

**Village of Shepherd
Minutes of Meeting
January 6, 2020**

Regular meeting of the Shepherd Village Council held on Monday, January 6, 2020. Meeting was called to order at 7:00 pm by President DeGraw, at the Village Hall.

Pledge of Allegiance

Roll Call: Coughlin, M. Davidson, Maloney, Reynolds, DeGraw

Absent: Myers, Roth

Present: DPW – Davidson Police – Sawyer

Motion by Reynolds, second by M. Davidson to approve minutes of meeting held on December 16, 2019. Carried by roll call vote 5-0.

Public Comment:

Merlene Koutz Jr, 280 E Orchard, asked the status of the water park – still pending.

Committee Reports:(Capital, DPW, Festival, Finance, Fire, Personnel, Police, Planning Commission; ZBA and Zoning) Nothing to report on Committees

Old Business:

Purchase Requisitions: None

Village/Festival Property & Bridge: title search showed some of the Village outfall is on festival property. Map is being outlined for festival meeting this Wednesday to present.

Water Rate Study: Trustee Coughlin presented a breakdown of water rates through the past few years for Council to review. Dates were discussed and Clerk will contact Coe Township regarding dates in March and possibly into the first week of April.

Central Park Property: DPW Supt. Davidson presented a property for sale document for the Central Park property for Council to review. Council agreed on minimum bid of \$15,000 and would like Attorney William Shirley to review the for-sale document and the bid document. Motion by Reynolds, second by Maloney to approve the minimum bid of \$15,000 for the bid sale notice for the Central Park Property and to publish after document is approved by Village Attorney William Shirley. Carried by roll call vote 5-0.

New Business:

Budget Work Sessions: department heads are working on budget lists by end of week
Council agreed to set budget work sessions for Wednesday, January 22, 2020 at 6:15 pm and Wednesday, February 5, 2020 at 6:00 pm.

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Page 2 new business cont'd..

President DeGraw presented a health reimbursement request from Chief Sawyer that was dated for 2018. Sawyer was not certain how the program worked until this year. The health claim reimbursement program does not have any deadlines per the Village policy or with General Agency currently. Motion by Maloney, second by Coughlin to approve the 2018 health care reimbursement of \$830.26 to Luke Sawyer as per the current policy. Motion carried by roll call vote 5-0.

Motion by Coughlin, second by Maloney to set a deadline of June 1st each year for all health care reimbursement claims to be submitted. Carried by roll call vote 5-0.

Chief Sawyer informed Council that US Census is in town and possibly may knock on your door. They are legit and working on the current survey.

DPW Supt. Davidson reminded everyone that tomorrow is the first day for Granger Waste Services. May need to discuss trash limits and township may have a couple of minor changes for the contract. Last leaf pick up was completed and now working on Christmas trees. Wright Avenue design is in and will be presented at the Capital Projects Committee meeting on Wednesday.

Motion by Maloney, second by Coughlin to approve invoices in the amount of \$13,737.54. Carried by roll call vote 5-0.

Motion approved to adjourn at 7:38 pm. Carried 5-0.

Respectfully submitted by
Gina L Gross
Village Clerk

**Village of Shepherd
Minutes of Meeting
January 20, 2020**

Regular meeting of Shepherd Village Council held on Monday, January 20, 2020. Meeting was called to order at 7:00 pm by Village President Mike DeGraw at the Village Office.

Pledge of Allegiance

Roll Call: Coughlin, M. Davidson, Maloney, Myers, Reynolds, Roth (7:09), DeGraw
Absent: None
Present: DPW – Steve Davidson Police – Chief Sawyer
 Treasurer – Wilmot

Motion by Reynolds, second by Coughlin to approve minutes of meeting held on December 2, 2019. Carried by roll call vote 7-0.

Motion by Roth, second by Reynolds to approve the Treasurer and Investment Report for December 2019. Carried by roll call vote 7-0.

Public Comment: None

Splash Park/ Kathy Edwards: Kathy would like to ask the Village of Shepherd to take over the project of the splash park that will be in the Village of Shepherd Park and under the care of the Village of Shepherd. This will help with future grants. There would be no cost to the village. If full funding is not received in donations and grants, the project will be dissolved. Kathy will sit on the committee of the Village once developed. Total funding is \$165,000 less cement and electrical. Motion by Maloney, second by Coughlin to approve the Splash park project/Bluejay Bird Bath as a Village of Shepherd Project at no cost to the Village. Carried by roll call vote 7-0.

Committee meetings:

CAPITAL: Reviewed 2020 Wright Avenue project; Trustee Coughlin discussed verifying the sanitary sewer main

DPW: Turbo on loader changed, other equipment running good; drink water inspection complete; lagoon sludge removal scheduled for this summer; 2020 Wright Avenue project reviewed; rate study meeting discussed; festival property and budget

FESTIVAL: Trustee Roth presented different maps of different options of splitting property at the river with the festival. Council agreed on map #3 to present back to festival.

FINANCE: Discussion on year end accounting firm. Maner Costerisan who previously produced the village audit report presented a quote for 20-30 hours at \$4000 - \$6000. Motion by Maloney, second by Davidson to approve Maner Costerisan as the accounting firm to provide year end accounting services to the Village. Carried by roll call vote 7-0.

Old Business:

Purchase Req's: None

Water Rate Study: Discussion was held in holding the town meeting on March 30th. This is spring break and Council would like to have good attendance. Next dates to consider are April 7th or April 16th.

Central Park Property: this property has been submitted for sale in the Morning Sun and emails. There were a few typos discussed after the print so those will be corrected for the next ad in February and future posts. Please share the information regarding the village property for sale.

New Business:

Motion by Maloney, second by Myers to approve payment of bills in the total amount of \$41,096.07. Carried by roll call vote 7-0.

Motion approved to adjourn at 8:05. Carried 7-0.

Submitted by
Gina L Gross
Village Clerk

**Village of Shepherd
Minutes of Meeting
February 3, 2020**

Regular meeting of the Shepherd Village Council held on Monday, February 3, 2020. Meeting was called to order at 7:00 pm by President DeGraw, at the Village Hall.

Pledge of Allegiance

Roll Call: Coughlin, M. Davidson, Maloney, Myers, Reynolds, Roth, DeGraw

Absent: None

Present: DPW – Davidson Police – Sawyer Attorney – Bill Shirley

Motion by Reynolds, second by Myers to approve minutes of meeting held on January 20, 2020. Carried by roll call vote 7-0.

Public Comment: None

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

Festival: Property on Wright Avenue in the business district owned by Rich and Sarah Nestle was donated to the Festival Committee. The property is the 1 lot next to Sova's car sales on the south side. The lot is 22 x 100.

Fire: RTD (runs to date) 117, 2019 – 113, 2018 – 120; banquet was very nice with Ben Bryant being named fire fighter of the year and Krista Meyer named auxiliary of the year; received the 3 new trucks that are now being converted; ISO fire rating audit this year; 5 people applied for the assistant fire chief position

Zoning: 113 E Wright Avenue applied for a rear/side yard fence permit after receiving a violation notice of not having a permit; Nieporte contract renewal

Old Business:

Purchase Requisitions: DPW presented purchase requisition to replace turbo on 444J front end loader with AIS Construction in the amount of \$2753.83. Motion by Roth, second by Reynolds to approved. Carried by roll call vote 7-0.

Village/Festival Property/Bridge: Trustee Roth took the proposal to the festival committee where it went to a vote and failed 4-3 because the committee would like the Sugar Bush Committee to be there too to vote on it as they are the deciding factor. Tabled.

Water Rate Study: discussion on date for town meeting to be April 16th at the Coe Township Hall. Motion by Coughlin, second by Reynolds to schedule the water rate study town meeting for Thursday, April 16th at 7:00 pm at the Coe Township Hall. Carried 7-0.

Discussion regarding the presentation. Motion by Reynolds, second by M. Davidson to set up a committee meeting for Wednesday, March 11th at 6:30 pm at the Village Office to review presentation for the water rate study.

Clerk Gross informed Council that the ordinance books are here but still need to be put together and will be distributed soon.

Trustee Maloney asked the status of the website: waiting on pictures

New Business:

Asset Management Resolution: DPW Davidson is waiting on the sample resolution yet. Table.

