

Newberry Village Council
Regular Meeting Minutes
May 15, 2017

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

Absent: None.

Also Present: Village Manager James-Mesloh, Assistant Village Manager Vallad, Clerk Schummer, Finance Manager Mary Jordan, Superintendent WWTP George Blakely, Fire Chief John Wendt, Treasurer Rodney Kisro, Jim Diem, Robert McCutcheon, Dale Immel, Al Lemaire, Ben Adams and Kristine McGearan.

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

Approval of Agenda: Moved by Medelis, support by Dishaw, **CARRIED**, to approve the agenda with one addition, to add Public Comment which will be held after Approval of Agenda. Ayes: All.

Public Comments of Agenda Items: Robert McCutcheon spoke about his concerns regarding the restoration of lawns after the water project. A lengthy discussion followed. It was decided that a public meeting with Mike Pond would be set-up to discuss the issue. The poor grass restoration done by MDOT on Newberry Ave. was also discussed. Dale Immel wanted to know what was being done about the blight in the Village. Village Manager James-Mesloh stated that hiring a Code Enforcement Officer was on the agenda, this is in an effort to take action in relieving the Village of blight. Discussion followed.

Minutes: Moved by Brown, support by Medelis, **CARRIED**, to approve the April, 2017 regular meeting minutes as written with one correction as follows: Page 2 under Village Manager report, item 14, read: Met with Terra Langham, MRES. Now reads: Met with Terra Langham, MERS. Ayes: All.

Village President's Announcements:

1.) The Ordinance Committee members are: Hendrickson, Dishaw and Baynton.

Submission of Bills and Financial Updates:

- 1.) Village of Newberry – Monthly Bills. Moved by Hendrickson, support by Brown **CARRIED**, to approve the April 2017 bills as presented. Discussion followed. Ayes: All.
- 2.) Village of Newberry - Cash Balance – April 2017. Reviewed.
- 3.) Village of Newberry – Financial Statement – April 2017. Reviewed.
- 4.) Water & Light monthly bills for April 2017. Reviewed.
- 5.) Water & Light – Cash Balance – April 2017. Reviewed.
- 6.) Water & Light – Financial Statement – April 2017. Reviewed.

Petitions and Communications: Moved by Hendrickson, support by Zimmerman, CARRIED, to allow the Christian Fellowship SBC of Newberry, to hold a block party on Village property, south of Atlas Park on the former carnival grounds, on August 26, 2017, pending the production of a certificate of insurance for that day. Ayes: All.

Introduction and Adoption of Ordinances and Resolutions: None.

Reports of Village Officers and Management:

- A.) Treasurer Report – April, 2017: The treasurer's report was presented and accepted. A Truth in Taxation Public Hearing was held at 5:00 p.m. May 15, just prior to this regular council meeting.
Moved by Dishaw, support by Brown, CARRIED, that the Village Council authorizes the Village Treasurer to spread the 2017 Tax Roll based on the Assessed Taxable Value of \$17,198,994.00 as designated by the McMillan Township assessor. Such tax to be levied with 11.2262 mills for general operation purposes and 4.4903 mills for streets and alleys and 1.3928 mills for trash ((disposal/collection) and 2.0000 mills for residential fire protection for a total of 19.1093. Ayes: All.
Moved by Brown, support by Medelis, CARRIED, that Village Council authorizes the addition of a 1% administrative fee, \$1 Minimum plus 3% penalty (minimum \$2.00) if paid after September 15, 2017. In addition, a 1% per month interest charge will be added starting September 15, 2017 and will continue until tax is paid. The Village Council authorizes collection of taxes for 2017 beginning July 1, 2017 and continuing through February 28, 2018. Ayes: All.
- B.) Fire Chief: Chief Wendt gave his report.
- C.) Superintendent of Wastewater Treatment Plant: The new Superintendent, George Blakely, who started on May 1st, gave a verbal as well as written report. Written report is attached.
- D.) Assistant Village Manager: Vallad gave a verbal as well as written report. Written report is attached.
- E.) Village Manager: James-Mesloh gave a verbal as well as written report. Written report is attached.

Reports of Boards:

- 1.) Water & Light Board: Meeting minutes from May 9, 2017 were presented. Medelis gave the report.
- 2.) Tahquamenon Outdoor Recreation Complex (TORC): Brown gave the report.
- 3.) Planning Commission: Community assessment is being done May 16 and training is May 18th.

