

**Village of Shepherd  
Minutes of Meeting  
March 21, 2022**

Regular meeting of the Shepherd Village Council held on Monday, March 21, 2022. Meeting was called to order at 7:00 pm by President DeGraw.

**Pledge of Allegiance**

Roll Call: Coughlin, M. Davidson, Maloney, Myers, Roth, DeGraw  
Absent: Reynolds  
Present: DPW – Davidson                      Police – Chief Sawyer  
                 Attorney – Bill Shirley              Treasurer – Wilmot

Motion by Coughlin, second by Myers to approve minutes of meeting held on March 7, 2022. Carried by roll call vote 6-0.

Motion by Roth, second by M. Davidson to approve the treasurer and investment report for February 2022 as presented. Carried by roll call vote 6-0.

**Public Comment:** None

**Committee Reports:**(Capital, DPW, Festival, Finance, Fire, Personnel, Police, Planning Commission; ZBA and Zoning)

Capital: Trustee Myers stated they had a meeting to review the proposed changes that have been previously presented for shipping containers, carports, handicap ramps and miscellaneous structures. A final write up will be presented at the next meeting for final changes.

DPW: Trustee Roth stated brush pick up will start April 7<sup>th</sup>; 2% grant request will be submitted for pedestrian bridge; working on USDA grant and waiting for letters from financial institutes for the loan; public hearing needs to be done for the parks & rec; classes were attended by all for water & sewer and sludge operations.

Motion by Roth, second by Maloney to set a public hearing for the proposed updated Parks & Rec plan to be held on April 18, 2022 at 7:00 pm at the regular Council meeting. Carried by roll call vote 6-0.

Festival: Trustee Maloney stated there was a meeting March 9<sup>th</sup>; brochure is smaller, all events are back and will be running as they were in the past. Discussion was held regarding the fire departments involvement prior, during and after the festival.

Planning Commission: Trustee Coughlin indicated that at their meeting Steve Davidson of the DPW attended asking the PC for their approval on the upcoming water projects in the Village, as the PC approved of the upgrades. The PC also approved of the Site Plan that was presented by Highland Plastics for an additional loading/unloading lot area.

ZBA: Trustee M. Davidson reported they have a meeting scheduled for March 24<sup>th</sup> for a 2-foot variance request for a lean too building on an existing pole barn structure at 197 E Boulevard. Trustee Coughlin indicated that he would like to make aware to the ZBA of the ordinance that includes water run off from other properties and suggested the committee review that for the possible run off from the roof or eaves onto the adjacent property.

**Old Business:**

Purchase Requisitions: 2 from the police department

Motion by Coughlin, second by Myers to approve \$3386.93 from Power DMS for a yearly subscription to the Shepherd Police Department. Carried by roll call vote 6-0.

Motion by Roth, second by Coughlin to approve \$2988.00 from Archive Social for a yearly subscription to the Shepherd Police Department. Carried by roll call vote 6-0.

Both these subscriptions were approved in the budget.

Sign at 305 E Wright/inspection status: President DeGraw asked the inspection status of the tall sign at 305 E Wright Avenue. DPW Supt. Davidson reported that he has spoke with the current owner recently, who has also been notified before about having this completed. The new owner does not feel it is his responsibility. Village Attorney, William Shirley, will send a letter to the property owner.

It was reported that 1 of the lift stations at the old IGA burn up and is being replaced.

**New Business:**

USDA/Bond: bond letter approval for USDA grant. Attorney Bill Shirly review the letter and stated this is a normal procedure. Motion by Roth, second by Maloney to approve the signing of the bond letter to apply for the USDA grant for the 2023 water project. Carried by roll call vote 6-0.

Sidewalk snow removal: President DeGraw asked about the procedure to remove snow from the stamped concrete as he has had a couple business owners asking why that area cannot be cleaned off when the streets are. DPW Supt. Davidson replied that area is cleaned up when there is a heavy snowfall but not typically on regular snow fall days. It is the business owner's responsibility to shovel and clean the front of their business and the snow should not be put into the streets. DPW Committee will review to see if there can be other ways of cleaning up the sidewalk/stamped concrete areas.

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Trustee Roth informed everyone that they had about 270 people for the Sugar Bush Maple Weekend! Awesome!!

Motion by M. Davidson, second by Myers to approve invoices in the amount of \$17,211.99. Carried by roll call vote 6-0.

DPW Supt. Davidson stated that Consumers Energy will be coming into the Village to upgrade about 95 services from the old lead & copper lines. That is 95 Miss Dig notices. New streetlight is up at the corner of Fourth and Wright; reviewing area of Blanchard Rd and Wright Avenue for lighting as the power pole has been hit and knocked down a few times now; also, would like to be mark the curb area better – working with the County; received the permit for the Salt River Bridge to the park! Now just waiting on the weight restrictions to lift to be able to bring the bridge back and get set.

Chief Sawyer has been working on the road closures for festival, ORV's, parade route, etc.

Trustee Coughlin informed Council that the Shepherd VFW will be coming with a request for the May buddy poppy sale.

Motion approved to adjourn at 7:57 pm. Carried 6-0.

Respectfully submitted by:  
Gina L Gross  
Village Clerk