



VILLAGE COUNCIL PACKET  
(with ZBA Materials)  
Monday, March 27, 2023

Prepared by:

Crystal Budde, Village Clerk

Brady Selner, Village Administrator

# MEETING AGENDA

Village Council of the Village of Shelby  
Monday, March 27, 2023, 6:00 P.M.  
218 N. Michigan Ave.  
Shelby, MI 49455



## Agenda Topics:

1. Call to Order
2. Roll Call
3. Pledge of Allegiance
4. Review minutes of the previous meeting:
  - a) March 13, 2023 **AR**
5. Additions to Agenda
6. President's Report
7. Village Administrator's Report
8. Department Heads' Report
9. Correspondence:
10. Public Participation:
11. Old Business:
12. New Business:
  - a) Village of Shelby Zoning ordinance and Zoning Map Approval **AR**
13. Village of Shelby Zoning Board of Appeals:
  - a) Variance Application – Gary Wendt (Parcel Number: 046-598-001-10)
  - b) Approve the minutes from January 11, 2021, meeting.
  - c) Staff Report
  - d) Allow applicant to present the project.
  - e) Open the public hearing.
  - f) Close the public hearing.
  - g) ZBA deliberation and decision.
14. Reports of Officers, Boards & Committees
  - a.) Planning Commission **Ex- Officio Members: John Sutton, Paul Inglis**

- b.) Water & Sanitation                      Chair Mike Termer, Co-Chair: John Sutton
- c.) Streets & Sidewalks                      Chair: Dan Zaverl, Co-Chair: Curt Trott
- d.) Parks, Rec & Bldgs.                      Chair: Damian Omness, Co-Chair: Steve Crothers
- e.) Finance & Insurance                      Chair: Steve Crothers, Co-Chair: Mike Termer
- f.) Personnel                                      Chair: John Sutton, Co-Chair: Damian Omness
- g.) Ordinances                                      Chair: Curt Trott, Co-Chair: Dan Zaverl

- 15. Payment of Bills:
  - a) March 27, 2023

16. Adjournment:

**AR-Action Requested**  
**D-Discussion Item**

NEXT MEETING:                                      **Monday, April 10, 2023**  
NEXT RESOLUTION:                                      13-23  
NEXT PROCLAMATION:                                      01-23  
NEXT ORDINANCE:                                      01-23

**VILLAGE OF SHELBY  
REGULAR COUNCIL MEETING OF MONDAY, MARCH 13, 2023 at 6:00 P.M.  
COUNCIL PROCEEDINGS**



**1. CALL TO ORDER:**

The regular meeting of the Common Council of the Village of Shelby was called to order at 6:00 P.M. by President Paul Inglis.

**2. ROLL CALL:**

Answering the roll call: Mike Termer, Steve Crothers, Paul Inglis, Dan Zaverl, Damian Omness, John Sutton, and Curt Trott.

Staff present: Village Administrator Brady Selner, Village Clerk/Treasurer Crystal Budde, DPW Supervisor Jeremiah Helenhouse, and Police Chief Steve Waltz.

**3. PLEDGE OF ALLEGIANCE:** All stood for the Pledge.

**4. MINUTES:**

a.) February 27, 2023

Steve Crothers moved to approve the minutes of the Regular Council meeting of February 27, 2023 as presented.

Seconded by: John Sutton.

Voice Vote: All in favor.

Motion Carried.

**5. ADDITIONS TO THE AGENDA:** No Additions to Agenda.

**6. PRESIDENT'S REPORT:** Nothing to report.

**7. ADMINISTRATOR'S REPORT:**

VA Selner reported that Hallack Contracting Inc. will likely begin work in April on the watermain and service line replacement. Village staff will be finalizing and sending the letter to all residents that will have their water service lines replaced under Contract A.

Apex Excavating has the materials on order for Contract B. They plan to complete the work in increments of 20-30 water service lines at a time.

Jackson Merkey Contractors will be starting work on the lift stations in April. The project has been delayed because they are finishing a project in another community.

The replacement of Well number 2 will be put out for bid by the end of March. Bid opening will occur either late April or early May.

The final design work for Getty Park is still being prepared by Fleis & VandenBrink. The design meeting for Getty Park was held on Friday, December 16, 2022. John Wilson and VA Selner met on January 5, 2023 to provide Fleis & VandenBrink with their final design comments in order for them to complete the drawings. Final edits were shared with Fleis and VandenBrink the last week of January. VA Selner is now waiting to hear back on their final feedback.

VA Selner is expecting to hear soon whether the Village was awarded the Category A grant for repaving First Street.

The Sixth Street sidewalk project will be put out to bid by the end of this month. It is anticipated that the cost of the project has gone up significantly since Fleis & VandenBrink formally designed the project. VA Selner still instructed them to put the project out to bid. At the time bids are received, Village Council can determine if they would like to proceed with construction.

The Planning Commission will be holding a Public Hearing for comments on the proposed Zoning Ordinance Update on Tuesday, March 21, 2023 at 6:00 P.M.

#### **8. DEPARTMENT HEADS' REPORTS:**

Chief Waltz had nothing to report.

DPW Supervisor Jeremiah Helenhouse had nothing to report.

**9. CORRESPONDENCE:** No Correspondence.

#### **10. CITIZEN PARTICIPATION:**

Oceana County Commissioner Phil Morse informed Council that a workforce study and survey is out for comment. They have had 230 respondents, most of which earn more than the median income in Shelby. They would like to see more respondents who are younger. He asked that, if someone knows anyone of the younger generation, to please ask them if they would take the survey. The application deadline for the broadband internet grant is March 14, 2023. This will provide high-speed internet to unserved locations throughout Oceana County.

#### **11. OLD BUSINESS:**

#### **12. NEW BUSINESS:**

##### a.) Household Hazardous Waste Disposal Program

This is a cyclical cost for the Household Hazardous Waste Disposal Program that the Village has been a part of since approximately 2014. The goal is to provide a way for residents to dispose of hazardous materials safely and easily so that they do not end up in our lakes, streams, groundwater, or public water supplies. Last year the Village committed \$550.00 to the program.

Dan Zaverl moved to participate in the 2023 Manistee, Mason, and Oceana Household Hazardous Waste Program and to authorize Crystal Budde, Village Clerk/Treasurer, to make payment in the

amount of \$550.00 to support the event. Be it further resolved to authorize the Village Administrator, Brady Selner, to sign the 2023 Contract and Agreement for Services by and between the Village of Shelby and the Manistee, Mason, and Oceana Conservation District.  
Seconded by: Steve Crothers.

Roll Call Vote:  
Ayes: Zaverl, Crothers, Termer, Omness, Sutton, Trott, and Inglis.  
Motion Carried 7-0.

b.) Downtown Planter Purchase

In the Fiscal Year 2022/2023 Budget, ARPA dollars were allocated to purchase planters for downtown. There was some interest in donations being offered to help offset the Village’s cost, but it never fully materialized. VA Selner has re-engaged with these conversations, but he is proposing to move forward with the purchase and have any donations serve as a reimbursement. The Shelby Chamber of Commerce is organizing a downtown cleanup day on April 22, 2023. VA Selner hopes to have the planters delivered prior to April 22 in order to install them on the same day.

Steve Crothers moved to authorize the Village Administrator, Brady Selner, to accept quote number 27715 from EarthPlanter of Auburn, New York to purchase six planters in the amount of \$3,895.00.  
Seconded by: John Sutton.

Roll Call Vote:  
Ayes: Crothers, Sutton, Termer, Zaverl, Omness, Trott, and Inglis.  
Motion Carried 7-0.

c.) Industrial Pretreatment Program Agreement

Perdue Foods recently purchased the former Oceana Foods facility with the intent to produce dog treats at the facility. The industry requested connection into the Village’s wastewater service. The Perdue Foods facility will be considered a Categorical Industrial User (CIU) under the meat and poultry category or a Significant Industrial User (SIU). Both CIUs and SIUs are subject to federal and state environmental regulations, including obtaining permits from the local municipality for wastewater discharge. The Village will need to develop and implement an Industrial Pretreatment Program (IPP) to issue industrial wastewater discharge permits in order to regulate the higher-level waste from the dog food manufacturing facility which will protect the Shelby Wastewater Treatment Plant (WWTP).

The total cost to setup the IPP is \$63,067.00. As part of the project, an update to the Village’s Water and Sewer Ordinance is required. While some of the edits are required for the IPP to be implemented, most of the updated language will benefit the Village as a whole. For this reason, VA Selner is proposing the Village cover the cost to rewrite the Water and Sewer Ordinance.

Steve Crothers moved to authorize the Village Administrator, Brady Selner, and Village President, Paul Inglis, to sign the Cost Sharing Agreement by and between the Village of Shelby and Perdue Foods, LLC. Be it further resolved to authorize Village Administrator, Brady Selner, to sign all related proposals to begin the Industrial Pretreatment Program setup.  
Seconded by: John Sutton.

Roll Call Vote:

Ayes: Crothers, Sutton, Trott, and Inglis.

Nays: Termer, Zaverl, and Omness.

Motion Carried 4-3.

d.) Shelby Acres Memorandum of Understanding

The Village of Shelby has been working with Richard Raffaelli, who is representing Shelby Acres Development, LLC, on a development agreement for an 82-unit residential development. The Memorandum of Understanding presents both parties with expectations of how the process will proceed.

Damian Omness moved to authorize Village Administrator, Brady Selner, to sign the Memorandum of Understanding by and between the Village of Shelby and Shelby Acres Development, LLC.

Seconded by: Mike Termer.

Roll Call Vote:

Ayes: Omness, Termer, Crothers, Zaverl, Sutton, Trott, and Inglis.

Motion Carried 7-0.

e.) Shelby Township Property Annexation – Discussion Only

The Village of Shelby plans to annex 59 acres of property in Shelby Township for the purpose of supplying the housing development and apartment buildings with Village services. These services would include water/sewer; road maintenance; and, police services. Annexation of township property must receive approval from Oceana County Board of Commissioners. Once annexed, the property will be considered for approval by the Village Planning Commission with final approval being required by the Village Council.

Discussion ensued.

f.) Wholesale Water Agreement

After several years of discussion and consideration, the proposed watermain extension to Oceana Acres has received the necessary funding to proceed contingent on approval of a Wholesale Water Agreement by and between the Village of Shelby and Shelby Township. The Water and Sanitation Committee met to discuss the agreement on three different occasions. At the last Water and Sanitation Committee meeting, it was recommended that the draft agreement be brought to Village Council for discussion.

The agreement provides the parameters for the Village of Shelby to supply water to Shelby Township on a wholesale basis. Shelby Township will be responsible for construction, operation, maintenance, and future replacement of the watermain. The Township has indicated that they would look to contract with the Village of Shelby DPW to operate and maintain the water main on a contractual basis. The parameters of that relationship would need to be spelled out in an additional agreement.

Alternatively, Shelby Township would hire a different third-party to meet the necessary operating requirements for a municipal water system.

The addition of Oceana Acres will have virtually no impact on the capacity of water for Village residents. The maximum amount of water that Shelby Township could purchase is 1,111,040 gallons per month. If they purchase up to the maximum, it would only increase the Village's firm capacity by 1.80% moving the existing firm capacity from 13.02% to 14.82%. There is no additional risk of contamination with the addition of the watermain. A backflow preventer will be installed at the connection point. If pressure drops to a certain PSI in the township owned watermain, the backflow preventer would automatically close. The backflow preventer could also be closed for any other reason deemed necessary to prevent contamination with the Village of Shelby water supply. Under the draft agreement, the Village will charge the Township 1.25 times the commodity charge for water. It is up to Shelby Township to determine how much it will charge its customers.

