VILLAGE OF SHELBY
REGULAR COUNCIL MEETING OF January 14, 2019 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, and Police Officer Joe Von Drak.

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

4. MINUTES:

a.) Minutes of December 10, 2018

Bill Harris moved to approve the minutes of the December 10, 2018 regular Council Meeting as corrected.
Seconded by: Steve Crothers.

Voice Vote: All in favor.
Motion Carried.

5. ADDITIONS TO THE AGENDA:

a.) CEDEM Letter

6. PRESIDENT'S REPORT: Nothing to report.

7. ADMINISTRATOR'S REPORT:

VA Widigan reported that he will be meeting with Department Heads the week of January 14th to review their budget requests. He is currently doing a comparative look at past years' revenues and expenditures and a side by side comparison with last year's audit.

The Finance and Insurance Committee met prior to the Council meeting to review the proposed Fiscal Year 2018/2019 budget amendments. If approved, they will be sent to the full Council for review and adoption. Village Auditor Eric VanDop has also reviewed the amendments.

Parks Consultant John Wilson and VA Widigan met with Shelby Schools Superintendent Tim Reeves and Shelby Schools Athletic Director Chuck Persenaire on Tuesday, December 11, 2018. On Tuesday, January 8, 2019 VA Widigan, John Wilson, Paul Inglis, Andy Near and Clerk/Treasurer Budde met with Tim Reeves, Chuck Persenaire, Shelby Middle School Principal Mark Olmstead, and Shelby Schools Board of Education members Jason Fleming and Steve Vinke to discuss the Getty Park Project and concerns the Shelby Schools representatives had with the Project's impact on their lease/use of the soccer field.

VA Widigan reported that, on December 13, 2018, the Oceana County Board of Commissioners sponsored the Oceana County Housing Forum. The forum was held to discuss the urgent housing needs in Oceana County and to develop workable solutions to meet those needs. It was attended by approximately 50 business owners, elected officials, government administrators, and other stakeholders within Oceana County. An Ordinance Committee meeting will be scheduled to discuss the need for the passage of a Village rental ordinance and/or blight ordinance.

The CEDAM Cohort group met on Friday, January 11, 2019 to regroup after meetings with USDA (United States Department of Agriculture); MEDC (Michigan Economic Development Corporation); MSHDA (Michigan State Housing Development Authority); and, CEDAM (Community Economic Development Association of Michigan).

VA Widigan reported that the Village received the annual dividend distribution check in the amount of $2,797.00

8. DEPARTMENT HEADS' REPORTS:

DPW Supervisor Greg MacIntosh reported that the DPW staff is keeping very busy. He reported that employee Kirk Seabolt slipped on the ice while opening one of the Village's gates and he has a broken rib. He is currently off of work due to that injury.

VA Widigan read Chief Farber's report in his absence. In 2017, then Interim Chief Robert Farber brought to Council a request to purchase a new "electronic reporting system". The Council approved that request. However, after he left the position of Interim Chief, the previous Administration chose not to use the approved system and purchased a different system. After being hired as Chief, Mr. Farber conducted a review of the costs associated with the records management system that was ultimately purchased. Chief Farber and VA Widigan discussed both systems and the costs associated with each.

Given the substantial savings of switching to the previously proposed and approved records management system, VA Widigan authorized Chief Farber to move forward. At this time, VA Widigan does not foresee any costs greater than $2,000.00; rather, a savings of at least $1,250.00 per year.

9. CORRESPONDENCE:

a.) Oceana County Parks and Recreation Commission Letter

The members of the Oceana County Parks and Recreation Commission sent a letter of support and a $100.00 donation for the Getty Park Improvement Project to President Inglis.

b.) CEDAM Letter

CEDAM notified VA Widigan that, at the recent CEDAM Small Town and Rural Development Conference, he was informed Consumers Energy is hosting a session for communities to pitch ideas that will help put them on the map. The group is seeking innovative ideas that will help energize each town and create momentum that builds a stronger sense of community. If the submitted idea is selected, it will be presented to a panel of judges.

The top three presentations will be awarded one of three grants:

First Place: $7,500.00
Second Place: $5,000.00
Third Place: $2,500.00

10. CITIZEN PARTICIPATION: None

11. PUBLIC HEARING: PROPOSED GETTY PARK RENOVATION PLAN

President Inglis opened the Public Hearing regarding the proposed Getty Park Renovation Plan at 6:35 P.M.

VA Widigan reviewed the proposed Getty Park Renovation Plan with the Council and those in attendance at the meeting.

The following issues and comments were addressed during the public hearing:

Karen Rice, Shelby School Board member, stated that she felt that the Village was not following the lease agreement that was originally made over 40 years ago. She did not believe that the Village included the Shelby Schools regarding the planning of the Getty Park improvements. Ms. Rice inquired as to how the Village would be paying for the maintenance and upkeep of the Park after the project is complete. She also believed that the Village should consider the addition of more basketball courts.

VA Widigan responded that the Village of Shelby wants nothing more than to work together with Shelby School regarding the Getty Park Project. The soccer field (Getty field) does belong to the Village and the Village has no intention of taking the soccer field away from the School. The Village does not have hard numbers at this time for the cost of maintaining the Park after the renovations are completed.

Village resident Damien Omness, also an active member of the Shelby Recreation Club, stated that the Recreation Club had been contacted multiple times to be a part of the planning process for the Getty Park project. Mr. Omness asked what would happen to the storage building located in the south corner of Getty Park that is currently being used to store equipment. He believed the Getty Park Renovation Project will do great things for the Village of Shelby. He and his wife currently take their kids to Hart to play at the park because there is not enough to do at Getty Park. Mr. Omness also mentioned the lack of access to soccer play for the Recreation Club. Last summer, the Recreation Club was able to set up a soccer camp for the children with the Muskegon Risers, but had to cancel as they did not have an adequate soccer field in which to conduct the camp. Mr. Omness also asked if the Village plans to make renovations to Getty Park to allow for wheelchair access and to be ADA compliant.

VA Widigan explained that the building that is currently being used for the storage of equipment will still be accessible for storage. It will be updated and painted, but still available for storage. The Park will also be wheel chair accessible and ADA compliant.

Shelby Public Schools Superintendent Tim Reeves related that he had hoped the previous lease agreement by and between the Village of Shelby and the Shelby Public Schools for the School's use of the soccer field would be renewed.

VA Widigan explained that, in order to qualify for the Getty Park grant from the MDNR, it was clearly stated by the MDNR that the Village could not enter into a lease agreement with the Shelby Public

Schools for the use of the soccer field. However, the Village and Shelby Public Schools can enter into a Village/School agreement for the shared use of the soccer field.

Tammy Carey, Director, Community Foundation for Oceana County, stated that she believed the Getty Park Renovation to be an awesome project. She pointed out that she loved that the play area is designed away from the road and that the parking that is to be added would be wonderful changes. Ms. Carey believed that overall the Getty Park Plan will contribute to the number of ways that the Village can begin to make Shelby a great place for people to come visit and live.

Joel Mikkelsen, Oceana County Parks and Recreation Commission member, advised that he has been in the area for many years and is in full support of the Getty Park Project. Mr. Mikkelsen gave kudos to the Village Council for what they are trying to do.

Shelby Middle School Principal Mark Omstead inquired as to what the total cost of the project would be and how much it would cost to maintain Getty Park after the renovations are completed.

VA Widigan informed Mr. Omstead that the total cost of the Getty Park Renovation project is estimated to be $900,000.00. It is not yet clear as to how much it will cost to maintain the Park after the renovations are completed.

Allan Blohm, Shelby Township resident, stated that the basketball courts are full all summer and that the Village should consider adding more basketball courts to the plan.

There being no further comments, President Inglis closed the Getty Park Renovation Plan Public

Hearing at 7:33 P.M.

12. OLD BUSINESS:

a.) <u>Jodi Nichols – Business Development Coordinator, Lake and Oceana Counties, Right Place</u>

Jodi Nichols the new Business Development Coordinator for Lake and Oceana Counties, The Right Place explained the services that the Oceana County Economic Alliance (OCEA) will be able to provide to the Village of Shelby. The Oceana County Economic Alliance had previously requested the Village to provide them with financial support of $2,000.00 during Fiscal Year 2019/2020. The services that OCEA can provide the Village include: retain and help current businesses grow; connect current businesses with resources to help them expand, employ more staff, and seek services they may need; and, to give businesses reasons to remain in the Village. The OCEA would also assist in attracting new businesses to the Village of Shelby.

Andy Near moved to provide $2,000.00 in financial support to the Oceana County Economic Alliance in the Fiscal Year 2019/2020.
Seconded by: Bill Harris.

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

b.) <u>2018/2019 Fiscal Year Budget Amendments</u>

There are 281 expenditure and revenue line items within the 2018/2019 fiscal year budget that require adjusting. The 2018/2019 fiscal year budget amendments represent an increase to all fund revenues in the amount of $106,895.61 and an increase to all fund expenditures in the amount of $532,352.57. It is projected that a year end net of revenues/expenditures for all funds will be ($113,851.96). The ($113,851.96) represents the projected hit to fund balance at year end. This is largely due to expenditures that were not budgeted. Examples are: paying for three Village Administrators (including the Interim) for a short period; two Police Chiefs; associated legal costs for both; a new police cruiser and plow truck: and, engineering costs for the State Street Project.

Andy Near moved to adopt the 20108/2019 fiscal year budget amendments as proposed.
Seconded by: Jim Wyns.

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

13. NEW BUSINESS:

a.) Planning Commission Vacancy Appointment

On November 8, 2018, Gary MacLean submitted his letter of resignation, effective immediately, from the Shelby Village Planning Commission. The Village advertised the vacancy on Facebook, in the Oceana County Press, and the Oceana's Herald Journal. The Village received two letters of interest: one from Samantha Near, 376 Maple Street, Shelby and one from Sarah Van Balle, 300 E. Sixth Street, Shelby.

Dan Zaverl moved to appoint Samantha Near, 376 Maple Street Shelby, Michigan to the Village Planning Commission to fill the vacant seat created by the resignation of Gary MacLean for the term ending December 31, 2020.
Seconded by: John Sutton.

Voice Vote:
All in favor. Motion Carried.

14. COMMITTEE REPORTS:

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

The Planning Commission met on December 20, 2018 to discuss the Planning Commission vacancy, continue work on the Master Plan, and discuss the Capital Improvement Plan.

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

Nothing to report.

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

Councilman Zaverl inquired about the results of the Pavement Surface Evaluation and Rating Survey (PASER) that was conducted by WMSRDC. VA Widigan will reach out to Joel

Fitzpatrick to get the results and will report back to Council.

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: John Sutton, Andy Near:

Nothing to report.

g. ORDINANCES – Chair Steve Crothers, Dan Zaverl:

The Ordinances Committee will be meeting on Wednesday, January 16, 2019 at noon to review sample copies of rental and blight ordinances.

15. PAYMENT OF BILLS:

Jim Wyns moved to approve the payment of the bills dated January 14, 2019 in the amount of $140,499.93.
Seconded by: Andy Near.

Roll Call Vote:

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

Motion Carried 7-0.

Jim Wyns moved to approve the payment of the bills dated December 24, 2018 in the amount of

$87,301.02.

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 9:29 P.M.
Seconded by: Steve Crothers.

Voice Vote: All in favor.
Motion Carried.

Council minutes are not official until approved at the February 4, 2019 Council meeting. ☐ Approved

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

VILLAGE OF SHELBY
REGULAR COUNCIL MEETING OF January 28, 2019 at 6:30 P.M.
RESCHEDULED FOR FEBRUARY 4, 2019
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 Bob Farber, and Matt Mills, Attorney with Parmenter O'Toole.

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

4. MINUTES:

a.) January 14, 2019

Jim Wyns moved to approve the minutes of the January 14, 2019 Regular Council Meeting 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 commended the administrative staff for keeping the Village office open during the winter storm last week. He commended the Village Police Department for maintaining a close eye on the road conditions and responding to calls for assistance. He thanked the DPW for the on a great job of clearing of the streets under the circumstances including the shortage of manpower.

7. ADMINISTRATOR'S REPORT:

VA Widigan reported that he and the administrative staff have been working on the budget and have a strong proposed budget to present to the Finance Committee for review. One of the more significant changes that has been made is allocating employee (Crystal, Randy, DPW crew, and VA) wages, healthcare costs, and retirement costs across the General, Major Streets, Local Streets, Sewer, Water, and Motor Funds. Wage allocation percentages were developed through consultation with Eric VanDop. Wages have been allocated in the past; however, these updates will allocate them more accurately than had been done in previous years' budgets. The purpose of this exercise is to lessen the burden of payroll on the General Fund.

The Ordinance Committee met on Wednesday, January 16th. The Committee reviewed a handful of

Blight and Rental Ordinances. The Committee is going to further review the sample Blight Ordinances and will meet again on Wednesday, February 6, 2019. Upon meeting in February, the Committee will request the Village Attorney to review the recommended Ordinance before submitting it to Council for review and consideration.

VA Widigan spoke with Joel Fitzpatrick, Program Manager at WMSRDC, who stated that the PASER Road Survey should be done sometime in the next two weeks. However, he was able to run a couple of reports for the Village of Shelby, for Council review.

In Fiscal Year 2019, the Michigan Strategic Fund (MSF) received a one-time appropriation of $350,000.00 in their annual budget toward blight removal projects in Counties with populations under 50,000. The Michigan Land Bank Fast Track Authority (Michigan Land Bank) will administer the grant dollars while the MSF will directly reimburse the grantee upon completion and approval by the Michigan Land Bank. Each awarded grant is to be issued to demolish vacant and abandoned structures and promote public safety, establish property values and enhance economic development opportunities throughout the State of Michigan. VA Widigan will get further details on the grants.

VA Widigan reported that the broken sewer lateral matter at 360 First Street has been handed over to our attorneys for a more in-depth review. The Village Insurance Carrier, MML and Village Attorney, John Schrier stated that not only is there no legal obligation on the part of the Village to pay for damages, but that it would also be a perilous precedent to set.

8. DEPARTMENT HEADS' REPORTS:

Chief Farber reported that a new part-time Police officer has been hired. Tim Simon will be covering shifts on a part-time basis for the Village Police Department.

9. CORRESPONDENCE: No Correspondence.

10. CITIZEN PARTICIPATION: No Citizen Participation.

11. OLD BUSINESS:

a.) <u>360 First Street – Broken Sewer Lateral – Update from Parmenter Law</u>

Village Attorney Matt Mills updated the Council members on the matter regarding the broken sewer lateral at 360 First Street.

12. NEW BUSINESS: No new business.

13. COMMITTEE REPORTS:

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

The Planning Commission met on January 15th to approve the Capital Improvements Plan as well as discuss the addition of the alleyway improvements to the Capital Improvements Plan in Fiscal Year 2019/2020.

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:

The Committee of the Whole will be meeting on Monday, February 11, 2019 at 5:30 P.M. to review the preliminary Fiscal Year 2019/2020 budget.

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

Nothing to report.

g. ORDINANCES – Chair Steve Crothers, Dan Zaverl:

The Ordinance Committee will be meeting at noon on Wednesday, February 6, 2019 to review and discuss sample Blight Ordinances that may assist the Committee in preparing one for the Village of Shelby.

14. PAYMENT OF BILLS: Jim Wyns moved to approve the payment of the bills in the amount of $39,968.48.
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 7:31 P.M.
Seconded by: Steve Crothers.

Voice Vote: All in favor.
Motion Carried.

Council minutes are not official until approved at the February 11, 2019 Council meeting. ☐ Approved

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

VILLAGE OF SHELBY
REGULAR COUNCIL MEETING OF February 11, 2019 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, and Bill Harris.
Absent: Andy Near.

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

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

4. MINUTES:

a.) February 4, 2019

Steve Crothers moved to approve the minutes of the February 4, 2019 Council Meeting that had been rescheduled from the Regular scheduled Meeting of January 28, 2019.
Seconded by: Jim Wyns.

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

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 the Finance Committee had their first meeting to review the proposed Fiscal Year 2019/2020 Budget. The Finance Committee of the Whole met on Monday, February 11th to review the proposed Budget and suggest any corrections or changes to it. The Village Council will hold a Public Hearing on February 25, 2019 before adopting the budget.

The Ordinance Committee met on Wednesday, February 6, 2019 to review sample Blight Ordinances. After a discussion, the Committee recommended that the Crystal Falls' Blight Ordinance be sent to the Village Attorney for review. The Committee selected the Crystal Falls Blight Ordinance as the one in which to pattern the Village of Shelby's after. It will then be brought to the Village Council for consideration and adoption.

VA Widigan reported that Peterson Farms COO Richard Raffaelli, who serves on the Shelby Township Planning Commission, contacted him regarding projects that the Shelby Township Planning Commission has been working on. The Township is developing a Guest House/In-Law Suite Ordinance

along with an ORV Ordinance. A guest house or in-law suite could be a finished basement apartment, a converted garage or a detached guest house. An ORV Ordinance would authorize and regulate the operation of Off-Road Vehicles (ORV's) on roads. Tourism is an essential source of economic activity in the four Counties of Lake, Mason, Newaygo, and Oceana. The region also has several trails that, if properly developed and marked, could boost tourism further.

8. DEPARTMENT HEADS' REPORTS:

Chief Farber reported that the Police Department had taken 85 complaints and that four accidents had occurred in the month of January. Officer Leblanc and Officer Von Drak attended a two-day training held in Elbridge Township covering CPR, First Aid, Firearms, and Tasers. Both officers will be attending an upcoming NARCAN Training as well.

9. CORRESPONDENCE: No Correspondence.

10. CITIZEN PARTICIPATION: No Citizen Participation.

11. OLD BUSINESS:

a.) N.J Fox & Sons Update

VA Widigan reported that N.J Fox & Sons plan to address the cherry waste issue. They will have the sewer drain moved and connected to the Village's storm drain. They are still working on the details of this project and VA Widigan will update Council as the project progresses.

12. NEW BUSINESS:

a.) Set Public Hearing RE Fiscal Year 2019/2020 Village of Shelby Budget

Section 15 of the Uniform Budgeting and Accounting Act requires that Cities and Villages adopt a budget prior to the beginning of each Fiscal Year. Notice of the Public Hearing on the proposed budget must be published six days prior to the hearing to include the time, place, and where a copy of the budget is available for public inspection.

Jim Wyns moved to set the Public Hearing to review and discuss the Village of Shelby's proposed Fiscal Year 2019/2020 Budget for Monday, February 25, 2019 at 6:40 P.M. Seconded by Steve Crothers.

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

b.) Resolution of Support for Getty Park

The resolution supporting the renovation of Getty Park- Phase 1 shows that the Village of Shelby Council supports the submission of an application titled "Renovation of Getty Park-Phase 1" to the Michigan Department of Natural Resources Trust Fund for the renovation of historic Getty Park. It also shows the DNR that the Village of Shelby is making a financial commitment to the project in the amount of $272,500.00 matching funds, cash, donations, and/or force account labor/materials (Village's own paid labor or materials).

