

Minutes

Regular Meeting and Budget Hearing of the Elberta Village Council

401 First Street | ELBERTA, MI 49628

March 7, 2024 @ 7 pm

Call to Order 7:00 pm

Roll Call

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

Audience

Mary Link (Frankfort), Ken Mlcek (Fleis & Vandenbrink, Water Project Coordinator); Kat Ralston (Clerk-Treasurer)

Approval of Minutes

Motion by Wilkins, seconded by Fiebing, to approve the **February 15, 2024, Regular Council Meeting and Budget Hearing Minutes** with chg from Wilkins: add names of honored Fire Dept staff. All ayes. Motion passed.

Approval of Agenda

Motion by Wilkins, seconded by McGregor, **to approve the March 7, 2024, Regular Council Meeting Agenda** with subtraction of correspondence 1, Benzie Bus Annual Report (Jessica Carland unable to attend; may attend April mtg). All ayes. Motion passed.

Correspondence

- Mark and Cheryl Rains: Wrote to petition council to put vacating an undeveloped part of Robarge White Street on the March or April agenda. Holmes opposed vacating any roads and the loss of potential state money. McGregor asked how much money we get annually from the street in question, vs. property tax revenue if a house was built there; about 32 housing starts in Benzie Cty in past five years and zero in Elberta.

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 \$70,326.17 AP, Payroll \$6,687.00. **Motion** by Votruba, seconded by McGregor, to approve the accounts payable expenditures. **Roll call: Fiebing Aye | Holmes Aye | McGregor Aye | Votruba Aye | Wilkins Aye | All Ayes. Motion passed. Motion** by Votruba, seconded by Holmes, 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. Detailed End of Fiscal Year 2024 and Beginning of Fiscal Year 2025. Because of early meeting, not all of February revenues are in, so budget amendment will need to wait till April meeting. Still looking for an auditing firm for FY23/24. General Fund deficit stands at \$14,427.50.

New Business

- 1 **1. USDA February Draw Request Form RD 440-11** Invoice from F&V for the month of February
2 submitted for payment from USDA grant. **Motion** by Wilkins, seconded by Votruba, to approve USDA
3 Form RD 440-11 February Draw Request in the amount of \$8,934.50 to be paid to Fleis & Vandenbrink.
4 **Roll call: Fiebing Aye | Holmes Aye | McGregor Aye | Votruba Aye | Wilkins Aye. All ayes. Motion**
5 **passed.**
- 6 **2. RJ Raven Estimate LSS Doors.** Wilkins found some money in our MiClass investment account that
7 could cover replacement of four front doors on the LSS, which are rotted, along with back ADA
8 accessible door; important to do regular maintenance on this significant revenue source for the general
9 fund; \$18,308.07 of the estimate already budgeted in FY2024-25 Budget. \$17,380 of this is remaining
10 ARPA funds and \$928 from Repairs and Maintenance line item in Waterfront Park Department;
11 remaining balance of \$18,308.07 to come from MiClass investment account for the General Fund, which
12 has a balance of \$39,159.45. Discussion of bid: Fiebing and McGregor wanted to seek other bids,
13 possibly with other wood sources, given the historical nature of the bld and quest for historic landmark
14 status. **Motion** by McGregor, seconded by Votruba, to table item pending Fiebing check on other
15 options.
- 16 **3. Village of Elberta Job Description – Deputy Clerk-Treasurer** Combines the deputy clerk and deputy
17 treasurer job descriptions. **Motion** by McGregor, seconded by Fiebing, to approve the Deputy Clerk-
18 Treasurer job description. **All ayes. Motion passed.**
- 19 **4. Contract for Fire Department Services Between the City of Frankfort & Gilmore Twp & the**
20 **Village of Elberta** Gilmore Twp (incl. Elberta) pays 52,886.00 in quarterly installments. Amended
21 contract is about \$1,100 less than contract presented last month. **Motion** by Votruba, seconded by
22 McGregor, to approve the amended 2024-25 contract for Fire Department Services between the City of
23 Frankfort and Gilmore Twp including the Village of Elberta and authorize President to sign the
24 proposal. **All ayes. Motion passed.**
- 25 **5. Contract for First Response Services Between the City of Frankfort and Gilmore Twp and Village**
26 **of Elberta.** Contract is for 1 year, Gilmore (incl. Elberta) pays \$19,456.00 in quarterly installments.
27 **Motion** by Holmes, seconded by Votruba, to approve the Amended 2024-25 Contract for First Response
28 Services between the City of Frankfort and Gilmore Township including the Village of Elberta and
29 authorize President to sign the proposal. **All ayes. Motion passed.**

Strategy Session

1. FY24–25 Pacing

Discussion: Need for positive community engagement. Use of LSS by Parks and Rec. Goal to be responsible and effective small govt. What motivates people to get involved. The ability to have an impact. Improve communication about volunteer opportunities. Need for a project calendar and remote access to policies, plans and other materials. Holmes does not use email so is missing a lot of communication that occurs that way; wants to be notified by phone. Discussed project dashboard through new OneDrive/SharePoint system. McGregor looking for grants to revise code; working on nuisance ordinance now.

REPORTS TO COUNCIL

- County Commissioner** – Sauer / Absent because of early meeting
- Frankfort Fire and Rescue Report (see website)** – Cederholm / Absent because of early meeting
- LSS** – K. Mills / Written Report. 13 books in '24 and 3 in '25
- Zoning Administrator** – J. Mills / Written Report
- Betsie Valley Trail** – J. Ottinger / No meeting until April.
- Planning Commission** – Fiebing / Verbal Report and Minutes Conservation District Overlay Meeting was held Feb 22; first of 3.
- Parks & Recreation Commission** – McGregor. No meeting until May 9

1 **DPW** – Cervantes/ Written Report; key code on ADA entrance; boardwalk sections; Towle at rural water
2 training. Smitty's left wood debris around Whitney house. DPW regularly cleaning up after them. Contract will
3 be terminated. Toilets to be fixed in Penfold bathrooms.

4 **Clerk-Treasurer** – Ralston / Verbal Report. People can now get water/sewer bill notifications by email but
5 can't pay online yet. We have an official Village newsletter you can sign up for on the website to be notified of
6 developments. Discussion of hiring a deputy specifically for utility billing.

7 **BGFAC** – Wilkins & McGregor / See minutes. Preconstruction meeting for Elberta Beach project on Friday
8 15th

9 **BLUA** – Wilkins & Holmes / Verbal Report. A rise in prices is being discussed

10 **Team Meetings** – Wilkins / See Report

11 **Water/Sewer Committee** – Wilkins & Holmes / Verbal Report See 2024 Water and Sewer Rates on website,
12 will be reflected in April bill.

13 *****

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

15 Difficulty hearing council members

16 **Announcements**

17 Reminder: March Council Meeting is Thursday, April 18, 2024 at 7 p.m.

18 **Adjournment**

19 8:45 pm by Wilkins

20
21 Final minutes prepared and posted on the website by
22 Emily Votruba, Trustee