

Minutes

Regular Meeting of the Elberta Village Council

401 First Street | ELBERTA, MI 49628

June 20, 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

Michael Cederholm (Frankfort Fire & Rescue), Ken Mlcek (Fleis & Vandenbrink, Water Project Coordinator), Holly O'Dwyer (Washington Avenue), Kat Ralston (Clerk-Treasurer), Fred Schankin and Susan Schankin (Michigan DarkSky), Mary Link (VOE Planning Commission)

Approval of Minutes

Motion by McGregor, seconded by Fiebing, to approve the **May 30, 2024, Special Council Meeting Minutes** with no chgs. All ayes. Motion passed.

Approval of Agenda

Motion by Votruba, seconded by McGregor, **to approve the June 20, 2024, Regular Council Meeting Agenda.** All ayes. Motion passed.

Correspondence

1. **Barb Wirtz – Frankfort/Furnace Ave Traffic** Asked about possibility of speedbumps, traffic mirrors at top and bottom of Bye Street. Road is Class A, so speedbumps not allowed.
2. **Susan Schankin – Dark Sky Presentation** Lighting that is warm, with a lower lumen rating, and shaded to direct it downward is safer for wildlife and better for stargazing. Handed out compliant LED bulbs.
3. **Krista O'Grady – Dangerous Parking on M22 (Frankfort Avenue)** Ongoing acknowledged safety issue. DPW is expected to paint the curbs to indicate no parking near corner at some point.

Inquiry of Conflict on Agenda Items

Wilkins and Votruba recused from Payroll vote.

Brief Public Comment on Agenda Items (3 min)

Holly O'Dwyer commented on Justin Towle (DPW)'s use the Village vehicle to transport his child to school.

Approval of Bills

\$325,848.00 AP and \$15,302.84 Payroll. **Motion** by McGregor, 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.** **Motion** by McGregor, seconded by Holmes, to approve the payroll expenditure. **Roll call: Fiebing Aye | Holmes Aye | McGregor Aye | Votruba Recused | Wilkins Recused | All ayes. Motion passed.**

Financial Reports

- o **Rev/Exp Sheet Detailed End of Fiscal Year 2024 and Beginning of Fiscal Year 2025.** Both years are still being included because bank reconciliations aren't up-to-date. Audit expected to be completed in August.

- o **MiClass Investment May Account Statement** Beginning total balance \$403,284, end \$405,128.29. No contributions or withdrawals.

Unfinished Business

None

New Business

1. **Fleis & VandenBrink Invoice for MNRTF20-0013 Elberta Beach Improvements Project Motion** by McGregor, seconded by Wilkins, to approve the total payment of \$31,125.00 to Fleis & VandenBrink for engineering and bidding assistance per May 7 and June 5 invoices. **Roll call: Fiebing Aye | Holmes Aye | McGregor Aye | Votruba Aye | Wilkins Aye | All Ayes. Motion passed.**
2. **GDSMI/DWAM Hydroexcavating Bid Award – Kerby’s Backhoe Service** Kerby's was the lowest bid of four rec'd, at \$30,920. **Motion** by Holmes, seconded by McGregor, to award the bid for work related to the Water Distribution System Materials Inventory to Kerby's Backhoe Service. **All Ayes. Motion passed.**
3. **Bishop Electric Invoice for Waterfront Park Parking Light** A lightpole in the Waterfront Park parking lot was destroyed by a vehicle. **Motion** by Votruba, seconded by Holmes, to pay the invoice from Bishop Electric for \$5,467.00 for a replacement pole and fixture. **Roll call: Fiebing Aye | Holmes Aye | McGregor Aye | Votruba Aye | Wilkins Aye | All Ayes. Motion passed.**
4. **Policy #2014-002 Policy and Procedure for Hiring Village of Elberta Employees and Officials Amendment** Revisions dealt with order of procedure and Personnel & Policy Committee vs. Council's role. **Motion** by Wilkins, seconded by McGregor, to amend policy 2014-002 as presented in a highlighted draft (see att'd). **All ayes. Motion passed.**
5. **Traffic Control Order #2024-01** Effective from 7 am to 12 midnight 7/4/2024. **Motion** by McGregor, seconded by Fiebing, to approve the temporary traffic control order for July 4 and submit to the county emergency manager. **All Ayes. Motion passed.**

REPORTS TO COUNCIL

- County Commissioner** – Sauer / In Alaska fishing
- Frankfort Fire and Rescue Report (see website)** – Cederholm / Detailed written reports (posted on website). Team quickly put out small power-line related wildfire at Sleeping Bear Dunes National Park
- LSS** – K. Mills / Written Report. 2 new contracts
- Zoning Administrator** – J. Mills / Written Report
- Betsie Valley Trail** – J. Ottinger / No report
- Planning Commission** – Fiebing / Minutes/Verbal Report
- Parks & Recreation Commission** – McGregor / See Minutes
- Employee Team Meetings** – Wilkins / See report
- DPW** – Towle/ Verbal Report. Towle was absent
- Clerk-Treasurer** – Ralston / Verbal Report.
- BGFAC** – Wilkins & McGregor / See minutes.
- Personnel & Policy Committee** – Votruba & Wilkins. See minutes.
- BLUA** – Wilkins & Holmes / Verbal Report.
- Water/Sewer Committee** – Wilkins & Holmes / Verbal Report

1 **Extended General Public Comment (5 min)** None

2 **Announcements**

3 Please volunteer for Fourth of July traffic management; 1 hr shifts from 5:30 to after fireworks. Call/txt DPW 231-651-9626

4
5 Veteran trustee and beloved community member Linda Manville is much in our thoughts.

