



VILLAGE COUNCIL PACKET

Monday, May 22, 2023

Prepared by:

Crystal Budde, Village Clerk

Brady Selner, Village Administrator

MEETING AGENDA

Village Council of the Village of Shelby
Monday, May 22, 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) May 8, 2023 **AR**
5. Additions to Agenda
6. President's Report
7. Village Administrator's Report
8. Department Heads' Report
9. Correspondence:
 - a) Getty Park SHPO Letter
10. Public Participation:
11. Old Business:
 - a) 6th Street Sidewalk **D**
12. New Business:
 - a) Village of Shelby Leaf and Brush Sites **D**
 - b) 2023 RRC Training Plan **AR**
 - c) 2023 Zoning Application and Fee Schedule **AR**
13. Reports of Committees, General Information, Comments, and Meetings/Training Attended
 - 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) May 22, 2023

15. Adjournment:

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

NEXT MEETING:

Monday, June 12, 2023

NEXT RESOLUTION:

21-23

NEXT PROCLAMATION:

01-23

NEXT ORDINANCE:

01-23

**VILLAGE OF SHELBY
REGULAR COUNCIL MEETING OF MONDAY, May 8, 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, and John Sutton.
Absent: Dan Zaverl, Damian Omness, 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.) April 24, 2023

Steve Crothers moved to approve the minutes of the Regular Council meeting of April 24, 2023 as presented.

Seconded by: John Sutton.

Voice Vote: All in favor.

Motion Carried.

Absent: Dan Zaverl, Damian Omness, and Curt Trott.

5. ADDITIONS TO THE AGENDA:

6. PRESIDENT'S REPORT: Nothing to report.

7. ADMINISTRATOR'S REPORT:

VA Selner reported that he is waiting for an updated schedule from Hallack Contracting; however, they plan to start on Hawley Street and Sessions Road for the service line replacement. Apex Excavating has the materials on order for Contract B. They plan to complete the work in increments of 20 – 30 service lines. VA Selner has reached out to Fleis & VandenBrink for an update on the start date.

VA Selner met with Don DeVries on April 27th and reviewed the drawings for the Getty Park project to identify what edits needed to be completed prior to certifying in MI-GRANTS. He does not have an updated set of plans, specifications, or bid documents yet.

VA Selner has begun the final review and preparation of the staff report for the 82-home housing development just north of the Village limits. Fleis & VandeBrink has a copy of the site plan and will be reviewing the water and sewer design. Once VA Selner gets comments back from the engineer, the

Planning Commission will consider the PUD application.

VA Selner is seeking assistance from the Community Foundation to administer the Downtown Façade Grant Program. There is a tentative plan to open the grant applications in August 2023.

8. DEPARTMENT HEADS' REPORTS:

Chief Roesler had nothing to report.

DPW Supervisor Jeremiah Helenhouse reported that the leaf site is currently closed to allow Hallack Contractors to stage their equipment for the upcoming construction work.

9. CORRESPONDENCE: No Correspondence.

10. CITIZEN PARTICIPATION:

Phil Morse, District 2 Oceana County Commissioner, stated that the housing study is out and asked the members of the Village Council to take the survey. Feedback from the community is needed to get a full picture of the housing challenges that Oceana County faces. He also stated that Oceana County will see an increase in property tax values for the first time in a number of years.

11. OLD BUSINESS: No Old Business.

12. NEW BUSINESS:

a.) MEDC RAP Sub-Grant Agreement

The sub-grant agreement for the MEDC Rap Program needs to be executed. The Right Place has a grant agreement directly with the MEDC. The \$552,500.00 grant for the Getty Park project requires a 50% local government match. The match is being covered by the Village's two other grants for the Getty Park project.

Mike Termer moved to authorize Village Administrator Brady Selner to sign the Revitalization and Placement Sub-Grant Agreement by and between the Village of Shelby and the Right Place, Inc.
Seconded by: Steve Crothers.

Roll Call Vote:

Ayes: Termer, Crothers, Sutton, and Inglis.

Motion Carried 4-0.

Absent: Dan Zaverl, Damian Omness, and Curt Trott.

b.) Set Public Hearing for 2023 Tax Millage Rates

Pursuant to the General Property Tax Act, Act 206 of 1893, the Village of Shelby is required to conduct a public hearing to adopt its allowable tax millage for the 2023 tax year.

Mike Termer moved to set a Public Hearing to receive comments regarding the 2023 Tax Millage Rates on Monday, June 12, 2023 at 6:15 P.M. at the Shelby Village Hall, 218 N. Michigan Avenue, Shelby, Michigan 49455.

Seconded by: Steve Crothers.

Roll Call Vote:

Ayes: Termer, Crothers, Sutton, and Inglis.

Motion Carried 4-0.

Absent: Dan Zaverl, Damian Omness, and Curt Trott.

c.) 2023 Additional Road Work Authorization

At the September 12, 2022 Village Council meeting, a resolution was adopted approving the 2023 Road Repaving Schedule. VA Selner is currently waiting for the updated cost estimate from Fleis & VandenBrink; however, he proposed that the Village Council authorize the additional road work to be completed at the same cost identified in the bid tabulation under Contract A. Any work outside of Contract A will be billed separately and paid for using the Village’s fund balance in the Major and Local Street Funds. Ferry Street will not be completed under additional road work; the design was not completed, and First Steet will be completed under the Category A MDOT grant later this year.

Mike Termer moved to authorize Hallack Contracting, Inc., Hart, Michigan to complete the additional road work identified on the Road Improvements 2023 map, dated October 2022, using the same bid tabulation prices under Contract A of the EGLE DWSRF project.

Seconded by: Steve Crothers.

