

# 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 (toll-free)
- Voice: 800-833-7833 (toll-free)

## PUBLIC NOTICE OF ELECTRONIC MEETING OF THE VILLAGE OF SHELBY COUNCIL – JULY 27, 2020

Pursuant to the provisions of Executive Order No. 2020-154 issued by Governor Gretchen Whitmer on July 17, 2020 notice is hereby given that the **Shelby Village Council will hold an electronic public meeting on July 27, 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://tinyurl.com/ShelbyCouncil0727>. The public may also participate in the electronic public meeting by calling +1 312 626 6799 and entering the Meeting ID: 833 2016 6821 and Password: 205668 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 24, 2020 will be copied and included in the agenda packet for the meeting.
- Those submitted subsequent to 12:00 noon on Friday, July 24, 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](mailto: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](mailto:administrator@shelbyvillage.com) or by calling 231.861.4400 prior to 4:30 P.M. on Monday, July 27, 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](http://hamiltonrelay.com/michigan).

*Phone: 231.861.4400 | Fax: 231.861.7449 | [www.shelbyvillage.com](http://www.shelbyvillage.com)*

*218 N. Michigan Ave | Shelby, MI 49455*



## Procedure for Virtual Public Meeting

Governor Whitmer issued Executive Order Number 2020-154 on Friday, July 17, 2020 to allow local 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 2020-154 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](mailto: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](mailto: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](http://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/83320166821?pwd=Z1FTQVZtZ21qL0hzMmQ4RFdzNXlYdz09>

Meeting ID: 833 2016 6821

Passcode: 205668

### 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: 833 2016 6821

Passcode: 205668

Find your local number: <https://us02web.zoom.us/u/k2jfhp4S>

# AGENDA

Common Council of the Village of Shelby  
Monday, July 27, 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, July 13, 2020                      **AR**
5. Additions to Agenda:
6. President's Report:
7. Village Administrator's Report: Instead of the usual memo, I've attached my "A Guidebook To Shelby's Future" white paper for councilmembers.
8. Department Heads' Report:
9. Correspondence:
  - a) None
10. Public Participation (Public Participation Process is below):
11. Presentation:
  - a) None
12. Old Business:
  - a) None
13. New Business:
  - a) Interim Village Manager Contract – Bill Cousins                      **AR**
  - b) First Right of Refusal – The Concession Stand                      **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) July 27, 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.  
  
The electronic public meeting will be held via Zoom. Please click the link to join the Zoom meeting online: <https://tinyurl.com/ShelbyCouncil0727>. The public may also participate in the electronic public meeting by calling +1 312 626 6799 and entering the Meeting ID: 833 2016 6821 and Password: 205668 when prompted.
2. **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.
3. 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.
4. Avoid talking while others are speaking.
5. Respect agreements about time.
6. 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 July 13, 2020 at 6:30 P.M.**  
**COUNCIL PROCEEDINGS Via Zoom**



**1. CALL TO ORDER:**

The regular meeting of the Common Council of the Village of Shelby was called to order at 6:33 P.M. by President Paul Inglis via Zoom.

**2. ROLL CALL:**

Answering the roll call: Jim Wyns, Steve Crothers, Dan Zaverl, Paul Inglis, John Sutton, Andy Near, and 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.) June 22, 2020

Councilman J. Sutton moved to approve the minutes of the Regular Council meeting of June 22, 2020 as corrected.

Seconded by: Councilman S. Crothers.

Roll Call Vote:

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

Motion Carried 7-0.

**5. ADDITIONS TO THE AGENDA:**

a.) Michigan State Grant Application Approval – Chief Farber

**6. PRESIDENT'S REPORT:**

President Inglis reported that, after speaking with his family and friends, he has made the decision to run for Shelby Village Council President for another 2-year term. Also, it has been discussed that, though several tasks/projects are being completed, the lack of in-person Council meetings is missed. President Inglis asked for the Council's opinion regarding future meetings in-person as opposed to via Zoom. VA Widigan reminded Council that the Village Council is unable to meet in the Village Hall due to the current Executive Order; however, the Village Council could meet outdoors if they choose to do so. The Council is not opposed to outdoor meetings if it is feasible to do so.

**7. ADMINISTRATOR'S REPORT:**

VA Widigan reported that the Michigan Department of Treasury hosted a joint webinar, "Cares Act Funding for Municipalities Explained – Michigan Treasury Webinar," on Thursday, July 9, 2020. The 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.

Emily Stuhldreher has been working fulltime at the Village Hall since Monday, June 22, 2020. Since then, VA Widigan and she have had several meetings with numerous stakeholders and business owners:

- She has researched a sundry of downtown plans and corridor plans to coordinate between the Village Master Plan.
- She has met with Mishelle Comstock at Shelby State Bank to begin discussions regarding a façade grant program for local village businesses.
- 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.

The Village of Shelby is accepting applications for the part-time position of Administrative Assistant. This appointed person works along-side the Clerk/Treasurer and Administrator for the Village.

VA Widigan reported that Andy Moore with Williams & Works is wrapping up a final draft of the Mater Plan, to include a Downtown Plan. Once completed, Mr. Moore will attend Planning Commission meetings where they can review it together and make any final adjustments before adoption.

The Police Chief position will be posted with the MML, Michigan Association of Chiefs of Police, Michigan Sheriff's Association, and MCOLES by Monday, July 13, 2020 (today). It will also be sent out to the local papers and posted on the Village's Facebook page.

VA Widigan reported he has accepted employment with the City of Lansing as their next Finance Director and will begin work on August 10, 2020. He has put together a list of four prospective Interim Managers, including Bryon Mazade, that will be contacted to discuss the Interim Village Administrator position to ensure a smooth transition.

## 8. DEPARTMENT HEADS' REPORTS:

DPW Supervisor Greg MacIntosh reported that two of the DPW employees will be gone August 8th thru the 25th due to their National Guard requirements. He is confident that Kirk Seabolt and he can handle the DPW tasks. However, he is still in search of a part-time employee to help with the mowing.

Chief Farber reported that the Police Department is still handling most complaints over the phone when it allows. In cases that the department needs to go on site for a complaint, the officers are wearing all necessary PPE. Chief noted that any calls or complaints that come to them regarding any issues with residents' not complying with the most recent Executive Order that requires the wearing of masks will be handled. Chief Farber plans to first educate all individuals about the Order and is hopeful that it will not need to go further than that.

## 9. CORRESPONDENCE:

### a.) Michigan State Treasurer – Grants Available.

The State of Michigan Treasurer 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.

b.) Letter from Senator Jon Bumstead

Senator Jon Bumstead sent a letter stating that, 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.

c.) August Revenue Sharing Payments.

Governor Whitmer and legislative leaders reached a budget agreement to address the State's current year budget situation. The plan will eliminate the August statutory revenue sharing payments, but it will fully replace it plus an additional 50%. The replacement funds will be coming from the federal CARES Act dollars.

**10. CITIZEN PARTICIPATION:**

Jodi Nichols reported to the Village Council that there will be two grants available for small business owners between July 15, 2020 and August 5, 2020. The Small Business Restart grant is for businesses with 50 or fewer employees and will focus on woman and minority owned businesses. There is also a grant opportunity for agricultural businesses. Both grant options offer up to \$20,000.00 for businesses. Ms. Nichols also commended VA Widigan for his work while in the Village of Shelby and for all his hard work on economic development in Shelby.

Mishelle Comstock commended VA Widigan for the numerous improvements made while in Shelby and thanked the Shelby Village Council for giving Mr. Widigan the opportunity to work in the Village. Ms. Comstock is eager for the next Village Administrator to continue moving Shelby forward.

**11. PRESENTATION:**

a.) 2019/2020 Fiscal Year Audit – Eric VanDop, CPA

Village auditor Eric VanDop, Brickley DeLong, presented the 2019/2020 Fiscal Year audit findings to the Village Council. The only recommendations Mr. VanDop had were that the Village continue to make improvements with limiting the number of year-end adjustments that are needed and that the Village improves internal controls over the preparation of formal year-end financial statements. The Village of Shelby is a small organization with limited resources and personnel which makes this audit comment fairly common.

The total net position of all governmental activities increased by \$101,550.00; the General Fund fund balance decreased by \$10,994.00; the total net position of the Sewer Fund decreased by \$39,042.00; and, the total net position in the Water Fund increased by \$12,985.00.

**12. OLD BUSINESS:** No Old Business.

**13. NEW BUSINESS:**

a.) Dykema Engagement Letter

Since the 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 and Rural Development) have been working with the Village of Shelby and Peterson Farms to evaluate the feasibility of extending the Village's water main from the Village of Shelby north to Peterson Farms (Oceana Acres Residential Development).

