

1 - FINAL -

2 Minutes

3 Regular Meeting with Public Hearing of the Elberta Village Council

4 401 First Street | ELBERTA, MI 49628

5 December 19, 2024 @ 7 pm

6 Call to Order 7:00 pm

7 Roll Call

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

12 Audience

13
14 Ken Mlcek (Fleis & VandenBrink), Gary Sauer (County Commissioner), David Beaton (Gilmore
15 Twp. Board) and Arlene Sweeting (Elberta Labor Heritage Center/WUWU), Justin Towle (DPW),
16 Rachel Perkins (Clerk), Steve Radionoff (Betsie Valley Trail Management Council rep), Jon
17 Ottinger (UB Clerk), Lori Talo (resident), Bill Soper (Parks & Rec)

18 Approval of Minutes

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20 **Motion** by Wilkins, seconded by Votruba, to approve the **November 21, 2024, Regular Meeting**
21 **Minutes** with these changes: rename Resolution -006 to Resolution -007, Resolution -007 to -
22 008. **All Ayes. Motion passed.**

23 Approval of Agenda

24
25 **Motion** by Votruba, seconded by Holmes, to approve the **December 19, 2024, Regular Council**
26 **Meeting Agenda** as presented. All ayes. Motion passed.

27 **— PUBLIC HEARING on the DRAFT 2025–2029 Village of Elberta Parks & Recreation Plan —**

28 President Wilkins closed the Regular Meeting and opened the public hearing at 7:03 p.m.

- 29
30
- 31 • **Council Discussion on the Draft 2025-2029 Recreation Plan** Votruba: Thanked Brett
32 and Bree for an overall excellent, readable, informative plan. Suggested: change
33 “permanent” to “European” settlers; “nonnative” to “invasive” species, do we need to
34 add Benzie Conservation District as collaborators (no); change “grating” to “grading”;
35 “foundry” to “Ironworks” Holmes: P&R has done a great job.
 - 36 • **Open Public Comment** Sauer: chg to “Betsie Valley Trail Management Council.” Talo:
37 those who fish on the wall/shore fishermen don’t need a fishing platform (hard to cast
38 from), save money; suggested recycling no-trespassing signposts into a feature in the
39 park McGregor: some have asked for a platform; before anything happens P&R will ask
40 for more input. Sweeting: paid parking is an enforcement cost and potentially
41 offputting/unworkable (per other community’s experience).
 - 42 • **Draft Recreation Plan Recap with Council Trustees** No further comments
- 43

44 President Wilkins adjourned the public hearing and reopened the regular meeting at 7:19.

45 Correspondence

- 46
47 1. **Jennifer Wilkins – Tree Lighting Letter of Appreciation** See att’d.
48 2. **U.S. Army Corps of Engineers – Jeff Johnson (former Lake Township supervisor)**
49 **Dredge & Discharge Project** Township requests to dredge at 6830 Lake Michigan Road,
50 Honor (Platte River canoe outlet). See att’d.

51 **3. Glen Chown – Donation in honor of the Village from Barb Wirtz and Hugh Lindsey**

52 Thank you, Barb and Hugh!

53 **4. Frankfort Fire & Rescue Report – Cederholm/Written & Verbal Report** (See website

54 for full report). Noted fire on Memory Lane. David R. Gum awarded for most fire runs
55 (72), Alex Johnson for most EMS runs. Pancake breakfast fundraiser a success.

56
57 **Inquiry of Conflict on Agenda Items**

58 Wilkins and Votruba recused from Payroll vote.

59
60 **Brief Public Comment on Agenda Items (3 min)**

61 None.

62 **Approval of Bills**

- 63 • **Check register in the amount of \$718,745.20 AP and \$12,192.00 Payroll.** AP large
64 amount because most items listed were expenses approved at previous meeting(s) but
65 recently paid. **Motion** by Wilkins, seconded by McGregor, to approve the accounts
66 payable expenditures in the amount of \$718,745.20. **Roll call: Votruba Aye | Fiebing**
67 **Aye | Holmes Aye | McGregor Aye | Wilkins Aye | All Ayes. Motion passed. Motion** by
68 McGregor, seconded by Fiebing, to approve the payroll expenditure in the amount of
69 \$12,192.00. **Roll call: Holmes Aye | Fiebing Aye | McGregor Aye | Votruba Recused |**
70 **Wilkins Recused | 3 Ayes. Motion passed.**

71
72 **Financial Reports**

- 73 • **Rev/Exp Sheets - Fiscal Year 2025** Still don't have a complete financial picture
74 because bank reconciliations aren't current but soon will be. General Fund is
75 reconciled thru September, UHY training, Erlewein has caught up the Park Fund, now
76 working on Municipal Streets, Major Streets next week. UHY returns in January. BS&A
77 training also in January.
- 78 • **MiClass Investment Account November 2024 Statement** Beginning balance
79 \$414,151.26, ending balance \$415,792.76.

