VILLAGE OF SHELBY
REGULAR COUNCIL MEETING OF MONDAY, JULY 27, 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, 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.) July 13, 2026

Mike Termer moved to approve the minutes of the Regular Council Meeting of July 13, 2026 as presented.
Seconded by: Steve Crothers.

Voice Vote: All in favor.
Motion Carried.

6. ADDITIONS TO THE AGENDA: No Additions.

7. PRESIDENT'S REPORT: Nothing to report.

8. ADMINISTRATOR'S REPORT:

VA Morse reported that the Bid opening for the Downtown Streetscape Renovation Project is scheduled for Tuesday, July 28 at 2:00 P.M. He also reported that the construction for the DWSRF Water System Project is expected to begin within the next one to two weeks. VA Morse shared a reminder that the Community Dump Day is scheduled for Saturday, August 1.

9. DEPARTMENT HEADS' REPORTS:

DPW Supervisor Helenhouse reported that DPW crew will be working on Miss Digs along North Michigan Ave.

Chief Roesler shared a reminder that the National Night Out will be a week from Tuesday, July 28 at

the Shelby Township Park.

10. CORRESPONDENCE: No Correspondence.

11. CITIZEN PARTICIPATION:

a.) Alex Katt, Walnut St, shared a brief overview of his academic history and career experience, including prior roles and places of employment within the County, as well as his long-standing involvement in placing flags throughout the Village for every holiday over the past ten years with the assistance of his friends, family and now primarily two employees. He stated that he is fairly committed to and invested in the community, which has assisted him in reaching where he is today.

Mr. Katt shared that he was informed by Chief Roesler that there has been at least one complaint regarding him and his employees riding their lawn mowers on the roadway, whether traveling to the gas station or to customer locations within the Village. He was made aware that riding lawn mowers on the roadway is not permitted and may be unlawful.

Mr. Katt provided a map outlining where their customers are located within the Village limits, including the Shelby Library, Pizza Factory, and various residential properties. He is requesting that the Village of Shelby Council consider an amendment to the current ordinances to allow limited roadway operation of lawn care and property maintenance equipment, including riding mowers and commercial lawn care equipment, when traveling short distances between residences, customer properties, and fuel stations.

He clarified that the purpose of this request is not to encourage unrestricted roadway use or create safety concerns. The intent is to establish a reasonable and clearly defined exception that allows residents and legitimate local businesses to efficiently perform necessary property maintenance while maintaining public safety. He further shared that, as a veteran-owned small business owner, he understands the importance of responsibility, safety, and respect for the community. He stated that a well-written ordinance with reasonable restrictions – such as limiting travel to local roads, requiring safe operation, avoiding high-speed roadways, and prohibiting reckless operation – would provide a fair balance between business needs and community safety.

President Sutton referred the request to the Ordinance Committee. The Committee will look into it and follow up.

12. VILLAGE OF SHELBY ZONING BOARD OF APPEALS:

Steve Crothers moved to suspend the Village of Shelby Council meeting at 6:13 P.M. and to convene as the Village of Shelby Zoning Board of Appeals.
Seconded by: Mike Termer

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

The Village Council reconvened at 6:40 P.M.

13. OLD BUSINESS:

a.) VA Morse Performance Review Process Overview

VA Morse shared a reminder to each Village Council member to submit their completed review to Clerk Diaz by Friday, July 31 to allow Chairman Mike Termer sufficient time to compile and summarize the results. The completed assessment will then be presented to and discussed with VA Morse during a closed session of the Village Council at the next Council meeting.

b.) Survey of Village Council Priorities

VA Morse shared a reminder to Village Council members to complete the "priorities" survey either online or by hard copy. Once each Council member has completed the survey, the results will then be presented to the Village Council.

14. NEW BUSINESS:

a.) 172 S State St – Lot Division Request

Mr. Robert Cain has submitted a request for a lot split involving this property on S State Street. The proposed split would separate the easternmost 68 feet of the parcel, which is intended to be combined with his adjoining property on Grant Street. The required application materials and supporting documentation have been submitted and were included for review. The Planning Commission conducted a public hearing on the request and received no public comments or objections.

The proposed lot split would not result in any zoning ordinance nonconformities for the affected properties. Based on its review, the Planning Commission recommends approval of the request.

Steve Crothers moved to approve the lot division application at 172 S State St, parcel number 046-507-001-30.
Seconded by: Crystal Heykoop.

