

**VILLAGE OF SHELBY
REGULAR COUNCIL MEETING January 11, 2016 at 7:00 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 7:00 P.M. by President Paul Inglis. The meeting was held in the Shelby High School Auditorium because of its increased capacity.

2. ROLL CALL:

Answering the roll call: Bill Harris, Andy Near, Dan Zaverl, Paul Inglis, John Sutton, Ben Michalko, and Sharita Prowant.

Staff present: VA Chelsea Stratil, Interim Police Chief Terry Tenbrink, and Village Clerk Julie Schultz.

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

4. CITIZEN ATTENDANCE: Jane Tenbrink, Ann Campagna, Marc Inglis, Roxanne Inglis, Jo Kelley, Larry Kelley, Joe Gorton, Paula Michalko, Jim McClain, Jim Wynn, Ralph Briesse, Kayla Schultz, Roger Schultz, Ian Oliver, Ross Field, Mary Lulich, Lou Nichols, Joyce Roberston, Alan Griffin, Chris Bollon, John Simmons, Jeanne Newman, Carla Wilson, Cathy Schouten, Harry Schouten, Rich Setlak, Stephen Junewick, Dave Gregwer, Terry Shaw, John Cavanaugh, Allison Scarbrough, Dan Bauer, Chuck Persenaire, and Oceana County Sheriff Deputy Scott Boseley.

5. MINUTES: Ben Michalko made the motion to approve the minutes of the Regular Council Meeting of December 30, 2015 as submitted.

Supported by Dan Zaverl.

All in Favor.

Motion carried unanimously.

6. ADDITIONS TO THE AGENDA: No additions to the agenda.

7. PRESIDENT'S REPORT: President Inglis read a letter from Bryon Mazade expressing his appreciation for serving the Village of Shelby. He requested VA Stratil to send a letter of appreciation to Mr. Mazade for his service.

8. ADMINISTRATORS REPORT: VA Stratil reported that the 2001 Sterling plow truck purchased from Midwest Tractor has been repaired, returned and is running great.

9. OLD BUSINESS:

a.) About three weeks ago, Chief Robert Wilson was suspended without pay but has continued to receive benefits.

Andy Near made the motion to meet in closed session for the purpose of considering the advice included in a written attorney/client privileged communication, which is exempt from disclosure by state or federal statute.

According to the Open Meetings Act:

Meeting in closed session – a public body may meet in a closed session only for one or more of the permitted purposes specified in section 8 of the OMA; the limited purposes for which closed sessions are permitted include, among others:

(6) To consider material exempt from discussion or disclosure by state or federal statute. But note – a board is not permitted to go into closed session to discuss an attorney's oral opinion, as opposed to a written legal memorandum.

Supported by Dan Zaverl

Roll Call Vote:

Ayes: Near, Zaverl, Harris, Sutton, Michalko, and Inglis

Nays: Prowant

Motion carried 6-1.

The Village Council went into closed session at 7:30 P.M.

The Village Council returned from closed session at 8:50 P.M.

Dan Zaverl made the motion based upon the internal investigation performed by Village Administrator Stratil and recommendation of Village Attorney Schrier, I move to terminate the employment of Robert Wilson effective immediately.

Supported by Bill Harris

Roll Call Vote:

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

Nays: Michalko

Sharita Prowant refused to vote.

Ben Michalko informed those in attendance that the Council reviewed a tremendous amount of information and no one took the subject lightly. He stated that he respects each Council member's decision.

Village Attorney John Schrier informed Council that VA Stratil's report is subject to the Freedom of Information Act (FOIA) but the written opinion letter from him is not.

Chris Bollon asked the Council why Council dismissed Chief Wilson.

VA Stratil responded that Bob Wilson had been performing vehicle safety inspections and was getting paid to do them; however, he did not turn the funds over to the Village.

There were many comments and questions exchanged regarding the termination of Chief Wilson from those in attendance.

Sharita Prowant made the statement, "Council did not vote on the suspension of Bob Wilson, VA Stratil can suspend an employee. Council, at the time, chose to support VA Stratil" and she believed that it should remain that way until the Michigan State Police investigation is completed.

Bill Harris stated that Council has a responsibility to the Village of Shelby residents to account for all funds properly.

10. NEW BUSINESS:

No New Business.

11. CITIZEN PARTICIPATION:

A great deal of citizen participation occurred during discussion of “legal advice” under Old Business.

12. COMMITTEE REPORTS

- a. PLANNING COMMISSION: Chair Ex-Officio: Ben Michalko:** Nothing to report. Meeting Tuesday, January 19, 2016 at 7:00 P.M.
- b. WATER & SANITATION: Chair: John Sutton, Andy Near:** Nothing to report.
- c. STREETS AND SIDEWALKS: Chair: Dan Zaverl, Sharita Prowant:** Nothing to report.
- d. PARKS, REC. & BLDGS: Chair: Sharita Prowant, Andy Near:** Nothing to report.
- e. FINANCE and INSURANCE: Chair: Bill Harris, Ben Michalko:** Nothing to report.
- f. PERSONNEL: Chair: Ben Michalko, Bill Harris:** Nothing to report. Ben Michalko requested Council to review the Personnel Committee Meeting of the Whole minutes of December 15 and December 22 for approval at the January 25, 2016 Council Meeting.
- g. ORDINANCES – Chair John Sutton, Dan Zaverl:** Nothing to report.

13. PAYMENT OF THE BILLS: Andy Near made the motion to pay the bills in the amount of \$55,637.42. Supported by Bill Harris.

All in favor.

Motion carried unanimously.

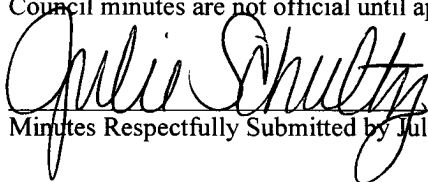
14. ADJOURNMENT: Sharita Prowant made the motion to adjourn the meeting at 9:45 P.M. Supported by John Sutton.

All in favor.

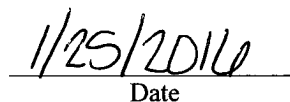
Motion carried unanimously.

Council minutes are not official until approved at the January 25, 2016 Council meeting.

☒ Approved



Minutes Respectfully Submitted by Julie Schultz, Village Clerk



Date

**VILLAGE OF SHELBY
REGULAR COUNCIL MEETING January 25, 2016 at 7:00 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 7:00 P.M. by President Paul Inglis.

2. ROLL CALL:

Answering the roll call: Bill Harris, Andy Near, Dan Zaverl, Paul Inglis, John Sutton, Ben Michalko, and Sharita Prowant.

Staff present: VA Chelsea Stratil, Interim Police Chief Terry Tenbrink, DPW Supervisor Greg MacIntosh, and Village Clerk Julie Schultz.

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

4. CITIZEN ATTENDANCE: Jane Tenbrink, Ann Campagna, Jeanne Newman, Barb Marczak, Amy Malek, Jesse McCormick, Larry Byl, Mary Lulich, and John Cavanaugh.

5. MINUTES: Sharita Prowant requested the change of the sentence from "Council, at the time, chose to suspend Bob Wilson without pay" to "Council, at the time, chose to support VA Stratil".

Sharita Prowant made the motion to approve the minutes of the Regular Council Meeting of January 11, 2016 as amended.

Supported by John Sutton.

All in Favor.

Motion carried unanimously.

6. ADDITIONS TO THE AGENDA: VA Stratil introduced Greg MacIntosh, the new Village of Shelby DPW Supervisor. Mr. MacIntosh informed Council that he will be presenting a report to them at the first meeting of each month to inform them of what the DPW did the month before. Barb Marczak and Amy Malek from Prein and Newhoff and Jesse McCormick from McCormick Sand were present to help answer questions with regard to the State Street Construction Project. Jesse McCormick informed the Council that they made adjustments to three of the manhole covers and would be willing to look at all them again in the Spring for more adjustments if necessary. Amy Malek informed Council that they could take a second look in the spring as well for any issues that need to be resolved.

7. PRESIDENT'S REPORT: President Inglis read a letter from Oceana County Administrator Sue Johnson advising that Oceana County will be holding Open Meeting Act Training on March 24, 2016 at 7:00 P.M. at the Eldridge Township Hall. If any Council member is interested, he/she should let Village Clerk Julie Schultz know by March 10, 2016.

The Ladder Community Center will be hosting an Open House on the same day as the Winter Blast Festival on February 6, 2016 from 10 A.M. to 2 P.M. Be sure to stop by and check out the new addition to the Village of Shelby.

8. ADMINISTRATORS REPORT: VA Stratil reported that she received an email from Michelle with T-Mobile concerning the tower rental rate they would be willing to pay the Village. VA Stratil

informed Council that T-Mobile has agreed to increase the rent but the amount is yet to be determined.

9. OLD BUSINESS:

a.) Village Clerk Julie Schultz presented some changes to the “Policy for the Billing, Collection and the Application of Utility Ready-to-Serve and Unit Consumption Charges”. Ms. Schultz presented her suggested changes and the reason for each of them.

Ben Michalko made the motion to revise the “Policy for the Billing, Collection and the Application of Utility Ready-to-Serve and Unit Consumption Charges” as presented.
Supported by John Sutton.

Roll Call Vote:

Ayes: Michalko, Sutton, Prowant, Harris, Near, Zaverl, and Inglis.

All in favor.

Motion carried unanimously.

10. NEW BUSINESS:

a.) Oceana County Emergency Management Coordinator Tom Osborn sent a copy of the updated Oceana County Hazard Mitigation Plan for the Village of Shelby Council’s review and consideration for approval. The Council would like more information regarding the Plan changes and requested that Mr. Osborn attend the next Council meeting.

b.) The Police Chief position will be discussed at the Personnel Committee Meeting on Tuesday, January 26, 2016 at 7:00 P.M.

11. CITIZEN PARTICIPATION:

No citizen participation.

12. COMMITTEE REPORTS

- a. **PLANNING COMMISSION: Chair Ex-Officio: Ben Michalko:** Meeting was held on Tuesday, January 19, 2016 at 7:00 P.M. Planning Commission Chairperson Rich Setlak informed the Planning Commission that the Shelby Township Board made a change in zoning in C-2 District to allow for electronic signs. The Planning Commission was requested to consider a Special Land Use for the MOCAP property and there will be a Public Hearing on February 16, 2016 at 7:00 P.M. to act on the matter.

President Inglis appointed Sharita Prowant, John Sutton, and Bill Harris to an Ad Hoc Committee to further study the feasibility of acquiring the MOCAP property by the Village of Shelby.

- b. **WATER & SANITATION: Chair: John Sutton, Andy Near:** Nothing to report.

- c. **STREETS AND SIDEWALKS: Chair: Dan Zaverl, Sharita Prowant:** Nothing to report.

- d. **PARKS, REC. & BLDGS: Chair: Sharita Prowant, Andy Near:** Nothing to report.

- e. **FINANCE and INSURANCE: Chair: Bill Harris, Ben Michalko:** The Finance Committee will meet on Tuesday, February 9, 2016 at 6:00 P.M. to discuss the first draft of the 2016/2017 Fiscal Year Budget. The Finance Committee of the Whole will meet on Thursday, February 18, 2016 at 6:00

P.M. to discuss the same. There will be a Public Hearing on February 22, 2016 at 7:00 P.M. to consider and adopt the 2016/2017 Fiscal Year Budget.

f. PERSONNEL: Chair: Ben Michalko, Bill Harris: Nothing to report. Meeting Tuesday, January 26, 2016 at 7:00 P.M. to discuss the Police Chief and Village Treasurer positions.

g. ORDINANCES – Chair John Sutton, Dan Zaverl: Nothing to report.

13. PAYMENT OF THE BILLS: Bill Harris made the motion to pay the bills in the amount of \$37, 048.55. Supported by Ben Michalko.

All in favor.

Motion carried unanimously.

14. ADJOURNMENT: Sharita Prowant made the motion to adjourn the meeting at 9:02 P.M. Supported by John Sutton.

All in favor.

Motion carried unanimously.

Council minutes are not official until approved at the February 8, 2016 Council meeting.

☐ Approved

Minutes Respectfully Submitted by Julie Schultz, Village Clerk

Date

**VILLAGE OF SHELBY
REGULAR COUNCIL MEETING February 8, 2016 at 7:00 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 7:00 P.M. by President Paul Inglis.

2. ROLL CALL:

Answering the roll call: Bill Harris, Andy Near, Dan Zaverl, Paul Inglis, John Sutton, Ben Michalko, and Sharita Prowant.

Staff present: Interim Police Chief Terry Tenbrink and Village Clerk Julie Schultz.

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

4. CITIZEN ATTENDANCE: Oceana County Administrator Sue Johnson, Oceana County Emergency Management Coordinator Tom Osborn, Oceana County EMS Director Lance Corey, Larry Byl, Cathy Schouten, Christine Bollon, Michael Neeves, John Cavanaugh, John Reimer, Jeanne Newman, Scott VanSingel, and Jane Tenbrink.

5. MINUTES: Sharita Prowant requested that the word “recommended” be changed to “requested” for the change in the minutes of January 11, 2016. Ben Michalko stated that the “s” on McCormick Sands should be removed.

Sharita Prowant made the motion to approve the minutes of the Regular Council Meeting of January 25, 2016 as amended.

Supported by Dan Zaverl.

All in Favor.

Motion carried unanimously.

6. ADDITIONS TO THE AGENDA: No additions to the agenda.

7. PRESIDENT’S REPORT: President Inglis reported there will be a presentation regarding the County’s procurement of broadband service by Thomas Stephenson, Connect Michigan Technology Advisor.

8. ADMINISTRATORS REPORT: VA Stratil was not in attendance. President Inglis shared VA Stratil’s Council updates.

9. OLD BUSINESS:

a.) Oceana County Emergency Management Coordinator Tom Osborn explained the process and the reason for the development and adoption of the Oceana County Hazardous Mitigation Plan. He informed Council the Hazardous Mitigation Plan can be found on the West Michigan Shoreline Regional Development Corporation (WMSRDC) website for review. Council tabled action on the County Hazard Mitigation Plan until the February 22, 2016 meeting.

b.) The Village Council conducted a Special Meeting on Thursday, January 28, 2016 to discuss the options regarding the possible use and purchase of the MO-CAP property and building located at 562 South State Street. The property is the last large parcel available in the southern quarter of the Village.

The County is also interested in purchasing the property and the building and gave the Village a couple of weeks to review and discuss the matter.

Bill Harris made the motion that the Village of Shelby NOT purchase the MO-CAP property located at 562 S. State Street, Shelby, Michigan.

Supported by Dan Zaverl.

Sharita Prowant emphasized that we should respect each other's opinions whether we agree with them or not. She had been asked by President Inglis to chair an Ad Hoc committee and at that meeting the Committee decided to have a Special Council Meeting wherein many ideas were offered. The primary reason for purchasing the property is that it would be an asset to the Village. It is understood that Council does not have a specific use for the property in mind. We recently found out the parcel was available. The County is also interested and some are not happy that we have come in the mix. The Council members are not unanimous on this matter. We are responsible for the Village and we need to begin to look "outside of the box" and the future of Shelby as she does not want to see a ghost town here. There was a great deal of discussion on the matter. Each Council member offered his/her reason(s) for supporting or not supporting the property purchase.

Roll call vote:

Ayes: Harris, Zaverl, Near, Sutton, Inglis

Nays: Michalko and Prowant

Motion carried 5-2.

c.) Bill Harris made the motion to authorize President Paul Inglis, in the absence of a Village Treasurer, and Village Clerk Julie Schultz to sign for a new savings account for the SAW Grant funds.

Supported by John Sutton.

All in favor.

Motion carried unanimously.

d.) T-Mobile has revised the lease agreement for space on the Village water tower. Council preferred to take two more weeks to review the proposed agreement.

