

Minutes

Special Meeting of the Elberta Village Council

401 First Street | ELBERTA MI, 49628 | (231) 352-7201

November 18, 2022 @ 6pm

Call to Order

6:10pm, by Jennifer Wilkins, President

Roll Call

Bill Soper – Present | Emily Votruba – Present | Ryan Fiebing – Present | Ken Holmes – Present | Jennifer Wilkins – Present

Audience

Norma Corwin, Bobbi Benedict, Ken Bonney, Mary Kalbach, Linda Manville, Kristine Mills, Teri Reisner

Approval of Agenda

Motion by Wilkins; seconded by Soper, to approve the agenda as presented. All ayes. Motion carried.

Correspondence

Letter from the Personnel Committee (interview team) recommending candidates Norman Corwin (for Clerk/Treasurer) and Teri Reisner (for Deputy Clerk/Administrative Assistant)

Brief Public Comment on Agenda Items

None

New Business

1. General Fund Budget Amendment

Per Wilkins, a new line item is created for Deputy Clerk; amendment worksheet shows amounts deducted from which accounts to be added to new line item for remainder of fiscal year. The new appointed Clerk/Treasurer wages will be split between the existing Clerk and Treasurer line items for remainder of fiscal year. The new employee Deputy Treasurer (unfilled) position wages will come from existing Treasurer line item. Votruba said the math appeared correct. Holmes raised concern about deficit payment being met. Wilkins said she had taken unused money from closed parks and other excess monies unneeded for the remainder of the year and deficit payment plan would be unaffected.

Motion by Votruba, seconded by Soper, to amend the General Fund (101) budget as specified in the provided worksheet (see attached).

ROLL CALL Bill Soper – Aye | Emily Votruba – Aye | Ryan Fiebing – Aye | Ken Holmes – Aye | Jennifer Wilkins – Aye | Motion carried.

2. Appointment of Village Clerk/Treasurer

Associated council packet materials: Corwin's résumé, offer letter from Wilkins, acceptance letter. The Personnel Committee recommended Norma Corwin for the new Clerk/Treasurer position. Wilkins described Corwin's experience and qualifications. Votruba described favorable comments from Corwin's references. Holmes raised concern that from 2003 to 2022 Corwin had worked seven different places; wants an official who will stay in the position. Votruba said such transience may be normal in the mortgage processing field; said one of Corwin's references spoke of working with her for several years and "brought her with him" into new companies as example of continuity. Fiebing asked if new position is term limited. Wilkins said no, appointed position is at the will of council. Holmes asked what will happen to current employees, Kalbach and Benedict. Wilkins said the new appointments terminate the two current Clerk and Treasurer positions. Holmes objected. Wilkins reminded Holmes that he had voted for the creation of the new positions. Holmes said he had not been informed, and that a lot of money had been spent on ads; Holmes said Wilkins should resign if the new hire doesn't stay. The hiring resolution stipulates that the Clerk/Treasurer is an appointed official position at 32 hrs/week, starting Monday, November 21.

Motion by Soper, seconded by Votruba, to appoint Norma Corwin to the new Clerk/Treasurer position.

ROLL CALL Bill Soper – Aye | Emily Votruba – Aye | Ryan Fiebing – Aye | Ken Holmes – No | Jennifer Wilkins – Aye | Motion carried.

3. Resolution No. 2022-011 Wage and Compensation for the Village Clerk/Treasurer

Wilkins referred to recommendation by attorney Bryan Graham at the September 1 special meeting, that wage and compensation resolutions be made yearly with the budget; because fiscal year ends in February, resolution under consideration applies to remainder of fiscal year.

Motion by Votruba, seconded by Soper, to approve Resolution #2022-011, Wage and Compensation for the Village Clerk/Treasurer (see attached).

ROLL CALL Bill Soper – Aye | Emily Votruba – Aye | Ryan Fiebing – Aye | Ken Holmes – No | Jennifer Wilkins – Aye |

1 Motion carried.

2 **4. Hiring of Village Deputy Clerk/Administrative Assistant**

3 *Associated council packet materials: Reisner's résumé, offer letter from Wilkins, acceptance letter.* The Personnel
4 Committee recommended Teri Reisner for the new Deputy Clerk employee position. Wilkins described Reisner's
5 experience and qualifications, especially software experience, and interview. Votruba described favorable comments from
6 Reisner's references. Wilkins opened the floor to questions; none raised. The hiring resolution stipulates salaried at-will
7 employment at 16 hrs/week, starting Tuesday, November 22.

8 **Motion** by Soper, seconded by Fiebing, to hire Teri Reisner to the new Deputy Clerk/Administrative Assistant position.

