

PUBLIC NOTICE OF ELECTRONIC MEETING OF THE VILLAGE OF SHELBY COUNCIL – MAY 26, 2020

Pursuant to the provisions of Executive Order No. 2020-75 issued by Governor Gretchen Whitmer on May 6, 2020 notice is hereby given that the **Shelby Village Council will hold an electronic public meeting on May 26, 2020 beginning at 6:30 p.m.** This meeting is a regularly scheduled Council meeting with will be conducted electronically.

The reasons for holding an electronic public meeting are to limit the spread of COVID-19 (novel coronavirus) and to remain in compliance with Governor Whitmer's Executive Order 2020-59, which prohibits all public and private gatherings of any number of people occurring among persons not part of a single household through May 15, 2020.

The electronic public meeting will be held via Zoom. Please click the link to join the Zoom meeting online: <https://tinyurl.com/ShelbyCouncil0526>. The public may also participate in the electronic public meeting by calling +1 312 626 6799 and entering the Meeting ID: 894 7906 3133 and Password: 090626 when prompted.

The public will be able to listen to all discussion by Council members and will be permitted to speak for **up to 3 minutes** during the public comment section of the agenda.

Members of the public, whether or not they are joining the electronic public meeting, may submit written comments and questions regarding any matter, including items of business that will come before the Village Council. Written comments and questions may be submitted at any time.

- Those submitted prior to 12:00 noon on Friday, May 21, 2020 will be copied and included in the agenda packet for the meeting.
- Those submitted subsequent to 12:00 noon on Friday, May 21, 2020 but prior to the citizen comments portion of the agenda will be read aloud during the public comment portion of the agenda.
- Those submitted subsequent to the public comment portion of the agenda will be read aloud during the communications and committee reports section of the agenda.
- The Village reserves the right to summarize long written comments and questions rather than reading them aloud but will provide Village Council members the full text of these comments subsequent to the meeting.

To be considered for inclusion in the agenda packet or to be read aloud during the meeting, public comments and questions must include the name and home address of the person submitting them and must not include language that would be considered vulgar or be interpreted as hate speech or fighting words. The comments and questions should also indicate the date of the electronic public meeting for which they are being submitted. **Written comments and questions should be submitted to administrator@shelbyvillage.com.**

Persons with disabilities who require assistance in order to participate in the electronic public meeting should contact the Village at the earliest opportunity by emailing administrator@shelbyvillage.com or by calling 231.861.4400 prior to 4:30 P.M. on Tuesday, May 26, 2020.

You may also utilize Michigan Relay Service which provides telecommunications relay services for the state of Michigan including TTY, Voice Carry Over (VCO), Hearing Carry Over (HCO), Speech-to-Speech (STS), Spanish and CapTel®. Dial 711 to use Michigan Relay Service or visit hamiltonrelay.com/michigan.

Phone: 231.861.4400 | Fax: 231.861.7449 | www.shelbyvillage.com

218 N. Michigan Ave | Shelby, MI 49455



Procedure for Virtual Public Meeting

Governor Whitmer issued Executive Order Number 2020-75 on Wednesday, May 6, 2020 to allow focal government bodies (including their boards and commissions) to conduct remote meetings and expressly suspended compliance with section 3 of the Open Meetings Act to alleviate physical presence requirements in recognition of the threat imposed by the COVID-19 virus. In order to comply with Executive Order 2020-75 and to best meet the intent of the Open Meetings Act, the Village of Shelby shall:

- Continue with regularly scheduled Council Meetings, as deemed essential, via Zoom videoconferencing and teleconferencing.
- The Village is committed to staying as accessible as possible. Due to the limitations of technology, Village staff encourages residents to send an email with your comments to administrator@shelbyvillage.com that will be read into the public record. This will decrease the demand on our virtual meeting infrastructure. Thank you in advance for your understanding.
- For those who prefer to use a telephone to participate, you will need to call +1 312 626 6799 and enter the Meeting ID Number and Password (information posted below). When prompted, enter a participant number or just touch the # key. **During the call, use *9 to “raise hand” and you will be called on by the last 4-digits of your phone number.** (For example, my last digits are 8296. Callers will be asked to speak by referencing the last 4-digits of their phone number.) Note: Telephone participants will have their phone numbers masked, to protect their privacy.
- Please remain patient as staff will do our best to assist everyone but be advised for virtual meetings there will be a strict three (3) minute limit for public comments.
- Zoom is available: as an app on Mobile and Tablet; as an app on PC/Mac laptops and desktops with audio and video capabilities; or dial-in via phone.
- **Participants or “public” will be muted during the meeting and must “raise hand” to be called on, during the public comment period.**
 - If you are participating via telephone dial-in, use *9 to “raise hand” and you will be called on by the last 4-digits of your phone number.
 - If you are participating via the Zoom app, simply click “raise hand” and you will be called on by the meeting host.

For assistance or questions for accessing and/or making public comment during the meeting, please reach out to Rob Widigan at 231-861-4401 or by email: administrator@shelbyvillage.com.

The Village again thanks everyone in advance for your patience and cooperation during this very unique time.

Phone: 231.861.4400 | Fax: 231.861.7449 | www.shelbyvillage.com

218 N. Michigan Ave | Shelby, MI 49455

Information for the Tuesday, May 26, 2020 6:30 PM Regular Council Meeting

Village of Shelby is inviting you to a scheduled Zoom meeting.

Join from a PC, Mac, iPad, iPhone or Android device:

Please click this URL to join:

<https://us02web.zoom.us/j/89479063133?pwd=cWZzMU94dVhGcUJJZHRVRWcxYVJldz09>

Meeting ID: 894 7906 3133

Password: 090626

Or join by phone:

Dial (for higher quality, dial a number based on your current location):

+1 929 205 6099 US (New York)

+1 312 626 6799 US (Chicago)

Meeting ID: 894 7906 3133

Password: 090626

Find your local number: <https://us02web.zoom.us/j/89479063133?pwd=cWZzMU94dVhGcUJJZHRVRWcxYVJldz09>

Michigan Relay Service: Overview

Hamilton Relay provides telecommunications relay services for the state of Michigan including TTY, Voice Carry Over (VCO), Hearing Carry Over (HCO), Speech-to-Speech (STS), Spanish and CapTel®.

When you connect with Michigan Relay, a Communication Assistant (CA) will connect on the phone with you. Simply give the CA the number you wish to call and your call will be processed promptly, professionally and accurately.

How To Connect – Dial 711

Dial 711 to use Hamilton Relay in Michigan.

If you are traveling out of State or you are in a State that is not served by Hamilton Relay, you can place interstate calls by calling:

- TTY: [800-833-5833](tel:800-833-5833) (toll-free)
- Voice: [800-833-7833](tel:800-833-7833) (toll-free)

AGENDA

Common Council of the Village of Shelby
Tuesday, May 26, 2020
Regular Council Meeting – 6:30 P.M.



