

# Minutes

## Regular Meeting and Budget Hearing of the Elberta Village Council

401 First Street | ELBERTA, MI 49628

February 15, 2024 @ 7 pm

### Call to Order 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); Mary Link (Frankfort), Ken Mlcek (Fleis & Vandenbrink, Water Project Coordinator); Kat Ralston (Clerk-Treasurer), Gary Sauer (County Commissioner), Justin Towle (DPW)

### Approval of Minutes

Motion by Holmes, seconded by McGregor, to approve the **January 18, 2024, Regular Council Meeting Minutes** with chg from Wilkins: line 46, "about half" to "25% of shared state revenue." All ayes. Motion passed.

### Approval of Agenda

**Motion** by Votruba, seconded by Wilkins, **to approve the February 15, 2024, Regular Council Meeting Agenda** with addition of NB6(a) DWSRF change order. All ayes. Motion passed.

### Correspondence

- Brad Weirda (Village Insurance Attorney) – An insurance settlement agreement was reached with Mark and Annette Knowles, who were affected by the water main break of Feb 2023
- Rebecca Hubers (BC Emergency Management Coordinator) – 2023 Benzie County Hazard Mitigation Plan (Binder with full plan) (available online: <http://tinyurl.com/msntf5sj>)
- Young, Graham & Wendling, PC – Hourly rate increase of \$5, to \$175. Village still receives a reduced rate

### Inquiry of Conflict on Agenda Items

Wilkins recused from Payroll vote and NB3

-----Regular Mtg closed and Hearing Opened at 7:06 p.m.-----

### Public Hearing for the FY2024-25 Village Budget

• **Council Discussion on Proposed FY24-25 Budget** Budget reviewed fund by fund. A summary of main features/issues was provided in a detailed cover letter. Wilkins hopes/expects to be able to pay off deficit this year ("Pay Back" line item); explained changes in line-item names and the allocations of some planned expenses. Each grant has a revenue line item. Already foreseen amendments/adjustments: LSS management fee raised, refuse collection, equipment paybacks. Property tax revenue item conservatively raised due to expected higher property values. Mowing svcs expected to go down, same for portapotties because of incoming new bathrooms. Sidewalk replacements in connection with water project. New used plow truck needed (can be used as a dump truck). The rent paid by the office to the garage (municipal fund revenue) raised to help cover health stipends and vacation pay. A fund balance of 15,000 still to be added, to cover possible replacement of garage doors. Garage roof is leaking and needs repair (this is allocated). Storage of salt pile is still being planned and isn't budgeted yet. Park&Rec: \$3K to go toward Beach Project. Water/Sewer: 60 Badger meters to be replaced; well for bathrooms at Elberta Beach, and a small portion of Bigley water main replacement not covered by the

grant is under repairs and maintenance; one water hookup fee was budgeted (such as for a new build); water testing expense down because no longer contracting with Scott Little. Discussion of raising seasonal water shutoff/turn on fees, from \$25 to \$50 to reflect wages. Votruba thanked Wilkins and BGFAC for their effort.

- **Public Comment on Proposed FY24-25 Budget** None
- **FY24-25 Budget Recap with Council Trustees** No further discussion

----- **Hearing Closed and Regular Meeting Reopened at 7:30 p.m.** -----

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

None

**Approval of Bills**

New (BS&A) format for revenue/expense, check register, payroll reports debuts. Check Register \$81,960.05 AP, Payroll \$12,373.46. **Motion** by Holmes, seconded by McGregor, to approve the accounts payable expenditures. **Roll call: Fiebing Aye | Holmes Aye | McGregor Aye | Votruba Aye | Wilkins Aye | All Ayes. Motion passed.** **Motion** by Fiebing, seconded by Holmes, 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 sheet reviewed, Wilkins explained the new format. General Fund deficit stands at \$2,251; budget amendment at March meeting after all revenues posted.

