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PUBLIC NOTICE OF ELECTRONIC MEETING OF THE VILLAGE OF SHELBY COUNCIL – AUGUST 24, 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 August 24, 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/ShelbyCouncil0824>. The public may also participate in the electronic public meeting by calling +1 312 626 6799 and entering the Meeting ID: 827 3539 1455 and Password: 390921 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, August 21, 2020 will be copied and included in the agenda packet for the meeting.
- Those submitted subsequent to 12:00 noon on Friday, August 21, 2020 but prior to the citizen comments portion of the agenda will be read aloud during the public comment portion of the agenda.
- Those submitted subsequent to the public comment portion of the agenda will be read aloud during the communications and committee reports section of the agenda.
- The Village reserves the right to summarize long written comments and questions rather than reading them aloud but will provide Village Council members the full text of these comments subsequent to the meeting.

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

Persons with disabilities who require assistance in order to participate in the electronic public meeting should contact the Village at the earliest opportunity by emailing administrator@shelbyvillage.com or by calling 231.861.4400 prior to 4:30 P.M. on Monday, **August 24, 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 2020-154 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 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, August 24, 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/82735391455?pwd=Z1FTQVZtZ21qL0hzMmQ4RFdzNXlYdz09>

Meeting ID: 827 3539 1455

Passcode: 390921

Or join by phone:

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

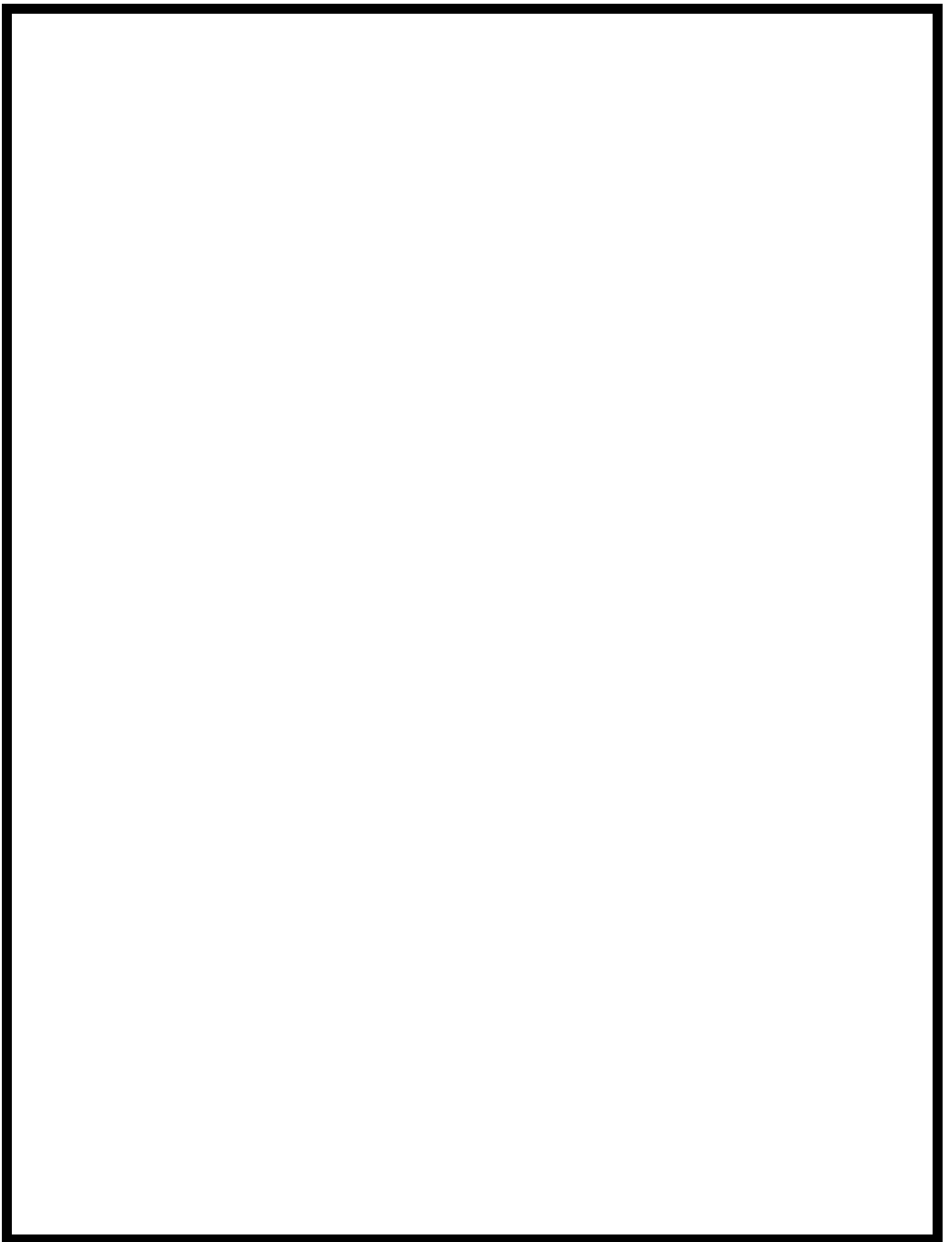
+1 929 205 6099 US (New York)

+1 312 626 6799 US (Chicago)

Meeting ID: 827 3539 1455

Passcode: 390921

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



AGENDA

Common Council of the Village of Shelby
Monday, August 24, 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, August 10, 2020 **AR**
5. Additions to Agenda:
6. President's Report:
7. Village Administrator's Report:
8. Department Head Reports:
9. Correspondence: None
10. Public Participation (Public Participation Process is below):
11. Presentation: Council Training - As part of the Rehab Ready Community Program, Council will be required to attend Training. CEDAM Fellow Emily Stuhldreher will provide information for the Council. **D**
12. Old Business: Water Main Extension to Peterson Farms **D AR**
13. New Business:
 - a) Purchase of Benches & Bike Racks Downtown **AR**
 - b) Purchase of Police Cruiser and DPW Water Truck (pick-up) **AR**
 - c) Purchase of Police Department Equipment in conjunction with the 2020 Coronavirus Emergency Supplemental Funding (CESF) **AR**
 - d) Cooperation Agreement with Disability Network West Michigan Accessibility improvements in our parks **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) August 24, 2020 -Check Proofing Report
- b) August 24, 2020 – Report to Finance

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.

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- 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 August 10, 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 6:42 P.M. by President Paul Inglis.

2. ROLL CALL:

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

Staff present: Interim Village Administrator Bill Cousins, 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.) July 27, 2020

Steve Crothers moved to approve the minutes of the Regular Council meeting of July 27, 2020 as corrected.

Seconded by: Jim Wyns.

Roll Call Vote:

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

Motion Carried 7-0.

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

6. PRESIDENT'S REPORT: Nothing to report.

7. ADMINISTRATOR'S REPORT:

VA Cousins reported that he contacted the Shelby Public Schools administrative office regarding the invoice for the 2019-2020 school crossing guard and expects to have a report for the Council at the August 24, 2020 meeting.

The ad for the Village Administrator position should be placed by Friday, August 14, 2020. The ad will be reviewed by the Personnel Committee prior to being published.

VA Cousins has met with most of the Village employees. He will be meeting with a couple part-time officers in the next week or so. The new Administrative Assistant Kelly Omness started work last week Wednesday. She was able to work with Randy and is off to a great start.

The Water and Sanitation Committee was informed of a leak in one of the pressure tanks that needs repairs. The leak has been temporarily repaired and is secure. Mr. Cousins requested that the Committee meet to review the repair estimates so a recommendation can be made to Council regarding the permanent repairs to be made.