VIA ZOOM ONLY

Agenda Topics:

1. Call to Order:
2. Roll Call:
3. Pledge of Allegiance:
4. Review minutes of the previous meeting:
 - a) Monday, May 11, 2020 **AR**
5. Additions to Agenda:
6. President's Report:
7. Village Administrator's Report:
8. Department Heads' Report:
9. Correspondence:
 - a) None
10. Public Participation (Public Participation Process is below):
11. Public Hearing:
 - a) None
12. Old Business:
 - a) None
13. New Business:
 - a) Set Public Hearing for 2020 Tax Millage Rates **AR**
 - b) Street Resurfacing Estimates and Resolution **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: Jim Wyns
- d.) Parks, Rec & Bldgs. Chair: Andy Near, Co-Chair: John Sutton
- e.) Finance & Insurance Chair: Jim Wyns, Co-Chair: Bill Harris
- f.) Personnel Chair: John Sutton, Co-Chair: Andy Near
- g.) Ordinances Chair: Steve Crothers, Co-Chair: Dan Zaverl

- 15. Payment of Bills:
 - a) May 26, 2020

- 16. Adjournment:

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

Zoom Public Participation Process

1. Each citizen may speak for a maximum of three (3) minutes during the Public Participation or Public Hearing period.
2. The electronic public meeting will be held via Zoom. Please click the link to join the Zoom meeting online: <https://tinyurl.com/ShelbyCouncil0526>. The public may also participate in the electronic public meeting by calling +1 312 626 6799 and entering the Meeting ID: 894 7906 3133 and Password: 090626 when prompted.
3. **Participants or “public” will be muted during the meeting and must “raise hand” to be called on, during the public comment period.**
 - a. If you are participating via telephone dial-in, use *9 to “raise hand” and you will be called on by the last 4-digits of your phone number.
 - b. If you are participating via the Zoom app, simply click “raise hand” and you will be called on by the meeting host.
4. Citizens will be acknowledged by the Zoom meeting host and will address all comments to the Council.
 - a. Citizen speakers will address the Council and will begin their remarks by stating their name and address.
 - a. Discussions between citizen speakers and members of the audience will not be allowed.
 - b. Citizens who have prepared written remarks or supporting documents are encouraged to leave a copy of such remarks with the Village Clerk for inclusion in the Council minutes.
 - c. Citizen speakers are to express their own views, rather than speak for others.
 - d. Citizen speakers are to address Council, on the agenda or policy in question, not on personalities of the Village Officials or other members of the public. Challenge ideas, not people.
5. Avoid talking while others are speaking.
6. Respect agreements about time.
7. The Zoom meeting host will exercise his/her right to cut off discussions that are too personal, too loud, or too crude.

VILLAGE OF SHELBY
REGULAR COUNCIL MEETING OF May 11, 2020 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 6:34 P.M. by President P. Inglis.

2. ROLL CALL:

Answering the roll call: Councilmember Jim Wyns, Councilmember Steve Crothers, Councilmember Dan Zaverl, President Paul Inglis, Councilmember John Sutton, Councilmember Andy Near, and Councilmember Bill Harris.

Staff present: Village Administrator Robert Widigan, Village Clerk/Treasurer Crystal Budde, DPW Supervisor Greg MacIntosh, and Police Chief Bob Farber.

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

4. MINUTES:

a.) April 13, 2020

Councilmember S. Crothers moved to approve the minutes of the Regular Council meeting of April 13, 2020 as corrected.

Seconded by: Councilmember A. Near.

Roll Call Vote:

Ayes: Crothers, Near, Wyns, Zaverl, Sutton, Harris, and Inglis.

Motion Carried 7-0.

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

6. PRESIDENT'S REPORT:

President P. Inglis reported that VA Widigan, DPW Supervisor Greg MacIntosh and he received notice on May 1, 2020 that the Oceana County Stormwater Trees project has been delayed until late October 2020. The decision has been reached as a result of three factors.

1. The contract with Cardno to do the planting work is currently being finalized. Cardno had communicated that, because of their back up of existing work orders from delayed work that had been scheduled to be completed in March and April, they would not be able to complete the project's planting until mid-summer, a time of the year that is less ideal to plant, given the hotter and drier weather.
2. This round of 316 trees will be mainly bare root stock, which needs to be planted in the Spring or Fall versus the Summer.
3. Additional time needed to confirm state approvals regarding planting work on the Hart - Montague Trail. The project is tentatively scheduled for October 26 – 30, 2020.

7. ADMINISTRATOR'S REPORT:

VA Widigan reported that 24 applications had been received for the fellowship position provided by the Community Economic Development Association of Michigan (CEDAM). Over the past week and a half, VA

Widigan has interviewed eight applicants. On Friday, May 8th, he spoke with Sarah Teater, Community Development Fellowship Coordinator, CEDAM, and they will be interviewing four finalists the week of May 11, 2020.

On May 15, 2020, VA Widigan will be remotely tuning into the Consensus Revenue Estimating Conference. This will give a closer look at possible reductions to state revenue sharing and sales tax revenue.

Chief Farber and VA Widigan continue to participate in weekly Zoom meetings with District Health Department #10. They include updates and information from DHD#10, Oceana County Administration, Oceana County Sheriff, local police, fire and EMS agencies, West Michigan Community Mental Health, Northwest Michigan Health Services, and Mercy Health Lakeshore Campus.

VA Widigan reported that, on May 7, 2020, the EDA released the Notice of Funding Opportunity (NOFO) for the \$1.5 billion the agency has received through the CARES Act. This funding is to provide strategic investments on a competitive merit basis to support economic development, foster job creation, and attract private investment in economically distressed areas of the United States. Jodi Nichols of the Right Place and VA Widigan are working with WMSRDC to submit a couple of economic development funding requests for the Village of Shelby.

Al Martin, Kittie Tuinstra and VA Widigan have been working together to finish the Option Agreement and other required documents for the 15-unit workforce housing development at 220 Walnut Street. The application is due June 1, 2020.

VA Widigan reported that the grant applications for Getty Park have been submitted. Racket Sports visually inspected the condition of the basketball and tennis courts at Getty Park. They stated that the basketball courts are in dire need of repairs and are not confident that they can do any temporary repairs that will work. They do believe that they can patch areas of the tennis court, but they are not certain how long it will hold.

Councilmember A. Near will do some research into whether the roof coatings he uses could be an option for a temporary fix to the basketball and tennis courts.

8. DEPARTMENT HEADS' REPORTS:

DPW Supervisor Greg MacIntosh reported that the crew will be doing cold patch repairs as well as working on parks this week. The Water Tower is painted, and the lettering and logo will be done soon.

Chief Farber reported that he is participating twice a week with zoom calls with other local authorities. Peterson Farms and PM Collision donated PPE to the Village of Shelby Police Department and several other essential front-line workers in the Village of Shelby and Oceana County. The Police Department has been participating in several parades for local children's birthdays as well as a parade that took place for the Shelby Senior Class.

9. CORRESPONDENCE:

a.) Letter of Appreciation from Barb Setlak

President P. Inglis read a letter of appreciation from Barb Setlak thanking the Village for the beautiful arrangement sent in memory of Rich Setlak. She expressed how much the Village meant to Rich and how proud and honored he was to have participated in the Village of Shelby.

10. CITIZEN PARTICIPATION: No Citizen Participation.

11. OLD BUSINESS: No Old Business.

12. NEW BUSINESS:

a.) Sewer Jetter Repair – Greg MacIntosh

While using the sewer jetter a few months ago, the DPW noticed that it continuously lost pressure. They were able to get the jetter to gain pressure again, but it would not hold it for long. It was taken to Fredrickson's who repairs sewer jettors. They returned a quote for repairs in the amount of \$5,829.38. The cost of replacing the jetter is between \$25,000.00 and \$35,000.00 for a used replacement and \$31,480.00 and \$64,437.00 for a new replacement. DPW Supervisor MacIntosh requested that he be authorized to retain Fredrickson Supply, 3901 3 Mile Rd NW, Grand Rapids, Michigan 49534 to complete the repairs to the sewer jetter in the amount of \$5,829.38.

