

**VILLAGE OF SHELBY  
REGULAR COUNCIL MEETING OF MONDAY, MARCH 11, 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.) February 26, 2024

Steve Crothers moved to approve the minutes of the Regular Council meeting of February 26, 2024 as corrected.

Seconded by: John Sutton.

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 Consumers Energy disconnected the power at Getty Park on Friday, March 8th. McCormick Sand will be back on site to continue work.

Apex will be mobilizing next week to continue the lead service line project after pausing work over the winter months.

VA Selner reported that his last day in the office will be Wednesday, March 13, 2024. Jae Guetschow will be contacting Village Council members to schedule times to meet with him individually over the first couple of weeks.

**9. DEPARTMENT HEADS' REPORTS:**

DPW Supervisor Jeremiah Helenhouse had nothing to report.

Chief Roesler had nothing to report.

**10. CORRESPONDENCE:** No Correspondence.

**11. CITIZEN PARTICIPATION:**

a.) Micheal O’Keefe with Frontier shared information with the Village Council regarding the upcoming installation of fiber optic phone lines within the Village of Shelby. Residents can expect to see door hangers in the near future with information on how to register for the service with Frontier.

b.) Mark Olmstead, Shelby Public Schools Superintendent, stated he was in attendance on behalf of the Shelby Schools to answer any questions regarding the Intergovernmental Agreement (IGA) by and between Shelby Schools and the Village of Shelby.

c.) Phil Morse, District 2 Oceana County Commissioner, reported that the Oceana County Board recently approved an 8-year millage renewal request to be placed on the August Primary ballot for the Oceana County Council on Aging. The Board asked that the agency work with other local agencies providing senior programs within Oceana County in order to help with the funding of these programs.

**12. OLD BUSINESS:**

a.) Village of Shelby Public Participation Plan

The Village Council adopted the Village of Shelby Public Participation Plan in April of 2021. A few minor amendments to the language of the Participation Plan were required for CDBG grant funding. Steve Crothers moved to amend the Village of Shelby Public Participation Plan to include language required for CDBG grant funding.  
Seconded by: Curt Trott.

Roll Call Vote:

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

Motion Carried 7-0.

**13. NEW BUSINESS:**

a.) TruGreen Field Maintenance

On October 24, 2023, a joint meeting was held between Shelby Public Schools and the Village of Shelby. Each organization verbally agreed to amending their existing Intergovernmental Agreements (IGA) regarding the use and care of the soccer field at Getty Field. VA Selner sent an amended Getty Field IGA to Shelby Public Schools Superintendent Mark Olmstead on November 2, 2023. VA Selner and Mr. Olmstead met on Monday, November 20, 2023 to discuss the proposed amendments. At the School Board’s November 20, 2023 meeting, the Board approved an amendment to the Shelby Township IGA for use of the Shelby Township Park and Mark Olmstead informed the School Board that

he had met with VA Selner to have a preliminary conversation regarding the restructuring of the Getty Field IGA. It was communicated to VA Selner on February 29, 2024 that the School Board decided that they would not be moving forward with amending the Getty Field IGA until the field was in better condition. TruGreen submitted a quote for servicing the Getty Field for a cost of \$2,063.66 as well as an additional cost of \$1,425.00 for a Spring slit seeding of the field. Much discussion ensued. Village staff will work to gather quotes from other lawn service providers for the care of Getty Field and bring them to Council at a later date.

Damian Omness moved to deny the TruGreen Quote for Lawn Service and Grub Preventative applications in the amount of \$2,063.66 as well as the quote for slit seeding of the goal boxes in the amount of \$1,425.00.

Seconded by: Steve Crothers.

Roll Call Vote:

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

Motion Carried 7-0.

b.) Getty Park Playground Installation Change Order

After meeting with MEDC staff regarding the Getty Park Public Gathering Spaces grant, it was determined that, due to CDBG requirements, no volunteer labor is allowed during the Getty Park project. The Village cannot move forward with the original plan of the community build for the playground equipment. The Sinclair Change Order moves the playground community build to full installation and includes a price increase for the poured in place installation due to the prevailing wage rate requirement.

Damian Omness moved to approve quote number 101102-01-14 from GameTime (Sinclair Recreation) to install the poured in place surfacing and playground in the amount of \$41,950.00.

Seconded by: Steve Crothers.

Roll Call Vote:

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

Motion Carried 7-0.

c.) Radio Read Purchase

At the December 11th and 26th Village Council meetings, the Village Council determined how to allocate the Village's remaining ARPA dollars. Although the Village Council did not allocate any money to purchasing radio reads, there was discussion regarding the use of General Fund dollars if the Village ended the fiscal year in a strong position. The projected unassigned fund balance in the General Fund at the 2023/2024 Fiscal Year End is \$692,997.00. The total fund balance is just over \$1 million, but \$205,000.00 is committed ARPA dollars and \$110,000.00 is committed to Getty Park from donations received. The projected unassigned fund balance in the Water Fund for the 2023/2024 Fiscal Year End is \$445,611.00. This puts the Water Fund \$70,291.00 over the maximum fund balance established by the Village Council. Looking ahead to the current fiscal year, it is estimated that the Water Fund will have a \$478,122.00 surplus. This substantial amount is in large part due to being reimbursed by the EGLE bond for expenses that have occurred over previous fiscal years. In reviewing the financial

position of both the General Fund and the Water Fund, VA Selner recommended that the purchase of the radio reads be made out of the Water Fund.

Mike Termer moved to approve quote number S105566823 from Etna Supply, Grand Rapids Michigan for the purchase of 600 radio reads in the amount of \$102,000.00.

Seconded by: Damian Omness.

Roll Call Vote:

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

Nays: Zaverl.

Motion Carried 6-1.

#### **14. COMMITTEE REPORTS:**

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

The Planning Commission will not be meeting in March 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 March 11, 2024 in the amount of \$191,462.56.

Seconded by: Dan Zaverl.

Roll Call Vote:

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

**16. ADJOURNMENT:** Mike Termer moved to adjourn the meeting at 7:49 P.M.  
Seconded by: Steve Crothers.  
Voice Vote: All in favor.  
Motion Carried.

Council minutes are not official until approved at the March 25, 2024 Council meeting.

Approved

Crystal Budde March 25, 2024  
Minutes Respectfully Submitted by Crystal Budde, Village Clerk/Treasurer Date