

**EDMORE VILLAGE COUNCIL
REGULAR SESSION
UNAPPROVED JOURNAL OF MINUTES
January 08, 2024**

1. **CALL TO ORDER:** The regular session of the Village of Edmore Council was called to order on Monday, January 08, 2024, at 7:00 p.m. by **President Gloria Burr**.
2. **PLEDGE OF ALLEGIANCE**
3. **ROLL CALL:** Members present – **Colburn, Griswold, McParland, Moore, Burr. Absent – Guild.** Also present: **Mark Borden** – Village Manager, **Shirley Drain** – Village Treasurer, **Kerri Peterson** – Village Clerk
4. **APPROVAL OF THE AGENDA:** **McParland moved to approve the agenda. Seconded by Griswold.**
VOICE VOTE: ALL YES: MOTION PASSED 5-0.
5. **PUBLIC COMMENTS: AGENDA ITEMS:** None.
6. **DEPARTMENT REPORTS:**
 - A. **POLICE:** No reports received from the County or the Township.
 - B. **CODE ENFORCEMENT:** Managers report.
 - C. **DDA:** Managers report.
 - D. **DPW:** Managers report.
 - E. **MANAGERS:** **Borden** reported on **Committees:** The DDA met on 12-13-23 but did not have a quorum. There was a discussion on the flowerpots and the trees downtown. The Personnel Committee will meet on Wednesday, January 10th, 2024. The Police Committee needs to meet. **Developments: New Home Construction on S. 2nd Street** – The Village was able to assist the builder with finding a utility contractor to install a water line from our water main to the property line valve without excavating or removing any asphalt. They bored under the road for the project. Andy was on site to oversee the project and was able to convince the builder to use this method rather than cutting up the road. **Code Enforcement:** Chief Keller and Borden have been in contact over the holidays, mostly regarding 315 W. Fifth Street and the ongoing activities there. The landlord and the tenant were served a cease-and-desist letter to stop the building of a fence that was not permitted. We are now actively working with the County on this issue. There is approximately \$6000 owed in back taxes and the property will be going up for tax sale. There could be a possibility of the Village purchasing the property as a possible solution if they chose to do so. The Health Department can also get involved in the current situation if it's a health hazard. Keller and Borden are scheduled to meet the week of the 8th to review all properties that received a blight letter in December and to re-inspect the properties. Those still in violation will be contacted before mid-January for a follow up plan. Contact will be verbal or in the form of a citation. Citations must be issued in person by Chief Keller and Borden together (according to Chief Keller). The Church of God would like to enclose and enlarge the entrance on the East side of their church. They have not formally asked for a variance, but they do not meet the setback requirements and we will need to discuss this. **DPW Activities:** Leaf removal continued into early December. We had one significant snow event in December. Andy plowed the entire Village and had one new employee with him for training. We had one full burial in December. All new DPW staff members are now fully trained on daily rounds. The main life station had minor equipment failure. Both the dehumidifier and the electric heater failed. Both were replaced. The mini lift