Councilmember D. Zaverl moved to authorize Greg MacIntosh to utilize Fredrickson Supply, 3901 3 Mile Rd NW, Grand Rapids, Michigan 49534 to complete the repairs to the sewer jetter in the amount of \$5,829.38.

Seconded by: Councilmember S. Crothers.

Roll Call Vote:

Ayes: Zaverl, Crothers, Sutton, Near, Harris, and Inglis.

Nays: Wyns.

Motion Carried 6-1

b.) Rental Dwelling Ordinance Fee Schedule Resolution

Shelby Village Council reviewed the proposed fee schedule for the Rental Dwelling Ordinance that was adopted on March 9, 2020. Attached to the Rental Dwelling Ordinance was a separate resolution to adopt the fee schedule. The rental dwelling fee schedule is as follows:

Registration Fee:	1 – 8 dwelling units - \$50.00 per dwelling unit 9 or more dwelling units – flat rate of \$500.00
Failure to register fee	\$500.00 per dwelling unit
Inspection Fee	\$100.00
Re-Inspection Fee	\$100.00
Missed/Broken Inspection Fee	\$100.00
Other (court, misc.)	\$100.00
Appeal Fee	\$100.00

Councilmember S. Crothers moved to adopt the Village of Shelby, Oceana County, Michigan, Resolution No. 2020-05-11, to establish the fee schedule for the Rental Dwelling Ordinance.

Seconded by: Councilmember D. Zaverl.

Roll Call Vote:

Ayes: Crothers, Zaverl, Wyns, Sutton, Near, Harris, and Inglis.

Motion Carried 7-0.

13. COMMITTEE REPORTS:

a. **PLANNING COMMISSION: Chair Ex-Officio: Councilmember J. Sutton, President P. Inglis:**

The Planning Commission will meet on June 16, 2020 at 6:30 P.M. to discuss the proposed Master Plan.

b. WATER & SANITATION: Chair: Councilmember B. Harris, Councilmember S. Crothers:

Nothing to report.

c. STREETS AND SIDEWALKS: Chair: Councilmember D. Zaverl, Councilmember J. Wyns:

Councilmember D. Zaverl inquired whether the Village of Shelby would be able to do road projects in the current fiscal year. VA Widigan stated that the Village's Engineer Don DeVries is working on a plan for Fall projects.

d. PARKS, REC. & BLDGS: Chair: Councilmember A. Near, Councilmember J. Sutton:

Councilmember A. Near thanked Parks Consultant John Wilson for all the work he has done to help the Village with the Getty Park Project grant application process.

e. FINANCE and INSURANCE: Chair: Councilmember J. Wyns, Councilmember B. Harris:

Councilmember J. Wyns reported that the Finance and Insurance Committee met with the Village's Auditor, Eric VanDop via Zoom. The audit discussion went smoothly, and the Village continues to make improvements each year.

f. PERSONNEL: Chair: Councilmember J. Sutton, Councilmember A. Near:

Nothing to report.

g. ORDINANCES – Chair Councilmember S. Crothers, Councilmember D. Zaverl:

Nothing to report.

14. PAYMENT OF BILLS: Councilmember J. Wyns moved to approve the payment of the bills of April 27, 2020 in the amount of \$30,299.81.

Seconded by: Councilmember S. Crothers.

Roll Call Vote:

Ayes: Wyns, Crothers, Zaverl, Sutton, Near, Harris, and Inglis.

Motion Carried 7-0.

Councilmember J. Wyns moved to approve the payment of the bills of May 11, 2020 in the amount of \$42,413.44.

Seconded by: Councilmember J. Sutton.

Roll Call Vote:

Ayes: Wyns, Sutton, Crothers, Zaverl, Near, Harris, and Inglis.

Motion Carried 7-0.

15. ADJOURNMENT: Councilmember J. Wyns moved to adjourn the meeting at 7:58 P.M.

Seconded by: Councilmember S. Crothers.

Roll Call Vote:

Ayes: Wynn, Crothers, Zaverl, Sutton, Near, Harris, and Inglis.

Motion Carried 7-0.

Council minutes are not official until approved at the May 26, 2020 Council meeting.

Approved

Minutes Respectfully Submitted by Crystal Budde, Village Clerk/Treasurer

Date



Memo

To: Shelby Village Council
From: Robert Widigan, Village Administrator
Date: May 26, 2020
Re: VA Update

Not a ton of new information this week – below are some re-caps and updates.

CEDAM Fellowship Interviews: Sarah Teater, Community Development Fellowship Coordinator with CEDAM; Julia Turnbull, RRC Planner for Redevelopment Ready Communities with the Michigan Economic Development Corporation, and I interviewed five finalists during the week of May 11, 2020. Sarah Teater has made a conditional offer to one of the five finalists. If/once they accept, we will send out a press release and introduce them to the Council and Community.

Consensus Revenue Estimating Conference: On May 15, 2020 I remotely tuned into the Consensus Revenue Estimating Conference. To summarize the State is looking at a stunning \$6.2B shortfall in current and next fiscal year.

The House Fiscal Agency, the Senate Fiscal Agency and the Department of Treasury agreed the state is looking at \$2 billion less in the General Fund and \$1.2 billion less in the School Aid Fund compared to January estimates for the current fiscal year while having \$1.9 billion less to work with for General Fund spending and \$1.1 billion less for schools during the 2020-21 fiscal year beginning October 1.

With \$700 million left on the balance sheet, the state is looking at a \$2.5 billion hole in the current fiscal year.

We will continue to monitor the Village's budget and review updated Revenue Sharing estimates as the Michigan Department of Treasury releases them.

COVID-19: As of writing this (5/22/2020 at 7:06 AM) Oceana County has 70 cases.

On Thursday, May 21, 2020 Governor Gretchen Whitmer substantially relaxed her stay-at-home order, announcing that starting immediately (05/21) people can begin gathering in groups of 10 or less with social distancing.

On Thursday, May 7, 2020, Governor Gretchen Whitmer signed Executive Order 2020-77 to extend Michigan's Stay Home, Stay Safe order to May 28.

Section four (4) of Governor Whitmer's Executive Order (EO) 2020-77 issued on May 7, 2020 states: " *No person or entity shall operate a business or conduct operations that require workers to leave their homes or places of residence except to the extent that those workers are necessary to sustain or protect life, to conduct minimum basic operations...*"

Section six (6) of the Order states: " *All in-person government activities at whatever level (state, county, or local) are suspended unless: (d) They involve public transit, trash pick-up and disposal (including recycling and composting), the management and oversight of elections, and the maintenance of safe and sanitary public parks so as to allow for outdoor activity permitted under this order.*

It is critical that the Village of Shelby continues to follow the EO and continues to operate with reduced staff and keep the Village Hall closed to the public. EO 2020-77 takes effect immediately, unless otherwise specified in this order, and continues through May 28, 2020 at 11:59 pm.

DHD#10 COVID-19 Zoom Meetings for Oceana County: Chief Farber and I continue to participate in weekly Zoom meetings with the District Health Department #10. They include updates and information from DHD#10, Oceana County Administration, Oceana County Sheriff, local police, fire and EMS agencies, West Michigan Community Mental Health, Northwest Michigan Health Services, and Mercy Health Lakeshore Campus.

