

# Minutes

## Special Meeting of the Elberta Village Council

401 First Street | ELBERTA, MI 49628

May 30, 2024 @ 9 am

### Call to Order and Pledge 9:02 am

### Roll Call

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

### Audience

None

### Approval of Minutes

Motion by McGregor, seconded by Wilkins, to approve the **May 16, 2024, Regular Council Meeting Minutes** with no chgs. All ayes. Motion passed.

### Approval of Agenda

**Motion** by Wilkins, seconded by Votruba, to approve the **May 30, 2024, Special Council Meeting Agenda**. All ayes. Motion passed.

### Inquiry of Conflict on Agenda Items

None

### Correspondence

1. Brian Lijewski (SHPO)

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

None

### New Business

- 1. Audit Proposals for FY2024** Proposals were received from Gabridge & Co. and Morgan and Associates. The proposal from Gabridge was significantly lower, at about \$10K per year; Morgan & Associates estimate was \$35K–\$40K for the first year; \$45,000 is budgeted. We are not locked in for more than one year. **Motion** by McGregor, seconded by Votruba, to approve the financial audit proposal from Gabridge & Co. and authorize the president to sign the proposal for one year of auditing services. **Roll Call: Wilkins Aye | Votruba Aye | Holmes Aye | Fiebing Aye | McGregor Aye. All ayes Motion passed.**
- 2. Life Saving Station Door Replacements** The four front doors on the Life Saving Station are rotted along with the ADA accessible back door and have needed replacement for years. The LSS is regularly rented for weddings, provides a source of income for the General Fund, and requires regular maintenance. Half the cost (\$18,308.07) has been budgeted for FY2024–25.
  - a) Estimates – SHPO Approval & Choice of Contractor** Council reviewed correspondence from Brian Lijewski of the State Historical Preservation Office and two estimates, from RJ Raven and the Lumber Shed. SHPO approved the scope of work but specified clear glass in the windows. **Motion** by Wilkins, seconded by Votruba, to approve the SHPO approved estimate of \$36,616.14 from RJ Raven for replacement fabrication of one single ADA and two sets of double historical wood doors

1 of the Life Saving Station. Work will occur over 8 weeks in October–November. **Roll Call: Wilkins**  
2 **Aye | Votruba Aye | Holmes Aye | Fiebing Aye | McGregor Aye. All ayes Motion passed.**

- 3 b) **Payment Approval for Replacement of Doors** Wilkins explained the funding sources: half the  
4 deposit (=\$18,308.07) that is required to start production will be paid using budgeted ARPA funds  
5 (\$21,707.90) noted in Repairs and Maintenance line item in the Waterfront Park Department in the  
6 General Fund. Of the remaining balance, of \$18,308.07, \$3,399.83 would come from the  
7 remaining ARPA funds and \$14,908.24 from the MiClass investment account for the general fund.  
8 MiClass has a current fund balance of \$39,653.37. Wilkins stated that the Budget, Grant, Finance,  
9 and Audit Committee will have a draft investment deposit plan ready for council review by August  
10 2024 meeting. **Motion** by Votruba, seconded by Fiebing, to approve the Village President  
11 overseeing the Clerk-Treasurer to pay the deposit using ARPA funds budgeted and earmarked for  
12 repairs to the Life Saving Station and withdraw not more than \$18,308.07 (other half of full  
13 estimate to cover possible contingences of door replacement process) from the Michigan Class  
14 subaccount, titled General Fund, and transferring it to State Savings Bank General Fund checking  
15 account to complete payment for the fabrication by RJ Raven of the Life Saving Station  
16 replacement doors. **Roll Call: Wilkins Aye | Votruba Aye | Holmes Aye | Fiebing Aye | McGregor**  
17 **Aye. All ayes Motion passed.**

18  
19 **Extended General Public Comment (5 min)**

20 None

21  
22 **Announcements**

23 Regular Council Meeting 7 pm June 20. Mailer for residents out within two weeks. Water project June 10 (actually June 5).

24  
25 **Adjournment**

26 9:34 am by Wilkins

27  
28 Final minutes prepared and posted by  
29 Emily Votruba, Trustee