President Inglis tabled the matter until VA Widigan is able to provide more information as to whether or not the project is able to be completed in three phases or if it would be beneficial for the Village to submit the grant for Getty Park in the 2020/2021 Fiscal Year. Another option is to modify the project scope for the Getty Park Project in order to lighten the Village's fiscal burden for the first phase of the project.

c.) Harvey Pump Repair

The back-up pump for the Harvey lift station is still in need of repairs. The cost for the repairs will be between $3,500.00 and $5,120.00 depending on the company the Village Council wishes to retain. The cost for a new pump is $16,670.00 with Kennedy. The first quote for the Harvey lift station repairs is from Professional Pump of Belleville, Michigan in the amount of $5,120.00; the second quote is from Jones Electric Company of Muskegon, Michigan for $3,500.00. DPW Supervisor Greg MacIntosh sought quotes from several other companies; however, due to the difficulty in getting parts, no one else was interested in doing the work.

Jim Wyns moved to authorize Jones Electric Company of Muskegon, Michigan to repair the Harvey lift station pump in the amount of $3,500.00.
Seconded by: Steve Crothers.

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

13. COMMITTEE REPORTS:

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

The Planning Commission will be meeting on February 19, 2019 and will continue to work on the Master Plan Update. The Planning Commission will also be reviewing the Site Plan from Stovall Construction for an addition to their office building.

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:

Nothing to report.

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

The Committee has reviewed the Village's preliminary Fiscal Year 2019/2020 Budget and will

be presenting the final draft of the budget to Council on February 25, 2019 for review and adoption.

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

Nothing to report.

g. ORDINANCES – Chair Steve Crothers, Dan Zaverl:

The Ordinance Committee met on February 6, 2019 to review sample Blight Ordinances from other communities and will present a proposed Ordinance to Council soon for review and approval.

14. PAYMENT OF BILLS: Jim Wyns moved to approve the payment of the bills in the amount of $43,454.20.
Seconded by: Dan Zaverl.

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

15. ADJOURNMENT: Dan Zaverl moved to adjourn the meeting at 7:39 P.M.
Seconded by: Steve Crothers.

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

Council minutes are not official until approved at the February 25, 2019 Council meeting. ☐ Approved

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

VILLAGE OF SHELBY
REGULAR COUNCIL MEETING OF February 25, 2019 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 Bob Farber.

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

4. MINUTES:

February 11, 2019

Bill Harris moved to approve the minutes of the Regular scheduled Council Meeting of February 11, 2019 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: Nothing to report.

7. ADMINISTRATOR'S REPORT:

VA Widigan reported that the Master Plan Small Group made up of Council and Planning Commission members will have a "kickoff" meeting with Williams & Works on Friday, March 1, 2019 at 11:30 A.M. The purpose of the meeting is to discuss the Master Plan's structure and the proposed public engagement effort. The Small Group consists of Rich Setlak, Mark Baker, Steve Crothers, Sam Near, and Bill Harris.

Senator Jon Bumstead will be hosting a coffee hour at the Village Hall on Friday, March 1, 2019 from 10:00 A.M. to 11:00 A.M.

Upon a review of the Village of Shelby Ordinances, it is clearly stated that the business owners and homeowners are responsible for keeping their sidewalks clear of snow and ice. The ordinances also state that if the business owners and homeowners do not clear their sidewalks, a one-day notice will be issued. In the event of non-compliance, the Village shall take appropriate action to abate the situation, and assess the owner up to $60.00 per incident. Ordinance 1020.03 was shared with the community in the October 2018 Village Voice newsletter; on the Village's Facebook page on September 28 and October 1; and, on the Village's website to remind them of the requirement. VA Widigan will begin to

send out violation notices next winter after everyone has been properly notified.

VA Widigan met with Senator Bumstead's District Representative, Susie Rodriquez, on February 7th, to discuss the Village's desire to get the Census tract changed. Currently, Shelby is considered a low/mod community according to HUD's census data. Our community is currently listed at 37.2 percent low/mod; far from the 51 percent low/mod threshold. After a more in-depth look at the data, many of those involved with the Shelby Economic Development Cohort Team questioned how we are now low/mod. Currently, the Senator and the Michigan Economic Development Corporation (MEDC) are looking into this and what, if any, options the Village has for getting the designation changed.

8. DEPARTMENT HEADS' REPORTS:

Chief Farber reported that he had held a NARCAN Training at the Village Hall on Tuesday, February 19, 2019 with all of the Village of Shelby officers and the Hart, Hesperia, and New Era Police Departments. 10 officers attended the training.

Officer Tim Simon worked his first day for the Police Department on Friday, February 22. Officer Simon began his law enforcement career at Shelby Police Department in October of 1997.

SRMS' new records management system is still on track to be installed for the Shelby Police Department. I.T Right is scheduled to install the new ASA Cisco Pix 5506 Firewall on Thursday, February 28th at 10:00 A.M.

9. CORRESPONDENCE:

a.) Letters from MDEQ

VA Widigan reported that he had received correspondence from the DEQ with the results of the Lead, Copper, and PFA'S testing. There is no trace of lead, copper, or PFA'S in the Village's water.

10. CITIZEN PARTICIPATION: No citizen participation.

11. Public Hearing:

a.) Proposed Fiscal Year 2019/2020 Budget

President Inglis opened the Fiscal Year 2019/2020 Budget Public Hearing at 6:40 P.M.

VA Widigan presented the proposed Fiscal Year 2019/2020 Budget to the Village Council as follows: The total net revenues over appropriations is $36,5910.10; General Fund revenues of $606,407.47 and expenditures of $606,407.47; General Investment Fund revenues of $5,480.30 and $0.00 in expenditures; Major Streets Fund revenues of $255,364.46 and expenditures of $72,222.39; Local Street Fund revenues of $ $196,921.25 and expenditures of $190,114.31; Street Improvement Fund revenues of $87,773.59 and expenditures of $63,279.53; Sewer Fund revenues of $425,604.26 and expenditures of $417,649.25; Water Fund revenues of $334,305.29 and expenditures of $497,234.15; and Equipment Pool Fund revenues $112,740.01 and expenditures of $141,099.43.

President Inglis closed the Public Hearing at 6:58 P.M.

12. OLD BUSINESS:

a.) Getty Park Resolution of Support

VA Widigan presented the Phase 1 project scope costs for the Renovations to Getty Park. It shows that the Village of Shelby Council supports the submission of an application titled Renovation of Getty Park – Phase 1 to the Michigan Department of Natural Resources Trust Fund for the renovation of historic Getty Park. It also shows the DNR that the Village of Shelby is making a financial commitment to the project in the amount of $147,300 in matching funds, in cash, donations, and/or Force Account Labor/Materials (Village's own paid labor or materials).

Andy Near moved to adopt Resolution #2019-02-25-01, a Resolution of Support for the Renovation of Getty Park – Phase 1.
Seconded by: John Sutton.

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

b.) Letter for N. J. Fox & Sons

N. J. Fox & Sons have been working diligently with the Village of Shelby to address the MDEQ's issue with cherries and wastewater from their contact cooling water system entering the Village's Storm Sewer system. It has been past practice for them to discharge the water into our Sanitary Sewer system. However, it had been based on a handshake agreement. The letter is for N. J. Fox & Sons to keep on file in order to remain in compliance with the MDEQ. No increase in flow into the Village's Sanitary Sewer system is anticipated. The letter simply states that they can continue to do what has been done for many years.

Andy Near moved to authorize the Village Administrator to send the previously discussed letter regarding the Contact Cooling Water System to N.J. Fox & Sons.
Seconded by: Steve Crothers.

Voice Vote: All in favor.
Motion Carried.

13. NEW BUSINESS:

a.) Fiscal Year 2019/2020 Budget

The Shelby Village Council further discussed the Fiscal Year 2019/2020 Budget that was reviewed during the Public Hearing.

Jim Wyns moved to adopt the Fiscal Year 2019/2020 Budget, Resolution No. 2019-02-25-02 with attachments.
Seconded by: Steve Crothers.

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

b.) 2019 Household Hazardous Waste Program

The Household Hazardous Waste Program is a cyclical cost that the Village has been a part of since 2014. The goal is to provide a way for the residents of the Village of Shelby to safely and easily dispose of hazardous materials so that they do not end up in our lakes, streams, groundwater or public water supplies. The Manistee, Mason and Oceana County Household Hazardous Waste Committee is requesting a one-time fee of $826.00 from the Village of Shelby to support the costs of the program.

Dan Zaverl moved to continue to participate in the Manistee, Mason and Oceana County Household Hazardous Waste Program for 2019 in the amount of $500.00.
Seconded by: Jim Wyns.

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

c.) Ferric Quotes

The Village of Shelby uses Ferric Chloride at its sewer lagoons. It is injected into Cell #3 which is the Village's polishing pond and the cell the Village discharges from. The purpose of adding Ferric Chloride is to lower phosphate levels. Phosphate is unavoidable in stabilizing the lagoons and Ferric Chloride is a common method of keeping the phosphate within the acceptable limits. Three quotes had been received as follows: PVS Technologies of Detroit, Michigan quoted 4,000 gallons in the amount of $4,700.00; WEBB Company of Muskegon, Michigan quoted 4,000 gallons for the price of $5,250.00; and, Haviland Products of Grand Rapids, Michigan quoted 4,000 gallons for $4,916.25.

Jim Wyns moved to authorize DPW Supervisor Greg MacIntosh to purchase 4,000 gallons of Ferric Chloride from PVS Technologies of Detroit, Michigan in the amount of $4,700.00.
Seconded by: Dan Zaverl.

Roll Call Vote:
Ayes: Wyns, Zaverl, Crothers, 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 met on Tuesday, February 19th to review and approve the site plan for the addition to the Stovall Construction office building. The Village's Master Plan was discussed and a Planning Commission Workshop was scheduled for March 1, at 11:30 A.M. Planning Commission members Rich Setlak, Sam Near and Mark Baker will attend along

with Councilpersons Bill Harris and Steve Crothers. The group will be meeting with Williams & Works consultants to discuss more details 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:

Streets and Sidewalks Committee Chair Dan Zaverl asked DPW Supervisor Greg MacIntosh about some large potholes on Oceana Drive. Mr. MacIntosh informed Mr. Zaverl that the DPW crew will look at the potholes in question and will be filling them in the next few days.

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

Nothing to report

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

The Finance and Insurance Committee of the Whole will be meeting on Thursday, February 28, 2019 at Noon to review and adopt the final Fiscal Year 2018/2019 Budget Amendments.

f. PERSONNEL: Chair: Bill Harris, 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 $33,798.79.
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 8:06 P.M.
Seconded by: Dan Zaverl.

Voice Vote: All in favor.
Motion Carried.

Council minutes are not official until approved at the March 11, 2019 Council meeting. ☐ Approved

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

VILLAGE OF SHELBY
REGULAR COUNCIL MEETING OF March 11, 2019 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, DPW Supervisor Greg MacIntosh, and Police Chief Bob Farber.

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

4. MINUTES:

a.) February 25, 2019

Jim Wyns moved to approve the minutes of the Regular scheduled Council Meeting of February 25, 2019 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 gave kudos to the Village of Shelby DPW Supervisor Greg MacIntosh for his quick response to and resolution of a water issue for a Village resident on March 9th and for the timely manner he got out and plowed the Village streets on the evening of March 9th.

7. ADMINISTRATOR'S REPORT:

On Friday, March 8, VA Widigan received an email from the Community Assistance Team representative with the Michigan Economic Development Corporation (MEDC) stating that the Housing and Urban Development (HUD) had updated their low/moderate income list and that Shelby Village is now on HUD's list. This opens the Village up to a number of additional grants and revenue streams from the State and Federal governments.

VA Widigan has received approximately ten letters of support for the Getty Park Project from local businesses; organizations such as the Disability Network of West Michigan; groups such as Shelby Rotary and Chamber of Commerce; and, Senator Bumstead. VA Widigan still needs letters of support from local citizens and asked that Council members ask neighbors and friends to write letters of support

for the Getty Park Project and send them to him as soon as possible.

8. DEPARTMENT HEADS' REPORTS:

Chief Bob Farber reported that, on Wednesday, March 13, 2019, all of the Village of Shelby Police Officers will be attending the new records management systems training at the Village Hall.

9. CORRESPONDENCE: No Correspondence

10. CITIZEN PARTICIPATION: No citizen participation.

11. OLD BUSINESS: No Old Business.

12. NEW BUSINESS:

a.) Blight Ordinance

VA Widigan presented the proposed Blight Ordinance to establish regulations and penalties to prevent, reduce, or eliminate blight in the Village of Shelby. The Ordinance Committee met on February 6, 2019 to review sample blight ordinances. After considerable discussion, the Committee recommended the Crystal Falls' Blight Ordinance as the template that the Village of Shelby should adopt. It was revised to meet the Village of Shelby's needs and reviewed by Matt Mills, Village of Shelby Attorney.

Steve Crothers moved to adopt Ordinance No. 20190311-1, Blight Prevention and Elimination Ordinance.
Seconded by: John Sutton.

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

b.) Well #2 Pump and Well Repairs

Last summer, Well #2 began sucking up large quantities of sand. That pump was shut down and Peerless Midwest was contacted to pull the pump and assess the damage. Council approved the company's $3,900.00 quote to pull the pump and have the damages assessed. The damage to the pump was determined and the cost of repairs to it was quoted at $8,930.00. At the time, the pump repair was not an emergency as we had three other wells and were able to meet the water needs of the Village. It was also determined that it would be easier to add these repairs to the 2019/2020 budget. Although fixing Well #2 has not been an emergency, it is something that needs to be done and it is much more cost effective to repair than to fully replace.

Council tabled the matter in order for DPW Supervisor Greg MacIntosh to obtain more clarification on the exact price of the pump repairs.

13. COMMITTEE REPORTS:

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

The Planning Commission is set to meet on Tuesday, March 19, 2019 at 6:30 P.M. The Planners may have a possible expansion permit to review for Media Technologies if it is submitted in time.

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:

Nothing to report.

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

Nothing to report.

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

Nothing to report.

g. ORDINANCES – Chair Steve Crothers, Dan Zaverl:

Nothing to report.

14. PAYMENT OF BILLS: Jim Wyns moved to approve the payment of the bills in the amount of $30,047.64.
Seconded by: Steve Crothers.

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

15. ADJOURNMENT: Jim Wyns moved to adjourn the meeting at 7:26 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 March 25, 2019 Council meeting. ☐ Approved

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

VILLAGE OF SHELBY
REGULAR COUNCIL MEETING OF March 25, 2019 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, Dan Zaverl, Paul Inglis, John Sutton, and Bill Harris.
Absent: Steve Crothers and Andy Near.

Staff present: Village Clerk/Treasurer Crystal Budde and Police Chief Bob Farber.

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

4. MINUTES:

a.) March 11, 2019

Jim Wyns moved to approve the minutes of the Regular scheduled Council Meeting of March 11, 2019 as corrected.
Seconded by: Dan Zaverl.

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

5. ADDITIONS TO THE AGENDA:

State Representative Scott VanSingel was in attendance for the Village of Shelby Council meeting. Mr. VanSingel updated the Village Council and the residents in attendance that the 2020 budget process for the State of Michigan is still ongoing. With a new Governor in office, everyone is trying to work together to find a balance for funding Governor Whitmer's road plan. Mr. VanSingel also reported that there will be a 3% increase in statutory State Revenue sharing to local government.

6. PRESIDENT'S REPORT: Nothing to report.

7. ADMINISTRATOR'S REPORT:

President Inglis presented the Administrator's report in the absence of VA Widigan. VA Widigan received word from Sue DeVries, Michigan Economic Development Corporation, that the official announcement from HUD regarding the Village of Shelby's Low/Moderate status will be sent out sometime after April 1st. This will open the Village up to additional grants and revenue streams from the State and Federal governments.

The recently adopted Village of Shelby Blight Ordinance will become effective Thursday, March 28, 2019. VA Widigan has been in contact with the Ordinance Committee to begin discussion of a Village Rental Ordinance. Initial suggested meeting dates are Noon: Monday, April 1; Wednesday, April 3; Thursday, April 4; Friday, April 5: or, Monday, April 8.

The Village of Shelby was chosen to present to a panel of judges at the 2019 CEDAM Small Town & Rural Development Conference in April. Consumers Energy is hosting a session for communities to "pitch" ideas that will help put their community on the map. The top three presentations will be awarded one of three grants: First Place: $7,500.00; Second Place: $5,000.00; Third Place: $2,500.00. PowerPoints are due to CCEDAM by 11:59 P.M. on March 29th.

VA Widigan reached out to Joel Fitzpatrick, Transportation Coordinator, West Michigan Shoreline Regional Development Commission (WMSRDC), regarding the PASER report and if it had been finalized or not. Councilman Zaverl had previously inquired about obtaining a full report providing details on the extent of the repairs each street required. Apparently, that report was not done by WMSRDC or in a PASER report; it was completed by the Village's engineering firm of Prein & Newhof.

VA Widigan is currently working with the Shelby Township Assessor and Oceana County Equalization Department to develop a list of current tax abatements that businesses may have in the Village.

8. DEPARTMENT HEADS' REPORTS:

Chief Farber reported that his officers have noted that a majority of the street lights in the Village have been repaired/replaced by Consumers Energy. The new records management systems program for the Police Department is up and running.

9. CORRESPONDENCE: No Correspondence.

10. CITIZEN PARTICIPATION:

Tara Kelly, 286 Orchard View Street spoke during Citizen Participation regarding the Consumers Energy pitch competition power point.

11. OLD BUSINESS: No Old Business.

12. NEW BUSINESS:

a.) Road Closure Request – Shelby Roars

The Shelby Roars is once again seeking permission to work with the Shelby DPW to close the downtown block of Michigan Avenue from Fourth Street to Third Street on Saturday, September 21st from 2:30 P.M. to 10:00 P.M. In addition to closing Fourth Street to Third Street, they would also like to close Fourth Street from the Rail Trail East to Michigan Avenue (leaving the intersection of Michigan Ave and Fourth Street open). The Shelby Roars are planning to add a small tractor show to the Farm to Table event and wish to locate it alongside the empty lot on Fourth Street.

Bill Harris moved to authorize the Shelby DPW to work with the Shelby Roars to close the downtown block of Michigan Avenue from Fourth Street to Third Street and close Fourth Street East of the Alleyway to Michigan Avenue on Saturday, September 21, 2019 from 2:30 P.M. to 10:00 P.M.
Seconded by Dan Zaverl.

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

b.) Shelby Lending Library – Bohemian Boutique

Tara Kelly, owner of Bohemian Boutique, had requested that the Shelby Lending Library be placed on the agenda for approval. She has partnered with Barbara Sims, Oceana County United Way Coordinator/Owner of Storybook Village in Pentwater to provide the "Little Free Library" to the residents of the Village of Shelby. The Bohemian Boutique will be responsible for the upkeep and stocking of the Library.

John Sutton moved to authorize the Shelby DPW to work with the Bohemian Boutique for the installation of the "Little Free Library" in the Village of Shelby in front of the Bohemian Boutique shop. Upkeep and stocking of the "library" will be the responsibility of the Bohemian Boutique.
Seconded by: Dan Zaverl.

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

13. COMMITTEE REPORTS:

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

The March 19th Planning Commission meeting was cancelled. The Commission will meet on April 16, 2019 at 6:30 P.M.

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 grant application for the Getty Park Renovation Project will be submitted on Wednesday, March 27, 2019.

