

**Village of Shepherd  
Minutes of Meeting  
January 18, 2021**

Regular meeting of the Shepherd Village Council held on Monday, January 18, 2021. Meeting was called to order via Zoom at 7:00 pm by President 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 Reynolds, second by Maloney to approve minutes as amended of virtual meeting held on December 21, 2020. January 4<sup>th</sup> meeting was cancelled. Carried by roll call vote 7-0.

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

**Public Comment:** none

**Committee Reports:**(Capital, DPW, Festival, Finance, Fire, Personnel, Police, PC/ZBA/Zoning)

Festival: meeting on January 20<sup>th</sup>

ZBA/Zoning: 208 S Third Street was granted a variance for a carport on an existing cement slab.

**Old Business:**

Purchase Requisitions: one purchase requisition for \$1093.50 for scraper blades/under bodies from Shults Equipment. Motion by Coughlin, second by Reynolds to approve the purchase of scraper blades/under bodies from Shults Equipment in the amount of \$1093.50. Carried by roll call vote 7-0.

MERS review/upgrade: discussion regarding the current MERS plan and possible upgrades. Committee of Coughlin, Myers and Reynolds will join Clerk Gross in a meeting with Tony from MERS with Coughlin as the Chair.

**New Business:**

Zoning Administration Contract: March 1<sup>st</sup>, discussion on contract renewal, duties, commission, etc. DeGraw and Coughlin will follow up regarding meetings.

Budget Sessions: Clerk Gross needs budget numbers as soon as possible and would like to schedule budget sessions for the following: February 4, 17 and 22 at 6:15 pm. Clerk will check with Coe Township on using the hall for these meetings in order to spread out. Next Council meeting will schedule public hearing for February 25<sup>th</sup> at 6:00 pm. Department heads need to finalize their extra budget items and submit costs to Clerk by February 1<sup>st</sup>.

Motion by M. Davidson, second by Reynolds to approve invoices from January 4, 2021 in the amount of \$3,913.01. Carried by roll call vote 7-0.

Motion by M. Davidson, second by Coughlin to approve invoices in the amount of \$26,310.38. Carried by roll call vote 7-0.

Chief Sawyer reported on bad accident and on another case that involved an arrest; traffic control order presented for Federal Road and to change the speed to 45mph. The County has been involved with this change as well. Motion by Reynolds, second by Maloney to approved traffic control order 21-001 that reduces the speed to 45mph on Federal Road between the Village limits that takes in part of the County road. Carried by roll call vote 7-0.

Chief Sawyer also included that there will be additional signage throughout the Village; the new portable radar sign is getting a new jack and is still at the DPW getting cleaned up and ready for use.

Clerk Gross asked about the holiday list this year and that the Union Contract indicates that they must be notified of holidays on weekends and compromise with the days off. Christmas and New Years falls on the weekend and must be reviewed.

DPW Supt. Davidson asked about a possible project of sidewalk replacement on Wright Avenue between Third and Fourth Streets and if the Village will absorb the cost or does this have to go in the residential replacement program where they pay half. Council agreed that it should be Village. This will be part of the budget along with paving North Drive. Discussion on Maple Street between Fourth and Chippewa possibly for 2022. Other streets will need to have the water/sewer upgrades before doing the streets. Other items being researched are new dump truck, salt spreader for back of pickup for walk trail, barn addition, water tower cleaning.

DPW Supt. Davidson asked about keeping the part time seasonal on standby for an "on-call" basis for an additional 20 hours if needed here and there.

Motion by Maloney, second by Coughlin to keep S. VanHooser as a back up DPW seasonal employee at \$15.00/hour up to 20 hours as needed. Carried by roll call vote 7-0.

DPW working on meter replacements, winter maintenance and having been spreading more salt than actually plowing this year, for now.

Motion approved to adjourn at 8:04 pm. Carried 7-0.

Respectfully submitted by  
Gina L Gross  
Village Clerk

**Village of Shepherd  
Minutes of Virtual Meeting  
February 1, 2021**

Regular meeting of the Shepherd Village Council held on Monday, February 1, 2021. 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 Coughlin, second by Reynolds to approve minutes of meeting held on January 18, 2021. Carried by roll call vote 7-0.

**Public Comment:** Dawn Vanneste, 129 E Wright, presented to council an idea to have a fund raiser for the splash park. Event would be a craft show in the Village Park with different types of crafts, unique, more in an art form of crafts that would bring different clientele. This would be during festival weekend with a small portion of the fee to be for marketing and the majority going directly to the splash park. Council requested insurance information. Table until next meeting.

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

Police – new car should be here in May; 2021-22 budget preparation; accreditation program

Festival – probably looking at a smaller scaled festival this year, meeting February 2nd

Fire – RTD 126, 2020 was 115 and 2019 was 118; Wilson barn fire required a lot of water; 230 fruit baskets were distributed, looking at getting an updated list, spends about \$2000; in need of rubber gloves; fire truck paid off and getting bids for next truck; Chief applied for grant for chest compression machine and Fema grant for turnout gear.

**Old Business:**

Purchase Requisitions: None

MERS review: Coughlin, Reynolds, Myers and Clerk Gross met with Tony at MERS to review Village plan. Options are from 2% to 2.25%, 457 Plan, health deduction plan with a cost of \$550 for a valuation. Motion by Coughlin, second by Reynolds to approve the valuation at \$550 with MERS. Carried by roll call vote 6-1, M. Davidson stepped away for a few minutes.

Zoning Administrator Contract: DeGraw and Coughlin have reviewed the contract and will schedule a meeting with Mr. Nieporte to discuss meeting options with PC and ZBA and more training.

Set BUDGET public hearing: Motion by M. Davidson, second by Reynolds to set the budget public hearing for Thursday, February 25, 2021 at 6:15 pm at the Village Office. Carried by roll call vote 7-0.

**New Business:**

Annual Council meeting dates: annual dates were presented with Council meeting the 1<sup>st</sup> and 3<sup>rd</sup> Mondays of every month. Discussion on the 4<sup>th</sup> of July holiday and the Labor Day holiday to both be moved to the next business day, Tuesday. Motion by Roth, second by Coughlin to approve the meeting dates as presented and discussed. Carried 7-0.

Softball contract: Myers presented the annual lease for the ball fields with no changes except for the date. Motion by Coughlin, second by Reynolds to approve the annual lease with the softball association, Melody Myers for 2021 as presented. Carried 7-0.

Village garage sale weekend: Council would like to look at dates for another village wide garage sale weekend. Table until next meeting.

President DeGraw expressed his thanks to Jerry and Kathie Jalozynski for their generous donation of \$5000 to the Village Splash Park.

Chief Sawyer gave a briefing on things are not normal and to be aware of more than normal events, activities during this time. Not anything in particular, just be more aware of your surroundings and your neighbors, friends and family.

DPW Supt. Davidson working on budget; snow removal; new water damage on village office building after their most recent roof updates, resulted in library building roof issues that is being looking into for repairs.

Clerk Gross would like to have approval on an accounting firm for the year end accounting process. The Village received two quotes: Maner Casterisan for \$200/hr and Yeo & Yeo for \$180, based on 30 hours. Clerk Gross thought it would be feasible to stay with Maner Casterisan again for another year since they are now aware of the process and what the Village expects and there should not be any more additional fees. Next year the Village will need to seek both the year end accounting process and another firm for the audit. Motion by Reynolds, second by Maloney to hire Maner Casterisan at \$200/hour for the year end accounting process for the 2020-2021 budget. Carried by roll call vote 7-0.

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Council discussed zoning classes for PC/ZBA members and the Council and would like to submit into the budget an amount for 4 attendees. Some grant money may be able to be obtained for a portion of the cost from the insurance company.

Motion by M. Davidson, second by Coughlin to approve invoices in the amount of \$105,061.15. Carried by roll call vote 7-0.

Motion approved to adjourn at 8:21 pm. Carried 7-0.

Respectfully submitted by  
Gina L Gross, Village Clerk

**Village of Shepherd  
Minutes of Meeting  
February 15, 2021**

Regular meeting of the Shepherd Village Council held on Monday, February 15, 2021. Meeting was called to order at 7:00 pm by President DeGraw.

Pledge of Allegiance

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

Absent: Myers

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

Motion by Reynolds, second by Coughlin to approve minutes of the meeting held on February 1, 2021 and minutes of the budget work session held on February 4, 2021. Carried by roll call vote 6-0.

Motion by Coughlin, second by Reynolds to approve treasurer and investment report for January 2021. Carried by roll call vote 6-0.

**Public Comment:** none

**Committee Reports:**(Capital, DPW, Festival, Finance, Fire, Personnel, Police, PC/ZBA/Zoning)

Festival: Trustee Maloney stated a 2-day event being planned for Festival, April 24<sup>th</sup> and 25<sup>th</sup>, next meeting February 16<sup>th</sup>

Planning Commission: Trustee Coughlin stated that President DeGraw and himself will be meeting with Zoning Administrator Nieporte regarding his contract on February 16<sup>th</sup> at 5pm.

**Old Business:**

Purchase Requisitions: none

Village park artisan event/insurance: discussion with liability insurance representative that the Village could appoint a chairperson for the splash park fundraising artisan event in the village park and have the application for vendors state they need to provide a certificate of insurance. Table until Festival Committee is notified of event.

Village garage sale weekend: dates in August were discussed based on other events and the start date for school. Table until next meeting.

**New Business:**

Set public hearing for ordinance updates: ordinance changes have been received after updates from American Legal Publishing. Motion by Coughlin, second by Reynolds to set public hearing to adopt updated ordinances on March 15, 2021 at the regular council meeting at 7:00 pm. Carried by roll call vote 6-0.

Knights of Columbus, Jerry Jaloszynski, submitted a request to allow their tootsie roll fundraiser on March 26<sup>th</sup> and 27<sup>th</sup> at the corners of Wright and Chippewa and Wright and Second Streets. Motion by Roth, second by Maloney to allow the Knights of Columbus to hold their annual tootsie roll fundraiser on March 26<sup>th</sup> and 27<sup>th</sup> at the corners of Wright and Chippewa and Wright and Second Streets. Carried 6-0.

Trustee Coughlin stated that the VFW buddy poppy drive will be coming soon, and they will also be requesting approval once the dates are scheduled.

Motion by M. Davidson, second by Coughlin to approve invoices in the amount of \$68,067.24. Carried by roll call vote 6-0.

Motion approved to adjourn at 7:40 pm. Carried 6-0.

Respectfully submitted by  
Gina L Gross  
Village Clerk

Village of Shepherd  
Minutes of Budget Public Hearing  
February 25, 2021

Special meeting of the Shepherd Village Council held on Thursday, February 25, 2021 at the Shepherd Village Office

The meeting was called to order at 6:15 pm by President DeGraw

Roll call: Coughlin, M. Davidson, Maloney, Myers, DeGraw

Absent: Reynolds, Roth Present: S. Davidson

Motion by M. Davidson, second by Myers, to pay bills belonging to the 2020-2021 year in the amount of \$ 106,218.14. Roll call 5-0.

