

**VILLAGE OF SHELBY
REGULAR COUNCIL MEETING OF MONDAY, MAY 13, 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, 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.) April 22, 2024

Steve Crothers moved to approve the minutes of the Regular Council meeting of April 22, 2024 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:

Interim VA Guetschow reported that he has finished the draft revision to the Intergovernmental Agreement (IGA) with the Shelby Public Schools. A copy has been sent to Shelby Public Schools Superintendent Mark Olmstead for comments or changes.

Carol Waller has submitted a letter of resignation effective June 7, 2024, after the completion of 45 years of work for Shelby Public Schools. She is also quite adamant that the signage issue for the school zone needs to be resolved prior to the next school year.

Interim VA Guetschow spoke with Mark Timmer from the Oceana County Road Commission regarding this matter. Assuming his office has a Traffic Engineer on board, Interim VA Guetschow would recommend allowing them to determine what should be installed as to crosswalks, lighted signs, and

regular signage.

The Village's engineer met with Blue Photon's engineer at Blue Photons's site on May 3. Don DeVries provided several specific requirements that Blue Photon's engineer is working on. Once those have been approved by Mr. DeVries, Interim VA Guetschow will approve the planning and zoning application.

The Village's annual audit took place last week. The audit report will be presented to the Council in July. The audit report is due to Michigan Department of Treasury by August 31.

Michigan State Housing Development Authority (MSHDA) announced the availability of grants to municipalities, nonprofit organizations, and some for-profit organizations to address housing issues. Approximately \$12.064 million is available in the 13-county region that includes Oceana County. VA Guetschow was informed that a second round of grant funds is anticipated in October in the event a grant from Shelby is not submitted for the first round of funding.

9. DEPARTMENT HEADS' REPORTS:

DPW Supervisor Jeremiah Helenhouse had nothing to report.

Chief Roesler had nothing to report.

10. CORRESPONDENCE:

a.) Carol Waller – Letter of Retirement

Carol Waller submitted a copy of her letter of retirement from Shelby Public Schools effective June 7, 2024 after 45 years of service. Also, a letter of concern addressed to the Village Council and Interim VA Guetschow regarding the signage and flashing lights needed on the corner of Fifth Street was included.

b.) Shelby Township Notice of Intent to Conduct Master Planning

In accordance with the requirements of Michigan's PA 33 of 2008, a letter was received to notify the Village Council that Shelby Township is initiating the process to complete a Master Plan Update. McKenna Associates will be assisting them with the planning process.

11. CITIZEN PARTICIPATION: No Citizen Participation.

12. OLD BUSINESS: No Old Business.

13. NEW BUSINESS:

a.) Hazard Mitigation Plan

The Oceana County Board of Commissioners recently adopted the Oceana County Hazard Mitigation Plan. The plan was developed by Oceana County with the help of the West Michigan Shoreline Regional Development Commission, the Michigan State Police, affected businesses, local

governments, and interested members of the public. The plan provides the process for the evaluation of land use and development in the county from a hazard mitigation perspective which will help protect lives and property in the community. By adopting the plan by resolution, the Village of Shelby will qualify for certain types of hazard mitigation funds, especially those that become available following a disaster.

No action was taken. The Council requested that Troy Maloney, Oceana County Emergency Manager, present more information regarding the benefits that the Village would receive by adopting the Hazard Mitigation Plan at a future Council meeting.

b.) Set Public Hearing for 2024 Tax Millage Rates

Pursuant to the General Property Tax Act, 206 of 1893, the Village of Shelby is required to conduct a public hearing to adopt its allowable tax millage for the 2024 tax year.

Damian Omness moved to set a Public Hearing to receive comments regarding the 2024 Tax Millage Rates for Monday, June 10, 2024 at 6:15 P.M. at the Shelby Village Hall, 218 N. Michigan Ave., Shelby, Michigan 49455.

Seconded by: Mike Termer.

Roll Call Vote:

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

Motion Carried 7-0.

14. COMMITTEE REPORTS:

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

The Planning Commission met on Tuesday, April 30, 2024 to review and approve the Site Plan and Special Land Use Permit for Blue Photon. The company requested to build a 15,000 square foot steel building to be used for offices and manufacturing. The additional building will also bring 10 new jobs. The Planning Commission approved the Site Plan and Special Land Use Permit contingent on meeting the Village's engineer's recommended minor changes. Once those have been made Interim VA Guetschow will sign the permits.

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:

The Finance and Insurance Committee met with the Auditors the previous week. This is a standard annual meeting.

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

The Personnel Committee met prior to the Council meeting to review the Village Administrator job profile and position. The open DPW Laborer position posting has been posted and applications will be accepted until May 17. The Police Department still has a vacant full-time position to fill.

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 May 13, 2024 in the amount of \$318,409.71.

Seconded by: Mike Termer.

Roll Call Vote:

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

Motion Carried 7-0.

16. ADJOURNMENT: Mike Termer moved to adjourn the meeting at 7:03 P.M.

Seconded by: Damian Omness.

Voice Vote: All in favor.

Motion Carried.

Council minutes are not official until approved at the May 28, 2024 Council meeting.

Approved

Crystal Budde May 28, 2024
Minutes Respectfully Submitted by Crystal Budde, Village Clerk/Treasurer Date