

**EDMORE VILLAGE COUNCIL
APPROVED JOURNAL OF MINUTES
January 8, 2018**

1. **CALL TO ORDER:** The regular session of the Village of Edmore Council was called to order on Monday, January 8, 2018, at 7:00 p.m. in the Curtis Community Building by **President Pro-Tem Aaron Hadley**.
2. **PLEDGE OF ALLEGIANCE**
3. **ROLL CALL:** Members Present –**Ashbaugh, Burr, Davis, Deja, Hadley, Kohn**. Members Absent – **Schuitema**. Also present were: **Elaine Leak** – Village Treasurer, **Michelle Leak-Rensland** – Village Clerk, **Neil Rankin** – Village Manager, **Floyd Gates** – Village Attorney, **Sergeant Steven Snyder** – Sheriff Deputy.
4. **APPROVAL OF AGENDA:** Motion by **Kohn** to accept the amended agenda changing the date from 2017 to 2018, supported by **Deja**. MOTION PASSES 6-0.
5. **PUBLIC COMMENTS:** None at this time.
6. **DEPARTMENTAL REPORTS:**
 - a. **POLICE REPORT:** Presented by **Sergeant Steven Snyder**. Report on file.
 - b. **FINANCE REPORT:** Report on file. Changing to new SIGMA system from the state, working out the bugs.
 - c. **DPW REPORT:** Snow removal, refurbishing picnic tables, completed water assessment program from DEQ, Tim earned water certification S3/D3.
 - d. **CLERK REPORT:** No report.
 - e. **TREASURER REPORT:** **Elaine Leak** presented accounts balanced through November. Report on file.
7. **COMMITTEE REPORTS**
 - a. **ORDINANCE:** Revised Fence Ordinance. Changed fence heights by 1 ft. Added “previous fences” clause to section 11. Couldn’t find ordinance posted on village website.
 - b. **PERSONNEL:** No report.
8. **MANAGER REPORT: Neil Rankin**
 - a. Tracey unable to complete Fiscal reports due to changing over to SIGMA system.
 - b. Run Water Advisory has been published.
 - c. Will be attending the MME conference at the end of January.
9. **APPOINTMENT:** Postponed until President returns.

10. OLD BUSINESS:

- a. ADOPTION OF FENCE ORDINANCE 2017-6 – Motion by **Deja** to adopt the fence ordinance 2017-6, supported by **Burr**. Discussion: **Kohn** – Wondered about the fence on Brown Street being on public property. **Hadley** – Owner has property on both sides of an unbuilt alley way. **Kohn** – Are there any fences posing a safety issue? **Deja** – Issues like right of way and obstruction of vision come from the state level. Fences must meet these standards. **Davis** – Fence on Brown Street to be used for marijuana grow? Poles are installed but leaning. **Rankin** – Previous ordinance didn't address, will have to look at individual cases and work for compliance. Any fences in violation of location, clearance, or material will need to be removed. Letters will be sent from zoning manager. **Hadley** – New ordinance addresses the issue of maintenance. ROLL CALL VOTE: YES - **Ashbaugh, Burr, Davis, Deja, Hadley, Kohn**. MOTION PASSES 6-0.

11. NEW BUSINESS:

- a. MEETING MINUTES – Minutes presented from the December 11, 2017, Regular Meeting for approval. Motion by **Ashbaugh** to accept with corrections, supported by **Burr**. **Davis** questioned possible conflict of interest with Christmas Bonus vote. ROLL CALL VOTE: YES - **Ashbaugh, Burr, Deja, Hadley, Kohn**. NO – **Davis**. MOTION PASSES 5-1.
- b. PAYMENT OF BILLS – Motion by **Deja** to approve payment of the presented bills, supported by **Burr**. VOTE POSTPONED UNTIL LATER IN THE MEETING.
- c. 2018 MEETING DATES – Motion by **Kohn** to approve the dates for Council Meetings in 2018, supported by **Davis**. ROLL CALL VOTE: YES - **Ashbaugh, Burr, Davis, Deja, Hadley, Kohn**. MOTION PASSES 6-0.
- d. DDA APPOINTMENTS – Motion by **Davis** to reappoint Adgate, Maxfield, and Randall to the DDA Board for 4-year terms ending in 2022, supported by **Ashbaugh**. Discussion: Will approve leadership positions next month. ROLL CALL VOTE: YES - **Ashbaugh, Burr, Davis, Deja, Hadley, Kohn**. MOTION PASSES 6-0.
- e. DDA DIRECTOR/MARKETPLACE MANAGER POSITION – Motion by **Davis** to create the position of DDA Director and Marketplace Manager, supported by **Ashbaugh**. Discussion: Would like to hire a part-time person to organize Marketplace, work with downtown businesses through the DDA, and pursue grants to benefit the village. **Deja** – How was this position already posted online when Council has not approved? **Rankin** – It was not posted by anyone in the office. The posting is connected to Eagle Realty. **Davis** – We have to approve job before posting. **Kohn** – Adgate moved too fast. **Burr** – Someone needs to speak to Rich (Adgate). **Deja** – Adgate should be made aware of Council concerns to prevent these events in the future. **Kohn** – Budget? **Rankin** – \$15–20/hour, 20–30 hours/week, no benefits at this time. **Kohn** – This is included as part of DDA budget. **Hadley** – Would DDA Personnel committee work with Council Personnel committee? **Rankin** – Committees should work independently, Manager would answer to DDA. Council will approve the hire and contract language. **Burr** – When will Marketplace be ready? **Rankin** – Have occupancy permit, searching for vendors. Want to move quickly to be ready for Spring. Person hired will be the contact point for people wanting Marketplace information. ROLL CALL VOTE: YES - **Ashbaugh, Davis, Deja, Hadley, Kohn**. NO – **Burr**. MOTION PASSES 5-1.
- f. LEASE OF CURTIS OFFICE – Motion by **Kohn** to approve lease agreement with Nita Curtis committee for the Village Office as printed, supported by **Deja**. Discussion: **Davis** – Concerned