Motion by Coughlin, second by Maloney, to open a public hearing for the purpose of hearing public comment on the proposed 2021-2022 Fiscal Year Budget and the proposed 2021-2022 Fiscal Year Millage Rate and the 2021 Fire Services Special Assessment Roll. Roll call 5-0.

Public Comment: None

Motion by Coughlin, second by Myers, to close the public hearing. Roll call 5-0.

Motion by M. Davidson, second by Maloney, to set the transfer rate of money from the Major Street Fund to the Local Street Fund at 15%. Roll call 5-0.

Motion by Myers, second by Maloney, to set the millage rate at a full 11 mills for the General Fund for the 2021-2022 fiscal year and at .5 mills for the Highway Fund for the 2021-2022 fiscal year. Roll call 5-0.

Motion by M. Davidson, second by Myers to approve the attached Fire Services Special Assessment as presented. Roll call 5-0.

Motion by Maloney, second by Coughlin, to adopt the attached wage scale effective March 1, 2021. Roll call 5-0.

Motion by Coughlin, second by Myers, to approve the continued payroll deduction of 20% of each employee's health care cost towards their health insurance package, that renews December 1<sup>st</sup> each year, for the 2021-2022 budget year. Roll call 5-0.

Motion by M. Davidson, second by Maloney to approve the presented journal entries and budget adjustments for the 2020-2021 budget year. Roll call 5-0.

Motion by Maloney, second by Myers to adopt budget ordinance #12.250 for the 2021-2022 fiscal year as presented at the functional level. Roll call 5-0.

Motion by Coughlin, second by Myers to adjourn at 6:22 pm. Roll call 5-0.

Submitted by: Gina L Gross, Village Clerk



# VILLAGE OF SHEPHERD

## Ordinance Amendment

The Village of Shepherd Council, at a published special budget hearing on Thursday, February 25, 2021 at 7:00 pm, at the Village Office, 251 W Wright Ave, Shepherd, Michigan approved to adopt the following amended ordinance. The property tax millage rate proposed to be levied to support the proposed budget and emergency services flat fee special assessment roll were a subject of this ordinance amendment hearing.

### **VILLAGE OF SHEPHERD ORDINANCE NO. 12.250**

AN ORDINANCE ADOPTING A GENERAL APPROPRIATIONS ACT  
FOR THE VILLAGE OF SHEPHERD, MICHIGAN  
IN ACCORDANCE WITH PA 1968, NO. 2, SECTION 16, (MCLA 141.436)

Adopted: February 25, 2021

Effective: March 1, 2021

Published: March 1, 2021

A complete copy of this ordinance, 2021-2022 budget and the 2021 special fire assessment roll are available for review at the Village Office.

#### CERTIFICATION

I, the undersigned, the duly qualified and Clerk of the Village of Shepherd, Michigan do hereby certify that the foregoing is a true and complete copy of the ordinance amendment adopted by the Village Council at a special meeting held on February 25, 2021 an original of which is on file in the village office, and that such meeting was conducted and public notice thereof was given pursuant to and in compliance with Act No. 267, Michigan Public Acts of 1976, as amended, and that minutes of such meeting were kept and are available as required by such Act.

*Gina L Gross*

Gina L Gross, Village Clerk

Dated: February 25, 2021

**Village of Shepherd  
Budget Work Session  
February 17, 2020**

Work session held at the Shepherd Village Office at 5:30 pm

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

Absent: None

Present: DPW – Steve Davidson      Police – Chief Sawyer

Council reviewed equipment purchases, tool purchases and CD's for the budget. Final amounts were placed into the budget for the Clerk to finalize for the budget hearing, which is scheduled for Thursday, February 25, 2021 at 6:15 pm.

Work session ended at 6:30 pm

Gina Gross  
Village Clerk

VILLAGE OF SHEPHERD  
Minutes of Meeting  
March 1, 2021

Regular meeting of the Shepherd Village Council held on Monday, March 1, 2021. Meeting was called to order at 7:00 p by President DeGraw.

Pledge of Allegiance

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

Motion by Coughlin, second by Myers to approve minutes of the meeting held on February 15, 2021 and budget work session minutes of February 17, 2021. Carried by roll call vote 6-0.

Motion by M. Davidson, second by Maloney to approve minutes of budget public hearing held on February 25, 2021. Carried by roll call vote 6-0.

**Public Comment:** None

**Committee Reports:** (Capital, DPW, Festival, Finance, Fire, Personnel, Police, PC/ZBA/Zoning)  
Festival: Trustee Roth stated that a few festival members met with a few school board members regarding the use of the school property. It was clarified that the elementary kitchen would be used by school staff to cook sausage and festival volunteers would be in a tent to serve pancakes and sausage. There will be bingo, parade, car show, 5k run and pancakes for this years event. Pageant will be held virtual, no princess pageant.

Zoning: Planning Commission will meet with Tim Nieporte for an annual review on March 31<sup>st</sup>. ZBA is still waiting to be scheduled.

**Old Business:**

Purchase Requisitions: none

Zoning Administrator Contract: President DeGraw and Trustee Coughlin met with Zoning Administrator Nieporte to discuss his contract and services. PC and ZBA need more guidance and should meet 4 times per year. Annual meetings will be scheduled. Will continue with a 1 year contract.

Village wide garage sales: Council decided on August 12, 13 and 14 for the Village wide garage sales. Motion by Maloney, second by Myers. Carried 6-0.

Resolution Artisan Row/D. Vanneste: resolution to state Dawn Vanneste is the Chair for Artisan Row for the Village of Shepherd event on April 23, 24 and 25 of 2021 to fundraise for the Village Splash Park. Motion by Roth, second by Maloney. Carried by roll call vote 6-0.

**New Business:**

Sewer Lift Station/IGA: DPW Supt. Davidson reported that the Village has been asked to take over the lift station located near the old IGA/Dollar General that services those properties and MCDonald's. Davidson has reviewed the easements. Concerns of liability, cost, upgrades, alarm system, controls, security and fencing, back up power supply. Possible cost of \$66,000. Need to review usage and cost of utility billing and with Consumers Energy.

DPW Supt Davidson discussed alleyways in the Village in the central business district and possibly classifying them as streets to report with ACT51 that would increase revenue. Continue to research.

Clerk Gross stated that the new ordinance books are distributed and the public hearing is on March 15<sup>th</sup> at the next Council meeting.

Motion by M. Davidson, second by Roth to approve invoices in the amount of \$38,015.54. Carried by roll call vote 6-0.

Motion approved to adjourn at 7:40 pm. Carried 6-0.

Respectfully submitted by  
Gina L Gross  
Village Clerk

**Village of Shepherd  
Minutes of Meeting  
March 15, 2021**

Regular meeting of the Shepherd Village Council held on Monday, March 15, 2021. Meeting was called to order at 7:00 pm by President DeGraw.

Pledge of Allegiance

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

Absent: Myers

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

Motion by Coughlin, second by Reynolds to approve minutes of meeting held on March 1, 2021. Carried by roll call vote 6-0.

Motion by Reynolds, second by M. Davidson to approve the treasurer and investment report for February 2021 as presented. Carried by roll call vote 6-0.

Public Hearing: Ordinance codification

Motion by M. Davidson, second by Roth to open the public hearing for public comment regarding the codification of the village ordinances as a whole at 7:03 pm. Carried by roll call vote 6-0.

No public comment

Motion by Coughlin, second by Reynolds to close the public hearing at 7:05 pm. Carried by roll call vote 6-0.

Motion by M. Davidson, second by Maloney to adopt the codification of ordinances as reviewed and presented as a whole to be effective after publication. Carried by roll call vote 6-0.

**Public Comment:** None

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

DPW: various daily spring duties; sanitary sewer inspection by new district engineer; tower survey; meter at soccer field has back flow preventor issue and needs replaced; seasonal help to begin in April

Festival: will be requesting street closures for events; several activities to still be held except for the normal arts & crafts at the school and the carnival; discussion flag football program

Planning Commission and ZBA are scheduled to meet with Tim Nieporte, Zoning Administrator, March 30 and 31 for their annual review.

Zoning: 324 N Fourth was approved for an enclosed porch

**Old Business:**

Purchase Requisitions: None

Sewer lift station proposed project: waiting on information from Consumers and easement review. Table until next meeting.

**New Business:**

Artisan Row Event/Splash Park – account has been established at Isabella Community Credit Union under the Village of Shepherd with the Treasurer and Clerk on the account.

Discussion regarding residential windmills and zoning requirements. Zoning Administrator stated there would be a height requirement. Capital Projects Committee will review and draft a new ordinance for review for future.

Trustee Roth addressed a couple of complaints:

Political signs that are still out should be removed, however, manmade signs that do not indicate the election are not subject to this matter.

Burnt out truck on Orchard needs to be removed, this has been addressed to the owner.

Trustee Coughlin asked about the open ditch for a resident on Red Maple Lane and if the intent was to fill it in again. It was determined that the ditch is to hold any water run off to help drain the road and it will not be filled with soil. (*mosquito control*)

Resolution for Leasing 2: Motion by Roth, second by Reynolds to approve the lease with Leasing 2, signed by Clerk Gross and DPW Superintendent Stephen Davidson, to finance the purchase of two trucks in the amount of \$205960. Carried by roll call vote 6-0.

Chief Sawyer has spoke with the Festival parade chair briefly prior to a power outage and has also spoke with the coordinator for the 5k run; new police vehicle is in the quality control phase; Thank You to Steve and the DPW Crew for getting the new radar sign cleaned up and placed, the new name is "Walter"; another defense class is being organized.

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Motion by M. Davidson, second by Coughlin to approve invoices in the amount of \$39,493.79.  
Carried by roll call vote 6-0.

Request for closed session for employee personnel issue

Motion by Roth, second by Coughlin to go into closed session at 7:52 pm to discuss employee personnel issue. Carried by roll call vote 6-0.

Motion by Roth, second by Coughlin to resume open session at 7:58 pm. Carried by roll call vote 6-0.

Motion approved to adjourn at 7:59 pm. Carried 6-0.

Respectfully submitted by  
Gina L Gross, Village Clerk

VILLAGE OF SHEPHERD  
Minutes of Meeting  
April 5, 2021

Regular meeting of the Shepherd Village Council held on Monday, April 5, 2021. Meeting was called to order at 7:00 p by President DeGraw.

Pledge of Allegiance

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

Motion by Coughlin, second by M. Davidson to approve minutes as amended of the meeting held on March 15, 2021. Carried by roll call vote 5-0.

**Public Comment:** None

**Committee Reports:** (Capital, DPW, Festival, Finance, Fire, Personnel, Police, PC/ZBA/Zoning)

Fire: sealed bids for Ford Ex \$6500; issues with new fire truck/oil changes; fire tools \$6800; Runs to date: 197, last year 187, 2 years ago 210. Contracts up this year for firemen; appreciation dinner on May 1 at R & R Venue, invites going out.

