



VILLAGE COUNCIL PACKET

MONDAY, March 22, 2021

Prepared by:

Crystal Budde, Village Clerk

Brady Selner, Village Administrator

MEETING AGENDA

Village Council of the Village of Shelby

Monday, March 22, 2021

Regular Council Meeting – 6:30 P.M.



This meeting will be in-person at the Shelby Optimist Building
(788 Industrial Park Dr., Shelby, MI 49455)

Agenda Topics:

1. Call to Order
2. Roll Call
3. Pledge of Allegiance
4. Review minutes of the previous meeting:
 - a) Monday, March 8, 2021 **AR**
5. Additions to Agenda
6. President's Report
7. Village Administrator's Report
8. Department Heads' Report
9. Correspondence:
10. Public Participation (Go to Shelbyvillage.com/council for instructions):
11. Old Business:
 - a) DWSRF Grant Application Update **D**
12. New Business:
 - a) Mutual Aid Agreement Renewal **AR**
 - b) Village Administrator Budget Amendment Resolution **AR**
 - c) Right-of-Way Ordinance **AR**
 - d) Right-of-Way Application and Fee Schedule **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: Bill Glover |
| d.) Parks, Rec & Bldgs. | Chair: Damian Omness, Co-Chair: John Sutton |
| e.) Finance & Insurance | Chair: Steve Crothers, Co-Chair: Bill Harris |
| f.) Personnel | Chair: John Sutton, Co-Chair: Damien Omness |
| g.) Ordinances | Chair: Bill Glover, Co-Chair: Dan Zaverl |

14. Payment of Bills: March 22, 2021

15. Adjournment:

AR-Action Requested
D-Discussion Item

NEXT MEETING:	April 12, 2021
NEXT RESOLUTION:	24-21
NEXT PROCLAMATION:	01-21
NEXT ORDINANCE:	02-21



VILLAGE OF SHELBY
REGULAR COUNCIL MEETING OF March 8, 2021 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 6:31 P.M. by President Paul Inglis.

2. ROLL CALL:

Answering the roll call: Bill Glover, Steve Crothers, Dan Zaverl, Paul Inglis, John Sutton, Damian Omness, and Bill Harris.

Staff present: Village Administrator Brady Selner, Village Clerk/Treasurer Crystal Budde, and Police Chief Steve Waltz.

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

4. MINUTES:

a.) February 22, 2021

Bill Glover moved to approve the minutes of the Regular Council Meeting of February 22, 2021 as prepared.

Seconded by: Bill Harris.

Roll Call Vote:

Ayes: Glover, Harris, Crothers, Zaverl, Sutton, Omness, and Inglis.

Motion Carried 7-0.

5. ADDITIONS TO THE AGENDA:

Purchasing Aeration Blower Motor

6. PRESIDENT'S REPORT:

President Inglis presented an update on the Shelby Trails Apartment project. Ms. Thompson, Ms. Tuinstra, and Mr. Martin have met with Oakwood Construction to review the initial design plans. The target date for completion of the final construction drawings was March 1, 2021. Oakwood Construction will then finalize their costs and pull the required building permits. A report was received from the Environmental Review contractor stating that a Phase I Archaeological Survey on the site will be required. They survey was deemed necessary because historical records indicated that there had been a house and several outbuildings on the site at the turn of the 20th century and that the site may hold items of historical value in the soil. The Phase I Archaeological Survey will entail the archaeologist coming to the site and digging holes approximately 12 inches deep every 15 meters in a grid across the parcel in order to look for buried artifacts. This may pose significant delays and additional cost consequences to the project if a way to expedite the process is not found. The final

market study and property appraisal have been ordered. The survey is being finalized and the request for Project Based Vouchers is in process with MSHDA.

President Inglis also reported that Governor Whitmer is asking all Michigan residents to turn on their porch lights on Wednesday, March 10, 2021 between the hours of 8:00 P.M. and 9:00 P.M in remembrance of those Michigan residents who lost their lives to Covid-19.

7. ADMINISTRATOR'S REPORT:

VA Selner reported that, effective March 5, 2021, the Governor's new order allows for in person meetings of up to 25 people subject to all applicable and distancing requirements. The Village does plan to resume in person Committee meetings at the Village Hall and will be looking for a location to hold the Village Council meeting on March 22, 2021. The most recent order is set to expire on April 19, 2021. VA Selner will continue to monitor and adjust as needed.

The first week of March the Village had a technician from Windemuller Electric, Inc. diagnose a couple of problems we were having with the aeration blowers at our wastewater facility. Blower #1 had a variable frequency drive temperature issue due to the extreme cold weather that we had a couple of weeks ago. Windemuller provided a proposal to install a cabinet heater with thermostat to reduce the chance of this problem happening in the future.

VA Selner has been notified that the DPW staff members on National Guard Duty will tentatively return to Michigan on March 12, 2021.

As of Monday, March 8, 2021, the Village had an outstanding balance of \$39,000.00 for past due water payments on 152 accounts. Senate Bill 241, Water Shutoff Restoration Act, which restricts water shut offs, is scheduled to end on March 31, 2021. The Village has sent letters offering the opportunity to set up payment plans to address past due accounts.

VA Selner has been working to gather the necessary information for the upcoming Water and Sanitation and Ordinance Committee meetings. The meetings will be scheduled the week of March 15.

MML is hosting a newly elected officials training on Saturday, April 10, from 8:30 A.M to 12:25 P.M. Bill Cousins has reached out to VA Selner and provided information on training events that are available. VA Selner strongly encouraged Council members to watch the "Essentials of Being a Zoning Board of Appeals Member" training video that he provided.

8. DEPARTMENT HEADS' REPORTS:

Chief Waltz reported that Shelby Public Schools Superintendent Tim Reeves offered the Shelby High School for a covid clinic that will take place on Saturday, March 13, 2021. This is a 700-person clinic that will provide Covid 19 vaccinations.

9. CORRESPONDENCE:

a.) FEMA Letter

The Department of Homeland Security's Federal Emergency Management Agency (FEMA) recently completed a revision to the county wide Flood Insurance Study (FIS) report and Flood Insurance Rate Map (FIRM) for Oceana County, Michigan. Although the community is unaffected by the updated flood hazard information present in the FIS report and FIRM, the Village of Shelby does lie on one or more of the revised map panels. The revised map panels will become effective August 24, 2021 and revise the FIRM which was in effect prior to that date. Final printed copies will be sent out in the near future. FEMA has determined that no Special Flood Hazard Areas (areas inundated by a flood having a 1-percent chance of being equaled or exceeded in any given year) exist at this time within the corporate limits of the Village of Shelby; however, it should be recognized that floods larger than the 1-percent chance flood do occur. Therefore, the Village of Shelby should exercise care in evaluating new development that could aggravate or create flood problems in the community or in adjacent communities. The Village is not currently participating in the National Flood Insurance Program (NFIP).

10. CITIZEN PARTICIPATION: No Citizen Participation.

11. OLD BUSINESS:

a.) 15 South State Street Zoning Map Amendment

The Village Council considered the Zoning Map Amendment for 15 South State Street at their February 22, 2021 meeting and made a motion to send the amendment back to the Planning Commission to consider rezoning the property to R-2 as opposed to R-3. The Village Council can amend the Planning Commission recommendation in-lieu-of having it reconsidered at the March 16, 2021 Planning Commission meeting. The applicant has agreed to have the property rezoned R-2. If approved as amended, the zoning map amendment will take effect seven days after "notice of adoption" has been published in the newspaper or a later date specified by the Village Council.

Bill Glover moved to adopt Resolution Number 12-21. (see attached)
Seconded by: Steve Crothers.

Roll Call Vote:

Ayes: Glover, Crothers, Zaverl, Sutton, Omness, and Inglis.

Nays: Harris.

Motion Carried 6-1.

12. NEW BUSINESS:

a.) Planning Commission Appointment

There is one remaining vacant Planning Commission seat. The Village received a Planning Commission Vacant Seat Application from Malcolm Carey. The Village of Shelby Planning Commission Bylaws state: "Vacancies shall be appointed promptly by the Village President, with the approval of the Village Council, upon the resignation or removal of a Planning Commission member. Successors shall serve out the unexpired term of the member being replaced." If Malcolm Carey is appointed, his term would expire on December 31, 2023. President Inglis recommended the appointment of Malcolm Carey to the Village Planning Commission.

Bill Harris moved to adopt Resolution Number 16-21. (see attached)
 Seconded by: Steve Crothers.

Roll Call Vote:

Ayes: Harris, Crothers, Glover, Zaverl, Sutton, Omness, and Inglis.

Motion Carried 7-0.

b.) Police Department Wage Increase

The Village budgeted for an increase in Police Officer pay in the 2021/2022 Fiscal Year budget. There has been no action taken since 2018 for an increase in the Police Officers' wages. In a wage analysis of all Oceana County Police Departments and the Oceana County Sheriff Department, it reveals that the Shelby Police Department ranks last with a low of \$.90 per hour to a maximum of \$8.88 per hour in starting wages.

The proposed wage scale would place Shelby in the middle of police departments in the County with full time employees. This will allow for more qualified applicants to apply when needed as well as the retention of those officers. Retaining officers is more cost efficient than equipping and training officers with little to no experience. In addition, cost-of-living increases will be considered on a yearly basis during the budget process and any cost-of-living increase will be applied to all Village employees.

The Personnel Committee met on March 4, 2021 and is recommending approval of the proposed Shelby Police Department Patrol Officer wage scale as follows:

Starting wage \$22.00 per hour

Year 1 \$22.50 per hour

Year 2 \$23.00 per hour

Year 3 \$23.50 per hour

Year 4 \$24.00 per hour

Part-time \$17.00 per hour

Bill Glover moved to adopt Resolution Number 17-21. (see attached)

Seconded by: John Sutton.

Roll Call Vote:

Ayes: Glover, Sutton, Crothers, Omness, Harris, and Inglis.

Nays: Zaverl.

