



**VILLAGE COUNCIL PACKET**  
**MONDAY, July 26, 2021**

Prepared by:

Crystal Budde, Village Clerk

Brady Selner, Village Administrator

# SPECIAL MEETING AGENDA

Village Council of the Village of Shelby  
Monday, July 26, 2021  
Special Council Meeting – 5:00 P.M.



**This meeting will be in-person at the Shelby Village Hall**  
**(218 N. Michigan Ave., Shelby, MI 49455)**

## Agenda Topics:

1. Call to Order
2. Roll Call
3. Pledge of Allegiance
4. Review minutes of the previous meetings:
  - a) Monday, July 12, 2021 **AR**
5. Strategic Planning Session (Al Vanderberg and John Shay)
6. Additions to Agenda
7. President's Report
8. Village Administrator's Report
9. Department Heads' Report
10. Correspondence:
11. Public Participation (Go to [Shelbyvillage.com/council](http://Shelbyvillage.com/council) for instructions):
12. Old Business:
13. New Business:
  - a) American Rescue Plan Act Resolution **AR**
  - b) Brownfield Redevelopment Authority **AR**
  - c) Generator Planned Maintenance Agreement **AR**
  - d) IT Right Service Agreement **AR**
  - e) Ladder Community Center Yard Sale **AR**
  - f) Blower #2 Replacement **AR**
14. 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: Mike Termer     |
| 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: Mike Termer, Co-Chair: Dan Zaverl     |

15. Payment of Bills: July 26, 2021

16. Adjournment:

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

NEXT MEETING:	<b>August 9, 2021</b>
NEXT RESOLUTION:	53-21
NEXT PROCLAMATION:	01-21
NEXT ORDINANCE:	02-21

**VILLAGE OF SHELBY  
REGULAR COUNCIL MEETING OF July 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: John Sutton, Paul Inglis, Dan Zaverl, Bill Harris, and Damian Omness.  
Absent Steve Crothers.

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

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

**4. MINUTES:**

a.) Special Meeting of June 28, 2021

John Sutton moved to approve the minutes of the Special Council Meeting of June 28, 2021 as prepared.

Seconded by: Damian Omness.

Voice Vote: All in favor.

Motion Carried.

Absent: Steve Crothers.

b.) Regular Meeting of June 28, 2021

Damian Omness moved to approve the minutes of the Regular Council Meeting of June 28, 2021 as prepared.

Seconded by: John Sutton.

Voice Vote: All in favor.

Motion Carried.

Absent: Steve Crothers.

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

**6. PRESIDENT'S REPORT:** President Inglis stated he would be making some changes to the agenda and reported that the Village staff posted the vacant Council seat on the Village's Facebook page. Only one letter of interest was received from Mike Termer. Mike lives in the Village of Shelby at 363 Orchard View and is currently the pastor at Newman Christian Community Church located on M20. Mr. Termer has a bachelor's degree in business management as well as specific training in facilitation, leadership, and organizational administration. He was employed for a number of years as a Human Resource

Manager and started his own company as a Business Analyst. President Inglis recommended the appointment of Mike Termer to the vacant Council Trustee seat with a term ending November 20, 2022.

Bill Harris moved to appoint Mike Termer to the Village Council with a term ending November 20, 2022.

Seconded by: Damian Omness.

Roll Call Vote:

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

Motion Carried 5-0.

Absent: Steve Crothers.

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

VA Selner reported that the Oceana County Board of Commissioners approved the development of a County Brownfield Redevelopment Authority (BRA) at their meeting on July 8, 2021. To utilize the brownfield incentives offered through the County BRA, the Village will need to pass a resolution opting in. Opting in will satisfy one of our last remaining requirements for the Redevelopment Ready Community (RRC) certification.

VA Selner is continuing to investigate the feasibility of forming a Village of Shelby DDA and/or creating a downtown façade program. VA Selner and Fellow Emily Stuhldreher will work with Mishelle Comstock, President Shelby State Bank, to discuss the façade program. VA Selner plans to speak with downtown business owners to gather input and determine what type of program would be most appealing to them. The Village will continue to work through the action items identified in its 2020 Master Plan as it relates to downtown redevelopment.

A strategic planning session has been tentatively scheduled for the Village's July 26, 2021 Council meeting.

The shade structure for the pocket park has been ordered, and the DPW is scheduled to begin work on the park next week.

The Village plans to contract Saniweep, Inc. to complete the street sweeping this year while the Village determines a long-term solution for the street sweeping needs. DPW Supervisor Jeremiah Helenhouse and VA Selner are currently analyzing the cost effectiveness of the Village's four options:

1. Repair the Village's existing sweeper.
2. Buy a new sweeper.
3. Rent a sweeper.
4. Contract with a company to complete street sweeping.

The DPW crew will no longer come in on Saturday and Sunday to do their daily rounds. This was

determined after verifying with ELGE that it is not required. This operational change will save the Village approximately \$6, 800.00 per year in overtime wages.

**8. DEPARTMENT HEADS' REPORTS:**

CEDAM Fellow Emily Struhldreher reported that she is working on forming a DDA; the shade structure for the pocket park has been ordered; and, she is still working on the way finding sign that will be placed by the rail trail.

Chief Waltz reported that there has been no new larceny to vehicle complaints for a week. 383 Pine Street has been purchased by Tim Horton and there is already a dumpster on site so that property should be cleaned up soon.

DPW Supervisor Jeremiah Helenhouse reported that he was able to locate a volute for the Harvey lift station and that is being repaired right away.

**9. CORRESPONDENCE:**

a.) Cherry Central

President Inglis received notice from Melanie LaPerriere, President/CEO Cherry Central, that there will be a total shutdown of the Company's Oceana Foods' drying facility located at 168 Lincoln Street in Shelby effective August 31, 2021. This is due to the second consecutive year of significantly diminished cherry crops. Cherry Central's board hopes to eventually reopen the facility and remains in the process of exploring the facility's options. The shutdown is thus currently expected to be temporary but is indefinite and will continue until no earlier than at least August 1, 2022, when ramp up for the next year's cherry season would occur. 74 employees will be affected which is the entire workforce of the facility. All affected employees have been notified of their layoff dates and that their layoffs are indefinite.

b.) National Association of County & City Health Officials (NACCHO)

President Inglis received a letter from Lori Tremmel Freeman, Chief Executive Officer of NACCHO, requesting a letter of support for the Community Based Survey of Supports for Healthy Eating and Active Living (CBS HEAL), which is being conducted by the U.S. Centers for Disease Control and Prevention (CDC) Division of Nutrition, Physical Activity, and Obesity. The CBS HEAL National Survey is a web-based study that seeks to gather information in healthful eating and active living for residents. NORC at the University of Chicago, an independent survey research firm, is working with the CDC to conduct the survey. NACCHO is encouraging participation in the survey. The survey includes questions on the communitywide planning documents of local governments; and, policies that improve the built environment to support physical activity, such as nutrition standards for government facilities or policies that provide incentives to locate supermarkets or farmers markets in areas of need.

VA Selner will research the information requested in the survey and report to Council if Shelby should participate.

## **10. CITIZEN PARTICIPATION:**

Phil Morse, Oceana County Commissioner, representing Oceana County, introduced himself and related that the Oceana County Planning Commission is not seeking to gain control with the proposed shared Master Plan with communities in Oceana County but to share control with Villages and Townships to make the process easier and smoother for everyone.

Curt Trott, who resides at 320 Harrison Street, asked if the DPW would be getting to the weeds that are in and along the sidewalks throughout town. VA Selner responded that there was a back order on the weed killer but that he would talk to DPW Supervisor Jeremiah Helenhouse to get an update on the matter.

## **11. PRESENTATION:**

### a.) 2021 Fiscal Year Audit – Eric P. VanDop

The Village's auditor Eric VanDop, Brickley DeLong, presented the 2021 Fiscal Year audit to the Village Council. The 37-page document, prepared by Brickley DeLong, reflects the financial condition of the Village of Shelby. The audit shows that the net position of all governmental activities increased by \$131,873.00 over the previous year. The General Fund balance increased by \$49,463.00; the total net position in the Sewer Fund decreased by \$40,261.00; and, the total net position in the Water Fund increased by \$25,598.00. Mr. VanDop noted that the Sewer Fund unrestricted balance needs to be watched closely as it has a current balance of \$67,968.00. He advised that the balance can be increased by one of two options. One option is to refinance the bond, which could result in an end to the bond covenant. The covenant requires that the Village put away approximately \$53,000.00 per year in a restricted account. The other option is to perform a rate study to evaluate the sewer rates.

## **12. OLD BUSINESS:**

### a.) 207 N. Michigan Avenue Easement

La Conasupo received an easement from the Village of Shelby in 2010 after it was discovered that a portion of their building was on Village property. The purpose of the easement was to permit the identified encroachment and for the purpose of constructing an access ramp for ingress and egress to the building on Village property. La Conasupo is requesting that the 2010 Easement be restated and expansion of the size of the easement to construct certain improvements within the easement area be allowed. The improvements include replacing the roof overhang/ramp and adding a concrete pad. The Village did make two amendments to the proposed easement. The Village added language prohibiting parking in the easement area and removed the need for "mutual written agreement of all parties, including mortgagees." Amendments to the easement can be made by written agreement signed by the Village and the property owner. The proposed improvements will enhance the appearance of the back of their building.

Bill Harris moved to authorize Paul Inglis, Village President, and Brady Selner, Village Administrator, to sign the Easement Agreement for the property located at 203 N. Michigan Avenue, Shelby, Michigan 49455 (parcel number 046-115-005-00) for the purpose of constructing a concrete pad and for the construction and maintenance of an access ramp for ingress and egress.

Seconded by: Damian Omness.

Roll Call Vote:

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

Motion Carried 5-0.

Absent: Steve Crothers.

### **13. CLOSED SESSION:**

#### a.) Legal Options for Selling Water and Sewer Outside Village Limits

Bill Harris moved to go into Closed Session at 7:19 P.M. for the purpose of discussing attorney/client confidential information regarding the Village's legal options for selling water and/or sewer outside of the Village limits.

Seconded by: Damian Omness.

Roll Call Vote:

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

Motion Carried 5-0.

Absent: Steve Crothers.

The Village Council went back into Open Session at 8:03 P.M.

### **14. OLD BUSINESS CONTINUED:**

#### b.) Ferric Chloride Purchase

Ferric chloride is purchased about every eight months for use at the wastewater facility (lagoon system). It is time to replenish the inventory of ferric chloride for use over the next eight months. Quotes have been obtained for the chemical and are as follows:

PVS, Detroit, Michigan	\$5,100.00 for 4,000 gallons
Haviland, Grand Rapids, Michigan	\$6,320.00 for 4,000 gallons
Webb Chemicals, Muskegon, Michigan	\$6,480.00 for 4,000 gallons

The Village has used PVS in the past and DPW Supervisor Jeremiah Helenhouse is recommending the Village use their services again.

Damian Omness moved to authorize the Village Administrator to purchase 4,000 gallons of Ferric Chloride from PVS, Detroit, Michigan for use at the Shelby Wastewater facility for a total price of \$5,100.00.

Seconded by: Dan Zaverl.

