

1 - DRAFT -

## 2 Minutes

### 3 Regular Meeting of the Elberta Village Council

4 401 First Street | ELBERTA, MI 49628

5 November 21, 2024 @ 7 pm

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

#### 7 Roll Call

8  
9  
10 President Jennifer Wilkins – PRESENT | Pro Tempore Emily Votruba – PRESENT | Ken Holmes –  
11 PRESENT | Ryan Fiebing – PRESENT | Brett McGregor – PRESENT

#### 12 Audience

13 Michael Cederholm (Frankfort Fire & Rescue), Ken Mlcek (Fleis & VandenBrink), Gary Sauer  
14 (County Commissioner), David Beaton and Arlene Sweeting (Elberta Labor Heritage Center),  
15 Justin Towle (DPW), Janice Erlewein (Treasurer candidate), Rachel Perkins (Clerk candidate),  
16 Patricia Wallace, Steve Radionoff, Jon Ottinger (UB Clerk candidate)

#### 17 Approval of Minutes

18  
19 **Motion** by Wilkins, seconded by McGregor, to approve the **August 15, 2024, Zoning Board of**  
20 **Appeals Meeting Minutes** as presented. **All Ayes. Motion passed.** **Motion** by Holmes,  
21 seconded by Fiebing, to approve the **October 17, 2024, Regular Meeting Minutes** as  
22 presented. **All ayes. Motion passed.**

#### 23 Approval of Agenda

24  
25 **Motion** by Votruba, seconded by McGregor, to approve the **November 21, 2024, Regular**  
26 **Council Meeting Agenda.** All ayes. Motion passed.

#### 27 Correspondence

- 28  
29  
30 **1. 5-Year Deficit Elimination Plan Denial, With Acceptable Deficit Reduction Plan** Last  
31 year's plan, resubmitted in October (see special mtg minutes), was rejected, but we are  
32 in compliance with all required reporting and on track to eliminate deficit this year.
- 33 **2. U.S. Army Corps of Engineers – Point Betsie Lighthouse Project** Army Corps of  
34 Engineers notice of work: File Number LRE-2014-00744-56-S24  
35 <https://www.lrd.usace.army.mil/Submit-ArticleCS/Regulatory-Notices/> (posted on  
36 Village website)
- 37 **3. Department of Environment, Great Lakes, and Energy (EGLE) – Reporting Violation**  
38 **Notice** Chris Pritchard reported test results late.
- 39 **4. Frankfort Fire & Rescue Report – Cederholm/Written & Verbal Report** See VOE  
40 website for complete report and safety tips. 5 EMS call and no fire calls in the Village. 23  
41 members on force. New firefighter cadet Riley McCarthy (Gilmore Twp) and Samantha  
42 DeRuyscher (Elberta) entering training: DPW provided dept with map of hydrants. This  
43 information when reported can improve ISO rating and lower homeowner's insurance  
44 costs; dept expects the rating to lower (improve) to 4.4. Dept has 3 engines. December  
45 15, 8–12 noon pancake breakfast fundraiser put on by Mayfair Burger Bar at the  
46 restaurant.

#### 47 Inquiry of Conflict on Agenda Items

48 Wilkins and Votruba recused from Payroll vote. Wilkins recused from Resolution #2024-007.

49  
50

51 **Brief Public Comment on Agenda Items (3 min)**

52 None.

53 **Approval of Bills**

54 **Motion** by Holmes, seconded by Votruba, to approve the accounts payable expenditures in the  
55 amount of \$27,886.16. **Roll call: Holmes Aye | Votruba Aye | Fiebing Aye | McGregor Aye |**  
56 **Wilkins Aye | All Ayes. Motion passed. Motion** by McGregor, seconded by Fiebing, to approve  
57 the payroll expenditure in the amount of \$11,839.00. **Roll call: Holmes Aye | Fiebing Aye |**  
58 **McGregor Aye | Votruba Recused | Wilkins Recused | All Ayes. Motion passed.**

59

60 **Financial Reports**

- 61 • **Rev/Exp Sheets - Fiscal Year 2025** General Fund bank reconciliations are caught up to  
62 September. UHY is working on other funds. UHY will provide training on bank recs in  
63 December
- 64 • **MiClass Investment Account September 2024 Statement**  
65 No contributions or withdrawals. Beginning total balance \$412,417.48, ending total  
66 balance \$414,151.26; Park MiClass fund not included in the report. Goal is to start  
67 making contributions this year.