A Special Meeting will be scheduled within the next 30 days in order to provide the public an opportunity to voice opinions and ask questions on the matter.

### **13. COMMITTEE REPORTS:**

**a. PLANNING COMMISSION: Ex-Officio: John Sutton, Paul Inglis:**

The Planning Commission will hold a Public Hearing on Tuesday, March 21, 2023 at 6:00 P.M. to allow for public comment on the proposed Zoning Ordinance rewrite.

**b. WATER & SANITATION: Chair: Mike Termer, Steve Crothers:**

Nothing to report.

**c. STREETS AND SIDEWALKS: Chair: Dan Zaverl, Curt Trott:**

Nothing to report.

**d. PARKS, REC. & BLDGS: Chair: Damian Omness, Steve Crothers:**

Nothing to report.

**e. FINANCE and INSURANCE: Chair: Steve Crothers, Mike Termer:**

Nothing to report.

**f. PERSONNEL: Chair: John Sutton, Damian Omness:**

Nothing to report.

**g. ORDINANCES – Chair Curt Trott, Dan Zaverl:**

Nothing to report.



**14. PAYMENT OF BILLS:** Steve Crothers moved to approve the payment of the bills of March 13, 2023 in the amount of \$46,982.48.  
Seconded by: Mike Termer.

Roll Call Vote:  
Ayes: Crothers, Termer, Zaverl, Omness, Sutton, Trott, and Inglis.  
Motion Carried 7-0.

**15. ADJOURNMENT:** Dan Zaverl moved to adjourn the meeting at 7:45 P.M.  
Seconded by: Damian Omness.

Voice Vote: All in favor.  
Motion Carried.

Council minutes are not official until approved at the March 27, 2023 Council meeting.

Approved

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Minutes Respectfully Submitted by Crystal Budde, Village Clerk/Treasurer Date

# Administrator's Report



Date: March 24, 2023

To: Paul Inglis, Village President  
Village Council Members

From: Brady Selner, Village Administrator

Subject: Administrator's Report for the March 27, 2023, Council Meeting

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## By the Numbers

**Total Value of all projects: \$7,288,559**  
**Total Grant/Loan Forgiveness: \$6,142,340**

**Total Village Cost: \$1,146,219**

**\*Project numbers are subject to change as project bids are received. Some of the valued projects are based on budgeted numbers and will be updated when contractor bids are received\***

### EGLE Drinking Water State Revolving Fund

**Project Description:** Replacing 11,500 linear feet of watermain and approximately 450 lead service lines.

**Total Cost:** \$4,653,897

**Total Village Cost:** \$1,765,137

**Update:** Hallack Contracting Inc. will likely begin work in April. We will be finalizing and sending the letter to all residents that will have their water service lines replaced under Contract A.

Apex Excavating has the materials on order for Contract B. They plan to complete the work in increments of 20-30 water service lines.

### MEDC Water Related Infrastructure

**Project Description:** Sewer lift station replacement at two of the three locations in the Village of Shelby and drilling one new well to replace Well 2.

**Total Cost:** \$865,300

**Total Village Cost:** \$212,500

**Update:** Great news! Jackson-Merkey began work on the Industrial Lift Station on Monday, March 20, 2023. Village Council will begin to see bills related to that project on upcoming Report to Finance forms. All of these invoices are reimbursed by the MEDC WRI grant.

Here is a summary of the payment request.

Approved Grant Budget (CDBG Funds Only): \$652,800

Request for Reimbursement: \$7,225

Balance of funds available: **\$645,575**

Total Match Required: \$212,500

Total Match to Date: **\$87,192.18**

On Contract B: The replacement of Well 2 will be put out for bid by the end of March. Bid opening will occur either late April or early May.

### **Getty Park Renovation**

**Project Description:** Complete renovation of Getty Park. New amenities will include a fully accessible playground, splash pad, pavilion with an outdoor fire feature and bathrooms, gazebo, pickleball, basketball, and tennis courts, walking paths, and open play space.

**Total Cost:** \$1,452,759

**Total Village Cost:** \$115,843

**Update:** Final design is still being prepared by F&V. The design meeting for Getty Park was held Friday, December 16<sup>th</sup>. John Wilson and I met on January 5, 2023, to provide F&V final design comments for them to be able to complete the drawings. John and I had a follow up on conversation on January 20, to verify the changes we want on the final design. These final edits were shared with F&V the last week in January. We are waiting to hear back from F&V regarding our requested changes. We have asked them to provide their feedback as soon as possible because bid documents need to go out sooner rather than later to ensure we receive the most competitive bids. F&V had an internal meeting to finalize the plans, specifications, and bid documents. I have not heard from them on an updated timeline.

### **MDOT Category B Grant and Additional Road Work**

**Project Description:** Mill and fill and full road reconstruction on several streets throughout the Village of Shelby.

**Total Cost:** \$800,000

**Total Village Cost:** \$663,250

**Update:** The road work associated with the MDOT Category B grant is built into Contract A of the EGLE DWSRF project. Hallack Contracting Inc. will be completing the work. The additional road work will also be completed by Hallack at the same time as Contract A. I have F&V drafting a separate MOU for them to complete this work.

The Village should be hearing soon whether the Category A grant was awarded for repaving First Street.

### **6<sup>th</sup> Street Sidewalk Reconstruction**

**Project Description:** Complete reconstruction of the sidewalk at the top of the hill on 6<sup>th</sup> Street on the east end of the Village.

**Total Cost:** \$112,000

**Total Village Cost:** \$112,000

**Update:** The project will be put out to bid by the end of this month. It is anticipated that the cost of the project has gone up significantly once F&V formally designed the project. I instructed them to still put the project out to bid. At the time bids are received, Village Council can determine if we should proceed with construction.

### **Other General Updates:**

- 1. Police Chief Transition.** The transition for the Police Chief position has occurred. Chief Waltz's last day was March 24, 2023. Chief Roesler started on Monday, March 20 to ensure a smooth transition. I wish Chief Waltz all the best in retirement and look forward to working with Chief Roesler.
- 2. Getty Park Conversion.** Shelby Public Schools has indicated to me they will not be willing to give any more property than approximately 2.5 acres for the proposed conversion. I plan to still receive proposals from three appraisers to see if it is still worth moving forward. The risk is if we do spend the money on an appraiser and the replacement property does not meet MDNR requirements, Shelby Public Schools is unwilling to reconfigure the replacement property to make it fit MDNR requirements.

### **Other Projects**

**Zoning Ordinance Update** – The Public Hearing for the Zoning Ordinance update is March 21, 2023.

**General Law Ordinance Update** – We will be working on answering the questions in the Legal and Editorial Analysis over the next several months.

**Intergovernmental Collaboration – Oceana Acres** – The public forum is scheduled for Monday, April 3, at 6:30pm. It will be held at the Shelby middle school library.

**Intergovernmental Collaboration – Shelby Ridge** – The public forum is scheduled for Monday, April 3, at 6:30pm. It will be held at the Shelby middle school library.

**RRC Certification** – I had a meeting with the Village's RRC contact person to discuss final steps for RRC certification. Once the Zoning Ordinance re-write is complete, we will have a few more items to update before satisfying every requirement. The Village should be RRC Certified by summer 2023.

**Industrial Pretreatment Program** – I am waiting for a signature from Perdue Farms for the recently approved IPP Cost Sharing Agreement. Once that is received, I will sign the proposal and we will begin the IPP process.

### **On the Radar**

Updating the Village of Shelby Website

Downtown Façade Grant Program – discussion at October 11 Finance & Insurance Committee meeting. Program will be worked on throughout the winter to be ready for spring 2023.

Downtown Streetscape Community Engagement – discussion at October 11 Finance & Insurance Committee meeting. We requested additional information from McKenna prior to moving forward. This engagement will also likely be started in the spring.

Diana Solis  
132 Pine St.  
Shelby, MI. 49455

The Village of Shelby  
218 N. Michigan Avenue  
Shelby, MI. 49455

Dear Paul Inglis:

I am writing because I am deeply concerned about how the town might be wasting time and money.

I have lived in Shelby for the past 17 years, and my first concern is that the town is focusing on building a community park where only a few people drive by. My second concern is the new elementary school. I believe that instead of spending money building new things the town should focus on using that money to rebuild the high school or add to the high school, for instance, updating the football field, an actual track for events, a soccer field, or even a better school for the future of our children. If a new elementary school is being built then what will happen to the old building? Will it just stay there? I understand that we need to make changes in the town and I get it. I think that the community park should be in the town where it can be more noticeable, it's my opinion anyways. Finding more ways for the town to look better. I understand that we have people that just don't seem to care about our town at all and there are people that just make our town a bit dirty. For instance, my neighbors around me don't seem to care how ugly their yard is and we just let it be. What are the rules/laws on garbage in our yards?

I am sure that you have many concerns about the town and are trying your best to make it better. The last thing you need is a resident complaining. I honestly like living here because it's peaceful and safe for my children to grow up.

I want to thank you for taking the time to read this letter and reading my concerns.

Diana Solis



Village Council  
Item Cover Page

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**Meeting Date:** March 27, 2023  
**Agenda Item:** Village of Shelby Zoning Ordinance and Zoning Map Approval  
**Budget Impact:** N/A  
**Recommendation:** Approve the Village of Shelby Zoning Ordinance and Map  
**Staff Contact:** Brady Selner, Village Administrator

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**Background:**

The Planning Commission, with the assistance from Williams&Works, has been working since August 2021 to complete a rewrite of the Village of Shelby Zoning Ordinance. This update creates a standalone ordinance, separate from the previous joint Village/Township Ordinance. There were improvements made to the organizational structure of the document and updates were made to the graphics to better assist with interpreting the language. These changes will help stakeholders more easily navigate the document and understand the different development requirements associated with land use in the Village of Shelby. The Zoning Map was also updated to provide clear district boundaries within the Village and now includes parcel boundaries.

The Planning Commission has concluded its review and update, conducted the required public hearing, and is recommending adoption of the Village of Zoning Ordinance and Village of Shelby Zoning Map. Please note, there are minor typos and references that will be corrected in the final document. None of these changes will change the intent or meaning of the document.

