VILLAGE OF SHELBY
REGULAR COUNCIL MEETING OF MONDAY, FEBRUARY 9, 2026 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 John Sutton.

2. ROLL CALL:

Answering the roll call: Mike Termer, Steve Crothers, John Sutton, and Curt Trott.
Absent: Dan Zaverl, Crystal Heykoop, and Samantha Gottschalk.

Staff present: Village Administrator Phil Morse, Village Clerk/Treasurer Miraya Gissell Diaz, and Police Chief Dean Roesler.

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

4. INVOCATION: Invocation was shared.

5. MINUTES:

a) January 26, 2026

Steve Crothers moved to approve the minutes of the Regular Council Meeting of January 26, 2026 as presented.
Seconded by: Mike Termer

Voice Vote: All in favor.
Motion Carried.

6. ADDITIONS TO THE AGENDA:

a) Resolution to Certify the Addition of Streets to Local Street System

b) Consideration of Approval to Fix the 2021 Plow Truck

7. PRESIDENT'S REPORT:

President Sutton had nothing to report.

8. ADMINISTRATOR'S REPORT:

VA Morse reported that ITC Transmission has initiated a new routing study that includes portions of Oceana County. Local government leaders, including the Village of Shelby, will be invited to March listening sessions to provide input on routing considerations and potential community impacts. He has registered for one of the Oceana County sessions and encourages Council members to attend as well.

He also reported that the MSU Extension will be hosting a conflict resolution training session for Township and Village elected officials. This training will take place on April 22 at 6:30 P.M.

9. DEPARTMENT HEADS' REPORTS:

Chief Roesler had nothing to report.

10. CORRESPONDENCE:

a) Thunder Bay Tree Service

A letter was received from Thunder Bay Tree Service stating as part of its vegetation management program, Consumers Energy has scheduled the herbicide treatment as described in the letter for its distribution system in Oceana County, which includes the Village of Shelby.

11. CITIZEN PARTICIPATION:

a) Roy Strait, (address unknown), expressed his appreciation to Chief Roesler and the Police Department for their assistance with the Roy's Kids Program. He noted that the program supports children in need by providing food and gifts during the Christmas season.

b) Ross Field, 365 Apricot Ln, shared that the recent conditions have been frustrating for Village residents but noted that the DPW crew has been doing a magnificent job clearing the streets given the winter weather so far. He further emphasized how well the DPW crew has performed in keeping the roads clear.

12. OLD BUSINESS: No Old Business.

13. NEW BUSINESS:

a) Fiscal Year 2026/2027 Draft Budget Review - Discussion Item Only

Over the past several months, Village staff have compiled historical budget data, analyzed trends, and prepared financial forecasts for the coming year. Using this information, we developed the proposed budget, which has since been reviewed by the relevant Village Council committees. Adjustments were made throughout the process to reflect updated information and align with Council priorities.

A public hearing on the budget is scheduled for February 23, at which time the Village Council will consider the budget for adoption.

b) Ferry St. Lot Division Application

This item was removed from the agenda.

c) Water and Sewer Rate Adjustments

In November 2025, the Michigan Rural Water Association (MRWA) completed a comprehensive water and sewer rate study for the Village of Shelby. Village staff reviewed the findings later that month, followed by a full presentation to the Water and Sanitation Committee on January 12, 2026. A formal public presentation was then provided to the Village Council and community members on January 29, 2026. On February 2, 2026 the Water and Sanitation Committee reconvened to review the study results, consider public comments from the January 29 presentation, and discuss the recommended rate actions. The Committee voted unanimously to recommend that the Village Council approve the MRWA recommendations.

Several key actions for consideration:

- Adjust water and sewer rates in accordance with the schedule.
- Implement a 3 percent rate increase in Fiscal Year 2027/2028, with a full rate reevaluation in November 2027 for Fiscal Year 2028/2029 and future years.
- Update REU (Residential Equivalent Unit) Assignments to accurately reflect the actual number of units within each building and ensure consistent billing.
- Identify all accounts not currently assessed a Ready-to-Serve (RTS) fee and begin applying the appropriate charges.
- Incorporate the existing environmental charge into the Ready-to-Serve rate.

