

AGENDA

Village Council of the Village of Shelby
Monday, September 28, 2020
Regular Council Meeting – 6:30 P.M.



VIA ZOOM ONLY

Public access to this meeting can be accomplished online by connecting to “Join a Meeting” at: www.zoom.us, then entering the meeting I.D. : 893 7375 2393 and password: 196340. The link: <https://tinyurl.com/ShelbyCouncil0928> may be used for access to the meeting. To connect via telephone, dial 312-626-6799. See the “Zoom Participation Process” on the Shelby website for more details and instructions (www.shelbyvillage.com/council)

Agenda Topics:

1. Call to Order:
2. Roll Call:
3. Pledge of Allegiance:
4. Review minutes of the previous meeting:
 - a) Monday, September 14, 2020
5. Additions to Agenda:
6. President’s Report:
7. Village Administrator’s Report:
8. Department Head Reports:
9. Correspondence: None
10. Public Participation (Go to Shelbyvillage.com/council for instructions):
11. Old Business: None

AR

12. New Business:

- A. Property Acquisition – Downtown Pocket Park **AR**
- B. Set Hours for Halloween **AR**
- C. Set Date/Time for Police Chief Interviews **AR**
- D. Set Date/Time for Village Administrator Interviews **AR**

13. 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

14. Payment of Bills: September 28, 2020

15. Adjournment:

AR-Action Requested
D-Discussion Item

VILLAGE OF SHELBY
REGULAR COUNCIL MEETING OF September 14, 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.

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.) August 24, 2020

Jim Wyns moved to approve the minutes of the Regular Council meeting of August 24, 2020 as corrected.

Seconded by: Steve Crothers.

Roll Call Vote:

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

Motion Carried 7-0.

b.) Special Meeting September 3, 2020

Steve Crothers moved to approve the minutes of the Special Council meeting of September 3, 2020 as presented.

Seconded by: John Sutton.

Roll Call Vote:

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

Motion Carried 7-0.

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

6. PRESIDENT'S REPORT: President Inglis reported that he did not want to disparage anyone; however, he wanted to correct some misinformation that was published in the Oceana's Herald-Journal on August 27th after the August 24th Shelby Village Council meeting. President Inglis wished to reiterate what he stated at least three other times; that is, Village officials did not first learn of the proposed water main extension project from the Village of Shelby to Peterson Farms' farmworkers' apartment

buildings in June of 2020. In fact, President Inglis knew about the concept in October of 2019 when former Village Administrator Rob Widigan asked him for his thoughts regarding the feasibility of providing the water to the apartment units. President Inglis advised VA Widigan that the proposed project seemed to be a beneficial one; however, he advised Mr. Widigan to only explore the details of the project to include cost information. He was told explicitly not to incur any costs or commit the Village to the project in any manner without consulting with the Village Council or, at a minimum, the Water and Sanitation Committee or Finance Committee.

President Inglis did some further research to verify in his own mind whether there was any knowledge or discussion of the issue by and between any member of the Council since Mr. Widigan called President Inglis in October of 2019 to describe what was being considered with regard to the extension of the water main from the Village of Shelby to Peterson Farms' farmworkers' apartment buildings. Between October 2019 and July 2020, not one member of the Council including President Inglis had been informed of the status nor details of the proposed project including cost figures during discussions/meetings, email correspondence, and phone calls between Mr. Widigan, engineers with Fleis & VandenBrink, legal counsel with Dykema Gossett, EGLE, MEDC, The Right Place, a representative(s) for Peterson Farms or Senator Bumstead's staff. That is why Council members expressed surprise and concern at the Council meeting of July 13, 2020 when the details of the proposal became public. If the Council had been kept better informed of the details and progress of the talks, perhaps the vote to move forward with the USDA loan application, recognizing that the Village of Shelby is not and will not be pledging its full faith and credit or assuming any responsibility to pay any loan debt back to the USDA, would have passed by more than a 4-3 vote at its August 10th Council meeting. In fact, if President Inglis had not voted to break the tie vote, the Village would not be discussing the subject this evening.

It appeared to the Council members that the residents and taxpayers of the Village of Shelby were the last to be informed of the proposed extension of the Village's water main to the Peterson Farms' farmworkers' apartment buildings. In addition to the correction regarding when the Village Council knew about the water main extension project, the language in the Herald-Journal that stated "included in that figure (the cost of legal fees) would be the legal work previously provided" should have read "included in that figure would be necessary legal work provided by Dykema."

7. ADMINISTRATOR'S REPORT:

Interim VA Cousins reported that the pavement markings at the school crossings had been updated prior to school opening. The Sixth Street blinking light was tested and adjusted to work during busy crossing periods; however, the lights will be off when they are not needed.

VA Cousins met with Tim Reeves, Shelby Schools Superintendent, to introduce himself and discuss a few items (one being the crossing guard invoice). They plan to meet monthly (or more often when needed) to maintain an open and continuous flow of information and cooperation between the School District and the Village.

The government agencies that may be affected or involved in the proposed Peterson Farms Water Main Extension have been contacted; so, all are aware of the project. This will ensure a smooth progression of the project if the Council determines to continue to move forward.