Peterson Farms currently owns a total of nine apartment buildings that were recently constructed. Three apartment buildings are located near the intersection of Oceana Drive and Baseline Road and six buildings are located at the northeast corner of 88<sup>th</sup> Avenue and Baseline Road. Currently, the 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 1 water system.

In October of 2019, Fleis & VandenBrink conducted a feasibility study for the Village extension of its water main to the apartment buildings and determined the predesign construction cost estimate is \$2.6 million. The State of Michigan and Peterson Farms paid for the feasibility study for the potential project. Based on the estimated water usage and rates, the annual revenue of \$26,147.00 from the Oceana Acres apartments would cover the estimated annual operation, maintenance, and replacement costs of \$25,000.00.

VA Widigan requested authorization to sign an engagement letter for the retention of Dykema Gossett, PLLC as legal counsel to the Village of Shelby in connection with the improvement to the Village's water system. Dykema has suggested fixed fees and, for the first phase, the fee would be \$7,500.00. 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 of Shelby from paying any of the fees to 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 \$2,500.00; so that, in no event would the Village be out-of-pocket for more than \$2,500.00. Peterson Farms has stated that, if by chance, the Village is subject to the \$2,500.00 fees from Dykema Gossett, that Peterson Farms will guarantee to pay the fees on behalf of the Village of Shelby.

Councilman B. Harris stated he is very nervous with moving forward with a motion without having more time to review the details of the project. He felt the Council should have had more time to review all the information of the project and he had been made aware of it before tonight's meeting. VA Widigan stated that he did not come to the Council with more information previously as the State of Michigan was not making the process easy and he was not confident that the project would move on to this step at that time. Mr. Widigan had just received the call that the State of Michigan was giving them approval to move forward with the project on Thursday, July 9, 2020. By signing the engagement letter, this does not commit the Village to the project itself; it simply gives VA Widigan the authorization to retain Dykema Gossett, PLLC as legal counsel to the Village of Shelby in connection with the improvements to the Village's water system.

Councilman A. Near moved 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.

Seconded by: Councilman D. Zaverl.

Roll Call Vote:

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

Motion Carried 7-0.

b.) RRC Baseline Report

The next formal step in the process of the Village becoming a Redevelopment Ready Communities (RRC) is to review the baseline report and to pass a resolution to continue with RRC. Upon passage of the resolution, the Village can gain access to RRC technical assistance tools such as the RRC Online Library, guidance from its RRC Planner, and matching technical assistance funds to help with the cost of larger projects if needed.

Councilman S. Crothers moved 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).

Seconded by: Councilman J. Sutton.

Roll Call Vote:

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

Motion Carried 7-0.

#### 14. COMMITTEE REPORTS:

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

The Planning Commission will meet via Zoom on Tuesday, July 21, 2020 to review the updates to the Village of Shelby Master Plan.

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

Nothing to report.

c. **STREETS AND SIDEWALKS: Chair: Dan Zaverl, Jim Wyns:**

Nothing to report.

d. **PARKS, REC. & BLDGS: Chair: Andy Near, John Sutton:**

Councilman A. Near reported that he put down a sample of coating on a section of the basketball court at Getty Park. He is planning to check on the durability of that section in the coming days.

e. **FINANCE and INSURANCE: Chair: Jim Wyns, Bill Harris:**

Nothing to report.

f. **PERSONNEL: Chair: John Sutton, Andy Near:**

Several meetings will be coming soon in the process of filling the Village Administrator and Administrative Assistant positions and the Police Chief opening.

g. **ORDINANCES – Chair Steve Crothers, Dan Zaverl:**

Nothing to report.

15. PAYMENT OF BILLS:

a.) June 8, 2020

Councilman J. Wyns moved to approve the payment of bills of June 8, 2020 in the amount of \$137,485.33.

Seconded by: Councilman S. Crothers.

Roll Call Vote:

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

Motion Carried 7-0.

b.) July 13, 2020

Councilman J. Wyns moved to approve the payment of bills of July 13, 2020 in the amount of \$37,960.47.

Seconded by: Councilman J. Sutton.

Roll Call Vote:

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

Motion Carried 7-0.

16. **ADJOURNMENT:** Councilman S. Crothers moved to adjourn the meeting at 8:46 P.M.

Seconded by: Councilman D. Zaverl.

Roll Call Vote:

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

Motion Carried 7-0.

Council minutes are not official until approved at the July 27, 2020 Council meeting.  Approved

\_\_\_\_\_  
Minutes Respectfully Submitted by Crystal Budde, Village Clerk/Treasurer

\_\_\_\_\_  
Date

## A Guidebook To Shelby's Future July of 2020

The Village of Shelby, Oceana County, MI has a vision that includes a more inclusive community (46% of our residents identify as Hispanic or Latino, it is crucial we diversify the voice of Shelby – the future of the American economy is Hispanic and female), comprehensive housing for all, quality jobs, and a beautiful downtown connected to the William Field Memorial Hart-Montague Rail Trail. We have made many strides over the past two years towards achieving that vision. But there is still work to be done, and we must not lose sight of what greatness Shelby will achieve once that vision is attained.

Below is what I believe are crucial stepping stones that will guide you to Shelby's future.

Until next time,

Rob Widigan  
[rwidigan@gmail.com](mailto:rwidigan@gmail.com)  
810.569.8296

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**Administrative Assistant to the Village Administrator:** This is a crucial position within the administrative team. You must have someone in there that can critically assess situations, problem-solve, exercise a high degree of diplomacy, and work effectively under stress within deadlines and changes in work priorities. You cannot hire someone's friend for this position. The Village has come a long way in two years, but it has the potential to trip during this transition. You need someone in there who will be impartial and keep the rest of the administrative staff on task. The interim village administrator must be involved in this process.

**Blight and Rental Enforcement/Code Enforcement Officer:** We should all be proud of these two accomplishments. A lot of blight has been eliminated throughout the Village, and soon we will have the bricks along the Rail Trail cleaned up. However, there is still a lot of work to be done when it comes to blight enforcement – the police department has to get stricter in enforcing the ordinance. As to the newly passed Rental Ordinance, what an achievement! Due to COVID-19, hiring a rental inspector was placed on hold. It is time to hire someone. Having the village administrator attempt to also keep up on code enforcement is unrealistic if you want to keep up this pace of accomplishments. Dave Dickman, Hart Ordinance Enforcement Officer, or John Terzano, Inspector, Oceana's Home Partnership, would be a great addition to the Village.

**CEDAM Fellow – Emily Stuhldreher:** Hard worker, great ideas, creative thinker, overall a great addition to our team! Keep her busy, do not let this asset go to waste – ensure deadlines are met, deliverables are provided, and goals are achieved. Thus far, Emily has created a sundry of brochures, templates, and documents to help the Village of Shelby meet requirements outlined in the final RRC Baseline Report. The documents Emily's created are simple, easy to read, and eye-catching; she is cranking them out

quicker than I can review them! Just note, if a marketing or economic development position opens in the City of Lansing, I'll be coming back to hire Emily 😊!

**Community Assessment Meetings:** Back in August of 2018 a Community Assessment of the Shelby area was conducted by the Community Economic Development Association of Michigan (CEDAM). A community assessment was done to understand the needs of our community and residents, a cross-section of community leaders, and residents' shared thoughts, feelings, and aspirations about the Shelby area. Consultants produced a report providing observations, suggestions, and identified recommended focus areas. Tammy Carey, Chief Executive Officer of the Community Foundation for Oceana County is a great resource to further discuss the assessment and the meetings that resulted from the assessment. In a nutshell, a group of twelve or so individuals from the Shelby area had been meeting to further promote the four (4) major themes that emerged from the assessment (housing, downtown, quality jobs, and inclusive community). Those meetings pretty much came to a halt towards the end of last year and should be started back up again, at least via email.

**Connect Rail-Trail to Downtown:** Emily Stuhldreher, the Village's Community Development Fellow, is already hard at work developing a plan to connect and promote the William Field Memorial Hart-Montague Rail-Trail (trail). Shelby is a rural farming community with the unique asset of the recently updated and well-traveled multi-use trail that runs directly behind Downtown storefronts. As mentioned, the Shelby area underwent a community assessment conducted by CEDAM. One of the areas of improvement identified as a top priority is the need to connect Shelby's Downtown to the trail, which stretches 22 miles from Hart to Montague. Today, it is estimated by DNR staff members that approximately 65,000-70,000 visitors a year ride the trail, which connects to the Fred Meijer Berry Junction Trail and continues for another 11.1 miles beyond to Muskegon. With that being said, there is currently no safe or inviting path from the trail to Downtown restaurants, shops, and businesses, which leaves the trail users virtually untapped as a customer base to the businesses they pass. However, there is currently an Alleyway that would make a great connection point from the trail to Downtown. Yet, the current condition of the Alleyway is abysmal. The walkway is cracked and broken, full of trip hazards; the lights are busted out and in need of replacing, and the once vibrant murals along the walls have long faded away.

