



VILLAGE COUNCIL PACKET
MONDAY, April 26, 2021

Prepared by:

Crystal Budde, Village Clerk

Brady Selner, Village Administrator

MEETING AGENDA

Village Council of the Village of Shelby
Monday, April 26, 2021
Regular Council Meeting – 6:30 P.M.



This meeting will be in-person at the Shelby Optimist Building
(788 Industrial Park Dr., Shelby, MI 49455)

Agenda Topics:

1. Call to Order
2. Roll Call
3. Pledge of Allegiance
4. Review minutes of the previous meeting:
 - a) Monday, April 12, 2021 **AR**
5. Additions to Agenda
6. President's Report
7. Village Administrator's Report
8. Department Heads' Report
9. Correspondence:
 - a) Oceana County Brownfield Redevelopment Authority
10. Public Participation (Go to Shelbyvillage.com/council for instructions):
11. Old Business:
12. New Business:
 - a) Water/Sewer Connection Fee Schedule Amendment **AR**
 - b) MEDC Water-Related Infrastructure (WRI) Grant **AR**
 - c) RRC Public Participation Plan **AR**
13. Reports of Officers, Boards & Committees
 - a.) Planning Commission Chair Ex- Officio: John Sutton, Paul Inglis
 - b.) Water & Sanitation Chair: Bill Harris, Co-Chair: Steve Crothers
 - c.) Streets & Sidewalks Chair: Dan Zaverl, Co-Chair: Bill Glover

- d.) Parks, Rec & Bldgs. Chair: Damian Omness, Co-Chair: John Sutton
- e.) Finance & Insurance Chair: Steve Crothers, Co-Chair: Bill Harris
- f.) Personnel Chair: John Sutton, Co-Chair: Damian Omness
- g.) Ordinances Chair: Bill Glover, Co-Chair: Dan Zaverl

14. Payment of Bills: April 26, 2021

15. Adjournment:

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

NEXT MEETING: **May 10, 2021**
NEXT RESOLUTION: 31-21
NEXT PROCLAMATION: 01-21
NEXT ORDINANCE: 02-21



**VILLAGE OF SHELBY
REGULAR COUNCIL MEETING OF April 12, 2021 at 6:30 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 6:30 P.M. by President Paul Inglis.

2. ROLL CALL:

Answering the roll call: Bill Glover, Steve Crothers, Dan Zaverl, Paul Inglis, John Sutton, and Damian Omness.

Absent: Bill Harris.

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

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

4. MINUTES:

a.) March 22, 2021

Bill Glover moved to approve the minutes of the Regular Council Meeting of March 22, 2021 as prepared.

Seconded by: Steve Crothers.

Voice Vote: All in favor.

Motion Carried.

Absent: Bill Harris.

5. ADDITIONS TO THE AGENDA:

Street Sweeper – New Business item f.

6. PRESIDENT'S REPORT: Nothing to report.

7. ADMINISTRATOR'S REPORT:

VA Selner reported that he had placed an order through the MiDeal Road Salt Program for the next winter season. The order is a commitment to purchase, and the Village will be unable to cancel the order. With an April 6, 2021, purchase order deadline, VA Selner made the decision to order after consulting with Councilman Crothers (Finance Committee Chair) and Village President Inglis. Purchasing the salt directly through MiDeal program provides the Village a substantial cost savings. In the future, this item will come to Village Council for approval before the order is placed. Up until this point, the Village purchased salt through the Oceana County Road Commission. In the 2019-2020 winter, 332 tons of salt was purchased for a total of \$27,174.08. This total includes an 8.5% overhead

fee charged by the County. Not including vehicle depreciation and employee time to collect the salt from Hart, the estimated annual cost savings by ordering directly through MiDeal is \$3,449.36.

Village Clerk/Treasurer Crystal Budde and VA Selner met with the Village's Auditor Eric VanDop over Zoom for the Village's Fiscal Year 2020-2021 Audit Entrance Conference on Tuesday, April 6. The audit process will continue over the next couple of months and will be completed by July.

VA Selner reported that the Village of Shelby did not fall within the fundable range for the Drinking Water Asset Management Grant.

VA Selner had been informed of a grant opportunity through the Michigan Economic Development Corporation (MEDC) for water related infrastructure. The program is designed to assist local governments in making necessary improvements to existing public infrastructure systems. Eligible activities include upgrading existing public infrastructure systems either by replacing deteriorating or obsolete systems or by adding needed capacity to existing, but burdened systems. The grant program requires a 10% match of the total project cost. Applications are due May 31, 2021. VA Selner will work with the Water and Sanitation Committee and Don DeVries in the coming weeks to determine if the Village should pursue this grant opportunity.

The environmental report for the USDA Loan Application (Peterson Farms project) is nearly complete. Due to the time it has taken to complete the environmental report, VA Selner will need to repost the USDA Loan Application Intent to Apply in the newspaper and update the Village's Water Fund financial information before submitting the application. He will inform Council when the application has been formally submitted.

This week staff has met to discuss the Employee Handbook/Personnel Policy update project. VA Selner plans to develop a more complete draft to bring back to staff for discussion in the next couple of weeks. Following staff discussion/edits, a Personnel Committee meeting will be scheduled to review the proposed Employee Handbook.

8. DEPARTMENT HEADS' REPORTS:

Chief Waltz reported that, during the month of March, the Police Department had started to address instances of blight that officers had seen while out on patrol. Currently there are 11 cases in process. Chief Waltz noted that 3 of the 11 cases have made efforts to clean up their property. Officers have had verbal contact with property owners/tenants in an effort to afford them the opportunity to abate the blight before enforcement actions are taken. Letters are currently being sent out to those where contact has been made, but there has been little or no cleanup of the property.

Interim DPW Supervisor Helenhouse reported that the Harvey Street pump will be installed on Tuesday, April 13. The DPW recently had their first change of a lead service line into a home last week. The job went very well and has been completed.

9. CORRESPONDENCE: No Correspondence.

10. CITIZEN PARTICIPATION: No Citizen Participation.

11. OLD BUSINESS: No Old Business.

12. NEW BUSINESS:

a.) Ordinance Recodification Proposal

The Ordinance Committee met twice to discuss the Ordinance Recodification project. After reviewing the three proposals, the Committee is recommending Village Council approve the proposal from American Legal Publishing. All three proposals would provide a much-needed review and update to the Village's Codified Ordinances. The benefits of working with American Legal Publishing is their familiarity with the Village's codes and they can do the project at the lowest cost (\$6,800.00). They also provide free model ordinances covering nearly any municipal topic to replace outdated ordinances or to cover an area for which the Village may not have an ordinance.

Damian Omness moved to authorize VA Selner to sign the Codification Agreement dated March 24, 2021 by and between American Legal Publishing and the Village of Shelby.
Seconded by: John Sutton.

Roll Call Vote:

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

Motion Carried 6-0.

Absent: Bill Harris.

b.) Crystal Budde Wage Increase

Chapter 242.04 and Chapter 246.02 in the Shelby Codified Ordinance states that the Clerk and Treasurer "Shall receive compensation as recommended by the Village Manager or President and shall be determined by resolution or contract annually." VA Selner reported that this has not been regularly practiced in the past as indicated by the following wage history:

March 12, 2018 - \$.50 pay increase (\$16.00 per hour to \$16.50 per hour)

April 23, 2018 - Clerk/Treasurer position created (\$16.50 per hour to \$18.00 per hour)

November 13, 2018 - \$1.00 pay increase (\$18.00 per hour to \$19.00 per hour)

May 2020 – Former Administrator Rob Widigan gave a \$1.00 increase (\$19.00 per hour to \$20.00 per hour)

After reviewing the wage study conducted by MML for the Clerk/Treasurer position, VA Selner is recommending a 2.5% wage increase moving the hourly wage from \$20.00 per hour to \$20.50 per hour (\$41,600.00 to \$42,640 annually). The average pay for communities with a population under 2,500 that responded to the MML wage survey was \$53,687.00. The average pay for general law Villages with a population under 2,500 that responded to the MML wage survey was \$47,369. The pay increase equals 7.06% of Fiscal Year 2021-2022 budgeted General Fund Revenue. In the 2020-2021 Fiscal Year, the Clerk/Treasurer salary was 7.31% of budgeted General Fund Revenue. The Personnel Committee met on Monday, April 5, 2021, and is recommending approval of the 2.50% wage increase effective March 25, 2021.

Bill Glover moved to approve a 2.5% wage increase for Crystal Budde, Village Clerk/Treasurer, setting her wage at \$20.50 per hour, effective March 25, 2021.

Seconded by: John Sutton.

Roll Call Vote:

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

Nays: Zaverl.

Motion Carried 5-1.

Absent: Bill Harris.

c.) Jeremiah Helenhouse Temporary Wage Adjustment

Jeremiah Helenhouse was promoted to acting DPW Supervisor until a permanent replacement for the position is hired. He will have all the responsibilities of the DPW Supervisor except disciplinary responsibility. All discipline will be conducted by the Village Administrator in coordination with information provided by the DPW Supervisor. The Village submitted a memorandum of understanding to the Union representing the DPW department allowing Jeremiah to take a temporary leave from his position of DPW Laborer to serve as acting DPW Supervisor for 90 days, beginning March 29, 2021 and ending June 27, 2021. Mr. Helenhouse's wage must be moved to a salaried position while holding the DPW Supervisor position. He will not be entitled to overtime and will get paid \$53,000.00 annually, effective April 12, 2021. The Personnel Committee will re-evaluate this situation in early June. The Personnel Committee met on April 5, 2021 and is recommending the Village Council to approve the temporary wage adjustment for Jeremiah Helenhouse.

John Sutton moved to approve a temporary wage adjustment for Jeremiah Helenhouse as acting DPW Supervisor, setting his wage at \$53,000.00 annually, effective April 12, 2021 and ending June 27, 2021, at which time his Supervisory status will be re-evaluated.

Seconded by: Damian Omness.

Roll Call Vote:

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

Nays: Zaverl.

Motion Carried 5-1.

Absent: Bill Harris.

d.) Oceana County Community Foundation Grant – Discussion

The Oceana County Community Foundation's Spring 2021 grant application is open until April 19, 2021. The grant limit is \$5,000.00. Village Community Development Fellow Emily Stuhldreher would like to apply for the grant on behalf of the Village of Shelby for funding downtown improvements to include two signs and one shade structure. The grant would cover the cost of one downtown wayfinding sign (location to be determined, but preferably at the pavilion along the Rail Trail) and one welcome sign for the new pocket park. Additionally, the grant would cover a 20ftx10ftx12ft shade structure that will be located at the new pocket park.

e.) Sunday Alcohol Sales

On December 13, 2010, Village Council passed a resolution prohibiting Sunday morning alcohol sales pursuant to MCL 436.2111. Cherry Hill Supermarket is requesting that the Village Council consider a resolution reversing the prohibition of Sunday morning alcohol sales. If Village Council moves forward with the rescission of the original resolution and provides a resolution to allow AM Sunday sales, Cherry Hill Supermarket will be able to refile an application for Sunday morning alcohol sales.

Damian Omness moved to adopt Resolution Number 27-21. (See attached)
Seconded by: Steve Crothers.

Roll Call Vote:

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

Nays: Glover.

Motion Carried 5-1

Absent: Bill Harris.

13. COMMITTEE REPORTS:

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

The Planning Commission will be meeting on Tuesday, April 20 at 6:30 P.M. to discuss the Zoning Ordinance rewrite proposals and set a Public Hearing for the deletion of the demolition permit request from the Village's zoning requirements.

b. WATER & SANITATION: Chair: Bill Harris, Steve Crothers:

Nothing to report.

c. STREETS AND SIDEWALKS: Chair: Dan Zaverl, Bill Glover:

Nothing to report.

d. PARKS, REC. & BLDGS: Chair: Damian Omness, John Sutton:

Nothing to report.

e. FINANCE and INSURANCE: Chair: Steve Crothers, Bill Harris:

Nothing to report.

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

Nothing to report.

g. ORDINANCES – Chair Bill Glover, Dan Zaverl:

Nothing to report.

14. PAYMENT OF BILLS: Steve Crothers moved to approve the payment of the bills in the amount of \$48,273.93.

Seconded by: Bill Glover.

Roll Call Vote:

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

Motion Carried 6-0.

Absent: Bill Harris.

15. ADJOURNMENT: Dan Zaverl moved to adjourn the meeting at 7:30 P.M.

Seconded by: Steve Crothers.

Voice Vote: All in favor.

Motion Carried.

Absent: Bill Harris.

Council minutes are not official until approved at the April 26, 2021 Council meeting.

Approved

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



April 12, 2021

RESOLUTION

No. 27-21

TO REVERSE THE PROHIBITION OF LIQUOR SALES ON SUNDAY MORNING

VILLAGE OF SHELBY, OCEANA COUNTY, MI

At a Regular Meeting of the Common Council of the Village of Shelby, Oceana County, Michigan, on April 12, 2021, the following Resolution was offered.

WHEREAS, the State of Michigan passed MCL 436.2111 et. seq. allowing for the sale of alcoholic beverages between the hours of 7:00 a.m. and 12:00 noon on Sundays, and;

WHEREAS, the Village of Shelby had decided that the Village of Shelby did not wish to allow for the sale of alcoholic beverages (beer, wine, and spirits) between the hours of 7:00 a.m. and 12:00 noon on Sunday, and;

WHEREAS, the Village of Shelby passed Resolution # 121310 (attached as Exhibit A) prohibiting the sale of alcoholic beverages (beer, wine, and spirits) on Sunday mornings between the hours of 7:00 a.m. and 12:00 noon on December 13, 2010, and;

WHEREAS, the Village of Shelby has decided to rescind the December 13, 2010, Resolution prohibiting Sunday morning alcoholic beverage sales;

NOW, THEREFORE, BE IT RESOLVED, the Village of Shelby does hereby reverse the prohibition on Sunday morning sales of alcoholic beverages (beer, wine, and spirits) between the hours of 7:00 a.m. and 12:00 noon.

BE IT FURTHER RESOLVED, the Village of Shelby does hereby approve the sale of alcoholic beverages (beer, wine, and spirits) between the hours of 7:00 a.m. and 12:00 noon on Sunday.

Moved: Damian omness

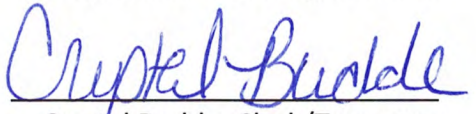
Seconded: Steve Crothers

Yes: Omness, Crothers, Sutton, Zaveri, and Inglis

No: Glover

ABSENT: Harris

I, Crystal Budde, Clerk do hereby certify that the foregoing is a true and original copy of a Resolution duly made and passed by the Common Council of The Village of Shelby at their regular meeting held on the 12th day of April 2021, in the Village of Shelby, Oceana County, State of Michigan, with a quorum present.


Crystal Budde, Clerk/Treasurer
Village of Shelby

RESOLUTION No. 27-21 Declared ADOPTED.

