

**EDMORE VILLAGE COUNCIL
PUBLIC HEARING / REGULAR MEETING
UNAPPROVED JOURNAL OF MINUTES
July 08, 2024**

1. **CALL TO ORDER – PUBLIC HEARING:** The public hearing of the Zoning Board of Appeals/Edmore Village Council was called to order on Monday, July 08, 2024, at 7:00 p.m. by **President Gloria Burr**.
2. **PLEDGE OF ALLEGIANCE**
3. **ROLL CALL:** Members present – **Colburn, Griswold, Guild, McParland, Moore, Pierce, Burr**. Also present: **Mark Borden** – Village Manager, **Shirley Drain** – Village Treasurer, **Kerri Peterson** – Village Clerk.
4. **APPROVAL OF THE AGENDA: VOICE VOTE: ALL YES: MOTION PASSED 7-0.**
5. **PUBLIC HEARING: ZONING BOARD OF APPEALS TO CONSIDER VARIANCE REQUEST, 1110 E. MAIN ST., EDMORE**
 - A. **PUBLIC COMMENTS:** None.
 - B. **COUNCIL/ZBA COMMENTS:** The property owner at 1110 E. Main Street (Car Wash and Residence) is requesting a variance from the 20’ side yard set-back requirement for this district (B-2) to permanently place a prefab accessory building within 3’ of the side yard property line to utilize the existing concrete pad which formerly supported an accessory building. The former accessory building is no longer in existence. The property now contains a fenced off drain owned by the State of Michigan, that was formerly owned by the property owner. The board sees no reason to not grant the variance.
 - C. **ZBA DECISION ON VARIANCE REQUEST FOR 1110 E. MAIN STREET EDMORE, MI 48829: Motion by Guild to accept the variance request for 1110 E Main Street, Edmore. Supported by McParland. ROLL CALL VOTE: Colburn, Griswold, Guild, McParland, Moore, Pierce, Burr. MOTION PASSED 7-0.**
 - D. **ADJOURNMENT OF PUBLIC HEARING: President Burr** adjourned the public hearing @ 7:11 p.m.
6. **CALL TO ORDER – REGULAR COUNCIL MEETING: GLORIA BURR, PRESIDENT** called the regular meeting to order @ 7:12 p.m.
7. **APPROVAL OF THE AGENDA: Griswold** moved to approve the agenda. **Seconded by Colburn. VOICE VOTE: ALL YES: MOTION PASSED 7-0.**
8. **PUBLIC COMMENTS: AGENDA ITEMS:** None.
9. **DEPARTMENTAL REPORTS:**
 - A. **POLICE: SHERIFF’S OFFICE, DEPUTY TREVOR LINCOLN (IF AVAILABLE):** No officer in attendance. Report listed there were 165.5 total hours, 17 total investigations, 0 arrests, 6 traffic stops with 6 verbal warnings issued, 5 subjects investigated, 1 car investigated, 98 property inspections, 5 liquor inspections, and 1799 total miles of patrol. Notable activities included on May 3rd; a larceny was reported to have occurred in the 400 block of North First Street. The victim and suspect are relatives who both frequent the home to help care for an elderly relative. The victim stated some of her things were missing and accused her relative of taking her belongings. The investigation is being reviewed by the prosecutor’s office. **Borden** reported that Deputy Lincoln has been temporarily assigned countywide and replaced by Deputy Paulson. There is major concern among the board about the constant revolving

officers being assigned to Edmore making it even harder for the village to enforce ordinances. The County is already short-handed. Discussion took place on what we will do about ordinances. It was agreed that a proper procedure is urgently needed. Borden will be meeting with Howard City manager to discuss code enforcement and get a better understanding of how Howard City enforces codes using their part-time Code Enforcement Officer and how they work with the Montcalm County Sheriff's Office. **Borden** stated there is some compliance with letters, but not nearly enough.

