

**EDMORE VILLAGE COUNCIL
PUBLIC HEARING/REGULAR MEETING
UNAPPROVED JOURNAL OF MINUTES
February 12, 2024**

1. **CALL TO ORDER:** The public hearing/regular meeting of the Village of Edmore Council was called to order on Monday, February 12, 2024, at 7:00 p.m. by **President Gloria Burr**.
2. **PLEDGE OF ALLEGIANCE**
3. **ROLL CALL:** Members present – **Colburn, Griswold, Guild, McParland, Moore, Burr**. Also present: **Mark Borden** – Village Manager, **Shirley Drain** – Village Treasurer, **Kerri Peterson** – Village Clerk, **Deputy Austin Edwards** - Montcalm County Sheriff's Department.
4. **APPROVAL OF THE AGENDA:** **Guild moved to approve the agenda with additions/corrections moving the Granger discussion to A. and adding I. discussion of replacement council member. Seconded by Griswold. VOICE VOTE: ALL YES: MOTION PASSED 6-0.**
PRESIDENT BURR CLOSED THE REGULAR MEETING AND OPENED THE PUBLIC HEARING @7:04 P.M.
5. **PUBLIC HEARING: FISCAL YEAR 2024-2025 BUDGET**
 - A. **PUBLIC COMMENTS: NONE.**
 - B. **COUNCIL COMMENTS: NONE.**
 - C. **ADJOURNMENT OF PUBLIC HEARING:** **Moore moved to adjourn the public hearing. Supported by Colburn. VOICE VOTE: ALL YES: MOTION PASSED 6-0.**
6. **CALL TO ORDER – REGULAR COUNCIL MEETING: GLORIA BURR, PRESIDENT: PRESIDENT BURR RE-OPENED THE REGULAR MEETING @7:05 P.M.**
7. **APPROVAL OF AGENDA: REMOVED**
8. **PUBLIC COMMENTS: AGENDA ITEMS: REMOVED**
9. **DEPARTMENT REPORTS:**
 - A. **POLICE:** **Deputy Austin Edwards** reported for the Montcalm County Sheriff's Department. There was not a typed report for January. According to the December report, the month of December was exceptionally quiet. The deputy left the Village numerous times on significant crimes and situations being investigated by other deputies and other agencies including felonious assaults and many mental health issues. Deputy Edwards stated from his recollection of January's patrols, there was one OWI arrest, and 2 breaking and entering at the storage units and the investigation is ongoing. Deputy Edwards is our newly assigned officer to the Village.
 - B. **CODE ENFORCEMENT:** Managers report.
 - C. **DDA:** Managers report.
 - D. **DPW:** Managers report.
 - E. **MANAGERS: Borden** reported on **Committees:** The DDA met on 12-30-23 but did not have a quorum. There was a discussion on the flowerpots and the trees downtown. Borden has an appointment with a landscaping company to look at our downtown and see what kind of information or insight he can give on our trees and the planting of our planters. Some discussion took place on the budget that the DDA has and that with their limited budget, if the Village board would like something done with the downtown, they are probably going to have to help financially with the project. The DDA needs active members. They have not had a quorum at a meeting for a very long time. **Developments: New Home Construction on S.**

2nd Street –Progress continues on the new home on S. Second Street. The builder has contacted us to inquire about the vacant home on the SW corner of Forrest and Second. For the right price he would be interested in purchasing the property to build a new spec home on. Ryan's Equipment – Ryan's Equipment recently submitted a zoning permit request to build one 48'x100' building for cold storage and add 2-20'x20' additions to two of their existing buildings. Work has started on the pole barn. The side walls are up, and the trusses are next.

