



# VILLAGE COUNCIL PACKET

Monday, April 24, 2023

Prepared by:

Crystal Budde, Village Clerk

Brady Selner, Village Administrator

# MEETING AGENDA

Village Council of the Village of Shelby  
Monday, April 24, 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) April 3, 2023 (Special Meeting) **AR**
  - b) April 10, 2023 (Regular Meeting) **AR**
5. Additions to Agenda
6. President's Report
7. Village Administrator's Report
8. Department Heads' Report
9. Correspondence:
  - a) BakerTilly Sewer Rate Study Final Report
10. Public Participation:
11. Old Business:
12. New Business:
  - a) Kubota Mower Deck Repair **AR**
13. 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

14. Payment of Bills:

a) April 24, 2023

15. Adjournment:

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

NEXT MEETING:

**Monday, May 8, 2023**

NEXT RESOLUTION:

16-23

NEXT PROCLAMATION:

01-23

NEXT ORDINANCE:

01-23

**VILLAGE OF SHELBY  
SPECIAL COUNCIL MEETING OF MONDAY, APRIL 3, 2023 at 6:30 P.M.  
COUNCIL PROCEEDINGS**



**1. CALL TO ORDER:**

The special meeting of the Common Council of the Village of Shelby was called to order at 6:32 P.M. by President Paul Inglis.

**2. ROLL CALL:**

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

Staff present: Village Administrator Brady Selner and Village Clerk/Treasurer Crystal Budde.

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

**4. ADDITIONS TO AGENDA:** No Additions to Agenda.

**5. PUBLIC PARTICIPATION:**

Public participants participated during the public comment period. Taped comments are available at the Office of the Shelby Village Clerk.

**6. SPECIAL MEETING BUSINESS:**

a.) Wholesale Water Agreement

After several years of discussion and consideration, the proposed water main extension to Oceana Acres has received the necessary funding to proceed, contingent on approval of a Wholesale Water Agreement between the Village of Shelby and Shelby Township. Directions received from the July 12, 2021 Village Council meeting were used as the guide to develop the draft agreement. The Water and Sanitation Committee met to discuss the Agreement on three different occasions and the Village Council discussed the Agreement on March 13, 2023. The Village Council agreed to hold a Special Meeting on April 3rd to gather public input from the community.

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 water main. The Township has indicated 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 operation requirements for a municipal water system.

Mike Termer moved to postpone a decision on the Wholesale Water Agreement until the April 10, 2023, Village Council meeting.

Seconded by: John Sutton.

Roll Call Vote:

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

Nays: Inglis.

Motion Carried 6-1.

b.) Shelby Ridge Development Agreement – Discussion Only

The Village of Shelby has been working with Richard Raffaelli, who is working on behalf of 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. This document was approved by the Village Council at the March 13, 2023, meeting. In addition to the 82-unit development, the Village would annex and provide Village services to the property with the two recently built Peterson Farms apartment buildings.

The Village of Shelby continues to work with Shelby Acres Development, LLC to get a complete PUD application for consideration by the Planning Commission. Following Planning Commission consideration, it will be forwarded to the Village Council for a final decision. If the PUD is approved, the Village Council would then approve the annexation of the 59 acres followed by approval of the Development Agreement.

**7. PUBLIC PARTICIPATION:**

Public participants participated during the public comment period. Taped comments are available at the Office of the Shelby Village Clerk.

**8. ADJOURNMENT:** John Sutton moved to adjourn the meeting at 8:44 P.M.

Seconded by: Steve Crothers.

Voice Vote: All in favor.

Motion Carried.

Council minutes are not official until approved at the April 24, 2023 Council meeting.

Approved

Minutes Respectfully Submitted by Crystal Budde, Village Clerk/Treasurer

Date

**VILLAGE OF SHELBY  
REGULAR COUNCIL MEETING OF MONDAY, APRIL 10, 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 Dean Roesler.

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

**4. MINUTES:**

a.) March 27, 2023

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

Seconded by: Damian Omness.

Voice Vote: All in favor.

Motion Carried.

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

**6. PRESIDENT'S REPORT:** President Inglis read a prepared statement regarding correspondence that took place after the Village's Special Council meeting of April 3, 2023. The Special Council meeting was to provide the general public with an opportunity to ask questions, gather information, and offer their thoughts on two topics related to the delivery of water from the Village to the Township of Shelby. On Tuesday, April 4, 2023, President Inglis and VA Selner received an email from a Council member that also went to approximately 30 other recipients. Just before noon, President Inglis received an additional email from a local businessperson who President Inglis deeply respects (he assumed it only went to him and not the 30 other recipients of the Council member's and his emails). She urged that the Council get this to the finish line and keep the County moving forward. After having exhausted all discussion of the Wholesale Water Agreement and having been given a recommendation from those who attended the April 3rd Special Council meeting to move forward with the project, President Inglis was beginning to feel like no one wanted to make the first move and he responded to the email from the community/business leader. In his disappointment, he thanked her for her insight and then made a rather crude remark, more like locker room banter or bar room chatter. While he thought his comments had been shared only with her, they were apparently viewed by one or more of the recipients of the initial email that the Council member had sent out 5 hours earlier. President Inglis apologized to anyone who may have been angered or hurt by his remarks. In his nearly 50 years of

public service, he has always kept the best interests of the County of Oceana and the Village of Shelby close to the vest. This was his first and, he assured the Council, it will be the last time that he openly or publicly criticizes the Council.

## **7. ADMINISTRATOR'S REPORT:**

VA Selner reported that Hallack Contracting Inc. will begin work the second week of May. Letters to Residents that have lead service line replacement under Contract A will be sent next week. The preconstruction meeting has been scheduled for April 27 at 2:00 P.M. Apex Excavating has the materials on order for Contract B. They plan to complete the work in increments of 20-30 water service lines. They have indicated they will begin work the first week of May. Letters for Contract B were sent out Wednesday, April 5, 2023.

Jackson Merkey Contractors has completed much of the work at the Industrial Lift Station. There are a few items that need to be addressed before the project is finalized. There are issues with the high float back up needing to be reprogrammed; a controller issue with pump one; and, fixing the lift station hatch. They are planning to start on the Harvey Lift Station either next week or the following week depending on when the electrical panel is set to arrive.

The replacement of Well 2 will be put out for bid by early next week. Bid opening is anticipated for May 4th.

The design and bid documents for Getty Park are complete, but VA Selner requested they include irrigation for the grass area by the gazebo. This will take approximately one week to complete. The Village Council should see an agreement for additional road work for the Category B grant very soon. The Village has also received the MDOT Category A grant to repave First Street.

The bid opening for the Sixth Street sidewalk is scheduled for April 11, at 2:00 P.M.

The downtown planters arrived and will be placed on April 22nd during the Shelby Chamber of Commerce downtown cleanup day. The flowers will be planted on May 13th.

The Zoning Ordinance is complete, but it appears that the Oceana's Herald-Journal did not publish the Notice of Adoption in the paper on April 6th. Unfortunately, this moves back the effective date of the ordinance.

Village staff will be working on answering the questions in the Legal and Editorial Analysis over the next several months for the General Law Ordinance update.

All the proposals have been signed to begin the IPP process. VA Selner will keep the Council informed and updated as the process moves forward.

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

Chief Roesler reported that the posting for the School Resource Officer position went out last week. He has not had any response yet.

DPW Supervisor Jeremiah Helenhouse reported that the trees at Getty Park should be cleaned up this week and he is waiting for approval to move forward with the fence removal.

**9. CORRESPONDENCE:** No Correspondence.

**10. CITIZEN PARTICIPATION:**

Sharon Hallack, Oceana's Herald-Journal correspondent, noted a spelling error on Exhibit A of the Wholesale Water Agreement.

Mayme Wyns, 173 Deming Road, stated that Peterson Farms has the funds to fix the water problem on their own. She asked what happens if, in the future, someone wants to build housing outside of the Village and needs water, will the Village supply them with water? Why sell water to the Township of Shelby for housing units that do not belong to them? Why not bill Peterson Farms directly? She feels there is a conflict of interest with Richard Raffaelli being the Township Supervisor and working for Peterson Farms.

Earl Peterson, President, Shelby Acres Development LLC, stated that he and his wife Linda started out as teachers and when they began Peterson Farms, they had no idea it would become so big. They want to supply housing in the community to say thank you to everyone within the community for helping them become so successful.

Mishelle Comstock, President, Shelby State Bank, stated that the Council was very thorough throughout the process. She hopes to see the Village advance and grow in the future.

Pete Kurzer, Village business owner, stated that he was sharing what he believed many in the community feel; that is, there is a conflict of interest having Richard Raffaelli, COO of Peterson Farms, who is also the Shelby Township Supervisor, negotiating with the Village.

Phil Morse, District 2 Oceana County Commissioner, stated that there tends to be a general idea that Peterson Farms is the big bad wolf in Oceana County. Mr. Morse has been in the County for over 12 years and he has never seen Peterson Farms be a negative part of the community.

Kittie Tuinstra, Dogwood Community Development, had several questions related to the watermain extension agreement. She agreed with Mr. Kurzer's statement that it is clear Mr. Raffaelli is representing three entities.

Sean Carey, Shelby Township Planning Commissioner, understood some of the community members' concerns; however, Shelby Township residents elected Mr. Raffaelli to be their Supervisor. In small communities, it is hard not to have conflicts.

Trevor, a Peterson Farms employee, said that he moved back to the area specifically to work at Peterson Farms and since moving here, he has had a number of family and friends do the same. Housing is a large concern in the County.

**11. OLD BUSINESS:**



a.) Wholesale Water Agreement

After several years of discussion and consideration, the proposed water main extension to Oceana Acres has received the necessary funding to proceed, contingent on approval of a Wholesale Water Agreement between the Village of Shelby and Shelby Township. Directions received from the July 12, 2021 Village Council meeting were used as the guide to develop the draft agreement. The Water and Sanitation Committee met to discuss the Agreement on three different occasions and the Village Council discussed the Agreement on March 13, 2023. The Village Council held a Special Meeting on April 3rd to gather public input from the community.

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 water main. The Township has indicated 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 operation requirements for a municipal water system.

Damian Omness moved to authorize the Village Administrator, Brady Selner, and the Village President Paul Inglis to sign the Wholesale Water Agreement by and between the Village of Shelby and Shelby Township for the purpose of selling water to Shelby Township on a wholesale basis.

Seconded by: Curt Trott.

Roll Call Vote:

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

Nays: Zaverl.

Motion Carried 6-1.

**12. NEW BUSINESS:** No New Business.

**13. COMMITTEE REPORTS:**

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

The Planning Commission meeting scheduled for April 18, 2023 will be cancelled due to lack of Agenda items. The next scheduled meeting is May 16, 2023 at 6:00 P.M.

