VILLAGE OF SHELBY
REGULAR COUNCIL MEETING OF MONDAY, AUGUST 10, 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 Police Chief Dean Roesler.

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

4. INVOCATION: Invocation was shared.

5. MINUTES:

a.) July 27, 2026

Mike Termer moved to approve the minutes of the Regular Council Meeting of July 27, 2026 as presented.
Seconded by: Steve Crothers

Voice Vote: All in favor.
Motion Carried.

6. ADDITIONS TO THE AGENDA:

a.) Modification to the Agenda

Under Old Business, the agenda item listed for the VA Morse Review will be moved to the Personnel Committee and reviewed at that time.

7. PRESIDENT'S REPORT:

President Sutton reported attending the National Night Out event the previous Tuesday. He noted strong attendance, a pleasant evening, and that it was his first time attending. He stated the event was impressive, highlighting the State Police helicopter. He also spoke with former Chief of Police Farber and remarked that he is doing well. President Sutton expressed appreciation that the event was hosted in Shelby Township.

8. ADMINISTRATOR'S REPORT:

VA Morse reported that the service lines are beginning to be replaced; however, there was an accident on Friday when the contractor inadvertently struck a gas main while directional boring on Michigan Avenue between Fifth and Sixth Streets. The gas line was repaired, and work is continuing.

VA Morse shared that the Community Dump Day was another successful event this year. All four dumpsters were filled, and only a minimal number of residents were turned away.

9. DEPARTMENT HEADS' REPORTS:

Chief Roesler had nothing to report.

VA Morse reported that the DPW staff have been working on repainting the stop bars and getting those refreshed.

10. CORRESPONDENCE: No Correspondence.

11. CITIZEN PARTICIPATION:

a.) Sharon Hallack, Oceana Echo Community Correspondent, shared that she is part of the Historical Society Board. The Board will be hosting an event on Sunday, August 16, from 1 P.M. to 4 P.M. at the Oceana County Historical & Genealogical Society Mears Museum Complex. The event will feature live music from The Stringalongs, numerous historic displays, and homemade desserts.

b.) Edward Parcell, 257 Willowside Dr, stated that he read an interesting article in the Echo about Flock Cameras and asked whether the Village Council had discussed them. Mr. Parcell added that he is open-minded.

President Sutton stated that the Flock Cameras were discussed in April 2025 and asked what Mr. Parcell would like to know. Mr. Parcell asked whether there were any results from the cameras, and President Sutton stated that the cameras have not yet been installed.

c.) Alex Katt, 327 Walnut Street, asked whether there were any plans to install Flock Cameras.

President Sutton stated that the Village Council approved installing two cameras for a three-month trial period. After the trial period, the Village Council could opt out, as a fee would apply at that time. The approval passed on a 4-3 vote.

Chief Roesler stated that the trial period is currently underway. He explained that when the proposal was brought forward by the Sheriff's Office, it was expected that there would be a quick turnaround and that results would be available by the end of last summer. However, because the population decreases after summer, it was decided to wait until this summer to conduct the study. Once completed, the Village will receive results outlining the benefits and potential drawbacks.

Mr. Katt asked whether there is a plan for who would be able to access the data from the Flock Cameras. Chief Roesler stated that the study is limited to law enforcement use and that only

agencies within Oceana County would have access to the information, and only for an identifiable need or an open case. Mr. Katt asked whether there is accountability oversight for any other government agency that might request access, and whether there are laws governing what they may view. Chief Roesler stated that there absolutely are, and that access is strictly monitored.

Councilman Termer shared that there are mixed reviews regarding the cameras, as to how intrusive they may be and whether they cross boundary lines. He further stated that it is not a done deal; the Village Council approved only the three-month trial period, as President Sutton mentioned, and has not approved full implementation due to cost concerns and potential over-intrusiveness.

12. OLD BUSINESS:

a.) VA Morse Review

This agenda item was moved to under Personnel Committee.

13. NEW BUSINESS:

a.) Audit Presentation – Discussion Item Only

Brickley DeLong has completed the annual audit of the Village of Shelby's financial statements for the fiscal year ending February 28, 2026. The audit encompassed governmental activities, business-type activities, each major fund, and the aggregate remaining fund information.

The Village's General fund saw an increase of $106,781, leaving a remaining fund balance of $741,428. The Major Streets Fund experienced a deficit of $489,741, while the Local Streets Fund reported a deficit of $366,643. The ending fund balance for the Major Streets Fund is $667,689, and the ending fund balance for Local Streets Fund is $449,438. The unrestricted available balance in the Sewer Fund is $367,568 and the unrestricted available balance in the Water Fund is $703,092.

b.) First Quarter Budget Amendments

The Village is now five months into Fiscal Year 2026/27. The report provides a status update along with recommended budget amendments for the current fiscal year. Village staff aim to present the amendments to the Village Council on a quarterly basis to ensure awareness of needed adjustments throughout the year, although this is the first one for this fiscal year.

