VILLAGE OF SHELBY
REGULAR COUNCIL MEETING OF JANUARY 08, 2018 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: Jim Wyns, Steve Crothers, Dan Zaverl, Paul Inglis, John Sutton, Andy Near, and Bill Harris.

Staff present: Police Chief Ryan Furman, DPW Supervisor Greg MacIntosh, Village Administrator Chelsea Stratil, and Village Clerk Crystal Budde.

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

4. MINUTES: Steve Crothers moved to approve the minutes of the Regular Council Meeting of December 27, 2017 as corrected.
Seconded by: Jim Wyns.

Voice Vote: All in favor.
Motion Carried.

5. ADDITIONS TO THE AGENDA:

Council Member Andy Near read a statement to the Village of Shelby residents in attendance at the Council meeting asking for patience and understanding with the Village DPW Department in regard to clearing the Village streets of snow and ice. There has been a significant amount of snow in the last three weeks, and the DPW staff is diligently working to do the best they can to keep the streets clean. They had also dealt with a sewer back-up on Christmas night as well as continuing to do their other required daily tasks.

6. **PRESIDENT'S REPORT:** Nothing to report.

7. ADMINISTRATOR'S REPORT:

VA Stratil reported to Council that she had received a phone call from a third party company named MD7 that was retained by AT&T stating that AT&T was in the process of re-evaluating their leased spaces and wanted to dramatically lower their rent costs. The MD7 caller stated that if the Village of Shelby did not agree to lower the rent amount, AT&T would be pulling out of its current contract. The Village of Shelby had been approached by a similar third party company in the past with regard to the T-Mobile lease and the Village had been advised by Village Attorney John Schrier to ignore the request to lower the lease amount. VA Stratil recommended that Council ignore the MD7 request as we had with the T-Mobile lease.
On Wednesday, January 3rd, the Village staff came into work and found that the roof was caving in on the north side of the Village Hall due to the weight of the snow. Empire Contractors were contacted, examined the roof and put up support beams to keep everything in place. Empire Contractors returned to the Village Hall on Thursday, January 4th to remove the snow from the roof. VA Stratil contacted the Village's MML insurance carrier and has met with the Adjuster Mike Stiles of Chenard & Osborn. Mr.

Stiles will be sending his findings to MML and they will be contacting VA Stratil regarding how we are to proceed with the roof repairs.

The Chamber of Commerce met on January 4th. At the meeting, the "Welcome to Shelby Signs" were discussed and the Chamber of Commerce has decided that they will not be utilizing the Village of Shelby DPW crew or Empire Contractors to put the signs back up. VA Stratil reported that she had proposed to the Chamber of Commerce that each Chamber member take one month out of the year to be in charge of changing the information on the triangle sign. The Chamber members suggested contacting the Shelby Rotary Club regarding the erection of a new sign as the current sign does have some issues and is in need of repairs. VA Stratil was also asked to sit on the Chamber of Commerce as a Board member and she has accepted.

The Village of Shelby Police Department will soon lose fulltime officer Paul Aksamatowski. Chief Furman is currently attempting to fill the position. He is finding it difficult to get shifts covered by our part-time officers. Chief Furman believes it would be good to have an agreement that requires part-time officers to work a minimum number of shifts per month with the Village of Shelby in order to maintain their part-time employment status. VA Stratil suggested that a Personnel Committee meeting be scheduled in order to address the issue and the end of employment payout in the Employee Agreement.

VA Stratil noted that she has scheduled meetings for Chief Furman with organizations that need to have a good relationship with the Village Police Department and specifically with our Police Chief including Mercy Hospital and Shelby Public Schools.

In the past, Michigan Avenue residents and overnight guests have been told to park in the parking lot closest to the former Pizza Depot. The DPW crew has run into the problem of not being able to clear that lot with cars parked in it. VA Stratil offered to implement a suggestion made by Bob Farber; that is, have vehicles park in the west side of the parking lot on even numbered dates of the month and to park on the east side of the parking lot on odd numbered dates of the month.

8. DEPARTMENT HEADS REPORT:

Police Chief Ryan Furman reported to Council that Bob Farber and he have been working to purge the old files that the Police Department is no longer required to retain.

Officer Paul Aksamatowski has resigned and his last day of employment will be Wednesday, January 10, 2018. Chief Furman is posting the fulltime and part-time positions that are open on the MCOLES site.

The transfer case on the 2014 Ford Explorer went out. The Explorer was towed to Affordable Auto and they had quoted the repair cost of $1,150.00.

9. CORRESPONDENCE:

VA Stratil received a notice from Meadowbrook Insurance in regard to the Ralph Briese Workers' Compensation matter. A settlement hearing date of January 23, 2018 has been scheduled.

10. CITIZEN PARTICIPATION:

Shelby Village resident Sharita Prowant commented on the number of vehicles that had been stuck throughout the Village on Monday afternoon due to the amount of snow on the roadways. She also

inquired as to when the Village plans to clear the sidewalks since children need to walk on them in order to safely get to school. DPW Supervisor Greg MacIntosh responded that the DPW crew had been diligently working to clear the streets throughout the day. The DPW did have one truck that was broken and that they have had difficulties getting the plow truck up roads with the large piles of snow and numbers of parked vehicles on the streets. The DPW plans to clear the sidewalks as soon as possible but are focused on the streets at this time. Mr. MacIntosh stated that it is the responsibility of homeowners to clean the sidewalk in front of their homes. The Village DPW will clear the sidewalks when they have time after all streets and alley ways are cleared.

Resident Tom Beckman asked how many plow trucks the Village DPW has out and running to clear the streets. Mr. MacIntosh informed him that they are down one plow truck at this time and that they typically run two trucks when clearing the streets.

Resident Al Griffin suggested that the DPW crew check the down pressure of the blade of the snow plows to ensure that they are using enough pressure to clear more snow from the streets.

Resident Sue Rusch related that she did not believe that the Village plows had been down Deming Street at all over the past weekend. Mr. MacIntosh responded that they had plowed Deming Street multiple times and, though it may not appear that it has been plowed due to the large amount of snow, it has been done.

11. OLD BUSINESS: No old business.

12. NEW BUSINESS:

a.) Set Public Hearing for the FY 2018/2019 Budget

The Village of Shelby Council will need to set the Public Hearing for the 2018/2019 Fiscal Year Budget.VA Stratil requested that the Public Hearing be set for February 12, 2018 at 6:45 P.M.

Bill Harris moved to set the Public Hearing for the 2018/2019 Fiscal Year Budget for February 12, 2018 at 6:45 P.M.
Seconded by: Jim Wyns

Voice Vote: All in favor.
Motion Carried.

b.) Municipal Parking Lot Cleaning Strategy

During the period of November 1 through April 1 of each winter season, the Village of Shelby Parking Ordinance is in effect. There is no parking on any of the Village of Shelby streets between the hours of 2:00 A.M. and 6:00 A.M. This enables the Village DPW crew to thoroughly clear the Village streets. The residents have been instructed to use the Rail Trail parking lot that is located nearest the former Pizza Depot. With the number of vehicles that are parked in that parking lot, the Village DPW is finding it extremely difficult to clear it of snow. VA Stratil recommended that vehicles be parked on the west side of the parking lot on even dates of the month and parked on the east side of the parking lot on odd dates of the month. Doing this will allow the DPW to clear that parking lot of snow more thoroughly.

Steve Crothers moved to authorize VA Stratil to establish an overnight odd/even parking

schedule for the clearing of snow in the Rail Trail parking lot during the time that the Winter Parking Ordinance is in effect.
Seconded by: Andy Near

Voice Vote: All in favor.
Motion Carried.

13. COMMITTEE REPORTS

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

The Planning Commission will be meeting on January 16, 2018 to continue to work on updating the Village of Shelby Master Plan. The two seats that are currently vacant have been posted on Facebook, at Village Hall, and have been announced to the Chamber of Commerce members.

b. WATER & SANITATION: Chair: John Sutton, Steve Crothers:

Nothing to report.

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

The Streets and Sidewalks Committee will be meeting on Thursday January 11, 2018 at 12:00 P.M. to review possible adjustments and suggestions for the Village of Shelby DPW crew for clearing the streets of snow.

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

Nothing to report.

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

The Finance Committee will be meeting on Monday, January 15, 2018 at 12:00 P.M. to review the preliminary draft of the 2018/2019 Fiscal Year Budget.

f. PERSONNEL: Chair: Bill Harris, Andy Near:

The Personnel Committee will be meeting on Wednesday, January 10, 2018 at 12:00 P.M. to discuss possible amendments to the Personnel Policy Agreement and employee use of PTO.

g. ORDINANCES – Chair Steve Crothers, Dan Zaverl:

Nothing to report.

14. PAYMENT OF THE BILLS: Jim Wyns moved to approve the payment of the bills in the amount of $28,275.43.
Seconded by: Steve Crothers.

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

15. ADJOURNMENT: Jim Wyns moved to adjourn the meeting at 8:17 P.M.
Seconded by: John Sutton.

Voice Vote: All in favor.
Motion Carried.

Council minutes are not official until approved at the January 22, 2018 Council meeting. ☐ Approved

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Minutes Respectfully Submitted by Crystal Budde, Village Clerk Date

VILLAGE OF SHELBY
REGULAR COUNCIL MEETING OF January 22, 2018 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 6:32 P.M. by President Paul Inglis.

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

Staff present: Police Chief Ryan Furman and Village Clerk Crystal Budde.

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

4. MINUTES: Andy Near moved to approve the minutes of the Regular Council Meeting of January 8, 2018 as corrected.
Seconded by: Steve Crothers.

Voice Vote: All in favor.
Motion Carried.
Absent: John Sutton.

5. ADDITIONS TO THE AGENDA:

a.) Police Chief Ryan Furman request for Report Copy Fees.

6. PRESIDENT'S REPORT: President Inglis reported that he had received positive feedback from two residents for the installation of the street lights on Valley Street. Both residents had stated to him that they feel much more secure and safer with the addition of the street lights.

7. ADMINISTRATOR'S REPORT: VA Stratil was not in attendance at the Council meeting. President Inglis read to Council and the Village of Shelby residents in attendance VA Stratil's Administrator's Report.

The Streets and Sidewalks Committee meeting that had been previously scheduled for Thursday, January 11, 2018 was cancelled. Dan Zaverl and DPW Supervisor Greg MacIntosh did meet with Village of Shelby residents Al Griffin and Tom Beckman to discuss plowing strategies that would possibly be beneficial to the DPW.

The Personnel Committee met on Wednesday, January 10, 2018 to discuss employee vacation and PTO payout procedures at the end of employment. It was brought to the attention of VA Stratil that Officer Paul Aksamitowski had a significant amount of both vacation and PTO hours that did not add up to what he should have accrued under the Employee Agreement. Village of Shelby Attorney John Schrier confirmed with VA Stratil that Officer Aksamitowski should only be paid for the vacation and PTO hours that he had earned under the contracts. VA Stratil will provide Council with a breakdown of the options the Village has in regard to the payout of the vacation and PTO time and will be presenting that information at the next Council meeting.

VA Stratil has been working on the 2018/2019 Fiscal Year Budget and will be setting up a Finance Committee meeting for a preliminary review of it during the week of January 22, 2018.

VA Stratil spoke with the Village's MML insurance representative Karen Gines about the sewer backup on Sixth Street that occurred on December 25, 2017. The claim that was made has no validity and because there was no dysfunction or failure with the Village's system, MML will not be paying the claim. Ms. Gines will be contacting the property owners and speaking with them directly as well as sending them a letter of denial. The homeowners will need to make a claim with their homeowners' insurance carrier in order to seek a reimbursement for damages.

8. DEPARTMENT HEADS REPORT:

Chief Ryan Furman reported to Council that he has hired a new Police Officer who will be working part-time for the time being. He will continue to accept resumes and will continue to hire on a part-time basis and will be opening the fulltime position to current part-time officers after a period of time.

The 2014 Ford Explorer has been repaired and is back in service. Chief Furman also reported to Council that he has changed the key code on the evidence room and has also created a log book which will be kept to log date, time, and who is entering the evidence room at all times. He noted that he was contacted by the Oceana's Herald-Journal seeking a weekly log of the Police Department's complaint activity to be posted in the paper.

Chief Furman reported that there are a number of outstanding parking tickets that have yet to be paid. He has worked with the Village front office staff to attach a receipt with all paid parking tickets in order to keep record of which tickets have been paid within the seven day time frame. Chief Furman will be presenting Council with a proposal for a fee schedule for any unpaid tickets at the next Council meeting.

9. CORRESPONDENCE: No correspondence.

10. CITIZEN PARTICIPATION:

Sharita Prowant asked Chief Furman if there is a current policy in place that will allow the Village to double parking ticket fees if they are not paid. He responded that there is not currently a policy in place for that but that he is planning to present a policy to Council at the next meeting that will address the matter.

Ms. Prowant also inquired why the Village of Shelby does not do random drug testing on all current employees as opposed to only those employees who hold a CDL License. She thought that it would be a great policy to have for all of the employees. Chief Furman responded that this is a policy that many employers do have and it is becoming more common. President Inglis related that Ms. Prowant's recommendation will be noted and presented to VA Stratil for further research.

Ms. Prowant had also inquired as to why the Village of Shelby Facebook page was currently not active. Council member Andy Near responded that the Facebook page was unpublished Tuesday, January 16, 2018 due to the number of negative posts that had been put on the page and also due to the fact that there is no current protocol in regard to who is to respond to inquiries and posts on the Facebook page.

Council Member Near felt that things had been getting out of hand and thought it would be best for the time being to temporarily unpublish the page until a Facebook policy is developed. A great deal of discussion ensued over the Facebook page and President Inglis recommended that Village Clerk Crystal

Budde to re-publish the Facebook page as soon as possible and put up a permanent pin on the page that will direct residents and those who visit the page to bring any complaints that they may have to the Village Hall office during business hours.

Al Griffin had asked if the DPW planned to fill pot holes throughout the Village this week while the weather is warm and dry. President Inglis responded that DPW Supervisor Greg MacIntosh had noted in his update to Council that they are planning to fill potholes in the streets as soon as the weather allows. Village Clerk Budde will also bring this to the attention of DPW Supervisor Greg MacIntosh.

11. OLD BUSINESS: No Old Business.

12. NEW BUSINESS:

a.) Planning Commission Member Terms and Appointments

Kris Burns emailed VA Stratil on Monday, January 8, 2018 with her resignation from the Village of Shelby Planning Commission effective immediately. VA Stratil found that the terms for Planning Commission members are fragmented and had discovered that Gary MacLean's term had expired on April 1, 2017. VA Stratil believed that the terms of office for Planning Commission members should be set in stone and align with the terms of service that the Village Council follows. VA Stratil recommended the following terms of service for Planning Commission members:

Rich Setlak: January 1, 2017 - December 31, 2019

Kathy Martin: January 1, 2017 - December 31, 2019

Wallace Martin: January 1, 2017 - December 31, 2019

Gary MacLean: January 1, 2018 – December 31, 2020

Mark Baker: January 1, 2018 – December 31, 2020

New Member: January 1, 2018 – December 31, 2020

Tara Kelly has requested appointment to the Village of Shelby Planning Commission. She has been a resident of Shelby for many years, is currently serving on the Village of Shelby Ad Hoc Committee and owns a small boutique in the Village.

President Inglis recommended the appointment of Rich Setlak, Kathy Martin, and Wallace Martin to the Village Planning Commission for three-year terms effective January 1, 2017 to December 31, 2019 and the reappointments of Gary MacLean, and Mark Baker for three-year terms effective January 1, 2018 to December 31, 2020. He also recommended the appointment of Tara Kelly to fill the vacancy on the Planning Commission for a three-year term from the date of January 1, 2018 to December 31, 2020.

Jim Wyns moved to approve the terms of the Village Planning Commission members Rich Setlak, Kathy Martin, and Wallace Martin for three-year terms effective January 1, 2017 to December 31, 2019; the reappointment of members Gary MacLean and Mark Baker for terms of three years effective January 1, 2018 to December 31, 2020; and, to appoint Tara Kelly to the

Village Planning Commission for a three-year term effective January 1, 2018 to December 31, 2020.
Seconded by: Steve Crothers.

Voice Vote: All in favor.
Motion Carried.
Absent: John Sutton.

b.) First Advantage/MML

The Michigan Municipal League (MML) puts all CDL holders into a pool for required State drug testing. The MML had previously contracted with a different company to perform those drug testings. The Village will simply need to renew its agreement with MML and First Advantage for the service.

Bill Harris moved to approve the renewal of the contract by and between the Village of Shelby and First Advantage for substance abuse testing of Village employees who are required to hold a CDL license.
Seconded by: Steve Crothers.

Roll Call Vote:
Ayes: Harris, Crothers, Wyns, Zaverl, Near, and Inglis.
Motion Carried 6-0
Absent: John Sutton.

c.) Fee for Obtaining Village Police Reports

Chief Ryan Furman reported to Council that there are a number of individuals who need to obtain copies of police reports. He recommended that the Village of Shelby charge $5.00 per page for copies of the reports. Most of the reports are one to three pages and the fee for the copies would cover the expense of the paper and the ink that are used to produce them. Council will consider the matter at the Council meeting of February 12, 2018.

13. COMMITTEE REPORTS

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

Met on January 16, 2018 and were able to finalize a budget request for 2018/2019. An update was given to the Planning Commission from Tara Kelly, member of the Ad Hoc Committee, regarding the process of putting together the 2018 Shelby Summer Kick Off.

b. WATER & SANITATION: Chair: John Sutton, Steve Crothers:

The homeowner's claim that was submitted to the Village's insurance carrier regarding the sewer back up on Sixth Street was denied and all affected homeowners will need to proceed with any claim through their homeowners' insurance carrier.

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

Nothing to report.

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

Nothing to report.

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

The Finance Committee met on Wednesday January 17, 2018 to discuss the 2018/2019 Fiscal Year Budget. There were a number of questions regarding the budget process. The Committee was not able to make any progress at this time and will be meeting again at a later date to review the first draft of the budget.

f. PERSONNEL: Chair: Bill Harris, Andy Near:

Nothing to report.

g. ORDINANCES – Chair Steve Crothers, Dan Zaverl:

Nothing to report.

14. PAYMENT OF THE BILLS: Jim Wyns moved to approve the payment of bills in the amount of $49,684.00.
Seconded by: Bill Harris.

Roll Call Vote:
Ayes: Wyns, Harris, Crothes, Zaverl, Near, and Inglis.
Motion Carried 6-0
Absent: John Sutton.

15. ADJOURNMENT: Bill Harris moved to adjourn the meeting at 7:35 P.M.
Seconded by: Steve Crothers.

Voice Vote: All in favor.
Motion Carried.
Absent: John Sutton.

Council minutes are not official until approved at the February 12, 2018 Council meeting. ☐ Approved

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Minutes Respectfully Submitted by Crystal Budde, Village Clerk Date

VILLAGE OF SHELBY
REGULAR COUNCIL MEETING OF February 12, 2018 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: Jim Wyns, Dan Zaverl, Paul Inglis, John Sutton, Andy Near, and Bill Harris.
Absent: Steve Crothers.

Staff present: Police Chief Ryan Furman, Village Administrator Chelsea Stratil, and Village Clerk Crystal Budde.

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

4. MINUTES: Bill Harris moved to approve the minutes of the Regular Council Meeting of January 22, 2018.
Seconded by: Dan Zaverl.

Voice Vote: All in favor.
Motion Carried.
Absent: Steve Crothers.

5. ADDITIONS TO THE AGENDA: No additions to the Agenda.

6. **PRESIDENT'S REPORT:**
President Inglis commended the DPW employees on a great job of clearing the streets in the Village over the weekend and to the Village Hall staff for all the hard work put into the 2018/2019 Fiscal Year Budget.

7. ADMINISTRATOR'S REPORT:
VA Stratil reported to Council that President Inglis and she had met with Paul Aksamitowski on Tuesday, January 30 in regard to his final payout of PTO and Vacation. It was brought to the attention of VA Stratil that Mr. Aksamitowski had more PTO and Vacation time in his leave bank than what he would have accrued during his length of employment with the Village of Shelby. Mr. Aksamitowski had originally requested that the Village pay him for the PTO and Vacation that was printed on his pay stub. After having a discussion with VA Stratil and President Inglis, Mr. Aksamitowski did agree that he was overcompensated for PTO and Vacation time. Chief Furman had found a letter written by former Police Chief Terry TenBrink that instructed a pay raise for Mr. Aksamitowski from $17.00 per hour to $17.50 per hour as well as an additional 48 hours of PTO. Village of Shelby Attorney John Schrier pointed out that, while Terry TenBrink was not authorized to make this decision, it would be best that the Village honor it because that was not Mr. Aksamitowski's fault. With permission from President Inglis, it was agreed to pay what the Village found fair at 100 hours of PTO and 40 hours of vacation and Mr. Aksamitowski did sign the letter of acceptance and will not pursue the matter further.

VA Stratil noted that she had received a request for an Easement for Electric Facilities on Sixth Street. She was unable to gather much information on the matter as she did not receive the request until late in

the afternoon on Friday, February 9.

VA Stratil met with Don DeVries, of Fleis and VandenBrink, regarding the possible DNR Trust Fund Grant. Mr. DeVries will obtain the scores of the Village's previous grant submission to help determine what that Grant application was lacking. VA Stratil is looking into cost effective options to obtain assistance in preparing the grant application and submitting it by the due date of April 1 2018.

8. DEPARTMENT HEAD REPORT:

Village Police Chief Ryan Furman provided Council with January's report of the Police Department's activities which were taken from the officers' daily reports. Ryan noted that Ted Terrice, who provides the Village's technical support, will be able to set up everything that is needed for the electronic reporting service and then the Village will be able to cancel the two static IP addresses for which it is currently paying Charter Spectrum $20.00 a month.

9. CORRESPONDENCE: No correspondence.

10. CITIZEN PARTICIPATION: No citizen participation.

11. PUBLIC HEARING:

President Inglis opened the Public Hearing for the Fiscal Year 2018/2019 Budget at 6:45 P.M. VA Stratil presented a brief overview of the budget process and budget documents. President

Inglis closed the Public Hearing at 7:09 P.M.

Jim Wyns moved to adopt the General Fund Budget Revenues of $618,530.00 and Expenditures of $515,421.00 for Fiscal Year 2018-2019 to begin March 1, 2018.
Seconded by: Dan Zaverl.

Roll Call Vote:
Ayes: Wyns, Zaverl, Sutton, Near, Harris, and Inglis.
Motion Carried 6-0.
Absent: Steve Crothers.

Dan Zaverl moved to adopt the General Investment Fund Budget Revenues of $5,410.00 and Expenditures of $0.00 for Fiscal Year 2018-2019 to begin March 1, 2018.
Seconded by: Jim Wyns.

Roll Call Vote:
Ayes: Zaverl, Wyns, Sutton, Near, Harris, and Inglis.
Motion Carried 6-0.
Absent: Steve Crothers.

John Sutton moved to adopt the Major Street Fund Budget Revenues of $328,384.00 and Expenditures of $215,693.00 for the Fiscal Year 2018/2019 to begin March 1, 2018.
Seconded by: Jim Wyns.

Roll Call Vote: Sutton, Wyns, Zaverl, Near, Harris, and Inglis.

Motion Carried 6-0.
Absent: Steve Crothers.

Andy Near moved to adopt the Local Street Fund Budget Revenues of $140,595.00 and Expenditures of $92,494.00 for Fiscal Year 2018-2019 to begin March 1, 2018.
Seconded by: John Sutton.

Roll Call Vote:
Ayes: Near, Sutton, Wyns, Zaverl, Harris, and Inglis.
Motion Carried 6-0.
Absent: Steve Crothers.

Bill Harris moved to adopt the Street Improvement – Debt Service Fund Budget Revenues of $106,973.00 and Expenditures of $133,262.00 for Fiscal Year 2018-2019 to begin March 1, 2018.
Seconded by: Andy Near.

Roll Call Vote:
Ayes: Harris, Near, Wyns, Zaverl, Sutton, and Inglis.
Motion Carried 6-0.
Absent: Steve Crothers.

Jim Wyns moved to adopt the Sewer Fund Budget Revenues of $386,428.00 and Expenditures of $373,871.00 for Fiscal Year 2018-2019 to begin March 1, 2018.
Seconded by: John Sutton.

Roll Call Vote: Wyns, Sutton, Zaverl, Near, Harris, and Inglis.
Motion Carried 6-0.
Absent: Steve Crothers.

Dan Zaverl moved to adopt the Water Fund Budget Revenues of $300,379.00 and Expenditures of $279,651.00 for Fiscal Year 2018-2019 to begin March 1, 2018.
Seconded by: Jim Wyns.

Roll Call Vote:
Ayes: Zaverl, Wyns, Sutton, Near, Harris, and Inglis.
Motion Carried 6-0.
Absent: Steve Crothers.

John Sutton moved to adopt the Motor Pool Fund Revenues of $142,861.00 and Expenditures of $111,251.00 for Fiscal Year 2018-2019 to begin March 1, 2018.
Seconded by: Dan Zaverl.

