

REGULAR MEETING MINUTES OF THE ELBERTA VILLAGE COUNCIL

401 FIRST STREET ELBERTA, MI 49628

JUNE 19TH, 2025 @ 7PM

CALL TO ORDER AND PLEDGE: 7:02 pm

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

AUDIENCE: VILLAGE RESIDENTS | KAY BOND | ARLENE SWEETING | DAVE BEATON | RICHARD O'CONNOR | JULIE STRICKLAND | SUSAN SHANKIN | CATHY ANDERSON | MARY LINK | STEVE RADIONOFF | SAUER GARY (COUNTY COMMISSIONER) | CEDERHOLM MIKE (FIRE CHIEF) | TOWLE JUSTIN (DPW) | PERKINS RACHEL (CLERK) | OTTINGER JON (UB CLERK)

MINUTES & AGENDA APPROVAL

- ❖ **MOTION** BY HOLMES TO APPROVE MAY 15TH, 2025, REGULAR MEETING MINUTES, **SECONDED** BY FIEBING | **ALL AYES** | **MOTION PASSED**
- ❖ **MOTION** BY WILKINS **TO APPROVE AGENDA** AMENDED TO MOVE #8 NEW BUSINESS, TO #1 NEW BUSINESS, **TO REMOVE** #10 AS WE DO NOT HAVE THE ESTIMATE AT THIS TIME **SECONDED BY VOTRUBA** | **ALL AYES** | **MOTION PASSED**

CORRESPONDENCE

1. **EMILY VOTRUBA** – ELBERTA BEACH DARK SKY COMPLIANCE EMAIL | VOTRUBA AND SHANKIN VOICED CONCERNS ABOUT THE BRIGHTNESS OF THE LIGHTS AT ELBERTA BEACH
2. **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 \$55,562.19 **MOTION TO APPROVE** BY HOLMES, **SECONDED** BY WILKINS | HOLMES AYE | VOTRUBA AYE | FIEBING AYE | WILKINS AYE | **ALL AYES** | **MOTION PASSED**

FY2025-26 PAYROLL IN THE AMOUNT OF \$17,471.13 **MOTION TO APPROVE** BY HOLMES, **SECONDED** BY FIEBING | **HOLMES AYE** | FIEBING AYE | VOTRUBA AYE | WILKINS RECUSED | **ALL AYES** | **MOTION PASSED**

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

UNFINISHED BUSINESS- NONE

NEW BUSINESS

- ❖ **1. VILLAGE TRUSTEE APPLICATION REVIEWED, MOTION BY WILKINS** TO APPOINT BILL O'DWYER AS VILLAGE TRUSTEE ON COUNCIL, (TERM ENDING 2026) **SECONDED BY HOLMES** | **ALL AYES** | **MOTION PASSED** | BILL WOULD LIKE TO SEE THE DEVELOPMENT OF THE WATERFRONT COME TO FRUITION **ROLL CALL – VOTRUBA AYE | FIEBING AYE | WILKINS AYE | HOLMES AYE | ALL AYES | MOTION PASSED**
- ❖ **2. PARKS & RECREATION COMMISSION MEMBERSHIP APPLICATION REVIEWED, MOTION BY WILKINS** TO APPROVE **DAN CARTER** AS A MEMBER OF THE PARKS & RECREATION COMMISSION **SECONDED BY FIEBING** **ROLL CALL – FIEBING AYE | WILKINS AYE | VOTRUBA AYE | HOLMES AYE | ALL AYES | MOTION PASSED**
- ❖ **3. GARAGE ROOF REPLACEMENTS BIDS, MOTION BY WILKINS** TO APPROVE 5 STAR ROOFING IN THE AMOUNT OF UP TO \$12,000.00 TO REPLACE THE GARAGE ROOF AT 151 PEARSON STREET **SECONDED BY FIEBING** **ROLL CALL – WILKINS AYE | VOTRUBA AYE | HOLMES AYE | FIEBING AYE | ALL AYES | MOTION PASSED**
- ❖ **4. GARAGE DOOR REPLACEMENT BIDS, MOTION BY HOLMES** TO APPROVE PRECISE DOOR COMPANY IN THE AMOUNT OF \$8,782.06 TO REPLACE THE DOORS ON THE GARAGE AT 151 PEARSON STREET **SECONDED BY FIEBING** **ROLL CALL – FIEBING AYE | VOTRUBA AYE | HOLMES AYE | WILKINS AYE | ALL AYES | MOTION PASSED**
- ❖ **5. VILLAGE TREASURER RESIGNATION-** JANICE ERLEWEIN, **MOTION BY WILKINS TO ACCEPT THE RESIGNATION OF JAN ERLEWEIN**, WITH PRIVILEGES REMOVED | STATE SAVINGS BANK- ACCESS & SIGNATORY | MI CLASS | MI BUSINESS | SAM