The Parks, Recreation, and Buildings Committee met late last month to review basic safety procedures for the Parks Department. They also recommended that the Council adopt policies concerning bad weather during use of the soccer field and the safe movement of the soccer goals.

The Village has received four applications for the vacant Police Chief position. Fourteen applications have been received for the vacant Village Administrator position. The Personnel Committee has a meeting scheduled this week to start the review and selection process. Due to privacy requests, the names of the applicants will not be published until they have agreed to an interview by the Village Council.

The data showing the past due water customers has been transferred to the Mid-Michigan Community Action Agency. Once they pair the list up with their food assistance recipients, the Village will receive payments to put toward the past due bills. Checks are expected about the middle of October.

Interim VA Cousins reported that the Water and Sanitation Committee met last Wednesday to review the report prepared by the Michigan Rural Water Association earlier this year. The Committee discussed options for the Village to take regarding water rates, noting that there have been meetings with the DPW Supervisor and Fleis & VandenBrink to review the Village's Capital Improvement needs with regard to the water and sanitation system; then, bring recommendations back to the Committee for further study prior to a recommendation being made to Council.

8. DEPARTMENT HEADS' REPORTS:

DPW Supervisor Greg MacIntosh reported that he received the results from the lead and copper testing and that the tests showed zero results in action level. This is a good result and shows the Village had no evidence of lead and copper in the water. Mr. MacIntosh also reported that there had been a possible lightning strike at the lagoons, and he has a technician from WendeMuller coming out to the site to examine the issue and determine the needed repairs.

Chief Farber reported that he has been purchasing the equipment for the approved CESF (Coronavirus Emergency Supplemental Funding). Vehicle modems and accessories have been ordered and he is waiting for their arrival, at which time he will schedule the installation. PPE items have been ordered but he had a little struggle with ordering needed supplies because some sites are spiking the prices up from what the rates should be. Chief also reported that he is also still working on the final vehicle information for the purchase of a new DPW Ford F250 pickup truck with plow and new Police SUV.

9. CORRESPONDENCE:

a.) Hart Township – Notice of Public Hearing regarding a proposed ORV Ordinance

The Village received notice that Hart Township will be holding a Public Hearing on October 13, 2020 at 7:00 P.M. to consider a request to create an ORV Ordinance and limited use of golf carts on public streets in Hart Township.

10. CITIZEN PARTICIPATION:

Jodi Nichols, member of the Oceana County Economic Alliance, and representative of The Right Place,

spoke on behalf of the proposed water main extension for Peterson Farms' apartment buildings. She is anxious for the presentation as she believes this project is of utmost importance. Housing is critical for not only the Village of Shelby but for Oceana County as well in order to attract adequate labor to the area. It was shown from the Community Assessment that was performed last year that housing was one of the largest concerns for Village residents.

11. OLD BUSINESS:

a.) Water Main Extension to Peterson Farms

The Village Council had received the Feasibility Study from Fleis & VandenBrink regarding the proposal to extend Village water north of the Village limits to the Peterson Farms Residential Development on Baseline Road. Don DeVries, Fleis & VandenBrink, presented the study to Council and answered questions regarding the proposal. The \$8,000.00 study was paid for by Peterson Farms and the United States Department of Agriculture (USDA). The USDA and the Michigan Economic Development Corporation (MEDC) have also committed \$1.6 million toward the \$2.7 million capital project for the extension of the water main. This leaves \$1.1 million to be committed by a loan, additional grants, or other means for the project to move forward. Peterson Farms has asked that the Village apply for a loan from the USDA which will help determine what, if any, additional grants are available. The application process does not commit the Village to borrowing the funds. However, there will be costs of approximately \$25,500.00 to process the loan application. The Village Council has made it clear that no Village funds are available for the project.

If the Village wishes to proceed through the application process, Interim VA Cousins recommended that the Village require an escrow fund to be created and funded by any or all of the following: Peterson Farms, EGLE, MEDC, MDARD, and other state or federal departments. The escrow fund shall be opened with deposits of \$25,500.00 for the application process at which time the Village of Shelby will enter the USDA application process. This step realizes that the Village of Shelby will NOT be responsible for the loan – another avenue will be pursued.

Jim Wyns moved to authorize the Interim Village Administrator to create an escrow fund to be used to cover the costs associated with an application to the USDA to determine final loan details for construction of a water main from the Village of Shelby water system to Peterson Farms. The escrow fund shall be opened with deposits of \$25,500.00 from any or all of the following: Peterson Farms, EGLE, MEDC, MDARD, other state or federal departments, and other economic development entities. The USDA loan application will be started after the escrow fund deposits reach \$25,500.00, at which time, the Village of Shelby will begin the USDA application process. If escrow fund is not sufficient, the Village of Shelby will notify the depositors. If, at the end of the application process, there is a balance, the monies will be refunded to the depositors in an equitable manner.

Seconded by: Bill Harris.

Roll Call Vote:

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

Motion Carried 7-0.

