

—DRAFT—

## Minutes

### Regular Meeting of the Elberta Village Council

401 First Street | ELBERTA, MI 49628

**October 19, 2023 @ 7 pm**

#### Call to Order and Pledge 7:00 pm

#### Roll Call

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

#### Audience

Michael Cederholm (Frankfort Fire Chief); Stewart Grudzien (213 Furnace Ave); Kristine Mills (ELSS Rental Manager), Ken Mlcek (Fleis & Vandenbrink, Water Project Coordinator); Kat Ralston (Clerk-Treasurer), Gary Sauer (County Commissioner), Mike Smith (240 Furnace Ave), Justin Towle (DPW); Julia Michalowski, Brody Burton, Kate May (FEAS students)

#### Approval of Minutes

**September 21, 2023 Regular Council Meeting Minutes** Motion by Holmes, seconded by McGregor, to approve with no chgs. All ayes. Motion passed.

**October 3, 2023 Special Meeting Minutes** Motion by McGregor, seconded by Wilkins, to approve with no chgs. All ayes. Motion passed.

#### Approval of Agenda

**Motion** by Wilkins, seconded by Votruba **to approve the October 19, 2023, Regular Council Meeting Agenda** with change: add N3 Correspondence: FEAA Letter. All ayes. Motion passed.

#### Correspondence

- 1. Gilmore Township Master Plan** Township is reviewing/revising its master plan; VOE will receive drafts. Public are invited to attend meetings and participate.
- 2. Mark Rains Request to Purchase White St. extension beyond Robarge St.** Wilkins has asked for input on procedure/implications from Village attorney; Village can't sell a street or part of a street, but must vacate.
- 3. Frankfort-Elberta Athletic Association (FEAA) Letter** The sports booster organization wants to discuss a 3-yr \$500/yr contract for maintenance on the Elberta ball field.

#### Inquiry of Conflict on Agenda Items

NB4 Wilkins recused

#### Brief Public Comment on Agenda Items (3 min)

Julia Michalowski (class of 2025), member of Junior Leadership Board responsible for planning prom spoke about ELSS discount.

#### Approval of Bills

Check Register \$835,066.22 AP, Payroll \$10,588.97 (reflects 2 pay periods). **Motion** by Votruba, seconded by Wilkins, to approve the accounts payable expenditures. **Roll Call: Fiebing Aye | Holmes Aye | McGregor Aye | Votruba Aye | Wilkins Aye | All Ayes. Motion passed.** **Motion** by Votruba, seconded by McGregor, to approve the payroll expenditure. **Roll Call: Fiebing Aye | Holmes Aye | McGregor Aye | Votruba Aye | Wilkins Recused | All ayes. Motion passed.**

#### Financial Reports

Rev/Exp detailed Excel sheet reviewed. Wilkins had highlighted “watch” areas in yellow and future budget amendment areas in red (see website).

