

**EDMORE ZONING BOARD OF APPEALS  
EDMORE VILLAGE COUNCIL  
PUBLIC HEARING/REGULAR MEETING  
UNAPPROVED JOURNAL OF MINUTES  
June 13, 2022**

1. **CALL TO ORDER:** The public hearing/regular meeting of the Village of Edmore Council was called to order on Monday, June 13, 2022, at 7:00 p.m. by **President Gloria Burr**.
2. **PLEDGE OF ALLEGIANCE**
3. **ROLL CALL:** Members present – **Colburn, Green, Griswold, Guild, Moore, Rasmussen, Burr**. Also present: **Deputy Tanis** – Montcalm County Sheriff's Department, **Justin Lakamper** – Village Manager, **Shirley Drain** – Village Treasurer, **Kerri Peterson** – Village Clerk.
4. **APPROVAL OF THE AGENDA:** **Green** moved to approve the agenda with addition of New Business: H: Discussion of Hometown Heroes Program. Seconded by **Rasmussen**. **VOICE VOTE: ALL YES: MOTION PASSED 7-0.**  
**President Burr** closed the regular meeting at 7:06 p.m. and opened the public hearing.
5. **PUBLIC COMMENTS ON AGENDA ITEMS:** **Almy Moore** spoke to the Council about the downtown vacant or abandon building ordinance fees. He asked for clearer ordinance wording and wanted to know if the Village gave notice about the ordinance? He and his wife Linda, now run an online business using their buildings for storage of items, photographing, and listing said items. He gave Lakamper a copy of the concerns he has for further reference.
6. **PUBLIC HEARING:**
  - A. **PUBLIC COMMENTS:** **Carol Arntz** asked about the location on the property of the building for the new urgent care clinic. She was given a copy of the site plan with the location and there were no concerns from the Arntz's.
  - B. **COUNCIL COMMENTS:** None.
  - C. **CLOSE PUBLIC HEARING:** **President Burr** closed the public hearing and re-opened the regular meeting at 7:10 p.m.
7. **DEPARTMENTAL REPORTS:**
  - A. **POLICE: DEPUTY TANIS:** There were 33 total investigations and 1 total arrest, 42 traffic stops, 6 citations issued, and 38 verbal warnings issued. Highlights included on May 18<sup>th</sup>, a theft was reported at a business in the 1100 block of East Main Street. A patron reported that items were taken from the business belonging to him. A suspect was developed and interviewed. The suspect, a 43-year-old Edmore man, partially admitted to the theft. A report has been sent to the prosecutor's office for a review of charges. Also, even though the school year is winding down, the Sheriff's Office is still working closely with the area schools regarding vehicles passing busses while the busses have their red lights flashing. Two such complaints were filed during the month and the deputy is actively investigating them. Guild asked if he was actively working on our vehicle ordinance violations. Tanis reported that he has not been doing door to door checks on vehicles and only been working on complaints. Guild asked that Tanis get with Lakamper and worked on the vehicle ordinance violations. Burr asked about the ferocious dogs in town. Tanis responded that Animal Control had already responded to the complaint when he responded, and they are looking into it.
  - B. **FINANCE:** **Burr** reported for Tracy. Been working on our water quality report, preparing for taxes to go out by July 1<sup>st</sup>, and have completed the setup of our online and in person credit

card payments. **Lakamper** reported that it's going well. They've had 2 in-person transactions and a lot of online payments.

