

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)

PUBLIC NOTICE OF ELECTRONIC MEETING OF THE VILLAGE OF SHELBY COUNCIL – JULY 13, 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 July 13, 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 2020-110, which prohibits indoor social gatherings and events of more than 10 people.

The electronic public meeting will be held via Zoom. Please click the link to join the Zoom meeting online: <https://preview.tinyurl.com/ShelbyCouncil0713>. The public may also participate in the electronic public meeting by calling +1 312 626 6799 and entering the Meeting ID: 811 1407 6346 and Password: 409317 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, July 10, 2020 will be copied and included in the agenda packet for the meeting.
- Those submitted subsequent to 12:00 noon on Friday, July 10, 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 Monday, July 13, 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 Monday, July 13, 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/81114076346?pwd=NzRL0DBPRWU1ZHVvM09hNEU3TIRTUT09>

Meeting ID: 811 1407 6346

Password: 409317

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: 811 1407 6346

Password: 409317

Find your local number: <https://us02web.zoom.us/u/kdiqgvazV>

AGENDA

Common Council of the Village of Shelby
Monday, July 13, 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, June 22, 2020 **AR**
5. Additions to Agenda:
6. President's Report:
7. Village Administrator's Report:
8. Department Heads' Report:
9. Correspondence:
 - a) MI State Treasurer – Grants Available
 - b) Letter from Senator Bumstead
 - c) August Revenue Sharing Payments
10. Public Participation (Public Participation Process is below):
11. Presentation:
 - a) 2020 Fiscal Year Audit – Eric P. VanDop, CPA **D**
12. Old Business:
 - a) None
13. New Business:
 - a) Dykema Engagement Letter **AR**
 - b) RRC Baseline Report **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) June 8, 2020
- b) July 13, 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/ShelbyCouncil0713>. The public may also participate in the electronic public meeting by calling +1 312 626 6799 and entering the Meeting ID: 811 1407 6346 and Password: 409317 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 June 22, 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 6:35 P.M. by President P. Inglis via Zoom.

2. ROLL CALL:

Answering the roll call: Councilman Jim Wyns, Councilman Steve Crothers, Councilman Dan Zaverl, President Paul Inglis, Councilman John Sutton, Councilman Andy Near, and Councilman 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.) May 26, 2020

Councilman S. Crothers moved to approve the minutes of the Regular Council meeting of May 26, 2020 as corrected.

Seconded by: Councilman J. Sutton.

Roll Call Vote:

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

Motion Carried 7-0.

5. ADDITIONS TO THE AGENDA: Councilman B. Harris asked that discussion of the Shelby Trails Project be added to Old Business.

6. PRESIDENT'S REPORT:

President P. Inglis reported that, as of June 18, 2020, Oceana County had a total of 122 cases of COVID-19. As of June 22, 2020, there are now 186 confirmed COVID-19 cases. President Inglis requested either VA Widigan or Chief Farber to contact the District Health Department #10 to get more specific information as to what factors created the spike and if it is specific to a certain location in the County.

7. ADMINISTRATOR'S REPORT:

VA Widigan reported that the Village's new Fellow, Emily Stuhldreher, began working remotely on June 8. She began working fulltime at the Village Hall on Monday, June 22, 2020. Ms. Stuhldreher will expand the Village's organizational capacity to:

- § Draft and finalize a downtown plan and corridor plan and ensure coordination between the Master Plan, Capital Improvements Plan, Downtown Plan and Corridor Plan.
- § Help the Village create a façade grant program for the downtown.
- § Work on revitalization of the historic Getty Park.

§ Work on a plan to re-develop the main alleyway in Shelby, which connects downtown to the William Field Memorial Hart-Montage Rail Trail.

The Michigan Bureau of Labor Market Information and Strategic Initiatives released employment and unemployment statistics for April. Oceana County’s unemployment rate increased to 27% in April of 2020 from 6.2% in the previous month.

Andy Moore with Williams & Works is completing the formatted final draft of the Master Plan. Once completed, he will attend Planning Commission meetings where they can review it together and make any final adjustments before starting the approval process.

VA Widigan reported that he continues to attend webinars put on by MML covering topics from COVID-19, Zoom Counting Meetings, the 2020 Census, Municipal Water Supplies, Community Costs from COVID-19, and so forth.

As of June 18, 2020, the past due water bill list showed a total past due amount of \$13,316.93. Clerk/Treasurer Budde has sent letters to account holders with past due amounts of approximately \$100.00 or more. The letters outline their past due amount and their last payment date, along with the new shutoff fee of \$50.00, once shutoffs resume. Currently, water service shutoffs are prohibited by Executive Order 2020-28.

8. DEPARTMENT HEADS’ REPORTS:

DPW Supervisor Greg MacIntosh reported that Darryl Frees is currently off for a knee surgery. Once he can get a physician’s release, he is willing to come back part-time to do mowing while he heals. The DPW currently does not have anyone interested in the part-time mowing position. An ad for the opening will be posted in the Oceana’s Herald Journal.

There was an issue with someone shooting paint balls at the Village’s water tower site. A game camera has been installed at the water tower and to date, there have been no further incidents.

Chief Farber reported that he has submitted a grant application for a 50% match to purchase more bullet proof vests for new officers who come to work for the department. The Police Department received a grant from the Oceana County Community Foundation and has received a new iPad and otter box case to allow officers to use them in order to virtually contact personnel of the County Mental Health Department for consults and mental health checks. Chief Farber stated that the COVID-19 put a big change in a lot of things. With the need for additional PPE and face shields, PM Collision, Perterson Farms, Cindy Rapes and the First Responders Foundation donated all the needed PPE and face shields to the Shelby Village Police Department. Chief Farber expressed his gratitude for the donations. The police officers have worked through all the COVID-19 crisis and shutdown. Chief Farber reminded Council that the officers have been here daily; have built a great relationship with the Shelby Public Schools; have given gift cards to students; have given hams out during Christmas time to families in need; have purchased popsicles with their personal money to hand out to the children they see in town; and, did a number of birthday parades for local kids and seniors during the stay-at-home order.

9. CORRESPONDENCE: No Correspondence.

10. CITIZEN PARTICIPATION: No Citizen Participation.

11. PUBLIC HEARING:

President P. Inglis opened the Public Hearing regarding the Village's proposed 2020 Tax Millage rates at 7:09 P.M.

a.) 2020 Tax Millage Rates

The Village request is to establish the millage rates for the upcoming tax collection year effective July 1, 2020. Below is a breakdown prepared by Village Administrative staff in consultation with Steve Mann, Bond/Municipal Finance Counsel at Miller Canfield; Village Auditor Eric VanDop; and, the Michigan Department of Treasury:

The Village Administrator is proposing that the General Fund Millage rate be set at 11.0567 and Local Street Fund Millage rate be set at 4.4226. The Village has paid for the Street Debt Bond and there is no longer a Street Debt Millage.

There being no public comment, President P. Inglis closed the Public Hearing at 7:18 P.M.

12. OLD BUSINESS:

a.) Shelby Trails

Councilman B. Harris inquired as to how the permanent supportive services contract for the Shelby Trails project works. He was unaware that several agencies were involved in the project and wanted some insight into how that works.

President P. Inglis responded that he will contact the project developers in order to obtain more details and report back to Council.

13. NEW BUSINESS:

a.) Set 2020 Tax Millage Rate

Councilman S. Crothers moved to adopt Resolution Number 2020-06- 22-01 to set the millage rates for the 2020 to tax collection period beginning July 1, 2020 as follows: General Fund 11.0567 mills and Local Street Fund 4.4226 mills for a total of 15.4793 mills.

Seconded by: Councilman J. Wyns.

Roll Call Vote:

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

Motion Carried 7-0.

14. COMMITTEE REPORTS:

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

The Planning Commission meeting of June 16, 2020 was canceled. The Planning Commission will be meeting on July 21, 2020 at 6:30 P.M.

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

Nothing to report.

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

Nothing to report.

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

Councilman A. Near asked about the spill at Helena near the rail trail. Chief Farber reported that the spill was cleaned up very quickly.

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

Nothing to report.

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

Nothing to report. Councilman J. Sutton thanked Chief Farber and the entire Police Department staff for everything that is done for the Village of Shelby community.

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

Nothing to report. The Rental Ordinance is in place and now that COVID restrictions are lifting, the Village will be getting staff in for inspections. Councilman A. Near inquired about the Resolution authorizing golf carts on Village Streets. A resident had stated they had been stopped by an EMT and told they could not ride a golf cart in the Village. VA Widigan will put a clarification on the Village’s Facebook page and make a map of where golf carts can be used within the Village of Shelby.

15. PAYMENT OF BILLS: Councilman J. Wyns moved to approve the payment of the bills of June 22, 2020 in the amount of \$39,478.04.

Seconded by: Councilman S. Crothers.

Roll Call Vote:

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

Motion Carried 7-0.

16. ADJOURNMENT: Councilman J. Wyns moved to adjourn the meeting at 7:50 P.M.

Seconded by: Councilman J. Sutton.

Roll Call Vote:

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

Motion Carried 7-0.

Council minutes are not official until approved at the July 13, 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: July 13, 2020
Re: VA Update

CARES Act Funding for Municipalities Explained with Michigan Treasury COVID-19 Webinar Series: In partnership with the Michigan Municipal League, Michigan Townships Association and Michigan Association of Counties, the Michigan Department of Treasury hosted the fifth joint webinar, "CARES Act Funding for Municipalities Explained – Michigan Treasury Webinar," at 2 p.m. on Thursday, July 9, 2020. Topics included updates, guidance, and instructions on CARES Act Funding for Local Governments, including water utility assistance, first responders hazard pay premiums, and public safety and public health payroll expenditures.

CEDAM Fellow: Emily Stuhldreher has been working full time at the Village Hall since Monday, June 22, 2020. Since that time, we have had multiple meetings with numerous stakeholders and business owners:

- She's researched a sundry of downtown plans and corridor plans and to coordinate between the Master Plan.
- She met with Mishelle Comstock at Shelby State Bank to begin discussions regarding a façade grant program for local Village businesses.
- She has met with John Wilson to begin working on the revitalization of the historic Getty Park.
- She is working on a plan to re-develop the main alleyway in Shelby, in partnership with local businesses, to connect downtown to the William Field Memorial Hart-Montague Rail Trail.

COVID-19: As of writing this (07/09/2020) Oceana County has 353 cases. On June 1, 2020 Governor Gretchen Whitmer signed Executive Order No. 2020-110, Temporary restrictions on certain events, gatherings, and businesses. This order states: "*Michiganders **must continue to wear face coverings when in enclosed public spaces** and should continue to take all reasonable precautions to protect themselves, their co-workers, their loved ones, and their communities. **Indoor social gatherings and events of more than 10 people are prohibited.** Outdoor social gatherings and events are permitted so long as people maintain six feet of distance from one another and the assemblage consists of no more than 100 people."*

Employment & Unemployment Statistics: The Michigan Bureau of Labor Market Information and Strategic Initiatives released Employment and Unemployment Statistics for May. Oceana County's unemployment rate decreased to 20.9 percent in May of 2020 from 26.8 percent in the previous month. There were 11,845 people in the labor force, with 9,374 employed and 2,4715 unemployed. June's statistics are not yet available. *Notes: All estimates are preliminary. Data is not seasonally adjusted.

Job Opportunity: The Village of Shelby is accepting applications for the part-time position of Administrative Assistant to The Village Administrator. This appointed position serves along-side the Clerk/Treasurer and Administrator for the Village.

Mr. Randy Mahoney will be leaving us on August 7, 2020. We have put together a detailed job posting which will be posted to MML's Website, the Village's Website, LinkedIn, and on the Village's Facebook page.

Master Plan: Andy Moore with Williams & Works is wrapping up a final draft of the Master Plan, which will include a Downtown Plan. Once completed, Andy Moore will attend Planning Commission meetings where they can review it together and make any final adjustments before starting with the adoption process.

Police Chief Search: The position will be posted with the MML, Michigan Association of Chiefs of Police, Michigan Sheriff's Association, and MCLOES by Monday, July 13, 2020. It will also be sent out to local papers and posted on Facebook.

VA Transition: As you all know, I have accepted employment with the City of Lansing as their next Finance Director and will begin work on August 10, 2020. Enclosed with this VA update is my letter to the community, which was sent out on Thursday, July 9, 2020. Furthermore, I'm working on a "Guidebook To Shelby's Future" which will include what I believe are crucial stepping stones that will guide you through Shelby's future. Lastly, I have a list of four (4) interim managers, including Bryon Mazade, that I will be contacting about taking over when I leave, to ensure a smooth transition.

Village Office: Due Governor Gretchen Whitmer's Executive Order No. 2020-110 and the ongoing limitation of no more than 10 people inside at one time, it is still necessary to monitor and continue to limit access to the Village Hall; however:

- The Shelby Village Hall is open – social distancing is being strictly enforced and masks shall be worn inside.
- Business may still be conducted via US Mail, the night drop-box or online at www.shelbyvillage.com/village-services. The night drop-box will be processed continually.



July 6, 2020

Village of Shelby
President Inglis, Shelby Village Council and Community Members
Shelby, MI 49455

Greetings friends and neighbors. Over the past two years, it has been my honor to serve the residents of this great community as Village Administrator. However, it is with a mixture of emotions that I hereby submit my resignation as Village Administrator of the Village of Shelby. This decision does not come easy for me, but I have accepted employment with the City of Lansing as their next Finance Director and will begin work on August 10, 2020.

For the past two years, the Village of Shelby and Oceana County has been my home. This community and the beautiful friends I have made will always hold a special place in my heart.

I am grateful for the opportunity and trust that I was given to serve the Village of Shelby. It is an amazing community with many great qualities and endless possibilities for the future. Together, we have accomplished many good things for our residents, and there are many more projects in progress or planned that will serve the community for decades to come. I hope that the community can continue to maintain the positive momentum and move further towards greatness. I cannot leave without recognizing all the hardworking village employees who ensure that the Village's services and operations are carried out. It has been a privilege to get to know, observe their commitment, share in their fellowship, and work together to make the Village of Shelby a better community.

Over the past two years, many strides have been made towards achieving the vision for Shelby. A vision that includes a more inclusive community, comprehensive housing for all, quality jobs, and a beautiful downtown connected to the William Field Memorial Hart-Montague Rail Trail. There is still work to be done, but I know the right people are in place to ensure that vision is achieved. I have outlined to the Village Council my advice for moving the Village forward.

My final day in the office will be August 3, 2020. I will prioritize my time remaining to transition current projects and can always be reached afterward to provide insight or answer any questions as needed. It has indeed been a pleasure to work beside every one of you. I wish everyone the very best.

Until next time,
Rob

Robert J. F. Widigan

Robert J. F. Widigan
rwidigan@gmail.com
810.569.8296



Memo

To: Robert Widigan, Village Administrator
Village Council

From: Greg MacIntosh

Date: July 13, 2020

Re: Council Report – D.P.W.

BRIEF LIST OF WORK DONE IN JUNE

Water

- Read water meters.
- Did MOR (Monthly water report,) and sent to EGLE.
- Took bacti samples.
- Did multiple miss digs.
- Completed the CCR consumers' confidence report.
- Posted the CCR at the office, web site, Facebook page, Oceana times Herald and the library web page.
- Sent out the results and information sheet to the residents that were part of the lead & copper sampling.
- Completed the lead and copper sampling for the 1st set.
- Sent the lead & copper report to EGLE.

Sewer

- Put hydrothal in cells 2 and 3 at the lagoon.
- Did DMR (monthly report for sewer,) and sent to EGLE.
- Stopped discharging for a 52-day sequestering period after applying hydrothal.
- I completed classes and renewed my lagoon license.

General

- Mowed Parks, rail trail, pump houses and lift station and around town.
- Weed whipped around town and at parks.
- Got the jetter back from repairs.
- Weekly leaf bag pick-up.
- Cleaned storm drains.
- Used cold patch to repair holes in the roads.
- Swept streets.
- Had the stump ground at Getty park.
- Darryl was off with Knee surgery. He is back on limited duty.

COVID-19

- We are still following the protocol for COVID-19.
- We have been issued masks and are always keeping them with us to use if we enter a store or are in contact with residents
- We are practicing social distancing, washing, and sanitizing regularly, driving one (1) man per truck and not entering houses.
- We are adjusting as the information and recommendations change.

Robert Widigan

From: Michigan Department of Treasury <MITreasury@govsubscriptions.michigan.gov>
Sent: Wednesday, July 8, 2020 4:14 PM
To: Robert Widigan
Subject: State Treasurer: \$300 Million in Grants Available to Help First Responders, Local Governments due to COVID-19 Pandemic



FOR IMMEDIATE RELEASE
JULY 8, 2020

Contact: [Danelle Gittus](#), Treasury, 517-335-2167

State Treasurer: \$300 Million in Grants Available to Help First Responders, Local Governments due to COVID-19 Pandemic

Grants Provide First Responders Premium Hazard Pay, Reimburse Communities for Payroll Response Costs

LANSING, Mich. – State Treasurer Rachael Eubanks today announced two new grant programs that will provide an overall total of \$300 million to help first responders receive premium hazard pay and reimburse local governments for payroll costs incurred due to the COVID-19 pandemic.

“Our first responders and those public employees on the frontlines of the COVID-19 pandemic are performing a critical public service for all Michiganders,” Eubanks said. “Supporting our first responders with funding is vital to keep Michigan safe. These dollars will also help our communities receive some budget relief.”

Effective immediately, eligible local units of government can apply for a grant from the First Responder Hazard Pay Premiums Program and the Public Safety and Public Health Payroll Reimbursement Program.

First Responder Hazard Pay Premiums Program

The First Responder Hazard Pay Premiums Program offers \$100 million to fund additional compensation for first responders. Eligible first responders performed hazardous duty or work involving physical hardship related to COVID-19.

Cities, villages, townships, counties, public airport operators and certain ambulance operators can be reimbursed up to \$1,000 per eligible employee, with no single applicant receiving more than \$5 million. Applications from qualifying units of government will be funded on a first-come, first-served basis.

Public Safety and Public Health Payroll Reimbursement Program

The Public Safety and Public Health Payroll Reimbursement Program makes available \$200 million to reimburse cities, villages, townships and counties for eligible public safety and public health payroll expenditures incurred from April 2020 to July 2020.

Cities, villages, townships, and counties can participate in the program if they have eligible public safety and public health payroll expenditures.

This program will potentially have two application rounds.

The first application round will be available for reimbursement of April and May 2020 eligible payroll expenditures. If funding is available after the first application round is completed, a second application round will be available for reimbursement of the June and July 2020 eligible payroll expenditures.

About the Grant Programs

On July 1, Gov. Gretchen Whitmer signed Public Act 123 of 2020, which appropriated \$100 million for the First Responder Hazard Pay Premiums Program and \$200 million for the Public Safety and Public Health Payroll Reimbursement Program.

Both grant programs use federal funding available to the state of Michigan through the Coronavirus Aid, Relief, and Economic Security Act (CARES) Act.

Local Units of Government with questions about the grant programs can call the Treasury CARES Grant Programs Hotline at 517-335-0155 from 8 a.m. to 4 p.m. Monday through Friday.

Applications for the programs and more information are available on the [Treasury COVID-19 webpage](#) under Local Government and School Services.

###

This service is provided to you by the [Michigan Department of Treasury](#).

This email was sent to administrator@shelbyvillage.com using GovDelivery Communications Cloud on behalf of: Michigan Department of Treasury · Lansing, MI 48922 · 517-373-3200



Paul Inglis <peinglis1@gmail.com>

Local Governments supplemental update3 messages

The Office of Senator Bumstead <SenJBumstead@senate.michigan.gov>Mon, Jul 6, 2020 at
11:27 AM

To: The Office of Senator Bumstead <SenJBumstead@senate.michigan.gov>

July 6, 2020

Good morning,

On July 1, 2020, Governor Whitmer signed Senate Bill (SB) 690 into law. This supplemental appropriation allocates almost \$880 million in federal funds to support numerous COVID-19 responses throughout our state.

Of the \$880 million of Federal CARES Act funding, \$200 million is allocated to counties, cities, villages and townships to reimburse eligible public safety and public health payroll expenditures addressing the COVID-19 pandemic.

On July 9, 2020 the Michigan Municipal League, Michigan Township Association, Michigan Association of Counties, and the Michigan Department of Treasury will be hosting a webinar from 2:00pm-3:00pm to give crucial guidance regarding the CARES Act funding for local governments. I would encourage all of those interested in applying for funds to participate in this webinar. To participate in the webinar, please visit <https://www.anymeeting.com/AccountManager/RegEv.aspx?PIID=EF51DE87844B3F> and complete the registration form at the bottom of the page to register for the event.

If I may ever be of any further assistance to you, please do not hesitate to contact my office by phone at (866) 305-2134 or by email at senjbumstead@senate.michigan.gov.

Best Regards,

Jon Bumstead
State Senator
34th Senate District

To register, please click on the following link: <https://www.anymeeting.com/AccountManager/RegEv.aspx?PIID=EF51DE87844B3F>

Subject: Supplemental SB 690

To: The Office of Senator Bumstead <SenJBumstead@senate.michigan.gov>

June 23, 2020

Good morning,

I wanted to take a moment to contact you about Senate Bill (SB) 690, a supplemental appropriation that passed through the legislature on June 17, 2020.

SB 690 appropriates \$880 million of Federal CARES Act funding and more specifically allocates \$200 million to counties, cities, villages and townships to reimburse eligible public safety and public health payroll expenditures addressing the COVID pandemic.

If you would like to apply for some of these funds, you must submit an application to the Michigan Department of Treasury before July 17, 2020. When submitting, you must list the eligible public safety and public health payroll expenditures incurred during April and May 2020. Once submitted, Treasury can then determine the amount owed to each local government based off the expenditures submitted. Funds must be expended by Treasury before September 18, 2020.

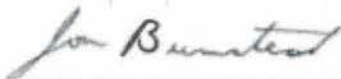
If any funds remain after payments are made to those who submitted applications to Treasury before July 17, 2020, then a second round of reimbursements will take place. In that scenario, local units of governments will have to apply to Treasury with their eligible public safety and health payroll expenditures incurred for June and July 2020 by September 8, 2020. Treasury will have 60 days to distribute funds after the submission date.

Expenditures are not eligible for reimbursement if the expenses have or will be reimbursed by any other federal funds.

At this time, SB 690 is waiting to be signed by the governor. Once the governor signs the supplemental, my office will update you on the application process.

If I may ever be of any further assistance to you, please do not hesitate to contact my office by phone at (866) 305-2134 or by email at senjbumstead@senate.michigan.gov.

