

## Minutes

### Regular Meeting of the Elberta Village Council

401 First Street | ELBERTA, MI 49628

January 18, 2024 @ 7 pm

#### Call to Order 7:00 pm

Pledge was said before the 6:45 ZBA Meeting

#### Roll Call

President Jennifer Wilkins – PRESENT | Pro Tempore Emily Votruba – PRESENT | Ken Holmes – PRESENT | Ryan Fiebing – PRESENT | Brett McGregor – PRESENT

#### Audience

Michael Cederholm (Frankfort Fire Chief); Ken Mlcek (Fleis & Vandenbrink, Water Project Coordinator); Kat Ralston (Clerk-Treasurer), Gary Sauer (County Commissioner), Justin Towle (DPW)

#### Approval of Minutes

Motion by Wilkins, seconded by Holmes, to approve the **December 21, 2023, Regular Council Meeting Minutes** with no chgs. All ayes. Motion passed.

#### Approval of Agenda

Motion by Votruba, seconded by Wilkins, to approve the **January 18, 2024, Regular Council Meeting Agenda** with no chgs. All ayes. Motion passed.

#### Correspondence

None

#### Inquiry of Conflict on Agenda Items

Wilkins recused from Payroll vote

#### Brief Public Comment on Agenda Items (3 min)

None

#### Approval of Bills

Check Register \$190,188.41 AP, Payroll \$14,243.71. **Motion** by Holmes, seconded by Votruba, to approve the accounts payable expenditures. **Roll Call: Fiebing Aye | Holmes Aye | McGregor Aye | Votruba Aye | Wilkins Aye | All Ayes. Motion passed.** This cycle included meeting pay for Trustees. **Motion** by Votruba, seconded by McGregor, to approve the payroll expenditure. **Roll Call: Fiebing Aye | Holmes Aye | McGregor Aye | Votruba Aye | Wilkins Recused | All ayes. Motion passed.**

#### Financial Reports

Rev/Exp sheet reviewed; color coded for items under (in case of revenue) or over budget items the accountancy consultant will help reconcile in February; ongoing project of correcting and catching up with bank reconciliations, with account firm UHY's help; all should be resolved at end of FY2023–24. Budget amendments in February. Master plan is overbudget and no more funding is coming. Spent more than the \$25K granted for accounting/auditing help; Wilkins will ask Treasury for \$10,000 more. . About half of VOE state revenue sharing being held until DEP is complete, which can't be done before bank recs are current (they are current through September '23). Catching up on unpaid payroll taxes was prioritized.