DPW Crew: The DPW crew has been at full-staff Monday, May 11, 2020. The following rules still apply:

- Only one person is allowed per vehicle.
- All tools and vehicles shall be sanitized after use.
- Employees shall remain at least six feet from people from outside the individual's household to the extent feasible under the circumstances.
- Masks shall be worn when indoors and when interacting with other individuals.
- Minimum or no visits to the main office unless necessary.

Economic Development Administration (EDA): After reading through the Notice of Funding Opportunity (NOFO) issued by the EDA for the \$1.5 Billion the agency has received through the CARES Act, property acquisition is allowable. However, it will have to be at fair market value, including multiple appraisals, and the landowner must agree to the fair market. As you may recall, one of the economic development funding requests Jodi Nichols, and I thought of after speaking with WMSRDC, was expanding the Village's Industrial Park

Employment & Unemployment Statistics: The Michigan Bureau of Labor Market Information and Strategic Initiatives released Employment and Unemployment Statistics for March. Oceana County's unemployment rate decreased to 6.5 percent in March of 2020 from 6.7 percent in the previous month. There were 11,391 people in the labor force, with 10,645 employed and 746 unemployed. April's statistics are not yet available. *Notes: All estimates are preliminary. Data is not seasonally adjusted.

Michigan Municipal League (MML) Webinars: I continue to attend webinars put on by the MML covering topics from COVID-19, Zoom Council Meetings, the 2020 Census, Municipal Water Supply, Community Cost from COVID-19, and so on.

Michigan Unemployment Rate: On Wednesday, May 20, 2020 it was reported that unemployment exploded to 22.7% in April. The March unemployment rate was 4.3 percent. 22.7% unemployment is the highest since at least 1976, which is as far back as comparable estimates go.

Oceana County COVID-19 Interagency Zoom Meeting: President Inglis, Chief Farber and I continue to participate in weekly Oceana County COVID-19 Interagency Zoom meetings. The purpose of these meetings is to share information and updates from local agencies regarding their COVID-19 responses, resources and needs in the Oceana County Community.

Village Office: Randy and Crystal have returned to normal scheduling. While the office is closed to the public, it is staffed five (5) days a week. As to re-opening to the public, we will wait and see what Governor Whitmer recommends closer to May 28, 2020; when her Executive Order No. 2020-77 'Stay Home, Stay Safe' order is set to expire.



To: Rob Widigan Village Administrator
Village Council

From: Greg MacIntosh

Date: May 21, 2020

Re: Water Tower Update

The work on the water tower is done and it looks pretty good. Per startup procedures:

- We filled the tank 5% then a chlorine dose was applied.
- We then shut down the flow and let it set overnight.
- On May 21, 2020 we filled the tower to overflow then shut down the flow and will let it set for 24hours.
- On Friday, May 22, 2020 we will take the 1st bacti sample.
- Saturday, May 23, 2020 we will take a 2nd bacti sample.
- If these samples come back good, then we can put the tank back in the system on Tuesday, May 26, 2020.
- On Tuesday (05/26) Steve from Smith Instruments will be out and put the controls back to their normal positions.

Currently the tower is not in operation, so we are still using the blowoff valves on the hydrants. If all goes smoothly and our bactis come back good, then we should be back to normal sometime next Tuesday.

Sincerely,

Greg MacIntosh
D.P.W. Supervisor



To: Rob Widigan Village Administrator
Village Council

From: Greg MacIntosh

Date: May 21, 2020

Re: Industrial Lift Sewer Spill

In the early morning of Thursday, May 21, 2020 we had a sewer spill at the Industrial List Station. The cable broke on the transducer and the transducer was sucked into the pump rendering it in operable. Because of this it failed to call an alarm. Based on the water level on the dike and the saturation of the surrounding soil, we estimated the duration of the discharge to be approximately 2-3 hours, spilling around 7,986 gallons. It did not appear to reach Piper Creek but hold up in the low areas between the creek and the lift station, but we do not know for certain that it did not reach the creek. We followed the protocol for this type of occurrence and took the steps listed below.

- Jere and I got the pumps working, cleaned off the transducer and Jere replaced the cable with a heavy duty one.
- Kirk and Darryl applied sand and chlorine to the site, to absorb and sanitize the standing water and affected area.
- I notified VA Widigan of the event.
- I contacted the Health Department, EGLE and Oceana Herald Journal.
- At the advice of Mark Hill from the Health department; for precautionary measures, I took five (5) samples of the creek. One (1) at the lowest area by the creek and the most likely place for water to enter the creek, one (1) at 100' downstream, one (1) at 300' downstream, one (1) at 100'upstream and one (1) at 300' upstream.
- I will send an S.S.O. Report (Sanitary and Combined Sewer Overflow Report) to EGLE.
- The Health Department may advise further testing or action based on the lab results.

Sincerely,

Greg MacIntosh
D.P.W. Supervisor

Council Meeting Date: May 26, 2020

Date: May 26, 2020

To: Village Council

From: Robert Widigan, Village Administrator

RE: Set Public Hearing for 2020 Tax Millage Rates

SUMMARY OF REQUEST

The Village of Shelby is required to conduct a Public Hearing in order to adopt its allowable Tax Millage for the 2020 tax year.

FINANCIAL IMPACT

None. This is simply to set a public hearing date and time.

BUDGET ACTION REQUIRED

None.

STAFF RECOMMENDATION/SUGGESTED MOTION

Motion by _____ seconded by _____ to set the public hearing for the adoption of the 2020 Tax Millage Rates for Monday, June 22, 2019 at 6:45 P.M. at the Village of Shelby Hall, 218 N. Michigan Ave., Shelby, MI 49455.

COMMITTEE RECOMMENDATION

We would like to have a Finance & Insurance Committee meeting as soon as possible. I will send out an email to committee members requesting a Zoom meeting during the week of June 1, 2020.

Date: May 26, 2020

To: Village Council

From: Robert Widigan, Village Administrator

RE: Street Resurfacing Estimates

SUMMARY OF REQUEST

On Thursday May 21, 2020 our engineer, Don DeVries of Fleis & VandenBrink Engineering sent us the attached requested estimates for street resurfacing in the Village.

- Hawley & Rankin Street
- Fourth Street
- Pine Street
- Session Road
- First Street (not attached)

Mr. DeVries drove each of the street and photographed them he is recommending a 1½" mill and resurface on each of them and not any chip seals because of their condition. Mr. DeVries stated that we could apply for the MDOT - TEDF Category B grant for Hawley & Rankin, Fourth Street, Sessions Road, and Pine Street (First Street is federal aid eligible under the category D funding and not recommended for Category B funding).

This is the 50% grant that is due June 1, 2020 and is in need of immediate attention.

I have reached out to Joel Fitzpatrick, Transportation Planning Director at WMSRDC and requested that First Street be added to the Rural Task Force's list of projects for category D funding. This is a three-year running list; we would be looking at a 2023 timeframe for funding. There is no action needed by the Council regarding First Street, thus why nothing was attached pertaining to the project.

FINANCIAL IMPACT

Engineering costs will be covered by the Village. The grant would provide a 50% match on construction costs for Hawley & Rankin, Fourth Street, Sessions Road, and Pine Street

BUDGET ACTION REQUIRED

None. Per the Village's auditor, as of February 29, 2020 fund balances are as follows:

- Major Streets: \$542,212
- Local Streets: \$868,285

STAFF RECOMMENDATION/SUGGESTED MOTION

Motion by _____ seconded by _____ to authorize Don DeVries of Fleis & VandenBrink Engineering to proceed with the MDOT - TEDF Category B Grant applications.