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

Nothing to report.

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

Nothing to report.

g. ORDINANCES – Chair Steve Crothers, Dan Zaverl:

An Ordinance Committee meeting is tentatively scheduled for Wednesday, April 3, 2019 at Noon to the discuss possible development of a Rental Ordinance.

14. PAYMENT OF BILLS: Jim Wyns moved to approve the payment of the bills in the amount of $42,993.87.
Seconded by: John Sutton.

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

15. ADJOURNMENT: Bill Harris moved to adjourn the meeting at 8:07 P.M
Seconded by: Jim Wyns.

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

Council minutes are not official until approved at the April 8, 2019 Council meeting. ☐ Approved

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

VILLAGE OF SHELBY
REGULAR COUNCIL MEETING OF April 8, 2019 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, DPW Supervisor Greg MacIntosh, and Police Chief Bob Farber.

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

4. MINUTES:

March 25, 2019

Jim Wyns moved to approve the minutes of the Regular scheduled Council Meeting of March 25, 2019 as prepared.
Seconded by: Dan Zaverl.

Voice Vote: All in favor.
Motion Carried.

5. ADDITIONS TO THE AGENDA:

Andy Near requested to speak during Citizen Participation regarding the subjects of the citizen participation that took place at the meeting of March 25, 2019.

6. PRESIDENT'S REPORT: Nothing to report.

7. ADMINISTRATOR'S REPORT:

VA Widigan reported that DPW Supervisor Greg MacIntosh would like to change the current volleyball area on Walnut Street into a small soccer area. Mr. MacIntosh located affordable soccer nets that could be purchased and the Village DPW can do all the work to prepare the area for soccer play.

VA Widigan reported that the Blight Ordinance became effective on Thursday, March 28th. Chief Farber and VA Widigan have been jointly working to identify blight throughout the Village. An Ordinance "Violation Notice" has been developed and reviewed by the Village Attorney. Ultimately, the Village is looking to engage and work with the residents, business owners, and other stakeholders to collaboratively prevent, reduce and eliminate blight. The Village is not looking to instantly ticket residents. VA Widigan and Chief Farber are contacting residents and discussing the Ordinance with them in an effort to resolve the blight problem.

The Ordinance Committee met on Wednesday, April 3, 2019 to review Rental Ordinances from

Ludington, Scottville, Traverse City, Dexter, Hart, and Oceana County. The Committee will be meeting on April 23, 2019 at 12:00 P.M. to discuss the contents of the rental ordinances.

Senator Jon Bumstead will be hosting office hours at the Shelby Village Hall on Friday, May 3rd from 2:00 P.M. to 3:00 P.M.

VA Widigan will be attending the 2019 Small Town and Rural Development Conference and will be out of the office April 15th – 18th.

VA Widigan is finishing up on-line training for Redevelopment Ready Communities (RRC). This is a voluntary, no-cost certification program designed to promote effective redevelopment strategies through a set of best practices. Completion of the training will get the Village one step closer to becoming RRC Certified through the Michigan Economic Development Corporation.

8. DEPARTMENT HEADS' REPORTS:

Chief Farber reported that things are winding down with the Police Department's old records management program and are getting settled with the new records management program.

9. CORRESPONDENCE:

10. CITIZEN PARTICIPATION:

Councilman Andy Near spoke regarding the subjects of the citizen participation at the Council Meeting of March 25, 2019.

11. OLD BUSINESS:

a.) Well Pump #2

Last summer, Well #2 began sucking up large quantities of sand. The pump was shut down and Council approved Peerless Midwest to access the damages to the pump. The damage was determined and a quote for the repairs was given in the amount of $8,930.00. At the time, it was not deemed an emergency as the Village had three other wells and were able to meet the Village's water needs. Although, the repairs for Well #2 have not been an emergency, it is something that needs to be done and it is much more cost effective to repair than fully replace. Funds are available in the Water Fund; however, if the costs exceed $8,930.00, any additional cost exceeding $2,000.00, would be brought to the Council for further approval.

Bill Harris moved to authorize Peerless Midwest, Inc. of Ionia, Michigan to perform the recommended repairs to Well #2 up to the amount of $8,930.00.
Seconded by: John Sutton.

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

12. NEW BUSINESS:

a.) Credit Card Policy

There are many times when checks need to be written to reimburse employees for making purchases for the Village with their personal credit cards. This is because to the Village has not applied for a credit card from Shelby State Bank. With a credit card from Shelby State Bank, the employees will not be required to make purchases for Village of Shelby items on their personal credit cards and then wait for reimbursement. The Village has been approved for a credit card; however, it will not be activated until Council approves the Village Credit Card Policy.

Jim Wyns moved to adopt the Village of Shelby Credit Card Policy to allow for the use of the Village of Shelby Credit Card.
Seconded by: Steve Crothers.

Roll Call Vote:
Ayes: Wyns, Crothers, Sutton, Near, Harris, 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 be meeting on April 16th to review the Media Technologies, Inc. request to construct an addition to their existing building.

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

DPW Supervisor Greg MacIntosh is currently in the process of obtaining quotes for the cleaning and painting of the water tower. Once all of the quotes have been gathered, they will be brought to the Council for review and approval.

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: John Sutton, Andy Near:

VA Widigan has moved into the Village of Shelby and the Personnel Committee recommended that he be compensated the $1,000.00 moving expense that was included in his employment agreement. The matter will be placed on the Agenda for the Council meeting of April 22, 2019.

g. ORDINANCES – Chair Steve Crothers, Dan Zaverl:

The Ordinance Committee will be meeting on April 23, 2019 at 12:00 P.M to review samples of Rental Ordinances.

14. PAYMENT OF BILLS: Jim Wyns moved to approve the payment of bills in the amount of $29,860.00.
Seconded by: Steve Crothers.

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

15. ADJOURNMENT: Steve Crothers moved to adjourn the meeting at 7:30 P.M.
Seconded by: Andy Near.

Voice Vote: All in favor.
Motion Carried.

Council minutes are not official until approved at the April 22, 2019 Council meeting. ☐ Approved

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

VILLAGE OF SHELBY
REGULAR COUNCIL MEETING OF April 22, 2019 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 and Village Clerk/Treasurer Crystal Budde.

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

4. MINUTES:

a.) April 8, 2019

Steve Crothers moved to approve the minutes of the Regular scheduled Council Meeting of April 8, 2019 as corrected.
Seconded by: Jim Wyns.

Voice Vote: All in favor.
Motion Carried.

5. ADDITIONS TO THE AGENDA: No Additions to Agenda

6. PRESIDENT'S REPORT: President Inglis thanked and gave kudos to Sharon Hallack, reporter for the Oceana's Herald-Journal for her detailed coverage of Shelby Village Council meetings.

7. ADMINISTRATOR'S REPORT:

VA Widigan reported that the Ordinance's Committee will meet on April 23, 2019 to discuss and review in more detail the sample rental ordinances that had been provided to the Committee.

VA Widigan attended a meeting with Governor Whitmer on April 12, 2019 to hear directly from her the vision she has for the State of Michigan. Of the total Michigan road repair funds, $1,901,129.00 is committed for Oceana County roads. There is also an increase in funding for Public Schools as well as a 3% increase in revenue sharing payments to local governments.

On Tuesday, April 16, 2019, the Village of Shelby Planning Commission approved a special land use permit for Media Technologies to construct an addition to their building at 925 Industrial Park Drive. This addition will be approximately a 37.22% increase to their building. The expansion will be used for storage of materials for furniture production and storage of finished products. Media Technologies currently employs 106 individuals and, with this expansion, expects to hire an additional 10 – 20 employees.

VA Widigan reported that, on Friday, April 19 DPW Supervisor Greg MacIntosh and VA Widigan did an assessment of the Village parks. The purpose of the assessment was to look at the parks the Village currently owns and to determine what "green space" would be available for the possible development of a "dog park." The DPW is in the process of removing the volleyball court and replacing that with small soccer nets for free play at the Walnut Street site.

VA Widigan is finishing up an on-line training for Redevelopment Ready Communities (RRC). This a no-cost certification program that is designed to promote effective redevelopment strategies through a set of best practices. Completing the training is one step closer to the Village of Shelby becoming RRC Certified through the Michigan Economic Development Corporation.

8. DEPARTMENT HEADS' REPORTS:

VA Widigan read Chief Farber's report in his absence. He reported that there was no cost for transferring the report information from TIMS Reporting Software to the new SRMS reporting system. It was done in-house by the full-time officers.

9. CORRESPONDENCE: No Correspondence.

10. CITIZEN PARTICIPATION: No Citizen Participation.

11. OLD BUSINESS:

a.) <u>VA Moving Expense</u>

The current employment agreement between the Village of Shelby and VA Widigan states: "Village shall provide a one-time moving expense reimbursement to Widigan of up to $1,000.00 so long as Widigan moves into the Village prior to December 31, 2018." On March 31, 2019, VA Widigan moved into the Village of Shelby. While this was after the deadline of December 31, 2018, VA Widigan requested an extension of the deadline in order to receive the $1,000.00 to cover his moving expenses.

John Sutton moved to allow the payment of $1,000.00 to Robert Widigan in order to cover his moving expenses to the Village of Shelby.
Seconded by: Andy Near.

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

12. NEW BUSINESS:

a.) <u>Horseshoe Park Schedule</u>

Lou Nichols has requested the approval of the 2019 Horseshoe Tournament Schedule. Tournaments are held at the Village of Shelby Horseshoe Park, with restroom facilities provided by the Village.

John Sutton moved to approve the 2019 Horseshoe Tournament Schedule.

Seconded by: Steve Crothers.

Voice Vote: All in favor.
Motion Carried.

b.) Second Extension to Lease Proposed from Shelby Area Public Schools

The Shelby Public School Board, on January 8, 2019 requested an extension of the lease by and between the Shelby Public Schools and the Village of Shelby that expired on November 30, 2016 for the School's use of Getty Field. In the joint School/Village meeting on January 8, 2019 Parks and Recreation Chair Andy Near informed the school representatives at the meeting that no future leases or lease extensions would be accepted and or approved by the Village Council because it could result in a violation of the Trust Fund Project Agreement from the Village's 1992 grant from the Michigan Department of Natural Resources (MDNR) for Getty Park.

Per the Project Management staff of the MDNR, the Village may enter into an intergovernmental agreement or memorandum of understanding but nothing long term. Currently, an intergovernmental agreement between the School and the Village is being drafted by VA Widigan. On Monday, April 22, 2019 at 2:30 P.M., VA Widigan and Shelby School Superintendent Reeves met to review the draft agreement. It will then be brought to the joint School/Village committee on Wednesday, April 24, 2019 at 6:30 P.M.

It was noted that the School Board's requested lease agreement extension could not only jeopardize the Village's current grant application and any further grant application to the MDNR, but could also force the Village to reimburse the State of Michigan for the grant funds that were received in 1992.

Andy Near moved to take no action on the lease extension as presented on January 8, 2019 by the Shelby Public Schools for the Getty Field lease that expired on November 30, 2016.
Seconded by: John Sutton.

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

13. COMMITTEE REPORTS:

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

The Planning Commission met on April 16th to review and approve the Special Land Use permit for the addition to the Media Technologies building.

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

A Water and Sanitation Committee meeting will be scheduled in the near future to review quotes for the inspection and cleaning of the water tower.

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

The Streets and Sidewalks Committee will meet in the near future to discuss the needed repairs

to Sessions Road and some of the sidewalks in the Village.

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

Nothing to report.

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

Eric Von Dop, Auditor with the Village's auditing firm of Brickley DeLong met with the Finance Committee on April 10 at 2:00 P.M.

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

Nothing to report.

g. ORDINANCES – Chair Steve Crothers, Dan Zaverl:

The Ordinances Committee will be meeting on April 23rd to further review and discuss the proposed rental ordinance for the Village.

14. PAYMENT OF BILLS: Jim Wyns moved to approve the payment of the bills in the amount of $65,398.47.
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 7:07 P.M.
Seconded by: Andy Near.

Voice Vote: All in favor.
Motion Carried.

Council minutes are not official until approved at the May 13, 2019 Council meeting. ☐ Approved

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

VILLAGE OF SHELBY
REGULAR COUNCIL MEETING OF May 13, 2019 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, DPW Supervisor Greg MacIntosh, and Police Chief Bob Farber.

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

4. MINUTES:

a.) April 22, 2019

Steve Crothers moved to approve the minutes of the Regular scheduled Council meeting of April 22, 2019 as corrected.
Seconded by: John Sutton.

Voice Vote: All in favor.
Motion Carried.

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

6. PRESIDENT'S REPORT: President Inglis encouraged all Councilmembers to attend the Town Meeting to review the results from last year's Community Assessment of the Village of Shelby. The meeting will take place at the Shelby High School Cafeteria on Wednesday, May 15, 2019 from 6:30 P.M. – 8:00 P.M.

7. ADMINISTRATOR'S REPORT:

VA Widigan reported that the Ordinance Committee met on April, 23, 2019 to review Rental Ordinances from the cities of Ludington, Scottville, Traverse City, Dexter, Hart, and Oceana County. He is reaching out to a few stakeholders to gather additional information requested by the Committee. Once that information is gathered, the Committee will meet to review and discuss it.

The Village of Shelby and the Community Foundation for Oceana County will be co-hosting the Shelby Community Assessment Results Event on Wednesday, May 15, 2019 from 6:30 – 8:00 P.M. in the Shelby High School Cafeteria. The event is to obtain the results of the Shelby Area Community Assessment that was held on August 29, 2018. This follow-up meeting will discuss the results, what those results mean, progress to-date, and the role Shelby community members can play in addressing needs and opportunities identified in the report.

VA Widigan reported that he has finished the online training for the Redevelopment Ready Communities (RRC). He is currently working on a self-evaluation while this is a tool used to assess how a community's current planning, zoning and development documents, policies and procedures measure up to RRC Best Practices.

On Wednesday, May 8 2019, the Village DPW crew flushed hydrants throughout the Village. They do the hydrant flushing to remove any sediment from the water system. As a precautionary measure, municipalities flush twice a year; once in the Spring and once in the Fall to remove any sediment from the water system.

VA Widigan reported that the new website is up and running. The new website has a new look and design, and offers HTTPS for secure communication. The primary purpose for wanting the site to be HTTPS is to protect page authenticity and security; ensure secure accounts, such as email; and keep user communications, identity, and web browsing private. On our website, users can find Council minutes, the budget and latest financial statements, contact information for the Village staff, link to pay their water bill and taxes, links to area organizations, zoning ordinances and newly passed ordinances, and a calendar of events and new releases among other information.

To coordinate with the passage of the new Blight Ordinance, the Village will be having a Spring/Summer Dumpster Day on June 22, 2019 from 9:00 A.M – 1:00 P.M. in the pavilion municipal parking lot. The goal is to help encourage those in violation of the Blight Ordinance to do some spring cleaning and help them get into compliance with the new ordinance. Flyers will be created and shared on the Village website, Facebook page, and local media.

The School/Village Committee has met multiple times to discuss the drafting of the Intergovernmental Agreement (IGA) by and between the Village of Shelby and the Shelby Public Schools. At this time, the two administrators are meeting to put together a final draft of the IGA. Superintendent Reeves and VA Widigan will be meeting on Wednesday, May 15, 2019 to review draft nine of the IGA.

8. DEPARTMENT HEADS' REPORTS: Chief Farber gave kudos to Officer Joe VonDrak for his hard work and time spent manually entering all of the reports from the TIMS reporting system to the new SMRS reporting system.

9. CORRESPONDENCE: No Correspondence.

10. CITIZEN PARTICIPATION: No Citizen Participation.

11. OLD BUSINESS: No Old Business.

12. NEW BUSINESS:

a.) <u>Sessions Road</u>

The Streets and Sidewalks Committee met on May 1, 2019 to discuss Sessions Road resurfacing. The Committee recommended that Council approve the Crush and Shape on Sessions Road from Plum Street to 1,600' North. Crush and Shape is a structural pavement treatment that grinds and crushes the existing asphalt and 1-2" of underlying gravel. The material is then regraded, compacted and covered with multiple layers of paver-placed hot asphalt. The benefit is, that Crush and Shape restores and strengthens a road by reconstructing the pavement to a "new" condition. The total cost of the Crush and Shape is $115,000.00. The Local Street Fund has a

fund balance of $789,889.00 as of year ended February 28, 2018.

Dan Zaverl moved to approve the pre-design engineer's estimate of construction costs for Sessions Road Resurfacing from Plum Street to 1,600' North from Fleis & VandenBrink for $115,000.00.
Seconded by: Andy Near.

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

b.) Water Tower Inspection Quotes

The water tower project included inspection, cleaning, repairs, and painting. The first step is to conduct an inspection. From there, Dixon Engineering will be able to access the scope of the project and make recommendations. They will then receive bids, contract the work and maintain oversite for painting. Dixon has stated that barring any major setbacks, the completion of this entire project is feasible my mid-late October. Below is a brief summary of Dixon's quote for a water tower inspection. The cost of the inspection and the report is $3,000.00

- Included in the quote is as follows:
- Inspect the interior of the tank by ROV (A remote control vehicle, like a small submarine with a camera.)
- Inspect the exterior
- Inspect the foundation
- Inspect all safety requirements
- Compile a report with recommendations. This report will include digital pictures, video on a flash drive and cost for all recommended repairs.

Bill Harris moved to approve the Scope of Services provided by Dixon Engineering and Inspection Services, out of Lake Odessa, Michigan, to perform an ROV maintenance inspection and prepare a report as outlined in the attached Scope of Services for the lump sum of $3,000.00.
Seconded by: Steve Crothers.

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

13. COMMITTEE REPORTS:

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

The Planning Commission will meet on Tuesday, May 21, 2019 to review and discuss possible ORV and Bicycle ordinances.

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

VA Widigan reported that the Village has increased its water retention from the previous 47% to 72%. There is no certain answer at this time; however, it does appear that the reservoir that was taken out of service in 2017 was a major factor in accounting for the water loss.

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 auditors have finished up and everything went very well.

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

Nothing to report.

g. ORDINANCE – 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 $35,957.26.
Seconded by: Steve Crothers.

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

15. ADJOURNMENT: Bill Harris moved to adjourn the meeting at 7:25 P.M.
Seconded by: Dan Zaverl.

Voice Vote: All in favor.
Motion Carried.

Council minutes are not official until approved at the May 28, 2019 Council meeting. ☐ Approved

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

VILLAGE OF SHELBY
REGULAR COUNCIL MEETING OF May 28, 2019 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: Jim Wyns, Steve Crothers, Dan Zaverl, Paul Inglis, John Sutton, Andy Near, and Bill Harris.

Village Administrator Robert Widigan, Village Clerk/Treasurer Crystal Budde, and Police Chief Bob Farber.

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

4. MINUTES:

May 13, 2019

Steve Crothers moved to approve the minutes of the Regular scheduled Council meeting of May 13, 2019 as presented.
Seconded by: Jim Wyns.

Voice Vote: All in favor.
Motion Carried.

5. ADDITIONS TO THE AGENDA:

a.) Village/Township Blight Enforcement

6. PRESIDENT'S REPORT:

President Inglis reported that he personally has not enforced the citizen participation time limit in the past and that has led to some lengthy exchanges between members of the public and Council members. He will be doing a better job of ensuring that the citizen participation rules of the public meetings are more strictly followed in the future.

