

**EDMORE VILLAGE COUNCIL
REGULAR MEETING
UNAPPROVED JOURNAL OF MINUTES
May 13, 2024**

1. **CALL TO ORDER:** The regular meeting of the Village of Edmore Council was called to order on Monday, May 13, 2024, at 7:00 p.m. by **President Gloria Burr**.
2. **PLEDGE OF ALLEGIANCE**
3. **ROLL CALL:** Members present – **Colburn, Griswold, Guild, McParland, Moore, Pierce, Burr**. Also present: **Mark Borden** – Village Manager, **Shirley Drain** – Village Treasurer, **Kerri Peterson** – Village Clerk, **Deputy Trevor Lincoln** – Montcalm County Sheriff's Department.
4. **APPROVAL OF THE AGENDA:** moved to approve the agenda. Supported by. **VOICE VOTE: ALL YES: MOTION PASSED 7-0.**
5. **PUBLIC COMMENTS: AGENDA ITEMS:** None.
6. **DEPARTMENTAL REPORTS:**
 - A. **POLICE:** Deputy Lincoln reported there were 111 total hours, 20 total investigations, 5 arrests, 13 traffic stops with 13 verbal warnings issued, 2 subjects investigated, 70 property inspections, 8 liquor inspections, and 864 total miles of patrol. Notable activities included on April 3rd, a deputy patrolling the Village observed a vehicle traveling the streets. When the deputy pulled in behind the vehicle, it was seen to quickly pull into a business parking lot in the 200 block of East Main Street. As the lot was unlit and the business was closed, the deputy contacted the driver of the vehicle. The woman initially gave suspicious information regarding her identification. As the interview progressed, the deputy was able to obtain information from her and confirmed her identity. The driver was lying as she had an active arrest warrant out of Wisconsin. The woman, a 41-year-old from Manistee, admitted to fleeing Wisconsin to avoid the arrest warrant. A search of the vehicle was conducted, and drug residue and paraphernalia were found. The woman was charged with possession of a controlled substance, lying to a police officer, and for operating without a valid driver's license. The woman has been transferred to Wisconsin resulting in the dismissal of the local criminal charges.
 - B. **MANAGER: Mark Borden (Code Enforcement, DPW, DDA):** Borden reported on **COMMITTEES:** The Utility Committee met (with Cristina Pierce substituting for Carla McParland) for the donation award ceremony at the water tower. The DDA met on April 12, 2024, with a quorum. In general, topics discussed were planter pots, tree trimming, and tax capture. **DEVELOPMENTS:** The Church of God is still investigating the possibility of adding a new multi-purpose building that would attach to the existing building. It will be used as a gymnasium and other uses. No application for a zoning permit has been submitted. They are getting quotes to determine if they will move forward. The two properties between Huntington Bank and the law office, 406 and 410 E. Main Street, have been sold. The new owner has tentative plans for a thrift store. She would also like apartments upstairs. None of the items in the stores were removed prior to the sale. The buildings and roof need extensive repair. The new grow facility on Industrial Drive should be open within the next couple of weeks. They've been working a long time to be able to open. Dollar General (DG Marketplace) hopes to get started by mid-May. They are waiting on the closing on the property. Surveyors and contractors have already been there. There will also be new

