



**VILLAGE OF SHELBY
REGULAR COUNCIL MEETING OF MONDAY, JULY 22, 2024 at 6:00 P.M.
COUNCIL PROCEEDINGS**

1. CALL TO ORDER:

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

2. ROLL CALL:

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

Staff present: Interim Village Administrator Jae Guetschow, Village Clerk/Treasurer Crystal Budde, and Police Chief Dean Roesler.

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

4. INVOCATION: Invocation was shared.

5. MINUTES:

a.) July 8, 2024

Mike Termer moved to approve the minutes of the Regular Council meeting of July 8, 2024 as presented.

Seconded by: Steve Crothers.

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:

Interim VA Guetschow reported that Kali Fox-Shamrock withdrew her application for the Village Administrator position. Should the Council wish to extend an offer to the remaining finalist, Phil Morse, a draft Employment Agreement needs to be drafted.

During his telephone conversation with both final candidates, Interim VA Guetschow learned that an article in the Oceana Echo may have truncated his comments pertaining to the applicants’ qualifications. It was reported that neither finalist possessed the “ideal” credentials. The article failed to mention that this would not be expected for an entry level position. The finalist, and many other applicants, possess alternative education, experience, and other qualities that the Council will need to determine if they are sufficiently equivalent to that from the position posting to perform the duties of the Village Administrator. It is important that the community recognizes that the next VA will be

capable of carrying out the duties of the position even though they may not possess all the “ideal” credentials.

Interim VA Guetschow anticipates receiving an estimate from Fleis & VandenBrink for the proposed sidewalk to Shelby Acres along the east side of Oceana Drive.

Since there is no sidewalk on Sixth Street west of State Street, Interim VA Guetschow has discussed with DPW Supervisor Jeremiah Helenhouse the possibility of using paint striping on one side of Sixth Street to create a pathway. Sixth Street appears to have sufficient width. If so, this would create a relatively safe route to Getty Park until such a time the Village could engineer a sidewalk.

Interim VA Guetschow met with Shelby Public Schools Superintendent Mark Olmstead to discuss the Intergovernmental Agreement (IGA) by and between the Village and the school. The School Board would like to continue the current IGA and would plan to continue the use of Getty Field for soccer practice. The current IGA only provides for the schools to terminate the IGA. In-lieu-of cost sharing for the maintenance of Getty Field, and in consideration that the DPW does not have staff to provide more maintenance for Getty Field than it does for the Village’s other parks, the ongoing practice of “in-kind” services between the Village and Shelby Schools would allow the school maintenance department to provide whatever additional care would be required.

Richard Raffaelli will be inviting the Village Council to tour the three model homes in Shelby Acres. Though a quorum of the Council may be present for such a tour, this would be considered a casual gathering that is not subject to Open Meetings Act provisions since no discussion or action will be taken.

Interim VA Guetschow contacted the Facilities Project Leader for the Wesco Company regarding damage to the new pavement on Elm Street from the contractor’s equipment. Wesco’s contractor has arranged for the repair of the damaged surface. DPW Supervisor Jeremiah Helenhouse will determine if the repair is comparable to the adjacent new asphalt.

9. DEPARTMENT HEADS’ REPORTS:

Police Chief Dean Roesler had nothing to report.

10. CORRESPONDENCE:

a.) Shelby Village Sixth Street Proposal

Shelby Township Supervisor Richard Raffaelli presented the Council with a proposal for the sidewalk repairs/replacement on Sixth Street. The proposed cost of the repairs/replacement with fencing is \$109,000.00. The proposed fencing would match the fence Shelby Township installed on their portion of the sidewalk repairs/replacement.

Mike Termer moved to accept the proposal for the Sixth Street sidewalk and retaining wall repairs/replacement with fencing contingent on confirmation of the project being included in the Fiscal Year 2024/2025 budget.

Seconded by: Steve Crothers.

Roll Call Vote:

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

11. CITIZEN PARTICIPATION:

Richard Raffaelli, Shelby Township Supervisor, stated that Getty Park is looking beautiful and urged the Council to seek feedback from residents. Mr. Raffaelli urged Council to moved forward with the proposed School Zone Safey plan and reported that Shelby Road will be reopened on Wednesday, July 24th.

