



VILLAGE COUNCIL PACKET
MONDAY, October 25, 2021

Prepared by:

Crystal Budde, Village Clerk

Brady Selner, Village Administrator

MEETING AGENDA

Village Council of the Village of Shelby
Monday, October 25, 2021, 6:30 P.M.
218 N. Michigan Ave.
Shelby, MI 49455



Agenda Topics:

1. Call to Order
2. Roll Call
3. Pledge of Allegiance
4. Review minutes of the previous meetings:
 - a) Monday, October 11, 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:
12. New Business:
 - a) Street Sweeping Agreement/Quote **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: Mike Termer
 - 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: Damian Omness

g.) Ordinances

Chair: Mike Termer, Co-Chair: Dan Zaverl

14. Payment of Bills: October 25, 2021

15. Adjournment:

**AR-Action Requested
D-Discussion Item**

NEXT MEETING:

November 8, 2021

NEXT RESOLUTION:

64-21

NEXT PROCLAMATION:

02-21

NEXT ORDINANCE:

02-21

**VILLAGE OF SHELBY
REGULAR COUNCIL MEETING OF MONDAY, OCTOBER 11, 2021 at 6:30 P.M.
COUNCIL PROCEEDINGS**



1. CALL TO ORDER:

The regular meeting of the Common Council of the Village of Shelby was called to order at 6:30 P.M. by President Paul Inglis.

2. ROLL CALL:

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

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

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

4. MINUTES:

a.) Monday, September 13, 2021

Steve Crothers moved to approve the minutes of the Regular Council Meeting of September 13, 2021 as prepared.

Seconded by: Damian Omness.

Voice Vote: All in favor.

Motion Carried.

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

6. PRESIDENT'S REPORT:

President Inglis reported that two businesses are reopening in the Village of Shelby under new management. Darrel Mercer purchased the former Uncle Mikes. Mr. Mercer lives on Sixth Street in the Village of Shelby, and he will be doing automotive repair. The former Kopusky's Car Wash has also been purchased and is now A&A Car wash. The new owner purchased the property in January of 2021 and resides in Hart.

7. ADMINISTRATOR'S REPORT:

VA Selner reported that the Village will receive the first payment of the ARP funds by October 28, 2021. The Village's current award amount is \$210,593.00. The first payment will be equal to 50% of the total award amount. The second payment will be distributed approximately 12 months after the first payment. The final award amounts might be increased based upon funds returned by other non-entitlement units. The funds returned may result in a small, additional payment to each accepting NEU in late 2021.

Construction has begun for the Shelby Trails apartment complex. The project will take approximately one year to complete. The contractor hopes to have the building framed by November 2021.

A Water & Sanitation Committee meeting has been scheduled for Wednesday, October 27 at 3:30 P.M. to discuss the USDA Sewer Bond refinance, sewer rate study, and possible sewer rate increase. Andy Campbell, Baker Tilly Municipal Advisors, will be at the meeting to provide information and answer questions.

The USDA application was submitted on October 7, 2021. Once a response from the USDA is received, VA Selner will inform Council.

The press release for the MEDC Water Related Infrastructure Grants was released on September 28th. The Village of Shelby was one of eleven communities receiving a portion of the \$15 million to upgrade water and sewer systems statewide. The Environmental Assessment – NEPA review is currently underway and the design engineering and bid documents should be completed by February 2022.

Fleis & VandenBrink continues to work on the drawings for the Getty Park project. The Parks, Recreation and Buildings Committee plans to have a meeting late October to begin finalizing the design components. Based on an update received from the National Park Service, VA Selner is hopeful that the funding for the Village's project will be approved sometime in the early part of 2022.

Progress continues to be made on the downtown Pocket Park. DPW staff installed the water infrastructure for the water bottle filling station and Kirk Seabolt has one-half of the concrete work completed. The pathway should be completed by October 15th.

8. DEPARTMENT HEADS' REPORTS:

Police Chief Steve Waltz had nothing to report.

DPW Supervisor Jeremiah Helenhouse had nothing to report.

9. CORRESPONDENCE: No Correspondence.

10. CITIZEN PARTICIPATION:

John Adams, 1243 W. M-20, New Era, Michigan, provided the Council with an information packet on a recent carbon neutrality plan and again requested that the Village Council consider creating an Ad-Hoc Committee to create a more environmentally friendly plan for Village residents.

11. OLD BUSINESS: No Old Business.

12. NEW BUSINESS:

a.) 2021 Halloween Trick or Treating Hours

The Shelby Village Council sets the hours for Trick or Treating on Halloween each year. Halloween is not a Village orchestrated event; it is not a recognized holiday. 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.

Dan Zaverl moved to set the hours of Trick or Treating in the Village of Shelby from 6:00 P.M. to 8:00 P.M. on Sunday, October 31, 2021.

Seconded by: Damian Omness.

Voice Vote: All in favor.

