



**VILLAGE OF SHELBY
REGULAR COUNCIL MEETING OF MONDAY, JANUARY 9, 2023 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, John Sutton, and Curt Trott.

Staff present: Village Clerk/Treasurer Crystal Budde, DPW Supervisor Jeremiah Helenhouse, and Police Chief Steve Waltz.

3. PLEDGE OF ALLEGIANCE: All stood for the Pledge.

4. MINUTES:

a.) December 27, 2022

Steve Crothers moved to approve the minutes of the Regular Council meeting of December 27, 2022 as presented.

Seconded by: John Sutton.

Voice Vote: All in favor.

Motion Carried.

5. ADDITIONS TO THE AGENDA: No Additions to Agenda.

6. PRESIDENT’S REPORT: Nothing to report.

7. ADMINISTRATOR’S REPORT:

VA Selner reported that he met with John Wilson to provide Fleis & VandenBrink final design comments for the Getty Park project. They will now complete the drawings for a final approval. The playground equipment was purchased last week after receiving written approval from both the MEDC and MDNR.

The Village of Shelby applied for the Drinking Water Asset Management (DWAM) Grant almost 2 years ago. VA Selner received word that the Village has received the \$185,000.00 DWAM grant. VA Selner and staff are finalizing the Fiscal Year 2023/2024 draft budget and intend to have the Finance and Insurance Committee review the draft next week.

8. DEPARTMENT HEADS’ REPORTS:

Chief Waltz reported that a rock was thrown through a door at the Ladder Community Center. Chief

Waltz has a suspect and he is anticipating charges will be forthcoming.

DPW Supervisor Jeremiah Helenhouse reported that there was a sewer main backup on Sessions Road the week after Christmas. The DPW was not able to jet out the large root; so, a contractor was called in to remove the root ball from the main. He plans to do preventative maintenance in the future to help deter this from recurring.

9. CORRESPONDENCE:

a.) Community Foundation Grant Award

The Village of Shelby has received a \$2,500.00 grant from the Oceana County Community Foundation for the Village façade program.

10. CITIZEN PARTICIPATION: No Citizen Participation.

11. OLD BUSINESS: No Old Business.

12. NEW BUSINESS:

a.) Sewer Rate Study – 3% Rate Increase Recommendation

Just over a year ago, Village Council adopted a 10% sewer rate increase to cover the increased bond payment after the USDA Bond was refinanced with Shelby State Bank to a shorter term. Village Council also authorized a Sewer Rate Study to be conducted by Baker Tilly in order to develop a long-term plan regarding the Sewer Fund. Most of the necessary capital improvements for the sewer system will be done within the next two fiscal years. One major expense that the Village will have within the next 10 years is the cleaning of the lagoon ponds. This is something that is necessary for maintenance of the lagoon system. The cost for the lagoon cleaning can be as high as \$1,265,000.00 and this would need to be paid with cash. Bonds are strictly to be used for upgrades to a system and not for maintaining an existing system. Based on all the information, it is recommended that the Village increase sewer rates by 3% annually. The average sewer rates throughout the State of Michigan are approximately \$45.00 per month. The Village’s current rates are approximately \$41.00 per month.

Mike Termer moved to adopt Resolution number 01-23. (See attached)
Seconded by: John Sutton.

Roll Call Vote:
Ayes: Termer, Sutton, Crothers, Omness, Trott, and Inglis.
Nays: Zaverl.
Motion Carried 6-1.

13. COMMITTEE REPORTS:

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

The Planning Commission is scheduled to meet on Tuesday, January 17 at 6:00 P.M. to continue

the review of the draft Zoning Ordinance rewrite.

b. WATER & SANITATION: Chair: Mike Termer, Steve Crothers:

The Water and Sanitation Committee met with Andy Campbell, with Baker Tilly, to review the Sewer Rate Study. The Wholesale Water Agreement was reviewed and discussed. The Committee had requested that VA Selner put together an information page answering some questions and risk assessments for the Village Council to be reviewed in a public forum before any action is considered by the Council.

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

Nothing to report.

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

A meeting will be scheduled in the near future to discuss the details of the Getty Park project as well as other parks within the Village.

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

There will be a meeting in the next week or two to review the Fiscal Year 2023/2024 draft budget.

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

Nothing to report.

g. ORDINANCES – Chair Curt Trott, Dan Zaverl:

Nothing to report.

14. PAYMENT OF BILLS:

a.) January 9, 2023

Steve Crothers moved to approve the payment of the January 9, 2023 bills in the amount of \$137,298.41.

Seconded by: Damian Omness.

Roll Call Vote:

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

Motion Carried 7-0.

15. ADJOURNMENT: Mike Termer moved to adjourn the meeting at 6:38 P.M.

Seconded by: Curt Trott.

Voice Vote: All in favor.
Motion Carried.

Council minutes are not official until approved at the January 23, 2023 Council meeting.

Approved

Crystal Budde January 23, 2023
Minutes Respectfully Submitted by Crystal Budde, Village Clerk/Treasurer Date



January 9, 2023

RESOLUTION

No. 01-23

**AUTHORIZING A SEWER RATE INCREASE TO MAINTAIN THE VILLAGE OF SHELBY
SEWER SYSTEM.**

At a Regular Meeting of the Common Council of the Village of Shelby, Oceana County, Michigan, held on January 9, 2023, the following Resolution was offered.

WHEREAS, the Village Council from time to time may adopt and amend certain fee schedules; and

WHEREAS, the Village of Shelby refinanced its 2006 USDA Sewer Bond to a 15-year term in order to save just under \$1.3 million; and

WHEREAS, a 10% sewer rate increase was adopted on November 22, 2021, to meet the new bond payments, sewer operating expenses, and future capital improvements;

WHEREAS, Village Council authorized Baker Tilly to conduct a Sewer Rate Study to determine long rang planning within the Sewer Fund;

WHEREAS, the Sewer Rate Study has been completed with a recommendation of a 3% rate increase,

NOW, THEREFORE, BE IT RESOLVED, the Village Council hereby establishes the following fees effective March 1, 2023:

Sewer Rates for Sewer System Users

Sewer Commodity Rate:

\$3.46 per 100 cubic feet

Sewer Readiness to Serve Charges – Monthly:

Meter Size

1"	\$24.45
1 ¼"	\$57.45
1 ½"	\$79.46
2"	\$138.14
3"	\$299.52
4"	\$534.23
6"	\$1,179.72
8"	\$2,096.61
10"	\$3,251.86

Environmental Fee – Ready to Serve per Month
\$1.27

Annual Increase in Sewer Rates Listed Above

March 1, 2024 3%

March 1, 2025 3%

Moved: Mike Termer

Seconded: John Sutton

Yes: Termer, Sutton, Crothers, Omness, Wolf, and Ingus

No: Gavel

ABSENT: X

RESOLUTION No. 01-23 Declared ADOPTED.

ADOPTED ON: January 9, 2023

**VILLAGE OF SHELBY
REGULAR COUNCIL MEETING OF MONDAY, JANUARY 23, 2023 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, John Sutton, and Curt Trott.

Damian Omness arrived at 6:05 P.M.

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

3. PLEDGE OF ALLEGIANCE: All stood for the Pledge.

4. MINUTES:

a.) January 9, 2023

Steve Crothers moved to approve the minutes of the Regular Council meeting of January 9, 2023 as presented.

Seconded by: Damian Omness.

Voice Vote: All in favor.

Motion Carried.

5. ADDITIONS TO THE AGENDA: No Additions to Agenda.

6. PRESIDENT'S REPORT: Nothing to report.

7. ADMINISTRATOR'S REPORT:

VA Selner reported that the Village of Shelby has received approval to move forward with drilling the replacement well for Well Number 2. Design will be finalized by Fleis & VandenBrink by the middle of February and put out for bid by no later than early March.

John Wilson and VA Selner had a follow up conversation on January 20, 2023 to verify the changes for the Getty Park final design. The final edits will be shared with Fleis & VandenBrink next week.

VA Selner recently had a meeting regarding the Village's Category A grant application. Although the Village has not been formally awarded the grant, it appears that it is likely to be.

VA Selner has sent final edits for the Zoning Ordinance update to Williams & Works. A Public Hearing will be scheduled soon and it is anticipated that the rewrite will be completed by March.

VA Selner has received the Editorial and Legal Analysis from General Code for the Village’s General Law Ordinance rewrite. The Editorial and Legal Analysis contains specific questions while reviewing the Village’s legislation for clarity, consistency, accuracy, and compliance with state law. A training webinar will be scheduled soon to learn how to navigate the Code Review site. The Village has until June 9, 2023 to respond to the analysis.

VA Selner reported that a Water and Sanitation Committee meeting has been scheduled for January 24 at 4:00 P.M. to continue the review of the draft Wholesale Water Agreement and to respond to the questions and concerns raised at the December 8th meeting.

8. DEPARTMENT HEADS’ REPORTS:

Chief Waltz reported that the Shelby Public Schools has been awarded a \$160,000.00 grant to cover cost of employing a School Resource Officer for three years. The grant covers half of the expenses for the officer and Shelby Public Schools will pay the remaining half of the expenses.

DPW Supervisor Jeremiah Helenhouse had nothing to report.

9. CORRESPONDENCE: No Correspondence.

10. CITIZEN PARTICIPATION:

New Era Village President Roger Fessenden; New Era Village Trustee Gary Grinwis; and, New Era Village Trustee Mark Kelly asked if the Village of Shelby could provide assistance to or point the Village Council in the right direction regarding the operation and maintenance of their sewer system. New Era’s current operator who maintains the Village’s sewer system is leaving and they are in need of someone who holds the correct licenses to take samples and do the proper paperwork until someone else is found to fill the position. VA Selner and DPW Supervisor Jeremaih Helenhouse will sit down with the New Era Village President to discuss some options and details of what New Era needs. If necessary, the matter will be brought to the Village Council for a decision.

11. OLD BUSINESS: No Old Business.

12. NEW BUSINESS:

- a.) Set Public Hearing for Fiscal Year 2023/2024 Budget

Section 15 of the Uniform Budgeting and Accounting Act (MCL 141.435) requires that cities and villages adopt a budget prior to the beginning of each fiscal year. Cities and villages are also required to conduct a public hearing on the proposed budget. Publishing the notice of the public hearing is required 6 days prior to the public hearing. The notice must include time, place and where a copy of the budget is available for public inspection. The public hearing on the budget and budget adoption will take place on Monday, February 27, 2023, at approximately 6:10 P.M.

Steve Crothers moved to set the Public Hearing for the purpose of receiving comments on the Fiscal Year 2023/2024 Budget, on Monday, February 27, 2023 at 6:10 P.M.
Seconded by: Mike Termer.

Roll Call Vote:

Ayes: Crothers, Termer, Zaverl, Omness, Sutton, Trott, and Inglis.
Motion Carried 7-0.

b.) Planning Commission Appointment – Tim Horton

Tim Horton’s term on the Village Planning Commission expired on December 31, 2022 and he has indicated an interest in continuing to serve another term. If approved by the Village Council, Tim Horton’s term would be effective January 1, 2023 through December 31, 2025.

Damian Omness moved to re-appoint Tim Horton as a member of the Village of Shelby Planning Commission; term to expire December 31, 2025.
Seconded by: Steve Crothers.

Roll Call Vote:

Omness, Crothers, Termer, Zaverl, Sutton, Trott, and Inglis.
Motion Carried 7-0.

c.) EGLE DWAM Grant Agreement

The Village of Shelby applied for the EGLE DWAM (Drinking Water Asset Management) grant just over two years ago. At the time, the Village was not within fundable range. Recently, EGLE notified the Village that we might be in the fundable range due to Public Act 53 allocating an additional \$20 million to the program. An updated application was submitted to EGLE. VA Selner was recently notified that the Village is being awarded a \$185,000.00 to complete a Water Asset Management Report and to field verify 52 service lines throughout the Village. The Village will have until December 31, 2026 to complete the work.

Steve Crothers moved to authorize the Village Administrator, Brady Selner, to sign the Drinking Water Asset Management Grant Agreement (American Rescue Plan Funded) between the Michigan Department of Environment, Great Lakes and Energy and the Village of Shelby.
Seconded by: John Sutton.

Roll Call Vote:

Ayes: Crothers, Sutton, Termer, Zaverl, Omness, Trott, and Inglis.
Motion Carried 7-0.

13. COMMITTEE REPORTS:

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

The Planning Commission met on Tuesday, January 17th for the final review of the draft Zoning Ordinance rewrite. A Public Hearing will be scheduled soon and the final draft will be presented to the Village Council for approval.

b. WATER & SANITATION: Chair: Mike Termer, Steve Crothers:

The Water and Sanitation Committee will be meeting on Tuesday, January 24, at 4:00 P.M. to review changes made to the proposed Wholesale Water Agreement.

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

Nothing to report.

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

The Parks, Recreation and Buildings Committee will meet on Monday, January 30, at 4:00 P.M. to review the Getty Park Plan as well as discuss the other parks in the Village.

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

The Public Hearing has been set for the proposed Fiscal Year 2023/2024 Budget.

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

Nothing to report.

g. ORDINANCES – Chair Curt Trott, Dan Zaverl:

Nothing to report.

14. PAYMENT OF BILLS:a.) January 23, 2023

Steve Crothers moved to approve the payment of the January 23, 2023 bills in the amount of \$60,896.84.

Seconded by: Mike Termer.

Roll Call Vote:

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

Motion Carried 7-0.

15. ADJOURNMENT: Mike Termer moved to adjourn the meeting at 6:40 P.M.

Seconded by: Steve Crothers.

Voice Vote: All in favor.

Motion Carried.

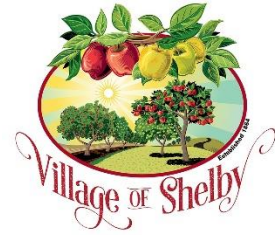
Council minutes are not official until approved at the February 13, 2023 Council meeting.

Approved

Minutes Respectfully Submitted by Crystal Budde, Village Clerk/Treasurer

Date

**VILLAGE OF SHELBY
REGULAR COUNCIL MEETING OF MONDAY, FEBRUARY 27, 2023 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 6:01 P.M. by President Paul Inglis.

2. ROLL CALL:

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

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

3. PLEDGE OF ALLEGIANCE: All stood for the Pledge.

4. MINUTES:

a.) January 23, 2023 – Work Session

Damian Omness moved to approve the minutes of the Finance Committee meeting of the Whole of January 23, 2023 as presented.

Seconded by: Steve Crothers.

Voice Vote: All in favor.

Motion Carried.

Absent: Mike Termer and Dan Zaverl.

b.) January 23, 2023

Steve Crothers moved to approve the minutes of the Regular Council meeting of January 23, 2023 as corrected.

Seconded by: Curt Trott.

Voice Vote: All in favor.

Motion Carried.

Absent: Mike Termer and Dan Zaverl.

5. ADDITIONS TO THE AGENDA: No Additions to Agenda.

6. PRESIDENT'S REPORT:

President Inglis commented that the Wholesale Water Agreement was to be on the meeting agenda for discussion; but, because Water and Sanitation Committee Chair Mike Termer and Councilman Dan Zaverl were both absent, it will be on the agenda for the meeting of March 13, 2023 for discussion purposes only.

7. ADMINISTRATOR’S REPORT:

VA Selner reported that the trees in Getty Park will be removed after March 1, 2023. A hand dig search was performed in the Getty Park and there was no evidence of any cemetery or camp found in the park. This gives the all clear to move forward with the next steps of the project.

8. DEPARTMENT HEADS’ REPORTS:

DPW Supervisor Jeremiah Helenhouse had nothing to report.

Chief Waltz reported that we will be retiring effect March 31, 2023. He has enjoyed the last 2 and one-half years with the Village.

9. CORRESPONDENCE:

a.) Steve Waltz Notice of Retirement

Steve Waltz submitted his written notice of retirement to VA Selner to be effective March 31, 2023.

10. CITIZEN PARTICIPATION: No Citizen Participation.

11. PUBLIC HEARING:

a.) Fiscal Year 2023/2024 Proposed Budget

President Inglis opened the Public Hearing for the proposed Fiscal Year 2023/2024 Budget at 6:12 P.M. The Finance and Insurance Committee met on January 19, 2023, to discuss the Fiscal Year 2023/2024 draft budget, and the Village Council met on January 23, 2023, for a budget work session on the same.

There have been a couple of changes made to the budget from the January 23 meeting. The changes include:

1. Final edits made to VA Selner’s Budget Message. The major projects and capital expenses were removed from the budget summary per Council request.
2. Additional revenues and expenditures are accounted for in the Sewer Fund (MEDC WRI) for the Industrial Drive Lift Station upgrade. Originally, it was planned for completion in Fiscal Year 2022/2023. With the supply chain issues, this project did not begin before the end of the 2022/2023 Fiscal Year.
3. Additional revenues and expenditures are accounted for in the Water and Sewer Fund to account for the Certified Grant Administrator as required by the MEDC WRI grant.

There being no public comments, President Inglis closed the Public Hearing for the proposed Fiscal Year 2023/2024 Budget at 6:19 P.M.

12. OLD BUSINESS: No Old Business.

13. NEW BUSINESS:

a.) Getty Park Conversion Survey

The Village of Shelby is working with the Shelby Public Schools to work through the MDNR conversion process to replace Getty Field with property that will connect the Hart-Montague Trail to Getty Park. The first step is to provide an updated map for the existing LWCF grant that excludes Getty Field. The updated boundary map would be uploaded through MIGrants by requesting an amendment. It is important to note that the LWCF grant would only encumber the west side of School Street. This would exclude the proposed parking along Getty Field. It would be the Village's responsibility to work with Shelby Public Schools on a plan for parking because it would no longer be eligible for reimbursement under the grant. Following the grant amendment, the Village will need to work with the school to agree on the replacement land. The replacement land needs to be of equal or greater value than the conversion property considering both the assessed value and recreation value. Since this process was not originally in the Fiscal Year 2022/2023 Budget, VA Selner is seeking approval to hire Points West Land Surveying to complete the necessary surveys. The total cost is \$1,650.00. They were selected because they completed the initial survey for the Getty Park project.

John Sutton moved to approve the Points West Land Surveying, LLC proposal to complete the necessary surveys for the Getty Park Conversion at a cost not to exceed \$1,650.00.
Seconded by: Steve Crothers.

Roll Call Vote:

Ayes: Sutton, Crothers, Omness, Trott, and Inglis.