- C. **DDA: Lakamper** reported they did not have a quorum at the June 1<sup>st</sup> meeting, but they did continue the discussion about the treescape progress. No decisions have been made but we are continuing to work on sourcing trees, tree grates, planter boxes, and labor for the removal of current trees and cement flower beds. The general concept would be to replace some of the trees entirely with planter boxes with flowers. Once a design is in place it will be brought to the Council for approval. Discussion was held on placing a sign on the trail near the pavilion, directing people to the downtown area. The next DDA meeting is June 29<sup>th</sup>, 2022 @ Noon.
  - D. **DPW: Burr** reported for Andy. We had 1 full burial and 6 cremains burial at the cemetery, treated the pond twice to try and control the algae growth, installed a bench around the Curtis Pond, rodded a sewer on First Street that was full of roots. We put all the banners and flags up downtown, finished preparing the cemetery for Memorial Day, and poured the foundations in the cemetery.
  - E. **MANAGER: JUSTIN LAKAMPER: Code Enforcement:** Have had some success with property owners cleaning yards. There have been many lawns that have received tags. The majority have been mowed by the owners, but the DPW has mowed 6 lawns in the past few weeks. **Credit Cards:** Credit cards are up and running both in person and online. We are still waiting on the financial software to be installed on the new computer by Tyler Technologies, but we can use the CC vendors website to process payments in person for the time being. **Developments:** The title search for the railroad bed on Dr. Sarvepalli's lot where the new urgent care center will be built is still ongoing. We have not official sold our portion of it to them yet, because we want to get to the bottom of the title issues first. The location of the building will not be on it at all, only the parking lot, so they are moving forward with their project despite the questions around the railroad bed. **ELF Committee:** We have received an ELF loan request from HBCru which owns the property on Industrial Drive next to the old Gale's Gym location, where they intend to build their marihuana grow facility. They are requesting \$290,000. The ELF Committee will need to meet soon to consider the request. **Grants:** Last month, I submitted our request to the County for \$35,000 in ARPA funds to cover the cost of the vac truck, which was purchased this month. On behalf of the DDA, I submitted a request to the County for \$75,000 in ARPA funds to install an egress on the first and second floors of the west side of the Edmore Marketplace to make it compliant with the fire code. I have also submitted a request to the Glenn Curtis Foundation for \$6000 to complete the park equipment installation this year that we were unable to do last year. We have received our request from the Glenn Curtis Foundation. The County chose not to award any of the grant requests and give each of the municipalities in the County \$50,000 instead. They have not given a date as to when that money will be dispersed.
  - F. **PRESIDENT: GLORIA BURR:** None.
8. **TREASURERS REPORT: SHIRLEY DRAIN**
- A. **TREASURERS REPORT & COMMENTS:** Books for May are closed and balance to the penny. All ELF loans are current. Cash balances look good.
  - B. **APPROVAL OF PAYMENT OF BILLS:** Motion by **Moore** to approve the payment of the bills. Seconded by **Green**. **ROLL CALL VOTE: YES: Colburn, Green, Griswold, Guild, Moore, Rasmussen, Burr. MOTION PASSED 7-0**
9. **COMMITTEE REPORTS: NONE.**
10. **APPROVAL OF MINUTES:**

- A. REGULAR COUNCIL MEETING MAY 09, 2022:** Motion by **Griswold** to approve the regular council meeting minutes as written for May 09, 2022. Seconded by **Rasmussen**. **VOICE VOTE: ALL YES: MOTION PASSED 7-0**

**11. NEW BUSINESS:**

- A. APPROVAL: VARIANCE REQUEST 1021 E. MAIN STREET:** **Lakamper** reported the owner is requesting a variance to section 9.03(b), (c), and (d) of the Zoning ordinance. This would allow for a new urgent care center to be constructed that has a 10' side yard setback and a 9' rear yard setback, instead of the required 20' setbacks on both the side and rear yard. The variance request also asks to cover 27% of the lot with the building instead of the 25% allowed for in the zoning ordinance. The purpose of the setback variances is to allow for two rows of parking in front of the parking. If they are not granted, they will only be able to fit one row of parking, which would satisfy the parking requirements of the zoning ordinance but would result in congestion in the parking lot. To the rear of the property there is a home which is also located in the B2 district and exists under the non-conforming use since it was there prior to the creation of the district. Since it is in the B2 district and not a residential district, there is no additional requirement for a barrier between the two lots. Dr. Sarvepalli is however proposing to build a masonry wall with a fence on top to create a physical barrier between the business and the home. The current office sits to the east of this property, which was granted a variance to build on the property line when it was constructed. The two properties will not be combined and are owned by separate businesses, if they were ever to be owned by separate individuals, they would still only be allowed to have B2 compliant businesses in them. The zoning ordinance calls for a building in the B2 district to only cover 25% of the property. The building that they are proposing would cover 27% of the property. These requirements are intended to lessen the density of building lot coverage, which was once the preferred method of development. More modern zoning standards place less value on restricting building lot coverage to promote more densely developed business districts. This development will add a needed service to the residents of Edmore and the surrounding areas and will be a great addition to our B2 district. Motion by **Green** to approve the variance request at 1021 E. Main Street. Supported by **Rasmussen**. **ROLL CALL VOTE: YES: Colburn, Green, Griswold, Guild, Moore, Rasmussen, Burr. MOTION PASSED 7-0**
- B. APPROVAL: MITTEN MEDS MARIHUANA LICENSE RENEWAL:** **Lakamper** reported Mitten Meds LLC is in the final stages of building their grow facility on Lots 5 and 6 at Sunrise. Their building is up and most of the inside buildout is finished. They have been waiting on HVAC equipment to be delivered, which is the last piece of the build. **Lakamper** recommended the annual renewal of Mitten Meds LLC municipal marihuana license. Motion by **Guild** to approve Mitten Meds LLC Marihuana license renewal. Supported by **Colburn**. **ROLL CALL VOTE: YES: Colburn, Green, Griswold, Guild, Moore, Burr. NO: Rasmussen. MOTION PASSED 6-1**
- C. RESOLUTION 2022-03:** **Lakamper** reported in one analysis for Resolutions 2022-03, 2022-04, and 2022-05. The Street Administrator annually must certify our official MDOT road map which is used to calculate our Act 51 street monies allotment. If a road is not open to the public for use, it must be decertified by resolution from our MDOT map. We have three sections of road which are present on our MDOT map which are not open to the public for use and need to be decertified by the Council. The first is for the section of Brown Street going north from Center Street. This is an undeveloped platted road. The second section is W. Gilson from Juniper going west into the mobile home park. This portion of the road is owned by the mobile home park and is not maintained by the Village. The third section is N. Fourth Street