ADOPTED ON: April 12, 2021



Date: April 23, 2021

To: Paul Inglis, Village President
Village Council Members

From: Brady Selner, Village Administrator

Subject: Administrator's Report for the April 26, 2021 Council Meeting

Zoning Ordinance Re-write: The Planning Commission met on Tuesday April 20, to discuss the four proposals the Village received to assist with our zoning ordinance rewrite. The Planning Commission decided to invite McKenna and Williams&Works to present their proposal and answer a set of questions to help determine which firm to select. This has been scheduled as a special Planning Commission meeting on Tuesday, May 4, 6:30pm.

Personnel Policies/Employee Handbook: Staff will meet on Tuesday, April 27, to continue working through the personnel policy draft.

Downtown Pocket Park: DPW staff continue to prepare the new downtown pocket park for redevelopment. There is a page on the Village website (under the "Residents" tab) where residents can provide input on ideas to consider for the new pocket park. A Parks, Recreation, and Building Committee meeting will also be scheduled to finalize plans before the redevelopment begins.



100 S. State Street, Suite M-4
Hart, MI 49420
Phone (231) 873-4835
Fax (231) 873-5914

Robert J. Sobie, Ph.D.
County Administrator

Stacey Becker
Financial and Human Resources
Coordinator

Trisha Marsh
Accounting and Payroll Specialist

Angela Aerts
Administrative Assistant

April 20, 2021

Dear Local Official(s):

The Oceana County Board of Commissioners will consider a "Resolution of Intent to Establish a Countywide Brownfield Redevelopment Authority" at its meeting on **April 29, 2021**. Discussion of this proposed resolution and an opportunity for public comment will take place at **9:00 a.m.** in the Oceana County Building located at 100 S. State Street, Hart, Michigan, as well as via Zoom (see the attached instructions).

This resolution is a first step in establishing a Brownfield Redevelopment Authority; a highly effective tool used to redevelop or revitalize eligible properties within the county that are environmentally-distressed, contaminated, and functionally obsolete and/or blighted.

What is a Brownfield Redevelopment Authority?

Any local unit of government (city, village, township, county) can establish a Brownfield Redevelopment Authority to act as a tool to achieve redevelopment and revitalization goals.

The Brownfield Redevelopment Financing Act (1996 Public Act 381, as amended) authorizes Brownfield Redevelopment Authorities to approve plans that help revitalize, redevelop, and reuse contaminated, blighted, functionally obsolete, or historic areas.

Why would a Township/Village/City want to join the Oceana County Brownfield Redevelopment Authority?

One reason is that there may already be sites within your municipality that are deemed environmentally-distressed and therefore eligible for brownfield development. A Brownfield Redevelopment Authority would encourage remediation of those sites by providing developers with a means to recover eligible remediation costs to develop the property.

There may be other sites in your community that are considered obsolete and in need of major redesign for viable reuse. These properties also need brownfield incentives to encourage

Official County Website: <http://www.oceana.mi.us>



"This institution is an equal opportunity provider"

developers to redevelop them from blight into viable community assets. An Oceana County Brownfield Redevelopment Authority will allow local units of government to review and approve Brownfield Plans under the administration of one countywide authority and board. The countywide Brownfield Redevelopment Authority will only operate in communities that explicitly choose to be members of the authority through the adoption of a local resolution.

How does your community join the Oceana County Brownfield Redevelopment Authority?

A local resolution to join the county brownfield authority is required. A sample template is attached for your review and possible future use should you wish to “opt-in” to the countywide authority.

Public Hearing

Assuming the “Resolution of Intent...” is adopted on April 29, 2021, the next step will be for the Oceana County Board of Commissioners to publish a public notice and then hold a public hearing on the subject. The public hearing is tentatively planned for June 10, 2021 at 11:30 a.m. in the Oceana County Building located at 100 S. State Street, Hart, Michigan, as well as via Zoom (instructions not yet available).

Questions?

Please contact your County Commissioner or Ms. Jodi Nichols, Business Development Coordinator, Oceana County Economic Alliance (231) 742-3328 with questions and to further discuss this potential redevelopment tool. Additionally, you will soon receive an invitation to participate in an informational Zoom session to continue learning about brownfields.

Sincerely,



Robert J. Sobie, Ph.D.
Oceana County Administrator

CC: Oceana County Board of Commissioners

Ms. Mary Lou Phillips, Oceana County Treasurer; Chairperson, Oceana County Land Bank

Mr. Ed VanderVries, Oceana County Equalization Director

Ms. Tammy Carey, Chairperson, Oceana County Economic Alliance

Ms. Jodi Nichols, Business Development Coordinator, Oceana County Economic Alliance

PUBLIC NOTICE

OCEANA COUNTY BOARD OF COMMISSIONERS

100 State Street, Hart, MI 49420 – (231) 873-4835

April 29, 2021

The Oceana County Board of Commissioners will hold committee meetings and its regular board meeting on **Thursday, April 29, 2021 beginning at 9:00 a.m. and 11:30 a.m. respectively.** The meetings will be held in the Board of Commissioners Room, 100 State Street, Hart, MI 49420.

Oceana County is currently following orders from the Michigan Department of Health and Human Services and Michigan Occupational Safety and Health Administration regarding public meetings. The public is invited to participate in the meeting remotely using the instructions that follow.

The meeting agenda is posted with this public notice. A period of public comment will be available.

Oceana County Administration is inviting you to a scheduled Zoom meeting.

Join Zoom Meeting

<https://us02web.zoom.us/j/85661324603?pwd=NVFhcFF0SkxEVVFqdURCNjN2MmhJUT09>

Meeting ID: 856 6132 4603

Passcode: 872398

One tap mobile

+13126266799,,85661324603#,,,,*872398# US (Chicago)

+19292056099,,85661324603#,,,,*872398# US (New York)

Dial by your location

+1 312 626 6799 US (Chicago)

+1 929 205 6099 US (New York)

+1 301 715 8592 US (Washington DC)

+1 346 248 7799 US (Houston)

+1 669 900 6833 US (San Jose)

+1 253 215 8782 US (Tacoma)

This notice is given pursuant to and in accordance with the provisions of the Open Meetings Act, Public Act 267 of 1976, as amended.

Resolution of Concurrence by Municipality to Join County BRA

_____ [City, Village, Township] OF _____

RESOLUTION CONSENTING TO INCLUSION OF MUNICIPALITY IN COUNTY BROWNFIELD REDEVELOPMENT AUTHORITY

At a regular meeting of the _____ [Council, Board, or Commission] of the [City, Village, Township] _____ of _____, _____ County, Michigan (the "Local Unit"), held in the Local Unit on the _____ day of _____ [month], _____ [year], at _____ p.m.

PRESENT:

ABSENT:

MOTION BY:

SUPPORTED BY:

WHEREAS, the Brownfield Redevelopment Financing Act, being Act 381 of the Public Acts of the State of Michigan of 1996, as amended (the "Act"), authorizes the County of _____ (the "County") to establish a Brownfield Redevelopment Authority; and

WHEREAS, the Board of County Commissioners has determined that it is in the best interest of the County to establish and provide for the operation of a Brownfield Redevelopment Authority ("Authority") pursuant to the Act; and

WHEREAS, subject to changes that may hereafter be made pursuant to the Act, the Authority may exercise its power over property located within the boundaries of the County, provided that the Authority does not exercise its power over property located within a city, village or township located in the County unless such city, village or township has adopted a resolution concurring with the inclusion of such property; and,

WHEREAS, the Local Unit has determined that it is in the best interest of the Local Unit to join the Authority, so it permits property located within its municipal boundaries to be included in the Brownfield Redevelopment Authority of the County of _____.

NOW, THEREFORE, BE IT RESOLVED:

1. The Local Unit hereby agrees to opt into the Authority so that all property located within its municipal boundaries shall be included under the Brownfield Redevelopment Authority of the County of _____.
2. The _____ Clerk shall promptly file a certified copy of this Resolution with the _____ County Clerk.
3. All resolution and parts of resolutions insofar as they conflict with the provisions of this Resolution are hereby rescinded.

UPON A VOTE FOR THE ADOPTION OF SAID RESOLUTION, THE VOTE WAS:

AYES:

NAYES:

RESOLUTION DECLARED ADOPTED.

STATE OF MICHIGAN)

)ss.

COUNTY OF)

I, the undersigned, the duly qualified and acting Clerk of the _____ of _____, County of _____, State of Michigan, do hereby certify that the foregoing is a true and complete copy of a resolution adopted by _____ [Council, Board, or Commission] of the _____ of _____ at a regular meeting held on the _____ day of _____ [month], _____ [year], the original of which resolution is on file in my office and available to the public. Public notice of said meeting was given pursuant to and in compliance with the Open Meetings Act, Act No. 267 of the Michigan Public Acts of 1976, including the case of a special or rescheduled meeting, notice by posting at least 18 hours prior to the time set for said meeting.

IN WITNESS WHEREOF, I have hereunto set my official signature, this _____ day of _____ [month], _____ [year].

CLERK

_____ OF _____



Village Council
Item Cover Page

Meeting Date: April 26, 2021
Agenda Item: Water/Sewer Connection Fee Schedule Amendment
Budget Impact: None
Recommendation: Approve Water/Sewer Connection Fee Schedule Amendment
Staff Contact: Brady Selner, Village Administrator

Background:

After several months of discussion, Village Council, with the recommendation from the Water & Sanitation Committee, adopted a new Right-of-Way Permit Ordinance, ROW permit application, and associated fee schedule for water and sewer connections on March 22, 2021. Much of the discussion focused on the cost burden for new single-family residential homes and the cost/time it would take our DPW staff to make the connections. The fee schedule that was adopted did not consider commercial, industrial, or multi-family developments that could require a 2" or greater connection into the Village of Shelby water and sewer system.

As discussed at the March 22, Village Council meeting, the purpose of connection fees is to have new users "buy in" to the existing water/sewer system. All new customers' use of the existing water infrastructure reduces the existing capacity and may also lead to the need for construction of new water/sewer infrastructure. A common objective of connection fees is for growth to pay for growth. Money collected through connection fees from new developments for their share of the cost of capacity is more equitable than raising rates on all customers to pay for capital improvements that are needed primarily to serve the new or increase on demand. For these reasons, the Water & Sanitation Committee is recommending an amendment to the recently passed water/sewer fee schedule to include a step increase to water connections greater than 1.5" and for sewer connections greater than 6".

Supporting Documents:

Village of Shelby Water/Sewer Fee Schedule (showing amendments – in red)
Michigan Rural Water Association Rate Evaluation (Water and Sewer)
Resolution No. 28-21

Motion _____ by seconded by _____ to adopt Resolution No. 28-21.

EXHIBIT A
Department of Public Works Fee Schedule

FEE NAME	FISCAL YEAR 2021-2022
<p>Public Works</p> <p>Right-of-way permit (work in right-of-way) Sewer Lateral (replace existing) Water Lateral (replace existing)</p>	<p>\$50.00 ea. \$50.00 ea. \$50.00 ea.</p>
<p>Sewer</p> <p>Tap fees (new) 1" 1 ½" 2" 4" 6"</p>	<p>\$300.00 ea. - - - - \$2,713</p>
<p>Water</p> <p>Meter fees 1" 1 ½" 2" 3" 4" 6"</p> <p>Tap fees (new) 1" 1 ½" 2" 3" 4" 6" 8" 10"</p>	<p>Cost + 30% Cost + 30% Cost + 30% Cost + 30% Cost + 30% Cost + 30%</p> <p>\$300.00 ea. - \$5,056 \$8,146 \$30,899 \$39,326 \$58,990 \$81,462 \$109,552</p>

MICHIGAN RURAL WATER ASSOCIATION RATE EVALUATION

VILLAGE OF SHELBY REU SCHEDULE - WATER

Net System Worth FROM AUDIT	\$	1,988,792
TOTAL METER EQUIVALENTS / REU'S		708
SYSTEM VALUE FEE	\$	2,809
COST SCHEDULE PER LINE SIZE FOR WATER		
METER EQUIV. - OR SIZE	REU'S	CONNECTION FEE
5/8" - 3/4"	1	\$ 2,809
1"	1.1	\$ 3,090
1.25"	1.4	\$ 3,933
1.5"	1.8	\$ 5,056
2"	2.9	\$ 8,146
3"	11	\$ 30,899
4"	14	\$ 39,326
6"	21	\$ 58,990
8"	29	\$ 81,462
10"	39	\$ 109,552

MOST WATER SYSTEMS ALSO CHARGE A TIME & MATERIALS FEE FOR THE
ACTUAL CONNECTION TO THE WATER SYSTEM

MICHIGAN RURAL WATER ASSOCIATION RATE EVALUATION

VILLAGE OF SHELBY REU SCHEDULE - SEWER

Net System Worth FROM AUDIT	\$	1,852,860
TOTAL METER EQUIVALENTS / REU'S		683
SYSTEM VALUE FEE	\$	2,713

MOST WATER SYSTEMS ALSO CHARGE A TIME & MATERIALS FEE FOR THE
ACTUAL CONNECTION TO THE SEWER SYSTEM



April 26, 2021

RESOLUTION

No. 28-21

RESOLVED BY THE COUNCIL OF THE VILLAGE OF SHELBY to amend the
Department of Public Works fee schedule, attached as Exhibit A.

Moved: _____

Seconded: _____

Yes: _____

No: _____

ABSENT: _____

RESOLUTION No. 28-21 Declared ADOPTED.

ADOPTED ON: April 26, 2021

EXHIBIT A
Department of Public Works Fee Schedule

FEE NAME	FISCAL YEAR 2021-2022
<p>Public Works</p> <p>Right-of-way permit (work in right-of-way) Sewer Lateral (replace existing) Water Lateral (replace existing)</p>	<p>\$50.00 ea. \$50.00 ea. \$50.00 ea.</p>
<p>Sewer</p> <p>Tap fees (new) 1" 1 ½" 2" 4" 6"</p>	<p>\$300.00 ea. - - - - \$2,713</p>
<p>Water</p> <p>Meter fees 1" 1 ½" 2" 3" 4" 6"</p> <p>Tap fees (new) 1" 1 ½" 2" 3" 4" 6" 8" 10"</p>	<p>Cost + 30% Cost + 30% Cost + 30% Cost + 30% Cost + 30% Cost + 30%</p> <p>\$300.00 ea. - \$5,056 \$8,146 \$30,899 \$39,326 \$58,990 \$81,462 \$109,552</p>



Village Council
Item Cover Page

Meeting Date:	April 26, 2021
Agenda Item:	MEDC WRI Grant
Budget Impact:	\$750 from Fund 590 and \$250 from Fund 591 (for grant application)
Recommendation:	Authorize Brady Selner, Village Administrator, and Don DeVries, Fleis&Vandenbrink Engineer, to apply for the MEDC WRI Grant.
Staff Contact:	Brady Selner, Village Administrator

Background:

The MEDC Water-Related Infrastructure (WRI) program is designed to assist local governments in making necessary improvement to existing public infrastructure systems. Eligible activities include upgrading existing public infrastructure systems either by relacing deteriorating or obsolete systems or by adding needed capacity to existing, but burdened systems. Don DeVries and I are recommending the Village pursue this grant opportunity to seek funding for replacement of the Industrial lift station, the Harvey lift station, and Well 2. The estimated project cost is \$750,000.