**Supporting Documents:**

Recommended Zoning Ordinance (not included in printed packets) and Zoning Map Resolution No. 12-23








**Motion \_\_\_\_\_ by seconded by \_\_\_\_\_ to adopt Resolution No. 12-23.**

# Village of Shelby

Oceana County, Michigan

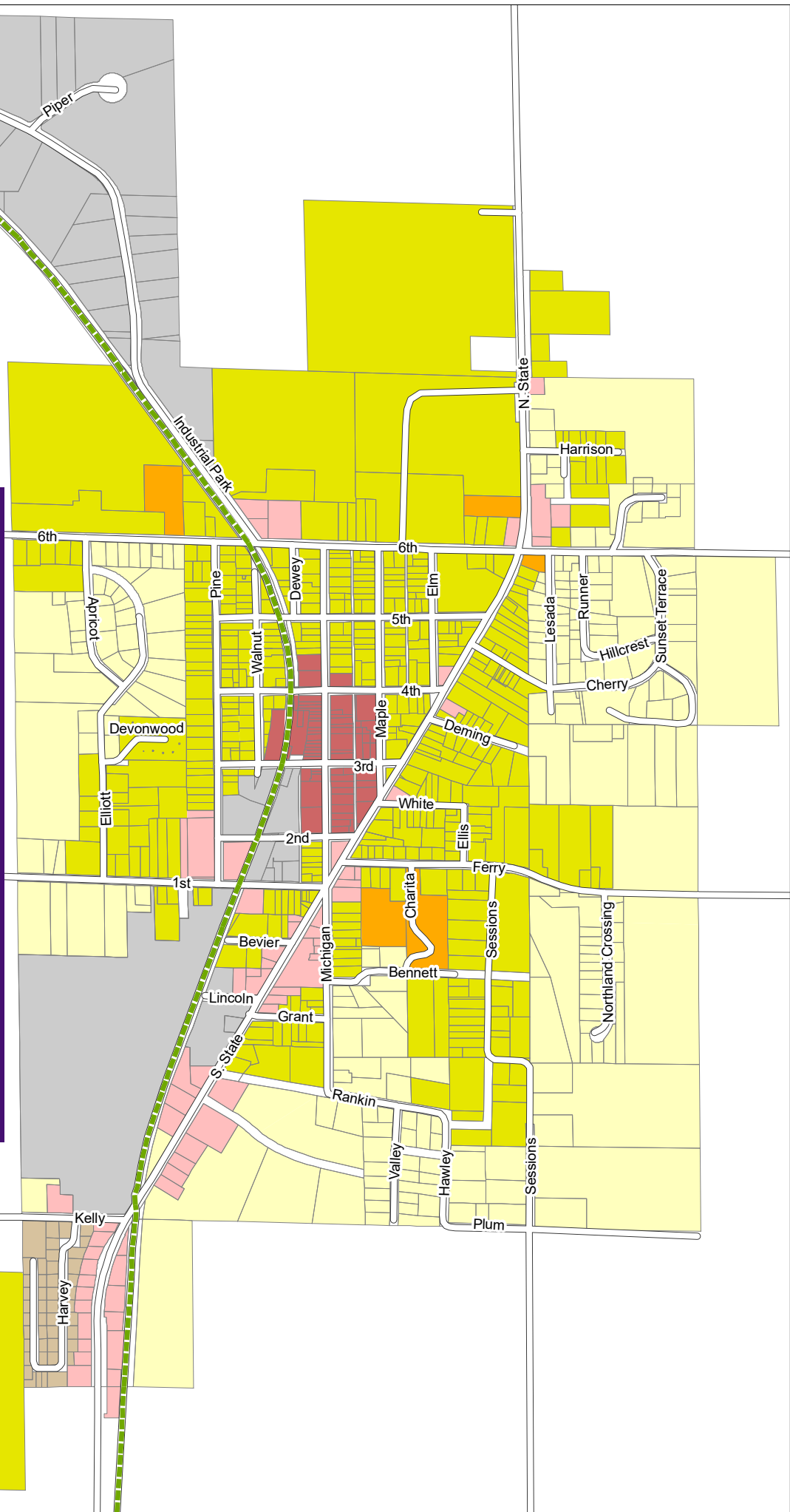
## DRAFT 2023 Zoning Map

### Legend

-  Hart Montague Trail
-  R-1, Low Density Residential District
-  R-2, Medium Density Residential District
-  R-3, Multiple-Family Residential
-  R-4, Manufactured Home Community District
-  C-1, Central Business District
-  C-2, General Business District
-  IND, Industrial District



0 550 1,100 2,200 Feet







**March 27, 2023**

**RESOLUTION**

**No. 12-23**

**A RESOLUTION ADOPTING THE PROPOSED VILLAGE OF SHELBY  
ZONING ORDINANCE AND ZONING MAP.**

WHEREAS, the Michigan Zoning Enabling Act, MCL 125.3101 *et seq.* (“MZEA”) authorizes the Planning Commission to amend and update its zoning ordinance for the use, development, and preservation of all lands in the Village; and

WHEREAS, the Planning Commission updated and amended the Village of Shelby Zoning Ordinance and Village of Shelby Zoning Map; and

WHEREAS, the Planning Commission held a public hearing on March 21, 2023, to consider public comment on the proposed zoning ordinance and zoning map, and to further review and comment on the proposed zoning ordinance and zoning map; and

WHEREAS, after the public hearing was held, the Planning Commission voted to approve the proposed Village of Shelby Zoning Ordinance and Map on March 21, 2023, and recommended adoption of the proposed Village of Shelby Zoning Ordinance to the Village Council; and

WHEREAS, the Village Council finds that the proposed Village of Shelby Zoning Ordinance is desirable, reasonable, and further the use, preservation, and development goals and strategies of the Village.

NOW, THEREFORE, BE IT HEREBY RESOLVED AS FOLLOWS:

1. ***Adoption of the Proposed Zoning Ordinance and Zoning Map.*** The Shelby Village Council hereby approves the proposed Village of Shelby Zoning Ordinance and Map,

including all the chapters, figures, descriptive matters, maps, and tables contained therein with the following amendment: Section 14.04.08. Commercial Storage Warehouses. (E)(1) reducing the minimum size of the lot from “at least two (2) acres” to “at least one (1) acre.”

2. **Findings of Fact.** The Village Council has made the foregoing determination based on a review of existing land uses in the Village, a review of the 2020 Master Plan, and input received from the community at the public hearing, as well as the assistance of a professional planning group. The Village Council also finds that the proposed Village of Shelby Zoning Ordinance will accurately reflect and implement the Village’s goals and strategies for the use, preservation, and development of lands within the Village of Shelby.

3. **Effective Date, Repeal.** The Village of Shelby Zoning Ordinance will be effective pursuant to MCL 125.3401(6). The prior Zoning Ordinance and Zoning Map is hereby repealed upon the effective date of the proposed Village of Shelby Zoning Ordinance and Map.

Moved: \_\_\_\_\_

Seconded: \_\_\_\_\_

Yes: \_\_\_\_\_

No: \_\_\_\_\_

ABSENT: \_\_\_\_\_

**RESOLUTION No. 12-23 Declared ADOPTED.**

**ADOPTED ON:** March 27, 2023

**CERTIFICATION**

I hereby certify that the above is a true copy of a resolution adopted by the Shelby Village Council at the time, date, and place specified above pursuant to the required statutory procedures.

Respectfully submitted,

Dated: \_\_\_\_\_, 2023

By

\_\_\_\_\_  
Crystal Budde

Shelby Village Clerk

**VILLAGE OF SHELBY**  
**Zoning Board of Appeals**  
**January 11, 2021**  
**MEETING PROCEEDINGS**



**1. CALL TO ORDER:**

President Inglis called the Village of Shelby Zoning Board of Appeals meeting to order at 6:44 P.M.

Roll Call: Glover, Crothers, Inglis, Zaverl, Omness, Sutton, and Harris.

MINUTES: John Sutton moved to approve the minutes of the Zoning Board of Appeals meeting of March 9, 2020 as Corrected.

Seconded by: Steve Crothers.

Roll Call Vote:

Ayes: Sutton, Crothers, Glover, Zaverl, Omness, Harris, and Inglis.

Motion Carried 7-0.

**PUBLIC HEARING:**

President Inglis opened the Public Hearing at 6:50 P.M.

Barbra Setlak has submitted an application for a use variance to remodel an existing detached accessory building to an accessory dwelling unit located at 186 S. State Street. Variances can only be approved by the Zoning Board of Appeals if they find that all the standards of Section 14.09 of the Zoning Ordinances are met. Ms. Setlak is trying to provide a place for her grandson who is handicap and who needs a great deal of medical equipment. Her home does not have enough space for his needs.

President Inglis closed the Public Hearing at 6:52 P.M.

**Use Variance**

To approve a use variance, the Zoning Board of Appeals must find that all of the standards presented in Section 14.08 B are met. The following presents each of those standards and Williams and Works remarks on each as they pertain to the request.

1. Bill Glover moved that the plight is due to unique circumstances peculiar to the property and not to general neighborhood conditions.

Seconded by: Steve Crothers.

Voice Vote: All in favor.

Motion Carried.

Remarks: The accessory building already exists on the property and was previously used for a greenhouse and store coolers. The property frontage along State Street is generally, in the C-2 Highway Business district, while the remaining interior portion of the property is in the R-2 Medium Density Residential district. The situation on this property is unique in that the accessory building was previously a greenhouse, which is not permitted in either the C-2 or R-2 zoning districts. Greenhouses are only permitted in the RR Rural Residential district of Shelby Township and this building is likely a remnant from when agricultural operations were more prevalent along the Village boundaries.

Therefore, this building cannot be used for the original purpose in which it was intended. To better align with existing land use patterns in the area, the applicant is proposing an adaptive re-use of the building that would be residential in nature. This southeast side of state street is primarily residential in the general vicinity. The applicant's property is also irregular and abuts an unimproved right-of-way for Rankin Avenue, limiting property access and the ability to split the property to accommodate an additional residence in any other way than is currently proposed. The presence of the existing greenhouse building and irregular shape of the property do not appear to be general neighborhood conditions. To ensure the area remains residential in character, the Board may consider a condition of approval that requires the existing dwelling to remain owner-occupied when the accessory building is used for residential purposes. Subject to this condition, the Board may find this standard met.

2. Bill Glover moved that the immediate unnecessary hardship causing the need for the variance request was not created by any person presently having an interest in the property. Seconded by: John Sutton.

Voice Vote: All in favor.

Motion Carried.

Remarks: The hardship does not appear to be caused by any person having an interest in the property. The greenhouse was previously existing on the property and the unimprovement of Rankin Avenue was not a result of the applicant. The conditions of the property appear to have changed from agricultural uses in the past to more dense residential uses in the general area. Therefore, the use of the accessory building for dwelling purposes may continue to align with the general residential character of the area. The Board may include a condition of approval that the accessory dwelling be maintained in connection with the existing dwelling and not be rented to anyone other than family members, which could help to ensure the preservation of the residential character of this area. Subject to this condition, the Board may find this standard met.

3. Steve Crothers moved that the proposed use would not alter the essential character of the

area and will not materially impair the purposes of this Ordinance or the public interest.  
Seconded by: John Sutton

Voice Vote: All in favor.  
Motion Carried.

Remarks: The general area is residential on the southeast side of State Street and industrial across State Street. Provided the principal dwelling remains owner-occupied and the accessory dwelling is used as proposed, the use is expected to align with the existing character of the area. If desired, the Board may also discuss updates to the building exterior to better understand any potential impact on the residential character of the area. Subject to these conditions, the Board may find this standard met.

4. Damian Omness moved that the alleged hardship is not founded solely upon the opportunity to make the property more profitable or to reduce expense to the owner.  
Seconded by: Steve Crothers.

Voice Vote: All in favor.  
Motion Carried.

Remarks: It does not appear that the hardship is founded upon the opportunity to make the property more profitable or reduce owner expenses. The applicant has indicated the desire to remodel this building for use by family members. Therefore, operation of the site for a rental and associated profit is not intended. The board may find this standard met.

5. Steve Crothers moved that the requested variance is the minimum action required to eliminate the hardship.  
Seconded by: Bill Glover

Voice Vote: All in favor.  
Motion Carried.

