

VILLAGE OF BEAR LAKE COUNCIL

12376 Virginia Street
Bear Lake Village Hall

REGULAR MEETING MINUTES

January 16, 2019

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, Greg McPherson, Ron Ronning & Andrea Ware

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

Absent: None

Guests: 8 guests signed in

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

Ayes: Bass, McPherson, Ronning, Ware, Evans

Nays: None

Abstain: None

Absent: None

Additions: 1. Move Compensation & Insurance to DPW Manager Report. 2. Under Reimbursements add, Transfer of ownership. 3. Under Water; Draw #9 add, Change order, Contract 1. 4. Under New Business add, 2019 Contract & Agreement for Service. 5. Under Building, Grounds & Equip add, DPW Building schedule.

- **Motion to appoint Rodney Gee to the Bear Lake Village Council by Ware and seconded by McPherson,** motion carried.

Ayes: Bass, McPherson, Ronning, Ware, Evans

Nays: None

Abstain: None

Absent: None

Note: Rodney was elected on November 6, 2018 but did not have the Oath of Office done within 30 days after canvassers certification.

Public Comment:

- None

Correspondence: Read by clerk:

- Email letter from Natalie Ware in regard to her interest in being on the Bear Lake Village Council was read by clerk

REPORTS:

- **Motion to accept the minutes from December 19, 2018 regular monthly meeting by McPherson, seconded by Ronning. Motion Carried.**

Aye: Bass, McPherson, Ronning, Ware, Evans

Nay: None

Abstain: Gee

Absent: None

DPW Manager Report: Report given by Bair.

- Park – plowed, sanded for carriage rides as needed. Prepping campground bathrooms for touch ups.

- Equipment – New lights in tractor, new blades on plow truck.
- Water – Reymer asked to check old well house, looks good.
- General – quote on sign post, \$225, light sensor on side of museum building is fixed, no quote from Paradigm for outside electrical plug.

President Evans presented the council with DPW Manager’s work performance evaluation, salary discussion and recommendation for cost of living increase/healthcare increase.

Bair turned down additional work responsibilities due to his lack of knowledge.

- **Motion to increase DPW Manager salary by 1.5% (cost of living raise) by Bass seconded by Gee, motion carried.**

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

Note: Currently DPW Manger is making \$14 per hour (\$560 weekly), increase will take place March 1, 2019, new fiscal year.

- **Motion to increase DPW Manager’s Healthcare Stipend an additional \$20 per month to \$245 by McPherson seconded by Gee, motion carried.**

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

Note: Currently Healthcare Stipend is \$225 monthly, increase will take place March 1, 2019, new fiscal year.

Treasurer’s Report: Reviewed by Treasurer. Written report on file in the 2019 Minutes binder.

December 2018 Fund Balances:

General checking total	84,825.91
Water checking only	25,361.14
Water Project Required Accounts	
Bond Reserve Acct	5,302.26
RRI Fund	12,140.13
O&M Acct	25,014.69
USDA Required Accounts	
USDA Repayment -Savings	100.04
USDA Construction- checking	1,680.28
DPW Repayment – checking	100.03
DPW Construction – checking	100.03
Park checking total	13,912.81
Park CD	33,276.46
Major Street checking total	26,342.61
Minor Street checking total	7,159.78
Equipment Fund checking/savings total	10,275.79
SAW Grant Account	4.39

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

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

Amendments:

General Fund

- to move \$125 from Trees to Clean-up Programs
- to increase line item Professional Services by \$1,000.00 from Appropriated Fund Balance.
- to increase line item Print & Publication by \$50 from Appropriated Fund Balance
- to increase line item Utilities by \$5,000 from Appropriated Fund Balance
- to increase line item Repair & Maint \$500 from Appropriated Fund Balance

Water Fund

- to move \$2,500 from DPW Building Principal to Contract Services

Park Fund

- to move \$500 from Professional Services to Public Utilities
- to increase line item Public Utilities by \$1,000 from Appropriated Fund Balance

Bills to be paid presented by the Clerk. List on file in 2019 Minutes folder.

- **Motion to pay the bills with addition by McPherson, seconded by Ware. Motion carried.**

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

Addition: Reimburse Sally King \$12.72 from General Funds for Snow Melt

Reimbursements: at the end of minutes

- **Motion to Transfer ownership of Fixed Assets from Park Fund to Equipment Fund. Begin charging all funds for equipment rental on March 1, 2019 by Bass, seconded by McPherson. Motion carried.**

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

Committee Chair Reports:

Park: Ware reviewed the items the Park Committee discussed.

New Reservation or Prepayment Refund Request Form and Park Manager Report Forms were presented by the Park Committee to use in 2019.

- **Motion to approve Reservation or Prepayment Refund Request and Park Manager Report with amendment by McPherson, seconded by Ronning. Motion carried.**

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

Amendment: Fiscal 2018/2019 and 2019/2020 income figures.

- Discussion on Park Manager Report due 1 week before council meeting from previous month with spreadsheet.

