

Newberry Village Council
Regular Meeting Minutes
February 20, 2017

Present: President DeWitt, Trustees: Baynton, Brown, Dishaw, Hendrickson, Medelis, Zimmerman.

Absent: None.

Also Present: Village Manager Jennifer James-Mesloh, Superintendent Vallad, Fire Chief Wendt, Clerk Schummer, Vicki Fall, Dave Fall, Randy Hildebrant, Ivan Darling, Larry Vincent.

Call to Order: President DeWitt called the meeting to order at 6:01 p.m. at the Village of Newberry Administration building. The Pledge of Allegiance was recited.

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

Minutes: Moved by Brown, support by Dishaw, **CARRIED**, to approve the January 16, 2017 regular meeting minutes as written. Ayes: All.

Village President's Announcements:

- 1.) Establishment of an Ordinance Committee. Discussion followed.
- 2.) Request for Proposal (RFP) for a Village Attorney. Discussion followed.

Submission of Bills and Financial Updates:

- 1.) Moved by Zimmerman, support by Hendrickson, **CARRIED**, to approve the January 2017 bills as presented. Discussion followed. Ayes: All.
- 2.) Village of Newberry cash balance, 12/16, was reviewed.
- 3.) Water & Light monthly bills, 1/17, reviewed.
- 4.) Water & Light cash balance, 12/16, reviewed.
- 5.) Bond Payment Schedule for 2017 for Village of Newberry and W&L, reviewed.
- 6.) Request for Disbursement of Funds – Drinking Water Revolving Fund (DWRP) and Clean Water State Revolving Funds (SRF/SWQIF)
 - a. Moved by Medelis, support by Brown, **CARRIED**, to pay C2AE Invoice #63479, in the amount of \$2,679.72, pay when paid. Ayes: All.
 - b. Moved by Brown, support by Zimmerman, **CARRIED**, to pay C2AE Invoice #63805, in the amount of \$1,298.92, pay when paid. Ayes: All.
 - c. Moved by Dishaw, support by Brown, **CARRIED**, to pay Rasmussen Electric, invoice #22561, in the amount of \$7,105.00, pay when paid. Ayes: All.
- 7.) Signature Cards: Moved by Dishaw, support by Medelis, **CARRIED**, to authorize adding Village Manager, Jennifer James-Mesloh, as a signatory to all Village of Newberry, Water & Light banking accounts and bond accounts. Signatories for the Village of Newberry as follows: John DeWitt, Sharon Brown, Terese Schummer, Leslie Cook, Cyndi McBride and Jennifer James-Mesloh. Signatories for the Newberry Water & Light Board as follows: John DeWitt, Charles Medelis, Terese Schummer, Leslie Cook, Cyndi McBride and Jennifer James-Mesloh. All checks required to have two signatures. Ayes: All.

- 8.) Request to Authorize Credit Cards: Moved by Zimmerman, support by Baynton, **CARRIED**, to authorize credit cards for Village of Newberry and Water & Light for John DeWitt - Village President, Jennifer James-Mesloh - Village Manager, Buck Vallad - Superintendent of Water & Light and Wastewater, with a credit limit up to \$5,000. Discussion followed. Ayes: All.

Public Comments of Agenda Items: None

Petitions and Communications:

1. Communication received from Jennifer Lusk, Step Up 4 Our Kids, requesting pedestrian usage of Village roads on Saturday June 24, 2017 from 9 to 10 a.m. for the Curt Knierim Memorial 5K Color Fun Run. The Council had no objections to the request.
2. Request by Vicki Fall, Tahquamenon Valley Cruisers, for Village road closures. Moved by Medelis, support by Zimmerman, **CARRIED**, to grant request for a North Newberry Avenue From Truman Boulevard to Railroad Street to be closed on Saturday July 15, 2017 from 7:00 a.m. to 5:00 p.m. for the 24th annual car show, with vendor fees waived. Ayes: all.
3. Communication from Dan and Heather Thornton requesting the Village Council review the Village Ordinances regarding property owners moving snow/debris onto other residences property. Discussion followed.

Street Administrator Resolution: Moved by Brown, support by Baynton, **CARRIED**, to approve resolution to appoint Buck Vallad, Superintendent of Water & Light and Wastewater as Street Administrator for the Village of Newberry. Ayes: All.