Roll Call Vote:

Ayes: Termer, Crothers, Sutton, and Inglis.

Motion Carried 4-0.

Absent: Dan Zaverl, Damian Omness, and Curt Trott.

d.) Fire Inspection – Discussion Only

Shelby Township Supervisor Richard Rafaelli requested that a draft fire inspection fee schedule be reviewed by VA Selner and to offer his input on the same. VA Selner presented the proposed fee schedule to the Village Council for discussion purposes only.

13. COMMITTEE REPORTS:

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

The Planning Commission meeting scheduled for May 16, 2023 will be cancelled for a lack of agenda items. The next Planning Commission meeting is scheduled for June 20, 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:

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 May 8, 2023 in

the amount of \$58,953.49.

Seconded by: Mike Termer.

Roll Call Vote:

Ayes: Crothers, Termer, Sutton, and Inglis.

Motion Carried 4-0.

Absent: Dan Zaverl, Damian Omness, and Curt Trott.

15. ADJOURNMENT: Mike Termer moved to adjourn the meeting at 6:58 P.M.

Seconded by: Steve Crothers.

Voice Vote: All in favor.

Motion Carried.

Absent: Dan Zaverl, Damian Omness, and Curt Trott.

Council minutes are not official until approved at the May 22, 2023 Council meeting.

Approved

Minutes Respectfully Submitted by Crystal Budde, Village Clerk/Treasurer

Date

Administrator's Report



Date: May 19, 2023

To: Paul Inglis, Village President
Village Council Members

From: Brady Selner, Village Administrator

Subject: Administrator's Report for the May 22, 2023, Council Meeting

By the Numbers

Total Value of all projects: \$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 **May 22**. Letters to residents that have lead service line replacement under Contract A were sent Tuesday, April 18th. The preconstruction meeting was April 27 at 2:00pm. **Hallack will start with the water main on Sessions Road. This is expected to take approximately two weeks. When they finish Sessions Road, they will move to Hawley and Rankin Streets. They plan to add a second crew a week or two after they start and will begin the second crew on Second Street. They would like to complete Second Street in June to avoid NJ Fox & Sons busier months in July and August. DPW posted notices on all the homes on Sessions Road informing them construction will be starting on May 22.**

Apex Excavating has the materials on order for Contract B. They plan to complete the work in increments of 20-30 water service lines. **The most recent update provided to F&V was that they will begin work in June.** Letters for Contract B were sent out Wednesday, April 5th.

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. The issues with the high float back up and controller issue with pump one has been fixed. The last item remaining is fixing the lift station hatch.

Jackson Merkey began work at the Harvey Street lift station April 17th. **The work is complete, but we are waiting on Consumers for power.**

Here is a summary of the payment request.

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

First Request for Reimbursement: \$7,225

Second Request for Reimbursement: 222,347.65

Balance of funds available: **\$423,227.35**

Total Match Required: \$212,500

Total Match to Date: **\$99,621.02**

On Contract B: Bid opening is scheduled for May 9th at 2:00pm. The Village only received one bid and it was from Northern Pump and Well for \$218,300. The bid is \$90,000 over the engineer estimate. We are evaluating our options. Don will have a recommendation for the Village Council to consider at an upcoming meeting. Don's initial thoughts are that even in this market, the bid seems high, and it is difficult to move forward with only receiving one bid.

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: **Don DeVries communicated that the drawings are complete but that he needed to review prior to sealing the drawings. This would be done by May 19. Additionally, we finally received clearance from the State Historic Preservation Office.**

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.

6th Street Sidewalk Reconstruction

Project Description: Complete reconstruction of the sidewalk at the top of the hill on 6th Street on the east end of the Village.

Total Cost: \$112,000

Total Village Cost: \$218,300

Update: Bid opening was April 11th 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 6th 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 6th Street. This would remove the need for a retaining wall, the most expensive portion of the project. The owners requested a meeting to discuss more about the project. We are still working to get the meeting scheduled. I have been unable to set up a meeting with the owners. I was informed by Shelby Township that they have a contractor hired to repair/fix their portion of the retaining wall. They contacted me to ask when it would be best for them to complete their work – before or after our project is complete.

Other General Updates:

Devonwood Development. An individual is looking to purchase the Devonwood property to complete the development. I am working with the Village Attorney to determine how to proceed since it has been 17 years since it originally received special land use approval.

Wesco Variance Request. Wesco has submitted a variance request for three dimensional variances for an approximately 1,170 square foot addition to the convenience store. The request will be considered on June 12, 2023.

Other Projects

Zoning Ordinance Update – The Zoning Ordinance became 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. Over the next few weeks, I will be working on the final items for RRC

Certification. The Village Council will need to review our fee schedule for planning and zoning fees.

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 was on May 3rd. We have also begun working on rewriting the Village of Shelby's utility ordinances. Industrial user surveys will be sent to several businesses throughout the Village within the next couple of weeks. This allows the Village to determine if there are any existing businesses that should also be under the IPP. It is a requirement to implement an IPP.

On the Radar

Updating the Village of Shelby Website

Downtown Façade Grant Program – I had a meeting with Tammy Carey on April 26th to discuss the implementation of this grant program. The Village will seek assistance from the Community Foundation to administer the grant. We have tentatively planned for August 2023 to open grant applications.

Downtown Streetscape Community Engagement – This will be considered in the future, after the summer construction season.