Best Regards,



Jon Bumstead
State Senator
34th Senate District

--

Paul E. Inglis
340 Hawley Street
Shelby, MI 49455



Paul Inglis <peinglis1@gmail.com>

Budget Deal to Result in 150% Funding Replacement for Communities!

1 message

Michigan Municipal League <mbach@mml.org>
Reply-To: mbach@mml.org
To: peinglis1@gmail.com

Tue, Jun 30, 2020 at 3:40 PM



We love where you live.

Budget Deal to Result in 150% Funding Replacement for Communities!

In recognition of the importance of local governments, Governor Whitmer and legislative leaders have reached a budget agreement to address the state's current year budget situation. The plan calls for eliminating the August statutory revenue sharing payments, but then fully replacing it plus an additional 50 percent. The replacement funding will come from federal CARES Act dollars.



This agreement, as the state manages the fallout from the COVID-19 pandemic, represents a significant boost for municipalities and is the result of substantial behind-the-scenes work by the Michigan Municipal League.

The agreement was released Monday night and it sets forth the framework for budget reductions needed to balance the state's current year deficit.

Here's how the portion of the budget agreement related to municipalities will work:

- The state will eliminate this year's August statutory revenue sharing payment for all cities, villages, townships and counties, saving the state around \$97 million.

- **THEN**, the state will provide a new allocation of federal CARES Act funding worth \$150 million to go to the local units impacted by the revenue sharing budget cut. This allocation of CARES Act funding is in addition to the previous CARES Act allocations for local governments that were recently adopted in the state Legislature and await the Governor's signature.

Additional details are not yet available, but we should have them soon. The actual budget reductions will likely be done through a negative supplemental appropriation bill and that will not be acted upon until the latter half of July. Stay tuned for additional information as it becomes available.



Michigan Municipal League | 1675 Green Road, Ann Arbor, MI 48105

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Council Meeting Date: July 13, 2020

Date: July 13, 2020

To: Village Council

From: Robert Widigan, Village Administrator

RE: Dykema Engagement Letter

SUMMARY OF REQUEST

Since Fall of 2019, EGLE (Michigan Department of Environment, Great Lakes, and Energy), the USDA (United States Department of Agriculture), and MDARD (Michigan Department of Agriculture & Rural Development) has been working with the Village of Shelby and Peterson Farms to evaluate the feasibility of extending the Village's watermain from the Village of Shelby north to Peterson Farms (Oceana Acres Residential Development).

Peterson Farms currently owns a total of nine apartment buildings that have been recently constructed. Three (3) apartment buildings are near the intersection of Oceana Drive and Baseline Road and six (6) buildings at the northeast corner of 88th Avenue and Baseline Road. Currently, the apartment buildings use water from wells that were drilled for each building. Peterson Farms is now seeking to purchase water from the Village of Shelby's, Type I water system.

In October of 2019, Fleis & VandenBrink conducted a feasibility study and determined the predesign construction cost estimate is \$2.68M. The State and Peterson Farms paid for the feasibility study for this potential project.

Based on the estimated water usage and rates, the annual revenue from the Oceana Acres apartments of \$26,147 would cover the estimated annual operation, maintenance, and replacement costs of \$25,000.

Thus far, the Village has maintained a \$0 cost to Village taxpayers. This was due to initial conversations between the Village Administrator and State partners. It was made clear that the Village is 100% willing to make this watermain extension project happen, as long as it is at zero cost to the Village residents, and other stakeholders.

EGLE agrees that the Village should not be expected to incur any capital costs related to the extension of the water line other than providing for the ongoing operation and maintenance of the line after it is installed.

The State has set aside funds that will be used to support this project. EGLE remains in close contact with Federal partners to ensure the project is fully funded.

EGLE is hosting a call later this month with local, state, and federal partners to discuss this project in more detail. On that call will be our bond counsel, James Kiefer of Dykema. James comes highly recommended by my contacts at the State and other local municipalities.

Before you today is an engagement letter for review. Dykema has suggested fixed fees, and for the first phase, the fee would be \$7,500. Dykema has noted that the fee would be "payable out of the bond proceeds or out of grants provided by the state or federal government" **to protect the Village from paying any of our fees as bond counsel from its general fund.**

In the event that bonds are not issued or grants are not available, then Dykema would cap their fees payable from the Village's funds at \$2,500, so that in no event would the Village be out of pocket for more than \$2,500. Notwithstanding the forgoing, if the project is cancelled prior to August 1, 2020, then Dykema would not bill the Village for any of their fees.

This engagement letter would confirm the retention of Dykema Gossett PLLC as legal counsel to the Village of Shelby in connection with proposed improvements to the Village's water system to provide potable water to the labor housing constructed by Peterson Farms.

The bottom line, this is a phenomenal opportunity to assist a valuable company like Peterson Farms and help ensure they can continue to be a tremendous resource to this Community.

FINANCIAL IMPACT

NONE. As the engagement letter notes, the \$7,500 "would be payable out of the bond proceeds or out of grants provided by the state or federal government" so as to protect the Village from having to pay any of our fees as bond counsel from its general fund.

In the event that bonds are not issued or grants are not available, then Dykema would cap their fees payable from the Village's funds at \$2,500, so that in no event would the Village be out of pocket for more than \$2,500. Notwithstanding the forgoing, if the project is cancelled prior to August 1, 2020, then Dykema would not bill the Village for any of their fees.

There is sufficient money within the Water Fund to cover a \$2,500 in the event that bonds are not issued, or grants are not available.

BUDGET ACTION REQUIRED

None.

STAFF RECOMMENDATION/SUGGESTED MOTION

Motion by _____ seconded by _____ to authorize the Village Administrator to agree to and accept the Engagement Letter which confirms the retention of Dykema Gossett PLLC as legal counsel to the Village of Shelby in connection with proposed improvements to the Village's water system to provide potable water to the labor housing constructed by Peterson Farms. The fees set forth in the engagement letter would be payable out of the bond proceeds or out of grants provided by the state or federal government.

In the event that bonds are not issued or grants are not available, then Dykema shall cap their fees payable from the Village's funds at \$2,500, so that in no event would the Village be out of pocket for more than \$2,500. Notwithstanding the forgoing, if the project is cancelled prior to August 1, 2020, then Dykema would not bill the Village for any of their fees.

COMMITTEE RECOMMENDATION

None.

Robert Widigan

From: Kiefer, James <JKiefer@dykema.com>
Sent: Monday, July 6, 2020 2:26 PM
To: Robert Widigan
Cc: Kiefer, James; Goodrich, Melissa
Subject: Engagement Letter for Village of Shelby
Attachments: Engagement Letter.pdf

Rob – in advance of being on the call with the EGLE later this month, I wanted to make sure we had a signed engagement letter.

Enclosed is an engagement letter for review. I have suggested fixed fees, and for the first phase the fee would be \$7,500. I have noted that the fee would be “payable out of the bond proceeds or out of grants provided by the state or federal government” so as to protect the Village from having to pay any of our fees as bond counsel from its general fund.

Please let me know if you have any questions on the engagement letter.

Jim

James P. Kiefer

Dykema

517-374-9126 Direct

517-449-0947 Cell

jkiefer@dykema.com

201 Townsend Street, Suite 900

Lansing, Michigan 48933

www.dykema.com

*** Notice from Dykema Gossett PLLC: This Internet message may contain information that is privileged, confidential, and exempt from disclosure. It is intended for use only by the person to whom it is addressed. If you have received this in error, please (1) do not forward or use this information in any way; and (2) contact me immediately. Neither this information block, the typed name of the sender, nor anything else in this message is intended to constitute an electronic signature unless a specific statement to the contrary is included in this message.



Dykema Gossett PLLC
Capitol View
201 Townsend Street, Suite 900
Lansing, MI 48933
WWW.DYKEMA.COM
Tel: (517) 374-9100
Fax: (517) 374-9191
James P. Kiefer
Direct Dial: (517) 374-9126
Email: JKIEFER@DYKEMA.COM

July 6, 2020

Village of Shelby
Attention: Robert Widigan
218 North Michigan Avenue
Shelby, Michigan 49455

Re: Engagement Letter

Ladies and Gentlemen:

We are pleased to confirm the retention of Dykema Gossett PLLC (“we” or the “Firm”) as legal counsel to the Village of Shelby in connection with proposed improvements to the Village’s water system to provide potable water to the labor housing constructed by Peterson Farms (the “Matter”). This letter and the enclosed Standard Terms of Representation describe the basis on which our Firm will provide legal services to the Village. The Village Administrator will be our principal Client contact for this Matter. If you have questions concerning any of the information provided in this letter, please do not hesitate to call me.

Client. For purposes of this engagement, and for present and future conflicts of interest purposes, our client is the Village of Shelby and not any of its officers, trustees, directors, managers, employees, or agents, unless we otherwise agree in writing and/or in a separate engagement letter. Accordingly, representation of the Village in this Matter will not give rise to any conflict of interest in the event other clients of the Firm are adverse to any of such other entities or persons affiliated with the Village.

Scope of Engagement. We have agreed that our engagement is limited to performing services related to the Matter only, unless we agree in writing that it shall also apply for other existing or future matters.

Fees; Costs; Payment. Jim Kiefer will have primary responsibility for this Matter. He will utilize the assistance of other lawyers or paralegals in our Firm from time to time as the need arises. On bonding projects we normally bill for our services on a fixed fee basis, and the fee is payable at the time of the closing of the bond issue. In the event that we complete substantial work on the project but bonds are not issued for the project, we would bill for our time at our standard hourly rates, but not in excess of the fixed fees set forth below. In addition to our legal fees, we also expect to be reimbursed for our out of pocket expenses, including telecommunication charges, copy charges, overnight delivery charges and mileage, but such expenses would not exceed \$300.

For the proposed water project described above, our fees would consist of the following fees:

1. Legal work to prepare the application to the USDA, to prepare the Notice of Intent to Issue Bonds under Act 34, to prepare resolutions for the adoption by the Village Council, and to attend meetings of the Village Council:

\$7,500

2. Serve as bond counsel to the Village in connection with the issuance of bonds, including drafting the bond authorizing resolution, drafting the other resolutions and notices, preparing the bonds, preparing the tax analysis for the transaction, including the non-arbitrage certificate, if applicable, the Form 8038-G, if applicable, and the related legal research, as well as delivering our opinion concerning the validity and tax status of the bonds:

Fee to be determined following Step No. 1

It is our understanding that the fees set forth above would be payable out of the bond proceeds or out of grants provided by the state or federal government. In the event that bonds are not issued or grants are not available, then we would cap our fees payable from the Village's funds at \$2,500, so that in no event would the Village be out of pocket for more than \$2,500. Notwithstanding the forgoing, if the project is cancelled prior to August 1, 2020, then we would not bill the Village for any of our fees.

Standard Terms of Representation. Additional information regarding our engagement appear in the enclosed Standard Terms of Representation, which are incorporated as part of this letter and which you should review carefully before agreeing to our engagement.

Please indicate your acceptance of the terms of this letter and the Standard Terms of Representation by signing and returning a copy of this letter to me. If you do not sign and return this letter, but use our services, such use shall be considered your acceptance of this engagement letter and the enclosed Standard Terms of Representation.

We are delighted that you have chosen to refer this Matter to us, and we look forward to working with you.

Sincerely,

DYKEMA GOSSETT PLLC



James P. Kiefer

DyKEMA

Village of Shelby

July 6, 2020

Page 3

Agreed to and Accepted:

Village of Shelby

By: _____

Date: _____

4838-4822-3926.3

Dykema Gossett, PLLC

Standard Terms of Representation

The following standard terms and conditions of engagement are incorporated in and made a part of the engagement letter for each “Matter” for which Dykema Gossett PLLC (“Dykema” or “Firm”) is engaged to represent the “Client,” as those terms are defined in the engagement letter.

Responsibility for Payment. The Client is responsible for payment of our fees.

Confidentiality. We do not disclose nonpublic information about our clients or former clients to anyone, except as permitted by law and the applicable rules of professional conduct. We will preserve the confidentiality of any confidential information that the Client provides to us in the course of our representing it and will not disclose or use any such information for the benefit of any other client. Conversely, we will not disclose to the Client or use on its behalf any information with respect to which we owe a duty of confidentiality to another client or person.

Advice about Possible Outcomes. Either at the commencement or during the course of our representation, we may express opinions or beliefs concerning the Matter or various courses of action and the results that might be anticipated. Any such statement made by any lawyer of our Firm is intended to be an expression of opinion only, based on information available to us at the time, and does not constitute a promise or guarantee.

Client Responsibilities. The individual identified in the engagement letter will be our Client contact for this Matter. Client agrees to cooperate fully with us and to provide promptly all information known or available to Client that is relevant to our representation. Client also agrees to pay our statements for services and expenses as provided in the engagement letter and in these standard terms. We will keep Client informed of significant developments on all assignments through routinely providing the Client contact with copies of incoming and outgoing documents, as well as through having periodic discussions, and we will consult with the Client contact in advance of taking any major actions.

Consent to Future Conflicts. The Firm represents a broad base of clients on a variety of legal matters. Accordingly, absent an effective conflicts waiver, conflicts of interest may arise that could adversely

affect the Client’s ability and the ability of other clients of the Firm to choose the Firm as its counsel and preclude the Firm from representing the Client or other clients of our Firm in pending or future matters. Given that possibility, we wish to be fair not only to the Client, but to our other clients as well. Accordingly, this letter will confirm our mutual agreement that from time to time the Firm may represent clients in matters in which such clients’ interests may be adverse to the Client or its affiliates. We ask that the Client, by countersigning the engagement letter, waive any conflict that may arise in our representation of other clients in such matters and agree not to seek to disqualify us from such representation, provided that such matters are not substantially related to any matter in which we represent the Client or on a matter in which the Client has provided us with confidential information material to the matter.

Retention and Disposition of Documents. Following termination of our engagement, any otherwise non-public information that the Client has supplied to us with respect to such Matter and which is retained by us will be kept confidential in accordance with applicable rules of professional conduct. Upon the Client’s written request, the Client’s papers and property will be returned to the Client promptly upon receipt of payment for all outstanding fees and expenses, unless otherwise required by applicable rules of professional conduct. Our own files pertaining to the Matter will be retained by the Firm in accordance with our normal policies. These include, for example, Firm administrative records (such as time and expenses reports, personnel and staffing materials, and credit and accounting records) as well as internal lawyers’ work product (such as drafts, agreements, notes, internal memoranda and e-mail, legal and factual research and investigative reports). All records and files will be retained and disposed of in compliance with our policy in effect from time to time without further notice to the Client. Subject to future changes, it is our current policy generally not to retain records relating to a Matter for more than five years.

Termination. Our representation of the Client in this Matter may be terminated by either of us at any time by written notice by or to the Client. Such written notice may be (a) the Client’s notification to us of the Client’s termination of our representation, (b) our

confirmation to the Client of the completion of our representation, or (c) our notification to the Client of our withdrawal. Our representation also will end, regardless of whether or when written notice was sent by or to the Client, as of the date of our final statement for services rendered in connection with the Matter. If our services are terminated for any reason, such termination shall be effective only to terminate our services prospectively and all the terms of the engagement letter and these standard terms shall survive such termination.

We reserve the right to withdraw from our representation as permitted by applicable rules of professional conduct. In the event that we terminate the engagement, we will be entitled to be paid for all services rendered and costs or expenses incurred on behalf of the Client through the date of withdrawal. If permission for withdrawal is required by a court or arbitration panel, we will promptly request such permission and the Client agrees not to oppose our request.

Post-Engagement Matters. Upon cessation of our active involvement in a particular Matter (even if we continue active involvement in other matters on the Client's behalf), we will have no further duty to inform the Client of future developments or changes in law as may be relevant to such Matter. Further, unless the Client and Dykema mutually agree in writing to the contrary, we will have no obligation to monitor renewal or notice dates or similar deadlines which may arise from the Matter for which we had been retained.

External Electronic Communication Authorization. The Firm may send documents or other information that is covered by the attorney-client or work product privileges using external electronic communication ("EC") (via the internet or other network). The Client understands that EC is not an absolutely secure method of communication. The Client's execution of the engagement letter will serve to acknowledge and accept the risk and authorize the Firm to use EC means to communicate with the Client or others necessary to effectively represent the Client. If there are certain documents with respect to which the Client wishes to maintain absolute confidentiality, the Client must advise the Firm in writing not to send them via EC and the Firm will comply with the Client's request

Consent to Use of Information. In connection with future materials that, for marketing purposes, describes facets of our law practice and recite examples of matters we handle on behalf of clients,

the Client agrees that, if those materials avoid disclosing the Client's confidences and secrets as defined by applicable ethical rules, they may identify the Client as a client, may contain factual synopses of the Client's matters, and may indicate generally the results achieved, unless otherwise agreed to.

Entire Agreement. The engagement letter and these standard terms constitute the entire understanding and agreement between the Client and the Firm regarding the terms of our engagement in this Matter and supersedes any prior understandings and agreements, written or oral, and any subsequent billing requirements, or letters submitted to us by the Client. If any provision of the engagement letter or these standard terms is held by a court or arbitration panel to be invalid, void, or unenforceable, the remainder of the provisions shall remain in full force and effect. The engagement letter and these standard terms may be amended only by means of a subsequent, written agreement between the Client and the Firm.

Council Meeting Date: July 13, 2020

Date: July 13, 2020

To: Village Council

From: Robert Widigan, Village Administrator

RE: RRC Baseline Report

SUMMARY OF REQUEST

Please see the attached memo from Julia Turnbull, MEDC Redevelopment Ready Communities Planner.

To summarize, the next formal step in the process is to review the report and, to pass a resolution to continue with RRC. Upon passage of that resolution the village can begin to access to RRC technical assistance tools such as the RRC Online Library (www.miplace.org/rrclibrary), guidance from our RRC Planner, and matching technical assistance funds to help with the cost of larger projects (if needed).

MEDC asks that the resolution be passed within 30 days of receiving the attached memo.

FINANCIAL IMPACT

None.

BUDGET ACTION REQUIRED

None.

STAFF RECOMMENDATION/SUGGESTED MOTION

Motion by _____ seconded by _____ to adopt Resolution #2020-07-13-01, a resolution authorizing the implementation of recommendations necessary to receive a redevelopment ready communities certification from the Michigan Economic Development Corporation (MEDC)

COMMITTEE RECOMMENDATION

None.

Memorandum

TO: Village of Shelby, Village Council

FROM: Julia Turnbull, MEDC Redevelopment Ready Communities Planner

DATE: July 6, 2020

RE: **Redevelopment Ready Communities® Baseline Report**

I am pleased to inform you that we have completed the formal RRC evaluation. The findings of our evaluation and recommended actions to assist the community in ultimately achieving RRC certification are included in the RRC Baseline Report. This briefing memo is intended to provide key highlights of the report and lay out the next steps in the RRC process.

Redevelopment Ready Communities: RRC is a free technical assistance program offered through the Michigan Economic Development Corporation (MEDC) which aims to help communities incorporate best practices in planning, zoning, and economic development to encourage redevelopment and new investment. MEDC Community Development also uses RRC as a prioritization factor when determining investments through our programs (visit www.miplace.org for more information on those programs). Communities who fully align with the best practices can become RRC certified which come with its own set of benefits. The Village of Shelby has been formally engaged with RRC since August 2019. There are currently more than 280 communities across Michigan engaged in the program.

Baseline Report: The Baseline Report completes a key step in the RRC process. Using responses from the self-evaluation, the RRC program took a deeper dive into the village's plans, zoning ordinance, site plan review process, priority development sites, training and more to make initial determinations regarding how well the existing practices align with the RRC best practices. The six RRC best practices consist of 41 objective measurable criteria. Green indicates the best practice has been satisfied, yellow means it is close to being administered and red means it is missing. Key findings include:

- The village's existing practices already align with 20% of the RRC best practices including:
 - The governing body has adopted a six-year capital improvements plan
 - A user-friendly zoning ordinance
 - A dedicated source of funding for training
- The village is partially aligned with another 55% of the RRC best practices. Major areas of partial alignment include:
 - Updating the master plan to meet best practice expectations
 - Clearly allow at least one (1) additional "missing middle" housing type as a permitted use
 - Developing a flowchart of the whole development process that includes timelines.
 - Document internal review process, along with clear roles, responsibilities and timelines.

- Finally, the village has a handful of areas where we found little or no alignment with the best practice criteria. Those items have a status of red in the report.

Reaching Certification: With this Baseline Report in hand, Shelby is now ready to move into the third and final phase of the RRC process. During this final phase the community will work to address each of the best practice criteria identified as red or yellow at their own pace. The report includes specific recommendations for each criterion; however, RRC is a dynamic program and is always willing to have open discussions if the village has a different idea for how to meet a best practice criterion. During this phase Shelby will have access to RRC technical assistance tools such as the RRC Online Library (www.miplace.org/rrclibrary), guidance from your RRC Planner, and matching technical assistance funds to help with the cost of larger projects (if needed). There is no deadline for reaching certification and RRC understands that each community will approach this phase at their own pace given available resources at any given time.

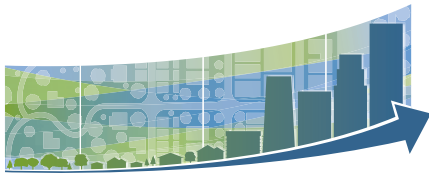
Next Steps: The next formal step in the process is to review the report and, if desired, pass a resolution to continue with RRC. Upon passage of that resolution the village can begin to access the aforementioned tools to assist with reaching full alignment (and therefore certification). ***We ask that the resolution be passed within 30 days of receiving this memo.***

I look forward to working with Shelby as it seeks to align with the best practices. It is our hope that through the RRC best practices communities of all shapes and sizes will be in a strong position to leverage the excitement around Michigan and attract additional redevelopment and investment. If you have any questions on RRC or this Baseline Report, please feel free to contact me at your convenience.

Sincerely,



Julia Turnbull, MPA
RRC Planner – Region 4 & 8



redevelopment ready
communities®

RRC Baseline Report

Village of Shelby

June 2020



MICHIGAN ECONOMIC
DEVELOPMENT CORPORATION

Table of contents

Executive summary	3
Methodology	4
Evaluation snapshot	5
Best Practice findings	
Best Practice One: Community plans and public outreach	
1.1 The plans.....	6
1.2 Public participation	8
Best Practice Two: Zoning regulations	
2.1 Zoning regulations	9
Best Practice Three: Development review process	
3.1 Development review policy and procedures	12
3.2 Guide to Development.....	15
Best Practice Four: Recruitment and education	
4.1 Recruitment and orientation	16
4.2 Education and training	18
Best Practice Five: Community prosperity	
5.1 Economic development strategy	20
5.2 Marketing and promotion	21
Best Practice Six: Redevelopment Ready Sites®	
6.1 Redevelopment Ready Sites®	22
Conclusion	23

Redevelopment Ready Communities® (RRC) is a certification program supporting community revitalization and the attraction and retention of businesses, entrepreneurs and talent throughout Michigan. RRC promotes communities to be development ready and competitive in today's economy by actively engaging stakeholders and proactively planning for the future—making them more attractive for projects that create places where people want to live, work and invest.