Police: toured locations for blight, verifying through ordinance

Planning Commission: met with Tim Nieporte, reviewed functions, by law have to have 4 meetings per year. Recommended monthly meetings on 2<sup>nd</sup> Tuesday of every month. Village Council appoints Brian Hanson as Chair; Dave Peters as Vice Chair; Lee Coughlin as Secretary. Permit applications have included pictures, Tim is working on doing more.

ZBA: met with Tim Nieporte, also 4 meetings per year required. Checking with Council on voting in members.

**Old Business:**

Purchase Requisitions: none

Sewer lift station/East of town: Steve working on getting information and he will hand out spreadsheet when all information is available.

**New Business:**

Back to the Bricks: car show that is usually held in downtown Mt Pleasant but would like to move to Shepherd for this year due to COVID. They would handle all of the details; Shepherd would just need to do the street closures. Event to be held on June 5<sup>th</sup>. Trustee Coughlin will contact them and work with them on more details.



Planning Commission appointments: Motion by M. Davidson, second by Myers to appoint the following to Planning Commission: Brian Hanson, Chair; Dave Peters, Vice Chair; Lee Coughlin, Secretary. Carried 5-0.

Motion by Reynolds, second by M. Davidson to allow Planning Commission to hold their monthly meetings the 1<sup>st</sup> Tuesday of every month at 7:00 pm. Carried 4-1 (Coughlin abstain).

Motion by M. Davidson, second by Myers to approve invoices in the amount of \$24,674.83. Carried by roll call vote 5-0.

DPW/Steve: held 3-4 interviews, more tomorrow; impeller change on street sweeper; service equipment; clean up for festival; Mike Klumpp will be getting sewer done so road can be paved on North Drive; discharging lagoons; chipping brush this week; Tom home and doing well.

POLICE/Luke: \$5100 was raised at the spaghetti dinner for Josh Morgan Family; met with festival committee to review drive through on the pancake meals – need street closure ASAP; accreditation procedure started that will take 2 years.

Trustee Coughlin thanked Council for card and money to honor his mother's passing. They gave \$1600 for the Wounded Warriors Program.

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

Respectfully submitted by  
Lisa Reynolds, Village Pro Tem  
In the absence of Clerk Gross

**Village of Shepherd  
Minutes of Meeting  
April 19, 2021**

Regular meeting of the Shepherd Village Council held on Monday, April 19, 2021. Meeting was called to order at 7:00 pm by President DeGraw.

**Pledge of Allegiance**

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

Motion by Coughlin, second by Reynolds to approve minutes of meeting held on April 5, 2021. Carried by roll call vote 5-0.

Motion by Reynolds, second by M. Davidson to approve the treasurer and investment report for March 2021 as presented. Carried by roll call vote 5-0.

**Public Comment:** None

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

DPW: festival prepping; working with engineer on foot bridge; park property discussion; cross connections reporting is completed; new DPW barn print phase I is done, working on phase II; line painting; sidewalk program to begin after festival.

Festival: prepping; discussed all the various things the village does for festival

Fire: Supervisors/Board met with Officers; 14 of 40 have been vaccinated; offered \$100 to those who get vaccinated to help promote protection all around; 800 radios need more tower service, seeking grants; in need of firefighters

Zoning: fence/porch approved at 204 W Orchard; fence approved at 311 Dearing; fence approved at 108 W Cottage; carport approved at 401 N Fourth. PENDING: carport/canopy at 311 N Fifth Street. ZBA: fence at 208 N Second; pool deck at 222 E Cottage and handicap ramp at 207 N Third Street – meeting is scheduled for May 4<sup>th</sup> at 7:00 pm at the Village Office.

**Old Business:**

Purchase Requisitions: None

Back to the Bricks: Trustee Coughlin indicated that the committee elected to go with the Soaring Eagle Casino parking lot, but he informed them that the Village would be open to this in the future if need be.

Festival Street Closures: Traffic control orders 21-00002, 21-00003, and 21-00004 presented for street closures on south side of Red Maple Lane starting 6:00 am on 4/21/21 – 4/25/21; Close Fourth and Hall Streets starting 6:00 am 04/21/21 – 5:00 pm 04/25/2021; Wright Avenue and Side Streets for car show, emergency vehicle parade and ending parade throughout the weekend. Motion by Reynolds, second by Maloney to approve above mentioned street closures for the Maple Syrup Festival. Carried 5-0.

Council asked the status of North Drive and the development. DPW Supt. Davidson replied that Mr. Klumpp indicated that he would be completing his work the end of May, Davidson notified him that North Drive will be paved and that it would cost Mr. Klumpp to have to dig through the pavement if needed.

**New Business:**

Handicap ramps/carport tarps: discussion about zoning permits for emergency handicap ramps and carports/canopy tents/shipping containers. Capital Projects Committee will review and come back with what other areas may be doing.

VFW/buddy poppies: Trustee Coughlin presented a request from the VFW to operate their buddy poppy sales on the corner of Chippewa Street and Wright Avenue and also at Second Street and Wright Avenue on May 8, 2021. Motion by Reynolds, second by Maloney to allow the VFW to operate their buddy poppy sales on May 8, 2021. Carried 5-0.

Very nice thank you from Lee and Connie Coughlin for the money that was donated on behalf of Trustee Coughlin's mothers passing.

Police Chief Sawyer stated that they are all set for the festival after meeting with several committee chair personnel and feel that the biggest issues will be traffic flow and parking as usual; new car should be here in just a few weeks.

Motion by M. Davidson, second by Coughlin to approve invoices in the amount of \$68,155.54. Carried by roll call vote 5-0.

Motion approved to adjourn at 8:22 pm. Carried 5-0.

Respectfully submitted by  
Gina L Gross, Village Clerk

VILLAGE OF SHEPHERD  
Minutes of Meeting  
May 3, 2021

Regular meeting of the Shepherd Village Council held on Monday, May 3, 2021. Meeting was called to order at 7:00 p by President DeGraw.

Pledge of Allegiance

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

Motion by Coughlin, second by Reynolds to approve minutes as amended of the meeting held on April 19, 2021. Carried by roll call vote 6-0.

**Public Comment:** Merlene Koutz Jr, 280 E Orchard, questioned the property at 305 E Wright Avenue being sold again, will the old, tall gas sign be removed?

**Committee Reports:** (Capital, DPW, Festival, Finance, Fire, Personnel, Police, PC/ZBA/Zoning)

Festival: DeGraw asked Council their thoughts on the normal \$1500 that is billed to the Festival for additional help from the Village employees. Motion by Coughlin, second by Reynolds to waive the \$1500 that is normally billed to the Festival each year for the 2021 Festival year. Carried 6-0.

Fire: Very nice Firemen Appreciation dinner with Former Chief Don Brown receiving a nice award of 50 plus years on the Shepherd Tri Township Fire Department.

Personnel: evaluations will be starting soon

Planning Commission: 540 W Wright, Site Plan review for May 11<sup>th</sup>. Drainage issue has been taken care of however, the hard surfacing of the parking lot has not. Need to discuss and possibly considered due to Covid an extension.

ZBA: May 4<sup>th</sup> there are 3 variance requests. 208 N Second for a fence; 222 E Cottage for a pool deck and 207 S Third for a ramp.

Zoning: fence approved at 108 W Cottage; carport approved at 401 N Fourth. Pending: carport at 311 N Fifth Street that may be too close to the alley.

**Old Business:**

Purchase Requisitions: none

Bridge at Salt River: DPW Supt. Davidson reported that the topographic maps were done and working with EGLE and moving forward.

ZBA Members: 2 letters of interest have been received and still waiting on a third from a resident that called and is interested and needs to supply their letter as well. With possibly 3 seats available, Council will wait until the next meeting to discuss further.

**New Business:**

Farmers Market: Discussion on when to start the market, time, cost, etc. Motion by Reynolds, second by Maloney to allow the farmers market the 1<sup>st</sup> and 3<sup>rd</sup> Saturdays of the month, June through October, 9:00 am – 1:00 pm with a \$10.00 donation to the Splash Park. Carried 6-0.

Motion by M. Davidson, second by Myers to approve invoices in the amount of \$8791.07. Carried by roll call vote 6-0.

DPW/Steve: street painting will be done based on weather; generating sidewalk lists; scheduling Central Asphalt for paving's and hoping Mr. Klumpp will be ready May/June on North Drive.

POLICE/Luke: Festival went well, pancake line was an issue, nice parade; new police vehicle should be here next week

Clerk Gross stated that the accounting firm will be here on Wednesday, May 12<sup>th</sup>.

Coughlin asked about a closed session requested by Chief Luke Sawyer.

Motion by Coughlin, second by Reynolds to move to close session at 7:28 pm as requested by Chief Luke Sawyer. Carried by roll call vote 6-0.

Motion by Reynolds, second by Coughlin to return to open session at 7:30 pm. Carried by roll call vote 6-0.

Motion approved to adjourn at 7:30 pm. Carried 6-0.

Respectfully submitted by  
Gina Gross  
Village Clerk

**Village of Shepherd  
Minutes of Meeting  
May 17, 2021**

Regular meeting of the Shepherd Village Council held on Monday, May 17, 2021. 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 – Sawyer      Attorney – Bill Shirley

Motion by Coughlin, second by Myers to approve minutes of meeting held on May 3, 2021. Carried by roll call vote 6-0.

Motion by Roth, second by Coughlin to approve the treasurer and investment report for April 2021 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 indicated that a meeting has been scheduled for Monday, May 24th

Festival: Trustee Maloney reported that she shared Council information at the last meeting that the Village is waiving the \$1500 wage billing for festival and she also shared the after-action report from the police department. Served around 3600 meals and sold 500 boxes of sausage.

Planning Commission: Trustee Coughlin stated that the committee approved R & R Sales at 540 W. Wright, office space located within the R & R Venue of 550 W Wright. The Planning Commission members discussed the finishing projects yet to be completed at the R & R Venue and set a completion date of October 1, 2021.

Discussion was also held regarding bed & breakfasts in the R1, R2 and R3 districts. They are currently allowed in the R1 and R3, but the R2 is through special exception. The commission will be reviewing this with a proposal to the Council for any requested changes.

June 8<sup>th</sup> is the next meeting with a site plan review for 302 W Wright for a mortgage office.

ZBA: Trustee M. Davidson shared her concerns from the last meeting that was held about their learning processes. After having the training with Tim she feels the board is sharing their thoughts more.

**Old Business:**

Purchase Requisitions: None

Farmers Market: 2 dates fall on holiday weekends. Council agreed to keep the schedule the same for 1<sup>st</sup> and 3<sup>rd</sup> Saturdays of the month.

ZBA Members: 3 letters of interest were received for seats on the Zoning Board of Appeals. There has been 1 resignation of Bob Lemorie, 1 upcoming resignation of John Harris and consideration of expiration of terms.

