

Regular Meeting **MINUTES** of the Elberta Village Council

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

October 20, 2022 @ 7pm

Call to Order and Pledge - 7:02 p.m.

Roll Call: |Bill Soper – ABSENT | Emily Votruba – PRESENT | Ryan Fiebing – PRESENT | Ken Holmes – PRESENT|

Audience: SEE SIGN IN SHEET

Approval of Minutes: **Motion** by Ken Holmes **to Approve** September 15, 2022, **Regular Council Meeting Minutes** with the corrections of the name spellings from Terri Reisner to Teri Reisner, and for the Frankfort Fire Chief Cedarholm to Cederholm. The motion as stated for the budget amendments on page 2 line 1 requires the addition of *Water Fund* directly preceding Budget Amendments. Seconded by Jennifer Wilkins. All AYES – Motion Carried.

Approval of Agenda:

Motion by Jennifer Wilkins, Seconded by Emily Votruba to approve the AGENDA with the addition of two speakers under Correspondence 1. Liz Negrau 2. Josh Stoltz and add #8 to New Business Planning Commission Member William Shaw. All AYES – Motion Carried.

Inquiry of Conflict on Agenda Items - NONE

Correspondence –

1. Liz Negrau – running for the Frankfort-Elberta Area School Board, in the November 8, 2022, election. Background in Strategic Planning, the first ever 5-year Strategic Master Plan for the Frankfort-Elberta Area School District.
2. Josh Stoltz – Grow Benzie – Solstice Numbers for Elberta and a thank you again to Ken, Mary, Bobbi, Kristi.
3. Charles Kalbach relaying a DPW complaint –a letter of response sent from the DPW, Ken Bonney
4. MDOT - Category B Application Notification: Not Funded
5. Ryan Jarvi - Northwest Education Services: Special Education Millage Proposal

Brief Public Comment on Agenda items - NONE

Approval of Bills:

- o Motion by Ken Holmes to approve the Check Register in the amount of \$23,814.20; Seconded by Ryan Fiebing. All AYES – Motion Carried.

ROLL CALL |Bill Soper – ABSENT | Emily Votruba – AYE | Ryan Fiebing – AYE | Ken Holmes – AYE | Jennifer Wilkins – AYE |

Financial Reports:

- o Rev/Exp sheet reviewed

Unfinished Business – Employee Handbook Draft Edits (Review Only)

Motion by Jennifer Wilkins to send the edits to Steven Schwartz, the attorney who drafted the document, prior to sending it to our attorney; Seconded by Emily Votruba. All AYES – Motion Carried.

New Business

1. Clerk/Treasurer Detailed Job Description

Motion by Emily Votruba to approve as presented, the Clerk/Treasurer detailed job description derived from the General Law Village Act duties of Clerk and Treasurer and to have the presented Clerk/Treasurer detailed job description utilized along with the GLVA duties of Clerk and Treasurer when inquiring about or working as the Appointed Clerk/Treasurer; Seconded by Ryan Fiebing with the added condition of sending it [Clerk/Treasurer Detailed Job Description] to the village attorney for review, All Ayes – MOTION CARRIED.

2. Beckett & Raeder, Inc. Planning Services Proposal

Motion by Jennifer Wilkins, Seconded by Ryan Fiebing to approve the Village President to sign the Beckett & Raeder, Inc. Planning Services Proposal that retains Beckett & Raeder, Inc. services with the Village of Elberta and approve the Budget, Grant, Finance, and Audit Committee to set a line item in the General Fund under the Planning Commission Department, titled, "Contract Services." All AYES – Motion Carried.

ROLL CALL |Bill Soper – ABSENT | Emily Votruba – AYE | Ryan Fiebing – AYE | Ken Holmes – AYE | Jennifer Wilkins – AYE |

3. General Fund Budget Amendment

Motion by Emily Votruba, Seconded by Ken Holmes to approve the General Fund Budget Amendment as presented which adjusts current revenues to actuals and increases expense amounts in attorney fees for ordinance writing, Waterfront Park maintenance and materials, and wages for planned projects, adding line item "Contract Services" in Dept. 721 with \$1000 for Beckett & Raeder's contract services proposal. All AYES – Motion Carried.

ROLL CALL |Bill Soper – ABSENT | Emily Votruba – AYE | Ryan Fiebing – AYE | Ken Holmes – AYE | Jennifer Wilkins – AYE |

1
2 **4. Water Fund Budget Amendment**

3 Motion by Jennifer Wilkins, Seconded by Emily Votruba to approve the Water Fund Budget Amendment as
4 presented, adding several line items (*DWRf, Engineering Services, Capital Improvements) under Dept. 902
5 Water System Improvements for water project revenue and expense tracking purposes.

