

VILLAGE OF BEAR LAKE COUNCIL

12376 Virginia Street
Bear Lake Village Hall

REGULAR MEETING MINUTES

October 16, 2019

Approved minutes with corrections. cmc

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, John Pelmear, Andrea Ware & Natalie Ware

Treasurer: Sally King, **Clerk:** Cindi McPherson **Staff:** Josh Newsom

Absent: Ron Ronning and Larry Gibson

Guests: 0 guests signed in. Note: Jaquish & Farfsing are part of the agenda.

Motion to adopt the Agenda with correction by A. Ware and seconded by McPherson, motion carried.

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

Nays: None

Abstain: None

Absent: Ronning

Correction: move correspondence: Trunk or Treat under Lions Club to Correspondence

PUBLIC COMMENT: Christi Johnson commented on fencing and water tower road repair.

Ken Slater made a comment on DPW Manager good work.

CORRESPONDENCE:

- Clerk read email from Jeanne Walsh regarding Manistee County Land Bank meeting. Pauline Jaquish was asked to respond regarding the meeting; this was a meeting for Bear Lake business owners to get their thoughts/comments on future businesses in Bear Lake. No Village Council members or Planning members were officially invited.
- Tøanya Allen emailed regarding availability of the Lions Club building for Trunk or Treating event. The Village does not have ownership at this time but if they do the Village would allow the event to happen in the building.

REPORTS:

Motion to rescind the “addition” portion from August 21, 2019 meeting minutes by A. Ware, seconded by Pelmear. Motion Carried.

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

Nay: None

Abstain: None

Absent: Ronning

Motion to add the rescinded “addition” portion to September 18, 2019 correspondence section by Gee, seconded by N. Ware. Motion Carried.

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

Nay: None

Abstain: None

Absent: Ronning

Motion to approve September 18, 2019 meeting minutes with corrections by McPherson, seconded by N. Ware. Motion Carried.

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

MAINTENANCE REPORT: Report compiled by Josh Newsom, read by Newsom. Report on file in September 2019 file. Newsom reported he is now signed on with Michigan Department of Environment, Great Lakes & Energy (EGLE) as Water Operator in Charge (OIC). Ben Heymes will stay on as back up operator.

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

August 2019 Fund Balances:

General checking	76,316.90
CD (under general fund, est. April 2019)	30,000.00
Water checking	10,841.79
Water Project Required Accounts	
Bond Reserve Acct	10,609.41
RRI Fund	24,290.23
O&M Acct	31,281.15
USDA Required Accounts	
USDA Repayment -Savings	5,579.23
USDA Construction- checking	651.92
DPW Repayment – checking	105.08
DPW Construction – checking	105.08
Park checking	18,788.80
Park CD	33,464.85
Major Street checking	40,299.36
Minor Street checking	4,123.98
Equipment Fund checking	23,922.66
SAW Grant Account	5.14

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, Pelmear, A. Ware, N. Ware, Evans
Nay: None
Abstain: None
Absent: Ronning

Motion to approve amendments to the budget by N. Ware, seconded by A. Ware. Motion Carried.

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

General Fund:

Amend Professional Services to \$16,036.33, increase Office Supplies to \$3,400.
Increase budget amount for Other Revenue to \$14,036 and Clean-Up Programs to \$2,400. (A \$1,600 increase due to money from Manistee Community Foundation (Blight Fund) and donation from village resident.)

Water Fund:

Amend DPW Building Principal to \$1,400 and Sewer Capital Outlay increase to \$4,000.

Major Street Fund:

Amend DPW Repayment to \$3,100 and increase Audit to \$900.

Minor Fund:

Amend DPW Building Repayment down to \$0 and increase Repair & Maintenance to \$8,100.

Treasurer reported, October 1, 2019 using O&M for receiving and water checking- all income.

Received a check from Padnos for the old fire hydrants.

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

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

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

Nay: None

Abstain: None

Absent: Ronning

Reimbursements: at the end of minutes

COMMITTEE CHAIR REPORTS:

PARK:

Park Report:

- **PARK MANAGER REPORT:** emailed to clerk, read by President Evans. On file in 2019 September folder.
- Discussion on:
 - Camp site #26 issue
 - Discussion held regarding the camper's mat and the electrical services to their trailer being disconnected. Unknown why electrical service was disconnected. It was decided that \$150.00 credit will be offered to campers for 2020 seasonal lot.
 - Park Host /Manager – at this time no applications have been received for either position. Park manager position to be filled at December's council meeting.
 - West end of Hopkins Drive in the park needs to be researched. Ken Mleck from Fleis & VanderBrink reported; Hopkins Drive shows on Plat Map but cannot find official paper work. A title search will need to be done.

