

**EDMORE VILLAGE COUNCIL
APPROVED JOURNAL OF MINUTES**

September 9, 2019

CALL TO ORDER: By President Gloria Burr at 7:05 p.m.

PLEDGE OF ALLEGIANCE

ROLL CALL: Members Present: Ashbaugh, Colburn, Guild, Hadley, Moore, Rasmussen, Burr, also present: **Justin Lakamper:** Village Manager, **Shirley Drain:** Village Treasurer, **Kerri Peterson:** Village Clerk, **Sgt Schafer:** Montcalm County Sheriff's Dept.

APPROVAL OF AGENDA: Motion by **Rasmussen** to approve the agenda with deletion of Performance Resolution: MDOT Authorization for Village Manager . Supported by **Moore**. VOICE VOTE: All YES, MOTION PASSES 7-0.

CLOSED REGULAR MEETING AND OPENED PUBLIC HEARING: ZONING BOARD OF APPEALS AT 7:07 PM

APPLICATION FOR VARIANCE: Jodie Nowak – Tranquil Memories, LLC asked for a zoning variance for 424 E. Gilson St. to open a flower shop across from the funeral home. **PUBLIC COMMENTS: Joelle Betts** asks if this is going to affect the neighboring residential property taxes. **Lakamper** explains that nothing is being re-zoned, it is a variance for the business. **Steve Brigham** states that he owns the home and that Edmore needs a flower shop for the community and the funeral home. **Jodie Nowak** explains that some out of area flower shops won't deliver here. **Ashbaugh** asks for confirmation that this has gone before the planning commission and that they have reviewed everything and they have recommended this. **Lakamper** confirms that the planning commission has met about this. **Brigham** explains that this will also open up more options for other event venues to keep more of their business local. Discussion also ensued about how the water use was going to be billed. **Rasmussen** asked if this was going to be used as all flower shop and no residents. **Nowak** and **Brigham** explained that the lower floor will be all flower shop, with the possibilities of formal wear rentals in the future. **Lakamper** explains to **Rasmussen** that if this variance is granted, they are not allowed to also rent out the residence for living, unless you had applied to do both. **Lakamper** states that the planning commission had given their recommendation to approve based on that there be a sign out front designating that the parking is in the parking lot next door. You can accept that recommendation or not to go forward with that. **Brigham** explains that he owns the parking lot anyway, so that's not an issue.

ZONING BOARD DISCUSSION: Guild moves to grant the variance FOR 424 E. Gilson St. as written for the flower shop. **Hadley** supports. Discussion ensued among the council about the parking arrangements for the flower shop. **Colburn** is concerned as to why there is an issue with parking on front of the business. **Guild** states that for liability reasons signs need to be in place. Discussion took place over ordinance variances. **Ashbaugh** questions to make sure this is just temporary with the business. Should the business close, this variance is null and void and it goes back to residential? **Burr** states yes, it's temporary for this business during the time they are in business. It does not carry over for another business to come in after that. ROLL CALL VOTE: **Ashbaugh, Colburn, Guild, Hadley, Moore, Rasmussen, Burr** ALL YES MOTION PASSES 7-0

CLOSED PUBLIC HEARING: ZONING BOARD OF APPEALS AND RE-OPENED REGULAR MEETING AT 7:25 PM

PUBLIC COMMENTS ON AGENDA ITEMS: None

PRESENTATION: FISCAL YEAR 2018 FINANCIAL AUDIT: Darcie Shelagowski – Berthiaume and Company CPA explained the audit. The audit went smoothly. We had excellent help from Tracey and Laura. One thing she noted was in the 2/2017 audit we had some recommendations on some improvements in the internal controls in the village. We had noted if we do the internal control report that's at the end of the financial statements, that we had noted in the 2/2018 audit that improvements have been made, our recommendations had been followed. Also, in the 2/2019 audit as well. Everything is still going smoothly. Utility billing, there are modules where you do the utility billing and it posts over to your general ledger. That was not being utilized, but it is now and working very well. You can be confident that there is proper receipting in and the reporting of the receipts and disbursements within the village. Our unmodified opinion on the village's financial statements is that they're fairly stated and presented and that you've complied with all the requirements. Generally accepted accounting standards. The village also complies with government auditing standards. **Darcie** explained how the spreadsheet works