GRETCHEN WHITMER
GOVERNOR

STATE OF MICHIGAN
MICHIGAN STRATEGIC FUND
STATE HISTORIC PRESERVATION OFFICE

QUENTIN L. MESSER, JR.
PRESIDENT

May 18, 2023

MARY WEIDEL
FIELD ENVIRONMENTAL OFFICER REGION V
US DEPT OF HOUSING AND URBAN DEVELOPMENT
477 MICHIGAN AVENUE 16TH FLOOR
DETROIT MI 48226

RE: ER23-54 Getty Park Renovation, 100 6th Street, T14N, R17W, Sec. 8, Village of Shelby,
Oceana County (HUD)

Dear Mary Weidel:

Under the authority of Section 106 of the National Historic Preservation Act of 1966, as amended, we have reviewed the revised Phase I archaeological survey report (dated April 14, 2023) for the above-referenced undertaking. We have also received a copy of the Unanticipated Discoveries Plan (UDP) from the applicant, Brady Selner, Village Administrator of the Village of Shelby, on May 3, 2023. Thank you for submitting the material we requested in our March 30, 2023 letter. The State Historic Preservation Office understands that you have agreed to and have met the conditions outlined in our March 30, 2023 letter.

In our opinion, Site 200A271, a former WWII German prisoner internment camp that corresponds with the Area of Potential Effort (APE), remains unevaluated and will require future investigation to determine if it is eligible for the National Register of Historic Places (NRHP). However, based on the scope of work for the proposed park renovations, no further investigation of Site 200A271 is necessary at this time. Since the conditions outlined in our March 30, 2023 have been met, it is the opinion State Historic Preservation Office that no historic properties will be effected by the proposed undertaking.

If the scope of work changes in any way, please contact the Michigan SHPO. Please refer to the UDP in the unlikely event that human remains or archaeological material are encountered during construction activities related to the above-cited undertaking. As stated in the UDP, if human remains or archaeological material are encountered, work must be halted and the Michigan SHPO and other appropriate authorities must be contacted immediately.

This letter evidences HUD's compliance with 36 CFR § 800.4 "Identification of historic properties," and the fulfillment of HUD's responsibility to notify the SHPO, as a consulting party in the Section 106 process, under 36 CFR § 800.4(d)(1) "No historic properties affected." We remind you that federal agency officials or their delegated authorities are required to involve the public in a manner that reflects the nature and complexity of the undertaking and its effects on historic properties per 36 CFR § 800.2(d). The National Historic Preservation Act also requires that federal agencies consult with Native American Tribes and/or Tribal Historic Preservation Officers (THPO) who may attribute religious and cultural significance to historic properties that may be affected by the agency's undertakings per 36 CFR § 800.2(c)(2)(ii).



The State Historic Preservation Office is not the office of record for this undertaking. You are therefore asked to maintain a copy of this letter with your environmental review record for this undertaking. If you have any questions, please contact Scott Slagor, Cultural Resource Protection Manager, at 517-285-5120 or by email at slagors2@michigan.gov; or Amy Krull, Federal Projects Archaeologist at 517-285-4211 or by email at krulla@michigan.gov. **Please reference our project number in all communication with this office regarding this undertaking.** Thank you for your cooperation.

Sincerely,



Amy Krull
Federal Projects Archaeologist

AK

Copy: Megan Oberlin, Michigan Economic Development Corporation (MEDC)
Brady Selner, Village of Shelby



Village Council
Item Cover Page

Meeting Date:	May 22, 2023
Agenda Item:	6 th Street Sidewalk
Budget Impact:	\$102,401 over budgeted amount
Recommendation:	NA – Discussion Item
Staff Contact:	Brady Selner, Village Administrator

Background:

Bid opening for the 6th Street sidewalk was April 11, 2023. Bids came in high with the lowest bid coming in \$102,401 over the budgeted amount, although the budget was underestimated. There is an ongoing attempt to meet with the property owner on the corner of S. Sunset Terrace and 6th Street to see if they would be receptive to provide a temporary easement for the Village to regrade the hill to a slope that would not require a retaining wall.

Shelby Township placed a trail camera on the sidewalk to see how many people used the sidewalk over a three-day period. The sidewalk was used 108 times in a three-day period.

The Major Street fund balance on May 18, 2023, was \$1,167,579.85. The FY2023-24 Budget estimates a \$500,435 planned reduction in the Major Street fund balance. The Village Fund Balance Policy estimates the FY2022-23 projected fund balance to be \$1,048,192. Including the \$102,401 additional cost for the 6th Street sidewalk, the Village would have a projected fund balance of \$445,356 at the 2023-24 fiscal year end. This is \$271,472 above the maximum fund balance for the Major Street Fund. Before moving forward with a decision, it is important to get an answer from the S. Sunset Terrace owner. I will continue to reach out to schedule a meeting.

Supporting Documents:

None



Village Council
Item Cover Page

Meeting Date:	May 22, 2023
Agenda Item:	Village of Shelby Leaf and Brush Sites
Budget Impact:	N/A
Recommendation:	Provide a location at the DPW Garage
Staff Contact:	Brady Selner, Village Administrator

Background:

On Tuesday, May 9, 2023, there was a brush fire at the Village brush site. The MDNR was concerned with the amount of illegal dumping that was present at the site. Due to the fire and the illegal dumping, we closed the brush site temporarily until the Village Council determines how to proceed with providing this service. Below are some of the options:

1. Open the brush site back up and the leaf site once Hallack is no longer staging the water main.
2. Keep it locked except for certain days and times and have a DPW employee on site when it is open to the public.
3. Provide a location at the DPW Garage and purchase cameras to manage illegal dumping.

In addition to illegal dumping, the Village dump sites are used by contractors and non-residents. This is not typical for municipalities to allow. Village staff is looking for direction from the Village Council.

