

**VILLAGE OF SHELBY  
REGULAR COUNCIL MEETING OF MONDAY, August 23, 2021 at 6:30 P.M.  
COUNCIL PROCEEDINGS**



**1. CALL TO ORDER:**

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

**2. ROLL CALL:**

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

Staff present: Village Administrator Brady Selner, Village Clerk/Treasurer Crystal Budde, Police Chief Steve Waltz, and CEDAM Fellow Emily Struhldreher.

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

**4. MINUTES:**

a.) August 9, 2021

Steve Crothers moved to approve the minutes of the Regular Council Meeting of August 9, 2021 as corrected.

Seconded by: Dan Zaverl.

Voice Vote: All in favor.

Motion Carried.

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

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

**7. ADMINISTRATOR'S REPORT:**

VA Selner reported that the Shelby Village DPW will be installing infrastructure to bring water to the Pocket Park. Community stakeholders are working to raise enough money to cover the cost of a water fountain and water bottle filling station that will be placed in the park.

The Personnel Committee met on August 19, 2021 to continue the review of the draft Employee Handbook. They will meet again on September 2 to continue the review. The Committee is approximately halfway through the document.

Fleis & VandenBrink is working on the design engineering for Getty Park. The plans will be reviewed with the Parks, Recreation and Buildings Committee sometime after Labor Day.

The Planning Commission met on August 17 to begin the Zoning Ordinance rewrite project. The next step will be to review the draft language for the general provisions section of the ordinance.

The Village of Shelby is ranked 7th and 8th on the updated Fiscal Year 2022 Draft Intended Use Plan for the EGLE Drink Water State Revolving Fund Project. The project will cost approximately \$4,085,000.00 with an estimated grant/loan forgiveness amount of \$2,541,000.00 leaving an estimated loan amount of \$1,544,000.00. EGLE will provide the Village comments on the Project Plan submittal by no later than November 5, 2021. The MDOT Category B grant will be coordinated with the Project Milestone schedule to ensure the watermain are replaced prior to the roads being resurfaced.

The joint meeting with Shelby Township to discuss the Peterson Farms watermain extension project and the Shelby Ridge project will be held at the Shelby High School library on August 30, 2021 at 6:30 P.M.

**8. DEPARTMENT HEADS' REPORTS:** Nothing to report.

**9. CORRESPONDENCE:** No Correspondence.

**10. CITIZEN PARTICIPATION:**

John Adams, 1243 West M-20, asked when the Proclamation regarding Climate Control would be available on the Village's website. Clerk/Treasurer Budde informed him that the approved minutes are typically on the Village website within the next 24 hours. Mr. Adams also asked the Village Council to consider adopting a Resolution to declare a climate emergency and restoration of a safe climate. Mr. Adams encouraged the Village Council to consider switching to LED lighting and electric lawn mowers, weed whips, chainsaws, and vehicles.

Mishelle Comstock, Shelby State Bank President, thanked CEDAM Fellow Emily Struhldreher for her hard work and all that she has done in the Village of Shelby and wished her much luck in the next chapter of her career.

**11. PRESENTATION:**

a.) Community Development Fellow Report – Emily Struhldreher

Emily Struhldreher presented an overview of the projects and work that she has been doing during the fifteen months that she has been working for the Village of Shelby. The Village of Shelby was awarded a grant for a fellow through the Community Economic Development Association of Michigan (CEDAM). Fellows are placed in communities engaged or certified in Redevelopment Ready Communities (RRC) for fifteen months and work on a variety of projects to expand organizational capacity, increase local collaboration, and remove barriers to development. Emily was involved in three major projects during her time in the Village. The Pocket Park Project, located on Michigan Avenue, will include a shade structure, 2 benches, 2 picnic tables, and a water bottle filling station. \$9,800.00 was secured in grants and donations for the project. Construction has begun on the Pocket Park. Emily came on board during the last phase of the grant application process for the Getty Park project. However, she was able to be involved and presented to the Trust Fund Board along with former Village Councilperson Andy Near and Mishelle Comstock, President of Shelby State Bank. The Village was given a number 1 priority from the Department of Natural Resources Trust Fund Board and awarded \$300,000.00 for the Getty Park Project. Emily was able to increase full alignment with RRC best practices criteria from 20% to 82%. The Village should reach full alignment after the Zoning Ordinance Rewrite project is complete. Emily was

also able to update the Village's Master Plan; obtain \$16,590.00 from the MEDC to cover 75% of the Zoning Ordinance Rewrite Project; and, begin the initial steps of creating a Façade Grant Program/DDA for future downtown development.