Roll Call Vote:
Ayes: Sutton, Zaverl, Wyns, Near, Harris, and Inglis.
Motion Carried 6-0.
Absent: Steve Crothers.

12. OLD BUSINESS: No Old Business.

13. NEW BUSINESS:

a.)Shelby Police Department Fee Schedule

Village Police Chief Ryan Furman presented Council with a proposed fee schedule for obtaining copies of police reports. Chief Furman proposed charging $5.00 per page and noted that most reports are two pages. The fee for these copies would cover the expense of the paper and ink that are used to produce them. He also included a $10.00 fee for Court Ordered Preliminary Breath Tests in the proposed fee schedule.

Jim Wyns moved to adopt the Shelby Police Department Fee Schedule as proposed.
Seconded by: Andy Near.

Roll Call vote:
Ayes: Wyns, Near, Zaverl, Sutton, Harris, and Inglis.
Motion Carried 6-0.
Absent: Steve Crothers.

b.) Purchase of New Police Cruiser

The Village of New Era is selling its 2007 Dodge Charger that was previously used as a patrol car. There are no mechanical issues with the vehicle and it will come with all the equipment that the Village would need except for the car radio. Chief Furman can transfer the radio from the 2010 Ford to the 2007 Dodge Charger.

Dan Zaverl moved to purchase the 2007 Dodge Charger 5.7 Liter V8 police cruiser from the Village of New Era in the amount of $5,000.00.
Seconded by: Andy Near.

Roll Call Vote:
Ayes: Zaverl, Near, Wyns, Sutton, Harris, and Inglis.
Motion Carried 6-0.
Absent: Steve Crothers.

c.) Consumers Energy Easement Request

VA Stratil has been contacted by Consumers Energy requesting a permanent Easement to enter the Village owned property located on Sixth Street for a line of electrical facilities. Council requested more information on the matter before considering any action.

d.) Verizon One Talk

VA Stratil had a phone conference with representatives from Verizon and Sova regarding office phones. The Village has had a number of issues with its phone system. Verizon has a partnership with Sova and is currently offering free office phones if the Village signs up for the office service through Verizon. The phone service would cost $165.00 per month and the Village would receive new phones at no cost.

Jim Wyns moved to authorize VA Stratil to enter into the Verizon One Talk Plan for $165.00 a month contingent on the Village receiving free phones and that the company's offer is in writing. Seconded by: Andy Near.

Roll Call Vote:
Ayes: Wyns, Near, Zaverl, Sutton, Harris, and Inglis.
Motion Carried 6-0.
Absent: Steve Crothers.

14. COMMITTEE REPORTS

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

Planning Commission will be meeting on Tuesday, February 20, 2018 at 6:30 P.M.

b. WATER & SANITATION: Chair: John Sutton, Steve Crothers:

Nothing to report.

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

Nothing to report.

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

Andy Near met with VA Stratil regarding the alleyway improvement project and to review the DNR Grants that may be available for the Village's park improvements.

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

Nothing to report.

f. PERSONNEL: Chair: Bill Harris, Andy Near:

Personnel Committee will be meeting on Tuesday, February 13, 2018 at 4:30 P.M for VA Stratil's annual performance evaluation.

g. ORDINANCES – Chair Steve Crothers, Dan Zaverl:

Nothing to report.

15. PAYMENT OF THE BILLS: Jim Wyns moved to approve the payment of bills in the amount of $65,405.03.
Seconded by: Bill Harris.

Roll Call Vote:
Ayes: Wyns, Harris, Zaverl, Sutton, Near, and Inglis.
Motion Carried 6-0.
Absent: Steve Crothers.

15. ADJOURNMENT: Dan Zaverl moved to adjourn the meeting at 8:41 P.M.
Seconded by: John Sutton.

Voice Vote: All in favor.
Motion Carried.
Absent: Steve Crothers.

Council minutes are not official until approved at the February 26, 2018 Council meeting. ☐ Approved

_____ _____
Minutes Respectfully Submitted by Crystal Budde, Village Clerk Date

VILLAGE OF SHELBY
REGULAR COUNCIL MEETING OF February 26, 2018 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 6:31 P.M. by President Paul Inglis.

2. ROLL CALL:

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

Staff present: Police Chief Ryan Furman, DPW Supervisor Greg MacIntosh, Village Administrator Chelsea Stratil, and Village Clerk Crystal Budde.

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

4. MINUTES: Jim Wyns moved to approve the minutes of the Regular Council Meeting of February 12, 2018 as presented.
Seconded by: John Sutton.

Voice Vote: All in favor.
Motion Carried.
Absent: Bill Harris.

5. ADDITIONS TO THE AGENDA:

a.) Planning Commission Annual Report.

b.) New Leaders Grant Submission.

6. **PRESIDENT'S REPORT:**

President Inglis commended VA Stratil for the detailed Administrator's update prepared for the Council meeting.

7. ADMINISTRATOR'S REPORT:

VA Stratil reported to Council that she has made changes to the Village's account setting with Larson's Hardware and Oceana Builders Supply that will require the Village DPW Department to provide a purchase order which will include a description of the reason for the purchase. Each purchase will be emailed to both the Village Clerk and to VA Stratil to ensure there is enough information on the purchases to properly allocate expenses.

VA Stratil attended the Quarterly Comprehensive Economic Development Strategy (CEDS) Meeting in Newaygo on Friday, February 16. This was a great networking opportunity as well as very informative as to how other municipalities implement different strategies for development.

VA Stratil informed Council that she has been offered a scholarship to attend the Small Town and Rural

Development Conference in April. Council member Andy Near will be attending the conference as well and VA Stratil informed Council that anyone who is interested in going should let her know as soon as possible so that she can also reserve a space for them as well.

The Village's Consumers Energy Representative, Eric Gustad, will be meeting with VA Stratil on February 27 to review Consumers Energy's easement request as well as the Village Community Assessment that was done in 2016. This will allow Mr. Gustad to better assist the Village in the implementation of some of Michigan Rural Council's recommendations. He does have concerns regarding the easement as he knows the Village is hoping to revitalize Getty Park.

VA Stratil reported that she ordered the phones for Verizon One Talk and has set up the Village account. The phones have arrived and she will be setting everything up in the next few days.

VA Stratil contacted Tammy Carey to inquire about obtaining assistance with the DNR Recreation Passport and Trust Fund Grants. Tammy had connected VA Stratil with Jon Wilson who has a great deal of experience with Park and Recreation Grants and has agreed to assist VA Stratil in the process at no cost to the Village. VA Stratil has had two meetings with Mr. Wilson and will be meeting with him again and a representative from Game Time in early March to review the Village's goals and the costs that will be associated for the same.

VA Stratil reported to Council that, while attending the CEDS meeting on February 13, she met Sue DeVries who is a Team Specialist for Community Assistance and Development for the Michigan Economic Development Corporation (MEDC). Ms. DeVries had implied to VA Stratil that there is help available with the Shelby Master Plan and the Redevelopment Ready Community process. VA Stratil will have additional information for Council at a later date.

8. CORRESPONDENCE:

9. CITIZEN PARTICIPATION:

Village of Shelby resident Damien Omness asked the Village Council if there is any future available space in the Village for a soccer field. Mr. Omness is looking for a more permanent area for the youth soccer club that is currently using space in New Era at the Christian Reformed Church but is looking for a more long term option. Council member Andy Near replied that there are potential grants available that could help pay for such a project. Mr. Omness will meet with VA Stratil in regard to what space may be available.

10. OLD BUSINESS:

11. NEW BUSINESS:

a.) <u>Municipal Lot Towing</u>

There is an ongoing problem with vehicles being left in the 24 hour municipal lot for an extended period of time; often for weeks at a time. The DPW Department has been trying to keep the lot clear but it has been difficult to do when there are so many abandoned vehicles in the lot. Chief Ryan Furman is familiar with the rules which require us to have a towing company that is assigned to the lot install their own signs with their contact information. Pricing for the interested towing companies are as follows:

Eagle Towing located in Shelby has 13 trucks and will charge $135.00 to tow vehicles from the lot.

Oceana Auto located in Hart has 12 trucks and will charge $85.00 to tow vehicles from the lot. Gundy's Auto located in Montague has 3 trucks and will charge $100.00 to tow vehicles from the lot. Council requested more information regarding each company's storage fees before considering any further action.

b.) DPW Camera Request

The DPW Department sewer camera is no longer working and, due to the age of the camera, there are no available parts to repair it. DPW Supervisor Greg MacIntosh informed Council of the importance of having this tool available and provided three quotes for new sewer cameras. Tool Experts provides a camera that is comparable to what the Village previously used and is priced at $2,650.00. Insight Vision provides a similar camera in the amount of $3,295.00, and Pro-Built has a similar camera for $2,388.00. Greg has done a great deal of research on all of the cameras and is confident that any of the three would meet the Village's needs.

Jim Wyns moved to purchase the sewer camera from Pro-Built Tools of Darlin, Texas in the amount of $2,388.00.
Seconded by: Steve Crothers.

Roll Call Vote:
Ayes: Wyns, Crothers, Zaverl, Sutton, Near, and Inglis.
Motion Carried 6-0.
Absent: Bill Harris.

c.) Fiscal Year 2017/2018 Budget Amendments

Village Clerk Crystal Budde provided Council with the recommended budget amendments for the 2017/2018 Fiscal Year. The General Fund is showing a deficit due to the Clerk, Treasurer, Police and DPW being over budget due to lack of coverage, overtime, and so forth. The Village Hall had numerous issues with phones and the internet and the cost of technical support was much higher than expected. The Village also did not budget for the provision of dental coverage to employees as well as health care for the Village Clerk. The Street Debt Fund did not receive the expected amount of current and delinquent property taxes. Also, due to the first few years of the bond, we had collected too much; therefore, the Village expected the deficit through the life of the bond. The unexpected cost of chlorinating the Village water has caused a deficit in the Village Water Fund as well. The recommended budget amendments are as follows:

General Fund:
101-000.000-590.000 Transfer from Reserves $35,500.00 Increase

General Fund total Revenue:	$567,065.00
General Fund total Expenditure:	$566,530.00
Beginning Fund Balance	$239,301.00
Ending Fund Balance	$203,801.00

Street Debt Fund:

		$22,876.00	(Budgeted)
304-000.000-590.000	Transfer from Reserves	$15,605.00	Increase
		$38,481.00	Total to be transferred
Street Debt total Revenue	$139,750.00		
Street Debt total Expenditure	$139,750.00		
Beginning Fund Balance	$79,611.00		
Ending Fund Balance	$41,130.00		

Water Fund:

591-000.000-590.000	Transfer from Reserves	$16,000.00	Increase
Water Fund total Revenue	$325,372.00		
Water Fund total Expenditure	$324,341.00		
Beginning Fund Balance	$1,960,664.00		
Ending Fund Balance	$1,944,664.00		

Jim Wyns moved to approve the proposed Fiscal Year 2017/2018 Budget Amendments as presented. General Fund transfer from reserves in the amount of $35,500.00; Street Debt Fund transfer from reserves in the amount of $15,605.00; and, the Water Fund transfer from reserves in the amount of $16,000.00.
Seconded by: Steve Crothers.

Roll Call Vote:
Ayes: Wyns, Crothers, Zaverl, Sutton, Near, and Inglis.
Motion Carried 6-0.
Absent: Bill Harris.

d.) Planning Commission 2017 Annual Report

VA Stratil presented the 2017 Planning Commission Annual Report that was reviewed by Council. (Annual Report is available at the Shelby Village Hall)

e.) New Leader Grant Submission

VA Stratil requested approval for submission of the New Leader Grant. The Michigan Council for Arts and Cultural Affairs is offering grants of up to $4,000.00 in support of projects or collaborations led by young persons (ages 14-30 years old) which focus on the engagement, retention or mentoring of young people in Michigan through arts and culture.

Andy Near moved to authorize VA Stratil to submit the New Leader Grant application.
Seconded by: Dan Zaverl.

Voice Vote: All in favor.
Motion Carried.
Absent: Bill Harris.

12. COMMITTEE REPORTS

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

Planning Commission met on February 20, 2018 at 6:30 P.M. The 2017 Annual Report was reviewed and work continued regarding updates to the Village of Shelby Master Plan. The Current Master Plan was approved in December 2017;, however the Planning Commission will continue to update and improve the Master Plan throughout the year.

b. WATER & SANITATION: Chair: John Sutton, Steve Crothers:

DPW Supervisor MacIntosh is continuing to work with the DEQ with regard to the injection sites and finalizing that project. The quotes for setting up those injection sites will be presented to Council at the March 12, 2018 meeting.

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

Phase Three of the State Street project is still expected to begin in July of 2018. DPW Supervisor Greg MacIntosh will check into locating a heated trailer in order to make the cold patch more effective during the frost season.

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

Nothing to report.

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

Nothing to report.

f. PERSONNEL: Chair: Bill Harris, Andy Near:

Nothing to report.

g. ORDINANCES – Chair Steve Crothers, Dan Zaverl:

Nothing to report.

13. PAYMENT OF THE BILLS: Jim Wyns moved to approve the payment of the bills in the amount of $25,504.32.
Seconded by: Andy Near.

Roll Call Vote:
Ayes: Wyns, Near, Crothers, Zaverl, Sutton, and Inglis.
Motion Carried 6-0.
Absent: Bill Harris.

14. ADJOURNMENT: Andy Near moved to adjourn the meeting at 8:23 P.M.
Seconded by: Steve Crothers.

Voice Vote: All in favor.
Motion Carried.

Council minutes are not official until approved at the March 12, 2018 Council meeting. ☐ Approved

_____ _____

Minutes Respectfully Submitted by Crystal Budde, Village Clerk Date

VILLAGE OF SHELBY
REGULAR COUNCIL MEETING OF March 12, 2018 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 6:32 P.M. by President Paul Inglis.

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

Staff present: Police Chief Ryan Furman, Village Administrator Chelsea Stratil, Village Clerk Crystal Budde, and DPW Supervisor Greg MacIntosh.

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

4. MINUTES: Steve Crothers moved to approve the minutes of the Regular Council Meeting of February 26, 2018 as presented.
Seconded by: John Sutton.

Voice Vote: All in favor.
Motion Carried.

5. ADDITIONS TO THE AGENDA: No Additions to the agenda.

6. **PRESIDENT'S REPORT:** Nothing to report.

7. ADMINISTRATOR'S REPORT:

VA Stratil met with Eric Gustad on Tuesday, February 27 and discussed different grants that Consumers Energy has available, specifically to communities who have had a Community Assessment done that would help to implement what was addressed in the assessment. Mr. Gustad will be sending information to VA Stratil and she hopes to have a different project that the Village can submit a grant for. Mr. Gustad and VA Stratil discussed the proposed easement request that was submitted by Consumers Energy and Mr. Gustad does believe that the current proposal could affect the plans to revitalize Getty Park. The designers at Consumers Energy are redeveloping a plan for connection.
VA Stratil reported that she had hooked up the new phones and there was a connection issue. It is believed to be an issue with the ports not being open for an internet based phone. The Village's Support Technician Ted Terrice will be at the Village Hall on Tuesday, March 13th to fix the problem.

VA Stratil met with John Wilson and Dianne, a representative from Game Time, regarding the options for equipment upgrades at Getty Park. Dianne will be developing a modular play equipment plan that will be ADA compliant. The deadline for submission of the grant application is April 1, 2018. This is not feasible for this year as the process is lengthy and requires a great deal of detail. VA Stratil will be developing a proposal to submit for the next grant cycle for the Fiscal Year 2019/2020.

After researching the ordinances, it came to the attention of VA Stratil that the Village does not currently have a parking ordinance for the two municipal lots. The Ordinance Committee will need to meet to develop an ordinance to allow for better enforcement of parking in these lots during the winter

months.

VA Stratil attended a grant workshop that was hosted by the Community Foundation. She reported that she found this workshop to be very insightful and that she gained good tips on grant submission.

8. Department Head Report:

Chief Furman reported to Council the February report for the Village Police Department. During the month, the Police Department had 70 total calls for service, 66 traffic stops, 65 warnings, 3 citations, 8 Oceana County assists, 1 Michigan State Police assists (DNR), 4 warrant arrests, and 285 total property checks.

DPW Supervisor Greg MacIntosh reported that the new sewer camera had arrived and the DPW Department is going to be using the camera in the alleyway behind Michigan Avenue on Tuesday, March 13th in order to try to determine the issues that the businesses are having with the sewer system. The injection site quotes have yet to come in; however, Mr. MacIntosh hopes to have them for Council at the next meeting.

9. CORRESPONDENCE:

a.) State Street Project Schedule

The schedule has come in for the final phase of the construction of State Street. Work will begin in early July and is planned to be completed at the end of August. The Streets and Sidewalks Committee will be meeting and will travel to surrounding areas in order to look at the manhole covers that they use. There are a number of options available for covers and the Committee would like to have an opportunity to view some that have been used in other local communities.

b.) Randy Mahoney Resignation

VA Stratil received a letter of resignation from the Village Treasurer Randy Mahoney on Friday, March 9, 2018. Mr. Mahoney did not include an effective date for his resignation and he informed VA Stratil that he would continue to work until his replacement is found. VA Stratil requested permission to post the position in the Oceana's Herald-Journal and to set a deadline for the submission of applications.

Bill Harris moved to accept the resignation of the Village Treasurer Randy Mahoney with regrets effective date to be determined.
Seconded by: Andy Near.

Voice Vote: All in favor.
Motion Carried.

Steve Crothers moved to authorize VA Stratil to advertise the vacant position of the Shelby Village Treasurer with letters of interest to be submitted no later than March 30, 2018.
Seconded by: Jim Wyns.

Voice Vote: All in favor.
Motion Carried.

10. CITIZEN PARTICIPATION:

a.) Al Griffin had inquired as to whether the Village had received its maximum funds from MDOT and from grants for improvements to the roads. VA Stratil replied that the funds available through ACT 51 are based on the Village's population as determined by the last census and by Local and Major Street mileage. These are predetermined and would not be updated until the next census is completed.

Sharita Prowant informed the Council that had they made the right decision regarding the employment status of the Village Administrator when her performance evaluation was conducted, the Village would not have received the resignation notice from Village Treasurer Randy Mahoney. President Inglis explained the process that the Personnel Committee followed during the evaluation, and the majority felt that, at the time, with more communications between the staff and Village Administrator, there would be an improvement in the workplace environment.

11. OLD BUSINESS:

a.) Core Technology License Agreement

Chief Furman presented Council with the Talon Incident Management System (TIMS) developed by the Core Technology Corporation. The State of Michigan mandates an electronic reporting system from each Police Department in order to share information, crime analysis, and mapping. This system will not only save time but will also prevent errors. The initial payment for the reporting system set up fee is $1,900.00 and the second payment after two months is $1,805.00. Additionally, there will be a $1,500.00 annual fee in order to continue to use the software that Core Technology provides.

Steve Crothers moved to authorize the purchase of the Talon Incident Management System (TIMS) from Core Technology Corporation of Lansing, Michigan for the total amount of $3,705.00 and to authorize the VA Stratil to sign the license agreement for said purchase. Seconded by Jim Wyns.

Roll Call Vote:
Ayes: Crothers, Wyns, Sutton, Near, Harris, and Inglis.
Nays: Zaverl.
Motion Carried 6-1.

12. NEW BUSINESS:

a.) Getty Park Engineering

A proposal for the Getty Park Master Plan was submitted by Fleis & Vandenbrink; they would guide and help the Village with the creation of the Master Plan for the project. They would also set up all meetings and ensure that the Village follows the guidelines set by the DNR in regard to the point system for obtaining the grant. This was not something that VA Stratil budgeted for as she was not aware that there would be upfront costs associated with it. The fee for Fleis & Vandenbrink's services would be reimbursed with the grant funds should the Village receive the

grant next year. The Master Plan preparation that Fleis & Vandenbrink would be prepare for the Village includes: Gathering documentation, meeting with the Village Parks and Recreation Committee for workshop sessions and to discuss the goals and objectives, preparing the preliminary design concepts, review of preliminary plans and cost estimates, and provide Master Plan and costs to the Village Council for approval. The fee to retain Fleis & Vandenbrink to prepare the Getty Park Master Plan and cost estimate is $2,000.00.

Steve Crothers moved to authorize retention of Fleis & Vandenbrink of Muskegon, Michigan to prepare the Master Plan for the Getty Park Project in the amount of $2,000.00.
Seconded by: John Sutton.

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

b.) Hazardous Waste Day

The Oceana County Conservation District is seeking financial support for the 12th Annual Household Hazardous Waste Collection Day which is scheduled to be held on Saturday, August 18, 2018. The program provides homeowners a way to discard unused or unneeded household hazardous waste safely, so that it does not become a potential risk to the quality of our surface or groundwater, or end up in a public forest or landfills. The Conservation District requested $764.05 which is calculated according to the Village's population based on the 2010 Census.

Dan Zaverl moved to make a $500.00 donation to the 2018 Oceana County Conservation District Household Hazardous Waste Program.
Seconded by Jim Wyns.

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

c.) Police Department Wages

During the budget process, the Village Council had discussed an increase in wages for the DPW employees, Police Department employees, and the Village Clerk. The budget included payment of $15.00 per hour for part-time officers, $18.00 per hour for full-time officers; and, if the Village should, at any time, appoint an officer as Sergeant, that position would pay $19.00 per hour.

Bill Harris moved to increase the pay rate of the Village's part-time Police officers to $15.00 per hour, full-time Police officers to $18.00 per hour and Sergeant to $19.00 per hour effective March 19, 2018.
Seconded by: Steve Crothers.

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

The DPW was budgeted for a two percent wage increase which would increase the DPW employees' wage to $19.74 per hour.

Jim Wyns moved to increase the hourly wage for the DPW employees to $19.74 per hour effective March 19, 2018.
Seconded by: Steve Crothers.

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

The budget included a raise of $.50 per hour for the Village Clerk which would increase her pay to $16.50 per hour.

Steve Crothers moved to increase the Village Clerk's wage from $16.00 to $16.50 per hour effective March 19, 20108.
Seconded by: Dan Zaverl.

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

d.) Leaf Pick-Up Policy

The Village Ordinance Committee met on March 6, 2018 to discuss the current Leaf and Brush Pick-Up Policies. DPW Supervisor Greg MacIntosh and VA Stratil reported to the Committee that they believed the new policy to be working well and that residents have commented that they do like the current policy; but they would like to receive more bags per each household. The Committee believed that increasing the number of bags per each household to 12 would be sufficient for residents. DPW Supervisor MacIntosh received quotes for contracting out the leaf pick-up to Double L Enterprises of Montague, Michigan. The approximate cost for that service would be $6,000.00 and would include them coming in to vacuum the leaves twice per year. Mr. MacIntosh also received quotes for the purchase of a new vacuum unit that would be slightly bigger than the unit that the Village had used in the past. The cost for the unit would range anywhere from $35,000.00 to $68,000.00. There are a number of variables and options that account for that price range. The Village spent $672.00 last year for the purchase of 2,000 bags for residents. The Ordinance Committee will review the policy after one year.

Steve Crothers moved to amend the current Curbside Yard Waste Collection Policy to increase the number of decomposable bags provided to each household to 12 and to adopt the Brush Pick-up Policy to include brush pick-up every Monday from March through November provided the brush is bundled and tied in lengths of no more than five feet.
Seconded by: Dan Zaverl.

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

Motion Carried 7-0.

13. COMMITTEE REPORTS

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

Planning Commission will be meeting on Tuesday, March 20 at 6:30 P.M. Discussion of and updates to the Master Plan will continue.

b. WATER & SANITATION: Chair: John Sutton, Steve Crothers:

TonyWawiernia from ETNA Supply Company will be in the office on Thursday, March 15th to look over the Village meter reading tool and software. There have been issues for the DPW when obtaining accurate meter reads and Tony believes he can correct some of those issues.

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

Dan Zaverl asked DPW Supervisor Greg MacIntosh why the Village streets had not been salted on March 6th and 7th. Mr. MacIntosh responded that DPW employee Jeremiah Helenhouse was called in the early morning hours on Wednesday, March 7th to salt and that his time card would reflect the time that he punched in at the shop. Discussion ensued about the time of the day on March 6th that the streets were salted.

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

The wall inside of the Village Hall has been repaired and the remaining roof work will be done within the next two weeks. Andy Near reported that the Village's Insurance representative had come to an agreement and that the roof will be patched.

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

Nothing to report; however, Committee Chair Jim Wyns had requested DPW Supervisor Greg MacIntosh to gather quotes on the purchase of a new plow truck to provide to Council. If the Village makes the decision to purchase a new truck, it may take some time and Mr. Wyns would rather the DPW be prepared with the equipment well before next winter.

f. PERSONNEL: Chair: Bill Harris, Andy Near:

Nothing to Report.

g. ORDINANCES – Chair Steve Crothers, Dan Zaverl:

Committee will meet on Monday, March 19 at 12:00 P.M. to discuss the Municipal Lot parking.