Motion by Coughlin, second by Maloney to appoint Lindsey Read-Smith in the vacant seat of Bob Lemorie. Carried by roll call vote 6-0.

Motion by Coughlin, second by Roth to appoint Bruce Curtiss to the vacancy of John Harris' seat upon his resignation. Carried by roll call vote 6-0.

Letter to be sent to Reynolds regarding interest on board and discussion with Hawkins regarding interest as Chair of the board.

Water rate study: Trustee Coughlin discussed adding sewer into the updated plan. DPW Superintendent Davidson will reach out to Mike with Michigan Rural Water on a time to come in and replenish the water/sewer rate increase plan.

**New Business:**

After school party held by splash park committee: splash park committee of the village would like to have an after-school party in the village park, Veterans Memorial Park, on June 9<sup>th</sup> to promote the splash park, games, prizes, mini fundraising event. Insurance is covered through the Village as this is a village project. Motion by Roth, second by Maloney to approve the after-school party in the Veterans Memorial Park to promote the splash park on June 9<sup>th</sup>. Carried by roll call vote 6-0.

Discussion on the tall old business sign at 305 E Wright Avenue. Village is seeking inspection on the sign with the new owners.

DPW Superintendent Davidson stated that the sidewalk program is in motion. The residents being contacted are being compliant and thankful too; getting information on mosquito control.

Police Chief Sawyer stated that they have been posting several lawns/yard clean ups as its that time of year; railroad sign was destroyed in a single car accident, be cautious when trains come through as they do have RR crew helping with the road closure; new vehicle will be here as soon as the cage is installed; parade for Shepherd high school graduates will be this Sunday, May 23<sup>rd</sup>; Federal Rd speed limit will remain the same as been since there would need to be a traffic study completed that costs \$2500.

Clerk Gross indicated that the year end accounting process went well and the firm was pleased with the documentation.

Motion by M. Davidson, second by Maloney to approve invoices in the amount of \$27,645.24. Carried by roll call vote 6-0.

Motion approved to adjourn at 8:27 pm. Carried 6-0.

Respectfully submitted by  
Gina L Gross, Village Clerk



VILLAGE OF SHEPHERD  
Minutes of Meeting  
June 7, 2021

Regular meeting of the Shepherd Village Council held on Monday, June 7, 2021. Meeting was called to order at 7:00 p by President DeGraw.

Pledge of Allegiance

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

Motion by Coughlin, second by M. Davidson to approve minutes as amended of the meeting held on May 17, 2021. Carried by roll call vote 7-0.

**Public Comment:** None

**Guest:** Randy Palmer, owner of 305 E Wright Avenue approached council as the new owner of the vacant property at 305 E Wright Avenue and looking for guidance on business/businesses for the Shepherd area. Mr. Palmer also addressed the council about probably marijuana facilities. Council did indicate that the village did opt out of the marijuana facilities.

**Committee Reports:** (Capital, DPW, Festival, Finance, Fire, Personnel, Police, PC/ZBA/Zoning)

Capital: continuing to discuss and gather information on solar, windmills and ramps. Next meeting is June 28<sup>th</sup>.

Festival: thank you was received from the board for the village waiving the police and DPW employee wages during the festival this year. Trustee Maloney discussed the idea of the festival utilizing the State program with students that are available through the summer months.

Fire: SCBA's paid off early saving about \$3500 in interest; next focus will be on the truck; DNR grants being sought; 2% grand received for the 800 frequency radios; runs to date are 262, in 2020 it was 256 and in 2019 it was 300; currently the board is meeting with individuals on personnel issues and meetings have been held at Lincoln Hall.

Planning Commission: meeting tomorrow evening for 302 W Wright Avenue for a new mortgage office.

ZBA: 222 E Cottage was approved for a variance for the placement of a pool deck.

Zoning: 307 W Orchard, 7 x 7 garden shed approved; 165 E Wright, pool, shed, move fence was approved; 222 E Cottage, pool deck was approved with variance. Bruce Bigard on Dearing Drive has been sent a letter of violation regarding a fence in his back yard.

**Old Business:**

Purchase Requisitions: Village office and Police Department submitted a request for new computers in the amount of \$2839.96. Motion by Reynolds, second by Myers to approve \$2839.96 to CMS for 3 new computers and 1 monitor for the village office and police department. Carried by roll call vote 7-0.

ZBA Members: resignation from Jim Olson was presented to Council. Motion by Maloney, second by M. Davidson to accept the resignation from Jim Olson for the Shepherd Zoning Board of Appeals effective immediately. Carried 7-0.

Discussion regarding other members on the ZBA board that have not been making the meetings and not giving any notification of their attendance. Trustee Roth will speak with Reynolds and Trustee Coughlin will speak with Hawkins to see about their future involvement with the ZBA.

President DeGraw reported that a grant of \$30,000 was awarded to the Village Splash Park from the Gerstacker Foundation. Wonderful news!

Phase II of the splash park – the village capital projects committee would like to be involved.

The committee has approved to move forward with the groundbreaking with more information to come on when that will happen.

**New Business:**

DPW Davidson/Clerk Gross reported that the water rate study will start by meeting with the new representative from Michigan Rural Water on July 7<sup>th</sup> and/or July 8<sup>th</sup> with Steve and Gina; then there will be a meeting with the Council currently scheduled for 6:00 pm on July 19<sup>th</sup> prior to the regular Council meeting.

Clerk Gross will put a notice out that the Council meeting will start at 6:00 pm on 7.19.21.

Chief Sawyer discussed the Lucas (CPR) machines and how important they are to have; discussion on any future marijuana facilities in the village and reminding everyone this is still federal illegal and also must be 1000 feet from school property, there are some good in these types of facilities too.

Chief will be in dunk tank right after Village President DeGraw on Wednesday promoting the splash park at the after-school bash at Veterans Memorial Park.

Discussion will be held with Melody regarding issues at the ball fields, but are being handled.

DPW Davidson stated that Wonsley's Tree Service will be in next week for tree trimming; Central Asphalt will be doing North Drive and 1<sup>st</sup> Street this week; Mr. Krafft will hopefully be returning to work on July 1<sup>st</sup> and sidewalks are coming along.

Clerk Gross reported the Act 51 report is in progress and also the account number transitioning is in full swing with BS & A and will take some research, changes and time.

Motion by M. Davidson, second by Myers to approve invoices in the amount of \$121,780.58. Carried by roll call vote 7-0.

Motion approved to adjourn at 8:29 pm. Carried 7-0.

Respectfully submitted by  
Gina Gross, Village Clerk

**Village of Shepherd  
Minutes of Meeting  
June 21, 2021**

Regular meeting of the Shepherd Village Council held on Monday, June 21, 2021. Meeting was called to order at 7:00 pm by President DeGraw.

**Pledge of Allegiance**

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

Motion by Coughlin, second by Roth to approve minutes of meeting held on June 7, 2021. Carried by roll call vote 5-0.

Motion by Roth, second by Coughlin to approve the treasurer and investment report for May 2021 as presented. Carried by roll call vote 5-0.

**Public Comment:** M. Koutz, 280 E Orchard, asked that Council have their Zoning Boards review fences better and that the ordinance be reviewed. The concern is allowing fences to be on the property line or 6 inches inside the property line and how debris builds up in between the fences. Discussion resulted in possible grass ordinance violation and/or concerns that should be handled between the property owners themselves.

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

Planning Commission: Site plan for 302 W Wright for a mortgage office was approved. Committee reviewed bed & breakfasts being allowed in R1 and R3 by right and in a R2 by special exception. Committee would like Council to consider changing this to not allow in the R1 district and in the R2 and R3 allow by special exception. This will be reviewed by the Capital Projects Committee.

Zoning: 105 N Fourth Street was approved for a deck

**Old Business:**

Purchase Requisitions: None

Artisan Market/Village garage sales/street closure: committee is looking for approval to close Wright Avenue from 1<sup>st</sup> to 3<sup>rd</sup> Streets for a car and motorcycle show. This will be part of the Artisan Row that will be held in the Village Park during the garage sale weekend of August 12, 13 and 14. The car/bike show would only be on Saturday, August 14<sup>th</sup> from 9:00 – 4:00. More

review needs to be done with Committee and Council as the groundbreaking of the Splash Park may be near that time.

ZBA Members/PC resignation of Peters: Dave Peters has submitted his notice of resignation from the Planning Commission as he is moving from the Village. Motion by Coughlin, second by M. Davidson to accept the resignation from Dave Peters from the Planning Commission. Carried 5-0.

Clerk Gross spoke with Paul Hawkins, Chair of the Zoning Board of Appeals, who stated that he is still interested in being on the ZBA.

Trustee Roth spoke with Bruce Reynolds from the ZBA. Mr. Reynolds stated that he would be submitting his letter of resignation. Once the notice is received, a new member will be appointed.

Water rate study: July 7<sup>th</sup> and 8<sup>th</sup>, DPW Davidson and Clerk Gross will meet with a representative from Michigan Rural Water. Monday, July 19<sup>th</sup> at 6:00 pm there will be a meeting with the Council prior to the regular Council meeting to review documents and procedures.

**New Business:**

Resolution for Youth Football: Youth Football is requesting to have a resolution approved to allow them to sell raffle tickets in the Village for a fundraiser to win a 4-wheeler. Motion by Roth, second by Maloney to approve the resolution to allow Shepherd Youth Football to sell raffle tickets in the Village for a fundraiser. Carried by roll call vote 5-0.

Trustee M. Davidson asked about the police car repair and what happened. President DeGraw stated that one of our police officers side swiped the police department garage.

Trustee Roth reported that GFI, developers of Red Maple Lane, received their notice of mowing by the Village of the 1<sup>st</sup> parcel on the north side. Mr. Leonard called Mr. Roth to inform him that GFI has dissolved as of December 2020 and will be letting the property go to tax sale. Council asked that a letter be issued to the Village.

DPW S. Davidson reported that sidewalk work continues, paving projects and tree work. Clerk Gross reported that the Act 51 report has been submitted and now working on the F65 report but will need to wait to receive the MERS annual report to complete it.

Motion by M. Davidson, second by Coughlin to approve invoices in the amount of \$135,571.37. Carried by roll call vote 5-0.

Motion approved to adjourn at 7:55 pm. Carried 5-0.

Respectfully submitted by: Gina L Gross, Village Clerk

VILLAGE OF SHEPHERD  
Minutes of Meeting  
July 6, 2021

Regular meeting of the Shepherd Village Council held on Tuesday, July 6, 2021. Meeting was called to order at 7:00 p by President DeGraw.

Pledge of Allegiance

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

Motion by Coughlin, second by Myers to approve minutes of the meeting held on June 21, 2021. Carried by roll call vote 5-0.

**Public Comment:** None

**Committee Reports:** (Capital, DPW, Festival, Finance, Fire, Personnel, Police, PC/ZBA/Zoning)

Capital: Trustee Myers stated that the committee met and are working on ordinances for windmills, carports, etc.

