

Newberry Village Council
Regular Meeting Minutes
March 17, 2020
302 East McMillan Ave.
6:00 p.m.

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

Absent: Puckett.

Also Present: Interim Village Manager/Director of Human Resources & Community Engagement – Watkins, Clerk – Schummer, Sterling McGinn, Rebecca Handa.

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 Hendrickson, support by Hardenbrook, **CARRIED**, to approve the agenda as amended, eliminate, under New Business, section 2, iii, a, 1. Ayes: All. Absent: Puckett.

Minutes: Moved by Freese, support by Hendrickson, **CARRIED**, to approve the minutes from the February 18, 2020, regular meeting as presented. Ayes: All. Absent: Puckett.

Public Comments on Agenda Items: None.

Village President's Announcements: None.

Submission of Bills and Financial Updates:

- A.) Village of Newberry – Monthly Bills. Moved by Hendrickson, support by Freese, **CARRIED**, to approve payment of the February 14, 2020 – March 13, 2020 bills, in the amount of \$133,680.94. Roll call vote - Ayes: Stokes, Cameron, Freese, Hardenbrook, Hendrickson. Absent: Puckett.
- B.) Water & Light monthly bills for February 8, 2020 to March 6, 2020: Moved by Freese, support by Cameron, **CARRIED**, to accept the recommendation of the W&L Board to pay the Electric and Water Funds in the total amount of \$106,697.53. Roll call vote - Ayes: Stokes, Cameron, Freese, Hardenbrook, Hendrickson. Absent: Puckett.
- C.) Christmas Lights Fund – as of 1/31/2020 - \$12,113.83
- D.) Treasurer's Report – February 2020 – N. Moulton submitted 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 Hardenbrook, **CARRIED**, to pay Request #21 – 02/01/2020 to 02/29/2020 – C2AE invoice #69423: \$11,154.34. Roll call vote - Ayes: Stokes, Cameron, Freese, Hardenbrook, Hendrickson. Absent: Puckett.
- F.) Notification of upcoming expenditure: A new copier for the Village of Newberry office is being purchased to replace the current leased machine, cost of new copier is approximately \$7,900.00. Discussion followed.
- G.) Notification of DNR TORC Grant Closeout: The final \$30,000.00 reimbursement has been received. A summary statement of the projects final costs and reimbursements was provided to Council.

Petitions and Communications: None.

Introduction and Adoption of Ordinances and Resolutions: None.

Unfinished Business:

- 1.) Planning Commission Request for Funding: Tabled until April 2020 meeting when the Planning Commission Chair will do a presentation.
- 2.) Public Comment Follow-up from Previous Meeting: None needed.

New Business:

- 1.) Award bid for new maintenance building: Meeting minutes for the 41 Lumber Ad Hoc Committee minutes from March 4th and 12th, 2020 were presented. Freese gave a report on the meetings.
Council action:
 - a.) Moved by Hardenbrook, support by Hendrickson, **CARRIED**, to accept the Committee's recommendation and award the bid package to McGahey Construction for the designing and building of the new maintenance building, not to exceed \$401,478.00. Roll call vote – Ayes: Stokes, Cameron, Freese, Hardenbrook, Hendrickson. Absent: Puckett.
 - b.) Moved by Hardenbrook, support by Hendrickson, **CARRIED**, 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 projects within the guidelines of the contract and RFP package (including amendments). Discussion followed. Ayes: All. Absent: Puckett.
- 2.) COVID-19 (Coronavirus) Preparation and Action Items:
 - a.) Review current guidance from CDC and State of Michigan.
 - b.) Current planning in place for Village of Newberry Staff. Watkins advised Council as to what steps she and staff were taking to protect the public and staff during this virus emergency. A few of the operational changes being implemented are:
 - 1.) The offices will be closed to the public, effective March 18 at 12:00 noon.
 - 2.) Bill paying will be done by phone, online, mail or drop box only.
 - 3.) Garbage stickers can be purchased at the Village office by using the mail slot to give out stickers, payment to be added to resident's bill, stickers will be sold in packs of 5, at \$7.50 per pack.
 - c.) Put steps in place in case council meetings cannot be held. Discussion held.
 - 1.) Billing and shutoffs will be reevaluated at the beginning of April, as the situation is changing hourly.
- 3.) Michigan Municipal League Newly Elected Officials Webinar Series Training: Moved by Freese, support by Hardenbrook, **CARRIED**, to pay \$75.00 to the MML for the training series. Discussion followed. Roll call vote – Ayes: Stokes, Cameron, Freese, Hardenbrook, Hendrickson. Absent: Puckett.

Reports of Boards:

- 1.) Water & Light Board: Minutes provided from the March 10, 2020 meeting. Report by Watkins.
 - a.) Moved by Hardenbrook, support by Freese, **CARRIED**, as recommended by W&L Board, to approve sending the *Water Inventory Letter* to customers, with the following edits: Add a deadline date and update where to return the Inventory. Discussion followed. Ayes: All. Absent: Puckett.
 - b.) Moved by Hendrickson, support by Hardenbrook, **CARRIED**, as recommended by the W&L Board to submit the 50 delinquent tenant accounts, for a total of \$22,768.77, to Northern Credit Bureau. Ayes: All. Absent: Puckett.
- 2.) Planning Commission Meeting: Minutes from the February 24, 2020 meeting were provided.

Committee Reports:

- 1.) 41 Lumber Ad Hoc Committee – Minutes from the March 4 and March 12, 2020 meetings presented. Discussed previously in meeting.
- 2.) Ordinance Committee: March 5, 2020 meeting minutes provided.
- 3.) Management Committee: March 11, 2020, meeting minutes provided.

Reports of Village Officers & Management:

- A.) Fire Chief: None.
- 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 Hardenbrook, support by Cameron, **CARRIED**, to approve Watkins leave request for March 11, April 13, and May 8, 2020. Ayes: All. Absent: Puckett.

Public Comment: Comment heard from: Rebecca Handa.

Comments by Council Members: Comment heard from Cameron.

Adjourn Meeting: Moved by Hendrickson, support by Freese, **CARRIED**, to adjourn the meeting at 7:44 p.m. Ayes: All. Absent: Puckett.

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

Terese Schummer, Clerk

Lori A. Stokes, Village President