10. NEW BUSINESS:

a.) VA Stratil was hired on August 24, 2015 at \$40,000.00 per year. It was determined during negotiations over her employment agreement contract that she would secure a \$5,000.00 increase after six months of employment. Council tabled the matter until the next Council meeting when VA Stratil is available.

11. CITIZEN PARTICIPATION: Scott VanSingel introduced himself and informed Council that he is running for State Representative to fill the seat currently held by Representative Bumstead. He wanted to introduce himself and let Council know that they can contact him at any time with questions.

Chris Bollon asked what the Council plans to do to help improve the Village of Shelby. President Inglis related that the downtown business district needs immediate attention and growth in the Industrial Park should be a priority as well.

12. COMMITTEE REPORTS

a. **PLANNING COMMISSION: Chair Ex-Officio: Ben Michalko:** Next meeting is on Tuesday,

February 16, 2016 at 7:00 P.M. and it will not be a Public Hearing for a Special Land Use for the MO-CAP building and property due to a publication error.

b. WATER & SANITATION: Chair: John Sutton, Andy Near: Nothing to report.

c. STREETS AND SIDEWALKS: Chair: Dan Zaverl, Sharita Prowant: Nothing to report.

d. PARKS, REC. & BLDGS: Chair: Sharita Prowant, Andy Near: Nothing to report. Thanked Mary Lulich for the new signage on the front door.

e. FINANCE and INSURANCE: Chair: Bill Harris, Ben Michalko: The Finance Committee will meet on Tuesday, February 9, 2016 at 6:00 P.M. to discuss the first draft of the 2016/2017 Fiscal Year Budget.

f. PERSONNEL: Chair: Ben Michalko, Bill Harris:

John Sutton made the motion to approve the minutes of the December 15, 2015 Personnel Committee Meeting as presented.

Supported by Dan Zaverl.

All in favor.

Motion carried unanimously.

John Sutton made the motion to approve the minutes as presented of the December 22, 2015 Personnel Committee Meeting as presented.

Supported by Sharita Prowant.

All in favor.

Motion carried unanimously.

A Personnel Committee Meeting was held on January 26, 2016 to review the hiring process for the Police Chief position and discuss to the hiring process for the Office of Village Treasurer.

Ben Michalko made the motion to promote interim Police Chief TenBrink to Police Chief for the Village of Shelby effective February 9, 2016, at \$23.88 per hour/\$49,670.40 annually and to authorize Village Administrator Stratil to advertise for a full-time police officer.

Supported by Andy Near

Roll call vote:

Ayes: Michalko, Near, Harris, Zaverl, Sutton, and Inglis.

Nays: Prowant

Motion carried 6-1.

g. ORDINANCES – Chair John Sutton, Dan Zaverl: Nothing to report.

13. PAYMENT OF THE BILLS: Bill Harris made the motion to pay the bills in the amount of \$47,920.69. Supported by Ben Michalko.

Motion carried 6-1 with Prowant voting No.

14. ADJOURNMENT: Sharita Prowant made the motion to adjourn the meeting at 9:31 P.M.
Supported by John Sutton.

All in favor.

Motion carried unanimously.

Council minutes are not official until approved at the February 22, 2016 Council meeting. ☐ Approved

Minutes Respectfully Submitted by Julie Schultz, Village Clerk

Date

**VILLAGE OF SHELBY
REGULAR COUNCIL MEETING February 22, 2016 at 7:00 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 7:00 P.M. by President Paul Inglis.

2. ROLL CALL:

Answering the roll call: Bill Harris, Dan Zaverl, Paul Inglis, John Sutton, and Sharita Prowant.

Absent: Andy Near and Ben Michalko

Staff present: Interim Police Chief Terry Tenbrink, Village Administrator Chelsea Stratil and Village Clerk Julie Schultz.

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

4. CITIZEN ATTENDANCE: Jane Tenbrink and John Cavanaugh

5. MINUTES: Sharita Prowant requested that the phrase “on this issue” be removed on page two, President Inglis requested to change “Ad Hoc meeting” to “Ad Hoc Committee” on page two, he also requested to change the word “negotiations” to “agreement” on the bottom of page two for the change in the minutes of February 8, 2016.

John Sutton made the motion to approve the minutes of the Regular Council Meeting of February 8, 2016 as corrected.

Supported by Dan Zaverl.

All in Favor.

Absent: Near and Michalko

Motion carried unanimously.

6. ADDITIONS TO THE AGENDA: No additions to the agenda.

7. PRESIDENT’S REPORT: President Inglis asked for a moment of silence for the City of Kalamazoo and the families affected by the shootings.

8. ADMINISTRATORS REPORT: VA Stratil informed Council that Enrique Rodriguez Jr. will not be offered full-time to work for the Village of Shelby effective February 19, 2016.

9. PUBLIC HEARING:

President Inglis opened the Public Hearing for the Fiscal Year 2015/2016 Budget Amendments and the Fiscal Year 2016/2017 Budget at 7:07P.M.

The Council members discussed the recommended Fiscal Year 2015/2016 Budget Amendments and

proposed 2016/2017 Budget.

President Inglis closed the Public Hearing for the Fiscal Year 2015/2016 Budget Amendments and the Fiscal Year 2016/2017 Budget at 8:20 P.M.

Bill Harris made the motion to adopt the Fiscal Year 2015/2016 Budget Amendments as follows:

General	Revenue	\$625,798.00
	Expenditure	\$619,273.00
Gen. Investment	Revenue	\$1,200.00
	Expenditure	\$0.00
Major Street	Revenue	\$227,771.00
	Expenditure	\$227,771.00
Local Street	Revenue	\$187,100.00
	Expenditure	\$50,670.00
Street Debt	Revenue	\$148,660.00
	Expenditure	\$148,525.00
Sewer	Revenue	\$396,500.00
	Expenditure	\$387,645.00
Water	Revenue	\$299,808.00
	Expenditure	\$277,445.00
Equipment Pool	Revenue	\$158,200.00
	Expenditure	\$137,799.00
Total:	Revenue	\$2,045,037.00
	Expenditure	\$1,849,128.00

Supported by: Dan Zaverl
 Ayes: Harris, Zaverl, Sutton, and Inglis
 Nays: Prowant
 Absent: Near and Michalko
 Motion carried 4-1.

Bill Harris made the motion to adopt the General Fund Budget Revenues of \$579,684 and Expenditures of \$579,493 for FY-2016/2017 beginning March 1, 2016.

Supported by: John Sutton
 Ayes: Harris, Sutton, Zaverl, and Inglis
 Nays: Prowant
 Absent: Near and Michalko
 Motion carried 4-1.

Bill Harris made the motion to adopt the General Investment Fund Budget Revenues of \$1,000 and Expenditures of \$0 for FY- 2016/2017 beginning March 1, 2016.

Supported by: Dan Zaverl
 Ayes: Harris, Zaverl, Sutton, Prowant and Inglis
 Nays: None
 Absent: Near and Michalko
 Motion carried unanimously.

Bill Harris made the motion to adopt the Major Street Fund Budget Revenues of \$130,250 and Expenditures of \$87,695 for FY-2016/2017 beginning March 1, 2016.

Supported by: John Sutton.
 Ayes: Harris, Sutton, Zaverl, and Inglis
 Nays: Prowant
 Absent: Near and Michalko
 Motion carried 4-1.

Bill Harris made the motion to adopt the Local Street Fund Budget Revenues of \$123,725 and Expenditures of \$123,725 for FY-2016/2017 beginning March 1, 2016.

Supported by: John Sutton.
 Ayes: Harris, Sutton, Zaverl, and Inglis
 Nays: Prowant
 Absent: Near and Michalko
 Motion carried 4-1.

Bill Harris made the motion to adopt the Street Improvement Debt Service Fund Budget Revenues of \$146,400 and Expenditures of \$146,400 for FY-2016/2017 beginning March 1, 2016.

Supported by: Dan Zaverl
 Ayes: Harris, Zaverl, Sutton, Prowant and Inglis
 Nays: None
 Absent: Near and Michalko
 Motion carried unanimously.

Bill Harris made the motion to adopt the Sewer Fund Budget Revenues of \$386,500 and Expenditures of \$385,480 for FY-2016/2017 beginning March 1, 2016.

Supported by: John Sutton.
 Ayes: Harris, Sutton, Zaverl, and Inglis
 Nays: Prowant
 Absent: Near and Michalko
 Motion carried 4-1.

Bill Harris made the motion to adopt the Water Fund Budget Revenues of \$310,450 and Expenditures of \$287,558 for FY-2016/2017 beginning March 1, 2016.

Supported by: John Sutton.
 Ayes: Harris, Sutton, Zaverl, and Inglis
 Nays: Prowant
 Absent: Near and Michalko
 Motion carried 4-1.

Bill Harris made the motion to adopt the Equipment Pool Fund Budget Revenues of \$148,650 and Expenditures of \$106,075 for FY- 2016/2017 beginning March 1, 2016.

Supported by: John Sutton.
 Ayes: Harris, Sutton, Zaverl, and Inglis
 Nays: Prowant
 Absent: Near and Michalko
 Motion carried 4-1.

10. OLD BUSINESS:

a.) Bill Harris made the following motion: RESOLVED, that the Village of Shelby, Oceana County, State of Michigan, does hereby adopt the updated Oceana County Hazard Mitigation Plan.

Supported by: John Sutton

Ayes: Harris, Sutton, Zaverl, Prowant, and Inglis
 Nays: None
 Absent: Near and Michalko
 Motion carried unanimously.

b.) Dan Zaverl made the motion to authorize Village Administrator Chelsea Stratil to sign, on behalf of the Village of Shelby Council, the T-Mobile lease agreement for space on the Village of Shelby water tower.

Supported by: John Sutton
 Ayes: Zaverl, Sutton, Harris, and Inglis
 Nays: Prowant
 Absent: Near and Michalko
 Motion carried 4-1.

11. NEW BUSINESS:

a.) VA Stratil proposed that the Village Council authorize the purchase of tablets for each Council member. This would allow the Council members to have access to their emails and Council packets at all times. It was decided to table the proposal and revisit the matter at a later date.

12. CITIZEN PARTICIPATION: Chief Tenbrink informed Council that the location of the basketball game between Shelby and Muskegon Heights is in negotiations. He informed Council that if the game does get moved to Shelby High School, then the school would reimburse the Police Department for the officers used to staff the game. He will keep the Council informed on the issue.

13. COMMITTEE REPORTS

- a. PLANNING COMMISSION: Chair Ex-Officio: Ben Michalko:** Next meeting is on Tuesday, March 15, 2016 at 7:00 P.M. and it will be a Public Hearing to review a Special Land Use for the MO-CAP building and property.
- b. WATER & SANITATION: Chair: John Sutton, Andy Near:** Nothing to report.
- c. STREETS AND SIDEWALKS: Chair: Dan Zaverl, Sharita Prowant:** Nothing to report.
- d. PARKS, REC. & BLDGS: Chair: Sharita Prowant, Andy Near:** Nothing to report.
- e. FINANCE and INSURANCE: Chair: Bill Harris, Ben Michalko:** Nothing to report.
- f. PERSONNEL: Chair: Ben Michalko, Bill Harris:** Personnel Committee of the Whole meeting on Tuesday, February 23, 2016 at 6:00 P.M. to interview a Treasurer candidate and review the Full-Time Non-Represented Employee Benefits Policy and Worker's Comp Policy.
- g. ORDINANCES – Chair John Sutton, Dan Zaverl:** Nothing to report.

14. PAYMENT OF THE BILLS: Bill Harris made the motion to pay the bills in the amount of \$56,335.97. Supported by John Sutton.

Motion carried 4-1 with Prowant voting No.
Absent: Near and Michalko.

15. ADJOURNMENT: Sharita Prowant made the motion to adjourn the meeting at 9:15 P.M. Supported by John Sutton.

All in favor.
Absent: Near and Michalko
Motion carried unanimously.

Council minutes are not official until approved at the March 14, 2016 Council meeting.

☐ Approved

Minutes Respectfully Submitted by Julie Schultz, Village Clerk

Date

**VILLAGE OF SHELBY
REGULAR COUNCIL MEETING March 14, 2016 at 7:00 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 7:00 P.M. by President Paul Inglis.

2. ROLL CALL:

Answering the roll call: Bill Harris, Andy Near, Dan Zaverl, Paul Inglis, John Sutton, Ben Michalko and Sharita Prowant.

Staff present: Police Chief Terry Tenbrink, Village Administrator Chelsea Stratil, DPW Supervisor Greg MacIntosh, and Village Clerk Julie Schultz.

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

4. CITIZEN ATTENDANCE: John Cavanaugh, Jane Tenbrink, and John Reimer.

5. MINUTES:

Sharita Prowant made the motion to approve the minutes of the Regular Council Meeting of February 22, 2016 as presented.

Supported by John Sutton.

All in Favor.

Motion carried unanimously.

6. ADDITIONS TO THE AGENDA: No additions to the agenda.

7. PRESIDENT'S REPORT: President Inglis shared some information regarding the proposed expansion Oceana County Council on Aging. He also reminded those who signed up for the Open Meetings Act training that it will be held on Thursday, March 24, 2016 at 7:00 P.M. at the Eldridge Township Hall. He shared a letter that he had received from the Village Festivals Committee regarding the cancellation of the Shelby Summer Fest. President Inglis informed Council that Chief Tenbrink has been working on a new program to address with the juvenile issues that have arisen in the Village and at the Shelby Public Schools.

8. ADMINISTRATORS REPORT: VA Stratil shared with Council that she will be attending the Small Town and Rural Development Conference to be held at Crystal Mountain in April. She was awarded a scholarship through Consumers Energy to attend the conference. The Village would only be responsible for the cost of Village Administrator Stratil and Council Trustee Near's lodging. VA Stratil also shared information regarding her Brown Bag Lunch that was held on March 2, 2016. She had 19 business owners in attendance and they proposed some really good ideas to move forward with.

9. OLD BUSINESS:

a.) The Personnel Committee of the Whole interviewed Crystal Lewandowski for the vacant Village

Treasurer position on Wednesday, February 23, 2016, and interviewed Theresa Cedarquist on Tuesday, February 29, 2016. Since the two interviews, VA Stratil has conducted reference checks and provided them to each Council member for review.

The Council members offered their opinion on each candidate as well as their reference checks. A great deal of discussion ensued regarding the two candidates.

Ben Michalko made the motion to offer the vacant Village Treasurer position to Theresa Cedarquist. Supported by Sharita Prowant.

Roll Call Vote:

Ayes: Michalko, Prowant, and Sutton.

Nays: Harris, Near, Zaverl, and Inglis.

Motion defeated.

Dan Zaverl made the motion to offer the vacant Village Treasurer position to Crystal Lewandowski. Supported by Andy Near.

Roll Call Vote:

Ayes: Zaverl, Near, Sutton, Michalko, Harris, and Inglis.

Nays: Prowant

Motion carried 6-1.

10. NEW BUSINESS:

a.) Ben Michalko made the motion to adopt the Workers Comp Policy to be included in the appendices of the Village of Shelby Employee Handbook.

Supported by: Dan Zaverl.

Roll Call Vote:

Ayes: Michalko, Zaverl, Harris, Near, Sutton and Inglis.

Nays: Prowant

Motion carried 6-1.

b.) Ben Michalko made the motion to adopt the Full-Time Non-Represented Employee Benefits Policy to be included in the appendices of the Village of Shelby Employee Handbook.

Supported by: Sharita Prowant

Roll Call Vote:

Ayes: Michalko, Prowant, Harris, Near, Zaverl, Sutton, and Inglis.

Motion carried unanimously.

c.) Sharita Prowant made the motion to contribute \$400.00 to the Manistee, Mason and Oceana Counties Annual Household Hazardous Waste Program.

Supported by: Ben Michalko.

Roll Call Vote:

Ayes: Michalko, Prowant, Harris, Near, Zaverl, Sutton, and Inglis.

