

Village of Bear Lake Council
REGULAR MEETING
June 20, 2018
Bear Lake Village Hall
Approved Minutes with correction, cmc

The regular meeting of the Bear Lake Village Council was called to order by President Jeff Bair at 7:00 p.m. at the Village Hall. Pledge of Allegiance was said.

Present: President: Jeff Bair **Council:** Peggy Bass, Marla Evans, Greg McPherson, Ron Ronning & Andrea Ware

Treasurer: Sally King, **Clerk:** Cindi McPherson, **Staff:** Jared Bair and Larry Gibson

Absent: Jackie Johnson

Guests: 13 guests

Motion to Accept the Agenda by McPherson and seconded by Evans, motion carried.

Ayes: Bass, Evans, McPherson, Ronning, Ware, Bair

Nays: none

Absent: Johnson

Additions: Old Business: Accessibility Transition Plan

Second Motion to Accept the Agenda with addition by Ronning and seconded by Bass, motion carried.

Ayes: Bass, Evans, McPherson, Ronning, Ware, Bair

Nays: none

Absent: Johnson

Additions: Water- Draw #2

Public Comment:

- BJ Tooker – Spoke on Cross Connection to his property. The cost of having this done is expensive. President Bair suggested getting other residents who need to have this done and possibly getting a lower price.
- Ben Heymes – Bear Lake Water Operator introduced himself to the group. Wanted to know if anyone had and questions for him. None asked.

Correspondence: Read by clerk:

- Solicitation letter forwarded by village attorney, Brian Graham regarding The Michigan Coalition to Protect Public Rights-of-Way. Council decided, not to join at this time.
- A letter from property owners living on Ronning Street south and Hancock Street regarding an upgrade to high-grade road gravel. This is the only unpaved street in Bear Lake and they requested the council consider their request.
 - Quote from Ron Brown & Son's is \$2,393 to pave a 14 X20 ft access section off Main Street. Additional \$3-4,000 tp gravel the remainder of the street.
 - Discussion was held and Council member Evans will get quote from Ron Brown & Son's and Reith Reilly to present at the July meeting.
- Letter from Bear Lake Watershed Alliance regarding their annual fund raiser and the SAW grant for the storm drain in the village of Bear Lake.

- Email from Fire Chief Sean Adams; with current construction to the water system in Bear Lake, the fire department will not be cycling any of the hydrants this summer.

REPORTS:

Motion to accept the minutes from May 16, 2018 regular monthly meeting with corrections by Bass, seconded by McPherson. Motion Carried.

Aye: Bass, Evans, McPherson, Ronning, Ware, Bair

Nay: None

Absent: Johnson

Correction: mis-spelled words, 1st page, “connected and flies”, should be contacted & fliers.

Guest speaker:

Brian Sousa from Wade Trim spoke on The Two Lake Sewer Authority. Brian provided an update on the “Estimated Project Schedule”, attached at the end of this document. Present concerns were on what streets & residents would be included, cost of the project and cost to village residents. What happens to current septic systems of residents? The authority will own & operate the system and set money aside for future repairs. Brian agreed to attend a village meeting for any interested residents in July. This meeting will be set by the village president and made public on the village website; www.bearlakemichigan.com the Bear Lake Post office and the village office on Virginia Street. Informational sheets with a YES, NO or MAYBE will be sent in the July water bills for residents to voice if they are interested in being part of the new sewer system.

Wade Trim was hired by the Two Lakes Sewer Authority to complete the Rural Development application for sewer around the lake. The Sewer Authority is made up of Pleasanton Township, Bear Lake Township, Village of Bear Lake and Onekama Township.

Maintenance Report: Verbal report by DPW Manager, Jared Bair

Treasurer’s Report: Reviewed by King. Written report on file in the 2018 Minutes binder.

April 2018 Fund Balances:

General checking/savings total	58,092.32
Water checking only	21,755.37
Money Market Checking	6,090.68
USDA Repayment -Savings	100.00
USDA Construction- checking	43,335.20
DPW Repayment – checking	92.00
DPW Construction – checking	92.00
Park checking/savings total	26,628.82
Park CD#2	33,176.17
Major Street checking/savings total	25,560.31
Minor Street checking/savings total	7,329.83
Equipment Fund checking/savings total	17,579.71

Motion to accept the Treasurer’s Report as presented by McPherson seconded by Bass, motion carried.

Aye: Bass, Evans, McPherson, Ronning, Ware, Bair

Nay: none

Absent: Johnson

Amendments:

Amended motion from May 16, 2018 for the Flag Banner, to move \$100 from the Blight Account to the Seasonal Decorations Account to cover the \$500 by McPherson seconded by Bass, motion carried.

Aye: Bass, Evans, McPherson, Ronning, Ware, Bair

Nay: none

Absent: Johnson

Motion to accept the Amendments as presented by Evans seconded by McPherson, motion carried.

