

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

Jennifer S. Wilkins, Village President

I, the undersigned, CLERK/TREASURER 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: 11/22/22 [Signature]