Roll Call Vote:

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

Motion Carried 5-0.

Absent: Steve Crothers.



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

**16. COMMITTEE REPORTS:**

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

The July Planning Commission meeting will most likely be cancelled due to lack of agenda items. The Planning Commission will meet with Williams and Works in August for the preliminary Zoning rewrite meeting.

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

Don DeVries with Fleis & VandenBrink was able to increase the number of service lines to be replaced in the EGLE Drinking Water State Revolving Fund Project Plan.

**c. STREETS AND SIDEWALKS: Chair: Dan Zaverl, vacant:**

Dan Zaverl asked about the Sixth Street sidewalk project. VA Selner will be working on this within the next month.

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

The Committee will meet with the school on August 10, 2021 at 7:00 P.M.

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

The Sewer Fund is slim and will need attention. VA Selner will be gathering all options to bring to the Council in the near future.

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

The DPW full time vacant position has been posted in the Oceana's Herald-Journal and applications will be accepted until the end the of day on Friday, July 16, 2021.

**g. ORDINANCES – Chair vacant, Dan Zaverl:**

Nothing to report.

**17. PAYMENT OF BILLS:** Bill Harris moved to approve the payment of bills in the amount of \$59,739.17. Seconded by: Damian Omness.

Roll Call Vote:

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

Motion Carried 5-0.

Absent: Steve Crothers.

**18. ADJOURNMENT:** Dan Zaverl moved to adjourn the meeting at 8:25 P.M.

Seconded by: John Sutton.

Voice Vote: All in favor.

Motion Carried.

Absent: Steve Crothers.

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

Approved

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Minutes Respectfully Submitted by Crystal Budde, Village Clerk/Treasurer

Date



Date: July 20, 2021

To: Paul Inglis, Village President  
Village Council Members

From: Brady Selner, Village Administrator

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

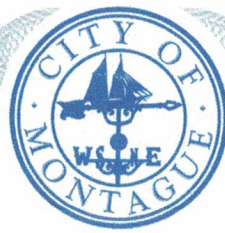
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**Zoning Ordinance Re-Write:** The Planning Commission will have their kick-off meeting for the zoning ordinance re-write project on August 17, 2021. At this meeting they will review the zoning ordinance audit completed by Williams&Works and discuss the timeline and goals of the project. This project will be completed through a 75% grant from the MEDC Technical Assistance program.

**Downtown Pocket Park:** DPW has begun work on the downtown pocket park and will continue to work on it as time permits.

**Employee Handbook Update:** I anticipate having the first draft of the new Employee Handbook to the Personnel Committee the last week of July. Following the initial review from the Personnel Committee, edits will continue to be made until the document is ready for full Village Council approval.

**2021 MME Summer Conference:** I will be attending the MME summer conference July 21 through July 23. The conference includes several informative sessions and provides an opportunity to catch up with professional mentors to seek advice on the items we have going on in the Village of Shelby.



**RESOLUTION DECLARING A CLIMATE EMERGENCY AND RESTORATION OF A SAFE CLIMATE TO CREATE AN ECOLOGICALLY, SOCIALLY, AND ECONOMICALLY RESPONSIBLE COMMUNITY**

**WHEREAS**, the City of Montague shall provide for the public peace, health, safety, and welfare of persons and property in the City, and seeks to lead efforts in our community to create an ecologically, socially, and economically responsible community; and

**WHEREAS**, in April 2016 world leaders recognized the urgent need to combat climate change by signing the Paris Agreement, agreeing to engage in efforts to limit the global temperature increase to 2.7°F (1.5°C) and no more than 3.6°F (2°C) above pre-industrial levels; and

**WHEREAS**, the current average global temperature has already increased by 1.8°F (1°C) which is impacting the welfare of people and communities throughout the world by increasing extreme weather events such as wildfires, floods, rising seas, droughts, and hurricanes; and

**WHEREAS**, the increase in, and intensity of, extreme weather events cause the loss of homes and property, jeopardize livelihoods, damage crops, impact travel and supply corridors, increase soil erosion and vegetation loss, decrease access to water, and damage public infrastructure; and

**WHEREAS**, the Great Lakes region is already experiencing an increase in annual temperatures, precipitation and flooding; and

**WHEREAS**, climate change is impacting humans as well as stressing the integrity of the ecological community by causing the extinction of species, loss of habitat, decreased water quality, and increases in detrimental organisms such as the Lyme disease bacterium; and

**WHEREAS**, restoring a safe and stable climate begins by tackling issues at the local level to directly benefit our local community; and

**WHEREAS**, the City's local actions will positively impact the quality of life for populations around the globe as well; and

**WHEREAS**, the ability to limit the global temperature increase to 2.7°F (1.5°C) requires immediate and focused efforts by the City to facilitate steps necessary to reach zero greenhouse gas emissions across all sectors of the economy, to safely remove and decrease all excess carbon, and to implement measures to protect people and the ecological community from climate impacts; and

**WHEREAS**, the scope of action necessary to stabilize the climate requires public awareness, engagement, and deliberation to develop effective, just, equitable and compelling programs and policies; and

**WHEREAS**, the City of Montague recognizes that we have taken initial steps to reduce our ecological footprint and minimize our climate impact, and we wish to move quickly to further our efforts to address the crisis at hand.

**NOW BE IT THEREFORE RESOLVED**, the City of Montague declares that a climate and ecological emergency threatens all of humanity and our natural world; and

- that the City of Montague commits to a citywide effort to eliminate the City's greenhouse gas emissions by 2040, and to implement additional projects to decrease carbon levels in the atmosphere; and
- that the City Council directs the City Manager and all City Departments, authorities, and commissions to report, within 180 days of adopting this resolution, on greenhouse gas emissions that can feasibly be reduced by 1) the beginning of the next fiscal year, 2) by the end of 2030, and 3) by the end of 2040. The City Council and City administration will utilize this information to develop a Climate Mobilization Action Plan (*Climate MAP*) and integrate objectives within fiscal year budgets; and
- that the City Council directs the City Manager and Zoning Administrator to report on opportunities within the City's Code of Ordinance and the City's Master Plan to implement policies and ordinances to address climate change and ecological impacts, including activities that prioritize decreasing the use of fossil fuel and increasing the use of land in ways that are adapted to climate change; and
- that the City Council directs the City Manager and City Departments to seek out and report back on opportunities and funding to implement this resolution, and to include reduction statements in all relevant budgets, actions, and motions; and
- that the City Council directs the City Manager to oversee the City's efforts to coordinate climate and environmental programs that address such factors as climate adaptation, engagement, and education, plus the development of the *Climate MAP* to guide the City's climate emergency response; and
- that the City will engage its residents, visitors and businesses on the climate emergency so their input informs the creation of the *Climate MAP*; and
- that the City of Montague calls upon the residents and business within the City, the State of Michigan, the United States Congress, the President of the United States, and all governments and people worldwide to join us and declare a climate emergency, initiate a climate mobilization to reverse global warming and the ecological crisis, and provide maximum protection for all people and species of the world.

*I hereby certify that the foregoing is a true and complete copy of the resolution adopted by the City Council of the City of Montague, County of Muskegon, Michigan, at a regular meeting held on December 21, 2020.*

Kathy G. Pelleran Mahoney  
City Clerk



Village Council  
Item Cover Page

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**Meeting Date:** July 26, 2021  
**Agenda Item:** American Rescue Plan Act Resolution  
**Budget Impact:** \$105,296.50 increase in FY2021-22 Revenue  
**Recommendation:** Authorize Village Staff to Submit Application  
**Staff Contact:** Brady Selner, Village Administrator

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**Background:**

Non-entitled local governments can now request their American Rescue Plan Act (ARPA) funding from the Michigan Department of Treasury. The recommended due date to apply is July 27, 2021. The Village of Shelby's allotment of ARPA funds is \$210,593 and will be paid to the Village over two years. The money can be spent to account for revenue loss caused by the pandemic and on water, sewer, and broadband infrastructure. Final guidance is still being developed related to eligible costs. The Village has until 2024 to allocate funding. The Village will seek input from stakeholders prior to allocating any money. Although not required, it is considered best practice to have Village Council authorize staff to file the application to receive our ARPA funds.

**Supporting Documents:**

Form 5751  
Resolution 47-21

**Motion \_\_\_\_\_ by seconded by \_\_\_\_\_ to adopt Resolution No. 47-21.**



# Coronavirus Local Fiscal Recovery Fund (CLFRF) Non-Entitlement Unit of Local Government (NEU) Funding Election and Budget Certification

Completed and signed form must be uploaded in the [ELITE System](#).

PART 1: NON-ENTITLEMENT UNIT OF LOCAL GOVERNMENT INFORMATION			
Local Unit Name Village of Shelby		Local Unit County Name Oceana County	
Local Unit Municipal Code 64-3050		Contact Email Address administrator@shelbyvillage.com	
Contact Name Brady Selner	Contact Title Village Administrator	Contact Telephone Number (231) 861-4401	Extension
PART 2: ELECTION OF CORONAVIRUS LOCAL FISCAL RECOVERY FUND (CLFRF) FUNDING			
<p>Select one of the options below indicating the CLFRF funding option your local unit elects. The selected option will apply to both the 2021 and 2022 CLFRF funding distributions. A local unit cannot change the elected option once this form is submitted to the Michigan Department of Treasury.</p> <p><input checked="" type="checkbox"/> <b>Option One:</b> NEU accepts the CLFRF funding and requests payment from the State of Michigan. Complete the remainder of the form.</p> <p><input type="checkbox"/> <b>Option Two:</b> NEU declines the CLFRF funding allocation for the NEU and requests the funds be transferred to the State of Michigan. The NEU must complete and sign the U.S. Treasury Notice of Transferring CLFRF Funds to the State. Complete Parts 3 and 5 and skip Part 4.</p> <p><input type="checkbox"/> <b>Option Three:</b> NEU declines the CLFRF funding by selecting neither Option One or Option Two; and therefore, the NEU's CLFRF funds will be distributed proportionately to NEUs that elected Option One. For U.S. Treasury purposes, the NEU will be classified as "non-responsive." Skip Parts 3 and 4 and complete Part 5.</p>			
PART 3: CERTIFIED TOP-LINE BUDGET TOTAL			
An NEU that elected Option One or Option Two in Part 2 must enter the NEU's Top-Line Budget (as defined in <a href="#">Michigan Department of Treasury Numbered Letter 2021-5</a> ) as of January 27, 2020.		Top-Line Budget \$ 1,945,967.00	
PART 4: REQUIRED NOTIFICATION			
<p>NEUs that elected Option One in Part 2, accepting the CLFRF funding, will be required to report and upload the documents below as part of the NEU's first reporting to the U.S. Treasury. The first report is due October 31, 2021.</p> <ul style="list-style-type: none"> <li>• Copy of signed <a href="#">Award Terms and Conditions Agreement</a>.</li> <li>• Copy of signed <a href="#">Assurances of Compliance with Title VI of the Civil Rights Act of 1964</a>.</li> <li>• Copy of actual budget documents validating the Top-Line Budget (as defined in Michigan Department of Treasury Numbered Letter 2021-5) amount provided to the State of Michigan in Part 3 above</li> </ul>			
PART 5: CERTIFICATION			
<p><i>The undersigned Chief Administrative Officer, following approval by the governing board where applicable, of the local unit indicated in Part 1 hereby certifies to the Michigan Department of Treasury the following:</i></p> <ol style="list-style-type: none"> <li>1) <i>The Chief Administrative Officer elected an Option in Part 2 to either accept or decline the Coronavirus Local Fiscal Recovery Fund (CLFRF) funding. Acknowledges that this election is a one-time election and cannot be modified for future CLFRF distributions.</i></li> <li>2) <i>The Chief Administrative Officer reviewed the federal and state guidance related to the determination and calculation of the Top-Line Budget (as defined in Michigan Department of Treasury Numbered Letter 2021-5), and certifies to the Michigan Department of Treasury that the Top-Line Budget (as defined in Michigan Department of Treasury Numbered Letter 2021-5) amount as of January 27, 2020, provided in Part 3 above, is accurate.</i></li> <li>3) <i>The Chief Administrative Officer read the information provided in Part 4 above and acknowledges and understands the documents that will be required to be provided to the U.S. Treasury as part of the first federal reporting due October 31, 2021.</i></li> </ol>			
Chief Administrative Officer Signature (as defined in <a href="#">MCL 141.422b</a> )		Printed Name of Chief Administrative Officer (as defined in <a href="#">MCL 141.422b</a> ) Brady Selner	
Title Village Administrator		Date 07/20/2021	