**Unfinished Business**

**1. Amendment to Refuse Disposal Contract – Republic Services** Price increase of 5.5% due to inflation. McGregor investigated other options, spoke with Republic and other municipalities and determined the increase is reasonable for the service. We pay less than more rural routes because of economy of scale. Village will pay \$2.75 per bag in 2025 and \$16.68 per cart; rates for bags and carts are posted on the Village website (currently \$3 and \$17; may not change this year). **Motion** by Fiebing, seconded by Holmes, to approve the amendment to the refuse disposal contract with Republic Services as presented and authorize the President to sign the contract. **Roll call: Fiebing Aye | Holmes Aye | McGregor Aye | Votruba Aye | Wilkins Aye | All ayes. Motion passed.**

**New Business**

- 1. Resolution to Adopt Fiscal Year 2024-2025 Village of Elberta Budget.** (see attached) **Motion** by Holmes, seconded by Votruba, to adopt Resolution Fiscal Year 2024-2025 Proposed Village Budget as presented. **Roll call: Fiebing Aye | Holmes Aye | McGregor Aye | Votruba Aye | Wilkins Aye. All ayes. Motion passed.**
- 2. Resolution #2024-001 Fiscal Year 2024-2025 Wage and Compensation Pay Scale for Appointed and Elected Officials.** Resolution reflects a raise for the salaried appointed Clerk-Treasurer for FY24-25 (see attached). **Motion** by Votruba, seconded by Holmes, to adopt Resolution #2024-001 Fiscal Year 2024-2025 Wage and Compensation Pay Scale for Appointed and Elected Officials. **Roll call: Fiebing Aye | Holmes Aye | McGregor Aye | Votruba Aye | Wilkins Aye. All ayes. Motion passed.**
- 3. Resolution #2024-002 Fiscal Year 2024-2025 Wage and Compensation Scale for Village Employees** The resolution reflects the hourly rate increases for village employees (DPW staff and office deputies) for FY24-25 (see attached). Reflects part-time wages for Chris Pritchard and full-time wages plus stipend for Chris Cervantes and Justin Towle; meeting compensation is per Wilkins max we can afford for now. **Motion** by McGregor, seconded by Holmes, to adopt Resolution 2024-002 Fiscal Year 2024-2025 Wage and Compensation Pay Scale for Village Employees. **Roll call: Fiebing Aye | Holmes Aye | McGregor Aye | Votruba Aye | Wilkins Recused. All ayes. Motion passed.**