Motion carried unanimously.

d.) The Village needs to order Ferric Chloride for the sewer ponds. DPW supervisor Greg MacIntosh received two quotes for the purchase of 4,000 gallons of Ferric Chloride. The first quote received was from P.V.S. Technologies. P.V.S. quoted \$0.097 per pound for 45,000 pounds- \$4,365.00. Alexander Chemical quoted \$0.11 per pound for 45,000 pounds- \$4,950.00 plus \$120.00 for delivery totaling \$5,070.00.

Ben Michalko made the motion to purchase 4,000 gallons of the Ferric Chloride from P.V.S. Technologies at \$0.097 per wet pound in the amount of \$4,365.00 delivery included.
Supported by Sharita Prowant

Roll Call Vote:

Ayes: Michalko, Prowant, Harris, Near, Zaverl, Sutton, and Inglis.

Motion carried unanimously.

11. CITIZEN PARTICIPATION: No citizen participation.

12. COMMITTEE REPORTS

a. PLANNING COMMISSION: Chair Ex-Officio: Ben Michalko: Next meeting is on Tuesday, March 15, 2016 at 7:00 P.M. and it will be a Public Hearing to review a Special Land Use for the MO-CAP building and property.

b. WATER & SANITATION: Chair: John Sutton, Andy Near: Nothing to report.

c. STREETS AND SIDEWALKS: Chair: Dan Zaverl, Sharita Prowant: Nothing to report.

d. PARKS, REC. & BLDGS: Chair: Sharita Prowant, Andy Near: Nothing to report.

e. FINANCE and INSURANCE: Chair: Bill Harris, Ben Michalko: Meeting on Wednesday, March 16, 2016 at 12:00 P.M. to review the financial reports.

f. PERSONNEL: Chair: Ben Michalko, Bill Harris: Nothing to report.

g. ORDINANCES – Chair John Sutton, Dan Zaverl: Nothing to report.

13. PAYMENT OF THE BILLS: Bill Harris made the motion to pay the bills in the amount of \$61,704.71. Supported by Andy Near.

All in favor.
Motion carried unanimously.

14. ADJOURNMENT: Ben Michalko made the motion to adjourn the meeting at 8:32 P.M.
Supported by John Sutton.

All in favor.
Motion carried unanimously.

Council minutes are not official until approved at the March 28, 2016 Council meeting. ☐ Approved

Minutes Respectfully Submitted by Julie Schultz, Village Clerk

Date

**VILLAGE OF SHELBY
REGULAR COUNCIL MEETING March 28, 2016 at 7:00 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 7:00 P.M. by President Paul Inglis.

2. ROLL CALL:

Answering the roll call: Bill Harris, Andy Near, Dan Zaverl, Paul Inglis, John Sutton, Ben Michalko and Sharita Prowant.

Staff present: Police Chief Terry Tenbrink, Village Administrator Chelsea Stratil, and Village Clerk Julie Schultz.

3. PLEDGE OF ALLEGIANCE: All stood for the pledge led by Jarrett Furman, member, Shelby Boy Scout Troop 1151.

4. CITIZEN ATTENDANCE: Jane Tenbrink, Carol and John Heykoop, Jarrett Furman, Jeanne Furman, and John Reimer.

5. MINUTES:

Ben Michalko made the motion to approve the minutes of the Regular Council Meeting of March 14, 2016 as corrected.

Supported by John Sutton.

All in Favor.

Motion carried unanimously.

6. ADDITIONS TO THE AGENDA: Jarrett Furman made a presentation to the Council regarding the proposed Industrial Park sign remodeling project. He would like to complete the project as a part of becoming an Eagle Scout. He also presented some quotes for materials and supplies. President Inglis referred him to Village Administrator Stratil and Parks Committee Chairperson Sharita Prowant for further research of the project costs.

7. PRESIDENT'S REPORT: President Inglis asked Chief Terry TenBrink to share some information regarding the development of a juvenile diversion process in the Shelby Public Schools. Chief TenBrink met with Kate Kesteloot-Scarborough, Executive Director, Mediation and Restorative Services, about implementing the process over 6-8 months in the Shelby Schools and a small grant may be available to help with the process. Chief Tenbrink also reported that he hired Josh Karafa as the new full-time police officer for the Village of Shelby. He is also looking to fill a temporary full-time position as well.

8. ADMINISTRATORS REPORT: VA Stratil related that the Village Spring Clean-up will be conducted the week of April 18th-22nd, 2016 in conjunction with the Shelby Public School District's annual Pride Day on April 20th, 2016. She met with Lynn Turner, Sales Representative, Four Seasons, for a demonstration of new pothole filler. The Village office staff has been spending time updating all the employee personnel files.

9. OLD BUSINESS:

a.) Crystal Lewandowski has accepted the position of Village Treasurer.

Ben Michalko made the motion to appoint Crystal Lewandowski as the Village of Shelby Treasurer effective March 29, 2016.

Supported by Andy Near

Roll Call Vote:

Ayes: Michalko, Near, Harris, Zaverl, Sutton, and Inglis

Nays: Prowant

Motion carried 6-1.

10. NEW BUSINESS:

a.) Correspondence was received from Village Attorney, John Schrier wherein he suggested that Village officials review its Noise Ordinance to ensure that it is up-to-date and not vague. President Inglis referred the Noise Ordinance to the Ordinance Committee for review and consideration.

b.) The request for a variance from 20 feet to 12 feet for a back yard setback for the proposed ambulance garage at 562 S. State Street will require a Public Hearing before the Council. The Public Hearing date will be set after additional information regarding the width of the ambulance garage and current ownership of the property are determined.

11. CITIZEN PARTICIPATION: No citizen participation.

12. COMMITTEE REPORTS

a. **PLANNING COMMISSION: Chair Ex-Officio: Ben Michalko:** Public Hearing was held at the Tuesday, March 15, 2016 Planning Commission Meeting at 7:00 P.M. to review a Special Land Use for the MO-CAP building and property at 562 S. State Street and it was approved by a vote of 9-0.

b. **WATER & SANITATION: Chair: John Sutton, Andy Near:** Nothing to report.

c. **STREETS AND SIDEWALKS: Chair: Dan Zaverl, Sharita Prowant:** Nothing to report.

d. **PARKS, REC. & BLDGS: Chair: Sharita Prowant, Andy Near:** Nothing to report.

e. **FINANCE and INSURANCE: Chair: Bill Harris, Ben Michalko:** Met on Wednesday, March 22, 2016 at 5:00 P.M. to review the financial reports. Requests to adjust some of the financial reports that are given to the Council for review were made. Pre-audit meeting on Wednesday, April 6, 2016 at 5:00 P.M. to meet with the Village Auditor Eric Van Dop.

f. **PERSONNEL: Chair: Ben Michalko, Bill Harris:** Nothing to report.

g. **ORDINANCES – Chair John Sutton, Dan Zaverl:** Nothing to report.

13. PAYMENT OF THE BILLS: Bill Harris made the motion to pay the bills in the amount of \$28,122.84. Supported by Andy Near.

All in favor.
Motion carried unanimously.

14. ADJOURNMENT: Sharita Prowant made the motion to adjourn the meeting at 8:36 P.M.
Supported by John Sutton.

All in favor.
Motion carried unanimously.

Council minutes are not official until approved at the April 11, 2016 Council meeting.

☐ Approved

Minutes Respectfully Submitted by Julie Schultz, Village Clerk

Date

**VILLAGE OF SHELBY
REGULAR COUNCIL MEETING April 11, 2016 at 7:00 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 7:00 P.M. by President Paul Inglis.

2. ROLL CALL:

Answering the roll call: Bill Harris, Dan Zaverl, Paul Inglis, John Sutton, and Sharita Prowant.
Absent: Andy Near and Ben Michalko

Staff present: Police Chief Terry Tenbrink and Village Clerk Julie Schultz. Absent: Village Administrator Chelsea Stratil.

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

4. CITIZEN ATTENDANCE: Jane Tenbrink, Carol and John Heykoop, Ralph and Cindy Briese, Bill House, Craig Mast, Michelle Tietz, and Michelle Martin.

5. MINUTES: John Sutton made the motion to approve the minutes of the Regular Council Meeting of March 28, 2016 as corrected.

Supported by Sharita Prowant.

All in Favor.

Absent: Near and Michalko

Motion carried unanimously.

6. ADDITIONS TO THE AGENDA:

7. PRESIDENT'S REPORT: President Inglis shared with Council that the Public Hearing for the Variance Request for the new Ambulance Barn will be held on Monday, April 25, 2016 at 7:15 P.M. He informed Council that after reviewing the matter with VA Stratil and Andy Moore, Williams and Works, he was advised that the Village President can schedule a public hearing without Council action.

8. ADMINISTRATORS REPORT: VA Stratil included in her report to Council that she will be attending the Rural Development Conference held at Crystal Mountain from April 11 through April 13. She also informed Council that the tentative date for Crystal Lewandowski, Village Treasurer, to begin work all day on Fridays on her own will be April 29, 2016.

9. OLD BUSINESS:

No Old Business.

10. NEW BUSINESS:

a.) Michelle Tietz, treasurer, Oceana Old Newsies, asked Council to approve a resolution allowing the Old Newsies to obtain a charitable gaming license. The Old Newsies plan to raffle off three prizes in July 2016 to help provide Christmas gifts to worthy area children.

Sharita Prowant made the motion to approve the request from Oceana Old Newsies, Inc of Shelby, County of Oceana, asking that they be recognized as a nonprofit organization operating in the community for the purpose of obtaining a charitable gaming license.

Supported by Dan Zaverl.

Roll Call Vote:

Ayes: Prowant, Zaverl, Harris, Sutton, and Inglis

Nays: none

Motion carried 5-0

Absent: Near and Michalko

b.) President Inglis related that Ralph Brieze, part-time Village of Shelby Police Officer, had expressed a concern about his right to receive a workers' compensation supplement from the Village of Shelby based on an incident that occurred on October 29, 2015. He is requesting that the Village pay 20% of his average weekly wage of \$580.29 which would supplement the \$196.59 that he currently receives from workers' compensation. His workers' compensation benefit was reduced because he also receives Social Security benefits.

Bill Harris made the motion that the Village of Shelby supplement permanent part-time Police Officer Ralph Brieze's weekly workers' compensation benefit by \$116.05 per week retroactive to October 29, 2015, and to supplement his weekly workers' compensation benefit by \$116.05 up to July 28, 2016 at which time the Village of Shelby Council shall review and determine whether to extend said supplement.

Supported by John Sutton.

Roll Call Vote:

Ayes: Harris, Sutton, Prowant, and Inglis.

Nays: Zaverl

Motion carried 4-1

Absent Near and Michalko.

c.) Lou Nichols has provided the Village Council with the Horseshoe Tournament Schedule for the 2016 Season for its approval.

Sharita Prowant made the motion to approve the 2016 Horseshoe Tournament Schedule as presented.

Supported by John Sutton.

All in favor.

Absent: Near and Michalko

Motion carried unanimously

d.) Kathy Martin's term on the Village of Shelby Planning Commission has expired. Kathy requested reappointment to another three year term on the Village Planning Commission. President Inglis recommended that the Council reappoint Kathy Martin, 184 N. State Street, to the Village of Shelby Planning Commission for another three year term.

John Sutton made the motion to reappoint Kathy Martin to the Village of Shelby Planning Commission for another three year term effective March 1, 2016.

Supported by Sharita Prowant.

All in favor

Absent Near and Michalko

Motion carried unanimously.

11. CITIZEN PARTICIPATION: County Deputy Sheriff Craig Mast introduced himself and announced that he will be running with Deputy Sheriff Ryan Schiller as his undersheriff for the Oceana County Sheriff on the Republican ticket. Michelle Martin is running for Oceana County Drain Commissioner and has been with the County of Oceana since 2002. She is currently the Deputy Drain Commissioner and plans to run on the Republican ticket as well.

12. COMMITTEE REPORTS

a. PLANNING COMMISSION: Chair Ex-Officio: Ben Michalko: President Inglis stated that the next meeting is April 19, 2016 at 7:00 P.M.

b. WATER & SANITATION: Chair: John Sutton, Andy Near: Nothing to report.

c. STREETS AND SIDEWALKS: Chair: Dan Zaverl, Sharita Prowant: Nothing to report.

d. PARKS, REC. & BLDGS: Chair: Sharita Prowant, Andy Near: Nothing to report.

e. FINANCE and INSURANCE: Chair: Bill Harris, Ben Michalko: Pre-audit meeting on Wednesday, April 6, 2016 at 5:00 P.M. and met with the Village's Auditor Eric Van Dop. Mr. Van Dop discussed the upcoming audit timeline as well as a number of standard financial questions.

f. PERSONNEL: Chair: Ben Michalko, Bill Harris: President Inglis reported that a meeting was held on Wednesday, April 6, 2016 at 6:30 P.M. to review and discuss Officer Briese's concerns regarding the vacant temporary Full-Time Police Officer Position and his Workers' Compensation status. The Personnel Committee recommended the following to the Village Council: "Moved by President Paul Inglis and seconded by Bill Harris to recommend to the Shelby Village Council that the Village of Shelby supplement permanent part-time Police Officer Ralph Briese's weekly workers' compensation benefit by \$116.05 per week retroactive to October 29, 2015, up to July 28, 2016, at which time, the Village of Shelby Council shall review and determine whether to extend said supplement." Following the motion, the vote to recommend to Council was unanimous.

g. ORDINANCES – Chair John Sutton, Dan Zaverl: Nothing to report.

13. PAYMENT OF THE BILLS: Bill Harris made the motion to pay the bills in the amount of \$72,678.53. Supported by John Sutton.

All in favor.

Absent: Near and Michalko

Motion carried unanimously.

14. ADJOURNMENT: Sharita Prowant made the motion to adjourn the meeting at 8:04 P.M. Supported by John Sutton.

All in favor.

Absent: Near and Michalko

Motion carried unanimously.

Council minutes are not official until approved at the April 25, 2016 Council meeting.

☐ Approved

Minutes Respectfully Submitted by Julie Schultz, Village Clerk

Date

**VILLAGE OF SHELBY
REGULAR COUNCIL MEETING April 25, 2016 at 7:00 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 7:00 P.M. by President Paul Inglis.

2. ROLL CALL:

Answering the roll call: Bill Harris, Andy Near, Dan Zaverl, Paul Inglis, John Sutton, Ben Michalko, and Sharita Prowant.

Staff present: Police Chief Terry TenBrink, Village Administrator Chelsea Stratil, and Village Clerk Julie Schultz.

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

4. CITIZEN ATTENDANCE: Jane Tenbrink, John Cavanagh, Lance Corey, Gail Schulte, Rich Setlak, Tricia Fessenden, Larry Byl, and Tim Priese.

5. MINUTES: Bill Harris made the motion to approve the minutes of the Regular Council Meeting of April 11, 2016 as corrected.

Supported by John Sutton.

All in Favor.

Motion carried unanimously.

6. ADDITIONS TO THE AGENDA:

7. PRESIDENT'S REPORT: President Inglis had nothing to report.

8. ADMINISTRATORS REPORT: VA Stratil reported she is investigating new internet options, because the Village Hall's internet is running too slow. She asked that if anyone sees an ordinance violation around the Village to please let her know. VA Stratil would like to engage the community by having a Shelby Summer Kick Off. This would also be a great fundraising opportunity for Parks and Recreation.

9. PUBLIC HEARING: President Inglis opened the Public Hearing for the proposed variance regarding the rear yard setback requirements for the new Ambulance Garage Facility located at 562 S. State Street at 7:15 P.M.

Oceana County Commissioner Larry Byl shared some background information about the property that the Oceana County Ambulance Service has purchased for its new facility.

President Inglis closed the Public Hearing for the proposed variance regarding the rear yard setback requirements for the new Ambulance Garage Facility located at 562 S. State Street at 7:26 P.M.

