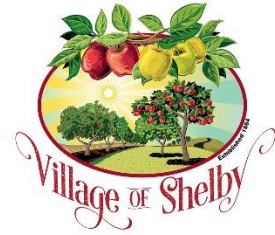


**VILLAGE OF SHELBY  
REGULAR COUNCIL MEETING OF MONDAY, FEBRUARY 12, 2024 at 6:00 P.M.  
COUNCIL PROCEEDINGS**



**1. CALL TO ORDER:**

The regular meeting of the Common Council of the Village of Shelby was called to order at 6:00 P.M. by President Paul Inglis.

**2. ROLL CALL:**

Answering the roll call: Mike Termer, Steve Crothers, Paul Inglis, Dan Zaverl, Damian Omness, and John Sutton.

Absent: Curt Trott.

Staff present: Village Administrator Brady Selner, Village Clerk/Treasurer Crystal Budde, DPW Supervisor Jeremiah Helenhouse, and Police Chief Dean Roesler.

**3. PLEDGE OF ALLEGIANCE:** All stood for the pledge.

**4. INVOCATION:** Invocation was shared.

**5. MINUTES:**

a.) January 22, 2024

Mike Termer moved to approve the minutes of the Regular Council meeting of January 22, 2024 as corrected.

Seconded by: Steve Crothers.

Voice Vote: All in favor.

Motion Carried.

Absent: Curt Trott.

b.) January 29, 2024 – Budget Work Session

Steve Crothers moved to approve the minutes of the Special Council Budget Work Session of January 29, 2024 as presented.

Seconded by: Mike Termer.

Voice Vote: All in favor.

Motion Carried.

Absent: Curt Trott.

**6. ADDITIONS TO THE AGENDA:** No Additions to Agenda.

**7. PRESIDENT'S REPORT:** Nothing to report.

**8. ADMINISTRATOR'S REPORT:**

VA Selner reported that the draw down test to determine the appropriate pump size for the new Well has been completed. The pump will be ordered following EGLE approval. Once it arrives, Northern Pump will be on site to perform the installation and complete the internal piping into the Well House.

The Village has received additional donations for the Getty Park project. Shelby State Bank has committed \$40,000.00 and Shelby Rotary Club has committed \$15,000.00. Mishelle Comstock has also committed to personally donating \$1,000.00.

The bid opening for the First Street project will be on March 12, 2024. This is the collaborative road project with the Oceana County Road Commission and Shelby Township.

VA Selner reported that he has officially submitted his letter of resignation as the Village Administrator. His last day of employment with the Village of Shelby will be on March 13, 2024. He thanked the Village Council and the community for the opportunity to serve the Village of Shelby. VA Selner has accepted a position with the Village of Spring Lake.

## **9. DEPARTMENT HEADS' REPORTS:**

DPW Supervisor Jeremiah Helenhouse and Chief Roesler had nothing to report.

**10. CORRESPONDENCE:** No Correspondence.

## **11. CITIZEN PARTICIPATION:**

Richard Raffaelli, Shelby Township Supervisor, stated that he will miss working with Brady Selner. He has done many great things for the Village of Shelby. Mr. Raffaelli stated that Shelby Township has written a letter addressed to the Hart-based VFW stating that there is no objection to the removal of the tank that is currently located at Tank Park in the Village of Shelby. He requested that the Village also write a letter stating there is no objection to the removal of the tank and that there will be no financial commitment for the move. The VFW owns the tank and is planning to move the tank from the current location in the Village of Shelby to the Veterans Memorial area in the City of Hart.

## **12. OLD BUSINESS:**

### a.) Fiscal Year 2024/2025 Draft Budget Review

The proposed Fiscal Year 2024/2025 Draft Budget has been updated based on comments received from the Village Council Budget Work Session held on January 29th:

1. The updated budget includes both revenue and expenses in the Water Fund for the completion of Well 2.
2. The full-time park maintenance employee is budgeted to work half the year-from August to the end of the fiscal year.
3. Money was added to the Police Department budget for the purchase of the in-car

cameras and updated body cameras.

4. Funds were added to have Fleis & VandenBrink complete a Project Plan for the EGLE DWSRF process and Wellhead Protection Program.
5. Repaving Sixth Street was removed from the budget. The money remains in the budget for the purpose of adding a sidewalk/pathway from the Hart-Montague Trail to Getty Park.
6. Add the cost of the Lagoon Mixer replacement in the Sewer Fund.
7. Getty Park project has been updated to account for the first contractor pay request received from McCormick Sand.
8. Money has been added to cover the cost of finalizing the Water and Sewer Ordinance rewrite.
9. Added money for the purchase of School Zone signage.
10. Interest revenue was adjusted to be 10% less from the previous fiscal year.