14. PAYMENT OF THE BILLS: Jim Wyns moved to approve the payment of the bills in the amount of $25,504.32.
Seconded by: Dan Zaverl.

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

Motion Carried 7-0.

15. ADJOURNMENT: Bill Harris moved to adjourn the meeting at 8:50 P.M.
Seconded by: Steve Crothers.

Voice Vote: All in favor.
Motion Carried.

Council minutes are not official until approved at the March 26, 2018 Council meeting. ☐ Approved

_____ _____

Minutes Respectfully Submitted by Crystal Budde, Village Clerk Date

VILLAGE OF SHELBY
REGULAR COUNCIL MEETING OF March 26, 2018 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 6:32 P.M. by President Paul Inglis.

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

Staff present: Police Chief Ryan Furman and Village Administrator Chelsea Stratil.
Absent: Village Clerk Crystal Budde.

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

4. MINUTES: Steve Crothers moved to approve the minutes of the Regular Council Meeting of March 12, 2018 as presented.
Seconded by: John Sutton.

Voice Vote: All in favor.
Motion Carried.
Absent: Andy Near and Bill Harris.

5. ADDITIONS TO THE AGENDA:

a.) T-Mobile Tower Space Lease

6. **PRESIDENT'S REPORT:** President Inglis reported that he would be making a comment during Old Business regarding the closed session meeting that took place on March 20, 2018.

7. ADMINISTRATOR'S REPORT:

VA Stratil reported that she is waiting to hear from Prein and Newhoff in regard to the list of man holes that are in need of repair as well as scheduling a Streets and Sidewalks Committee Meeting.

VA Stratil received a thank you letter from Mary Lulich; owner of Pixel Graphix Studio. She expressed her appreciation for the Police Department keeping the area safe. The Police Department does perform nightly checks to make sure business doors are locked and that there is no cause of concern. It was because that check was performed that it was found the door of Pixel Graphix Studio was not securely locked and Mary was notified immediately.

8. DEPARTMENT HEAD REPORT:

Chief Ryan Furman reported to Council that the new reporting system is running and the Officers are very pleased with the program and how well it works.

Chief Furman had monitored the School cross walk on Sixth Street after receiving complaints that motorist are not stopping for the light that is placed there. He did note that the lights at that cross walk

did not turn on unit 7:11 A.M. Chief Furman contacted the DPW crew and they had changed the cross walk light to turn on at 6:45 A.M. That area will continue to be monitored by the Police Department as there are numerous complaints about traffic on Sixth Street.

Chief Furman has hired a new part-time officer, Gabe LeBlanc who is out of the Muskegon County Sheriff Department as well as Roosevelt Park Police Department. Gabe will be filling some of the open shifts for the Village Police Department. Gabe served eight years in the Marines and will be a great asset to the Shelby Police Department.

9. CORRESPONDENCE:

President Inglis read correspondence received from Hart Public Schools Superintendent Mark Blaque thanking Chief Ryan Furman for his recent attendance of the Board of Education meeting. Mr. Blaque also thanked Chief Furman for serving the Community so well.

He also read a note that was taken by the Village Treasurer Randy Mahoney from Dottie Elliot who wanted to extend her gratitude for the Police Department working so well in patrolling near the Shelby Middle School and in her area of residence.

10. CITIZEN PARTICIPATION:

12. NEW BUSINESS:

a.) <u>T-Mobile Tower Space Lease</u>

VA Stratil noted that T-Mobile is in need of adding two more towers to the current lease space that they have with the Village of Shelby. The new lease agreement will increase the lease amount that T-Mobile will pay the Village by $200.00 once the construction is complete.

Jim Wyns moved to authorize VA Stratil to enter into the First Amendment Lease Agreement between the Village of Shelby and T-Mobile Central.
Seconded by: Steve Crothers.

Roll Call Vote:
Ayes: Wyns, Crothers, Zaverl, Sutton, and Inglis.
Motion Carried 5-0.
Absent: Andy Near and Bill Harris.

11. OLD BUSINESS:

On March 20, 2018 a Closed Session meeting took place at the request of Village Administrator Chelsea Stratil. This was in regard to her performance evaluation and possible termination of her employment, discipline or any other action. This was an approximate two hour closed session and no action was taken at the time. An additional concept was suggested in the closed session, but it appears that that is not a viable solution for reconciling differences that may or may not exists in the Village.

VA Stratil requested to go into closed session to discuss the situation regarding her performance evaluation.

Steve Crothers moved to go into closed session for the purpose of continuing the discussion of Chelsea

Stratil's performance evaluation or considering disciplining, suspending, terminating, or taking any other action as to her employment with the Village.
Seconded by: John Sutton.

Roll Call Vote:
Ayes: Crothers, Sutton, Wyns, Zaverl, and Inglis.
Motion Carried 5-0.
Absent: Andy Near and Bill Harris.

Closed Session began at 7:04 P.M.

Council resumed in Open Session at 7:45 P.M.

13. COMMITTEE REPORTS

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

The Planning Commission was scheduled to meet on March 20, 2018. That meeting was cancelled due to the Special Council meeting. Planning Commission is scheduled to meet on Tuesday, April 17, 2018 at 6:00 P.M.

b. WATER & SANITATION: Chair: John Sutton, Steve Crothers:

Nothing to report.

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

Nothing to report.

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

Nothing to report.

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

Tony Wawiernia, Representative with ETNA Supply Company came to the Village Hall in order to troubleshoot the Village's Auto Reader system. Tony was able to correct the prior issues that the Village has had with importing the meter reads out of the handheld meter reader and into the BS&A billing program. The issues have been resolved and everything appears to be operating correctly.

f. PERSONNEL: Chair: Bill Harris, Andy Near:

Nothing to report.

g. ORDINANCES – Chair Steve Crothers, Dan Zaverl:

Nothing to report.

14. PAYMENT OF THE BILLS: Jim Wyns moved to approve the payment of the bills in the amount

of $39,321.66.
Seconded by: Steve Crothers.

Roll Call Vote:
Ayes: Wyns, Crothers, Zaverl, Sutton, and Inglis.
Motion Carried 5-0.

15. ADJOURNMENT: Dan Zaverl moved to adjourn the meeting at 7:56 P.M.
Seconded by: Jim Wyns.

Voice Vote: All in favor.
Motion Carried.

Council minutes are not official until approved at the April 9, 2018 Council meeting. ☐ Approved

_____ _____
Minutes Respectfully Submitted by Crystal Budde, Village Clerk Date

VILLAGE OF SHELBY
SPECIAL COUNCIL MEETING OF April 2, 2018 at 5:00 P.M.
COUNCIL PROCEEDINGS

1. CALL TO ORDER:

The special meeting of the Common Council of the Village of Shelby was called to order at 5:01 P.M. by President Paul Inglis.

2. ROLL CALL:

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

Staff present: Police Officer Joe Von Drak and Village Clerk Crystal Budde.

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

4. MINUTES: Steve Crothers moved to approve the minutes of the Special Council Meeting of March 20, 2018 as presented.
Seconded by: Andy Near.

Voice Vote: All in favor.
Motion Carried.

5. CITIZEN PARTICIPATION:

Sharita Prowant asked if the citizens would be able to ask questions throughout the meeting. President Inglis responded that questions would be allowed; however, they would not be able to answer any questions pertaining to discussions that had taken place within the previous closed sessions.
Deldane Merrill commented that she was unaware of the situation and stated that she had some issues with the Village's DPW Department and asked who she would discuss those issues with. She also inquired as to what issues the DPW had with the Village Administrator Chelsea Stratil.

President Inglis responded that she could bring any concerns to the Interim Administrator if the Village is able to obtain an Interim Administrator and that the earliest she would be able to do that would be Thursday, April, 5, 2018. President Inglis also informed resident Ms. Merrill that any issues that may have existed between the DPW and the Village Administrator were discussed during closed session.

6. OLD BUSINESS: No Old Business.

7. NEW BUSINESS:

a.) <u>Acceptance of Resignation of Shelby Village Administrator Chelsea Stratil</u>

Village Administrator Chelsea Stratil submitted her letter of resignation to the Village Council on April 2, 2018. President Paul Inglis read the letter submitted by Ms. Stratil wherein she stated that she had enjoyed the last two and one-half years of her employment with the Village and she has had an incredible experience; but, that she believed it was time for her to hang up her hat.

Steve Crothers moved to accept the resignation of Ms. Stratil as Village of Shelby Administrator effective April 2, 2018.

Seconded by: Andy Near.

Roll Call Vote:
Ayes: Crothers, Near, Wyns, Sutton, Harris, and Inglis.
Nayes: Zaverl.
Motion Carried 6-1.

b.) Resolution to Approve Severance Agreement with Chelsea Stratil

Village Attorney John Schrier drafted a Severance Agreement by and between Chelsea Stratil and the Village of Shelby. President Inglis read the details regarding the economic terms of the Agreement. Ms. Stratil will be paid for any unused Personal Time Off and vacation time in her leave bank as of March 20, 2018. Ms. Stratil will also receive her normal salary, health insurance and retirement benefits from April 21, 2018 to August 18, 2018. President Inglis reviewed the additional provisions of the Agreement with Council.

Bill Harris moved to approve the Severance Agreement by and between Chelsea Stratil and the Village of Shelby wherein effective on the expiration of the rescission period described in Section 16 ("effective date") of the Agreement, Chelsea Stratil voluntarily agrees to the terms and conditions of her resignation from the Village of Shelby.
Seconded by: John Sutton.

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

c.) Appointment of Interim Village Administrator

Bryon Mazade who was retained in 2015 by Village of Shelby to recruit its Village Administrator, has agreed to step in as the Interim Village Administrator until the Village is able to obtain a permanent replacement. Mr. Mazade will be working no more than 24 hours a week and will be compensated at $50.00 per hour.

Bill Harris moved to appoint Bryon Mazade as the Village of Shelby Interim Administrator effective April 5, 2018 to be paid at the rate of $50.00 per hour for all time actually worked up to 24 hours per week plus required benefits such as Social Security and worker's compensation. However, benefits such as health insurance, retirement, and unemployment compensation shall not be paid. Mr. Mazade's employment as the Village of Shelby's Interim Administrator shall be for the period beginning April 5, 2018 and ending no later than June 15, 2018; however, the ending period may be extended with Village of Shelby Council approval.
Seconded by: Steve Crothers.

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

d.) Acceptance of Withdrawal of Resignation Letter from Crystal Budde, Shelby Village Clerk

Village Clerk Crystal Budde had submitted a withdrawal of resignation letter to the Village

Council on March 29, 2018. Ms. Budde had stated that she greatly enjoyed her job with the Village and hoped to continue her employment for many years to come.

Jim Wyns moved to accept Crystal Budde's request to withdrawal her resignation from her position of Village of Shelby Clerk and to authorize her to return to the position for 32 hours per week to be paid at the rate of $16.50 per hour plus her current benefits.
Seconded by: Steve Crothers.

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

e.) Appointment of Interim Village Treasurer

Village Treasurer Randy Mahoney had previously submitted his letter of resignation to the Village Council on March 9, 2018. Mr. Mahoney had intended to resign his position immediately; however, he has agreed to stay on as the Interim Village Treasurer until a replacement is found and trained. Mr. Mahoney will be in the office to assist with accounts payable and payroll up to 16 hours per week.

Steve Crothers moved to appoint Randy Mahoney as the Village of Shelby's Interim Treasurer effective April 3, 2018 to be paid at the rate of $15.00 per hour up to 16 hours per week for the period ending no later than June 1, 2018.
Seconded by: Dan Zaverl.

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

8. ADJOURNMENT: Bill Harris moved to adjourn the meeting at 6:08 P.M.
Seconded by: Andy Near.

Voice Vote: All in favor.
Motion Carried.

Council minutes are not official until approved at the April 23, 2018 Council meeting. ☐ Approved

_____ _____
Minutes Respectfully Submitted by Crystal Budde, Village Clerk Date

VILLAGE OF SHELBY
REGULAR COUNCIL MEETING OF April 9, 2018 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 6:31 P.M. by President Pro-Tem Bill Harris.

2. ROLL CALL:

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

Staff present: Police Chief Ryan Furman, Interim Administrator Bryon Mazade, and Village Clerk Crystal Budde.

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

4. MINUTES: John Sutton moved to approve the minutes of March 26, 2018 as presented. Seconded by: Dan Zaverl.

Voice Vote: All in favor.
Motion Carried.
Absent: Steve Crothers, Andy Near, and Paul Inglis.

5. Additions to Agenda: No additions to the Agenda.

6. Presidents Report: President Pro-Tem Bill Harris welcomed the Village's Interim Administrator Bryon Mazade and thanked him for stepping in during the Village's search for a new Administrator.

7. Village Administrators Report: Nothing to report.

8. Department Heads Report: Police Chief Ryan Furman reported to Council that March was a very busy month for the Department. A total of 69 complaints were taken during the month of March with 84 traffic stops, 83 traffic warnings, 508 property checks, 3 assists to the Oceana County Sheriff's office, 1 Michigan State Police assist, 1 Hart Police assist, and 19 total arrests.

9. Correspondence: No correspondence.

10. CITIZEN PARTICIPATION:

a.) Tara Kelley – Survey Proposal

Shelby Village resident and business owner Tara Kelley presented Council with a survey proposal that she had asked that the Village send out to all of the residents and business owners. The survey is intended to obtain opinions and thoughts from residents regarding the Village Departments, operating procedures, and how the Village should proceed in the search for the next Administrator. Council reviewed the survey provided by Ms. Kelley and made suggested changes. Ms. Kelley will meet with Interim Administrator Bryon Mazade to discuss additional changes to the survey and will present the revised survey to Council at the next meeting.

11. OLD BUSINESS:

12. NEW BUSINESS:

a.) Village Administrator Recruitment Timeline

Interim Administrator Bryon Mazade presented Council with the following tentative timeline for filling the Administrator position:

April 10-13, 2018	Advertise Position
May 3, 2018	Deadline for Applicants
May 4, 2018	Transmit Applications to Personnel Committee
May 7-10, 2018	Personnel Committee Reviews Applications
May 11, 2018	Personnel Committee Recommends Finalists for Interviews
May 14, 2018	Village Council Selects Candidates to Interview
May 16- 23, 2018	Conduct Interviews
May 29, 2018	Select Person for an Offer of Employment
May 30, 2018	Make Offer of Employment
May 30 – June 6, 2018	Background Check, Negotiate Employment Agreement
June 11, 2018	Village Council Approves Employment Agreement
TBD	New Village Administrator Begins Employment

Jim Wyns moved to approve the timeline for the Village Administrator recruitment as presented. Seconded by: John Sutton.

Roll Call Vote:
Ayes: Wyns, Sutton, Zaverl, and Harris.
Motion Carried 4-0.
Absent: Steve Crothers, Andy Near, and Paul Inglis.

13. Reports of Officers, Boards & Committees:

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

Planning Commission will be meeting on Tuesday, April 17, 2018 at 6:30 P.M to continue to review and update the Village of Shelby Master Plan.

b.) WATER & SANITATION: Chair: John Sutton, Steve Crothers:

Tony Wawiernia, Representative with ETNA Supply Company, will be coming to the Village Hall on April 19, 2018 in order to meet with the Village Clerk Crystal Budde, DPW Supervisor Greg MacIntosh, and DPW employee Josh Vanderputte in order to install the new hand-held meter reader and train staff on the use of the new equipment.

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

The Committee is still planning to schedule a meeting in order to review options for manhole covers that would be installed after the final phase of the State Street Project.

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

Nothing to report.

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

Nothing to report.

f.) PERSONNEL: Chair: Bill Harris, Andy Near:

Personnel Committee met on Monday, April 9, 2018 at 1:00 P.M. in order to review the Administrator recruitment timeline presented by the Interim Administrator Bryon Mazade. The Committee also discussed the proposed combination of the Treasurer and the Clerk positions and the creation of assistant position to take water payments, complete work orders, and numerous other clerical duties. Mr. Mazade will gather financial and legal information and present it to Council at its next meeting.

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

Nothing to report.

14. Payment of Bills: Jim Wyns moved to approve the payment of the bills in the amount of $21,746.17.
Seconded by: Dan Zaverl.

Roll Call Vote:
Ayes: Wyns, Zaverl, Sutton, and Harris.
Motion Carried 4-0.
Absent: Steve Crothers, Andy Near, and Paul Inglis.

15. ADJOURNMENT: Dan Zaverl moved to adjourn the meeting at 7:50 P.M.
Seconded by: John Sutton.

Voice Vote: All in favor.
Motion Carried.
Absent: Andy Near, Steve Crothers, and Paul Inglis.

Council minutes are not official until approved at the April 23, 2018 Council meeting. ☐ Approved

_____ _____
Minutes Respectfully Submitted by Crystal Budde, Village Clerk Date

VILLAGE OF SHELBY
REGULAR COUNCIL MEETING OF April 23, 2018 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: Jim Wyns, Steve Crothers, Dan Zaverl, Paul Inglis, John Sutton, Andy Near, and Bill Harris.

Staff present: Police Chief Ryan Furman, Interim Village Administrator Bryon Mazade, and Village Clerk Crystal Budde.

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

4. MINUTES:

a.) April 2, 2018 – Special Meeting

Steve Crothers moved to approve the minutes of the Special Council meeting of April 2, 2018 as corrected.
Seconded by: Jim Wyns.

Voice Vote: All in favor.
Motion Carried.

b.) April 9, 2018

Dan Zaverl moved to approve the minutes of the Regular Council meeting of April 9, 2018 as presented.
Seconded by: John Sutton.

Voice Vote: All in favor.
Motion Carried.

5. Additions to Agenda:

a.) New Business: Wage and Vacation Time Increase for Police Chief.

6. President's Report: President Inglis thanked the DPW for clearing the snow on the Village streets after the April 15th and 16th snowstorms. They did a great job and the roads had all been cleared by 8:00 P.M. on Sunday the 16th. President Inglis thanked the Police Department as well for the increased presence in the Community. A number of Village residents have commented on the Department's increased visibility throughout town as well as the number of arrests they have made.
President Inglis reported that he will be meeting with Tammy Carey in regard to the Michigan Rural Economic Development Cohort led by the Community Economic Development Association of Michigan. The purpose of the Cohort is to bring together rural place-based community foundations who are inspired to grow a prosperous economy in their service area. The foundation can address the root

causes of the issues that need great impact – such as workforce development, jobs, or education and can do this by engaging community members (both businesses and residents). The participating foundations will:

- Build community leadership capabilities to support economic development.
- Engage with other local actors working on economic development.
- Complete a Community Assessment and receive expert guidance to turn results into action.
- With community input, identify an area of focus to advance economic development planning.

Participating foundations will select a team from their community to participate in training opportunities- this team may grow as the CEDAM helps the foundation build new relationships. Activities will include cohort-wide learning opportunities as well as local team learning engagements; participation will be primarily virtual. Teams must commit to completing a community assessment (led by CEDAM), which is a locally-led set of listening sessions that will help assess a community's problems and challenges, identify assets, and define issues to be addressed.
Foundations will be notified on or before May 10, 2018 as to whether or not the community has been selected to participate in the Cohort.

7. Village Administrator's Report: Interim Administrator Byron Mazade reported that he met with Tara Kelley last week about her proposed community survey. Mr. Mazade informed Ms. Kelley that although the survey could be beneficial to the Village, there were a number of concerns with it. The questions are very open-ended and require the residents to write a response rather than a forced choice response. Ms. Kelley and Mr. Mazade agreed that some suggested changes would be made by Mr. Mazade and that Ms. Kelley would consider those changes and possibly a final draft could be presented to Council for consideration.

The ad for the Village Administrator position had been placed on the MML website late last week and, to date, the Village has received five resumes for the position. Mr. Mazade also reported that he met with Chelsea Stratil last week to go over issues and projects that need his attention. Ms. Stratil has also been available by phone and email. Mr. Mazade received Ms. Stratil's signed Severance Agreement on Monday, April 16, 2018. The last day for her to rescind the agreement was April 23, 2018.

Mr. Mazade reported that Chief Furman finalized the full-time hiring of Police Officer Gabe LeBlanc. Mr. LeBlanc recently completed his probationary time and will fill the position vacated by Aaron Cavner.

Village Clerk Crystal Budde and Mr. Mazade met with the consultants (Fleis & Vandenbrink and Umbaugh) this week regarding the SAW Grant. The financial components will be submitted to the State later this month and the final report will be completed in October.

Mr. Mazade reported that the Oceana County EDC is in the process of entering into a partnership agreement with the Right Place from Grand Rapids, Michigan to provide economic development services to Oceana County. This agreement is not yet complete but should be in the ensuing weeks.
Mr. Mazade is working with department heads to create a Capital Improvement Plan (CIP). It does not appear that the Village has a CIP and it is critical to have one to guide the Village in future capital expenditures.

8. Department Heads' Report:

Chief Furman reported that he had attended a TACT Training last week that was required by the State. He has also been in contact with the Shelby Public Schools Transportation Director, John McArthur about the recent complaints that had been received about the school's bus drivers driving. Mr. McArthur had reviewed all available videos that are on each bus and there have not been any known violations found.

9. Correspondence: President Inglis received a letter from David Nobles with the local Medical Reserve Corps on behalf of Chelsea Stratil. He wrote that he had great interactions with Chelsea during the most recent water distribution that the Village held while it was under a water boil alert. He was very impressed with the personally signed note of thanks from Ms. Stratil after the event and wanted to point out the extra effort that she had undertaken with the matter.

10. CITIZEN PARTICIPATION:

Village resident Mary Lulich asked the Council if they would be ensuring that the new Village Administrator would be responsible for working on the revitalization of the downtown area and making improvements that are much needed for Shelby. Ms. Lulich also voiced her concern with the VA position salary being set so high if these important issues are not going to be a priority.

Council Trustee Bill Harris responded that the Council set a salary range of $60,000.00 - $75,000.00 and that nothing was set in stone regarding the high end of that salary. Mr. Harris, Councilmen Steve Crothers, Jim Wyns, and President Inglis expressed the importance of improving the downtown district. It has been a priority for everyone and that no one Council member has wanted to take steps backwards from improvements that have already been made.

Sharita Prowant stated that Council had informed the residents at the Council meeting of April 2, 2018 that residents of the Village would have an opportunity to voice thoughts and concerns regarding the new Village Administrator. Ms. Prowant also inquired has to exactly when the open meeting was held when the vote to pay Chelsea Stratil for time that she was not in office took place. President Inglis responded that authorization to pay Ms. Stratil for that time was a part of the Severance Agreement that was read in detail and voted on at the Special Council meeting of April 2, 2018.

Village resident Pat Brown inquired about the limited vision for motorists at the corner of Michigan Avenue and Fourth Street. She has witnessed a number of near accidents at the corner because there is very little visibility. Ms. Brown asked how the Village could make improvements there; whether that should require that a four way stop. Chief Furman responded that the Village would have to have the State do a study of the corner to determine if any changes could be made.

11. OLD BUSINESS:

a.) <u>T-Mobile Lease Amendment</u>

Interim Administrator Mazade was contacted by a representative from T-Mobile regarding the approved Lease Amendment by and between the Village and T-Mobile for the lease of space on the Village's tower. T-Mobile would like a specific date in the Amendment for the increase in the agreed upon rent. Mr. Mazade had suggested the date of May 1, 2018 and they agreed. Mr. Mazade requested approval of the change to the Lease Amendment.

Jim Wyns moved to approve the Lease Amendment by and between T-Mobile and the Village of

Shelby with the corrected effective date of May 1, 2018.

Seconded by: Steve Crothers.

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

12. NEW BUSINESS:

a.) MiDeal Purchasing Program

Interim Administrator Mazade presented Council with information regarding the MiDeal Purchasing Program. MiDeal is a state extended purchasing program which allows municipalities to purchase from state contracts and eliminates the need to bid out products or services. The cost for the Village to participate in the purchasing program is $180.00 annually.

Jim Wyns moved to authorize Interim Administrator Bryon Mazade to enter into the State of Michigan's MiDeal Purchasing Program for the annual fee of $180.00.
Seconded by: Steve Crothers.

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

b.) Randy Phillips' Payment

In January, former Administrator Chelsea Stratil had contacted Village Attorney John Schrier with regard to the agreement previously made by and between the Village of Shelby and Randal Phillips. Mr. Phillips was to be paid for any funded grant for the State Street Project. The final phase of the project has been funded and Mr. Phillip's legal counsel had previously brought the matter to arbitration and, in the Arbitration Award, it was determined that the Village of Shelby was liable to Mr. Phillips in the amount of $3,824.00 for the State Street project between Second Street and 450 feet north of Sixth Street.

Jim Wyns moved to pay $3,824.00 to Randal Phillips for the State Street project in order to fulfill the Village's obligation to Mr. Phillips.
Seconded by: Andy Near.