Motion Carried.

b.) Sixth Street Sidewalk Replacement

The replacement of the Sixth Street sidewalk has been on the Capital Improvement Plan (CIP) for a couple of years. The design engineering and bidding will take place in the current fiscal year with construction completed in the 2022 Fiscal Year. The Township is willing to collaborate with the Village to complete the portion of the project within the Township limits. The Shelby Township Board committed up to \$40,000.00 to complete the project. The Township requested that a handrail be installed as part of the project and shared their concerns with the \$6,000.00 in engineering costs for their portion of the project. They felt that adding their part of the sidewalk would not increase the engineering costs by \$6,000.00. VA Selner discussed the items with the Village engineer, and he indicated that 15% of the project cost is used to develop a budgetary number for the engineering (which includes 7%-8% for design and 7%-8% for site supervision during construction). He anticipates this project will be much lower than 15% because consistent site supervision is not necessary during a sidewalk construction project. The invoice that the Village will receive will be based on actual time spent on the project. The engineer is recommending no railing due to the continued upkeep and maintenance, but it can be added if the Village and Township request it. The additional cost for a hand railing would be \$28,000.00 for the Village and \$13,500.00 for the Township. This is based off recent bids completed by Fleis & VandenBrink for a two-row metal railing. The installed unit prices were between \$80.00 and \$100.00 per foot. There is 310 foot of sidewalk in the Village limits and 150 foot of sidewalk in the Township and the price is based on \$90.00 per foot. An alternative to a railing would be to widen the sidewalk for safety. The width would be increased from five foot to seven or eight foot. This would add some additional cost with more concrete and a higher retaining wall but would be much less than a railing that would require additional maintenance.

Dan Zaverl moved to authorize Don DeVries, Fleis & VandenBrink Engineering, to complete the design engineering and bid documents for the sidewalk replacement on Sixth Street.

Seconded by: Steve Crothers.

Roll Call Vote:

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

Motion Carried 7-0.

13. COMMITTEE REPORTS:

a. PLANNING COMMISSION: Chair Ex-Officio: Ross Field, Paul Inglis:

The Planning Commission met with Andy Morre, Williams & Works, to discuss the Zoning

Ordinance rewrite and will meet again in late October. VA Selner will request a Special Planning Commission Meeting for late October.

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

The Water & Sanitation Committee will be meeting on October 27, 2021 to consider the performance of a sewer rate study.

c. STREETS AND SIDEWALKS: Chair: Dan Zaverl, Mike Termer:

The Streets and Sidewalks Committee will meet Wednesday, October 13th to discuss the road repaving plan and the long-term solution to the Village's street sweeping.

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

The Parks, Recreation and Buildings Committee will meet in late October to review the design for Getty Park. The Pocket Park is coming along nicely and should be wrapped up very soon.

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

Nothing to report.

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

The Personnel Committee will be scheduling a work session in the near future to continue its review of the proposed updated Personnel Policy.

g. ORDINANCES – Chair Mike Termer, Dan Zaverl:

Nothing to report.

14. PAYMENT OF BILLS:

a.) September 27, 2021

Steve Crothers moved to approve the payment of the bills of September 27, 2021 in the amount of \$44,838.29.

Seconded by: Damian Omness.

Roll Call Vote:

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

Motion Carried 7-0.

b.) October 11, 2021

Steve Crothers moved to approve the payment of the bills of October 11, 2021 in the amount of \$81,705.46.

Seconded by: Dan Zaverl.

Roll Call Vote:

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

Motion Carried 7-0.

15. ADJOURNMENT: Steve Crothers moved to adjourn the meeting at 7:20 P.M.

Seconded by: Mike Termer.

Voice Vote: All in favor.

Motion Carried.

Council minutes are not official until approved at the October 25, 2021 Council meeting.

Approved

Minutes Respectfully Submitted by Crystal Budde, Village Clerk/Treasurer

Date



Date: October 22, 2021

To: Paul Inglis, Village President
Village Council Members

From: Brady Selner, Village Administrator

Subject: Administrator's Report for the October 25, 2021, Council Meeting

American Recuse Plan Act: The Village has received its first payment of the ARP funds, totaling \$105,296.50.

Shelby Township Road Work: Shelby Township is planning to repave a portion of Shelby Road using \$650,000 appropriated from the State. The appropriation has been advocated for by Senator Bumstead's office. The plan is to repave from N. State Street, three miles east into the Township. The Township is willing to use some of the appropriated money to complete about one mile of Ferry Street within the Village limits so long as there are no objections from the Village. The project would also include a new welcome sign at the Village limit line.



Peterson Farms Watermain Project: The USDA completed a preliminary review of the application and has requested some minor corrections/clarifications. We are working to have those items addressed. We plan to have our corrections and clarifications back to the USDA by October 29th.

Zoning Ordinance Rewrite: The Planning Commission will have a special meeting on Wednesday, October 27th, beginning at 5:30pm, to continue the zoning ordinance update. They will briefly discuss the revisions made to Chapter 3, General Provisions and review the zoning district chapters and permitted/special uses.

Downtown Pocket Park: The path through the Pocket Park is complete. The next step is for DPW to prepare the park for the landscaping which will be installed next spring. Starting this year, the Pocket Park will serve as the location of the Village's Christmas display. A tree lighting event is in the process of being organized.





Village Council
Item Cover Page

Meeting Date:	October 25, 2021
Agenda Item:	Street Sweeping Agreement/Quote
Budget Impact:	\$2,850 per sweep (for all curbed Village Streets)
Recommendation:	Approve Street Sweeping Agreement/Quote
Staff Contact:	Brady Selner, Village Administrator

Background:

A long-term solution is needed for street sweeping. The Village's 2005 Elgin Pelican Sweeper needs about \$7,400 of repairs (estimate from last year – likely more expensive now). The equipment is worth about \$11,000. The cost of a new street sweeper is heavily dependent on the model and used street sweepers range from \$30,000 - \$40,000. The Village has the following options:

1. Repair the existing street sweeper
2. Purchase a new street sweeper
3. Purchase a used street sweeper
4. Rent a street sweeper
5. **Contract for street sweeping**

Based on the options listed above and after discussion at the Streets & Sidewalks Committee meeting held on October 13th, 2021, it has been recommended we contract for street sweeping services. Based on the analysis, we believe this is the most economical option. In addition, this option does not take DPW staff away from the other tasks they need to complete every day/week.