- 1 **4. Budgeted Services Approval (a) Village Signs (b) Point and Pay (c) Municipal Underwriters**  
2 **Insurance** (All services described below have been budgeted for in FY2024-2025 Village Budget)  
3 These items were split out into separate motions because they're new expenses and are over \$5,000
- 4 **a) Village Building and Park Signs for Community Building and Veterans Park**, two-sided signs.  
5 Ball Field and Anderson Park, one-sided signs Total: \$12,375.00; \$6,187.50 for Community  
6 Building and Ball Field signs to come from General Fund Community Building line item, and  
7 \$6,187.50 for Veterans and Anderson Park signs to come from General Fund – Waterfront Park line  
8 item. Discussion: McGregor suggested, and council agreed design change for Community Building  
9 Sign, to remove text references to the Village and Gilmore Township and simply include each  
10 entity's logo under text that reads "Community Building"). Brief explanation of one-sided vs. two-  
11 sidedness. The Ball Field sign will read "Holmes Field" in honor of Ken Holmes; dedication  
12 ceremony TBA. **Motion** by Wilkins, seconded by Votruba, to approve the sign proposal from  
13 Johnson Sign Co. (formerly Amor Signs) for \$12,375 and authorize President to sign the proposal.  
14 **Roll call: Fiebing Aye | Holmes Aye | McGregor Aye | Votruba Aye | Wilkins Aye. All**  
15 **ayes. Motion passed.**
- 16 **b) BGFAC recommends Point & Pay** system that "talks to" our new BS&A software system allowing  
17 transactions to be posted and saving office staff time. Water bills and tax bills can be paid online, by  
18 phone, or with a card reader at the office. Water bills can be sent via email. When a bill is paid,  
19 BS&A accounting software will be automatically updated, so C-T will not have to enter that data  
20 each time. Option 1: \$500 set up fee and \$50 monthly maintenance fee and free training; Option 2:  
21 \$2,000 a year with no monthly fee and a contract renewal every 3 years locking in same rate with  
22 free training. **Motion** by Wilkins, seconded by Votruba, to approve Point & Pay Payment Processing  
23 System Option 2 **Roll call: Fiebing Aye | Holmes Aye | McGregor Aye | Votruba Aye | Wilkins**  
24 **Aye. All ayes. Motion passed.**
- 25 **c) Municipal Underwriters Insurance.** Premium Quote of \$12,491.00 Property values have  
26 increased by 22%, to add \$925 to annual cost. 2023 ending premium was \$9,170.00 with the  
27 property additions. An overall rate increase of 35% was adversely affected by two claims from  
28 2022 and 2023. **Motion** by Votruba, seconded by Holmes, to approve the quoted premium  
29 \$12,491.00 for 2024 Municipal Underwriters Insurance. Price to be divided between General,  
30 Municipal, and Water and Sewer Funds. **Roll call: Fiebing Aye | Holmes Aye | McGregor Aye |**  
31 **Votruba Aye | Wilkins Aye. All ayes. Motion passed.**
- 32 **5. USDA January Draw Request Form RD 440-11** Invoices from F&V for the month of January  
33 submitted for payment from USDA grant. **Motion** by Votruba, seconded by McGregor, to approve  
34 USDA Form RD 440-11 January Draw Request in the amount of \$15,153.00 to be paid to Fleis &  
35 VandenBrink. **Roll call: Fiebing Aye | Holmes Aye | McGregor Aye | Votruba Aye | Wilkins Aye.**  
36 **All ayes. Motion passed.**
- 37 **6. USDA Water System Improvements Project Change Order No. 2** For the continuation of the  
38 replacement of the rest of the 1935 water main on Lincoln Ave and a portion of Bigley, one for USDA  
39 and one for DWSRF. (Work to begin right after Memorial Day because of TC Parkway Project;  
40 expected to take about 6 weeks.) Ken Mlcek explained the cost breakdown: \$96,152.37 additional to  
41 contract with Elmer's; \$50,672.65 uses up remaining (leftover) USDA contingency funds, Village to  
42 contribute \$45,479.72. **Motion** by Wilkins, seconded by McGregor, to approve USDA Water System  
43 Improvements Project Change Order No. 2 at a cost of \$96,152.37 to Elmer's, to be paid by USDA grant  
44 (\$50,672.65) and Village (\$45,479.72). **Roll call: Fiebing Aye | Holmes Aye | McGregor Aye |**  
45 **Votruba Aye | Wilkins Aye. All ayes. Motion passed.**
- 46 **a) DWSRF Water System Improvements Project Change Order No. 3.** **Motion** by Wilkins,  
47 seconded by Votruba to approve the change order for water service work, adding to Elmer's contract  
48 \$76,798.20, entirely covered by DWSRF funds. **Roll call: Fiebing Aye | Holmes Aye | McGregor**  
49 **Aye | Votruba Aye | Wilkins Aye. All ayes. Motion passed.**