Second Motion Below

Motion by _____ seconded by _____ to adopt Resolution #2002-05-26, a resolution to establish a request for funding, designate an agent, attest to the existing of funds and commit to implementing a maintenance program for resurfacing of Hawley & Rankin Street, Fourth Street, Pine Street, and Sessions Road funded by the Transportation Of Economic Development Fund Category B Program.

COMMITTEE RECOMMENDATION

These documents were sent to the Streets and Sidewalks Committee members to review. However, given the tight deadline of June 1, 2020, it was imperative that this be brought to the full Council immediately.

Village of Shelby

Hawley & Rankin Street Resurfacing From S. Michigan Ave. to Plum Road

Pre-Design Engineer's Estimate of Construction Costs



Job: 35312
By: DJD
Date: 5/18/2020

Note: 1,800 ft. x 24' Wide Roadway Resurfacing

ITEM NO.	ITEM DESCRIPTION	UNIT	ESTIMATED QUANTITY	UNIT PRICE	ESTIMATED TOTAL
1	Mobilization	LSum	1	\$4,000.00	\$4,000
2	Cold Milling HMA	Syd	4,800	\$1.80	\$8,640
3	HMA Top, 13A, 1.5"	Ton	420	\$85.00	\$35,700
4	HMA Valley Gutter	Lft	3,600	\$1.00	\$3,600
5	Drainage Structure Cover, Adjust	Ea	2	\$400.00	\$800
6	Construction Signs & Barricades	LSum	1	\$4,000.00	\$4,000
7	Erosion Control, Inlet Protection	Ea	6	\$150.00	\$900
8	Shoulder Restoration	Lft	3,600	\$1.00	\$3,600

Construction Subtotal:	\$61,240
Contingencies (10%):	\$6,124
Engineering (15%):	\$10,100
TOTAL PROJECT COST:	\$77,000

Village of Shelby
Fourth Street Resurfacing
From Michigan St. to State St.
Pre-Design Engineer's Estimate of Construction Costs



Job: 35312
 By: DJD
 Date: 5/18/2020

Note: 900 ft. x 31' Wide Roadway Resurfacing

ITEM NO.	ITEM DESCRIPTION	UNIT	ESTIMATED QUANTITY	UNIT PRICE	ESTIMATED TOTAL
1	Mobilization	LSum	1	\$3,000.00	\$3,000
2	Cold Milling HMA	Syd	3,100	\$1.80	\$5,580
3	HMA Top, 13A, 1.5"	Ton	271	\$85.00	\$23,056
4	Drainage Structure Cover, Adjust	Ea	2	\$400.00	\$800
5	Pav't Mrkg, Waterborne, 4" Yellow	Lft	200	\$2.00	\$400
6	Construction Signs & Barricades	LSum	1	\$3,000.00	\$3,000
7	Erosion Control, Inlet Protection	Ea	6	\$150.00	\$900

Construction Subtotal: \$36,736
 Contingencies (10%): \$3,674
 Engineering (15%): \$6,100
TOTAL PROJECT COST: \$47,000

Village of Shelby
Pine Street Resurfacing
From First St. to Third St & Fifth St. to Sixth St.
Pre-Design Engineer's Estimate of Construction Costs



Job: 35312
 By: DJD
 Date: 5/18/2020

Note: 1,650 ft. x 24' Wide Roadway Resurfacing

ITEM NO.	ITEM DESCRIPTION	UNIT	ESTIMATED QUANTITY	UNIT PRICE	ESTIMATED TOTAL
1	Mobilization	LSum	1	\$4,000.00	\$4,000
2	Cold Milling HMA	Syd	4,400	\$1.80	\$7,920
3	Concrete Curb & Gutter, Remove	Lft	50	\$9.00	\$450
4	HMA Top, 13A, 1.5"	Ton	385	\$85.00	\$32,725
5	HMA Valley Gutter	Lft	3,300	\$1.00	\$3,300
6	Concrete Curb & Gutter, F4	Lft	50	\$24.00	\$1,200
7	Drainage Structure Cover, Adjust	Ea	2	\$400.00	\$800
8	Pav't Mrkg, Waterborne, 4" Yellow	Lft	413	\$2.00	\$825
9	Construction Signs & Barricades	LSum	1	\$3,000.00	\$3,000
10	Erosion Control, Inlet Protection	Ea	6	\$150.00	\$900
11	Shoulder Restoration	Lft	3,300	\$1.00	\$3,300

Construction Subtotal: \$58,420
 Contingencies (10%): \$5,842
 Engineering (15%): \$9,600
TOTAL PROJECT COST: \$74,000

Village of Shelby
Sessions Road Resurfacing
From Ferry St. south to Curve
Pre-Design Engineer's Estimate of Construction Costs



Job: 35312
 By: DJD
 Date: 5/21/2020

Note: 1,500 ft. x 24' Wide Roadway Resurfacing

ITEM NO.	ITEM DESCRIPTION	UNIT	ESTIMATED QUANTITY	UNIT PRICE	ESTIMATED TOTAL
1	Mobilization	LSum	1	\$5,000.00	\$5,000
2	Cold Milling HMA	Syd	4,000	\$1.75	\$7,000
3	Fine Grading Aggregate Base	Syd	4,000	\$2.00	\$8,000
4	HMA Leveling, 13A, 1.5"	Ton	350	\$85.00	\$29,750
5	HMA Top, 13A, 1.5"	Ton	350	\$85.00	\$29,750
6	HMA Valley Gutter	Lft	3,000	\$1.00	\$3,000
7	Valve Box, Adjust	Ea	2	\$300.00	\$600
8	Drainage Structure Cover, Adjust	Ea	3	\$400.00	\$1,200
9	Shoulder Restoration	Lft	1,500	\$2.00	\$3,000
10	Construction Signs & Barricades	LSum	1	\$4,000.00	\$4,000
11	Erosion Control, Inlet Protection	Ea	6	\$150.00	\$900

Construction Subtotal: \$92,200
 Contingencies (10%): \$9,220
 Engineering (15%): \$15,200
TOTAL PROJECT COST: \$117,000

VILLAGE OF SHELBY
RESOLUTION NO. 2020-05-26

A RESOLUTION TO ESTABLISH A REQUEST FOR FUNDING, DESIGNATE AN AGENT, ATTEST TO THE EXISTING OF FUNDS AND COMMIT TO IMPLEMENTING A MAINTENANCE PROGRAM FOR RESURFACING OF HAWLEY STREET & RANKIN STREET, FOURTH STREET, PINE STREET, AND SESSIONS ROAD FUNDED BY THE TRANSPORTATION OF ECONOMIC DEVELOPMENT FUND CATEGORY B PROGRAM.

VILLAGE OF SHELBY, OCEANA COUNTY, MICHIGAN

Minutes of a regular meeting of the council of the Village of Shelby, Oceana County, Michigan, held in the Village Offices, 218 N. Michigan Avenue, in said Village, on May 26, 2020 at 6:30pm.

PRESENT: _____

ABSENT: _____

The following preamble and resolution were offered by _____ and supported by _____.

RECITALS AND REPRESENTATIONS

WHEREAS, the Village of Shelby is applying for \$136,728 in funding through MDOT from the Transportation Economic Development Category B Program to construct resurfacing improvements on Hawley Street & Rankin Street, Fourth Street, Pine Street, and Sessions Road as part of the Village's overall Road Asset Management Program.

WHEREAS, MDOT requires a formal commitment from the public agency that will be receiving these funds and will be implementing and maintaining these infrastructure projects.