Motion to approve title search be done on west drive (Hopkins Drive, of Hopkins Park, by Pelmeur, seconded by A. Ware. Motion carried.

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

Nay: None

Abstain: None

Absent: Ronning

- Mleck reported on Fleis & VanderBrink Hopkins Park
 - Topical survey and drainage recommendation will be done in next couple of weeks.
 - Low cost improvements recommended
 - A new concept for the park will need to be done – meet with council to get their thoughts.
- Kayak/Canoe launch – award from the DNR grant will be announced in December 2019.
 - King has connected Spicer group & Fleis & VanderBrink regarding the launch for future planning

STREETS, TREES, SIGNS, LIGHTS, SIDEWALKS:

- Discussion on water tower road:

- Water tower road – Newsom stated he is getting quotes for fencing and a silt fabric to block run off. There will be no black topping of the road as pricing is too high. He will continue to monitor/grade the road.
- The gate will be left for village residents to take leaves to the compost pile.
- Revenue Sharing Grant – sidewalk downtown. Revenue Sharing Board member asked if we had received a 2nd bid as he thought the cost might be too high. Clerk will check with Griz and Gilbert out of Arcadia.

WATER:

- Draw 16 for Water Well project – Mlcek
- Update by Mlcek, Wellsite building has walls, roof system to come next week. Pumps will still need DEQ approval once they are in place.
- Reporting for water meters is installed on treasurer’s computer, Treasurer King is working on entering resident meter data.

Motion to approve Draw 16 for Water Well project by N. Ware, seconded by A. Ware. Motion carried.

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

Draw 16 information is in October minutes file.

Motion to accept change order #5 by A. Ware, seconded by Gee. Motion carried.

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

Change order in October minutes file.

BUILDINGS, GROUNDS AND EQUIPMENT:

- Clerk asked for survey to be done at the water tower property for future fencing around the village property. Mlcek said he will check on survey as it had been done for a previous project. He thought they could mark the corners for us.
- Lions Club – no report, waiting on a closing date.
- DPW Building – waiting to hear back from the USDA
- Cosier Park/Municipal Play ground – the grant has been submitted

BLIGHT/CABA

BLIGHT: Blight Officer Gibson – no report

CABA: Rick Farfsing – no report

COUNTY COMMISSIONER REPORT: Pauline Jaquish reported, Land Bank Authority took input from Bear Lake businesses on businesses they would like to see in the village. Buyer of vacant land owned by Land Bank must have a business plan before buying the property. Attended a Land Bank meeting at Crystal Mountain, very enlightening and educational. North Flight ambulance service has 3 ambulances, tracking their calls and ETA’s for calls. Sparkle in the Park set up starts November 1. Carriage rides will be the last 2 weekends of the event.

SMARTrail Committee Report: No report. Looking for a resident to attend these meetings. Clerk will get more information on this.

Bear Lake Improvement Board: McPherson reported, no fall applications and 2020 dates were set..

Two Lakes Sewer Collaborative: McPherson reported application is in.

Planning Commission:

- Farfsing reported, Planning meeting dates for 2020 have been set. Question on whether “zoning” signs in village are needed. Up to council. Questions the need for a golf cart ordinance in village. Clerk will contact Sheriff’s office to learn the laws. Manistee County Planning will handle all of village zoning issues. Zoning Board of Appeals members are still needed.

OLD BUSINESS:

Deputy Clerk/Treasurer appointed position. Two applications were received.

Motion to appoint Sally Myers as Deputy Clerk/Treasurer by McPherson, seconded by N. Ware. Motion carried.

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

NEW BUSINESS:

- Gabridge Audit engagement – discussion was held if the Village Council would like to continue using them. This year’s audit with Gabridge held some challenges regarding time the lines they neglected to meet. Treasurer & Clerk would like to use H&S Companies, current village CPA.

Motion to address the release of Gabridge from our contract with them without penalty by McPherson, seconded by A. Ware. Motion carried.

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

COUNCIL COMMENT:

- Clerk McPherson stated she attended the Manistee County Summit.

