

1 -Final-
2

3 Minutes

4 **Budget Hearing and Regular Meeting of the Elberta Village Council**

5 401 First Street | ELBERTA, MI 49628

6 **February 20, 2025 @ 7pm**
7

8 **Call to Order and Pledge:** 7:00 pm
9

10 **Roll Call:** Jen Wilkins – PRESENT | Emily Votruba – PRESENT | Ken Holmes – PRESENT | Ryan Fiebing – PRESENT | Brett
11 McGregor- PRESENT

12 **Audience:** Mike Cederholm (Fire Chief), Gary Sauer (County Commissioner), Paul Beechcraft (Benzie County Road
13 Commission), Bob Rosa (Chairman Benzie County Road Commission), Justin Towle (DPW), Janice Erlewein
14 (Treasurer), Rachel Perkins (Clerk), Steve Radionoff (Betsie Valley Trail Management Council rep), Jon Ottinger (UB
15 Clerk), Kay Bond (Resident)
16

17 **Minutes and Agenda Approval**

- 18 • **Motion** by Votruba **to approve** January 16, 2025, **Regular Meeting Minutes as presented.** Seconded by
19 McGregor. **ALL AYES. Motion passed.**
- 20 • **Motion** by Wilkins, seconded by Holmes, **to approve** January 16, 2025, **Zoning Board of Appeals Meeting**
21 **Minutes** as amended. **ALL AYES. Motion passed.**
22

23 --- Public Hearing Opened at 7:04 pm ---
24

25 **Public Hearing for the Fiscal Year 2025/26 Village Budget**

- 26 • **Council Discussion on Proposed FY25/26 Budget.** Wilkins went over General Notes on the year. Votruba
27 questioned where the % of revenue comes from for Admin Fees – Wilkins reported Act 51 has specific
28 requirements and McGregor offered from previously established practice. *General Fund:* Elberta Planning
29 Commission members to begin being compensated for meetings. New Sick Pay Act for each employee. LSS doors
30 will be replaced with ARPA funds. *Major/Local/Streets:* will purchase new village truck with plow. Re-surfacing on
31 Narrow St. And Robarge St. New Sidewalks. *Municipal Streets:* New garage doors and roof on building. *Parks &*
32 *Rec.:* Proposed Eclipse camera for EDNA. *Sewer Fund:* More meters and a DPW laptop split with water fund. *Water*
33 *Fund:* DSMI/DWAM grant for potholing completion, continuing to work on service line and meter replacements.
34 Votruba queried if we will be expanding water service to the GTRLC land, McGregor reported it's too early in the
35 grant process to have those fine details. Wilkins followed up that water and sewer services are already available
36 for any growth that could occur at the north end of Elberta.
- 37 • **Public Comment on Proposed FY25/26 Budget** No comments.
- 38 • **Rebuttal from Council on FY25/26 Budget** No comments.
39

40 --- Public Hearing Adjourned and Regular Meeting Reopened at 7:15 pm ---
41

42 **Correspondence**

- 43 • **Ragnar Relay-** September 14, 2025, the race does not require road closures.
- 44 • **Community Foundation** – Elberta Dunes South Natural Area Yearly Endowment. \$4,920 received this year and
45 accounted for in 2025/2026 FY budget
- 46 • **Frankfort Fire and Rescue Report-** Cederholm gave a written and verbal report.
- 47 • **Benzie County Road Commission-** Paul Beechcraft did a presentation on the state of their present building, he is
48 educating the public on why the millage is needed for a new building for the BCRC in Honor, Mi.

49 **Inquiry of Conflict on Agenda Items:** Wilkins recused from payroll and New Business #3; Justin Towle, DPW, is live in
50 son-in-law of Wilkins.

51 **Brief Public Comment on Agenda Items: open and closed at 7:31 pm as there were no comments.**

52 **Approval of Bills** – Check register in the amount of \$56,799.12 Motion by Holmes, seconded by McGregor, Votruba- Aye,
53 Fiebing- Aye, Wilkins-Aye, McGregor-Aye, Holmes-Aye. Motion passed. \$30,836.88 payroll motion by McGregor, seconded

54 by Holmes, Fiebing- Aye, McGregor-Aye, Holmes-Aye, Votruba-Aye, Wilkins-Recused. Motion passed. Financial reports
55 and January MI Class statement were reviewed.

