

**VILLAGE OF NEWBERRY  
VILLAGE COUNCIL MEETING  
Tuesday, March 17, 2020  
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 – February 18, 2020

**6. PUBLIC COMMENTS ON AGENDA ITEMS** – Prior to consideration of official business, citizens may speak to a subject on today’s agenda. Please stand at the podium provided and limit comments to 3 minutes.

**7. VILLAGE PRESIDENT COMMENTS**

- a. None prescheduled

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

1. Village of Newberry – Monthly Payables –February 14, 2020 to March 13, 2020

<b>101</b>	<b>General Fund</b>	<b>\$70,987.90</b>
<b>202</b>	<b>Major Streets Fund</b>	<b>\$9.99</b>
<b>203</b>	<b>Local Street Fund</b>	<b>\$61.06</b>
<b>213</b>	<b>Fire Revolving Fund</b>	<b>\$1,648.54</b>
<b>409</b>	<b>TORC</b>	<b>\$0.00</b>
<b>418</b>	<b>Atlas Park Fund</b>	<b>\$0.00</b>
<b>590</b>	<b>Sewage Receiving Fund – regular expenditures</b>	<b>\$21,683.69</b>
<b>590</b>	<b>Sewage Receiving Fund - Sewer Bond Interest Payment</b>	<b>\$39,289.76</b>
<b>TOTAL EXPENSE FOR APPROVAL:</b>		<b>\$133,680.94</b>

2. Water & Light – Monthly Payables –January 11, 2020 to February 7, 2020

<b>582</b>	<b>Electric Fund</b>	<b>\$94,676.80</b>
<b>591</b>	<b>Water Fund</b>	<b>\$12,020.73</b>
<b>TOTAL EXPENSE FOR APPROVAL:</b>		<b>\$106,697.53</b>

3. Save the Bells – as of 02/31/2020 (no action required)

<b>TOTAL FUNDS IN ACCOUNT:</b>	<b>\$12,113.41</b>
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4. Treasurer’s Report –February 2020

5. Request for Disbursement of Funds –

- a. Stormwater / Asset Management / Wastewater (SAW) Grant Program  
i. Request # 21 – 02/01/2020 to 02/29/2020 for \$11,154.34  
1. C2AE Invoice #69263 for \$11,154.34

6. Notification of upcoming expenditure – new copier for VON Office - \$7900.00

- b. To replace current leased machine

7. Notification of DNR TORC Grant Close out- Final \$30,000 reimbursement has been received

**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. None prescheduled

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

1. None prescheduled

**11. UNFINISHED BUSINESS**

1. Planning Commission Request for Funding – Tabled until April 2020 Meeting
  - a. Planning Commission Chair presentation
2. Public Comment Follow-Up from Previous Meeting
  - a. None prescheduled

**12. NEW BUSINESS**

1. Award bid for new maintenance building
  - i. See 41 Lumber Ad Hoc Committee minutes for additional info
2. COVID-19 (Coronavirus) Preparation and Action Items (materials will be distributed at meeting)
  - i. Review current guidance from CDC and State of Michigan
  - ii. Current planning in place for VON staff and operations
  - iii. Put steps in place in case council meetings cannot be held
    - a. Purchasing and bill paying
      - i. Discuss declaring state of emergency to approve IVM to authorize payment of routine and required expenditures to ensure basic operations can continue.
3. MML Newly Elected Officials Webinar Series Training: \$75.00

**13. REPORTS OF BOARDS**

1. Water & Light Board
  - a. Meeting from Tuesday, March 10, 2020

Action Items:

- I. Delinquent Accounts: Recommendation from the Board that 2019 delinquent accounts be submitted to Northern Credit Bureau for collection.
    - a. As of 12/31/2019, 50 tenant accounts are delinquent, for a total of \$22,768.77.
  - II. Water Service Line Inventory Letter: Recommendation from the Board that a Water Service Line Inventory Letter be sent to residents to begin preliminary inventory of all water service lines.
2. Planning Commission Meeting: Monday, February 24, 2020

**14. REPORTS OF COMMITTEES**

No reports scheduled from the following committees: Planning; Union; Parks and Recreation; Fire, Finance, DPW/WWTP.

1. 41 Lumber Ad Hoc Committee – March 4, 2020
  - a. Minutes included in packet
2. 41 Lumber Ad Hoc Committee – March 12, 2020
  - a. Minutes included in packet
3. Ordinance Committee – March 5, 2020
  - a. Minutes included in packet
4. Management Committee March 11, 2020
  - a. Minutes included in packet

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

1. Fire Chief
2. Superintendent of WWTP & DPW
  - a. Monthly Report
3. Working Superintendent of Water & Light
  - a. Monthly Report
  - b. Electric Consumption/Billing Report
  - c. Electric Demand Large Power Report
  - d. Billed Electric kWh Report
  - e. Water Pumpage Report
4. Interim Village Manager / Director of Human Resources & Community Engagement
  - a. Monthly Report
    - i. Reviewing 2020 budgeted amounts in anticipation of hiring a meter reader & WWTP/DPW worker
    - ii. Water rates review/water project planning - Overview Calendar
    - iii. TORC DNR Grant finalized -

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

**17. ASSIGNMENT OF PUBLIC COMMENT RESPONSE**

**18. COMMENTS BY COUNCIL MEMBERS**

**19. ADJOURNMENT - REGULAR SESSION**

Newberry Village Council  
Regular Meeting Minutes  
February 18, 2020  
302 East McMillan Ave.  
6:00 p.m.

**Present:** President Stokes, Trustees: Cameron, Freese, Hardenbrook, Hendrickson, Puckett.

**Absent:** None.

**Also Present:** Interim Village Manager/Director of Human Resources & Community Engagement – Watkins, Superintendent of WWTP & DPW – Blakely, Clerk – Schummer, Sterling McGinn, Scott Ouellette, Rebecca Handa, Robert Stevens.

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

**Approval of Agenda:** Moved by Puckett, support by Hardenbrook, **CARRIED**, to approve the agenda as amended, with two minor corrections. Ayes: All.

**Minutes:** Moved by Hardenbrook, support by Freese, **CARRIED**, to approve the minutes from the January 21, 2020, regular meeting, with one correction: Under Adjourn Meeting: Read – Absent: Hendrickson, now reads – Absent: Hardenbrook. Ayes: All.

**Public Comments on Agenda Items:** None.

**Village President's Announcements:** President Stokes stated Council member Freese would be attending the Michigan Municipal League Weekender in Frankenmuth.

**Submission of Bills and Financial Updates:**

- A.) **Village of Newberry – Monthly Bills.** Moved by Puckett, support by Hendrickson, **CARRIED**, to approve payment of the January 17, 2020 – February 14, 2020 bills, in the amount of \$48,389.89. Roll call vote: Ayes: Stokes, Cameron, Freese, Hardenbrook, Hendrickson, Puckett.
- B.) **Water & Light monthly bills for January 11, 2020 to February 7, 2020:** Moved by Puckett, support by Hardenbrook, **CARRIED**, to accept the recommendation of the W&L Board to pay the Electric and Water Funds in the total amount of \$112,625.67. Roll call vote: Ayes: Stokes, Cameron, Freese, Hardenbrook, Hendrickson, Puckett.
- C.) **Christmas Lights Fund** – as of 1/31/2020 - \$12,108.83
- D.) **Treasurer's Report** – January 2020 – N. Moulton gave a written report. Council accepted the report as presented.
- E.) **Request for Disbursement of Funds:**
  - a.) **Stormwater/Asset Management/Wastewater (SAW) Grant Program, pay when paid:** Moved by Hendrickson, support by Freese, **CARRIED**, to pay Request #20 – 01/01/2020 to 01/31/2020 – C2AE invoice #69263: \$11,388.38. Roll Call Vote - Ayes: Stokes, Cameron, Freese, Hardenbrook, Hendrickson, Puckett.
- F.) **Request for approval to purchase DPW Truck:** Moved by Freese, support by Hendrickson, **CARRIED**, to approve the purchase of 2010 International DPW Truck from Packer City International Trucks, Inc., in the amount of \$59,000.00. Discussion followed. Ayes: Stokes, Cameron, Freese, Hardenbrook, Hendrickson, Puckett.
- G.) **Request for approval to use SAW funds to hire Baker Tilly Municipal Advisors:** Moved by Hendrickson, support by Freese, **CARRIED**, to approve the use of SAW funds to hire Baker Tilly Municipal Advisors to complete a mandatory Asset Management Plan and Rate Study for WWTP. Blakely explained the need for this study. Discussion followed. Ayes: Stokes, Cameron, Freese, Hardenbrook, Hendrickson, Puckett.

**Petitions and Communications:**

- 1.) Letter received from Dale Betcher on 01-17-20.

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

- 1.) **Resolution:** Moved by Puckett, support by Freese, **CARRIED**, to adopt the Village of Newberry Revising Authorizations For First National Bank of St. Ignace Accounts Resolution. Roll Call Vote: Ayes: Stokes, Cameron, Freese, Hardenbrook, Hendrickson, Puckett.

**Unfinished Business:**

- 1.) **Planning Commission Request for Funding:** Moved by Puckett, support by Hendrickson, **WITHDRAWN**, that the Village budget \$2,700.00 in the Planning Commission Budget as requested by the Planning Commission Chair, Lawrence Vincent in a Memorandum dated 1-4-20. Discussion Followed. Tabled until Mr. Vincent can be put on the Village agenda next month to answer questions and discuss this matter.
- 2.) **Public Comment Follow-up from Previous Meeting:** Stokes and Watkins answered questions raised by Rebecca Handa and Scott Ouelette, during Public Comment at the January meeting.

**New Business:**

- 1.) **Approval of confirmation letter for closeout of SRF Grant:** Moved by Puckett, support by Hardenbrook, **CARRIED**, to approve the letter dated February 18, 2020, from Ms. Valorie White, asking for the Village President's signature, stating the project has been completed. Wastewater Treatment Plant Improvements Project No. 12-0010, SRF No. 5536-01. Discussion followed. Ayes: All.
- 2.) **EA amount change for Jan – June 2020:** For review. 017380 for July – Dec. 2019 .013520 for Jan. – June.
- 3.) **Newberry News:** Cost of including full minutes in paper – for review. Discussion followed.
- 4.) **Estimated Distribution of Michigan Transportation Funding 2020-2022:** Informational.

**Reports of Boards:**

- 1.) **Water & Light Board:** Minutes provided from the February 11, 2020 meeting. Report by Freese. Moved by Freese, support by Hardenbrook, **CARRIED**, as recommended by W&L Board to have the Ordinance Committee review Ordinance A-1b, so that a non-elector customer member could be the Chairperson or acting Chairperson for the W&L Board. Discussion followed. Ayes: All.
- 2.) **Planning Commission Meeting:** Adjourned, as no quorum was present at the January 27, 2020 meeting.

**Committee Reports:**

- 1.) **DPW/WWTP Committee** – Minutes from the Jan. 29 and Feb. 6, 2020 meetings presented. Hendrickson gave report. The Village Council upon recommendation of the Committee took the following actions:
  - a.) Moved by Freese, support by Cameron, **CARRIED**, Regarding the letter from Mr. Betcher, the Village will not pay for any costs incurred by Mr. Betcher prior to January 3, 2020. Discussion followed. Ayes: All.
  - b.) Moved by Freese, support by Cameron, **CARRIED**, regarding the letter from Mr. Betcher, the Village will not provide any reimbursement for sewer costs until a final determination can be made on what caused damage to the sewer line. Further, that if, in the spring, the damage is found to be the responsibility of the VON that sewer cost reimbursement is considered only for the months of November and December as those were the only months reported by Betcher that his sewer was not working. Discussion followed: Ayes: All.
  - c.) Moved by Puckett, support by Freese, **CARRIED**, that non-Village of Newberry entities may not use Village property/pits for snow removal. Ayes: All.
  - d.) Moved by Hendrickson, support by Hardenbrook, **CARRIED**, that the Village of Newberry not apply weight restrictions at this time. Ayes: Stokes, Cameron, Freese, Hardenbrook, Hendrickson. Nays: Puckett.
  - e.) Moved by Freese, support by Stokes, **CARRIED**, that the Village of Newberry will do a study of ways to improve the garbage services. Discussion followed. Ayes: All.
  - f.) Moved by Hendrickson, support by Freese, **CARRIED**, that the Village of Newberry increase non-stickered fees from \$3.00 per bag to \$5.00 per bag. Ayes: Stokes, Cameron, Freese, Hardenbrook, Hendrickson. Nays: Puckett.