Motion Carried 5-0.

Absent: Mike Termer and Dan Zaverl.

b.) Fiscal Year 2022/2023 Fourth Quarter Budget Status and Amendments

The Village's Fiscal Year 2022/2023 Budget has been completed. Some of the major budget amendment items to note for the fourth quarter include:

1. Adjusted interest revenue based on a higher rate of return with Shelby State Bank and MIClass.
2. Removed revenues and expenses for several projects that were delayed in Fiscal Year 2022/2023.
3. DPW time allocation is greater than past years in both Departments 441 and 691.
4. Removed allocated ARPA dollars for the Façade Grant program.
5. Adjusted Water/Sewer Fund revenue. Water and sewer rates were much higher than budgeted.

Steve Crothers moved to approve the Fiscal Year 2022/2023 Fourth Quarter Budget Amendments as presented.

Seconded by: John Sutton.

Roll Call Vote:

Ayes: Crothers, Sutton, Omness, Trott, and Inglis.

Motion Carried 5-0.

Absent: Mike Termer and Dan Zaverl.

c.) Fiscal Year 2023/2024 Budget Adoption

Steve Crothers moved to adopt Resolution Number 07-23. (See attached)

Seconded by: Curt Trott.

Roll Call Vote:

Ayes: Crothers, Trott, Omness, Sutton, and Inglis.

Motion Carried: 5-0.

Absent: Mike Termer and Dan Zaverl.

14. COMMITTEE REPORTS:

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

The February Planning Commission meeting was cancelled. The next meeting will be March 21, 2023 at 6:00 P.M. and a Public Hearing will be held regarding the proposed Zoning Ordinance rewrite and Zoning Map.

b. WATER & SANITATION: Chair: Mike Termer, Steve Crothers:

The Water and Sanitation Committee met on February 20, 2023 to review the Wholesale Water Agreement and this will be presented to the Council on March 13th for discussion.

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

Nothing to report.

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

The Committee met on January 30th to discuss the Getty Park project and property conversion. The Committee reviewed the Parks and Recreation Plan and will be working on some of the other properties in the Village this year. It was determined that only small projects would be done this year as the Village staff will be very busy with the numerous other projects that are set to commence this year.

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:

The Ordinance Committee met for a tutorial on how to navigate the website for reviewing the draft Ordinance rewrite. This will allow the Ordinance Committee to review the changes as the staff is making them. The Village staff has 100 days to respond to the questions that have been submitted regarding the rewrite.

15. PAYMENT OF BILLS:

a.) February 13, 2023

Steve Crothers moved to approve the payment of the bills of February 13, 2023 in the amount of \$65,938.44.

Seconded by: Damian Omness.

Roll Call Vote:

Ayes: Crothers, Omness, Sutton, Trott, and Inglis.

Motion Carried 5-0.

Absent: Mike Termer and Dan Zaverl.

b.) February 27, 2023

Steve Crothers moved to approve the payment of the bills of February 27, 2023 in the amount of \$36,350.75.

Seconded by: John Sutton.

Roll Call Vote:

Ayes: Crothers, Sutton, Omness, Trott, and Inglis.

Motion Carried 5-0.

Absent: Mike Termer and Dan Zaverl.

16. ADJOURNMENT: Damian Omness moved to adjourn the meeting at 6:49 P.M.

Seconded by: Curt Trott.

Voice Vote: All in favor.

Motion Carried.

Absent: Mike Termer and Dan Zaver.

Council minutes are not official until approved at the March 13, 2023 Council meeting.

Approved

Crystal Budde March 13, 2023
Minutes Respectfully Submitted by Crystal Budde, Village Clerk/Treasurer Date

**VILLAGE OF SHELBY
REGULAR COUNCIL MEETING OF MONDAY, MARCH 13, 2023 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, John Sutton, and Curt Trott.

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

3. PLEDGE OF ALLEGIANCE: All stood for the Pledge.

4. MINUTES:

a.) February 27, 2023

Steve Crothers moved to approve the minutes of the Regular Council meeting of February 27, 2023 as presented.

Seconded by: John Sutton.

Voice Vote: All in favor.

Motion Carried.

5. ADDITIONS TO THE AGENDA: No Additions to Agenda.

6. PRESIDENT'S REPORT: Nothing to report.

7. ADMINISTRATOR'S REPORT:

VA Selner reported that Hallack Contracting Inc. will likely begin work in April on the watermain and service line replacement. Village staff will be finalizing and sending the letter to all residents that will have their water service lines replaced under Contract A.

Apex Excavating has the materials on order for Contract B. They plan to complete the work in increments of 20-30 water service lines at a time.

Jackson Merkey Contractors will be starting work on the lift stations in April. The project has been delayed because they are finishing a project in another community.

The replacement of Well number 2 will be put out for bid by the end of March. Bid opening will occur either late April or early May.

The final design work for Getty Park is still being prepared by Fleis & VandenBrink. The design meeting for Getty Park was held on Friday, December 16, 2022. John Wilson and VA Selner met on January 5, 2023 to provide Fleis & VandenBrink with their final design comments in order for them to complete the drawings. Final edits were shared with Fleis and VandenBrink the last week of January. VA Selner is now waiting to hear back on their final feedback.

VA Selner is expecting to hear soon whether the Village was awarded the Category A grant for repaving First Street.

The Sixth Street sidewalk project will be put out to bid by the end of this month. It is anticipated that the cost of the project has gone up significantly since Fleis & VandenBrink formally designed the project. VA Selner still instructed them to put the project out to bid. At the time bids are received, Village Council can determine if they would like to proceed with construction.

The Planning Commission will be holding a Public Hearing for comments on the proposed Zoning Ordinance Update on Tuesday, March 21, 2023 at 6:00 P.M.

8. DEPARTMENT HEADS' REPORTS:

Chief Waltz had nothing to report.

DPW Supervisor Jeremiah Helenhouse had nothing to report.

9. CORRESPONDENCE: No Correspondence.

10. CITIZEN PARTICIPATION:

Oceana County Commissioner Phil Morse informed Council that a workforce study and survey is out for comment. They have had 230 respondents, most of which earn more than the median income in Shelby. They would like to see more respondents who are younger. He asked that, if someone knows anyone of the younger generation, to please ask them if they would take the survey. The application deadline for the broadband internet grant is March 14, 2023. This will provide high-speed internet to unserved locations throughout Oceana County.

11. OLD BUSINESS:

12. NEW BUSINESS:

a.) Household Hazardous Waste Disposal Program

This is a cyclical cost for the Household Hazardous Waste Disposal Program that the Village has been a part of since approximately 2014. The goal is to provide a way for residents to dispose of hazardous materials safely and easily so that they do not end up in our lakes, streams, groundwater, or public water supplies. Last year the Village committed \$550.00 to the program.

Dan Zaverl moved to participate in the 2023 Manistee, Mason, and Oceana Household Hazardous Waste Program and to authorize Crystal Budde, Village Clerk/Treasurer, to make payment in the

amount of \$550.00 to support the event. Be it further resolved to authorize the Village Administrator, Brady Selner, to sign the 2023 Contract and Agreement for Services by and between the Village of Shelby and the Manistee, Mason, and Oceana Conservation District.
 Seconded by: Steve Crothers.

Roll Call Vote:

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

Motion Carried 7-0.

b.) Downtown Planter Purchase

In the Fiscal Year 2022/2023 Budget, ARPA dollars were allocated to purchase planters for downtown. There was some interest in donations being offered to help offset the Village's cost, but it never fully materialized. VA Selner has re-engaged with these conversations, but he is proposing to move forward with the purchase and have any donations serve as a reimbursement. The Shelby Chamber of Commerce is organizing a downtown cleanup day on April 22, 2023. VA Selner hopes to have the planters delivered prior to April 22 in order to install them on the same day.

Steve Crothers moved to authorize the Village Administrator, Brady Selner, to accept quote number 27715 from EarthPlanter of Auburn, New York to purchase six planters in the amount of \$3,895.00.
 Seconded by: John Sutton.

Roll Call Vote:

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

Motion Carried 7-0.

c.) Industrial Pretreatment Program Agreement

Perdue Foods recently purchased the former Oceana Foods facility with the intent to produce dog treats at the facility. The industry requested connection into the Village's wastewater service. The Perdue Foods facility will be considered a Categorical Industrial User (CIU) under the meat and poultry category or a Significant Industrial User (SIU). Both CIUs and SIUs are subject to federal and state environmental regulations, including obtaining permits from the local municipality for wastewater discharge. The Village will need to develop and implement an Industrial Pretreatment Program (IPP) to issue industrial wastewater discharge permits in order to regulate the higher-level waste from the dog food manufacturing facility which will protect the Shelby Wastewater Treatment Plant (WWTP).

The total cost to setup the IPP is \$63,067.00. As part of the project, an update to the Village's Water and Sewer Ordinance is required. While some of the edits are required for the IPP to be implemented, most of the updated language will benefit the Village as a whole. For this reason, VA Selner is proposing the Village cover the cost to rewrite the Water and Sewer Ordinance.

Steve Crothers moved to authorize the Village Administrator, Brady Selner, and Village President, Paul Inglis, to sign the Cost Sharing Agreement by and between the Village of Shelby and Perdue Foods, LLC. Be it further resolved to authorize Village Administrator, Brady Selner, to sign all related proposals to begin the Industrial Pretreatment Program setup.
 Seconded by: John Sutton.

Roll Call Vote:

Ayes: Crothers, Sutton, Trott, and Inglis.

Nays: Termer, Zaverl, and Omness.

Motion Carried 4-3.

d.) Shelby Acres Memorandum of Understanding

The Village of Shelby has been working with Richard Raffaelli, who is representing Shelby Acres Development, LLC, on a development agreement for an 82-unit residential development. The Memorandum of Understanding presents both parties with expectations of how the process will proceed.

Damian Omness moved to authorize Village Administrator, Brady Selner, to sign the Memorandum of Understanding by and between the Village of Shelby and Shelby Acres Development, LLC.

Seconded by: Mike Termer.

Roll Call Vote:

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

Motion Carried 7-0.

e.) Shelby Township Property Annexation – Discussion Only

The Village of Shelby plans to annex 59 acres of property in Shelby Township for the purpose of supplying the housing development and apartment buildings with Village services. These services would include water/sewer; road maintenance; and, police services. Annexation of township property must receive approval from Oceana County Board of Commissioners. Once annexed, the property will be considered for approval by the Village Planning Commission with final approval being required by the Village Council.

Discussion ensued.

f.) Wholesale Water Agreement

After several years of discussion and consideration, the proposed watermain extension to Oceana Acres has received the necessary funding to proceed contingent on approval of a Wholesale Water Agreement by and between the Village of Shelby and Shelby Township. The Water and Sanitation Committee met to discuss the agreement on three different occasions. At the last Water and Sanitation Committee meeting, it was recommended that the draft agreement be brought to Village Council for discussion.

The agreement provides the parameters for the Village of Shelby to supply water to Shelby Township on a wholesale basis. Shelby Township will be responsible for construction, operation, maintenance, and future replacement of the watermain. The Township has indicated that they would look to contract with the Village of Shelby DPW to operate and maintain the water main on a contractual basis. The parameters of that relationship would need to be spelled out in an additional agreement.

Alternatively, Shelby Township would hire a different third-party to meet the necessary operating requirements for a municipal water system.

The addition of Oceana Acres will have virtually no impact on the capacity of water for Village residents. The maximum amount of water that Shelby Township could purchase is 1,111,040 gallons per month. If they purchase up to the maximum, it would only increase the Village's firm capacity by 1.80% moving the existing firm capacity from 13.02% to 14.82%. There is no additional risk of contamination with the addition of the watermain. A backflow preventer will be installed at the connection point. If pressure drops to a certain PSI in the township owned watermain, the backflow preventer would automatically close. The backflow preventer could also be closed for any other reason deemed necessary to prevent contamination with the Village of Shelby water supply. Under the draft agreement, the Village will charge the Township 1.25 times the commodity charge for water. It is up to Shelby Township to determine how much it will charge its customers.

A Special Meeting will be scheduled within the next 30 days in order to provide the public an opportunity to voice opinions and ask questions on the matter.

13. COMMITTEE REPORTS:

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

The Planning Commission will hold a Public Hearing on Tuesday, March 21, 2023 at 6:00 P.M. to allow for public comment on the proposed Zoning Ordinance rewrite.

b. WATER & SANITATION: Chair: Mike Termer, Steve Crothers:

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.

14. PAYMENT OF BILLS: Steve Crothers moved to approve the payment of the bills of March 13, 2023 in the amount of \$46,982.48.
Seconded by: Mike Termer.

Roll Call Vote:

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

Motion Carried 7-0.

15. ADJOURNMENT: Dan Zaverl moved to adjourn the meeting at 7:45 P.M.
Seconded by: Damian Omness.

Voice Vote: All in favor.

Motion Carried.

Council minutes are not official until approved at the March 27, 2023 Council meeting.

Approved

Crystal Budde March 27, 2023
Minutes Respectfully Submitted by Crystal Budde, Village Clerk/Treasurer Date

**VILLAGE OF SHELBY
REGULAR COUNCIL MEETING OF MONDAY, MARCH 27, 2023 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, John Sutton, and Curt Trott.

Staff present: Village Administrator Brady Selner and Police Chief Dean Roesler.

3. PLEDGE OF ALLEGIANCE: All stood for the Pledge.

4. MINUTES:

a.) March 13, 2023

Steve Crothers moved to approve the minutes of the Regular Council meeting of March 13, 2023 as presented.

Seconded by: Mike Termer.

Voice Vote: All in favor.

Motion Carried.

5. ADDITIONS TO THE AGENDA: No Additions to Agenda.

6. PRESIDENT'S REPORT: Nothing to report.

7. ADMINISTRATOR'S REPORT:

VA Selner reported that Jackson-Merkey began work on the Industrial Lift Station on Monday, March 20, 2023. The Village Council will begin to see bills related to the project in the upcoming Report to Finance reports. All of these invoices will be reimbursed by the MEDC WRI grant.

Fleis & VandenBrink held an internal meeting to finalize the plans, specifications, and bid documents for the Getty Park Renovation. VA Selner has not yet heard from them on an updated timeline.

The transition for the Police Chief position has occurred. Chief Waltz's last day was March 24, 2023. Chief Roesler started on Monday, March 20 to ensure a smooth transition. VA Selner wished Chief Waltz the best in retirement and is looking forward to working with Chief Roesler.

Shelby Public Schools has indicated to VA Selner that they are not willing to give any more property than approximately 2.5 acres for the proposed conversion. VA Selner plans to move forward with receiving proposals from three appraisers to determine if it is worth moving forward. The risk with

moving forward with the cost of the appraiser and the replacement property is that it may not meet MDNR requirements, and Shelby Public Schools is unwilling to reconfigure the replacement property to make it fit MDNR requirements. The Village will not recoup the cost of the appraiser.

The Special Meeting of the Village of Shelby to hear public comment on the Intergovernmental Collaboration for the Water extension to Oceana Acres as well as the Shelby Ridge Project is scheduled for Monday, April 3, 2023 at 6:30 P.M. at the Shelby High School library.

VA Selner is waiting for a signature from Perdue Farms for the recently approved IPP Cost Sharing Agreement. Once that is received, he will sign the proposal and will begin the IPP process.

8. DEPARTMENT HEADS’ REPORTS:

Chief Roesler had nothing to report.

VA Selner reported on behalf of DPW Supervisor Jeremaih Helenhouse. Progress continues to be made on the tree removal at Getty Park.

9. CORRESPONDENCE:

- a.) Letter received from Diana Solis

Ms. Solis wrote a letter to President Inglis regarding her concerns of how funds are being spent within the Village. She has concerns on the focus of the Community Park where only a few people drive by. She was concerned about the expenditure of funds to build a new elementary school as opposed to rebuilding the high school or adding on to the high school. Ms. Solis would like to see more focus on cleaning up the town and making the appearance of the town better.

President Inglis will be reaching out to Ms. Solis regarding her concerns. It appears she was referring to the Shelby community Park in Shelby Township and that is not within the Village of Shelby.

10. CITIZEN PARTICIPATION:

Craig Sawyer of South 48th Ave inquired as to who owns the property near the highway where the “Welcome to Shelby” sign is located. He stated that the sign is very nice but is not the first thing one sees when entering the area. One first sees an additional old sign that is in very poor condition and he believed it should be removed. President Inglis suggested that he reach out to the Shelby Township Zoning Administrator.

11. OLD BUSINESS: No Old Business.

12. NEW BUSINESS:

- a.) Village of Shelby Zoning Ordinance and Zoning Map Approval

The Planning Commission, with assistance from Williams & Works, has been working since August

2021 to complete a rewrite of the Village of Shelby Zoning Ordinance. The update creates a stand-alone ordinance which is separate from the previous joint Village/Township Ordinance. There were improvements made to the organizational structure of the document and updates were made to the graphics to better assist with interpreting the language. These changes will help stakeholders more easily navigate the document and understand the different development requirements associated with land use in the Village of Shelby. The Zoning Map was also updated to provide clear district boundaries within the Village and now includes parcel boundaries.

The Planning Commission has concluded its review and update, conducted the required Public hearing, and is recommending adoption of the Village of Shelby Zoning Ordinance and Village of Shelby Zoning Map. There are minor typos and references that will be corrected in the final document. None of these changes will change the intent or meaning of the document.

Curt Trott moved to adopt the Village Zoning Ordinance and Village of Shelby Zoning Map. (See attached)

Seconded by: John Sutton.

Roll Call Vote:

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

Nays: Omness.

Motion Carried 6-1.

Steve Crothers moved to suspend the Village of Shelby Council meeting and convene as the Shelby Zoning Board of Appeals at 7:00 P.M.

Seconded by: Curt Trott.

Roll Call Vote:

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

Motion Carried 7-0.

The Village of Shelby Council reconvened at 8:21 P.M.

13. COMMITTEE REPORTS:

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

The Planning Commission held a Public Hearing on March 21, 2023 for the approval of the Zoning Ordinance and Zoning Map rewrite. The Planning Commission's next scheduled meeting is April 18, 2023 at 6:00 P.M.

b. WATER & SANITATION: Chair: Mike Termer, Steve Crothers:

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:

Welcomed new Police Chief Dean Roesler.

g. ORDINANCES – Chair Curt Trott, Dan Zaverl:

Thanked VA Selner and the Planning Commission members for the hard work on the Zoning Ordinance rewrite.