Richard Raffaelli, CEO of Peterson Farms, thanked the Village Council for seeing the importance of the water main extension and for approval of taking the next steps in this project.

b.) Shelby Public Schools Crossing Guard Invoice

The Village Council had asked the Interim Administrator to investigate the invoice received for the school crossing guard services for the 2019/2020 school year and report back to Council with details as to the increase in the invoice. The invoice appeared to be \$2,000.00 higher than the previous year. The crossing guard program in Michigan states that a local unit of government providing law enforcement services in the community is responsible for the training of school crossing guards. It, however, is silent on what entity has to provide and pay them. Most crossing guards in Michigan are supplied by the local government. Some, as in Shelby, are hired by the school district. As for pay, some local governments pay the guards and others share the expense. The local government, regardless of who the guards work for, is required to train them. In Shelby, the school district hires and pays the guards and bills the Village for their wages, retirement contributions and taxes paid by the school district. The Village receives a bill each June for the previous school year. Shelby Public Schools Superintendent Tim Reeves explained to Mr. Cousins that this year's invoice included required retirement contributions as the employees performing the crossing guard duties were included in the district's retirement plan. Classes ended early due to Covid-19, but all school employees were paid for the rest of the year even if they were sequestered at home. The school district is anxious to take themselves out of the crossing guard program; so, if the Village wants it, it is theirs. The school district has the staff available to provide crossing guard duties when a sub is needed. If the Village is the employer, they are going to have to staff the crossing guards with its police officers. It may cost more to have the school provide the guards; but, it appears to be a great deal less hassle for the Village.

Interim Village Administrator Cousins recommended two actions: 1) Authorize payment of the June 2020 invoice; and, 2) Direct the Administrator to have discussions over the Winter concerning shared costs for the crossing guard with the school district (Mr. Cousins also suggested that the Village make sure the training is accomplished so even when a sub is needed, they are competent to provide for the safety of the children).

Steve Crothers moved to authorize the Administrator to pay the Shelby School District invoice for crossing guard services for the 2019-2020 school year in the amount of \$7,495.61.
Seconded by: John Sutton.

Roll Call Vote:

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

Nays: Zaverl.

Motion Carried 6-1.

12. NEW BUSINESS:

a.) Resolution of Support for the DNRTF Ballot Initiative

On the 2020 ballot in the general election will be the request for public support to update and expand the Michigan Natural Resources Trust Fund (MNRTF) guaranteeing investment in conservation and outdoor recreation, protecting Michigan's natural resources and invigorating local economies.

Jim Wyns moved to adopt Resolution #2020-09-14-01 supporting the Ballot Proposal to Amend the Michigan Natural Resources Trust Fund.

Seconded by: Steve Crothers.

Roll Call Vote:

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

Motion Carried 7-0.

b.) Soccer Goal Safety and Education Policy

The Parks, Recreation, and Buildings Committee met on numerous occasions this summer to create and fine-tune two policies that they now recommend the Council adopt and put into use. One is the policy to instruct and inform users of the soccer field as to the movement of the soccer goals. Attempting to relocate the goals without proper training and safety considerations could result in an injury to a user of the field. Following the policy and having the safety notice posted on the goals will work as a deterrent to improper movement of the soccer goals.

c.) Parks Severe Weather and Lightning Policy

A severe weather policy is issued in an effort to prevent injury or loss of life due to a severe weather event during use of the field. The Village's MML insurance loss-control representative is in the process of a final review of the policies; we expect they will be approved as written.

John Sutton moved to adopt the Soccer Goal Safety and Education and Severe Weather and Lightning Policies and distribute the policies to all renters of the recreation fields in the Village of Shelby.

Seconded by: Andy Near.

Roll Call Vote:

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

Motion Carried 7-0.

d.) Coronavirus Relief Local Government Grants (CRLGG)

The Michigan Department of Treasury sent out checks at the end of August that were to replace the shortfall in the Village's State Revenue Sharing payment for August (the Village received \$12,724.00). Because Federal Funds were used for this payment, we must justify and report that the monies are used for Covid items (spent between March 1, 2020 and December 31, 2020) and pay back any unused funds. The Village is required to send a signed agreement to the State by September 23, 2020 acknowledging both the funds received and the process to follow to determine what (if any) funds need to be returned to the State in January. Not all of the details of this program have been released as of September 11th; we will have a better understanding of the specifics regarding the funding soon.

Dan Zaverl moved to authorize the Administrator to submit the necessary forms and accounting reports for the Village of Shelby to participate in the CRLGG Program regarding the \$12,724.00 Coronavirus Relief funds received from the Michigan Department of Treasury.

Seconded by: Jim Wyns.

Roll Call Vote:

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

Motion Carried 7-0.

13. COMMITTEE REPORTS:

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

The Planning Commission meeting of September 15, 2020 was cancelled due to lack of agenda items. The Planning Commission will meet on October 20, 2020 at 6:30 P.M. via Zoom to review the proposed Village Master Plan.

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

Committee Chair Bill Harris reported that the Village of Shelby Water Rate Study is under review and the Committee will be bringing a recommendation to Council in the near future.

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

Nothing to report.

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

Committee Chair Andy Near reported that Emily Stuhldreher; Mishelle Comstock, Vice President of Shelby State Bank; and, he are preparing for their presentation to the MDNR for the Trust Fund Grant for Getty Park.

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

Nothing to report.

