

**EDMORE VILLAGE COUNCIL  
REGULAR SESSION  
APPROVED JOURNAL OF MINUTES  
December 14, 2020**

Village Council Oath of Office was given to Treasurer **Shirley Drain** and Clerk **Kerri Peterson** by President **Gloria Burr** on November 23, 2020.

Village Council Oath of Office was given to President **Gloria Burr**, Trustee **Chet Guild**, Trustee **Ronald Griswold**, and Trustee **Carla Green** by Clerk **Kerri Peterson** on December 14, 2020.

1. **CALL TO ORDER:** The regular session of the Village of Edmore Council was called to order on Monday, December 14, 2020 at 7:03 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 Kotenko** – Montcalm County Sheriff's Dept, **Justin Lakamper** – Village Manager, **Shirley Drain** – Village Treasurer, **Kerri Peterson** – Village Clerk.
4. **APPROVAL OF THE AGENDA:** Motion by **Rasmussen** to approve the agenda with the additions of 10.g. Appoint Committees. Supported by **Moore**. **VOICE VOTE: ALL YES: MOTION PASSED 7-0.**
5. **PUBLIC COMMENTS: AGENDA ITEMS:** None.
6. **DEPARTMENT REPORTS:**
  - A. **POLICE:** **Deputy Kotenko** introduced new trainee, Deputy Emily Paulson. He explained that he is a field training officer and we will be seeing several new faces with him as they join the department. Highlights included on November 3<sup>rd</sup> an ordinance violation for loud music, on November 10th, a littering complaint, and on November 30th, a traffic stop for an unregistered vehicle that led to a citation for driving with a suspended driver's license. **Colburn** stated that he appreciates seeing the police force around town more. It's good to see. **Kotenko** thanked him for the acknowledgment. This time of year, it's dark when they go to work and dark when they go home. It's hard to be visible in every neighborhood, but we try to be as visible as we can. **Burr** thanked Kotenko and welcomed Deputy Paulson aboard.
  - B. **FINANCE:** Tracy's report highlighted she started putting together the draft budget for review at January's meeting, started preparing for water shutoffs to begin, and assisted in completing the annual CVTRS budgeting forms.
  - C. **DDA:** **Lakamper** reported the DDA had their meeting on December 9, 2020 where they began discussing the 2021 budget and projects. Even though the DDAs budget is going to be quite tight, we have put together a sub-committee to start working on downtown. It will be three individuals and they will start assessing the needs for downtown and devise a plan going forward in the future to try to gear the focus of the DDA back to the downtown area. Basically, focusing on landscaping, facades, etc. There is a new DDA member, Chad Jones. He suggested the sub-committee at his first meeting and is spearheading it. **Burr** is excited about some of the new members added to the DDA and thinks it's going to be quite prosperous for the village. They seem to be willing to work together and want to keep that open communication. She also reminded everyone there is still one more opening on the DDA board. If anyone know anybody who would like to join the DDA board, applications are available online and in the office. **Drain** asked for the date of the next DDA meeting. **Lakamper** responded the next DDA meeting is January 6th, 2021.

