

**VILLAGE OF SHELBY  
REGULAR COUNCIL MEETING OF MONDAY, DECEMBER 13, 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: Mike Termer, Steve Crothers, Paul Inglis, Dan Zaverl, Damian Omness, Bill Harris, and John Sutton.

Staff present: Village Administrator Brady Selner, Village Clerk/Treasurer Crystal Budde, DPW Supervisor Jeremiah Helenhouse, and Police Chief Steve Waltz.

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

**4. MINUTES:**

a.) November 22, 2021

Steve Crothers moved to approve the minutes of the Regular Council Meeting of November 22, 2021 as prepared.

Seconded by: Dan Zaverl.

Voice Vote: All in favor.

Motion Carried.

b.) December 6, 2021

Damian Omness moved to approve the minutes of the Special Council Meeting of December 6, 2021 as prepared.

Seconded by: Steve Crothers.

Voice Vote: All in favor.

Motion Carried.

**5. ADDITIONS TO THE AGENDA:**

Property Foreclosure - to be placed under New Business.

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

**7. ADMINISTRATOR'S REPORT:**

VA Selner reported that Clerk/Treasurer Crystal Budde and he have begun to develop the first draft of

the budget. Salaries and fringe benefits have been calculated and they have begun to work through all other revenue and expenditure line items. A Finance and Insurance Committee meeting will be scheduled for the end of December to review the first draft of the budget.

The Village has received the Legal and Editorial Research and Report for the Village Ordinances. There is a 60-day review period to respond to the comments found in the report. An Ordinance Committee meeting will be scheduled to begin reviewing and responding to the items identified in the report. The Village must have the responses completed and returned to American Legal Publishing by February 3, 2022.

To date, the Planning Commission has had four meetings regarding the Zoning Ordinance Rewrite. There will be no meeting in December, but the Planning Commission will meet in January to continue the project.

VA Selner reported that the Christmas Tree Lighting Event was a success. Thanks to Damian Omness, Kelly Omness, Crystal Budde, DPW Staff, and all who sponsored and donated to make the event possible. Hometown Pharmacy was the winner of the window display competition and was awarded a gift basket from Woodland Farm Market. VA Selner and staff are looking forward to making it bigger and better next year.

VA Selner met with Julia Turnbull, the Village’s RRC Planner. The Village is nearing completion of RRC Certification with just a few items to complete. The major item will be completion of the Village’s Zoning Ordinance rewrite to ensure RRC best practices. In addition, the Village still needs to implement online payments for development/zoning requests; conduct a joint meeting with the Planning Commission and Village Council; and, obtain a copy of the bylaws for the County Brownfield Redevelopment Authority. Once certified, the Village will have annual requirements to complete in order to remain in compliance.

**8. DEPARTMENT HEADS’ REPORTS:**

DPW Supervisor Jeremiah Helenhouse reported that the Christmas Tree at the Pocket Park was donated by Doug and Michelle Pider.

Chief Waltz had nothing to report.

**9. CORRESPONDENCE:**

a.) Letter from Senator Jon Bumstead

A letter was received from Senator Jon Bumstead stating that the Michigan Senate passed Senate Bill 565 on December 2, 2021. The bill utilizes Restricted and Federal funding totaling \$3.3 billion dollars, which will go toward the protection of natural water sources, dams, drinking water, and many other initiatives. Local communities will see a major benefit from the investment in water infrastructure made under the bill. It includes \$340 million in total payments to local governments, but most of the \$3.3 billion in funding will be made available to local communities through a variety of grant programs.

b.) Email received from Shelby Public Schools Superintendent Tim Reeves

Shelby Public Schools Superintendent Tim Reeves sent an email to Village President Paul Inglis thanking Chief Waltz and the Shelby Police Department for the extra support offered to the school as they navigated the recent negative school communications. The immediate and constant attention that was given to the school helped to keep kids safely and securely in school and reinforce a higher level of normality within the buildings.

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

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

**12. NEW BUSINESS:**

a.) Fiscal Year 2021/2022 Third Quarter Budget Amendments

The Village is nine months into Fiscal Year 2021/2022. The information is intended to provide a status update; to identify internal amendments made to department budgets; and, to identify budget amendments requiring Council approval. Some of the major budget items to note for the third quarter include:

1. Revenue increase in the General Fund from higher than budgeted property tax revenue.
2. Increase in miscellaneous revenues including reimbursement for the damage at Memorial Park; Rotary Club and Community Foundation donations for downtown Pocket Park amenities; and, the Fall Festival sponsorship money.
3. Wage adjustments in the Clerk, Administrator, DPW, and Parks Departments. DPW wages were higher than normal in the Parks Department due to the work involved with the Pocket Park and the absence of a part-time DPW position.
4. Higher than anticipated health insurance costs in the Police Department. The part-time wages were amended to account for the increase in health insurance costs.

Steve Crothers moved approve the Fiscal Year 2021/2022 third quarter Budget Amendments as presented.