Remarks: The request to allow a residential dwelling to accommodate family appears to be the minimum necessary to eliminate the hardship that would otherwise be required to split the property and provide a separate access through Rankin Avenue, which is an unimproved right-of-way. The applicant's request appears reasonable, given the irregular shape of the property, existing building, and location in a residential area with moderate density. The Board may find this standard met.

6. Damian Omness moved the extent to which the Ordinance protects users or neighbors from threats to health, safety and welfare shall be considered. A use that seriously threatens the health of future residents or neighbors is not a beneficial or allowable use.

Seconded by: Steve Crothers.

Voice Vote: All in favor.

Motion Carried.

Remarks: The proposed use does not appear to be a threat to the health and safety of adjacent properties and neighbors. The subject property already contains two curb cuts and access to the existing accessory building. Because the accessory building is already existing, there would be no change to building footprints or their distance from neighboring properties. Further, because the applicant has indicated the intent to use this building as a dwelling for family, changes in residency and traffic on the site are expected to remain minimal. Provided the principal dwelling remains owner-occupied and the accessory dwelling would not be used for short-term rental purposes, the proposed use is not expected to be detrimental to the surrounding area. Subject to conditions recommended above, the Board may also find this standard met.

Bill Glover moved to approve the submitted use variance from Barbara Setlak to remodel an existing detached accessory building into an accessory dwelling unit located at 186 S. State Street (PPN 046-507-001-00). The Village of Shelby Zoning Board of Appeals finds, after careful review of the standards of 14.08 of the Zoning Ordinance, that all of the standards for granting a variance have been met. This Use Variance Application approval is subject to the following conditions:

1. Prior to issuance of any Village permits, the application shall have paid all application, permit, reimbursable escrow, and other fees related to the request.
2. The application and the site shall at all times comply with all other applicable ordinances, codes, and requirements of the Village of Shelby.
3. The application shall receive approval and comply with any requirements from the Shelby-Benona Fire Department, Building Department, or other Village or County officials.
4. The ZBA may require that the applicant submit a site plan considered sufficient for review by the Zoning Administrator.
5. A deed restriction, or other similarly binding covenant, shall be created for the property which requires the principal dwelling to be occupied by the owner of the property.
6. The accessory building shall not be connected to separate sewer or water connections, and it shall not be assigned a separate address.
7. The accessory dwelling shall not accommodate transient occupants.

Seconded by: Steve Crothers.

Roll Call Vote:

Ayes: Glover, Crothers, Zaverl, Sutton, Omness, Harris, and Inglis.

Motion Carried 7-0

Dan Zaverl moved to suspend the Village of Shelby Zoning Board of Appeals and to reconvene as the Village of Shelby Council at 7:10 P.M

Seconded by: Steve Crothers.

Roll Call Vote:

Ayes: Zaverl, Crothers, Glover, Sutton, Omness, Harris, and Inglis.

Motion Carried 7-0.

Zoning Board of Appeals minutes are not official until approved at the next Zoning Board of Appeals Meeting.

Approved

\_\_\_\_\_  
Minutes Respectfully Submitted by Crystal Budde, Village Clerk/Treasurer

\_\_\_\_\_  
Date





Zoning Board of Appeals  
Item Cover Page

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<b>Meeting Date:</b>	March 27, 2023
<b>Agenda Item:</b>	Staff Report
<b>Budget Impact:</b>	N/A
<b>Recommendation:</b>	Discretion of Zoning Board of Appeals
<b>Staff Contact:</b>	Brady Selner, Village Administrator/Zoning Administrator

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Mr. Gary Wendt has applied for a variance seeking relief from four zoning ordinance standards. Specifically, he is seeking variances on Section 11.04(H) Commercial Storage Warehouses (1)(4)(8)(11). Variances can only be approved where the Zoning Board of Appeals finds that all the standards of 14.08 of the Zoning Ordinance are met. The purpose of this memorandum is to present the circumstances surrounding the variance request and review the request pursuant to Section 14.08 of the Zoning Ordinance.

**Background.** The applicant is seeking to build commercial storage units on parcel number 046-596-001-10 located on S. State Street, which is in the C-2 General Business district. The property is currently vacant land. Building commercial storage units in the C-2 district requires a special land use permit and is subject to all applicable standards listed in the zoning ordinance, including Section 11(H). The property is only 1.1 acres, but the minimum lot size for commercial storage warehouses is 2 acres. Additionally, commercial storage warehouses require fencing, 25 feet between buildings, and a paved parking surface. The applicant is seeking a variance to forgo the requirement of a fence, reducing the distance between storage unit buildings to 22 feet, and putting in a gravel parking surface.

Due to the unique circumstance of potentially adopting a new zoning ordinance, the need for two or three of the variance requests might not be needed. If the Shelby Zoning Ordinance update is adopted, fencing around storage units is permissive and it is possible to change the minimum size from two acres to one acre. Andy Moore, our planning consultant from William & Works, indicated that many communities elect to either not have a minimum lot size for storage units or set it at one acre. After speaking with the applicant, it is possible the 25-foot setbacks between buildings could be met by reconfiguring the site layout. The only remaining variance requiring action is the request to forgo the paving requirement.

**Unnecessary Hardship.** In reviewing a request for a variance, the Zoning Board of Appeals must find that an unnecessary hardship exists, such as when the character of a lot or parcel prevents the reasonable use of said lot as currently zoned.

**Required Data.** Section 14.08(C) lists the required data to be submitted with application for a variance. The applicant has submitted a preliminary site plan and application. To consider the variance request, the site plan is sufficient. Pending the results of the variance request, an application for a special land use permit will be required and the site plan will need to meet the applicable site plan elements required by Section 12.03(C) for the Planning Commission to consider the special land use request.

**Non-use Variance.** To approve a non-use variance, the Zoning Board of Appeals must find that all the standards presented in Section 14.08(A) are met. The following presents each of those standards and my remarks on each as they pertain to the request.

1. That there are exceptional or extraordinary circumstances or conditions applying to the property in question that do not apply generally to other properties in the same zoning district. Exceptional or extraordinary circumstances or conditions include:
  - a. Exceptional narrowness, shallowness, or shape of a specific property on the effect date of this Chapter.

**Remarks.** The property in question is not exceptionally narrow or shallow, nor does it have a unique shape.

- b. By reason of exceptional topographic conditions or other extraordinary situation on the land, building, or structure.

**Remarks.** There are no exceptional topographic conditions on the property in question.

- c. By reason of the use or development of the property immediately adjoining the property in question; whereby the literal enforcement of the requirements of this Ordinance would involve practical difficulties.

**Remarks.** Surrounding property does not make the property in question difficult to develop.

- d. Any other physical situation on the land, building, or structure deemed by the Board of Appeals to be extraordinary.

**Remarks.** Zoning Board of Appeals to determine if there is any other situation that creates an extraordinary circumstance.

2. That the condition or situation of the specific piece of property for which the variance is sought is not of so general or recurrent a nature as to make reasonably practical the formulation of a general regulation for such conditions or situations.

**Remarks.** I do not have the information whether variances seeking relief from the paving requirement have been common/recurrent. The assumption is that the Planning Commission set the requirement to pave because it meets the intent of the Village's Master Plan and overall goal for orderly development. If it is a standard set, it should be adhered to.

3. That the variance is necessary for the preservation and enjoyment of a substantial property right similar to that possessed by other properties in the same zoning district and in the vicinity. The possibility of increased financial return shall not of itself be deemed sufficient to warrant a variance.

**Remarks.** The applicant is not being prevented from developing the property. It should be noted, there is an existing nonconforming commercial storage warehouse approximately 1,400 feet south on State Street that does not have a paved parking area.

4. The variance will not be significantly detrimental to adjacent property and the surrounding neighborhood.

**Remarks.** Zoning Board of Appeals to determine whether or not paving would be detrimental to adjacent property owners.

5. The variance will not impair the intent and purpose of this Ordinance.

**Remarks.** The intent of the Village of Shelby zoning ordinance is to encourage orderly development among other goals. The assumption is that the Planning Commission added the requirement to pave to obtain its purpose and intent of the Village's Master Plan and overall goal of sound development.

6. That the immediate practical difficulty causing the need for the variance request was not created by any action of the applicant.

**Remarks.** The immediate practical difficulty was not created by any action of the applicant. The property is vacant, and the zoning ordinance standards have been in place for several years.

**Conclusion.** The Zoning Board of Appeals should contemplate the circumstances behind the application and determine whether the request meets each of the standards in Section 14.08(A). **The ZBA must take a roll call vote on each standard and list the reason for meeting the standard or not.** Based on my analysis of the standards above, my conclusion is that the

applicant does not meet 14.08(1)(3). There is nothing unique about the property that is hindering the applicant from meeting the requirement to pave, rather than a personal choice/request. Additionally, the requirement to pave does not restrict his right to develop the property, it is simply a condition of exerting that right.

**Supporting Documents:**

Zoning Board of Appeals Application

Applicant's Variance Request and Preliminary Site Plan

Suggested Motions



# Planning & Zoning Application

218 N. Michigan, Shelby, Michigan 49455  
 Ph: 231-861-4401 Fax: 231-861-7449  
 E-mail: [administrator@shelbyvillage.com](mailto:administrator@shelbyvillage.com)

Date Received: _____
Fee Rec'd: _____
Approved: Yes / No

Address/Location of Subject Property: S. State Street, Shelby, MI  
 Current Zoning & Use of Subject Property: C-2

Select one or more of the items below, fees must be paid in full before any action can be taken. Items requiring Planning Commission action must be heard at a Public Hearing, published at applicants' expense before action can be taken.

<input type="checkbox"/> Residential additions, Detached Garage, Swimming Pool Permit \$25.00	<input type="checkbox"/> Site Plan Review by Zoning Admin. \$25.00
<input type="checkbox"/> Demolition (Razing), residential - \$50.00 + \$500.00 escrow	Items below require Planning Commission Review. Applicant must supply 11 copies of plans to the commission.
<input type="checkbox"/> Demolition (Razing), Commercial - \$100 + performance Bond equal to demo cost	<input type="checkbox"/> Commercial / Industrial Site Plan Review - \$300.00
<input type="checkbox"/> Special Meeting - Actual cost of PC or Council wages	<input type="checkbox"/> Special Use Permit - \$300.00
<input checked="" type="checkbox"/> Variance - \$25.00 + Publication & any other cost	<input type="checkbox"/> PUD - \$300.00
<input type="checkbox"/> Ordinance Interpretation - Actual cost, min. \$500.00, excess refunded/returned	<input type="checkbox"/> PUD - Amendment - \$300.00
<input type="checkbox"/> Fence, Shed, Deck, Pad, Foundation, Wall & Overhang Signs permit- \$10.00	<input type="checkbox"/> Zoning Amendments - \$250.00 + actual cost of Publication & Legal fees
<input type="checkbox"/> Basic zoning compliance permit for structures not listed \$25.00	<input type="checkbox"/> Rezoning - \$300.00

**Applicant Information:**

Applicant is the:  Owner  Lessee  Contractor/Architect  
 Name: GARY WENOT Organization: \_\_\_\_\_  
 Address: 5012 WILKINSON DR Phone: \_\_\_\_\_  
 City/State/Zip: NEWAYGOZ MI 49337 Email: WENOTGARYDALE@GMAIL.COM

I hereby attest that all information on this application is, to the best of my knowledge, true and accurate:

Signature: [Signature] Date: 1/30/2023

**If the applicant is not the owner of the property, complete the following:**

Access Permission:

I hereby grant permission for the members of the Village of Shelby (Planning Commission) (Zoning Board of Appeals) (Village Council) (Staff) to enter property described in this application (or as described in the attachments) for the purpose of gathering information related to this application. (Note to applicant: This is optional and will not affect any decision on your application)

Owner's Name: \_\_\_\_\_ Phone: \_\_\_\_\_

Signature of the Owner: \_\_\_\_\_

**Type of Project:**

- New House
- Shed/Accessory Building
- Garage
- Addition
- Pool
- Deck
- Fence
- Demolition
- Other (specify type of structure and size): \_\_\_\_\_

Description of proposed project: Build mini storage buildings  
(1) 30'x100' , POSSIBLE TOTAL 3 (30'x100')

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

---

**TO BE COMPLETED BY VILLAGE**

<input type="checkbox"/> Approved	<input type="checkbox"/> Approved with the following conditions:
<input type="checkbox"/> Denied for the following reasons:	

Receipt Attached:  Yes  No Meeting Date (if applicable): \_\_\_\_\_

Zoning Administrator: \_\_\_\_\_

Note: Information contained in this application, as well as supporting documentation, may be subject to review by the public if a Freedom of Information Act Request is filed.

