
mallen			

QTY	DESCRIPTION	UNIT PRICE	TOTAL PRICE
1	Service Contract	\$4,000.00	\$4,000.00
Unlimited Remote Support 3 On-site visits covered per year. (Additional site visits = \$100/hr) We do not charge for travel time. Includes Tier I & II Managed Anti-virus			

Thank You For Your Business!

SUBTOTAL	\$4,000.00
SALES TAX	\$0.00
TOTAL	\$4,000.00