

# Minutes

Regular Meeting of the Elberta Village Council  
LIFE SAVING STATION, 1120 Furnace Street | ELBERTA, MI 49628  
June 16, 2022 @ 7pm

## Call to Order @ 7:00pm

### ROLL CALL:

| Wilkins - present | Holmes - present | Soper - present | Fiebing - present | Votruba - present |

**Audience:** Ken Bonney (DPW) | Tom & Teri Reisner (Residents) | David Beaton, Arlene Sweeting, and Mike Smith | Gary Sauer (Commissioner) | Jim Barnes (Eco-Building Products Owner) | Michael Cederholm (Frankfort Fire Chief) | Arriving at 7:12pm Roberta Benedict (CLERK) | Mary Kalbach – (Treasurer) |

**Motion to Approve** May 19, 2022, **Regular Meeting** of the Elberta Village Council Minutes with amendments to lines 12, 13 and 21 by Jennifer Wilkins; Seconded by Emily Votruba. **All AYES\* - Motion Carried.**

**Motion to Approve the Agenda** with the addition of #6 Council Meeting Packets, Deadlines and Postings by Bill Soper; Seconded by Emily Votruba. **All AYES\* – Motion Carried.**

**Inquiry of Conflict on Agenda Items:** None

**Correspondence** – Covered under New Business

**Brief Public Comment on Agenda Items:** NONE

### Approval of Bills:

- o Motion, after discussion of select items, to Approve the **Check Register** in the amount of \$69,711.43 by Ken Holmes; Seconded by Emily Votruba. **All AYES\* – Motion Carried. ROLL CALL**

Wilkins - aye | Holmes - aye | Soper - aye | Fiebing - aye | Votruba - aye

### Financial Reports:

- o **Revenue & Expenditure Report** Received and Discussed.

### Unfinished Business

1. Motion (repeated, despite carrying at meeting held May 19, 2022) by Jennifer Wilkins, to approve with noted amendments and send the **Bois Blanc Township Letter and Resolution** to Council Trustee, Emily Votruba, for final edits and necessary signatures. Clerk to then send finalized document to State Representative, Senator, and Governor; Seconded by Emily Votruba. **All AYES\* – Motion Carried.**
2. Motion by Jennifer Wilkins, after discussion, to **table** the **Estimates for Security and Wi-Fi at the Water Tower and Waterfront Park** for more information; Seconded by Bill Soper. **All AYES\* – Motion Carried.**

### New Business

1. **Fiscal Year 2022 Audit and Auditor’s Report** – Highlighted the Audit’s main points and the noted suggestions, specifically, employee contracts and checks & balances procedures. Motion to approve the February 28, 2022, Audit by Baird, Cotter and Bishop, P.C. by Emily Votruba; Seconded by Bill Soper. **All AYES\* – Motion Carried.**
2. **Motion to Approve the Baird, Cotter & Bishop, P.C. Engagement Letter for Services in 2023, 2024 and 2025** by Emily Votruba; Seconded by Ken Holmes. **All AYES\* – Motion Carried.**
3. **Motion by Jennifer Wilkins to Approve the 5 Year Deficit Elimination Plan** (corrected documents provided by Clerk during the meeting, Clerk did not correctly complete and make the DEP available with the Monday Packet as instructed); Seconded by Emily Votruba. **All AYES\* – Motion Carried. ROLL CALL**
4. **Motion by Jennifer Wilkins to Approve Ordinance #40 – USDA BOND 2022A** that outlines the procedures of the bond process, the roles of Village Council, DPW, Clerk and Treasurer for the USDA portion of the Village of Elberta Water Supply System Project; Seconded by Ken Holmes. **All AYES\* – Motion Carried. ROLL CALL**

Wilkins - aye | Holmes - aye | Soper - aye | Fiebing - aye | Votruba - aye

Wilkins - aye | Holmes - aye | Soper - aye | Fiebing - aye | Votruba - aye

- 1 5. **Motion by Jennifer Wilkins to Approve Ordinance #41 – DWRF BOND 2022B** that outlines the procedures of  
2 the bond process for the DWRF portion of the Village of Elberta Water Supply System Project; Seconded by Bill  
3 Soper. **All AYES\* – Motion Carried. ROLL CALL**

Wilkins - aye   Holmes - aye   Soper - aye   Fiebing - aye   Votruba - aye
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5 6. **Motion by Ken Holmes to Approve Arcadia Mechanical Inc’s Estimate.** Discussion on warranties of products  
6 and clarification that one received estimate (Northlake Mechanical) was for two units and the other estimate  
7 (Arcadia Mechanical) was for one unit. **Motion failed without a second. Motion by Ryan Fiebing to table the**  
8 **Life Saving Station (Back Wing) Air Conditioning Replacement Estimates** to allow the companies to rebid  
9 using like specifications plus warranty disclosures; Seconded by Emily Votruba. **All AYES\* – Motion Carried.**  
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11 7. **Motion by Bill Soper to Approve Planning Commission’s Recommendation for the Site Plan review from**  
12 **Furnace Street Elberta Ventures LLC 1121 Furnace St. with conditions** - the curb cut demonstrated on sheet  
13 C101 to be a concrete curb panned across the driveway with raised curbing along the edge of the driveway. The  
14 driveway approach from the flat curb to the property line is to be a concrete curb, the driveway material beyond  
15 the concrete apron, shall be crushed stone or better. Any parking offsite shall not obstruct traffic flow; Seconded  
16 by Ryan Fiebing. **All AYES\* – Motion Carried**  
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18 8. **Motion by Emily Votruba to Approve the Traffic Control Order #2022-02 for the 4<sup>th</sup> of July;** Seconded by  
19 Bill Soper. **All AYES\* – Motion Carried.**  
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21 **Strategy Session (Discussion Only Topics)**