Roll Call Vote:
Ayes: Wyns, Near, Crothers, Sutton, Harris, and Inglis.
Nays: Zaverl.
Motion Carried 6-1.

c.) Clerk/Treasurer Proposal

The Personnel Committee met on Monday, April 23, 2018 to review the proposal for combining the Clerk and Treasurer positions. Mr. Mazade reviewed the Village's Charter and Ordinances

and did not find anything that prohibits making such a change. The current financials for the separate Clerk and Treasurer positions are as follows:

Clerk – 40 hours/week at a rate of $16.50 per hour	$660.00
Treasurer – 16 hours/week at a rate of $15.00 per hour	$240.00
Total	$900.00 per week

Financials for the Proposed Combination:

Clerk/Treasurer – 40 hours/week at a rate of $18.00 per hour	$720.00
Clerical Assistant – 20 hours/week at a rate of $12.00 per hour	$240.00
Total	960.00 per week

The PROS of combining the positions would be that the Village should achieve some efficiencies by having one person responsible for the duties of both positions. There is some overlap currently and combining the two positions would eliminate any redundancies. There would be limited training required to make the transition as Crystal has performed the Treasurer's duties in the past. This change would provide more staffing hours for the Village office. Combining the positions would also avoid the difficulty of finding someone with the skills necessary for those duties on a part-time basis.

The CONS of the change would be that the Village will spend more on payroll ($60.00/week) and combining both positions does put the responsibilities of those positions solely on one person.

Bill Harris moved to promote Village Clerk Crystal Budde to Clerk/Treasurer at $18.00 per hour for 40 hours per week and to create the Clerical Assistant position at $12.00 per hour for 20/24 hours per week effective at the hire of the Clerical Assistant.
Seconded by: Andy Near.

Roll Call Vote:
Ayes: Harris, Near, Wyns, Crothers, Sutton, and Inglis.
Nays: Zaverl.
Motion Carried 6-1.

d.) Horseshoe Schedule

Village Council was presented with the 2018 Shelby Michigan Doubles Horseshoe Schedule. The tournament dates are set as follows:

May 12, 2018 at 1:00 P.M.
May 19, 2018 at 1:00 P.M.
June 09, 2018 at 1:00 P.M.
June 16, 2018 at 1:00 P.M.
July 14, 2018 at 1:00 P.M.
July 21, 2018 at 1:00 P.M.
August 4, 2018 at 1:00 P.M.
August 18, 2018 at 1:00 P.M.

Andy Near moved to adopt the proposed 2018 Shelby Michigan Doubles Horseshoe Schedule as

posted.
Seconded by: John Sutton.

Voice Vote: All in favor.
Motion Carried.

e.) Wage and Vacation Time Increase for Chief

Police Chief Ryan Furman accepted the position of Chief with the understanding that additional vacation time and a review of his salary would be performed after 90 days of his hire date. With the resignation of the former Village Administrator, the review was not performed and the proposed increase in vacation time was not presented to Council at the completion of Ryan's 90 days of employment. The Personnel Committee had recommended an increase in annual salary of Chief Furman from $45,000.00 to $48,000.00 as well the addition of an additional five days of paid vacation time.

Bill Harris moved to increase the annual salary of Police Chief Ryan Furman from $45,000.00 to $48,000.00 and the addition 40 hours of vacation time effective April 30, 2018.
Seconded by: Steve Crothers.

Roll Call Vote:
Ayes: Harris, Crothers, Wyns, Sutton, Near, and Inglis.
Nays: Zaverl.
Motion Carried 6-1.

13. Reports of Officers, Boards & Committees:

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

The Planning Commission met on Tuesday, April 17, 2018. Interim Administrator Bryon Mazade attended the meeting and provided the Planning Commission members with an evaluation as to where the members believed the Village is at, any weaknesses that they believe the Village has, and what the ultimate goal is for the Village of Shelby.

b.) WATER & SANITATION: Chair: John Sutton, Steve Crothers:

The pump stations went down over the weekend due to a power surge; however, the backup units kicked on and will keep the pumps operating for the time being. DPW Supervisor Greg MacIntosh is in the process of getting the motors repaired and back in operation. This will be a matter to report to the Village's insurance company. Representatives from ETNA were at the Village Hall on Thursday, April 19 and were able to get the new hand-held reader setup and operating for the DPW. The upcoming reads will be done with the new hand-held unit.

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

Bryon Mazade will be meeting with Council member Dan on Thursday, April 26, 2018 at noon in order to review any upcoming work and to answer any questions that Bryon may have regarding sidewalk work.

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

Andy Near attended the Rural Development Ready conference that was held at Crystal Mountain on April 10, 2018 and was able to get some great information and ideas from other members in attendance. Mr. Near will be working this summer to capture photos and footage of events and happenings within the Village as well as within Oceana County in order to compile those photos into a video that will be put up on the Village website and other possible gateways in the future to promote the Village of Shelby as well as Oceana County to those who are looking to visit and for bringing more visitors to the area.

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

The Finance Committee had a pre-audit meeting with Eric VanDop of Brickley DeLong in order to review information before the Annual Audit begins on May 7, 2018. Jim Wyns was also present for the Financial Analysis meeting with Don Devries of Fleis & VandenBrink and Andy Campbell from Umbaugh and Associates who will be performing the financial analysis of the Sewer Fund for the Saw Grant.

f.) **PERSONNEL: Chair: Bill Harris, Andy Near:**

Nothing to report.

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

Nothing to report.

14. Payment of Bills: Jim Wyns moved to approve the payment of the bills in the amount of $224,046.86.
Seconded by: Steve Crothers.

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

15. ADJOURNMENT: Jim Wyns moved to adjourn the meeting at 8:36 P.M.
Seconded by: Andy Near.

Voice Vote: All in favor.
Motion Carried.

Council minutes are not official until approved at the May 14, 2018 Council meeting. ☐ Approved

_____ _____
Minutes Respectfully Submitted by Crystal Budde, Village Clerk Date

VILLAGE OF SHELBY
REGULAR COUNCIL MEETING OF May 14, 2018 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 6:35 P.M. by President Paul Inglis.

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

   Staff present: Police Chief Ryan Furman, DPW Supervisor Greg MacIntosh, Interim Village Administrator Bryon Mazade, and Village Clerk Crystal Budde.

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

4. **MINUTES:**

   a.) April 23, 2018

   Jim Wyns moved to approve the minutes of the Regular Council Meeting of April 23, 2018 as prepared.
   Seconded by: Steve Crothers.

   Voice Vote: All in favor.
   Motion Carried.
   Absent: Bill Harris.

5. **ADDITIONS TO THE AGENDA:**

   a.) Letter from Alyssa Ward addressed to Chief Furman.

   b.) Letter from MML addressed to President Inglis.

6. **PRESIDENT'S REPORT:** Nothing to report.

7. **ADMINISTRATOR'S REPORT:**

   Interim Administrator Bryon Mazade reported that the Village has received two applications to date for the part-time Clerical Assistant position. The deadline for applications is May 21, 2018 at 4:30 P.M.

   The Personnel Committee met on Monday, May 7, 2018 to review the resumes for the Village Administrator position and to make a recommendation to Council.

   VA Mazade received a phone call from the Governmental Affairs department at Charter Spectrum regarding the Village's ordinance that prohibits solicitation in the Village (Section 850.01). One of Charter's employees was told in April by a Village of Shelby Police Officer that

he could not solicit in the Village. Charter believes the Village's ordinance to be contrary to the law. Mr. Mazade contacted Village Attorney John Schrier and he confirmed that the solicitation cannot be prohibited. Mr. Mazade recommended that the Village Council begin working on an ordinance that allows for solicitation in the Village but with certain regulations.

Advanced Architectural is looking to add a new loading dock off of Second Street. Due to the position of their building on the property, the proposed loading dock would need to encroach on the right-of-way of Second Street, possibly by way of an easement. Mr. Mazade will be working with Advanced Architectural to determine if this is feasible and what steps are necessary.

Water shut off days are extremely hectic for Crystal and for the DPW Department. With the DPW personnel leaving at 3:30 P.M., this makes it more difficult to manage shut offs and turn ons. When residents pay after 3:30 P.M., they do not get their water turned on unless they pay a $50.00 fee and the on-call DPW employee is called in and is paid the minimum 2 hours of overtime to turn the water on. This is inefficient, non-cost effective, and is not good customer service. Mr. Mazade prefers to keep one person from the DPW Department on the clock until 4:30 P.M. on shut off day. With doing so, this will help to save the Village from paying more overtime and will create goodwill with the residents.

Mr. Mazade has been in contact with the Village's insurance carrier regarding the embezzlement insurance claim the Village has made. MML is currently working with the 27th Judicial Circuit Court in order to include its name on the restitution order. The order currently only lists the Village of Shelby and normally the insurance carrier would pay the insured and seek restitution from the person who is responsible for paying that restitution. MML is not able to do this without the proper court order.

WMSRDC will perform a rate study of the Village streets at no cost to the Village. Their report can be used to prioritize streets for construction purposes. This does not appear to have been done since 2011 and Mr. Mazade expects WMSRDC to be in town in the next few weeks to conduct the study.

The Village's Police Department is scheduled to have an audit of the LEIN use in June of this year. The last audit of the Village's LEIN use was performed in 2014 and there were a number of deficiencies in that audit. Unfortunately, many have not been corrected. Chief Furman is working to move the Village Police Department in the proper direction as quickly as possible. There are some operational changes that will be necessary to come into compliance, some of which are financial. As an example, the current in-car computer will need to be replaced because it is not compliant with the current standards.

8. CORRESPONDENCE:

a.) Cohort Grant

Tammy Carey, Director, Oceana County Community Foundation contacted Interim Administrator Bryon Mazade, to inform him that the Village of Shelby has been selected to participate in the Rural Economic Development Cohort. President Inglis will be on the Cohort team list and the first commitment is a kick-off webinar with Cohort members on May 29, 2018 from 12:00 P.M.-3:00 P.M. at Shelby State Bank.

b.) Shelby Summer Kick-Off Grant

President Inglis received notification that the Village of Shelby was not selected to receive grant monies from the Michigan Council for Arts and Cultural Affairs in regard to the Shelby Summer Kick-Off. It was noted that the process for grant funding was very competitive and many projects did not receive funding this year.

c.) MML Pool and Fund Loss Control Services

David Sperry from MML Loss Control Services was at the Village of Shelby on April 26, 2018 in order to perform a loss control assessment for the Village of Shelby. The Village's current workers' compensation experience modification factor (EMF) is up from the previous policy year. The village's current open workers' compensation claims are a large factor in that increase. The only recommendation that Mr. Sperry had for the Village was to begin working on a plan to replace the two high-mileage vehicles for the Police Department in the near future. Both the vehicles that the Police Department have in service have well over 150,000 miles and this is well above the recommended mileage for such equipment and does represent a significant risk to the Village.

d.) WMSRDC

President Inglis received notice from WSMRDC informing the Village that the Golden Township Planning Commission, with assistance of the West Michigan Shoreline Regional Development Commission, is in the process of updating its existing master plan. This notice was sent to inform neighboring local governments, planning entities, and any public utilities of the intent of Golden Township to update its master plan in accordance with Michigan Planning Enabling Act.

e.) Letter from Alyssa Ward

Police Chief Ryan Furman received a letter of thanks from Alyssa Ward. Ms. Ward had shadowed Chief Furman with his day-to-day routine in order to learn about law enforcement and how the law works as she is seeking a career as a lawyer in the future.

f.) Michigan Municipal League

President Inglis received a letter from the Michigan Municipal League asking that the Village help support the City of Escanaba regarding its fight to preserve the correct assessment of large big box stores. This is in regard to the "obsolescence" property theory that small local governments do not want big box stores in their communities, as they would not have use for those particular properties if those big box stores do not stay open in small communities. The City of Escanaba is seeking donations to help with the high costs that they have incurred in order to achieve an outcome that many more communities will also benefit from.

The Council took no action on the matter.

9. CITIZEN PARTICIPATION:

10. OLD BUSINESS: No Old Business.

11. NEW BUSINESS:

a.) Michigan Avenue Crack Sealing

Kaza Asphalt Sealing had been scheduled to do crack sealing on Michigan Avenue in the Fall of 2017; but, due to the inclement weather, the work was not able to be completed at that time. Interim Administrator Bryon Mazade requested approval for the crack sealing on Michigan Avenue from Fourth Street to First Street in the amount of $9,149.00

Dan Zaverl moved to approve Kaza Asphalt Sealing of Hart, Michigan to perform the crack sealing on Michigan Avenue between Fourth Street and First Street in the amount of $9,149.00 to be scheduled in August of 2018.
Seconded by: Andy Near.

Roll Call Vote:
Ayes: Zaverl, Near, Wyns, Crothers, Sutton, and Inglis.
Motion Carried 6-0.
Absent: Bill Harris.

b.) Mower Bids

The DPW Department is in need of purchasing a new lawn mower. The purchase of the mower was accounted for in the 2018/2019 Fiscal Year Budget. DPW Supervisor Greg MacIntosh received a number of quotes for the mower size that the department is seeking. Rothbury Ace Hardware has a Husqvarna 25.5 hp/61" deck mower that does include a three-year warranty on the motor and a five-year warranty on the chassis in the amount of $7,739.96. Louis Gelder & Sons in Hart, Michigan sells a SCAG Tiger Cat 26 hp/61" deck mower with a two-year warranty in the amount of $7,616.00; a SCAG Cheetah 29hp/61" deck mower with a two-year warranty for $9,193.00; and, a SCAG Patriot 27 hp/60" deck mower with a two-year warranty for $6,208.00. Reeman Farm Equipment in Fremont, Michigan has a Husqvarna 27 hp/60" deck with a 5year/1500-hour warranty for $9,689.19.

Jim Wyns moved to approve the purchase of the Husqvarna 25.5hp/61" deck mower from Rothbury Ace Hardware of Rothbury, Michigan in the amount of $7,739.96.
Seconded by: Steve Crothers.

Roll Call Vote:
Ayes: Wyns, Crothers, Zaverl, Sutton, Near, and Inglis.
Motion Carried 6-0.
Absent: Bill Harris.

c.) Village Administrator Recruitment

Andy Near moved to go into Closed Session at 7:53 P.M. to review and consider the contents of applications for employment and appointment as the Village Administrator because the candidates have requested that their applications remain confidential.
Seconded by: John Sutton.

Roll Call Vote:
Ayes: Andy Near, John Sutton, Jim Wyns, Steve Crothers, Dan Zaverl, and Paul Inglis.

Motion Carried 6-0.
Absent: Bill Harris.

Steve Crothers moved to go back into Open Session at 8:05 P.M.
Seconded by: Andy Near.

Roll Call Vote:
Ayes: Crothers, Near, Wyns, Zaverl, Sutton, and Inglis.
Motion Carried 6-0.
Absent: Bill Harris.

The Village Council will hold a Special Council meeting to conduct interviews for the vacant Village Administrator position on Thursday, May 24, 2018 beginning at 5:30 P.M.

Andy Near moved to offer interviews for the Village Administrator position to candidates A, B, C, D, and E.
Seconded by: Steve Crothers.

Roll Call Vote:
Ayes: Near, Crothers, Wyns, Zaverl, Sutton, and Inglis.
Absent: Bill Harris.

12. COMMITTEE REPORTS

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

The Planning Commission will be meeting on Tuesday, May 15, 2018 and will continue work on the Village's self- assessment program.

b. WATER & SANITATION: Chair: John Sutton, Steve Crothers:

Nothing to report.

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

Committee Chair Dan Zaverl, Council President Paul Inglis, and Interim Village Administrator Bryon Mazade met for a preconstruction meeting for the final phase of the State Street construction project that will begin in June as opposed to the previously scheduled date in July. This will prevent travel issues during the Fourth of July holiday.

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

Nothing to report.

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

Nothing to report.

f. PERSONNEL: Chair: Bill Harris, Andy Near:

Nothing to report.

g. ORDINANCES – Chair Steve Crothers, Dan Zaverl:

Nothing to report.

13. PAYMENT OF THE BILLS: Jim Wyns moved to approve the payment of bills in the amount of $54,524.67.
Seconded by: Steve Crothers.

Roll Call Vote:
Ayes: Wyns, Crothers, Zaverl, Sutton, Near, and Inglis.
Motion Carried 6-0.
Absent: Bill Harris.

14. ADJOURNMENT: Jim Wyns moved to adjourn the meeting at 8:22 P.M.
Seconded by: Andy Near

Council minutes are not official until approved at the May 29, 2018 Council meeting. ☐ Approved

_____ _____
Minutes Respectfully Submitted by Crystal Budde, Village Clerk Date

VILLAGE OF SHELBY
SPECIAL COUNCIL MEETING OF May 24, 2018 at 5:30 P.M.
COUNCIL PROCEEDINGS

1. CALL TO ORDER:
The special meeting of the Common Council of the Village of Shelby was called to order at 5:39 P.M. by President Paul Inglis.

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

Staff present: Interim Village Administrator Bryon Mazade, and Village Clerk Crystal Budde.

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

4. MINUTES: No Minutes to approve.

5. CITIZEN PARTICIPATION:

6. OLD BUSINESS:

7. NEW BUSINESS:

a.) Robert Widigan Interview 5:45 P.M.

b.) Tyler Leppanen Interview 6:15 P.M.

c.) Nathan Mack Interview 6:45 P.M.

d.) Courtney Magaluk Interview 7:15 P.M.

8. ADJOURNMENT: Steve Crothers moved to adjourn the meeting at 8:45 P.M.
Seconded by: Dan Zaverl.

Voice Vote: All in favor.
Motion Carried.

Council minutes are not official until approved at the June 11, 2018 Council meeting. ☐ Approved

_____ _____
Minutes Respectfully Submitted by Crystal Budde, Village Clerk Date

VILLAGE OF SHELBY
REGULAR COUNCIL MEETING OF May 29, 2018 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 6:33 P.M. by President Paul Inglis.

2. ROLL CALL:

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

Staff present: Police Chief Ryan Furman, Interim Village Administrator Bryon Mazade, and Village Clerk Crystal Budde.

3. PLEDGE OF ALLEGIANCE: All stood for the Pledge

4. MINUTES: Steve Crothers moved to approve the minutes of the Regular Council Meeting of May 14, 2018 as corrected.
Seconded by: John Sutton.

Voice Vote: All in favor.
Motion Carried.
Absent: Jim Wyns.

5. ADDITIONS TO THE AGENDA:

a.) Anonymous Letter to President Inglis

President Inglis received an anonymous letter stating that there are residents of the Village that are interested as to when the Village's website will be updated with the most current accurate information of Village employees and Department Heads. The Village Clerk will be working with Chief Furman to make sure that all the employees from his department are current and will ensure that this information is corrected as soon as possible.

6. **PRESIDENT'S REPORT:**

President Inglis reported that he had attended the first Economic Development Cohort and that he believed it to be very educational and a great success. Cohort members participated in the webinar session at the Shelby State Bank. He looks forward to working with the Cohort and hopes that it will be beneficial to the Village of Shelby.

7. ADMINISTRATOR'S REPORT:

Interim VA Mazade reported to Council that Police Chief Ryan Furman had researched the request for mid-block handicapped parking on Michigan Avenue. This can be done, but it would require concrete curb work to be done in order to access the spaces and the Village would likely lose two current spaces for each handicapped space that is added. VA Mazade does not recommend proceeding with the handicapped spaces as he does not believe that the creation of the additional spaces are worth the cost

nor the loss of parking spaces considering there are handicapped spaces at the nearby intersections.

The Planning Commission is in the process of updating the Village's Master Plan and the Village's Zoning Ordinances. Both of these will help the Village be in a better position to be a Redevelopment Ready Community. The current zoning ordinance was updated in 2006 and the Master Plan was updated in 2012. It would be necessary for the Village to hire a consultant to assist with these projects and the Planning Commission would like the Village Council to appropriate money to fund these projects. Williams and Works provided Mr. Mazade with an estimate for updating the Master Plan at $5,000.00 – $10,000.00. A major overhaul of the zoning ordinances is estimated at $20,000.00 - $25,000.00. WMSRDC could help with updating the Master Plan, but they do not have the expertise on zoning ordinances. The estimated cost to facilitate the master planning process is $7,500.00.

VA Mazade reported that the deadline for applications for the Clerical Assistant Position was May 21, 2018. The Village had received nine applications for the position. Crystal and VA Mazade will be reviewing the applications and will determine who to interview and proceed from there.

DPW Supervisor Greg MacIntosh determined that there are not any Village utilities in the area of where Advanced Architectural would like to place the loading dock. VA Mazade will be working with Advanced Architectural on an encroachment agreement for the area they would prefer to use within the right-of-way.

WMSRDC installed software last week that will be needed in order to perform the Passer rating of the Village streets. They are expected to be in the Village the week of May 29, 2018 to perform those ratings.

Police Chief Ryan Furman reported to Council that he had hired Dean Roesler as a part-time officer for the Village's Police Department. Chief Furman and Mr. Roesler participated in the Memorial Day parade on Monday, May 28, 2018; which had a great turn-out and went very well.

Chief Furman and Officer Gabe LeBlanc participated in a Mock Exercise that was held at the Shelby Road Baptist Church. The training exercise helps local officers to be prepared in the event there is ever an active shooter in the area.

8. CORRESPONDENCE:

a.) Md7 (AT&T)

VA Mazade had received a letter from Md7 that serves as an agent for AT&T. AT&T currently has a cell site lease with the Village of Shelby for the tower location on Sixth Street. A lease amendment in 2008 extended the lease for an additional five-year term effective on November 1, 2008. AT&T has the right to extend the term for five additional renewal periods of five years each, for up to thirty years (2038). It appears that the lease is near the end of the first extension period. If renewal terms are not agreed to by the Village and AT&T within 90 days of the end of the agreement (August 2, 2018), then the agreement is terminated. The terms they are offering for rent to continue and extend the agreement are significantly less than the current rent. The Village currently receives $2,533.28 per month and the rent increases annually by three percent. It is the opinion of VA Mazade that AT&T will use the threat of termination to reduce the rent paid to the Village.

The Council will allow VA Mazade to negotiate with the company on a lease agreement for the

Village of Shelby.

b.) MDOT – Michigan Transportation Fund (MTF) Increase

VA Mazade received notice from the Michigan Department of Transportation (MDOT) that the ACT 51 agencies received their first in a series of increases to their Michigan Transportation Fund (MTF) payments as a result of legislative action in 2015. The 2017 calendar year increase was 23.5 percent and was based on increases in motor fuel tax and vehicle registrations. With the increase in MTF distribution, local road agencies are reminded that it is required that a minimum of 1 percent of their MTF receipts on facilities and services are to support nonmotorized transportation.

c.) WMSRDC – Rating Road Conditions

Each year WMSRDC staff, a MDOT representative, and a County Road Commission employee collect data for all the federal aid roads within the region. These ratings are the first step in a planning process known as Asset Management. Asset Management is based on a ratings inventory of each local road network within each of the municipalities and then applying the correct fix or maintenance for the road based on the rating. WMSRDC is set to be in the Village the week of May 29, 2018 to perform the Road Ratings.

9. CITIZEN PARTICIPATION:

Mary Lulich spoke on behalf of Courtney Magaluk; candidate for the vacant Village Administrator position. Ms. Lulich stated that she believed Ms. Magaluk would be a good fit for the Village of Shelby for a number of reasons. She is local, she knows the history of Shelby, she is living and raising kids in Shelby, she has the possibility for longer term retention; and, that Ms. Magaluk has experience and she has been working in urban areas and is able to bring that wealth of experience back to Shelby.

10. OLD BUSINESS: No Old Business.

11. NEW BUSINESS:

a.) LEIN Access Subscription

The Access subscription is compatible with the report writing program that the Village recently purchased for the Police Department. The purchase will eliminate the need to go to the Oceana County Dispatch in order to access certain LEIN information and has an annual fee of $600.00. This will make the Village's officers much more efficient and increase the amount of time they are in the Village.

Bill Harris moved to approve the purchase of the LEIN Access Subscription for the Shelby Village Police Department in the amount of $600.00.
Seconded by: Steve Crothers.

Roll Call Vote:
Ayes: Harris, Crothers, Zaverl, Sutton, Near, and Inglis.
Motion Carried 6-0.
Absent: Jim Wyns.

b.) Health Insurance Renewal

The Village's current Blue Cross Blue Shield employee health insurance plan is expiring and the Village Council will need to approve the renewal of the plan. The Village's annual premium will increase from $62,227.08 to $65,179.86, a 4.7% increase from the current premium rate. This increase is due to the addition of full-time employees that the Village has hired in recent years and months.

John Sutton moved to approve the renewal of the Village of Shelby's Blue Cross Blue Shield health insurance policy at an annual premium of $65,179.86 through Lighthouse Insurance effective July 1, 2018.
Seconded by: Dan Zaverl.

Roll Call Vote:
Ayes: Sutton, Zaverl, Crothers, Near, Harris, and Inglis.
Motion Carried 6-0.
Absent: Jim Wyns.

c.) Village Administrator Position

The Shelby Village Council held interviews for the vacant Village Administrator position on May 24, 2018. The following four candidates were interviewed for the position: Robert Widigan, Tyler Leppanen, Nathan Mack, and Courtney Magaluk.