Aye: Bass, Evans, McPherson, Ronning, Ware, Bair

Nay: none

Absent: Johnson

Amendments:

General Fund - Move \$100 from Blight to Seasonal Decorations to cover cost of flag banners as approved in the May meeting 2018.

Increase Education to \$1,250, using unallocated funds.

Water Fund – Motion to remove \$35,000.00 from Water Capital Outlay and Other Income as these are water project costs which should not have been included in the budget.

Move \$30 from License & Fees to Insurance

Just a note of audit procedure: Moved the \$20,000 which paid off the old bond to account #000-307 (Notes Payable).

Park Fund – Motion to move \$95 from Tree Removal to Insurance

Major Streets – Move \$95 from Tree Removal to Insurance

Equipment Fund – Motion to increase Capital Outlay to \$325, using unallocated income. Motion to increase Miscellaneous to \$120, using unallocated income

Bills to be paid presented by the Clerk. List on file in 2018 Minutes folder.

Motion to pay the bills by Ronning, seconded by Bass. Motion carried.

Aye: Bass, Evans, McPherson, Ronning, Ware, Bair

Nay: none

Absent: Johnson

April reimbursements to the General Fund were read by President Bair.

- Wages to General Fund: \$4,979.64
- Equipment Rental to Equipment Fund: \$772.66

Committee Chair Reports:

Park:

- **Park Manager Report:** Verbal report by Park Manager, Jeff Bair. May 2018 deposits - \$6,354.50 compared to May 2017 - \$6,570.00. Report on file.
- Swim Safety items grant was approved for the beach area in Hopkins Park, \$1500 grant, can purchase items ahead of receiving the grant money.
- Bair showed different colors for a new sign for the entrance of Hopkins Park. Council like the red lettering. President Bair will contact sign designer and approve sign, at a cost of \$600.

- Council member Evans questioned the new roof for the decking, was there approval for the funds? President Bair said it was approved at a previous council meeting. Evans questioned if Council President gives permission on projects in the park. Council will revisit spending policy at the July meeting.
- **Motion for Resolution – submission of grant application to the Mansitee Community Foundation for Hopkins Park Development by McPherson, seconded by Evans. Motion carried.**
 - Aye: Bass, Evans, McPherson, Ronning, Ware, Bair
 - Nay: none
 - Absent: Johnson
- Watershed Clean-up – Farfsing reported an excellent turnout of 20 students from Mr. Probst’s 11th grade class and additional members of the Bear Lake Watershed. Water garden areas, pocket parks were cleaned, weeds pulled, and sidewalks swept. Thank you to the Bear Lake High students who attended.

Streets, Trees, Signs, Lights, Sidewalks:

Follow up on a quote from Ron Brown was discussed during Correspondence section.

Water:

- Congratulations to Jared Bair, DPW Manager on his Water Operators license.
- Update on Water System Improvement Project from Ken Mlcek. Some water mains and streets are done; next step is to tie in to the new piping. Streets under construction now should be paved for Bear Lake Days. Workers have been trying to notify residents in advance when water will be shut off but there have been unforeseen issues with the water main mapping from years ago.
- No discussion on water ordinance.
- Fleis & Vanderbrink invoice for \$20,507.72, is for interest accrued for engineering & legal cost on Water Well Project. ~~Previous~~ Previous village attorney delay was cause for some of this cost. Treasurer King will work with Fleis & Vanderbrink on pay back terms.
- Treasurer King presented the new water bill design.
- DPW Building construction is on hold due to a referendum. President Bair approved ballot language. Residents can vote on this project on the August ballot. Correct facts on the construction project will be available to village residents.
- Mlcek presented the 2nd draw for the water project.
- **Motion to approve 2nd draw for the Water Well Project was made by Bass, seconded by Evans. Motion carried.**
 - Aye: Bass, Evans, McPherson, Ronning, Ware, Bair
 - Nay: none
 - Absent: Johnson

Blight/CABA

CABA: Meeting regarding Redevelopment Readiness Community program was discussed and how CABA could help.

BLIGHT: Blight Officer report by Gibson. Follow up on 10 properties for blight.

County Commissioner Report: Pauline Jaquish – no report

SMARTrail Committee Report: McPherson reported.

Bear Lake Improvement Board: McPherson reported.

Two Lakes Sewer Collaborative: Presented at the beginning of the meeting.

Planning Commission: Barb Farfsing

The Manistee County Planning Commissioner, writing the zoning ordinances for the Village of BL presented information on the Zoning Ordinance for the Village.

