

**VILLAGE OF SHELBY
REGULAR COUNCIL MEETING OF MONDAY, SEPTEMBER 13 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, Mike Termer, Steve Crothers, Paul Inglis, Dan Zaverl, Bill Harris, and 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.) Monday, August 23, 2021

Steve Crothers moved to approve the minutes of the Regular Council Meeting of August 23, 2021 as prepared.

Seconded by: John Sutton.

Voice Vote: All in favor.

Motion Carried.

b.) Monday, August 30, 2021

Steve Crothers moved to approve the minutes of the Joint Meeting of August 30, 2021 between the Village of Shelby and Shelby Township.

Seconded by: Damian Omness.

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 he recently discovered and verified with the Village attorney that the Village of Shelby is unable to use Village funds to contribute to a festival event. The Village is still committed to this event and sees it as a great opportunity to bring people downtown. VA Selner is in the process of reaching out to several local businesses to ask if they would be interested in sponsoring the event.

The intent is to continue to seek sponsorships in an effort to come up with the Village's commitment of \$5,000.00.

VA Selner will be working with Andy Campbell, Bakertilly Municipal Advisors, to move forward with refinancing the Village's existing USDA Sewer Bond. In conjunction with the refinance, the Village will also revisit the sewer rate study that was conducted in 2018 as part of the SAW Grant. The Water and Sanitation and Finance Committees will have meetings scheduled soon to begin discussion on those items.

VA Selner met with Don DeVries, Fleis and VandenBrink, and Paul Bristol, USDA Loan Officer, on September 7, 2021 to discuss the items needed to finalize the USDA application for the potential Peterson Farms watermain extension. It is anticipated that the application will be submitted by the end of September.

The Village of Shelby Planning Commission will be holding a Special Meeting on Wednesday, September 29, 2021 to review the draft language for the general provision section of the Zoning Ordinance re-write. The time frame of the meeting will be finalized in the coming week.

8. DEPARTMENT HEADS' REPORTS:

DPW Supervisor Jeremiah Helenhouse had nothing to report.

Police Chief Steve Waltz reported that Crossing Guard training was done on August 30, 2021.

9. CORRESPONDENCE: No Correspondence.

10. CITIZEN PARTICIPATION:

John Adams, 1243 West M-20, again urged Council to take action with carbon footprint changes. He suggested that changes be made to the Village's LED lighting and electric lawn equipment. Mr. Adams also recommended that the Council consider creating an AD HOC Committee to focus on climate control and making the Village of Shelby a safer climate environment.

Phil Morse, Oceana County Commissioner representing the Village of Shelby, asked the Council if a decision has been made regarding the watermain extension for Peterson Farms and for the potential housing development outside of the Village. President Inglis explained that no decision had yet been made and no action will be taken until the Village has received a response from the USDA for its application for funds.

Jodi Nichols, Business Development Coordinator for Lake and Oceana Counties, The Right Place, Inc., thanked the Village Council for giving her the opportunity to serve as Grant Coordinator for the MEDC WRI project.

11. OLD BUSINESS: No Old Business.

12. NEW BUSINESS:

a.) Love Inc. Alley Sale Event Approval

Love Inc. would like to host a tent sale on Friday, October 1 or Friday, October 8 out of the back of their building in the alley. They are seeking permission close a portion of the alley behind their building from 9:00 AM to 5:00 PM during the tent sale.

Steve Crothers moved to allow the closure of the alley behind Love Inc. on either Friday, October 1, or Friday, October 8, from 9:00 AM to 5:00 PM to enable Love Inc. to sell furniture on a cash and carry basis. Be it further resolved that Love Inc. will inform Village staff when the date is finalized.

Seconded by: Mike Termer.

Roll Call Vote:

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

Motion Carried 7-0.

b.) Environmental Assessment Contract – MEDC WRI Grant

The Village has been invited to proceed in the application process for the MEDC Water Related Infrastructure (WRI) grant. As part of the MEDC WRI grant process, the Village of Shelby needs to hire an Environmental Consultant to complete an environmental assessment at each project location. The Village of Shelby has been authorized by the MEDC to incur costs in the amount of \$5,300.00 for Triterra to complete the Environmental Assessment – NEPA Review for the WRI project. This expense will be reimbursed by the grant.

Damian Omness moved to authorize Brady Selner, Village Administrator, to sign the contract with Triterra for completion of the Environmental Assessment – NEPA Review as part of the MEDC Water Related Infrastructure project in the amount of \$5,300.00.

Seconded by: Mike Termer

Roll Call Vote:

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

Motion Carried 7-0.

c.) Certified Grant Administrator Contract – MEDC WRI Grant

The Village has been invited to proceed in the application process for the MEDC WRI grant. As part of the MEDC WRI grant process, the Village of Shelby needs to hire a Certified Grant Administrator to assist the Village in complying with all CDBG grant administration requirements. The Village of Shelby has been authorized by the MEDC to incur costs in the amount of \$10,000.00 for Jodi Nichols, Business Development Coordinator with The Right Place, to act as the Certified Grant Administrator for the WRI project. This expense will be reimbursed by the grant.

Steve Crothers moved to authorize Brady Selner, Village Administrator, to sign the contract for Jodi Nichols, Business Development Coordinator with the Right Place, to work as the Certified Grant

Administrator for the MEDC WRI project in the amount of \$10,000.00.
 Seconded by: John Sutton.

Roll Call Vote:

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

Motion Carried 7-0.

d.) Second Quarter Budget Status and Amendments

The Village is six months into Fiscal Year 2021/2022 and will need to approve the second quarter budget amendments. Some of the major budget items to note for the second quarter include:

1. Revenue increase in the General Fund from the MEDC TA Grant and pocket park grants and donations.
2. Increase in Planning Commission Professional Services to account for the full amount of the zoning ordinance rewrite project.
3. Increase in Parks and Recreation Project costs to account for the full amount of the pocket park project. The Village contribution after grants and donations is about \$6,500.00.
4. Balanced Sewer Fund expenditures through internal budget amendments. Specifically, moving \$30,000.00 from Sewer Engineering Services to other line items within the budget.
5. Revenue increases in the Equipment Replacement Fund from the sale of the DPW Truck #2 and the police cruiser. The money is to be moved from General Fund miscellaneous revenue to the Equipment Replacement Fund miscellaneous revenue.

Steve Crothers moved to approve the Fiscal Year 2021/2022 second quarter Budget Amendments as presented.

Seconded by: Damian Omness.

Roll Call Vote:

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

Motion Carried 7-0.

13. COMMITTEE REPORTS:

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

The September Planning Commission meeting was moved to September 29, 2021 at 5:30 PM to review and continue work on the Zoning Ordinance rewrite.

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

Nothing to report.

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

Committee Chair Dan Zaverl asked VA Selner when the repairs to the sidewalk on Sixth Street would be done. VA Selner explained that the project would be done next Spring, but he is waiting for quotes from the Village Engineer on the cost of the sidewalk project.

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:

The Committee met for a work session to continue to review the draft of the proposed Personnel Policy. The Committee plans to meet again next week to continue its review of the policy.

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 \$135,305.44.

Seconded by: Mike Termer.

Roll Call Vote:

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

Motion Carried 7-0.

15. ADJOURNMENT: Damian Omness moved to adjourn the meeting at 7:41 PM

Seconded by:

Voice Vote: All in favor.

Motion Carried.

Council minutes are not official until approved at the October 11, 2021 Council meeting.

Approved

Crystal Budde October 13, 2021
Minutes Respectfully Submitted by Crystal Budde, Village Clerk/Treasurer Date