8. DEPARTMENT HEADS' REPORTS:

DPW Supervisor Greg MacIntosh had nothing to report.

Chief Farber reported that the job posting for the Chief position is now posted on the MCOLES website. The two fulltime officers have attended TACT training and Officer Payne is attending the LASO training.

9. CORRESPONDENCE: No Correspondence.

10. CITIZEN PARTICIPATION: No Citizen Participation.

11. OLD BUSINESS: No Old Business.

12. NEW BUSINESS:

a.) Water & Sanitation Committee Recommendation – Peterson Farms Watermain/USDA Loan

The Water & Sanitation Committee met on July 28, 2020 to discuss the USDA Loan Application to extend municipal water from the Village to the Peterson Farms' apartment buildings on W. Baseline Road north of the Village (three buildings on Baseline just east of Oceana Drive and six buildings on Baseline at 88th Avenue). Fleis & VandenBrink Engineering has completed a feasibility study and determined the buildings could be supplied by Shelby municipal water; the cost to install the water main is estimated to be \$2,700,000.00.

The State has set aside funds that will be used to support this project. The MEDC and EGLE have pledged to each contribute \$800,000.00 for the project with the remaining balance to be paid either through a grant from the USDA or a USDA loan that would be repaid by Peterson Farms. EGLE remains in close contact with federal partners to ensure the project is fully funded. EGLE also hosted a call earlier this month with local, state, and federal partners to discuss the project in more detail.

Steve Crothers moved to authorize the Interim Village Administrator to continue working with Paul Bristol, Area Specialist with USDA-Rural Development and Bond Counsel James Kiefer with Dykema to move forward with the USDA loan application recognizing that the Village of Shelby is not pledging its Full Faith and Credit or assuming any responsibility to pay any loan debt back to the USDA.

Seconded by: Andy Near.

Roll Call Vote:
Ayes: Crothers, Near, Sutton, and Inglis.
Nays: Wyns, Zaverl, and Harris.
Motion Carried 4-3.

b.) Personnel Discipline Matter – DPW Supervisor

DPW Supervisor Greg MacIntosh requested a Closed Session.

John Sutton moved to go into Closed Session to discuss the DPW Supervisor discipline matter.
Seconded by: Andy Near.

Roll Call Vote:
Ayes: Sutton, Near, Wyns, Crothers, Zaverl, Harris, and Inglis.
Motion Carried 7-0.

President Inglis reopened the Open Session of the Council meeting at 8:00 P.M.

No action is to be taken regarding the DPW Supervisor discipline matter.

13. COMMITTEE REPORTS:

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

The Planning Commission met on Tuesday, July 21, 2020 at 6:30 P.M. The preliminary draft of the Shelby Village Master Plan was reviewed. Some minor changes were to be made to the document. The Planning Commission will also be seeking to fill a vacant seat and will discuss it at the next meeting.

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

The Water & Sanitation Committee will be scheduling a meeting in the near future to discuss the booster tank and the proposed watermain extension to Peterson Farms’ farm workers apartment buildings.

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

DPW Supervisor Greg MacIntosh will be receiving quotes on the cost of road striping and will contact Committee Chair Dan Zaverl with them.

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

Committee Chair Andy Near reported that, per the IGA (Intergovernmental Agreement) with the Shelby Public Schools, a Certificate of Insurance (naming the Village of Shelby as additionally insured) is required before they can reserve Getty Field. The Village has yet to receive that Certificate of Insurance.

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

Nothing to report.

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

Nothing to report.

g. ORDINANCES – Chair Steve Crothers, Dan Zaverl:

Nothing to report.

14. PAYMENT OF BILLS: Jim Wyns moved to approve the payment of the bills of August 10, 2020 in the amount of \$37,983.30.

Seconded by: Steve Crothers.

Roll Call Vote:

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

Motion Carried 7-0.

15. ADJOURNMENT: Jim Wyns moved to adjourn the meeting at 8:30 P.M.

Seconded by: Steve Crothers

Roll Call Vote:

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

Motion Carried 7-0.

Council minutes are not official until approved at the August 24, 2020 Council meeting.

Approved

Minutes Respectfully Submitted by Crystal Budde, Village Clerk/Treasurer

Date

MEMO



Date: August 24, 2020

To: Paul Inglis, Village President
Village Council Members

From: Bill Cousins, Village Administrator

Subject: Administrator's Report for the August 24, 2020 Council Meeting

1. A resident recently submitted a zoning application to permit installing a 10' x 16' storage shed in the rear yard of their home. The request was denied as they had an existing shed (pool house) on the property. We allow one accessory structure on a residential lot, but some communities in the area allow for two, or only limit the total size of all accessory buildings on a property. If you like, I can put this on a Planning Commission agenda for discussion and a possible ordinance amendment.
2. PFAS – The State has published PFAS limits in municipal water systems. We had samples taken recently. Our samples all showed “non-detect”, which is a good result. The Village will need to sample again in late December or January.
3. Sue DeVries of the Michigan Economic Development Corporation (MEDC) met with Emily Stuhldreher and me this week to review MEDC programs Shelby might use to improve its downtown. We will keep them in mind when working with the businesses downtown as they consider improvements to their buildings.
4. Jodi Nichols, representing the Oceana County Economic Alliance met with me this week (telephone) to discuss economic development opportunities that are available to Shelby when we need them. Jodi is employed by The Right Place, a highly respected economic development arm working to promote and assist West Michigan grow. I will keep in close contact with Jodi to be sure Shelby is aware of any programs that may be available to us.
5. I watched the August 19th DNR Trust Fund grant hearing to preview the presentation the Shelby will make at the October meeting. It is helpful to see how others make their presentations and the reaction by the board so we can tweak our presentation in October.
6. I had a Zoom meeting with the USDA, Dykema and Fleis & Vandenbrink Tuesday to start the application process for the loan to extend Village Water to the Peterson Property. The Village will incur costs to go through the application process; some of the costs may be reimbursed. A ‘hold’ has been placed on the process until I confer with you. This project is set for discussion and action under “Old Business” so you can provide me with clear direction.



SHELBY POLICE DEPARTMENT
218 N. MICHIGAN AVE
PHONE: 231-861-4400
FAX: 231-861-6464



Shelby Police Report

08/24/2020

Been working well with the new Interim Village Administrator, Bill Cousins. It has been very informational, with open communication on projects needing to be completed and what is needed to make that happen.

I have worked and completed the grant for Coronavirus Emergency Supplemental Funding (CESF), after the review with VA Cousins. The proposal to spend the money allocation with the CESF is also an Action Item. If approved, I will be working on obtaining the equipment with needed installation. Then filing the proper paperwork to receive the reimbursement in a timely manor.

I worked with VA Cousins on gathering information and prices for the process of applying for the USDA Grant to make the purchase of a new DPW F-250 with plow and new Police SUV. This also is being request for an Action Item from the VA.

We are still responding to all complaints in the Village with not much change as reported last month. The Oceana Jail is only taking assaultive or felony prisoners, so we are working with that. Next month we have training coming up for "Search and Seizure with Legal Update" and the fall firearms qualifications. The Bloodborne Pathogens Training is on hold with the social distancing issue per Arlene Kolbe from Lakeshore Hospital.

We been working on clean up of properties in the village. Been successful with many of them with some needed the extra boost to complete. Bill has shared with me his process recommendations and we will see if this can motivate the non-compliant persons or cite them into court. We also have removed 16 vehicles that were no registered, so far.