**July 26, 2021**

**RESOLUTION**

**No. 47-21**

RESOLVED BY THE COUNCIL OF THE VILLAGE OF SHELBY to authorize Brady Selner, Village Administrator, to sign and submit the Village of Shelby's Coronavirus Local Fiscal Recovery Fund Grant, amounting \$210,593.

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

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

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

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

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

**RESOLUTION No. 47-21 Declared ADOPTED.**

**ADOPTED ON: July 26, 2021**



Village of Shelby Council Meeting  
Item Cover Page

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<b>Meeting Date:</b>	July 26, 2021
<b>Agenda Item:</b>	Brownfield Redevelopment Authority
<b>Budget Impact:</b>	None
<b>Recommendation:</b>	Pass Oceana County BRA Resolution
<b>Staff Contact:</b>	Brady Selner, Village Administrator

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**Background:**

The Village of Shelby has the opportunity to join Oceana County's Brownfield Redevelopment Authority. 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.

The Brownfield Redevelopment Authority would encourage remediation of sites that are environmentally distressed by providing developers with a means to recover eligible remediation costs to develop the property. Many times, these properties need brownfield incentives to encourage 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. Participating in the County BRA will satisfy the need to have a development incentive for RRC certification.

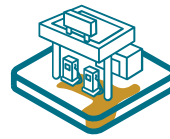
**Supporting Documents:**

How Tax Increment Financing for Brownfields Works  
Resolution No. 48-21

**Motion by \_\_\_\_\_ seconded by \_\_\_\_\_ to adopt Resolution  
No. 48-21.**



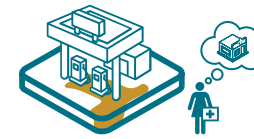
# HOW TAX INCREMENT FINANCING FOR BROWNFIELDS WORKS



1



2



3



4



5



6



7



8



9



10



11

- 1** This ugly, contaminated gas station is a **brownfield**.
- 2** The owner pays \$1,000 a year in property taxes. That \$1,000 is the **tax baseline**.
- 3** Dr. Julie wants to buy the contaminated brownfield and build a new medical office.
- 4** Dr. Julie talks to her local Brownfield Redevelopment Authority (BRA). The BRA approves a plan to reimburse Dr. Julie for some costs to redevelop the contaminated brownfield.

- 5** Dr. Julie hires an environmental consultant to test the soil and groundwater...
- 6** ...and dig out the contamination. These are Dr. Julie's **eligible costs**.
- 7** Dr. Julie spends \$7,500 on eligible costs. The ugly, contaminated brownfield is gone. Now it's safe to build her medical office. Dr. Julie hires more staff.

- 8** The property's value goes up and Dr. Julie pays \$2,500 a year in property taxes - a \$1,500 increase! That's the **tax increment**.
- 9** Every year for five years, the BRA returns the \$1,500 tax increment to Dr. Julie to repay her eligible costs. The BRA keeps the original \$1,000 tax baseline to pay for schools and public services.

- 10** After five years, Dr. Julie's eligible costs have been reimbursed from her taxes (\$1,500 tax increment x five years = \$7,500 in cleanup costs).
- 11** When her eligible costs are reimbursed, Dr. Julie's future taxes stay in city and state budgets for schools and public services.



**July 26, 2021**

**RESOLUTION**

**No. 48-21**

**TO OPT INTO THE OCEANA COUNTY BROWNFIELD REDEVELOPMENT AUTHORITY  
VILLAGE OF SHELBY, OCEANA COUNTY, MI**

At a Regular Meeting of the Common Council of The Village of Shelby, Oceana County, Michigan, held at Village Hall on July 26, 2021, the following Resolution was offered.

**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 Oceana (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 Village of Shelby has determined that it is in the best interest of the Village of Shelby 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 Oceana.

**NOW, THEREFORE, BE IT RESOLVED:**

1. The Village of Shelby 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 Oceana.
2. The Village 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.

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

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

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

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

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

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 26th day of July 2021, in the Village of Shelby, Oceana County, State of Michigan, with a quorum present.

\_\_\_\_\_  
Crystal Budde, Clerk/Treasurer  
Village of Shelby

**RESOLUTION No. 48-21 Declared ADOPTED.**  
**ADOPTED ON:** July 26, 2021



Village Council  
Item Cover Page

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**Meeting Date:** July 26, 2021  
**Agenda Item:** Generator Planned Maintenance Agreement  
**Budget Impact:** \$2,763.41 from Fund 590 and 591 (Budgeted Item)  
**Recommendation:** Extend the Planned Maintenance Agreement  
**Staff Contact:** Brady Selner, Village Administrator

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**Background:**

The Village's Planned Equipment Maintenance Agreement is due to expire on July 31, 2021. Cummins has inspected and maintained the Village's generators at the Industrial Drive lift station and water well house for at least three years. To ensure uninterrupted service, it is recommended to authorize the Village Administrator to sign the Planned Maintenance Agreement extending the agreement for another three years.

**Supporting Documents:**

Cummins Sales and Service Planned Maintenance Agreement  
Resolution 49-21

**Motion \_\_\_\_\_ by seconded by \_\_\_\_\_ to adopt Resolution No. 49-21.**



# Sales and Service

GRAND RAPIDS MI BRANCH  
3715 CLAY S.W.  
GRAND RAPIDS, MI 49548  
Phone: 616-538-2250

## PLANNED MAINTENANCE AGREEMENT

Customer Address	Customer Contact	Quote Information
VILLAGE OF SHELBY 218 N MICHIGAN AVE Shelby, MI 49455	Contact: Greg Macintosh Phone: 231 301-5169 Fax: 231 861-7449 Cust Id: 184443	Quote Date: 19-MAY-21 Quote Expires: 30-NOV-21 Quote Num: 135767 Quoted By: Cheryl Chapman Quote Term: 3 Year(s)

### Site Information

1	INDUSTRIAL DRIVE LS	INDUSTRIAL DR	SHELBY	MI	49455
2	WATER WELL HOUSE	INDUSTRIAL DR	SHELBY	MI	49455

Site	Unit Number	Manufacturer	Model	Prod Model	Serial Number	Type
1	ONAN GENSET	ONAN	GEN SET	GGLA-7530801	L080226058	ST
2	135KW CAT	CAT	GEN SET	8L55	100TH2018	ST

Site	Unit Number	Service Event	Qty	Sell Price	Extended Price
1	ONAN GENSET	FULL SVC W/SAMPLE	1	588.07	588.07
		INSPECTION	2	297.54	595.08
2	135KW CAT	FULL SVC W/SAMPLE	2	641.36	1,282.72
		INSPECTION	1	297.54	297.54

\*\*\*Generator Planned Equipment Maintenance Quote\*\*\*

### Alternating Annual Services:

Cat Unit: Full Services W/ Oil & Coolant Analysis in November 2021/2023 and Inspection in November 2022  
Onan Unit: Inspections in November November 2021/2023 and Full Service W/Oil & Coolant Analysis in November 2022

### \*\*\*Payment Info\*\*\*

Please indicate whether you wish to pre-pay annually, or pay per event on a billable agreement.

- Send Pre-Pay Invoice  
 \*Pay As You Go (Billable)

\*For billable services, you must establish a line of credit with Cummins Sales and Service. A credit application is available upon request. Credit application is subject to approval by the credit department.

We accept all major credit cards, please call 248-573-1925

### \*\*\*Auto Renewal Option\*\*\*

Planned Equipment Maintenance Agreements are designed with an automatic renewal provision. If you do not wish to participate in the auto renew option, please check below to opt out. If you do not opt out, this Agreement will automatically renew at the end of the initial term for a period equal to the initial term (the Renewal Term). In such event, cost increases for the Renewal Term will not exceed 3%.



# Sales and Service

## PLANNED MAINTENANCE AGREEMENT

<u>Customer Address</u>	<u>Customer Contact</u>	<u>Quote Information</u>
VILLAGE OF SHELBY 218 N MICHIGAN AVE Shelby, MI 49455	Contact: Greg Macintosh Phone: 231 301-5169 Fax: 231 861-7449 Cust Id: 184443	Quote Date: 19-MAY-21 Quote Expires: 30-NOV-21 Quote Num: 135767 Quoted By: Cheryl Chapman Quote Term: 3 Year(s)

Either party has the right to terminate this Agreement with thirty (30) days prior written notice, unless the work has already been performed.

\_\_\_ Opt out of Automatic Renewal

\*Auto Renewal Option is only available for prepaid contracts.

To continue your services without interruption, please sign the quote and return via email or mail to:

Cummins Sales and Service  
Attn: PEM Administration Group  
21810 Clessie Court  
New Hudson, MI 48165

Email: pm.service@cummins.com

<b>Standard Agreement Amount</b>	<b>\$2,763.41</b>
<b>Proposal Total</b>	<b>\$2,763.41</b>

THERE ARE ADDITIONAL CONTRACT TERMS AND CONDITIONS ON THE REVERSE SIDE OF THIS DOCUMENT, INCLUDING LIMITATIONS OF WARRANTIES AND LIABILITY, WHICH ARE EXPRESSLY INCORPORATED HEREIN. CUSTOMER ACKNOWLEDGES THAT THE CONTRACT TERMS AND CONDITIONS HAVE BEEN READ, FULLY UNDERSTOOD, AND ACCEPTED.

