

**REGULAR MEETING MINUTES OF THE ELBERTA VILLAGE COUNCIL**

401 FIRST STREET ELBERTA, MI 49628

**MAY 15<sup>TH</sup>, 2025 @ 7PM**

**CALL TO ORDER AND PLEDGE:** 7:01 pm

**ROLL CALL:** WILKINS JENNIFER- PRESENT | VOTRUBA EMILY- PRESENT | HOLMES KEN- PRESENT | FIEBING RYAN- PRESENT

**AUDIENCE:** SAUER GARY (COUNTY COMMISSIONER) | CEDERHOLM MIKE (FIRE CHIEF) | TOWLE JUSTIN (DPW) | PERKINS RACHEL (CLERK) | OTTINGER JON (UB CLERK) | VILLAGE RESIDENTS: BOND KAY | SWEETING ARLENE | BEATON DAVID

**MINUTES & AGENDA APPROVAL**

- ❖ **MOTION** BY VOTRUBA TO APPROVE APRIL 17<sup>TH</sup>, 2025, REGULAR MEETING MINUTES, **SECONDED** BY FIEBING | **ALL AYES** | **MOTION PASSED**
- ❖ **MOTION** BY WILKINS **TO APPROVE AGENDA** AMENDED TO MOVE #4 NEW BUSINESS, TO #4 CORRESPONDENCE, **SECONDED** BY VOTRUBA | **ALL AYES** | **MOTION PASSED**

**CORRESPONDENCE**

1. **EMERGENCY MANAGEMENT-** STORM DEBRIS RESPONSE PLAN (WHICH INCLUDES EGLE DISASTER PLAN) FOR THE VILLAGE OF ELBERTA IS COMPLETE AND HAS BEEN DISTRIBUTED TO WELL HOUSES, THE LIFT STATION, & THE VILLAGE OFFICE
2. **ARMY CORPS OF ENGINEERS SPECIAL PUBLIC NOTICE-** REVIEWED THE PUBLIC NOTICE: APRIL 15, 2025 DETROIT DISTRICT EMERGENCY PERMIT APPLICATION PROCESSING PROCEDURES FOR ACTIVITIES SUBJECT TO EXECUTIVE ORDER 14156 (NATIONAL ENERGY EMERGENCY) & APRIL 23, 2025 NOTICE OF PROPOSED PROJECT AT POINT BETSIE LIGHTHOUSE
3. **CODE ENFORCEMENT APPLICATION –** BALDWINS APPLICATION WAS REVIEWED AND COUNCIL WILL BE CONDUCTING AN INTERVIEW, VOTRUBA WOULD LIKE ANY ADDITIONAL QUESTIONS FOR THEM TO BE SUBMITTED TO HER
4. **PERSONNEL COMMITTEE MEMBERSHIP APPLICATION-** WIRTZ IS ENCOURAGED TO SIT IN ON A MEETING AND IF SHE WANTS TO SERVE IN THIS CAPACITY HER APPLICATION WILL BE CONSIDERED AT THE JUNE MEETING
5. **FRANKFORT FIRE & RESCUE REPORT-** CEDERHOLM PROVIDED A VERBAL & WRITTEN REPORT

**INQUIRY OF CONFLICT ON AGENDA ITEMS:** WILKINS RECUSED FROM PAYROLL

**BRIEF PUBLIC COMMENT ON AGENDA ITEMS:** NONE

**APPROVAL OF BILLS:**

**FY2025-26 CHECK REGISTER** IN THE AMOUNT OF \$41,787.51, **MOTION TO APPROVE** BY HOLMES, **SECONDED** BY VOTRUBA | HOLMES AYE | VOTRUBA AYE | WILKINS AYE | FIEBING AYE | **ALL AYES** | **MOTION PASSED**

**FY2025-26 PAYROLL** IN THE AMOUNT OF \$20,038.92 **MOTION TO APPROVE** BY HOLMES, **SECONDED** BY VOTRUBA | **FIEBING AYE** | HOLMES AYE | VOTRUBA AYE | WILKINS RECUSED | **ALL AYES** | **MOTION PASSED**

