

- FINAL -
MINUTES

Special Meeting of the Elberta Village Council

401 First Street | ELBERTA, MI 49628

October 1, 2024 @ 9 am

Call to Order and Pledge: 9:01 a.m.

Roll Call: Wilkins (President), Votruba (Pro Tempore), Holmes, Fiebing, McGregor

Audience: None

Approval of Regular Council Meeting Minutes – Not at this meeting

Approval of Agenda Motion by Wilkins, seconded by Votruba, to approve the agenda as presented. All ayes. Motion passed.

Inquiry of Conflict on Agenda Items Votruba and Wilkins recused from 3. Votruba recused from 6, Wilkins recused from 7

Correspondence – State Treasury 5 Yr DEP Rejection – Lack of information

Brief Public Comment on Agenda items: None

New Business

- 1. Revised Resolution #2024-006 Fiscal Year 2023-2024 Five-Year Deficit Elimination Plan** Wilkins explained and showed the additional monthly revenue/expense breakdown for FY24-25 and FY25-26 required by State Treasury, which she will submit. **Motion** by McGregor, seconded by Holmes, to approve the Revised Resolution 2024-006 2023-2024 5-Year Deficit Elimination Plan. **Roll call: Votruba Aye | Holmes Aye | Fiebing Aye | McGregor Aye | Wilkins Aye. All ayes. Motion passed.**
- 2. Bank Signatory Addition** Discussed who best should be bank signatories. Wilkins and Votruba are already signatories, terms are up in two years, whereas all other trustees are up for election in November. McGregor, a member of BGFAC, agreed to serve as an additional signatory. **Motion** by Wilkins, seconded by Votruba, to approve McGregor as an added signatory on all Bank Accounts with State Savings Bank. **Roll call: Votruba Aye | Holmes Aye | McGregor Aye | Fiebing Aye | Wilkins Aye. All ayes. Motion passed.**

- 3. Safe Access** Discussed regular safe inventory policy and sign-in/sign-out protocol. **Motion** by McGregor, seconded by Fiebing, to approve Village President Jennifer Wilkins and Pro Tempore Emily Votruba access codes to Village safe. **Roll call: Holmes Aye | Fiebing Aye | McGregor Aye. 3 ayes. 2 recused. Motion passed.**
- 4. State Savings Bank Accounts Access** As temporary office workers, Wilkins and Votruba will need access to the bank and investment accounts in order to make payroll, pay bills, and do necessary accounting procedures. **Motion** by McGregor, seconded by Fiebing, to approve full account ownership access to Village bank accounts at State Savings Bank and the MiClass Investment accounts for Village President Jennifer Wilkins and Pro Tempore Emily Votruba. **Roll call: Holmes Aye | Fiebing Aye | McGregor Aye. 3 ayes. 2 recused. Motion passed.**
- 5. Credit Card Name Change** The State Savings Bank Credit Card must be reissued with a new personal name on it. Former Clerk-Treasurer Ralston has destroyed her card. **Motion** by McGregor, seconded by Fiebing, to designate Jennifer Wilkins as newly named person on office State Savings Bank Credit Card. **Roll call: Holmes Aye | Fiebing Aye | McGregor Aye | Votruba Aye | Wilkins recused. 4 ayes. 1 recused. Motion passed.**
- 6. Deputy Clerk-Treasurer** This is an existing position with a job description. **Motion** by McGregor, seconded by Wilkins, to appoint Emily Votruba as Deputy Clerk-Treasurer until a candidate for this position is hired. **Roll call: Holmes Aye | Fiebing Aye | McGregor Aye | Votruba recused | Wilkins Aye. 4 ayes. 1 recused. Motion passed.**
- 7. Deputy Treasurer** This is an existing position with a job description. **Motion** by Votruba, seconded by McGregor, to appoint Jennifer Wilkins as Deputy Treasurer until a candidate for this position is hired. **Roll call: Holmes Aye | Fiebing Aye | McGregor Aye | Votruba Aye | Wilkins recused. 4 ayes. 1 recused. Motion passed.**

Extended General Public Comment: None

Announcements: Planning Commission Meeting October 2, 2024 at 5:30pm and Regular Council Meeting at 7pm on October 19, 2024.

Adjournment: 9:35 a.m.