Chief search is still waiting and last checking have two persons that have applied. The advertisement is posted until August 28, 2020, or until position is filled. My work agreement with the Village of Shelby takes me working through December 2020. We will see who has applied at the end of the month. I will help in anyway and sure there will be a personal committee meeting for the discussion.

Respectfully submitted,
Chief Robert Farber
Shelby Police Department

Shelby PD Offense Summary

Occurred 7/1/2020 - 7/31/2020

Offense	Total Offenses
1313 - 13001 - Assault and Battery/Simple Assault	3
1316 - 13003 - Intimidation	1
1385 - 13003 - Other Electronic Medium Used for Harassment, Threats	1
2379 - 23007 - Larceny of Gasoline, Self-Service Station	3
2902 - 29000 - Damage to Property - Private Property	1
2903 - 29000 - Damage to Property - Public Property	1
2996 - 29000 - Damage to Property - Throwing Stone, etc., at Train or Motor Vehicle	1
3806 - 38001 - Neglect Child	1
4196 - 41002 - Liquor Violation - Minor in Possession - Consume or Purchase Attempts	1
5006 - 50000 - Obstructing Justice	1
5309 - 53002 - Harassing Communications	2
5560 - 55000 - Dog Law Violations	2
5707 - 57001 - Trespass (Other)	1
8273 - 54003 - Traffic - Driving on Susp/Revoked/Refused License	1
8280 - 54003 - Traffic - No Proof of Insurance	1
9220 - 92003 - Civil Custodies - Walk Away - Mental Institute/Hospital	1
9910 - 93001 - Traffic, Non-Criminal - Accident	1
9911 - 93002 - Traffic, Non-Criminal - Non-Traffic Accident	2
9922 - 95004 - Fire - Hazardous Condition	1
9941 - 98004 - Inspections/Investigations - Other Inspections	8
9942 - 98006 - Inspections/Investigations - Family Trouble	10
9943 - 98007 - Inspections/Investigations - Suspicious Situations	7
9947 - 99002 - Miscellaneous - Natural Death	1
9953 - 99008 - Miscellaneous - General Assistance	13
9954 - 99008 - Miscellaneous - Assist to Fire Department	1
9954 - 99009 - Miscellaneous - Non-Criminal	3
9955 - 99008 - Miscellaneous - Assist to EMS	4
9956 - 99008 - Miscellaneous - Assist to Other Police Agency	8
9957 - 99008 - Miscellaneous - Residential/Business/Bank Alarm - False	1
Total	82



THE SENATE
STATE OF MICHIGAN

JON BUMSTEAD
34TH DISTRICT
P.O. BOX 30036
LANSING, MI 48909 7536
PHONE: (517) 373-1635
FAX: (517) 373-3300
senjbumstead@senate.michigan.gov

August 12, 2020

Village of Shelby
218 N Michigan
Shelby, MI 49446

Dear Village of Shelby,

Please accept my congratulations on receiving a grant from the Transportation Economic Development Fund for road funding.

I'm delighted to see that the village of Shelby received this grant. The \$136,750 will certainly help with road improvement, bringing further development both now and in the future.

If I may ever be of any assistance to you, please do not hesitate to contact my office by phone at (517) 373-1635 or by email at senjbumstead@senate.michigan.gov.

Best Regards,

A handwritten signature in cursive script that reads "Jon Bumstead".

Jon Bumstead
State Senator
Michigan Senate District 34

MEMO



Date: August 24, 2020

To: Paul Inglis, Village President
Village Council Members

From: Bill Cousins, Village Administrator

Subject: Council Agenda Item 12: Water Main Extension to Peterson Farms

I had a Zoom Meeting with the USDA, our bond counsel and Fleis & Vandenbrink to start the application process for the \$1.1M loan to extend the Village Water system to the Peterson Farms properties on Baseline Road. After that meeting I placed the application process on hold until I received direction from you. My charge has been to not spend any Village funds on this project and that may be an impossible task. Here is what I have learned about the project:

- A. The application process will cost the Village about \$25,500 (see below). Most of the costs may be reimbursed once the USDA loan is issued (but not if the loan is not executed).
 - i. Dykema envisions their work will cost \$12,500 (legal, application prep, prepare council resolutions, attend meetings, provide bond insurance, tax analysis & research).
 - ii. USDA does not charge for their services; however, we will need to pay for notices published in the newspaper (1/4 page at least three times), a bond fee paid to the Michigan Treasury, Cost - \$3,000?
 - iii. Fleis & Vandenbrink will provide the design engineering the project and revise the feasibility study for submittal – Cost - \$10,000.
- B. The letters from EGLI and MEDC commit \$1.6M grant funding for the project. Both will be reimbursement grants to the Village.
- C. The Village paid \$8,000 for the feasibility Study last October. It was reimbursed by Peterson Farms and EGLI (\$4,000 each).
- D. There was a \$1,036 bill from Fleis & Vandenbrink last March for a consultation regarding the project. I am not sure why, but this was not reimbursed as of today.

E. Lastly, there still needs to be a determination of how the village will handle the loan as we will be the applicant.

I am excited any ready to move this project forward. However, I want the Council to be fully aware of the costs and the process. I ask that Council discuss the report printed above and provide me with direction.

VILLAGE OF SHELBY

MEMO

Date: August 24, 2020

To: Shelby Village Council

From: Emily Stuhldreher, Community Development Fellow

RE: Purchase of Benches, Trash Receptacles, and Bike Racks Downtown

INFORMATION:

The Village of Shelby requests that the Council approve the purchase of 3 bike racks, 2 benches, and 2 trash receptacles for the downtown. Below is a list of where we plan to place those purchases.

- 1 bike rack, 1 trash receptacle, 1 bench: Pizza Factory
- 1 bike rack: Post Office
- 1 bike rack, 1 bench: Matrix Gym
- 1 trash receptacle: Pavilion on Rail Trail

Link to map: <https://i.ibb.co/ryxkWX5/Untitled.png>

The planned placement locations currently lack these accessories and all the purchased items will be secured to the ground.

FINANCIAL CONSIDERATIONS:

The 2020-25 Capital Improvements Plan budgeted \$4,200.00 for 3 bike racks, 2 benches, and 2 trash receptacles. Below is a list of the costs (including shipping) for those purchases.

- 3 hoop bike racks: \$326.12
- 2 benches: \$828.33
- 2 trash receptacles: \$1,143.73

The total cost is \$2,298.18, which is \$1,901.82 under budget.

COMMITTEE RECOMMENDATION:

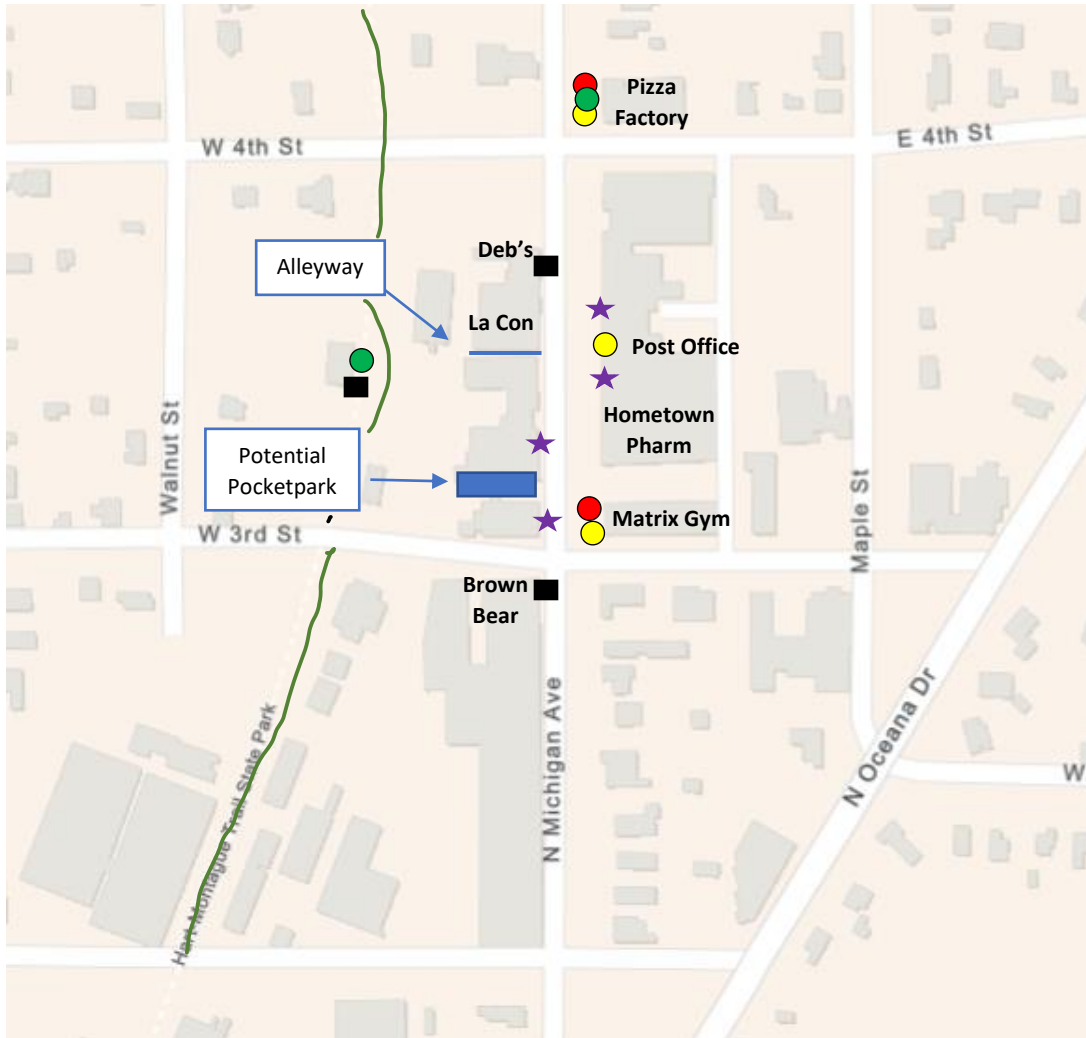
Adopt the motion printed at the end of this memo that moves the project forward.

STAFF RECOMMENDATION/SUGGESTED MOTION:

Motion by _____ seconded by _____ to authorize the Interim Village Administrator to purchase 3 bike racks, 2 benches, and 2 trash receptacles for under \$4,200.00.

Village of Shelby

Benches, Trash Bins, and Bike Racks Placement



Legend

● = Bike Rack

● = Bench

● = Trash Bin

★ = Existing Bench

■ = Existing Bench & Bike Rack

— = Hart-Montague Trail

Bike Rack



Link: <https://www.treetopproducts.com/park-it-2-bike-racks>

Bench



Link:

<https://www.thebenchfactory.com/steel-slat-benches>

Trash Bin



Link: <https://www.globalindustrial.com/p/janitorial-maintenance/garbage-recycling/containers-outdoor-steel/outdoor-metal-slatted-receptacle-with-rain-bonnet-lid-36-gallon-black>

MEMO



Date: August 24, 2020
To: Paul Inglis, Village President
Village Council Members
From: Bill Cousins, Village Administrator
Subject: Grant Request to Purchase Police and DPW Vehicles

INFORMATION:

The Police Department and DPW need to replace vehicles:

- A. The Police Department's 2014 Ford Explorer has 191,000 miles and is ready to be retired.
- B. The DPW has two 2004 pickup trucks that are all but worn out!

This memo is written to request that the Village Council authorize the Village Administrator to apply for grants to replace the vehicles noted above through a USDA Grant process. After an informal discussion with Katherin Farwell of USDA, the Village appears able to qualify for a grant of 55% of the cost to purchase new vehicles.

FINANCIAL CONSIDERATIONS:

The Village budgeted \$40,000 to replace vehicles this fiscal year. The expected final delivery price (State Purchase Plan) for the replacement vehicles are:

Police - Ford Explorer Interceptor AWD (with all accessories) -	\$43,000
<u>DPW – Ford F-250 with Boss plow (and necessary accessories) -</u>	<u>\$36,000</u>
Total for both -	\$79,000

If the grant is approved, the purchases can be made without any budget amendments.

RECOMMENDATION:

Authorize the Village Administrator to apply for the USDA Grant for the vehicles. The Village Council will be required to approve the purchase of one or both vehicles prior to any purchase. When the final purchase numbers are known, the Council will be able to act to purchase (or not purchase) the vehicles.

Motion by _____ seconded by _____ to authorize the Interim Village Administrator to apply for grants for a new police cruiser and a DPW truck. Final purchase decisions will be made by the Village Council.



SHELBY POLICE DEPARTMENT
218 N. MICHIGAN AVE
PHONE: 231-861-4400
FAX: 231-861-6464



DATE: 08/19/2020

RE: Purchase of Equipment with the 2020 Coronavirus Emergency Supplemental Funding (CESF). **TOTAL AMOUNT TO PURCHASE: \$3,927.00**

ITEMS TO PURCHASE:

1. 2 (two) – Sierra Wireless AirLink RV55 Rugged LTE-A Pro Router. Costs per unit, \$766.00 x 2 = **\$1,532.00 Total**
2. 1- Antenna, Panorama Sharkfin, Double Cell/LTE, Double WiFi, Single GPS, with Tri-Band Whip Narrow Band and 745-806 MHz Modem. Cost per Unit, \$431.00 x 1 = **\$431.00 Total**
I have the same antenna in the 2017 newer Patrol Car and should work with the new modem, needing only to purchase one (1) to complete the project.
3. Antenna, Panorama Sharkfin, Double Cell/LTE, Double WiFi, Single GPS Modem Activation Fee. Costs per unit, \$35.00 x 2 = **\$70.00 Total**
4. Installation of modem, cable and mounting of antenna into vehicle. Costs per unit, \$250.00 x 2 = **\$500.00 Total**
5. Dash Nitrile Gloves @ \$90.00 per case, \$90.00 x 8 = **\$720.00 Total**
6. Brand Name Hand Sanitizer (70% Alcohol) @ \$26.00 per gallon, \$26.00 x 6 = **\$156.00 Total**
7. Disposable Face Mask Pleated with ear loops. Costs per box of 100, \$106.00 x 4 boxes = **\$424.00 Total**
8. Disposable Disinfectant Wipes @ \$36.00 per case x 1 = **\$36.00 Total**
9. Antenna Cable, Panorama, C29 Cable FME(f) to QMA(m), with 16' of cable. Cost per cable \$58.00 x 1 = **\$58.00 Total**

****These are estimated cost for the purchase, but they are very close to what we need to purchase.**

The 2020 Coronavirus Emergency Supplemental Funding (CESF) Grant is one where the Village of Shelby makes the purchase, then submits for the reimbursement and is 100% reimbursable. This grant has no matching funds needed. The project end date is September 30, 2020 when all purchases and installations must be made prior to that date. Applicants selected for the grant award will receive a final award letter and grant agreement documents on or before



SHELBY POLICE DEPARTMENT
218 N. MICHIGAN AVE
PHONE: 231-861-4400
FAX: 231-861-6464



October 15, 2020. Signed grant agreement documents must be returned by November 20, 2020, via email to MSP-CESF@Michigan.Gov. Reimbursement of funds will not occur until signed grant agreement documents are received by the MSP/GCSD.