Police: Trustee Coughlin reported the committee met and discussed code of ordinances on discharge of firearms and/or use of weapons.

Planning Commission: Trustee Coughlin stated that the Commission will be meeting to discuss a bed and breakfast ordinance.

**Old Business:**

Purchase Requisitions: 1 submitted from DPW for \$16040 for garage doors from Johnson Door, Mt. Pleasant. Motion by Coughlin, second by Maloney to approve \$16040 to Johnson Door for garage doors for the Department of Public Works from the money that was budgeted for future CD. Carried by roll call vote 5-0.

Zoning Board/PC: waiting on resignation letter from Bruce Reynolds, Trustee Roth will reach out to him again. Once resignation is approved, new member will be appointed.

Artisan Row/Car & Bike Show: Cancelled, next one will be in the Festival Park north of town benefitting Fine Arts of Shepherd Schools.

July 19<sup>th</sup> Council meeting is scheduled for 6:00 pm with representative from MRWA, Michigan Rural Water Association.

**New Business:**

Miss Dig: President Degraw discussed charges from Miss Dig and would like to seek information on charges to cities, villages, etc. and how their process works.

DPW Supt. Davidson provided Council with a drawing of the future DPW barn. DPW is working on sidewalks, lagoons, streets. Waiting on bridge permit from the State still and also on the updated Parks & Rec Plan from Rowe Inc. Trustee Coughlin asked about the width of the building and if there was any consideration of going wider for future use.

Trustee Coughlin stated that the local VFW decided not to hook into the Village services, but have been approved for their own through the Health Department.

Chief Sawyer informed Council of the upcoming election on August 3<sup>rd</sup> that includes the county wide 911 surcharge renewal. There are over 117,000 calls per year and this is not new, but a renewal and to please consider a yes on the ballot.

Motion by Coughlin, second by Myers to approve invoices in the amount of \$16,003.66. Carried by roll call vote 5-0.

Motion approved to adjourn at 7:57 pm. Carried 5-0.

Respectfully submitted by  
Gina Gross, Village Clerk

**Village of Shepherd  
Minutes of Meeting  
July 19, 2021**

Regular meeting of the Shepherd Village Council held on Monday, July 19, 2021. Meeting was called to order at 7:00 pm by President DeGraw.

Pledge of Allegiance

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

Absent: Myers

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

Motion by Reynolds, second by Coughlin to approve minutes of meeting held on July 6, 2021. Carried by roll call vote 6-0.

Motion by Maloney, second by Reynolds to approve the treasurer and investment report for June 2021 as presented. Carried by roll call vote 6-0.

**Public Comment:** Jerry Jalozynski, 3666 S Shepherd, discussed the ARP \$ available for municipalities and filing deadline of July 27<sup>th</sup>; new jail location; Code Red is now Rave with less cost; 911 renewal on ballot; St. Vincent electronic sign for public information and taking donations

President DeGraw asked Commissioner Jalozynski about the 800 radios in the County regarding the cost and operation of them without extra towers. Needs to be reviewed.

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

Planning Commission: Trustee Coughlin discussed the Bed & Breakfast language that was presented by the Planning Commission and would like Council to review it for the next meeting.

Zoning: 8155 Federal Rd was approved for a pool and fence; 214 Cottage was approved for a fence. Mitchell's Deli owners will be applying soon for a new coffee shop in their building at 197 E Wright Ave.

**Old Business:**

Purchase Requisitions: None

ZBA Members/PC – no written resignation has been given from B. Reynolds, however there was a verbal and his term has expired. Attorney Shirley stated that we are good to move forward. Motion by Maloney, second by Coughlin to appoint Alice Johnson to the Zoning Board of Appeals. Carried by roll call vote 6-0.

Questions arose about the R & R Venue and their completion. Trustee and PC Member Coughlin replied that the PC gave them until October 1<sup>st</sup> to complete their hard surface parking area, fence and landscaping.

**New Business:**

Combine property request/Red Maple Lane & Salt River Drive: property owners of the lots on the southeast corner of Chippewa Rd and Red Maple Lane would like to combine their 2 parcels into one for future construction of duplexes. Discussion and question were based on map provided showing 3 parcels, construction plans, placement of driveways, part of Bluejay Meadows Association? Need to be reviewed and table until next meeting.

Coronavirus Local Fiscal Recovery Fund/Covid funds: Clerk Gross and DPW Supt. Davidson attended a meeting provided for by the County regarding these funds and it appears that the application will be less complicated than expected and Clerk Gross will complete it and submit by due date on July 27, 2021. The Village could receive approximately \$153,000 that can be used for water and sewer and a few other things, but the village will have until December 2026 to put good use to these funds.

Michigan Rural Water was postponed for this evening and is scheduled for August 16, 2021, at 6:00 pm. Clerk Gross and DPW Supt. Davidson will meet with the representative on Thursday, July 29<sup>th</sup> and Tuesday, August 3<sup>rd</sup>.

Miss Dig Process: DPW Supt. Davidson provided Council with a Miss Dig ticket that they send him that shows so many addresses that do not belong to the Village. Davidson is working with Village Attorney Shirley on a conclusion to this matter.

DPW Supt. Davidson provided a questionnaire for the Parks & Rec plan that he would like Council to renew to see if they would like to add anything or delete anything before it goes out to a survey.

DPW: new hydraulic unit received, and the Michigan Department of Transportation for the Railroad are interested in the old hydraulic unit for \$2000. Motion by Maloney, second by Reynolds to sell the old hydraulic unit to the Michigan Department of Transportation for the railroad in the amount of \$2000. Carried by roll call vote 6-0.



Walk bridge at Salt River Park is still pending with Egle permits as they are still not all back in the office.

Discussion held regarding property at the end of North Drive that has not been constructed and has piles of debris and property not being mowed. May need to send a letter of ordinance violations.

Council member Reynolds asked about bushes that cover sidewalks. <sup>Supt.</sup> Davidson replied that those need to be trimmed.

Chief Sawyer discussed the 800 radios and the expense and yes there needs to be more towers for the use of those radios. Text to 911 is now available in Isabella County. Smart911.com to sign up with your profile.

August 14<sup>th</sup> will be very busy in the Village with yard sales, Relay for Life event, big golf outing at the Maple Creek golf course.

August 26<sup>th</sup> is the Old 27 Car Tour that will be coming through the Village as in the past.

Condolences to the Reynolds family for the loss of their mother.

Motion by M. Davidson, second by Maloney to approve invoices in the amount of \$29,159.65. Carried by roll call vote 6-0.

Motion approved to adjourn at 8:25 pm. Carried 6-0.

Respectfully submitted by:  
Gina L Gross  
Village Clerk

VILLAGE OF SHEPHERD  
Minutes of Meeting  
August 2, 2021

Regular meeting of the Shepherd Village Council held on Monday, August 2, 2021. Meeting was called to order at 7:00 p by President DeGraw.

Pledge of Allegiance

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

Motion by Coughlin, second by Reynolds to approve minutes as amended of the meeting held on July 19, 2021. Carried by roll call vote 5-0.

**Public Comment:** None

**Committee Reports:** (Capital, DPW, Festival, Finance, Fire, Personnel, Police, PC/ZBA/Zoning)

Fire: President DeGraw reported there were questions and concerns from the firefighters and the Board held a meeting to hear those concerns individually. The Board asked the Assistant Chief, McClintic to step back down to a Captain's position, upon the request he submitted his resignation. The Chief, Mead was put on a 2-month probation, and he will report every 2 weeks in a meeting with a progress report to the Board. Asst. Chief was appointed to 2<sup>nd</sup> choice, Ben Bryant, as Brad Doepker declined. Craig Nelson was appointed to a lieutenant. Typically have 20 volunteers at station 1, and 10 at both station 2 and 3. Discussion on requirements of firefighting training and medical training and if volunteers could run one and not have to acquire both. Runs to date 386, last was 370 and the previous year was 375.

Planning Commission: Trustee Coughlin stated that there is a meeting August 10<sup>th</sup> for a site plan review for the Silver Spoon Coffee House, owned by Mitchell's.

Zoning: 311 N Second was approved for a ramp and shed in the rear of the home; 227 W Wright was approved for a fence; 311 N Fourth was approved for a roof over the rear deck; 410 N Fifth was approved for a fence.

**Old Business:**

Purchase Requisitions: None

Combination of property request: SWWS Shepherd LLC has requested to combine properties at the corner of Chippewa Street and Red Maple Lane. Matt Showalter, one of the owners was present and state that when the property was purchased, there were 3 parcels and when the assessor changed names it became 2 parcels. These properties are not part of Bluejay Meadows Association. Motion by Maloney, second by M. Davidson to approve the combining of parcels 31-016-00-100-04 and 31-016-00-100-07. Carried by roll call vote 5-0.

President DeGraw asked the status of the large property's that are not being mowed and 1 with dirt piles. Chief Sawyer and DPW Supt. Davidson will review.

**New Business:**

Need 1 PC and 1 ZBA Member: still seeking members, please share on Facebook when Clerk posts it and the Clerk will also add to the website. Please check with your neighbors, word of mouth is best.

Chief Sawyer posted about needing firefighters; update on Old 27 Car Tour – leader Craig Parrish has passed away, our condolences, but the tour is still on for August 26<sup>th</sup>; yard sales next week Aug. 12 – 14 and relay for life at the high school on Saturday. Chief and DNR checked out the buzzard issue on Cottage Street and there definitely is an issue. Looking into some options with DNR on trying to get them to move on.

Clerk Gross presented to Council from the Chamber an event they would like to have on Thursday, September 30<sup>th</sup> on Wright Avenue with dueling pianos, possible other light music and food. Will be asking for street closure for the 5pm – 9pm event but need some final information before the actual request.

Chamber will also be hosting a Bluejay Pride event, hoping that participants will decorate their businesses or flower boxes with the best Bluejay pride by September 30<sup>th</sup> for homecoming week. This will be voted on with a \$100 cash prize. Homecoming game is October 8<sup>th</sup>. More info to come!

Trustee Maloney stated the Farmers Market is this Saturday.

President DeGraw informed Council that the MERS Conference is in Grand Rapids this year on October 7<sup>th</sup> and 8<sup>th</sup> if anyone is interested in attending and to let the Clerk know.

President DeGraw shared with Council that he received a letter from Isabella County stating that Coe Township is pursuing action against WDS Trucking regarding a blight violation east of the north bound exit ramp on Blanchard Road.

Don't forget to vote tomorrow on the 911 services.

Motion by M. Davidson, second by Coughlin to approve invoices in the amount of \$5,144.56. Carried by roll call vote 5-0.

Motion approved to adjourn at 7:41 pm. Carried 5-0.

Respectfully submitted by  
Gina Gross, Village Clerk

**Village of Shepherd  
Minutes of Meeting  
August 16, 2021**

Work session with Michigan Rural Water was called to order at 6:00 pm by President DeGraw.

