

Minutes

Regular Meeting of the Elberta Village Council

401 First Street | ELBERTA, MI 49628

January 19, 2023 @ 7pm

Call to Order and Pledge: 7:00 pm

Roll Call: Jen Wilkins - PRESENT | Emily Votruba - PRESENT | Ken Holmes – PRESENT | Ryan Fiebing - ABSENT
(One council seat vacant)

Audience: Norma Corwin (Clerk/Treasurer), Teri Reisner (Deputy Clerk), Beth Roethler, Kari MacDonald, Mike Cederholm (Fire Chief), Rebecca Hubers, Cathy Anderson, Kristi Mills, and Ken Bonney (DPW Superintendent)

Minutes and Agenda Approval

- **Motion** by Holmes **to approve the January 10, 2023, Special Council Meeting Minutes.** Seconded by Votruba with change: line 30 in New Business 1 from "siting" to "citing." ALL AYES. **Motion Passed.**
- **Motion** by Votruba **to approve the January 19, 2023, Regular Meeting Agenda.** Seconded by Wilkins with the addition of section title "Correspondence." ALL AYES. **Motion Passed.**

Inquiry of Conflict on Agenda Items: None

Correspondence

- Rebecca Hubers, Emergency Manager – DRAFT Natural Hazard Mitigation Strategies Update. Hubers will send a follow-up email seeking input. Draft is available to view on County website.
- Jessica Carland, Benzie Bus – Year End Report
- Unemployment Insurance Agency Redetermination for former treasurer Mary Kalbach

Brief Public Comment on Agenda Items

- Cathy Anderson (Elberta resident) asked Council to add an agenda item in which newly reappointed trustee Ryan Fiebing and Council apologize for the fact that he/that position was not on the November ballot as is required of officials appointed to elected seats. Re: Agenda item 8: Wilkins's and anyone's access to the office outside open hours should be contingent on adoption of a PII (personally identifiable information) policy, and no one who is not bonded and insured should have access.
- Kari Macdonald Panther Parents (see Agenda 4). Macdonald described Panther Parents' work to support FEAS student activities and the Spring Fling fundraiser

Approval of Bills

- **Motion** by Votruba **to approve the Check Register in the amount of \$84,034.70** (includes December expenses; December meeting was canceled). Seconded by Wilkins.
ROLL CALL – Votruba AYE | Holmes AYE | Wilkins AYE. All AYES – Motion passed.

Financial Reports

- Rev/Exp sheet reviewed; no comments.

New Business

1. **Traffic Control Order #2023-01 Ironman 2023 Event**
Motion by Votruba **to approve and permit the Village President, DPW, and Clerk/Treasurer to sign and submit the 2023-01 Traffic Control Order for the September 17, 2023 Ironman Event to the MDOT Permit Gateway.** Seconded by Holmes.
ROLL CALL – Votruba – AYE | Holmes – AYE | Wilkins – AYE – ALL AYES. Motion passed.
2. **MDOT Request and Order to Close State Highway for Ironman 2023**
Motion by Votruba **to approve and permit the Village President to sign and submit the MDOT Request and Order to Close State Highway for the September 17, 2023 Ironman Event to the MDOT Permit Gateway.** Seconded by Holmes.
ROLL CALL – Votruba – AYE | Holmes – AYE | Wilkins – AYE. All AYES. Motion passed.