Motion Carried 6-1.

c.) Dave Krause Wage Adjustment

In addition to the wage scale increase, Chief Waltz is requesting a lateral wage adjustment for Dave Krause. Many communities around the State adjust an employee's wage a step or two higher than the starting wage if the training and experience they bring is sufficient to warrant that lateral step

increase. With over 21 years in police work, Chief Waltz and VA Selner believe that Dave Krause's experience justifies a lateral step increase to \$23.50 per hour. All other employee benefits will accumulate normally (PTO, Vacation, and so on). The Personnel Committee met on March 4, 2021 and is recommending Village Council adopt a proposed lateral wage adjustment for Dave Krause's to \$23.50 per hour effective March 1, 2021.

Damian Omness moved to adopt Resolution Number 18-21. (see attached)
Seconded by: Bill Glover.

Roll Call Vote:

Ayes: Omness, Glover, Crothers, Sutton, Harris, and Inglis.

Nays: Zaverl.

Motion Carried 6-1

d.) DPW Part-Time Position

The 2021/2022 Fiscal Year budget included the addition of a part-time position in the DPW Department. The primary focus of the position will be mowing parks in the summer, leaf pick-up in the fall, and sidewalk snow removal in the winter. An employee in this role will work up to 24 hour per week at \$14.00 per hour. Brad Simons worked for a short period last fall and is currently working full-time on a temporary basis until the DPW returns to full staff. He has indicated he would be interested in the part-time role.

The Personnel Committee met on March 4, 2021 and is recommending the Village Council approve the part-time DPW position to work up to 24 hours per week (no more than 48 hours per pay period) at \$14.00 per hour.

John Sutton moved to adopt Resolution Number 19-21. (see attached)
Seconded by: Steve Crothers.

Roll Call Vote:

Ayes: Sutton, Crothers, Glover, Zaverl, Omness, Harris, and Inglis.

Motion Carried 7-0.

e.) Greg MacIntosh Wage Adjustment

DPW personnel changes were made on December 29, 2020. Greg MacIntosh was moved to a DPW Laborer position. The wage schedule for the DPW Laborer position is \$18.00 - \$22.00 per hour plus \$0.25 each for having a water distribution operator and lagoon operator license. Taking into consideration Greg MacIntosh's hire date, it is recommended that Greg MacIntosh's wage be decreased to \$22.50 per hour to match his job classification.

John Sutton moved to adopt Resolution Number 20-21. (see attached)
Seconded by: Steve Crothers.

Roll Call Vote:

Ayes: Sutton, Crothers, Glover, Zaverl, Omness, Harris, and Inglis.

Motion Carried 7-0.

f.) Purchase Baldor Electric Motor

Blower #2 at the wastewater facility had a continuing high voltage fault issue. Windemuller Electric, Inc. sent out a technician and found that it was a motor issue. DPW removed the motor and Jones Electric, Co. picked it up to determine the issue and provided options. VA Selner received a call late afternoon on Friday, March 5, 2021 stating that the motor was in poor condition. The cost to repair the motor is approximately \$2,500.00 and the cost for a new motor is \$3,100.00. VA Selner recommended replacing the motor since there is only a \$600.00 difference between the cost to repair and the cost to purchase a new motor.

Steve Crothers moved to adopt Resolution Number 21-21. (see attached)
Seconded by: Dan Zaverl.

Roll Call Vote:

Ayes: Crothers, Zaverl, Glover, Sutton, Omness, Harris, and Inglis.

Motion Carried 7-0.

13. COMMITTEE REPORTS:

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

The Planning Commission is set to meet on Tuesday, March 16, 2021. There are no Agenda items as of yet and the meeting may be cancelled.

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

The Committee will meet on Thursday, March 11, 2021 at 3:30 P.M. to discuss the water and sewer connection fees, the Shelby Water Asset Management Plan, and the Drinking Water State Revolving Fund Project.

c. STREETS AND SIDEWALKS: Chair: Dan Zaverl, Bill Glover:

Nothing to report.

d. PARKS, REC. & BLDGS: Chair: Damian Omness, John Sutton:

Parks, Recreation and Buildings Chair Damian Omness met with VA Selner and Emily Stuhldreher to work on a timeline of completion dates for tasks for the Getty Park Project. A donation book is being created for those who wish to donate to the Getty Park Project.

e. FINANCE and INSURANCE: Chair: Steve Crothers, Bill Harris:

Nothing to report.

f. PERSONNEL: Chair: John Sutton, Damian Omness:

The Personnel Committee met on March 4, 2021 to discuss tonight's agenda items.

g. ORDINANCES – Chair Bill Glover, Dan Zaverl:

Nothing to report.

14. PAYMENT OF BILLS:

Steve Crothers moved to approve the payment of the bills in the amount of \$41,893.06.

Seconded by: Damian Omness.

Roll Call Vote:

Ayes: Crothers, Omness, Glover, Zaverl, Sutton, Harris, and Inglis.

Motion Carried 7-0.

15. ADJOURNMENT:

Steve Crothers moved to adjourn the meeting at 8:01 P.M.

Seconded by: Damian Omness.

Roll Call Vote:

Ayes: Crothers, Omness, Glover, Zaverl, Sutton, Harris, and Inglis.

Motion Carried 7-0.

Council minutes are not official until approved at the March 22, 2021 Council meeting.

Approved ☐

Minutes Respectfully Submitted by Crystal Budde, Village Clerk/Treasurer

Date



March 8, 2021

RESOLUTION

No. 12-21

RESOLVED BY THE COUNCIL OF THE VILLAGE OF SHELBY to amend the Village of Shelby Planning Commission rezoning recommendation for 15 S. State Street therefore amending the Village of Shelby Zoning Map for the property described in **Exhibit A**, 15 S. State Street, property number 046-502-006-50, from the General Business District (C-2) to Medium Density Residential (R-2)

Moved: Bill Glover

Seconded: Steve Crothers

Yes: Glover, Crothers, Zaveri Sutton, Omness and Ingli's

No: Harris

ABSENT: Q

RESOLUTION No. 12-21 Declared ADOPTED.

ADOPTED ON: March 8, 2021

Exhibit A

PROPERTY INFORMATION

Property Assessed To:

ALLEN MICHAEL R & KAROLINE L
PO BOX 157
SHELBY, MI 49455

Prop #: 64-046-502-005-50

School: 64080

Prop Addr:

Legal Description:

15 FIRST ST WD844076 WD843774 WD-L2012P5628 PART TO 005-60 IN 1985 BEG AT NE COR LOT 5, TH W TO N & S LI 3 IN W OF W SI GARAGE, TH S 69 1/2 FT, TH E 39 FT, TH SE 71 FT, TH NE 102 7/12 FT TO POB EXC E 18 FT OF W 63 FT THOF BLK 2 VILLAGE OF SHELBY.



March 8, 2021

RESOLUTION

No. 16-21

RESOLVED BY THE COUNCIL OF THE VILLAGE OF SHELBY to appoint Malcolm Carey to fill the vacancy on the Village of Shelby Planning Commission; term to expire December 31, 2023.

Moved: Bill Harris

Seconded: Steve Crothers

Yes: Harris, Crothers, Glover, Zawerl, Sutton, Omness, Inglis

No: Q

ABSENT: Q

RESOLUTION No. 16-21 Declared ADOPTED.

ADOPTED ON: March 8, 2021



March 8, 2021

RESOLUTION

No. 17-21

RESOLVED BY THE COUNCIL OF THE VILLAGE OF SHELBY to adopt the Shelby Police Department Patrol Officer wage scale identified below, effective March 1, 2021.

Shelby Police Department Patrol Officer Wage Scale

Starting	Year 1	Year 2	Year 3	Year 4
\$22.00	\$22.50	\$23.00	\$23.50	\$24.00

Part-Time Patrol Officer \$17.00

Moved: Bill Glover

Seconded: John Sutton

Yes: Glover, Sutton, Crothers, omness, Harris, Inglis

No: Zaveri

ABSENT: Q

RESOLUTION No. 17-21 Declared ADOPTED.

ADOPTED ON: March 8, 2021



March 8, 2021

RESOLUTION

No. 18-21

RESOLVED BY THE COUNCIL OF THE VILLAGE OF SHELBY to approve the lateral wage adjustment for Dave Krause, setting his wage at \$23.50, effective March 1, 2021.

Moved: Damian Omness

Seconded: Bill Glover

Yes: Omness, Glover, Cruthers, Sutton, Harris, Inglis

No: Zawerl

ABSENT: Q

RESOLUTION No. 18-21 Declared ADOPTED.

ADOPTED ON: March 8, 2021



March 8, 2021

RESOLUTION

No. 19-21

RESOLVED BY THE COUNCIL OF THE VILLAGE OF SHELBY to approve the addition of a part-time position (24 hours per week) in the Village of Shelby Department of Public Works with the pay rate set at \$14.00/hour.

Moved: John Sutton

Seconded: Steve Crothers

Yes: Sutton, Crothers, Glover, Zaverl, omness, Harris, Inglis

No: Q

ABSENT: Q

RESOLUTION No. 19-21 Declared ADOPTED.

ADOPTED ON: March 8, 2021



March 8, 2021

RESOLUTION

No. 20-21

RESOLVED BY THE COUNCIL OF THE VILLAGE OF SHELBY to approve the wage adjustment for Greg MacIntosh, setting his wage at \$22.50, effective March 15, 2021.

Moved: John Sutton

Seconded: Steve Crothers

Yes: Sutton, Crothers, Glover, Zaveri, Omness, Harris, Inglis

No: Q

ABSENT: Q

RESOLUTION No. 20-21 Declared ADOPTED.

ADOPTED ON: March 8, 2021



Date: March 19, 2021

To: Paul Inglis, Village President
Village Council Members

From: Brady Selner, Village Administrator

Subject: Administrator's Report for the March 22, 2021 Council Meeting

Shelby Wastewater Facility: The new motor for aeration blower #1 arrived on Friday, March 19. DPW staff will install the motor next week bringing both aeration motors for pond one back online.

DPW Staff: Jeremiah Helenhouse returned to work on Wednesday, March 17. Darryl Frees will return on Monday, March 29 bringing DPW back to full staff.

Ordinance Committee Work: The Ordinance Committee met on Monday, March 15, to discuss two proposals for the ordinance update/online code hosting project. The Committee decided to seek an additional proposal from our existing codification company American Legal Publishing. The three proposals will be evaluated at a future Ordinance Committee meeting. Following this second meeting, a recommendation will likely be made to Village Council.