7. ADMINISTRATOR'S REPORT:

VA Widigan reported that the Village of Shelby and the Community Foundation for Oceana County co-hosted the Shelby Community Assessment Results Event on Wednesday, May 15, 2019 at the Shelby High School. At the event, residents and stakeholders heard about the results of the Shelby Area Community Assessment held on August 29, 2018; what they meant; progress to-date; and, the role that Shelby community members can play in addressing needs and opportunities identified in the report.

The Redevelopment Ready Community (RRC) training is complete, and VA Widigan is now completing the community self-evaluation. This is a tool used to assess how a community's current planning, zoning, and development documents, policies, and procedures measure up to RRC Best Practices. After the self-evaluation is complete and VA Widigan has received a packet from the Michigan Economic

Development Corporation, the Council will need to pass a resolution of intent outlining the value the community sees in engaging in the process.

The School/Village Committee has met multiple times to discuss the drafting of the Intergovernmental Agreement (IGA) by and between the Village of Shelby and the Shelby Public Schools. Superintendent Tim Reeves and VA Widigan met on Wednesday, May 15, 2019 to review the ninth draft version. Mr. Reeves is now reviewing the draft with the School Board members and the Shelby Schools' Athletic Director. Mr. Reeves and VA Widigan will meet to draw up the final draft for the School/Village Committee to review and recommend to the respective Boards.

VA Widigan reported that he has spoken with Joel Fitzpatrick, who is the Rural Task Force Program Manager at WMSRDC, regarding the next Rural Task Force meeting. He informed VA Widigan that the meetings are only scheduled as needed. However, apparently MDOT made a mistake in funding distribution, and may need to meet again to make some corrections. It was also discussed as to which of the Shelby streets are classified as Federal Aid Roads. Those include: State Street, First Street, West of State Street; and, Ferry Street, East of State Street.

On Tuesday, May, 21, the Planning Commission reviewed two ordinances, one is a new ORV Ordinance; the other is the Village's current Bicycle Ordinance. Shelby Township is considering an ORV Ordinance as well and the Village Planning Commission simply reviewed the draft ordinance and came up with some questions for staff to research. After the research is completed, it will be brought back to the Planning Commission for further review and, possibly recommended for adoption to the Village Council. The current Village Bicycle Ordinance was reviewed and the Planning Commission recommended changes to the ordinance that would encourage bicyclists, skateboarders, and rollerblades to come downtown. VA Widigan will make the necessary changes and will send those changes to Williams & Works for review.

VA Widigan met with Jodi Nichols, the Business Development Coordinator for Lake and Oceana Counties, to discuss the pursuit of a grant for the development and/or marketing of Shelby's Industrial Sites. The MEDC is accepting applications from local and regional economic development or community partners, that will demonstrate a pathway to a "vetted site." Grant funds may be available for, but are not limited to, the following types of activities:

- Site development/information: Pre-engineering and feasibility studies for needed infrastructure or site improvements; site material development (aerial photos/videos, maps, topos, etc.); and, site deficiency. Action plan development.

- Site implementation/support: Site infrastructure design engineering; land assembly activities (purchase options, administrative); specialized marketing support; and, grant matching funds (e.g., Economic Development Administration, U.S. Department of Agriculture, etc.) for other grants funding site development activities.

8. DEPARTMENT HEADS' REPORTS: Nothing to report.

9. CORRESPONDENCE: No Correspondence.

10. CITIZEN PARTICIPATION: No Citizen Participation.

11. OLD BUSINESS: No Old Business.

12. NEW BUSINESS:

a.) Set Public Hearing for 2019 Tax Millage

The Village of Shelby is required to conduct a Public Hearing in order to adopt its allowable Tax Millage for the 2019 tax year.

President Inglis set the Public Hearing for the adoption of the 2019 Tax Millage for Monday, June 10, 2019 at 6:45 P.M.

b.) Discussion of Village/Township Blight Enforcement

Shelby Township Planning Commission Member Richard Raffaelli and VA Widigan discussed the possibility of Village Police Department enforcement of Shelby Township's Blight Ordinance. The Township would like to adopt a Blight Ordinance; however, they do not have a Police Department to enforce said ordinance. The Township wishes to work with the Village for the enforcement of its Blight Ordinance. The Shelby Village Police Department would issue citations for those in the Township not in compliance with the future Township Blight Ordinance. Shelby Township would work with the Village to develop a fee schedule for the utilization of the Village Police Department to enforce its Blight Ordinance. Each Council member favored working with the Township to develop an agreement for enforcement of the Township's Blight Ordinance.

13. COMMITTEE REPORTS:

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

The Planning Commission met on Tuesday, May 21, 2019 to discuss the development of an ORV Ordinance as well as discuss updates to the Village's current Bicycle Ordinance.

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:

Nothing to report.

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

Nothing to report.

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

VA Widigan will soon complete one year of employment with the Village. Personnel Committee Chair, John Sutton will be sending out an employee evaluation in the near future for the Village Council to complete.

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 $40,834.47.
Seconded by: Andy Near.

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

15. ADJOURNMENT: Steve Crothers moved to adjourn the meeting at 7:23 P.M.
Seconded by: Jim Wyns.

Voice Vote: All in favor.
Motion Carried.

Council minutes are not official until approved at the June 10, 2019 Council meeting. ☐ Approved

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

VILLAGE OF SHELBY
REGULAR COUNCIL MEETING OF June 10, 2019 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: 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 Chief Bob Farber.

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

4. MINUTES:

a.) May 28, 2019

Jim Wyns moved to approve the minutes of the Regular scheduled Council meeting of May 28, 2019 as corrected.
Seconded by: Steve Crothers.

Voice Vote: All in favor.
Motion Carried.

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

6. PRESIDENT'S REPORT: Nothing to report.

7. ADMINISTRATOR'S REPORT:

VA Widigan reported that Pastor Paul Austin, Youth Pastor at Shelby Road Baptist Church, and approximately 25-30 volunteers came out on Saturday, June 1, 2019 to clean up Getty Park. They weed whipped around trees and park amenities, raked leaves, and picked up garbage throughout the park. Pastor Paul stated that the group of volunteers would love to come back and help with the Village's next cleanup project.

The Shelby Public Schools/Village Committee has met multiple times to discuss the drafting of the Intergovernmental Agreement by and between the Village of Shelby and the Shelby Public Schools. VA Widigan will be meeting with Superintendent Tim Reeves on June 11, 2019 to review his notes regarding draft version nine. Afterwards, VA Widigan will be discussing the next steps with the Parks, Recreation and Buildings Committee.

The MDNR is in partnership with Pure Michigan to highlight some of the State's best trails, water trails, and trail towns through the Pure Michigan Trail and Trails Town Designation Program. The program is designed to acknowledge Michigan's position as the nation's Trails State. To become a designated Pure Michigan Trails Town, the Village must complete the application for designation and submit it, along

with all required documentation, to the MDNR State Trails Coordinator. The designation would get the Village the following:

- A letter from the MDNR State Trails Coordinator and a Memorandum of Understanding (MOU) between the MDNR and the applicant.
- An MDNR press release announcing the designation.
- Pure Michigan incorporates the trail into its maps and marketing material.
- Signage with branding is placed in appropriate locations by the designee.

VA Widigan reported that he had received the title search from Oceana Land Title and it appears that 5.2 feet of the alley on Michigan Avenue is in the lot owned by the La Conasupo and 4.7 feet of the alley is within the lot owned by FWG Enterprises (Fred Grice). The Community Foundation for Oceana County is coordinating a volunteer group to help with some of the preliminary work on the alleyway project (e.g., graffiti removal and general cleanup). The Parks, Recreation and Buildings Committee will be discussing the possible concrete walk improvements and where the Village is at regarding the coordination of effort with La Conasupo and FWG Enterprises on the project.

8. DEPARTMENT HEADS' REPORTS:

DPW Supervisor MacIntosh reported that they have hired a part-time employee and he is working out great.

Chief Farber reported that the Police Department has been busy with Ordinance Enforcement. There are a number of Village properties where the grass is tall as well as non-compliance with the recently adopted Blight Ordinance.

9. CORRESPONDENCE:

a.) Letter from the Oceana County Economic Alliance

VA Widigan received a letter of recognition from the Oceana County Economic Alliance thanking the Village of Shelby for its $2,000.00 contribution for fiscal year 2018-2019.

10. CITIZEN PARTICIPATION: No Citizen Participation

11. Public Hearing:

a.) Public Hearing on Increasing Property Taxes

President Inglis opened the Public Hearing on the proposed increase in property tax at 6:45 P.M. The Village Council reviewed the 2019 millage levies that take effect July 1, 2019. The proposed millage's are as follows:

General Fund 10.7046 Mills
Local Street Fund 2.7328 Mills

Street Debt Fund 2.40 Mills.
No comments were received from the public.

President Inglis closed the Public Hearing at 6:51 P.M.

12. OLD BUSINESS: No Old Business.

13. NEW BUSINESS:

a.) 2019 Millage Rates

Jim Wyns moved to approve the millage rates for the 2019 tax collection period beginning July 1, 2019 as follows: General Fund 10.7046 mills, Local Street Fund 2.328 mills, and the Street Debt Fund 2.40 mills.
Seconded by: Steve Crothers.

Roll Call Vote:
Ayes: Wyns, Crothers, 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 be meeting on Tuesday, June 18, 2019 to review the Bicycle Ordinance changes.

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

DPW Supervisor Greg MacIntosh has received the MDEQ permit approving the repairs to the Harvey Pump.

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

Nothing to report.

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

The Committee will be meeting to review the Shelby Public Schools/Village Committee Intergovernmental Agreement. DPW Supervisor MacIntosh has some ideas for ways to block access for cars that have been driving across the grass in Getty Park. The DPW will use materials on hand to create a barrier.

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

Nothing to report.

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

Evaluations of VA Widigan have been disbursed to Council for completion. Personnel

Committee Chair John Sutton will review them before the next Council meeting.

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 $36,040.23.
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 7:06 P.M.
Seconded by: John Sutton.

Voice Vote: All in favor.
Motion Carried.

Council minutes are not official until approved at the June 24, 2019 Council meeting. ☐ Approved

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

VILLAGE OF SHELBY
REGULAR COUNCIL MEETING OF June 24, 2019 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, DPW Supervisor Greg MacIntosh, and Police Chief Bob Farber.

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

4. MINUTES:

a.) June 10, 2019

Jim Wyns moved to approve the minutes of the Regular scheduled Council meeting of June 10, 2019 as corrected.
Seconded by: Steve Crothers.

Voice Vote: All in favor.
Motion Carried.

5. ADDITIONS TO THE AGENDA:

Tristin Tanner – Getty Park

6. PRESIDENT'S REPORT:

President Inglis thanked everyone who helped with the Spring Clean Up Day that was held on Saturday, June 22, 2019. He commended Councilman Near on his incredible crushing skills. Mr. Near was able to pack down the dumpsters very efficiently in order to fit everything that was dropped off into the dumpsters that were available.

7. ADMINISTRATOR'S REPORT:

VA Widigan reported that the Village's healthcare plan was up for renewal. He has been looking into different healthcare options to provide better benefits to the Village employees. Mr. Widigan was put in touch with George Karl, Account Executive with Lenz-Balder Insurance, Inc. in Ludington, Michigan. After multiple meetings and careful research, the Village is going with Priority Health this year. With Priority Health, the Village can offer two options for employees to choose from. Option one is Priority HSA POS, and the other option is Priority HMO Gold. Furthermore, the Village is offering its employees' vision insurance, which has not been provided in the past. Dental Insurance will remain with Delta Dental.

The Shelby School/Village Committee met multiple times to discuss the drafting of the Intergovernmental Agreement by and between the Village of Shelby and the Shelby Public Schools. Superintendent Tim Reeves and VA Widigan met on Tuesday, June 11th to review Mr. Reeves' notes regarding draft version nine. Mr. Reeves made some notes and suggested amendments after speaking with Shelby Schools Athletic Director Chuck Persernaire. VA Widigan is in the process of making some of the proposed changes; at which point, he will send them back to Mr. Reeves for a final review.

VA Widigan reported that, on Saturday, June 15th, 2019 Danielle Siegel coordinated a volunteer group to help with some of the preliminary work on the Alleyway project (painting, graffiti removal, and general cleanup). The volunteer project went well on Saturday, and the Village DPW crew finished painting the wall the following week. Elizabeth Suarez, Manager of Carniceria La Conasupo LLC, picked out the bright yellow color (the Suarez's own the wall that was painted). A big thank you to Danielle for rallying up some volunteers, and a big thank you to Elizabeth Suarez for working with the Village and helping to beautify downtown Shelby.

VA Widigan welcomed the new Matrix Power House Gym to downtown Shelby. The gym is located in the old hardware store at 162 N. Michigan Avenue. The owner's name is Hayder Hussein (most people call him Matrix, a nickname he picked up while in the military). Hours are 7:00 A.M. to 11:00 P.M., Monday through Saturday. Membership fees are $45 per month; $35 per month for students; and, all military veterans will receive a 10% discount. The grand opening for the gym is on Saturday, June 29, 2019.

VA Widigan reported that, on Thursday, June 20th, Andy Moore with Williams and Works sent over the community profile report. The report will ultimately comprise a significant section of the Master Plan; but for now, it should be reviewed and used as a workbook for the Village as it continues the planning process. Mr. Moore has asked VA Widigan to review the document and then review it with the Master Plan Committee. Mr. Widigan will get the survey deployed so the Village can continue to move forward on the project over the summer.

8. DEPARTMENT HEADS' REPORTS:

Chief Farber reported that the Police Department notified those who had been in violation of the Blight Ordinance of the free Dump Day that was recently held for the Village residents. He has also been working diligently with the number of residents who have been in violation of the Village Lawn Ordinance and the number of lawns in violation has been reduced from 26 to 5.

DPW Supervisor Greg MacIntosh reported that the Water Tower inspection is complete and that he is now waiting for the report to move forward with the process. The 2018 Annual Consumer Report has been posted at the Village Hall, on the Village Website, Facebook Page, Newsletter, and has been submitted to the Oceana's Herald Journal.

9. CORRESPONDENCE:

a.) <u>Letter from WMSRDC (West Michigan Shoreline Regional Development Commission)</u>

President Inglis received a letter from the Golden Township Planning Commission pursuant to Section 41 of the Michigan Planning Commission Enabling Act, Public Act 22 of 2008. The

letter is notifying the Village of Shelby that Golden Township, with assistance from the West Michigan Shoreline Regional Development Commission, has completed a proposed draft of the Golden Township Master Plan.

10. CITIZEN PARTICIPATION:

Resident and business owner Tara Kelley notified Council that the Free Library is completed and asked for assistance from the DPW to ensure that it is properly and securely installed. DPW Supervisor Greg MacIntosh will meet with Ms. Kelley to make sure that it in installed properly and securely. Ms. Kelley also inquired if the Shelby Chamber of Commerce could install a large banner to welcome visitors to the Village of Shelby. The banner would also list the local restaurants. President Inglis advised Ms. Kelley to meet with VA Widigan to discuss the details.

11. OLD BUSINESS:

12. NEW BUSINESS:

a.) Tristin Tanner – Getty Park

Tristin Tanner addressed the Council regarding the Getty Park Renovation Plan. Mr. Tanner would like to see the Village put in a skate park for young adults and children to have a place to ride their skateboards and to give them something to do. He has been able to secure a number of donations for the skate park portion of the Getty Park Renovation. President Inglis recommended that Mr. Tanner meet with Councilman and Parks and Recreation Committee Chair Near to discuss the details of the skate park plan after the Village is notified if they will receive the DNR Grant.

b.) Ordinance to Establish A Municipal Civil Infraction Sanction and Fine Amount

VA Widigan has been notified by the Village of Shelby's Attorney that there is no fee schedule in the Village's ordinances for what the fine for a civil infraction should be. The fines for civil infractions will be as follows:

Unless otherwise specifically provided by this code, the fine for each violation shall be not less than $100.00 or more than $200.00.

An increased fine shall be imposed for each repeat offense in accordance with the following:

The fine for any offense that is a first repeat offense shall be not less than $250.00 nor more than $400.00.

The fine for any second repeat offense or any subsequent repeat offense shall be not less than $500.00.

Steve Crothers moved to adopt Ordinance No. 20190624-1, an Ordinance to Establish Sanction for a Municipal Civil Infraction and the Civil Fine Amount.
Seconded by: Jim Wyns.

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

Motion Carried 7-0.

13. COMMITTEE REPORTS:

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

The June 18, 2019 Planning Commission meeting was cancelled. The Planning Commission will meet on July 16, 2019 to continue to work on the Master 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:

Committee Chair, Andy Near will be meeting with Rod Denning from the Oceana County Conservation District to mark trees that will be removed for the Getty Park Renovation Project. Bo Hawkins has donated his time to remove all marked trees for the project.

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

Nothing to report.

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

Committee of the Whole to meet on Thursday, June 27, 2019 at 5:00 P.M. to review VA Widigan's performance evaluation.

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 $57,176.47.
Seconded by: Steve Crothers.

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

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

Voice Vote: All in favor.
Motion Carried.

_____ _____

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

VILLAGE OF SHELBY
REGULAR COUNCIL MEETING OF July 8, 2019 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, and John Sutton.
Absent: Andy Near and Bill Harris.

Staff present: Village Administrator Robert Widigan, DPW Supervisor Greg MacIntosh, and Police Chief Bob Farber.

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

4. MINUTES:

a.) June 24, 2019

Steve Crothers moved to approve the minutes of the Regular scheduled Council meeting of June 24, 2019 as corrected.
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 Agenda.

6. PRESIDENT'S REPORT: Nothing to report.

7. ADMINISTRATOR'S REPORT:

VA Widigan reported that he met with Shelby School Superintendent Tim Reeves on Tuesday, June 11th to review his notes regarding draft version 10 of the proposed Intergovernmental Agreement by and between the Shelby Schools and the Village of Shelby. VA Widigan is making some of the proposed changes; after which, he will return it to Mr. Reeves for a final review. The goal is to have the Intergovernmental Agreement completed by August 1.

The Village is on track to wrap up the Donation Agreement by and between the Village of Shelby and Ann Campagna by August. Currently, Ms. Campagna's attorney, Tim Hayes, is working with the Village's attorney John Schrier to draft a final property donation agreement.

The Village's auditor, Eric VanDop, has sent draft financial statements for Clerk/Treasurer Budde and VA Widigan to review, along with a draft MD&A. The MD&A is a document that goes in the audit and is used to discuss the Village's plans for Fiscal Year 2019 - 2020 and beyond. An exit conference will be scheduled in the near future with the auditor.

VA Widigan reported that the Village's soccer park on Walnut Street where the volleyball nets had previously been is finished. DPW Supervisor Greg MacIntosh will place signs that read "Shelby Village Soccer Park".

8. DEPARTMENT HEADS' REPORTS:

DPW Supervisor MacIntosh reported that he was short handed the last two weeks because two of the DPW employees were absent due to their annual National Guard Duty. They are back and he has a full crew and will be catching up on a number of projects.

Chief Farber reported that the Police Department is still working on the enforcement of the Village's Blight Ordinance.