- 2.) **Ordinance Committee:** February 6, 2020 - meeting minutes presented. Stokes gave the report. The Village Council upon recommendation of the Committee took the following actions:
  - a.) Moved by Hendrickson, support by Freese, **CARRIED**, to add, as amended, the following to Ordinance A:4:4: All rental property and land contract utility account applicants must provide a copy of their legal lease/contract which clearly states the party responsible for liability of payment of rates and other fees for water, sewage, garbage, and electrical services. This becomes effective immediately for all new rental and land contract accounts by April 1, 2020. Discussion followed. Ayes: All.
  - b.) Moved by Freese, support by Hardenbrook, **CARRIED**, to add, as amended, to Ordinance A:4:4: If the lessee's account becomes past due and is eligible for shut-off for an unpaid balance, the account cannot be transferred back to the lessor's name to avoid shut-off, effective immediately. Discussion followed. Ayes: Stokes, Cameron, Freese, Hardenbrook, Puckett. Nays: Hendrickson.
- 3.) **Management Committee:** Feb. 13, 2020, meeting minutes provided. The following actions were taken by the Village Council upon recommendation of the Committee
  - a.) Moved by Puckett, support by Freese, **CARRIED**, to accept and implement the use of the *Council/Board/Commission Vacancy Pre-Appointment Questionnaire*. Ayes: All.
  - b.) Moved by Puckett, support by Hardenbrook, **CARRIED**, to include language to be added to the Village Council Rules of Procedure as: Addendum A- Council Vacancies and Appointments. Ayes: All.
  - c.) Moved by Freese, support by Hardenbrook, **CARRIED**, to include memo dated 1/20/20 from Attorney Jeff Jocks, regarding Council and Appointee Duties, specifically voting duties, to the Village council Rules of Procedure as: Addendum B – Council and Appointee Duties – Voting. Ayes: All.

**Reports of Village Officers & Management:**

- A.) **Fire Chief:** Wendt submitted a written report.
- B.) **Superintendent of Wastewater Treatment Plant & DPW:** Blakely submitted a written report.
- C.) **Water & Light:** Written report submitted by Dan Kucinkas.
- D.) **Interim Village Manager/Director of Human Resources & Community Engagement:** Watkins gave a verbal as well as written report. Discussion included update of the audit. Moved by Puckett, support by Hendrickson, **CARRIED**, to approve Watkins leave request for March 3, 2020. Ayes: All.

**Public Comment:** Comments heard from: Scott Ouellette, Rebecca Handa and Robert Stevens.

**Comments by Council Members:** Comment heard from Cameron.

**Adjourn Meeting:** Moved by Puckett, support by Cameron, **CARRIED**, to adjourn the meeting at 8:09 p.m. Ayes: All.

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

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Terese Schummer, Clerk

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Lori A. Stokes, Village President

VILLAGE PAYABLES						
February 15, 2020 to March 13, 2020						
GL Number	Inv. Line Desc	Vendor	Invoice Desc.	Due Date	Amount	Check #
Fund 101 General Fund						
<b>Dept 101 VILLAGE COUNCIL</b>						
101-101-801.000	PROFESSIONAL & CONTRACTU	TAHUQUAMENON AREA CREDIT UNION	RENEW DOMAIN NAME	02/18/20	96.53	44123
			Total For Dept 101 VILLAGE COUNCIL		96.53	
<b>Dept 172 VILLAGE MANAGER</b>						
101-172-719.000	HOSPITALIZATION	44 NORTH	COBRA RETIREES	03/17/20	5.36	44111
101-172-726.000	LIFE INSURANCE	STANDARD, THE	LIFE INS	03/01/20	5.78	44120
101-172-850.000	906-291-1223	VERIZON	ACCOUNT NUMBER 942077532-00003 DESK	03/07/20	6.99	44126
			Total For Dept 172 VILLAGE MANAGER		18.13	
<b>Dept 201 ADMINISTRATIVE</b>						
101-201-709.000	EMPLOYER'S FICA	INTERNAL REVENUE SERVICE	TAXES	03/09/20	132.14	
101-201-726.000	LIFE INSURANCE	STANDARD, THE	LIFE INS	03/01/20	10.88	44120
101-201-752.000	OFFICE SUPPLIES	AMAZON CAPITAL SERVICES	KEYBOARD CLEANER	03/20/20	13.98	44103
101-201-752.000	OFFICE SUPPLIES	AMAZON CAPITAL SERVICES	CALCULATOR	03/20/20	23.99	44103
101-201-752.000	OFFICE SUPPLIES	AMAZON CAPITAL SERVICES	PENS	03/27/20	11.74	
101-201-752.000	OFFICE SUPPLIES	AMAZON CAPITAL SERVICES	TONER	03/28/20	41.98	
101-201-752.100	OPERATING SUPPLIES	AMAZON CAPITAL SERVICES	CLOXOX CLEANERS	03/21/20	12.30	44103
101-201-752.100	OPERATING SUPPLIES	AMAZON CAPITAL SERVICES	PAPER TOWELS	04/02/20	42.98	
101-201-752.100	OPERATING SUPPLIES	TAHUQUAMENON AREA CREDIT UNION	REFRIGERATOR	02/28/20	210.94	
101-201-752.100	OPERATING SUPPLIES	AMAZON CAPITAL SERVICES	VACUUM BAGS	04/04/20	4.89	
101-201-801.000	PROFESSIONAL & CONTRACTU	TAHUQUAMENON AREA CREDIT UNION	RENEW DOMAIN NAME	02/18/20	68.95	44123
101-201-801.000	PROFESSIONAL & CONTRACTU	FAIR, ALMA	OFFICE CLEANING FEBRAURY	03/27/20	100.00	
101-201-850.000	FAX	VERIZON	ACCOUNT NUMBER 942077532-00001 FAX	03/07/20	11.36	44126
101-201-850.000	906-291-0055 HR	VERIZON	ACCOUNT NUMBER 942077532-00002 - CELL	03/07/20	10.74	44126
101-201-850.000	906-291-1621	VERIZON	ACCOUNT NUMBER 942077532-00003 DESK	03/07/20	29.20	44126
101-201-850.000	JAMADOT'S INTERNET	HTC-HIAWATHA TELEPHONE CO	ACCT 00042108-7	03/26/20	23.75	
101-201-900.000	COUNCIL MINUTES/MEETINGS	NEWBERRY NEWS INC	CONSRUCTION BID/MINUTES/GARBAGE/VAC	04/01/20	639.50	
			Total For Dept 201 ADMINISTRATIVE		1,389.32	
<b>Dept 223 AUDIT &amp; LEGAL EXPENSE</b>						
101-223-801.000	PROF & CONTR SERVICES	SONDEE, RACINE & DOREN PLC	LEGAL ADVICE	04/01/20	795.00	
101-223-801.200	LEGAL	SONDEE, RACINE & DOREN PLC	LEGAL ADVICE	03/10/20	1,485.00	44121
			Total For Dept 223 AUDIT & LEGAL EXPENSE		2,280.00	

GL Number	Inv. Line Desc	Vendor	Invoice Desc.	Due Date	Amount	Check #
<b>Dept 230 ORDINANCE OFFICER</b>						
101-230-801.000	PROFESSIONAL & CONTRACTU	TAHUAMENON AREA CREDIT UNION	RENEW DOMAIN NAME	02/18/20	13.79	44123
101-230-850.000	906-291-0583- ORDINANCE	VERIZON	ACCOUNT NUMBER 942077532-00002 - CELL	03/07/20	(22.79)	44126
101-230-850.000	906-291-1630 - ORDINANCE OFFICER	VERIZON	ACCOUNT NUMBER 942077532-00003 DESK	03/07/20	27.94	44126
			<b>Total For Dept 230 ORDINANCE OFFICER</b>		<b>18.94</b>	
<b>Dept 253 TREASURER</b>						
101-253-801.000	PROFESSIONAL & CONTRACTU	TAHUAMENON AREA CREDIT UNION	RENEW DOMAIN NAME	02/18/20	13.79	44123
101-253-850.000	906-291-1631 TREASURER	VERIZON	ACCOUNT NUMBER 942077532-00003 DESK	03/07/20	27.94	44126
			<b>Total For Dept 253 TREASURER</b>		<b>41.73</b>	
<b>Dept 265 BUILDING &amp; GROUNDS</b>						
101-265-753.000	TOOLS & EQUIP (UNR CAP, THR	FOSTER HARDWARE	SNOW SHOVEL	04/10/20	18.99	
101-265-776.000	SUPPLIES-BUILDING MAINTENA	D & D HOME CENTER	BATHROOM EXHAUST FAN	03/10/20	89.89	44107
101-265-776.000	SUPPLIES-BUILDING MAINTENA	AMAZON CAPITAL SERVICES	DOOR SPRINGS	03/28/20	21.94	
101-265-801.000	PROF & CONTRACTUAL SERVIC	GINNEVER ELECTRIC	WIRING BATHROOM FAN	04/02/20	90.00	
101-265-921.000	HEAT	SEMCOENERGY GAS COMPANY	NATURAL GAS 827.500	03/24/20	687.22	
101-265-921.000	HEAT	SEMCOENERGY GAS COMPANY	310 E. MCMILLAN NATURAL GAS	03/24/20	76.18	
101-265-929.000	REPAIRS & MAINTENANCE	D & D HOME CENTER	CEILING TILE/WASHER/WIRE/VENT	03/10/20	22.31	44107
101-265-929.000	REPAIRS & MAINTENANCE	D & D HOME CENTER	OUTLET COVERS	03/10/20	1.38	44107
			<b>Total For Dept 265 BUILDING &amp; GROUNDS</b>		<b>1,007.91</b>	
<b>Dept 301 POLICE DEPARTMENT</b>						
101-301-719.000	POLICE HOSPITALIZATION	44 NORTH	COBRA RETIREES	03/17/20	2.41	44111
101-301-726.000	LIFE INSURANCE	STANDARD, THE	LIFE INS	03/01/20	23.09	44120
			<b>Total For Dept 301 POLICE DEPARTMENT</b>		<b>25.50</b>	
<b>Dept 441 PUBLIC WORKS</b>						
101-441-726.000	LIFE INSURANCE	STANDARD, THE	LIFE INS	03/01/20	12.50	44120
101-441-767.000	CLOTHING - UNIFORMS	TAHUAMENON AREA CREDIT UNION	UNIFORMS - 3 SHIRTS 3 JEANS	03/05/20	33.32	
101-441-801.000	PROFESSIONAL AND CONTRAC	TAHUAMENON AREA CREDIT UNION	RENEW DOMAIN NAME	02/18/20	55.24	44123
101-441-850.000	TELEPHONE DPW	VERIZON	ACCOUNT NUMBER 942077532-00002 - CELL	03/07/20	107.40	44126
101-441-850.000	906-293-8531	VERIZON	ACCOUNT NUMBER 942077532-00003 DESK	03/07/20	41.35	44126
101-441-850.000	TELEPHONE	ATT U.VERSE	UVERSE DPW	03/23/20	41.10	
101-441-900.000	CONSTRUCTION BID	NEWBERRY NEWS INC	CONSRUCTION BID/MINUTES/GARBAGE/VAC	04/01/20	36.00	
101-441-900.000	PUBLISHING & PRINTING	MINING JOURNAL	CONSTRUCTION BID	03/27/20	33.48	
			<b>Total For Dept 441 PUBLIC WORKS</b>		<b>360.39</b>	



