

**VILLAGE OF SHELBY
REGULAR COUNCIL MEETING OF MONDAY, SEPTEMBER 9, 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 Phil Morse, 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.) August 26, 2024

Mike Termer moved to approve the minutes of the Regular Council meeting of August 26, 2024 as presented.

Seconded by: Steve Crothers.

Voice Vote: All in favor.

Motion Carried.

6. ADDITIONS TO THE AGENDA:

a.) Homecoming Parade – New Business.

7. PRESIDENT’S REPORT: Nothing to report.

8. ADMINISTRATOR’S REPORT:

VA Morse reported that the Sixth Street sidewalk is in the process of being repaired. Rebar and forms to fill the voids where the concrete has crumbled over the years has been installed.

Quotes continue to be collected for painting the interior of the Village Hall building, new floor installation, and a television to replace the projector screen.

The tour of the Shelby Acres homes is scheduled for 5:00 P.M. on Tuesday, September 24th. The joint Village Council and Planning Commission training with Michigan Municipal League (MML) is scheduled for 6:00 P.M. following the tour at Shelby Acres. Shelby Township Planning Commission and Board

members will be joining as well.

VA Morse reported that he will be attending a Planning Conference hosted by MML from September 25th through September 27th.

Construction on the new building at the DPW should begin next month.

The playground surface has been installed at Getty Park. Thank you to those who volunteered to provide security while the surface was setting. Chief Roesler is looking at camera installation costs.

Apex will be wrapping up the addresses on which they have started construction. They have been instructed not to begin any other service lines.

The Village was awarded \$3,000.00 through the REACH program to purchase paint for crosswalks and for "Yield to Pedestrian" signs.

9. DEPARTMENT HEADS' REPORTS:

Chief Roesler had nothing to report.

DPW Supervisor Jeremiah Helenhouse reported that the Fifth Street sidewalk has been poured. Tree trimming was done on First Street. SaniSweep was in the Village performing street sweeping.

10. CORRESPONDENCE: No Correspondence.

11. CITIZEN PARTICIPATION: No Citizen Participation.

12. OLD BUSINESS:

a.) Apptegy

Village Council had previously requested that VA Morse reach out to communities that have contracted with Apptegy for their services. Timothy Rooney, City of Mustang City Manager, stated that they could not be happier with the product, ease of training, residents' reactions to it and the lack of problems with their hosting.

VA Morse did hear from a local business owner who would like to submit a proposal and asked that the Council delay taking action until the next meeting.

13. NEW BUSINESS:

a.) Homecoming Parade

Shelby Schools' Resource Officer, Tim Simon reached out to Clerk/Treasurer Crystal Budde seeking Council approval for the Shelby Homecoming Parade on October 4, 2024. No action was taken by the Village Council. Chief Roesler and DPW Supervisor Helenhouse will coordinate with the school to set up

the parade route.

b.) Sixth Street to School Street Crosswalk Proposal

In the Getty Park Project plans, there is a crosswalk drawn to be installed from Sixth Street to School Street. VA Morse believes there is value in following through with the plans as designed for the safety and well-being of children and adults crossing the road. The paint for the crosswalk will be funded by the REACH program as well as portable crosswalk signs. DPW Supervisor Helenhouse has reached out for proposals. He has yet to receive any proposals.

VA Morse will bring the matter back to the Council after proposals have been received.

c.) Getty Park Parking Proposal

The Getty Park Project plans include a parking lot on the east side of School Street. The additional parking will be needed and will help to keep people from being tempted to park on the west side of the road. DPW Supervisor Helenhouse reached out to contractors for proposals on the parking lot as well but has not received any proposals at this time.

VA Morse will bring this matter back to the Council after proposals have been received.

d.) Village Tree Trimming Proposal

There are several trees on the east side of Oceana Drive across from Wesco; trees by Barnett Station; and, large tree branches on Sixth Street that are either obstructing views for drivers or leaning over the street and are a safety concern. Furthermore, in some cases, they take away from the appeal of the town. DPW Supervisor Helenhouse reached out for proposals from several tree Companies, but only received one. A Cut Above Tree Service and Timber Harvesting submitted an estimate of \$5,000.00 for the removal of two trees next to Barnett Station; three trees on State Street; trimming over hanging tree limbs on Sixth Street; and, removal of the broken maple tree on Sixth Street.

Steve Crothers moved to approve Estimate Number 287 from A Cut Above Tree Service and Timber Harvesting of Hart, Michigan in the amount of \$5,000.00 for three removal services as submitted. Seconded by: Dan Zaverl.

Roll Call Vote:

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

Motion Carried 7-0.

e.) Proposed IGA Between Shelby Township and The Village of Shelby – Discussion Only

Shelby Township and the Village of Shelby have equipment that complements each other. Currently, the Village rents equipment, contracts work out, and, in some cases, borrows equipment from local businesses or from the Township. VA Morse believes that it would be wise to formalize an agreement with Shelby Township for the same.

