

VILLAGE OF BEAR LAKE COUNCIL

12376 Virginia Street
Bear Lake Village Hall

REGULAR MEETING MINUTES

December 19, 2018
Approved

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

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

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

Absent: None

Guests: 3 guests signed in

Motion to accept the Agenda with additions by Bass and seconded by McPherson, motion carried.

- Ayes: Bass, Gee, McPherson, Ronning, Ware, Evans
- Nays: None
- Abstain: None
- Absent: None

Note: Old Business add; Amend mileage policy. New Business add; Employee year end bonus and council member resignation letter.

Public Comment:

- None

Correspondence: Read by clerk:

- None

REPORTS:

Motion to accept the minutes from November 14, 2018 regular monthly meeting by McPherson, seconded by Ronning. Motion Carried.

- Aye: Bass, McPherson, Ronning, Ware, Evans
- Nay: None
- Abstain: Gee
- Absent: None

Maintenance Report: Report given by DPW Manager Bair.

- Fixed the tractor steering issue, flags for hydrants attached, the sander is in the Sterling plow truck.
- Bair requested the council consider a raise for him and compensation when he works over 40 hours.
- Bair passed his water operator test but waiting on results from the treatment test part of license. A \$1 an hour raise will be given when all required tests are passed per motion made at February 2018 regular meeting. President Evans suggested that she & Building/Equipment committee meet to discuss and bring back a recommendation. Clerk will research other village maintenance staff pay.
- Council member McPherson requested a written monthly report from Bair

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

November 2018 Fund Balances:

General checking total	75,409.40
Water checking only	43,789.60

Water Project Required Accounts

Bond Reserve Acct	5,301.19
RRI Fund	12,136.76
O&M Acct	25,007.76

USDA Required Accounts

USDA Repayment -Savings	100.03
USDA Construction- checking	684,734.07
DPW Repayment – checking	100.03
DPW Construction – checking	100.03

Park checking total 19,324.34

Park CD 33,215.03

Major Street checking total 32,127.57

Minor Street checking total 7,503.10

Equipment Fund checking/savings total 19,209.05

SAW Grant Account 4.39

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

- Aye: Bass, Gee, McPherson, Ronning, Ware, Evans
- Nay: None
- Abstain: None
- Absent: None

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 Amendments to the budget as presented by McPherson seconded by Bass, motion carried.

- Aye: Bass, Gee, McPherson, Ronning, Ware, Evans
- Nay: None
- Abstain: None
- Absent: None

Amendments:

- General Fund*
 - to increase line item Office Supplies by \$350.00
 - to increase line item Print & Publish by \$60.00
 - to increase line item Education by \$500.00
- to increase line item Wages by \$10,000.00 using available fund balance from previous year.
- to move \$1,276.00 from DPW Building Principal to License & Fees
- to move \$412.00 to Refunds from DPW Building Principal
 - Park Fund*
 - to move \$429.00 from DPW Building Repayment to Repair & Maint
- to move \$500.00 from Trees to Public Utilities
- to move \$300.00 from Garbage to Public Utilities
- to move \$209.67 from Operating Supplies to Public Utilities
 - Major Streets*
 - to move \$1,095.00 from DPW Repayment to Tree Removal

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

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

- Aye: Bass, Gee, McPherson, Ronning, Ware, Evans
- Nay: None
- Abstain: None
- Absent: None

Reimbursements: at the end of minutes

Committee Chair Reports:

Park:

- **Park Manager Report:** No report
- New Park Manager Report Form was presented by the Park Committee to use in 2019.
- They will be reviewing use of credit card when campers make reservations.
- They would also like the Camp Host to give campers a survey. Committee will work on this.
- Kayak/Canoe launch – Clerk McPherson reported the village did not receive the award this year. DNR had half the amount of money to give out compared to last year. The village was 17 out of all applications. Pat Bentley from Spicer Group is looking into this and other possible grants that might be available.

