

REGULAR MEETING MINUTES OF THE ELBERTA VILLAGE COUNCIL

401 FIRST STREET ELBERTA, MI 49628

SEPTEMBER 18, 2025

CALL TO ORDER AND PLEDGE: 7:00 PM

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

AUDIENCE: VILLAGE RESIDENTS | BOND KAY| VOTRUBA EMILY | O'CONNOR RICK | STRICKLAND JULIE | SWEETING ARLENE | DALY MIKE | WESTRA TERRY | BURZYNSKI MYRON | SAUER GARY (COUNTY COMMISSIONER) | FOSTER ROXANNE | CLINE ERIC (STATE TREASURY) | TOWLE JUSTIN (DPW) | PERKINS RACHEL (CLERK) | OTTINGER JON (UB CLERK)

MINUTES & AGENDA APPROVAL

- ❖ **MOTION BY FIEBING TO APPROVE JULY 17, 2025, REGULAR MEETING MINUTES, SECONDED BY O'DWYER | ALL AYES | NO NAYS | MOTION PASSED**
- ❖ **MOTION BY FIEBING TO APPROVE AUGUST 7, 2025, SPECIAL MEETING MINUTES, SECONDED BY HOLMES | ALL AYES | NO NAYS | MOTION PASSED**
- ❖ **MOTION BY WILKINS TO APPROVE REGULAR MEETING AGENDA AS AMENDED (NB 12. FY25/26 BUDGET AMENDMENT 13. FIVE YEAR DEFICIT ELIMINATION PLAN: WATER FUND & CORRECTION TO THE AUGUST AP IN THE AMOUNT OF \$59,437.27) SECONDED BY O'DWYER | ALL AYES | NO NAYS | MOTION PASSED**

CORRESPONDENCE

- ★ **1. CABBAGE SHED** – THANK YOU NOTE TO WILKINS, TOWLE AND THE VILLAGE RESIDENTS FOR TRAFFIC SUPPORT IN THEIR FUNDRAISING EVENT FOR BENZIE SENIOR RESOURCES
- ★ **2. BURZYNSKI-** PARKED ILLEGALLY, REQUESTS THE VILLAGE PAY FOR THE TOWING
- ★ **3. STATE SAVINGS BANK-** THANK YOU FOR YOUR BUSINESS!
- ★ **4. MICHIGAN DEPARTMENT OF TREASURY** - THE VILLAGE IS NO LONGER IN A DEFICIT IN THE GENERAL FUND, AND HAS A SMALL DEFICIT IN THE WATER FUND
- ★ **5. WESTRA-** DONATED AN ART INSTALLATION FOR THE VILLAGE OF ELBERTA, THE VILLAGE ACCEPTS WITH THANKS!
- ★ **6. FRANKFORT FIRE & RESCUE REPORT-** CEDERHOLM PROVIDED A WRITTEN AND VERBAL REPORT

INQUIRY OF CONFLICT ON AGENDA ITEMS: WILKINS RECUSED FROM PAYROLL

BRIEF PUBLIC COMMENT ON AGENDA ITEMS:

BOND | CONCERNS ABOUT HOW THE ELDERLY OR HOARDERS CAN ACCESS THE HELP THEY NEED TO KEEP UP THEIR PROPERTY | **O'CONNOR** | WOULD LIKE THE DRIVER WHO HIT THE SIGNS TO PAY FOR DAMAGES AND IS THANKFUL NO ONE WAS INJURED | **BURZYNSKI** | WAS CHARTER FISHING IN THE VILLAGE AND WHEN HE RETURNED FROM HIS FISHING EXCURSION HIS VEHICLE HAD BEEN TOWED, HE WOULD LIKE THE VILLAGE TO PAY THE TOWING FEE AND IF THE VILLAGE REFUSES HE WILL BOYCOTT THE VILLAGE AND ALL IT'S BUSINESSES ON SOCIAL MEDIA

