



**VILLAGE OF SHELBY  
REGULAR COUNCIL MEETING OF MONDAY, MAY 28, 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 6:01 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: 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.) May 13, 2024

Steve Crothers moved to approve the minutes of the Regular Council meeting of May 13, 2024 as presented.

Seconded by: Mike Termer.

Voice Vote: All in favor.

Motion Carried.

Absent: Paul Inglis.

**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 met with Shelby Public Schools Superintendent Mark Olmstead; Mark Timmer with the Oceana County Road Commission; Chief Roesler; and, DPW Supervisor Jeremiah Helenhouse to discuss plans for the School Zone. The primary crosswalk will remain at Fifth Street. Two sets of flashing signs are proposed. Shelby Township has committed \$5,000.00; Shelby Acres HOA, \$6,000.00; and, Shelby Public Schools, \$11,000.00. The Oceana County Road Commission will develop the current costs of signage. The Village’s contribution is yet to be determined.

The Village Council will tentatively recognize Carol Waller’s contributions to the community as crossing

guard via a proclamation at the June 10, 2024 Council meeting, provided she is available. Interim VA Guetschow located the email approval from the State of Michigan dated February 5, 2024, as the documentation that the annexation of the parcels comprising the Shelby Acres Development was properly recorded by the Office of the Great Seal. Once the streets have been completed and the Village Council has accepted them, MDOT will be notified so that the ACT 51 map for the Village will reflect those changes for the subsequent year.

The Village is waiting for a timetable from Reith-Riley regarding street paving. Interim VA Guetschow has been contacted weekly by MDOT pertaining to closing out the street project that was awarded in 2021. The paving of Fourth Street is the remaining element before the grant can be closed out. Don DeVries with Fleis & VandenBrink has approved the latest revision of the Site Plan for Blue Photon. Interim VA Jae Guetschow signed the approval of the Site Plan Review and Special Land Use application. The contractor has applied for the necessary building permits from the Oceana County Building Department.

Interim VA Guetschow has submitted a request for an update from the Michigan State Historic Preservation Office pertaining to the status of the “Tiger Building” at Getty Field. Progress is being made at Getty Park. The roof for the restrooms/pavilion will be installed next week. Concrete curbs for the parking area are being installed and decorative lights have been installed. A timer will need to be installed for the gas fireplace to shut down when the park closes.

The new copier/printer is due to be delivered this week, but the Village has not received an installation date yet.

The revised posting and profile for the Village Administrator position has been submitted to the Oceana’s Herald Journal, Michigan Municipal League, International City/County Management Association (ICMA) and LinkedIn. The application deadline is 4:00 P.M. on Friday, June 14th.

The proposed job descriptions for DPW Laborer (Park maintenance), DPW Laborer (Generalist), DPW Utility Worker and DPW Lead Worker have been reviewed by Jeremiah. Following several revisions, the draft job descriptions have been forwarded to the Personnel Committee for review. The application deadline for the current DPW vacancy was last Friday, at which time four applications had been received. DPW Supervisor Jeremiah Helenhouse and Interim VA Guetschow will review applications next week.

#### **9. DEPARTMENT HEADS’ REPORTS:**

DPW Supervisor Jeremiah Helenhouse reported that as long as the weather stays dry, street paving will begin this week.

Chief Roesler had nothing to report.

**10. CORRESPONDENCE:** No Correspondence.

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

**12. PUBLIC HEARING:**

a.) Proposed Drinking Water State Revolving Fund Water System (DWSRF) Improvements

John Sutton opened the Public Hearing at 6:12 P.M. for the purpose of hearing comments regarding the DWSRF Project Plan.