The SaniSweep Agreement/Quote locks in the price for street sweeping over the next three years. The price was based on the estimate of needing 19 hours to complete all streets, but each time they come out they will sweep all Village streets for \$2,850 regardless of the time it takes. This will become a yearly budget expense within the Local and Major Street Funds.

Supporting Documents:

Street Sweeping Analysis

Resolution No. 63-21

SaniSweep, Inc. Agreement/Quote

Motion _____ by seconded by _____ to adopt Resolution No. 63-21.

Contracting Out Services

Table 1
Full Cost of In-House Operations Compared to Low Bids

	Buy New (a)	Rent (b)	Contract Costs (c)	Difference (a and c)	Difference (b and c)
Street Sweeping			2,850		
Salaries/wages	1,220	813	-		
Fringe benefits	433	289	-		
Rental Rate	-	3,300			
MDOT Rental Rate	1,353	-	-		
Total	<u>3,006</u>	<u>4,402</u>	<u>2,850</u>	<u>156</u>	<u>1,552</u>

TOTAL SAVINGS

Rental Rate: \$1,170 daily or \$3,300 weekly.

MDOT Rental Rate: hourly rental rates are based on expenses such as direct repair, indirect repair and storage, operating and depreciation.



October 25, 2021

RESOLUTION

No. 63-21

RESOLVED BY THE COUNCIL OF THE VILLAGE OF SHELBY to approve the attached quote/agreement for SaniSweep, Inc., Grand Rapids, MI, to complete street sweeping services for the Village of Shelby for a three-year period at a locked-in price of \$2,850 per sweep (including all curbed Village Streets).

BE IT FURTHER RESOLVED that the scheduling be set by Village staff, but in no case shall sweeping exceed three times per fiscal year.

Moved: _____

Seconded: _____

Yes: _____

No: _____

ABSENT: _____

RESOLUTION No. 63-21 Declared ADOPTED.

ADOPTED ON: October 25, 2021

QUOTE

Sanisweep, Inc
3450 Riverhill Dr NW
Grand Rapids, MI 49534
(616) 677-3028

October 20, 2021

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

Description	Qty	Rate	Total
<p>Sweeping of Village of Shelby streets. Price is per sweep.</p> <p>Village of Shelby to provide area to dump and access to water for dust control.</p> <p>Price is guaranteed for three (3) years</p>	19	\$150	\$2850
			\$2850.00

Check Proofing Report

10/12/2021 11:55 AM

Database: Shelby

1/6

Payroll ID: 537

Check Post Date: 10/14/2021

Pay Period End Date: 10/10/2021

Application: PR

Name: 30077 - BUDDER, CRYSTAL

Active

Employee ID: 30077	Department ID: 215	Gross for Check: 1,705.60	Net After Dir Dep: 0.00
Withholding Status: Married	Federal Allow.: 1	Net for Check: 1,168.43	Total Deductions: 537.17
Pay Period End Date: 10/10/2021	State Allow.: 1	Reg. Hours: 80.00	Direct Deposit: 1,168.43
Check Date: 10/14/2021		OT Hours: 0.00	YTD Gross: 37,081.96
	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	20.50	60.50	0.00	1,240.25	31,606.26	FITW	81.36	1,890.51
PTO	CLERK/TREASURER	20.50	19.50	0.00	399.75	1,500.50	SITW	53.20	1,181.64
457 SS TAX	457 C/T ALLOC	65.60	0.00	0.00	65.60	1,363.20	SOCSEC_EE	103.59	2,253.77
							MEDICARE_EE	24.23	527.09
							DELTA DENTAL	34.80	730.84
							457_EE	230.60	4,591.00
							VISION	9.39	227.04
							SSB	100.00	DEPOSIT
							SSB	1,068.43	DEPOSIT

Leave Bank ID	Leave ID	Prev. Bal.	Comp Wrkd	Accrued	Lost	Taken	Buy Out	Adjusted	Net Change	New Balance
PTO	PERSONAL	109.00		0.00	0.00	19.50	0.00	0.00	-19.50	89.50
VAC	VACATION	120.00		0.00	0.00	0.00	0.00	0.00	0.00	120.00

Name: 30102 - FREES, DARRYL E

Active

Employee ID: 30102	Department ID: 441	Gross for Check: 1,747.20	Net After Dir Dep: 0.00
Withholding Status: Married	Federal Allow.: 0	Net for Check: 1,197.43	Total Deductions: 549.77
Pay Period End Date: 10/10/2021	State Allow.: 0	Reg. Hours: 80.00	Direct Deposit: 1,197.43
Check Date: 10/14/2021		OT Hours: 0.00	YTD Gross: 31,931.04
	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	21.00	4.00	0.00	84.00	24,608.00	FITW	173.86	3,538.34
441 H	101-691.000-702.000	21.00	24.00	0.00	504.00		SITW	74.26	1,357.11
441 H	202-463.000-702.000	21.00	7.50	0.00	157.50		SOCSEC_EE	108.32	1,979.72
441 H	203-463.000-702.000	21.00	7.50	0.00	157.50		MEDICARE_EE	25.33	463.00
441 H	590-000.000-702.000	21.00	13.00	0.00	273.00		457_EE %	168.00	2,860.68
441 H	591-000.000-702.000	21.00	19.00	0.00	399.00		SSB	200.00	DEPOSIT
441 H	661-000.000-702.000	21.00	1.00	0.00	21.00		SSB	997.43	DEPOSIT
PTO	DPW	21.00	4.00	0.00	84.00	2,148.00			