With a few simple improvements, such as resurfacing, landscaping, painting, lighting and art-inspired bike racks, the Alleyway can be restored into a beautiful destination that attracts trail users off the trail to enjoy the businesses, restaurants, scenery, services, and heritage of Downtown Shelby with its rural character and charm.

The Shelby Rural Economic Development Cohort Team, Shelby Roars (a community volunteer organization), Shelby Village Council, and Shelby Village Planning Commission have committed to working together to help improve this once attractive Alleyway back into a safe and robust connection between Downtown and the trail. I hope that this new and improved "Gateway to Main Street" will bring an additional 5,000-10,000 visitors off the trail and into our Downtown.

**EDA Funding:** The Economic Development Administration (EDA) released the Notice of Funding Opportunity (NOFO) for the \$1.5B the agency has received through the CARES Act. This funding is to

provide strategic investments on a competitive merit basis to support economic development, foster job creation, and attract private investment in economically distressed areas of the United States. Jodi Nichols, Business Development Coordinator for the Oceana County Economic Alliance, and I had a Zoom call with Erin Kuhn, Executive Director, and Stephen Carlson, both of WMSRDC, on Wednesday, May 6, 2020.

Jodi Nichols, Emily Stuhldreher, and the Interim Manager will meet concerning this on August 11, 2020.

**Façade Grant Program:** Emily Stuhldreher and I have met a few times with Shelby State Bank President, Mishelle Comstock, to discuss facilitating a façade grant program for local Village businesses. Given that money is tight due to the COVID-19 pandemic, this may need to be revisited next year. However, it is important to keep these discussions going.

**Finish Master Plan:** We are in the final stages! The Planning Commission is sending their final edits to Andy Moore, planner at Williams & Works. Once a final draft is completed, the Planning Commission will vote to send it to "our neighbors" (e.g., surrounding communities, county, regional boards, the residents, and other stakeholders). It is shared for a nine (9) month period, then adopted. Included in our Master Plan will be a Downtown Corridor Plan. The Downtown Corridor Plan or Downton Plan will outline Shelby's vision for our downtown area. A "Downtown Plan" is one of the requirements laid out in the RRC Baseline Report.

**Fix/Overhaul DPW:** The DPW is full of hardworking individuals who ensure that the Village's services and operations are carried out. However, there is a dire need to boost morale within the department. Steps are being taken to boost morale, increase efficiency and prioritize time, and grasp the big picture. The interim village administrator will need to continue with the work that is already done and see through this urgent concern.

**Getty Field (IGA):** On October 30, 2019, the Village of Shelby and Shelby Public Schools officials wrapped up negotiations and unanimously approved a final Intergovernmental Agreement (IGA). This new agreement will allow for both the Shelby School's athletic programs and the community to utilize Getty Field. Given that the boundary of Getty Park includes Getty Field, which has been used by Shelby Schools, the Village and the School worked together to ensure that no disruption occurs to the School's athletic programs. The IGA demonstrates how both entities sat down and worked together to continue the long, rich history of partnership for the benefit of our community. This agreement provides the whole community with a valuable asset to be proud of. The Village Council and the next VA must ensure both parties follow and uphold the IGA. It may be wise for the Village to purchase new soccer goals for Getty Field, and allow Shelby Public Schools to utilize their goals elsewhere.

**Michigan Avenue:** In 2020, the Council applied for funding through MDOT from the Transportation Economic Development Category B Program to construct resurfacing improvements on Hawley Street & Rankin Street, Fourth Street, Pine Street, and Sessions Road as part of the Village's overall Road Asset Management Program. If received, the Village must keep up that momentum and completely overhaul Michigan Ave in five (5) years. New curb, gutter, road, sidewalk, streetlights, and so on.

**New DPW & PD Vehicles:** Both the Police Department and the DPW are in need of new vehicles. The USDA-Rural Development team can help the Village with some grants to help pay for new vehicles. I would contact Paul Bristol, Area Specialist with USDA-Rural Development, to discuss any grants available and next steps. His number is 616.222.5817 and email is [paul.bristol@usda.gov](mailto:paul.bristol@usda.gov).

**Oceana County Economic Alliance (OCEA):** A 501(c)(3), the OCEA fosters economic prosperity as the central hub for the promotion, support, and growth of Oceana County. The OCEA has partnered with The Right Place (Grand Rapids) to provide economic development services to Oceana County. The Right Place has several decades of experience working in West Michigan with a network of partner agencies to provide results-based economic development.

Currently I serve as Vice President of OCEA Board of Directors. My role will end on August 3, 2020; the new interim and full-time village administrator should be involved with the OCEA.

**Paperless Board/Council Packets:** Most of the Council packets are no less than 50 plus pages long. That is a lot of paper, especially when we must print eleven (11) packets for Councilmembers, staff, and Village records. Not to mention the time and labor it takes to print the packets, organize them, place them in Councilmember folders, and then have the Police Department deliver them to each Councilmember's home. It would save the Village time and money if packets are either:

- A. Paperless and only print a few packets for Council members that do not have a laptop or tablet to view the packet on.
- B. Purchase cheaper iPads or tablets which would have the packet downloaded electronically for each Councilmember (Pentwater Village did this). This option would pay for itself with the savings in paper, printer ink, and employee time and labor.

**Parks/John Wilson:** Vibrant parks are an economic boost to a community. It is vital we see the value to families considering moving here and to residents who will benefit from new activities to enjoy. What a bonus this is right next to the school campus where people gather all the time. John Wilson, the Village's Parks Consultant, has been invaluable in our quest to improve Historic Getty Park (GP). In March of 2020, the Village Council passed two resolutions in support of the two grant applications that the Village of Shelby submitted for the renovation of GP. The resolutions assured that the Village of Shelby supported the application titled "Renovation of Getty Park" to the Michigan Department of Natural Resources Land and Water Conservation Fund and the submission of the application titled "Renovation of Getty Park" to the Michigan Department of Natural Resources Trust Fund; both for the renovation of GP. This action will assure the MDNR that the Village of Shelby is making a financial commitment to the project up to a maximum amount of \$346,300 in matching funds to include cash, donations, and/or Force Account Labor/Materials (Village's own paid labor or materials).

Mr. Wilson understands the economic boost vibrant parks can have on a community and he is an enormous asset to the Village. In my opinion, the Village should review its budget to find the funds to hire Mr. Wilson to oversee the eight (8) parks within the Village.

**Peterson Farms Water Main Extension:** Since Fall of 2019, EGLE (Michigan Department of Environment, Great Lakes, and Energy), the Michigan Economic Development Corporation (MEDC), the USDA (United



States Department of Agriculture), and MDARD (Michigan Department of Agriculture & Rural Development) have 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. As of July 23, 2020, I have received three letters; one from MEDC and one from EGLE, each contributing \$800,000 of funding for the extension of the watermain, for a total of \$1.6M. The last letter is from Peterson Farms, who stands ready to provide the additional financial support to help bridge the approximate \$1.1M project difference between the \$2.7M estimated by Fleis & VandenBrink in its October 2019 feasibility study and the \$1.6M being funded by MEDC and EGLE.

**Police Chief Search:** A job opportunity document has been completed for this position, and Chief Farber has reviewed the document. The document will be posted with the MML, Michigan Association of Chiefs of Police, Michigan Sheriff's Association, and MCLOES. It will also be sent out to local papers and posted on the Village's Facebook page. Applications will be accepted until Friday, August 28, 2020; or until filled.

**Resolutions:** Since coming on board as village administrator, we have updated how resolutions are drafted, numbered, and recorded. The number is in the formation of YEAR-MONTH-DATE-NUMBER (e.g., 2020-07-13-01 if there are three resolutions before the Council, the last number would go 01, 02, 03, and so on). I have asked Clerk/Treasurer Budde to keep them in a three-ring binder, by year.

**Rotary Sign:** For a few years now, Mishelle Comstock, President & CEO, Shelby State Bank, and the Shelby Rotary Club has lobbied for a beautiful new "Welcome To Shelby" Rotary Sign (with the Rotary Wheel, internally illuminated digital "info" screen, and stone masonry work). They have solicited financial commitments from the Shelby Rotary Club, Shelby State Bank, Shelby Chamber of Commerce, Harris Funeral Home, and the Village of Shelby. Last this project was discussed, we were looking at placing the sign on Village property, either in Wesco Park or Memorial Park. It would be nice to revisit these discussions and finish the project.