Mid-Michigan Community Pathways: Steve Davidson requested to have the same street closing as in the past for the Mid-Michigan Community Pathways event for 6:00 am Friday, April 24th and Saturday, April 25th. Friday it is a more family event with DJ Pickle and Saturday would be with Jedi Mind Trip. Trustee Roth asked if the businesses in the area have been contacted as he was unaware of how the event would be this year. Council asked that Steve notify the businesses. Table until next meeting.

Schedule Budget Hearing – Feb. 27th: Clerk would like to schedule the budget hearing for Thursday, February 27th. Motion by Coughlin, second by Maloney to schedule the Village Budget Hearing for Thursday, February 27th at 6:00 pm at the Village Office. Carried by roll call vote 7-0.

Softball Lease Renewal: Melody Myers asked to renew the softball field again for another year. Motion by Roth, second by Reynolds to approve the softball field lease renewal for 1 year. Carried 7-0.

President DeGraw stated that there will be a splash park committee formed with the following: Kathy Edwards, Val Maloney, Kent Roth, Vicki Travis, Patti Sandel, Lisa Reynolds, Jerry Jaloszynski, Steve Davidson and Gina Gross. Their first meeting is Tuesday, February 18th at 6:00 pm at the Village Office.

Motion by Maloney, second by Coughlin to approve invoices in the amount of \$46,564.54. Carried by roll call vote 7-0.

Motion approved to adjourn at 7:58 pm. Carried 7-0.

Respectfully submitted by
Gina L Gross
Village Clerk

**Village of Shepherd
Minutes of Meeting
February 17, 2020**

Regular meeting of Shepherd Village Council held on Monday, February 17, 2020. Meeting was called to order at 7:00 pm by Village President Mike DeGraw at the Village Office.

Pledge of Allegiance

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

Motion by Roth, second by Reynolds to approve minutes of meeting held on February 3, 2020. Carried by roll call vote 6-0.

Motion by Coughlin, second by Reynolds to approve the Treasurer and Investment Report for January 2020. Carried by roll call vote 6-0.

Public Comment:

Ed Hohlbein, 130 W Boulevard, asked about the upgrades that Consumers Energy is doing in town if it is part of the Wright Avenue Project. Also asked about the spray park and does that interfere with the Veterans Park area and were Veterans contacted.

Reply: Consumers is doing standard upgrades and the VFW did discuss the spray park and there is no concern of it interfering with the Veterans flagpole area as designated.

Merlene Koutz Jr, 280 E Orchard, with Consumers doing their upgrades, when will the old poles be removed? Reply: The old poles will be removed once all cables are removed and the order is already in place.

Committee meetings:

DPW: new batteries for equipment; DEQ redoing DMR reporting and need to do chlorine and phosphate every morning; sludge removal at lagoons; March 1st can discharge/samples; snow plowing is at a minimum; Wright Ave project been meeting with neighbors and parking areas have been resolved by having no lines; would like to budget local street rehab; reliability study; sewer lines look good down by school; trash and debris complaint on Wright Avenue after event between 2nd and 3rd Streets

ZONING: Contract renewal has been signed by the Zoning Administrator

Old Business:

Purchase Req's: 1 purchase requisition from the Police Department for new tablets from Amazon for a total cost of \$4258. Motion by Roth, second by Reynolds to approve the purchase of 2 tablets for the police department from Amazon for \$4258. Carried by roll call vote 6-0.

Festival property/bridge – Trustee Roth reported that the Festival Committee is good with the property swap, however they would like to share the ownership of the bridge and have joint authority with a separate committee formed and both carrying insurance. All costs would be

shared for the bridge as well. Discussion regarding the complexity of both owning the bridge and both having insurance. Table until next meeting.

Mid-Michigan Pathways – Steve Davidson clarified with business owners on Wright Avenue near the area where the request for a hospitality would be during festival weekend with good feedback. Wright Avenue would be closed from 6:00 am Friday, April 24th through Sunday, April 26th after the parade. Motion by Roth, second by Reynolds to allow Mid-Michigan Pathways to host their event on Wright Avenue with the street closing at 6:00 am Friday, April 24th through Sunday, April 26th after the parade, between First Street and Second Street. Carried by roll call vote 6-0.

Asset Management Resolution – on hold pending resolution form

Water rate study letter is ready after Council review. Motion by Reynolds, second by M. Davidson to mail out the notice to all utility accounts to notify of the upcoming town meeting to discuss future utility increases and upgrades. Carried by roll call vote 6-0.

New Business:

Copier Lease – current 5-year lease with Xerox expires in March; new pricing to upgrade large copier and new copier in the police department would \$26 additional dollars per month. The new large copier in the office would include a folder with stapler and the color copies would be available on the printer in the police department if needed still with a fee. Currently we pay 250.04 per month and the new rate will be 275.10. Motion by Coughlin, second by Reynolds to approve the new lease with Xerox for a main copier in the office and additional copier in the police department at \$275.10 per month. Carried by roll call vote 6-0.

Festival Request for street closures/park use – request for street closures for the car show and parade, use of the village parks and tractor pad. Motion by Roth, second by Myers to approve street closures for festival weekend, use of the park and tractor pad providing insurance. Also Village will invoice up to \$1500 for additional coverage provided by the Village Police Department and Department of Public Works during festival weekend. Carried 6-0.

Resolution for spray park/Bluejay Bird Bath – committee presented a resolution to approve checking account with the Village of Shepherd to control funding for the spray park that will be handed over to the village once completed. Motion by Roth, second by M. Davidson to approve the resolution for the Village to open a checking account for the spray park. Carried by roll call vote 6-0.

Consumers lighting upgrade resolution – standard upgrades of new poles in the Village. Motion by Roth, second by Reynolds to approve resolution 548GUL. Carried by roll call 6-0. Motion by Roth, second by Coughlin to approve resolution 548GUXL. Carried by roll call 6-0.

Sidewalk café request – Kent Roth, Shepherd Bar owner presented request for the sidewalk café in front of his business from April – October. He has contacted neighboring businesses who do not have any problems with the sidewalk café. Motion by Reynolds, second by Myers to approve the sidewalk café in front of the Shepherd Bar & Maple Room. Carried 6-0.

Wright Avenue street debris complaints – There has been complaints of trash, opened half full liquor bottles, broken glass, etc. after events. Chief Sawyer will discuss this issue with the business owner.

Motion by Myers, second by Coughlin to approve payment of bills in the total amount of \$290,718.37. Carried by roll call vote 6-0.

Clerk Gross notified Council that there will need to be a meeting set to review the updated ordinance books that still need to have a few changes completed.

Motion approved to adjourn at 8:28. Carried 6-0.

Submitted by
Gina L Gross
Village Clerk

**Village of Shepherd
Minutes of Meeting
March 2, 2020**

Regular meeting of the Shepherd Village Council held on Monday, March 2, 2020. Meeting was called to order at 7:00 pm by President Pro Tem Reynolds, at the Village Hall.

Pledge of Allegiance

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

Motion by Roth, second by Coughlin to approve minutes of meeting held on February 17, 2020. Carried by roll call vote 5-0.

Motion by Coughlin, second by M. Davidson to approve minutes of budget public hearing held on February 27, 2020. Carried by roll call vote 5-0.

Public Comment:

Jerry Jaloszynski, Commissioner, representing Knights of Columbus Tootsie Roll Drive asking for permission to be on the streets April 3rd and 4th for the donation requests. Motion by Roth, second by Maloney to allow Knights of Columbus to hold their tootsie roll drive donation requests in the Village of Shepherd on April 3rd and 4th. Carried by roll call vote 5-0.

Bob Courter, 149 E Maple, asked about the notice of the water rate increase and if the Council plans on raising rates for sewer as well. Coughlin responded not at this time.

Merlene Koutz Jr, 280 E Orchard, asked if the North side will start the water project and if there would be any assessments. Coughlin replied that Council is hoping to use the user fees to make the payment.

BID Opening on property: Village accepted 2 bids from Tim Sponseller and Bluejay Properties as follows:

Sponseller: \$16575 Bluejay Properties: \$22505

Motion by Roth, second by Davidson to accept the bid from Bluejay Properties in the amount of \$22505 for the Central Park Property sale. Carried by roll call vote 5-0.

