

**EDMORE VILLAGE COUNCIL/PUBLIC HEARING
APPROVED JOURNAL OF MINUTES**

February 10, 2020

1. **CALL TO ORDER:** The regular session of the Village of Edmore Council was called to order on Monday, February 10, 2020 at 7:00 p.m. at the Curtis Community Building by **President Gloria Burr**.
2. **PLEDGE OF ALLEGIANCE**
3. **ROLL CALL:** Members Present –**Ashbaugh, Colburn, Guild, Hadley, Moore, Rasmussen, Burr**. Also present were: **Justin Lakamper** – Village Manager, **Shirley Drain** – Village Treasurer, **Kerri Peterson** – Village Clerk, **Sgt Schafer** – Montcalm County Sheriff's Dept.
4. **APPROVAL OF AGENDA:** **Ashbaugh** moved to approve the agenda. Supported by **Rasmussen**. VOICE VOTE: YES – **Ashbaugh, Colburn, Guild, Hadley, Moore, Rasmussen, Burr**. MOTION PASSED 7-0.

President Burr closed the regular council session and opened the public hearing at 7:01 p.m.

5. **PUBLIC HEARING: FISCAL YEAR 2020-2021 BUDGET**
 - a. **PUBLIC COMMENTS:** None.
 - b. **COUNCIL COMMENTS:** **Guild** stated that it looked like there was a lot of work put into it. **Moore** agreed and stated it looked good. **Drain** explained that the millage that we adopt and will probably adopt is enough to cover this budget. This is the way the budget is set up, based on the millage that we plan to adopt, without any raising or lowering. It's usually done in June. She pointed out a couple of things on the budget. Last year the total interest we took in was just over \$4000 and then we did this municipal bank account change. We joined and it's a specific interest for municipalities and our interest this year was over \$14,000. We gained a lot of interest. **Burr** and **Drain** agreed that it should have been done years ago. **Drain** went on to explain the bank fees in the budget. Chemical never charged us any bank fees, but they're not Chemical anymore. We have bank fees now. They're not much, a couple hundred dollars a year. That's something that's new. Last year the equipment pool had a working fund balance at the end year it was like \$1000 and this year it's going to be \$14,500. The equipment pool is doing good. **Burr** asked about the water fund. We were talking about raising the water rates. **Drain** explained that the water fund rates that we talked about at the work session has to do with the lead and copper law. **Burr** asked if it was in the budget. **Drain** commented that the 6% is budgeted. We have until June to make that decision. The rates change in July. If we don't use it, we budget it back out. The budget is not carved in stone, it's just an operating mechanism. **Lakamper** explained that regardless of rate, whether it's increased at all or not, there would still be a projected surplus in that fund for this year. **Drain** explained that the state requires it and it's good to have a working document that gives you a guide of where you're going. She asked that the minutes include that we did hold a budget workshop open to the public on January, 22, 2020.

- c. **ADJOURNMENT OF PUBLIC HEARING:** Motion by **Rasmussen** to adjourn the public hearing. Supported by **Colburn**. VOICE VOTE: ALL YES – MOTION PASSED 7-0

President Burr closed the public hearing and reopened the regular council session at 7:06 p.m.