- 22 1. **Marijuana Ordinance Examples** – Discussion on Police Power Ordinance vs. Zoning. Decision to get  
23 recommendations from Planning Commission and Sara Kopriva from Beckett and Raeder.  
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25 2. **Festival Policy/Contract** – Seeking policies and/or rules from other communities for comparisons. Having a  
26 volunteer, parking, security, cleanup and recycling plan as a requirement. Require insurance for the event.  
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28 3. **Food Truck Ordinance Examples** – Tailor the ordinance to Elberta including use at events.  
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30 4. **Life Saving Station Building Assessment** – Discussed the disrepair of the building and the need for a  
31 schedule of prioritized (windows and doors) repairs using the CIP figures and estimates and budgeting for  
32 repairs every year. Discussed the Save America’s Treasures Grant due in the fall and did a building walk about  
33 after the meeting.  
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35 5. **July 4<sup>th</sup> Traffic Control Volunteer Schedule** – Volunteers are needed to man the barricades on Bye Street  
36 from 2pm - 10:00pm. Emily, Ryan and Jen volunteered so far. Time slots are still available. Safety vests  
37 provided.  
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39 6. **Council Packets, Deadlines and Postings** – Discussion emphasizing following the Rules of Procedures for  
40 Council packets and definition of deadlines regarding village business. Council Packets are to be completed  
41 and ready for pickup by noon on the Monday of the week of regular Council Meetings. Any additions or  
42 changes can be added at the meeting or postponed by Council vote until the following meeting. After  
43 several unsolicited interruptions by the Village Clerk, Village President suggested the Clerk leave the meeting  
44 for disrupting the peace. Clerk remained.  
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**Reports to Council**

**County Commissioner** – Sauer / Verbal Report – Fiber optics for Benzie County is still being sought after results from the Merit Survey. Hazardous Waste Materials & Tires Clean-Up to Occur from 9a – 1p at the Frankfort High School on Saturday, June 18, 2022; in Honor at the Road Commission, August 27, 2022 (please call ahead for tires 882-0554); AND for TIRES ONLY in Thompsonville on July 16, 2022. Health Department Meeting, reported a lot of ticks in the area, visit your doctor if you get the bullseye mark, the ARPA money received means they will not need to ask other communities to contribute to their budget this year. Road Commission, gravel road brining is complete, recent construction projects garnered jobs for Elmers, Rieth Riley and Molon Excavating. Thompsonville is looking to do a Parks and Recreation Plan to include the Betsie Valley Trail.

**Planning Commission** – Fiebing / Special Meeting with Sara Kopriva, Beckett & Raeder, went well. Changes to Articles 19 and 24 were agreed upon and another draft will be ready by the end of June for the July Meeting.

**Parks & Recreation Commission** – Soper / No Meeting

**DPW** – Wilkins / Verbal Report: Theo has been fixing safety issues at the LSS and Waterfront Park and mowing, Ken finished marking curb-stops, communicated with Rieth-Riley regarding M22 construction, water/sewer hookup in town & planting trees.

**ELSS** – K. Mills / No Air Conditioning in back wing.

**Zoning Administrator** – J. Mills / Sending follow up letters.

**BFAC & Grant** – Wilkins & Votruba / No Meeting

**BLUA** – Holmes / Verbal Report/ Budget committee formed, Josh Mills, Jen Wilkins, and Margaret Evans.

**Fire Board** – Cederholm / Written Report

**Historical Preservation** – Fiebing & Soper / No Meeting

**Personnel & Policy** – Wilkins & Holmes (DPW), Wilkins & Votruba (Office) / See Personnel Reports

**Water/Sewer Committee** - Wilkins & Holmes / No Meeting

**Extended General Public Comment:** Jim Barnes reported on his group, Citizens for Elberta, emphasizing the importance of making needed changes to the Master Plan and Zoning Ordinances with community backing. Also, as a former caterer who worked events at the LSS, gave his thoughts on the air conditioning situation, and the benefits of being set apart from Frankfort by having a Food Truck & Marijuana Ordinance. Ken Holmes mentioned that the Jack Pines at Elberta Dunes South are dying and that we should investigate what is killing them.

**Announcements:** Elberta Summer Solstice Festival Friday June 17<sup>th</sup> 4pm-11:30pm, Stormcloud Elberta Beach Cleanup June 18, 2022, 9am-1pm, Jammin' Mondays starts June 20<sup>th</sup> at 7pm and Frankfort fireworks at dusk on July 4th.

**Adjournment: 9:21pm**