

1 -FINAL-

2 **Minutes**

3 **Regular Meeting of the Elberta Village Council**

4 401 First Street | ELBERTA, MI 49628

5 **August 15, 2024 @ 7 pm**

6
7 **Call to Order 7:00 pm**

8
9 **Roll Call**

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

12
13 **Audience**

14 Michael Cederholm (Frankfort Fire & Rescue), Kat Ralston (Clerk-Treasurer), Gary Sauer
15 (County Commissioner), Justin Towle (DPW), Joanne Frary (Frankfort resident), Kylie Mix
16 (Benzonia)

17
18 **Approval of Minutes**

19 **Motion** by Votruba, seconded by Wilkins, to approve the **July 18, 2024, Regular Council**
20 **Meeting Minutes** with the correction of a misspelled name on page 12, line 15 of the draft
21 minutes. **All Ayes. Motion passed.**

22
23 **Motion** by Holmes, seconded by Votruba, to approve the **July 29, 2024, Special Council**
24 **Meeting Minutes** as presented. **All ayes. Motion passed.**

25
26 **Approval of Agenda**

27 **Motion** by Votruba, seconded by McGregor, to approve the **August 15 2024, Regular Council**
28 **Meeting Agenda**. All ayes. Motion passed.

29
30 **Correspondence**

31 **Department of Treasury - FY2023 Deficit Elimination Plan Denial**

32 Jen Wilkins discussed receiving a denial letter from the Department of Treasury for the FY2023
33 deficit elimination plan. She **described** the current efforts to reconcile bank statements to
34 meet Treasury requirements and prevent revenue shares from being withheld.

35 **Ryan King - Letter from Manistee Co. Jail**

36 Correspondence will be shared with appropriate authorities.

37 **Barb Wirtz - Thank you note**

38 Jen Wilkins read a thank you note from Barb Wirtz, complimenting the village's streets, parks,
39 and plantings.

40 **Inquiry of Conflict on Agenda Items**

41 Wilkins is recused from Payroll vote.

42
43 **Brief Public Comment on Agenda Items (3 min)**

44 There were no brief public comments on agenda items.

45 **Approval of Bills**

46 **Motion** by Holmes, seconded by McGregor, to approve the accounts payable expenditures in
47 the amount of \$558,622.93. **Roll call: McGregor Aye | Holmes Aye | Fiebing Aye | Votruba Aye**
48 **| Wilkins Aye | All Ayes. Motion passed. Motion** by Holmes, seconded by Fiebing, to approve

49 the payroll expenditure in the amount of \$14,232.25. **Roll call: Holmes Aye | Fiebing Aye |**
50 **McGregor Aye | Votruba Aye | Wilkins Recused | All Ayes. Motion passed.**

51

52 **Financial Reports**

53 **Rev/Exp Sheets - End of Fiscal Year 2024 and Current Fiscal Year 2025** Wilkins said she has a
54 budget amendment ready but FY 2024 has not been closed yet. Once it is closed, budget
55 amendments can be enacted. Wilkins stated that the revenue from Elberta Life Saving Station is
56 almost double what was projected. There are revenues from cleanup fees from the Spring
57 cleanup day and property taxes from receipts coming in for the 2024 property tax cycle.

58 **MiClass Investment Account July 2024 Statement**

59 Wilkins stated that a MiClass account for Park and Rec has been created but it is not included
60 in the July statement. The August statement will show the new Park and Rec account and there
61 is expected to be funds deposited into that account by next month. Beginning total balance
62 \$406,921.65 end \$408,788.62. No contributions or withdrawals.

63

64 **Unfinished Business**

65 There was no unfinished business addressed in this meeting.

66

67 **New Business**

68 **USDA June Draw Request Form RD 440-11**

69 Wilkins discussed the USDA billing, presenting two invoices from Fleis and VandenBrink.

70 **Motion** by Wilkins, seconded by Holmes, to approve USDA RD 440-11 in the amount of
71 \$91,492.90 for Fleis and Vandenbrink. **Roll call: Holmes Aye | McGregor Aye | Fiebing Aye |**
72 **Votruba Aye | Wilkins Aye | All Ayes. Motion passes.**

73 **Draft Consumers Energy Company Electric Franchise Renewal Ordinance**

74 Wilkins introduced a letter that was received by the clerk via email from Consumers Energy
75 stating that the Consumers Energy Electric Franchise for the Village of Elberta will expire on
76 December 8, 2024. The Franchise allows Consumers to provide electric service to Village
77 residents and businesses. The letter requests that the Village renew the Franchise. This is done
78 by ordinance. It is a 30-year contract.