Committee Reports:(Capital, DPW, Festival, Finance, Fire, Personnel, Police, Planning Commission; ZBA and Zoning) NONE

Old Business:

Purchase Requisitions: None

Village/Festival Property & Bridge: table until next meeting

Ordinances/Website: workshop scheduled for March 30th at 6:15 pm to review ordinances

New Business:

Asset Management Resolution: table until next meeting

Trustee Coughlin discussed the replacement of service lines by villages and that there currently is villages/cities fighting this. GLV (General Law Village) states village does not use public funds on private property. There is a group formed of other municipalities that the village could join along with a fee. Table until next meeting.

Tom Meagher/Foster Swift Attorney: litigation, closed session with Village attorney Bill Shirley. Motion by Roth, second by M. Davidson to move into closed session to discuss litigation on destruction of property at 7:22 pm. Carried by roll call vote 5-0.

Motion by Roth, second by Maloney to move into open session at 7:34 pm. Carried by roll call vote 5-0.

Chief Sawyer discussed complaints received regarding debris of broken glass, liquor bottles still containing liquor, vomit, garbage, etc....on Wright Avenue. The property owner was made aware and this will continue to be monitored.

Motion by Maloney, second by Roth to approve invoices in the amount of \$25,806.90. Carried by roll call vote 5-0.

Motion approved to adjourn at 7:36 pm. Carried 5-0.

Respectfully submitted by
Gina L Gross
Village Clerk

Village of Shepherd
Minutes of Work Session for Water Rate Study
March 11, 2020

Work Session of Shepherd Village Council held on Wednesday, March 11, 2020. Work Session was called to order at 6:30 pm by Village President Mike DeGraw at the Village Hall.

Roll Call: Coughlin, M. Davidson, Maloney, Reynolds, DeGraw
Absent: Myers, Roth
Present: DPW – Steve Davidson Michigan Rural Water – Mike Engle
Fleis & Vandebriuk – Gary Bartow

Reviewed power point presentation by Michigan Rural Water for upcoming town meeting to discuss water rate study and possible increases.

Gary Bartow from Fleis & Vandebriuk discussed the map of the project that will be presented at the town meeting that is projected for 2023 on the North side of the Village.

DPW Superintendent Davidson presented ^{* water service line lead goose neck connection} ~~sewer goose-neck-lead-pipes~~ that have been removed on a recent break and other material from previous replacements to show the damage that needs to be replaced throughout the old system.

Council was pleased with the presentation

Discussion on next Council meeting with attendance: Motion by Reynolds, second by M. Davidson to cancel the regular council meeting on March 16, 2020 due to attendance. Carried 4-0.

Motion approved to adjourn at 8:05. Carried 4-0.

Village Clerk
Gina L Gross

* Amended 4-20-20
Gina L Gross
Village Clerk

**Village of Shepherd
Minutes of Meeting
April 20, 2020**

Regular meeting of Shepherd Village Council held on Monday, April 20, 2020 via Zoom due to COVID-19 Rules. Meeting was called to order at 7:00 pm by Village President Mike DeGraw at the Village Office.

Pledge of Allegiance

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

Motion by Roth, second by Maloney to approve minutes of meeting held on March 2, 2020.
Carried by roll call vote 6-0.

Motion by Coughlin, second by Roth to approve minutes as amended of meeting held on March 11, 2020 with Michigan Rural Water and Fleis & ~~Vandebrink~~ ^{Vandenbrink}. Carried by roll call vote 6-0.

Motion by Roth, second by Coughlin to approve the Treasurer and Investment Report for both February 2020 and March 2020. Carried by roll call vote 6-0.

Public Comment:

None

Committee meetings:

No Committee meetings.

Old Business:

Purchase Req's: 1 purchase requisition from the Police Department for 2 vests from CMP Distributors in the amount of \$1150.00. Motion by Roth, second by Maloney to approve the purchase of 2 vests from CMP Distributors for the Police Department in the amount of \$1150.00.
Carried by roll call vote 6-0.

Asset Management Resolution: resolution to continue the water study program with Michigan Rural Water for 2023 in the Village of Shepherd. Motion by Roth, second by Maloney to approve the resolution to continue the water study program with Michigan Rural Water for 2023 in the Village of Shepherd. Carried by roll call vote 6-0.

Trustee Roth asked the status on the park property sale on Central Avenue. Attorney William Shirley indicated there was a delay with offices closed due to COVID-19, however, the warranty deed is now being signed and will be submitted this week.

Trustee Maloney asked the status of the bridge at Salt River Park and the property. DeGraw discussed the repairs to the bridge being done by the Village with Pete Alexander, Festival President. The property is still being discussed at this point. Donation from festival towards the bridge repair, village obtain property near outfall, festival would then be deeded the rest of the property. Trustee Roth will speak with Pete Alexander on the final negotiations and any type of donation towards the repairs of the bridge.

New Business:

Ordinance/Website: Trustee Coughlin thought that if everyone was to take a portion of the ordinance book to do any updates that we could complete the process faster. Clerk Gross will assign pages to each Council member to review and email it out.

Website – Clerk Gross would like to move forward on completing the website and moving over the emails as soon as possible. Both the Clerk's office and Police Department had issues again with replying to emails and had to have IT repair it again. Clerk Gross has emailed out the website for review and if anyone has anything they would like to add/change/delete to get with her by then end of April. Changes will take place the first part of May.

President DeGraw asked about the next Council meeting being May 4th and not knowing the State's ruling yet. Possibly may wait until May 18th but will wait for the Governor's report before a decision is made on next meeting.

DPW Supt. Davidson discussed the 2020 Wright Avenue project, letting will be in June, start with tree removal and the parking issue has been resolved.

Trustee Myers, DPW Chair, presented to Council the idea of hiring 2 temporary seasonal employees for 6 – 8 weeks for the DPW. Discussion on wages and the help needed. Motion by Roth, second by Lee to hire 2 seasonal temporary employees up to 35 hours per week at \$11.00 per hour, not to exceed \$6500 including taxes and fees. Carried by roll call vote 6-0. The hiring committee will consist of Myers, Coughlin and S. Davidson.

DPW reported vandalism in the park pavilion again with light bulbs being smashed out and writing and carvings in the picnic tables and on the pavilion. Chief Sawyer and DPW Supt. Davidson will discuss the issue.

DPW Supt. Davidson informed Council that there is a sewer connection joining two properties on Chippewa Street. One of the properties is the Eight Cap Building/Shepherd Schools and the other is residential. The school would hire Kenny Trucking to complete the work, however, they would like to know if the Village would consider waiving the tap fees. Motion by Coughlin, second by Maloney to waive the tap fees to Shepherd Public Schools for a sewer connection correction on Chippewa Street. Carried by roll call vote 6-0.

Recycling is contemplating opening drop off sites but not curb side as of yet. Trash collection possibly will be collecting 2 large items when they start collection those items again, just to get caught back up, but only temporary.

Chief Sawyer explained to Council how the department has been working during the COVID-19 pandemic. They are ^{here} and doing their jobs, not making many stops at this point, but staying safe and are here for calls.

Motion by Coughlin, second by Roth to approve payment of bills as follows: March 16th for \$59,097.96; April 6th for \$20,473.74 and April 20th for \$22,019.37. Carried by roll call vote 6-0.

Motion approved to adjourn at 8:18. Carried 6-0.

Submitted by
Gina L Gross
Village Clerk

**Village of Shepherd
Minutes of Meeting
MAY 4, 2020**

Regular meeting of the Shepherd Village Council held on Monday, May 4, 2020. Meeting was called to order at 7:00 pm by President DeGraw via ZOOM.

Pledge of Allegiance

Roll Call: Coughlin, M. Davidson, Maloney, Myers, Roth (7:03), DeGraw
Absent: Reynolds
Present: DPW – Davidson Police – Sawyer Attorney – Bill Shirley

Motion by Myers, second by Maloney to approve amended minutes of meeting held on April 20, 2020 via ZOOM. Carried by roll call vote 5-0.

Public Comment:

Merlene Koutz Jr, 280 E Orchard, asked status of recycling. RE: controlled by Isabella County. Also asked when large item pick up with trash will start again. RE: DPW Supt. Davidson stated hopefully soon.