Check Proofing Report

10/12/2021 11:55 AM

Database: Shelby

2/6

Payroll ID: 537 Check Post Date: 10/14/2021 Pay Period End Date: 10/10/2021 Application: PR

Paycode ID	Distribution	Rate	Hours	OT Hrs	Amt	YTD Amt	Ded/Exp ID	Amt	YTD Amt
457 SS TAX	DPW 457 ALLOC	67.20	0.00	0.00	67.20	1,037.04			

Leave Bank ID	Leave ID	Prev. Bal.	Comp Wrkd	Accrued	Lost	Taken	Buy Out	Adjusted	Net Change	New Balance
PTO	N/A	63.00		0.00	0.00	4.00	0.00	0.00	-4.00	59.00
VAC	VACATION	88.00		0.00	0.00	0.00	0.00	0.00	0.00	88.00

Name: 30083 - HELENHOUSE, JEREMIAH P Active

Employee ID:	30083	Department ID:	441	Gross for Check:	2,312.96	Net After Dir Dep:	0.00
Withholding Status:	Single	Federal Allow.:	2	Net for Check:	1,615.94	Total Deductions:	697.02
Pay Period End Date:	10/10/2021	State Allow.:	2	Reg. Hours:	80.00	Direct Deposit:	1,615.94
Check Date:	10/14/2021	OT Hours:	0.00	YTD Gross:			42,844.32
		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
457 SS TAX	DPW 457 ALLOC	88.96	0.00	0.00	88.96	1,405.00	SITW	71.22	1,348.72
441 H	DPW SUPERVISOR	27.80	80.00	0.00	2,224.00	36,361.83	SOCSEC_EE	141.25	2,643.39
							MEDICARE_EE	33.03	618.21
							457_EE	225.40	3,887.30
							FITW	181.89	3,901.36
							VISION	9.39	56.34
							DELTA DENTAL	34.84	209.04
							SSB	1,615.94	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	147.50		0.00	0.00	0.00	0.00	0.00	0.00	147.50
	VACATION			0.00						
VAC	VACATION	120.00		0.00	0.00	0.00	0.00	0.00	0.00	120.00

Name: 30109 - KRAUSE, DAVID K Active

Employee ID:	30109	Department ID:	301	Gross for Check:	2,025.70	Net After Dir Dep:	0.00
Withholding Status:	Married	Federal Allow.:	0	Net for Check:	1,496.58	Total Deductions:	529.12
Pay Period End Date:	10/10/2021	State Allow.:	0	Reg. Hours:	80.00	Direct Deposit:	1,546.58
Check Date:	10/14/2021	OT Hours:	2.00	YTD Gross:			34,520.40
		Local Allow.:	00	Suppl. Hours:	0.00	Comp Hrs Wrkd:	0.00
				Deduction Refund:	0.00		

Paycode ID	Distribution	Rate	Hours	OT Hrs	Amt	YTD Amt	Ded/Exp ID	Amt	YTD Amt
301	101-301.000-702.000	23.50	80.00	2.00	1,950.50	23,970.02	FITW	86.01	1,513.01
457 SS TAX	101-301.000-715.100	75.20	0.00	0.00	75.20	1,128.00	SITW	76.91	1,330.69
							SOCSEC_EE	121.70	2,085.82
							MEDICARE_EE	28.46	487.81

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

Check Proofing Report

10/12/2021 11:55 AM

Database: Shelby

3/6

Payroll ID: 537 Check Post Date: 10/14/2021 Pay Period End Date: 10/10/2021 Application: PR

Paycode ID	Distribution	Rate	Hours	OT Hrs	Amt	YTD Amt	Ded/Exp ID	Amt	YTD Amt
							##HSA	50.00	750.00
							457_EE	153.22	2,331.55
							DELTA DENTAL	12.82	128.20
							HUNT	1,446.58	DEPOSIT
							WSB	100.00	DEPOSIT

Leave Bank ID	Leave ID	Prev. Bal.	Comp Wrkd	Accrued	Lost	Taken	Buy Out	Adjusted	Net Change	New Balance
PTO	PERSONAL	24.00		0.00	0.00	0.00	0.00	0.00	0.00	24.00

Name: 30111 - OMNESS, KELLY A Active

Employee ID:	30111	Department ID:	265	Gross for Check:	784.00	Net After Dir Dep:	0.00
Withholding Status:	Married	Federal Allow.:	0	Net for Check:	690.70	Total Deductions:	93.30
Pay Period End Date:	10/10/2021	State Allow.:	0	Reg. Hours:	49.00	Direct Deposit:	690.70
Check Date:	10/14/2021	OT Hours:	0.00	YTD Gross:			14,968.00
		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	49.00	0.00	784.00	14,968.00	SITW	33.32	636.14
							SOCSEC_EE	48.61	928.02
							MEDICARE_EE	11.37	217.04
							SSB	690.70	DEPOSIT

