

1 - DRAFT -

2 **Minutes**

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

4 401 First Street | ELBERTA, MI 49628

5 **January 16, 2025 at 7 pm**

6
7 **Call to Order 7:01 pm**

8 **Roll Call & Pledge**

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

11
12 **Audience**

13 Gary Sauer (County Commissioner), Michael Cederholm (Fire Chief), Justin Towle (DPW), Rachel Perkins
14 (Clerk), Jon Ottinger (UB Clerk), Jan Erlewein (Treasurer)

15
16 **Approval of Minutes**

17 **Motion** by Holmes, seconded by Votruba, to approve the **December 19th 2024, Regular Meeting with**
18 **Public Hearing Minutes as presented. All Ayes. Motion passed.**

19
20 **Approval of Agenda**

21 **Motion** by Votruba, seconded by Wilkins, to approve the **January 16th 2025, Regular Council Meeting**
22 **Agenda as presented. All Ayes. Motion passed.**

23
24 **Correspondence**

- 25 1. **Young, Graham, and Wendling PC:** Email regarding the transfer of municipal practice to Bauckham,
26 Thall, Seeber, Kaufman & Koches, P.C. McGregor requested that we check our contract and shop
27 around during this transition period for a closer to home firm.
- 28 2. **Frankfort Fire and Rescue Report:** Cederholm written and verbal report presented. Chief reported
29 the Frankfort Fire Department installed 17 new smoke/CO detectors, The pancake fundraiser at the
30 Mayfair Burger Bar was a success and they raised \$1284.00, The members of the Frankfort fire
31 department protect the community by volunteering an average of 60 hours a week! Providing
32 coverage 24/7-365 and he is very proud of his team. They have 27 members and 3 cadets, and they
33 have four new medical personnel in their department.

34 **Inquiry of Conflict on Agenda Items** - Wilkins recused from payroll vote.

35
36 **Brief Public Comment on Agenda Items (3 min)** - None

37
38 **Approval of Bills**

- 39 • **Check register in the amount of \$29,336.89 AP and \$23,171.23 Payroll. Motion** by Holmes,
40 seconded by McGregor, to approve the accounts payable expenditures in the amount of \$29,336.89.
41 **Roll call: Votruba Aye | Wilkins Aye | Holmes Aye | McGregor Aye | Fiebing – Excused Absence.**
42 **All Ayes. Motion passed. Motion** by Votruba, seconded by McGregor, to approve the payroll

43 expenditure in the amount of \$23,171.23. **Roll call: Votruba Aye | Wilkins Recused | McGregor Aye**
44 **| Holmes Aye | Fiebing – Excused Absence. All Ayes. Motion passed.**

45 **Financial Reports**

- 46 • **Rev/Exp Sheets - Fiscal Year 2025** Still don't have a complete financial picture because bank
47 reconciliations are not current. General Fund is reconciled through September by UHY. Erlewein has
48 the Park Fund caught up, working on Municipal Streets, Major Streets next week. UHY returned to
49 train and found more to untangle in the accounts. BS&A training revealed yet more mysteries to
50 untangle in Utility Billing/Receiving.
- 51 • **MiClass Investment Account December 2024 Statement** Beginning balance \$415,792.76, ending
52 balance \$417,446.59.

53
54 **Unfinished Business**

55 **Fireworks Policy:** *Wilkins moved to postpone until amendment is complete. Votruba seconded, all ayes.*
56 *Motion passed.*