The minimum project cost to be eligible for the grant is \$500,000 and the maximum is \$2 million. The available funding is \$15 million. The Water & Sanitation Committee met on April 22, 2021 and is recommending Village Council authorize Don DeVries and I apply and submit the MEDC WRI Grant committing the Village to a 25% local match. The minimum required match to be eligible for the grant is 10%, but the Village receives additional points if we match above 10%.

As of April 23, 2021, the available cash in our Water Fund (591) is approximately \$115,440 and the available cash in our Sewer Replacement Fund (590) is \$552,342. As part of the grant application, Village Council would adopt a formal resolution May 10 committing to the local match for the project. Below I have provided estimated local match requirements based on the estimated project cost of \$750,000:

Match Percentage	Water Fund	Sewer Fund	Total
10% (0 points)	\$9,000	\$66,000	\$75,000
11% (5 points)	\$9,900	\$72,600	\$82,500
16% (10 points)	\$14,400	\$105,600	\$120,000
25% (15 points)	\$22,500	\$165,000	\$187,500

Applications are due by May 31, 2021, at 5:00pm, but we need to have the application completed by May 26, 2021, so the application is available for public viewing at the required public hearing. Communities that receive funding will be notified by June 15, 2021.

Supporting Documents:

- 2021 WRI Instructions
- 2021 CDBG WRI Round Scoring
- WRI Application
- Resolution No. 29-21

Motion _____ by seconded by _____ to adopt Resolution No. 29-21.

Community Development Block Grant

WATER-RELATED INFRASTRUCTURE

APPLICATION INSTRUCTIONS

For eligible activities administered by the Michigan Economic Development Corporation (MEDC)
on behalf of the Michigan Strategic Fund (MSF)

Michigan Strategic Fund
c/o Michigan Economic Development Corporation
Community Development Block Grant
300 North Washington Square, Lansing, MI 48913
CDBG@michigan.org

Revised 3.30.21



PROGRAM PURPOSE

The Community Development Block Grant Water-Related Infrastructure (WRI) program is designed to assist Units of General Local Government (UGLGs) in making necessary improvements to existing public infrastructure systems. Eligible activities include upgrading existing public infrastructure systems either by replacing deteriorating or obsolete systems or by adding needed capacity to existing, but burdened systems.

For this funding round, examples of eligible CDBG public infrastructure activities could include:

- Replacement and/or improvement to water lines and related facilities;
- Replacement and/or improvement to sanitary and storm sewer lines and related facilities;
- Replacement and/or improvement to wastewater treatment plants and related activities;
- Activities directly related to and completed in association with eligible infrastructure replacement and/or improvement (i.e. Roads, sidewalks, streetscape, etc.);
- Replacement of lead and galvanized water service lines as required by the State’s Lead and Copper Rule (LCR); and
- Engineering costs related to the above activities.

For this funding round, examples of ineligible activities include:

- Repairing, operating, and maintaining public facilities (filling potholes in streets, repairing cracks in sidewalks and repairing pavement of roadways without reconstruction);
- Water meters;
- Individual private utility hookups;
- Non-LCR related water/sewer laterals that cross onto private property and provide a direct benefit to the private property owner;
- Extending or upsizing existing utilities for future growth;
- Streetscape projects not directly related to and completed in association with eligible infrastructure replacement and/or improvement; and
- Transportation/road activities not directly related to and completed in association with eligible infrastructure improvements.

TIMELINE

March 31, 2021	WRI Announced
April 5, 2021 – May 21, 2021	Question and Answer Period <ul style="list-style-type: none"> ▪ Questions should be directed to CDBG@michigan.org. ▪ Answers will be posted weekly online at https://www.miplace.org/programs/community-development-block-grant/ <p>Please note: <i>Only questions posted by 5 p.m. on May 21, 2021 will be answered prior to the May 31, 2021 Application due date.</i></p>
April 28, 2021 at 2:00 p.m. EST	Conference Call/Virtual Meeting for Q & A scheduled. MEDC Representatives will be available to answer Application Questions.
May 31, 2021 at 5:00 p.m. EST	Applications are due - electronically. DO NOT MAIL APPLICATIONS TO MEDC. Communities will receive an email notification indicating the application has been received.
June 15, 2021	An Offer Letter, along with the environment review requirements, will be emailed to applicants selected to move on in the application process.
June 15 - December 2021	CDBG Environmental Review to be completed

	<ul style="list-style-type: none"> ▪ CDBG Program Specialist to provide project-specific Environmental Review direction
September 28, 2021	Projects recommended to the MSF Board for consideration.
December 31, 2021	Deadline for complete and stamped plans and specifications and publication of the advertisement for construction bids.
May 2022	Last day for Construction to begin.
December 31, 2023	Last day for Construction to be complete.

SUBMITTAL REQUIREMENTS

Return by 5:00 p.m. on February 14, 2020, completed Application, 1 electronic copy:

- To submit your application by email, please send to CDBG@michigan.org

The 2021 WRI Application must be submitted NO LATER THAN **May 31, 2021 at 5:00 p.m., EST.**

Email Application and all required attachments in submission order in ONE pdf, if possible, to CDBG@michigan.org

APPLICATION INSTRUCTIONS

This guidance is intended to aid in the understanding and completion of the WRI Application. The review of the proposed project will be based solely on the UGLG's responses and attachments. The MEDC will not seek clarifications. The numbered sections below provide additional detail to assist with completing the corresponding numbered sections of the WRI Application.

1. UNIT OF GENERAL LOCAL GOVERNMENT (UGLG) IDENTIFICATION SUMMARY. Complete all fields.

A. Identification of UGLG. UGLG refers to the County, City, Township, or Village applying for the funding. An eligible Applicant is one listed on the CDBG [Low- and Moderate-Income Community Customer list](#). Surveys not approved at the time of this announcement will not be allowed.

I. Application Types. Eligible applicants may submit one of two types of applications:

1. *An Individual Application* may be submitted by an eligible applicant for a project located within its corporate limits and benefitting only those residents within its corporate limits;
2. On behalf of multiple UGLGs or on behalf of an Authority serving multiple UGLGs, a *Joint Application* may be submitted by an eligible Lead Applicant for a mutual need of multiple UGLGs. To consider a Joint Application, a resolution will be required from each UGLG outlining which UGLG will be the Lead Applicant and outlining the responsibilities of all UGLGs. The Lead Applicant should be listed as the UGLG. The Applicant must be able to clearly show how the proposed project benefits the residents of all UGLGs and that at least 51% of all beneficiaries are low- and moderate-income persons.

B. Funding Source Totals. These amounts must be based on one independent third party cost estimate. Amounts must match Attachment A (Budget) to these Instructions.

- I. CDBG – Amount requested from the Michigan Strategic Fund (MSF) through this application
- II. UGLG – Amount of Committed Cash Match from local resources.
 1. The UGLG Committed Cash Match must be equal to at least 10% of the Total Project Cost. For examples, refer to Section 5(A) of these Instructions.
 2. UGLG Committed Cash Match are funds that are available at the time of this application and the UGLG has committed the funds to this project through the

required Authorizing Resolution to be requested later in the Application (Section 12, Attachment B)

3. Examples of local resources include:
 - a. General Fund
 - b. Road, Water, and/or Sewer Funds
 - c. DDA or other like district Funds
 - d. Bonds – must be immediately available**Special Assessments are not allowed.**
- III. Other – Amount of Committed Cash Match from resources other than listed above
 1. “Other” Committed Cash Match are funds that are available at the time of this application and provided by “Other” resources. The UGLG must have written evidence from the “Other” resource.
 2. Examples of “Other” resources include:
 - a. Other grants and/or loans with agreements in place – Must be supported by a grant/loan agreement signed by the person authorized to make such a commitment for that agency
 - b. Act 51 Funds – Must be supported by a letter signed by the person authorized to make such a commitment.
 - c. Other public and/or private committed funds - Must be supported by a letter signed by the person authorized by that entity to make such a commitment.
- IV. Total – Total of CDBG Request, Local Committed Resources and Other Committed Resources

NOTE: For CDBG purposes, costs are considered to be obligated/incurred once a purchase order, contract, etc. has been signed. If a purchase order, contract, etc. has already been signed, both the expended and unexpended costs associated with that particular purchase order, contract, etc. cannot be counted as match nor can the costs be included in the CDBG budget.

The UGLG must receive written authorization from the CDBG Program prior to entering into any contracts or incurring project related costs. Failure to receive written authorization could jeopardize CDBG funding.

The budget must:

- a. Include ONLY those costs that have not yet been obligated/incurred.
 - b. Not include costs for preparing the application;
 - c. Not include costs for in-house administration. However, Certified Grant Administrator costs are allowable (Refer to Section 7 of these Instructions for additional information on Administration).
 - d. Include ONLY committed sources of matching funds
- C. UGLG’s SAM Number.** This number is required by HUD and is needed by the MEDC when requesting the CDBG funds from HUD. Check with the UGLG’s Treasurer or Financial Director for this number. If the UGLG does not have this number, use the link provided to apply for one. There is no charge to obtain this number. This number includes two alpha characters and three numeric characters. ([Link](#)).
- D. UGLG’s DUNS Number.** All UGLGs must have a Data Universal Numbering System (DUNS) Number to apply for Federal Funds. If the UGLG does not have this number, use the link provided to apply for one. The DUNS Number is a nine-character identification number provided by Dun and Bradstreet. There is no charge to obtain this number. ([Link](#)).

E. UGLG’s Federal Tax Identification Number. This number is also needed for disbursing the CDBG funds.

F. UGLG’s Fiscal Year End. This is the month and day of the UGLG’s Fiscal Year End.

2. STATE GOVERNMENT REPRESENTATION. Enter the information for the Senator and State Representative representing the UGLG.

3. FEDERAL GOVERNMENT REPRESENTATION. Enter the information for the Member of Congress representing the UGLG.

4. AUTHORIZED UGLG OFFICIAL. This Authorized UGLG Official must be designated in the required Authorizing Resolution to be requested later in the Application (Section 12, Attachment B).

5. ELIGIBILITY REQUIREMENTS. To qualify for the proposed funding, the UGLG and the proposed project must meet all eligibility requirements and all eligibility boxes in Section 5A of the Application must be checked.

A. UGLG Committed 10% Cash Match. The UGLG Committed Cash Match must be equal to at least 10% of the Total Project Costs, not 10% of the CDBG Amount. Refer to Section 1(B)(II) of these Instructions for additional information on UGLG Match.

IMPORTANT: If the project includes Lead and Copper Rule required lead and/or galvanized service line replacement that occurs on private property, the Community is responsible for 100% of that cost. The costs may be considered by the Community to be counted towards its 10% cash match requirement.

Examples of the UGLG Committed 10% Cash Match (Figures used are for illustrative purposes only):

CORRECT

Total Project Cost of \$550,000

UGLG Committed 10% Cash Match ($\$550,000 \times .10 = \$55,000$):

UGLG has a MEDC CGA on staff who will administer the proposed project itself (this is not an eligible expense for match or CDBG reimbursement) or the MEDC will be pay for a CGA.

Total Project Cost	\$550,000
Local Match	\$ 55,000
CDBG Request	\$495,000

*If the UGLG is selected to proceed in the application process and an UGLG CGA staff person will administer the proposed project, the CDBG Request will remain the same.

INCORRECT

Total Project Cost of \$550,000

UGLG Committed 10% Cash Match ($\$550,000 \times .10 = \$55,000$...not CDBG amount of $\$500,000 \times .10 = \$50,000$)

Total Project Cost	\$550,000
Local Match	\$ 50,000 (WRONG)
CDBG Request	\$500,000

- B. Maintenance Plan.** This plan does not need to be elaborate. Please describe how the improvements will be maintained once construction has been completed. Include the description as Attachment E.
 - C. Capital Improvement Plan (CIP).** The UGLG must have a locally approved CIP, covering 6 years of improvements for all types of public structures and improvements to be undertaken over the next 6 years. Include the entire plan as Attachment J.
 - I.** Capital projects identified in the CIP must include details such as project descriptions, plans, estimate of time and cost of the improvements.
 - II.** Capital projects identified in the CIP must be prioritized as determined by the UGLG.
 - III.** The proposed project must be specifically identified within the 6-year CIP and highlighted for ease of locating within the plan.
 - D. Plans and Specifications.** The UGLG will meet this eligibility requirement if a set of preliminary project plans and specifications is included as Attachment M.
- 6. PRIORITIES.** All eligible Applications will be reviewed and scored based on the following priorities:
- A. Project Need(s).** The review of this priority will be based solely on the UGLG's Application and Attachments. The MEDC will not seek clarifications. Ensure that Question 10(C) has been clearly answered and supporting evidence is included as Attachment L. Refer to Question 10(C) of these Instructions for further information.
- 7. ADMINISTRATION.**
- A.** A MEDC Certified Grant Administrator (CGA) must administer the project. The UGLG must select one of the two options below. Administrative contracts cannot be signed until written authorization has been provided by the MEDC.
 - I.** A MEDC CGA will administer the project. The CGA has not yet been selected and the contract amount is unknown. The contract has not yet been signed, the MSF will fund the costs, and the administration line item on the CDBG budget (Attachment A) has been left blank.
 - II.** A MEDC CGA on the staff of the UGLG will administer the project. These costs are not eligible as match or CDBG reimbursement. The administration line item on the CDBG budget (Attachment A) has been left blank. Provide the name and contact information for the MEDC CGA person at the UGLG who will be responsible for administering the proposed project:
 - Name:
 - Business Address:
 - Phone #:
 - E-mail:
- 8. UGLG CAPACITY AND CONFLICT OF INTEREST**
- A. Capacity.** If applicable, provide grant numbers for all open CDBG grants, including housing projects.
 - B. Capacity.** If applicable, provide an explanation of any issues and/or findings with regard to open CDBG grants.
 - C. Conflict of Interest.** Conflict of Interest is addressed in Chapter 1 of our Grant Administration Manual. ([Link](#)),
 - I.** UGLG Officials, UGLG Staff and UGLG family members/partners cannot receive a financial interest or benefit from a CDBG assisted activity.

- II. UGLG Officials, UGLG Staff and UGLG family members/partners cannot participate in the selection or decision-making process associated with a CDBG assisted activity.