Streets, Trees, Signs, Lights, Sidewalks:

- Follow up on street No Parking & Slow School Zone school signs – Bair will check with Manistee County Road Commission or get quotes on posts for signs. School signs will go up first.
- Bair reported, there maybe 3-5 trees to come down/trim in 2019
- Evans & McPherson would like to see bids from other companies for tree removal/trim.
- Ronning Street south of Main Street bid, Bair said the crushed concrete (from the water project street construction) could be put down and compressed. This could be done in the Spring and a roller could be rented to compress it.
- Clerk McPherson reported; more street lights in village have been changed out with LED lights as they are being replaced.

Water:

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

- Contract #1 - Most water meters installs are complete. Some resident needed pit meters. Pit meters were installed if building had no foundation or contact could not be made with home owner. The village may need to assist with contacting owners to complete installs.
- Next step will be water meter reader training for Bair. Reading is done by using drive by meter reader.
- Contract #2 – Exploratory wells and borings are done. Best location looks to be at the existing well location. New wells were drilled to 340 ft. existing wells at 127 ft. They will do test production wells. May need just two new wells depending on test well production.
- Mlcek reported PFAS has been found in the two existing wells. 2 parts per trillion. No advisory noticed is required as less than 70 parts /trillion is considered acceptable per DEQ. New wells will be tested at production stage. DEQ recommends yearly testing, but Mlcek does not anticipate an increase. The testing will need to be done by an outside company if PFAS is found in new wells. PFAS compound found in well water comes from many items, fast food wrappers, water proof fabric to name of few items.
- Report on Flamingo Freeze letter request from last months meeting. Flamingo Freeze does not get their water directly from the village. Their water is illegally hooked up to Correct Compression's water line. It would have been the responsibility of their land lord to contact Flamingo Freeze regarding any water shut offs during the project. A letter will be written to Flamingo Freeze stating this information. Correct Compression is charged 2 REU's when Flamingo Freeze is open.

- **Motion to approve an explanation letter be sent to Flamingo Freeze was made by Bass, seconded by McPherson. Motion carried.**

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

Nay: None

Abstain: None

Absent: None

- Mlcek presented the 8th draw for the water project.

- **Motion to approve 8th draw for the Water Well Project was made by McPherson, seconded by Ronning. Motion carried.**

Aye: Bass, Gee, McPherson, Ronning, Ware, Evans
Nay: None
Abstain: None
Absent: None

Buildings, Grounds and Equipment:

- DPW Building – nothing more on this project.
 - Clerk reviewed items that are still needed to be done for the Accessibility Transition Plan on the village office building. Items will be added in 2019-2020 budget year.
 - Clerk reported leak around chimney in village meeting room. Will monitor it.
 - Lions Club building
 - Council member McPherson reported, he has a report from Dick Lutz on condition of building and ADA requirements to bring the building up to code. Increase door size and new doors, thresholds changed, add a drinking fountain, change 2 bathrooms to 1 large one, add fire alarms, building is in good shape. At this time, President Evans moved to a Closed Meeting on the Lions Club building.
- Meeting adjourned at 8:28pm

Regular council meeting was reopened at 8:41pm by President Evans.

- Museum
 - No update on roof leak.
 - Council member Ronning reported; the BLHS would like to add additional outlet plugs to the museum. They would pay for these to be installed. The electrical would be run through basement ceiling & up through the floor where needed.
 - Bair asked if we could get a quote to add an outside plug for the plow truck. Approved for quote.
 - Lease for Museum/Bear Lake Area Historical Society – tabled
 - Outside light, DPW Manager will have Mark Thompson look at it.

Blight/CABA

BLIGHT: Blight Officer Gibson reported he is following up on two complaints; 2 car removal and a structure set back

- Gibson reported village blight phone will be ½ the amount and same phone number 231.970.0409.

CABA: no report

County Commissioner Report: Pauline Jaquish, no report.

SMARTrail Committee Report: McPherson no report. He asked if someone else would be interested in being the representative for this committee. Council member Gee said he would.

- **Motion to approve Rodney Gee as the representative for the SMARTrail Committee was made by Bass, seconded by Ronning. Motion carried.**

Aye: Bass, Gee, McPherson, Ronning, Ware, Evans
Nay: None
Abstain: None
Absent: None

Bear Lake Improvement Board: McPherson reported next meeting is in May.