**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:**

Damian Omness would like to get a price for converting Horseshoe Park into a small dog park. He will get the information together for discussion at a later date.

**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 in the amount of \$51,259.92.  
Seconded by: Mike Termer.

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

**15. ADJOURNMENT:** Mike Termer moved to adjourn the meeting at 7:35 P.M.  
Seconded by: Damian Omness.

Voice Vote: All in favor.  
Motion Carried.

Council minutes are not official until approved at the April 24, 2023 Council meeting.

Approved

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

# Administrator's Report



Date: April 21, 2023  
To: Paul Inglis, Village President  
Village Council Members  
From: Brady Selner, Village Administrator  
Subject: Administrator's Report for the April 24, 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 begin work in the second week of May. Letters to residents that have lead service line replacement under Contract A were sent Tuesday, April 18<sup>th</sup>. The preconstruction meeting has been scheduled for April 27 at 2:00pm.

Apex Excavating has the materials on order for Contract B. They plan to complete the work in increments of 20-30 water service lines. They have indicated they will begin work in the first week of May. Letters for Contract B were sent out Wednesday, April 5<sup>th</sup>.

### 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:** Jackson Merkey Contractors has completed much of the work at the Industrial Lift station. There are a few items that need to be addressed before the project is finalized. There are issues with the high float back up needing to get reprogrammed, a controller issue with pump one, and fixing the lift station hatch.

Jackson Merkey began work at the Harvey Street lift station April 17<sup>th</sup>.

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: Bid opening is scheduled for May 9<sup>th</sup> at 2:00pm.

### **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:** The Plans, Specification, and Bid documents have been uploaded to MIGrants. I need to certify the documents prior to MDNR reviewing. There are a few items that I need clarification from F&V on prior to certifying.

### **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 agreement for them to complete this work. Village Council should see the agreement for additional road work on May 8<sup>th</sup>.

As indicated by the press release sent from Governor Whitmer's office last week, the Village received the MDOT Category A grant to repave 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:** Bid opening was April 11<sup>th</sup> at 2:00pm. As suspected, bids came in high. Three bids were received. Ryerson Brothers Exc. provided the lowest bid at \$214,401. I have reached out to the owner of the property on 6<sup>th</sup> Street and S. Sunset Terrace to see if they would be receptive to providing the Village of Shelby with a temporary easement to regrade the hill on 6<sup>th</sup> Street. This would remove the need for a retaining wall, the most expensive portion of the project. I have not heard back from the owner.

#### **Other General Updates:**

**Village of Shelby Chamber of Commerce Clean Up Day.** The Chamber rescheduled their clean up day to May 13<sup>th</sup> to coincide with the Village of Shelby's dumpster day. The recently purchased planters will be placed and flowers planted on this day as well.

#### **Other Projects**

**Zoning Ordinance Update** – The Zoning Ordinance will be effective April 27, 2023.

**General Law Ordinance Update** – We have completed our review of about half the questions in the Legal and Editorial Analysis.

**Intergovernmental Collaboration** – Oceana Acres – Village Council approved the Wholesale Water Agreement on April 10, 2023.

**Intergovernmental Collaboration** – Shelby Ridge – The draft Development Agreement will be placed on an upcoming Village Council meeting for further discussion.

**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** – All proposals have been signed to begin the IPP process. I will be sure to keep Village Council informed as we move forward. The kickoff meeting with EGLE and F&V has been scheduled for May 3<sup>rd</sup>. We have also begun working on rewriting the Village of Shelby's utility ordinances.

#### **On the Radar**

Updating the Village of Shelby Website

Downtown Façade Grant Program – discussion at October 11 Finance & Insurance Committee meeting. I have a meeting with Tammy Carey on April 26<sup>th</sup> to discuss the implementation of this grant program.

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.





**bakertilly**

MUNICIPAL ADVISORS

**Village of Shelby**  
County of Oceana, State of Michigan

**Sewer Fund – Rate Study**

March 28, 2023





MUNICIPAL ADVISORS

Baker Tilly Municipal Advisors, LLC  
2852 Eyde Pkwy, Suite 150  
East Lansing, MI 48823  
(517) 325-9655  
bakertilly.com

March 28, 2023

Village of Shelby  
218 N Michigan Ave  
Shelby, MI 49455

**Subject: Village of Shelby (Michigan) Sewer Fund – Rate Study**

Dear Village of Shelby:

It is our pleasure to provide you this analysis of your sewer fund and the review of the rate structure. A rate study is not a historical document, it is a working document, which should be used as a reference for budget and finance decision-making. To this end, Baker Tilly is available to discuss the study at any point in the future.

Rates and charges must reflect the customer base being served. As such, the rate study found in these pages is unique to your community. The ultimate goal of every rate study is to develop a rate structure and revenue support system that meets the needs of operations, maintenance, and capital improvement and at the same time is as economical and equitable to the customers as possible, this is referred to as a “cost of service” analysis. You will find the observations and recommendations meet your needs and reflect your customer base.

By acceptance of this study the Village Council understands and accepts the responsibility and liability for potential challenges to the rate structure and management of the funds. Rate studies, while often based on various methods, industry guidelines, do not follow a clear standard as does, for example, a CPA in producing an audit according to Generally Accepted Accounting Principles. Furthermore, state law and case law do not provide any reasonable or comprehensive guidance regarding methodology, rate structure or management of fund balances. Baker Tilly is reliant upon Village officials, and other sources, who have access to relevant data to provide accurate information. The Village accepts that fund management and rate adjustment recommendations are inherently subject to estimations and projections and, as such, no assurance is provided regarding the actual performance of the funds over time. The Village is advised to seek legal counsel regarding the implementation of any recommendations and their liability implications.

As always, it was a pleasure serving you and do not hesitate to call if you wish to further discuss our findings.

Sincerely,

**BAKER TILLY MUNICIPAL ADVISORS, LLC**

**Andy Campbell, CPA, Director**

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# Executive Summary

## 1.1 Community Background

The Village of Shelby is located in Oceana County, Michigan, along the shoreline of Lake Michigan. It is 1.64 square miles and has a population of approximately 1,964 (2020 Census).

*Source: Village of Shelby*

## 1.2 Objectives

To identify the revenue support and fund management needed to fulfill the Village’s operations & maintenance, and capital improvements to the system while maintaining adequate cash reserves to be able to respond to unforeseen circumstances.

Throughout this rate study there will be two scenarios presented. Both scenarios will show the rate increase needed to support operations, debt, and capital improvements while solving to cash balance. However, the second scenario introduces a ready-to-serve and commodity charge for a potential new industry user. These inputs are based on estimates received from the Village on this potential new user. Selected sections of this report and the overall cash flows highlight the two scenarios.

## 1.3 Potential Rates

Based on our analysis and direction from Village officials, Baker Tilly is recommending that the Village combines the environmental fee and the ready-to-serve charge. Then, a yearly inflationary increase of 3.00% to the Village’s ready-to-serve charge and commodity charge, which will be implemented starting in 2023/24 fiscal year. This is shown in Table 1-3.

TABLE 1-3: PROPOSED RATES SUMMARY – BOTH SCENARIOS

Category	Current Rates	Proposed Rates
	2022/23	2023/24
Ready-To-Serve Charge (Monthly) *	\$23.74	\$25.72
Environmental Fee (Monthly)	1.23	-
Commodity Charge (per 100 cubic feet)	3.36	3.46

\* 1" or less meter size ready-to-serve charge rate

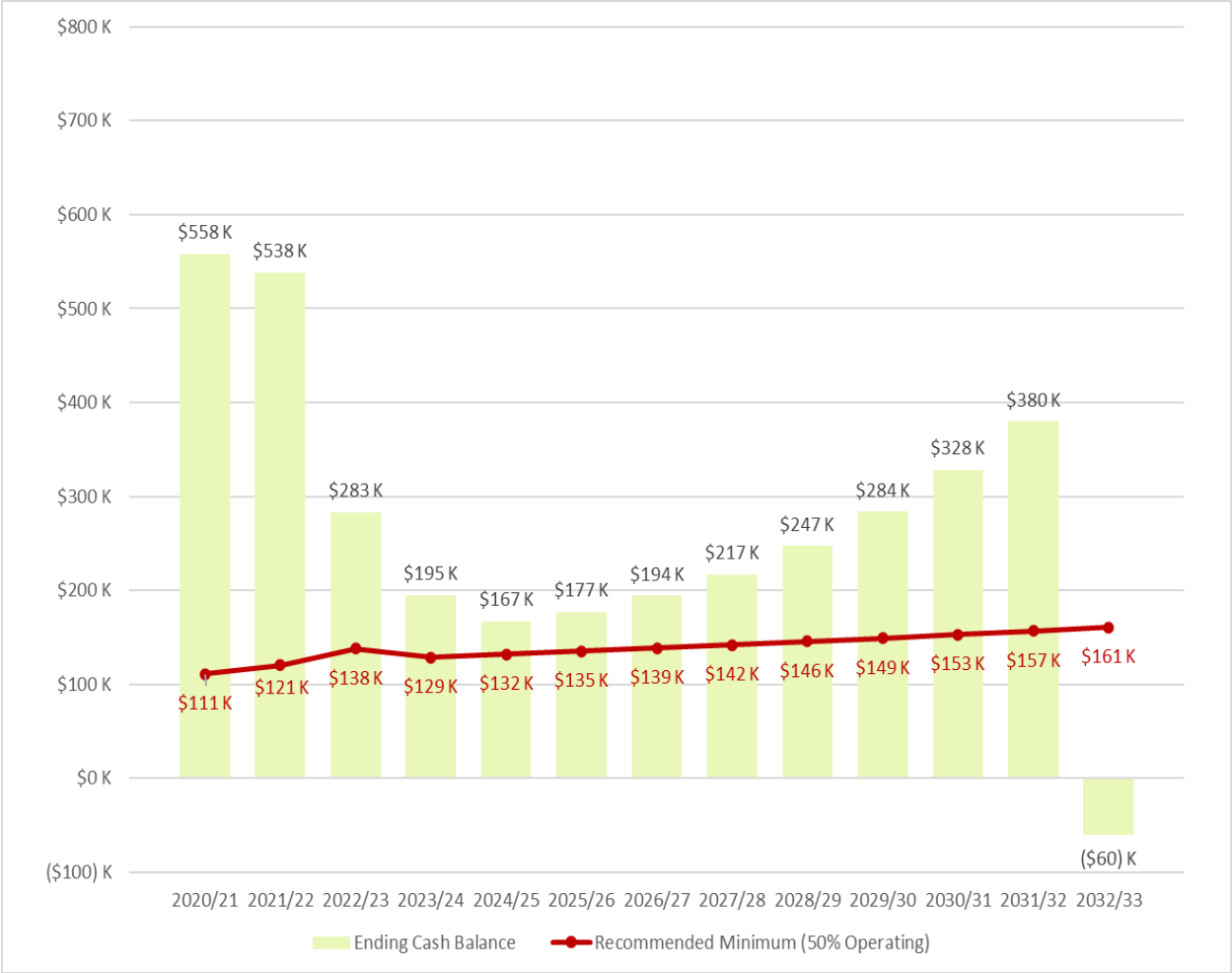


### 1.4 Cash Position Summary

The cash & investments balance for the Village is currently over 24 months of cash operating expenses (net of depreciation) as of fiscal year 2021/22. This is above our recommended minimum balance of 6 months of cash operating expenses for the Village’s Sewer Fund.