APPROVAL OF BILLS:

- **FY2025-26 CHECK REGISTER AP 7/18-8/15/25 IN THE AMOUNT OF \$196,127.17** MOTION BY HOLMES, **TO APPROVE FY2025-26 CHECK REGISTER AP 7/18-8/15/25 IN THE AMOUNT OF \$196,127.17** SECONDED BY O'DWYER | **HOLMES AYE | FIEBING AYE | O'DWYER AYE | WILKINS AYE | ALL AYES | NO NAYS | MOTION PASSED**
- **CHECK REGISTER AP 8/21-9/11/25 IN THE AMOUNT OF \$59,437.27** MOTION BY WILKINS **TO APPROVE AP CHECK REGISTER 8/21-9/11/25 IN THE AMOUNT OF \$59,437.27** SECONDED BY FIEBING | **O'DWYER AYE | HOLMES AYE | WILKINS AYE | FIEBING AYE | ALL AYES | NO NAYS | MOTION PASSED**
- **FY2025-26 PAYROLL 7/17-8/14/25 IN THE AMOUNT OF \$26,244.41** MOTION BY FIEBING **TO APPROVE FY2025-26 PAYROLL 7/17-8/14/25 IN THE AMOUNT OF \$26,244.41** SECONDED BY HOLMES | **O'DWYER AYE | HOLMES AYE | FIEBING AYE | WILKINS RECUSED | ALL AYES | NO NAYS | MOTION PASSED**

- **PAYROLL 8/28-9/11/25 IN THE AMOUNT OF \$18,601.50** MOTION BY FIEBING **TO APPROVE PAYROLL 8/28-9/11/25 IN THE AMOUNT OF \$18,601.50** SECONDED BY O'DWYER | **FIEBING AYE | HOLMES AYE| O'DWYER AYE | WILKINS RECUSED| ALL AYES | NO NAYS | MOTION PASSED**
- ❖ **FINANCIAL REPORTS – REVENUE/EXPENSE SHEETS & MICLASS STATEMENTS FOR JULY AND AUGUST WERE REVIEWED.**