### Customer Approval

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

### CUMMINS INC

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

## PLANNED MAINTENANCE AGREEMENT TERMS AND CONDITIONS

These Planned Maintenance Agreement Terms and Conditions, together with the Quote on the front side and the Scope of Services, are hereinafter referred to as this "Agreement" and shall constitute the entire agreement between the customer identified in the Quote ("Customer") and Cummins Inc. ("Cummins") and supersede any previous agreement or understanding (oral or written) between the parties with respect to the subject matter of this Agreement. In the event of any inconsistency between this Agreement and any purchase order, terms and conditions or other document produced or delivered by Customer, the terms and conditions of this Agreement shall take precedence

**1. SCOPE OF SERVICES; PERFORMANCE OF SERVICES.** Cummins shall perform the maintenance ("Services") on the equipment identified in the Quote ("Equipment") in accordance with the schedule specified in the Quote. The Services include those services defined in the "Service Event" section of the Quote. No additional services or materials are included in this Agreement unless agreed upon by the parties in writing. Unless otherwise indicated in the Quote, Cummins will provide the labor and tools necessary to perform the Services and shall keep Customer's property free from accumulation of waste materials caused by Cummins' operations. Either party may terminate this Agreement with or without cause by providing thirty (30) days written notice to the other.

**2. CUSTOMER OBLIGATIONS.** Customer shall provide Cummins safe access to Customer's site and arrange for all related services and utilities necessary for Cummins to perform the Services. During the performance of the Services, Customer shall fully and completely secure all or any part of any facility where the Equipment is located to remove and mitigate any and all safety issues and risks, including but not limited to facility occupants, customers, invitees, or any third party and or property damage or work interruption arising out of the Services. Customer shall make all necessary arrangement to address and mitigate the consequences of any electrical service interruption which might occur during the Services. **CUSTOMER IS RESPONSIBLE FOR OPERATING AND MAINTAINING THE EQUIPMENT IN ACCORDANCE WITH THE OWNER'S MANUAL FOR THE EQUIPMENT.**

**3. PAYMENT TERMS.** Unless otherwise agreed to by the parties in writing and subject to credit approval by Cummins, payments are due thirty (30) days from the date of the invoice. If Customer does not have approved credit with Cummins, as solely determined by Cummins, payments are due in advance or at the time of supply of the Services. If payment is not received when due, in addition to any rights Cummins may have at law, Cummins may charge Customer eighteen percent (18%) interest annually on late payments, or the maximum amount allowed by law. Customer agrees to pay all Cummins' costs and expenses (including all reasonable attorneys' fees) related to Cummins' enforcement and collection of unpaid invoices, or any other enforcement of this Agreement by Cummins. Unless otherwise stated, the Quote excludes all applicable local, state, or federal sales and/or use or similar taxes which Cummins is required by applicable laws to collect from Customer and shall be stated on the invoice.

**4. DELAYS.** Any performance dates indicated in this Agreement are estimated and not guaranteed. Cummins shall not be liable for any delays in performance however occasioned, including any that result directly or indirectly from acts of Customer or causes beyond Cummins' control, including but not limited to acts of God, accidents, fire, explosions, flood, unusual weather conditions, acts of government authority, or labor disputes.

*AS A RESULT OF THE OUTBREAK OF THE DISEASE COVID-19 ARISING FROM THE NOVEL CORONAVIRUS, TEMPORARY DELAYS IN DELIVERY, LABOUR OR SERVICES FROM CUMMINS AND ITS SUB-SUPPLIERS OR SUBCONTRACTORS MAY OCCUR. AMONG OTHER FACTORS, CUMMINS' DELIVERY OBLIGATIONS ARE SUBJECT TO CORRECT AND PUNCTUAL SUPPLY FROM OUR SUB-SUPPLIERS OR SUBCONTRACTORS, AND CUMMINS RESERVES THE RIGHT TO MAKE PARTIAL DELIVERIES OR MODIFY ITS LABOUR OR SERVICE. WHILE CUMMINS SHALL MAKE EVERY COMMERCIALY REASONABLE EFFORT TO MEET THE DELIVERY, SERVICE OR COMPLETION OBLIGATIONS SET FORTH HEREIN, SUCH DATES ARE SUBJECT TO CHANGE.*

**5. WARRANTY.** Cummins shall perform the Services in a reasonable and workmanlike manner. Parts and components supplied under this Agreement are governed by the express written manufacturer's limited warranty. No other warranty for parts or components is provided under this Agreement. All Services shall be free from defects in workmanship for a period of ninety (90) days after completion of Services. In the event of a warrantable defect in workmanship of Services supplied under this Agreement ("Warrantable Defect"), Cummins' obligation shall be solely limited to correcting the Warrantable Defect. Cummins shall correct the Warrantable Defect where (i) such Warrantable Defect becomes apparent to Customer during the warranty period; (ii) Cummins receives written notice of any Warrantable Defect within thirty (30) days following discovery by Customer; and (iii) Cummins has determined that there is a Warrantable Defect. Warrantable Defects remedied under this provision shall be subject to the remaining warranty period of the original warranty of the Services. New parts supplied during the remedy of Warrantable Defects are warranted for the balance of the warranty period still available from the original warranty of such parts. The remedies set forth in this Section 5 shall not be deemed to have failed of their essential purpose so long as Cummins is willing to correct defective Services or refund the purchase price therefor.

**6. LIMITATIONS OF WARRANTIES AND LIABILITY.**  
**THE REMEDIES PROVIDED IN THE LIMITED WARRANTY AND THIS AGREEMENT ARE THE SOLE AND EXCLUSIVE WARRANTIES AND REMEDIES PROVIDED BY CUMMINS TO THE CUSTOMER UNDER THIS AGREEMENT. EXCEPT AS SET OUT IN THE WARRANTY AND THIS AGREEMENT, AND TO THE EXTENT PERMITTED BY LAW, CUMMINS EXPRESSLY DISCLAIMS ALL OTHER REPRESENTATIONS, WARRANTIES, ENDORSEMENTS, AND CONDITIONS OF ANY KIND, EXPRESS OR IMPLIED, INCLUDING, WITHOUT LIMITATION, ANY STATUTORY OR COMMON LAW IMPLIED REPRESENTATIONS, WARRANTIES AND CONDITIONS OF FITNESS FOR A PURPOSE OR MERCHANTABILITY.**

**NOTWITHSTANDING ANY OTHER TERM OF THIS AGREEMENT, IN NO EVENT SHALL CUMMINS, ITS OFFICERS, DIRECTORS, EMPLOYEES, OR AGENTS BE LIABLE TO CUSTOMER OR ANY THIRD PARTY FOR ANY INDIRECT, INCIDENTAL, SPECIAL, PUNITIVE, OR CONSEQUENTIAL DAMAGES OF ANY KIND (INCLUDING WITHOUT LIMITATION DOWNTIME, LOSS OF PROFIT OR REVENUE, LOSS OF DATA, LOSS OF OPPORTUNITY, DAMAGE TO GOODWILL, AND DAMAGES CAUSED BY DELAYS) IN ANY WAY RELATED TO OR ARISING FROM CUMMINS' SUPPLY OF PARTS OR SERVICES UNDER THIS AGREEMENT. IN NO EVENT SHALL CUMMINS' LIABILITY TO CUSTOMER OR ANY THIRD PARTY CLAIMING DIRECTLY THROUGH CUSTOMER OR ON CUSTOMER'S BEHALF UNDER THIS AGREEMENT EXCEED THE TOTAL COST OF PARTS AND SERVICES SUPPLIED BY CUMMINS UNDER THIS AGREEMENT. BY ACCEPTANCE OF THIS AGREEMENT, CUSTOMER ACKNOWLEDGES CUSTOMER'S SOLE REMEDY AGAINST CUMMINS FOR ANY LOSS SHALL BE THE REMEDY PROVIDED HEREIN.**

**7. INDEMNITY.** Customer shall indemnify, defend and hold harmless Cummins from and against any and all claims, actions, costs, expenses, damages and liabilities, including reasonable attorneys' fees, brought against or incurred by Cummins related to or arising out of this Agreement or the Services supplied under this Agreement (collectively, the "Claims"), where such Claims were caused or contributed to by, in whole or in part, the acts, omissions, fault or negligence of the Customer. Customer shall present any Claims covered by this indemnity to its insurance carrier unless Cummins directs that the defense will be handled by Cummins' legal counsel at Customer's expense.

**8. CONFIDENTIALITY.** Each party shall keep confidential any information received from the other that is not generally known to the public and at the time of disclosure, would reasonably be understood by the receiving party to be proprietary or confidential, whether disclosed in oral, written, visual, electronic or other form, and which the receiving party (or agents) learns in connection with this Agreement including, but not limited to: (a) business plans, strategies, sales, projects and analyses; (b) financial information, pricing, and fee structures; (c) business processes, methods and models; (d) employee and supplier information; (e) specifications; and (f) the terms and conditions of this Agreement. Each party shall take necessary steps to ensure compliance with this provision by its employees and agents.

**9. GOVERNING LAW.** This Agreement and all matters arising hereunder shall be governed by and construed in accordance with the laws of the State of Indiana without giving effect to any choice or conflict of law provision. The parties agree that the courts of the State of Indiana shall have exclusive jurisdiction to settle any dispute or claim arising in connection with this Agreement.

**10. INSURANCE.** Upon Customer's request, Cummins will provide to Customer a Certificate of Insurance evidencing Cummins' relevant insurance coverage.

**11. ASSIGNMENT.** This Agreement shall be binding on the parties and their successors and assigns. Customer shall not assign this Agreement without the prior written consent of Cummins.

**12. INTELLECTUAL PROPERTY.** Any intellectual property rights created by either party, whether independently or jointly, in the course of the performance of this Agreement or otherwise related to Cummins pre-existing intellectual property or subject matter related thereto, shall be Cummins' property. Customer agrees to assign, and does hereby assign, all right, title, and interest to such intellectual property to Cummins. Any Cummins pre-existing intellectual property shall remain Cummins' property. Nothing in this Agreement shall be deemed to have given Customer a licence or any other rights to use any of the intellectual property rights of Cummins.

**13. MISCELLANEOUS.** Cummins shall be an independent contractor with respect to the Services performed under this Agreement. All notices under this Agreement shall be in writing and be delivered personally, mailed via first class certified or registered mail, or sent by a nationally recognized express courier service to the addresses set forth in the Quote. No amendment of this Agreement shall be valid unless it is in writing and signed by the parties hereto. Failure of either party to require performance by the other party of any provision hereof shall in no way affect the right to require such performance at any time thereafter, nor shall the waiver by a party of a breach of any of the provisions hereof constitute a waiver of any succeeding breach. Any provision of this Agreement that is invalid or unenforceable shall not affect the validity or enforceability of the remaining terms hereof.

**14. ON-CALL SERVICES.** Upon Customer's request, Cummins shall provide on-call services (repair, emergency work or other) on the Equipment ("On-call Services"). Any On-call Services shall be invoiced to the Customer at the Cummins current hour rate (including traveling) and shall be governed by the terms and conditions of this Agreement.



