

VILLAGE OF BEAR LAKE COUNCIL

12376 Virginia Street
Bear Lake Village Hall

REGULAR MEETING MINUTES

September 19, 2018

Approved with spelling 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, Jackie Johnson, Greg McPherson (7:10p late arrival), Ron Ronning & Andrea Ware

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

Absent: Jared Bair

Guests: 3 guests signed in

Motion to accept the Agenda with addition & changes by Ronning and seconded by Ware, motion carried.

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

Nays: None

Absent: McPherson

Addition: Lions Club members – after Correspondence

New Business: Payment of mileage

Change – Move “No parking signs” to Streets, Trees, Signs, etc.

Public Comment:

- None

Correspondence: Read by clerk:

- Email from Munson Healthcare Manistee Hospital – Donation to Paint the Town Pink

Guests: Robert Yates and Dave Adams from Bear Lake Lions Club, gave a gift opportunity of the Lions Building in downtown Bear Lake. Yates stated the Lions Club is no longer a sustainable option in Bear Lake. They would like to deed the building to the Village to use as a community center. It was stated by Yates/Adams the cost to maintain the building runs between \$3-4,000.00 a year. Plumbing is good, Health Department gave a “clean bill” but may need some updates. Adams stated it has 2 bathrooms on main floor, a 6 ft. refrigerator, commercial dishwasher, donated griddle, 2 ovens. They suggested it be used as a Senior Center and for local groups to use. The Triginta Club uses it during Bear Lake Days and Adams/Yates feel it could be used for small weddings, showers and other community activities/groups.

Discussion; who would be in charge of groups using the building, is the building ADA Complaint, food service license needed? Adams/Yates stated there is \$3-4,000.00 left in Lions account that would go with the building.

Motion to take all the necessary steps to consider: ADA Complaint, upgrades necessary, full inspection, cost of insurance to make sure the village will not be adversely impacted before

considering the transfer of the building by Johnson, seconded by McPherson. Motion Carried.

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

REPORTS:

Motion to accept the minutes from August 15, 2018 regular monthly meeting by McPherson, seconded by Evans. Motion Carried.

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

Maintenance Report: Report given by President Bair.

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

July 2018 Fund Balances:

General checking total **69,760.29**

Water checking only **39,481.55**

Water Project Required Accounts

Bond Reserve Acct **5,300.13**

RRI Fund **12,133.43**

O&M Acct **25,000.90**

USDA Required Accounts

USDA Repayment -Savings **100.01**

USDA Construction- checking **398,193.43**

DPW Repayment – checking **100.01**

DPW Construction – checking **100.01**

Park checking total **24,707.86**

Park CD **33,176.17**

Major Street checking total **27,575.69**

Minor Street checking total **7,020.41**

Equipment Fund checking/savings total **19,296.32**

SAW Grant Account **990.02**

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

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

Note: 2018 taxes collected - \$54,366.83. 16% (\$11,117.61) delinquent amount in taxes. 2017 - 25% delinquent taxes, this was the first year for taxes to be fully collected in September.

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 Johnson seconded by McPherson, motion carried.

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

Nay: None

Absent: None

Amendments:

General Fund – to move \$2,000 from Professional Services to Accounting & Audit
- to increase Education by \$65, to \$1,315.00 from unallocated Funds

Water Dept – to increase Contract Services to \$21,000.00 from Unallocated Funds

- To increase Postage to \$750.00 from Unallocated Funds

Park Fund – to move \$283 from Salaries & Wages to Repairs & Maintenance

Note: Savings accts were closed, per last month's motion.

Note: General Fund Payroll Expenses amount was corrected.

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

Motion to pay the bills with corrections by McPherson, seconded by Ronning. Motion carried. (Rescinded)

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

Nay: None

Abstain: None

Absent: None

Corrections:

General – Mark Thompson – Tree & Stump – Amount \$382.50 due to additional bill

Sally King reimbursement should be under Water acct # 591-000-750

Major – Gabridge & Co acct # should be #203-482-807

Minor – Gabridge & Co acct # should be #202-482-807

Note: Clerk McPherson addressed the invoice from Young, Graham & Wendling, regarding charges of \$96 for emails our attorney read and responded to from Dendra Best. Attorneys are aware of persons who are authorized to contact our attorney.