**Sell Obsolete Equipment:** The Village has a lot of obsolete and old equipment that is no longer needs or uses (e.g., numerous old police vehicles, unused DPW vehicles, and so on). DPW Supervisor, Greg MacIntosh, has been tasked with working with Police Chief Farber to compile a list of equipment to sell or dispose of. After a list is finalized, it can be brought to the VA and Council to decide the best way to sell or scrap the equipment. This needs to be completed, we have been talking about it for some time now.

**Shelby Trails Housing Project:** The application for the Shelby Trails 15-unit workplace housing project at 220 Walnut Street has been submitted. It will be a \$4M construction project providing jobs for local laborers.

Project Developer Allan Martin and Kittie Tuinstra, Executive Director of OCEANA'S HOME Partnership, stated that the application looks good, according to the Michigan State Housing Development Authority (MSHDA). Mr. Martin, Ms. Tuinstra, and a representative from the prospective management company traveled to Lansing in April to meet with the Permanent Supportive Housing Review Board.

The Initial Market Study results came back as a "Conditional Go" with the stipulation that adequate landscape screening is provided for the property to the north and any other property owner who may not be pleased with the development's aesthetics.

They are still in the process of securing the property on the south side of the proposed development site. The owner is still searching for the deed to the property.

The service providers who will be available to provide support services to the residents are:

1. COVE – They will be the lead agency for primary case management and will have a representative on-site at least 10 hours per week in a support role
2. True North
3. Disability Network Connection
4. County Department of Health and Human Services
5. Community Mental Health

The application was supposed to be submitted by April 1, 2020; however, the deadline was pushed back to June 1, 2020, because of the COVID crisis. It will be reviewed in September 2020, and, hopefully, a decision on the application will be determined in November or December 2020. Oceana County Housing Commission representatives will attend a future Village Council Meeting to request that the PILOT be approved, if all goes well.

**Social Media Is A Tool ≠ Solution:** Social media is an important tool that many communities use to engage with the public and other stakeholders. However, social media alone will not solve your problems. Like most other forms of communication, social media is most effective when it is rooted in strategy and collaboration.

**T-Mobile Lease Purchase Program:** Back in May of 2020 we were approached by a company called BLVCKDOT to purchase our water tower lease. Essentially, BLVCKDOT would submit a lump sum offer to purchase the future cash flow associated with the lease; a preliminary calculation of a purchase price is \$285,000 based on current rent of \$2,025.92/month. If the current rent is higher than BLVCKDOT can recalculate the purchase price.

To summarize the business proposition:

1. BLVCKDOT would submit a lump sum offer to purchase the future cash flow associated with the lease
2. BLVCKDOT working with its financial partners would secure an easement and take assignment of the cash flow from the lease in exchange for this lump sum amount
3. BLVCKDOT would work closely with you through due diligence and closing of the transaction that in many cases can be completed in 30-45 days

I have spoken to Philip Meier, Account Executive at BLVCKDOT numerous times. I will hand this over to the Interim Manager to investigate further before bringing it to the Village Council. However, a decision will need to be made either to move forward with the offer or to disregard it.

**Update Personnel Policy:** The current personnel policies are in dire need of updating. Currently, there are three policies:

1. Personnel Policy Agreement: Between the Employee and the Village of Shelby
2. Personnel Policy Addendum: Between the Department of Public Works Employee and the Village of Shelby
3. Personnel Policy Addendum: Between the Police Department Employee and the Village of Shelby

One major update that should be made is removing the option to "payout" vacation time on the employee's anniversary date. Currently, the policy reads: "Vacation time accrued but unused in a calendar year, ending at the employee's anniversary hire date, can either be paid out to the employee or deposited into his/her retirement fund at his/her regular rate of pay."

This is very costly to the Village and is an uncommon practice. It would make more sense to:

- A. Combine Vacation and PTO time into just "PTO time". The employee may use this however they see fit.
- B. Allow employees to roll over unused time into the employee's PTO "bank" with a cap at no more than two hundred and forty (240) hours at any given time.

**Village Wide Garbage/Recycling Service:** Moving to a single hauler trash company is one of the most significant changes the Village can make to curb blight and loose trash in the Village. On top of that, by moving to single hauler trash, we decrease damage to our roads (fewer number of garbage trucks on

our streets and fewer days garbage trucks are running routes through the Village.) This is a critical but common sense step the Village can take to improve the image of the area.

**Water Rates and Fee Study:** The Village of Shelby serves 705 water customers and has approximately 86,900 feet of water main. Four wells, a 200,000-gallon water tower, and two booster pump stations keep the Village customers supplied with water.

The Village has been working with Mike Engels from the Michigan Rural Water Association Rate Making Program to determine the appropriate user rates and fees. The Water and Sanitation Committee has met with Mr. Engels to review the draft water rate report he prepared. The next step is to have a Water and Sanitation Committee with Mr. Engels will attend to go over the report and next steps with the full Council. This was about to happen but was postponed due to the COVID-19 pandemic. The interim or next village administrator needs to continue this project.

**Zoning Ordinances/Application Fees:** The Village's current zoning ordinance was first adopted in 2012 and re-adopted without updates in 2017. A community's zoning ordinance must uphold the goals of the Master Plan; \$10,000 has been set aside to finalize the Village's Master Plan and begin overhauling its zoning ordinances. When Williams & Works was engaged to update the Village's Master Plan, they noted that a Zoning Ordinance Audit would be conducted. After the Master Plan is adopted, it would be prudent for the Village to then engage Williams & Works to begin an overhaul of its zoning ordinances. On that note, when updating the Zoning Ordinances, it would behoove the Council to revisit the fees schedule, as it is long out of date. The fees adopted by the Village are much lower than surrounding communities.

## References Page

### President/Village Staff

- **Clerk/Treasurer Crystal Budde** E: [clerk@shelbyvillage.com](mailto:clerk@shelbyvillage.com)
- **Community Development Fellow, Emily Stuhldreher** C: (734) 277-2200 E: [emilystuhl@gmail.com](mailto:emilystuhl@gmail.com)
- **Police Chief Bob Farber** E: [shelbypdchief@gmail.com](mailto:shelbypdchief@gmail.com)
- **Shelby D.P.W Supervisor Greg MacIntosh** C: 231-301-5169 E: [dpwsupervisor@shelbyvillage.com](mailto:dpwsupervisor@shelbyvillage.com)
- **Village Attorney John C. Schrier**, Prater – Parmenter Law O: (231) 722-5401 E: [John@parmenterlaw.com](mailto:John@parmenterlaw.com)
- **Village Bond Counsel (Peterson Farms Watermain Project), James P. Kiefer**, Dykema, C: 517-449-0947 E: [jkiefer@dykema.com](mailto:jkiefer@dykema.com)
- **Village Council President, Paul Inglis** E: [peinglis1@gmail.com](mailto:peinglis1@gmail.com)
- **Village IT Consultant, Ted Trerice**, Computer Refinery Inc. C: 231-861-5248 E: [ted@computerrefinery.net](mailto:ted@computerrefinery.net)
- **Village Planning/Zoning Consultant, Andy Moore**, Executive + Planner at Williams & Works O: (616) 224-1500 E: [moore@williams-works.com](mailto:moore@williams-works.com)

### Shelby Area/Oceana County VIPs

- **Barbara Saunders Sims**, Director of the United Way of the Lakeshore, Oceana County O: (239) 839-0443 E: [Barbara@unitedwaylakeshore.org](mailto:Barbara@unitedwaylakeshore.org)
- **David Payne**, President, Shelby Optimist Club & Shelby Floral Owner C: 231-301-9179 E: [dl9payne@hotmail.com](mailto:dl9payne@hotmail.com)
- **Deana Rumsey Fox**, Assistant Vice President - Mortgage Lender, Shelby State Bank O: 231-861-6062 E: [DFox@shelbybank.com](mailto:DFox@shelbybank.com)
- **Eva Berumen-Reyna**, former executive director of the Oceana Hispanic Center (now contracts with the Center) C: 231-329-7882 E: [eberumen01@gmail.com](mailto:eberumen01@gmail.com)

- **Jodi Nichols**, Business Development Coordinator for the Oceana County Economic Alliance C: 231-742-3328 E: [nicholsj@rightplace.org](mailto:nicholsj@rightplace.org)
- **Kittie Tuinstra**, Executive Director, OCEANA'S HOME Partnership [kittie@oceanashome.org](mailto:kittie@oceanashome.org)
- **Larry Byl**, Oceana County Commissioner, OCEA Board Member, and Wickstra Realty E: [larrybyl@gmail.com](mailto:larrybyl@gmail.com)
- **Mishelle Comstock**, President & CEO, Shelby State Bank C: 231-742-2282 E: [mcomstock@shelbybank.com](mailto:mcomstock@shelbybank.com)
- **Richard Raffaelli**, Chief Operating Officer, C: 214-674-2539 E: [r Raffaelli@petersonfarmsinc.com](mailto:r Raffaelli@petersonfarmsinc.com)
- **Tammy Carey**, Chief Executive Officer, Community Foundation for Oceana County C: 231.343.8686 E: [tammy@oceanafoundation.org](mailto:tammy@oceanafoundation.org)

Council Meeting Date: July 27, 2020

Date: July 27, 2020

To: Village Council

From: Robert Widigan, Village Administrator

RE: Interim Village Manager Contract – Bill Cousins

---

**SUMMARY OF REQUEST**

Before you is an Interim Manager Employment Agreement between the Village of Shelby, 218 N. Michigan Avenue, Shelby, MI 49455, and William T. Cousins III (Bill Cousins) to serve as the Village of Shelby's interim manager, until the Village is able to obtain a permanent replacement.

