

VILLAGE OF BEAR LAKE COUNCIL

12376 Virginia Street
Bear Lake Village Hall

REGULAR MEETING MINUTES

November 20, 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, Ronning, John Pelmeare, Andrea Ware & Natalie Ware

Treasurer: absent **Clerk:** Cindi McPherson **Staff:** Josh Newsom

Absent: Sally King and Larry Gibson

Guests: 1 guest signed in. Note: P. Jaquish & B. Farfsing are part of the agenda.

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

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

Nays: None

Abstain: None

Absent: None

Addition: Under Community Announcements: Community Thanksgiving Day Dinner noon-3:30p

PUBLIC COMMENT: None

CORRESPONDENCE:

- Clerk read post card from Manistee Chamber, After Hours event December 5, 2019 at The Ramsdell Regional Center for the Arts, 5:30-7:30pm
- Clerk read email received from Bill Kaiser regarding the hydrant in his driveway. Ken Mlcek said he spoke to Gustafsons, price was too high. He is asking contractor for the well house for a quote.

REPORTS:

Motion to approve October 16, 2019 meeting minutes with spelling corrections by McPherson, seconded by N. Ware. Motion Carried.

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

Nay: None

Abstain: Ronning

Absent: None

MAINTENANCE REPORT: Report compiled by Josh Newsom, read by Newsom. Report on file in November 2019 file.

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

October 31 2019 Fund Balances:

General checking **75,507.49**

CD (under general fund, est. April 2019) **30,000.00**

Water

Op & Maint (checking) **18,432.71**

Receiving (savings) **28,858.23**

Water Project Required Accounts

Bond Reserve Acct	10,609.41
RRI Fund	24,290.23

USDA Required Accounts

USDA Repayment -Savings	14,579.23
USDA Construction- checking	77,653.09
DPW Repayment – checking	105.09
DPW Construction – checking	105.09
Park checking	11,281.86
Park CD	33,464.85
Major Street checking	41,654.55
Minor Street checking	4,171.93
Equipment Fund checking	25,319.49
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 Ronning seconded by N. Ware, motion carried.

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

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

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

General Fund:

Amend Professional Services to \$15,991.33 and increase Trash Bag to \$510.00

Water Fund:

Amend DPW Building Principal to \$0.00 and increase Supplies to \$4,400.

Park Fund:

Amend Garbage Collection to ~~\$0.00~~ **\$852.50** and increase Repairs & Maint. To \$6,147.50

Amend DPW Build Repayment to \$1,000.00 and increase Prof. Services to 1,282.00

Amend Refunds to ~~\$0.00~~ **\$134.50** and increase Print & Publish to \$1,405.50

Amend Misc. Expense to ~~\$0.00~~ **\$80.00** and increase Equip. Rental to \$3,945.00

Minor Fund:

Amend Capital Outlay down to \$1,250.00 and increase Audit to \$750.00

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 Ronning, seconded by N. Ware. Motion carried.

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

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 November folder.
- Discussion on:
 - Park Host /Manager applications- 1 application received for Park Host. 1 application received for Park manager position. An additional application of a qualified individual was received but not stated which position they are interested in. President Evans will follow up with her. Park Manager position needs to be filled at December's council meeting. Park host in March.
 - West end of Hopkins Drive in the park needs to be researched. Ken Mlcek from Fleis & VandenBrink reported; Hopkins Drive shows on Plat Map but driveway is not in the correct Right of Way. This will need to be clarified by the title search and surveyed. Mlcek will get a quote on survey beforehand.
 - Clerk reported Light House Title has not started the search.
 - Kayak/Canoe launch – award from the DNR grant will be announced in December 2019.

STREETS, TREES, SIGNS, LIGHTS, SIDEWALKS:

- Water tower road update:
 - Newsom reported he was given a very high quote for fencing the 70 feet from current wooden fence to county road right of way.
 - Mlcek said he will ask Cole if they can do fencing when they are doing water well fencing area.
- Revenue Sharing Grant for sidewalk downtown – award date is in December 2019.
 - Larsen's Landscaping is getting us a 2nd quote
 - Snow plow is pushing snow up on sidewalk and blocking sidewalk.

