

VILLAGE OF BEAR LAKE COUNCIL

12376 Virginia Street
Bear Lake Village Hall

REGULAR MEETING MINUTES

December 18, 2019
Approved minutes

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 Pelmeear, Andrea Ware & Natalie Ware

Treasurer: Sally King **Clerk:** Cindi McPherson **Staff:** absent

Absent: Josh Newsom and Larry Gibson

Guests: No guest signed in.

Motion to adopt the Agenda with additions/subtractions by G. McPherson and seconded by N. Ware, motion carried.

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

Nays: None

Abstain: None

Absent: None

Subtraction: Streets, trees, signs, lights, sidewalk – Sidewalk Ordinance

Addition: Park – Hopkins Dr.

Buildings, Grounds & Equipment - Village office building - boiler

PUBLIC COMMENT: None

CORRESPONDENCE:

- K. Rupert email – concern over communication on the Sewer Authority.

REPORTS:

Motion to approve November 20, 2019 meeting minutes with corrections by Ronning, seconded by A. Ware. Motion Carried.

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

Nay: None

Abstain: None

Absent: None

MAINTENANCE REPORT: Report compiled by Josh Newsom, read by President Evans. Report on file in December 2019 file.

President Marla asked for the DPW Manager – Council opinion on what should be done on Wise Street water flow/ice dam. Council agreed to plug drain to reroute water and address in the Spring. Discussion on sand/salt mix.

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

November 30 2019 Fund Balances:

General checking **75,987.40**

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

Water

Op & Maint (checking) **8,429.95**

Receiving (savings)	29,699.40
Water Project Required Accounts	
Bond Reserve Acct	11,051.41
RRI Fund	25,302.23

USDA Required Accounts

USDA Repayment -Savings	7,397.07
USDA Construction- checking	62,630.08
DPW Repayment – checking	105.09
DPW Construction – checking	105.09
Park checking	8,529.71
Park CD	33,526.74
Major Street checking	43,618.55
Minor Street checking	4,706.06
Equipment Fund checking	26,975.39
SAW Grant Account	6.81

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 G. McPherson seconded by Pelmear, motion carried.

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

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

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

General Fund:

Amend Budget item Other Revenue to \$18,677.36 and Insurance Expense to \$8,241.36 (an increase of \$4,641.36 due to insurance payout from MML)

Amend Planning Commission Wages to \$1260 and decrease Wages to \$20,355

Park Fund:

Amend Lake Improvement Board to \$1,103 and Park Improvement to \$1,072

Amend Equip Rental to \$4,000 and Operating Supplies to \$545

Minor Fund:

Amend Capital Outlay down to \$625.00 and Repair & Maintenance to \$8725

Equipment Fund

Increase budget for Equipment Rental Income to \$13,000 and Equipment Repair & Maintenance Expense to \$7,490.

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 A. Ware, seconded by N. Ware. Motion carried.

Aye: Gee, McPherson, Pelmear, 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 applications – Two applications were received, discussion held.
**Motion to hire Jeff Bair as Hopkins Park Manager by McPherson, seconded by Pelmear.
Motion carried.**

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

- Clerk reported on west end of Hopkins Drive coming out of Hopkins Park; Talon Group Title office did a search on the drive easements shown on Plat Map, drive is not in the correct Right of Way, off slightly. Hopkins Drive is owned by the Village of Bear Lake. Report on file.
- Kayak/Canoe launch – award from the DNR grant was not at full amount as requested. The award was \$28K, a fraction of what was applied for. Spicer Group is looking into the possibility of receiving more money from the DNR. Checking with DNR to see if the \$28k can be used for another project within the park. Council will need to decide at the January council meeting if we use the money or decline the award.

STREETS, TREES, SIGNS, LIGHTS, SIDEWALKS:

- Revenue Sharing Grant for sidewalk downtown was awarded to the village in the amount of \$16,180. The village has received a quote from Lakeshore Construct (check expiration date of quote), Larsen’s Landscaping would need an architect to design a retaining wall as it is over 6ft. Clerk will contact Elmer’s for an additional quote and check with MDOT regarding their right of way.