6 All AYES – Motion Carried.

7 **ROLL CALL** |Bill Soper – ABSENT | Emily Votruba – AYE | Ryan Fiebing – AYE | Ken Holmes – AYE | Jennifer Wilkins – AYE |
8

9 **5. Permission for Young, Graham & Wendling P.C. to table Draft a Marijuana Ordinance**

10 Motion by Emily Votruba, Seconded by Ryan Fiebing to table the Young, Graham & Wendling P.C. drafting of a
11 Marijuana Ordinance for the Village of Elberta, pending further information from the treasury. All AYES –
12 Motion Carried.
13

14 **6. Permission for Young, Graham & Wendling P.C. to Draft a Food Truck Ordinance**

15 Motion by Emily Votruba, Seconded by Ryan Fiebing to approve Young, Graham & Wendling P.C. to draft a
16 Food Truck Ordinance for the Village of Elberta. All AYES – Motion Carried

17 **ROLL CALL** |Bill Soper – ABSENT | Emily Votruba – AYE | Ryan Fiebing – AYE | Ken Holmes – AYE | Jennifer Wilkins – AYE |
18

19 **7. Permission for Young, Graham & Wendling P.C. to Review Amendment for Ordinance #17 Burn Ordinance**

20 Motion by Jennifer Wilkins, Seconded by Ken Holmes to approve Young, Graham & Wendling P.C. to review and
21 edit, if necessary, the amendment to Ordinance #17, Burn Ordinance, provided by Fire Chief Cederholm. All
22 AYES – Motion Carried

23 **ROLL CALL** |Bill Soper – ABSENT | Emily Votruba – AYE | Ryan Fiebing – AYE | Ken Holmes – AYE | Jennifer Wilkins – AYE |
24

25 **8. Appointment of Planning Commission Vacancy**

26 Motion by Emily Votruba, Seconded by Ryan Fiebing to appoint William Shaw to the vacant spot of the five-
27 member Planning Commission. All AYES – Motion Carried.

28 **Reports to Council**

29 **County Commissioner** – Sauer / A Verbal Report was given.

30 **Planning Commission** – Fiebing / Verbal Report / sending planning commission by-laws to attorney for review; had the Public
31 Hearing for the Zoning Ordinance Amendments where the planning commission voted to pass the amendment along to Village
32 Council for approval; Happy to have the application from Bill Shaw

33 **Parks & Recreation Commission** – Soper / See Minutes / Iron Works discussion; motion to research Historic Site status; last
34 meeting of the year November 10, 2022.

35 **DPW** – Bonney / Verbal Report, See Personnel Reports / hydrants flushed, sprinklers are blown out at Waterfront Park; stone
36 around lift station, installed new door; salt received to mix with sand for roads. Sewer gas complaints.

37 **Clerk** – Benedict / Several meetings (Zoning Board of Appeals, Planning Commission Public Hearing, Council Meeting) much
38 preparation for each over the past 2 weeks, minutes written, AMP/ACO completed and uploaded to EGLE, website updates,
39 document and spreadsheet completions / creations for monthly tasks, along with the DEP, Utility Billing...

40 **Treasurer** – Kalbach / working on organization of all paperwork, including: Grants, Loans (USDA & DWRf), Beach Project along
41 with other important information to have everything in order for the new Clerk/Treasurer, once hired, for the ease of transition.

42 **LSS** – K. Mills / last weekend of the season, rental on Friday and again on Saturday; water leaking into building; 25 rentals for the
43 season, typically a full load; next year 11 contracts on the books; numerous showings; first booking for 2024 for the new
44 weekend rates.

45 **Zoning Administrator** – J. Mills / Public Hearing for the fence height variance completed and approved.

46 **BGFAC** – Wilkins & Votruba / See Minutes / Ken coding, IT for office, budget amendments, employee handbook invoice

47 **BLUA** – Wilkins & Holmes / Verbal Report / tanks are being removed, will be location for station for unloading,

48 **Frankfort Fire and Rescue Report** – Cederholm / See Report / elementary students visited, sent nice notes after

49 **Historical Preservation** – Fiebing & Soper /

50 **Personnel & Policy** – Holmes (DPW), Votruba (Office) /

51 **Water/Sewer Committee** - Wilkins & Holmes / See Minutes / cameras for water tower will go out for bids with USDA water
52 projects; volunteers needed to go door-to-door to get signatures for permission to get their lead and copper line replaced.

53 **Extended General Public Comment** was heard

54 **Announcements:**

55 **Adjournment:** 8:42 p.m.