President Inglis and I had a great meeting with Mr. Cousins on Tuesday, July 21, 2020, he is eager to serve the Village of Shelby as interim manager, if the Council approves. Mr. Cousins has the education, training and experience in local government management and who, as a member of MLGMA, is subject to the ICMA Code of Ethics.

**FINANCIAL IMPACT**

This is for a period not to exceed four (4) months, from August 3, 2020 to December 3, 2020 to be paid at an annual base salary of \$100,000; however, the ending period may be extended with Village of Shelby Council approval.

Four (4) months at an annual base salary of \$100,000 would equate to \$33,333.32.

**BUDGET ACTION REQUIRED**

None at this time, a budget amendment may be required at a later date.

**STAFF RECOMMENDATION/SUGGESTED MOTION**

Motion by \_\_\_\_\_ seconded by \_\_\_\_\_ to appoint William T. Cousins III as the Village of Shelby Interim Administrator effective August 3, 2020 to be paid at an annual base salary of \$100,000, payable in installments at the same time that the other management employees of the Village are paid.

However, benefits such as Health, Disability, and Life Insurance Benefits shall not be paid. Mr. Cousins employment as the Village of Shelby's Interim Administrator shall be for a period not to exceed four (4) months, from August 3, 2020 to December 3, 2020; however, the ending period may be extended with Village of Shelby Council approval.

**COMMITTEE RECOMMENDATION**

None.

# **VILLAGE OF SHELBY, MICHIGAN**

## **Interim Manager Employment Agreement**

### **Introduction**

This Agreement, made and entered into this August 3, 2020, by and between the Village of Shelby, 218 N. Michigan Avenue, Shelby, MI 49455, a municipal corporation, (hereinafter called "Employer") and William T. Cousins III, (hereinafter called "Employee") an individual who has the education, training and experience in local government management and who, as a member of MLGMA, is subject to the ICMA Code of Ethics, both of whom agree as follows:

### **Section 1: At-Will Employment Relationship and Term**

The term of this agreement shall be for a period not to exceed four (4) months, from August 3, 2020 to December 3, 2020, unless otherwise agreed to in writing by both parties. Notwithstanding the prior sentence, and subject to all the terms and provisions of this Agreement, the Employer agrees to employ William T. Cousins III as an at-will employee to serve as the Interim Village Administrator at the pleasure of the Shelby Village Council. While either party may terminate this employment relationship with or without cause, and with or without notice to either party, out of respect to one another, both parties will attempt, to the extent practicable, to give the other party thirty (30) days' notice before terminating the employment relationship.

### **Section 2: Duties and Authority**

As the Interim Village Administrator, the Employee shall perform the functions and duties specified in the Village Administrator Job Description of the Village of Shelby, its ordinances and other legally permissible and proper duties and functions of the position of Village Administrator.

### **Section 3: Compensation**

Base salary: Employer agrees to pay Employee an annual base salary of \$100,000, payable in installments at the same time that the other management employees of the Employer are paid. Holidays will be paid as part of the salary.

### **Section 4: Health, Disability, and Life Insurance Benefits**

No health care benefits will be provided by the Employer.

### **Section 5: Vacation, Sick, and Military Leave**

No vacation, sick or military leave benefits will be provided by the Employer.



## **Section 6: Vehicle Expense Reimbursement**

The Employee shall be reimbursed for the use of his personal vehicle when used for Village business at the IRS Mileage Rate in accordance with Federal Law.

## **Section 7: Retirement**

No retirement benefits will be provided by the Employer.

## **Section 8: Severance**

No severance benefits will be provided by the Employer.

## **Section 9: Resignation**

While the employment relationship is at-will, out of respect for the Village, in the event that the Employee voluntarily resigns his position with the Employer, the Employee will attempt to provide a minimum of 30 days' notice unless the parties agree otherwise.

## **Section 10: Hours of Work**

It is recognized that the Employee must devote a great deal of time outside the normal office hours on business for the Employer, and to that end Employee shall be allowed to establish an appropriate work schedule.

## **Section 11: Indemnification**

Beyond that required under Federal, State or Local Law, Employer shall defend, save harmless and indemnify Employee against any tort, professional liability claim or demand or other legal action, whether groundless or otherwise, arising out of an alleged act or omission occurring in the performance of Employee's duties as Interim Village Administrator or resulting from the exercise of judgment or discretion in connection with the performance of program duties or responsibilities, unless the act or omission involved willful or wanton conduct. The Employee may request and the Employer shall not unreasonably refuse to provide independent legal representation at Employer's expense and Employer may not unreasonably withhold approval. Legal representation, provided by Employer for Employee, shall extend until a final determination of the legal action including any appeals brought by either party. The Employer shall indemnify employee against any and all losses, damages, judgments, interest, settlements, fines, court costs and other reasonable costs and expenses of legal proceedings including attorney's fees, and any other liabilities incurred by, imposed upon, or suffered by such Employee in connection with or resulting from any claim, action, suit or proceeding, actual or threatened, arising out of or in connection with the performance of his duties. Any settlement of any claim must be made with prior approval of the Employer in order for indemnification, as provided in this Section, to be available.

Employee recognizes that Employer shall have the right to compromise and unless the Employee is a party to the suit which Employee shall have a veto authority over the settlement, settle any claim or suit; unless, said compromise or settlement is of a personal nature to Employee. Further, Employer agrees to pay all reasonable litigation expenses of Employee throughout the pendency of any litigation to which the Employee is a party, witness or advisor to the Employer. Such expense payments shall continue beyond Employee's service to the Employer as long as litigation is pending. Further, Employer agrees to pay Employee reasonable consulting fees and travel expenses when Employee serves as a witness, advisor or consultant to Employer regarding pending litigation.

### **Section 12: Bonding**

Employer shall bear the full cost of any fidelity or other bonds required of the Employee under law or ordinance.

### **Section 13: General Provisions**

1. **Integration.** This Agreement sets forth and establishes the entire understanding between the Employer and the Employee relating to the employment of the Employee by the Employer. Any prior discussions or representations by or between the parties are merged into and rendered null and void by this Agreement during the life of the agreement. Such amendments shall be incorporated and made a part of this agreement.
2. **Binding Effect.** This Agreement shall be binding on the Employer and the Employee as well as their heirs, assigns, executors, personal representatives and successors in interest.
3. **Severability.** The invalidity or partial invalidity of any portion of this Agreement will not affect the validity of any other provision. In the event that any provision of this Agreement is held to be invalid, the remaining provisions shall be deemed to be in full force and effect as if they have been executed by both parties subsequent to the expungement of judicial modification of the invalid provisions.

**This agreement is effective August 3, 2020.**

Signed this \_\_\_\_\_ day of \_\_\_\_\_, 2020.

\_\_\_\_\_  
William T. Cousins III  
Interim Village Administrator

\_\_\_\_\_  
Paul Inglis  
Shelby Village President

Date: July 27, 2020

To: Village Council

From: Robert Widigan, Village Administrator

RE: First Right of Refusal – The Concession Stand

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**SUMMARY OF REQUEST**

In accordance with Public Act 123 of 1999, Village has the "first right of refusal," after the State of Michigan to acquire tax-foreclosed parcels. Enclosed is the listing of the Concession Stand at 571 South State Street, Shelby, MI 49455 (Parcel Number 046-020-100-10).

The General Property Tax Act establishes a procedure for the State and Local municipalities to purchase foreclosed properties prior to public auction. The purchase must be for governmental purpose and for public use.

In summary, you have two options:

1. Decline purchasing the property.
2. Purchase the property for \$22,169.05 under this process. **Please note:** if the Village later sells the property for more than the purchase price, excess proceeds are due back to the County Treasurer to replenish the tax foreclosure fund.

**FINANCIAL IMPACT**

If you should choose to accept the property, the total amount owed is \$22,169.05. If the Village purchases property under this process and later sells the property for more than the purchase price, excess proceeds are due back to the County Treasurer to replenish the tax foreclosure fund.

