# EDWARDSBURG VILLAGE COUNCIL MINUTES

**April 20, 2020**

The meeting of the Edwardsburg Village Council was called to order at 7:00 pm by President Scott Mackling, those in attendance were Paula Ralph (Clerk), Lisa Withers (Treasurer) and Trustees Debb Martin, Dennis Peak, Terry Bidwell, Jay Penny, Laura Hughes and Kellen VanHulle. The meeting was held via Zoom.

**Approval of Agenda:** Motion made by Bidwell, seconded by VanHulle to approve the agenda. Roll call vote. All in favor. Motion carried.

**Public Comments:** County Commissioner Roseann Marchetti provided the board with topics of interest within the county. A complete transcript of the minutes can be found at www.casscountymi.org.

**Approval of Minutes:** Motion made by Bidwell, seconded by VanHule to approve the minutes of the 3/16/2020 Regular board meeting. Roll call vote. All in favor. Motion carried.

**Approval of Revenue/Expenditure Report:** Motion made by VanHulle, seconded by Hughes to approve the Revenue/Expenditure Report for the period of 04/01/19 to 3/31/2020 as presented. Roll call vote. All in favor. Motion carried.

**Approval of Check Register Report:** Motion made by Peak, seconded by Bidwell to approve the Check Register Report checks #33923-33990. Roll call vote. All in favor. Motion carried.

**Treasurer's Report:** The March 2020 (unaudited) report indicated that for the month receipts totaled $88,695.92, and the status of the certificates of deposit and savings accounts.

## UNFINISHED BUSINESS

## COMMITTEE REPORTS

**Presidents Report:** None

**Cemetery Board:** None

**Enforcement Officer/Zoning Administrator:** Dawn Bolock gave an update on current and previous violations, what has been done and what further action is being taken.

**Building/Electrical/Plumbing/Mechanical Reports:** None

**Police Board:** Representative VanHulle provided the statistics for the month of March 2020 within the village, they are as follows: Calls for Service totaled 161, total Traffic Crashes 3. A complete transcript of the police board minutes can be found at www.edwardsburg.net

**Ambulance Board:** Representative Hughes provided the Agency Activity Summary report for the month of March 2020. Total number of incidents was 119. Edwardsburg 23, Ontwa 31, Mason 2, Jefferson 3, Calvin 1, Porter 1, Dowagiac 32, Cassopolis 3, Howard Twp. 1, City of Niles 22. A complete transcript of the ambulance board minutes can be found at www.edwardsburgambulance.org

**Fire Board:** None

**Parks Administrator:** None

**Water Commissioner:** Motion made by Hughes, supported by Bidwell to pay $1,475.00 to Peerless for installation of new EZ Touch HMI at the well field (591-553-930). Roll call vote. All in favor. Motion carried.

Motion made by Peak, supported by Bidwell to pay $500.00 to Tyler Technologies for software migration to new pc (101-104-970 & 591-205-977). Roll call vote. All in favor. Motion carried.

Motion made by Hughes, supported by Martin to pay $418.57 to South Bend Tribune to publish Ordinance 2020-01 (101-215-900). Roll call vote. All in favor. Motion carried.

**Street Administrator:** None

**Building & Grounds:** None

**Equipment Supervisor:** None

**Recycling/Refuse Administrator:** None

**Planning Commission:** Will meet via Zoom on Tuesday, April 28, 2020

**Chamber of Commerce:** None

## NEW BUSINESS

**Treasurer-Delinquent Water/Refuse Assessments:** Treasurer Withers presented the council with a list of delinquent accounts to be put on the village tax bills for 2020.

**Adopt Resolution #2020-02 Establishing A Public Hearing Regarding Special Assessments:** President Mackling read Village Council Resolution No. 2020-02 (Appendix A). Motion made by Bidwell, supported by VanHulle to adopt Resolution No. 2020-02. Roll call vote. All in favor. Motion carried.

**Adopt Resolution #2020-03 Category B Grant:** President Mackling read Village Council Resolution No. 2020-03 (Appendix B). Motion made by Bidwell, supported by Peak to adopt Resolution No. 2020-03. Roll call vote. All in favor. Motion carried.

**Open Account at GW Jones:** Motion made by VanHulle, supported by Hughes to open a checking account with G.W. Jones. Treasurer Lisa Withers and Clerk Paula Ralph will be listed on the signature card. Roll call vote. All in favor. Motion carried.