**Unfinished Business**

None

**New Business**

1. **USDA September Draw Request Form RD 440-11** Motion by Wilkins, seconded by Holmes, to approve the USDA loan form RD 440-11 September draw request in the amount of \$835,123.75, in accordance with the most current invoice, with \$68,671.89 to be paid to Fleis & VandenBrink and \$766,451.86 to be paid to Elmer’s. **Roll call: Fiebing Aye | Holmes Aye | McGregor Aye | Votruba Aye | Wilkins Aye. All ayes. Motion passed.**
2. **DWSRF (Drinking Water State Revolving Fund) September Request for Disbursement of Funds** Motion by Wilkins, seconded by McGregor, to approve the DWSRF (Drinking Water State Revolving Fund) September request for disbursement of funds in the amount of \$467,557 in accordance with the most current invoice, with \$20,000 to be paid to Fleis & VandenBrink and \$447,557.00 to be paid to Elmer’s. **Roll call: Fiebing Aye | Holmes Aye | McGregor Aye | Votruba Aye | Wilkins Aye. All ayes. Motion passed.**
3. **Frankfort-Elberta High School Request for Reduced Life Saving Station Rental Fee for 2024 Prom** The rate of \$500 has been given before; last request was in 2019 but that year’s prom was canceled (2020). Graduating class is 35 students. Motion by Votruba, seconded by Holmes to approve the request for a reduced rental rate of \$500 for FEAS student prom at the Life Saving Station May 4, 2024. **Roll call: Fiebing Aye | Holmes Aye | McGregor Aye | Votruba Aye | Wilkins Aye. All ayes. Motion passed.**
4. **MiClass Account Signatory Addition** Ralston is already a signatory on this municipal investment account and former signatories are being removed but backup signatory is needed. Now that we have access, information on the state of the account will be available to BFGAC and council. Motion by Holmes, seconded by Votruba, to approve Jennifer Wilkins, as Village President and Interim Deputy Clerk, to be added to the Village of Elberta MiClass Accounts. **Roll call: Fiebing Aye | Holmes Aye | McGregor Aye | Votruba Aye | Wilkins Recused. All ayes. Motion passed.**
5. **Beckett & Raeder Conservation Overlay Zoning Amendment Proposal** The proposal was to prepare language regarding a conservation overlay district for Elberta Beach, which under the current zoning map (to be updated) is located in the Development District, at estimated cost of \$4,000 and time of 6 mos; so some of the funding could come from next year’s budget; Fiebing said revision of the zoning map itself is 1 to 1.5 years out, hence the need to prioritize this overlay. If approved, the overlay would be the next task after the draft master plan is complete. Motion by Wilkins, seconded by Fiebing, to approve sending the Beckett & Raeder Conservation Overlay Zoning Amendment Proposal to the Budget, Grant, Finance, Audit Committee for review of funding. **All ayes. Motion passed.**

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**REPORTS TO COUNCIL**

**County Commissioner** – Sauer / Verbal Report; Benzie-Leelanau Health Dept rec’d \$750,000 infrastructure grant; must not be used for new construction, but OK for remodeling in Leelanau and Benzie and employees. New COVID-19 booster is available. Brownell Road erosion being repaired. DNR held mtg in Benzonia regarding no wake ordinance at Grace Road boat launch; jet skis and power boats being used; public comment can be submitted till October 28. County is looking at protection from ransomware. Sunkissed Hills residents want to cut down trees along Betsie Valley Trail. Brew to Brew Trail event approved for June 29. A service dog sign has been vandalized. Any nefarious behavior should be reported to the DNR. Friends of Trail rec’d \$400K Spark grant to cover paving from Beulah to Case Rd. Elevator in govt center needs replaced/updated to new regulations; more/better signage coming to direct public around complex.

1 **Frankfort Fire and Rescue Report (see website)** – Sendoff for Cadet Rory O’Grady departed for U.S. Air  
2 Force. 127 attended pancake breakfast, raised est. \$1,200. Millage up for renewal and increase: 2.5 mils. 23  
3 EMS runs so far in October. 2022 Suburban requires deer-related repair. Halloween safety msg (see below and  
4 on website); trick or treating hours in Frankfort 5pm to 8 pm; applying for a tribal grant for an automatic chest  
5 compression machine; recent incident did chest compressions by hand for 15 minutes waiting for ambulance.  
6 Awarded \$40K grant for community relations. October was Fire prevention education month for elementary  
7 school kids with grade-appropriate activities.

8 **LSS – K. Mills / Written Report** Oct 27, 28, 29 first test of the new 3-day rentals; 9/10 2024 season rentals so  
9 far are 3-days. Less work and stress for Mills and DPW with turnover. Excessive use of marijuana at certain  
10 weddings this summer; contract to be updated to indicate rules for use on public property.

