

## VILLAGE OF BEAR LAKE COUNCIL

12376 Virginia Street  
Bear Lake Village Hall

### REGULAR MEETING MINUTES

April 17, 2019

Approved

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

#### ROLL CALL:

**Present: President:** Marla Evans **Council:** Rodney Gee, Greg McPherson, Ron Ronning, Andrea Ware & Natalie Ware (late arrival 7:05p)

**Clerk:** Cindi McPherson, **Treasurer:** Sally King **Staff:** Tony Evans

**Absent: Staff:** Larry Gibson

**Guests:** 2 guests signed in

**Motion to adopt the Agenda with additions and changes by McPherson and seconded by Ronning,** motion carried.

Ayes: Gee, McPherson, Ronning, A. Ware, N. Ware & Evans

Nays: None

Abstain: None

Absent: None

Note: *Changes:* Move Rob Carson to Public Comment and take off Rain Garden grant. *Additions:* under Water, add 2 residents for past due water bills. Water tower property under Buildings, resignation of Gary R McBride, seasonal employee.

#### PUBLIC COMMENT:

- D. Reed wanted to know when the DPW Building will be done.
- Rob Carson, Manistee County Planner, Rain Garden grant on hold for better preparation from the county. They will reapply next year. Rob also gave a brief overview on the Public Hearing for the Zoning Ordinance on April 23, 2019 7pm. He also spoke on the SMARTrails, Manistee County to appoint a Recreation Commission. Ad will come out for board members and Friends Group (volunteer advisory group)

**CORRESPONDENCE: None**

#### REPORTS:

**Motion to accept the minutes from Public Hearing Canoe/Kayak Launch meeting on March 20, 2019 by Gee, seconded by A. Ware. Motion Carried.**

Aye: Gee, McPherson, Ronning, A. Ware, N. Ware, Evans

Nay: None

Abstain: None

Absent: None

**Motion to accept the minutes from March 20, 2019 regular monthly meeting by N. Ware, seconded by McPherson. Motion Carried.**

Aye: Gee, McPherson, Ronning, A. Ware, N. Ware, Evans

Nay: None

Abstain: None

Absent: None

**Motion to accept the minutes from Special Meeting March 27, 2019 Kayak/Canoe Launch with correction by N. Ware, seconded by McPherson. Motion Carried.**

Aye: Gee, McPherson, Ronning, A. Ware, N. Ware  
Nay: None  
Abstain: Evans  
Absent: None

Correction: Spelling of Pro Tempore, Absent: Present to President and under motion to adopt resolution, Cone was changed to Canoe.

**Motion to accept the minutes from April 4, 2019 Special Meeting DPW Manager, DPW Building and financial item with correction by N. Ware, seconded by McPherson. Motion Carried.**

Aye: Gee, McPherson, Ronning, A. Ware, N. Ware, Evans  
Nay: None  
Abstain: Ronning  
Absent: None

Correction: Under motion to hire Tony Evans as interim DPW Manager, Evans abstained.

**MAINTENANCE REPORT:** Report read by T. Evans. Report on file in April 2019 file.

- T. Evans stated he is in need of tools as there are not many in the maintenance building.

**TREASURER'S REPORT:** Reviewed by Treasurer. Written report on file in the 2019 Minutes binder.

**March 2019 Fund Balances:**

**General** checking total **65,412.42**

**Water** checking only **33,957.69**

**Water Project Required Accounts**

Bond Reserve Acct **5,303.64**

RRI Fund **12,143.99**

O&M Acct **25,022.65**

**USDA Required Accounts**

USDA Repayment -Savings **100.06**

USDA Construction- checking **8,215.69**

DPW Repayment – checking **100.05**

DPW Construction – checking **100.05**

**Park** checking total **29,261.79**

**Park CD** **33,338.00**

**Major Street** checking total **31,174.60**

**Minor Street** checking total **9,362.46**

**Equipment Fund** checking/savings total **9,772.84**

**SAW Grant Account** **4.66**

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 Treasurer's Report as presented by N. Ware seconded by McPherson, motion carried.**