NOW, THEREFORE, BE IT RESOLVED THAT, the Village has authorized Robert Widigan, Village Administrator, to act as agent on behalf of the Village to request Transportation Economic Development Fund Category B Program funding, to act as the applicant's agent during the project development, and to sign a project agreement upon receipt of a funding award.

BE IT FURTHER RESOLVED THAT, the Village attests to the existence of, and commits to, providing at least \$136,728 toward the construction costs of the projects, and all costs for design, permit fees, administration costs, and cost overruns.

BE IT FURTHER RESOLVED THAT, the Village commits to owning, operating, funding and implementing a maintenance program over the design life of the facilities constructed with Transportation Economic Development Fund Category B Program funding.

This resolution adopted:

Ayes: _____

Nays: _____

Absent: _____

Adoption Date: May 26, 2020

Effective Date: May 26, 2020

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 May 2020, in the Village of Shelby, Oceana County, State of Michigan, with a quorum present.



Crystal Budde, Clerk/Treasurer
Village of Shelby

Check Proofing Report

05/12/2020 10:19 AM

Database: Shelby

1/6

Payroll ID: 488

Check Post Date: 05/14/2020

Pay Period End Date: 05/10/2020

Application: PR

Name: 30077 - BUDDE , CRYSTAL

Active

Employee ID: 30077	Department ID: 215	Gross for Check: 1,580.80	Net After Dir Dep: 0.00
Withholding Status: Married	Federal Allow.: 1	Net for Check: 1,151.88	Total Deductions: 428.92
Pay Period End Date: 05/10/2020	State Allow.: 1	Reg. Hours: 80.00	Direct Deposit: 1,151.88
Check Date: 05/14/2020		OT Hours: 0.00	YTD Gross: 17,008.00
	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	19.00	64.00	0.00	1,216.00	12,979.00	FITW	79.89	943.36
457 SS TAX	457 C/T ALLOC	60.80	0.00	0.00	60.80	608.00	SITW	52.39	575.47
CORNOVIRUS	CLERK/TREASURER	19.00	16.00	0.00	304.00	1,596.00	SOCSEC_EE	97.18	1,046.22
							MEDICARE_EE	22.73	244.68
							DELTA DENTAL	13.35	133.50
							457_EE	152.00	1,520.00
							VISION	11.38	91.04
							SSB	1,151.88	DEPOSIT

Leave Bank ID	Leave ID	Prev. Bal.	Comp Wrkd	Accrued	Lost	Taken	Buy Out	Adjusted	Net Change	New Balance
PTO	N/A	128.00		0.00	0.00	0.00	0.00	0.00	0.00	128.00
VAC	VACATION	80.00		0.00	0.00	0.00	0.00	0.00	0.00	80.00

Name: 30088 - FARBER, ROBERT J

Active

Employee ID: 30088	Department ID: 301	Gross for Check: 1,923.20	Net After Dir Dep: 0.00
Withholding Status: Single	Federal Allow.: 0	Net for Check: 1,465.32	Total Deductions: 457.88
Pay Period End Date: 05/10/2020	State Allow.: 0	Reg. Hours: 64.00	Direct Deposit: 1,465.32
Check Date: 05/14/2020		OT Hours: 0.00	YTD Gross: 19,232.00
	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	30.05	64.00	0.00	1,923.20	19,232.00	FITW	229.03	2,290.30
							SITW	81.74	817.40
							SOCSEC_EE	119.23	1,192.38
							MEDICARE_EE	27.88	278.86
							GERB	1,465.32	DEPOSIT

Leave Bank ID	Leave ID	Prev. Bal.	Comp Wrkd	Accrued	Lost	Taken	Buy Out	Adjusted	Net Change	New Balance
PTO	N/A	80.00		0.00	0.00	0.00	0.00	0.00	0.00	80.00
VAC	VACATION	29.50		0.00	0.00	0.00	0.00	0.00	0.00	29.50

Name: 30102 - FREES, DARRYL E

Active

= Deposited Ded/Exp * = Check Adjustment

Check Proofing Report

05/12/2020 10:19 AM

Database: Shelby

2/6

Payroll ID: 488 Check Post Date: 05/14/2020 Pay Period End Date: 05/10/2020 Application: PR

Employee ID:	30102	Department ID:	441	Gross for Check:	2,096.80	Net After Dir Dep:	0.00
Withholding Status:	Married	Federal Allow.:	0	Net for Check:	1,430.29	Total Deductions:	666.51
Pay Period End Date:	05/10/2020	State Allow.:	0	Reg. Hours:	88.00	Direct Deposit:	1,430.29
Check Date:	05/14/2020	Local Allow.:	00	OT Hours:	4.00	YTD Gross:	19,549.39
				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	19.00	41.00	0.00	779.00	14,594.39	FITW	249.03	2,215.03
441 H	101-691.000-702.000	19.00	4.00	0.00	76.00		SITW	89.11	830.83
441 H	202-463.000-702.000	19.00	1.00	0.00	19.00		SOCSEC_EE	130.00	1,212.06
441 H	203-463.000-702.000	19.00	1.00	0.00	19.00		MEDICARE_EE	30.41	283.47
441 H	590-000.000-702.000	19.00	6.00	2.00	171.00		457_EE %	167.96	1,670.06
441 H	591-000.000-702.000	19.00	16.00	2.00	361.00		SSB	50.00	DEPOSIT
441 H	661-000.000-702.000	19.00	3.00	0.00	57.00		SSB	1,380.29	DEPOSIT
INSURANCE	DPW	250.00	0.00	0.00	250.00	1,250.00			
457 SS TAX	DPW 457 ALLOC	60.80	0.00	0.00	60.80	608.00			
CORNOVIRUS	DPW	19.00	16.00	0.00	304.00	1,881.00			

Leave Bank ID	Leave ID	Prev. Bal.	Comp Wrkd	Accrued	Lost	Taken	Buy Out	Adjusted	Net Change	New Balance
PTO	N/A	21.00		0.00	0.00	0.00	0.00	0.00	0.00	21.00
VAC	VACATION	0.00		0.00	0.00	0.00	0.00	0.00	0.00	0.00

Name: 30083 - HELENHOUSE, JEREMIAH P Active

Employee ID:	30083	Department ID:	441	Gross for Check:	2,417.81	Net After Dir Dep:	0.00
Withholding Status:	Single	Federal Allow.:	2	Net for Check:	1,747.99	Total Deductions:	669.82
Pay Period End Date:	05/10/2020	State Allow.:	2	Reg. Hours:	80.00	Direct Deposit:	1,747.99
Check Date:	05/14/2020	Local Allow.:	00	OT Hours:	4.00	YTD Gross:	23,647.73
				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	21.50	2.00	0.00	43.00	17,729.48	SITW	79.59	766.93
441 H	202-463.000-702.000	21.50	7.00	0.00	150.50		SOCSEC_EE	149.90	1,466.16
441 H	203-463.000-702.000	21.50	7.00	0.00	150.50		MEDICARE_EE	35.06	342.89
441 H	590-000.000-702.000	21.50	4.00	1.50	134.38		457_EE	179.74	1,975.59
441 H	591-000.000-702.000	21.50	8.00	2.00	236.50		FITW	225.53	2,134.74
441 H	661-000.000-702.000	21.50	4.00	0.50	102.13		SSB	1,747.99	DEPOSIT
INSURANCE	DPW	250.00	0.00	0.00	250.00	1,500.00			
457 SS TAX	DPW 457 ALLOC	68.80	0.00	0.00	68.80	688.00			
INSURANCE	DPW	250.00	0.00	0.00	250.00				
CORNOVIRUS	DPW	21.50	48.00	0.00	1,032.00	2,472.50			