9. UGLG FUNDING SOURCES

A. UGLG Committed Match. Refer to Sections 1(B) and 5(A) of these Instructions.

B. Other Committed Match. Refer to Section 1(B) of these Instructions.

10. PROJECT SCOPE AND PROGRAM REQUIREMENTS

A. Compliance Requirements.

- I. Environmental Review requirements, including historic properties, wetlands, floodplains, coastal zones, and permitting, are addressed in Chapter 5 of our Grant Administration Manual ([Link](#));
- II. Acquisition (Easements) is addressed in Chapter 6 of our Grant Administration Manual ([Link](#));
- III. Relocation and demolition and/or conversion of residential Dwelling Units are addressed in Chapter 7 of our Grant Administration Manual ([Link](#)); and
- IV. Special Fees – Special Assessments are not allowed. For purposes of the CDBG program, special assessment means the recovery of the capital costs of a public improvement, such as streets, water or sewer lines, curbs and gutters, through:
 1. A fee or charge levied or filed as a lien against a parcel of real estate as a direct result of benefit derived from the installation of a public improvement, or;
 2. A one-time charge made as a condition of access to the public improvement.

B. Project description. Provide a clear and concise description of the overall proposed project.

C. Project Need(s). Based on the priority selected in Section 6(A) of the Application, clearly and completely describe the need for the proposed project. Projects will be reviewed based on three categories of need:

- I. Health, Sanitation, and Security. Describe concerns and include relevant regulations and correspondence from/to federal and state regulatory agencies and/or engineering opinion of need. Describe any/all existing safety concerns.
- II. Aging Infrastructure. Describe concerns, including but not limited to, water loss, inflow and infiltration, treatment or storage needs, inefficient designs, etc. and include relevant regulations and correspondence from/to federal and state regulatory agencies and/or engineering opinion of need. Describe any safety concerns.
- III. Capacity Concerns of existing, but burdened systems (future growth not eligible). Describe the concerns and include relevant correspondence.

D. Lead and Copper Rule. In addition to the immediate water/sewer infrastructure needs already identified above, any/all lead and galvanized service line replacements required by the LCR should be included in the project activities and in the project budget. Please seek guidance from your engineering firm and/or from the Michigan Department of Environment, Great Lakes and Energy if you do not understand if/how LCR requirements impact your project. https://www.michigan.gov/egle/0,9429,7-135-3313_3675_3691-9677--,00.html

IMPORTANT: If the project includes Lead and Copper Rule required lead and/or galvanized service line replacement that occurs on private property, the Community is responsible for 100% of that cost. The costs may be considered by the Community to be counted towards its 10% cash match requirement.

- E. Square footage.** This is a required field that must be reported as square feet. Convert linear feet to square feet when appropriate.
- F. Timeline.** Provide a timeline for the requested activities. When completing the timeline, please refer to the anticipated Timeline on pages 2-3 of these Instructions and the below information with regard to obligating/incurred costs:
 - I. Soft Costs (i.e. Administration, engineering, legal, etc.)**
 - 1. At the risk of the UGLG, soft costs may be obligated/incurred (meaning the contract can be signed) after letter of intent and prior to the execution of the grant agreement BUT ONLY with the prior written authorization from the MEDC.
 - II. Hard Costs (i.e. Easement Agreements, ordering Supplies/Materials, construction, etc.)**
 - 1. *Non-CDBG funded* – At the risk of the UGLG, hard costs to be paid with 100% non-CDBG funds may be obligated/incurred (meaning agreements/purchase orders, etc. can be signed) prior to the execution of the grant agreement BUT ONLY with the prior written authorization from the MEDC. Federal requirements may apply.
 - 2. *CDBG Funded* – Hard costs to be paid in whole or in part with CDBG, can be obligated/ incurred (meaning agreements/purchase orders, etc. can be signed) once the grant agreement has been executed BUT ONLY with the prior written authorization from the MEDC. Federal requirements will apply.

NOTE: Incurring costs prior to written authorization may jeopardize possible CDBG funding.

11. NATIONAL OBJECTIVE

- A.** The U.S. Department of Housing and Urban Development (HUD) mandates that CDBG projects benefit all residents of an UGLG where at least 51% of the residents are low- and moderate-income persons.
 - I.** Use the MEDC CDBG Low- and Moderate-Income Community Customer list to identify the percentage of the UGLG comprised of low and moderate income persons. ([Link](#)).
 - II.** Benefit to Low- and Moderate-Income Persons:
 - 1. When explaining how an Individual Application benefits the entire UGLG, keep in mind that the project activities can benefit only the residents of the UGLG (no more and no less).
 - 2. Refer to Section (1)(A)(1)(2) of these instructions when completing the National Objective for Joint Applications.

12. REQUIRED ATTACHMENTS – Must be labeled and attached in order.

- A. Project Budget.** Complete the CDBG budget which is included with these Instructions as Attachment A. Include all funding sources and identify all project activities. There must be separate line items for: Architecture and/or Engineering; Easement Acquisition; Construction/Contingency; Demolition/Contingency; and Administration. Refer to Section 1(B)(I-IV) and Section (5)(A) of these Instructions when completing the CDBG budget. Budget totals must match estimate. Use line items listed on Attachment A.
- B. Authorizing Resolution.** An Authorizing Resolution must be adopted by the governing body. A sufficient resolution must be included as Attachment B and must address all bullets in the template labeled as Attachment B to these Instructions.

C. Cost Estimates. Cost estimates covering the scope of the project must be included and labeled as Attachment C. The cost estimates must match the CDBG budget. The totals must match Attachment A.

D. Detailed Map. Include as Attachment D, a detailed map showing the location of all project activities.

E. Maintenance Plan. This plan does not need to be elaborate. Please describe how the improvements will be maintained once construction has been completed. Include the description as Attachment E.

F. Community Development Narrative. All UGLGs applying for funds under the CDBG Program are required to identify their community development and housing needs in accordance with the provisions set forth in Title I of the federal Housing and Community Development Act of 1974, as amended.

In order to comply with the requirements outlined in federal legislation, it is not necessary for an UGLG to prepare an elaborate Community Development Plan. It is expected that most UGLGs can satisfy this requirement in a two to three-page narrative summary. The following major elements must be summarized in the narrative and the narrative must be included as Attachment F:

- I. A statement assessing the needs and problems of the UGLG, including the needs of low- and moderate-income persons. In all applications, the assessment must address both overall community development and housing needs regardless of the category under which funding is being requested.
- II. A summary list of possible long-term activities (two years or more) to address the identified needs and problems.
- III. A summary of contemplated short-term activities (one to two years) to address the identified needs and problems.
- IV. A description of the effect the proposed CDBG project will have on the UGLG.
- V. A plan for minimizing the displacement of persons as a result of grant assisted activities and to assist persons actually displaced by such activities.

G. Public Participation Requirements. All UGLGs applying for funds under the Michigan CDBG Program are required to adhere to public participation provisions set forth in Title I of the Housing and Community Development Act of 1974, as amended. A public hearing on the proposed project is required. The UGLG's Application must be complete and available for review at the public hearing.

In order to document that the public participation requirements are being met, the following attachments are required:

- I. Certification. Sign and include as Attachment Gi, the UGLG Public Participation Certification Form certifying that the public participation requirements will be accomplished.
- II. ***Published*** Public Hearing Notice. Complete, publish and include as Attachment Gii, a copy of the ***published*** public hearing notice. A minimum five (5) day notice is required.
- III. Brief description of the public hearing (Minutes are allowed but not required). Include as Attachment Giii, a brief description of the public hearing, including the date of the hearing, the number of citizens attending the hearing and a summary description of substantive comments made at the hearing.

H. Certifications. All UGLGs applying for CDBG funds, must certify that they will comply with the provisions of Title I of the Housing and Community Development Act of 1987, as amended, and with other applicable laws. Complete, sign and include as Attachment H, the Certification by the Applicant UGLG Form.

- I. **Assurances.** All UGLGs applying for CDBG funds, must assure that they will comply with the provisions of Title I of the Housing and Community Development Act of 1987, as amended, and with other applicable laws. Complete, sign and include as Attachment I, the Statement of Assurances Form.
- J. **Capital Improvement Plan.** The entire plan must be attached with the proposed project highlighted. Refer to Section 5(C) of these Instructions. Include as Attachment J.
- K. **Anti-Displacement and Relocation Assistance Plan.** Prior to receiving CDBG funds, UGLGs are required to have an Anti-Displacement and Relocation Assistance Plan. If the UGLG does not have this plan, use Template Attachment K to draft and adopt the Plan. Include the adopted plan as Attachment K.
- L. **Evidence of Need.** Attach supporting evidence of need such as an engineering letter/study or documentation of need from a Federal or State department, such as the Federal Environmental Protection Agency (EPA), the Michigan Department of Environmental Quality (MDEQ) or the Michigan Department of Health and Human Services (MDHHS), etc. Include as Attachment L.
- M. **Plans and Specifications.** A copy of the preliminary project plans and specifications must be attached and labeled as Attachment M.

13. ATTACHMENTS, IF APPLICABLE – Must be labeled and attached in order.

- N. **Other Funding Sources including Local Bonds.** If using bonds and/or other resources, evidence that the funds are available at the time of the application must be attached and labeled as Attachment O. Refer to Section 1(B) of these Instructions.
- O. **Joint Application.** If applicable, include as Attachment P an Authorizing Resolution from each UGLG benefitting from the proposed project. Refer to Section (1)(A)(I)(2) of these Instructions for more information on Joint Applications.

All supporting documentation to determine scoring must be submitted with the application – please ensure that submittals provide clear information needed to determine points. Additional information will not be requested. Points will be determined based solely on the information submitted.

ATTACHMENT A – PROJECT BUDGET TEMPLATE

PROJECT BUDGET						
ACTIVITY COSTS	CDBG	LOCAL	PRIVATE	OTHER	OTHER	TOTAL
Administrative Services	\$	\$	\$	\$	\$	\$
Engineering	\$	\$	\$	\$	\$	\$
3 rd Party Environmental	\$	\$	\$	\$	\$	\$
Construction	\$	\$	\$	\$	\$	\$
	\$	\$	\$	\$	\$	\$
	\$	\$	\$	\$	\$	\$
	\$	\$	\$	\$	\$	\$
GRAND TOTAL	\$	\$	\$	\$	\$	\$

AUTHORIZING RESOLUTION

WHEREAS, the Michigan Strategic Fund has invited Units of General Local Government to apply for its Water-Related Infrastructure (WRI) Competitive Funding Round; and

WHEREAS, the (UGLG) desires to request (\$amount of request) in CDBG funds to (describe the proposed project); and

WHEREAS, the (UGLG) commits local funds from its (Source of funding) in the amount of (\$amount of committed match); and

WHEREAS, the proposed project is consistent with the local Community Development Plan as described in the Application; and

WHEREAS, the proposed project will benefit all residents of the project area and (low/mod percentage of UGLG) percent of the residents of the (UGLG) are low and moderate income persons as determined by (census data provided by the U.S. Department of Housing and Urban Development OR an income survey approved by the Michigan Economic Development Corporation); and

WHEREAS, local funds and any other funds to be invested in the project have not been obligated/incurred and will not be obligated/incurred prior to a formal grant award, completion of the environmental review procedures and a formal written authorization to obligate/incur costs from the Michigan Economic Development Corporation.

NOW, THEREFORE, BE IT RESOLVED that the (UGLG) hereby designates the (Title of authorized local official) as the Environmental Review Certifying Officer, the person authorized to certify the Michigan CDBG Application, the person authorized to sign the Grant Agreement and payment requests, and the person authorized to execute any additional documents required to carry out and complete the grant.

Add any other required UGLG language

1. The UGLG has furnished its citizens with information concerning the amount of funds available and being applied for, and the proposed community development and housing activities to be undertaken. This includes the estimated amount proposed to be used for activities that will benefit persons of low and moderate income and the plans for minimizing displacement of persons.
2. The UGLG has published a public notice in such manner to afford affected citizens an opportunity to examine and submit comments on the proposed application and community development and housing activities.
3. One or more public hearings have been held to obtain the views of citizens on the proposed application and community development and housing needs.
4. Citizens have been provided reasonable access to the proposed application and related information on community development and housing needs.
5. The UGLG will provide its citizens with reasonable notice of, and opportunity to comment on, any substantial change proposed to be made in the use of funds if funds are received.
6. The UGLG provided for and encouraged citizen participation, with particular emphasis on participation by persons of low and moderate income, residents of slum and blight areas and of areas in which Section 106 funds are proposed to be used, and in the case of grantees described in Section 106(a), provided for participation of residents in low and moderate income neighborhoods as defined by the local jurisdiction. Opportunities to participate must be made available by advertising in publications, which are distributed in the slum and blight areas and the low- and moderate-income neighborhoods.
7. The UGLG provided citizens with reasonable and timely access to local meetings, information, and records relating to the applicant's proposed use of funds, as required by regulations of the Secretary, and relating to the actual use of funds under this title.
8. The UGLG provided for technical assistance to groups representative of persons of low and moderate income that request such assistance in developing proposals with the level and type of assistance to be determined by the grantee.
9. The UGLG provided for public hearings to obtain citizen views and to respond to proposals and questions at all stages of the community development program, including at least the development of needs, the review of proposed activities, and review of program performance, which hearings shall be held after adequate notice, at times and locations convenient to potential or actual beneficiaries, and with accommodation for the handicapped. Review of program performance shall apply to previously funded CDBG grants.
10. The UGLG has identified how the needs of non-English speaking residents will be met in the case of public hearings where a significant number of non-English speaking residents can be reasonably expected to participate. If 51% of the expected participants are non-English speaking, the hearings will be advertised in a non-English publication available to those residents. A person fluent in their language must be available to discuss the project and respond to their questions at the hearings.

Signature and Title of Authorized UGLG

Official Date

**(UGLG) NOTICE OF PUBLIC HEARING FOR MICHIGAN COMMUNITY DEVELOPMENT BLOCK GRANT (CDBG)
FUNDING FOR THE (NAME OF PROPOSED PROJECT)**

(UGLG) will conduct a public hearing on (date of public hearing) at (time of public hearing) at (location of public hearing) for the purpose of affording citizens an opportunity to examine and submit comments on the proposed application for a CDBG grant.

(UGLG) proposes to request (\$amount of proposed grant) in CDBG funds to (specify the purpose of the grant, along with the other local and private activities and funding, including the specified amount to benefit LMI persons) and benefit at least 51% low to moderate income persons. (Number of persons) persons will be displaced as a result of the proposed activities and (describe the benefits to be provided by persons actually displaced).

Further information, including a copy of (UGLG)'s Community Development Plan and CDBG application is available for review. To inspect the documents, please contact (contact person and contact information) or review at (location). Comments may be submitted in writing through (date) or made in person at the public hearing.

(If applicable, the applicant must provide citizens with information regarding the applicant's performance in prior CDBG programs funded by the State.)

Citizen views and comments on the proposed application are welcome.