Seconded by: Damian Omness.

Roll Call Vote:

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

Motion Carried 7-0.

b.) Employee Handbook and Wage Scale Update

After several months, the Employee Handbook is ready for consideration by Village Council. The Personnel Committee has spent several months reviewing, discussing, and making edits to the document. The Employee Handbook has been recommended by the Personnel Committee for adoption. Once adopted by Village Council, all other agreements and Personnel Policies will be

rescinded. Some notable changes from the Village's current policies:

1. Moving to a single PTO bank accrued per pay period.
2. A change in retirement benefits. Setting a 4-year vesting period (for new hires) and increasing the Village's maximum contribution to 6%.
3. Allowing new hires to begin at a higher wage step if qualifications warrant the increase. Authorizes the Village Administrator to start an employee at Step 2 or 3. Any step above 3 would require Personnel Committee approval.
4. Paying full-time police officers 2,184 hours per year (12-hour shift schedule).
5. Adding continuation of shift language for the Department of Public Works.
6. The addition of one holiday.
7. Providing time and one-half pay for part-time police officers.
8. Allowing temporary status change under extenuating circumstances.
9. Addition of Family or Medical Leave Policy (FMLA).
10. Providing maximum reimbursement amounts to Travel Expense Policy.
11. Giving the authority to Department Heads to terminate/suspend employees with Village Administrator approval and giving the Village Administrator authority to terminate Department Heads with Personnel Committee approval.
12. Purchasing policy authorizes the Village Administrator to dispose of obsolete equipment with the requirement to notify Village Council within 30 days and adds critical infrastructure supplies as a pre-approved expense.
13. Addition of Cellular Telephone Reimbursement Policy for employees that require the use of their cell phones.

In addition to updating Personnel Policies and job descriptions, wage scales have been created. Individual wages will not be changed as part of this process. The wage scales will be used for new hires and possible step increases for current employees after an annual evaluation that reflects positive results.

The goal of the update is to encourage greater employee longevity; provide clear expectations for all employees; and, explain all available benefits offered to employees. Village staff and the Personnel Committee believe the new Employee Handbook will accomplish those goals.

The consensus of the Village Council is to take more time for Council members to thoroughly review the proposed Employee Handbook and to take action at the next Regularly Scheduled Council meeting.

c.) 2022 Village Council and Planning Commission Schedule

To maintain compliance with the Open Meetings Act, Village Council must adopt the 2022 Village of Shelby Council and Planning Commission meeting schedules. The schedules will be posted at the Village Hall; shared with the media; on the Village website; and, on the Village's Facebook page. It is proposed to begin the Village Council meetings at 6:00 P.M. as opposed to 6:30 P.M., and the November Planning Commission meeting was set for November 8th, 2022 to avoid a conflict with opening day of the 2022 deer hunting season.

Steve Crothers moved to adopt the proposed 2022 meeting schedules for the Village of Shelby Council and Village of Shelby Planning Commission.  
Seconded by: Dan Zaverl.

Voice Vote: All in favor.  
Motion Carried.

d.) Foreclosed Property - 046-618-003-00

Per MCL 211.78m (6), any unsold foreclosed property shall be transferred to the Village in which the property is located prior to year-end. The Village may object in writing to the transfer. If the Village does not object in writing, then the property will be transferred on or before December 21st. If the Village objects to the property transfer, then the property will be transferred to the Oceana County Land Bank Authority for future planning or sale. Parcel 046-618-003-00 which is located on Sessions Road is unsold foreclosed property that is landlocked.

Steve Crothers moved to object to the transfer of property (parcel number 046-618-003-00) to the Village of Shelby and to approve the transfer of said parcel to the Oceana County Land Bank Authority for future planning or sale.  
Seconded by: Dan Zaverl.

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

**13. COMMITTEE REPORTS:**

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

Nothing to report. The Planning Commission meeting in December was cancelled and they will be meeting January 18, 2022.

**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:**

Parks, Recreation, and Buildings Committee Chair Damain Omness thanked everyone for the work they did to get ready for the Christmas Tree Lighting. It is planned to make next year bigger and better.

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

f. Nothing to report.

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

The Personnel Committee met on December 6, 2021 to review VA Selner’s annual evaluation of his employment. He had a great evaluation and the hope is that he will continue his employment with the Village of Shelby for a few more years.

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

Nothing to report.

**14. PAYMENT OF BILLS:** Steve Crothers moved to approve the payment of the bills in the amount of \$125,689.59.

Seconded by: Mike Termer.

Roll Call Vote:

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

Motion Carried 7-0.

**15. ADJOURNMENT:** Bill Harris moved to adjourn the meeting at 7:56 P.M.

Seconded by: Steve Crothers.

Voice Vote: All in favor.

Motion Carried.

Council minutes are not official until approved at the December 28, 2021 Council meeting.

Approved

Crystal Budde December 28, 2021  
Minutes Respectfully Submitted by Crystal Budde, Village Clerk/Treasurer Date