

**VILLAGE OF SHELBY
REGULAR COUNCIL MEETING OF MONDAY, NOVEMBER 8, 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, Bill Harris, and John Sutton.

Absent: Damian Omness.

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.) October 25, 2021

Steve Crothers moved to approve the minutes of the Regular Council Meeting of October 25, 2021 as prepared.

Seconded by: Mike Termer.

Voice Vote: All in favor.

Motion Carried.

Absent: Damian Omness.

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 Christmas Tree Lighting Celebration will be held on December 4, 2021 at 7:00 P.M at the new Pocket Park. There will be hot cocoa, cookies, entertainment provided by the Shelby High School and Oceana Singers and Santa will also be in attendance. The Village is planning a Christmas window display competition to get downtown business involved. Any downtown businesses will be welcome to participate. A \$20.00 or equal donation will be required to buy into the competition. The business with the best Christmas-themed window or sidewalk display will win all the entry donations. Voting will occur during the event.

The Planning Commission will meet on November 9th at 6:30 P.M. to discuss the Site Plan Review and Special Land Use sections of the Zoning Ordinance.

The Grant Agreement has been received for the Village's MEDC Water Related Infrastructure (WRI) grant. VA Selner is in the process of reviewing the agreement and will likely sign it the week of November 8th. A minor adjustment has been made to the project schedule. VA Selner plans to bid the project between March 1, 2022 and April 1, 2022 with construction to begin June 1, 2022.

Richard Raffaelli, Shelby Township Supervisor; Rob Splane, City of Hart Administrator; and, VA Selner are working together to schedule a meeting with SAFEbuilt to determine if it is feasible to utilize SAFEbuilt for joint Community rental inspection and code enforcement needs. At this time, VA Selner is considering several options to establish the best way to implement and administer the Village's rental inspection ordinance that was adopted March of 2020.

VA Selner reported that he met with John Wilson, Getty Park Consultant, on November 2nd to discuss the conceptual plan for the Getty Park Project. They developed a list of options for the Parks, Recreation, and Buildings Committee to consider to ensure the total project cost remains in the vicinity of \$646,000.00. The Committee will have a meeting on November 29th to discuss the options. Following the meeting, Fleis & VandenBrink will finalize the drawings and begin working on the Plans, Specifications, and Bid (PSB) Documents. VA Selner remains optimistic that the Village will have the Grant Agreement by December or January, 2022.

8. DEPARTMENT HEADS' REPORTS:

DPW Supervisor Jeremiah Helenhouse and Police Chief Steve Waltz had nothing to report.

9. CORRESPONDENCE:

a.) Shelby Township Master Plan Update

VA Selner received a letter from Shelby Township stating that a draft of the Township's Master Plan Update is complete and inviting the Village's cooperation, comments, and participation in the process. The Township Master Plan is available for review on the Township's website: www.shelbytownshipoceana.com

10. CITIZEN PARTICIPATION:

Shelby Public Schools Superintendent Tim Reeves presented the current plans for the new Shelby Elementary School. The new school will have 3 separate wings: one wing for Kindergarten and First grade; one wing for Second and Third grade; and, one wing for Fourth and Fifth grade. The new school will also include a front driveway loop and parking for parent drop off and pickup as well as a back loop for bus pickup and drop off. They hope the new driveways will alleviate some of the traffic issues they are having in the current school year.

Phil Morse, Oceana County 6th District Commissioner, stated that he will be running for State Representative in 2022. He enjoys representing his community and he hopes that he will be able to continue to do that in a new capacity.

Curt Trott, 320 Harrison, asked about the brush growing up around the "Welcome to Shelby" sign near the US-31 exit. VA Selner will look into who does the clean up there, but it is not the Village.

Sharon Hallack, Oceana's Herald-Journal correspondent, asked about the welcome sign at the north end of town that has been missing for some time. The Shelby Chamber of Commerce is in the process of making repairs to the sign and will put it back up when it is finished according to Mishelle Comstock, President, Shelby State Bank.