6. PUBLIC COMMENTS: AGENDA ITEMS: None

7. DEPARTMENTAL REPORTS:

- a. **POLICE REPORT:** Presented by **Sgt. Schafer**. Highlights included 184 hours logged, 15 total investigations, 1 arrest. There were 23 traffic stops, 11 citations issued, and 14 verbal warnings. There were also 8 subjects investigated, 3 cars investigated, 107 property inspections and 3 liquor inspections. There were 2089 miles patrolled. Other highlights included on January 8th a male attempted to make a purchase in the 1000 block of East Man St. with counterfeit \$20 bills. The suspect has not been identified. Also, on January 30th, a report of bad checks was investigated in the 1000 block of East Main St. The suspect has been interviewed and the investigation is ongoing. Report on file.
- b. **FINANCE REPORT:** **Tracy's** report highlighted she's been working on finalizing the proposed budget, and budget adjustments. Completed the Budget Resolution. Quarterly reports and W-2s were mailed out in early January. All calendar year reports required to be filed with the State and Federal Government have been completed. The new equipment rental rates have been updated in the equipment payroll and commercial water/sewer bill meter reads were entered and bills mailed. Report on file.
- c. **DDA:** **Lakamper** highlighted **Phil's** report and explained the M7M Tree Trimming has finished trimming the trees downtown. They've pulled things away from the buildings and made sure that the trees were trimmed to grow properly in the future. The DDA also had the electrical sockets installed in the blue room in the bag factory by Brooks Electric. They also decided to have some eaves troughing put in on the deck portion of the entrance. The DDA is putting together a Volunteer Community Action Committee to work on ideas for future events in the village. The committee meeting is tentatively scheduled to meet on February 12, 2020. Report on file.
- d. **DPW:** **Burr** highlighted **Andy's** report that the DPW has plowed the streets three times and salted twice, cleaned the sidewalks and hauled the snow off the excess piles from downtown and the municipal parking lot – moving the piles is a service that the county is billed for. They have been working on servicing equipment. Sanded and stained all picnic tables. Been working to source a new chlorinator pump that can replace our currently broken pump from well 3. They picked up the repaired sewage pump from Jett Pump in Waterford, and they installed new benches around the pond at the Curtis Building. **Burr** thanked the Nita Curtis Foundation for purchasing the new benches. Report on file.
- e. **MANAGER'S REPORT:** **Lakamper** reported that we have certified the street map for MDOT. The only thing left to decide on the proposed budget is the water rate. The DDA has elected to install bathrooms in the upstairs, which will allow us to use the second floor. They will be installed using the original plans by Konwinski Construction out of Mt. Pleasant and they began February 10, 2020. A second exit was also looked into for off the west rooms on the first and second floors. Due to timing and budget for this fiscal year, they were unable to complete this project at the current time. There are three wells on the water system. Two of them have

chlorinators. The well without a chlorinator is only allowed to run on weekends as there is enough residual chlorine in the system for EGLE to allow its use. One chlorinator pump stopped working. **Andy** was able to temporarily solve the issue, but it's not an adequate long-term fix. Our current pumps are outdated and obsolete so **Andy** is currently working on sourcing an adequate replacement. If we install a new style of pump, the new configuration will need to be approved by EGLE. Village attorney, **Tony Costanzo**, is beginning the process for enforcing our fence ordinance on the property at 312 Brown St. through the circuit court. He is being brought up to speed and we are currently researching the lot boundaries to determine if the fences in question are on the village's platted land. In December 2017, the village was required to submit an asset management plan to EGLE. That plan was deficient for various reasons and **Lakamper** will be working on gathering the missing data to resubmit the plan over the next two months. Regarding the marihuana businesses, a tab has been added to the website that has the whole process outlined as to how they're going to be operating or if any residents have questions, all that information is available on there. There is also a printable/downloadable guide available. The tentative scheduling for permitting of the first marihuana businesses are as follows: February 19th: Special Use Permit applications are due. February 23rd: Special Use Permit Hearing posted in the newspaper. March 9th: Planning Commission Meeting/Hearing. March 23rd: Municipal marihuana Applications are due. April 13th: Regular Council meeting to hear applications. The DDA has selected Signature Associates to list the bag factory as a commercial lease space with the intention of finding an anchor tenant in that building. **Guild** asked **Lakamper** about the special use permit and if the applications can be turned in before the deadline. **Lakamper** stated there are a few people he is expecting to hear from on them but we haven't got any yet. Report on file.

- f. **PRESIDENT'S REPORT:** **Burr** reported that **Lakamper** has worked a lot on the website. There has been a lot of information put on there now and a lot of explanations. Everything should be on there. It looks really nice. She also reminded everyone there is one open chair on the DDA board for anyone wanting to submit an application.

8. TREASURER'S REPORT:

- a. **TREASURER'S REPORT & COMMENTS:** **Drain** reported that the books for January are closed and balanced. All of the Economic Development Loans are currently up-to-date.
- b. **APPROVAL OF PAYMENT OF BILLS:** Motion by **Colburn** to pay the bills. Supported by **Rasmussen**. ROLL CALL VOTE: YES – **Ashbaugh, Colburn, Guild, Hadley, Moore, Rasmussen, Burr**. MOTION PASSES 7-0.