Aye: Gee, McPherson, Ronning, A. Ware, N. Ware, Evans  
Nay: None  
Abstain: None  
Absent: None

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

**Motion to pay the bills by A. Ware, seconded by N. Ware. Motion carried.**

Aye: Gee, McPherson, Ronning, A. Ware, N. Ware, Evans  
Nay: None

Abstain: None  
Absent: None

**Reimbursements:** at the end of minutes

**COMMITTEE CHAIR REPORTS:**

**PARK:**

**Park Manager Report:** was read by President Evans. Report on file in 2019 file.

- Park Committee would like to see Park Report in format council approved earlier this year and to have Park Manager attend a few council meetings.
- Park drive is in need of maintenance, possibly crushed asphalt left from water project.
- Kayak/Canoe Launch – Clerk McPherson reported the grant paperwork has been submitted.
- Clerk McPherson suggested a person to do entertainment in the Hopkins Park. Will look at dates to have him come.
- Gary McBride finished the operated coin machine for the showers.
- Shower repair in the park bathroom has been finished.

**STREETS, TREES, SIGNS, LIGHTS, SIDEWALKS:**

- Street signs will go in as soon as possible.
- President Evans would like to get quotes for crushed gravel on Ronning Street south of Main Street. It is currently the only dirt street in the village.

**WATER:**

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

- Well contractor should be ready to go by May 1 on first production well.
- Mlcek presented #12 draw.

**Motion to approve 12<sup>th</sup> draw for the Water Well Project was made by A. Ware, seconded by McPherson. Motion carried.**

Aye: Gee, McPherson, Ronning, A. Ware, N. Ware, Evans  
Nay: None  
Abstain: None  
Absent: None

- No change order this month.
- Treasurer asked for permission to send Manistee County Treasurer 2 properties (Looney & Gillespie) that are past due and have their amounts added to their 2019 taxes as Special Assessment.

**Motion to approve permission for Treasurer to send Manistee County Treasurer 2 properties that are past due and have their amounts added to their 2019 taxes as Special Assessment was made by Ronning, seconded by McPherson. Motion carried.**

Aye: Gee, McPherson, Ronning, A. Ware, N. Ware, Evans  
Nay: None  
Abstain: None  
Absent: None

**BUILDINGS, GROUNDS AND EQUIPMENT:**

T. Evans gave an overview of village owned trucks;

- Red pick-up: in good condition, needs small amount of work.
- Tan plow truck: Use just for plowing. Body is rough condition, plow is good. Looking into selling in another year and keep the plow for a newer truck.
- Sterling plow truck needs a new pump for the front plow.
- Big Red plow truck – look into selling sander separate. Possibly place it at Correct Compression or BL Township parking lot with For Sale sign.
- Water Tower property – lock gates after hours. Put up NO TRESPASSING signs.

- President Evans would like to see cameras up around the sand building and water tower or have all equipment have lock pins.
- Sale of village property known as the Odd Fellows to James M. Kieszkowski Trust. Agreement will be finalized next week.
- Lions Club building – G. McPherson reported Yates is working with his lawyer to finalize the building donation. Yates will be back in Bear Lake first of May.
- DPW Building – clerk reported just waiting for direction on what is needed next.
- Village Office Building Accessibility Plan – M. Evans reported a delay, work to begin April 29.

**BLIGHT/CABA**

**BLIGHT:** Blight Officer Gibson – no report.

**CABA:** Rick Farfsing – no report

**COUNTY COMMISSIONER REPORT:** Pauline Jaquish, reported on the demolishing of white house (Manistee County Land Bank owned) on the Variety Store lot, on Lynn Street between US-31 and Main Street. A Brownfield Assessment was done on the property. Grizwald was low bidder. Jaquish asked about villages tree replacement policy; when a tree is taken down by the village, the resident is asked if they would like a replacement tree to be planted on their property.

