

MINUTES

Regular Meeting of the Elberta Village Council
401 First St (Community Building) Elberta
January 17, 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

The December 20, 2018 Regular Council Meeting Minutes were discussed. J. Wilkins stated that item numbers #8 & #10 on the agenda are just review items only. Motion by B. Soper, seconded by H. O'Dwyer, to approve the revised Minutes of December 20, 2018 Regular Council Meeting Minutes as amended. Ayes - B. Soper, K. Holmes, H. O'Dwyer, J. Wilkins. Nays - none. Motion Carried. Motion by H. O'Dwyer, seconded by B. Soper, to approve the Special Council Meeting Minutes of December 28, 2018 as presented. All Ayes. Motion Carried.

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

No Conflict of Interest.

Correspondence:

Flyer for Life Recovery Program.

Letter from the Sheriff's Department regarding the Snowmobile Safety Program for the county.

Email from Robin Rommell asking that the information-agenda, narrative, budget, map- for the upcoming public hearing be posted in advance on the Village website and Facebook page.

Public Input:

None.

Approval of Bills. Motion by K. Holmes, seconded by B. Soper, to pay the bills on the check register in the amount of \$20,800.26. 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 America bill of \$228.35. Roll Call: Soper-yes, O'Dwyer-yes, Holmes-yes, Wilkins-yes. Motion by K. Holmes, seconded by B. Soper, to approve paying DPW's Bank of America bill of \$364.31. Roll Call: Soper-yes, O'Dwyer-yes, Holmes-yes, Wilkins-yes. Motion Carried.

Financial Report - J. Wilkins stated that Water and Sewer are starting to balance out.

Old Business

1. DEQ Fine & Payment Contract - J. Wilkins stated that with the Budget Amendments, the Village is able to pay the whole DEQ fine at once. Motion by H. O'Dwyer, seconded by K. Holmes, to pay the DEQ fine of \$5700. Roll Call: Soper-yes, O'Dwyer-yes, Holmes-yes, Wilkins-yes. Motion Carried.

- 1 2. Kerby's Estimate for the End of Center St.- Kerby's will not be able to finish until Spring
2 after the frost is gone. They did fix the damaged area. They won't bill until completion of
3 the project. J. Wilkins will give the estimate to the BFAC to put in next year's budget.

4 **New Business**

- 5 1. Frankfort Condo Project - Josh Mills presented the Marshall Tobin Project & gave the
6 history of the project. The City of Frankfort would like to add to the water main
7 extension at BLUA, which would become part of the city's distribution. They would like
8 permission to tie into the interceptor with 2 flow meters to monitor/read the usage. Every
9 unit will be metered with a water meter. There will be readings on water and sewer usage.
10 BLUA will have a daily log. Project will not affect the Village. Look at charging an
11 Impact Fee. Marshall Tobin is willing to pay the Village \$15,000 to hook into the main,
12 per the agreement put in place. Village wants to get an engineering opinion. A lift station
13 has to be put in on the left side of the condo units. J. Mills recommends that when
14 the flow meters are added to add valves there to the main line for turning off water. The
15 long standing agreement allows this. K. Holmes stated that there is automatic hook-up in
16 our contract with BLUA. The Village will take care of the pipeline. The City of Frankfort
17 will take care of leads going into the pipeline. The village will have to keep good upkeep
18 of the pipeline. The Village and City need to work in unison. Be able to create more
19 possibilities for future growth. Talked about a one-time impact fee. K. Holmes has access
20 to the original document for the Village's agreement with BLUA. H. O'Dwyer would like
21 to present this to the attorney to make sure that everything is good. Why would we have
22 some of Frankfort's customers? Mr. Kilp will be involved in the impact fee. J. Mills will
23 work with BLUA, engineer, oversee all of the design aspects, etc. Can Mr. Kilp proceed
24 & move forward? Yes. Tabled until February to make a decision, come back with more
25 details. H. O'Dwyer ask if there would be a holding tank? Answer: could be a holding
26 tank. Good thing about the project is that the water can be turned off. All questions can
27 go through J. Wilkins. We need to work together to be more effective.
- 28 2. Budget Finance & Audit Committee Recommendations - Mary up to 40 hours a week
29 total with training. Becky up to 30 hours a week with training. Submit cost for training to
30 State. Roxanne & Eric think that the State will cover the cost. Our auditor's company
31 gave an estimate for training. H. O'Dwyer ask when training would be? During business
32 hours? Linda, Jen & Becky are working on coding & definitions. Mary will be training
33 on General Ledger & Bank Reconciliations. Becky will be training on General Ledger &
34 Accounts Payable. B. Soper asked if the trainings will be finished in March. J. Wilkins
35 said that we'll revisit this in March. H. O'Dwyer asked how much is it going to cost?
36 Budget has \$1500 for training. State will cover some or all. Motion by B. Soper,
37 seconded by K. Holmes, to approve the Budget Finance & Audit Committee
38 Recommendations dated January 9, 2019 as presented. Roll Call: Soper-yes, O'Dwyer-
39 no, Holmes-yes, Wilkins-yes. Motion Carried.
- 40 3. Ordinance #27 - Clerk - Ordinance & questions were presented to the attorney. He got
41 back with us in 2 days with recommendations. Motion by B. Soper, seconded by K.
42 Holmes, to approve the amendment to Ordinance #27 as recommended by the attorney.
43 Roll Call: Soper-yes, O'Dwyer-yes, Holmes-yes, Wilkins-yes. Motion Carried.
- 44 4. Ordinance #28 - Treasurer - Motion by B. Soper, seconded by K. Holmes, to approve the
45 amendment to Ordinance #28 as recommended by the attorney. Roll Call: Soper-yes,
46 O'Dwyer-yes, Holmes-yes, Wilkins-yes. Motion Carried.

- 1 5. Bank Signatory - Recommended by the BFAC because Joyce is not available. Motion by
2 B. Soper, seconded by K. Holmes, to remove Joyce Gatrell from the Bank Signatory and
3 add Jen Wilkins to the Bank Signatory. Roll Call: Soper-yes, O'Dwyer-no, Holmes-yes,
4 Wilkins-yes. Motion Carried.
- 5 6. Water Budget Amendments - amendments are in bold, notes are in the amendment,
6 badger meters are added. Motion by B. Soper, seconded by K. Holmes, to approve the
7 FY2019 Water Budget Amendments as presented. Roll Call: Soper-yes, O'Dwyer-yes,
8 Holmes-yes, Wilkins-yes. Motion Carried.
- 9 7. Sewer Budget Amendments - J. Wilkins highlighted that the actual cost of the sewer
10 break, in one line, was \$157,000. Cash reserve used was \$57,000. Badger Meter line item
11 shows the actual cost of meters. The NRW repayment is also there. Motion by B.
12 Soper, seconded by K. Holmes, to approve the proposed FY2019 Sewer Budget
13 Amendments as presented. Roll Call: Soper-yes, O'Dwyer-yes, Holmes-yes, Wilkins-yes.
14 Motion Carried.
- 15 8. Elberta Beach Area Propose Improvements - Review only - Agenda, narrative, proposed
16 budget and map have been posted on the village website, Facebook, Elberta Post Office
17 and Village Office kiosk.
- 18 9. Survey & Topography for Elberta Beach - Flies & Vandenbrink wanted to do the survey
19 & topography right away. Bye St. is a major street, we have funds here to cover half the
20 cost of the survey & topography. The Grand Traverse Land Conservatory will pay \$5000,
21 which is half the cost. H. O'Dwyer stated that the village wasn't suppose to cover costs of
22 the project and that the grant committee's plan was to apply for more grants. She said that
23 grants are available to help with our \$5000 portion. Motion by H. O'Dwyer to have Grant
24 Committee write a grant to Rotary Charities for \$5000. No support. J. Wilkins stated that
25 the weather was why she signed the agreement to pay half of the survey & topography
26 and only after she looked at the budget and saw that there was money in Major Streets to
27 cover it. Motion by B. Soper, seconded by K. Holmes, to pay Flies & Vandenbrink \$5000
28 for the survey & topography with the hopes that we can get a grant to cover the cost. Roll
29 Call: Soper-yes, O'Dwyer-yes, Holmes-yes, Wilkins-yes. Motion Carried.
- 30 10. Proposed FY2020 Budget Review - Review only - Any request and estimates are in the
31 packets, included is the Penfold Park waterline, not included is the roof. Any inquiries
32 can be directed to the clerk. B. Soper asked if the estimates for well cleaning are apples to
33 apples in comparison. C. Pritchard said no, because the companies use different
34 equipment. Council to look into the doors, possibly not up to code, at the ELSS & follow
35 up with Theo. Look into the price of a snow plow. Council will look into all aspects. H.
36 O'Dwyer & K. Holmes want us to be able to plow our own streets and not contract it out.
- 37 11. Republic Service Refuse Removal Contract Renewal - M. Kalbach stated that it is not
38 necessary to raise rates to customers at this time, maybe next year. Motion by B. Soper,
39 seconded by K. Holmes, to approve the Republic Service Refuse Removal Contract, also
40 known as Harlan Sanitary Landfill, as presented. Roll Call: Soper-yes, O'Dwyer-yes,
41 Holmes-yes, Wilkins-yes. Motion Carried.

42 **Reports**

43 County Commissioner – G. Sauer - oral report - Deputy Geoff Miller is the school resource
44 officer for Benzie Central Schools. Still working on the agreement for the Frankfort school
45 resource officer. The City did pass their proposal. New Representative Jack O'Malley & Kurt
46 Vanderwall participated in a coffee hour and discussed Pipeline 5. It was nice to have them

1 locally, more impact. They will meet again on February 11th. Local road committee met &
2 made recommendations on 2019 projects for bids. These will depend on the price of asphalt.
3 Met with 2 firms on space needs for department storage issues & records. Required by the
4 state to have a public defender's office, have a game plan, future plan. They are accepting
5 resumes and will be having interviews for chief defender. This will be a 5 lawyer office in
6 conjunction with Manistee.

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

8 Planning Commission - K. Holmes. Working on short term rentals. Checking to see what
9 Frankfort is doing with short term rentals. See how many and bring to the council.

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

11 BFA - J. Wilkins. Meeting monthly, worked on recommendations. Linda & Jen are working
12 with Becky on Tuesdays. Getting the budget ready for next year.

13 BLUA/Fire Board/Water Committee - K. Holmes & J. Gatrell. Working on DEQ project,
14 asset management plan, hope to have it done June/July.

15 Personnel Committee - J. Wilkins & K. Holmes. Written report.

16 Building Committee – B. Soper. No report.

17 Water/Sewer - J. Wilkins & K. Holmes.

18 Grants - J. Wilkins. Spicer Group on hold with the Army Corp. of Engineers because of the
19 government shut down. Everything is still on schedule. Met with Pat from Spicer Group and
20 the Betsie Valley Trail, mapped out the trail, bike path will go in a safe spot, may need to
21 move sign.

22 ELSS - K. Mills. Lost 2 rentals to cancelations. Had 2 showings on Sunday with the promise
23 of contracts in the mail. Letter from the Benzie Area Historical Society about a discounted
24 rate for non-profit. Will present at February meeting. Tabled discussion of phone for ELSS
25 for February. Come up with options: pay for phone/minutes or pay a portion/% of use of her
26 phone.

27 Zoning Administrator/Code Enforcement Officer report - B. O'Dwyer & M. Lane. B.

28 O'Dwyer is willing to finish/volunteer until we get a new person.

29 Policy & Procedure Committee - J. Wilkins & B. Addis. Going to work on policy with flex
30 time and get it updated.

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

32 Announcements:

33 Public Meeting for Beach Improvements on January 31st. Community Dinner on Saturday,
34 January 19th.

35 Public Comment:

36 Have the Budget Committee look into phone for ELSS.

38 Adjournment: meeting adjourned at 8:47 PM.