A great deal of discussion took place with comments made by both Council members as well as citizens in attendance.

Bill Harris made the motion to grant Oceana County the variance at 562 S. State Street, parcel number 64-046-020-100-15, in the Village of Shelby, reducing the rear yard setback from 20ft to 12ft to keep the ambulance garage in line with the existing facility and to preserve the existing paved parking lot.

Supported by Andy Near.

Roll Call Vote:

Ayes: Harris, Near, Zaverl, Sutton, and Inglis

Nays: Michalko and Prowant.

Motion carried 5-2

10. OLD BUSINESS:

No Old Business.

11. NEW BUSINESS:

No New Business.

12. CITIZEN PARTICIPATION: Gail Schulte introduced herself and announced that she will be running for Oceana County Treasurer on the Republican ticket in the August Primary Election. Tim Priese introduced himself and announced that he will be running for Oceana County Sheriff on the Republican ticket in the August Primary Election.

13. COMMITTEE REPORTS

- a. PLANNING COMMISSION: Chair Ex-Officio: Ben Michalko:** The Planning Commission met on April 19, 2016 at 7:00 P.M. and discussed the proposed Shelby Summer Kick Off. The Planning Commission is in favor of the event.

- b. WATER & SANITATION: Chair: John Sutton, Andy Near:** Meeting on Wednesday, April

27, 2016 at 4:00 P.M. to discuss the acceptance of credit card payments and Credit Card Acceptance Policy.

c. STREETS AND SIDEWALKS: Chair: Dan Zaverl, Sharita Prowant: Meeting on Tuesday, April 26, 2016 at 7:00 P.M. to discuss the non-motorized funds for sidewalks as well as the prioritization of street repairs in the Village.

d. PARKS, REC. & BLDGS: Chair: Sharita Prowant, Andy Near: Meeting on Monday, May 2, 2016 at 7:00 P.M. to discuss the Shelby Summer Kick Off and Community Assessment.

Andy Near made the motion to set the date for the Shelby Summer Kick off as Saturday, June 18, 2016 from 12:00 P.M. to 10:00 P.M. with details of the event to be deferred to the Parks, Recreation, and Buildings Committee.

Supported by John Sutton.

All in favor.

Sharita Prowant opposed.

Motion carried 6-1.

e. FINANCE and INSURANCE: Chair: Bill Harris, Ben Michalko: Nothing to report.

f. PERSONNEL: Chair: Ben Michalko, Bill Harris: Nothing to report.

g. ORDINANCES – Chair John Sutton, Dan Zaverl: Nothing to report.

14. PAYMENT OF THE BILLS: Bill Harris made the motion to pay the bills in the amount of \$28,566.19. Supported by Dan Zaverl.

All in favor.

Motion carried unanimously.

Chief TenBrink informed Council that he will be meeting with the Shelby School Officials, Oceana County Family Court personnel, President Inglis, VA Stratil, and Kate Kestlelout-Scarborough, Mediation and Restorative Services, regarding the Police Officer LIASON on Tuesday, May 17, 2016 at 9:00 A.M. He is also applying for a federal grant for the purchase of new vest for the Village Police Department.

15. ADJOURNMENT: Sharita Prowant made the motion to adjourn the meeting at 8:34 P.M. Supported by Dan Zaverl.

All in favor.

Motion carried unanimously.

Council minutes are not official until approved at the May 9, 2016 Council meeting.

☐ Approved

Minutes Respectfully Submitted by Julie Schultz, Village Clerk

Date

**VILLAGE OF SHELBY
REGULAR COUNCIL MEETING May 9, 2016 at 7:00 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 7:00 P.M. by President Paul Inglis.

2. ROLL CALL:

Answering the roll call: Bill Harris, Andy Near, Dan Zaverl, Paul Inglis, John Sutton, and Sharita Prowant. Absent: Ben Michalko

Staff present: Police Chief Terry TenBrink, Village Administrator Chelsea Stratil, DPW Supervisor Greg MacIntosh and Village Clerk Julie Schultz.

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

4. CITIZEN ATTENDANCE: Jane Tenbrink, John and Carol Heykoop, Cathy Schouten, Jean Furman, Jarrett Furman, and Fire Chief Jack White.

5. MINUTES: John Sutton made the motion to approve the minutes of the Regular Council Meeting of April 25, 2016 as corrected.

Supported by Andy Near.

All in Favor.

Absent: Michalko.

Motion carried unanimously.

6. ADDITIONS TO THE AGENDA: No Additions to agenda.

7. PRESIDENT'S REPORT: President Inglis provided Council with some updated information regarding the new program Chief TenBrink is organizing. President Inglis attended today's Mediation and Restorative Services meeting and learned that the Michigan Council on Crime & Delinquency (MCCD) received an "Advancing Restorative Communities" grant from the Open Society. One of the goals of the grant is to "transform Michigan's approach to youth justice by promoting community-led solutions founded on principles of youth well-being, diversion and restorative justice". Shelby and M&RS were chosen as one of the three sites in Michigan. M&RS will provide the "Technical Assistance" to the Village of Shelby. Both the site and the TA will receive \$7,000.00 to work on this project. The Shelby Team will meet together for the first time May 17, 2016 and begin to move forward. This is an exciting opportunity.

8. ADMINISTRATORS REPORT: VA Stratil asked DPW Supervisor Greg MacIntosh to share some updates with Council. Mr. MacIntosh shared information regarding the sewer back up that occurred on April 23, 2016 at 73 E. Sixth Street Apt. B, and 400 Maple Street. He also informed Council that they are continuing to pick up brush and leaves when they are able to do so. Mr. MacIntosh announced that he hired a new DPW employee Kirk Seabolt. VA Stratil did not have any additional report to give.

9. OLD BUSINESS:

a.) Jarrett Furman updated Council on the Industrial Park sign he plans to revamp for his Eagle Scout project. Jarrett provided a materials list with prices to Council. The list included the previous amounts for the materials as well as the new amount he was able to obtain. He gave Village Clerk Julie Schultz \$70.00 in donations that he had received from the Shelby Gem Factory as well as Windridge Textile Printing. Empire Roofing plans to donate \$150.00.

Sharita Prowant made the motion to accept Jarrett Furman's proposal and the project costs not to exceed \$500.00 for the signage and landscaping for the Industrial Park Sign.

Supported by Andy Near.

Roll Call Vote:

Ayes: Prowant, Near, Harris, Zaverl, Sutton, and Inglis

Motion carried 6-0.

Absent: Michalko

10. NEW BUSINESS:

a.) Village Clerk Julie Schultz presented information regarding the setup, company, process, and cost it would take for the Village to accept credit card payments. VC Schultz also presented a Credit Card Acceptance Policy. The Company that would be used is Point & Pay and would require no cost from the Village of Shelby to implement. Rather the residents who would like to use their credit card would have to pay a 3% fee on the amount of their bill and that fee would go to Point & Pay and the Village would receive the amount of the bill.

John Sutton made the motion to adopt the Credit Card Acceptance Policy as recommended.

Supported by Sharita Prowant.

All in favor.

Absent: Michalko

Motion carried unanimously.

John Sutton made the motion to authorize Village Clerk Julie Schultz to retain the service of Point & Pay Solutions to implement the Village of Shelby's credit card policy.

Supported by Sharita Prowant.

All in favor.

Absent: Michalko

Motion carried unanimously.

b.) Sharon Lound has been with the Village of Shelby for almost 10 years. She has not received an increase in wages since 2010. Now that the Village offices are in a bigger building and Sharon has a bigger area to clean, VA Stratil would like to increase Sharon Lound's wage by \$1.00 per hour. This would take Sharon from \$13.70 to \$14.70 an hour.

Bill Harris made the motion to increase Sharon Lound's hourly rate of pay from \$13.70 to \$14.70 effective May 10, 2016.

Supported by Andy Near.

Roll Call Vote:

Ayes: Prowant, Near, Harris, Zaverl, Sutton, and Inglis

Motion carried 6-0.

Absent: Michalko

c.) VA Stratil asked Mary Lulich at Pixel Graphics to create a new logo for the Village of Shelby. Mary created a few different logos for Council to review. VA Stratil presented the different logos to the Council and requested them to decide which logo they liked best. Council decided to authorize VA Stratil to move forward with the logo.

d.) The Shelby-Benona Firefighter Association is in need of a charitable gaming license for their annual Golf Scramble in June. Fire Chief Jack White presented the information to Council

Sharita Prowant made the motion to approve the request from Shelby-Benona Firefighter Association of Shelby, County of Oceana, asking that they be recognized as a nonprofit organization operating in the community for the purpose of obtaining a charitable gaming license.
Supported by John Sutton.

All in favor.

Absent: Michalko

Motion carried unanimously.

11. CITIZEN PARTICIPATION: Cathy Schouten announced that the Shelby Festival & Car Show will be August 6, 2016 from 12:00 P.M. to 5:00 P.M. She would like to have permission from the Council to shut Michigan Avenue down from Third Street to Fourth Street during that time frame.

Dan Zaverl made the motion to allow Shelby Festivals to shut down Michigan Avenue from Third Street to Fourth Street from 12:00 P.M. to 5:00 P.M on Saturday, August 6, 2016.
Supported by Andy Near.

All in favor.

Absent: Michalko

Motion carried unanimously.

12. COMMITTEE REPORTS

a. PLANNING COMMISSION: Chair Ex-Officio: Ben Michalko: The Planning Commission meets again on Tuesday, May 17, 2016 at 7:00 P.M.

b. WATER & SANITATION: Chair: John Sutton, Andy Near: Met on Wednesday, April 27, 2016 at 4:00 P.M. to discuss the acceptance of credit card payments and Credit Card Acceptance

Policy. Village Clerk Julie Schultz presented information regarding the setup, company, process, and cost it would take for the Village to accept credit card payments. VC Schultz also presented a Credit Card Acceptance Policy. The Committee voted to recommend that Council approve both the Credit Card Acceptance Policy as well as implement Point & Pay Solutions as the company to implement the policy.

c. STREETS AND SIDEWALKS: Chair: Dan Zaverl, Sharita Prowant: Met on Tuesday, April 26, 2016 at 7:00 P.M. to discuss the non-motorized funds for sidewalks as well as the prioritization of street repairs in the Village. VA Stratil was directed to start contacting engineers for bids for sidewalk projects as well as Valley Street paving.

d. PARKS, REC. & BLDGS: Chair: Sharita Prowant, Andy Near: Met on Monday, May 9, 2016 at 12:00 P.M. to discuss the details of the Shelby Summer Kick Off. Sharita Prowant informed Council about any concerns that were discussed.

Dan Zaverl made the motion to allow an entertainment tent at the Shelby Summer Kick Off on Saturday, June 18, 2016.

Supported by John Sutton.

All in favor.

Absent: Michalko

Motion carried unanimously.

e. FINANCE and INSURANCE: Chair: Bill Harris, Ben Michalko: Nothing to report.

f. PERSONNEL: Chair: Ben Michalko, Bill Harris: Nothing to report.

g. ORDINANCES – Chair John Sutton, Dan Zaverl: Nothing to report.

13. PAYMENT OF THE BILLS: Bill Harris made the motion to pay the bills in the amount of \$38,926.54.

Supported by John Sutton.

Motion carried 5-1

Prowant voted no.

Absent: Michalko

14. ADJOURNMENT: Sharita Prowant made the motion to adjourn the meeting at 9:01 P.M.

Supported by Dan Zaverl.

All in favor.

Absent: Michalko

Motion carried unanimously.

Council minutes are not official until approved at the May 23, 2016 Council meeting.

☐ Approved

**VILLAGE OF SHELBY
REGULAR COUNCIL MEETING May 23, 2016 at 7:00 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 7:00 P.M. by President Paul Inglis.

2. ROLL CALL:

Answering the roll call: Bill Harris, Andy Near, Dan Zaverl, Paul Inglis, John Sutton, Ben Michalko and Sharita Prowant.

Staff present: Police Chief Terry TenBrink, Village Administrator Chelsea Stratil, and Village Clerk Julie Schultz.

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

4. CITIZEN ATTENDANCE: Jane Tenbrink, John and Carol Heykoop, John Cavanagh, Curt Trott, John Simmons, Mary Lou and Gary Phillips, Roy Strait, and Jerry Kroll.

5. MINUTES: Sharita Prowant made the motion to approve the minutes of the Regular Council Meeting of May 9, 2016 as corrected.

Supported by Andy Near.

All in Favor.

Motion carried unanimously.

6. ADDITIONS TO THE AGENDA: No additions to the agenda.

7. PRESIDENT'S REPORT: President Inglis asked VA Stratil if there was an update on the new website. VA Stratil informed him that it will probably be a week before it is up and running.

8. ADMINISTRATORS REPORT: VA Stratil shared a report from her Brown Bag Lunch Meeting she held today with local business owners. She also displayed the final design for the new Village logo. The Village will be hosting a Community Assessment on Wednesday, June 15, 2016 and VA Stratil is seeking input from the residents as well as the Council members.

9. OLD BUSINESS:

a.) Chief TenBrink presented an overview of his meeting on Tuesday, May 17, 2016 regarding the Juvenile Diversion Program. He stated that there were eighteen attendees. The program will allow a police presence in the Shelby Schools as well as require parent involvement for any student delinquency, school absenteeism and school tardy issue.

10. NEW BUSINESS:

a.) Chief TenBrink informed Council that he will be losing one of his part-time officers to the Oceana County Sheriff's Department. He is having a difficult time filling in shifts and requested authorization to hire a temporary full-time officer.

Ben Michalko made the motion to terminate the temporary part-time 32 hours per week police officer position.

Supported by John Sutton.

Motion carried 6-1.

Prowant voted no.

Ben Michalko made the motion to create a temporary full-time 40 hours per week police officer position with benefits for up to 6 months which will be open for review.

Supported by Andy Near.

Roll Call Vote:

Ayes: Michalko, Near, Harris, Zaverl, Sutton, and Inglis

Nays: Prowant

Motion carried 6-1.

11. CITIZEN PARTICIPATION:

Mary Lou Phillips introduced herself and announced that she will be running for Oceana County Treasurer on the Republican ticket in the August Primary Election. Jerry Kroll introduced himself and announced that he will be running for Oceana County Drain Commissioner on the Republican ticket in the August Primary Election. Roy Strait introduced himself and announced that he will be running for Oceana County Sheriff on the Republican ticket in the August Primary Election.

12. COMMITTEE REPORTS

a. PLANNING COMMISSION: Chair Ex-Officio: Ben Michalko: Nothing to report.

b. WATER & SANITATION: Chair: John Sutton, Andy Near: Nothing to report.

c. STREETS AND SIDEWALKS: Chair: Dan Zaverl, Sharita Prowant: Nothing to report. VA Stratil has met with engineers for bids on sidewalk and street projects. She informed the Committee that they will need to have a meeting soon.

d. PARKS, REC. & BLDGS: Chair: Sharita Prowant, Andy Near: Nothing to report. Sharita Prowant stated that there was a good turnout for the horseshoe tournament this past Saturday.

e. FINANCE and INSURANCE: Chair: Bill Harris, Ben Michalko: Nothing to report.

f. PERSONNEL: Chair: Ben Michalko, Bill Harris: Nothing to report.

g. ORDINANCES – Chair John Sutton, Dan Zaverl: Nothing to report. Dan Zaverl asked Chief TenBrink if Grass Ordinance violations were being cited.

13. PAYMENT OF THE BILLS: Bill Harris made the motion to pay the bills in the amount of \$37,455.61.

Supported by Ben Michalko.

Motion carried 6-1
Prowant voted no.

14. ADJOURNMENT: Sharita Prowant made the motion to adjourn the meeting at 8:10 P.M.
Supported by Ben Michalko.

All in favor.
Motion carried unanimously.

Council minutes are not official until approved at the June 13, 2016 Council meeting.