- D. **DPW: Burr** reported for Andy. Have continued to work on the Lead and Copper rule DSMI. Winterized the bathrooms and well houses, started working on picnic table maintenance, removed trash cans from downtown, sorted out bad cemetery flags, serviced all the snow equipment and finished leaf pickup for the year. **Burr** also stated she thinks everything looks good and they are doing an excellent job.
- E. **MANAGERS: Lakamper** reported. **Bag Factory:** The mercantile pop-up seemed to be a pretty successful event. **Code Enforcement:** There has been movement on some existing code violations. **Christmas in the Village:** This event was partially cancelled due to Covid-19 restrictions. They did some letters to Santa, the mercantile pop-up and then events in the downtown area encouraging people to shop locally. **CVTRS (Revenue Sharing):** For 2021 is expected to be stable and at the same as this year, which is a positive note. **Lead and Copper Rule:** Andy and I have been working on cataloging the material in our water distribution system. So far, we have been able to narrow down the water services to 176 unknown out of 560. We will be using this information to apply for an EGLE grant to pay for the costs of digging up the rest of the unknown services. We submitted our DSMI list of material in the water system based on our information. We now have until 2025 to finalize that and tell everyone 100% exactly what all the materials are in the water system. **Nita Curtis Foundation:** The new generator at the Curtis Building has been installed. **Water Shutoffs:** Shutoffs resumed this month. We ended up with only 2 shutoffs overall. **Website:** Both URLs (edmore.org and edmore.com) were currently still owned by former council member Phil Kohn. We have obtained ownership of the Edmore.com url. Both services are currently still in service but Lakamper will be working over the next few months to transfer everything over to the Edmore.com url. Eventually, the Edmore.org url will no longer be in use. **Well 5:** The well is still currently pulled out and is being completely rebuilt by Peerless Midwest. They will be installing the rebuilt pump this coming Thursday. **Guild** asked Lakamper if we get the grant from EGLE on the Lead and Copper rule, are we going to contract out the work to dig up all the services for investigation or will it be our DPW. **Lakamper** responded that we can go either way right now. If contracted out the DPW would only have to do inspections and document them. **Guild** asked if they were going to replace them while they were already dug up. **Lakamper** replied that this grant doesn't allow for replacing things, it is only for investigation purposes. He went on to explain it's basically a 2'x2' hole dug around the valve so we can look at the whip and the service line, document it and move on. **Rasmussen** asked if there would be involvement with Double K or someone like that if they have to go under the road like they did before. **Lakamper** replied if we need to replace service lines, which we will, depending on where they are, it would be advantageous for us to use Double K like we did before to bore rather than dig it up. He stated it will be a case-by-case basis but is assuming we will have to use them again. **Burr** asked for an update on the code enforcement on Brown St. **Lakamper** replied the owner has until December 22<sup>nd</sup> to finish removing things. There has been some progress. **Burr** asked if everything has to be removed and cleaned up from the right-of-way also. **Lakamper** responded, yes that is her responsibility. **Burr** also asked about the house at 203 W. Main St. and what the timeline is to have that condemned building tore down and cleaned up. **Lakamper** stated he is still waiting for the owners to respond with what their definitive plan is on doing so. He has not set a timeline on them yet. **Burr** asked that a timeline be set so it's not going over the entire next year. **Guild** responded if they don't get it done, it could end up in a court battle. **Lakamper** agreed. **Drain** is concerned that it could be claimed as a hazard if people go in there. **Lakamper** agreed that it is a priority to get it removed. The

property owners, the building inspector, and the village are all in agreement that it needs to be tore down. It's just a matter of when. **Burr** doesn't want to see it set there for another year and keep getting worse and something happen and somebody get hurt.

- F. PRESIDENTS:** **Burr** wished everyone Happy Holidays and stay safe. We're still in a crisis with COVID-19. This week they are getting vaccines out, so pray everything goes well.

**7. TREASURER'S REPORT: Drain**

**A. TREASURER'S REPORT & COMMENTS: Drain:** Books are closed and balanced for the month of November. All economic development loans are current. The office number crunchers are already starting on budget, so if you have something that needs to be looked at let us know. If you have any questions give Tracy, Justin, or myself a call. **Drain** went on to ask Lakamper if the DPW had said anything about any more park equipment in next years budget. She thinks we need a second merry-go-round in the park as the one we have is always overflowing with kids and more waiting. It seems to be the most popular with the kids. **Burr** stated that Drain and Tracy do an amazing job on the numbers and it's great to know that all the economic loans are up-to-date. That's fantastic. What a way to end a year and start a new one.

**B. APPROVAL OF PAYMENT OF BILLS:** Motion by **Rasmussen** to approve the payment of the bills. Supported by **Griswold**. **ROLL CALL VOTE: Colburn, Green, Griswold, Guild, Moore, Rasmussen, Burr. ALL YES: MOTION PASSED 7-0.**

- 8. COMMITTEE REPORTS:** **Burr** stated that once the new year gets here she would like to see some of our committees start meeting again, talking and get things wrapped up. If you want to meet before the holidays or in between, just let Justin and I know. If not, first of the year we'll start out on a new slate.

