

FINAL  
**Minutes**  
**Regular Meeting of the Elberta Village Council**

401 First Street | ELBERTA, MI 49628

**July 20, 2023 @ 7 pm**

**Call to Order and Pledge:** 7:08 pm

**Roll Call:** President Jennifer Wilkins – PRESENT | Pro Tempore Emily Votruba – PRESENT | Ken Holmes – PRESENT | Ryan Fiebing – PRESENT | BRETT MCGREGOR – PRESENT

**Audience:** Scott Beehler (Gilmore Twp), Michael Cederholm (Frankfort Fire Chief), Norma Corwin (Clerk-Treasurer), Ryan King (Benzonia), Kristine Mills (ELSS rental manager), Gary Sauer (County Commissioner),

**Approval of Minutes**

**June 15, 2023 Regular Council Meeting Minutes** Motion by Wilkins, seconded by Holmes, to approve as presented. All ayes. Motion passed.

**Approval of Agenda**

- **Motion** by Votruba, seconded by Holmes **to approve the July 20, 2023, Regular Council Meeting Agenda** with these amendments: delete NB1 and NB2 (Water/Sewer Decertification Application for 216 and 234 Furnace Avenue) because application not yet filed; add NB1 Reaffirmation Letter to DNR and Coast Guard **ALL AYES. Motion passed.**

**Correspondence**

1. Linda Manville – Read aloud. Thanks to Bill Soper for donating landscaping stones to flower beds in WFP and Justin Towle for help moving them
2. Cathy Anderson – Email inquiry regarding block party and water project schedule
3. Bert – Kayak launch out of order and banners
4. Mr. Serne – Water project questions

**Inquiry of Conflict on Agenda Items** Wilkins will recuse herself from NB No. 8 and Votruba will recuse herself from NB No. 7

**Brief Public Comment on Agenda Items (3 min)** Kristi Mills offered to help with rental contract updates.

**Approval of Bills**

Check Register \$19,346.58 AP, \$3,145.14 Payroll. **Motion** by Votruba, seconded by Holmes, to approve the accounts payable expenditures. **Roll Call: Fiebing Aye | Holmes Aye | McGregor Aye | Votruba Aye | Wilkins Aye | All Ayes. Motion passed.** **Motion** by Holmes, seconded by Votruba to approve the payroll expenditure. **Roll Call: Fiebing Aye | Holmes Aye | McGregor Aye | Votruba Aye | Wilkins Aye | All Ayes. Motion passed.**

**Financial Reports**

Rev/Exp Sheet reviewed. **Interfund Borrowing report:** With the receipt of the grant monies, the funds have been paid back and the interfund borrowing is now finished. (see website)

**New Business**

1. **Reaffirmation Letter to DNR and Coast Guard** add Frankfort (Josh Mills) to recipients. Motion by Votruba, seconded by Wilkins to send the proposed letter reaffirming VOE agreement with 1980 definition of Betsie Lake and slow-no-wake area. **All ayes. Motion passed.**
2. **Water Fund Budget Amendment** Wilkins explained the budget report and the total in revenues from grants and loans and expenditures on the water project vs. regular water fund expenses and revenues. Motion by Holmes, seconded by Votruba to make the presented budget amendments. **Roll call: Fiebing Aye | Holmes Aye | McGregor Aye | Votruba Aye | Wilkins Aye. All ayes. Motion passed.**