6
7 **Adjournment**

8 8:29 pm by Holmes

9
10 Final minutes prepared and posted by

11 Emily Votruba, Trustee

12
13
14
Policy #2014-002;
reviewed 2024-06

Village of Elberta Policy #2014-002

[highlighted areas show revisions]

Policy and Procedure for Hiring Village of Elberta Employees and Officials #2014-002

This policy established to regulate the hiring of full-time, part-time, and seasonal employees and full-time and part-time appointed officials (Clerk-Treasurer) of the Village of Elberta.

The following procedure shall be used when hiring employees or officials (Clerk-Treasurer) for filling regular full-time, regular part-time, part-time, or seasonal positions covered by this Policy.

1. A job description must be on file and approved by the Village Council prior to the announcement of any job opening.
2. The hiring rate and pay scale for the job must be approved by the Village Council **at the meeting of hire.**
3. All announcements concerning job openings or vacancies shall be date stamped and posted at the Village Office, on the Elberta Post Office bulletin board and the Village website for ten (10) days concurrent with the advertisement of the position in the *Benzie County Record Patriot*.

Such postings shall include but not be limited to the following:

1. Job title
2. Summary statement of duties
3. Minimum qualifications (knowledge, ability, skill level)
4. Any special requirements specific to this position
5. Starting wage range in accordance with the Compensation Policy, **depending on the position**
6. Direction on where and how applications may be filed
7. Deadline for filing application
8. Contact

Person Selection

Process/Procedure:

1. The **Employee Relations Personnel and Policy** Committee shall screen all applications and forward to the Village Council those applications submitted by candidates who meet the minimum qualifications for the job.
2. The **Employee Relations Personnel and Policy** Committee shall **interview candidates, do background checks, and then arrange with qualified candidates** ~~arrange for qualified candidates~~ to appear before the Village Council for an interview, which shall be conducted at a public meeting of Council as mandated in the Open Meetings Law.
3. The Village Council shall, based on applications and interviews, rank job candidates.
4. **The Village President or designee shall perform a criminal background check and check the personal and professional references of the leading candidates.**
5. The results of the criminal and reference checks shall be reported, following required

confidentiality procedures, to the Village Council.

6. The winning candidate shall be determined by majority vote of the Village Council.

Village Council Action:

Motion by: Linda Manville

Seconded by: Robin Rommell

Vote: <u>Gatrell</u> , Joyce	Yea
Excused Holmes, Ken	
Jenks, Diane	Yea
Manville, Linda	Yea
Manville, Reggie	Yea
<u>Rommell</u> , Robin	Yea
Wilkins, Jennifer	Yea

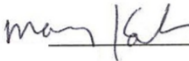
Yeas: 6 Nays: 0

Excused 1

Policy Adopted: Yes

Dated: February 26, 2014

Village Clerk, Mary Kalbach

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151 Pearson St., P.O. Box 8, Elberta, MI 49628

Temporary Traffic Control Order
Traffic Control No. 2024-01

Pursuant to 1949 PA 300, as amended and under the authority of the Michigan Uniform Traffic Code for Cities, Townships and Villages (Rule 28.1153 Section 2) which states, in part:

- (2) Traffic-control orders may be issued by the traffic engineer on his or her own authority, but when so issued shall be known as temporary traffic-control orders and shall not be effective after the expiration of 90 days from the date of filing and these temporary traffic-control orders shall not be renewed or extended, except upon approval by the ordinance making body.

The Trustees of the Village of Elberta hereby issue the following Temporary Traffic Control Order:

Affected Street: Bye Street to Bye Road (Elberta Beach Parking Lot)

Nearest Cross Street: Furnace Street

Temporary Control Order: When the Elberta Beach Parking Lot (Bye Road) is full, portable Village barricades will be placed at the top of the hill on Bye St. until the Elberta Overlook Parking Lot is full. The portable barricades will continue to be moved forward down Bye St. allowing only the right side of Bye St. to fill with parked cars (this will allow Emergency vehicles to enter and exit the area safely). When the right side of Bye St. is full of parked cars, the portable barricades will then be placed at the start of Bye St. at Furnace Ave. and traffic will be directed to park along Furnace Ave. and at either parking lots for the Waterfront Park. After the Frankfort firework display ends, the portable Village barricades will be removed to allow traffic to be directed to exit the Village.

This order becomes effective when the portable Village barricades are in place and manned by Village DPW, volunteers or a State Trooper.

Effective Date: 07/04/2024 Effective Time: 7:00 AM
Expiration Date: 07/04/2024 Expiration Time: 12:00 Midnight

Date Approved: 6-20-2024

Jennifer S. Wilkins
Jennifer Wilkins, Village of Elberta President

Justin Towle
Justin Towle, Village DPW

Katherine Ralston
Katherine Ralston, Village Clerk-Treasurer