Zoning Ordinance Re-write: This week the Village received two proposals for our zoning ordinance rewrite project. The RFP submission deadline is March 22 at 4:30pm. The Planning Commission will evaluate the proposals at their April 19 meeting. Once a proposal is selected, we will formally submit a request to the MEDC RRC team for a final determination on the Technical Assistance grant. The Village is eligible for a max of \$30,000 or 75/25 match (whichever is less).

FEMA National Flood Insurance Program: I signed up for a FEMA webinar scheduled for March 25. The webinar will discuss introductory concepts for the National Flood Insurance Program including:

1. Flood Risk
2. Flood insurance compared to disaster assistance
3. Brief overview of participation requirements, Elevation Certificates, and Letters of Map Change
4. Purchasing flood insurance and premiums.
5. Claims and appeals

I will follow up with Village Council after attending the webinar.

American Rescue Plan Act: President Biden signed the American Rescue Plan Act into law March 12. The details are still being work out as Michigan Village's are not yet included in estimated

distribution tables. Based on cities with similar populations, I anticipate the Village will approximately \$200,000, but this is simply an educated guess. Local governments will have until 2024 to spend the money. Money can be used for many of the same types of coronavirus relief that we have seen over the last year with some new additions including one major one – water and sewer infrastructure. We will plan to engage with stakeholders to help guide staff and Village Council (who will approve the spending plan) on developing priorities. Ultimately a plan will be brought to the Village Council for approval. The Michigan Municipal League's advice is to wait until the U.S. Department of Treasury comes out with guidelines, both on spending and accountability, before we get too far down the road.



Memo

To: Village Council
From: Crystal Budde, Village Clerk/Treasurer
Date: March 19, 2021
Re: Roger Schultz

Back in October of 2020, I received a request from Roger Schultz for a payout of his unused vacation and PTO (previously sick time). The payroll system showed that Mr. Schultz had 160 hours of vacation time and 644 hours of sick time. Anytime one's employment ends, they are able to cash out any unused vacation and PTO time. The PTO cash out is capped at 240 hours. I sent a check out for Mr. Schultz for his unused vacation time and 240 PTO hours (previously sick time).

Mr. Schultz had contacted me stating that he believed he should have had 320 vacation hours and an additional 60 hours of sick time. He stated his last paystub from the Village showed he had 320 hours of vacation time available, and he believed based on a contract the Police Department had in 2015 with the Village, that he was entitled of cashing out an additional 60 hours of sick time.

After contacting BS&A software regarding the vacation time, they did confirm that he had 320 hours of vacation. After 2 years of inactivity of any employee, the system stops rolling over any unused time. They did verify that he did have the 320 hours of vacation that was not used. I did correct the vacation balance for the additional 160 hours that Mr. Schultz was entitled to.

It took some time for me to get in touch with the Village attorney John Schrier; however, he did get in touch with me last week and he did confirm my original thoughts that Mr. Schultz did fall under the Personnel Policy that was approved by the Council in 2017. This updated Personnel Policy does cap all employees to a payout of unused PTO time to 240 hours. The Village did originally have sick time, and in 2017 approved eliminating sick time and putting that into PTO time.

In the payroll of March 18, 2021, I ran a special payroll file for the final payout for Mr. Schultz for the unused 160 hours of Vacation that he was entitled to and did notify him that per the Village attorney, he had already received his max payout of the 240 hours of unused PTO time as he did fall under the Personnel Policy that was adopted in 2017.



Village Council
Item Cover Page

Meeting Date: March 22, 2021

Agenda Item: DWSRF Grant Application Update

Budget Impact: \$15,000 from Fund 590

Staff Contact: Brady Selner, Village Administrator

Background:

At the December 28, 2021, Council meeting Village Council authorized Don Devries of Fleis & VandenBrink Engineering to apply for the Lead Service Line Replacement grant through the Drinking Water Revolving Fund at a cost not to exceed \$15,000. On March 3, 2021, we had an initial meeting with EGLE to go over our project. The Village of Shelby has been classified as a disadvantage community thus qualifying for the 100% loan forgiveness for the lead service line replacements. Our application includes 467 lead service lines. Please keep in mind, the loan forgiveness only applies to the construction portion of the project. In addition to the lead service line replacement, I am recommending the Village replace Well #2, replace the Valley Street Booster Station Tank, and replace old 1933 - 1941 4" waterlines. The additional water improvements are eligible for a 30% grant. The total project cost is \$3,438,000 with the required loan amount estimated at \$1,524,00. I have attached an email from Don DeVries breaking down the project cost. I want to be sure the Village Council has a clear understanding of the project we are pursuing under the Drinking Water State Revolving Fund. The Village needs to determine the final project scope by May 2021.

Supporting Documents:

Don DeVries Email

From: [Don DeVries](#)
To: [Brady Selner](#)
Subject: DWRF - Intent to Apply
Date: Wednesday, January 27, 2021 12:28:36 PM
Attachments: [35312 Intent to Apply EQP6580 form.pdf](#)
[Watermain Year & Replacement Costs.pdf](#)
[Water Service Connections Summary.pdf](#)

Brady,

Attached is a draft Intent to Apply for the EGLE's Drinking Water Revolving Fund (DWRF) program. As discussed, I added the lead service line replacements and I also added some of the old waterline replacements (1933-1941), well #2 replacement and booster station tank replacement. Here is a summary of the costs:

- | | |
|--|---|
| 1. Replace 467 lead service lines: 467 x \$2,700 = | \$1,261,000 (This is all the water services installed between 1933 – 1971; see attached report from Rural Water) |
| 2. Replace Well #2: | \$80,000 |
| 3. Replace Valley St Booster Station Tank: | \$96,000 |
| 4. Replace old 1933 – 1941 4" waterlines: | \$1,496,000 (This amount was taken from the attached table prepared by Rural Water; summation of the top 3 lines in blue) |
| 5. Replace Sessions Road 4" Watermain: | \$240,000 |
| 6. Replace Hawley / Rankin 4" Watermain: | <u>\$265,000</u> |
| Total: | \$3,438,000 |

The lead service lines for \$1,261,000 we are assuming a 100% grant. The remaining water improvements totaling \$2,177,000, we are assuming a 30% grant, which leaves a total loan amount estimated at \$1,524,000. I also attached some pages from Rural Waters Rate Study report as backup information.

Let me know how this sounds or if we want to make any changes. This does not lock you into anything, it is only an intent to apply.

Thanks,
Don DeVries, PE
Project Manager

FLEIS & VANDENBRINK ENGINEERING
316 Morris Avenue, Suite 230 | Muskegon | MI | 49440
O: 231.726.1000 | F: 231.726.2200

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Village Council
Item Cover Page

Meeting Date:	3/22/2021
Agenda Item:	Mutual Aid Agreement Renewal
Recommendation:	Approve Mutual Aid Agreement Renewal
Budget Impact:	None
Staff Contact:	Steven Waltz, Shelby Police Chief

Background:

Law Enforcement in Oceana County relies on an agreement for Mutual Aid in lieu of a process where every police officer is deputized by the Sheriff. The renewal of this proposed agreement will likely be signed by every City/Village in Oceana County, as it has been in the past. This type of agreement allows Shelby PD officers to assist outside of the Village, if requested, and allows other agencies to assist Shelby PD, if requested. This agreement expires on December 31, 2024.

Supporting Documents:

Mutual Aid Agreement
Resolution No. 21-21

Motion _____ by seconded by _____ to adopt Resolution No. 21-21.

OCEANA COUNTY LAW ENFORCEMENT MUTUAL AID AGREEMENT

Section 1 - Parties & Authority:

- A. This Agreement is made and entered into by and between the Oceana County Sheriff's Office and the cities/villages of Hart, Hesperia, New Era, Pentwater, Rothbury, Walkerville, and Shelby, hereinafter referred to as "parties." The parties are authorized to enter into this agreement by virtue of the provision of Act 236 of the Michigan Public Acts of 1967 as amended, being MCLA 123.811 et seq. MSA 5.3323 et seq.
- B. It is mutually understood and agreed that each of the parties and their officers, agents, and employees, in carrying out this Agreement, are engaged in a governmental function as provided for in Act 170 of the Public Acts of 1964, as amended, being MCLA 691.1401 et seq., are acting pursuant to these statutes, and are thus entitled to all immunities under Michigan Law.

Section 2 - Purpose of the Agreement:

- A. The parties to this Agreement are geographically located in proximity to each other in the County of Oceana. The parties recognize the mutual advantage and benefit of rendering to each other supplemental police protection in the event of a special police need of the magnitude that has developed, appears to be developing, or is anticipated where the special need is beyond the control of a single police department and, therefore, requires the assistance of one or more of the other parties.

Section 3 - Definitions:

- A. "*Senior Officer*" shall mean the highest ranking on-duty police officer in the requesting Jurisdiction who has the authority and the responsibility for directing the police department at the time of a special police need and with the actual authority to approve a request or response pursuant to this Agreement.
- B. "*Special Police Need*" shall mean the circumstance or a combination of circumstances requiring immediate action which requires resources beyond that possessed by the requesting agency at the time.
- C. "*Requesting Agency*" shall mean the police agency having primary jurisdiction over a geographical area in which a special police need exists and who requests aid pursuant to this Agreement.
- D. "*Responding Agency*" shall mean the police agency that sends personnel and/or equipment to a requesting agency pursuant to this Agreement.

Section 4 - Determination & Declaration of a Special Police Need:

- A. The senior officer of the requesting agency shall be responsible for determining and declaring that a special police need exists within that jurisdiction.
- B. Requests for mutual aid under this agreement may be initiated only when the apparent need exceeds the readily available resources of the requesting agency.

Section 5 - Request for Assistance:

Upon determining and declaring that a special police need exists, the senior officer of the requesting agency shall make a request for aid to the senior officer of the participating agencies that possess the apparent resources to respond.

