



**VILLAGE OF SHELBY  
REGULAR COUNCIL MEETING January 9, 2017 at 6:30 P.M.  
COUNCIL PROCEEDINGS**

**1. CALL TO ORDER:**

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

**2. ROLL CALL:**

Answering the roll call: 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:** Jim Wyns moved to approve the minutes of the Regular Council Meeting of December 27, 2016 as presented.

Seconded by Steve Crothers.

Voice vote. All in favor. Motion carried unanimously.

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

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

**7. ADMINISTRATOR'S REPORT:** VA Stratil shared the Holiday Kick Off report with Council. VA Stratil will be holding a Brown Bag Lunch Meeting on February 16, 2017 at Noon. VA Stratil and DPW Supervisor Greg MacIntosh met with Oceana County Road Commission Director Mark Timmer on Friday, January 6, 2017 and discussed new ideas for road maintenance around the Village.

**8. CORRESPONDENCE:** No correspondence

**9. CITIZEN PARTICIPATION:** Sharita Prowant asked if the Village still had a pile of sand behind the DPW garage to put on icy roads. VA Stratil responded that she was not aware of any surplus pile of sand for icy roads.

**10. OLD BUSINESS:**

a.) The suggested quarterly Committee schedule was discussed and the consensus of Council was to use it as a guideline for future Committee meetings.

**11. NEW BUSINESS:**

a.) The Village office staff has been receiving numerous complaints regarding the water and sewer postcard bills. Village Clerk Julie Schultz proposed a resolution of the complaints to Council. She proposed switching the postcards back to full page bills. The Village would also have to purchase a new folding, stuffing, and sealing machine. Ms. Schultz presented the breakdown of the cost of the water bills as well as the cost of the folding, stuffing, and sealing machine.

John Sutton moved to purchase the sealing, stuffing, and folding machine for \$4,500.00 to include the trade-in of the old machine from Automated Business Equipment, Portland, Michigan.

Seconded by Steve Crothers

Roll call vote:

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

Motion carried unanimously.

John Sutton moved to change the water and sewer bills from postcards to full page bills effective with the March billing.

Seconded by Andy Near.

Voice vote. All in favor. Motion carried unanimously.

b.) The Manistee, Mason, and Oceana Household Hazardous Waste Committee is requesting the Village to contribute \$750.00 to the 2017 Household Hazardous Waste program based on its 2010 Census of 2065 persons multiplied by 37 cents per capita, an increase of 5 cents per capita from 2016.

Bill Harris moved that the Village of Shelby contribute the requested amount of \$750.00 to the 2017 Manistee, Mason and Oceana Household Hazardous Waste Program.

Seconded by Andy Near.

Roll call vote:

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

Nays: Zaverl, who felt the Village should pay \$400.00 which was the same amount it paid in 2016.

Motion carried 6-1.

John Sutton moved that the Village of Shelby contract with the Manistee, Mason and Oceana Conservation Districts for the collection and disposal of household hazardous waste in the amount of \$750.00 and to authorize President Inglis to sign the contract and agreement for services on the Village's behalf.

Seconded by Jim Wyns.

Voice vote.

Motion carried 6-1. Zaverl voted no.

### 13. COMMITTEE REPORTS

**a. PLANNING COMMISSION: Chair Ex-Officio: Jim Wyns:** Meeting on Tuesday, January 17, 2017 at 6:30 P.M.

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

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

**d. PARKS, REC. & BLDGS: Chair: Andy Near, John Sutton:** Met on Wednesday, January 4,

2017 at 5:00 P.M and discussed the Parks and Recreation Master Plan. The Committee will be putting together a priority list for park improvements and development.

The Village was requested by Dr. Steven Lessens, on behalf of the Shelby Rotary Club, to assist with or to contribute Village funds for improvements to Triangle Park which is owned by the Ladder Community Center’s owners.

Andy Near moved that the Council authorize VA Stratil to notify the Shelby Rotary Club, Shelby Chamber of Commerce and the Ladder Community Center that the Village of Shelby is unable to expend public funds for improvements and developments to private properties.  
Seconded by Bill Harris.

Andy Near stated the Village Council fully supports the Ladder Community Center and its continued success.  
Roll call vote:

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

Motion carried unanimously.

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

Jim Wyns moved to set the Village of Shelby’s 2017/2018 Fiscal Year Budget Public Hearing date on Monday, February 13, 2017 at 6:45 P.M.  
Seconded by Bill Harris

Voice vote.  
Motion carried unanimously.

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

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

**14. PAYMENT OF THE BILLS:** Jim Wyns moved to pay the bills in the amount of \$94,229.76.  
Seconded by Steve Crothers.

Roll call vote.

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

**15. ADJOURNMENT:** Andy Near moved to adjourn the meeting at 7:54 P.M.  
Seconded by John Sutton.

Voice vote. Motion carried unanimously.

Council minutes are not official until approved at the January 23, 2017 Council meeting.  Approved

---

Minutes Respectfully Submitted by Julie Schultz, Village Clerk

Date



**VILLAGE OF SHELBY  
REGULAR COUNCIL MEETING January 23, 2017 at 6:30 P.M.  
COUNCIL PROCEEDINGS**

**1. CALL TO ORDER:**

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

**2. ROLL CALL:**

Answering the roll call: 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:** Steve Crothers moved to approve the minutes of the Regular Council Meeting of January 9, 2017 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 Inglis had nothing to report.

**7. ADMINISTRATORS REPORT:** VA Stratil will be attending the Michigan Municipal Executives Winter Conference in Kalamazoo from January 31, 2017 through February 3, 2017.

**8. CORRESPONDENCE:** At the previous Council meeting, Dan Zaverl inquired about possible sidewalk lawsuits against the Village. VA Stratil provided Council with information regarding new legislation that was recently signed by Governor Snyder which protects municipalities from sidewalk lawsuits.

**9. CITIZEN PARTICIPATION:** No citizen participation.

**10. OLD BUSINESS:**

a.) The office staff added a section for committee agendas in the Village of Shelby Rules and Procedures. The Council asked for additional time to deliberate where "Citizen Participation" should be placed on the agenda of Committee meetings.

**11. NEW BUSINESS:** No new business.

**13. COMMITTEE REPORTS**

- a. PLANNING COMMISSION: Chair Ex-Officio: Jim Wyns:** Met on Tuesday, January 17, 2017 at 6:30 P.M. and discussed different topic ideas for a future seminar. The topic chosen was "Planning and Zoning Essentials". Chair Rich Setlak is working on more details and will make them available in the next few months.

- b. WATER & SANITATION: Chair: John Sutton, Steve Crothers:** Nothing to report.
- c. STREETS AND SIDEWALKS: Chair: Dan Zaverl, Jim Wyns:** Nothing to report. The Task Force's funds will allow the Village's local match for the State Street project to be reduced to \$112,000.00.
- d. PARKS, REC. & BLDGS: Chair: Andy Near, John Sutton:** Nothing to report.
- e. FINANCE and INSURANCE: Chair: Jim Wyns, Bill Harris:** Met on Wednesday, January 18, 2017 at 3:00 P.M. for a review of the Village of Shelby's preliminary 2017/2018 Fiscal Year Budget. The Finance Committee of the Whole will meet on Monday, January 30, 2017 at 5:00 P.M. for a work session regarding the Village's 2017/2018 Fiscal Year Budget.
- f. PERSONNEL: Chair: Bill Harris, Andy Near:** The Personnel Committee of the Whole met on Thursday, January 19, 2017 at 3:30 P.M. During the meeting, the Committee made a recommendation to authorize Chief TenBrink to temporarily promote Officer Karafa to Sergeant on a probationary period with a 50 cents per hour increase. Chief TenBrink asked Council for a \$1.00 per hour increase rather than a 50 cents per hour increase for Officer Karafa.

Bill Harris moved that the Village Council authorize Chief TenBrink to temporarily promote Officer Karafa to Sergeant on a probationary period effective March 1, 2017 with a 50 cents per hour increase with the understanding that there will be a review of the position after six months. Seconded by Dan Zaverl

Roll call vote

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

Motion carried unanimously.

The Personnel Committee of the Whole also discussed Sergeant Roger Schultz's worker's compensation "supplement". The Village currently pays him his regular paycheck and, in turn, the Village accepts and receives his worker's compensation check from the worker's compensation carrier into the General Fund. Bill Harris recommended that the Council not take action at this time due to recent information that has come to light, and, because of privacy issues, it cannot be further discussed.

Dan Zaverl moved that, effective February 28, 2017, the Village of Shelby end the acceptance of Roger Schultz's worker's compensation check and end the payment of his regular paycheck and the employer contribution to his retirement fund.

The motion died for the lack of support.

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

**14. PAYMENT OF THE BILLS:** Jim Wyns moved to pay the bills in the amount of \$26,859.19.

Seconded by Bill Harris.

Roll call vote.

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

Motion carried unanimously.

**15. ADJOURNMENT:** Bill Harris moved to adjourn the meeting at 8:00 P.M.  
Seconded by Steve Crothers.

Voice vote. Motion carried unanimously.

Council minutes are not official until approved at the February 13, 2017 Council meeting.  Approved

\_\_\_\_\_  
Minutes Respectfully Submitted by Julie Schultz, Village Clerk

\_\_\_\_\_  
Date



**VILLAGE OF SHELBY  
REGULAR COUNCIL MEETING February 13, 2017 at 6:30 P.M.  
COUNCIL PROCEEDINGS**

**1. CALL TO ORDER:**

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

**2. ROLL CALL:**

Answering the roll call: Bill Harris, Jim Wyns, Dan Zaverl, Paul Inglis, John Sutton, and Steve Crothers. Absent: 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 January 23, 2017 as prepared.

Seconded by Steve Crothers.

Voice vote. All in favor. Motion carried unanimously.  
Absent: Andy Near

**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 attended the Michigan Municipal Executives Winter Conference January 31 through February 3, 2017. VA Stratil is hosting a Brown Bag Lunch meeting on Thursday, February 16, 2017 at noon. The Shelby Summer Kick off is scheduled to take place on Saturday, June 17, 2017.

Jim Wyns, VA Stratil and Sgt. Schultz worked together for a resolution of Sgt. Schultz's workers' compensation supplement. Effective March 1, 2017, Sgt. Schultz will receive only his workers compensation check directly from the workers' compensation carrier until he returns to work. President Inglis commended VA Stratil, Mr. Wyns and Sgt. Schultz for their efforts.

VA Stratil was approached by a Black Dot representative to amend the T-Mobile tower lease agreement with the Village of Shelby. VA Stratil asked Council for direction regarding the status of the lease agreement and the consensus was to keep the current agreement in place until its scheduled expiration date.

**8. CORRESPONDENCE:** No correspondence.

**9. CITIZEN PARTICIPATION:** Sharita Prowant asked for an update regarding the SAW Grant. VA Stratil responded that the SAW Grant activity and spending will increase more in the Spring of 2017. Ms. Prowant also asked why the DPW is plowing streets with a pickup truck rather than clearing sidewalks to increase pedestrian safety.



**10. PUBLIC HEARING:** President Inglis opened the Public Hearing for the Fiscal Year 2017/2018 Budget at 6:56 P.M.

VA Stratil presented a brief overview of the budget process and reviewed the budget documents. Sharita Prowant asked about and received responses to three budget items.

President Inglis closed the Public Hearing for the Fiscal Year 2017/2018 Budget at 7:40 P.M.

Jim Wyns moved to adopt the General Fund Budget Revenues of \$547,450 and Expenditures of \$547,319 for FY 2017/2018 effective March 1, 2017.

Seconded by Dan Zaverl

Roll call vote:

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

Motion carried 6-0.

Absent: Andy Near

John Sutton moved to adopt the General Investment Fund Budget Revenues of \$700 and Expenditures of \$0 for FY 2017/2018 effective March 1, 2017.

Seconded by Jim Wyns

Roll call vote:

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

Motion carried 6-0.

Absent: Andy Near

Dan Zaverl moved to adopt the Major Street Fund Budget Revenues of \$170,464 and Expenditures of \$98,209 for FY 2017/2018 effective March 1, 2017.

Seconded by Steve Crothers

Roll call vote:

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

Motion carried 6-0.

Absent: Andy Near

Steve Crothers moved to adopt the Local Street Fund Budget Revenues of \$113,725 and Expenditures of \$108,183 for FY 2017/2018 effective March 1, 2017.

Seconded by John Sutton

Roll call vote:

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

Motion carried 6-0.

Absent: Andy Near

Bill Harris moved to adopt the Street Debt Fund Budget Revenues of \$138,576 and Expenditures of \$138,576 for FY 2017/2018 effective March 1, 2017.

Seconded by Dan Zaverl

Roll call vote:

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

Motion carried 6-0.

Absent: Andy Near

Jim Wyns moved to adopt the Sewer Fund Budget Revenues of \$378,100 and Expenditures of \$365,364 for FY 2017/2018 effective March 1, 2017.

Seconded by Steve Crothers

Roll call vote:

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

Motion carried 6-0.

Absent: Andy Near

John Sutton moved to adopt the Water Fund Budget Revenues of \$306,350 and Expenditures of \$282,559 for FY 2017/2018 effective March 1, 2017.

Seconded by Bill Harris

Roll call vote:

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

Motion carried 6-0.

Absent: Andy Near

Dan Zaverl moved to adopt the Equipment Pool Fund Budget Revenues of \$145,700 and Expenditures of \$120,977 for FY 2017/2018 effective March 1, 2017.

Seconded by John Sutton

Roll call vote:

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

Motion carried 6-0.

Absent: Andy Near

**11. OLD BUSINESS:**

a.) The Village office staff added a section to the Shelby Village Council Rules of Procedure for Committee meetings.

Steve Crothers moved to amend the Shelby Village Council Rules of Procedure to include the language referencing committee meetings as presented.

Seconded by Dan Zaverl.

Voice vote:

All in favor. Motion carried unanimously.

Absent: Andy Near

**12. NEW BUSINESS:** Jim Wyns moved to adopt Ordinance Number 21317 to approve the editing and

inclusion of certain ordinances as parts of the codified ordinances.  
Seconded by Steve Crothers.

Voice vote:

All in favor. Motion carried unanimously.

Absent: Andy Near

**13. COMMITTEE REPORTS**

- a. **PLANNING COMMISSION: Chair Ex-Officio: Jim Wyns:** Meeting on Tuesday, February 21, 2017 at 6:30 P.M.
- b. **WATER & SANITATION: Chair: John Sutton, Steve Crothers:** Nothing to report.
- c. **STREETS AND SIDEWALKS: Chair: Dan Zaverl, Jim Wyns:** Nothing to report.
- d. **PARKS, REC. & BLDGS: Chair: Andy Near, John Sutton:** Nothing to report.
- e. **FINANCE and INSURANCE: Chair: Jim Wyns, Bill Harris:** Nothing to report.
- f. **f. PERSONNEL: Chair: Bill Harris, Andy Near:** Nothing to report.
- g. **ORDINANCES – Chair Steve Crothers, Dan Zaverl:** Nothing to report.

**14. PAYMENT OF THE BILLS:** Jim Wyns moved to pay the bills in the amount of \$57,409.05.

Seconded by Bill Harris.

Roll call vote.

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

Motion carried unanimously.

Absent: Andy Near

**15. ADJOURNMENT:** Dan Zaverl moved to adjourn the meeting at 8:15 P.M.

Seconded by John Sutton.

Voice vote. Motion carried unanimously.

Absent: Andy Near

Council minutes are not official until approved at the February 27, 2017 Council meeting.  Approved

Minutes Respectfully Submitted by Crystal Lewandowski, Village Clerk \_\_\_\_\_ Date \_\_\_\_\_



**VILLAGE OF SHELBY  
REGULAR COUNCIL MEETING February 27, 2017 at 6:30 P.M.  
COUNCIL PROCEEDINGS**

**1. CALL TO ORDER:**

The regular meeting of the Common Council of the Village of Shelby was called to order at 6:36 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, Village Clerk Julie Schultz, and Village Treasurer Crystal Lewandowski.

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

**4. MINUTES:** Jim Wyns moved to approve the minutes of the Regular Council Meeting of February 13, 2017 as corrected.

Seconded by Bill Harris

Voice vote: All in favor. Motion carried unanimously.

**5. ADDITIONS TO THE AGENDA:** New Business: Quotes for new cruiser. Old Business: School Liaison Program.

**6. PRESIDENT'S REPORT:** President Inglis noted that the DPW has been receiving numerous complaints about its plowing procedures throughout the winter. He commended the DPW crew for their efforts and great work of clearing the streets on Saturday February 25, 2017. President Inglis attended the Unity March on Sunday February 26, 2017. The march was a successful and respectful proceeding.

**7. ADMINISTRATORS REPORT:** VA Stratil reported that the Brown Bag Lunch was a success and there was a good turnout. VA Stratil attended the Community Foundation Economical Workshop and found this to be very helpful with the provision of a better understanding of the goals of our local Community Foundation. Summer Kick-Off is off to a great start. A Media/Event Coordinator is being hired to help with the planning and organizing of the event. VA Stratil and Dan Zaverl met with engineers from Prien and Newhof for a preliminary meeting regarding the State Street project. Estimates came in higher than expected and VA Stratil will be working with the Task Force and engineers to correct the situation. VA Stratil congratulated Clerk Julie Schultz on her new employment venture with the City of Whitehall. Though Mrs. Shultz will be greatly missed, the Village wishes her the best of luck on her new journey.

**8. CORRESPONDENCE:** No correspondence.

**9. CITIZEN PARTICIPATION:** The Congregational Church has asked about chiming the church bells twice a day during the daylight hours. Council had no objection.

**10. OLD BUSINESS:**

a.) Chief TenBrink noted that the School Liaison program has ended due to the expiration of funds. He informed Council that more funding could become available in the future. If funds do become available

in the future, Shelby Public Schools could require a certified officer to fill the Liaison position.

#### **11. NEW BUSINESS:**

a.) Village Clerk Julie Schultz gave a brief overview of and need for the proposed 2016/2017 budget amendments.

Jim Wyns moved to adopt the amendments to the Fiscal Year 2016/2017 budget effective February 28, 2017 as follows:

101-000.000-590.000 Transfer from Reserves - \$30,000.00

304-000.000-590.000 Transfer from Reserves - \$3,220.00

590-000.000-590.000 Transfer from Reserves - \$35,550.00

Seconded by Dan Zaverl

Roll call vote:

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

Motion carried unanimously.

b.) Steve Crothers moved to approve the proposed 2017 Horseshoe Tournament schedule.

Seconded by Andy Near.

Voice Vote.

Motion carried unanimously.

c.) Village Clerk Julie Schultz is resigning from her position effective March 3, 2017. With her departure, it leaves a vacancy that needs to be filled. The Personnel Committee met on Thursday February 23, 2017 to discuss options for filling the vacancy.

Bill Harris moved that the Shelby Village Council appoint Crystal Lewandowski as Shelby Village Clerk effective March 6, 2017 for 32 hours per week with a wage of \$16.00 per hour; compensation to be for meetings held outside of regular business hours; holiday pay; 40 hours of vacation; and, 24 hours of PTO.

Seconded by Jim Wyns

Roll call vote:

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

Motion carried unanimously.

Bill Harris moved that the Shelby Village Council increase temporary part-time Village Clerk Crystal Lewandowski's wage to \$16.00 per hour from February 20, 2017 through March 3, 2017.

Seconded by Steve Crothers

Roll call vote:

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

Motion carried unanimously.