## **12. OLD BUSINESS:**

### a.) Fall Apple Festival

At the August 9, 2021 Council meeting, VA Selner had reported to the Village Council that Shelby Township Supervisor Richard Raffaelli wanted to host some form of Fall festival with the Village in the Village of Shelby. The Council was not willing to hold an event this year due to the lack of time to properly plan and promote an event. They also had concerns that a fall event would be in competition with surrounding communities and their festivals and events that would be held during the same time. Mr. Raffaelli informed the Council that the planning of a Fall Festival was already in the works. Shelby Township has committed \$5,000.00 for the event and the Shelby Public Schools have also committed a financial donation. Mr. Raffaelli asked that the Shelby Village commit \$5,000.00 plus assistance from the Village DPW. Any members of Council that would like to participate in the planning and implementation of the event are more than welcome but are not expected to do so. Village resident Mary Lulich is the Chair of the Volunteer Committee for the planning and implementation of the event. A date in mid-October is planned for the festival and the Committee is hoping to have a car show, pie baking contest, craft show, tractor show, small rides, face painting, and so forth.

Bill Harris moved to commit to contributing \$5,000.00 for the Fall Festival in the Village of Shelby.  
Seconded by: Steve Crothers.

Roll Call Vote:

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

Nays: Zaverl.

Motion Carried 6-1.

## **13. NEW BUSINESS:**

### a.) Light Installation at Fifth Street and State Street

Additional lighting in the crosswalk of State Street and Fifth Street was requested by Shelby Public Schools crossing guards as the crosswalk is outside of the cone of light currently to the south of the crosswalk. A new light would be installed above the crosswalk in the northwest corner of the intersection. The cost is \$100.00 for the installation of the light as well as the monthly electric usage by the new light.

Damian Omness moved to authorize Brady Selner, Village Administrator and Crystal Budde, Village Clerk/Treasurer, to complete the Consumers Energy Authorization for Change in Standard Lighting Contract (company owned) Form 547 for the purpose of installing a light at the State Street and Fifth Street intersection.

Seconded by: Steve Crothers.

Roll Call Vote:

Ayes: Omness, Crothers, Sutton, Termer, Zaverl, Harris, and Inglis.  
Motion Carried 7-0.

b.) Joe VonDrak Early Vacation Payout Request

Officer Joe VonDrak is requesting an early payout of his vacation time for closing expenses related to a home purchase. Normally, vacation payout is done in the first pay period preceding the anniversary date of the employee. His anniversary date is January 15th. This request is coming before Village Council for approval because it is a deviation from the Personnel Policy.

John Sutton moved to authorize Crystal Budde, Village Clerk/Treasurer, to execute an early payout of 80 hours of vacation time for Joe VonDrak, totaling \$1800.00, during the pay period ending August 29, 2021.

Seconded by: Mike Termer.

Roll Call Vote:

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

Nays: Zaverl.

Motion Carried 6-1.

#### 14. COMMITTEE REPORTS:

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

The Planning Commission met on Tuesday, August 17, 2021 and began the work of the Zoning Ordinance rewrite project. Andy Morse with Williams & Works was present for the meeting. Ross Field is now the Planning Commission Chair and Samantha Near is continuing her role as Planning Commission Secretary.

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

Nothing to report.

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

Nothing to report.

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

The Parks, Recreation, and Buildings Committee had two very good meetings last week. A number of items were discussed including: a timeline for the Getty Park project, Getty field maintenance, DPW bathroom repairs, and suggestions for use of other parks in the Village. The Committee had a very positive meeting with members of the Shelby School Board and Shelby Public School District Superintendent Tim Reeves regarding the use of Getty Park by the school.

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

Nothing to report.

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

The Personnel Committee continues to review the draft Personnel Policy. The Committee will meet again Thursday, September 2 to continue the review.

**g. ORDINANCES – Chair Mike Termer, Dan Zaverl:**

Nothing to report.

**15. PAYMENT OF BILLS:** Steve Crothers moved to approve the payment of the bills in the amount of \$32,385.08.

Seconded by: Damian Omness.

Roll Call Vote:

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

Motion Carried 7-0.

**16. ADJOURNMENT:** Mike Termer moved to adjourn the meeting at 7:48 P.M.

Seconded by: John Sutton.

Voice Vote: All in favor.

Motion Carried.

Council minutes are not official until approved at the September 13, 2021 Council meeting.

Approved

Crystal Budde September 13, 2021  
Minutes Respectfully Submitted by Crystal Budde, Village Clerk/Treasurer Date