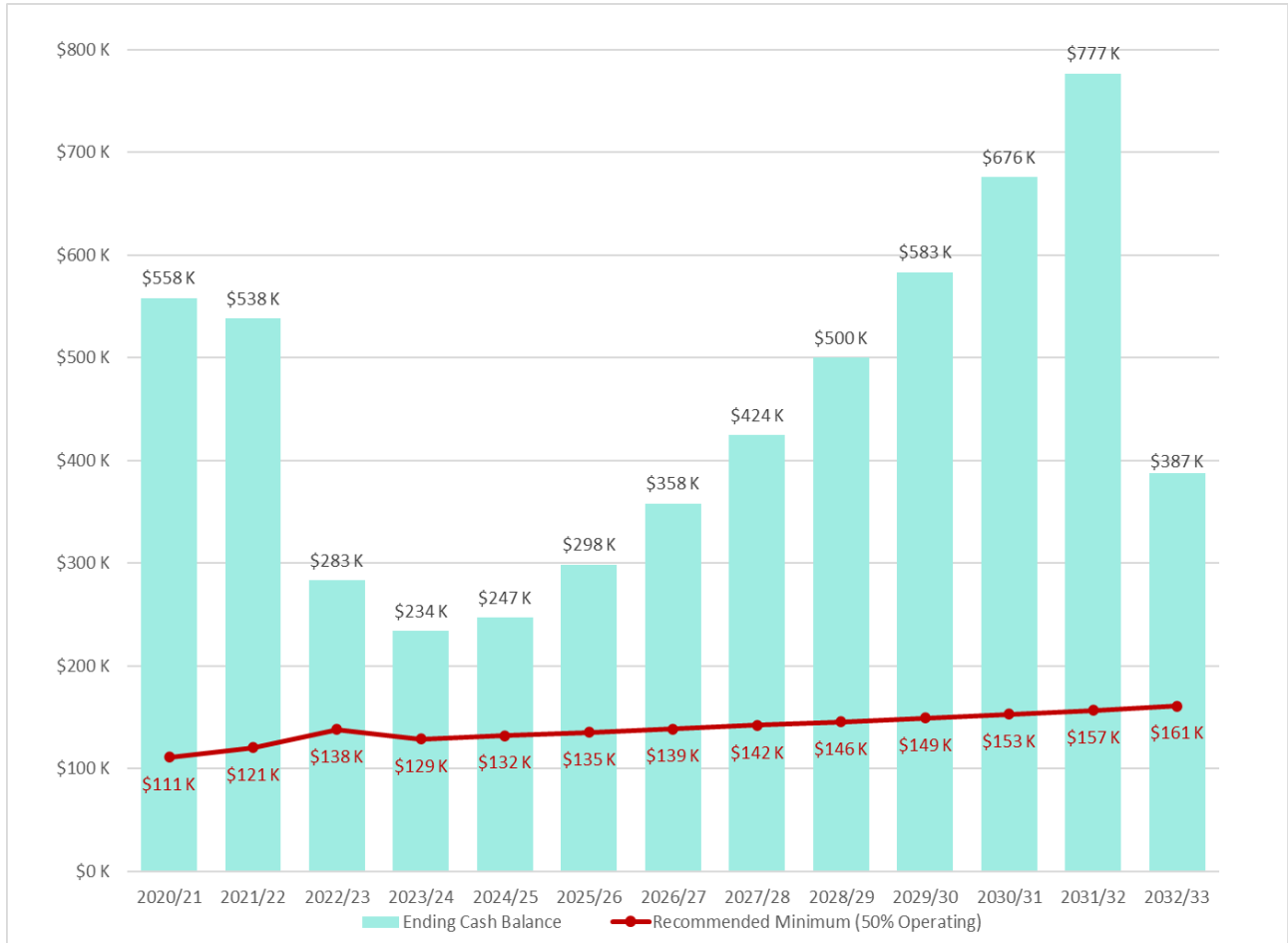
In scenario one, the cash & investment balance decreases in fiscal year 2023/24 and 2024/25 as the Village is estimating to pay for over \$115,000 worth of capital improvements with cash. Over the forecast period, the cash balance grows to a more comfortable level. The forecast estimates the ending cash balance in 2031/32 to be over 12 months' worth of cash operating expenses. However, the ending cash balance in 2032/33 is negative due to the Village expecting to cash fund a large capital improvement expense related to system operations. This scenario shows that without new users or different inputs, this user rate track does not work. The Village will need to issue debt for the capital improvements targeted in 2032/33 or make other assumption changes.

TABLE 1-4A: SCHEDULE OF ACTUAL AND ESTIMATED ENDING CASH BALANCE – SCENARIO ONE



In scenario two, the cash & investment balance decreases in fiscal year 2023/24 as the Village is estimating to pay for capital improvements with cash. Over the forecast period, the ending cash balance increases to be well over 12 months of operating expenses. The increasing ending cash balance is necessary as the Village expects to fund another large capital improvement needed in 2023/33.

TABLE 1-4B: SCHEDULE OF ACTUAL AND ESTIMATED ENDING CASH BALANCE – SCENARIO TWO



## Information and Assumptions

A significant effort has been made by the Village to inventory assets, evaluate the infrastructure, and determine asset criticality. The result is the identification of asset investment cost by project and by year. The rate study covers a 10-year forecast period to take this asset evaluation into account. The rate study is a four-step process: 1) historical comparison with audits and budgets, 2) test year, or normalized budget year, along with inflation assumptions for purposes of forecasting, 3) proof of rate to revenue for reliance on customer data, and 4) cash flow forecast including revenue, operating expense, capital spending, debt, and fund balance (i.e., actual cash and investment balance). The analysis is a “cash basis” approach as described in the AWWA Manual of Rate Making Practices.

### Key information

- Audited comprehensive annual financial statements for FYE 2019, FYE 2020, FYE 2021, and FYE 2022.
- Actual Revenue and Expenditure Report for FYE 2020, FYE 2021, FYE 2022.
- Budgeted Revenue and Expenditure Report for FYE 2023.
- Sewer fund cash balance as of February 28, 2022, provided by the Village.
- Capital Improvement Plan (“CIP”) provided by the Village.

### Key Assumptions

- Rates should not only cover the system costs, but also support future system maintenance, capital improvements, and debt service payments.
- The Village will follow AWWA guidelines.
- The Village is not anticipating significant population growth.
- The budgeted amount for other revenue in FYE 2023 will be consistent in future years.
- The Village will conduct all capital improvement projects forecasted by the Village.
- The current market rate is used for calculating proposed bond debt service.
- No new major customers will be connecting to the system in scenario one.

# Revenues

## 2.1 Customers and Usage

The Village serves roughly 758 metered customers that are charged a monthly ready-to-serve fee based on their meter size, an environmental fee, and a commodity charge based on usage. The tables below show the breakout of customers by meter size.

TABLE 2-1A: CUSTOMER COUNTS BY METER SIZE

Meter Size	Meter Count
1" or less	728
1 1/2"	11
2"	16
3"	3
<b>Total Meter Count</b>	<b>758</b>

## 2.2 Rates

The Village bills customers based on generally accepted methods. Currently customers are billed a ready-to-serve charge based on meter size, an environmental flat fee, and a commodity charged based on the volume of wastewater discharged. The number of customers billed at the current rates ties to the revenue reflected in the audit and budget, such that we can rely on these numbers for forecasting. Table 2-2A below shows the current monthly ready-to-serve charge rate for the Village’s sewer customers. Table 2-2B below shows the proposed monthly ready-to-serve charge for the Village’s sewer customers which includes the environmental fee.

TABLE 2-2A: CURRENT MONTHLY READY-TO-SERVE CHARGE

Ready-To-Serve Charge Rate			
<u>Meter Size</u>	<u>Rate</u>	<u>Meter Ratios</u>	<u>Environmental Fee</u>
1" or less	\$23.74	1.00	\$1.23
1 1/4"	55.78	2.35	1.23
1 1/2"	77.15	3.25	1.23
2"	134.12	5.65	1.23
3"	290.80	12.25	1.23
4"	518.67	21.85	1.23
6"	1,145.36	48.25	1.23
8"	2,035.54	85.75	1.23
10"	3,157.15	133.00	1.23

TABLE 2-2B: PROPOSED MONTHLY READY-TO-SERVE CHARGE



Ready-To-Serve Charge Rate		
<u>Meter Size</u>	<u>Rate</u>	<u>Meter Ratios</u>
1" or less	\$24.97	1.00
1 1/4"	58.68	2.35
1 1/2"	81.15	3.25
2"	141.08	5.65
3"	305.88	12.25
4"	545.59	21.85
6"	1,204.80	48.25
8"	2,141.18	85.75
10"	3,321.01	133.00

## 2.3 Revenue

The Village derives its revenue from both its commodity charge and ready-to-serve charges. Roughly 67% of the Village's user rate revenue is brought in by the Village's ready-to-serve charges while the remaining 33% is brought in by the Village's commodity charges. Commodity charge based on usage is typically seen as the most equitable way to allocate costs to customers, however, there are still fixed costs the system will need to cover regardless of if there is a large decrease in usage. The chart below demonstrates how much revenue is derived from each rate. Table 2-3A is based off Fiscal Year 2022/23 Revenue.

Additionally, under scenario two, the Village will be collecting revenue from Industries through ready-to-serve fees and usage fees starting in fiscal year 2023/24. With this change, 61% of revenue is generated from the Village's ready-to-serve fee, 30% from the Village's commodity fee, 6% from the Industry commodity fee, and 3% from the Industry ready-to-serve fee. The charts below demonstrate how much revenue is derived from each rate category. Table 2-3A is based off current rate categories. Table 2-3B is based off proposed rate categories.