Bill Harris moved to hire Robert Widigan as the Village Administrator contingent on a reference and back ground check and to authorize the Village President and Interim Village Administrator to negotiate an Employment Agreement with Mr. Widigan.
Seconded by: Steve Crothers.

Roll Call Vote:
Ayes: Harris, Crothers, Sutton, Near, and Inglis.
Nays: Dan Zaverl.
Motion Carried 5-1
Absent: Jim Wyns.

12. COMMITTEE REPORTS

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

The Village Planning Commission met on Tuesday, May 15, 2018. The Commission discussed the electrical sign request for Inloop Hearing as well as continued discussion of the Shelby Master Plan update.

b. WATER & SANITATION: Chair: John Sutton, Steve Crothers:

The Village has one lagoon pump down; DPW Supervisor Greg MacIntosh is currently working to have that pump replaced.

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

The construction of State Street will begin on June 25, 2018.

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

Nothing to report.

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

Nothing to report.

f. PERSONNEL: Chair: Bill Harris, Andy Near:

Nothing to report.

g. ORDINANCES – Chair Steve Crothers, Dan Zaverl:

Nothing to report.

13. PAYMENT OF THE BILLS: Bill Harris moved to approve the payment of the bills in the amount of $39,555.26.
Seconded by: Steve Crothers.

Roll Call Vote:
Ayes: Harris, Crothers, Zaverl, Sutton, Near, and Inglis.
Motion Carried 6-0.
Absent: Jim Wyns.

14. ADJOURNMENT: Bill Harris moved to adjourn the meeting at 7:55 P.M.
Seconded by: Andy Near.

Voice Vote: All in favor.
Motion Carried.
Absent: Jim Wyns.

Council minutes are not official until approved at the June 11, 2018 Council meeting. ☐ Approved

_____ _____
Minutes Respectfully Submitted by Crystal Budde, Village Clerk Date

VILLAGE OF SHELBY
SPECIAL COUNCIL MEETING OF June 4, 2018 at 5:30 P.M.
COUNCIL PROCEEDINGS

1. CALL TO ORDER:

The special meeting of the Common Council of the Village of Shelby was called to order at 5:31 P.M. by President Paul Inglis.

2. ROLL CALL:

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

Staff present: Interim Village Administrator Bryon Mazade, and Village Clerk Crystal Budde.

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

5. ADDITIONS TO THE AGENDA: Nothing.

6. CITIZEN PARTICIPATION: No Citizen Participation

7. OLD BUSINESS: No Old Business.

8. NEW BUSINESS:

a.) Village Administrator Appointment & Employee Agreement

Interim Administrator Bryon Mazade presented to Council the Employment Agreement for Robert Widigan to take effecton June 20, 2018. Mr. Widigan will be paid a salary of $67,500.00 per year, Mr. Widigan may receive merit increases, if any, as authorized by the Village Council based on a review and performance evaluation. Mr. Widigan will receive up to $1,000.00 for moving expenses, as long as he moves into the Village of Shelby by December 31, 2018.

Bill Harris moved to approve the Employment Agreement by and between the Village of Shelby and Robert Widigan effective June 20, 2018 and to authorize President Paul Inglis and Village Clerk Crystal Budde to sign the Employment Agreement.
Seconded by: Steve Crothers.

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

b.) Set Public Hearing for 2018 Tax Millage

The Village of Shelby must hold a Public Hearing in order to approve the 2018 Tax Millage Rates.

Jim Wyns moved to hold the Public Hearing for the 2018 Tax Millage Rates on June 25, 2018 at 6:45 P.M.
Seconded by: John Sutton.

Voice Vote: All in favor.
Motion Carried.

9. ADJOURNMENT: Bill Harris moved to adjourn the meeting at 5:45 P.M.
Seconded by: Dan Zaverl.

Voice Vote: All in favor.
Motion Carried.

Council minutes are not official until approved at the June 25, 2018 Council meeting. ☐ Approved

_____ _____
Minutes Respectfully Submitted by Crystal Budde, Village Clerk Date

VILLAGE OF SHELBY
REGULAR COUNCIL MEETING OF June 11, 2018 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 6:34 P.M. by President Paul Inglis.

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

Staff present: Police Chief Ryan Furman and Village Clerk Crystal Budde.

3. PLEDGE OF ALLEGIANCE: All stood for the Pledge

4. MINUTES: Jim Wyns moved to approve the minutes of the Special Council Meeting of May 24, 2018 as corrected.
Seconded by: Steve Crothers.

Voice Vote: All in favor.
Motion Carried.

Steve Crothers moved to approve the minutes of the Regular Council Meeting of May 29, 2018 as corrected.
Seconded by: Andy Near.

Voice Vote: All in favor.
Motion Carried.

5. ADDITIONS TO THE AGENDA: None.

6. **PRESIDENT'S REPORT:** President Inglis commended John Heykoop, Justin Hardwick, Chief Ryan Furman, and Officer Gabe LeBlanc for taking the initiative in cleaning up the alleyway, as well as additional areas throughout the Village of Shelby.

7. ADMINISTRATOR'S REPORT:

President Inglis read Administrator Bryon Mazade's report in his absence. Mr. Mazade reported to Council that WMSRDC was scheduled to be in the Village of Shelby to physically rate the streets on Friday, June 8, 2018. WMSRDC will provide the Village a Paser report shortly thereafter.

DPW Supervisor Greg MacIntosh is still waiting for final approval from the DEQ for the equipment for the injection points. Mr. MacIntosh expects that to come very soon and then the equipment can be purchased and installed.

VA Mazade reported to Council that interviews had been conducted for the vacant Clerical Assistant position and that it is anticipated to select someone within the next week.
Randy Mahoney has ended his employment with the Village as of June 1, 2018 but has agreed to be available should we need him.

8. Department Heads Reports:

DPW Supervisor Greg MacIntosh reported that the Harvey Street pump is very old and is obsolete at this point. Mr. MacIntosh is looking to purchase a rebuilt pump and have the current pump repaired in order to have a back up in place should the pump ever go out in the future.

Chief Ryan Furman reported to Council that the Liean Audit was completed and that it was very successful; Shelby Police Department is in compliance. Chief Furman also thanked John Heykoop for his help with the Village wide clean up and noted that Mr. Heykoop took all of the items that were collected in the Village to the Transfer Station for disposal.

9. CORRESPONDENCE: No Correspondence.

10. CITIZEN PARTICIPATION:

Village resident and business owner Mary Lulich requested Council approval to allow the Village DPW to assist in hanging banners on the light posts on Michigan Avenue promoting the Like My Bike campaign that will take place beginning July 1, 2018. Council approval was not needed as the Shelby Chamber of Commerce owns the light posts. DPW Supervisor Greg MacIntosh will meet with Mary to determine what size the banners should be and to assist in putting those banners put up.

11. OLD BUSINESS: No Old Business.

12. NEW BUSINESS:

a.) <u>2018 Delta Dental Plan.</u>

The Village's Delta Dental Plan is up for renewal and VA Mazade is seeking approval to renew the current dental plan and to authorize Village President Paul Inglis to sign the Delta Dental Contract. There is no change in the plan rates; the Village currently pays $33.38 for each employee enrolled in the dental plan. The employee pays for each dependent and spouse that they add to their policy.

Jim Wyns moved to approve the renewal of the 2018 Delta Dental Plan and to authorize President Inglis to sign the Delta Dental Contract effective August 1, 2018.
Seconded by: Steve Crothers.

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

b.) <u>Appointment of Plan Administrator for Lincoln Life</u>

The Village of Shelby needs to approve a new Plan Administrator for the Lincoln Life Deferred Compensation Plan. The previous Administrator was the only authorized signer for this plan. VA Mazade is recommending the Council to appoint Robert Widigan, Village Administrator and Crystal Budde, Village Clerk as the new Plan Administrators for the Lincoln Life Deferred Compensation Plan.

Jim Wyns moved to appoint Robert Widigan, Village of Shelby Administrator and Crystal Budde, Village of Shelby Clerk as the Plan Administrators for the Lincoln Life Deferred Compensation Plan.
Seconded by: Andy Near.

Voice Vote: All in favor.
Motion Carried.

13. COMMITTEE REPORTS

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

The Planning Commission meeting scheduled for June 19, 2018 was cancelled. The Planning Commission will meet on July 17, 2018.

b. WATER & SANITATION: Chair: John Sutton, Steve Crothers:

Nothing to Report.

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

The construction of State Street will begin on June 25, 2018. Committee Chair Dan Zaverl asked that the planned detour route be posted in the Oceana Herald Journal in order for residents to be informed on what is expected. Village Clerk Crystal Budde will make sure that this information is posted in the Oceana Herald Journal, Village Facebook page, and the Villages website.

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

Nothing to Report.

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

Nothing to Report.

f. PERSONNEL: Chair: Bill Harris, Andy Near:

Nothing to Report.

g. ORDINANCES – Chair Steve Crothers, Dan Zaverl:

Nothing to Report.

14. PAYMENT OF THE BILLS: Jim Wyns moved to approve the payment of the bills in the amount of $170,898.67.
Seconded by: Bill Harris.

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

15. ADJOURNMENT: Bill Harris moved to adjourn the meeting at 7:20 P.M.
Seconded by: Dan Zaverl.

Voice Vote: All in favor.
Motion Carried.

Council minutes are not official until approved at the June 25, 2018 Council meeting. ☐ Approved

_____ _____
Minutes Respectfully Submitted by Crystal Budde, Village Clerk Date

VILLAGE OF SHELBY
REGULAR COUNCIL MEETING OF June 25, 2018 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 6:31 P.M. by President Paul Inglis.

2. ROLL CALL:

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

Staff present: Village Administrator Robert Widigan, Village Clerk/Treasurer Crystal Budde, DPW Supervisor Greg MacIntosh, and Police Officer Joe Von Drak.

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

4. MINUTES:

a.) Special Meeting of June 4, 2018

Steve Crothers moved to approve the minutes of the Special Council Meeting of June 4, 2018 as corrected.
Seconded by: Jim Wyns.

Voice Vote: All in favor.
Motion Carried.

b.) Regular Meeting of June 11, 2018

Andy Near moved to approve the minutes of the Regular Council Meeting of June 11, 2018 as corrected.
Seconded by: Steve Crothers.

Voice Vote: All in favor.
Motion Carried.

5. ADDITIONS TO THE AGENDA: None.

6. PRESIDENT'S REPORT: President Inglis expressed his gratitude to Bryon Mazade for filling in as the Interim Administrator for the Village of Shelby. Without Mr. Mazade the Village would not have had such an easy transitioning process with the new Administrator. President Inglis also reported that he had attended the first meeting of the "Shelby Roars" on Sunday, June 24, 2018. The meeting was very well attended and the input was very positive. The group will be meeting next on Sunday, July 15, 2018 at the Ladder at 7:00 P.M. and President Inglis encouraged fellow Council members to attend.

7. ADMINISTRATOR'S REPORT: VA Widigan reported to Council that the State Street construction began on Monday, June 25, 2018. The process is described as 0.59 miles of hot mix asphalt surface removal and resurfacing, aggregate base, concrete ramp upgrades, and pavement markings on State Street from South of Second Street north to Sixth Street in the Village of Shelby. There are

continuous phases to the project as follows:

Phase 1 (5 days) Starts on 6/25/2018 and is to be completed on 6/29/2018

Phase 2 (19 days) Starts on 7/3/2018 and is to be completed on 7/26/2018

Phase 3 (16 days) Starts on 7/27/2018 and is to be completed on 8/20/2018

Phase 4 (9 days) Starts on 8/21/2018 and is to be completed on 8/31/2018

The Village received a check from MML for the amount of $69,366.00 as reimbursement for the embezzlement claim against Robert Wilson. At a later time, when Council makes budget adjustments, Council can choose where to designate those funds.

VA Widigan reported that Bryon Mazade's last day was Thursday, June 21, 2018; Bryon will continue to be available to Mr. Widigan by phone or email.

The Village's cleaning staff informed Clerk/Treasurer Budde on Thursday, June 21 that she has taken a full-time job elsewhere and will no longer be working for the Village effective immediately. VA Widigan will review the other applications and update Council once a decision has been made.

8. DEPARTMENT HEADS' REPORTS:

9. CORRESPONDENCE:

10. PUBLIC HEARING: President Inglis opened the Public Hearing at 6:45 P.M.

Millage rates for the 2018 tax collection beginning July 1 were presented by Village Clerk/Treasurer Crystal Budde and are as follows:

General:	10.7046
Local Street:	2.7328
Street Improvement:	2.50

The Street Improvement millage is 1.67 mills less than the 2017 rate due to the Village nearing the end of the term of debt service.

No further discussion. President Inglis closed the Public Hearing at 6:52 P.M.

Jim Wyns moved to adopt the 2018 General Tax millage of 10.7046, Local Streets millage of 2.7328, and Street Improvement millage of 2.50 effective July 1, 2018.
Seconded by: John Sutton.

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

11. CITIZEN PARTICIPATION: Village resident and business owner Mary Lulich addressed the Council regarding the availability of grants for the Village in order to improve storefronts on Michigan Avenue. President Inglis responded that there are potential grants available that include a local match

requirement. VA Widigan will look into what may be available for the Village and the business owners.

12. OLD BUSINESS:

a.) Clerical Assistant

VA Widigan reported that former Interim Administrator Bryon Mazade and he had been approached by Randy Mahoney on Wednesday, June 20 regarding his desire to stay on with the Village. Randy would fill the position of Clerical Assistant. He stated a desire to work 16 hours per week at a pay rate of $16.00 per hour. The Council had previously approved the hiring of a Clerical Assistant for 24 hours per week at a pay rate of $12.00 per hour. The benefits of having Mr. Mahoney as the Clerical Assistant are that no or limited training would be required to make the change eliminating a significant learning curve; Randy has worked for the Village in the past; provides relief for Crystal on the days she is doing payroll and accounts payable; Randy is willing to fill in for Crystal as needed; and, there is a good possibility that the pay rate adjustment will reduce the turn-over rate and will likely help retain staff. The disadvantage of having Mr. Mahoney fill the position is that it is eight hours less per week than originally approved. The proposal has been discussed with Crystal.

Steve Crothers moved to hire Randy Mahoney as the Village Clerical Assistant for up to 16 hours per week at a rate of $16.00 per hour effective immediately.
Seconded by: John Sutton.

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

13. NEW BUSINESS:

a.) Street Administrator Designation

With the change in Village Administrator's, Form 2012 must be filed with MDOT to formally change the Village's Designation of Street Administrator to Robert Widigan, Village Administrator. The Village's ACT 51 Report is due at the end of June and this will ensure a timely filing with MDOT.

Jim Wyns moved to designate Robert Widigan as the Single Street Administrator for the Village of Shelby effective immediately.
Seconded by: Steve Crothers.

Voice Vote: All in favor.
Motion Carried.

b.) Snow Plow Quotes

The Village of Shelby DPW is in need of a new snow plow for the upcoming winter season. DPW Supervisor Greg MacIntosh presented the following quotes:

International/Shults

International – Chassis $78,702.72

Includes: dump body, lights, stainless steel, one-year basic warranty, two-year basic warranty on engine, transmission, axles, and a five-year warranty on cab $49,644.00

Unit will need to be constructed.

Total $128,969.00

Freightliner

Includes: Chassis/dump body, lights, and a one-year warranty

Unit is completely built

Total $131,969.00

Knapheide/Freightliner:

Knapheide dump body, lights, and one-year warranty.

Freightliner-Chassis $75,900.00

Includes a one-year basic warranty and will need to be constructed.

Total $127,000.00

At the Council's request, Mr. MacIntosh will collect information regarding the engine size that each unit will come with to be presented at the next Council meeting.

c.) Getty Park

Mr. MacIntosh has submitted a proposal for improvements to Getty Park, which includes 12-15 additional parking spaces which should prevent the unauthorized use of the service drive. The total estimated cost for the improvements to Getty Park is $350.00.

No action is needed from Council in order to proceed.

d.) Encroachment Agreement

An Encroachment Agreement was drafted by Attorney Ben Reider of Parmenter O'Toole by and between the Village of Shelby and Cathy Schouten for future additions made by Advanced Architectural that will be in the Village's public Right-of-Way.

Steve Crothers moved to approve the Encroachment Agreement by and between the Village of Shelby and Cathy A. Schouten, as Trustee, and to her successor Trustees, of the Cathy A. Schouten Trust u/a/d May 12, 2010 as presented and to authorize the Village President and the Village Clerk to sign the Agreement.
Seconded by: Jim Wyns.

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

14. COMMITTEE REPORTS:

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

The Planning Commission will meet on July 17, 2018.

b. WATER & SANITATION: Chair: John Sutton, Steve Crothers:

DPW Supervisor Greg MacIntosh is looking into the option of repairing the Lagoon pump that the Village currently has with parts that are currently on hand. Mr. MacIntosh will update Council as soon as information is available.

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

Nothing to Report.

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

Nothing to Report.

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

Nothing to Report.

f. PERSONNEL: Chair: Bill Harris, Andy Near:

DPW employee Josh Vanderputte worked his last day for the Village on Thursday, June 20.

DPW Supervisor Greg MacIntosh has begun interviews and will schedule second interviews to include VA Widigan in the upcoming week.

g. ORDINANCES – Chair Steve Crothers, Dan Zaverl:

Nothing to Report.

15. PAYMENT OF THE BILLS: Jim Wyns moved to approve the payment of the bills in the amount of $46,614.48.
Seconded by: Andy Near.

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

16. ADJOURNMENT: Andy Near moved to adjourn the meeting at 8:30 P.M.
Seconded by: Dan Zaverl.

Voice Vote: All in favor.
Motion Carried.

Council minutes are not official until approved at the July 9, 2018 Council meeting. ☐ Approved

_____ _____
Minutes Respectfully Submitted by Crystal Budde, Village Clerk Date

VILLAGE OF SHELBY
REGULAR COUNCIL MEETING OF July 9, 2018 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 6:31 P.M. by President Paul Inglis.

2. ROLL CALL:

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

Staff present: Village Administrator Robert Widigan, Village Clerk Crystal Budde, and Police Chief Ryan Furman.

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

4. MINUTES:

a.) Minutes of June 25, 2018

Andy Near moved to approve the Regular Meeting minutes of June 25, 2018 as presented.
Seconded by: Steve Crothers.

Voice Vote: All in favor.
Motion Carried.

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

6. PRESIDENT'S REPORT: Nothing to Report.

7. ADMINISTRATOR'S REPORT:

VA Widigan reported that he had spoken with Amy Malek with Prein & Newhof and that a State Street construction project update meeting is scheduled for Wednesday, July 11, 2018 at noon.

Village Attorney John Schrier has drafted an email for Cathy Schouten's insurance carrier and that was passed along on June 28, 2018. VA Widigan has not heard from Ms. Schouten or her insurance carrier. By recommendation of Attorney Schrier, the Village Council should wait two weeks before taking any action.

DPW Supervisor Greg MacIntosh and DPW employee Jeremiah Helenhouse have replaced the impeller for the Harvey Street lift station pump and that is working. A professional pump repair company is inspecting the old pit pump and will determine if it is able to be repaired in order to have that pump as a back up unit. If it is determined that the pump is repairable, the company will supply the Village with a quote for the costs of the repair(s).

VA Widigan reported that Mr. MacIntosh and he have interviewed two individuals for the vacant full-time DPW maintenance position. An offer has been made to Darryl Frees and his first day will be on Monday, July, 16 2018.

An offer for part-time employment was also made to Jamie Polacek to fill the vacant custodial position for up to six hours a week at a rate of $12.00 per hour. Ms. Polacek is currently cleaning the Village Hall three hours per week and, if more time is needed, we can adjust her hours accordingly.

VA Widigan reported that he had reviewed the list of cell phones that the Village currently pays for monthly. After speaking with Randy Mahoney, Crystal Budde, and Verizon, it was discovered that there are currently three phones that the Village pays for but does not use. After cancelling the phone lines that are not in use, the Village saved a total of $107.06 per month for a total of $1,284.72 per year.

8. DEPARTMENT HEADS' REPORTS:

Police Chief Ryan Furman reported that he had attended the Police Chiefs conference in Bellaire, Michigan. The conference was very informative and provided Chief Furman with a number of resources. The monthly stats were provided for Council as well. The Police Department had a total of 90 complaints in the month of June; 65 Traffic stops; 65 traffic warnings; 526 property checks; 3 assists to the Oceana County Sheriff's Office; 1 assist to the Michigan State Police; 1 assist to Hart Police; 15 arrests; and, 2 ordinance violations/citations.

President Inglis asked DPW Supervisor Greg MacIntosh if the DPW will continue to be filling pot holes in the Village. Mr. MacIntosh responded that the pot holes are still being filled and that the DPW will be working on more in the upcoming week.

9. CORRESPONDENCE: No correspondence.

10. CITIZEN PARTICIPATION: Village resident and business owner Mary Lulich thanked the DPW department for getting the "Like My Bike" banners put up throughout Michigan Avenue.

11. OLD BUSINESS:

a.) Plow Truck Quotes

Quotes were provided to Council at the June 25, 2018 Council meeting for the purchase of a new plow truck for the Shelby Village DPW. Council had numerous questions regarding the plow equipment and Mr. MacIntosh and VA Widigan were able to obtain more information.

The new truck can be fitted to use different plows; however, the Village currently has one front plow attached, and that is used on the blue plow truck. The new truck is also able to be used for other uses; however, older trucks and equipment will be used for hauling.

The new snowplow will take approximately 90 days for International to deliver and it will be approximately three weeks for Arista to have the truck assembled and ready for use. The Village's current plow trucks have 240 horsepower and the new plow truck will have 300 horsepower.

Jim Wyns moved to approve the purchase of the International/Arista Plow Truck in the amount of $128,346.72 from West Michigan International of Muskegon, Michigan.
Seconded by: Steve Crothers.

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

Motion Carried 7-0.

12. NEW BUSINESS:

a.) Seasonal Part-time Employee

The DPW is in need of a part-time employee to help with the mowing to allow the full-time DPW staff to utilize their time on other projects that are in need of being completed. Nicholas Szilagyi does lawn care for the Shelby Public Schools and is able to work up to 20 hours a week for the Village of Shelby at a rate of $12.00 per hour.

Bill Harris moved to approve employment of Nicholas Szilagyi as a seasonal part-time mowing employee for the Village DPW up to 20 hours per week at a rate of $12.00 per hour.
Seconded by: John Sutton.

Roll Call Vote:
Ayes: Harris, Sutton, Wyns, Crothers, Near, and Inglis.
Nays: Zaverl.
Motion Carried 6-1.

13. COMMITTEE REPORTS:

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

The Planning Commission will meet on July 17, 2018 at 6:30 P.M. The Planning Commission will continue working on the Master Plan update.

b. WATER & SANITATION: Chair: John Sutton, Steve Crothers:

The permit from the DEQ for the injection sites should be coming any day now and this will allow the DPW to inject the chlorine into other locations in the Village.

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

A Committee meeting is set for Wednesday, July 11, 2018 at noon for the State Street construction progress report.

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

A Committee Meeting is scheduled for July 19, 2018 at 4:00 P.M. to discuss the Getty Park project.

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

A Committee Meeting is scheduled for July 23, 2018 to meet with Eric Van Dop with Brickley DeLong to review year end audit information.

f. PERSONNEL: Chair: Bill Harris, Andy Near:

Nothing to Report.

g. ORDINANCES – Chair Steve Crothers, Dan Zaverl:

Nothing to Report.

14. PAYMENT OF BILLS:

Jim Wyns moved to approve the payment of the bills in the amount of $56,541.85.
Seconded by: Steve Crothers.

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

15. ADJOURNMENT: Andy Near moved to adjourn the meeting at 8:30 P.M.
Seconded by: Dan Zaverl.

Voice Vote: All in favor.
Motion Carried.

Council minutes are not official until approved at the July 23, 2018 Council meeting. ☐ Approved

_____ _____
Minutes Respectfully Submitted by Crystal Budde, Village Clerk Date

VILLAGE OF SHELBY
REGULAR COUNCIL MEETING OF July 23, 2018 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 6:35 P.M. by President Paul Inglis.

2. ROLL CALL:

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

Staff present: Village Administrator Robert Widigan, Village Clerk/Treasurer Crystal Budde, and Police Chief Ryan Furman.

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

4. MINUTES:

a.) Minutes of July 9, 2018

Steve Crothers moved to approve the minutes of July 9, 2018 as presented.
Seconded by: Jim Wyns.

Voice Vote: All in favor.
Motion Carried.
Absent: Andy Near and Bill Harris.

5. ADDITIONS TO THE AGENDA: No additions to the Agenda.

6. PRESIDENT'S REPORT: Nothing to report.

7. ADMINISTRATOR'S REPORT:

VA Widigan reported that, on Wednesday, July 11, a State Street construction meeting was held. McCormick Construction will be installing castings and adjusting the water valve boxes on Friday, July 20 and Monday, July 23. On Tuesday, July 24, they are scheduled to pave the top course. The traffic is expected to be switched over to the northbound lane either in the afternoon on Tuesday, July 24 or Wednesday, July 25.