signage. **CODE ENFORCEMENT ACTIONS:** There were 11 actions from 3-28-24 through 5-09-24. Notable events: On 3-28-24. 611 S. First Street. Door tag. Blight violations for junk and vehicles without current license plates. Deadline to comply 4-30-24. Vehicles still in violation, early May, asked Deputy Edwards to issue a citation. Found out Edwards has been relocated and Deputy Lincoln is now our assigned Deputy. Asked Deputy Lincoln to issue a citation. On 4-1-24. 219 N. Third Street. Vehicle violation. Spoke to the owner two times previously. Sent one letter of violation previously. Deadline to comply was 4-30-24. Still in violation. Sent request to Deputy Lincoln for a citation to be issued. On 4-25-24. 315 S. Fifth Street. Letter sent to resident. Two choices if the blight is not removed by the deadline of May 3rd, 2024. Receive a citation and still be required to remove the blight or pay the village \$450 and we would remove the blight. The resident has removed a substantial amount of blight from the back yard and is continuing to work on removal of blighted items. I also spoke to the property owner who told me he would talk to his tenant. Borden is in constant contact with the tenant. 319 N. Fifth St. Notified there were roosters and turkeys. Residents have been given the chicken ordinance and warned. Working from a list generated by Andy, 23 notifications of violation for weeds/tall grass were issued. Notifications were verbal if the homeowner was home and via door tags if no one was available. Deadline to comply by 5-12-2024. **DPW ACTIVITIES:** The cemetery looks great. One cremains burial. Repair streets and road edges from winter plowing. Bathroom openings including cleaning and repair of water leaks. We have had one employee out for two surgeries and a few days off for the birth of his child. Veteran's banners installed. Mowing is in full swing. WE have over 40 acres to mow including the sewer lagoons property. Brush and yard bag clean-up has been heavy which is normal for spring. **MASTER PLAN:** The plan is almost completed and ready for a public input meeting. We will have a public meeting on Monday, May 20, 2024 at 6:00 p.m. Once the public input is reviewed, the data will be entered into the Master Plan and the plan will be complete. **WELLHEAD PROTECTION PLAN:** Kelly Hon with MRWA completed our plan and submitted it to EGLE. Our plan was approved in one day. We can now use that approved plan for additional points on our DWSRF grant application. We will be implementing some items as part of the new plan. Some of the projects will include locating and capping private wells, fencing and signage around all well houses, road signs identifying the wellhead protection area (N, S, E, W), and the possible purchase of a groundwater model for use in the schools. Grant funding is available for these items and will be pursued. We also get a credit for the \$2500 we already spent with F&V on this project. The grant will cover 50% of the ongoing work we need to do to keep our plan current. F&V will submit our grant application at no charge to the Village. There is a June deadline. **GRANGER:** Spring clean-up went well. There were only two missed locations. Granger came back and got one location. Our DPW removed the items from the other location due to the homeowner thinking they were coming back the next Saturday, so she didn't call earlier to let them know she was missed. DPW 30-yard dumpster discussion. There is concern among the board that if we had this big dumpster and cleaned up one resident's place due to blight, that everyone is going to want you to do it for them. The residents can call Granger and have large objects removed. If the DPW actually needs it that would be one thing. **Borden** explained that if we had a bigger dumpster we could clean up the larger items that the DPW needs to. The dumpster would be behind a fence and only accessible by the DPW. Having it there is not the problem. The use of the dumpster is the issue. Tabled. **GENERATORS:** The donated generator at the water tower is fully operational. The DPW installed a new battery

and replaced the fuel tank that had been removed. They used a barrel we had in storage at our DPW building so the only cost was for the new battery. Including labor and parts, we have less than \$300 invested in a brand-new generator with only one hour of run time on the meter. The value of the generator and the building is approximately \$25,000. Edmore Electric has given us a quote for a new generator at the DPW building. We will be seeking other quotes and may now consider a portable type of generator that can be set up at the DPW building and wired for automatic start-up if we lose power at the building. We would have the ability to quickly unplug the generator and transport it to other locations in town as needed as a back-up in case our generator fails at the main lift station. Discussion took place on a permanent generator versus portable generator. The board agrees that a portable generator would be a better idea. Borden will get quotes and bring them back to the board.

TREES AND PLANTER POTS: The pots have been placed downtown and Higbee Landscaping stated on 5-08-24 that he would begin his work in a week or two as he thought it was a bit too early for the flowers. The pots were placed in locations that would not interfere with car doors opening. We placed as many as possible in no parking areas and the rest were placed at locations between parking spaces.

SAFETY: We received a quote for a safety consulting group to come in and tour our facility and our work practices, etc. The fee for a one-day (partial day) tour and complete written review follow up was \$1300 plus mileage. The fee for a two-day inspection, including training for the DPW staff was \$2500 all-inclusive including the report, suggested changes, and mileage. Been contacting engineering firms to see if any of their safety directors would be willing to come here and inspect our operations at no cost to the Village.

SCADA: SUPERVISORY CONTROL AND DATA ACQUISITION: Andy and Borden met with two different companies providing SCADA controls. SCADA is a means of communication between all our infrastructure and the controls that operate and/or monitor the pumps, valves, floats, water tower water level, lift station levels and alarms, etc. With a full SCADA system in place, Andy and the DPW staff could monitor everything remotely and control pumps and valves remotely. With our current technology in place, the on-call DPW staff will get a notification that there is a problem at location x, y, or z, but the problem is not identified until our staff arrives on scene to assess the reason for the alarm. With a new SCADA system, the DPW will be able to tell the exact nature of the problem or reason for the alarm remotely and may even be able to correct the problem remotely. The SCADA would also help with reporting daily use levels, water flow, chlorine used, etc. Currently our staff drives to each location to record readings and/or observe daily. With SCADA in place, all the readings would be recorded automatically with no chance for human error while writing down and transferring information. We have a quote of \$118,000 from a reputable SCADA dealer in Michigan for a system wide SCADA application. We are awaiting a quote from another reputable company in the SCADA industry. We must use or have contracts in place for our ARPA funds by the end of 2024.

