

MINUTES

Regular Meeting of the Elberta Village Council  
401 First St (Community Building) Elberta  
February 21, 2019  
7:00 PM

Call to Order at 7:00 pm by President Wilkins.

Pledge of Allegiance

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

Absent: Joyce Gatrell

Adjourned the Regular Council Meeting & opened the Public Hearing regarding the Proposed FY2020 Budget. There were no correspondence via email to the clerk. J. Wilkins said there were a few changes since last month such as the ELSS doors. There was no adjustment from the Planning Commission for the Zoning Administrator and Code Enforcer, need both. Need someone that knows electrical for codes. Will do later. K. Holmes had 2 people interested, but not recommended. H. O'Dwyer wants to add \$2000 to Planning Commission Wages for Zoning & Code Enforcement. Asked if the ELSS doors needed to be replaced or fixed. B. Soper will take a look with Theo and decide. H. O'Dwyer would like to see in the budget notes how much per hour the treasurer will be paid, \$16/hr. H. O'Dwyer would like DPW to get \$19.50/hr. J. Wilkins agreed with \$19/hr until DPW gets his water license. It is in the budget to get a stainless steel bed & tires for the plow truck. A new truck is not in the budget for this year.

Closed Public Hearing Comments at 7:27 pm.

The January 17, 2019 Regular Council Meeting Minutes were discussed and corrected. Motion by B. Soper, seconded by K. Holmes, to approve the revised Minutes of January 17, 2019 Regular Council Meeting Minutes as amended. Ayes - B. Soper, K. Holmes, H. O'Dwyer, J. Wilkins. Nays - none. Motion Carried. Motion by K. Holmes, seconded by B. Soper, to approve the Special Public Hearing Meeting Minutes for the Elberta Beach Improvements of January 31, 2019 as presented. All Ayes. Motion Carried.

Motion by K. Holmes, seconded by B. Soper, to approve Agenda as presented. All Ayes. Motion Carried.

No Conflict of Interest.

**Correspondence:**

State of MI construction code changes for the electrical codes.

Community Foundation - EDNA - amount of endowment for 2019 is \$4,346.

**Public Input:**

None.

**Approval of Bills.** Motion by B. Soper, seconded by K. Holmes, to pay the bills on the check register in the amount of \$220,101.98. Roll Call: Soper-yes, O'Dwyer-yes, Holmes-yes, Wilkins-yes. Motion Carried. Motion by B. Soper, seconded by K. Holmes, to approve paying DPW's Bank of America bill of \$515.82. Roll Call: Soper-yes, O'Dwyer-yes, Holmes-yes, Wilkins-yes. Motion Carried. Motion by B. Soper, seconded by K. Holmes, to approve paying clerk's Bank of

1 America bill of \$503.79. Roll Call: Soper-yes, O'Dwyer-yes, Holmes-yes, Wilkins-yes. Motion  
2 carried. Motion by B. soper, seconded by K. Holmes, to approve paying Kuhn & Rogers PLC in  
3 the amount of \$470. Roll Call: Soper-yes, O'Dwyer-yes, Holmes-yes, Wilkins-yes. Motion  
4 carried.

5 **Financial Report** - J. Wilkins stated that reports are up to date with the last revenue/expense  
6 report.

7 **Old Business**

- 8 1. Frankfort Condo Project (Fisherman's Landing) - Sewer line hook-up - J. Wilkins  
9 recommended tabling the decision on this project. The council needs more information. J.  
10 Wilkins received a letter from Josh Mills. We need to see if our sewer can hold new  
11 building. Jennifer Hodges was at the meeting and spoke about the project and answered  
12 questions. K. Holmes stated that our sewer line can handle the project. H. O'Dwyer asked  
13 if the project should be Elberta's customers? K. Holmes - unless recommended by  
14 engineer. J. Hodges explained that the project is not interested in tying into Frankfort's  
15 system. Considering to tie into Elberta's, already had permits. Want to see if this is an  
16 option. See if the project's pump station can work with Elberta's pump station. Haven't  
17 finalized this yet. Need to demonstrate systems could work together & show DEQ that it  
18 works. There are pressure constraints to consider, match pressure to pressure. H.  
19 O'Dwyer wonders why if they tie into our sewer that they would be Frankfort's  
20 customers.
- 21 2. Copper & Lead Pipe information from Scott Conradson from the DEQ. J. Wilkins  
22 training that she went to had a lot of information on this. Village is responsible for 18  
23 inches into homes & to the main. It's a good idea to take pictures, photo document  
24 everything. There are funding sources - USDA and other grant opportunities. Get started  
25 on inventory this summer to get ahead of the game.