#### New Business

- 1 **1. USDA December Draw Request Form RD 440-11** Invoices from Fleis&VandenBrink for December  
2 (construction wrap-up) for payment from USDA grant; no more payments till new work in spring.  
3 **Motion** by Holmes, seconded by McGregor, to approve USDA Form RD 440-11 December draw  
4 request in the amount of 11,187.04 to be paid to Fleis & VandenBrink. **Roll call: Fiebing Aye | Holmes**  
5 **Aye | McGregor Aye | Votruba Aye | Wilkins Aye. All ayes. Motion passed.**
- 6 **2. DWSRF (Drinking Water State Revolving Fund) November–December Request for Disbursement**  
7 **of Funds.** This is the last DWSRF payment (construction wrap-up) until new work in spring. **Motion** by  
8 Votruba, seconded by Wilkins, to approve Request No.7 from F&V for work done 11/26/23–12/30/23  
9 submitted for payment from DWSRF/EGLE loan #7581-01; total request for disbursement in the  
10 amount of \$5,000.00 to Fleis & VandenBrink. **Roll call: Fiebing Aye | Holmes Aye | McGregor Aye |**  
11 **Votruba Aye | Wilkins Aye. All ayes. Motion passed.**
- 12 **3. Amendment No. 2 to Owner–Engineer Agreement with Fleis & VandenBrink.** Mlcek said funds  
13 leftover will cover work on 2 more blocks of Lincoln, from Sherman to Pearson, and replace water main  
14 on Bigley from Lincoln to Glen Ave; work to begin May 1stish. **Motion** by McGregor, seconded by  
15 Holmes, to approve Amendment No. 2 to the Owner–Engineer Agreement between the Village and Fleis  
16 & VandenBrink to cover additional services and the payment of services in the amount of \$97,100 in  
17 relation to the additional water main installation through Contract No. 1 and authorize the President to  
18 sign the agreement. **Roll call: Fiebing Aye | Holmes Aye | McGregor Aye | Votruba Aye | Wilkins**  
19 **Aye. All ayes. Motion passed.**
- 20 **4. F&V Proposal for Mapping/GIS of Sanitary Sewer System** Adds sewer system to the grant-funded  
21 GIS for the water system. Cuts costs for the Village by locating, compiling, and mapping the sewer  
22 system in conjunction with the grant-funded fieldwork for locating, compiling, and mapping the water  
23 system (water mains, curb stops, valves, etc. for water and manholes, pumping stations, etc. for sewer)  
24 and train DPW to use system. Wilkins will sign paperwork, budget funds, and follow through with  
25 personnel to complete tasks associated with the proposal (specifically, DPW will locate and mark  
26 existing sanitary sewer assets before F&V fieldwork. Office will allocate the payment of funds through  
27 the sewer fund). McGregor asked for and rec'd clarification on why DPW needed to mark the spots  
28 ahead of the marking. **Motion** by McGregor, seconded by Wilkins, to approve the Fleis & VandenBrink  
29 proposal for mapping/GIS of the sanitary sewer system for \$15,000 to be paid from the sewer fund and  
30 authorize the President to sign the proposal. **Roll call: Fiebing Aye | Holmes Aye | McGregor Aye |**  
31 **Votruba Aye | Wilkins Aye. All ayes. Motion passed.**
- 32 **5. Leica Geosystems GIS System for Drinking Water Asset Management Grant (DWAM)** This is the  
33 F&V and BGFAC recommended GIS for the Village Sewer and Water System. The DWAM grant  
34 reimburses VOE 25% of the GIS cost. The system provides good accuracy (within three inches) w/ no  
35 monthly fees (comparable system charges \$250/mo); eventually requires a free software update, has a  
36 warranty. President will sign the paperwork, budget the funds, and follow through on task completion.  
37 Office will send tax exemption form to Leica and allocate funds from Water and Sewer Funds. **Motion**  
38 by McGregor, seconded by Votruba, to approve the Leica Geosystems GIS for the Village Sewer and  
39 Water Systems at a rate of \$6,028.00 to be split between the water and sewer funds, and authorize the  
40 President to sign Quote No. 21575220. **Roll call: Fiebing Aye | Holmes Aye | McGregor Aye |**  
41 **Votruba Aye | Wilkins Aye. All ayes. Motion passed.**
- 42 **6. SLC Meter Quote for Billing Integration to BS&A** Also known as Badger, SLC is our water meter  
43 company. Upgrade of Beacon software necessary for predominant existing meters to work with new  
44 BS&A software to receive meter reads and bill for water and sewer. **Motion** by Votruba, seconded by  
45 Holmes, to approve SLC Meter's quote #33905 for utility billing integration with BS&A in the amount  
46 of \$5,658.82 to be split between the Water and Sewer Funds. **Roll call: Fiebing Aye | Holmes Aye |**  
47 **McGregor Aye | Votruba Aye | Wilkins Aye. All ayes. Motion passed.**
- 48 **7. 2024 Contract Agreement for Elberta Life Saving Station Management** Contract now to include new  
49 Weekend Rentals rate, with rate bump if more than 15 are contracted. To be budgeted and paid out of  
50 General Fund. McGregor wants many more rentals for other types of events, year-round. Votruba agreed,

1 citing lectures, bingo nights, other shorter events. Rate schedule TBD. Mills has done an incredible job  
2 promoting, scheduling, and tirelessly managing and stewarding this property for us. **Motion** by Holmes,  
3 seconded by McGregor, to approve the 2024 Contract Agreement for the Elberta Life Saving Station  
4 Management with Kristine (Kristi) Mills as presented and authorize the President to sign it. **All ayes.**  
5 **Motion passed.**