DWSRF: DRINKING WATER STATE REVOLVING FUND: We will be applying for this grant. This is the same \$10m dollar grant/loan opportunity we applied for last year. We scored 70 points on our application and communities with 85 or more received funding. Fleis and Vandenbrink have offered to re-apply on behalf of the Village at no cost to the Village. Applications are due in June. The project is the same, but our hope is this time around we will score significantly higher because we now have a Wellhead Protection Plan in place. Estimates from engineers and consultants in the water industry place the point value for a WHPP at 5-15 additional points on the DWSRF scoring.

- C. **PRESIDENTS: Gloria Burr:** Spring into Summer downtown went well. GET will be starting their First Friday's in June and hope all goes well for them and it's appreciated.
7. **TREASURER'S REPORT: Shirley Drain**
- A. **TREASURER'S REPORT & COMMENTS: Drain:** The books did not balance. The bank shows \$34.58 more than we do. We will find it. Cash balances look good. All ELF loans are current.
- B. **APPROVAL OF PAYMENT OF BILLS:** It was pointed out that thanks to the ongoing blight issue at 315 S. Fifth Street, we have used half of our budget for attorney fees already in 2 months. **Motion by McParland to pay the bills. Supported by Colburn. ROLL CALL VOTE: YES: Colburn, Griswold, Guild, McParland, Moore, Pierce, Burr. MOTION PASSED 7-0.**
8. **COMMITTEE REPORTS:** None.
9. **APPROVAL OF MINUTES:**
- A. **REGULAR COUNCIL MEETING APRIL 08, 2024: Motion by Moore to accept the April 08, 2024 minutes as printed. Supported by Griswold. VOICE VOTE: ALL YES: MOTION PASSED 7-0.**
10. **OLD BUSINESS**
- A. **CHRISTMAS DECORATIONS – REVIEW OPTIONS, CONSIDER GET REQUEST:** The wrong cost information was given to the board in April for the Christmas decorations. The Council approved \$3240 for a combination of wraps and decorations. The combined price is \$3888, not \$3240. Some discussion took place on the type of decoration to choose. **McParland moved to approve the corrected cost of \$3888 for 36 decorations and 36 wraps. Supported by Colburn. ROLL CALL VOTE: YES: Colburn, Griswold, Guild, McParland, Moore, Pierce, Burr. MOTION PASSED 7-0.** The Council also agreed to allow the GET committee to decide on the decoration only, to coincide with their downtown holiday theme, if allowed by the company with no price change.
- B. **DISCUSS WATER/SEWER SERVICE TO THE OLD HOSPITAL PROPERTY, HOME TOWNSHIP OFFICE, EDMORE FAMILY DENTISTRY:** The Health Department called a meeting of the 3 property owners served by the lift station. Present at the meeting were two Health Department officials, Jeff Dice (new property owner), Home Township (Supervisor and Clerk), Village of Edmore (Manager Borden and Trustee Guild). Dr. Kinser was not present. The Health Department stated that they would issue well and septic permits for all three properties but asked Borden to check with EGLE first. Borden contacted EGLE the next day and got an answer back from the Wastewater side. They (EGLE) have no input and they support the Health Department's decision. Borden has made multiple attempts to contact various individuals at EGLE on the Water Division side with no determination from EGLE as of 5-10-24. The Wastewater division made its decision within one day. No permits will be issued until we get a determination from EGLE – Water Division. Home Township applied for well and septic permits on or before May 2, 2024. This was done on their own initiative and not at the request of Borden. Borden notified Dr. Kinser of Home Township's permit requests for well and septic and asked what Dr. Kinser's intentions were. Still awaiting a response as of 5-10-24. Jeff Dice also applied for permits. We are waiting for EGLE. Once this is all finished, council will need approve to abandon all the lines and we would cap off the water and sewer.
- C. **CONSIDER DDA REQUEST TO INCREASE THE TAX CAPTURE FROM 60% TO 100%:** Matt Jordan and Kristen Callow were in attendance representing the DDA. **Jordan** presented to the board that without the tax capture increase there is not a lot of budget left over after the bills to improve the downtown. They would like to do more but cannot afford to.