Bill Harris moved that the Shelby Village Council authorize Village Administrator Stratil to post the vacant Treasurer position for 24 hours per week and wage of \$15.00 per hour with holiday pay, with an application deadline of March 24, 2017 at 4:30 P.M.

Seconded by Dan Zaverl

Roll call vote:

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

Motion carried unanimously.

Jim Wyns moved to remove Julie Schultz from the bank account effective March 3, 2017.

Seconded by Andy Near

Roll Call Vote:

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

Motion carried unanimously

Dan Zaverl moved that the Shelby Village Council allow Chief TenBrink to repair the 2013 cruiser with the new \$4,000.00 motor.

Seconded by Steve Crothers.

Roll Call Vote:

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

Motion carried unanimously.

## 12. COMMITTEE REPORTS

- a. **PLANNING COMMISSION: Chair Ex-Officio: Jim Wyns:** Met on February 21, 2017. Possible zoning violations were discussed which had been resolved by VA Stratil.
- b. **WATER & SANITATION: Chair: John Sutton, Steve Crothers:** Nothing to report.
- c. **STREETS AND SIDEWALKS: Chair: Dan Zaverl, Jim Wyns:** Met with Mark Timmer from the Oceana County Road Commission to discuss suggestions for local road repairs.
- d. **PARKS, REC. & BLDGS: Chair: Andy Near, John Sutton:** Will meet on Thursday March 2, 2017 at 4:00 P.M. to discuss the scope of the MSHDA Grant project.
- e. **FINANCE and INSURANCE: Chair: Jim Wyns, Bill Harris:** Nothing to report.
- f. **f. PERSONNEL: Chair: Bill Harris, Andy Near:** Met on Thursday February 23, 2017 to discuss VA Stratil's wage increase. Committee member Paul Inglis had suggested that Council conduct a performance evaluation of Ms. Stratil before considering a wage increase for her. Bill Harris asked that all evaluations be completed and submitted to him by Friday, March 3, 2017 at 4:30 P.M.
- g. **ORDINANCES – Chair Steve Crothers, Dan Zaverl:** Met on Monday February 27, 2017 to discuss changes in the yard waste removal policy.

**13. PAYMENT OF THE BILLS:** Jim Wyns moved to pay the bills in the amount of \$25,209.51

Seconded by Bill Harris.

Roll call vote.

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

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

Voice vote. Motion carried unanimously.

Council minutes are not official until approved at the February 27, 2017 Council meeting.  Approved

\_\_\_\_\_  
Minutes Respectfully Submitted by Crystal Lewandowski, Village Clerk \_\_\_\_\_ Date

**VILLAGE OF SHELBY  
REGULAR COUNCIL MEETING March 13, 2017 at 6:30 P.M.  
COUNCIL PROCEEDINGS**



**1. CALL TO ORDER:**

The regular meeting of the Common Council of the Village of Shelby was called to order at 6:36 P.M. by President Paul Inglis.

**2. ROLL CALL:**

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

Staff present: Village Administrator Chelsea Stratil, Police Chief Terry TenBrink, and Village Clerk Crystal Lewandowski.

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

**4. MINUTES:** Steve Crothers moved to approve the minutes of the Regular Council Meeting of February 27, 2017 as corrected.

Seconded by Jim Wyns.

Voice vote. All in favor. Motion carried unanimously.

Absent: Andy Near

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

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

**7. ADMINISTRATORS REPORT:** VA Stratil has sent out a number of sponsorship letters regarding the 2017 Summer Kick-Off and the vendor requests will be going out as well. She noted that Shelby State Bank will be the Entertainment Sponsor for the 2017 Summer Kick-Off. VA Stratil has received five applications for the Treasurer position to date and hopes to receive more after the publications in the Oceana's Herald-Journal. VA Stratil would like to have the DPW staff construct new grills in order to provide those who often use the Rail Trail Pavilion with the option to grill food for parties and events. An additional grill will also be installed at Horseshoe Park. Dave Sperry, MML Risk Manager, came in last week and performed an evaluation of the Village buildings, equipment, and safety measures. He was happy with the improvements and did not seem to have any recommendations for the Village at this time.

**8. CORRESPONDENCE:** President Inglis received a letter from Jim Wyns stating that he will be resigning from his position on the Planning Commission.

**9. CITIZEN PARTICIPATION:** No Citizen Participation

**10. OLD BUSINESS:** No Old Business

**11. NEW BUSINESS:**

a.) Dan Bauer, Shelby Public Schools Superintendent, presented Council with information regarding the upcoming bond proposal for the Shelby Schools' construction and remodeling project. Also, he explained the second proposal which would be for a new multi-purpose gym attached to the south end of



the Shelby High School. The estimated millage that would be levied for Proposal 1 would be 1.90 Mills and 0.40 Mills for Proposal 2. The taxpayers would pay for these bonds for 25 years. Mr. Bauer will be getting more detailed financial information to VA Stratil so that everyone can be properly informed of what will be expected of the voters.

b.) Jim Wyns has resigned from the Planning Commission and John Sutton has stated that he would fill the position.

Jim Wyns moved to appoint John Sutton to the Shelby Village Planning Commission with the term ending November of 2020.

Seconded by Steve Crothers.

Roll Call Vote:

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

Motion carried unanimously.

Absent: Andy Near.

c.) VA Stratil presented Council with a new Meeting Attendance Compensation Policy for the Village Clerk. The Village Clerk would attend Council meetings and may be requested to attend Committee meetings for the purpose of recording minutes. The Village Clerk would be paid \$40.00 for attending Council or Committee meetings that occur outside of his or her regularly scheduled working hours. No additional compensation will be given if the Village Clerk attends meetings within the regularly scheduled working day hours. If a meeting begins within working hours and runs past those hours, he or she would be compensated \$40.00 for his or her attendance.

Bill Harris moved to approve the proposed Meeting Attendance Compensation Policy.

Seconded by Steve Crothers.

Roll Call Vote:

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

Motion carried unanimously.

Absent: Andy Near.

d.) Chief TenBrink presented Council with the option of lease/purchasing a new Police Cruiser over a period of three years. The initial payment would include a \$545.00 underwriting fee. The first payment would be \$12,439.16, and payment for each of the following two years would be \$11,894.16. After the third year, there would be the option to purchase the vehicle for \$1.00.

No action was taken.

e.) Chief Tenbrink presented Council with the Police Department's need for tasers for the fulltime Police Officers. The cost of purchasing one taser is \$1,314.56 and the cost of purchasing three tasers to be paid over a period of five years would be \$792.00 per year.

Bill Harris moved to buy three tasers over 5 annual payments of not to exceed \$792.00 per year from Taser International, Phoenix, Arizona.

Seconded by Steve Crothers

Roll Call Vote:

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

Nays: Zaverl.

Absent: Andy Near.

Motion Carried 5-1

f.) No action was necessary regarding a potential Application for a Neighborhood Improvement Grant as the MSHDA Grant is not available to municipalities without 501(C)3 status.

g.) VA Stratil presented to Council a proposed change to the current Worker’s Compensation Policy Appendix to the Personnel Policy Handbook. After a great deal of discussion, VA Stratil was directed to draft new Worker’s Compensation Policy language for presentation to Council at the next meeting.

**12. COMMITTEE REPORTS**

**a. PLANNING COMMISSION: Chair Ex-Officio: John Sutton:** Meeting on Tuesday, March 21, 2017 at 6:30 P.M.

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

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

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

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

**f. f. PERSONNEL: Chair: Bill Harris, Andy Near:** Committee met on March 6, 2017 to compile the results of the Council’s performance evaluation of VA Stratil in order to consider a possible increase in her annual salary.

Steve Crothers moved to increase VA Stratil’s annual salary from \$45,000.00 to \$50,000.00 effective March 20, 2017, with a further review at her contract renewal in August 2017.

Seconded by Dan Zaverl.

Roll Call Vote:

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

Nayes: Sutton.

Absent: Andy Near.

Motion Carried 5-1

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

**13. PAYMENT OF THE BILLS:** Jim Wyns moved to pay the bills in the amount of \$21,869.32

Seconded by Bill Harris.

Roll Call Vote:

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

Absent: Andy Near.

Motion carried unanimously.

**14. ADJOURNMENT:** Jim Wyns moved to adjourn the meeting at 8:56 P.M.

Seconded by Dan Zaverl.

Voice Vote.

Motion carried unanimously.

Council minutes are not official until approved at the March 27, 2017 Council meeting.

Approved

---

Minutes Respectfully Submitted by Crystal Lewandowski, Village Clerk

Date



**VILLAGE OF SHELBY  
REGULAR COUNCIL MEETING of March 27, 2017 at 6:30 P.M.  
COUNCIL PROCEEDINGS**

**1. CALL TO ORDER:**

The regular meeting of the Common Council of the Village of Shelby was called to order at 6:34 P.M. by President Paul Inglis.

**2. ROLL CALL:**

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

Staff present: Village Administrator Chelsea Stratil, Police Chief Terry TenBrink, and Village Clerk Crystal Lewandowski.

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

**4. MINUTES:** Bill Harris moved to approve the minutes of the Regular Council Meeting of March 13, 2017 as corrected.

Seconded by Dan Zaverl

Voice vote.

Absent: Steve Crothers

Motion carried unanimously.

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

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

**7. ADMINISTRATORS REPORT:** VA Stratil would like to create pamphlets with important information that would be beneficial to the Shelby residents. For example, they would include information regarding Village policies, permits, and ordinances.

**8. CORRESPONDENCE:**

a.) VA Stratil received a letter from Charter Spectrum requesting her to sign a franchise agreement under the terms of the Uniform Video Service Local Franchise Agreement, for use by cable operators and municipalities. VA Stratil will look into this for more information.

b.) VA Stratil received correspondence from Dave Sperry, Loss Control Consultant, MML, MML Pool and Fund Loss Control Services. Included in the letter was a current Loss Analysis for the Village of Shelby Worker's Compensation Fund covering the period from 1/01/2014 through 3/08/2017. The Worker's Compensation experience modification factor (EMF) is 2.31, down from the previous policy year. The Shelby Police Department personnel reported four injuries and Public Works Department personnel reported five injuries during this period. The Loss Control Recommendations for the Shelby Police Department stated that, going forward, the purchase of tasers should include the adoption of proper policies regarding the use and maintenance of and training with such weapons and all officers should be trained annually on said policy. Recommendations for the Public Works Department are that the Department should continue its excellent work training employees in the proper use of fall protection equipment and requiring the use of this equipment whenever appropriate. Department management

should periodically visit active worksites to confirm that employees are using fall protection equipment as required. Fall protection equipment should be replaced every seven to eight years to ensure equipment remains in good working condition.

c.) Mediation has been scheduled in the matter of Modena VS Hooker for Tuesday March 28, 2017. On August 9, 2016, Shelby Village Police Officer, Paul Askimatowski, was requested as back-up to the Pentwater Police Department in Pentwater. The plaintiff is accusing both Departments of wrongfully entering private property and violating his constitutional rights. Both Police Departments are jointly represented by Plunket and Cooney Law. VA Stratil will be attending the Court Ordered Mediation and will provide update when appropriate.

## **9. CITIZEN PARTICIPATION: No Citizen Participation**

## **10. OLD BUSINESS:**

a.) The Ladder Community Center proposed an additional plan for the cement pad that they requested to be constructed and the plan would be at the expense of the Village of Shelby. After much discussion, it was determined that The Ladder Community Center would use its original plan for the cement pad, which would be constructed at its own expense.

Bill Harris moved to allow the Ladder Community Center to go forward with its original plan for installation of the cement pad at no expense to the Village of Shelby.

Seconded by Jim Wyns.

Roll Call Vote;

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

Absent: Steve Crothers.

Motion carried 6-0

b.) Chief TenBrink informed Council that the 2013 Cruiser was repaired and has been put back into service. He will be moving forward with the grant submission for the replacement of the 2010 Cruiser and will wait for a reply before doing anything further with the cruisers at this time.

c.)The Worker's Compensation Policy Appendix to the Personnel Policy and Handbook will be postponed until the next scheduled Council Meeting.

## **11. NEW BUSINESS:**

a.) The Empire Contractor's Road Shut Down request has been postponed until the next scheduled Council Meeting.

b.) VA Stratil was approached last year by the Shelby Area Chamber of Commerce about the collaborative repairs to the Rail Trail Pavilion roof. The Chamber of Commerce is willing to pay half of the cost of repairing the roof. A donation for the roof project was also made to the Village of Shelby from Lois and William Lydens in the amount of \$1,500.00. With the donation from the Lydens's and help from the Chamber of Commerce, the Village will be able to do the repairs to the Rail Trail Pavilion roof for approximately \$2,000.00. VA Stratil received bids from Empire Contractors in the amount of \$5,260.00, Sam Near Roofing in the amount of \$8,895.00, and Tanner & Sons Roofing in the amount of \$8445.00.

Jim Wyns moved to accept the bid of \$5,260.00 from Empire Contractors of Shelby, Michigan for the repairs to the Rail Trail Pavilion roof.

Seconded by John Sutton.  
Roll Call Vote:  
Ayes: Wyns, Sutton, Harris, and Inglis  
Andy Near abstained from voting  
Absent: Steve Crothers  
Motion Carried 5-0

c.) The Shelby Rotary Club Membership request from VA Stratil has been postponed until the next Council Meeting.

**12. COMMITTEE REPORTS**

- a. **PLANNING COMMISSION: Chair Ex-Officio: John Sutton:** Nothing to report.
- 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:** Five potential candidates for the Village Treasurer position will be interviewed on Thursday April 6, 2017 beginning at 5:00 P.M.
- g. **ORDINANCES – Chair Steve Crothers, Dan Zaverl:** Nothing to report.

**13. PAYMENT OF THE BILLS:** Jim Wyns moved to pay the bills in the amount of \$33,138.67

Seconded by Bill Harris.  
Roll Call Vote:  
Ayes: Wyns, Harris, Sutton, Near, and Inglis  
Absent: Steve Crothers.  
Motion carried 6-0

**14. ADJOURNMENT:** Dan Zaverl moved to adjourn the meeting at 7:59 P.M.

Seconded by Andy Near  
Voice Vote.  
Absent: Steve Crothers.  
Motion carried unanimously.

Council minutes are not official until approved at the April 10, 2017 Council meeting.

Approved

Minutes Respectfully Submitted by Crystal Lewandowski, Village Clerk

Date



**VILLAGE OF SHELBY  
REGULAR COUNCIL MEETING OF April 10, 2017 at 6:30 P.M.  
COUNCIL PROCEEDINGS**

**1. CALL TO ORDER:**

The regular meeting of the Common Council of the Village of Shelby was called to order at 6:31 P.M. by President Pro-Tem: Bill Harris

**2. ROLL CALL:**

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

Staff present: Police Chief Terry TenBrink, DPW Supervisor Greg MacIntosh, and Village Clerk Crystal Lewandowski.

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

**4. MINUTES:** Dan Zaverl moved to approve the minutes of the Regular Council Meeting of March 27, 2017 as corrected.

Seconded by John Sutton

Voice vote.

Absent: Paul Inglis and Andy Near.

Motion carried unanimously.

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

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

**7. ADMINISTRATORS REPORT:** Nothing to report.

**8. CORRESPONDENCE:** No Correspondence.

**9. CITIZEN PARTICIPATION:** No Citizen Participation

**10. OLD BUSINESS:**

a.) Village Treasurer Position

Personnel Committee of the Whole held interviews with five applicants for the Village of Shelby

Treasurer Position on Thursday April 6, 2017. The Personnel Committee recommended that Council

hire Randy Mahoney for the Treasurer position.

Steve Crothers moved to hire Randy Mahoney as Village Treasurer starting on or before April 18, 2017.

Seconded by Jim Wyns

Roll Call Vote:

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

Absent: Paul Inglis and Andy Near  
Motion Carried 5-0

**11. NEW BUSINESS:**

a.) Curbside Yard Waste Collection Policy

The Ordinance Committee met on April 5, 2017 to review a new Leaf and Brush Pick-Up Policy. Paul Inglis moved to recommend to Council the adoption of the proposed Curbside Leaf Pick-Up Policy as follows: The Village of Shelby Department of Public Works will pick up leaves March through November (weather permitting) on a weekly basis every Monday. Residents who wish to utilize this service may put their collected leaves into decomposable yard waste bags weighing no more than 30lbs at the curb. The Village will make available eight decomposable yard waste bags to each household to be collected during the month of October for leaf pick-up. Yard waste bags can be picked up at the Village Hall with proof of residency (i.e water bill, driver’s license). Additional yard waste bags will be available for purchase at the Village Hall at minimal cost. The Policy will be reviewed by Council after one year.

Steve Crothers moved to adopt the new Curbside Leaf Pick-Up Policy as stated.

Seconded by Dan Zaverl.

Roll Call Vote:

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

Absent: Paul Inglis and Andy Near.

Motion Carried 5-0

Paul Inglis moved to recommend to Council the adoption of the proposed Curbside Brush Pick-Up Policy as follows: Brush pick-up will occur once in the Spring and once in the Fall only. Brush must be put out no later than the last Monday in April for Spring pick-up and the last Monday in October for Fall pick-up, or after any storm deemed severe enough to cause large amounts of visible debris.

Steve Crothers moved to adopt the new Brush Pick-Up Policy with the addition that pick-up for brush will continue through the second Monday in May this Spring.

Seconded by Dan Zaverl.

Roll Call Vote:

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

Absent: Paul Inglis and Andy Near

Motion Carried 5-0

**12. COMMITTEE REPORTS**

- a. **PLANNING COMMISSION: Chair Ex-Officio: John Sutton, Paul Inglis:** Nothing to report.
- 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:** Met with Auditor Eric Van



Dop, of Brickley DeLong on Wednesday April 5, 2017 to review the 2016/2017 audit procedure.

**f. PERSONNEL: Chair: Bill Harris, Andy Near:** Held interviews with five candidates for the Treasurer position.

**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 \$17,772.26.

Seconded by Steve Crothers.

Roll Call Vote:

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

Absent: Paul Inglis and Andy Near

Motion carried 5-0.

**14. ADJOURNMENT:** Jim Wynn moved to adjourn the meeting at 7:20 P.M.

Seconded by Steve Crothers

Voice Vote.

Absent: Paul Inglis and Andy Near

Motion carried unanimously.

Council minutes are not official until approved at the April 24, 2017 Council meeting.

Approved

\_\_\_\_\_  
Minutes Respectfully Submitted by Crystal Lewandowski, Village Clerk

\_\_\_\_\_  
Date



**VILLAGE OF SHELBY  
REGULAR COUNCIL MEETING OF April 24, 2017 at 6:30 P.M.  
COUNCIL PROCEEDINGS**

**1. CALL TO ORDER:**

The regular meeting of the Common Council of the Village of Shelby was called to order at 6:33 P.M. by President Paul Inglis.

**2. ROLL CALL:**

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

Staff present: Police Chief Terry TenBrink, Village Administrator Chelsea Stratil, Village Clerk Crystal Lewandowski, and Village Treasurer Randy Mahoney.

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

**4. MINUTES:** Jim Wyns moved to approve the minutes of the Regular Council Meeting of April 10, 2017 as written.

Seconded by Steve Crothers  
Voice vote: All in favor.  
Motion carried unanimously.

**5. ADDITIONS TO THE AGENDA:** Workers Compensation Supplement.

**6. PRESIDENT'S REPORT:** President Inglis introduced the new Treasurer of the Village of Shelby, Randy Mahoney. Randy took a moment to introduce himself to the citizens in the audience.