Site Plan for S STATE STREET VACANT LAND :  
(Address)

Please show and label:

- Property Lines
- All setbacks (from front, side, and rear property lines)
- All structures
- Drains or water bodies on the property
- Driveways
- Easements
- Electrical lines
- Fences and gates
- Pools
- Septic field and well (if applicable)
- Streets
- Alleys

SEE ATTACHED SITE PLAN.

Attach additional pages if necessary.

**Fees:** All fees shall be paid in full prior to the scheduling of any reviews, meetings or hearings. All fees are non-refundable. The only refund exception is, if the Village has incurred no cost prior to the refund request. If the Village of Shelby has incurred any cost on behalf of the above request, only the unused portion of the fee will be refunded.

**Escrow funds:** If an escrow fee is required, the Village of Shelby Planning Commission shall determine the amount to be deposited with the Village Clerk. Funds shall be placed into a non-interest-bearing account and shall be used to pay any necessary expense resulting from the applicant's application. All unused escrow funds shall be refunded to the applicant upon Village Council approval.

**\*\*\*PLEASE ALLOW 5 BUSINESS DAYS FOR REVIEW AND APPROVAL BY ZONING ADMINISTRATOR\*\*\***

If application is for a variance, please attach one (1) copy of your site plan. If application requires Planning Commission review, please attach eleven (11) copies of a completed site plan and drawings.

# Oceana Rentals LLC

163 N. Michigan Ave.  
P.O. Box 130  
Shelby, Mi. 49455  
231-861-2103 phone  
231-861-5040 fax

February 1, 2023

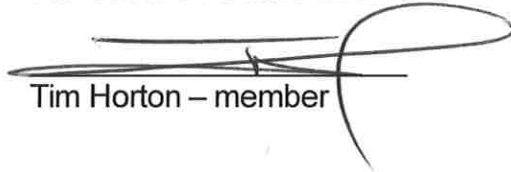
RE: Zoning Variance request for parcel 64-046-598-001-10

Brady,

Oceana Rentals has accepted an offer from Gary Wendt to purchase a parcel of land on Oceana Drive and we are in favor of the variance(s) that he is requesting in order to make this parcel suitable to his needs.

Please let us know if you have any questions,

For Oceana Rentals LLC



Tim Horton – member



Lawrence W. Byl - member



# Shelby Village

## Zoning Board of Appeals for Variance Request

1/26/2023

Requester: Gary Wendt (American Storage USA)

Current Owner: Tim Horton & Larry Byl (Oceana Rentals LLC)

Location: See attached site plan

Current Ordinance:

### H. Commercial storage warehouses.

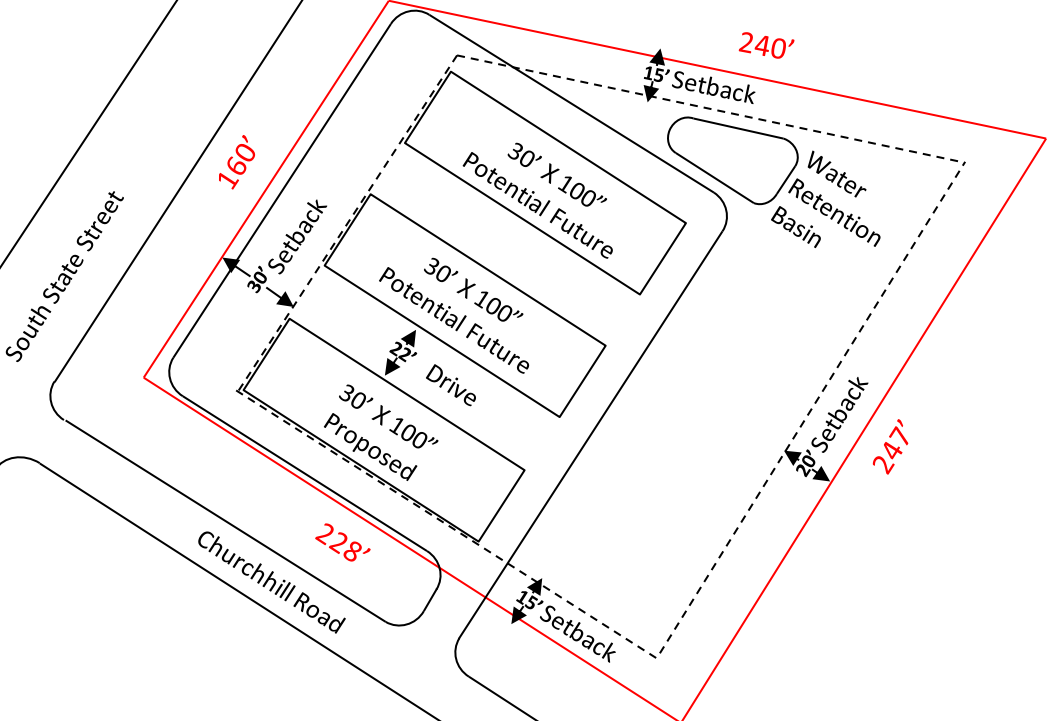
1. The use shall be developed on lots of at least two (2) acres, but not more than five (5) acres in size. No more than sixty percent (60%) of the lot may be used for buildings, parking lots and access.
2. The lot shall abut and gain access from a primary road.
3. Access to the site shall be located at least one hundred (100) feet from any intersection as measured from the nearest right-of-way line to the nearest edge of the intersection.
4. A six (6) foot fence of a material acceptable to the Planning Commission shall enclose the area occupied by the use. If the use is adjacent to a residential zone, the fence shall be screening. The fence shall be set back at least thirty (30) feet from the front property line.
5. The front yard, up to the fence, shall be landscaped in accordance with Section 13.01.
6. Outdoor storage of boats and recreational vehicles is permitted provided the storage area is properly screened in accordance with the provisions of Section 13.01.
7. Minimum side and rear yards as specified for the District shall be maintained. No storage is permitted within the required setback.
8. There shall be a minimum of thirty-five (35) feet between storage facilities for driveway, parking, and fire lane purposes. Where no parking is provided within the building separation areas, the building separation need only be twenty-five (25) feet.
9. Traffic direction and parking shall be designated by signs or painting.
10. The storage of hazardous or toxic materials are prohibited.
11. The lot area used for parking and access shall be provided with a paved surface and shall be drained to dispose of all surface water.
12. Parking, 1 space for every storage unit (adjacent to the units) plus 1 for each employee.

Requested Variance:

1. Lot size 1.1 acres.
2. No fence
3. 22 feet between buildings
4. Gravel surface

# American Storage USA Site Plan (Mini Storage Facility)

Shelby, Mi.



Property Address: S State Street Shelby , Mi.

Property Owner: Oceana Rentals (Tim Horton)  
Potential Buyer: Gary Wendt

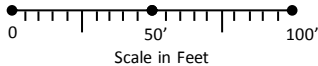
Parcel Number:  
046-598-001-10

Total Acreage: 1.1

Property Description:  
OCEANA DR WD953417 SPL FR 001 & 002 IN 94 PCL C PT OF BLOCK 146 SESSIONS FRUIT PLAT, COM AT S 1/4 COR OF SEC 17, TH W ALG S SEC LN 485.11 FT, TH N 29 DEG E ALG CTR OF STATE ST 1134.67 FT TO POB, TH N 29 DEG E 62.57 FT, TH N 89 DEG E ALG LN WH IS 264 FT S'LY OF & PARL TO N LN OF BLK 145 SESSIONS FRUIT PLAT FOR A DIST OF 302.34 FT, TH S 29 DEG W 211.23 FT, TH N 60 DEG W 263.57 FT TO POB VILLAGE OF SHELBY.

Proposed  
Utilities: Electric (None) Property Zoning: C-2  
Water (None)  
Sewer (None) Setbacks:  
Hours of Operation: 24hr Front Yard: 30 ft  
Self Drive Up Back Yard: 20 ft  
Side Yard: 5 ft  
Fence: None 2 Side Total : 20 ft

Date: 1/26/23



**SUGGESTED MOTIONS - ROLL CALL VOTE REQUIRED**

\*Below is a motion to **approve this request, postpone this request or deny this request**; depending on what you decide from your deliberations.

Motion by \_\_\_\_\_ seconded by \_\_\_\_\_ to approve the variance request from Gary Wendt for parcel number 046-598-001-10, located on S. State Street, to seek relief from Section 11.04(H)(11) to forgo the requirement to pave the parking and access area. The Village of Shelby Zoning Board of Appeals finds, after careful review of the standards of 14.08 of the Zoning Ordinance, that all of the standards for granting a variance have been met. This Variance Application approval is subject to the following conditions:

- 1.

**OR**

Motion by \_\_\_\_\_ seconded by \_\_\_\_\_ to postpone the variance request from Gary Wendt for parcel number 046-598-001-10, located on S. State Street until the \_\_\_\_\_, \_\_\_\_\_, 2023 meeting. (state reasons why, additional information requested, and date certain to rehear the request)

**OR**

Motion by \_\_\_\_\_ seconded by \_\_\_\_\_ to deny the variance request from Gary Wendt for parcel number 046-598-001-10, located on S. State Street, to seek relief from Section 11.04(H)(11) to forgo the requirement to pave the parking and access area based on failure to meet Standard(s) 14.08 \_\_\_\_\_ (must also state why standard(s) was/were not met).