The CESF is funded from the United States Department of Justice as appropriated in the Coronavirus Aid, Relief, and Economic Security (CARES) Act.

I am requesting purchase of the items listed above, with allowing me some wiggle room after the major purchases to move money amounts to meet the total grant monies. This is what I sent in for equipment, PPE and the installation of the items. According to the grant, we can move the money around to different line items, as long as it is a qualified purchase. All items in the budget fit the qualified list.

I have spoken to Hain's Special Service II out of Montague, to do our installation of the hardware. This is the same company that installed and completed the new 2017 Ford SUV Interceptor. We have been very happy with their work and are able to get us in under the time restraints for the completion of the grant, being 9/30/2020.

The above listed items were not a budgeted for purchase, but because of COVID, are necessary items needed to allow officers to respond to calls for service, while being safe. This modem will also allow officers to work remotely in the police vehicle, which is an acceptable purchase with the CESF Grant.

If you have any questions about the grant or any of the proposed purchases, I will be present via ZOOM to answer them.

Respectfully Submitted,

Chief Robert Farber
Shelby Police Department

**Coronavirus Emergency Supplemental Funding (CESF)
Local Jurisdiction Allocation**

Jurisdiction/Agency	CESF Allocation
Rogers City Police Department	\$5,610
Romeo Police Department	\$3,927
Roosevelt Park Police Department	\$6,732
Roscommon County Prosecutor's Office	\$21,000
Roscommon County Sheriff's Office	\$63,232
Rose City Police Department	\$561
Rothbury Police Department	\$1,683
Royal Oak Police Department	\$42,636
Saginaw Township Police Department	\$25,806
Saginaw Valley State University Police	\$5,049
Saline Police Department	\$6,171
Sandusky Police Department	\$3,927
Sanilac County Prosecutor's Office	\$27,000
Sanilac County Sheriff's Office	\$69,312
Sault Ste Marie Police Department	\$12,903
Schoolcraft College Police Department	\$12,342
Schoolcraft County Prosecutor's Office	\$12,000
Schoolcraft County Sheriff's Office	\$20,672
Schoolcraft Police Department	\$3,927
Scottville Police Department	\$3,366
Sebewaing Police Department	\$7,854
Shelby Police Department	\$3,927
Shelby Township Police Department	\$40,953
Shepherd Police Department	\$1,122
Shiawassee County Prosecutor's Office	\$37,500
Shiawassee County Sheriff's Office	\$74,176
Silver Creek Township Police Department	\$4,488
Somerset Township Police Department	\$2,244
South Haven Police Department	\$11,220
South Lyon Police Department	\$8,976
South Rockwood Police Department	\$4,488
Southgate Police Department	\$21,318
Sparta Police Department	\$4,488
Spring Arbor Township Police Department	\$3,927
Springport Township Police Department	\$2,805
St. Charles Police Department	\$2,805
St. Clair City Police Department	\$5,049
St. Clair Shores Police Department	\$45,441
St. Ignace Police Department	\$3,927
St. Johns Police Department	\$5,610
St. Joseph County Prosecutor's Office	\$27,000
St. Joseph County Sheriff's Office	\$68,096
St. Joseph Department of Public Safety	\$12,342
St. Joseph Township Police Department	\$6,171

MEMO



Date: August 24, 2020

To: Paul Inglis, Village President
Village Council Members

From: Bill Cousins, Village Administrator

Subject: Proposed Contract with Disability Network West Michigan (DNWM)

INFORMATION

The Parks, Recreation & Buildings Committee has discussed the need for a review of all Village Parks to determine the level of accessibility, then create budget and time requirements to improve the parks to be more inclusive and to be able to meet Americans with Disabilities Act standards. The Disability Network West Michigan presented a plan to the Committee whereby they would provide an accessibility evaluation of each of our parks and determine what actions are necessary to upgrade them to meet the 2010 ADA Standards for Accessible design. The DNWM would also provide technical assistance and guidance to assist the Village as each park is renovated to meet ADA standards.

The Parks Committee, at their August 3, 2020 meeting, unanimously recommended that the Village Council approve the attached agreement with DNWM for a cost not to exceed \$2,750.00.

FINANCIAL CONSIDERATIONS

The 2020/21 Budget has dedicated \$20,000.00 for contractual services (101-691-818) of which 1,450.00 has been expended as of August 1, 2020.

RECOMMENDED ACTION

The Committee and Administrator recommend approving the agreement as presented by DNWM. A suggested motion is printed for the Council to use.

Motion by _____ seconded by _____ to approve the agreement with Disability Network West Michigan for the purpose of improving Shelby Village Parks so they are more inclusive and safe for all visitors to the parks. The Interim Village Administrator is directed to sign and execute the agreement.

COOPERATION BETWEEN
THE VILLAGE OF SHELBY
AND
DISABILITY NETWORK WEST MICHIGAN

Disability Network West Michigan
27 E. Clay Ave.
Muskegon, MI 49442
231.722.0088

Village of Shelby Parks

Statement of Purpose

The Village of Shelby and Disability Network West Michigan (DNWM) are committed to upholding the intent and spirit along with the letter of the Americans with Disabilities Act (ADA) and the Michigan Barrier Free Design Rules as incorporated in the Michigan Construction Code and to continue the discussion about and inclusion of Universal Design concepts. With growing recognition that community infrastructure- both public and private- has influence on the quality of life and health of citizens, efforts are increasing to determine accessibility ratings and report cards. Through this cooperative agreement, Disability Network will help the Village and its customers (a) to meet the minimum requirements identified by the MDNR manual and compared to the 2010 ADA Standards for Accessible Design and (b) to help describe how the community intends to address ADA compliance. This will be accomplished by continuing to provide training and technical assistance to Village staff and volunteers. All of this work is aimed at increasing the inclusiveness and accessibility of our built environment and realizing the ultimate vision of access for all, regardless of ability. This project will allow the Village of Shelby to establish baseline measures to document areas of need and progress made.

Scope of Work

Disability Network West Michigan agrees to perform the following services:

1. Provide an accessibility evaluation of each park and recreation facility owned and operated by the Village of Shelby based on The 2010 Standards of Accessible Design and the United States Access Board's guidelines on Recreational Facilities and Outdoor Developed Areas. The specificity of this project is to be dictated by the Village of Shelby and can be either of the following options.

- a. Giving each park/facility a Likert scale score from 1-5, where 1=none of the site elements meet 2010 ADA Standards for Accessible Design, 2=some of the site elements meet 2010 ADA Standards, 3=most of the site elements meet 2010 ADA Standards, 4=all of the site elements meet 2010 ADA Standards and 5=the facility meets the Principles of Universal Design.
 - b. A full review of each facility that identifies the barriers present, the standards that applies to those barriers, as well as proposed solutions on how to remove each barrier. The standards used will depend of the facility type.
2. Provide follow up technical assistance and guidance throughout the process of designing and renovating each park/facility.

Cost & Reporting

Not to exceed \$2750

Accessibility Reviews of village owned buildings/parks will be billed at \$35 per hour. All time to review buildings, parks, create reports and travel time, will be billed at the \$35 an hour rate. The invoice will include a description of the service provided, e.g. technical assistance, on-site review, or training, along with a report on the work completed and its outcome. The invoices will be sent no more than monthly and the level of detail on these reports will be agreed to by village staff.