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

Committee Chair John Sutton reported that the Personnel Committee will be meeting on Thursday, September 17, 2020 at 4:30 P.M. to review the applicants for the Police Chief and Village Administrator positions.

g. ORDINANCES – Chair Steve Crothers, Dan Zaverl:

Nothing to report.

14. PAYMENT OF BILLS: Jim Wyns moved to approve the payment of the bills in the amount of \$50,770.39.

Seconded by: Steve Crothers.

Roll Call Vote:

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

15. ADJOURNMENT: Dan Zaverl moved to adjourn the meeting at 8:47 P.M.
Seconded by: Andy Near.

Roll Call Vote:

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

Motion Carried 7-0.

Council minutes are not official until approved at the September 28, 2020 Council meeting.

Approved

Minutes Respectfully Submitted by Crystal Budde, Village Clerk/Treasurer

Date

MEMO



Date: September 28, 2020

To: Paul Inglis, Village President
Village Council Members

From: Bill Cousins, Village Administrator

Subject: Administrator's Report for the September 28, 2020 Council Meeting

1. The Personnel Committee Met on Wednesday and Thursday last week to informally interview Police Chief and Village Administrator Candidates. The interviews were very productive! The Committee's recommendations for formal interviews will be discussed under the New Business items tonight.
2. The Court hearing for the piles of bricks and other debris on the Hart-Montague Tail and the Gill Lake property was, after a 30-minute wait, the hearing was adjourned until Monday, October 5th at 1:30 p.m. The Court was behind on their schedule causing the rescheduling of the case. I have since been in touch with The State Park system and the Village Attorney to further discuss the issues on these properties as now there are several unlicensed vehicles on the property.
3. Shelby Schools Administrator Tim Reeves and I met on September 15th and again on September 22nd. I have added the school district office to the Village Council agenda packet mailing so they can be better kept up to date on the Peterson Farms water main extension project and all activities of the Village. This action should help both units of government to work together going forward. We are working to see if we can (together) improve the recently written safety policies to ensure a fair and safe use of the Village Parks and the soccer field.
4. Work is underway to complete the study started by the Michigan Rural Water Association to recommend changes to our water & sanitation rates over the next few years. The goal is that our rates cover the annual costs of providing the service and that we are confident that any planned increases are reasonable and necessary.
5. The grant agreement for all Covid-19 related purchases (not budgeted) by the Village from March 1, 2020 to December 31, 2020, has been received by the State Treasurer (This is the Coronavirus Relief Local Government Grant (CRLGG)). We are in the process of creating the list of purchases so far, then will see what we need for the rest of the year. To recap, this 'grant' is to use the \$12,724 revenue sharing check from August for Covid items and return the amount not spent to the state. Village staff have discussed various purchases that will

assist us in being better able to protect the public and the employees from Covid while also making purchases that will improve our workspaces for the long-term. Update on items purchased will be reported to the Council monthly.

6. The preliminary scoring has been announced for our Getty Park project:
 - a. Department on Natural Resources Trust Fund - 290 points out of a possible 500.
 - b. Land & Water application was given 325 points out of a total of 400.

A supplemental report is being submitted that should increase the final point determinations.

Shelby Village Council Meeting Date: September 28th, 2020

Date: September 28th, 2020

To: Shelby Village Council

From: Emily Stuhldreher, Community Development Fellow

RE: Purchase of Vacant Lot for Pocket Park

INFORMATION:

Located in downtown Shelby between Images Salon and Magooz is a vacant lot owned by Randy Leslie. Randy is interested in selling the property and I believe it would be in the Village's best interest to purchase the property and transform it into a pocket park. As a pocket park, the property would provide numerous benefits, including:

- Accessible greenspace
- Social/community space
- Beatify downtown
- Art placemaking
- Connect the downtown to the Hart-Montague Trail
- Utilize underused real estate

I have also received verbal confirmation from Randy that he would allow a mural to be painted on the Magooz building.

On September 17th, 2020, the Parks and Recreation Committee approved a motion that recommends that the Council move forward with purchasing this property.

FINANCIAL CONSIDERATIONS:

- Randy Leslie is interested in selling the property for around \$20,000 and he is open to negotiation.
- \$15,000 budgeted for Alleyway Rehabilitation in 2020-25 Capital Improvements Plan
- Patronicity is a crowdfunding program that funds community improvement projects. MEDC will match the amount raised to double the impact.
 - 96% success rate, expert consulting and assistance, and amplifies campaign's reach
- The Oceana County Community Foundation awards grants up to \$3,000. A grant request will be submitted if the motion below is adopted by the Council.

STAFF RECOMMENDATION/SUGGESTED MOTION:

Motion by _____ seconded by _____ to authorize that the Council enter into negotiations leading to a draft purchase agreement of Randy Leslie's property (lot #046-115-009-50).