- ❖ **FINANCIAL REPORTS AND APRIL MI CLASS STATEMENT WERE REVIEWED.**

**UNFINISHED BUSINESS-** FACILITY RENTAL CONTRACT REVIEWED, **MOTION** BY WILKINS TO APPROVE AS PRESENTED, **SECONDED** BY HOLMES | **ALL AYES** **MOTION PASSED**

**NEW BUSINESS**

- ❖ **1. PARKS & RECREATION COMMISSION MEMBERSHIP APPLICATION REVIEWED, MOTION** TO APPROVE SWEETINGS' MEMBERSHIP APPLICATION **BY HOLMES, SECONDED** BY WILKINS | **ALL AYES** | **MOTION PASSED** | ARLENE WOULD LIKE TO REMOVE THE TIRES FROM THE BAY | REMOVE SOME AUTUMN OLIVE FROM EDNA | SHE HAS EXPERIENCE IN WRITING GRANTS | WOULD LIKE TO SEE THE VILLAGE CLASSIFIED AS A HISTORIC COMMUNITY, AS THERE MAY BE GRANTS AVAILABLE
- ❖ **2. BLUE WATER SOLUTIONS (AKA BADGER METER) QUOTE TO PURCHASE 34 ADDITIONAL METERS & END POINTS NEEDED TO REPLACE OLD METERS IN THE AMOUNT OF \$14,797.27** **MOTION TO APPROVE** BY VOTRUBA, **SECONDED** BY WILKINS **ROLL CALL –** HOLMES AYE | FIEBING AYE | WILKINS AYE | VOTRUBA AYE | **ALL AYES** | **MOTION PASSED**

- ❖ **3. 1. JOB DESCRIPTIONS TREASURER - MOTION TO APPROVE** BY VOTRUBA, **SECONDED** BY FIEBING | **ALL AYES** | **MOTION PASSED**
- ❖ **3. 2. JOB DESCRIPTIONS CLERK - MOTION TO APPROVE** BY WILKINS, **SECONDED** BY VOTRUBA | **ALL AYES** | **MOTION PASSED**

### **REPORTS TO COUNCIL**

**COUNTY COMMISSIONER** | SAUER | VERBAL REPORT | BVT IS NOW IN THE PURE MICHIGAN DIGEST | BOARD OF COMMISSIONERS' APPROVED FUNDS FOR NEW AED'S | PROVIDED A BENZIE COUNTY BUDGET AT A GLANCE REPORT | TAX ALLOCATION COMMITTEE HAS BEGUN | BENZIE COUNTY ROAD COMMISSION IS GOING TO REPAIR THE END OF RICHARDSON WHERE IT BUTTS UP TO THE BETSIE VALLEY TRAIL THE COST TO BE SPLIT BETWEEN THE TOWNSHIP & THE COUNTY | FREE SMOKE DETECTORS AVAILABLE THROUGH MIKE MACGIRR | DAVE DAVIS HAS BEEN APPOINTED AS A COMMISSIONER

**LSS** | MILLS K. | WRITTEN REPORT | 23 ACTIVE CONTRACTS FOR 2025 | 5 CONTRACTS FOR 2026

**ZONING ADMINISTRATOR** | MILLS J. | WRITTEN REPORT

**BETSIE VALLEY TRAIL** | RADIONOFF | WRITTEN REPORT | TRAIL PAVING PROJECT COMPLETE | BENZIE COUNTY PARKS & RECREATION PRESENTED PROPOSED IMPROVEMENTS TO THE CRYSTAL LAKE OUTLET PROJECT | REQUEST SUBMITTED TO THE SHERIFFS' DEPARTMENT TO ENFORCE RULES ALONG CRYSTAL LAKE DURING MEMORIAL DAY, CRYSTAL LAKE OWNERS ASSOC. EXPRESSED CONCERNS | BENZIE BIKE TOUR MAY 31ST 10AM-11:20 AM WITH PROCEEDS GOING TO THE BENZIE SUNRISE ROTARY FOUNDATION | JUNE 21ST 3-6 PM STORMCLOUD BIRTHDAY & TRAIL FUNDRAISER | JUNE 28TH 10AM-3PM BREW TO BREW TRAIL DAY