**9. APPROVAL OF MINUTES:**

**A. REGULAR COUNCIL MEETING November 09, 2020:** Motion by **Colburn** to accept the minutes as written. Supported by **Rasmussen**. **VOICE VOTE: ALL YES: MOTION PASSED 7-0.**

**10. NEW BUSINESS:**

**A. GARBAGE RFP APPROVAL:** **Lakamper** reported we had a 1-year contract with Granger Waste Services and that is up on March 31<sup>st</sup>, 2021. We agreed from the beginning we were going to go out for proposals at that point in time. **Lakamper** would like to put out an RFP for waste hauling services for the next 6 weeks. This allows us to make a selection at the February meeting and still have 6 weeks to finalize a contract and implement any potential change over. My main goal with obtaining a new contract is to lower the cost of our service, if possible. Therefore, nothing has been added to the service request. Our current contract charges us on a per/unit basis for 400 homes. Included in that service we receive the dumpsters at the Village and DPW offices, spring and fall cleanup, dumpsters for the potato festival, trash removal downtown and the Curtis Park. We currently allow for 3 additional bags to be put out in addition to the cart. Some residents utilize this service, however, it is only estimated that about 10 residents who regularly do so. I have asked for a request to give us a price with and without the added bags. Unless there is interest in adding or removing services, **Lakamper** recommended approval of this RFP for waste hauling services. **Colburn** asked if there is a list of items they will and will not pick up during the spring and fall cleanups. **Lakamper** replied that all that information should be part of their application to get our contract. **Colburn** asked for a refresher on this subject from the last time with sub-contracting and wasn't there an issue. **Lakamper** stated that's effectively how we got into the situation we are in. **Colburn** asked if that is clarified with this. **Lakamper** replied that this is not a

contract. This just lays out the general terms for them to bid on. If we select somebody, then I would negotiate a contract with them and that would lay out all the specifics for stuff like sub-contracting. At that point we would still have to approve that contract. The RFP is explicit in that if a selection based off a RFP does not guarantee a contract being awarded. It is basically saying, we want to negotiate with you. But that was an issue that we had before. **Green** asked if once we get to the point of negotiating a contract, if it was possible to consider laying out the Potato Festival and that kind of thing as a separate expense, in case it gets cancelled, like this year. **Lakamper** responded that yes, that is an option. **Green** stated she sees COVID-19 not going away any time soon. **Drain** asked how the RFP is distributed. **Lakamper** replied it will go on the website. There are 3 companies that I know are aware of it going out. Plus, the garbage companies are always looking and waiting for them, so it will get around. **Lakamper** went back to **Green's** comment and stated he went back and forth on whether or not to itemize each thing out in regards, to Potato Festival, offices, spring and fall cleanup, etc. He felt we may get a better price if it was lumped in together with the regular service provision. **Green** agreed. **Lakamper** went on to say he asked around and he feels that to be true. **Green** asked **Lakamper** if his feeling was they were throwing those in as part of their rate. **Lakamper** responded, yes. He feels as though the per unit/per household rate is a fairly standard thing and if we have to pick up a dumpster once a year, we'll do that to get the contract. Motion by **Griswold** to approve the Garbage RFP. Supported by **Green**. **VOICE VOTE: ALL YES: MOTION PASSED 7-0.**

- B. **EVENT POLICY APPROVAL:** **Lakamper** stated that he felt this was needed because we didn't have one. We have a parade policy, but there was nothing specifically for the festivals or special events. This way if it's someone other than the village putting on an event, they will have to get a permit and the council will have to approve it and everyone will be on the same page. This is also designed to allow people who have land in other districts that normally would not allow some kind of an event, to come in and get special permission to hold it. **Burr** agreed we do need something put into place. **Moore** moved to approve the event policy. Supported by **Rasmussen**. **VOICE VOTE: ALL YES: MOTION PASSED 7-0.**
- C. **APPROVAL TO BUY NEW LAPTOPS:** **Lakamper** reported that our August revenue sharing came in the form of a CARES grant, which limits what we can use that money for. One of the main things we can use it for is electronics to promote working from home. We have approximately \$3500 of that grant money left. He would like to use \$3000 of that money to purchase 3 laptops, one each for **Lakamper**, **Tracy**, and **Andy**. He would like to get the DPW the ruggedized version so it can be used in the truck out in the village. **Burr** asked **Lakamper** about a fogger and disinfectant and if we would still have money to do that. **Lakamper** replied that yes we would still have the money to do that. The foggers are about \$250. **Burr** double checked with **Lakamper** to make sure there would be enough money to buy the 3 laptops and also buy the fogger and disinfectant. **Lakamper** said, yes. If we need to spend more on the fogger and disinfectant, that will come first and we will spend less on the laptops. Motion by **Colburn** to approve the purchase of 3 new laptops and a fogger and disinfectant, using CARES Act money. Supported by **Rasmussen**. **ROLL CALL VOTE: Colburn, Green, Griswold, Guild, Moore, Rasmussen, Burr. ALL YES: MOTION PASSED 7-0.**
- D. **MARIHUANA GROWER APPLICATION: HBSCRU:** **Lakamper** reported that HBSCRu is applying for a Medical Marihuana Grower Facility license from us. They hold a class C marihuana grower facility license from the State which will allow them to grow up to 2,000 plants and will be doing a Class C marihuana grow facility if granted. This is for medical marihuana so