9. COMMITTEE REPORTS:

- a. **PERSONNEL COMMITTEE:** **Moore** reported they are working on updating the personnel manual. Looking at possibly having a cap on wages that can be reviewed every couple of years. Trying to get control of wages. **Burr** explained that they passed out copies of wages from the surrounding areas so that everyone can see how they compare. **Moore** stated that they should have a proposed amended manual by next month's meeting.
- b. **ORDINANCE COMMITTEE:** **Colburn** reported that they've been discussing the fence and the blight issues in the village and reviewing various ordinances. There are no proposed ordinances at this point. **Lakamper** pointed out that in conjunction with codifying the ordinance book, we can update and make changes all at once. We were anticipating updating anything individually right now, but continue to work on the book until we can put them all through it together. **Hadley**

asked what the timeline is for the codifying. **Lakamper** explained that the turn-around is about a year overall. **Burr** asked if they can add things to that or if everything has to be set if we choose to have them codify them? **Lakamper** answered no, it's a very good time to try and update.

- c. **UTILITY COMMITTEE:** **Guild** reported they discussed the possibility of raising the water rates 6%. It seemed to be the consensus of the committee that would be a good idea. If we don't need it, we can take it back out. It sounds like a lot of money but if raised it would be approximately \$1.50 per month added to your water bill. Nothing will be done until June.

10. APPROVAL OF COUNCIL MEETING MINUTES:

- a. **JANUARY 13TH REGULAR COUNCIL MEETING:** Motion by **Rasmussen** to approve the January 13, 2020 minutes. Supported by **Moore**. VOICE VOTE: ALL YES - MOTION PASSED 7-0.
- b. **JANUARY 22ND WORK SESSION:** Motion by **Colburn** to accept the work session minutes. Supported by **Moore**. VOICE VOTE: ALL YES – MOTION PASSED 7-0.

11. NEW BUSINESS:

- a. **APPROVAL OF BUDGET ADJUSTMENTS:** **Drain** explained it is the budget we adopted last year and at the end of the fiscal year we try to balance everything and make the budget look as actual as it can look for the auditors. The state requires you have a balanced budget as near as you can. **Lakamper** pointed out a couple increases with the DPW and the park numbers. The major street find is actually down from what was planned because the chip sealing didn't happen. Motion by **Rasmussen** to adopt the budget adjustments. Supported by **Hadley**. ROLL CALL VOTE: YES – **Ashbaugh, Colburn, Guild, Hadley, Moore, Rasmussen, Burr**. MOTION PASSED 7-0.
- b. **ADOPT FISCAL YEAR 2020-2021 BUDGET RESOLUTION:** **Drain** explained that pretty much the resolution follows the budget worksheet, just in motion form. **Guild** moved to adopt the fiscal year 2020-2021 budget resolution. Supported by **Moore**. ROLL CALL VOTE: YES – **Ashbaugh, Colburn, Guild, Hadley, Moore, Rasmussen, Burr**. MOTION PASSED 7-0.
- c. **APPROVAL OF SIGNATURE ASSOCIATES CONTRACT EXTENSION:** **Lakamper** explained that this is a 6-month extension of the current contract with no changes. **Drain** asked **Lakamper** if he feels Signature Associates are a value to the village. **Lakamper** stated that he thinks Signature is a very valuable asset to the village and to him as village manager. **Ashbaugh** moved to accept the 6-month contract extension with Signature Associates. Supported by **Rasmussen**. ROLL CALL VOTE: YES – **Ashbaugh, Colburn, Guild, Hadley, Moore, Rasmussen, Burr**. MOTION PASSED 7-0.
- d. **APPROVAL OF A RAISE FOR DPW SUPERVISOR:** **Moore** stated this is a \$1 per hour raise for the DPW supervisor. **Colburn** asked what the rationale was of giving the raise. **Moore** replied that we have to have somebody who is licensed and his pay is pretty close to what the surrounding municipalities are. **Burr** explained that **Andy** is the supervisor and has considerably more responsibilities than the other DPW employees. **Guild** asked if we can make licensing a pre-requisite for employment with the DPW? That they have a certain period of time to obtain water and sewer certifications. **Lakamper** replied that yes you can do that. **Guild** suggested giving them a timeline to obtain the certificates. We seem to struggle with this all the time. Nobody wants to get certified. We're sitting here with just one person. We could end up with nobody if something happens and **Andy** can't do his job. **Burr** responds that we should have at