FINAL

- 1 3. **Betsie Valley Trail Representative** – Per Gary Sauer, Betsie Valley Trail Management Council
2 is made up of a representative from each community. Meetings are held on the 1st Tuesday of
3 the month at 4:30 pm at the Government Center in Beulah. Meetings are April – October.
4 Those interested should contact the office.
- 5 4. **Frankfort Elberta Area Schools (FEAS) Panther Parents Request to Rent the Life Saving**
6 **Station at a Deeper Discounted Rate than the Resident Rental Discount**
7 **Motion** by Votruba **to table until February meeting pending more information.** Seconded
8 by Wilkins. **All AYES. Motion passed.**
- 9 5. **General Fund, Major Street Fund and Local Street Fund Budget Amendments**
10 **(a) Motion** by Votruba **to approve the General Fund Budget Amendment as presented**
11 **(see attached).** Seconded by Wilkins.
12 **ROLL CALL – Votruba – AYE | Holmes – AYE | Wilkins – AYE. All AYES.**
13 **Motion passed.**
14 **(b) Motion** by Votruba **to approve the Major Streets Fund Budget Amendment as**
15 **presented** (see attached). Seconded by Wilkins.
16 **ROLL CALL – Votruba – AYE | Holmes – AYE | Wilkins – AYE. All AYES. Motion**
17 **passed.**
18 **(c) Motion** by Votruba **to approve the Local Streets Fund Budget Amendment**
19 **as presented** (see attached). Seconded by Wilkins.
20 **ROLL CALL – Votruba – AYE | Holmes – AYE | Wilkins – AYE. All AYES. Motion**
21 **passed.**
- 22 6. **BS&A Software Proposal**
23 Council discussed advantages of the accounting/billing software, used by Benzie County and
24 most other local entities. **Motion** by Votruba **to approve the Village President to sign the**
25 **BS&A software proposal for the total amount of \$51,925.00 to be spread over 3 fiscal**
26 **years: first payment of \$17,280.00 due before the end of this fiscal utilizing ARPA funds.**
27 **Second payment of \$7,780.00 due fiscal year 2024, and final payment of \$26,865 due**
28 **fiscal year 2025. Funding will be sought through State Treasury.** Seconded by Wilkins.
29 **ROLL CALL – Votruba – AYE | Holmes – AYE | Wilkins – AYE. All AYES. Motion passed.**
- 30 7. **2022 Flex Hours Payment Request from Roberta Benedict**
31 **Motion** by Votruba **to table pending further communication from Roberta Benedict in**
32 **writing.** Seconded by Wilkins. **All AYES. Motion passed.**
- 33 8. **Permission for President to Have Access to Village Office**
34 **Motion** by Votruba **to rescind Village President's temporary solo access to the office**
35 **because it's no longer necessary.** Seconded by Wilkins. **All AYES. Motion passed.**
- 36 9. **2023 Pro Tempore and Committee Appointments Assigned** (see attached)

Reports to Council

- 38 **County Commissioner** – Sauer / Verbal Report
- 39 **Planning Commission** – Fiebing / Verbal Report Master Plan survey ready soon; responses due end of March
- 40 **Parks & Recreation Commission** – Wilkins / No Meeting until May
- 41 **DPW** – Bonney / Verbal Report, See Personnel Reports
- 42 **Clerk/Treasurer** – Corwin / Verbal Report
- 43 **LSS** – K. Mills / Verbal Report
- 44 **Zoning Administrator** – J. Mills / See Report
- 45 **BGFAC** – Wilkins & Votruba / See Report
- 46 **BLUA** – Wilkins & Holmes / Verbal Report
- 47 **Frankfort Fire and Rescue Report** – Cederholm / See Report & Verbal Update
- 48 **Personnel & Policy** – Holmes (DPW), Votruba (Office) / See Report
- 49 **Water/Sewer Committee** - Wilkins & Holmes / No Meeting

Extended General Public Comment

- Cathy Anderson: Because BS&A software is cloud-based, contract should include a monthly report on logins with IP addresses and devices listed; implement new policy that only Village-owned devices be used to access the software; use of a personal device to result in immediate termination and potential criminal prosecution. Alleged unspecified ethical concerns in the hiring of the deputy clerk; entire Village council and office staff should take an ethics class. Unauthorized background checks at the Village office are illegal.

Announcements

Public hearing for Fiscal Budget February 16, 2023, at 7:00 pm; a new trustee application rec'd from Barb Wirtz.

Adjournment: 8:30 pm by Jennifer Wilkins

Draft Minutes prepared and posted by
Teri Reisner, Deputy Clerk
Emily Votruba, Trustee

General Fund (101) Budget Amendment

January 19, 2023, Village of Elberta Regular Council Meeting

\$17,280 is needed in 101-265-92500 to cover the first payment on BS&A Software. The \$17,280 will come out of the remaining ARPA Funds in the Community Building and Waterfront Park. Total ARPA Funds are \$38,910.