GL Number	Inv. Line Desc	Vendor	Invoice Desc.	Due Date	Amount	Check #
<b>Dept 524 MOTOR POOL</b>						
101-524-752.100	OPERATING SUPPLIES	DANNY'S AUTO VALUE INC	BOLT/SAE FLAT	03/10/20	9.68	44108
101-524-752.100	OPERATING SUPPLIES	GREAT LAKES TRUCK SERVICE	UBOLTS	03/10/20	31.98	44113
101-524-752.100	OPERATING SUPPLIES	LYNN AUTO PARTS INC.	CLEANER	03/10/20	21.48	
101-524-752.100	OPERATING SUPPLIES	LYNN AUTO PARTS INC.	AIR TOOL LUBE 160Z	03/10/20	7.49	
101-524-752.100	OPERATING SUPPLIES	DANNY'S AUTO VALUE INC	HYD JACK OIL	04/10/20	6.89	
101-524-759.000	GAS OIL & GREASE	DANNY'S AUTO VALUE INC	WHITE LITHIUM GREASE	03/10/20	4.69	44108
101-524-759.000	GAS OIL & GREASE	NEALS AUTOMOTIVE PARTS INC	HYD FLUIDS	03/10/20	59.00	
101-524-759.000	GAS OIL & GREASE	NEALS AUTOMOTIVE PARTS INC	HYD FLUID	03/10/20	118.00	
101-524-759.000	GAS OIL & GREASE - PUBLIC W	WEX BANK - SPEEDWAY UNIVERSAL	GAS/FUEL	03/20/20	2,777.33	
101-524-932.000	VEHICLE REPAIRS & MAINTENANCE	DANNY'S AUTO VALUE INC	STAR BIT SKT	03/10/20	2.42	44108
101-524-932.000	VEHICLE REPAIRS & MAINTENANCE	DANNY'S AUTO VALUE INC	AIR FILTER	03/10/20	31.94	44108
101-524-932.000	VEHICLE REPAIRS & MAINTENANCE	DANNY'S AUTO VALUE INC	AIR FILTER	03/10/20	22.49	44108
101-524-932.000	VEHICLE REPAIRS & MAINTENANCE	DANNY'S AUTO VALUE INC	1 GAL MOUNTING	03/10/20	15.19	44108
101-524-932.000	VEHICLE REPAIRS & MAINTENANCE	LYNN AUTO PARTS INC.	MOTOR TUNE-UP	03/10/20	7.99	44116
101-524-932.000	VEHICLE REPAIRS & MAINTENANCE	LYNN AUTO PARTS INC.	OIL FILTER	03/10/20	7.06	44116
101-524-932.000	VEHICLE REPAIRS & MAINTENANCE	DANNY'S AUTO VALUE INC	CENTER PIN	03/10/20	1.79	44108
101-524-932.000	VEHICLE REPAIRS & MAINTENANCE	DANNY'S AUTO VALUE INC	CENTER PIN	03/10/20	1.38	44108
101-524-932.000	VEHICLE REPAIRS & MAINTENANCE	NEALS AUTOMOTIVE PARTS INC	UBOLTS	03/10/20	31.41	44118
101-524-932.000	VEHICLE REPAIRS & MAINTENANCE	MICHIGAN/WISCONSIN SPRING & BRAKE	SPRING PIN/CENTERBOLT/NAVISTAR EYE-LF	03/20/20	190.90	44132
101-524-932.000	VEHICLE REPAIRS & MAINTENANCE	FOSTER HARDWARE	FURNACE FILTER/FUEL PROPANE	03/10/20	8.58	44110
101-524-932.000	VEHICLE REPAIRS & MAINTENANCE	NEALS AUTOMOTIVE PARTS INC	ADAPTERS	03/10/20	8.72	44118
101-524-932.000	VEHICLE REPAIRS & MAINTENANCE	NEALS AUTOMOTIVE PARTS INC	SPRING PACK	03/10/20	75.00	44118
101-524-932.000	VEHICLE REPAIRS & MAINTENANCE	TRUCK & TRAILER SPECIALTIES	BUSHING 3IN CENTER BOLT	03/25/20	88.20	
101-524-932.000	VEHICLE REPAIRS & MAINTENANCE	LYNN AUTO PARTS INC.	ADAPTER	03/10/20	8.29	
101-524-932.000	VEHICLE REPAIRS & MAINTENANCE	NEALS AUTOMOTIVE PARTS INC	CENTER PIN	03/10/20	9.95	
101-524-932.000	VEHICLE REPAIRS & MAINTENANCE	DANNY'S AUTO VALUE INC	1-7/16 DEEP IMP.	04/01/20	33.55	
101-524-932.000	VEHICLE REPAIRS & MAINTENANCE	DANNY'S AUTO VALUE INC	AIR HAMR	04/01/20	27.99	
101-524-932.000	VEHICLE REPAIRS & MAINTENANCE	DANNY'S AUTO VALUE INC	3.4X1-1/4 PT STONE 3/8 CYL CARBIDE	04/01/20	25.78	
101-524-932.000	VEHICLE REPAIRS & MAINTENANCE	DANNY'S AUTO VALUE INC	VALVE STEM FOR LOADER	04/10/20	5.48	
101-524-932.000	VEHICLE REPAIRS & MAINTENANCE	LYNN AUTO PARTS INC.	VAVLE STEM ADAPTER FOR LOADER	04/10/20	3.99	
101-524-932.000	VEHICLE REPAIRS & MAINTENANCE	LYNN AUTO PARTS INC.	FRONT SPRING #40	04/10/20	8.98	
101-524-932.000	VEHICLE REPAIRS & MAINTENANCE	NEALS AUTOMOTIVE PARTS INC	LIGHTS	04/10/20	12.83	
101-524-932.000	VEHICLE REPAIRS & MAINTENANCE	TAHUAMENON AREA CREDIT UNION	2X AMBER/RED DOUBLE FACE STUD MOUNT	03/02/20	26.70	
101-524-981.000	CAPITAL OUTLAY-VEHICLES	UP INTERNATIONAL TRUCKS	2010 INTERNATIONAL 7400 TRUCK	03/04/20	59,015.00	44124
			<b>Total For Dept 524 MOTOR POOL</b>		<b>62,708.15</b>	

GL Number	Inv. Line Desc	Vendor	Invoice Desc.	Due Date	Amount	Check #
<b>Dept 525 STORM SEWER</b>						
101-525-801.000	PROFESSIONAL & CONTRACTUAL	RANGE TELECOMMUNICATIONS	MISSDIGS	03/02/20	1.50	
			<b>Total For Dept 525 STORM SEWER</b>		1.50	
<b>Dept 528 RUBBISH</b>						
101-528-752.100	OPERATING SUPPLIES	TRASH STICKERS INC	TRASH STICKERS	03/01/20	814.00	44122
101-528-752.100	OPERATING SUPPLIES	PARROTT, MATT	RED HANG TAGS	04/06/20	27.97	
101-528-759.000	GAS OIL & GREASE - GARBAGE	WEX BANK - SPEEDWAY UNIVERSAL	GAS/FUEL	03/20/20	109.31	
101-528-801.100	PROF & CONTR SERVICES-RESID	WASTE MANAGEMENT	RUBBISH DISPOSAL	03/31/20	1,876.29	
101-528-851.000	POSTAGE	ARISTA INFORMATION SYSTEMS INC	UB POSTAGE	02/28/20	101.90	44104
101-528-851.000	POSTAGE	TAHUAMENON AREA CREDIT UNION	DELQUENT UTILITIES TAX LIEN NOTICES	03/05/20	1.53	
101-528-900.000	PUBLISHING & PRINTING	ARISTA INFORMATION SYSTEMS INC	UB BILLIG	03/01/20	84.80	44104
101-528-900.000	GARBAGER STICKER INCREASE	NEWBERRY NEWS INC	CONSRUCTION BID/MINUTES/GARBAGE/NA	04/01/20	24.00	
			<b>Total For Dept 528 RUBBISH</b>		3,039.80	
			<b>Total For Fund 101 General Fund</b>		70,987.90	
<b>Fund 202 MAJOR STREET FUND</b>						
<b>Dept 463 ROUTINE MAINTENANCE</b>						
202-463-726.000	LIFE INSURANCE	STANDARD, THE	LIFE INS	03/01/20	9.99	44120
			<b>Total For Dept 463 ROUTINE MAINTENANCE</b>		9.99	
			<b>Total For Fund 202 MAJOR STREET FUND</b>		9.99	
<b>Fund 203 Local Street Fund</b>						
<b>Dept 463 ROUTINE MAINTENANCE</b>						
203-463-726.000	LIFE INSURANCE	STANDARD, THE	LIFE INS	03/01/20	61.06	44120
			<b>Total For Dept 463 ROUTINE MAINTENANCE</b>		61.06	
			<b>Total For Fund 203 Local Street Fund</b>		61.06	

GL Number	Inv. Line Desc	Vendor	Invoice Desc.	Due Date	Amount	Check #
<b>Fund 213 Fire Revolving Fund</b>						
Dept 336 FIRE						
213-336-753.000	TOOLS & EQUIP UND CAP THRE	POMASL FIRE EQUIPMENT	KOCHEK #K36R425-P09 CAM/CAM LOCK FEM	03/26/20	380.08	
213-336-801.000	PROFESSIONAL & CONTRACTU	ANDERSON, PETE	FIRE HALL PLOWING	03/27/20	292.50	
213-336-850.000	906-293-8141 FIRE	VERIZON	ACCOUNT NUMBER 942077532-00003 DESK	03/07/20	26.85	44126
213-336-850.000	TELEPHONE	ATT U.VERSE	UVERSE FIRE HALL	03/23/20	41.10	
213-336-921.000	HEAT	SEMCOENERGY GAS COMPANY	NATURAL GAS 900.500	03/24/20	355.02	
213-336-929.000	REPAIRS & MAINTENANCE	TAHUAMENON AREA CREDIT UNION	V-HANDLE FOR LARGE VIPER NOZZLE	02/19/20	152.90	44123
213-336-932.000	VEHICLE REPAIRS & MAINTEN	NEALS AUTOMOTIVE PARTS INC	OIL/FILTER/ANITFREEZE	04/09/20	310.09	
213-336-956.000	MISCELLANEOUS	NEWBERRY NEWS INC	FIREMAN HELP AD	03/28/20	90.00	
			<b>Total For Dept 336 FIRE</b>		<b>1,648.54</b>	
			<b>Total For Fund 213 Fire Revolving Fund</b>		<b>1,648.54</b>	
<b>Fund 590 Sewage Receiving Fund</b>						
Dept 537 SEWER SYSTEM						
590-537-709.000	EMPLOYER'S FICA	INTERNAL REVENUE SERVICE	TAXES	03/09/20	132.14	
590-537-719.000	HOSPITALIZATION	44 NORTH	COBRA RETIREES	03/17/20	2.41	44111
590-537-726.000	LIFE INSURANCE	STANDARD, THE	LIFE INS	03/01/20	30.69	44120
590-537-752.000	OFFICE SUPPLIES	MAC'S MARKET INC	SOAP	03/10/20	2.00	44117
590-537-752.100	OPERATING SUPPLIES	FOSTER HARDWARE	HILLMAN FASTENER	03/10/20	3.20	44110
590-537-752.100	OPERATING SUPPLIES	MAC'S MARKET INC	PAPER TOWELS	03/10/20	11.98	44117
590-537-752.100	OPERATING SUPPLIES	HAWKINS INC	CHLORINE/SODIUM BISULFITE	03/10/20	654.49	44129
590-537-752.100	OPERATING SUPPLIES	MAC'S MARKET INC	PAPER TOWELS	03/27/20	18.00	
590-537-752.100	OPERATING SUPPLIES	PARROTT, MATT	RED HANG TAGS	04/06/20	83.89	
590-537-753.000	TOOLS & EQUIP (UNDER THRES	AMAZON CAPITAL SERVICES	KEYBOARD CLEANER	03/13/20	23.98	44103
590-537-759.000	GAS, OIL & GREASE - WWTP	WEX BANK - SPEEDWAY UNIVERSAL	GAS/FUEL	03/20/20	35.33	
590-537-776.000	SUPPLIES - BUILDING MAINTEN	FOSTER HARDWARE	PINE-SOL CLEANER/PAINT BRUSH	03/10/20	13.78	44110
590-537-776.000	SUPPLIES - BUILDING MAINTEN	AMAZON CAPITAL SERVICES	STORAGE CABINET	03/21/20	84.88	44103
590-537-776.000	SUPPLIES - BUILDING MAINTEN	D & D HOME CENTER	PAINT THINNER/PRIMER	03/10/20	30.48	44107
590-537-776.000	SUPPLIES - BUILDING MAINTEN	DANNY'S AUTO VALUE INC	FAST ORANGE W/PUMICE	03/10/20	14.99	44108
590-537-776.000	SUPPLIES - BUILDING MAINTEN	D & D HOME CENTER	TAP CONS/ HOOKS	03/10/20	11.16	44107
590-537-776.000	SUPPLIES - BUILDING MAINTEN	D & D HOME CENTER	TOGGLE BOLT	03/10/20	1.99	
590-537-801.000	PROFESSIONAL & CONTRACTU	ERIC'S SEPTIC SERVICE	CAMERA INSPECTION	03/12/20	225.00	44109
590-537-801.000	PROFESSIONAL & CONTRACTU	TAHUAMENON AREA CREDIT UNION	RENEW DOMAIN NAME	02/18/20	55.16	44123
590-537-801.000	PROFESSIONAL & CONTRACTU	ERIC'S SEPTIC SERVICE	BETCHER TEMP TANK SEPTIC PUMP	03/27/20	150.00	
590-537-801.000	PROF & CONTRACTUAL SERVIC	RANGE TELECOMMUNICATIONS	MISSDIGS	03/02/20	4.50	
590-537-801.000	PROFESSIONAL & CONTRACTU	SONDEE, RACINE & DOREN PLC	LEGAL ADVICE	04/01/20	2,337.76	
590-537-801.200	LEGAL	SONDEE, RACINE & DOREN PLC	LEGAL ADVICE	03/10/20	2,320.75	44121
590-537-850.000	TELEPHONE	AT&T	WWTP	03/09/20	28.18	44105
590-537-850.000	FAX	VERIZON	ACCOUNT NUMBER 942077532-00001 FAX	03/07/20	11.35	44126