14. PAYMENT OF BILLS: Steve Crothers moved to approve the payment of the bills in the amount of \$57,365.31.

Seconded by: Damian Omness.

Roll Call Vote:

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

Motion Carried 7-0.

15. ADJOURNMENT: Mike Termer moved to adjourn the meeting at 8:32 P.M.

Seconded by: Steve Crothers.

Voice Vote: All in favor.

Motion Carried.

Council minutes are not official until approved at the April 10, 2023 Council meeting.

Approved

Crystal Budde

April 10, 2023

Minutes Respectfully Submitted by Crystal Budde, Village Clerk/Treasurer

Date

**VILLAGE OF SHELBY
SPECIAL COUNCIL MEETING OF MONDAY, APRIL 3, 2023 at 6:30 P.M.
COUNCIL PROCEEDINGS**



1. CALL TO ORDER:

The special meeting of the Common Council of the Village of Shelby was called to order at 6:32 P.M. by President Paul Inglis.

2. ROLL CALL:

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

Staff present: Village Administrator Brady Selner and Village Clerk/Treasurer Crystal Budde.

3. PLEDGE OF ALLEGIANCE: All stood for the Pledge.

4. ADDITIONS TO AGENDA: No Additions to Agenda.

5. PUBLIC PARTICIPATION:

Public participants participated in public comment. Taped comments are available at the Office of the Shelby Village Clerk.

6. SPECIAL MEETING BUSINESS:

a.) Wholesale Water Agreement

After several years of discussion and consideration, the proposed water main extension to Oceana Acres has received the necessary funding to proceed, contingent on approval of a Wholesale Water Agreement between the Village of Shelby and Shelby Township. Directions received from the July 12, 2021 Village Council meeting were used as the guide to develop the draft agreement. The Water and Sanitation Committee met to discuss the Agreement on three different occasions and the Village Council discussed the Agreement on March 13, 2023. The Village Council agreed to hold a Special Meeting on April 3rd to gather public input from the community.

The Agreement provides the parameters for the Village of Shelby to supply water to Shelby Township on a wholesale basis. Shelby Township will be responsible for construction, operation, maintenance, and future replacement of the water main. The Township has indicated they would look to contract with the Village of Shelby DPW to operate and maintain the water main on a contractual basis. The parameters of that relationship would need to be spelled out in an additional agreement. Alternatively, Shelby Township would hire a different third party to meet the necessary operation requirements for a municipal water system.

Mike Termer moved to postpone a decision on the Wholesale Water Agreement until the April 10, 2023, Village Council meeting.

Seconded by: John Sutton.

Roll Call Vote:

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

Nays: Inglis.

Motion Carried 6-1.

b.) Shelby Ridge Development Agreement – Discussion Only

The Village of Shelby has been working with Richard Raffaelli, who is working on behalf of Shelby Acres Development, LLC, on a Development Agreement for an 82-unit residential development. The Memorandum of Understanding presents both parties with expectations of how the process will proceed. This document was approved by the Village Council at the March 13, 2023, meeting. In addition to the 82-unit development, the Village would annex and provide Village services to the property with the two recently built Peterson Farms apartment buildings.

The Village of Shelby continues to work with Shelby Acres Development, LLC to get a complete PUD application for consideration by the Planning Commission. Following Planning Commission consideration, it will be forwarded to the Village Council for a final decision. If the PUD is approved, the Village Council would then approve the annexation of the 59 acres followed by approval of the Development Agreement.

7. PUBLIC PARTICIPATION:

Public participants participated in public comment. Taped comments are available at the Office of the Shelby Village Clerk.

8. ADJOURNMENT: John Sutton moved to adjourn the meeting at 8:44 P.M.

Seconded by: Steve Crothers.

Voice Vote: All in favor.

Motion Carried.

Council minutes are not official until approved at the April 24, 2023 Council meeting.

Approved

Crystal Budde

April 24, 2023

Minutes Respectfully Submitted by Crystal Budde, Village Clerk/Treasurer

Date

**VILLAGE OF SHELBY
REGULAR COUNCIL MEETING OF MONDAY, APRIL 10, 2023 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, John Sutton, and 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. MINUTES:

a.) March 27, 2023

Steve Crothers moved to approve the minutes of the Regular Council meeting of March 27, 2023 as presented.

Seconded by: Damian Omness.

Voice Vote: All in favor.

Motion Carried.

5. ADDITIONS TO THE AGENDA: No Additions to Agenda.

6. PRESIDENT'S REPORT: President Inglis read a prepared statement regarding correspondence that took place after the Village's Special Council meeting of April 3, 2023. The Special Council meeting was to provide the general public with an opportunity to ask questions, gather information, and offer their thoughts on two topics related to the delivery of water from the Village to the Township of Shelby. On Tuesday, April 4, 2023 President Inglis and VA Selner received an email from a Council member that also went to approximately 30 other recipients. Just before noon, President Inglis received an additional email from a local businessperson who President Inglis deeply respects (he assumed it only went to him and not the 30 other recipients of the Council member's and his emails). She urged that the Council to get this to the finish line and keep the County moving forward. After having exhausted all discussion of the Wholesale Water Agreement and having been given a recommendation from those who attended the April 3rd Special Council meeting to move forward with the project, President Inglis was beginning to feel like no one wanted to make the first move and he responded to the email from the community/business leader. In his disappointment, he thanked her for her insight and then made a rather crude remark, more like locker room banter or bar room chatter. While he thought his comments had been shared only with her, they were apparently viewed by one or more of the recipients of the initial email that the Council member had sent out 5 hours earlier. President Inglis apologized to anyone who may have been angered or hurt by his remarks. In his nearly 50 years of

public service, he has always kept the best interests of the County of Oceana and the Village of Shelby close to the vest. This was his first and he assured the Council it will be the last time that he openly or publicly criticizes the Council.

7. ADMINISTRATOR'S REPORT:

VA Selner reported that Hallack Contracting Inc. will begin work in the second week of May. Letters to resident that have lead service line replacement under Contract A will be sent next week. The preconstruction meeting has been scheduled for April 27 at 2:00 P.M. Apex Excavating has the materials on order for Contract B. They plan to complete the work in increments of 20-30 water service lines. They have indicated they will begin work in the first week of May. Letters for Contract B were sent out Wednesday, April 5, 2023.

Jackson Merkey Contractors has completed much of the work at the Industrial Lift Station. There are a few items that need to be addressed before the project is finalized. There are issues with the high float back up needing to be reprogrammed, a controller issue with pump one, and fixing the lift station hatch. They are planning to start on the Harvey Lift Station either next week or the following week depending on when the electrical panel is set to arrive.

The replacement of Well 2 will be put out for bid by early next week. Bid opening is anticipated for May 4.

The design and bid documents for Getty Park are complete, but VA Selner requested they include irrigation for the grass area by the gazebo. This will take approximately one week to complete. The Village Council should see an agreement for additional road work for the Category B grant very soon. The Village has also received the MDOT Category A grant to repave First Street.

The bid opening for the Sixth Street sidewalk is scheduled for April 11, at 2:00 P.M.

The downtown planters arrived and will be placed on April 22nd during the Shelby Chamber of Commerce downtown cleanup day. The flowers will be planted on May 13th.

The Zoning Ordinance is complete, but it appears that the Oceana's Herald-Journal did not publish the Notice of Adoption in the paper on April 6th. Unfortunately, this moves back the effective date of the ordinance.

Village staff will be working on answering the questions in the Legal and Editorial Analysis over the next several months for the General Law Ordinance update.

All the proposals have been signed to begin the IPP process. VA Selner will keep the Council informed and updated as the process moves forward.

8. DEPARTMENT HEADS' REPORTS:

Chief Roesler reported that the posting for the School Resource Officer position went out last week. He has not had any response yet.

DPW Supervisor Jeremiah Helenhouse reported that the trees at Getty Park should be cleaned up this week and he is waiting for approval to move forward with the fence removal.

9. CORRESPONDENCE: No Correspondence.

10. CITIZEN PARTICIPATION:

Sharon Hallock, Oceana's Herald-Journal, noted a spelling error on Exhibit A of the Wholesale Water Agreement.

Mayme Wyns, 173 Deming Road, stated that Peterson Farms has the funds to fix this water problem on their own. She asked what happens if, in the future, someone wants to build housing outside of the Village and needs water, will the Village supply them with water? Why sell water to the Township of Shelby for housing units that do not belong to them? Why not bill Peterson Farms directly? She feels there is a conflict of interest with Richard Raffaelli being the Township Supervisor and working for Peterson Farms.

Earl Peterson, President, Shelby Acres Development LLC, stated that he and his wife Linda started out as teachers and when they began Peterson Farms, they had no idea it would become so big. They want to supply housing in the community to say thank you to everyone within the community for helping them become so successful.

Mishelle Comstock, President, Shelby State Bank, stated that the Council was very thorough throughout the process. She hopes to see the Village advance and grow in the future.

Pete Kurzer, Village business owner, stated that he was sharing what he believed many in the community feel; that is, there is a conflict of interest having Richard Raffaelli, COO of Peterson Farms, who is also the Shelby Township Supervisor, negotiating with the Village.

Phil Morse, District 2 Oceana County Commissioner, stated that there tends to be a general idea that Peterson Farms is the big bad wolf in Oceana County. Mr. Morse has been in the County for over 12 years and he has never seen Peterson Farms be a negative part of the community.

Kittie Tuinstra, Dogwood Community Development, had several questions related to the watermain extension agreement. She agreed with Mr. Kurzer's statement that it is clear Mr. Raffaelli is representing three entities.

Sean Carey, Shelby Township Planning Commissioner, understood some of the community members' concerns; however, Shelby Township residents elected Mr. Raffaelli to be their Supervisor. In small communities it is hard not to have conflicts.

Trevor, a Peterson Farms employee, said that he moved back to the area specifically to work at Peterson Farms and since moving here, he has had a number of family and friends do the same. Housing is a large concern in the County.

11. OLD BUSINESS:

a.) Wholesale Water Agreement

After several years of discussion and consideration, the proposed water main extension to Oceana Acres has received the necessary funding to proceed, contingent on approval of a Wholesale Water Agreement between the Village of Shelby and Shelby Township. Directions received from the July 12, 2021 Village Council meeting were used as the guide to develop the draft agreement. The Water and Sanitation Committee met to discuss the Agreement on three different occasions and the Village Council discussed the Agreement on March 13, 2023. The Village Council held a Special Meeting on April 3rd to gather public input from the community.

The Agreement provides the parameters for the Village of Shelby to supply water to Shelby Township on a wholesale basis. Shelby Township will be responsible for construction, operation, maintenance, and future replacement of the water main. The Township has indicated they would look to contract with the Village of Shelby DPW to operate and maintain the water main on a contractual basis. The parameters of that relationship would need to be spelled out in an additional agreement. Alternatively, Shelby Township would hire a different third party to meet the necessary operation requirements for a municipal water system.

Damian Omness moved to authorize the Village Administrator, Brady Selner, and the Village President Paul Inglis to sign the Wholesale Water Agreement by and between the Village of Shelby and Shelby Township for the purpose of selling water to Shelby Township on a wholesale basis.
Seconded by: Curt Trott.

Roll Call Vote:

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

Nays: Zaverl.

Motion Carried 6-1.

12. NEW BUSINESS: No New Business.

13. COMMITTEE REPORTS:

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

The Planning Commission meeting scheduled for April 18, 2023 will be cancelled due to lack of Agenda items. The next scheduled meeting is May 16, 2023 at 6:00 P.M.

b. WATER & SANITATION: Chair: Mike Termer, Steve Crothers:

Nothing to report.

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

Nothing to report.

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

Damian Omness would like to get a price for converting Horseshoe Park into a small dog park. He will get the information together for discussion at a later date.

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.

14. PAYMENT OF BILLS: Steve Crothers moved to approve the payment of the bills in the amount of \$51,259.92.
Seconded by: Mike Termer.

Roll Call Vote:
Ayes: Crothers, Termer, Zaverl, Omness, Harris, Sutton, and Inglis.
Motion Carried 7-0.

15. ADJOURNMENT: Mike Termer moved to adjourn the meeting at 7:35 P.M.
Seconded by: Damian Omness.

Voice Vote: All in favor.
Motion Carried.

Council minutes are not official until approved at the April 24, 2023 Council meeting.

Approved

Crystal Budde April 24, 2023
Minutes Respectfully Submitted by Crystal Budde, Village Clerk/Treasurer Date

**VILLAGE OF SHELBY
REGULAR COUNCIL MEETING OF MONDAY, APRIL 24, 2023 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, John Sutton, and 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. MINUTES:

a.) April 3, 2023 – Special Meeting

Steve Crothers moved to approve the minutes of the Special Council meeting of April 3, 2023 as presented.

Seconded by: Mike Termer.

Voice Vote: All in favor.

Motion Carried.

b.) April 10, 2023

Steve Crothers moved to approve the minutes of the Regular Council meeting of April 10, 2023 as presented.

Seconded by: John Sutton.

Voice Vote: All in favor.

Motion Carried.

5. ADDITIONS TO THE AGENDA: No Additions to Agenda.

6. PRESIDENT'S REPORT: Nothing to report.

7. ADMINISTRATOR'S REPORT:

VA Selner reported that Hallack Contracting Inc. will begin work in the second week of May. Letters to residents that have lead service line replacement under Contract A were sent out on Tuesday, April 18, 2023. The preconstruction meeting has been scheduled for April 27, 2023 at 2:00 P.M.

Jackson Merkey began work on the Harvey Street Lift Station on April 17th.

The plans, specifications, and bid documents for Getty Park have been uploaded to MIGrants. VA Selner will need to certify the documents prior to MDNR reviewing them. There are a few items that will need clarification from Fleis & VandenBrink prior to certifying.

The bid opening for the Sixth Street sidewalk project was held on April 11th at 2:00 P.M. As suspected, the bids came in high. Three bids were received. Ryerson Brothers Excavators provided the lowest bid at \$214,401.00. VA Selner has reached out to the owner of the property on Sixth Street and South Sunset Terrace to inquire if they would be receptive to providing the Village of Shelby with a temporary easement to regrade the hill on Sixth Street. This would remove the need for a retaining wall which is the most expensive portion of the project.

The Shelby Chamber of Commerce rescheduled their cleanup day to May 13th to coincide with the Village of Shelby's dumpster day. The recently purchased planters will be placed along with the flowers planted in them.

The recently approved Zoning Ordinance will take effect April 27, 2023.

The Village staff has completed approximately half of the questions in the Legal and Editorial Analysis for the General Law Ordinance Update.

The kickoff meeting with EGLE and Fleis & VandenBrink for the Industrial Pretreatment Program is scheduled for May 3rd. Work has also begun on rewriting the Village of Shelby's Utility Ordinances.

8. DEPARTMENT HEADS' REPORTS:

DPW Supervisor Jeremiah Helenhouse reported that Sani-Sweep is currently working on the street sweeping. The Industrial Lift Station work is almost complete and the Harvey Street Lift Station work should be completed next week.

Chief Roesler reported that, on Saturday, the Hart Hill Bike Race was a successful event. He has been working diligently on blight enforcement. Chief Roesler has had one inquiry for the full-time opening; however, this is a young man just finishing up with the Police Academy and he would not be ready for employment until August.

9. CORRESPONDENCE:

a. Baker Tilly Sewer Rate Study Final Report

Baker Tilly completed the Sewer Rate Study. The objective of the rate study is to identify the revenue support and fund management needed to fulfill the Village's operations and maintenance; capital improvements to the system; and, maintaining adequate cash reserves to be able to respond to unexpected circumstances.

Baker Tilly recommended that the Village combine the environmental fee and the ready-to-serve charge. Then, a yearly inflationary increase of 3.00% to the Village's ready-to-serve and commodity

charge should be implemented commencing with the 2023/2024 fiscal year.

10. CITIZEN PARTICIPATION: No Citizen Participation.

11. OLD BUSINESS: No Old Business.

12. NEW BUSINESS:

a.) Kubota Mower Deck Repair

The Kubota mower deck needs replacement or repair to be ready for the 2023 mowing season. DPW Supervisor Jeremiah Helenhouse only solicited one quote from Freeman Creek Equipment due to the past relationship with the dealership servicing our equipment. It is recommended that the Village repair the deck rather than purchase a new deck. Overall, the deck is in good condition, but the components need to be fixed/replaced.

Damian Omness moved to authorize Village Administrator Brady Selner to retain Freeman Creek Equipment, Free Soil, Michigan, to complete the necessary repairs to the Kubota mower deck for the amount of \$3,100.00.

Seconded by: Mike Termer.

Roll Call Vote:

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

Motion Carried 7-0.

13. COMMITTEE REPORTS:

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

The Planning Commission meeting scheduled for April 18, 2023 was cancelled for a lack of agenda items. The Planning Commission is scheduled to meet on Tuesday, May 16, 2023 at 6:00 P.M.

b. **WATER & SANITATION: Chair: Mike Termer, Steve Crothers:**

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.

14. PAYMENT OF BILLS: Steve Crothers moved to approve the payment of the bills of April 24, 2023 in the amount of \$34,041.48.
Seconded by: Mike Termer.

Roll Call Vote:

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

Motion Carried 7-0.

15. ADJOURNMENT: Steve Crothers moved to adjourn the meeting at 7:02 P.M.
Seconded by: Dan Zaverl.

Voice Vote: All in favor.

Motion Carried.

Council minutes are not official until approved at the May 8, 2023 Council meeting.

Approved

Crystal Budde May 8, 2023
Minutes Respectfully Submitted by Crystal Budde, Village Clerk/Treasurer Date

**VILLAGE OF SHELBY
REGULAR COUNCIL MEETING OF MONDAY, May 8, 2023 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, and John Sutton.
Absent: Dan Zaverl, Damian Omness, and 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. MINUTES:

a.) April 24, 2023

Steve Crothers moved to approve the minutes of the Regular Council meeting of April 24, 2023 as presented.

Seconded by: John Sutton.

Voice Vote: All in favor.

Motion Carried.

Absent: Dan Zaverl, Damian Omness, and Curt Trott.

5. ADDITIONS TO THE AGENDA:

6. PRESIDENT'S REPORT: Nothing to report.

7. ADMINISTRATOR'S REPORT:

VA Selner reported that he is waiting for an updated schedule from Hallack Contracting; however, they plan to start on Hawley Street and Sessions Road for the service line replacement. Apex Excavating has the materials on order for Contract B. They plan to complete the work in increments of 20 – 30 service lines. VA Selner has reached out to Fleis & VandenBrink for an update on the start date.