68

69 **Unfinished Business**

70 **None**

71

72 **New Business**

- 73 1. **Elberta Labor Heritage Center Local Readiness Team Request – Arlene Sweeting.**  
74 Forming a Rural Readiness team, would like a representative from the Village Council or  
75 designated by Village Council to help find funding for projects. Wilkins verbally agreed  
76 that the Village could be listed as a partner. ELHC will keep council informed about  
77 projects.
- 78 2. **Planning Commission Membership Renewal – Ryan Fiebing** Fiebing's 1-year Planning  
79 Commission term is up. Wilkins had written a letter of recommendation to renew.  
80 **Motion** by Holmes, seconded by McGregor, to reappoint Fiebing to the Village Planning  
81 Commission. **All ayes. Motion passed.**
- 82 3. **Planning Commission Membership Renewal – Michael Murphy** Murphy's 3-year  
83 Planning Commission term is up. Wilkins had written a letter of recommendation to  
84 renew. **Motion** by Votruba, seconded by Fiebing, to reappoint Michael Murphy to the  
85 Village Planning Commission **All ayes. Motion passed.**
- 86 4. **Appoint Village Clerk – Rachel Perkins** Council reviewed Perkins's application  
87 materials and reference check report and asked Perkins follow-up questions at the  
88 meeting. Perkins is the former food service director at the Maples with extensive  
89 experience in a complex organization requiring staff and client management, state  
90 regulations and reporting, budgeting, and overlapping schedules. **Motion by Wilkins,**  
91 **seconded by Holmes,** to appoint Rachel Perkins to the position of Village Clerk. **Roll**  
92 **call: McGregor Aye | Fiebing Aye | Votruba Aye | Wilkins Aye | Holmes Aye | All Ayes.**  
93 **Motion passed.**
- 94 5. **Appoint Village Treasurer – Janice Erlewein** Council reviewed Erlewein's application  
95 materials and reference check report and asked Erlewein follow-up questions at the  
96 meeting. Erlewein has had a long career as an accountant, accounting instructor, and  
97 business owner. **Motion by Wilkins, seconded by McGregor,** to appoint Janice  
98 Erlewein to the position of Village Treasurer. **Roll call: Fiebing Aye | Votruba Aye |**  
99 **Holmes Aye | McGregor Aye | Wilkins Aye | All Ayes. Motion passed.**
- 100 6. **Job Description – Utility Service & Billing Clerk.** The new position would cover all  
101 aspects of billing, receipting, troubleshooting meters, dealing with customers to resolve