# Check Proofing Report

03/15/2023 11:16 AM

Database: Shelby

1/3

Payroll ID: 584

Check Post Date: 03/16/2023

Pay Period End Date: 03/13/2023

Application: PR

**Name: 30084 - CROTHERS, STEVEN W** Active

Employee ID: 30084	Department ID: 101	Gross for Check: 450.00	Net After Dir Dep: 396.44
Withholding Status: Married	Federal Allow.: 0	Net for Check: 396.44	Total Deductions: 53.56
Pay Period End Date: 03/13/2023	State Allow.: 0	Reg. Hours: 9.00	Direct Deposit: 0.00
Check Date: 03/16/2023		OT Hours: 0.00	YTD Gross: 450.00
	Local Allow.: 00	Suppl. Hours: 0.00	Comp Hrs Wrkd: 0.00
		Deduction Refund: 0.00	

Paycode ID	Distribution	Rate	Hours	OT Hrs	Amt	YTD Amt	Ded/Exp ID	Amt	YTD Amt
101	101-101.000-702.000	50.00	5.00	0.00	250.00	250.00	SITW	19.13	19.13
101 C	101-101.000-702.000	50.00	4.00	0.00	200.00	200.00	SOCSEC_EE	27.90	27.90
							MEDICARE_EE	6.53	6.53

**Name: 30021 - HORTON, TIMOTHY R** Active

Employee ID: 30021	Department ID: 400	Gross for Check: 40.00	Net After Dir Dep: 36.94
Withholding Status: Married	Federal Allow.: 4	Net for Check: 36.94	Total Deductions: 3.06
Pay Period End Date: 03/13/2023	State Allow.: 4	Reg. Hours: 1.00	Direct Deposit: 0.00
Check Date: 03/16/2023		OT Hours: 0.00	YTD Gross: 40.00
	Local Allow.: 00	Suppl. Hours: 0.00	Comp Hrs Wrkd: 0.00
		Deduction Refund: 0.00	

Paycode ID	Distribution	Rate	Hours	OT Hrs	Amt	YTD Amt	Ded/Exp ID	Amt	YTD Amt
400 PC	101-400.000-702.000	40.00	1.00	0.00	40.00	40.00	SOCSEC_EE	2.48	2.48
							MEDICARE_EE	0.58	0.58

**Name: 30066 - INGLIS, PAUL E** Active

Employee ID: 30066	Department ID: 101	Gross for Check: 765.00	Net After Dir Dep: 706.48
Withholding Status: Single	Federal Allow.: 1	Net for Check: 706.48	Total Deductions: 58.52
Pay Period End Date: 03/13/2023	State Allow.: 1	Reg. Hours: 13.00	Direct Deposit: 0.00
Check Date: 03/16/2023		OT Hours: 0.00	YTD Gross: 765.00
	Local Allow.: 00	Suppl. Hours: 0.00	Comp Hrs Wrkd: 0.00
		Deduction Refund: 0.00	

Paycode ID	Distribution	Rate	Hours	OT Hrs	Amt	YTD Amt	Ded/Exp ID	Amt	YTD Amt
101 P	101-101.000-702.000	75.00	5.00	0.00	375.00	375.00	SOCSEC_EE	47.43	47.43
101 C	101-101.000-702.000	50.00	7.00	0.00	350.00	350.00	MEDICARE_EE	11.09	11.09
400 PC	101-400.000-702.000	40.00	1.00	0.00	40.00	40.00			

**Name: 30104 - NEAR, SAMANTHA M** Active

Employee ID: 30104	Department ID: 400	Gross for Check: 40.00	Net After Dir Dep: 0.00
Withholding Status: Single	Federal Allow.: 0	Net for Check: 35.24	Total Deductions: 4.76

# Check Proofing Report

03/15/2023 11:16 AM

Database: Shelby

2/3

Payroll ID: 584      Check Post Date: 03/16/2023      Pay Period End Date: 03/13/2023      Application: PR

Pay Period End Date: 03/13/2023	State Allow.: 0	Reg. Hours: 1.00	Direct Deposit: 35.24
Check Date: 03/16/2023		OT Hours: 0.00	YTD Gross: 40.00
	Local Allow.: 00	Suppl. Hours: 0.00	Comp Hrs Wrkd: 0.00
		Deduction Refund: 0.00	

Paycode ID	Distribution	Rate	Hours	OT Hrs	Amt	YTD Amt	Ded/Exp ID	Amt	YTD Amt
400 PC	101-400.000-702.000	40.00	1.00	0.00	40.00	40.00	SITW	1.70	1.70
							SOCSEC_EE	2.48	2.48
							MEDICARE_EE	0.58	0.58
							HUNT	35.24	DEPOSIT

**Name: 30117 - OMNESS, DAMIAN** Active

Employee ID: 30117	Department ID: 101	Gross for Check: 400.00	Net After Dir Dep: 339.03
Withholding Status: Single	Federal Allow.: 0	Net for Check: 339.03	Total Deductions: 60.97
Pay Period End Date: 03/13/2023	State Allow.: 0	Reg. Hours: 8.00	Direct Deposit: 0.00
Check Date: 03/16/2023		OT Hours: 0.00	YTD Gross: 400.00
	Local Allow.: 00	Suppl. Hours: 0.00	Comp Hrs Wrkd: 0.00
		Deduction Refund: 0.00	

Paycode ID	Distribution	Rate	Hours	OT Hrs	Amt	YTD Amt	Ded/Exp ID	Amt	YTD Amt
101	101-101.000-702.000	50.00	5.00	0.00	250.00	250.00	FITW	13.37	13.37
101 C	101-101.000-702.000	50.00	3.00	0.00	150.00	150.00	SITW	17.00	17.00
							SOCSEC_EE	24.80	24.80
							MEDICARE_EE	5.80	5.80

**Name: 30037 - SUTTON, JOHN G** Active

Employee ID: 30037	Department ID: 101	Gross for Check: 340.00	Net After Dir Dep: 0.00
Withholding Status: Single	Federal Allow.: 0	Net for Check: 313.99	Total Deductions: 26.01
Pay Period End Date: 03/13/2023	State Allow.: 1	Reg. Hours: 7.00	Direct Deposit: 313.99
Check Date: 03/16/2023		OT Hours: 0.00	YTD Gross: 340.00
	Local Allow.: 00	Suppl. Hours: 0.00	Comp Hrs Wrkd: 0.00
		Deduction Refund: 0.00	

Paycode ID	Distribution	Rate	Hours	OT Hrs	Amt	YTD Amt	Ded/Exp ID	Amt	YTD Amt
101	101-101.000-702.000	50.00	4.00	0.00	200.00	200.00	SOCSEC_EE	21.08	21.08
101 C	101-101.000-702.000	50.00	2.00	0.00	100.00	100.00	MEDICARE_EE	4.93	4.93
400 PC	101-400.000-702.000	40.00	1.00	0.00	40.00	40.00	HARB	313.99	DEPOSIT

**Name: 30118 - TERMER, MICHAEL** Active

Employee ID: 30118	Department ID: 101	Gross for Check: 350.00	Net After Dir Dep: 0.00
Withholding Status: Married	Federal Allow.: 0	Net for Check: 323.22	Total Deductions: 26.78
Pay Period End Date: 03/13/2023	State Allow.: 3	Reg. Hours: 7.00	Direct Deposit: 323.22
Check Date: 03/16/2023		OT Hours: 0.00	YTD Gross: 350.00
	Local Allow.: 00	Suppl. Hours: 0.00	Comp Hrs Wrkd: 0.00

# = Deposited Ded/Exp    \* = Check Adjustment    >> = Pre-Tax Deductions capped at Applicable Gross

# Check Proofing Report

03/15/2023 11:16 AM

Database: Shelby

3/3

Payroll ID: 584

Check Post Date: 03/16/2023

Pay Period End Date: 03/13/2023

Application: PR

Deduction Refund: 0.00

Paycode ID	Distribution	Rate	Hours	OT Hrs	Amt	YTD Amt	Ded/Exp ID	Amt	YTD Amt
101	101-101.000-702.000	50.00	3.00	0.00	150.00	150.00	SOCSEC_EE	21.70	21.70
101 C	101-101.000-702.000	50.00	4.00	0.00	200.00	200.00	MEDICARE_EE	5.08	5.08
							CHASE	323.22	DEPOSIT

Name: 30123 - TROTT, CURTIS D

Active

Employee ID:	30123	Department ID:	101	Gross for Check:	350.00	Net After Dir Dep:	308.34
Withholding Status:	Married	Federal Allow.:	0	Net for Check:	308.34	Total Deductions:	41.66
Pay Period End Date:	03/13/2023	State Allow.:	0	Reg. Hours:	7.00	Direct Deposit:	0.00
Check Date:	03/16/2023	Local Allow.:	00	OT Hours:	0.00	YTD Gross:	350.00
				Suppl. Hours:	0.00	Comp Hrs Wrkd:	0.00
				Deduction Refund:	0.00		

Paycode ID	Distribution	Rate	Hours	OT Hrs	Amt	YTD Amt	Ded/Exp ID	Amt	YTD Amt
101	101-101.000-702.000	50.00	5.00	0.00	250.00	250.00	SITW	14.88	14.88
101 C	101-101.000-702.000	50.00	2.00	0.00	100.00	100.00	SOCSEC_EE	21.70	21.70
							MEDICARE_EE	5.08	5.08

Name: 30044 - ZAVERL, DANIEL T

Active

Employee ID:	30044	Department ID:	101	Gross for Check:	250.00	Net After Dir Dep:	220.24
Withholding Status:	Single	Federal Allow.:	0	Net for Check:	220.24	Total Deductions:	29.76
Pay Period End Date:	03/13/2023	State Allow.:	0	Reg. Hours:	5.00	Direct Deposit:	0.00
Check Date:	03/16/2023	Local Allow.:	00	OT Hours:	0.00	YTD Gross:	250.00
				Suppl. Hours:	0.00	Comp Hrs Wrkd:	0.00
				Deduction Refund:	0.00		

Paycode ID	Distribution	Rate	Hours	OT Hrs	Amt	YTD Amt	Ded/Exp ID	Amt	YTD Amt
101	101-101.000-702.000	50.00	4.00	0.00	200.00	200.00	SITW	10.63	10.63
101 C	101-101.000-702.000	50.00	1.00	0.00	50.00	50.00	SOCSEC_EE	15.50	15.50
							MEDICARE_EE	3.63	3.63

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Name: 30077 - BUDDÉ , CRYSTAL L

Active

Employee ID: 30077	Department ID: 215	Gross for Check: 2,084.81	Net After Dir Dep: 0.00
Withholding Status: Married	Federal Allow.: 1	Net for Check: 1,459.95	Total Deductions: 624.86
Pay Period End Date: 03/12/2023	State Allow.: 1	Reg. Hours: 82.00	Direct Deposit: 1,459.95
Check Date: 03/16/2023		OT Hours: 0.00	YTD Gross: 12,084.81
	Local Allow.: 00	Suppl. Hours: 0.00	Comp Hrs Wrkd: 0.00
		Deduction Refund: 0.00	

Paycode ID	Distribution	Rate	Hours	OT Hrs	Amt	YTD Amt	Ded/Exp ID	Amt	YTD Amt
215	CLERK/TREASURER	24.10	14.50	0.00	349.45	10,178.63	SOCSEC_EE	127.10	736.31
215	CLERK/TREASURER	25.30	62.25	0.00	1,574.93		SITW	68.29	392.11
101	101-215.000-702.000	40.00	2.00	0.00	80.00	440.00	MEDICARE_EE	29.72	172.20
PTO	CLERK/TREASURER	25.30	1.75	0.00	44.28	502.18	DELTA DENTAL	34.80	208.80
PTO	CLERK/TREASURER	24.10	1.50	0.00	36.15		VISION	9.39	56.34
							FITW	112.67	633.81
							AFLAC-ACC	26.04	156.24
							457_EE %	200.00	1,206.40
							HEALTH	16.85	101.10
							SSB	25.00	DEPOSIT
							SSB	1,434.95	DEPOSIT