**7. ADMINISTRATORS REPORT:** VA Stratil reported that the Small Town and Rural Development Conference was very informative. There were great sessions that seemed to relate directly to the Village of Shelby and the goals that the Village has outlined over time. These include: Public and Private Programming for Enhanced Economic Growth, 3d Event Planning – Planning Community Events, and Anchor – Based Strategies for Small Towns. VA Stratil will be working closely with the Planning Commission to help the Village of Shelby become a Redevelopment Ready Community. She will be attending future training sessions along with Gary MacLean from the Planning Commission and one member from Council.

There has been a mix of emotions regarding the new Curbside Waste Collection Policy, but the majority of residents seem hopeful that the new policy will improve the appearance of the Village.

Don Gladwell with Charter Spectrum will be attending the May 8th Council Meeting in order to answer questions regarding the Uniform Video Service Local Franchise Agreement that was sent to the Village Administrator.

**8. CORRESPONDENCE:** No Correspondence.

**9. CITIZEN PARTICIPATION:** Joyce Bales thanked Chief TenBrink and the Shelby Village Police Department for the swift response in locating and arresting the individuals who had broken into her home. She was so happy with the way the situation was handled and was very thankful for the Police Officers Shelby has and all that they do for the community.

**10. OLD BUSINESS:**

a.) Shelby Summer Kick – Off

VA Stratil had learned that there was an event scheduled at the Loading Dock on the same day as the Summer Kick – Off, which would have created a conflict with parking for the attendants of the Loading Dock event. The parking for the Loading Dock will be blocked of the morning of June 17, 2017 in order to keep that are available for the Loading Dock event.

Steve Crothers moved to officially schedule the Village of Shelby Summer Kick – Off for Saturday June 17, 2017 and to authorize the closure of Michigan Avenue during the period of 6:00 A.M. through 11:00 P.M.

Seconded by Andy Near

Roll Call Vote:

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

Motion Carried 7-0

b.) Worker’s Compensation Supplement Policy

Due to a lack of specifics in our current Worker’s Compensation Supplement Policy with regard to who determines what Worker’s Compensation incidents are a result of a felonious assault, and that providing said supplement to an employee provides no incentive for the employee to return to work, a lengthy discussion of the policy ensued.

Steve Crothers moved to rescind the March 14, 2016 Worker's Compensation Policy Appendix to the Village of Shelby Personnel Policy Handbook.

Seconded by Jim Wyns

Roll Call Vote:

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

Motion Carried 7-0

## 11. NEW BUSINESS:

### a.) Mileage Reimbursement Policy

The Village of Shelby has reimbursed employees in the past for travel expenses that they incurred while driving their personal vehicles for work related trainings and conferences at \$ .48 per mile. It was brought to the attention of VA Stratil that the current suggested mileage rate by the Internal Revenue Service is \$.53.5 per mile.

Bill Harris moved to use the Internal Revenue Service standard suggested mileage rate for employee reimbursement when they use their personal vehicles while on Village business.

Seconded by Steve Crothers

Roll Call Vote:

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

Motion Carried 7-0

## 12. COMMITTEE REPORTS

- a. **PLANNING COMMISSION: Chair Ex-Officio: John Sutton, Paul Inglis:** Discussed the Redevelopment Ready Community opportunities.
- b. **WATER & SANITATION: Chair: John Sutton, Steve Crothers:** Nothing to report.
- c. **STREETS AND SIDEWALKS: Chair: Dan Zaverl, Jim Wyns:** Meeting with Prien & Newoff on May 11, 2017.
- 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:** Meeting on April 25, 2017 to discuss Full time Employee Agreement.

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

**13. PAYMENT OF THE BILLS:** Jim Wyns moved to pay the bills in the amount of \$17,531.76.

Seconded by Dan Zaverl

Roll Call Vote:

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

Motion Carried 7-0

**14. ADJOURNMENT:** Dan Zaverl moved to adjourn the meeting at 8:00 P.M.

Seconded by Jim Wyns

Voice Vote: All in favor

Motion carried unanimously.

Council minutes are not official until approved at the May 8, 2017 Council meeting.

Approved

\_\_\_\_\_  
Minutes Respectfully Submitted by Crystal Lewandowski, Village Clerk

\_\_\_\_\_  
Date



**VILLAGE OF SHELBY  
REGULAR COUNCIL MEETING OF May 8, 2017 at 6:30 P.M.  
COUNCIL PROCEEDINGS**

**1. CALL TO ORDER:**

The regular meeting of the Common Council of the Village of Shelby was called to order at 6:32P.M. by President Paul Inglis.

**2. ROLL CALL:**

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

Absent: Dan Zaverl.

Staff present: Police Chief Terry TenBrink, Village Administrator Chelsea Stratil, and Village Clerk Crystal Lewandowski.

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

**4. MINUTES:** Andy Near moved to approve the minutes of the Regular Council Meeting of April 24, 2017 as corrected.

Seconded by Jim Wyns

Voice vote: All in favor.

Absent: Dan Zaverl

Motion carried unanimously.

**5. ADDITIONS TO THE AGENDA:** No additions

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

**7. ADMINISTRATORS REPORT:** VA Stratil has met with representatives from the United Way of the Lakeshore regarding the Day of Caring. Volunteers will be gathering in Getty Park on Saturday, May 13, 2017 at 8:30 A.M. to do some painting, spread wood chips in the play area, and to do some yard work.

The Brickley DeLong audit team was in to conduct the annual audit this week and things went very smoothly. They will be processing all the information that they gathered while here and will return in July to close out the audit for Fiscal Year 2016/2017 which ended February 28, 2017.

VA Stratil has received word that Mobility Corporation has withdrawn its application for placing satellite equipment on Village of Shelby property.

T- Mobile will be conducting work with equipment on the water tower monitoring wells. A letter has

been received authorizing the closure of Michigan Avenue in order to perform the work that is needed.

The matter will be presented to Council during its next Regular Council Meeting.

**8. CORRESPONDENCE:** T- Mobile letter regarding the Michigan Avenue closure will be presented at the next meeting.

**9. CITIZEN PARTICIPATION:** Brian Burmeister attended the meeting in order to earn credit toward his Boy Scouts merit badge.

**10. OLD BUSINESS:**

a.) Don Gladwell – Charter Spectrum

Don Gladwell will be speaking on behalf of Charter Spectrum at the May 22, 2017 Council Meeting as he had a family emergency and could not make it to this week's meeting.

**11. NEW BUSINESS:**

a.) Drilling Well Resolution

A problem has been encountered with the Village's Monitoring Well located across the US -31 for the lagoon which is preventing us from using it for tests and a new well drilled. In order to have this done, we have applied for a right-of-way permit from the Michigan State Department of Transportation (MDOT) who requires us to adopt a "Performance Resolution for Governmental Agencies" in order to obtain the permit. The Village will be using West Michigan Testing of Ludington to do the work; the organization was hired by the Village of Shelby to do the original work and they are also the most affordable. The cost to have the well drilled is \$1,700.00 and work will begin one week after the permit is issued by MDOT.

Jim Wyns moved to adopt the "Performance Resolution for Governmental Agencies."

Seconded by Steve Crothers

Voice Vote: All in favor

Absent: Dan Zaverl

Motion Carried Unanimously

Jim Wyns moved to authorize West Michigan Testing of Ludington to perform the Well Drilling work

within 30 days of the issuance of the right-of-way permit in the amount of \$1,700.00.

Seconded by John Sutton

Roll Call Vote:

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

Absent: Dan Zaverl

Motion Carried 6-0

**12. COMMITTEE REPORTS**

- a. **PLANNING COMMISSION: Chair Ex-Officio: John Sutton, Paul Inglis:** Will meet on Tuesday May, 16 2017 at 6:30 P.M.
- b. **WATER & SANITATION: Chair: John Sutton, Steve Crothers:** Nothing to report.
- c. **STREETS AND SIDEWALKS: Chair: Dan Zaverl, Jim Wyns:** Nothing to report.
- d. **PARKS, REC. & BLDGS: Chair: Andy Near, John Sutton:** Looking into the Kelly Street sign and a time frame for when the work will be done.
- e. **FINANCE and INSURANCE: Chair: Jim Wyns, Bill Harris:** Nothing to report.
- f. **PERSONNEL: Chair: Bill Harris, Andy Near:** Met on April 25, 2017 to discuss the proposed Full time Employee Agreement. VA Stratil will be completing the final draft of the agreement which will be done in combination with Personnel Handbook.
- g. **ORDINANCES – Chair Steve Crothers, Dan Zaverl:** Nothing to report.

**13. PAYMENT OF THE BILLS:** Jim Wyns moved to pay the bills in the amount of \$13,385.01

Seconded by Steve Crothers

Roll Call Vote:

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

Absent: Dan Zaverl

Motion Carried 6-0

**14. ADJOURNMENT:** Steve Crothers moved to adjourn the meeting at 8:00 P.M.

Seconded by Andy Near

Absent: Dan Zaverl

Voice Vote: All in favor

Motion carried unanimously.

Council minutes are not official until approved at the May 22, 2017 Council meeting.

Approved





**VILLAGE OF SHELBY  
REGULAR COUNCIL MEETING OF May 22, 2017 at 6:30 P.M.  
COUNCIL PROCEEDINGS**

**1. CALL TO ORDER:**

The regular meeting of the Common Council of the Village of Shelby was called to order at 6:31 P.M. by President Paul Inglis.

**2. ROLL CALL:**

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

Absent: Steve Crothers.

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

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

**4. MINUTES:** Jim Wyns moved to approve the minutes of the Regular Council Meeting of May 8, 2017 as corrected.

Seconded by Dan Zaverl

Voice vote: All in favor.

Absent: Steve Crothers

Motion carried unanimously.

**5. ADDITIONS TO THE AGENDA:**

a.) Dick Lound's request for cutting of sidewalk at 179 Michigan Avenue.

b.) Public Hearing request for Millage Levy

**6. PRESIDENT'S REPORT:** President Inglis commended VA Stratil, Village Clerk Crystal

Lewandowski, the DPW Department, and the Police Department for their efforts in making sure that the water distribution went smoothly and that all the Village residents had access to drinking water during the recent precautionary boil water alert.

**7. ADMINISTRATOR'S REPORT:** VA Stratil will be meeting with a representative from AFLAC

on Tuesday May 30th to review rates for the Village's fulltime employees for dental and vision coverage. The evidence room in the basement of Village Hall for the Police Department has been

finished. DPW employee Jeremiah Helenhouse was able to do the work for us. The Village of Shelby will be having a Community Yard Sale on Saturday June 3, 2017. We have had a number of residents

sign up to take part in the Yard Sale. Maps will be created this coming week so that residents can locate everyone who is taking part in the Community Yard Sale. VA Stratil noted that there have been a number of residents who have not been mowing their lawns and that Ordinance Violation Notices have been sent to those who need to tend to their yards.

VA Stratil thanked Oceana County Emergency Management Coordinator Jim Durham for helping the Village of Shelby with the recent water boil advisory and in locating volunteers to help with the water distribution on both Thursday, May 18th and Friday, May 19th. His assistance was greatly appreciated. Charter Spectrum will be scheduling a Site Survey in order to provide an accurate quote for phone and internet services in the Village. VA Stratil will be presenting three quotes later for replacing the air conditioning condenser in the Village Hall.

**8. CORRESPONDENCE:** T-Mobile has notified the Village of Shelby that they will be performing site modification work on their communications facility. No action is required on the matter.

**9. CITIZEN PARTICIPATION:** Karen Rice inquired about the Leaf Pickup Policy that was put into effect in March and stated that she believed that it was going to be too difficult for elderly residents to rake up and put their leaves in bags as is required. DPW Supervisor Greg MacIntosh and VA Stratil explained why the Village had changed the Leaf Pickup Policy and informed Ms. Rice that it would be reviewed after one year to determine if any changes need to be made to it.

**10. OLD BUSINESS:**

a.) Dick Lound requested that the Village allow him to cut in the sidewalk at 179 Michigan Avenue in order for Tanner Plumbing to repair their broken line for water service.

Andy Near moved to authorize the Village of Shelby DPW to cut in to the sidewalk at Michigan Avenue in order to enable Shelby Floral to repair their broken line for water service.

Seconded by John Sutton

Voice Vote: All in favor

Absent: Steve Crothers

Motion carried unanimously

b.) Don Gladwell – Charter Spectrum

Don Gladwell from Charter Spectrum explained to Council the purpose and details behind the Uniform Video Service Franchise Agreement. No fee is charged to the residents under the agreement.

Bill Harris moved to authorize VA Stratil to sign the Uniform Video Franchise Agreement between the Village of Shelby and Charter Spectrum effective May 22, 2017.

Seconded by Jim Wyns.

Roll Call Vote:

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

Absent: Steve Crothers.

Motion Carried 6-0

b.) Water Boil Advisory Update

DEQ District Engineer Luke Dehtiar presented a summary of the events regarding the water boil advisory and chlorination, and answered questions regarding the incident. The locations of the positive bactis directed DPW staff and the DEQ toward the water reservoir tank as a possible source of the problem. Upon a thorough examination of the reservoir, several areas were identified as needing repairs. The DPW will continue to work closely with the DEQ regarding the necessary steps to safeguard the system against future bacteria issues.

**11. NEW BUSINESS:**

a.) Air Conditioning system

VA Stratil submitted three quotes from Boardwell Mechanical Services, Adams Heating & Cooling, and Comfort Solutions by James for the replacement of the air conditioning condenser. The Boardwell Mechanical quote includes a Trane XR13 Series Condenser, Evaporator Coil, and charging of the system in the amount of \$2,700.00 and also includes a 10 year limited warranty on all functional parts and a 1 year labor and craftsmanship warranty. Comfort Solutions by James submitted a quote in the amount of \$2,700.00 which would include a Payne 13 SEER Condenser, Coil, and full installation and

permits, and a 1 year service warranty. Adams Heating and Cooling submitted two quotes: the first was for an Ameristar 13 SEER condenser, installation of coil, and charging of the air conditioning system in the amount of \$3,531.00. The quote does come with a 10 year installation warranty and a 10 year compressor warranty. The additional quote submitted by Adams Heating & Cooling was for a 16 SEER condenser, coil installation, and charging of the air conditioning system, to include a 10 year installation and compressor warranty as well in the amount of \$4,665.00.

Bill Harris moved to accept the quote from Boardwell Mechanical Services of Montague, Michigan for the purchase and installation of the Trane XR13 SEER Condenser in the amount of \$2,700.00

Seconded by Dan Zaverl

Roll Call Vote:

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

Absent: Steve Crothers

Motion Carried 6 -0

#### b.) Public Hearing Date

President Inglis set the Public Hearing date for the establishment of the Village's 2017 Millage Levy for Monday June 12, 2017 at 6:45 P.M.

## 12. COMMITTEE REPORTS

- a. **PLANNING COMMISSION: Chair Ex-Officio: John Sutton, Paul Inglis:** Met on May 16, 2017. There was much discussion on a number of topics. A plan for additional improvements to be completed at Nichols Park will be forthcoming.
- b. **WATER & SANITATION: Chair: John Sutton, Steve Crothers:** A meeting date will be set in the near future to review the DEQ recommendations for the Village water system.
- c. **STREETS AND SIDEWALKS: Chair: Dan Zaverl, Jim Wyns:** Dan Zaverl asked about contacting Frontier Communications again regarding the pole that is falling near the Alley. VA Stratil will request them again to replace the pole before it falls and creates additional problems.
- d. **PARKS, REC. & BLDGS: Chair: Andy Near, John Sutton:** The Committee is preparing a presentation that will include an additional mini Pavilion in another area of the Village.  
  
Preparations for the Shelby Summer Kick-Off continue and things are coming together very well.
- e. **FINANCE and INSURANCE: Chair: Jim Wyns, Bill Harris:** The Finance Chairperson met

last Wednesday May 17, 2017 with VA Stratil to review health insurance rates and coverage for Village employees.

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

**g. ORDINANCES – Chair Steve Crothers, Dan Zaverl:** Chief Terry TenBrink related that the Village of Shelby Police Department will continue to make sure that residents are following the Yard Ordinance and will issue violation notices to those who are not in compliance.

**13. PAYMENT OF THE BILLS:** Jim Wyns moved to pay the bills in the amount of \$34,702.10

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

**14. ADJOURNMENT:** Dan Zaverl moved to adjourn the meeting at 8:52 P.M.  
Seconded by John Sutton  
Voice vote: All in favor  
Absent: Steve Crothers  
Motion carried unanimously

Council minutes are not official until approved at the June 12, 2017 Council meeting.  Approved

Minutes Respectfully Submitted by Crystal Lewandowski, Village Clerk \_\_\_\_\_ Date \_\_\_\_\_



**VILLAGE OF SHELBY  
REGULAR COUNCIL MEETING OF June 12, 2017 at 6:30 P.M.  
COUNCIL PROCEEDINGS**

**1. CALL TO ORDER:**

The regular meeting of the Common Council of the Village of Shelby was called to order at 6:31 P.M. by President Paul Inglis.

**2. ROLL CALL:**

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

Absent: Bill Harris

Staff present: Police Chief Terry TenBrink, Village Administrator Chelsea Stratil, and Village Clerk Crystal Lewandowski

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

**4. MINUTES:** Jim Wyns moved to approve the minutes of the Regular Council Meeting of May 22, 2017 as presented.

Seconded by Dan Zaverl

Voice vote: All in favor

Absent: Bill Harris

Motion carried unanimously

**5. ADDITIONS TO THE AGENDA:**

a.) Mutual Aid Agreement

b.) Northland Crossing Lift Station Pump Quote

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

**7. ADMINISTRATOR'S REPORT:** Nothing to Report

**8. CORRESPONDENCE:** No Correspondence

**9. CITIZEN PARTICIPATION:** Damian Omness of 335 Orchard View Street inquired about getting the Village Getty Park Revamp Program started again and stated that he would like to be part of that committee if one is formed. VA Stratil will pursue this further and will be seeking information about the availability of grants.

**10. OLD BUSINESS:** No Old Business

**11. NEW BUSINESS:**

**a.) Public Hearing – Establishment of Village’s 2017 Millage Levy**

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

Millage rates for the 2017 tax collection beginning July 1, 2017 were presented by Village Clerk, Crystal Lewandowski.

General:	10.7194
Local Street:	2.7328
Street Improvement:	4.17

The Street Improvement millage is .3 mills less than the 2016 rate.

No further discussion. President Inglis closed the Public Hearing at 6:54 P.M.

Dan Zaverl moved to approve the 2017 Millage rates for the Village of Shelby as follows: General 10.7194, Local Street 2.7328, and Street Improvement 4.17.

Seconded by Steve Crothers

Roll Call Vote:

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

Absent: Bill Harris

Motion Carried 6-0

**b.) Right of Refusal**

The property at 167 E. Ferry Street described as LC9720736 WD-2001P8785 E 100 FT OF W 200 FT Of N 100 FT OF BLOCK 100 PLAT D Village of Shelby is a tax-foreclosed parcel and the Village has the right of first refusal to purchase it.

Jim Wyns moved to refuse the option of acquiring the property at 167 E. Ferry Street in Shelby, Michigan for the amount of \$12,977.00.