VILLAGE OF SHELBY

MEMO

Date: September 28, 2020

To: Paul Inglis, Shelby Village President
Shelby Village Council Members

From: Bill Cousins, Village Administrator

Re: 2020 Halloween Trick or Treating Hours for the Village of Shelby

INFORMATION:

The Shelby Village Council sets the hours for Trick or Treating on Halloween each year. The hours are set to provide guidance to homeowners so they can prepare for the costumed visitors coming to their home and so the families can plan to visit the homes in the Village to obtain the treats being passed out. Halloween events such as going door-to-door for food and treats has been a tradition since as early as the 1500's. It is the precursor to the Christian Holiday of All Saints Day (November 1). Halloween is not a Village orchestrated event; it is not a recognized holiday. This year, with Covid-19 being the "trick" of the day, Trick or Treating may not be the best idea. However, it is a choice for families to make. The Village's function is to set the hours for porch lights to be on by those who wish to participate and for the kids to search out the lit-up homes. Masks and social distancing are strongly recommended.

FINANCIAL CONSIDERATIONS:

None

RECOMMENDED ACTION:

The following motion is recommended for adoption by the Council:

Motion by _____ seconded by _____ to set the hours of Trick or Treating in the Village of Shelby from 6:00 p.m. to 8:00 p.m. on Saturday, October 31, 2020.

VILLAGE OF SHELBY

MEMO

Date: September 28, 2020

To: Paul Inglis, Shelby Village President
Shelby Village Council Members

From: Bill Cousins, Village Administrator

Re: Police Chief Interviews

INFORMATION:

The Personnel Committee met on Wednesday, September 23rd to informally interview four candidates for the position of Village Police Chief. Three persons were interviewed as one person cancelled at the last minute (offered a position in another state).

After the interviews, the committee discussed the performance of each of the candidates and their supervisory skills that would be beneficial if selected to be the Chief of Police in Shelby. The committee adopted a motion (unanimous vote) to recommend that the Village Council invite Mr. Daniel L. Adams of Byron Center, MI and Steven A. Waltz of New Era, MI to be formally interviewed by the Village Council.

FINANCIAL CONSIDERATIONS:

None

RECOMMENDED ACTION:

The following motion is recommended for adoption by the Council:

Motion by _____ seconded by _____ to schedule a Special Meeting of the Shelby Village Council on _____ at _____ for the purpose of conducting formal interviews of Mr. Daniel L. Adams and Mr. Steven A. Waltz for the Shelby Village Police Chief Position.

VILLAGE OF SHELBY

MEMO

Date: September 28, 2020

To: Paul Inglis, Shelby Village President
Shelby Village Council Members

From: Bill Cousins, Village Administrator

Re: Village Administrator Interviews

INFORMATION:

The Personnel Committee met on Thursday, September 24th to informally interview three candidates for the position of Village Administrator. Three persons were interviewed.

After the interviews, the committee discussed the performance of each of the candidates and the expectation of their success if offered the position of Village Administrator in Shelby. The committee adopted a motion (unanimous vote) to recommend that the Village Council invite Mr. Mark J. Borden of Carson City, MI, Ms. Sherry Powell of Fremont, MI, and Mr. Brady Selner of Norton Shores, MI to be formally interviewed by the Village Council.

FINANCIAL CONSIDERATIONS:

None

RECOMMENDED ACTION:

The following motion is recommended for adoption by the Council:

Motion by _____ seconded by _____ to schedule a Special Meeting of the Shelby Village Council to be held on _____, 2020 at _____ for the purpose of conducting formal interviews of Mark J. Borden, Ms. Sherry Powell and Mr. Brady Selner for the Shelby Village Administrator Position.

Check Proofing Report

09/15/2020 12:37 PM

Database: Shelby

1/6

Payroll ID: 501

Check Post Date: 09/17/2020

Pay Period End Date: 09/13/2020

Application: PR

Name: 30077 - BUDDER, CRYSTAL

Active

Employee ID: 30077	Department ID: 215	Gross for Check: 1,824.00	Net After Dir Dep: 0.00
Withholding Status: Married	Federal Allow.: 1	Net for Check: 1,310.14	Total Deductions: 513.86
Pay Period End Date: 09/13/2020	State Allow.: 1	Reg. Hours: 84.00	Direct Deposit: 1,310.14
Check Date: 09/17/2020		OT Hours: 0.00	YTD Gross: 32,728.00
	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	72.00	0.00	1,440.00	25,093.00	FITW	105.24	1,809.88
HOLIDAY	CLERK/TREASURER	20.00	8.00	0.00	160.00	1,088.00	SITW	61.37	1,099.24
457 SS TAX	457 C/T ALLOC	64.00	0.00	0.00	64.00	1,184.00	SOCSEC_EE	112.26	2,013.41
101	101-215.000-702.000	40.00	4.00	0.00	160.00	800.00	MEDICARE_EE	26.26	470.88
							DELTA DENTAL	13.35	253.65
							457_EE	184.00	3,152.00
							VISION	11.38	159.32
							SSB	1,310.14	DEPOSIT

