

FINAL

1 **Minutes**  
2 **Special Meeting/Public Hearing of the Elberta Village Council**  
3 **for FY2023/2024 Budget**

4 401 First Street | ELBERTA, MI 49628

5 **February 23, 2023 @ 7pm**

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7 **Call to Order and Pledge:** 7:00 pm

8 **Roll Call:** Jen Wilkins – PRESENT | Emily Votruba – PRESENT | Ken Holmes – PRESENT | Ryan Fiebing – PRESENT |  
9 [Vacant Seat]

10 **Audience:** Norma Corwin (Clerk/Treasurer), Ken Bonney (DPW Superintendent)

11  
12 **Minutes and Agenda Approval**

- 13 • **Motion** by Holmes **to approve the February 16, 2023, Regular Council Meeting Minutes with no**  
14 **changes.** Seconded by Fiebing. ALL AYES. **Motion passed.**
- 15 • **Motion** by Votruba, seconded by Wilkins, **to approve the February 23, 2023, Special Meeting/Public**  
16 **Hearing Agenda** with no changes. **ALL AYES. Motion passed.**

17  
18 **Correspondence**

- 19 • **Army Corps of Engineers** – Elberta Beach Lease Agreement. Will be reviewed by attorney and put on  
20 agenda for March.
- 21 • **Community Foundation** – Elberta Dunes South Natural Area Yearly Endowment. \$4,770 received this  
22 year (same as last year) and accounted for in FY budget

23  
24 **Inquiry of Conflict on Agenda Items: None**

25  
26 --- Special Meeting Closed and Public Hearing Opened at 7:08 pm ---

27  
28 **Public Hearing for the Fiscal Year 2023/24 Village Budget**

- 29 • **Council Discussion on Proposed FY23/24 Budget.** Wilkins went over General Notes on the year.  
30 Several items were on FY2022/23 Budget but projects were delayed. *General Fund:* State Treasury will  
31 cover a portion of the BS&A software. Planning Commission members to be compensated for the first  
32 time, TBD. Master Plan and Zoning Ordinance updates to be reimbursed by state. LSS doors will be  
33 replaced with ARPA money. Penfold kayak launch to be remediated. Elberta Beach Project. DPW Asst  
34 going full-time. *Major/Local/Municipal Streets:* Bye Street and Rd. repairs. Sidewalks. Tree trimming.  
35 *Water/Sewer Fund:* More meters; septic tank for EBeach restroom.
- 36 • **Public Comment on Proposed FY23/24 Budget** Bonney asked about funds for survey on Robarge

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38 --- Public Hearing Adjourned and Special Meeting Reopened at 7:33 pm ---

39  
40 **New Business**

- 41 **1. Resolution to Adopt FY2023/2024 Village of Elberta Budget.** **Motion** by Votruba, seconded by  
42 Wilkins **to adopt the resolution approving the proposed Fiscal Year 2023/2024 Budget.**
- 43 **ROLL CALL – Fiebing AYE | Holmes AYE | Votruba AYE | Wilkins AYE. All AYES. Motion passed.**
- 44 **2. Resolution #2023-001 Fiscal Year 2023/2024 Wage and Compensation Pay Scale for Village**  
45 **Employees and Appointed and Elected Officials (see attached).** First-ever such resolution; was  
46 attorney reviewed. Wilkins noted that attorney was surprised that President is unsalaried and Planning  
47 Commission is uncompensated. **Motion** by Votruba, seconded by Fiebing, **to adopt Resolution #2023-**  
48 **001 Fiscal Year 2023/2024 Wage and Compensation Pay Scale for Village Employees and**  
49 **Appointed and Elected Officials.**
- 50 **ROLL CALL – Fiebing AYE | Holmes AYE | Votruba AYE | Wilkins AYE. All AYES. Motion passed.**

FINAL

1 **3. Budget Amendments (see attached)** DTE rates increase a factor in amendments.

2 a. **General Fund** Computer Svcs monies redistributed

3 **Motion** by Votruba, seconded by Fiebing **to approve the budget amendments as**  
4 **presented for the General Fund**

5 **ROLL CALL – Fiebing AYE | Holmes AYE | Votruba AYE | Wilkins AYE. All AYES.**

6 **Motion passed.**

7 b. **Municipal Streets Fund** Admin fees. **Motion** by Votruba, seconded by Fiebing to  
8 approve the budget amendments as presented for the Municipal Streets Fund

9 **ROLL CALL – Fiebing AYE | Holmes AYE | Votruba AYE | Wilkins AYE. All AYES.**

10 **Motion passed.**

11 c. **Water Fund** \$30K more in water revenues to be redistributed. **Motion** by Wilkins,  
12 seconded by Holmes, to approve the budget amendments as presented for the Water  
13 Fund.

