

FINAL

Minutes

Special Meeting of the Elberta Village Council

401 First Street | ELBERTA, MI 49628

July 31, 2023 @ 7 pm

Call to Order and Pledge: 7:09 pm

Roll Call: President Jen Wilkins – PRESENT | Ryan Fiebing – PRESENT | Ken Holmes – PRESENT | Brett McGregor – PRESENT | Pro Tempore Emily Votruba – PRESENT

Audience: Norma Corwin (Clerk/Treasurer), Justin Towle (DPW Assistant), Katherine Ralston (Clerk-Treasurer candidate)

Agenda Approval

Motion by Votruba, seconded by Wilkins, to approve the agenda. **All ayes. Motion passed.** After the vote it was noted that Wilkins would recuse herself from NB5, not NB4.

Correspondence

90-day review report for Justin Towle; résumé and cover letter of Katherine Ralston; Corwin letter of resignation

Inquiry of Conflict of Interest on Agenda Items

President Wilkins will recuse herself from New Business 5 because Justin Towle is her live-in son-in-law.

Brief Public Comment on Agenda Items Ralston said she was happy to be there.

New Business

- 1. Appointment of Clerk-Treasurer** Corwin's end date is not set but will be by August 31; she is willing to train Ralston until then. New bank signatories will be approved at August 17 regular meeting. **Motion** by Wilkins, seconded by McGregor, to accept the resignation of Norma Corwin, with the stipulation that she will remain in office with pay to train new hire at least until August 17 meeting. **All ayes. Motion passed.** Discussion: Ralston specified start date of August 21, with availability to train before then. Wilkins said a budget amendment might be necessary, but a maximum of a week and a half of overlap is affordable. Discussion: Ralston's qualifications (e.g., planning commission experience and public administration degree) and interview process. **Motion** by Votruba, seconded by Holmes, to appoint Katherine Ralston to the position of Clerk-Treasurer with a full-time start date of August 21 and an interim paid training period at the appointee rate for up to three days a week beginning August 1. **Roll Call: Wilkins Aye | Votruba Aye | Holmes Aye | Fiebing Aye | McGregor Aye. All Ayes. Motion passed.**
- 2. Wage and Compensation Resolution #2023-012 for Clerk-Treasurer Katherine Ralston** (See attached.) **Motion** by Wilkins, supported by Votruba, to adopt Wage Resolution 2023-012 Wage and Compensation for Clerk-Treasurer, subject to the stipulations in the appointment motion. **Roll Call: Wilkins Aye | Votruba Aye | Holmes Aye | Fiebing Aye | McGregor Aye | All Ayes. Motion passed.**
- 3. Interim Office Training** Corwin will train Ralston with some involvement from Wilkins; Wilkins will step in to train after Corwin's departure. Training will continue until Ralston assumes office on August 21. It was decided that this decision was covered in the other motions.
- 4. Bank Signatories and MiClass** Motion by Votruba, seconded by McGregor to table until the August meeting, since we have three check signatories (Holmes, Votruba, Wilkins). **All Ayes. Motion passed.**
- 5. 90-Day Review, Wage and Compensation Resolution #2023-013 for DPW Justin Towle** (See attached) Votruba discussed the 90-day Review process and report. Reviewers were: Mike Lane (comments not recorded); Wilkins, Joe Heiler, Corwin, Votruba, Chris Pritchard. Towle discussed a meeting with Elmer's on the water project. VOE now officially on the MISS DIG system. Cervantes picking up loader operation quickly and has organized the shop. McGregor asked Towle what he could improve

FINAL

on and what we could improve on as employers. Towle said water operations knowledge and is happy with the job. Holmes concerned about the Dumor being run to preserve battery and other vehicles being left in the weather. Discussion of wage increase considering extra work, roles, and current level of knowledge; Corwin said there is room in the budget. Pritchard will continue on as backup water operator for another 9 months at his rate. **Motion** by Holmes. seconded by McGregor, to adopt Wage and Compensation Resolution #2023-013 with wage raised to \$19 per hour. **Roll Call: Wilkins RECUSED | Votruba Aye | Holmes Aye | Fiebing Aye | McGregor Aye | All Ayes. Motion passed.**

Extended General Public Comment None

Announcements Wilkins said Votruba would post updates about water project on the Elberta Alert and the Village Website

Adjournment: 8:05 pm by Holmes

Final minutes prepared and posted by Emily Votruba, Trustee

**Resolution #2023-012
Wage and Compensation for the Village Clerk-Treasurer**

At a special meeting of the Elberta Village Council, Benzie County, Michigan, held at the Community Building on July 31, 2023, at 7 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 Resolution #2023-001 Wage and Compensation Pay Scale for the Village Employees and Appointed and Elected Officials and

WHEREAS the Village of Elberta has posted ads for the Deputy Clerk/Administrative Assistant and the Clerk-Treasurer position in the *Record-Patriot*, the Village website, the Community Building bulletin board, and Village Post Office, and

WHEREAS Interviews were held by an interview team consisting of two members of Council, two village residents and a former village clerk, a qualified applicant was chosen, offered the Clerk-Treasurer Appointed Official Salaried Position, accepted the offer on July 24, 2023, and was appointed to the Clerk-Treasurer Position on July 31, 2023,

NOW THEREFORE BE IT RESOLVED that the newly Appointed Clerk-Treasurer, Katherine Ralston, shall receive a General Fund supported Wage and Compensation Salary package equivalent to \$23 an hour, 40 hours a week, plus a monthly Health Insurance Stipend of \$500 for the remainder of the 2023-2024 Fiscal Year.

BE IT FURTHER RESOLVED that the terms of this Resolution shall take effect on August 21 , 2023, subject to the stipulation in the appointment motion regarding a paid part-time training period beginning August 1, and shall be effective until resignation, termination, or the end of the 2023-2024 Fiscal Year, February 29, 2024.

YEAS: 5

NAYS: 0

RESOLUTION DECLARED ADOPTED. By: _____

Jennifer S. Wilkins, Village President

I, the undersigned, _____ 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 July 31, 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: _____

FINAL

**Resolution #2023-013
Wage and Compensation for Department of Public Works**

At a special meeting of the Elberta Village Council, Benzie County, Michigan, held at the Community Building at 401 First St. on July 31, 2023, at 7:00 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 for Fiscal Year 2023–2024 Wage and Compensation Pay Scale for the Village Employees and Appointed and Elected Officials and such wages for DPW employees remain budgeted, and

WHEREAS a 90-day review was completed by two Council Trustees, two village residents, the village Clerk/Treasurer, and the village water operator, and

WHEREAS in addition to his regular duties, Justin has willingly taken on the role of Street Administrator, code enforcement, and is now actively training under the village water operator, Chris Pritchard,

NOW THEREFORE BE IT RESOLVED that based on performance reviews, Justin Towle, Department of Public Works, shall receive an increased Wage and Compensation Salary package of \$19.00 an hour at a continued 40 hours a week plus the monthly Health Insurance Stipend of \$500 for the remainder of the 2023–2024 Fiscal Year.

BE IT FURTHER RESOLVED that the terms of this Resolution shall take effect on July 31, 2023, and shall be effective until resignation, termination, or the end of the 2023–2024 Fiscal Year, February 29, 2024.

YEAS: 4

NAYS: 0

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

RESOLUTION DECLARED ADOPTED. By: _____

Emily Votruba, Village President Pro Tempore

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 July 31, 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