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81 **Unfinished Business**

82 None

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84 **New Business**

- 85 1. **Amended Resolution #2024-007 Fiscal Year 2024-2025 Wage and Compensation**
86 **Pay Scale for Appointed Officials – Clerk and Treasurer.** The wages have not changed,
87 just the math. Amended resolution reflects the correct wages for the remainder of
88 FY2024–25. See att'd. Motion by Votruba, seconded by McGregor, to adopt the
89 Amended Resolution #2024-007. **Roll call: Holmes Aye | Fiebing Aye | McGregor Aye |**
90 **Votruba Aye | Wilkins Aye | All ayes. Motion passed.**
- 91 2. **Rachel Perkins, Clerk, Permissions – State Savings Bank signatory, MiClass,**
92 **MiBusiness, MiLogin, SAM (Login.gov), SIGMA, Elan Financial Services Credit Card**
93 **Motion** by Votruba, seconded by Wilkins, to authorize Perkins as a signatory on our
94 accounts at State Savings Bank, and approved access to MiClass, MiBusiness, MiLogin,
95 SAM (System for Award Management) (Login.gov), SIGMA (State payments, i.e. Act 51)
96 and Elan Financial Svcs (Village credit card). **Roll call: Fiebing Aye | McGregor Aye |**
97 **Wilkins Aye | Holmes Aye | Votruba Aye | All ayes. Motion passed.**
- 98 3. **Jan Erlewein, Treasurer, Permissions – State Savings Bank signatory, MiClass,**
99 **MiBusiness, SAM (Login.gov), SIGMA, EFTPS** Erlewein has shared some checks and
100 balances knowledge and says it's proper for her to not be a bank signatory. McGregor
101 requested an organizational chart showing which personnel have access to which

- 102 services and physical spaces. **Motion** by Wilkins, seconded by Votruba, to authorize
 103 Erlewein to access the online bank account [but not sign checks], as well as the online
 104 MiClass, MiBusiness, SAM, SIGMA, and EFTPS accounts. **Roll call: Votruba Aye |**
 105 **Wilkins Aye | Holmes Aye | Fiebing Aye | McGregor Aye | All ayes. Motion passed.**
- 106 4. **2025 Life Saving Station Management Contract.** Contract is mostly unchanged from
 107 last year. **Motion by Votruba, seconded by Holmes,** to approve the 2025 contract
 108 agreement for Elberta Life Saving Station management with Kristine Mills. **All Ayes.**
 109 **Motion passed.**
- 110 5. **Fireworks policy Motion** by Wilkins to table for further research, **seconded by Fiebing.**
 111 **All Ayes. Motion passed.**
- 112 6. **2025 Council & Commission Meeting Schedule.** See att'd. **Motion** by Wilkins,
 113 seconded by McGregor, to approve the meeting schedule. **All ayes. Motion passed.**
- 114 7. **Pro Tempore and Committee Heads.** We still need a code enforcement officer.
 115 **Motion** Wilkins, seconded by McGregor to approve the committee member information
 116 as presented, with the addition of Jon Ottinger to the Personnel and Policy Committee.
 117 **All ayes. Motion passed.** Info to be added to the website.
- 118 8. **MNRTF TF 20-0013 Elberta Beach Improvements Invoice – Fleis & VandenBrink.**
 119 Some work to be completed in spring. **Motion by Wilkins, seconded by Holmes,** to pay
 120 Fleis & VandenBrink \$10,000 for oversight of the Elberta Beach Project. **Roll call:**
 121 **McGregor Aye | Holmes Aye | Votruba Aye | Wilkins Aye | Fiebing Aye| All ayes.**
 122 **Motion passed.**
- 123 9. **Resolution #2024-009 Village of Elberta Recreation Plan 2025–2029 Motion** by
 124 McGregor, seconded by Wilkins, to approve Resolution 2024-009, the Elberta
 125 Recreation Plan 2025–2029 for adoption with the suggested changes. **Roll call: Holmes**
 126 **Aye | Votruba Aye | Fiebing Aye | Wilkins Aye | McGregor Aye. All ayes. Motion**
 127 **passed.**
- 128 10. **Resolution #2024-010 Designation of Streets Administrator** Redoing the resolution
 129 because the authorization document got lost in the office the last time. **Motion** by
 130 Votruba, seconded by Fiebing, to appoint Justin Towle as Street Administrator **Roll call:**
 131 **Fiebing Aye | McGregor Aye | Holmes Aye | Votruba Aye | Wilkins Aye. All ayes.**
 132 **Motion passed.**