VA Widigan, Village Clerk Crystal Budde, and Clerical Assistant Randy Mahoney met with Eric VanDop on July 3, 2018. Mr. VanDop will be attending tonight's meeting to review the Village's 2018 audit report. Mr. VanDop did note that the Village is required to spend additional monies on non-motorized improvements in accordance with Public Act 51.

VA Widigan received a letter from the MDEQ stating that the Lead and Copper Rule previously required replacement of the lead service lines at a rate of seven percent per year but only when a water supply continued to exceed the lead action level after installing corrosion control treatment. While this requirement remains in effect, lead service line replacement requirements have been expanded to include the following:

- Partial lead service line replacement is no longer allowed, except in the case of an emergency repair.

- Water supplies with lead service lines, regardless of lead action level values, must replace all lead service lines at an average rate of five percent per year, not to exceed 20 years, or in accordance with an alternate schedule incorporated into an asset management plan, and approved by the MDEQ.

- The full lead service line must be replaced at water supply expense, regardless of ownership.

- A new service line definition was added, and the lead service line definition was updated.

VA Widigan reported that he spoke with Don DeVries with Fleis & Vandenbrink; Karen Nickols and Bob Schneider from the MDEQ; and, Andy Campbell from Umbaugh regarding the SAW grant. The preliminary sewer rate methodology study was submitted to the MDEQ in April. Fleis & Vandenbrink are wrapping up their report and Umbaugh will take and develop a full rate analysis and financial plan. The engineering analysis from Fleis & Vandenbrink is taken and included in the forecasted capital improvements. This report will give the Village a clear vision of the sewer fund outlook and rate projections going forward. The Village does not have anything to do for the SAW grant at this time.

VA Widigan has been in touch with Village Attorney Schrier in regard to enforcement of the ordinances and he stated that our policy and approach to the situation follows Village Ordinances. The Police Department has been notifying residents that Village ordinance 670.04 requires lawns over eight inches in length on the average must be mowed. Furthermore, the DPW has spent the week picking up all brush piles throughout the Village. While doing so they have spoken with a number of homeowners and have thanked them for their clean-up efforts! They have also informed them of the Village ordinances and have given them a sample copy of the ordinance violation letter. Thus, they will be aware of the proper disposal of brush going forward.

8. DEPARTMENT HEADS' REPORTS:

Police Chief Ryan Furman reported that there are a number of intersection visual issues in the Village and those intersections will be getting cleaned up of brush that has created the issues. The State Street speed issues are getting better and the signs for one-way traffic have been moved and are more visible.

9. CORRESPONDENCE: No correspondence.

10. CITIZEN PARTICIPATION:

Mary Lulich informed the Council that the Shelby Roars group has received a great deal of support from the community. The Shelby Roars are planning a "farm to table" event on September 16, 2018 from 4:00 P.M. to 7:00 P.M. This event will be held downtown on Michigan Avenue and more information will be coming in the near future.

Kelly Omness asked if the Village Council had any available options for assisting with the provision of a more trained crossing guard for the Shelby Schools. At this time, the school has a number of employees that rotate shifts as a crossing guard and there have been a number of incidents that have put

these individuals at risk of harm by less than careful drivers. Currently the Village of Shelby does pay a portion of the cost to the school for the crossing guards. VA Widigan will reach out to Shelby Schools Superintendent Tim Reeves to discuss possible solutions for the upcoming school year. President Inglis responded that the Village only pays for half of the costs for one crossing guard; that is, Carol Waller.

11. OLD BUSINESS:

a.) Encroachment Agreement

VA Widigan received notice from Cathy Schouten that, at this time, she wishes to rescind the prepared Encroachment Agreement that was drafted in order for Advanced Architectural to make additions to the property located in the Village's Public Right-of-Way.

Steve Crothers moved to rescind the Encroachment Agreement by and between the Village of Shelby and Cathy A. Schouten, as Trustee, and to her successor Trustees, of the Cathy A. Schouten Trust u/a/d May 12, 2010.
Seconded by: Jim Wyns.

Roll Call Vote:
Ayes: Crothers, Wyns, Zaverl, Sutton, and Inglis.
Motion Carried 5-0.
Absent: Andy Near and Bill Harris.

12. NEW BUSINESS:

a.) Fiscal Year 2018 Audit Presentation- Eric VanDop

Village Auditor Eric VanDop with Brickley Delong presented Council with the 2018 Fiscal Year audit. Mr. VanDop reported that the audit went very smoothly and that he saw no issues or cause for concern for the Village. Mr. VanDop did make two recommendations to the Village for future audits. Mr. VanDop and his staff make a small number of year-end adjustments for the Village during the audit. Mr. VanDop recommended that the Village make year-end adjustments in house and he does foresee that those adjustments will decrease with time now that the Village does not expect to continue to have so much turn over in the office.

13. COMMITTEE REPORTS:

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

The Planning Commission met on July 17, 2018 in which they continued to work on the Master Plan update and reviewed a proposed fee schedule.

b. WATER & SANITATION: Chair: John Sutton, Steve Crothers:

Nothing to Report.

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

A State Street construction meeting was held on July 11. The work on State Street is moving

along and is ahead of schedule. It is expected that work will begin on the northbound lane on the July 26.

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

The Parks, Recreation and Buildings Committee met on July 19 to discuss the planned Getty Park grant application. Parks consultant John Wilson was in attendance and will be offering his assistance to the Village with the preparation of the grant application and updating the Getty Park plan. VA Widigan will be meeting with Mr. Wilson and Don DeVries with Fleis & Vandenbrink to update the plan for Getty Park and will present the updated Getty Park plan to the Committee in the near future.

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

Nothing to Report.

f. PERSONNEL: Chair: Bill Harris, Andy Near:

Nothing to Report.

g. ORDINANCES – Chair Steve Crothers, Dan Zaverl:

Committee Chair Steve Crothers will be meeting with VA Widigan on Thursday, July 27 to discuss a proposed Rental Ordinance for the Village.

14. PAYMENT OF BILLS: Jim Wyns moved to approve the payment of the bills in the amount of $55,684.29.
Seconded by: Steve Crothers.

Roll Call Vote:
Ayes: Wyns, Crothers, Zaverl, Sutton, and Inglis.
Motion Carried 5-0.
Absent: Andy Near and Bill Harris.

15. ADJOURNMENT:
Steve Crothers moved to adjourn the meeting at 7:44 P.M.
Seconded by: Jim Wyns.

Voice Vote: All in favor.
Motion Carried.

Council minutes are not official until approved at the August 13, 2018 Council meeting. ☐ Approved

_____ _____
Minutes Respectfully Submitted by Crystal Budde, Village Clerk Date

VILLAGE OF SHELBY
REGULAR COUNCIL MEETING OF August 13, 2018 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 6:31 P.M. by President Paul Inglis.

2. ROLL CALL:

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

Staff present: Village Administrator Robert Widigan, Village Clerk/Treasurer Crystal Budde, Police Chief Ryan Furman, and DPW Supervisor Greg MacIntosh.

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

4. MINUTES:

a.) Minutes of July 23, 2018

Jim Wyns moved to approve the minutes of July 23, 2018 as corrected.
Seconded by: Steve Crothers.

Voice Vote: All in favor.
Motion Carried.

5. ADDITIONS TO THE AGENDA:

a.) State Street Line Striping Quotes

6. PRESIDENT'S REPORT:

President Inglis reported that the Community Economic Development Association of Michigan (CEDAM) groups have completed a series of webinars and each participating Community is currently preparing for its Community assessment focus group sessions and Town Hall meeting. These will take place on August 29, 2018 beginning at 10:30 A.M. after a tour of the Community at 9:00 A.M. The CEDAM program is designed to help communities identify their assets and support economic development. The Town Hall meeting will be held at 6:30 P.M. on August 29 at the Ladder Community Center. The four focus group sessions will be held in the Shelby Area District Library.

7. ADMINISTRATOR'S REPORT:

VA Widigan reported that he has received an email from Lori Cole with MDOT. As mentioned by the Village Auditor Eric VonDop at the last Council meeting, the Village will need to spend $4,564.00 to comply with ACT 51 non-motorized transportation expenditure requirements.

VA Widigan will be meeting with Shelby Public Schools Superintendent Tim Reeves to discuss the crossing guard position and the future use of the soccer field. According to the Oceana County property

map information, Getty Park (parcel 046-527-007-00) does include the soccer field and is owned by the Village of Shelby.

Councilman Crothers and VA Widigan met on Thursday, July 26 to discuss the possible passage of a Blight Ordinance for the Village. VA Widigan is reaching out to surrounding communities to gather examples for the Ordinance Committee to review in the near future.

The process in place to enforce Ordinances for overgrown lawns, brush piles, garbage, and rubbish seems to be working well. No Ordinance violation fines have had to be issued. Most of the residents are appreciative of the letters outlining the Ordinance and are promptly rectifying issues when they are brought to their attention.

8. DEPARTMENT HEADS' REPORTS:

DPW Supervisor MacIntosh reported that there is an old two-inch line that is leaking on Sixth Street. The DPW crew was able to patch the leak for the time being, and they will be repairing the line immediately.

Chief Furman reported that a local Girl Scout troop dropped off goody bags and thank you notes for the Police Department. This gesture was greatly appreciated by the Shelby Village Police Officers. The "Back to School" drive has been a huge success and there are a number of donations that have been made by local residents. Chief Furman will be reviewing essays that have been submitted by area students and he will be choosing the winners. Essay winners will receive a backpack and school supplies.

Officer Gabe Leblanc was called to a scene of a gentleman who was in distress. Officer Leblanc performed CPR and was able to revive that gentleman while waiting for the ambulance to arrive to the scene. Thanks to Officer Leblanc's fast action, a life was saved.

9. CORRESPONDENCE:

a.) MML – Road Conditions

A letter was received by President Inglis from the Michigan Municipal League (MML) notifying the Village that additional road funding will be provided for Michigan communities. $300 million in additional, one-time funding for the 2018 -2019 budget. Of this amount, $65.4 million will go specifically to city and village road budgets. $150 million of new money is expected due to the road funding package previously approved. This increase, combined with the growth in gas tax and registration fees, will result in an additional $43.4 million for cities and villages. $175 million is available for roads for the current construction season. This money came from leftover general fund dollars in the 2017-18 state budget. Of this amount, $38.1 million is going to cities and villages for the current orange-barrel season.

10. CITIZEN PARTICIPATION:

11. OLD BUSINESS:

12. NEW BUSINESS:

a.) DPW Purchase Request – Lagoon Maintenance

The DPW needs to purchase three diffusers, 134 membranes, and 268 clamps in the amount of $4,662.64 to maintain the lagoon system

John Sutton moved to approve the purchase of three diffusers, 134 membranes, and 268 clamps from Aeration Works of Columbia, MO in the amount of $4,662.64.
Seconded by: Dan Zaverl.

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

b.) DPW Quotes for Ferric

The DPW needs to purchase Ferric Chloride for the treatment of the lagoon's wastewater. Haviland has provided a quote for 4,000 gallons in the amount of $4,731.78. PVS will sell 4,000 gallons in the amount of $4,520.00, and Alexander will sell 4,000 gallons for $5,962.00. DPW Supervisor Greg MacIntosh recommended the purchase of the Ferric Chloride from PVS in the amount of $4,520.00.

John Sutton moved to approve the purchase of Ferric Chloride from PVS, Detroit, Michigan in the amount of $4,520.00.
Seconded by: Steve Crothers.

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

c.) Transition from Lincoln Life to MERS

The Village currently uses Lincoln Life for the employee retirement program. VA Widigan requested that the Village switch to the MERS employee retirement program. MERS is an independent, professional retirement services company that was created to administer the retirement plans for Michigan municipalities on a not-for-profit basis. The MERS Retirement Board is responsible for the administration of the system with fiduciary responsibility for the investment of assets and oversight. MERS provides employees with lower fees, to administer their investments which will enable them to receive greater investment income in the future.

Steve Crothers moved to authorize Village Administrator Robert Widigan to execute the switch in the Village's employee retirement program from Lincoln Life to the MERS DC Plus Program.
Seconded by: Jim Wyns.

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

Jim Wyns moved to adopt the MERS Defined Contribution Plan.
Seconded by: Steve Crothers.

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

Steve Crothers moved to adopt the MERS Uniform 457 Supplemental Retirement Program.
Seconded by: John Sutton.

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

d.) Road Closure Request

The Shelby Roars have requested the closure of the downtown block of Michigan Avenue from Fourth Street to Second Street on Sunday, September 16, 2018 from 2:30 P.M. to 8:30 P.M. for the "Farm to Table" event.

Andy Near moved to authorize the Village of Shelby DPW to close Michigan Avenue from Fourth Street to Second Street on September 16, 2018 from 2:30 P.M. to 8:30 P.M.
Seconded by: Steve Crothers.

Voice Vote: All in favor.
Motion Carried.

e.) EDC Contribution Request

The Oceana County Economic Development Corporation (EDC) is seeking financial support in the amount of $2,000.00 for 2018. The EDC provides encouragement, retains, and supports business and economic development within Oceana County and the Village of Shelby.

No action will be taken at this time.VA Widigan will contacting Bobert Sobie, Oceana County Administrator, to arrange for a representative of the EDC to present to Council more information about what resources and benefits the Village is entitled to receive by contributing to the EDC.

f.) Line Striping Quotes

Michigan Pavement Marking as agreed to honor the price of marking the pavement on State Street and will also mark North and South of the current State Street Construction area and crosswalks for a total cost of $4,100.00.

Jim Wyns moved to approve the payment of $4,100.00 to Michigan Pavement Marking for the additional painting of street markings and crosswalks south and north of the construction area on State Street.
Seconded by: Dan Zaverl.

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

13. COMMITTEE REPORTS:

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

The Planning Commission will be meeting on August 20, 2018 to review the draft of the Master Plan Update.

b. WATER & SANITATION: Chair: John Sutton, Steve Crothers:

Nothing to Report.

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

The State Street Construction is on schedule and should be completed by August 31.

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

A work session was held on August 8, 2018 regarding the Getty Park Plan. Discussion was held about updating the Getty Park sign, construction of two new tennis courts/pickleball courts, new basketball courts, addition of some new bleachers, and new playground equipment. The possible addition of a splash pad, a shelter for picnic tables, lighting for the courts as well as security lighting was also discussed. A draft plan will be prepared by Fleis & Vandenbrink to be presented to Council at a later date.

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

Nothing to Report.

f. PERSONNEL: Chair: Bill Harris, Andy Near:

Nothing to Report

g. ORDINANCES – Chair Steve Crothers, Dan Zaverl:

Nothing to Report

14. PAYMENT OF BILLS: Jim Wyns move to approve the payment of the bills in the amount of $69,570.06.
Seconded by: Dan Zaverl.

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

15. ADJOURNMENT:
Jim Wyns moved to adjourn the meeting at 8:45 P.M.
Seconded by: Steve Crothers.

Voice Vote: All in favor.
Motion Carried.

Council minutes are not official until approved at the August 27, 2018 Council meeting. ☐ Approved

_____ _____
Minutes Respectfully Submitted by Crystal Budde, Village Clerk/Treasurer Date

VILLAGE OF SHELBY
REGULAR COUNCIL MEETING OF August 27, 2018 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 6:32 P.M. by President Paul Inglis.

2. ROLL CALL:

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

Staff present: Village Administrator Robert Widigan, Village Clerk/Treasurer Crystal Budde, and Police Chief Ryan Furman.

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

4. MINUTES:

a.) Minutes of August 13, 2018

Steve Crothers moved to approve the minutes of August 13, 2018 as presented.
Seconded by: Bill Harris.

Voice Vote: All in favor.
Motion Carried.

5. ADDITIONS TO THE AGENDA: No additions to the Agenda.

6. PRESIDENT'S REPORT:

President Inglis reported, as a reminder, that the CEDAM Assessment team will be holding four focus sessions on Wednesday, August 29, 2018 beginning at 10:30 A.M. at the Shelby Area District Library. A Town Hall meeting will also be held at 6:30 P.M. on August 29 at the Ladder Community Center.

7. ADMINISTRATOR'S REPORT:

VA Widigan reported that Michael Tackett, the plan advisor with MERS, will be at the Village office on Thursday, August 30, 2018 to meet with and give a presentation to full-time employees and answer any questions they may have regarding the Village's retirement program.

As discussed at the August 13, 2018 Council meeting, the Oceana County Economic Development Corporation (EDC) requested $2,000.00 in financial support to encourage, retain, and promote business and economic development within Oceana County and the Village of Shelby. After discussion, the Council requested that a representative of the EDC attend a Council meeting to explain how the EDC plans to serve the municipalities under its new direction. VA Widigan has reached out to County Administrator Robert Sobie, but has not yet heard from Mr. Sobie at this time.

VA Widigan reported that he has met with John Wilson multiple times since the Parks and Recreation work session on August 8. VA Widigan is finalizing the details of the proposed Getty Park Updates and will get them to Don DeVries with Fleis & Vandenbrink Engineering.

VA Widigan has spoken at length with Josh DeBruyn, Pedestrian and Bicycle Coordinator/Specialist at MDOT, about whether or not the non-motorized portion of our Annual Street Financial Report (ACT 51 report) can be modified. If the report can be modified to include the $1,671.84 that was spent on the Elm and Sixth Street project, the Village would only need to spend an additional $2,892.16 instead of $4,564.00 to be in compliance with the MDOT requirements.

VA Widigan met with Tim Reeves, Shelby Schools Superintendent, on Tuesday, August 21 to discuss the crossing guard position and the Shelby High School (SHS) soccer field which is owned by the Village. Mr. Reeves is seeking a contract between the Village of Shelby and the Shelby Public Schools regarding the crossing guard position. A second meeting will be scheduled to further discuss these matters.

On Friday, August, 24, VA Widigan sent Councilman Crothers five examples of blight ordinances from communities with a population of less than 10,000 people for his review. Mr. Crothers and VA Widigan will reconvene to discuss the issue further. They will be sent to the Ordinance Committee for further consideration. VA Widigan also met with Councilman Bill Harris to discuss the possible updates to the Personnel Policy. Examples of personnel policies from surrounding communities will be reviewed and discussed before pursuing the matter with the Personnel Committee.

8. DEPARTMENT HEADS' REPORTS:

Chief Furman reported that he had four winners for the essay contest that was held. Each essay winner will receive a backpack that will include school supplies. A number of donations of school supplies have been made by area residents and these supplies will be given to the Shelby School teachers for their classrooms.

The young man who was able to escape custody from the Hesperia Police Department has not yet been located, but all area Police Departments are actively searching for the suspect.

9. CORRESPONDENCE: No Correspondence.

10. CITIZEN PARTICIPATION: No Citizen participation.

11. OLD BUSINESS: No Old Business.

12. NEW BUSINESS:

a.) <u>Road Closure Request – School Street</u>

Shelby Public Schools requested the closure of School Street from Sixth Street, north to the entrance of the Shelby High School on Friday, September 14, 2018 from 3:00 P.M. to 6:30 P.M. for its pride night.

Bill Harris moved to approve the closure of School Street from Sixth Street north to the entrance of the Shelby High School on Friday, September 14, 2018 from 3:00 P.M. to 6:30 P.M. Seconded by: Steve Crothers.

Voice Vote: All in favor.
Motion Carried.

13. COMMITTEE REPORTS:

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

Planning Commission met on Tuesday, August 21, 2018. WMSRDC will be updating the Village of Shelby Mater Plan and the Planning Commission has begun its request for quotes for updating the Village of Shelby Zoning Ordinances.

b. WATER & SANITATION: Chair: John Sutton, Steve Crothers:

Nothing to report.

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

Nothing to report.

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

Councilman Andy Near reported that Peterson Farms will be developing a soccer field on the north side of Baseline Road in Hart Township and the company is looking to make this soccer field available for their employees as well as local residents and groups when it is available. Mr. Near will reach out to get more specific details on this and report to Council at a later date.

The Getty Park project is coming along and the Committee will be meeting later in September to finalize plans for the grant application.

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

Nothing to report.

f. PERSONNEL: Chair: Bill Harris, Andy Near:

Committee Chair Bill Harris met with VA Widigan to discuss a wage and salary schedule for full time employees from the first through the fourth year of employment. VA Widigan and Mr. Harris will review wage and salary schedules in surrounding communities and will present a proposal to the Personnel Committee in the near future.

g. ORDINANCES – Chair Steve Crothers, Dan Zaverl:

Nothing to report.

14. PAYMENT OF BILLS: Jim Wyns moved to approve the payment of bills in the amount of $141,377.87.

Seconded by: Andy Near.

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

15. ADJOURNMENT: Bill Harris moved to adjourn the meeting at 7:21 P.M.
Seconded by: Andy Near.

Voice Vote: All in favor.
Motion Carried.

Council minutes are not official until approved at the September 10, 2018 Council meeting. ☐ Approved

_____ _____
Minutes Respectfully Submitted by Crystal Budde, Village Clerk/Treasurer Date

VILLAGE OF SHELBY
REGULAR COUNCIL MEETING OF September 10, 2018 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: Jim Wyns, Steve Crothers, Dan Zaverl, Paul Inglis, John Sutton, Andy Near, and Bill Harris.

Staff present: Village Administrator Robert Widigan, Village Clerk/Treasurer Crystal Budde, Police Chief Ryan Furman, Officer Gabe Leblanc, Officer Joseph Von Drak, and Officer Dean Roesler.

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

4. MINUTES:

a.) Minutes of August 27, 2018

Andy Near moved to approve the minutes of August 27, 2018 as corrected.
Seconded by: Steve Crothers.

Voice Vote: All in favor.
Motion Carried.

5. ADDITIONS TO THE AGENDA: No additions to the Agenda.

6. PRESIDENT'S REPORT:

President Inglis reported, as a reminder, that Shelby High School is hosting Shelby Pride Night on Friday, September 14, 2018 from 4:00 P.M. to 7:00 P.M. The New Era Chamber of Commerce is holding its annual Fall Festival on Saturday, September 15, 2018 on Main Street from 9:00 A.M. to 3:00 P.M.; and, the Shelby ROARS are hosting a "farm to table" event on Sunday, September 16, 2018 from 4:00 P.M. to 7:00 P.M.

7. ADMINISTRATOR'S REPORT:

VA Widigan reported that he did a walk-through of the State Street Project with McCormick Sand and Prein & Newhof. The work looks great and McCormick will be sure that all the signs and barrels are removed.

Michael Tackett, MERS representative, met with full-time employees on August 30 to give a presentation and answer any questions. The paperwork has been submitted and MERS is currently working with Lincoln Life to transfer employee funds over to the MERS retirement program.

The Parks and Recreation Committee will be meeting on Tuesday, September 11, 2018 at 2:00 P.M. with Don DeVries, Fleis & Vandenbrink, and John Wilson to go over the final ideas/details for the

update to the Getty Park Master Plan.

At the Council meeting of August 27, VA Widigan was asked what happened to the old manhole covers for the State Street project. VA Widigan contacted Amy Malek, Prein & Newhof and she stated that, under the contract, the old manhole covers become the property of the contactor.

VA Widigan reported that he had contacted DPW Supervisor Greg MacIntosh regarding the Annual Water Quality Report and if the report can be posted online as opposed to the newspaper. Mr. MacIntosh contacted Colton Pierce, District Engineer, MDEQ. Mr. Pierce stated that we can forego the newspaper completely and move to online distribution. Posting of the report online is an acceptable means of distributing the report; however, it must follow certain criteria. Using only Facebook is not an acceptable means of distributing; but, using that in conjunction with a website posting is acceptable.

VA Widigan will be meeting with Shelby Public Schools Superintendent Tim Reeves on Thursday, September 13, to discuss the crossing guard position, soccer field, and new playground at the elementary school.

VA Widigan reported that he has sent out 21 ordinance violation letters for long lawns, garbage, rubbish, junk, and brush.

8. DEPARTMENT HEADS' REPORTS:

Police Chief Ryan Furman introduced officers Gabe LeBlanc, Joe Von Drak, and Dean Roesler to the Council and audience in attendance.

Chief Furman reported to Council that had a total of 96 complaints for the month of July; 143 traffic stops; 134 traffic warnings; 726 property checks; 1 assist to the Hesperia Police; 2 assists to the Oceana County Sheriff's Office; 4 assists to the Hart Police; 2 assists to the Michigan State Police; and, 7 arrests.

9. CORRESPONDENCE:

a.) Letters from the MDEQ

A letter was received from the MDEQ reminding the Village of Shelby that drinking water monitoring is due by September 30, 2018. DPW Supervisor Greg MacIntosh has been collecting all required samples and will have everything turned in by the due date.

The MDEQ notified the Village of Shelby that a water quality complaint inspection was performed by the Water Resources Division (WRD) at the N. J. Fox & Sons Incorporated facility. During the inspection, WRD staff observed evidence of an illicit discharge of wastewater associated with the industrial operations at the facility to surface waters of the State being Piper Creek via the municipal storm sewer system. Information gathered during the inspection indicated that the wastewater consisted of vehicle wash water and water/solids associated with the handling of fruits and vegetables.