**BUDGET ACTION REQUIRED**

If this purchase is approved, a budget amendment may be required at a later date.

**STAFF RECOMMENDATION/SUGGESTED MOTION**

Resolution by \_\_\_\_\_ seconded by \_\_\_\_\_ to waive the Village's "first right of refusal" to all parcels that were foreclosed on April 2, 2018 in accordance with Public Act 123 of 1999.

Resolution by \_\_\_\_\_ seconded by \_\_\_\_\_ to purchase the property at 571 South State Street, Shelby, MI 49455 (Parcel Number 046-020-100-10) for \$22,169.05 and submit the Application to Obtain Real Estate for Public Purpose to the Oceana County Treasurer's office.

**COMMITTEE RECOMMENDATION**

None.



## OFFICE OF THE OCEANA COUNTY TREASURER

*Mary Lou Phillips, County Treasurer*

P.O. Box 227  
Hart, Michigan 49420

Phone: (231) 873-3980

Email: [mphillips@oceana.mi.us](mailto:mphillips@oceana.mi.us)

Fax: (231) 873-1391



July 9, 2020

Crystal Budde  
Village of Shelby Clerk  
218 N. Michigan Ave.  
Shelby MI, 49455

Dear Crystal,

Enclosed a listing of properties that have been foreclosed in Circuit Court under the authority of the General Property Tax Act. These foreclosures occurred due to delinquent real property taxes for the 2017 tax year.

The General Property Tax Act establishes a procedure for the State and Local municipalities to purchase foreclosed properties prior to public auction. ***The purchase must be for governmental purpose and for public use.*** The law establishes the following order of preference:

1. The State of Michigan has first right of refusal and must pay the higher of the minimum bid or fair market value of the property.
2. The City, Village, or Township in which the property is located can purchase the property if the State declines and must pay the minimum bid.
3. The County may purchase the property if the City, Village, or Township declines and must pay the minimum bid.

If the City, Village, Township or County purchases property under this process and later sells the property for more than the purchase price, excess proceeds are due back to the County Treasurer to replenish the tax foreclosure fund.

Enclosed are a Waiver of First Right of Refusal and Application to obtain Real Estate for Public Purpose. If your township board chooses to waive the first right of refusal, please complete the Waiver of First Right of Refusal form, enclose a copy of the Board Minutes and return to the Oceana County Treasurer's office before August 31<sup>st</sup>, 2020. If your township Board chooses to purchase the parcel, please complete the Application to Obtain Real Estate for Public Purpose, attach the Board minutes and return to the Oceana County Treasurer's office before August 31<sup>st</sup>, 2020.

*Betty L. Poort*  
*Chief Deputy Treasurer*

This offer is contingent upon the State not exercising their first right of refusal. If they choose to purchase a parcel(s) you have expressed an interest in, you will be notified of that fact as soon as we have knowledge.

Sincerely,

A handwritten signature in blue ink that reads "Mary Lou Phillips". The signature is written in a cursive style with a large, stylized initial "M".

Mary Lou Phillips  
Oceana County Treasurer

Enclosure: Foreclosure List

FORECLOSURE LIST FOR OCEANA COUNTY  
 For 2019 Foreclosures of 2016 and prior taxes  
 All Records  
 Interest Computed As Of Foreclosure Date  
 Unsold Parcels Only

PARCEL	TAX DUE	INTEREST/FEES DUE	TOTAL DUE	EST MKT VALUE	CURRENT SEV	CURRENT ASSESSED	CURRENT TAXABLE	TAX YEARS	DELINQUENT
006-407-017-00	852.64	995.46	1,848.10	0	6,000	6,000	6,000	2018 2017 2016	
QC-L2010P14969 QC-L2015/P16794 COMB WI 020-00 IN 88/JW PT TO 020 IN 02 LAKE MICHIGAN SHORES LOT 17 BLOCK 7.									
Property Address:									
043-404-003-00	8,726.56	3,192.74	11,919.30	0	41,800	41,800	35,729	2019 2018 2017 2016	
COV-L2014P19972 LOT 3 BLOCK 4 VILLAGE OF NEW ERA.									
Property Address:									
046-020-100-10	17,085.01	5,084.04	22,169.05	0	81,500	81,500	72,224	2019 2018 2017 2016	
WD-L2003P45995 SEC 20 T14N R17W COM 372 FT N OF S LINE OF NE 1/4 OF NW 1/4 TH W 80 FT, N 200 FT, E 80 FT, S 200 FT TO POB VILLAGE OF SHELBY.									
Property Address:									
PARCEL COUNT: 3	26,664.21	9,272.24	35,936.45	0	129,300	129,300	113,953		

# Check Proofing Report

07/21/2020 1:18 PM

Database: Shelby

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Payroll ID: 495

Check Post Date: 07/23/2020

Pay Period End Date: 07/19/2020

Application: PR

**Name: 30077 - BUDDER, CRYSTAL**

Active

Employee ID: 30077	Department ID: 215	Gross for Check: 1,704.00	Net After Dir Dep: 0.00
Withholding Status: Married	Federal Allow.: 1	Net for Check: 1,218.83	Total Deductions: 485.17
Pay Period End Date: 07/19/2020	State Allow.: 1	Reg. Hours: 81.00	Direct Deposit: 1,218.83
Check Date: 07/23/2020		OT Hours: 0.00	YTD Gross: 25,792.00
	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	40.00	0.00	800.00	19,813.00	FITW	90.84	1,432.12
VACATION	CLERK/TREASURER	20.00	40.00	0.00	800.00	1,560.00	SITW	56.27	869.06
457 SS TAX	457 C/T ALLOC	64.00	0.00	0.00	64.00	928.00	SOCSEC_EE	104.82	1,586.69
101	101-215.000-702.000	40.00	1.00	0.00	40.00	520.00	MEDICARE_EE	24.51	371.08
							DELTA DENTAL	13.35	200.25
							457_EE	184.00	2,416.00
							VISION	11.38	125.18
							SSB	1,218.83	DEPOSIT

Leave Bank ID	Leave ID	Prev. Bal.	Comp Wrkd	Accrued	Lost	Taken	Buy Out	Adjusted	Net Change	New Balance
PTO	N/A	108.50		0.00	32.00	0.00	0.00	0.00	-32.00	76.50
VAC	VACATION	80.00		0.00	0.00	40.00	0.00	0.00	-40.00	40.00

**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: 1,465.30	Total Deductions: 457.90
Pay Period End Date: 07/19/2020	State Allow.: 0	Reg. Hours: 64.00	Direct Deposit: 1,465.30
Check Date: 07/23/2020		OT Hours: 0.00	YTD Gross: 28,848.00
	Local Allow.: 00	Suppl. Hours: 0.00	Comp Hrs Wrkd: 0.00
		Deduction Refund: 0.00	

Paycode ID	Distribution	Rate	Hours	OT Hrs	Amt	YTD Amt	Ded/Exp ID	Amt	YTD Amt
301 P	101-301.000-702.000	30.05	64.00	0.00	1,923.20	28,848.00	FITW	229.03	3,435.45
							SITW	81.74	1,226.10
							SOCSEC_EE	119.24	1,788.58
							MEDICARE_EE	27.89	418.30
							GERB	1,465.30	DEPOSIT

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

**Name: 30102 - FREES, DARRYL E**

Active

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

# Check Proofing Report

07/21/2020 1:18 PM

Database: Shelby

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Payroll ID: 495      Check Post Date: 07/23/2020      Pay Period End Date: 07/19/2020      Application: PR

Employee ID:	30102	Department ID:	441	Gross for Check:	1,223.60	Net After Dir Dep:	0.00
Withholding Status:	Married	Federal Allow.:	0	Net for Check:	882.21	Total Deductions:	341.39
Pay Period End Date:	07/19/2020	State Allow.:	0	Reg. Hours:	44.00	Direct Deposit:	882.21
Check Date:	07/23/2020	Local Allow.:	00	OT Hours:	0.00	YTD Gross:	24,750.75
				Suppl. Hours:	0.00	Comp Hrs Wrkd:	0.00
				Deduction Refund:	0.00		

Paycode ID	Distribution	Rate	Hours	OT Hrs	Amt	YTD Amt	Ded/Exp ID	Amt	YTD Amt
441 H	DPW	19.00	3.00	0.00	57.00	18,075.39	FITW	111.77	2,698.96
441 H	101-691.000-702.000	19.00	19.00	0.00	361.00		SITW	52.00	1,051.88
441 H	590-000.000-702.000	19.00	4.00	0.00	76.00		SOCSEC_EE	75.87	1,534.55
441 H	591-000.000-702.000	19.00	8.00	0.00	152.00		MEDICARE_EE	17.75	358.89
441 H	661-000.000-702.000	19.00	6.00	0.00	114.00		457_EE %	84.00	2,088.46
441 H	101-441.000-702.000	20.00	4.00	0.00	80.00		SSB	100.00	DEPOSIT
457 SS TAX	DPW 457 ALLOC	60.80	0.00	0.00	33.60	775.36	SSB	782.21	DEPOSIT
CLOTH_ALLOW	DPW	350.00	0.00	0.00	350.00	350.00			