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134 **REPORTS TO COUNCIL**

135 **County Commissioner Gary Sauer** – Verbal Report. EGLE asked for modifications to plan for
 136 Pt. Betsie Lighthouse. Casino to open on Hoadley Rd. In former community center. Nice
 137 juvenile detention center in Roscommon. Airport authority lawsuit having to do with
 138 encroachment. BOC supports Honor corridor improvement authority. Animal control officer
 139 quit and is now in maintenance. Officer Ryan Dumont was recognized for being attacked by a
 140 knife wielding assailant. Sauer would like to see Road Commission wait for a millage request
 141 until a state election. Rd. Commish building built in 30s and has maintenance and heating,
 142 space issues: like putting a dress on a pig.

143 **LSS** – K. Mills/ Written Report. Almost fully booked for 2025, 2 contracts for 2026.

144 **Zoning Administrator** – J. Mills / Written Report. ZBA mtg/hearing January 16. Variance request
 145 by Dan Carter.

146 **Betsie Valley Trailway Management Council** – S. Radionoff; No meeting. Excited about the
 147 GTRLC acquisition and bringing the trail to the beach

148 **Planning Commission** – Fiebing / Minutes/Verbal Report. No meeting. Housing workshop put
 149 on by Housing North and Flywheel. FACLT and other entities were represented. Our zoning
 150 priorities are in line with current thinking on how to expand housing opportunities. Draft of
 151 zoning expected for February. Two meetings only with zoning consultant. FACLT is looking for

152 property to buy for the land trust to build houses. Spread the word to potential sellers. Can be
153 developed or undeveloped.

154 **Parks & Recreation Commission** – Winter Fridays begin January 3, 6 to 9pm. Hangout, coffee,
155 LaCroix, eventually bingo. Any ideas, email program director Paula Friedrich at
156 paulamfriedrich@gmail.com

157 **Employee Team Meetings** – Wilkins / See report.

158 **DPW** – Justin Towle/Verbal Report. Successful tree lighting. Joe Heiler plugged in the tree.
159 Thanks to Max Banktson for putting sand down on icy sidewalk/parking lot. Inflatable train and
160 red bow lit archway in Penfold. Bishop electric to fix broken trail light at Waterfront Park. Kerby
161 pulled kayak launch. Towle will train for water testing licenses in the spring. Sanitary survey site
162 visit: EGLE said a check valve in Well 2 and RPZ (pressure relief valve) in Well 3 may need to be
163 replaced. Force main pump went out by community building because an electrical outlet was
164 installed inside the well, new pump, electrical and alarm being installed. Streets: orange plow
165 truck transmission is shaky so being used as needed; smaller plow truck having a controller
166 problem. Jeff Banktson and Paul Gerhart helped make lights happen at the top of the tall tree.
167 Lots of positive feedback on tree from Elberta and Frankfort residents. McGregor suggested
168 finding a way to charge Frankfort to look at the tree.

169 **Clerk** – Report. Enjoyed first two weeks, learning a lot.

170 **Treasurer** – Report. Erlewein was out with stomach bug. Wilkins said Erlewein talked to IRS and
171 got over \$2,000 in penalties forgiven from taxes that hadn't been paid by previous staff. Doing
172 well on bank recs.

173 **UB Clerk** – J. Ottinger. Has an email address; website updated

174 **BGFAC** – Wilkins & McGregor / No meeting.

175 **Personnel & Policy Committee** – Votruba & Wilkins / See Minutes. New team in place, expect
176 new and updated policies in the new year.

177 **BLUA** – Wilkins & Holmes / Verbal Report. Bonds to be issued in January. Removal of blue tanks
178 is first on the list.

179 **Village/GTRLC Working Group** – Wilkins & Fiebing. Verbal Report. Press release from GTRLC.
180 Michigan Land Bank Authority has purchased the 9 acre property. Votruba asked if the working
181 group would continue and who our main contact will be at GTRLC.

182 **Gilmore Twp Report** – Newly elected Gilmore Trustee David Beaton volunteered to give this
183 and future reports. Dan Carter and Dave Bissell appointed to fire advisory board. Dan Carter
184 apptd to Gilmore planning commission. Two clerk candidates to be interviewed in
185 January/February. Need a security camera on ballot box. Reach out to Beaton with township
186 questions/concerns. Gilmore meets 2nd Tuesdays in the Comm Bld.