VA Selner met with Don DeVries on April 27th and reviewed the drawings for the Getty Park project to identify what edits needed to be completed prior to certifying in MI-GRANTS. He does not have an updated set of plans, specifications, or bid documents yet.

VA Selner has begun the final review and preparation of the staff report for the 82-home housing development just north of the Village limits. Fleis & VandeBrink has a copy of the site plan and will be reviewing the water and sewer design. Once VA Selner gets comments back from the engineer, the

Planning Commission will consider the PUD application.

VA Selner is seeking assistance from the Community Foundation to administer the Downtown Façade Grant Program. There is a tentative plan to open the grant applications in August 2023.

8. DEPARTMENT HEADS’ REPORTS:

Chief Roesler had nothing to report.

DPW Supervisor Jeremiah Helenhouse reported that the leaf site is currently closed to allow Hallack Contractors to stage their equipment for the upcoming construction work.

9. CORRESPONDENCE: No Correspondence.

10. CITIZEN PARTICIPATION:

Phil Morse, District 2 Oceana County Commissioner, stated that the housing study is out and asked the members of the Village Council to take the survey. Feedback from the community is needed to get a full picture of the housing challenges that Oceana County faces. ~~He also stated that Oceana County will see an increase in property tax values for the first time in a number of years.~~ He also stated that Oceana County is seeing a significant increase in property value. This is the first time in recent memory that the tax values are up enough that the Proposal A of 1994 law needs to be considered.

11. OLD BUSINESS: No Old Business.

12. NEW BUSINESS:

a.) MEDC RAP Sub-Grant Agreement

The sub-grant agreement for the MEDC Rap Program needs to be executed. The Right Place has a grant agreement directly with the MEDC. The \$552,500.00 grant for the Getty Park project requires a 50% local government match. The match is being covered by the Village’s two other grants for the Getty Park project.

Mike Termer moved to authorize Village Administrator Brady Selner to sign the Revitalization and Placement Sub-Grant Agreement by and between the Village of Shelby and the Right Place, Inc. Seconded by: Steve Crothers.

Roll Call Vote:

Ayes: Termer, Crothers, Sutton, and Inglis.

Motion Carried 4-0.

Absent: Dan Zaverl, Damian Omness, and Curt Trott.

b.) Set Public Hearing for 2023 Tax Millage Rates

Pursuant to the General Property Tax Act, Act 206 of 1893, the Village of Shelby is required to conduct

a public hearing to adopt its allowable tax millage for the 2023 tax year.

Mike Termer moved to set a Public Hearing to receive comments regarding the 2023 Tax Millage Rates on Monday, June 12, 2023 at 6:15 P.M. at the Shelby Village Hall, 218 N. Michigan Avenue, Shelby, Michigan 49455.

Seconded by: Steve Crothers.

Roll Call Vote:

Ayes: Termer, Crothers, Sutton, and Inglis.

Motion Carried 4-0.

Absent: Dan Zaverl, Damian Omness, and Curt Trott.

c.) 2023 Additional Road Work Authorization

At the September 12, 2022 Village Council meeting, a resolution was adopted approving the 2023 Road Repaving Schedule. VA Selner is currently waiting for the updated cost estimate from Fleis & VandenBrink; however, he proposed that the Village Council authorize the additional road work to be completed at the same cost identified in the bid tabulation under Contract A. Any work outside of Contract A will be billed separately and paid for using the Village’s fund balance in the Major and Local Street Funds. Ferry Street will not be completed under additional road work; the design was not completed, and First Steet will be completed under the Category A MDOT grant later this year.

Mike Termer moved to authorize Hallack Contracting, Inc., Hart, Michigan to complete the additional road work identified on the Road Improvements 2023 map, dated October 2022, using the same bid tabulation prices under Contract A of the EGLE DWSRF project.

Seconded by: Steve Crothers.

Roll Call Vote:

Ayes: Termer, Crothers, Sutton, and Inglis.

Motion Carried 4-0.

Absent: Dan Zaverl, Damian Omness, and Curt Trott.

d.) Fire Inspection – Discussion Only

Shelby Township Supervisor Richard Rafaelli requested that a draft fire inspection fee schedule be reviewed by VA Selner and to offer his input on the same. VA Selner presented the proposed fee schedule to the Village Council for discussion purposes only.

13. COMMITTEE REPORTS:

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

The Planning Commission meeting scheduled for May 16, 2023 will be cancelled for a lack of agenda items. The next Planning Commission meeting is scheduled for June 20, 2023 at 6:00 P.M.

b. WATER & SANITATION: Chair: Mike Termer, Steve Crothers:

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.

14. PAYMENT OF BILLS: Steve Crothers moved to approve the payment of the bills of May 8, 2023 in

the amount of \$58,953.49.

Seconded by: Mike Termer.

Roll Call Vote:

Ayes: Crothers, Termer, Sutton, and Inglis.

Motion Carried 4-0.

Absent: Dan Zaverl, Damian Omness, and Curt Trott.

15. ADJOURNMENT: Mike Termer moved to adjourn the meeting at 6:58 P.M.

Seconded by: Steve Crothers.

Voice Vote: All in favor.

Motion Carried.

Absent: Dan Zaverl, Damian Omness, and Curt Trott.

Council minutes are not official until approved at the May 22, 2023 Council meeting.

Approved

Crystal Budde May 22, 2023
Minutes Respectfully Submitted by Crystal Budde, Village Clerk/Treasurer Date

**VILLAGE OF SHELBY
REGULAR COUNCIL MEETING OF MONDAY, MAY 22, 2023 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, John Sutton, and 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. MINUTES:

a.) May 8, 2023

Steve Crothers moved to approve the minutes of the Regular Council meeting of May 8, 2023 as corrected.

Seconded by: Curt Trott.

Voice Vote: All in favor.

Motion Carried.

5. ADDITIONS TO THE AGENDA: No Additions to Agenda.

6. PRESIDENT'S REPORT:

President Inglis notified Council that an invitation has been extended to them from the Oceana County Chapter of the Michigan Townships Association to a meeting that will be held at the Elbridge Township Hall on May 31, 2023 at 6:00 P.M.

7. ADMINISTRATOR'S REPORT:

VA Selner reported that Hallack Contracting began work on May 22nd. They will start with the water main on Sessions Road. This is expected to take approximately two weeks. When they finish Sessions Road, they will move to Hawley and Rankin Streets. They plan to add a second crew a week or two after they start and that crew will begin on Second Street. They would like to complete Second Street in June to avoid N.J. Fox & Sons' busier months in July and August.

Apex Excavating is scheduled to begin work on Contract B in June.

An individual is looking to purchase the Devonwood property in order to complete its development.

VA Selner is working with the Village Attorney to determine how to proceed since it has been 17 years since the property originally received Special Land Use approval.

Wesco has submitted a variance request for three dimensional variances for an approximately 1,170 square foot addition to its convenience store. The request will be considered on June 12, 2023. Industrial user surveys will be sent to several businesses throughout the Village within the next couple of weeks. This will enable the Village to determine if there are any existing businesses that should be under the IPP.

8. DEPARTMENT HEADS' REPORTS:

DPW Supervisor Jeremiah Helenhouse reported that the brush site has been closed due to illegal dumping. The Harvey Street pumps have been tested and everything is working. There is still more work to be done before it is completed.

Chief Roesler had nothing to report.

9. CORRESPONDENCE:

a.) Getty Park SHPO Letter

VA Selner received the final SHPO letter for the Getty Park renovation. This letter states that the Village has met the requirements necessary to proceed with the renovation of Getty Park and that no historic properties will be affected by the project.

10. CITIZEN PARTICIPATION:

Dale Meinert, Rankin Street resident, expressed his concerns with the upcoming construction of the water main and service line replacement. Rankin Street was redone a number of years ago and curbing was inserted in order to eliminate the flooding into his yard. He wants to be reassured that, when the road is done, the curbing will be maintained.

11. OLD BUSINESS:

a.) Sixth Street Sidewalk

Bid opening for the Sixth Street sidewalk was April 11, 2023. Bids came in high with the lowest bid coming in at \$102,401.00 over the budgeted amount, although the budget was underestimated. There is an ongoing attempt to meet with the property owner on the corner of South Sunset Terrace and Sixth Street to determine if they would be receptive to providing a temporary easement for the Village to regrade the hill to a slope that would not require a retaining wall. Shelby Township placed a trail camera on the sidewalk to see how many people used the sidewalk over a three-day period. The sidewalk was used 108 times in a three-day period according to their study. The Major Street fund balance on May 18, 2023 was \$1,167,579.85. The Fiscal Year 2023-2024 Budget estimates a \$500,435.00 planned reduction in the Major Street fund balance. The Village Fund Balance Policy estimates the Fiscal Year 2022-2023 projected fund balance to be \$1,048,192.00. Including the additional cost of \$102,401.00 for the Sixth Street sidewalk, the Village would have a projected fund

balance of \$445,356.00 at the 2023-2024 Fiscal Year end. This is \$271,472.00 over the maximum fund balance for the Major Street Fund.

VA Selner will be meeting with the property owner of the South Sunset Terrace property to determine if they are willing to allow the temporary easement to the Village and will report back to Council at the Village’s June 12, 2023 meeting.

12. NEW BUSINESS:

a.) Village of Shelby Leaf and Brush Sites

On Tuesday, May 9, 2023, there was a brush fire at the Village brush site. Due to the fire and the illegal dumping, the brush site has been temporarily closed until the Village Council determines how to proceed with providing the service. Some options for the Council’s consideration are:

- 1. Open the brush site back up and the leaf site as well once Hallack is no longer staging the water equipment there.
- 2. Keep it locked except for certain days and times and have a DPW employee on site when it is open to the public.
- 3. Provide a location at the DPW garage and purchase cameras to manage illegal dumping.

The consensus from the Council was to continue to allow residents to dump at the Village DPW garage for the remainder of the summer and to reevaluate the status of the service in the fall.

b.) 2023 RRC Training Plan

One of the requirements of obtaining RRC Certification and remaining certified is approving an annual training plan. The plan provides resources for the Village Council and the Planning Commission to utilize. Meeting the training requirement can, but does not have to, be completed by attending formal trainings or conferences. It can also be met by listening to podcasts or reading articles pertaining to local government issues. Council members are encouraged to report to the rest of the Village Council when they take part in any form of training. To continue to meet the RRC requirement, VA Selner amended number 13 on the Council Agenda. It will continue the practice of reporting by each committee chairperson, but also provides each Village Council member with an opportunity to share general information, comments, and meetings/trainings attended. VA Selner would also like to send interested Village Council members to the MML Convention and MML Capital Conference each year.

Damian Omness moved to adopt the 2023 Village of Shelby Training Strategy.
Seconded by: Steve Crothers.

Roll Call Vote:
Ayes: Omness, Crothers, Termer, Zaverl, Sutton, Trott, and Inglis.
Motion Carried 7-0.

c.) 2023 Zoning Fee Schedule

One of the requirements of obtaining RRC Certification and remaining certified is approving an annual zoning fee schedule. In order to avoid delaying the RRC Certification, VA Selner recommended that the Village Council approve the existing zoning fee schedule as is with an understanding that a more thorough review and update will occur in the future. This future review and update will be part of a broader effort to improve internal processes, procedures, and, workflows. While recognizing that the creation of internal processes, procedures, and workflows is an ongoing task, it is his goal to make substantial progress in this regard during the 2024-2025 Fiscal Year. Updating the Village's Employee Handbook, Village of Shelby Zoning Ordinance, and General Law Ordinance are important first steps for improving internal workflows. Following the completion of these projects, we must update the related forms, fees, and any other relevant documents. This will be followed by an update to the Village website to make the information easily accessible to residents and other stakeholders.

John Sutton moved to adopt the 2023 Zoning Application and associated fees.
Seconded by: Steve Crothers.

Roll Call Vote:

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

Motion Carried 7-0.

13. COMMITTEE REPORTS:

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

The Planning Commission is scheduled to meet on Tuesday, June 20, 2023 at 6:00 P.M.

b. WATER & SANITATION: Chair: Mike Termer, Steve Crothers:

Nothing to report.

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

Nothing to report.

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

Committee Chair Damian Omness thanked DPW Supervisor Jeremiah Helenhouse for his assistance through the efforts of the SHS Honor Society and the downtown cleanup. The kids pulled weeds in front and back of the businesses on Michigan Avenue.

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.

14. PAYMENT OF BILLS: Steve Crothers moved to approve the payment of the bills of May 22, 2023 in the amount of \$170,435.63.

Seconded by: Damian Omness.

Roll Call Vote:

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

Motion Carried 7-0.

15. ADJOURNMENT: Mike Termer moved to adjourn the meeting at 7:17 P.M.

Seconded by: Damian Omness.

Voice Vote: All in favor.

Motion Carried.

Council minutes are not official until approved at the June 12, 2023 Council meeting.

Approved

Crystal Budde June 12, 2023
Minutes Respectfully Submitted by Crystal Budde, Village Clerk/Treasurer Date

**VILLAGE OF SHELBY
REGULAR COUNCIL MEETING OF MONDAY, JUNE 12, 2023 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, John Sutton, and Curt Trott.

Absent: Damian Omness.

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. PUBLIC HEARING:

a.) 2023 Village of Shelby Tax Millage Rate

President Inglis opened the Public Hearing at 6:01 P.M.

This request is to establish the millage rate for the 2023 tax collection year. The Village of Shelby will see a fairly large Headlee Rollback this year due to the fact that property values outpaced inflation by a significant margin.

No Public Comment.

President Inglis closed the Public Hearing at 6:05 P.M.

5. VILLAGE OF SHELBY ZONING BOARD OF APPEALS:

Steve Crothers moved to suspend the Village of Shelby Council meeting and convene as the Village of Shelby Zoning Board of Appeals at 6:07 P.M.

Seconded by: Curt Trott.

Roll Call Vote:

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

Motion Carried 6-0.

Absent: Damian Omness.

The Village of Shelby Council reconvened at 6:53 P.M.

6. MINUTES:

a.) May 22, 2023

Steve Crothers moved to approve the minutes of the Regular Council meeting of May 22, 2023 as presented.

Seconded by: Mike Termer.

Voice Vote: All in favor.

Motion Carried.

Absent: Damian Omness.

7. ADDITIONS TO THE AGENDA: No Additions to Agenda.

8. PRESIDENT'S REPORT: Nothing to report.

9. ADMINISTRATOR'S REPORT:

VA Selner reported that Hallack Contracting has the water main installed on Sessions Road and will be starting service line replacements on Wednesday, June 14th. They have the water main installed on Rankin Street and are approximately halfway through Hawley Street. A second crew started on Second Street on June 8th. Second and Pine Streets are expected to be completed within the next couple of weeks.

Jackson - Merkey Contractors have completed much of the work at both the Industrial and Harvey lift stations. There are a few items that need to be addressed before the project is finalized. The second contractor pay request and the third MEDC grant reimbursement request have been submitted.

The plans for the Getty Park Renovation have been submitted to the MDNR for review. VA Selner hopes that the review is complete by June 16th; however, the process can take 30 to 60 days.

VA Selner issued a zoning permit for the Devonwood Development with the condition that the applicant enter into a development agreement with the Village of Shelby prior to starting construction. Parmenter Law is drafting the agreement.

The Village will begin using the VoiceShot service to communicate with residents on important matters. After the boil water advisory from June 5th and 6th, several residents shared concerns that the Village did not communicate well. The VoiceShot service will allow the Village to send out automated messages to residents that have provided staff with their phone numbers. The only cost associated with the service is \$0.12 per call.

10. DEPARTMENT HEADS' REPORTS:

Chief Roesler had nothing to report.

DPW Supervisor Jeremiah Helenhouse reported that the DPW part-time employee started on Monday, June 12th.

11. CORRESPONDENCE: No Correspondence.

12. CITIZEN PARTICIPATION:

Nathan Kroon, Volunteer Correspondent with the Oceana Echo, stated that he had been informed by a number of Village residents that they did not complete the property owner contact information form that was mailed out with the letters to residents for the service line replacement because it did not state where to return the form.

13. OLD BUSINESS:**14. NEW BUSINESS:**

a.) 2023 Village of Shelby Tax Millage Rate

Steve Crothers moved to adopt Resolution number 21-23. (See attached)
 Seconded by: Dan Zaverl.

Roll Call Vote:

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

Motion Carried 6-0.

Absent: Damian Omness.

15. COMMITTEE REPORTS:

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

The Planning Commission will be meeting on Tuesday, June 20, 2023 at 6:00 P.M. to review the draft site plan for the Shelby Ridge Development.

b. WATER & SANITATION: Chair: Mike Termer, Steve Crothers:

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.

16. PAYMENT OF BILLS: Steve Crothers moved to approve the payment of the bills of June 12, 2023 in the amount of \$308,041.80.

Seconded by: Mike Termer.

Roll Call Vote:

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

Motion Carried 6-0.

Absent: Damian Omness.

17. ADJOURNMENT: Mike Termer moved to adjourn the meeting at 7:33 P.M.

Seconded by: Steve Crothers.

Voice Vote: All in favor.

Motion Carried.

Absent: Damian Omness.

Council minutes are not official until approved at the June 26, 2023 Council meeting.

Approved

<u><i>Crystal Budde</i></u>	<u>June 26, 2023</u>
Minutes Respectfully Submitted by Crystal Budde, Village Clerk/Treasurer	Date

**VILLAGE OF SHELBY
REGULAR COUNCIL MEETING OF MONDAY, JUNE 26, 2023 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, John Sutton, and 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. MINUTES:

a.) June 12, 2023

Steve Crothers moved to approve the minutes of the Regular Council meeting of June 12, 2023 as presented.

Seconded by: Curt Trott.

Voice Vote: All in favor.

Motion Carried.

5. ADDITIONS TO THE AGENDA: No Additions to Agenda.

6. PRESIDENT'S REPORT: Nothing to report.

7. ADMINISTRATOR'S REPORT:

VA Selner reported that Hallack Contracting has started the service line replacements on Sessions Road. They have the water main installed on Rankin/Hawley and Second Streets. Water main is installed on Pine Street from Second Street to First Street. Apex should be starting on service line replacements soon. The contractor sent in a MissDig request on Monday, June 19th.

The MDNR had some questions and needed clarification on the documents submitted for the Getty Park renovation. VA Selner responded on June 19th and had Fleis & VandenBrink make the necessary changes.