- B. MANAGER: Mark Borden (Code Enforcement, DPW, DDA):** Borden's report contained
- COMMITTEES:** The Personnel Committee met to review Manager Borden's yearly evaluation.
- DEVELOPMENTS:** Dollar General construction continues. The home at 126 S. Brown has new property managers that have taken over the remodeling process which was started last fall. The property has been cleaned up extensively from its previous condition. The property at 510 E. Gilson is now vacant. The property management group cleaned up the property, replaced damaged handrails, and removed the blight from the property. **CODE ENFORCEMENT ACTIONS:** 226 S. Third Street – dog ordinance, 126 S. Brown Street – burn ordinance, and 219. N. Third Street – County junk and rubbish ordinance. Home Township was notified in person by Borden that we were not renewing our Code Enforcement agreement with them. **DPW ACTIVITIES:** Locating 98 Curb Stop Valves in preparation for the DWAM grand excavation work. Selecting alternate locations for excavating including in home inspections (30 locations). Planning meeting with engineer and contractor to plan the excavation work. Repaired one water line leak which occurred during the hydro excavating process. Follow-up meeting with contractor to review excavating locations downtown in the concrete. Resignation of one DPW staff member. Job posting for a new DPW employee, review applications. Mowing village properties. Cemetery mowing and trimming. Two burials. **PART-TIME OFFICE POSITION:** Alexis Cross started with us on June 17th. Alexis has made many updates to our website, and she is digging into our cemetery software and making updates to the electronic records from the paper records. **DPW STAFFING CHANGES:** DPW employee, Tim Hockstra, has left us for a different opportunity. His last day was June 21st. An ad for the position was posted on Indeed as soon as Tim confirmed his resignation. There were several applications. We made an offer to Jordan Evans, and he has accepted. His start date is July 8, 2024. **WATER/SEWER SERVICE TO THE THREE PROPERTIES IN THE TOWNSHIP, WEST OF THE VILLAGE LIMITS:** Home Township has selected its contractors for well and septic. The septic system contractor is scheduling customers about two months out. Dr. Kinser's staff member in charge of the project stated they are still waiting to hear from the Health Department on the use of the existing well. The intention is to use the same contractor as Home Township. **DWAM/CDSMI: DWAM** – Drinking Water Asset management. This is the project currently underway for which we received grant funding. This project will determine the type of material used for water service lines which run from the water main out in the streets to the inside of homes and businesses. EGLE determined that Edmore had to investigate 98 locations in town to determine the size of the water lines and the types of piping materials used at the 98 locations. Our staff made the inspections inside the homes/businesses at those 98 locations, our staff found the locations of the 98 shut-off valves for those locations and marked them for the hydro-excavating contractor. The contractor began work on June 24th. As part of the grant, we will be reimbursed for our staff's time working on this project. Once inspection is completed, we will have a detailed list of the material used both inside and outside the selected homes and businesses. Roughly 20% of town. According to Andy,

approximately 80% of the properties already inspected have galvanized steel coming into the house, and that means replacement. The contractor still has to do the digging for the downtown locations. **CDSMI** – Complete Distribution System Materials Inventory. The Michigan Safe Drinking Water Act, 1976 PA 399, as amended, requires that water supplies develop and maintain a Complete Distribution System materials Inventory (CDSMI) and submit the inventory to the Michigan Department of Environment, Great Lakes, and Energy (EGLE) by October 16, 2024. The purpose of the CDSMI is to characterize, record, and maintain a comprehensive inventory of distribution system materials, including service line materials on both public and private property. The information captured during the DWAM project will give us an accurate record for 98 locations in the village. We will use this information as a start for completing our CDSMI reporting requirements, however, we will need to inspect many more homes and businesses on the inside to determine the types of water service materials used. F&V has looked at the existing data and has identified an additional 132 locations for inside inspections. This will be conducted by the DPW and Borden throughout the month of July. The DWAM project is similar to the CDSMI requirement and DWAM is a part of the CDSMI, but they are not the same. CDSMI is due October 2024, and our DWAM grant project has an end ate of January 2026. At some point, we will have provided as much information as possible to EGLE and they will make a final determination of which lines will need to be replaced. EGLE has notified communities with municipal water supplies that the lines needing to be replaced must be replaced at a rate of no less than 5% per year starting in 2025. For Edmore that means about 25 replacements per year. DWAM monies cannot be used to do CDSMI work. CDSMI work will not be reimbursed. **Borden** stated he is concerned about getting the CDSMI finished in time as the deadline was given by the State. Borden is planning to go door-to-door to see if he can help the DPW visually inspect the water lines in the additional 132 locations. EGLE will take the CDSMI report due in October 2024 and tell us which lines need to be replaced. The board is concerned about the welfare of our employees and Borden going door-to-door. It is preferable that two people go to a home and not just one person. The DPW has an app on their phone to take a picture and send all the information automatically. The board would like to send letters to have the residents make an appointment for us to go inspect their property. F&V will be helping us with the CDSMI report.

