VILLAGE OF SHELBY
REGULAR COUNCIL MEETING OF MONDAY, JULY 13, 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, Dan Zaverl, Crystal Heykoop, Samantha Gottschalk and Curt Trott.

Staff present: Village Administrator Phil Morse, Village Clerk/Treasurer Miraya Gissell Diaz, and DPW Supervisor Jeremiah Helenhouse.

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

4. INVOCATION: Invocation was shared.

5. MINUTES:

a.) June 22, 2026

Samantha Gottschalk moved to approve minutes of the Regular Council Meeting of June 22, 2026 as presented.
Seconded by: Mike Termer

Voice Vote: All in favor.
Motion Carried.

6. ADDITIONS TO THE AGENDA: No additions.

7. PRESIDENT'S REPORT:

President Sutton shared that the weather turned out nice for the festival over the weekend. He noted that many people were downtown enjoying the event and that there were more vendors this year, including craft vendors and food trucks. He expressed appreciation to the DPW crew, the Police Department, and all of the volunteers who supported the event.

8. ADMINISTRATOR'S REPORT:

VA Morse prepared and presented a report outlining his professional and personal goals as Village Administrator. Similar to the previous year, these personal goals included continued professional development in zoning, property ownership, and right-of-way matters; regular budget analysis; improving the provision of beneficial feedback to Department Heads; increasing knowledge of available grants; ensuring staff satisfaction by fostering a sense of worth in their roles and maintaining a healthy work environment; improving the ability to anticipate information needed by the Village

Council for agenda topics; and maintaining a strong commitment to code enforcement.

VA Morse's ten-year vision (now nine-year vision) for the Village of Shelby includes strategic growth in the Village tax base; a thriving and appealing downtown; the creation of a defined brand and identity; a home-improvement program for the existing housing stock; a robust network of volunteers assisting with home maintenance; a sidewalk maintenance plan; a road improvement plan; a comprehensive capital improvement and maintenance plan; compensating staff with fair, budget-sensitive wages; maintaining a healthy fiscal position across all funds; positioning the Village to potentially reduce millage rates; and improving rental-ordinance enforcement.

VA Morse expressed appreciation to all of the sponsors for the Shelby CarvePrize Festival.

9. DEPARTMENT HEADS' REPORTS:

DPW Supervisor Helenhouse reported that Fluid Cooling Systems returned to address an issue with the booster station, which had reset again and appears to be resetting every six months. Fluid Cooling Systems is investigating whether a fault within the system is causing the reset to occur at exactly six-month intervals. He requested that, if the system must be reset precisely at six months, he be provided with a specific date and time so he can schedule it accordingly. A tracking chart has been implemented to help identify any triggers. He also shared that the splash pad is up and running again.

10. CORRESPONDENCE: No Correspondence.

11. CITIZEN PARTICIPATION:

a.) Sharon Hallack, Oceana Echo Community Correspondent, introduced Oceana Echo's summer intern, Shelbie Choponis. For meetings that Sharon cannot attend, Shelbie may attend in her place, or they may attend together. Sharon also shared that The Echo is changing its model for how papers are delivered. They want the paper to be delivered to those who wish to receive it. She added that they intend to keep the paper free and expressed gratitude for the Municipality's support through public notices, which helps fund weekly printing costs.

b.) Edward Parcell, 257 Willowside Dr., shared that he and his wife recently moved to Shelby in October of last year and that the Oceana Echo made them feel part of the community. He also stated that the CarvePrize Festival was a phenomenal event on Saturday. His only recommendation was to place the stage in a different location for the auctioneer. Overall, he felt the event was outstanding.