Leave Bank ID	Leave ID	Prev. Bal.	Comp Wrkd	Accrued	Lost	Taken	Buy Out	Adjusted	Net Change	New Balance
PTO	N/A	68.50		0.00	0.00	0.00	0.00	0.00	0.00	68.50
VAC	VACATION	0.00		0.00	0.00	0.00	0.00	0.00	0.00	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: 09/13/2020	State Allow.: 0	Reg. Hours: 80.00	Direct Deposit: 3,056.77
Check Date: 09/17/2020		OT Hours: 0.00	YTD Gross: 11,539.20
	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	72.00	0.00	3,461.76	11,154.56	FITW	331.91	866.08
HOLIDAY	VILLAGE ADMIN	48.08	8.00	0.00	384.64	384.64	SITW	163.47	490.42
							SOCSEC_EE	238.48	715.43
							MEDICARE_EE	55.77	167.32
							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: 1,465.31	Total Deductions: 457.89
Pay Period End Date: 09/13/2020	State Allow.: 0	Reg. Hours: 64.00	Direct Deposit: 1,465.31

Check Proofing Report

09/15/2020 12:37 PM

Database: Shelby

2/6

Payroll ID: 501 Check Post Date: 09/17/2020 Pay Period End Date: 09/13/2020 Application: PR

Check Date:	09/17/2020	OT Hours:	0.00	YTD Gross:	37,540.80	
	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	36,540.80	FITW	229.03	4,446.44
							SITW	81.74	1,595.56
							SOCSEC_EE	119.24	2,327.53
							MEDICARE_EE	27.88	544.34
							GERB	1,465.31	DEPOSIT

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

Name: 30102 - FREES, DARRYL E Active

Employee ID:	30102	Department ID:	441	Gross for Check:	1,620.80	Net After Dir Dep:	0.00
Withholding Status:	Married	Federal Allow.:	0	Net for Check:	1,091.04	Total Deductions:	529.76
Pay Period End Date:	09/13/2020	State Allow.:	0	Reg. Hours:	72.00	Direct Deposit:	1,091.04
Check Date:	09/17/2020			OT Hours:	4.00	YTD Gross:	30,153.15
	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	20.00	0.00	400.00	22,315.39	FITW	159.44	3,233.20
441 H	101-691.000-702.000	20.00	18.00	0.00	360.00		SITW	68.88	1,281.48
441 H	590-000.000-702.000	20.00	16.00	2.00	380.00		SOCSEC_EE	100.49	1,869.50
441 H	591-000.000-702.000	20.00	6.00	2.00	180.00		MEDICARE_EE	23.50	437.22
441 H	661-000.000-702.000	20.00	4.00	0.00	80.00		UNION_AFL_CIO	21.45	214.50
HOLIDAY	DPW	20.00	8.00	0.00	160.00	1,224.00	457_EE %	156.00	2,552.20
457 SS TAX	DPW 457 ALLOC	64.00	0.00	0.00	60.80	957.76	SSB	200.00	DEPOSIT
							SSB	891.04	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	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:	2,175.20	Net After Dir Dep:	0.00
Withholding Status:	Single	Federal Allow.:	2	Net for Check:	1,562.23	Total Deductions:	612.97
Pay Period End Date:	09/13/2020	State Allow.:	2	Reg. Hours:	82.00	Direct Deposit:	1,562.23
Check Date:	09/17/2020			OT Hours:	4.00	YTD Gross:	43,291.28
	Local Allow.:	00		Suppl. Hours:	0.00	Comp Hrs Wrkd:	0.00
				Deduction Refund:	0.00		

Check Proofing Report

09/15/2020 12:37 PM

Database: Shelby

3/6

Payroll ID: 501 Check Post Date: 09/17/2020 Pay Period End Date: 09/13/2020 Application: PR

Paycode ID	Distribution	Rate	Hours	OT Hrs	Amt	YTD Amt	Ded/Exp ID	Amt	YTD Amt
441 H	DPW	23.50	22.00	0.00	517.00	33,046.63	SITW	69.20	1,392.24
441 H	101-691.000-702.000	23.50	2.00	0.00	47.00		SOCSEC_EE	134.86	2,684.06
441 H	202-463.000-702.000	23.50	9.00	0.00	211.50		MEDICARE_EE	31.54	627.72
441 H	203-463.000-702.000	23.50	9.00	0.00	211.50		457_EE	181.50	3,617.68
441 H	590-000.000-702.000	23.50	5.00	2.00	188.00		FITW	174.42	3,854.05
441 H	591-000.000-702.000	23.50	14.00	2.00	399.50		UNION_AFL_CIO	21.45	214.50
441 H	661-000.000-702.000	23.50	13.00	0.00	305.50		SSB	1,562.23	DEPOSIT
HOLIDAY	DPW	23.50	8.00	0.00	188.00	1,228.00			
457 SS TAX	DPW 457 ALLOC	72.00	0.00	0.00	75.20	1,298.40			
**PTO	DPW	0.00	0.00	0.00	32.00	1,681.75			

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	PERSONAL	6.00		96.00	0.00	0.00	0.00	0.00	96.00	102.00
	VACATION			0.00						
VAC	VACATION	0.00		80.00	0.00	0.00	0.00	0.00	80.00	80.00

Name: 30109 - KRAUSE, DAVID K Active

Employee ID:	30109	Department ID:	301	Gross for Check:	645.00	Net After Dir Dep:	568.25
Withholding Status:	Married	Federal Allow.:	0	Net for Check:	568.25	Total Deductions:	76.75
Pay Period End Date:	09/13/2020	State Allow.:	0	Reg. Hours:	43.00	Direct Deposit:	0.00
Check Date:	09/17/2020	Local Allow.:	00	OT Hours:	0.00	YTD Gross:	2,285.00
				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	43.00	0.00	645.00	1,785.00	SITW	27.41	97.12
							SOCSEC_EE	39.99	141.67
							MEDICARE_EE	9.35	33.13