- 7. **American Rescue Plan Act (ARPA) Asset Management Plan (AMP) /Distribution System Materials Inventory (DSMI) – Drinking Water Asset Management (DWAM) Grant Draw Request for Engineering Services** Grant funded mapping and inventory of water and sewer infrastructure. **Motion** by Votruba, seconded by McGregor, to approve the ARPA-AMP/DSMI-DWAM Grant first draw of \$10,945.00 for services rendered by Fleis & VandenBrink. **Roll call: Fiebing Aye | Holmes Aye | McGregor Aye | Votruba Aye | Wilkins Aye. All ayes. Motion passed.**
- 8. **Ordinance #45 of 2024 to Create a Village Planning Commission, Provide for Its Organization, and to Define Its Powers and Duties** This ordinance does not mean we didn't have a planning commission before, but updates the ordinance to reflect wording in the bylaws and a change to allow two (2) nonresident members on the commission (state guidelines allow for this). The attorney-drafted synopsis of this ordinance will be published in the Benzie County Record-Patriot to be published in the next issue. **Motion** by Votruba, seconded by McGregor, to adopt Ordinance #45 to create a Village Planning Commission, provide for its organization, and define its powers and duties. **Roll call: Fiebing Aye | Holmes Aye | McGregor Aye | Votruba Aye | Wilkins Aye. All ayes. Motion passed**
- 9. **Village of Elberta Master Plan – Draft** Public can submit comments via email to clerk@villageofelberta.com or by letter before April 19. Other localities will be notified. Note that there are many typos; draft will be professionally edited before final draft. **Motion** by Wilkins, seconded by Votruba, to approve the Draft Village of Elberta Master Plan to be released to the public for the 63-day review period. **All ayes. Motion passed.**
- 10. **Planning Commission Membership – Mary Link** Application reviewed. Link resides in Frankfort and served on the Frankfort Planning Commission and took required planning courses through the state. No questions from board to Link. **Motion** by McGregor, seconded by Fiebing, to approve Mary Link as a new member of the Village of Elberta Planning Commission for a term ending March 1, 2027. **All ayes. Motion passed.**
- 11. **Planning Commission Membership – Megan Gray** A new Elberta resident. **Motion** by Votruba, seconded by Holmes, to approve Megan Gray as a new member of the Village of Elberta Planning Commission with a term ending TBD. **All ayes. Motion passed.**
- 12. **2024–2025 Contract for Fire Department Services Between the City of Frankfort and Gilmore Township Including the Village of Elberta** Cederholm discussed cost increase. Votruba (fire board member) said a lot of data was provided backing up the need; increased personnel, increased calls/runs necessary equipment and facilities upgrades, improvement in responsiveness and community education/outreach. A millage increase will be discussed. Year contract is for \$20,426.00 total paid in four installments. **Motion** by Holmes, seconded by McGregor, to approve the 2024–2025 Contract for Fire Department Services between the City of Frankfort and Gilmore Township including the Village of Elberta **Roll call: Fiebing Aye | Holmes Aye | McGregor Aye | Votruba Aye | Wilkins Aye. All ayes. Motion passed.**

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**REPORTS TO COUNCIL**

**County Commissioner** – Sauer / Verbal Report Leelanau County health dept building being remodeled. Headlee Reset: county approached tax allocation board and are waiting on recommendation, then commissioners will vote whether measure goes on November ballot. Sauer said his "four twps. decided they didn't want any more money." \$42,000 to rebuild Maples's generator engine. 2.5 mills to add Benzie to NMC service area (scholarships, continuing ed, etc.). Blaine Twp will use its ARPA money for road repair. Keweenaw Heartlands Project 30K acres (9% of county) to be preserved; residents agreed with some stipulations (public access and tax revenue). Kelly Long was appointed county treasurer. State police using explosions and bearcat begin demolition of Platter River School; \$12–15M est. for new building. Thompson Area Revitalization Project (TARP) to create park and revitalize their caboose; stop on the Betsie Valley Trail

**Frankfort Fire and Rescue Report (see website)** – Cederholm / Verbal and Written Report Cederholm explained the formula for each entity's share of funding, devised by Kurt Luedtke: population, number of runs,

SEV. Details in contract. Overall, a 73% increase in service demand since 2021. Dept. has 25 members. Awards banquet (self-funded) recognized David ? (47 yrs.), Charlie Thompson (43 years) Mark 30 years. Bruce I... firefighter of the year. Fire department has free smoke alarms and carbon monoxide detectors and will install. Some have flashing lights for hard of hearing.

**LSS** – K. Mills / Written Report. 12 bookings, all full weekends

**Zoning Administrator** – J. Mills / Written Report No Trespassing signs went up on ELHC property without a permit or a call to MiSDIG (DPW gets alerted whenever a call is made to MisDig). One sign is located in the middle of the road easement. Signs are large enough to exempt them from local zoning authority, per Josh Mills

**Betsie Valley Trail** – J. Ottinger / No meeting until April.

**Planning Commission** – Fiebing / Verbal Report and Minutes Conservation District Overlay Meeting was held Feb 22; first of 3.

**Parks & Recreation Commission** – McGregor. No meeting until May 9

**DPW** – Towle / Verbal Report; See Team Meeting Report. Smitty's tree service continual no-show. Towle to take CDL test, has enrolled in classes for S3S4 Water License and water operator classes for a week in March in Mt. Pleasant. Rebuilding and repairing boardwalks. Towle is new weekend tester at BLUA (gives him credit toward sanitation license). Water meter replacement plan in place; to begin with pit meters, which can talk directly to the computer system and don't require drive-bys. New SCADA system interface much quicker, better connection (many failures in past). Complete layout of Waterfront Park sprinkler system now available.