Section 6 - Response to Request:

- A. The senior officer of the responding agency must evaluate each request and determine whether assistance may be provided.
- B. If the request is granted, the nature and extent of the response shall be determined by the senior officer of the responding agency in his/her sole discretion. In that event, the responding agency shall immediately inform the requesting agency of the nature and extent of the response and shall immediately make available such personnel and equipment as is available to meet the needs of the special police need.
- C. The senior officer of the responding agency, in his/her sole discretion, may decline, with or without reason, the request for aid. In that event, it is the responsibility of the declining agency to immediately notify the requesting agency that the request for assistance has been refused.
- D. No party to this Agreement shall be liable for declining to respond to a request for assistance.

Section 7 - Direction at Scene of Emergency:

The senior officer in charge of operations at the scene of a special police need shall be the commanding officer for the requesting agency. All personnel and equipment of a responding agency shall be under the control and direction of the commanding officer for the requesting agency upon arriving at the scene of the emergency.

All directions for the use of responding personnel and equipment shall be made through the highest ranking officer of the responding unit whenever possible. No officer of any responding agency shall be held liable for declining to act in the event that an order or course of action is given which is or may be considered to be improper and/or contrary to agency policy.

Section 8 - News/Press Releases

The requesting agency shall be the sole agency providing the news or media with news and/or press releases regarding the requested event/investigation. No responding agency, or any of its delegates, shall release any pertinent information which shall hinder any event or investigation for the requesting agency.

Section 9 - Withdrawal of Personnel & Equipment:

The personnel and equipment of a responding agency may be withdrawn at any time, with or without reason, at the discretion of the senior officer of a responding agency. The senior officer of the requesting agency shall be notified of the withdrawal whenever possible. A responding agency shall not be liable to a requesting agency for leaving the scene of a special police need.

Section 10 - Insurance & Liability:

- A. Insurance: Each requesting and assisting party operating under this Agreement shall bear the risk of its own actions as it would with normal, day-to-day operations and determine for itself what kinds and amounts of insurance it should carry.
- B. Liability: Requesting agencies shall not be responsible for the liability or the defense of the employees, volunteers, agents, and subcontractors of the assisting parties.

Section 11 - Compensation:

- A. All costs to a responding agency related to compensation and disability payment, retirement, and furlough payments, and all charges incurred for damages to or loss of equipment occurring as a result of and pursuant to this Agreement shall be borne by the responding agency.
- B. No party to this Agreement shall be required to pay any compensation to any other party to this Agreement for services rendered. The mutual advantages and protections afforded by this agreement being considered adequate compensation to all of the parties.

Section 12 - Termination:

A municipality may withdraw from the Oceana County Law Enforcement Mutual Aid Agreement by providing the department heads of the other participating agencies with written notice of their intent to withdraw no less than thirty (30) days prior to the date the agency will cease to participate in this Agreement.

Section 13 - Review by Participants:

At least one representative from each responding agency shall meet as soon as feasible after the conclusion of the special police need to critique the event for the purpose of developing training and improving future plans for handling of similar situations.

Section 14 - Approval by Participants:

- A. An agency may agree to participate in this Agreement by the adoption of a resolution authorizing the appropriate city, village, or county official to execute the Agreement.
- B. The clerk of each member municipality or county shall furnish a certified copy of its resolution approving participation in this agreement to each of the other member agencies. Each resolution shall become effective as and between the municipalities and counties who exchange resolutions upon the date of such exchange and upon execution of this Agreement.

Section 15 - Terms of the Agreement

This agreement shall be in full force and effect until December 31, 2024.

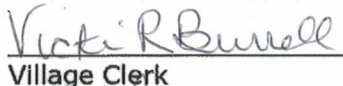
Section 15 - Acceptance & Execution:

IN WITNESS WHEREOF, the parties have executed this Agreement, as authorized by this, the respective governing bodies on the day and year so indicated:

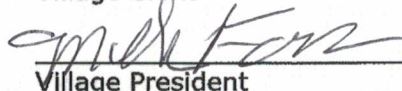
VILLAGE OF HESPERIA:

 3/4/21

Chief of Police Dated

 3/4/21

Village Clerk Dated

 3/4/21

Village President Dated

VILLAGE OF ROTHBURY:

Chief of Police Dated

Village Clerk Dated

Village President Dated

VILLAGE OF PENTWATER:

Chief of Police Dated

Village Clerk Dated

Village President Dated

VILLAGE OF NEW ERA:

Chief of Police Dated

Village Clerk Dated

Village President Dated

VILLAGE OF WALKERVILLE:

Chief of Police Dated

Village Clerk Dated

Village President Dated

VILLAGE OF SHELBY:

Chief of Police Dated

Village Clerk Dated

Village President Dated

CITY OF HART:

Chief of Police Dated

City Clerk Dated

City Mayor Dated

COUNTY OF OCEANA:

Craig Mast, Sheriff Dated

Oceana County Clerk Dated

County Board Chairperson Dated



March 22, 2021

RESOLUTION

No. 21-21

RESOLVED BY THE COUNCIL OF THE VILLAGE OF SHELBY to authorize Steve Waltz, Shelby Police Chief, Crystal Budde, Shelby Village Clerk/Treasurer, and Paul Inglis, Shelby Village President, to sign the Oceana County Law Enforcement Mutual Aid Agreement.

Moved: _____

Seconded: _____

Yes: _____

No: _____

ABSENT: _____

RESOLUTION No. 21-21 Declared ADOPTED.

ADOPTED ON: March 22, 2021



Village Council
Item Cover Page

Meeting Date:	3/22/2021
Agenda Item:	Budget Amendment Resolution
Recommendation:	Approve Budget Amendment Resolution
Budget Impact:	None
Staff Contact:	Brady Selner, Village Administrator

Background:

A resolution allowing the Village Administrator to approve line-item budget amendments within village department budgets if they do not increase the total amount of the budget is recommended for approval by Village Council. Any amendment that requires a greater appropriation to the total department budget would still require Council approval. This year staff plans to do quarterly amendments and/or reforecasts to ensure continued budget accuracy.

Supporting Documents:

Resolution No. 22-21

Motion _____ by seconded by _____ to adopt Resolution No. 22-21.



March 22, 2021

RESOLUTION

No. 22-21

RESOLVED BY THE COUNCIL OF THE VILLAGE OF SHELBY to authorize the Village Administrator to approve line-item budget amendments within village budgets if they do not increase the total amount of the approved budget.

Moved: _____

Seconded: _____

Yes: _____

No: _____

ABSENT: _____

RESOLUTION No. 22-21 Declared ADOPTED.

ADOPTED ON: March 22, 2021



Village Council
Item Cover Page

Meeting Date:	March 22, 2021
Agenda Items:	Right-of-Way Permit Ordinance & ROW Permit Application and Fee Schedule
Recommendation:	Approve ROW Permit Ordinance & ROW Permit Application and Fee Schedule
Budget Impact:	None
Staff Contact:	Brady Selner, Village Administrator

Background:

The Water & Sanitation Committee and Village Council have been working through connection fees for the last couple of months. The Water & Sanitation Committee met on March 11, 2021 and is recommending the development of a Right-of-Way Ordinance and ROW Permit Application. They also set the associated fee schedule.

This process will mimic the City of North Muskegon's water and sewer connection fee process. The connection fee for new water and sewer connections will be \$300. The property owner/developer would be required to hire a contractor to complete the tap-in. Our DPW department would inspect. There is also a meter fee for water under a separate schedule which would require a plumbing permit through the Oceana County Building Department. This process would require administrative work only (processing the ROW permit application) and would not tie up our DPW employees to conduct the tap-in service.

The first step in this process is to adopt Chapter 1021, the Road Right-of-Way Permits Ordinance. This Ordinance gives the Village the ability to create a Right-of-Way permit application. Following the adoption of the ROW Permit Ordinance, Village Council must adopt the ROW permit fee schedule (attached as Exhibit A) and the Right-of-Way Permit Application. The application requires a contractor to have a minimum of \$1,000,000 in liability insurance coverage and \$500,000 in worker's compensation. Updated copies of these documents will be kept on file in the Clerk's office.

In addition to tap in fees, the ROW permit application would cover above ground work in the ROW, replacing existing sewer and water laterals, and disconnecting/capping water and sewer laterals as part of a demolition process.

Supporting Documents:

Right-of-Way Permit Ordinance

Village of Shelby ROW Permit Application

Village of Shelby ROW Permit Fee Schedule

Ordinance No. 1-21

Resolution No. 23-21

Motion _____ by seconded by _____ to adopt Ordinance No. 1-21.

and

Motion _____ by seconded by _____ to adopt Resolution No. 23-21.

VILLAGE OF SHELBY
OCEANA COUNTY, MICHIGAN
ORDINANCE NO. ____

THE VILLAGE BOARD OF THE VILLAGE OF SHELBY HEREBY ORDAINS:

1. Part 10, Title 2, Chapter 1021 of the Code of Ordinances of the Village of Shelby, Michigan, Section 1021.01 through 1021.17 is adopted to read as follows:

CHAPTER 1021

Road Right-of-Way Permits

Sec. 1021.1 Damaging streets; excavation and obstructions generally.

No person shall make any excavation in or cause any damage to any street in the village, except under the conditions and in the manner permitted in this chapter. No person shall place any article, thing or obstruction in any street, except under the conditions and in the manner permitted in this chapter, but this provision shall not be deemed to prohibit the following:

- (1) Such temporary obstructions as may be incidental to the expeditious movement of articles and things to and from abutting premises.
- (2) The planting of trees and shrubs as permitted in chapter 1022.

Sec. 1021.2 Authority to make additional regulations.

The village administrator may make additional regulations pertaining to openings and excavations in the streets, curb cuts, street obstructions, and house moving, which regulations shall be subject to the approval of the village council. No person shall fail to comply with any such regulations.

Sec. 1021.3 Permits generally; bond, insurance and deposit requirements.