**Pledge of Allegiance**

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

Absent: None

Present: DPW – Davidson

7:00 pm: Police – Chief Sawyer; Attorney – Bill Shirley; Treasurer – Wilmot

Regular meeting of the Shepherd Village Council held on Monday, August 16, 2021. Meeting was called to order at 7:00 pm by President DeGraw.

Motion by Coughlin, second by Maloney to approve minutes of meeting held on August 2, 2021. Carried by roll call vote 7-0.

Motion by Reynolds, second by Myers to approve the treasurer and investment report for July 2021 as presented. Carried by roll call vote 7-0.

**Public Comment:** Jerry Jalozynski, 3666 Shepherd Rd, reported <sup>County</sup> City Administrator will be retiring end of December; Thanked everyone for the turnout at the election for the 911 surcharge and support; researching the financing for the 800-megahertz radios

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

Capital: Trustee Myers stated they met to continue reviewing several ordinances such as windmills, carports, solar panels, handicap ramps and researching with other counties. Will meet again on August 31<sup>st</sup>.

DPW: Trustee Roth stated the committee toured the lagoons; working on cattail removal

Personnel: Trustee Reynolds indicated that they will be working on evaluations soon.

Planning Commission: Trustee Coughlin reported that the PC approved the new coffee house, The Silver Spoon, at 175 E Wright Avenue.

**Old Business:**

Purchase Requisitions: None

ZBA Members/PC: Letter of interest was received from Sarah Bryant, resident at 144 E Cottage, for a vacant seat on the Shepherd Planning Commission. Motion by Maloney, second by Reynolds to appoint Sarah Bryant to the Shepherd Planning Commission. Carried by roll call vote 7-0.

Chamber street closure request: September 30<sup>th</sup> the Chamber would like to host a dueling pianos event for the community with food trucks on Wright Avenue between 1<sup>st</sup> and 2<sup>nd</sup> Street, with Wright Avenue being closed from 2:00 pm until approximately 10:00 pm. Motion by Roth, second by Reynolds, to approve the street closure for the Chamber event on Sept. 30<sup>th</sup> on Wright Avenue between 1<sup>st</sup> Street and 2<sup>nd</sup> Street from 2:00 pm – 10:00 pm. Carried 7-0.

President DeGraw informed Council that a letter was received from the attorney regarding the case with Wm. Fransted and that it is done. No further action was taken.

**New Business:**

Property of 525 W Wright Avenue: property has been for sale; realtor contacted the Village about donating this piece of property to the Village of Shepherd; the Village would accept it.

President DeGraw informed Council that the two parcels on Wright Avenue, owned by Grim Printing was "sold" to the Shepherd Sugar Bush.

Water rate study: work session set for Monday, August 30<sup>th</sup> at 6:00 pm at the Village Office.

DPW: working on sidewalks/lagoons/water tower clean out but need water tank; lagoons need cattail removal and cleaning up compost piles; first part of September will be doing storm drain clean out.

Request for closed session by DPW on employee issue: Motion by Reynolds, second by Roth to move to closed session at 7:43 pm. Carried by roll call vote 7-0.

Motion by Roth, second by Myers to move back into open session at 8:03 pm. Carried by roll call vote 7-0.

Motion by M. Davidson, second by Coughlin to approve invoices in the amount of \$32,160.46. Carried by roll call vote 7-0.

Motion approved to adjourn at 8:04 pm. Carried 7-0.

Respectfully submitted by:  
Gina L Gross  
Village Clerk

VILLAGE OF SHEPHERD  
Minutes of Meeting  
September 7, 2021

Regular meeting of the Shepherd Village Council held on Tuesday, September 7, 2021. Meeting was called to order at 7:00 p by President DeGraw.

Pledge of Allegiance

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

Motion by Coughlin, second by Reynolds to approve minutes as amended of the meeting held on August 16, 2021. Carried by roll call vote 7-0.

**Public Comment:** None

**Committee Reports:** (Capital, DPW, Festival, Finance, Fire, Personnel, Police, PC/ZBA/Zoning)

Capital Projects: Trustee Myers presented copies of proposed ordinances for carports and shipping containers. Continuing to review with other cities and villages, as it appears these might be part of the accessory building ordinance. Also still researching wind and solar energy panels.

Personnel: Pro Tem Reynolds distributed evaluation forms to department chairs to start filling out.

Planning Commission: Trustee Coughlin stated that the PC has their regular meeting next Tuesday and it appears there is no agenda items at this time but would still encourage that the committee meets to welcome the new member, Sarah Bryant to review procedures and duties.

**Old Business:**

Purchase Requisitions: None

ZBA position/letters of interest: 2 letters of interest were received; Frank Hackett and Vicki Travis. Much discussion regarding both candidates and their background, as well as their ties to the community. Motion by Roth, second by Reynolds to appoint Vicki Travis to the Zoning Board of Appeals effective immediately. Carried by roll call vote 6-1. Maloney – no.

Trustee Roth asked about the RV dump and how it is being used. Several out of towners, people just off the highway are using the free dump site and would like Council to consider reviewing it again. Several communities that have RV dump sites charge a fee.

Pro Tem Reynolds asked the status of the bridge at Salt River. DPW Davidson stated he is getting closer with EGLE/permits as it has been difficult with them still working from home.

**New Business:**

Street Administrator appointment: annual resolution appointing a street administrator for the village. Motion by Roth, second by Maloney to approve the resolution to appoint DPW Superintendent Steve Davidson as the Street Administrator for the Village of Shepherd. Carried by roll call vote 7-0.

Trick or treat/trunk or treat: Halloween is on Sunday, October 31<sup>st</sup>. Discussion that in the past we tried to move this to a different day and not to have on a Sunday and it did not go well. Motion by Coughlin, second by Roth to have trick or treat hours be 5:30 – 7:30 on Sunday, October 31<sup>st</sup>. carried 7-0.

Shepherd Chamber would like Council to consider street closing of Wright Avenue between Second and Third Streets as in years past for their trunk or treat event on the same evening of trick or treat, October 31<sup>st</sup>. Street closing will be at 5:00 pm until 8:00 pm. Will request at next Council meeting.

Consumers Energy resolution: modification to the contract consisting of poles and LED lighting at no cost to the Village. Motion by Reynolds, second by M. Davidson to approve the resolution with Consumers Energy to modify the contract for new poles and LED lighting. Motion carried 7-0.

President DeGraw discussed a letter that was addressed to him regarding blight at rental properties in the Village. After much discussion, it was decided to write a letter to all landlords regarding their properties and also including the ordinance that pertains to blight.

DPW Supt. Davidson discussed the proposed work on the water tower that is in the budget for this year and that the proposals are coming in at \$2000.00 higher now due to the tank rental. There is money in the water tower CD. Motion by Maloney, second by Reynolds to approve the current proposal at the additional \$2000.00 from the water tower CD for the water tower maintenance. Carried by roll call vote 7-0.

DPW Supt. Davidson stated that the new DPW truck is here and asked about the purchase of an 800-frequency radio for the truck at the cost of \$3500, utilizing the \$2000 that was received from the sale of the old hydraulic unit. The 800 radio will allow the DPW to be in contact with Fire and Police. Motion by Roth, second by Maloney to approve the purchase of an 800-frequency radio for the new DPW truck. Carried by roll call vote 7-0.

DPW Supt. Davidson discussed alley off N. Fourth Street, behind the homes on Wright Avenue. The request is to bring in asphalt millings from the lagoons that is stock piled and lay in this alley so it would make this alley easier to plow. One resident has no parking available on Wright Avenue and cannot access the alley during the winter months with health issues. This would also allow the other residents to be able to utilize it as well. Motion by Coughlin, second by Maloney to allow the DPW to move asphalt millings from the stockpile at the lagoons to the alley north of Wright Avenue between Fourth Street and the east property line of 129 E. Wright Avenue where the alley ends. Carried by roll call vote 7-0.

Police Chief Sawyer reported that the old police car sold for near \$7000 and will go into the police equipment CD. He and Steve/DPW are working on a form for street closure requests for events, parades, etc.

Trustee Roth asked Village Council as the Shepherd Bar owner for the approval to close the alley directly behind his bar on September 25, 2021, from 3:00 pm – 10:00 pm for a class reunion. He has spoke with the post office and there were no concerns. Motion by Reynolds, second by M. Davidson to approve the closure of the alley behind the Shepherd Bar on September 25, 2021, from 3:00 pm – 10:00 pm for a class reunion. Motion carried 6-1, Roth abstained.

Motion by M. Davidson, second by Myers to approve invoices in the amount of \$74,430.06. Carried by roll call vote 7-0.

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

Respectfully submitted by  
Gina Gross, Village Clerk



**Village of Shepherd  
Minutes of Meeting  
September 20, 2021**

Regular meeting of the Shepherd Village Council held on Monday, September 20, 2021.  
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 – Chief Sawyer  
          Attorney – Bill Shirley      Treasurer – Wilmot

Motion by Coughlin, second by Reynolds to approve minutes of meeting held on September 7, 2021. Carried by roll call vote 5-0.

Motion by Reynolds, second by Myers to approve the treasurer and investment report for August 2021 as presented. Carried by roll call vote 5-0.

Roth arrived

**Public Comment:** None

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

Festival: reviewed financials; discussed trees; Mr. Starr school Superintendent attended the meeting and stated that as of now does not see any issues that the school couldn't be used for 2022; also discussed continuing a drive through service; corn maze on festival property during Harvest Fest.

Personnel: Trustee Reynolds reminded committee chairs doing evaluations that the deadline is October 11th

Planning Commission: Trustee Coughlin reported that the PC welcomed new member Sarah Bryant and set terms. PC asked about new zoning ordinance books. Discussion on 540 and 550 W Wright and their completion deadline of October 1, 2021, at the R & R Venue. Council will send a letter to check the status and remind the property owners of their deadline.

ZBA: Have not heard from Paul Hawkins the chair of the ZBA. Sent information to all the members, including newest member Vicki Travis asking that they have a meeting to meet new member and review procedures and set terms. Clerk will continue to try and reach Chair Hawkins.

**Old Business:**

Purchase Requisitions: None

525 W Wright Avenue: property has been deeded over to the Village as a contribution from Paula Arndt, Weichert Realty in honor of her father-in-law Don "Bub" Arndt. As per the conditions she would like to see somewhat of a memorial and for the property always to be used for the public. Motion by Coughlin, second by Reynolds to accept the donation of the property located at 525 W. Wright Avenue as stated. Carried by roll call vote 6-0. Thank you to Paula Arndt for this donation.

Trustee Myers stated that the ball fields are closed <sup>for</sup> from another season.

Trustee Roth informed Council that they will NOT be using the alley on September 25<sup>th</sup> for a reunion.

**New Business:**

KBS Mortgage has invited Village Council to their grand opening on Wednesday, September 29<sup>th</sup> starting at 4:00 with ribbon cutting at 4:30 and 5:30 meet the team.