Committee Reports:

- 1.) DPW/WWTP Committee: None.
- 2.) Finance Committee: None.
- 3.) Fire Committee: Meeting scheduled for May 16th at 6:00 p.m.
- 4.) Management Committee: None.
- 5.) Ordinance Committee: None.
- 6.) Project Rising Tide: The last meeting in April was about creating or establishing a Convention and Visitors Bureau.

- 7.) Strategic Health Alliance: Trustee Brown, stressed again, that the Farmers Market organizers are very concerned nothing will be done about the vendor who sets up next to the Scoop undercutting the market and local grocers.
- 8.) Safety Committee: James-Mesloh explained the Safety Committee's function. MIOSHA will be coming soon to do a safety audit.

Unfinished Business: None.

New Business:

1. Streetscape of Downtown Area: The stumps are being removed from the downtown area. Discussion followed.
2. Trash Pick-up: Dishaw stated that there are as many as 4 companies picking trash-up in the Village with the trucks adding wear and tear to our streets. Discussion followed.
3. Circus for Christmas Lights Fund: Discussed the possibility of having the Culpepper & Merriweather Circus come in 2018 as a fundraiser for the Christmas light fund. Moved by Dishaw, support by Baynton, CARRIED, to authorize the Village Manager to move forward in possibly contracting the circus in 2018. Discussion followed. Ayes: Baynton, Dishaw, Hendrickson, Medelis, DeWitt. Nays: Brown.
4. Creation of Department of Parks and Recreation: The Village Manager explained to the Council why she felt there was a need for a Department of Parks and Recreation. Moved by Brown, support by Dishaw, CARRIED, to create a Department of Parks and Recreation. Discussion followed. Ayes: All.
5. Ordinance Enforcement Officer: The Village Manager along with the Village Attorney (via phone) explained what the job of Ordinance Enforcement Officer would encompass. The Village attorney will draft an order of procedure for a general ordinance violation, which the Ordinance Enforcement Officer will be able follow. Discussion followed.
 - a. Salary/hourly wage recommendation. The Council had previously approved the Ordinance Enforcement Officer job description and to move forward with hiring one, however the pay had not approved. Moved by Medelis, support by Brown, CARRIED, to pay the Ordinance Enforcement Officer, \$17.00 an hour, not to exceed \$300 ~~hours~~ per week, unless approved by the Village Manager and that we move forward with the hiring. Ayes: All.
6. Director of Human Resources and Community Engagement: This position would replace the current Confidential Secretary, who is retiring in September. The Village Manager went over a draft of the position description and qualifications, which includes a minimum of a bachelor's degree, with a masters degree preferred for this position.
 - a. Moved by Dishaw, support by Medelis, CARRIED, to approve, as requested by the Village Manager, to proceed with the process of hiring a Director of Human Resources and Community Engagement, for the salary of \$42,500 during a 6 month probation period, with a raise of up to \$45,000 a year after the probationary period. A lengthy discussion followed. Ayes: Brown, Dishaw, Hendrickson, Medelis, DeWitt. Nays: Baynton, Zimmerman.

Corrected
6/19/17

Public Comment: Ben Adams asked when the building on East Helen Street is going to be taken down because it is a safety hazard. Discussion followed. Jim Diem asked how long the

dumpsters would be available for Village resident's use. It was decided that June 15th would be the final day and the dumpsters would also be available on the two weekends prior to June 15th.

Closed Session - Discussion of Personnel:

Due to the length of the meeting, Village Manager Mesloh suggested that the Closed Session listed in the agenda be postponed until further notice, which was approved by Council.

Adjourn Meeting: Moved by Hendrickson, support by Medelis, **CARRIED**, to adjourn the meeting at 9:00 p.m. Ayes: All.

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

Terese Schummer, Clerk

John Dewitt, Village President

Newberry Waste Water Treatment Monthly

George Blakely Plant Superintendent

I started on May 1st 2017 after a long absence from Waste Water Treatment. The physical layout of the Plant and the science has not changed. The technical advances are many and will take some catching up. I have already started to put together a network to assist me in getting up to speed. I am happy to be back and look forward to making the Newberry Waste Water Treatment Plant one of the best in the U.P.