Where permits are authorized in this chapter, they shall be obtained upon application to the village administrator or duly authorized representative upon such forms as the village administrator shall prescribe, and there shall be a charge for each such permit as set by the village council from time to

time, except as otherwise provided by resolution of the council. Such permit shall be revocable by the village administrator for failure to comply with this chapter, rules and regulations adopted pursuant to this chapter, and the lawful orders of the village administrator or duly authorized representative, and shall be valid only for the period of time endorsed thereon. Application for a permit under the provisions of this chapter shall be deemed an agreement by the applicant to promptly complete the work permitted, observe all pertinent laws and regulations of the village in connection therewith, repair all damage done to the street surface and installations on, over or within such street, including trees, and protect and save harmless the village from all damages or actions at law that may arise or may be brought on account of injury to persons or property resulting from the work done under the permit or in connection therewith. Where liability insurance policies are required to be filed in making application for a permit, they shall be in not less than an amount as established by the village council. A duplicate executed copy or photostatic copy of the original of such insurance policy, approved as to form by the village administrator, shall be filed with the clerk. Where cash deposits are required with the application for any permit under this article, such deposit shall be in the amount set from time to time by the village council, except as otherwise specified in this chapter, and such deposit shall be used to defray all expenses to the village arising out of the granting of the permit and work done under the permit or in connection therewith. Six months after the completion of the work done under the permit, any balance of such cash deposit unexpended shall be refunded. In any case where the deposit does not cover all costs and expenses of the village, the deficit shall be paid by the applicant.

Sec. 1021.4 Permit for street openings.

No person shall make any excavation or opening in or under any street without first obtaining a written permit from the village administrator or duly authorized representative. No permit shall be granted until the applicant shall post a cash deposit and file a liability insurance policy as required by section 1021.3. The village administrator may, if the public safety requires immediate action, grant permission to make a necessary street opening in an emergency, provided that a permit shall be obtained on the following business day and the provisions of this chapter shall be complied with.

Sec. 1021.5 Backfilling.

All trenches in a public street or other public place, except by special permission, shall be backfilled in accordance with regulations adopted pursuant to this chapter. Any settlement shall be corrected within eight hours after notification to do so.

Sec. 1021.6 Utility poles.

Utility poles may be placed in such streets as the village administrator shall prescribe and shall be located thereon in accordance with the directions of the village administrator. Such poles shall be removed or relocated as the village administrator shall from time to time direct.

Sec. 1021.7 Maintenance of installations in street.

Every owner of, and every person in control of, any estate hereafter maintaining a sidewalk vault, coal hole, manhole, or any other excavation, or any post, pole, sign, awning, wire, pole, conduit or other structure in, under, over or upon, any street which is adjacent to or a part of his estate, shall do so only on condition that such maintenance shall be considered as an agreement on his part with the village to keep the structure and the covers thereof, and any gas and electric boxes and tubes thereon, in good repair and condition at all times during his ownership or control thereof, and to indemnify and make harmless the village against all damages or actions at law that may arise or be brought by reason of such excavation or structure being under, over, or upon the street, or being unfastened, out of repair or defection during such ownership or control.

Sec. 1021.8 Underground utilities to be installed prior to paving of street.

Whenever the village council shall determine to pave or resurface any street, the village administrator shall, not less than 30 days prior to commencement of construction, serve notice upon all public utilities requiring them to install all necessary underground work in advance of the paving or resurfacing.

Sec. 1021.9 Installation and payment of costs of sewer and water connections.

When the paving or resurfacing of any street shall have been ordered or declared necessary by the village council, such sewer and water connections as are necessary shall be installed in advance of such paving or resurfacing, and the cost thereof shall be charged against the premises adjacent thereto, or to be served thereby, and against the owner of such premises. Where such paving or resurfacing is financed in whole or in part by special assessment, the cost of such sewer and water connections may be made chargeable against the premises served or adjacent thereto, as part of the special assessment for such paving or resurfacing. Where such paving or resurfacing is financed otherwise than by special assessment, the cost of the sewer and water connections so installed shall be a lien on the premises adjacent thereto, or to be served thereby, and shall be collected as provided for assessments on single lots.

Sec. 1021.10 Determination of necessity for sewer and water connections.

The necessity for sewer and water connections shall be determined by the village administrator, which determination shall be based upon the size, shape and area of each abutting lot or parcel of land, the lawful use of such land under the zoning regulations of the village, the character of the locality and the probable future development of each abutting lot or parcel of land. The village administrator shall give written notice of the intention to install such sewer and water connections and to charge the cost of the connections to the premises to each owner of land abutting the street to be furnished with such connections, as shown by the records of the village assessor. Any owner objecting to the installation of any such sewer or water connection shall file his objection in writing within seven days after service of such notice with the village administrator, who shall,

after considering each such objection made in writing, make a final determination of the sewer and water connections to be installed.

Sec. 1021.11 Openings in streets prohibited within two years of paving or resurfacing.

No permit to make any opening or excavation in or under a paved street shall be granted to any person within a period of two years after the completion of any paving or resurfacing thereof. If a street opening is necessary as a public safety measure, the village administrator may suspend the operation of this section as to such street opening.

Sec. 1021.12 Building operations obstructing street or sidewalk.

- (a) *Permit, deposit and bond.* No person shall occupy any street with any materials or machinery incidental to the construction, demolition or repair of any building adjacent to the street, or for any other purpose, without first obtaining a permit from the village administrator and posting a cash deposit and filing an insurance policy as required by section 1021.3.
- (b) *Pedestrian passage.* At least five feet of sidewalk space shall be kept clean and clear for the free passage of pedestrians, and if the building operations are such that such a free passageway is impracticable, a temporary plank sidewalk with substantial railings or sidewalk shelter shall be provided around such obstruction.

Sec. 1021.13 Barricades and warning lights for excavations and obstructions.

All openings, excavations and obstructions shall be properly and substantially barricaded and railed off, and at night shall be provided with prescribed warning lights. Warning lights perpendicular to the flow of traffic shall not be more than three feet apart, and warning lights parallel to the flow of traffic shall be not over 15 feet apart.

Sec. 1021.14 Shoring and bracing of excavations.

All openings and excavations shall, where necessary, be properly and substantially sheeted and braced as a safeguard to workmen and to prevent cave-ins or washouts which would tend to injure the thoroughfare or subsurface structure of the street.

Sec. 1021.15 Moving buildings or large equipment.

No person shall move, transport, or convey any building, machinery, truck or trailer more than eight feet eight inches wide or higher than 13 feet six inches above the surface of the roadway, or longer than 50 feet, into, across, or along any street or other public place in the village, without first obtaining a permit from the building inspector. The applicant shall file the written clearances from the light, telephone, gas and water utilities, stating that all connections have been properly cut off and, where necessary, all obstructions

along the proposed route of moving will be removed without delaying moving operations. In addition, clearance shall be obtained from the police department and fire department approving the proposed route through the village streets and the time of moving, together with an estimated cost to the police department due to the moving operations. The applicant shall deposit with the village the total estimated cost to the police department and department of public service, plus a cash deposit as required by section 1021.3 and shall file with the village a liability insurance policy of a type and an amount as established during permit issuance. The permit fees shall be as established by the village council from time to time.

Sec. 1021.16 Removal of encroachments and obstructions by village.

Encroachments and obstructions in the street may be removed and excavations refilled and the expense of such removal or refilling charged to the abutting landowner when made or permitted by him or suffered to remain by him otherwise than in accordance with the terms and conditions of this chapter.

Sec. 1021.17 Temporary street closings.

The village administrator shall have authority to temporarily close any street, or portion thereof, when he shall deem such street to be unsafe or temporarily unsuitable for use for any reason. The village administrator shall cause suitable barriers and signs to be erected on such street, indicating that the street is closed to public travel. When any street or portion thereof shall have been closed to public travel, no person shall drive any vehicle upon or over the street except as may be necessary incidentally to any street repair or construction work being done in the area closed to the public travel. No person shall move or interfere with any sign or barrier erected pursuant to this section without authority from the village administrator.

Ayes:

Nays:

CERTIFICATE

The undersigned, being the duly qualified Clerk of the Village of Shelby, Oceana County, Michigan, does hereby certify that the foregoing is a true and complete copy of an ordinance adopted by the Village Board of the Village of Shelby, at a regular meeting of the Village Board on the ____ day of _____, 2021, at which meeting a quorum was present and remained throughout, and that the meeting was conducted and public notice was given pursuant to and in full compliance with Act No. 267, Public Acts of Michigan of 1976, as amended, and that minutes were kept and will be or have been made available as required thereby.

Date: _____, 2021

Crystal Budde
Village Clerk

Publish: Notice of Adoption to be published once within ten (10) days of final
adoption.

**VILLAGE OF SHELBY
NOTICE OF ADOPTION**

TO: ALL PERSONS INTERESTED

Please take notice that on _____, 2021, the Village Board of the Village of Shelby amended Part 10, Title 2, Chapter 1021 of the Code of Ordinances of the Village of Shelby, Michigan, Section 1021.1 through 1021.17, summarized as follows:

1. Section 1021.1 is adopted to provide that no person shall make any excavation in a street or damage a street, except as permitted by this Chapter.
2. Section 1021.2 is adopted to provide that the village administrator may make regulations concerning openings and excavation in a street.
3. Section 1021.3 is adopted to provide that the village administrator may issue permits, under specified conditions, for the opening and excavations in a street.
4. Section 1021.4 is adopted to prohibit street openings and excavations without a written permit.
5. Section 1021.5 is adopted to require backfilling of any street openings and excavations without a written permit.
6. Section 1021.6 is adopted to provide that the village administrator may prescribe the location of utility poles.
7. Section 1021.7 is adopted to provide regulations relating to the maintenance of installations in a street.
8. Section 1021.8 is adopted to provide notice to public utilities prior to paving or resurfacing of a street.
9. Section 1021.9 is adopted to provide for the installation and payment of costs of sewer and water connections.
10. Section 1021.10 is adopted to provide for a determination of necessity for sewer and water connections.
11. Section 1021.11 is adopted to prohibit the opening of streets within two years of paving or resurfacing of a street.
12. Section 1021.12 is adopted to require permits for obstructing any street or sidewalk.

13. Section 1021.13 is adopted to require barricades and warning lights for excavations and obstructions.
14. Section 1021.14 is adopted to require shoring and bracing for excavations in a street.
15. Section 1021.15 is adopted to prohibit the moving of a building or large equipment on a street without a permit.
16. Section 1021.16 is adopted to permit the removal of encroachments and obstructions in a street and assess the cost of such.
17. Section 1021.17 is adopted to authorize the village administrator to temporarily close a street.

Copies of the ordinance may be viewed and purchased at reasonable cost at the Office of the Village Clerk in the Village Hall, 218 N. Michigan Avenue, Shelby, Michigan, during regular business hours.