56 **New Business**

- 57 1. **Resolution #2025 Adoption of Fiscal Year 2025-2026 Village of Elberta Budget.** Motion by Votruba, seconded
58 by McGregor, to **Adopt Resolution #2025 Adoption of Fiscal Year 2025-2026 Village of Elberta Budget.** ROLL
59 **CALL – McGregor AYE | Fiebing AYE | Holmes AYE | Votruba AYE | Wilkins AYE | All AYES.** Motion passed.
- 60 2. **Resolution #2025-001 Fiscal Year 2025/2026 Wage and Compensation Pay Scale for Appointed and Elected**
61 **Officials.** Wilkins read an email received from Robin Rommel asking if the clerk-treasurer was receiving both the
62 clerk and treasurers' wages. As they are now two separate positions there are two salaries as defined in the
63 budget. Motion by Wilkins, seconded by McGregor, to **Adopt Resolution #2025-001 Fiscal Year 2025/2026**
64 **Wage and Compensation Pay Scale for Appointed and Elected Officials.**
65 **ROLL CALL – Votruba AYE | McGregor AYE | Holmes AYE | Fiebing AYE | Wilkins AYE | All AYES.**
66 **Motion passed.**
- 67 2. **Resolution #2025-002 FY25-26 Wage and Compensation Pay Scale for Village Employees.**
68 Motion by McGregor, seconded by Fiebing, to **Adopt Resolution #2025-002 FY25-26 Wage and Compensation**
69 **Pay Scale for Village Employees.**
70 **ROLL CALL – Holmes AYE | McGregor AYE | Votruba AYE | Fiebing AYE | Wilkins- RECUSED | All AYES.**
71 **Motion passed**
- 72 4. **Resolution #2025-003 FY25-FY26 Wage and Compensation Pay Scale for Elected or Appointed Officials**
73 **Who Perform Job Duties of Village Employees (DPW Superintendent, DPW Assistant, Deputy Clerk, Deputy**
74 **Treasurer) When there is a Position Vacancy or Absence.** Motion by Votruba, seconded by Fiebing, to
75 **Approve Resolution #2025-003 FY25-FY26 Wage and Compensation Pay Scale for Elected or Appointed**
76 **Officials Who Perform Job Duties of Village Employees When there is a Position Vacancy or Absence.**
77 **ROLL CALL – Fiebing AYE | McGregor AYE | Holmes AYE | Wilkins AYE | Votruba AYE | All AYES.** Motion
78 **passed.**
- 79 5. **Resolution #2025-004 Water, Sewer and Trash Cart Rate Schedule.** A necessary increase (to begin with March
80 usage billed in April of 2025) for service line replacements per year until all are complete, to cover the new bond
81 for BLUA improvements, and the annual increase in the refuse contract. Motion by Wilkins, seconded by Votruba,
82 to **Approve Resolution #2025-004 Water, Sewer and Trash Cart Rate Schedule.**
83 **ROLL CALL – Holmes AYE | Wilkins AYE | Votruba AYE | Fiebing AYE | McGregor AYE | All AYES.** Motion
84 **passed.**
- 85 6. **Annual Renewal of Village Liability Insurance FY25/Fy26** with Municipal Underwriters of West Michigan,
86 Inc. Increase in price this year due to adding new structures at Elberta Beach. Motion by McGregor, seconded by
87 Votruba, to **Approve Annual Renewal of Village Liability Insurance FY25/Fy26.**
88 **ROLL CALL – Wilkins AYE | Votruba AYE | Fiebing AYE | Holmes AYE | McGregor AYE | All AYES.** Motion
89 **passed.**
- 90 7. **2024 Consumer Confidence Report (Water Quality Report) Proposal by Fleis and Vandenbrink.** Motion
91 By Wilkins, seconded by Votruba, to **Approve the Fleis and Vandenbrink Proposal to complete the 2024**
92 **Consumer Confidence Report.** DPW is attending training on Consumer Confidence Reporting.
93 **ROLL CALL – Holmes AYE | Wilkins AYE | McGregor AYE | Votruba AYE | Fiebing AYE | All AYES.** Motion
94 **passed.**
- 95 8. **ARPA-AMP DSMI Potholing Project Draw Request #3.** Potholing for service line material verification and GIS
96 Update: Kerby's Backhoe Services, Engineering: Fleis & VandenBrink. Motion by McGregor, seconded by Wilkins to
97 **Approve ARPA-AMP DSMI Potholing Project Draw Request #3 in the Total Amount of \$93,486.75**
98 **\$41,466.75 to Fleis and Vandenbrink and \$52,020.00 to Kerby Backhoe Services.**
99 **ROLL CALL – McGregor AYE | Votruba AYE | Holmes AYE | Wilkins AYE | Fiebing AYE | All AYES.** Motion
100 **passed.**
- 101 9. **Kerby's Backhoe Services Invoice.** Motion by Votruba, seconded by Fiebing, to **Approve Kerby's Backhoe**
102 **Services Invoice for Emergency Repairs to the Community Building Lift Station in the Amount of**
103 **\$6,925.00.**
104 **ROLL CALL – Votruba AYE | Fiebing AYE | McGregor AYE | Wilkins AYE | Holmes AYE | All AYES.** Motion
105 **passed.**
- 106 10. **Quick Attach Quote.** Claw Attachment for Front End Loader for First Street Clean Up and Large Rock Moving.
107 Motion by McGregor, seconded by Wilkins, to **Approve Quick Attach Quote in the Amount of \$5,716.00 for**
108 **Claw Attachment for Front End Loader.**