- 102 issues, and coordinating reads, repairs, and meter replacements with DPW. **Motion** by  
103 McGregor, seconded by Wilkins, to approve the job description for the new position of  
104 UB Clerk. **All ayes. Motion passed.**
- 105 **7. Hire Utility Service & Billing Clerk – Jon Ottinger** Council reviewed Ottinger's  
106 application materials and reference check report and asked Ottinger follow-up  
107 questions at the meeting. Ottinger had a career as a pharmacist. At the time of the  
108 meeting, he had already had some orientation to the UB job from Wilkins. **Motion** by  
109 Votruba, seconded by Holmes to hire Jon Ottinger for the new employee position of  
110 Utility Billing Clerk. **McGregor Aye | Wilkins Aye | Fiebing Aye | Holmes Aye | Votruba**  
111 **Aye | All Ayes. Motion passed.**
- 112 **8. Resolution #2024-006 Fiscal Year 2024–2025 Wage and Compensation Pay Scale for**  
113 **Appointed Officials – Clerk and Treasurer.** **Motion** by McGregor, seconded by  
114 Wilkins, to adopt the Wage and Compensation Pay Scale Resolution 2024-25, effective  
115 December 9, 2024 (see attached). **Roll call: Votruba Aye | Fiebing Aye | Holmes Aye |**  
116 **McGregor Aye | Wilkins Aye| All ayes. Motion passed.**
- 117 **9. Resolution #2024-007 Fiscal Year 2024-2025 Wage and Compensation Pay Scale for**  
118 **Village Employees – DPW and Utility Service & Billing Clerk.** The new pay for DPW  
119 reflects 50 cent/hr raises given after 1 year review. **Motion** by McGregor, seconded by  
120 Holmes, to adopt the 2024-25 Wage and Compensation Pay Scale resolution for Village  
121 DPW and Utility Billing Clerk (see attached). **Roll call: Fiebing Aye | McGregor Aye |**  
122 **Holmes Aye | Votruba Aye | Wilkins Recused. 4 ayes. Motion passed.**
- 123 **10. UHY Bank Reconciliation Training** New staff and Wilkins will receive training in BS&A  
124 bank reconciliations by Craig Vredevoogd of UHY in December. **Motion** by Votruba,  
125 seconded McGregor, to approve the training expense. **Roll call: Wilkins Aye | Votruba**  
126 **Aye | McGregor Aye | Fiebing Aye | Holmes Aye. All ayes. Motion passed.**
- 127 **11. Team Elmer's – Concrete Work Not Covered by DWSRF Project** Extra Water service  
128 work. **Motion** by McGregor, seconded by Wilkins, to approve the extra concrete work  
129 expense in the amount of \$7,742.70 **Roll call: Holmes Aye | Fiebing Aye | Votruba Aye |**  
130 **Wilkins Aye | McGregor Aye. All ayes. Motion passed.**
- 131 **12. Fleis & Vandenbrink – Engineering Services for Bye Street Crush & Shape** **Motion** by  
132 McGregor, seconded by Holmes, to approve the payment for engineering services in the  
133 amount of \$22,000. **Roll call: Fiebing Aye | Wilkins Aye | McGregor Aye | Votruba Aye |**  
134 **Holmes Aye | All ayes. Motion passed.**
- 135 **13. Team Elmer's Application & Certificate for Payment – Bye Street Crush & Shape** One  
136 and only Elmer's invoice for the Bye Street project; came in under budget. **Motion** by  
137 Votruba, seconded by Wilkins, to approve the payment to Elmer's in the amount of  
138 \$106,292.10 **Roll call: Holmes Aye | McGregor Aye | Fiebing Aye | Votruba Aye |**  
139 **Wilkins Aye. All ayes. Motion passed.**
- 140 **14. DWSRF Request for Disbursement #9** Last disbursement from the DWSRF grant.  
141 **Motion** by Wilkins, seconded by Holmes, to approve the disbursement in the amount of  
142 \$8,567.43 for Fleis & VandenBrink and \$211,313.59 to Elmer's, for a total of  
143 \$219,810.42. **Roll call: Wilkins Aye | Holmes Aye | Fiebing Aye | McGregor Aye |**  
144 **Votruba Aye. All ayes. Motion passed.**
- 145 **15. MNRTF TF 20-0013 Elberta Beach Improvements Change Order #3** to add a foot  
146 washing station. **Motion** by McGregor, seconded by Votruba to approve the change  
147 order and the expense in the amount of \$1,032.85. **Roll call: Fiebing Aye | Holmes Aye**  
148 **| Wilkins Aye | McGregor Aye | Votruba Aye. All ayes. Motion passed.**
- 149 **16. MNRTF TF 20-0013 Elberta Beach Improvements Application for Payment – AJ's**  
150 **Excavating LLC payment no. 3.** **Motion** by Wilkins, seconded by Holmes, to approve  
151 the payment to AJ's in the amount of \$298,913 82. **Roll call: McGregor Aye | Votruba**  
152 **Aye | Holmes Aye | Wilkins Aye | All ayes. Motion passed.**