VA Selner met with the owner of property on Sixth Street and Sunset Terrace in regard to allowing the Village a temporary easement to regrade the hill on Sixth Street and remove the retaining wall. He explained the project in further detail to the owner. She will discuss the details with her husband and get back to VA Selner with an answer.

A draft Development Agreement has been sent to the new owner of the undeveloped property on Devonwood. If he agrees to the terms, this will come to the Village Council for consideration on July 10th.

8. DEPARTMENT HEADS' REPORTS:

DPW Supervisor Jeremiah Helenhouse had nothing to report.

Chief Roesler had nothing to report.

9. CORRESPONDENCE: No Correspondence.

10. CITIZEN PARTICIPATION:

Phil Morse, District 2 Oceana County Commissioner, wanted to share what the Oceana County Board does and what items have been brought to the Board. A number of items most recently addressed were: Purchase of 800 mhz radios for the Sheriffs office; purchase of new sinks and toilets in the jail; recent tax levy; Veteran Affairs Board appointment; adjustment to the Sheriff's salary; request to purchase a new generator; Senior Resources Annual Plan; and, updating the Treasurer's work hours. He also reported that the Workforce Study is close to wrapping up and that Great Lakes Energy will receive funds to continue to provide broadband service to more rural areas in Oceana County.

11. OLD BUSINESS: No Old Business.

12. NEW BUSINESS:

a.) First Quarter Budget Status and Amendments

The Village is three months into the 2023/2024 Fiscal Year. The information sent to Council provides a status update and necessary budget amendments for the Village's current fiscal year. The objective of this practice is to ensure the Village has remained on budget and to adjust the budget as the fiscal year moves forward. Some of the major items to note for the first quarter include:

1. Revenue increase in Miscellaneous Revenues in the General Fund due to an Oceana County Community Foundation grant for the downtown planters and scrap revenue from the Getty Park demolition.
2. Adding Custodian wages in the General Fund – Village Hall/Grounds.
3. An increase of \$9,700.00 in unemployment insurance in the General Fund. Likely due to an unemployment claim in Fiscal Year 2021/2022.
4. Adding equipment rental to various funds.
5. \$20,000.00 increase in the Sewer Fund to account for the MEDC WRI Contract A change order.
6. Adding interest revenue in the Equipment Fund.

Steve Crothers moved to approve the Fiscal Year 2023/2024 First Quarter Budget Amendments as presented and attached.

Seconded by: Mike Termer.

Roll Call Vote:

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

Motion Carried 7-0.

b.) Police Department Mobile Radio Purchase

Oceana/Mason County Central Dispatch is in the process of implementing encryption of the law enforcement radio frequencies. This is being done in an effort to enhance radio security. There have been documented incidents where radio traffic for law enforcement has been monitored by “civilian” parties and that radio traffic has been broadcast via social media platforms in real time. This has compromised officer safety at times and during a fatal crash investigation, family members of the crash victim(s) learned of the tragedy prior to Law Enforcement/Victim Services being able to make the notification. Additionally, encryption will help to protect personally identifying information of persons that law enforcement comes into contact with.

Currently, the Village Police Department has 1 mobile radio and 2 portable radios that have the ability to accept the encryption. The other mobile radio and the remaining 3 portable radios will need to be replaced. Ingham County recently purchased multiple mobile radios and currently has a surplus of radios and is offering them to other law enforcement agencies at their cost of \$5,800.00.

Damian Omness moved to approve the purchase of one remote mount mobile radio with ADP encryption from Ingham County in the amount of \$5,800.00.

Seconded by: Steve Crothers.

Roll Call Vote:

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

Motion Carried 7-0.

c.) Employee Health Insurance Renewal

The Village of Shelby’s Health Insurance Policy is up for renewal. The new policy term begins August 1, 2023. There was an 8.1% increase in the Priority HMO Gold 1000 and a 11.2% increase in the Priority HSA HMO 2350/0% plans. This equates to a \$7,874.76 increase in premiums for the year. There were no changes to the vision and dental premiums. VA Selner recommended maintaining the existing health insurance options. The 2023/2024 Fiscal Year Budget included over \$100,000.00 for employee health insurance premiums. The budgeted amount is much higher than the total 2023 proposed premiums of \$88,883.04. Staff intentionally budgeted conservatively to cover the cost of any premium increase. In addition, staff did budget as if every employee would be on the Village of Shelby plan.

Steve Crothers moved to renew the Priority Health Insurance Priority HMO Gold 1000 Plan and the Priority HSA HMO 2350/0% Plan for a policy term beginning August 1, 2023, and ending July 31, 2024. Be it further resolved to renew the Delta Dental Plan and VSP Vision Plan for a policy term beginning August 1, 2023, and ending July 31, 2024.

Seconded by: Mike Termer.

Roll Call Vote:

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

Motion Carried 7-0.

13. COMMITTEE REPORTS:

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

The Planning Commission met on Tuesday, June 20th to review the proposed Site Plan and PUD for the Shelby Acres development. This will be coming to the Council for review in July.

b. WATER & SANITATION: Chair: Mike Termer, Steve Crothers:

Nothing to report.

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

Nothing to report.

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

Damian Omness reported that a meeting with the Shelby Public Schools will need to be scheduled in the near future to discuss the soccer field at Getty Park and the planned future use of the field.

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.

14. PAYMENT OF BILLS: Steve Crothers moved to approve the payment of the bills of June 26, 2023 in the amount of \$192,956.51.

Seconded by: Mike Termer.

Roll Call Vote:

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

Motion Carried 7-0.

15. ADJOURNMENT: Mike Termer moved to adjourn the meeting at 6:52 P.M.
Seconded by: Curt Trott.

Voice Vote: All in favor.
Motion Carried.

Council minutes are not official until approved at the July 10, 2023 Council meeting.

Approved

Crystal Budde July 10, 2023
Minutes Respectfully Submitted by Crystal Budde, Village Clerk/Treasurer Date

**VILLAGE OF SHELBY
REGULAR COUNCIL MEETING OF MONDAY, JULY 10, 2023 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, John Sutton, and 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. MINUTES:

a.) June 26, 2023

Steve Crothers moved to approve the minutes of the Regular Council meeting of June 26, 2023 as presented.

Seconded by: John Sutton.

Voice Vote: All in favor.

Motion Carried.

5. ADDITIONS TO THE AGENDA: No Additions to Agenda.

6. PRESIDENT'S REPORT: Nothing to report.

7. ADMINISTRATOR'S REPORT:

VA Selner reported that Hallack's has completed the service line replacements on Sessions Road and the water main on Pine Street from First Street to Third Street is installed.

Jackson Merkey has completed the work at both the Industrial and Harvey lift stations except for the remaining punch list items. The second contractor pay request and fourth MEDC grant reimbursement will be submitted the week of July 10th. There will be two more pay applications prior to project completion. After the fourth request for reimbursement is submitted, the Village will have expended its total grant amount.

The MDNR responded with questions and clarification of the documents submitted to MIGrants for the Getty Park project. VA Selner asked Fleis & VandenBrink to make the necessary changes by no later than July 12th so that the project can be out to bid by the end of the month.

The plaque recognizing the donors for the Pocket Park has been installed. The last remaining item to address is the provision of power to the park. VA Selner plans to schedule a Parks, Recreation and Buildings Committee meeting to discuss options.

The Village staff has completed the questions in the Legal and Editorial Analysis of the General Law Ordinance update. After one final review of the responses and any associated final edits, VA Selner will schedule an Ordinance Committee meeting to review the responses to ensure the Committee agrees with the suggested changes/responses. George Davis is working on the draft Utilities Ordinance that should be ready for review in a few weeks.

8. DEPARTMENT HEADS' REPORTS:

DPW Supervisor Jeremiah Helenhouse reported that Sessions Road and Second Street water mains will be tied into the system and completed within the next day.

Chief Roesler had nothing to report.

9. CORRESPONDENCE: No Correspondence.

10. CITIZEN PARTICIPATION: No Citizen Participation.

11. OLD BUSINESS:

a.) Sixth Street Sidewalk

Bids were opened for the Sixth Street sidewalk project on April 11, 2023. Bids came in high with the lowest bid coming in at \$102,401.00 over the budgeted amount, although the budget was underestimated. The Council discussed the project at the May 22 Village Council meeting with a consensus to contact the property owner of the parcel on the corner of South Sunset Terrace and Sixth Street.

The property owners on the corner are receptive to the provision of a temporary easement for the Village to regrade the hill to a slope that would not require a retaining wall.

Mike Termer moved to refuse all bids for the Sixth Street sidewalk project and redesign and rebid the project to no longer include the retaining wall. Be it further resolved to authorize the Village Administrator to work with the Village attorney to draft a temporary easement for the property owners on the corner of Sixth Street and South Sunet Terrace.

Seconded by: Steve Crothers.

Roll Call Vote:

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

Motion Carried 7-0.

b.) Section 3 Policy Update

The Village was required to pass certain policies and procedures to comply with the CDBG grants that

were received. The Village Council adopted the Section 3 Policy last year. The Section 3 Policy was amended November 30, 2022, and must be updated in the Village's records. The updated Section 3 Policy will replace the old policy that was attached to the Employee Handbook as Addendum B. The updated Section 3 Policy will be noted as Addendum B.1.

Steve Crothers moved to amend the Employee Handbook to replace the attached Section 3 Policy with the updated Section 3 Policy as written and attached (Version 15- 7/10/2023) effective July 10, 2023. Seconded by: Damian Omness.

Roll Call Vote:

Ayes: Crothers, Omness, Sutton, Trott, and Inglis.

Nays: Termer and Zaverl.

Motion Carried 5-2.

12. NEW BUSINESS:

a.) Devonwood Development Agreement

The Devonwood Development off Elliot Street was recently sold, and the purchaser would like to complete the remaining 10 duplexes from the original 2005 plan. Due to the amount of time that has passed, a Development Agreement was drafted to clarify the parameters and expectations of the development between the new developer and the Village of Shelby.

The draft Development Agreement; then the Special Use Permit; and, then the Zoning Ordinance (R-2) controls in priority. The Site Plan in the 2023 Zoning Application would control over the Site Plan in the original Special Use Permit to the extent they conflict. The following list highlights key components of the agreement:

- Project is the completion of units 2A through 10B.
- Project to be completed within 4 years.
- Development Agreement may be transferred with notice to the Village.
- Current Site Plans (original plus 2023 floor plan) constitute the approval Site Plan. Any further amendments must follow the process in Zoning Ordinance Section 15.08.
- Use is no longer limited to "55 year and older Senior."
- Exhibit C gets signed, notarized, and recorded so subsequent purchasers are on notice of existence of Development Agreement.

Curt Trott moved to approve the Development Agreement by and between Zuris Construction, LLC, and the Village of Shelby and to authorize the Village President, Paul Inglis, and Village Clerk, Crystal Budde to sign the same as.

Seconded by: Damian Omness.

Roll Call Vote:

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

Motion Carried 7-0.

b.) EGLE DWSRF Contract A – Project Modification

The pavement on Hawley and Rankin Street is very thin, approximately 1.5” and in poor condition. During the installation of the water main, much of the asphalt was breaking up in multiple places. Hallack Contracting is recommending that the Village perform a crush and resurface of the existing asphalt rather than the original mill and resurface, since there is such little asphalt to mill. Using Hallack’s bid prices, a mill and resurface would cost \$81,000.00 and a crush and shape would cost \$145,000.00. The crush and shape costs \$64,000.00 more. Village engineer, Don DeVries concurs with Hallack’s recommendation so long as there are funds available. It was the recommendation of VA Selner to approve the project modification. Based on his analysis, the funds are available and the projected Local Street Fund Balance at year end will be over \$400,000.00 including the project modification.

Damian Omness moved to approve the modification to the EGLE DWSRF Contract A project from a 1.5 mill and fill to a crush and shape resurface for a price increase of approximately \$64,000.00. Be it further resolved that actual construction costs are to be based on Contract A bid prices.
Seconded by: Steve Crothers.

Roll Call Vote:

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

Motion Carried 7-0.

c.) Shelby Township Annexation

It has been agreed between the Village of Shelby and Shelby Township that just over 59 acres of Shelby Township property be petitioned for annexation in the Village of Shelby for the purpose of providing Shelby Acres with Village services. The public hearing for the PUD and Site Plan for Shelby Acres will be held on July 24. Following the Public Hearing, the Village Council will consider the recommendation from the Village of Shelby Planning Commission.

Initially, the annexation resolution was planned for consideration if a decision was made on the PUD; but, it is the discretion of the Village Council to consider it at the July 10 meeting.

Damian Omness moved to approve Resolution 29-23. (See attached)
Seconded by: Steve Crothers.

Roll Call Vote:

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

Motion Carried 7-0.

d.) Shelby Acres Development Agreement – Discussion Only

The draft Shelby Acres Development Agreement was presented to the Village Council for discussion prior to their consideration for approval at the July 24th Council meeting. There will be corrections

made to the references in the Village of Shelby Zoning Ordinance to match the new document and other minor changes after a final review from the Village attorney.

13. COMMITTEE REPORTS:

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

The Planning Commission scheduled for July 18, 2023 will be cancelled as there is nothing on the agenda.

b. WATER & SANITATION: Chair: Mike Termer, Steve Crothers:

Nothing to report.

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

Nothing to report.

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

The Parks, Recreation, and Buildings Committee will schedule a meeting soon to discuss the provision of power at the Pocket Park and improvements to Christmas Decorations.

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.

14. PAYMENT OF BILLS: Steve Crothers moved to approve the payment of the bills of July 10, 2023 in the amount of \$383,880.05.

Seconded by: Damian Omness.

Roll Call Vote:

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

Motion Carried 7-0.

15. ADJOURNMENT: Mike Termer moved to adjourn the meeting at 7:30 P.M.

Seconded by: Curt Trott.

Voice Vote: All in favor.
Motion Carried.

Council minutes are not official until approved at the July 24, 2023 Council meeting.

Approved

Crystal Budde

July 24, 2023

Minutes Respectfully Submitted by Crystal Budde, Village Clerk/Treasurer

Date

**VILLAGE OF SHELBY
REGULAR COUNCIL MEETING OF MONDAY, July 24, 2023 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 6:01 P.M. by President Paul Inglis.

2. ROLL CALL:

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

Absent: Mike Termer.

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. MINUTES:

a.) July 10, 2023

Steve Crothers moved to approve the minutes of the Regular Council meeting of July 10, 2023 as presented.

Seconded by: Damian Omness.

Voice Vote: All in favor.

Motion Carried.

Absent: Mike Termer.

5. ADDITIONS TO THE AGENDA: No Additions to Agenda.

6. PRESIDENT'S REPORT: Nothing to report.

7. ADMINISTRATOR'S REPORT:

VA Selner reported that Hallack has completed approximately 66% of the service line replacements on Hawley and Rankin Streets. They began services on Pine Street and tied into the water main on Second Street by the Rail Trail. Next week, they will be finishing services and connections on Hawley and Rankin Streets as well as starting on First Street. Beginning next week, First Street will not be open to any traffic. There will be a detour posted.

Apex is approximately halfway through the service line replacements on Lesada Avenue. They will be moving to Cherry Street after completing Lesada Avenue.

VA Selner has requested additional grant dollars from MEDC due to the substantial price increase for the Well Replacement project. They were receptive to bringing the request to the Michigan Strategic

Fund and VA Selner will keep the Village Council updated on the progress of the request.

The Getty Park Renovation Project will be put out to bid early next week. The anticipated start date is October 1. Work is anticipated to begin in the Fall and be completed in the Spring of 2024.

8. DEPARTMENT HEADS' REPORTS:

Police Chief Roesler had nothing to report.

DPW Supervisor Jeremiah Helenhouse had nothing to report.

9. CORRESPONDENCE: No Correspondence.

10. CITIZEN PARTICIPATION:

Phil Morse, District 2 Oceana County Commissioner, stated that the County audit will be presented to the Oceana County Board on Thursday, July 27th. The County received the highest level of efficiency from the audit opinion. He also offered his support for the Shelby Acres project.

Kittie Tuinstra, Executive Director, Dogwood Community Development, thanked the Village Council for working through the long process for the Shelby Acres Development project. She believes the project has tremendous potential for the County and thanked everyone who worked so hard collectively to make this project happen.

11. PRESENTATION:

a.) 2023 Fiscal Year Audit – Eric VanDop, CPA

The Village Audit is complete and the overview was presented by Eric VanDop, CPA with Brickley DeLong. The General Fund is the chief operating fund of the Village. The General Fund ended the year with a fund balance of \$597,520.00, a decrease of \$49,089.00 from the prior fiscal year. The current fund balance for the Major Street Fund is \$1,109,034.00 with a projected decrease of \$500,435.00 in the 2024/2025 fiscal year because a number of roads are scheduled to be replaced. The Local Street fund balance is currently \$1,306,476.00 with an anticipated decrease of \$657,240.00 in the 2024/2025 fiscal year; also, due to a number of roads to be replaced. The Village's Sewer Fund has an ending net position of \$1,799,133.00 and the Water Fund has an ending net position of \$2,221,817.00. These totals include all capital assets and the unrestricted funds available for the Sewer Fund are \$529,622.00 and the Water Fund are \$459,259.00.

12. PUBLIC HEARING:

a.) Shelby Acres Development Agreement

President Inglis opened the Public Hearing regarding the Shelby Acres Development Agreement at 6:25 P.M.

Mark Olmstead, Shelby Public Schools Superintendent, believed that the Shelby Village Planning

Commission took great care and caution in its review of the project. He believes that it will be a great asset to the community and a great resource for those in the area looking for housing.

VA Selner received an email from Tracy Blamer, President of the Shelby Area Chamber of Commerce, in which she stated that the project is important to our community for both business health and residents alike and approval of the project is a must.

Nancy Hood, State Street, stated that she owns the property next to the Shelby School and asked if she would become a Village resident after the annexation of the property for the Shelby Acres Development is finalized. VA Selner responded that she would not, as the annexation only pertains to the property within the Shelby Acres Development.

President Inglis closed the Public Hearing at 6:35 P.M.

13. OLD BUSINESS:

a.) Shelby Acres Development Agreement

The draft Shelby Acres Development Agreement was presented to the Village Council. There were some minor changes made to include:

1. Preparation of Exhibits A and B
2. Updating references to match the recently adopted Zoning Ordinance.
3. Section 2(w) was added in reference to the inclusion of sidewalks pending the Village extending its sidewalks to the development.
4. Section 8(j) was removed as it conflicted with Section 2(p).