9. CORRESPONDENCE:

a.) Presentation by T. Carey and R. Widigan on the Shelby Area Community Assessment

Tammy Carey Executive Director, Community Foundation for Oceana County, and VA Widigan offered a power point presentation regarding the Shelby Area Community Assessment. The assessment took place in August of 2018 and the purpose was to understand the needs of the Shelby area community and its residents. The general consensus was that the Shelby community participated well in the focus groups and attended the Town Hall meeting. The consultants were very impressed with the level of engagement from the community members.

Housing is a significant concern for the residents of the Village. The Village has a high renter vs. homeowner rate, and many of the properties are in need of upkeep. The few available affordable single-family homes are in need of repair. More housing types are desired (e.g.; second floor housing in the business district and mixed-use development).

The Downtown area is not "coherent." The business mix is gradually changing, but could benefit from more diversity. The quality of Downtown building facades is spotty and some buildings are in need of total renovation. There is a missed opportunity to market the Downtown by improving the rear of the buildings facing the Rail Trail.

The Shelby area is predominantly agricultural and there is not a diverse business mix. Many of the existing jobs are low paying jobs. The community would like to build on school-business collaborations with Oceana County Access Network (OCAN), Michigan Works, and the Oceana County Economic Alliance.

The participants felt that there is a struggle to communicate properly with everyone in the community. The Hispanic Community is not represented in local leadership and staff positions. Across the broader community, there appears to be some fear or lack of understanding in the value of sharing and learning cross-culture.

Housing is being addressed and the Village Ordinance Committee is drafting a Village Rental Ordinance. The Downtown will see some updates coming. The Shelby Village Council budgeted $10,000.00 for Alleyway improvements and was recently classified as a low to mod community

which will open up the door to more grants and funding. The Village of Shelby is also researching a Downtown Development Authority (DDA). Tara Kelley was awarded the Pitch North Grant to help establish a coffee shop Downtown, and the Matrix Powerhouse Gym recently opened Downtown.

The Oceana County Employee Resource Network (ERN) is a group of nine employers, some of which include: Peterson Farms, Country Dairy, Valley City Metal, and others. These employers share a success coach to help these companies retain employees and reduce turnover. There has been a great amount of success with the program.

We have seen some great development with the Ladder Community Center in town and in the effort to build bridges and relationships with the Hispanic community. The "Farm to Table" event has been great for celebrating the community as well.

10. CITIZEN PARTICIPATION: No Citizen Participation.

11. OLD BUSINESS: No Old Business.

12. NEW BUSINESS:

a.) Foreclosure – Right of Refusal

In accordance with Public Act 123 of 1999, the Village has the "first right of refusal" after the State of Michigan to acquire tax-foreclosed parcels. 109 Pine Street was foreclosed in the 27th Judicial Circuit Court under the authority of the General Property Tax Act. The foreclosure occurred due to the non-payment of delinquent real property taxes for the 2016 tax year. If the Village acquires the property, the purchase must be for governmental or public use.
Dan Zaverl moved to waive the Village's "first right of refusal" to all parcels that were foreclosed on April 2, 2018 in accordance with Public Act 123 of 1999.
Seconded by: John Sutton.

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

b.) Purchase of a New In-Car-Computer – Chief Farber

Chief Farber requested authorization to purchase a new in-car-computer. The new in-car-computer would be placed in the 2017 police cruiser, and the computer currently in the 2017 cruiser will be transferred to the 2014 Ford Explorer (used by Chief Farber and officer Dean Roesler). Chief Farber received three quotes for the new in-car-computer as follows:
Mobile Tek Consulting sells a Panasonic CF-31 Fully Rugged Toughbook (Public Safety Exclusive Bundle) for $3,700.00. Moorning Tech sells the same bundle for $3,825.00. Tough Rugged Laptops sells the bundle in the amount of $4,817.98.

Jim Wyns moved to approve the purchase of the Panasonic CF-31 Fully Rugged Toughbook from MobileTek Consulting of Minneapolis, Minnesota in the amount of $3,700.00.
Seconded by: Steve Crothers.

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

13. COMMITTEE REPORTS:

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

The Planning Commission will be meeting on July 16, 2019 at 6:30 P.M. to discuss the Master Plan update and an ORV Ordinance.

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

The Water Tower Inspection Report is in the process of being completed at this time.

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

The bid opening for the Sessions Road project will take place on Thursday, July 18, 2019 at 2:00 P.M. Council will be presented with those bids at the July 22, 2019 Council Meeting.

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

Consultant John Wilson will be meeting with VA Widigan to review the Village's 2020 Parks and Recreation Five Year Plan update.

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

Nothing to report.

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

The Personnel Committee of the Whole met on June 27, 2019 to review the evaluation of VA Widigan. The meeting went into Closed Session at VA Widigan's request and the evaluation results were good. VA Widigan scored of 233 points out of a possible 252 points, or 92.5%. He was given a six percent raise, an increase in his cell phone allowance to $70.00 per month, and an additional two days of vacation.

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 $182,748.89.
Seconded by: Steve Crothers.

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

15. ADJOURNMENT: Dan Zaverl moved to adjourn the meeting at 7:29 P.M.
Seconded by: John Sutton.

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

Council minutes are not official until approved at the July 22, 2019 Council meeting. ☐ Approved

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

VILLAGE OF SHELBY
REGULAR COUNCIL MEETING OF July 22, 2019 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, and DPW Supervisor Greg MacIntosh.

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

4. MINUTES:

a.) July 8, 2019

Steve Crothers moved to approve the minutes of the Regular Council meeting of July 8, 2019 as presented.
Seconded by: Andy Near.

Voice Vote: All in favor.
Motion Carried.

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

6. PRESIDENT'S REPORT:

President Inglis reported that he received a phone call from Village Attorney John Schrier who related the outcome of the Special Council meeting that was held on July 18, 2019, in which Council voted to go into Closed Session under Attorney/Client Confidential and Privileged Communication. In the Open Session, the Council authorized Parmenter Law to meet with Ms. Lulich and her attorney to disclose the names of people interviewed regarding the source of an anonymous letter allegedly sent to Ms. Lulich. Mr. Schrier has met with VA Widigan, but has been unable to reach Ms. Lulich at this time. After the interviews, Parmenter Law was unable to corroborate the author of the letter.

7. ADMINISTRATOR'S REPORT:

VA Widigan reported that Justin Kollar from Wood-TV 8 reached out to him and would like to do a story on the alleyway in downtown Shelby. Mr. Kollar needs to get final approval, but they do have

interest in doing the story.

On Tuesday, July 23rd, the full DPW crew met with administrative staff to discuss water billing issues. Some of the items discussed were:

1. Water meters not being read.
2. Abnormal read amounts/abnormal bill amounts
3. Repeat reads (e.g., meter being stuck).

This is all in an effort to better provide efficient services to our residents and reduce the water loss rates.

VA Widigan will update Council on the progress being made as the staff move forward.

The Village Planning Commission was scheduled to review the proposed ORV Ordinance at their Tuesday, July 16, 2019 meeting. However, a quorum was not present; thus, the meeting was canceled. It will be discussed at the August 20, 2019 Planning Commission meeting.

VA Widigan complimented Peterson Farms who recently purchased property located at 266 State Street. Many updates were completed, which include: washing, repainting, mulch and the addition of a new porch.

8. DEPARTMENT HEADS' REPORTS: Nothing to report.

9. CORRESPONDENCE: No Correspondence.

10. CITIZEN PARTICIPATION: No Citizen Participation.

11. OLD BUSINESS: No Old Business.

12. NEW BUSINESS:

a.) <u>Purchase of Ferric Chloride</u>

The Village of Shelby uses Ferric Chloride at the sewer lagoons to inject into Cell number 3, which is our polishing pond and the cell the Village discharges from. The purpose of adding Ferric Chloride is to lower phosphate levels. Phosphate is unavoidable in stabilizing lagoons and ferric chloride is a common method of keeping the phosphate within the expected limits. While the Village is discharging, Cell number 3 is sampled once a week to monitor phosphate as well as other aspects of the water.

DPW Supervisor Greg MacIntosh received three quotes for 4,000 gallons of Ferric Chloride from the following companies: PVS Technologies in the amount of $4,700.00; Webb in the amount of $5,250.00; and Haviland Products in the amount of $5,331.20.

Dan Zaverl moved to authorize Greg MacIntosh to purchase 4,000 gallons of Ferric Chloride from PVS Technologies, Detroit, Michigan in the amount of $4,700.00.
Seconded by: Steve Crothers.

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

b.) Sessions Road Resurfacing – Bid Review & Acceptance

Sealed bids for the resurfacing of Sessions Road were received by the Village of Shelby until 2:00 P.M. on Thursday, July 18, 2019, at which time they were publicly opened and read aloud by Don Devries, Fleis & Vandenbrink Engineering. Items of work included approximately 4,300 yards of HMA Crushing and Shaping, 780 tons of HMA paving, restoration, traffic control and all related work. Bids were received from Hallack Contracting in the amount of $119,993.00 and from Reith-Riley Construction in the amount of $114,370.00. It was the recommendation of Don Devries that the Village of Shelby award the Sessions Road Resurfacing project to Rieth-Riley Construction for the contract amount of $114,370.00.

Andy Near moved to award the bid for Sessions Road resurfacing to Rieth-Riley Construction Co., Inc. of Ludington Michigan in the amount of $114,370.00.
Seconded by: Jim Wyns.

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

13. COMMITTEE REPORTS:

a. PLANNING COMMISSION: Chair Ex-Officio: John Sutton, Paul Inglis:
The Planning Commission meeting scheduled for July 16, 2019 was cancelled due to the lack of a quorum.

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 Committee will be meeting on Thursday, August 1, 2019 at 4:00 P.M. to discuss the status of the Getty Park Renovation Project.

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

Nothing to report.

f. PERSONNEL: Chair: John Sutton, Andy Near:
Nothing to report.

g. ORDINANCES – Chair Steve Crothers, Dan Zaverl:
Nothing to report.

14. PAYMENT OF BILLS: Jim Wyns moved to approve the payment of the bills in the amount of $107,157.21.
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: John Sutton.

Voice Vote: All in favor.
Motion Carried.

Council minutes are not official until approved at the August 12, 2019 Council meeting. ☐ Approved

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

VILLAGE OF SHELBY
REGULAR COUNCIL MEETING OF August 12, 2019 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 Chief Bob Farber.

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

4. MINUTES:

a.) July 18, 2019 - Special Meeting

Steve Crothers moved to approve the minutes of the Special Council meeting of July 18, 2019 as presented.
Seconded by: John Sutton.

Voice Vote: All in favor.
Motion Carried.

b.) July 22, 2019

Jim Wyns moved to approve the minutes of the Regular Council meeting of July 22, 2019 as corrected.
Seconded by: Steve Crothers.

Voice Vote: All in favor.
Motion Carried.

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

6. PRESIDENT'S REPORT: Nothing to report.

7. ADMINISTRATOR'S REPORT:

VA Widigan reported that the Village's 2019 report of financial statements is complete. An exit conference with the Finance Committee and Village Council is scheduled for Monday, August 26, 2019. The Financial Statements are available on the Village's website, under "Forms and Info."

On Tuesday, July 16, 2019, VA Widigan sent draft version 11 of the Intergovernmental Agreement to Shelby Public Schools Superintendent Tim Reeves requesting his review and feedback. VA Widigan is still waiting to hear back from Mr. Reeves on his availability to meet and review the draft.

Williams & Works sent the Community Profile for the Master Plan. The profile will ultimately comprise a significant section of the Master Plan. VA Widigan has submitted all comments to Andy Moore at Williams & Works. The next step is to finalize the community survey and send them out to the Community and Village stakeholders.

VA Widigan reported the Michigan Bureau of Labor Market and Strategic Initiatives released Employment and Unemployment Statistics for June. Oceana County's unemployment rate rose to 5.3%. There were 13,312 people in the labor force with 12,603 employed and 709 unemployed.
*Notes: All estimates are preliminary and data is not seasonally adjusted.

The Parks, Recreation, and Buildings Committee met on Thursday, August 1st at 4:00 P.M. to begin the process of updating the Village's current Parks and Recreation Plan. The Parks, Recreation, and Buildings Committee, VA Widigan, and Park Consultant John Wilson will be doing a Village Park Tour on Saturday, September 14th.

Nicole Osborn, Attorney with Parmenter Law, is finalizing the Rental Ordinance. Once she sends a draft over, VA Widigan will schedule an Ordinances Committee meeting. He will also share the draft Ordinance with known landlords and other stakeholders in the Community. Once the draft is finalized, the Village must conduct a Public Hearing to begin the adoption process.

8. DEPARTMENT HEADS' REPORTS:

Chief Farber reported that the police department has received a new computer and is currently having the software loaded at Mason County Central Dispatch. The new computer should be in-service next week and he will complete the software loading with the Crash Reporting System- Lexis Nexis.

DPW Supervisor Greg MacIntosh reported that the DPW has begun working on sidewalk projects throughout the Village.

9. CORRESPONDENCE:

a.) Letter Received by Paul Inglis From Parmenter Law.

President Paul Inglis received a letter from Village attorney John Schrier stating that, immediately after the Special Village Council meeting of July 18, 2019, they had communicated with Village Administrator Rob Widigan the names of people interviewed, the names of people who were not available to be interviewed, and the conclusion of Mr. Schrier and his team wherein they were not able to reach a conclusion.

Mr. Schrier was able to contact Ms. Lulich and her attorney Ms. Chris Searer. He provided them with the names of people interviewed, the names of people who were not available to be interviewed, the conclusions and matters where they were not able to reach a conclusion. Mr. Schrier believes this matter to be complete and he has no intention of spending any further time on it.

10. CITIZEN PARTICIPATION: None.

11. OLD BUSINESS: No Old Business.

12. NEW BUSINESS:

a.) Water Tower Inspection Report and Recommendations

Dixon Engineering completed their inspection of the 200,000-gallon spheroid water storage tank and have submitted their report. Dixon stated that the recommended work be completed within the next year. The coating work is the greatest cost and most significant recommendation. There are two different options when it comes to the "Exterior".

Option 1 is an exterior repaint with containment in the amount of $312,00.00. This process would require cell phone towers to be taken down, a sand blasting of the tower itself, and a repaint of the tower.

Option 2 is an exterior alternative (overcoat system) which was included as an option in recognition of the challenges of having the cell phone antennas on the tank temporarily relocated for an exterior repaint with containment project. The alternate overcoat system will have a shorter service life (10 years vs 20 years) but it will allow the Village to budget and prepare for the time when exterior abrasive blast cleaning becomes the only option. The exterior alternate option would reduce the estimated cost summary subtotal for the project to $151,000.00. By choosing the exterior alternate option, the engineering and contingencies drop to $24,800.00, which brings the total project cost to $175,800.00.

Dan Zaverl moved to authorize the Village Administrator to sign the proposal with Dixon Engineering and Inspection Services of Lake Odessa, Michigan to complete the exterior alternate coating option, along with the other recommended repairs and upgrades to the Village's water storage tank, as outlined in the July 29, 2019 report, in the amount of $175,800.00.
Seconded by: Steve Crothers.

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

b.) Donation Agreement

The Parks, Recreation, and Buildings Committee, Parks Consultant John Wilson and VA Widigan have been working with Attorney Tim Hayes and Annette Campagna to finalize the Donation Agreement with Ms. Campagna. On Thursday, August 1, 2019, Mr. Wilson, President Inglis, and VA Widigan met with Mr. Hayes and Ms. Campagna to discuss the proposed Donation Agreement. As a result of that meeting, the attached agreement was finalized.

The agreement states that the Village shall utilize the donated property exclusively and in perpetuity for public recreation, conservation and park uses in conjunction with Getty Park. After the agreement is signed, the property will be conveyed to the Village and the agreement will be filed with the County. Furthermore, as per the agreement, a fence will be constructed, as agreed upon when discussion of the donation with Ms. Campagna began.

Steve Crothers moved to authorize the Village Administrator and Village President to sign the Donation Agreement on behalf of the Village of Shelby, by and between the Village of Shelby and Annette Campagna.
Seconded by: Andy Near.

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

c.) Declaration of Notice & Resolution

The purpose of the Declaration of Notice and Resolution #2019-08-12-01 is to further ensure that the donated property from Annette Campagna shall be utilized exclusively and in perpetuity for public recreation, conservation and park uses in conjunction with Getty Park. This document will come up in any future title searches, revealing that the donated property is for public recreation.

Andy Near moved to adopt Resolution #2019-08-12-01 and to authorize the Village Administrator and the Village President to sign the Declaration of Notice, and that it be notarized and filed with Oceana County.
Seconded by: Steve Crothers.

Roll Call Vote:
Ayes: Near, Crothers, Wyns, Zaverl, Sutton, 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 Tuesday, August 20, 2019 to review and discuss a proposed ORV Ordinance.

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:

Noting to report.

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

Finance and Insurance Committee will meet with Eric VanDop, Brickley DeLong, the Village's audit firm on Monday, August 26, 2019.

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

Nothing to report.

g. ORDINANCES – Chair Steve Crothers, Dan Zaverl:

Nothing to report.

14. PAYMENT OF BILLS: Jim Wyns moved to approve the payment of bills in the amount of $45,428.01.
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 7:27 P.M.
Seconded by: Steve Crothers.

Voice Vote: All in favor.
Motion Carried.

Council minutes are not official until approved at the August 26, 2019 Council meeting. ☐ Approved

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

VILLAGE OF SHELBY
REGULAR COUNCIL MEETING OF AUGUST 26, 2019 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, DPW Supervisor Greg MacIntosh, and Police Chief Bob Farber.

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

4. MINUTES:

a.) August 12, 2019

Steve Crothers moved to approve the minutes of the Regular Council meeting of August 12, 2019 as prepared.
Seconded by John Sutton.

Voice Vote: All in favor.
Motion Carried.

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

6. PRESENTATION:

a.) 2019 Report on Financial Statements Exit Conference – Eric VanDop

Eric VanDop, Partner with Brickley DeLong, the Village's auditing firm, was in attendance to present the Village of Shelby's 2019 Report on Financial Statements. Mr. VanDop highlighted the Village's major funds and noted that the Village is in good financial shape. The Village's General Fund balance decreased by $15,004.00. This decrease appeared to be due to a number of one-time expenses as well as a one-time revenue from an insurance reimbursement. The General Fund balance as of February 28, 2019 was $549, 837.00. The net position of the Village's Sewer Fund decreased by $52,555.00 due to a number of one-time expenses. The Sewer Fund has a total net position of $1,891,902.00 and an unrestricted balance of $119,238.00. The Village's Water Fund net position increased by $100,936.00. The Water Fund has a total net position of $1,975.807.00 and an unrestricted balance of $562,310.00. There were some notes from the previous year's audit that indicated need for improvement and Mr. VanDop was very pleased with the improvement that had been made and a number of those notes had been addressed.