Name: 30075 - MACINTOSH, GREGORY Active

Employee ID:	30075	Department ID:	441	Gross for Check:	2,119.94	Net After Dir Dep:	0.00
Withholding Status:	Single	Federal Allow.:	0	Net for Check:	1,384.25	Total Deductions:	735.69
Pay Period End Date:	09/13/2020	State Allow.:	0	Reg. Hours:	80.00	Direct Deposit:	1,384.25
Check Date:	09/17/2020	Local Allow.:	00	OT Hours:	0.00	YTD Gross:	43,846.06
				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	69.00	0.00	1,758.12	35,633.78	FITW	236.43	5,280.04
457 SS TAX	DPW 457 ALLOC	81.54	0.00	0.00	81.54	1,549.26	SITW	83.17	1,731.80
PTO	GREG	25.48	11.00	0.00	280.28	2,019.29	SOCSEC_EE	131.44	2,718.46
							MEDICARE_EE	30.74	635.77

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

Check Proofing Report

09/15/2020 12:37 PM

Database: Shelby

4/6

Payroll ID: 501

Check Post Date: 09/17/2020

Pay Period End Date: 09/13/2020

Application: PR

Paycode ID	Distribution	Rate	Hours	OT Hrs	Amt	YTD Amt	Ded/Exp ID	Amt	YTD Amt
							FOC_GMACINTOSH	57.70	1,096.30
							457_EE	163.08	3,098.52
							HEALTH	33.13	407.62
							SSB	1,384.25	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	11.00	0.00	0.00	-11.00	20.00
VAC	VACATION	73.75		0.00	0.00	0.00	0.00	0.00	0.00	73.75

Name: 30111 - OMNESS, KELLY A

Active

Employee ID:	30111	Department ID:	265	Gross for Check:	768.00	Net After Dir Dep:	0.00
Withholding Status:	Married	Federal Allow.:	0	Net for Check:	676.60	Total Deductions:	91.40
Pay Period End Date:	09/13/2020	State Allow.:	0	Reg. Hours:	48.00	Direct Deposit:	676.60
Check Date:	09/17/2020	Local Allow.:	00	OT Hours:	0.00	YTD Gross:	2,080.00
				Suppl. Hours:	0.00	Comp Hrs Wrkd:	0.00
				Deduction Refund:	0.00		

Paycode ID	Distribution	Rate	Hours	OT Hrs	Amt	YTD Amt	Ded/Exp ID	Amt	YTD Amt
265	ADM ASSIST	16.00	48.00	0.00	768.00	2,080.00	SITW	32.64	88.40
							SOCSEC_EE	47.62	128.96
							MEDICARE_EE	11.14	30.16
							SSB	676.60	DEPOSIT

Name: 30108 - PAYNE, AMANDA J

Active

Employee ID:	30108	Department ID:	301	Gross for Check:	1,997.10	Net After Dir Dep:	0.00
Withholding Status:	Single	Federal Allow.:	0	Net for Check:	1,464.01	Total Deductions:	533.09
Pay Period End Date:	09/13/2020	State Allow.:	0	Reg. Hours:	80.00	Direct Deposit:	1,464.01
Check Date:	09/17/2020	Local Allow.:	00	OT Hours:	14.50	YTD Gross:	19,700.20
				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	2.50	1,507.50	16,785.00	FITW	157.55	1,301.90
HOLIDAY	101-301.000-702.000	18.00	0.00	12.00	432.00	1,224.00	SITW	78.76	776.08
457 SS TAX	101-301.000-715.100	57.60	0.00	0.00	57.60	691.20	SOCSEC_EE	123.82	1,221.41
							MEDICARE_EE	28.96	285.65
							457_EE	144.00	1,440.00
							PNC	1,464.01	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

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

Check Proofing Report

09/15/2020 12:37 PM

Database: Shelby

5/6

Payroll ID: 501 Check Post Date: 09/17/2020 Pay Period End Date: 09/13/2020 Application: PR

Employee ID:	30100	Department ID:	265	Gross for Check:	78.00	Net After Dir Dep:	68.71
Withholding Status:	Married	Federal Allow.:	0	Net for Check:	68.71	Total Deductions:	9.29
Pay Period End Date:	09/13/2020	State Allow.:	0	Reg. Hours:	6.00	Direct Deposit:	0.00
Check Date:	09/17/2020	Local Allow.:	00	OT Hours:	0.00	YTD Gross:	1,487.85
				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	6.00	0.00	78.00	1,487.85	SITW	3.32	63.28
							SOCSEC_EE	4.84	92.25
							MEDICARE_EE	1.13	21.57