In addition to the revenues brought in by user rates, the Village is conservatively assuming approximately \$17,500 per year in other revenue (revenue not derived from user rates). These revenues consist primarily of new services, penalties, and interest earned. The forecast assumes that these other revenues will remain consistent in future years.

TABLE 2-3A: 2022/23 CURRENT REVENUE BY RATE CATEGORY

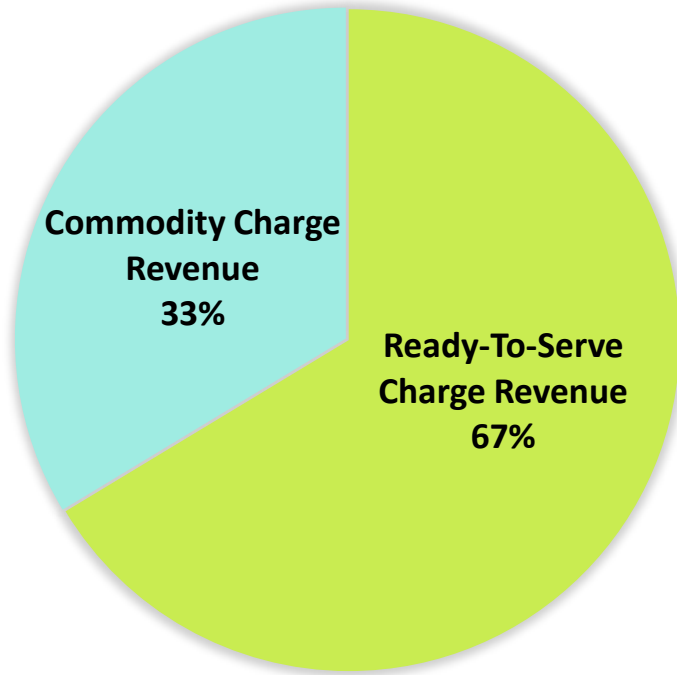
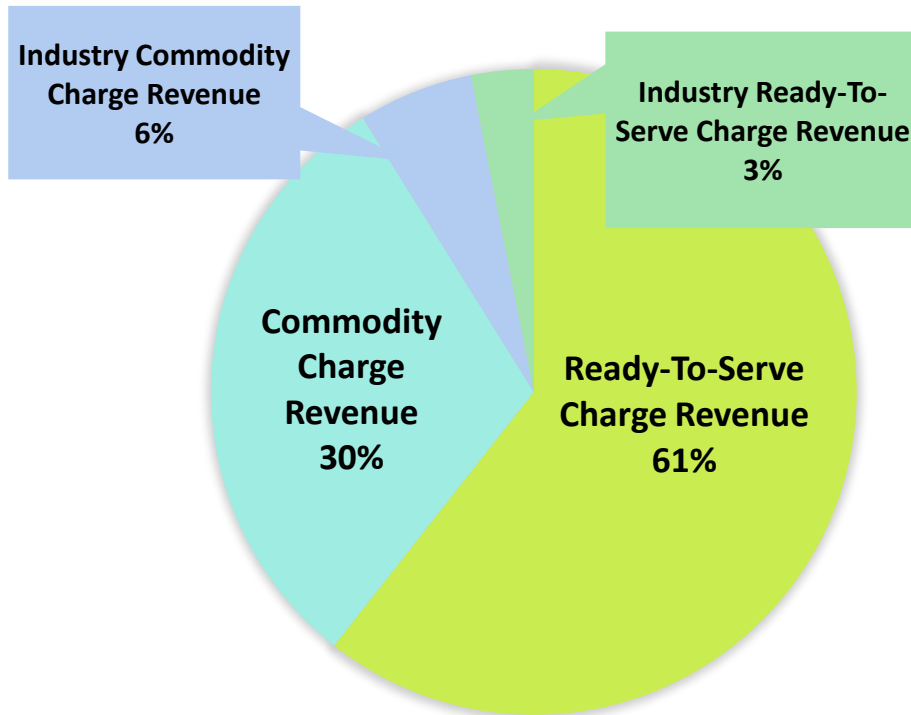


TABLE 2-3B: 2023/24 PROPOSED REVENUE BY RATE CATEGORY



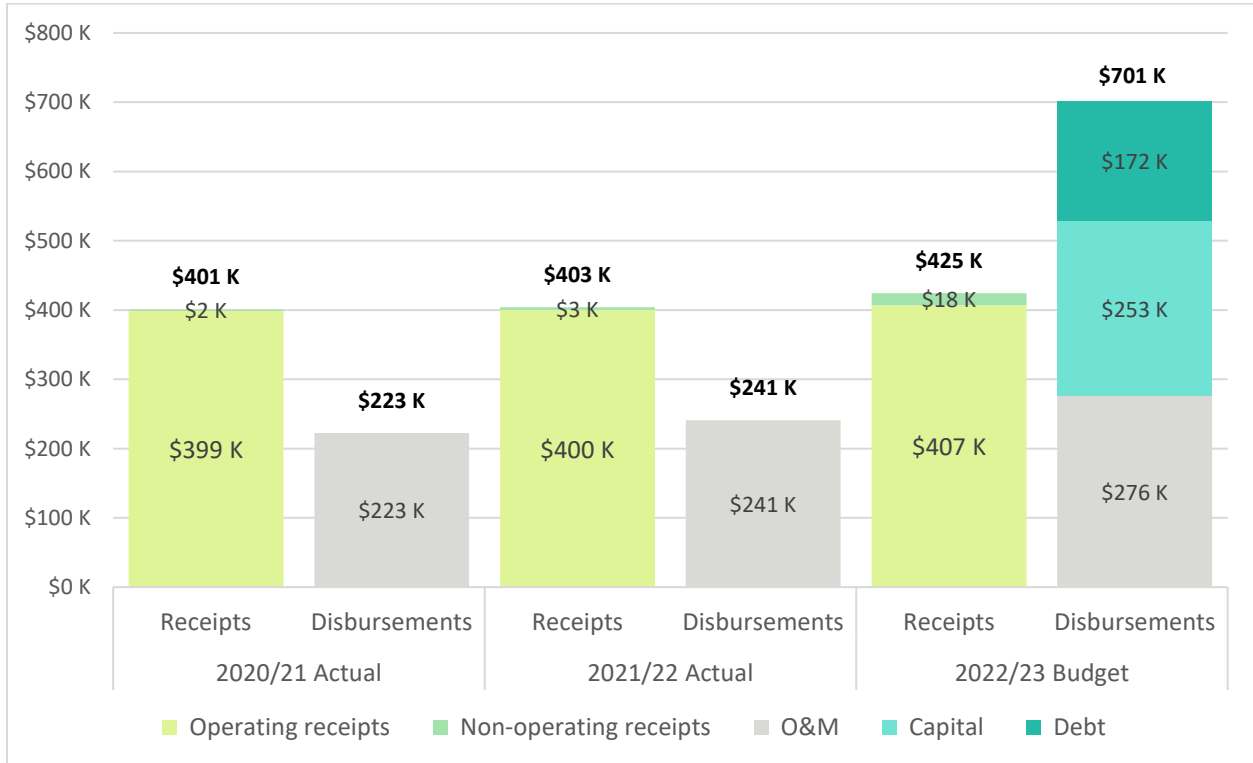


# Operating & Maintenance Expenses

## 3.1 Historical Expenses

Historical expenses are analyzed in the report to help look for trends and to help identify any outlier expenses. The current year budget is consistent with previous years, with most expenses increasing slightly year over year.

TABLE 3-1: RECEIPT AND DISBURSEMENT HISTORY



### 3.2 Test Year

A test year is a normalized year for operating and maintenance expense and becomes the base year used for forecasting future expenses.

Prior year budget actuals are analyzed for trends, outliers, or one-time expenses. Any items of concern were discussed with Village officials to determine what a particular line item expense would be in a normal year. Certain adjustments were made to these particular line items to more accurately reflect a normalized year's expense to be used in the test year before forecasted out into future years.

### 3.3 Inflation Assumptions

The next step is to increase the test year expenses by an annual inflationary percentage. This is done as it is not reasonable to expect expenses to be the same as they are today over the 10 years forecasted in the report. These annual inflationary increases reflect the increases in costs over time and are used to help estimate what future operating and maintenance expenses will be. The table below summarizes the general inflationary assumptions used in the report.

TABLE 3-3: INFLATION ASSUMPTIONS

<b>Expense Type</b>	<b>Inflation Assumptions</b>
Compensation Related	3.0%
Benefits	3.0%
Operating	2.0%
Purchasing	2.0%
Materials & Utilities	2.0%
Contractual Services	2.0%

# Capital Improvement Plan

## 4.1 Capital Improvement Plan (CIP)

Capital improvements are larger, one-time expenses that are not included in annual operating and maintenance expenses. It is beneficial to look at potential capital improvements well in advance and develop a capital improvement plan as it will help the Village develop policy to manage rates over time to maintain the system with the most efficient use of funds. The Village’s capital improvement plan includes project plans for proactively maintaining the entire system.

The capital improvement plan estimated costs were provided by the Village with built in inflation and contingency assumptions. A list of capital improvement costs by year is shown in table 4-2.

## 4.2 CIP Funding

The Village currently plans to utilize cash funds for the Capital Improvement Plan. The chart below details the Village’s plans to use cash to fund capital improvements.

TABLE 4-2: CAPITAL IMPROVEMENT PROJECTS FUNDING SUMMARY

Year	Cash Funded Capital Improvements
2022/23	\$252,680
2023/24	86,800
2024/25	30,800
2025/26	-
2026/27	-
2027/28	-
2028/29	-
2029/30	-
2030/31	-
2031/32	-
2032/33	500,000
<b>Total</b>	<b>\$870,280</b>

# Debt Service

## 5.1 Debt Limitation

The Village is subject to the State of Michigan debt limitation of 10% of State Equalized Value (SEV), however, Act 94 of 1933 allows communities to issue bonds secured by the revenues of the system and because the security is system revenues (as opposed to the Village’s taxing ability) these bonds do not count towards the debt limit. Since the sewer fund can issue bonds under Act 94 of 1933, the 10% of SEV debt limit is not a concern related to the Sewer Fund utilizing debt to finance projects.

## 5.2 Current Debt Service

The Village currently has one bond issue that the Sewer fund is contributing to. The Sewer fund is responsible for full payments of the 2022 Sewage Disposal System Revenue Refunding Bond. The debt service schedule through 2032/33 is outlined below, and the Village’s complete debt service schedule is included in Appendix B of this report.