7. PRESIDENT'S REPORT: Nothing to report.

8. ADMINISTRATOR'S REPORT:

VA Widigan reported that, on Monday, August 26, 2019, he had attended the USDA Rural Development Lunch and Learn. Oceana County municipal partners met for lunch with Senator Jon Bumstead and Jason Allen, Michigan's Director of USDA-Rural Development, to discuss the various USDA-RD programs available to rural communities as tools in their economic and community development strategies. This is also an opportunity to discuss solutions to the unique challenges impeding desired growth in rural areas. Some of the topics to be covered are:

- Funding infrastructure improvements.
- Improving housing inventory and ownership rates.
- Building a community facility, such as childcare, community, or training center.
- Funding projects that make it a desired place to work, live, and play.

On Tuesday, July 16th, draft version 11 of the Intergovernmental Agreement was sent to Shelby Public Schools Superintendent, Tim Reeves, requesting his review and feedback. Mr. Reeves contacted VA Widigan on August 8th, wherein he had informed him that they are still in the process of reviewing draft 11 of the Agreement. However, they are in the startup process of the new school year and these next couple weeks are busy. VA Widigan is still waiting for Mr. Reeves to confirm his availability to meet and review the draft.

Village staff and the Village Planning Commission members have reviewed the Community Profile Report, and any suggested changes have been sent to Williams and Works. The surveys have been created, and the Village is continuing to moved forward with this project as summer winds down. The Village of Shelby Master Plan is scheduled to be finished this Fall.

The Parks, Recreation, and Buildings Committee along with VA Widigan and Parks Consultant John Wilson will be touring the Village parks on Saturday, September 14, 2019.

VA Widigan reported that Chief Farber and he have met multiple times since the last Village Council meeting to ramp up the enforcement side of the Blight Ordinance. The Village sent out notice of ordinance violation letters to numerous residents on August 22 and 23. Compliance is required within 12 days from the date of mailing; failure to comply will result in the issuance of a municipal civil infraction. Chief Farber is working with a few property owners who have been making progress toward cleaning up the blight. Those who are in the process of actively cleaning up blight were not issued notices. The ordinance has been on the books since March 31, 2019. It has been discussed in the local newspapers, on Facebook, and is on the Village's website. Tickets will be issued to those who fail to comply.

Nicole Osborn, Attorney with Parmenter Law, has completed her review of the draft Rental Ordinance. On Thursday, August 22, 2019, the Ordinances Committee met to review it. VA Widigan had some questions to send to Ms. Osborn. After that, he will begin individual one-on-one meetings with Shelby Village landlords.

VA Widigan contacted Don DeVries of Fleis & VandenBrink to confirm that the Sessions Road project whether or would not be delayed due to the recent strike with Rieth -Riley employees. Mr. DeVries confirmed that Sessions Road is still on schedule to be done in September.

9. DEPARTMENT HEADS' REPORTS:

Chief Farber reported that there are currently 13 properties that are in violation of the Blight Ordinance; three of those properties are currently in foreclosure.

10. CORRESPONDENCE: None

11. CITIZEN PARTICIPATION:

Resident Mary Lulich inquired about the Shelby Village Council Meeting minutes being updated and posted on the Village website on a regular basis. VA Widigan responded that the minutes would be updated and going forward will be put up on the Village's website immediately after they are approved by the Village Council.

12. OLD BUSINESS: No Old Business.

13. NEW BUSINESS:

a.) Resolution of Intent – RRC

The Village submitted the Self-Evaluation application to the Michigan Economic Development Corporation (MEDC) for Redevelopment Ready Communities (RRC) Certification last week; however, we also are required to submit a formal resolution adopted by the Village Council in support of our participation in the program. The RRC process consists of three steps: Engagement, Evaluation, and Certification. We are in the Engagement Step. The requested action from Council is to approve the Resolution of Intent which outlines the Village Council's recognition of the value the community will see from engaging in the RRC process.

Steve Crothers moved to adopt Resolution #2019-08-26-01, resolving that the Village of Shelby Council supports the RRC Program initiative and will work toward completing the evaluation process and improving procedures in pursuit of RRC Certification.
Seconded by: Jim Wyns.

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

b.) Fall Clean-Up Day

Last year, the Village held a Fall Clean-Up Day for Village and Shelby Township residents on Saturday, October 20, 2018 from 9:00 A.M. – 1:00 P.M. Given that the Village held a Spring Clean-Up Day on June 22, 2019, VA Widigan is recommending the Village hold the Fall Clean-Up Day on October 19, 2019 from 9:00 A.M. to 1:00 P.M.

Steve Crothers moved to authorize the Village Administrator to move forward with setting up the Fall Clean-Up Day on Saturday, October 19, 2019 from 9:00 A.M. to 1:00 P.M.
Seconded by: Andy Near.

Roll Call Vote:

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

14. COMMITTEE REPORTS:

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

The Village of Shelby Planning Commission met on Tuesday, August 20th, to continue to work on the Village Master Plan and the survey.

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:

Nothing to report.

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

Nothing to report.

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

Nothing to report.

g. ORDINANCES – Chair Steve Crothers, Dan Zaverl:

The Ordinances Committee met on Thursday, August 22, 2019 to review the proposed Rental Ordinance. VA Widigan is inquiring about a couple items from the Village Attorney.

15. PAYMENT OF BILLS: Jim Wyns moved to approve the payment of the bills in the amount of $41,413.99.
Seconded by: Steve Crothers.

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

16. ADJOURNMENT: Dan Zaverl moved to adjourn the meeting at 7:58 P.M.
Seconded by: John Sutton.

Voice Vote: All in favor.
Motion Carried.

_____ _____

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

VILLAGE OF SHELBY
REGULAR COUNCIL MEETING OF September 9, 2019 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, DPW Supervisor Greg MacIntosh, and Police Chief Bob Farber.

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

4. MINUTES:

a.) August 26, 2019

Steve Crothers moved to approve the minutes of the Regular Council meeting of August 26, 2019 as corrected.
Seconded by: Bill Harris.

Voice Vote: All in favor.
Motion Carried.

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

6. PRESIDENT'S REPORT: Nothing to report.

7. ADMINISTRATOR'S REPORT:

VA Widigan reported that he has not yet heard from Shelby Public Schools Superintendent Tim Reeves regarding the Intergovernmental Agreement since August 30, 2019. The last that Mr. Widigan had been told is that Mr. Reeves was waiting on feedback from their legal counsel.

The Parks, Recreation, and Buildings Committee along with Parks Consultant John Wilson and VA Widigan will hold a Village Park Tour on Saturday, September 14, 2019 at 10:00 A.M.

VA Widigan thanked Chief Farber and the Police Department for all of their hard work and time devoted to enforcing the Blight Ordinance. On Wednesday, September 4th, Chief Farber and VA Widigan drove through the Village to view all the 13 addresses that received notices for Blight violations. All but two have either begun the clean-up process or have entirely addressed the issue. A couple new addresses have been identified, including the bricks alongside the Rail-Trail at 78 N. Bevier Street. A notice of ordinance violation letter has been issued to the owner and compliance is required or, a ticket will be issued.

The Ordinance Committee met on Thursday, August 22, 2019 to review the draft Rental Ordinance. On

Friday, September 9, 2019, VA Widigan emailed the Ordinances Committee a list of answers to questions they had for the Attorney. VA Widigan will begin meeting with known landlords in the Village to review the draft ordinance.

VA Widigan reported that the Village's ACT 51 report has been submitted to the Michigan Department of Transportation (MDOT) and has been approved. MDOT also sent a letter stating that the Village's certified millage as of July 1, 2019 (for calendar year 2020) is as follows:
Major: 6.14
Local: 7.46

8. DEPARTMENT HEADS' REPORTS:

Chief Farber reported that the Police Department received the new in-car computer and the new updated software has been loaded and is in use. Violations for the Blight Ordinance and letters were sent out since the last Council meeting. All but four properties have made great progress or are completely cleaned up. Of the four properties (with no progress), two of them are in the foreclosure process.

9. BUDGET REVIEW AND AMENDMENTS:

It was discussed that the Village would begin doing budget amendments throughout the year; quarterly or as needed. There are a couple of expenditure line items within the budget that require adjusting. These budget amendments represent a total increase to Major Streets and Local Streets Fund Expenditures in the amount of $71,801.93. These projected increases are over the approved budget. Two main causes of these overages are:

- The road salt bill from the Oceana County Road Commission came in higher than budgeted.
- The final invoice from MDOT for the 2018 State Street Project did not come in until April 4, 2019.
- The Sessions Road cost estimate was more than originally budgeted.

Jim Wyns moved to adopt Resolution #2019-09-09-01, September 2019 Budget Amendments.
Seconded by: Steve Crothers.

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

10. CORRESPONDENCE:

a.) <u>Senator Bumstead – Opinion on Senate Bill 431</u>

President Inglis received a letter from Senator Jon Bumstead seeking input on the recently introduced legislation, Senate Bill (SB) 431. Under SB 431, a local unit of government would not be allowed to prevent or prohibit the extraction of natural resources from any property, if both of the following apply:

1. The natural resources are valuable to the point that a person extracting the natural resources can reasonably expect to operate at a profit.

2. Very serious consequences, such as posing an actual and unnecessary risk to public health and safety, would not result from the extraction of the natural resources from the property.

Alternatively, SB 431 would allow a person to extract natural resources if they submit a detailed plan for the proposed extraction to the local unit of government. The application would be considered approved if the local unit of government does not make a final decision within 180 days after receiving the completed application.

Senator Bumstead is looking for thoughts on the potential legislation, so he can get a better understanding of the effects that the bill may have on the Village.

11. CITIZEN PARTICIPATION:

Village business owner and Shelby Roars member Tara Kelley asked for Council approval to change the time frame for the closing of Michigan Avenue for the Farm to Table event from 8:00 A.M. to 11:00 P.M. The Village Council had no objection to this and no further action is required.

12. OLD BUSINESS: No Old Business.

13. NEW BUSINESS:

a.) Awaken the Dawn Event

Brian Beckman from The Ladder approached VA Widigan on Thursday, August 29, 2019 regarding an event they will be hosting on their "triangle lot" just south of The Ladder building. The event is being organized by Tamara Rose, and it will consist of a tent filled with worship and prayer for 50 hours on October 17th, 18th, and 19th of 2019.

Ms. Rose addressed the Village Council and assured that there would be no disturbance to the Village residents during the time of the event. There will be song and worship throughout all hours, but that the noise level will be kept down in order to be respectful of all those around the area.

b.) Transmitter Replacement Quotes

The flow meter transmitter at the main lift station is in need of replacing. The transmitter is what calculates the flow usage for the pumps. DPW Supervisor Greg MacIntosh received two quotes for the replacement of the transmitter. Mr. MacIntosh sought four quotes for the work; however, only Kennedy Industries and Hillard Electric, Inc responded to Mr. MacIntosh's request.

Kennedy Industries quoted the replacement of the transmitter at a cost of $3,325.00 and Hillard Electric quoted the replacement at a cost of $2,800.00.

Bill Harris moved to authorize Greg MacIntosh to contract with Hillard Electric, Inc. of Cedar Springs, Michigan in the amount of $2,800.00 to replace the flow meter transmitter at the main lift station.
Seconded by: Dan Zaverl.

Roll Call Vote:

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

c.) Water Shut-Off List Fee

The Village of Shelby currently has a fee of $30.00 for non-payment of water bills by the 14th of each month. The current Water Shut-Off Policy states: "all past (previous) due amounts must be paid in full by 4:30 P.M. on the 14th day of the month to avoid shut off". This is regardless of holidays or weekends and is why the Village has a drop box in the lobby.

Both the City of Montague and Hart charge a $50.00 reconnect fee. The City of Whitehall charges $50.00 for the first offense and an additional $50.00, $100.00 and $200.00 for the second, third, and fourth shut-off occurrences.

A great deal of discussion ensued regarding the effective date for the increase in the water shut-off list fee to $50.00.

Jim Wyns moved to increase the water shut-off list fee to $50.00 effective March 1, 2020.
Seconded by: John Sutton.

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

14. COMMITTEE REPORTS:

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

The Planning Commission is scheduled to meet on Tuesday, September 17, 2019 to review the Bicycle Ordinance and to schedule a meeting date for the small Master Plan group.

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

The Water and Sanitation Committee met with Michigan Rural Water Association Representative Mike Engels to review the State of Michigan's rules for replacing any lines that contain any lead connections. Mr. Engels will be presenting the information to the Village Council at a later date.

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: John Sutton, Andy Near:

Nothing to report.

g. ORDINANCES – Chair Steve Crothers, Dan Zaverl:

The Ordinances Committee met on September 12th to review and discuss information that VA Widigan received from the Village's attorney regarding the proposed Rental Ordinance. VA Widigan will be meeting individually with known landlords in the Village to review the ordinance before the Village holds a Public Hearing.

15. PAYMENT OF BILLS: Jim Wyns moved to approve the payment of the bills in the amount of $48,410.65.
Seconded by: Steve Crothers.

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

16. ADJOURNMENT: Steve Crothers moved to adjourn the meeting at 7:44 P.M.
Seconded by: Dan Zaverl.

Voice Vote: All in favor.
Motion Carried.

Council minutes are not official until approved at the September 23, 2019 Council meeting. ☐ Approved

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

VILLAGE OF SHELBY
REGULAR COUNCIL MEETING OF September 23, 2019 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, DPW Supervisor Greg MacIntosh, and Police Chief Bob Farber.

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

4. MINUTES:

a.) September 9, 2019

Steve Crothers moved to approve the minutes of the Regular Council meeting of September 9, 2019 as prepared.
Seconded by: Dan Zaverl.

Voice Vote: All in favor.
Motion Carried.

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

6. PRESIDENT'S REPORT:

President Inglis made reference to a Facebook rant by a Village resident complaining about her water bill. The information she had posted on the site was inaccurate and missing some key information. President Inglis had directed VA Widigan to respond to her post on Facebook and VA Widigan was unable to comment on the post, due to being blocked. VA Widigan sent the resident a certified letter addressing her concerns, clearing up any misunderstandings of the information, and explaining exactly why the resident had not been billed for the usage over the past few months and that the issue had been resolved.

7. ADMINISTRATOR'S REPORT:

VA Widigan reported that, on Tuesday, July 16, 2019, draft version 11 of the Intergovernmental Agreement (IGA) was sent to Shelby Public Schools Superintendent Tim Reeves, requesting his review and feedback. Mr. Reeves did send VA Widigan an email on Tuesday, September 17, 2019, with "some feedback". Parks Consultant John Wilson and VA Widigan reviewed it, and what feedback was appropriate was incorporated into the IGA. The IGA needs to be finalized and then approved as soon as possible.

VA Widigan reported that the Village closed on the donation of property from Ms. Campagna. The

signed closing documents were hand-delivered to the title company for closing on the morning of Friday, September 20, 2019.
The Parks, Recreation, and Buildings Committee, along with VA Widigan and Park Consultant John Wilson, held a Village Park Tour on Saturday, September 14, 2019. All eight of the Village's parks were toured and many parts of the tour were shared on Facebook via live feed. There were a sundry of comments and suggestions of ways to improve the Village's parks. The notes taken during the tour will be part of the information submitted to the DNR for the update to the Village's Five-Year Parks and Recreation Plan.

Thursday, September 12, 2019, the Ordinances Committee met to review the questions and answers regarding the proposed Rental Ordinance from the Village's Attorney. Following the last Ordinances Committee meeting, VA Widigan sent the Attorney a few tweaks/suggestions that came out of the meeting. Once VA Widigan receives a final draft, he will begin the one on one meetings with local landlords.

The Sessions Road resurfacing project began on Monday, September 16, 2019 and should be completed within a week or two.

VA Widigan reported that he is working with Andy Moore of Willams & Works to set up a follow-up meeting with the "small group" that attended the initial Master Plan meeting on March 1, 2019.

8. DEPARTMENT HEADS' REPORTS: Nothing to report.

9. CORRESPONDENCE: No correspondence.

10. CITIZEN PARTICIPATION:

Mary Lulich, member of the Shelby Roars group, thanked the Village DPW and Police Department for all of their work and help with the Farm to Table event that took place on September 21, 2019.

11. PUBLIC HEARING:

a.) Industrial Facilities Exemption Hearing – Silver Street Inc.

President Inglis opened the Public Hearing at 6:35 P.M.

Public Act 198 of 1974, as amended, is the primary tool local units of government use as an incentive for companies to renovate and expand aging manufacturing plants or to build new plants in Michigan. The legislative body of the City, Township, or Village in which the facility will be located grants the abatement, which reduces local property taxes by roughly 50 percent on new plants. Abatements cover real property and can run from one to twelve years, at the option of the local unit.

SSI Leasing Co. LLC/ Silver Street Inc. (Media Technologies) currently has 92 fulltime employees and 21 temporary employees. Many of the temporary spots are positions that they intend to hire when they find the right person. Since December 2015, the company has increased employment by 40 people, including temporary help. Furthermore, Media Technologies expects to add 15 or more employees in the next three years. The application affirms that Media Technologies intends to spend $1,877, 820.00 in the Industrial District, consisting of approximately $1,489,840.00 for land improvements and building improvements and

$387,980.00 for machinery and equipment.

Public Hearing Comments:

Jodi Nichols, with the Right Place, told the Council that, by approving the exemption for Silver Street Inc., the Village would be supporting local business owners; there would be growth in local businesses; and, that jobs would be added as well as an increase in taxes for the Village of Shelby.

Randy Seaver, owner of Silver Street Inc. informed the Council that the business is very strong and that they project sales to double in the next two years. Silver Street Inc, will also be able to add a number of jobs after the expansion.

President Inglis closed the Public Hearing at 6:44 P.M.

11. OLD BUSINESS: No Old Business.

12. NEW BUSINESS:

a.) Industrial Facilities Exemption Hearing – Silver Street Inc.

Bill Harris moved to adopt the Resolution #2019-09-23-01, approving the application for Industrial Facilities Exemption Certificate for SSI Leasing Co. LLC/Silver Street Inc. of the Village of Shelby, Oceana County, Michigan.
Seconded by: Steve Crothers.

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

a.) Intergovernmental Agreement

As was discussed at the September 9, 2019 Council meeting, the MDNR has sent us preliminary scoring for the Getty Park Project application. The Village will have until October 1, 2019, to submit any additional information or correct any information already submitted. Given that there is no Village Council meeting before October 1, 2019, the Village's Parks Consultant John Wilson and VA Widigan believe it is best to receive pre-authorization for the Village President and VA Widigan to sign the Intergovernmental Agreement. The authorization is in the event Shelby Public Schools delivers the Village a signed agreement before October 1, 2019.

Jim Wyns moved to authorize VA Widigan and President Inglis to execute all documents and requirements relating to the Intergovernmental Agreement by and between the Village of Shelby and Shelby Public Schools, up and until October 1, 2019.
Seconded by: Andy Near.

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

b.) Fence Quotes

The estimates to replace the fencing at Getty Park and to construct fencing alongside Ms. Campagna's property, as per the approved Donation Agreement by and between the Village of Shelby and Annette Campagna, covers two jobs:

1. The fencing alongside Annette Campagna's property line. That will fulfill the Village's responsibility in the recently approved Donation Agreement.

2. Since the Village will need to have a company erect the fence at Ms. Campagna's property, it makes sense to have them replace the fencing in Getty Park as well.

On September 4, 2019, DPW Supervisor Greg MacIntosh and Parks Consultant John Wilson met with three fence contractors regarding Getty Park and the Campagna property. The proposals include the replacement of the existing fence and requested the submission of a proposal for:

- Removal of the existing fence (this was requested in order to obtain a cost figure). The Shelby DPW will be removing the existing fence.

