

**REGULAR CITY COUNCIL MEETING
MINUTES COUNCIL CHAMBERS,
1345 E. Main Street City of Niles, Michigan**

Monday, August 11, 2025

PRESENT: Council Members: Georgia Boggs, Gretchen Bertschy (6:05), Sheila Koebel, Timothy Rogers, Charlie McAfee, William Weimer, Jessica Nelson, Michael Thompson, and Mayor Nick Shelton
ABSENT: None **STAFF:** Huff, Bergman, Ray, Young, Arseneau, Millin, Stump

REGULAR COUNCIL MEETING

The regular Niles City Council meeting was called to order by Mayor Shelton at 6:00 p.m., August 11, 2025. The Pledge of Allegiance was led by Mayor Nick Shelton.

APPROVAL OF THE AGENDA

Councilmember Rogers moved, **Councilmember Thompson** seconded to approve the agenda as submitted.

ROLL CALL: YEA: Nelson, Thompson, Boggs, Koebel, Rogers, McAfee, Weimer
NAY: None **ABSENT:** Bertschy **MOTION CARRIED**

PUBLIC HEARING:

- To receive public input on the proposed City of Niles FY 2026 Budget.

CITIZEN PARTICIPATION: (PUBLIC COMMENTS)

Brad Morris on behalf of Kayden's Legacy, asked for Council's support for this event and added that it may become an annual event.

Charles Nelson owner of On Base Productions, hosted a Niles Neighbors backpack giveaway that included hygiene products. The next event that will be free to the community is a battery recycling event on August 24th from 2-5 p.m. Nelson, as the Chair of the Niles Public Art Commission shared that they are coming up with a process for those that want to have murals in the City.

Dennis Starbuck of Starbuck Construction, spoke on behalf of the owner of 703 Maple St. regarding the fire and asked that Council consider releasing the insurance money being held as it is now in the stage of a construction project. The Mayor asked Mr. Starbuck to stay until after the meeting so that City Administrator Huff could discuss the matter.

Lisa Croteau announced that the Home-Grown Market would be extended to run until the end of September instead of ending at the end of August. Lisa added that Front Street Pizza was one of 56 communities that received the Match on Main Grant.

PRESENTATIONS:

CONSENT AGENDA:

1. Consideration of approving the minutes of July 28, 2025.
2. Consideration of approving the lists of bills dated August 6, 2025.

Councilmember Nelson moved, **Councilmember Bertschy** seconded to approve the consent agenda as submitted.

ROLL CALL: YEA: Thompson, Boggs, Bertschy, Koebel, Rogers, McAfee, Weimer, Nelson

NAY: None **ABSENT:** None **MOTION CARRIED**

CITY ADMINISTRATOR'S REPORT:

3. Consideration of adopting a resolution approving the City of Niles FY 2026 Annual Budget by Funds.

Councilmember Rogers moved, **Councilmember McAfee** seconded to adopt a resolution approving the City of Niles FY 2026 Annual Budget by Funds.

ROLL CALL: YEA: Boggs, Bertschy, Koebel, Rogers, McAfee, Weimer, Nelson

NAY: Thompson **ABSENT:** None **MOTION CARRIED**

RESOLUTION # 2025-07/2240 DECLARED ADOPTED

4. Consideration of authorizing the Department of Public Works to accept the quote from Best Equipment Co., of Westland, Michigan in the amount of \$20,933.40 for the purchase of leaf vacuum parts and charge the expense to the DPW Operating Supplies budget.

Councilmember Bertschy moved, **Councilmember Boggs** seconded to authorize the Department of Public Works to accept the quote from Best Equipment Co., of Westland, Michigan in the amount of \$20,933.40 for the purchase of leaf vacuum parts and charge the expense to the DPW Operating Supplies budget.

ROLL CALL: YEA: Bertschy, Koebel, Rogers, McAfee, Weimer, Nelson, Thompson, Boggs

NAY: None **ABSENT:** None **MOTION CARRIED**

5. Consideration of authorizing the Department of Public Works to accept the quote from AIS Construction Equipment Corporation of Grand Rapids, Michigan in the amount of \$31,825.00 for the purchase of one heavy-duty equipment trailer and charge the expense to the DPW Vehicle Capitol Equipment Outlay Account.

Councilmember Rogers moved, **Councilmember Koebel** seconded to authorize the Department of Public Works to accept the quote from AIS Construction Equipment Corporation of Grand Rapids, Michigan in the amount of \$31,825.00 for the purchase of one heavy-duty equipment trailer and charge the expense to the DPW Vehicle Capitol Equipment Outlay Account.

ROLL CALL: YEA: Koebel, Rogers, McAfee, Weimer, Nelson, Thompson, Boggs, Bertschy

NAY: None **ABSENT:** None **MOTION CARRIED**

6. Consideration of authorizing the emergency purchase from Hoosier Crane Service Company of Elkhart, Indiana in the amount of \$5,320.60 for necessary repairs to the overhead crane at the street department and charge the expense to the Building Repairs and Maintenance Account.

Councilmember Thompson moved, **Councilmember Nelson** seconded to authorize the emergency purchase from Hoosier Crane Service Company of Elkhart, Indiana in the amount of \$5,320.60 for necessary repairs to the overhead crane at the street department and charge the expense to the Building Repairs and Maintenance Account.