Leave Bank ID	Leave ID	Prev. Bal.	Comp Wrkd	Accrued	Lost	Taken	Buy Out	Adjusted	Net Change	New Balance
PTO	N/A	0.00		0.00	-96.00	0.00	0.00	0.00	96.00	96.00
VAC	VACATION	0.00		0.00	-40.00	0.00	0.00	0.00	40.00	40.00

Name: 30083 - HELENHOUSE, JEREMIAH P Active

Employee ID:	30083	Department ID:	441	Gross for Check:	1,872.00	Net After Dir Dep:	0.00
Withholding Status:	Single	Federal Allow.:	2	Net for Check:	1,354.21	Total Deductions:	517.79
Pay Period End Date:	07/19/2020	State Allow.:	2	Reg. Hours:	80.00	Direct Deposit:	1,354.21
Check Date:	07/23/2020	Local Allow.:	00	OT Hours:	0.00	YTD Gross:	35,111.98
				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	DPW	22.50	20.00	0.00	450.00	26,936.63	SITW	56.38	1,134.44
441 H	101-691.000-702.000	22.50	14.00	0.00	315.00		SOCSEC_EE	116.06	2,176.94
441 H	590-000.000-702.000	22.50	6.00	0.00	135.00		MEDICARE_EE	27.14	509.12
441 H	591-000.000-702.000	22.50	11.00	0.00	247.50		457_EE	180.00	2,965.81
441 H	661-000.000-702.000	22.50	4.00	0.00	90.00		FITW	138.21	3,145.38
457 SS TAX	DPW 457 ALLOC	72.00	0.00	0.00	72.00	1,041.60	SSB	1,354.21	DEPOSIT
PTO	DPW	22.50	15.00	0.00	337.50	907.25			
VACATION	DPW	22.50	10.00	0.00	225.00	714.00			

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	15.00	0.00	0.00	-15.00	39.00
VAC	VACATION	10.00		0.00	0.00	10.00	0.00	0.00	-10.00	0.00

Name: 30109 - KRAUSE, DAVID K

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



# Check Proofing Report

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Database: Shelby

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Payroll ID: 495      Check Post Date: 07/23/2020      Pay Period End Date: 07/19/2020      Application: PR

Employee ID: 30109	Department ID: 301	Gross for Check: 300.00	Net After Dir Dep: 264.30
Withholding Status: Married	Federal Allow.: 0	Net for Check: 264.30	Total Deductions: 35.70
Pay Period End Date: 07/19/2020	State Allow.: 0	Reg. Hours: 20.00	Direct Deposit: 0.00
Check Date: 07/23/2020		OT Hours: 0.00	YTD Gross: 435.00
	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	20.00	0.00	300.00	435.00	SITW	12.75	18.49
							SOCSEC_EE	18.60	26.97
							MEDICARE_EE	4.35	6.31

Name: 30075 - MACINTOSH, GREGORY Active

Employee ID: 30075	Department ID: 441	Gross for Check: 2,323.78	Net After Dir Dep: 0.00
Withholding Status: Single	Federal Allow.: 0	Net for Check: 1,532.04	Total Deductions: 791.74
Pay Period End Date: 07/19/2020	State Allow.: 0	Reg. Hours: 88.00	Direct Deposit: 1,532.04
Check Date: 07/23/2020		OT Hours: 0.00	YTD Gross: 35,060.54
	Local Allow.: 00	Suppl. Hours: 0.00	Comp Hrs Wrkd: 0.00
		Deduction Refund: 0.00	

Paycode ID	Distribution	Rate	Hours	OT Hrs	Amt	YTD Amt	Ded/Exp ID	Amt	YTD Amt
441 H	GREG	25.48	86.50	0.00	2,204.02	28,225.47	FITW	281.28	4,267.05
457 SS TAX	DPW 457 ALLOC	81.54	0.00	0.00	81.54	1,223.10	SITW	91.83	1,386.13
PTO	GREG	25.48	1.50	0.00	38.22	968.24	SOCSEC_EE	144.07	2,173.75
							MEDICARE_EE	33.70	508.38
							FOC_GMACINTOSH	57.70	865.50
							457_EE	163.08	2,446.20
							HEALTH	20.08	301.20
							SSB	1,532.04	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	1.50	0.00	0.00	-1.50	61.25
VAC	VACATION	73.75		0.00	0.00	0.00	0.00	0.00	0.00	73.75

Name: 30086 - MAHONEY, RANDY Active

Employee ID: 30086	Department ID: 253	Gross for Check: 1,054.50	Net After Dir Dep: 799.34
Withholding Status: Married	Federal Allow.: 0	Net for Check: 799.34	Total Deductions: 255.16
Pay Period End Date: 07/19/2020	State Allow.: 0	Reg. Hours: 57.00	Direct Deposit: 0.00
Check Date: 07/23/2020		OT Hours: 0.00	YTD Gross: 13,596.53
	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
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# = Deposited Ded/Exp    \* = Check Adjustment    >> = Pre-Tax Deductions capped at Applicable Gross

# Check Proofing Report

07/21/2020 1:18 PM

Database: Shelby

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Payroll ID: 495      Check Post Date: 07/23/2020      Pay Period End Date: 07/19/2020      Application: PR

Paycode ID	Distribution	Rate	Hours	OT Hrs	Amt	YTD Amt	Ded/Exp ID	Amt	YTD Amt
253	ADM ASSIST	18.50	57.00	0.00	1,054.50	11,998.03	FITW	119.68	1,565.20
							SITW	54.82	722.86
							SOCSEC_EE	65.37	842.98
							MEDICARE_EE	15.29	197.15

Leave Bank ID	Leave ID	Prev. Bal.	Comp Wrkd	Accrued	Lost	Taken	Buy Out	Adjusted	Net Change	New Balance
PTO	N/A	104.00		0.00	0.00	0.00	0.00	0.00	0.00	104.00

**Name: 30108 - PAYNE, AMANDA J** Active

Employee ID:	30108	Department ID:	301	Gross for Check:	1,511.10	Net After Dir Dep:	0.00
Withholding Status:	Single	Federal Allow.:	0	Net for Check:	1,094.18	Total Deductions:	416.92
Pay Period End Date:	07/19/2020	State Allow.:	0	Reg. Hours:	80.00	Direct Deposit:	1,094.18
Check Date:	07/23/2020	Local Allow.:	00	OT Hours:	0.50	YTD Gross:	12,183.30
				Suppl. Hours:	0.00	Comp Hrs Wrkd:	0.00
				Deduction Refund:	0.00		

Paycode ID	Distribution	Rate	Hours	OT Hrs	Amt	YTD Amt	Ded/Exp ID	Amt	YTD Amt
301 P	101-301.000-702.000	18.00	80.00	0.50	1,453.50	10,930.50	FITW	99.23	793.11
457 SS TAX	101-301.000-715.100	57.60	0.00	0.00	57.60	460.80	SITW	58.10	481.08
							SOCSEC_EE	93.68	755.36
							MEDICARE_EE	21.91	176.66
							457_EE	144.00	864.00
							PNC	1,094.18	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:	07/19/2020	State Allow.:	0	Reg. Hours:	6.08	Direct Deposit:	0.00
Check Date:	07/23/2020	Local Allow.:	00	OT Hours:	0.00	YTD Gross:	1,170.00
				Suppl. Hours:	0.00	Comp Hrs Wrkd:	0.00
				Deduction Refund:	0.00		

Paycode ID	Distribution	Rate	Hours	OT Hrs	Amt	YTD Amt	Ded/Exp ID	Amt	YTD Amt
265	101-265.000-702.000	13.00	6.08	0.00	79.04	1,170.00	SITW	3.36	49.76
							SOCSEC_EE	4.90	72.54
							MEDICARE_EE	1.15	16.97

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

Employee ID:	30098	Department ID:	301	Gross for Check:	202.50	Net After Dir Dep:	177.62
Withholding Status:	Single	Federal Allow.:	1	Net for Check:	177.62	Total Deductions:	24.88
Pay Period End Date:	07/19/2020	State Allow.:	1	Reg. Hours:	13.50	Direct Deposit:	0.00

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

# Check Proofing Report

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Database: Shelby

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Payroll ID: 495      Check Post Date: 07/23/2020      Pay Period End Date: 07/19/2020      Application: PR