Leave Bank ID	Leave ID	Prev. Bal.	Comp Wrkd	Accrued	Lost	Taken	Buy Out	Adjusted	Net Change	New Balance
PTO	PERSONAL	0.00		24.00	0.00	0.00	0.00	0.00	24.00	24.00

Name: 30100 - POLACEK, JAMIE M Active

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:	10/10/2021	State Allow.:	0	Reg. Hours:	6.00	Direct Deposit:	0.00
Check Date:	10/14/2021	OT Hours:	0.00	YTD Gross:			2,035.15
		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
265	101-265.000-702.000	13.00	6.00	0.00	78.00	2,035.15	SITW	3.32	86.50
							SOCSEC_EE	4.84	126.18
							MEDICARE_EE	1.13	29.51

Name: 30098 - ROESLER, DEAN C Active

Employee ID:	30098	Department ID:	301	Gross for Check:	408.00	Net After Dir Dep:	337.35
Withholding Status:	Single	Federal Allow.:	1	Net for Check:	337.35	Total Deductions:	70.65
Pay Period End Date:	10/10/2021	State Allow.:	1	Reg. Hours:	24.00	Direct Deposit:	0.00
Check Date:	10/14/2021	OT Hours:	0.00	YTD Gross:			6,358.50

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

Check Proofing Report

10/12/2021 11:55 AM

Database: Shelby

4/6

Payroll ID: 537

Check Post Date: 10/14/2021

Pay Period End Date: 10/10/2021

Application: PR

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	24.00	0.00	408.00	6,358.50	FITW	26.09	360.01
							SITW	13.34	186.56
							SOCSEC_EE	25.30	394.23
							MEDICARE_EE	5.92	92.20

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:	1,126.56	Total Deductions:	703.84
Pay Period End Date:	10/10/2021	State Allow.:	0	Reg. Hours:	80.00	Direct Deposit:	1,226.56
Check Date:	10/14/2021			OT Hours:	0.00	YTD Gross:	42,515.40
		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	9.00	0.00	198.00	35,112.00	SITW	66.81	1,631.45
441 H	101-691.000-702.000	22.00	29.00	0.00	638.00		MEDICARE_EE	25.09	607.77
441 H	202-463.000-702.000	22.00	3.50	0.00	77.00		SOCSEC_EE	107.28	2,598.75
441 H	203-463.000-702.000	22.00	5.50	0.00	121.00		FITW	167.02	4,152.48
441 H	590-000.000-702.000	22.00	14.00	0.00	308.00		457_EE	158.40	3,528.67
441 H	591-000.000-702.000	22.00	11.00	0.00	242.00		HEALTH	76.40	1,909.65
441 H	DPW	22.00	8.00	0.00	176.00		VISION	2.84	68.79
457 SS TAX	DPW 457 ALLOC	70.40	0.00	0.00	70.40	1,478.40	##HSA	100.00	600.00
							SSB	100.00	DEPOSIT
							SSB	1,126.56	DEPOSIT

Leave Bank ID	Leave ID	Prev. Bal.	Comp Wrkd	Accrued	Lost	Taken	Buy Out	Adjusted	Net Change	New Balance
PTO	PERSONAL	18.00		0.00	0.00	0.00	0.00	0.00	0.00	18.00
VAC	VACATION	35.00		0.00	0.00	0.00	0.00	0.00	0.00	35.00

Name: 30114 - SELNER, BRADY D

Active

Employee ID:	30114	Department ID:	255	Gross for Check:	2,719.81	Net After Dir Dep:	0.00
Withholding Status:	Married	Federal Allow.:	0	Net for Check:	2,046.21	Total Deductions:	673.60
Pay Period End Date:	10/10/2021	State Allow.:	2	Reg. Hours:	80.00	Direct Deposit:	2,046.21
Check Date:	10/14/2021			OT Hours:	0.00	YTD Gross:	53,530.67
		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	32.69	80.00	0.00	2,615.20	49,609.62	FITW	151.50	3,257.18
457 SS TAX	457 VA ALLOCATE	104.61	0.00	0.00	104.61	204.61	SITW	90.14	1,919.70

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

Check Proofing Report

10/12/2021 11:55 AM

Database: Shelby

5/6

Payroll ID: 537

Check Post Date: 10/14/2021

Pay Period End Date: 10/10/2021

Application: PR

Paycode ID	Distribution	Rate	Hours	OT Hrs	Amt	YTD Amt	Ded/Exp ID	Amt	YTD Amt
							SOCSEC_EE	167.83	3,304.17
							MEDICARE_EE	39.25	772.75
							DELTA DENTAL	12.82	217.94
							VISION	2.84	17.04
							457_EE	209.22	209.22
							LAKE	2,046.21	DEPOSIT

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	0.00	0.00	0.00	0.00	35.50
VAC	VACATION	80.00		0.00	0.00	0.00	0.00	0.00	0.00	80.00