WATER:

- Draw #17 for Water Well project – Mlcek
- Update by Mlcek, Wellsite building
- Report on water meters, do a test run soon. He suggests a reading is done quarterly and it is shown on the bill.

Motion to approve Draw 17 for Water Well project by McPherson, seconded by A. Ware.

Motion carried.

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

Nay: None

Abstain: None

Absent: None

Draw 17 information is in November minutes file.

BUILDINGS, GROUNDS AND EQUIPMENT:

- Mlcek said he will check to have survey of Water Tower property done when the well area is done.
- DPW Building – waiting for a closing date in December 2019.
- Lions Club – Mr. Yates is meeting with tax assessor on December 10. Hoping not to have to pay taxes for the Lions Club building.
- Cosier Park/Municipal Play ground – awarded in December 2019. Laura Heintzelman would like to look at the park.

BLIGHT/CABA

BLIGHT: Blight Officer Gibson – emailed report. On file in November 2019 minutes folder.

CABA: Rick Farfsing – no report

COUNTY COMMISSIONER REPORT: Pauline Jaquish no report.

SMARtrail Committee Report: No report. Looking for a resident to attend these meetings. Rob Carson is head of this committee now.

Bear Lake Improvement Board: McPherson reported no November meeting.

Two Lakes Sewer Collaborative: McPherson reported November meeting was cancelled.

Planning Commission: B. Farfsing – no report

Baseline report was presented by Clerk. It had been discussed in October by B. Farfsing.

Motion to accept the Baseline Report for RRC by A. Ware, seconded by Ronning. Motion carried.

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

OLD BUSINESS:

H & S Companies – discussion held on their cost, \$6,600 for regular audit. \$1,200 for services. There will be an additional cost for USDA loan, approx. \$1,200, waiting confirmation \$ from Corinna at H & S Companies.

Clerk will contact village attorney to see if we can get out of last years (2021 audit) agreement.

NEW BUSINESS:

- DPW Manager vacation pay out – discussion held.

Motion to approve vacation wage pay-out policy by McPherson, seconded by Pelmear. Motion carried.

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

Note: policy will be done for - DPW Manager cash out 1 week of Earned Time Off per year, 1 week of out-of-office vacation pay will be paid. Budget for 53 weeks + 1 additional week per year. Roll over – no use in fiscal year

- Grant Writer service fee – clerk presented an invoice from AES regarding the grant writer for the Kayak/Canoe launch. Tabled – council would like to ask Bear Lake Township to pay half of the amount.
- 2020-2021 Budget Committees – committee heads will meet with Josh to discuss budget for 2020-2021 this information is needed for December council meeting.

COUNCIL COMMENT:

- Lights
- How deputy clerk/treasurer working out

PUBLIC COMMENT:

- Rachel Nelson, Manistee County Treasurer introduced herself. Rachel also chairs the Manistee County Land Bank. She updated council on the Variety building vacant lot and reassured council the Land Bank will ask developers for a plan and approve plans before the purchase of the property.
- Discussion was held on Water Tower road fencing to county road right of way.

UPCOMING EVENTS or ANNOUNCEMENTS

- Two Lakes Sewer Authority meets 1st Wednesday of ea. month 7pm at Bear Lake Township Hall
- Bear Lake Improvement Board Meeting December 5, 7pm at Bear Lake Township Hall
- Bear Lake Promoters Meeting 1st Wednesday of each month, 8:00a at Grille 44
- Bear Lake Township meeting 3rd Tuesday of each month, 7pm at the township hall
- SMARtrails
- Sparkle in the Park – Opening night event Saturday, November 30 and runs through until December 31, 2019 5p-10p

- Thanksgiving Day Community Dinner at Bear Lake Methodist Church noon – 3:30pm

Next council meeting December 18, 2019

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

Motion carried.

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

Nay: None

Abstain: None

Absent: None

Meeting adjourned at 8:23p.m.