The Village of Shelby submitted an intent to apply for the 2025 funding round of the EGLE DWSRF program in February 2024. The next step is submitting the project plan by the deadline of June 1, 2024. The proposed project will include replacing 9,250 feet of watermain and 60 lead service line replacements. The total project cost is estimated at \$3.5 million. After the submission of the project plan, the Village’s engineer will submit the preliminary design and specifications in December of 2024. Final plans will be submitted in February of 2025. If the Village is in fundable range to receive grant assistance, the next step is to open the project for bidding in May of 2025. Construction for the project is most likely to begin in the Spring of 2026. The proposed project would replace the watermain on Sunset Terrace, Runner Street, Lesada Avenue, Cherry Street, and Bennet Street. The Village is not committed to anything but submitting the application for funding. If the Village is not selected for funding or is not happy with the grant award, there is no commitment to move forward.

John Sutton closed the Public Hearing at 6:34 P.M.

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

**14. NEW BUSINESS:**

a.) Shared Service Agreement with Oceana County Sheriff’s Office

The Shelby Public Schools was awarded a grant in early 2023 to help fund a School Resource Officer for the Shelby School District. Due to staffing challenges, Shelby Police was unable to provide an officer and a partnership with the Oceana County Sheriff’s office was developed. Deputy Tim Simon was assigned to the school through the Sheriff’s staff. The 2023 -2024 school year is ending, and Deputy Simon will be assigned to work in the Village of Shelby for the summer months during the weekdays. The Village of Shelby will be responsible for reimbursing the Sheriff’s Office at a rate of \$43.26 per hour. The figure is based on Deputy Simon’s hourly wage and benefits total. Holiday rate (i.e., Fourth of July) is regular rate plus one half times for the holiday. Deputy Simon anticipates using at least 10 days of vacation and will be in School Resource Officer related training for at least six days during the summer. Deputy Simon will not be working on the Fourth of July holiday.

Chief Roesler anticipates Deputy Simon will cover a total of 40 shifts (subject to change). Total cost based on the anticipated 40 shifts at the current rate of \$43.26 per hour, equals a total reimbursement (base) of \$13,843.20. Overtime due to complex investigations, court and so forth. is difficult to anticipate but would be paid at one and one-half times the hourly rate. There is money in the budget to allow for approval of the agreement due to the open full-time Shelby Police Officer position, as well as lower than anticipated use of part-time staff. There are identifiable benefits to the agreement. It will allow for Chief Roesler to focus on administrative functions more consistently, “blight enforcement” efforts, attendance to training and meetings outside of the Shelby area if appropriate and, adjusting his schedule to cover open afternoon and/or weekend shifts, vacations (both utilization of his vacation days and coverage for Officer Krause). The Shared Services Agreement is not to exceed \$18,187.60.

Steve Crothers moved to authorize Police Chief Dean Roesler to enter into a Shared Services Agreement with the Oceana County Sheriff's Office effective June 9, 2024 and allowing Deputy Tim Simon to cover a total of 40 shifts in the Village of Shelby for a cost not to exceed \$18,187.60. Seconded by: Mike Termer.

Roll Call Vote:

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

Motion Carried 6-0.

Absent: Paul Inglis.

b.) Resolution Adopting DWSRF Final Project Planning

The Village Council will need to adopt a resolution for the Final Project Planning document and implement the selected alternative of watermain and water services replacement. This resolution will also designate Interim VA Jae Guetschow as the authorized representative for all activities associated with the project. This is a necessary step in applying for the State of Michigan Drinking Water State Revolving Fund Loan.

Mike Termer moved to adopt Resolution 32-24. (See Attached)

Seconded by: Steve Crothers.

Roll Call Vote:

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

Motion Carried 6-0.

Absent: Paul Inglis.

**15. COMMITTEE REPORTS:**

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

The Planning Commission meeting did not meet in May 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.

**16. PAYMENT OF BILLS:** Steve Crothers moved to approve the payment of the bills of May 28, 2024 in the amount of \$68,746.85.  
Seconded by: Mike Termer.

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

**17. ADJOURNMENT:** Mike Termer moved to adjourn the meeting at 7:10 P.M.  
Seconded by: Steve Crothers.

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

Council minutes are not official until approved at the June 10, 2024 Council meeting.

Approved

Crystal Budde June 10, 2024  
Minutes Respectfully Submitted by Crystal Budde, Village Clerk/Treasurer Date