**Water and Light Payables**  
February 8, 2020 to March 6, 2020

GL Number	Inv. Line Desc	Vendor	Invoice Desc.	Due Date	Amount	Check #
<b>Fund 582 Electric Fund</b>						
Dept 000						
582-000-042.000	UNAPPLIED CREDIT	SIERSMA ERIC	UB refund for account: 5-06320-11	02/24/20	60.16	44102
			Total For Dept 000		60.16	
<b>Dept 582 ELECTRIC DISTRIBUTION</b>						
582-582-726.000	LIFE INSURANCE	STANDARD, THE	LIFE INS	03/01/20	8.09	44120
582-582-752.100	OPERATING SUPPLIES	POWER LINE SUPPLY COMPANY	CONNECTOR SERVICE ENTRANCE 6 STR 4 SC	04/02/20	256.75	
582-582-801.000	PROFESSIONAL & CONTRACTUAL	KENT POWER	GLOVE TESTING	04/01/20	254.12	
582-582-850.000	UVERSE- LARGE CAPACITY METER	ATT U.VERSE	LARGE CAPACITY METER UVERSE	03/03/20	41.10	44058
582-582-850.000	UVERSE- LARGE CAPACITY METER	ATT U.VERSE	LARGE CAPACITY METER UVERSE	03/23/20	41.10	
			Total For Dept 582 ELECTRIC DISTRIBUTION		601.16	
<b>Dept 583 GENERAL EXPENSES</b>						
582-583-719.000	HOSPITALIZATION	44 NORTH	COBRA RETIREES	03/17/20	3.22	44111
582-583-726.000	LIFE INSURANCE	STANDARD, THE	LIFE INS	03/01/20	28.87	44120
582-583-752.100	OPERATING SUPPLIES	FOSTER HARDWARE	SHIPPING	03/10/20	232.84	44110
582-583-752.100	OPERATING SUPPLIES	RAHILLY IGA	WATER/AIR FRESHENER	03/10/20	4.98	44119
582-583-759.000	GAS & OIL - ELECTRIC	WEX BANK - SPEEDWAY UNIVERSAL	GAS/FUEL	03/20/20	205.24	
582-583-767.000	CLOTHING - UNIFORMS	RITZ SAFETY	LINEMAN PANTS	03/01/20	209.61	44097
582-583-767.000	CLOTHING - UNIFORMS	ARAMARK	OFFICE UNIFORM TOPS	03/03/20	32.13	44054
582-583-801.000	PROFESSIONAL AND CONTRACTUAL	TAHQUAMENON AREA CREDIT UNION	UNIFORMS - 3 SHIRTS 3 JEANS	03/05/20	33.32	
582-583-801.000	PROFESSIONAL & CONTRACTUAL	CTC ENGINEERING	OFFICE CLEANING	02/28/20	100.00	44064
582-583-801.000	PROFESSIONAL & CONTRACTUAL	HELEN NEWBERRY JOY HOSPITAL	JANUARY RATE SCHEDULE REVIEW	03/03/20	200.00	44094
582-583-801.000	PROFESSIONAL & CONTRACTUAL	TAHQUAMENON AREA CREDIT UNION	LAB	03/06/20	42.50	44114
582-583-801.000	PROFESSIONAL & CONTRACTUAL	RANGE TELECOMMUNICATIONS	RENEW DOMAIN NAME	02/18/20	48.27	44123
582-583-801.000	PROFESSIONAL AND CONTRACTUAL	FAIR, ALMA	MISSDIGS	03/02/20	12.00	
582-583-850.000	TELEPHONE	VERIZON	OFFICE CLEANING FEBRAURY	03/27/20	100.00	
582-583-850.000	906-291-0055 HR	VERIZON	ACCOUNT NUMBER 942077532-00001 FAX	03/07/20	11.36	44126
582-583-850.000	906-291-0608 LINEMAN	VERIZON	ACCOUNT NUMBER 942077532-00002 - CELL	03/07/20	10.74	44126
582-583-850.000	906-450-0919 LINEMAN	VERIZON	ACCOUNT NUMBER 942077532-00002 - CELL	03/07/20	21.48	44126
582-583-850.000	906-291-0136 MECHANIC	VERIZON	ACCOUNT NUMBER 942077532-00002 - CELL	03/07/20	21.48	44126
582-583-850.000	906-291-1627 W/L	VERIZON	ACCOUNT NUMBER 942077532-00002 - CELL	03/07/20	21.48	44126
582-583-850.000	906-293-8531	VERIZON	ACCOUNT NUMBER 942077532-00003 DESK	03/07/20	13.97	44126
582-583-850.000	906-291-1625 FINANCE	VERIZON	ACCOUNT NUMBER 942077532-00003 DESK	03/07/20	13.41	44126
582-583-850.000	906-293-3433 GENRAL	VERIZON	ACCOUNT NUMBER 942077532-00003 DESK	03/07/20	6.99	44126
582-583-850.000	906-293-5681 W/L CLERK 40%	VERIZON	ACCOUNT NUMBER 942077532-00003 DESK	03/07/20	6.99	44126
582-583-850.000	906-291-1223	VERIZON	ACCOUNT NUMBER 942077532-00003 DESK	03/07/20	10.72	44126
582-583-850.000	906-291-1621	VERIZON	ACCOUNT NUMBER 942077532-00003 DESK	03/07/20	6.99	44126
582-583-850.000	906-291-1622 H.R.	VERIZON	ACCOUNT NUMBER 942077532-00003 DESK	03/07/20	6.99	44126
582-583-850.000	JAMADOTS INTERNET	HTC-HIAWATHA TELEPHONE CO	ACCT 00042108-7	03/26/20	23.75	

**Water and Light Payables**  
**February 8, 2020 to March 6, 2020**

GL Number	Inv. Line Desc	Vendor	Invoice Desc.	Due Date	Amount	Check #
582-583-850.000	JAMADOTS - FIBER-OPTICS	HTC-HIAWATHA TELEPHONE CO	ACCT 00042364-7	03/26/20	25.00	
582-583-851.000	POSTAGE	ARISTA INFORMATION SYSTEMS INC	UB POSTAGE	02/28/20	248.37	44104
582-583-851.000	POSTAGE	TAHUAMENON AREA CREDIT UNION	DELINQUENT UTILITIES TAX LIEN NOTICES	03/05/20	12.26	
582-583-900.000	PRINTING AND PUBLISHING	ARISTA INFORMATION SYSTEMS INC	UB BILLIG	03/01/20	206.71	44104
582-583-900.000	PUBLISHING & PRINTING	SAULT-CHEBOYGAN MEDIA GROUP	CONSTRUCTION BID	03/10/20	16.60	
582-583-910.000	PROFESSIONAL DEVELOPMENT	WOLVERINE POWER COOPERATIVE	LINEMAN SCHOOLING	03/11/20	4,000.00	44100
582-583-921.000	HEAT	SEMCOENERGY GAS COMPANY	NATURAL GAS 238.500	03/24/20	215.63	
582-583-921.000	HEAT	SEMCOENERGY GAS COMPANY	NATURAL GAS GENERATION BUILDING 237.	03/24/20	250.23	
582-583-932.000	VEHICLES REPAIRS & MAINTENANCE	DANNY'S AUTO VALUE INC	BEARING HUB ASSY	03/10/20	56.22	44062
582-583-932.000	VEHICLES REPAIRS & MAINTENANCE	FRANKS AUTO REPAIR	REAR UJOINT REAR SHAFT FRONT RIGHT WH	03/10/20	109.66	44112
			Total For Dept 583 GENERAL EXPENSES		6,577.00	
<b>Dept 584 ELECTRIC GENERATION</b>						
582-584-929.000	REPAIRS & MAINTENANCE	GORDY CRIBB	A&B QUARTERLY INSPECTION	03/10/20	250.00	44095
			Total For Dept 584 ELECTRIC GENERATION		250.00	
<b>Dept 586 PURCHASED POWER</b>						
582-586-801.000	PROFESSIONAL AND CONTRACTUAL	MICHIGAN PUBLIC POWER AGENCY	GREEN PRICING SVC COMM/RENEWABLE PO	02/25/20	128.86	44096
582-586-926.000	PURCHASED POWER	CLOVERLAND ELECTRIC CO-OP	MONTHLY POWER BILL	02/26/20	5,059.90	44092
582-586-926.000	PURCHASED POWER	CMS ENERGY RESOURCE MGT	CAPACITY	03/20/20	67,805.03	
582-586-926.100	ATC TRANSMISSION MONTHLY INV	AMERICAN TRANSMISSION COMPANY	PURCHASED POWER - CAPACITY	03/02/20	12,246.20	
			Total For Dept 586 PURCHASED POWER		85,239.99	
<b>Dept 587 ENERGY OPTIMIZATION</b>						
582-587-801.000	PROFESSIONAL & CONTRACTUAL	MECA	MONTHLY INCENTIVES	03/02/20	1,948.49	44130
			Total For Dept 587 ENERGY OPTIMIZATION		1,948.49	
			Total For Fund 582 Electric Fund		94,676.80	

**Water and Light Payables**  
February 8, 2020 to March 6, 2020

GL Number	Inv. Line Desc	Vendor	Invoice Desc.	Due Date	Amount	Check #
Fund 591 Water Fund						
Dept 536 WATER SYSTEM						
591-536-719.000	HOSPITALIZATION	44 NORTH	COBRA RETIREES	03/17/20	2.70	44111
591-536-726.000	LIFE INSURANCE	STANDARD, THE	LIFE INS	03/01/20	93.75	44120
591-536-752.100	OPERATING SUPPLIES	LYNN AUTO PARTS INC.	END CAP FILTER PURCHASED ON INV. 88279	03/10/20	(5.99)	44116
591-536-752.100	OPERATING SUPPLIES	LYNN AUTO PARTS INC.	END CAP	03/10/20	5.99	44116
591-536-752.100	OPERATING SUPPLIES	FOSTER HARDWARE	OTTER SPORT SLEDE	03/10/20	74.99	44110
591-536-752.100	OPERATING SUPPLIES	RAHILLY IGA	WATER/AIR FRESHENER	03/10/20	4.98	44119
591-536-752.100	OPERATING SUPPLIES	HAWKINS INC	AZONE 15	03/19/20	135.66	44129
591-536-752.100	OPERATING SUPPLIES	AMAZON CAPITAL SERVICES	SPLITER	04/03/20	9.99	
591-536-759.000	GAS, OIL & GREASE - WATER	WEX BANK - SPEEDWAY UNIVERSAL	GAS/FUEL	03/20/20	205.25	
591-536-767.000	UNIFORMS	ARAMARK	OFFICE UNIFORM TOPS	03/03/20	32.13	44054
591-536-767.000	UNIFORMS	TAQUAMENON AREA CREDIT UNION	UNIFORMS - 3 SHIRTS 3 JEANS	03/05/20	33.32	
591-536-801.000	PROFESSIONAL & CONTRACTUAL SE	FAIR, ALMA	OFFICE CLEANING	02/28/20	100.00	44064
591-536-801.000	PROFESSIONAL & CONTRACTUAL SE	SAULT STE MARIE CITY HALL	MONTHLY WATER SAMPLES	02/10/20	54.00	44098
591-536-801.000	PROFESSIONAL & CONTRACTUAL	HELEN NEWBERRY JOY HOSPITAL	LAB	03/06/20	42.50	44114
591-536-801.000	PROFESSIONAL & CONTRACTUAL	TAQUAMENON AREA CREDIT UNION	RENEW DOMAIN NAME	02/18/20	48.27	44123
591-536-801.000	PROFESSIONAL & CONTRACTUAL	SILVERSMITH DATA	ANNUAL RENEWAL OF AST SOFTWARE SER	03/10/20	348.00	44131
591-536-801.000	PROFESSIONAL & CONTRACTUAL SE	RANGE TELECOMMUNICATIONS	MISSDIGS	03/02/20	12.00	
591-536-801.000	PROFESSIONAL & CONTRACTUAL SE	FAIR, ALMA	OFFICE CLEANING FEBRAURY	03/27/20	100.00	
591-536-801.000	PROFESSIONAL & CONTRACTUAL SE	SAULT STE MARIE CITY HALL	MONTHLY WATER SAMPLES	03/12/20	54.00	
591-536-850.000	FAX	VERIZON	ACCOUNT NUMBER 942077532-00001 FAX	03/07/20	11.35	44126
591-536-850.000	906-291-0608 LINEMAN	VERIZON	ACCOUNT NUMBER 942077532-00002 - CELL	03/07/20	21.48	44126
591-536-850.000	906-291-0055 HR	VERIZON	ACCOUNT NUMBER 942077532-00002 - CELL	03/07/20	10.74	44126
591-536-850.000	906-450-0919 LINEMAN	VERIZON	ACCOUNT NUMBER 942077532-00002 - CELL	03/07/20	21.48	44126
591-536-850.000	906-293-5681 W/L CLERK 40%	VERIZON	ACCOUNT NUMBER 942077532-00003 DESK	03/07/20	10.72	44126
591-536-850.000	906-293-3433 GENERAL	VERIZON	ACCOUNT NUMBER 942077532-00003 DESK	03/07/20	6.99	44126
591-536-850.000	906-291-1625 FINANCE	VERIZON	ACCOUNT NUMBER 942077532-00003 DESK	03/07/20	6.99	44126
591-536-850.000	906-291-1627 W/L	VERIZON	ACCOUNT NUMBER 942077532-00003 DESK	03/07/20	13.97	44126
591-536-850.000	906-291-1622 H.R.	VERIZON	ACCOUNT NUMBER 942077532-00003 DESK	03/07/20	6.99	44126
591-536-850.000	906-291-1621	VERIZON	ACCOUNT NUMBER 942077532-00003 DESK	03/07/20	6.99	44126
591-536-850.000	906-291-1223	VERIZON	ACCOUNT NUMBER 942077532-00003 DESK	03/07/20	6.99	44126
591-536-850.000	JAMADOTS INTERNET	HTC-HIAWATHA TELEPHONE CO	ACCT 00042108-7	03/26/20	23.75	
591-536-850.000	JAMADOTS FIBER- OPTICS	HTC-HIAWATHA TELEPHONE CO	ACCT 00042364-7	03/26/20	25.00	
591-536-851.000	POSTAGE	ARISTA INFORMATION SYSTEMS INC	UB POSTAGE	02/28/20	140.11	44104
591-536-851.000	POSTAGE	TAQUAMENON AREA CREDIT UNION	DELINQUENT UTILITIES TAX LIEN NOTICES	03/05/20	12.26	
591-536-900.000	PUBLISHING & PRINTING	ARISTA INFORMATION SYSTEMS INC	UB BILLIG	03/01/20	116.60	44104
591-536-900.000	PUBLISHING & PRINTING	MINING JOURNAL	CONSTRUCTION BID	03/27/20	33.48	
591-536-900.000	PUBLISHING & PRINTING	SAULT-CHEBOYGAN MEDIA GROUP	CONSTRUCTION BID	03/10/20	16.60	
591-536-913.000	TRAVEL	DAVID PATTERSON	MEALS	02/17/20	17.50	44090
591-536-921.000	HEAT	SEMCOENERGY GAS COMPANY	NATURAL GAS 238.500	03/24/20	215.63	
591-536-932.000	VEHICLES REPAIRS & MAINTENANCE	DANNY'S AUTO VALUE INC	BEARING HUB ASSY	03/10/20	56.22	44062
591-536-932.000	VEHICLES REPAIRS & MAINTENANCE	DANNY'S AUTO VALUE INC	OIL	03/10/20	34.92	44062