Cindi McPherson, Village Clerk

<u>FUND</u>	<u>Equipment Rental</u>	<u>10/2/2019</u>	<u>10/9/2019</u>	<u>10/16/2019</u>	<u>10/23/2019</u>	<u>10/30/2019</u>	<u>TOTALS</u>
Water	591-000-943	293.49	93.9	70.43	200.9	257.15	915.87
Major	202-463-943	0.00	34.29	4.7	0	9.39	48.38
Minor	203-463-943	0.00	38.99	22.22	0	9.39	70.60
Park	202-463-943	<u>254.72</u>	135.54	273.58	231.78	260.53	<u>1156.15</u>
	TOTALS	548.21	302.72	370.93	432.68	536.46	2191

Village of Bear Lake
Payroll Transfers

Wages for period

Oct-19

Josh Newsom's Timesheets

	Water	Major	Minor	Parks	General	Total
10/1/2019	352.00	8.00	8.00	328.00	104.00	800.00
10/9/2019	420.00	35.00	45.00	200.00	100.00	800.00
10/16/2019	240.00	40.00	48.00	368.00	104.00	800.00
10/23/2019	525.00	-	-	175.00	100.00	800.00
10/30/2019	432.00	16.00	16.00	296.00	40.00	800.00
vacation pay out 10/30/2019					800.00	800.00
Total Wages	1,969.00	99.00	117.00	1,367.00	1,248.00	4,800.00
FICA	150.63	7.57	8.95	104.58	95.47	367.20
Total to transfer	2,119.63	106.57	125.95	1,471.58		3,823.73

Transfer and post to 101-265-702

1,969.00 99.00 117.00 1,367.00 n/a

Transfer and post to 101-690-000

150.63 7.57 8.95 104.58 n/a

Other Timesheets

	Water	Major	Minor	Parks	General	Total
From Quickbooks "Wages to Transfer"	750.00	125.00	125.00	126.54		-
						1,126.54
						-
Total Wages	750.00	125.00	125.00	126.54	-	1,126.54
FICA	57.38	9.56	9.56	9.68	-	86.18
Total to transfer	807.38	134.56	134.56	136.22		1,212.72

Transfer and post to Transfers Out

750.00 125.00 125.00 126.54 n/a

Transfer and post to 101-690-000

57.38 9.56 9.56 9.68 n/a

CLERK REPORT October 2019

Fund	Payee	Amount	Account #	Notes
General			101-	
*	Young, Graham & Wendling	232.00	265-801	Monthly retainer & \$32.00 charge DPW Building
*	Dornbos Sign Inc	106.80	265-900	Signs, Compost pile & Municipal Playground
*	H&S Companies	203.00	265-801	Consulting
*	Northstar Automotive	328.60	265-930	Red Pick-up
*	OMS Compliance Services, INC	<u>186.00</u>	265-801	DOT drug test/pre-employment
		1,056.40		
	Servpro			payment for museum water damage
Water			591-	
*	H&S Companies	203.00	000-801	Consulting
*	Haviland	565.00	000-751	Supplies
*	Inacomp Computer Services	95.00	000-807	Service
*	USA BlueBook	272.22	000-751	supplies
*	SOS Analytical	60.00	000-751	Supplies - testing supplies
*	EGLE (MDOT)	<u>669.69</u>	000-812	annual fee
		1,864.91		
Park			531-	
*	The Pioneer Group	330.75	000-900	Park Host & Manager positions Hopkins Park
*	Dornbos Sign, Inc	32.30	000-740	No Swim sign
*	H&S Companies	203.00	000-801	Consulting
*	EGLE	126.00	000-801	Hopkins Park license
*	Ron Brown & Sons	<u>517.68</u>	000-775	Road gravel
		1,209.73		
Major			203-	
*	Ron Brown	104.82	463-782	sand for streets
*	H&S Companies	<u>203.00</u>	482-807	Comsulting
		307.82		
Minor			202-	
*	Mark Thompson Tree & Stump	270.00	000-951	Tree damage
*	Ron Brown & Sons	104.81	463-782	
*	H&S Companies	<u>203.00</u>	482-807	Consulting
		577.81		
Equipment			649-	

Bills to be paid

\$5,016.67