President DeGraw read a very nice letter from the Blaxton's who live on North Drive that complimented the Department of Public Works Crew.

DPW Supt. Davidson reported still working on sidewalks; lagoons; water services; prepping for leaves; alley off Fourth Street and solar panels at the lagoons.

Splash pad – end of this week or 1<sup>st</sup> of next for water service; concrete mid to late October.

2% grants being applied for are the pedestrian bridge south of Wright Avenue at Salt River and skate park at the RV dump site, along with splash park bath house.

Old bridge is at Bill's Custom Fab, but currently steel pricing is high and looking into this further and continue to wait on permits from EGLE.

POLICE Chief Sawyer stated that he attended the accreditation conference and there are 110 standards to achieve and policies; looking into new body cameras; 2% grant will be for moveable cameras to use throughout the village.

CTE program at the school teaming up with law enforcement; dealing with students and protests on mask wearing.

Continuing to work on parade/event <sup>form</sup> from with Steve/DPW.

Several dog complaints lately.

Reminder: water study work session tomorrow at 6:00 pm.

Minutes            September 20, 2021  
Page 3            Old Business cont'd...

Motion by Coughlin, second by Myers to approve invoices in the amount of \$20,671.85. Carried by roll call vote 6-0.

Motion approved to adjourn at 7:46 pm. Carried 6-0.

Respectfully submitted by:  
Gina L Gross  
Village Clerk

VILLAGE OF SHEPHERD  
Minutes of Meeting  
October 4, 2021

Regular meeting of the Shepherd Village Council held on Monday, October 4, 2021. Meeting was called to order at 7:00 p by President DeGraw.

Pledge of Allegiance

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

Motion by Coughlin, second by Roth to approve minutes as amended of the meeting held on September 20, 2021. Carried by roll call vote 7-0.

**Public Comment:** Merlene Koutz, 280 E Orchard, asked what the village can do about getting rid of turkey buzzards on Cottage Street between 2<sup>nd</sup> and 3<sup>rd</sup> Streets.

**Committee Reports:** (Capital, DPW, Festival, Finance, Fire, Personnel, Police, PC/ZBA/Zoning)

Capital Projects: Trustee Myers stated they held a meeting earlier this evening and therefore presented proposed information for shipping containers, carports, handicap ramps and miscellaneous structures while they continue to work on solar windmills

Fire: discussed budget; firefighters contract discussion on wages/salaries; firefighters having both medical and fire or just one to allow for more candidates to be on the department; ProComm presented the 800 radios; discussion of 2% grant funding for radios, also discussed towers being an issue too.

Zoning: replacement fence approved at 416 N Fifth street; amendment to add shed at 175 E Wright

**Old Business:**

Purchase Requisitions: None

R & R Venue status: Trustee Coughlin discussed the response of the parking lot and fence by the owners from the email that was asked to be sent out and there is no indication of the landscaping that is being required by the Site Plan approval. Council asked that a letter/email be sent out to the owners stating they have until October 31, 2021, to complete the paving, fence and landscaping or the business may have to cease.

Trustee Roth stated the dueling pianos went over very well and thanks to the Chamber!

**New Business:**

COVID – Personnel to look into plan for village employees

President DeGraw asked about 3 DPW trucks and wants a breakdown/justification of use.

Minutes            October 4, 2021  
Page 2             new business cont'd...

Per request by employee: Motion by Roth, second by Reynolds to move to close session at 7:43 to discuss employee issue. Carried by roll call vote 7-0.

Motion by Coughlin, second by Roth to return to open session at 7:49. Roll call 7-0.

Motion by Roth, second by Reynolds to approve 6 months unpaid leave for employee T. Krafft, effective 9.20.21 for 26 weeks. Carried by roll call vote 7-0.

Chief Sawyer discussed radios have bad signals currently and talked about additional towers possibly at CMU. Costs for towers are expensive; homecoming parade at 5:00 pm on Friday; harvest festival parade is on Sunday, October 17<sup>th</sup>; there will be 120 teams for cross country this Saturday.

DPW Davidson stated he and Chief Sawyer have reviewed the events application and presented to council for review; working on pedestrian bridge and cost projections; would like to apply for 2% grant funding or possibly seeking guidelines for the ARPA funding. (Covid relief); would like to hire a 3<sup>rd</sup> seasonal employee for the DPW. Motion by Roth, second by Maloney to approve the hiring of a seasonal employee for 35 hrs/week at \$15.00/hr, upon passing physical running through December 31, 2021. Carried by roll call vote 7-0.; porta tank for water tower work is here and working, if all goes right, should have water tower back up and running by Sunday.

Motion by M. Davidson, second by Reynolds to approve invoices in the amount of \$33,177.51. Carried by roll call vote 7-0.

Motion approved to adjourn at 8:07 pm. Carried 7-0.

Respectfully submitted by  
Gina Gross, Village Clerk

**Village of Shepherd  
Minutes of Meeting  
October 18, 2021**

Regular meeting of the Shepherd Village Council held on Monday, October 18, 2021. Meeting was called to order at 7:00 pm by President DeGraw.

**Pledge of Allegiance**

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

Motion by Reynolds, second by Maloney to approve minutes of meeting held on October 4, 2021. Carried by roll call vote 4-0.

Coughlin arrived

Motion by Roth, second by Reynolds to approve the treasurer and investment report for September 2021 as presented. Carried by roll call vote 5-0.

**Public Comment:** None

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

DPW: sidewalks  $\frac{3}{4}$  completed; report presented on <sup>Lift Station</sup> well research at McDonalds/Antiques Building with a cost of \$66,000 to take over; information on bridge was presented; water main project on North side information; completed 1<sup>st</sup> discharge; leaf pick up started; will be doing 1 more brush pick up

Festival: committee wants to get rid of old playground equipment that is on the festival property north of town; need to fill driveway at salt river park; discussed dumpster at soccer field; will have new guy at car show; will be having a new logo contest

Fire: President DeGraw talked about the generous donation to the dive team of an underground sonar camera from the Kenny family who lost their son in a drowning.

Personnel: committee working on covid guidelines and reminded department heads that evaluations are due.

Planning Commission: Coughlin reported that there was an amendment to the site plan for the Silver Spoon Coffee House at 175 E Wright Avenue that was approved for a shed in the rear yard; discussion on the R&R Venue parking lot, landscaping and fence that still needs to be completed; 231 W Wright Avenue, "A Working Man's Art" presented a preliminary site plan to

hopefully, open next spring but will provide final documents when he returns from his abroad work study in a few months; David Sprague is resigning from the Planning Commission and will present his resignation soon.

Zoning: 309 N Second was approved for a shed

**Old Business:**

Purchase Requisitions: None

R&R Venue status: there has been conversation via email with the property owner on the status of the work yet to be done. Weather has been an issue to complete the parking lot work, but it has been scheduled and will continue once weather allows per the email; and they will finish the other projects once the parking lot is done.

Truck/DPW: DeGraw discussed having a 3<sup>rd</sup> DPW truck. DPW Committee reported: cost of insurance is \$440/year, plus oil changes; use for going to additional classes, delivering water samples, etc.; used for street closures for special events and parades; use when doing meter readings. It was decided that the DPW will keep track of usage over the next few months and the Council will review again the first of the year.

**New Business:**

Contract vacation language: Council discussed the language in the union contract regarding earning of vacation time and payout and if it was accrued. It was determined based on the language that employees start accruing their vacation at their anniversary date and if an employee leaves before their next anniversary date, they are given the pro-rated vacation days earned.

President DeGraw and Trustee Coughlin met with Gary Bartow of Flies and Vandenbrink regarding the financials of the proposed water project and water/sewer rate increases. Mr. Bartow was asked to attend a meeting with the Council for a workshop to discuss loans, grants, etc. for the project. Motion by Maloney, second by Coughlin to set a workshop with the engineering firm to discuss the proposed water/sewer project for Monday, October 25, 2021, at 6:30 pm at the Village Office. Carried by roll call vote 5-0.

DeGraw, Reynolds and Gross met with Shannon of General Insurance Agency regarding the health insurance renewal for December 1, 2021. More information is being provided from General Agency and the committee will report back to Council to see about making any changes from the current plan.

Minutes            October 18, 2021  
Page 3             new business cont'd...

Motion by Coughlin, second by Maloney to approve invoices in the amount of \$24,563.17.  
Carried by roll call vote 5-0.

Chief Sawyer reported that one of the cars was damaged in a pursuit. Was the rear door of Jay's unit, suspect was apprehended and taken to jail. Cost may be around \$940 to replace the door with Powell Frame and Collision; event form is being used on a few events that have happened and upcoming and have been able to tweak it a bit; bomb threat at Mt Pleasant schools – no threat to Shepherd; shooting in Alma at the Police Department.

Motion approved to adjourn at 8:12 pm. Carried 5-0.

Respectfully submitted by:  
Gina L Gross  
Village Clerk



VILLAGE OF SHEPHERD  
Minutes of Meeting  
December 6, 2021

Regular meeting of the Shepherd Village Council held on Monday, December 6, 2021. Meeting was called to order at 7:00 p by President DeGraw.

Pledge of Allegiance

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

Motion by Roth, second by Myers to approve minutes of the meeting held on November 15, 2021. Carried by roll call vote 6-0.

**Public Comment:** Sheriff Michael Main attended the meeting to give an update on the County Sheriff's Department. Currently have 1 opening, hired Zach Ferrier back to the department and will also be training another Shepherd individual Maggie Bryant. Having 1.9 incidents per hour; plans still forthcoming on the new facility; dealing with covid like everyone else and proud of how well the facility and staff have been keeping things in order.

**Committee Reports:** (Capital, DPW, Festival, Finance, Fire, Personnel, Police, PC/ZBA/Zoning)  
Festival: making plans for the 2022 festival and there will be no meeting in December

Police: met and discussed new body cameras and wages

**Old Business:**

Purchase Requisitions: None

Trustee Coughlin presented a draft letter for the water rate increase town meeting for review.

**New Business:**

DPW: still collecting leaves and winterizing the village.

Motion by M. Davidson, second by Coughlin to pay invoices in the amount of \$28,123.90. Carried by roll call vote 6-0.

Motion approved to adjourn at 7:33 pm. Carried 6-0.

Respectfully Submitted by:

Gina L Gross  
Village Clerk

**Village of Shepherd  
Minutes of Meeting  
December 20, 2021**

Regular meeting of the Shepherd Village Council held on Monday, December 20, 2021. Meeting was called to order at 7:00 pm by President DeGraw.

Pledge of Allegiance

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

Motion by Roth, second by Coughlin to approve minutes of meeting held on December 6, 2021. Carried by roll call vote 6-0.