TABLE 5-2 SEWER FUND SCHEDULE OF DEBT SERVICE

Fiscal Year	Debt Service
2022/23	\$172,100
2023/24	175,072
2024/25	175,792
2025/26	175,472
2026/27	175,120
2027/28	175,728
2028/29	175,296
2029/30	175,824
2030/31	175,312
2031/32	175,760
2032/33	175,168
<b>Total Debt Service</b>	<b>\$1,926,644</b>

# Cash Flow

## 6.1 Methodology

The revenue needs to support operations, debt, and capital improvements while solving to cash balance. The Village would like to avoid issuing more debt and pay for as many capital improvement projects with cash if possible. Village officials determined that a consistent rate track with manageable annual inflationary increases is the best option for their customer base.

## 6.2 Proposed/Potential Rates

For scenarios one and two, Table 6-2A demonstrates a yearly inflationary increase of 3.00% to the Village’s ready-to-serve charge and commodity charge for the typical homeowner. The ready-to-serve charge will include the environmental fee of \$1.23 starting in 2023/24.

TABLE 6-2A: PROPOSED RATES ADJUSTMENTS – BOTH SCENARIOS

Adjustment	2022/23	2023/24	2024/25	2025/26	2026/27	2027/28
Ready-To-Serve Charge (Monthly) *	\$23.74	\$25.72	\$26.49	\$27.29	\$28.10	\$28.95
Environmental Fee	1.23	-	-	-	-	-
Commodity Charge (per 100 cubic feet)	3.36	3.46	3.56	3.67	3.78	3.89

\* 1" or less meter size ready-to-serve charge rate

The Village bills customers every month. The table below is an estimate of a typical homeowner’s monthly bill based on 500 cubic feet of usage.

TABLE 6-2B: TYPICAL HOMEOWNER MONTHLY BILL – BOTH SCENARIOS

Homeowner Type	2022/23	2023/24	2024/25	2025/26	2026/27	2027/28
Metered [1]	\$41.77	\$43.02	\$44.29	\$45.64	\$47.00	\$48.40

[1] Assumes 500 cubic feet/month.

### 6.3 Rate Impact Summary

The proposed rate track results in a yearly increase to the typical homeowner’s bill of approximately 3.00% for both ready-to-serve and commodity charges starting in fiscal year 2023/24. This assumes 500 cubic feet of usage per month.

TABLE 6-3: TYPICAL HOMEOWNER MONTHLY BILL







VILLAGE OF SHELBY

Appendix A Comparative Detail  
of Operating Expenses

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VILLAGE OF SHELBY (MICHIGAN) SEWAGE DISPOSAL FUND

COMPARATIVE DETAIL OF OPERATING EXPENSES

	Fiscal Year Ended				Test Year	Multiplier
	2/28/2020	2/28/2021	2/28/2022	2/28/2023		
	(-----Per Client-----)					
Dept 000.000						
590-000.000-702.000 Salaries & Wages	\$73,454	\$88,988	\$88,198	\$87,033	\$87,033	3.0%
590-000.000-714.000 Medicare Expense	1,079	1,325	1,279	1,694	1,694	3.0%
590-000.000-715.000 Payroll W/H Fica	4,612	5,663	5,468	5,400	5,400	3.0%
590-000.000-715.100 Payroll W/H Retirement	1,292	2,827	2,469	4,628	4,628	3.0%
590-000.000-716.000 Hospitalization	8,580	11,147	10,548	22,212	22,212	3.0%
590-000.000-717.000 Dental Insurance	720	675	595	1,464	1,464	3.0%
590-000.000-718.000 Life Insurance	315	365	278	408	408	3.0%
590-000.000-719.000 Vision	243	199	321	516	516	3.0%
590-000.000-727.000 Office Supplies-Gen	372	210	200	1,500	1,500	2.0%
590-000.000-740.000 Gen Oper Supplies	4,152	5,199	4,000	14,500	14,500	2.0%
590-000.000-741.000 Op Sup Sewer General	1,801	5,956	10,000	500	500	2.0%
590-000.000-752.000 Saw Grant Expense	-	-	-	-	-	0.0%
590-000.000-776.100 Rep/Maint Sup S Mains/Inter	659	52	500	500	500	2.0%
590-000.000-776.200 Rep/Maint Sup S Cust Service	298	1,959	1,000	750	750	2.0%
590-000.000-776.300 Rep/Maint Sup S Lift Stations	4,353	416	1,500	1,000	1,000	2.0%
590-000.000-776.400 Rep/Maint Sup S Lagoons	10,003	7,643	1,500	30,000	5,000	2.0%
590-000.000-801.000 Professional Services	1,155	980	1,000	9,175	9,175	2.0%
590-000.000-807.000 Audit Fees	1,800	1,750	1,800	2,000	2,000	2.0%
590-000.000-807.500 Permit Fees	3,650	8,532	3,650	4,000	4,000	2.0%
590-000.000-818.200 Contracted Services Sewer	8,109	5,018	-	5,000	5,000	2.0%
590-000.000-818.400 Contract Ser Sewer Eccs	12,593	3,993	-	5,000	5,000	2.0%
590-000.000-821.200 Engineering Services Sewer	2,568	-	30,000	3,000	3,000	2.0%
590-000.000-851.000 Communications Phone	689	1,092	1,200	1,000	1,000	2.0%
590-000.000-851.100 Communications Ipad	38	38	-	-	-	0.0%
590-000.000-858.000 Memberships & Dues	-	284	-	1,000	1,000	2.0%
590-000.000-860.000 Mileage & Meals	-	111	250	500	500	2.0%
590-000.000-864.000 Conferences & Workshops	350	326	1,000	1,500	1,500	2.0%
590-000.000-900.000 Printing - Publishings	-	-	-	-	-	0.0%
590-000.000-910.000 Insurances	(362)	380	400	800	800	2.0%
590-000.000-916.000 Workmans Comp Ins.	2,319	242	2,500	1,500	1,500	2.0%
590-000.000-920.100 Utilities WWTP	44,378	45,799	50,000	50,000	50,000	2.0%
590-000.000-920.200 Sewer Lift Pumps	5,898	5,787	6,000	6,000	6,000	2.0%
590-000.000-940.000 Building Rental	3,600	3,600	3,600	3,600	3,600	2.0%
590-000.000-943.200 Equip Rental Sewer	15,689	12,038	10,000	10,000	10,000	2.0%
590-000.000-956.000 Miscellaneous	45	10	-	-	-	0.0%
590-000.000-990.000 Principal On Bond Payments	-	-	-	- [1]	-	0.0%
590-000.000-995.000 Interest On Bond Payments	-	-	-	- [1]	-	0.0%
590-000.000-995.100 Interest Expense	-	-	-	-	-	0.0%
<b>Total Operating Expenses</b>	<b>\$214,454</b>	<b>\$222,604</b>	<b>\$239,256</b>	<b>\$276,180</b>	<b>\$251,180</b>	

[1] Principal and Interest on debt is removed from this section of the report. These items are discussed later in the report.

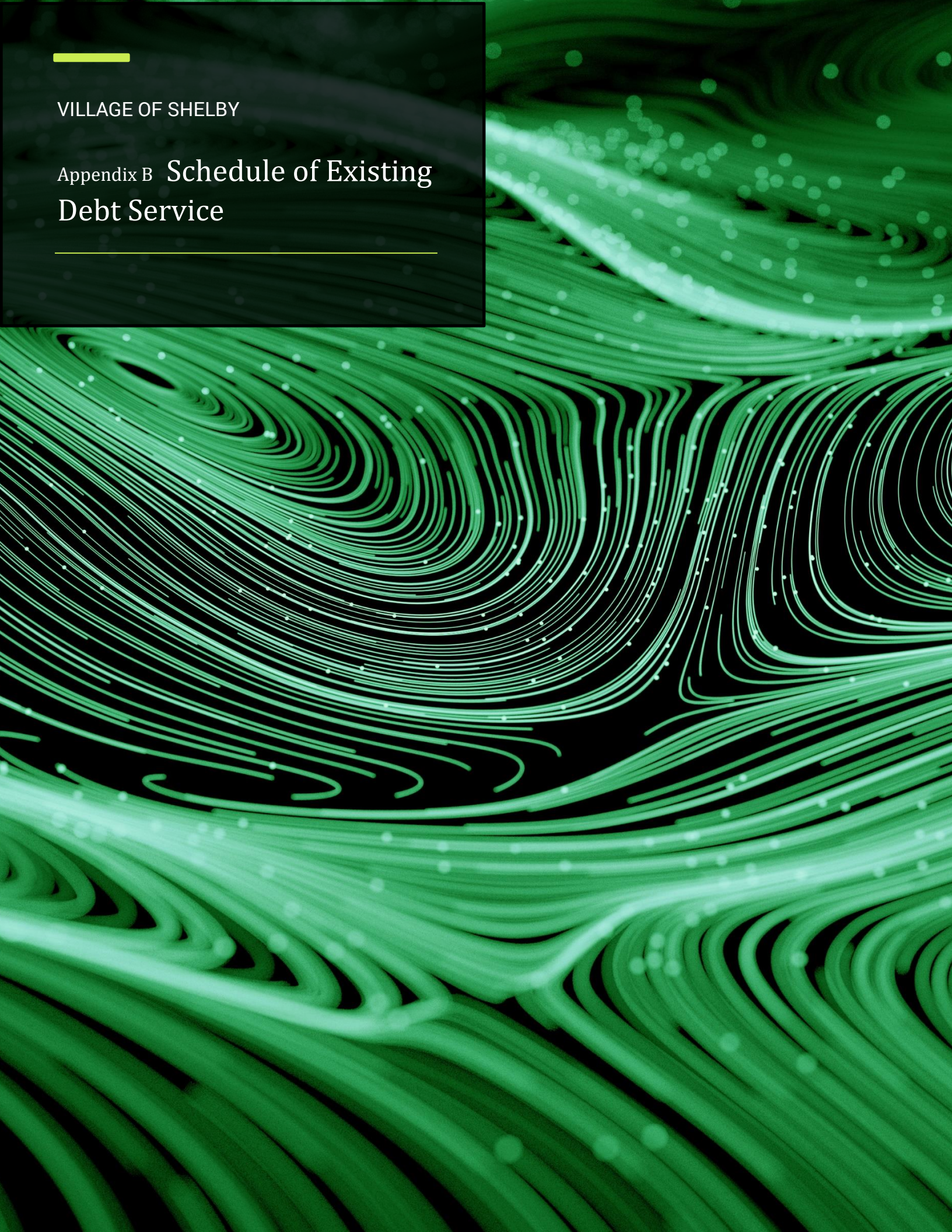


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VILLAGE OF SHELBY

Appendix B Schedule of Existing  
Debt Service

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**VILLAGE OF SHELBY (MICHIGAN) SEWAGE DISPOSAL FUND**

**SCHEDULE OF AMORTIZATION OF \$2,337,000 PRINCIPAL AMOUNT OUTSTANDING**  
**SEWAGE DISPOSAL SYSTEM REV REFUNDING BONDS, SERIES 2022**