from Railroad Street going north. This is also an undeveloped platted road. **Burr** asked if these are right-aways or actual roads? **Lakamper** responded that these are platted roads. It is property the Village owns. These could be turned into a road if you wanted to but they are not currently be used as a road so we can't count them as roads. **Burr** asked to make sure nothing was going to happen to them if they decertified them. **Lakamper** assured her nothing would happen. It would still be Village owned property; it's just taking it off the MDOT map. If they were to ever be developed, you could add them back to the map. The length of the streets are as follows: Resolution 2022-03 is 500 feet, Resolution 2022-04 is 410 feet, and Resolution 2022-05 is 433 feet. **Drain** asked why we were considering decertifying the streets. **Lakamper** responded that the MDOT is requiring it to be done if it's undeveloped. **Burr** commented that if we don't decertify them then we must develop them, correct? **Lakamper** answered, yes. Some discussion was heard about the locations of the streets. **Lakamper** explained that we have a lot of platted, undeveloped roads. Not all of them are on our MDOT map. These three streets are and must be removed. There are a bunch of streets the Village owns. Motion by **Guild** to accept Resolution 2022-03. Supported by **Moore**. **VOICE VOTE: ALL YES: MOTION PASSED 7-0**

- D. **RESOLUTION 2022-04:** **Green** moved to accept Resolution 2022-04. Supported by **Colburn**. **VOICE VOTE: ALL YES: MOTION PASSED 7-0**
- E. **RESOLUTION 2022-05:** **Colburn** moved to accept Resolution 2022-05. Seconded by **Griswold**. **VOICE VOTE: ALL YES: MOTION PASSED 7-0**
- F. **DISCUSSION: RECYCLING COMPACTORS:** **Lakamper** reported the County has contacted us to inquire about expanding their recycling compactor program to Edmore. Currently we have recycling dumpsters located next to the DPW shop at Sunrise, which are paid for by the County. They would like to replace these dumpsters with two compacting dumpsters which compact the recycling materials into the dumpster once the hopper is filled. The program would still be owned and operated by the County, as it is today, but they are proposing the Village pay one half of the cost of the site infrastructure. They would in turn lease the compactors for five years and pay for all associated costs with the lease and maintenance. The required infrastructure would include a cement pad for the dumpsters to sit on and the installation of a three phase 480-volt electrical hookup for the compactors. Photos of a pilot recycling compactor program in Lakeview were given to the Council for reference. **Lakamper** went on to explain the total infrastructure cost in Lakeview was \$16,500, paid entirely by Lakeview. With the County covering half of the cost, our contribution should not be more that \$10,000. The cost could be lower due to the location of the compactors already being a cement pad. The biggest issue we have with our current dumpsters is they become full very quickly and overflow and the debris blows around the area. The DPW cleans regularly cleans this up. According to the Lakeview manager, the compactors do not fill up as fast and their issues with debris around the dumpsters has been greatly reduced since having the compactors. Lakeview also installed cameras in the areas so that has more than likely had some to do with deterring things. The cost of the installation would come out of our General Fund. **Rasmussen** asked if it was for everything or just cardboard. **Lakamper** stated it would be the same as what is already out there. Some discussion took place on how the compactors work with the dumpsters. **Colburn** asked about liability and safety and asked if we needed to have cameras. **Lakamper** pointed out on one of the photos where the safety features are located on the compactors. He will ask for information and bring back more information about the safety features to the Council. **Drain** asked if this area would need to be updated with our

insurance company? **Lakamper** responded that it would need to be updated for sure. Discussion took place on how fast the recycle bins fill up and the mess of overflow. Republic would empty on a schedule unless called for a pickup. The council stated they were all okay with Lakamper going forward with the County and reporting back next month.

