



**VILLAGE OF SHELBY  
REGULAR COUNCIL MEETING OF May 24, 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 Pro-Tem Bill Harris.

**2. ROLL CALL:**

Answering the roll call: Bill Glover, Steve Crothers, Dan Zaverl, John Sutton, Damian Omness, and Bill Harris.

Absent: Paul Inglis.

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

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

**4. MINUTES:**

a.) May 10, 2021

Steve Crothers moved to approve the minutes of the Regular Council Meeting of May 10, 2021 as corrected.

Seconded by: John Sutton.

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 a Finance and Insurance Committee meeting will be scheduled the first week of June to discuss the 2021/2022 budget status for the first quarter and any amendments that may be needed. Village Council will review the information at the June 14, 2021 Council meeting.

The Oceana County Board of Commissioners plans to hold a Public Hearing on Thursday, June 10, 2021 to hear comments on the establishment of a Countywide Brownfield Redevelopment Authority (BRA). It is anticipated that the establishment of the BRA will be approved. The Village of Shelby will need to adopt a local resolution in order to participate. Participating in the Brownfield Authority simply means the Village of Shelby can review and consider local approval of any Brownfield plan in its jurisdiction as presented by potential developers. Specific terms of the plan and tax increment financing are determined separately for each plan at the local and County levels.

The Village has received its Priority Health Policy Renewal documents from Lenz-Balder Insurance. VA Selner is in the process of reviewing the options. Village Council will consider and approve the updated policy terms at the July 12, 2021 Council meeting.

VA Selner reported that the Village of Shelby has been awarded a grant from the Oceana County Community Foundation to assist with the redevelopment of the downtown pocket park. The grant will cover the cost of one downtown wayfinding sign (to be placed near the pavilion); one welcome sign for the new pocket park; and, a shade structure for the new park.

Williams & Works has started the Zoning Ordinance audit and will likely present the results at the next regularly scheduled Planning Commission meeting. The Planning Commission will determine meeting days and times for the project coordination and discuss a public participation strategy, if desired.

Fleis & VandenBrink has removed the replacement of Well number 2 from the DWSRF application. EGLE required a hydrology study prior to the submission of the application. Typically, these studies take around four months to complete. The application is due July 1, 2021. The Village is still pursuing the Well number 2 replacement under the MEDC WRI grant. There will be a Public Hearing on the DWSRF project at the June 28, 2021 Council meeting.

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

**9. CORRESPONDENCE:**

a.) Shelby Township Notice of Master Plan Update

The Village of Shelby received notice that the Shelby Township Planning Commission is in the process of updating its Master Plan. The purpose of the notice is to advise of the Township activity and to invite the Village's cooperation, comments, and participation in their process pursuant to Section 39 of the Michigan Planning Enabling Act.

**10. CITIZEN PARTICIPATION:**

Richard Raffaelli stated his support for the Village's grant application for the MEDC WRI grant opportunity and the importance of maintaining the Village's infrastructure. He also reported to the Village Council that Shelby Township has painted its building and cleaned the outside of their office. He hopes this will set an example for other business owners in town to do the same. He believes that Shelby Village needs to focus its efforts on downtown beautification. Mr. Raffaelli also believes that the Village is quickly fading out and needs to bring business back downtown.

Sharon Hallack, Oceana Herald Journal journalist, asked if the process of becoming a Redevelopment Ready Community (RRC) would help with downtown beautification. Village Fellow Emily Stuhldreher explained that becoming an RRC would absolutely help open the Village up to more grant opportunities that would focus on the downtown; but, becoming an RRC is a time-consuming process.

**11. OLD BUSINESS:**

**12. NEW BUSINESS:**

a.) CDBG Water Related Infrastructure Grant Application

One of the requirements of the MEDC WRI Grant is to have Village Council adopt an authorizing resolution committing the Village of Shelby to the local match and to name the authorized local official to submit and certify the Michigan CDBG Application and to execute any additional documents required to carry out and complete the grant.

Steve Crothers moved to adopt Resolution 33-21  
Seconded by: John Sutton.

Voice Vote: All in favor.  
Motion Carried.  
Absent: Paul Inglis.

b.) Set Public Hearing for 2021 Tax Millage Rates

The Village of Shelby is required to conduct a Public Hearing in order to adopt its allowable Tax Millage for the 2021 tax year.

Dan Zaverl moved to set the Public Hearing to receive comments regarding the 2021 Tax Millage Rates for Monday, June 14, 2021, at 6:45 P.M. at the Shelby Village Hall, 218 N. Michigan Ave., Shelby, Michigan 49455.  
Seconded by Steve Crothers.

Voice Vote: All in favor.  
Motion Carried.  
Absent: Paul Inglis.

**13. COMMITTEE REPORTS:**

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

The Planning Commission met on Tuesday, May 18, 2021 to discuss whether they should meet in person or via Zoom for the Zoning Ordinance Rewrite meetings. The meetings will be held in person at the Shelby Village Hall. The preliminary meeting will take place on June 15, 2021, at 6:30 P.M.

**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. The Parks, Recreation, and Buildings Committee will be meeting next week.

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

The Finance and Insurance Committee will meet sometime next week to review first quarter budget amendments.

**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 \$29,084.49.

Seconded by: Bill Glover.

Roll Call Vote:

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

Motion Carried 6-0.

Absent: Paul Inglis.

**15. ADJOURNMENT:** Steve Crothers moved to adjourn the meeting at 7:18 P.M.

Seconded by: John Sutton.

Voice Vote: All in favor.

Motion Carried.

Absent: Paul Inglis.

Council minutes are not official until approved at the June 14, 2021 Council meeting.



Approved

*Crystal Budde*

*6-14-2021*

Minutes Respectfully Submitted by Crystal Budde, Village Clerk/Treasurer

Date



**May 24, 2021**

**RESOLUTION**

**No. 33-21**

**VILLAGE OF SHELBY, OCEANA COUNTY, MI**

At a Regular Meeting of the Common Council of the Village of Shelby, Oceana County, Michigan, on May 24, 2021, the following Resolution was offered.

**WHEREAS**, the Michigan Strategic Fund has invited Units of General Local Government to apply for its Water-Related Infrastructure (WRI) Competitive Funding Round; and

**WHEREAS**, the Village of Shelby desires to request \$850,000 in CDBG funds to replace two sewer lift stations and one well; and

**WHEREAS**, the Village of Shelby commits to a 25% local match from its Water and Sewer Funds in the amount of \$25,000 and \$187,500, respectively; and

**WHEREAS**, the proposed project will benefit all residents of the project area and 57.59% of the residents of the Village of Shelby are low and moderate income persons as determined by census data provided by the U.S. Department of Housing and Urban Development; and

**WHEREAS**, local funds and any other funds to be invested in the project have not been obligated/incurred and will not be obligated/incurred prior to a formal grant award, completion of the environmental review procedures and a formal written authorization to obligate/incur costs from the Michigan Economic Development Corporation.

**NOW, THEREFORE, BE IT RESOLVED**, that the Village of Shelby hereby designates the Village Administrator as the Environmental Review Certifying Officer, the person authorized to certify the Michigan CDBG Application, the person authorized to sign the Grant Agreement and payment requests, and the person authorized to execute any additional documents required to carry out and complete the grant.

Moved: Steve Crothers

Seconded: John Sutton

Yes: Crothers, Sutton, Zaveri, omness, Glover, & Harris.

No: ⓧ

ABSENT: Paul Inglis.