Payment Date	Principal Balance (In Dollars)	Interest Rate (%)	Debt Service			Fiscal Year Total
			Principal	Interest	Total	
			-----In Dollars-----			
07/01/22	\$2,337,000	1.60	\$137,000	\$17,499.60	\$154,499.60	
01/01/23	2,200,000			17,600.00	17,600.00	\$172,099.60
07/01/23	2,200,000	1.60	141,000	17,600.00	158,600.00	
01/01/24	2,059,000			16,472.00	16,472.00	175,072.00
07/01/24	2,059,000	1.60	144,000	16,472.00	160,472.00	
01/01/25	1,915,000			15,320.00	15,320.00	175,792.00
07/01/25	1,915,000	1.60	146,000	15,320.00	161,320.00	
01/01/26	1,769,000			14,152.00	14,152.00	175,472.00
07/01/26	1,769,000	1.60	148,000	14,152.00	162,152.00	
01/01/27	1,621,000			12,968.00	12,968.00	175,120.00
07/01/27	1,621,000	1.60	151,000	12,968.00	163,968.00	
01/01/28	1,470,000			11,760.00	11,760.00	175,728.00
07/01/28	1,470,000	1.60	153,000	11,760.00	164,760.00	
01/01/29	1,317,000			10,536.00	10,536.00	175,296.00
07/01/29	1,317,000	1.60	156,000	10,536.00	166,536.00	
01/01/30	1,161,000			9,288.00	9,288.00	175,824.00
07/01/30	1,161,000	1.60	158,000	9,288.00	167,288.00	
01/01/31	1,003,000			8,024.00	8,024.00	175,312.00
07/01/31	1,003,000	1.60	161,000	8,024.00	169,024.00	
01/01/32	842,000			6,736.00	6,736.00	175,760.00
07/01/32	842,000	1.60	163,000	6,736.00	169,736.00	
01/01/33	679,000			5,432.00	5,432.00	175,168.00
07/01/33	679,000	1.60	166,000	5,432.00	171,432.00	
01/01/34	513,000			4,104.00	4,104.00	175,536.00
07/01/34	513,000	1.60	168,000	4,104.00	172,104.00	
01/01/35	345,000			2,760.00	2,760.00	174,864.00
07/01/35	345,000	1.60	171,000	2,760.00	173,760.00	
01/01/36	174,000			1,392.00	1,392.00	175,152.00
07/01/36	174,000	1.60	174,000	1,392.00	175,392.00	175,392.00
Totals			<u>\$2,337,000</u>	<u>\$290,587.60</u>	<u>\$2,627,587.60</u>	<u>\$2,627,587.60</u>





VILLAGE OF SHELBY

Appendix C Cash Flow Analysis

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VILLAGE OF SHELBY (MICHIGAN) SEWAGE DISPOSAL FUND

CASH FLOW ANALYSIS - WITHOUT NEW INDUSTRY

	<u>2022/23</u>		<u>2023/24</u>	<u>2024/25</u>	<u>2025/26</u>	<u>2026/27</u>	<u>2027/28</u>	<u>2028/29</u>	<u>2029/30</u>	<u>2030/31</u>	<u>2031/32</u>	<u>2032/33</u>
Assumptions		<b>Increases</b>										
		<b>Per Year</b>										
Meter Equivalents	891		891	891	891	891	891	891	891	891	891	891
Ready to Serve Rate (Monthly)	\$24.97	3.00%	\$25.72	\$26.49	\$27.29	\$28.10	\$28.95	\$29.82	\$30.71	\$31.63	\$32.58	\$33.56
Meter Count	758		758	758	758	758	758	758	758	758	758	758
Billable Flow (Yearly mgal)	40,000		40,000	40,000	40,000	40,000	40,000	40,000	40,000	40,000	40,000	40,000
Commodity Charge	\$3.36	3.00%	\$3.46	\$3.56	\$3.67	\$3.78	\$3.89	\$4.01	\$4.13	\$4.25	\$4.38	\$4.51
<i>Typical homeowner's monthly bill</i> <i>(assumes 500 cubic feet per month)</i>	<i>\$41.77</i>		<i>\$43.02</i>	<i>\$44.29</i>	<i>\$45.64</i>	<i>\$47.00</i>	<i>\$48.40</i>	<i>\$49.87</i>	<i>\$51.36</i>	<i>\$52.88</i>	<i>\$54.48</i>	<i>\$56.11</i>
Revenue												
Ready to Serve Charge Revenue	\$266,951		\$274,959	\$283,208	\$291,704	\$300,456	\$309,469	\$318,753	\$328,316	\$338,165	\$348,310	\$358,760
Commodity Revenue	134,400		138,400	142,400	146,800	151,200	155,600	160,400	165,200	170,000	175,200	180,400
Other Revenue	17,500		17,500	17,500	17,500	17,500	17,500	17,500	17,500	17,500	17,500	17,500
Total Revenue	<u>418,851</u>		<u>430,859</u>	<u>443,108</u>	<u>456,004</u>	<u>469,156</u>	<u>482,569</u>	<u>496,653</u>	<u>511,016</u>	<u>525,665</u>	<u>541,010</u>	<u>556,660</u>
Less: Total operating expenditures	<u>(276,180)</u>		<u>(257,437)</u>	<u>(263,856)</u>	<u>(270,442)</u>	<u>(277,199)</u>	<u>(284,131)</u>	<u>(291,244)</u>	<u>(298,542)</u>	<u>(306,030)</u>	<u>(313,713)</u>	<u>(321,597)</u>
Net Operating Revenue	142,671		173,422	179,252	185,562	191,956	198,438	205,409	212,474	219,636	227,297	235,063
Less: Current Debt Service Payments	(172,100)		(175,072)	(175,792)	(175,472)	(175,120)	(175,728)	(175,296)	(175,824)	(175,312)	(175,760)	(175,168)
Cash Funded Capital Improvements	<u>(252,680)</u>		<u>(86,800)</u>	<u>(30,800)</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>(500,000)</u>
Net Cash Flow	<u>(\$282,109)</u>		<u>(\$88,450)</u>	<u>(\$27,340)</u>	<u>\$10,090</u>	<u>\$16,836</u>	<u>\$22,710</u>	<u>\$30,113</u>	<u>\$36,650</u>	<u>\$44,324</u>	<u>\$51,537</u>	<u>(\$440,105)</u>
<i>Cash &amp; investments</i>	<i>\$565,288</i>	<i>\$283,179</i>	<i>\$194,729</i>	<i>\$167,389</i>	<i>\$177,479</i>	<i>\$194,316</i>	<i>\$217,026</i>	<i>\$247,139</i>	<i>\$283,789</i>	<i>\$328,112</i>	<i>\$379,650</i>	<i>(\$60,455)</i>

VILLAGE OF SHELBY (MICHIGAN) SEWAGE DISPOSAL FUND

CASH FLOW ANALYSIS - WITH NEW INDUSTRY

	<u>2022/23</u>		<u>2023/24</u>	<u>2024/25</u>	<u>2025/26</u>	<u>2026/27</u>	<u>2027/28</u>	<u>2028/29</u>	<u>2029/30</u>	<u>2030/31</u>	<u>2031/32</u>	<u>2032/33</u>
Assumptions		<b>Increases Per Year</b>										
Meter Equivalents	891		891	891	891	891	891	891	891	891	891	891
Ready to Serve Rate (Monthly)	\$24.97	3.00%	\$25.72	\$26.49	\$27.29	\$28.10	\$28.95	\$29.82	\$30.71	\$31.63	\$32.58	\$33.56
Meter Count	758		758	758	758	758	758	758	758	758	758	758
Billable Flow (100 cu feet)	40,000		40,000	40,000	40,000	40,000	40,000	40,000	40,000	40,000	40,000	40,000
Commodity Charge	\$3.36	3.00%	\$3.46	\$3.56	\$3.67	\$3.78	\$3.89	\$4.01	\$4.13	\$4.25	\$4.38	\$4.51
Industry Ready to Serve Rate (Monthly)		3.00%	\$1,146.58	\$1,180.98	\$1,216.41	\$1,252.90	\$1,290.49	\$1,329.20	\$1,369.08	\$1,410.15	\$1,452.45	\$1,496.02
Industry Billable Flow (100 cu feet)			7,319	7,319	7,319	7,319	7,319	7,319	7,319	7,319	7,319	7,319
Industry Commodity Charge		3.00%	\$3.46	\$3.56	\$3.67	\$3.78	\$3.89	\$4.01	\$4.13	\$4.25	\$4.38	\$4.51
<i>Typical homeowner's monthly bill (assumes 500 cubic feet /month)</i>	<i>\$41.77</i>		<i>\$43.02</i>	<i>\$44.29</i>	<i>\$45.64</i>	<i>\$47.00</i>	<i>\$48.40</i>	<i>\$49.87</i>	<i>\$51.36</i>	<i>\$52.88</i>	<i>\$54.48</i>	<i>\$56.11</i>
Revenue												
Ready to Serve Charge Revenue	\$266,951		\$274,959	\$283,208	\$291,704	\$300,456	\$309,469	\$318,753	\$328,316	\$338,165	\$348,310	\$358,760
Commodity Revenue	134,400		138,400	142,400	146,800	151,200	155,600	160,400	165,200	170,000	175,200	180,400
Industry Ready to Serve Charge Revenue	-		13,759	14,172	14,597	15,035	15,486	15,950	16,429	16,922	17,429	17,952
Industry Commodity Revenue	-		25,324	26,056	26,861	27,666	28,471	29,349	30,228	31,106	32,057	33,009
Other Revenue	17,500		17,500	17,500	17,500	17,500	17,500	17,500	17,500	17,500	17,500	17,500
Total Revenue	<u>418,851</u>		<u>469,942</u>	<u>483,336</u>	<u>497,462</u>	<u>511,856</u>	<u>526,526</u>	<u>541,953</u>	<u>557,672</u>	<u>573,693</u>	<u>590,497</u>	<u>607,621</u>
Less: Total operating expenditures	<u>(276,180)</u>		<u>(257,437)</u>	<u>(263,856)</u>	<u>(270,442)</u>	<u>(277,199)</u>	<u>(284,131)</u>	<u>(291,244)</u>	<u>(298,542)</u>	<u>(306,030)</u>	<u>(313,713)</u>	<u>(321,597)</u>
Net Operating Revenue	142,671		212,505	219,479	227,020	234,657	242,395	250,709	259,131	267,663	276,784	286,024
Less: Current Debt Service Payments	(172,100)		(175,072)	(175,792)	(175,472)	(175,120)	(175,728)	(175,296)	(175,824)	(175,312)	(175,760)	(175,168)
Cash Funded Capital Improvements	<u>(252,680)</u>		<u>(86,800)</u>	<u>(30,800)</u>	-	-	-	-	-	-	-	<u>(500,000)</u>
Net Cash Flow	<u>(\$282,109)</u>		<u>(\$49,367)</u>	<u>\$12,887</u>	<u>\$51,548</u>	<u>\$59,537</u>	<u>\$66,667</u>	<u>\$75,413</u>	<u>\$83,307</u>	<u>\$92,351</u>	<u>\$101,024</u>	<u>(\$389,144)</u>
<i>Cash &amp; investments</i>	<i>\$565,288</i>	<i>\$283,179</i>	<i>\$233,812</i>	<i>\$246,699</i>	<i>\$298,247</i>	<i>\$357,785</i>	<i>\$424,451</i>	<i>\$499,864</i>	<i>\$583,171</i>	<i>\$675,522</i>	<i>\$776,546</i>	<i>\$387,402</i>