**Clerk-Treasurer** – Ralston / Verbal Report. First full week running BS&A system with "training wheels off"; troubleshooting utility billing (fixing errors like meter serial numbers being input wrong, etc.) New system much easier to use and Support is responsive. Wants to move more into the clerk's functions, which Wilkins has been covering during intensive software training period and accounting/auditing catchup/repair work. Has drawn up a description of deputy position; Personnel/Policy Cte will meet soon to discuss. Will also be attending clerk and treasurer trainings in Mt. Pleasant in March and April. DPW has access to more UB info through new system which improves efficiency. Wilkins organizing office; many labels.

**BGFAC** – Wilkins & McGregor / See minutes. Wilkins still in search of auditor; one said they were too big for us.

**BLUA** – Wilkins & Holmes / Verbal Report. A rise in prices is being discussed

**Team Meetings** – Wilkins / See Report

**Water/Sewer Committee** – Wilkins & Holmes / Verbal Report See 2024 Water and Sewer Rates on website, will be reflected in April bill.

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

None

**Announcements**

Reminder: March Council Meeting is Thursday, March 7, 2024 at 7 p.m.

**Adjournment**

9:04 pm by Wilkins

Draft minutes prepared and posted by  
Emily Votruba, Trustee

VILLAGE OF ELBERTA  
Ordinance No. 45 of 2024

AN ORDINANCE TO CREATE A VILLAGE PLANNING COMMISSION PURSUANT TO ACT 33 OF THE PUBLIC ACTS OF 2008, AS AMENDED, TO PROVIDE FOR ITS ORGANIZATION, AND TO DEFINE ITS POWERS AND DUTIES

THE VILLAGE OF ELBERTA ORDAINS:

**Section 1. Creation of Village Planning Commission; Name of Planning Commission**

A village planning commission is hereby created for the Village of Elberta pursuant to the Michigan Planning Enabling Act, Act 33 of the Public Acts of 2008, as amended. This planning commission shall be known as the "Village of Elberta Planning Commission."

**Section 2. Membership; Appointment; Compensation; Terms; Removal; Vacancy.**

- (a). The village planning commission shall consist of five (5). The village president or one (1) member of the village council may be appointed to the village planning commission as an *ex officio* member with full voting rights on the planning commission. An employee of the village shall not be eligible to be a member of the village planning commission. Members of the village planning commission shall be qualified electors of the village, except two (2) members may be individuals who are not qualified electors of the village, but are qualified electors of another local unit of government. In addition, members of the village planning commission shall be representative of the entire territory of the village to the extent practicable and shall be representative of important segments of the village, such as the economic, governmental, educational, and social development of the village, in accordance with the major interests as they exist in the village, such as agricultural, natural resources, recreation, education, public health, government, transportation, industry, and commerce.
- (b). All members of the village planning commission shall be appointed by the village president, subject to the approval by a majority vote of the entire village council.
- (c). All appointed members of the village planning commission may be compensated at a rate to be determined by the village council.

- (d). Except for the *ex officio* member, the term of each appointed member shall be three (3) years or until his or her successor is appointed, except that the respective terms of approximately one-third (1/3) of the non-*ex officio* members first appointed shall be for one (1) year and the respective terms of approximately one-third (1/3) of the non-*ex officio* members first appointed shall be for two (2) years, so that as nearly as possible the terms of one-third (1/3) of the non-*ex officio* members of the planning commission will expire each year. If appointed to the village planning commission, the term of the village president shall correspond to his or her term as village president and the term of any member appointed from the village council shall expire with his or her term on the village council.
- (e). After written charges and a public hearing before the village council, a member of the village planning commission, including any *ex officio* member, may be removed from office for misfeasance, malfeasance, or nonfeasance in office by the village council. The failure of a planning commission member to disclose to the planning commission a potential conflict of interest, as defined in Section 5 of this Ordinance, shall constitute malfeasance in office. The failure of a planning commission member to regularly attend scheduled meetings of the planning commission shall constitute nonfeasance in office. The planning commission secretary shall report to the village council when a planning commission member has failed to attend three (3) consecutive planning commission meetings.
- (f). A vacancy on the village planning commission occurring otherwise than through the expiration of a member's term shall be filled for the unexpired term in the same manner as the original appointment.