Name: 30115 - SIMONS, BRADLEY A Active

Employee ID:	30115	Department ID:	441	Gross for Check:	1,719.00	Net After Dir Dep:	1,400.21
Withholding Status:	Single	Federal Allow.:	0	Net for Check:	1,400.21	Total Deductions:	318.79
Pay Period End Date:	10/10/2021	State Allow.:	1	Reg. Hours:	88.00	Direct Deposit:	0.00
Check Date:	10/14/2021	Local Allow.:	00	OT Hours:	5.00	YTD Gross:	18,382.00
				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	18.00	5.00	0.00	90.00	18,238.00	FITW	122.24	771.81
441 H	101-691.000-702.000	18.00	4.00	0.00	72.00		SITW	65.05	637.07
441 H	202-463.000-702.000	18.00	0.50	0.00	9.00		SOCSEC_EE	106.57	1,139.68
441 H	203-463.000-702.000	18.00	0.50	0.00	9.00		MEDICARE_EE	24.93	266.54
441 H	590-000.000-702.000	18.00	20.00	4.00	468.00				
441 H	591-000.000-702.000	18.00	29.00	1.00	549.00				
441 H	661-000.000-702.000	18.00	21.00	0.00	378.00				
441 H	DPW	18.00	8.00	0.00	144.00				

Name: 30091 - VON DRAK, JOSEPH W Active

Employee ID:	30091	Department ID:	301	Gross for Check:	1,955.20	Net After Dir Dep:	0.00
Withholding Status:	Single	Federal Allow.:	0	Net for Check:	1,268.25	Total Deductions:	686.95
Pay Period End Date:	10/10/2021	State Allow.:	0	Reg. Hours:	80.00	Direct Deposit:	1,268.25
Check Date:	10/14/2021	Local Allow.:	00	OT Hours:	0.00	YTD Gross:	44,438.98
				Suppl. Hours:	0.00	Comp Hrs Wrkd:	0.00
				Deduction Refund:	0.00		

Paycode ID	Distribution	Rate	Hours	OT Hrs	Amt	YTD Amt	Ded/Exp ID	Amt	YTD Amt
301 P	101-301.000-702.000	23.50	72.00	0.00	1,692.00	36,681.38	FITW	234.18	4,373.12
PTO	101-301.000-702.000	23.50	8.00	0.00	188.00	1,034.00	SITW	73.63	1,690.71
457 SS TAX	101-301.000-715.100	75.20	0.00	0.00	75.20	1,521.60	SOCSEC_EE	119.06	2,709.89
							MEDICARE_EE	27.85	633.77
							DELTA DENTAL	34.84	731.04

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

Check Proofing Report

10/12/2021 11:55 AM

Database: Shelby

6/6

Payroll ID: 537

Check Post Date: 10/14/2021

Pay Period End Date: 10/10/2021

Application: PR

Paycode ID	Distribution	Rate	Hours	OT Hrs	Amt	YTD Amt	Ded/Exp ID	Amt	YTD Amt
							457_EE	188.00	3,927.38
							VISION	9.39	227.04
							PREFERRED	1,268.25	DEPOSIT

Leave Bank ID	Leave ID	Prev. Bal.	Comp Wrkd	Accrued	Lost	Taken	Buy Out	Adjusted	Net Change	New Balance
PTO	PERSONAL	108.50		0.00	0.00	8.00	0.00	0.00	-8.00	100.50
VAC	VACATION	0.00		0.00	0.00	0.00	0.00	0.00	0.00	0.00

Name: 30112 - WALTZ, STEVEN A

Active

Employee ID:	30112	Department ID:	301	Gross for Check:	2,320.45	Net After Dir Dep:	0.00
Withholding Status:	Married	Federal Allow.:	0	Net for Check:	1,755.53	Total Deductions:	564.92
Pay Period End Date:	10/10/2021	State Allow.:	1	Reg. Hours:	80.00	Direct Deposit:	1,755.53
Check Date:	10/14/2021	Local Allow.:	00	OT Hours:	0.00	YTD Gross:	51,729.45
				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	43,334.09	FITW	125.88	3,003.48
457 SS TAX	101-301.000-715.100	89.25	0.00	0.00	89.25	1,874.25	SITW	83.02	1,870.92
							SOCSEC_EE	143.87	3,207.23
							MEDICARE_EE	33.65	750.08
							457_EE	178.50	3,748.50
							HUNT	1,755.53	DEPOSIT

Leave Bank ID	Leave ID	Prev. Bal.	Comp Wrkd	Accrued	Lost	Taken	Buy Out	Adjusted	Net Change	New Balance
PTO	PERSONAL	61.75		0.00	0.00	0.00	0.00	0.00	0.00	61.75
VAC	VACATION	44.00		0.00	0.00	0.00	0.00	0.00	0.00	44.00

Check Proofing Report

10/13/2021 8:59 AM

Database: Shelby

1/3

Payroll ID: 538

Check Post Date: 10/14/2021

Pay Period End Date: 09/30/2021

Application: PR

Name: 30084 - CROTHERS, STEVEN W Active

Employee ID: 30084	Department ID: 101	Gross for Check: 300.00	Net After Dir Dep: 264.30
Withholding Status: Married	Federal Allow.: 0	Net for Check: 264.30	Total Deductions: 35.70
Pay Period End Date: 09/30/2021	State Allow.: 0	Reg. Hours: 6.00	Direct Deposit: 0.00
Check Date: 10/14/2021		OT Hours: 0.00	YTD Gross: 1,350.00
	Local Allow.: 00	Suppl. Hours: 0.00	Comp Hrs Wrkd: 0.00
		Deduction Refund: 0.00	

Paycode ID	Distribution	Rate	Hours	OT Hrs	Amt	YTD Amt	Ded/Exp ID	Amt	YTD Amt
101	101-101.000-702.000	50.00	5.00	0.00	250.00	950.00	SITW	12.75	57.38
101 C	101-101.000-702.000	50.00	1.00	0.00	50.00	400.00	SOCSEC_EE	18.60	83.70
							MEDICARE_EE	4.35	19.58