Motion to withdraw the previous motion of; the paying of bills by McPherson, seconded by Ronning. Motion carried.

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

Nay: Evanse

Abstain: None

Absent: None

Motion for Payment of Bills minus \$96.00 to Young, Graham & Wendling by McPherson, seconded by Johnson. Motion carried.

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

Nay: Evans

Abstain: None

Absent: None

Note: a letter will be sent to Young, Graham & Wendling stating why the \$96 will not be paid.

Motion to pay reimbursement of \$70 for water class registration to Jared Bair by Johnson, seconded by Bass. Motion carried.

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

Committee Chair Reports:

Park:

- **Park Manager Report:** Report by Park Manager, Jeff Bair. August 2018 deposits - \$3,945.00 compared to August 2017 - \$4,524.00. Report on file.
- Clerk reminded Park Committee members to review park rates and policies for 2019.
- Swim Safety items have arrived, may wait to install in 2019 Spring. McPherson suggested the safety ring should be installed before winter.
- Evans stated some of the picnic tables behind the pavilion have broken pieces and could be dangerous. President Bair said he would look into it.

Motion to advertise Hopkins Park in the Manistee County Visitor Bureau magazine for 2019 for \$225.00 by Ronning, seconded by McPherson. Motion carried.

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

- Kayak/Canoe Launch – President Bair announced, \$30K was awarded to our village from the Manistee Community Foundation toward our matching funds for the Kayak/Canoe launch.

Streets, Trees, Signs, Lights, Sidewalks:

Discussion of pot holes needing to be filled, main& Russell, Main & Smith.

Motion to fix priority pot holes in village up to \$1,000 by Evans and seconded by Johnson, motion carried.

Ayes: Bass, Evans, Johnson, McPherson, Ronning, Ware, Bair
Nays: None
Absent: None

Note: Ken from Fleis & Vanderbrink volunteered to check with Rieth Riley Construction to see if they would be willing to fill these as they do the remaining streets in the village.

Motion to purchase 8 Slow School Zone signs and 2 additional No Parking Between Signs with arrows pointing in, by Ronning and seconded by McPherson, motion carried.

Ayes: Bass, Evans, Johnson, McPherson, Ronning, Ware, Bair
Nays: None
Absent: None

Note: Have done in reflective paint. 8-school signs; Smith, Lynn, Cody and Stuart Streets. 2 No parking between signs for Hopkins Park. 2 No parking from here to corner, Main/Smith and by Lakeside Café.

Water:

- Update on Water System Improvement Project from Ken Mlcek. The project is near completion. Installing of water meters is ongoing. Black top & landscape is finishing, should be done around October 1st.
- Additional exploration wells have been drilled to find the best well site.
- Some contamination needed to be removed from corner of US31 & Maple Street, a 3rd party was brought in to clean it up. Antea Group worked with Blarney Castle to remove the contamination. The village was not responsible for the cost.
- Mlcek presented the 5th draw for the water project.
- **Motion to approve 5th draw for the Water Well Project was made by Evans, seconded by Bass. Motion carried.**

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

The Water Review Board presented the Water Ordinance.

- **Motion to accept the Water Ordinance with corrections by Bass and seconded by McPherson, motion carried.**

Ayes: Bass, Evans, Johnson, McPherson, Ronning, Ware, Bair
Nays: None
Abstain: None
Absent: None

- **Buildings, Grounds and Equipment:**

- DPW Building
 - President Bair meet with architects from Spicer Group and project is moving forward.
 - Letter from the Michigan Department of Treasury, the Village's 2017 audit showed 25% of village residents taxes were delinquent. As a result, letter stated the Village was not authorized to issue securities without further approval from the Department. This may have been the result of changing the tax deadline to September and residents not being prepared. The Village Bond Attorney will be working on an appeal process.

Blight/CABA

BLIGHT: Blight Officer report submitted by Gibson.

- Conducted follow up on properties. New pictures, one violation ticket was issued.
- New complaints investigated, pictures taken, talked to property owner. Two properties tagged for hazardous conditions & formal notices sent.

