

MINUTES

Regular Meeting of the Elberta Village Council
401 First St (Community Building) Elberta
April 19, 2018
7:00 PM

Call to Order at 7:00 pm by President O'Dwyer

Pledge of Allegiance

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

Motion by B. Soper, seconded by J. Gatrell, to approve Minutes of March 15, 2018 Regular Council Meeting as amended. All Ayes. Motion Carried

Motion by J. Wilkins, seconded by K. Holmes & B. Soper, to approve Agenda. All Ayes. Motion Carried.

No Conflict of Interest.

Correspondence:

Received a letter from MSU Extension regarding Pollination, Bees and Monarchs. The meeting was on April 16, 2018.

Public Input:

None.

Approval of Bills. Motion by K. Holmes, seconded by J. Gatrell, to approve paying Fleis & Vandenbrink \$1,120.42 for the USDA Pay Draw for March. All Ayes. Motion Carried. Motion by J. Wilkins, seconded by K. Holmes to accept Change Order #5, which is a reduction in non-essentials on the Sewer Project. Motion Carried. K. Mlcek recommends the change order and we can address the reduced items in the future. Motion by J. Wilkins, seconded by K. Holmes to approve paying Gourdie-Fraser for Professional Services provided on the Water Project in the amount of \$2,934.94. Roll Call: Ayes - Soper, Gatrell, Holmes, Wilkins, O'Dwyer. Motion Carried. Motion by K. Holmes, seconded by J. Wilkins, to approve paying the bill on the check register in the amount of \$42,571.68. Roll Call: Ayes - Soper, Gatrell, Holmes, Wilkins, O'Dwyer. Motion Carried. H. O'Dwyer asked about the Crystal Lake Yacht Club bill. It is for advertising for the ELSS.

Financial Report was received and accepted. J. Wilkins asked if we did the budget amendments for the sewer loan. Need to work on having budget amendments for the next meeting, for paying on project loan that we just finished. Jen asked Mary to get the amounts for the amendments.

Old Business

1. Blight - B. Addis reported that she had heard from a township clerk - that they shared a Zoning Administrator/CEO, but that he wouldn't be interested in adding another Village to that sharing.
2. Sewer Updates - the total for the sewer break came to \$146,252. Looking into loans to cover this. H. O'Dwyer instructed Becky to move forward with the loan application with NRWA.

- 1 3. Water Service Shut-Off list - talked about adding the past due amounts to the property
- 2 taxes. It would only effect the Trailer Park owner and not the tenants. No need to have
- 3 the list for any more meetings.

4 **New Business**

- 5 1. Gourdie-Fraser Bid for Water Project has been tabled until next month. Becky was asked
- 6 to contact Jennifer Hodges at GF to see if they have a recommendation and to be at the
- 7 next meeting or have the information for the meeting. We are getting bids for the
- 8 SCADA part of the project.
- 9 2. The accountant for Vanderwal, Spratto & Richards, P.C. will meet with Mary and Becky
- 10 on May 14th to go over how to do the bank reconciliations.
- 11 3. Proposal for Code Compliance Officer - R. Rommell spoke regarding the proposal. Solve
- 12 the trash problem and get the village cleaned up. It was budgeted for \$250 a month or
- 13 zoning/code enforcement. Bill O'Dwyer is willing to continue at the zoning administrator
- 14 for the rest of the fiscal year. The Planning Commission is willing to look for someone to
- 15 hire for 4 months to do the code enforcing. Does the council want to advertise &
- 16 interview or does council want the Planning Commission to do this? The Planning
- 17 Commission would like to have a recommendation for the May Council Meeting. J.
- 18 Wilkins stated that this was something we need but is concerned about the budget money
- 19 and how it was coming out. Would like B. O'Dwyer to sign a contract and have the
- 20 proposal contingent on Bill finishing the fiscal year at no cost. Ask Bill if he is willing to
- 21 sign a contract. Motion by J. Wilkins, seconded by K. Holmes, to approve the proposal
- 22 for the Code Compliance Officer, contingent on B. O'Dwyer finishing the fiscal year
- 23 2019, ending February 28, 2019, as Zoning Administrator at no cost. All Ayes. Motion
- 24 Carried.
- 25 4. Community Building Roof Bids - 3 bids, but one company wasn't a licensed builder.
- 26 Motion by J. Wilkins, seconded by K. Holmes, to accept the proposal from Brooks
- 27 Roofing Company to do the roof on the Community Building. Roll Call:Ayes: H.
- 28 O'Dwyer, K. Holmes, J. Gatrell, J. Wilkins. Nays: B. Soper. Motion Carried.
- 29 5. MMAC - discussion of this conference in Traverse City. Becky won't be able to go. Mary
- 30 would like to attend. Motion by J. Wilkins, seconded by J. Gatrell, to approve Mary
- 31 going to the MMAC conference on June 19th for \$150 for Clerking 101. All Ayes.
- 32 Motion Carried.
- 33 6. Becky's Thursday hours - H. O'Dwyer said that Coury Carland has agreed to cover April
- 34 26th & May 3rd while Becky is gone. Mary can cover May 10th. J. Gatrell said that she
- 35 would come in and answer the phone. Mary stated that she had said that she would cover
- 36 all three dates at the personnel meeting. H. O'Dwyer said that this will give Mary ~~time~~
- 37 time to focus on the bank recs at the beginning of the month. Motion by B. Soper,
- 38 seconded by K. Holmes, to approve Coury covering Becky's Thursday hours on 4/26 &
- 39 5/3 and Mary on 5/10. Ayes: K. Holmes, B. Soper, H. O'Dwyer. Nays: J. Wilkins, J.
- 40 Gatrell. Motion Carried.