Schedule

Start date and deadline to be decided between DNWM staff and the Village of Shelby.

Start Date:

Completion Date:

Signature section

Village of Shelby Staff: _____ Position: _____

Disability Network Staff: _____ Position: _____

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Payroll ID: 498

Check Post Date: 08/20/2020

Pay Period End Date: 08/16/2020

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: 1,218.82	Total Deductions: 485.18
Pay Period End Date: 08/16/2020	State Allow.: 1	Reg. Hours: 81.00	Direct Deposit: 1,218.82
Check Date: 08/20/2020		OT Hours: 0.00	YTD Gross: 29,200.00
	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	22,213.00	FITW	90.84	1,613.80
VACATION	CLERK/TREASURER	20.00	40.00	0.00	800.00	2,360.00	SITW	56.27	981.60
457 SS TAX	457 C/T ALLOC	64.00	0.00	0.00	64.00	1,056.00	SOCSEC_EE	104.82	1,796.33
101	101-215.000-702.000	40.00	1.00	0.00	40.00	600.00	MEDICARE_EE	24.52	420.11
							DELTA DENTAL	13.35	226.95
							457_EE	184.00	2,784.00
							VISION	11.38	136.56
							SSB	1,218.82	DEPOSIT

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

Name: 30110 - COUSINS III, WILLIAM T

Active

Employee ID: 30110	Department ID: 255	Gross for Check: 3,846.40	Net After Dir Dep: 0.00
Withholding Status: Married	Federal Allow.: 0	Net for Check: 3,056.77	Total Deductions: 789.63
Pay Period End Date: 08/16/2020	State Allow.: 0	Reg. Hours: 80.00	Direct Deposit: 3,056.77
Check Date: 08/20/2020		OT Hours: 0.00	YTD Gross: 3,846.40
	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	48.08	80.00	0.00	3,846.40	3,846.40	FITW	331.91	331.91
							SITW	163.47	163.47
							SOCSEC_EE	238.48	238.48
							MEDICARE_EE	55.77	55.77
							LAKE	3,056.77	DEPOSIT

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: 08/16/2020	State Allow.: 0	Reg. Hours: 64.00	Direct Deposit: 1,465.30

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Payroll ID: 498 Check Post Date: 08/20/2020 Pay Period End Date: 08/16/2020 Application: PR

Check Date:	08/20/2020	OT Hours:	0.00	YTD Gross:	33,694.40	
	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	32,694.40	FITW	229.03	3,988.38
							SITW	81.74	1,432.08
							SOCSEC_EE	119.24	2,089.05
							MEDICARE_EE	27.89	488.57
							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

Employee ID:	30102	Department ID:	441	Gross for Check:	832.00	Net After Dir Dep:	0.00
Withholding Status:	Married	Federal Allow.:	0	Net for Check:	568.68	Total Deductions:	263.32
Pay Period End Date:	08/16/2020	State Allow.:	0	Reg. Hours:	40.00	Direct Deposit:	568.68
Check Date:	08/20/2020			OT Hours:	0.00	YTD Gross:	27,616.75
	Local Allow.:	00		Suppl. Hours:	0.00	Comp Hrs Wrkd:	0.00
				Deduction Refund:	0.00		

Paycode ID	Distribution	Rate	Hours	OT Hrs	Amt	YTD Amt	Ded/Exp ID	Amt	YTD Amt
441 H	DPW	20.00	2.00	0.00	40.00	20,275.39	FITW	64.78	2,998.95
441 H	101-691.000-702.000	20.00	15.00	0.00	300.00		SITW	35.36	1,173.69
441 H	202-463.000-702.000	20.00	1.00	0.00	20.00		SOCSEC_EE	51.59	1,712.24
441 H	203-463.000-702.000	20.00	1.00	0.00	20.00		MEDICARE_EE	12.06	400.44
441 H	590-000.000-702.000	20.00	8.00	0.00	160.00		UNION_AFL_CIO	21.45	171.60
441 H	591-000.000-702.000	20.00	5.00	0.00	100.00		457_EE %	78.08	2,333.74
457 SS TAX	DPW 457 ALLOC	64.00	0.00	0.00	32.00	871.36	SSB	50.00	DEPOSIT
PTO	DPW	20.00	8.00	0.00	160.00	1,175.00	SSB	518.68	DEPOSIT

Leave Bank ID	Leave ID	Prev. Bal.	Comp Wrkd	Accrued	Lost	Taken	Buy Out	Adjusted	Net Change	New Balance
PTO	N/A	88.00		0.00	0.00	8.00	0.00	0.00	-8.00	80.00
VAC	VACATION	40.00		0.00	0.00	0.00	0.00	0.00	0.00	40.00

Name: 30083 - HELENHOUSE, JEREMIAH P Active

Employee ID:	30083	Department ID:	441	Gross for Check:	936.00	Net After Dir Dep:	0.00
Withholding Status:	Single	Federal Allow.:	2	Net for Check:	697.47	Total Deductions:	238.53
Pay Period End Date:	08/16/2020	State Allow.:	2	Reg. Hours:	40.00	Direct Deposit:	697.47
Check Date:	08/20/2020			OT Hours:	0.00	YTD Gross:	38,552.48
	Local Allow.:	00		Suppl. Hours:	0.00	Comp Hrs Wrkd:	0.00
				Deduction Refund:	0.00		

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Payroll ID: 498 Check Post Date: 08/20/2020 Pay Period End Date: 08/16/2020 Application: PR

Paycode ID	Distribution	Rate	Hours	OT Hrs	Amt	YTD Amt	Ded/Exp ID	Amt	YTD Amt
441 H	DPW	22.50	2.00	0.00	45.00	29,996.63	SITW	20.52	1,237.25
441 H	202-451.000-702.000	22.50	3.00	0.00	67.50		SOCSEC_EE	58.03	2,390.25
441 H	202-463.000-702.000	22.50	6.00	0.00	135.00		MEDICARE_EE	13.57	559.01
441 H	203-451.000-702.000	22.50	3.00	0.00	67.50		457_EE	87.84	3,256.60
441 H	203-463.000-702.000	22.50	6.00	0.00	135.00		FITW	37.12	3,421.99
441 H	590-000.000-702.000	22.50	6.00	0.00	135.00		UNION_AFL_CIO	21.45	171.60
441 H	591-000.000-702.000	22.50	9.00	0.00	202.50		SSB	697.47	DEPOSIT
441 H	661-000.000-702.000	22.50	4.00	0.00	90.00				
457 SS TAX	DPW 457 ALLOC	72.00	0.00	0.00	36.00	1,149.60			
PTO	DPW	22.50	1.00	0.00	22.50	929.75			

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	39.00		0.00	0.00	1.00	0.00	0.00	-1.00	38.00
VAC	VACATION	0.00		0.00	0.00	0.00	0.00	0.00	0.00	0.00