26 **New Business**

- 27 1. General Fund Budget Amendments - for the current fiscal year. J. Wilkins said that the  
28 amendment shows a draw on the cash reserves to make the deficit payment, equipment  
29 paybacks, keep Hospenthal for mowing. Motion by B. Soper, seconded by H. O'Dwyer,  
30 to approve the General Fund Budget Amendments as presented. Roll Call: Soper-yes,  
31 O'Dwyer-yes, Holmes-yes, Wilkins-yes. Motion carried. Local Street Fund Budget  
32 Amendments - Shows to cover Acre St. improvement. Motion by B. Soper, seconded by  
33 H. O'Dwyer, to approve the Local Street Fund Budget Amendments as presented. Roll  
34 Call: Soper-yes, O'Dwyer-yes, Holmes-yes, Wilkins-yes. Motion Carried.
- 35 2. FY2020 Village Budget & Notes - General Fund note change in the revenue and expense  
36 for Planning Commission Wages - increase of \$2000. DPW assistant and hours? Mowing  
37 keep with the contractor. Personnel Committee with DPW will decide on dpw assistant.  
38 Motion by B. Soper, seconded by H. O'Dwyer, to approve the FY2020 Budget and Notes  
39 as revised. Roll Call: Soper-yes, O'Dwyer-yes, Holmes-yes, Wilkins-yes. Motion carried.
- 40 3. FY2020 Village Budget Resolution - Motion by B. Soper, seconded by K. Holmes, to  
41 approve the FY2020 Village Budget Resolution as presented. Roll Call: Soper-yes,  
42 O'Dwyer-yes, Holmes-yes, Wilkins-yes. Motion carried.

- 1 4. Approval of the Amended Deficit Elimination Plan for the General Fund. Needed to add  
2 fund payback line. Motion by B. Soper, seconded by H. O'Dwyer, to approve the  
3 Amended Deficit Elimination Plan for the General Fund as presented. Roll Call: Soper-  
4 yes, O'Dwyer-yes, Holmes-yes, Wilkins-yes. Motion carried.
- 5 5. Elberta Beach Improvement Resolution #2019-001 - Motion by B. Soper, seconded by H.  
6 O'Dwyer, to approve the Elberta Beach Improvement Resolution #2019-001 as presented.  
7 Roll Call: Soper-yes, O'Dwyer-yes, Holmes-yes, Wilkins-yes. Motion carried.
- 8 6. Water & Sewer Rate Schedule - Shows a small increase to the water rates for this year.  
9 Motion by B. Soper, seconded by K. Holmes, to approve the Water & Sewer Rate  
10 Schedule for 2019 as presented. Roll Call: Soper-yes, O'Dwyer-yes, Holmes-yes,  
11 Wilkins-yes. Motion carried.
- 12 7. Benzie Area Historical Society - Hosting a presentation on Elberta in September. Asking  
13 for a discounted rate to rent the ELSS on a Tuesday in September. The Village currently  
14 does not have a non-profit rate fee. The Benzie Area Historical Society shares history  
15 with Elberta, does historical tours and bicycle tours. An Elberta native will do a narrative  
16 on Elberta. 50th Anniversary for the Historical Society. Motion by H. O'Dwyer, seconded  
17 by B. Soper, to approve the rental fee of \$150 to cover the cost of cleaning for the Benzie  
18 Area Historical Society for their September presentation. Roll Call: Soper-yes, O'Dwyer-  
19 yes, Holmes-yes, Wilkins-yes. Motion carried.
- 20 8. Farmer's Market Proposal - Sue Oseland, the Market Master for Elberta's Farmer's  
21 Market proposed to make the Farmer's Market its own entity. Will work with Parks &  
22 Recreation Committee to form a contract. Motion by H. O'Dwyer, seconded by B. Soper,  
23 to approve the Farmer's Market Proposal on becoming its own entity and forming a  
24 contract with Sue Oseland. Roll Call: Soper-yes, O'Dwyer-yes, Holmes-yes, Wilkins-yes.  
25 Motion carried.
- 26 9. Safety Shower Eyewash Stations - DEQ is requiring these. We will be OCEA OSHA  
27 approved & up to code. Have it in this year's budget to purchase 3. Motion by H.  
28 O'Dwyer, seconded by B. Soper, to approve the purchase of 3 safety shower eyewash  
29 stations in the amount of \$1944.60. Roll Call: Soper-yes, O'Dwyer-yes, Holmes-yes,  
30 Wilkins-yes. Motion carried.
- 31 10. SCADA for the sewer system - Chris got an estimate from Topline for adding the sewer  
32 system to our SCADA. The amount has been put in the new budget. J. Hodges stated that  
33 this will provide flexibility, generate reports & make the DEQ happier. Motion by B.  
34 Soper, seconded by K. Holmes, to approve the estimate and purchase for the addition of  
35 the sewer system to be added to the SCADA, from Topline, in the amount of \$6550. Roll  
36 Call: Soper-yes, O'Dwyer-yes, Holmes-yes, Wilkins-yes. Motion carried.
- 37 11. FEAS Graduation Night Party - J. Wilkins said that Parks & Rec had \$ that could be  
38 given for the party. Good idea, considering it is Frankfort Elberta Area Schools. Motion  
39 by B. Soper, seconded by H. O'Dwyer, to approve Parks & Rec giving \$200 to the FEAS  
40 Graduation Night Party. Roll Call: Soper-yes, O'Dwyer-yes, Holmes-yes, Wilkins-yes.  
41 Motion carried.
- 42 12. Resignation - Becky is resigning from the clerk's position as of the end of February. She  
43 started an 40 hour a week job in December on top of the 20 hour position as Clerk. J.  
44 Wilkins thanked Becky for all that she had done for the village. Motion by H. O'Dwyer,  
45 seconded by B. Soper, to regretfully accept the resignation of the clerk and to declare the  
46 position of the Village Clerk vacant. Ayes: O'Dwyer, Holmes, Wilkins. Nays: Soper.  
47 Motion carried.