Damian Omness moved to approve the Development Agreement by and between the Oceana County Development Corporation, a Michigan nonprofit corporation, and the Village of Shelby and to authorize the Village President, Paul Inglis, and the Village Clerk, Crystal Budde, to sign the same. Be it further resolved to authorize the Village Zoning Administrator to write a letter in accordance with Section 2.5 of the Development Agreement for construction to continue only on the existing six homes in the development.

Seconded by: Steve Crothers.

Roll Call Vote:

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

Motion Carried 6-0.

Absent: Mike Termer.

14. NEW BUSINESS:

a.) Shelby Acres Development PUD and Site Plan

The Village of Shelby Planning Commission met on June 20, 2023, to consider the Planned Unit Development (PUD) and Site Plan for the Shelby Acres Development. The Planning Commission recommended approval of the same with several conditions.

Damian Omness moved to approve the Planned Unit Development (PUD) and Site Plan for Shelby Acres subject to the conditions recommended by the Village of Shelby Planning Commission and as indicated in the Motion Sheet attached as Exhibit A.

Seconded by: Curt Trott.

Roll Call Vote:

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

Motion Carried 6-0.

Absent: Mike Termer.

15. COMMITTEE REPORTS:

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

The Planning Commission will meet on Tuesday, August 18, 2023 at 6:00 P.M. to review the renovation plans for Wesco.

b. WATER & SANITATION: Chair: Mike Termer, Steve Crothers:

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:

The Personnel Committee met on July 14, 2023 to make some minor revisions to the Employee Handbook Policy. The revisions will come to the Council for approval.

g. ORDINANCES – Chair Curt Trott, Dan Zaverl:

Nothing to report.

16. PAYMENT OF BILLS: Steve Crothers moved to approve the payment of the bills of July 24, 2023 in the amount of \$789,593.25.

Seconded by: Damian Omness.

Roll Call Vote:

Ayes: Crothers, Omness, Zaverl, Sutton, Trott, and Inglis.
Motion Carried 6-0.
Absent: Mike Termer.

17. ADJOURNMENT: Damian Omness moved to adjourn the meeting at 7:17 P.M.
Seconded by: Curt Trott.

Voice Vote: All in favor.
Motion Carried.
Absent: Mike Termer.

Council minutes are not official until approved at the August 14, 2023 Council meeting.

Approved

Crystal Budde August 14, 2023
Minutes Respectfully Submitted by Crystal Budde, Village Clerk/Treasurer Date

**VILLAGE OF SHELBY
REGULAR COUNCIL MEETING OF MONDAY, AUGUST 14, 2023 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, John Sutton, and 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. MINUTES:

a.) July 24, 2023

Steve Crothers moved to approve the minutes of the Regular Council meeting of July 24, 2023 as corrected.

Seconded by: John Sutton.

Voice Vote: All in favor.

Motion Carried.

5. ADDITIONS TO THE AGENDA: No Additions to Agenda.

6. PRESIDENT'S REPORT: Nothing to report.

7. ADMINISTRATOR'S REPORT:

VA Selner reported that Hallack Contractors have completed the service line replacements on Hawley and Rankin Streets. Reconstruction of those streets will begin the week of August 21. The service line replacements on Pine Street (from First Street to Third Street) have been completed and all tie-ins have been completed. The water main has been installed on Elm Street and service lines have been completed between Fifth Street and Sixth Street. Service lines on Elm Street (between Fourth Street and Fifth Street) will be completed the week of August 14. Hallack moved to Elm Street rather than First Street to complete the work prior to the start of the school year.

Apex has completed all the service lines on Lesada Street. They began working on Cherry and Runner Streets and will begin Hillcrest Avenue the week of August 14th.

The Getty Park Renovation project is formally out for bid. The bid opening is scheduled for Thursday, September 7, 2023 at 3:00 P.M.

Patrick Bowen, Bowen National Research, will be presenting the draft Housing Needs Assessment for Oceana County virtually on August 16th at 10:00 A.M. VA Selner encouraged Village Council members to attend the presentation.

Village staff has completed the questions in the Legal and Editorial Analysis. The staff is working to complete a final review of the responses prior to presenting them to the Ordinance Committee for confirmation of the changes. The draft Utilities Ordinance has been received and we are in the process of reviewing and commenting on that language.

The Shelby Acres annexation Public Hearing at the Oceana County Board of Commissioners meeting needed to be postponed due to the Oceana's Herald Journal's failure to post the required notice in their August 3rd edition. The Public Hearing has been rescheduled for Thursday, September 14, 2023.

8. DEPARTMENT HEADS' REPORTS:

DPW Supervisor Jeremiah Helenhouse had nothing further to report.

Chief Roesler had nothing further to report.

9. CORRESPONDENCE: No Correspondence.

10. CITIZEN PARTICIPATION: No Citizen Participation.

11. OLD BUSINESS:

a.) Sixth Street Sidewalk

Bid opening for the Sixth Street sidewalk was April 11, 2023. Bids came in high with the lowest bid coming in at \$102,401.00 over the budgeted amount, although the budget was underestimated. The Village Council discussed the project at the May 22nd Village Council meeting with a consensus to contact the property owners of the parcel located on the corner of South Sunset Terrace and Sixth Street.

The property owners on the corner are receptive to the provision of a temporary easement for the Village to regrade the hill to a slope that would not require a retaining wall. On July 10, 2023, Village Council refused all bids for the Sixth Street sidewalk and requested Fleis & VandenBrink to submit an updated cost estimate for the project without the retaining wall. In addition, Fleis & VandenBrink provided a draft temporary easement. The temporary easement has been provided to the homeowners for review. Although there is sufficient money in the Major Street Fund, VA Selner understood the hesitation to move forward with the project due to its high cost with relatively low impact for most residents of the Village. An alternative plan could be simply to demolish the sidewalk all together. This would remove the connectivity of the Village to the Shelby Township cemetery.

The consensus of the Village Council is to seek the opinion of a concrete professional to determine if the sidewalk can be repaired.

12. NEW BUSINESS:

a.) Employee Handbook Amendments

The updated Employee Handbook was adopted by the Village Council on December 28, 2021, and became effective January 1, 2022. The stated goal of updating the document was to promote greater employee longevity, provide clear expectations for all employees, and explain all available benefits offered to employees. In large part, the initial document has accomplished these goals; however, now that the new policies have been in place just over a year and a half, the staff has realized that the language in certain policies require clarification. The amendments are summarized below:

1. Section 2.05 – Performance Evaluations: Adds language clarifying that the Department Heads only need to review employees’ performance evaluation with the Village Administrator if performance is unsatisfactory.
2. Section 3.01 – Overtime and Compensatory Time: Adds language clarifying that, if the police department shift schedule changes to anything other than 12-hour shifts, overtime is paid for any hours worked over the updated shift schedule. Clarification was added clarifying that compensatory time needs to be earned prior to being used for both the police department and the DPW.
3. Section 3.03 – Emergency Call-in: Adds language clarifying that employees must be available outside of the regularly scheduled shift to respond to emergency call ins and that earned on call time can be used as straight time for time off but only after it is earned and must be in the same pay period in which it was earned.
4. Section 5.01 – Family Medical Leave: Adds language clarifying that employees entitled to leave under FMLA must use their accrued paid time off concurrently with the unpaid leave.
5. Section 6.00 – Holidays: Adds language defining holiday pay. Adds language clarifying holiday pay under certain circumstances. Provides police officers with 2.5 times pay versus the 2 times pay for holidays.
6. Provided other non-substantive changes including typos and grammatical corrections.

John Sutton moved to amend Sections 2.05, 3.01, 3.03, 5.01, 6.00, and other non-substantive typos and corrections to grammatical errors in the Employee Handbook as written effective August 14, 2023. Seconded by: Mike Termer.

Roll Call Vote:

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

Motion Carried 7-0.

b.) Downtown Façade Grant Program

The Village committed up to \$50,000.00 of ARPA funds in the 2023/2024 Fiscal Year budget for a one-time Façade Grant Program to provide funding for downtown businesses to improve their facades. Village Council is required to approve the program narrative and application, as well as consensus regarding the members of the community to serve on the Review Committee. The Review Committee will provide recommendations of award for consideration/final approval by the Village Council.

Steve Crothers moved to approve the Village of Shelby Façade Grant program narrative and application.

Seconded by: Mike Termer.

Roll Call Vote:

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

Motion Carried 7-0.

c.) Strategic Plans, Village Logo, and ARPA Allocation – Discussion Only

VA Selner requested the Village Council to discuss, for the purpose of determining progress/check in on the Strategic Plan, the potential for a new logo/complete rebranding, and where to allocate the remaining ARPA dollars. Although these are separate topics, they all tie together and can be discussed generally as one agenda item.

Much discussion ensued and VA Selner will bring the results of the strategic plan back to the Village Council at a later date to review and discuss the areas that the Village Council, at the time, rated as top priorities.

13. COMMITTEE REPORTS:

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

The Planning Commission will be meeting on Tuesday, August 15, 2023 at 6:00 P.M. to review the Special Land Use Request for the Wesco Gas Station.

b. WATER & SANITATION: Chair: Mike Termer, Steve Crothers:

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.

14. PAYMENT OF BILLS: Steve Crothers moved to approve the payment of the bills of August 14, 2023 in the amount of \$306,129.89.

Seconded by: Damian Omness.

Roll Call Vote:

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

Motion Carried 7-0.

15. ADJOURNMENT: Mike Termer moved to adjourn the meeting at 7:40 P.M.

Seconded by: Damian Omness.

Voice Vote: All in favor.

Motion Carried.

Council minutes are not official until approved at the August 28, 2023 Council meeting.

Approved

Crystal Budde

August 28, 2023

Minutes Respectfully Submitted by Crystal Budde Village Clerk/Treasurer

Date

**VILLAGE OF SHELBY
REGULAR COUNCIL MEETING OF MONDAY, AUGUST 28, 2023 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 Pro-Tem John Sutton.

2. ROLL CALL:

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

Absent: Paul Inglis.

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. MINUTES:

a.) August 14, 2023

Steve Crothers moved to approve the minutes of the Regular Council meeting of August 14, 2023 as prepared.

Seconded by: Mike Termer.

Voice Vote: All in favor.

Motion Carried.

Absent: Paul Inglis.

5. ADDITIONS TO THE AGENDA: No Additions to Agenda.

6. PRESIDENT'S REPORT:

a.) Appointees to the Village of Shelby's Downtown Façade Grant Program Review Committee

The following individuals have been asked and agreed to serve on the Village of Shelby's Downtown Façade Grant Program Review Committee:

Brady Selner, Village of Shelby Administrator.

Damiam Omness, Chairperson, Shelby Village Council Parks, Recreation and Buildings Committee.

Steve Crothers, Chairperson, Shelby Village Council Finance Committee.

Ross Field, Chairperson, Shelby Village Planning Commission.

Mishelle Comstock, President, Shelby State Bank.

Tammy Carey, Executive Director, Community Foundation for Oceana County.

Tracy Blamer, President, Shelby Chamber of Commerce.

7. ADMINISTRATOR'S REPORT:

VA Selner reported that Hallack Contractors have the base layer of asphalt laid on Hawley and Rankin Streets, as well as Sessions Road. Both the base and top layer of asphalt have been laid on Elm Street between Fifth and Sixth Street. Service line replacements are still in process on Elm Street between Fourth and Fifth Street. The water main has been installed on First Street. Service line replacements will begin on First Street early next week. The detour on First street was removed but will go back when the service line replacements begin next week. Contractors will be moving to Maple Street next week to begin installation of the water main.

Apex will be moving to Orchard View Lane next week followed by Harrison Street the following week. They will also be completing restoration on the services that have been completed to date.

The bid opening for the Getty Park Renovation project is scheduled for Thursday, September 7, at 3:00 P.M.

Staff is still attempting to obtain quotes for refurbishing the existing wall for the Sixth Street sidewalk. Fleis & VandenBrink does not recommend spending the money to refurbish the existing wall due to its current condition.

The homeowners at 575 Harvey Street have experienced a sewer lateral break that is causing a backup in their home. Based on the information provided, it appears that the responsibility falls on the homeowner; however, they have indicated that the problems began occurring after the work was completed at the Harvey Street Lift Station. VA Selner will continue to work with them and the Village engineer to resolve the issue.

The Village Council will convene as the Zoning Board of Appeals on Monday, September 11, 2023 to consider a dimensional variance for a property owner to construct an attached garage and breezeway that was unable to meet the side yard setback.

An Ordinance Committee meeting is scheduled for August 29, 2023 at 12:00 P.M. to review the first half of responses in the Legal and Editorial Analysis of General Law Village Ordinances.

8. DEPARTMENT HEADS' REPORTS:

DPW Supervisor Jeremiah Helenhouse reported that Apex Contractors have completed the service line replacements on Sunset Terrace.

Chief Roesler had nothing to report.

9. CORRESPONDENCE: No Correspondence.

10. CITIZEN PARTICIPATION:

Phil Morse, District 2 Oceana County Commissioner, stated that the Oceana County Sheriff's Department is struggling to find deputies to fill open positions. The County is considering an increase in wages in an effort to retain staff as well as hoping to receive more interest in the open positions.

He also shared details of his podcast that he is working on with Nicole McDonald. This podcast discusses living life with fulfillment and offers tools to help people clarify their purpose, plan steps toward meaningful life goals and improve the congruence of their lives.

11. OLD BUSINESS: No Old Business.

12. NEW BUSINESS:

a.) MEDC WRI Grant – Water Supply Well Bid Approval

Bid opening for Contract B: Water Supply Well (part of the MEDC Water Related Infrastructure grant) was held on Tuesday, May 9, 2023. The Village only received one bid from Northern Pump and Well and the bid was \$90,300.00 higher than the estimated amount and that bid did not include the necessary mechanical, electrical, and plumbing work estimated to cost an additional \$60,000.00. This places the well project 117% over the original budget.

Although the project is substantially higher than anticipated, VA Selner did concur with the recommendation from Fleis & VandenBrink to approve the bid contingent upon the Village of Shelby receiving additional grant dollars of \$208,725.00 from the MEDC.

Mike Termer moved to award the contract for drilling a new water supply well at the ~~Valley~~ Deming Street well house to Northern Pipe and Well for a price of \$218,300.00 contingent on an additional \$208,725.00 of MEDC funding being secured by the Village of Shelby.
Seconded by: Steve Crothers.

Roll Call Vote:

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

Motion Carried 6-0.

Absent: Paul Inglis.

b.) Oceana Economic Alliance (OCEA) Contribution

The Oceana County Economic Alliance (OCEA) serves Oceana County in economic development efforts, including the Village of Shelby. Partnering with The Right Place, OCEA supports businesses in Oceana County. The OCEA provides services including but not limited to, providing local businesses with state and local incentives, assistance with site selection, and manufacturing innovation and operational improvement. The stated mission of the OCEA is “to create a diverse economic environment by strengthening talent, leveraging resources, and supporting the retention, expansion, attraction, and creation of Oceana County businesses.”

Specific to the Village of Shelby, the relationship with the OCEA has resulted in a \$552,500.00 grant for the Getty Park project and assistance with attracting Perdue Farms to locate here. OCEA is funded primarily through Oceana County with the addition of other local units of government and private

companies. \$3,000.00 was allocated in the 2023/2024 Fiscal Year budget to support the efforts of the OCEA. The last time the Village of Shelby contributed to the OCEA was in January of 2019. The Village provided \$2,000.00 to support the organization.

Damian Omness moved to contribute \$3,000.00 to the Oceana County Economic Alliance (OCEA) for the 2023/2024 Fiscal Year.

Seconded by: Mike Termer.

Roll Call Vote:

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

Motion Carried 6-0.

Absent Paul Inglis.

13. COMMITTEE REPORTS:

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

The Planning Commission met on August 15, 2023 to review the Wesco site plan request. The Planners only request was to update the lighting to meet the current Zoning Ordinance requirements.

b. WATER & SANITATION: Chair: Mike Termer, Steve Crothers:

Nothing to report.

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

Nothing to report.

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

The Parks, Recreation, and Buildings Committee will meet on Tuesday, August 29, 2023 at 3:30 P.M. to discuss a number of miscellaneous items.

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

The Finance and Insurance Committee met prior to the Village Council meeting to review the Fund Balance Policy.

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

Nothing to report.

g. ORDINANCES – Chair Curt Trott, Dan Zaverl:

The Ordinance Committee will meet Tuesday, August 29, 2023 at 12:00 P.M. to review the first half of the responses in the Legal and Editorial Analysis of the General Law Village Ordinances.

14. PAYMENT OF BILLS: Steve Crothers moved to approve the payment of the bills of August 28, 2023 in the amount of \$560,132.54.
Seconded by: Mike Termer.

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

15. ADJOURNMENT: Mike Termer moved to adjourn the meeting at 7:07 P.M.
Seconded by: Damian Omness.

Voice Vote: All in favor.
Motion Carried.
Absent: Paul Inglis.

Council minutes are not official until approved at the September 11, 2023 Council meeting.

Approved

Crystal Budde September 11, 2023
Minutes Respectfully Submitted by Crystal Budde, Village Clerk/Treasurer Date

**VILLAGE OF SHELBY
REGULAR COUNCIL MEETING OF MONDAY, September 11, 2023 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, John Sutton, and Curt Trott.

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

3. PLEDGE OF ALLEGIANCE: All stood for the Pledge.

4. MINUTES:

a.) August 28, 2023

Steve Crothers moved to approve the minutes of the Regular Council meeting of August 28, 2023 as corrected.

Seconded by: Mike Termer.

Voice Vote: All in favor.

Motion Carried.

5. ADDITIONS TO THE AGENDA:

Councilman Mike Termer stated he received a phone call from Brian Beckman at The Ladder. Mr. Beckman had voiced his concern with the appearance of the placement of the BK Stands that are being placed in the yards of homeowners whose service lines are being replaced. DPW Supervisor Jeremiah Helenhouse and VA Selner explained that those are temporary but necessary until the Village is able to purchase radio reads which will replace those stands. This is the only way to get a read on water meters at this time.

6. PRESIDENT'S REPORT: Nothing to report.

7. ADMINISTRATOR'S REPORT:

VA Selner reported that Hallack Contractors have installed the service lines on Elm Street as well as a number of the service lines on First Street. They are moving to Maple Street next to begin the water main and service line replacements. Apex is finishing the service lines on Orchard View and will be moving to Harrison Street next week. They will also be completing restoration on the services that have been completed to date.