PUBLIC COMMENT:

- B. Farfsing – Concerned if Hopkins Drive in Hopkins Park does not belong to village on west side.

UPCOMING EVENTS or ANNOUNCEMENTS

- Two Lakes Sewer Meeting, November 6 at 7p at BL Township
- Bear Lake Water Improvement Special Meeting December 3 at 7pm.

Next council meeting November 20, 2019

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

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

Meeting adjourned at 8:47p.m.

Cindi McPherson, Village Clerk

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

FUND	Equipment Rental	9/6/2019	9/13/2019	9/20/2019	9/27/2019	TOTALS
Water	591-000-943	219.98	107.99	120.23	293.49	741.69
Major	203-463-943		2.35	45.11		47.46
Minor	202-463-943		2.35	45.11		47.46
Park		<u>209.01</u>	<u>51.65</u>	<u>232.86</u>	<u>254.72</u>	<u>748.24</u>
	TOTALS	428.99	164.34	443.31	548.21	1584.85

Village of Bear Lake
Payroll Transfers

Wages for period

Sep-19

Josh Newsom's Timesheets

	Water	Major	Minor	Parks	General	Total
Pay dates:						-
9/4/2019	552.00			248.00		800.00
9/11/2019	352.00			400.00	48.00	800.00
9/18/2019	496.00	24.00	24.00	200.00	56.00	800.00
9/25/2019	344.00	24.00	24.00	352.00	56.00	800.00
Total Wages	1,744.00	48.00	48.00	1,200.00	160.00	3,200.00
FICA	133.42	3.67	3.67	91.80	12.24	244.80
Total to transfer	1,877.42	51.67	51.67	1,291.80		3,272.56

Transfer and post to 101-265-702

1,744.00 48.00 48.00 1,200.00 n/a

Transfer and post to 101-690-000

133.42 3.67 3.67 91.80 n/a

Other Timesheets

	Water	Major	Minor	Parks	General	Total
From Quickbooks "Wages to Transfer"	550.00	125.00	125.00	1,024.64		1,824.64
Total Wages	550.00	125.00	125.00	1,024.64	-	1,824.64
FICA	42.08	9.56	9.56	78.38	-	139.58
Total to transfer	592.08	134.56	134.56	1,103.02		1,964.22

Transfer and post to Transfers Out

550.00 125.00 125.00 1,024.64 n/a

Transfer and post to 101-690-000

42.08 9.56 9.56 78.38 n/a

CLERK REPORT September 2019

Fund	Payee	Amount	Account #	Notes
General			101-	
*	Young, Graham & Wendling	328.00	265-801	Monthly retainer
*	Jackpine	254.94	265-727	toner/drum
*	H&S Companies	<u>168.00</u>	265-801	Audit/budget
		750.94		
Water			591-	
*	McBride Spetic Systems	322.50	000-801	Miss Dig
*	Auto Value	13.59	000-751	Supplies
*	H&S Companies	168.00	000-801	audit/budget
*	SOS Analytical	60.00	000-751	Supplies - testing supplies
*	Bear Lake Hardware	17.61	000-751	Supplies
*		<u>2.99</u>	000-775	Repair & Maint
		584.69		
Park			531-	
*	H&S Companies	168.00	000-801	audit & budget
*	Bear Lake Hardware	6.36	000-740	Supplies
*		82.23	000-775	Repair & Maint
*	Young Graham & Wendling	80.00	000-810	Professional Service - Grant agree with township- kayak/canoe
*	Vipper Graphics	1,225.00	000-775	pre-approved, replacement of damaged park sign
*	Bear Lake Ace Rental	<u>16.50</u>	000-775	Repair & Maint
		1,578.09		
Major			203-	
*	H&S Companies	168.00	482-807	Audit/budget
*	Ron Brown & Sons	83.76	463-782	Road gravel
*	Elmers	<u>562.34</u>	000-782	Repair Maint - air compressor
		814.10		
Minor			202-	
*	H&S Companies	168.00	482-807	Audit & budget
*	Ron Brown & Sons	83.75	463-782	Road gravel
*	Elmers	<u>562.33</u>	000-782	Repair & Maint
		814.08		
Equipment			649-	
*	Auto Valve	36.57	000-782	Repair Maint - air compressor
*	Bear Lake Hardware	<u>31.74</u>	000-782	Repaity & Maint
		68.31		
Total Bills to be Paid		\$4,610.21		