# Generator Planned Equipment Maintenance



## INSPECTION

INTERVALS AVAILABLE: WEEKLY, MONTHLY, QUARTERLY, SEMI-ANNUALLY OR ANNUALLY

### BATTERIES AND BATTERY CHARGER

- Visually inspect battery terminal connections
- Verify electrolyte level, vent caps of all cells in the starting battery system
- Visually inspect wiring, connections and insulation
- Record battery charging functions
- Record battery information
- Record battery condition test

### FUEL SYSTEM

- Visually inspect ignition system (Natural Gas and Propane Only)
- Record primary tank fuel level
- Inspect engine fuel system for leaks
- Visually inspect all engine fuel hoses, clamps, pipes, components and fittings
- Visually inspect rupture/ containment basin
- Inspect day tank and controls (if applicable)
- Optional - fuel sample for laboratory analysis\*

### COOLING SYSTEM

- Record coolant level
- Visually inspect for coolant leaks
- Visually inspect drive belts condition
- Verify for proper coolant heater operation
- Record jacket water temperature
- Visually inspect fan, water pump, drives and pulleys
- Visually inspect all coolant hoses, clamps and connections
- Visually inspect radiator condition
- Visually inspect louver for damage
- Visually inspect fan hub and drive pulley for mechanical damage
- Record freeze point of antifreeze protection
- Record DCA level prior to changing coolant filter
- Optional - Coolant sample for laboratory analysis\*

### LUBRICATION SYSTEM

- Visually inspect engine oil leaks
- Visually inspect engine oil lines and connections
- Record oil level
- Optional - Oil sample for laboratory analysis\*

### GENSET CONTROLS AND ACCESSORIES

- Visually inspect all engine mounted wiring, senders and devices
- Visually inspect all control mounted components and wiring
- Verify all connecting plugs are tightened and in a good condition
- Visually inspect all accessory components and wiring
- Visually inspect and test lighting indicators

### INTAKE AND EXHAUST SYSTEMS

- Visually inspect air filter and housing
- Visually inspect all engine piping and connections
- Record air cleaner restriction
- Visually inspect engine exhaust system for leaks
- Visually inspect rain cap
- Optional – Air filter replacement\*
- Optional - Clean crankcase breather or replace filters\*

### GENERAL CONDITIONS

- Visually inspect governor linkage and oil level
- Visually inspect guards
- Visually inspect enclosure
- Visually inspect engine and generator mounts
- Verify emergency stop operation

### TRANSFER SWITCH

- Visually inspect controls and time delay settings
- Verify function of exercise clock and record settings from controller
- Verify remote start control operation
- Record utility / source one voltage

### AFTERTREATMENT (Upon request)

- Verify DEF level
- Record DPF restriction
- Visually inspect aftertreatment and controls

### SWITCHGEAR (Upon Request)

- Inspection and Full Service quote available upon request.

## FULL SERVICE

INCLUDES INSPECTION

### OPERATIONAL & FUNCTIONAL REVIEW OF GENERATOR CRITICAL COMPONENTS

- Inspect engine cooling fan & fan drives for excessive wear or shaft wobble
- Check all pulleys, belt tensioners, slack adjusters & idler pulleys for travel, wear & overall condition
- Inspect / lubricate drive bearings, gear or belt drives, and other shaft connecting hardware

### LUBRICATION OIL & FILTRATION SERVICE

- Change engine oil
- Change oil, fuel and water filters
- Post lube services operations of genset (unloaded) at rated temperature

\* Additional Charge

Any additional repairs, parts, or service which are required will be brought to the attention of the owner. Repairs will only be made after proper authorization from the owner is given to Cummins. Any additional repairs, maintenance or service performed by Cummins or a Planned Equipment Maintenance Agreement holder will be at current Cummins labor rates.

**Arc flash boundary and available incident energy shall be identified and marked on equipment being serviced or maintained.**



**Energy Service Solutions LLC**

# QUOTE

2021 Annual Generator Maintenance

**Energy Service Solutions LLC**

777 Industrial Park Drive  
Shelby, Michigan 49455  
United States

Phone: (231)259-0095

Fax: (231)259-0095

Mobile: (231)923-6186

www.energyservicesolutionsllc.com

**BILL TO**

**Village of Shelby**

88 W. Sixth Street  
Shelby, Michigan 49455  
United States

(231)861-2500

dpwsupervisor@shelbyvillage.com

**Estimate Number:** 2429

**Estimate Date:** June 29, 2021

**Expires On:** December 31, 2021

**Grand Total (USD): \$955.00**

Product/Service	Quantity	Price	Amount
<b>Annual Service Agreement</b> Cummins Natural Gas Generator Industrial Dr. Lift Station -Oil, filters, and spark plug change -Battery CCA test -Transfer switch inspection -30 point inspection of engine, generator, and transfer switch -Maintenance cleaning of inside the enclosure -Take coolant sample	1	\$380.00	\$380.00
<b>Annual Service Agreement</b> Caterpillar Diesel Generator Deming Street -Oil and filter change -Replace fuel filters -Dip diesel fuel tank and inspect fuel quality/water presence -Battery CCA test -Transfer switch inspection -40 point inspection: engine, generator, and transfer switch -30 minute load bank test -Take engine oil and coolant samples to determine baseline machine health *NOTE: the engine coolant looks dirty and has metallic particles in it. We will use the coolant sample to determine next steps.	1	\$575.00	\$575.00



**Energy Service Solutions LLC**

# QUOTE

2021 Annual Generator Maintenance

**Energy Service Solutions LLC**

777 Industrial Park Drive  
Shelby, Michigan 49455  
United States

Phone: (231)259-0095

Fax: (231)259-0095

Mobile: (231)923-6186

[www.energyservicesolutionsllc.com](http://www.energyservicesolutionsllc.com)

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**Total:** \$955.00

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**Grand Total (USD):** \$955.00

**Notes / Terms**

All needed repairs (parts and labor) will be quoted separately. Our labor rate is \$90/hour.



**July 26, 2021**

**RESOLUTION**

**No. 49-21**

RESOLVED BY THE COUNCIL OF THE VILLAGE OF SHELBY to authorize Brady Selner, Village Administrator, to sign the Cummins Planned Maintenance Agreement at a cost of \$2,763.41 for a three-year term.

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

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

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

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

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

**RESOLUTION No. 49-21 Declared ADOPTED.**

**ADOPTED ON: July 26, 2021**



Village Council  
Item Cover Page

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<b>Meeting Date:</b>	July 26, 2021
<b>Agenda Item:</b>	IT Right Service Agreement
<b>Budget Impact:</b>	First Year: \$7,800, Second and Third Year: \$5,800 (Budgeted Item)
<b>Recommendation:</b>	Approve IT Right Service Agreement
<b>Staff Contact:</b>	Brady Selner, Village Administrator

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**Background:**

The Police Department recently completed their LEIN audit. The results of the audit required work related to IT including intrusion detection, event logging, and the creation of a local network map. LEIN also requires the IT service to have criminal justice information system clearance. IT Right was contacted to inquire about providing these necessary services. Based on the proposal we received, I had Steve ask them to provide a quote for providing IT Services for the entire network in the Village. IT Right could provide IT service to the Village for \$5,800 per year as part of a three-year contract. There is a \$2,000 initial setup cost in the first year. This one-time cost is for IT right to make sure our equipment is connected properly and to make sure we follow “best practices”. The results of this system audit would be provided to the Village to make any necessary changes over time. The yearly cost would include unlimited IT support and any project under eight hours. Large projects, like setting up a new server or large email migration projects would be an additional cost. The Village also received a proposal from Corporate Technologies. They provide similar services as IT Right, but at a noticeably higher price. IT Right also has the expertise to continually assist the police department as it relates specifically to LEIN requirements.

The Finance & Insurance Committee met on July 19 and recommends the Village enter a contract with IT Right to provide IT services. The benefits of this include assessing our current network (and providing feedback on how to improve), increasing network security, and having unlimited 24/7 IT assistance. These benefits would be provided at a lower cost than the Village currently pays. Over the last three years, the Village has spent \$25,622.53 for IT services from the Computer Refinery. This averages \$8,840 per year. In addition to this cost, the Village also pays IT Right for offsite back up at a cost of \$1,364 per year. Under the proposed IT Right contract, offsite backup would be included in the \$5,800 price.

**Supporting Documents:**

IT Right Proposal

Resolution No. 50-21

**Motion \_\_\_\_\_ by seconded by \_\_\_\_\_ to adopt Resolution No. 50-21**



# Information Technology Solutions that Work for Local Government

5815 East Clark Rd Suite G  
Box 160  
48808 Bath  
United States

## QUOTE

**Number** ITRQ20030

**Date** Jul 9, 2021

### Sold To

**Shelby, Village-Oceana**  
Steven Waltz  
218 North Michigan Ave  
49455 Shelby  
United States

**Phone** 231-861-4400

**Fax**

Here is the quote you requested.

### Ship To

**Shelby, Village-Oceana**  
Steven Waltz  
218 North Michigan Ave  
49455 Shelby  
United States

**Phone** 231-861-4400

**Fax**

### From The Desk Of



**mallen**

855-487-4448

mallen@itright.com

### Terms

### P.O. Number

### Ship Via

Line	Qty	Description	Unit Price	Ext. Price
1	1	Annual Service Contract Bundle - Unlimited Onsite & Remote Support (Total annual rate shown, services to be invoiced quarterly)	\$5,800.00	\$5,800.00
2		<i>Multi-year agreement. 3 years.</i>		
3		<b>Includes:</b>		
4		Max Desktop		
5		Max Server		
6		Remote Backup		
7	1	Initial Onboarding Setup and Support	\$2,000.00	\$2,000.00

\* For orders over \$5000, payment for the hardware/software is required prior to processing the order.

Please contact me if I can be of further assistance.

<b>SubTotal</b>	\$7,800.00
<b>Tax</b>	\$0.00
<b>Shipping</b>	\$0.00
<b>Total</b>	<b>\$7,800.00</b>

\* For orders over \$5000, payment for the hardware/software is required prior to processing the order.

Thanks for choosing I.T. Right!





Information Technology Solutions that Work for Local Government

5815 East Clark Rd Suite G  
Box 160  
48808 Bath  
United States

QUOTE

Required LEIN Services

Number ITRQ20027  
Date Jul 8, 2021

**Sold To**

**Shelby, Village-Oceana**  
Steven Waltz  
218 North Michigan Ave  
49455 Shelby  
United States

**Phone** 231-861-4400  
**Fax**

Here is the quote you requested.

**Ship To**

**Shelby, Village-Oceana**  
Steven Waltz  
218 North Michigan Ave  
49455 Shelby  
United States

**Phone** 231-861-4400  
**Fax**

**From The Desk Of**



**mallen**  
855-487-4448  
mallen@itright.com

Terms	P.O. Number	Ship Via
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Line	Qty	Description	Unit Price	Ext. Price
1	1	EventSentry Event Log Monitoring	\$125.00	\$125.00
2	1	EventSentry Maintenance Renewal 1 year	\$40.00	\$40.00
3		for LEIN Audit		

\* For orders over \$5000, payment for the hardware/software is required prior to processing the order.

Please contact me if I can be of further assistance.

<b>SubTotal</b>	\$165.00
<b>Tax</b>	\$0.00
<b>Shipping</b>	\$0.00
<b>Total</b>	<b>\$165.00</b>

\* For orders over \$5000, payment for the hardware/software is required prior to processing the order.



**July 26, 2021**

**RESOLUTION**

**No. 50-21**

RESOLVED BY THE COUNCIL OF THE VILLAGE OF SHELBY to authorize Brady Selner, Village Administrator, to sign Quote numbers ITRQ20030 and ITRQ20027 for IT Right, Bath, MI to provide IT Services to the Village of Shelby under a three-year contract for \$5,800 a year plus a \$2,000 initial set up fee, effective immediately.