**SMARTrail Committee Report:** See Public Comment, Rob Carson.

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

**Two Lakes Sewer Collaborative:** McPherson no report.

**Planning Commission:**

- Farfsing reported on Zoning Ordinance Public Hearing will be April 23 at 7pm at the Bear Lake Schools Media Center.
- **OLD BUSINESS:**
- Anti-Noise Ordinance was reviewed. Discussion was held, Clerk will check with village attorney on having our Blight Enforcement Officer enforce Anti-Noise Ordinance.

**Motion to approve an ordinance to Authorize the Conveyance of Village Property was made by G. McPherson, seconded by A. Ware. Motion carried.**

Aye: Gee, McPherson, Ronning, A. Ware, N. Ware, Evans

Nay: None

Abstain: None

Absent: None

**NEW BUSINESS:**

- Food truck application fee was discussed.
- **Motion to approve to institute Food Trucks \$5 fee per application processing was made by G. McPherson, seconded by Gee. Motion carried.**

Aye: Gee, McPherson, Ronning, A. Ware, N. Ware

Nay: Evans

Abstain: None

Absent: None

- Accept resignation of Gary R. McBride
- **Motion to accept the resignation of Gary R. McBride was made by Ronning, seconded by McPherson. Motion carried.**

Aye: Gee, McPherson, Ronning, A. Ware, N. Ware

Nay: Evans

Abstain: None

Absent: None

Discussion on DPW Manager position and pay rate.

**Motion to approve pay rate for the DPW Manager position at \$14-16.00 per hour, full time was made by G. McPherson, seconded by N. Ware. Motion carried.**

Aye: Gee, McPherson, Ronning, A. Ware, N. Ware  
 Nay: Evans  
 Abstain: None  
 Absent: None

**COUNCIL COMMENT:**

- None

**PUBLIC COMMENT:**

- None

**UPCOMING EVENTS**

- Vacancies on the village council and planning commission.
- Community Dinner at BLUMC this week Thursday.
- Memorial Day weekend "Wake the Lake" happening on Saturday
- Bear Lake Watershed Annual Fund Raiser, June 22, 2019 at Bear Lake B&B
- Village of Bear Lake Community Clean-Up Day June 29, 2019 9am -1pm
- Manistee County Tire Recycling June 29, 2019 at Manistee County Fair Grounds
- Music on the Water June 29, 2019 2pm -4pm

Next council meeting May 15, 2019

**Motion to adjourn the regular monthly meeting was made by G. McPherson, seconded by N. Ware. Motion carried.**

Aye: Gee, McPherson, Ronning, A. Ware, N. Ware  
 Nay: Evans  
 Abstain: None  
 Absent: None

**Meeting adjourned at 9:25p.m.**

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Cindi McPherson, Village Clerk

**REIMBURSEMENTS to the EQUIPMENT FUND and WAGE TRANSFER TO GENERAL FUND:  
 EQUIPMENT RENTAL – March 2019**

<u>FUND</u>	<u>Equipment Rental</u>	<u>3/6/2019</u>	<u>3/13/2019</u>	<u>3/20/2019</u>	<u>3/27/2019</u>	<u>TOTALS</u>
Water	591-558-943	283.5	367.18	99.99	93.9	0
Major	202-463-943	499.45	535.90	468.65	26.34	1,530.34
Minor	203-463-943	499.45	535.90	468.65	26.34	1,530.34
Park					5.18	<u>5.18</u>
	<b>TOTALS</b>	<b>1282.4</b>	<b>1438.98</b>	<b>1037.29</b>	<b>151.76</b>	<b>3910.43</b>

Wages for period		Mar-19					Total
Jared Bair's Timesheets		Water	Major	Minor	Parks	General	Total
Pay dates:	3/6/2019	140.00	126.00	126.00	98.00	70.00	560.00
	3/13/2019	156.31	106.58	106.57	28.42	170.52	568.40
	3/20/2019	127.89	71.05	71.05	56.84	241.57	568.40