To become formally engaged in the RRC program, communities must complete the RRC self-evaluation, send at least one representative to the best practice trainings, and pass a resolution of intent, outlining the value the community sees in participating in the program. Representatives from Village of Shelby completed the training in April 2019 and village council passes a resolution to participate in August 2019. The community submitted a complete self-evaluation in April 2019.

Developed by experts in the public and private sector, the RRC Best Practices are the standard to achieve certification, designed to create a predictable experience for investors, businesses and residents working within a community; communities must demonstrate that all best practice criteria have been met to receive RRC certification. This evaluation finds the community currently in full alignment with 20 percent of the best practice criteria and partially aligned with another 55 percent. The community is in the process of creating a new master plan which will provide a strong foundation for addressing many of the other best practices. Areas where the village is currently aligned include having a well-defined site plan review process, an up to date capital improvements plan, and a budget for training opportunities.

This report includes several recommendations for how the community can fully align with the best practices. Each recommendation has been customized to fit the village of Shelby and is backed by research and conversations specific to the community; however, these recommendations are just the beginning of the conversation. RRC is focused heavily on intent versus prescriptive “to-dos.” As the community works through the process, it may identify other ways to meet the intent of a best practice. The community's RRC planner will be there every step of the way to discuss those ideas, direct the community to resources, and provide general guidance. In addition to the community's RRC planner, other partners should be at the table including Shelby Chamber of Commerce, Oceana County, state partners, local businesses and individual residents. RRC is a collaborative effort and is most successful when all parties are willing to engage to open dialogue so that Michigan communities can be on the forefront of developing unique identities and prosperous businesses.




Once the community has had a chance to digest the contents of this report, it will need to decide whether to continue with the RRC process. If it chooses to pursue certification, the community will benefit from a fully streamlined, predictable and transparent development process that is guided by a shared community vision. This will increase the community's ability to grow local investment and attract outside investment. It will also allow the Michigan Economic Development Corporation to better understand the community's desires for the future and how state tools and resources can help achieve that goal. MEDC looks forward to working with Village of Shelby on its efforts to reach certification and to a prosperous relationship for many years to come.

The basic assessment tool for evaluation is the RRC Best Practices. These six standards were developed in conjunction with public and private sector experts and address key elements of community and economic development. A community must demonstrate all of the RRC Best Practice components have been met to become RRC certified. Once received, certification is valid for three years.

Measurement of a community to the best practices is completed through the RRC team’s research and interviews, as well as the consulting advice and technical expertise of the RRC advisory council. The team analyzes

a community’s development materials, including, but not limited to: the master plan; redevelopment strategy; capital improvements plan; budget; public participation plan; zoning regulations; development procedures; applications; economic development strategy; marketing strategies; meeting minutes and website. In confidential interviews, the team also records the input of local business owners and developers who have worked with the community.

A community’s degree of attainment for each best practice criteria is visually represented in this report by the following:

	Green indicates the best practice component is currently being met by the community.
	Yellow indicates some of the best practice component may be in place, but additional action is required.
	Red indicates the best practice component is not present or is significantly outdated.

This report represents the community’s current status in meeting all the redevelopment ready processes and practices. This baseline establishes a foundation for the community’s progress as it moves forward in the program. All questions should be directed to the RRC team at RRC@michigan.org.

Shelby has fully aligned with 20 percent of the Redevelopment Ready Communities® criteria and is in the process of completing another 55 percent.

1.1.1	1.1.2	1.1.3 (N/A)	1.1.4	1.2.1	1.2.2	1.2.3
2.1.1	2.1.2	2.1.3	2.1.4	2.1.5	2.1.6	2.1.7
2.1.8	3.1.1	3.1.2	3.1.3	3.1.4	3.1.5	3.1.6
3.1.7	3.1.8	3.2.1	3.2.2	4.1.1	4.1.2	4.2.1
4.2.2	4.2.3	4.2.4	5.1.1	5.1.2	5.2.1	5.2.2
6.1.1	6.1.2	6.1.3	6.1.4	6.1.5	6.1.6	

Best Practice 1.1—The plans

Best Practice 1.1 evaluates community planning and how the redevelopment vision is embedded in the master plan, downtown plan and capital improvements plan. The master plan sets expectations for those involved in new development and redevelopment, giving the public some degree of certainty about their vision for the future, while assisting the community in achieving its stated goals. Local plans can provide key stakeholders with a road map for navigating the redevelopment process in the context of market realities and community goals.

MASTER PLAN

The Michigan Planning Enabling Act (MPEA), Public Act 33 of 2008, requires that the Planning Commission create and approve a master plan as a guide for development and review the master plan at least once every five years after adoption. Village of Shelby's master plan was first adopted in January 2012 and re-adopted, without changes, in December 2017. The village is currently working with a consultant to create a new master plan and is well underway in the process. Shelby provided RRC access to early draft materials of the new master plan in April of 2020. For this section the current adopted 2012 master plan (re-adopted in 2017) will be evaluated, keeping in mind that a new master plan will be coming soon to the community. The RRC team will work with the village prior to the adoption of the new master plan to ensure all the evaluation criteria outlined in Best Practice 1.1.1 are met.

In 2001, a community survey analysis was conducted, this data was used as public input for the 2012 master plan, the findings from the analysis is documented within the appendices of the plan. When updating the master plan in 2021, Shelby should continue to support the community vision and incorporate as much public input as possible in order to ensure the master plan reflects the current community member's desired direction for the future.

The master plan has a strong vision for the future, addressing existing and future land use planning and infrastructure; as well as, documenting a zoning plan (in line with the Michigan Planning Enabling Act). The master plan identifies ten community goals and identifies specific strategies for accomplishing each goal. Goals and

strategies relating to the development of Shelby Township are also outlined within the village's master plan.

Examples of community goals include (from 2012 master plan):

- Strive to protect environmental resources such as rolling topography, wetlands, creeks and woodlots;
- Allow commercial and industrial development to occur in the community in a controlled and responsible manner;
- Control access, land use options, and development densities along corridors to prevent strip development that undermines the traffic carrying function of the community's roadways;
- Provide necessary facilities and services that will serve the needs of residents that are consistent with the community's small town/rural character.

Moving forward with the creation of a new master plan, the village should ensure that the necessary best practice evaluation criteria are incorporated into the update. For instance, including an implementation section that lists goals, actions, timelines, and responsible parties. A way to address this is to establish an annually revolving implementation table that identifies three or four goals in more detail. At the end of the year, the planning commission will have the ability to revise the goals and determine if new ones need to be rotated in or if the items are still in progress. This review should be documented in the annual planning commission report to the governing body. RRC has a planning commission annual report guide available to Shelby as an example.

DOWNTOWN PLAN

A key aspect of any community is its downtown district. This district plays several critical roles from showcasing the community's history to serving as a gathering space for events. The density levels natural to downtowns also make the district a fiscal engine to support efforts in other areas of the community which may not be in net-positive revenue situations. For all these reasons and more, it's essential that a community have a clear, up-to-date plan for its downtown.

Shelby does not currently have a documented downtown plan. Moving forward with the creation of

Best Practice 1.1—The plans *continued*

such a plan, the details could be incorporated within the new master plan or be a stand-alone document that is made available online. The plan should have the ability to support projects in an area of concentrated development that will implement the community’s vision identified in the master plan, and implement good planning practices, especially in terms of pedestrian-oriented development elements. The creation of a downtown plan is also the perfect opportunity to identify specific sites for development, especially in the core downtown. Coordination between plans is essential, especially between the master plan and capital improvements plan, as these documents layout the foundation for desired development. Shelby is currently exploring the creation of a downtown development authority (DDA). While a DDA is not required to be formed to develop a downtown plan, the possible creation of such a group could help ensure continued success for the core downtown.

plans to guide their future. In addition to the plans mentioned above, communities typically have plans for parks and recreation, streets, and water/sewer asset management (and sometimes more). Departments also typically have their own strategic and capital investment plans. Combined, these plans typically call for capital investment levels that exceed a community’s ability to fund each year. As such, it is vital that the community prioritize projects. Redevelopment Ready Communities® handle this need to prioritize and coordinate by creating a capital improvements plan (CIP). Updated annually, this plan helps the village plan out the upcoming six years of investments and serves as a key tool for budget discussions. Shelby’s CIP is outlined in the village’s budget document detailing a total of \$2.4 million in projects for the 2020–2025 plan. The CIP is annually reviewed with the budget. Moving forward, the village should continue to update the plan annually, adding a new year and making any other needed changes.

CAPITAL IMPROVEMENTS PLAN

Communities, much like businesses, create many

Status	Evaluation criteria	Recommended actions for certification
1.1.1	The governing body has adopted a master plan in the past five years.	<input type="checkbox"/> Move forward with adopting new master plan that aligns with Best Practice 1.1.1
1.1.2	The governing body has adopted a downtown plan.	<input type="checkbox"/> Develop a downtown plan in line with Best Practice 1.1.2
1.1.3	The governing body has adopted a corridor plan.	N/A
1.1.4	The governing body has adopted a capital improvements plan.	✓

Best Practice 1.2—Public participation

Best Practice 1.2 assesses how well the community identifies and engages its stakeholders on a continual basis. Public participation aims to prevent or minimize disputes by creating a process for resolving issues before they become an obstacle. Communities who regularly engage their residents also build long term trust and see greater support for plans and other initiatives.

EXISTING PRACTICES

Shelby currently conducts traditional public engagement activities, such as: meeting notices, announcements at meetings, public hearings, website postings, attachments to water bills, and flier postings at village hall. The village also expands their outreach with more proactive methods like engaging the residents via social media, holding charrettes, and hosting community workshops. For larger projects or during the creation of community wide plans (i.e., master plan, downtown plan, etc.), the village will conduct focus groups and/or distribute surveys to gather public input.

PUBLIC PARTICIPATION PLAN

Public engagement activities can vary dramatically depending on who serves on the village’s boards and who sits in key staff roles. Redevelopment Ready Communities® aim to reduce some of that variation by developing a documented public engagement strategy to outline what residents, officials and other stakeholders can expect from the village. Such a strategy proactively identifies key individuals or groups to engage, what tools the village will use, possible venues outside of village hall to consider for public meetings/events, how the village will use and report back on input, and how the village will continue to assess its engagement actions to ensure it’s using its limited resources and time in the most effective manner. Shelby does not currently have a documented public participation plan and should create one as part of its RRC efforts. There are no clear examples of how the village reports out on public engagement activity or tracks its effectiveness—that information should be incorporated into the plan.

Status	Evaluation criteria	Recommended actions for certification
1.2.1	The community has a documented public participation plan for engaging a diverse set of community stakeholders.	<input type="checkbox"/> Create a public participation plan for the village
1.2.2	The community demonstrates that public participation efforts go beyond the basic methods.	✓
1.2.3	The community shares outcomes of public participation processes.	<input type="checkbox"/> In the public participation plan, identify how the village will determine the effectiveness of its efforts <input type="checkbox"/> In the public participation plan, identify how the village will share engagement outcomes

Best Practice 2.1—Zoning regulations

Best Practice 2.1 evaluates the community’s zoning ordinance and assesses how well it implements the goals of the master plan. Zoning is a significant mechanism for achieving desired land use patterns and quality development. An up-to-date, comprehensive zoning also helps protect existing investments by ensuring that incompatible uses aren’t built in proximity to each other, thus providing a level of predictability for those looking to develop in the village.

ALIGNMENT WITH MASTER PLAN

Foundationally, the Michigan Zoning Enabling Act (MZEA), Public Act 110 of 2006, requires that a zoning ordinance be based on a plan to help guide zoning decisions. Shelby’s current zoning ordinance was first adopted in 2012 and re-adopted without updates in 2017. RRC did not find major conflicts between the zoning ordinance and goals of the 2012 master plan but given that the zoning ordinance is over nine years old, the village should assess the ordinance against the goals of its new 2021 master plan once adopted. A full audit would be helpful to the village and is included as a goal in the implementation strategy of the new master plan draft.

CONCENTRATED DEVELOPMENT

This criterion looks that the ordinance allows vertical mixed-use development by-right, incorporates placemaking provisions, and addresses historic preservation where appropriate. Shelby’s existing downtown is covered by the C-1 (Central Business District), the intent statement indicated that the “Central Business District is intended to support a traditional downtown main-street atmosphere. District uses are intended to be primarily specialty retail uses with complementary, small-scale service businesses and accessory (second-floor) residential uses.” In line with the intent statement, the zoning ordinance allows for mixed-use development (accessory apartments as part of a commercial use, Section 8.02) by-right. When the village updates its zoning ordinance, it should work to incorporate more placemaking provisions into the C-1 district, such as: requiring buildings be built to the sidewalk, outdoor dining, parking in the

back, etc. Including these types of provisions will ensure the downtown continues to provide the type of development envisioned in this best practice. Finally, Shelby has a traditional downtown but there is no mention of historic preservation in the village’s zoning ordinance. Historic buildings bring character to the downtown but may not always meet modern zoning requirements. Adding historic preservation as an approval standard can assist the village in considering unique situations for such buildings.

HOUSING DIVERSITY

“Missing Middle” housing is a term referring to a range of multi-unit or clustered housing types with a range in affordability, compatible in scale with single family homes that help meet the growing demand for walkable urban living. Missing middle housing continues to be in short supply across the nation and is limiting business development in some areas as housing shortages can have major impacts on employee recruitment. Communities who adopt zoning ordinances allowing for missing middle housing will be more competitive in attracting business development deals and the residents who come with them. This criterion looks to see that the ordinance clearly allows at least three type of missing middle housing by-right. Currently, Shelby’s zoning ordinance allows residential units above non-residential uses (Section 8.02) and home occupations (Section 3.24) by-right; however, the ordinances need to incorporate at least one additional housing option in order to promote the variety of non-traditional housing this best practice envisions.

NON-MOTORIZED TRANSPORTATION

This criterion evaluates the ordinance’s support for alternative modes of transportation, primarily walking and biking. Ordinance provisions such as requiring the completion of sidewalk systems, bike parking, traffic calming measures or streetscape standards can all assist the village in encouraging non-motorized transportation which reduces automobile trips and creates healthier, more equitable communities. Shelby’s site plan review standards (Section 12.06) list out pedestrian standards related to sidewalk connectivity but otherwise it is silent

Best Practice 2.1—Zoning regulations *continued*

on non-motorized transportation. Utilizing public input from the master plan survey respondents, the village should work to understand its current non-motorized infrastructure needs and determine the best course of action for how to incorporate it into the zoning ordinance.

PARKING FLEXIBILITY

Parking is a necessary amenity in any community; however, emerging technologies in the mobility industry and increasing land values require communities to reconsider the long-term impact of parking requirements. Redevelopment Ready Communities® are preparing for this future by including at least two tools to allow for creative solutions or exemptions to parking minimums. Shelby's zoning ordinance currently meets this best practice by incorporating parking maximums (Section 12.02 B), shared parking agreements (Section 13.02 D), and a reduction of required parking when on street/public parking is available in C-1 district (Section 13.02 C).

GREEN INFRASTRUCTURE

Like transportation, our understanding of the long term environmental and fiscal impacts of sustainable green infrastructure continues to evolve. Communities who incorporate provisions to support such infrastructure show a forward-thinking approach to development which is attractive to investors and residents alike. Sustainable infrastructure investments also reduce a community's long-term costs by reducing the need for more costly "gray" infrastructure instead. Shelby's zoning ordinance currently meets this best practice by incorporating standards for tree preservation, street tree planting, and parking lot landscaping (all found in Section 13.01 B).

FLEXIBLE DEVELOPMENT

Even the best ordinance can't predict every possible

development scenario. As such, Redevelopment Ready Communities® include tools that allow them to be flexible in certain circumstances and maintain up-to-date lists of land uses to reduce uncertainty. Section 3.26 of Shelby's zoning ordinance establishes regulations for non-conformities within the village. The zoning ordinance does have information regarding density bonuses (Section 11.04 W) within the township, but not the village. In order to meet this best practice Shelby should incorporate density bonuses for the village as well as the township or add one additional flexible development tool within the zoning ordinance. RRC did note that the village's ordinance could also benefit from incorporating new economy businesses into the 'use' list to ensure that common uses such as research, small scale manufacturing, alternative energy, breweries, etc., are addressed in the ordinance to reduce potential conflicts if those types of development are desired in the village.

USER FRIENDLINESS

Not typically a word associated with legal frameworks such as zoning ordinances, user-friendliness works to increase the ease with which a professional applicant can find the information they need as they conduct initial research into whether the community is a good fit. It also helps remove a mental barrier to first time investors who may have never read a zoning ordinance before. At a minimum, RRC Best Practices call for the community to provide an online version of the zoning ordinance with clear definitions. Shelby's zoning ordinance is available online as a downloadable PDF, hard copies are available upon request. The ordinance also portrays clear definitions and utilizes graphics, tables, and charts as appropriate thus aligning the ordinances with Best Practice 2.2.8.

Best Practice 2.1—Zoning regulations *continued*

Status	Evaluation criteria	Recommended actions for certification
2.1.1	The governing body has adopted a zoning ordinance that aligns with the goals of the master plan.	<input type="checkbox"/> Adopt new master plan with a detailed zoning plan or conduct an audit of the zoning ordinance after new master plan adoption to determine what changes are needed to align with master plan goals
2.1.2	The zoning ordinance provides for areas of concentrated development in appropriate locations and encourages the type and form of development desired.	<input type="checkbox"/> Incorporate place making provisions into the C-1 district. <input type="checkbox"/> Add historic preservation as an approval standard to protect downtown buildings historic nature
2.1.3	The zoning ordinance includes flexible tools to encourage development and redevelopment.	<input type="checkbox"/> Allow density bonuses in the village OR incorporate at least (1) additional flexible development tool in the zoning ordinance
2.1.4	The zoning ordinance allows for a variety of housing options.	<input type="checkbox"/> Clearly allow at least one (1) additional “missing middle” housing type as a permitted use
2.1.5	The zoning ordinance includes standards to improve non-motorized transportation.	<input type="checkbox"/> Incorporate at least one (1) additional non-motorized standard based on public input and community needs
2.1.6	The zoning ordinance includes flexible parking standards.	✓
2.1.7	The zoning ordinance includes standards for environmental preservation and green infrastructure.	✓
2.1.8	The zoning ordinance is user-friendly.	✓

Best Practice 3.1—Development review policy and procedures

Best Practice 3.1 evaluates the community’s development review policies and procedures, project tracking and internal/external communications. An efficient site plan review process is integral to being redevelopment ready and can assist a community in attracting investment dollars while ensuring its zoning ordinance and other laws are followed. Much like all RRC Best Practices, aligning with this best practice looks different for communities based on several factors such as population, staff capacity, development activity and whether the community handles building inspections directly. And while each solution may look different, together they build a development review process which is predictable, transparent and efficient. Each best practice criterion is described in greater detail throughout this section.

DEFINED PROCESSES

This best practice looks to ensure the community’s development review processes are clearly laid out in the zoning ordinance and the responsibilities of various bodies are clearly established. Shelby’s site plan review procedures are clearly defined in Section 12.01 of the zoning ordinance with major steps and information such as the application needs, submittal/approval processes, and established timelines. Planning commission has the approval authority for all permitted uses, planned unit development (PUD) district, multiple-family dwellings, special land uses, site condominiums, subdivisions (further, a public hearing shall be conducted under the procedures of Section 15.030), and grading, excavation, filling, soil removal, creation of ponds or tree clearing over one acre (Section 12.02 [A]). Section 12.02 (B) allows for administrative approval for single family detached dwellings, agricultural uses, a change of use or interior remodeling that does not result in the change in the building footprint or parking requirements, family foster care or day care facilities, and accessory buildings and uses. The Zoning Board of Appeals has the approval authority for variance requests (Section 14.07).

INTAKE PROFESSIONAL (ZONING ADMINISTRATOR)

Having a clearly defined point person for the development

review process ensures an applicant can quickly get answers to their questions. It also ensures someone can identify next steps and keep the process moving. In larger communities, this may be a dedicated zoning administrator position, but for Village of Shelby, the village manager handles this role. Oceana County building department for Inspections is contracted by the village to perform building services (i.e., plan review, inspections, etc.).

CONCEPTUAL REVIEW MEETINGS

Conceptual review meetings—sometimes called preapplication meetings—offer applicants a chance to discuss their project with staff prior to investing significant time and money into application materials. These meetings typically cover the review process, identify key zoning provisions and connect the applicant with other resources that may be helpful. Identifying what type of information should be known before having such a meeting and expected outcomes will ensure the meetings are productive and consistent. The zoning ordinance details the option for a preliminary site plan review in Section 12.03 (A). Potential applicants can contact the village office to schedule time for a preliminary site plan review by planning commission; however, this is not actively advertised. RRC recommends that the village make this clear on the website, site plan review flowchart, and in its “Guide to Development” (see Best Practice 3.2). The village should also determine what information is helpful to know ahead of time and what will be covered.

JOINT REVIEWS

Development projects are complex and impact communities in many ways from land use and traffic to utilities and public safety. Site plan review approval standards touch on many of these and in order to ensure the planning commission has all the information it needs to make a decision on those standards, communities should ensure that appropriate village staff, consultants, and outside agencies are looking at site plans during the internal review process. Many communities establish a core joint review team who look at all applications and bring in other reviewers on a case-by-case basis. No

Best Practice 3.1—Development review policy and procedures *continued*

matter the approach, the team (and when to include others) should be clearly established. In Shelby’s RRC self-evaluation, the community indicated that site plans are reviewed by the village manager, planning commission, William & Works (if applicable), and the county (if applicable). RRC recommends that the village consider adding in some others to the joint site plan review team since William & Works and the county are only brought in to review the plans “if applicable.” For example, public works and public safety officials could serve as good joint review team members. A joint review team can be established as part of an overall internal review process document mentioned in the next section; there’s no need for a separate joint review team document unless the village chooses to create one.