315 S. Fifth Street – Fence Permit – A fence permit was issued to 315 S. Fifth Street as the application met all requirements to construct a fence. The resident was informed that the construction of the fence does not bring him into compliance with our blight ordinance due to the large amount of junk stored in the back yard. **Code Enforcement:** To date, 48 blight violations have been identified in the village since July of 2023. Letters have been written to 39 of the violators and the landlord in the case where the property is a rental property. Those that did not receive a letter were contacted by me at their residence. Some compliance efforts have been addressed by those contacted via letter or in person. Borden and Chief Keller have been actively working on the blight issues. Chief Keller identified 17 properties that are still in violation of our blight ordinance. Keller has been given a list of four properties that should receive a citation. Borden plans to address the other violators soon. 315 S Fifth Street will receive 2 citations. One for junk and one for a vehicle with an expired license plate. **DPW Activities:** The staff did an excellent job managing the blizzard. The plowing started at the right point and continued for the duration. Sidewalks were cleared three times. There were only a couple of complaints about residents' driveways being plowed shut and they asked for a possible solution for that problem. Andy stated that he has already piled two years' worth of snow where they haul the snow off Main Street and other areas where it is typically removed. Several waters shut-off and a few turn-ons. All DPW staff are present for each operation. Any of our staff can now manage the process independently. Andy and Borden have had a couple of virtual meetings with F&V to kick off the DWAM project. The village will be responsible for identifying the type of service line material located inside the 98 locations for the project. We will be reimbursed for our time on this project. We will take two employees to each location for verification. There will be identification badges for our staff and protective boot coverings for them to wear while inside a residence or business. Equipment maintenance takes place between snow events and is ongoing. The picnic tables are being repaired and painted as needed. **Manager Daily Activities: Blight Enforcement** – In addition to identifying blighted properties and coordinating enforcement efforts with Chief Keller, he has been educating himself on how other communities handle blight. Borden spoke to an attorney in Greenville and was informed that the City Manager issues tickets and if no action is taken by the homeowner, the attorney gets involved to start the legal process. **Master Plan** – Fleis and Vandenberg has reviewed our Master Plan. Borden has been in contact with the project manager for F&V through numerous emails, calls, and a 2-hour zoom meeting. This is a 5-page document and many revisions and/or verifications are required. Many of the questions being asked by F&V are infrastructure and will need Andy's assistance with many of the questions. **Recycling/Compacting** – Borden attended a county-wide meeting on January 25th in Stanton for all communities that have recycling compactors. There were several representatives there from Republic Services to answer any questions anyone had about the machines. There was also a round table discussion on any concerns that community representatives had. An instructional sheet was given out which was brought back for Andy and the staff. **Wellhead Protection Plan** - The development of our wellhead

protection plan is underway, and the project is being managed by Kelly Hon with MRWA. Kelly has been to our office twice already to work on the plan, and she will be here again on 2-12-24 and 2-21-24. Things are progressing nicely. After multiple discussion with Kelly and Fleis and Vandenbrink, Borden authorized Fleis to prepare a portion of the report to assist Kelly and to move the project along to assure a completion date which will allow us to submit the report to EGLE in time for review before our \$10million DWSRF request. The Fleis portion of the project is \$2500. The council previously approved \$12,000 to hire Fleis rather than MRWA, so this is still a significant savings from the original \$12,000. Kelly from MRWA said that the F&V portion of the project will include much better maps and graphics than they are able to produce at MRWA. MRWA is responsible for the report. She also assured us that the additional help will be a big help in getting the project done much sooner. There is a Wellhead Protection Plan Committee meeting on March 5, 2024. **Budget** – Tracy gets all the credit for preparing the draft budget, budget resolution and budget adjustments. Borden reviewed everything and familiarized himself with our general fund line items as well as the enterprise funds.

F. PRESIDENTS: Gloria Burr: None.

10. TREASURER'S REPORT: Shirley Drain

A. TREASURER'S REPORT & COMMENTS: Drain: Books for December 2023 are closed and balanced. Books for January 2024 are closed and balanced. Everything is good. Cash balances are good. All ELF loans are current. Budget proposal looks good.

B. APPROVAL OF PAYMENT OF BILLS: Guild moved to pay the bills. Supported by Griswold. ROLL CALL VOTE: YES: Colburn, Griswold, Guild, McParland, Moore, Burr. MOTION PASSED 6-0.

11. COMMITTEE REPORTS: Later in agenda.

12. APPROVAL OF MINUTES:

A. REGULAR COUNCIL MEETING JANUARY 08, 2024: Colburn moved to accept the January 08, 2024, minutes. Supported by Moore. VOICE VOTE: ALL YES: MOTION PASSED 6-0.

B. BUDGET WORKSHOP JANUARY 29, 2024: Motion by Guild to accept the budget workshop minutes from January 29, 2024. Supported by Colburn. VOICE VOTE: ALL YES: MOTION PASSED 6-0.

