

**EDMORE VILLAGE COUNCIL
REGULAR SESSION
UNAPPROVED JOURNAL OF MINUTES
February 13, 2023**

1. **CALL TO ORDER:** The regular session of the Village of Edmore Council was called to order on Monday, February 13, 2023, at 7:00 p.m. by **President Gloria Burr**.
2. **PLEDGE OF ALLEGIANCE**
3. **ROLL CALL:** Members present – **Colburn, Green, Griswold, Guild, Moore, Rasmussen, Burr**. Also present: **Justin Lakamper** – Village Manager, **Shirley Drain** – Village Treasurer, **Kerri Peterson** – Village Clerk.
4. **APPROVAL OF THE AGENDA:** **Green** moved to approve the agenda as printed. Supported by **Rasmussen**. **VOICE VOTE: ALL YES: MOTION PASSED 7-0.**
5. **PUBLIC COMMENTS: AGENDA ITEMS:** None.
6. **DEPARTMENT REPORTS:**
 - A. **POLICE:** The report from the Montcalm County Sheriff's Office showed 177.5 service hours during which there were 20 total investigations, 0 arrests, 41 traffic stops, 7 citations issued, and 34 verbal warnings issued. Highlights included on January 23rd, a report of larceny was investigated in the 600 block of West Pine Street. The victim reports having a bicycle parked outside their apartment of a long time. The bicycle was discovered missing. There are no suspects currently.
 - B. **FINANCE:** **Burr** reported for Tracy. Mailed out W2s. Been working on the Budget and Budget adjustments. Been working on Quarterly reports. Been working on our annual withholding report for the State. The audit will begin when the budget is done. Discussion ensued on whether the auditor will be in person. They used to come in person every other year, but have not since the Covid pandemic. On the recommendation of **Burr**, **Lakamper** will call the auditor and invite them to attend the next meeting after the audit comes back.
 - C. **DDA:** **Lakamper** reported the DDA met on January 20th where they developed the proposed budget for next year. Vicki Moulter of Vicki's Flowers was authorized to host a wedding expo at the Marketplace on March 25th, with the intent to connect all of the Edmore vendors involved with weddings with customers.
 - D. **DPW:** **Burr** reported for Andy. We plowed on time and did the sidewalks during the last storm. WE have been servicing equipment and refinishing the picnic tables. We jetted 2 sewer lines. I have been conducting interviews for the new laborer, with Justin.
 - E. **MANAGERS:** **Lakamper** reported. **BUDGET:** The final budget resolution, and all end of year adjustments will be ready for the hearing on February 20th. **COMMITTEES:** **ELF:** The owners of HBCru LLC have asked that the ELF committee reconsider their application for a lesser amount which would be the final bit of financing that they need to finish the building of their greenhouse. ELF committee meeting set for Friday February 17th at 9 a.m. **POLICE:** I met with Sheriff Williams to discuss our policing service contract once it expires on December 31, 2023. My takeaway from that meeting is that we should begin planning for the contingency that we will no longer be able to contract with them in 2024. The Police committee needs to meet to begin discussion on other policing options. Meeting set for February 20th at 6 p.m. **DEVELOPMENTS: DOLLAR GENERAL:** I have reviewed Dollar General's preliminary site plan with their developer and engineers. Their proposal currently meets the requirements of the