9 **ROLL CALL** Bill Soper – Aye | Emily Votruba – Aye | Ryan Fiebing – Aye | Ken Holmes – Aye | Jennifer Wilkins – Aye |

10 Motion carried.

11 **5. Resolution No. 2022-012 Wage and Compensation for Deputy Clerk/Administrative Assistant**

12 Per Wilkins, Corwin's position is salaried appointed position, Reisner's is an at-will employee position.

13 **Motion** by Votruba, seconded by Wilkins, to approve Resolution #2022-012, Wage and Compensation for the Village
14 Deputy Clerk/Administrative Assistant (see attached).

15 **ROLL CALL** Bill Soper – Aye | Emily Votruba – Aye | Ryan Fiebing – Aye | Ken Holmes – Aye | Jennifer Wilkins – Aye |

16 Motion carried.

17 **6. Signatory Permission and Removal on Village Bank Accounts**

18 **Motion** by Votruba, seconded by Soper, to remove former Village Treasurer Mary Kalbach as signatory on Village of
19 Elberta Bank Accounts at State Savings Bank and give permission to newly appointed Clerk/Treasurer Norma Corwin to
20 be added as signatory on Village of Elberta Bank Accounts at State Savings Bank.

21 **ROLL CALL** Bill Soper – Aye | Emily Votruba – Aye | Ryan Fiebing – Aye | Ken Holmes – No | Jennifer Wilkins – Aye |

22 Motion carried.

23 **Motion** by Wilkins, seconded by Votruba, to remove former Village Clerk Roberta Benedict as signatory on Village of
24 Elberta Bank Accounts at State Savings Bank and give permission to newly hired Deputy Clerk/Administrative Assistant
25 Terese (Teri) Reisner to be added as signatory on Village of Elberta Bank Accounts at State Savings Bank.

26 **ROLL CALL** Bill Soper – Aye | Emily Votruba – Aye | Ryan Fiebing – Aye | Ken Holmes – No | Jennifer Wilkins – Aye |

27 Motion carried.

28
29 **Extended General Public Comment**

30 Benedict requested that her flex time be paid for and submitted relevant paperwork.

31 Manville thanked council for their time, citing a long process and difficult decisions.

32 Wilkins thanked Mary Kalbach for diligent work on deficit reduction, care for Village residents, telephone skills,
33 dedication to the Village, bringing office to its current level; thanked Benedict for computer and website skills, dedication
34 to planning commission meetings, Excel skills, DEP reporting, helpfulness to DPW staff and Village Treasurer. Wilkins
35 thanked Bill Soper for his service on council. "We will miss you very much."

36
37 **Adjournment** 6:30 p.m.

38
39
40 Emily Votruba, Acting Clerk, Village of Elberta

NB#1

General Fund (101) Budget Amendment

November 18, 2022 Village of Elberta Special Council Meeting

Establish a new line item for Deputy Clerk under Department 215 Clerk in the General Fund, Fund 101:

70205 Deputy Clerk Wages (Also known as 101-215-70205)

\$4,300 is needed in 101-215-70205 to fulfill Deputy Clerk/Admin Assistant wage and compensation requirements for the remainder of the fiscal year.

101-751-78600 Waterfront Park Signs. Take \$950 of the remaining \$972 and put into 101-215-70205 Deputy Clerk Wages

101-752-72600 Penfold Supplies. Take \$1,500 of the remaining \$1,778 and put into 101-215-70205 Deputy Clerk Wages

101-765-70200 Elberta Beach Wages. Take \$1,850 of the remaining \$2,314 and put into 101-215-70205 Deputy Clerk Wages

Equaling \$4300 being moved to new line item: 101-215-70205 Deputy Clerk Wages

\$2,048 is needed in 101-215-70200 Wages to bring the total to \$8,400 to fulfill Clerk/Treasurer wage and compensation requirements for the remainder of the fiscal year.

101-752-77500 Penfold Maint./Materials. Take the unused \$500 and put it into 101-215-70200 Wages

101-752-88500 Penfold Landscaping. Take the unused \$50 and put it into 101-215-70200 Wages

101-765-77500 Elberta Beach Maint./Materials. Take \$1,000 from the remaining \$1162 and put it into 101-215-70200 Wages

101-765-80150 Elberta Beach Waste Removal. Take the unused \$500 and put it into 101-215-70200 Wages

Equaling \$2,050 being moved to existing line item: 101-215-70200 Wages

Resolution #2022-011

Wage and Compensation for the Village Clerk/Treasurer

At a special meeting of the Elberta Village Council, Benzie County, Michigan, held at the Community Building on November 18, 2022, at 6pm.

The following resolution was offered by Trustee, Emily Votruba, and supported by Trustee, Bill Soper.

