

REGULAR MEETING MINUTES OF THE ELBERTA VILLAGE COUNCIL

401 FIRST STREET ELBERTA, MI 49628
DECEMBER 18, 2025 @ 7:00 PM

CALL TO ORDER AND PLEDGE: 7:00 PM

ROLL CALL: FIEBING RYAN- PRESENT | HOLMES KEN- PRESENT | O'DWYER BILL- PRESENT | WILKINS JENNIFER- PRESENT

AUDIENCE: WHITE JAY | BOND KAY | VOTRUBA EMILY | SWEETING ARLENE | BEATON DAVE | CEDERHOLM CHIEF | NIEMI DEVAN | CERVANTES CHRIS (DPW) | PERKINS RACHEL (CLERK) | CEDERHOLM MELANIE (TREASURER) | OTTINGER JON (UB CLERK)

MINUTES & AGENDA APPROVAL

- ❖ **MOTION BY HOLMES TO APPROVE NOVEMBER 20, 2025, REGULAR MEETING MINUTES, SECONDED BY O'DWYER | ALL AYES | NO NAYS | MOTION PASSED**
- ❖ **MOTION BY FIEBING TO APPROVE NOVEMBER 20, 2025, SPECIAL MEETING MINUTES, SECONDED BY HOLMES | ALL AYES | NO NAYS | MOTION PASSED**
- ❖ **MOTION BY WILKINS TO APPROVE REGULAR MEETING AGENDA, SECONDED BY O'DWYER | ALL AYES | NO NAYS | MOTION PASSED**

CORRESPONDENCE

- ★ **1. MATERIALS MANAGEMENT PLANNING SURVEY | YOU CAN FIND THE SURVEY ON VILLAGEOFELBERTA.COM**
- ★ **2. DEPARTMENT OF NATURAL RESOURCES TERMINUS PARK ACQUISITION | SPECIAL THANKS TO BREE MCGREGOR | GTRLC | MDNR | FOR THEIR EFFORTS & SUPPORT**
- ★ **3. FRANKFORT FIRE & RESCUE REPORT- CEDERHOLM | WRITTEN & VERBAL REPORT**

INQUIRY OF CONFLICT ON AGENDA ITEMS: WILKINS RECUSED FROM PAYROLL

BRIEF PUBLIC COMMENT ON AGENDA ITEMS:

PUBLIC COMMENT WAS HEARD

APPROVAL OF BILLS:

- ❖ **FY2025-26 CHECK REGISTER AP 11/14-12/12/25 IN THE AMOUNT OF \$46,588.58 MOTION BY HOLMES TO APPROVE FY2025-26 CHECK REGISTER AP 11/14-12/12/25 IN THE AMOUNT OF \$46,588.58 SECONDED BY O'DWYER | FIEBING AYE | WILKINS AYE | HOLMES AYE | O'DWYER AYE | ALL AYES | NO NAYS | MOTION PASSED**
- ❖ **FY2025-26 PAYROLL 11/20-12/11/25 IN THE AMOUNT OF \$20,963.00 MOTION BY O'DWYER TO APPROVE FY2025-26 PAYROLL 11/20-12/11/25 IN THE AMOUNT OF \$20,963.00 SECONDED BY HOLMES | FIEBING AYE | HOLMES AYE | O'DWYER AYE | WILKINS RECUSED | ALL AYES | NO NAYS | MOTION PASSED**
- ❖ **FINANCIAL REPORTS – REVENUE/EXPENSE SHEETS & MICLASS STATEMENTS FOR NOVEMBER WERE REVIEWED | AN AMENDMENT IN MAJOR & LOCAL STREETS WILL BE PRESENTED NEXT MONTH**

UNFINISHED BUSINESS- NONE

NEW BUSINESS

- ❖ **1. APPLICATIONS FOR PLANNING COMMISSION MEMBERSHIP A. & B. | MOTION BY WILKINS TO TABLE APPLICATIONS FOR PLANNING COMMISSION MEMBERSHIP A. & B. & HOLD AN INTERVIEW PROCESS SECONDED BY O'DWYER ALL AYES | NO NAYS | MOTION PASSED**
- ❖ **2. DPW SUPERINTENDENT | MOTION BY HOLMES TO APPROVE CHRISTOPHER CERVANTES AS SUPERINTENDENT DPW OF THE VILLAGE SECONDED BY FIEBING | O'DWYER AYE | WILKINS AYE | HOLMES AYE | FIEBING AYE | ALL AYES | NO NAYS | MOTION PASSED**