with village funds. Governmental funds reconciliations show where we were to where we are now. All funds are positive fund balances and are very healthy. Proprietary funds are positive net positions in all of your funds. You don't have a defined benefit plan for pension. These are huge liabilities that a lot of municipalities across the state are having difficulties funding. The village does not offer those plans. You have a defined contribution plan, which says this is what we're paying and that's it. Whatever is in the account is what people get. That's a huge positive. On your cash in banks or custodial risks of deposits, you are carrying well over the FDIC insurance risk required by banks. Make sure you don't let that get too far out. Everything is good in the village. **Ashbaugh** asks, in the letter they received it says that each major fund is audited. Does that include the DDA? Is that included in the regular audit? **Darcie** explains that the DDA is the discretely presented component unit. We covered the governmental activities, business type activities, the discretely presented component unit which is your DDA, and then each major fund is your water, sewer, general. **Ashbaugh** says my question would be that the council requested a special audit for the DDA on suspicions of maybe some financial mishandling. Did you do a separate DDA audit besides what was included with the regular audit? **Darcie** answers that they did not have any engagement to do a separate audit of the DDA. **Drain** states that she was instructed to ask them to find all the revenues, where they came from and how they were spent. **Ashbaugh** states that was one of the papers that they got. **Darcie** says yes, that wasn't technically an audit of the DDA separately. We were asked to go back and look at the money that was spent at come in for the bag building and then over the years how it was spent. So that is what is prepared, but it wasn't audited per say. They were used for our records. **Ashbaugh** says so it was an expanded audit. **Darcie** replies yes. **Ashbaugh** states that she doesn't see anything where it says that there were any irregularities in there? **Drain** asks **Darcie** if she found anything that as you built the audit that said this might be wrong? **Darcie** says no. Each year when we do that audit, when we look at the DDA as a whole of the audit, we're looking at the invoices for those expenditures. Then we look at the documentations. You've got grants and you did a loan between the EDC and the DDA, so we look at all of that documentation and make sure that the invoices are for the purpose of what it is. To that extent, that's what is audited. There was never in any of our years where I was looking at it going these expenses don't seem to make sense with the money that was coming in with the bag building. **Ashbaugh** says, so this is financially balancing? **Darcie** says correct. **Ashbaugh** states she wanted to make sure it was stated in the minutes that there was nothing irregular financially, found in the expanded audit for the DDA. Thank you, Darcie for the explanation. Full report on file.

DEPARTMENTAL REPORTS: POLICE REPORT: **Sgt. Schafer** reports that he and K9 Ronin are scheduled to the Edmore assignment for the remainder of the year. He also reported that a disturbance report on August 22nd led to an arrest of an Edmore man for violating a court order. **Moore** and several village citizens voiced their concerns about people speeding and running stops signs in the village. **Sgt. Schafer** works the evening shift but will pass on the information to day time enforcement as well. Full report on file.

FINANCE: Full report on file.

DPW: Burr reported for Andy that the following were completed. Poured foundation in the cemetery. Flushed all of the sewers. Had three cremains burials at the cemetery. Cleaned the curbs. Sprayed and trimmed brush on streets and at Sunrise lots. Built 4 new barricades for the potato festival. Ordered the new benches for the Curtis Foundation for around the pond. Painted the parking lines downtown and also in the municipal parking lot. Report on file.

MANAGER: Lakamper reports we have switched the internet service at the Curtis Building to Casair as part of our settlement agreement with Casair. The chip sealing that we had planned for this year is not going to take place. Put chip sealing on the list for next year. The Edmore Marketplace has received a new certificate of occupancy. So that should help with some of the new events that are being held there. The ELF committee convened to go over some issues with a loan that we had outstanding and an agreement was made to bring that loan current. He spoke with Flies & Vandenbrink's planner John Scott, about doing our master plan which was voted on last year. He is going to come to the next planning commission meeting where we will start the process of doing the master plan with them. We received our annual permit from MDOT. The ordinance book is now online on the village website. We had a personnel committee meeting where we discussed generally personnel that everyone should continue to seek out new skills and abilities. We will be doing goal setting and performance reviews on a regular basis. **Guild** asks if we are ever going to have a fulltime officer assigned to the village. **Sgt.**

Schafer replies that the sheriff's office has had a little bit of turn over lately with retirements and new officers coming in getting trained. Once the training slows down, you will start seeing officers here longer term. **Guild** is concerned that with so many officers all the time that the village ordinances may not be being followed properly due to lack of knowledge of them. He believes that for the money being spent for police protection, we should have one fulltime officer for the length of the contract, not every other month or every 2 or 3 months. Someone who gets to know the village, know the people and know what's going on. All reports on file.

COMMITTEE REPORTS: PERSONNEL COMMITTEE: **Moore** reports that they are going to start doing some performance reviews and get things on a regular basis. Report on file.

TREASURER'S REPORT: Drain: Reports books are closed and balanced for August. Loans payments all current except for one and there is a special contract drawn up on that to hopefully be caught up by the end of the year.

APPROVAL OF PAYMENT OF BILLS: **Ashbaugh** moves to pay the bills for August. Supported by **Moore**. **Drain** reports that two pieces of equipment that were lease to own, were paid off this month. ROLL CALL VOTE: **Ashbaugh, Colburn, Guild, Hadley, Moore, Rasmussen, Burr** All YES, MOTION PASSES 7-0

APPROVAL OF August 12th REGULAR COUNCIL MEETING MINUTES: Motion by **Rasmussen** to accept the minutes as printed. Supported by **Colburn**. ROLL CALL VOTE: **Ashbaugh, Colburn, Guild, Hadley, Moore, Rasmussen, Burr** All YES: MOTION PASSES 7-0.

POTATO FESTIVAL UPDATE: **Hadley** reports the festival is this week and gave a run-down of the schedule and where things were located. Report on the festival schedule on file.