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

= Deposited Ded/Exp * = Check Adjustment

Check Proofing Report

05/12/2020 10:19 AM

Database: Shelby

3/6

Payroll ID: 488

Check Post Date: 05/14/2020

Pay Period End Date: 05/10/2020

Application: PR

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	N/A	54.00		0.00	0.00	0.00	0.00	0.00	0.00	54.00
VAC	VACATION	32.00		0.00	0.00	0.00	0.00	0.00	0.00	32.00

Name: 30075 - MACINTOSH, GREGORY

Active

Employee ID:	30075	Department ID:	441	Gross for Check:	2,119.94	Net After Dir Dep:	0.00
Withholding Status:	Single	Federal Allow.:	0	Net for Check:	1,397.30	Total Deductions:	722.64
Pay Period End Date:	05/10/2020	State Allow.:	0	Reg. Hours:	80.00	Direct Deposit:	1,397.30
Check Date:	05/14/2020	Local Allow.:	00	OT Hours:	0.00	YTD Gross:	23,645.48
				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	GREG	25.48	80.00	0.00	2,038.40	17,823.26	FITW	236.43	2,905.50
457 SS TAX	DPW 457 ALLOC	81.54	0.00	0.00	81.54	815.40	SITW	83.17	935.64
							SOCSEC_EE	131.44	1,466.02
							MEDICARE_EE	30.74	342.86
							FOC_GMACINTOSH	57.70	577.00
							457_EE	163.08	1,630.80
							HEALTH	20.08	200.80
							SSB	1,397.30	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	62.75		0.00	0.00	0.00	0.00	0.00	0.00	62.75
VAC	VACATION	80.00		0.00	0.00	0.00	0.00	0.00	0.00	80.00

Name: 30086 - MAHONEY, RANDY

Active

Employee ID:	30086	Department ID:	253	Gross for Check:	763.13	Net After Dir Dep:	571.77
Withholding Status:	Married	Federal Allow.:	0	Net for Check:	571.77	Total Deductions:	191.36
Pay Period End Date:	05/10/2020	State Allow.:	0	Reg. Hours:	41.25	Direct Deposit:	0.00
Check Date:	05/14/2020	Local Allow.:	00	OT Hours:	0.00	YTD Gross:	9,193.52
				Suppl. Hours:	0.00	Comp Hrs Wrkd:	0.00
				Deduction Refund:	0.00		

Paycode ID	Distribution	Rate	Hours	OT Hrs	Amt	YTD Amt	Ded/Exp ID	Amt	YTD Amt
253	ADM ASSIST	18.50	41.25	0.00	763.13	8,187.02	FITW	90.54	1,053.75
							SITW	42.43	485.73
							SOCSEC_EE	47.32	570.00
							MEDICARE_EE	11.07	133.31

Leave Bank ID	Leave ID	Prev. Bal.	Comp Wrkd	Accrued	Lost	Taken	Buy Out	Adjusted	Net Change	New Balance
PTO	N/A	120.00		0.00	0.00	0.00	0.00	0.00	0.00	120.00

= Deposited Ded/Exp * = Check Adjustment

Check Proofing Report

05/12/2020 10:19 AM

Database: Shelby

4/6

Payroll ID: 488

Check Post Date: 05/14/2020

Pay Period End Date: 05/10/2020

Application: PR

Name: 30108 - PAYNE, AMANDA J

Active

Employee ID: 30108	Department ID: 301	Gross for Check: 1,497.60	Net After Dir Dep: 1,083.89
Withholding Status: Single	Federal Allow.: 0	Net for Check: 1,083.89	Total Deductions: 413.71
Pay Period End Date: 05/10/2020	State Allow.: 0	Reg. Hours: 80.00	Direct Deposit: 0.00
Check Date: 05/14/2020		OT Hours: 0.00	YTD Gross: 3,950.10
	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	18.00	80.00	0.00	1,440.00	3,892.50	FITW	97.61	215.64
457 SS TAX	101-301.000-715.100	57.60	0.00	0.00	57.60	57.60	SITW	57.53	161.76
							SOCSEC_EE	92.85	244.91
							MEDICARE_EE	21.72	57.28
							457_EE	144.00	144.00

Leave Bank ID	Leave ID	Prev. Bal.	Comp Wrkd	Accrued	Lost	Taken	Buy Out	Adjusted	Net Change	New Balance
PTO	N/A	32.00		0.00	0.00	0.00	0.00	0.00	0.00	32.00

Name: 30100 - POLACEK, JAMIE M

Active

Employee ID: 30100	Department ID: 265	Gross for Check: 82.42	Net After Dir Dep: 72.62
Withholding Status: Married	Federal Allow.: 0	Net for Check: 72.62	Total Deductions: 9.80
Pay Period End Date: 05/10/2020	State Allow.: 0	Reg. Hours: 6.34	Direct Deposit: 0.00
Check Date: 05/14/2020		OT Hours: 0.00	YTD Gross: 776.88
	Local Allow.: 00	Suppl. Hours: 0.00	Comp Hrs Wrkd: 0.00
		Deduction Refund: 0.00	

Paycode ID	Distribution	Rate	Hours	OT Hrs	Amt	YTD Amt	Ded/Exp ID	Amt	YTD Amt
265	101-265.000-702.000	13.00	6.34	0.00	82.42	776.88	SITW	3.50	33.04
							SOCSEC_EE	5.11	48.17
							MEDICARE_EE	1.19	11.26

Name: 30098 - ROESLER, DEAN C

Active

Employee ID: 30098	Department ID: 301	Gross for Check: 270.00	Net After Dir Dep: 230.34
Withholding Status: Single	Federal Allow.: 1	Net for Check: 230.34	Total Deductions: 39.66
Pay Period End Date: 05/10/2020	State Allow.: 1	Reg. Hours: 18.00	Direct Deposit: 0.00
Check Date: 05/14/2020		OT Hours: 0.00	YTD Gross: 5,280.00
	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	101-301.000-702.100	15.00	18.00	0.00	270.00	5,280.00	FITW	11.42	411.35
							SITW	7.59	185.87
							SOCSEC_EE	16.74	327.36
							MEDICARE_EE	3.91	76.56

= Deposited Ded/Exp * = Check Adjustment

Check Proofing Report

05/12/2020 10:19 AM

Database: Shelby

5/6

Payroll ID: 488

Check Post Date: 05/14/2020

Pay Period End Date: 05/10/2020

Application: PR

Name: 30078 - SEABOLT, KIRK

Active

Employee ID: 30078	Department ID: 441	Gross for Check: 2,658.95	Net After Dir Dep: 0.00
Withholding Status: Married	Federal Allow.: 0	Net for Check: 1,823.01	Total Deductions: 835.94
Pay Period End Date: 05/10/2020	State Allow.: 0	Reg. Hours: 87.50	Direct Deposit: 1,823.01
Check Date: 05/14/2020	Local Allow.: 00	OT Hours: 13.50	YTD Gross: 20,523.15
		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	21.00	29.00	0.00	609.00	15,700.15	SITW	105.39	647.70
441 H	590-000.000-702.000	21.00	4.00	1.00	115.50		MEDICARE_EE	38.55	300.02
441 H	591-000.000-702.000	21.00	21.50	12.50	845.25		SOCSEC_EE	164.85	1,282.85
CLOTH_ALLOW	DPW	350.00	1.00	0.00	350.00	350.00	FITW	277.45	1,674.80
457 SS TAX	DPW 457 ALLOC	67.20	0.00	0.00	67.20	672.00	457_EE	179.28	1,655.46
CORNOVIRUS	DPW	21.00	32.00	0.00	672.00	2,478.00	HEALTH	66.97	1,397.56
							VISION	3.45	24.15
							SSB	1,823.01	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	-128.00	0.00	0.00	0.00	128.00	128.00
VAC	VACATION	0.00		0.00	-80.00	0.00	0.00	0.00	80.00	80.00