14 **ROLL CALL – Fiebing AYE | Holmes AYE | Votruba AYE | Wilkins AYE. All AYES.**

15 **Motion passed.**

16  
17 **4. Authorization for the Village Clerk/Treasurer to Transfer \$25,000 from Major Streets Fund to**

18 **Local Streets Fund. Motion** by Wilkins, seconded by Votruba, to approve the end of year transfer of

19 \$25,000 from the Major Street Fund to the Local Street Fund. **ROLL CALL – Fiebing AYE | Holmes AYE |**  
20 **Votruba AYE | Wilkins AYE. All AYES. Motion passed.**

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22 **Extended General Public Comment** None

23 **Announcements** March Regular Meeting set for *March 9, 2023*, at 7pm

24 **Adjournment:** 7:46 pm by Holmes

25  
26  
27 Draft Minutes prepared and posted by

28 Emily Votruba, Trustee

29

End of the Fiscal Year 2022/2023 Budget Amendments

A. General Fund (101) Budget Amendment

February 23, 2023 Village of Elberta Special Budget Hearing

101-215-70205 Deputy Clerk Wages. Take \$3,052.00 of the \$3401.00 and put \$3,052.00 into 101-253-70200 Treasurer Wages

101-265-92500 Computer Services. Take \$2,068 of the remaining \$2,620.95 and put:

\$704.00 into 101-215-70200 Clerk Wages

\$65.00 into 101-215-71500 Social Security

\$15.00 into 101-215-71600 Medicare

\$704.00 into 101-253-70200 Treasurer Wages

\$65.00 into 101-253-71500 Social Security

\$15.00 into 101-253-71600 Medicare AND

\$500.00 into 101-765-70200 Wages (Elberta Beach)

This will cover wages for the remainder of the fiscal year for DPW and Clerk/Treasurer.

B. Municipal Streets (204) Fund Budget Amendment

204-441-77500 Garage Maintenance/Material. Take \$600 out of the remaining \$1,621.33 and put into 204-850-96500 Administration Fee (this will cover fees for the remainder of the fiscal year)

C. Water Fund (591) Budget Amendment

591-000-61000 Water Charges (Revenues). Current Budgeted Amount: \$155,000.00. Actual Amount Received to date: \$185,684.63. Raise to actual amount received in water charges to date in Revenues. Allocate \$6000.00 from the extra \$30,684.63 in Water Charge Revenues to 591-536-81400 Equipment Paybacks.

This will cover use of equipment during the Emergency Water Tower Water Main Break and the rest of the fiscal year charges for Equipment paybacks in the Water Fund.

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Resolution #2023-001  
Fiscal Year 2023/2024 Wage and Compensation Pay Scale for Village Employees and Appointed and Elected Officials

At an advertised special public hearing of the Elberta Village Council, Benzie County, Michigan, held at the Community Building at 401 First street on February 23, 2023, at 7pm.

The following resolution was offered by Trustee \_\_\_\_\_, and supported by Trustee \_\_\_\_\_.

WHEREAS to maintain transparency and attract and maintain a quality workforce, the Council of the Village of Elberta will hereby be presenting a Resolution for Fiscal Year Budgeted Wage and Compensation Pay Scales for Village Employees and Appointed and Elected officials every year herein at the same time as the annual Resolution to Adopt the Fiscal Year Budget,

NOW THEREFORE BE IT RESOLVED by the Council of the Village of Elberta, Benzie County, Michigan, that the Fiscal Year 2023/2024 Wage and Compensation Pay Scale for Village Employees, Appointed and Elected Officials be adopted as follows:

	Status	Salary	Health Insurance Stipend	Per Meeting
DPW Superintendent	Full Time	\$45,760	\$500 a month	\$30
DPW Assistant	Full Time	\$35,360	\$500 a month	
Clerk/Treasurer	Full Time/Appointed	\$38,272	\$500 a month	\$35
Deputy Clerk	Part Time	\$15,808		\$35
Village President	Elected			\$80
President Pro Tempore	Elected			\$40
Council Trustee	Elected			\$40
Council Trustee	Elected			\$40
Council Trustee	Elected			\$40

BE IT FURTHER RESOLVED that the terms of this Resolution shall be in effect from March 1, 2023, until the end of the 2023-2024 Fiscal Year February 29, 2024.

AYES:

NAYS:

ABSENT:

RESOLUTION DECLARED ADOPTED. By: \_\_\_\_\_

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 public hearing held on February 23, 2023, relative to adoption of the resolution there in 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.

Date: \_\_\_\_\_  
Norma Corwin, Village Clerk/Treasurer

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