This ordinance amendment is effective ten (10) days from the date of this publication.

Published: _____, 2021

VILLAGE OF SHELBY

By _____
Crystal Budde
Village Clerk

PUBLISH ONCE WITHIN TEN (10) DAYS OF FINAL PASSAGE

APPLICATION FOR RIGHT-OF-WAY PERMIT/UTILITY CONNECTIONS

Village of Shelby, 218 N. Michigan Ave., Shelby, MI 49455 Phone: (231) 861-4400

Website: www.shelbyvillage.com

PROCEDURE FOR RIGHT-OF-WAY PERMITS

1. No Street, sidewalk, apron or any public property shall be disturbed in any way without first obtaining a permit signed by the Public Works Supervisor or Village Administrator.
2. All permit applications must include detailed plans and specifications in a form acceptable to the Public Works Supervisor or Village Administrator.
3. Above ground, permanent installations to be located in the public right-of-way or on any public property shall be subject to the following additional requirements:
 - a. All plans, including photographs of proposed installations, to be submitted to the Public Works Supervisor for review and comment.
 - b. Plans shall be accompanied by specific explanation of need for above ground installation, options considered and supported finding of fact that below ground or private property installation is not feasible.
 - c. Following preliminary plan approval by the Public Works Supervisor, plans shall be forwarded to the Village Administrator for final review and approval.
4. Applicant shall submit or have on file at the Clerk's Office a current Certificate of Insurance providing minimum insurance requirements for proposed work in an amount not less than \$1,000,000 in general liability insurance and not less than \$500,000 in workers compensation insurance.
5. Bond or cash deposit with Village Treasurer required in an amount not less than estimated cost to totally restore right-of-way plus any amounts deemed reasonable by the Public Works Supervisor to cover any exposure to the use and function of all public installations within or adjacent to work area.
6. Contractor/subcontractor to include complete traffic safety plan which shall include a complete explanation of all activities that may cause interruption of pedestrian, bicycle, vehicular or other traffic flow and their expected duration.
 - a. Plans to include detour signing, barricade installation, and all other necessary precautions to ensure the protection of the public safety.
 - b. **Traffic plan must be submitted and approved by the Village of Shelby Police Department.**
7. Plans to include complete explanation of any potential for conflict with any existing use of the right-of-way
8. Contractor and/or subcontractor to **notify Public Works Supervisor 48 hours in advance of mobilization**, unless it is deemed an emergency.
 - a. In the case of an emergency approval, the contractor and/ subcontractor, along with the Village Staff, will meet on site to determine if emergency approval is necessary.
9. Public Works Supervisor to be notified **24 hours in advance of proposed final pouring of concrete, placing of asphalt, or placement of any permanent installation** and preparations must be inspected and approved by the Supervisor or the designated representative before final application of materials.
10. Violations of permit conditions subject to citation and fines imposed pursuant to Chapter 1021 of the Village of Shelby Code of Ordinances and each day the violation of the permit continues is a separate violation for purposes of this penalty provision.
11. Unless otherwise specified or shown on the plans, all areas disturbed by construction operations shall be restored to the original condition thereof as determined by the Village of Shelby.

12. PLAN SUBMITTAL CHECKLIST

- | | |
|--|--|
| <input type="checkbox"/> Application form | <input type="checkbox"/> Technical specifications |
| <input type="checkbox"/> Cross section details for pavement/walk repairs | <input type="checkbox"/> Photographs of location |
| <input type="checkbox"/> Traffic safety/control plan approved by Public Safety | <input type="checkbox"/> Explanation of activities and impacts |
| <input type="checkbox"/> Schedule of activities | <input type="checkbox"/> Project Bond/Deposit |
| <input type="checkbox"/> Scale plan view drawings of existing topography and proposed work | |



APPLICATION FOR RIGHT-OF-WAY PERMIT/UTILITY CONNECTIONS

Village of Shelby, 218 N. Michigan Ave., Shelby, MI 49455

Phone: (231) 861-4400

Website: www.shelbyvillage.com

Check all that apply

Right-of-Way Permit

- ☐ \$50.00 for work in the Right-of-Way
☐ \$50.00 + \$500 deposit for termination of water and sewer connections

Water Lateral

- ☐ \$50.00 replace existing
☐ \$300.00 New Tap

Sewer Lateral

- ☐ \$50.00 replace existing
☐ \$300.00 New Tap

Contractor

Name of Contractor: _____

Contact Person: _____ Phone: _____

Address: _____

City/State/Zip: _____ Email: _____

Emergency (24 hr.) contact person information: _____

Job Address: _____

Homeowner Name(s): _____

Proposed activity & location(s): _____

Date activity will begin: _____

Date activity will be complete: _____

Subcontractor(s): _____

Contact: _____

Address: _____

Phone: _____ Email: _____

1. Insurance

What is Company's Contractor License expiration date with the State of Michigan? _____

Proof of Insurance: _____

Bond Submitted: _____

Proof of Workers Compensation: _____

RIGHT-OF-WAY WORK MAY NOT TAKE PLACE UNTIL THE PERMIT HAS BEEN ISSUED

In accordance with Michigan Public Act 174 of 2013, it is required by law to contact the Miss Dig System, by calling 811, three business days prior to any excavation.

Signature of Applicant: _____ Date: _____

Print Name: _____

Office Use Only

Permit #: _____ Date Received: _____ Fee: _____

Date of Approval: _____ Date of Denial: _____ Approved by: _____



2. Specifications for Street Restoration

HMA Base

Aggregate base for HMA streets shall meet the requirements of 22A in Section 902 of the current MDOT Standard Specifications for Construction. HMA for base, leveling, and surface courses shall be as specified, and shall conform to the requirements of Section 501 of the current MDOT Standard Specifications for Construction. Aggregate base for HMA streets shall be placed in accordance with Section 302 of the current MDOT Standard Specifications for Construction.

Underground Sprinkling Equipment

Underground sprinkling lines, valves & heads, and water system curb stops and boxes are specifically excluded from the pay items. The Contractor shall take the necessary precautions to preserve this equipment during construction. Any underground sprinkling equipment disturbed by the Contractor shall be replaced at the Contractor's expense. All underground sprinkling equipment shall be replaced in a timely fashion so as to minimize damage to the lawn areas. The Contractor will be responsible for any lawn damage caused by delayed replacement of the sprinkling equipment.

Turf Restoration

All areas of established turf shall be replaced as nearly as possible to their original condition. Topsoil shall be placed at a minimum depth of four (4) inches over all areas disturbed by the Contractor's operations. The sub grade shall be graded to conform to the adjacent contours and shall be approved by the Owner's Engineer before placing topsoil. The topsoil shall then be placed in accordance with Section 816 of the current MDOT Standard Specifications for Construction. The soil shall be dark, organic natural surface soil, exclusive of muck or peat, suitable for the establishment of grass or other vegetable growth. All lawn areas shall be seeded with Class A seed. Seed mixtures, application rates, and methods shall be in accordance with Section 816 of the current MDOT Standard Specifications for Construction. Seasonal limitations on seeding in Section 816 of the current MDOT Standard Specifications for Construction are waived. The Contractor shall repeat the seeding procedure as often as necessary to produce a close stand of weed-free grass.

Concrete Restoration

The Contractor shall replace all concrete sidewalk, drives, curb and gutter, and pavement removed during the installation of the utility or broken by the Contractor. Concrete shall meet the requirements for Grade S2 Concrete as specified in Section 701 of the current MDOT Standard Specifications for Construction. Other materials shall meet the requirements of the applicable portions of the current MDOT Standard Specifications for Construction. The thickness of the concrete shall be the same as the concrete adjacent to the trench but shall not be less than four (4) inches. The alignment and grade and the contour and finish of the surface shall be the same as the concrete adjacent to the trench unless otherwise directed by the Owner's Engineer. Pavements, walks, and drives shall be saw cut at the edges of the trench or removed to existing joints. The depth of the saw cut shall not be less than the full depth of the concrete. The forms and joints and the methods of placing, curing, and protection shall be consistent with standard practice and shall meet all the requirements of the current MDOT Standard Specifications for Construction for the various items.



EXHIBIT A

FEE NAME	FISCAL YEAR 2021-2022
Public Works Right-of-way permit (work in right-of-way) Termination of water and sewer connection Sewer Lateral (replace existing) Water Lateral (replace existing)	\$50.00 ea. \$50 + \$500 deposit \$50.00 ea. \$50.00 ea.
Sewer Tap fees (new) 1" 1 ½" 2" 4" 6"	\$500.00 ea. - - - - -
Water Tap fees (new) 1" 1 ½" 2" 3" 4" 6" Meter fees 1" 1 ½" 2" 3" 4" 6"	\$500.00 ea. - - - - - - Cost + 30% Cost + 30%. Cost + 30% Cost + 30% Cost + 30% Cost + 30%



March 22, 2021

RESOLUTION

No. 23-21

RESOLVED BY THE COUNCIL OF THE VILLAGE OF SHELBY to approve the Right-of-Way Permit Application and to adopt the fee schedule attached as Exhibit A.

Moved: _____

Seconded: _____

Yes: _____

No: _____

ABSENT: _____

RESOLUTION No. 23-21 Declared ADOPTED.