Two Lakes Sewer Collaborative: no report. Council member McPherson said he would be interested in being the representative for this committee.

- **Motion to approve Greg McPherson as the representative for the Two Lake Sewer Authority was made by Bass, seconded by Ware. Motion carried.**

Aye: Bass, Gee, McPherson, Ronning, Ware, Evans
Nay: None
Abstain: None

Absent: None

Planning Commission:

- Clerk McPherson read the summary from the December meeting. On file in December 2018 file
- Clerk McPherson read the Annual Report. On file December 2018 and on the village website.
- **Motion to accept the Planning Commission Annual 2018 Report was made by McPherson, seconded by Ware. Motion carried.**

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

Nay: None

Abstain None

Absent: None

Old Business:

- Purchase policy reviewed.
- **Motion to approve the purchase policy as presented was made by McPherson, seconded by Ronning. Motion carried.**

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

Nay: None

Abstain None

Absent: None

- Payment of mileage to elected officials or staff amended to be retroactive back to July 1, 2018.
Motion to amend Mileage Staff Reimbursement was made by Ware, seconded by McPherson. Motion carried.

Aye: Bass, McPherson, Ronning, Ware, Evans

Nay: None

Abstain Gee

Absent: None

- New Marijuana Law was discussed.

Motion to opt out of the new marijuana law was made by Ronning, seconded by Bass. Motion carried.

Aye: Bass, McPherson, Ronning, Ware, Evans

Nay: Gee

Abstain None

Absent: None

- Budget 2019-2020 – reminder to get all budget figures/needs turned in to clerk or treasurer.

New Business:

- Alignment of new committee members:

- Water – Chair: Rodney Gee and TBD

- Park – Chair: Andrea Ware and Red Ronning

- Street, Tree, etc... – Chair: Red Ronning and Peggy Bass

- Blight – Chair: Peggy Bass and Greg McPherson

- Building /Grounds – Chair: Greg McPherson and Rodney Gee

President Evans will hand out expectations of the committee members.

- President Evans suggested council member McPherson as President Pro Tempore

Motion to appoint Greg McPherson as Pro Tempore was made by Ware, seconded by Bass. Motion carried.

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

Nay: None

Abstain None

Absent: None

- Library board representative was table for clarification. Does it need to be a council member?
Motion to appoint Sally King as library representative, was made by McPherson, seconded by Ware.

Motion carried.

Aye: Bass, Gee, McPherson, Ronning, Ware, Evans
 Nay: None
 Abstain: None
 Absent: None

- Payroll policy – tabled
- Council meeting dates for 2019

Motion to accept the 2019 Village council dates was made by Bass, seconded by Ware. Motion carried.

Aye: Bass, Gee, McPherson, Ronning, Ware, Evans
 Nay: None
 Abstain: None
 Absent: None

- Community Clean-up day discussed.

Motion to set Community Clean-up Day day as June 29, 2019 was made by McPherson, seconded by Ware.

Motion carried.

Aye: Bass, Gee, McPherson, Ronning, Ware, Evans
 Nay: None
 Abstain: None
 Absent: None

- Clerk McPherson read resignation letter from council member Peggy Bass, effective January 31, 2019

Motion to accept Peggy Bass' resignation letter was made by McPherson, seconded by Ware. Motion carried.

Aye: Bass, Gee, McPherson, Ronning, Ware, Evans
 Nay: None
 Abstain: None
 Absent: None

- Discussion on year-end bonus for DPW Manager Bair

Motion to approve a year end bonus of \$225.00 was made by McPherson, seconded by Bass. Motion carried.

Aye: Bass, Gee, McPherson, Ronning, Ware, Evans
 Nay: None
 Abstain: None
 Absent: None

Motion to close village office Monday (12/24 - Friday (12/28) during Christmas week was made by McPherson, seconded by Ronning. Motion carried.