INTERNAL REVIEW PROCESS AND STANDARDS

Zoning ordinances address overall steps of a development review process, but they don’t typically address what happens internally between when an application is submitted and when a decision is rendered. This process is just as important as it includes vital activity such as determining if an application is complete, whether it meets the standards based on staff review, and how the applicant can address any potential deficiencies prior to the final decision. How this process is handled can also impact predictability and fairness if it’s not done in a consistent way. This is especially true when longtime staff leave, and someone must take over the process as a temporary or new zoning administrator. As such, RRC communities take the time to determine the internal review process and document key steps, roles, responsibilities and timelines. Shelby does not currently have a documented internal review process and while it will likely be a simple document, going through the effort to create it will provide an essential tool to help the community prepare for when development comes along. One area where the village is already aligned with this best practice is by having clear approval standards outlined in Section 12.01 of the zoning ordinance.

PROMPT ACTION

There’s no one way to conduct a development review

process—it varies from community to community. As such, there’s no single time frame that makes a community “prompt” in their approvals. But there are a few common ways that communities can reduce unnecessary delays: allowing permitted uses to be approved administratively or by the planning commission, having active coordination between zoning and building officials, and displaying the development review process visually to help applicants easily understand the steps and timeframes. Shelby already allows administrative review and approval for specific permitted uses and in other defined scenarios as well (Section 12.02 [B]). The village’s planning and zoning services are done in house, and the community contracts with Oceana County building department for building services. This relationship is coordinated by the village manager in order to ensure a smooth and timely development process. The final piece, visual outlines (i.e., flowcharts) of the process, do not yet exist but can be easily addressed as part of the “Guide to Development” (see Best Practice 3.2 for details).

TRACKING SYSTEM(S)

Tracking development applications through the process has many benefits including increased transparency, accountability, and predictability. While this best practice doesn’t recommend a specific tracking system, it does look to see that the community is recording the application’s major steps as they occur. Common milestones include submittal, distributed for internal review, issuing of staff report (if any), planning commission date, final decision, issuing of permit(s), and occupancy. There may be other steps for processes such as special land uses, variances and rezoning. Currently, Shelby does not have a formal system (i.e., electronic database or spreadsheet) to track projects during the development process. RRC recommends that a formalized tracking mechanism is put into place to help organize and keep track of development projects. This process should extend to the building inspection and review process as well.

CUSTOMER FEEDBACK AND REVIEW

While development review is a required process in many communities, it is also a service. And as with all services,

Best Practice 3.1—Development review policy and procedures *continued*

the experience an applicant has can play a large role in whether they decide to return and if they recommend the community as a place for others to invest. In order to ensure the community is always providing the best service it can, it should establish some way to collect feedback on the experience. Shelby has engaged in some feedback campaigns after larger projects, like the expansion in the industrial park; however, currently the community has no formal approach to collecting feedback on a regular basis. Most communities choose to provide a paper or electronic survey to applicants with their approval (or denial) letter and permit. Other communities do annual surveys of all applicants at once. Yet others have

documented policy of consistently conducting follow up calls or visits to collect feedback. There’s no shortage of ways to align with this best practice and Shelby should determine what makes the most sense for it locally.

In addition to collecting the feedback, a community should be sure to assess the process at least annually to determine if any changes are needed. Perhaps feedback shows a form is confusing. Or there was some internal confusion about when internal reviews are due. These can be identified and fixed to improve the experience. This is something that the village could do as part of the planning commission annual report mentioned in Best Practice 4.2.

Status	Evaluation criteria	Recommended actions for certification
3.1.1	The zoning ordinance articulates a thorough site plan review process.	✓
3.1.2	The community has a qualified intake professional.	✓
3.1.3	The community defines and offers conceptual site plan review meetings for applicants.	<input type="checkbox"/> Advertise the availability of conceptual review meetings on the website, flowchart, and in the “Guide to Development”
3.1.4	The appropriate departments engage in joint site plan reviews.	<input type="checkbox"/> Develop an official joint site plan review team
3.1.5	The community has a clearly documented internal staff review policy.	<input type="checkbox"/> Document internal review process, along with clear roles, responsibilities and timelines
3.1.6	The community promptly acts on development requests.	<input type="checkbox"/> Develop an easy to follow flowchart of development processes that includes timelines
3.1.7	The community has a method to track development projects.	<input type="checkbox"/> Develop a project tracker from submittal to occupancy
3.1.8	The community annually reviews the successes and challenges with the development review process.	<input type="checkbox"/> Create a feedback mechanism to gather input from applicants after they go through the process <input type="checkbox"/> Develop a process to review feedback by the joint site review team and identify potential improvements to the process

Best Practice 3.2—Guide to Development

Best Practice 3.2 evaluates the availability of the community’s development information. Having all the necessary information easily accessible online for developers and residents alike creates a transparent development process that can operate at any time. This information creates a smoother process overall and reduces the amount of time staff spend answering basic questions.

GUIDE TO DEVELOPMENT

The main avenue for aligning with this best practice is to create a “Guide to Development.” This document or web page provides valuable guidance and information to applicants ranging from contact information and meeting dates to key ordinances to review, process overviews and financial assistance tools. By gathering this information in a single location, the community can help make the process easier for new and experienced applicants alike. Shelby currently has important documents uploaded to their website such as the master plan, budget and CIP, along with other pertinent information. However, there is no centralized location where all this information is housed. The village will find the RRC library (www.miplace.org/rrclibrary) helpful in creating this document or web page with an official RRC guide and examples from RRC communities easily available.

DEVELOPMENT REVIEW FEES/COSTS

In addition to understanding the process upfront, it’s important that an applicant can determine their

development review costs as well. Nearly all communities charge an application/permit fee while some also require escrow accounts to fund external review costs by the community’s consultants. Other common costs include building review, utility connections and/or performance bonds. Village of Shelby does not currently have a fee schedule; once one is created in line with Best Practice 3.2.2, the fee schedule should be reviewed annually along with the budget. Changes will not likely be needed every year, but reviewing it annually helps the village ensure fees adjust as conditions warrant.

CREDIT CARDS

Credit cards are a lifeline for many businesses and individuals when paying for goods or services. Fees for government services are no different. A local applicant may find the flexibility of a credit card to be helpful in the early stages of the process to conserve cash while an out-of-town applicant can more easily pay fees this way without needing to mail a check or drop-off in person. As such, the RRC Best Practices look for communities to accept credit cards for at least basic development fees. There are several tools available to help communities offer this service and communities often charge a convenience fee to cover their costs—a fee most applicants are more than happy to pay. Shelby indicated on their self-evaluation that they do accept credit cards; this information should be noted on the village’s website for additional transparency.

Status	Evaluation criteria	Recommended actions for certification
3.2.1	The community maintains a “Guide to Development” that explains policies, procedures and steps to obtain approvals.	<input type="checkbox"/> Create a comprehensive “Guide to Development”
3.2.2	The community annually reviews the fee schedule.	<input type="checkbox"/> Create a comprehensive fee schedule and make the document available on the village’s website <input type="checkbox"/> Review the fee schedule annually during the budget process <input type="checkbox"/> Add information about accepting credit cards to village’s website

Best Practice 4.1—Recruitment and orientation

Best Practice 4.1 evaluates how a community conducts recruitment and orientation for newly appointed or elected officials. Such officials sit on the numerous boards, commissions and committees that advise community leaders on key policy decisions. Ensuring that the community has a transparent method of recruitment, clearly lays out expectations/desired skill-sets, and provides orientation for appointed officials is key to ensuring the community makes the most of these boards and commissions. In cases where a community currently struggles to find interested applicants, these best practices help build long term capacity over time and prepare for it for a day when that may not be the case.

DOCUMENTING THE APPOINTMENT PROCESS

A common question when anyone applies for a job is what the process is for interviewing and accepting the job. Appointments to local boards and commissions are no different. The appointment process needn't be long or cumbersome but interested applicants should be able to find information such as when the village accepts applications, who oversees the process, who makes recommendations and/or final appointments, etc. It also helps to determine if a community will hold on to applicant information for a certain time in case of future vacancies. As this information is not currently documented for the village, Shelby could include the material for the appointment process on the application, website, or as a separate document.

APPLICATION AVAILABILITY

While many communities require an application for boards and commission appointments, others opt to simply ask for résumés and letters of interest. No matter how a community collects applicant information, it should make that process or form clear on its website. Shelby currently has no application and it's unclear how the village would collect interest. But if it chooses to

create an application it should be posted online. If the village chooses to use résumés and/or letters of interest, that should be made clear online as well.

SKILL-SETS AND EXPECTATIONS

Much like a job, it's helpful to assess if someone has a background that might make them uniquely prepared to serve on a board or commission. Also like a job, sometimes organizations find someone who is still a good fit even without the technical knowledge. Establishing desired skill-sets and expectations helps set that foundation. For example, to be on the planning commission it may help to have a background in real estate, planning, or architecture. If someone doesn't have that background, they could still be a good fit but should be prepared to learn about those things. The expectations should also make it clear how often the board meets, their responsibilities, how to prepare for meetings and other key information. To align with the best practice, Shelby could list the desired skill-sets and expectations on the application, on the website, or as a separate document.

ORIENTATION

No one likes to show up to a meeting unprepared. In order to help newly appointed or elected members get up-to-speed, Redevelopment Ready Communities® will have established orientation procedures or packets. These packets should include local information such as copies or links to key plans and ordinances as well as village policies. They should also include information on available training resources and general information to prepare a member for the decisions they'll be asked to make. Shelby currently provides orientation packets to their planning commission members which include the zoning enabling act, bylaws, etc. To fully align with Best Practice 4.1.2, packets should be provided to all development-related boards and commissions.

Best Practice 4.1—Recruitment and orientation *continued*

Status	Evaluation criteria	Recommended actions for certification
4.1.1	The community sets expectations for board and commission positions.	<input type="checkbox"/> Document the appointment process from application to orientation <input type="checkbox"/> Make an application (or similar approach) available online <input type="checkbox"/> Establish desired skill-sets and expectations for development-related boards and commissions
4.1.2	The community provides orientation packets to all appointed and elected members of development-related boards and commissions.	<input type="checkbox"/> Provide orientation packets to all development-related boards and commissions

Best Practice 4.2—Education and training

Best Practice 4.2 assesses how a community encourages training and tracks educational activities for appointed and elected officials and staff. Trainings provide officials and staff with an opportunity to expand their knowledge and ultimately make more informed decisions about land use and redevelopment issues. An effective training program includes four components: financial resources to support training, a plan to identify priority topics and track attendance, consistent encouragement to attend trainings and sharing of information between boards and commissions to maximize the return on investment for the community.

DEDICATED FUNDING

There's an old saying that if you want to understand an organization's priorities, look at how they budget and spend their money. The same holds true for communities. The first step in making training a priority is to show that it's a priority by having a dedicated spot in the budget for it. There's no perfect amount of money to make a training program work. Some RRC communities are fortunate enough set aside thousands each year while some might set aside \$100 to cover a group membership to one organization. No matter the amount, having training as a dedicated line item in the budget helps show that it's a priority. Shelby has an established training budget for officials and staff, this is annually reviewed with the budget

IDENTIFYING TRAINING PRIORITIES

Much like how a community prioritizes projects in its plans, it should understand its priorities for training. Do members need a refresh on the basics of being a planning commissioner? Or maybe there is a special project such as a zoning update planned for next year which could benefit from some pre-project training. Or maybe there's a strong interest in learning more about housing, non-motorized transportation, community capital or some other hot topic. The village understands its priorities best, but it should discuss them at least annually and write them down. Having them written down helps to sort through the plethora of training opportunities out there (free or not). This is not currently a formalized

process within Village of Shelby. RRC provides one-page training plan templates as one way to address this. Communities also sometimes tackle this as part of the planning commission annual report or just hold annual conversations.

TRACKING TRAINING

RRC Best Practices call for communities to track attendance at training events. The purpose of tracking is so that the village can see who is consistently doing training and where knowledge gaps may exist. It also builds a level of accountability to encourage officials to stay updated on the topics they're making legally binding decisions about. Shelby indicated on their self-evaluation that they do not have a formal process to track who is attending trainings. The village could consider creating a spreadsheet or documenting training attendance in the planning commission annual report to meet this best practice.

CONSISTENT REMINDERS

Having a training plan in place is great but we all lead busy lives and are prone distraction. Ensuring the community has a way of gently reminding officials of training opportunities keeps training at the top of mind. Currently, the village manager will pass along training opportunities to staff and officials via email. The village should consider establishing a specific process to notify relevant individuals about training opportunities. A common approach is to add training as a standing agenda item. This also encourages report outs. Other ways communities have met this include adding training fliers to all meeting packets or sending out a regular email focused on training. While events may not always be available, webinars and articles certainly are. As an idea to encourage consistent training, at least one RRC-certified community holds a friendly competition between boards to see who can get the most training hours in each year.

TRAINING REPORT-OUTS

Asking members who attend training to report out to fellow officials helps share information and increases the village's return on its investment (time and monetary).

Best Practice 4.2—Education and training *continued*

Most communities address this by asking for report outs during general updates at meetings but some also ask for short written report-outs. Some communities also ask officials to share PowerPoints and notes.

Adding training as a standing agenda item ensures that training is not forgotten during the report-out process. Shelby does not currently have a process to report out training information; creating this opportunity will allow information to be shared freely between village staff and officials.

JOINT MEETINGS

While communities have master plans and common goals, it's easy to head in different directions when doing the day-to-day work. Even in smaller communities where officials may live next to each other or see each other at the grocery store, it's important to connect in an official capacity. Having some type of joint meeting or event between council, planning commission, and other relevant boards and commissions at least annually gives the community that chance to connect and ensure everyone is pulling in the same direction. Joint meetings are not currently held in Shelby. Many communities

combine a joint meeting with an in-house training or hold the meeting to focus on a special topic or project. A report out on this RRC baseline has been the basis for several communities to start this annual practice.

PLANNING COMMISSION ANNUAL REPORT

The Michigan Planning Enabling Act (MPEA) required that the planning commission provide a report annually to the governing body on the commission's activities. Providing something as brief as a one-page memo satisfies the legal requirement under the MPEA. However, RRC encourages communities to use the report as a vehicle for incorporating a number of the other best practices such as identifying training priorities, reporting out on training activity, reviewing any development review feedback (see Best Practice 3 for details), and assessing progress on the master plan. Since Shelby doesn't currently issue a planning commission annual report, this is a great opportunity to build one fully customized to fit the village's needs. RRC has created a basic template which can be altered as needed. The RRC library also includes several examples from other communities.

Status	Evaluation criteria	Recommended actions for certification
4.2.1	The community has a dedicated source of funding for training.	✓
4.2.2	The community identifies training needs and tracks attendance for elected and appointed officials and staff.	<input type="checkbox"/> Identify priorities for training topics and sources <input type="checkbox"/> Establish a method to track training activity for staff and officials
4.2.3	The community encourages elected and appointed officials and staff to attend trainings.	<input type="checkbox"/> Establish a way to consistently remind officials of upcoming training opportunities
4.2.4	The community shares information between elected and appointed officials and staff.	<input type="checkbox"/> Publish a planning commission annual report <input type="checkbox"/> Establish a method to report out from training activity <input type="checkbox"/> Hold a joint meeting or training with council, planning commission and DDA at least annually

Best Practice 5.1—Economic development strategy

Best Practice 5.1 evaluates goals and actions identified by the community to assist in strengthening its overall economic health. Strategic economic development planning is critical to attract jobs and new investment in communities.

LOCAL STRATEGY

The expectation of Best Practice 5.1 is that communities will have an overarching economic development strategy that assesses challenges and opportunities, describes how economic development initiatives are coordinated and outlines goals, objectives and implementation actions. To align with the RRC Best Practices, it is recommended Shelby build on existing economic development strategies and coordinate them in the form of an overarching, cohesive economic development strategy document. This document’s implementation actions should include time frames and responsible parties for the completion of each action. The RRC library, www.miplace.org/rrclibrary, has an “Economic Development Strategy Guide” that could serve as a valuable reference for the village as it develops an economic development strategy.

ASSESSING PROGRESS

The second aspect of this best practice focuses on ensuring the economic development strategy is reviewed on a regular basis. This ensures that the village’s economic development goals and actions remain front of mind and so that it can correct course as needed to react to changing circumstances. Once the economic development strategy is created the community can establish an approach for assessing the plan’s progress.

CONNECTION TO REGIONAL STRATEGIES

During the creation of an economic development strategy Shelby should be sure to coordinate efforts with local and regional partners, such as the Shelby Area Chamber of Commerce. The village should also ensure to remain plugged into Oceana County’s economic development efforts so that its own efforts can align where they make sense.

Status	Evaluation criteria	Recommended actions for certification
5.1.1	The community has approved an economic development strategy.	<input type="checkbox"/> Develop an overarching economic development strategy to be approved by the village council
5.1.2	The community annually reviews the economic development strategy.	<input type="checkbox"/> Annually review the adopted economic development strategy

Best Practice 5.2—Marketing and promotion

Best Practice 5.2 evaluates how the community promotes and markets itself. Marketing and branding are essential tools in promotion of a community’s assets and unique attributes. Consumers and investors are attracted to places that evoke positive feelings and to communities that take pride in their town and their history.

MARKETING STRATEGY

Marketing is a team effort and a community typically has numerous partners doing marketing on its behalf—some it the village may not even be aware of. A strategy can help a community understand all the players and ensure a consistent story about the community’s strengths is getting out there. Shelby doesn’t currently have a cohesive marketing strategy or an official brand. When creating a marketing strategy, the village should focus on including the following:

1. An inventory of its existing marketing assets and partners. Think about what the village is already doing to market itself? Who else is out there marketing Shelby? Does Shelby have a page on www.michigan.org?
2. Identify key audiences to focus on when attracting new residents, new businesses, and new development. For example, encouraging additional non-traditional housing options could help attract new residents and developers.
3. Identify key messages for each of those audiences—telling your average person that the village approves site plans quickly means almost nothing but to a business owner looking to expand into a new market, it could be appealing.

4. Identify key avenues for those messages. Social media is nice, but will it really hit those out-of-town developers who you might need to kickstart a priority site project? Probably not.
5. Identifying what success looks like. This way you know if you’re on the right path or need to shift course.

Developing a formal brand is a great marketing tool and something communities should strive for. However, it’s not as effective as it could be without a strategy for getting the word out. A formal brand is also not required for RRC certification but is something communities commonly create as part of the process.

MUNICIPAL WEBSITE

A key aspect of any community’s efforts to market itself and help foster development is its website. This is often the first point of contact with anyone looking to invest or visit. As such, it is important that a community’s planning and development information can be readily found in a centralized location. Shelby’s website at first glance is modern and aesthetically pleasing. Some of the information is out of date but overall, it was easy to navigate. As of now, there’s no clearly centralized location and the items RRC did find were spread throughout. Many items don’t yet exist, but the village will create them as it continues with RRC. As a first step, the village should identify a central location for development information. Seeing as the village does not have an existing community or economic development section, this could be a good time to consider creating one.

Status	Evaluation criteria	Recommended actions for certification
5.2.1	The community has developed a marketing strategy.	<input type="checkbox"/> Develop a cohesive marketing strategy for the village
5.2.2	The community has an updated, user-friendly municipal website.	<input type="checkbox"/> Ensure that all the items noted in this best practice are included in that central location or within one click

Best Practice 6.1—Redevelopment Ready Sites®

Best Practice 6.1 assesses how a community identifies, visions for and markets their priority redevelopment sites. Communities must think strategically about the redevelopment of properties and investments and those investments should be targeted in areas that can catalyze further development. Instead of waiting for developers to propose projects, Redevelopment Ready Communities® identify priority sites and prepare information to assist developers in finding opportunities that match

the community’s vision. It is best to begin working on identifying and prioritizing sites once a community has completed a majority of the previous best practices. When a community is ready to begin identifying priority redevelopment sites, the Redevelopment Services Team (www.miplace.org/rsteam) will be available to assist communities in identifying sites that meet can help the community implement their vision.

Status	Evaluation criteria	Recommended actions for certification
6.1.1	The community identifies and prioritizes redevelopment sites.	<p>Complete the other five best practices. Once those are complete, the RRC Team will connect the community with the Redevelopment Services Team to complete the remainder of this best practice.</p>
6.1.2	The community gathers basic information for at least three priority sites.	
6.1.3	The community has development a vision for at least three priority sites.	
6.1.4	The community identifies potential resources and incentives for at least three priority sites.	
6.1.5	The community assembles a property information package for at least one priority site.	
6.1.6	Prioritized redevelopment sites are actively marketed in accordance with the marketing strategy.	

The RRC program assists communities in maximizing their economic potential by embracing effective redevelopment tools and best practices. Upon receipt of this report, community staff and leadership should review the recommendations and determine if they align with the community's priorities and vision. If, after review, the community believes that RRC is still a good fit, council should pass a resolution of intent to continue with the process. Upon receipt of that resolution, the community will enter final phase of the process: officially working toward certification. During that phase, the community will be able to make progress on RRC items at its own pace and receive regular support from its RRC

planner. It will also have continued access to the RRC online library of resources and extensive network of other RRC-engaged communities while also becoming eligible for matching technical assistance dollars from RRC (once the community has shown at least one-quarter of progress). In order to guide this next phase, RRC recommends the creation of an RRC work group consisting of community staff, officials and community representatives. Local officials or new employees within the RRC process are also encouraged to complete our online eLearning tool. We look forward to working with the community on reaching certification and a long, positive partnership for many years to come.

RESOLUTION # 2020-07-13-01
A RESOLUTION AUTHORIZING THE IMPLEMENTATION OF RECOMMENDATIONS
NECESSARY TO RECEIVE A REDEVELOPMENT READY COMMUNITIES CERTIFICATION
FROM THE MICHIGAN ECONOMIC DEVELOPMENT CORPORATION (MEDC)

VILLAGE OF SHELBY, OCEANA COUNTY, MICHIGAN

At a Regular Meeting of the Common Council of The Village of Shelby, Oceana County, Michigan, held at Village Hall on July 13, 2020, the following Resolution was offered.

WHEREAS, the Village of Shelby has participated in the MEDC Redevelopment Ready Communities Program, including entering into a Memorandum of Understanding with the MEDC and undergoing an evaluation of the Village's redevelopment practices as reported in the Redevelopment Ready Communities Baseline Report and Evaluation of Findings dated June 2020; and

WHEREAS, the MEDC has developed a program for certifying Redevelopment Ready Communities, and the Village of Shelby desires to achieve that certification by implementing best practices and recommended strategies for redevelopment; and

WHEREAS, the program includes evaluating the partnerships with Village Boards and Councils related to development, including the Village Council, Planning Commission, Zoning Board of Appeals, and future Downtown Development Authority(s); and

WHEREAS, after review of the RRC Report of Findings, the Village of Middleville is willing to complete the tasks as outlined, which will involve interaction with the aforementioned Village boards and Commissions; and,

NOW, THEREFORE, BE IT RESOLVED, that the Village of Shelby, Oceana County, Michigan, authorizes the implementation of the MEDC RRC recommendations necessary to receive Redevelopment Ready Communities Certification.