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

Festival: money is being returned to vendors and planning started for next year

Zoning: 109 Cottage approved for shed(s); 8035 Federal Rd approved for fence and shed

Old Business:

Purchase Requisitions: None

Village/Festival Property & Bridge: pending – Trustee Roth to speak to Festival President Alexander yet.

Ordinances/Website: pending – trustees assigned sections to review and make suggested changes for the ordinances; website changes have been submitted, waiting to see new draft

New Business:

Resolution for Wright Avenue Project: MDOT requesting resolution for assignment of authorized signatures for contracts. Motion by Roth, second by Myers to approve the resolution indicating Mike DeGraw and Steve Davidson as authorized signatures for MDOT contract(s). carried by roll call vote 6-0.

Trustee Maloney notified Council that Kathy Edwards would like to join in the next Council meeting to discuss future Splash Park.

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Chief Sawyer indicated that the individuals were addressed that done vandalism to the picnic tables/pavilion at the Village Park. Several young girls will be doing a community service of sanding and sealing the areas in the near future.

DPW hiring committee interviewed 3 candidates and 2 individuals were hired and started today, May 4th. Seth Wilson and Logan Buckner are the 2 seasonal employees.

President DeGraw stated his condolences to the Caszatt Family and Trustee Lisa Reynolds on the passing of her father.

Chief Sawyer stated that 11 written warnings went out on trash cans and the department will be starting to hit it hard again with other ordinances. They are also starting up more patrolling and making more traffic stops.

DPW Superintendent Davidson reported they discharged the lagoons, work at sewage ponds; discussed VFW drain field issue with a possibility of connecting to Village sewer.

Clerk Gross stated work is almost completed with the accounting firm to turn over the past two years of financials to the auditing firm.

Motion by Maloney, second by Coughlin to approve invoices in the amount of \$11,561.86. Carried by roll call vote 6-0.

Motion approved to adjourn at 7:28 pm. Carried 6-0.

Respectfully submitted by
Gina L Gross
Village Clerk

VILLAGE OF SHEPHERD
SUMMARY OF VILLAGE COUNCIL MINUTES
June 1, 2020

The meeting was called to order at 7:00 pm by Village President Michael DeGraw from the Village Office via Zoom.

Pledge of Allegiance

Roll Call: Coughlin, M. Davidson, Maloney, Myers, Reynolds, Roth, DeGraw

Absent: None

Present: DPW Supt. S. Davidson Police – Chief Sawyer
Attorney Bill Shirley

Motion approved for the minutes as of the meeting held on May 4, 2020. Carried by roll call vote 7-0.

Motion approved for the Treasurer and Investment Report for April 2020. Carried by roll call vote 7-0.

Zoning: 310 Red Maple Lane approved for shed; 320 S Fourth approved for shed; 371 Central approved for shed

June 25, 26 and 27 set for Village wide garage sales

Motion approved to only charge \$2.00 for the month of March when recycle was picked up. Carried by roll call vote 7-0.

Motion approved for \$3500 with Kenny Trucking to open ditch the drain at Red Maple Lane to help with the drainage of water overflow. Carried by roll call vote 6-1, Coughlin abstained.

Motion approved to pay \$3000 for liner repairs to the sewer vac truck with Birch Tank. Carried by roll call vote 7-0.

Motion approved for the payment of bills as follows: May 18th for \$39,969.35 and June 1st for \$10,515.57. Carried by roll call vote 7-0.

Meeting adjourned at 8:21 pm

Submitted by

Gina L Gross, Village Clerk

A complete copy of the minutes may be obtained from the Clerk's Office, 251 W. Wright Avenue

VILLAGE OF SHEPHERD
SUMMARY OF VILLAGE COUNCIL MINUTES
June 15, 2020

The meeting was called to order at 7:00 pm by Village President DeGraw via ZOOM.

Pledge of Allegiance

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

Motion approved for the amended minutes of meeting held on June 1, 2020 via ZOOM. Carried by roll call vote 6-0.

Motion by Coughlin, second by M. Davidson to approve the Treasurer and Investment Report for May 2020. Carried by roll call vote 6-0.

Zoning: 136 N Union, porch replacement and addition approved

Motion by Reynolds, second by Roth to extend the temporary help until July 2nd at approximately \$2200 for both temporary employees. Carried by roll call vote 6-0.

Motion by Maloney second by Reynolds to repair the pump bowl and casing of well #1 in the amount of \$20,900. Carried by roll call vote 6-0.

Motion approved to pay bills in the amount of \$27,336.43. Carried by roll call vote 6-0.

Motion approved to adjourn at 8:07 pm. Carried 6-0.

Submitted by:
Gina L Gross, Village Clerk

VILLAGE OF SHEPHERD
SUMMARY OF VILLAGE COUNCIL MINUTES
July 6, 2020

The meeting was called to order at 7:00 pm by Village President Michael DeGraw from the Village Office.

Pledge of Allegiance

Roll Call: Coughlin, M. Davidson, Maloney, Myers, Roth, DeGraw

Absent: Reynolds

Present: DPW Supt. S. Davidson Police – Chief Sawyer
Attorney Bill Shirley

Motion approved for the minutes as of the meeting held on June 15, 2020. Carried by roll call vote 6-0.

Zoning: shed approved for 209 W Hall; group day care approved for 204 W Orchard; pool/deck approved for 309 S Third; pool/deck approved for 303 Dearing Drive; pool/deck approved for 308 S Third Street; shed approved for 223 E Wright Ave.

Motion approved for \$3300.00 to Burch Tank for vac truck repairs. Carried by roll call vote 6-0.

Motion approved for 20% of the Covid-19 reimbursement on health insurance be disbursed back to the employees as generated by General Agency. Carried by roll call vote 6-0.

Motion approved for the payment of bills in the amount of \$13,147.69. Carried by roll call vote 6-0.

Meeting adjourned at 8:03 pm

Submitted by

Gina L Gross, Village Clerk

A complete copy of the minutes may be obtained from the Clerk's Office, 251 W. Wright Avenue

**Village of Shepherd
Minutes of Meeting
July 20, 2020**

Regular meeting of the Shepherd Village Council held on Monday, July 20, 2020. Meeting was called to order at 7:00 pm by President DeGraw.

Pledge of Allegiance

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

Motion by Roth, second by Reynolds to approve minutes of meeting held on July 6, 2020. Carried by roll call vote 6-0.

Motion by Coughlin, second by Reynolds to approve the Treasurer and Investment Report for June 2020. Carried by roll call vote 6-0.

Public Comment: None

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

Zoning: 208 W Cottage was issued variance for a shed
 333 N Union was approved for a pool and deck

Old Business:

Purchase Requisitions: None

Arts & Crafts/Farmers Market: Council agreed to allow the use of the Village park for a possible arts & crafts/farmers market a couple days per month. The Chamber of Commerce will try and get vendors and have a \$10.00 registration fee that will be applied to the splash park fund.

Trustee Coughlin wrote a letter for the residents of North Drive, South Drive and East Drive regarding the stop sign location change just to clarify to all the purpose behind it. Council liked the letter. Motion by Reynolds, second by Myers to have the Clerk mail the letter to each resident of North Drive, South Drive and East Drive concerning the stop sign change. Carried by roll call vote 6-0.

Ordinance review is still on going, again if anyone has suggested changes, they need to submit to the clerk as soon as possible.

New Business:

MML Workers Com Fund Ballot: two trustees are seeking election to the MML Workers' Comp Fund Board of Trustees. Both Marlon Brown and Penny Hill are running unopposed. Motion by Coughlin, second by Roth to submit a vote for both Marlon Brown and Penny Hill for the MML Workers' Comp Fund Board of Trustees. Motion carried.

305 E Wright/Property: a letter was received from the Isabella County Treasurers Office regarding the property at 305 E Wright Avenue going for tax sale. The Village would have the opportunity to purchase this property after the State of Michigan, then Coe Township. Trustee Coughlin will talk with Steve Pickens at the Treasurers Office about the process.

DPW Superintendent Davidson reported that the pipe has been removed down Red Maple Lane; Wright Avenue project started; Berry Funeral Home will be having Kenny Excavating remove the house at 103 E Wright soon; brush chipper had major damage over the amount of \$4000.