Aye: Bass, Gee, McPherson, Ronning, Ware, Evans
 Nay: None
 Abstain: None
 Absent: None

COUNCIL COMMENT:

- None

PUBLIC COMMENT:

- Jim Kieszkowski spoke on his plans for his two properties in the village downtown area. Wife will open Maggie's clothing store in May 2019. Looking into doing a shop in the smaller part of the building. He would like to see music/street party in the downtown area once a month, on a deck. He wants to give students work and bring people into Bear Lake. He would also like to purchase the village owned property **1234 Lake Street**, known as the Odd Fellows property. Council will discuss this at the January 2019 meeting.

COMING EVENTS

- Community Dinner this week.
 - Sparkle in the Park open until December 31, 2019
 - Happy Holidays!
- Next council meeting January 16, 2019
Meeting adjourned at 9:40p.m.

Cindi McPherson, Village Clerk

REIMBURSEMENTS to the EQUIPMENT FUND and WAGE TRANSFER TO GENERAL FUND:

November 2018

<u>FUND</u>	<u>Equipment Rental</u>	<u>11/7/2018</u>	<u>11/14/2018</u>	<u>11/21/2018</u>	<u>11/28/2018</u>	<u>TOTALS</u>
Water	591-558-943	136.35	209.07	272.7	90.9	709.02
Major	202-463-943	45.45	36.36	136.35	90.9	309.06
Minor	203-463-943	45.45	36.36	136.35	90.9	309.06
Park				90.9		
	TOTALS	227.25	281.79	636.3	272.7	1418.04

<u>FUND</u>	<u>Wage Transfer</u>				sub-total	<u>TOTALS</u>
Water	591-000-702	210	322	640	140	1312
Water-treas	591-000-702					
Taxes	591-000-702					141.24
Park	531-000-702	210	126	290	140	766
Park Manager						
Taxes	531-000-702					82.46
Major	202-463-702	70	56	140	140	406
Street Admin	202-463-702					
Taxes	202-463-702					43.71
Minor	203-463-702	70	<u>56</u>		<u>140</u>	266
Street Admin	203-463-702			<u>140</u>		
Taxes	203-463-702					<u>28.63</u>
	TOTALS	560	560	1210	560	

Bills submitted for payment approval - December 19, 2018

Fund	Payee	Amount	Account #	Notes
General	Cindi McPherson	88.00	101-269-500	mileage, travel to Grayling CIP class
	Young, Graham & Wendling	200.00	101-265-801	Telephone retainer
	Mark Thonpson Tree & Stump	255.00	101-000-951	October brush clean-up

	Jackpine	53.55	101-265-900	envelops
	Staples	<u>68.47</u>	101-265-900	office supplies
		665.02		
Water	MISS DIG System, INC	500.14	591-000-801	Annual Maint Fee & membership
591	Michigan DEQ	1,276.00	591-000-812	License/Fee Sampling 2016 pre water project
	Auto Wares Group, Auto Value	9.78	591-000-775	Repair & Maint
	USA Blue Book	648.72	591-000-775	Repair & Maint
	Bear Lake Ace Hardware	25.17	591-000-775	Repair & Maint
	SOS Analtical	<u>60.00</u>	591-000-801	Prof Service - testing
		2,519.81		
Park	Blarney Castle	1,677.60	531-000-920	fuel oil for maint building
531	Bear Lake Ace Hardware	<u>322.52</u>	531-000-775	repair & maint
		2,000.12		
Major	Mark Thompson Tree & Stump	3,400.00	203-000-951	Tree & Stump removal Cody, Lynn, Maple
203	Auto Wares Group, Auto Vakue	54.71	203-463-783	Summer Repair & Maint
	West Coast Farm Services	896.50	203-463-782	work on Sterling plow truck
	West Coast Farm Services	896.50	203-463-783	Summer Repair & Maint
	Manistee County Road Commission	<u>231.50</u>	203-463-783	Repair & Maint
		5,479.21		
Minor	Mark Thompson Tree & Stump	200.00	202-000-951	Tree & stump removal Maple & Stuart St.
202	Auto Wares Group, Auto Value	54.69	202-463-783	Winter Repair & Maint
	Manistee County Road Commission	213.49	202-463-783	Winter Repair & Maint
		468.18		
Equipment	Auto Value Group, Auto Value	<u>25.99</u>	649-000-956	Misc
649		25.99		
	Total Bills to be Paid	11,089.86		