

MINUTES

Regular Meeting of the Elberta Village Council
401 First St (Community Building) Elberta
February 15, 2018
7:00 PM

1
2
3
4
5
6
7
8
9
10
11
12
13
14
15
16
17
18
19
20
21
22
23
24
25
26
27
28
29
30
31
32
33
34
35
36
37
38
39
40
41

Call to Order at 7:00 pm by President O'Dwyer
Pledge of Allegiance
Roll Call. Present: Ken Holmes, Holly O'Dwyer, Bill Soper, Jennifer Wilkins, Joyce Gatrell
Council Meeting closed at 7:01 pm to adjourn to Public Hearing at 7:01 pm.
Public Hearing: Roll Call. Present: Bill Soper, Joyce Gatrell, Ken Holmes, Jennifer Wilkins, Holly O'Dwyer.
No conflict of interest.
Agenda:
1. Resolution to adopt the amendments of the 2014-2019 Village of Elberta Parks and Recreation Plan. Wilkins - only strikethroughs and additions. O'Dwyer stated that Wilkins put a lot of work into this. Wilkins - it was looked over with a fine tooth comb. Other pages had changes of wording or deleted numbers. Numbers are scrutinized the most. The main change is on page 27 where there is re-wording.
2. Resolution to adopt the amendments of Ordinance Chapter 3012 Park Use Rules and Regulations. Wilkins - The grant is from the Grand Traverse Land Conservancy and between the Elberta Dunes, Village of Elberta & the State, archery hunting only is allowed. For f, g & i added Archery to the wording.
3. 2018-2019 Fiscal Year Village Budget.
Public Comment
1. Email from Cathy Anderson, read by Wilkins: Revenue for General Fund is overstated. MI shared revenue doesn't match. Admin fees are overstated. Water Fund revenue is overstated. Project expenses are not in accordance with attorney contract. Water project expenses are not justified. Sewer project expenses do not address budget requirements. Explanations are not there as required by law. General Fund, Sewer Fund, Water Fund, all need to be re-planned before council approval. Council can't approve a budget that loses money by law.
2. Robin Rommell stated that the General Fund shows a different balance. Stated what to change to make it have a positive balance.
Public Hearing adjourned at 7:12 pm.
Return to regular Council meeting at 7:13 pm.
Holmes asked if the hard drives were purchased. Addis answered "yes" and she saved \$20.
Motion by Soper, seconded by Holmes, to approve Minutes of January 18, 2018 Regular Council Meeting. Ayes: Soper, Holmes, Wilkins, O'Dwyer. Abstain: Gatrell. Motion Carried
Motion by Soper, seconded by Wilkins to approve Agenda as amended. All Ayes. Motion Carried.
No Conflict of Interest.

1 **Correspondence:**

- 2 Email from C. Most regarding the blight in Elberta. O'Dwyer read the letter aloud.
- 3 Letter from Benzie County Clerk regarding upcoming elections.
- 4 Letter from Benzie County Road Commission, Chair regarding the passing of Phil Hoyt.
- 5 O'Dwyer read the letter aloud.

6 **Public Input:**

7 None.

8 **Approval of Bills.** Motion by Holmes, seconded by Soper, to approve paying all the bills.
9 Holmes commented that we were paying a lot to attorneys. Roll Call: All Ayes. Motion Carried.

10 **Financial Report** was received and accepted. Wilkins commented that the Village was over
11 budget on attorney fees.

12 **Old Business**

- 13 1. Water Bid - Sealed bids will be read on March 21, 2018 at 9 am at the Community
14 Building with Jennifer Hodges, Chris Pritchard and Becky Addis.
- 15 2. Acre St. - K. Mlcek is waiting until spring when he & Chris can meet with the DEQ.