Curt Trott moved to approve the proposed Water and Sewer Rate Adjustments, as presented and attached.
Seconded by: Steve Crothers

Roll Call Vote:
Ayes: Trott, Crothers, Termer and Sutton.
Motion Carried 4-0
Absent: Dan Zaverl, Crystal Heykoop and Samantha Gottschalk.

d) Check Signatory Authorization

Lynnea Lamberg will be employed with the Village for 90 days as of February 10, 2026. It is standard for the Deputy Clerk/Treasurer to be added to the Village bank accounts as an additional signatory. It is requested that the Village Council authorize adding Lynnea Lamberg to the Village bank accounts effective February 10, 2026.

Mike Termer moved to authorize Lynnea Lamberg to be added to the Village of Shelby bank accounts as an authorized signatory effective February 10, 2026.
Seconded by: Steve Crothers

Roll Call Vote:
Ayes: Termer, Crothers, Trott and Sutton.
Motion Carried 4-0.
Absent: Dan Zaverl, Crystal Heykoop, and Samantha Gottschalk.

e) Administrative Change Request

Previously, the Enterprise Administrator access was granted to Crystal Budde. BS&A Software recommends that at least one user from each of their customers is set up as an Enterprise Administrator. To address this recommendation, the Council is being asked to approve the authorization to grant Enterprise Administrator access to Miraya Gissell Diaz, Clerk/Treasurer.

Mike Termer moved to approve the Administrative Change Request within the BS&A Software. Be it further resolved to authorize Miraya G Diaz, Clerk/Treasurer, to be granted Enterprise Administrator access within the BS&A Software.
Seconded by: Steve Crothers.

Roll Call Vote:
Ayes: Termer, Crothers, Trott and Sutton.
Motion Carried 4-0
Absent: Dan Zaverl, Crystal Heykoop and Samantha Gottschalk.

f) Resolution to Certify the Addition of Streets to Local Street System

This year, two additional streets – created as part of the Shelby Acres subdivision – qualify for inclusion in the Village's certified street system. Their addition will increase the amount of maintenance funding the Village receives through the MDOT Transportation Fund. To be eligible for these funds, any new streets must be certified as part of the Village's official street system. Certification requires that the streets be under municipal jurisdiction, formally accepted for public street use, and open to automobile traffic 24/7.

Steve Crothers moved to approve Res No 12-26. (See attached).
Seconded by: Curt Trott.

Roll Call Vote:
Ayes: Crothers, Trott, Termer, and Sutton.
Motion Carried 4-0
Absent: Dan Zaverl, Crystal Heykoop and Samantha Gottschalk.

g) Consideration of Approval to Fix the 2021 Plow Truck

On Thursday, February 5th, while DPW staff were clearing slushy snow from village streets, the rear leaf spring on the 2021 plow truck failed. The vehicle was towed to West Michigan International in Muskegon, where technicians determined that both rear leaf springs require replacement.

The Village Administrator's spending authority is limited to $2,000, with the exception of specific items such as Ferric Chloride. Additionally, Council policy requires at least three written quotations for repairs or purchases. Due to the urgent need to keep our plow trucks operational during winter weather, there was not sufficient time to secure three quotes – nor are there many service providers capable of repairing heavy-duty vehicles of this size. Fortunately, snowfall has been minimal this week, but in a future storm even this situation could significantly disrupt operations. Towing costs for

alternative repair locations are also a factor.

Steve Crothers moved to approve the proposal from West Michigan International in Muskegon, MI 49444 for an amount up to $7,345.35 to repair the 2021 plow truck. (Res No 11-26.)
Seconded by: Curt Trott

Roll Call Vote:
Ayes: Crothers, Trott, Termer and Sutton.
Motion Carried 4-0
Absent: Dan Zaverl, Crystal Heykoop, and Samantha Gottschalk.

14. COMMITTEE REPORTS:

a. **PLANNING COMMISSION: Ex-Officio: John Sutton, Samantha Gottschalk:**

The Planning Commission will meet next on February 17, 2026 at 6:00 P.M.

b. **WATER & SANITATION: Chair: Curt Trott, Crystal Heykoop:**

Nothing to report.

