

# Minutes

## Regular Meeting of the Elberta Village Council

401 First Street | ELBERTA, MI 49628

April 18, 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 – ABSENT | Brett McGregor – PRESENT

### Audience

Justin Towle (DPW), Mike Cederholm (Frankfort Fire & Rescue), Chris Dankert, Gary Sauer (County Commissioner) Kristine Mills (ELSS Manager) Chad Hollenbeck (Benzie Bus Operations Manager), Dale Charters (Frankfort City Council and BLUA Authority) Ken Mlcek (Fleis & Vandenbrink, Water Project Coordinator); Kat Ralston (Clerk-Treasurer)

### Approval of Minutes

Motion by Holmes, seconded by Wilkins, to approve the **March 7, 2024, Regular Council Meeting Minutes** with no chgs. All ayes. Motion passed.

### Approval of Agenda

**Motion** by McGregor, seconded by Holmes, **to approve the April 18, 2024, Regular Council Meeting Agenda version 2 (presented at mtg)**. All ayes. Motion passed.

### Correspondence

1. **Benzie Bus Annual Report – Chad Hollenbeck** State funding will be reduced, ridership is up; details on svcs like up to 30 free rides per month for age 60+ and door to door medical appt svc.
2. **Benzie Ballot Initiative - Evans** Referred to Village Planning Commission; proposal for local control of renewable energy installations
3. **Grand Traverse Regional Community Foundation – Re: Yearly EDNA Endowment** Slightly up this year, at \$4,920.
4. **Mark & Cheryl Herr Rains – Including Village Attorney Response** Request to vacate portion of Robarge
5. **City of Frankfort – Re: 2024/2025 Fire and First Responder Budget & Contracts** Next year will be less confusing
6. **Consumer Confidence Report – Village of Elberta 2023 Water Quality Report** No issues; see report on Village website
7. **Susan Schankin – Elberta Beach Improvement Project Lighting** Request to consider compliance with Dark Sky guidelines
8. **Chris Dankert – Code Enforcement**

### Inquiry of Conflict on Agenda Items

Wilkins recused from Payroll vote. McGregor recused from NB5 (Rotary member)

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

Chris Dankert: Brief discussion of 2018 noise ordinance

1 **Approval of Bills**

2 \$107,038.84 AP and \$21,806.08 Payroll. **Motion** by McGregor, seconded by Holmes, to approve the accounts  
3 payable expenditures. **Roll call: Fiebing Absent | Holmes Aye | McGregor Aye | Votruba Aye | Wilkins Aye | All**  
4 **Ayes. Motion passed. Motion** by McGregor, seconded by Holmes, to approve the payroll expenditure. **Roll call:**  
5 **Fiebing Absent | Holmes Aye | McGregor Aye | Votruba Aye | Wilkins Recused | All ayes. Motion passed.**

6  
7 **Financial Reports**

- 8 o Rev/Exp Sheet Detailed End of Fiscal Year 2024 and Beginning of Fiscal Year 2025. Request made  
9 for additional \$25K in funding from State Treasury for accounting help with bank reconciliations  
10 (complete through end of September 2023; deficit not including current recs stands at \$48,284.71

11  
12 **Unfinished Business**

13 1. **RJ Raven Estimate LSS Doors** Motion by Wilkins, seconded by McGregor to remove agenda item as  
14 titled, pending 2nd bid and SHPO response. All ayes.

15  
16 **New Business**

- 17  
18 1. **Resolution Approving Act 233 Financing Contract and Publication of Notice Thereof (Betsie**  
19 **Lake Utilities Authority)** Dale Charters presented on the up to \$5M bond for financing EGLE  
20 compliant improvements to BLUA headworks. Elberta's share of debt svc is 30.3%. **Motion** by  
21 Wilkins, seconded by McGregor, to approve the Resolution Approving Act 233 Financing Contract  
22 and Publication of Notice Thereof (Betsie Lake Utilities Authority). **Roll call: Fiebing Absent |**  
23 **Holmes Aye | McGregor Aye | Votruba Aye | Wilkins Aye | All Ayes. Motion passed.**
- 24 2. **Committee Descriptions – Personnel & Policy Committee** New/revived committee; description  
25 of purview and duties: working with staff and council to troubleshoot policies and personnel  
26 matters. Will be posted on website. **Motion** by McGregor, seconded by Holmes, to approve the  
27 Personnel and Policy Committee Description with noted changes. **All Ayes. Motion passed.**
- 28 3. **Policy 2024 - 001 Nonprofit Use of Village Facilities - Discount** A policy outlining usage and fee  
29 specifics for discounted rates for nonprofits to rent Village facilities; schedule of rates.  
30 Discussion. **Motion** by McGregor, seconded by Votruba, to adopt Policy 2024-001 Nonprofit Use  
31 of Village Facilities - Discount with addition that Village President makes determination when a  
32 prospective renter's status is in question. **Roll call: Fiebing Absent | Holmes Aye | McGregor Aye**  
33 **| Votruba Aye | Wilkins Aye | All Ayes. Motion passed.**
- 34 4. **Policy 2024 - 002 Village Government Use of ELSS and Other Facilities** A policy outlining usage  
35 and nominal fee specifics for use of facilities including ELSS by VOE Commissions and  
36 Committees. Discussion. **Motion** by McGregor, seconded by Votruba, to adopt Policy 2024-002  
37 Village Government Use of ELSS and Other Facilities as presented. **Roll call: Fiebing Absent |**  
38 **Holmes Aye | McGregor Aye | Votruba Aye | Wilkins Aye | All Ayes. Motion passed.**
- 39 5. **Elberta Life Saving Station Deeper Rental Discount Request – Rotary Club of Frankfort**  
40 Discussion of applicability of request to new policy. Event is Centennial Celebration Picnic on  
41 September 12, to be open to the public with no entrance fee or vending. Discount offer (not  
42 including standard cleaning fee and deposit) of 75% (overrides 25% resident discount) will be  
43 presented to Rotary by ELSS Mgr Mills. **Motion** by Wilkins, seconded by Holmes, to follow newly  
44 adopted Policy 2024-001, which allows Frankfort Rotary Club a 75% discount for the rental of the