Budget amendments are generally based on actual and projected revenues and expenses. Key adjustments include:

- General Adjustments: A series of minor corrections across various accounts.
- Health Insurance: Premium increases that exceeded the initial budget assumptions as well as an adjustment in which lines they are expensed to.
- Match on Main: When budgeting, the Match on Main grant was not accounted for on both the revenue and expense side.

- Higher than expected Revenue from the State: It is our general practice to estimate out revenue from State programs on the conservative side.
- Sale of Police car: The sale of the 2017 Ford Explored was not accounted for when budgeting.

Steve Crothers moved to approve the Fiscal Year 2026/27 First Quarter Budget Amendments as presented and attached.
Seconded by: Mike Termer

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

c.) Chip Seal First Street Bid

Funding for the chip and fog sealing of First Street was included in the current fiscal year budget as part of the Village's ongoing roadway maintenance program. A recent assessment of the roadway condition confirms that completing this work during the current construction season is warranted, as minor surface cracking has begun to develop. Chip sealing and fog sealing are cost-effective preventive maintenance treatments that help extend pavement life by sealing surface cracks, reducing water infiltration, and slowing roadway deterioration. Completing this work now will help preserve the condition of First Street and reduce the need for more extensive and costly repairs in the future.

The Oceana County Road Commission is currently performing chip seal projects throughout the county. Their portion of Shelby Road is scheduled for chip sealing next week, weather permitting, with fog sealing anticipated to follow in the subsequent weeks.

Mike Termer moved to approve the Chip Seal Bid from Oceana County Road Commission for an amount up to $24,594 for the Chip and Fog Sealing of First Street.
Seconded by: Samantha Gottschalk

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

d.) Shelby Gap Analysis Report – Discussion Item Only

Downtown Shelby remains a key priority for both the Village Council and our community. As continuing to strengthen and grow our downtown business district, it is important to identify unmet retail and service needs within our local market. To support this effort, Curtis Burdette of the Oceana County Economic Alliance prepared a Retail Gap Analysis (Leakage Report) using available market data and economic research tools. The report provides insight into the goods and services that Shelby-area residents are currently purchasing outside of our community, highlighting potential opportunities for local business development and investment. VA Morse provided a brief overview of the report's findings and discussed their implications for downtown growth and economic development.

e.) Getty Field Reset LOU August 2026 Final

As previously discussed, as part of the Village's ongoing commitment to maintaining a safe, well-maintained, and attractive community. Staff have been evaluating the condition of Village-owned properties and assets. While significant improvements have been made in recent years, additional upgrades and asset management decisions remain necessary, including those associated with Getty Field. Over the past several months, representatives from the Shelby Public Schools Athletic Committee and the Village of Shelby Parks, Recreation and Buildings Committee have met to discuss a proposed "Getty Field Reset" initiative. This concept was introduced by the Village and has since been collaboratively evaluated by both organizations.

Under the 2019 Intergovernmental Agreement (IGA), ownership of Getty Field and its associated assets is shared between the Village of Shelby and Shelby Public Schools. Both parties generally support the reset concept, which includes removing aging and underutilized facilities following the creation of a new competition venue at the Shelby Township Park. Both entities recognize that several structures and athletic facilities at Getty Field have reached the end of their useful life or no longer serve their intended purpose. The proposed project seeks to establish a coordinated approach for addressing these facilities while clarifying responsibilities, estimated costs, and the anticipated sequence of work associated with the Getty Field Reset.

This request is being brought forward now, rather than waiting for it to become a fully budgeted expense, because the demolition company will be in town in September 2026. Their availability has helped keep the demolition cost at a very reasonable rate, especially considering that a prior quote was obtained for $45,000 to remove the Tiger Building alone.

Councilwoman Heykoop asked whether there is a list in the IGA outlining which assets belong to each party, and VA Morse stated that every asset at Getty Field, except for the irrigation system and the bleachers, belongs to the school. Councilwoman Heykoop further noted that the Village Council had previously discussed replacing the fence at the Village's expense, and asked for clarification on whether the Village would fund the replacement while ownership of the fencing would remain with the school. VA Morse confirmed that this is correct and that ownership would remain with the school.

Councilwoman Heykoop stated that it is a significant expense for fending the Village would not retain ownership of. VA Morse provided additional context, noting that the fencing could remain in its current location; however, doing so would affect the concept of adding more parking spaced for Getty Park. He further stated that relocating the fence would benefit the Village and Getty Park more than it would benefit the school.