- about use of copier and office supplies, entry into office (clause 10). They are separate entity from the Village. **Rankin** – Have spoken to chairperson about entry. Codes are changed as needed to ensure safety and security. This is our chance to change wording, could clarify role as tenant and landlord. **Ashbaugh** – Village does not pay rent, \$300 is to offset utility costs. **Kohn** – They should not have access to the office. **Leak-Rensland** – Have seen contracts that give landlord right of inspection with 24-48-hour notice, unless in case of emergency. The scheduled appointments take place during business hours. **Rankin** – Could rewrite clause 10 to revise landlord access to include scheduled appointments and state that use of supplies is for village business only. Appointments for scheduled maintenance also. **Kohn** – Add phrase “for security of office contents” to first sentence. **Rankin** – At current time, only village staff has access code. They do have some documents stored in vault. They use our office as they are organizing Curtis accounts and information. **Hadley** – How do we proceed? **Kohn** – Rankin needs to address issues and modification of clause 10 with landlord. **Davis** – Also question clause 5. Girls in office handle leasing of hall and money collection. **Rankin** – Laura is paid by Nita Curtis for cleaning responsibilities. **Ashbaugh** – Those duties are in exchange for low monthly fee. **Kohn** *withdraws motion, will revisit revised contract in February.*
- g. **INDUSTRIAL DRIVE LIGHTING** – Motion by Ashbaugh to replace all 14 fixtures with LED lighting at the cost of \$5460, supported by Deja. Discussion: Three options from Edmore Electric. LED option lasts longer (approximately 5 years) and involves less labor. **Hadley** – Can replace all now or can replace as needed down the line. **Kohn** – Changing now is best of 3 options. **Deja** – Montabella has replaced all with LED lighting and is seeing savings. **ROLL CALL VOTE: YES - Ashbaugh, Burr, Davis, Deja, Hadley, Kohn. MOTION PASSES 6-0.**
- h. **PAYMENT OF BILLS (cont.)** – Discussion: **Burr** – Question about bill concerning water tower. **Rankin** – That is the maintenance fee, prepayment for next water tower repainting in 10 years. **Burr** – Cost of electricity for Marketplace is \$600? **Rankin** – Heat was up as contractors finished work, now set to 52 degrees. **Burr** – Another check written to Rankin, would like to see reason in check register. **ROLL CALL VOTE: YES - Ashbaugh, Davis, Deja, Hadley, Kohn. NO - Burr. MOTION PASSES 5-1.**
- i. **CLOSED SESSION** – Motion by **Ashbaugh** to move to Closed Session to discuss pending litigation with attorney Floyd Gates, supported by **Kohn**. **MOTION PASSES 6-0.**
COUNCIL ENTERED CLOSED SESSION AT 8:25 P.M.
COUNCIL RETURNED TO OPEN SESSION AT 9:06 P.M.

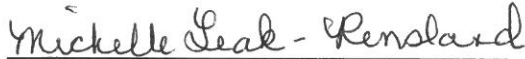
12. PUBLIC COMMENTS:

- a. Ms. Monroe submitted packet to council members concerning her fence project. Contained communications with Rankin and documents from county. She cannot complete her construction until spring, but will be putting up her fence as previously planned.
- b. Ms. Dodson asked where Glenn Curtis committees make copies. This has never been a problem with Nita Curtis in the past. Also, when Kotenko was Village President, he stated Burr should be reimbursed for MML training.
- c. Mr. Leak stated that the council should approach local people with background in business/electronics situations to get more information and opinions.

13. COUNCIL COMMENTS:

- a. **Ashbaugh** – Town looks good.
- b. **Burr** – Concern about snow removal in downtown. Would like DDA to look at 243-88, states that individual businesses are responsible.

14. MOTION TO ADJOURN: **Hadley** adjourned the meeting at 9:20 p.m.



Village Clerk



Village President

Approved for Publication

NEXT MEETING: Monday, February 12, 2018, at 7:00 P.M.

Council Meeting Dates for 2018:

- March 12, 2018
- April 9, 2018
- May 14, 2018
- June 11, 2018
- July 9, 2018
- August 13, 2018
- September 10, 2018
- October 8, 2018
- November 12, 2018
- December 10, 2018
- January 14, 2019
- February 11, 2019