ADOPTED ON: March 22, 2021

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Payroll ID: 518

Check Post Date: 03/18/2021

Pay Period End Date: 03/14/2021

Application: PR

Name: 30077 - BUDDE , CRYSTAL

Active

Employee ID:	30077	Department ID:	215	Gross for Check:	1,784.00	Net After Dir Dep:	0.00
Withholding Status:	Married	Federal Allow.:	1	Net for Check:	1,255.75	Total Deductions:	528.25
Pay Period End Date:	03/14/2021	State Allow.:	1	Reg. Hours:	83.00	Direct Deposit:	1,255.75
Check Date:	03/18/2021			OT Hours:	0.00	YTD Gross:	10,464.00
		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	80.00	0.00	1,600.00	8,870.00	FITW	95.02	541.70
457 SS TAX	457 C/T ALLOC	64.00	0.00	0.00	64.00	384.00	SITW	58.04	338.17
101	101-215.000-702.000	40.00	3.00	0.00	120.00	480.00	SOCSEC_EE	108.45	635.82
							MEDICARE_EE	25.36	148.70
							DELTA DENTAL	34.80	208.80
							457_EE	195.20	1,168.00
							VISION	11.38	68.28
							SSB	1,255.75	DEPOSIT

Leave Bank ID	Leave ID	Prev. Bal.	Comp Wrkd	Accrued	Lost	Taken	Buy Out	Adjusted	Net Change	New Balance
PTO	PERSONAL	62.50		0.00	0.00	0.00	0.00	0.00	0.00	62.50
VAC	VACATION	0.00		0.00	0.00	0.00	0.00	0.00	0.00	0.00

Name: 30102 - FREES, DARRYL E

Active

Employee ID:	30102	Department ID:	441	Gross for Check:	250.00	Net After Dir Dep:	0.00
Withholding Status:	Married	Federal Allow.:	0	Net for Check:	197.26	Total Deductions:	52.74
Pay Period End Date:	03/14/2021	State Allow.:	0	Reg. Hours:	0.00	Direct Deposit:	197.26
Check Date:	03/18/2021			OT Hours:	0.00	YTD Gross:	4,181.60
		Local Allow.:	00	Suppl. Hours:	0.00	Comp Hrs Wrkd:	0.00
				Deduction Refund:	0.00		

Paycode ID	Distribution	Rate	Hours	OT Hrs	Amt	YTD Amt	Ded/Exp ID	Amt	YTD Amt
INSURANCE	DPW	250.00	0.00	0.00	250.00	750.00	FITW	1.54	400.33
							SITW	10.63	177.73
							SOCSEC_EE	15.50	259.26
							MEDICARE_EE	3.62	60.63
							UNION_AFL_CIO	21.45	21.45
							SSB	197.26	DEPOSIT

Leave Bank ID	Leave ID	Prev. Bal.	Comp Wrkd	Accrued	Lost	Taken	Buy Out	Adjusted	Net Change	New Balance
PTO	N/A	67.00		0.00	0.00	0.00	0.00	0.00	0.00	67.00
VAC	VACATION	16.00		0.00	0.00	0.00	0.00	0.00	0.00	16.00

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

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Payroll ID: 518

Check Post Date: 03/18/2021

Pay Period End Date: 03/14/2021

Application: PR

Name: 30083 - HELENHOUSE, JEREMIAH P

Active

Employee ID:	30083	Department ID:	441	Gross for Check:	250.00	Net After Dir Dep:	0.00
Withholding Status:	Single	Federal Allow.:	2	Net for Check:	209.42	Total Deductions:	40.58
Pay Period End Date:	03/14/2021	State Allow.:	2	Reg. Hours:	0.00	Direct Deposit:	209.42
Check Date:	03/18/2021			OT Hours:	0.00	YTD Gross:	6,686.12
		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
INSURANCE	DPW	250.00	0.00	0.00	250.00	1,000.00	SOCSEC_EE	15.50	414.54
							MEDICARE_EE	3.63	96.95
							UNION_AFL_CIO	21.45	21.45
							SSB	209.42	DEPOSIT

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	61.00		0.00	0.00	0.00	0.00	0.00	0.00	61.00
	VACATION			0.00						
VAC	VACATION	64.00		0.00	0.00	0.00	0.00	0.00	0.00	64.00

Name: 30109 - KRAUSE, DAVID K

Active

Employee ID:	30109	Department ID:	301	Gross for Check:	1,950.50	Net After Dir Dep:	1,615.48
Withholding Status:	Married	Federal Allow.:	0	Net for Check:	1,615.48	Total Deductions:	335.02
Pay Period End Date:	03/14/2021	State Allow.:	0	Reg. Hours:	80.00	Direct Deposit:	0.00
Check Date:	03/18/2021			OT Hours:	2.00	YTD Gross:	3,165.50
		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	23.50	80.00	2.00	1,950.50	3,165.50	FITW	102.91	102.91
							SITW	82.90	134.53
							SOCSEC_EE	120.93	196.26
							MEDICARE_EE	28.28	45.90

Name: 30075 - MACINTOSH, GREGORY

Active

Employee ID:	30075	Department ID:	441	Gross for Check:	2,705.98	Net After Dir Dep:	0.00
Withholding Status:	Single	Federal Allow.:	0	Net for Check:	1,774.48	Total Deductions:	931.50
Pay Period End Date:	03/14/2021	State Allow.:	0	Reg. Hours:	88.00	Direct Deposit:	1,774.48
Check Date:	03/18/2021			OT Hours:	10.00	YTD Gross:	17,668.80
		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
441 H	DPW	25.48	8.00	0.00	203.84	12,631.73	FITW	362.50	2,493.76

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

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Payroll ID: 518 Check Post Date: 03/18/2021 Pay Period End Date: 03/14/2021 Application: PR

Paycode ID	Distribution	Rate	Hours	OT Hrs	Amt	YTD Amt	Ded/Exp ID	Amt	YTD Amt
457 SS TAX	DPW 457 ALLOC	81.54	0.00	0.00	81.54	489.24	SITW	108.07	709.34
PTO	DPW	25.48	24.00	0.00	611.52	1,503.32	SOCSEC_EE	167.78	1,095.47
441 H	101-441.000-702.000	25.48	1.00	0.00	25.48		MEDICARE_EE	39.24	256.20
441 H	101-691.000-702.000	25.48	2.00	0.00	50.96		FOC_GMACINTOSH	57.70	346.20
441 H	202-474.000-702.000	25.48	1.50	0.00	38.22		457_EE	163.08	978.48
441 H	203-474.000-702.000	25.48	1.50	0.00	38.22		HEALTH	33.13	198.78
441 H	203-478.000-702.000	25.48	2.00	0.00	50.96		SSB	1,774.48	DEPOSIT
441 H	590-000.000-702.000	25.48	15.50	2.00	471.38				
441 H	591-000.000-702.000	25.48	21.50	8.00	853.58				
441 H	661-000.000-702.000	25.48	9.00	0.00	229.32				
441 H	202-478.000-702.000	25.48	2.00	0.00	50.96				

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	80.00		0.00	0.00	24.00	0.00	0.00	-24.00	56.00
VAC	VACATION	120.00		0.00	0.00	0.00	0.00	0.00	0.00	120.00

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:	03/14/2021	State Allow.:	0	Reg. Hours:	48.00	Direct Deposit:	676.60
Check Date:	03/18/2021			OT Hours:	0.00	YTD Gross:	4,508.00
		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	48.00	0.00	768.00	4,508.00	SITW	32.64	191.59
							SOCSEC_EE	47.62	279.50
							MEDICARE_EE	11.14	65.37
							SSB	676.60	DEPOSIT

Name: 30100 - POLACEK, JAMIE M Active

Employee ID:	30100	Department ID:	265	Gross for Check:	117.00	Net After Dir Dep:	103.09
Withholding Status:	Married	Federal Allow.:	0	Net for Check:	103.09	Total Deductions:	13.91
Pay Period End Date:	03/14/2021	State Allow.:	0	Reg. Hours:	9.00	Direct Deposit:	0.00
Check Date:	03/18/2021			OT Hours:	0.00	YTD Gross:	630.50
		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
265	101-265.000-702.000	13.00	9.00	0.00	117.00	630.50	SITW	4.97	26.80
							SOCSEC_EE	7.25	39.09
							MEDICARE_EE	1.69	9.14

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

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Payroll ID: 518

Check Post Date: 03/18/2021

Pay Period End Date: 03/14/2021

Application: PR

Name: 30098 - ROESLER, DEAN C

Active

Employee ID:	30098	Department ID:	301	Gross for Check:	544.00	Net After Dir Dep:	440.86
Withholding Status:	Single	Federal Allow.:	1	Net for Check:	440.86	Total Deductions:	103.14
Pay Period End Date:	03/14/2021	State Allow.:	1	Reg. Hours:	32.00	Direct Deposit:	0.00
Check Date:	03/18/2021			OT Hours:	0.00	YTD Gross:	1,751.50
		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	17.00	32.00	0.00	544.00	1,751.50	FITW	42.41	103.90
							SITW	19.12	50.78
							SOCSEC_EE	33.72	108.59
							MEDICARE_EE	7.89	25.40

Name: 30078 - SEABOLT, KIRK

Active

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:	1,213.68	Total Deductions:	699.22
Pay Period End Date:	03/14/2021	State Allow.:	0	Reg. Hours:	80.00	Direct Deposit:	1,213.68
Check Date:	03/18/2021			OT Hours:	2.50	YTD Gross:	14,104.40
		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
441 H	101-441.000-702.000	22.00	22.00	0.00	484.00	12,551.00	SITW	74.09	552.11
441 H	202-463.000-702.000	22.00	7.75	0.00	170.50		MEDICARE_EE	27.73	204.51
441 H	202-478.000-702.000	22.00	3.00	0.00	66.00		SOCSEC_EE	118.60	874.47
441 H	203-463.000-702.000	22.00	7.75	0.00	170.50		FITW	187.58	1,429.21
441 H	203-478.000-702.000	22.00	3.00	0.00	66.00		457_EE	169.57	1,113.55
441 H	590-000.000-702.000	22.00	11.50	0.50	269.50		HEALTH	96.75	580.50
441 H	591-000.000-702.000	22.00	19.00	2.00	484.00		UNION_AFL_CIO	21.45	42.90
441 H	661-000.000-702.000	22.00	6.00	0.00	132.00		VISION	3.45	20.70
457 SS TAX	DPW 457 ALLOC	70.40	0.00	0.00	70.40	422.40	SSB	1,213.68	DEPOSIT

Leave Bank ID	Leave ID	Prev. Bal.	Comp Wrkd	Accrued	Lost	Taken	Buy Out	Adjusted	Net Change	New Balance
PTO	PERSONAL	15.00		0.00	0.00	0.00	0.00	0.00	0.00	15.00
VAC	VACATION	0.00		0.00	0.00	0.00	0.00	0.00	0.00	0.00