**Water and Light Payables**  
**February 8, 2020 to March 6, 2020**

GL Number	Inv. Line Desc	Vendor	Invoice Desc.	Due Date	Amount	Check #
591-536-932.000	VEHICLES REPAIRS & MAINTENANCE	NEALS AUTOMOTIVE PARTS INC	LIGHT	03/10/20	12.78	44075
591-536-932.000	VEHICLES REPAIRS & MAINTENANCE	FRANKS AUTO REPAIR	REAR UJOINT REAR SHAFT FRONT RIGHT WH	03/10/20	109.65	44112
591-536-932.000	VEHICLES REPAIRS & MAINTENANCE	CHUCK RENZE FORD	MIRROR ASY	03/10/20	180.00	44106
591-536-973.000	CAPITAL OUTLAY	PERCEPTIVE CONTROLS	SCADA COMPUTER/SOFTWARE UPGRADE	03/21/20	9,550.00	44128
			Total For Dept 536 WATER SYSTEM		12,020.73	
			Total For Fund 591 Water Fund		12,020.73	
		Fund Totals:				
			Fund 582 Electric Fund		94,676.80	
			Fund 591 Water Fund		12,020.73	
			Total For All Funds:		106,697.53	



# First National Bank

## Main Office:

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

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

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

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

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

1386718

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

Date 2/28/20 Page 1 of 1  
ACCOUNT NUMBER 7703432

MUNICIPAL MONEY MARKET			0
ACCOUNT NUMBER	7703432	Statement Dates	2/03/20 thru 2/29/20
PREVIOUS BALANCE	12,108.83	DAYS IN STATEMENT PERIOD	27
CREDITS TOTALING	.00	AVERAGE LEDGER BAL	12,108
DEBITS TOTALING	.00	AVERAGE COLLECTED BAL	12,108
SERVICE CHARGE AMOUNT	.00	Interest Earned	4.48
INTEREST PAID	4.48	Annual Percentage Yield Earned	0.50%
CURRENT STMT BALANCE	12,113.31	2020 Interest Paid	10.19

\*\*\*\*\*

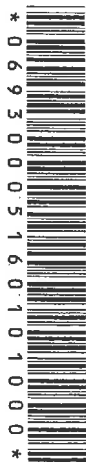
DEPOSITS AND OTHER CREDITS.....		
DATE	DESCRIPTION	AMOUNT
2/29	INTEREST PAID 27 DAYS	4.48

\*\*\*\*\*

DAILY BALANCE SUMMARY.....			
DATE	BALANCE	DATE	BALANCE
2/03	12,108.83	2/29	12,113.31

\*\*\*\*\*

INTEREST RATE SUMMARY.....	
DATE	INTEREST RATE
2/02	.50%



**VILLAGE OF NEWBERRY**

**TREASURER'S REPORT**

FOR MONTH ENDING:		2020		2019	
February 29, 2020		Y.T.D. Collections	Actual Collections February	Y.T.D. Collections	Actual Collections February
LEDGER ITEMS:					
A	Previous Year(s)	Delinquent Personal Property Taxes	0.00	0.00	0.00
		Delinquent Personal Interest Collected	0.00	0.00	0.00
		Delinquent Real Tax Collected	0.00	0.00	0.00
		Delinquent Real Tax Interest Collected	0.00	0.00	0.00
		Real Property Tax Collected	1%	1,483.22	2,686.95
B	2020	Personal Property Tax Collected	0%	0.00	0.00
C		Admin Fee, Penalty & Interest Collected	114.10	222.42	110.09
E		Deposits to Tax Savings Account	1,597.32	2,909.37	1,242.22
F		Interest Earned on Tax Accounts	20.60	43.35	41.96
G		Tax Acct Transfer to Gen Fund/Tax Appropriation Funds	1,597.32	2,909.37	0.00
					9.53

TAX ACCOUNT		Beginning	Ending
BANK ACCOUNT BALANCE @		February	February
	2020	\$267,819.47	\$267,840.07
	2019	\$218,793.01	\$220,077.19

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 \$284,091.59

2017 Anticipated Personal Property Collections are \$47837.80.

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.

# FEBRUARY 2020

## TAX COLLECTION TOTALS

03/08/2020  
03:48 PM

QUICK TAX DISBURSEMENT FOR VILLAGE OF NEWBERRY  
 RANGE: 2/1/2020 12:00:00 AM - 2/29/2020 12:00:00 AM, INDEX: POSTING DATE / PARCEL  
 SPEC. POPULATION: AD VALOREM+SPECIAL ACTS  
 ALL BILLING TYPE(S), 2019  
 REAL & PERSONAL PROPERTY

Page: 1/3

DB: Von 2019

THIS PAGE INCLUDES ALL PROPERTY

Taxing Authority	Amount	Interest	Penalty	Total
GENERAL OPER.	871.40	38.94	19.46	929.80
STREETS & ALLYS	348.51	15.56	7.77	371.84
TRASH(DISP/COLL)	108.07	4.81	2.42	115.30
FIRE PROTECTION	155.24	6.92	3.45	165.61
Total of above	1,483.22	66.23	33.10	1,582.55

Administration Fee:	14.77	0.00	0.00
Special Assessments:	0.00	0.00	0.00

Over Payments:	0.00
Unspread Interest:	0.00
Unspread Penalty:	0.00
Total of Payments..	1,597.32
Payment Count:	11

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 # <b>1274-01</b>	B. Request # <b>21</b>	C. Period Covered by Request <u>02-01-20</u> to <u>02-29-20</u> (M/D/Y) (M/D/Y)	D. Request Type * partial <input type="checkbox"/> final	E. Grantee's EIN <b>38-6007193</b>	F. Grant Amount <b>\$593,241</b>
G. Grantee Name: <b>Village of Newberry</b>					Phone # <b>906-293-3433</b>
Address: <b>Village Hall, 302 East McMillian Avenue, Newberry, MI 49868</b>				Email: <b>finance@newberrymi.gov</b>	
H. Grantee's Bank Name: <b>MBank – Mackinac Financial Corp.</b>					Phone # <b>906-293-5165</b>
Address: <b>414 Newberry Ave., Newberry, MI 49868</b>					
Account Name: _____				ABA # <b>091102807</b>	Account # <b>9960546</b>
Special Instructions: _____					
I. Budget Items (Include Eligible Costs Only Using Dollars and Cents)			Requested Incurred Costs This Period	Cumulative Costs Incurred To Date	
1. PROJECT PLANNING COSTS (for SRF plans, USDA-RD Preliminary Engineering Reports, or Project Proposal)			<b>\$ 0.00</b>	<b>\$ 0.00</b>	
2. DESIGN ENGINEERING COSTS			<b>\$ 0.00</b>	<b>\$ 0.00</b>	
3. USER CHARGE SYSTEM DEVELOPMENT COSTS (awarded under planning or design grant)			\$	\$	
4. WASTEWATER ASSET MANAGEMENT PLAN COSTS			<b>\$ 3,023.13</b>	<b>\$ 227,697.14</b>	
5. STORMWATER ASSET MANAGEMENT PLAN COSTS			<b>\$ 8,131.21</b>	<b>\$ 85,572.75</b>	
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 <sup>st</sup> column)			<b>\$ 11,154.34</b>		
10. TOTAL CUMULATIVE ELIGIBLE COSTS INCURRED TO DATE (add totals in 2 <sup>nd</sup> column)				<b>\$ 313,269.89</b>	
11. LESS LOCAL MATCH (if applicable) <i>(na)</i>				<b>( \$ 0.00 )</b>	
12. LESS AMOUNT PREVIOUSLY DISBURSED				<b>( \$ 302,115.55 )</b>	
13. AMOUNT REQUESTED FOR DISBURSEMENT				<b>\$ 11,154.34</b>	
J. For each request, describe the scope of work completed to date. Attach separate sheet if more space is needed. Discuss the progress made on the services not yet complete and a schedule for their completion by the grant period end date. If the scope of work will exceed the grant period, request a grant period extension from your DEQ project manager prior to incurring the costs.					
o See attached "Budget & Disbursement Tracking" spreadsheet excerpts (pages 05 & 10 of 10)					
o See attached invoice copies from C2AE for February 2020					
o See attached Progress Report: #28					
I certify that I am an authorized representative of the grantee and am authorized to make the following certifications on behalf of the grantee: (i) there is no pending litigation or event which will materially and adversely affect the project or the prospects for its completion; (ii) the representations, warranties and covenants contained in the grant agreement for the obligations pursuant to which this request for disbursement is submitted continue to be true and accurate in all material respects as of the date hereof; (iii) to the best of my knowledge and belief, the costs above were incurred in accordance with the terms of the grant agreement and the application for assistance for this project; and (iv) the amount requested for disbursement has not previously been requested.					
Authorized Representative Name (Print or Type): <u>Lori Stokes</u>				Title: <u>Village President</u>	
Authorized Representative Signature (Original): _____				Date: _____	
PLEASE RETURN THIS COMPLETED REQUEST TO THE ADDRESS SHOWN ON THE REVERSE SIDE					

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

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

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

---

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

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

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

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



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

February 26, 2020

Project No: 13-0210

Invoice No: 69423

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

Project 13-0210 Newberry SAW Application

**Professional Services for the period ending February 16, 2020**

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	100.00	77,180.00	77,180.00	0.00
Task -0910 Condition & Critically	33,760.00	39.53	13,345.33	11,326.48	2,018.85
Task 0920-Metering & Modeling	30,140.00	33.78	10,181.29	9,659.87	521.42
Task 0930-Software Hardware & Training	36,200.00	72.74	26,331.88	26,147.26	184.62
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	28.96	8,467.90	8,169.66	298.24
Task 0970 - Other	5,000.00	0.00	0.00	0.00	0.00
<b>Total Fee</b>	<b>215,520.00</b>		<b>135,506.40</b>	<b>132,483.27</b>	<b>3,023.13</b>
<b>Total Fee</b>					<b>3,023.13</b>
<b>Total this Phase</b>					<b>\$3,023.13</b>

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	100.00	47,800.00	45,472.14	2,327.86
Task 0910-Condition & Criticality	31,700.00	23.90	7,576.30	2,012.95	5,563.35
Task 0920-Metering & Modeling	24,640.00	1.511	372.30	372.30	0.00
Task 0930-Software Hardware & Training	2,000.00	22.36	447.20	207.20	240.00
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

Invoices are due upon receipt.

Project	13-0210	Newberry SAW Application			Invoice	69423
Task 0960-CIP&Rate Structure Development		24,500.00	5.70	1,396.50	1,396.50	0.00
Task 0970 - Other		0.00	0.00	0.00	0.00	0.00
Total Fee		133,140.00		57,592.30	49,461.09	8,131.21
		<b>Total Fee</b>				<b>8,131.21</b>
				<b>Total this Phase</b>		<b>\$8,131.21</b>
				<b>Total this Invoice</b>		<b><u>\$11,154.34</u></b>

**Outstanding Invoices**

Number	Date	Balance
69263	1/24/2020	11,388.38
<b>Total</b>		<b>11,388.38</b>

Village of Newberry		Wastewater & Stormwater Asset Management Plans						MDEQ #1274-01	
Budget & Disbursement Tracking									
Proj 13-0210									
Last Revision: 03-03-20									





**Client:** Village of Newberry

**Project No.:** 13-0210

**Project Name:** SAW Grant

**Project Phase:** Report

**Client Approved Revised Completion Date:** na

**Client Project No.:** MDEQ SAW #1274-01

**Client Advisor:**

**Date:** 03-03-20

**Project Manager:** Darren Pionk/Chuck Lawson

**Field Lead:** Mike Holmgren

**Admin.:** Dave Cain

**Project Start Date:** Sep 2013 (application)

**Project Completion Date:** Nov 2020

**Period Covered:** Feb 2020

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

- Continued GIS database asset evaluations
- Continued checking/organizing flow meter data for use in modeling
- Assisted in getting Financial Advisor agreement processed

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

- Assistance as needed regarding financial advisor tasks for rate methodology submittal
- Gathering & incorporate flow meter data
- Database integration & sewer model prep
- Incorporating WWTP data
- Compile next Draw Request package
- Assist in coordinating GIS training

**SCOPE CHANGES MADE DURING DEFINED PERIOD:**

- na

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

<u>Wastewater (WAMP) Task</u>	<u>Budget</u>	<u>Approx. % Used</u>
900 – Inventory & GIS Database Development	\$77,180	100%
910 – Condition & Criticality Assessment	\$33,760	40%
920 – Metering & Modeling	\$30,140	34%
930 – Software, Hardware, & Training	\$36,200	73%
940 – Sewer Televising	\$0	na
950 – Level of Service	\$4,000	4%
960 – Cap. Imp. Plan & Rate Structure Development	\$29,240	29%
970 – Other – Funding Application	\$5,000	100%
<b>Total C2AE</b>	<b>\$215,520</b>	<b>63%</b>
<b>Total Project Including Other Venders, etc.</b>	<b>\$379,622</b>	<b>60%</b>