VA Morse will finalize the details and bring them back to Council at a later date.

f.) Codified Ordinance

Updating the Village's General Law Ordinances has been quite the process and is coming to a culmination. The Ordinance Committee has met several times to review the Editorial and Legal Analysis which the Council approved on March 26, 2024. General Code has created the draft General Law Village Ordinances, and the Ordinance Committee has recommended that the Village Council approve the draft General Law Village Ordinances with the additional language added to the Sidewalk Ordinance and the addition of the Snowmobile Ordinance that was approved in 2015.

Curt Trott moved to approve the Draft Codified Ordinances of the Village of Shelby with the additional language regarding sidewalk maintenance and the addition of the Snowmobile Ordinance originally adopted on October 12, 2015.

Seconded by: Dan Zaverl.

Roll Call Vote:

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

Nays: Crothers.

Motion Carried 5-1

Absent: Mike Termer.

g.) Request For Street Closure – Industrial Park Drive

The Shelby-Benona Fire Department will be hosting an Open House on Tuesday, October 8, 2024 from 5:00 P.M. to 8:00 P.M. Fire Chief Jack White is requesting Council approval to close a portion of Industrial Park Drive from Sixth Street to approximately 150 feet Northwest of the fire Barn from 4:00 P.M. to 8:00 P.M.

John Sutton moved to approve the request for the closure of Industrial Park Drive from Sixth Street to approximately 150 feet Northwest of the Shelby-Benona Fire Department on Tuesday, October 8, 2024 between the hours of 4:00 P.M. and 8:00 P.M.

Seconded by: Damian Omness.

Voice Vote: All in favor.

Motion Carried.

Absent: Mike Termer.

h.) Façade Grant Extension Request

The owners of the buildings at 169 and 163 N. Michigan Avenue had been approved to utilize the Façade Grant. Each building was approved for \$10,000.00 and Construction commenced. During the renovations, they found more windows that were cracked and wish to include removal and replacement of those windows as well. The wait time on specialty windows is six weeks which will push completion past the Village's September 30, 2024 deadline for completion projects. The owners are requesting an extension to October 30, 2024 for completion of the projects.

Damian Omness moved to approve the request from James Wickstra, Larry Byl, Tim Horton, and Calvin

Roskam to extend the Façade Grant Program deadline to October 30, 2024 due to project delays.
Seconded by: Steve Crothers.

Roll Call Vote:

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

Motion Carried 6-0.

Absent: Mike Termer.

i.) State Street and Fifth Street Crossing Guard – Discussion Only

The Village has had a crossing guard at State Street and Firth Street for many years. With the construction of the new elementary school, use of that crosswalk has declined. There are approximately 5 -6 students, primarily middle to high school aged, utilizing it now. Chief Roesler, Shelby Public Schools Superintendent Mark Olmstead, and VA Morse have questioned the need for a crossing guard in that location. The thought is to keep a guard there until the school zone signs are up and place “yield to pedestrians” signs there for continued student safety while utilizing budget dollars elsewhere.

The consensus of the Village Council is to have Chief Roesler conduct some additional research and report back at the next Village Council meeting.

j.) Authorized Signer

Since being hired as Village Administrator, Phil Morse has not been named the “Authorized Signer” for agreements, documents, contracts, and so forth.

Steve Crothers moved to approve Resolution 59-24. (See attached).

Seconded by: Damian Omness.

Roll Call Vote:

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

Motion Carried 6-0.

Absent: Mike Termer.

14. COMMITTEE REPORTS:

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

A joint meeting with the Village Planning Commission and the Village Council will be held Tuesday, September 24, 2024 at 6:00 P.M. at the Village Hall to take part in a MML training session. This joint meeting will also meet the requirement of becoming RRC Certified.

b. WATER & SANITATION: Chair: Mike Termer, John Sutton:

The Water and Sanitation Committee reviewed a draft amendment to the IGA by and between the Village of Shelby and Shelby Township for the sale of water outside of the Village. DPW Supervisor Jeremiah Helenhouse will follow up with the Water and Sanitation Committee once

he has gathered more information.

c. STREETS AND SIDEWALKS: Chair: Dan Zaverl, Curt Trott:

Nothing to report.

d. PARKS, REC. & BLDGS: Chair: Damian Omness, Steve Crothers:

The Parks, Recreation, and Buildings Committee will be meeting on September 16, 2024 at 9:00 A.M. to discuss several items pertaining to Village Parks.

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:

Ordinances Committee Chair Curt Trott thanked everyone for all the hard work and effort put into the Village General Law Ordinance Update.

15. PAYMENT OF BILLS: Steve Crothers moved to approve the payment of the bills of September 9,

2024 in the amount of \$271,218.64.

Seconded by: Damian Omness.

Roll Call Vote:

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

Motion Carried 6-0.

Absent: Mike Termer.

16. ADJOURNMENT: Paul Inglis adjourned the meeting at 7:54 P.M.

Council minutes are not official until approved at the October 14, 2024 Council meeting.

Approved

Crystal Budde October 14, 2024
Minutes Respectfully Submitted by Crystal Budde, Village Clerk/Treasurer Date