(UGLG)
(Contact Person and title)
(Phone# for Contact Person)

ADD ANY OTHER LANGUAGE REQUIRED BY THE UGLG

ATTACHMENT H – CERTIFICATION BY THE APPLICANT UGLG FORM

The UGLG hereby certifies that it:

1. Possesses legal authority to submit a grant application;
2. Has in a timely manner:
 - a. furnished its citizens information concerning the amount of funds available and being applied for, and the proposed community development and housing activities to be undertaken, including the estimated amount proposed to be used for activities that will benefit persons of low and moderate income and the plans for minimizing displacement of persons as a result of proposed activities and for assisting persons actually displaced;
3. published a public notice (a copy of which is attached) in such manner to afford citizens an opportunity to examine and submit comments on the proposed application and community development and housing activities;
4. held one or more public hearings to obtain the views of citizens on the proposed application and community development and housing needs; and
5. made the proposed application available to the public;
6. Will conduct and administer the grant in conformity with Public Law 88-352 and Public Law 90-284, and will affirmatively further fair housing;
7. Has developed the proposed application so as to give maximum feasible priority to activities which will benefit low and moderate income families or aid to the prevention or elimination of slum or blight; or to meet other community development needs having a particular urgency because existing conditions pose a serious and immediate threat to health or welfare of the community where other financial resources are not available to meet such needs;
8. Has developed a community development plan that identifies community development and housing needs and specifies both short and long term community development objectives that have been developed in accordance with the primary objective and requirements of the Title I Housing and Community Development Act of 1974, as amended;
9. Will not attempt to recover any capital costs of public improvements assisted in whole or in part with Title I funds by assessing any amount against properties owned and occupied by persons of low and moderate income, including any fee charged or assessment made as a condition of obtaining access to such public improvements, unless (A) Title I funds are used to pay the proportion of such fee or assessment that related to capital costs of such public improvement that are financed from revenue sources other than Title I funds; or (B) for purposes of assessing any amounts against properties owned and occupied by persons of low and moderate income who are not persons of very low income, and (name of local unit) certifies that it lacks sufficient Title I funds to comply with the requirements of clause (A);
10. Will adopt a policy of prohibiting the use of excessive force by law enforcement agencies within its jurisdiction against any individuals engaged in nonviolent civil rights demonstrations; and enforcing applicable State and local laws against physically barring entrance to or exit from a facility or location which is the subject of such nonviolent civil rights demonstrations within its jurisdictions;
11. No federal appropriated funds have been paid or will be paid, by or on behalf of the undersigned to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress an officer or employee of Congress, or an employee of a Member of Congress in connection with the awarding of any federal contract, the making of any federal grant, the making of any federal loan, the entering into of any cooperative agreement, and the extension, continuation, renewal, amendment, or modification of any federal contract, grant, loan, or cooperative agreement;
12. If any funds other than federal appropriated funds have been paid or will be paid to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with a federal contract, grant, loan, or cooperative agreement, the undersigned shall complete and submit Standard Form-LLL, "Disclosure Form to Report Lobbying," in accordance with its instructions;

13. The undersigned shall require that the language of this certification be included in the award documents for all sub awards at all tiers (including subcontracts, sub grants, and contracts under grants, loans, and cooperative agreements) and that all sub recipients shall certify and disclose accordingly;
14. Will comply with other provisions of Title I of the Housing and Community Development Act of 1987, as amended, and with other applicable laws.

Signature and Title of Authorized UGLG

Official Date

ATTACHMENT I – STATEMENT OF ASSURANCES FORM

The UGLG hereby assures and certifies that it has complied or shall comply with Title I of the Housing and Community Development Act of 1974, as amended (42 U.S.C. 5301), and related statutes and implementing rules, regulations, and guidelines applicable to projects financed under the Michigan CDBG program. Specific assurances and certifications include but are not limited to the following:

1. Compliance with grant and financial management guidelines in 2 CFR Part 200, et al.; Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards; Final Rule.
2. Compliance with Civil Rights and Equal Opportunity statutes as set forth in Title I of the Civil Rights Act of 1964 (Public Law 88-352), Title VIII of the Civil Rights Act of 1968 (Public Law 90-284), the Michigan Civil Rights Act 453 of 1976, the Michigan Fair Employment Practices Act (MCL 423, 301-423, 311), related statutes and implementing rules and regulations.
3. Compliance with Labor Standards statutes as set forth in the Davis-Bacon Fair Labor Standards Act (40 U.S.C. 276a-276a-5), related statutes and implementing rules and regulations.
4. Compliance with Lead Based Paint Poisoning Prevention Act (42 U.S.C. 4831).
5. Compliance with the Uniform Relocation Assistance and Real Property Acquisition Policies Act of 1970 (42 U.S.C. 4630) and implementing regulations.
6. Compliance with OMB Circular No. A-133, Audits of States, Local Governments and Non-Profit Organizations and implementing rules and regulations.
7. Compliance with Section 504 of the Rehabilitation Act of 1973, as amended, and implementing rules and regulations 24 CFR Part 8.
8. Authorized state officials and representatives will have access to all books, accounts, records, reports, files, and other papers, things, or property pertaining to the project in order to make audits, examinations, excerpts and transcripts; each contract or subcontract also shall provide for such success to relevant data and records pertaining to the development and implementation of the project.

The UGLG agrees to assume all of the responsibilities for environmental review, decision making and action as specified and required under the National Environmental Policy Act of 1969 (42 U.S.C. 4321) and Section 104 (f) of Title I of the Housing and Community Development Act and implementing regulations 24 CFR Part 58.

Signature and Title of Authorized UGLG

Official Date

Minimize Displacement

Consistent with the goals and objectives of activities assisted under the Act, the (UGLG) will take the following steps to minimize the displacement of persons from their homes: *(The steps below are examples only, each jurisdiction must determine the actions it will take based on local needs and priorities).*

- A. Coordinate code enforcement with rehabilitation and housing assistance programs.
- B. Evaluate housing codes and rehabilitation standards in reinvestment areas to prevent their placing undue financial burden on long-established owners or tenants of multi-family buildings.
- C. Stage rehabilitation of apartment units to allow tenants to remain during and after rehabilitation by working with empty units or buildings first.
- D. Establish facilities to house persons who must be relocated temporarily during rehabilitation.
- E. Adopt public policies to identify and mitigate displacement resulting from intensive public investment in neighborhoods.
- F. Adopt policies which provide reasonable protections for tenants faced with conversion to a condominium or cooperative.
- G. Adopt tax assessment policies such as deferred tax payment plans to reduce impact or rapidly increasing assessments on low income owner occupants or tenants in revitalizing areas.
- H. Establish counseling centers to provide homeowners and renters with information on the assistance available to help them remain in their neighborhood in the face of revitalization pressures.

2021 CDBG Water-Related Infrastructure (WRI) Round Scoring

WRI Grants are available for submittals will be expected to meet the following guidelines:

Project Eligibility/Submittal Requirements:

1. The UGLG is a community where 51% of the individuals reside in low to moderate income households
2. The UGLG did not receive a 2018 Frozen Water Grant or 2020 Infrastructure and Resiliency Grant
3. The project will be completed by December 31, 2023
4. The grant request for traditional infrastructure is between \$500,000 and \$2,000,000
5. The UGLG has a committed cash match equal to 10% of the total project cost
6. The UGLG has clearly demonstrated that the proposed project benefits the entire Low and Moderate Income Community
7. The proposed project is located on property owned by the UGLG and/or only an easement is needed
8. The UGLG has a maintenance plan for the proposed project
9. The UGLG has a six-year Capital Improvements Plan (CIP) as required by the Michigan Planning Enabling Act and the proposed project is specifically identified within the CIP as a non-maintenance capital expenditure
10. The UGLG has a set of project plans and specifications

IR Grant Funding Priorities:

Applicants will be scored on the following priorities. (100 total points available)

1. The community does not have more than 1 open CDBG grant or executed LOI (10 points);
2. The community is a Low to Moderate income Community (up to 25 points);
 - a. 51% = 0 points
 - b. 52-55% = 5 points
 - c. 56-60% = 10 points
 - d. 61-65% = 15 points
 - e. 66% and above = 20 points
3. The community has leveraged local and private matching funds (up to 15 points);
 - a. 10% = 0 points
 - b. 11-15% = 5 points
 - c. 16-24% = 10 points
 - d. 25% and above = 15 points

4. The project includes infrastructure improvements related to health and safety needs (50 points);
 - a. Health, Sanitation & Security (up to 30 points)
 - i. Imminent threat/System failures (up to 30 points)
 1. Immediate health concerns
 2. Had experienced break, leaks, repairs
 3. Leaks resulting in bacteria, raw sewage, waste sewage
 4. Project was to address the above circumstances
 - ii. Critical Improvements needed as soon as possible (up to 15 points)
 1. Not an immediate health concern
 2. Had experienced breaks, leaks but infrastructure had been secured. Used repairs as possible occurrence on existing infrastructure. Project was to address possible infrastructure repairs.
 - iii. Infrastructure improvements needed in short term (up to 10 points)
 1. Not an immediate health concern
 2. Didn't speak to breaks, leaks or repairs and impact on community
 - iv. Infrastructure not critical needed improvements next few years (up to 5 points)
 1. Not an immediate health concern
 2. Proactive action of anticipated problems that may occur in infrastructure
 - b. Aging Infrastructure (10 points)
 - i. 10 points for Community's narrative identifying the concerns related their aging infrastructure. Looking for specific concerns due to age.
 - c. Capacity (10 points)
 - i. 10 points for Community's narrative of capacity concerns. Looking for increase of pipe size, pressure capacity, etc.

Community Development Block Grant

WATER-RELATED INFRASTRUCTURE

APPLICATION

For eligible activities administered by the Michigan Economic Development Corporation (MEDC)
on behalf of the Michigan Strategic Fund (MSF)

Revised 04/16/21



Refer to the separate Instruction document when completing the Community Development Block Grant Infrastructure (CDBG) Application. The review of the proposed project will be based solely on the Unit of General Local Government's (UGLG's) responses and attachments. The MEDC will not seek clarifications. The numbered sections below coincide with the numbered sections in the Instructions.

1. UNIT OF GENERAL LOCAL GOVERNMENT (UGLG) IDENTIFICATION SUMMARY			
		FUNDING SOURCE TOTALS	
Unit of General Local Government (UGLG)	█	CDBG	\$ █
Street/PO Box	█	UGLG	\$ █
City	█	Other	\$ █
County	█	Other	\$ █
State/Zip	█	Other	\$ █
Chief Elected Official Name	█	Other	\$ █
Chief Elected Official Title	█	Total	\$ █
Chief Elected Official Email	█		
UGLG Project Contact (PC) Name	█	(Refer to Section 1(C) of the Instructions) UGLG's SAM# █	
UGLG PC Title	█		
UGLG PC Address	█	(Refer to Section 1(D) of the Instructions) UGLG's DUNS # █	
UGLG PC Telephone Number	█		
UGLG PC Fax Number	█	(Refer to Section 1(E) of the Instructions) UGLG's Federal Tax ID # █	
UGLG PC E-Mail Address	█		
(Refer to Section 1(F) of the Instructions) UGLG's Fiscal Year End	█		

2. STATE GOVERNMENT REPRESENTATION			
Senator Name	█	Senate District	█
Representative Name	█	House District	█

3. FEDERAL GOVERNMENT REPRESENTATION			
Representative Name	█	Congressional District	█

4. AUTHORIZATION UGLG OFFICIAL			
Signature and Date: █			
Name and Title	█	E-Mail Address	█

5. ELIGIBILITY REQUIREMENTS

A. Check all eligibility requirements that apply (To qualify, all must be applicable):

- The UGLG is a community where 51% of the individuals reside in low to moderate income households (Question 11A).
- The UGLG did not receive a 2018 Frozen Water or a 2020 Infrastructure and Resiliency Grant.
- The project will be completed by December 31, 2023.
- The grant request for traditional infrastructure is between \$500,000 and \$2,000,000.
- The UGLG has a committed cash match equal to 10% of the total project cost.
- The UGLG has clearly demonstrated that the proposed project benefits the entire Low- and Moderate- Income Community (Question 11B).
- The proposed project is located on property owned by the UGLG and/or only an easement is needed.
- The UGLG has a maintenance plan for the proposed project (Section 12, Attachment E).
- The UGLG has a Capital Improvement Plan (CIP) and the proposed project is specifically identified within the CIP as a non-maintenance capital expenditure (Section 12, Attachment J).
- The UGLG has a set of project plans and specifications (Section 12, Attachment M).

Comments:

6. PRIORITIES

A. Check all priorities that apply:

- The need for the proposed project has been clearly defined (Question 10(C)) and supports one or more of the following concerns (check all that apply):
 - Health, Sanitation, and Security
 - Aging Infrastructure
 - Sustainability
- The community does not have more than 1 open CDBG grant or executed LOI.
- The community is a Low to Moderate income Community
 - 51-55%
 - 56-60%
 - 61-65%
 - 66% and above
- The community has leveraged local matching funds
 - 10%
 - 11-15%
 - 16-20%
 - 25% and above

Comments:

7. ADMINISTRATION

- A. Identify who will be responsible for administering the proposed project (Check One).

NOTE – Administrative contracts cannot be signed until authorized by the MEDC.

A MEDC CGA will administer the project. The CGA has not yet been selected and the contract amount is unknown. The contract has not yet been signed, the MSF will fund the costs, and the administration line item on the CDBG budget (Attachment A) has been left blank.

A MEDC CGA on the staff of the UGLG will administer the project. These costs are not eligible as match or CDBG reimbursement. The administration line item on the CDBG budget (Attachment A) has been left blank. Provide the name and contact information for the MEDC CGA person at the UGLG who will be responsible for administering the proposed project:

Name:

Business Address:

Phone #:

E-mail:

8. UGLG CAPACITY AND CONFLICT OF INTEREST

- A. Does the UGLG have open CDBG grants, including CDBG housing grants, or executed Letters of Intent (LOI) related to a CDBG project?

Yes

No

If yes, please provide the grant number(s) and project name in the case of a LOI:

- B. Does the UGLG have any unresolved CDBG grant issues and/or findings?

Yes

No

If yes, please provide the grant number and explain the issues and/or findings:

- C. Conflict of Interest, check all that apply:

Employees, agents, consultants, officers, elected or appointed officials of the UGLG will obtain a financial interest or benefit from a CDBG assisted activity or will have an interest in any contract, subcontract or agreement with respect thereto, or in the proceeds hereunder, either for themselves or for those with whom they have family or business ties, during their tenure or for one year thereafter.

Officials and staff of the UGLG will be a party to contracts involving the procurement of goods and services assisted with CDBG funds.

No conflicts.

9. UGLG FUNDING SOURCES

A. Check the specific funding source(s) that the UGLG's committed cash match will be comprised of:

****SPECIAL ASSESSMENTS ARE NOT ALLOWED****

- General Fund
- Road, Water, and/or Sewer Funds
- DDA or other like district Funds
- Bonding (See instructions for limitations)
- Currently, Community is RRC Certified
- Other. Describe other funds:

B. Check the specific funding source(s) that the "Other" committed cash match will be comprised of:

- Other grants and/or loans where agreements are in place and the funds are immediately available
- Act 51 Funds that are immediately available
- Other public and/or private cash that is immediately available
- Other funds that are immediately available.