- G. DISCUSSION: QUARTERLY BILLING:** **Lakamper** reported at the March 2021 meeting the Council was asked to consider moving our utility billing schedule from monthly to quarterly. This request was made with the rationale that if we moved to quarterly billing it would lessen our workload to the point that we could eliminate the part-time office position. A 4-3 vote ensued in favor of keeping our current monthly billing cycle and the part-time office position was also eliminated. The elimination of this position has saved the Village \$20,672 annual in labor costs and has shifted the responsibilities of the office assistant to Tracy and me. There are some organizational issues happening. Over time some of the organization in the office has faltered due to the increased workload. After 14 months of a 2-person office staff, I would like to revisit this conversation and ask the Council to reconsider moving to a quarterly billing schedule. Currently, all commercial customers are billed quarterly. In 2015, residents were changed from quarterly billing to monthly billing. The Village has approximately 500 residential customers. He went on to state when the Village changed from quarterly to monthly billing, the main reason given for this change was to make monthly budgeting for fixed and low-income residents simpler. It has been observed that fewer customers have had their water shut off since switching. Door tag notices play a large role in preventing shutoffs. The idea behind this proposed change is straightforward. Quarterly billing reduces the amount of bills that need to be processed by two thirds. At 500 accounts, the move would eliminate the need for the office to process around 4,000 payments per year and would free up significant amounts of time that could be committed to other projects. **Lakamper** went on to explain the steps of the process of the billing. Changing to a quarterly billing cycle would also reduce the amount of time that the DPW works on water shutoffs. We prepare about 30 shut-offs notices per month which the DPW takes around town and hangs on the doors. Between preparing and putting out the door tags, scheduling times for payment or turn-ons with the residents, and physically turning the water on and off, the DPW and Office will have between 3-5 hours invested in the process per month. We are aware there is the continued concern that a quarterly billing schedule can be difficult for some of our residents who are on fixed incomes. This could be resolved in part by informing the residents that they can still come in and pay each month despite not receiving a bill each month. The flat rate still allows everyone to know what their quarterly bill will be and how much it would be if they decided to pay monthly. This is not the same as receiving a bill each month, but it still affords some flexibility to those who need it. **Colburn** conferred with **Lakamper** that he stated people could also have their bank do an automatic payment every month if the resident sets it up. **Lakamper** replied yes and you can do that now also if you like. **Green** stated she feels there are a lot of people who are going to be affected by this change when they don't get the bill every month and when they do and sit down to pay it, suddenly it's triple the amount and they can't afford it, or are not computer savvy, or not going to go to their bank and set up an automatic payment. She went on to say, when this Council voted to terminate the parttime office position, we decided at that time not to make the billing thing have a negative impact on our Village residents. If we see that assistance is needed now to accomplish more, we had discussed hiring someone with trust fund accounting to assist Tracy and learn her job as well. I'd like to see us still move in that direction and I'm still against quarterly billing. **Guild** ask