WHEREAS The Council of the Village of Elberta unanimously voted at the September 15, 2022, Regular Council meeting to combine the Appointed Clerk and Treasurer positions into an Appointed Clerk/Treasurer position and a Deputy Clerk/Administrative Assistant position and a Deputy Treasurer/Finance Assistant position and

WHEREAS the Village of Elberta voted at that same meeting to post ads for the Clerk/Treasurer Appointed Official Position and Deputy Clerk and Deputy Treasurer positions in the *Record-Eagle*, the *Record-Patriot*, the Village website, the Community Building bulletin board, and Village Post Office and

WHEREAS Interviews were held by the Office Personnel Committee and a qualified applicant was chosen, offered the Clerk/Treasurer Appointed Official Salaried Position at 32 hours a week, plus monthly Health Insurance Stipend and accepted the offer on November 15, 2022, and was Appointed to the Clerk/Treasurer Position on November 18, 2022,

NOW THEREFORE BE IT RESOLVED that the newly Appointed Clerk/Treasurer, Norma Corwin, shall receive a General Fund supported Wage and Compensation Salary package of \$10,560 plus a monthly Health Insurance Stipend of \$500 for the remainder of the 2022-2023 Fiscal Year.

BE IT FURTHER RESOLVED that the terms of this Resolution shall take effect on November 21, 2022, and shall be effective until the end of the 2022-2023 Fiscal Year, February 28, 2023.

YEAS: Bill Soper, Ryan Fiebing, Emily Votruba and Jennifer Wilkins

NAYS: Ken Holmes

RESOLUTION DECLARED ADOPTED. By: _____

Jennifer S. Wilkins, Village President

I, the undersigned, _____ of the Village of Elberta, Benzie County, Michigan, do hereby certify that the foregoing is a true and complete copy of certain proceedings taken by said municipality of Benzie County at its special meeting held on November 18, 2022, relative to adoption of the resolution therein set forth; that said meeting was conducted and public notice of said meeting was given pursuant to and in full compliance with the Open Meetings Act, being Act 267, Public Acts of Michigan, 1976, and that the minutes of said meeting were kept and will be or have been made available as required by said Act.

Dated: _____

Resolution #2022-012

Wage and Compensation for the Village Deputy Clerk/Administrative Assistant

At a special meeting of the Elberta Village Council, Benzie County, Michigan, held at the Community Building on November 18, 2022, at 6pm.

The following resolution was offered by Trustee, Emily Votruba, and supported by President, Jennifer Wilkins.

WHEREAS The Council of the Village of Elberta unanimously voted at the September 15, 2022, Regular Council meeting to combine the Appointed Clerk and Treasurer positions into an Appointed Clerk/Treasurer position and a Deputy Clerk/Administrative Assistant position and a Deputy Treasurer/Finance Assistant position and

WHEREAS the Village of Elberta voted at that same meeting to post ads for the Clerk/Treasurer Appointed Official Position and Deputy Clerk and Deputy Treasurer positions in the *Record-Eagle*, the *Record-Patriot*, the Village website, the Community Building bulletin board, and Village Post Office and

WHEREAS Interviews were held by the Office Personnel Committee and a qualified applicant was chosen, offered the Deputy Clerk/Administrative Assistant Salaried At-Will Employee Position at 16 hours a week and accepted the offer on November 10, 2022, and was hired as the Deputy Clerk/Administrative Assistant on November 18, 2022,

NOW THEREFORE BE IT RESOLVED that newly hired Deputy Clerk/Administrative Assistant, Terese Reisner, shall receive a General Fund supported Wage and Compensation Salary At-Will Employed package of \$4,080 for the remainder of the 2022-2023 Fiscal Year.

BE IT FURTHER RESOLVED that the terms of this Resolution shall take effect on November 21, 2022 and shall be effective until the end of the 2022-2023 Fiscal Year, February 28, 2023.

YEAS: Bill Soper, Ryan Fiebing, Emily Votruba, Ken Holmes and Jennifer Wilkins

NAYS: NONE

RESOLUTION DECLARED ADOPTED. By: _____

Jennifer S. Wilkins, Village President

I, the undersigned, _____ of the Village of Elberta, Benzie County, Michigan, do hereby certify that the foregoing is a true and complete copy of certain proceedings taken by said municipality of Benzie County at its special meeting held on November 18, 2022, relative to adoption of the resolution therein set forth; that said meeting was conducted and public notice of said meeting was given pursuant to and in full compliance with the Open Meetings Act, being Act 267, Public Acts of Michigan, 1976, and that the minutes of said meeting were kept and will be or have been made available as required by said Act.

Dated: _____