- Article 1 is completed which includes the Title, Purposes, and Legal Clauses and Article 5 which is Definitions. Rob is working through Article 10 which is General Provisions.
- US 31 Overlay – (Access & Connectivity Standards as suggested by MDOT and the US 31 Corridor Plan
- Landscaping Requirements for downtown
- Next steps: Complete Article 10 and provide draft to PC for review, Review Sub-Division & Condominium Standards to ensure they fit the Village needs. Begin Review of Specific Use Standards (Article 16), Down the line he will be working on NAICS Codes & Zoning Districts (North American Industry Classification System)

New Business:

- Chairwoman, Farfsing read questionnaires from Bear Lake School; grades 3rd, 8th, and 11th
 - What would you like to see in Bear Lake for improvements, what would bring you back to Bear Lake after collage/trade school?
- Farfsing introduced the Redevelopment Ready Community (RRC) program to the PC. Community And Business Alliance (CABA) will be involved with RRC.
- **Motion to accept the Redevelopment Ready Communities Joint Memorandum of Understanding by Evans, seconded by McPherson. Motion carried.**
 - Aye: Bass, Evans, McPherson, Ronning, Ware, Bair
 - Nay: none
 - Absent: Johnson
- Viewed Recreation Plan for village & Manistee County, prioritize items for the next 5 years
 - Parks in the Village: Pickle Ball Court, Hopkins Park & Campground, Pocket Parks and park across from EZ Mart.
- Capital Improvement Plan - McPherson discussed items that could be considered as CIP.
- Public Participation Survey could but as early as September

Ad Hoc – Policy, Resolution & Ordinance Committee –Clerk McPherson reported, volunteer Julie, has finished index for Policy Book and is working on Resolution Notebook.

OLD BUSINESS

- **Community Clean-up Day** – President Bair stated he had received a \$50 gift card from Meijer to use toward lunch at the Clean-Up Day. Clerk McPherson will have posters printed and put around the village.
- **Accessibility Transition Plan** – Do what can be done now, handicap parking in the back parking lot of village office, handicap spot will be signed and marked. Lever door handles to replace current door knobs. President Bair said council member Johnson will follow up on this.

NEW BUSINESS

- Committee member assignment – Andrea Ware was added to Streets Committee and Buildings, Grounds & Equipment. President Bair is Ex officio member and Clerk McPherson is appointed Recording Secretary for the Planning Commission.

COUNCIL COMMENT:

- None

PUBLIC COMMENT:

- Blight Officer Gibson mentioned the boat launch area in Hopkins Park needs two “NO PARKING” signs so individuals can pull up and back into the launch area.
- David Reed questioned signage for the front of the village office building. DPW Manager, Bair stated the banner went up today.
- Don Raiff wanted to know if the Blight elimination fund housed at the Manistee Community Foundation sent out a quarterly finance report? Could this be reported at the village meetings? He would like public awareness of the fund’s balance. The Village Council would like to ask the foundation to use some of the funds for the Village Blight Officer’s wages.

COMING EVENTS

- Watershed event Saturday June 30 at Bear Lake Bed & Breakfast 5p-8p
- Community Clean-Up Day June 30, 9a-1p
- Bear Lake Days July 13-15
- Community Dinner Thursday June 21 at 5p

Meeting adjourned at 10:10p.m.

Respectfully Submitted,
Cindi McPherson, Clerk

<u>FUND</u>	<u>Equipment Rental</u>	<u>5/2/2018</u>	<u>5/9/2018</u>	<u>5/16/2018</u>	<u>5/23/2018</u>	<u>5/30/2018</u>	<u>TOTALS</u>
Water	591-558-943	290.88	159.08	90.9	90.9	140.9	772.66
Major	202-463-943	54.54	312.78	436.64	473	90.9	1,367.86
Minor	203-463-943	54.54	312.78	436.64	473	90.9	1,367.86
Park			0				
	TOTALS	399.96	784.64	964.18	1036.9	322.7	3508.38

<u>FUND</u>	<u>Wage Transfer</u>					<u>Sub total</u>	<u>TOTALS</u>
Water	591-000-702	624	250	140	140	245	1,399.00
Water-treas	591-000-702	350					350
Taxes	591-000-702						18.83
Park	531-000-702	266	535	210	310	290	1611

Park Manager	531-000-702		408.6				408.6	
Taxes	531-000-702						21.74	2041.34
Major	202-463-702	70	174	105	145	120	614	
Street Admin	202-463-702							
Taxes	202-463-702						6.61	620.61
Minor	203-463-702	0	174	<u>105</u>	<u>145</u>	120	544	
Street Admin	203-463-702							
Taxes	203-463-702						<u>5.86</u>	549.86
TOTALS		1310	1541.6	560	740	775	4,979.64	

Two Lakes Sewer Authority

Estimated Project Schedule

Planning Phase

<u>Milestone</u>	<u>Approximate Date</u>
Begin preparing funding application	June 1, 2018
TLSA June Meeting	June 6, 2018
Presentations to assist in determining service boundary	
Pleasanton Twp presentation	June 14, 2018
Bear Lake Twp presentation	June 19, 2018
Bear Lake Village presentation	June 20, 2018
Onekama Twp presentation	TBD
Complete service boundary for application	August 2018
Complete and submit financing application to USDA	October 2018
Receive response from USDA on financing application	January 2019

Design & Construction Phase

<u>Milestone</u>	<u>Approximate Date</u>
Determination to pursue / design begins	April 2019

Finalize design/USDA submittal items/permits

December 2019

Open bids

March 2020

Start construction

May 2020