

1 MINUTES

2 Regular Meeting of the Elberta Village Council

3 401 First St (Community Building) Elberta

4 April 20, 2017

5 7:00 PM

6
7 Call to Order at 7:01 pm by President Pro Tempore O'Dwyer

8 Roll Call. Present: Joyce Gatrell, Ken Holmes, Holly O'Dwyer, Bill Soper. One Vacancy

9 Motion by Gatrell, supported by Soper, to approve Minutes of March 16, 2017 Regular Council
10 Meeting as amended. All Ayes. Motion Carried

11 Motion by Soper, supported by Holmes to approve Agenda as presented. All Ayes. Motion
12 Carried.

13 No conflict of interest was stated.

14 Correspondence from Frankfort-Elberta Athletic Association was added to agenda as item 10.

15 No Public Comment on agenda items was offered

16 Approval of Bills. Motion by Soper, supported by Gatrell to approve bills. All Ayes. Motion
17 Carried.

18 Financial Report was received.

19 New Business

- 20 1. Cross Connection Control Ordinance and Plan updates were presented with Scott
21 Conradson, DEQ district engineer feedback.
- 22 a. Ordinance: Motion by Soper, supported by Gatrell to adopt April 2017
23 amendment to Village Ordinance No. 32. All Ayes. Motion Carried.
- 24 b. Program: Motion by Soper, supported by Gatrell to adopt the Village of Elberta
25 revised Cross Connection Control Program. All Ayes. Motion Carried.
- 26 2. The Elberta Planning Commission received a proposal from Networks Northwest to
27 assist with the creation of a resident survey, public meeting, and updates to the Elberta
28 Master Plan. Motion by Holmes, supported by Gatrell to accept the proposal from
29 Networks Northwest and approve a budget amendment for the Planning Commission to
30 update the Village Master Plan. Roll call: Gatrell - Aye, Holmes - Aye, O'Dwyer - Aye,
31 Soper - Aye. Motion Carried.
- 32 3. Council approved use of Community Building by the M-22 Scenic Byways Committee
33 for Manistee and Benzie County for a public meeting to be held in August or September
34 2017.
- 35 4. Anderson briefed the Council on the status of the Water and Sewer Projects. The Sewer
36 project is out for bid. A pre-bid conference was held on April 20th. Sealed bids are due
37 and will be opened May 11th. The Water Project is being held up by the property rights
38 discussions with Sand Products. A proposal was presented from Sand Products to
39 transfer the entire parcel to the Village and have the Village grant back usage rights to the
40 access road. The Council was amenable to Sand Products' proposal, but will vote on it
41 when the draft deed and easement conveyance language is before them.
- 42 5. Ordinances No 20, 21 & 26 were discussed. Council agreed that the priority for
43 Ordinance enforcement is the Junk Ordinance, No 26. Council opened up discussion on
44 the approach to updating the aforementioned ordinances to include the community
45 members present at the meeting. Robin Rommell offered that Ordinance No 20, the Civil

1 Infraction Ordinance should be addressed first in order to facilitate the enforcement of the
2 other ordinances in question. No actions were assigned or decision made.

- 3 6. Flowers for Village Gardens. Sue Oseland proposed that she would lead/organize
4 volunteers to plant flowers and maintain the Bell Tower garden, Penfold Park
5 Community Garden, and the raised bed at the "duck's head." if the Village would
6 purchase flowers. Motion by Holmes, supported by Gatrell for the Village to add a
7 community beautification budget line item and appropriate \$200 for it. Roll call: Gatrell
8 - Aye, Holmes - Aye, O'Dwyer - Aye, Soper - Aye. Motion Carried.
- 9 7. A proposal was received from Robin Rommell requesting to rent the Elberta Life Saving
10 Station on May 13, 2017 at the graduation promotional rate for a family memorial.
11 Motion by Soper, supported by Gatrell to approve the special rental to Rommell. All
12 eyes. Motion carried.
- 13 8. Facility Rentals - President Pro-tem O'Dwyer proposed updates to the Village Facility
14 Rental Application by changing the facility rental rate for the Community Building to
15 \$100 and adding a 25% discount for Village residents for rental of the Community
16 Building, Penfold Park Pavilion, Waterfront Part Pavilion, or Waterfront Park Band
17 Shell. Motion by Soper, supported by Gatrell to approve the proposed changes to the
18 Facility Rental Application. All ayes. Motion carried.
- 19 9. Village e-mail. President Pro-tem O'Dwyer would like to see a policy regarding e-mails.
20 A draft e-mail policy will be on the May Regular Council Meeting agenda.
- 21 10. The Frankfort-Elberta Athletic Association requested the Village enter into a three-year
22 contract for the FEAA to maintain Lockhart Field Complex (in Frankfort) and the Elberta
23 Softball Field (east end of First Street in Elberta). Motion by Holmes, supported by
24 Gatrell for the Village to enter into a three-year contract with the FEAA at \$500 per year.
25 All ayes. Motion Carried.
- 26 11. The ELSS manager has received a request to rent the ELSS for the Fourth of July this
27 year. A discussion was held, and the Council had no objection to renting the ELSS to a
28 private party on the holiday.
- 29 12. Trees. Trustee Holmes brought up that many trees had been removed from the Village
30 street right-of-ways in the past few years, but new trees had not been planted. Discussion
31 was held, and action assigned to the DPW to look into planting new trees.

32 Reports to Council

33 County Commissioner – Sauer. The Maples will start moving patients into the new
34 section this spring. The County has signed a contract for a medical examiner. The
35 County will lease a room at the Jowett Funeral Home for the ME to perform autopsies.
36 The County has received scrap tire grant; expect scrap tire collection to be added to the
37 scheduled household hazardous waste clean-up events in Benzie County.

38 DPW – Pritchard. Written report was submitted. The old mower isn't starting, and
39 authorization was given by Council consensus vote for the DPW to purchase a new
40 mower. The funds for the new mower have already been appropriated and budgeted for
41 this year.

42 Planning Commission - Holmes . Written report submitted

43 Parks & Recreation Commission - Soper. Written report submitted.

44 BFA - O'Dwyer. No report

45 BLUA/Fire Board/Water Committee - Holmes & Gatrell. Written water committee
46 report was submitted

- 1 Personnel Committee - Rommell. Written report submitted.
2 Building Committee – Soper. No report
3 Zoning Administrator/Code Enforcement Officer report - Tanner. No report
4 Announcements - The Village Office will commence renovations on May 1st. the Office staff
5 will be working out of the east bay in the Village Garage. The dropbox in the door of the Village
6 office will remain secure and be checked regularly.
7 Public Comment was offered.
8 Jim Barnes informed the Council that he is seeking to purchase the property currently
9 occupied by Bay Shore Tires, however, it is considered a "facility" by the DEQ and will require
10 an environmental assessment. He expressed an intention to seek the Village's support in getting
11 DEQ or EPA funds for the environmental studies.
12 Sue Oseland let people know that the Elberta Farmers Market will be starting on May
13 18th. She asked the Council to ensure Penfold Park was mowed in preparation for opening day.
14 Motion by Holmes, supported by Soper to adjourn. All Ayes. Meeting adjourned at 8:40 pm.



Catherine M. Anderson
Village Clerk

Approved May 18, 2017