Village Council  
Item Cover Page

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**Meeting Date:** April 24, 2023  
**Agenda Item:** Kubota Mower Deck Repair  
**Budget Impact:** \$3,100 from Fund 661  
**Recommendation:** Approve Quote to Repair Mower Deck  
**Staff Contact:** Jeremiah Helenhouse, DPW Supervisor

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**Background:**

The Kubota mower deck needs replacement or repair to be ready for the 2023 mowing season. Staff only solicited one quote from Freeman Creek Equipment due to the past relationship with the dealership servicing our equipment. It is recommended that we repair the deck rather than purchasing a new deck. Overall, the deck is in good condition, but the components need to be fixed/replaced.

**Supporting Documents:**

Quote (Email)  
Resolution No. 15-23

Motion \_\_\_\_\_ by seconded by \_\_\_\_\_ to adopt Resolution No. 15-23.

**From:** [Shelby D.P.W Supervisor](#)  
**To:** [Brady Selner](#)  
**Subject:** FW: Kubota repair  
**Date:** Thursday, April 20, 2023 10:03:54 AM

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Jeremiah helenhouse  
DPW Supervisor  
Shelby, MI 49455  
231.742.9416  
[www.shelbyvillage.com](http://www.shelbyvillage.com)

\*Please Note: For urgent matters, please call my direct number listed above.

This message contains confidential information and is intended only for the individual(s) addressed in the message. If you are not the named addressee, you should not disseminate, distribute, or copy this e-mail. If you are not the intended recipient, you are notified that disclosing, distributing, or copying this e-mail is strictly prohibited.

-----Original Message-----

From: Steve Stakenas <[sstakenas@freemancreekequipment.com](mailto:ssstakenas@freemancreekequipment.com)>  
Sent: Thursday, April 20, 2023 9:54 AM  
To: Shelby D.P.W Supervisor <[dpwsupervisor@shelbyvillage.com](mailto:dpwsupervisor@shelbyvillage.com)>  
Subject: Kubota repair

new RCK72P-F36 \$5800.00

repair current deck to new condition \$3100.00

--

Steve Stakenas  
Freeman Creek Equipment  
P:231-464-5155  
F:231-464-5159



**April 24, 2023**

**RESOLUTION**

**No. 15-23**

RESOLVED BY THE COUNCIL OF THE VILLAGE OF SHELBY to authorize the Village Administrator, Brady Selner, to approve Freeman Creek Equipment, Free Soil, MI, to complete the necessary repairs to the Kubota mower deck for \$3,100.

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

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

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

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

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

**RESOLUTION No. 15-23 Declared ADOPTED.**

**ADOPTED ON:** April 24, 2023



# Check Proofing Report

04/11/2023 2:40 PM

Database: Shelby

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Payroll ID: 586

Check Post Date: 04/13/2023

Pay Period End Date: 04/09/2023

Application: PR

**Name: 30077 - BUDDER, CRYSTAL L** Active

Employee ID: 30077	Department ID: 215	Gross for Check: 2,064.00	Net After Dir Dep: 0.00
Withholding Status: Married	Federal Allow.: 1	Net for Check: 1,427.35	Total Deductions: 636.65
Pay Period End Date: 04/09/2023	State Allow.: 1	Reg. Hours: 81.00	Direct Deposit: 1,427.35
Check Date: 04/13/2023		OT Hours: 0.00	YTD Gross: 16,252.81
	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	25.30	40.00	0.00	1,012.00	12,835.13	SOCSEC_EE	125.81	990.41
101	101-215.000-702.000	40.00	1.00	0.00	40.00	560.00	SITW	66.56	526.93
PTO	CLERK/TREASURER	25.30	40.00	0.00	1,012.00	1,893.68	MEDICARE_EE	29.42	231.63
							DELTA DENTAL	34.80	278.40
							VISION	9.39	75.12
							FITW	107.78	854.17
							AFLAC-ACC	26.04	208.32
							457_EE %	220.00	1,646.40
							HEALTH	16.85	134.80
							SSB	25.00	DEPOSIT
							SSB	1,402.35	DEPOSIT

Leave Bank ID	Leave ID	Prev. Bal.	Comp Wrkd	Accrued	Lost	Taken	Buy Out	Adjusted	Net Change	New Balance
PTO	PERSONAL	318.12		8.31	0.00	40.00	0.00	0.00	-31.69	286.43
VAC	VACATION	0.00		0.00	0.00	0.00	0.00	0.00	0.00	0.00

**Name: 30102 - FREES, DARRYL E** Active

Employee ID: 30102	Department ID: 441	Gross for Check: 2,164.80	Net After Dir Dep: 0.00
Withholding Status: Married	Federal Allow.: 0	Net for Check: 1,545.14	Total Deductions: 619.66
Pay Period End Date: 04/09/2023	State Allow.: 0	Reg. Hours: 80.00	Direct Deposit: 1,545.14
Check Date: 04/13/2023		OT Hours: 0.00	YTD Gross: 17,115.34
	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	19.00	0.00	447.64	12,790.94	FITW	148.05	1,207.22
441 H	101-691.000-702.000	23.56	32.00	0.00	753.92		SITW	82.62	665.70
441 H	ROADS MAINT	23.56	4.00	0.00	94.24		SOCSEC_EE	132.06	1,043.87
441 H	590-000.000-702.000	23.56	1.00	0.00	23.56		MEDICARE_EE	30.88	244.13
441 H	591-000.000-702.000	23.56	16.00	0.00	376.96		457_EE %	129.89	1,026.92
PTO	DPW	23.56	8.00	0.00	188.48	2,306.80	AFLAC-STD	35.28	282.24

# Check Proofing Report

04/11/2023 2:40 PM

Database: Shelby

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Payroll ID: 586      Check Post Date: 04/13/2023      Pay Period End Date: 04/09/2023      Application: PR

Paycode ID	Distribution	Rate	Hours	OT Hrs	Amt	YTD Amt	Ded/Exp ID	Amt	YTD Amt
INSURANCE	DPW	250.00	0.00	0.00	250.00	1,000.00	DELTA DENTAL	34.84	278.72
PHONE	DPW	30.00	0.00	0.00	30.00	120.00	AFLAC-ACC	26.04	26.04
							SSB	200.00	DEPOSIT
							SSB	1,345.14	DEPOSIT

Leave Bank ID	Leave ID	Prev. Bal.	Comp Wrkd	Accrued	Lost	Taken	Buy Out	Adjusted	Net Change	New Balance
PTO	PERSONAL	77.00		6.92	0.00	8.00	0.00	0.00	-1.08	75.92
VAC	VACATION	0.00		0.00	0.00	0.00	0.00	0.00	0.00	0.00

Name: 30083 - HELENHOUSE, JEREMIAH P Active

Employee ID:	30083	Department ID:	441	Gross for Check:	2,480.35	Net After Dir Dep:	0.00
Withholding Status:	Single	Federal Allow.:	2	Net for Check:	1,812.33	Total Deductions:	668.02
Pay Period End Date:	04/09/2023	State Allow.:	2	Reg. Hours:	80.50	Direct Deposit:	1,812.33
Check Date:	04/13/2023	Local Allow.:	00	OT Hours:	0.00	YTD Gross:	19,041.00
				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
SALARY	DPW SUPERVISOR	63,189.00	42.50	0.00	2,430.35	18,841.00	SITW	76.70	590.89
PTO	DPW SUPERVISOR	0.00	38.00	0.00	0.00	0.00	SOCSEC_EE	151.62	1,163.26
PHONE	DPW SUPERVISOR	50.00	0.00	0.00	50.00	200.00	MEDICARE_EE	35.46	272.05
							FITW	194.03	1,489.74
							VISION	9.39	75.12
							DELTA DENTAL	34.84	278.72
							AFLAC-ACC	20.16	161.28
							457_EE %	145.82	1,130.47
							SSB	1,812.33	DEPOSIT

Leave Bank ID	Leave ID	Prev. Bal.	Comp Wrkd	Accrued	Lost	Taken	Buy Out	Adjusted	Net Change	New Balance
PTO	PERSONAL	359.81		8.31	0.00	38.00	0.00	0.00	-29.69	330.12
	VACATION			0.00						

Name: 30109 - KRAUSE, DAVID K Active

Employee ID:	30109	Department ID:	301	Gross for Check:	2,574.30	Net After Dir Dep:	0.00
Withholding Status:	Married	Federal Allow.:	0	Net for Check:	1,905.17	Total Deductions:	669.13
Pay Period End Date:	04/09/2023	State Allow.:	0	Reg. Hours:	84.00	Direct Deposit:	1,989.79
Check Date:	04/13/2023	Local Allow.:	00	OT Hours:	10.00	YTD Gross:	19,939.37
				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	84.00	10.00	2,544.30	16,624.73	FITW	130.32	996.09
PHONE	101-301.000-702.000	30.00	0.00	0.00	30.00	120.00	SITW	97.43	758.34

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

# Check Proofing Report

04/11/2023 2:40 PM

Database: Shelby

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Payroll ID: 586      Check Post Date: 04/13/2023      Pay Period End Date: 04/09/2023      Application: PR

Paycode ID	Distribution	Rate	Hours	OT Hrs	Amt	YTD Amt	Ded/Exp ID	Amt	YTD Amt
							SOCSEC_EE	153.56	1,187.91
							MEDICARE_EE	35.92	277.82
							##HSA	84.62	676.96
							DELTA DENTAL	12.82	102.56
							457_EE %	154.46	1,196.36
							HUNT	1,905.17	DEPOSIT
							WSB	84.62	DEPOSIT