16 **New Business**

- 17 1. Street Administrator Designation: Resolution to appoint DPW Superintendent, Chris
18 Pritchard as the Street Administrator. Resolution was read by Holmes. Motion to adopt
19 the Resolution for Street Administrator by Holmes, seconded by Wilkins. Ayes:
20 O'Dwyer, Holmes, Gatrell, Soper, Wilkins. Nays: none. Motion Carried.
- 21 2. Resolution to adopt the amendments of the 2014-2019 Village of Elberta Parks and
22 Recreation Plan: Resolution read by O'Dwyer. Motion by O'Dwyer, seconded by
23 Wilkins, to adopt the amendments of the 2014-2019 Village of Elberta Parks and
24 Recreation Plan Resolution #2018-003. Roll Call. Ayes: O'Dwyer, Holmes, Gatrell,
25 Soper, Wilkins. Nays: none. Motion Carried.
- 26 3. Resolution to adopt the amendments of Ordinance Chapter 3012 Park Use Rules &
27 Regulations: Resolution read by Wilkins. Motion by Soper, seconded by Wilkins, to
28 adopt the amendments of Ordinance Chapter 3012 Park Use Rules & Regulations
29 Resolution #2018-002. Roll Call. Ayes: O'Dwyer, Holmes, Gatrell, Soper, Wilkins. Nays:
30 none. Motion Carried.
- 31 4. 2018-2019 Fiscal Year Budget: R. Rommell spoke about the major issues for the budget:
32 doors for the ELSS, grading of the parks, signs for the parks, roof for the Community
33 Building. Discussed cutting the sewer fund paybacks. Looking into the possibility of debt
34 forgiveness from the Sewer Fund to the General Fund. J. Wilkins pointed out that there
35 were many things that need maintenance. Does DEP get the Sewer & Water Fund
36 Revenue/Expenditure Report. Clerk answered "Yes, they do." The plan is for Theo to do
37 as much at the ELSS as possible for maintenance. General feeling was to pay back more
38 to the Sewer Fund and cut from elsewhere. O'Dwyer read the changes: admin fees in the
39 general fund. Rommell stated that the notes will be added to the budget. We were
40 unaware that they needed to be presented with the budget. Budget reflects: raise for clerk
41 & DPW Superintendent; seasonal worker, Theo; new roof for the Community Building;
42 grading at the parks; cuts to the budget for ELSS; \$5000 for a new door for the ELSS;
43 signs for the parks; cutting Sewer Fund paybacks. O'Dwyer -When the budget proposal
44 was sent to Roxanne at the State, she said that we couldn't have a cash reserve. We could
45 reduce the payback, though they don't like that. Wilkins - received a quote for 3 signs &

1 installation for \$4725. The Village can't keep spending when we have a deficit & not put
 2 off payback & not get on a Deficit Elimination Plan. Our budget doesn't allow for daily
 3 maintenance. Budget for just what is needed: roof repair, road repair. O'Dwyer - Looking
 4 into Debt Forgiveness from the Sewer Fund. With that, we could move forward. We have
 5 90 days to file DEP, 5-Year Plan. The attorney needs to okay this with a letter. Rommell -
 6 If we do bare minimum, we are just treading water, not moving forward. Wilkins stated
 7 that there are other areas that can be cut. Holmes said that he would rather payback
 8 \$56,000 than \$40,000. Wilkins discussed where she thought cuts could come from.
 9 O'Dwyer read Resolution #2018-004. Motion by Holmes, seconded by Gatrell, to accept
 10 the 2019FYBudget as amended: 101-000-60900 from \$56,797 to \$58,941, 204-850-
 11 96500 from \$3,933 to \$5895, and to pay back \$40,000 to the Sewer Fund and if there is
 12 money to pay more later, to do so. Roll Call. Ayes: O'Dwyer, Holmes, Gatrell, Soper.
 13 Nays: Wilkins. Motion Carried. At this point J. Wilkins left the meeting.