Supporting Documents:

None



Village Council
Item Cover Page

Meeting Date: May 22, 2023
Agenda Item: 2023 RRC Training Plan
Budget Impact: N/A
Recommendation: 2023 RRC Training Plan
Staff Contact: Brady Selner, Village Administrator

Background:

One of the requirements of obtaining RRC Certification and remaining certified is approving an annual training plan. The plan provides resources for the Village Council and the Planning Commission to take advantage of. Meeting the training requirement can but does not have to be completed by attending formal training or conferences. It can also be met by listening to podcasts or reading articles pertaining to local government issues. It is encouraged that Village Council members report out to the rest of the Village Council when they take part in any form of training. To continue to meet the RRC requirement, I have amended number 13 on the agenda. It continues the practice of reporting on each committee, but also provides each Village Council member an opportunity to share general information, comments, and meetings/training attended.

In addition, I would like to make a concentrated effort to send interested Village Council members to the MML Convention and MML Capital Conference each year.

Supporting Documents:

2023 Training Plan
Resolution No. 19-23

Motion _____ by seconded by _____ to adopt Resolution No. 19-23.



2023

Background

The Village of Shelby is nearing Redevelopment Ready Community (RRC) certification through the MEDC. RRC certification prepares communities for the future by sharing a strategic vision and a plan of action for improvement in economic development, infrastructure, public safety, education, health care, culture, and recreation.

This Training Strategy will assist the Village's Boards & Commissions to identify opportunities and to encourage ongoing training aligned with the community's goals and needs. RRC encourages communities to think outside-the-box when it comes to training. Training is about more than going to a conference or listening to an expert. It can be done right in the community using existing time and resources. This includes shifting to more at-meeting trainings, sharing articles, podcasts, etc.



Goals for Village Council/Planning Commission

1. Attend 6 hours of training annually.
2. Expand officials' understanding of economic development incentives and how they work.
3. Increase officials' understanding of their roles.
4. Refresher on critical topics such as Open Meetings Act, Public Hearings, meeting procedures, ethics, conflict of interest.

Actions to Deliver Training

1. Training has been added as an outstanding agenda item.
 - a. Sharing training materials and experiences at meetings.
 - i. Presentation, Handouts and/or Discussion on any village related issue
 - b. Training material examples for regular meetings:
 - i. Article pertaining to a current issue.
 - ii. Publications.
 - iii. Presentation from state or local partner.
2. Articles and Publications examples
 - a. Any article/publication pertaining to a municipality issue.
 - b. Any article/publication pertaining to a local issue.
 - c. Any article/publication related to public meetings.
3. Online training types:
 - a. Webinars.
 - b. Remote presentations.
4. Off-site conferences and workshops will be offered as the budget allows.

MML Convention and Conference

In 2023, a concentrated effort will be made to send a couple of Village Council members to the MML Convention and the 2024 Capital Conference.

Training Resources

- MAP's Regional Workshops for Officials: <https://www.planningmi.org/regional-workshops>
- MAP's On-Site Workshops: <https://www.planningmi.org/on-site-workshops>
- Books and Publications: <https://www.planningmi.org/books-and-publications>
- APA Podcast: <https://www.planning.org/podcast/>
- Strong Towns: <https://www.strongtowns.org/>
- Gregg's Guidance – Field Notes: <https://greggllc.substack.com/>

- MML On Demand:
https://site.mml.org/sites/MemberSite/Shop/MemberSite/Store_Home.aspx?_ga=2.110747589.1951452813.1684438466-666832174.1669844921&_gl=1*1ql0oz3*_ga*NjY2ODMyMTc0LjE2Njk4NDQ5MjE.*_ga_H0023F002B*MTY4NDQzODQ2Ni44LjEuMTY4NDQzOTIyOS4wLjAuMA

Training Budget

Boards and Commission	Annual Budget for Training
Council	\$2,000
Planning Commission	\$1,000

Review and Updates to Strategy

The Training Strategy will be reviewed and updated annually along with the development of the fiscal year budget.



May 22, 2023

RESOLUTION

No. 19-23

RESOLVED BY THE COUNCIL OF THE VILLAGE OF SHELBY to adopt the 2023 Village of Shelby Training Strategy.

Moved: _____

Seconded: _____

Yes: _____

No: _____

ABSENT: _____

RESOLUTION No. 19-23 Declared ADOPTED.

ADOPTED ON: May 22, 2023



Village Council
Item Cover Page

Meeting Date: May 22, 2023
Agenda Item: 2023 Zoning Fee Schedule
Budget Impact: N/A
Recommendation: 2023 Zoning Application and Fee Schedule
Staff Contact: Brady Selner, Village Administrator

Background:

One of the requirements of obtaining RRC Certification and remaining certified is approving an annual zoning fee schedule. To not hold up reaching RRC Certification, I am recommending the Village Council approve the existing zoning fee schedule as is with an understanding that a more thorough review and update will occur in the future. This future review and update will be part of a broader effort to improve internal processes, procedures, and workflows.

While recognizing creating internal processes, procedures, and workflows are an ongoing task, it is my goal to make substantial progress in this regard during FY2024-25. Updating our Employee Handbook, Village of Shelby Zoning Ordinance, and General Law Ordinance was an important first step to improve internal workflows. Following the completion of these projects, we must update the related forms, fees, and any other relevant documents. This will be followed by an update to the Village website to make the information easily accessible to residents and other stakeholders.

Supporting Documents:

2023 Zoning Application and Fee Schedule
Field Notes – Workflow
Resolution No. 20-23

Motion _____ by seconded by _____ to adopt Resolution No. 20-23.



