



**VILLAGE OF SHELBY
REGULAR COUNCIL MEETING OF June 28, 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: John Sutton, Steve Crothers, Paul Inglis, Dan Zaverl, Bill Harris, and Damian Omness.

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.) June 14, 2021

Steve Crothers moved to approve the minutes of the Regular Council Meeting of June 14, 2021 as prepared.

Seconded by: Bill Harris.

Voice Vote: All in favor.

Motion Carried.

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

6. PRESIDENT’S REPORT:

President Inglis reported that he was happy to be back at Council. He also reported he had received a letter of interest for the vacant Council Trustee seat after Bill Glover’s resignation. Mike Termer of 363 Orchard View submitted his letter of interest addressed to President Inglis. Letters of interest for the vacant Council Trustee seat will be accepted until Friday, July 9, 2021 at 4:30 P.M.

7. ADMINISTRATOR’S REPORT:

VA Selner reported that the MEDC moved the notification date of the WRI Funding Round results to no later than July 2, 2021.

The Oceana County Board of Commissioners held a Public Hearing Thursday, June 10, 2021 to hear comments on the establishment of a countywide Brownfield Redevelopment Authority (BRA). The

County Board decided to postpone a decision to allow for further discussion and education for those who are interested.

The Village staff is beginning to investigate the feasibility of forming a Village of Shelby DDA. A meeting has been scheduled with individuals involved with the Baldwin DDA to learn about the positives and negatives of forming a DDA in a small village. VA Selner will keep the Council informed of the progress.

The Village of Shelby's Asset Management Plan (AMP), developed with the help of Mike Engels of Michigan Rural Water Association, has been reviewed and finalized by EGLE. EGLE determined that the content adequately addressed the current requirements outlined in the PA 399 Safe Drinking Water Act of 1976.

VA Selner reported that he had spoken with Gregg Guetschow, retired Charlotte City Manager, to discuss an opportunity for Mr. Guetschow to conduct a goal setting/strategic planning session with the Village Council sometime in August. He is looking for a few communities to test his narrative-based approach to planning and goal setting. This year's session would be at no charge so he can determine what works best for the process. The objective of the session would be to set priorities for the upcoming budget and to discuss how to spend the American Rescue Plan funding.

8. DEPARTMENT HEADS' REPORTS:

Chief Waltz reported that there has been an uptake in larcenies from vehicles. He wanted to remind those on Council and residents to make sure that they are locking up their vehicles.

Interim DPW Supervisor Jeremiah Helenhouse had nothing to report.

Clerk/Treasurer Crytal Budde reported that Dave Payne and Brian Beckman have planted flowers downtown throughout Michigan Avenue and thanked them for doing so.

9. CORRESPONDENCE:

a.) Michigan Coalition to Protect Public Rights-of-Way (PROTEC)

PROTEC works on behalf of local community governments across Michigan to address a number of rights-of-way issues including utility poles in the ground and via the airwaves. PROTEC relies on its members and contributing communities for its sole support. PROTEC is asking for support with fiscal donations by becoming a member or membership renewal. The Village of Shelby is not currently a member of PROTEC. VA Selner will gather more information as to the benefits to the Village should Council choose to participate.

10. PUBLIC HEARING:

a.) 2021 Village of Shelby Tax Millage Rate

President Inglis opened the Public Hearing regarding the 2021 Village of Shelby Tax Millage Rate at 6:40 P.M.

This request is to establish the millage rate for the 2021 tax collection year. The maximum allowable millage for the General Operating is 11.0180 mills and the maximum allowable millage for the Local Streets operating is 4.4071 mills.

Sharon Hallack, reporter for the Oceana's Herald-Journal, asked what the estimated amount of generated new tax revenue will be.

Clerk/Treasurer Budde explained that the estimated new revenues for both operating and local streets will be approximately \$6,100.00.

There being no further comments, President Inglis closed the Public Hearing at 6:44 P.M.

b.) EGLE Drinking Water State Revolving Fund Project Plan

President Inglis opened the Public Hearing at 6:45 P.M. regarding the EGLE Drinking Water State Revolving Fund Project Plan.