CABA: No report

County Commissioner Report: Pauline Jaquish no report.

SMARTrail Committee Report: McPherson reported meeting rescheduled to September 24th. Grand Traverse Land Conservancy to present.

Bear Lake Improvement Board: McPherson reported verbally. Meeting tomorrow, September 20.

Two Lakes Sewer Collaborative: President Bair reported the Sewer Committee is looking at different ways to code all properties the same. Looking at REU's for usage & special assessment. A meeting for everyone will be on October 3, at 7pm at Bear Lake High School. Bear Lake Village, BL Township & Pleasanton will meet to decide

Planning Commission: Barb Farfsing

- September meeting – met with Rob Carson, Manistee County Planner, reviewed General Zoning District Provisions. He is proposing the village be divided into 5 zoning districts. Residential R-S, Multiple Use M-1 & M-2, Recreation & Open Space ROS, and Downtown Business Overlay DBO. Continued discussion on Land Use in accordance with NAICS codes. Still on track to finish by the end of the year.
- Discussed Village owned properties available for development to submit to Manistee Area Chamber and MEDC.

Motion to submit the Odd Fellows building property to the Manistee Chamber & MEDC for development by Ware, seconded by McPherson. motion carried.

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

Nays: None

Abstain: None

Absent: None

- Village owned property south of school is unavailable for 6 – 9 months until Water Project is finished.
- Planning Committee discussed options for the cement pad between lake & pavilion at Hopkins Park. Bids to come.

Old Business:

- Community Clean Up Day in October. CANCELLED! Due to time/date and availability of help. Notice will be posted.
- Purchase policy – tabled until October meeting
- Museum
 - Utilities payment was discussed within the lease.
 - **Motion to charge Bear Lake Area Historical Society Inc. 1/3 of the monthly charges for heat, lights & water as the Pro Rata share on a monthly basis beginning September 1, 2018 forward by Johnson, seconded by McPherson. motion carried.**

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

Nays: None

Abstain: None

Absent: None

- Outside back parking area light – on sensor. Suggested that BL Fire Department might be able to help with this. Adjust the timer eye and clean?
- Lease agreement – letter was received from Bear Lake Area Historical Society to continue their lease. Johnson will review with Ware & work with a person from the BLAHS.
- Roof leak – letter received from BLAHS regarding the continuous roof leak. Council members McPherson & Ronning will meet with the BLAHS president to discuss this matter further.

New Business:

- Rules of Procedure – tabled until October meeting
- Audit Comment & Recommendations – Clerk McPherson summarized a letter from Village auditors; closing of unneeded saving accounts (done), new chart of accounts (done), policies required because Village receives federal funds (working on these).
- Payment of mileage – tabled until October meeting

COUNCIL COMMENT:

- None

PUBLIC COMMENT:

- Dave Adams talked about Bear Lake Library and the individual, Mr. Martin, who donated \$125K to the library. Adams recently learned of an additional \$14K Martin left for the improvements to the library.
- Adams also learned of \$4 billion available through USDA for municipalities to use toward sewer systems.

COMING EVENTS

- Community Dinner

Meeting adjourned at 9:36p.m.

Cindi McPherson, Village Clerk

Reimbursement - August 2018

	<u>Equipment Rental</u>	<u>8/1/2018</u>	<u>8/8/2018</u>	<u>8/17/2018</u>	<u>8/24/2018</u>
Water	591-558-943	509.04	145.44	272.7	
Major	202-463-943				
Minor	203-463-943				
Park					
	TOTALS	509.04	145.44	272.7	
FUND	<u>Wage Transfer</u>				
Water	591-000-702	920	420	420	
Water-treas	591-000-702	350			
Taxes	591-000-702				
Park	531-000-702	380	340	140	

Taxes	531-000-702			
Park Manager	531-000-702		1493.2	
Major	202-463-702			
Street Admin	202-463-702			
Taxes	202-463-702			
Minor	203-463-702			
Street Admin	203-463-702			
Taxes	203-463-702			
TOTALS		1650	2253.2	560