

**VILLAGE OF BEAR LAKE COUNCIL**

12376 Virginia Street  
Bear Lake Village Hall

**REGULAR MEETING MINUTES**

October 17, 2018

Approved 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:** Marla Evans, Greg McPherson, Ron Ronning & Andrea Ware

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

**Absent:** Jackie Johnson, Peggy Bass

**Guests:** 4 guests signed in

**Motion to accept the Agenda with change by Ronning and seconded by McPherson,** motion carried.

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

Nays: None

Absent: Johnson, Bass

Change – Remove “No parking signs” from under Village Maintenance Report

**Public Comment:**

- None

**Correspondence: Read by clerk:**

- A letter from Carol Urbanus regarding the replanting of trees in the village as they are being taken down due to age & deterioration.

**REPORTS:**

**Motion to accept the minutes from September 19, 2018 regular monthly meeting with a spelling correction by Evans, seconded by McPherson. Motion Carried.**

Aye: Evans, McPherson, Ronning, Ware, Bair

Nay: None

Abstain: None

Absent: Bass & Johnson

Note: Mis-spelling under Correspondence; Guests, Loins Club to Lions Club.

**Maintenance Report:** Report given by DPW Manager Bair.

- Question on pot holes around the village that have not been fixed. Depends on the weather.

**Motion to purchase & install tires on the tan pick-up truck, \$540 by McPherson, seconded by Ware. Motion Carried.**

Aye: Evans, McPherson, Ronning, Ware, Bair

Nay: None

Abstain: None

Absent: Bass & Johnson

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

**July 2018 Fund Balances:**

**General checking total** **91,959.43**

<b>Water</b> checking only	<b>26,650.84</b>
<b>Water Project Required Accounts</b>	
Bond Reserve Acct	<b>5,301.19</b>
RRI Fund	<b>12,136.76</b>
O&M Acct	<b>25,007.76</b>
<b>USDA Required Accounts</b>	
USDA Repayment -Savings	<b>100.03</b>
USDA Construction- checking	<b>795,036.67</b>
DPW Repayment – checking	<b>100.02</b>
DPW Construction – checking	<b>100.02</b>
<b>Park</b> checking total	<b>19,680.04</b>
<b>Park CD</b>	<b>33,215.03</b>
<b>Major Street</b> checking total	<b>30,168.48</b>
<b>Minor Street</b> checking total	<b>8,120.32</b>
<b>Equipment Fund</b> checking/savings total	<b>19,208.07</b>
<b>SAW Grant Account</b>	<b>22,870.84</b>

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

Aye: Evans, McPherson, Ronning, Ware, Bair  
 Nay: None  
 Abstain: None  
 Absent: Bass & Johnson

Note: SAW Grant Fund - This is not village money, does not have a budget. The village just handles it for the Bear Lake Watershed.

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

Aye: Evans, McPherson, Ronning, Ware, Bair  
 Nay: None  
 Absent: Bass & Johnson

**Amendments:**

- General Fund* – to add \$48 to Education from unallocated funds.
- Park Fund* – to add \$74 to Refunds from unallocated funds
  - move \$200 from Professional Services to Gas & Oil
  - move \$67 from Park Improvement to Printing & Publishing

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

**Motion to pay the bills by Ronning, seconded by McPherson. Motion carried.**

Aye: Evans, McPherson, Ronning, Ware, Bair  
 Nay: None  
 Abstain: None  
 Absent: Bass & Johnson

Note: Ware asked about the invoice from Young, Graham & Wendling last month, regarding charges of \$96 for emails our attorney read and responded to from Dendra Best. Clerk McPherson reported the attorney credited the village for \$96.

**Committee Chair Reports:**

**Park:**

- **Park Manager Report:** Report by Park Manager, Jeff Bair. September 2018 deposits - \$1,368 compared to September 2017 - \$2,210. Report on file.

- Kayak/Canoe launch – President Bair reported the village application had a score of 355 points, grant writer added 10 more points. Waiting to hear on next round.
- Pickle Ball Court – Clerk reported on a phone call from a village resident regarding the pickle ball court; a village resident is maintaining the courts and has been reported using vulgar language toward village children playing on the courts. Additionally, the head of the Pickle Ball Club mentioned the village is not maintaining the court. A donated bench is missing from the courts. Discussion was held and the Park Committee will meet to address and recommend a solution.