12. OLD BUSINESS:

a.) <u>Survey of Village Council Priorities – Discussion Item Only</u>

At recent Village Council meetings, members reviewed the results of a community assessment process that began in August 2018 through the Village of Shelby's participation in the Rural Economic Development Cohort Initiative, sponsored by the Community Foundation of Oceana County. The next phase of this process is to gather additional input from Village Council members through a follow-up

survey. This feedback is essential in helping staff identify priorities, develop budget recommendations, and align resources with community needs and Council objectives. The survey results will also help inform the development of the Village's upcoming Strategic Vision and support informed decision-making related to annual budget approvals, operational priorities, and future policy direction.

Council members were asked to identify any additional topics or questions they believe should be included in the survey. Once finalized, these items will be incorporated into the questionnaire. Council members are then requested to complete the survey – either online or by hard copy – prior to the next Council meeting to allow staff sufficient time to compile and analyze the results.

13. NEW BUSINESS:

a.) VA Morse Performance Review Process Overview – Discussion Item Only

Village Administrator Morse is approaching the second anniversary of his appointment as the Village of Shelby's chief executive officer and is due for his annual performance evaluation. As part of this process, each Village Council member will be provided with a copy of the official evaluation form and is requested to submit their completed review to Clerk Diaz by July 31. This deadline will allow Chairman Termer sufficient time to compile and summarize the results.

Chairman Termer will consolidate the individual evaluations into a comprehensive performance review. The completed assessment will then be presented to and discussed with Administrator Morse during a closed session of the Village Council at its first meeting in August.

b.) SCADA System Replacement Quotes

Several months ago, the Village's Supervisory Control and Data Acquisition (SCADA) system – the primary communication and monitoring network for the water system and its associated infrastructure, including remote phone access – experienced a significant failure. King Service completed a series of repairs and temporary corrective measures, while these efforts temporarily restored functionality, the repair has since failed again, confirming that the existing system has reached the point where a comprehensive upgrade is necessary.

The Village has obtained proposals from Kennedy Industries and UIS for a complete system replacement. Furthermore, Village staff are also investigating whether insurance coverage may offset a portion or all of the replacement cost. Preliminary information suggests the second system failure may have been a result of a lightning strike, and staff are working with the Village's insurance provider to determine eligibility for coverage under the Village's policy.

Village staff respectfully request that Council authorize acceptance of the quote from Kennedy Industries. Replacing the SCADA system will restore reliable monitoring, communication, and coordination among the Village's water and wastewater system components, helping ensure efficient operations and continued service to residents.

Samantha Gottschalk moved to approve the proposal from Kennedy Industries for an amount up to $50,847.00 to replace the SCADA system.
Seconded by: Crystal Heykoop

Roll Call Vote:
Ayes: Gottschalk, Heykoop, Termer, Crothers, Zaverl, Trott, and Sutton.
Motion Carried 7-0.

14. COMMITTEE REPORTS:

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

The Planning Commission will meet next on Tuesday, July 21, 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:**

Streets and Sidewalks Committee Chair Dan Zaverl asked if there was an update from Hallack's Contracting regarding the manhole project. VA Morse shared that for both the manhole project and the S. Michigan project, Hallack is currently in the middle of a project in another community and is behind schedule, which in turn pushes the Village's schedule back. Work is anticipated to begin in mid-August.

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

Parks, Recreation and Buildings Committee Chair Samantha Gottschalk reported that the Parks and Rec Plan was posted on Facebook. VA Morse also shared that it was sent through the Village email list as well.

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

Nothing to report.

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.) <u>July 13, 2026</u>

Steve Crothers moved to approve the payment of the bills of July 13, 2026 in the amount of $64,912.71.

Seconded by: Mike Termer

Roll Call Vote:
Ayes: Crothers, Termer, Zaverl, Heykoop, Gottschalk, Trott, and Sutton.
Motion Carried 7-0.

16. ADJOURNMENT: President Sutton adjourned the meeting at 6:45 P.M.

Council minutes are not official until approved at the July 27, 2026 Council meeting.

Approved ☑

Minutes Respectfully Submitted by Miraya Gissell Diaz, Village Clerk/Treasurer — 07/27/2026 Date