☐ Approved

Minutes Respectfully Submitted by Julie Schultz, Village Clerk

Date

**VILLAGE OF SHELBY
REGULAR COUNCIL MEETING June 13, 2016 at 7:00 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 7:00 P.M. by President Paul Inglis.

2. ROLL CALL:

Answering the roll call: Bill Harris, Andy Near, Dan Zaverl, Paul Inglis, John Sutton, Ben Michalko and Sharita Prowant.

Staff present: Village Administrator Chelsea Stratil, and Village Clerk Julie Schultz.

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

4. CITIZEN ATTENDANCE: John and Carol Heykoop, Lisa Near, Jim and Sandy Clarke.

5. MINUTES: Ben Michalko made the motion to approve the minutes of the Regular Council Meeting of May 23, 2016 as corrected.

Supported by John Sutton.

Voice vote. Motion carried unanimously.

6. ADDITIONS TO THE AGENDA: No additions to the agenda.

7. PRESIDENT'S REPORT: President Inglis asked VA Stratil if the internet issues at Village Hall have been resolved. VA Stratil informed him that the matter has been resolved for now.

8. ADMINISTRATORS REPORT: VA Stratil shared information regarding the Shelby Summer Kick Off that will be taking place at the Rail Trail Pavilion on Saturday, June 18, 2016 from Noon to 10:00 P.M. Matt Adams, from the Village DPW, took a similar position with the City of Hart. Greg MacIntosh, DPW Supervisor, promptly hired a new employee by the name of Josh Vanderputte. VA Stratil has taken on the responsibility of sprucing up the Village Hall. She had new outside lights installed by the front door and new numbers were displayed. Hanging baskets were purchased at Shelby Floral for additional decorative purpose.

9. OLD BUSINESS: No Old Business.

10. NEW BUSINESS:

a.) Ben Michalko made the motion to approve the millage rates for the 2016 tax collection as follows: General 10.7194 mills; Local Street 2.7328 mills; and Street Improvement 4.47 mills.
Supported by Dan Zaverl

Roll call vote:

Ayes: Michalko, Zaverl, Harris, Near, Sutton, Prowant, and Inglis.

Motion carried unanimously.

It was noted that the 2016 millage rates are the same as the 2015 millage rates.

11. CITIZEN PARTICIPATION:

Sandy Clarke introduced her husband Jim and herself and announced that she will be running for State Representative on the Democratic ticket in the August Primary Election.

12. COMMITTEE REPORTS

a. PLANNING COMMISSION: Chair Ex-Officio: Ben Michalko: Nothing to report. Meeting on Tuesday, June 21, 2016 at 7:00 P.M.

b. WATER & SANITATION: Chair: John Sutton, Andy Near: Nothing to report.

c. STREETS AND SIDEWALKS: Chair: Dan Zaverl, Sharita Prowant: Meeting on Thursday, June 16, 2016 at 5:00 P.M. to discuss future Streets and Sidewalk Projects.

d. PARKS, REC. & BLDGS: Chair: Sharita Prowant, Andy Near: Nothing to report. Sharita Prowant mentioned that DPW Supervisor MacIntosh informed her of the large rocks that are on Village property and asked if they would be a nice addition to some of the park landscapes.

e. FINANCE and INSURANCE: Chair: Bill Harris, Ben Michalko: Nothing to report.

f. PERSONNEL: Chair: Ben Michalko, Bill Harris: Nothing to report.

g. ORDINANCES – Chair John Sutton, Dan Zaverl: Nothing to report.

13. PAYMENT OF THE BILLS: Andy Near made the motion to pay the bills in the amount of \$165,727.29.

Supported by Dan Zaverl.

Voice vote. Motion carried 6-1 with Prowant voting no.

14. ADJOURNMENT: Sharita Prowant made the motion to adjourn the meeting at 8:10 P.M. Supported by John Sutton.

Voice vote. Motion carried unanimously.

Council minutes are not official until approved at the June 27, 2016 Council meeting.

☐ Approved

Minutes Respectfully Submitted by Julie Schultz, Village Clerk

Date

**VILLAGE OF SHELBY
REGULAR COUNCIL MEETING June 27, 2016 at 7:00 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 7:00 P.M. by President Paul Inglis.

2. ROLL CALL:

Answering the roll call: Bill Harris, Andy Near, Dan Zaverl, Paul Inglis, John Sutton, Ben Michalko and Sharita Prowant.

Staff present: Village Administrator Chelsea Stratil, DPW Supervisor Greg MacIntosh, DPW Employee Kirk Seabolt, Police Chief Terry TenBrink and Village Clerk Julie Schultz.

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

4. MINUTES: Sharita Prowant moved to approve the minutes of the Regular Council Meeting of June 13, 2016 as prepared.

Seconded by John Sutton.

Voice vote. Motion carried unanimously.

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

6. PRESIDENT'S REPORT: President Inglis shared information regarding the ribbon cutting ceremony for the Rail Trail that will be held on July 18, 2016.

7. ADMINISTRATORS REPORT: VA Stratil shared that all the information collected at the Community Assessment on June 15, 2016 will be documented presented in a month. We had a minor issue with a resident who wanted to rent the pavilion. We have reviewed our procedures and are creating a new form and procedure for pavilion rentals.

8. OLD BUSINESS: No Old Business.

9. NEW BUSINESS:

a.) Village Treasurer Crystal Lewandowski has been with the Village of Shelby for a total of 90 days now. It was recommended by VA Stratil to add Ms. Lewandowski to the Village bank accounts as a signature.

Sharita Prowant moved to add Village Treasurer Crystal Lewandowski to the Village bank accounts as a signature.

Seconded by Dan Zaverl.

Roll Call Vote:

Ayes: Prowant, Zaverl, Harris, Near, Sutton, Michalko, and Inglis

Motion carried unanimously.

10. CITIZEN PARTICIPATION:

Lori Green introduced herself and announced that she will be running for Oceana County Drain Commissioner on the Republican ticket in the August Primary Election.

11. COMMITTEE REPORTS

- a. PLANNING COMMISSION: Chair Ex-Officio: Ben Michalko:** Nothing to report. Last meeting was on Tuesday, June 21, 2016 at 7:00 P.M. and the Commission reviewed the results of Shelby's Summer Kick-Off.
- b. WATER & SANITATION: Chair: John Sutton, Andy Near:** Nothing to report. It came to the attention of the Village staff that there is a resident in the Village of Shelby who has a septic system in his yard and it is in full use. After much discussion, VA Stratil was instructed to work with the home owner to get the septic pumped and the house attached to the Village sewer system.

- b. STREETS AND SIDEWALKS: Chair: Dan Zaverl, Sharita Prowant:** Met on Thursday, June 16, 2016 at 5:00 P.M. to discuss future Streets and Sidewalk Projects.

Sharita Prowant moved that the Village of Shelby accept the bid of \$60,000.00 to pave Valley Street from Fleis & Vandenbrink, Muskegon, Michigan.
Seconded by Andy Near.

Roll Call Vote:

Ayes: Prowant, Near, Harris, Zaverl, Sutton, Michalko, and Inglis

Motion carried unanimously.

- d. PARKS, REC. & BLDGS: Chair: Sharita Prowant, Andy Near:** Nothing to report.
- e. FINANCE and INSURANCE: Chair: Bill Harris, Ben Michalko:** Nothing to report.
- f. PERSONNEL: Chair: Ben Michalko, Bill Harris:** Nothing to report.
- g. ORDINANCES – Chair John Sutton, Dan Zaverl:** Nothing to report.

12. PAYMENT OF THE BILLS: Bill Harris moved to pay the bills in the amount of \$31,228.22.

Seconded by Andy Near.

Roll Call Vote:

Ayes: Harris, Near, Zaverl, Sutton, Michalko, and Inglis

Nay: Prowant

Motion carried.

13. ADJOURNMENT: Sharita Prowant moved to adjourn the meeting at 9:03 P.M.

Seconded by Dan Zaverl.

Voice vote. Motion carried unanimously.

Council minutes are not official until approved at the July 11, 2016 Council meeting.

☐ Approved

Minutes Respectfully Submitted by Julie Schultz, Village Clerk

Date

**VILLAGE OF SHELBY
REGULAR COUNCIL MEETING July 11, 2016 at 7:00 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 7:00 P.M. by President Paul Inglis.

2. ROLL CALL:

Answering the roll call: Bill Harris, Andy Near, Dan Zaverl, Paul Inglis, John Sutton, Ben Michalko and Sharita Prowant.

Staff present: Village Administrator Chelsea Stratil, DPW Supervisor Greg MacIntosh, Police Chief Terry TenBrink and Village Clerk Julie Schultz.

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

4. MINUTES: Bill Harris moved to approve the minutes of the Regular Council Meeting of June 27, 2016 as prepared.

Seconded by Ben Michalko.

Voice vote. Motion carried unanimously.

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

6. PRESIDENT'S REPORT: President Inglis requested Village Clerk Julie Schultz to share her experience regarding the Fox 17 News report involving a Village resident who alleged that his water bill was not adjusted properly after it was discovered that his water meter usage was read in gallons rather than cubic feet.

7. ADMINISTRATORS REPORT: VA Stratil updated Council about the property with the septic tank issue and informed the members that they are making attempts to contact the homeowner.

8. OLD BUSINESS: Police Chief TenBrink introduced Lori Hogston, who will be the new Liason Officer for the Juvenile Diversion Program. Ms. Hogston shared some of her background with the Council and stated that she was ready and excited to get started.

9. NEW BUSINESS: No new business.

10. CITIZEN PARTICIPATION:

11. COMMITTEE REPORTS

- a. PLANNING COMMISSION: Chair Ex-Officio: Ben Michalko:** Nothing to report. Next meeting will be on Tuesday, July 19, 2016 at 7:00 P.M.

b. WATER & SANITATION: Chair: John Sutton, Andy Near: Nothing to report.

c. STREETS AND SIDEWALKS: Chair: Dan Zaverl, Sharita Prowant: Don DeVries from Fleis and Vandenbrink Engineering shared information with the Council regarding the paving project on Valley Street. The next step in the process to receive contractor bids for the paving.

d. PARKS, REC. & BLDGS: Chair: Sharita Prowant, Andy Near: Nothing to report.

e. FINANCE and INSURANCE: Chair: Bill Harris, Ben Michalko: Nothing to report.

f. PERSONNEL: Chair: Ben Michalko, Bill Harris: Nothing to report.

g. ORDINANCES – Chair John Sutton, Dan Zaverl: Nothing to report.

12. PAYMENT OF THE BILLS: Bill Harris moved to pay the bills in the amount of \$49,187.77.

Seconded by Andy Near.

Roll call vote.

Ayes: Harris, Near, Zaverl, Sutton, Michalko, and Sutton.

Nays: Prowant

Motion carried.

13. ADJOURNMENT: Sharita Prowant moved to adjourn the meeting at 8:02 P.M.

Seconded by Ben Michalko.

Voice vote. Motion carried unanimously.

Council minutes are not official until approved at the July 25, 2016 Council meeting.

☐ Approved

Minutes Respectfully Submitted by Julie Schultz, Village Clerk

Date

**VILLAGE OF SHELBY
REGULAR COUNCIL MEETING July 25, 2016 at 7:00 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 7:00 P.M. by President Paul Inglis.

2. ROLL CALL:

Answering the roll call: Bill Harris, Andy Near, Dan Zaverl, Paul Inglis, John Sutton and Sharita Prowant.

Absent: Ben Michalko

Staff present: Village Administrator Chelsea Stratil, DPW Supervisor Greg MacIntosh, DPW Employee Kirk Seabolt, Police Chief Terry TenBrink and Village Clerk Julie Schultz.

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

4. MINUTES: Sharita Prowant moved to approve the minutes of the Regular Council Meeting of July 11, 2016 as corrected.

Seconded by John Sutton.

Voice vote. Motion carried unanimously.

Absent: Ben Michalko

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

6. PRESIDENT'S REPORT: President Inglis had nothing to report.

7. ADMINISTRATORS REPORT: VA Stratil informed Council that they have been provided with an itemized breakdown of the Shelby Summer Kick Off revenues and expenditures. She stated that Mary Lulich has been developing the Village website and that the office staff is putting together the final touches before launching it. At the previous meeting, Council asked VA Stratil research the possible reasons some of the Village residents have experienced allergy issues while in the Village Hall. She informed Council that it was not due to the adhesive that was used for the carpet and we are getting quotes to have the air ducts cleaned. Phil Carter will be moving the old Fowler house on Monday, August 8, 2016. VA Stratil gave him an extension on his permit to August 12, 2016 for the move which will require a closure on State Street as well as power outages from 9:00 A.M. to 1:00 P.M. during the move. Finally, VA Stratil shared some data derived from the Community Assessment. President Inglis intends to appoint a 5-7 person Community Committee comprised of Village residents, business owners, and at least one Council member.

8. OLD BUSINESS: No old business.

9. NEW BUSINESS:

a.) Kasza Asphalt Sealing submitted bids for crack sealing on Michigan Avenue from Fourth Street to Sixth Street in the amount of \$5,300.00 and Michigan Avenue from First Street to Fourth Street in the amount of \$8,000.00. The Streets and Sidewalks Committee determined Michigan Avenue from First Street to Fourth Street will need a mill and fill next year.

Sharita Prowant moved that the Village of Shelby accept the bid of \$5,300.00 from Kasza Asphalt Sealing to crack seal Michigan Avenue from Fourth Street to Sixth Street.
Seconded by Andy Near.

Roll call vote:

Ayes: Prowant, Near, Harris, Zaverl, Sutton, and Inglis.

Motion carried unanimously.

Absent: Ben Michalko

b.) The Village of Shelby is required spend \$4,690.00 in Act 51 non-motorized funds by October 1st 2016. The Streets and Sidewalks Committee recommended that the money be spent updating existing sidewalks that are in need of repair.

Sharita Prowant moved that the Village of Shelby spend \$4,690.00 in Act 51 non-motorized funds to repair existing sidewalks within the Village limits.
Seconded by John Sutton.

Roll call vote:

Ayes: Prowant, Near, Harris, Zaverl, Sutton, and Inglis.

Motion carried unanimously.

Absent: Ben Michalko

c.) The Parks, Recreation, and Buildings Committee met on July 18, 2016 and discussed the proposal for the purchase and placement of benches in the business district. The Village would like to have local business owners or residents sponsor at least six benches that would be located downtown.

Arthur Esparza asked what would be done with the benches in the winter time. VA Stratil responded that they would be removed to allow the DPW to plow and snow blow the sidewalks.

d.) The owners of La Canosupo intend to build an ADA ramp at the front entrance of the store. They are in the process of building a take-out restaurant in the store. Some concerns regarding the new ramp are that it will allow less foot traffic on the sidewalk and that it will be difficult to clear the sidewalks of snow in the winter time. Arthur Esparza the engineer for the project, has discussed the matter with the Oceana County Building Inspector, Randy Miller, regarding the design of the ramp. Council and VA Stratil will research the matter further before a decision is made at the August 8, 2016 Council meeting.

10. CITIZEN PARTICIPATION: Mary Lulich asked if the downtown district will be affected when the old Fowler house is moved on August 8, 2016. VA Stratil assured her that the downtown district will not be affected but the businesses and homes on State Street will be. Consumers Energy will be contacting all who will be affected.

Aleksy Urick introduced himself and announced that he will be running for Oceana County Treasurer on the Republican ticket in the August Primary Election.