41 Reports to Council

- 42 County Commissioner – G. Sauer (absent) - written report, list of upcoming events.
- 43 DPW – C. Pritchard. Written report was provided.
- 44 Planning Commission - K. Holmes. R. Rommell reported that they will hold a Study Session
- 45 to learn more about the Special Use Permit for Elberta Land Holding Company, Scott Gest.

1 They will ask for diagrams and more specific information regarding the proposed marina. No
2 decision will be made at this time. The meeting will be May 7th at 7 PM. This will be posted.
3 Parks & Recreation Commission - B. Soper. Written report.
4 BFA - H. O'Dwyer. Oral report. Will send out an email reminder for a meeting. Cover the
5 sewer amendments for repaying the loans.
6 BLUA/Fire Board/Water Committee - K. Holmes & J. Gatrell. Oral report: Ernie has been
7 sick and JD has been covering for him. Extra water has been coming into the plant from other
8 places. There will be a Fire Board meeting in May.
9 Personnel Committee - H. O'Dwyer. Written report.
10 Building Committee – B. Soper. Need a new roof on the Community Building. Bid has been
11 approved.
12 Beach Committee - J. Wilkins. Parks & Rec will be getting signs for the Beach.
13 Grants - R. Rommell. Beach Grant - we should hear in September where we are in this
14 process. Penfold Park Grant: We didn't get the funding for the Trust Fund Grant in
15 December, short 5 points. Money became available and we were notified that we have been
16 awarded \$220,000 grant for Penfold Park. Gives us a total of \$295,000. Health Grant: Chris,
17 Theo & Bill will move the equipment from the park to the Waterfront Park.
18 ELSS - K. Mills. Oral report. 5-1/2 weeks out from Wedding Season. She has been in contact
19 with Spectrum Health about a midweek conference. There has been some interest in 2019
20 contracts. Film had great shots, aerial views and mention of ELSS. First rental will be May
21 27th for an Openhouse.
22 Zoning Administrator/Code Enforcement Officer report - H. O'Dwyer. Oral report. Someone
23 is getting a puppy and wants to put up a fence.
24 No Announcements
25 Public Comment:
26 Linda Manville 705 Lincoln Ave. - spoke about Code Enforcement. She felt for a long time that
27 this is something that we need and in the past they were never able to settle on something. She
28 suggests that the Council has the Code Enforcer focus on the worst issue & hit it hard, be strong
29 and firm. Trash is a big issue: garbage, abandoned vehicles, yard & grass situations. Be an
30 effective use of money, wise use of time and word would get out on the village enforcement.
31 Robin Rommell - The Planning Commission is formulating a Blight Ordinance to bring to the
32 council. They got it from Networks Northwest. It specifically talks about enforcement procedure,
33 notices, citations. Code Compliance Enforcer gives a notice for 1st offense, if it is taken care of
34 in the designated amount of time, the fee is waived. Better compliance with encouragement of
35 taking care of the violations. Re-occurrences, fees can't be waived a second time.
36 Mary Kalbach stated that the days Coury is in the office, she won't be held responsible for what
37 he does or doesn't do. She stated that Coury didn't do the UB during his time as the clerk.
38 Adjournment: meeting adjourned at 8:25 PM.
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