

EDMORE VILLAGE COUNCIL
APPROVED JOURNAL OF MINUTES
APRIL 10, 2017

1. **CALL TO ORDER:** The regular session of the Village of Edmore Council was called to order on April 10, 2017 at 7:01 P.M. in the Curtis Community Building by **President Michael Kotenko**.
2. **ROLL CALL:** Members Present – **Kotenko, Ashbaugh, Burr, Davis, Deja, Hadley, Kohn**. Also present were: **Neil Rankin** – Village Manager, **Elaine Leak** – Village Treasurer, **Sergeant Steven Snyder** – Sheriff Deputy, **Autumn Lau** – Student Representative (arrived 7:10).
3. **PLEDGE OF ALLEGIANCE**
4. **APPROVAL OF AGENDA:** Motion by **Ashbaugh**, supported by **Davis**.
5. **PRESENTATION:** DDA Information packet presented to Council.
6. **PUBLIC COMMENTS:**
 - a. Mr. McCune - Asked about code/ordinance for manufacturing sites. Has spoken with Rails-To-Trails about planting trees between his property and the Sunrise Center. Campbell Industries had loose trash, thanks to Village for clearing area.
 - b. Mr. Macklin - There was no closing date published for the DDA Appointment process. He attended the Montrose Council Meeting to ask questions. Wants Ashbaugh to step down and be reappointed, sworn in legally.
 - c. Mrs. Drain - Asked if current DDA map is available. Questioned calculation of increasing water rates. Asked for cash balance for end of Fiscal Year 16-17. Questioned cost of Fire Withholding Program, and how that is affected by people with no insurance. Reminded Council to administer Oath of Office to new Village Clerk and DDA appointment.
 - d. Ms. Dodson - Asked about having Village Officer create a list of street lights that are burned out so they can be repaired.
 - e. Mr. Smith - Has issue with sidewalk on his property.
7. **STUDENT REPRESENTATIVE:** No report.
8. **POLICE REPORT:** Presented by **Sergeant Steven Snyder**. Report on file.
9. **FINANCE REPORT:** Two loans are up to date, one loan is delinquent. Report on file.

10. DPW REPORT:

- a. Spring Cemetery work has started.
- b. Leaf Vactor truck has been refurbished.
- c. Brush clean-up has started.
- d. May 16, 2017 will be the date of Spring Clean-Up.

11. CLERK REPORT:

- a. Minutes presented from the March 13, 2017 Regular Meeting for approval. Motion by **Deja** to approve as written, supported by **Hadley**. ROLL CALL VOTE: YES – **Ashbaugh, Burr, Davis, Deja, Hadley, Kohn, Kotenko.**
- b. Minutes presented from the February 27, 2017 Special Budget Meeting for approval. Motion by **Hadley** to approve minutes, supported by **Kohn**. ROLL CALL VOTE: YES - **Ashbaugh, Burr, Davis, Deja, Hadley, Kohn, Kotenko.**
- c. Letter of Resignation from Tracy Sanchez as Village Clerk. Motion by **Burr** to accept the resignation of Tracy Sanchez as Village Clerk, supported by **Hadley**. Discussion: She would still act as Deputy Village Clerk. ROLL CALL VOTE: YES - **Ashbaugh, Burr, Davis, Deja, Hadley, Kohn, Kotenko.**

12. TREASURER REPORT: Elaine Leak presented accounts balanced through February. Report on file.

- a. PAYMENT OF BILLS – Motion by **Deja** to approve payment of the presented bills, supported by **Davis**. ROLL CALL VOTE: YES - **Ashbaugh, Burr, Davis, Deja, Hadley, Kohn, Kotenko.**
- b. MORNING SUN SUBSCRIPTION: Question if this newspaper subscription is needed at the cost of \$405. Motion by **Burr** to discontinue our subscription to the Morning Sun newspaper, supported by **Ashbaugh**. ROLL CALL VOTE: YES - **Ashbaugh, Burr, Davis, Deja, Hadley, Kohn, Kotenko.**

13. MANAGER REPORT: Neil Rankin

- a. Chip Seal Coat Quote is \$1.95 per square yard from the Montcalm County Road Commission. DPW will identify conditions of streets and list those in need of new seal.
- b. DDA Meeting at 12:00 P.M. on Wednesday, April 12. Discussion of Bag Factory Project.
- c. Cemetery software is being updated.
- d. Some cemetery plantings are creeping into other plots. Need to prune and maintain plantings. Owners will be notified if there is a need to remove/move trees or bushes.

14. OLD BUSINESS: None.

15. NEW BUSINESS:

- a. Appointment of new Village Clerk – Motion by **Davis** to appoint Michelle Leak-Rensland as Village Clerk as recommended by President **Kotenko**, supported by **Hadley**. Discussion: Question if vote should be delayed one month to allow others to express interest. Opening was not posted or published. Handbook states the position is to be

filled by appointment of the President. ROLL CALL VOTE: YES - **Ashbaugh, Burr, Davis, Deja, Hadley, Kohn, Kotenko**. MOTION APPROVED. Oath of Office will be given at after meeting is adjourned.