they can sell it to medical marihuana dispensaries. They are from Ada and all the stakeholders in the business are family members with a lot of business experience. **John Richards**, owner HBSCru presented information to the board. He stated that initially they would be growing up to 1500 plants under the class C. He asked for questions from the board after their review of their information packets. **Colburn** asked if this was strictly for medical. **Richards** replied, yes sir. **Colburn** then asked if the license specifies that or if it's just what they want to do. **Richards** responded that the license is specific to medical. **Green** asked about their timeline. **Richards** replied that the greenhouse itself would be a little over 10,000 square feet, then office space and a lot of the equipment would be 3,300 square feet. We are currently looking to begin the foundation work in the spring and we anticipate being completed with the building in 4 months. We would like to get it done in 2 months if possible. **Green** asked if they were going to be hiring locally. **Richards** replied, yes. The majority of the hires will be local. **Burr** asked how many they plan on employing. **Richards** responded to start we are looking at between 10-15 employees and as we grow our needs for employees will increase as well. Long term we could be looking at employing around 30 people. Motion by **Green** to approve the marihuana grower application for HBSCru. Supported by **Griswold**. **ROLL CALL VOTE: Colburn, Green, Griswold, Guild, Moore, Rasmussen, Burr. ALL YES: MOTION PASSED 7-0.**

- E. MARIHUANA GROWER APPLICATION: GROWER CONSULTANTS:** **Lakamper** reported to the board that Grower Consultants would be occupying the parcel next door to HBSCru in the former Gale's Gym building. Their intention is to use the gym for their growing. The licenses they are applying for are smaller licenses. They are applying for 2 – class A recreational licenses. This means they are only able to produce and sell for the recreational market. With a class A license, it allows them to grow 100 plants, so with 2 licenses it's up to 200 plants. **Brandon Brink**, Grower Consultants presented information to the board. He stated that they are looking at starting out in the existing building with the 2 – class A licenses, and within the year they hope to build and expand their property and to operate with a larger license. They will be doing some modifications to the building and it will be built into 2 suites to allow for the 2 licenses. They expect to hire 2 people including himself immediately and then they plan on hiring an additional person when they begin the phase of planning the next building. When the next building is completed, they are expecting to have 10-15 employees, full-time. **Brink** then asked for any questions regarding their application. **Green** asked Brink to educate her on how recreational marihuana is sold. **Brink** replied that they are only allowed to sell their product to recreationally licensed dispensaries. They are not allowed to do any direct sales as a grower so there will be no store or any type of sales on the property. It will all be transported by a secure transport company, which is also a State license, from our growing facility to the provisioning centers. **Guild** asked about renovations to the building. **Brink** responded that they will have to add some interior rooms, some security upgrades like solid steel doors, entryways, with two doors. We will be doing substantial electrical and HVAC upgrades, hiring numerous contractors, hopefully locally. Also, some plumbing modifications need to be done to accommodate the water meters per the village ordinance per suite. **Griswold** asked if they were going to be hiring local people. **Darren**, Brandon's partner answered that their intentions are to hire locally. Their operation is much smaller than their neighboring business, but they plan to hire as much as possible locally as they build their business. **Colburn** asked what their timeframe was to be up and running, at least with the initial operation. **Brink** replied that they are hoping to potentially start building out around the first of the year and hoping to be finished within 2 to 2.5 months for renovations. The following building would