**ELBERTA PLANNING COMMISSION** | FIEBING | VERBAL REPORT | WELCOMED BALDWIN | REVIEWED 4 ARTICLES AT THE LAST MEETING AND HOPE TO WRAP UP THE REMAINING ARTICLES AT THE NEXT MEETING IN JUNE

**PARKS & RECREATION COMMISSION** | WILKINS | WRITTEN REPORT, FUNDS APPROVED TO PURCHASE 2 GARBAGE CANS FOR ELBERTA BEACH AND CURRENT REVIEW OF BYLAWS

**EMPLOYEE TEAM MEETINGS** | WILKINS | WRITTEN REPORT

**DPW** | TOWLE | VERBAL REPORT | BRUSH PICK UP LAST OF THE MONTH CLAW ATTACHMENT WORKING WELL | RADAR SIGN INSTALLED | TOWLES' WATER TEST RESULTS SHOULD BE IN BY THE END OF THE MONTH | WATER LEAK FOUND AND REPAIRED

**[UPCOMING]** | SIDEWALK & GUTTER CLEAN UP | STREET & SIDEWALK REPAIRS | GARAGE ROOF BIDS | POTHOLES ON BIGLEY

**CLERK** | PERKINS | VERBAL REPORT – WORKING ON SET UP TO MAKE PAYMENTS VIA ACH | ANNUAL AUDIT UNDERWAY

**TREASURER** | ERLEWEIN | DEP SUBMITTED | MONTHLY DEP SUBMITTED, ANNUAL AUDIT UNDERWAY

**UTILITY BILLING CLERK** | OTTINGER | VERBAL REPORT | 85 SIGNED UP FOR PAPERLESS BILLING

**BGFAC** | WILKINS | WRITTEN & VERBAL REPORT | VOTRUBA INQUIRED IF BGFAC COULD USE MORE MEMBERS

**PERSONNEL & POLICY COMMITTEE** | VOTRUBA | WILKINS | WRITTEN REPORT | POLICIES WERE REVIEWED

**BETSIE LAKE UTILITIES AUTHORITY** | WILKINS | HOLMES | CHARTERS WILL LEAD CONSTRUCTION PROJECT TO BEGIN END OF MONTH  
**VILLAGE OF ELBERTA/STATE LAND BANK AUTHORITY/GTRLC/ WORKING GROUP** | WILKINS | FIEBING | VERBAL REPORT

**EXTENDED PUBLIC COMMENT (5 MINS)** KAY BOND COMMENDED THE COUNCIL AND STAFF ON THE GREAT JOB THEY ARE DOING. OTHER COMMENTS HEARD

**ANNOUNCEMENTS:** SPRING CLEAN UP MAY 17<sup>TH</sup> FROM 9 AM – 1 PM AT THE COMMUNITY BUILDING | TURTLE FEST MAY 24, 2025, MAYFAIR BURGER BAR IS HOSTING A BREAKFAST FOR THE FRANKFORT FIRE DEPARTMENT JUNE 8<sup>TH</sup> 11:00 AM | BABY'S BREATH WORKBEES BEGIN JUNE 28 | A PRIVATE MEMORIAL FOR FORMER ELBERTA PRESIDENT DIANE "JINX" JENKS WAS HELD ON MAY 10<sup>TH</sup> TO UNVEIL A PLAQUE IN HER HONOR. THE PLAQUE IS LOCATED ON THE SWING ARBOR IN FRONT OF THE LIFE-SAVING STATION AT WATERFRONT PARK.

**ADJOURNMENT** 8:06:30 PM BY HOLMES K.

MINUTES PREPARED AND POSTED BY  
 PERKINS RACHEL, CLERK