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Minutes
Special Meeting of the Elberta Village Council

401 First Street | ELBERTA, MI 49628

May 1, 2023 @ 6 pm

Call to Order and Pledge: 6:00 pm

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

Audience: Norma Corwin (Clerk/Treasurer), Justin Towle (DPW assistant candidate)

Agenda Approval

- Discussion: Wilkins had discussed the position with Pritchard earlier that day determined he was only available to deal with water operations, which is our most crucial and ongoing need requiring technical skills/licensing. Other work can be done temporarily by Parks&Rec, volunteers, DPW Assistant. **Motion** by Votruba, seconded by Wilkins **to approve the May 1, 2023, Special Meeting Agenda** with these changes: #1 chg "Emergency Interim Part-Time Department of Public Works Superintendent" to "Backup Water Operator"; #2 chg "Interim Part-Time DPW Superintendent" to "Backup Water Operator." **ALL AYES. Motion passed.**

Correspondence

Résumé of Justin Towle; business card of Chris Pritchard; Resignation letters of Ken Bonney and Lucas McClellan were received April 27 (reason for this meeting)

Inquiry of Conflict of Interest on Agenda Items

President Wilkins will recuse herself from New Business #3 and #4 because Justin Towle is her live-in son-in-law.

Brief Public Comment on Agenda Items None

New Business

1. **Hiring of Backup Water Operator – Chris Pritchard** Wilkins had spent about two hours with Pritchard discussing the water operator work that we need and his availability, starting May 2. Pritchard used to be DPW Super for Elberta and is now DPW Superintendent for Benzonia, with hours 6:30 am to 2:30 pm. 3 pm daily he will test our water, check water lines, do rounds, which take 1 to 2 hrs daily. Wilkins can be backup to test residuals if he's unavailable. Kyle Bond from Rural Water scheduled to check Wilkins's knowledge May 2. Bond and engineer Ken Mlcek had both suggested Pritchard. Numbers were very high for chlorine and Pritchard has already made adjustments and tested again. Votruba said Wilkins should be paid to do backup water work when Pritchard is unavailable, for liability and other reasons. Holmes said it should be a contract as with painting. Wilkins will track hours till contract is written. Our official water operator is still Scott Little (Bonney did not have his water license). Motion by Votruba, seconded by Fiebing, to hire Chris Pritchard as backup water operator. **Roll Call: Wilkins AYE | Votruba AYE | Holmes AYE | Fiebing AYE | ALL AYES. Motion passed.**
2. **Wage Resolution for Backup Water Operator** (See attached.) Resolution good for fiscal year; can be repealed/rescinded as necessary. Motion by Wilkins, supported by Votruba, to adopt Wage Resolution 2023-004 Wage and Compensation for Backup Water Operator. **Roll Call: Wilkins AYE | Votruba AYE | Holmes AYE | Fiebing AYE | ALL AYES. Motion passed.**
3. **Hiring of Emergency Interim Part-Time Department of Public Works Assistant – Justin Towle** Discussion of what work is needed. Fiebing asked for list of duties/job requirements. CDL-B is the major firm requirement; vehicle maintenance a plus, some plumbing, collect garbage. Must-dos: Garbage; Penfold bathrooms were supposed to open; several complaints about sod on sidewalks and roadsides; piles from kid volunteer day. Towle has another job and is available only till May 20. Excavating will be

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1 hired out. Boardwalk needs to be put out. Motion by Votruba, seconded by Holmes, to hire Justin Towle
2 as Interim Part-Time DPW Assistant. **Roll Call: Wilkins RECUSED | Votruba AYE | Holmes AYE |**
3 **Fiebing AYE | ALL AYES. Motion passed.**

- 4 **4. Wage Resolution for Interim Part-Time DPW Assistant** Council offered the same wage as the former
5 DPW Assistant, \$17/hr, no more than 30 hrs/wk. Towle accepted. Motion by Votruba, supported by
6 Fiebing, to adopt Wage Resolution 2023-003 Wage and Compensation for Temporary Assistant
7 Department of Public Works. **Roll Call: Wilkins RECUSED | Votruba AYE | Holmes AYE | Fiebing AYE |**
8 **ALL AYES. Motion passed.**

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11 **Extended General Public Comment** None

12 **Announcements** Special Joint Meeting with Council and Planning Commission on May 10 at 6:30 pm.
13 Discussing Draft Ordinances for Mobile Food Units. The Village Office will be closed May 8 through 12 while the
14 audit is underway.

15 **Adjournment:** 6:27 pm by Holmes

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18 Final minutes prepared and posted by
19 Emily Votruba, Trustee

20

**Resolution #2023-004
Wage and Compensation for Back-Up Water Operator**

At a special meeting of the Elberta Village Council, Benzie County, Michigan, held at the Community Building on May 1, 2023, at 6:00 pm.

The following resolution was offered by Trustee _____ and supported by Trustee _____.

WHEREAS The Council of the Village of Elberta unanimously voted at the February 23, 2023, Special Budget Hearing to adopt the Resolution #2023-001 Wage and Compensation Pay Scale for the Village Employees and Appointed and Elected Officials and such wages for DPW employees remain budgeted, and

WHEREAS the Village of Elberta received resignation letters on April 27, 2023, from DPW Superintendent Ken Bonney and DPW Assistant Lucas McClellan, and

WHEREAS Notice of the vacancy of both positions having been posted and requests for applications advertised, in the meantime daily water operations must be completed

WHEREAS The current Village Back-Up Water Operator, David Bissell, is retiring, the Village needs a qualified Back-Up Water Operator to be compliant with EGLE requirements and for emergency purposes

NOW THEREFORE BE IT RESOLVED that the Village of Elberta Back-Up Water Operator, Chris Pritchard, shall be paid a rate of \$29 (twenty-nine dollars) per hour, as necessary (hours will vary).

BE IT FURTHER RESOLVED that the terms of this Resolution shall take effect on May 2, 2023, and shall be effective until the end of the 2023–2024 Fiscal Year, February 29, 2024.

YEAS:

NAYS:

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 special meeting held on May 1, 2023, 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: _____

Norma Corwin, Village Clerk/Treasurer

Resolution #2023-003

Wage and Compensation for Temporary Assistant Department of Public Works

At a special meeting of the Elberta Village Council, Benzie County, Michigan, held at the Community Building on May 1, 2023, at 6:00 pm

The following resolution was offered by Trustee _____, and supported by Trustee, _____.

WHEREAS The Council of the Village of Elberta unanimously voted at the February 23, 2023, Special Budget Hearing to adopt the Resolution #2023-001 Wage and Compensation Pay Scale for the Village Employees and Appointed and Elected Officials and such wages for DPW employees remain budgeted and

WHEREAS the Village of Elberta received resignation letters on April 27, 2023, from DPW Superintendent Ken Bonney and DPW Assistant Lucas McClellan and

WHEREAS Notice of the vacancy of both positions having been posted and requests for applications advertised, in the meantime daily public works tasks must be completed

NOW THEREFORE BE IT RESOLVED that the temporary Assistant DPW, Justin Towle, shall work no more than 30 hours a week at \$ _____ an hour until May 20, 2023, when he moves out of state.

BE IT FURTHER RESOLVED that the terms of this Resolution shall take effect on May 2, 2023, and shall be effective until May 20, 2023, when temporary DPW Assistant hire Justin Towle moves out of state.

YEAS: _____
NAYS: _____

Recused: President, Jennifer Wilkins. Mother-in-law to Justin Towle.

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 special meeting held on May 1, 2023, 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: _____

Norma Corwin, Village Clerk/Treasurer