153 \*\*\*\*\*  
154 **REPORTS TO COUNCIL**  
155 **County Commissioner Gary Sauer** – Verbal Report. Veterans Affairs received a \$2,500  
156 donation from the American Legion. Elevator in courthouse being repaired. Lighting in parking  
157 lot improved. Gilmore Twp needs a clerk. Grant received for remodeling Health Dept. Dody  
158 Putney and Ruth Greiner (33 yrs vision and hearing specialist) retiring. 113 people showed up  
159 for early voting for Gilmore/Elberta, close to 3,000 countywide, up from 484 in the primary.  
160 Road commission evaluating why their millage didn't pass. Maples is at 98% occupancy.  
161 **LSS** – K. Mills/ Written Report. Mostly booked through mid-October next year.  
162 **Zoning Administrator** – J. Mills / Written Report. ZBA mtg expected January.  
163 **Betsie Valley Trailway Management Council** – Steve Radionoff; first report! Paving project  
164 from Beulah to Case Rd. Railroad Pt. Cte described improvements to outlet. Committee  
165 created to educate public on trail etiquette, speed limits, etc.; Radionoff is on committee.  
166 Perhaps a cute mascot with a slogan.  
167 **Planning Commission** – Fiebing / Minutes/Verbal Report. ADU presentation by Barb Reichert,  
168 who is interested in building one on her property. Changes to zoning ordinance will allow it (is  
169 supported by master plan). Bylaws reviewed. Draft of ZO expected end of year with meeting in  
170 January. Presentation on Housing in Benzie County in December 4, 6 to 8 pm at Frankfort-  
171 Elberta Elementary School. Members of public welcome.  
172 **Parks & Recreation Commission** – McGregor / See Minutes. Parks Plan is ready for viewing.  
173 December 19 is the public hearing. Land to be acquired by GTRLC is provisionally included in  
174 the plan. Prepared proposed budget. Sponsored the Farmers Mkt, Jammin Mondays, and  
175 Winter Fridays.  
176 **Employee Team Meetings** – Wilkins / See report. Holiday decorations will go up. Lift station is  
177 cleaned. Trash cans closed up at Waterfront Park.  
178 **DPW** – Justin Towle/Verbal Report. Fire hydrants are flushed. Winterizing is done, lines blown  
179 out. Penfold bathroom closed. Checked all holiday lights. Breakers need to be checked. Silt  
180 fences are up at beach to prevent sand buildup. Gutters to be cleaned of leaves. Plow truck to  
181 be serviced soon. Only necessary to run water during hydrant flushing for about a minute.  
182 **Clerk-Treasurer** – Verbal Report. Did payroll. Tax filings soon due. Bills are paid. Wilkins is  
183 catching up on equipment paybacks.  
184 **BGFAC** – Wilkins & McGregor / See Minutes. 5 year budget plan in the works. Start preparing for  
185 Budget time if your commission or committee has a budget.  
186 **Personnel & Policy Committee** – Votruba & Wilkins / Verbal Report and Minutes. 1 year review  
187 completed for DPW. Need more public input! We recommended some candidates for hire. Goal  
188 to have Perkins do minutes for January meeting.  
189 **BLUA** – Wilkins & Holmes / Verbal Report. Baker Tilly finance firm needs more information for  
190 bond rating to fund head works (demolition of blue tanks).  
191 **Village/GTRLC Working Group** – Wilkins & Fiebing. No news. Fundraising is ongoing.  
192 \*\*\*\*\*  
193 **Extended General Public Comment (5 min)**  
194 Wilkins welcomed new staff aboard.  
195  
196 **Announcements**  
197 Ken Holmes's 90th Birthday Party Saturday from 1-3 pm at the Elberta United Methodist  
198 Church. Happy Thanksgiving! Thanksgiving Leftovers Party on Sunday December 1, 2024, at the  
199 Life Saving Station 5 pm to 8 pm.  
200  
201 **Adjournment** 8:37 pm by Holmes  
202  
203 Draft minutes prepared by  
204 Emily Votruba, Trustee

**Resolution #2024-007**  
**Fiscal Year 2024–2025 Wage and Compensation Pay Scale for Village Employees**

At an advertised regular meeting of the Elberta Village Council, Benzie County, Michigan, held at the Community Building at 401 First Street on November 21, 2024, at 7pm,

The following resolution was offered by Trustee Brett McGregor and supported by Trustee Kenneth Holmes.