	3/27/2019	142.10	35.52	35.53	156.31	198.94	568.40
							-
Total Wages		566.30	339.15	339.15	339.57	681.03	2,265.20
FICA		43.32	25.94	25.94	25.98	52.10	173.29
Total to transfer		609.62	365.09	365.09	365.55		1,705.36
Transfer and post to 101-265-702		566.30	339.15	339.15	339.57	n/a	
Transfer and post to 101-690-000		43.32	25.94	25.94	25.98	n/a	
<b>Other Timesheets</b>		Water	Major	Minor	Parks	General	Total
From Quickbooks "Wages to Transfer"		1,500.00	242.50	242.50	550.00		2,535.00
							-
Total Wages		1,500.00	242.50	242.50	550.00	-	2,535.00
FICA		114.75	18.55	18.55	42.08	-	193.93
Total to transfer		1,614.75	261.05	261.05	592.08		2,728.93
Transfer and post to Transfers Out		1,500.00	242.50	242.50	550.00	n/a	
Transfer and post to 101-690-000		114.75	18.55	18.55	42.08	n/a	

**CLERKS REPORT FOR April 2019**

Fund	Payee	Amount	Account #	Notes
<b>General</b>			<b>101-</b>	
✓	Hopwoods Heat & Cool Inc	315.60	265-930	Fixed furnance
✓	Bear Lake Hardware	16.99	265-930	Thermostat
✓	Auto Wares	2.99	265-930	Wire nut assort
✓	The Pioneer Group	15.00	265-900	Print & Pub - affidavit for DPW Build bids
✓	Reimburse C. McPherson	233.15	215-727	Office Supplies - QB program 2019
✓		56.18	215-727	Office Supplies - file cabinet
✓	Baird, Cotter & Bishop	550.00	000-801	Prof Services
✓	Young, Graham & Wendling	584.00	265-801	Monthly & property sale
✓	Jackpine	20.00	265-900	Print/Pub - Brush pick-up cards
✓	Inacomp Computer Services	190.00	265-801	Prof Services
✓	Staples	92.71	215-727	Office supplies Toner & paper
	Thompson Tree Stump	255.00	000-951	Brush pick-up
✓	Jus - Green	175.00	265-930	Repair & Maint - yrly bug guard program
		<b>2,506.62</b>		
<b>Water</b>			<b>591-</b>	
✓	SOS Analytical	60.00	000-751	Supplies - Testing supplies

✓	Bear Lake Hardware	64.99	000-751	Supplies - Torch kit
✓	Mead & Hunt	807.24	000-801	Prof Service - Cross Connection Program
	McBride Septic	<u>65.00</u>	000-008	RRI Fund - changed out water meter - Maple St
		<b>997.23</b>		
<b>Park</b>			<b>531-</b>	
✓	Jus - Green	175.00	000-775	Repair & Maint - yrly bug guard program
✓	Ginop Sales Inc.	22.92	000-775	Repair & Maint - on mower
✓	West Coast Farm Services	255.00	000-775	Repair & Maint - on mower
✓	Bear Lake Hardware	29.97	000-775	Repair & Maint -
✓	Auto Wares	31.85	000-775	Repair & Maint
✓	Reimburse - C. McPherson	48.20	000-740	Supplies for park - TP, paper towel, cleaner
✓	The Pioneer Group	73.20	000-900	Print & Pub - Pub Hear on Canoe/Kayak Launch
	Reimburse Tony Evans	325.85	000-775	Repair & Maint - items for shower repair & band stand
	Menards	57.67	000-775	Rep & Maint-2 rakes, 2 hammers, latex gloves
	Jackpine	<u>190.00</u>	000-900	Print & Publish - Camping Permits
		<b>1,209.66</b>		
<b>Major</b>	Hometown Door	<u>197.60</u>	463-782	Repair & Maint - large over head doors @ sand building
		<b>197.60</b>		
<b>Minor</b>			<b>203-</b>	
✓	Auto-Wares Group	14.99	463-783	Contour blade
	Hometown Doors	197.60	463-782	Repair & Maint - repair of large garge doors @ sand building
	McBride Septic	<u>45</u>	463-782	Repair catch basin - Maple/Stuart Streets
		<b>257.59</b>		
<b>Equipment</b>			<b>649-</b>	
	<b>Total Bills to be Paid</b>	<b>5,168.70</b>		