zoning ordinance. They have not sent their actual site plan review, but this development is moving along. **Family Dollar:** They have submitted their sign permit and I have informed the building department that they meet our zoning requirements. The sale has also gone through and I anticipate construction to commence soon. **DPW PICKUP TRUCK:** The DPW received their truck on Friday morning, however we ended up purchasing it from Burt Watson instead of Betten Baker. The fleet vehicle salesperson from Burt Watson called us to inform us that he had a Chevy 2500 HD work truck for us with a quad cab for a total cost of \$48,764. The following Monday, Betten Baker informed us that the truck we were expecting to get, a GMC 3500 HD, had indeed been built and was waiting to be shipped from the factory, however the MSRP on it had been increased to \$52,000 and that there were additional fees bringing the total to over \$54,000. We informed Burt Watson dealership that we wished to purchase their truck instead and moved forward with that purchase so there was no more waiting. We saved a little over \$2,000 from what we had originally planned. **Nate's Liquor License:** Nate has a received a denial for his request for a new class C liquor license. The denial was based on the grounds that Edmore has a quota of 1 license which has already been issued. That license, which was formerly located at Mustang Junction, has been sold to the Greenville Theater and is longer located in Edmore. Despite that fact, it is still considered toward our quota. Therefore, there are only two ways for the Village to regain a bar. The first is if a business owner were to purchase one from someone else in Montcalm County. The second is if the population grew by 300 people, which would allow for another quota license to be issued. Some discussion ensued among the board about the State liquor license laws. **Taqueria El Azteca:** The owners of the Taqueria El Azteca food truck have been working to get their restaurant open in the Phenix building. We have turned on their water in the anticipation of their opening. **Main Lift Station:** Jett Pump has finished repairing the spare pump and the DPW picked it up from their shop in Waterford. **Nate Holmgard** and his friend, **Jordan Hayes** of Minnesota, were in attendance and spoke to the Council with hopes of getting approval to allow a cannabis microbusiness. Their current plans include growing their own plants and selling their product in-house, selling supplies for growing plants, and possibly opening up half of the building's main floor for a senior center. Some discussion ensued about what is a microbusiness, and that currently the Village ordinance does not allow for a microbusiness as it was removed from the ordinance at an earlier date. It was realized the new committee list did not include an Ordinance Committee. Motion by **Colburn** to revise the committee list to include the ordinance committee of Green, Guild, and Griswold. Supported by **Moore**. **VOICE VOTE: ALL YES: MOTION PASSED 7-0.**

F. **PRESIDENTS: Gloria Burr:** The Taqueria El Azteca sounds like it is getting ready to open real soon.

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

A. **TREASURER'S REPORT & COMMENTS: Drain:** Books for January 2023 are closed and balanced with the bank. Cash balances look good. All ELF loans all current except MAKs.

B. **APPROVAL OF PAYMENT OF BILLS:** Motion by **Griswold** to pay the bills. Seconded by **Rasmussen**. **VOICE VOTE: ALL YES: MOTION PASSED 7-0.**

8. **COMMITTEE REPORTS:** The Personnel Committee met. Discussion took place later in the agenda.

9. **APPROVAL OF MINUTES:**

A. **REGULAR COUNCIL MEETING January 9th, 2023:** Motion by **Rasmussen** to approve January 09, 2023, minutes as written. Supported by **Moore**. **VOICE VOTE: ALL YES: MOTION PASSED 7-0.**