UNFINISHED BUSINESS- NONE

NEW BUSINESS

- ❖ **1. JOB DESCRIPTION – DEPARTMENT OF PUBLIC WORKS - SUPERINTENDENT** | MOTION BY WILKINS **TO APPROVE JOB DESCRIPTION – DEPARTMENT OF PUBLIC WORKS - SUPERINTENDENT AMENDED WITH PAY SCALE CHANGES AND LICENSING REQUIREMENT**, SECONDED BY FIEBING | **ALL AYES | NO NAYS | MOTION PASSED**
- ❖ **2. JOB DESCRIPTION – DEPARTMENT OF PUBLIC WORKS - ASSISTANT** | MOTION BY O'DWYER **TO APPROVE JOB DESCRIPTION – DEPARTMENT OF PUBLIC WORKS - ASSISTANT AMENDED WITH PAY SCALE CHANGES**, SECONDED BY FIEBING **ALL AYES | NO NAYS | MOTION PASSED**
- ❖ **3. JOB DESCRIPTION – STREET ADMINISTRATOR** | MOTION BY WILKINS **TO APPROVE JOB DESCRIPTION – STREET ADMINISTRATOR AMENDED WITH CHANGES UNDER BUDGETING AND FINANCIAL MANAGEMENT-SECONDED BY HOLMES** | **ALL AYES | NO NAYS | MOTION PASSED**
- ❖ **4. GARAGE DOORS** | MOTION BY O'DWYER **TO APPROVE PURCHASE OF GARAGE DOORS FROM B&B GARAGE DOORS AND MORE IN THE AMOUNT OF \$8,427.80 AND PAY THE RE-STOCKING FEE** SECONDED BY FIEBING | **FIEBING AYE | WILKINS AYE | O'DWYER AYE | HOLMES AYE | ALL AYES | MOTION PASSED**
- ❖ **5. RESIGNATION – JUSTIN TOWLE, ASSISTANT DPW** | MOTION BY WILKINS **TO APPROVE THE RESIGNATION OF JUSTIN TOWLE** SECONDED BY O'DWYER | **ALL AYES | NO NAYS | MOTION PASSED** WILKINS THANKED TOWLE FOR ALL OF HIS HARD WORK IN THE VILLAGE. ALL OF COUNCIL AGREED AND SAID THANK YOU!
- ❖ **6. STREET ADMINISTRATOR** | MOTION BY FIEBING **TO APPROVE CERVANTES AS STREET ADMINISTRATOR** SECONDED BY HOLMES | **O'DWYER AYE | WILKINS AYE | HOLMES AYE | FIEBING AYE | ALL AYES | NO NAYS | MOTION PASSED**
- ❖ **7. #2025-002 CONFIDENTIALITY POLICY** | MOTION BY O'DWYER **TO APPROVE #2025-002 CONFIDENTIALITY POLICY** SECONDED BY HOLMES | **ALL AYES | NO NAYS | MOTION PASSED** WILKINS NOTED THIS POLICY WAS INTENDED FOR THE AUGUST MEETING AND INCLUDES AN ONBOARDING GUIDE FOR EVERYONE.
- ❖ **8. PUBLIC LETTER OF SUPPORT TO GTRLC** | MOTION BY FIEBING **TO APPROVE PUBLIC LETTER OF SUPPORT TO GTRLC FOR SEVEN YEAR RENEWAL OF ACCREDITATION** SECONDED BY O'DWYER | **ALL AYES | NO NAYS | MOTION PASSED** | O'DWYER STATED THE LETTER IS VERY WELL WRITTEN.
- ❖ **9. DWAM DRAW REQUEST #4** | MOTION BY WILKINS **TO APPROVE 10/27/24 - 9/30/25 DWAM DRAW IN THE AMOUNT OF 27,529.00** SECONDED BY FIEBING | **FIEBING AYE | HOLMES AYE | WILKINS AYE | O'DWYER AYE | ALL AYES | NO NAYS | MOTION PASSED**
- ❖ **10. TITLE VI COORDINATOR** | VOTRUBA **WILL CONTINUE IN HER ROLL AS TITLE VI COORDINATOR** WITH NO OBJECTIONS FROM COUNCIL | **O'DWYER** STATED SHE WOULD BE THE PERFECT PERSON FOR THAT JOB
- ❖ **11. FY 2025 AUDIT** | MOTION BY WILKINS **TO APPROVE FY 2025 AUDIT** SECONDED BY O'DWYER | **HOLMES AYE | O'DWYER AYE | FIEBING AYE | WILKINS AYE | ALL AYES | NO NAYS | MOTION PASSED** | STATE TREASURY ATTENDED THE MEETING AND PRAISED WILKINS AND THE VILLAGE FOR NO LONGER BEING IN A DEFICIT IN THE GENERAL FUND AND WILKINS OFFERED THE VILLAGE WILL BE OUT OF DEFICIT IN THE WATER FUND BY THE END OF THE YEAR! CELEBRATORY CLAPPING ENSUED
- ❖ **12. FY 25/26 WATER FUND: BUDGET AMENDMENT** | MOTION BY FIEBING **TO APPROVE FY 25/26 WATER FUND: BUDGET AMENDMENT** SECONDED BY O'DWYER | **WILKINS AYE | O'DWYER AYE | HOLMES AYE | FIEBING AYE | ALL AYES | NO NAYS | MOTION PASSED**
- ❖ **13. RESOLUTION #2025-010 FIVE YEAR DEFICIT ELIMINATION PLAN: WATER FUND** | MOTION BY HOLMES **TO APPROVE RESOLUTION #2025-010 FIVE YEAR DEFICIT ELIMINATION PLAN-WATER FUND: TO ELIMINATE DEFICIT OF \$14,543.00** SECONDED BY **FIEBING | WILKINS AYE | O'DWYER AYE | FIEBING AYE | HOLMES AYE | ALL AYES | NO NAYS | MOTION PASSED**