Describe ALL "Other" funds:

10. PROJECT SCOPE AND PROGRAM REQUIREMENTS

A. Compliance Requirements. Check all that apply:

- The project will impact historic properties or archaeological sites and districts.
- The project will impact wetlands.
- The project is located in a floodplain and/or will impact a floodplain.
- The project is located in a coastal zone.
- The project will require local, state, and federal permits.
- The project will result in the acquisition of easements.
- The project will result in the demolition or conversion of residential dwelling units, both occupied and vacant.
- The project will result in temporary or permanent relocation of businesses, non-profit organizations, homeowners, or tenants.
- The project will result in special fees (i.e., tap in / hookup fees, special assessments).
- None of the above

Describe all that apply:

B. Provide a clear and concise description of the overall proposed project.

C. Based on the priority criteria selected in Section 6 (A), clearly describe the need for the proposed project.

Health, Sanitation, and Security

Aging Infrastructure

Capacity

D. Lead and Copper Rule: The purpose of the Lead and Copper Rule (LCR) is to protect public health by minimizing lead and copper levels in drinking water. Lead and copper enter drinking water mainly from corrosion of lead and copper containing plumbing materials. The rule establishes action levels (AL) for lead and copper based on a 90th percentile level of tap water samples. An action level exceedance is not a violation but triggers other requirements to minimize exposure to lead and copper in drinking water, including water quality parameter monitoring, corrosion control treatment, source water monitoring/treatment, public education, and lead service line replacement. All community water supplies and nontransient noncommunity water supplies are subject to the LCR requirements.

The proposed project activities trigger LCR requirements and the project includes any/all statutorily required replacement of lead or galvanized service lines.

The proposed project does not trigger LCR requirements.

E. What is the square footage of the public space being improved or reactivated?

F. In the below space, provide an overall project schedule that includes the anticipated start and completion dates (attachments are not acceptable).

Activities	Start Date	End Date
Design Engineering	■	■
Easement acquisition, if applicable	■	■
Bidding	■	■
Construction	■	■

Comments regarding timeline (i.e. Design Engineering was completed prior to this Application; Design Engineering will be paid locally and will be completed prior to the Grant Agreement BUT ONLY with MEDC’s written authorization; easements will not be required, etc.):

11. NATIONAL OBJECTIVE

A. What percentage of the UGLG is comprised of low- and moderate-income persons?

B. Explain how the CDBG funded improvements will benefit the entire low- and moderate-income area.

12. REQUIRED ATTACHMENTS – MUST BE LABELED AND ATTACHED IN ORDER

ATTACHED?		ATTACHMENT	TITLE (use templates when provided)
Yes	No		
<input type="checkbox"/>		A	Project Budget
<input type="checkbox"/>		B	Authorizing Resolution
<input type="checkbox"/>		C	Cost Estimates (preliminary)
<input type="checkbox"/>		D	Detailed Map, showing all project activities
<input type="checkbox"/>	<input type="checkbox"/>	E	Maintenance Plan If no, explain:
<input type="checkbox"/>	<input type="checkbox"/>	F	Community Development Narrative If no, explain:
<input type="checkbox"/>	<input type="checkbox"/>	Gi	UGLG Public Participation Certification
<input type="checkbox"/>		Gii	<i>Published</i> Public Hearing Notice
<input type="checkbox"/>		Giii	Brief description of the public hearing
<input type="checkbox"/>		H	Certifications
<input type="checkbox"/>		I	Assurances
<input type="checkbox"/>	<input type="checkbox"/>	J	Capital Improvement Plan If no, explain:
<input type="checkbox"/>	<input type="checkbox"/>	K	Anti-Displacement and Relocation Assistance Plan. If no, explain:
<input type="checkbox"/>		L	Evidence of Need (See Section 6 Priority and Section 10, Question 10C)
<input type="checkbox"/>	<input type="checkbox"/>	M	Project Plans and Specifications (preliminary), see Section 5 Eligibility) If no, explain:

13. OPTIONAL ATTACHMENTS – MUST BE LABELED AND ATTACHED IN ORDER

ATTACHED?		ATTACHMENT	TITLE
Yes	No		
<input type="checkbox"/>	<input type="checkbox"/>	N	Other Funding Sources including Local Bonds. If using bonds and/or other resources, evidence that the funds are available at the time of the application (Section 9, Question 9B) If not, local match will not consist of bonds and/or the proposed budget will not consist of Other Resources.
<input type="checkbox"/>	<input type="checkbox"/>	O	Joint Application. If applicable, identify any other applications related to infrastructure that includes a Federal or State agency as a source of funds. If not, UGLG has not submitted other applications for infrastructure funding to Federal or State agencies.
Additional Comments:			



April 26, 2021

RESOLUTION

No. 29-21

RESOLVED BY THE COUNCIL OF THE VILLAGE OF SHELBY to authorize Brady Selner, Village Administrator, and Don DeVries, Fleis&Vandenbrink Engineer, to apply for and submit the MEDC Water-Related Infrastructure Grant application committing the Village to a local match of 25%.

Moved: _____

Seconded: _____

Yes: _____

No: _____

ABSENT: _____

RESOLUTION No. 29-21 Declared ADOPTED.

ADOPTED ON: April 26, 2021



Village Council
Item Cover Page

Meeting Date: April 26, 2021
Agenda Item: RRC Required Public Participation Plan
Budget Impact: None
Recommendation: Adopt the Public Participation Plan
Staff Contact: Emily Stuhldreher, Community Development Fellow

Background:

Per RRC requirements, communities must adopt a Public Participation Plan and report on the Plan annually. The purpose of a Public Participation Plan is to have a documented public engagement strategy to outline what residents, officials, and other stakeholders can expect from the Village. Additionally, Public Participation Plans help communities establish clear expectations for public engagement, ensuring all groups are represented in decision making processes.

Supporting Documents:

Public Participation Plan Draft
Resolution 30-21

Motion _____ by seconded by _____ to adopt Resolution No. 30-21.

Village of Shelby

Public Participation Plan

APRIL 21, 2020

Village of Shelby, Michigan
DRAFT



Objectives

The Village of Shelby will continue to involve the entire community as “key stakeholders” in the future development of our Village.

- The Village of Shelby evaluates each project on an individual basis to determine project scope, stakeholders, project limitations, approving body, points of community impact during the decision-making process, internal and external resources, and level of appropriate community involvement.
- The Village of Shelby makes information available in a timely manner to enable interested parties to be involved in decisions at various stages of the review and approval process.
- The Village of Shelby engages citizens in a transparent manner, making information easy to access for all interested members of the community.
- The Village of Shelby seeks public participation for matters involving future development of the Village, such as the Master Plan and Zoning Ordinance update process.
- The Village of Shelby seeks creative ways to involve a diverse set of community stakeholders in planning, land use, and development decisions.
- The Village of Shelby uses comments and information received from interested members of the community to make decisions regarding planning, land use, and future development.
- The Village of Shelby tracks and analyzes the results of all public participation to the extent feasible and provide summaries back to the public.

State and Local Regulations

- Shelby Village Charter (General Law Village Act - PA 3 of 1895)
- Village of Shelby Code of Ordinances
- Michigan Open Meetings Act (PA 267 of 1976)
- Michigan Planning Enabling Act (PA 33 of 2008)
- Brownfield Redevelopment Financing Act (PA 381 of 1996)
- Downtown Development Authority Act (PA 197 of 1975)
- Plant Rehabilitation and Industrial Development Districts Act (PA 198 of 1974)
- Personal Property Exemption Act (PA 328 of 1998)
- Corridor Improvement Act (PA 280 of 2005)
- Other applicable local, state, and federal regulation

Key Stakeholders in the Village of Shelby

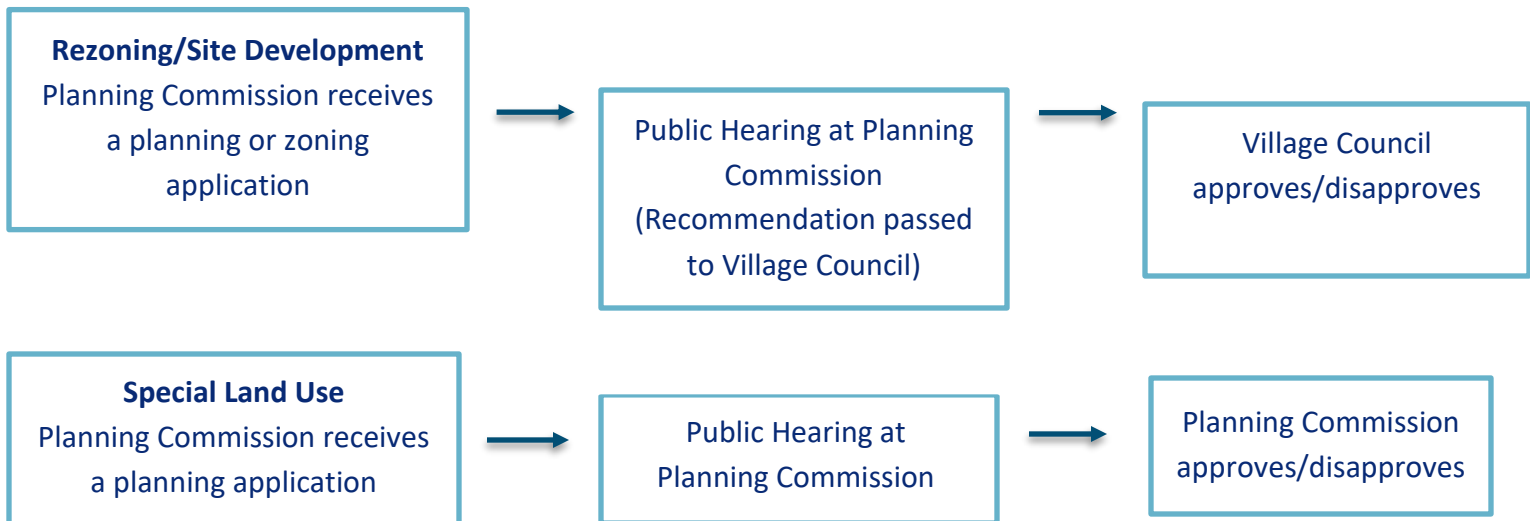
In the Village of Shelby, each project will be evaluated on an individual basis to ensure inclusion for all stakeholders in the community. Each will vary according to the project being reviewed. Possible key stakeholders include, but are not limited to:

- Residents
- Planning Commission
- DDA
- Shelby Area Chamber of Commerce
- Oceana County Economic Alliance (OCEA)
- Commercial & Industrial Business Owners
- Shelby Public Schools
- Oceana County
- Community Organizations
- Village Boards and Committees
- Potential Investors & Developers
- Senior Citizens
- Churches
- Neighborhood Groups
- Students
- Young Professionals
- Public Employees
- Major Employers
- Taxing Jurisdictions
- Utility Providers
- Relevant State Agencies
- Other Relevant Stakeholders

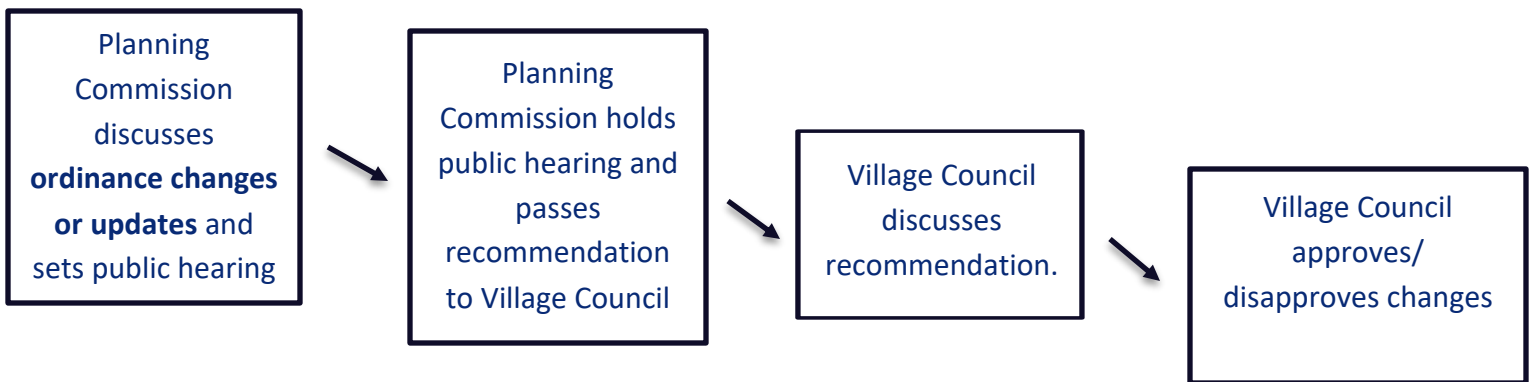
Process for Development

There are various times in the planning process when the Village Council, the Planning Commission, and the Zoning Board of Appeals request public input. These processes include for land site developments, recognizing request, special land uses, zoning, and sign variances, ordinance updates, and community master plan review. The flowchart for these processes are listed below:

SITE DEVELOPMENT



ZONING ORDINANCE REVIEW



VARIANCES (ZONING AND SIGN)



Development Review Bodies

Village Council

The Shelby Village Council is composed of 7 councilmembers each serving a term of four years, and 1 president serving a term of two years. All Village Council members are voted in by the citizens of Shelby. For many processes, excluding special land uses and variances, the Village Council is the final approving body.

Council Meetings are held on the 2nd and 4th Monday of the month at 6:30 p.m. in the Shelby Village Hall, 218 N Michigan Ave, Shelby, MI 49455.



Development Review Bodies

The Village encourages citizen participation in local government planning and policy decisions. All residents are invited to apply for appointments to the Village Planning Commission and Village Council Vacant Seats. The General Application can be found at the following link:
<https://shelbyvillage.com/planning-commission>

Planning Commission

The Planning Commission is a 7-member body consisting of two members of the Village Council and five other appointed community members. All members, other than the ex officio members of the Village Council, serve three-year terms. The term of the ex officio members expire with his/her term on the Village Council. The Planning Commission meets on the third Tuesday of each month at 6:30 p.m. to review requests for site plans, special use permits, and rezonings.

Zoning Board of Appeals

The Zoning Board of Appeals consists within the Village Council. This board meets when required to review requests for variance or for interpretations of the Zoning Ordinance.