57
58 **New Business**

- 59 **1. Ironman 2025 Approval.** *Same swim, bike, and run course as previous years, meaning the same*
60 *road closures; one lane closures on M22 from River Road to Frankfort Ave. And Frankfort Ave. To*
61 *Furnace Street. The question was asked, what happens if we vote no? Answer, the event is rerouted*
62 *through a different town. Motion by Wilkins, second by McGregor to approve Ironman 2025 through*
63 *the Village of Elberta on September 14, 2025. All Ayes. Motion Passed.*
- 64 **2. UHY Services.** *UHY services are continued to be required to clean up a back log of incorrect*
65 *transactions that occurred at the beginning of the fiscal year to get bank reconciliations up to date for*
66 *fiscal year end audit. Wilkins sent a letter of request to State Treasury for financial help with UHY*
67 *services. Wilkins is hopeful that with Jan on board and one more day of training with Craig that the*
68 *office can help UHY correct transactions quicker. Wilkins makes motion to cap at \$25,000.00 and*
69 *McGregor seconds. Roll Call: Votruba-Aye, Holmes-Aye, Wilkins-Aye, McGregor-Aye, Fiebing –*
70 *Excused Absence. Motion Passed.*
- 71 **3. BS&A Online Payment System.** *Discussion about the benefits of switching online payment system*
72 *to BS&A Payments for the cost of the card reader \$350. It interfaces seamlessly with our current*
73 *BS&A software. Additionally, residents can pay taxes, and rental fees for park spaces, utility bills,*
74 *permit fees, etc. The system will automatically put the money in the correct code line and reconcile*
75 *the payment. No change in pay for Village residents. Transition involves new QR code & account set*
76 *up. Motion Votruba, second by Wilkins to switch to BS&A Payment System as soon as possible. Roll*
77 *Call: Holmes-Aye, Votruba-Aye, McGregor-Aye, Wilkins-Aye, Fiebing – Excused Absence,*
78 *Motion Passed.*

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80 *****

81 **REPORTS TO COUNCIL**

82 **County Commissioner Gary Sauer** – Verbal Report. Shared about the proposed aquatic center, upcoming
83 tire collection – free to taxpayers, new lighting in the Sherriff's parking lot at the Beulah station and they are
84 housing two State Patrol men there.

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

86 **Zoning Administrator** – J. Mills / Written Report. ZBA mtg/hearing January 16th 2025. Variance request by
87 Dan Carter- *approved*.

88 **Betsie Valley Trailway Management Council** – Elmer’s paving from Beulah to Case Road with grant funds
89 has been approved.

90 **Planning Commission** – Ottinger / verbal report. Draft Zoning Ordinance received; Planner to attend
91 February meeting to discuss.

92 **Parks & Recreation Commission** – No meeting until May.

93 **Employee Team Meetings** – Wilkins / See report. Wilkins to start working with DPW on Fridays for
94 administration training.

95 **DPW** – Justin Towle / Verbal Report. Big Plow down again, being fixed next week, Road Commission is
96 plowing in the meantime; Waterfront Park walkway path being driven on, donuts around the Christmas tree
97 broke strings of new lights; Meter replacement plan nearing completion.

98 **Clerk** – Rachel Perkins / Verbal Report. Setting up direct deposit for payroll & writing meeting minutes.

99 **Treasurer** – Jan Erlewein / Verbal Report. Payroll year end reporting & Bank Reconciliations top priority

100 **UB Clerk** – J. Ottinger / Verbal Report. BS&A Utility Billing training was informative and helpful to iron out
101 account issues and make paperless billing a priority.

102 **BGFAC** – See minutes. Requesting help from State Treasury to cover UHY continued accounting services;
103 Switching from Point and Pay online payments to BS&A payments for full-service payments. Discussion on
104 changing financial institutions and pooling funds to streamline entries and let BS&A do its job. Draft budget
105 for all funds ready for February meeting.

106 **Personnel & Policy Committee** – Votruba/ See minutes. Discussed employee training, employee goals and
107 projections for projects. Any further resources needed? How the respective jobs are going for each
108 employee, the Elberta Alert vs. The village website

109 **BLUA** – Wilkins & Holmes / Verbal Report. BLUA bonds are set to close February 2025.

110 **Village/GTRLC Working Group** – Wilkins Verbal Report.

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112 **Extended General Public Comment (5 min)** - None

113 **Announcements** - None

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115 **Adjournment** 8:21 p.m. by Ken Holmes

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117 *Draft minutes prepared by*
118 *Rachel Perkins, Village Clerk*

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