Chief Sawyer stated that the kids that had done damage to the village park picnic tables have been working all day sanding them down and resealing them. The cost of material was paid for by the kids (parents). The Senior Parade will be on July 23rd at 7:00 pm up Fourth Street, down Wright Avenue to Second Street and south to the football field; there was a dog bite incident on Second Street that will result in the dog being put down, the victim is fine, however one parent of children in that area is concerned about pit bulls in the Village.

Clerk Gross updated Council on the audit as it is still in process. The auditing firm was also in an audit themselves so there have been delays. There are also concerns with the year end accounting process that is being reviewed for completion.

DPW Supt. Davidson would like to research sidewalk replacement with the Wright Avenue project if grants allow along with the budget amount of \$30,000 and the portion that Consumers Energy needs to replace from their gas line work that was completed. More research and costs will be addressed at the next council meeting.

Lagoon work was on hold due to Covid-19 as far as obtaining bids and having to re-stake again after other stakes were removed again. This included another survey.

Motion by Maloney, second by Myers to approve invoices in the amount of \$64,238.17. Carried by roll call vote 6-0.

Motion approved to adjourn at 7:44 pm. Carried 6-0.

Respectfully submitted by
Gina L Gross, Village Clerk

**Village of Shepherd
Minutes of Meeting
August 3, 2020**

Regular meeting of Shepherd Village Council held on Monday, August 3, 2020. Meeting was called to order at 7:00 pm by Village President Mike DeGraw at the Village Office.

Pledge of Allegiance

Roll Call: M. Davidson, Maloney, ~~Myers~~, Reynolds, Roth, DeGraw
Absent: Coughlin, Myers
Present: DPW – Steve Davidson Police – Chief Sawyer
 Attorney – William Shirley

Motion by Roth, second by Reynolds to approve minutes of meeting held on July 20, 2020.
Carried by roll call vote 5-0.

Public Comment: Doug Mueller, 106 W Cottage, concerns of the property at 108 W Cottage. The safety of the home and the blight. Village Attorney asked Council to provide pictures and homeowner information. Clerk Gross will forward that information.

Committee meetings:

Fire: Runs to date: 370, 2019 were 376, 2018 were 388. Three new rescue trucks are in service. Dive Team is asking for the 911 to be donated, which was approved. Reviewing resumes for the assistant fire chief. Looking into academy for firefighters at \$3400/year which includes fire and medical.

Zoning: 416 N Second approved for fence, pool, possible deck and shed; 412 N Second approved for shed; 175 E Central approved for fence.

Congratulations to Michelle Davidson and Dave Peters for completing their Citizens Planner Program through the MSU Extension Program.

Old Business:

Purchase Req's: None

Ordinance review status: Council is to review the information that was sent out by the Clerk regarding changes

Festival property/bridge: there is a Sugar Bush meeting scheduled for August 16th

Farmers Market: use of pavilion and times were discussed along with signage. Dates approved were August 15 and 29; September 12 and 26 and October 10 and 24 from 8:00 am until Noon.

305 E Wright – County Treasurer: Does the Village have any interest in this property. Trustee Coughlin will speak with County Treasurer Pickens regarding this property.

Wright Avenue: storm structure was missed which generated a change order; watermain passed so now hook ups will start to the homeowners; researching sidewalk revenue, total cost would be \$42,886.20 to replace existing sidewalks on both sides from Fourth Street to Chippewa Street, six feet wide. Village budget has \$30,000, Consumers needed to replace over \$7000 worth of sidewalk from their gas main upgrades that they completed and still waiting to here back if the

remaining grant money can be used for sidewalks. Council agreed to allow Steve to go ahead with project if grant money was approved. Motion by Maloney, second by Reynolds to approve the \$30,000 budget amount for village sidewalks to be used for new side walks on the Wright Avenue project. Carried by roll call vote 5-0.

Lagoon work – pipe has arrived so more work will be started again on this project to be complete by the end of August. Mr. Travis has made his presence clear while they have been at the lagoon property. Council suggested that police presence may be needed if Steve feels there are more issues.

Red Maple Lane – DPW Supt. Davidson asked about the pipe that was removed on Red Maple Lane being sold in sections for people that may be interested.

DPW Supt. Davidson reported that the totalizer for the lift station quit working and will need to be replaced at the cost of approximately \$2000.

New Business

September 7th Labor Day meeting: Council discussed meeting day. Motion by Roth, second by Davidson to move the meeting from Monday, September 7th to Tuesday, September 8th due to the holiday. Carried 5-0.

Clerk Gross informed Council that the Shepherd Chamber is still planning on having their annual Trunk or Treat on Wright Avenue, however, they would like Council to consider allowing the event to stay on Wright Avenue between Second and Third Street being shut down, along with Second Street shut down between Wright Avenue and Orchard Avenue so that people can spread out and also enjoy the pumpkin display at the Roth house.

Discussion on the splash park and brick sales; still obtaining grant funding and there is also a go fund me page set up.

Motion by Maloney, second by Roth to approve payment of bills in the amount of \$132,828.12. Carried by roll call vote 5-0.

Motion approved to adjourn at 7:45. Carried 5-0.

Submitted by
Gina L Gross
Village Clerk

**Village of Shepherd
Minutes of Meeting
August 17, 2020**

Regular meeting of the Shepherd Village Council held on Monday, August 17, 2020. Meeting was called to order at 7:00 pm by President DeGraw.

Pledge of Allegiance

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

Motion by Reynolds, second by M. Davidson to approve minutes as amended of meeting held on August 3, 2020. Carried by roll call vote 5-0.

Roth arrived.

Motion by Coughlin, second by Reynolds to approve the Treasurer and Investment Report for July 2020. Carried by roll call vote 6-0.

Public Comment: None

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

Zoning: 331 E Wright turned in a site plan but needs further information, still waiting to schedule Planning Commission based on that information needed.

Old Business:

Purchase Requisitions: None

Festival/Bridge: Sugar Bush Committee met regarding the bridge and property. The Sugar Bush and Festival agree to do the property split. The Village would like to ask a donation for the bridge repairs and the Sugar Bush may consider an amount or repair the bridge itself. The Village is still waiting on permits to fix the river walls for the placement/support of the bridge. The Sugar Bush is creating a list of those people that would like trees that they will plant in October or November.

Ordinances: Need to finalize changes of the ordinances. Motion by Coughlin, second by Reynolds to schedule an ordinance meeting for Monday, August 31st at 6:15 pm at the Village Office. Carried by roll call vote 6-0.

108 W Cottage: property owner has sold the house and the new owner is having it torn down in the next couple of weeks.

Trustee Maloney stated that the Farmers Market went very well. Clerk Gross has ordered a banner for the future dates.

New Business:

305 E Wright/Property: Trustee Coughlin spoke with County Treasurer Pickens regarding the property at 305 E Wright Avenue. Property is going up for tax sale but will be offered to the State of Michigan first then the city. The Village would have to utilize the property as a park or recreation area.

Jerry Jalozynski requested to have the tootsie roll drive again with the Knights of Columbus on October 9th and 10th following all the past rules and provided a copy of their insurance. Motion by Roth, second by Reynolds to allow the Knights of Columbus to have their tootsie roll drive October 9th and 10th on Wright Avenue.

Discussion was held regarding MMR operations. Service has been great, and the only concern would be requesting lift assists and why they do not provide their own people.

MERS Conference will be on-line September 21st – 24th. More information to come or check out the MERS website.

Mid-Michigan Community College is proposing an annexation of the Gratiot-Isabella RESD region and ballot language has been approved to be placed on the ballot. Council would like a representative to come to a council meeting to discuss their proposal. Clerk Gross will contact MMCC to set up a time with them.

DPW Supt. Davidson updated council on the Wright Avenue project: curbs Monday, stamped concrete area will need replaced at the south east corner of Fourth and Wright do to having to replace water main to an 8 inch, had issues with discolored water in the area realizing the contractor was using the hydrant instead of utilizing the Shepherd Elevator, meters changed at a couple of residents, target date September 11th. Curbs should be done by Thursday and sidewalks going in the following week.

Continued work on North Drive and Lagoon property, waiting on parts.