Committees within the Village Council

- Personnel Committee
- Water and Sanitation Committee
- Village Ordinance Committee
- Finance and Insurance Committee
- Streets and Sidewalk Committee
- Parks, Recreation, and Buildings Committee

Open Meetings

All meetings of the Village Council, and its various boards and committees, shall be open to the public in accordance with the “Open Meetings Act,” PA 267 of 1976 as amended, except closed session meetings as provided for in the Act. Public notices for these meetings are printed and hung at the Village office (as required by the Act). The following processes require that neighbors within 300 feet of a property are personally notified:

- Site Development
- Variance requests
- Rezoning of property
- Special Land Use

Statutes require these processes be noticed in a newspaper of general distribution in the Village as well as mailed to neighbors within 300 feet at least 15 days prior to the meeting. All meetings are held in a facility accessible to persons with disabilities. Individuals with disabilities requiring reasonable accommodations or services should contact the Village Administrator’s Office.

Methods for Community Participation

Each project’s initial evaluation will determine the necessary level of involvement for the project. The following are methods that may be used to reach the appropriate level of public participation when taking action on land use or development applications. The Village of Shelby will always attempt to use more than one tool or method, depending on the specific project and target audience. This list is flexible and can change based on each project’s needs and circumstance.

<p>Inform</p>	<p style="text-align: center;"><u><i>Provide information and assist public understanding</i></u></p> <ul style="list-style-type: none"> • Website: www.shelbyvillage.com announces meetings, posts packets and agendas, minutes, and sometimes will contain pages or links for topics of major interest. • Newspaper: The Oceana’s Herald-Journal is the Village of Shelby’s newspaper. • Printed postings: Available for viewing at the Village office located at 218 N Michigan Ave, Shelby, MI 49455. • Announcements: Announcements during meetings of the Village Council, Planning Commission and other boards and commissions. • Press releases and Articles: At various times, the Village will issue press releases and information for articles to the Oceana’s Herald-Journal and Village of Shelby’s Facebook page. • Email or postal mail: Interested parties may request to the Village Clerk that they be notified personally of meetings/topics for discussion and postal mailings to neighbors within 300 feet, according to statute.
<p>Consult</p>	<p style="text-align: center;"><u><i>Obtain public feedback</i></u></p> <ul style="list-style-type: none"> • Social Media: The Village currently uses Facebook to announce street closures, public notices, etc. and also uses Facebook to notify the community of meetings. • Surveys: Utilizing online and paper surveys allows for the collection of large amounts of data and opinions from the public. • Public Hearings: Public attendance at meetings is strongly supported and allows for an appropriate venue for public input.
<p>Involve</p>	<p style="text-align: center;"><u><i>Work directly with the public throughout process</i></u></p> <ul style="list-style-type: none"> • Open Houses: To create two-way communication, the Village will hold open house events for projects and initiatives as needed. • Community workshops: Issues that require community feedback can benefit from a noticed workshop. • Charrettes: Multiple day design charrettes and information gathering sessions allow a larger group of people to participate in the community engagement activity.
<p>Collaborate</p>	<p style="text-align: center;"><u><i>Partner with public in each aspect of decision making</i></u></p> <ul style="list-style-type: none"> • Advisory Committees: The Village shall implement advisory committees for specialized aspects of our community to enhance collaboration between Village staff and the public. • Focus Groups: Bringing together stakeholders to discuss and brainstorm decision making options.

Communicating Results

The Village strives to be consistent and transparent with information. The Village’s website is the primary source of information including meeting schedules, agendas, and minutes. Additionally, the Village of Shelby may periodically report a summary of special meetings, social media usage, or other related planning and development efforts.

Monitoring and Evaluating Outreach Efforts

The purpose of this section is to ensure the Village is maintaining a presence within the general community and providing stakeholders many and different methods to participate in Village decision-making. Additionally, to ensure the methods of outreach are relevant and being utilized on a regular basis.

Tracking Success of Outreach Efforts

The Village should take steps to track and record the participation of the public. In regard to open meetings, the participation of interested persons and their input shall be recorded in the minutes. Approved meeting minutes, which include the outcome of the public participation, are made available to the public on the Village’s website. The success of public participation during public meetings can be measured by counting the number of general public members who attend the meeting, the number of public comments received at each meeting, the number of comments received by the Village Clerk outside of meetings times, and the number of viewings the recorded meeting registers. The Village will develop goals for participation rates and track the rates of participation over time.

Public participation during Village events, special planning meetings, and general outreach can also be tracked. For group meetings such as steering committees, focus groups, and community workshops, attendance and number of comments may be tracked. Surveys distributed via paper form, mail, or electronically may be tracked by their response rate. The Village may conduct regular surveys that allow response rates to be compared from year to year in addition to survey results. Social media allows the Village to track “likes” on Facebook. This, as well as their messaging capabilities, is a way to track participation and interest from the general public.

Evaluation

The Village of Shelby will review this Public Participation Plan periodically in order to monitor the effectiveness of the procedures outlined in this document. All public participation efforts will be recorded by the various Village departments and reviewed on a routine basis. Following evaluation of the outputs and outcomes of the Public Participation Plan, the Village may revise these methods to incorporate new and innovative ways to involve the public in the planning decision-making process.



April 26, 2021

RESOLUTION

No. 30-21

RESOLVED BY THE COUNCIL OF THE VILLAGE OF SHELBY to adopt the Public Participation Plan as required by the MEDC RRC Certification process.

Moved: _____

Seconded: _____

Yes: _____

No: _____

ABSENT: _____

RESOLUTION No. 30-21 Declared ADOPTED.

ADOPTED ON: April 26, 2021

Check Proofing Report

04/13/2021 3:18 PM

Database: Shelby

1/7

Payroll ID: 522

Check Post Date: 04/15/2021

Pay Period End Date: 04/11/2021

Application: PR

Name: 30077 - BUDDER, CRYSTAL

Active

Employee ID: 30077	Department ID: 215	Gross for Check: 1,832.00	Net After Dir Dep: 0.00
Withholding Status: Married	Federal Allow.: 1	Net for Check: 1,263.13	Total Deductions: 568.87
Pay Period End Date: 04/11/2021	State Allow.: 1	Reg. Hours: 82.00	Direct Deposit: 1,263.13
Check Date: 04/15/2021		OT Hours: 0.00	YTD Gross: 14,040.00
	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
215	CLERK/TREASURER	20.50	77.00	0.00	1,578.50	11,936.50	FITW	96.60	728.52
PTO	CLERK/TREASURER	20.50	3.00	0.00	61.50	311.50	SITW	58.60	453.11
457 SS TAX	457 C/T ALLOC	64.00	0.00	0.00	64.00	512.00	SOCSEC_EE	111.43	853.22
101	101-215.000-702.000	40.00	2.00	0.00	80.00	640.00	MEDICARE_EE	26.06	199.54
**215	CLERK/TREASURER	0.00	96.00	0.00	48.00		DELTA DENTAL	34.80	278.40
							457_EE	230.00	1,593.20
							VISION	11.38	91.04
							SSB	1,263.13	DEPOSIT

Leave Bank ID	Leave ID	Prev. Bal.	Comp Wrkd	Accrued	Lost	Taken	Buy Out	Adjusted	Net Change	New Balance
PTO	PERSONAL	150.50		0.00	0.00	3.00	0.00	0.00	-3.00	147.50
VAC	VACATION	120.00		0.00	0.00	0.00	0.00	0.00	0.00	120.00

Name: 30102 - FREES, DARRYL E

Active

Employee ID: 30102	Department ID: 441	Gross for Check: 2,284.00	Net After Dir Dep: 0.00
Withholding Status: Married	Federal Allow.: 0	Net for Check: 1,527.65	Total Deductions: 756.35
Pay Period End Date: 04/11/2021	State Allow.: 0	Reg. Hours: 88.00	Direct Deposit: 1,527.65
Check Date: 04/15/2021		OT Hours: 7.00	YTD Gross: 6,465.60
	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	20.00	20.00	0.00	400.00	4,480.00	FITW	287.35	687.68
441 H	101-691.000-702.000	20.00	10.00	0.00	200.00		SITW	97.07	274.80
441 H	202-478.000-702.000	20.00	4.00	0.00	80.00		SOCSEC_EE	141.61	400.87
441 H	203-478.000-702.000	20.00	4.00	0.00	80.00		MEDICARE_EE	33.12	93.75
441 H	590-000.000-702.000	20.00	13.00	2.00	320.00		457_EE %	197.20	532.40
441 H	591-000.000-702.000	20.00	24.00	5.00	630.00		SSB	200.00	DEPOSIT
441 H	661-000.000-702.000	20.00	5.00	0.00	100.00		SSB	1,327.65	DEPOSIT
INSURANCE	DPW	250.00	0.00	0.00	250.00	1,000.00			
457 SS TAX	DPW 457 ALLOC	64.00	0.00	0.00	64.00	185.60			

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04/13/2021 3:18 PM

Database: Shelby

2/7

Payroll ID: 522 Check Post Date: 04/15/2021 Pay Period End Date: 04/11/2021 Application: PR

Paycode ID	Distribution	Rate	Hours	OT Hrs	Amt	YTD Amt	Ded/Exp ID	Amt	YTD Amt
VACATION	DPW	20.00	8.00	0.00	160.00	160.00			

Leave Bank ID	Leave ID	Prev. Bal.	Comp Wrkd	Accrued	Lost	Taken	Buy Out	Adjusted	Net Change	New Balance
PTO	N/A	67.00		0.00	0.00	0.00	0.00	0.00	0.00	67.00
VAC	VACATION	16.00		0.00	0.00	8.00	0.00	0.00	-8.00	8.00

Name: 30083 - HELENHOUSE, JEREMIAH P Active

Employee ID:	30083	Department ID:	441	Gross for Check:	2,569.45	Net After Dir Dep:	0.00
Withholding Status:	Single	Federal Allow.:	2	Net for Check:	1,818.29	Total Deductions:	751.16
Pay Period End Date:	04/11/2021	State Allow.:	2	Reg. Hours:	88.00	Direct Deposit:	1,818.29
Check Date:	04/15/2021	Local Allow.:	00	OT Hours:	5.00	YTD Gross:	11,281.28
				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	23.50	18.00	0.00	423.00	8,201.95	SITW	83.63	350.68
441 H	202-463.000-702.000	23.50	1.50	0.00	35.25		SOCSEC_EE	159.31	699.44
441 H	202-474.000-702.000	23.50	1.00	0.00	23.50		MEDICARE_EE	37.26	163.58
441 H	203-463.000-702.000	23.50	1.50	0.00	35.25		457_EE	224.86	916.41
441 H	203-474.000-702.000	23.50	1.00	0.00	23.50		FITW	246.10	1,110.53
441 H	590-000.000-702.000	23.50	17.00	2.00	470.00		SSB	1,818.29	DEPOSIT
441 H	591-000.000-702.000	23.50	36.50	3.00	963.50				
441 H	661-000.000-702.000	23.50	10.00	0.00	235.00				
INSURANCE	DPW	250.00	0.00	0.00	250.00	1,250.00			
457 SS TAX	DPW 457 ALLOC	72.00	0.00	0.00	75.20	290.08			
PTO	DPW	23.50	1.50	0.00	35.25	223.25			

Leave Bank ID	Leave ID	Prev. Bal.	Comp Wrkd	Accrued	Lost	Taken	Buy Out	Adjusted	Net Change	New Balance
PERSONAL	PERSONAL	0.00		0.00	0.00	0.00	0.00	0.00	0.00	0.00
PTO	PERSONAL	53.00		0.00	0.00	1.50	0.00	0.00	-1.50	51.50
	VACATION			0.00						
VAC	VACATION	40.00		0.00	0.00	0.00	0.00	0.00	0.00	40.00

Name: 30109 - KRAUSE, DAVID K Active

Employee ID:	30109	Department ID:	301	Gross for Check:	2,008.08	Net After Dir Dep:	1,495.29
Withholding Status:	Married	Federal Allow.:	0	Net for Check:	1,495.29	Total Deductions:	512.79
Pay Period End Date:	04/11/2021	State Allow.:	0	Reg. Hours:	80.00	Direct Deposit:	50.00
Check Date:	04/15/2021	Local Allow.:	00	OT Hours:	1.50	YTD Gross:	7,128.78
				Suppl. Hours:	0.00	Comp Hrs Wrkd:	0.00
				Deduction Refund:	0.00		

Paycode ID	Distribution	Rate	Hours	OT Hrs	Amt	YTD Amt	Ded/Exp ID	Amt	YTD Amt
301 P	101-301.000-702.100	23.50	80.00	1.50	1,932.88	6,978.38	FITW	85.77	268.10

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

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Database: Shelby

3/7

Payroll ID: 522 Check Post Date: 04/15/2021 Pay Period End Date: 04/11/2021 Application: PR

Paycode ID	Distribution	Rate	Hours	OT Hrs	Amt	YTD Amt	Ded/Exp ID	Amt	YTD Amt
457 SS TAX	101-301.000-715.100	75.20	0.00	0.00	75.20	150.40	SITW	76.83	285.94
							SOCSEC_EE	121.40	435.78
							MEDICARE_EE	28.39	101.92
							##HSA	50.00	100.00
							457_EE	150.40	300.80
							WSB	50.00	DEPOSIT

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

Name: 30075 - MACINTOSH, GREGORY Active

Employee ID:	30075	Department ID:	441	Gross for Check:	1,902.31	Net After Dir Dep:	0.00
Withholding Status:	Single	Federal Allow.:	0	Net for Check:	1,257.34	Total Deductions:	644.97
Pay Period End Date:	04/11/2021	State Allow.:	0	Reg. Hours:	80.00	Direct Deposit:	1,257.34
Check Date:	04/15/2021	OT Hours:	0.75	YTD Gross:			21,758.11
		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
457 SS TAX	DPW 457 ALLOC	81.54	0.00	0.00	77.00	638.24	FITW	189.89	2,936.17
VACATION	DPW	22.50	40.00	0.00	900.00	2,779.15	SITW	74.73	870.90
441 H	101-441.000-702.000	22.50	7.00	0.00	157.50	15,244.54	SOCSEC_EE	117.94	1,349.00
441 H	591-000.000-702.000	22.50	28.50	0.75	666.56		MEDICARE_EE	27.58	315.49
441 H	661-000.000-702.000	22.50	4.50	0.00	101.25		FOC_GMACINTOSH	57.70	461.60
							457_EE	144.00	1,266.48
							HEALTH	33.13	265.04
							SSB	1,257.34	DEPOSIT

Leave Bank ID	Leave ID	Prev. Bal.	Comp Wrkd	Accrued	Lost	Taken	Buy Out	Adjusted	Net Change	New Balance
COMP	COMP	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
PTO	PERSONAL	37.00		0.00	0.00	0.00	0.00	0.00	0.00	37.00
VAC	VACATION	120.00		0.00	0.00	40.00	0.00	0.00	-40.00	80.00

Name: 30107 - MANTYAK, ELIZABETH A Active

Employee ID:	30107	Department ID:	301	Gross for Check:	204.00	Net After Dir Dep:	0.00
Withholding Status:	Single	Federal Allow.:	0	Net for Check:	166.92	Total Deductions:	37.08
Pay Period End Date:	04/11/2021	State Allow.:	0	Reg. Hours:	12.00	Direct Deposit:	166.92
Check Date:	04/15/2021	OT Hours:	0.00	YTD Gross:			204.00
		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
301 P	101-301.000-702.000	17.00	12.00	0.00	204.00	204.00	FITW	12.80	12.80