Name: 30102 - FREES, DARRYL E

Active

Employee ID: 30102	Department ID: 441	Gross for Check: 2,832.96	Net After Dir Dep: 0.00
Withholding Status: Married	Federal Allow.: 0	Net for Check: 2,041.83	Total Deductions: 791.13
Pay Period End Date: 03/12/2023	State Allow.: 0	Reg. Hours: 80.00	Direct Deposit: 2,041.83
Check Date: 03/16/2023		OT Hours: 20.00	YTD Gross: 13,159.98
	Local Allow.: 00	Suppl. Hours: 0.00	Comp Hrs Wrkd: 0.00
		Deduction Refund: 0.00	

Paycode ID	Distribution	Rate	Hours	OT Hrs	Amt	YTD Amt	Ded/Exp ID	Amt	YTD Amt
441 H	101-441.000-702.000	23.56	6.00	0.00	141.36	9,492.54	FITW	226.55	946.61
441 H	101-441.000-702.000	22.44	4.00	0.00	89.76		SITW	110.42	513.03
441 H	101-691.000-702.000	23.56	18.00	0.00	424.08		SOCSEC_EE	173.49	802.96
441 H	ROADS MAINT	23.56	12.00	0.00	282.72		MEDICARE_EE	40.57	187.79
441 H	ROADS WINTER	23.56	0.00	3.00	106.02		457_EE %	169.98	789.60
441 H	590-000.000-702.000	22.44	2.00	0.00	44.88		AFLAC-STD	35.28	211.68
441 H	590-000.000-702.000	23.56	6.00	6.00	353.40		DELTA DENTAL	34.84	209.04
441 H	591-000.000-702.000	23.56	6.00	4.00	282.72		SSB	200.00	DEPOSIT
441 H	591-000.000-702.000	22.44	0.00	7.00	235.62		SSB	1,841.83	DEPOSIT
441 H	661-000.000-702.000	22.44	6.00	0.00	134.64				

# = Deposited Ded/Exp \* = Check Adjustment >> = Pre-Tax Deductions capped at Applicable Gross

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Paycode ID	Distribution	Rate	Hours	OT Hrs	Amt	YTD Amt	Ded/Exp ID	Amt	YTD Amt
441 H	DPW	23.56	8.00	0.00	188.48				
441 H	DPW	22.44	8.00	0.00	179.52				
PTO	DPW	22.44	4.00	0.00	89.76	1,929.84			
INSURANCE	DPW	250.00	0.00	0.00	250.00	750.00			
PHONE	DPW	30.00	0.00	0.00	30.00	90.00			

Name: 30083 - HELENHOUSE, JEREMIAH P Active

Employee ID:	30083	Department ID:	441	Gross for Check:	2,457.20	Net After Dir Dep:	0.00
Withholding Status:	Single	Federal Allow.:	2	Net for Check:	1,795.86	Total Deductions:	661.34
Pay Period End Date:	03/12/2023	State Allow.:	2	Reg. Hours:	81.00	Direct Deposit:	1,795.86
Check Date:	03/16/2023	Local Allow.:	00	OT Hours:	0.00	YTD Gross:	14,130.30
				Suppl. Hours:	0.00	Comp Hrs Wrkd:	0.00
				Deduction Refund:	0.00		

Paycode ID	Distribution	Rate	Hours	OT Hrs	Amt	YTD Amt	Ded/Exp ID	Amt	YTD Amt
SALARY	DPW SUPERVISOR	60,180.00	16.00	0.00	462.92	13,980.30	SITW	75.78	437.49
SALARY	DPW SUPERVISOR	63,189.00	64.00	0.00	1,944.28		SOCSEC_EE	150.19	863.12
PHONE	DPW SUPERVISOR	50.00	0.00	0.00	50.00	150.00	MEDICARE_EE	35.13	201.86
441 H	DPW SUPERVISOR	0.00	1.00	0.00	0.00	0.00	FITW	191.42	1,101.68
							VISION	9.39	56.34
							DELTA DENTAL	34.84	209.04
							AFLAC-ACC	20.16	120.96
							457_EE %	144.43	838.83
							SSB	1,795.86	DEPOSIT

Name: 30109 - KRAUSE, DAVID K Active

Employee ID:	30109	Department ID:	301	Gross for Check:	2,839.64	Net After Dir Dep:	0.00
Withholding Status:	Married	Federal Allow.:	0	Net for Check:	2,093.76	Total Deductions:	745.88
Pay Period End Date:	03/12/2023	State Allow.:	0	Reg. Hours:	84.00	Direct Deposit:	2,178.38
Check Date:	03/16/2023	Local Allow.:	00	OT Hours:	17.50	YTD Gross:	14,705.12
				Suppl. Hours:	0.00	Comp Hrs Wrkd:	0.00
				Deduction Refund:	0.00		

Paycode ID	Distribution	Rate	Hours	OT Hrs	Amt	YTD Amt	Ded/Exp ID	Amt	YTD Amt
301	101-301.000-702.000	25.70	73.50	11.50	2,332.28	11,420.48	FITW	160.25	722.19
301	101-301.000-702.000	24.48	10.50	6.00	477.36		SITW	108.03	558.79
PHONE	101-301.000-702.000	30.00	0.00	0.00	30.00	90.00	SOCSEC_EE	170.02	875.47
							MEDICARE_EE	39.76	204.75
							##HSA	84.62	507.72
							DELTA DENTAL	12.82	76.92
							457_EE %	170.38	882.30
							HUNT	2,093.76	DEPOSIT



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Paycode ID	Distribution	Rate	Hours	OT Hrs	Amt	YTD Amt	Ded/Exp ID	Amt	YTD Amt
							WSB	84.62	DEPOSIT

**Name: 30086 - MAHONEY, RANDY**

Active

Employee ID:	30086	Department ID:	253	Gross for Check:	640.00	Net After Dir Dep:	496.92
Withholding Status:	Married	Federal Allow.:	0	Net for Check:	496.92	Total Deductions:	143.08
Pay Period End Date:	03/12/2023	State Allow.:	0	Reg. Hours:	32.00	Direct Deposit:	0.00
Check Date:	03/16/2023	OT Hours:	0.00	YTD Gross:			3,879.04
	Local Allow.:	00		Suppl. Hours:	0.00	Comp Hrs Wrkd:	0.00
				Deduction Refund:	0.00		

Paycode ID	Distribution	Rate	Hours	OT Hrs	Amt	YTD Amt	Ded/Exp ID	Amt	YTD Amt
253	ADM ASSIST	20.24	24.00	0.00	485.76	3,879.04	SITW	37.20	224.86
253	ADM ASSIST	19.28	8.00	0.00	154.24		SOCSEC_EE	39.68	240.50
							FITW	56.92	352.32
							MEDICARE_EE	9.28	56.25

**Name: 30100 - POLACEK, JAMIE M**

Active

Employee ID:	30100	Department ID:	265	Gross for Check:	48.72	Net After Dir Dep:	42.92
Withholding Status:	Married	Federal Allow.:	0	Net for Check:	42.92	Total Deductions:	5.80
Pay Period End Date:	03/12/2023	State Allow.:	0	Reg. Hours:	3.25	Direct Deposit:	0.00
Check Date:	03/16/2023	OT Hours:	0.00	YTD Gross:			239.93
	Local Allow.:	00		Suppl. Hours:	0.00	Comp Hrs Wrkd:	0.00
				Deduction Refund:	0.00		

Paycode ID	Distribution	Rate	Hours	OT Hrs	Amt	YTD Amt	Ded/Exp ID	Amt	YTD Amt
265	101-265.000-702.000	14.99	3.25	0.00	48.72	239.93	SITW	2.07	10.20
							SOCSEC_EE	3.02	14.88
							MEDICARE_EE	0.71	3.48

**Name: 30098 - ROESLER, DEAN C**

Active

Employee ID:	30098	Department ID:	301	Gross for Check:	364.20	Net After Dir Dep:	0.00
Withholding Status:	Single	Federal Allow.:	1	Net for Check:	307.22	Total Deductions:	56.98
Pay Period End Date:	03/12/2023	State Allow.:	1	Reg. Hours:	20.00	Direct Deposit:	307.22
Check Date:	03/16/2023	OT Hours:	0.00	YTD Gross:			4,794.57
	Local Allow.:	00		Suppl. Hours:	0.00	Comp Hrs Wrkd:	0.00
				Deduction Refund:	0.00		

Paycode ID	Distribution	Rate	Hours	OT Hrs	Amt	YTD Amt	Ded/Exp ID	Amt	YTD Amt
301 P	101-301.000-702.100	18.21	20.00	0.00	364.20	4,794.57	FITW	18.05	463.85
							SITW	11.07	177.62
							SOCSEC_EE	22.58	297.26
							MEDICARE_EE	5.28	69.52
							FFCU	307.22	DEPOSIT

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Payroll ID: 582

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Pay Period End Date: 03/12/2023

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Name: 30078 - SEABOLT, KIRK

Active

Employee ID: 30078	Department ID: 441	Gross for Check: 1,896.88	Net After Dir Dep: 0.00
Withholding Status: Married	Federal Allow.: 0	Net for Check: 1,079.08	Total Deductions: 817.80
Pay Period End Date: 03/12/2023	State Allow.: 0	Reg. Hours: 80.00	Direct Deposit: 1,179.08
Check Date: 03/16/2023	Local Allow.: 00	OT Hours: 0.00	YTD Gross: 12,705.64
		Suppl. Hours: 0.00	Comp Hrs Wrkd: 0.00
		Deduction Refund: 0.00	

Paycode ID	Distribution	Rate	Hours	OT Hrs	Amt	YTD Amt	Ded/Exp ID	Amt	YTD Amt
441 H	ROADS MAINT	23.56	3.00	0.00	70.68	11,134.60	SITW	65.21	446.32
441 H	ROADS WINTER	23.56	3.00	0.00	70.68		MEDICARE_EE	26.05	175.53
441 H	101-441.000-702.000	23.56	27.00	0.00	636.12		SOCSEC_EE	111.41	750.55
441 H	101-691.000-702.000	23.56	15.00	0.00	353.40		FITW	148.90	1,058.27
441 H	590-000.000-702.000	23.56	1.00	0.00	23.56		HEALTH	101.41	608.46
441 H	591-000.000-702.000	23.56	15.00	0.00	353.40		VISION	2.84	17.04
441 H	591-000.000-702.000	22.44	16.00	0.00	359.04		##HSA	100.00	600.00
PHONE	DPW	30.00	0.00	0.00	30.00	90.00	AFLAC-ACC	12.84	77.04
							AFLAC-HOSP	46.02	276.12
							AFLAC-STD	32.40	194.40
							457_EE %	170.72	1,143.51
							SSB	100.00	DEPOSIT
							SSB	1,079.08	DEPOSIT

Name: 30114 - SELNER, BRADY D

Active

Employee ID: 30114	Department ID: 255	Gross for Check: 3,600.00	Net After Dir Dep: 0.00
Withholding Status: Married	Federal Allow.: 0	Net for Check: 2,591.66	Total Deductions: 1,008.34
Pay Period End Date: 03/12/2023	State Allow.: 2	Reg. Hours: 80.00	Direct Deposit: 2,772.43
Check Date: 03/16/2023	Local Allow.: 00	OT Hours: 0.00	YTD Gross: 20,065.40
		Suppl. Hours: 0.00	Comp Hrs Wrkd: 0.00
		Deduction Refund: 0.00	