OLD BUSINESS: SALE OF SECOND ST. LOTS: **Lakamper** reports that if there is purchase interest in the Second St. lots, Signature Associates realtor, Joe Rizqallah, suggests that the lots be listed for \$1500 per lot. Discussion among board members ensued on the price of village upkeep of the property in the past and now and that they don't see any reason to sell them for any more than that. Motion by **Guild** to put the 2nd Street lots up for sale for \$1500 each. Supported by **Moore**. Discussion among board members ensued about using realtors or using a lawyer for the sale. ROLL CALL VOTE: **Ashbaugh, Colburn, Guild, Hadley, Moore, Rasmussen, Burr** All YES – MOTION PASSES 7-0

NEW BUSINESS: OLD FENCE RIDER MUSEUM SIGN ON VILLAGE PROPERTY ALONG HEARTLAND TRAIL: **Lakamper** reports that the Old Fence Rider Museum would like to place a sign on village property along the Heartland Trail. Motion by **Guild** to allow the Old Fence Rider Museum sign to be placed on village property along the Heartland Trail with stipulations outlined by **Justin Lakamper** by the land use license. Supported by **Rasmussen**. ROLL CALL VOTE: **Ashbaugh, Colburn, Guild, Hadley, Moore, Rasmussen, Burr** All YES – MOTION PASSES 7-0

COMMERCIAL LEASE EXTENSION (NITA CURTIS): Current lease ran out in July. The lease extension will last until December 31st, 2019. Nothing has changed. Motion by **Rasmussen** to extend the commercial lease with the Nita Curtis Foundation to December 31, 2019 at the same rate. Supported by **Moore**. ROLL CALL VOTE: **Ashbaugh, Colburn, Guild, Hadley, Moore, Rasmussen, Burr** All YES – MOTION PASSES 7-0

APPROVAL OF BUDGET ADJUSTMENTS: **Drain** explains the adjustments to the board. Report on file. Motion by **Rasmussen** to approve the budget adjustments. Supported by **Colburn**. ROLL CALL VOTE: **Ashbaugh, Colburn, Guild, Hadley, Moore, Rasmussen, Burr** All YES – MOTION PASSES 7-0

RESOLUTION TO ADOPT A LOCAL PAVEMENT WARRANTY PROGRAM: **Lakamper** explains that this requires every municipality in Michigan to consider hiring contractors who do any work on pavement projects that exceed \$2 million dollars to provide a warranty. You do not have to and if you don't require them to, you have to tell the state why you chose not to do it. The village may never use it; however, it is required by the state in order to receive Act 21 money. Everyone has to approve that they accept the program. **Ashbaugh** moved to adopt local pavement warranty program. Supported by **Hadley**. ROLL CALL VOTE: **Ashbaugh, Colburn, Guild, Hadley, Moore, Rasmussen, Burr** VOTE: ALL YES – MOTION PASSES 7-0

RESOLUTION TO IMPLEMENT A LOCAL PAVEMENT WARRANTY PROGRAM: Same program as local pavement warranty program only one is to adopt the program and one is to implement the program.

Ashbaugh moves to implement a local pavement warranty program. Supported by **Rasmussen**. Roll CALL VOTE: **Ashbaugh, Colburn, Guild, Hadley, Moore, Rasmussen, Burr** All YES – MOTION PASSES 7-0

SET HALLOWEEN HOURS: Motion by **Guild** to set Halloween hours in the Village of Edmore to 5-7 pm on October 31, 2019. Supported by **Rasmussen**. VOICE VOTE: ALL YES – MOTION PASSES 7-0

VFW FLAGPOLE AT CEMETERY SPANISH-AMERICAN WAR MEMORIAL: Guild reports that the VFW Post 2292 would like to put a flag pole and possible bench at cemetery Spanish-American War memorial. Motion by **Hadley** to allow VFW Post 2292 to place a flag pole and bench if they so choose at the cemetery Spanish-American War memorial. Supported by **Ashbaugh**. ROLL CALL VOTE: **Ashbaugh, Colburn, Guild, Hadley, Moore, Rasmussen, Burr** ALL YES – MOTION PASSES 7-0

APPROVE POTATO FESTIVAL ROAD CLOSURES: **Hadley** explains the tentative road closures for the Potato Festival upon approval of the council. Motion by **Moore** to accept the road closures for the potato festival. Supported by **Rasmussen**. **Guild** questions if the downtown businesses are alright with the road closures and detours. **Hadley** assures him that they are all alright with it with several accommodations made. VOICE VOTE: ALL YES – MOTION PASSES 7-0

PUBLIC AND COUNCIL COMMENTS: **Carol Dodson** and **Margaret Miller** comments on file. The council thanks the DPW, and several members for a job well done. Well wishes to the Potato Festival.

ADJOURNMENT: Motion to adjourn by **Rasmussen**. Supported by **Drain**. VOICE VOTE: All Yes: PASSED 7-0. Meeting adjourned at 8:45 p.m.

Village Clerk *Kerri Peterson*

Village President

Gloria Burr
Approved for Publication

NEXT MEETING: October 14, 2019 @ 7p.m.