Seconded by Dan Zaverl

Roll Call Vote:

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

Absent: Bill Harris

Motion Carried 6-0

**c.) Police Department Cruiser Grant**

Sgt. Joshua Karafa presented Council with the information he had obtained while seeking a

Michigan Department of Agriculture Grant for a new police cruiser. While compiling the necessary

information needed to qualify for said grant, Sgt. Karafa noted that the Village of Shelby would be required to prove that they are unable to obtain a loan for the vehicle or, that the available loan rates are unreasonable. After much discussion, Sgt. Karafa was directed to obtain reasons in writing from the MDA Grant Specialist as to why the Village does not qualify for the grant and he will also look into the People Fund Grant program which may be an alternative option for obtaining funds for the purchase of a new police cruiser.

d.) Dixon Engineering & Inspection Services

DPW Supervisor Greg MacIntosh presented Council with a contract for services from Dixon Engineering for the complete inspection of the 105,000 gallon Concrete Reservoir located on Cherry Street in the amount of \$3,250.00

Jim Wyns moved to accept the proposal from Dixon Engineering and Inspection Services of Lake Odessa, Michigan for the inspection of the Cherry Street Reservoir in the amount of \$3,250.00.

Seconded by Steve Crothers

Roll Call Vote:

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

Absent: Bill Harris

Motion Carried 6-0

e.) Charter Quote

VA Stratil presented Council with a quote from Charter Spectrum for telephone and internet for the Village Hall, DPW Garage and the alarm systems for the pump stations. Charter included a quote for 60 mbps and one for 100 mbps for internet. The total cost for the services through Charter would be \$429.84 plus a one-time installation fee of \$99.00. The cost after the first year of service would increase to \$579.84.

Dan Zaverl moved to authorize the purchase of the Charter Spectrum package for phone and internet for the Shelby Village Hall, Shelby DPW Garage and alarm systems for the pump stations, not to exceed \$429.84 and one-time fee of \$99.00 in the first year and not to exceed \$579.84 after the second year.



Seconded by Andy Near

Roll Call Vote:

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

Absent: Bill Harris

Motion Carried 6-0.

VA Stratil was asked by Council to inquire about a 10 year price lock agreement as well.

f.) Rotary Membership Proposal

VA Stratil requested Council to consider payment of her Rotary membership fees. The cost for the Rotary membership is \$7.00 per week and meal fee ranges from \$2.50 - \$5.00 per week. The total monthly cost of the membership would range from \$32.00 - \$40.00, with a total of \$350.00 for the remainder of 2017.

Jim Wyns moved to approve the payment of VA Stratil's Rotary fees up to \$350.00 for the remainder of 2017.

Seconded by John Sutton

Roll Call Vote:

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

Absent: Bill Harris

Motion Carried 6-0

g.) Dental Insurance Options

Council requested VA Stratil to bring employee dental insurance options to the June 15, 2017

Personnel and Finance Committee meeting.

h.) Water Bill Adjustments

Village Clerk presented Council with a proposal for water bill adjustments for the six day time period Village residents were under a Precautionary Water Boil Advisory. The calculations had been based on the average water bill for one month and prorated for the six day period of the water boil. The adjustment calculated out to \$3.87 per household. After much discussion and review, Council agreed not to issue adjustments for the residents' water bills.

i.) Mutual Aid Agreement

Chief Terry TenBrink presented Council with a Mutual Aid Agreement between the Village of Shelby and the Oceana County Sheriff’s Department. The Mutual Aid Agreement would give the Shelby Police Department the authority to assist on various emergency calls when requested by the county or other department partaking in the Mutual Aid Agreement, and vis versa.

Steve Crothers moved to authorize Chief Terry TenBrink to enter into the Mutual Aid Agreement with the Oceana County Sheriff’s Department.

Seconded by Jim Wyns  
Voice Vote: All in favor  
Absent: Bill Harris  
Motion Carried 6-0

**12. COMMITTEE REPORTS**

- a. **PLANNING COMMISSION: Chair Ex-Officio: John Sutton, Paul Inglis:** Will be meeting on June 20, 2017.
- b. **WATER & SANITATION: Chair: John Sutton, Steve Crothers:** The chlorination of the water system ended on June 6, 2017 and all hydrants have been flushed.
- c. **STREETS AND SIDEWALKS: Chair: Dan Zaverl, Jim Wyns:** Nothing to report.
- d. **PARKS, REC. & BLDGS: Chair: Andy Near, John Sutton:** Work will begin on the Rail Trail Pavilion roof this week. Plans for Summer Kick Off are coming together and Andy Near has collected a number of additional sponsors for the event.
- e. **FINANCE and INSURANCE: Chair: Jim Wyns, Bill Harris:** Nothing to report.
- f. **PERSONNEL: Chair: Bill Harris, Andy Near:** Meeting set for June 15, 2017 at 4:00 P.M with regard to the Full-time Employee Agreement.
- g. **ORDINANCES – Chair Steve Crothers, Dan Zaverl:** Nothing to report. Chair Steve Crothers will be setting up an Ordinance Committee meeting in the near future to review the matter of keeping farm animals in the Village due to VA Stratil receiving several inquiries regarding this in the last recent weeks.

**13. PAYMENT OF THE BILLS:** Jim Wyns moved to pay the bills in the amount of \$78,089.66.

Seconded by Steve Crothers

Roll Call Vote:

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

Absent: Bill Harris

Motion Carried 6-0

**14. ADJOURNMENT:** Dan Zaverl moved to adjourn the meeting at 9:18 P.M.

Seconded by Jim Wyns

Voice vote: All in favor

Absent: Bill Harris

Motion carried unanimously

Council minutes are not official until approved at the June 26, 2017 Council meeting.

Approved

\_\_\_\_\_  
Minutes Respectfully Submitted by Crystal Lewandowski, Village Clerk

\_\_\_\_\_  
Date

**VILLAGE OF SHELBY  
REGULAR COUNCIL MEETING OF June 26, 2017 at 6:30 P.M.  
COUNCIL PROCEEDINGS**



**1. CALL TO ORDER:**

The regular meeting of the Common Council of the Village of Shelby was called to order at 6:31 P.M. by President Paul Inglis

**2. ROLL CALL:**

Answering Roll Call: Steve Crothers, Dan Zaverl, Paul Inglis, John Sutton, Andy Near, Bill Harris  
Absent: Jim Wyns

Staff present: Police Chief Terry TenBrink, Village Administrator Chelsea Stratil, Village Clerk Crystal Lewandowski, DPW Supervisor Greg MacIntosh

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

**4. MINUTES:** Steve Crothers moved to approve the minutes of the Regular Council Meeting of June 12, 2017 as presented.

Seconded by John Sutton

Voice Vote:

All in Favor

Absent: Jim Wyns

Motion carried unanimously

**5. ADDITIONS TO THE AGENDA:** None

**6. PRESIDENT'S REPORT:** President Inglis commended VA Stratil and her staff, Police Department, DPW Staff, Andy Near, and volunteers for all of their efforts with the Shelby Summer Kick-Off held on June 17, 2017. Inglis reported that it was a great success and more widely attended than it had been last year. In order to continue to grow the event, he recommended that VA Stratil and Parks and Rec Chair, Andy Near form a committee to help organize the event and secure enough volunteers in the future. President Inglis also noted that the Personnel Policy Agreement and the two addendums will be tabled until the next Regular Council Meeting on July 10, 2017 due to the fact that the Council members did not receive the documents in time to have an opportunity to fully review. President Inglis requested that the members of the Council review and email any questions or concerns to Personnel Chair Bill Harris and VA Stratil no later than Friday, June 30.

**7. ADMINISTRATOR'S REPORT:** VA Stratil informed Council that the office would be closed on Thursday June 29, 2017 from 12:00 P.M. until 1:00 P.M. for a staff appreciation lunch. She noted that the Summer Kick Off was a success this year and has been approached by individuals stating their interest in being involved in a committee for future events. VA Stratil informed Council that she received the Level 2 Assessment from the DEQ shortly after the June 12 Council Meeting and it was emailed to all Council Members. VA Stratil received quotes for durapatching from the Oceana County Road Commission but there were corrections to be made before the Streets and Sidewalks Committee meets to review. VA Stratil reported that two residents on White Street have been having issues with their sewer. DPW Supervisor Greg MacIntosh indicated that this may be due to the existing old clay infrastructure. The DPW has been working to correct the issues on Village property but the residents will also have to replace pipes on their property to fully correct the sewer issue. VA Stratil has entered the Village in the Like My Bike contest hosted by the Shelby Area Chamber of Commerce and she will be decorating the bike, donated by Andy Near to resemble the new Village logo. There is a \$500.00 prize for the bike that gets the most likes on Facebook. VA Stratil also noted that restitution from the Bob Wilson case was received in the amount of \$634.00.

**8. CORRESPONDENCE:** No Correspondence

**9. CITIZEN PARTICIPATION:** No Citizen Participation

**10. OLD BUSINESS:**

**11. NEW BUSINESS:**

a.) Personnel Policy Agreement: Between the Fulltime Employee and the Village of Shelby

Tabled until the next Council meeting on July 10, 2017.

b.) Personnel Policy Addendum: Between the Department of Public Works and the Village of Shelby

Tabled until the next Council meeting on July 10, 2017.

c.) Personnel Policy Addendum: Between the Police Department and the Village of Shelby

Tabled until the next Council meeting on July 10, 2017.

d.) Ferric Quote

The Village needs to order Ferric Chloride for the sewer ponds. DPW Supervisor, Greg MacIntosh received the following quotes for the Ferric Chloride:

Webb of Muskegon, Michigan for \$4,960.80,  
Haviland of Grand Rapids, Michigan for \$4,482.00  
PVS of Detroit, Michigan for \$4,635.00.

All three quotes are for the same chemical and also include shipping in the costs.

Steve Crothers moved to approve the purchase of 4,000 gallons (45,000 wet pounds) from Haviland out of Grand Rapids, Michigan in the amount of \$4,482.00 to include shipping.

Seconded by John Sutton

Roll Call Vote

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

Absent: Jim Wyns

Motion Carried 6-0

e.) Fulltime Employee Health Insurance Plan

The Village's current Blue Cross Blue Shield health insurance plan provided to Full Time Employees through Lighthouse Group is no longer available. Therefore, Council must pick a new health care plan from the following:

Option one offers the employee a \$2,500 deductible; option two would offer a \$3,000 deductible; and, option three would offer a \$4,000 deductible. Both option two and option three will offer slightly lower copay on services and prescriptions.

Bill Harris moved to adopt the Blue Cross Blue Shield option two health insurance plan, with a \$3,000 deductible for Full Time Employees and their families up to the set hard cap amount effective July 1,

2017.  
 Seconded by Steve Crothers

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

f.) Full Time Employee Dental Insurance

Personnel Committee had reviewed a number of quotes for dental insurance for Full Time Employees. VA Stratil provided quotes from AFLAC, Blue Cross Blue Shield, and Delta Dental. The Personnel Committee recommended to Council to approve dental coverage from Delta Dental for the Full Time Employees only in the amount of \$33.38 per Employee per month with coverage of 100/80/50. Council agreed that the Village would cover the Employee only, but the Employee can add family members at his/her cost.

Bill Harris moved to provide Delta Dental Plan option three coverage of 100/80/50 in the amount of \$33.38 per month for the Full Time Employees only.  
 Seconded by John Sutton

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

## 12. COMMITTEE REPORTS

- a. **PLANNING COMMISSION: Chair Ex-Officio: John Sutton, Paul Inglis:** Meeting of June 20, 2017 was rescheduled for Tuesday June 26, 2017. Cody DeVries will be attending as he is looking to earn his Eagle Scout Badge.
- b. **WATER & SANITATION: Chair: John Sutton, Steve Crothers:** Dixon Engineering will be out this week to do their inspection of the Cherry Street Reservoir. DPW Supervisor, Greg MacIntosh will be meeting with John Sutton to go over the results of the inspection once the final report is available.
- c. **STREETS AND SIDEWALKS: Chair: Dan Zaverl, Jim Wyns:** Oceana County Road Commission is preparing quotes for durapatching. A Streets and Sidewalks Committee Meeting will be scheduled for review once the quotes are corrected.
- d. **PARKS, REC. & BLDGS: Chair: Andy Near, John Sutton:** Nothing to Report
- e. **FINANCE and INSURANCE: Chair: Jim Wyns, Bill Harris:**  
 Finance Committee reviewed the previous policy for employees who are off on Worker's Compensation Leave, which has given such employees on leave a payment of a supplement to make up the difference in the employee's regular pay. The Council voted to rescind a policy stating as much on April 24, 2017, although one employee is still collecting such payments from the Village. It was recently discovered by VA Stratil that employees are to be actively working 30 or more hours per week in order to be eligible for health insurance benefits according to Lighthouse Group. The Finance Committee recommended to



Council that any employee who is off on Worker’s Compensation Leave, not receive health benefits or the in-lieu-of insurance after the month during which the injury took place and the ensuing three months.

Bill Harris moved that, notwithstanding prior Village action, full time employees who have opted out of receiving Village healthcare insurance coverage, and who are receiving any incentive in-lieu-of insurance, and have missed work as a result of an injury, shall only receive that incentive through the month of injury and the ensuing three (3) months.  
Seconded by Steve Crothers

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

Steve Crothers moved that, notwithstanding prior Village action, the Village of Shelby refrain from exchanging any amount of money in exchange for checks related to any Worker’s Compensation claim and also any supplement from any past, present, or future employees effective immediately.  
Seconded by Andy Near

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

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

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

**13. PAYMENT OF THE BILLS:** Bill Harris moved to pay the bills in the amount of \$158,289.05  
Seconded by Andy Near

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

**14. ADJOURNMENT:** Dan Zaverl moved to adjourn the meeting at 8:07 P.M.  
Seconded by Andy Near

Voice Vote: All in favor  
Absent: Jim Wyns  
Motion carried unanimously

Council minutes are not official until approved at the July 10, 2017 Council meeting.

Approved

Crystal Lewandowski  
Minutes Respectfully Submitted by Crystal Lewandowski, Village Clerk

7-10-2017  
Date

**VILLAGE OF SHELBY  
REGULAR COUNCIL MEETING OF July 10, 2017 at 6:30 P.M.  
COUNCIL PROCEEDINGS**



**1. CALL TO ORDER:**

The regular meeting of the Common Council of the Village of Shelby was called to order at 6:37 P.M. by President Paul Inglis.

**2. ROLL CALL:**

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

Staff present: Police Chief Terry TenBrink, Village Administrator Chelsea Stratil, Village Clerk Crystal Lewandowski, and DPW Employee Jeremiah Helenhouse.

**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 26, 2017 as corrected.

Seconded by Steve Crothers

Voice Vote:

All in favor

Motion carried unanimously

**5. ADDITIONS TO THE AGENDA:** No additions

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

**7. ADMINISTRATOR'S REPORT:** VA Stratil has registered herself, Bill Harris, and Gary MacLean (Planning Commission) to attend the Best Practice Trainings for the upcoming fall session. This will get the Village started on becoming a Redevelopment Ready Community. VA Stratil had included updated rosters for the Village Council, Planning Commission, and Village Staff in to the Council packets. She had asked that Council please put the new and updated contact information in their Elected Officials Binders. VA Stratil had also noted that she had included an index for the Planning Commission Binders that she had made, which will show what was all included in those new Binders. VA Stratil is still waiting on a reimbursement check from Alliance Beverage, at which point she will have final numbers and a report of the Summer Kickoff available for Council.

**8. CORRESPONDENCE:** The Village Council had received an invitation from Jarret Furman to attend the Eagle Scout Court of Honor which will take place on July 20, 2017 at 7:00 P.M at the Shelby Optimist Club. All Council members who would like to attend the ceremony are invited to do so.

**9. CITIZEN PARTICIPATION:** Sharita Powant of 152 Ferry Street had asked about the estimated finish of the repair on White St. VA Stratil had explained that due to a business operation on the street, and the recent rain that the project has been delayed a few days, but that the Village Department of Public Works will be getting that finished in the next few days.

**10. OLD BUSINESS:**

a.) Personnel Policy Agreement: Between the Employee and the Village of Shelby



Village Council reviewed the Personnel Policy Agreement that has been drafted, at which point only one minor change was made to the agreement.

Bill Harries moved to adopt the Personnel Policy Agreement: Between the Employee and the Village of Shelby as amended which will replace the Personnel Policy Handbook effective July 17, 2017.

Seconded by Steve Crothers

Roll Call Vote

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

Motion carried 7-0

b.) Personnel Policy Addendum: Between the Department of Public Works Employee and the Village of Shelby

Village Council reviewed the addendum for the Department of Public Works and minor changes were made.

Bill Harris moved to adopt the Personnel Policy Addendum: Between the Department of Public Works and the Village of Shelby as amended, effective July 17, 2017.

Seconded by Dan Zaverl

Roll Call Vote

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

Nays: Near

Motion carried 6-1

c.) Personnel Policy Addendum: Between the Police Department Employee and the Village of Shelby

Village Council reviewed the addendum for the Police Department and made minor changes.

Bill Harris moved to adopt the Personnel Policy Addendum: Between the Police Department Employee and the Village of Shelby as amended, effective July 17, 2017.

Seconded by Jim Wyns

Roll Call Vote

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

Motion carried 7-0

**11. NEW BUSINESS:** No New business

**12. COMMITTEE REPORTS**

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

Planning Commission met on Tuesday June 27, 2017 and reviewed the new Planning Commission binders and discussed the roles of the Planning Commission members.

**b. WATER & SANITATION: Chair: John Sutton, Steve Crothers:** Dixon Engineering has been to the Village to do the evaluation but still waiting on a report at this time.

**c. STREETS AND SIDEWALKS: Chair: Dan Zaverl, Jim Wyns:** Committee meeting set for

Thursday July 13, 2017 at 5:00 P.M. to review work to be done and quotes that have come in for sidewalk repair and durapatching.

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

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

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

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

**13. PAYMENT OF THE BILLS:** Jim Wyns moved to approve the bills in the amount of \$36,337.62. Seconded by Andy Near

Roll call vote

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

**14. ADJOURNMENT:**

Steve Crothers moved to adjourn at 8:07 P.M.

Seconded by John Sutton

Voice Vote

All in favor

Motion carried unanimously

Council minutes are not official until approved at the July 24, 2017 Council meeting.

Approved

\_\_\_\_\_  
Minutes Respectfully Submitted by Crystal Lewandowski, Village Clerk

\_\_\_\_\_  
Date



**VILLAGE OF SHELBY  
REGULAR COUNCIL MEETING OF July 24, 2017 at 6:30 P.M.  
COUNCIL PROCEEDINGS**

**1. CALL TO ORDER:**

The regular meeting of the Common Council of the Village of Shelby was called to order at 6:33 P.M. by President Paul Inglis.

**2. ROLL CALL:**

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

Staff present: Police Chief Terry TenBrink, Village Clerk Crystal Lewandowski, and DPW Supervisor Greg MacIntosh.

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

**4. MINUTES:** Jim Wyns moved to approve the minutes of the Regular Council Meeting of June 26, 2017 as corrected.

Seconded by Steve Crothers

Voice Vote:

All in favor

Motion carried unanimously

Absent: Bill Harris

**5. ADDITIONS TO THE AGENDA:**

- a.) Greg MacIntosh – Update of Dixon Engineering inspection of the Cherry Street reservoir.

