- FINAL -

**Minutes**

**Regular Meeting of the Elberta Village Council**

401 First Street | ELBERTA, MI 49628

**January 16th at 7 pm**

**Call to Order 7:01 pm**

**Roll Call & Pledge**

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

**Audience**

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

**Approval of Minutes**

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

**Approval of Agenda**

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

**Correspondence**

1. **Young, Graham, and Wendling PC:** Email regarding the transfer of municipal practice to Bauckham, Thall, Seeber, Kaufman & Koches, P.C. McGregor requested that we check our contract and shop around during this transition period for a closer to home firm.
2. **Frankfort Fire and Rescue Report:** Cederholm written and verbal report presented.

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

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

**Approval of Bills**

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

**Financial Reports**

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

**Unfinished Business**

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

**New Business**

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

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**Reports to Council**

**County Commissioner Gary Sauer** – Verbal Report.

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

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

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

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

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

**Employee Team Meetings** **–** Wilkins / See report. Wilkins to start working with DPW on Fridays for administration training.  
**DPW** – Justin Towle / Verbal Report. Big Plow down again, being fixed next week, Road Commission is plowing in the meantime; Waterfront Park walkway path being driven on, donuts around the Christmas tree broke strings of new lights; Meter replacement plan nearing completion.

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

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

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

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

**Personnel & Policy Committee** – Votruba/ See minutes. Discussed the Elberta Alert vs. The village website

**BLUA** – Wilkins & Holmes / Verbal Report. BLUA bonds are set to close February 2025.  
**Village/GTRLC Working Group –** Wilkins Verbal Report.

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

**Announcements**  - None

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

*Draft minutes prepared by*

*Rachel Perkins, Village Clerk*