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3. **Amendment to Ordinance 40 (USDA Loan) (see website)** RR&I line item amount went down substantially, so the Ordinance originally passed in June 2022 needed to be amended. **Motion** by McGregor, seconded by Votruba, to approve the Amendment to Ordinance 40. **Roll call: Fiebing Aye | Holmes Aye | McGregor Aye | Votruba Aye | Wilkins Aye All Ayes. Motion passed.**
4. **USDA Loan First Draw Request Form RD 440-11 Motion** by Votruba, seconded by Holmes, to pay \$33,531.29 to water project engineering firm Fleis & VandenBrink and authorize the Village President to sign the form. **Roll call: Fiebing Aye | Holmes Aye | McGregor Aye | Votruba Aye | Wilkins Aye. All Ayes. Motion passed.**
5. **Insurance Claim – Med Pay Offer** Christina Normandin made an insurance claim related to a fall she took outside the Lighthouse Cafe in June, which she reported to the Village DPW. The claims attorney said our policy covers a no-fault payment of up to \$10,000 for medical expenses and recommended it be paid. **Motion** by Votruba, seconded by Holmes, to approve this insurance payout offer. **Roll Call: Fiebing Aye | Holmes Aye | McGregor No | Votruba Aye | Wilkins Aye | 4 Ayes, 1 Nay. Motion passed.**
6. **Rental Contracts** for A. Community Building; B. Penfold Pavilion; C. Waterfront Park Pavilion; D. Amphitheater/Band Shell. **Motion** by Wilkins, seconded by McGregor to table discussion on all rentals pending revised drafts from newly formed rental committee (Mills and Votruba). **All Ayes. Motion passed.**
7. **Monthly Report and Request for Payment from Interim Deputy Clerk (see website).** **Motion** by McGregor, seconded by Wilkins to approve the payment request from the Interim Deputy Clerk, Emily Votruba, for job duties accomplished thus far and authorize President to sign time sheets and payment requests. **Roll call: Fiebing Aye | Holmes Aye | McGregor Aye | Votruba Recused | Wilkins Aye | All Ayes. Motion passed.**
8. **Monthly Report and Request for Payment from Interim DPW Superintendent (see website)** **Motion** by McGregor, seconded by Holmes to approve the payment request from the Interim DPW Superintendent Jennifer Wilkins, for job duties accomplished thus far and authorize President Pro Tempore to sign time sheets and payment requests. **Roll call: Fiebing Aye | Holmes Aye | McGregor Aye | Votruba Aye | Wilkins Recused | All Ayes. Motion passed.**
9. **Village President and Pro Tempore Office Access and Open Office Hours Motion** by Wilkins to take the issue of whether to create an ordinance regarding President's access to the office to the Village atty; withdrawn. Motion by Fiebing, seconded by Holmes, to give the President and Pro Tempore access to the office. **All Ayes. Motion passed. Wilkins stated that if she needs to do Clerk-Treasurer or DPW work in the event of an employee shortage, she will not be holding open office hours, in order to accommodate her regular work schedule.**

**Strategy Session (Discussion only) The Future of Elberta (Cont'd)**

Specific topics to be addressed in future discussions, such as administrative practices.

**Reports to Council**

**County Commissioner** – Sauer / Verbal Report; concern about rabies, esp. related to bats, per the Health Department; bring any bats in for testing. Gilmore Twp will allow split lots through county's permit process. Toured new elementary school. Maples millage: some money will be returned to taxpayers; new emergency telecom tower is fully funded, thanks to Senator Bumstead. Road commission denied demolition funding for Platte River school

**Frankfort Fire and Rescue Report** – Cederholm/Verbal and Written Report and safety message (see website). 5 runs in Elberta in June; LED lights installed; July 4th went well. Smokeless pits or chimineas recommended for small spaces

**LSS** – K. Mills / Written Report 10 more weddings to go contracts to go for season; 7 active contracts for 2024; 3-day rentals popular; handle for dumpster apparently used for some concrete work and needs sanding

**Zoning Administrator** – J. Mills / Written Report; DPW sending out yard ordinances

**Betsie Valley Trail** – J. Ottinger / Written Report (attached)

**Planning Commission** – Fiebing / Verbal Report August meeting is Monday the 14th

**Parks & Recreation Commission** – Wilkins / See Minutes; garbage dumping issue throughout village; boardwalk planks coming; chips at playground to be completed soon; tree grant applied for

**DPW** – Towle/Wilkins / Written Report NO DUMPING HOUSEHOLD TRASH IN VILLAGE CONTAINERS

**Clerk/Treasurer** – Corwin / Verbal Report Training Wilkins in priority office duties; Corwin said she is resigning for personal reasons and has enjoyed working with everyone on the board. PATRONS OF LOCAL BUSINESSES: NO PARKING IN VILLAGE OFFICE LOT/DRIVEWAY

**BGFAC** – Wilkins & Votruba / See Minutes