Name: 30033 - FIELD, ROSS A Active

Employee ID: 30033	Department ID: 400	Gross for Check: 80.00	Net After Dir Dep: 73.88
Withholding Status: Married	Federal Allow.: 3	Net for Check: 73.88	Total Deductions: 6.12
Pay Period End Date: 09/30/2021	State Allow.: 3	Reg. Hours: 2.00	Direct Deposit: 0.00
Check Date: 10/14/2021		OT Hours: 0.00	YTD Gross: 80.00
	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
400 PC	101-400.000-702.000	40.00	2.00	0.00	80.00	80.00	SOCSEC_EE	4.96	4.96
							MEDICARE_EE	1.16	1.16

Name: 30042 - HARRIS, WILLIAM P Active

Employee ID: 30042	Department ID: 101	Gross for Check: 350.00	Net After Dir Dep: 323.22
Withholding Status: Married	Federal Allow.: 2	Net for Check: 323.22	Total Deductions: 26.78
Pay Period End Date: 09/30/2021	State Allow.: 2	Reg. Hours: 7.00	Direct Deposit: 0.00
Check Date: 10/14/2021		OT Hours: 0.00	YTD Gross: 1,250.00
	Local Allow.: 00	Suppl. Hours: 0.00	Comp Hrs Wrkd: 0.00
		Deduction Refund: 0.00	

Paycode ID	Distribution	Rate	Hours	OT Hrs	Amt	YTD Amt	Ded/Exp ID	Amt	YTD Amt
101	101-101.000-702.000	50.00	6.00	0.00	300.00	950.00	SOCSEC_EE	21.70	77.50
101 C	101-101.000-702.000	50.00	1.00	0.00	50.00	300.00	MEDICARE_EE	5.08	18.13

Name: 30066 - INGLIS, PAUL E Active

Employee ID: 30066	Department ID: 101	Gross for Check: 780.00	Net After Dir Dep: 720.33
Withholding Status: Single	Federal Allow.: 1	Net for Check: 720.33	Total Deductions: 59.67
Pay Period End Date: 09/30/2021	State Allow.: 1	Reg. Hours: 13.00	Direct Deposit: 0.00

Check Proofing Report

10/13/2021 8:59 AM

Database: Shelby

2/3

Payroll ID: 538 Check Post Date: 10/14/2021 Pay Period End Date: 09/30/2021 Application: PR

Check Date:	10/14/2021	OT Hours:	0.00	YTD Gross:	2,570.00	
	Local Allow.:	00	Suppl. Hours:	0.00	Comp Hrs Wrkd:	0.00
			Deduction Refund:	0.00		

Paycode ID	Distribution	Rate	Hours	OT Hrs	Amt	YTD Amt	Ded/Exp ID	Amt	YTD Amt
101 P	101-101.000-702.000	75.00	6.00	0.00	450.00	1,350.00	SOCSEC_EE	48.36	159.34
101 C	101-101.000-702.000	50.00	5.00	0.00	250.00	900.00	MEDICARE_EE	11.31	37.27
400 PC	101-400.000-702.000	40.00	2.00	0.00	80.00	320.00			

Name: 30106 - KELLEY, TARA F Active

Employee ID:	30106	Department ID:	400	Gross for Check:	40.00	Net After Dir Dep:	36.94
Withholding Status:	Married	Federal Allow.:	3	Net for Check:	36.94	Total Deductions:	3.06
Pay Period End Date:	09/30/2021	State Allow.:	3	Reg. Hours:	1.00	Direct Deposit:	0.00
Check Date:	10/14/2021	OT Hours:	0.00	YTD Gross:	240.00		
	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
400 PC	101-400.000-702.000	40.00	1.00	0.00	40.00	240.00	SOCSEC_EE	2.48	14.88
							MEDICARE_EE	0.58	3.48

Name: 30104 - NEAR, SAMANTHA M Active

Employee ID:	30104	Department ID:	400	Gross for Check:	40.00	Net After Dir Dep:	0.00
Withholding Status:	Single	Federal Allow.:	0	Net for Check:	35.24	Total Deductions:	4.76
Pay Period End Date:	09/30/2021	State Allow.:	0	Reg. Hours:	1.00	Direct Deposit:	35.24
Check Date:	10/14/2021	OT Hours:	0.00	YTD Gross:	320.00		
	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
400 PC	101-400.000-702.000	40.00	1.00	0.00	40.00	320.00	SITW	1.70	13.60
							SOCSEC_EE	2.48	19.84
							MEDICARE_EE	0.58	4.64
							HUNT	35.24	DEPOSIT

Name: 30117 - OMNESS, DAMIAN Active

Employee ID:	30117	Department ID:	101	Gross for Check:	500.00	Net After Dir Dep:	413.29
Withholding Status:	Single	Federal Allow.:	0	Net for Check:	413.29	Total Deductions:	86.71
Pay Period End Date:	09/30/2021	State Allow.:	0	Reg. Hours:	10.00	Direct Deposit:	0.00
Check Date:	10/14/2021	OT Hours:	0.00	YTD Gross:	1,500.00		
	Local Allow.:	00	Suppl. Hours:	0.00	Comp Hrs Wrkd:	0.00	
			Deduction Refund:	0.00			

Paycode ID	Distribution	Rate	Hours	OT Hrs	Amt	YTD Amt	Ded/Exp ID	Amt	YTD Amt
------------	--------------	------	-------	--------	-----	---------	------------	-----	---------