**Section 3. Organization; Chairperson, Secretary, and Other Officers; Committees; Meetings; Rules; Records.**

- (a). The village planning commission shall elect a chairperson, vice chairperson, and secretary from its members; provided, however, an *ex officio* member shall not be eligible to serve as the chairperson of the planning commission. The planning commission may create and fill by election such other offices as it considers advisable. The term of chairperson and any other officers shall be one (1) year, with eligibility for reelection as specified in the planning commission bylaws.
- (b). The planning commission may appoint advisory committees, whose members are not required to be members of the planning commission.
- (c). The village planning commission shall hold not less than four (4) regular meetings each year and shall by resolution determine the time and place of the meetings.

- (d). The village planning commission shall adopt bylaws for the transaction of its business.
- (e). The village planning commission shall keep a public record of its resolutions, transactions, findings, and determinations.

**Section 4. Powers and duties.**

- (a). The village planning commission shall have all powers authorized by, and shall perform all duties specified in, the Michigan Planning Enabling Act, being Act 33 of the Public Acts of 2008, as amended.
- (b). The village planning commission shall have all the powers and duties conferred on zoning commissions under the Michigan Zoning Enabling Act, being Act 110 of the Public Acts of 2006, as amended, and any other powers and duties conferred on planning commissions by other provisions of law. Any and all such powers and duties are hereby conferred and incorporated as if fully set forth herein.

**Section 5. Conflict of Interest.**

A member of the village planning commission shall declare a conflict of interest in connection with a matter pending before the planning commission and shall disqualify himself of herself from deliberating and voting on the matter when any of the following circumstances exist:

- (a). The applicant is the child, grandchild, great-grandchild, parent, grandparent, great-grandparent, brother, sister, nephew, niece, aunt, or uncle of the planning commission member or the member's spouse.
- (b). The planning commission member or the member's spouse, parent, child, or any relative residing in the member's household has a pecuniary interest in the outcome of the matter.
- (c). The planning commission member or the member's spouse resides on or has an ownership interest in land within 300 feet of the parcel regarding which the decision is to be made.
- (d). While being a member of the planning commission the member has made statements or taken any action outside the formal decision-making process that would suggest that he or she has prejudged the matter before the planning commission or would in any way preclude him or her from affording the applicant and the public a fair hearing.

- (e). If the planning commission member has expressed an opinion concerning a matter before the planning commission prior to becoming a member of the planning commission and cannot in good faith set aside that prior opinion and decide the matter based on the information provided at the public hearing and the zoning ordinance requirements.
- (f). The planning commission member concludes in good faith that because of prior business or personal relationships with the applicant or with other participants in the public hearing process, or for other reasons, he or she cannot afford the applicant and the public a fair hearing.

**Section 6. Planning Director and Personnel; Contract for Planning Services and other Technicians.**

- (a). The village council may employ a planning director and other personnel as it considers necessary to assist the village planning commission in carrying out its powers and duties.
- (b). The village council may contract for professional planning services and other technical services, such as attorneys and engineers, as it considers necessary to assist the village planning commission in carrying out its powers and duties.

**Section 7. Notification to County Planning Commission.**

Within fourteen (14) days after the village council adopts this Ordinance the village clerk shall transmit a notice of the adoption of this Ordinance to the county planning commission.

**Section 8. Savings Clause.**

All official actions taken by the village planning commission prior to the effective date of this Ordinance are hereby approved, ratified, and reconfirmed. Any project, review, or process taking place on the effective date of this Ordinance shall continue with the village planning commission created by this Ordinance, shall be subject to the requirements of this Ordinance, and shall be deemed a continuation of any previous village planning commission action.

**Section 9. Repeal.**

The previous ordinance creating the Village of Elberta Planning Commission under the Municipal Planning Act, being Act 285 of the Public Acts of 1931, as amended, is hereby repealed in its entirety.



**Resolution #2024-002**  
**Fiscal Year 2024–2025 Wage and Compensation Pay Scale for Village Employees**

At an advertised public hearing of the Elberta Village Council, Benzie County, Michigan, held at the Community Building at 401 First Street on February 15, 2024, at 7pm,

The following resolution was offered by Trustee \_\_\_\_\_ and supported by Trustee \_\_\_\_\_.