ROLL CALL: YEA: Rogers, McAfee, Weimer, Nelson, Thompson, Boggs, Bertschy, Koebel

NAY: None **ABSENT:** None **MOTION CARRIED**

7. Consideration of approving the application to conduct Kayden's Legacy Fundraiser August 30, 2025 with all requests as presented.

Councilmember Nelson moved, **Councilmember Bertschy** seconded to approve the application to conduct Kayden's Legacy Fundraiser August 30, 2025 with all requests as presented.

ROLL CALL: YEA: McAfee, Weimer, Nelson, Boggs, Bertschy, Koebel, Rogers

NAY: Thompson **ABSENT:** None **MOTION CARRIED**

8. Consideration of approving the Michigan Department of Natural Resources Inspection Report and Declaration and Notice and authorize the City Administrator to sign and submit the documents.

Councilmember Thompson moved, **Councilmember Rogers** seconded to approve the Michigan Department of Natural Resources Inspection Report and Declaration and Notice and authorize the City Administrator to sign and submit the documents.

ROLL CALL: YEA: Weimer, Nelson, Thompson, Boggs, Bertschy, Koebel, Rogers, McAfee

NAY: None **ABSENT:** None **MOTION CARRIED**

9. Consideration of authorizing the position of Deputy City Administrator and confirming the appointment of Joe Ray to Deputy City Administrator.

Councilmember Rogers moved, **Councilmember Koebel** seconded to authorize the position of Deputy City Administrator and confirming the appointment of Joe Ray to Deputy City Administrator.

ROLL CALL: YEA: Nelson, Thompson, Boggs, Bertschy, Koebel, Rogers, McAfee, Weimer

NAY: None **ABSENT:** None **MOTION CARRIED**

10. Consideration of awarding a contract to Get Busy Exteriors LLC of Holland, MI in the amount of \$5,400.00 for installation of a gutter system at 412 S. St. Joseph, with the expense covered by CDBG funds, and authorize the Mayor to sign the contract.

Councilmember Nelson moved, **Councilmember Bertschy** seconded to award a contract to Get Busy Exteriors LLC of Holland, MI in the amount of \$5,400.00 for installation of a gutter system at 412 S. St. Joseph, with the expense covered by CDBG funds, and authorize the Mayor to sign the contract.

ROLL CALL: YEA: Thompson, Boggs, Bertschy, Koebel, Rogers, McAfee, Weimer, Nelson

NAY: None **ABSENT:** None **MOTION CARRIED**

11. Consideration of approving the CDBG PY2025 Annual Action Plan, authorize the Mayor to sign the application for Federal Assistance and required Certifications, and authorize the Community Development Director to submit the Annual Action Plan to HUD.

Councilmember Thompson moved, **Councilmember Rogers** seconded to approve the CDBG PY2025 Annual Action Plan, authorize the Mayor to sign the application for Federal Assistance and required Certifications, and authorize the Community Development Director to submit the Annual Action Plan to HUD.

ROLL CALL: YEA: Boggs, Bertschy, Koebel, Rogers, McAfee, Weimer, Nelson, Thompson

NAY: None **ABSENT:** None **MOTION CARRIED**

12. Consideration of awarding a contract to Pearson Construction of Benton Harbor, MI in the amount of \$191,250 for the Ferry Street School Park Project, with the expense covered by private sources, CDBG, and grants.

Councilmember Nelson moved, **Councilmember Bertschy** seconded to award a contract to Pearson Construction of Benton Harbor, MI in the amount of \$191,250 for the Ferry Street School Park Project, with the expense covered by private sources, CDBG, and grants.

ROLL CALL: YEA: Bertschy, Koebel, Rogers, McAfee, Weimer, Nelson, Thompson, Boggs

NAY: None **ABSENT:** None **MOTION CARRIED**

APPOINTMENTS:

CITY ATTORNEY'S REPORT:

COUNCILMEMBER'S REPORT:

Councilmember Nelson announced that she retired from serving on the Main Street DDA. She added that she has seen an uptick in foot traffic downtown and the efforts are making a difference. Her family attended the Fort St. Joseph Archeology Dig and found it to be really impressive and well done. She added that it's important to acknowledge our local history.

Councilmember Bertschy stated that the downtown is looking wonderful and noticed the added foot traffic. She thanked the excellent volunteers and noted that volunteers are what makes a community thrive.

Councilmember Rogers announced that the Berrien County Youth Fair has started where he will be attending all week working different shifts.

Councilmember McAfee extended an invitation to her church picnic to be held September 23rd in Hatcherville Park.

MAYOR'S REPORT:

Mayor Shelton stated that he was sad to see Councilmember Nelson step off the DDA. He noted that there are seats available on the DDA as well as other boards and commissions. The Mayor attended the Michigan Association of Mayors Conference in Portage, MI with about 45 other communities.

CLOSED SESSION:

- **Union Contracts**

Councilmember Nelson moved, **Councilmember Rogers** seconded to go into Closed Session to discuss Union Contracts.

ROLL CALL: YEA: Koebel, Rogers, McAfee, Weimer, Nelson, Thompson, Boggs, Bertschy

NAY: None **ABSENT:** None **MOTION CARRIED** at 6:26 p.m.

RECONVENED:

Mayor Shelton declared the regular council meeting back in session at 6:49 p.m.

ADJOURNMENT:

Councilmember Bertschy moved to adjourn 6:49 p.m.

Tina Bergman, Niles City Clerk

Approved by City Council 8/25/25