11. COMMITTEE REPORTS

a. PLANNING COMMISSION: Chair Ex-Officio: Ben Michalko: Nothing to report.

b. WATER & SANITATION: Chair: John Sutton, Andy Near: Nothing to report.

c. STREETS AND SIDEWALKS: Chair: Dan Zaverl, Sharita Prowant: Had a Committee meeting on July 18, 2016 at 12:00 P.M. and tabled the mill and fill of Fifth Street until next year. Also, determined to research solutions for repairs on Cemetery Hill.

d. PARKS, REC. & BLDGS: Chair: Sharita Prowant, Andy Near: Had a Committee meeting on July 18, 2016 at 11:00 A.M. to discuss the proposed benches, circus, and octaball game. The Committee determined not to have a circus this year and review it again for next year. Andy Near stated that he will maintain the octoball game and make sure that it gets painted.

e. FINANCE and INSURANCE: Chair: Bill Harris, Ben Michalko: Nothing to report. A meeting to discuss the FY 2015/2016 Audit with Eric Van Dop has been scheduled for Monday, August 8, 2016 at 5:30 P.M.

f. PERSONNEL: Chair: Ben Michalko, Bill Harris: Nothing to report. The Committee needs to schedule a meeting to discuss Ralph Briese's workers compensation supplement which had been approved by Council in April but is subject to review after July 28, 2016.

g. ORDINANCES – Chair John Sutton, Dan Zaverl: Nothing to report.

12. PAYMENT OF THE BILLS: Andy Near moved to pay the bills in the amount of \$51,876.42.

Seconded by John Sutton.

Roll call vote.

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

Nays: Prowant

Motion carried.

Absent: Ben Michalko

13. ADJOURNMENT: Bill Harris moved to adjourn the meeting at 8:45 P.M.

Seconded by Andy Near.

Voice vote. Motion carried unanimously.

Absent: Ben Michalko

Council minutes are not official until approved at the August 8, 2016 Council meeting.

☐ Approved

Minutes Respectfully Submitted by Julie Schultz, Village Clerk

Date

**VILLAGE OF SHELBY
REGULAR COUNCIL MEETING August 8, 2016 at 7:00 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 7:00 P.M. by President Paul Inglis.

2. ROLL CALL:

Answering the roll call: Bill Harris, Andy Near, Dan Zaverl, Paul Inglis, John Sutton, Ben Michalko and Sharita Prowant.

Staff present: Village Administrator Chelsea Stratil, DPW Supervisor Greg MacIntosh, DPW Employee Kirk Seabolt, DPW Employee Josh Vanderputte, Police Chief Terry TenBrink and Village Clerk Julie Schultz.

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

4. MINUTES: Dan Zaverl moved to approve the minutes of the Regular Council Meeting of July 25, 2016 as presented.

Seconded by Andy Near.

Voice vote. Motion carried unanimously.

5. ADDITIONS TO THE AGENDA: Bill Harris added Roger Schultz's worker's compensation supplement for discussion under New Business.

6. PRESIDENT'S REPORT: President Inglis stated that the implementation of the SAW Grant program would start this fall.

7. ADMINISTRATORS REPORT: VA Stratil informed Council that the Village received a bid from Stanley Steamers to clean the air ducts for \$724.00. President Inglis added the Stanley Steamer bid to New Business discussion. VA Stratil informed Council that she is currently collecting quotes for employee long and short term disability insurance.

Ms. Yolanda Avila has suggested that a Heritage Festival be held in the community on a small scale. VA Stratil stated that she is very excited about the idea and is working closely with Ms. Avilia to plan the event. Phil Carter moved the old Fowler house today. It went smoothly minus a few issues that occurred.

8. OLD BUSINESS:

a.) Jarrett Furman presented the final report regarding his Eagle Scout project which was the upgraded Industrial Park sign. He shared photos with Council and related the next steps that he will take to retrieve his Eagle Scout badge.

b.) Eric Van Dop, Auditor, Brickley Delong, conducted the exit conference for the Village's 2015/2016 Fiscal Year Audit. He informed Council that it is his responsibility as the Village's auditor to look at the Village finances as part of the big picture and not at every individual detail. Mr. Van Dop offered suggestions to the Village Council that would help make future audits easier. He added that, even though there has been office turnover, he has seen some positive changes.

c.) An informational meeting took place on Thursday, August 4, 2016 to discuss La Conosupo's plans to install an ADA approved ramp in front of the store. Those attending the meeting were Art Esparza, Engineer; Randy Miller, Oceana County Building Inspector; VA Stratil; Dan Zaverl, Village Streets and Sidewalks Committee Chair; John Sutton, Village Ordinance Committee Chair; and, Paul Inglis, Village Council President. Mr. Miller will have the final say on where the ADA ramp will be located and how it must conform to ADA standards. The Village Council's responsibility is to develop an encroachment agreement wherein the specifics of what the Village will be responsible for and what the store owner will be responsible for are spelled out.

d.) The Village obtained a quote from Stanley Steamer for \$724.00 to clean the air ducts in the Village Hall. The purpose is to alleviate some of the allergy issues we have had problems with. Ben Michalko moved to approve the quote from Stanley Steamer in the amount of \$724.00 to clean the Village Hall air ducts.
Seconded by Sharita Prowant.

Roll call vote:

Ayes: Michalko, Prowant, Harris, Near, Zaverl, Sutton, and Inglis.

Motion carried unanimously.

9. NEW BUSINESS:

a.) Fleis and Vandenbrink Engineering received bids from contractors for the paving of Valley Street. Hallack Contracting presented a bid of \$59,500.20 and McCormick Sands presented a bid of \$59,980.20.

Ben Michalko moved to accept the bid from McCormick Sands in the amount \$59,980.20 to pave Valley Street.

Seconded by Sharita Prowant.

Roll call vote:

Ayes: Michalko and Prowant.

Nays: Harris, Near, Zaverl, Sutton, and Inglis.

Motion failed.

Dan Zaverl moved to accept the bid of \$59,500.20 from Hallack Contracting to pave Valley Street.

Seconded by Andy Near.

Roll call vote:

Ayes: Zaverl, Near, Harris, Sutton, Michalko, and Inglis

Nays: Prowant

Motion carried 6-1.

b.) On September 22, 2014, the Village Council agreed to pay Roger Schultz his regular pay and in return, the Village would receive his worker's compensation checks after his work related injury. In addition, the Village Council voted to supplement his worker's compensation payments with the difference between his regular pay and his worker's compensation payments. Bill Harris felt it was time to end the worker's compensation supplements to Mr. Schultz. Considerable discussion ensued between the Council members regarding the right course of action to take.

Bill Harris moved that, effective September 3, 2016, the Village of Shelby shall cease accepting Sgt. Schultz's worker's compensation check and paying his regular pay check to him directly. Seconded by Dan Zaverl.

Roll call vote:

Ayes: Harris and Zaverl

Nays: Near, Sutton, Michalko, Prowant, and Inglis.

Motion failed.

The Council is seeking additional information regarding the status of Roger Schultz's worker's compensation case and will then schedule a meeting with him to explore his additional options.

- 10. CITIZEN PARTICIPATION:** Jeannie Newman thanked the Village for remodeling the sign at Getty Park as well as for the Industrial Park sign that Jarrett Furman upgraded. She also asked if the ridge cap on the sign at the Old Shelby Township Cemetery will be completed. Andy Near informed her that it would be taken care of by the end of the week.

11. COMMITTEE REPORTS

a. PLANNING COMMISSION: Chair Ex-Officio: Ben Michalko: Nothing to report. Next meeting is Tuesday, August 16, 2016 at 7:00 P.M.

b. WATER & SANITATION: Chair: John Sutton, Andy Near: Nothing to report.

c. STREETS AND SIDEWALKS: Chair: Dan Zaverl, Sharita Prowant: Nothing to report.

d. PARKS, REC. & BLDGS: Chair: Sharita Prowant, Andy Near: Nothing to report.

e. FINANCE and INSURANCE: Chair: Bill Harris, Ben Michalko: Met on August 2, 2016 to discuss proposed 2016/2017 budget amendments. The Committee decided that it was not necessary to do budget amendments at the time; but, would like to have quarterly meetings with the Village Administrator and Village Clerk to discuss Village fund balances and necessary budget amendments.

f. PERSONNEL: Chair: Ben Michalko, Bill Harris: The Committee met on August 2, 2016 to review and discuss the status of Ralph Briesse's worker's compensation supplement. The Committee has recommended the continuation of Mr. Briesse's worker's compensation supplement until more information becomes available.

Bill Harris moved to continue the worker's compensation supplement for Ralph Briesse until the Village has received more information regarding his medical evaluation or until the first payroll of November 2016 whichever comes first.

Seconded by Ben Michalko

Roll call vote:

Ayes: Harris, Michalko, Near, Sutton, Prowant, and Inglis

Nays: Zaverl

Motion carried 6-1.

g. ORDINANCES – Chair John Sutton, Dan Zaverl: There are a couple of ordinances that Chief TenBrink has brought to the Committee’s attention that need to be reviewed and reworded.

12. PAYMENT OF THE BILLS: Andy Near moved to pay the bills in the amount of \$181,722.61.

Seconded by Dan Zaverl.

Roll call vote.

Ayes: Near, Zaverl, Harris, Sutton, Michalko, and Inglis.

Nays: Prowant

Motion carried 6-1.

13. ADJOURNMENT: Dan Zaverl moved to adjourn the meeting at 9:35 P.M.

Seconded by Ben Michalko.

Voice vote. Motion carried unanimously.

Council minutes are not official until approved at the August 22, 2016 Council meeting.

☐ Approved

Minutes Respectfully Submitted by Julie Schultz, Village Clerk

Date

**VILLAGE OF SHELBY
REGULAR COUNCIL MEETING August 22, 2016 at 7:00 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 7:00 P.M. by President Paul Inglis.

2. ROLL CALL:

Answering the roll call: Bill Harris, Andy Near, Dan Zaverl, Paul Inglis, John Sutton, Ben Michalko and Sharita Prowant.

Staff present: Village Administrator Chelsea Stratil, Police Chief Terry TenBrink and Village Clerk Julie Schultz.

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

4. MINUTES: Ben Michalko moved to approve the minutes of the Regular Council Meeting of August 08, 2016 as corrected.

Seconded by Sharita Prowant.

Voice vote. Motion carried unanimously.

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

6. PRESIDENT'S REPORT: President Inglis had no report.

7. ADMINISTRATORS REPORT: VA Stratil updated Council on the Village Hall allergy issue. She informed Council that Stanley Steamers came in on Thursday, August 11, 2016 to clean the air ducts. The Stanley Steamer crew informed VA Stratil that the air ducts were extremely dirty. DPW Supervisor Greg MacIntosh and VA Stratil have been conducting interviews for the vacant DPW employee position. VA Stratil related that they are now conducting second interviews. The Village received a request to deduct sewer charges from a water bill because the resident waters his lawn. The resident does not have a sprinkler meter and would like the Village to deduct the sewer charges for the sprinkling he does on his yard. VA Stratil reported that, after some research, not only does policy state that irrigation meters are preferred but the Village has an ordinance whereby an approved irrigation meter is required for watering lawns.

8. OLD BUSINESS: President Inglis asked when the Valley Street paving will commence. VA Stratil responded that she will inquire about the paving start date.

9. NEW BUSINESS: No new business.

10. CITIZEN PARTICIPATION: Curt Trott informed the Council that there are four dead trees on Harrison Street. He would like to see them removed before they cause damage to area resident's property. The Council discussed at length the procedure for tree removal in the Fall. Andy Near asked if the "Welcome to Shelby" signs were going to be erected. VA Stratil stated that it has been discussed at Chamber Meetings and they did not have an exact time frame.

11. COMMITTEE REPORTS

- a. PLANNING COMMISSION: Chair Ex-Officio: Ben Michalko:** Met on Tuesday, August 16, 2016 and discussed the potential for locating a Band Shell near the Rail Trail Pavilion. Anne Hardy, Oceana County Economic Development Corporation Director, will be on the next agenda to discuss the availability of grants for the expansion of the Shelby Industrial Park.
- b. WATER & SANITATION: Chair: John Sutton, Andy Near:** Meeting on Tuesday, August 23, 2016 at 3:30 P.M. to meet with the DEQ water quality specialist and discuss the Village of Shelby's water quality and to review and discuss Water and Sewer billing policy matters.
- c. STREETS AND SIDEWALKS: Chair: Dan Zaverl, Sharita Prowant:** Nothing to report.
- d. PARKS, REC. & BLDGS: Chair: Sharita Prowant, Andy Near:** Nothing to report. Sharita Prowant asked what is in the budget for tree removal and planting.
- e. FINANCE and INSURANCE: Chair: Bill Harris, Ben Michalko:** Nothing to report.
- f. PERSONNEL: Chair: Ben Michalko, Bill Harris:** Nothing to report.
- g. ORDINANCES – Chair John Sutton, Dan Zaverl:** Nothing to report.

12. PAYMENT OF THE BILLS: Ben Michalko moved to pay the bills in the amount of \$45,115.48.

Seconded by Andy Near.

Roll call vote.

Ayes: Michalko, Near, Harris, Zaverl, Sutton, and Inglis.

Nays: Prowant

Motion carried 6-1.

13. ADJOURNMENT: Ben Michalko moved to adjourn the meeting at 8:32 P.M.

Seconded by John Sutton.

Voice vote. Motion carried unanimously.

Council minutes are not official until approved at the September 12, 2016 Council meeting. ☐ Approved

Minutes Respectfully Submitted by Julie Schultz, Village Clerk

Date

**VILLAGE OF SHELBY
REGULAR COUNCIL MEETING September 12, 2016 at 7:00 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 7:04 P.M. by President Paul Inglis.

2. ROLL CALL:

Answering the roll call: Andy Near, Dan Zaverl, Paul Inglis, John Sutton, Ben Michalko and Sharita Prowant. Absent: Bill Harris

Staff present: Village Administrator Chelsea Stratil, Police Chief Terry TenBrink, DPW Supervisor Greg MacIntosh, DPW Employee Jeremiah Helenhouse and Village Clerk Julie Schultz.

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

4. MINUTES: Sharita Prowant moved to approve the minutes of the Regular Council Meeting of August 22, 2016 as corrected.

Seconded by John Sutton.

Voice vote. Motion carried unanimously.
Absent: Bill Harris

5. ADDITIONS TO THE AGENDA: No additions to the agenda. Ben Michalko suggested that the Village recreate the Village newsletter in order to update residents on changes occurring in the Village.

6. PRESIDENT'S REPORT: President Inglis informed Council about an email he received from Amy Haack from the West Michigan Shoreline Regional Development Commission (WMSRDC) regarding a MDOT Rural Transportation Planning Meeting that is scheduled for Wednesday, September 21, 2016 from 4:00 P.M. to 6:00 P.M. at the Mason County Airport. They would like to engage in RURAL transportation partners as well as their elected officials about needs and strategies for the area's transportation system.

7. ADMINISTRATORS REPORT: VA Stratil introduced the newest member to the Village's Department of Public Works Jeremiah Helenhouse. Jeremiah presented a brief background summary of his career. VA Stratil continued with an update regarding the status of the Village's website. She informed Council that a presentation would be provided later regarding the updated website. VA Stratil explained the 277 North State Street sewage leak concern and informed Council of the action steps that have been taken to resolve the problem as well as what the next steps will be taken to assure the problem will not occur again. DPW Supervisor Greg MacIntosh's daughter Hadley MacIntosh updated the information kiosk at the Rail Trail Pavilion and she did an awesome job. The Village is waiting on one more sponsor for the new downtown benches and once all sponsorship money is received, the benches will be ordered. The Shelby Chamber of Commerce has reached out to the Village regarding the proposed Rail Trail Pavilion re-roofing project. The Chamber has offered to split the cost with the Village on 50/50 cost sharing basis. However, the Chamber has already asked for bids and selected Empire Contractors for the job. The project cost is \$5,200.00 and the Village of Shelby would be

responsible for \$2,600.00 of it. Sharita Prowant informed VA Stratil that the Village has a bid policy that would have to be followed. The Village Council would have to advertise for bids and then determine which bid would be in the best interests of the Village. Council directed VA Stratil to contact the Chamber to inform them of the Village's bid policy and Council will decide how to proceed.