Name: 30114 - SELNER, BRADY D

Active

Employee ID:	30114	Department ID:	255	Gross for Check:	2,500.00	Net After Dir Dep:	0.00
Withholding Status:	Married	Federal Allow.:	0	Net for Check:	2,057.00	Total Deductions:	443.00
Pay Period End Date:	03/14/2021	State Allow.:	2	Reg. Hours:	80.00	Direct Deposit:	2,057.00
Check Date:	03/18/2021			OT Hours:	0.00	YTD Gross:	15,050.00
		Local Allow.:	00	Suppl. Hours:	0.00	Comp Hrs Wrkd:	0.00
				Deduction Refund:	0.00		

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Payroll ID: 518 Check Post Date: 03/18/2021 Pay Period End Date: 03/14/2021 Application: PR

Paycode ID	Distribution	Rate	Hours	OT Hrs	Amt	YTD Amt	Ded/Exp ID	Amt	YTD Amt
HOURLY	VILLAGE ADMIN	31.25	80.00	0.00	2,500.00	14,000.00	FITW	150.23	913.54
							SITW	89.69	542.43
							SOCSEC_EE	154.20	931.51
							MEDICARE_EE	36.06	217.85
							DELTA DENTAL	12.82	25.64
							LAKE	2,057.00	DEPOSIT

Leave Bank ID	Leave ID	Prev. Bal.	Comp Wrkd	Accrued	Lost	Taken	Buy Out	Adjusted	Net Change	New Balance
PTO	PERSONAL	96.00		0.00	0.00	0.00	0.00	0.00	0.00	96.00
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:	119.00	Net After Dir Dep:	104.85
Withholding Status:	Married	Federal Allow.:	0	Net for Check:	104.85	Total Deductions:	14.15
Pay Period End Date:	03/14/2021	State Allow.:	0	Reg. Hours:	7.00	Direct Deposit:	0.00
Check Date:	03/18/2021			OT Hours:	0.00	YTD Gross:	381.50
		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	17.00	7.00	0.00	119.00	381.50	SITW	5.06	16.21
							SOCSEC_EE	7.37	23.65
							MEDICARE_EE	1.72	5.53

Name: 30115 - SIMONS, BRADLEY A Active

Employee ID:	30115	Department ID:	441	Gross for Check:	1,120.00	Net After Dir Dep:	944.37
Withholding Status:	Single	Federal Allow.:	0	Net for Check:	944.37	Total Deductions:	175.63
Pay Period End Date:	03/14/2021	State Allow.:	1	Reg. Hours:	80.00	Direct Deposit:	0.00
Check Date:	03/18/2021			OT Hours:	0.00	YTD Gross:	3,370.00
		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
441 H	101-691.000-702.000	14.00	1.00	0.00	14.00	3,370.00	FITW	50.36	152.28
441 H	202-463.000-702.000	14.00	7.00	0.00	98.00		SITW	39.59	119.20
441 H	203-463.000-702.000	14.00	7.00	0.00	98.00		SOCSEC_EE	69.44	208.94
441 H	591-000.000-702.000	14.00	5.00	0.00	70.00		MEDICARE_EE	16.24	48.87
441 H	101-441.000-702.000	14.00	19.00	0.00	266.00				
441 H	202-478.000-702.000	14.00	6.50	0.00	91.00				
441 H	203-478.000-702.000	14.00	6.50	0.00	91.00				
441 H	590-000.000-702.000	14.00	5.00	0.00	70.00				
441 H	661-000.000-702.000	14.00	23.00	0.00	322.00				

Name: 30091 - VON DRAK, JOSEPH W Active

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

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Database: Shelby

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Payroll ID: 518 Check Post Date: 03/18/2021 Pay Period End Date: 03/14/2021 Application: PR

Employee ID: 30091	Department ID: 301	Gross for Check: 2,059.35	Net After Dir Dep: 0.00
Withholding Status: Married	Federal Allow.: 0	Net for Check: 1,389.50	Total Deductions: 669.85
Pay Period End Date: 03/14/2021	State Allow.: 0	Reg. Hours: 80.00	Direct Deposit: 1,389.50
Check Date: 03/18/2021		OT Hours: 3.00	YTD Gross: 11,873.85
	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
301 P	101-301.000-702.000	23.50	80.00	3.00	1,985.75	10,320.25	FITW	198.20	1,133.00
457 SS TAX	101-301.000-715.100	64.00	0.00	0.00	73.60	393.60	SITW	77.85	452.07
							SOCSEC_EE	125.52	723.23
							MEDICARE_EE	29.35	169.14
							DELTA DENTAL	34.80	208.80
							457_EE	192.75	1,028.18
							VISION	11.38	68.28
							PREFERRED	1,389.50	DEPOSIT

Leave Bank ID	Leave ID	Prev. Bal.	Comp Wrkd	Accrued	Lost	Taken	Buy Out	Adjusted	Net Change	New Balance
PTO	PERSONAL	32.50		0.00	0.00	0.00	0.00	0.00	0.00	32.50
VAC	VACATION	0.00		0.00	0.00	0.00	0.00	0.00	0.00	0.00
VACATION_POL	VACATION_POL	120.00		0.00	0.00	0.00	0.00	0.00	0.00	120.00

Name: 30112 - WALTZ, STEVEN A

Active

Employee ID: 30112	Department ID: 301	Gross for Check: 2,620.45	Net After Dir Dep: 0.00
Withholding Status: Married	Federal Allow.: 0	Net for Check: 1,983.83	Total Deductions: 636.62
Pay Period End Date: 03/14/2021	State Allow.: 1	Reg. Hours: 80.00	Direct Deposit: 1,983.83
Check Date: 03/18/2021		OT Hours: 0.00	YTD Gross: 14,822.70
	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	27.89	80.00	0.00	2,231.20	12,494.72	FITW	161.88	863.28
457 SS TAX	101-301.000-715.100	89.25	0.00	0.00	89.25	535.50	SITW	95.77	536.37
INSURANCE	101-301.000-702.000	250.00	0.00	0.00	250.00	750.00	SOCSEC_EE	162.47	919.01
PHONE	101-301.000-702.000	50.00	0.00	0.00	50.00	150.00	MEDICARE_EE	38.00	214.93
							457_EE	178.50	1,071.00
							HUNT	1,983.83	DEPOSIT

Leave Bank ID	Leave ID	Prev. Bal.	Comp Wrkd	Accrued	Lost	Taken	Buy Out	Adjusted	Net Change	New Balance
PTO	PERSONAL	0.00		96.00	0.00	0.00	0.00	0.00	96.00	96.00
VAC	VACATION	0.00		80.00	0.00	0.00	0.00	0.00	80.00	80.00

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

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Database: Shelby

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Payroll ID: 519

Check Post Date: 03/18/2021

Pay Period End Date: 03/16/2021

Application: PR

Name: 00010 - SCHULTZ, ROGER C

Inactive

Employee ID:	00010	Department ID:	301	Gross for Check:	3,390.40	Net After Dir Dep:	2,438.00
Withholding Status:	Single	Federal Allow.:	0	Net for Check:	2,438.00	Total Deductions:	952.40
Pay Period End Date:	03/16/2021	State Allow.:	0	Reg. Hours:	160.00	Direct Deposit:	0.00
Check Date:	03/18/2021			OT Hours:	0.00	YTD Gross:	3,390.40
		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
VACATION	101-301.000-702.000	21.19	160.00	0.00	3,390.40	3,390.40	FITW	548.95	548.95
							SITW	144.09	144.09
							SOCSEC_EE	210.20	210.20
							MEDICARE_EE	49.16	49.16

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
SICK	SICK	496.00		96.00	0.00	0.00	0.00	0.00	96.00	592.00
VAC	VACATION	0.00		160.00	0.00	160.00	0.00	0.00	0.00	0.00

March 22, 2021

[illegible]

**Report to Finance
March 22, 2021**

	Description	General	Major St	Local St.	Sewer	Water	Motor Pool	Total
Beckman Bros., Inc	Sand & Gravel		\$ 368.70	\$ 368.69				\$ 737.39
Charter Spectrum	Village Hall	\$ 216.39						\$ 216.39
Computer Refinery	Backup Software & Install	\$ 425.25						\$ 425.25
Consumers Energy	Electricity	\$ 3,973.68			\$ 4,207.40	\$ 2,764.25		\$ 10,945.33
Fleis & VandenBrink	USDA Application & DWRA					\$ 148.00		\$ 148.00
James Hain	Installation Cruiser						\$ 150.00	\$ 150.00
Oceana Builders Supply	Misc. Supplies	\$ 41.99			\$ 13.18		\$ 7.84	\$ 63.01
Oceana Herald Journal	Fiscal Year Budget Notice	\$ 124.00						\$ 124.00
Quadient	Postage				\$ 318.57	\$ 318.57		\$ 637.14
Randy Estes	Water Deposit Refund					\$ 33.80		\$ 33.80
Rays Automotive	Tire Repairs Kabota						\$ 95.95	\$ 95.95
Small Business Association	Employee Life Insurance	\$ 51.25	\$ 20.22	\$ 20.22	\$ 20.06	\$ 20.06	\$ 5.19	\$ 137.00
Staples	Misc. Office Supplies	\$ 1,287.51						\$ 1,287.51
Tanner Plumbing & Heating	Misc. Water Parts					\$ 13.61		\$ 13.61
Verizon	On Call Phone & Ipad	\$ 17.26			\$ 38.01			\$ 55.27
Village of Shelby	Water and Sewer Utilities	\$ 110.15						\$ 110.15
Wells Fargo	Xerox Machine	\$ 140.08						\$ 140.08
Western Michigan Fleet Parts	Parts for Blue Plow Truck						\$ 23.74	\$ 23.74
Williams & Works	Zoning Assistance	\$ 65.00						\$ 65.00
Windemuller	Contracted Services Sewer				\$ 1,320.00			\$ 1,320.00
								\$ -
								\$ -
								\$ -
								\$ -
								\$ -
								\$ -
								\$ -
								\$ -
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								\$ -
								\$ -
								\$ -
General	\$ 16,109.70							\$ -
Major Street	\$ 1,436.88							
Local Street	\$ 1,436.87							
Sewer	\$ 7,711.64							
Water	\$ 5,495.51							
Motor Pool	\$ 942.19							
Total	\$ 40,503.86							
Check Total	\$ 16,728.62							

Signature: Steven Crothers
Date: 3/18/2021