Check Date:	07/23/2020	OT Hours:	0.00	YTD Gross:	6,510.00	
	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	13.50	0.00	202.50	6,510.00	FITW	4.67	456.45
							SITW	4.72	218.73
							SOCSEC_EE	12.55	403.62
							MEDICARE_EE	2.94	94.40

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

Employee ID:	30078	Department ID:	441	Gross for Check:	1,995.40	Net After Dir Dep:	0.00
Withholding Status:	Married	Federal Allow.:	0	Net for Check:	1,328.63	Total Deductions:	666.77
Pay Period End Date:	07/19/2020	State Allow.:	0	Reg. Hours:	80.00	Direct Deposit:	1,328.63
Check Date:	07/23/2020	OT Hours:	5.00	YTD Gross:	30,538.40	Comp Hrs Wrkd:	0.00
	Local Allow.:	00	Suppl. Hours:	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	35.00	0.00	770.00	24,022.40	SITW	77.72	1,037.85
441 H	101-441.000-702.000	22.00	23.00	0.00	506.00		MEDICARE_EE	28.93	445.24
441 H	202-463.000-702.000	22.00	2.50	1.00	88.00		SOCSEC_EE	123.72	1,903.80
441 H	203-463.000-702.000	22.00	2.50	1.00	88.00		FITW	199.33	2,675.82
441 H	590-000.000-702.000	22.00	7.00	2.00	220.00		457_EE	166.65	2,490.62
441 H	591-000.000-702.000	22.00	9.00	1.00	231.00		HEALTH	66.97	1,732.41
PTO	DPW	22.00	1.00	0.00	22.00	1,337.50	VISION	3.45	34.50
457 SS TAX	DPW 457 ALLOC	70.40	0.00	0.00	70.40	1,024.00	SSB	1,328.63	DEPOSIT

Leave Bank ID	Leave ID	Prev. Bal.	Comp Wrkd	Accrued	Lost	Taken	Buy Out	Adjusted	Net Change	New Balance
PTO	PERSONAL	93.50		0.00	32.00	1.00	0.00	0.00	-33.00	60.50
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:	210.00	Net After Dir Dep:	185.00
Withholding Status:	Married	Federal Allow.:	0	Net for Check:	185.00	Total Deductions:	25.00
Pay Period End Date:	07/19/2020	State Allow.:	0	Reg. Hours:	14.00	Direct Deposit:	0.00
Check Date:	07/23/2020	OT Hours:	0.00	YTD Gross:	2,070.00	Comp Hrs Wrkd:	0.00
	Local Allow.:	00	Suppl. Hours:	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	14.00	0.00	210.00	2,070.00	SITW	8.93	87.98
							SOCSEC_EE	13.02	128.34
							MEDICARE_EE	3.05	30.02

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

# Check Proofing Report

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Database: Shelby

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Payroll ID: 495

Check Post Date: 07/23/2020

Pay Period End Date: 07/19/2020

Application: PR

Name: 30091 - VON DRAK, JOSEPH W

Active

Employee ID: 30091	Department ID: 301	Gross for Check: 1,716.50	Net After Dir Dep: 0.00
Withholding Status: Married	Federal Allow.: 0	Net for Check: 1,153.37	Total Deductions: 563.13
Pay Period End Date: 07/19/2020	State Allow.: 0	Reg. Hours: 80.00	Direct Deposit: 1,153.37
Check Date: 07/23/2020	Local Allow.: 00	OT Hours: 1.75	YTD Gross: 28,244.10
		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	20.00	80.00	1.75	1,652.50	25,194.50	FITW	162.31	2,066.49
457 SS TAX	101-301.000-715.100	64.00	0.00	0.00	64.00	953.60	SITW	64.61	1,086.67
							SOCSEC_EE	104.17	1,717.38
							MEDICARE_EE	24.37	401.65
							DELTA DENTAL	36.29	544.35
							457_EE	160.00	2,131.20
							VISION	11.38	113.80
							PREFERRED	1,153.37	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: 2,862.08	Net After Dir Dep: 0.00
Withholding Status: Single	Federal Allow.: 2	Net for Check: 1,920.30	Total Deductions: 941.78
Pay Period End Date: 07/19/2020	State Allow.: 0	Reg. Hours: 80.00	Direct Deposit: 2,035.30
Check Date: 07/23/2020	Local Allow.: 00	OT Hours: 0.00	YTD Gross: 47,824.40
		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	72.00	0.00	2,476.80	38,252.80	FITW	289.08	5,708.08
457 SS TAX	457 VA ALLOCATE	110.08	0.00	0.00	110.08	1,651.20	SITW	107.39	1,818.85
VACATION	VILLAGE ADMIN	34.40	8.00	0.00	275.20	2,752.00	SOCSEC_EE	170.32	2,858.16
							MEDICARE_EE	39.83	668.44
							457_EE	220.16	3,302.40
							##HSA	115.00	1,725.00
							SSB	115.00	DEPOSIT
							ELGA	1,920.30	DEPOSIT

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

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



**Report to Finance  
July 27, 2020**

	Description	General	Major St	Local St.	Sewer	Water	Motor Pool	Total
Aeration Industries	Motor purchase for Lagoon				\$ 2,315.00			\$ 2,315.00
Brickley DeLong	Audit & Misc. Fees	\$ 3,010.00	\$ 125.00	\$ 125.00	\$ 450.00	\$ 450.00	\$ 290.00	\$ 4,450.00
Brown & Associates	2020 Tax Database	\$ 624.00						\$ 624.00
Ceres Solutions	Flowers	\$ 14.48						\$ 14.48
Computer Refinery	Email billing system repairs	\$ 127.50						\$ 127.50
Consumers Energy	Electricity	\$ 1,070.21			\$ 3,875.89	\$ 1,931.29		\$ 6,877.39
Cardmember Services	Credit Card Charges	\$ 638.43			\$ 433.48		\$ 769.00	\$ 1,840.91
Custom Tree Service	Tree Removal at Tennis Court	\$ 1,200.00						\$ 1,200.00
Delia's Tree Stump Removal	Tree Stump at Tennis Court	\$ 250.00						\$ 250.00
Etna Supply	Annual Support & Meters					\$ 4,668.00		\$ 4,668.00
Fedrickson Supply	Jetter and Pump Repairs					\$ 2,241.32	\$ 3,643.21	\$ 5,884.53
Fuelman	Vehicle Fuel						\$ 1,059.92	\$ 1,059.92
Jons To Go	Portable Restrooms	\$ 168.75						\$ 168.75
Klotz Auto Parts	Misc. Parts						\$ 234.32	\$ 234.32
Laura Facundo	Water Deposit Refund					\$ 85.70		\$ 85.70
Ludington Daily News	Newspaper Postings	\$ 579.60						\$ 579.60
Martha Cordero	Water Deposit Refund					\$ 116.00		\$ 116.00
MML	Quarterly Contribution	\$ 702.34						\$ 702.34
Paulita Rivera	Water Deposit Refund					\$ 50.35		\$ 50.35
Quadient	Postage				\$ 420.00	\$ 420.00		\$ 840.00
Small Business Solutions	Employee Life Insurance	\$ 34.22	\$ 13.97	\$ 13.97	\$ 31.45	\$ 31.45	\$ 11.94	\$ 137.00
Staples	PD Shredder & Office Supplies	\$ 127.74						\$ 127.74
Swiharts Septic Inc.	Main Sewer Line Repairs				\$ 235.00			\$ 235.00
Trace Analytical	Testings				\$ 129.00	\$ 294.20		\$ 423.20
Trinity Health	Drug Screening Police	\$ 14.00						\$ 14.00
Village of Shelby	Water, Sewer & Sprinklers				\$ 138.53	\$ 152.53		\$ 291.06
VSP	Employee Vision Premium	\$ 72.02	\$ 13.49	\$ 13.49	\$ 33.77	\$ 33.77	\$ 3.78	\$ 170.32
Wells Fargo	Xerox Lease	\$ 150.91						\$ 150.91
William & Works	Planning & Zoning Services	\$ 571.25						\$ 571.25
Windridge Textile Printing	Reflective Signs	\$ 140.00	\$ 38.00	\$ 38.00				\$ 216.00
<b>General</b>	<b>\$ 19,655.18</b>							<b>\$ -</b>
<b>Major Street</b>	<b>\$ 1,077.13</b>							
<b>Local Street</b>	<b>\$ 1,077.12</b>							
<b>Sewer</b>	<b>\$ 10,387.20</b>							
<b>Water</b>	<b>\$ 12,939.96</b>							
<b>Motor Pool</b>	<b>\$ 6,415.46</b>							
<b>Total</b>	<b>\$ 54,842.17</b>							
Check Total	\$ 34,425.27							

Signature: Janice C. Wynne  
Date: 7-23-2020