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

Nothing to report.

d. **PARKS, REC. & BLDGS: Chair: Samantha Gottschalk, Steve Crothers:**

Nothing to report.

e. **FINANCE and INSURANCE: Chair: Steve Crothers, Mike Termer:**

Finance and Insurance Committee met prior to Council at 5:00 P.M. to discuss the final review of the Fiscal Year 2026/2027 Draft Budget. The Fiscal Year 2026/2027 Budget will be presented to the Council for adoption at the next meeting on January 23, 2026 at 6:00 P.M.

f. **PERSONNEL: Chair: Mike Termer, Samantha Gottschalk:**

Nothing to report.

g. **ORDINANCES – Chair Crystal Heykoop, Dan Zaverl:**

Nothing to report.

15. PAYMENT OF BILLS:

a) February 9, 2026

Steve Crothers moved to approve the payment of the bills of February 9, 2026 in the amount of $96,194.37.
Seconded by: Mike Termer

Roll Call Vote:
Ayes: Crothers, Termer, Trott and Sutton.
Motion Carried 4-0.
Absent: Dan Zaverl, Crystal Heykoop and Samantha Gottschalk.

Prior to adjournment, Clerk/Treasurer Diaz asked Council for their feedback and guidance on how to properly handle the shut-off fee during the winter season for residents on the monthly shut-off list. Miss Diaz explained that since starting with the Village, she had been under the impression that when payment is received on or after shut-off date, residents are to be assessed the $50 shut-off fee, regardless of whether service is physically shut off.

After discussion, Council agreed that it was best to continue this practice and to assess the shut-off fee to residents on the shut-off list who pay on or after the shut-off date in order to maintain consistency throughout the year.

16. ADJOURNMENT: President Sutton adjourned the meeting at 7:23 P.M.

Council minutes are not official until approved at the February 23, 2026 Council meeting.

Approved ☒

Miraya Gissell Diaz — 02/23/2026

Minutes Respectfully Submitted by Miraya Gissell Diaz, Village Clerk/Treasurer — Date

VILLAGE OF SHELBY
RESOLUTION NO. 12-26

A Resolution for Street Add Certification

At a Regular Meeting of the Common Council of the Village of Shelby, Oceana County, Michigan, held at the Village Hall on February 9, 2026, the following Resolution was offered by Council Member Steve Crothers **and supported by Council Member** Curt Trott

WHEREAS, Shelby Acres Development Corporation initiated construction of a Planned Unit Development (PUD) within the Village of Shelby in September 2023; and

WHEREAS, portions of the PUD were subsequently completed, and in 2024 Aspen Hill Drive and the entirety of Willowside Drive were accepted into the Village's street system; and

WHEREAS, in 2025 construction was completed on an additional segment of Aspen Hill Drive, as well as on Stonecrest Drive, and these roadway segments were likewise added to the Village's street system; and

WHEREAS, it is necessary to provide certain information to the State of Michigan in order to officially certify these streets within the Village Street System for the purpose of receiving Act 51 funding pursuant to Public Act 51 of 1951, as amended;

NOW THEREFORE BE IT RESOLVED:

1. That the center line of said streets is described on the attached G3.1 document from the Layout-Dimensions Sheet from the Shelby Acres Development Corporation Site Plan issued 5/16/2023 located in Section 3T14 N, R 17 W, Village of Shelby, Oceana County, Michigan.
2. Those said streets are located within the Village right-of-way and are under the control of the Village of Shelby.
3. Those said streets are public streets and are for public street purposes.
4. Those said streets are accepted into the municipal street system and were open to public use before December 31, 2025.

Ayes: Crothers, Trott, Termer and Sutton.

Nays: 0

Absent: Dan Zauer, Crystal Heykoop and Samantha Gottschalk

I, Miraya Gissell Diaz, Clerk/Treasurer so hereby certify that the foregoing is a true and original copy of a Resolution duly made and passed by the Village of Shelby Council at their regular meeting held on the 9th day of February 2026, in the Village of Shelby, Oceana County, State of Michigan, with a quorum present.

Miraya Gissell Diaz Clerk/Treasurer

RESOLUTION NO. 12-20 Declared APOPTED