REPORTS TO COUNCIL

COUNTY COMMISSIONER | SAUER | VERBAL REPORT | BOARD OF COMMISSIONERS PRESENTED A LIFE SAVING AWARD FOR A HEART ATTACK VICTIM THAT MEDICAL PERSONNEL WERE ABLE TO GIVE LIFE SAVING MEASURES TO | MSU EXTENSION IS RELOCATING TO ANOTHER AREA WITHIN THE COUNTY | MERS FUNDING DROPPED TO 65% THE COUNTY IS WORKING TO REMEDY THAT |

EQUALIZATION IS HIRING AS LINDSAY HAS RESIGNED | SHERRIFF'S DEPARTMENT IS GETTING ALL NEW 9MM WEAPONS AND THERE IS NO CHARGE TO THE COUNTY | BENZIE CO. HAS BEEN IN A CO-OP RECYCLING PROGRAM WITH GRAND TRAVERSE AND LEEANAU COUNTY AND THE STATE WILL NOT CONTINUE TO FUND IT | FRANKFORT AREA LAND TRUST HAD A GROUNDBREAKING FOR NEW AFFORDABLE HOUSING BUILDS IN FRANKFORT- DOING GOOD THINGS!

LSS | MILLS K. | WRITTEN REPORT | 30 TOTAL CONTRACTS

ZONING ADMINISTRATOR | MILLS J. | WRITTEN REPORT | ISSUED SEVERAL PERMITS

BETSIE VALLEY TRAIL | SAUER REPORTED IN RADIONOFF'S ABSENCE AS REQUESTED | VERBAL REPORT | ELITE ASPHALT IS REPAIRING SECTIONS OF THE TRAIL & BOARDS ON THE WALKWAY OF THE TRAIL WERE REPLACED WITH THE BALANCE OF FUNDING FROM THE DNR | THE GRAVEL SECTION ALONG THE LAKE IS BEING REPAIRED RELATED TO RUNOFF, THEY ARE WORKING WITH EGLE ON THAT

ELBERTA PLANNING COMMISSION | FIEBING VERBAL REPORT | SECOND DRAFT OF THE REVISED ZONING ORDINANCE RECEIVED, THEY WILL KEEP REVIEWING THE SECOND DRAFT IN OCTOBER | HOPING TO COMPLETE THE THIRD AND FINAL DRAFT IN NOVEMBER/DECEMBER, AND HAVE A PUBLIC HEARING IN JANUARY

PARKS & RECREATION COMMISSION | WILKINS VERBAL AND WRITTEN REPORT | A TEAM OF VOLUNTEERS HAS BEGUN THE TASK OF CLEARING OUT AUTUMN OLIVE AT EDNA PARK AND PARKS & RECREATION HAS EARNED AROUND \$4000.00 SELLING BEACH PLANKS THANKS TO SWEETING'S EFFORTS OF ADVERTISING THROUGH MEDIA AND SOCIAL MEDIA

EMPLOYEE TEAM MEETINGS | WILKINS | RESIDENTIAL METER SWAPS AND STARTING PARK CLOSE-UPS

DPW | TOWLE VERBAL REPORT | FOLLOWED UP ON THE INCIDENT REPORT REGARDING THE DRUNK DRIVER THAT TOOK OUT THE ELBERTA AND CHURCH SIGNS | THE OVERLOOK IS THE HANGOUT FOR DRINKERS, DPW PICKS UP BAGS OF CANS EVERY MORNING | NO CAMPING/OVERNIGHT PARKING AT ELBERTA BEACH CLARIFICATION, CAMERAS INSTALLED SOON | WATER TANK ROAD IS DEGRADING AND SLOUGHING OFF THE HILL – GRANTS ARE BEING SOUGHT | GIS UPDATE – 95% OF ALL VALVES, CURB STOPS, MANHOLES, PITS, AND HYDRANTS HAVE BEEN LOCATED FOR ADDITION TO THE SYSTEM