- ❖ **3. DPW ASSISTANT | MOTION BY O'DWYER TO APPROVE DEVAN NIEMI AS THE ASSISTANT DPW OF THE VILLAGE**
SECONDED BY HOLMES | **WILKINS AYE | FIEBING AYE | HOLMES AYE | O'DWYER AYE | ALL AYES | NO NAYS | MOTION PASSED**
- ❖ **4. RESOLUTION 2025-013 WAGE & COMPENSATION FOR DPW STAFF | MOTION BY FIEBING TO APPROVE RESOLUTION 2025-013 WAGE & COMPENSATION FOR DPW STAFF** SECONDED BY WILKINS | **FIEBING AYE | O'DWYER AYE | HOLMES AYE | WILKINS AYE | ALL AYES | NO NAYS | MOTION PASSED**
- ❖ **5. PRO TEMPORE & COMMITTEE APPOINTMENTS | MOTION BY WILKINS TO APPROVE PRO TEMPORE & COMMISSION/COMMITTEE APPOINTMENTS** SECONDED BY FIEBING | **ALL AYES | MOTION PASSED**
- ❖ **6. 2026 REGULAR COUNCIL AND COMMISSION MEETING DATES & TIMES | MOTION BY WILKINS TO APPROVE 2026 VILLAGE MEETING SCHEDULE AS COMPILED |** SECONDED BY FIEBING | **ALL AYES | NO NAYS | MOTION PASSED**

STRATEGY SESSION VILLAGE MANAGER & PRESIDENT | DISCUSSION ONLY

- ❖ **DISCUSSION TOPIC:** JOB DESCRIPTIONS & SALARY FOR VILLAGE MANAGER
- ❖ **KEY ISSUE:** THE NEED FOR A VILLAGE MANAGER TO OVERSEE FUTURE STAFF AND VILLAGE GROWTH | DEVELOPMENTS | GRANTS | ADDED INFRASTRUCTURE & ADMINISTRATION |
- ❖ **OBSERVATION:** CURRENTLY THE COMBINED DUTIES HAVE FALLEN ON THE PRESIDENT
- ❖ **PROPOSED ACTION:** DEFINE PRESIDENT/MANAGER ROLES & INITIATE MANAGER HIRING PROCESS TO BALANCE WORKLOAD, ACCOUNTABILITY & STAFF SUPPORT.

REPORTS TO COUNCIL

COUNTY COMMISSIONER | SAUER | UNAVAILABLE TO REPORT

ZONING ADMINISTRATOR | MILLS J. | WRITTEN REPORT

BETSIE VALLEY TRAIL | RADIONOFF | ON HIATUS

PLANNING COMMISSION | FIEBING | VERBAL REPORT

PARKS & RECREATION COMMISSION | WILKINS | ON HIATUS

EMPLOYEE TEAM MEETINGS | WILKINS | WRITTEN & VERBAL REPORT

DPW | CERVANTES | VERBAL REPORT

CLERK | PERKINS | VERBAL REPORT

TREASURER | CEDERHOLM | VERBAL REPORT

UTILITY BILLING CLERK | OTTINGER | VERBAL REPORT

BUDGET, GRANT, FINANCE, & AUDIT COMMITTEE | WILKINS & STAFF | WRITTEN & VERBAL REPORT

PERSONNEL & POLICY COMMITTEE | WILKINS & HOLMES | VERBAL REPORT

BETSIE LAKE UTILITIES AUTHORITY | HOLMES & WILKINS | VERBAL REPORT

VOE/SLBA/GTRLC/ COMMITTEE | FIEBING & WILKINS | VERBAL REPORT

HISTORIC DISTRICT STUDY COMMITTEE | SWEETING | UNABLE TO MEET AS VARIOUS MEMBERS WERE ILL

EXTENDED PUBLIC COMMENT (5 MINS): PUBLIC COMMENTS WERE HEARD

ANNOUNCEMENT: ARLENE SWEETING ANNOUNCED AN OPEN HOUSE ON CHRISTMAS DAY FROM 10AM-1:00PM AT 526 LINCOLN AVENUE FOR ANYONE WHO WISHES TO DROP BY FOR REFRESHMENTS AND FELLOWSHIP AND THEY CAN SAY SOMETHING ON THE RADIO STATION IF THEY DESIRE

ADJOURNMENT: 8:02 PM BY HOLMES

MINUTES PREPARED AND POSTED BY
CLERK, RACHEL PERKINS