(LOGIN.GOV) | SIGMA | EFTPS **SECONDED BY FIEBING ROLL CALL – VOTRUBA AYE | HOLMES AYE | WILKINS AYE | FIEBING AYE | ALL AYES | MOTION PASSED**

- ❖ **6. RESOLUTION 2025-007 WAGE & COMPENSATION – AS THE CLERKS HOURS HAVE INCREASED WITHOUT A TREASURER MOTION BY VOTRUBA TO APPROVE PAY SCALE FOR VILLAGE CLERK, SECONDED BY HOLMES ROLL CALL – WILKINS AYE | FIEBING AYE | HOLMES AYE | VOTRUBA AYE | ALL AYES | MOTION PASSED**
- ❖ **7. PERSONNEL COMMITTEE MEMBER APPLICATION | BARB WIRTZ | MOTION BY WILKINS TO APPROVE BARB WIRTZ AS A MEMBER OF THE PERSONNEL COMMITTEE ROLL CALL – HOLMES AYE | VOTRUBA AYE | WILKINS AYE | FIEBING AYE | ALL AYES | MOTION PASSED**
- ❖ **8. UTILITY READING & BILLING POLICY & PROCEDURE # 2018-019 REVISION | MOTION BY WILKINS TO APPROVE REVISED UTILITY READING & BILLING POLICY & PROCEDURE # 2018-019 SECONDED BY HOLMES ROLL CALL – VOTRUBA AYE | HOLMES AYE | WILKINS AYE | FIEBING AYE | ALL AYES | MOTION PASSED**
- ❖ **9. VILLAGE TRUSTEE RESIGNATION- EMILY VOTRUBA, WILKINS EXPRESSED GRATITUDE FOR VOTRUBAS HARD WORK ON COUNCIL AND ALL HER CONTRIBUTIONS MOTION BY HOLMES TO ACCEPT RESIGNATION OF TRUSTEE EMILY VOTRUBA SECONDED BY WILKINS ROLL CALL – VOTRUBA AYE | HOLMES AYE | WILKINS AYE | FIEBING AYE | ALL AYES | MOTION PASSED**
- ❖ **10. JULY 4TH TRAFFIC CONTROL ORDER – TEMPORARY TRAFFIC CONTROL ORDER TRAFFIC CONTROL NO. 2025-01 MOTION BY WILKINS TO APPROVE TEMPORARY TRAFFIC CONTROL ORDER TRAFFIC CONTROL NO. 2025-01 THAT CLOSES BYE STREET ON JULY 4TH SECONDED BY VOTRUBA | ALL AYES | MOTION PASSED**
- ❖ **11. POLICY #2025-001 COMPUTER USE & EMAIL POLICY MOTION BY VOTRUBA TO APPROVE WITH ADDITIONS POLICY #2025-001 COMPUTER USE & EMAIL POLICY SECONDED BY WILKINS | ALL AYES | MOTION PASSED**
- ❖ **12. POLICY #2017-001 EMPLOYEE PERFORMANCE APPRAISAL REVISION MOTION BY VOTRUBA TO APPROVE POLICY #2017-001 EMPLOYEE PERFORMANCE APPRAISAL REVISION SECONDED BY WILKINS | ALL AYES | MOTION PASSED**

REPORTS TO COUNCIL

COUNTY COMMISSIONER | SAUER | VERBAL REPORT | BENZIE COUNTY PARKS & RECREATION HAS RELEASED A SURVEY PARTICIPATION IS APPRECIATED | JOYFIELD TOWNSHIP HAS GREEN ENERGY IN ONE SECTION OF THE TWP. | BLAINE TWP. HAS TWO NEW ZONING MEMBERS | AIRPORT AUTHORITY AGREEMENT IN PLACE WITH THE CITY & CRYSTAL LAKE TWP, | POINT BETSIE PROJECT IS SHORT ABOUT 3 MILLION DOLLARS AND ARE SEEKING FINANCIAL OPTIONS