**Green** if she was saying she would like to see us hire a parttime employee to learn Tracy's job. **Green** stated yes. When we had someone doing this, monthly billing was working. It was decided to eliminate that parttime position. At that time we had the discussion about quarterly billing, and it was decided then that if we could not do this without making a negative impact on the Village without switching to quarterly billing, we would hire somebody else who could learn Tracy's job as well, to cover for vacations, etc. The last parttime position was not doing that. **Colburn** stated it would be a reimagined position. **Green** agreed and went on to say she doesn't know why a year later we would make a different decision than what we made a year ago, so she's still against quarterly billing. **Rasmussen** is okay with quarterly billing if residents can still pay monthly. It's hard for some residents to accumulate 3 months bill at one time. Other residents pay 6 months at a time and others yearly. **Guild** agreed with **Green** that we need somebody that can learn Tracy's job. What would happen if Tracy would get sick or quit, have an accident? Here we sit with nobody. At one time it was mentioned that maybe the parttime person could do some work for the DDA to replace Phil. **Lakamper** agreed that he had thought we could possibly use this to combine the position to help in the Village office and to replace Phil. **Guild** stated wages would be part DDA and part Village that way. **Green** then stated it was brought to her attention when we went from quarterly billing to monthly billing, the bill was almost as much as it is now, it wasn't three times the amount our monthly is now. The Council agreed the cost of everything has gone up. **Guild** asked the Council if they thought we would like look into the possibility of hiring a parttime person? Is that something that needs to go to the Personnel Committee? **Burr** and **Moore** answered, yes. **Lakamper** went on to say he still thinks we would be more efficient with quarterly billing than monthly billing, and that person. **Drain** asked about the physical working of this. When do deposits get put in if we go to quarterly billing? Is she going to deposit once a week, once a month, once every three months? Are people going to have to wait for a check being held? Regardless of how the billing is done, she still has to run the program like she does now. **Lakamper** responded he would assume it would be less frequent than it is now. **Drain** went on stating there have been complaints in the past how long the checks were being held before being deposited. **Lakamper** responded that he would have to talk to Tracy about it because they had not discussed that part of it. **Drain** stated we definitely do need somebody to learn her job. You never know what's going to happen. You just don't know. Nobody knows how to do her job. We always talked about the Village manager should learn her job at least enough to fill in if something happens. It's not going to work that way. The Village manager has a whole village manager job. That's what we hire him for. He doesn't have time to sit there by the month and learn how to run the books. That's not going to happen. Somebody needs to know how to do that in this town. **Lakamper** responded that if we do hire someone, the person that we get to fill that role is greatly going to be influenced by what the money they make is. **Colburn** replied and whether it's parttime or fulltime. **Lakamper** responded, part-time or full-time, how much we're paying them, and how able they are to fulfill that role to learn all those things. I don't think we would be able to pay the same rate that we were previously paying and find somebody qualified. Discussion ensued among the board on the things that they are asking for in the person, whether it's experience or willing to learn. **Burr** stated that part of the problem before was not having anybody that was able to learn her job. If we do hire somebody we need to consider their experience and willingness and ability to learn the job and not just a friend of somebody that needs a job. **Drain** replied that is why it should go to Personnel. **Guild** recommended tabling this discussion until the next meeting,

and the quarterly billing, give it some thought and turn the possible hiring of a parttime person over to the Personnel Committee. **Colburn** asked if the Personnel Committee would be tasked with analyzing this and coming up with a proposal? I want to make some parameters here instead of just discussing it and coming back to the conversation. We could come back with an overall recommendation. **Drain** asked if anyone knows of anybody that has done municipal bookkeeping in this area. It's a whole different kind of bookkeeping. **Burr** stated we will table this discussion until next month and the Personnel Committee will meet.

- H. DISCUSSION OF HOMETOWN HEROES PROJECT:** **Green** reported we have 36 Hometown Heroes banners flying and we have another 10 being delivered this week. The printer has agreed to print 10 at a time and the orders keep coming in. Originally we agreed to up to 50 banners. We are currently at 47 banners. The VFW Auxiliary would prefer to not turn people down. Is there any way that the Village could keep the program alive as well? **Guild** asked if she meant can the Village pay for it. **Green** responded that the Village is paying for the brackets only and then 10 at a time for installation. Is that something we can keep doing? **Guild** asked if the VFW or the Am Vets or the VFW Auxiliary paying for any of this? **Green** responded, no. The banners are being sponsored by individuals and the VFW Auxiliary is assisting with payment for people who want to sponsor their veterans but really cannot afford to. All of the banners for Edmore were paid for by individual sponsors and we have 47. The requests keep coming. **Colburn** asked what cost we were talking about. **Lakamper** stated we agreed to \$3000. We got the brackets cheaper and right now we're at \$1250 and a day of installation. So currently we are at \$1750. **Green** went on to say that we agreed to \$3000, so what we agreed to in theory in November, half is still there. Where will we put the flags? Discussion took place on where the flags could be located. The response from the community was overwhelming. Motion by **Green** to expand the Hometown Heroes project approval to over 50 banners up to the approved original \$3000. Supported by **Colburn**. **ROLL CALL VOTE: ALL YES: Colburn, Green, Griswold, Guild, Moore, Rasmussen, Burr. MOTION PASSED 7-0**

12. **PUBLIC COMMENTS:** Sean Chase – Daily News Reporter, introduced himself to the Council.
13. **COUNCIL COMMENTS:** **Guild** asked if the Farmer's Market had moved from the Marketplace. **Lakamper** responded that it is now being held at the Endeavor Center.
14. **ADJOURNMENT:** **Moore** moved to adjourn. Seconded by **Green**. **VOICE VOTE: ALL YES: MOTION PASSED 7-0.**
- President Burr** adjourned the meeting at 8:21p.m.

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Village President

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Village Clerk

Approved for Publication

**NEXT MEETING: July 11, 2022**