**Streets, Trees, Signs, Lights, Sidewalks:**

- Follow up on street No Parking & Slow School Zone school signs by Clerk McPherson, price is \$561.90 for all, should be delivered in about 2 weeks.
- DPW Manger Bair reported the bid from Ron Brown & Sons was \$4,500, for putting new road gravel on dirt section of Ronning Street. Bair was asked to get a 2<sup>nd</sup> bid from Forbes.
- Clerk McPherson reported 5 street lights in the village were out to Consumer Power. Lights have been replaced.
- Discussing regarding correspondence letter from Urbanus; in the past trees were offered to residents to replant if they were interested. Replacement tree would go on resident’s property, not in the right of way. Committee to recommend.

**Water:**

Update on Water System Improvement Project from Ken Mlcek from Fleis & Vandenbrink.

- Contract #1 is done with a few items left to do. Lids for some of the water meters still need to be done as soon as they arrive. Approx. 15 water meters need left to install. This will not hold the project up.
- The contaminated area on the corner of US-31 & Maple St. is being taken care of by a 3<sup>rd</sup> party, Antea Group, costs will be covered.
- Contract #2 – Exploratory wells have been done, DEQ is reviewing sites to determined the best location for the wells & the rules of the wells.
- Mlcek presented the 6<sup>th</sup> draw for the water project.

- **Motion to approve 6<sup>th</sup> draw for the Water Well Project was made by Evans, seconded by McPherson. Motion carried.**

Aye: Evans, McPherson, Ronning, Ware, Bair  
 Nay: None  
 Abstain: None  
 Absent: Bass & Johnson

- Treasurer King presented payment of interest Loan WL-1, \$7,517.62; Rural development  
**Motion to transfer \$7,500.00 from Cash Account Interest Expense Account was made by Evans, seconded by McPherson. Motion carried.**

Aye: Evans, McPherson, Ronning, Ware, Bair  
 Nay: None  
 Abstain: None  
 Absent: Bass & Johnson

**Buildings, Grounds and Equipment:**

- DPW Building
  - President Bair meet with architects from Spicer Group and project is moving forward.
  - Bids for the project will be coming out in January 2019.

- Spicer Group is requesting \$16,000.00 for surveys, borings, preliminary designs, work that was done in July 2017. This amount will be reimbursed from the loan.
    - Lions Club building; President Bair recommends the council get contractor quotes on bringing everything up to ADA Code. Mr. Adams reminded council \$3-4,000 will come with the building, may cover upgrades. Council member McPherson suggest we move forward & he will get quotes. Committee members; McPherson Bair & Ware.
- **Motion to pay Spicer Group \$8,800 from adjusted Equipment Fund was made by Evans, seconded by Ware. Motion carried.**
  - Aye: Evans, McPherson, Ronning, Ware, Bair
  - Nay: None
  - Abstain: None
  - Absent: Bass & Johnson
- Museum
  - Discussion was held on the repair of the museum roof & invoice from CHM Construction.
- **Motion to pay CHM Construction \$1,700 from the General Fund was made by Ware, seconded by McPherson. Motion carried.**
  - Aye: Evans, McPherson, Ronning, Ware, Bair
  - Nay: None
  - Abstain: None
  - Absent: Bass & Johnson
  - Discussion on last month's motion to charge BLAHS Pro Rata of 1/3 monthly for building utility bills.
- **Motion to rescind September's motion to have BLAHS pay Pro Rata of 1/3 monthly for building utility bills was made by Ware, seconded by McPherson. Motion carried.**
  - Aye: Evans, McPherson, Ronning, Ware, Bair
  - Nay: None
  - Abstain: None
  - Absent: Bass & Johnson
- **Motion to charge BLAHS 1/3 of monthly utility bills for May – October of each year was made by Ware, seconded by McPherson. Motion carried.**
  - Aye: Evans, McPherson, Ronning, Ware, Bair
  - Nay: None
  - Abstain: None
  - Absent: Bass & Johnson
  - Lease for Museum/Bear Lake Area Historical Society – tabled
- President Bair reported on the Revenue Sharing grant for new sander & vibrator kit; Bair spoke to the board regarding the need of these items. Bair will attend their next meeting.