- Treasurer should be able to match cash receipt with campers deposit, each deposit will have a receipt.
- Discussion on a reservation system, not at this time.
- Brochures for Hopkins Park will be designed this year for RV/Camper Shows.
- Items for 2019/2020 Budget: 4-5 new picnic tables, 4-5 new fire rings, 2 benches for Pickle Ball Court, Sign at other entrance, lock box. Totes for storing camp paper goods, donated by Sally King.
- Possible shower inserts in camper bathrooms.

Park Manager Report: Jeff Bair - No report

Discussion on the process of how a camper/Jared uses the Blue Boy for black & grey waste. Cost charge to dump waste \$20-25 per site. Camper has already paid to use the septic.

- **Motion to sell the Blue Boy for \$100 (to Jared Bair if he would like to continue the camper waste process on his own time) by Ware, seconded by McPherson. Motion carried.**

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

Nay: None

Abstain: None

Absent: None

Streets, Trees, Signs, Lights, Sidewalks: No report

- Clerk McPherson suggested committee plans on sidewalk work as the village should use some non-motorized funds.

Water:

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

- Contract #1 - Water meter installs are complete. Test well being tested & sampled.
- Mlcek presented the 9th draw for the water project. Changes needed; hydrant pipe size and misc. items. \$21,650 for changes, USDA contingent fund

- **Motion to approve 9th draw for the Water Well Project was made by McPherson, seconded by Ware. Motion carried.**

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

Nay: None

Abstain: None

Absent: None

- **Motion to approve Change Order for the Water Well Project was made by McPherson, seconded by Ware. Motion carried.**

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

Nay: None

Abstain: None

Absent: None

Buildings, Grounds and Equipment:

- Lions Club building – possible donation to the village. Clerk reported on the councils closed session at the December 2018 regular meeting, the closed meeting is null/void, as there was no need for that type of meeting with this donation.
- Council discussed the villages Donation Policy, the donor or donor’s representative shall submit a written proposal to the council, estimated yearly maintenance and operational costs for review and processing. McPherson will follow up with Lions Club representatives.
- DPW Building – Federal Government shut down has slowed this project but Spicer Group is moving forward with bid dates.

- **Motion to approve dates for the new DPW building schedule was made by Ronning, seconded by McPherson. Motion carried.**

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

Nay: None
Abstain None
Absent: None

- Clerk reviewed items that still need to be done for the Accessibility Transition Plan on the village office building. Items will be added in 2019-2020 budget year. Council member McPherson will contact licensed contractor for bids.
- Discussion on moving the parked red dump truck in the rear parking lot over for easier handicap access in the back entrance.
- Museum – Council member Ware discussed change for new lease agreement.

- **Motion to accept new museum lease amendment was made by McPherson, seconded by Bass. Motion carried.**

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

Amendment: should read; pro rata share on a monthly basis beginning January 1, 2018.

- Outside plug for the plow truck and outside light sensor, reported on under Maintenance Report.

Blight/CABA

BLIGHT: Blight Officer Gibson reported he issued a violation ticket, for car removal that was not done. and inspected property for a structure set back, no violations at this time. Officer Gibson will follow up with resident who presented the compliant form. Report on file.

CABA: no report

County Commissioner Report: Pauline Jaquish

- Jaquish asked for permission to hold Sparkle in the Park in 2019.
 - **Motion to approve permission for Sparkle in the Park in 2019 was made by Bass, seconded by McPherson. Motion carried.**

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

- Sparkle – Due to unusual weather this year, opening night reported 250 visiting cars and only 50 children visited with Santa. There were some county buses that came through, only 2 nights for sleigh rides. Thank you to Jared for putting sand/salt down for horse/carriage rides and to the CERT Team for their help keeping everyone safe. Sparkle committee puts up 70% of the lighted décor in the park. Approximately 40K lights are used by the committee, they will be switching to LED lights for savings. The large tree in the triangle, Bear Lake Promoters purchase those big bulb lights, \$300 for new lights this year, no bulb size change for the large tree. There will be a person to turn those lights off in the morning and on at night each day.
- Question on whether Bear Lake Promoters needed MDOT permission for a banner across US-31 during Sparkle in the Park. Clerk will follow up on this.
- Manistee County Land Bank will get bids to tear down the white building south of the variety store lot and they will be marketing all 3 lots to developers.
- Medical Care facility is moving ahead with their renovation project. Building is sound, built in 1960, just needs updates. Making rooms 1 to 2 beds instead of a ward. Similar to The Maples facility in Frankfort.

SMARTrail Committee Report: Council member Gee reported the committee is creating a Park & Recreation Commission. Possible “Friends of the Trail” committee also.

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

Two Lakes Sewer Collaborative: Council member McPherson reported the January meeting was cancelled.

- **Motion to appoint Rodney Gee as the back-up representative for the Two Lake Sewer Authority was made by McPherson, seconded by Ronning. Motion carried.**

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

Planning Commission:

- Clerk McPherson reported next meeting is January 29, 2019

Old Business:

- Reminder to council chairs for 2019-2020 budget figures to be turned in to clerk or treasurer
- Council budget meeting work shop dates for 2019

- **Motion to approve Council 2019-2020 Budget workshop & Public Hearing dates was made by McPherson, seconded by Ware. Motion carried.** Work shop dates: January 30th at 7pm, February 7 at 7pm (this date if needed) and Public Hearing February 20 at 7pm, regular monthly meeting to follow.