8. OLD BUSINESS: No old business.

9. NEW BUSINESS:

a. Mary Lulich from Pixel Grafixs presented the new and improved Village website to the Council. She took time to review each tab and explain the different features that were designed for each of them. She added that the Village office staff will be trained to maintain the website as we go forward.

b. Village Clerk Julie Schultz presented proposed changes to the Water and Sewer Billing Policy to Council. Some changes include setting times for payments to be paid by as well as what fees will be charged if a water account is on the shut off list. The Council asked a number of questions and offered some new suggestions and ideas to help make the policy more effective.

10. CITIZEN PARTICIPATION: No citizen participation.

11. COMMITTEE REPORTS

a. **PLANNING COMMISSION: Chair Ex-Officio: Ben Michalko:** The next Planning Commission meeting will be on Tuesday, September 20, 2016 at 7:00 P.M.

b. **WATER & SANITATION: Chair: John Sutton, Andy Near:** Met on Tuesday, August 23, 2016 at 3:30 P.M. with the DEQ Water Quality Specialist and discussed the Village of Shelby's water quality and reviewed Water and Sewer Billing Policy matters.

c. **STREETS AND SIDEWALKS: Chair: Dan Zaverl, Sharita Prowant:** Nothing to report. Valley Street paving will begin on October 1, 2016.

d. **PARKS, REC. & BLDGS: Chair: Sharita Prowant, Andy Near:** Nothing to report.

e. **FINANCE and INSURANCE: Chair: Bill Harris, Ben Michalko:** Nothing to report.

f. **PERSONNEL: Chair: Ben Michalko, Bill Harris:** Nothing to report.

g. **ORDINANCES – Chair John Sutton, Dan Zaverl:** The Ordinance Committee met on Wednesday, September 7, 2016 at 4:00 p.m. to review and discuss the zoning application fee schedule as well as the Minor Curfew and Noise Ordinances.

John Sutton moved to amend the Village of Shelby's Planning and Zoning Application Fee Schedule to include a double permit fee for any person who fails to obtain the proper permit within seven (7) working days of notice of violation.

Seconded by Dan Zaverl.

Voice vote. Motion carried unanimously.

Absent: Bill Harris

Ben Michalko moved to accept the Ordinance Committee recommendation to amend the Village of Shelby Ordinance, Section 660.02 MINORS CURFEW, item (C) Enforcement, (C)(1), (C)(2) and (C)(3) to replace the language “chief of police” with “any police officer” of the Village of Shelby. Seconded by Sharita Prowant.

Voice vote. Motion carried unanimously.
Absent: Bill Harris

John Sutton asked the Village Council to review the proposed Noise Ordinance before the September 26, 2016 Village Council Meeting.

12. PAYMENT OF THE BILLS: Dan Zaverl moved to pay the bills in the amount of \$152,088.27.
Seconded by Andy Near.

Roll call vote.

Ayes: Zaverl, Near, Sutton, Michalko, and Inglis.
Nays: Prowant
Motion carried 5-1.
Absent: Bill Harris

13. ADJOURNMENT: Sharita Prowant moved to adjourn the meeting at 10:12 P.M.
Seconded by Ben Michalko.

Voice vote. Motion carried unanimously.
Absent: Bill Harris

Council minutes are not official until approved at the September 26, 2016 Council meeting. ☐ Approved

Minutes Respectfully Submitted by Julie Schultz, Village Clerk

Date

**VILLAGE OF SHELBY
REGULAR COUNCIL MEETING September 26, 2016 at 7:00 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 7:04 P.M. by President Paul Inglis.

2. ROLL CALL:

Answering the roll call: Andy Near, Dan Zaverl, Paul Inglis, John Sutton, Bill Harris and Sharita Prowant. Absent: Ben Michalko

Staff present: Police Chief Terry TenBrink and Village Clerk Julie Schultz.

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

4. MINUTES: Sharita Prowant moved to approve the minutes of the Regular Council Meeting of September 12, 2016 as corrected.

Seconded by John Sutton.

Voice vote. Motion carried unanimously.

Absent: Ben Michalko

5. ADDITIONS TO THE AGENDA: Chief Terry TenBrink requested a discussion about the speed limit on School Street; Dan Zaverl suggested the sale of the man lift, and Village Clerk Julie Schultz requested confirmation of the Halloween Trick or Treat times.

6. PRESIDENT'S REPORT: President Inglis had nothing to report.

7. ADMINISTRATORS REPORT: VA Stratil was not able to attend the Council meeting but President Inglis informed Council that the flashing street signs on State Street are still not working correctly and that VA Stratil has been in contact with technical support from the manufacturer to get them operating again.

8. OLD BUSINESS:

a. John Sutton moved to adopt the changes to the Policy for Billing, Collection and the Application of Water and Wastewater ready to serve charges and unit rates as proposed by Village Clerk Julie Schultz effective November 1, 2016.

Seconded by Andy Near

Roll call vote:

Ayes: Sutton, Near, Harris, Zaverl, Prowant, and Inglis

Motion carried unanimously.

Absent: Ben Michalko

b. The Public Hearing for the proposed Noise Ordinance is set for Monday, October 24, 2016 at 7:05 P.M.

c. The Village Council reviewed quotes from Lincoln Financial Group regarding Short and Long Term Disability insurance. Council requested that the quotes be clarified and brought back to the next Council meeting for further consideration.

d. The VA Stratil has been working with Village Attorney John Schrier and the La Conasupo engineer regarding the Encroachment Agreement by and between La Conasupo and the Village of Shelby necessitated by the construction of the ADA ramp at the east entrance of La Conasupo. Dan Zaverl moved to enter into the Encroachment Agreement by and between the Village of Shelby and La Conasupo.

Seconded by Andy Near.

Roll call vote:

Ayes: Zaverl, Near, Sutton, and Inglis.

Nays: Harris and Prowant

Motion carried 4-2.

Absent: Ben Michalko

9. NEW BUSINESS:

a. The Village Hall roof has had multiple leaks this past year. VA Stratil believes the problem should be resolved and has asked for direction from the Village Council. Dan Zaverl mentioned to temporarily fix it for the winter and budget for a new roof in the spring.

b. Chief Terry TenBrink informed Council that he has been approached by Shelby Public School Superintendent Dan Baur regarding the excessive speeding on School Street. Council asked Chief TenBrink for a recommendation for a speed limit on School Street. Chief TenBrink said 15mph should be fine. Council instructed Chief TenBrink to find out how to get the speed limit reduced for School Street.

c. The Village DPW has a man lift that, in the past, was used to put up Christmas decorations downtown. The man lift has not been used in over a year. Dan Zaverl requested approval from Council to sell the man lift.

Andy Near moved to authorize DPW Supervisor Greg MacIntosh to list the man lift for sale for a minimum of \$40,000.00.

Seconded by Dan Zaverl

Roll call vote:

Ayes: Near, Zaverl, Harris, Sutton, and Inglis

Nays: Prowant

Motion carried 5-1

Absent: Ben Michalko

d. Village Clerk Julie Schultz has had some businesses contact her regarding the Halloween Trick or Treat hours. Village Council set the Halloween Trick or Treat hours for Monday, October 31, 2016 from 6-8 P.M.

10. CITIZEN PARTICIPATION: No citizen participation.

11. COMMITTEE REPORTS

a. PLANNING COMMISSION: Chair Ex-Officio: Ben Michalko: President Inglis reported that the Planning Commission met on Tuesday, September 20, 2016 at 7:00 P.M. and Anne Hardy, Oceana County Economic Development Corporation Director, shared some information about available grants for the redevelopment of Industrial Parks in smaller municipalities.

b. WATER & SANITATION: Chair: John Sutton, Andy Near: Nothing to report.

c. STREETS AND SIDEWALKS: Chair: Dan Zaverl, Sharita Prowant: Nothing to report.

d. PARKS, REC. & BLDGS: Chair: Sharita Prowant, Andy Near: Nothing to report.

e. FINANCE and INSURANCE: Chair: Bill Harris, Ben Michalko: Nothing to report.

f. PERSONNEL: Chair: Ben Michalko, Bill Harris: Nothing to report.

g. ORDINANCES – Chair John Sutton, Dan Zaverl: Public Hearing for the proposed Noise Ordinance is set for Monday, October 24, 2016 at 7:05 P.M.

12. PAYMENT OF THE BILLS: Bill Harris moved to pay the bills in the amount of \$21,228.12.

Seconded by Andy Near.

Roll call vote.

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

Nays: Prowant

Motion carried 5-1.

Absent: Ben Michalko

13. ADJOURNMENT: John Sutton moved to adjourn the meeting at 8:36 P.M.

Seconded by Sharita Prowant.

Voice vote. Motion carried unanimously.

Absent: Ben Michalko

Council minutes are not official until approved at the October 10, 2016 Council meeting.

☐ Approved

Minutes Respectfully Submitted by Julie Schultz, Village Clerk

Date

**VILLAGE OF SHELBY
REGULAR COUNCIL MEETING October 10, 2016 at 7:00 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 7:00 P.M. by President Paul Inglis.

2. ROLL CALL:

Answering the roll call: Andy Near, Dan Zaverl, Paul Inglis, John Sutton, Bill Harris, Ben Michalko and Sharita Prowant.

Staff present: Village Administrator Chelsea Stratil, Police Chief Terry TenBrink and Village Clerk Julie Schultz.

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

4. MINUTES: Sharita Prowant moved to approve the minutes of the Regular Council Meeting of September 26, 2016 as corrected.

Seconded by Dan Zaverl.

Voice vote. Motion carried unanimously.

5. ADDITIONS TO THE AGENDA: Village Clerk Julie Schultz requested the addition of the Old Newsies Goodfellows Sales Day 2016 and Sharita Prowant requested the discussion of the last regular scheduled Council meeting in December.

6. PRESIDENT'S REPORT: President Inglis informed Council that he discussed employee contributions to the 2016 Oceana County United Way Campaign with VA Stratil.

7. ADMINISTRATORS REPORT: VA Stratil discussed the Rail Trail Pavilion roof with Chamber of Commerce officials and they were okay with the Village requesting new quotes for the project. VA Stratil was informed that the Valley Street pavement project has been pushed back a week to October 17th. Also, the Village leaf pick up will be pushed back as well.

8. OLD BUSINESS:

a. Council requested VA Stratil to ask the Village employees if they would be interested if the Village offered a short or long term disability plan to them. This would be considered for inclusion in the next DPW employees' contract which takes effect March 1, 2017.

9. NEW BUSINESS:

a. Village Clerk Julie Schultz received a letter from the Old Newsies (Goodfellows) requesting Council approval of their annual newspaper sales day on Saturday, December 3, 2016 in the Village of Shelby.

Sharita Prowant moved to establish the 2016 Old Newsies Sales day on Saturday, December 3, 2016 in the Village of Shelby.

Seconded by John Sutton.

Voice Vote. Motion carried unanimously.

b. Sharita Prowant asked about the last Council meeting date in December. With Christmas falling on Sunday this year, the Village offices will be closed on Monday, December 26, 2016.

Sharita Prowant moved to change the Monday, December 26, 2016 regular scheduled meeting to Tuesday, December 27, 2016 at 7:00 P.M.

Seconded by Ben Michalko.

Voice Vote. Motion carried unanimously.

10. CITIZEN PARTICIPATION: Dennis Murphy is running for the House of Representatives from Michigan's 2nd Congressional District.

11. COMMITTEE REPORTS

a. **PLANNING COMMISSION: Chair Ex-Officio: Ben Michalko:** Next Planning Commission Meeting is on Tuesday, October 18, 2016 at 7:00 P.M.

b. **WATER & SANITATION: Chair: John Sutton, Andy Near:** Nothing to report.

c. **STREETS AND SIDEWALKS: Chair: Dan Zaverl, Sharita Prowant:** Nothing to report.

d. **PARKS, REC. & BLDGS: Chair: Sharita Prowant, Andy Near:** Nothing to report.

e. **FINANCE and INSURANCE: Chair: Bill Harris, Ben Michalko:** Nothing to report.

f. **PERSONNEL: Chair: Ben Michalko, Bill Harris:** Nothing to report.

g. **ORDINANCES – Chair John Sutton, Dan Zaverl:** Public Hearing for the proposed Noise Ordinance is set for Monday, October 24, 2016 at 7:05 P.M.

12. PAYMENT OF THE BILLS: Andy Near moved to pay the bills in the amount of \$36,830.21.

Seconded by Dan Zaverl.

Roll call vote.

Ayes: Near, Zaverl, Harris, Sutton, Michalko, and Inglis.

Nays: Prowant

Motion carried by a vote of 6-1.

13. ADJOURNMENT: Andy Near moved to adjourn the meeting at 7:50 P.M.

Seconded by Dan Zaverl.

Voice vote. Motion carried unanimously.

Council minutes are not official until approved at the October 24, 2016 Council meeting.

☐ Approved

**VILLAGE OF SHELBY
REGULAR COUNCIL MEETING October 24, 2016 at 7:00 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 7:00 P.M. by President Paul Inglis.

2. ROLL CALL:

Answering the roll call: Andy Near, Dan Zaverl, Paul Inglis, John Sutton, Bill Harris, Ben Michalko and Sharita Prowant.

Staff present: Village Administrator Chelsea Stratil, Police Chief Terry TenBrink, DPW Supervisor Greg MacIntosh and Village Clerk Julie Schultz.

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

4. MINUTES: Dan Zaverl moved to approve the minutes of the Regular Council Meeting of October 10, 2016 as presented.

Seconded by Andy Near.

Voice vote. Motion carried unanimously.

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

6. PRESIDENT'S REPORT: President Inglis reminded the Council as well as the citizens in attendance to vote on November 8, 2016.

7. ADMINISTRATORS REPORT: VA Stratil informed Council she is currently working on a zoning report as well as the beginning stages of the Village's 2017-2018 Fiscal Year Budget.

8. PUBLIC HEARING: President Inglis opened the Public Hearing for the proposed Noise and Public Nuisance Ordinance at 7:05 P.M.

John Sutton, Chairman of the Ordinance Committee, shared some background information and the reason behind the proposed ordinance. Chief Terry TenBrink stated that the ordinance will help with some of the issues that currently exist within the Village limits.

President Inglis closed the Public Hearing for the proposed Noise and Public Nuisance Ordinance at 7:29 P.M.

Andy Near moved to adopt the Noise and Public Nuisance Ordinance and that, upon the effective date of this Ordinance, the prior Ordinance No. 660.01, Section B, Subsection 8, known as the Village of Shelby Noise Ordinance, is, at the same time, repealed.

Seconded by John Sutton.

Roll call vote:

Ayes: Near, Sutton, Harris, Zaverl, Michalko, Prowant, and Inglis.

Motion carried unanimously.

8. OLD BUSINESS: No old business.

9. NEW BUSINESS: No new business.

10. CITIZEN PARTICIPATION: No citizen participation.

11. COMMITTEE REPORTS

a. PLANNING COMMISSION: Chair Ex-Officio: Ben Michalko: The Planning Commission met on Tuesday, October 18, 2016 at 7:00 P.M. and the members would like to consider the possibility of re-establishing the Christmas Parade. A motion was passed to add another picnic table or a couple of benches at the Wesco Park. A motion was also passed by the Planning Commission to request authorization from the Village Council to allow the Planning Commission to re-evaluate additional uses for Nichols Park.

Ben Michalko moved to approve the request that the Village Council and the Parks and Recreation Committee authorize the Shelby Village Planning Commission to explore the availability and the potential development of vacant and distressed properties that may be available in the Harvey Street Sub Division for the potential development of a playground or recreational area for the residents. Seconded by John Sutton.

Roll call vote:

Ayes: Michalko, Sutton, Near, Prowant, Harris, Zaverl, and Inglis.

Motion carried unanimously.

Ben Michalko moved to explore the future acquisition of property and development of an Industrial District south of the Village of Shelby.

Seconded by Sharita Prowant.

Roll call vote:

Ayes: Michalko, Prowant, Near, Sutton, and Inglis

Nays: Harris and Zaverl

Motion carried 5-2.