PROGRESS REPORT # 28

Project Description: Newberry SAW

<b>Stormwater (SAMP) Task</b>	<b>Budget</b>	<b>Approx. % Used</b>
900 – Inventory & GIS Database Development	\$47,800	100%
910 – Condition & Criticality Assessment	\$31,700	24%
920 – Metering & Modeling	\$24,640	2%
930 – Software, Hardware, & Training	\$2,000	23%
940 – Sewer Televising	\$0	na
950 – Level of Service	\$2,500	1%
960 – Cap. Imp. Plan & Rate Structure Development	\$24,5000	9%
970 – Other – Mapping	\$0	na
<b>Total C2AE</b>	<b>\$133,140</b>	<b>44%</b>
<b>Total Project Including Other Venders, etc.</b>	<b>\$237,355</b>	<b>36%</b>

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

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

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

**INPUT NEEDED FROM CLIENT:**

- Village follow-up on data needed by financial advisor for rate methodology submittal

**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

*All Your Business Needs In One Company*

405 Ashmun St. / P.O. Box 610  
Sault Ste. Marie, MI 49783  
906-632-3095 • 1-800-562-1042  
Fax 906-632-6836

514 N. Main Street  
Cheboygan, MI 49721  
231-627-3193 • 1-800-580-9723  
Fax 231-627-7075



**Proposal For:**  
**Newberry Village**



**Konica Minolta Bizhub C300i Copier/Printer/Scanner/Fax**

Single Pass Dual Scan Document Feeder 200 ipm, Paper Capacity: 100sheets  
Paper Trays 2x500 sheet, 2,500 sheet paper cabinet, Bypass Tray: 150-sheet

**Post Script, PCL & XPS Print Controller**

8 GB Standard Memory and **250GB Solid State Drive**

USB Interfaces for Scan-to-USB Print-from-USB

10/100/1000 Ethernet connectivity

**Includes: Dual Scan Document Feeder, 50 sheet stapling finisher, 3 hole punch, copy desk, fax kit, and keypad**

**Delivery, Installation, Network Set up and Training**

**Purchase Option    \$7,899.33\***

**Lease Option:**

60 Month FMV buyout Lease, 0 Payment Security Deposit, Documentation Fee Applies, O.A.C

**\$172.00\* per month\***

\*Includes trade up of existing lease

**\*\*Full Coverage Maintenance Agreement-**

Includes; Toner, Imaging Units, Fuser, Transfer Belt, Staples, Parts and Labor.

Black and White Pages	\$ .009 cpc
Color Pages	\$ .09 cpc

Respectfully Submitted,

Curt Van  
Service Manager/Sales Consultant  
National Office Products & Printing

*ALL QUOTES VALID 30 DAYS*

*March 13, 2020*

*For product information please visit us at [www.nopp.com/services](http://www.nopp.com/services)*



**WWW.NOPP.COM**



## Michigan Natural Resources Trust Fund Summary Statement of Project Cost and Reimbursement

[illegible]

**FINAL BID TABULATION - March 5, 2020**Company Name: **VILLAGE OF NEWBERRY**

Project Name: Design-Build Construction Services for New Department of Public Works Building

BID DUE DATE: **FEBRUARY 25, 2020 at 11:00AM**

BIDS OPENED BY: Allison Watkins, Interim Village Manager

<b>REQUIRED COMPONENTS</b>	<b>SIGNAL RESTORATION</b>	<b>MCGAHEY CONSTRUCTION LLC</b>
Signed Proposal Cover Page	No	Yes
Original Signed Copy of Proposal Cover page included	No	No
<b>COST FORM</b>	Yes	Yes
Design & Construction Cost	\$304,881.20	\$356,478.00
Survey, Soil Borings, and Site Design Cost	\$45,000.00	\$45,000.00
<b>TOTAL COST</b>	<b>\$349,881.20</b>	<b>\$401,478.00</b>
<b>Business Organization:</b> Full business name and address,	Yes	Yes
<b>Business Organization:</b> Primary contact(s) and authorized negotiator(s) for this proposal and project, and their contact information.	Yes	Yes
<b>Experience:</b> For each firm on the project team; did they include a description of the firm's experience with designbuild construction projects and include descriptions of prior or present projects which would tend to substantiate their experience at performing this project. Did the Design-Build team show a minimum of two projects completed together?	Yes	Yes
<b>Experience:</b> Did the Design-Build team show a minimum of two projects completed together?	No	Yes
<b>Qualifications:</b> Did they include a description of the qualifications of individuals performing the work, their job titles and any certifications or licenses they possess. A resume must be included for Site Superintendent and Project Manager.	Yes	Yes
<b>Qualifications:</b> Was a resume included for Site Superintendent	Yes	No
<b>Qualifications:</b> Was a resume included for Project Manager.	Yes	Yes
<b>References:</b> Did they provide four references with the business's name, address, contact person and that person's email and phone number?	Yes	No
<b>References:</b> Is at least one reference shown specifically for the Site Superintendent and Project Manager?	No	No

**FINAL BID TABULATION - March 5, 2020**Company Name: **VILLAGE OF NEWBERRY**

Project Name: Design-Build Construction Services for New Department of Public Works Building

BID DUE DATE: **FEBRUARY 25, 2020 at 11:00AM**

BIDS OPENED BY: Allison Watkins, Interim Village Manager

<b>REQUIRED COMPONENTS</b>	<b>SIGNAL RESTORATION</b>	<b>MCGAHEY CONSTRUCTION LLC</b>
<b>Proposed Development Vision and Program:</b> Did responses include a conceptual description of how the Team would approach the project, identifying key factors in creating the plans and completing the construction activities.	No	Yes
<b>Proposed Work Schedule:</b>	Yes	Yes
<b>Proof of Financial Stability</b>	Yes	Yes
A description of any current litigation or litigation within the preceding two years.	no submission	no submission
<b>Attachement A - Non-Conflict of Interest Certification included?</b>	Yes	Yes
<b>Attachement A - Non-Conflict of Interest Certification - is the copy an original signed copy as required?</b>	No	No
<b>Attachement B - Certification of Non-Collusion</b>	Yes	Yes
<b>Attachement B - Certification of Non-Collusion - is the copy an original signed copy as required?</b>	No	No
<b>Attachment C- Preliminary Floor Plan &amp; Elevation</b>	No	Yes
<b>Proof of Insurance</b>		
General Liability	No	Yes
Workers Comp	Yes	Yes
Auto	No	Yes
<b>Date Bid Received:</b>	9:25Am , 2/25/2020	10:24AM, 2/25/2020
<b>Attendance at Pre-Bid meeting</b>	No	Yes*

\* At the bid opening it was stated by Allison Watkins that McGahey Construction's partner, UPEA, was present at the mandatory Pre-Bid Meeting and therefore they were given credit for attendance. It was stated in the preliminary bid tabulation that because the UPEA rep was not from the Sault Ste. Marie office the attendance would not be credited. Upon further review and consideration by the review committee it was decided that UPEA is a cohesive company with multiple offices and that representation at the pre-bid meeting by a UPEA engineer counted as representation for the company as a whole. Therefore, credit for attendance has been restored for McGahey Construction.





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## Webinar: Newly Elected Officials Webinar Series

### You Won! Now What? Newly Elected Officials Webinar Series

Our Newly Elected Officials Training aims to educate first-time elected officials (and seasoned officials looking for a refresher) with core topics and basic functions you'll need to hit the ground running in your role as a public official. Now, we're making it easier than ever for you to access the information you need by offering our Newly Elected Officials training in a webinar series format. Whether you missed our in-person sessions throughout the state, or you want to experience this information again, this series is for you. Topics include: introduction to League services; an overview of basic local government; roles and responsibilities of elected officials; Open Meetings Act (OMA); Freedom of Information Act (FOIA); government finance, and tips from an experienced public official.

#### Cost Per Person

League Member, Business Alliance Participants, \$75

League Nonmember Government; Limited Associate Members: \$165

[Click here](#) for a registration form.

#### About the Speakers

League Staff & Experienced Elected Officials

#### Dates

**April 7, 2020-** *Roles & Responsibilities, the Freedom of Information Act*

Speaker: Chris Johnson, General Counsel, Michigan Municipal League

**April 14, 2020-** *Municipal Finance & Top 10 Things to Remember as an Elected Official*

Speakers: Plante Moran;

Bob Slattery, Past President, Michigan Municipal League; former Mayor, Mount Morris

**April 21, 2020-** *An Overview of the Open Meetings Act*

Speaker: Chris Johnson, General Counsel, Michigan Municipal League

**\*\*This webinar series is a package deal. You will have access to all of the webinars, even if you do not attend the live webinar\*\*\***

#### Agenda

10:00 am- 11:00 am

#### Location Information

Webinar

#### Webinar Links

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NEWBERRY WATER & LIGHT BOARD  
REGULAR MEETING MINUTES  
March 10, 2020

**Present:** Board members: Vincent, Freese, Schnorr, Wendt.

**Absent:** Hardenbrook.

**Also Present:** Clerk -Schummer, Interim Village Manager – Watkins, Lori Stokes, Scott Ouellette, John Bergman.

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

**Approval of Agenda:** Moved by Schnorr, support by Freese, **CARRIED**, to approve agenda as presented. Ayes: All. Absent: Hardenbrook.

**Approval of Minutes:** Moved by Freese, support by Schnorr, **CARRIED**, to approve the minutes for the February 11, 2020 W&L meeting as presented. Ayes: All. Absent: Hardenbrook.

**Water and Light Chairperson Announcements:** None.

**Public Comments on Agenda Items:** Comment heard from Scott Ouellette and John Bergman.

**Submission of Bills and Financial Updates:**

A.) **Water & Light – Monthly Bills – February 2020** - Motion by Freese, support by Wendt, **CARRIED**, recommend Village Council pay the February Electric Fund bill in the amount of \$94,676.80. Ayes: All. Absent: Hardenbrook. Motion by Freese, support by Schnorr, **CARRIED**, to recommend Village Council pay the February 2020 Water Fund bill in the amount of \$12,020.73. Discussion followed. Ayes: All. Absent: Hardenbrook.

B.) **Christmas Light Fund** – Fund amount is \$12,108.83.

C.) **Delinquent Bills** – Moved by Wendt, support by Freese, **CARRIED**, to recommend the Village Council approve the submission of 50 delinquent tenant accounts, for a total of \$22,768.77, to Northern Credit Bureau. Discussion followed. Ayes: All. Absent: Hardenbrook.

**Petitions and Communications:** None.

**Introduction and Adoption of Ordinances and Resolutions:** None.

**Reports of Village Management:**

- 1.) Superintendent of Water and Light: W&L Superintendent Dan Kucinkas submitted a written report and charts.
- 2.) Interim Village Manager: Watkins gave a verbal report as well as submitting a written report. Discussion followed.
  - a.) Moved by Wendt, support by Schnorr, **CARRIED**, approve sending the *Water Inventory Letter* to customers. Discussion followed. Ayes: All. Absent: Hardenbrook.
  - b.) Moved by Freese, support by Wendt, **CARRIED**, to table approval of sending the “unknown” lead presence notification and information sheets to customers until more information is gathered. Discussion followed. Ayes: All. Absent: Hardenbrook.

**Unfinished Business:**

- 1.) **SEMCO Bill Payment Amounts:** Watkins followed-up on a Board question at last months meeting by explaining the SEMCO billing procedure. Discussion followed.

**New Business:**

- 1.) **Rules & Procedures for W&L Board:** A draft of the Rules and Procedures was presented to the Board for review. After a lengthy discussion, a committee was formed consisting of Freese and Schnorr, who will work with staff and Council to assure compliance with policies and ordinances.
- 2.) **Water Tower Replacement Planning:** A committee was formed, consisting of Freese and Wendt, to begin looking into what will need to be done to replace the water tower, which will need to be replaced within the next 10-years.

**Public Comment:** Comments heard from: Scott Ouellette, John Bergman and Terese Schummer.

**Comments By Board Members:** Comment was heard from Schnorr regarding the time of the meeting.

**Adjourn Meeting:** Motion by Wendt, support by Freese, **CARRIED**, to adjourn meeting at 6:30 p.m. Ayes: All. Absent: Hardenbrook.

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

# VILLAGE OF NEWBERRY



Draft 2 –

Updated 3.12.20

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

Date:

Subject: Water Service Line Inventory

Dear Resident,

In order to ensure distribution system components and service lines are properly identified and effectively inventoried, the Village of Newberry is conducting preliminary inventories of the water service lines in our distribution area. This is a step being taken in our commitment to comply with new Lead/Copper requirements put in place by the Michigan Department of Environment, Great Lakes & Energy (EGLE), and to reduce the risk of exposure to lead from drinking water. This survey is the first step in a full inventory of all service lines that will begin this summer and will be conducted throughout the Village over the next few years.

If you are a current water customer, we ask that you take a moment to complete and submit the short survey below. You may return this survey using the envelope provided or drop your survey off at the Village of Newberry Office at 302 E. McMillan Avenue between 8am and Noon and 1:00pm and 4:30pm, Monday through Friday. If you do not receive water service from the Village of Newberry, please disregard this letter.

We appreciate your assistance and cooperation during this process.