109 **ROLL CALL – Fiebing AYE | Wilkins AYE | Holmes AYE | Votruba AYE | McGregor AYE | All AYES. Motion**
110 **passed.**

- 111 **11. Government Use of Village Facilities Rental Contract.** Motion by Wilkins, seconded by McGregor, All AYES to
112 **Approve Government Use of Village Facilities Rental Contract** as amended.
113

114 **REPORTS TO COUNCIL**

115 **County Commissioner** Gary Sauer – Verbal Report. Brigit Hassen is new to Senior Resources and has a lot of experience
116 in that field. The Road Commission new building price isn't nailed down yet, and it will take 2 years to build after millage is
117 approved. Point Betsie needs EGLE approval in 2026, there is a 5 mil. Grant at stake. 1st responders' radio, state mandated.
118 The tax advisory committee may need some new members. Scott Slavin (DNR) is returning to work in this area for the BVT.
119 Emmett CO. has the best recycling center in the area. Votruba- asked about the ongoing lawsuit at the Benzie County
120 Sherriff's department.

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

122 **Zoning Administrator** – J. Mills / Written Report. Variance and permits approved.

123 **Betsie Valley Trailway Management Council** – S. Radionoff; The Betsie Valley Trail has received a Pure Michigan Trail
124 Designation, and an Award will be presented at the Governors' Conference on Tourism in Novi, April of 2025.

125 **Planning Commission** – Fiebing / Minutes/Verbal Report. Beckett & Raeder attending meetings. Covered new draft of
126 Article 1 & Article 2. Article 3 will be time-consuming and take up the March meeting. Housing North is attending
127 meetings to offer support and suggestions during the rewrite process.

128 **Parks & Recreation Commission** – No meeting until May, Arlene Sweeting has turned in an application for membership.

129 **Employee Team Meetings** – Wilkins plans to provide additional administrative training for DPW in the coming months.

130 **DPW** – Justin Towle/Verbal Report. DPW is very busy with snow removal and training.

131 **Clerk** – Verbal Report. Direct deposit is going well, and the employees appreciate it, Cloudfinder found more than 9,000
132 duplicate documents on the Clerks computer and those are in a file to be looked over later, the Clerk can now put the
133 remaining documents in order.

134 **Treasurer** – Verbal report, Erlewein reported that all of the funds except sewer are up to date, and that should be
135 complete by the end of this month. Next task she has is to reconcile all accounts for February.

136 **UB Clerk** – J. Ottinger has had even more residents sign up for paperless billing.

137 **BGFAC** – Supported wage resolutions, Draft FY2025-2026 budget, water, sewer and trash rate schedule increase to cover
138 repairs/replacements in the water/sewer system. Discussed plow truck and sander and sewer debt millage.

139 **Personnel & Policy Committee** – Votruba & Wilkins / See Minutes. The new team is learning and working well together.

140 **BLUA** – Wilkins & Holmes / Verbal Report. BLUA bonds were signed. Construction of new Headworks timeline received.

141 **Village/GTRLC Working Group** – Wilkins & Fiebing. Verbal Report. Land Acquisition Grants discussed.
142

143 **Extended General Public Comment:** Bond reported she has been a resident of the Village since October 17th, 2024, she is
144 involved with Advocates for Benzie County and is working with Dolly Parton Imagination Library, and resources for those
145 in the community and possibly for assistance for 25–50-year-olds who would like to continue education, and she is
146 attending the meetings for affordable housing.

147 **Announcements:** March Regular Meeting set for *March 13, 2025*, at 7pm. Winter Friday's this Friday from 6-9pm at the
148 LSS and Spaghetti dinner from 4-6pm at Elberta Methodist Church.

149 **Adjournment:** 8:33 pm by Holmes

150
151 Draft Minutes prepared and posted by
152 Rachel Perkins, Clerk
153