6 **8. Contractor Agreement for Excavating Services, Kerby's Backhoe Service LLC** Agreement is set for  
7 2 years, ending February 28, 2026. Amendment is addition of hourly rates for various services on last  
8 page. High praise for Kerby, esp. re help with Feb. 2023 water main break. **Motion** by Votruba, seconded  
9 by Holmes, to approve the contractor agreement for excavating services performed by Kerby's Backhoe  
10 Service LLC, to include the attached 2024 contract for service rates, and authorize the President to sign  
11 the contract as presented. **All ayes. Motion passed.**

12 **9. MDOT Request and Order to Close State Highway for Ironman 2024** Event to occur Sunday,  
13 September 15, 2024. **Motion** by Votruba, seconded by McGregor, to approve the MDOT Request and  
14 Order to close State Highway (M22 between Frankfort Ave & River Road) for Ironman 2024 and  
15 authorize the President to sign the request. **All ayes. Motion passed.**

16 **10. Temporary Traffic Control Order No. 2024-01 for Ironman 2024** **Motion** by McGregor, seconded by  
17 Votruba, to approve the Village of Elberta Temporary Traffic Control Order No. 2024-01 to close  
18 portions of M22 between Frankfort Ave and River Road and one side of Frankfort Ave and Furnace  
19 Street for Ironman 2024 and authorize President, Clerk-Treasurer, and DPW to sign the Order. **All ayes.**  
20 **Motion passed.**

21 **11. Amendment to Refuse Disposal Contract with Republic Services** Original contract, from 1994, has  
22 not been found. Republic raising rates about 33%; contract locks us to yearly increases for 5 years.  
23 Dumpster at beach was removed, leaving one at office and one at LSS. **Motion** to table till February mtg  
24 by McGregor, who will investigate rates, seconded by Votruba. **4 Ayes 1 Nay (Holmes). Item tabled.**

25 **12. Village Pro Tempore, Commission, and Committee Appointments** Votruba asked if an apptd trustee  
26 may be pro tem. GLVA chapter V Sec. 65.3(2), doesn't specify an elected trustee for the position; in the  
27 absence of both president and pro tem, trustee with longest current period of continuous service presides.  
28 Votruba reappointed pro tem. Brief discussion of committees and commissions. Seeking members of the  
29 public for several committees! New page on website to describe mission and composition of  
30 committees/commissions. (See attached for other appts and new committees.)

31 \*\*\*\*\*

32 **REPORTS TO COUNCIL**

33 **County Commissioner** – Sauer / Verbal Report Platte River Elementary School was to be demolished  
34 "shortly"; state police were interested in the county's plan to use a bearcat armored vehicle to do this; public are  
35 discouraged from attending the demolition. Bob Roelofs re-elected chair of Board of Commissioners; Tim  
36 Markey vice chair, Shelly Thompson (treasurer) retiring 29 February. Sheriff Dept 911 project near completion.  
37 Betsie Valley Trail paving Beulah to Homestead by summer, next year another grant to extend to  
38 Thompsonville. Two 70 yr old wells in Tville must be replaced; new meters installed; water rate rising from  
39 \$47 to \$60 (240 users).

40 **Frankfort Fire and Rescue Report (see website)** – at 46 calls for Jan. Deer damaged vehicle in for repair. 6  
41 pm January 25 Fire Board meets. Ironman moves to TC in 2025; cited insufficient lodging

42 **LSS** – K. Mills / Written Report. 10 weekend contracts for 2024;

43 **Zoning Administrator** – J. Mills / Written Report

44 **Betsie Valley Trail** – J. Ottinger / No meeting; next meeting April.