79 **Motion** by Wilkins, seconded by McGregor, to review the draft ordinance and discuss it at the
80 September Regular Council meeting. **All Ayes. Motion passes.**

81 **Land Reconfiguration R-1 District Tax ID 10-06-501-174-00 & Tax ID 10-06-501-174-10**

82 Council discussed an application for land reconfiguration. Owner is applying to make one lot
83 and one strange-shaped lot into two similar-size square lots on White Street. The request and
84 the resulting lots conform with our zoning ordinance, but land reconfiguration and assignment
85 of a new tax ID to part of one parcel require council approval.

86 **Motion** by Wilkins, seconded by Fiebing, to authorize the Zoning Administrator to follow through
87 with the land reconfiguration for parcels with Tax IDs 10-06-501-174-00 and 10-06-501-174-10.

88 **Roll call: Fiebing Aye | Holmes Aye | McGregor Aye | Votruba Aye | Wilkins Aye | All Ayes.**
89 **Motion passes.**

90

91 **REPORTS TO COUNCIL**

92 **County Commissioner Gary Sauer** – Sauer reported on ongoing community matters, including
93 intersection safety improvements and issues surrounding tax and bond proposals.

94 **Frankfort Fire and Rescue Report (see website), Fire Chief Michael Cederholm** –

95 Cederholm reported on training updates and encouraging community engagement with fire
96 safety demonstrations for children.

97 **LSS** – Kristi Mills/ Written Report. Wilkins stated that there is a total of 15 new contracts for
98 calendar year 2025.

99 **Zoning Administrator** – Josh Mills / Written Report. A detailed report included multiple zoning
100 applications and compliance checks.

101 **Betsie Valley Trail** – Jon Ottinger / Ottinger’s written report was reviewed. It detailed ongoing
102 and completed projects. Ottinger has expressed his desire to step down from the committee.
103 Wilkins reported that there is an interested person who is in the process of applying for the
104 committee, to represent Elberta.

105 **Planning Commission** – Fiebing / Minutes/Verbal Report

106 Fiebing reported that the Planning Commission is doing a few final edits on the draft master
107 plan but there have been delays and frustrations related to Beckett & Raeder's performance
108 related to the contract for services to complete the master plan. Fiebing reported that the
109 Planning Commission made a motion to authorize Wilkins to speak directly to higher-up
110 personnel at Beckett & Raeder. There was discussion of seeking legal counsel as well.

111 **Parks & Recreation Commission** – McGregor / See Minutes

112 Ongoing initiatives, including new contracts and rental applications, were detailed. Efforts to
113 improve the beach facilities continue.

114 **Employee Team Meetings** – Wilkins / See report

115 **DPW** – Justin Towle/ Verbal Report. Towle described ongoing projects including water meter
116 replacements, street maintenance, and park repairs.

117 **Clerk-Treasurer** – Kat Ralston / Verbal Report. Ralston discussed updates on audit activities
118 and work throughout the month encompassing clerk and treasurer duties

119 **BGFAC** – Wilkins & McGregor / See minutes.

120 **Personnel & Policy Committee** – Votruba & Wilkins / Verbal Report and Minutes.

121 A renewed effort to advertise for front office positions is planned. The employee application
122 form has been updated. DPW staff reviews are overdue. Suggestions on candidates to form a
123 review committee are welcome from other members of Council.

124 **BLUA** – Wilkins & Holmes / Verbal Report. Wilkins reported that BLUA is waiting on us to have
125 our FY 24 audit completed so that they can move forward with the bonds for the project.

126 **Water/Sewer Committee**-Wilkins & Holmes / Verbal Report

127 **Village/GTRLC Working Group**-Wilkins reported that she will be working on the Park
128 Endowment within the coming week. The group is very actively fundraising. Fiebing has
129 provided the group with the draft master plan.

130 *****

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

132 Joanne Frary inquired about the completion of new beach restrooms and suggested adding rinsing
133 stations. Concerns over parking enforcement effects on community events were also discussed.

134

135 **Announcements**

136 The Ironman event will take place on Sunday September 15th. The route is the same as last year.

137

138 **Adjournment**

139 8:22 pm by Holmes

140

141 Draft minutes prepared by

142 Kat Ralston, Clerk-Treasurer

143

144 Minutes finalized by Emily Votruba, Trustee