Discussion took place on the plan the DDA has for downtown, and it was stated multiple times that they don't have enough money to do much of anything. **Drain** spoke up and explained in detail the DDA tax capture, how it works, and where it comes from. She also explained the budget and that the DDA has money in the bank but after budgeted expenses they do not have much useable money. More discussion took place on what a smaller percentage increase would do to help. If approved for a raise in the tax capture, the DDA will not receive those monies until 2025 due to the budget and all the steps needed to make it happen. **Jordan** spoke again stating that they want to do more to update downtown, but they just don't have the money. Discussion ensued on how bad downtown looks. **Callow** asked the board what they would like to see downtown to make it look nice. It was stated from the board that the buildings need cleaned up and the owners are not doing it. They don't even take care of the downtown sidewalks or trees in front of their businesses. More discussion took place and it's agreed something needs to be done. Discussion continued but it was just a circle of the same statements and answers between the DDA and the Council. **Motion by Guild to increase the DDA tax capture from 60% to 80%. Seconded by Colburn. ROLL CALL VOTE: YES: Colburn, Griswold, Guild, McParland, Moore, Pierce, Burr. MOTION PASSED 7-0.**

11. NEW BUSINESS

A. NEW STANDARD APPLICATION DISCUSSION AND CONSIDERATION: New Standard Edmore has requested for approval to transfer their license. They have restructured and the name on the license needs to change. **Motion by Colburn to approve the application to transfer New Standard Edmore's license to its affiliate entity, NS1.LLC. Supported by McParland. ROLL CALL VOTE: YES: Colburn, Griswold, Guild, McParland, Moore, Pierce, Burr. MOTION PASSED 7-0.**

B. FIRST FRIDAYS IN EDMORE – STREET CLOSURE REQUEST – JUNE 7, JULY 5, AUG 2: The GET group is requesting a street closure for their First Fridays in Edmore. Discussion took place and they see no problem. **Motion by Colburn to approve the street closure of Fourth Street from M-46 to Gilson Street on the following Fridays: June 7th, July 5th, and August 2nd, 2024 from 6pm to 9pm. Seconded by Griswold. VOICE VOTE: ALL YES: MOTION PASSED 7-0.**

C. DISCUSS STAFFING NEEDS/REQUEST FOR VILLAGE OFFICE: Discussion took place about the details. **Motion by Guild to begin the application process for a part-time Village office position for 24 hours per week at a wage of \$16 to \$20 per hour dependent on qualifications. Supported by Moore. ROLL CALL VOTE: YES: Colburn, Griswold, Guild, McParland, Moore, Pierce, Burr. MOTION PASSED 7-0.**

D. CONSIDER MONTCALM COUNTY ROAD COMMISSION PROPOSALS – ASPHALT OVERLAY: Andy contacted Montcalm County with a list of streets for consideration before our budget process began. We did not receive the proposals until long after the budget was approved due to the Road Commission not knowing what the purchase price for materials would be. Our cost is about 50%-60% of what we would have to pay if we hired a paving contractor. Some of the money will come out of local streets that was budgeted for chip seal. This overlay is replacing the chip seal we normally do. **Motion by McParland to approve the asphalt overlay as quoted for the 5 street contracts proposed by the Montcalm County Road Commission. Supported by Guild. ROLL CALL VOTE: YES: Colburn, Griswold, Guild, McParland, Moore, Pierce, Burr. MOTION PASSED 7-0.**

E. CONSIDER HUNTINGTON BANK'S REQUEST FOR ADA IMPROVEMENTS – SIDEWALK: Huntington Bank would like to make improvements/upgrades to their parking area and the

access to and from the bank to the parking lot. They plan to repave the parking lot and include ADA certified handicapped parking spots. They would also like to widen the sidewalk on the west side of the bank and improve the ramps in the sidewalk making for easier access for wheelchairs, etc. They would need to remove about 5'x6' of existing brick and replace it with concrete to meet all the ADA requirements. This is no cost to the Village. **Motion by Guild to accept Huntington Bank's ADA improvement request. Seconded by Colburn. ROLL CALL VOTE: YES: Colburn, Griswold, Guild, McParland, Moore, Pierce, Burr. MOTION PASSED 7-0.**

12. **PUBLIC COMMENTS:** None.

13. **COUNCIL COMMENTS:** **Griswold** asked when the paperwork needs to be done for this year's re-election. The forms can be picked up at the Home Township Office, with a June deadline.

14. **ADJOURNMENT:** **Motion by Colburn to adjourn. Supported by Moore. VOICE VOTE: ALL YES: MOTION PASSED 7-0.**

President Burr adjourned the meeting at 8:55 p.m.

Village President

Village Clerk

Approved for Publication

NEXT MEETING: June 10, 2024