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

**7. ADMINISTRATOR'S REPORT:** VA Stratil was not present for the meeting but included her update in the Council packets. VA Stratil had noted that the DPW had drained the reservoir on Cherry Street in preparation for the Dixon Engineering inspection. The water from the reservoir had been put into a nearby resident's pool, who had been in the process of preparing to fill the pool anyway. By putting the water into the pool, the chance of having a wash of water in the area was avoided. A resident in the area was concerned of property damage if heavy equipment would be brought in to the tank. VA Stratil had provided the resident with DPW Supervisor Greg MacIntosh's contact information and Greg had assured the resident that no damage would be done to his property during this process. VA Stratil had included in Council Packets the minutes from the Street and Sidewalk Committee meeting that would explain how the breakdown is done for determining the improvements for the Village's non-motorized transportation. She also included the expenditure amounts thus far for the 2017-2018 fiscal year. VA Stratil had made contact in regards to the process of the work being done at 159 East 5<sup>th</sup> Street. The insurance company issued a check to a bank and it was never turned over to Boardwell Mechanical Services who is contracted to the job. It required contacting WZZM13 about this situation in order to get things moving along for them. Work is being done at the house at this time. The Phil Carter house is still in progress, however after moving the house it was discovered that asbestos was present and the inside has been completely gutted. There is no hold up at the project, construction is still in progress but will be a more long-term project.

**8. CORRESPONDENCE:****9. CITIZEN PARTICIPATION:** No Citizen Participation.**10. OLD BUSINESS:**

## a.) Update on Dixon Engineering Inspection

DPW Supervisor Greg MacIntosh had explained to Council that there were a few issues that had been found in the inspection of the reservoir that are possible to have played a large role in the bacti that had been found in the water. There had been a few issues with the reservoir that need repair. It was found that the seal on the hatch of the reservoir is bad which is allowing rain water to get into the reservoir. Also it has been found that the rubber coating on the roof of the reservoir is also in need of repair.

**11. NEW BUSINESS:**

## a.) Durapatch Quote

The Streets and Sidewalk Committee had met on July 13, 2017 in order to review the quotes that VA Stratil had received from the Oceana County Road Commission Director, Mark Timmer and to review the process of the durapatching of streets. The estimate for the durapatching of 5<sup>th</sup> Street from Elm to State and on 4<sup>th</sup> Street from Maple Street to State Street would cost \$4,037.93. The quote for the durapatching on Michigan Avenue from State Street to Sixth Street would cost the Village \$12,532.34.

Dan Zaverl moved to accept the Oceana County Road Commission quote of \$4,037.93 to durapatch 5<sup>th</sup> Street from Elm Street to State Street and on 4<sup>th</sup> Street from Maple Street to State Street not to exceed \$5,000.00

Seconded by Andy Near

Roll Call Vote:

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

Absent: Bill Harris

Dan Zaverl moved to accept the Oceana County Road Commission quote of \$12,532.34 to durapatch Michigan Avenue from Sixth Street to First Street not to exceed \$13,000.00

Seconded by Jim Wyns

Roll Call Vote:

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

Absent: Bill Haris

**12. COMMITTEE REPORTS****a. PLANNING COMMISSION: Chair Ex-Officio: John Sutton, Paul Inglis:**

Planning Commission was cancelled for July due to lack of items for the Agenda. They will meet again on August 15, 2017.

**b. WATER & SANITATION: Chair: John Sutton, Steve Crothers:** Dixon Engineering has been to the Village to do the evaluation. The DPW Department will begin right away to get those issues resolved. Committee Chair, John Sutton would like to see something in the next newsletter

that will educate the Village residence on the water issues and what exactly it meant.

- c. **STREETS AND SIDEWALKS: Chair: Dan Zaverl, Jim Wyns:** Committee met on July 13, 2017 in order to review the Act 51 monies that has been spent on sidewalks. The Committee also reviewed quotes for the durapatching from the Oceana County Road Commission.
- d. **PARKS, REC. & BLDGS: Chair: Andy Near, John Sutton:** Andy Near has met with Cody Devries to review plans for building the pavilion at the Horseshoe Park.
- e. **FINANCE and INSURANCE: Chair: Jim Wyns, Bill Harris:** Nothing to report
- f. **PERSONNEL: Chair: Bill Harris, Andy Near:** Nothing to report
- g. **ORDINANCES – Chair Steve Crothers, Dan Zaverl:** Nothing to report

**13. PAYMENT OF THE BILLS:** Jim Wyns moved to approve the bills in the amount of \$31,330.43. Seconded by Steve Crother

Roll call vote

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

Absent: Bill Harris

#### **14. ADJOURNMENT:**

Dan Zaverl moved to adjourn at 7:45 P.M.

Seconded by John Sutton

Voice Vote

All in favor

Motion carried unanimously

Council minutes are not official until approved at the August 14, 2017 Council meeting.

Approved

\_\_\_\_\_  
Minutes Respectfully Submitted by Crystal Lewandowski, Village Clerk

\_\_\_\_\_  
Date

**VILLAGE OF SHELBY  
REGULAR COUNCIL MEETING OF August 14, 2017 at 6:30 P.M.  
COUNCIL PROCEEDINGS**



**1. CALL TO ORDER:**

The regular meeting of the Common Council of the Village of Shelby was called to order at 6:35 P.M. by President Paul Inglis

**2. ROLL CALL:**

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

Absent: Andy Near

Staff present: Police Chief Terry TenBrink, Village Administrator Chelsea Stratil, and Village Clerk Crystal Lewandowski.

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

**4. MINUTES:** Steve Crothers moved to approve the minutes of the Regular Council Meeting of July 24, 2017 as corrected.

Seconded by Bill Harris

Voice Vote:

All in favor

Motion carried

Absent: Andy Near

**5. ADDITIONS TO THE AGENDA:** Peerless Midwest hollow shaft motor

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

**7. ADMINISTRATOR'S REPORT:** VA Stratil had noted to Council that the Oceana County Road Commission would begin the work of durapatching on Michigan Avenue from 4<sup>th</sup> Street to 5<sup>th</sup> Street on Tuesday August 15, 2017. Mark Timmer, Oceana County Road Commission Director, had asked if the Village would like them to do other spots throughout town that they see if they have extra time or unused funds from the quote. VA Stratil will look into other Streets in the Village that may need to be done. VA Stratil had updated Council on the transition process of switching the Village internet and phone services from Frontier to Charter Communications. At this time, the DPW Garage will not be connected to the Charter Service until October 13, 2017. Charter had also informed VA Stratil that they could not provide connections to our lift stations and well houses without another box and an additional phone line. VA Stratil will keep Council updated on the process of the Charter Communication hook up as new and additional information comes in. The bench plaques have come in and will be installed on the benches next week. VA Stratil had noted that the monies for the State Street Phase 3 project have been obligated and Prien & Newoff is beginning to put together bid packages. VA Stratil will keep the Village Council updated on the process as it continues.

**8. CORRESPONDENCE:** Dixon Engineering final report

Dixon Engineering has submitted their final report of the examination of the reservoir that was performed on June 28, 2017 and also on July 20, 2017. This has been included in the Council packet for review.

**9. CITIZEN PARTICIPATION:** No Citizen Participation

**10. OLD BUSINESS:** No Old Business



## 11. NEW BUSINESS:

### a.) Audit Presentation – Eric Van Dop

The Village Auditor, Eric Van Dop, presented Council with information and suggestions for the future after finishing the 2016-2017 Fiscal Year Audit. A few minor corrections that needed to be made were found during the audit process. Recommendations were made on the following: Allocating of payroll and equipment usage correctly; allocating the Michigan Transportation Fund distributions correctly; and review of ACT 51 Compliance for Disbursements correctly. It was also noted that in regard to year end closing procedures, the general ledger balances should be reconciled and adjusted to the support on the Village's general ledger system at year-end. The Village's procedures for receipts should be reviewed and updated to ensure that items are coded properly. Internal controls surrounding the preparation of formal year-end financial statements should be improved. Lastly it is recommended that the Village should adopt procedures to ensure the monitoring of expenditures against adopted budgets and amend those budgets as needed.

### b.) 181 West Sixth Street Utility Credit

Approximately May of 2017 resident Richard Smith of 181 West Sixth Street had contacted Village clerk, Crystal Lewandowski regarding his concerns about the cost of his water and sewer bill. After approaching VA Stratil and DPW Supervisor Greg MacIntosh about the situation, it was later determined that the meter had the wrong size head on it and that was giving incorrect usage readings. The meter had been this way since November of 2014 and the homeowner had made numerous calls to the Village office and had DPW out on these calls to tell him that there was nothing wrong with the meter. A credit has been put on the resident's bill as he was billed incorrectly since 2014. The resident has a credit at this point of \$4,059.74 and he had called and requested that some or all of that credit be reimbursed to him. At this point, Council is requesting that VA Stratil do some research with other municipalities to inquire if they had encountered anything like this before, and if so, how they handled it.

### c.) Add Village Treasurer, Randy Mahoney to the bank accounts as a signatory

Randy Mahoney, Village Treasurer has completed 90 days of employment and, at this time, he can be added to the bank accounts for the Village of Shelby as a signatory.

Jim Wyns moved to add Village Treasurer Randy Mahoney to the Village bank accounts as a signatory effective August 15, 2017.

Seconded by Steve Crothers

Roll Call Vote:

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

Absent: Andy Near

Motion Carried 6-0

### d.) Peerless Midwest hollow shaft motor

After inspection of the hollow shaft motor of well 2, it was found that the motor leads had been blown off the connections. It appears that due to the damage of the motor, this is a result of a lightning strike, which completely destroyed the motor. The replacement of this motor is covered by the Village insurance. A quote from Peerless Midwest was sent in to the insurance company in the amount of \$6,487.00 and a check has been issued from the insurance company less the Villages \$250.00 deductible.

Steve Crothers moved to accept the quote from Peerless Midwest of Ionia, Michigan for the vertical hollow shaft motor (US 30 HP 286Tp Fr, 1800 rpm, 460v 3 phase S/N H030Y2BLE) to replace the motor destroyed by the lightning strike.

Seconded by John Sutton

Roll Call Vote:

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

Absent: Andy Near

Motion Carried 6-0

## 12. COMMITTEE REPORTS

- a. **PLANNING COMMISSION: Chair Ex-Officio: John Sutton, Paul Inglis:** The Planning Commission Meeting set for August 15, 2017 has been cancelled due to lack of agenda items.
- b. **WATER & SANITATION: Chair: John Sutton, Steve Crothers:** Committee met on August 3, 2017 to review the information regarding the inspection of the reservoir tank located on Cherry Street. It was the consensus of the Committee to gather information and prices for a new tank due to the fact that the current reservoir tank is so old and may continue to have issues in the future.
- c. **STREETS AND SIDEWALKS: Chair: Dan Zaverl, Jim Wyns:** All sidewalk projects have been completed at this point.
- d. **PARKS, REC. & BLDGS: Chair: Andy Near, John Sutton:** The second gazebo at Horseshoe Park is being built at this time by Cody DeVries for his Eagle Scout Project with the help of Andy Near.
- e. **FINANCE and INSURANCE: Chair: Jim Wyns, Bill Harris:** Nothing to report
- f. **PERSONNEL: Chair: Bill Harris, Andy Near:** Employee contracts for department heads are being drafted at this time.
- g. **ORDINANCES – Chair Steve Crothers, Dan Zaverl:** Nothing to report

**13. PAYMENT OF THE BILLS:** Jim Wyns moved to approve the payment of the bills in the amount of \$34,132.44.

Seconded by Dan Zaverl

Roll Call Vote:

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

Absent: Andy Near

Motion Carries 6-0

**14. ADJOURNMENT:** Jim Wyns moved to adjourn the meeting at 8:08 P.M

Seconded by John Sutton

Voice Vote: All in favor

Absent: Andy Near

Motion Carried



Council minutes are not official until approved at the Council meeting.

Approved

Crystal Lewandowski  
Minutes Respectfully Submitted by Crystal Lewandowski, Village Clerk

8-28-2017  
Date

**VILLAGE OF SHELBY  
REGULAR COUNCIL MEETING OF August 28, 2017 at 6:30 P.M.  
COUNCIL PROCEEDINGS**



**1. CALL TO ORDER:**

The regular meeting of the common council of the Village of Shelby was call to order at 6:35 P.M by President Paul Inglis.

**2. ROLL CALL:**

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

Absent: Bill Harris

Staff present: Police Chief Terry TenBrink, Village Administrator Chelsea Stratil, and Village Clerk Crystal Lewandowski

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

**4. MINUTES:** Steve Crothers moved to approve the minutes of the Regular Council Meeting of August 14, 2017 as presented.

Seconded by Jim Wyns

Voice Vote: All in favor

Absent: Bill Harris

Motion Carried

**5. ADDITIONS TO THE AGENDA:** Salter and sander for the DPW truck

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

**7. ADMINISTRATOR'S REPORT:**

VA Stratil noted that the DPW crew had put up five new stop signs throughout the Village and due to the high number of complaints of speeding on Pine Street, DPW has posted two speed limit strictly inforce signs as well. Cody Devries will be building the second pavilion at Horseshoe Park Saturday, September 9, 2017 and Sunday, September 10, 2017. Andy Near will be there as well to oversee the project.

**8. CORRESPONDENCE:** No Correspondence

**9. CITIZEN PARTICIPATION:** No Citizen Participation

**10. OLD BUSINESS:**

a.) 181 W. Sixth Street Credit

Richard Smith of 181 W. Sixth Street Shelby, MI had received a credit on his Utility Bill in the amount of \$4,059.74 after the Village had discovered that the meter had the wrong size head on it, causing an incorrect reading of the water/sewer usage dating back to November of 2014. Mr. Smith had requested that he receive a refund from the Village of Shelby. VA Stratil spoke to the Village Attorney and other municipalities in regards to this matter and how to proceed. It was the opinion of the Village Attorney, John Schrier, that the Village issue a check to Richard Smith in the amount of \$4,059.74.

John Sutton moved to authorize the Village Clerk to issue a check in the amount \$4,059.74 to Richard Smith of 181 W. Sixth Street Shelby, MI for overdue water charges on his water bill since November of 2014.

Seconded by Steve Crothers

Roll Call Vote:

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

Absent: Bill Harris  
Motion Carried 6-0

## 11. NEW BUSINESS:

### a.) Salter and Sander for DPW Truck

Currently the Village of Shelby has only one Salter/Sander for our DPW truck in order to put salt and sand down during the winter months. If something were to happen to our current salter, we would not have an additional unit to do that salting. Though it is common for a lot of municipalities to have only one unit, it is a concern. At this point Council would like to have DPW Supervisor Greg MacIntosh at the next meeting to get specifics on the cost and benefits of having an additional salter unit.

### b.) Street painting

DPW Supervisor Greg MacIntosh had made a list of Village Streets that have been in need of centerline and sideline painting. The streets that will need this painting would include:

Michigan Avenue (from 6<sup>th</sup> Street to Oceana Drive)

1<sup>st</sup> Street (from Oceana Drive to the Village limit sign)

Maple Street, 4<sup>th</sup> Street, 3<sup>rd</sup> Street, 2<sup>nd</sup> Street, 5<sup>th</sup> Street, 6<sup>th</sup> Street, Elm Street, and Industrial Drive. Council would like to have Pine Street added to the list as well. The estimated cost for the street painting is \$3,500.00. Any parking lines, cross walks, curbs, etc. would be done in house by the Village DPW crew.

Steve Crothers moved to recommend with the addition of Industrial Park Drive and Pine Street the line painting of streets as corrected not to exceed \$4,000.00

Second by Andy Near

Roll Call Vote:

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

Absent: Bill Harris

Motion Carried 6-0

## 12. COMMITTEE REPORTS

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

Nothing to report, next scheduled Planning Commission meeting will be held on September 19, 2017.

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

Water and Sanitation Committee met on August 17, 2017 for an update on the SAW Grant and to review future strategy plan for future reservoir tank. DEQ needs a time line and goals for the new tank. VA Stratil will look into referrals from other municipalities in regard to how to proceed with hiring an engineer for the project. The revised report from Dixon Engineering came in and they have stated that they do believe that there are no issues with the roots that are coming into the reservoir tank. They also do not believe that the poor condition of the conduit is an issue. DPW Supervisor Greg MacIntosh is still waiting for the DEQ analysis and will forward that on to Council as soon as the report comes in. Payment of half the cost for the Dixon Engineering inspection will be sent out at this time and the other half is pending.

### c. **STREETS AND SIDEWALKS: Chair: Dan Zaverl, Jim Wyns:** VA Stratil will get estimate for crack sealing on Michigan Avenue from Kasa.

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

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

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

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

**13. PAYMENT OF THE BILLS:** Jim Wyns moved to approve the payment of the bills in the amount of \$174,195.61.

Seconded by Steve Crothers

Roll Call Vote:

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

Absent: Bill Harris

**14. ADJOURNMENT:** Andy Near moved to adjourn the meeting at 7:49 P.M.

Seconded by Steve Crothers

Voice Vote: All in favor

Motion Carried

Absent: Bill Harris

Council minutes are not official until approved at the September 11, 2017 Council meeting.

Approved

Crystal Lewandowski  
Minutes Respectfully Submitted by Crystal Lewandowski, Village Clerk

9-11-17  
Date

**VILLAGE OF SHELBY  
REGULAR COUNCIL MEETING OF September 11, 2017 at 6:30 P.M.  
COUNCIL PROCEEDINGS**



**1. CALL TO ORDER:**

The regular meeting of the Common Council of the Village of Shelby was called to order at 6:36 P.M. by President Paul Inglis.

**2. ROLL CALL:**

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

Staff present: Police Chief Terry TenBrink, Village Administrator Chelsea Stratil, DPW Supervisor Greg MacIntosh and Village Clerk Crystal Lewandowski

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

**4. MINUTES:** Jim Wyns moved to approve the minutes of the Regular Council Meeting of August 28, 2017 as corrected.

Seconded by Steve Crothers

Voice Vote: All in favor

Motion Carried

**5. ADDITIONS TO THE AGENDA:**

a.) Ross Field Property

b.) Trick or Treat Hours

**6. PRESIDENT'S REPORT:**

President Inglis reported that the Personnel Committee met on September 5, 2017 in order to discuss fringe benefits for department heads. President Inglis asked that the Committee Chair schedule a meeting of the whole as soon as possible in order to discuss contracts with the Village Administrator, DPW Supervisor, and Village Police Chief.

**7. ADMINISTRATOR'S REPORT:**

VA Stratil reported that she had contacted Kasza in regard to obtaining a quote for crack sealing on Michigan Avenue from 1<sup>st</sup> Street to 4<sup>th</sup> Street. Kasza had quoted the Village of Shelby for crack seal last year from 4<sup>th</sup> Street to 1<sup>st</sup> Street in the amount of \$8,000.00. Kasza will look at the road and confirm with VA Stratil that the quote is still the same or let her know of any change. VA Stratil has no update as of now for the State Street project. Prien & Newhof are putting together a bid package for Phase 3 and VA Stratil will follow up with them to get a status report. DPW Greg MacIntosh purchased new paint to finish the painting of Michigan Avenue parking lines and curbs. He is waiting on the weather to clear to finish this painting. M & M Pavement Marking Inc. is getting pushed back as well due to the weather in order to do the street painting that had been approved at the last Council meeting. VA Stratil reported that DPW employee Jeremiah Helenhouse will be attending the Lagoon class on October 26, 2017 to prepare for the test in early November. The current Purchasing Policy was adopted in 2007 and does need to be updated. VA Stratil is currently working on corrections and is planning to bring them forward at the next Council meeting. VA Stratil had brought the "Welcome to Shelby" signs up to the Shelby

Chamber of Commerce. On Friday, September 15, Greg Nielson, Dave Payne, and some of our DPW employees will be meeting at the “South of Town” sign. This sign will be moved to the correct location on 1<sup>st</sup> Street. The other two signs will be cleaned and painted and will go up after. The Planning Commission had been invited to attend the Chamber meeting held on September 7. Rich Setlak and Gary MacLean were in attendance. This was a great way to combine the two boards to further discuss promotion concepts for the Village. Some of the Chamber members will be in attendance for the next Planning Commission meeting as well. VA Stratil reminded Council that she will be attending the Best Practice Training on Thursday, September 21 in Lansing. Gary MacLean will be in attendance that day as well, and Bill Harris will be attending his session on September 26. Andy Near expressed an interest in attending and VA Stratil will get him registered. Village Clerk Crystal Lewandowski organized the Shelby Clean-Up Day along with Shelby Township which will be held on Saturday, September 16 from 9:00 A.M. to 1:00 P.M. There are a number of volunteers to help with the Clean-Up Day and the information has gone out in the September newsletter that went out with the water bills this month. VA Stratil had been approached by a company called SyncWave out of Mason County who are interested in leasing tower space. The company would like to evaluate the space on the tower and sent a Hold Harmless Agreement. VA Stratil forwarded this on to Village Attorney John Schrier, and he has a few recommendations before we move forward including: re-evaluating our agreements with AT&T and T-Mobile to ensure that it is not in our contracts that we not allow additional “tenants” as well as a few other details. VA Stratil will continue to inform Council about this after further research and advice. In Council packets, VA Stratil had included the letter that was received from the Village Attorney John Schrier and the EEOC; that the case filed against the Village of Shelby has been dismissed; but the terminated employee does have the right to appeal.