- Supplying the material and labor to install a 4' high commercial chain link fence material with a black PVC coating bonded to the core wire and installed on the property lines.

- Fence material to be knuckled on top and bottom.
- Tension wire on the bottom
- 2" mesh size
- Line post will be commercial size with PVC black coating
- Top rail will be commercial size with PVC black coating
- Provide a 36" gate at a location to be determined on the east side of the residential property adjacent to Getty Park prior to the fence work being initiated.

The proposals received:

Great Lakes Pet Fencing, LTD quoted $10,560.00 for the black chain link fence, $11,961.00 for black/silver chain link and $1,000.00 to remove the existing fence.

Good Neighbor Fence quoted the black chain link fence at $13,900.00 and $815.00 to remove the existing fence.

Eisenlohr's Farms, LLC quoted the black chain link fence at $13,900.00, $11,961.00 for black/silver chain link and $1,000.00 for the removal of the existing fence.

Steve Crothers moved to hire Great Lakes Fencing Inc. of Hart, Michigan to install black chain link fencing at Getty Park and alongside Annette Campagna's property line in accordance with "Exhibit B" of the Donation Agreement in the amount of $10,560.00.
Seconded by: Andy Near.

Roll Call Vote:

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

13. COMMITTEE REPORTS:

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

The September Planning Commission meeting was cancelled due to no new information regarding the Master Plan Update. VA Widigan in still waiting on information for the same.

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 toured the Village's parks. Although there was not more than one resident in attendance for the tour, there was a great deal of feedback from a number of residents on the Village's Facebook post.

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

Nothing to report.

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

Nothing to report.

g. ORDINANCES – Chair Steve Crothers, Dan Zaverl:

Nothing to report.

14. PAYMENT OF BILLS: Jim Wyns moved to approve the payment of the bills in the amount of $38,340.62.
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 8:20 P.M.
Seconded by: Andy Near.

Voice Vote: All in favor.
Motion Carried.

Council minutes are not official until approved at the October 14, 2019 Council meeting. ☐ Approved

_____ _____

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

VILLAGE OF SHELBY
REGULAR COUNCIL MEETING OF October 14, 2019 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, Andy Near, and Bill Harris.
Absent: John Sutton.

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

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

4. MINUTES:

a.) September 23, 2019

Steve Crothers moved to approve the minutes of the Regular Council meeting of September 23, 2019 as corrected.
Seconded by: Andy Near.

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

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

6. PRESIDENT'S REPORT: Nothing to report.

7. ADMINISTRATOR'S REPORT:

VA Widigan reported that it is time to begin working on the 2020 – 2021 Budget. He will be meeting with department heads in the upcoming week to review their budget requests.
Parmenter Law and VA Widigan are working with the MDNR to remove the bricks near the Rail Trail, given that it is on State of Michigan/MDNR property.

On Tuesday, September 24, 2019, VA Widigan emailed the Ordinances Committee the revised Rental Ordinance and Fee Resolution. He is now beginning one on one meetings with known landlords in the Village of Shelby to review the draft ordinance.

VA Widigan reported that the Sessions Road project is complete. A final project review is scheduled with Fleis & VandenBrink and Reith-Riley Construction.

As a reminder, the Village's Fall Clean-up Day with the Township will be on Saturday, October 19, 2019, from 9:00 A.M. to 1:00 P.M.

Peterson Farms has purchased the Jehovah's Witness Church at 568 N. Oceana Drive, Hart, Michigan. The building will be used for a daycare, along with an early learning center, in partnership with Shelby Public Schools. The service will be available to all families in Shelby, not just Peterson Farms employees.

American Apple, LLC., owned by Caleb Coulter, has partnered with Shelby Public Schools to launch the "Little Tiger Challenge". It is their goal to raise $35,000.00 by November 1, 2019, to assist Shelby Public Schools Thomas Read Elementary School in replacing their playground. How the "Little Tigers Challenge" works, is a business pledges an amount. After pledging, they then nominate two local businesses in hopes of gaining their financial support.

VA Widigan spoke with Andy Moore, of Williams & Works, at length on Monday, October 7, 2019, regarding the Master Plan. The English and Spanish versions of the survey has been finalized, and are on the Village's Facebook page for residents to take. VA Widigan will be reaching out to the Oceana's Herald-Journal and the Oceana County Press, asking them to share the survey in the paper and on-line. After the surveys close at the end of the month, Williams & Works will report on the results. The "small committee" that met in March will meet with Mr. Moore to review the report and initial drafts of the Master Plan.

8. DEPARTMENT HEADS' REPORTS:

Chief Farber reported that the officers participated in an active shooter training at the hospital. Brandon Knoll, who had previously worked part-time for the Police Department, has been hired to fill a part-time position.

9. CORRESPONDENCE:

a.) MML – Elected Officials Training

MML is offering elected officials training on core topics that will help first-time elected officials as well as seasoned officials on the basic functions they will need to know in their roles as public leaders. VA Widigan will be registering those who would like to attend.

10. CITIZEN PARTICIPATION: No Citizen Participation.

11. OLD BUSINESS:

12. NEW BUSINESS:

a.) Intergovernmental Agreement – Final

The Village had received the preliminary scoring for the Getty Park Project from the MDNR in September. The Village had until October 1, 2019 to submit any additional information or correct any information already submitted. Without a final IGA with the Shelby Public Schools, the Village of Shelby lost up to 30 points on its grant application.

As stated during the September 23, 2019 Council meeting, even though it is after October 1, 2019, the Village still needs to move forward with the IGA.

Andy Near moved to approve the Intergovernmental Agreement (IGA) by and between the Village of Shelby and the Shelby Public Schools dated October 1, 2019 and that the Shelby Village Council also authorize VA Widigan to send the final IGA to Shelby Public Schools Superintendent Tim Reeves and the Shelby Public Schools Board of Education President Steve Vinke with a letter stating that the IGA is the final version. Furthermore, Shelby Public Schools has until November 1, 2019, to approve, sign, and return the final IGA to the Village of Shelby. In the event Shelby Public Schools chooses not to approve, sign, and return the final IGA to the Village of Shelby, they shall lose "priority use" of Getty Field.
Seconded by: Steve Crothers.

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

b.) Honduras

VA Widigan reported that he will be going to Honduras November 10, 2019 to November 16, 2019, on behalf of the Shelby Rotary Club. The Rotary Club is partnering with Schools for the Children of the World (SCW) and the Rotary Club of La Pez, Honduras to build a new school in Comayagua, Honduras. While in Honduras, he will be meeting with Mayors of many areas throughout Honduras. VA Widigan is requesting that the Village Council excuse three PTO days out of the five that he is required to use for his to travel to Honduras. This is with the understanding that VA Widigan will provide a presentation to Council on what was learned and how it will benefit the Village of Shelby.

The Council took no action on the request.

13. COMMITTEE REPORTS:

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

The Planning Commission will meet on Tuesday, October 15, 2019 to discuss and update the Community Profile.

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:

Nothing to report.

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

Nothing to report.

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

Nothing to report.

g. ORDINANCES – Chair Steve Crothers, Dan Zaverl:

Nothing to report.

14. PAYMENT OF BILLS: Jim Wyns moved to approve the payment of the bills in the amount of $43,908.22.
Seconded by: Bill Harris.

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

15. ADJOURNMENT: Jim Wyns moved to adjourn the meeting at 7:21 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 October 28, 2019 Council meeting. ☐ Approved

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

VILLAGE OF SHELBY
REGULAR COUNCIL MEETING OF October 28, 2019 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 Andy Near.
Absent: Bill Harris.

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

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

4. MINUTES:

a.) October 14, 2019

Steve Crothers moved to approve the minutes of the Regular Council meeting of October 14, 2019 as presented.
Seconded by: Jim Wyns.

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

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

6. PRESIDENT'S REPORT:

President Inglis thanked Curt Trott, Jim Wyns, Crystal Budde, John Sutton, Bill Harris, and Greg MacIntosh for all the help with the Village Clean-Up Day on October 19th.

7. ADMINISTRATOR'S REPORT:

VA Widigan reported that the Parks, Recreation and Buildings Committee will be meeting on Tuesday, November 5, 2019 at 4:40 P.M. to hold a Public Hearing. The purpose of the Public Hearing is to provide Shelby residents the opportunity to have input on improving the Village's parks and their amenities. The Parks and Recreation Plan will include an inventory of Shelby Parks, goals, and objectives as well as an action plan to complete potential park projects during the five-year time period of 2020-2025.

The Project Manager with Dixon Engineering, Eric Binkowski, stated the timeline for the Village's water tower project would be to finalize the specifications by the end of October/early November and

advertise for bids at the end of November/ early December. The goal is to complete the project within one year.

VA Widigan has begun sharing the draft Rental Ordinance with known landlords in Shelby and has started one on one meetings with them.

The Fall Clean-Up Day was a success. There were approximately 52 Village residents and 10 Shelby Township residents. that took advantage of the free Clean-Up Day.

The Village is in the process of seeking feedback from the community for the Village's Master Plan. After the surveys close at the end of the month, Williams & Works will report on the results. We will get the "Small Committee" that met in March back together to review the report and the initial drafts of the Master Plan.

8. DEPARTMENT HEADS' REPORTS:

DPW Supervisor Greg MacIntosh reported that the DPW is working on a number of projects that includes cross connections, lead sampling, valve repair at Valley Street and the crew will be working on cold patch repair this week.

Chief Farber had nothing to report.

9. CORRESPONDENCE: No Correspondence.

10. CITIZEN PARTICIPATION: No Citizen Participation.

11. OLD BUSINESS: No Old Business.

12. NEW BUSINESS:

a.) Presentation from Tristin Tanner – Skate Park

Village resident Tristin Tanner presented to Council information regarding a desired skate park in the proposed Getty Park Renovations. VA Widigan will remain in contact with Mr. Tanner as the grant process ensues.

b.) Little Tigers Challenge

VA Widigan reached out to the Village's auditor, Eric Van Dop regarding whether the Village is able to donate to the Little Tigers Challenge or not. Mr. Van Dop did state that the Village could contribute to the school's playground project because it is located in the Village of Shelby and because Village residents would use the playground. However, this would not be a donation; rather, it would be an "Intergovernmental Transfer of Functions and Responsibilities." Village attorney, John Schrier, recommended that the Village not make a financial contribution as this is not the best use of taxpayers funds.

The Council took no action on this matter.

13. COMMITTEE REPORTS:

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

The Planning Commission meeting for October was cancelled due to the illness of a number of members. The next meeting is scheduled for November 19, 2019 at 6:30 P.M.

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

The Committee will be scheduling a meeting in the near future in order to review the recent water rate study.

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

VA Widigan will meet with Dan Zaverl to discuss which roads are in need of immediate repair for the 2020/2021 Fiscal Year.

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: John Sutton, Andy Near:

Nothing to report.

g. ORDINANCES – Chair Steve Crothers, Dan Zaverl:

Nothing to report.

14. PAYMENT OF BILLS: Jim Wyns moved to approve the payment of the bills in the amount of $47,641.83.
Seconded by: Steve Crothers.

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

15. ADJOURNMENT: Dan Zaverl moved to adjourn the meeting at 7:09 P.M.
Seconded by: John Sutton.

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

Council minutes are not official until approved at the November 12, 2019 Council meeting. ☐ Approved

_____ _____

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

VILLAGE OF SHELBY
SPECIAL COUNCIL MEETING OF October 30, 2019 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 5:00 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 and Village Clerk/Treasurer Crystal Budde.

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

4. CITIZEN PARTICIPATION: No Citizen Participation.

5. NEW BUSINESS:

a.) IGA Between Village of Shelby and Shelby Public Schools Dated October 29, 2019

The Village of Shelby is already the land manager and owner of Getty Field and the Shelby Public Schools will pay the Village a usage fee of $1,600.00 annually, based upon an itemized invoice given to the Shelby Public Schools, at the Village's fiscal year-end. The Shelby Public Schools shall be responsible for all regulation game markings required for the School's soccer program.

As of the effective date, the control and operation of the irrigation system at Getty Field shall be turned over to the Village in exchange for the first year's Usage Fee being waived. The system is approximately six years old and cost the Shelby Schools approximately $7,000.00 - $8,000.00. It is a valuable asset to our Park.

Andy Near moved to rescind the resolution adopted on October 14, 2019 approving the Final Intergovernmental Agreement (IGA) dated October 1, 2019 and approve the IGA between the Village of Shelby and Shelby Public Schools effective October 30, 2019.
Seconded by: Jim Wyns.

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

6. ADJOURNMENT: Steve Crothers moved to adjourn the meeting at 5:28 P.M.
Seconded by: Andy Near.

Voice Vote: All in favor.
Motion Carried.

Council minutes are not official until approved at the November 12, 2019 Council meeting. ☐ Approved

_____ _____

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

VILLAGE OF SHELBY
REGULAR COUNCIL MEETING OF NOVEMBER 12, 2019 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 Clerk/Treasurer Crystal Budde, DPW Supervisor Greg MacIntosh, and Police Chief Bob Farber.

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

4. MINUTES:

a.) October 28, 2019

Steve Crothers moved to approve the minutes of the Regular Council meeting of October 28, 2019 as presented.
Seconded by: Jim Wyns.

Voice Vote: All in favor.
Motion Carried.

b.) October 30, 2019

Bill Harris moved to approve the minutes of the Special Council meeting of October 30, 2019 as prepared.
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 that Valley City Metal Products, which was previously owned by Jim Frank, has been purchased by Dave Beckman.

7. ADMINISTRATOR'S REPORT:

The Parks, Recreation and Buildings Committee, VA Widigan, and Parks Consultant, John Wilson met on Tuesday, November 5, 2019 at 4:40 P.M. to hold a Public Hearing to provide input on improving the Village's parks and amenities.

VA Widigan will be emailing the Streets and Sidewalks Committee to set up a meeting to discuss next year's street projects.

The Oceana County Road Commission will have a ribbon cutting for the reopening of Shelby Road Bridge. The ribbon cutting was originally scheduled for November 13, 2019 but was rescheduled for Noon on November 18, 2019.

8. DEPARTMENT HEADS' REPORTS:

DPW Supervisor Greg MacIntosh reported that the DPW has been busy with the clearing of snow on the Village Roads. A bad valve at the Valley Street site was looked at and it was determined that the valve could be repaired for a cost of approximately $200.00 as opposed to as opposed to replacing the entire unit at an estimated cost $5,000.00.

Chief Farber had nothing to report.

9. CORRESPONDENCE: No Correspondence.

10. CITIZEN PARTICIPATION: No Citizen Participation.

11. OLD BUSINESS: No Old Business.

12. NEW BUSINESS:

a.) Sale of Lot 4 to Valley SP Land, LLC. – Larry Byl

Larry Byl was the Village President in 1994 when Jim Frank Sr. purchased Lot 5 in Industrial Park from the Village of Shelby, thinking that was the lot immediately "next door." At that time, the plat was new and the legal description for Lot 3 was still a Metes and Bounds description. To resolve the problem, it is being recommended that the Village of Shelby sell lot 4 to the owner of Valley City Metals for $2,500.00. The lot is of no use to the Village, and it will allow for Dave Beckman and Valley City Metals to possibly expand their business in the future.

Steve Crothers moved to adopt Resolution #2019-11-12-04 and authorize Village President, Paul Inglis, to execute all documents necessary to transfer Parcel No. 64-046+-340-004-00 located on Industrial Park Drive in the Village of Shelby and known as Lot 4 to Valley SP Land, LLC. For the purchase price of $2,500.00
Seconded by: Andy Near.

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

13. COMMITTEE REPORTS:

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

The Planning Commission will meet on November 19, 2019 at 6:30 P.M. to discuss the Master Plan Update.

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:

Andy Near reminded residents to help with the development of the Parks & Recreation Plan for 2020-2025 by filling out the parks survey. The survey can be found on the Village's Facebook page.

There will be a Parks, Recreation, and Buildings Committee Meeting on November 25, 2019, at 5:30 P.M. at the Village Hall. The public is invited to provide any input on their vision of Shelby's parks for the future; and/or other possible park and recreational projects to better the community's quality of life.

The draft 2020-2025 Parks and Recreation Plan will be available December 2, 2019 through January 3, 2020 for public inspection and review.

There will be a Public Hearing on January 6, 2020 at 6:30 P.M at the Shelby Village Hall to take comments on the 2020-2025 Parks & Recreation Plan and for the Council to take action on said Plan.

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

Nothing to report.

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

Nothing to report.

g. ORDINANCES – Chair Steve Crothers, Dan Zaverl:

Nothing to report.

14. PAYMENT OF BILLS: Jim Wyns moved to approve the payment of the bills in the amount of $74,121.17.
Seconded by: Steve Crothers.

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

15. ADJOURNMENT: Dan Zaverl moved to adjourn the meeting at 7:11 P.M.
Seconded by: Bill Harris.

Voice Vote: All in favor.
Motion Carried.

Council minutes are not official until approved at the November 25, 2019 Council meeting. ☐ Approved

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

VILLAGE OF SHELBY
REGULAR COUNCIL MEETING OF NOVEMBER 12, 2019 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 Clerk/Treasurer Crystal Budde, DPW Supervisor Greg MacIntosh, and Police Chief Bob Farber.

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

4. MINUTES:

a.) October 28, 2019

Steve Crothers moved to approve the minutes of the Regular Council meeting of October 28, 2019 as presented.
Seconded by: Jim Wyns.

Voice Vote: All in favor.
Motion Carried.

b.) October 30, 2019

Bill Harris moved to approve the minutes of the Special Council meeting of October 30, 2019 as prepared.
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 that Valley City Metal Products, which was previously owned by Jim Frank, has been purchased by Dave Beckman.

7. ADMINISTRATOR'S REPORT:

The Parks, Recreation and Buildings Committee, VA Widigan, and Parks Consultant, John Wilson met on Tuesday, November 5, 2019 at 4:40 P.M. to hold a Public Hearing to provide input on improving the Village's parks and amenities.

VA Widigan will be emailing the Streets and Sidewalks Committee to set up a meeting to discuss next year's street projects.

The Oceana County Road Commission will have a ribbon cutting for the reopening of Shelby Road Bridge. The ribbon cutting was originally scheduled for November 13, 2019 but was rescheduled for Noon on November 18, 2019.

8. DEPARTMENT HEADS' REPORTS:

DPW Supervisor Greg MacIntosh reported that the DPW has been busy with the clearing of snow on the Village Roads. A bad valve at the Valley Street site was looked at and it was determined that the valve could be repaired for a cost of approximately $200.00 as opposed to as opposed to replacing the entire unit at an estimated cost $5,000.00.

Chief Farber had nothing to report.

9. CORRESPONDENCE: No Correspondence.

10. CITIZEN PARTICIPATION: No Citizen Participation.

11. OLD BUSINESS: No Old Business.

12. NEW BUSINESS:

a.) Sale of Lot 4 to Valley SP Land, LLC. – Larry Byl

Larry Byl was the Village President in 1994 when Jim Frank Sr. purchased Lot 5 in Industrial Park from the Village of Shelby, thinking that was the lot immediately "next door." At that time, the plat was new and the legal description for Lot 3 was still a Metes and Bounds description. To resolve the problem, it is being recommended that the Village of Shelby sell lot 4 to the owner of Valley City Metals for $2,500.00. The lot is of no use to the Village, and it will allow for Dave Beckman and Valley City Metals to possibly expand their business in the future.