11. OLD BUSINESS: No Old Business.

12. NEW BUSINESS:

a.) Dykema Engagement Letter - USDA Sewer Refinance

The Village's unrestricted sewer fund balance has been slowly decreasing over the last several years. Within the next two years, there will likely be a negative fund balance if changes are not implemented. The USDA Sewer Bond Ordinance, requiring a \$52,900.00 per year payment into the Sewer Repair, Replacement, and Improvement (RRI) Account, is one of the primary reasons for the consistent reduction of fund balance. In addition, sewer rates have not been increased to keep up with costs associated with the sewer fund. The proposed solution is to refinance our current USDA Sewer Bond with a bond issued by Shelby State Bank as well as implementing a 10% sewer rate increase. There was a sewer rate study completed as part of the Village's SAW Grant in December of 2018, but the proposed sewer rate increase was never adopted by Village Council. Since that rate study, several circumstances have changed including discussion around refinancing the USDA Sewer Bond and the MEDC WRI grant award.

It is recommended by VA Selner and the Water and Sanitation Committee that Village Council refinance the existing bond to a 15-year term. This would increase the yearly bond payment by approximately \$30,000.00 but would save the Village approximately \$800,000.00 over the life of the bond. A sewer rate increase would be necessary as the current financials would not support the bond payment. It should be noted that, regardless of the bond refinance, a sewer rate increase is needed. For this reason, a full rate study is warranted to make sure there is a plan for the future. However, to get the debt component determined, a 10% increase in the sewer rate is proposed to cover the cost of the increased bond payment.

Bill Harris moved to authorize Brady Selner, Village Administrator, to sign the Dykema Gossett PLLC Engagement Letter to serve as bond counsel for the Village of Shelby in connection with the issuance of sewer bonds for a cost not to exceed \$22,000.00 which is to be rolled into the cost of the refinance. Seconded by: Steve Crothers.

Roll Call Vote:

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

Motion Carried 6-0.

Absent: Damian Omness.

b.) Shelby Area District Library Board Reappointment

Tiffany Haight, Library Director of the Shelby Area District Library, notified Shelby Village Clerk/Treasurer that Melissa Dyer's term on the Shelby Area District Library Board of Trustees expires on December 31, 2021. Melissa has agreed to serve another term. The Library Board respectfully

requests that the Village Council re-appoint Melissa Dyer to a three-year term beginning January 1, 2022 and ending December 31, 2024.

Steve Crothers moved to reappoint Melissa Dyer, 347 Elliott Street, Shelby, Michigan, to the Shelby Area District Library Board of Trustees for a three-year term beginning January 1, 2022 and ending December 31, 2024.

Seconded by: John Sutton.

Voice Vote: All in favor.

Motion Carried.

Absent: Damian Omness.

13. COMMITTEE REPORTS:

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

The Planning Commission will meet on November 9, 2021 at 6:30 and will discuss the Site Plan Review and Special Land Use sections of the Zoning Ordinance for the ordinance rewrite.

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

Nothing to report.

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

VA Selner reported that the Shelby Township Board discussed the Sixth Street sidewalk project at a recent meeting and still has concerns about not including a handrail along the sidewalk. VA Selner will reach out to the Township regarding the possibility of ending the sidewalk at Sunset Terrace Street.

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

The Parks, Recreation, and Buildings Committee will be meeting on November 29th to discuss the Getty Park project.

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

Nothing to report.

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

The Personnel Committee met on Monday, November 8th to continue its review of the Personnel Policy and to discuss Chief Waltz's one year anniversary of hire as well as VA Selner's upcoming employment review and evaluation.

g. 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

\$63,252.13.

Seconded by: Mike Termer.

Roll Call Vote:

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

Motin Carried 6-0.

Absent: Damian Omness.

15. ADJOURNMENT: Bill Harris moved to adjourn the meeting at 7:47 P.M.

Seconded by: Mike Termer.

Voice Vote: All in favor.

Motion Carried.

Council minutes are not official until approved at the November 22, 2021 Council meeting.

Approved

<u><i>Crystal Budde</i></u> Minutes Respectfully Submitted by Crystal Budde, Village Clerk/Treasurer	<u>November 22, 2021</u> Date
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