## **8. CORRESPONDENCE:**

### a.) Solicitation in Road Right-of-Way

Governor Snider recently signed Public Act 112 of 2017 permitting individuals to solicit funds in the road right-of-way on behalf of a charitable or civic organization so long as the charitable or civic organization complies with applicable local government regulations. Council advised VA Stratil to forward this information to local organizations this may affect.

### b.) Overpayment of Water and Sewer

Village Attorney John Schrier had recommended that the Village pay the resident who had been incorrectly charged for his water/sewer bill. The resident has been issued a check for the overpayment of those billings in the amount of \$4,059.74 was approved at the August 28, 2017 Council Meeting.

### c.) State Revolving Fund/Strategic Water Quality Initiatives Fund

A notice of public hearing was sent regarding the Draft Fiscal Year 2018 Project Priority Lists for the State Revolving Fund (SRF) and the Strategic Water Quality Initiatives Fund (SWQIF) that list projects for which Project Plans were submitted to the DEQ by July 1, 2017.

### d.) Employment Contracts – Typically a Resolution for Department Heads

A letter was provided from Village Attorney John Schrier recommending that Council adopt a Resolution of Services rather than an employment contract for Department Heads.

### e.) Henry Rodriguez: EEOC Complaint

A copy of the EEOC Dismissal and Notice of Rights closing the Complaint filed by Henry Rodriguez against the Village of Shelby was provided by Village Attorney John Schrier.

**9. CITIZEN PARTICIPATION:** None

**10. OLD BUSINESS:**

a.) Salter/Sander

The DPW Department currently has one salter/sander unit for the salting of the Village roads during the winter months. Though it is typical for municipalities to have solely one salter unit, it could be beneficial to the Village if there was an additional salter unit as a backup. A smaller unit could be more affordable and would fit in the back of the DPW truck. Another option for the Village would be to purchase spare parts for the salter unit that the DPW currently uses. DPW Supervisor Greg MacIntosh will prepare a quote for the repair parts to have on hand for the current salter and this will be added to agenda for the next scheduled Council meeting.

b.) “Hawley Farm Property”

Andy Near inquired about the current update on the “Hawley Farm property” located at 2603 South Oceana Drive Shelby, Michigan. VA Stratil noted that she would add this item to the Agenda for the Planning Commission.

**11. NEW BUSINESS:**

a.) Donation of Village Records

VA Stratil came across two books that documented Village of Shelby records of meetings from the early 1900’s. There is a great deal of history in the books and VA Stratil requested that Council allow her to donate the books to the Shelby Library Historical Room.

Andy Near moved to donate the old Village record books to the Shelby Library Historical Room.  
Seconded by Steve Crothers

Voice Vote: All in favor  
Motion Carried

b.) Engineer of Record

VA Stratil had researched how other municipalities handle hiring engineers for projects. The Village Council had discussed the concept of having a “go-to” engineer. After receiving of responses from numerous municipalities, the most common solution is to have an Engineer of Record that the Village would use for the majority of the projects that are performed.

John Sutton moved to allow VA Stratil to retain the services of Fleis & VandenBrink for the water reservoir study needs; prepare specifications; and, make necessary recommendations for a new water reservoir.  
Seconded by Steve Crothers

Roll Call Vote:

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

c.) Trick or Treating Hours

Village of Shelby Council must set the Trick or Treating hours for Tuesday, October 31, 2017.

Steve Crothers moved to set the Trick or Treating hours in the Village of Shelby for Tuesday, October 31, 2017 from 6:00 P.M. to 8:00 P.M.

Seconded by Dan Zaverl

Voice Vote: All in favor

Motion Carried

## 12. COMMITTEE REPORTS

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

Planning Commission Meeting set for September 19, 2017.

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

Questions have come up as to how long the Village will continue to chlorinate the water and the Village will chlorinate for the continued time being as directed by the DEQ.

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

Nothing to Report

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

Cody DeVries is halfway through the completion with the second pavilion at Horseshoe Park. DPW Supervisor Greg MacIntosh and Andy Near are in the process of checking for vegetation spots in the Village for possible future local farmers.

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

An additional column has been added to the Report to Finance in order to provide management acknowledgement of any ACT 51 expenditures.

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

Committee met on September 5 in order to discuss Department Head contracts (resolutions). A Committee of the Whole Meeting is set for September 20 at 4:00 P.M.

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

Nothing to report

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



of \$117,090.08.  
Seconded by Bill Harris

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

**14. ADJOURNMENT:** Dan Zaverl moved to adjourn at 8:17 P.M.  
Seconded by Andy Near

Voice Vote: All in favor  
Motion Carried

Council minutes are not official until approved at the September 25, 2017 Council meeting.  Approved

\_\_\_\_\_  
Minutes Respectfully Submitted by Crystal Lewandowski, Village Clerk

\_\_\_\_\_  
Date



**VILLAGE OF SHELBY  
REGULAR COUNCIL MEETING OF September 25, 2017 at 6:30 P.M.  
COUNCIL PROCEEDINGS**

**1. CALL TO ORDER:**

The regular meeting of the Common Council of the Village of Shelby was called to order at 6:32 P.M. by President Paul Inglis.

**2. ROLL CALL:**

Answering the Roll Call: Jim Wyns, Steve Crothers, Dan Zaverl, Paul Inglis, John Sutton, Andy Near, and Bill Harris

Staff present: Police Chief Terry TenBrink, Village Administrator Chelsea Stratil, and Village Clerk Crystal Lewandowski

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

**4. MINUTES:**

Bill Harris moved to approve the minutes of the Regular Council Meeting of September 11, 2017 as presented.

Seconded by Steve Crothers

Voice Vote: All in Favor

Motion Carried

**5. ADDITIONS TO THE AGENDA:**

a.) Homecoming Parade

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

**7. ADMINISTRATOR'S REPORT:**

VA Stratil reported to Council that Kasza Asphalt will be coming this week in order to look over Michigan Avenue from 1<sup>st</sup> Street to 4<sup>th</sup> Street in order to confirm a previous quote for crack sealing the road, or to make any changes to the quote if need be.

Prein & Newhof have submitted the bid packages to the State for approval. Once the bid package is approved, those packages will be going out for bid, that bidding process will begin later this fall.

VA Stratil included the approved purchase request in Council packets for the parts for the current salter/sander, per Council consensus at the Council Meeting of August 28, 2017.

VA Stratil had reported to Council that the streets are looking great and has shown to be a great improvement after doing the painting of lines on previously discussed streets in the Village. Once an invoice is received from M & M, it will be put on the Report to Finance.

VA Stratil is currently still working on a Purchasing Policy and will bring that to Council once that Policy is finished. Purchase orders will be filled out and attached to invoices and a record will be kept of any purchase orders. This will be helpful as well during budget time.

The “Welcome to Shelby” signs are in the process of being cleaned and repainted and will be going up soon. The correct sign was replaced at the south of town location. VA Stratil reported that the Best Practice Training she attended along with Gary MacLean was extremely beneficial. The training covered Best Practices 1-3, which are: Community Plans and Public Outreach, Zoning Regulations, and Development Review Process.

Shelby Clean -Up Day was a success, three dumpsters had been filled with a number of items. Some of those included: Furniture, mattresses, old toys, and lots of other random items. VA Stratil will bring forward to Council a list with the number of residents who had participated in the Clean-up Day. Majority of the participants were Village residents.

VA Stratil upgraded the DPW employee’s phones at no cost to the Village. The new phones are much more durable than their old ones and should hopefully last longer.

VA Stratil informed Council that Village Treasurer Randy Mahoney, will be out due to surgery for up to six weeks and therefore Crystal Lewandowski will be working Monday through Friday.

Along with Chief TenBrink, Sgt. Josh Karafa submitted his resignation as well. With this open full time position, VA Stratil concurs with Chief TenBrink to offer the full time position to Aaron Caverner who has been with the department for several months now.

## **8. CORRESPONDENCE:**

### a.) Chief TenBrink Retirement

Chief Terry TenBrink submitted his resignation to the Personnel Committee on Monday, September 18, 2017. His last day will be on Wednesday, October 18.

Andy Near moved to accept Terry TenBrink’s resignation/retirement from his position as Village of Shelby Police Chief effective October 18, 2017 with great regret.

Seconded by Steve Crothers

Voice Vote:

All in Favor

Motion Carried

### b.) Approval for Distribution of Letter Regarding Killed Grass

Recently VA Stratil and DPW Supervisor Greg MacIntosh have been receiving complaints regarding grass along the sidewalks in town that had been accidentally killed while Greg MacIntosh was intending to kill weeds and grass in the sidewalk cracks. VA Stratil provided a letter to the Council of which she plans to distribute to those property owners who were affected.

## **9. CITIZEN PARTICIPATION: None**

## **10. OLD BUSINESS: None**

## 11. NEW BUSINESS:

### a.) MML Board of Directors Ballot

VA Stratil received the MML Board of Directors Ballot in the mail and requires Council to take action to vote. As the Village of Shelby has never participated in this election previously, Council determined to forgo voting.

### b.) Officer Aaron Cavner Raise

Chief TenBrink with support of VA Stratil recommended to Council to promote Aaron Cavner to the vacant full time position at the rate of \$17.00 effective September 18, when he began working full time to cover uncovered shifts, and to \$17.50 after three months with review.

Bill Harris moved to employ Aaron Cavner full time with a raise in pay to \$17.00 per hour effective September 18, 2017 and to increase to \$17.50 per hour after three months, waiving the three month probation period due to length of time already employed by the Village.  
Seconded by Dan Zaverl

Roll Call Vote:

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

Nays:

Motion Carried Unanimously

### c.) Police Department

Discussion regarding the potential options for the future of the Shelby Police Department including having the County take over, hiring a new Chief, a hybrid of the two or looking into whether or not Shelby Township would be interested in collaboration. Chief TenBrink mentioned that in 2016, there were 3,100 complaints in the Village which is more than surrounding communities.

Jim Wyns moved to authorize VA Stratil to publish a job posting for a Full-Time Police Chief at an annual salary of \$45,000, negotiable based on experience.  
Seconded by Dan Zaverl

Roll Call Vote:

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

Nays:

Motion Carried Unanimously

### d.) Homecoming Parade

VA Stratil was approached about ensuring blockades in preparation for the Homecoming Parade to be held on Friday, September 29. Chief TenBrink said he would in fact be in attendance and will work with the parade coordinator. Because it is a regular event, no action was required by Council.

## 12. COMMITTEE REPORTS

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

- a. The Regularly Scheduled Planning Commission Meeting for Tuesday, September 19 was rescheduled for Tuesday, September 26.

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

- a. Nothing to report at this time outside of Village Administrator Report.

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

- a. Nothing to report at this time.

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

- a. Andy Near and Greg MacIntosh have been looking around town for ways to beautify the landscape.

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

- a. Jim Wyns is assisting Village Clerk Crystal Lewandowski, to correct utility bills.

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

- a. Personnel Committee of the Whole met on Wednesday, September 27 to go over fringe benefits for DPW Supervisor Greg MacIntosh. The end proposal was to have a Resolution draft with employment details laid out.

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

- a. Nothing to report at this time.

**13. PAYMENT OF THE BILLS:** Jim Wyns moved to pay the bills in the amount of \$32,116.87.  
Seconded by Steve Crothers.

Roll Call Vote:

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

Nays:

Motion Carried Unanimously

**14. ADJOURNMENT:** John Sutton moved to adjourn the meeting at 7:43 P.M.  
Seconded by Dan Zaverl

Voice Vote:

All in Favor

Motion Carried

Council minutes are not official until approved at the October 9, 2017 Council Meeting.

Approved

*Crystal Budde*

Minutes Respectfully Submitted by Crystal Budde, Village Clerk

Date

*10-9-2017*

**VILLAGE OF SHELBY  
REGULAR COUNCIL MEETING OF October 9, 2017 at 6:30 P.M.  
COUNCIL PROCEEDINGS**



**1. CALL TO ORDER:**

The Regular Meeting of the Common Council of the Village of Shelby was called to order at 6:34 P.M. by President Paul Inglis.

**2. ROLL CALL:**

Answering Roll Call: Jim Wyns, Dan Zaverl, Paul Inglis, John Sutton, Andy Near, and Bill Harris.

Absent: Steve Crothers

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

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

**4. MINUTES:** Jim Wyns moved to approve the minutes of the Regular Council Meeting of September 25, 2017 as corrected.

Seconded by Bill Harris

Voice Vote: All in favor

Absent: Steve Crothers

Motion Carried

**5. ADDITIONS TO THE AGENDA:** Grantech Invoice

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

**7. ADMINISTRATOR'S REPORT:**

VA Stratil reported that the Village of Shelby had a total of 42 Village residents and 5 Shelby Township residents that utilized the Shelby Fall Clean-Up Day. VA Stratil would like to make sure that next year an ad is run in the Oceana's Herald-Journal so that more township residents are aware of the opportunity to take part on Clean-Up Day.

VA Stratil spoke with Don DeVries in regard to the agreement that the Village currently has in place with Fleis and VandenBrink as our Engineer of Record. Everything in that agreement is still valid and specifically the 7% late payment fee is still in place, Don did note that they usually work with the Village when it comes to payments.

On Friday October 6, 2017 VA Stratil and Andy Near spoke with Consumers Energy over a conference call regarding the assessment of the prospective Industrial Park site. VA Stratil will keep Council updated on details when they are available. She had also asked them to look into street lights on Valley, and Consumers Energy will be submitting a proposal to add lights to the area.

As a reminder to Council, Village Treasurer Randy Mahoney will be having surgery on Friday, October 13. Village Clerk Crystal Budde will be working Monday through Friday until his return to work.

VA Stratil has posted the Police Chief position as instructed in the Oceana's Herald-Journal and also on



the MCOLES website. However, a cut-off date has not been set for resumes to be turned in. After looking at other postings, other municipalities leave the position “open until filled”, or leave them open for at least a one month period. VA Stratil would like to leave the position open until filled and begin interviews when there is a larger number of qualified candidates and, at this time, appoint a part-time Interim Chief.

VA Stratil has been approached by a representative of District Health Department #10 who would like to speak at a Council meeting regarding the health effects of medical marijuana. VA Stratil would also like to set up a legislation information presentation as well.

## **8. CORRESPONDENCE:**

### a.) Letter from the DEQ

The Water System Level 2 Assessment has come from the DEQ and there are two recommendations that have been highlighted in the assessment. At this time, the DEQ is mandating that the reservoir remain out of service for the foreseeable future. The root penetrations through the side wall of the reservoir, indicates there is a direct conduit from outside the tank wall through the interior of the tank.

The DEQ is recommending that the Village seriously consider a permanent disinfection of the water system. There are certain contamination risks present in all systems and disinfection adds an additional barrier to protect against those risks. Due to the age of some of the components of the system, and the complexity in having several water sources, multiple pressure districts, multiple storage tanks, the Village’s water has a lot of elements that require attention and vigilance to protect against contamination. For these reasons, the DEQ does recommend a permanent disinfection.

DPW Supervisor Greg MacIntosh would prefer to avoid a permanent chlorination and will begin the process of putting in the new reservoir at a new location.

Council had also directed Village Clerk Crystal Budde to remit balance due to Dixon Engineering along with a statement from VA Stratil expressing the Village Council’s concern with their evaluation of the reservoir and the defects that they did not point out but were found by the DPW Supervisor and the DEQ.

## **9. CITIZEN PARTICIPATION:**

## **10. OLD BUSINESS:**

### a.) PA 112, 2017

VA Stratil had brought to the Council a resolution to be adopted in order to confirm that the Village is in compliance with PA 112.

At this time Council has requested that VA Stratil look into the cost of the liability insurance required of the organization and have the resolution draft reviewed by the Village Attorney John Schrier.

## **11. NEW BUSINESS:**

a.) Redevelopment Ready Communities Report – Bill Harris

Council members Bill Harris and Andy Near had attended the Redevelopment Ready Community Training on September 26, 2017 in Lansing, Michigan. Bill Harris provided Council with a report on that Training. The steps needed in order to become redevelopment ready consist of: Engagement, Evaluation, and Certification. The time frame for the complete process can take anywhere from two to three years. Becoming a Redevelopment Ready Community is very beneficial and will assist the Village of Shelby when applying for grants and developing new areas.

b.) Salt Spreader/Back Salter

DPW Supervisor Greg MacIntosh had researched the price of purchasing a back salter that would mount onto the back of the DPW Truck. This type of salt spreader would be easy to maintain and would allow the Village to have an additional salt spreader for the streets during the winter months. Greg received quotes for two different types of back salters. One is a 96 inch Direct Drive Carbon Steel Under Tailgate Hydraulic Spreader. This particular spreader costs \$2,231.18 (includes shipping). The second spreader is a 96 inch Stainless Steel Under Tailgate Spreader with a Gear Box. This spreader costs \$3,239.28 (includes shipping). Greg recommended the purchase of the Carbon Steel Spreader as this will allow easy maintenance.

Dan Zaverl moved to purchase the 96 inch Direct Drive Carbon Steel Under Tailgate Spreader from Central Parts Warehouse of Tinley Park, Illinois in the amount of \$2,231.18.  
Seconded by Andy Near

Roll Call Vote:

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

Absent: Steve Crothers

Motion Carried 6-0

c.) Grandtech Inc. Invoice

In July of 2017 the Northland Crossing lift station pump had failed and needed immediate repairs that were unavoidable. The bill in the amount of \$3,664.89 was for those repairs to the pump.

John Sutton moved to pay Grantech Inc. of Byron Center, Michigan for the Northland Crossing lift station pump in the amount of \$3,664.89.  
Seconded by Jim Wyns

Roll Call Vote:

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

Absent: Steve Crothers

Motion Carried 6-0

## 12. COMMITTEE REPORTS

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

Members of the Shelby Chamber of Commerce were in attendance at the September meeting and



had some positive feed back on the “Like My Bike” contest and the possibility of conducting other events in the Village in the future. Improvements to the alley way had also been brought up and the Planning Commission is in the process of establishing an Ad Hoc committee that would focus on redeveloping the alley way. The Planning Commission will be reviewing the Master Plan at the meeting of October 24, 2017.