Sincerely,

Allison Watkins  
Interim Village Manager

Name:	Service Address:
Phone:	Email:
Are you the property owner? YES NO	Are you a renter? YES NO
If you are a renter, please list the name and phone number of your landlord:	
Do you know what type of plumbing material is in your home? YES NO UNSURE	
Please circle all that apply: copper galvanized steel lead pex plastic pvc unknown	
Do you know what type of plumbing material your service line is? YES NO UNSURE	
Please circle all that apply: copper galvanized steel lead pex plastic pvc unknown	
Have you had your service line replaced to the curb stop? YES NO UNSURE	
(If yes) What date was the work completed?	Who did the work?
What type of material was used?	
Do you have records of the work completed? YES NO	
Would you be willing to provide a copy to the Village of Newberry? YES NO	

**Village of Newberry  
Planning Commission Meeting  
Monday, February 24, 2020  
Meeting Location: 302 East McMillan Ave.  
Meeting Time: 6:00 p.m.**

**1. Call to order:**

Meeting was called to order by Chairman Vincent at 6:06pm

**2. Pledge of Allegiance:**

Chairman Vincent asked all to rise and pledge allegiance to the flag.

**3. Rollcall:**

Roll call was taken and Vincent, Vanatta, and were present. Hardenbrook was absent.

**4. Approval of Agenda:**

Motion by Vanatta with support from Stiffler to approve the agenda. A vote by voice was taken with all voting in the affirmative.

**5. Approval of Minutes:**

Planning Commission Meeting – August 26, 2019 at 6pm. Motion by Vanatta, second by Stiffler to approve minutes. A vote by voice was taken with all voting in the affirmative.

Planning Commission Meeting – January 27, 2020 at 6pm. Motion by Stiffler, second by Vanatta to approve minutes. A vote by voice was taken with all voting in the affirmative.

**6. Planning Commission Chairperson Announcements:**

None

**7. Communications from the Public:**

None

**8. Petitions and Communications:**

None

**9. Unfinished Business:**

1. Redevelopment Ready Communities (RRC) update. Baseline report was presented to the commission for review. PC was to let Allison know of any changes that needed to be made. A meeting is set for March to go over the report.

2. Recreational Marihuana Ordinance Adopted October 2019. No sunset clause was put into place.

3. Verizon Tower Update – No legal feedback from Verizon. Project seems to be on hold.

4. Creation of Zoning Ordinance, request for funding from VC. \$2700 request was denied.

5. Planning Commission Vacancy – Still open.

**10. New Business:**

Selection of Chair, Vice-Chair, and Secretary. PC agreed to keep the positions the same. All voted in the affirmative.

**11. Comments by Planning Commission Members:**

Vanatta asked if was worth having a PC if the council doesn't support the commission. Stiffler asked what could be done without funding should the VC choose not to fund the creation of a zoning ordinance.

**12. Adjournment - Regular Session**

With no further business before the Planning Commission, a motion was made by Vanatta to adjourn the meeting at 6:39pm. Motion carried.

**VILLAGE OF NEWBERRY**  
**41 LUMBER AD HOC COMMITTEE**  
**Date: Wednesday, March 4, 2020**  
**Location: 302 E. McMillan Avenue**  
**Time: 10:00am**

**Present:** Freese (Chair), Stokes, Hendrickson

**Absent:** None

**Also Present:** Interim Village Manager Watkins, DPW/WWTP Superintendent Blakely

**Public Present:** None

**Call to Order:** Meeting began at 11:00am

**Review of Bid Packages:**

The committee reviewed the two bid packages received for the designing and building of the Maintenance Garage. Questions were compiled and Watkins will reach out to the respective firms for answers. The committee also discussed the tight timeline to complete the project and considered requesting authorization from Council to allow Watkins to make day-to-day decisions regarding the project in order to keep Special Council meetings to a minimum. The committee will meet again 3/12/2020 for final review of packages including answers received and to finalize recommendations to Council.

**Public Comment:**

No public in attendance.

**Committee proposals for approval from Council:** No recommendations.

**Next Meeting Date:** Thursday, March 12, 2020, 9:30am

**Adjournment:** Meeting adjourned at 11:45pm.

**VILLAGE OF NEWBERRY**  
**41 LUMBER AD HOC COMMITTEE**  
**Date: Thursday, March 12, 2020**  
**Location: 302 E. McMillan Avenue**  
**Time: 10:00am**

**Present:** Freese (Chair), Stokes, Hendrickson

**Absent:** None

**Also Present:** Interim Village Manager Watkins, DPW/WWTP Superintendent Blakely

**Public Present:** None

**Call to Order:** Meeting began at 9:30am

**Final Review of Bid Packages:**

The committee reviewed answers to clarification questions sent to respective bidders. The committee also reviewed responses to reference checks that were submitted to several organizations that were listed on the bid packages as references. Final recommendations to the Council are to accept the bid package submitted by McGahey Construction and to give IVM Watkins authority to make day-to-day decisions regarding the project to keep Special Meetings to a minimum with the understanding that she will reach out to the Council with anything urgent or unusual that would require Council's authorization. Motions listed below.

**Public Comment:**

No public in attendance.

**Committee proposals for approval from Council:**

1. Motion 1: Motion to accept the bid package as submitted from McGahey Construction for a do not exceed price of \$401,478.00.
2. Motion 2: Motion to give legal authority to the Village Manager to negotiate and sign contract with McGahey Construction for services listed in the RFP package (including amendments), and to make day to day decisions for the project within the guidelines of the contract and RFP package (including amendments).

**Next Meeting Date:** TBD

**Adjournment:** Meeting adjourned at 10:00am

**Village of Newberry**  
**Ordinance Committee Meeting Minutes**  
**Thursday, March 5, 2020**  
**9:30 AM**

**1. CALLED TO ORDER at 9:30 AM**

**2. Present; Chairperson Lori Stokes, Trustee Dan Hardenbrook, Trustee Dennis Hendrickson and Interim Village Manager Allison Watkins**

**3. PUBLIC COMMENT; none present.**

**4. UNFINISHED BUSINESS**

- A. Develop plan to approach county regarding a contract for patrolling/enforcement of law
  - 1. Update on meeting to be scheduled with Watkins, Hendrickson and Cischke.  
*No Action taken.*
- B. Ordinance A:
  - 1. A:2:4d; Need list of how many electric meters are located within homes/buildings and would be required to be relocated to the outside – approximately 30.
  - 2. Discussed what was left to review in this ordinance and the procedure to follow to approve all of the changes/edits to have it become in effect.
- C. Ordinance 29A; continued review
  - 1. Omit Administrative Assistant segment
  - 2. Review and pull out Committee information and incorporate with Village Manager info.
- D. Ordinance 36; reviewed 1<sup>st</sup> draft
  - 1. First draft includes edits suggested by Village Attorney Jeff Jocks. Committee also would like to incorporate language to address concerns that came to light from the last Village Manager's term of employment, such as:
    - a. Include a guideline to include specific items in the Village Manager's contract.
      - 1. Arbitration language
      - 2. Steps in requesting/granting time off
      - 3. Development of new positions
      - 4. Inclusion of council in decision making
      - 5. Committee welcomes input from council as a whole to address other concerns needed to be covered in the ordinance.
    - b. A standard/base contract could be wrote and followed and included in the ordinance then changes could be done as a resolution or addendum with a consensus of the council as a whole
  - 2. Village Manager Job Description referred to Management Committee
- E. Ordinance 11; Compensation of Elected Officials
  - 1. Search for council motion on most recent compensation amount has not been completed as of this date.
  - 2. Change of compensation for not attending meetings; have ready to implement by Nov. 2020 immediately following election. Reviewed sample wording. Committee agrees that focus is on missing 2 or more meetings in a row. Occasional non-attendance would be excused.
  - 3. Deletion of Village Treasurer segment
    - a. IVM Watkins is developing the appointed Village Treasurer Job Description to replace the elected position which would come into effect following the November election.
- G. Rental Properties with 1 water service line serving 2 or more apartments/living quarters.
  - 1. Village Attorney is checking legalities of shut off.
- H. Snowmobile Ordinance curfew times; tabled until after 2019/2020 snowmobile season.

**5. NEW BUSINESS**

- A. Procedure for changing Ordinances and approving new ordinances
  - 1. IVM Watkins is working with VA Jocks on this

**B. Codification of Ordinances**

1. IVM Watkins is getting pricing from different companies to write the request for state funding.  
Cost could run approximately \$10,000.00 and take 4-10 months to complete.

**C. IVM Watkins suggested we add Village Clerk Ordinance under New Business for our next meeting.**

**D. Next meeting date: April 2, 2020; 9:30 AM**

**6. PUBLIC COMMENT; none present.**

**7. ADJOURNED at 10:45 AM**



**Village of Newberry  
Management Committee Meeting Minutes  
March 11, 2020  
9:30 AM**

1. CALLED TO ORDER: 9:40 AM  
Present: Lori Stokes; Chair, Catherine Freese; Trustee  
Absent: Dan Hardenbrook; Trustee, Allison Watkins; Interim Village Manager  
Hardenbrook arrived at 9:50 AM
2. PUBLIC COMMENT : None Present
3. UNFINISHED BUSINESS
  - A. Village Manager Job Description; IVM Watkins – tabled
  - B. Village of Newberry Clerk Responsibilities and Duties; Stokes
    1. Stokes presented a list compiled from the General Law Village Act
    2. Brief review and discussion of what the Village Clerk's duties and responsibilities are
    3. Tabled continued discussion until next month.
  - C. Water & Light Rules of Procedure; Freese
    1. Freese presented a draft of the Water & Light Rules of Procedure for review and edit
    2. Freese reported that she had presented the Rules of Procedure at the preceeding night's Water & Light Board meeting for their review
  - D. Consent Agenda
    1. Info from School Board; Hardenbrook - tabled
4. NEW BUSINESS
  - A. MML Webinar series
    1. Freese suggested that a recommendation be made to the council to approve the \$75.00 fee to have access to the MML Webinar series that will be presented in April. The fee would cover all council and board members access to view the webinar either at their convenience at home or we could schedule group viewings to be held at the administration building.

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- April 7 - Roles and Responsibilities; Freedom of Information Act
- April 14 - Municipal Finance; Top 10 Things to Remember as an Elected Official
- April 21 - An Overview of the Open Meetings Act

\*This webinar series is a package deal. You will have access to all of the webinars, even if you do not attend the live webinar.

5. PUBLIC COMMENT: None present
6. Next Meeting Date: April 8, 2020; 9:30 AM
6. ADJOURNED at 10:14 AM

# VILLAGE OF NEWBERRY



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

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## **Newberry Water and Light Dan Kucinkas Water and Light Superintendent**

- Finished taking down Christmas lights downtown.
- Read meters
- Did disconnects and reconnects
- Red tags
- Call out on blown fuses (squirrels)
- Call out on outages old porcelain switches cracking and breaking in half.
- Put primary wire up to camps on cr. 450
- Call out water service work
- Snow blowed paths in substation and recorded numbers.
- Snow removal around buildings, wells and pole pile.
- Did random residuals for water
- Turned in bacti samples (results came back good)
- Received chlorine shipment at wells
- Received material for electric

"Spring is when you feel like whistling, even with a shoe full of slush."

# 2019 - ELECTRIC CONSUMPTION / BILLING

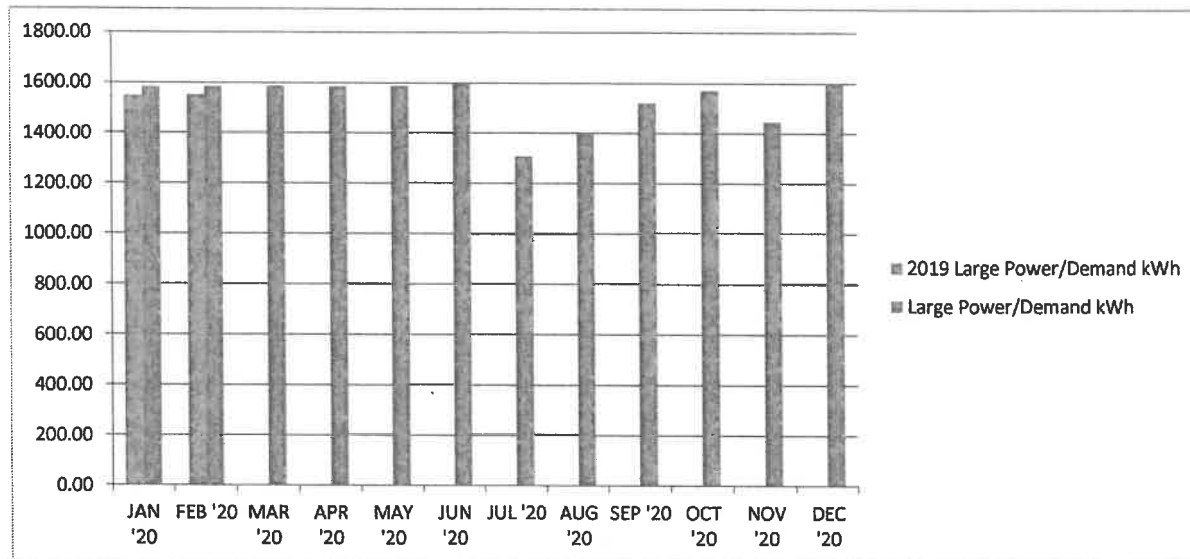
RESIDENTIAL										COMMERCIAL										LARGE POWER										DEMAND			
	ER	METERS	ER	EO	ER	EC	METERS	EC	EC	EC	LG	METERS	LG	FUEL ADJ	DEMAND	METERS	DEMAND	AMT BILLED															
2020	KW		FUEL ADJ	BASE	AMT BILLED	KW		FUEL ADJ	AMT BILLED		KW		AMT BILLED																				
JAN	832976.00	1182	\$ 15,040.05	\$ 1,183.66	\$ 86,658.08	286253.00	214	\$ 5,159.08	\$ 33,347.17	525714.00	14	\$ 682.44	\$ 9,714.22	1549.00	13	\$ 14,255.40																	
FEB	671768.00	1182	\$ 9,439.81	\$ 953.03	\$ 69,743.65	263045.00	212	\$ 3,679.42	\$ 30,564.96	499610.00	14	\$ 648.17	\$ 7,155.99	1553.00	13	\$ 14,255.40																	
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OCT																																	
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DEC																																	
TOTAL	1504744.00	2364.00	\$ 24,479.86	2136.69	\$ 156,401.73	549298.00	426.00	\$ 8,338.50	\$ 63,912.13	1025324.00	28.00	\$ 1,330.61	\$ 16,870.21	3102.00	26.00	\$ 28,510.80																	
AVG	752372	1182	12239.93	1068.345	78200.865	274649	213	4419.25	31956.065	512662	14	665.305	8435.105	1551	13	14255.4																	

