

**VILLAGE OF SHELBY  
REGULAR COUNCIL MEETING OF MONDAY, JANUARY 8, 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: Village Administrator Brady Selner, Village Clerk/Treasurer Crystal Budde, DPW Supervisor Jeremiah Helenhouse, and Police Chief Dean Roesler.

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

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

**5. MINUTES:**

a.) December 26, 2023

Steve Crothers moved to approve the minutes of the Regular Council meeting of December 26, 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:**

Fleis & VandenBrink has reviewed the Water and Sewer Ordinances and their comments have been sent to the attorney for continued discussion. Once this process is completed, the information will be placed on the Village Council agenda for consideration.

VA Selner and Clerk/Treasurer Budde will be spending much of the upcoming week finishing the draft budget to present to both the Finance and Insurance Committee and the full Village Council. Meetings will be scheduled at the end of January to review the draft budget. The Village Council will also discuss the Capital Improvement Plan.

Due to the delay in getting the power disconnected at Getty Park, McCormick Sand will not be able to demolish the building until early March. This will also delay the construction of the pavilion and

bathroom. The Parks, Recreation, and Buildings Committee met on Friday, January 5th to finalize the fundraising plan. VA Selner will put together the information needed to reach out to potential donors and begin to reach out to them.

The Village is nearing the completion of the Redevelopment Ready Community (RRC) certification process. The Village must conduct a joint meeting with the Planning Commission and the Village Council. This will be scheduled as soon as possible. The last item to review and update is the Village fee schedule. VA Selner plans to incorporate this into the budget process to satisfy the requirement.

**9. DEPARTMENT HEADS’ REPORTS:**

DPW Supervisor Jeremiah Helenhouse reported that the crew is preparing for the upcoming snow events. Darryl Frees is back to work after his surgery, but he is on light duty for the next few weeks.

Chief Roesler reported that the new school zone seems to be working well. He gave a lot of credit to the Shelby Public Schools for putting a great plan together.

**10. CORRESPONDENCE:** No Correspondence.

**11. CITIZEN PARTICIPATION:** No Citizen Participation.

**12. OLD BUSINESS:** No Old Business.

**13. NEW BUSINESS:**

a.) Planning Commission Appointments

Three terms on the Planning Commission expired on December 31, 2023. One of the three members indicated an interest in continuing to serve another term. If approved by the Village Council, Ross Field’s term would be effective from January 1, 2024 to December 31, 2026. As part of the Ordinance update project, VA Selner is proposing to reduce the Planning Commission from seven to five members. If/when the new ordinance is adopted, it would leave one vacancy on the Planning Commission.

Steve Crothers moved to re-appoint Ross Field to the Village of Shelby Planning Commission for the term January 1, 2024 to December 31, 2026.

Seconded by: Damian Omness.

Voice Vote: All in favor.  
Motion Carried.

b.) Non-Discrimination on Basis of Handicap Policy

Since the Michigan Economic Development Corporation (MEDC) Water Related Infrastructure (WRI) grant is funded through a Community Development Block Grant (CDBG), there are specific policies and procedures that must be implemented by the local unit of government prior to grant close out. Most of these policies have been approved by the Village Council, but there are more. The policy up for

consideration tonight will be filed with the other general Village Council Policies including, but not limited to, the Investment Policy and Fund Balance Policy.

Steve Crothers moved to approve the Non-Discrimination on Basis of Handicap Policy for the Village of Shelby.

Seconded by: Damian Omness.

Roll Call Vote:

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

Motion Carried 7-0.

c.) DPW Garage Door

Monday, January 1st, the back garage door on the DPW building bound up and the chain snapped, and the door came crashing down. The previous week, the door would not close due to being damaged over the years. The track shifts frequently due to the track being out of alignment. The staff has had issues with the doors for years and have limped them along. The door is unable to be used until it is fixed. The Village received one written quote and two verbal quotes to replace the door and repair the track. The written quote in the amount of \$3,573.00 is for a new vinyl door, installation of the door, and repair of the track. The two verbal quotes were both in the amount of \$6,000.00 and both included the purchase of a new motor for the garage door opener. The current motor for the garage door is in good working condition.

Mike Termer moved to approve the quote from Enterprise Door LLC, Fruitport, Michigan in the amount of \$3,573.00 to replace the garage door and repair the track at the DPW Garage.

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 October 19th and October 30th respectively. On November 13th, the Village Council accepted the Committee's recommendation and approved four applications totaling \$39,700.00 leaving a balance of \$12,800.00. After seeking additional clarification from the remaining applicants, the Committee met again on January 5th and recommended that the Village Council approve funding for the following two applications:

1. West Michigan Insurance – 150 N. Michigan Avenue \$7,700.00
2. Village Plaza Company, LLC – 198 N. Michigan Avenue \$5,100.00

West Michigan Insurance is unable to be funded for their full request of \$10,000.00 due to the lack of remaining ARPA funds.

Damian Omness moved to award \$12,800.00 in ARPA funds for the following two (2) façade grant applications:

1. West Michigan Insurance – 150 N. Michigan Avenue \$7,700.00
2. Village Plaza Company, LLC – 198 N. Michigan Avenue \$5,100.00

Seconded by: Steve Crothers.

Roll Call Vote:

Ayes: Omness, Crothers, Termer, Zaverl, Sutton, 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:**

Met on January 5th for an update on the Getty Park Project and to discuss future fundraising efforts for the Park.

**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 January 8, 2024 in the amount of \$80,870.55.

Seconded by: Mike Termer.

Roll Call Vote:

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

Motion Carried 7-0.

**16. ADJOURNMENT:** Damian Omness moved to adjourn the meeting at 6:50 P.M.  
Seconded by: Mike Termer.

Voice Vote: All in favor.  
Motion Carried.

Council minutes are not official until approved at the January 22, 2024 Council meeting.

Approved

*Crystal Budde*

January 22, 2024

Minutes Respectfully Submitted by Crystal Budde, Village Clerk/Treasurer

Date