13. NEW BUSINESS

A. DISCUSS WASTE CONTRACT - GRANGER: Jami Anderson from Granger presented the new proposed contract to the board. The contract includes: \$12.20/month for a 96-gallon cart service at a 4% annual increase for a three or five year period, two curbside village cleanups a year at no cost to the village, two 8-yard dumpsters serviced 1x/week at no cost to the village, two 10-yard roll-offs for the Potato Festival at no cost to the village, service to six village cans on main Street & Curtis Park receptacles at no cost to the village. **Motion by Guild to accept the 5-year contract with Granger starting at \$12.20/month with a 4% increase per year. Supported by Colburn. ROLL CALL VOTE: YES: Colburn, Griswold, Guild, McParland, Moore, Burr. MOTION PASSED 6-0.**

B. APPROVAL OF WAGE INCREASES: The Personnel Committee brought this cost-of-living wage increase to the board. **Motion by Moore to approve a 3% cost of living wage increase for full-time Village employees. Supported by Colburn. ROLL CALL VOTE: YES: Colburn, Griswold, Guild, McParland, Moore, Burr. MOTION PASSED 6-0.**

- C. **APPROVAL OF BUDGET ADJUSTMENTS:** Motion by Guild to accept the February 12, 2024 budget adjustments. Seconded by Griswold. ROLL CALL VOTE: YES: Colburn, Griswold, Guild, McParland, Moore, Burr. MOTION PASSED 6-0.
 - D. **ADOPT BUDGET RESOLUTION:** Motion by McParland to adopt the budget resolution for fiscal year 2024-2025. Supported by Moore. ROLL CALL VOTE: YES: Colburn, Griswold, Guild, McParland, Moore, Burr. MOTION PASSED 6-0
 - E. **CD DEPOSIT AUTHORIZATION – CD DEPOSIT:** Motion by Guild to authorize Tracy Sanchez to set up a new CD with Isabella Bank and Trust, Six Lakes, in the amount of \$23,200.00 for the Sewer Repair Replace Improvement CD as required by our USDA loan. To authorize the additional signers as Shirley Drain, Treasurer and Mark Borden, Village Manager. Supported by McParland. ROLL CALL VOTE: YES: Colburn, Griswold, Guild, McParland, Moore, Burr. MOTION PASSED 6-0.
 - F. **CD WITHDRAWAL AUTHORIZAZATION – CD WITHDRAWAL:** Motion by Colburn to authorize Tracy Sanchez to withdraw and close CD 07154691847 in the amount of \$153,200.00 with Huntington Bank and to reinvest the \$153,200.00 (adding to the above new CD) with Isabella Bank and Trust, Six Lakes. Supported by Griswold. ROLL CALL VOTE: YES: Colburn, Griswold, Guild, McParland, Moore, Burr. MOTION PASSED 6-0.
 - G. **PART TIME ADMINISTRATIVE ASSISTANT:** Discussion took place to inform the council of the need to hire a part-time administrative assistant and the Personnel committee will meet again to go over more details before bringing it back to the council.
 - H. **DISCUSS LEGAL COUNSEL PROPOSAL – BLOOM SLUGGETT, PC:** We are having trouble contacting our current legal counsel. There have been multiple attempts with no return calls. **Motion by Guild to authorize Mark Borden to contact Bloom and Sluggett, PC from Grand Rapids for any legal advice. Supported by Colburn. ROLL CALL VOTE: YES: Colburn, Griswold, Guild, McParland, Moore, Burr. MOTION PASSED 6-0.**
 - I. **COUNCIL MEMBER REPLACEMENT DISCUSSION:** Discussion took place on the need to fill the trustee position left by the passing of Jerry Rasmussen. It was determined that the council would like any interested parties to attend the next Village council meeting on March 11, 2024.
14. **PUBLIC COMMENTS:** None.
15. **COUNCIL COMMENTS:** None.
16. **ADJOURNMENT:** Motion by Moore to adjourn. Seconded by Griswold. VOICE VOTE: ALL YES: MOTION PASSED 6-0.
- President Burr adjourned the meeting at 8:41 p.m.

Village President

Village Clerk

Approved for Publication

NEXT MEETING: March 11, 2024