Planning & Zoning Application

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

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

Address/Location of Subject Property: _____
Current Zoning & Use of Subject Property: _____

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"/> Site Plan Review by Zoning Admin. \$25.00
<input type="checkbox"/> Residential additions, Detached Garage, Swimming Pool Permit \$25.00	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 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: _____ Organization: _____

Address: _____ Phone: _____

City/State/Zip: _____ Email: _____

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

Signature: _____ **Date:** _____

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: _____

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 _____ :

(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*



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*****

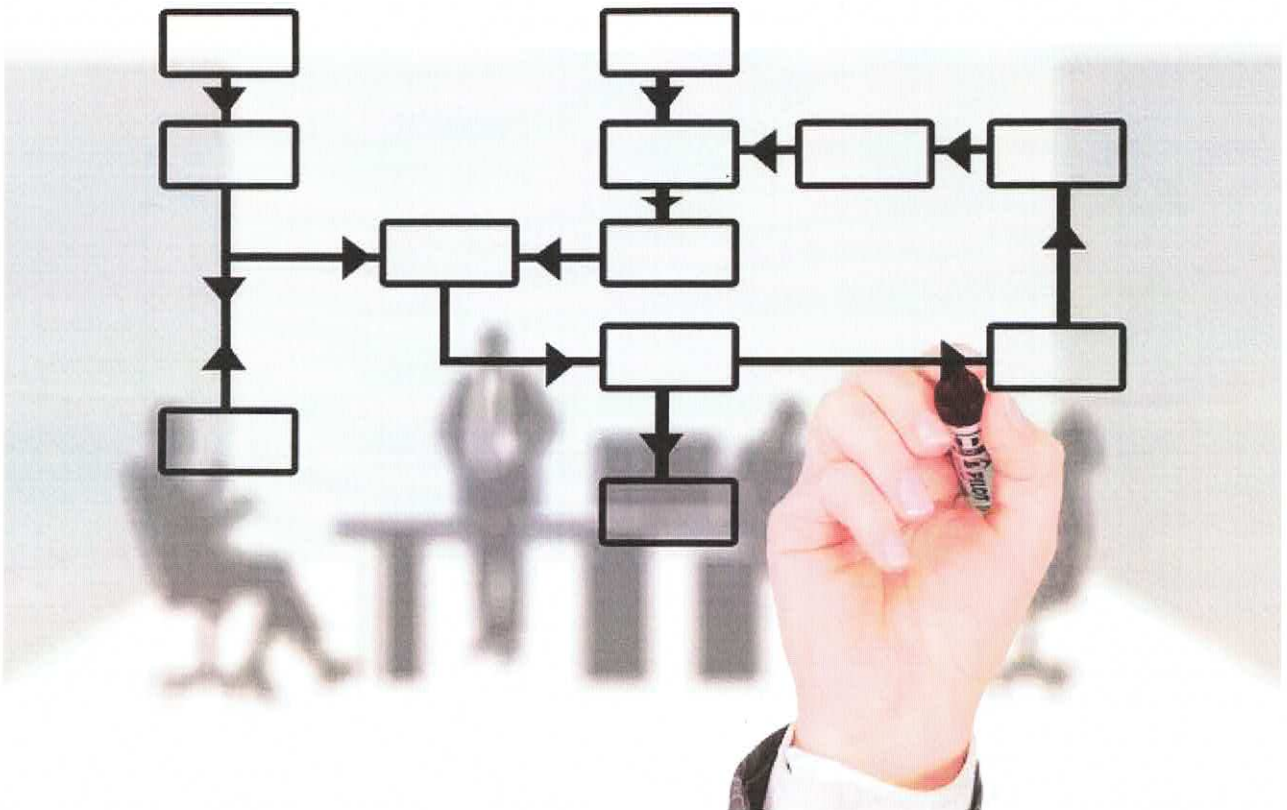
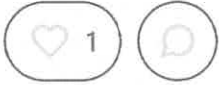
If application is for a variance, please attach one (1) copy of your site plan. If application requires Planning Commission review, please attach eleven (11) copies of a completed site plan and drawings.

Workflow



GREGG GUETSCHOW

NOV 14, 2022



The acting police chief brought me a memorandum he received from one of the officers. It reported the details of on-duty injuries he suffered while engaged in traffic control at the scene of a fire. The injuries were minor, he did not seek medical treatment, and he did not lose time from work due to the incident. I made a mental note to investigate whether there was an official form the officer should have used to report his injuries.

I asked the office staff about the process they used for notifying the village's workers compensation insurance carrier that an injury had occurred. I have been interim

manager here long enough not to be surprised when neither knew what should be done next. The more senior of the two has just two years of experience. As has been obvious to me in other situations, little attention has been paid to developing procedures and educating staff about their duties and the resources they can use to accomplish them. To the extent anyone dealt with on-the-job injuries in the past, I suspect this was done at the highest administrative level on a case-by-case basis.

There are times when one must fly by the seat of one's pants. In most others, however, it is a failure of management if this takes the place of standard operating procedures. To take such an approach in matters related to worker safety is particularly troublesome.

I have mentioned the concept of workflow in other *Field Notes* articles. It is a concept that should be familiar to public administrators who trace the roots of their practice in part to Frederick Taylor's conception of scientific management. The use of flowcharts to map work processes first appeared in the 1920s, motivated by the same focus on improving quality and enhancing the repeatability of specific functions. There are certainly areas of city management that do not lend themselves easily to rigid concepts of the one right way to accomplish a task, but there are many that do. It has been my experience that too little attention has been paid to analyzing these tasks and coaching those who must perform them.

I do not know why I have focused so often on workflows. Early in my career, I discovered that the city I served lacked a clear process for purchasing that started at the requisition step and ended with the payment of the invoice. I developed a single form that could be used as a purchase order, receiving report, and authorization to pay. This process can be handled efficiently today with software applications.