Troy Maloney, Oceana County Emergency Management Director, informed the Village Council of the resources available by adopting the Oceana County Hazard Mitigation Plan. By adopting the Hazard Mitigation Plan, the Village will be able to receive assistance from Emergency Management as well as FEMA in the event of a natural disaster causing damage or distress within the Village of Shelby.

12. OLD BUSINESS:

a.) Shelby Village Administrator Position

The Village Council conducted four interviews for the Village Administrator position. Two candidates were chosen as the top two candidates for the position and had spent some time in the Village office with staff. One candidate withdrew her application due to accepting a different position.

John Sutton moved to approve the selection of Phil Morse as the lead candidate for the Shelby Village Administrator position and to authorize Interim Village Administrator Jae Guetschow to negotiate an Employment Agreement Contract to be presented to the Village Council at the August 12, 2024 Regular Council Meeting.

Seconded by: Mike Termer.

Roll Call Vote:

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

13. NEW BUSINESS:

a.) Village Employee Health Insurance Renewal

The Village of Shelby’s Health Insurance Policy is up for renewal. The new policy begins August 1, 2024. The West Michigan Health Insurance Pool (WMHIP) submitted a proposal to the Village which offers a lower deductible plan at a lower cost. The Village’s current health insurance premiums are based on the ages of each member and their dependents, which is a large factor in the Village’s current rates. The WMHIP premiums are not based on age; rather, they are based on claims experience. This helps to keep the cost lower for smaller employee groups.

The Village currently has a high employee deductible plan with Lenz-Balder which will increase in cost

from our current annual rate of \$67,081.80 to \$75,296.64 as of August 1, 2024. The WMHIP offers a low employee deductible plan at an annual cost of \$72,099.00; thereby, saving the Village over \$3,000.00 a year.

Mike Termer moved to approve the resolution authorizing the Village of Shelby membership into the West Michigan Health Insurance Pool (WMHIP) for a minimum of a three-year period. (see attached)
Seconded by: Steve Crothers.

Roll Call Vote:

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

Motion Carried 7-0.

Mike Termer moved to switch to the Priority HMO 500 90 Plan and HSA HMO 1600 90 Plan for a Policy Term beginning August 1, 2024, and ending December 31, 2024. Be it further resolved to renew the Delta Dental and VSP Vision Plan for a Policy Term beginning August 1, 2024, and ending December 31, 2024.

Seconded by: Steve Crothers.

Roll Call Vote:

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

Motion Carried 7-0.

b.) Shelby Public Schools Utility Bill

In 2010, Shelby Public Schools apparently requested an account (one of several associated with the Thomas Read Elementary School building) be deactivated while renovations were in process. It was thought that water service to the building would be provided through two other service leads. It appears that there was no curb stop to the service lead or did not close completely. During the recent demolition of part of the structure, the DPW was asked to remove the water meter. At that time, DPW Supervisor Jeremiah Helenhouse discovered that 2,781 units of water had been used during the ensuing 14 years.

Shelby Schools Superintendent Mark Olmstead has become aware of a main break that is believed to have taken place at that time and could have been responsible for the large water usage. Further investigation of that break is taking place now and no action will be taken at this time.

c.) Apptegy Website

Interim VA Guetschow provided the Council with a proposal he received from Apptegy for a new Village website. This is for informational purposes only and the Village will seek more proposals when the Village is prepared to move forward with updating the Village of Shelby website.

14. COMMITTEE REPORTS:

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

The Planning Commission meeting scheduled for July 16, 2024 was cancelled due to lack of

agenda items.

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 July 22, 2024 in the amount of \$95,092.95.

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 7:40 P.M.

Seconded by: Damian Omness.

Voice Vote: All in favor.

Motion Carried.

Council minutes are not official until approved at the August 12, 2024 Council meeting.

Approved

Crystal Budde

August 12, 2024

Minutes Respectfully Submitted by Crystal Budde, Village Clerk/Treasurer

Date