

MINUTES

Regular Meeting of the Elberta Village Council
401 First St (Community Building) Elberta
November 16, 2017
7:00 PM

Call to Order at 6:58 pm by President O'Dwyer

Pledge of Allegiance

Roll Call. Present: Ken Holmes, Holly O'Dwyer, Bill Soper, Joyce Gatrell, Jennifer Wilkins.

Absent: None.

Motion by Soper, seconded by Wilkins, to approve Minutes of October 19, 2017 Regular Council Meeting as amended. All Ayes. Motion Carried

Motion by Soper, seconded by Wilkins, to approve Minutes of November 2, 2017 Special Council Meeting as amended. All Ayes. Motion Carried.

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

Conflict of Interest stated by O'Dwyer for #1 of Old Business - Zoning Administrator.

Correspondence:

Jon & Sue Keillor: written letter of appreciation for job well done on the Sanitary Sewer improvements for Fleis & Vanderbrink and Elmer's Crane and Dozer, Inc., read by Holmes.

Art & Joan Moseler: written letter to be discussed during New Business.

Cathy Anderson: written letter discussed and O'Dwyer addressed issues with DPW Superintendent.

Road Commission Letter asking for Project information. County is asking for 1 mil in a proposal in May 2018.

Public Input:

Discussion of why Cathy Anderson's letter wasn't read. O'Dwyer stated that she addressed the issues with DPW Superintendent. One audience member requested a copy of the letter.

Discussion of water bills , bad readings, faulty meters and replacements.

Audience member expressed the desire to have a LaCross goal on the baseball field, Iron Works sign preserved, hockey rink, tents for weddings, long term goals for Elberta and true impact on Elberta Beach/tourism.

Approval of Bills. Discussion of Community Building cleaning bill. Action taken is under New Business. Discussion regarding charge accounts at various local businesses. This will be an Agenda Item for December. Motion by Soper, seconded by Holmes to approve bills. All Ayes. Motion Carried.

Financial Report was received. Concern about the Water Fund and the Budget. Look at amending the Water Fund. When working on the 2018 Budget, members didn't have all the information from the previous DPW Superintendent. Finance Committee is looking to get accurate information for next years' Budget. They want to build real and true data.

1 Reminded DPW Superintendent that hydrants need to be pumped out. Pritchard can
2 contact Gum or Noffsinger on which ones need to be pumped.

3 **Old Business**

- 4 1. Zoning Administrator- O'Dwyer turned over the meeting to Wilkins because of Conflict
5 of Interest. Craig Meredith declined position at this time. He may be interested at a later
6 date. Letter from Bill O'Dwyer. Fees/payment will go to the Parks & Recreation as a
7 donation. Motion by Holmes, seconded by Gatrell, to accept Bill O'Dwyer as the Interim
8 Zoning Administrator, for Zoning Only, per independent contractor contract. Ayes -
9 Soper, Gatrell, Holmes, Wilkins. Nays - none. Abstentions - one. Motion carried.
- 10 2. Rotary Charities & Penfold Park Grants - Oseland - There was a site visit by Board
11 Members and Grant Writers. Feedback was very supportive. Talked about Grant Scores.
12 Ours is over 300, which is good. Determination of Grant Awards will by December 7th,
13 so we will know before the next Council Meeting.
- 14 3. Recreation Plan Changes - Tabled to next month.
- 15 4. DEP - There was an error in the numbers and this report needed to be revised and
16 approved. Motion by Wilkins, seconded by Holmes, to accept the revised DEP report. All
17 Ayes. Motion Carried.