In the same city, I developed a system for accounting for late fees and video rentals at the library. This was motivated by the embezzlement of a small amount of cash by an administrator. It was a simple system. Library staff used a numbered two-part receipt form from an office supply company. These accompanied the cash that was taken weekly to the city clerk's office where staff would count the money and compare the total to the receipts.

This did not work out as I had hoped, I discovered. Answering a question from auditors required examining library receipts. I found receipts and deposits did not match up. When I inquired in the clerk's office whether they had been comparing the receipts to the amount of cash that accompanied them, they said they had not. I omitted a key part of the workflow: verifying the procedure was being followed. I was forced to fire a second administrator for embezzlement.

I have not been as diligent as I should have been throughout my career in developing standardized procedures for routine tasks. In most of the organizations I served, there had been concerted efforts to train successive generations of employees in the way things were done. This sharing of institutional knowledge served well in most instances. When it did not, we investigated, found where we were coming up short, and put in place the processes we lacked or refined those that no longer served us well.

I have been working more recently in organizations that have experienced high employee turnover and paid too little attention to putting the right people in key positions. The lack of attention to workflow has been obvious and, for an interim manager, frustrating. The absence of a procedure to handle a workplace injury was just one of several instances I discovered the same day.

I handled the need to file a report with the workers compensation insurance carrier the way I suspect it had been done in the past. I found the necessary resources and coached an accounting clerk in what needed to be done.

I did not stop there. I thought about what I should do to be sure workplace injuries and similar incidents were properly reported and addressed. I found a form online used by another municipality, shared it with a staff member, and asked her to determine whether it could be modified to suit our purposes. I then set about creating a flowchart that would illustrate the steps that need to be taken to report and incident and get it in the hands of those who needed to be involved.

I tend to be more of a verbal thinking than a visual one. Despite this, I recognize the truth in the saying that a picture is worth a thousand words. As I thought about how best to communicate this workflow, I chose to do so in the form of a flowchart.

Applications like Microsoft's Vision make this a comparatively simple task. The flowchart is awaiting final comments from staff before being shared throughout the organization.

The graphic depiction of the process helped ensure that all the steps were being properly handled. One of the clerical staff members suggested the need to show where copies of reports were to be filed. I included referring incidents to a safety committee for review and comments, even though no safety committee currently exists.

I will not have enough time in my current role to develop all the flowcharts necessary to address the gaps and bottlenecks in our current workflows. This is a challenge any manager is likely to face given the demands on his or her time. My plan is to set a standard, communicate it to staff and my successor, and hope that there is follow-through after I am gone. That seems like a good workflow to address this concern.

Type your email...	Subscribe
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[Image by Gerd Altmann from Pixabay](#)

Comments



Write a comment...



May 22, 2023

RESOLUTION

No. 20-23

RESOLVED BY THE COUNCIL OF THE VILLAGE OF SHELBY to adopt the 2023 Zoning Application and associated fees.

Moved: _____

Seconded: _____

Yes: _____

No: _____

ABSENT: _____

RESOLUTION No. 20-23 Declared ADOPTED.

ADOPTED ON: May 22, 2023

Check Proofing Report

05/09/2023 2:18 PM

Database: Shelby

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Payroll ID: 588

Check Post Date: 05/11/2023

Pay Period End Date: 05/07/2023

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: 1,427.34	Total Deductions: 636.66
Pay Period End Date: 05/07/2023	State Allow.: 1	Reg. Hours: 81.00	Direct Deposit: 1,427.34
Check Date: 05/11/2023		OT Hours: 0.00	YTD Gross: 20,380.81
	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	78.50	0.00	1,986.05	16,528.93	SOCSEC_EE	125.81	1,242.03
101	101-215.000-702.000	40.00	1.00	0.00	40.00	640.00	SITW	66.56	660.05
PTO	CLERK/TREASURER	25.30	1.50	0.00	37.95	2,247.88	MEDICARE_EE	29.43	290.48
							DELTA DENTAL	34.80	348.00
							VISION	9.39	93.90
							FITW	107.78	1,069.73
							AFLAC-ACC	26.04	260.40
							457_EE %	220.00	2,086.40
							HEALTH	16.85	168.50
							SSB	1,427.34	DEPOSIT

Leave Bank ID	Leave ID	Prev. Bal.	Comp Wrkd	Accrued	Lost	Taken	Buy Out	Adjusted	Net Change	New Balance
PTO	PERSONAL	282.24		8.31	0.00	1.50	0.00	0.00	6.81	289.05
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: 2,270.82	Net After Dir Dep: 0.00
Withholding Status: Married	Federal Allow.: 0	Net for Check: 1,620.48	Total Deductions: 650.34
Pay Period End Date: 05/07/2023	State Allow.: 0	Reg. Hours: 80.00	Direct Deposit: 1,620.48
Check Date: 05/11/2023		OT Hours: 3.00	YTD Gross: 21,483.00
	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
441 H	101-441.000-702.000	23.56	15.00	0.00	353.40	16,313.16	FITW	160.01	1,511.22
441 H	101-691.000-702.000	23.56	7.00	0.00	164.92		SITW	86.86	833.74
441 H	ROADS MAINT	23.56	6.00	0.00	141.36		SOCSEC_EE	138.64	1,310.35
441 H	590-000.000-702.000	23.56	12.00	1.00	318.06		MEDICARE_EE	32.42	306.45
441 H	591-000.000-702.000	23.56	8.00	2.00	259.16		457_EE %	136.25	1,288.98
441 H	DPW	23.56	8.00	0.00	188.48		AFLAC-STD	35.28	352.80
PTO	DPW	23.56	24.00	0.00	565.44	2,872.24	DELTA DENTAL	34.84	348.40