Samantha Gottschalk moved to approve the Letter of Understanding between the Village of Shelby and Shelby Public Schools regarding the Getty Field Reset. Be it further resolved to authorize Phil Morse, Village Administrator, to sign the Letter of Understanding.
Seconded by: Steve Crothers

Roll Call Vote:
Ayes: Gottschalk, Crothers, Zaverl, Trott, and Sutton.
Nays: Mike Termer and Crystal Heykoop
Motion Carried 5-2

f.) Getty Field Partial Fence Replacement Quotes

As part of the ongoing Getty Field "Reset" discussions with Shelby Public Schools, the removal and replacement of the west fence is a component of the potentially agreed-upon improvements. Quotes were solicited by several fencing providers, including Great Lakes Pet Fencing, Muskegon Fence Company, Home Depot (Ludington), Affordable Fence, Family Fence Factory, Alsteen's Fence Company, and Pro-Line Fencing.

- Pro-Line Fencing: Cemented - $17,742; Driven - $12,742
- Affordable Fence: Cemented - $17,425; Driven - $15,675
- Alsteen's Fence Company: Driven - $13,256
- Great Lakes Pet Fencing: Cemented - $12,516
- Family Fence Factory: Cemented - $16,540; Driven - $15,696

Steve Crothers moved to approve the quote from Great Lakes Pet Fencing in an amount up to $12,516 for the partial fence replacement at Getty Field, budgeted for Fiscal Year 2027/28, contingent on a no cost until next fiscal year.
Seconded by: Samantha Gottschalk

Roll Call Vote:
Ayes: Crothers, Gottschalk, Trott, and Sutton
Nays: Mike Termer, Dan Zaverl, and Crystal Heykoop
Motion Carried 4-3

14. COMMITTEE REPORTS:

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

Planning Commission will meet next on Tuesday, August 18 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:

Parks, Recreation and Buildings Committee Chair Samantha Gottschalk reported that Movie Night is scheduled for Thursday, August 13, featuring The Parent Trap.

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

The Finance and Insurance Committee Chair introduced a discussion on Positive Pay, which was brought to the Committee by Clerk/Treasurer Diaz. Ms. Diaz explained that Positive Pay is an additional

form of fraud prevention and comes as a strong recommendation from both the Village's accountant and the bank. She noted that the program is offered through the bank, with an up-front cost of $25 - $10 for setup and a monthly charge of $15. This amount would apply per bank account.

Steve Crothers moved to enroll in the Positive Pay Program and to authorize Clerk/Treasurer Diaz to sign the enrollment for both bank accounts.
Seconded by: Crystal Heykoop

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

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

Mike Termer moved to close the Regular Council Meeting to go into a Closed Session to discuss a matter with Village Administrator Phil Morse at 7:21 P.M.
Seconded by: Curt Trott

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

Mike Termer moved to close out of the Closed Session at 8:05 P.M.
Seconded by: Steve Crothers

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

Mike Termer moved to create a policy stating that the Village Council must approve any late-fee waivers on all bills.
Seconded by: Crystal Heykoop

Roll Call Vote:
Ayes: Termer, Heykoop, Zaverl, Gottschalk, Trott, and Sutton.
Nays: Steve Crothers
Motion Carried 6-1

Mike Termer moved to approve a merit increase at 3.5 percent to the Village Administrator's base salary, increasing the salary to $92,845.71. (Resolution No. 51-26)
Seconded by: Steve Crothers

Roll Call Vote:
Ayes: Termer, Crothers, Zaverl, Heykoop, Gottschalk, Trott, and Sutton.

Motion Carried 7-0

Mike Termer moved to not waive the penalty fees for the school, totaling $428.06.
Seconded by: Dan Zaverl

Roll Call Vote:
Ayes: Dan Zaverl
Nays: Termer, Crothers, Heykoop, Gottschalk, Trott, and Sutton.
Motion Carried 1-6.

g. ORDINANCES – Chair Crystal Heykoop, Dan Zaverl:

Ordinance Committee Chair Crystal Heykoop reported that a meeting is scheduled in two weeks, on either August 24 or August 25, depending on whether the Council meeting is rescheduled for Tuesday. The committee will be discussing the public's concern regarding lawnmowers on the streets, with the goal of finding a solution that works for everyone.

15. PAYMENT OF BILLS:

a.) August 10, 2026

Steve Crothers moved to approve the payment of the bills of August 10, 2026 in the amount of $64,547.01.
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 8:20 P.M.

Council minutes are not official until approved at the August 25, 2026 Council meeting.

Approved ☑

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

08-25-26
Date