**Blight/CABA**

**BLIGHT:** Blight Officer report submitted by Gibson.

- No new complaints – progress is being made on properties.
- The ticketed property is now complaint.

**CABA:** Ric Farfing reported that CABA is currently working with the Planning Commission on the Redevelopment Ready Community. Working on specific sections to prepare for developers, marketing & branding.

**County Commissioner Report:** Pauline Jaquish did not attend. Clerk McPherson reported; Sparkle set up November 1, Carriage rides will be available and CERT will be on site for traffic control & safety.

New location at the old Variety Store vacant lot. The BL Promoters have purchased 1000 replacement bulbs for the BIG tree in the triangle.

**SMARTrail Committee Report:** McPherson reported that TART Trail & Parks & Rec representative from the Traverse area attended the meeting. They spoke on how they received funding, getting volunteers and how the Grand Traverse Land Conservancy help them achieve their goals.

**Bear Lake Improvement Board:** McPherson reported verbally. Bear Lake was treated for a 15 acres late bloom. Next meeting is in December.

**Two Lakes Sewer Collaborative:** President Bair reported on the streets within the village that will be included in the potential sewer district. Village residents were asked to fill out a form included in the September water bill, asking them; YES, I am interested in being part of the sewer project. NO, I am not interested in being part of the sewer project or I would like more information. Map is available at the village office. US-31 downtown district. Main Street to Smith St., Smith St. to Bear Lake School/Cody St. From US-31 up Maple St. ½ way to Cody St., Virginia St. to Stuart St. From US-31 ½ way up Russell St.

- **Motion to accept the area designated by the village to participant in the sewer project was made by McPherson, seconded by Evans. Motion carried.**

Aye: Evans, McPherson, Ronning, Ware, Bair  
Nay: None  
Abstain: None  
Absent: Bass & Johnson

- **Motion to charge each parcel/property one (1) special tax assessment within in the designated area was made by Ware, seconded by McPherson. Motion carried.**

Aye: Evans, McPherson, Ronning, Ware, Bair  
Nay: None  
Abstain: None  
Absent: Bass & Johnson

No village resident is required to hook up to the sewer if they are not in the designated area.

- Discussion was held on TLSA expenses & each municipality to cover \$3,459.12 to be put into a TLSA checking account.

**Motion to supply \$5,000 to the Two Lake Sewer Authority (TLSA) was made by McPherson, seconded by Ronning. Motion carried.**

Aye: Evans, McPherson, Ronning, Ware, Bair  
Nay: None  
Abstain: None  
Absent: Bass & Johnson

**Planning Commission:** Barb Farfsing

- September meeting – met with Rob Carson, Manistee County Planner.
  - The meeting consisted of much discussion with Rob Carson, Manistee County Planner, on the Drafting of Individual Districts within the Village.  
Article 40: Residential Settlement District (R-S) formerly R1 -The purpose of this district is to provide for single-family and two-family dwellings by right and the placement of apartments and multi-family dwellings through a special use process approval. Home occupations are also allowed as special use. This district is to guide development of new neighborhoods for residential use as designated by the Zoning Map of Bear Lake Village, to promote a compatible arrangement of land uses for homes, to keep neighborhoods relatively quiet and free from detrimental uses.

Article 50: Multiple Use District (M-1) - It is the intent of this district to provide for a mix of uses and activity along the US 31 corridor between Russell and Main Streets in the Village of Bear Lake, as shown on the Village of Bear Lake's Zoning Map.

Article 53: Multiple Use District (M-2) - The intent of this district is to provide for a mix of uses and activity along Smith Street between US 31 and Main Street extending west on Main towards US 31 in the Village of Bear Lake, as shown on the Zoning Map.

- Rob would like to meet one more time this year in December to discuss the Downtown Business Overlay and Non-Conformities.

Still on track to finish by the end of the year. The meeting dates for 2019 will be set at the December meeting.

Farfsing asked council permission for the Planning Committee to meet in December, approval given.

#### **Old Business:**

- Purchase policy – tabled
- Rules of Procedure –

**Motion to accept the Rules of Procedure for the Village of Bear Lake Council with correction was made by McPherson, seconded by Evans. Motion carried.**

Aye: Evans, McPherson, Ronning, Ware, Bair

Nay: None

Abstain: None

Absent: Bass & Johnson

- Outside light on Museum building – President Bair will follow up with the BL Township Fire Department as they have been busy the last few weeks.