station on South Maple (410) had an alarm caused by a float sticking. Andy and the others resolved the problem by removing the debris and grease. The pump is original and will need to be replaced. (More information needs to be found on who owns that lift station. It is located on private property and believed it is owned by the property owners.) All equipment is being serviced and cleaned, with any necessary repairs being made. Andy and Mark met with our engineers for a project kick-off meeting for the water service line materials investigation required by EGLE. This is the DWAM grant project. There are 98 locations being investigated. We have been informed that any work our employees do can be charged back to the grant with no cap and be reimbursed in total, including mileage. **Manager Daily Activities: Utility Services** - Tracy and Mark met with our new field representative for the company we are contracted with to maintain our water tower. He came here to meet with us in person and go over our contract and where things stand with our tower maintenance. Our agreement does not have an end date so we can continue with them for as long as we feel that we are in a good position and if it remains to be the best choice for our village. The agreement has yearly increases built in but, as you know, it was front end loaded with much higher costs for the Village to offset the early maintenance and original paint job. It is Borden's recommendation to continue with them because we will be due for our next paint job in 2024/25. We can evaluate everything in depth at the Utility Committee meeting and bring the findings back to the Council. **Fleis and Vandenbrink** - Borden has had a few meetings with our engineering consultants to discuss our current grant for the service line investigations and to determine our position for applying/re-applying for the next round of funding for the DWSRF grant which is a \$10M request from us to make major improvements to our water system, which would include the replacement of every water service line here in the Village. **Marijuana Businesses** - Borden had an on-site meeting with Pure Oils' manager and toured their facility. He requested that we supply the power from our building to his garage. He was willing to pay the electrical portion each month as well as a service fee for us to read the meter and invoice us every month. After some investigation and discussion, combined with the fact that that electric line was discontinued when the compactors were relocated to their current location, the manager of Pure Oils was informed we would not be able to accommodate them with his request. **Back-up Generators** - We only have stand-by generators at our primary lift station and our primary well. The other wells, lift stations, and the water tower must be powered by our portable generator. Ideally, we should have stand-by power for every lift station, well, the water tower, and the DPW building. These utilities all communicate with one another via controls, etc. and when power is lost the systems do not function properly. We are getting quotes for a generator for the water tower, and a generator for the DPW building so we can keep the controls powered up during a power loss. Andy would like to put a new generator at our main lift station and move the existing generator to the DPW building. **Christmas Decorating Contest** - Overall, the contest sponsored by Brown Mechanical, was well received. The winners were 1st place - 203 E. Home St, 2nd place - 511 W. Pine St, 3rd place - 501 S. 5th St. State Filing Requirements - Filed mandatory documents at the end of the year that the State requires every year. One was our annual MDOT permit for road closures and the other was our Title VI policy information.

F. PRESIDENTS: Gloria Burr: None.

7. TREASURER'S REPORT: Shirley Drain

- A. **TREASURER'S REPORT & COMMENTS: Drain:** Books for December 2023 are not closed due to the holidays and short work weeks. All ELF loans are current. There will be 2 reports in February.
- B. **APPROVAL OF PAYMENT OF BILLS:** Motion by Griswold to pay the bills. Supported by McParland. ROLL CALL VOTE: YES: Colburn, Griswold, McParland, Moore, Burr. MOTION PASSED 5-0.
- 8. **COMMITTEE REPORTS:** None.
- 9. **APPROVAL OF MINUTES:**
 - A. **REGULAR COUNCIL MEETING November 13, 2023:** Moore moved to accept the December 11, 2023, minutes. Seconded by Colburn. VOICE VOTE: ALL YES: MOTION PASSED 5-0.
- 10. **NEW BUSINESS**
 - A. **COUNCIL/TRUSTEE VACANCY:** Burr spoke to Jerald Brown, and he agreed to fill the remainder of Rasmussen's term if approved. Motion by McParland to appoint Jerald Brown to fill the vacancy left by Jerry Rasmussen until the next election. No Support. Motion dies.
 - B. **SET REGULAR MEETING DATES FOR COUNCIL MEETINGS IN 2024:** Village Council Meeting dates – January 8, February 11, March 11, April 8, May 13, June 10, July 8, August 12, September 9, October 14, November 11, December 9, January 13, 2025, February 10, 2025. Motion by Griswold to accept the Village Council Meeting schedule for 2024 as the second Monday of every month at 7 p.m. Supported by Moore. VOICE VOTE: ALL YES: MOTION PASSED 5-0.
 - C. **SET BUDGET WORKSHOP MEETING DATES AND TIME:** Motion by Moore to set the budget workshop for January 29th at 6 p.m. Seconded by McParland. VOICE VOTE: ALL YES: MOTION PASSED 5-0.
 - D. **WELLHEAD PROTECTION PLAN DISCUSSION (DWSRF GRANT APPLICATION IN 2024):** Discussion took place and we need this to add points to our score for applying for the DWSRF grant. Motion by Colburn to approve up to \$12,000.00 for Flies and Vandenbrink to prepare our wellhead protection plan. Supported by Moore. ROLL CALL VOTE: YES: Colburn, Griswold, McParland, Moore, Burr. MOTION PASSED 5-0
- 11. **PUBLIC COMMENTS:** None.
- 12. **COUNCIL COMMENTS:** None.
- 13. **ADJOURNMENT:** Motion by Moore to adjourn. Seconded by Griswold. VOICE VOTE: ALL YES: MOTION PASSED 5-0.
President Burr adjourned the meeting at 8:04 p.m.

Village President

Village Clerk

Approved for Publication

NEXT MEETING: February 12, 2024