18 **New Business**

- 19 1. Benzie Bus Annual Report given by Chad Hollenbeck. He thanked the Council for
20 allowing him to present the report. Awarded the Rural Transit of the Year 2017. Trying
21 for more ridership.
- 22 2. Clerk & Treasurer Wage Resolution & Employee Performance Evaluation Policy
23 unanimously recommended to the Council by the Personnel Committee. Rommell
24 explained the Resolution and Performance Evaluation. Motion by Wilkins, seconded by
25 Holmes to approve Resolution #2017-007 as presented. All Ayes. Motion Carried.
26 Motion by Holmes, seconded by Wilkins to approve the Employee Performance
27 Evaluation Policy #2017-001 as presented. All Ayes. Motion carried.
- 28 3. Vanderwal Spratto & Richards, P.C. accounting services - discussion about this
29 accounting firm doing the monthly reconciliations, to work with the Village Clerk and
30 Village Treasure, so that they can learn the process and eventually take over the monthly
31 reconciliations. There is money allocated under Computer Services budget line 265.
32 Discussed the amount of time it takes to do the work and to learn how to do the work. Get
33 some training and procedures for the Clerk to maintain the General Ledger and for the
34 Treasurer to do the monthly reconciliations. Motion by Soper, seconded by Holmes to
35 accept the contract to use Vanderwal Spratto & Richards, P.C. for 6 months for the
36 monthly reconciliations. Roll Call: Ayes - Soper, Gatrell, Holmes, Wilkins, O'Dwyer.
37 Nays - none. Motion carried.
- 38 4. Community Building Cleaning - discussed that it wasn't in the budget to clean 3 times in
39 a month. Clerk was instructed to draft a letter requesting Chris Etc. to clean the
40 Community Building once a month.
- 41 5. Acre St. - Discussed New Resolution. Village Lawyers do not recommend selling the
42 property to the Moselers. The fact that the County Road Commission is wanting a list of
43 our projects, Acre St. could be one. This also will help to get Act 51 monies. Council

1 would like to see the east end of Acre Street get done. Motion by Holmes, seconded by
2 Gatrell, to withdraw the Resolution, have a survey done on the east end of Acre St. with
3 the purpose to fill in & do the road to get Act 51 monies. Roll Call: Ayes - Soper, Gatrell,
4 Holmes, Wilkins, O'Dwyer. Nays - none. Motion Carried.

5 **6.** Water Meter Readings - Discussion of bad meter readings. DPW Superintendent was
6 instructed to replace the water meters with the reading issues. Also to look into having
7 bad meters recalibrated if possible.

8 **7.** New Ordinances for the Elberta Beach and Parks - looking for permission to submit
9 Ordinance to Amend Chapter 3012 & Ordinance to Amend Chapter 9006. Also will need
10 to put this notice in the paper. Motion by Soper, seconded by Gatrell, to give permission
11 for O'Dwyer to forward the Ordinance to Amend Chapter 3012 & Ordinance to Amend
12 Chapter 9006 to the Village Lawyer for review and approval. Roll Call: Ayes - Soper,
13 Gatrell, Holmes, Wilkins, O'Dwyer. Nays - none. Motion carried.

14 Reports to Council

15 County Commissioner – Sauer - Oral report

16 DPW – Pritchard. Written report was provided.

17 Planning Commission - Holmes. ~~No report~~. Written report submitted.

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

19 BFA - O'Dwyer. Oral report.

20 BLUA/Fire Board/Water Committee - Holmes & Gatrell. Oral report: again Holmes stated
21 the Village is sending less water to BLUA because of the new sewer improvements.

22 Personnel Committee - Rommell. Written report submitted. Hiring of Becky Addis as the
23 new Village Clerk.

24 Building Committee – Soper. No report

25 Beach Committee - Wilkins. Quiet until next month.

26 ELSS - Mills reported that she wasn't sure if it is worth keeping the ELSS open during the
27 winter. Recommended closing it.

28 Zoning Administrator/Code Enforcement Officer report - No report

29 No Announcements

30 Public Comment: Mlcek spoke about the Pump Station Improvements. Oseland thanked the
31 Council for keeping the drama out of the news.

32 Adjournment: meeting adjourned at 8:55 PM

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