The illicit discharge of wastewater to surface waters of the State is a violation of Part 31, Water Resources Protection of the Natural Resources and Environmental Protection Act, 1994 PA 451. The facility must take immediate action to achieve and maintain compliance with terms and conditions of Part 31 of NREPA. The facility is requested to submit a written response on or

before September 30, 2018 detailing the actions taken to clean the onsite storm sewer system and to prevent similar illicit discharges to surface waters of the State in the future.

10. CITIZEN PARTICIPATION: No citizen participation.

11. OLD BUSINESS:

a.) ACT 51 Corrective Action Plan Resolution

After submitting the additional expenditures that were discovered to Lori Cole, Financial Specialist, MDOT, she updated our ACT 51 non-motorized report and sent over the new outstanding balance of $2,943.86. The corrective action plan for MDOT outlines how the Village will catch up on its non-motorized spending and remain in compliance. The plan covers years 2018 through 2021 and the plan proposes spending more than the required $2,943.86. This will fulfill both of our requirements for MDOT and serve as a proposed roadmap for future non-motorized spending.

Jim Wyns moved to approve and submit the ACT 51 corrective action plan to MDOT to expend at least $2,943.86 within the next three years on non-motorized transportation improvements. Seconded by: Steve Crothers.

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

12. NEW BUSINESS:

a.) Social Media Policy

The Village of Shelby currently has one official Facebook page. However, the Village does not have a policy in place that governs general policy and guidelines for public posting to the Village's social media pages or guidelines for Village employees who post on the Village's social media pages. The Police Department has a Facebook page as well. However, no administrative staff has access to the account.

A great deal of discussion ensued. VA Widigan will make some minor changes to the Social Media Policy and will present a final draft to Council on Monday, September 24, 2018.

13. COMMITTEE REPORTS:

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

The Planning Commission meeting of Tuesday, September 18, 2018 has been cancelled.

WATER & SANITATION: Chair: John Sutton, Steve Crothers:

DPW Supervisor MacIntosh is collecting the required samples to submit to the MDEQ by the due date of September 30, 2018.

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

Nothing to report.

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

The Parks and Recreation Committee is scheduled to meet on Thursday, September 13, 2018 at 2:00 P.M. to discuss/review the Getty Park project.

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

Nothing to report.

e. PERSONNEL: Chair: Bill Harris, Andy Near:

The Personnel Committee will be meeting on September 19, 2018 to discuss Personnel Policy revisions and a proposed wage classification schedule for full time employees.

f. ORDINANCES – Chair Steve Crothers, Dan Zaverl:

Nothing to report.

14. PAYMENT OF BILLS: Jim Wyns moved to approve the payment of the bills in the amount of $226,890.24.
Seconded by: Andy Near.

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

15. ADJOURNMENT: Jim Wyns moved to adjourn the meeting at 8:02 P.M.
Seconded by: Steve Crothers.

Voice Vote: All in favor.
Motion Carried.

Council minutes are not official until approved at the September 24, 2018 Council meeting. ☐ Approved

_____ _____
Minutes Respectfully Submitted by Crystal Budde, Village Clerk/Treasurer Date

VILLAGE OF SHELBY
REGULAR COUNCIL MEETING OF September 24, 2018 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: Jim Wyns, Steve Crothers, Dan Zaverl, Paul Inglis, John Sutton, Andy Near, and Bill Harris.

Staff present: Village Administrator Robert Widigan, Village Clerk/Treasurer Crystal Budde, Police Chief Ryan Furman, and DPW Supervisor Greg MacIntosh.

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

4. MINUTES:

a.) Minutes of September 10, 2018

Steve Crothers moved to approve the minutes of September 10, 2018 as corrected.
Seconded by: John Sutton.

Voice Vote: All in favor.
Motion Carried.

5. ADDITIONS TO THE AGENDA: No additions to the Agenda.

6. PRESIDENT'S REPORT:

President Inglis commended Mary Lulich, Tara Kelley, and the entire Shelby Roars group for the outstanding "Farm to Table" event that was held on September 16, 2018. The event was a great success and was enjoyed by over 600 persons.

7. ADMINISTRATOR'S REPORT:

VA Widigan reported that he had received confirmation that MDOT has accepted the proposed plan and resolution in order for the Village to become compliant with its non-motorized spending.

VA Widigan met with Shelby Schools Superintendent Tim Reeves on Thursday, September 13 to discuss the crossing guard agreement, soccer field, and new playground at the Thomas Read elementary school. VA Widigan is gathering information regarding School/Municipal Police Liaison agreements and will send them to Mr. Reeves for his review and consideration.

MML will be co-hosting three "You Need to Know" events around the State starting next month. They will provide valuable information that communities will need to know about the new Lead and Copper rule. Registration opened Tuesday, September 11 and can be found on the League's calendar. The dates and locations are as follows: October 2 in Gaylord; October 30 in Ann Arbor; and, November 13 in Marshall. VA Widigan will be attending the November 13 event in Marshall.

On Tuesday, September 18, Mr. Boardwell, Boardwell Heating and Cooling, was at the Village Hall to replace the AC compressor. VA Widigan has contacted the Village's insurance carrier, MML, regarding reimbursement for all or a portion of the costs to the Village.

VA Widigan reported that he will be attending the MML's 2018 convention in Grand Rapids on Thursday, September 20 through Saturday, September 22, 2018.

VA Widigan is in the process of drafting a policy/procedure that will lay out the process for a resident to make a claim for property damage or physical injury stemming from a sewer backup. The policy will follow the requirements under Public Act 222 of 2001.

8. DEPARTMENT HEADS' REPORTS:

DPW Supervisor Greg MacIntosh reported to Council that, on Friday, September 21, there was a power outage and the Industrial Drive lift station generator did not kick on due to a battery issue. As a result, for approximately one-hour, wastewater overflowed at the lift station. The DPW crew was able to keep the spill contained within dikes and worked to clean up the area and were able to pump a majority of the wastewater back into the lift station. The remaining wastewater was absorbed by sand applied to the site and was removed accordingly. The battery of the generator that had failed as been replaced with a new one to avoid issues in the future.

Police Chief Ryan Furman reported that he has been working with DPW Supervisor Greg MacIntosh to replace posted speed signs throughout areas of the Village.

The Boy Scouts have been working on a fire pit project at the American Legion. A flag burning ceremony will be held at the Legion located on Ferry Street on Monday, October 1, 2018 starting at 5:00 P.M.

9. CORRESPONDENCE:

a.) Letter from MDEQ to Fox's - Update

Todd Fox is working with the Village of Shelby and the MDEQ to put in place a plan for the future discharge of illicit discharges from the N.J. Fox and Sons property. An update will be provided to Council when new information is available.

10. CITIZEN PARTICIPATION:

Mary Lulich thanked the Shelby DPW, the Shelby Village Police Department, and the Shelby Village Council for all of the help and support that they had given the Shelby Roars in the process of getting ready for the "Farm to Table" event. She believed that approximately 650 tickets were sold for the event.

11. OLD BUSINESS:

12. NEW BUSINESS:

a.) Trick or Treating Times

Each year the Council sets the hours for Trick-Or-Treating in the Village. This year it is recommended that the hours be set from 6:00 P.M. to 8:00 P.M. on Wednesday, October 31, 2018.

Andy Near moved to establish the Trick-Or-Treating hours in the Village of Shelby on October 31, 2018 from 6:00 P.M. to 8:00 P.M.
Seconded by: Steve Crothers.

Voice Vote: All in favor.
Motion Carried.

13. COMMITTEE REPORTS:

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

The Planning Commission's September meeting was cancelled due to a lack of quotes for the update to the Master Plan. Those quotes should be in before the October 16 Planning Commission meeting.

b. WATER & SANITATION: Chair: John Sutton, Steve Crothers:

Committee Chair John Sutton commended the DPW for the quick response to and great job of handling the sewer spill that occurred on September 21.

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

Nothing to report.

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

The Parks and Recreation Committee is still working on the update to the Getty Park Master Plan and will be presenting the final details soon.

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

Nothing to report.

f. PERSONNEL: Chair: Bill Harris, Andy Near:

The Personnel Committee met on September 19, 2018 to review the draft of the proposed full-time non-salaried employee wage classification schedule. A few minor changes will be made and the Committee will be meeting again to review the schedule before presenting it to Council.

g. ORDINANCES – Chair Steve Crothers, Dan Zaverl:

Nothing to report.

14. PAYMENT OF BILLS: Jim Wyns moved to approve the payment of the bills in the amount of $117,893.39.
Seconded by: Steve Crothers.

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

15. ADJOURNMENT: Andy Near moved to adjourn the meeting at 7:15 P.M.
Seconded by: Jim Wyns.

Voice Vote: All in favor.
Motion Carried.

Council minutes are not official until approved at the October 8, 2018 Council meeting. ☐ Approved

_____ _____
Minutes Respectfully Submitted by Crystal Budde, Village Clerk/Treasurer Date

VILLAGE OF SHELBY
REGULAR COUNCIL MEETING OF October 8, 2018 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 6:28 P.M. by President Paul Inglis.

2. ROLL CALL:

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

Staff present: Village Administrator Robert Widigan, Village Clerk/Treasurer Crystal Budde, Police Chief Ryan Furman, and DPW Supervisor Greg MacIntosh.

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

4. MINUTES:

a.) September 24, 2018

Andy Near moved to approve the minutes of September 24, 2018 as corrected.
Seconded by: Steve Crothers.

Voice Vote: All in favor.
Motion Carried.
Absent: Jim Wyns.

5. ADDITIONS TO THE AGENDA: No additions to the Agenda.

6. PRESIDENT'S REPORT:

President Inglis reported that the Oceana's Home Partnership (OHP) will be holding a ribbon-cutting and Open House celebration for the opening of the new 24-unit Woodland Place Apartment complex located in Hart, Michigan. The event will be held on Wednesday, October 10, 2018 from 10:00 A.M. to 11:00 A.M at the Woodland Place Community Building, 609 S. Water Street.

7. ADMINISTRATOR'S REPORT:

VA Widigan reported that the Parks and Recreation Committee will be meeting on Friday, October 19, 2018 at 9:30 A.M. with Don DeVries and Harry Wierenga, consultants with Fleis & Vandenbrink, along with the Village's parks consultant, John Wilson to further discuss the Master Plan for the Getty Park project.

VA Widigan, Clerk/Treasurer Crystal Budde, and Clerical Assistant Randy Mahoney have been working with the Village's auditor, Eric VanDop, to summarize and bring to the Finance Committee an assessment of the proposed wage classification schedule for the Village's DPW and Police. The budget is being reviewed to ensure that the Village can cover the proposed increase in wages. This includes, but is not limited to researching property tax projections and reviewing increases or decreases in revenue

sharing. The assessment will also review how much of the employees' wages come out of the General Fund and other funds such as: Water, Sewer, or Streets and Sidewalks funds.

After the Council meeting of September 24, 2018, VA Widigan researched if the alleyway was turned over to the Village or not. As of now, after reviewing old emails and checking the County's online database, it does not appear it was turned over to the Village. VA Widigan will continue to research and verify this. On September 25, VA Widigan and Council President Inglis attended a webinar conducted by the Community Economic Development Association of Michigan (CEDAM), wherein the presenters reviewed grant and other funding resources available through the State of Michigan. One of the programs discussed was an Alley Rehabilitation project through Public Spaces Community Places. This is a collaborative effort of the Michigan Economic Development Corporation, the Michigan Municipal League, and Patronicity where local residents can use crowdfunding to be part of the development of strategic projects in their communities and be backed with a matching grant from MEDC. VA Widigan will be looking into who owns the alley and how the Village can utilize the Public Spaces Community Places program.

The office staff is currently working to summarize and bring to the Finance Committee and Council a list of the necessary budget amendments. As of now, approximately 80 amendments will be required. VA Widigan is also working with the Michigan Department of Treasury to develop a budgetary policy that would help ensure this is not necessary going forward.

VA Widigan and DPW Supervisor Greg MacIntosh will be meeting with Todd Fox, owner of N. J. Fox and Sons, on October 16 at 9:00 A.M. to draft the plan which will correct the illicit discharge of wastewater from N.J Fox & Sons.

VA Widigan reported that he received information on a Rail Trail Grant in order for the Village of Shelby to become a Pure Michigan Rail Trail destination stop. The deadline to apply for the Grant is November 1, 2018 and if the Village is selected to participate in the grant, stickers and signs would be provided to the Village that would be located on the Rail Trail to encourage Rail Trail users to visit the Village of Shelby.

8. DEPARTMENT HEADS' REPORTS:

Chief Furman reported that he attended a meeting with the County Sheriff to discuss Policy and Procedures for incidents that require the Village and the County Sherriff's departments to work together.

Chief Furman and some of his officers attended a free training held at the Mason/Oceana County Dispatch Center to update officers on new and changing laws.

Chief Furman reported that Shelby High School will be holding its Homecoming parade on Friday, October 12, 2018 at 5:00 P.M.

9. CORRESPONDENCE:

a.) Letter from DEQ: Violation Notice – Village of Shelby Water System Sanitary Survey

The Village of Shelby received a violation notice from the DEQ dated September 27, 2018. During the DEQ's sanitary survey inspection, it was discovered that the Village was in violation for not conducting a Reliability Study update every five years. In the previous 2015 Sanitary

Survey letter it was recommended the Village begin updating the study, along with the General Plan, as the last update to the study was performed in 2011. Upon the review of the water system, it was discovered that an updated study has not been performed. To return to compliance, an update to the Village's Reliability Study must be performed and submitted to the DEQ.

A water supply's local cross connection control program (CCCP) shall inspect all its customers' premises for possible cross connections including residential customers. The previous 2015 Sanitary Survey letter cited the Village's CCCP as deficient for a lack of identified accounts, lack of inspections, an outdated program, and outdated ordinance. Since that time, the Village has done a great job in correcting these items; however, no progress has been made toward the inclusion of residential accounts into the program. This was discovered during a recent DEQ visit on August 23, 2018, when discussing the current approach of the Village's CCCP. To return to compliance, the Village must compile and incorporate residential accounts into the current CCCP.

10. CITIZEN PARTICIPATION:

Resident Curt Trott informed Council that the old abandoned building located on Harrison Street has been removed and cleaned up. Beckman Bros. demolished the building and cleaned up the area afterwards.

Shelby High School Principal Fran Schamber addressed the Council to inform them of the upcoming Shelby High School Homecoming parade that will take place on Friday, October 12, 2018 at 5:00 P.M. The Shelby High School Homecoming football game will take place following the parade.

11. OLD BUSINESS:

12. NEW BUSINESS:

a.) Blue Cross Blue Shield Rebate

Due to lower-than expected medical costs, Blue Cross Blue Shield of Michigan sent the Village of Shelby a rebate check for $1,102.12. This represents 2.1% of our billed annual premium for the Village's 2017 employee's small group BCBSM health coverage. The Village can either use the rebate to reduce premium costs for the upcoming year or provide a cash rebate to employees or subscribers that were covered by the health insurance during the 2017 year.

Bill Harris moved to distribute the $1,102.12 rebate to the employees who were covered by the Village's Blue Cross Blue Shield health insurance during 2017.
Seconded by: John Sutton.

Roll Call Vote:
Ayes: Harris, Sutton, Crothers, Zaverl, Near, and Inglis.
Motion Carried 6-0.
Absent: Jim Wyns.

13. COMMITTEE REPORTS:

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

The Planning Commission will meet on Tuesday, October 16, 2018 at 6:30 P.M. to review quotes for updating the Village of Shelby's Master Plan.

b. WATER & SANITATION: Chair: John Sutton, Steve Crothers:

The sewer storm drain located on Ferry Street will be getting repaired by the DPW next week.

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

Sidewalks are being replaced and more are planned to be done next week.

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

John Wilson, Park Consultant, has offered his services to the Village free of charge in order to help with the Getty Park Grant Application. Mr. Wilson provided an update on the progress of the Getty Park Project. The Parks and Recreation Committee has met number of times to discuss the details for updating the Getty Park Master Plan. The Village Parks and Recreation Committee has been reviewing possible park improvements such as new tennis/pickleball and basketball courts; new playground; renovating the existing restrooms; creating better accessibility throughout the park; a new covered picnic area; and, the addition of a splash pad. With the recent ideas for upgrading Getty Parks, some of the above-mentioned amenities were not listed in the Village's current 2015-2020 Parks & Recreation Plan which created a need to amend the current Parks and Recreation Plan. A possible funding source for the project could come from the grant programs administered by the Michigan Department of Natural Resources (MDNR). Residents can view the current 2015-2020 Parks and Recreation Plan and the proposed amendment to the plan at the Shelby Area Public Library, Village Hall and on the Village of Shelby's webpage, www.shelbyvillage.com/village-parks/.

Residents will have the opportunity to make comments about the proposed amendment to the 2015-2020 Parks and Recreation Plan by attending one of two Public Hearings. The first Public Hearing will be held during the Shelby Village Planning Commission meeting on Tuesday, November 20, 2018 and the second Public Hearing will be held during the regularly scheduled Shelby Village Council meeting on Monday, December 10, 2018.

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

State of Michigan officials will be at the Village Hall office on Thursday, November 1, 2018 at 10:00 A. M. in order to review the Village's current budget policy and provide the Village staff with advice and information that will help them with the budget process in the future.

f. PERSONNEL: Chair: Bill Harris, Andy Near:

Nothing to report.

g. ORDINANCES – Chair Steve Crothers, Dan Zaverl:

Nothing to report.

14. PAYMENT OF BILLS: Steve Crothers moved to approve the payment of the bills in the amount of $50,672.30.

Seconded by: Andy Near.

Roll Call Vote:
Ayes: Crothers, Near, Zaverl, Sutton, Harris and Inglis.
Motion Carried 6-0.
Absent: Jim Wyns.

15. ADJOURNMENT: Bill Harris moved to adjourn the meeting at 7:27 P.M.
Seconded by: Steve Crothers.

Voice Vote: All in favor.
Motion Carried.
Absent: Jim Wyns.

Council minutes are not official until approved at the October 22, 2018 Council meeting. ☐ Approved

_____ _____
Minutes Respectfully Submitted by Crystal Budde, Village Clerk/Treasurer Date

VILLAGE OF SHELBY
REGULAR COUNCIL MEETING OF November 13, 2018 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: Jim Wyns, Steve Crothers, Dan Zaverl, Paul Inglis, John Sutton, and Bill Harris.
Absent: Andy Near.

Staff present: Village Administrator Robert Widigan, Village Clerk/Treasurer Crystal Budde, Interim Police Chief Bob Farber, Police Officer Joe Von Drak, and DPW Supervisor Greg MacIntosh.

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

4. MINUTES:

a.) October 22, 2018

Steve Crothers moved to approve the minutes of October 22, 2018 as presented.
Seconded by: John Sutton.

Voice Vote: All in favor.
Motion Carried.
Absent: Andy Near.

b.) October 30, 2018

Bill Harris moved to approve the Special Council Meeting minutes of October 30, 2018 as presented.
Seconded by: Jim Wyns.

Voice Vote: All in favor.
Motion Carried.
Absent: Andy Near.

5. ADDITIONS TO THE AGENDA:

a.) Police Cruiser

6. PRESIDENT'S REPORT: Nothing to report.

7. ADMINISTRATOR'S REPORT:

VA Widigan reported that the Planning Commission will be holding a public hearing on November 20, 2018 at 6:30 P.M. at the Shelby Village Hall to gather input from residents regarding the Getty Park

Project.

A reimbursement claim for the Village Hall air condition unit has been submitted to the Michigan Municipal League (MML), the Village's insurance carrier. The check for the reimbursement was received by the Village on Tuesday, November 14.

The Shelby Economic Development Cohort Team will be meeting with Sue DeVries on Monday, November 19. Ms. DeVries is a Community Assistance Team Specialist with MEDC and will be able to further discuss the Alley Rehabilitation projects through Public Spaces Community Places.

VA Widigan reported that he is finalizing the list of budget amendments to bring to the Finance Committee in November.

VA Widigan will be meeting with Jodi Nichols, Business Development Coordinator for Lake and Oceana Counties for The Right Place, on Thursday, November 15. VA Widigan will be inviting Ms. Nichols to a Village Council meeting to discuss what the Oceana County Economic Alliance plans to do throughout the County and Village of Shelby.

The Village Hall roof specs and requests for bids were sent out on November 6, and all bids are to be submitted no later than 4:00 P.M. Friday, November 23, 2018.

The Village staff met with representatives from the Michigan Department of Treasury to discuss Treasury's new Fiscal Ready Communities Program. Treasury officials discussed a number of recommended policies and procedures (i.e., grant policy, technology policy, vehicle use policy, purchasing policy, investment policy, and so on); financial regulations; capital assets & improvements plans; internal controls; Fiscal Ready Communities budget policy recommendations and guidelines; and, a deep dive into our budget. A few major recommendations they had were:

- When doing the Village's budget, be sure to compare the estimated revenues and expenditures to past audit numbers.

- Move some of the Village's unassigned fund balance into assigned funds or projects (i.e. set aside x dollars for infrastructure or quality of life funds).

- Have a plan in place with a target stop point if the Village chooses to spend down fund balance. For example, have a policy that says the Village will maintain a 25% fund balance. The policy could require an average of five years' worth of expenditures be maintained.

- Within the Village's Enterprise Funds (Water & Sewer), we budget for principal and interest on bond payments, but do not budget for depreciation. Michigan Treasury recommends that we also budget for depreciation.

- Develop a Strategic Plan and tie it into the Master Plan and Capital Improvements Plan.

VA Widigan reported that Carmelitta Tiffany, Oceana's Herald-Journal writer, inquired if the Village Council would be interested in live streaming its meetings. Shoreline Media is looking to become more digitally accessible. If Council is not opposed, Ms. Tiffany would set up a camera when attending

meetings and live stream Council meetings on their website.

8. DEPARTMENT HEADS' REPORTS:

DPW Supervisor Greg MacIntosh reported that the Village is now in compliance with the DEQ's requirements for cross connections. The DPW has also begun the Per – and Polyfluoroalkyl Substances (PFAS) testing on the Village's wells.

Interim Chief Bob Farber reported that the 2014 police cruiser was still under warranty and that he had it towed to Ludington Ford for inspection and diagnosis. He will keep Council informed on the status when he gets information from Ludington Ford.

9. CORRESPONDENCE:

a.) Letter from MML

VA Widigan received two letters from the Michigan Municipal League. One notice is notifying the Village that, as part of the Transportation Funding Package of 2015, the Michigan Legislature created a requirement that each local road agency in Michigan adopt a Local Pavement Warranty Program acceptable to the Michigan Department of Transportation (MDOT). The Michigan Local Agency Pavement Warranty Program is the statewide accepted format that local agencies can use for hot mix asphalt and plain jointed concrete paving projects on public roads and streets, if they opt to utilize a warranty on a project. This Warranty Program must be adopted by every community no later than September 18, 2019, and every community must consider a warranty on each project utilizing any state or federal funding that also includes $2 million or more in paving-related components. Communities must annually report on projects with $2 million or more in paving-related items, regardless of whether they implemented a warranty or not.

VA Widigan will inquire if the Warranty Program is required for the Village of Shelby as the Village does not have paving projects that exceed two million dollars.

The other notice received from MML was notification that the training for new officials will be held in a number of Michigan locations during the months of November, December, and January. Any of the Village of Shelby Council members who wish to go should notify VA Widigan or Clerk/Treasurer Crystal Budde in order to sign up.

b.) Gary MacLean Planning Commission Resignation

VA Widigan has received a letter of resignation from Planning Commission member Gary MacLean. Mr. MacLean stated that he would no longer be able to participate in the Planning Commission effective immediately due to recent health issues. VA Widigan will post notice of the vacant seat and request any interested parties to submit a letter of interest to Village President Paul Inglis.

Steve Crothers moved to accept the resignation of Planning Commission member Gary MacLean effective immediately.
Seconded by: John Sutton.

Voice Vote: All in favor.

Motion Carried.
Absent: Andy Near.

10. CITIZEN PARTICIPATION: No citizen participation.

11. OLD BUSINESS:

a.) Police Cruiser

The Finance Committee had recently reviewed quotes provided by former Police Chief Ryan Furman for the purchase of a new police cruiser. The Committee voted to recommend to Council the purchase of a new cruiser from Fleet Safety of Memphis, Tennessee. Interim Chief Farber has since located a 2017 Ford Interceptor show unit from Gorno Ford of Woodhaven, Michigan in the amount of $36,500.00. This is approximately $4,343.00 less than the cruiser from Fleet Safety. The 2017 Interceptor would come fully equipped with everything that the Police Department would need excluding the radio, computer mounting bracket, radar, and rear cage. Some of these items could be transferred over from one of the current Shelby Police SUV's.
Jim Wyns moved to purchase the 2017 Ford Interceptor show unit from Gorno Ford of Woodhaven, Michigan in the amount of $36,500.00 along with any equipment costs and installation fee needed not to exceed $40,000.00.
Seconded by: Steve Crothers.