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

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

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

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

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

**RESOLUTION No. 50-21 Declared ADOPTED.**

**ADOPTED ON: July 26, 2021**



Village Council  
Item Cover Page

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**Meeting Date:** July 26, 2021  
**Agenda Item:** Ladder Community Center Yard Sale  
**Budget Impact:** None  
**Recommendation:** Approve Ladder Community Center Yard Sale  
**Staff Contact:** Brady Selner, Village Administrator

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**Background:**

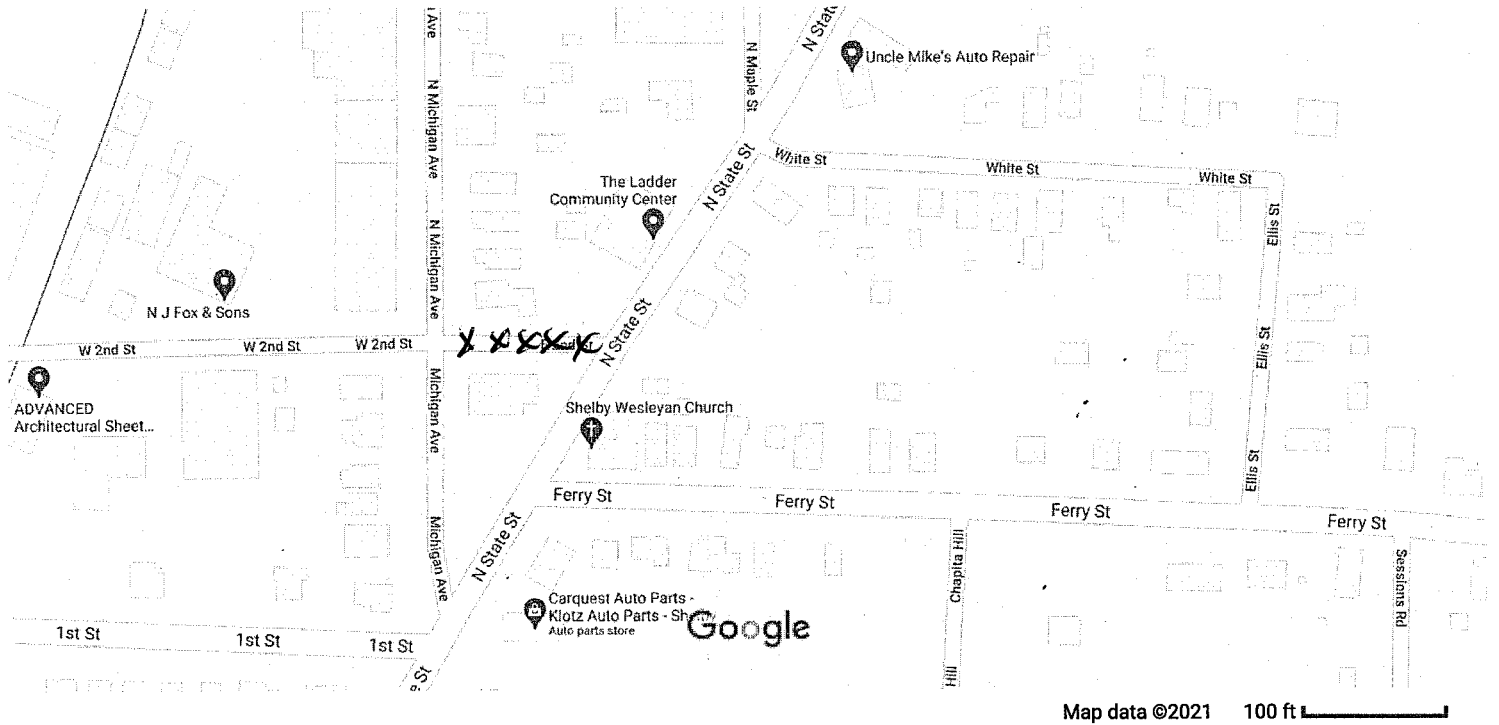
The Ladder Community Center would like to conduct a yard sale event on Saturday, August 28 from 9:00am to 3:00pm. They will be renting out areas in their back lot, side lot, and triangle lot. They are seeking permission to close a section of 2<sup>nd</sup> Street from 8:00am to 4:00pm.

**Supporting Documents:**

Map – Event Location/Street Closure  
Resolution 51-21

**Motion \_\_\_\_\_ by seconded by \_\_\_\_\_ to adopt Resolution No. 51-21.**

Google Maps



Yard Sale at The Ladder Community Center  
August 28<sup>th</sup> 9am-3pm

We will be renting out areas in  
The back lot, side lot, + triangle lot.

We would like to have a section  
of 2nd Street closed from 8am-4pm.

Please contact Cathy or Michelle at  
259-0211 with questions.

Parking will be available in the Wesleyan  
church lot. ~~There will be a lot of parking available in the church lot.~~



**July 26, 2021**

**RESOLUTION**

**No. 51-21**

RESOLVED BY THE COUNCIL OF THE VILLAGE OF SHELBY to allow the closure of 2<sup>nd</sup> Street between N. State Street and N. Michigan Ave. from 8:00am to 4:00pm for the purpose of the Ladder Community Center to host a community yard sale event.

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

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

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

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

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

**RESOLUTION No. 51-21 Declared ADOPTED.**

**ADOPTED ON: July 26, 2021**



Village Council  
Item Cover Page

---

**Meeting Date:** July 26, 2021  
**Agenda Item:** Blower #1 Replacement  
**Budget Impact:** \$16,250 from Fund 590  
**Recommendation:** Approve Replacement of Blower #1  
**Staff Contact:** Jeremiah Helenhouse, DPW Supervisor

---

**Background:**

The Village replaced the electric motor in blower #1 in March. After installing the new motor DPW staff noticed a loud knock in the pump and kept getting an over current fault code. Kennedy Industries was contacted to conduct a diagnostic test. The results indicated the blower in lagoon 1 threw an internal bearing and completely scored the inside of the pump making it non-repairable. The results of the inspection are included in your packet. The total cost of a new blower is \$12,655 and the labor cost for Kennedy Industries to install the new blower is \$3,595 for a total of \$16,250. This equipment is essential to the operation of our wastewater treatment plant; therefore, the new blower should be ordered and installed as soon as possible.

**Supporting Documents:**

Kennedy Industries Memo  
Kennedy Industries Quote  
Resolution 52-21

**Motion \_\_\_\_\_ by seconded by \_\_\_\_\_ to adopt Resolution No. 52-21.**



July 15, 2021

Mr. Jeremiah Helenhouse  
Village of Shelby  
88 W. 6th Street  
Shelby, MI 49455

**RE: Gardner Denver GAFLDPA Lagoon Booster  
Serial Number: S295791  
Customer Reference Order #: N/A  
Kennedy Industries #: 111348**

Mr. Helenhouse:

Upon disassembly, it was found that the cost of repair exceeds the cost of a new replacement pump.

Attached are photos with descriptions of the parts in need of repair or replacement. If you have any questions, please do not hesitate to contact us.

Sincerely,

*Mike Horn*

Repair Center Manager  
KENNEDY INDUSTRIES, INC.



## PUMP



- Pump at disassembly.
- Pump rotates roughly by hand

## DRIVE ROTOR



- Drive rotor is heavily damaged due to bearing failure.
- Rotor is scored and undersized at the lipseal journals.
- Rotor lobes are worn due to making contact with the case and driven rotor.
- Drive rotor would be replaced with new.





## DRIVEN ROTOR



- Driven rotor is heavily damaged due to bearing failure.
- Rotor is scored and undersized at the lipseal journals.
- Rotor lobes are worn due to making contact with the case and driven rotor.

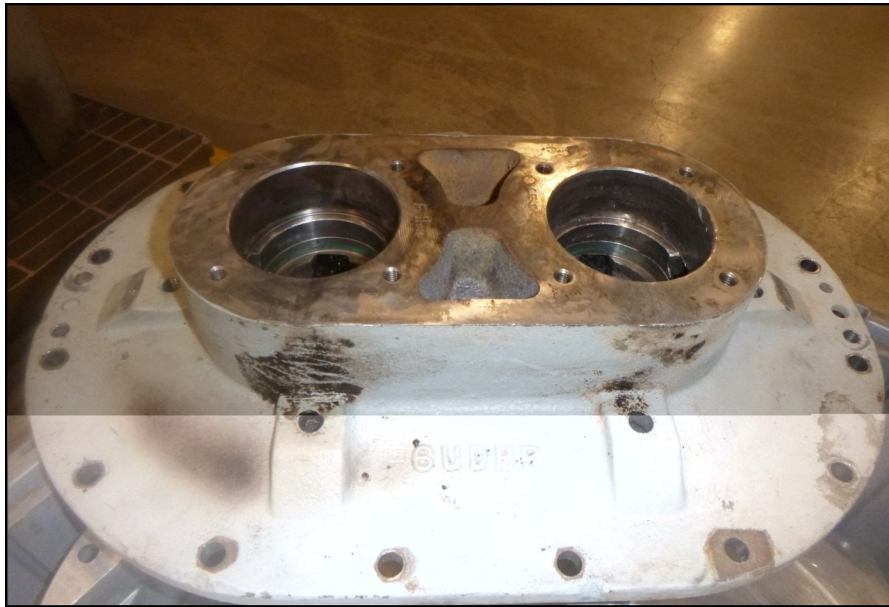
## CASE



- Case is worn due to contact with the rotors. Case would need to be replaced with new.



## CE BEARING HOUSING



- CE bearing housing is heavily damaged due to a CE bearing failure.
- Housing is cracked and unusable.
- Housing would need to be replaced with new/

## END COVER



- CE end cover is heavily damaged due to bearing failure.
- CE end cover would need to be replaced with new.





## PUMP FOOT



- CE pump foot mounting tab is broken off.
- Tab would be welded back in place to restore integrity.

## BEARINGS



- CE drive rotor bearing failed, causing heavy damage to the pump internal components.
- Bearings would be replaced with new.



QUOTATION		
DATE	NUMBER	PAGE
7/15/2021	0041101	1 of 2

B SHE120  
I VILLAGE OF SHELBY  
L 88 W. 6TH STREET  
T SHELBY, MI 49455  
O

Accepted By: \_\_\_\_\_  
Company: \_\_\_\_\_  
Date: \_\_\_\_\_  
PO#: \_\_\_\_\_

ATTENTION:  
JEREMIAH HELENHOUSE                      231-742-9416

WE ARE PLEASED TO PROPOSE THE FOLLOWING FOR YOUR CONSIDERATION:

CUSTOMER REF/PO#	JOB TITLE	SLP	SHIPPING TYPE
	LAGOON STATION, GRADNER DENVER BLOWER, WATER	TJC/TJK	FREIGHT ALLOWED
QTY	DESCRIPTION		

(1) GARDNER DENVER 6L-RHC BLOWER  
MODEL # GAFLDSA  
HORIZONTAL, RHC, 505LBS

\*\*\* DIRECT REPLACEMENT OF EXISITING UNIT, 6MP GAFLDPA S/N: S295791 \*\*\*

NET PRICE INCLUDING FREIGHT, BUT NO TAXES: 12,655.00

\*\*\*\*\*

THE FOLLOWING QUOTE IS FOR FIELD SERVICE REQUIRED ON YOUR ABOVE REFERENCED PUMP STATION:

NEW PARTS REQUIRED:

\*\*\*\*\*

(1) LOT OF STAINLESS STEEL HARDWARE

FIELD SERVICE LABOR REQUIRED:

\*\*\*\*\*

KENNEDY INDUSTRIES WILL PROVIDE (2) FIELD SERVICE TECHNICIAN(S) ONSITE TO INSTALL YOUR NEW GARDEN DENVER BLOWER, ALIGN, START UP, TEST RUN AND VERIFY PROPER OPERATION. TECHNICIANS WILL ALSO LOOK AT YOUR HEATER AND FIX ONSITE OR GATHER INFORMATION FOR NEW.