TOTAL KWH 3082.47  
AVERAGE MET 1422

## Water & Light

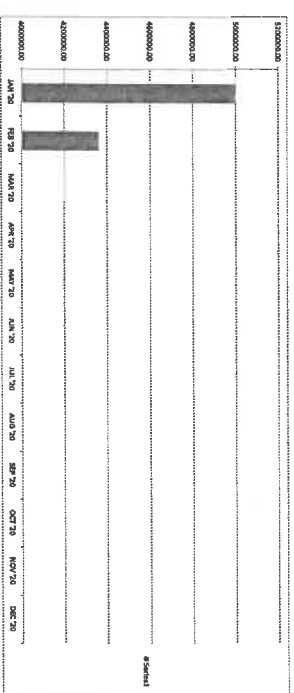
### Electric Demand Report Large Power/Industrial 2020

MONTH:	LG POWER/INDUSTRIAL	BILLED AMOUNT
DEC'19	1531.00	\$ 14,113.58
JAN '20	1549.00	\$ 14,255.40
FEB '20	1553.00	\$ 14,255.40
MAR '20		
APR '20		
MAY '20		
JUN '20		
JUL '20		
AUG '20		
SEP '20		
OCT '20		
NOV '20		
DEC '20		



Water & Light  
Billed Electric kWh Report - 2020

MONTH:	RES/COM KWH	DEM. BILLED	RES/COM BIL.	CONSUMERS	MPRA	MISO	ATC	CEC/HDRD	2020 PAID	2019 PAID	2018 PAID	2017 PAID	2016 PAID	2015 FYD	SAVED: 2019 vs 2020
JAN 20	5001078.00	\$ 14,255.40	\$ 21,742.83	\$ 7,432.21	\$ 128.86	\$ 1,897.92	\$ 12,402.20	\$ 9,051.80	\$ 96,004.09	\$ 109,949.71	\$ 129,527.53	\$ 170,554.74	\$ 102,229.84	\$ 146,688.48	\$ 13,015.62
FEB 20	4360984.00	\$ 14,255.40	\$ 18,287.69	\$ 67,802.03	\$ 217.50	\$ 2,880.07	\$ 12,238.20	\$ 9,150.71	\$ 88,399.51	\$ 101,672.04	\$ 119,847.55	\$ 111,808.64	\$ 102,655.98	\$ 155,595.29	\$ 14,934.59
MAR 20										\$ 99,415.07	\$ 106,694.15	\$ 106,484.00	\$ 100,786.97	\$ 144,707.15	\$ 14,921.18
APR 20										\$ 89,113.29	\$ 99,380.04	\$ 98,694.00	\$ 96,585.91	\$ 144,707.15	\$ 14,921.18
MAY 20										\$ 89,113.29	\$ 99,380.04	\$ 98,694.00	\$ 96,585.91	\$ 144,707.15	\$ 14,921.18
JUN 20										\$ 89,113.29	\$ 99,380.04	\$ 98,694.00	\$ 96,585.91	\$ 144,707.15	\$ 14,921.18
JUL 20										\$ 89,113.29	\$ 99,380.04	\$ 98,694.00	\$ 96,585.91	\$ 144,707.15	\$ 14,921.18
AUG 20										\$ 89,113.29	\$ 99,380.04	\$ 98,694.00	\$ 96,585.91	\$ 144,707.15	\$ 14,921.18
SEP 20										\$ 89,113.29	\$ 99,380.04	\$ 98,694.00	\$ 96,585.91	\$ 144,707.15	\$ 14,921.18
OCT 20										\$ 89,113.29	\$ 99,380.04	\$ 98,694.00	\$ 96,585.91	\$ 144,707.15	\$ 14,921.18
NOV 20										\$ 89,113.29	\$ 99,380.04	\$ 98,694.00	\$ 96,585.91	\$ 144,707.15	\$ 14,921.18
DEC 20	\$932092.00	\$ 28,510.80	\$ 39,604.56	\$ 34,770.24	\$ 246.56	\$ 6,377.29	\$ 24,778.40	\$ 20,210.61	\$ 184,401.60	\$ 84,672.40	\$ 107,589.66	\$ 11,041.05	\$ 107,927.00	\$ 157,883.67	\$ 1,400,003.51



# Water & Light

## Water Pumpage Report - 2020

MONTH	Recorded Gallons Pumped	Monthly Revenue Goal	Actual Revenue Received	BILLED REUS	Approx. GALS BILLED	% OF GOAL	LOST REVENUE
JAN'20	5,067,600.00	\$ 78,333.33	\$ 73,927.05	985.69	2,957,082.00	94.4%	\$ 4,406.28
FEB'20	4892700.0000	\$ 78,333.33	\$ 75,883.83	\$ 1,011.78	3,035,340.00	96.9%	\$ 2,449.50
MAR '20		\$ 78,333.33			-	0.0%	
APR '20		\$ 78,333.33			-	0.0%	
MAY '20		\$ 78,333.33			-	0.0%	
JUNE'20		\$ 78,333.33			-	0.0%	
JULY'20		\$ 78,333.33			-	0.0%	
AUG '20		\$ 78,333.33			-	0.0%	
SEPT '20		\$ 78,333.33			-	0.0%	
OCT '20		\$ 78,333.33			-	0.0%	
NOV '20		\$ 78,333.33			-	0.0%	
DEC '20		\$ 78,333.33			-	0.0%	
Total Gallons Pumped		Revenue Goal	Total Actual Revenue	Total Billed REUs	Total Billed GALS	% OF GOAL	Total Lost
		\$ 939,999.96	\$ 149,810.88	1,997.47	5,992,422.00	16%	\$ 6,855.78

5,100,000.00

5,050,000.00

5,000,000.00

4,950,000.00

4,900,000.00

4,850,000.00

4,800,000.00

JAN FEB MAR APR MAY JUNE JULY AUG SEPT OCT NOV DEC

## Work Orders Report - 2020

[illegible]

## Work Orders

## Work Orders

DATE: 12/1/2023 10:00 AM

BY: J. SMITH

DESCRIPTION	0	5	10	15	20	25
FIX MISC WATER LINE ITEMS						
FIRE HYDRANT REPAIR						
LIMBING						
AFTER HOUR CALL-OUTS						
MV LIGHT REPAIRS						
PLANT/BLDG MAINTENANCE						
CUSTOMER INFORMATION						
WATER LEAKS						
WATER ONLY SHUT OFF						
WATER ONLY TURN ON						
WATER METER/REMOTE REPAIR						
NEW OCCUPANT READS						
READ VERIFICATIONS						
DISCONNECT WATER/ELEC						
WATER/ELEC TURN ONS						
ELECTRICAL						
REINSTATEMENT OF SERVICES						
DISCONNECT/NOHPMPTS						

12/1-12/31

11/1-11/30

10/1-10/31

9/1-9/30

8/1-8/31

7/1-7/31

6/1-6/30

5/1-5/31

4/1-4/30

3/1-3/31

2/1-2/28

1/1-1/31

30

# Newberry Wastewater Treatment Plant

## Department of Public Works

George Blakely Superintendent  
March 2020 Report

### Wastewater Treatment

Spring run off has started so far, the procedures put in place are working.

- Monthly report submitted to EGLE
- Staff Safety Meeting
- Routine Preventive Maintenance
- Installed weir at outlet
- Painting
- Snow removal

### Department of Public Works

- Garbage pick up
- Work orders
- Plowed alleys
- Plowed streets
- Repaired equipment
- Plowed safe routes to school
- Hauled snow
- Truck #40 back in service
- Took delivery of new truck
- Opened storm drains
- Work on sewer



**Interim Village Manager & DHRCE  
Activity Report for Village Council Meeting  
As of March 13, 2020**

**A. Audit**

- a. Audit is supposed to be presented to council on March 17
  - i. Auditor will be onsite
  - ii. Have not received the draft version yet

**B. Budget**

- a. 1<sup>st</sup> quarter report will be included next month
- b. Budget Amendments (if any) will be next month

**C. Village Committees/Boards**

- a. Ordinance- Committee – 3/5
- b. Water & Light Board – 03/10
- c. 41 Lumber Ad Hoc – 03/4 & 03/12

**D. Community Engagement**

- a. NBY Interview on 02/25
- b. Chamber of Commerce Board Meeting – 03/9
- c. Eastern UP Planning Commission Board – 04/29
- d. M123 Scenic Byway Board – next meeting is TBD
- e. Luce County Community Health Improvement (CHIP) Focus Group – TBD
- f. Save Restore Grow Newberry – TBD
- g. Strategic Alliance for Health – TBD

**E. Risk Management**

- a. 41 Lumber – remaining middle structure –No further action to be taken until spring thaw.

**F. VON Maintenance Building**

- a. Action needed by council to approve recommended bid package
- b. Bid award date is March 18

**G. Water Rates Review/Water project Planning/ EGLE Lead/ Copper Compliance**

- a. Calendar listing tentative dates is included in packet
- b. First step planned is to send out a mailing which requests the resident provide basic information regarding their service lines (See next section)

## **H. Utility Billing**

All delinquencies listed are as of 12/31/2019

- a. 28 property owner accounts are delinquent, for a total of \$34,538.90
    - i. Letters were mailed this week to request payment by April 10, 2020 and informing them that failure to pay will result in a tax lien (see example in packet)
    - ii. Remaining delinquencies will be submitted at the end of April to be added to tax bills
  - b. 16 accounts are delinquent for an amount less than \$25.00 for a total of \$136.67
    - i. Letters requesting payment are being mailed out
  - c. 50 tenant accounts are delinquent, for a total of \$22,768.77
    - i. Request recommendation from Board that these be submitted to Northern Credit Bureau for collection
- Past amounts submitted:
- 2018 – 61 accounts = \$28,365.76
  - 2016 & 2017 – 48 accounts = \$22,214.12

## **I. TORC DNR Grant**

- a. Final Reimbursement was received - \$30,000
  - i. Summary statement of project cost is in packet

## **J. Verizon Cell Tower**

- a. No updates.

## **K. Redevelopment Ready Communities Status**

- a. Baseline report is completed
  - i. Will be included in April meeting

## **L. HR & SAFETY**

- a. Jim Brown, WW Operator, scheduled to retire May 31, 2020
- b. Reviewing budgeting & staff needs for W&L, DPW, & WWTP
  - i. In anticipation of hiring a FT meter reader, and FT WWTP/DPW worker
- c. Updated Accident/Liability Report
- d. Created Accident/Liability Follow-Up Report

## **M. FOIA Requests (no report submitted)**

- a. 0 requests for 2020 (as of March 13, 2020)
  - i. 1 remaining file from 2019
    - 2019-006-JJM – 12/2/19

## **ACTION ITEMS REQUESTED FROM COUNCIL:**

- Leave requests for April and May

**2020 Working Calendar  
Water Rate Review  
Lead/Copper Compliance Activities  
As of 3.10.2020**

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**MARCH – APRIL 2020**

- Inventory of all water meters and remotes
  - Track any needing repair or replacement

**APRIL 2020**

- Water Service Line Inventory Survey mailed to customers
- Agency identified for Capital Improvement Plan work
- Flushing

**MAY 2020**

- Water meter/remote inventory completed
- Water rate study agency identified and scheduled

**JUNE 2020**

- Flushing

**JUNE to DECEMBER 2020**

- House by house service line inventory conducted

**JULY 2020**

- Deadline for water meter/remote repair
- Deadline for updating REU usage amounts for commercial and large users
- Capital Improvement Plan completed

**AUGUST 2020**

- Flushing

**SEPTEMBER 2020**

- Review of water usage for all users
- Prep revenue/expense reports showing calculations with proposed rates

**OCTOBER 2020**

- Flushing

**NOVEMBER 2020**

- Last month deadline for rate change recommendation presented to W&L Board and Council for approval

**DECEMBER 2020**

- Deadline for new rate change implementation
- Deadline for 2021 Lead/Copper compliance activities calendar
- Flushing