**Annual Exemption to PA 152:** Motion made by Hughes, seconded by Bidwell to exercise the right to opt out of the PA 152. Roll call vote. All in favor. Motion carried.

**Budget Amendments 2020-2021 Fiscal Year:** Motion made by VanHulle, seconded by Bidwell to adopt the budget amendments dated 4/20/2020. Roll call vote. All in favor. Motion carried.

**Adjournment:** With no objection President Mackling adjourned the meeting at 7:48 p.m.

**ANNOUNCEMENTS:**

- **Next board meeting will be on Monday, May 18, 2020 at 7:00 p.m.**

Respectfully submitted,

Paula S. Ralph, Clerk
Village of Edwardsburg

**Appendix A**

**RESOLUTION NUMBER 2020-02**
**RESOLUTION TO CONFIRM SPECIAL ASSESSMENTS**

**A RESOLUTION BY THE VILLAGE COUNCIL OF THE VILLAGE OF EDWARDSBURG ESTABLISHING A PUBLIC HEARING TO CONFIRM AN ASSESSMENT ROLL FOR DELINQUENT BILLS PAYABLE TO THE VILLAGE FOR MISCELLANEOUS SERVICES PROVIDED**

**WHEREAS,** the Village Council of the Village of Edwardsburg provides various miscellaneous services to certain residents and property owners on a cost fee basis; and,

**WHEREAS,** certain Village Ordinances give the Village authority to special assess the monies not provided for the special services rendered; and,

**WHEREAS,** said Ordinance further provides that any collection charges remaining delinquent for a period of six (6) months or more shall be specially assessed against said premises; and,

**WHEREAS,** the Village Council of the Village of Edwardsburg has been provided by its Treasurer, a listing of the properties subject to lien by virtue of delinquent charges of six (6) months or more, including applicable penalties; and,

**WHEREAS,** the Village Treasurer has reported such delinquencies to the Village Council as a proposed special assessment roll, which roll has been filed with the Office of the Village Clerk; and,

**NOW, THEREFORE, BE IT RESOLVED** that a public hearing to confirm the assessment roll shall be held on Monday, the 18th of May 2020 at 7:15 pm to meet, review, and hear any objections to the assessment roll; and,

**BE IT FURTHER RESOLVED** that notice of said hearing and the filing of said roll shall be given to each record owner of, or part in interest in, property to be assessed whose name appears upon addressed to the record owner or party in interest at the address shown on the tax roll at least ten (10) days before the date of the hearing.

**BE IT FURTHER RESOLVED** that said notice shall also be published once in a newspaper of general circulation within the Village. The publication shall be at least ten (10) days before the date of the hearing.

Resolved this 20th day of April 2020.

Scott Mackling, Village President

Paula S. Ralph, Village Clerk

## Appendix B

## Village Of Edwardsburg
## RESOLUTION NO. 2020-03

A RESOLUTION TO ESTABLISH A REQUEST FOR FUNDING, DESIGNATE AN AGENT, ATTEST TO THE EXISTENCE OF FUNDS AND COMMIT TO IMPLEMENTING A MAINTENANCE PROGRAM FOR RESURFACING OF ELKHART ROAD FUNDED BY THE TRANSPORTATION ECONOMIC DEVELOPMENT FUND CATEGORY B PROGRAM.

WHERAS, the Village of Edwardsburg is applying for $59,000.00 in funding through MDOT from the Transportation Economic Development Category B Program to construct resurfacing on Elkhart Road.

WHEREAS, MDOT requires a formal commitment from the public agency that will be receiving these funds and will be implementing and maintaining these infrastructure projects.

NOW, THEREFORE, BE IT RESOLVED THAT, the Village has authorized Paula S. Ralph, Clerk, to act as agent on behalf of the Village to request Transportation Economic Development Fund Category B Program funding, to act as the applicant's agent during the project development, and to sign a project agreement upon receipt of a funding award.

BE IT FURTHER RESOLVED THAT, the Village attests to the existence of, and commits to, providing at least $59,000.00 toward the construction costs of the project(s), and all costs for design, permit fees, administration costs, and cost overruns.

BE IT FURTHER RESOLVED THAT, the Village commits to owning operating, funding and implementing a maintenance program over the design life of the facilities constructed with Transportation Economic Development Fund Category B Program funding.

**ADOPTED THE 20TH DAY OF APRIL 2020**

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| Paula S. Ralph<br>Village Clerk | Scott Mackling<br>Village President |