probably be within 3 to 5 months after the first one. **Drain** asked both parties, HBSCru and Grower Consultants about their security at their properties. She acknowledges that it is a very dark area out there. **Brink** responded that they will definitely have sensor lights and other light to help keep the area illuminated. They will also have sensor cameras that will automatically notify them if there is movement and if there is an actual break in, it will notify them and a 24-hour monitoring company. Cameras are required at the state level in every room except for the bathrooms, and they area also sensed and will alert them when needed. They will also be installing window and door sensors. The 24-hour monitoring system will contact the authorities in case of a break in. They also have secure rooms to store the product. **Richards** also responded that they are much in line with what Brink had just said and they will have very similar if not exactly the same security features. The State of Michigan requires very stringent security protocols. **Brink** stated they will also be adding blackout windows to their buildings with security bars on the inside. **Moore** moved to approve the marihuana grower application for Grower Consultants. Supported by **Griswold**. **ROLL CALL VOTE: YES - Colburn, Green, Griswold, Guild, Moore, Burr. NO - Rasmussen. MOTION PASSED 6-1.**

- F. CHRISTMAS BONUSES:** **Moore** reported that he thinks bonuses should be the same as 2019. No discussion. Motion by **Moore** to approve Christmas bonuses at \$150 for full-time and \$75 for part-time employees. Supported by **Colburn**. **ROLL CALL VOTE: Colburn, Green, Griswold, Guild, Moore, Rasmussen, Burr. ALL YES: MOTION PASSED 7-0.**

- G. APPOINT COMMITTEES:** Motion by **Rasmussen** to accept the following committee appointments. **Personnel** – Rasmussen, Moore, Burr. **Utility** – Griswold, Guild, Green. **Edmore Economic Loan** – Guild, Moore. **Ordinance** – Colburn, Griswold, Guild. **Parks and Recreation** – Colburn, Green, Griswold. **Police** – Colburn, Guild, Rasmussen. Supported by **Griswold**. **VOICE VOTE: ALL YES: MOTION PASSED 7-0.**

11. **PUBLIC COMMENTS:** None.

12. **COUNCIL COMMENTS:** **Drain:** Merry Christmas everybody. **Green** asked since COVID-19 probably isn't going anywhere anytime soon, has this council put any thought into a local grant program for small businesses. **Lakamper** responded that there definitely are restrictions as to how we can do that. Giving grant money is not something the village can do directly, but we do have the mechanism of the ELF fund. There is a MEDC grant going around for small businesses which they apply directly to the State for, but I can look into what we can possibly do to help. You could go through the ELF fund and set the terms of the loans. **Green** gave an example of, we're setting aside \$70,000, your grant application can be up to \$3000, that kind of thing. **Lakamper** agreed. **Drain** commented they did that one time with the ELF fund, with grant money set aside for downtown businesses and nobody ever used it. No idea why. **Rasmussen** thinks at the time people had to have too much up-front money to get it. **Guild** responded that there was too much personal information requested and people didn't want to give it. It's still out there. It's a real, low interest loan. We haven't had any activity in that in years. Multiple discussions took place among the board members about how the loan works. **Colburn:** Merry Christmas and welcome new members. **Moore:** Welcome new members. **Drain:** Hey you guys out there on Zoom, it's nice that you could join us. It's nice to have people come listen even if it's electronically. Thank you for coming in. **Burr:** Thank you for Zooming in on our meetings. We appreciate it. Please join us at any time. Good luck to you all. Please go over our council rules and procedures and make sure everything is good. If something needs attention, please let us know. We will put this on the table for next month. I wish everybody Merry Christmas and Happy New Year. Good luck to our new

businesses coming into town, we appreciate it and we appreciate anybody on Zoom for listening.  
Thank you.

13. **ADJOURNMENT:** Motion by **Rasmussen** to adjourn the meeting. Supported by **Griswold**. **VOICE VOTE: ALL YES: MOTION PASSED 7-0**

**President Burr** adjourned the meeting at 8:28 p.m.



**Village President**



**Village Clerk**

**Approved for Publication**

**NEXT MEETING: January 11, 2021**

**As a side note: This meeting was held in person and virtually via Zoom as a convenience due to COVID-19 restrictions.**