Name: 30075 - MACINTOSH, GREGORY

Active

Employee ID:	30075	Department ID:	441	Gross for Check:	2,323.78	Net After Dir Dep:	0.00
Withholding Status:	Single	Federal Allow.:	0	Net for Check:	1,519.00	Total Deductions:	804.78
Pay Period End Date:	08/16/2020	State Allow.:	0	Reg. Hours:	88.00	Direct Deposit:	1,519.00
Check Date:	08/20/2020			OT Hours:	0.00	YTD Gross:	39,504.26
		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	88.00	0.00	2,242.24	31,735.34	FITW	281.28	4,784.76
457 SS TAX	DPW 457 ALLOC	81.54	0.00	0.00	81.54	1,386.18	SITW	91.83	1,561.13
							SOCSEC_EE	144.07	2,449.26
							MEDICARE_EE	33.69	572.81
							FOC_GMACINTOSH	57.70	980.90
							457_EE	163.08	2,772.36
							HEALTH	33.13	354.41
							SSB	1,519.00	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	31.00		0.00	0.00	0.00	0.00	0.00	0.00	31.00
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:	2,691.75	Net After Dir Dep:	2,048.54
Withholding Status:	Married	Federal Allow.:	0	Net for Check:	2,048.54	Total Deductions:	643.21
Pay Period End Date:	08/16/2020	State Allow.:	0	Reg. Hours:	145.50	Direct Deposit:	0.00

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

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Payroll ID: 498 Check Post Date: 08/20/2020 Pay Period End Date: 08/16/2020 Application: PR

Check Date: 08/20/2020 OT Hours: 0.00 YTD Gross: 17,051.41
 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
253	ADM ASSIST	18.50	41.50	0.00	767.75	13,528.91	FITW	312.89	1,968.63
PTO	ADM ASSIST	18.50	104.00	0.00	1,924.00	2,220.00	SITW	124.40	889.69
							SOCSEC_EE	166.89	1,057.19
							MEDICARE_EE	39.03	247.25

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	104.00	0.00	0.00	-104.00	0.00

Name: 30107 - MANTYAK, ELIZABETH A Active

Employee ID: 30107 Department ID: 301 Gross for Check: 180.00 Net After Dir Dep: 0.00
 Withholding Status: Single Federal Allow.: 0 Net for Check: 147.89 Total Deductions: 32.11
 Pay Period End Date: 08/16/2020 State Allow.: 0 Reg. Hours: 12.00 Direct Deposit: 147.89
 Check Date: 08/20/2020 OT Hours: 0.00 YTD Gross: 2,187.50
 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	15.00	12.00	0.00	180.00	1,687.50	FITW	10.69	179.79
							SITW	7.65	92.96
							SOCSEC_EE	11.16	135.63
							MEDICARE_EE	2.61	31.72
							CHEM	147.89	DEPOSIT

Name: 30111 - OMNESS, KELLY A Active

Employee ID: 30111 Department ID: 265 Gross for Check: 544.00 Net After Dir Dep: 0.00
 Withholding Status: Married Federal Allow.: 0 Net for Check: 479.26 Total Deductions: 64.74
 Pay Period End Date: 08/16/2020 State Allow.: 0 Reg. Hours: 34.00 Direct Deposit: 479.26
 Check Date: 08/20/2020 OT Hours: 0.00 YTD Gross: 544.00
 Local Allow.: 00 Suppl. Hours: 0.00 Comp Hrs Wrkd: 0.00
 Deduction Refund: 0.00

Paycode ID	Distribution	Rate	Hours	OT Hrs	Amt	YTD Amt	Ded/Exp ID	Amt	YTD Amt
265	ADM ASSIST	16.00	34.00	0.00	544.00	544.00	SITW	23.12	23.12
							SOCSEC_EE	33.73	33.73
							MEDICARE_EE	7.89	7.89
							SSB	479.26	DEPOSIT

Name: 30108 - PAYNE, AMANDA J Active

Employee ID: 30108 Department ID: 301 Gross for Check: 1,497.60 Net After Dir Dep: 0.00

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Payroll ID: 498 Check Post Date: 08/20/2020 Pay Period End Date: 08/16/2020 Application: PR

Withholding Status: Single	Federal Allow.: 0	Net for Check:	1,083.89	Total Deductions:	413.71
Pay Period End Date: 08/16/2020	State Allow.: 0	Reg. Hours:	80.00	Direct Deposit:	1,083.89
Check Date: 08/20/2020		OT Hours:	0.00	YTD Gross:	16,205.50
	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	18.00	80.00	0.00	1,440.00	13,837.50	FITW	97.61	1,046.74
457 SS TAX	101-301.000-715.100	57.60	0.00	0.00	57.60	576.00	SITW	57.53	639.79
							SOCSEC_EE	92.85	1,004.74
							MEDICARE_EE	21.72	234.98
							457_EE	144.00	1,152.00
							PNC	1,083.89	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:	83.85	Net After Dir Dep:	73.89
Withholding Status: Married	Federal Allow.: 0	Net for Check:	73.89	Total Deductions:	9.96
Pay Period End Date: 08/16/2020	State Allow.: 0	Reg. Hours:	6.45	Direct Deposit:	0.00
Check Date: 08/20/2020		OT Hours:	0.00	YTD Gross:	1,331.85
	Local Allow.: 00	Suppl. Hours:	0.00	Comp Hrs Wrkd:	0.00
		Deduction Refund:	0.00		

Paycode ID	Distribution	Rate	Hours	OT Hrs	Amt	YTD Amt	Ded/Exp ID	Amt	YTD Amt
265	101-265.000-702.000	13.00	6.45	0.00	83.85	1,331.85	SITW	3.56	56.64
							SOCSEC_EE	5.19	82.57
							MEDICARE_EE	1.21	19.31

Name: 30098 - ROESLER, DEAN C Active

Employee ID: 30098	Department ID: 301	Gross for Check:	210.00	Net After Dir Dep:	183.47
Withholding Status: Single	Federal Allow.: 1	Net for Check:	183.47	Total Deductions:	26.53
Pay Period End Date: 08/16/2020	State Allow.: 1	Reg. Hours:	14.00	Direct Deposit:	0.00
Check Date: 08/20/2020		OT Hours:	0.00	YTD Gross:	7,475.00
	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	14.00	0.00	210.00	6,975.00	FITW	5.42	509.30
							SITW	5.04	248.10
							SOCSEC_EE	13.02	463.45
							MEDICARE_EE	3.05	108.39

Name: 30078 - SEABOLT, KIRK Active

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Database: Shelby

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Payroll ID: 498 Check Post Date: 08/20/2020 Pay Period End Date: 08/16/2020 Application: PR

Employee ID: 30078	Department ID: 441	Gross for Check: 1,912.90	Net After Dir Dep: 0.00
Withholding Status: Married	Federal Allow.: 0	Net for Check: 1,222.16	Total Deductions: 690.74
Pay Period End Date: 08/16/2020	State Allow.: 0	Reg. Hours: 80.00	Direct Deposit: 1,222.16
Check Date: 08/20/2020	Local Allow.: 00	OT Hours: 2.50	YTD Gross: 34,281.70
		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	43.00	0.00	946.00	27,382.90	SITW	74.60	1,183.51
441 H	101-441.000-702.000	22.00	31.00	0.00	682.00		MEDICARE_EE	27.74	499.52
441 H	590-000.000-702.000	22.00	1.00	2.00	88.00		SOCSEC_EE	118.60	2,135.88
441 H	591-000.000-702.000	22.00	5.00	0.50	126.50		FITW	190.52	3,046.86
457 SS TAX	DPW 457 ALLOC	70.40	0.00	0.00	70.40	1,164.80	457_EE	157.63	2,806.65
							HEALTH	96.75	1,896.13
							UNION_AFL_CIO	21.45	171.60
							VISION	3.45	37.95
							SSB	1,222.16	DEPOSIT