The bid opening for the Getty Park Renovation project has been moved to Thursday, September 28 at 3:00 P.M. The two prospective bidders were unable to meet the deadline. Without extending the deadline, the Village would not have received any bids.

VA Selner was made aware of a Community Center Grant administered by the Michigan Department of Labor and Economic Opportunity on August 30, 2023. Applications were due on September 8, 2023 and he spent the week preparing the application. He requested the installation of a multipurpose synthetic turf field, 2-3 lane walking track, outdoor fitness equipment, and a children’s play course to encourage fitness through play.

The Ordinance Committee will meet once more to review the Legal and Editorial Analysis as well as the proposed new Water and Sewer Utility ordinances.

8. DEPARTMENT HEADS’ REPORTS:

DPW Supervisor Jeremiah Helenhouse reported that Hallack Contractors will be tying First Street and Pine Street into the system next week.

9. CORRESPONDENCE:

- a.) Mark Olmstead, Shelby Public Schools Superintendent - Crossing Guard

VA Selner received an email from Shelby Public Schools Superintendent Mark Olmstead stating that, in an effort to meet market conditions and stay competitive with retaining employees, a wage increase has been approved for the crossing guards. This will increase the Village’s reimbursement to the school for the 2023/2024 school year of approximately \$1,200.00.

10. CITIZEN PARTICIPATION:

- a.) 575 Harvey Street

The resident of 575 Harvey Street addressed the Council in regard to a plumbing issue at the home and her confusion as to why she was responsible for the repair of that service line. The resident stated issues began shortly after the work to the lift station on Harvey Street was completed. DPW crew members spent eight hours at the home helping the plumber find the issue. The discovered that the service line had a backup which needed to be jetted out. Hallack Contractors were able to bring equipment to the home and were able to get the issue resolved. There was some misunderstanding during the time of the repair work and some missed communication; but, everyone was able to come to an understanding of what had transpired and what would be expected moving forward.

11. OLD BUSINESS: No Old Business.

12. NEW BUSINESS: No New Business.

13. COMMITTEE REPORTS:

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

The Planning Commission is not expected to meet in September due to a lack of agenda items.

b. WATER & SANITATION: Chair: Mike Termer, Steve Crothers:

Nothing to report.

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

Nothing to report.

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

The Parks, Recreation and Buildings Committee will be meeting with Shelby School Representatives very soon to discuss and review the Intergovernmental Agreement (IGA) between Shelby Public Schools and the Village of Shelby.

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:

The Ordinance Committee has met twice to review the draft of the General Law Ordinance Update. The Committee will be meeting once more to review the Water and Sewer Utilities Ordinance update.

14. PAYMENT OF BILLS: Steve Crothers moved to approve the payment of the bills of September 11, 2023.

Seconded by: Mike Termer.

Roll Call Vote:

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

Motion Carried 7-0.

15. ADJOURNMENT: Mike Termer moved to adjourn the meeting at 7:56 P.M.

Seconded by: Damian Omness.

Voice Vote: All in favor.

Motion Carried.

Council minutes are not official until approved at the September 25, 2023 Council meeting.

Approved

Crystal Budde

September 25, 2023

Minutes Respectfully Submitted by Crystal Budde, Village Clerk/Treasurer

Date

**VILLAGE OF SHELBY
REGULAR COUNCIL MEETING OF MONDAY, SEPTEMBER 25, 2023 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, John Sutton, and 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. MINUTES:

a.) September 11, 2023

Steve Crothers moved to approve the minutes of the Regular Council meeting of September 11, 2023 as presented.

Seconded by: Mike Termer.

Voice Vote: All in favor.

Motion Carried.

5. ADDITIONS TO THE AGENDA: No Additions to Agenda.

6. PRESIDENT'S REPORT: Nothing to report.

7. ADMINISTRATOR'S REPORT:

VA Selner reported that Hallack Contractors have completed Sessions Road, Hawley Street, and Rankin Street with just a few punch list items remaining. The water main and service lines have been completed on First Street. The driveway approach to N J Fox & Sons was scheduled to be completed on September 23. The road on the corner of Pine and Third Street will also be restored. The water main is installed on the northern portion of Pine Street and on Maple Street. Once the bacteria tests are completed, service line replacements will begin on both streets.

Apex Excavating has completed the service lines on Orchard View. A list of addresses that need additional restoration has been given to the contractor. They are currently working on Harrison Street.

The Village of Shelby's Parks and Recreation Committee will meet with Shelby Public Schools representatives to discuss Getty Field and the existing Intergovernmental Agreement on September 25 after the Village Council meeting. Additionally, a meeting was held on September 21 with

representatives from the Village, Shelby Public Schools, and MDNR to discuss options that could improve the ongoing partnership regarding the soccer field.

Oceana County and Dogwood Community Development have invited elected officials and other community leaders to the presentation on the Housing Needs Assessment completed by Bowen National Research. The presentation will be on September 27, from 9:00 A.M. to 11:00 A.M. at the West Michigan Research Station north of Hart.

The Oceana County Board of Commissioners held a Public Hearing regarding the annexation of the property north of the Village limits. The annexation was unanimously approved by the Board.

VA Selner had planned to have completed the Redevelopment Ready Community (RRC) Certification by the end of the Summer. The number of infrastructure projects currently ongoing in the Village has made this unobtainable. Once the construction season wraps up, he plans to turn his attention to finalizing the RRC Certification.

8. DEPARTMENT HEADS' REPORTS:

DPW Supervisor Jeremiah Helenhouse reported that Hallack Contracting will be tying the new water main on Maple Street into the water system on Tuesday, September 26. The staff will be spending any available time on installing the diffusers at the lagoons. They will continue to work on that until the winter season begins.

Chief Roesler reported that Dave Krause has come back to work. He is on light duty and will be working in the office for the time being.

9. CORRESPONDENCE: No Correspondence.

10. CITIZEN PARTICIPATION:

Phil Morse, District 2 Oceana County Commissioner, wanted to share that the Oceana County Board of Commissioners will begin the first day of the County's Budget Workshop on Tuesday, September 26. He also reported that the Housing Study presentation will take place on Wednesday, September 27 at 9:00 A.M. at the West Michigan Research Station.

11. OLD BUSINESS: No Old Business.

12. NEW BUSINESS:

a.) Second Quarter Budget Amendments

The Village is six months into the 2023/2024 Fiscal Year. The object of the budget amendment process is to ensure that the Village has remained on budget and to adjust the budget as the fiscal year moves forward. Some of the major budget items to note for the second quarter include:

1. Accounting for additional interest revenue from the Village's MIClass investments.
2. Accounting for the additional grant dollars from the MEDC for the Village's WRI project.

- 3. Accounting for additional expenses for the water supply well.
- 4. Accounting for additional revenue in the Local Streets Fund from the Local Community Stabilization Authority.
- 5. Increases to audit fees in several departments.

Steve Crothers moved to approve the 2023/2024 Fiscal Year Second Quarter Budget Amendments as presented.

Second by: John Sutton.

Roll Call Vote:

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

Motion Carried 7-0.

b.) Mini Excavator Purchase

The Village of Shelby’s 2023/2024 Fiscal Year budget allocated \$190,000.00 for equipment purchases. The budget noted that the purchase of a plow truck and/or backhoe-loader would occur after additional research during the fiscal year. One quote has been received for a mini excavator with a price of \$61,900.00.

The Village of Shelby’s Equipment Fund Balance at the end of the previous fiscal year was \$335,554.00. The minimum fund balance in the Equipment Fund is \$135,562.00 and the maximum is \$406,686.00. The existing fund balance is currently in the appropriate range. Based on the current financial outlook, the Village should only purchase one major piece of equipment this fiscal year and re-evaluate additional purchases for next year.

Much discussion ensued. DPW Supervisor Jeremiah Helenhouse will seek more quotes for the mini excavator as well as quotes for a new backhoe and bring them to the Council at a later date.

13. COMMITTEE REPORTS:

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

The Planning Commission did not meet in September due to a lack of agenda items.

b. WATER & SANITATION: Chair: Mike Termer, Steve Crothers:

Nothing to report.

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

Nothing to report.

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

Members of the Parks, Recreation, and Buildings Committee will meet with members of Shelby

Public Schools following the Council meeting to discuss the direction the school will be going with the use of Getty Field moving forward for the long term.

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:

The Ordinance Committee will be meeting in the near future to review the proposed updated Utilities Ordinance.

14. PAYMENT OF BILLS: Steve Crothers moved to approve the payment of the bills of September 25, 2023 in the amount of \$334,654.37.

Seconded by: Mike Termer.

Roll Call Vote:

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

Motion Carried 7-0.

15. ADJOURNMENT: Mike Termer moved to adjourn the meeting at 7:10 P.M.

Seconded by: Damian Omness.

Voice Vote: All in favor.

Motion Carried.

Council minutes are not official until approved at the October 9, 2023 Council meeting.

Approved

Crystal Budde

October 9, 2023

Minutes Respectfully Submitted by Crystal Budde, Village Clerk/Treasurer

Date

**VILLAGE OF SHELBY
REGULAR COUNCIL MEETING OF MONDAY, OCTOBER 9, 2023 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, Damian Omness, and Curt Trott.

Absent: Dan Zaverl and John Sutton.

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

3. PLEDGE OF ALLEGIANCE: All stood for the Pledge.

4. MINUTES:

a.) September 25, 2023

Steve Crothers moved to approve the minutes of the Regular Council meeting of September 25, 2023 as presented.

Seconded by: Mike Termer.

Voice Vote: All in favor.

Motion Carried.

Absent: Dan Zaverl and John Sutton.

5. ADDITIONS TO THE AGENDA: No Additions to Agenda.

6. PRESIDENT'S REPORT: Nothing to report.

7. ADMINISTRATOR'S REPORT:

VA Selner reported that Hallack Contractors have completed the water main and water service line replacements on Maple Street. They will complete the tie-in on Maple and Fourth Streets on October 9th. Installation of the water service lines on Pine Street has begun and should be completed by the end of the week. Moving forward, Maple Street will be repaved and work on Walnut Street will begin.

Apex has completed approximately 50% of the water service lines on White Street. Following White Street, they will move to Ellis Street. Apex recently had difficulty with their drill head due to the rocky soil. They will perform open cuts for some water service line replacements going forward.

Jackson-Merkey has completed the work at both the Industrial and Harvey lift stations except for the remaining punch list items. The Village is still working with the engineer and contractor to finalize the

project and make the final payment.

A preconstruction meeting was held with Northern Pump on October 4th. They will be mobilizing the week of October 9th to begin the work on the new water supply well.

Bid opening for the Getty Park Renovation was held on Thursday, ~~September 28th~~ ^{December 26, 2023} at 3:00 P.M. The Village received two bids; one each from Hallack Contracting and McCormick Sands. McCormick had the lowest bid at \$1,838,817.00. This is \$402,032.00 higher than what was most recently budgeted. A recommendation of award will be presented at an upcoming Village Council meeting.

Last year, the consensus of the Village Council was to allow Village staff to set the hours for trick or treating on Halloween. The hours will be from 6:00 P.M. to 8:00 P.M. on Tuesday, October 31st. These hours will be provided on social media and communicated through our voice shot.

The Village of Shelby was issued its new MML Liability and Property Renewal policy. The premium cost is \$33,154.00 which is \$741.00 lower than the 2022 policy year premium. Property limits were increased from a total of \$4,749,939.00 to \$5,871,416.00.

The Strategic Planning Session is tentatively scheduled for the second Village Council meeting in October. The results from the Session can be used to determine how to allocate the remaining Village of Shelby ARPA dollars.

The Village held a meeting with the contractor, developer Gosling Czubak, and Fleis & VandenBrink for the Shelby Acres Development to ensure all stakeholders were on the same page regarding their respective responsibilities during construction. Storm water, sewer, and water utilities are being installed in addition to the ongoing home construction.

The Village received 7 applications for the Façade Grant Program. A meeting will be scheduled with the Review Committee to discuss the applications and make a recommendation of award to the Village Council.

8. DEPARTMENT HEADS' REPORTS:

Chief Roesler reported that the Shelby High School Homecoming Parade and the Shelby Fall Festival activities were dialed down significantly from previous years; but everything went smoothly. Chief Roesler has an interview coming up to fill a part-time position and has had an inquiry regarding the vacant full-time position.

9. CORRESPONDENCE: No Correspondence.

10. CITIZEN PARTICIPATION: No Citizen Participation.

11. OLD BUSINESS: No Old Business.

12. NEW BUSINESS:

a.) Getty Field Aeration and Overseeding

A proposal was received from TruGreen to aerate and overseed Getty Field to encourage better growth and to produce an overall improvement to the grass field. Although not specifically budgeted, there is money available in the Parks and Recreation Department of the General Fund to pay for the service.

Damian Omness moved to authorize the aeration and overseeding of Getty Field at a cost not to exceed \$2,750.00.

Seconded by: Steve Crothers.

Roll Call Vote:

Ayes: Omness, Crothers, Termer, Trott, and Inglis.

Motion Carried 5-0.

Absent: Dan Zaverl and John Sutton.

13. COMMITTEE REPORTS:

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

The Planning Commission meeting scheduled for October 17, 2023 has been cancelled due to lack of agenda items.

b. WATER & SANITATION: Chair: Mike Termer, Steve Crothers:

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.

14. PAYMENT OF BILLS: Steve Crothers moved to approve the payment of the bills of October 9, 2023

in the amount of \$46,258.68.
Seconded by: Mike Termer.

Roll Call Vote:
Ayes: Crothers, Termer, Omness, Trott, and Inglis.
Motion Carried 5-0.
Absent: Dan Zaverl and John Sutton.

15. ADJOURNMENT: Mike Termer moved to adjourn the meeting at 6:43 P.M.
Seconded by: Damian Omness.

Voice Vote: All in favor.
Motion Carried.
Absent: Dan Zaverl and John Sutton.

Council minutes are not official until approved at the October 23, 2023 Council meeting.

Approved

Crystal Budde October 23, 2023
Minutes Respectfully Submitted by Crystal Budde, Village Clerk/Treasurer Date

**VILLAGE OF SHELBY
REGULAR COUNCIL MEETING OF MONDAY, November 13, 2023 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 6:03 P.M. by President Paul Inglis.

2. ROLL CALL:

Answering the roll call: Mike Termer, Steve Crothers, Paul Inglis, Dan Zaverl, Damian Omness, John Sutton, and 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. Village of Shelby Zoning Board of Appeals:

Steve Crothers moved to suspend the Shelby Village Council meeting at 6:06 P.M. and to convene has the Shelby Zoning Board of Appeals.

Seconded by Damian Omness.

Roll Call Vote:

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

Motion Carried 7-0.

a. Adoption of ZBA Bylaws

The Zoning Board of Appeals reviewed the Zoning Board of Appeals By-Laws presented.

Damian Omness moved to adopt the Zoning Board of Appeals By-Laws.

Seconded by: Steve Crothers.

Roll Call Vote:

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

Motion Carried 7-0.

Damian Omness moved to adjourn as the Zoning Board of Appeals and reconvene as the Shelby Village Council at 6:12 P.M.

Seconded by: Mike Termer.

Roll Call Vote:

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

Motion Carried 7-0.

5. MINUTES:

a.) October 23, 2023

Steve Crothers moved to approve the minutes of the Regular Council meeting of October 9, 2023 as presented.

Seconded by: Curt Trott.

Voice Vote: All in favor.

Motion Carried.

5. ADDITIONS TO THE AGENDA:

E. Strategic Planning items.

6. PRESIDENT’S REPORT: President Inglis commended VA Selner and the Village Council for all the work that has been accomplished over the year.

7. ADMINISTRATOR’S REPORT:

VA Selner reported that Hallack Contractors have all the water main and service lines complete for the year. Pine Street, including all the driveway approaches, will be paved on November 10th and 11th. Additionally, Walnut will be paved and other miscellaneous patches throughout the Village. Beginning in the spring, the following streets will be paved: Fourth, Elm, and Elliot Streets.

Apex has completed the service lines on Lesada, Runner, Hillcrest, Sunset Terrace, Orchard View, White, Ellis, Deming, Harrison, Plum, and Grant Streets. They are currently on Valley Street and will move to Sessions Road. Staff has communicated with Apex that they will need to focus on restoration next week before asphalt plants close for the year.

VA Selner submitted an ELGE Intent to Apply for the 2025 funding round for the Drinking Water State Revolving Fund (DWSRF) program. A meeting will be scheduled with the Water and Sanitation Committee to discuss the specifics of which water mains would be replaced and the associated cost to move forward in the application process. The Village will not authorize Fleis & VandenBrink to begin work on a project plan until there is formal approval from the Village Council.

VA Selner drafted amendments to the Intergovernmental Agreement between the Village of Shelby and the Shelby Public Schools to simplify the process regarding the use of Getty Field. He will continue to work with Superintendent Olmstead to develop a draft to be presented and considered by the Village Council.

8. DEPARTMENT HEADS’ REPORTS:

Police Chief Roesler reported that the winter parking will be in effect beginning Wednesday, November 15th. Chief Roesler also reported that the Trunk or Treating event went very well.

DPW Supervisor Jeremiah Helenhouse had nothing to report.

9. CORRESPONDENCE: No Correspondence.

10. CITIZEN PARTICIPATION:

Phil Morse, District 2 Oceana County Commissioner, encouraged the Council to consider some form of Economic Development Committee and find someone to lead it. Possibly consider creating a combined Committee with Shelby Township and New Era. He also suggested publishing the highlights of the Strategic Planning Session in the paper in order to provide the community with insight into what the Village Council is hoping to accomplish.

11. OLD BUSINESS: No Old Business.

12. NEW BUSINESS:

a.) Getty Park Recommendation of Award

Bid opening for the Getty Park project was held on Thursday, September 28th. The Village received two bids. McCormick Sand Inc. was the lowest bid at \$1,838,817.00 which is \$407,032.00 above the estimated cost. The Village of Shelby has three options:

1. Approve the bid from McCormick Sand Inc.
2. Approve the bid with the specified cost reductions.
3. Deny all bids, conduct value engineering redesign, and rebid.

VA Selner concurs with the recommendation from Fleis & VandenBrink which is to approve the bid noting the specific cost reductions to the project. The modifications to the project were based on the direction received from the Village Council and made in coordination with Fleis & VandenBrink.