AYES: _____

NAYS: _____

ABSENT: _____

MOTION APPROVED: _____

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 Village of Shelby Council at their regular meeting held on the 13th day of July 2020, in the Village of Shelby, Oceana County, State of Michigan, with a quorum present.



Crystal Budde
Clerk
Village of Shelby, Oceana County, Michigan

Check Proofing Report

06/23/2020 12:27 PM

Database: Shelby

1/6

Payroll ID: 492

Check Post Date: 06/25/2020

Pay Period End Date: 06/21/2020

Application: PR

Name: 30077 - BUDDE , CRYSTAL

Active

Employee ID: 30077	Department ID: 215	Gross for Check: 1,664.00	Net After Dir Dep: 0.00
Withholding Status: Married	Federal Allow.: 1	Net for Check: 1,188.39	Total Deductions: 475.61
Pay Period End Date: 06/21/2020	State Allow.: 1	Reg. Hours: 80.00	Direct Deposit: 1,188.39
Check Date: 06/25/2020		OT Hours: 0.00	YTD Gross: 22,384.00
	Local Allow.: 00	Suppl. Hours: 0.00	Comp Hrs Wrkd: 0.00
		Deduction Refund: 0.00	

Paycode ID	Distribution	Rate	Hours	OT Hrs	Amt	YTD Amt	Ded/Exp ID	Amt	YTD Amt
215	CLERK/TREASURER	20.00	75.50	0.00	1,510.00	17,603.00	FITW	86.04	1,250.44
PTO	CLERK/TREASURER	20.00	4.50	0.00	90.00	417.00	SITW	54.57	756.52
457 SS TAX	457 C/T ALLOC	64.00	0.00	0.00	64.00	800.00	SOCSEC_EE	102.34	1,377.05
							MEDICARE_EE	23.93	322.05
							DELTA DENTAL	13.35	173.55
							457_EE	184.00	2,048.00
							VISION	11.38	113.80
							SSB	1,188.39	DEPOSIT

Leave Bank ID	Leave ID	Prev. Bal.	Comp Wrkd	Accrued	Lost	Taken	Buy Out	Adjusted	Net Change	New Balance
PTO	N/A	114.50		0.00	0.00	4.50	0.00	0.00	-4.50	110.00
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: 1,465.31	Total Deductions: 457.89
Pay Period End Date: 06/21/2020	State Allow.: 0	Reg. Hours: 64.00	Direct Deposit: 1,465.31
Check Date: 06/25/2020		OT Hours: 0.00	YTD Gross: 25,001.60
	Local Allow.: 00	Suppl. Hours: 0.00	Comp Hrs Wrkd: 0.00
		Deduction Refund: 0.00	

Paycode ID	Distribution	Rate	Hours	OT Hrs	Amt	YTD Amt	Ded/Exp ID	Amt	YTD Amt
301 P	101-301.000-702.000	30.05	64.00	0.00	1,923.20	25,001.60	FITW	229.03	2,977.39
							SITW	81.74	1,062.62
							SOCSEC_EE	119.24	1,550.10
							MEDICARE_EE	27.88	362.52
							GERB	1,465.31	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: 30083 - HELENHOUSE, JEREMIAH P

Active

= Deposited Ded/Exp * = Check Adjustment

Check Proofing Report

06/23/2020 12:27 PM

Database: Shelby

2/6

Payroll ID: 492 Check Post Date: 06/25/2020 Pay Period End Date: 06/21/2020 Application: PR

Employee ID: 30083	Department ID: 441	Gross for Check: 2,293.88	Net After Dir Dep: 0.00
Withholding Status: Single	Federal Allow.: 2	Net for Check: 1,647.21	Total Deductions: 646.67
Pay Period End Date: 06/21/2020	State Allow.: 2	Reg. Hours: 86.00	Direct Deposit: 1,647.21
Check Date: 06/25/2020	Local Allow.: 00	OT Hours: 8.50	YTD Gross: 30,521.72
		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	34.50	0.00	776.25	23,482.87	SITW	73.24	987.23
441 H	202-463.000-702.000	22.50	1.00	0.00	22.50		SOCSEC_EE	142.22	1,892.35
441 H	203-463.000-702.000	22.50	1.00	0.00	22.50		MEDICARE_EE	33.26	442.56
441 H	590-000.000-702.000	22.50	10.50	2.00	303.75		457_EE	205.31	2,570.04
441 H	591-000.000-702.000	22.50	22.00	6.50	714.38		FITW	192.64	2,723.47
441 H	661-000.000-702.000	22.50	1.00	0.00	22.50		SSB	1,647.21	DEPOSIT
457 SS TAX	DPW 457 ALLOC	72.00	0.00	0.00	72.00	897.60			
VACATION	DPW	22.50	16.00	0.00	360.00	489.00			

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	26.00		0.00	0.00	16.00	0.00	0.00	-16.00	10.00

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: 1,397.31	Total Deductions: 722.63
Pay Period End Date: 06/21/2020	State Allow.: 0	Reg. Hours: 80.00	Direct Deposit: 1,397.31
Check Date: 06/25/2020	Local Allow.: 00	OT Hours: 0.00	YTD Gross: 30,412.98
		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	23,983.05	FITW	236.43	3,704.49
457 SS TAX	DPW 457 ALLOC	81.54	0.00	0.00	81.54	1,060.02	SITW	83.17	1,202.47
							SOCSEC_EE	131.43	1,885.60
							MEDICARE_EE	30.74	440.99
							FOC_GMACINTOSH	57.70	750.10
							457_EE	163.08	2,120.04
							HEALTH	20.08	261.04
							SSB	1,397.31	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	62.75		0.00	0.00	0.00	0.00	0.00	0.00	62.75
VAC	VACATION	73.75		0.00	0.00	0.00	0.00	0.00	0.00	73.75

= Deposited Ded/Exp * = Check Adjustment

Check Proofing Report

06/23/2020 12:27 PM

Database: Shelby

3/6

Payroll ID: 492

Check Post Date: 06/25/2020

Pay Period End Date: 06/21/2020

Application: PR

Name: 30086 - MAHONEY, RANDY

Active

Employee ID: 30086	Department ID: 253	Gross for Check: 730.75	Net After Dir Dep: 546.47
Withholding Status: Married	Federal Allow.: 0	Net for Check: 546.47	Total Deductions: 184.28
Pay Period End Date: 06/21/2020	State Allow.: 0	Reg. Hours: 39.50	Direct Deposit: 0.00
Check Date: 06/25/2020	Local Allow.: 00	OT Hours: 0.00	YTD Gross: 11,630.90
		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	23.50	0.00	434.75	10,180.40	FITW	87.31	1,340.18
PTO	ADM ASSIST	18.50	16.00	0.00	296.00	296.00	SITW	41.06	619.32
							SOCSEC_EE	45.31	721.12
							MEDICARE_EE	10.60	168.65

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	16.00	0.00	0.00	-16.00	104.00

Name: 30108 - PAYNE, AMANDA J

Active

Employee ID: 30108	Department ID: 301	Gross for Check: 1,555.20	Net After Dir Dep: 0.00
Withholding Status: Single	Federal Allow.: 0	Net for Check: 1,127.73	Total Deductions: 427.47
Pay Period End Date: 06/21/2020	State Allow.: 0	Reg. Hours: 80.00	Direct Deposit: 1,127.73
Check Date: 06/25/2020	Local Allow.: 00	OT Hours: 0.00	YTD Gross: 8,702.10
		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	8,212.50	FITW	104.52	539.57
457 SS TAX	101-301.000-715.100	57.60	0.00	0.00	57.60	345.60	SITW	59.98	345.37
457 SS TAX	101-301.000-715.100	57.60	0.00	0.00	57.60		SOCSEC_EE	96.42	539.53
							MEDICARE_EE	22.55	126.18
							457_EE	144.00	576.00
							PNC	1,127.73	DEPOSIT

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: 79.04	Net After Dir Dep: 69.63
Withholding Status: Married	Federal Allow.: 0	Net for Check: 69.63	Total Deductions: 9.41
Pay Period End Date: 06/21/2020	State Allow.: 0	Reg. Hours: 6.08	Direct Deposit: 0.00
Check Date: 06/25/2020	Local Allow.: 00	OT Hours: 0.00	YTD Gross: 1,012.96
		Suppl. Hours: 0.00	Comp Hrs Wrkd: 0.00
		Deduction Refund: 0.00	

Check Proofing Report

06/23/2020 12:27 PM

Database: Shelby

4/6

Payroll ID: 492 Check Post Date: 06/25/2020 Pay Period End Date: 06/21/2020 Application: PR

Paycode ID	Distribution	Rate	Hours	OT Hrs	Amt	YTD Amt	Ded/Exp ID	Amt	YTD Amt
265	101-265.000-702.000	13.00	6.08	0.00	79.04	1,012.96	SITW	3.36	43.08
							SOCSEC_EE	4.90	62.80
							MEDICARE_EE	1.15	14.69

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:	06/21/2020	State Allow.:	1	Reg. Hours:	18.00	Direct Deposit:	0.00
Check Date:	06/25/2020	Local Allow.:	00	OT Hours:	0.00	YTD Gross:	6,045.00
				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	6,045.00	FITW	11.42	441.11
							SITW	7.59	206.74
							SOCSEC_EE	16.74	374.79
							MEDICARE_EE	3.91	87.65

Name: 30078 - SEABOLT, KIRK Active

Employee ID:	30078	Department ID:	441	Gross for Check:	2,160.40	Net After Dir Dep:	0.00
Withholding Status:	Married	Federal Allow.:	0	Net for Check:	1,447.28	Total Deductions:	713.12
Pay Period End Date:	06/21/2020	State Allow.:	0	Reg. Hours:	86.00	Direct Deposit:	1,447.28
Check Date:	06/25/2020	Local Allow.:	00	OT Hours:	6.00	YTD Gross:	26,712.60
				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
441 H	DPW	22.00	8.00	0.00	176.00	21,063.40	SITW	84.38	889.07
441 H	101-691.000-702.000	22.00	65.00	0.00	1,430.00		MEDICARE_EE	31.33	389.77
441 H	590-000.000-702.000	22.00	7.00	2.00	220.00		SOCSEC_EE	133.95	1,666.60
441 H	591-000.000-702.000	22.00	6.00	4.00	264.00		FITW	218.14	2,295.97
457 SS TAX	DPW 457 ALLOC	70.40	0.00	0.00	70.40	883.20	457_EE	174.90	2,165.57
							HEALTH	66.97	1,598.47
							VISION	3.45	31.05
							SSB	1,447.28	DEPOSIT

Leave Bank ID	Leave ID	Prev. Bal.	Comp Wrkd	Accrued	Lost	Taken	Buy Out	Adjusted	Net Change	New Balance
PTO	PERSONAL	117.50		0.00	0.00	0.00	0.00	0.00	0.00	117.50
VAC	VACATION	80.00		0.00	0.00	0.00	0.00	0.00	0.00	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

= Deposited Ded/Exp * = Check Adjustment

Check Proofing Report

06/23/2020 12:27 PM

Database: Shelby

5/6

Payroll ID: 492 Check Post Date: 06/25/2020 Pay Period End Date: 06/21/2020 Application: PR

Pay Period End Date: 06/21/2020	State Allow.: 0	Reg. Hours: 7.00	Direct Deposit: 0.00
Check Date: 06/25/2020		OT Hours: 0.00	YTD Gross: 1,755.00
	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	7.00	0.00	105.00	1,755.00	SITW	4.46	74.59
							SOCSEC_EE	6.51	108.81
							MEDICARE_EE	1.52	25.45

Name: 30091 - VON DRAK, JOSEPH W Active

Employee ID: 30091	Department ID: 301	Gross for Check: 1,709.00	Net After Dir Dep: 0.00
Withholding Status: Married	Federal Allow.: 0	Net for Check: 1,197.67	Total Deductions: 511.33
Pay Period End Date: 06/21/2020	State Allow.: 0	Reg. Hours: 80.00	Direct Deposit: 1,197.67
Check Date: 06/25/2020		OT Hours: 1.50	YTD Gross: 24,613.60
	Local Allow.: 00	Suppl. Hours: 0.00	Comp Hrs Wrkd: 0.00
		Deduction Refund: 0.00	

Paycode ID	Distribution	Rate	Hours	OT Hrs	Amt	YTD Amt	Ded/Exp ID	Amt	YTD Amt
301 P	101-301.000-702.000	20.00	80.00	1.50	1,645.00	21,852.00	FITW	111.41	1,768.17
457 SS TAX	101-301.000-715.100	64.00	0.00	0.00	64.00	825.60	SITW	64.29	949.06
							SOCSEC_EE	103.70	1,496.79
							MEDICARE_EE	24.26	350.06
							DELTA DENTAL	36.29	471.77
							457_EE	160.00	1,811.20
							VISION	11.38	102.42
							PREFERRED	1,197.67	DEPOSIT

Leave Bank ID	Leave ID	Prev. Bal.	Comp Wrkd	Accrued	Lost	Taken	Buy Out	Adjusted	Net Change	New Balance
PTO	N/A	116.50		0.00	0.00	0.00	0.00	0.00	0.00	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: 7,265.28	Net After Dir Dep: 0.00
Withholding Status: Single	Federal Allow.: 2	Net for Check: 4,753.75	Total Deductions: 2,511.53
Pay Period End Date: 06/21/2020	State Allow.: 0	Reg. Hours: 208.00	Direct Deposit: 4,868.75
Check Date: 06/25/2020		OT Hours: 0.00	YTD Gross: 42,030.24
	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
HOURLY	VILLAGE ADMIN	34.40	80.00	0.00	2,752.00	33,299.20	FITW	1,334.85	5,114.52
457 SS TAX	457 VA ALLOCATE	110.08	0.00	0.00	110.08	1,431.04	SITW	294.53	1,601.09

= Deposited Ded/Exp * = Check Adjustment

Check Proofing Report

06/23/2020 12:27 PM

Database: Shelby

6/6

Payroll ID: 492 Check Post Date: 06/25/2020 Pay Period End Date: 06/21/2020 Application: PR

Paycode ID	Distribution	Rate	Hours	OT Hrs	Amt	YTD Amt	Ded/Exp ID	Amt	YTD Amt
VACATION	VILLAGE ADMIN	34.40	32.00	0.00	1,100.80	2,476.80	SOCSEC_EE	443.31	2,513.18
PTO	VILLAGE ADMIN	34.40	96.00	0.00	3,302.40	3,302.40	MEDICARE_EE	103.68	587.76
							457_EE	220.16	2,862.08
							##HSA	115.00	1,495.00
							SSB	115.00	DEPOSIT
							ELGA	4,753.75	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	-96.00	96.00	0.00	0.00	0.00	96.00
VAC	VACATION	32.00		0.00	-96.00	32.00	0.00	0.00	64.00	96.00

Check Proofing Report

07/02/2020 9:31 AM

Database: Shelby

1/3

Payroll ID: 494

Check Post Date: 07/02/2020

Pay Period End Date: 06/22/2020

Application: PR

Name: 30084 - CROTHERS, STEVEN W Active

Employee ID: 30084	Department ID: 101	Gross for Check: 200.00	Net After Dir Dep: 176.20
Withholding Status: Married	Federal Allow.: 0	Net for Check: 176.20	Total Deductions: 23.80
Pay Period End Date: 06/22/2020	State Allow.: 0	Reg. Hours: 4.00	Direct Deposit: 0.00
Check Date: 07/02/2020		OT Hours: 0.00	YTD Gross: 500.00
	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
101	101-101.000-702.000	50.00	4.00	0.00	200.00	450.00	SITW	8.50	21.25
							SOCSEC_EE	12.40	31.00
							MEDICARE_EE	2.90	7.25

Name: 30042 - HARRIS, WILLIAM P Active

Employee ID: 30042	Department ID: 101	Gross for Check: 250.00	Net After Dir Dep: 230.87
Withholding Status: Married	Federal Allow.: 2	Net for Check: 230.87	Total Deductions: 19.13
Pay Period End Date: 06/22/2020	State Allow.: 2	Reg. Hours: 5.00	Direct Deposit: 0.00
Check Date: 07/02/2020		OT Hours: 0.00	YTD Gross: 650.00
	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
101	101-101.000-702.000	50.00	4.00	0.00	200.00	550.00	SOCSEC_EE	15.50	40.30
101 C	101-101.000-702.000	50.00	1.00	0.00	50.00	100.00	MEDICARE_EE	3.63	9.43

Name: 30066 - INGLIS, PAUL E Active

Employee ID: 30066	Department ID: 101	Gross for Check: 400.00	Net After Dir Dep: 369.40
Withholding Status: Single	Federal Allow.: 1	Net for Check: 369.40	Total Deductions: 30.60
Pay Period End Date: 06/22/2020	State Allow.: 1	Reg. Hours: 6.00	Direct Deposit: 0.00
Check Date: 07/02/2020		OT Hours: 0.00	YTD Gross: 1,205.00
	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
101 P	101-101.000-702.000	75.00	4.00	0.00	300.00	825.00	SOCSEC_EE	24.80	74.71
101 C	101-101.000-702.000	50.00	2.00	0.00	100.00	300.00	MEDICARE_EE	5.80	17.47

Name: 30072 - NEAR, ANDREW A Active

Employee ID: 30072	Department ID: 101	Gross for Check: 250.00	Net After Dir Dep: 220.24
Withholding Status: Married	Federal Allow.: 0	Net for Check: 220.24	Total Deductions: 29.76
Pay Period End Date: 06/22/2020	State Allow.: 0	Reg. Hours: 5.00	Direct Deposit: 0.00

Check Proofing Report

07/02/2020 9:31 AM

Database: Shelby

2/3

Payroll ID: 494 Check Post Date: 07/02/2020 Pay Period End Date: 06/22/2020 Application: PR

Check Date:	07/02/2020	OT Hours:	0.00	YTD Gross:	650.00	
	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
101	101-101.000-702.000	50.00	4.00	0.00	200.00	450.00	SITW	10.63	27.63
101 C	101-101.000-702.000	50.00	1.00	0.00	50.00	200.00	SOCSEC_EE	15.50	40.30
							MEDICARE_EE	3.63	9.43

Name: 30037 - SUTTON, JOHN G Active

Employee ID:	30037	Department ID:	101	Gross for Check:	250.00	Net After Dir Dep:	0.00
Withholding Status:	Single	Federal Allow.:	0	Net for Check:	230.87	Total Deductions:	19.13
Pay Period End Date:	06/22/2020	State Allow.:	1	Reg. Hours:	5.00	Direct Deposit:	230.87
Check Date:	07/02/2020	OT Hours:	0.00	YTD Gross:	830.00		
	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
101	101-101.000-702.000	50.00	4.00	0.00	200.00	550.00	SOCSEC_EE	15.50	51.46
101 C	101-101.000-702.000	50.00	1.00	0.00	50.00	200.00	MEDICARE_EE	3.63	12.04
							HARB	230.87	DEPOSIT

Name: 30085 - WYNS, JAMES C Active

Employee ID:	30085	Department ID:	101	Gross for Check:	250.00	Net After Dir Dep:	230.87
Withholding Status:	Married	Federal Allow.:	2	Net for Check:	230.87	Total Deductions:	19.13
Pay Period End Date:	06/22/2020	State Allow.:	2	Reg. Hours:	5.00	Direct Deposit:	0.00
Check Date:	07/02/2020	OT Hours:	0.00	YTD Gross:	650.00		
	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
101	101-101.000-702.000	50.00	4.00	0.00	200.00	500.00	SOCSEC_EE	15.50	40.30
101 C	101-101.000-702.000	50.00	1.00	0.00	50.00	150.00	MEDICARE_EE	3.63	9.43

Name: 30044 - ZAVERL, DANIEL T Active

Employee ID:	30044	Department ID:	101	Gross for Check:	200.00	Net After Dir Dep:	176.20
Withholding Status:	Single	Federal Allow.:	0	Net for Check:	176.20	Total Deductions:	23.80
Pay Period End Date:	06/22/2020	State Allow.:	0	Reg. Hours:	4.00	Direct Deposit:	0.00
Check Date:	07/02/2020	OT Hours:	0.00	YTD Gross:	650.00		
	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
101	101-101.000-702.000	50.00	4.00	0.00	200.00	550.00	SITW	8.50	27.63

= Deposited Ded/Exp * = Check Adjustment

Check Proofing Report

07/02/2020 9:31 AM

Database: Shelby

3/3

Payroll ID: 494

Check Post Date: 07/02/2020

Pay Period End Date: 06/22/2020

Application: PR

Paycode ID	Distribution	Rate	Hours	OT Hrs	Amt	YTD Amt	Ded/Exp ID	Amt	YTD Amt
							SOCSEC_EE	12.40	40.30
							MEDICARE_EE	2.90	9.43

**Report to Finance
June 8, 2020**

	Description	General	Major St	Local St.	Sewer	Water	Motor Pool	Total
Affordable Auto Services	Oil Change 2017 Ford						\$ 42.57	\$ 42.57
At&T Mobility	PD Wireless Aircard	\$ 76.46						\$ 76.46
Beckman Bros., Inc.	Wood Chips & Top Soil	\$ 215.44						\$ 215.44
Ceres Solutions	Flower Seeds	\$ 33.46						\$ 33.46
City of Hart	Water Test					\$ 75.00		\$ 75.00
DTE Energy	Natural Gas	\$ 323.16			\$ 52.01			\$ 375.17
Fleis & Vandenbrink	Getty Park Master Plan	\$ 585.56						\$ 585.56
Fuelman	Vehicle Fuel						\$ 882.04	\$ 882.04
Great Lakes Energy	Street Lights	\$ 14.60						\$ 14.60
Helena	Gloves & S1, S3 Testings				\$ 24.50			\$ 24.50
MML Workers Comp Fund	Annual Policy Premium	\$ 1,708.14	\$ 205.80	\$ 205.80	\$ 411.60	\$ 946.68	\$ 637.98	\$ 4,116.00
Oceana Builders Supply	Misc. Supplies	\$ 57.22			\$ 26.48	\$ 19.84	\$ 34.67	\$ 138.21
Priority Health	Employee Health	\$ 1,768.46	\$ 464.65	\$ 464.65	\$ 1,315.17	\$ 1,315.19	\$ 90.90	\$ 5,419.02
Staples	Office Supplies	\$ 163.30						\$ 163.30
Trace Analytical Labs	Testing				\$ 767.00	\$ 383.00		\$ 1,150.00
Trinity Health	PD Drug Screening	\$ 14.00						\$ 14.00
USDA	Sewer Bond Payment				\$ 102,548.75			\$ 102,548.75
Vision Service Plan	Employee Vision	\$ 129.85	\$ 26.98	\$ 26.98	\$ 67.54	\$ 67.54	\$ 7.56	\$ 326.45
Williams & Works	Master Plan	\$ 360.00						\$ 360.00
								\$ -
								\$ -
								\$ -
								\$ -
								\$ -
								\$ -
								\$ -
								\$ -
								\$ -
								\$ -
General		\$ 11,520.30						\$ -
Major Street		\$ 1,523.40						
Local Street		\$ 1,523.39						
Sewer		\$ 107,658.95						
Water		\$ 5,798.10						
Motor Pool		\$ 2,242.31						
Total		\$ 137,485.33						
Check Total		\$ 116,560.53						