The EGLE Drinking Water State Revolving Fund (DWSRF) Grant is intended to help communities with the costs of service line replacement. The program provides low-interest loans as well as principal loan forgiveness for water projects. Shelby Village is currently on the draft priority list to receive funding. There are 467 lead service line replacements in the project plan. 260 of those are galvanized lines and 207 of those are confirmed or likely lead lines. 12,500 feet of water main will be replaced under the proposed project plan. The water mains currently in use are 4-inch mains and will need to be replaced with 8-inch mains. The project plan also includes the replacement of the Valley Street Booster Station tank. The total of the project plan is \$3.439 Million with \$1.928 Million of the total estimated to be covered by the grant and \$1.453 Million estimated to be eligible for the low-interest loan. The current loan interest is set at 1.875% and could be in the form of a bond with a length of either 20, 30, or 40 years. If a notice of award is given, the Village of Shelby would move with design and construction in the Fall of 2021.

Richard Raffaelli asked if this was a bond or a loan and if the interest was locked in over the length of the loan.

Don DeVries, Fleis & VandenBrink, responded that this would be a bond and that the interest would be locked in for the length of the bond.

Village resident Curt Trott asked if the water mains would be repaired before the service lines.

Don DeVries explained that most likely a number of the areas of replacement of mains and service lines would be done at the same time.

There being no further comments, President Inglis closed the Public Hearing at 7:11 P.M.

11. CITIZEN PARTICIPATION:

Curt Trott informed Council and residents that the Vietnam Traveling Memorial Wall would be at the Hart Fairgrounds July 7 thru the 12. It is an amazing site to see.

Richard Raffaelli, Shelby Township Supervisor, stated that he again needed to stress the importance to the Shelby Council that they should focus on downtown and get more business to come to town. He does not want to get to the point that the Village only has two businesses in town. Shelby Township is thriving, and he would like to see the Village do the same. The Village and the Township should be working together. He has mentioned to VA Selner in the past about possible holding a Township/Village Strategic Planning Session to work together on making the Shelby Community better.

12. OLD BUSINESS: No Old Business.

13. NEW BUSINESS:

a-1.) Drinking Water State Revolving Fund Grant Project Plan

Bill Harris moved to approve the Drinking Water State Revolving Fund Grant Project Plan with the selective alternative as presented by Fleis & VandenBrink.
Seconded by: Steve Crothers.

Roll Call Vote:

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

Motion Carried 6-0.

a.) Tax Millage Rate

Steve Crothers moved to adopt Resolution Number 38-21. (See Attached)
Seconded by: Damian Omness.

Roll Call Vote:

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

Motion Carried 6-0.

b.) Priority Health Insurance Renewal

The Village's Health Insurance Policy is up for renewal. The new policy term begins August 1, 2021. There was a 6.08% increase in the Priority Health Gold 1000 Plan and a 5.77% increase in the Priority HSA POS 2300/0% plan. The Finance & Insurance Committee agreed with VA Selner's recommendation to change from the Priority HSA POS 2300/0% to the Priority HSA HMO 2300/0% plan. This will provide the Village with an 8.70% savings on the HSA option. Overall, the Village will see a \$14,539.80 increase in the 2021/2022 Fiscal Year health insurance premiums. This increase is primarily due to one additional employee opting into family coverage under the Village's health insurance plan and a slight increase in the monthly premium for the Priority HMO Gold 1000 plan. The Delta Dental premium remained the same and the Vision Plan saw a 17.45% premium decrease.

Steve Crothers moved to approve the renewal of the Priority Health Insurance Priority HMO Gold 1000 Plan and Priority HSA HMO 2300/0% Plan for a Policy Term beginning August 1, 2021 and ending

July 31, 2022.
Seconded by: John Sutton.

Roll Call Vote:
Ayes: Crothers, Sutton, Zaverl, Harris, Omness, and Inglis.
Motion Carried 6-0.

c.) Approve Appointment of Jeremiah Helenhouse

Jeremiah Helenhouse has been acting DPW Supervisor since December 30, 2020. In April, the Personnel Committee recommended and Village Council approved Jeremiah to continue to serve as acting DPW Supervisor until June 27, 2021. At the June 21, 2021 Personnel Committee meeting, the Committee recommended the promotion of Jeremiah Helenhouse to DPW Supervisor permanently with his salary to be maintained at \$53,000.00 per year with the understanding that it will be re-evaluated with all other wages during the budget process. It is also recommended that Jeremiah receive a \$50.00 per month phone allowance to use his personal phone for DPW related matters and to allow Jeremiah to use a DPW truck to travel to and from work to have the ability to respond promptly to after hour emergencies.

John Sutton moved to hire Jeremiah Helenhouse as DPW Supervisor with his annual salary set at \$53,000.00 per year and to provide him with a \$50.00 per month phone allowance for the purpose of using his personal phone for DPW related matters and to allow him the use of a DPW truck to travel to and from work and to respond to after-hours emergencies.
Seconded by: Steve Crothers.

Much discussion ensued.