TOTAL FIELD SERVICE COST: \$3,595.00

DELIVERY: (1) IN STOCK AT THE FACTORY, IF FACTORY EQUIPMENT IS SOLD APPROXIMATELY 8 - 10 WEEKS AFTER RECEIPT OF ORDER.

WE DO NOT INCLUDE:

INSTALLATION, PIPING, CONCRETE, ANCHOR BOLTS, VALVES, COVER, CONDUIT, WIRING, JUNCTION BOXES, PADLOCKS, KEYS OR START-UP UNLESS LISTED ABOVE.



**KENNEDY**  
INDUSTRIES

INNOVATE  
SOLVE  
MONITOR  
REPAIR

QUOTATION		
DATE	NUMBER	PAGE
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QTY	DESCRIPTION
-----	-------------

WE APPRECIATE THIS OPPORTUNITY TO QUOTE AND LOOK FORWARD TO BEING OF FUTURE SERVICE.

SINCERELY,

TOM KILGORE

This quote is subject to and incorporates by reference Kennedy Industries, Inc.'s ("Kennedy") Terms & Conditions (Rev'd 4/2019) and Customer Warranty available at [www.kennedyind.com](http://www.kennedyind.com) which will be provided by email upon written request. Kennedy reserves the right to change the Terms & Conditions and Customer Warranty for future orders. By accepting this quote and/or issuing a purchase order relative to this quote, buyer expressly agrees to the provisions set forth in the Terms & Conditions and Customer Warranty posted on Kennedy's website.

**CREDIT CARD PAYMENTS ARE SUBJECT TO AN ADDITIONAL 3% CHARGE  
NO TAXES OF ANY KIND ARE INCLUDED IN THIS PROPOSAL**

P.O. Box 930079 Wixom, MI 48393 - 4925 Holtz Drive Wixom, MI 48393 - Phone: 248-684-1200 - Fax: 248-684-6011

**[www.KennedyInd.com](http://www.KennedyInd.com)**



**July 26, 2021**

**RESOLUTION**

**No. 52-21**

RESOLVED BY THE COUNCIL OF THE VILLAGE OF SHELBY to authorize Brady Selner, Village Administrator, to sign quote number 0041101 from Kennedy Industries, Wixcom, MI, for the purchase of a Gardner Denver Blower and for Kennedy Industries to provide two field service technicians onsite to install the new Denver Blower at a total cost of \$16,250.

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

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

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

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

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

**RESOLUTION No. 52-21 Declared ADOPTED.**

**ADOPTED ON: July 26, 2021**

# Check Proofing Report

07/20/2021 2:35 PM

Database: Shelby

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Payroll ID: 531

Check Post Date: 07/22/2021

Pay Period End Date: 07/18/2021

Application: PR

Name: 30077 - BUDDER, CRYSTAL

Active

Employee ID: 30077	Department ID: 215	Gross for Check: 1,745.60	Net After Dir Dep: 0.00
Withholding Status: Married	Federal Allow.: 1	Net for Check: 1,196.88	Total Deductions: 548.72
Pay Period End Date: 07/18/2021	State Allow.: 1	Reg. Hours: 81.00	Direct Deposit: 1,196.88
Check Date: 07/22/2021		OT Hours: 0.00	YTD Gross: 26,432.98
	Local Allow.: 00	Suppl. Hours: 0.00	Comp Hrs Wrkd: 0.00
		Deduction Refund: 0.00	

Paycode ID	Distribution	Rate	Hours	OT Hrs	Amt	YTD Amt	Ded/Exp ID	Amt	YTD Amt
215	CLERK/TREASURER	20.50	72.00	0.00	1,476.00	22,468.38	FITW	86.16	1,352.50
HOLIDAY	CLERK/TREASURER	20.50	8.00	0.00	164.00	968.00	SITW	54.90	844.79
457 SS TAX	457 C/T ALLOC	64.00	0.00	0.00	65.60	969.60	SOCSEC_EE	106.07	1,606.48
101	101-215.000-702.000	40.00	1.00	0.00	40.00	1,080.00	MEDICARE_EE	24.81	375.71
							DELTA DENTAL	34.80	522.00
							457_EE	230.60	3,207.40
							VISION	11.38	170.70
							SSB	1,196.88	DEPOSIT

Leave Bank ID	Leave ID	Prev. Bal.	Comp Wrkd	Accrued	Lost	Taken	Buy Out	Adjusted	Net Change	New Balance
PTO	PERSONAL	116.50		0.00	0.00	0.00	0.00	0.00	0.00	116.50
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: 2,090.24	Net After Dir Dep: 0.00
Withholding Status: Married	Federal Allow.: 0	Net for Check: 1,410.98	Total Deductions: 679.26
Pay Period End Date: 07/18/2021	State Allow.: 0	Reg. Hours: 80.00	Direct Deposit: 1,410.98
Check Date: 07/22/2021		OT Hours: 2.00	YTD Gross: 20,109.84
	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	101-691.000-702.000	20.00	16.00	0.00	320.00	15,200.00	FITW	244.72	2,219.26
441 H	202-463.000-702.000	20.00	0.50	0.00	10.00		SITW	88.84	854.70
441 H	203-463.000-702.000	20.00	0.50	0.00	10.00		SOCSEC_EE	129.59	1,246.81
441 H	590-000.000-702.000	20.00	7.00	2.00	200.00		MEDICARE_EE	30.31	291.59
441 H	591-000.000-702.000	20.00	15.00	0.00	300.00		457_EE %	185.80	1,772.40
441 H	661-000.000-702.000	20.00	7.00	0.00	140.00		SSB	200.00	DEPOSIT
441 H	101-441.000-702.000	20.00	2.00	0.00	40.00		SSB	1,210.98	DEPOSIT
HOLIDAY	DPW	20.00	8.00	0.00	160.00	960.00			
457 SS TAX	DPW 457 ALLOC	64.00	0.00	0.00	64.24	633.84			

# Check Proofing Report

07/20/2021 2:35 PM

Database: Shelby

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Payroll ID: 531      Check Post Date: 07/22/2021      Pay Period End Date: 07/18/2021      Application: PR

Paycode ID	Distribution	Rate	Hours	OT Hrs	Amt	YTD Amt	Ded/Exp ID	Amt	YTD Amt
CLOTH_ALLOW	DPW	350.00	0.00	0.00	350.00	350.00			
PTO	DPW	21.00	16.00	0.00	336.00	1,056.00			
PTO	DPW	20.00	8.00	0.00	160.00				

Leave Bank ID	Leave ID	Prev. Bal.	Comp Wrkd	Accrued	Lost	Taken	Buy Out	Adjusted	Net Change	New Balance
PTO	N/A	39.00		0.00	-96.00	24.00	0.00	0.00	72.00	111.00
VAC	VACATION	8.00		80.00	0.00	0.00	0.00	0.00	80.00	88.00

Name: 30083 - HELENHOUSE, JEREMIAH P Active

Employee ID:	30083	Department ID:	441	Gross for Check:	2,312.96	Net After Dir Dep:	0.00
Withholding Status:	Single	Federal Allow.:	2	Net for Check:	1,650.58	Total Deductions:	662.38
Pay Period End Date:	07/18/2021	State Allow.:	2	Reg. Hours:	80.00	Direct Deposit:	1,650.58
Check Date:	07/22/2021	OT Hours:		0.00	YTD Gross:		27,048.76
		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
HOLIDAY	DPW	27.80	8.00	0.00	222.40	1,178.24	SITW	72.83	844.14
457 SS TAX	DPW 457 ALLOC	72.00	0.00	0.00	88.96	871.24	SOCSEC_EE	143.40	1,677.02
VACATION	DPW	27.80	13.00	0.00	361.40	925.40	MEDICARE_EE	33.54	392.21
441 H	DPW SUPERVISOR	27.80	59.00	0.00	1,640.20	22,350.63	457_EE	222.40	2,434.82
							FITW	190.21	2,410.13
							SSB	1,650.58	DEPOSIT

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	51.50		0.00	0.00	0.00	0.00	0.00	0.00	51.50
	VACATION			0.00						
VAC	VACATION	40.00		0.00	0.00	13.00	0.00	0.00	-13.00	27.00

Name: 30109 - KRAUSE, DAVID K Active

Employee ID:	30109	Department ID:	301	Gross for Check:	2,096.20	Net After Dir Dep:	0.00
Withholding Status:	Married	Federal Allow.:	0	Net for Check:	1,547.86	Total Deductions:	548.34
Pay Period End Date:	07/18/2021	State Allow.:	0	Reg. Hours:	80.00	Direct Deposit:	1,597.86
Check Date:	07/22/2021	OT Hours:		4.00	YTD Gross:		22,019.57
		Local Allow.:	00	Suppl. Hours:	0.00	Comp Hrs Wrkd:	0.00
				Deduction Refund:	0.00		

Paycode ID	Distribution	Rate	Hours	OT Hrs	Amt	YTD Amt	Ded/Exp ID	Amt	YTD Amt
301	101-301.000-702.000	23.50	80.00	4.00	2,021.00	12,108.39	FITW	94.13	957.06
457 SS TAX	101-301.000-715.100	75.20	0.00	0.00	75.20	676.80	SITW	79.79	855.10
							SOCSEC_EE	126.07	1,334.13
							MEDICARE_EE	29.49	312.02

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



# Check Proofing Report

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Database: Shelby

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Payroll ID: 531

Check Post Date: 07/22/2021

Pay Period End Date: 07/18/2021

Application: PR

Paycode ID	Distribution	Rate	Hours	OT Hrs	Amt	YTD Amt	Ded/Exp ID	Amt	YTD Amt
							##HSA	50.00	450.00
							457_EE	156.04	1,398.32
							DELTA DENTAL	12.82	51.28
							HUNT	1,547.86	DEPOSIT
							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		24.00	0.00	0.00	0.00	0.00	24.00	24.00