LSS | MILLS K. | WRITTEN REPORT | 25 ACTIVE CONTRACTS

ZONING ADMINISTRATOR | MILLS J. | WRITTEN REPORT | ONE PERMIT ISSUED

BETSIE VALLEY TRAIL | RADIONOFF | VERBAL REPORT | BEAUTIFUL CEREMONY ON JUNE 3RD FOR THE TRAIL HEAD RIBBON CUTTING | THE NEXT STEP IS FROM THOMPSONVILLE BACK TOWARDS BEULAH AT DIAMOND CROSSING | A VILLAGE RESIDENT VOICED CONCERNS ABOUT BOARDS ON THE BVT THAT ARE ROUGH AND WARPED BY THE PENFOLD TRAILHEAD

ELBERTA PLANNING COMMISSION | FIEBING | VERBAL REPORT | THE FIRST DRAFT REVIEW OF THE ZONING ORDINANCE IS COMPLETE

PARKS & RECREATION COMMISSION | WILKINS | NO QUORUM | NEW GARBAGE CANS HAVE BEEN PLACED AT ELBERTA BEACH

EMPLOYEE TEAM MEETINGS | WILKINS | WRITTEN REPORT

DPW | TOWLE | VERBAL REPORT | FLAGS HAVE BEEN ORDERED AND WILL BE PLACED | BRUSH RUNS ARE GOING WELL | THE ELBERTA BEACH PARKING LOT IS BEING TORN UP BY PEOPLE DOING DONUTS DOWN THERE | PENFOLD BATHROOM ON ONE SIDE IS STILL OUT OF ORDER, NO WORD YET ON WHAT THE REPAIRS WILL BE | DPW WILL BEGIN INSTALLING NEW METERS AFTER THE 4TH OF JULY | A MAILER & ALERT WILL GO OUT FOR FLUSHING LINES | KYLE BOND FROM RURAL WATER WILL TRAIN TOWLE ON THE WATER OPERATOR TEST INFORMATION

CLERK | PERKINS | VERBAL REPORT – WORKING ON BANK RECS | AUDIT SUBMISSIONS | ACCOUNTS PAYABLE | PAYROLL | WEBSITE UPDATES | CASH RECEIPTING ETC

UTILITY BILLING CLERK | OTTINGER | VERBAL REPORT | JOHN REPORTS HE IS ABOUT 90% THERE ON UB | HE APPRECIATED THE CONTRIBUTIONS OF THOSE THAT RESIGNED

BGFAC | WILKINS | WRITTEN & VERBAL REPORT | WATER TANK ACCESS ROAD RECONSTRUCTION PROJECT HAS BEEN SUBMITTED FOR CONSIDERATION FOR CONGRESSIONALLY DIRECTED SPENDING THROUGH THE OFFICE OF SENATOR ELISSA SLOTKIN.

PERSONNEL & POLICY COMMITTEE | VOTRUBA | WILKINS | WRITTEN REPORT | STAFF REVIEWS, TREE, UTILITY BILLING & COMPUTER USE & EMAIL POLICIES REVIEWED ALONG WITH FOURTH OF JULY RULES | BARB WIRTZ CONTRIBUTED TO DISCUSSIONS AROUND ALL PERSONNEL MATTERS | HOW ARE CONFLICTS RESOLVED? | NETWORKING WITH OTHER VILLAGES |

BETSIE LAKE UTILITIES AUTHORITY | WILKINS | HOLMES | PROJECT IS PROJECTED TO BE DONE BY FEBRUARY/MARCH 2026 | BLUA'S BUDGET WAS APPROVED ALONG WITH FIXES TO THE MUFFIN MONSTER

VILLAGE OF ELBERTA/STATE LAND BANK AUTHORITY/GTRLC/ WORKING GROUP | WILKINS | FIEBING | VERBAL REPORT | NEXT MEETING IS SCHEDULED FOR JUNE 25TH

EXTENDED PUBLIC COMMENT (5 MINS) COMMENTS FROM VILLAGE RESIDENTS WERE HEARD

O'CONNOR IS INTERESTED IN FACILITATING A REPLACEMENT TRAIL FOR PENFOLD PARK | **SWEETING** SPOKE ABOUT HISTORIC RECOGNITION PROJECTS, GRANTS, RESIGNATIONS & RESTRUCTURING | **SHANKIN** SPOKE ABOUT DARK SKY COMPLIANCE

ANNOUNCEMENTS: NONE

ADJOURNMENT 8:33 PM BY HOLMES

MINUTES PREPARED AND POSTED BY
PERKINS RACHEL, CLERK