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

Nothing to report

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

Nothing to report

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

Nothing to report

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

The format of the water bills is still being developed.

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

A meeting is scheduled for Tuesday October 10, 2017 at 4:00 P.M. with regard to the Village Administrator’s contract and the DPW Supervisor’s benefits.

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

Nothing to report

**13. PAYMENT OF THE BILLS:** Jim Wyns moved to pay the bills in the amount of \$34,935.62. Seconded by Andy Near

Roll call Vote:

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

Absent: Steve Crothers

Motion Carried 6-0

**14. ADJOURNMENT:**

Council minutes are not official until approved at the October 23, 2017 Council meeting.  Approved

\_\_\_\_\_  
Minutes Respectfully Submitted by Crystal Budde, Village Clerk

\_\_\_\_\_  
Date

**VILLAGE OF SHELBY  
REGULAR COUNCIL MEETING OF October 23, 2017 at 6:30 P.M.  
COUNCIL PROCEEDINGS**



**1. CALL TO ORDER:**

The regular meeting of the Common Council of the Village of Shelby was called to order at 6:32 P.M. by President Paul Inglis.

**2. ROLL CALL:**

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

Staff present: Interim Police Chief Bob Farber, Village Administrator Chelsea Stratil, and Village Clerk Crystal Budde.

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

**4. MINUTES:**

a.) Regular Council Meeting of October 9, 2017

Jim Wyns moved to approve the minutes of the Regular Council Meeting of October 9, 2017 as corrected.

Seconded by Dan Zaverl.

Voice Vote: All in favor.

Motion Carried.

b.) Special Council Meeting of October 16, 2017

Jim Wyns moved to approve the minutes of the Special Council Meeting of October 16, 2017 as presented.

Seconded by Steve Crothers.

Voice Vote: All in favor.

Motion Carried.

**5. ADDITIONS TO THE AGENDA:**

a.) Sharon Lound Retirement

**6. PRESIDENT'S REPORT:**

President Paul Inglis expressed his appreciation to all of the Village of Shelby staff and Council for the effort put forth in to the numerous ongoing projects in the Village and for all the input regarding the content of the proposed Employee Agreement and Personnel Policies.

**7. ADMINISTRATOR'S REPORT:**

VA Stratil had included in the Council packets a "Notice of Advertisement" with Prein & Newhoff for the final phase of the State Street project. Bids are now being accepted for the project and VA Stratil will continue to update Council as information comes in.

There are currently six applications on file for the Village Police Chief position and applications will continue to be accepted through the end of October.

**8. CORRESPONDENCE:**

a.) Part-time Police Officer Jason Kuyzk submitted his letter of resignation effective immediately. Due to other commitments, he is unable to give as much time as he would prefer to the Village Police Department.

**9. CITIZEN PARTICIPATION:** No citizen participation.**10. OLD BUSINESS:**a.) PA 112 of 2017 Resolution

Governor Snyder signed Public Act 112 of 2017 that took effect July 27, 2017 which permits individuals to solicit funds in the road right-of-way on behalf of charitable or civic organizations. The Village of Shelby must comply with PA 112 and to do so, the Village of Shelby has changed its Transient Merchant/ Solicitation Form that now clearly spells out the necessary requirements for compliance with PA 112 of 2017.

Jim Wyns moved to approve the “Resolution Re Public Act 112 of 2017” that the Village of Shelby is in compliance with the provisions of Public Act 112 of 2017.  
Seconded by Dan Zaverl.

Voice Vote: All in favor.  
Motion Carried.

b.) Recognition of Chief Terry Tenbrink

Police Chief Terry Tenbrink has retired after 43 years of service with the Village of Shelby Police Department. President Paul Inglis presented Chief Tenbrink with a plaque in recognition of his years of dedication to the Village of Shelby and its residents. The Village Council wished Terry much luck and a great retirement.

President Inglis also introduced the Village’s Interim Police Chief Bob Farber and thanked him for coming on to assist the Village until a permanent Chief is hired.

**11. NEW BUSINESS:**a.) Medical Marijuana Presentation; Quran Griffin

Quran Griffin from District Health Department #10 presented to Council the number of ways that marijuana use can greatly affect youth. The presentation was to educate adults who hold medical marijuana cards in the State of Michigan to make sure that their children are not able to gain access to marijuana and the lasting effects that it has on young people. Ms. Griffin also related the affect that legalizing marijuana recreationally would have on the number of car accidents, insurance claims, and decline in work productivity.

b.) Village Administrator Contract Renewal

The Personnel Committee met on October 10, 2017 to review the renewal of the Employment Agreement by and between Administrator Chelsea Stratil and the Village of Shelby. The details of the Agreement included no significant changes from the current Agreement by and between the Village of Shelby and VA Stratil. The Personnel Committee had recommended that the

duration of the Agreement be extended from a two year term to a three year term.

Bill Harris moved to enter into the Employment Agreement by and between the Village of Shelby and Village Administrator Chelsea Stratil for a three year term effective October 24, 2017 and ending October 24, 2020.

Seconded by Dan Zaverl.

Roll Call Vote:

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

Motion Carried 7-0.

c.) Ladder Community Center Project Request

The Ladder Community Center recently constructed a cement walkway in order to assist the elderly and disabled patrons. The individual who had donated the money in order to do the cement work has agreed to donate the funds to complete the cement work on the west side parking lot. Brian Beckman requested Council's approval for the cement work to be completed on the west side alleyway of the Ladder Community Center.

Steve Crothers moved to authorize the Ladder Community Center to complete its cement drive project as proposed.

Seconded by Andy Near.

Voice Vote: All in favor.

Motion Carried.

d.) Blue Cross Blue Shield Rebate

The Village of Shelby has received a rebate from Blue Cross Blue Shield in the amount of \$870.85. The rebate is part of the premiums that Blue Cross Blue Shield received. If 80% of those premiums that are received are not spent on health care services, then the "Medical Loss Ratio" standard or the 80/20 rule has not been met. The 80/20 rule in the Affordable Care Act is intended to ensure that consumers get value for their health care dollars. The "Medical Loss Ratio" rule is calculated on a State by State basis. In Michigan, Blue Cross Blue Shield did not meet the 80/20 standard in 2016. Only 77.8% of a total of \$941,386,962 in premium dollars was spent on health care and activities to improve health care quality. Since the 80% target was missed, Blue Cross Blue Shield must rebate 2.2% of the total health insurance premiums paid by the employer and employees in the Village of Shelby group health plan.

If the group health plan is a non-Federal governmental plan, the employer or group policyholder must distribute the rebate in one of two ways:

- Reduce the premium for the upcoming year, or
- Provide a cash rebate to employees or subscribers that were covered by the health insurance on which the rebate is based.

Jim Wyns moved to table the discussion of the Blue Cross Blue Shield rebate until more research is done regarding the options for disbursing the rebate.

Seconded by Steve Crothers.

e.) Sharon Lound Retirement

The Village of Shelby has received a retirement notice from Sharon Lound who is employed

part-time to clean the Village Hall offices. Sharon stated in her notice that she will be retiring at the end of November or early December when the Village can find a replacement for her. It was the consensus of Council to allow VA Stratil to hire someone to clean the Village Hall offices for a wage not to exceed the annual wage that is currently paid to Sharon Lound.

## **12. COMMITTEE REPORTS**

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

Planning Commission will meet on October 24, 2017 and will be reviewing the Master Plan and updating the Plan as needed.

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

The Village of Shelby experienced a power surge on Friday, October 20, 2017 and had some damage to a pump at the lagoons due to that power surge. Committee Chair John Sutton will be speaking with DPW Supervisor Greg MacIntosh to verify if the problem has been resolved.

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

The final phase of the State Street project has begun. Updates will be provided as the project progresses.

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

The Shelby Boy Scouts have completed construction of the second Pavilion at Horseshoe Park and VA Stratil will be contacting Cody DeVries to make a presentation to Council regarding the project.

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

The format of the water bills is still being developed.

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

The Personnel Committee met on October 10, 2017 to review the Village Administrator Employment Agreement and to discuss DPW Supervisor Greg MacIntosh's economic terms of employment. VA Stratil has scheduled a meeting with Greg on Tuesday, October 24, 2017 to discuss the details of those economic terms. A Personnel Committee Meeting will be scheduled at a later date to review their recommendations.

### **g. ORDINANCES – Chair Steve Crothers, Dan Zaverl:**

Nothing to Report.

## **13. PAYMENT OF THE BILLS:**

Jim Wyns moved to approve the payment of the bills in the amount of \$44,868.20

Seconded by Andy Near.

Roll Call Vote:

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

Motion Carried 7-0.

**14. ADJOURNMENT:** Bill Harris moved to adjourn the meeting at 8:12 P.M.  
Seconded by Steve Crothers.

Voice Vote: All in favor.

Motion Carried.

Council minutes are not official until approved at the November 13, 2017 Council meeting.

Approved

\_\_\_\_\_  
Minutes Respectfully Submitted by Crystal Budde, Village Clerk

\_\_\_\_\_  
Date

**VILLAGE OF SHELBY  
REGULAR COUNCIL MEETING OF NOVEMBER 13, 2017 at 6:30 P.M.  
COUNCIL PROCEEDINGS**



**1. CALL TO ORDER:**

The regular meeting of the Common Council of the Village of Shelby was called to order at 6:34 P.M. by President Paul Inglis.

**2. ROLL CALL:**

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

Staff present: Interim Police Chief Bob Farber, Village Administrator Chelsea Stratil, and Village Clerk Crystal Budde.

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

**4. MINUTES:** Bill Harris moved to approve the minutes of the Regular Council Meeting of October 23, 2017 as corrected.

Seconded by: Steve Crothers.

Voice Vote: All in Favor.

Motion Carried.

**5. ADDITIONS TO THE AGENDA:**

Council Meeting Agenda Change.

**6. PRESIDENT'S REPORT:**

President Inglis had received a phone call from Shelby Schools Superintendent Dan Bauer congratulating the Village of Shelby for retaining Bob Farber as its Interim Police Chief. Mr. Bauer had related that Bob was instrumental in resolving an issue the school had with a student's parents.

**7. ADMINISTRATOR'S REPORT:**

VA Stratil has been in contact with Don DeVries with Fleis and VandenBrink, who has been working with the DEQ on a possible alternate solution to the Village's water capacity needs. Mr. DeVries will be reaching out to Luke Dehtier, District Supervisor, with the DEQ to review the information in order to determine if the solution is acceptable and workable.

This year the Shelby Holiday Kick –Off will take place on Saturday November 25, 2017 from 6:00 P.M to 7:00 P.M. at the Shelby Pavillion. The Shelby Choir will be singing Christmas Carols; Shelby Rotary Club will be serving hot chocolate and the Shelby Area Chamber of Commerce will be sponsoring Santa Claus.

The Shelby Rotary Club is selling 2018 Oceana County Calendars for \$15.00 as one of their few fundraisers. The calendar includes all the local events and the pictures included were all taken by local residents within Oceana County. Administrative staff is selling the calendars at the Village

Hall and the funds collected will be given to the Rotary Club.

Consumers Energy designers are working on the site plan for the installation of three lights to place on Valley Street. The cost is \$190.00 and does include the installation of the lights and any future maintenance or bulb replacement. The monthly cost will be \$7.96 per light.

VA Stratil spoke with Ezra from Kasza Asphalt and they are very short staffed at this time. With the demand of already scheduled work, they will not be able to complete the crack sealing on Michigan Avenue. Ezra did, however, submit the quote for the job so that the Village can plan to have the work done in the upcoming Spring.

Cody Devries was unable to attend this evening's Council Meeting due to a school function; but, he plans to make his presentation at the November 27, 2017 Council Meeting.

Interviews for the Shelby Police Chief position will be conducted on Tuesday, November 21 beginning at 4:30 P.M. Five candidates will be interviewed for the position and packets will be sent out for the Personnel Committee of the Whole's review on Wednesday November 15.

Crystal was able to set up paperless utility billing for those residents who are interested in using this feature.

VA Stratil was informed by Sharon Lound that she is not retiring from the Shelby Library as its custodian. However, she is in need of significantly cutting back on her work. VA Stratil has posted the position and has received a great deal of feedback. She will plan to conduct interviews at the beginning of next week.

**8. CORRESPONDENCE:** No Correspondence.

**9. CITIZEN PARTICIPATION:** No Citizen Participation.

**10. OLD BUSINESS:**

a.) BCBS Rebate

Jim Wyns moved to remove the BCBS rebate issue from the table.  
Seconded by Steve Crothers.

Voice Vote: All in Favor.  
Motion Carried.

The Village had received a rebate check from 2016 in the amount of \$870.85 wherein the 80% spending cap had not been reached. The Village has since received another rebate check for 2015 in the amount of \$158.01. BCBS has included a formula that the Village must use in order to disburse the rebate fairly to the employees who had been covered by BCBS in 2015 and 2016.

Steve Crothers moved to disburse the rebate from BCBS in the amount of \$870.85 for 2016 and \$158.01 for 2015 with the formula provided by BCBS to each employee who was covered during the time frame.  
Seconded by: Jim Wyns.

Roll Call Vote:

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

Nayes: Zaverl and Near.

Motion Carried 5-2.



**11. NEW BUSINESS:**

a.) Eagle Scout Presentation

Moved to the next Regular Council Meeting of November 27, 2017.

b.) Oceana County EDC- Anne Hardy

The Village of Shelby has, in the past, donated \$2,000.00 to the Oceana County EDC in order to help them cover the cost of running a full time staff. Oceana County EDC President Anne Hardy informed Council that the County Board of Commissioners has cut the EDC budget by \$15,000.00 for fiscal year 2018. Anne requested the Village Council to consider donating between \$3,000.00 and \$4,000.00 for fiscal year 2018. Council will take in to consideration the situation that the EDC is in and how much the Village's 2018/2019 budget will allow.

c.) MDOT Contract

The MDOT Contract for the State Street project has been reviewed by engineers and all does appear to be in order. The low bid came in at \$705,361.00; therefore the STP portion will be \$373,841.00; the State-D portion will be \$190,448.00; and, the local share will be \$141,072.00.

Bill Harris moved to authorize Village Administrator Chelsea Stratil and Council President Paul Inglis to sign the MDOT Contract, Contract Number 17-5406, on behalf of the Village of Shelby. Seconded by Steve Crothers.

Roll Call Vote:

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

d.) DPW Supervisor Resolution

DPW Supervisor Greg MacIntosh has been working overtime and receiving compensatory time in-lieu-of overtime pay. Greg has been unable to use all of the compensatory hours that he has earned and he has requested that an alternative compensation for the overtime worked be considered. The Personnel Committee recommended to Council that Mr. MacIntosh be given a \$3,000.00 salary increase in-lieu-of receiving compensatory time. Greg would also be paid for eight hours of straight time pay for being on-call one week per month; that is the same benefit allotted to DPW employees.

Bill Harris moved to adopt the Village of Shelby DPW Supervisor Resolution entitled: "Village of Shelby; Shelby, Michigan Department of Public Works: Supervisor and Compensation" effective November 14, 2017.

Seconded by: John Sutton.

Roll Call Vote:

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

e.) Rules and Procedures

VA Stratil requested the addition of an item to the Agenda entitled Department Head Reports. This will allow the Village of Shelby DPW Supervisor and the Village of Shelby Police Chief an opportunity to report to Council as needed. The item would be placed on the Village of Shelby Regular Council Agenda under the Village Administrator Report.

Steve Crothers moved to add Department Head Reports to the Village of Shelby Regular Council Meeting Agenda after the Village Administrator Report.

Seconded by: Andy Near.

Voice Vote: All in Favor.

Motion Carried.

## 12. COMMITTEE REPORTS

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

The Planning Commission met on October 24, 2017 to review and discuss the Shelby Master Plan Update, formation of an Ad Hoc Committee; and, cleaning up the alleyway near the Pavillion.

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

Don DeVries will be looking into some additional options that may be available to the Village as it addresses its water issue. Updates will be given to Council as new information comes in.

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

The final phase of the State Street project is beginning and updates will be provided throughout the process. The quote for the crack sealing has come in although Kasza will not be able to do the work until next Spring.

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

Andy Near and VA Stratil are putting together a Committee for Summer Kick-Off and other events in the Village.

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

The utility bills have been updated with the new format and information. Also the new emailing option for bills has been set up for residents who wish to use this feature.

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

Interviews will take place for the Police Chief position on Tuesday, November 21, 2017 beginning at 4:30 P.M.

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

Nothing to report.

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

of \$31,574.90.  
Seconded by: Steve Crothers.

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

**14. ADJOURNMENT:**

Dan Zaverl moved to adjourn the meeting at 8:46 P.M.  
Seconded by: Andy Near.

Voice Vote: All in Favor.  
Motion Carried.

Council minutes are not official until approved at the November 27, 2017 Council meeting.  Approved

\_\_\_\_\_  
Minutes Respectfully Submitted by Crystal Budde, Village Clerk

\_\_\_\_\_  
Date



**VILLAGE OF SHELBY  
REGULAR COUNCIL MEETING OF NOVEMBER 27, 2017 at 6:30 P.M.  
COUNCIL PROCEEDINGS**

**1. CALL TO ORDER:**

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

**2. ROLL CALL:**

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

Staff present: Interim Police Chief Bob Farber, Village Administrator Chelsea Stratil, and Village Clerk Crystal Budde.

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

**4. MINUTES:** Bill Harris moved to approve the minutes of the Regular Council Meeting of November 13, 2017 as corrected.

Seconded by: Steve Crothers.

Voice Vote: All in favor.

Motion Carried.

**5. ADDITIONS TO THE AGENDA:**

a.) December 26, 2017 Regular Council Meeting Conflict.

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

**7. ADMINISTRATOR'S REPORT:**

VA Stratil reported to Council that the Shelby Holiday Kick-Off was held on Saturday, November 25, 2017 and was a great success. Approximately 95 people were in attendance for our Holiday event.

Consumers Energy performed an evaluation of the placement of street lights on Valley Street and recommended that the Village start with putting in two street lights at this time. If the Village believes that more lights need to be installed, Consumers can do that at a later date. The cost for this is \$190.00 and does include the installation of the lights and any future maintenance or any needed replacement of the light bulbs.

VA Stratil noted that the interviews for the Police Chief position went extremely well and is recommending to Council that a second round of interviews be done with two or three of the candidates

that stood out to them.

The addition of “Department Head Reports” to the Agenda, will allow our Chief of Police and DPW Supervisor time to report to Council any information they may need to provide.

With the interviews for the Police Chief position as well as other meetings, VA Stratil has not yet had an opportunity to hold interviews for the vacant custodian position at Village Hall. She will be holding interviews for the position next week and will keep Council updated.

Village Attorney John Schrier had brought to VA Stratil’s attention that the contract for legal services that the Village of Shelby has with Parmenter O’ Toole will expire December 31, 2017 and will need to either be renewed or Council can chose to seek bids from other legal firms.

#### **8. DEPARTMENT HEADS REPORT:**

Interim Police Chief Bob Farber reported to Council that the E-Crash system is getting set up and will be online soon. Chief Farber will contact Ted Terrace who handles the Village’s tech support and have him set up the computer for the E-Crash system. He noted that if, for some reason, Ted is unable to do the set up, he will need to contact IT Right, who sets up the systems on a regular basis.