Chief Sawyer stated that lawn reports are down and going well; house numbering letters have gone out with a 2nd letter being sent today for the remainder allowing 1 more chance; more chickens at 215 Dearing Drive that will be removed from the property per the owner; school traffic will change a little this year with students not allowed to enter the high school parking lot off of Fourth Street; the police vehicle being ordered should be ready by Festival 2021.

Minutes August 17, 2020
Page 3 New Business Cont'd...

Motion by Maloney, second by Coughlin to approve invoices in the amount of \$34,451.05.
Carried by roll call vote 6-0.

DPW Supt. Davidson requested a closed session for employee personal reasons.
Motion by Roth, second by Reynolds to go into closed session at 7:55 pm. Carried by roll call
vote 6-0.

Motion by Roth, second by M. Davidson to return to open session at 8:20 pm. Carried by roll
call vote 6-0.

Motion by Roth, second by Coughlin to hire two (2) full time temporary employees for 35 hours
each week at \$15.00 an hour for each employee. Carried by roll call vote 6-0. This will be
placed on the Shepherd Facebook page.

Motion approved to adjourn at 8:23 pm. Carried 6-0.

Respectfully submitted by
Gina L Gross
Village Clerk

**Village of Shepherd
Minutes of Meeting
September 8, 2020**

Regular meeting of Shepherd Village Council held on Tuesday, September 8, 2020. Meeting was called to order at 7:00 pm by Village President Mike DeGraw at the Village Office.

Pledge of Allegiance

Roll Call: Coughlin, M. Davidson, Maloney, Myers, Reynolds, Roth, DeGraw
Absent: Gross
Present: DPW – Steve Davidson Police – Chief Sawyer
 Attorney – William Shirley

Motion by Roth, second by Coughlin to approve minutes of meeting held on August 17, 2020. Carried by roll call vote 7-0.

Public Comment: Merlene Koutz Jr, 280 E Orchard, asked about funds being used for sidewalks and if there will be funds put back in for next year's budget.

Committee meetings:

Zoning: 311 W. Maple was approved for a fence

Old Business:

Purchase Req's: None

Festival property/bridge: No permit yet. Trustee Roth and DPW Supt. Davidson ^{Will} put in stakes for surveying. Sugar Bush Board has not agreed upon updating the bridge, needs to be voted on by their board. Discussion on land swap happening if board does not put anything toward it. Board members for ~~Festival~~ need to discuss. The work they would provide is equivalent to \$5000.00; have formal decision by both boards. Trustee Roth to ask about them contributing.

Street administrator: Motion by Coughlin, second by Myers to designate DPW Superintendent Steve Davidson as the Village's Street Administrator. Carried 7-0.

New Business

Trustee Myers stated that the softball season is over for the year and the field will be closed

305 Wright property – will go to tax sale. The old Marathon sign would cost \$2500 to take down.

DPW Supt. Davidson reported the discharge pipe close to being done, some issues with farm tiles. There were words spoken by the property owner that were not appropriate and wanted the DPW Crew to leave the property. Davidson just stated that they were there to complete the job that was approved to be finished.

Red Maple Lane is completed with ditch and dirt has been seeded.

Waiting on applications for the 2 temporary positions with the DPW.

Motion by Maloney, second by Myers to approve payment of bills in the amount of \$24,501.77.
Carried by roll call vote 7-0.

Police: Chief Sawyer stated that the property owner on the corner of Third and Orchard will be removing the flowers and tree in the public right of way, no problems.
Three accidents today; School line up for parents picking up students was redirected and going well.

DPW: Supt. Davidson stated Wright Avenue getting close -- sidewalks, curbs done; residents are happy. Had one issue with curb with water not draining properly so meeting with Rowe Engineering to solve issue. Leaves are falling early this year.

Motion approved to adjourn at 7:36. Carried 7-0.

Submitted by
Lisa Reynolds
Village Pro Tem
In absence of Village Clerk

**Village of Shepherd
Minutes of Meeting
September 21, 2020**

Regular meeting of the Shepherd Village Council held on Monday, September 21, 2020.
Meeting was called to order at 7:00 pm by President DeGraw.

Pledge of Allegiance

Roll Call: Coughlin, M. Davidson, Maloney, Myers, Reynolds, Roth, DeGraw

Absent: None

Present: DPW – Davidson Police – Sawyer
 Treasurer – Wilmot Attorney – Bill Shirley

Motion by Roth, second by Coughlin to approve minutes as amended of meeting held on September 8, 2020. Carried by roll call vote 7-0.

Motion by Reynolds, second by Myers to approve the Treasurer and Investment Report for August 2020. Carried by roll call vote 7-0.

Public Comment: Merlene Koutz Jr, 280 E Orchard, asked about the property swap and bridge at the village limits and salt river park. President DeGraw explained that the east side of the river will belong to the festival and a portion will be for the village for infrastructure. The bridge will be worked on by both groups and then the village will maintain the bridge for the future.

Matt Miller of Mid-Michigan Community College presented to Council the proposal that will be on the ballot regarding annexation allowing more students in the surrounding area to qualify for lower tuition.

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

Festival: 2021 festival is a go! Jon Morgan stepped down as the marketing/advertising chairperson.

Planning Commission: Site Plan review tomorrow evening for 331 E Wright Avenue for a physical therapy facility.

Old Business:

Purchase Requisitions: None

Bridge: Council would like Jon Zalud and a few other members attend a Council meeting to discuss and finalize the property and bridge issues. They will be contacted by Trustee Roth.

Trick or Treat/Trunk or Treat: Clerk Gross asked Council their thoughts on these events since there are some events starting to be cancelled. Trick or Treating is a go, so far but trunk or treat could be questionable. CDC just announced events such as those should be cancelled. Shepherd Chamber members will discuss at their next meeting.

DPW temporary employment: committee will do interviews on Wednesday. There are 3, possibly 4 that will be interviewed.

Council asked status of the sewer ponds – DPW Supt. Davidson replied that DEQ needs to come and discuss final phase yet and there has not been any more disturbance from the adjacent property owner.

New Business:

DPW Supt. Davidson informed Council that the Village truck was hit by a local resident at an intersection, not the fault of the village. Quotes are being worked on and the insurance carrier has been notified.

Wright Avenue project update: curb issues again that did not allow proper drainage after the heavy rains. Now replacing 165 feet of curb, paving should be done Saturday with street marking on Monday, hydroseeding by Wednesday.

DPW Supt. Davidson informed Council that the bridge at salt river will need a topographical survey completed, also based on Army Core of Engineers; Bridge inspection charges have risen from \$500 to \$850 as you will see in the invoices that are being presented tonight; Red Maple Lane almost at its final restoration for completion.

Motion by Roth, second by Reynolds to move to closed session at 7:46 pm to discuss employee status. Carried by roll call vote 7-0.

Motion by Coughlin, second by M. Davidson to return to open session at 8:18 pm. Carried by roll call vote 7-0.

Motion by Maloney, second by Coughlin to approve invoices in the amount of \$95,323.92. Carried by roll call vote 7-0.

Motion approved to adjourn at 8:19 pm. Carried 7-0.

Respectfully submitted by
Gina L Gross
Village Clerk

**Village of Shepherd
Minutes of Meeting
October 5, 2020**

Regular meeting of Shepherd Village Council held on Monday, October 5, 2020. Meeting was called to order at 7:00 pm by Village President Mike DeGraw at the Village Office.

Pledge of Allegiance

Roll Call: Coughlin, M. Davidson, Maloney, Myers, Reynolds, Roth, DeGraw

Absent: None

Present: DPW – Steve Davidson Police – Chief Sawyer

Attorney – William Shirley

Motion by Reynolds, second by Myers to approve minutes of meeting held on September 21, 2020. Carried by roll call vote 7-0.

Public Comment: None

Committee meetings:

Fire: Greg McClintic was appointed Assistant Fire Chief; equipment donation to dive team; working on Christmas Outreach Program; Runs to date are 459, 2019 were 481 and 2018 were 500. Discussion on 800 radios and costs; working on pricing for a new truck

Planning Commission: Trustee Coughlin stated that the PC approved the Site Plan for a new physical therapy facility and a wall sign not to exceed 36 square feet. Parking availability was good for what is needed.