Leave Bank ID	Leave ID	Prev. Bal.	Comp Wrkd	Accrued	Lost	Taken	Buy Out	Adjusted	Net Change	New Balance
PTO	PERSONAL	49.50		0.00	0.00	0.00	0.00	0.00	0.00	49.50
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: 120.00	Net After Dir Dep: 105.72
Withholding Status: Married	Federal Allow.: 0	Net for Check: 105.72	Total Deductions: 14.28
Pay Period End Date: 08/16/2020	State Allow.: 0	Reg. Hours: 8.00	Direct Deposit: 0.00
Check Date: 08/20/2020	Local Allow.: 00	OT Hours: 0.00	YTD Gross: 2,802.50
		Suppl. Hours: 0.00	Comp Hrs Wrkd: 0.00
		Deduction Refund: 0.00	

Paycode ID	Distribution	Rate	Hours	OT Hrs	Amt	YTD Amt	Ded/Exp ID	Amt	YTD Amt
301 P	101-301.000-702.100	15.00	8.00	0.00	120.00	2,302.50	SITW	5.10	119.11
							SOCSEC_EE	7.44	173.76
							MEDICARE_EE	1.74	40.64

Name: 30091 - VON DRAK, JOSEPH W Active

Employee ID: 30091	Department ID: 301	Gross for Check: 1,664.00	Net After Dir Dep: 0.00
Withholding Status: Married	Federal Allow.: 0	Net for Check: 1,113.42	Total Deductions: 550.58
Pay Period End Date: 08/16/2020	State Allow.: 0	Reg. Hours: 80.00	Direct Deposit: 1,113.42
Check Date: 08/20/2020	Local Allow.: 00	OT Hours: 0.00	YTD Gross: 32,602.10
		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
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= Deposited Ded/Exp * = Check Adjustment >> = Pre-Tax Deductions capped at Applicable Gross

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Payroll ID: 498 Check Post Date: 08/20/2020 Pay Period End Date: 08/16/2020 Application: PR

Paycode ID	Distribution	Rate	Hours	OT Hrs	Amt	YTD Amt	Ded/Exp ID	Amt	YTD Amt
301 P	101-301.000-702.000	20.00	48.00	0.00	960.00	27,784.50	FITW	156.01	2,486.34
PTO	101-301.000-702.000	20.00	32.00	0.00	640.00	1,120.00	SITW	62.38	1,255.20
457 SS TAX	101-301.000-715.100	64.00	0.00	0.00	64.00	1,081.60	SOCSEC_EE	100.92	1,983.08
							MEDICARE_EE	23.60	463.78
							DELTA DENTAL	36.29	616.93
							457_EE	160.00	2,451.20
							VISION	11.38	125.18
							PREFERRED	1,113.42	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	32.00	0.00	0.00	-32.00	84.50
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:	275.20	Net After Dir Dep:	0.00
Withholding Status:	Married	Federal Allow.:	15	Net for Check:	242.45	Total Deductions:	32.75
Pay Period End Date:	08/16/2020	State Allow.:	0	Reg. Hours:	8.00	Direct Deposit:	242.45
Check Date:	08/20/2020	Local Allow.:	00	OT Hours:	0.00	YTD Gross:	57,291.28
				Suppl. Hours:	0.00	Comp Hrs Wrkd:	0.00
				Deduction Refund:	0.00		

Paycode ID	Distribution	Rate	Hours	OT Hrs	Amt	YTD Amt	Ded/Exp ID	Amt	YTD Amt
HOURLY	VILLAGE ADMIN	34.40	8.00	0.00	275.20	41,280.00	SITW	11.70	2,206.95
							SOCSEC_EE	17.06	3,437.98
							MEDICARE_EE	3.99	804.04
							ELGA	242.45	DEPOSIT

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	0.00	0.00	0.00	0.00	0.00	0.00
VAC	VACATION	0.00		0.00	0.00	0.00	0.00	0.00	0.00	0.00

Report to Finance
August 24, 2020

	Description	General	Major St	Local St.	Sewer	Water	Motor Pool	Total
Affordable Auto	2017 Interceptor Oil & Tires						\$ 730.09	\$ 730.09
Axon Enterprise, Inc.	Taser Payment	\$ 792.00						\$ 792.00
BS&A Software	Annual Service /Support	\$ 551.00						\$ 551.00
Cardmember Services	Credit Card Charges	\$ 1,319.28						\$ 1,319.28
Charter Spectrum	Village Hall Fax & Internet	\$ 191.40						\$ 191.40
Cherry Hill	Misc. Supplies DPW	\$ 265.21						\$ 265.21
City of Hart	Water Tests					\$ 75.00		\$ 75.00
Computer Refinery	DPW & Admin Services	\$ 407.24			\$ 189.99	\$ 190.01		\$ 787.24
Consumers Energy	Electricity	\$ 3,468.04			\$ 3,794.38	\$ 2,459.33		\$ 9,721.75
David Luce	Water Deposit Refund				\$ 76.95	\$ 76.95		\$ 76.95
Delta Dental	Dental Premium	\$ 208.13	\$ 26.93	\$ 26.93	\$ 70.32	\$ 70.32	\$ 4.65	\$ 407.28
Dixon Engineering	Water Tower Project Final					\$ 1,800.00		\$ 1,800.00
Fuelman	Vehicle Fuel						\$ 1,065.84	\$ 1,065.84
Jons To Go	Portable Restrooms	\$ 265.00						\$ 265.00
Klotz Auto Parts	Misc Parts						\$ 211.83	\$ 211.83
Lighthouse Car Care	Equipment Tires & Repair						\$ 560.00	\$ 560.00
Mackenzie White	Water Deposit Refund					\$ 29.74		\$ 29.74
Mary Krepps	Water Deposit Refund					\$ 81.68		\$ 81.68
Michigan Finance Authority	Water Bond Payment					\$ 83,125.00		\$ 83,125.00
Oceana County Treasurer	Pilot Payment Distribution	\$ 4,058.39						\$ 4,058.39
Promark	Window Envelopes				\$ 149.85	\$ 149.85		\$ 299.70
Quandient Finance	Postage				\$ 219.50	\$ 219.50		\$ 439.00
Shelby Public Schools	Pilot Payment Distribution	\$ 763.05						\$ 763.05
Shelby Township	Pilot Payment Distribution	\$ 2,171.07						\$ 2,171.07
Small Business Association	Premium and Membership	\$ 99.14	\$ 24.79	\$ 24.79	\$ 42.27	\$ 42.27	\$ 22.74	\$ 256.00
Staples	Office Supplies	\$ 158.85						\$ 158.85
State of Michigan	Pilot Payment Distribution	\$ 12,620.69						\$ 12,620.69
Trace Analytical Labs	Sample Testings					\$ 116.90	\$ 3,657.40	\$ 3,774.30
Trugreen	Getty Field Grub Prevention	\$ 515.40						\$ 515.40
Verizon Wireless	Cell Phones	\$ 167.05			\$ 38.01			\$ 205.06
Village of Shelby	Water/Sewer Utility	\$ 273.22						\$ 273.22
Village of Shelby	Pilot Payment Distribution	\$ 6,038.61						\$ 6,038.61
Wells Fargo	Xerox Lease	\$ 150.91						\$ 150.91
Westshore ESD	Pilot Payment Distribution	\$ 1,365.06						\$ 1,365.06
Williams & Works	Master Plan Update	\$ 1,296.25						\$ 1,296.25
General		\$ 46,326.10						\$ -
Major Street		\$ 1,183.14						\$ -
Local Street		\$ 1,183.13						\$ -
Sewer		\$ 7,524.08						\$ -
Water		\$ 91,486.00						\$ -
Motor Pool		\$ 6,604.69						\$ -
Total		\$ 158,769.70						\$ -
Check Total		\$ 136,441.85						\$ -

Signature: *Jane L. Whyte*
Date: 8-20-2020