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

189 Sweeting: Kudos on Christmas tree lighting event and tree itself. Asked for backup material and
190 written reports to be made available to the public before the meeting. Concerned about the
191 former Taqueria/catering building becoming another Airbnb. Fiebing said it will be discussed in
192 zoning. Talo: Happy that the rumor that one of the tree lights had been cut was not true.
193 McGregor: 363 days ago we sat here for 3.5 hours in a hearing on the proposed fence around
194 ELHC property. Looking forward to the coming year. Wilkins: Thanks everyone at GTRLC, Helen
195 Taylor at the Nature Conservancy and every single donor. "We are finally free."

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197 **Announcements**

198 Note the passing of Village resident and former longtime trustee Joyce Gatrell. Wilkins thanks
199 her for her service.

200 Happy Christmas and merry new year! Winter Fridays begin January 3, 6 pm to 9pm

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202 **Adjournment** 8:21 pm

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204 Final minutes prepared by
205 Emily Votruba, Trustee

Resolution #2024-007
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 December 19, 2024, at 7pm,

The following resolution was offered by Trustee, **Emily Votruba**, and supported by Trustee, **Brett McGregor**.

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	\$12,475	\$500 a month	\$35
Treasurer	Full	\$12,475	\$500 a month	
	Time/Appointed			\$35


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: Ken Holmes, Ryan Fiebing, Brett McGregor, Emily Votruba, and Jennifer Wilkins

NAYS: None

ABSENT: None

RESOLUTION DECLARED ADOPTED By



Jennifer S. Wilkins, Village President

I, the undersigned, Clerk 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 December 19, 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: 12-19-24



Rachel Perkins, Village Clerk

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Village Office

151 Pearson Street · PO Box 8 · Elberta, Michigan 49628-0008
Phone: (231) 352-7201 · Fax: (231) 352-4033

December 13, 2024

The lighting of the tree is a tribute to Linda (Manville) Heiler and Diane "Jinx" Jenks. Their wisdom, friendship, and dedication to Elberta illuminated the way for a vibrant revival of this beautiful village.

I want to express my heartfelt appreciation for the generous donations from Jammin Mondays on Betsie Bay and the Elberta Parks and Recreation Commission. Special thanks go to DPW employees Christopher Cervantes and Justin Towle, and Grace Bankston-Williams, President of Parks and Recreation, for their unwavering decorating dedication.

We are grateful to the City of Frankfort DPW for allowing us to use their bucket truck after hours and to Jeff & Max Bankston's (Land & Lakes) recommendation of Paul Gerhart of Gerhart's Tree Service for helping us light the top of the tree. A huge thank you to Red Top Gourmet Hot Dogs (Forrest and Samantha Pratt) for providing delightful hot cocoa and cookies, complemented by fantastic caroling voices.

Additionally, we would like to recognize Kristi Mills for her beautiful interior decorating of the Life Saving Station, Carol Carlin for creating the Christmas carol books, and Emily Votruba for her commitment to "Elberta Alert"ing the community. Thanks to Dave and Arlene from the local Elberta radio station WuWu and Paula Friedrich for creating the clever event flyer.

A big shout-out to Mayfair Burger Bar for staying open later and serving delicious food to warm us all after the ceremony!

Finally, a sincere thank you goes out to the families and friends of Diane Jenks and Linda Heiler and everyone who braved the elements to witness the magnificent tree glow in the night sky, honoring two remarkable individuals.

Here's to Linda and Diane!

Jennifer Wilkins
Village President

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2025 Village Meeting Schedule

Village Council Regular Meetings

3rd **Thursday** of the Month at **7 pm** at the Community Building, 401 First Street. (*Note Meeting is held one week earlier)

January 16, 2025	May 15, 2025	September 18, 2025
February 20, 2025	June 19, 2025	October 16, 2025
*March 13, 2025	July 17, 2025	November 20, 2025
April 17, 2025	August 21, 2025	December 18, 2025

Planning Commission Meetings

1st **Wednesday** of the Month at **5:30 pm** at the Community Building, 401 First Street (*Note Meeting held one week later due to holiday)

*January 8, 2025	May 7, 2025	September 3, 2025
February 5, 2025	June 4, 2025	October 1, 2025
March 5, 2025	July 2, 2025	November 5, 2025
April 2, 2025	August 6, 2025	December 3, 2025

Parks and Recreation Commission Meeting

2nd **Thursday** of the Month at **7 pm** (October 9 & November 13 is @ **6pm**) parks listed below

May 8, 2025 -@- Penfold Park	August 14, 2025 - @- Anderson/Veterans	Annual Meeting November 13, 2025 -@- CB Ballpark 6pm 401 first street
June 12, 2025 -@- Beach	September 11, 2025 -@- TOT Park	No Meeting
July 10, 2025 -@- Waterfront Park	October 9, 2025 -@- EDNA M22 Parking Lot 6pm	December - April

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