John Sutton rescinded his motion.
Seconded by: Steve Crothers.

John Sutton moved to hire Jeremiah Helenhouse as DPW Supervisor at an annual salary of \$57,000.00 per year and to provide him with a \$50.00 per month phone allowance for the purpose of using his personal phone for DPW related matters effective June 28, 2021.
Seconded by: Bill Harris.

Roll Call Vote:
Ayes: Sutton, Harris, Crothers, Omness, and Inglis.
Nays: Zaverl.
Motion Carried 5-1.

d.) Section 3.19 Zoning Ordinance Text Amendment

Village Council recently passed a Right-of-Way Ordinance and Right-of-Way permit application/fee schedule. One of the items processed under this new permit is the discontinuation of water and sewer service in the demolition process. Typically, a demolition permit is only required by the local building department. Currently, a demolition permit is required by the Village of Shelby (through Section 3.19 in the Shelby Zoning Ordinance) as well as the Oceana County Building Department. The Planning

Commission recommended a Zoning Ordinance text amendment to remove Section 3.19. This will correct the unnecessary redundancy in the demolition permitting process.

Damian Omness moved to amend Section 3.19, Demolition Permits, in the Village of Shelby Zoning Ordinance.

Seconded by: John Sutton.

Voice Vote: All in favor.

Motion Carried.

e.) Approve Village Council Bylaws

Michigan law and Redevelopment Ready Community (RRC) certification requires that communities adopt bylaws or Rules of Procedure for the purpose of outlining the operations of a board or commission. Rules of Procedure provide predictability for board procedures, training requirements and so forth. The adopted Rules of Procedure will be posted to the Village's website on the Council page.

John Sutton moved to adopt the Rules of Procedure for Village Council.

Seconded by: Damian Omness.

Voice Vote: All in favor.

Motion Carried.

f.) Village Administrator Review

In VA Selner's employment contract, it stated that, within the first month, he would meet with the Village Council to set goals for his first six months of employment. On December 28, 2020, Village Council agreed to the goals set to serve as the guide for his performance review on June 28, 2021.

John Sutton moved to grant a \$3,000.00 wage increase for Brady Selner, Village Administrator, effective July 5, 2021, increasing his annual salary to \$68,000.00 per year.

Seconded by: Steve Crothers.

Roll Call Vote:

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

Motion Carried 6-0.

14. COMMITTEE REPORTS:

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

The Planning Commission will meet on July 20, 2021 at 6:30 P.M. to hopefully begin the Zoning Ordinance rewrite process.

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

Nothing to report.

c. STREETS AND SIDEWALKS: Chair: Dan Zaverl, Vacant:

Nothing to report.

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

Still waiting on the Getty Park Project Agreement that will finalize the Village's grant award.

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 Vacant, Dan Zaverl:

Nothing to report.

15. PAYMENT OF BILLS: Steve Crothers moved to approve the payment of the bills in the amount of

\$144,535.03.

Seconded by: Damian Omness.

Roll Call Vote:

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

Motion Carried 6-0.

16. ADJOURNMENT: Steve Crothers moved to adjourn the meeting at 8:25 P.M.

Seconded by: Dan Zaverl.

Voice Vote: All in favor.

Motion Carried.

Council minutes are not official until approved at the July 12, 2021 Council meeting.

Approved

Crystal Budde

7-12-2021

Minutes Respectfully Submitted by Crystal Budde, Village Clerk/Treasurer

Date



June 28, 2021

RESOLUTION

No. 38-21

TO ESTABLISH THE 2021 TAX MILLAGE RATES

VILLAGE OF SHELBY, OCEANA COUNTY, MI

At a Regular Meeting of the Common Council of The Village of Shelby, Oceana County, Michigan, held at Village Hall on June 28, 2021, the following Resolution was offered.

WHEREAS, The Oceana County Equalization Department has prepared the proposed millage rate that can be levied on property starting July 1, 2021, and;

WHEREAS, The Village of Shelby did hold a properly scheduled Public Hearing on Increasing Property Taxes, with proper notification to the public to solicit comments, and;

NOW, THEREFORE, BE IT RESOLVED, the Village of Shelby levies a Village Property Tax in accordance with the Uniform Budgeting and Accounting Act, PA 2 of 1968 on the assessed value of all real and personal property in the Village as follows:

General Operation:	11.0567
Local Street:	4.4071
Total:	15.4251

Moved: Steve Crothers

Seconded: Damian Omness

Yes: Crothers, Omness, Sutton, Zaveri, Harris, and Inglis

No: Q

ABSENT: Q