Signature: James C. Wilson
Date: 6-8-2020

**Report to Finance
July 13, 2020**

	Description	General	Major St	Local St.	Sewer	Water	Motor Pool	Total
Beckman Brothers	Top Soil					\$ 61.92		\$ 61.92
City of Hart	Water Test					\$ 75.00		\$ 75.00
Computer Refinery	DPW Computer Repairs	\$ 273.72						\$ 273.72
Delta Dental	Employee Dental	\$ 225.13	\$ 26.93	\$ 26.93	\$ 70.32	\$ 70.32	\$ 4.65	\$ 424.28
DEQ	Sewer Certification Renewal				\$ 95.00			\$ 95.00
DTE Energy	Natural Gas	\$ 37.48			\$ 81.39			\$ 118.87
Fleis & Vandenbrink	Water Reliability Study					\$ 216.55		\$ 216.55
Galloup	Water Tower Control System					\$ 600.00		\$ 600.00
Great Lakes Energy	Street Light	\$ 14.60						\$ 14.60
Helena Enterprises, LLC	Weed Control	\$ 31.00			\$ 31.00	\$ 31.00		\$ 93.00
High Grade Concrete	Road Maint. Materials		\$ 117.75	\$ 117.75				\$ 235.50
I. T. Right	Remote Backup Service	\$ 500.00						\$ 500.00
Joe VonDrak	Fuel Reimbursement						\$ 32.83	\$ 32.83
Jons To Go	Portable Restrooms	\$ 210.00						\$ 210.00
Larsons Hardware	LP Gas						\$ 52.44	\$ 52.44
Michigan Rural Water Assoc.	Annual Membership Fee					\$ 735.00		\$ 735.00
Oceana Builder Supply	Misc. Parts	\$ 10.24	\$ 13.07	\$ 13.07	\$ 38.47	\$ 46.43		\$ 121.28
Priority Health	Employee Health Premium	\$ 3,623.09	\$ 527.44	\$ 527.44	\$ 1,270.94	\$ 1,270.94	\$ 111.16	\$ 7,331.01
Pummill ProMark	Envelopes				\$ 49.69	\$ 49.68		\$ 99.37
Quadient Finance Inc.	Postage				\$ 200.00	\$ 200.00		\$ 400.00
Republic Services	Waste Removal	\$ 273.61						\$ 273.61
Shelby Chamber Commerce	Contribution to Flowers in Village	\$ 300.00						\$ 300.00
Staples	Office Equipment	\$ 209.56						\$ 209.56
Tanner Plumbing & Heating	Water Parts					\$ 12.64		\$ 12.64
								\$ -
								\$ -
								\$ -
								\$ -
								\$ -
								\$ -
General		\$ 14,070.96						\$ -
Major Street		\$ 1,923.67						
Local Street		\$ 1,923.66						
Sewer		\$ 4,459.04						
Water		\$ 6,331.85						
Motor Pool		\$ 575.25						
Total		\$ 37,960.47						
Check Total		\$ 12,486.18						
					Signature: <i>Jenna C. Lejano</i>			
					Date: 7-2-2020			

User: RWIDIGAN

PERIOD ENDING 05/31/2020

DB: Shelby

GL NUMBER	DESCRIPTION	2020-21 AMENDED BUDGET	YTD BALANCE	ACTIVITY FOR	AVAILABLE	% BDGT USED
			NORMAL (ABNORMAL)	MONTH 05/31/2020 INCREASE (DECREASE)	BALANCE NORMAL (ABNORMAL)	
Fund 101 - GENERAL FUND						
Revenues						
Dept 000.000						
101-000.000-403.000	CURRENT PROP TAXES	249,500.00	0.00	0.00	249,500.00	0.00
101-000.000-405.000	PILOT REVENUES	4,000.00	0.00	0.00	4,000.00	0.00
101-000.000-407.000	DELINQUENT PROP TAXES	40,500.00	29,838.39	28,512.27	10,661.61	73.68
101-000.000-451.000	BUSINESS LICENSES-PERMITS	100.00	20.00	0.00	80.00	20.00
101-000.000-543.000	PD 302 STATE FUNDING	520.00	250.00	0.00	270.00	48.08
101-000.000-569.000	STATE GRANTS-LIQUOR FEES	1,300.00	0.00	0.00	1,300.00	0.00
101-000.000-574.000	STATE REVENUE SHARING	185,370.00	29,817.00	0.00	155,553.00	16.09
101-000.000-580.000	STATE REVENUE EVIP	49,277.00	8,185.00	0.00	41,092.00	16.61
101-000.000-607.000	Zoning Permit Fees	800.00	0.00	0.00	800.00	0.00
101-000.000-618.000	TAX COLLECTION FEES	4,200.00	440.96	421.37	3,759.04	10.50
101-000.000-645.000	LEAF BAGS	100.00	14.00	14.00	86.00	14.00
101-000.000-652.000	POLICE FINES, FEES, REPORTS	450.00	30.00	5.00	420.00	6.67
101-000.000-652.100	DUIL RESTITUTIONS	280.00	0.00	0.00	280.00	0.00
101-000.000-664.000	INTEREST EARNED	3,200.00	2,768.81	2,588.90	431.19	86.53
101-000.000-667.000	BUILDING RENTAL	24,000.00	6,000.00	0.00	18,000.00	25.00
101-000.000-677.000	REIMBURSEMENTS	1,600.00	10,008.04	10,008.04	(8,408.04)	625.50
101-000.000-695.000	MISC. REVENUES	4,000.00	180.00	0.00	3,820.00	4.50
Total Dept 000.000		569,197.00	87,552.20	41,549.58	481,644.80	15.38
TOTAL REVENUES		569,197.00	87,552.20	41,549.58	481,644.80	15.38
Expenditures						
Dept 101.000 - VILLAGE COUNCIL						
101-101.000-702.000	SALARIES & WAGES	13,000.00	3,175.00	0.00	9,825.00	24.42
101-101.000-714.000	MEDICARE EXPENSE	188.50	46.04	0.00	142.46	24.42
101-101.000-715.000	PAYROLL W/H FICA	806.00	196.85	0.00	609.15	24.42
101-101.000-860.000	MILEAGE & MEALS	100.00	0.00	0.00	100.00	0.00
101-101.000-864.000	CONFERENCES & WORKSHOPS	600.00	0.00	0.00	600.00	0.00
Total Dept 101.000 - VILLAGE COUNCIL		14,694.50	3,417.89	0.00	11,276.61	23.26
Dept 215.000 - VILLAGE CLERK						
101-215.000-702.000	SALARIES & WAGES	7,592.50	2,294.50	625.63	5,298.00	30.22
101-215.000-714.000	MEDICARE EXPENSE	110.09	33.87	9.26	76.22	30.77
101-215.000-715.000	PAYROLL W/H FICA	470.74	144.75	39.53	325.99	30.75
101-215.000-715.100	PAYROLL W/H RETIREMENT	208.00	53.58	15.59	154.42	25.76
101-215.000-716.000	HOSPITALIZATION	2,168.93	120.67	146.35	2,048.26	5.56
101-215.000-717.000	DENTAL INSURANCE	604.80	(65.45)	(26.70)	670.25	(10.82)
101-215.000-718.000	LIFE INSURANCE	108.96	6.93	2.31	102.03	6.36
101-215.000-719.000	VISION	209.76	(154.06)	(42.70)	363.82	(73.45)
101-215.000-727.000	OFFICE SUPPLIES-GEN	2,000.00	243.60	0.00	1,756.40	12.18
101-215.000-742.000	PRINTING SERVICES-OFFICE	2,400.00	1,413.63	150.91	986.37	58.90
101-215.000-801.000	PROFESSIONAL SERVICES	1,500.00	471.00	471.00	1,029.00	31.40
101-215.000-858.000	MEMBERSHIPS & DUES	120.00	0.00	0.00	120.00	0.00
101-215.000-860.000	MILEAGE & MEALS	150.00	0.00	0.00	150.00	0.00
101-215.000-864.000	CONFERENCES & WORKSHOPS	100.00	0.00	0.00	100.00	0.00
101-215.000-900.000	PRINTING - PUBLISHINGS	200.00	263.40	263.40	(63.40)	131.70
101-215.000-916.000	WORKMANS COMP INS.	400.00	0.00	0.00	400.00	0.00
101-215.000-930.000	CONTRACTED REPAIRS/MAINT	500.00	0.00	0.00	500.00	0.00
Total Dept 215.000 - VILLAGE CLERK		18,843.78	4,826.42	1,654.58	14,017.36	25.61

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DB: Shelby

PERIOD ENDING 05/31/2020

GL NUMBER	DESCRIPTION	2020-21 AMENDED BUDGET	YTD BALANCE	ACTIVITY FOR	AVAILABLE	% BDGT USED
			NORMAL (ABNORMAL)	MONTH 05/31/2020 INCREASE (DECREASE)	BALANCE NORMAL (ABNORMAL)	
Fund 101 - GENERAL FUND						
Expenditures						
Dept 253.000 - VILLAGE TREASURER						
101-253.000-702.000	SALARIES & WAGES	7,592.50	2,014.46	585.60	5,578.04	26.53
101-253.000-714.000	MEDICARE EXPENSE	110.09	29.81	8.67	80.28	27.08
101-253.000-715.000	PAYROLL W/H FICA	470.74	127.52	37.07	343.22	27.09
101-253.000-715.100	PAYROLL W/H RETIREMENT	208.00	53.60	15.59	154.40	25.77
101-253.000-716.000	HOSPITALIZATION	2,168.93	296.10	146.35	1,872.83	13.65
101-253.000-717.000	DENTAL INSURANCE	0.00	28.00	0.00	(28.00)	100.00
101-253.000-718.000	LIFE INSURANCE	0.00	6.93	2.31	(6.93)	100.00
101-253.000-719.000	VISION	0.00	14.58	9.72	(14.58)	100.00
101-253.000-727.000	OFFICE SUPPLIES-GEN	1,000.00	8.49	0.00	991.51	0.85
101-253.000-800.000	SERVICES	1,500.00	471.00	471.00	1,029.00	31.40
101-253.000-858.000	MEMBERSHIPS & DUES	125.00	0.00	0.00	125.00	0.00
101-253.000-860.000	MILEAGE & MEALS	50.00	0.00	0.00	50.00	0.00
101-253.000-864.000	CONFERENCES & WORKSHOPS	100.00	0.00	0.00	100.00	0.00
101-253.000-900.000	PRINTING - PUBLISHINGS	150.00	0.00	0.00	150.00	0.00
Total Dept 253.000 - VILLAGE TREASURER		13,475.26	3,050.49	1,276.31	10,424.77	22.64
Dept 255.000 - VILLAGE ADMINISTRATOR						
101-255.000-702.000	SALARIES & WAGES	15,648.00	3,894.86	1,114.82	11,753.14	24.89
101-255.000-714.000	MEDICARE EXPENSE	226.90	56.35	16.13	170.55	24.83
101-255.000-715.000	PAYROLL W/H FICA	970.18	241.00	68.98	729.18	24.84
101-255.000-715.100	PAYROLL W/H RETIREMENT	601.00	154.11	44.03	446.89	25.64
101-255.000-716.000	HOSPITALIZATION	946.78	122.66	61.33	824.12	12.96
101-255.000-717.000	DENTAL INSURANCE	100.20	16.70	0.00	83.50	16.67
101-255.000-718.000	LIFE INSURANCE	64.56	9.71	3.70	54.85	15.04
101-255.000-719.000	VISION	42.60	8.52	5.68	34.08	20.00
101-255.000-727.000	OFFICE SUPPLIES-GEN	1,500.00	265.61	0.00	1,234.39	17.71
101-255.000-800.000	CONTRACTED REPAIRS/MAINT	500.00	0.00	0.00	500.00	0.00
101-255.000-858.000	MEMBERSHIPS & DUES	1,000.00	170.01	60.00	829.99	17.00
101-255.000-860.000	MILEAGE & MEALS	1,600.00	28.00	0.00	1,572.00	1.75
101-255.000-864.000	CONFERENCES & WORKSHOPS	1,200.00	0.00	0.00	1,200.00	0.00
Total Dept 255.000 - VILLAGE ADMINISTRATOR		24,400.22	4,967.53	1,374.67	19,432.69	20.36
Dept 265.000 - VILLAGE HALL/GROUNDS						
101-265.000-702.000	SALARIES & WAGES	2,210.00	552.63	160.42	1,657.37	25.01
101-265.000-714.000	MEDICARE EXPENSE	32.05	8.02	2.33	24.03	25.02
101-265.000-715.000	PAYROLL W/H FICA	137.02	34.26	9.94	102.76	25.00
101-265.000-740.000	GEN OPER SUPPLIES	1,000.00	191.09	35.47	808.91	19.11
101-265.000-775.000	REPAIR/MAINT SUPPLIES	240.00	0.00	0.00	240.00	0.00
101-265.000-851.000	COMMUNICATIONS PHONE	4,200.00	465.48	261.76	3,734.52	11.08
101-265.000-910.000	INSURANCES	7,000.00	0.00	0.00	7,000.00	0.00
101-265.000-917.000	SEWER UTILITIES	350.00	67.68	0.00	282.32	19.34
101-265.000-918.000	WATER UTILITY	185.00	25.57	0.00	159.43	13.82
101-265.000-920.000	PUBLIC UTILITIES - CONSUMERS	3,700.00	510.39	247.71	3,189.61	13.79
101-265.000-921.000	PUBLIC UTILITIES - MICH CON	400.00	177.30	103.25	222.70	44.33
101-265.000-930.000	CONTRACTED REPAIRS/MAINT	5,000.00	0.00	0.00	5,000.00	0.00
101-265.000-956.000	MISCELLANEOUS	100.00	0.00	0.00	100.00	0.00
101-265.000-970.000	CAPITAL OUTLAY	1,500.00	0.00	0.00	1,500.00	0.00
Total Dept 265.000 - VILLAGE HALL/GROUNDS		26,054.07	2,032.42	820.88	24,021.65	7.80

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DB: Shelby

PERIOD ENDING 05/31/2020

GL NUMBER	DESCRIPTION	2020-21 AMENDED BUDGET	YTD BALANCE	ACTIVITY FOR	AVAILABLE	% BDGT USED
			NORMAL (ABNORMAL)	MONTH 05/31/2020 INCREASE (DECREASE)	BALANCE NORMAL (ABNORMAL)	
Fund 101 - GENERAL FUND						
Expenditures						
Dept 299.000 - OTHER GENERAL GOVT						
101-299.000-800.000	SERVICES	2,000.00	2,049.74	1,731.60	(49.74)	102.49
101-299.000-801.000	PROFESSIONAL SERVICES	30,000.00	10,120.39	2,864.89	19,879.61	33.73
101-299.000-807.000	AUDIT FEES	5,000.00	3,000.00	3,000.00	2,000.00	60.00
101-299.000-858.000	MEMBERSHIPS & DUES	3,650.00	0.00	0.00	3,650.00	0.00
101-299.000-910.000	INSURANCES	5,000.00	0.00	0.00	5,000.00	0.00
101-299.000-916.000	WORKMANS COMP INS.	100.00	0.00	0.00	100.00	0.00
101-299.000-916.100	UNEMPLOYMENT INS.	100.00	3,657.08	0.00	(3,557.08)	3,657.08
101-299.000-956.000	MISCELLANEOUS	100.00	0.00	0.00	100.00	0.00
Total Dept 299.000 - OTHER GENERAL GOVT		45,950.00	18,827.21	7,596.49	27,122.79	40.97
Dept 301.000 - POLICE DEPT						
101-301.000-702.000	SALARIES & WAGES	99,025.00	29,417.40	9,926.40	69,607.60	29.71
101-301.000-702.100	WAGES PART TIME	45,975.00	5,332.50	675.00	40,642.50	11.60
101-301.000-714.000	MEDICARE EXPENSE	2,102.50	509.19	157.02	1,593.31	24.22
101-301.000-715.000	PAYROLL W/H FICA	8,990.00	2,177.23	671.43	6,812.77	24.22
101-301.000-715.100	PAYROLL W/H RETIREMENT	3,062.00	620.80	300.80	2,441.20	20.27
101-301.000-716.000	HOSPITALIZATION	14,601.90	2,398.06	1,215.72	12,203.84	16.42
101-301.000-717.000	DENTAL INSURANCE	1,344.00	36.73	(72.58)	1,307.27	2.73
101-301.000-718.000	LIFE INSURANCE	225.00	55.50	18.50	169.50	24.67
101-301.000-719.000	VISION	466.20	130.74	91.89	335.46	28.04
101-301.000-727.000	OFFICE SUPPLIES-GEN	1,200.00	137.66	137.66	1,062.34	11.47
101-301.000-740.000	GEN OPER SUPPLIES	5,000.00	0.00	0.00	5,000.00	0.00
101-301.000-744.000	UNIFORMS	1,500.00	277.94	111.19	1,222.06	18.53
101-301.000-744.100	UNIFORMS -MAINTENANCE	50.00	0.00	0.00	50.00	0.00
101-301.000-775.000	REPAIR/MAINT SUPPLIES	500.00	0.00	0.00	500.00	0.00
101-301.000-800.000	SERVICES	1,500.00	0.00	0.00	1,500.00	0.00
101-301.000-851.000	COMMUNICATIONS PHONE	1,500.00	330.83	174.61	1,169.17	22.06
101-301.000-858.000	MEMBERSHIPS & DUES	800.00	0.00	0.00	800.00	0.00
101-301.000-862.000	TRAINING-LOCAL	400.00	0.00	0.00	400.00	0.00
101-301.000-862.300	PA 302 EXPENDITURES	500.00	87.50	87.50	412.50	17.50
101-301.000-866.000	SCHOOL CROSSING GUARDS	5,250.00	0.00	0.00	5,250.00	0.00
101-301.000-910.000	INSURANCES	10,000.00	0.00	0.00	10,000.00	0.00
101-301.000-916.000	WORKMANS COMP INS.	10,000.00	0.00	0.00	10,000.00	0.00
101-301.000-943.000	EQUIPMENT RENTAL	12,000.00	3,000.00	1,000.00	9,000.00	25.00
101-301.000-956.000	MISCELLANEOUS	18,000.00	344.00	344.00	17,656.00	1.91
101-301.000-970.000	CAPITAL OUTLAY	1,500.00	0.00	0.00	1,500.00	0.00
Total Dept 301.000 - POLICE DEPT		245,491.60	44,856.08	14,839.14	200,635.52	18.27
Dept 400.000 - Planning Commission						
101-400.000-702.000	SALARIES & WAGES	2,400.00	560.00	0.00	1,840.00	23.33
101-400.000-714.000	MEDICARE EXPENSE	34.80	8.12	0.00	26.68	23.33
101-400.000-715.000	PAYROLL W/H FICA	148.80	34.72	0.00	114.08	23.33
101-400.000-801.000	PROFESSIONAL SERVICES	10,000.00	1,743.75	1,560.00	8,256.25	17.44
Total Dept 400.000 - Planning Commission		12,583.60	2,346.59	1,560.00	10,237.01	18.65
Dept 441.000 - DEPT OF PUBLIC WORKS						
101-441.000-702.000	SALARIES & WAGES	12,139.65	2,204.28	514.30	9,935.37	18.16
101-441.000-714.000	MEDICARE EXPENSE	176.03	33.36	7.86	142.67	18.95
101-441.000-715.000	PAYROLL W/H FICA	752.66	142.74	33.63	609.92	18.96