45 **Planning Commission** – Fiebing / Verbal Report. First mtg with just 3 members; awaiting updated master plan  
46 with edits to be returned by planning contractor. Updated PC ordinance to be reviewed at February mtg, then to  
47 Council for approval. Looking for two new members; two can be nonresidents per bylaws and ordinance  
48 updates

49 **Parks & Recreation Commission** – McGregor. Next mtg May 9

**DPW** – Towle/Wilkins / Verbal Report Towle will take written CDL test in February; dump truck back from major repairs, needs more; Towle and Cervantes have been moving snow with regular plow truck and DoMor; water trainings upcoming; working on budget requests; some parkgoers driving on lawn to water's edge; big rocks may be coming, signage. Holmes asked about hydrant draining

**Clerk-Treasurer** – Ralston / Verbal Report Transition to BS&A (data extraction) ongoing; new Microsoft 360 email and file sharing now operational. Taking treasurer trainings from state; her first full tax cycle on job begins soon. Weeklong Clerk training in March and treasurer training in April

**BGFAC** – Wilkins & McGregor / See minutes. Draft budget finished. Wilkins tracking down all our loan payments and interest to add to budget. Discussed hiring deputies. Must send RFP for new auditor because our auditor UHY helped with bank recs, has some good leads. Electronic payment processing system coming; possibly Intellipay.

**BLUA** – Wilkins & Holmes / Verbal Report. Still researching new headworks and financing; ISO person to hire for weekend testing since Fred Gum left

**Team Meetings** – Wilkins / See Report Boardwalk sections to be repaired

**Water/Sewer Committee** – Wilkins & Holmes / Verbal Report

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**Extended General Public Comment (5 min)**

None

**Announcements** Office closed January 22 to February 9 for software training; available by appt; Budget hearing February 15

**Adjournment**

8:25 pm by Wilkins

Draft minutes prepared and posted by  
Emily Votruba, Trustee

Village of Elberta  
2024 Pro Tempore and Committee Appointments

**Pro Tempore: Emily Votruba**

Committees/Commissions:

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

Chair, Jon Ottinger  
**Council Trustee, Ryan Fiebing**  
Michael Murphy  
\*Vacant seat  
\*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**  
Bill Soper  
\*Vacant seat

**Historical Elberta Commission** (Meeting days and times TBD)

**Chair, Brett McGregor**  
**Council Trustee, Ryan Fiebing**  
Bree McGregor  
\*Vacant

**President and President Pro Tempore Committee:** (Meeting monthly)

**Chair, Jen Wilkins**  
**Council Trustee Brett McGregor**  
**Council Trustee Emily Votruba**

**Budget, Finance, Audit & Grant Committee:** (Monthly meetings TBD)

**Chair, Jen Wilkins** – By virtue of position  
**Council Trustee, Brett McGregor**  
Clerk/Treasurer, Katherine Raston – By virtue of position  
Deputies – By virtue of position  
DPW, Justin Towle – By virtue of position  
\*Vacant seat

**Personnel & Policy Committee:** (Meeting dates TBD)

**Chair, Emily Votruba**  
**Village President, Jennifer Wilkins** – By virtue of position  
Clerk-Treasurer, Katherine Ralston – By virtue of position  
DPW, Justin Towle – By virtue of position  
\*Vacant seat

**Code Review Committee**

Chair, Code Enforcement Officer  
**President, Jen Wilkins** – By virtue of position  
**Council Trustee,**  
DPW, Justin Towle – By virtue of position  
Clerk-Treasurer, Katherine Ralston – By virtue of position  
Zoning Administrator, Josh Mills (When needed)

**Water & Sewer Committee:** (Meet as needed)

**Chair, Jen Wilkins,** (until DPW staff is trained to chair the meeting)  
**Council Trustee, Ken Holmes**  
DPW, Justin Towle – By virtue of position  
Clerk/Treasurer, Kat Ralston – By virtue of position  
Village Engineer, Ken Mlcek

**BLUA Board** – Elberta Members

**Council Trustee, Ken Holmes**  
**President, Jen Wilkins**

<b>Street Administrator</b> Justin Towle	<b>Water Operator</b> Chris Pritchard	<b>Zoning Administrator</b> Josh Mills	<b>Code Enforcement Officer</b> *Vacant
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