Name: 30078 - SEABOLT, KIRK Active

Employee ID:	30078	Department ID:	441	Gross for Check:	1,830.40	Net After Dir Dep:	0.00
Withholding Status:	Married	Federal Allow.:	0	Net for Check:	1,161.69	Total Deductions:	668.71
Pay Period End Date:	09/13/2020	State Allow.:	0	Reg. Hours:	80.00	Direct Deposit:	1,161.69
Check Date:	09/17/2020	Local Allow.:	00	OT Hours:	0.00	YTD Gross:	37,942.50
				Suppl. Hours:	0.00	Comp Hrs Wrkd:	0.00
				Deduction Refund:	0.00		

Paycode ID	Distribution	Rate	Hours	OT Hrs	Amt	YTD Amt	Ded/Exp ID	Amt	YTD Amt
441 H	DPW	22.00	17.00	0.00	374.00	30,154.90	SITW	71.21	1,325.93
441 H	101-441.000-702.000	22.00	19.00	0.00	418.00		MEDICARE_EE	26.54	552.60
441 H	101-691.000-702.000	22.00	5.50	0.00	121.00		SOCSEC_EE	113.48	2,362.85
441 H	203-451.000-702.000	22.00	5.50	0.00	121.00		FITW	180.95	3,408.76
441 H	590-000.000-702.000	22.00	2.00	0.00	44.00		457_EE	154.88	3,116.41
441 H	591-000.000-702.000	22.00	8.00	0.00	176.00		HEALTH	96.75	2,059.85
441 H	661-000.000-702.000	22.00	3.00	0.00	66.00		UNION_AFL_CIO	21.45	214.50
HOLIDAY	DPW	22.00	8.00	0.00	176.00	1,544.00	VISION	3.45	44.85
PTO	DPW	22.00	4.00	0.00	88.00	1,975.50	SSB	1,161.69	DEPOSIT
VACATION	DPW	22.00	8.00	0.00	176.00	270.50			
457 SS TAX	DPW 457 ALLOC	70.40	0.00	0.00	70.40	1,305.60			

Leave Bank ID	Leave ID	Prev. Bal.	Comp Wrkd	Accrued	Lost	Taken	Buy Out	Adjusted	Net Change	New Balance
PTO	PERSONAL	35.50		0.00	0.00	4.00	0.00	0.00	-4.00	31.50
VAC	VACATION	80.00		0.00	0.00	8.00	0.00	0.00	-8.00	72.00

Name: 30103 - SIMON, TIMOTHY M Active

Employee ID:	30103	Department ID:	301	Gross for Check:	105.00	Net After Dir Dep:	92.51
Withholding Status:	Married	Federal Allow.:	0	Net for Check:	92.51	Total Deductions:	12.49
Pay Period End Date:	09/13/2020	State Allow.:	0	Reg. Hours:	7.00	Direct Deposit:	0.00
Check Date:	09/17/2020	Local Allow.:	00	OT Hours:	0.00	YTD Gross:	3,117.50
				Suppl. Hours:	0.00	Comp Hrs Wrkd:	0.00
				Deduction Refund:	0.00		

Check Proofing Report

09/15/2020 12:37 PM

Database: Shelby

6/6

Payroll ID: 501 Check Post Date: 09/17/2020 Pay Period End Date: 09/13/2020 Application: PR

Paycode ID	Distribution	Rate	Hours	OT Hrs	Amt	YTD Amt	Ded/Exp ID	Amt	YTD Amt
301 P	101-301.000-702.100	15.00	7.00	0.00	105.00	2,617.50	SITW	4.46	132.50
							SOCSEC_EE	6.51	193.29
							MEDICARE_EE	1.52	45.20

Name: 30091 - VON DRAK, JOSEPH W

Active

Employee ID:	30091	Department ID:	301	Gross for Check:	1,899.00	Net After Dir Dep:	0.00
Withholding Status:	Married	Federal Allow.:	0	Net for Check:	1,292.25	Total Deductions:	606.75
Pay Period End Date:	09/13/2020	State Allow.:	0	Reg. Hours:	88.00	Direct Deposit:	1,292.25
Check Date:	09/17/2020			OT Hours:	2.50	YTD Gross:	36,165.10
		Local Allow.:	00	Suppl. Hours:	0.00	Comp Hrs Wrkd:	0.00
				Deduction Refund:	0.00		

Paycode ID	Distribution	Rate	Hours	OT Hrs	Amt	YTD Amt	Ded/Exp ID	Amt	YTD Amt
301 P	101-301.000-702.000	20.00	80.00	2.50	1,675.00	30,659.50	FITW	184.21	2,826.56
HOLIDAY	101-301.000-702.000	20.00	8.00	0.00	160.00	1,016.00	SITW	72.37	1,389.95
457 SS TAX	101-301.000-715.100	64.00	0.00	0.00	64.00	1,209.60	SOCSEC_EE	115.49	2,199.49
							MEDICARE_EE	27.01	514.40
							DELTA DENTAL	36.29	689.51
							457_EE	160.00	2,771.20
							VISION	11.38	147.94
							PREFERRED	1,292.25	DEPOSIT

Leave Bank ID	Leave ID	Prev. Bal.	Comp Wrkd	Accrued	Lost	Taken	Buy Out	Adjusted	Net Change	New Balance
PTO	N/A	64.50		0.00	0.00	0.00	0.00	0.00	0.00	64.50
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