User: RWIDIGAN

DB: Shelby

PERIOD ENDING 05/31/2020

GL NUMBER	DESCRIPTION	2020-21 AMENDED BUDGET	YTD BALANCE	ACTIVITY FOR	AVAILABLE	% BDGT USED
			NORMAL (ABNORMAL)	MONTH 05/31/2020 INCREASE (DECREASE)	BALANCE NORMAL (ABNORMAL)	
Fund 101 - GENERAL FUND						
Expenditures						
101-441.000-715.100	PAYROLL W/H RETIREMENT	384.00	97.51	27.95	286.49	25.39
101-441.000-716.000	HOSPITALIZATION	4,060.23	(19.13)	20.95	4,079.36	(0.47)
101-441.000-716.100	EMPLOYEE COST REIMBURSEMENT	600.00	0.00	0.00	600.00	0.00
101-441.000-717.000	DENTAL INSURANCE	210.24	10.02	0.00	200.22	4.77
101-441.000-718.000	LIFE INSURANCE	164.40	11.10	3.70	153.30	6.75
101-441.000-719.000	VISION	134.88	9.63	6.42	125.25	7.14
101-441.000-727.000	OFFICE SUPPLIES-GEN	600.00	0.00	0.00	600.00	0.00
101-441.000-740.000	GEN OPER SUPPLIES	1,800.00	1,616.15	116.04	183.85	89.79
101-441.000-775.000	REPAIR/MAINT SUPPLIES	300.00	208.98	0.00	91.02	69.66
101-441.000-818.000	CONTRACTURAL SERVICES	3,600.00	86.25	0.00	3,513.75	2.40
101-441.000-851.000	COMMUNICATIONS PHONE	2,900.00	571.17	170.65	2,328.83	19.70
101-441.000-858.000	MEMBERSHIPS & DUES	1,000.00	0.00	0.00	1,000.00	0.00
101-441.000-860.000	MILEAGE & MEALS	200.00	0.00	0.00	200.00	0.00
101-441.000-864.000	CONFERENCES & WORKSHOPS	400.00	0.00	0.00	400.00	0.00
101-441.000-900.000	PRINTING - PUBLISHINGS	75.00	0.00	0.00	75.00	0.00
101-441.000-910.000	INSURANCES	2,000.00	0.00	0.00	2,000.00	0.00
101-441.000-916.000	WORKMANS COMP INS.	500.00	0.00	0.00	500.00	0.00
101-441.000-917.000	SEWER UTILITIES	350.00	29.35	0.00	320.65	8.39
101-441.000-918.000	WATER UTILITY	185.00	14.75	0.00	170.25	7.97
101-441.000-920.000	PUBLIC UTILITIES - CONSUMERS	5,400.00	601.17	304.86	4,798.83	11.13
101-441.000-921.000	PUBLIC UTILITIES - MICH CON	3,600.00	1,126.48	468.53	2,473.52	31.29
101-441.000-931.000	BUILDING REPAIRS/MAINT.	2,000.00	0.00	0.00	2,000.00	0.00
101-441.000-943.000	EQUIPMENT RENTAL	10,000.00	3,380.57	854.43	6,619.43	33.81
101-441.000-956.000	MISCELLANEOUS	250.00	0.00	0.00	250.00	0.00
101-441.000-976.000	BUILDING & YARDS IMPROVEMENT	2,000.00	0.00	0.00	2,000.00	0.00
Total Dept 441.000 - DEPT OF PUBLIC WORKS		55,782.09	10,124.38	2,529.32	45,657.71	18.15
Dept 448.000 - ST LIGHTING, CROSS/CHRIST.						
101-448.000-923.000	STREET LIGHTS	33,000.00	3,536.33	3,020.68	29,463.67	10.72
Total Dept 448.000 - ST LIGHTING, CROSS/CHRIST.		33,000.00	3,536.33	3,020.68	29,463.67	10.72
Dept 528.000 - WASTE COLLECTION FEES						
101-528.000-818.000	CONTRACTURAL SERVICES	5,500.00	511.81	273.98	4,988.19	9.31
Total Dept 528.000 - WASTE COLLECTION FEES		5,500.00	511.81	273.98	4,988.19	9.31
Dept 691.000 - PARKS RECREATION						
101-691.000-702.000	SALARIES & WAGES	15,259.65	5,693.97	1,796.18	9,565.68	37.31
101-691.000-714.000	MEDICARE EXPENSE	221.26	83.95	26.44	137.31	37.94
101-691.000-715.000	PAYROLL W/H FICA	946.10	359.02	113.07	587.08	37.95
101-691.000-715.100	PAYROLL W/H RETIREMENT	384.00	97.53	27.96	286.47	25.40
101-691.000-716.000	HOSPITALIZATION	844.94	85.90	20.95	759.04	10.17
101-691.000-717.000	DENTAL INSURANCE	30.00	10.02	0.00	19.98	33.40
101-691.000-718.000	LIFE INSURANCE	31.20	11.10	3.70	20.10	35.58
101-691.000-719.000	VISION	19.32	9.63	6.42	9.69	49.84
101-691.000-740.000	GEN OPER SUPPLIES	150.00	0.00	0.00	150.00	0.00
101-691.000-775.000	REPAIR/MAINT SUPPLIES	1,000.00	453.99	243.72	546.01	45.40
101-691.000-818.000	CONTRACTURAL SERVICES	20,000.00	210.00	0.00	19,790.00	1.05
101-691.000-910.000	INSURANCES	500.00	0.00	0.00	500.00	0.00
101-691.000-920.000	PUBLIC UTILITIES - CONSUMERS	1,600.00	305.45	155.96	1,294.55	19.09
101-691.000-943.000	EQUIPMENT RENTAL	25,000.00	3,290.99	1,488.73	21,709.01	13.16

PERIOD ENDING 05/31/2020

GL NUMBER	DESCRIPTION	2020-21	YTD BALANCE	ACTIVITY FOR	AVAILABLE	% B DGT USED
		AMENDED BUDGET	05/31/2020 NORMAL (ABNORMAL)	MONTH 05/31/2020 INCREASE (DECREASE)	BALANCE NORMAL (ABNORMAL)	
Fund 101 - GENERAL FUND						
Expenditures						
101-691.000-967.000	PROJECT COSTS	500.00	0.00	0.00	500.00	0.00
101-691.000-970.000	CAPITAL OUTLAY	4,200.00	0.00	0.00	4,200.00	0.00
101-691.000-976.000	BUILDING & YARDS IMPROVEMENT	1,000.00	0.00	0.00	1,000.00	0.00
101-691.000-976.200	TREE/FLOWER	800.00	0.00	0.00	800.00	0.00
Total Dept 691.000 - PARKS RECREATION		72,486.47	10,611.55	3,883.13	61,874.92	14.64
TOTAL EXPENDITURES		568,261.59	109,108.70	38,829.18	459,152.89	19.20
Fund 101 - GENERAL FUND:						
TOTAL REVENUES		569,197.00	87,552.20	41,549.58	481,644.80	15.38
TOTAL EXPENDITURES		568,261.59	109,108.70	38,829.18	459,152.89	19.20
NET OF REVENUES & EXPENDITURES		935.41	(21,556.50)	2,720.40	22,491.91	2,304.50

PERIOD ENDING 05/31/2020

GL NUMBER	DESCRIPTION	2020-21	YTD BALANCE	ACTIVITY FOR	AVAILABLE	% BDT USED
		AMENDED BUDGET	05/31/2020 NORMAL (ABNORMAL)	MONTH 05/31/2020 INCREASE (DECREASE)	BALANCE NORMAL (ABNORMAL)	
Fund 103 - GENERAL INVESTMENT FUND						
Revenues						
Dept 000.000						
103-000.000-664.000	INTEREST EARNED	5,000.00	1,449.24	478.01	3,550.76	28.98
Total Dept 000.000		5,000.00	1,449.24	478.01	3,550.76	28.98
TOTAL REVENUES		5,000.00	1,449.24	478.01	3,550.76	28.98
Fund 103 - GENERAL INVESTMENT FUND:						
TOTAL REVENUES		5,000.00	1,449.24	478.01	3,550.76	28.98
TOTAL EXPENDITURES		0.00	0.00	0.00	0.00	0.00
NET OF REVENUES & EXPENDITURES		5,000.00	1,449.24	478.01	3,550.76	28.98

PERIOD ENDING 05/31/2020

GL NUMBER	DESCRIPTION	2020-21 AMENDED BUDGET	YTD BALANCE	ACTIVITY FOR	AVAILABLE	% BDGT USED
			NORMAL (ABNORMAL)	MONTH 05/31/2020 INCREASE (DECREASE)	BALANCE NORMAL (ABNORMAL)	
Fund 202 - MAJOR STREET						
Revenues						
Dept 000.000						
202-000.000-546.000	ACT 51 MONIES	260,000.00	57,533.03	16,865.76	202,466.97	22.13
202-000.000-664.000	INTEREST EARNED	1,800.00	480.59	126.82	1,319.41	26.70
Total Dept 000.000		261,800.00	58,013.62	16,992.58	203,786.38	22.16
TOTAL REVENUES		261,800.00	58,013.62	16,992.58	203,786.38	22.16
Expenditures						
Dept 451.000 - CONSTRUCTION						
202-451.000-702.000	SALARIES & WAGES	5,677.53	84.00	0.00	5,593.53	1.48
202-451.000-714.000	MEDICARE EXPENSE	82.32	1.22	0.00	81.10	1.48
202-451.000-715.000	PAYROLL W/H FICA	352.00	5.21	0.00	346.79	1.48
202-451.000-716.000	HOSPITALIZATION	0.00	(76.55)	(21.76)	76.55	100.00
202-451.000-943.000	EQUIPMENT RENTAL	600.00	29.94	0.00	570.06	4.99
Total Dept 451.000 - CONSTRUCTION		6,711.85	43.82	(21.76)	6,668.03	0.65
Dept 463.000 - ROUTINE MAINTENANCE						
202-463.000-702.000	SALARIES & WAGES	14,876.53	5,647.30	1,524.41	9,229.23	37.96
202-463.000-714.000	MEDICARE EXPENSE	215.71	85.47	23.13	130.24	39.62
202-463.000-715.000	PAYROLL W/H FICA	922.34	365.29	98.90	557.05	39.60
202-463.000-715.100	PAYROLL W/H RETIREMENT	960.00	244.01	70.00	715.99	25.42
202-463.000-716.000	HOSPITALIZATION	3,929.07	611.15	199.09	3,317.92	15.55
202-463.000-717.000	DENTAL INSURANCE	193.80	53.86	0.00	139.94	27.79
202-463.000-718.000	LIFE INSURANCE	125.52	41.91	13.97	83.61	33.39
202-463.000-719.000	VISION	105.72	40.47	26.98	65.25	38.28
202-463.000-740.000	GEN OPER SUPPLIES	750.00	79.18	0.00	670.82	10.56
202-463.000-782.000	ROAD MAINT. MATERIALS	5,000.00	219.40	0.00	4,780.60	4.39
202-463.000-818.000	CONTRACTURAL SERVICES	40,000.00	0.00	0.00	40,000.00	0.00
202-463.000-916.000	WORKMANS COMP INS.	600.00	0.00	0.00	600.00	0.00
202-463.000-943.000	EQUIPMENT RENTAL	6,400.00	2,207.93	41.96	4,192.07	34.50
202-463.000-945.000	ROUTINE SIDEWALK MAINTENANCE	15,000.00	0.00	0.00	15,000.00	0.00
Total Dept 463.000 - ROUTINE MAINTENANCE		89,078.69	9,595.97	1,998.44	79,482.72	10.77
Dept 474.000 - TRAFFIC SERVICES						
202-474.000-702.000	SALARIES & WAGES	5,677.53	153.75	0.00	5,523.78	2.71
202-474.000-714.000	MEDICARE EXPENSE	82.32	2.23	0.00	80.09	2.71
202-474.000-715.000	PAYROLL W/H FICA	352.01	9.54	0.00	342.47	2.71
202-474.000-786.000	TRAFFICE CONTROL SUPPLIES	1,500.00	0.00	0.00	1,500.00	0.00
202-474.000-818.000	CONTRACTURAL SERVICES	500.00	0.00	0.00	500.00	0.00
202-474.000-943.000	EQUIPMENT RENTAL	1,500.00	82.16	0.00	1,417.84	5.48
Total Dept 474.000 - TRAFFIC SERVICES		9,611.86	247.68	0.00	9,364.18	2.58
Dept 478.000 - WINTER MAINTENANCE						
202-478.000-702.000	SALARIES & WAGES	5,677.53	611.38	0.00	5,066.15	10.77
202-478.000-714.000	MEDICARE EXPENSE	82.32	8.86	0.00	73.46	10.76
202-478.000-715.000	PAYROLL W/H FICA	352.01	37.90	0.00	314.11	10.77
202-478.000-784.000	SNOW REMOVAL SUPPLIES	20,000.00	123.00	0.00	19,877.00	0.62

PERIOD ENDING 05/31/2020

GL NUMBER	DESCRIPTION	2020-21	YTD BALANCE	ACTIVITY FOR	AVAILABLE	% BGD USED
		AMENDED BUDGET	05/31/2020	MONTH 05/31/2020	BALANCE	
			NORMAL (ABNORMAL)	INCREASE (DECREASE)	NORMAL (ABNORMAL)	
Fund 202 - MAJOR STREET						
Expenditures						
202-478.000-916.000	WORKMANS COMP INS.	600.00	0.00	0.00	600.00	0.00
202-478.000-943.000	EQUIPMENT RENTAL	10,000.00	19.70	19.70	9,980.30	0.20
Total Dept 478.000 - WINTER MAINTENANCE		36,711.86	800.84	19.70	35,911.02	2.18
Dept 482.000 - BOOKKEEPING-ADMINISTRATION						
202-482.000-702.000	SALARIES & WAGES	16,794.00	4,338.68	1,235.25	12,455.32	25.83
202-482.000-714.000	MEDICARE EXPENSE	243.51	63.21	18.00	180.30	25.96
202-482.000-715.000	PAYROLL W/H FICA	1,041.23	270.22	76.95	771.01	25.95
202-482.000-715.100	PAYROLL W/H RETIREMENT	651.00	167.11	47.92	483.89	25.67
202-482.000-801.000	PROFESSIONAL SERVICES	0.00	1,200.00	1,200.00	(1,200.00)	100.00
202-482.000-807.000	AUDIT FEES	600.00	250.00	250.00	350.00	41.67
202-482.000-916.000	WORKMANS COMP INS.	600.00	0.00	0.00	600.00	0.00
Total Dept 482.000 - BOOKKEEPING-ADMINISTRATION		19,929.74	6,289.22	2,828.12	13,640.52	31.56
TOTAL EXPENDITURES		162,044.00	16,977.53	4,824.50	145,066.47	10.48
Fund 202 - MAJOR STREET:						
TOTAL REVENUES		261,800.00	58,013.62	16,992.58	203,786.38	22.16
TOTAL EXPENDITURES		162,044.00	16,977.53	4,824.50	145,066.47	10.48
NET OF REVENUES & EXPENDITURES		99,756.00	41,036.09	12,168.08	58,719.91	41.14

PERIOD ENDING 05/31/2020

GL NUMBER	DESCRIPTION	2020-21 AMENDED BUDGET	YTD BALANCE	ACTIVITY FOR	AVAILABLE	% BDGT USED
			05/31/2020 NORMAL (ABNORMAL)	MONTH 05/31/2020 INCREASE (DECREASE)	BALANCE NORMAL (ABNORMAL)	
Fund 203 - LOCAL STREET						
Revenues						
Dept 000.000						
203-000.000-403.000	CURRENT PROP TAXES	76,207.00	0.00	0.00	76,207.00	0.00
203-000.000-405.000	PILOT REVENUES	200.00	0.00	0.00	200.00	0.00
203-000.000-407.000	DELINQUENT PROP TAXES	11,703.00	7,617.05	7,278.53	4,085.95	65.09
203-000.000-546.000	ACT 51 MONIES	75,000.00	25,516.43	5,423.14	49,483.57	34.02
203-000.000-570.000	Metro Authority Maintenance	19,000.00	0.00	0.00	19,000.00	0.00
203-000.000-664.000	INTEREST EARNED	3,000.00	3,470.64	1,137.78	(470.64)	115.69
Total Dept 000.000		185,110.00	36,604.12	13,839.45	148,505.88	19.77
TOTAL REVENUES		185,110.00	36,604.12	13,839.45	148,505.88	19.77
Expenditures						
Dept 451.000 - CONSTRUCTION						
203-451.000-702.000	SALARIES & WAGES	5,677.53	84.00	0.00	5,593.53	1.48
203-451.000-714.000	MEDICARE EXPENSE	82.32	1.22	0.00	81.10	1.48
203-451.000-715.000	PAYROLL W/H FICA	352.01	5.21	0.00	346.80	1.48
203-451.000-716.000	HOSPITALIZATION	0.00	(76.55)	(21.76)	76.55	100.00
203-451.000-818.000	CONTRACTURAL SERVICES	130,000.00	0.00	0.00	130,000.00	0.00
203-451.000-821.000	ENGINEERING SERVICES	1,500.00	0.00	0.00	1,500.00	0.00
203-451.000-943.000	EQUIPMENT RENTAL	1,000.00	29.94	0.00	970.06	2.99
Total Dept 451.000 - CONSTRUCTION		138,611.86	43.82	(21.76)	138,568.04	0.03
Dept 463.000 - ROUTINE MAINTENANCE						
203-463.000-702.000	SALARIES & WAGES	14,876.53	5,647.27	1,524.40	9,229.26	37.96
203-463.000-714.000	MEDICARE EXPENSE	215.71	85.41	23.13	130.30	39.59
203-463.000-715.000	PAYROLL W/H FICA	922.34	365.23	98.86	557.11	39.60
203-463.000-715.100	PAYROLL W/H RETIREMENT	959.00	243.75	69.89	715.25	25.42
203-463.000-716.000	HOSPITALIZATION	3,929.07	611.15	199.09	3,317.92	15.55
203-463.000-717.000	DENTAL INSURANCE	193.80	53.86	0.00	139.94	27.79
203-463.000-718.000	LIFE INSURANCE	125.52	41.91	13.97	83.61	33.39
203-463.000-719.000	VISION	105.72	40.47	26.98	65.25	38.28
203-463.000-740.000	GEN OPER SUPPLIES	750.00	0.00	0.00	750.00	0.00
203-463.000-782.000	ROAD MAINT. MATERIALS	5,000.00	219.43	0.00	4,780.57	4.39
203-463.000-916.000	WORKMANS COMP INS.	600.00	0.00	0.00	600.00	0.00
203-463.000-943.000	EQUIPMENT RENTAL	6,000.00	2,207.93	41.96	3,792.07	36.80
203-463.000-945.000	ROUTINE SIDEWALK MAINTENANCE	5,000.00	0.00	0.00	5,000.00	0.00
Total Dept 463.000 - ROUTINE MAINTENANCE		38,677.69	9,516.41	1,998.28	29,161.28	24.60
Dept 474.000 - TRAFFIC SERVICES						
203-474.000-702.000	SALARIES & WAGES	5,677.53	153.75	0.00	5,523.78	2.71
203-474.000-714.000	MEDICARE EXPENSE	82.32	2.23	0.00	80.09	2.71
203-474.000-715.000	PAYROLL W/H FICA	352.01	9.54	0.00	342.47	2.71
203-474.000-786.000	TRAFFICE CONTROL SUPPLIES	1,500.00	0.00	0.00	1,500.00	0.00
203-474.000-943.000	EQUIPMENT RENTAL	1,500.00	82.16	0.00	1,417.84	5.48
Total Dept 474.000 - TRAFFIC SERVICES		9,111.86	247.68	0.00	8,864.18	2.72
Dept 478.000 - WINTER MAINTENANCE						

PERIOD ENDING 05/31/2020

GL NUMBER	DESCRIPTION	2020-21 AMENDED BUDGET	YTD BALANCE	ACTIVITY FOR	AVAILABLE	% BGD USED
			05/31/2020	MONTH 05/31/2020	BALANCE	
			NORMAL (ABNORMAL)	INCREASE (DECREASE)	NORMAL (ABNORMAL)	
Fund 203 - LOCAL STREET						
Expenditures						
203-478.000-702.000	SALARIES & WAGES	5,677.53	611.38	0.00	5,066.15	10.77
203-478.000-714.000	MEDICARE EXPENSE	82.32	8.86	0.00	73.46	10.76
203-478.000-715.000	PAYROLL W/H FICA	352.01	37.91	0.00	314.10	10.77
203-478.000-715.100	PAYROLL W/H RETIREMENT	651.00	0.00	0.00	651.00	0.00
203-478.000-784.000	SNOW REMOVAL SUPPLIES	20,000.00	122.99	0.00	19,877.01	0.61
203-478.000-916.000	WORKMANS COMP INS.	600.00	0.00	0.00	600.00	0.00
203-478.000-943.000	EQUIPMENT RENTAL	10,000.00	19.70	19.70	9,980.30	0.20
Total Dept 478.000 - WINTER MAINTENANCE		37,362.86	800.84	19.70	36,562.02	2.14
Dept 482.000 - BOOKKEEPING-ADMINISTRATION						
203-482.000-702.000	SALARIES & WAGES	16,794.00	4,338.62	1,235.23	12,455.38	25.83
203-482.000-714.000	MEDICARE EXPENSE	243.51	63.16	18.00	180.35	25.94
203-482.000-715.000	PAYROLL W/H FICA	1,041.22	270.16	76.94	771.06	25.95
203-482.000-715.100	PAYROLL W/H RETIREMENT	0.00	166.92	47.88	(166.92)	100.00
203-482.000-801.000	PROFESSIONAL SERVICES	0.00	1,200.00	1,200.00	(1,200.00)	100.00
203-482.000-807.000	AUDIT FEES	600.00	250.00	250.00	350.00	41.67
Total Dept 482.000 - BOOKKEEPING-ADMINISTRATION		18,678.73	6,288.86	2,828.05	12,389.87	33.67
TOTAL EXPENDITURES		242,443.00	16,897.61	4,824.27	225,545.39	6.97
Fund 203 - LOCAL STREET:						
TOTAL REVENUES		185,110.00	36,604.12	13,839.45	148,505.88	19.77
TOTAL EXPENDITURES		242,443.00	16,897.61	4,824.27	225,545.39	6.97
NET OF REVENUES & EXPENDITURES		(57,333.00)	19,706.51	9,015.18	(77,039.51)	34.37

PERIOD ENDING 05/31/2020

GL NUMBER	DESCRIPTION	2020-21 AMENDED BUDGET	YTD BALANCE		ACTIVITY FOR		AVAILABLE		% BDGT USED
			NORMAL	(ABNORMAL)	MONTH 05/31/2020 INCREASE (DECREASE)	NORMAL	(ABNORMAL)		
Fund 304 - ST IMPROVEMENT-DEBT SERVICE									
Revenues									
Dept 000.000									
304-000.000-407.000	DELINQUENT PROP TAXES	0.00	6,689.56		6,392.26		(6,689.56)		100.00
304-000.000-664.000	INTEREST EARNED	0.00	2.20		2.20		(2.20)		100.00
Total Dept 000.000		0.00	6,691.76		6,394.46		(6,691.76)		100.00
TOTAL REVENUES		0.00	6,691.76		6,394.46		(6,691.76)		100.00
Fund 304 - ST IMPROVEMENT-DEBT SERVICE:									
TOTAL REVENUES		0.00	6,691.76		6,394.46		(6,691.76)		100.00
TOTAL EXPENDITURES		0.00	0.00		0.00		0.00		0.00
NET OF REVENUES & EXPENDITURES		0.00	6,691.76		6,394.46		(6,691.76)		100.00