**WHEREAS** to maintain transparency and attract and maintain a quality workforce, the Council of the Village of Elberta hereby presents a Resolution for Fiscal Year Budgeted Wage and Compensation Pay Scales for village employees,

**NOW THEREFORE BE IT RESOLVED** by the Council of the Village of Elberta, Benzie County, Michigan, that the Fiscal Year 2024–2025 Wage and Compensation Pay Scale for Village Employees be adopted as follows:

	<u>Status</u>	<u>Hourly</u>	<u>Health Insurance Stipend</u>	<u>Per Meeting</u>
Village Water Operator	Part Time	\$29.00	N/A	
DPW Supt in Training	Full Time	\$21.50	\$500 a month	\$30
DPW Assistant	Full Time	\$20.00	\$500 a month	
Utility Service & Billing Clerk	Part Time	\$18.00	N/A	\$30

**BE IT FURTHER RESOLVED** that the terms of this Resolution shall be in effect from November 21, 2024, until the end of the 2024–2025 Fiscal Year, February 28, 2025.

AYES: Fiebing, McGregor, Holmes, Votruba

NAYS: 0

ABSENT: 0

RECUSED: Jennifer Wilkins, DPW Supt in Training, Justin Towle is her live-in Son-in-law.

**RESOLUTION DECLARED ADOPTED** By \_\_\_\_\_  
 Brett McGregor, Trustee & Budget, Grant, Finance & Audit

I, the undersigned, acting Clerk-Treasurer of the Village of Elberta, Benzie County, Michigan, do hereby certify that the foregoing is a true and complete copy of certain proceedings taken by said municipality of Benzie County at its public meeting held on November 21, 2024, relative to adoption of the resolution therein set forth; that said meeting was conducted and public notice of said meeting was given pursuant to and in full compliance with the Open Meetings Act, being Act 267, Public Acts of Michigan, 1976, and that the minutes of said meeting were kept and will be or have been made available as required by said Act.

Dated: \_\_\_\_\_  
 Emily Votruba, Acting Village Clerk-Treasurer

**Resolution #2024-006**  
**Fiscal Year 2024–2025 Wage and Compensation Pay Scale for**  
**Appointed Officials - Clerk and Treasurer**

At a regular meeting of the Elberta Village Council, Benzie County, Michigan, held at the Community Building at 401 First Street on November 21, 2024, at 7pm,

The following resolution was offered by Trustee,     Brett McGregor    , and supported by Trustee,     Jennifer Wilkins    .

**WHEREAS** to maintain transparency and attract and maintain a quality workforce, the Council of the Village of Elberta hereby presents a Resolution for Fiscal Year Budgeted Wage and Compensation Pay Scales for Appointed Officials – Clerk and Treasurer,

**NOW THEREFORE BE IT RESOLVED** by the Council of the Village of Elberta, Benzie County, Michigan, that the Fiscal Year 2024–2025 Wage and Compensation Pay Scale for Appointed Officials – Clerk and Treasurer be adopted as follows:

	<u>Status</u>	<u>Salary</u>	<u>Health Insurance</u> <u>Stipend</u>	<u>Per</u> <u>Meeting</u>
Clerk	Full			
	Time/Appointed	\$11,520	\$500 a month	\$35
Treasurer	Full	\$11,520	\$500 a month	\$35
	Time/Appointed			

**BE IT FURTHER RESOLVED** that the terms of this Resolution shall be in effect from December 9, 2024, until the end of the 2024–2025 Fiscal Year, February 28, 2025.

AYES: Votruba, ~~Fiebing~~, Holmes, McGregor, Wilkins

NAYS: 0

ABSENT: 0

**RESOLUTION DECLARED ADOPTED** By \_\_\_\_\_  
 Jennifer S. Wilkins, Village President

I, the undersigned, Acting Clerk-Treasurer of the Village of Elberta, Benzie County, Michigan, do hereby certify that the foregoing is a true and complete copy of certain proceedings taken by said municipality of Benzie County at its public meeting held on November 21, 2024, relative to adoption of the resolution therein set forth; that said meeting was conducted and public notice of said meeting was given pursuant to and in full compliance with the Open Meetings Act, being Act 267, Public Acts of Michigan, 1976, and that the minutes of said meeting were kept and will be or have been made available as required by said Act.

Dated: \_\_\_\_\_  
 Emily Votruba, Acting Village Clerk-Treasurer