Steve Crothers moved to adopt Resolution #2019-11-12-04 and authorize Village President, Paul Inglis, to execute all documents necessary to transfer Parcel No. 64-046+-340-004-00 located on Industrial Park Drive in the Village of Shelby and known as Lot 4 to Valley SP Land, LLC. For the purchase price of $2,500.00
Seconded by: Andy Near.

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

13. COMMITTEE REPORTS:

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

The Planning Commission will meet on November 19, 2019 at 6:30 P.M. to discuss the Master Plan Update.

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:

Andy Near reminded residents to help with the development of the Parks & Recreation Plan for 2020-2025 by filling out the parks survey. The survey can be found on the Village's Facebook page.

There will be a Parks, Recreation, and Buildings Committee Meeting on November 25, 2019, at 5:30 P.M. at the Village Hall. The public is invited to provide any input on their vision of Shelby's parks for the future; and/or other possible park and recreational projects to better the community's quality of life.

The draft 2020-2025 Parks and Recreation Plan will be available December 2, 2019 through January 3, 2020 for public inspection and review.

There will be a Public Hearing on January 6, 2020 at 6:30 P.M at the Shelby Village Hall to take comments on the 2020-2025 Parks & Recreation Plan and for the Council to take action on said Plan.

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

Nothing to report.

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

Nothing to report.

g. ORDINANCES – Chair Steve Crothers, Dan Zaverl:

Nothing to report.

14. PAYMENT OF BILLS: Jim Wyns moved to approve the payment of the bills in the amount of $74,121.17.
Seconded by: Steve Crothers.

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

15. ADJOURNMENT: Dan Zaverl moved to adjourn the meeting at 7:11 P.M.
Seconded by: Bill Harris.

Voice Vote: All in favor.
Motion Carried.

Council minutes are not official until approved at the November 25, 2019 Council meeting. ☐ Approved

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

VILLAGE OF SHELBY
REGULAR COUNCIL MEETING OF November 25, 2019 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, DPW Supervisor Greg MacIntosh, and Police Chief Bob Farber.

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

4. MINUTES:

a.) November 12, 2019

Jim Wyns moved to approve the minutes of the Regular Council meeting of November 12, 2019 as corrected.
Seconded by: Steve Crothers.

Voice Vote: All in favor.
Motion Carried.

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

6. PRESIDENT'S REPORT:

President Inglis reported that he had received a few complaints about snowplowing in the Village and stated that this is taken very seriously by the Council. VA Widigan will be riding with members of the DPW staff in order to pin point any problem areas and correct them.

7. ADMINISTRATOR'S REPORT:

VA Widigan reported that the Planning Commission reviewed the Community Profile Report. The next steps are as follows:

1. There were a total of 87 survey responses (79 English and 8 Spanish). Williams & Works is now compiling a survey report for the Planning Commission.

2. The small Committee that met back in March of 2019 will be meeting to finalize a draft of the Master Plan.

3. After November, the Planning Commission will begin meeting with Williams & Works monthly to conduct public hearings and reviews of the Master Plan.

On November 19, 2019, the Planning Commission approved an Industrial Site Plan Review to construct an addition to Blue Photon's building for additional manufacturing. The building addition to Blue Photon would be approximately a 43.75% increase in space. A representative at the meeting stated that the company's move to Norton Shores is likely two to three years out.

VA Widigan reported that he has met with Chief Farber regarding the need to soon begin the search for the Village's next Police Chief. A job description, pre-interview questions, and interview questions have been developed.

Santa will be at the Village's tree lighting ceremony on December 7, 2019 at 7:00 P.M. The event is sponsored by the Shelby Area Chamber, Shelby Rotary, Shelby Optimist Club, Village of Shelby, Shelby Roars, and the Community Foundation for Oceana County.

8. DEPARTMENT HEADS' REPORTS: Nothing to report from DPW Supervisor Greg MacIntosh or Chief Farber.

9. CORRESPONDENCE: No Correspondence.

10. CITIZEN PARTICIPATION: No Citizen Participation

11. OLD BUSINESS: No Old Business.

12. NEW BUSINESS:

a.) Amendment to MDNR Project Agreement Due to Conversion – Getty Park

VA Widigan received an email from Erin Campbell, Grant Coordinator for the Grants Management Section of the Michigan Department of Natural Resources (MDNR). Ms. Campbell gave the Village an "amendment" to the project agreement which is simply to certify and finalize the conversion process we underwent with the acquisition of Annette Campagna's property.

Steve Crothers moved to approve Resolution #2019-11-25-01 to authorize Village Administrator, Robert Widigan, to sign all documents related to the attached amendment to the project agreement due to conversion document, known as BF91-073, Amendment #1.
Seconded by: Andy Near.

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

b.) Industrial Facilities Exemption Certificate – Update Resolution Language Requested

VA Widigan received an email from Janay Jenkins at the Michigan Department of Treasury regarding the resolution that was passed on September 23, 2019 approving the tax abatement for Media Technologies. The resolution was missing one sentence that Treasury requires. The updated resolution will satisfy Treasury's requirement and does not change any of the finances related to this tax abatement. The added language is simply clarifying language to include the date the Industrial Development District was created, official name of the District, and if the tax

abatement exceeds 5% of the total SEV for the Village.

Jim Wyns moved to repeal Resolution # 2019-09-23-02, and approve Resolution #2019-11-25-02 with updated language, as requested from the Michigan Department of Treasury, approving the application for industrial facilities exemption certificate for SSI Leasing Co. LLC/Silver Street Inc of the Village of Shelby, Oceana, County, Michigan.
Seconded by: Steve Crothers.

Roll Call Vote:
Ayes: Wyns, Crothers, Zaverl, 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 met on November 19, 2019. A representative from Blue Photon was in attendance to brief the Planning Commission on the company's plant expansion that is being done. The Planning Commission also continued work on the Master Plan Update.

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

The Water and Sanitation Committee is scheduled to meet on Wednesday, December 4, 2019 at noon. The Committee will be discussing the upcoming changes that will need to be made per the State of Michigan's Lead and Copper rules along with reviewing the Village's current water rates.

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

Nothing to report.

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

Beginning December 2, 2019 and until January 3, 2020, the draft 2020-2025 Parks and Recreation Plan will be available for review at the Village Hall, the Shelby District Library, and on the Village's website

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

Nothing to report.

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

Nothing to report.

g. ORDINANCES – Chair Steve Crothers, Dan Zaverl:

Nothing to report.

14. PAYMENT OF BILLS: Jim Wyns moved to approve the payment of the bills in the amount of $148,640.56.
Seconded by: Steve Crothers.

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

15. ADJOURNMENT: John Sutton moved to adjourn the meeting at 7:04 P.M.
Seconded by: Andy Near.

Voice Vote: All in favor.
Motion Carried.

Council minutes are not official until approved at the December 9, 2019 Council meeting. ☐ Approved

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

VILLAGE OF SHELBY
REGULAR COUNCIL MEETING OF December 09, 2019 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 and Village Clerk/Treasurer Crystal Budde

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

4. MINUTES:

a.) November 25, 2019

Steve Crothers moved to approve the minutes of the Regular Council meeting of November 25, 2019 as corrected.
Seconded by: Jim Wyns.

Voice Vote: All in favor.
Motion Carried.

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

6. PRESIDENT'S REPORT: Nothing to report.

7. ADMINISTRATOR'S REPORT:

VA Widigan reported that the Shelby Tree Lighting was a great success. Thanks to all who participated and helped. Shelby Chamber of Commerce, The Shelby Rotary Club, Shelby Area District Library, Shelby Optimist Club,Village of Shelby, and Shelby Roars.

As of December 2, 2019, the draft 2020-2025 Parks & Recreation Plan is available for review at the Village Hall, Shelby Area District Library, and on the Village's website.

The Streets and Sidewalks Committee met on Tuesday, December 3, 2019, to discuss the 2020/2021 street and sidewalk projects and the red flashing light on Sixth Street. VA Widigan reported that from August 2019 to November 2019, the Village of Shelby DPW crew applied 27.05 tons (54,000 lbs.) of cold patch to our Village streets totaling $2,957.92.

The Water and Sanitation Committee will meet on Wednesday, December 11, 2019, at 12:00 P.M. to discuss the water tower painting, along with other questions relating to the Water Rate Study that was done by the Michigan Rural Water Association.

VA Widigan reported that all required documents for the Village Fiscal Year 2020/2021Revenue

Sharing Program have been submitted to the Michigan Department of Treasury. These documents are necessary to receive the Village's revenue sharing allocation. Total Fiscal Year Constitutional and Statutory revenue sharing projections for the Village of Shelby are $230,498.00, a 1.8% increase over last year.

8. DEPARTMENT HEADS' REPORTS: Nothing to report.

9. CORRESPONDENCE: No Correspondence.

10. CITIZEN PARTICIPATION: No Citizen Participation.

11. OLD BUSINESS: No Old Business.

12. NEW BUSINESS:

a.) Appointment to Shelby Area District Library Board of Trustees

Connie Near's term on the Shelby Areas District Library Board of Trustees expires on December 31, 2019. Ms. Near has agreed to serve another term. The Library Board respectfully requests that the Village Council reappoint Ms. Near to a three-year term beginning January of 2020.

Andy Near moved to reappoint Connie Near to the Shelby Area District Library Board of Trustees for a three-year term beginning January of 2020.
Seconded by: Dan Zaverl.

Voice Vote: All in favor.
Motion Carried.

b.) Village Hall Windows and Back Door

When the Fiscal Year 2019/2020 budget was being developed, replacement of the windows and the back door at the Village Hall was a goal. The windows are single pane windows and during the winter months, let in a lot of cold air. The back door is rusting out, and when the temperature changes, you can often see daylight between the door and the frame.

Three quotes were received as follows:

	Windows	Door	Total
Blackmer Construction	N/A	$3,860.00	$3,860.00
Interstate Glass of Ludington	$5,007.00	$3,634.00	$8,641.00
White Lake Glass (5% discount)	$3,250.00	$3,250.00	$6,650.00

White Lake Glass has offered a 5% discount if the Village approves all the work to be done at once. The discount is shown in the quote above.

Jim Wyns moved to approve the quote from White Lake Glass, Inc. at 3577 Blackmer Rd, Ravenna, Michigan 49451 to remove and replace three windows and one back door at the Shelby Village Hall for a total of $6,650.00.
Seconded by: Andy Near.

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

13. COMMITTEE REPORTS:

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

The Planning Commission will meet on Tuesday, December 17, 2019 at 6:30 P.M. to discuss the Master Plan Update and Planning Commission appointments.

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

Meeting scheduled for Wednesday, December 11, 2019 at 12:00 P.M.

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

The Streets and Sidewalks Committee met on December 3, 2019 to discuss the Village streets and sidewalks that will need to be repaired and/or resurfaced. VA Widigan is getting more information and will meet with the Committee again at a later time.

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

As of December 2, 2019, the draft 2020 – 2025 Parks & Recreation Plan is available for review at the Village Hall, The Shelby Area District Library, and on the Village's Website.

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

Nothing to report.

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

Nothing to report.

g. ORDINANCES – Chair Steve Crothers, Dan Zaverl:

Nothing to report.

14. PAYMENT OF BILLS: Jim Wyns moved to approve the payment of the bills in the amount of $83,162.19.
Seconded by: Steve Crothers.

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

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

Voice Vote: All in favor.

Motion Carried.

Council minutes are not official until approved at the December 23, 2019 Council meeting. ☐ Approved

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

VILLAGE OF SHELBY
REGULAR COUNCIL MEETING OF December 23, 2019 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 Chief Bob Farber.

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

4. MINUTES:

a.) December 9, 2019

Steve Crothers moved to approve the minutes of the Regular Council meeting of December 9, 2019 as corrected.
Seconded by: Dan Zaverl.

Voice Vote: All in favor.
Motion Carried.

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

6. PRESIDENT'S REPORT: President Inglis had nothing to report but wanted to wish everyone a Merry Christmas and a healthy and happy New Year.

7. ADMINISTRATOR'S REPORT:

VA Widigan reported that he had received an email on Monday, December 16, 2019 from Dan Lord, Manager, Grants Management Finance and Operations Division. VA Widigan was informed that the Village's Getty Park Renovation application was not selected for funding by the Michigan Natural Resources Trust Fund Board. The Trust Fund Grant is a competitive grant program and can be difficult for small rural agencies to receive funding. According to Mr. Lord, more applications were submitted than could be funded. VA Widigan will be attending an MDNR grant workshop on January 6, 2020 in Lansing with Parks and Recreation Consultant John Wilson. VA Widigan will meet with the Parks and Recreation Committee later that evening to discuss details from the workshop. In attending the grant workshop VA Widigan will be able to meet with the Village's grant coordinator to inquire about possible deficiencies in the recent grant application, along with recommendations and strategies for the Village's new application.

The Village of Shelby was awarded $1,500.00 from the JT Sackett Fund of the Community Foundation for Oceana County to purchase and establish a bike repair station along the William Field Memorial Hart-Montague Trail. This is in response to the "Community Wish List" request that was made by VA Widigan earlier this year.

VA Widigan reported that the State of Michigan has raised the price of salt for this season. The Village purchases its salt from the Oceana County Road Commission; however, the County sets its prices based on the State's price. In November 2018, the price was $36.20 a ton. The bill that the Village just received for November of 2019 was based on a price of $75.44 per ton.

Chief Farber and VA Widigan are working on a Community Facilities Grant from the USDA Rural Development. This program provides affordable funding to develop essential community facilities in rural areas. Grants through this program may fund a maximum of 75% of the project or development. VA Widigan and Chief Farber are researching the utilization of the program for the purchase of a new police cruiser and/or a public works vehicle.

Chief Farber and VA Widigan have been meeting in regard to the search for the Village's next Police Chief. A job description, pre-interview questions, and interview questions have been developed and reviewed.

8. DEPARTMENT HEADS' REPORTS:

DPW Supervisor Greg MacIntosh had nothing to report.

Chief Farber reported that he hired two part-time officers to fill open shifts. They are Brandon Knoll who previously worked for the Village of Shelby and Elizabeth Mantyck who recently graduated from WSCC this past May and is currently working part-time for the City of Hart.

9. CORRESPONDENCE: No Correspondence.

10. CITIZEN PARTICIPATION: No Citizen Participation.

11. OLD BUSINESS: No Old Business.

12. NEW BUSINESS:

a.) Village of Shelby Council and Planning Commission 2020 Meeting Dates.

Every year the Council adopts meeting schedules for the Village of Shelby Council and Planning Commission for the upcoming year. It is then posted at the Village Hall, shared with media, posted to the Village website, and on Facebook. The 2020 Council meeting schedule is as follows:

January 6 * 1st Monday
January 20 * 3rd Monday
February 10

February 24
March 9
March 23
April 13
April 27
May 11
May 26
June 8
June 22
July 13
July 27
August 10
August 24
September 14
September 28
October 12
October 26
November 9
November 23
December 14
December 28

2020 Planning Commission schedule:

January 21
February 18
March 17
April 21
May 19
June 16
July 21
August 18
September 15
October 20
November 17
December 15

Steve Crothers moved to adopt the proposed 2020 meeting schedules for the Village of Shelby Council and the Village of Shelby Planning Commission respectfully.
Seconded by: Andy Near.

Voice Vote: All in favor.
Motion Carried.

b.) Planning Commission Appointments

On Tuesday, December 17, 2019 the Planning Commission voted to amend their by-laws and

reduce the number of members from nine to seven. There was also a need to fill two vacant seats, due to expiring Planning Commission member terms. It was recommended that Richard Setlak and Timothy Horton be re-appointed to the Village of Shelby Planning Commission.

John Sutton moved to re-appoint Planning Commission members Richard Setlak and Timothy Horton to the Village of Shelby Planning Commission; with Richard Setlak being appointed for a one-year term beginning January 1, 2020, and expiring December 31,2020, and Timothy Horton being appointed for a two-year term beginning January 1, 2020, and expiring on December 31, 2021.
Seconded by: Andy Near.

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

c.) Water Bills

Village Clerk/Treasurer Crystal Budde presented to Council the cost comparison she prepared in regard to full page water bills vs. the post card billing that the Village of Shelby previously used. The full-page billing is not only time consuming, but it is also very costly for the Village. The Village will save money by switching back to the post card billing, as well as cutting back a significant amount of staff time that is spent matching past due/shut off notices to the current bill and running the stuffing and sealing machine.

Current Cost Breakdown:

	Monthly	Annually
Full Page bills		
Billing paper	$50.33	$603.96
Envelopes	$43.14	$517.68
Postage	$359.90	$4,318.80
Newsletter (paper)	$45.00	$540.00
Equip. Maintenance	$54.17	$650.00
Total	**$552.54**	**$6,630.44**
Post Cards		
Card stock	$43.14	$517.68
Postage	$251.65	$3,019.80
Total	**$294.79**	**$3,537.48**
Total Savings	**$257.75**	**$3,092.96**

Steve Crothers moved that the Village of Shelby switch to post card billing and develop a newsletter of significant information to be posted in the Village Hall, on the Village's website on the Village of Shelby Facebook page, and at other depositories.

Seconded by: Andy Near.

Roll Call Vote:
Ayes: Crothers, Near, Sutton, Harris, and Inglis.
Nays: Wyns and Zaverl.
Motion Carried 5-2.

13. COMMITTEE REPORTS:

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

The Planning Commission will meet on January 21, 2020 to continue to update the Master Plan.

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

The Water and Sanitation Committee met on December 11, 2019 to discuss water bills and the painting of the water tower. The Council had previously approved the painting of the water tower and the Committee agreed to use an off-white paint for the tower with purple lettering. The Shelby Tigers logo may be added depending on the quote for the painting. The Committee will be meeting again to discuss the results of the water rate study performed by Mike Ingels with Michigan Rural Water Association. The suggested increase for the water rate was much higher than the Committee was expecting and a second opinion from Fleis and VandenBrink has been requested.

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

Nothing to report.

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

As of December 2, 2019, the draft 2020-2025 Parks and Recreation Plan has been available for review at the Village Hall, the Library, and on the Village's website.

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

Nothing to report.

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

Nothing to report.

g. ORDINANCES – Chair Steve Crothers, Dan Zaverl:

The Ordinances Committee will be meeting very soon to discuss and propose the adoption of a Rental Ordinance for the Village of Shelby.

14. PAYMENT OF BILLS: Jim Wyns moved to rescind the payment of bills for December 9, 2019 in

the amount of $83,162.19 and to approve the payment of the bills in the amount of $104,032.34.
Seconded by: Steve Crothers.

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

Jim Wyns moved to approve the payment of bills for December 23, 2019 in the amount of $35,894.43.
Seconded by: Steve Crothers.

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

15. ADJOURNMENT: Dan Zaverl moved to adjourn the meeting at 7:32 P.M.
Seconded by: Steve Crothers.

Voice Vote: All in favor.
Motion Carried.

Council minutes are not official until approved at the January 06, 2020 Council meeting. ☐ Approved

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