PERIOD ENDING 05/31/2020

GL NUMBER	DESCRIPTION	2020-21	YTD BALANCE	ACTIVITY FOR	AVAILABLE	% BGDGT USED
		AMENDED BUDGET	05/31/2020 NORMAL (ABNORMAL)	MONTH 05/31/2020 INCREASE (DECREASE)	BALANCE NORMAL (ABNORMAL)	
Fund 590 - SEWER FUND						
Revenues						
Dept 000.000						
590-000.000-635.000	ECCI FEES	9,625.00	2,399.04	801.92	7,225.96	24.93
590-000.000-655.000	LATE FEES/PENALTIES	6,250.00	1,657.30	472.63	4,592.70	26.52
590-000.000-660.000	SEWER SALES	166,800.00	39,836.05	12,002.45	126,963.95	23.88
590-000.000-660.100	SEWER-READY TO SERVE CHG	210,000.00	52,491.27	17,533.75	157,508.73	25.00
590-000.000-664.000	INTEREST EARNED	6,000.00	462.69	68.54	5,537.31	7.71
590-000.000-664.200	INT-SEWER REPLACEMENT	600.00	257.96	119.48	342.04	42.99
Total Dept 000.000		399,275.00	97,104.31	30,998.77	302,170.69	24.32
TOTAL REVENUES		399,275.00	97,104.31	30,998.77	302,170.69	24.32
Expenditures						
Dept 000.000						
590-000.000-702.000	SALARIES & WAGES	110,583.90	23,390.39	7,130.12	87,193.51	21.15
590-000.000-714.000	MEDICARE EXPENSE	1,603.47	349.11	106.22	1,254.36	21.77
590-000.000-715.000	PAYROLL W/H FICA	6,856.20	1,492.51	454.24	5,363.69	21.77
590-000.000-715.100	PAYROLL W/H RETIREMENT	3,402.00	868.69	249.62	2,533.31	25.53
590-000.000-716.000	HOSPITALIZATION	12,061.20	1,517.49	646.35	10,543.71	12.58
590-000.000-717.000	DENTAL INSURANCE	736.68	140.64	0.00	596.04	19.09
590-000.000-718.000	LIFE INSURANCE	342.12	94.35	31.45	247.77	27.58
590-000.000-719.000	VISION	351.84	101.31	67.54	250.53	28.79
590-000.000-727.000	OFFICE SUPPLIES-GEN	400.00	0.00	0.00	400.00	0.00
590-000.000-740.000	GEN OPER SUPPLIES	4,000.00	622.49	205.02	3,377.51	15.56
590-000.000-741.000	OP SUP SEWER GENERAL	5,900.00	4,745.32	12.50	1,154.68	80.43
590-000.000-776.100	REP/MAINT SUP S MAINS/INTER	3,600.00	2.21	0.00	3,597.79	0.06
590-000.000-776.200	REP/MAINT SUP S CUST SERVICE	4,000.00	0.00	0.00	4,000.00	0.00
590-000.000-776.300	REP/MAINT SUP S LIFT STATIONS	10,000.00	0.00	0.00	10,000.00	0.00
590-000.000-776.400	REP/MAINT SUP S LAGOONS	15,000.00	0.00	0.00	15,000.00	0.00
590-000.000-801.000	PROFESSIONAL SERVICES	1,200.00	0.00	0.00	1,200.00	0.00
590-000.000-807.000	AUDIT FEES	1,800.00	850.00	850.00	950.00	47.22
590-000.000-807.500	PERMIT FEES	3,725.00	0.00	0.00	3,725.00	0.00
590-000.000-818.200	CONTRACTED SERVICES SEWER	7,900.00	1,440.00	0.00	6,460.00	18.23
590-000.000-818.400	CONTRACT SER SEWER ECCI	11,500.00	903.00	516.00	10,597.00	7.85
590-000.000-851.000	COMMUNICATIONS PHONE	500.00	198.92	38.01	301.08	39.78
590-000.000-860.000	MILEAGE & MEALS	0.00	110.69	0.00	(110.69)	100.00
590-000.000-864.000	CONFERENCES & WORKSHOPS	0.00	217.45	0.00	(217.45)	100.00
590-000.000-910.000	INSURANCES	400.00	0.00	0.00	400.00	0.00
590-000.000-916.000	WORKMANS COMP INS.	2,400.00	0.00	0.00	2,400.00	0.00
590-000.000-920.100	UTILITIES WWTP	38,000.00	6,792.63	2,838.25	31,207.37	17.88
590-000.000-920.200	SEWER LIFT PUMPS	6,000.00	1,032.35	550.34	4,967.65	17.21
590-000.000-940.000	BUILDING RENTAL	3,600.00	900.00	0.00	2,700.00	25.00
590-000.000-943.200	EQUIP RENTAL SEWER	20,000.00	2,873.65	1,211.28	17,126.35	14.37
590-000.000-990.000	PRINCIPAL ON BOND PAYMENTS	48,000.00	0.00	0.00	48,000.00	0.00
590-000.000-995.000	INTEREST ON BOND PAYMENTS	108,078.00	0.00	0.00	108,078.00	0.00
Total Dept 000.000		431,940.41	48,643.20	14,906.94	383,297.21	11.26
TOTAL EXPENDITURES		431,940.41	48,643.20	14,906.94	383,297.21	11.26

Fund 590 - SEWER FUND:

REVENUE AND EXPENDITURE REPORT FOR VILLAGE OF SHELBY

PERIOD ENDING 05/31/2020

GL NUMBER	DESCRIPTION	2020-21	YTD BALANCE	ACTIVITY FOR	AVAILABLE	% BDGT USED
		AMENDED BUDGET	05/31/2020 NORMAL (ABNORMAL)	MONTH 05/31/2020 INCREASE (DECREASE)	BALANCE NORMAL (ABNORMAL)	
Fund 590 - SEWER FUND						
	TOTAL REVENUES	399,275.00	97,104.31	30,998.77	302,170.69	24.32
	TOTAL EXPENDITURES	431,940.41	48,643.20	14,906.94	383,297.21	11.26
	NET OF REVENUES & EXPENDITURES	<u>(32,665.41)</u>	<u>48,461.11</u>	<u>16,091.83</u>	<u>(81,126.52)</u>	<u>148.36</u>

User: RWIDIGAN

PERIOD ENDING 05/31/2020

DB: Shelby

GL NUMBER	DESCRIPTION	2020-21	YTD BALANCE	ACTIVITY FOR	AVAILABLE	% BDGT USED
		AMENDED BUDGET	05/31/2020	MONTH 05/31/2020	BALANCE	
			NORMAL (ABNORMAL)	INCREASE (DECREASE)	NORMAL (ABNORMAL)	
Fund 591 - WATER FUND						
Revenues						
Dept 000.000						
591-000.000-630.000	NEW SERVICE, TURNON, NON OPER	5,000.00	30.00	0.00	4,970.00	0.60
591-000.000-635.000	ECCI FEES	5,130.00	1,227.60	410.30	3,902.40	23.93
591-000.000-650.000	WATER SALES	127,200.00	27,260.00	8,186.00	99,940.00	21.43
591-000.000-650.100	WATER READY TO SERVE CHARGE	108,200.00	27,014.75	9,019.25	81,185.25	24.97
591-000.000-655.000	LATE FEES/PENALTIES	3,950.00	925.27	262.10	3,024.73	23.42
591-000.000-664.000	INTEREST EARNED	4,000.00	1,384.01	452.21	2,615.99	34.60
591-000.000-664.300	INT-REDEMPTION WATER	240.00	15.87	0.00	224.13	6.61
591-000.000-664.400	INT-REPLACEMENT WATER	300.00	34.55	0.00	265.45	11.52
591-000.000-664.500	INT-RESERVE DWRF BONDS	700.00	0.00	0.00	700.00	0.00
591-000.000-695.200	TOWER RENTAL-NPI	24,480.00	6,120.00	2,040.00	18,360.00	25.00
591-000.000-695.300	TOWER RENTAL T-MOBILE	26,857.20	6,714.30	2,238.10	20,142.90	25.00
Total Dept 000.000		306,057.20	70,726.35	22,607.96	235,330.85	23.11
TOTAL REVENUES		306,057.20	70,726.35	22,607.96	235,330.85	23.11
Expenditures						
Dept 000.000						
591-000.000-702.000	SALARIES & WAGES	110,583.91	27,749.76	8,895.12	82,834.15	25.09
591-000.000-714.000	MEDICARE EXPENSE	1,603.47	412.12	131.77	1,191.35	25.70
591-000.000-715.000	PAYROLL W/H FICA	6,856.20	1,762.49	563.52	5,093.71	25.71
591-000.000-715.100	PAYROLL W/H RETIREMENT	3,402.00	868.03	249.42	2,533.97	25.52
591-000.000-716.000	HOSPITALIZATION	12,061.20	1,517.49	646.35	10,543.71	12.58
591-000.000-717.000	DENTAL INSURANCE	736.68	140.64	0.00	596.04	19.09
591-000.000-718.000	LIFE INSURANCE	342.12	94.35	31.45	247.77	27.58
591-000.000-719.000	VISION	351.84	101.31	67.54	250.53	28.79
591-000.000-727.000	OFFICE SUPPLIES-GEN	400.00	0.00	0.00	400.00	0.00
591-000.000-740.000	GEN OPER SUPPLIES	4,500.00	1,515.97	407.56	2,984.03	33.69
591-000.000-740.300	OP SUP WATER TRANS/DIST	400.00	0.00	0.00	400.00	0.00
591-000.000-777.100	REP/MAINT SUP WATER TRANS/DIS	145,000.00	19,591.25	16,100.00	125,408.75	13.51
591-000.000-777.200	REP/MAINT SUP W CUSTOMER SER	3,200.00	0.00	0.00	3,200.00	0.00
591-000.000-777.300	REP/MAINT SUP W WELLS	3,500.00	0.00	0.00	3,500.00	0.00
591-000.000-801.000	PROFESSIONAL SERVICES	4,000.00	621.20	0.00	3,378.80	15.53
591-000.000-807.000	AUDIT FEES	1,800.00	850.00	850.00	950.00	47.22
591-000.000-818.100	CONTRACTED SERVICES WATER	5,000.00	105.30	0.00	4,894.70	2.11
591-000.000-818.300	CONTRACT SER WATER ECCI	5,000.00	558.67	478.10	4,441.33	11.17
591-000.000-821.100	ENGINEERING SERVICES WATER	5,000.00	0.00	0.00	5,000.00	0.00
591-000.000-851.000	COMMUNICATIONS PHONE	600.00	15.59	0.00	584.41	2.60
591-000.000-858.000	MEMBERSHIPS & DUES	1,375.00	0.00	0.00	1,375.00	0.00
591-000.000-860.000	MILEAGE & MEALS	0.00	236.90	0.00	(236.90)	100.00
591-000.000-864.000	CONFERENCES & WORKSHOPS	600.00	(225.00)	0.00	825.00	(37.50)
591-000.000-900.000	PRINTING - PUBLISHINGS	500.00	0.00	0.00	500.00	0.00
591-000.000-910.000	INSURANCES	1,500.00	0.00	0.00	1,500.00	0.00
591-000.000-916.000	WORKMANS COMP INS.	4,200.00	0.00	0.00	4,200.00	0.00
591-000.000-920.100	WATER PUMPING	22,000.00	3,693.86	1,950.53	18,306.14	16.79
591-000.000-940.000	BUILDING RENTAL	8,400.00	2,100.00	0.00	6,300.00	25.00
591-000.000-943.100	EQUIP RENTAL WATER	25,000.00	4,073.16	1,275.19	20,926.84	16.29
591-000.000-970.200	Meter Replacement	12,000.00	3,175.00	0.00	8,825.00	26.46
591-000.000-990.000	PRINCIPAL ON BOND PAYMENTS	80,000.00	0.00	0.00	80,000.00	0.00
591-000.000-995.000	INTEREST ON BOND PAYMENTS	6,250.00	0.00	0.00	6,250.00	0.00
Total Dept 000.000		476,162.42	68,958.09	31,646.55	407,204.33	14.48

PERIOD ENDING 05/31/2020

GL NUMBER	DESCRIPTION	2020-21	YTD BALANCE	ACTIVITY FOR	AVAILABLE	% BDGT USED
		AMENDED BUDGET	05/31/2020 NORMAL (ABNORMAL)	MONTH 05/31/2020 INCREASE (DECREASE)	BALANCE NORMAL (ABNORMAL)	
Fund 591 - WATER FUND						
Expenditures						
TOTAL EXPENDITURES		476,162.42	68,958.09	31,646.55	407,204.33	14.48
Fund 591 - WATER FUND:						
TOTAL REVENUES		306,057.20	70,726.35	22,607.96	235,330.85	23.11
TOTAL EXPENDITURES		476,162.42	68,958.09	31,646.55	407,204.33	14.48
NET OF REVENUES & EXPENDITURES		(170,105.22)	1,768.26	(9,038.59)	(171,873.48)	1.04

User: RWIDIGAN

PERIOD ENDING 05/31/2020

DB: Shelby

GL NUMBER	DESCRIPTION	2020-21 AMENDED BUDGET	YTD BALANCE	ACTIVITY FOR	AVAILABLE	% BDGT USED
			NORMAL (ABNORMAL)	MONTH 05/31/2020 INCREASE (DECREASE)	BALANCE NORMAL (ABNORMAL)	
Fund 661 - EQUIPMENT POOL FUND						
Revenues						
Dept 000.000						
661-000.000-664.000	INTEREST EARNED	2,400.00	705.64	207.75	1,694.36	29.40
661-000.000-664.100	INT EARNED -EQ POOL REPLACE	600.00	0.00	0.00	600.00	0.00
661-000.000-679.100	REIMB FROM: MAJOR STREETS	18,500.00	2,339.73	61.66	16,160.27	12.65
661-000.000-679.200	REIMB FROM: LOCAL STREETS	18,500.00	2,339.73	61.66	16,160.27	12.65
661-000.000-679.300	REIMB FROM: WATER	25,000.00	4,073.16	1,275.19	20,926.84	16.29
661-000.000-679.400	REIMB FROM: SEWER	20,000.00	2,873.65	1,211.28	17,126.35	14.37
661-000.000-679.500	REIMB FROM: GENERAL	47,000.00	9,671.56	3,343.16	37,328.44	20.58
Total Dept 000.000		132,000.00	22,003.47	6,160.70	109,996.53	16.67
TOTAL REVENUES		132,000.00	22,003.47	6,160.70	109,996.53	16.67
Expenditures						
Dept 000.000						
661-000.000-702.000	SALARIES & WAGES	16,051.65	4,634.52	1,412.73	11,417.13	28.87
661-000.000-714.000	MEDICARE EXPENSE	232.75	68.66	20.90	164.09	29.50
661-000.000-715.000	PAYROLL W/H FICA	995.20	293.31	89.30	701.89	29.47
661-000.000-715.100	PAYROLL W/H RETIREMENT	534.00	136.10	38.99	397.90	25.49
661-000.000-716.000	HOSPITALIZATION	2,456.51	84.21	33.19	2,372.30	3.43
661-000.000-717.000	DENTAL INSURANCE	140.04	9.30	0.00	130.74	6.64
661-000.000-718.000	LIFE INSURANCE	114.60	37.21	11.94	77.39	32.47
661-000.000-719.000	VISION	85.68	11.34	7.56	74.34	13.24
661-000.000-740.000	GEN OPER SUPPLIES	600.00	50.88	0.00	549.12	8.48
661-000.000-740.200	OPER SUP - OTHER EQUIP	200.00	0.00	0.00	200.00	0.00
661-000.000-751.000	GASOLINE-OIL	27,000.00	2,517.24	580.45	24,482.76	9.32
661-000.000-775.000	REPAIR/MAINT SUPPLIES	1,600.00	769.19	741.13	830.81	48.07
661-000.000-775.100	REPAIR/MAINT SUP-VEHICLES	2,000.00	89.22	59.74	1,910.78	4.46
661-000.000-775.200	REPAIR/MAINT SUP-OTHER EQUIP	3,600.00	136.48	92.93	3,463.52	3.79
661-000.000-775.300	REPAIR/MAINT SUP-POLICE CRUISER	200.00	0.00	0.00	200.00	0.00
661-000.000-775.400	REPAIR/MAINT SUP-WINTER VEHICLES	1,000.00	0.00	0.00	1,000.00	0.00
661-000.000-801.000	PROFESSIONAL SERVICES	225.00	0.00	0.00	225.00	0.00
661-000.000-807.000	AUDIT FEES	1,000.00	900.00	900.00	100.00	90.00
661-000.000-910.000	INSURANCES	8,500.00	0.00	0.00	8,500.00	0.00
661-000.000-916.000	WORKMANS COMP INS.	1,500.00	0.00	0.00	1,500.00	0.00
661-000.000-930.000	CONTRACTED REPAIRS/MAINT	1,000.00	488.35	0.00	511.65	48.84
661-000.000-930.100	CONTRACT. REP/MAIN-OTHER EQUIP	4,500.00	96.34	0.00	4,403.66	2.14
661-000.000-930.200	CONTRACT. REP/MAIN-POLICE CRUISER	1,200.00	552.69	42.57	647.31	46.06
661-000.000-940.000	BUILDING RENTAL	12,000.00	3,000.00	0.00	9,000.00	25.00
661-000.000-977.000	EQUIPMENT PURCHASES	65,000.00	0.00	0.00	65,000.00	0.00
Total Dept 000.000		151,735.43	13,875.04	4,031.43	137,860.39	9.14
TOTAL EXPENDITURES		151,735.43	13,875.04	4,031.43	137,860.39	9.14
Fund 661 - EQUIPMENT POOL FUND:						
TOTAL REVENUES		132,000.00	22,003.47	6,160.70	109,996.53	16.67
TOTAL EXPENDITURES		151,735.43	13,875.04	4,031.43	137,860.39	9.14
NET OF REVENUES & EXPENDITURES		(19,735.43)	8,128.43	2,129.27	(27,863.86)	41.19

REVENUE AND EXPENDITURE REPORT FOR VILLAGE OF SHELBY

PERIOD ENDING 05/31/2020

GL NUMBER	DESCRIPTION	2020-21	YTD BALANCE	ACTIVITY FOR	AVAILABLE	% BDT USED
		AMENDED BUDGET	05/31/2020 NORMAL (ABNORMAL)	MONTH 05/31/2020 INCREASE (DECREASE)	BALANCE NORMAL (ABNORMAL)	
TOTAL REVENUES - ALL FUNDS		1,858,439.20	380,145.07	139,021.51	1,478,294.13	20.46
TOTAL EXPENDITURES - ALL FUNDS		2,032,586.85	274,460.17	99,062.87	1,758,126.68	13.50
NET OF REVENUES & EXPENDITURES		(174,147.65)	105,684.90	39,958.64	(279,832.55)	60.69

CASH SUMMARY BY ACCOUNT FOR VILLAGE OF SHELBY
 FROM 06/01/2020 TO 06/30/2020
 FUND: 101 103 202 203 304 590 591 661 701
 CASH AND INVESTMENT ACCOUNTS

Fund Account	Description	Beginning Balance 06/01/2020	Total Debits	Total Credits	Ending Balance 06/30/2020
Fund 101	GENERAL FUND				
001.000	CASH - CHECKING	300.00	38,810.08	38,810.08	300.00
002.000	CASH INVESTMENT POOL	137,218.44	34,331.29	38,810.08	132,739.65
009.000	INVESTMENT SSB CD 200090743	0.00	0.00	0.00	0.00
010.000	ESCROW	0.00	0.00	0.00	0.00
	GENERAL FUND	137,518.44	73,141.37	77,620.16	133,039.65
Fund 103	GENERAL INVESTMENT FUND				
001.000	CASH - CHECKING	0.00	0.00	0.00	0.00
002.000	CASH INVESTMENT POOL	83,448.35	254,537.31	0.00	337,985.66
009.000	SSB CD 200090743 5-YR 2020	254,041.72	495.59	254,537.31	0.00
	GENERAL INVESTMENT FUND	337,490.07	255,032.90	254,537.31	337,985.66
Fund 202	MAJOR STREET				
001.000	CASH - CHECKING	0.00	4,861.78	4,861.78	0.00
002.000	CASH INVESTMENT POOL	543,524.53	27,712.08	4,861.78	566,374.83
002.400	MAJOR ST FUND SAVINGS	0.00	0.00	0.00	0.00
009.000	PRIME INVESTMENTS SSB	0.00	0.00	0.00	0.00
	MAJOR STREET	543,524.53	32,573.86	9,723.56	566,374.83
Fund 203	LOCAL STREET				
001.000	CASH - CHECKING	0.00	4,861.62	4,861.62	0.00
002.000	CASH INVESTMENT POOL	265,118.47	615,514.82	4,861.62	875,771.67
009.000	SSB CD 200090743 5-YR 2020	596,106.63	1,162.92	597,269.55	0.00
	LOCAL STREET	861,225.10	621,539.36	606,992.79	875,771.67
Fund 304	ST IMPROVEMENT-DEBT SERVICE				
001.000	CASH - CHECKING	0.00	0.00	0.00	0.00
002.000	CASH INVESTMENT POOL	9,412.70	0.00	0.00	9,412.70
	ST IMPROVEMENT-DEBT SERVICE	9,412.70	0.00	0.00	9,412.70
Fund 590	SEWER FUND				
001.000	CASH - CHECKING	0.00	17,302.26	17,302.26	0.00
002.000	CASH INVESTMENT POOL	40,522.14	32,531.54	17,589.60	55,464.08
002.200	REPLACE FUND-CASH INVESTMENT	511,933.71	0.00	0.00	511,933.71
005.100	WWTP BONDS CASH RESERVE	163,148.82	0.00	0.00	163,148.82
005.120	WWTP REDEMPTION BONDS & INT	89,261.00	0.00	0.00	89,261.00
009.000	SSB CD 200090743 5-YR 2020	0.00	0.00	0.00	0.00
	SEWER FUND	804,865.67	49,833.80	34,891.86	819,807.61
Fund 591	WATER FUND				
001.000	CASH - CHECKING	0.00	16,378.36	16,378.36	0.00
002.000	CASH INVESTMENT POOL	148,093.73	232,946.66	16,551.73	364,488.66
002.110	CASH RESERVES DWRFB BONDS	57,235.47	0.00	0.00	57,235.47
002.120	REDEMPTION-BONDS & INT W/2002	124,596.20	0.00	0.00	124,596.20
002.200	REPLACE FUND-CASH INVESTMENT	0.00	0.00	0.00	0.00
009.000	SSB CD 200090743 5-YR 2020	208,358.75	406.47	208,765.22	0.00
	WATER FUND	538,284.15	249,731.49	241,695.31	546,320.33
Fund 661	EQUIPMENT POOL FUND				
001.000	CASH - CHECKING	0.00	3,418.02	3,418.02	0.00
002.000	CASH INVESTMENT POOL	465,480.19	55,828.27	3,418.02	517,890.44
002.300	SAVINGS-EQUIP POOL REPLACEMENT	0.00	0.00	0.00	0.00
009.000	SSB CD 200090743 5-YR 2020	55,710.89	108.68	55,819.57	0.00
	EQUIPMENT POOL FUND	521,191.08	59,354.97	62,655.61	517,890.44
Fund 701	TRUST & AGENCY FUND				
001.000	CASH - CHECKING	1,089.93	15,469.75	15,269.44	1,290.24
002.000	CASH INVESTMENT POOL	(1,089.93)	0.00	200.31	(1,290.24)

CASH SUMMARY BY ACCOUNT FOR VILLAGE OF SHELBY
FROM 06/01/2020 TO 06/30/2020
FUND: 101 103 202 203 304 590 591 661 701
CASH AND INVESTMENT ACCOUNTS

Fund Account	Description	Beginning Balance 06/01/2020	Total Debits	Total Credits	Ending Balance 06/30/2020
	TRUST & AGENCY FUND	0.00	15,469.75	15,469.75	0.00
	TOTAL - ALL FUNDS	3,753,511.74	1,356,677.50	1,303,586.35	3,806,602.89