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

- Ordinance Prohibiting Marihuana Establishments within the village was discussed.

- **Motion to adopt the Ordinance Prohibiting Marihuana Establishments within the village was made by Ronning, seconded by McPherson. Motion carried.**

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

- **Motion to appoint Larry Gibson as the Enforcement Official for the Ordinance Prohibiting Marihuana Establishments within the village was made by Ware, seconded by McPherson. Motion carried.**

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

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 TBD
 - ✓ Blight – Chair: TBD and Greg McPherson
 - ✓ Building /Grounds – Chair: Greg McPherson and Rodney GeePresident Evans will hand out expectations of the committee members.

- **Motion to pay 2018 Invoice Tax Maps & Assessment Roll Maintenance, Tax Rolls, Tax Bills & Computer Services, Summer Tax Collection was made by McPherson, seconded by Bass. Motion carried.**

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

Absent: None

- **Motion to appoint Village President, Marla Evans to the Planning Commission as Ex Officio member was made by Bass, seconded by Ware. Motion carried.**

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

Nay: None

Abstain: None

Absent: None

- - Library board representative clarification from December 2018 meeting, representative from the village needs to be an elected individual. Sally King will fill the empty seat for the village.
 - Discussion on the application for On-Call, part-time snow plow driver.
- **Motion to hire John Pelmeur as the On-Call, part time snow plow driver at a pay rate of \$14.00 an hour was made by McPherson, seconded by Ware. Motion carried.**
 - Aye: Bass, Gee, McPherson, Ronning, Ware, Evans
 - Nay: None
 - Abstain: None
 - Absent: None
 - Discussion on proposal from James M. Kieszkowski to purchase the village property known as the Odd Fellows property on Lake Street. Letter of intent and drawing of proposed landscaping project has been received by the village.
- **Motion to approve selling Odd Fellows property to Mr. Kieszkowski for the amount (\$) the village paid for it, he will be responsible for all fees and closing cost as made by McPherson, seconded by Ware. Motion carried.**
 - Aye: Bass, Gee, McPherson, Ronning, Ware, Evans
 - Nay: None
 - Abstain: None
 - Absent: None
 - Village employee Direct Deposit was discussed.
- **Motion to approve using Direct Deposit for village employee starting in the new fiscal year was made by Ware, seconded by Bass. Motion carried.**
 - Aye: Bass, Gee, McPherson, Ronning, Ware, Evans
 - Nay: None
 - Abstain: None
 - Absent: None
- **Motion to pay (\$125) and sign 2019 Contract & Agreement for Services Manistee, Mason and Oceana Conservation Districts (Household Hazardous Waste) was made by Ware, seconded by McPherson. Motion carried.**
 - Aye: Bass, Gee, McPherson, Ronning, Ware, Evans
 - Nay: None
 - Abstain: None
 - Absent: None
- **Motion to appoint Natalie K. Ware to the village council was made by Bass, seconded by Ware. Motion carried.**
 - Aye: Bass, Gee, McPherson, Ronning, Ware, Evans
 - Nay: None
 - Abstain: None
 - Absent: None

COUNCIL COMMENT:

None

PUBLIC COMMENT:

- Christie Johnson wanted clarification on which Gary McBride was working for the village and in what capacity.

COMING EVENTS

- Community Dinner at BLUMC this week.
Next council meeting February 20, 2019

Meeting adjourned at 9:45p.m.

Cindi McPherson, Village Clerk

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

December 2018

<u>FUND</u>	<u>Equipment Rental</u>	<u>12/5/2018</u>	<u>12/12/2018</u>	<u>12/19/2018</u>	<u>12/27/2018</u>	<u>TOTALS</u>
Water	591-558-943	90.9	354.24	208.8	208.8	862.74
Major	202-463-943	118.17	735.07	707.8	744.16	2,305.20
Minor	203-463-943	118.17	735.07	707.8	744.16	2,305.20
Park						
	TOTALS	327.24	1824.38	1624.4	1697.12	5473.14

<u>FUND</u>	<u>Wage Transfer</u>					Sub-totals	TOTALS
Water	591-000-702	140	540	140	140	960.00	
Water-treas	591-000-702	350				350	
Taxes	591-000-702					135.21	1445.21
Park	531-000-702	230	230	140	260	860	
Taxes	531-000-702					92.58	952.58
Major	202-463-702	170	170	140	180	660	
Street Admin	202-463-702	125				125	
Taxes	202-463-702					84.51	869.51
Minor	203-463-702	170	<u>170</u>	<u>140</u>	<u>180</u>	660	
Street Admin	203-463-702	<u>125</u>				125	
Taxes	203-463-702					<u>84.51</u>	869.51
	TOTALS	1310	1110	560	760	4,136.81	4136.81