### **13. NEW BUSINESS:**

#### a.) SCADA System Dialer Upgrade

A more thorough update to the entire SCADA system was planned for the current fiscal year but attempts to receive proposals and quotes were unsuccessful. In addition, the anticipated costs are substantially more than originally budgeted. Updating the dialer will provide a much-needed upgrade as the current callout SCADA system is obsolete. A new system would be more effective and more accurate in letting the on-call employee know exactly where the alarm is occurring. A more thorough update to the system can be postponed and researched over the next couple of years.

Mike Termer moved to approve the quote from King Services LLC of Hudsonville, Michigan to purchase a Sentinel Cellular Dialer in the amount of \$3,434.00 plus any shipping and handling charges. Seconded by: Damian Omness.

Roll Call Vote:

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

Motion Carried 6-0.

Absent: Curt Trott.

#### b.) Lagoon Mixer Replacement

Mixer 1 is currently down due to a nonfunctional motor and bad pilot bearing. It would be replaced with everything new besides the prop which is still in working condition. This mixer is responsible for making sure no solid materials pass from pond 1 to pond 2. Mixer 2 needs a complete rebuild. That

mixer is responsible for mixing Ferric before it enters the final pond for discharge. The improvements were identified in the 2018 Asset Management Plan for Wastewater Treatment Plants and Lift Stations and budgeted for in the current Fiscal Year.

Mike Termer moved to approve quote 0055585 from Kennedy Industries of Wixom, Michigan in the amount of \$49,987.00 to replace and/or rebuild Mixers 1 and 2 at the Wastewater Treatment Plant. Seconded by: Steve Crothers.

Roll Call Vote:

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

Motion Carried 6-0.

Absent: Curt Trott.

c.) Computer Replacement

The computers at the Village Hall and the DPW garage are well past their useful life. Over the last couple of years, staff has noticed the computers are processing much slower. This was a budgeted capital improvement item for Fiscal Year 2023/2024. A single quote was received from the Village's IT provider for ease of purchase and installation.

Steve Crothers moved to approve quote VC3Q28358 from VC3 of Columbia, South Carolina to purchase five workstations, two laptops, a wireless keyboard, and mouse in the amount of \$11,469.00.

Seconded by: Damian Omness.

Roll Call Vote:

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

Motion Carried 6-0.

Absent: Curt Trott.

d.) Police Department Mobile Radios

Police radios will soon need to be encrypted. Only two of the four that the Police Department has have that ability. This was a planned capital expense within the Police Department budget for Fiscal Year 2023/2024.

Damian Omness moved to approve quote 2514069 for the purchase of two Motorola mobile radios and a three-year subscription in the amount of \$9,871.02.

Seconded by: Steve Crothers.

Roll Call Vote:

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

Motion Carried 6-0.

Absent: Curt Trott.

**14. COMMITTEE REPORTS:**

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

Nothing to report.

**b. WATER & SANITATION: Chair: Mike Termer, John Sutton:**

Nothing to report.

**c. STREETS AND SIDEWALKS: Chair: Dan Zaverl, Curt Trott:**

Nothing to report.

**d. PARKS, REC. & BLDGS: Chair: Damian Omness, Steve Crothers:**

Nothing to report.

**e. FINANCE and INSURANCE: Chair: Steve Crothers, Mike Termer:**

Nothing to report.

**f. PERSONNEL: Chair: John Sutton, Damian Omness:**

Nothing to report.

**g. ORDINANCES – Chair Curt Trott, Dan Zaverl:**

Nothing to report.

**15. PAYMENT OF BILLS:** Steve Crothers moved to approve the payment of the bills of February 12, 2024 in the amount of \$417,719.38.  
Seconded by: John Sutton.

Roll Call Vote:  
Ayes: Crothers, Sutton, Termer, Zaverl, Omness, and Inglis.  
Motion Carried 6-0.  
Absent: Curt Trott.

**16. ADJOURNMENT:** Mike Termer moved to adjourn the meeting at 7:28 P.M.  
Seconded by: Steve Crothers.

Voice Vote: All in favor.  
Motion Carried.  
Absent: Crut Trott

Council minutes are not official until approved at the February 26, 2024 Council meeting.

Approved

*Crystal Budde*

February 26, 2024

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Minutes Respectfully Submitted by Crystal Budde, Village Clerk/Treasurer

Date