Leave Bank ID	Leave ID	Prev. Bal.	Comp Wrkd	Accrued	Lost	Taken	Buy Out	Adjusted	Net Change	New Balance
PTO	PERSONAL	177.89		6.92	0.00	0.00	0.00	0.00	6.92	184.81

**Name: 30086 - MAHONEY, RANDY** Active

Employee ID:	30086	Department ID:	253	Gross for Check:	1,133.44	Net After Dir Dep:	882.31
Withholding Status:	Married	Federal Allow.:	0	Net for Check:	882.31	Total Deductions:	251.13
Pay Period End Date:	04/09/2023	State Allow.:	0	Reg. Hours:	56.00	Direct Deposit:	0.00
Check Date:	04/13/2023	OT Hours:	0.00	YTD Gross:		5,660.16	
		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	56.00	0.00	1,133.44	5,660.16	SITW	58.17	320.56
							SOCSEC_EE	70.27	350.93
							FITW	106.26	516.26
							MEDICARE_EE	16.43	82.07

Leave Bank ID	Leave ID	Prev. Bal.	Comp Wrkd	Accrued	Lost	Taken	Buy Out	Adjusted	Net Change	New Balance
PTO PT	PERSONAL_PT	17.35		1.85	0.00	0.00	0.00	0.00	1.85	19.20

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

Employee ID:	30100	Department ID:	265	Gross for Check:	52.47	Net After Dir Dep:	46.22
Withholding Status:	Married	Federal Allow.:	0	Net for Check:	46.22	Total Deductions:	6.25
Pay Period End Date:	04/09/2023	State Allow.:	0	Reg. Hours:	3.50	Direct Deposit:	0.00
Check Date:	04/13/2023	OT Hours:	0.00	YTD Gross:		352.36	
		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	3.50	0.00	52.47	352.36	SITW	2.23	14.98
							SOCSEC_EE	3.26	21.85
							MEDICARE_EE	0.76	5.11

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

Employee ID:	30098	Department ID:	301	Gross for Check:	2,480.35	Net After Dir Dep:	0.00
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# = Deposited Ded/Exp    \* = Check Adjustment    >> = Pre-Tax Deductions capped at Applicable Gross

# Check Proofing Report

04/11/2023 2:40 PM

Database: Shelby

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Payroll ID: 586      Check Post Date: 04/13/2023      Pay Period End Date: 04/09/2023      Application: PR

Withholding Status: Single	Federal Allow.: 1	Net for Check:	1,813.00	Total Deductions:	667.35
Pay Period End Date: 04/09/2023	State Allow.: 1	Reg. Hours:	90.00	Direct Deposit:	1,813.00
Check Date: 04/13/2023		OT Hours:	0.00	YTD Gross:	8,781.46
	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
SALARY	101-301.000-702.000	63,189.00	90.00	0.00	2,430.35	3,645.53	FITW	240.65	809.41
PHONE	101-301.000-702.000	50.00	0.00	0.00	50.00	50.00	SITW	88.14	312.70
							SOCSEC_EE	153.78	544.45
							MEDICARE_EE	35.96	127.33
							457_EE %	148.82	343.25
							FFCU	1,813.00	DEPOSIT

Leave Bank ID	Leave ID	Prev. Bal.	Comp Wrkd	Accrued	Lost	Taken	Buy Out	Adjusted	Net Change	New Balance
PTO	PERSONAL	2.76		5.54	0.00	0.00	0.00	0.00	5.54	8.30

Name: 30078 - SEABOLT, KIRK Active

Employee ID: 30078	Department ID: 441	Gross for Check:	1,914.80	Net After Dir Dep:	0.00
Withholding Status: Married	Federal Allow.: 0	Net for Check:	1,091.36	Total Deductions:	823.44
Pay Period End Date: 04/09/2023	State Allow.: 0	Reg. Hours:	74.00	Direct Deposit:	1,191.36
Check Date: 04/13/2023		OT Hours:	4.00	YTD Gross:	16,717.28
	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	DPW	23.56	8.00	0.00	188.48	15,116.24	SITW	65.91	586.45
441 H	ROADS MAINT	23.56	8.00	0.00	188.48		MEDICARE_EE	26.31	230.80
441 H	101-441.000-702.000	23.56	2.00	0.00	47.12		SOCSEC_EE	112.52	986.87
441 H	101-691.000-702.000	23.56	18.00	0.00	424.08		FITW	150.86	1,383.47
441 H	590-000.000-702.000	23.56	7.00	2.00	235.60		HEALTH	101.41	811.28
441 H	591-000.000-702.000	23.56	31.00	2.00	801.04		VISION	2.84	22.72
PHONE	DPW	30.00	0.00	0.00	30.00	120.00	##HSA	100.00	800.00
							AFLAC-ACC	12.84	102.72
							AFLAC-HOSP	46.02	368.16
							AFLAC-STD	32.40	259.20
							457_EE %	172.33	1,504.56
							SSB	100.00	DEPOSIT
							SSB	1,091.36	DEPOSIT

Leave Bank ID	Leave ID	Prev. Bal.	Comp Wrkd	Accrued	Lost	Taken	Buy Out	Adjusted	Net Change	New Balance
PTO	PERSONAL	156.89		8.31	0.00	0.00	0.00	0.00	8.31	165.20
VAC	VACATION	0.00		0.00	0.00	0.00	0.00	0.00	0.00	0.00

Name: 30114 - SELNER, BRADY D Active

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

# Check Proofing Report

04/11/2023 2:40 PM

Database: Shelby

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Payroll ID: 586      Check Post Date: 04/13/2023      Pay Period End Date: 04/09/2023      Application: PR

Employee ID: 30114	Department ID: 255	Gross for Check: 3,631.73	Net After Dir Dep: 0.00
Withholding Status: Married	Federal Allow.: 0	Net for Check: 2,613.90	Total Deductions: 1,017.83
Pay Period End Date: 04/09/2023	State Allow.: 2	Reg. Hours: 80.00	Direct Deposit: 2,794.67
Check Date: 04/13/2023		OT Hours: 0.00	YTD Gross: 27,028.86
	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
SALARY	VILLAGE ADMIN	86,625.00	71.00	0.00	3,331.73	25,828.86	SITW	126.89	938.17
PTO	101-255.000-702.000	0.00	4.00	0.00	0.00	0.00	SOCSEC_EE	213.96	1,585.33
INSURANCE	VILLAGE ADMIN	250.00	0.00	0.00	250.00	1,000.00	MEDICARE_EE	50.04	370.76
PHONE	VILLAGE ADMIN	50.00	0.00	0.00	50.00	200.00	##HSA	180.77	1,446.16
101	VILLAGE ADMIN	0.00	5.00	0.00	0.00	0.00	FITW	246.27	1,758.69
							MERS-ROTH	199.90	1,549.70
							CAP	500.00	DEPOSIT
							LAKE	180.77	DEPOSIT
							LAKE	2,113.90	DEPOSIT

Leave Bank ID	Leave ID	Prev. Bal.	Comp Wrkd	Accrued	Lost	Taken	Buy Out	Adjusted	Net Change	New Balance
PTO	PTO - ADMIN	297.69		8.31	0.00	4.00	0.00	0.00	4.31	302.00
VAC	VACATION	0.00		0.00	0.00	0.00	0.00	0.00	0.00	0.00

**Name: 30103 - SIMON, TIMOTHY M**

Active

Employee ID: 30103	Department ID: 301	Gross for Check: 127.47	Net After Dir Dep: 112.30
Withholding Status: Married	Federal Allow.: 0	Net for Check: 112.30	Total Deductions: 15.17
Pay Period End Date: 04/09/2023	State Allow.: 0	Reg. Hours: 7.00	Direct Deposit: 0.00
Check Date: 04/13/2023		OT Hours: 0.00	YTD Gross: 1,105.47
	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	7.00	0.00	127.47	1,105.47	SITW	5.42	46.99
							SOCSEC_EE	7.90	68.54
							MEDICARE_EE	1.85	16.03

**Name: 30115 - SIMONS, BRADLEY A**

Active

Employee ID: 30115	Department ID: 441	Gross for Check: 1,941.96	Net After Dir Dep: 1,571.62
Withholding Status: Single	Federal Allow.: 0	Net for Check: 1,571.62	Total Deductions: 370.34
Pay Period End Date: 04/09/2023	State Allow.: 1	Reg. Hours: 88.00	Direct Deposit: 0.00
Check Date: 04/13/2023		OT Hours: 4.00	YTD Gross: 15,667.48
	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
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# = Deposited Ded/Exp    \* = Check Adjustment    >> = Pre-Tax Deductions capped at Applicable Gross

# Check Proofing Report

04/11/2023 2:40 PM

Database: Shelby

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Payroll ID: 586

Check Post Date: 04/13/2023

Pay Period End Date: 04/09/2023

Application: PR

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	22.00	0.00	447.48	13,516.69	FITW	137.05	1,200.43
441 H	ROADS MAINT	20.34	17.00	0.00	345.78		SITW	71.89	586.44
441 H	ROADS WINTER	20.34	3.00	0.00	61.02		SOCSEC_EE	120.40	971.38
441 H	590-000.000-702.000	20.34	12.00	2.00	305.10		MEDICARE_EE	28.16	227.18
441 H	591-000.000-702.000	20.34	15.00	2.00	366.12		AFLAC-ACC	12.84	102.72
441 H	661-000.000-702.000	20.34	3.00	0.00	61.02				
441 H	DPW	20.34	8.00	0.00	162.72				
PTO	DPW	20.34	8.00	0.00	162.72	1,255.59			
PHONE	DPW	30.00	0.00	0.00	30.00	120.00			

Leave Bank ID	Leave ID	Prev. Bal.	Comp Wrkd	Accrued	Lost	Taken	Buy Out	Adjusted	Net Change	New Balance
PTO	PERSONAL	89.64		6.92	0.00	8.00	0.00	0.00	-1.08	88.56

Name: 30120 - SKIBA, CHAD R

Active

Employee ID:	30120	Department ID:	301	Gross for Check:	182.10	Net After Dir Dep:	0.00
Withholding Status:	Married	Federal Allow.:	0	Net for Check:	160.43	Total Deductions:	21.67
Pay Period End Date:	04/09/2023	State Allow.:	0	Reg. Hours:	10.00	Direct Deposit:	160.43
Check Date:	04/13/2023	Local Allow.:	00	OT Hours:	0.00	YTD Gross:	1,729.77
				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
301 P	101-301.000-702.100	18.21	10.00	0.00	182.10	1,729.77	SITW	7.74	73.51
							SOCSEC_EE	11.29	107.25
							MEDICARE_EE	2.64	25.08
							SAFE	160.43	DEPOSIT