- Started face lift on office area and overall cleaning
- Attended U.P. WWTP Conference
- Met with DEQ Tom Asmus
- Met with Corey Barr and completed the transition
- Meeting is set for Thursday with Charles Lawson and Oakcity Contracting
- Sludge hauling will begin at end of May

Newberry Water and Light Board and Council Meeting

Assistant Village Manager Buck Vallad

April 1 to April 30

April was a month filled with rain and not many warm days. We have tried to concentrate on getting ready for the eventual summer season. We have cleaned and maintained alleys and are manning the dumpsters in hope of curbing some of the blight issues around town.

- **No peak shaving for the month of April**
- **Miss digs**
- **Work orders**
- **Brushed locations in town**
- **Water samples**
- **Nonpayment disconnects**
- **Meter reading**
- **Removed Brush from alleys**
- **Filled potholes**
- **Removed beaver dam again**
- **Street sweeping**
- **Wrecked out old line behind TASA**
- **Repaired 4 water boxes**
- **Fire call north M-123 (Pappas)**
- **Burned pole rebuilt on 448**
- **Tested transformers for PCB**
- **Removed three (3) 2400 volt transformers from Parmelee and Helen**
- **Repaired electrical at ball fields on Charles**
- **Unplugged sewers**
- **Continued street sweeping**
- **Placed picnic tables in parks**

Village Manager Updates

Jennifer James-Mesloh, M.P.A., Ph.D.

April 1 - 30, 2017

MEETINGS

- 1) April 5: Met with Julie Gardner and Stacy Esbrook, MEDC to review the programs available through the Community Action Team.
- 2) April 5: Attended Fire Department meeting to meet the firefighters and introduce myself. Answered questions concerning direct deposit.
- 3) April 7: Met Terra Langham – MERS representative.
- 4) April 11: Took all linemen and apprentices to do radio interviews to celebrate Lineman Appreciation Day (officially April 18, 2017).
- 5) April 11: Conducted interview with George Blakely for the position of Superintendent for Wastewater Treatment Plant
- 6) April 12: Installed firewall onto computer, server system.
- 7) April 12: Met with Jen Tucker, DEQ and Sharon Brown to review park projects for TORC and Atlas Park.
- 8) April 13: Met with Dave Martindale and Marion Arnett about phone systems offered through Verizon. Discussed cellular phones as well as landlines.
- 9) April 14: Met with Julie Gardner, MEDC to discuss MEDC programs for downtown buildings.
- 10) April 18: Met with Tom Asmus, DEQ to review updates at the WWTP.
- 11) April 18: Met with Brian Camilier, Plante Moran to discuss scope of work to redo the Village's budget.
- 12) April 21: Attended Chamber of Commerce Annual Meeting – represented table of the Village along with council members.
- 13) April 24: Project Rising Tide meeting – focused solely on re-establishing a new Convention and Visitors Bureau.
- 14) April 28: Met with Claire Karner to discuss public relations and community information for the Community Assessment meetings.

MEDIA COVERAGE

- 1) Appeared on radio morning shows for WNBX & Eagle Radio on the following dates: April 4, April 11, April 18, April 25

ACTIVITIES

- 1) Wrote employment contract for George Blakely and made offer of employment as Superintendent of Wastewater Treatment Plant. Effective May 1, 2017.

- 2) Wrote employment contract for Mary Jordan and made offer of employment as the Finance Manager. Effective May 1, 2017.
- 3) Negotiated with Plante Moran on activities they will do in regards to the Village budget.
- 4) Registered and approved for DEQ grant certification. Submitted DEQ quarterly report for TORC.
- 5) Awarded bid for Atlas Park to Penchura for playground equipment.
- 6) C2AE evaluated former 41 Lumber building for structural integrity.

Newberry Village Council
Truth and Taxation Public Hearing
May 15, 2017

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

Absent: None.

Also Present: Village Manager James-Mesloh, Treasurer Kisro, and Clerk Schummer.

Call to Order: President DeWitt called the Public Hearing to order at 5:00 p.m. at the Village of Newberry Administration building, followed by the Pledge of Allegiance.

The purpose of the hearing was to receive public comment on the 2017 tax resolutions. Treasurer Kisro explained the Headlee Reduction and Basic Tax Rate. Discussion followed.

Public Comment: None.

Adjourn Hearing: President DeWitt adjourned the Public Hearing at 5:07 p.m.

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

Terese Schummer, Clerk

John DeWitt, Village President