

1 MINUTES

2 Regular Meeting of the Elberta Village Council  
3 1120 Furnace Ave (Elberta Life Saving Station) Elberta  
4 November 17, 2016  
5 7:00 PM  
6

7 Call to Order at 7:05 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 Soper, supported by Gatrell, to approve Minutes of October 20, 2016 Regular Council  
10 Meeting as amended. All Ayes. Motion Carried

11 Motion by Soper, supported by Gatrell, to approve October 20, 2016 Minutes for the Zoning  
12 Board of Appeals. All Ayes Motion Carried.

13 Motion by Soper, supported by Gatrell to approve Agenda as amended. All Ayes. Motion  
14 Carried.

15 No conflict of interest was stated.

16 Correspondence: A response was received from the Village attorney regarding questions on the  
17 resignation of the clerk and the special meeting held on October 1, 2016. No procedural or legal  
18 issues were found.

19 No Public Comment on agenda items was offered.

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

22 Financial Report was received.

23 Old Business

- 24 1. Noise Ordinance. Holmes is still working on it. Issue will be revisited at the December  
25 Regular Council Meeting

26 Agenda

- 27 1. President Pro-Tempore. The Village Council will appoint one of the trustees as President  
28 Pro-Tempore at the December Regular Council meeting in accordance with GLV Section  
29 65.3
- 30 2. Signature Authorization. Motion by Gatrell, supported by Soper to give Trustee Holmes  
31 signature authority for the Village Accounts at Sate Savings bank.
- 32 3. Planning Commission Recording Secretary. Motion by Soper, supported by Holmes to  
33 appoint the Village Clerk as the Recording Secretary for the Planning Commission per  
34 the job description and compensation discussed, until the Planning Commission shall  
35 elect a Secretary from among its members. Roll Call: Gatrell - Aye, Holmes - Aye,  
36 O'Dwyer - Aye, Soper - Aye. Motion carried.
- 37 4. DPW Water Training. Motion by Gatrell, supported by Soper to allow DPW  
38 Superintendent Bonney to attend the Hach Water Analysis Workshop on November 29,  
39 2016 in Cadillac, MI. Bonney to be compensated for six hours straight time for travel  
40 and class attendance. Trustee Soper to discuss the need for the Pocket Colorimeter II Kit

1 with Mr. Bonney. Roll Call: Gatrell - Aye, Holmes - Aye, O'Dwyer - Aye, Soper - Aye.  
2 Motion carried.

- 3 5. DOW Grant Request. Ms. Oseland, the Elberta Farmers Market Manager, reviewed the  
4 circumstances around and grant request to the Herbert H. and Barbara C. Dow  
5 Foundation for grading the drive in Penfold Park.
- 6 6. Sewer Rate Resolution. Motion by Soper, supported by Gatrell to affirm and continue  
7 the existing Sewer rates. All Ayes. Motion Carried.
- 8 7. P&R Membership and Officers. Motion by Gatrell, supported by Holmes to affirm the  
9 Parks and Recreation appointments for membership and officers. All Ayes. Motion  
10 Carried.
- 11 8. Timeclock. Motion by Gatrell, supported by Holmes to order a timeclock for Village  
12 employees to "punch in and out". Trustee Soper will install. All Ayes. Motion Carried.  
13 Motion by Gatrell, supported by Holmes to adopt Village Policy 2016-004 Time Card  
14 Policy and Procedures For Employees and Village Officials (Clerk and Treasurer). All  
15 Ayes. Policy Adopted.
- 16 9. Village Policy 2014-003. President Pro-tem O'Dwyer pointed out that the existing policy  
17 2014-003 includes a No Smoking in Village Vehicles provision. Said policy was  
18 received by and acknowledged by the Village employees at the time it was enacted.
- 19 10. Pure Michigan Byway. MDOT designated M-22 in Manistee and Benzie County a Pure  
20 Michigan Byway on October 6, 2016. The Council designated Cathy Anderson represent  
21 Elberta at a Lakes to Land goal setting meeting on November 29, 2016 at Blaine Twp  
22 Hall.
- 23 11. Policy 2014-005. The President Pro-Tem reviewed the existing overtime policy and  
24 pointed out that in approving time sheets she will do so with strict adherence to the  
25 existing Village Policies.

26 Reports to Council

27 County Commissioner – Sauer. The Maples Occupancy Permit has been issued. the  
28 County Board of Commissioners will meet on the first and third Tuesday in December.  
29 The Veteran's Day ceremony at the Veteran's Memorial was very well attended.

30 DPW – Bonney. No report submitted.

31 Planning Commission - Verbal report from Holmes. A public hearing regarding the  
32 Cabbage Shed Special Use Permit application is scheduled for the December 6, 2016.

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

34 BFA - O'Dwyer. No meeting this month.

35 BLUA/Fire Board/Water Committee - Holmes & Gatrell. Verbal report that all is going  
36 well at BLUA

37 Building Committee – Soper. R. Thorsen will be back working on the ELSS next week,  
38 he'll be insulating the crawl space and repairing the dumpster fence door. The  
39 Community Building front door has been replaced. The Amphitheater is about finished  
40 being painted. ELSS lights need to be addressed.

- 1 Zoning Administrator/Code Enforcement Officer report - Tanner. No report
- 2 Announcements: The Benzie County Master Plan is available for review at the Networks
- 3 Northwest website: <http://www.nwm.org>
- 4 Public Comment was received.
- 5 S. Oseland commended Jason Soderquist for the fine job he is doing painting the
- 6 amphitheater.
- 7 Motion by Soper, supported by Gatrell to adjourn. All Ayes. Meeting adjourned at 8:05

Catherine M. Anderson  
Village Clerk