11 **Zoning Administrator** – J. Mills / Written Report

12 **Betsie Valley Trail** – J. Ottinger / Written Report

13 **Planning Commission** – Fiebing / Chair Kennedy has indicated she will be stepping down at the end of the  
14 year; she is the 1 allowed nonresident member, so a nonresident spot is open

15 **Parks & Recreation Commission** – Wilkins / No quorum. Officer elections to be held at next meeting

16 **DPW** – Towle/Wilkins / Written Report (attached); Tie in to the water tower was to begin next day. New fence  
17 in around water tower. Repaving on Washington starting soon. Prior week someone drove into and knocked  
18 down Waterfront Park parking lot light pole. Sheriff report filed and investigation begun. Public defecation on  
19 one of the Ness properties. Someone has purchased property roughly coterminous with current Village brush  
20 pile, so pile has been shifted and supervised hours will be established for brush dumping with a locked gate  
21 other times; Kerby and Smitty’s have access because of clearing Robarge. Will cut and season downed trees to  
22 sell as firewood for Pavilion fire pit. Studying for CDL but need a better vehicle to take the test with. Flushers  
23 aren’t working at Penfold Park restroom; restroom closes November 1. Sprinkler system shut down for winter.

24 **Clerk-Treasurer** – Ralston / Verbal Report 8 weeks on the job. Trainings with accountant consultants. Bank  
25 reconciliations proceeding. Getting accurate reads and issuing accurate water bills and communicating about  
26 this process with residents; developing a policy on how to collect on past charges. Need email contact info for  
27 all residents!

28 **BGFAC** – Wilkins & Votruba / Wilkins spoke with Bill Sanders at Treasury about Deficit Elimination Plan  
29 delay; DEP to be reviewed at next council meeting; PTO logging system in place

30 **BLUA** – Wilkins & Holmes / Verbal Report Head replacement quote coming soon

31 **Personnel & Policy** – Holmes (DPW), Votruba (Office); Christopher Cervantes overdue for 90-day review.  
32 Need to assemble a committee.

33 **Water/Sewer Committee** – Wilkins & Holmes / Water project underway; see website for updates.

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

37 Mike Smith (240 Furnace) commented about years-long basement flooding he believes is related to the water  
38 main, because it stopped when the main was repaired recently (began when MDOT redid the road)

39 **Announcements**

40 Kayak launch extension will be in place for next season; Ebeach and Eville bumper stickers are in, fundraisers  
41 for Elberta Beach and ELSS projects. Volunteer needed to install security system at office.

42 **Adjournment**

43 8:13 pm by Holmes

44  
45 Draft minutes prepared and posted by

46 Emily Votruba, Trustee

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# Halloween Safety Tips

Everything you need to know to keep your kids safe on Halloween.

Everyone loves a good scare on Halloween, but not when it comes to child safety. There are several easy and effective behaviors that parents can share with kids to help reduce their risk of injury.

### Walk Safely

- Cross the street at corners, using traffic signals and crosswalks.
- Look left, right and left again when crossing and keep looking as you cross.
- Put electronic devices down and keep heads up and walk, don't run, across the street.
- Teach children to make eye contact with drivers before crossing in front of them.
- Always walk on sidewalks or paths. If there are no sidewalks, walk facing traffic as far to the left as possible. Children should walk on direct routes with the fewest street crossings.
- Watch for cars that are turning or backing up. Teach children to never dart out into the street or cross between parked cars.



### Drive Extra Safely on Halloween

- Slow down and be especially alert in residential neighborhoods. Children are excited on Halloween and may move in unpredictable ways.
- Take extra time to look for kids at intersections, on medians and on curbs.
- Enter and exit driveways and alleys slowly and carefully.
- Eliminate any distractions inside your car so you can concentrate on the road and your surroundings.
- Drive slowly, anticipate heavy pedestrian traffic and turn your headlights on earlier in the day to spot children from greater distances.
- Popular trick-or-treating hours are 5:30 p.m. to 9:30 p.m. so be especially alert for kids during those hours.

*On average, children are more than twice as likely to be hit by a car and killed on Halloween than on any other day of the year.*



### Trick or Treat With an Adult

- Children under the age of 12 should not be alone at night without adult supervision. If kids are mature enough to be out without supervision, remind them to stick to familiar areas that are well lit and trick-or-treat in groups.

### Keep Costumes Both Creative and Safe

- Decorate costumes and bags with reflective tape or stickers and, if possible, choose light colors.
- Choose face paint and makeup whenever possible instead of masks, which can obstruct a child's vision.
- Have kids carry glow sticks or flashlights to help them see and be seen by drivers.
- When selecting a costume, make sure it is the right size to prevent trips and falls.