Reports of Village Officers and Management:

- A.) Treasurer Report -1/1/17 to 1/31/17: The treasurer report was presented and accepted.
- B.) Fire Chief: Chief Wendt gave the report. Discussion regarding age of fire trucks and plans for the future replacement of the same.
- C.) Superintendent of Water & Light and Wastewater – 1/1/7 to 1/31/17: Vallad gave a verbal as well as written report that included:
 - No peak shaving for month of January.
 - Christmas lights really need work, looking for volunteers to help fix them.
 - Crews are all CPR and first aid trained.
 - There are 3 W&L poles south of the 69 line, switch station, will have ATC pay for use of these poles in any future agreements.
 - Holder is down due to repairs needed that cost over \$9,000.
 - Purchased a backhoe for \$500.
 - Discussed the WWTP hot water heater and pumps.
- D. Village Manager – 1/17/17 to 1/31/17:
 - Toured facilities.
 - Reviewed and evaluated the budget and the Village website.
 - Sent bond schedule in to be reviewed to see if there might be some changes needed.
 - Reviewing contracts of contractors to evaluate where the Village could possibly save money.

- Met with Vallad and Glen Keates to review rates. She requested that the rate hikes be postponed for a short time while the budget is made more transparent so that residents can better understand why the rate hikes are needed.
- Moved by Dishaw, support by Baynton, **CARRIED**, to approve the extension of the Village Manager's contract, to a 5-year contract, per written notice. Discussion followed. Ayes: Baynton, Brown, DeWitt, Dishaw, Medelis, Zimmerman. Nays: Hendrickson.

Reports of Boards:

- A.) Water & Light Board: Chairman Medelis gave the report. He advised the Board that the W&L office would be getting a new copy machine. Medelis also stated, moving forward, the Village offices will be paying the W&L department for its utilities, on a monthly basis.
 - a. Moved by Brown, support by Hendrickson, **CARRIED**, to adopt the proposed budget amendments, as necessary, as required for our USDA Bond Report. Ayes: All.
 - b. Memo regarding the W&L cash transfer for Bond Reserves in the amount of \$20,876.73 was reviewed and discussed.

Committee Reports:

- 1.) DPW/WWTP Committee: Trustee Brown gave the report. Discussed loader issues. Brown also stated that she wanted the Council to be aware of a vulnerability associated with the sewer lines transferred from the township. The concern is that Village does not have the equipment necessary to deal with a blockage in that line. The committee deciding whether the Village should sell the old 41-Lumber building has recommended that the Village keep the building for its own use.
- 2.) Finance Committee: None.
- 3.) Management Committee: None.
- 4.) Fire Committee: None.
- 5.) Tahquamenon Outdoor Rec Complex Committee: Trustee Brown gave the report. Minutes from the 1/18/17 meeting were presented. The bids for paving the TORC are out. Atlas Park is ready to go to bid for new park equipment. Discussion followed.
- 6.) Strategic Health Alliance: Trustee Brown gave the report. Minutes from the 1/25/17 meeting were presented. Brown wrote a grant to provide water for the School Garden. A lengthy discussion regarding the Farmer's Market was held.
- 7.) Project Rising Tide: Manager James-Mesloh gave the report. She stated that John Iacoangeli, a consultant for Rising Tide and our contact for state resources, was here for 2 days touring the Village and giving technical insight. Brown stated that the Old Bank Project was moving forward again through the Community Development Block Grant program. Discussion followed.

Unfinished Business:

- 1. After review of past minutes it was discovered that there was no formal vote taken regarding hiring the Village Manager and the appointment of Trustee Dishaw. To correct this oversight a vote was taken. Moved by Medelis, support by Hendrickson, **CARRIED**, to approve the recommendation by Village President DeWitt to appoint Harold Dishaw as Council member for the Village of Newberry. Ayes: All. Trustee

Dishaw stated he does not want to be monetarily compensated for his service as Trustee.

2. Moved by Medelis, support by Brown, **CARRIED**, to accept the recommendation from the Village Manager Hiring Committee to offer Jennifer James-Mesloh the position. Ayes: All.

New Business:

1. Reviewed contract from Arch Insurance, titled the Takeover Agreement. A lengthy discussion followed. Moved by Brown, support by Hendrickson, **CARRIED**, to proceed with the Takeover Agreement, concerning the WWTP rehabilitation project. Ayes: All.
2. Methods of distributing meeting minutes to the general public and its format. Discussion followed. Trustee Dishaw stated he felt that we should go to an abbreviated form of meeting minutes to be put in the paper, with a complete set available at the Village Offices. The money we pay to have them published could be spent on other Village needs. Moved by Dishaw, to have abbreviated minutes published in the newspaper, motion died for lack of support. This matter will be revisited in the future.
3. State of Michigan Governmental title transfer deed. With the legal description of: Lot 19 Blk 4, Fourth Addition Village of Newberry. Discussion followed. The Manager stated she would have a list of Village owned properties for the next meeting.

Public Comment: None.

Adjourn Meeting: Moved by Brown, support by Zimmerman, **CARRIED**, to adjourn the meeting at 8:41 p.m. Ayes: All.

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

Terese Schummer, Clerk

John Dewitt, Village President