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

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04/13/2021 3:18 PM

Database: Shelby

4/7

Payroll ID: 522 Check Post Date: 04/15/2021 Pay Period End Date: 04/11/2021 Application: PR

Paycode ID	Distribution	Rate	Hours	OT Hrs	Amt	YTD Amt	Ded/Exp ID	Amt	YTD Amt
							SITW	8.67	8.67
							SOCSEC_EE	12.65	12.65
							MEDICARE_EE	2.96	2.96
							CHEM	166.92	DEPOSIT

Name: 30111 - OMNESS, KELLY A Active

Employee ID:	30111	Department ID:	265	Gross for Check:	380.00	Net After Dir Dep:	0.00
Withholding Status:	Married	Federal Allow.:	0	Net for Check:	334.78	Total Deductions:	45.22
Pay Period End Date:	04/11/2021	State Allow.:	0	Reg. Hours:	23.75	Direct Deposit:	334.78
Check Date:	04/15/2021	Local Allow.:	00	OT Hours:	0.00	YTD Gross:	5,656.00
				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	ADM ASSIST	16.00	23.75	0.00	380.00	5,656.00	SITW	16.15	240.38
							SOCSEC_EE	23.56	350.67
							MEDICARE_EE	5.51	82.01
							SSB	334.78	DEPOSIT

Name: 30100 - POLACEK, JAMIE M Active

Employee ID:	30100	Department ID:	265	Gross for Check:	117.00	Net After Dir Dep:	103.09
Withholding Status:	Married	Federal Allow.:	0	Net for Check:	103.09	Total Deductions:	13.91
Pay Period End Date:	04/11/2021	State Allow.:	0	Reg. Hours:	9.00	Direct Deposit:	0.00
Check Date:	04/15/2021	Local Allow.:	00	OT Hours:	0.00	YTD Gross:	845.00
				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	13.00	9.00	0.00	117.00	845.00	SITW	4.97	35.91
							SOCSEC_EE	7.25	52.39
							MEDICARE_EE	1.69	12.25

Name: 30098 - ROESLER, DEAN C Active

Employee ID:	30098	Department ID:	301	Gross for Check:	408.00	Net After Dir Dep:	337.35
Withholding Status:	Single	Federal Allow.:	1	Net for Check:	337.35	Total Deductions:	70.65
Pay Period End Date:	04/11/2021	State Allow.:	1	Reg. Hours:	24.00	Direct Deposit:	0.00
Check Date:	04/15/2021	Local Allow.:	00	OT Hours:	0.00	YTD Gross:	2,567.50
				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	17.00	24.00	0.00	408.00	2,567.50	FITW	26.09	156.08
							SITW	13.34	77.46

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

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04/13/2021 3:18 PM

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5/7

Payroll ID: 522

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Pay Period End Date: 04/11/2021

Application: PR

Paycode ID	Distribution	Rate	Hours	OT Hrs	Amt	YTD Amt	Ded/Exp ID	Amt	YTD Amt
							SOCSEC_EE	25.30	159.19
							MEDICARE_EE	5.92	37.23

Name: 30078 - SEABOLT, KIRK

Active

Employee ID: 30078	Department ID: 441	Gross for Check: 1,830.40	Net After Dir Dep: 0.00
Withholding Status: Married	Federal Allow.: 0	Net for Check: 1,177.66	Total Deductions: 652.74
Pay Period End Date: 04/11/2021	State Allow.: 0	Reg. Hours: 80.00	Direct Deposit: 1,177.66
Check Date: 04/15/2021		OT Hours: 0.00	YTD Gross: 17,765.20
	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	22.00	11.00	0.00	242.00	15,884.00	SITW	70.86	693.84
441 H	101-691.000-702.000	22.00	11.00	0.00	242.00		MEDICARE_EE	26.55	257.60
441 H	202-463.000-702.000	22.00	5.00	0.00	110.00		SOCSEC_EE	113.48	1,101.44
441 H	203-463.000-702.000	22.00	5.00	0.00	110.00		FITW	178.45	1,786.14
441 H	590-000.000-702.000	22.00	7.00	0.00	154.00		457_EE	163.20	1,439.71
441 H	591-000.000-702.000	22.00	29.00	0.00	638.00		HEALTH	96.75	774.00
441 H	661-000.000-702.000	22.00	10.50	0.00	231.00		VISION	3.45	27.60
PTO	DPW	22.00	1.50	0.00	33.00	264.00	SSB	1,177.66	DEPOSIT
457 SS TAX	DPW 457 ALLOC	70.40	0.00	0.00	70.40	563.20			

Leave Bank ID	Leave ID	Prev. Bal.	Comp Wrkd	Accrued	Lost	Taken	Buy Out	Adjusted	Net Change	New Balance
PTO	PERSONAL	8.00		0.00	0.00	1.50	0.00	0.00	-1.50	6.50
VAC	VACATION	0.00		0.00	0.00	0.00	0.00	0.00	0.00	0.00

Name: 30114 - SELNER, BRADY D

Active

Employee ID: 30114	Department ID: 255	Gross for Check: 2,500.00	Net After Dir Dep: 0.00
Withholding Status: Married	Federal Allow.: 0	Net for Check: 2,050.45	Total Deductions: 449.55
Pay Period End Date: 04/11/2021	State Allow.: 2	Reg. Hours: 80.00	Direct Deposit: 2,050.45
Check Date: 04/15/2021		OT Hours: 0.00	YTD Gross: 20,050.00
	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
HOURLY	VILLAGE ADMIN	31.25	80.00	0.00	2,500.00	19,000.00	FITW	150.23	1,214.00
							SITW	89.69	721.81
							SOCSEC_EE	154.20	1,239.92
							MEDICARE_EE	36.06	289.98
							DELTA DENTAL	12.82	51.28
							VISION	6.55	6.55
							LAKE	2,050.45	DEPOSIT

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04/13/2021 3:18 PM

Database: Shelby

6/7

Payroll ID: 522 Check Post Date: 04/15/2021 Pay Period End Date: 04/11/2021 Application: PR

Leave Bank ID	Leave ID	Prev. Bal.	Comp Wrkd	Accrued	Lost	Taken	Buy Out	Adjusted	Net Change	New Balance
PTO	PERSONAL	96.00		0.00	0.00	0.00	0.00	0.00	0.00	96.00
VAC	VACATION	80.00		0.00	0.00	0.00	0.00	0.00	0.00	80.00

Name: 30091 - VON DRAK, JOSEPH W

Active

Employee ID:	30091	Department ID:	301	Gross for Check:	1,955.20	Net After Dir Dep:	0.00
Withholding Status:	Married	Federal Allow.:	0	Net for Check:	1,314.22	Total Deductions:	640.98
Pay Period End Date:	04/11/2021	State Allow.:	0	Reg. Hours:	80.00	Direct Deposit:	1,314.22
Check Date:	04/15/2021			OT Hours:	0.00	YTD Gross:	15,784.25
		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	101-301.000-702.000	23.50	56.00	0.00	1,316.00	13,234.25	FITW	186.27	1,505.73
457 SS TAX	101-301.000-715.100	64.00	0.00	0.00	75.20	544.00	SITW	73.63	599.40
PTO	101-301.000-702.000	23.50	24.00	0.00	564.00	846.00	SOCSEC_EE	119.06	961.36
							MEDICARE_EE	27.84	224.83
							DELTA DENTAL	34.80	278.40
							457_EE	188.00	1,402.58
							VISION	11.38	91.04
							PREFERRED	1,314.22	DEPOSIT

Leave Bank ID	Leave ID	Prev. Bal.	Comp Wrkd	Accrued	Lost	Taken	Buy Out	Adjusted	Net Change	New Balance
PTO	PERSONAL	20.50		4.00	0.00	24.00	0.00	0.00	-20.00	0.50
VAC	VACATION	0.00		0.00	0.00	0.00	0.00	0.00	0.00	0.00
VACATION_POL	VACATION_POL	120.00		0.00	0.00	0.00	0.00	0.00	0.00	120.00

Name: 30112 - WALTZ, STEVEN A

Active

Employee ID:	30112	Department ID:	301	Gross for Check:	2,620.45	Net After Dir Dep:	0.00
Withholding Status:	Married	Federal Allow.:	0	Net for Check:	1,983.85	Total Deductions:	636.60
Pay Period End Date:	04/11/2021	State Allow.:	1	Reg. Hours:	80.00	Direct Deposit:	1,983.85
Check Date:	04/15/2021			OT Hours:	0.00	YTD Gross:	19,763.60
		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	101-301.000-702.000	27.89	80.00	0.00	2,231.20	16,957.12	FITW	161.88	1,151.04
457 SS TAX	101-301.000-715.100	89.25	0.00	0.00	89.25	714.00	SITW	95.77	715.16
INSURANCE	101-301.000-702.000	250.00	0.00	0.00	250.00	1,000.00	SOCSEC_EE	162.46	1,225.34
PHONE	101-301.000-702.000	50.00	0.00	0.00	50.00	200.00	MEDICARE_EE	37.99	286.57
							457_EE	178.50	1,428.00
							HUNT	1,983.85	DEPOSIT

Leave Bank ID	Leave ID	Prev. Bal.	Comp Wrkd	Accrued	Lost	Taken	Buy Out	Adjusted	Net Change	New Balance
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= Deposited Ded/Exp * = Check Adjustment >> = Pre-Tax Deductions capped at Applicable Gross

Check Proofing Report

04/13/2021 3:18 PM

Database: Shelby

7/7

Payroll ID: 522

Check Post Date: 04/15/2021

Pay Period End Date: 04/11/2021

Application: PR

Leave Bank ID	Leave ID	Prev. Bal.	Comp Wrkd	Accrued	Lost	Taken	Buy Out	Adjusted	Net Change	New Balance
PTO	PERSONAL	96.00		0.00	0.00	0.00	0.00	0.00	0.00	96.00
VAC	VACATION	80.00		0.00	0.00	0.00	0.00	0.00	0.00	80.00

Check Proofing Report

04/15/2021 2:10 PM

Database: Shelby

1/1

Payroll ID: 523

Check Post Date: 04/15/2021

Pay Period End Date: 04/11/2021

Application: PR

Name: 30115 - SIMONS, BRADLEY A

Active

Employee ID: 30115	Department ID: 441	Gross for Check: 560.00	Net After Dir Dep: 501.37
Withholding Status: Single	Federal Allow.: 0	Net for Check: 501.37	Total Deductions: 58.63
Pay Period End Date: 04/11/2021	State Allow.: 1	Reg. Hours: 40.00	Direct Deposit: 0.00
Check Date: 04/15/2021	Local Allow.: 00	OT Hours: 0.00	YTD Gross: 5,050.00
		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	101-691.000-702.000	14.00	4.00	0.00	56.00	5,050.00	SITW	15.79	174.58
441 H	203-463.000-702.000	14.00	3.00	0.00	42.00		SOCSEC_EE	34.72	313.10
441 H	591-000.000-702.000	14.00	15.00	0.00	210.00		MEDICARE_EE	8.12	73.23
441 H	101-441.000-702.000	14.00	4.00	0.00	56.00				
441 H	202-478.000-702.000	14.00	1.00	0.00	14.00				
441 H	203-478.000-702.000	14.00	1.00	0.00	14.00				
441 H	590-000.000-702.000	14.00	5.00	0.00	70.00				
441 H	661-000.000-702.000	14.00	4.00	0.00	56.00				
441 H	203-463.000-702.000	14.00	3.00	0.00	42.00				

**Report to Finance
April 26, 2021**

	Description	General	Major St	Local St.	Sewer	Water	Motor Pool	Total
Fleis & Vandenbrink	Misc Consultation					\$ 6,692.50		\$ 6,692.50
Jons To Go	Portable Restroom	\$ 105.00						\$ 105.00
Trace Analytical	Weekly Discharge				\$ 130.00			\$ 130.00
AT&T Mobility	PD Air Cards (Wifi)	\$ 158.92						\$ 158.92
City of Hart	Water Test					\$ 150.00		\$ 150.00
Professional Pump	Harvey Lift Station Pump				\$ 11,865.00			\$ 11,865.00
Michigan Municipal League	Unemployment Qrt. Contrib.	\$ 56.74						\$ 56.74
Delta Dental	Employee Dental Premiums	\$ 270.22	\$ 45.54	\$ 45.52	\$ 58.07	\$ 58.07	\$ 13.17	\$ 490.59
Axon Enterprises, Inc.	Taser Payment	\$ 792.00						\$ 792.00
Staples	Misc. Office Supplies	\$ 44.65						\$ 44.65
Quadient	Postage Machine				\$ 54.95	\$ 54.94		\$ 109.89
Affordable Auto Services	2021 Cruiser Oil Change						\$ 41.00	\$ 41.00
Beckman Bros., Inc.	Road Gravel		\$ 14.87	\$ 14.86				\$ 29.73
Oceana County Road Com.	Winter Salt Usage		\$ 9,093.42	\$ 9,093.42				\$ 18,186.84
Charter Spectrum	Village Hall Internet	\$ 216.39						\$ 216.39
Verizon	DPW On call phone & IPAD	\$ 18.91			\$ 38.01			\$ 56.92
Small Business Association	Employee Life Insurance	\$ 88.77	\$ 48.20	\$ 48.19	\$ 36.08	\$ 36.08	\$ 9.18	\$ 266.50
Trinity Health	Drug Screening	\$ 14.00						\$ 14.00
Cindy Rapes	Shirt Patches - PD	\$ 12.00						\$ 12.00
Fuelman	Vehicle Fuel						\$ 1,732.22	\$ 1,732.22
Wells Fargo	Xerox Machine	\$ 388.90						\$ 388.90
MRWA	Wastewater Class				\$ 620.00			\$ 620.00
On Duty Gear, LLC	Vest	\$ 1,370.00						\$ 1,370.00
Oceana County Sheriffs Offie	In-Service Training - PD	\$ 291.68						\$ 291.68
Computer Refinery Inc.	Repairs to Village Internet	\$ 85.00						\$ 85.00
Elhorn Engineering	Chlorine					\$ 370.00		\$ 370.00
Helena	Grass Cheevers (Lagoons)				\$ 97.50			\$ 97.50
								\$ -
								\$ -
								\$ -
								\$ -
								\$ -
General		\$ 10,962.29						\$ -
Major Street		\$ 10,250.10						\$ -
Local Street		\$ 10,325.25						\$ -
Sewer		\$ 14,892.64						\$ -
Water		\$ 10,785.65						\$ -
Motor Pool		\$ 2,489.43						\$ -
Total		\$ 67,154.28						\$ -
Check Total		\$ 44,373.97						

Signature: Steven Crothers
Date: 4/23/2021