**9. CORRESPONDENCE:** No Correspondence.

**10. CITIZEN PARTICIPATION:** No Citizen Participation.

#### **11. OLD BUSINESS:**

##### a. Eagle Scout Presentation- Cody DeVries

Cody DeVries reported to Council about the Pavilion that was built at Nichols Park. The Boy Scouts who had participated had set posts for and put a steel roof on the Pavilion. Cody noted that, by putting in the Pavilion at the Park, the hope is that this would draw more people to the Park, promote community togetherness, and encourage those who use the bike trail to stop and use the Pavilion at the Park. Council thanked Cody and those who participated in the construction of the Pavilion and congratulated them for a job well done.

##### b.) December 26, 2017 Council Meeting

The Council Meeting of December 26, 2017 had been previously scheduled without indicating that the Village Departments will be closed as we will be observing the Christmas Holiday on Tuesday December 26, 2017. Due to the fact that Christmas Eve falls on a Sunday, the Village Staff will observe Christmas Eve on Monday, December 25 and will observe Christmas Day on Tuesday, December 26. Council requested VA Stratil to check with the City of Hart and Oceana County to determine how they observe the Christmas Eve Holiday when it falls on a Sunday. She will update Council when she obtains the information.

## 12. NEW BUSINESS:

### a.) Appointment of Police Chief

Interviews were held for the Police Chief position on Tuesday, November 21. Five candidates were interviewed and all five interviewed very well; all of them having different individual strengths. The interview process went well. Interim Chief Bob Farber recommended to Council to do a second phase of interviews before making a decision.

A Personnel Committee Meeting of the Whole will be held on Tuesday, December 5, 2017 at 4:30 P.M. to hold second interviews with the following candidates: Ryan Furman, Kurt Etter, and Emilio Trejo.

Bill Harris moved to table the appointment of Shelby Village Police Chief.  
Seconded by Dan Zaverl.

Voice Vote: All in favor.  
Motion Carried.

### b.) Legal Counsel Contract

Parmenter O'Toole has provided legal services for the Village of Shelby since 2006 and the contract for these services will expire on December 31, 2017. John Schrier, Village Legal Counsel, submitted a proposal for an extension of the contract for an additional three years. The fees for legal services for the next three years would be as follows:

	Attorney	Paralegal
2018	\$155	\$80
2019	\$160	\$85
2020	\$165	\$90

Jim Wyns moved to extend the contract for legal services to the Village of Shelby with Parmenter O'Toole, Muskegon, Michigan for a three year term effective January 1, 2018.  
Seconded by Steve Crothers.

Roll Call Vote:

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

Motion Carried 7-0.

c.) 2018 Regular Council Meeting Schedule

The schedule for the 2018 Regular Council Meetings was presented to Council as follows:

January 8, 2018	July 9, 2018
January 22, 2018	July, 23, 2018
February 12, 2018	August 13, 2018
February 28, 2018	August 27, 2018
March 12, 2018	September 10, 2018
March 26, 2018	September 24, 2018
April 9, 2018	October 8, 2018
April 23, 2018	October 22, 2018
May 14, 2018	November 12, 2018
May 29, 2018	November 26, 2018
June 11, 2018	December 10, 2018
June 25, 2018	December 26, 2018

Andy Near moved to approve the 2018 Common Council Meeting Schedule as presented.  
Seconded by John Sutton.

Voice Vote:

All in favor.

Motion Carried.

### 13. COMMITTEE REPORTS

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

November meeting was cancelled. Next Meeting will be held on December 19.

**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:**

Committee Chair Andy Near thanked Cody DeVries for all his work on the Pavilion built at Nichols Park.

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

As a reminder to the Council, budget time will be here soon.

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

Nothing to Report.

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

A reptile store is being operated in a residential zoned area which is an ordinance violation. More information will be given to Council as soon as it is received.

**14. PAYMENT OF THE BILLS:** Jim Wyns moved to approve the payment of bills in the amount of \$65, 449.14.  
Seconded by Steve Crothers.

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

**15. ADJOURNMENT:** Bill Harris moved to adjourn the meeting at 7:46 P.M.  
Seconded by Dan Zaverl.

Voice Vote: All in favor.  
Motion Carried.

Council minutes are not official until approved at the December 11, 2017 Council meeting.  Approved

\_\_\_\_\_  
Minutes Respectfully Submitted by Crystal Budde, Village Clerk

\_\_\_\_\_  
Date





**VILLAGE OF SHELBY  
REGULAR COUNCIL MEETING OF DECEMBER 11, 2017 at 6:30 P.M.  
COUNCIL PROCEEDINGS**

**1. CALL TO ORDER:**

The regular meeting of the Common Council of the Village of Shelby was called to order at 6:33 P.M. by President Paul Inglis.

**2. ROLL CALL:**

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

Staff present: Interim Police Chief Bob Farber and Village Administrator Chelsea Stratil.

Absent: Village Clerk Crystal Budde.

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

**4. MINUTES:** Steve Crothers moved to approve the minutes of the Regular Council Meeting of November 27, 2017 as prepared.

Seconded by: Andy Near.

Voice Vote: All in favor.

Motion Carried.

**5. ADDITIONS TO THE AGENDA:**

a.) Shelby Library Board of Trustee Appointment.

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

**7. ADMINISTRATOR'S REPORT:**

VA Stratil reported to Council that the invoice for the Valley Street lights has been received, and when Consumers Energy receives payment, it will be released to their scheduling department for construction. This should be scheduled and completed within a three-and-a-half week time frame.

The proposed schedule for the State Street Phase Three Project has been provided by McCormick. They will begin construction on July 9, 2018 and will complete it by August 26, 2018. VA Stratil spoke with Amy Malek of Prein & Newhof about the manhole covers as directed by Council. They did not include the "coring" technique but they did consider three types of casting improvement options to include: Self-leveling castings which are comparable in price to the coring technique; replacement of the casting and cover; and/or reuse of the existing casting and replace the cover.

VA Stratil noted that she is wrapping up interviews for the vacant custodial position and will have him or her start next week. She would like to be present to review everything with the individual and to ensure that the work will be done properly. VA Stratil wants to be comfortable with the individual before providing him/her with keys and allowing him/her to come in on his/her own.

EDC Director Anne Hardy had come to the November 13, 2017 Council Meeting to request a monetary commitment from the Village of Shelby. The previous commitment was \$2,000.00 paid in two

installments over a three year period. The EDC is not sure at this time if they are going to be asking for commitments as they have in the past. VA Stratil recommended a one-time \$1,000 contribution.

On Tuesday, November 28, the Ad Hoc Committee met for the first time. The Committee includes VA Chelsea Stratil, Andy Near, Michael Neeves, DPW Supervisor Greg MacIntosh, Mary Lulich, Brian Beckman, and Tara Kelley. The Committee discussed improvements that they could focus on such as the alleyway and Getty Park. Brian Beckman offered to lead the organization of Summer Kick-Off. Michael Neeves offered to work with Tara Kelley on the alleyway improvements and determining who owns it. The Committee will be meeting again on Wednesday, December 13 at 10:00 A.M. The goal of the meeting is to determine what events we will host as well as set up a timeline of goals for Summer Kick-Off. A Mission Statement will also be developed in order to help get the most out of the fundraising event.

**8. DEPARTMENT HEADS REPORT:** Nothing to Report.

**9. CORRESPONDENCE:** No Correspondence.

**10. CITIZEN PARTICIPATION:**

Sara Anderson recently moved from Grand Rapids to Shelby and spoke on behalf of Ryan Furman who she has known for two years. Sara believed that the community would be in great hands with Ryan Furman as Chief of Police. Ryan grew up in Shelby and cares deeply about the community. Sharita Prowant referred to the December 5, 2017 Personnel Committee of the Whole Meeting. She had wanted to speak during Citizen Participation and was not called on. She wanted to make sure that, in the future, she is not ignored and is able to speak at Council and or Committee meetings.

**11. OLD BUSINESS:**

a.) December 26, 2017 Council Meeting.

Tuesday December 26, 2017 was a previously approved Village of Shelby Regular Council Meeting. With Christmas Eve falling on a Sunday, the Village will be observing that holiday on Tuesday, December 26, 2017. The Village will need to reschedule the December 26<sup>th</sup> Council Meeting.

Steve Crothers moved to approve the rescheduling of the Regular Council Meeting of December 26, 2017 to Wednesday, December 27, 2017 at 6:30 P.M.

Seconded by: Jim Wyns.

Voice Vote: All in favor.

Motion Carried.

b.) Chief of Police Request

The Personnel Committee of the Whole met on Tuesday, December 5, 2017 to hold second interviews with the top three candidates for the vacant Police Chief position. Kurt Etter, Ryan Furman, and Emilio Trejo were interviewed again for the position. The Personnel Committee was prepared to recommend to Council that Kurt Etter of Marshall, Michigan be appointed immediately. VA Stratil called Kurt to inform him of the Personnel Committee's decision. Kurt had requested more information on the Village health insurance, life insurance and time off that

would be available to him. He had requested that VA Stratil inquire about him receiving three weeks of vacation time and a starting salary of \$50,000.00. VA Stratil recommended to Council that Ryan Furman be appointed Shelby Village Chief of Police at an annual salary of \$45,000.00 plus the Village’s current benefits.

Bill Harris moved to not accept the recommendation of the Personnel Committee of the Whole to offer Kurt Etter the position of Village of Shelby Police Chief.  
Seconded by Steve Crothers.

Voice Vote: All in favor.  
Motion Carried.

Bill Harris moved to offer Ryan Furman the position of Village of Shelby Police Chief with an annual salary of \$45,000.00 effective with his first available day of employment.  
Seconded by Andy Near.

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

**12. NEW BUSINESS:**

a.) New Employee Vacation Request

DPW Supervisor Greg MacIntosh has requested Council approval to cash accrued but unused vacation time early as he has experienced a financial emergency. Greg is approaching his January 4<sup>th</sup> anniversary date of hire. The Village’s Personnel Policy Agreement states that an employee can cash out his/her accrued but unused vacation time on his/her anniversary date of hire. Each employee accrues vacation time upon his/her anniversary date of hire.

Steve Crothers moved to grant Greg MacIntosh, Village of Shelby DPW Supervisor, his request to be paid in the next pay period for accrued but unused vacation time as of January 4, 2018.  
Seconded by John Sutton.

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

b.) Shelby Library Board of Trustee Appointment.

VA Stratil had received an email from Shelby Area Library Director Tiffany Haight that Jane Malbouef’s term on the Shelby Area Library Board of Trustees will expire on December 31, 2017 and she has decided to step down. The Library Board has requested that the Shelby Village Council appoint Ann Campagna, 62 E. Sixth Street, Shelby, Michigan to the Shelby Area Library Board for a three year term effective January 1, 2018.

Jim Wyns moved to appoint Ann Campagna, 62 E. Sixth Street, Shelby, Michigan to the Shelby Area District Library Board of Trustees for a three year term effective January 1, 2018.

Seconded by Andy Near.

Voice Vote: All in favor.  
Motion Carried.

### 13. COMMITTEE REPORTS

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

Planning Commission will be meeting on December 19, 2017 to continue its discussion of the Village of Shelby Master Plan.

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

Nothing to report.

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

Phase Three of the State Street Project construction will begin on July 9, 2018 and will be completed on August 26, 2018. The Committee will meet on Monday, December 18, 2017 at 12:00 P.M. to review Phase Three of the State Street Project and also to discuss the plowing of Village streets.

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

Ad Hoc Committee will be meeting on Wednesday, December 13, 2017.

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

Nothing to report.

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

Nothing to report.

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

Nothing to report.

**14. PAYMENT OF THE BILLS:** Jim Wyns moved to approve the payment of the bills in the amount of \$114,671.11.

Seconded by Andy Near.

Roll Call Vote:

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

Motion Carried 7-0.

**15. ADJOURNMENT:** Steve Crothers moved to adjourn the meeting at 7:53 P.M.

Seconded by John Sutton.

Voice Vote: All in favor.  
Motion Carried.

Council minutes are not official until approved at the December 27, 2017 Council meeting.

Approved

\_\_\_\_\_  
Minutes Respectfully Submitted by Crystal Budde, Village Clerk

\_\_\_\_\_  
Date

**VILLAGE OF SHELBY  
REGULAR COUNCIL MEETING OF DECEMBER 27, 2017 at 6:30 P.M.  
COUNCIL PROCEEDINGS**



**1. CALL TO ORDER:**

The regular meeting of the Common Council of the Village of Shelby was called to order at 6:31 P.M. by President Paul Inglis.

**2. ROLL CALL:**

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

Staff present: Interim Police Chief Bob Farber, Village Administrator Chelsea Stratil, and Village Clerk Crystal Budde.

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

**4. MINUTES:** Steve Crothers moved to approve the minutes of the Regular Council Meeting of December 11, 2017 as corrected.

Seconded by: Dan Zaverl.

Voice Vote: All in favor.

Motion Carried.

**5. ADDITIONS TO THE AGENDA:**

a.) Social Media – form a structure for responding to questions.

**6. PRESIDENT’S REPORT:** Nothing to Report.

**7. ADMINISTRATOR’S REPORT:**

VA Stratil reported to Council that the Planning Commission is in the process of ensuring everything is in order as it pertains to the Master Plan and Annual Reports in preparation for becoming a Redevelopment Ready Community. There are also two current Planning Commission members whose seats are currently vacant. These open seats will be posted and those who are interested should send a letter of interest to Village President Paul Inglis.

VA Stratil has offered the Shelby Village Hall cleaning position to Ms. Tessica Rogers at a \$12.00 per hour rate of pay. A checklist will be developed for her to use to make sure that everything is getting done.

This year MDOT required performance audits to be conducted and, in October, it was determined they were not collecting the data that they had wanted. The State is offering to cover the cost of the audit. VA Stratil submitted for the \$1,750.00 reimbursement last week.

The Ad Hoc Committee held a meeting on December 13, 2017. At the meeting, Brian Beckman made it very clear that he is solely interested in the organization of the Summer Kick-Off. There will be separate meetings; one for the Summer Kick-Off and another for improvements to the Village alley ways and Getty Park.

## **DEPARTMENT HEAD REPORTS:**

DPW Supervisor Greg MacIntosh reported to Council that there had been a sewer back- up on Sixth Street on the evening of Monday, December 25, 2017. The DPW crew was able to locate exactly where that back-up was and had found large diapers in the sewer. Two residents on Sixth Street had been affected by that sewer back- up. Greg will submit a report on the incident and this will be turned into the Village's liability insurance carrier.

Greg had a meeting with the DEQ and they are willing to accept the Village of Shelby's current water tower as sufficient to meet its water needs. The Village of Shelby will not need to invest in a new reservoir or new well pump. Greg requested that the DEQ submit this to him in writing, and the DEQ has assured Greg that only a dramatic change to the system such as the addition of an apartment complex or a large industrial development would put the tower capacity under review again.

This also brought to Greg's attention the rule that states all municipalities need to have all of its wells with injection points. Greg sent the permit required for an injection point for well number three. This will be an easy one as it is already set up for one. Greg has reached out to the DEQ as to whether or not the Village of Shelby will have the option of chlorinating twice a year. This was previously an option for the Village and Greg will keep Council updated as information is provided to him.

Interim Police Chief Bob Farber reported to Council that the current voicemail message for the Police Department phone does not include instructions for residents to contact 911 in cases of emergencies. Bob has since changed that message to include that residents should contact 911 in emergencies and after Village Hall office hours.

Bob had also noted that IT Right is scheduled to finish the setup of the Records Management System. They will be coming on January 16, 2018 and Bob will be available to be at the Village Hall to make sure that the process goes smoothly.

**8. CORRESPONDENCE:** No Correspondence.

**9. CITIZEN PARTICIPATION:** Sharita Prowant commented on the wonderful job done by our Interim Police Chief Bob Farber and thanked him for filling the position during the time that the Village of Shelby was in the process of finding a permanent Police Chief.

## **10. OLD BUSINESS:**

### a.) 2018 Council Meeting Schedule

The 2018 Council Meeting Schedule that had previously been drafted was in need of a few corrections with regard to meeting dates that had fallen on holidays observed by the Village of Shelby.

Andy Near moved to approve the 2018 Council Meeting schedule has corrected.  
Seconded by: Steve Crothers.

Voice Vote: All in favor.  
Motion Carried.

### b.) New Chief of Police

The Resolution of Services for the Village of Shelby Police Chief Ryan Furman states that Ryan will receive an annual salary of \$45,000.00 as well as health and dental insurance, retirement plan, paid holidays and PTO and vacation time as afforded to an employee of one year status to take effect on January 1, 2018.

Jim Wyns moved to accept the Police Chief Resolution of Services effective January 1, 2018.  
Seconded by: Steve Crothers.

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

**11. NEW BUSINESS:**

a.) Social Media

Council Member Andy Near had brought to the attention of Council the current management of the Village of Shelby Facebook page. Currently, VA Chelsea Stratil, Village Clerk Crystal Budde, and Council Member Andy Near are administrators of the Facebook page. The concern is that there are too many people who are able to respond to questions that are addressed to the Facebook page and there is no way to know who has responded to them and that questions may not get responses as quickly and efficiently as they should. A suggestion was made to create a procedure as to who responds to questions and concerns addressed to the Facebook page and to set up an auto response that states the Village of Shelby will respond as soon as possible. This will ensure that the residents who inquire about information to the Facebook page are assured that someone will be getting back to them. VA Stratil will contact other municipalities to inquire as to how they handle the management of their social media page and will work to form a procedure for the page and who will be responsible for responding to inquiries.

**12. COMMITTEE REPORTS**

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

The Planning Commission met on Tuesday December 19, 2017 to continue its Review of the Master Plan and will continue to do so throughout the year. The Planning Commission currently has two vacant seats and will post the openings for 30 days. Anyone who is interested in a seat on the Planning Commission should send a letter of interest to Village President Paul Inglis.

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

The DEQ has stated to DPW Supervisor Greg MacIntosh that they are willing to accept our current water tower as sufficient to meet our needs. A DEQ representative will be coming next week and will continue to work with injection points for the Village’s wells.

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

The Committee met on December 18, 2017 to discuss the plowing of the Village streets on the weekends. The DPW employees had concerns and questions regarding what they are expected to do in regard to how thoroughly they are to plow the streets on the weekends. The DPW will make the call as to whether or not the streets will need a thorough plowing or will just need to be touched up on weekends. Also the question of the clearing of Village sidewalks on the weekends came up and, at



this time, the DPW will not clear the sidewalks. The business owners will be responsible for clearing the sidewalks and the DPW will clear sidewalks on Mondays after they have plowed all of the streets in the Village.

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

The Ad Hoc Committee meeting went very well. Brian Beckman, Director of the Ladder Community Center, will solely work on the Shelby Summer Kick-Off. The Committee will be focusing on making improvements around the Village of Shelby from fundraising and the festival.

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

Reimbursement checks from the rebate that was received from Blue Cross Blue Shield were sent out to the employees who were insured through the Village of Shelby in 2015/2016.

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

Nothing to Report.

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

Nothing to Report.

**13. PAYMENT OF THE BILLS:** Jim Wyns moved to approve the payment of the bills in the amount of \$31,938.13.

Seconded by: Steve Crothers.

Roll Call Vote:

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

Motion Carried 7-0.

**14. ADJOURNMENT:** Steve Crothers moved to adjourn the meeting at 8:11 P.M.

Seconded by: John Sutton.

Voice Vote: All in favor.

Motion Carried.

Council minutes are not official until approved at the January 8, 2018 Council meeting.

Approved

Minutes Respectfully Submitted by Crystal Budde, Village Clerk

Date