Motion by Coughlin, second by Reynolds to approve the treasurer and investment report for November 2021 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)

DPW: Trustee Roth reported that they met and discussed the vacant position and would like to recommend hiring Joe Terwilliger, the current seasonal employee to a full time laborer position at the \$15.88/hr rate starting January 1, 2022; have not received the first load of salt for the streets yet; doing leaves one more time; would like to consider the purchase of a used laser line striper for \$2500 from J. Childs. DPW has borrowed this equipment before and is in very good condition, new ones start at \$7100; walk bridge is at Bill's Custom Fab and will be around \$20,000 with the idea that Sugar Bush, Festival and Village will split the cost

Motion by Roth, second by Coughlin to hire Joe Terwilliger for a full-time laborer at \$15.88 per hour starting January 1, 2022, with intentions of earning certifications as presented in the personnel policy and union contract. Carried by roll call vote 6-0.

Motion by Roth, second by Reynolds to approve the purchase of a used laser line striper in the amount of \$2500.00 from Jim Childs as is. Carried by roll call vote 6-0.

Planning Commission: Trustee Coughlin stated they met and welcomed new member Frank Hackett; discussed the final deadline of June 1, 2022, for R & R Venue and asked about Stone Lodge and their request to extend their date due to issues with contractors and banks during covid. Clerk Gross will request from Kazem H./Stone Lodge their request stating that there are no changes and if there are they need to be presented to the Planning Commission for review.

**Old Business:**

Purchase Requisitions: 3 presented

Etna Supply, \$1500 for a new Sensus auto read gun

Hutson, \$8087 for a snowplow for DPW truck

Mt Pleasant Heating & Cooling, \$952 for 2 furnace repairs in the DPW green barn

Motion by Reynolds, second by Maloney to approve \$1500 to Etna Supply for a new Sensus auto read gun as needed. Carried by roll call vote 6-0.

Motion by Maloney, second by Reynolds to approve \$8087 to Hutson for a new snowplow for the newest DPW truck. Carried by roll call vote 6-0.

Motion by Coughlin, second by Maloney to approve \$952 to Mt Pleasant Heating & Cooling for 2 furnace repairs in the DPW green barn. Carried by roll call vote 6-0.

Village credit card upgrade: as previously discussed there have been issues when all departments have a balance, and it effects the total overall amount and declines use on the cards. Request is to increase the total amount to \$7500.

Motion by Maloney, second by Reynolds to increase the total credit card use to \$7500; with DPW at \$5000, Police at \$1500 and Village Office at \$1000. Carried by roll call vote 6-0.

405 Third Street ramp: Attorney Bill Shirley issued a letter after the past 2 letters from the Clerk's office were not responded to. There has been no response from the attorney's letter either and the ramp is still in place. Council asked that Chief Sawyer address the homeowner personally.

**New Business:**

2022 Council meeting schedule presented. Motion by Coughlin, second by Reynolds to approve the council meeting schedule for 2022 as presented. Carried 6-0.

Water study letter was distributed again for review with a couple of changes and will be finalized at the next council meeting for approval so that letters can go out the week of January 10<sup>th</sup> for the town meeting on January 31, 2022.

President DeGraw address the invoice that was presented by Miss Dig for \$1672.53 and would like to get further explanations of charges, coding and mapping as the Village is being charged for addresses that are not even in the Village. Clerk Gross will generate a letter. Council agreed to hold the invoice until there is an answer back from Miss Dig regarding the charges.

Motion by M. Davidson, second by Coughlin to approve invoices in the amount of \$66,899.31. Carried by roll call vote 6-0.

DPW Supt. Davidson stated that the fall discharge at the lagoons was completed and they like the solar panels, however, there are again new rules in place as for as bookkeeping side of things. Had to purchase a new, smaller, separate refrigerator for the samples as they need to not be in a cooling space with other items, such as food. There is also a requirement of acid in the office, which requires an eyewash station.

Chief Sawyer also stated that there have been several changes in state reporting all over. Toys for Tots campaign was a WIN with over 2000 toys. Attended Shop with a Cop and Shop with a Hero which is so rewarding for not only the children but for the officers as well. Been working closer with the school with the recent threats around the United States and just trying to keep things level. This is a good time for a break.

Trustee Coughlin stated that the VFW also took in over \$1500 worth of toys and \$1000 cash donation for the Shepherd Tri Township Fire Department this year. Very nice.

Motion approved to adjourn at 8:01 pm. Carried 6-0.

Respectfully submitted by:  
Gina L Gross  
Village Clerk

VILLAGE OF SHEPHERD  
Minutes of Meeting  
November 1, 2021

Regular meeting of the Shepherd Village Council held on Monday, November 1, 2021. Meeting was called to order at 7:00 p by President DeGraw.

Pledge of Allegiance

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

Absent: Maloney

Present: DPW - Davidson Attorney – Shirley

Motion by Roth, second by Reynolds to approve minutes as amended of the meeting held on October 18, 2021. Carried by roll call vote 6-0.

**Public Comment:** None

**Presentation:** Matt Mead, Shepherd Tri Township Fire Department Fire Chief, presented the year end report and invoice for wages to the Village Council.

**Committee Reports:** (Capital, DPW, Festival, Finance, Fire, Personnel, Police, PC/ZBA/Zoning)

Personnel: waiting on one final evaluation to be completed; presented covid guidelines and discussed having testing options available, such as in home/work testing kits. Motion by Reynolds, second by Coughlin to approve the purchase of covid in home/work test kits to have available for Village employees if they would like to be tested. Carried by roll call vote 6-0. More discussion on the covid policy at the next council meeting.

Planning Commission: Trustee Coughlin stated that David Sprague has resigned from the Planning Commission. There is still an interest from resident Frank Hackett. Motion by Coughlin, second by Roth to appoint Frank Hackett of 402 N Third, to the Village of Shepherd Planning Commission. Carried by roll call vote 6-0.

Zoning: 158 E Cottage was approved for a lean to behind the garage.

**Old Business:**

Purchase Requisitions: None

R & R Venue status: property owner has kept us posted on the groundwork that is being completed at 540/550 W Wright Avenue. There is visual proof of the parking lot being worked on, yet there has been some struggle with weather and timing for the pavement. They continue to keep us posted.

Workshop water study reschedule - due to attendance the previous meeting was cancelled. Motion by Reynolds, second by Coughlin to schedule the water study workshop with the engineering firm for November 10, 2021, at 6:00 pm at the Village Office. Carried 6-0.

Minutes            November 1, 2021  
Page 2             cont'd...

**New Business:**

Health insurance: renewal is December 1<sup>st</sup> and there are other options available if Council feels the need to change. The increase for this year is just over 4%. More information to come from General Agency regarding HAS and HRA's.

DPW Davidson sated the leaf collection is in full gear; last brush pick up tomorrow; will switching trucks to winter equipment; possible small concrete pour if weather still permits; dump truck on delay with International; cross bridge at Salt River is still awaiting permits and Sugar Bush Committee will be meeting soon on their determination.

Motion by M. Davidson, second by Coughlin to pay invoices in the amount of \$58,994.75. Carried by roll call vote 6-0.

Motion approved to adjourn at 7:50 pm. Carried 6-0.

Respectfully Submitted by:

Gina L Gross  
Village Clerk

**Village of Shepherd  
Minutes of Meeting  
November 15, 2021**

Regular meeting of the Shepherd Village Council held on Monday, November 15, 2021. Meeting was called to order at 7:00 pm by President DeGraw.

Pledge of Allegiance

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

Motion by Coughlin, second by Reynolds to approve minutes of meeting held on November 1, 2021. Carried by roll call vote 4-0.

Motion by Reynolds, second by M. Davidson to approve the treasurer and investment report for October 2021 as presented. Carried by roll call vote 4-0.

**Public Comment:** None

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

Fire: budget; software update increased budget by approximately \$3000 per year; firefighter contract review on wages, bonus, etc.

Personnel: waiting on 1 final evaluation

Planning Commission: Coughlin presented minutes from last meeting; discussed R & R Venue on their final completion. Coe Township allowed until June 2022 to complete paving on the west end of property. Village still requires landscaping, fencing, storage units updated and paving. Continued contact regarding plans for the remaining completion.

Office was contacted regarding sales of artwork on the mortgage company at 302 W. Wright, Clerk will contact Zoning Administrator.

Stone Lodge was discussed per their addition that has been permitted almost a year ago and would like to know the status as the property will need to reapply or extend the current permit if still needed.

Zoning: 405 N Third still has a ramp located in the front yard that was never approved but contact has been made. Attorney William Shirley will address the property owner with a letter from his office.

**Old Business:**

Purchase Requisitions: None

Employee payout/Krafft: accrued vacation hours are 104. Motion by Reynolds, second by M. Davidson to payout 104 accrued vacation hours to Mrs. Thomas Krafft, after the passing of Tom on 11.3.21. Carried by roll call vote 4-0.

Chamber Christmas Parade: December 2, 2021, at 5:45 is the Holly Jolly Christmas Parade from the school bus lot, north on Chippewa, west on Wright Avenue to First Street. Motion by Reynolds, second by M. Davidson to allow the Christmas parade on December 2, 2021, at 5:45 pm down Wright Avenue from Chippewa Street to First Street. Carried 4-0.

Blue Cross Blue Shield insurance renewal is December 1, 2021, with an approximate 4% increase. Motion by Coughlin, second by Reynolds to remain with the same insurance plan with Blue Cross Blue Shield of Michigan with an approximate 4% increase renewing December 1, 2021. Carried by roll call vote 4-0.

Pro Tem Reynolds asked the status of any conversation with the Sugar Bush regarding the bridge at Salt River. DPW Supt. Davidson replied nothing yet and still waiting on EGLE.

**New Business:**

Village credit card: with having issues occasionally when all departments are using credit cards, it puts holds on purchases; with this said if there was an increase to \$7500 for a total for all 3 departments, it could help solve the issue. More discussion and research.

Trustee Coughlin asked about rate study and letter to residents. Next work study will be on Monday, November 29, 2021, at 6:15 pm.

DPW: finishing up leaves and preparing for the winter season

Chief: Toys for tots until December 14<sup>th</sup>; parade/event form is still being tweaked with DPW; mental health training for officers in January

Clerk asked about holiday schedule for Christmas and New Year's  
Motion by M. Davidson, second by Reynolds for the following holiday closings: December 23<sup>rd</sup> and 24<sup>th</sup> for Christmas; December 30<sup>th</sup> and 31<sup>st</sup> for the New Year. Carried 4-0.

Motion by Reynolds, second by M. Davidson to move the January 3<sup>rd</sup> Council meeting to Tuesday, January 4<sup>th</sup>. Carried 4-0.



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Motion by M. Davidson, second by Reynolds, to move to closed session at 8:02 pm to discuss employee issue by request. Carried by roll call vote 4-0.

Motion by M. Davidson, second by Reynolds, to resume open session at 8:16 pm. Carried by roll call vote 4-0.

Motion by M. Davidson, second by Coughlin to approve invoices in the amount of \$58,750.12. Carried by roll call vote 4-0.

Motion approved to adjourn at 8:12 pm. Carried 4-0.

Respectfully submitted by:  
Gina L Gross  
Village Clerk