- b. Water Rates – Motion by **Hadley** to increase water rates in 2017 by 7.3%, supported by **Deja**. Discussion: Predicted rate increases for years through 2023 were presented. Current rate is \$20.32. Increase this year will be \$1.19 per month equaling \$21.51. **Burr** – Rate was too high for repainting water tower, mixer not needed, work needed to be checked, and too much money has been wasted. **Davis** – Other contractor wanted money up front, this contractor takes monthly payments. **Rankin** – Rates will be evaluated each year, after 2023 it will only be a CPI increase. Rate setting also taking into account having gradual rate increases opposed to large one time increase or metered water readings. ROLL CALL VOTE: YES - **Ashbaugh, Davis, Deja, Hadley, Kotenko**; NO - **Burr, Kohn**. MOTION PASSES 5 – 2.
- c. Consumer's Energy Contract – Motion by **Hadley** to approve the contract with Consumer's Energy in the amount of \$4,494 for installation of services at the Bag Factory Project, supported by **Ashbaugh**. ROLL CALL VOTE: YES - **Ashbaugh, Davis, Deja, Hadley, Kohn, Kotenko**; NO – **Burr**. MOTION PASSES 6 – 1.
- d. DDA Appointment – Motion by **Ashbaugh** to accept the recommendation of Tony Maxfield to the DDA Board, supported by **Davis**. Discussion: This is filling the vacancy created by Dr. Smith's resignation. The term ends in 2017. **Deja** – Maxfield's application is only signed, Hunt provided more information. **Davis** – Both live out of town. **Burr** - DDA needs new faces and new ideas. **Kohn** – Maxfield has served previously. **Deja** – Should set deadline for applications in the future. ROLL CALL VOTE: YES - **Ashbaugh, Davis, Deja, Hadley, Kohn, Kotenko**; NO – **Burr**. MOTION PASSES 6 – 1.
- e. Set Public Hearing Date for Cross Connections Ordinance – Motion by **Hadley** to set the date of May 8th, 2017, 7 P.M. for a Public Hearing to repeal old ordinance #232 and discuss new ordinance 2017-1 concerning cross connections in the sewer system, supported by **Kohn**. Discussion: The DEQ set a deadline of June 2017 for this to be completed. ROLL CALL VOTE: YES - **Ashbaugh, Burr, Davis, Deja, Hadley, Kohn, Kotenko**. MOTION APPROVED.
- f. Fire Insurance Withholding Program Enrollment – Motion by **Kohn** to TABLE the Fire Insurance Withholding Program Enrollment decision, supported by **Deja**. Discussion: Allows Village to create an escrow account in the event of a personal property disaster. Up to 25% or \$12,262 of insurance money held until restoration/rebuilding work is correctly completed and approved by the building inspector. Program assists with property cleanup and bringing items up to code. ROLL CALL VOTE to TABLE: YES - **Ashbaugh, Burr, Davis, Deja, Hadley, Kohn, Kotenko**. MOTION APPROVED.
- g. Vactor Hose Purchase – Motion by **Burr** to approve payment for vactor hoses from Jack Doheny for \$2,345, supported by **Deja**. Discussion: Front hose and top hose need replacing. ROLL CALL VOTE: YES - **Ashbaugh, Burr, Davis, Deja, Hadley, Kohn, Kotenko**. MOTION APPROVED
- h. Clothing Allowance for Office Staff – Motion by **Burr** to NOT provide a clothing allowance for office staff, supported by **Ashbaugh**. Discussion: Personnel handbook has

been updated requiring business casual attire. Office staff members have requested \$250 allowance. **Ashbaugh** – Could give a one-time allowance due to new changes. **Kohn** – Staff is not wearing out clothes with their duties. **Deja** – Nurses do not receive clothing allowance, office staff should expect to dress more professionally. ROLL CALL VOTE: YES - **Burr, Davis, Deja, Kohn**; NO - **Ashbaugh, Hadley, Kotenko**. MOTION PASSES 4 – 3.

- i. Village Polo Shirts – Motion by **Ashbaugh** to approve the purchase of one polo shirt with embroidered village logo for each village employee, supported by **Davis**. Discussion: Your Custom Image has provided quote of \$210 (\$30 each). They have the logo built and stored on computer. Anyone may contact the company to have personal shirts made. ROLL CALL VOTE: YES - **Ashbaugh, Burr, Davis, Deja, Hadley, Kohn, Kotenko**. MOTION APPROVED.

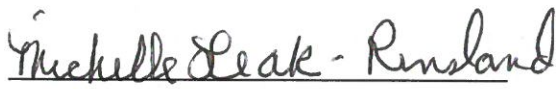
16. PUBLIC COMMENTS:

- a. Mr. McCune – Asked of status for Water Tower removal from Sunrise Center.
- b. Mr. Guild – Asked about ordinances about leaf raking.
- c. Mr. Harkness – Will village do a spring leaf pickup? Trailer Park dumps leaves in street which blow around.
- d. Mr. Leak – Wanted to be on DDA, but not approved by group. Be careful who is appointed, must be good fit.
- e. Mr. Smith – Asked about having an ordinance officer. Cannot get police officers to respond fast enough to deal with issues.
- f. Mr. Macklin – Voiced disapproval with DDA appointment. Does not feel council members have all needed information from Village Manager. Need to be more prepared for meetings.

17. COUNCIL COMMENTS:

- a. **Kohn** – Would like to see fund balances at end of every month. Elaine needs to work with Tracy to get information.

18. **MOTION TO ADJOURN:** Motion by **Deja** to adjourn the meeting at 9:05 P.M., supported by **Ashbaugh**. Approved Unanimously.


Village Clerk



Village President
Approved for Publication

NEXT MEETING: MONDAY, MAY 8, 2017, 7:00 P.M.