least two. **Moore** asked if we were working on getting the new DPW hire certified? **Lakamper** responded that **Guild** is asking if they don't obtain their certificates in a certain period of time then they'd be out. **Guild** agreed with **Lakamper** and thinks this needs to be done. More discussion will be held at the next personnel meeting. **Hadley** asked if that would be a handbook issue and **Lakamper** confirmed that. **Moore** asked **Guild** if he was saying if the DPW hire doesn't the test and we make it a pre-requisite, then he gets fired? **Guild** responded that whether you do it with this guy or whether you do it from here on out. Make it a pre-requisite. You know from the day you hire in that you have a certain length of time to take the test and pass the test or you don't have a job. **Moore** stated that he thought the board had discussed this at an earlier council meeting. I don't think we put it in writing. **Lakamper** replied that it was discussed that it would be expected of the new hire to get certified. **Colburn** asked if that was communicated to the new hire to which **Lakamper** stated that it was. **Lakamper** also believes it will be valuable to write that down so we have something to fall back on. **Guild** asked if that was what the boards intentions were. There is about an \$7 per hour gap here between your DPW supervisor and the laborers. Is the intension to start bringing the laborers up a little closer in pay? That's an awful gap. **Moore** responded that he knows it's a lot, but there are an awful lot more responsibilities also. The other laborers still have a chance to come up. **Rasmussen** stated we talked about making classifications so the more they do, the better they're paid. I would be in levels. No numbers thrown out but it's probably a good idea. Better trained, better pay. **Guild** replied they all should be trained to do everything. **Rasmussen** agreed but stated that you may hire somebody without the expertise in everything and he has to be trained to a different level. Teamwork training. **Burr** stated for each test she believes it's a \$1 per hour raise. **Guild** asked about the tests. **Lakamper** explained there're two tests. Water certification and sewer certification. They get a \$1 per hour raise if they pass one or the other test. Each test gets you \$1 per hour raise. **Guild** asked if our current DPW laborers are capable of running all the equipment the village has. **Lakamper** replied, no. Currently there is a good knowledge gap between supervisor and laborer. **Guild** stated that one of them has been here for four years. Is he up to par with equipment and everything? **Lakamper** answered that running the equipment, yes; but when you get into any sort of a variable it can get difficult. **Guild** asked if **Andy** wasn't here and we had a broken water main, do we have somebody that can go out and dig it up and repair it? **Lakamper** answered, no. And legally, nobody can do it without **Andy** being there. Whoever is certified has to be present anytime the system is touched. The main difference in knowledge that he's referring to comes to maintaining the water and sewer system. That's where there is a big difference. **Colburn** asked if that was one of the certifications they were going to get or if it was something else. **Lakamper** replied, yes. That's where the real expertise with municipal maintenance comes in, as compared to running equipment or maintaining a mower. **Colburn** asked if the DPW laborers know how to do these things yet. **Lakamper** answered, no. **Colburn** went on to say they need to be taught how to do it and then they can get their license for them. **Burr** responded that they have to take classes for them and the ones that do have their license, they have to have continuing education on certification or they lose their license. **Lakamper** explained that you have to work for a municipality on a system for year, before you're allowed to go and take the test. Once you've passed the test, then you maintain your certification by taking classes where they have credits from Rural Water Association. They'll say that this class is so many credits and then there's a certain number of credits that you have to maintain every year, to keep your license. **Colburn** asked if they just have to be employed with DPW or they actually have to work on some of this

stuff? **Lakamper** replied you have to be employed by the DPW, then the DPW supervisor basically signs off that they're allowed to go take the test. They would have to be employed by them for at least one year before anybody would even be able to sign off for them. The expectation is it takes longer than a year to pass the test. He thinks it's about two years. The tests are mostly about math and ratios for mixing chemicals in the water. **Burr** stated they test the water all the time and they have to send it in to the state she thinks once a month. **Lakamper** stated the new testing schedule and they do certain tests every month. Then there's other things they do every year or every six months. **Colburn** asked to make sure **Andy** involves the laborers in those things so they're getting some practical knowledge and experience along with it? **Lakamper** responded, yes. Motion by **Guild** to approve the pay raise for the DPW supervisor, **Andy Andersen**, for \$1 per hour. Supported by **Rasmussen**. ROLL CALL VOTE: YES – **Ashbaugh, Colburn, Guild, Hadley, Moore, Rasmussen, Burr**. MOTION PASSED 7-0.