**Name: 30075 - MACINTOSH, GREGORY** Active

Employee ID:	30075	Department ID:	441	Gross for Check:	1,872.00	Net After Dir Dep:	0.00
Withholding Status:	Single	Federal Allow.:	0	Net for Check:	1,237.31	Total Deductions:	634.69
Pay Period End Date:	07/18/2021	State Allow.:	0	Reg. Hours:	80.00	Direct Deposit:	1,237.31
Check Date:	07/22/2021	OT Hours:		0.00	YTD Gross:		36,195.24
		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	22.50	80.00	0.00	1,800.00	26,972.67	FITW	183.22	4,505.62
457 SS TAX	DPW 457 ALLOC	81.54	0.00	0.00	72.00	1,142.24	SITW	73.44	1,440.41
							SOCSEC_EE	116.06	2,244.10
							MEDICARE_EE	27.14	524.83
							FOC_GMACINTOSH	57.70	865.50
							457_EE	144.00	2,303.46
							HEALTH	33.13	496.95
							SSB	1,237.31	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	0.00		0.00	0.00	0.00	0.00	0.00	0.00	0.00
VAC	VACATION	35.00		0.00	0.00	0.00	0.00	0.00	0.00	35.00

**Name: 30111 - OMNESS, KELLY A** Active

Employee ID:	30111	Department ID:	265	Gross for Check:	768.00	Net After Dir Dep:	0.00
Withholding Status:	Married	Federal Allow.:	0	Net for Check:	676.60	Total Deductions:	91.40
Pay Period End Date:	07/18/2021	State Allow.:	0	Reg. Hours:	48.00	Direct Deposit:	676.60
Check Date:	07/22/2021	OT Hours:		0.00	YTD Gross:		11,264.00
		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
265	ADM ASSIST	16.00	48.00	0.00	768.00	11,264.00	SITW	32.64	478.72
							SOCSEC_EE	47.62	698.37

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

# Check Proofing Report

07/20/2021 2:35 PM

Database: Shelby

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Payroll ID: 531      Check Post Date: 07/22/2021      Pay Period End Date: 07/18/2021      Application: PR

Paycode ID	Distribution	Rate	Hours	OT Hrs	Amt	YTD Amt	Ded/Exp ID	Amt	YTD Amt
							MEDICARE_EE	11.14	163.33
							SSB	676.60	DEPOSIT

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

Employee ID:	30100	Department ID:	265	Gross for Check:	97.50	Net After Dir Dep:	85.90
Withholding Status:	Married	Federal Allow.:	0	Net for Check:	85.90	Total Deductions:	11.60
Pay Period End Date:	07/18/2021	State Allow.:	0	Reg. Hours:	7.50	Direct Deposit:	0.00
Check Date:	07/22/2021	Local Allow.:	00	OT Hours:	0.00	YTD Gross:	1,509.30
				Suppl. Hours:	0.00	Comp Hrs Wrkd:	0.00
				Deduction Refund:	0.00		

Paycode ID	Distribution	Rate	Hours	OT Hrs	Amt	YTD Amt	Ded/Exp ID	Amt	YTD Amt
265	101-265.000-702.000	13.00	7.50	0.00	97.50	1,509.30	SITW	4.14	64.14
							SOCSEC_EE	6.05	93.58
							MEDICARE_EE	1.41	21.88

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

Employee ID:	30098	Department ID:	301	Gross for Check:	221.00	Net After Dir Dep:	192.47
Withholding Status:	Single	Federal Allow.:	1	Net for Check:	192.47	Total Deductions:	28.53
Pay Period End Date:	07/18/2021	State Allow.:	1	Reg. Hours:	13.00	Direct Deposit:	0.00
Check Date:	07/22/2021	Local Allow.:	00	OT Hours:	0.00	YTD Gross:	4,718.00
				Suppl. Hours:	0.00	Comp Hrs Wrkd:	0.00
				Deduction Refund:	0.00		

Paycode ID	Distribution	Rate	Hours	OT Hrs	Amt	YTD Amt	Ded/Exp ID	Amt	YTD Amt
301 P	101-301.000-702.100	17.00	13.00	0.00	221.00	4,718.00	FITW	6.23	274.83
							SITW	5.39	140.83
							SOCSEC_EE	13.71	292.52
							MEDICARE_EE	3.20	68.41

**Name: 30078 - SEABOLT, KIRK** Active

Employee ID:	30078	Department ID:	441	Gross for Check:	2,006.40	Net After Dir Dep:	0.00
Withholding Status:	Married	Federal Allow.:	0	Net for Check:	1,308.67	Total Deductions:	697.73
Pay Period End Date:	07/18/2021	State Allow.:	0	Reg. Hours:	88.00	Direct Deposit:	1,308.67
Check Date:	07/22/2021	Local Allow.:	00	OT Hours:	0.00	YTD Gross:	31,450.50
				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
441 H	DPW	22.00	8.00	0.00	176.00	27,142.50	SITW	78.19	1,227.26
441 H	101-441.000-702.000	22.00	6.00	0.00	132.00		MEDICARE_EE	29.09	456.03
441 H	101-691.000-702.000	22.00	12.00	0.00	264.00		SOCSEC_EE	124.40	1,949.93
441 H	202-463.000-702.000	22.00	2.50	0.00	55.00		FITW	199.15	3,140.94

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

# Check Proofing Report

07/20/2021 2:35 PM

Database: Shelby

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Payroll ID: 531      Check Post Date: 07/22/2021      Pay Period End Date: 07/18/2021      Application: PR

Paycode ID	Distribution	Rate	Hours	OT Hrs	Amt	YTD Amt	Ded/Exp ID	Amt	YTD Amt
441 H	203-463.000-702.000	22.00	2.50	0.00	55.00		457_EE	166.70	2,574.14
441 H	590-000.000-702.000	22.00	19.00	0.00	418.00		HEALTH	96.75	1,451.25
441 H	591-000.000-702.000	22.00	30.00	0.00	660.00		VISION	3.45	51.75
HOLIDAY	DPW	22.00	8.00	0.00	176.00	1,056.00	SSB	1,308.67	DEPOSIT
457 SS TAX	DPW 457 ALLOC	70.40	0.00	0.00	70.40	1,056.00			

Leave Bank ID	Leave ID	Prev. Bal.	Comp Wrkd	Accrued	Lost	Taken	Buy Out	Adjusted	Net Change	New Balance
PTO	PERSONAL	46.50		0.00	0.00	0.00	0.00	0.00	0.00	46.50
VAC	VACATION	120.00		0.00	0.00	0.00	0.00	0.00	0.00	120.00

**Name: 30114 - SELNER, BRADY D** Active

Employee ID:	30114	Department ID:	255	Gross for Check:	2,665.20	Net After Dir Dep:	0.00
Withholding Status:	Married	Federal Allow.:	0	Net for Check:	2,182.71	Total Deductions:	482.49
Pay Period End Date:	07/18/2021	State Allow.:	2	Reg. Hours:	80.00	Direct Deposit:	2,182.71
Check Date:	07/22/2021	Local Allow.:	00	OT Hours:	0.00	YTD Gross:	37,734.86
				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	32.69	72.00	0.00	2,353.68	34,931.81	FITW	170.05	2,285.43
457 SS TAX	101-255.000-715.100	50.00	0.00	0.00	50.00	100.00	SITW	96.71	1,356.66
HOLIDAY	VILLAGE ADMIN	32.69	8.00	0.00	261.52	1,511.52	SOCSEC_EE	164.45	2,329.60
							MEDICARE_EE	38.46	544.83
							DELTA DENTAL	12.82	141.02
							LAKE	2,182.71	DEPOSIT

Leave Bank ID	Leave ID	Prev. Bal.	Comp Wrkd	Accrued	Lost	Taken	Buy Out	Adjusted	Net Change	New Balance
PTO	PERSONAL	58.50		0.00	0.00	0.00	0.00	0.00	0.00	58.50
VAC	VACATION	80.00		0.00	0.00	0.00	0.00	0.00	0.00	80.00

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

Employee ID:	30115	Department ID:	441	Gross for Check:	672.00	Net After Dir Dep:	596.49
Withholding Status:	Single	Federal Allow.:	0	Net for Check:	596.49	Total Deductions:	75.51
Pay Period End Date:	07/18/2021	State Allow.:	1	Reg. Hours:	48.00	Direct Deposit:	0.00
Check Date:	07/22/2021	Local Allow.:	00	OT Hours:	0.00	YTD Gross:	9,754.00
				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	19.00	0.00	266.00	9,754.00	FITW	3.55	233.74
441 H	203-463.000-702.000	14.00	5.50	0.00	77.00		SITW	20.55	318.44
441 H	591-000.000-702.000	14.00	8.00	0.00	112.00		SOCSEC_EE	41.67	604.75
441 H	590-000.000-702.000	14.00	10.00	0.00	140.00		MEDICARE_EE	9.74	141.43

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

# Check Proofing Report

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Database: Shelby

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Payroll ID: 531      Check Post Date: 07/22/2021      Pay Period End Date: 07/18/2021      Application: PR

Paycode ID	Distribution	Rate	Hours	OT Hrs	Amt	YTD Amt	Ded/Exp ID	Amt	YTD Amt
441 H	203-463.000-702.000	14.00	5.50	0.00	77.00				

**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:	1,314.20	Total Deductions:	641.00
Pay Period End Date:	07/18/2021	State Allow.:	0	Reg. Hours:	80.00	Direct Deposit:	1,314.20
Check Date:	07/22/2021			OT Hours:	0.00	YTD Gross:	30,175.65
		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	80.00	0.00	1,880.00	25,971.25	FITW	186.27	2,889.15
457 SS TAX	101-301.000-715.100	64.00	0.00	0.00	75.20	1,070.40	SITW	73.63	1,142.97
							SOCSEC_EE	119.07	1,838.53
							MEDICARE_EE	27.85	429.98
							DELTA DENTAL	34.80	522.00
							457_EE	188.00	2,760.88
							VISION	11.38	170.70
							PREFERRED	1,314.20	DEPOSIT

Leave Bank ID	Leave ID	Prev. Bal.	Comp Wrkd	Accrued	Lost	Taken	Buy Out	Adjusted	Net Change	New Balance
PTO	PERSONAL	0.50		0.00	0.00	0.00	0.00	0.00	0.00	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:	2,320.45	Net After Dir Dep:	0.00
Withholding Status:	Married	Federal Allow.:	0	Net for Check:	1,755.53	Total Deductions:	564.92
Pay Period End Date:	07/18/2021	State Allow.:	1	Reg. Hours:	80.00	Direct Deposit:	1,755.53
Check Date:	07/22/2021			OT Hours:	0.00	YTD Gross:	36,906.75
		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	72.00	0.00	2,008.08	31,285.61	FITW	125.88	2,140.20
457 SS TAX	101-301.000-715.100	89.25	0.00	0.00	89.25	1,338.75	SITW	83.02	1,334.55
HOLIDAY	101-301.000-702.000	27.89	8.00	0.00	223.12	1,338.72	SOCSEC_EE	143.87	2,288.22
							MEDICARE_EE	33.65	535.15
							457_EE	178.50	2,677.50
							HUNT	1,755.53	DEPOSIT

Leave Bank ID	Leave ID	Prev. Bal.	Comp Wrkd	Accrued	Lost	Taken	Buy Out	Adjusted	Net Change	New Balance
PTO	PERSONAL	65.75		0.00	0.00	0.00	0.00	0.00	0.00	65.75

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

# Check Proofing Report

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Database: Shelby

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Payroll ID: 531

Check Post Date: 07/22/2021

Pay Period End Date: 07/18/2021

Application: PR

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