Ben Michalko moved to explore the future establishment and development of a for commercial business district west of First Street to the US-31 highway.

Seconded by Sharita Prowant.

Roll call vote:

Ayes: Michalko, Prowant, Harris, Near, Zaverl, Sutton, and Inglis

Motion carried unanimously.

b. WATER & SANITATION: Chair: John Sutton, Andy Near: Nothing to report.

c. STREETS AND SIDEWALKS: Chair: Dan Zaverl, Sharita Prowant: Nothing to report.

d. PARKS, REC. & BLDGS: Chair: Sharita Prowant, Andy Near: Nothing to report.

e. FINANCE and INSURANCE: Chair: Bill Harris, Ben Michalko: Nothing to report.

f. PERSONNEL: Chair: Ben Michalko, Bill Harris: Nothing to report.

g. ORDINANCES – Chair John Sutton, Dan Zaverl: Nothing to report.

12. PAYMENT OF THE BILLS: Bill Harris moved to pay the bills in the amount of \$31,890.67.

Seconded by Ben Michalko.

Roll call vote.

Ayes: Harris, Michalko, Near, Zaverl, Sutton, and Inglis.

Nays: Prowant

Motion carried by a vote of 6-1.

13. ADJOURNMENT: Ben Michalko moved to adjourn the meeting at 9:00 P.M.

Seconded by John Sutton.

Voice vote. Motion carried unanimously.

Council minutes are not official until approved at the November 14, 2016 Council meeting. ☐ Approved

Minutes Respectfully Submitted by Julie Schultz, Village Clerk

Date



**VILLAGE OF SHELBY
REGULAR COUNCIL MEETING November 28, 2016 at 7:00 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 7:00 P.M. by President Paul Inglis.

2. ROLL CALL:

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

Staff present: Village Administrator Chelsea Stratil, Police Chief Terry TenBrink, DPW Supervisor Greg MacIntosh and Village Clerk Julie Schultz.

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

4. MINUTES: Bill Harris moved to approve the minutes of the Regular Council Meeting of November 14, 2016 as corrected.

Seconded by Andy Near.

Voice vote. All in favor. Motion carried unanimously.

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

6. PRESIDENT'S REPORT: President Paul Inglis welcomed new Council members Jim Wyns and Steve Crothers and congratulated Council members John Sutton and Andy Near who were re-elected and encouraged the Council to move forward in a positive direction. President Inglis presented a plaques to Sharita Prowant in appreciation for her 8 years of service on the Village Council and in recognition of Ben Michalko for his 9 years of service on the Village Council. President Inglis announced the new Committee assignments.

7. ADMINISTRATORS REPORT: VA Stratil asked if any of the Council members or citizens in the audience have had a chance to drive down Valley Street. The paving project needs to be signed off on and she asked for input before signing the final product. VA Stratil presented to Council the possibility of changing the meeting time for Council meetings from 7:00 P.M. to 6:00 P.M. She asked Council to consider it for the next Council meeting. She also suggested that Council packets be delivered or emailed to the Council members. The Shelby Holiday Kick-Off was a success. About 80 people attended. The Village received a health insurance premium rebate of \$426.01 that has to go back to the employees in some manner. The Village can not use the money as revenue. VA Stratil would like to use the money to purchase jackets or sweaters for the employees with the Shelby Village logo printed on them. She is waiting for quotes for them.

8. OLD BUSINESS:

a.) The Ladder Community Center plans to add a cement pad to the alleyway between their parking lot and the Ladder sidewalk. Brian Beckman presented the project at the previous Council meeting and the Council decided to table the subject for this meeting with the new Council. Council member concerns included who would maintain the cement pad as well as who would be held liable if an incident or accident occurred as a result of damages to the pad- the Village of Shelby or the Ladder Community Center. The Council discussed the subject in detail.

Bill Harris moved to allow the Ladder Community Center to proceed with its proposed cement pad project with the contingency that an agreement will be signed between the Ladder Community Center and the Village of Shelby regarding the maintenance of and liability for the cement pad.
Seconded by Steve Crothers.

Roll call vote:

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

Motion carried unanimously.

9. NEW BUSINESS:

a.) Cathy Schouten and Tiffany Haight, representing the Shelby Festivals Committee proposed that the Village of Shelby assume responsibility for conducting both the Summer and Winter Festivals. The Committee wishes to see the continuation of joy and excitement that the Festivals bring to the Village of Shelby. The Shelby Festivals Committee's proposed was referred to by President Inglis for further the Parks and Recreation Committee for review and consideration.

10. CITIZEN PARTICIPATION: No citizen participation

11. COMMITTEE REPORTS

a. PLANNING COMMISSION: Chair Ex-Officio: Jim Wyns: Next meeting will be on Tuesday, December 20, 2016 at 7:00 P.M.

b. WATER & SANITATION: Chair: John Sutton, Steve Crothers: Nothing to report.

c. STREETS AND SIDEWALKS: Chair: Dan Zaverl, Jim Wyns: Nothing to report.

d. PARKS, REC. & BLDGS: Chair: Andy Near, John Sutton: Nothing to report.

e. FINANCE and INSURANCE: Chair: Jim Wyns, Bill Harris: Nothing to report.

f. PERSONNEL: Chair: Bill Harris, Andy Near: Nothing to report.

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

12. PAYMENT OF THE BILLS: Andy Near moved to pay the bills in the amount of \$29,714.58.

Seconded by Jim Wyns.

Roll call vote.

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

Motion carried unanimously.

13. ADJOURNMENT: Dan Zaverl moved to adjourn the meeting at 8:42 P.M.

Seconded by John Sutton.

Voice vote. Motion carried unanimously.

Council minutes are not official until approved at the December 12, 2016 Council meeting. ☐ Approved



**VILLAGE OF SHELBY
REGULAR COUNCIL MEETING December 12, 2016 at 7:00 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 7:00 P.M. by President Paul Inglis.

2. ROLL CALL:

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

Staff present: Village Administrator Chelsea Stratil, Police Chief Terry TenBrink and Village Clerk Julie Schultz.

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

4. MINUTES: Bill Harris moved to approve the minutes of the Regular Council Meeting of November 28, 2016 as presented.

Seconded by Jim Wyns.

Voice vote. All in favor. Motion carried unanimously.

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

6. PRESIDENT'S REPORT: President Inglis did not have anything to report. He thanked EMS Director Lance Corey for the invitation to tour the new EMS building located at 562 South State Street.

7. ADMINISTRATORS REPORT: VA Stratil informed Council that she is gathering the final totals for the Holiday Kick Off and will report to Council at the next meeting. The DPW staff meeting was a success.

8. CORRESPONDANCE: No correspondence

9. OLD BUSINESS:

a.) The Ladder Community Center's owners plan to add a cement pad to the alleyway between their handicapped accessible parking lot and the Ladder sidewalk. They do not wish to commit to an agreement with the Village of Shelby for the liability and maintenance issues for the proposed cement pad.

Jim Wyns presented an alternative idea to Brian Beckman that would cost less but would preserve the cement longer because a plow truck would not have to drive over it.

Bill Harris moved that the motion made November 28, 2016 to allow the Ladder Community Center to proceed with its proposed cement pad project with the contingency that an agreement will be signed between the Ladder Community Center and the Village of Shelby regarding the maintenance of and liability for the cement pad be rescinded.

Seconded by Steve Crothers.

Roll call vote:

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

Motion carried.

Steve Crothers moved to grant the request from the Ladder subject to a review of Jim Wyns' proposal and, if his proposal is not feasible, the cement pad as proposed by Brian Beckman would be approved.
Seconded by Andy Near

No vote was taken.

Steve Crothers moved to withdraw his previous motion.

Seconded by John Sutton

Roll call vote:

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

Nays: Near

Motion carried 6-1.

b.) PROTEC is the Michigan Coalition to Protect Public Rights-of-Way for cell tower installations and gas pipeline issues. The Village Council received the membership information at the last Council meeting for their review. As suggested by President Inglis, VA Stratil will negotiate a pro-rated membership fee for a 6 month period if the Council votes to join PROTEC.

Jim Wyns moved to join PROTEC which will authorize the agency to work on the Village's behalf during all rights-of-way issues.
Seconded by Andy Near.

Roll call vote:

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

Nays: Zaverl

Motion carried 6-1.

c.) The Festivals Committee had asked the Village Council to assume responsibility for the Winter and Summer Festivals at its meeting of November 28th. VA Stratil recommended that the Village Council not take over the planning and operation of the Festivals.

Johns Sutton moved that the Village of Shelby pass on taking over the responsibilities of the festival events at this time.
Seconded by Jim Wyns

Voice vote: All in favor. Motion carried unanimously.

d.) EMS Director Lance Corey informed Council that they began the remodel of the new EMS building

January 3, 2016 and officially moved in on December 7, 2016. Oceana County EMS plans to hold an Open House in the near future.

10. NEW BUSINESS:

a.) The Village of Shelby Council Rules and Procedures have had some minor changes and/ or updates made that were requested. The Village staff will continue to make corrections and changes and will present the final update at the next Council meeting.

b.) Bill Harris moved to accept and approve the 2017 Village of Shelby Council meeting schedule and to change the start time from 7:00 P.M. to 6:30 P.M.

Seconded by Andy Near.

All in favor. Motion carried unanimously.

c.) Steve Crothers moved to appoint Connie Near to the Shelby Area District Library Board of Trustees for a three-year term effective January 1, 2017.

Seconded by Dan Zaverl.

Voice vote:

All in favor. Motion carried unanimously.

11. CITIZEN PARTICIPATION: No citizen participation

12. COMMITTEE REPORTS

a. PLANNING COMMISSION: Chair Ex-Officio: Jim Wyns: Next meeting will be on Tuesday, December 20, 2016 at 7:00 P.M.

b. WATER & SANITATION: Chair: John Sutton, Steve Crothers: Nothing to report. Sewer breaks at Chapita Hills on Sunday, December 11, 2016 were resolved.

c. STREETS AND SIDEWALKS: Chair: Dan Zaverl, Jim Wyns: Met on Tuesday, December 6, 2016 for a Task Force orientation with Joel Fitzpatrick from the West Michigan Shoreline Regional Development Commission (WMSRDC). Joel shared the history of and current knowledge about MDOT funding. VA Stratil recommended that the Village's Purchasing Policy bid process be waived and that the Phase 2 contract with Prein and Newhof Engineering be extended.

Dan Zaverl moved that the Village Council waive the Purchasing Policy and retain the engineering services of Prein and Newhof, Muskegon, Michigan, in the amount of \$67,980.00 to complete the next phase of the State Street Project.

Seconded by Jim Wyns.

Roll call vote:

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

Motion carried.

d. PARKS, REC. & BLDGS: Chair: Andy Near, John Sutton: Nothing to report.

e. FINANCE and INSURANCE: Chair: Jim Wyns, Bill Harris: Nothing to report.

f. PERSONNEL: Chair: Bill Harris, Andy Near: Nothing to report.

g. ORDINANCES – Chair Steve Crothers, Dan Zaverl: Nothing to report. Need to review the Open Burning Ordinance.

13. PAYMENT OF THE BILLS: Jim Wyns moved to pay the bills in the amount of \$99,260.87.

Seconded by Bill Harris.

Roll call vote.

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

Motion carried unanimously.

14. ADJOURNMENT: Dan Zaverl moved to adjourn the meeting at 9:03 P.M.

Seconded by Andy Near.

Voice vote. Motion carried unanimously.

Council minutes are not official until approved at the December 27, 2016 Council meeting. ☐ Approved

Minutes Respectfully Submitted by Julie Schultz, Village Clerk

Date



**VILLAGE OF SHELBY
REGULAR COUNCIL MEETING December 27, 2016 at 7:00 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 7:00 P.M. by President Paul Inglis.

2. ROLL CALL:

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

Staff present: Village Administrator Chelsea Stratil, Police Chief Terry TenBrink and Village Clerk Julie Schultz.

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

4. MINUTES: Dan Zaverl moved to approve the minutes of the Regular Council Meeting of December 12, 2016 as presented.

Seconded by John Sutton.

Voice vote. All in favor. Motion carried unanimously.

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

6. PRESIDENT'S REPORT: President Inglis recommended the appointment of Jim Wyns to the Village of Shelby Planning Commission as the Village Council's Ex-Officio member.

Bill Harris moved to appoint Jim Wyns as the Village Council's Ex-Officio member to the Village of Shelby Planning Commission.

Seconded by Andy Near

Voice vote. All in favor. Motion carried unanimously.

President Inglis commended DPW Supervisor Greg MacIntosh as well as the DPW staff for building and maintaining the ice skating rink located at Getty Park. President Inglis wished everyone a Happy New Year 2017.

7. ADMINISTRATORS REPORT: VA Stratil informed Council about a request that she submitted to the Oceana County Community Foundation for repairs to the Rail Trail Pavilion roof. A family that uses the Rail Trail often granted the request and made a donation of \$1,500.00 toward the repair of the Pavilion roof. VA Stratil presented a Committee Schedule proposal for Council to review for the next meeting.

Fleis and Vandenbrink Engineering sent the final payment invoice for Hallack Contracting for the paving of Valley Street. They recommended paying the final payment of \$59,500.20 to Hallack Contracting for the Valley Street paving project.

Steve Crothers moved to approve the payment of \$59,500.20 to Hallack Contracting, Hart, Michigan, for the paving of Valley Street.

Seconded by Dan Zaverl

Roll call vote:

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

Motion carried unanimously.

8. CORRESPONDANCE: No correspondence

9. OLD BUSINESS:

a.) Council discussed the revised Shelby Village Council Rules and Procedures. It was agreed that “Citizen Participation” be placed above “Old Business” and under “Correspondence” on the Council agendas.

Jim Wyns moved to approve the Shelby Village Council Rules and Procedure as revised effective January 1, 2017.

Seconded by Dan Zaverl

Roll call vote:

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

Motion carried unanimously.

10. NEW BUSINESS:

a.) No new business.

11. CITIZEN PARTICIPATION: Police Chief Terry TenBrink expressed an interest in promoting one of his officers to the position of Temporary Sergeant. President Inglis referred the request to the Personnel Committee Chair.

12. COMMITTEE REPORTS

a. PLANNING COMMISSION: Chair Ex-Officio: Jim Wyns: Met on Tuesday, December 20, 2016 at 7:00 P.M. The Planning Commission encouraged the Village Council to pursue the P.A. 425 agreement with Shelby Township as well as the pursuit of a location south of town for a recreational area for the youth residing in the south end of the Village.

b. WATER & SANITATION: Chair: John Sutton, Steve Crothers: Meeting on Wednesday, January 4, 2017 at 4:00 P.M. to discuss the proposed changes to water and sewer bills.

c. STREETS AND SIDEWALKS: Chair: Dan Zaverl, Jim Wyns: Nothing to report.

d. PARKS, REC. & BLDGS: Chair: Andy Near, John Sutton: Meeting on Wednesday, January 4, 2017 at 5:00 P.M. to review the Village of Shelby Master Plan.

e. FINANCE and INSURANCE: Chair: Jim Wyns, Bill Harris: Meeting on Wednesday, January 4, 2017 at 3:00 P.M. for a budget orientation with Eric Van Dop of Brickley DeLong.

f. PERSONNEL: Chair: Bill Harris, Andy Near: Nothing to report.

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

13. PAYMENT OF THE BILLS: Jim Wynn moved to pay the bills in the amount of \$26,178.43.

Seconded by Andy Near.

Roll call vote.

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

Motion carried unanimously.

14. ADJOURNMENT: Dan Zaverl moved to adjourn the meeting at 8:24 P.M.

Seconded by John Sutton.

Voice vote. Motion carried unanimously.

Council minutes are not official until approved at the January 9, 2017 Council meeting.

☐ Approved

Minutes Respectfully Submitted by Julie Schultz, Village Clerk

Date