Roll Call Vote:
Ayes: Wyns, Crothers, Zaverl, Sutton, Harris, and Inglis.
Motion Carried 6-0.
Absent: Andy Near.

12. NEW BUSINESS:

a.) Draft Capital Improvement Plan

VA Widigan presented the draft Capital Improvement Plan to the Village Council that had been reviewed and approved by the Finance Committee. The Planning Commission will need to vote to approve the Plan. VA Widigan will be presenting the plan to the Planning Commission and will update Council on any updates or changes.

b.) Water Bill Discounts

Clerk/Treasurer Budde proposed a water billing discount of $1.00 for residents who sign up for email billing. By encouraging more residents to use the email billing feature, the Village would save on costs for paper, envelopes, and postage. A .50 cent discount was also proposed for residents who are signed up for automatic payment of their water bills. Ultimately, the Village would be cutting costs by offering both discounts to residents.

Jim Wyns moved to approve a $1.00 discount to residents who sign up for email billing and a .50 cent discount to residents who sign up for automatic payment for the water bills effective January 1, 2019.
Seconded by: Steve Crothers.

Roll Call Vote:

Ayes: Wyns, Crothers, Sutton, Harris, and Inglis.
Nayes: Zaverl.
Motion Carried 5-1.
Absent: Andy Near.

c.) Personnel Wage Classification Schedule

The Personnel Committee has been considering a new personnel wage classification schedule. At its October 26th Personnel Committee meeting, the proposed wage schedule was reviewed and approved for recommendation to Council. The schedule would give all fulltime employees an annual increase at their anniversary date of hire and they would reach their cap wage level at the end of year four. Beyond year four, any increases would be for a Cost of Living Adjustment (COLA), if recommended by the department head based on a review and performance evaluation. Staff performed an internal analysis of the proposed schedule and revenue sharing and future projections of property tax revenues were calculated. Revenue sharing is projected to increase by 2.1% from 2018 to 2019. Future projections of property tax revenues show an increase of 2.4% to 3% in 2019. The proposed personnel wage classification schedule is as follows:

DPW

	Hourly	Annual
Starting	$18.00	$37,440.00
End year 1	$19.00	$39,520.00
End year 2	$20.00	$41,600.00
End year 3	$21.00	$43,680.00
End year 4	$22.00	$45,760.00
4 yr. + 2 Cert	$22.50	$46,800.00

Police

	Hourly	Annual
Starting	$18.00	$37,400.00
End year 1	$19.00	$39,520.00
End year 2	$20.00	$41,600.00
End year 3	$21.00	$43,680.00
End year 4	$22.00	$45,760.00
Sargent	$23.00	$47,840.00

Clerk/Treasurer

	Hourly	Annual
Current	$18.00	$37,440.00
Increase	$19.00	$39,520.00

Bill Harris moved to adopt the wage classification schedule for all fulltime employees' effective March 1, 2019.
Seconded by: John Sutton.

Roll Call Vote:
Ayes: Harris, Sutton, Wyns, Crothers, and Inglis.
Nayes: Zaverl.

Motion Carried 5-1.
Absent: Andy Near.

d.) State Ballot Proposal 1- Dickinson Wright Municipal Group

VA Widigan presented Council with information regarding the options available to the Village regarding the recent passage of Proposal 1 (recreational marijuana). Legislation will be effective 10 days after the voting results are certified, which will most likely be in late November. As of that date, people will be able to possess marijuana within certain limitations. The Village cannot prohibit possession; but, can enforce traffic offenses under the influence, employees with it in their system, and so forth.

Furthermore, the ability to open retail establishments, and so forth is approximately a year away. The State needs to develop a licensing process and other administrative details must be completed. If the Village does not opt out, the Village is deemed to have opted in which would result in allowing the existence of recreational marijuana establishments. Under the new law municipalities may completely prohibit marijuana establishments within their boundaries, limit the number of permitted establishments, and regulate any permitted establishments.

The Council will review all information provided to them and will consider taking action at a future meeting.

13. COMMITTEE REPORTS:

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

The Planning Commission will meet on November 20, and will be holding a Public Hearing regarding the Getty Park Project Plan, and reviewing quotes for the Master Plan Update.

b. WATER & SANITATION: Chair: John Sutton, Steve Crothers:

Nothing to report.

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

VA Widigan and Councilman Zaverl will begin to review the status and condition of the Village streets and compile a list of those in need of repairs.

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

Getty Park Project Public Hearing will be held at the Regular Council meeting of December 10 in order to allow the public to offer input regarding the Getty Park Project Plan.

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

Nothing to report.

f. PERSONNEL: Chair: Bill Harris, Andy Near:

Nothing to report.

g. ORDINANCES – Chair Steve Crothers, Dan Zaverl:

VA Widigan and Councilman Crothers will be reviewing Rental Ordinances from the surrounding municipalities to gather information for the development of a Village of Shelby Rental Ordinance in the future.

14. PAYMENT OF BILLS: Jim Wyns moved to approve the payment of the bills in the amount of $154,193.08.
Seconded by: Steve Crothers.

Roll Call Vote:
Ayes: Wyns, Crothers, Zaverl, Sutton, Harris, and Inglis.
Motion Carried 6-1.
Absent: Andy Near.

15. ADJOURNMENT: Bill Harris moved to adjourn the meeting at 8:17 P.M.
Seconded by: Jim Wyns.

Voice Vote: All in favor.
Motion Carried.
Absent: Andy Near.

Council minutes are not official until approved at the November 26, 2018 Council meeting. ☐ Approved

_____ _____
Minutes Respectfully Submitted by Crystal Budde, Village Clerk/Treasurer Date

VILLAGE OF SHELBY
REGULAR COUNCIL MEETING OF November 26, 2018 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 6:32 P.M. by President Paul Inglis.

2. ROLL CALL:

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

Staff present: Village Administrator Robert Widigan, Village Clerk/Treasurer Crystal Budde, and Interim Police Chief Bob Farber.

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

4. MINUTES:

a.) November 13, 2018

Jim Wyns moved to approve the Regular Council Meeting minutes of November 13, 2018 as corrected.
Seconded by: Steve Crothers.

Voice Vote: All in favor.
Motion Carried.
Absent: Bill Harris.

5. ADDITIONS TO THE AGENDA:

a.) Establish Public Hearing

6. PRESIDENT'S REPORT: Nothing to report.

7. ADMINISTRATOR'S REPORT:

VA Widigan reported that the Planning Commission held a public hearing on November 20, 2018 at 6:30 P.M. at the Village Hall to gather input from residents on the proposed amendment to the 2015-2020 Village of Shelby Parks and Recreation Plan. Parks Consultant, John Wilson and VA Widigan have met with the Shelby Recreation Club Soccer Group and attended the Shelby Public Schools Board Meeting to give them an update as to what improvements the Village is pursuing for Getty Park.

VA Widigan met with Jodi Nichols, the new Business Development Coordinator for Lake and Oceana Counties. Ms. Nichols will be attending a Council meeting after the holidays to discuss what the Oceana County Economic Alliance plans on doing throughout the County and Village of Shelby.

Pre-interview questions, interview questions, and a job description for the Police Chief position have been developed. A Police Chief recruitment brochure is also being developed. This will have multiple

sections promoting the Village of Shelby to include the following:

- About the Village of Shelby
- Government of Shelby Village
- About the position
- The Ideal Candidate
- Education and Experience Desired
- Compensation and Benefits
- How to Apply

8. DEPARTMENT HEADS' REPORTS:

Interim Chief Farber reported that the new police cruiser has been delivered and the equipment has been installed. The new cruiser is currently at Windridge Textile in order for the Shelby Police decals to be placed on the car.

The 2014 Ford Explorer was taken to Ludington Ford and the mechanic has determined that it has a bad catalytic converter. Affordable Auto has estimated the cost of repairs to be approximately between $900.00 and $1,000.00. Chief Farber will gather additional information and determine what options are available for the vehicle and present them to Council at the next meeting.

9. CORRESPONDENCE: No correspondence.

10. CITIZEN PARTICIPATION: No citizen participation.

11. OLD BUSINESS:

a.) Public Hearing

The Public Hearing regarding the proposed amendment to the Getty Park 2015-2020 Village of Shelby Parks and Recreation Plan will be held on December 10, 2018 at 6:30 P.M. at the Village Hall.

12. NEW BUSINESS:

a.) President's Appointment of Committees

President Inglis recommended the appointment of Council members to the respective Committees as follows:

Water and Sanitation	Bill Harris, Chair and Steve Crothers
Streets and Sidewalks	Dan Zaverl, Chair and Jim Wyns
Parks, Recreation and Buildings	Andy Near, Chair and John Sutton
Finance and Insurance	Jim Wyns, Chair and Bill Harris
Personnel	John Sutton, Chair and Andy Near
Ordinances	Steve Crothers, Chair and Dan Zaverl

Jim Wyns moved to approve the appointment of Council members to the respective Committees as recommended by President Inglis.

Seconded by: Steve Crothers.

Voice Vote: All in favor.
Motion Carried.
Absent: Bill Harris.

b.) Village Hall Roof Bids

VA Widigan sent out specifications and a request for bids for the replacement of the Village Hall roof on November 6, 2018. All bids were to be submitted no later than 4:00 P.M. on November 23, 2018. He received two bids for the roof replacement: one from Empire Contractors and one from Castle Roof Coatings. The bids had not been opened prior to the November 26th, Council meeting.

The bid from Empire Contractors in the amount of $13,690.00 would include installation of ½ inch ISO roofing system directly over the existing roofing material. Empire has quoted a complete tear off of the existing roof and installation of the new roofing system in the amount of $17,545.00.

The bid that was submitted by Castle Roof Coatings in the amount of $12,400.00 is for the installation of a ½ inch ISO roofing system directly over the existing roof.

Andy Near is the owner of Empire Contractors and Mr. Near's daughter is the owner of Castle Roof Coatings. If Castle Roof Coatings is the successful bidder, it intends to sub-contract the work to Empire Contractors. Mr. Near must put in writing to the Village President his interest as a bidder and/or subcontractor seven business days prior to the action of the Village Council. The disclosure must be made public in the same manner as a public meeting notice.

The Village Council will not take action on the Village Hall roof bids until the Council meeting of December 10, 2018.

c.) Master Plan Proposal Recommendation

At the November 20, 2018 Planning Commission meeting, proposals for updating the Village's Master Plan from Williams & Works; McKenna, and Horizon Community Planning were discussed. The Planning Commission also considered formats for the Master Plan updates from all three companies. After discussion, the Planning Commission recommended to the Village Council the proposal from Williams & Works.

A budget amendment will be required. In the General Fund, Other General Government budget activity, professional services account, there is currently a negative $6,994.94. In the General Fund, Planning Commission Department, professional services account, no funds were budgeted. As mentioned by the Michigan Department of Treasury, the Village's unassigned fund balance represents 98 percent of the General Fund's expenditures and transfers; thus, money is available to fund the Master Plan Update.

John Sutton moved to accept the proposal from Williams & Works of Grand Rapids, Michigan in the amount of $10,500.00 with the addition of an online survey in the amount of $1,100.00 for a total of $11,650.00 to perform the Village of Shelby's Master Plan Update.
Seconded by: Andy Near.

Roll Call Vote:
Ayes: Sutton, Near, Wyns, Crothers, Zaverl, and Inglis.
Motion Carried 6-0.
Absent: Bill Harris.

d.) Closed Session – Acquisition of Property

Andy Near moved to go into Closed Session at 7:26 P.M. for the purpose of discussing the proposed acquisition of property.
Seconded by: John Sutton.

Roll Call Vote:
Ayes: Near, Sutton, Wyns, Crothers, Zaverl, and Inglis.
Motion Carried 6-0.
Absent: Bill Harris.

Steve Crothers moved to return to Open Session at 7:58 P.M.
Seconded by: Andy Near.

Roll Call Vote:
Ayes: Crothers, Near, Wyns, Zaverl, Sutton, and Inglis.
Motion Carried 6-0.
Absent: Bill Harris.

Steve Crothers moved to authorize VA Widigan to execute all documents and requirements in the acquisition of the northern portion of Annette Campagna's property (parcel number 046-528-001-00); for any renovation work related to Getty Park; and, to execute all documents relating to the grant application process. If the parcel is no longer used for a public purpose or as Getty Park, ownership shall revert to Annette Campagna.
Seconded by: John Sutton.

Roll Call Vote:
Ayes; Crothers, Sutton, Wyns, Zaverl, Near, and Inglis.
Motion Carried 6-0.
Absent: Bill Harris.

13. COMMITTEE REPORTS:

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

The Planning Commission met on Tuesday, November 20, to review proposals and formats for the Village of Shelby's Master Plan Update. A public hearing was also held in order to accept input from residents on the proposed amendment to the 2015-2020 Village of Shelby Parks and Recreation Plan.

b. WATER AND SANITATION: Chair: John Sutton, Steve Crothers:

Nothing to report.

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

Councilman Zaverl inquired as to when the Village of Shelby will be receiving the newly purchased plow truck. VA Widigan informed the Council that the Village should have the plow truck by the end of November.

d. PARKS, RECREATION AND BUILDINGS: Chair: Andy Near, John Sutton:

The Parks, Recreation and Buildings Committee will be meeting at 9:00 A.M. on Tuesday, November 27, to discuss and review the draft Getty Park Plan.

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

Nothing to report.

f. PERSONNEL: Chair: Bill Harris, Andy Near:

Nothing to report.

g. ORDINANCES – Chair Steve Crothers, Dan Zaverl:

Councilman Crothers and VA Widigan have received a number of copies of nearby community rental ordinances and will be reviewing them.

14. PAYMENT OF BILLS: Jim Wyns moved to approve the payment of the bills in the amount of $68,707.26.
Seconded by: Dan Zaverl.

Roll Call Vote:
Ayes: Wyns, Zaverl, Crothers, Sutton, Near, and Inglis.
Motion Carried 6-0.
Absent: Bill Harris.

15. ADJOURNMENT: Dan Zaverl moved to adjourn the meeting at 8:30 P.M.
Seconded by: Steve Crothers.

Voice Vote: All in favor.
Motion Carried.
Absent: Bill Harris.

Council minutes are not official until approved at the December 10, 2018 Council meeting. ☐ Approved

_____ _____
Minutes Respectfully Submitted by Crystal Budde, Village Clerk/Treasurer Date

VILLAGE OF SHELBY
REGULAR COUNCIL MEETING OF December 10, 2018 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 6:31 P.M. by President Paul Inglis.

2. ROLL CALL:

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

Staff present: Village Administrator Robert Widigan, Village Clerk/Treasurer Crystal Budde, and Interim Police Chief Bob Farber.

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

4. MINUTES:

a.) November 26, 2018

Steve Crothers moved to approve the Regular Council Meeting minutes of November 26, 2018 as corrected.
Seconded by: John Sutton.

Voice Vote: All in favor.
Motion Carried.

5. ADDITIONS TO THE AGENDA: No Additions to the agenda.

6. PRESIDENT'S REPORT:

President Inglis reported the tree lighting ceremony that was held on Saturday, December 8, was a success and that there were approximately 70-80 people in attendance.

7. ADMINISTRATOR'S REPORT:

VA Widigan reported that the initial development of the next fiscal year budget is beginning. He has reached out to each Department Head requesting a list of his budget needs. After the requests from the Department Heads are submitted, VA Widigan will be meeting with the Finance and Insurance Committee to review them.

During a review of the current fiscal year budget amendments at the recent Finance and Insurance Committee meeting, it was recommended that a column be added showing the amendments to the revenues. This will reflect the actual revenue and expenditure activity for the year and why the amendments are necessary.

VA Widigan and Parks Consultant, John Wilson will be meeting with Shelby Public Schools Superintendent, Tim Reeves; along with Shelby Public Schools Athletic Director, Chuck Persenaire on Tuesday, December 11th to discuss a possible village park/school agreement as it would apply to the

proposed plan for Getty Park.

On December 13, 2018 from 8:00 A.M. to 10:30 A.M., the Oceana County Board of Commissioners will be sponsoring the Oceana County Housing Forum. The Forum is to discuss the urgent housing needs in Oceana County and to develop workable solutions to meet those needs. The Community Foundation for Oceana County and the Oceana County Housing Commission will be facilitating the event.

The Shelby Cohort Team has had multiple meetings since its original August assessment of the Shelby area. The meetings were with representatives from USDA (United States Department of Agriculture), MEDC (Michigan Economic Development Corporation) and MSHDA (Michigan State Housing Development Authority). The Cohort team intends to schedule a follow-up meeting with the community in January.

8. DEPARTMENT HEADS' REPORTS:

DPW Supervisor Greg MacIntosh reported that the new plow truck is in and has been used for plowing snow.

Chief Farber reported that the new 2017 police cruiser is in service. The total cost for the purchase of the cruiser and the equipment needed to get the cruiser in service was $38,124.31. All of the Village's officers attended and trained on tourniquet/packing and now have proper supplies in the patrol vehicle. All the firearms training with the handguns and patrol rifle has been completed.

9. CORRESPONDENCE: No correspondence.

10. CITIZEN PARTICIPATION: No citizen participation.

11. PUBLIC HEARING:

a.) Proposed Amendment to the 2015/2020 Village of Shelby Parks and Recreation Plan

President Inglis opened the Public Hearing at 6:44 P.M.

The revision to the Village's 2015-2020 Parks and Recreation Plan is related to recent improvements being considered for upgrading Getty Park. The plan's proposed revision was created because some of the park improvements being considered were not included in the original plan for Getty Park. A possible funding source for the project could come from the grant programs administered by the Michigan Department of Natural Resources. For grant applications to be considered for funding, the applicant must have a current and approved recreation plan on file with the Michigan Department of Natural Resources. This plan addresses those requirements.

For the official record of the December 10, 2018 Shelby Village Council meeting - Public Hearing. Comment from Parks, Recreation & Building Committee Chair, Andy Near.

"*For the official record, at the October 8, 2018 meeting of the Village Council the amendment to the Village of Shelby Parks & Recreation Plan 2015-2020 was announced and discussed. In addition, Village President Inglis announced the Public Hearing for the amendment would be held on December 10, 2018, 6:30pm at the Shelby Village Hall as part of that regular meeting of the Shelby Village Council. President Inglis also reminded residents to attend the Planning Commission's Public Hearing on the Plan's*

proposed amendment at the regular meeting of the Planning Commission on November 20, 2018.

Residents were also informed about the proposed amendment to the Plan, and encouraged to comment, in various news releases that have appeared in: the Oceana's Herald Journal on October 11, November 15 and December 6, 2018; on the webpage of the Oceana County Press on October 9, November 6, November 15 and December 3, 2018.

The Public Hearing Notice for this meeting, December 10th, was published in the Oceana's Herald Journal on December 6, 2018 and on the webpage of the Oceana County Press on December 3, 2018.

The proposed amendment along with the original Village of Shelby Parks & Recreation Plan 2015-2020 have been available for residents to view and make comments since October 9, 2018. Those documents have been available at the Village Hall, public library and on the Village's webpage.

Since the Shelby Planning Commission formally approved the original Parks & Recreation Plan in 2015 the Planning Commission had to go through the same review and approval process as the Village Council. On November 20, 2018 the Shelby Planning Commission held its Public Hearing on the proposed amendment to the Plan. After the Public Hearing the Commission approved the proposed amendment as presented."

Paul Inglis closed the Public Hearing at 6:53 P.M.

12. OLD BUSINESS:

a.) Amendment to the 2015-2020 Village of Shelby Parks and Recreation Plan

Dan Zaverl moved to adopt the attached resolution for the plan amendment to the Village of Shelby 2015-2020 Parks and Recreation Plan (see attached Resolution).
Seconded by: Steve Crothers.

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

Resident Damian Omness asked if there would be discussion on the proposed details of the Getty Park Plan.

VA Widigan responded that there would be an additional public hearing to discuss the details of the Getty Park Plan on January 14, 2019. The Council is only discussing and voting on the proposed amendment to the 2015-2020 Getty Park Plan at this time.

b.) Village Hall Roof Bids

The roof specifications and requests for bids for the Village Hall roof replacement were sent out on Tuesday, November 6, 2018. All bids were to be submitted no later than 4:00 P.M., Friday, November 23. Two bids were received: one from Castle Roof Coatings and one from Empire Contractors. At the last Council meeting, Councilman Near disclosed, in writing, to the Village President his interest as a bidder and/or subcontractor and the value of the benefits to be provided by the Village. As required, the disclosure was made seven days prior to any action of the

Village Council.

Castle Roof Coatings submitted a bid in the amount of $12,400.00 to install ½ inch ISO over the existing roof material. A complete tear off and replacement of the roof can be done; the cost for the complete tear off would be $16,745.00. Empire Contractors bid included the installation of ½ inch ISO over the existing roof in the amount of $13,690.00. A compete tear off and full replacement could be done for $17,545.00.

Bill Harris moved to accept the bid from Castle Roof Coatings of Shelby, Michigan in the amount of $16,745.00, to complete the Village Hall roof project.
Seconded by: Steve Crothers.

Roll Call Vote:
Harris, Crothers, Wyns, Sutton, Harris and Inglis.
Motion Carried 6-0.
Andy Near abstained from voting.

c.) Police Chief Position

VA Widigan presented to the Council a proposal to keep Interim Chief Bob Farber on as the permanent Chief of Police for two years. The proposal would be for 32 hours per week at a salary of $50,000.00 per year, no health benefits, nine paid holidays, and 80 hours of PTO and 80 hours of vacation time. He would not be eligible for a cash out of PTO and vacation time on his anniversary date of employment; it would be a "use it or lose it" model. Friday coverage would be filled by a part-time officer at $15.00 per hour in order to keep the current level of coverage. The proposal would save the Village $4,453.44 in the first year.

Steve Crothers moved to authorize the Village Administrator and Village President to finalize all items related to the hiring of Robert Farber as Chief of Police, and sign the employment agreement between Mr. Farber and the Village of Shelby.
Seconded by: John Sutton.

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

d.) Proposal 1 – Recreational Marihuana

VA Widigan provided the Village of Shelby Council with information that will allow them to prohibit recreational Marihuana until the State has time to finalize its regulations for marihuana establishments under the Act. The State has one year to prepare those regulations, but is not obligated to take that long. VA Widigan will bring the matter back to Council after the State has finalized all of the regulations for recreational marihuana and it can be further discussed. If the Village does not opt out now, it could create the possibility that recreational marihuana establishments will have vested property rights, or at least an argument for vested property rights that could cost the Village time and money in court.

Bill Harris moved to adopt Ordinance No. 20181210-1 to amend the Village of Shelby code of ordinances by prohibiting marihuana establishments pursuant to the Michigan Regulation and Taxation of Marihuana Act. (MRTMA).

Seconded by: Steve Crothers.

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

Resident Paulette Zoulek addressed the Council with her concerns if marihuana establishments were allowed within the Village of Shelby. Ms. Zoulek is greatly opposed to having marihuana establishments in the Village.

13. NEW BUSINESS:

a.) Library Board Appointment

Ross Field's term on the Shelby Area District Library Board of Trustees expires on December 31, 2018. The Library Board respectfully requested that the Village Council appoint Melissa Dyer, 347 Elliot Street, Shelby to the Board for a three-year term beginning January 1, 2019.

Jim Wyns moved to appoint Melissa Dyer, 347 Elliot Street, Shelby, Michigan to the Shelby Area District Library Board for a three-year term beginning January 1, 2019.
Seconded by: Steve Crothers.

Voice Vote: All in favor.
Motion Carried.

b.) Council and Planning Commission 2019 Meeting Schedules

Each year the Council adopts meeting schedules for the Village Council and the Planning Commission for the upcoming year. They are posted at the Village Hall and shared with the media, to remain in compliance with the Open Meetings Act requirements.

Jim Wyns moved to adopt the proposed 2019 Village Council and Planning Commission Meeting Schedules (See attached).
Seconded by: Andy Near.

Voice Vote: All in favor.
Motion Carried.

14. COMMITTEE REPORTS:

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

The Planning Commission will meet on Tuesday, December 18 to review the 2018-2023 Capital Improvements Plan.

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

Nothing to report.

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

Nothing to report.

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

The Parks, Recreation and Buildings Committee will be meeting soon to review the final draft of the Getty Park Plan.

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

The 2019/2020 budget process has begun and meetings will be scheduled soon to review the first budget drafts.

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

Nothing to report.

g. ORDINANCES – Chair Steve Crothers, Dan Zaverl:

Nothing to report.

15. PAYMENT OF BILLS: Jim Wyns moved to approve the payment of the bills in the amount of $158, 065.52.
Seconded by: Steve Crothers.

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

16. ADJOURNMENT: Andy Near moved to adjourn the meeting at 8:01 P.M.
Seconded by: John Sutton.

Voice Vote: All in favor.
Motion Carried.

Council minutes are not official until approved at the January 14, 2019 Council meeting. ☐ Approved

_____ _____
Minutes Respectfully Submitted by Crystal Budde, Village Clerk/Treasurer Date