- 14 **5. Planning Commission:** Rommell. a) Asking the council to release the draft plan for draft
 15 view, 63 day review period. There is a list of people to notify in the surrounding
 16 communities, letters to go out. Motion by Soper, seconded by Holmes, to release the
 17 Master Plan draft for review. Ayes: O'Dwyer, Holmes, Gatrell, Soper. Absent: Wilkins.
 18 Motion Carried. b) Jen Whiting will be the contact person for the M22 Pure Michigan
 19 Byway Corridor Committee. Manistee and Benzie are combined. Motion by Soper,
 20 seconded by Gatrell, to approve Jen Whiting as our Pure Michigan M22 Byway
 21 representative. Ayes: O'Dwyer, Holmes, Gatrell, Soper. Absent: Wilkins. Motion
 22 Carried. c) Would welcome more people to the Planning Commission Committee.
 23 Vacancies have been posted. d) The Planning Commission Committee set goals and
 24 priorities at their February 6th meeting. Master Plan, fact finding, conditions of blight.
 25 Want to check into a Regional Zoning Administrator to share resources, money saving.
 26 Encourage a 2013 Competitive Grant Assistance Program, explore a regional partnership.
 27 Asking the Village Council to begin to look at who might like to join in a partnership.
 28 Have the clerk check the area to see who doesn't have a code enforcer. R. Rommell has a
 29 tentative list. Develop a letter and look at hiring a professional for a Regional Partnership.
- 30 **6. Grants:** a) O'Dwyer appointed the Clerk as the administrator for the Grants and the Grant
 31 Committee is as follows: S. Oseland, H. O'Dwyer and R. Rommell. b) Penfold Park
 32 update: S. Oseland met with the Alliance and they gave some great ideas. Looked at Pre-
 33 fab Restrooms & requested quotes. B. O'Dwyer will be the project manager. The plan is
 34 for the restrooms to be completed by mid June. c&d) R. Rommell reported that they are
 35 working with grantees and the Regional Land Conservancy to write a grant for Phase I.
 36 They will help to raise matching funds. Put together a tentative plan with an April 1st
 37 deadline. Want to make the beach more universally accessible. Phase II is paving &
 38 providing parking and a bike path. The long stretch of concrete will be expensive. e) S.
 39 Oseland - NW Health for Waterfront Park - Put in the budget to move the playground
 40 equipment from Anderson Park to the Waterfront Park. They received 4 incredible letters
 41 of support.

42 **Reports to Council**

43 County Commissioner – Sauer - Oral report given. Interviewing 10 candidates for Road
 44 Commissioner. Confirmed cases of Hep A virus at the Maples. US31 Corridor meeting was
 45 well attended. Local road bids came in lower than expected, so there is a possibility for more
 46 road work to be done. Received grants from the Tribe.

1 DPW – Pritchard. Written report was provided. The generator for the lift station will be set
2 next week. March 2nd there will be a pre-construction meeting with work to start on March
3 12th.
4 Planning Commission - Holmes. Written report submitted.
5 Parks & Recreation Commission - Soper. Written report submitted.
6 BFA - O'Dwyer. Oral report. Working on the budget.
7 BLUA/Fire Board/Water Committee - Holmes & Gatrell. Oral report: Insurance discussion,
8 \$1500 a year.
9 Personnel Committee - Rommell. Written report submitted. As she finishes up: 1) Would like
10 DPW, clerk and treasurer to put together procedural manuals. 2) Keep calendars. 3) For the
11 Personnel Committee to continue job performance evaluation and keep meeting monthly. J.
12 Gatrell offered to help in the office 1 day a week. Holmes stated that the committee needed to
13 quit picking on the office staff or there wouldn't be a Personnel Committee. Gatrell said that
14 there are remarks being said in the office. Let them do their work and quit bickering. Holmes-
15 This is moving towards a point close to harassment and if it continues, it will have to go to the
16 State attorney. Don't need to put down staff constantly. Nick names are being given. O'Dwyer
17 said she didn't know where this was coming from. Holmes said she did.
18 Building Committee – Soper. No report
19 Beach Committee - Wilkins. No report
20 ELSS - Mills. Written report submitted.
21 Zoning Administrator/Code Enforcement Officer report - No report
22 No Announcements
23 Public Comment:
24 S. Oseland stated that the budget for the Farmer's Market wasn't done and is not correct. It hasn't
25 been taken care of and the job wasn't done.
26 Gatrell asked if Oseland was the manager, why she wasn't doing it?
27 Oseland - said she takes care of her job. She takes the money to the office. There are checks and
28 balances, so she turns the money into the office.
29 Holmes - don't rattle the people who work in the office.
30 Rommell - re: the budget - Wilkins did the whole Park Fund. The numbers didn't look right, but
31 there was nothing in writing for a procedure for the budget.
32 O'Dwyer - the Treasurer was suppose to learn to do the Farmer's Market account from C.
33 Anderson during her visit. Mary was to learn how to do the Farmer's Market and should be able
34 to do the reports now.
35 Holmes - council's problem was that they've had too many new clerks and no one leaves them
36 (office staff) alone. Stop blaming Mary.
37 Oseland stated that if someone is not doing their job, any place else, they would lose their job.
38 Holmes told Oseland that she had no authority to condemn.
39 Adjournment: meeting adjourned at 9:10 PM.
40
41