101-751-77500 Maintenance/Materials. Take \$2000 of the remaining \$2,280 and put into 101-265-92500 Computer Services

101-751-93000 Repairs/Maintenance. Take \$780 of the remaining \$1,356 and put into 101-265-92500 Computer Services

101-266-93000 Repairs/Maintenance. Take \$14,500 of the remaining \$14,923 and put into 101-265-92500 Computer Services

Equaling \$17,280 being moved to line item: 101-265-92500 Computer Services for the Office. I have applied for funding for the remainder of the BS&A Proposal.

And

101-100-85100 Schooling/Training. Take \$300 of the remaining \$1,440 and put it into 101-265-72600 Office Supplies to cover expenses for the rest of the fiscal year.

101-721-70200 Wages (Code Enforcer). Take \$500 of the remaining \$1,096 and put it into 101-265-90000 Services/Printing to cover printer ink.

101-266-77500 Maint./Materials. Take \$200 from the remaining \$510 and put it into 101-265-90200 Publishing to cover the Zoning Amendment ad and the Fiscal Budget ad.

101-100-85100 Schooling/Training. Take \$1000 of the remaining \$1,140 and put it into 101-528-80350 Trash Carts to cover expenses for the remainder of the fiscal year.

101-765-77500 Maint./Materials. Take \$1000 of the remaining \$2,162 and put into 101-850-80400 Attorney Fees to cover expenses for the remainder of the fiscal year.

101-721-85100 Schooling/Training. Take \$300 of the remaining \$1,317 and put into 101-336-92100 to cover utilities for the remainder of the fiscal year.

Major Streets (202) Budget Amendment

January 19, 2023, Village of Elberta Regular Council Meeting

202-463-93000 Repairs/Maintenance. Take \$2,500 of the remaining \$83,206 and put into 202-463-81400 Equipment Paybacks

202-463-93000 Repairs/Maintenance. Take \$2,500 of the remaining \$80,706 and put into 202-478-81400 Equipment Paybacks

And

Local Streets (203) Budget Amendment

January 19, 2023, Village of Elberta Regular Council Meeting

203-463-93000 Repairs/Maintenance. Take \$2,500 of the remaining \$16,267 and put into 203-463-81400 Equipment Paybacks

203-463-93000 Repairs/Maintenance. Take \$2,500 of the remaining \$13,767 and put into 203-478-81400 Equipment Paybacks

These Amendments will put enough funds into Equipment Paybacks to cover expenses for the 3rd and 4th quarter reporting.

Village of Elberta
2023 Pro Tempore and Committee Appointments

Pro Tempore: Emily Votruba

Committees/Commissions:

Planning Commission: (Second Wednesday of the month at 5:30pm)

Chair, Janet "Jen" Kennedy

Council Trustee, Ryan Fiebing

Michael Murphy

Bill Shaw

*Vacant seat

Parks and Rec Commission: (7pm Second Thursday of the month from May to Nov.)

Chair, Grace Williams

VP, Brett McGregor

Secretary, Jen Wilkins (unless another Council Trustee wants to join)

Bill Soper

*Vacant seat

Budget, Finance, Audit & Grant Committee: (First Tuesday of the month at 9am)

Chair, Jen Wilkins

Council Trustee, Emily Votruba

Clerk/Treasurer, Norma Corwin

Deputy Clerk, Teri Reisner

*Vacant seat

Personnel & Policy Committee: (Office at 9am, DPW at 2pm)

Chair, Jen Wilkins

(Office Personnel & Policy) Council Trustee, Emily Votruba

(DPW Personnel) Council Trustee, Ken Holmes

*Vacant seat

*Vacant seat

Water & Sewer Committee: (Meet as needed)

Chair, Jen Wilkins

Council Trustee, Ken Holmes

DPW Superintendent

Clerk/Treasurer, Norma Corwin

Village Engineer, Ken Mlcek