Check Proofing Report

05/09/2023 2:18 PM

Database: Shelby

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Payroll ID: 588 Check Post Date: 05/11/2023 Pay Period End Date: 05/07/2023 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	1,250.00	AFLAC-ACC	26.04	78.12
PHONE	DPW	30.00	0.00	0.00	30.00	150.00	SSB	200.00	DEPOSIT
							SSB	1,420.48	DEPOSIT

Leave Bank ID	Leave ID	Prev. Bal.	Comp Wrkd	Accrued	Lost	Taken	Buy Out	Adjusted	Net Change	New Balance
PTO	PERSONAL	82.84		6.92	0.00	24.00	0.00	0.00	-17.08	65.76
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: 05/07/2023	State Allow.: 2	Reg. Hours: 81.50	Direct Deposit: 1,812.33
Check Date: 05/11/2023		OT Hours: 0.00	YTD Gross: 23,951.70
	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	DPW SUPERVISOR	63,189.00	80.00	0.00	2,430.35	23,701.70	SITW	76.70	744.29
PHONE	DPW SUPERVISOR	50.00	0.00	0.00	50.00	250.00	SOCSEC_EE	151.62	1,463.40
441 H	DPW SUPERVISOR	0.00	1.50	0.00	0.00	0.00	MEDICARE_EE	35.46	342.25
							FITW	194.03	1,877.80
							VISION	9.39	93.90
							DELTA DENTAL	34.84	348.40
							AFLAC-ACC	20.16	201.60
							457_EE %	145.82	1,422.11
							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	338.43		8.31	0.00	0.00	0.00	0.00	8.31	346.74
	VACATION			0.00						

Name: 30109 - KRAUSE, DAVID K Active

Employee ID: 30109	Department ID: 301	Gross for Check: 2,233.78	Net After Dir Dep: 0.00
Withholding Status: Married	Federal Allow.: 0	Net for Check: 1,663.15	Total Deductions: 570.63
Pay Period End Date: 05/07/2023	State Allow.: 0	Reg. Hours: 83.50	Direct Deposit: 1,747.77
Check Date: 05/11/2023		OT Hours: 1.50	YTD Gross: 24,621.08
	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	101-301.000-702.000	25.70	78.50	1.50	2,075.28	20,942.34	FITW	91.91	1,207.66
PTO	101-301.000-702.000	25.70	5.00	0.00	128.50	2,059.94	SITW	83.82	935.81
PHONE	101-301.000-702.000	30.00	0.00	0.00	30.00	150.00	SOCSEC_EE	132.45	1,466.09

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

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Database: Shelby

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Payroll ID: 588 Check Post Date: 05/11/2023 Pay Period End Date: 05/07/2023 Application: PR

Paycode ID	Distribution	Rate	Hours	OT Hrs	Amt	YTD Amt	Ded/Exp ID	Amt	YTD Amt
							MEDICARE_EE	30.98	342.88
							##HSA	84.62	846.20
							DELTA DENTAL	12.82	128.20
							457_EE %	134.03	1,477.27
							HUNT	1,663.15	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	183.73		6.92	0.00	5.00	0.00	0.00	1.92	185.65

Name: 30086 - MAHONEY, RANDY Active

Employee ID:	30086	Department ID:	253	Gross for Check:	809.60	Net After Dir Dep:	629.37
Withholding Status:	Married	Federal Allow.:	0	Net for Check:	629.37	Total Deductions:	180.23
Pay Period End Date:	05/07/2023	State Allow.:	0	Reg. Hours:	40.00	Direct Deposit:	0.00
Check Date:	05/11/2023			OT Hours:	0.00	YTD Gross:	7,168.04
		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	40.00	0.00	809.60	7,168.04	SITW	44.41	404.65
							SOCSEC_EE	50.20	444.42
							FITW	73.88	652.88
							MEDICARE_EE	11.74	103.94

Leave Bank ID	Leave ID	Prev. Bal.	Comp Wrkd	Accrued	Lost	Taken	Buy Out	Adjusted	Net Change	New Balance
PTO PT	PERSONAL_PT	21.05		1.85	0.00	0.00	0.00	0.00	1.85	22.90

Name: 30100 - POLACEK, JAMIE M Active

Employee ID:	30100	Department ID:	265	Gross for Check:	48.72	Net After Dir Dep:	42.93
Withholding Status:	Married	Federal Allow.:	0	Net for Check:	42.93	Total Deductions:	5.79
Pay Period End Date:	05/07/2023	State Allow.:	0	Reg. Hours:	3.25	Direct Deposit:	0.00
Check Date:	05/11/2023			OT Hours:	0.00	YTD Gross:	449.80
		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	449.80	SITW	2.07	19.12
							SOCSEC_EE	3.02	27.89
							MEDICARE_EE	0.70	6.52

Name: 30098 - ROESLER, DEAN C Active

Employee ID:	30098	Department ID:	301	Gross for Check:	2,480.35	Net After Dir Dep:	0.00
Withholding Status:	Single	Federal Allow.:	1	Net for Check:	1,754.83	Total Deductions:	725.52

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

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Database: Shelby

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Payroll ID: 588 Check Post Date: 05/11/2023 Pay Period End Date: 05/07/2023 Application: PR

Pay Period End Date: 05/07/2023	State Allow.: 1	Reg. Hours: 100.50	Direct Deposit: 1,754.83
Check Date: 05/11/2023		OT Hours: 0.00	YTD Gross: 13,692.16
	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
SALARY	101-301.000-702.000	63,189.00	100.50	0.00	2,430.35	8,506.23	FITW	240.65	1,291.37
PHONE	101-301.000-702.000	50.00	0.00	0.00	50.00	100.00	SITW	88.14	489.11
							SOCSEC_EE	153.78	848.91
							MEDICARE_EE	35.97	198.54
							457_EE %	148.82	637.89
							HEALTH	58.16	58.16
							FFCU	1,754.83	DEPOSIT

