



**VILLAGE OF SHELBY**  
**REGULAR COUNCIL MEETING OF November 9, 2020 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 6:30 P.M. by President Paul Inglis.

**2. ROLL CALL:**

Answering the roll call: Jim Wyns, Steve Crothers, Dan Zaverl, Paul Inglis, John Sutton, Andy Near, and Bill Harris.

Staff present: Interim Village Administrator Bill Cousins, Village Clerk/Treasurer Crystal Budde, DPW Supervisor Greg MacIntosh, Interim Police Chief Bob Farber, and Police Chief Steve Waltz.

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

**4. Consent Agenda:**

a.) Regular Meeting, October 26, 2020

b.) Correspondence

Steve Crothers moved to approve the Consent Agenda as corrected.  
 Seconded by: Andy Near.

Roll Call Vote:

Ayes: Crothers, Near, Wyns, Zaverl, Sutton, Harris, and Inglis.

Motion Carried 7-0.

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

**6. PRESIDENT'S REPORT:**

President Inglis reported the Shelby Village Council will be welcoming two new Trustee members: Damian Omness who received 15 write in votes and Bill Glover who received 13 write in votes. President Inglis thanked Councilmen Jim Wyns and Andy Near for their service, passion, and commitment to the Village of Shelby. Mr. Wyns served on the Village Council for four years and Mr. Near served for six years.

**7. ADMINISTRATOR'S REPORT:**

Interim VA Cousins reported that the Shelby Trails Apartment Building Project developers have submitted site plans for the project. The Planning Commission will review them as soon as the zoning review is completed and necessary changes are made to the plans. A PILOT (payment-in-lieu-of taxes) has been requested for the project. The contract agreement is expected to be on the November 23,

## 2020 Council Agenda.

The State Legislature adopted, and the Governor signed, a revision to the return to work protocol for our employees (PA 238). The updated protocol is what determines if a person comes to work or stays home (sick). All employees are following a self-screening process when they come to work each day. When the Village Council returns to in-person meetings, a self-screening protocol will be in place for all Council members and all persons attending Council meetings.

VA Cousins participated in the “Discover Oceana” meeting on Thursday, October 29th. Holiday gift cards will be sold at local businesses starting November 14th for \$25.00 each; however, the cards will be worth \$35.00. More information on the gift cards as well as a video that promotes businesses in Oceana County that can be located by visiting [www.discoveroceana.com](http://www.discoveroceana.com).

District Health Department #10 is now meeting weekly. With the increase in cases, it is important to keep a clear avenue of communication to keep everyone informed. The Shelby medical unit is now scheduling Covid testing on-line. They will do this for flu shoots soon as well. An appointment can be scheduled by visiting [NMHSI.org/Shelby](http://NMHSI.org/Shelby).

The case with Gill Lake continues. Staff is meeting with Mr. Lake to try to resolve the zoning issues on the property before going back to court.

VA Cousins reported that he met with Mike Engels last week to work on a plan for the Village water rates. The Water & Sanitation Committee will be meeting within the next two weeks to finalize a recommendation to Council for rates over the next few years. The Village’s water mains are approximately 86 years old and will need to be replaced.

### **8. DEPARTMENT HEADS’ REPORTS:**

Councilman Jim Wyns asked DPW Supervisor Greg MacIntosh if the trees that had been removed from Fourth Street will be replaced with new trees. Mr. MacIntosh explained that they have a number of trees that can be transplanted and will replace the trees that were removed this Spring.

Chief Farber reported that newly hired Chief Steven Waltz had his first day of work Monday, November 9th. Mr. Waltz is ready to hit the ground running with some great ideas for the department. Chief Farber is sure the Village of Shelby will see very positive things coming in the future.

### **9. CORRESPONDENCE:** No Correspondence.

### **10. CITIZEN PARTICIPATION:**

Jodi Nichols, Business Development Coordinator with the Right Place – Lake and Oceana County, stated that she is present to answer any questions that anyone may have regarding the MDARD Grant that will be discussed under New Business.

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

### **12. NEW BUSINESS:**

a.) Conflict of Interest Policy

The USDA Grant application for the Peterson Farms Water Main Project requires that the Village have an active “Conflict of Interest” policy. A policy has been drafted and was reviewed by members of the Ordinance Committee prior to presenting to the Council. If adopted tonight, all Council Members will be asked to sign it; then, as future Council member are elected to serve, they will also sign the policy.

Steve Crothers moved to adopt the November 9, 2020 Shelby Conflict of Interest Policy and to direct all members of the Village Council to acknowledge receiving a copy with their signature.

Seconded by: Jim Wyns.

Roll Call Vote:

Ayes: Crothers, Wyns, Zaverl, Sutton, Near, Harris, and Inglis.

Motion Carried 7-0.

b.) Peterson Farms Water Project – Letter of Support for MDARD Grant

Jodi Nichols offered to submit a grant request to the Michigan Department of Agriculture and Rural Development (MDARD) that will provide some of the funding for the Peterson Farms Water Main project. There is no cost to the Village to apply for the grant. The grant, if awarded, would only be accepted if the project is authorized by the Village Council. The grant will reduce the needed funds to be borrowed if additional grant funding is not available for the project.

