

MINUTES

Regular Meeting of the Elberta Village Council  
401 First St (Community Building) Elberta  
October 19, 2017  
7:00 PM

Call to Order at 7:03 pm by President Pro Tempore O'Dwyer

Pledge of allegiance

Roll Call. Present: Ken Holmes, Holly O'Dwyer, Bill Soper, Joyce Gatrell. Absent: None. One Vacancy

Motion by Soper, seconded by Gatrell, to approve Minutes of September 21, 2017 Regular Council Meeting as amended. All Ayes. Motion Carried

Motion by Soper, seconded by Holmes to approve Agenda as amended. All Ayes. Motion Carried.

No conflict of interest was stated.

**Correspondence:**

Jon & Sue Keillor: written letter of support for Art Moseler's project was read.

Art & Joan Moseler: letter of pertaining to Moseler project was read.

**Public Input:** none.

**Approval of Bills.** Motion by Holmes, seconded by Gatrell to approve bills. All Ayes. Motion Carried.

**Financial Report** was received. O'Dwyer asked about the Repairs and Maintenance line item in the water fund being over budget.

**Old Business**

1. ELSS Manager Contract - Discussion took place regarding the ELSS Manager contract.
2. Acre Street (legal recommendation) - O'Dwyer read proposed non-exclusive license agreement regarding Art Moseler's project. Gatrell asked what information was provided to the attorney. Further discussion took place.  
Motion by Holmes, seconded by Gatrell to offer the non-exclusive license agreement to the Moseler's for use of the undeveloped section of Acre St. east of M-22.  
Roll Call. Ayes - Soper, Gatrell, Holmes, O'Dwyer. Nays - none. Motion carried.
3. Rotary Charities Grant Status - the Village Clerk discussed the status of the grant application.
4. Sewer Draw (September 21st) - Procedure approving the September 21st sewer draw was discussed.  
Motion by Soper, seconded by Holmes. Roll Call. Ayes - Soper, Gatrell, Holmes, O'Dwyer. Nays - none. Motion carried.
5. Recreation Plan Change - Proposed changes to the Recreation Plan were discussed.  
Motion by Soper, seconded by Holmes to adopt the changes to the Village Recreation Plan as proposed by the Parks & Recreation Committee. All ayes. Motion carried.

- 1       6. **Charlie Thompson** - Holmes discussed Thompson's letter of interest to fill the vacancy
- 2       of Village President. Asked that he be contacted to determine if he still interested.
- 3       7. **Frank Post** - County Emergency Management Coordinator discussed FEMA update to
- 4       the coastal flooding map.

5       **New Business**

- 6       1. Clerk/Treasurer Responsibilities - personnel coordinator read letter concerning the
- 7       process of reviewing the roles of Village Treasurer and Clerk. Personnel Committee
- 8       recommended the new job description/duties be used in advertising and hiring, as a
- 9       guided for new hires, and to perform 90-day, 180-day, and annual performance reviews.
- 10      Motion by Soper, seconded by Holmes to approve the newly updated responsibilities of
- 11      Village Clerk and Treasurer as recommended by the Personnel Committee. Ayes -
- 12      Soper, Gatrell, Holmes, O'Dwyer. Nays - none. Motion carried.
- 13      2. 2018 Deficit Elimination Plan
- 14      Motion by Soper, seconded by Holmes to approve the 2017 Deficit Elimination Plan.
- 15      Ayes - Soper, Gatrell, Holmes, O'Dwyer. Nays - none. Motion carried.
- 16      3. Sewer Draw Approval - Ken Mlcek from Fleis & Vandenbrink discussed the status of the
- 17      sewer project.
- 18      Motion by Holmes, seconded by Gatrell to approve sewer draw #5. Roll call. All ayes.
- 19      motion carried.
- 20      Discussion took place regarding additional pump station improvements (items 6-9).
- 21      Motion by Holmes, and seconded by Soper to approve pump station improvements 6-9.
- 22      Roll call. All ayes. Motion carried.
- 23      4. Elberta Beach Legal Recommendation - O'Dwyer read recommendation from Village
- 24      legal counsel. Jon Keillor discussed some new developments and discovery of
- 25      engineering drawings for the Village Beach area. Also discussed easement issues.
- 26      5. **Reconciliation** - O'Dwyer discussed monthly reporting to the State of Michigan.
- 27      6. **Council Vacancy** - O'Dwyer read letter of interest from Jennifer Wilkins. Discussed
- 28      resolution to fill vacancy. Council decided to wait until Charlie Thompson was notified.
- 29      7. **Zoning Administrator Contract** - Proposed contract with Craig Meredith to become
- 30      Village Zoning Administrator. Rommell explained reasoning behind contract. Indicated
- 31      that Meredith was interested in being the ZA but was interested in the code enforcement.
- 32      Motion by Soper, and seconded by Holmes to authorize O'Dwyer to sign contract with
- 33      Craig Meredith. Roll call. All ayes. Motion carried.

34  
35      Reports to Council

- 36      County Commissioner – New clerk hired at the Road Commission. Passed DAS resolution.
- 37      Awards for county Register of Deeds and Emergency Manager. Nov 11th Veterans
- 38      Memorial ceremony 2-4 PM. Water valves changing in the jail to accommodate increased
- 39      water rates. Energy efficiency efforts
- 40      DPW – Pritchard. Written report was provided.
- 41      Planning Commission - Holmes. No report.
- 42      Parks & Recreation Commission - Soper. Written report submitted. Jennifer Wilkins
- 43      discussed current fundraising efforts, Christmas decorations from Beulah, donation to the
- 44      beach for Signage, budget, park repairs, thank you letter for Emily Votruba.

1 BFA - O'Dwyer. No report. O'Dwyer discussed beginning the budgeting process. Rommell  
2 expressed concerns, unsure of her ability to continue in a supporting role. Discussion ensued  
3 about hiring an accounting firm to help with the monthly reconciliations.

4 BLUA/Fire Board/Water Committee - Holmes & Gatrell. Holmes stated the Village is  
5 sending less water to BLUA because of the new sewer improvements.

6 Personnel Committee - Rommell. Written report submitted. Rommell discussed the Clerk  
7 search. Expressed the need to develop procedures for office tasks. Asked the council and  
8 committees to not overwhelm the office staff when requesting information.

9 Building Committee – Soper. No report

10 Beach Committee - Keillor reported that ordinances have been submitted, worked on  
11 signage, communicated with land conservancy and dunes neighbors, sent letters to other  
12 conservancies with the hope of saving the Village money. Waiting for attorneys to act.

13 ELSS - Mills reported three new contracts, 24 contracts for 2018 season. TV crew in the  
14 Village to film. Will donate to the preservation of the LSS. Program will air in April of  
15 2018.

16 Zoning Administrator/Code Enforcement Officer report - No report

17 No Announcements

18 Public Comment: Robin Rommell spoke about firearms in the Village and keeping open the LSS  
19 for the winter. Recommended keeping it open. Offered to do the research to determine cost of  
20 keeping it open. Art Moseler spoke regarding the non-exclusive use license. Does not feel  
21 welcome. Jon Keillor spoke about future correspondence to the Council regarding the quality  
22 work done by the Fleis & Vandenbrink and Elmer's for the sewer project. Inquired about the  
23 status of water project. Recommended the Council reconsider the time allotted to the office  
24 staff. Sue Keillor spoke about Council plans to hire CPA. Train both people.

25 Adjournment: meeting adjourned at 9:41 PM

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