Zoning: 484 W Wright was approved for fence and railing
331 E Wright was approved for a Physical Therapy Building through the Site Plan process with the Planning Commission

Old Business:

Purchase Req's: None

Bridge/Festival: Jon Zalud, Sugar Bush President joined the meeting to discuss the work on the bridge. Sugar Bush would like to do the repairs on the bridge by removing it and taking to Bill's Custom Fab to put on new angle iron 4" apart to code. Village could do the foundation work and then when the bridge was completed it would be re-set so that the Village would then take possession of the bridge.

Festival Property: land will be staked so that the village portion for their infrastructure is still in the village. Surveys will need to be completed for both properties.

Temporary Employment/DPW: DPW has hired 1 employee, Tory Smith and would like to extend the search for an additional temporary employee until October 15th.

Trick or Treat: Village Council discussed Halloween and trick or treating leaving it up to the homeowners, as always, if they want to participate in handing out candy, residents and businesses can do so by their choice by leaving on their porch light from 5:30 – 7:30.

Motion by Roth, second by Coughlin to approve Trick or Treating on October 31st from 5:30 pm to 7:30 pm by leaving it up to the homeowner or businesses if they want to participate by turning on their porch light. Carried 7-0.

New Business

MERS Addendum: addendum for MERS must be completed within 60 days to update qualifications for employees. Committee will be Lee Coughlin, Lisa Reynolds and Michelle Davidson, along with Village Clerk Gross.

DPW Supt. Davidson reported that Wright Avenue is almost complete – need to do some stamped concrete and landscaping; DEQ reviewed the outfall at the lagoons and is satisfied with placement of the pipe but need to finish with limestone for headwall; leaves will be starting very soon.

Request by Shepherd Schools Bus Garage to continue using Cottage Street for the bus route out of town as it is so much safer than the original route. It was requested that the bus drivers keep their speed down and that the PD will monitor.

Chief Sawyer stated there have been 3 bad accidents recently and people just need to learn to slow down and pay attention.

Clerk Gross reported that the ordinances are almost completed with just a few left to adjust and the new website will be live soon! Emails will be next.

Motion by Maloney, second by M. Davidson to approve payment of bills in the amount of \$46,430.85. Carried by roll call vote 7-0.

Motion approved to adjourn at 7:53. Carried 7-0.

Submitted by
Gina L Gross
Village Clerk

**Village of Shepherd
Minutes of Meeting
October 19, 2020**

Regular meeting of the Shepherd Village Council held on Monday, October 19, 2020. Meeting was called to order at 7:00 pm by President DeGraw.

Pledge of Allegiance

Roll Call: Coughlin, M. Davidson, Maloney, Myers, Reynolds, Roth, DeGraw
Absent: None
Present: DPW – Davidson Police – Sawyer
 Treasurer – Wilmot Attorney – Bill Shirley

Motion by Roth, second by Reynolds to approve minutes of meeting held on October 5, 2020. Carried by roll call vote 7-0.

Motion by Coughlin, second by M. Davidson to approve the Treasurer and Investment Report for September 2020. Carried by roll call vote 7-0.

Public Comment: None

Committee Reports:(Capital, DPW, Festival, Finance, Fire, Personnel, Police, Planning Commission; ZBA and Zoning) Nothing to report.

Old Business:

Purchase Requisitions: 1 presented from the Police Department.

Mt Pleasant Tire, \$636.88 for brakes, pads, rotors and labor on 2013 Dodge Charger.

Motion by Roth, second by Reynolds to approve the purchase requisition to Mt Pleasant Tire in the amount of \$636.88 for new brakes, pads, rotors and labor fees for the 2013 Dodge Charger. Carried by roll call vote 7-0.

DPW temporary employment: 3 applicants to be interviewed and hoping to select a person for the 2nd position by the end of the week.

MERS Addendum: need to clarify service credit for employees under the new addendum, hours worked, FMLA, sick time, short term and long term, etc. Clerk will work with Sonia at MERS and forward out to Council to finalize.

Trustee Coughlin discussed the current MERS program that the village employees are in and suggested that Council should review again on improving the program for the employees.

New Business:

President DeGraw stated that health insurance renewal came in at 8.66% increase and that the Village Representative is looking into any options the Village may have.

Trustee Roth stated that the property of 305 E Wright, old gas station lot, had sold and also that the dog groomer was closed down. Unsure who purchased the vacant property.

DPW Supt. Davidson reported they are working on leaves, hydrant flushing, lagoons fencing and discharging.

Chief Sawyer reported that there will be a Trump rally through town on October 31st around 2:00 pm – 3:00 pm with several vehicle and possible walkers.

Clerk Gross reported that she had an MMI Client do a job shadow last Friday for 3 hours with a genuinely nice, talented, young lady.

Motion by Maloney, second by Myers to approve invoices in the amount of \$26,782.12. Carried by roll call vote 7-0.

Motion approved to adjourn at 7:23 pm. Carried 7-0.

Respectfully submitted by
Gina L Gross
Village Clerk

**Village of Shepherd
Minutes of Meeting
November 16, 2020**

Regular meeting of the Shepherd Village Council held on Monday, November 16, 2020.
Meeting was called to order at 7:00 pm by President Pro Tem Reynolds.

Pledge of Allegiance

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

Clerk Gross swore in returning Council Members: Valerie Maloney, Lisa Reynolds and Kent Roth for their 4-year terms. Clerk Gross swore in President Mike DeGraw and Treasurer Carey Wilmot earlier in the day for their 2-year terms.

Motion by Roth, second by Coughlin to approve minutes of meeting held on October 19, 2020.
Carried by roll call vote 6-0.

Public Comment: Merlene Koutz, 280 E Orchard discussed neighbor issue when his fence was removed about 2 years ago and all the leaves that are now coming in his yard since they do not rake or have not mowed in months. He would like to have a leaf ordinance for the Village.

Leigh Burch, 105 W Cottage, shared his concerns with the bu\$ses travelling down Cottage Street and why they are still using Cottage after Wright Avenue is completed. Bu\$ses are speeding, driving off the road into the edge of the yards and running stop signs. They are just like big trucks and should not be allowed on the street.

Committee Reports:(Capital, DPW, Festival, Finance, Fire, Personnel, Police, PC/ZBA/Zoning)
Personnel: Trustee Coughlin stated they met to interview and hired the 2nd seasonal employee.

Zoning: letter was sent to owner of 231 E Wright to have sign covered or removed that is exposed after business tenant moved out; St Vincent was approved for a sign on the corner of Wright Avenue and Chippewa Street.

Trustee Roth asked about any new site plans for Stone Lodge, which Clerk Gross indicated nothing had been received yet. Clerk will check with Zoning Administrator on how the process will work for the addition since there was once a site plan approval that has lapsed, and the addition will be smaller.

Old Business:

Purchase Requisitions: None

MERS addendum: defined benefit plan addendum to set hours worked to earn service in a month, eligibility, definition of compensation, etc. Motion by M. Davidson, second by Myers to approve the addendum with MERS for the defined benefit plan. Carried by roll call vote 6-0.

Ordinance update: Clerk Gross talked with Rich Fromeyer of American Legal Publishing about the process and understanding of the process. Mr. Fromeyer will talk with his boss about how to handle the updates and editing of the changes to the ordinance and any costs.

New Business:

Busses on Cottage: Chief Sawyer will have a discussion with Steve Sura at the school and they will monitor the busses on the route.

Splash Park Resolution: This resolution is with Michigan Economic Development Corporation (MEDC) for the redevelopment ready communities' program to allow for funding towards the splash park. Motion by Roth, second by Maloney to approve the resolution with MEDC for funding for the splash park. Carried by roll call vote 6-0.

Committee Assignments: Pro Tem Reynolds informed council members that President DeGraw will be reviewing committee assignments with some possible changes.

Council Meetings: Discussion on moving the meetings to a larger area; splitting members to only have 4 per meeting; zoom meetings. Council all agreed to do zoom meetings for December 7th and 21st. Reynolds will establish the meeting and email members the invite and Clerk Gross to allow for the posting.

DPW Superintendent Davidson thanked Council for allowing the temporary employees as it has helped a lot. The leaves are an issue, and it would be nice if there was something we could do to get people to rake their yards. Bacteria samples, discharge at lagoons and netting over end of pipe.