CLERK | PERKINS VERBAL REPORT – WITHHOLDING TAXES HAVE BEEN PAID | VILLAGE TAXES HAVE BEEN COLLECTED AND WE HAVE NO OUTSTANDING PERSONAL PROPERTY TAXES THIS YEAR-MANY THANKS TO ALL WHO PAID TIMELY | ACCOUNTS PAYABLE AND PAYROLL ARE COMPLETE | RECEIPTING IN MANY PLANKS - THANK YOU ARLENE!

UTILITY BILLING CLERK | OTTINGER VERBAL REPORT | OTTINGER REPORTED ABOUT 1/3 OF THE VILLAGE IS RECEIVING BILLS BY EMAIL AND THAT IS SAVING THE VILLAGE MONEY | JUSTIN HAS SHOWED HIM HOW TO DO THE READING FOR THE WATER METERS AND HE PLANS TO CONTINUE WITH CERVANTES | JON HAS ADDED A NOTE TO THE WATER BILL THAT WE NEED ANOTHER COUNCIL MEMBER FOR THE VILLAGE COUNCIL | JON IMPLORED THE VILLAGE TO GET ANOTHER ASSOCIATE IN THE OFFICE TO HELP THE CLERK

BGFAC | WILKINS WRITTEN & VERBAL REPORT | FINANCES HAVE BEEN REVIEWED | VILLAGE MANAGER & DEP DISCUSSED |

PERSONNEL & POLICY COMMITTEE | WILKINS VERBAL REPORT | POLICIES & ORDINANCES HAVE BEEN REVIEWED AND RETURNED FROM THE ATTORNEY | JOB DESCRIPTIONS REVIEWED & TREE POLICY STARTING

BETSIE LAKE UTILITIES AUTHORITY | WILKINS | HOLMES | UV TREATMENT WILL TREAT OUTGOING WATER AND WILL SAVE MONEY ON CHEMICALS, PROJECT IS MOVING ALONG NICELY

VILLAGE OF ELBERTA/STATE LAND BANK AUTHORITY/GTRLC/ WORKING GROUP | WILKINS VERBAL REPORT | SEPTEMBER 23RD WILL INFORM ON SUBMISSIONS RECEIVED

EXTENDED PUBLIC COMMENT (5 MINS): **VOTRUBA** THANKED TOWLE FOR HIS TIME AT THE VILLAGE AND FOR HANDLING ALL THE PROJECTS AND DOING SUCH A GOOD JOB IN THE VILLAGE | **CEDERHOLM** THANKED TOWLE FOR WORKING WELL WITH HIM FOR THE PAST 3 YEARS | **O'CONNOR** VOICED THAT BOTH HE AND JULIE HAD BEEN HELPED BY TOWLE AND HOPE TO CELEBRATE WITH HIM SOMETIME | **TOWLE** VOICED HE HAS ENJOYED THE OPPORTUNITY AND HIS TIME AT THE VILLAGE AND NOW ITS TIME FOR SOMEONE ELSE TO TAKE THE REINS AS HE MOVES ON.

ANNOUNCEMENTS: SPAGHETTI DINNER AT THE ELBERTA UNITED METHODIST CHURCH SEPTEMBER 20TH FROM 4:00-6:00 PM. FIRE PREVENTION WEEK OPEN HOUSE AT THE FIREHOUSE ON JAMES STREET SUNDAY OCTOBER 5TH FROM 1:00-4:00PM.

ADJOURNMENT 8:28 PM BY HOLMES

MINUTES PREPARED AND POSTED BY
CLERK, RACHEL PERKINS