Name: 30103 - SIMON, TIMOTHY M

Active

Employee ID: 30103	Department ID: 301	Gross for Check: 105.00	Net After Dir Dep: 92.51
Withholding Status: Married	Federal Allow.: 0	Net for Check: 92.51	Total Deductions: 12.49
Pay Period End Date: 05/10/2020	State Allow.: 0	Reg. Hours: 7.00	Direct Deposit: 0.00
Check Date: 05/14/2020	Local Allow.: 00	OT Hours: 0.00	YTD Gross: 1,335.00
		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	15.00	7.00	0.00	105.00	1,335.00	SITW	4.46	56.74
							SOCSEC_EE	6.51	82.77
							MEDICARE_EE	1.52	19.36

Name: 30091 - VON DRAK, JOSEPH W

Active

Employee ID: 30091	Department ID: 301	Gross for Check: 1,664.00	Net After Dir Dep: 0.00
Withholding Status: Married	Federal Allow.: 0	Net for Check: 1,163.42	Total Deductions: 500.58
Pay Period End Date: 05/10/2020	State Allow.: 0	Reg. Hours: 80.00	Direct Deposit: 1,163.42
Check Date: 05/14/2020	Local Allow.: 00	OT Hours: 0.00	YTD Gross: 19,096.60
		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
------------	--------------	------	-------	--------	-----	---------	------------	-----	---------

= Deposited Ded/Exp * = Check Adjustment

Check Proofing Report

05/12/2020 10:19 AM

Database: Shelby

6/6

Payroll ID: 488 Check Post Date: 05/14/2020 Pay Period End Date: 05/10/2020 Application: PR

Paycode ID	Distribution	Rate	Hours	OT Hrs	Amt	YTD Amt	Ded/Exp ID	Amt	YTD Amt
301 P	101-301.000-702.000	20.00	68.00	0.00	1,360.00	16,767.00	FITW	106.01	1,387.14
PTO	101-301.000-702.000	20.00	12.00	0.00	240.00	480.00	SITW	62.38	739.61
457 SS TAX	101-301.000-715.100	64.00	0.00	0.00	64.00	633.60	SOCSEC_EE	100.92	1,161.49
							MEDICARE_EE	23.60	271.64
							DELTA DENTAL	36.29	362.90
							457_EE	160.00	1,331.20
							VISION	11.38	79.66
							PREFERRED	1,163.42	DEPOSIT

Leave Bank ID	Leave ID	Prev. Bal.	Comp Wrkd	Accrued	Lost	Taken	Buy Out	Adjusted	Net Change	New Balance
PTO	N/A	128.50		0.00	0.00	12.00	0.00	0.00	-12.00	116.50
VAC	VACATION	40.00		0.00	0.00	0.00	0.00	0.00	0.00	40.00
VACATION_POL	VACATION_POL	0.00		0.00	0.00	0.00	0.00	0.00	0.00	0.00

Name: 30099 - WIDIGAN, ROBERT J

Active

Employee ID:	30099	Department ID:	255	Gross for Check:	2,932.08	Net After Dir Dep:	0.00
Withholding Status:	Single	Federal Allow.:	2	Net for Check:	1,966.56	Total Deductions:	965.52
Pay Period End Date:	05/10/2020	State Allow.:	0	Reg. Hours:	80.00	Direct Deposit:	2,081.56
Check Date:	05/14/2020	Local Allow.:	00	OT Hours:	0.00	YTD Gross:	28,970.80
				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	34.40	80.00	0.00	2,752.00	25,043.20	FITW	304.48	3,186.11
PHONE	VILLAGE ADMIN	70.00	0.00	0.00	70.00	350.00	SITW	110.37	1,088.80
457 SS TAX	457 VA ALLOCATE	110.08	0.00	0.00	110.08	1,100.80	SOCSEC_EE	174.66	1,724.89
							MEDICARE_EE	40.85	403.40
							457_EE	220.16	2,201.60
							##HSA	115.00	1,150.00
							SSB	115.00	DEPOSIT
							ELGA	1,966.56	DEPOSIT

Leave Bank ID	Leave ID	Prev. Bal.	Comp Wrkd	Accrued	Lost	Taken	Buy Out	Adjusted	Net Change	New Balance
PTO	N/A	96.00		0.00	0.00	0.00	0.00	0.00	0.00	96.00
VAC	VACATION	32.00		0.00	0.00	0.00	0.00	0.00	0.00	32.00

**Report to Finance
May 26, 2020**

	Description	General	Major St	Local St.	Sewer	Water	Motor Pool	Street Debt	Total
Affordable Auto Service	2014 Explorer Oil Change						\$ 42.57		\$ 42.57
Brickley DeLong	Audit Fees	\$ 3,000.00	\$ 250.00	\$ 250.00	\$ 850.00	\$ 850.00	\$ 900.00		\$ 6,100.00
Brickley DeLong	Assists with Adjustments	\$ 590.00							\$ 590.00
Consumers Energy	Electricity					\$ 663.65			\$ 663.65
Delta Dental	Employee Dental	\$ 33.38							\$ 33.38
Dixon Engineering	Water Tower Project					\$ 16,100.00			\$ 16,100.00
Helena	Soil Test Packs				\$ 12.50				\$ 12.50
K & S Garage Door	Door Repairs	\$ 330.00							\$ 330.00
Klotz	Misc. Maint. Supplies						\$ 187.28		\$ 187.28
Small Business Association	Employee Life Insurance	\$ 34.22	\$ 13.97	\$ 13.97	\$ 31.45	\$ 31.45	\$ 11.94		\$ 137.00
Staples	Ink Cartridge PD	\$ 137.66							\$ 137.66
Trace Analytical	Quarterly Well Samples					\$ 383.00			\$ 383.00
Trace Analytical	Weekly Discharge				\$ 258.00				\$ 258.00
Trinity Health	Drug Screening PD	\$ 14.00							\$ 14.00
Wells Fargo Financial Leasing	Xerox Lease	\$ 150.91							\$ 150.91
Williams and Works	Master Plan Update	\$ 360.00							\$ 360.00
									\$ -
									\$ -
									\$ -
									\$ -
									\$ -
									\$ -
									\$ -
									\$ -
									\$ -
									\$ -
									\$ -
									\$ -
									\$ -
									\$ -
									\$ -
									\$ -
									\$ -
									\$ -
General	\$ 10,072.90								\$ -
Major Street	\$ 1,400.57								\$ -
Local Street	\$ 1,400.57								\$ -
Sewer	\$ 3,819.02								\$ -
Water	\$ 21,416.75								\$ -
Motor Pool	\$ 1,587.04								\$ -
Street Debt	\$ -								\$ -
Total	\$ 47,137.62								\$ -
Check Total	\$ 25,499.95								\$ -

Signature: James P. Wyman
Date: 5-20-2020