**WHEREAS** to maintain transparency and attract and maintain a quality workforce, the Council of the Village of Elberta hereby presents a Resolution for Fiscal Year Budgeted Wage and Compensation Pay Scales for village employees,

**NOW THEREFORE BE IT RESOLVED** by the Council of the Village of Elberta, Benzie County, Michigan, that the Fiscal Year 2024–2025 Wage and Compensation Pay Scale for Village Employees be adopted as follows:

	<u>Status</u>	<u>Hourly</u>	<u>Health Insurance Stipend</u>	<u>Per Meeting</u>
Village Water Operator	Part Time	\$29.00	N/A	
DPW Supt in Training	Full Time	\$21.00	\$500 a month	\$30
DPW Assistant	Full Time	\$19.50	\$500 a month	
Deputy Clerk-Treasurer	Part Time 20 hrs	\$18.00	N/A	\$35

**BE IT FURTHER RESOLVED** that the terms of this Resolution shall be in effect from March 1, 2024, until the end of the 2024–2025 Fiscal Year, February 28, 2025.

AYES:

NAYS:

ABSENT:

RECUSED: Jennifer Wilkins, DPW Supt in Training, Justin Towle is her live-in Son-in-law.

**RESOLUTION DECLARED ADOPTED** By \_\_\_\_\_  
Emily Votruba, Village President Pro Tempore

I, the undersigned, Clerk-Treasurer of the Village of Elberta, Benzie County, Michigan, do hereby certify that the foregoing is a true and complete copy of certain proceedings taken by said municipality of Benzie County at its public hearing held on February 15, 2024, relative to adoption of the resolution therein set forth; that said meeting was conducted and public notice of said meeting was given pursuant to and in full compliance with the Open Meetings Act, being Act 267, Public Acts of Michigan, 1976, and that the minutes of said meeting were kept and will be or have been made available as required by said Act.

Dated: \_\_\_\_\_  
Katherine Ralston, Village Clerk-Treasurer

**Resolution #2024-001**  
**Fiscal Year 2024–2025 Wage and Compensation Pay Scale for Appointed and Elected Officials**

At an advertised public hearing of the Elberta Village Council, Benzie County, Michigan, held at the Community Building at 401 First street on February 15, 2024, at 7pm,

The following resolution was offered by Trustee \_\_\_\_\_ and supported by Trustee \_\_\_\_\_.

**WHEREAS** to maintain transparency and attract and maintain a quality workforce, the Council of the Village of Elberta hereby presents a Resolution for Fiscal Year Budgeted Wage and Compensation Pay Scales for Appointed and Elected Officials,

**NOW THEREFORE BE IT RESOLVED** by the Council of the Village of Elberta, Benzie County, Michigan, that the Fiscal Year 2024–2025 Wage and Compensation Pay Scale for Appointed and Elected Officials be adopted as follows:

	<u>Status</u>	<u>Salary</u>	<u>Health Insurance Stipend</u>	<u>Per Meeting</u>
Clerk-Treasurer	Full Time/Appointed	\$49,920	\$500 a month	\$35
Village President	Elected			\$80
President Pro Tempore	Elected			\$40
Council Trustee	Elected			\$40
Council Trustee	Elected			\$40
Council Trustee	Elected			\$40

**BE IT FURTHER RESOLVED** that the terms of this Resolution shall be in effect from March 1, 2024, until the end of the 2024–2025 Fiscal Year, February 28, 2025.

AYES:

NAYS:

ABSENT:

**RESOLUTION DECLARED ADOPTED** By \_\_\_\_\_  
Jennifer S. Wilkins, Village President

I, the undersigned, Clerk-Treasurer of the Village of Elberta, Benzie County, Michigan, do hereby certify that the foregoing is a true and complete copy of certain proceedings taken by said municipality of Benzie County at its public hearing held on February 15, 2024, relative to adoption of the resolution therein set forth; that said meeting was conducted and public notice of said meeting was given pursuant to and in full compliance with the Open Meetings Act, being Act 267, Public Acts of Michigan, 1976, and that the minutes of said meeting were kept and will be or have been made available as required by said Act.

Dated: \_\_\_\_\_  
Katherine Ralston, Village Clerk-Treasurer