#### **New Business:**

- Payroll Policy – Clerk McPherson asked for clarification on the payment of Water Superintendent and DPW Supervisor annual salary, is this from the previous year or current year. President Bair clarified it was for the previous year.

#### **COUNCIL COMMENT:**

- None

#### **PUBLIC COMMENT:**

- Rick Farfsing thanked President Bair for his leadership and his commitment on projects he has done within the community during his presidency.
- Larry Gibson said he was proud of the work the BL Township Fire Department has done over the last few weeks.

#### **COMING EVENTS**

- Community Dinner
- VOTE!

Next meeting November 14, 2018

**Meeting adjourned at 8:53p.m.**

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Cindi McPherson, Village Clerk

Reimbursement - September 2018

<u>FUND</u>	<u>Equipment Rental</u>	<u>9/5/2018</u>	<u>9/12/2018</u>	<u>9/19/2018</u>	<u>9/26/2018</u>	<u>TOTALS</u>
Water	591-558-943	454.5	272.7	327.24	272.7	1327.14
Major	202-463-943					0.00
Minor	203-463-943					0.00
Park						
	<b>TOTALS</b>	<b>454.5</b>	<b>272.7</b>	<b>327.24</b>	<b>272.7</b>	<b>1327.14</b>

<u>FUND</u>	<u>Wage Transfer</u>					Sub total	Total
<b>Water</b>	591-000-702	920	560	480	560	2,520.00	
Water-treas	591-000-702	350				350	
Taxes	591-000-702					219.56	3,089.56
<b>Park</b>	531-000-702	196		230		426	
Park Manager	531-000-702		661.5			661.5	
Taxes	531-000-702					93.19	1,170.69
<b>Major</b>	202-463-702						
Street Admin	202-463-702	125				125	
Taxes	202-463-702					9.56	134.56
<b>Minor</b>	203-463-702						
Street Admin	203-463-702	<u>125</u>				125	
Taxes	203-463-702					<u>9.56</u>	134.56
	<b>TOTALS</b>	<b>1716</b>	<b>1221.5</b>	<b>710</b>	<b>560</b>		

0 Bills submitted for payment approval - October 17, 2018

<u>Fund</u>	<u>Payee</u>	<u>Amount</u>	<u>Account #</u>	<u>Notes</u>
<b>General</b>	Baird, Cotter & Bishop	867.00	101-000-807	Gen ledger assist Aug & Sept 2018
	Inacomp Computer Center	135.00	101-215-727	Office Supplies
	Bear Lake Township	918.14	101-265-801	Election costs
	Young Graham & Wendling	200.00	101-265-801	Prof Serv - Phone retainer
	Staples	<u>54.05</u>	101-215-727	Office Supplies
		<b>2,174.19</b>		
<b>Water</b>	Bear Lake Hardware	23.99	591-000-775	
	McBride Septic System	20.00	591-000-801	Prof Serv -curb off
	Young Graham & Wendling	320.00	591-000-801	Prof Serv - water ordinance summary
	SOS Analytical	235.00	591-000-801	Prof Serv - testing
	McBride Septic System	<u>945.00</u>	591-000-801	Prof Serv - Miss Dig
		<b>1,543.99</b>		
<b>Park</b>	CSB Industries LLC	225.00	531-000-775	Repair & Maint
	Bear Lake Hardware	<u>34.35</u>	531-000-775	Repair & Maint

259.35

<b>Major</b>	West Coast Farm service	700.95	203-463-782	Big Red Ford plow truck inspection & repairs
	West Coast Farm service	632.57	203-463-782	Sterling plow truck inspection & repairs
	Bear Lake Hardware	<u>16.48</u>	203-463-782	Repairs & Maint
		<b>1,350.00</b>		
<b>Minor</b>	Ron Brown & Sons	2,393.00	202-000-694	Approach to Ronning St. off Main St
	West Coast Farm service	700.95	202-463-783	Big Red inspection & repairs
	West Coast Farm service	<u>632.57</u>	202-463-783	Sterling plow truck inspection & repairs
		<b>3,726.52</b>		
<b>Equipment</b>	<u>-</u>			
		-		
	<b>Total Bills to be Paid</b>	<b>9,054.05</b>		