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

Check Proofing Report

10/13/2021 8:59 AM

Database: Shelby

3/3

Payroll ID: 538 Check Post Date: 10/14/2021 Pay Period End Date: 09/30/2021 Application: PR

Paycode ID	Distribution	Rate	Hours	OT Hrs	Amt	YTD Amt	Ded/Exp ID	Amt	YTD Amt
101	101-101.000-702.000	50.00	6.00	0.00	300.00	1,000.00	FITW	27.21	84.09
101 C	101-101.000-702.000	50.00	4.00	0.00	200.00	500.00	SITW	21.25	63.76
							SOCSEC_EE	31.00	93.00
							MEDICARE_EE	7.25	21.75

Name: 30037 - SUTTON, JOHN G Active

Employee ID: 30037	Department ID: 101	Gross for Check: 580.00	Net After Dir Dep: 0.00
Withholding Status: Single	Federal Allow.: 0	Net for Check: 535.63	Total Deductions: 44.37
Pay Period End Date: 09/30/2021	State Allow.: 1	Reg. Hours: 12.00	Direct Deposit: 535.63
Check Date: 10/14/2021		OT Hours: 0.00	YTD Gross: 1,820.00
	Local Allow.: 00	Suppl. Hours: 0.00	Comp Hrs Wrkd: 0.00
		Deduction Refund: 0.00	

Paycode ID	Distribution	Rate	Hours	OT Hrs	Amt	YTD Amt	Ded/Exp ID	Amt	YTD Amt
101	101-101.000-702.000	50.00	6.00	0.00	300.00	1,000.00	SOCSEC_EE	35.96	112.84
101 C	101-101.000-702.000	50.00	4.00	0.00	200.00	500.00	MEDICARE_EE	8.41	26.39
400 PC	101-400.000-702.000	40.00	2.00	0.00	80.00	320.00	HARB	535.63	DEPOSIT

Name: 30118 - TERMER, MICHAEL Active

Employee ID: 30118	Department ID: 101	Gross for Check: 200.00	Net After Dir Dep: 184.70
Withholding Status: Married	Federal Allow.: 0	Net for Check: 184.70	Total Deductions: 15.30
Pay Period End Date: 09/30/2021	State Allow.: 3	Reg. Hours: 4.00	Direct Deposit: 0.00
Check Date: 10/14/2021		OT Hours: 0.00	YTD Gross: 200.00
	Local Allow.: 00	Suppl. Hours: 0.00	Comp Hrs Wrkd: 0.00
		Deduction Refund: 0.00	

Paycode ID	Distribution	Rate	Hours	OT Hrs	Amt	YTD Amt	Ded/Exp ID	Amt	YTD Amt
101	101-101.000-702.000	50.00	4.00	0.00	200.00	200.00	SOCSEC_EE	12.40	12.40
							MEDICARE_EE	2.90	2.90

Name: 30044 - ZAVERL, DANIEL T Active

Employee ID: 30044	Department ID: 101	Gross for Check: 300.00	Net After Dir Dep: 264.30
Withholding Status: Single	Federal Allow.: 0	Net for Check: 264.30	Total Deductions: 35.70
Pay Period End Date: 09/30/2021	State Allow.: 0	Reg. Hours: 6.00	Direct Deposit: 0.00
Check Date: 10/14/2021		OT Hours: 0.00	YTD Gross: 1,100.00
	Local Allow.: 00	Suppl. Hours: 0.00	Comp Hrs Wrkd: 0.00
		Deduction Refund: 0.00	

Paycode ID	Distribution	Rate	Hours	OT Hrs	Amt	YTD Amt	Ded/Exp ID	Amt	YTD Amt
101	101-101.000-702.000	50.00	6.00	0.00	300.00	950.00	SITW	12.75	46.76
							SOCSEC_EE	18.60	68.20
							MEDICARE_EE	4.35	15.95

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

Report to Finance
 October 25, 2021

	Trust & Agency	General	Major St	Local St	Sewer	Water	Equipment	Total Payroll
Payroll	\$ 7,474.10	\$ 9,827.62	\$ 1,058.82	\$ 1,085.88	\$ 2,206.79	\$ 2,318.09	\$ 526.53	\$ 24,497.83
Village Hall Office								
Brady Selner	\$ 2,046.21							
Crystal Budde	\$ 1,168.43							
Kelly Omness	\$ 690.70							
Jamie Polacek	\$ 68.71							
DPW								
Darryl Frees	\$ 1,197.43							
Kirk Seabolt	\$ 1,226.56							
Jeremiah Helenhouse	\$ 1,615.94							
Brad Simons	\$ 1,400.21							
Police Department								
Steve Waltz	\$ 1,755.53							
David Krause	\$ 1,546.58							
Joe Von Drak	\$ 1,268.25							
Part Time Police								
Dean Roesler	\$ 337.35							
Tim Simon	\$ -							
Elizabeth Mantyak	\$ -							
Quarterly:								
Paul Inglis	\$ 720.33							
Steve Crothers	\$ 264.30							
Ross Field	\$ 73.88							
Bill Harris	\$ 323.22							
Tara Kelley	\$ 36.94							
Damian Omness	\$ 413.29							
Mike Termer	\$ 184.70							
Dan Zaverl	\$ 264.30							
Samantha Near	\$ 35.24							
John Sutton	\$ 535.63							