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

b.) Oceana County Law Enforcement Mutual Aid Agreement

Law Enforcement in Oceana County relies on an agreement for Mutual Aid in lieu of a process where every police officer is deputized by the Sheriff. The renewal of this proposed agreement will likely be signed by every City/Village in Oceana County, as it has been in the past. This type of agreement allows Shelby Police Department officers to assist outside of the Village, if requested, and allows other agencies to assist Shelby Police Department if requested. This agreement expires on December 31, 2028.

Steve Crothers moved to approve the Oceana County Law Enforcement Mutual Aid Agreement, expiring December 31, 2028. Be it further resolved to authorize Dean Roesler, Chief of Police; Miraya

Diaz, Village Clerk; and John Sutton; Village President to sign the Mutual Aid Agreement.
Seconded by: Samantha Gottschalk

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

c.) Police Storage Building Purchase Agreement – Discussion Item Only

In May 2025, the Village Council conducted a tour of Village-owned facilities to evaluate their condition and identify capital needs. During this review, the Police Storage Building – also used as a storage space for Department of Public Works equipment – was found to be in deteriorating condition and in need of significant attention. At the same time, the Village Council has been monitoring the progress of a proposed private redevelopment project in downtown Shelby.

Shelby Village Holdings has acquired properties at Third Street and Michigan Avenue, with demolition of existing structures expected to begin in September. As part of this initiative, Shelby Village Holdings has expressed interest in purchasing the Village-owned Police Storage Building property and has proposed constructing a new replacement storage facility at no cost to the Village as part of the agreement.

Village staff reviewed multiple potential sites for the replacement facility, ultimately identifying Nichols Park as the preferred location due to its industrial character, limited current use as a park, and the absence of any near-term redevelopment plans. While concepts such as a future dog park have been discussed, no formal plans currently exist for the property. The location is also favored as a consolidated site for a potential future DPW building.

If Council elects to proceed with the proposed agreement at its next meeting, Shelby Village Holdings would begin construction of the new storage facility in August, pending permit approvals, with anticipated completion by late November. Temporary storage arrangements will be required during the construction period. The objective of this agenda item is to introduce and discuss the proposed concept, gather feedback, and to determine whether the Village Council wishes to proceed with further negotiations and consideration of the agreement.

After much discussion, Councilman Mike Termer requested that the Village Council be presented with project phases to assist in mapping the work going forward. Councilwoman Crystal Heykoop shared concerns regarding the timing as the Village enters the cold season, noting that the building currently holds temperature-sensitive equipment, and also raised questions about who would cover the expense for temporary storage during the construction period.

d.) Getty Field "Reset" LOU – Discussion Item Only

The Village continues to evaluate the condition of its properties and assets as part of its commitment to maintaining a safe and well-managed community. While 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

collaboratively reviewed a proposed "Getty Field Reset" concept introduced by the Village.

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 entities generally support the reset concept, which includes removing aging and underutilized structures following the creation of a new competition venue at Shelby Township Park. The future of the Tiger Building remains under evaluation, with renovation and demolition options still being considered. The concept also proposes relocating the west fence approximately 50 feet east.

Several facilities at Getty Field have reached the end of their useful life or no longer serve their intended purpose. The proposed reset aims to establish a coordinated approach for addressing these needs, clarifying responsibilities, estimating costs, and outlining the anticipated sequence of work. A draft Letter of Understanding has been prepared to formalize this collaboration and has been provided to Council for review and feedback.

15. COMMITTEE REPORTS:

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

Planning Commission met on July 21, 2026, to discuss the lot division application for 172 S. State St., which was brought to Council. Planning Commission will meet next on Tuesday, August 18, 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:**

Nothing to report.

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

Personnel Committee Chair Mike Termer requested that the performance evaluations of VA Morse be submitted to either himself or Clerk/Treasurer Diaz by Friday, July 31.

g. ORDINANCES – Chair Crystal Heykoop, Dan Zaverl:

Nothing to report.

16. PAYMENT OF BILLS:

a.) July 27, 2026

Steve Crothers moved to approve the payment of the bills of July 27, 2026 in the amount of $56,780.61.
Seconded by: Mike Termer

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

17. ADJOURNMENT: President Sutton adjourned the meeting at 7:42 P.M.

Council minutes are not official until approved at the August 10, 2026 Council meeting.

Approved ☒

Minutes Respectfully Submitted by Miraya Gissell Diaz, Village Clerk/Treasurer 8/10/2026 Date