Leave Bank ID	Leave ID	Prev. Bal.	Comp Wrkd	Accrued	Lost	Taken	Buy Out	Adjusted	Net Change	New Balance
PTO	PERSONAL	13.84		5.54	0.00	0.00	0.00	0.00	5.54	19.38

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: 1,091.37	Total Deductions: 823.43
Pay Period End Date: 05/07/2023	State Allow.: 0	Reg. Hours: 80.00	Direct Deposit: 1,191.37
Check Date: 05/11/2023		OT Hours: 0.00	YTD Gross: 20,764.26
	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	36.00	0.00	848.16	18,779.82	SITW	65.91	727.95
441 H	101-691.000-702.000	23.56	2.00	0.00	47.12		MEDICARE_EE	26.31	286.58
441 H	590-000.000-702.000	23.56	2.00	0.00	47.12		SOCSEC_EE	112.51	1,225.38
441 H	591-000.000-702.000	23.56	35.00	0.00	824.60		FITW	150.86	1,712.53
PTO	DPW	23.56	5.00	0.00	117.80	936.84	HEALTH	101.41	1,014.10
PHONE	DPW	30.00	0.00	0.00	30.00	150.00	VISION	2.84	28.40
							##HSA	100.00	1,000.00
							AFLAC-ACC	12.84	128.40
							AFLAC-HOSP	46.02	460.20
							AFLAC-STD	32.40	324.00
							457_EE %	172.33	1,868.79
							SSB	100.00	DEPOSIT
							SSB	1,091.37	DEPOSIT

Leave Bank ID	Leave ID	Prev. Bal.	Comp Wrkd	Accrued	Lost	Taken	Buy Out	Adjusted	Net Change	New Balance
PTO	PERSONAL	163.51		8.31	0.00	5.00	0.00	0.00	3.31	166.82
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

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05/09/2023 2:18 PM

Database: Shelby

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Payroll ID: 588

Check Post Date: 05/11/2023

Pay Period End Date: 05/07/2023

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: 05/07/2023	State Allow.: 2	Reg. Hours: 80.00	Direct Deposit: 2,794.67
Check Date: 05/11/2023	Local Allow.: 00	OT Hours: 0.00	YTD Gross: 33,992.32
		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	80.00	0.00	3,331.73	32,492.32	SITW	126.89	1,181.32
INSURANCE	VILLAGE ADMIN	250.00	0.00	0.00	250.00	1,250.00	SOCSEC_EE	213.96	1,994.65
PHONE	VILLAGE ADMIN	50.00	0.00	0.00	50.00	250.00	MEDICARE_EE	50.04	466.49
							##HSA	180.77	1,807.70
							FITW	246.27	2,221.23
							MERS-ROTH	199.90	1,949.50
							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	310.31		8.31	0.00	0.00	0.00	0.00	8.31	318.62
VAC	VACATION	0.00		0.00	0.00	0.00	0.00	0.00	0.00	0.00

Name: 30115 - SIMONS, BRADLEY A

Active

Employee ID: 30115	Department ID: 441	Gross for Check: 2,079.26	Net After Dir Dep: 1,676.11
Withholding Status: Single	Federal Allow.: 0	Net for Check: 1,676.11	Total Deductions: 403.15
Pay Period End Date: 05/07/2023	State Allow.: 1	Reg. Hours: 88.00	Direct Deposit: 0.00
Check Date: 05/11/2023	Local Allow.: 00	OT Hours: 8.50	YTD Gross: 19,434.96
		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	28.00	0.00	569.52	17,030.43	FITW	153.52	1,464.15
441 H	101-691.000-702.000	20.34	5.00	0.00	101.70		SITW	77.72	726.54
441 H	590-000.000-702.000	20.34	17.00	6.50	544.10		SOCSEC_EE	128.92	1,204.97
441 H	591-000.000-702.000	20.34	21.00	2.00	488.16		MEDICARE_EE	30.15	281.81
441 H	661-000.000-702.000	20.34	1.00	0.00	20.34		AFLAC-ACC	12.84	128.40
441 H	DPW	20.34	8.00	0.00	162.72				
PTO	DPW	20.34	8.00	0.00	162.72	1,479.33			
PHONE	DPW	30.00	0.00	0.00	30.00	150.00			

Leave Bank ID	Leave ID	Prev. Bal.	Comp Wrkd	Accrued	Lost	Taken	Buy Out	Adjusted	Net Change	New Balance
PTO	PERSONAL	92.48		6.92	0.00	8.00	0.00	0.00	-1.08	91.40

Name: 30120 - SKIBA, CHAD R

Active

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

Check Proofing Report

05/09/2023 2:18 PM

Database: Shelby

6/6

Payroll ID: 588 Check Post Date: 05/11/2023 Pay Period End Date: 05/07/2023 Application: PR

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: 256.69	Total Deductions: 34.67
Pay Period End Date: 05/07/2023	State Allow.: 0	Reg. Hours: 16.00	Direct Deposit: 256.69
Check Date: 05/11/2023	Local Allow.: 00	OT Hours: 0.00	YTD Gross: 2,021.13
		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	16.00	0.00	291.36	2,021.13	SITW	12.38	85.89
							SOCSEC_EE	18.06	125.31
							MEDICARE_EE	4.23	29.31
							SAFE	256.69	DEPOSIT