ELSS for the September 12, 2024 event. **Roll call: Fiebing Absent | Holmes Aye | McGregor Recused | Votruba Aye | Wilkins Aye | All Ayes. Motion passed.**

**6. Contract Agreement with Jammin’ Mondays on Betsie Bay** Discussion of applicability of new policy, terms of contract, discount to be offered. Event, in its 3rd year, is an asset to the community. **Motion** by Wilkins, seconded by McGregor, to approve the contract as presented. **Roll call: Fiebing Absent | Holmes Aye | McGregor Aye | Votruba Aye | Wilkins Aye | All Ayes. Motion passed.**

**Strategy Session**

**1. Quarterly Review**

Reviewed three-month advance outlook/overview prepared by Wilkins covering Office and DPW tasks and project steps.

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**REPORTS TO COUNCIL**

**County Commissioner** – Sauer / Verbal report: Public mtg re: Headlee reset 4/24 5:30 pm at County Bld. \$42K remains of ARPA funds. Road Commission/Platte River School bld still not demo'd; possible bond proposal for new bld. Kaleva Dirt Birds ATV club seek trail access. Maples passed audit, is at capacity, all on waiting list are Benzie residents.

**Frankfort Fire and Rescue Report (see website)** – Cederholm / Detailed written (posted on website) and verbal report. Reported response time is quicker than average, translates to lower insurance rates for residents. Batteries in a junk drawer with other metal is a spontaneous combustion risk. DPW Chris Cervantes responded with lifesaving CPR to a call on 3/29. Other interventions noted.

**LSS** – K. Mills / Written Report. 14 contracts; FEAS Prom May 4! Wedding May 18. June is open.

**Zoning Administrator** – J. Mills / Written Report. 603 Frankfort sign complies with ord.; special use permit applied for 3rd rental unit

**Betsie Valley Trail** – J. Ottinger / Written report. Questions re E Bikes use

**Planning Commission** – Fiebing / Public Hearing on Master Plan May 9, 5 pm

**Parks & Recreation Commission** – McGregor. No meeting until May 9

**Team Meetings** – Wilkins / See new task list excel sheet

**DPW** – Towle/ Verbal Report; Elberta Beach Project: concrete walkways going in; DPW making photo documentation. 15 water meters replaced, labels on wells. kayak launch issue with posts that don't line up, calls to manufacturer. Well 2 was out because of power surge, now back online. Some burn permits approved. Terminated contract with Smitty's. Kerby will do some tree removal for Robarge.

**Clerk-Treasurer** – Ralston / Verbal Report. Revenue/expense posting is caught up. Working on bank recs with accountant/learning procedures, quarterly reporting for grants. Clerks' Institute training complete. Next week: Treasurer training in Mt. Pleasant. By end of May Point & Pay system ready for online payments for those who want to (cash and checks still accepted).

**BGFAC** – Wilkins & McGregor / See minutes. BS&A training available for council. Wilkins looking for an auditing firm; some dislike our version of BS&A.

**Personnel & Policy Committee** – Votruba & Wilkins. See minutes for March & April. For now, cte meets second Friday of each month at 8:30 am with staff and President. Residents interested in participating. contact evotruba@villageofelberta.com.

**BLUA** – Wilkins & Holmes / Verbal Report. Rates going up .5%

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

**Fourth of July & Ironman Updates** - Trooper requested for July 4. If Beach project not complete by then, will request Benzie Bus svc. Ironman will have the same set up as last year down Frankfort/Furnace Ave.

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

1 Chris Dankert complains of constant rooster noise; discussion of upcoming revamped nuisance ordinance and  
2 code enforcement

3 **Announcements**

4 Office Closed Thursday April 25<sup>th</sup> due to training. Spring Cleanup Saturday May 18<sup>th</sup> from 9-1 at the Community  
5 Building. Farmers Market opens Thurs May 23, 8 am.

6 **Adjournment**

7 9:13 pm by Wilkins

8  
9 Final minutes prepared and posted on the website by  
10 Emily Votruba, Trustee