Bill Harris moved to authorize the Village President to sign and submit the letter of support for the Oceana County MDARD grant request to assist in the funding of the Peterson Farms Water Main project.

Seconded by: Andy Near.

Roll Call Vote:

Ayes: Harris, Near, Wyns, Crothers, Zaverl, Sutton, and Inglis.

Motion Carried 7-0.

c.) Sixth Street School Crossing Light

DPW Supervisor Greg MacIntosh received three quotes for a replacement timer for the Sixth Street School crossing light. Solar Traffic Systems quoted a standard timer in the amount of \$418.00. This is a basic model and does not hold a program. It does not allow for schedule changes in regard to the school schedule for breaks without the need to reprogram it each time.

A second quote was received from Solar Traffic Systems for a deluxe timer in the amount of \$847.00. The deluxe timer would allow for more complex scheduling. It is similar to what is currently being used on State Street. The DPW can program the timer for the entire school year and include any holiday breaks when the school is not in session.

Strain Electric quoted a cabinet unit with time clock in the amount of \$4,808.42 (\$3,808.42 for the unit and \$1,000.00 for the installation). The unit includes a new cabinet, time clock, relay, and a

breaker switch. The installation would also include the removal of the old boxes from the pole.

Mr. MacIntosh recommended that the Village Council authorize the purchase of the deluxe timer from Solar Traffic Systems in the amount of \$847.00 as it will meet the Village's needs.

Councilman Dan Zaverl asked if anyone had reached out to the Shelby Public Schools as to whether or not they would help pay for the school crossing light repairs/replacement.

Jim Wyns moved to authorize the purchase of the deluxe timer from Solar Traffic Systems as quoted to include the costs of installation not to exceed \$2,000.00.

Seconded by: Steve Crothers.

Roll Call Vote:

Ayes: Wyns, Crothers, Zaverl, Sutton, Near, Harris, and Inglis.

Motion Carried 7-0.

d.) Committee Appointments (Effective November 20, 2020)

President Paul Inglis appointed Council Trustees to the following Committees:

|                        |  |
|------------------------|--|
| Water & Sanitation     | Chair: Bill Harris, Co-Chair: Steve Crothers |
| Streets & Sidewalks    | Chair: Dan Zaverl, Co-Chair: Bill Glover     |
| Parks, Rec & Buildings | Chair: Damian Omness, Co-Chair: John Sutton  |
| Finance & Insurance    | Chair: Steve Crothers, Co-Chair: Bill Harris |
| Personnel              | Chair: John Sutton, Co-Chair: Damian Omness  |
| Ordinances             | Chair: Bill Glover, Co-Chair: Dan Zaverl.    |

### 13. COMMITTEE REPORTS:

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

The Planning Commission is set to meet on Tuesday, November 17th at 6:30 P.M. to review the proposed Accessory Building Ordinance. The updated Master Plan has been sent to the local governments and utilities as required.

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

The Water and Sanitation Committee will be meeting in the near future to review the proposed water rate adjustment.

**c. STREETS AND SIDEWALKS: Chair: Dan Zaverl, Jim Wyns:**

Committee Chair Dan Zaverl asked when the repairs to the Michigan and State Street intersection are going to begin. DPW Supervisor Greg MacIntosh will get in touch with the contractor and immediately inform Interim VA Cousins.

**d. PARKS, REC. & BLDGS: Chair: Andy Near, John Sutton:**

Committee Chair Andy Near reported that he has been notified that the Village has received 335 points out of the possible 450 points for the MDNR Grant for the Getty Park Renovation Project. John Wilson, Village of Shelby Parks Consultant, believes the Land and Water Grant will be the Village's best bet to getting the funding needed for the Project.

**e. FINANCE and INSURANCE: Chair: Jim Wyns, Bill Harris:**

Nothing to report. Mr. Wyns stated he is thankful for the four years of experience on the Village Council.

**f. PERSONNEL: Chair: John Sutton, Andy Near:**

Committee Chair John Sutton welcomed new Police Chief Steven Waltz and thanked Chief Farber for his two-year commitment to the Village of Shelby as the Interim Police Chief. Newly hired Village Administrator Brady Selner will begin his first day with the Village on November 19th.

**g. ORDINANCES – Chair Steve Crothers, Dan Zaverl:**

Nothing to report.

**14. PAYMENT OF BILLS:**

Jim Wyns moved to approve the payment of the bills in the amount of \$76,858.90.  
Seconded by: Steve Crothers.

Roll Call Vote:

Ayes: Wyns, Crothers, Zaverl, Sutton, Near, Harris, and Inglis.

Motion Carried 7-0.

**15. ADJOURNMENT:**

Jim Wyns moved to adjourn the meeting at 7:39 P.M.  
Seconded by: Dan Zaverl.

Roll Call Vote:

Ayes: Wyns, Zaverl, Crothers, Sutton, Near, Harris, and Inglis.

Motion Carried 7-0.

Council minutes are not official until approved at the November 23, 2020 Council meeting.

Approved ☒

*Crystal Budde*

11-9-2020

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Minutes Respectfully Submitted by Crystal Budde, Village Clerk/Treasurer

Date