C. PRESIDENTS: Gloria Burr: The First Fridays event on July 5th went very well and had a great turnout.

10. TREASURER’S REPORT: Shirley Drain

A. TREASURER’S REPORT & COMMENTS: Drain: The books are balanced for last two months. Cash balances look good. ELF loans are all current.

B. APPROVAL OF PAYMENT OF BILLS: Moore moved to pay the bills. Supported by Griswold. ROLL CALL VOTE: YES: Colburn, Griswold, Guild, McParland, Moore, Pierce, Burr. MOTION PASSED 7-0.

11. COMMITTEE REPORTS: None. Personnel committee met (discussion in closed session) **Guild** asked for the water committee. What the plan is for the water and sewer system west of town? Do we just cap it? Do we tear it out? What’s the plan? What is the process? **Borden** responded that it will be permitted by EGLE. It should be spelled out in the EGLE permit. There is concern about who would do the work. Somewhere in the west of town it crosses M-46. There will be phone calls made to ask some questions and a meeting set up if needed, with EGLE. EGLE previously stated they want the decommissioning process to be permitted through EGLE. **Burr** stated that she believes the Water Committee needs to meet with EGLE to ask questions and get

answers. The board wants to know what is the process, who does the work, and what is it going to cost. Borden and Guild will move forward with getting information.

12. **APPROVAL OF MINUTES:**

A. REGULAR COUNCIL MEETING JUNE 10, 2024: McParland moved to accept the June 10, 2024 minutes as printed. Seconded by Griswold. VOICE VOTE: ALL YES: MOTION PASSED 7-0.

13. **NEW BUSINESS**

A. PRESENTATION OF INVESTMENT OPPORTUNITY – MI CLASS, JEFF ANDERSON: Jeff Anderson presented the MI CLASS to the council. MI CLASS – Michigan Cooperative Liquid Assets Securities System is a local government investment pool that prioritizes safety, liquidity, convenience, and competitive yield. Funds of the Participants are invested in prime or high-grade, short-term fixed income instruments selected with the goal of providing program safety, liquidity, and competitive yields as further defined by the Board’s Investment Policy. Both Michigan CLASS portfolios are rated ‘AAA’. Features include same-day cash liquidity in Prime Fund (3:00 p.m. ET cut-off), contributions by wire or ACH, secure online access for transactions and account statements, professionally managed since 1991, competitive daily yields, unlimited subaccounts, no minimum investment requirements, dividends accrue daily, no transaction fees, audited annually by an independent auditing firm, direct investment of state and federal payments, and dedicated client service representative available via email, phone, or fax on any business day. **Drain** asked a lot of questions and felt that Tracy needed to be involved in the whole process. She asked Anderson to meet with Tracy before our next meeting to go over everything and explain how it all works. The board agreed. **Guild moved to table until the August meeting. Supported by McParland. Tabled.**

B. REVIEW OF AUDIT RESULTS, FISCAL YEAR 2023-2024: There was no discussion. Everything looked good. **Motion by Guild to accept the audit for fiscal year 2023-2024. Supported by Griswold. VOICE VOTE: ALL YES: MOTION PASSED**

Motion by McParland to close the regular meeting and move into closed session for the Manager’s Annual Performance Review. Seconded by Colburn. VOICE VOTE: ALL YES: MOTION PASSED 7-0. Moved into closed session @8:27 p.m.

14. **CLOSED SESSION: MANAGER ANNUAL PERFORMANCE REVIEW: Discussion was heard.**

Guild moved to close the closed session and re-open the regular meeting. Supported by Moore. VOICE VOTE: ALL YES: MOTION PASSED 7-0. Re-opened regular meeting @9:07 p.m.

Motion by Colburn to renew the manager’s contract as written, for a term of 1-year. Supported by McParland. VOICE VOTE: ALL YES: MOTION PASSED 7-0.

15. **PUBLIC COMMENTS:** None.

16. **COUNCIL COMMENTS:** None.

17. **ADJOURNMENT: Moore moved to adjourn. Supported by McParland. VOICE VOTE: ALL YES: MOTION PASSED 7-0.**

President Burr adjourned the meeting at 9:09 p.m.

Village President

Approved for Publication

NEXT MEETING: August 12, 2024

Village Clerk