1 **Reports**

2 County Commissioner – G. Sauer - oral report - Many of the villages around the county are  
3 opting out of the Recreational Marijuana bill. Village would like to see what the State is  
4 going to do with regard to rules. County want to see how the funding for CTC is dispersed.  
5 March 12th at 10 am is a meeting with the superintendent from Benzie Central and the head  
6 CTC person. Coury resigned from District 4, and is going to work for Networks Northwest.  
7 H. O'Dwyer asked if this was a paid position? \$4700 is the base pay. \$35 per meeting &  
8 mileage and insurance. It will be in the paper March 6th for application. County hired Bise &  
9 Assoc. for their space needs. Moved MSU extension, the public defenders are in that spot  
10 now. Jared Henry is the public defender, joint effort with Manistee. Hiring 5 more attorneys.  
11 Road Commission has finished their audit. Concerned with insurance. Plan to move forward.  
12 \$4 million behind. MI Transportation Fund - hopeful to see results in the roads with increase  
13 in funds.

14 DPW – C. Pritchard. Written report was provided.

15 Planning Commission - K. Holmes. Looking at licensing for short term rentals. Would a  
16 Code Enforcement Officer be helpful? Need to get a handle on rentals. There are issues with  
17 the one on Crapo St. Will present at next month's meeting.

18 Parks & Recreation Commission - B. Soper. No meeting.

19 BFA - J. Wilkins. Written report

20 BLUA/Fire Board/Water Committee - K. Holmes & J. Gatrell. No addition to Village costs.  
21 Sewage is kept down

22 Personnel Committee - J. Wilkins & K. Holmes. Written report. Meets 1st Monday of the  
23 month. Talking about Bye St. as a Major St.

24 Building Committee – B. Soper. No report.

25 Water/Sewer - J. Wilkins & K. Holmes. Office is to call to set up appointments for meter  
26 changes.

27 Grants - J. Wilkins. David Boersma see where we are for bids

28 ELSS - K. Mills. Doors are frozen shut. Had a showing last week. 20 active contracts for  
29 2019, more coming in for 2020.

30 Zoning Administrator/Code Enforcement Officer report - B. O'Dwyer & M. Lane. B.  
31 O'Dwyer is willing to finish/volunteer until we get a new person.

32 Policy & Procedure Committee - J. Wilkins & B. Addis. Next will work on sick time policy.

33 President's Report - J. Wilkins. Pro-Tem - K. Holmes.

34 Announcements:

35 Public Comment:

36 Water Status update - worked with Chris to make sure it's what Chris wants. Meet with the  
37 USDA walk through.

38 MDOT grant - Category B, Local Streets a 50% match. Application is straight forward.

39 Application due April 1st. This would be for ~~2020-2021~~ 2019-2020 years for construction.

40 Adjournment: meeting adjourned at 8:58 PM.

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