- e. **APPROVAL OF CURTIS BUILDING LEASE EXTENSION:** **Lakamper** reported that the village rents their office space from the Curtis Foundation. We put \$300 toward the utility bill every month, manage the rentals that happen here and maintain the grounds, in exchange for the space. It's a good arrangement for both the foundation and the village. He sees no reason to change it. **Burr** stated that it's the same lease we've had before, we're just extending it. **Lakamper** said he talked to Jane about setting it up so the lease runs out on February 28, 2021 so the lease is on the schedule with the fiscal year so we can do it all at the same time with the budget. Motion by **Moore** to extend the lease of the Curtis Building for one year. Supported by **Hadley**. ROLL CALL VOTE: YES – **Ashbaugh, Colburn, Guild, Hadley, Moore, Rasmussen, Burr**. MOTION PASSED 7-0.
- f. **RE-APPOINT RYAN VANDERVEEN TO THE DDA BOARD:** **Ashbaugh** moves to re-appoint Ryan Vanderveen to the DDA Board. Supported by **Rasmussen**. VOICE VOTE – ALL YES - MOTION PASSED 7-0.


12. PUBLIC COMMENTS: None.

- 13. COUNCIL COMMENTS:** **Drain** commented that she was just looking at the projected salaries and the numbers involved and forty years ago, I remember the president of the council looking at the manager and saying, "What, do you think someday you're ever going to make \$30,000 working at this job? What's the matter with you anyway?" That was a long time ago but I can remember that as clear as a bell. **Guild** asked if we were ever going to get the lights downtown fixed. **Lakamper** stated that they have them ordered through Edmore Electric. We check on them very regularly. He keeps saying they are ordered and they are coming, but he hasn't got them. **Guild** asked if **Andy** could order them. Shouldn't we stock a half a dozen of them? **Drain** asked if Robinson's could get them. **Guild** said if Edmore Electric doesn't want to do it. It's been four or five months. **Burr** agreed it's been a long time. **Guild** stated maybe it's time we got somebody else to do it. There're three of them in a row that are out in front of the Mustang Junction. **Burr** said it seems like we have trouble with them all the time, too. **Drain** stated that Bob Robinson put this out here on M-46 and we never have any trouble with them. **Guild** said it's just like light poles. We've had how many light poles broke off downtown? For years I've said, why can't we order one extra light pole so we've got one on hand. The one in front of the bank was broke of last spring and we're still waiting for a light pole. They don't make them anymore. They've got to recast the darn things. So why not order two of them? **Burr** asked if anybody has checked on the light poles. Discussion

ensued among council that they're not cheap and about what the pricing actually is for the poles. **Guild** asked **Lakamper** if anybody has applied to the Nita Curtis Foundation for anything for the park? **Lakamper** replied that would be from the Glen Curtis Foundation and we are going to apply for the mulch for the park. **Guild** asked if it was just for the mulch. No new playground equipment? **Lakamper** replied they hadn't planned on it. **Guild** stated that they've always been good about giving money for the park. There has been nothing put in that park in 4 or 5 years. **Burr** reminded everyone that we do have a parks and recreation committee. She suggested the committee meet and discuss what they would like to do at the park before they put in for it. They need to know by April 15, 2020, so it would have to be brought to next month's meeting if there is something you would like to see done. **Burr** also thanked everybody for coming.

14. **ADJOURNMENT:** **Burr** moved to adjourn the meeting at 8:00 p.m. VOICE VOTE: ALL YES – MOTION PASSED 7-0. Meeting adjourned.


Village Clerk


Village President
Approved for Publication

NEXT MEETING: