

MINUTES

Regular Meeting of the Elberta Village Council  
401 First St (Community Building) Elberta  
June 20, 2019  
7:00 PM

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

Pledge of Allegiance.

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

Absent: Joyce Gatrell

**Minutes:** Motion by B. Soper, seconded by K. Holmes to approve Minutes of May 16, 2019 Regular Council meeting. All Ayes, Gatrell absent, Motion Carried.

**Agenda:** Discussion regarding whether to add #9-13 to new business. Motion by H. O'Dwyer, seconded by B. Soper to approve amended agenda. Three ayes, One nay, Gatrell absent, Motion Carried.

Possible Conflict of Interest on New Business #12, unsure of what topic entails.

**Correspondence:**

1. Senior Scoop Newsletter received-available at Village Office.
2. MML info on Marijuana Webinar
3. Thank you from FEAS Class of 2019
4. Letter from Linda Manville, BAFC stating concerns regarding the villages contract/involvement with the ECFM. Requested council revisit their position.
5. Notes from D. Bower & C. Kalbach offering to fill possible council vacancy, held.
6. Copies of incomplete permit applications from D. Bower.
7. E-mail from B. Roethler informing council Cabbage Shed is having live music July 2 and July 3.

**Public Input:** None

**Approval of Bills:** Motion by K. Holmes, seconded by H. O'Dwyer to approve the check register in the amount of \$59,793.60 as presented. Roll Call: Holmes, aye; O'Dwyer, aye; Soper, aye; Wilkins, aye; Gatrell, absent. Motion Carried.

Financial Reports were received.

**Financial Report:** - Received.

**Old Business:**

1. Grant Extension until September 30, 2019 received from USDA and Rotary Charities for Penfold Park Project.
2. Training from MEDC on July 18, register online. Training here on July 19. Council members are encouraged to attend.

**New Business:**

1. Motion by H. O'Dwyer, seconded by B. Soper to accept resignation of Joyce Gatrell, all ayes, Motion Carried. Council seat declared vacant. Clerk will post vacancy at Post Office and village offices.
2. Motion by J. Wilkins, seconded by H. O'Dwyer to appoint Grace Banktson to village Parks and Recreation Commission, all ayes, Motion Carried.

- 1 3. Chad Hollenbeck from Benzie Bus was here to discuss best place at Penfold Park to place  
2 a bus shelter between two options. Motion by K. Holmes, seconded by J. Wilkins to  
3 accept contractor recommendation for placement (between 2 options discussed), all ayes,  
4 Motion Carried.
- 5 4. Zoning Administrator and Code Enforcer contract discussion, tabled.
- 6 5. Motion by K. Holmes, seconded by B. Soper to adopt Traffic control Order No. 2019-01,  
7 all ayes, Motion Carried.
- 8 6. Motion by B. Soper, seconded by J. Wilkins to adopt resolution #2019-004 to extend  
9 Elberta Beach hours for July 4. All ayes, Motion Carried.
- 10 7. Motion by H. O'Dwyer, seconded by B. Soper to adopt resolution #2019-005 to facilitate  
11 traffic control on July 4. All ayes, Motion Carried.
- 12 8. Preliminary Audit Findings from BAFC read by H. O'Dwyer, adding that village paid to  
13 have treasurer trained on bank reconciliations. Treasurer stated our contract was to have  
14 the company do the reconciliations, not to train her. Of the two options from auditors,  
15 BAFC recommended #2, which is the most cost-effective for the village. Motion by B.  
16 Soper, seconded by H. O'Dwyer to go with option #2 (president will contact  
17 auditors). All ayes, Motion Carried.
- 18 9. Motion by B. Soper, seconded by J. Wilkins to approve General Fund budget amendments  
19 recommended by BAFC. Roll Call: K. Holmes, aye; B. Soper, aye; J. Wilkins, aye; H.  
20 O'Dwyer, nay. Motion Carried.  
21 Motion by B. Soper, seconded by J. Wilkins to approve Park Fund budget amendments  
22 recommended by BAFC. Roll Call: K. Holmes, aye; B. Soper, aye; J. Wilkins, aye; H.  
23 O'Dwyer, nay. Motion Carried.
- 24 10. Motion by J. Wilkins, seconded by B. Soper to allow Kristi Mills to head up a  
25 fundraiser, with all proceeds going to the preservation of ELSS. All ayes, Motion  
26 Carried.
- 27 11. Committee Appointments. H. O'Dwyer to replace J. Gatrell on BLUA/Fire Board. New  
28 Marijuana Committee, headed by B. Soper.
- 29 12. Motion by H. O'Dwyer to appoint D. Bower to vacant Village Council seat. Conflict of  
30 interest cited by J. Wilkins. No second, Motion Failed. H. O'Dwyer believes no conflict  
31 of interest with D. Bower filling council seat.
- 32 13. Motion by J. Wilkins, seconded by K. Holmes to have BAFC and Personnel Committee  
33 look into DPW Assistant hours/benefits and make recommendations to council. All ayes,  
34 Motion Carried.

35 **Reports:**

- 36 County Commissioner – G. Sauer - oral report on Countywide issues.
- 37 DPW – C. Pritchard. No report.
- 38 Planning Commission - K. Holmes. Need more timely permitting process.
- 39 Parks & Recreation Commission - B. Soper. Written report received.
- 40 BFA - J. Wilkins. Written report was provided
- 41 BLUA/Fire Board - K. Holmes & J. Gatrell. No report, H. O'Dwyer appointed to replace J.  
42 Gatrell
- 43 Personnel Committee - J. Wilkins & K. Holmes. Written report received.
- 44 Building Committee – B. Soper. No report.

- 1 Water/Sewer - J. Wilkins & K. Holmes. Meter replacement, ongoing. Copper & lead  
2 inspection and also hydrant flushing will be in July. Smoke testing to be done soon.
- 3 Grants - J. Wilkins. & B. Soper. Meeting with Contractor for Penfold Park construction end  
4 of next week (7/28).
- 5 ELSS - K. Mills. Thanks for allowing fundraiser. Having cancellation issues, consider  
6 possible revision to our policy regarding such.
- 7 Zoning Administrator - Mike Lane. Written report received. Working with residents on  
8 zoning issues.
- 9 Code Enforcement Officer - Mike Lane. Written report received. Looking to areas in village  
10 that are possibly not in compliance.
- 11 Policy & Procedures - J. Wilkins. In house training July 19.
- 12 Marijuana Committee - B. Soper. New Committee.
- 13 **Announcements:** Have a Safe 4th of July
- 14 **Public Comment:** S. Bower stated they would like answers regarding their zoning permit(s).  
15 She was told an e-mail had been sent to her stating the permits were not complete and needed to  
16 be filled out completely and resubmitted for proper review. Copies of the permits were returned  
17 also, showing incomplete areas. S. Bower stated she would go to the county for a tax ID number  
18 for the parcel.
- 19 **Adjournment:** Meeting adjourned at 8:28pm.