Chief Sawyer informed council Toys for Tots campaign is in full swing; Shop with a Cop is December 8th and Shop with a Hero. Always great to feel the joy of the kids.

Clerk Gross asked for budget preparations to start soon from the department heads; sadly reported that Roslund Prestige will no longer be doing government audits; committee sheets need to be updated for payout first week of December and the Parks and Recreation Plan needs to be updated.

Motion by Maloney, second by M. Davidson to approve invoices in the amount of \$27,209.13.
Carried by roll call vote 6-0.

Motion approved to adjourn at 7:53 pm. Carried 6-0.

Respectfully submitted by
Gina L Gross
Village Clerk

**Village of Shepherd
Minutes of Virtual Meeting
December 7, 2020**

Regular meeting of the Shepherd Village Council held on Monday, December 7, 2020. Meeting was called to order virtually at 7:00 pm by President DeGraw.

Pledge of Allegiance

Roll Call: Coughlin, M. Davidson, Maloney, Myers, Reynolds, Roth, DeGraw
Absent: None
Present: DPW – Davidson Police – Sawyer
 Attorney – Bill Shirley

Motion by Roth, second by Reynolds to approve minutes of meeting held on November 16, 2020. Carried by roll call vote 7-0.

Motion by Reynolds, second by Maloney to approve the Treasurer and Investment Report for October 2020. Carried by roll call vote 7-0.

Public Comment: None

Committee Reports:(Capital, DPW, Festival, Finance, Fire, Personnel, Police, Planning Commission; ZBA and Zoning)
Festival – meeting this Wednesday schedule
Fire – Assistant Fire Chief started 11-01-20; selling old rescue unit; Luke Meyer chairing the Christmas Outreach program; approved budget
L. Coughlin stepped away from meeting
Zoning – Site plan received from Stone Lodge for an addition, meeting tomorrow night

Old Business:

Purchase Requisitions: 1 from the DPW and 2 presented from the Police Department.
Motion by Roth, second by Reynolds to approve \$2650 to Michigan Pipe for DPW locator.
Carried by roll call vote 6-0.

Coughlin returned to meeting

Motion by Reynolds, second by Maloney to approve \$597 to Archive Social for subscription for the Police Department. Carried by roll call vote 7-0.

Motion by Roth, second by M. Davidson to approve \$1175 to Pro Comm for a refurbished radar unit for the Police Department. Carried by roll call vote 7-0.

Committee Assignments: President DeGraw will have Clerk Gross email out the new assignments for members to review and will be discussed at the next meeting.

Minutes December 7, 2020

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New Business:

Policy for COVID – continuing to work on policy

Audit bids/year end accounting – Clerk was informed that Roslund Prestige will no longer be doing year end accounting or small government office audits. Clerk Gross will be seeking accounting firms for the year end accounting process.

President DeGraw informed Council that the next 2 Council meetings: December 21st and January 4, 2021 will both be via zoom.

President DeGraw asked the office to be closed during this time and be open by appointments only. Clerk Gross would like to have the office open a couple days a week. Office hours will be closed on Monday, Wednesday, Friday and open Tuesday and Thursday 8:30 – 4:30.

Ordinances: Council asked Attorney Bill Shirley if he would review the changes of the ordinances before submitting back to American Legal for a final. Mr. Shirley indicated he would, and that the disorderly person ordinance needs to be reviewed. Chief Sawyer will do so.

DPW Superintendent Davidson reported they are finally getting caught up on leaf collection, however there are still some residents that have not raked or cleaned up their yard. Last discharge at lagoons; budget work; water tower discoloration from high winds, will need to schedule and budget for tower cleaning next year; moved compost pile back to help with smell to neighbors; employee out sick and will have seasonal employees until end of December.

Chief Sawyer said the Toys for Tots campaign is going great! The “shop with a cop” program this year will be cops only shopping and delivering; working on budget; setting up the department with an accreditation program which is a 2-year process and 108 policies with Chiefs of Police Association, State of Michigan.

Clerk Gross working on council pay and budget sheets.

Reply letter was sent regarding the complaint about the Mid-Michigan Pathways construction on Mission Rd by a business that declared damage to their parking lot. Bill Shirley sent a letter stating that this is not by the Village but by the Pathways Committee.

Motion by Maloney, second by Coughlin to approve invoices in the amount of \$44,541.11. Carried by roll call vote 7-0.

Motion approved to adjourn at 7:45 pm. Carried 7-0.

Respectfully submitted by
Gina L Gross, Village Clerk

Village of Shepherd
Minutes of Meeting
December 21, 2020

Regular meeting of the Shepherd Village Council held on Monday, December 21, 2020.
Meeting was called to order at 7:00 pm by President ~~Pro-Tem Reynolds~~ DeGraw

Pledge of Allegiance

Roll Call: Coughlin, M. Davidson, Maloney, Myers, Roth, Reynolds, DeGraw
Absent: None
Present: DPW – Davidson Police – Sawyer
Attorney – Bill Shirley

Motion by Coughlin, second by Reynolds to approve minutes of virtual meeting held on December 7, 2020. Carried by roll call vote 7-0.

Motion by Reynolds, second by Coughlin to approve treasurer and investment report for November 2020. Carried by roll call vote 7-0.

Public Comment: none

Committee Reports:(Capital, DPW, Festival, Finance, Fire, Personnel, Police, PC/ZBA/Zoning)
Planning Commission: Trustee Coughlin reported that the site plan was approved for 415 Chippewa for an addition to Stone Lodge.

ZBA/Zoning: Clerk Gross reported there will be a Zoning Board of Appeals meeting on January 5, 2021 for a side yard variance request on a carport near an alleyway.

Old Business:

Purchase Requisitions: one purchase requisition for power installed at village sign at salt river by C & R Electric. Motion by Coughlin, second by Maloney to approve \$1575.00 to C & R Electric for installation of power to village sign at the salt river. Carried by roll call vote 7-0.

Committee Assignments: President DeGraw presented assignments at the last meeting.
Motion by Reynolds, second by Myers to approve assignments as presented. Carried 7-0.

Ordinance updates/Bill: as previously discussed, ordinances would cost \$800 with American Legal to finalize changes. Attorney Bill Shirley has reviewed and only had 1 concern that he will verify with Chief Sawyer on for the Police Department regarding disorderly conduct. Motion by Coughlin, second by Reynolds to approve \$800 with American Legal to finalize ordinance changes. Carried by roll call vote 7-0.

New Business:

Trustee Roth discussed "pop up shanty's" for the restaurant business and how area businesses are starting a trend to support local dining. Roth requested approval from Council to be able to create outdoor semi enclosed seating in the normal area of his outside gated dining. Roth also discussed the possibility of allowing areas of dining in the street such as downtown Mt Pleasant. This would take up 6 parking areas and would also need approval from the LCC, Liquor Control Commission. Roth is uncertain at this point if he would go to that extent if approved but would like to be prepared. Motion by Davidson, second by Reynolds to approve 6 parking spots available for outdoor dining in front of the Shepherd Bar & Restaurant with approval of the LCC. Carried by roll call vote 6-1, Roth abstained.

Motion by Reynolds, second by Myers to approve the temporary outdoor semi enclosed structure in the café patio area and to not extend past this point for outdoor dining. Carried by roll call vote 6-1, Roth abstained.

President DeGraw discussed a possible radar sign that is available through marketplace for \$1500 that is portable. This unit is being sold by a firefighter near Commerce City. Police funds are available. Motion by Maloney, second by Coughlin to approve \$1500 for the purchase of a portable radar sign. Carried by roll call vote 7-0.

Chief Sawyer stated that the Toys for Tots campaign went very well but just shy of 71 toys to beat Mt Pleasant. Shepherd came in with 976 toys that helped serve 800 families in the area. Chief thanked Steve/DPW for dropping everything in the bright early hours to come to the rescue on the hall roof leaking again. It appears it could be from the way the library roof is that is causing the overflow. Roof is being reviewed.

Motion by Maloney, second by M. Davidson to approve invoices in the amount of \$37,179.55. Carried by roll call vote 7-0.

Motion approved to adjourn at 7:45 pm. Carried 7-0.

Respectfully submitted by
Gina L Gross
Village Clerk