

NEWBERRY WATER & LIGHT BOARD
REGULAR MEETING MINUTES
July 11, 2017

Present: Chairman Medelis, Sharon Brown, Lisa Den Boer, Lawrence Vincent.

Absent: Jim Johnson.

Also Present: Assistant Village Manager - Buck Vallad, and Village Manager James-Mesloh, W&L Superintendent – Perry, Clerk – Schummer, Mary Jordan, John DeWitt, Lori Stokes.

Call to Order: Chairman Medelis called the meeting to order at 5:30 p.m. at the Village of Newberry Offices followed by the Pledge of Allegiance.

Request for Additional Agenda Items: None.

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

Minutes: Moved by Vincent, support by Brown, **CARRIED**, to approve the June 13, 2017, regular meeting minutes. Ayes: All. Absent: Johnson.

Water and Light Chairperson Announcements: Medelis introduced the new W&L Superintendent, Matt Perry.

Financial Reports:

- A.) Electric Fund: Motion by Den Boer, support by Brown, **CARRIED**, to approve payment of the May Electric Fund bill in the amount of \$125,929.50. Ayes: All. Absent: Johnson.
- B.) Water Supply System Receiving Fund: Motion by Vincent, support by Brown, **CARRIED** to pay the Water Supply System Receiving Fund in the amount of \$4,530.06. Ayes: All. Absent: Johnson.
- C.) Christmas light fund: Currently has \$2,856.01.
- D.) Water & Light – Cash balance – June 2017 – Mary Jordan stated that the program was not running correctly so that she couldn't print an accurate report, but will have one for the next meeting.
- E.) Water & Light – Financial Statement – June 2017 – Same as Cash balance report.

Public Comments on Agenda Items: None.

Petitions and Communications: None.

Staff Reports:

- A.) **Village Manager:** James-Mesloh has been busy with interviewing, hiring and moving around staff. The new positions and hires are: Matt Perry – W&L Superintendent, Cliff Fossitt – Code Enforcement Officer, Michelle Baynton – Administrative Assistant for Superintendents, Allison Watkins – Director of Human Resources and Community Engagement. All have started in their positions except Ms. Watkins who will start on July 31.
- B.) **Assistant Village Manager:** Vallad gave a verbal as well as written report. Discussion followed. (written report attached)
- C.) **Superintendent of Water and Light:** Perry gave his report. DEQ did a site visit today, toured wells and found no problems. Did the lead and copper tests and sent them out, these are yearly tests.

Unfinished Business:

- A.) Restoration of Excavated Areas for Water Project – Mike Pond gave his update by phone. Discussed the lawn application that G & J Site Solutions proposed. Pond stated that Jim Isleib from MSU Extension felt the proposal was appropriate. The proposal is to 1.) Apply Lesco 3-way herbicide along with Dow Defendor at the application rates recommended by the manufactures. 2.) Herbicides will be applied by using z-sprayers, a ride on unit with precise mixing and spraying capabilities. Results should occur within 2-3 days and re-seeding can be done efficiently within 4-6 weeks. Once the herbicide is dry, approximately

2 hours, the lawn areas will be safe to play and walk on. There will be an odor, that will last 24-48 hours. Pond stated that they will probably have to come back and retreat with fertilizer after the treatment. He also stated that in the next round, they would take care of any areas that don't have sufficient topsoil. He has not gotten the time frame yet. Trustee Brown questioned what the protocol would be to notify citizens to let them know that they can't go on their lawn for 2 hours after the treatment. Den Boer questioned the toxicity to the environment. Pond stated that he would not let them do it when there is any rain forecasted 24-48 hours after the treatment. Pond stated he would have a map showing all areas treated.

New Business:

- A.) Village of Newberry – 2017 Budget Analysis – Plante Moran: The Village Manager stated that the Board now had the full report. One of the biggest issues noted in the report is that the principle payments for the Water bond debt and the Electric bond debt were not able to be seen in the budget, the reason for that is because we were operating on a full-accrual, not a cash-basis. One recommendation is that we switch the enterprise funds to a cash basis. Another is that we need to address the utility rates and implement an increase to the rates before the next fiscal year. We will also be aligning our budget with the fiscal year. Discussion followed.
- B.) Electric Rates Recommendation: The Village Manager requested that the Board postpone raising electric rates because she and Vallad did not have time to go over the report by Glenn Keats, as they just got it late this afternoon. She stated they would like to recommend a surcharge for extraordinary services (customers who are outside village-limits), which would be allocated to wages for linemen and apprentices. The surcharge would be \$10 a month per residence and \$21 a month per commercial user. It was decided to hold-off on electric rate decisions until next months meeting, at which time an effort will be made to get Glenn Keats to come to the meeting to answer questions.
- C.) Water Rates Recommendation: The Village Manager presented the Board with a Water Rate Model. The model had 2 options: 1.) Base Charge of \$48.43 REU, after each 3,000 gallons you would be charged another \$48.43 base rate, plus \$9.01 per 1,000 gallons. 2.) Resident flat rate of \$75.00 per REU. James-Mesloh recommended the flat rate option. Moved by Vincent, support by Den Boer, **CARRIED** to recommend to the Village Council to go with the flat rate option of \$75.00 per REU. A lengthy discussion followed. Ayes: All. Absent: Johnson.

Public Comment: None

Comments by Board Members: Den Boer had questions regarding the staffing changes and what W&L is financially responsible for. The Village Manager stated that they were currently working on figuring out how to divide the cost of the positions between departments per percentage of use. Den Boer also had questions regarding how the hiring was done, stated she feels we are getting too top heavy, is worried W&L has too much to pay for with the new positions. Lori Stokes stated that she felt she was not given enough time to prepare for the changes being made, she felt adrift and on her own as the W&L Clerk. Discussion followed.

ADJOURNMENT: Motion by Vincent, support by Brown, **CARRIED**, to adjourn meeting at 7:40 p.m.
Ayes: All. Absent: Johnson.

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