Paycode ID	Distribution	Rate	Hours	OT Hrs	Amt	YTD Amt	Ded/Exp ID	Amt	YTD Amt
SALARY	VILLAGE ADMIN	82,500.00	16.00	0.00	634.62	19,165.40	SITW	125.54	695.02
SALARY	VILLAGE ADMIN	86,625.00	64.00	0.00	2,665.38		SOCSEC_EE	211.99	1,176.01
INSURANCE	VILLAGE ADMIN	250.00	0.00	0.00	250.00	750.00	MEDICARE_EE	49.58	275.04
PHONE	VILLAGE ADMIN	50.00	0.00	0.00	50.00	150.00	##HSA	180.77	1,084.62
							FITW	242.46	1,296.15
							MERS-ROTH	198.00	1,149.90
							CAP	500.00	DEPOSIT
							LAKE	180.77	DEPOSIT
							LAKE	2,091.66	DEPOSIT

Name: 30103 - SIMON, TIMOTHY M

Active

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Payroll ID: 582      Check Post Date: 03/16/2023      Pay Period End Date: 03/12/2023      Application: PR

Employee ID:	30103	Department ID:	301	Gross for Check:	336.42	Net After Dir Dep:	291.20
Withholding Status:	Married	Federal Allow.:	0	Net for Check:	291.20	Total Deductions:	45.22
Pay Period End Date:	03/12/2023	State Allow.:	0	Reg. Hours:	19.00	Direct Deposit:	0.00
Check Date:	03/16/2023	Local Allow.:	00	OT Hours:	0.00	YTD Gross:	978.00
				Suppl. Hours:	0.00	Comp Hrs Wrkd:	0.00
				Deduction Refund:	0.00		

Paycode ID	Distribution	Rate	Hours	OT Hrs	Amt	YTD Amt	Ded/Exp ID	Amt	YTD Amt
301 P	101-301.000-702.100	18.21	8.00	0.00	145.68	978.00	FITW	5.18	7.93
301 P	101-301.000-702.100	17.34	11.00	0.00	190.74		SITW	14.30	41.57
							SOCSEC_EE	20.86	60.64
							MEDICARE_EE	4.88	14.18

Name: 30115 - SIMONS, BRADLEY A Active

Employee ID:	30115	Department ID:	441	Gross for Check:	1,641.84	Net After Dir Dep:	1,343.24
Withholding Status:	Single	Federal Allow.:	0	Net for Check:	1,343.24	Total Deductions:	298.60
Pay Period End Date:	03/12/2023	State Allow.:	1	Reg. Hours:	80.00	Direct Deposit:	0.00
Check Date:	03/16/2023	Local Allow.:	00	OT Hours:	0.00	YTD Gross:	11,706.77
				Suppl. Hours:	0.00	Comp Hrs Wrkd:	0.00
				Deduction Refund:	0.00		

Paycode ID	Distribution	Rate	Hours	OT Hrs	Amt	YTD Amt	Ded/Exp ID	Amt	YTD Amt
441 H	101-441.000-702.000	20.34	38.00	0.00	772.92	9,870.74	FITW	101.03	913.52
441 H	101-441.000-702.000	19.38	10.00	0.00	193.80		SITW	59.13	438.13
441 H	101-691.000-702.000	20.34	4.00	0.00	81.36		SOCSEC_EE	101.79	725.82
441 H	ROADS MAINT	20.34	1.00	0.00	20.34		MEDICARE_EE	23.81	169.75
441 H	590-000.000-702.000	19.38	1.00	0.00	19.38		AFLAC-ACC	12.84	77.04
441 H	590-000.000-702.000	20.34	3.00	0.00	61.02				
441 H	591-000.000-702.000	20.34	3.00	0.00	61.02				
441 H	591-000.000-702.000	19.38	3.00	0.00	58.14				
441 H	661-000.000-702.000	20.34	3.00	0.00	61.02				
441 H	661-000.000-702.000	19.38	2.00	0.00	38.76				
PTO	DPW	20.34	12.00	0.00	244.08	970.83			
PHONE	DPW	30.00	0.00	0.00	30.00	90.00			

Name: 30120 - SKIBA, CHAD R Active

Employee ID:	30120	Department ID:	301	Gross for Check:	291.36	Net After Dir Dep:	0.00
Withholding Status:	Married	Federal Allow.:	0	Net for Check:	256.70	Total Deductions:	34.66
Pay Period End Date:	03/12/2023	State Allow.:	0	Reg. Hours:	16.00	Direct Deposit:	256.70
Check Date:	03/16/2023	Local Allow.:	00	OT Hours:	0.00	YTD Gross:	1,383.78
				Suppl. Hours:	0.00	Comp Hrs Wrkd:	0.00
				Deduction Refund:	0.00		

Paycode ID	Distribution	Rate	Hours	OT Hrs	Amt	YTD Amt	Ded/Exp ID	Amt	YTD Amt
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# = Deposited Ded/Exp    \* = Check Adjustment    >> = Pre-Tax Deductions capped at Applicable Gross

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Paycode ID	Distribution	Rate	Hours	OT Hrs	Amt	YTD Amt	Ded/Exp ID	Amt	YTD Amt
301 P	101-301.000-702.100	18.21	16.00	0.00	291.36	1,383.78	SITW	12.38	58.80
							SOCSEC_EE	18.06	85.79
							MEDICARE_EE	4.22	20.06
							SAFE	256.70	DEPOSIT

Name: 30112 - WALTZ, STEVEN A Active

Employee ID:	30112	Department ID:	301	Gross for Check:	2,870.40	Net After Dir Dep:	0.00
Withholding Status:	Married	Federal Allow.:	0	Net for Check:	2,201.87	Total Deductions:	668.53
Pay Period End Date:	03/12/2023	State Allow.:	1	Reg. Hours:	94.75	Direct Deposit:	2,201.87
Check Date:	03/16/2023	Local Allow.:	00	OT Hours:	0.00	YTD Gross:	15,828.10
				Suppl. Hours:	0.00	Comp Hrs Wrkd:	0.00
				Deduction Refund:	0.00		

Paycode ID	Distribution	Rate	Hours	OT Hrs	Amt	YTD Amt	Ded/Exp ID	Amt	YTD Amt
SALARY	101-301.000-702.000	64,260.00	16.00	0.00	494.31	14,928.10	FITW	173.01	908.21
SALARY	101-301.000-702.000	67,473.00	64.00	0.00	2,076.09		SITW	103.72	573.65
INSURANCE	101-301.000-702.000	250.00	0.00	0.00	250.00	750.00	SOCSEC_EE	177.96	981.34
PHONE	101-301.000-702.000	50.00	0.00	0.00	50.00	150.00	MEDICARE_EE	41.62	229.51
PTO	101-301.000-702.000	0.00	14.75	0.00	0.00	0.00	457_EE %	172.22	949.67
							HUNT	2,201.87	DEPOSIT

**Report to Finance  
March 27, 2023**

	Trust & Agency	General	Major St	Local St	Sewer	Water	Equipment	Total Payroll
<b>Payroll</b>	\$	9,042.15	\$ 1,319.01	\$ 1,318.98	\$ 1,981.07	\$ 2,489.69	\$ 546.08	\$ 27,724.28
<b>Village Hall Office</b>								
Brady Selner	\$	2,772.43						
Crystal Budde	\$	1,459.95						
Randy Mahoney	\$	496.92						
Jamie Polacek	\$	42.92						
<b>DPW</b>								
Jeremiah Helenhouse	\$	1,795.86						
Kirk Seabolt	\$	1,179.08						
Darryl Frees	\$	2,041.83						
Brad Simons	\$	1,343.24						
<b>Police Department</b>								
Steve Waltz	\$	2,201.87						
David Krause	\$	2,178.38						
<b>Part Time Police</b>								
Dean Roesler	\$	307.22						
Tim Simon	\$	291.20						
Chad Skiba	\$	256.70						
<b>Quarterly</b>								
Steve Crothers	\$	396.44						
Tim Horton	\$	36.94						
Paul Inglis	\$	706.48						
Damian Omness		\$339.03						
Curt Trott	\$	308.34						
Dan Zaverl	\$	220.24						
Samantha Near	\$	35.24						
John Sutton	\$	313.99						
Mike Termer	\$	323.22						
<b>Credit Card Charges:</b>								
Zoom								
Zoom Monthly Fees		\$ 15.89						
USPS								
Postage		\$ 5.50						
Michigan Rural Water Assoc.								
Frees & Simons Lagoon Training		\$ 680.00						
EGLE								
Frees, Simons & Helenhouse Test		\$ 137.70						
GoDaddy								
Website & Email Renewal		\$1,151.28						
<b>Total</b>		<b>\$ 1,990.37</b>						

**Report to Finance**  
**March 27, 2023**

	Description	General	Major St	Local St.	Sewer	Water	Motor Pool	Total
Axon Enterprises Inc.	Taser Gun Cartridge	\$ 124.95						\$ 124.95
Beckman Bros., Inc.	Sand (Ice Control)		\$ 127.50	\$ 127.50				\$ 255.00
Compass Minerals	Road Salt		\$ 3,588.67	\$ 3,588.68				\$ 7,177.35
Consumers Energy	Street Lights	\$ 3,152.40						\$ 3,152.40
Corporate Payment Systems	Credit Card Charges	\$ 1,172.67			\$ 817.70			\$ 1,990.37
Delta Dental	Employee Dental Premiums	\$ 152.01	\$ 100.43	\$ 100.43	\$ 104.21	\$ 104.21	\$ 24.72	\$ 586.01
Fleis&VandenBrink	Multiple Projects	\$ 5,815.75	\$ 480.02		\$ 384.77	\$ 647.44		\$ 7,327.98
Great Lakes Energy	Street Lights	\$ 16.54						\$ 16.54
Harmony	Employee Life Insurance Premium	\$ 45.18	\$ 24.71	\$ 24.71	\$ 22.39	\$ 22.39	\$ 5.32	\$ 144.70
MM&O Conservation Districts	Household Hazardous Waste	\$ 550.00						\$ 550.00
Priority Health	Employee Health Premiums	\$ 1,709.66	\$ 511.73	\$ 511.73	\$ 1,143.32	\$ 1,143.32	\$ 204.69	\$ 5,224.45
Rivers Ace Hardware	Misc. Supplies	\$ 151.71			\$ 2.33	\$ 125.54	\$ 28.08	\$ 307.66
Shelby Area Chamber of Commerce	Annual Membership Fee	\$ 150.00						\$ 150.00
Spectrum Enterprises	Village Hall Internet	\$ 167.96						\$ 167.96
Staples	Misc. Office Supplies	\$ 38.72						\$ 38.72
VC3	Quarterly Service Contract IT	\$ 1,450.00						\$ 1,450.00
Vision Service Plan	Employee Vision Premiums	\$ 74.80	\$ 19.13	\$ 19.13	\$ 21.46	\$ 21.46	\$ 4.96	\$ 160.94
Windmuller	Lagoon Repairs				\$ 816.00			\$ 816.00
								\$ -
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<b>General</b>		\$ 29,780.39						\$ -
<b>Major Street</b>		\$ 6,171.20						\$ -
<b>Local Street</b>		\$ 5,691.16						\$ -
<b>Sewer</b>		\$ 5,293.25						\$ -
<b>Water</b>		\$ 4,554.05						\$ -
<b>Motor Pool</b>		\$ 813.85						\$ -
<b>Total</b>		\$ 57,365.31						\$ -
Check Total		\$ 29,641.03						\$ -
								Signature: <i>Steven Brothers</i>
								Date: <i>March 22, 2023</i>