

**VILLAGE OF SHELBY**  
**REGULAR COUNCIL MEETING OF January 11, 2021 at 6:30 P.M.**  
**COUNCIL PROCEEDINGS**  
**Via Zoom**



**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 Glover, Steve Crothers, Dan Zaverl, Paul Inglis, John Sutton, Damian Omness, and Bill Harris.

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

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

Steve Crothers moved to suspend the Village of Shelby Council meeting and convene as the Shelby Zoning Board of Appeals at 6:36 P.M.

Seconded by: John Sutton.

Roll Call Vote:

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

Motion Carried 7-0.

The Village of Shelby Council reconvened at 7:10 P.M.

**4. MINUTES:**

a.) December 28, 2020

Steve Crothers moved to approve the minutes of the Regular Council meeting of December 28, 2020 as presented.

Seconded by: Bill Glover.

Roll Call Vote:

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

Motion Carried 7-0.

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

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

**7. ADMINISTRATOR'S REPORT:**

VA Selner reported that, over the next couple of weeks, he will be prioritizing his time and working with staff to develop the budget for the upcoming 2021/2022 fiscal year.

The Strategic Planning Session with Al Vandenberg and John Shay has been scheduled for February 6, 2021. The session will take place Saturday morning at the Ladder Community Center.

VA Selner will be scheduling a Water and Sanitation Committee meeting for discussion and recommendations to Council on the following items:

1. The Harvey Street lift station backup pump was removed by Professional Pump, Inc. in early December because it was not functioning properly. VA Selner received a quote for the repair of the pump in the amount of \$11,865.00.
2. Nelson Tank has reported that the booster tank on Valley Street is damaged beyond repair and they have recommended that it be replaced. Don DeVries is working on a report for replacement options and estimates of the costs.
3. The Village will be resurfacing five streets in the 2021/2022 Fiscal Year as part of the Michigan Department of Transportation (MDOT) Category B Grant. Of the five streets, only one (Fourth Street) has a newer watermain that does not need replacement. The other four street's watermains are dated from between the 1930's – 1940's and those will need to be replaced soon due to the new Lead/Copper Law.

The Shelby Trails Apartment Building project site plan will be reviewed by the Planning Commission at a special meeting scheduled for January 14, 2021 at 5:30 P.M.

A Parks, Recreation, and Buildings Committee meeting will be scheduled in the near future to discuss the pocket park project in detail.

The Police Department office remodel is underway. Chief Waltz and his son have painted the office; Magooz Flooring will be in on Saturday, January 8<sup>th</sup> to install the floor; the HVAC system will be installed within a couple of weeks; and, the office furniture will be installed by the end of January.

VA Selner reported that he is working with staff to find ways to improve the process that is used to develop Council packets with the goal of improving efficiency. As staff continues to examine options, VA Selner will keep Council informed. He has made changes to the agenda item cover pages and plans to produce a resolution for every action item that comes before the Village Council.

## **8. DEPARTMENT HEADS' REPORTS:**

Chief Waltz reported that very few parking tickets have been issued in violation of the Village's winter parking ban. The warnings that were put out in November appear to have had the desired effect.

The new Shelby Police Interceptor patrol car and the new Ford F250 pickup truck for the DPW have arrived at Signature Ford in Lansing and were taken to Arrowhead Upfitter in Lapeer, Michigan for installation of the emergency and safety equipment. The vehicles should be in service by the police

department and DPW very soon.

Interim DPW Supervisor Jeremiah Helenhouse had nothing further to report.

## **9. CORRESPONDENCE:**

### a.) Shelby Township Request for Letter of Support

Shelby Township Supervisor Richard Raffaelli is requesting a letter of support from the Village of Shelby for Shelby Township's Michigan Department of Natural Resources (MDNR) grant application process for the development of a community park.

The consensus of the Council was to authorize VA Selner to write a letter of support for the Shelby Township project application.

### B.) Letter from Concerned Resident

President Inglis received a letter of concern on a number of matters from a Village resident. That letter is on file and can be obtained from the Village Clerk upon request.

## **10. CITIZEN PARTICIPATION:**

Shelby Township Supervisor Richard Rafaelli stated that the Shelby Council should consider lowering the suggested water/sewer tap in fees. The suggested fees are higher than surrounding areas and he would like the Council to discuss the item in greater detail before taking action.

## **11. OLD BUSINESS:**

### a.) Water and Sewer Connection Fee

At the December 28, 2020, Village Council meeting, the request to increase the water/sewer connection fees had been postponed to enable VA Selner to research what other communities charged for the connection fees. Water and Sanitation Committee Chair Bill Harris requested that the water/sewer connection fees go back to the Committee for further review. The recommended fees for Shelby appear to be much higher than other communities.

The water/sewer connection fee will be discussed in more detail by the Water and Sanitation Committee at a later date.

## **12. NEW BUSINESS:**

### a.) MERS DC Plan Adoption Agreement Addendum

Effective January 1, 2021, MERS is implementing several modifications to the way in which defined benefits, defined contribution, and hybrid plans are administered. Due to these changes, all employers have been asked to submit an updated option agreement addendum. Within this addendum, MERS is asking employers to clarify how provisions will be treated. This addendum does not change employee

benefits at all; it is merely proving MERS information on our existing plan.

Bill Glover moved to adopt Resolution no. 02-21. See attached.

Seconded by: Damian Omness.

Roll Call Vote:

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

Motion Carried 7-0.

b.) 228 Deming Road Easement

The home located at 228 Deming Road (parcel number 046-574-001-00) is being sold. During the transaction, there was evidence of an “apparent easement right” to use the Village property (parcel number 046-572-001-00) to access the house at 228 Deming Road; however, no recorded easement was found by the Village or during the title search. The easement needs to be recorded for the transaction to be completed. It will benefit both parties moving forward.

The realtor for the property Calvin Roskam stated that it has been used this way for many years and he is not sure exactly why it was set up this way.

Bill Glover moved to approve resolution no. 03-21. See attached.

Seconded by: Steve Crothers.

Roll Call Vote:

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

Motion Carried 7-0.

**13. COMMITTEE REPORTS:**

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

The Planning Commission will meet for a special meeting on Thursday, January 14, 2021 at 5:30 P.M. to review the Shelby Trails Apartments site plan. The Planning Commission will hold a regular meeting on Tuesday, January 19, 2021 at 6:30 P.M. to allow for public review of the Shelby Village Master Plan and to allow for public input regarding the Accessory Buildings Ordinance.

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

Nothing to report.

**c. STREETS AND SIDEWALKS: Chair: Dan Zaverl, Bill Glover:**

Nothing to report.

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

Nothing to report.

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

Nothing to report.

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

Nothing to report.

**g. ORDINANCES – Chair Bill Glover, Dan Zaverl:**

Nothing to report.

**14. PAYMENT OF BILLS:**

Steve Crothers moved to approve the payment of the bills in the amount of \$66,966.08.  
Seconded by: Damian Omness.

Roll Call Vote:

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

Motion Carried 7-0.

**15. ADJOURNMENT:**

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

Roll Call Vote:

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

Motion Carried 7-0.

Council minutes are not official until approved at the January 25, 2021 Council meeting.

Approved

Crystal Budde January 25, 2021  
Minutes Respectfully Submitted by Crystal Budde, Village Clerk/Treasurer Date