Damian Omness moved to award the contract for the renovation of Getty Park to McCormick Sand, Inc., 5430 Russell Rd., Twin Lake, Michigan for a price of \$1,698,419.00.
Seconded by: Steve Crothers.

Roll Call Vote:

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

Motion Carried 7-0.

b.) Shelby Welcome Signs

Shelby Township has been working with the Shelby Area Chamber of Commerce to purchase and install four new "Welcome to Shelby" signs at various locations. Shelby Township has asked the Village of Shelby to contribute one third of the cost of two signs. The total cost for the two signs, including installation, is \$7,300.00. The proposed locations are by the gas station on Shelby Road (First Street) and on Oceana Drive (State Street) by Country Dairy.

Mike Termer moved to contribute up to \$2,434.00 for the purchase of two "Welcome to Shelby" signs.
Seconded by: Curt Trott.

Roll Call Vote:

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

Motion Carried 7-0.

c.) Village Council Rules of Procedure Amendments

The Village Council adopted its Rules of Procedure on June 28, 2021. With the recent request to add a prayer at the beginning of the meeting, the amendments clarify this procedure and have it formally acknowledged as an agenda item.

Mike Termer moved to amend the Rules of Procedure for Village Council to include an invocation on the agenda and to determine the guidelines for the agenda item.

Seconded by: Steve Crothers.

Roll Call Vote:

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

Motion Carried 7-0.

d.) Façade Grant Recommendation of Awards

The Façade Grant Review Committee met on September 19th and September 30th. The Committee is recommending the Village Council approve the funding for the following four applications:

1. James Wickstra – 169 N. Michigan Avenue.
2. Larry Byl, Tim Horton, and Calvin Roskam – 163 N. Michigan Avenue.
3. Annett Kurzur – 254 N. Michigan Avenue.
4. V & L Holdings LLC – 135 – 141 N. Michigan Avenue.

The Committee is seeking additional clarification from the remaining applications prior to making a final decision on the remaining funding.

Damian Omness moved to award \$39,700.00 in ARPA funds for the following four (4) façade grant applications:

1. James Wickstra – 169 N. Michigan Avenue.
2. Larry Byl, Tim Horton, and Calvin Roskam – 163 N. Michigan Avenue.
3. Annett Kurzer – 254 N. Michigan Avenue.
4. V & L Holdings LLC – 135 -141 N. Michigan Avenue.

Seconded by: Steve Crothers.

Roll Call Vote:

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

Motion Carried 7-0.

e.) Strategic Planning Session Voting

The Village of Shelby Council members voted on categories and subcategories that they had previously

created during a Strategic Planning Session. These are items that are of importance to the members of the Council as priorities for improvements to the community over the next several years. VA Selner will tally the votes and present a report to the Village Council at a later date.

13. COMMITTEE REPORTS:

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

Nothing to report.

b. WATER & SANITATION: Chair: Mike Termer, Steve Crothers:

Nothing to report.

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

Nothing to report.

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

Representatives from the Village of Shelby met with representatives from Shelby Township as well as representatives from the Shelby Public Schools to discuss the future use of Getty Field. The Shelby Public Schools will use Getty Field as a practice field for the soccer program and will use the Shelby Township Park for the Soccer games. Getty Field will be used as a community field.

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.

14. PAYMENT OF BILLS:

Steve Crothers moved to approve the payment of the bills of November 13, 2023 in the amount of \$820,087.75.

Seconded by: Mike Termer.

Roll Call Vote:

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

Motion Carried 7-0.

15. ADJOURNMENT:

Damian Omness moved to adjourn the meeting at 8:00 P.M.
Seconded by: Mike Termer.

Voice Vote: All in favor.
Motion Carried.

3

Council minutes are not official until approved at the December 11, 2023 Council meeting.

Approved

Crystal Budde

December 11, 2023

Minutes Respectfully Submitted by Crystal Budde, Village Clerk/Treasurer

Date

**VILLAGE OF SHELBY
REGULAR COUNCIL MEETING OF MONDAY, DECEMBER 11, 2023 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, John Sutton, and Curt Trott.

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

3. PLEDGE OF ALLEGIANCE: Pledge of Allegiance and Invocation were said by all who cared to join in.

4. MINUTES:

a.) November 13, 2023

Steve Crothers moved to approve the minutes of the Regular Council meeting of November 13, 2023 as presented.

Seconded by: Mike Termer.

Voice Vote: All in favor.

Motion Carried.

5. ADDITIONS TO THE AGENDA:

Village DPW Garage added under New Business, Item d.

6. PRESIDENT'S REPORT: Nothing to report.

7. ADMINISTRATOR'S REPORT:

VA Selner reported that he was notified that the Village has been awarded all three of its wish list requests from the Community Foundation for Oceana County (CFOC). There are three categories for the wish list requests. The Village will receive \$499.00 for the purchase of additional Christmas decorations for the Pocket Park in the \$499.00 and under category; for the laser cut sign for Getty Park in the between \$500.00 and \$1,000.00 category; and, an outdoor inflatable movie screen for Getty Park in the over \$1,500.00 category.

Apex Contracting will be wrapping up the final service line replacements and will return in the Spring. The new Well is currently being drilled and the project should be completed within the next four to six weeks.

The final payment to Jackson-Merkey is in the process of being made as the Lift Station project has been completed.

The pre-construction meeting for Getty Park was held on Monday, December 11th. McCormick Sand is waiting on permits and demolition is scheduled to begin next week. The contractor expects the project to be completed in August.

A temporary school route plan has been completed for the new elementary school. A permanent plan will be completed after the holiday season.

8. DEPARTMENT HEADS' REPORTS:

Police Chief Roesler had nothing to report.

9. CORRESPONDENCE:

a.) Mark Olmstead, Superintendent of Shelby Public Schools Letter

Shelby Public Schools Superintendent Mark Olmstead had sent correspondence regarding the water tap fee assessed to Shelby Public Schools as part of the construction of the new Shelby Elementary building. VA Selner discussed the matter with Mr. Olmstead and because the school will only have a 4" line from the water main to the school, the tap-in fee will be based on the size of that line. It will reduce the fee to \$39,326.00 from the original fee of \$81,400.00 which is based on an 8" line.

10. CITIZEN PARTICIPATION:

a.) Gerald Lindow, 330 Runner Avenue, Shelby, Michigan stated that Apex Contractors dug up the end of his driveway while replacing the water service lines; however, the damage to his driveway has not been repaired. He has spoken to Apex and to the engineer on site about the issue and still nothing has been done to repair the driveway.

VA Selner will speak with DPW Supervisor Jeremiah Helenhouse to find a temporary solution until permanent repairs to the driveway are finalized in the Spring.

b.) Mark Olmstead, Shelby Public Schools Superintendent, stated that Shelby Public Schools will be hosting a ribbon cutting ceremony on Saturday, December 16, 2023 at 9:00 A.M. at 1285 S. Oceana Drive for the new Elementary School. Those in attendance will also be able to tour the new facilities.

c.) Carol Waller, 33 West Fifth Street, shared her concern for how the façade grant voting was completed and believed that she was not considered for the grant because she is located outside of the core downtown. She also expressed frustration with how her location was zoned when the Planning Commission updated the Zoning Map and Zoning Ordinance.

11. OLD BUSINESS: No Old Business.

12. NEW BUSINESS:

a.) ARPA Allocation

Under the 2022 Final Rule, Village Council has until December 31, 2024, to obligate its ARPA funds. However, for Fiscal Year 2024, the Michigan Legislature passed the City, Village, and Township Revenue Sharing (CVTRS) 1% Coronavirus Local Fiscal Recovery Fund program. Each local community that received a Fiscal Year 2023 CVTRS payment is eligible to receive a CVTRS Coronavirus Local Fiscal Recovery Fund payment equal to 1% of the local unit's eligible Fiscal Year 2023 ongoing CVTRS payment amount. To qualify for this payment, the Village must:

1. Meet all CVTRS program requirements (already submitted).
2. "Fully Obligate" or expend by December 31, 2023, the total amount of 2021 ARPA funds allocated.
3. Submit a CVTRS/CRS-CLFRF Certification Form 6056 to the Michigan Department of Treasury by March 30, 2024.

Fully obligated means an order placed for property or services; entering into contracts, subawards, and similar transactions that require payments; or, appropriating the funds for specific purposes.

Using the compiled results from the Village's Strategic Planning session on November 13, 2023, the Village Council must appropriate the remaining ARPA funds. The Village of Shelby received \$211,014.00 of which \$5,000.00 has been spent on the 2022 Fall Festival and \$39,700.00 was allocated for downtown façade grant projects. There is also \$10,300.00 in the façade grant program that has not yet been awarded. This leaves a remaining balance of \$156,014.00 to be allocated.

Here are a few options for the Village Council to consider:

1. Using the remaining balance to cover a portion of the Getty Park overage.
2. Using the remaining balance to purchase water meters and radio reads.
3. Allocating dollars to update the Village website and logo.
4. Allocating dollars for a community input report/conceptual drawing review for a downtown streetscape update.

Much discussion ensued. Councilman Dan Zaverl stated that he would like to consider using some funds to build a lean-to extension at the DPW Garage to protect the newly purchased backhoe from the elements. DPW Supervisor Jeremiah Helenhouse had notified him that the new backhoe currently does not fit in the garage.

The Village Council will consider further action at the next Regular Scheduled Council meeting of December 26, 2023.

b.) Downtown Christmas Decorations

The Village is in need of upgrading its downtown Christmas decorations. The old decorations are either broken and/or the lights no longer work. In 2019, the Village purchased four 4' diamond snowflakes from Display Sales for a total cost of \$1,387.00. The company is currently having a sale in the month of December on some of the pole mounted Christmas decorations.

The Council was presented with three options to consider. One quote is for the purchase of four additional 4' diamond snowflakes similar to the ones that the Village currently has downtown. This would allow for four of the same decorations on both sides of Michigan Avenue. The second quote is for a variety of six pole mounted decorations. This option would be a total of five pole decorations on each side of Michigan Avenue. The third quote is for a variety of 12 pole mounted decorations and, with the four decorations that the Village currently has, this would allow for decorations on each streetlight in the core downtown.

Damian Omness moved to approve the quote from Display Sales, Bloomington, Minnesota for \$4,501.00, to purchase 12 pole mounted Christmas decorations. Be it further resolved to authorize Village Administrator Brady Selner to sign the quote.

Seconded by: Steve Crothers.

Roll Call Vote:

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

Motion Carried 7-0.

c.) Shelby Area District Library Appointment

Ann Campagna's term on the Shelby Area District Library Board of Trustees expires on December 31, 2023, and she has decided not to serve another term. The Library Board requested that the Village Council appoint Jean Lewis, 365 Apricot Lane, to a three-year term beginning January 1, 2024 and ending December 31, 2026.

Steve Crothers moved to appoint Jean Lewis, 365 Apricot Lane, to the Shelby Area District Library Board of Trustees for a three-year term beginning January 1, 2024 and ending December 31, 2026.
Seconded by: Dan Zaverl.

Voice Vote: All in favor.

Motion Carried.

13. 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:

VA Selner completed his third year of employment on November 19th. Personnel Committee Chair John Sutton reported that it is time for his annual review. The review questionnaire will be going out to the Village Council members for completion and submission to the Village Clerk by December 22nd.

g. ORDINANCES – Chair Curt Trott, Dan Zaverl:

An Ordinance Committee meeting will be scheduled for December 15th in order to complete the review and analysis of the proposed water and sewer language and to finalize responses to the Legal and Editorial Analysis.

14. PAYMENT OF BILLS:

a.) November 27, 2023

Steve Crothers moved to approve the payment of the bills for November 27, 2023 in the amount of \$710,698.08.

Seconded by: Mike Termer

Roll Call Vote:

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

Motion Carried 7-0.

b.) December 11, 2023

Steve Crothers moved to approve the payment of the bills for December 11, 2023 in the amount of \$45,936.93.

Seconded by: Mike Termer.

Roll Call Vote:

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

Motion Carried 7-0.

15. ADJOURNMENT: Mike Termer moved to adjourn the meeting at 7:40 P.M.

Seconded by: Damian Omness.

Voice Vote: All in favor.

Motion Carried.

Council minutes are not official until approved at the December 26, 2023 Council meeting.

Approved

Crystal Budde

December 26, 2023

Minutes Respectfully Submitted by Crystal Budde, Village Clerk/Treasurer

Date

**VILLAGE OF SHELBY
REGULAR COUNCIL MEETING OF MONDAY, DECEMBER 26, 2023 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, John Sutton, and 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 said by all who cared to join in.

5. MINUTES:

a.) December 11, 2023

Steve Crothers moved to approve the minutes of the Regular Council meeting of December 11, 2023 as presented.

Seconded by: Mike Termer.

Voice Vote: All in favor.

Motion Carried.

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 lift station portion of the MEDC Water Related Infrastructure (WRI) Project has been completed. The new well has been drilled and the casing is currently being installed. The contractor plans to be done with that portion of the project by the first week of January. After the new year, they will need to complete the testing and installation of the pump.

The Ordinance Committee met on December 15th to finalize the responses to the General Code Legal and Editorial Analysis as well as review the proposed Water and Sewer Ordinance language. Fleis & VandenBrink is currently reviewing the proposed Water and Sewer Ordinance. Once their review is complete, the information will be brought to the Village Council for consideration.

A temporary traffic order has been put into place to notify motorists of the new school zone. The order

is in place for no more than 90 days. The Village continues to work on the final school zone plan. A speed study will be conducted in January. Following the results of the study, the school zone plan will be finalized and brought to the Village Council for consideration.

Apex has officially wrapped up for the season. Both Hallack and Apex will be back in the spring to finish the service line replacements.

McCormick Sand has begun removal of tree stumps and concrete in Getty Park. A request has been submitted to Consumers Energy to disconnect the power to the building and, as soon as that is completed, McCormick will begin the demolition of the building. Weather permitting, construction of the new pavilion and bathroom will begin in February.

9. DEPARTMENT HEADS' REPORTS: DPW Supervisor Jeremiah Helenhouse and Chief Roesler had nothing to report.

10. CORRESPONDENCE: No Correspondence.

11. CITIZEN PARTICIPATION:

Phil Morse, District 2 Oceana County Commissioner, shared that the Oceana County Board approved the payment for the sponsorship of new deputies graduating from West Shore Community College. The Workforce Study has been a slow process but is ramping back up. The County Board has approved a matching grant of up to \$30,000.00 for the creation and implementation of a plan, upon completion of the study.

12. OLD BUSINESS:

a.) ARPA Allocation

Using the compiled results from the Village's Strategic Planning Session on November 13th, the Village Council must appropriate the remaining ARPA Funds. The Village of Shelby received \$211,014.00 of which \$5,000.00 has been spent and \$39,700.00 allocated to downtown façade grant projects. There is also \$10,300.00 in the façade grant program that has not yet been awarded. This leaves a remainder of \$156,014.00. A few options for the Village Council to consider are:

1. Using the remaining balance to cover a portion of the Getty Park overage.
2. Using the remaining balance to purchase water meters and radio reads at an estimated cost of \$90,000.00.
3. Allocating dollars to update the Village website and logo.
4. Allocating dollars for a community input report/conceptual drawing review for a downtown streetscape update.
5. Lean-to structure at the DPW garage.

Mike Termer moved to allocate \$40,000.00 of the remaining ARPA funds for the purpose of building a covered structure at the DPW facility for the storage of newly purchased equipment and the remaining \$116,014.00 to be designated to cover a portion of the local match for the Getty Park renovation

project.

Seconded by: Steve Crothers.

Roll Call Vote:

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

Motion Carried 7-0.

13. NEW BUSINESS:

a.) Fiscal Year 2023/2024 Third Quarter Budget Amendments

The Village is 9 months into the 2023/2024 Fiscal Year. The objective of budget amendments is to ensure the Village has remained on budget and to adjust the budget as the fiscal year moves forward. Fourth quarter budget amendments will include adjustments to the Getty Park and EGLE/MDOT projects to better reflect the work completed this fiscal year. Some of the major budget items to note for the third quarter are:

1. Additional property tax revenue in both the General Fund and Local Street Fund.
2. Water Fund revenue is much higher than originally budgeted.
3. Additional ACT 51 money according to MCL 247.660a.
4. Additional allocation to the General Fund – DPW Department (441).

Steve Crothers moved to approve the Fiscal Year 2023/2024 Third Quarter Budget Amendments as presented.

Seconded by: Mike Termer.

Roll Call Vote:

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

Motion Carried 7-0.

b.) 2024 Village Council and Planning Commission Schedules

To maintain compliance with the Open Meetings Act, the Village Council must adopt the 2024 Village of Shelby Council and Planning Commission meeting schedules. The schedules will be posted at the Village Hall, shared with the media, and on the Village's website and Facebook page.

Steve Crothers moved to adopt the proposed 2024 meeting schedules for the Village of Shelby Council and Village of Shelby Planning Commission.

Seconded by: Mike Termer.

Voice Vote: All in favor.

Motion Carried.

c.) Village Administrator Evaluation and Contract Amendments

Village Administrator Brady Selner recently reached his three-year anniversary of employment with the Village of Shelby. VA Selner requested to go into Closed Session for the purpose of his annual

evaluation and contract amendments.

John Sutton moved that the Village Council meet in Closed Session under Section 8(1)(a) of the Open Meetings Act to consider the personnel evaluation of the Village Administrator at 6:52 P.M.

Seconded by: Steve Crothers.

Roll Call Vote:

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

Motion Carried 7-0.

The Village of Shelby Council came out of Closed Session at 7:19 P.M.

Steve Crothers moved to adopt the Employment Agreement by and between the Village of Shelby and Brady Selner as proposed and attached, effective December 26, 2023. Be it further resolved to apply a 5% merit adjustment to the Village Administrator's base salary increasing the salary to \$90,956.25 per year effective January 1, 2024.

Seconded by: John Sutton.

Roll Call Vote:

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

Motion Carried 7-0.

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 December 26, 2023 in the amount of \$545,105.09.

Seconded by: Curt Trott.

Roll Call Vote:

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

Motion Carried 7-0.

16. ADJOURNMENT: Mike Termer moved to adjourn the meeting at 7:32 P.M.

Seconded by: Dan Zaverl.

Voice Vote: All in favor.

Motion Carried.

Council minutes are not official until approved at the January 8, 2024 Council meeting.

Approved

Crystal Budde

January 8, 2024

Minutes Respectfully Submitted by Crystal Budde, Village Clerk/Treasurer

Date