10. NEW BUSINESS

- A. APPROVAL OF TRUGRO PROCESSING LICENSE RENEWAL:** TruGro LLC has held a municipal marihuana processor facility license in Edmore since October of 2021. Their license needs to be renewed. TruGro LLC has built a joint marihuana/hemp processing facility on Sunrise lots 7, 8, 9, which they purchased from the Village under a holding company named Ryson LLC. Their building is set for state inspection after which they will be open for business. The marihuana processing facility will take marihuana flower and process it into various forms of consumable marihuana products such as foods, balms, and oils. The only proposed change to their license is a name change from TruGro LLC to PurOils LLC. **Green** moved to approve TruGro marihuana processor facility's license renewal, with the name change from TruGro LLC to PurOils LLC. Seconded by **Colburn**. **ROLL CALL VOTE: YES: Colburn, Green, Griswold, Guild, Moore, Burr. NO: Rasmussen. MOTION PASSED 6-1.**
- B. EMPLOYEE HANDBOOK UPDATES:** The Personnel manual was last updated in March of 2022. The Personnel Committee has agreed to make some minor changes to the personnel manual to bring it in line with proposed raises and current labor market realities. Changes can be found on the following pages: **Personal Days pg. 20:** Here we have changed the personal day policy for new employees to allow them to have three days of personal leave after they finish their probationary period. **Evaluations and Pay Increases, pg. 25:** We have increased the CDL license hourly wage raise from \$0.50 up to \$1.00. **Pay Scales, pg. 25:** Here we have increased the maximum hourly wage for a supervisor/director from \$28.50 up to \$30.00. Additionally, I have created a singular category for **DPW Laborer Not Inclusive of Water, Sewer, and CDL Raises:** \$18 up to \$20/hour. Discussion ensued about the CDL pay scale and the water and sewer licenses. Some discussion took place about the DPW starting pay scale as we are currently trying to hire a DPW employee. Motion by **Green** to accept the changes on pages 20 and 25 of the Personnel Manual. Supported by **Guild**. **ROLL CALL VOTE: YES: Colburn, Green, Griswold, Guild, Moore, Rasmussen, Burr. MOTION PASSED 7-0**
- C. EMPLOYEE RAISES:** The Personnel Committee discussed having a COLA increase which applies to all employees and an additional market adjustment for the DPW employees. Discussion took place among the board. The Personnel Committee voted 3-2 to recommend 4%. Motion by **Green** to adopt a 6% COLA increase for all, plus a market adjustment for DPW employees up to \$2 per hour. Supported by **Guild**. **ROLL CALL VOTE: YES: Colburn, Green, Griswold, Guild, Rasmussen. NO: Moore, Burr. MOTION PASSED 5-2**
- D. APPROVAL OF DWAM GRANT AGREEMENT:** In the spring of 2021 the Village applied for a Drinking Water Asset Management grant from EGLE for a total amount of \$175,200. This will cover the entire cost of an asset management plan to be produced by Flies and Vandenbrink, as well as the entire cost of digging up 20% of our unknown service line material. The work is to be completed by the end of 2024. We were awarded this grant in December of 2022 and have received the agreement paperwork which requires approval by the governing body. Discussion took place among the board on how the grant works and who does the physical work. Motion by **Colburn** to accept Drinking Water Asset management Grant Agreement between the Michigan Department of Environment, Great Lakes, and Energy and Village of Edmore and to authorize Justin Lakamper to sign all documents pertaining to the grant. Supported by **Moore**. **ROLL CALL VOTE: YES: Colburn, Green, Griswold, Guild, Moore, Rasmussen, Burr. MOTION PASSED 7-0**
- E. APPROVAL TO HIRE FLIES AND VANDENBRINK TO PREPARE DWSRF APPLICATION:** Lakamper reported in November of 2022 I had Flies and Vandenbrink file an intent to apply for drinking

water revolving loan fund grant. This is a fund out of which the State offers low interest 20, 30, or 40-year loans (currently around 1.8%) to municipalities for drinking water system improvements. This year the State will be offering some communities grants for their projects from the federal Covid money. The process requires municipalities to file an intent to apply by November 1st, which we did. That application included a very broad project description that Andy and I worked on with Flies totaling an estimated 4.1 million dollars. This included replacing the main and services on M46 and several other problem mains that we have in town which are explained in the project proposal. It also included all the work to replace lead and galvanized service lines throughout town. We believe any lead would be on the north side of town. The intention would be to move forward with the project if we receive most or all the project's costs back in grants. The final application is due by June 1st and our application is good for two application cycles should we not be selected this year. This also includes a mixer for the water tower. It would also include eliminating the broken main at the DPW building and relocating it. The caveat to all of this is whether to pay Flies and Vandenbrink \$18,000 to prepare our application, which includes a large amount of pre-engineering. The application is good for 3 years. Motion by **Green** to approve to hire Flies and Vandenbrink to prepare the DWSRF at a cost of \$18,000, from the contractual services budget. Seconded by **Rasmussen**. **ROLL CALL VOTE: YES: Colburn, Green, Griswold, Guild, Moore, Rasmussen, Burr. MOTION PASSED 7-0**

11. **PUBLIC COMMENTS: None.**

12. **COUNCIL COMMENTS: Burr** asked for input on the marijuana microbusiness and if the ordinance committee is going to meet to discuss it and bring it back. There is an ordinance meeting scheduled. **Guild** asked what the starting wage for the new DPW will be at. **Lakamper** stated the highest we can go is \$23 based on what the Personnel Committee has discussed. **Guild** responded that he just doesn't want to see us lose a good employee based on starting wage. Discussion ensued about current DPW wages. **Drain** reminded everyone that we have big water projects coming and we can't have only 2 DPW workers to do all the work. **Green** stated if we are going to hire someone can keep them here, we are going to have to pay them what they are worth. Starting DPW wage is a big concern to everyone on the board, along with qualifications.

13. **ADJOURNMENT: Motion by Rasmussen** to adjourn. Seconded by **Green**. **VOICE VOTE: ALL YES: MOTION PASSED 7-0.**

President Burr adjourned the meeting at 8:50 p.m.

Village President

Village Clerk

Approved for Publication

NEXT MEETING: March 13, 2023