WATER:

- Update by Mlcek on Wellsite building
- Draw #18 for Water Well project – Mlcek
Motion to approve Draw 18 for Water Well project by N. Ware, seconded by Ronning. Motion carried.

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

Draw 18 information is in December minutes file.

BUILDINGS, GROUNDS AND EQUIPMENT:

- Water tower property survey – Ken Mlcek from Fleis & Vandenbrink presented a quote of \$1500 plus title search on surveying the property. Clerk to check with MML insurance to see if there is a need for fencing around this property. - tabled
- DPW Building – waiting for a closing date in January 2020
- Lions Club – Per Mr. Yates, Lions Club does not have to pay taxes, waiting on their attorney for a closing date.
- Cosier Park/Municipal Play ground was awarded the grant from Manistee Community Foundation in the amount of \$15,992.00. The village will match with 20% toward this and Bear Lake Promoters have given a donation. The award board would also like to see accessibility parking beside the park and an accessible pathway to the park.
- Boiler inspection for the state was done on the village office/Museum building. All good. Waiting on quotes for boiler(s) replacement.

BLIGHT/CABA

BLIGHT: Blight Officer Gibson – no report

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 rehired individual companies as previous year for lake water checks.

Two Lakes Sewer Collaborative: McPherson reported short meeting, needed to pay a bill.

Planning Commission: B. Farfsing – no report

OLD BUSINESS:

- 2020-2021 Budget Committees – moving forward on recommendations
- Earned Time Off (ETO) Policy
 - Motion to approve the Earned Time Off (ETO) with Cash Out & Payment on Termination Provisions for full time employee policy by McPherson, seconded by A. Ware. Motion carried.**
 - Aye: Gee, McPherson, Pelmear, Ronning, A. Ware, N. Ware, Evans
 - Nay: None
 - Abstain: None
 - Absent: None
- AES Grant writer invoice from the DNR Recreation Grant (Kayak/Canoe Launch) – Tabled
 - Need more information on any agreements village or the township has signed regarding payment to AES for grant writing.

NEW BUSINESS:

- Regular council meeting dates for 2020
 - Motion to approve the village council regular monthly meeting dates for 2020 by N. Ware, seconded by Ronning.**
 - Motion carried.**
 - Aye: Gee, McPherson, Pelmear, Ronning, A. Ware, N. Ware, Evans
 - Nay: None
 - Abstain: None
 - Absent: None

COUNCIL COMMENT:

- A. Ware – look at camp ground reservation system.

PUBLIC COMMENT:

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 May 17, 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
- Community Dinner at Bear Lake Methodist Church 5pm Thursday, 12/19/19

Next council meeting January 15, 2020

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

Motion carried.

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

Nay: None
 Abstain: None
 Absent: None
Meeting adjourned at 8:56p.m.

Cindi McPherson, Village Clerk

FUND	Equipment Rental	11/1/2019	11/8/2019	11/15/2019	11/22/2019	11/29/2019	TOTALS
Water	591-000-943	103.29	220.7	132.54	112.68	79.82	649.03
Park	531-463-943	72.05	56.57	138.74	18.78	234.58	520.72
Major	203-463-943	9.39	76.49	249.1	14.09	21.58	370.65
Minor	202-463-943	<u>30.09</u>	<u>193.68</u>	<u>249.1</u>	14.09	21.58	486.96
	TOTALS	214.82	547.44	769.48	159.64	357.56	2048.94

Pay dates: for DPW Manager – Josh Newsom

							-
	11/6/2019	495.00	25.00	45.00	155.00	80.00	800.00
	11/13/2019	288.00	132.00	132.00	116.00	132.00	800.00
	11/20/2019	344.00	112.00	112.00	88.00	144.00	800.00
	11/27/2019	550.00	10.00	10.00	40.00	190.00	800.00
Total Wages		1,677.00	279.00	299.00	399.00	546.00	3,200.00
FICA		128.29	21.34	22.87	30.52	41.77	244.80
Total to transfer		<u>1,805.29</u>	<u>300.34</u>	<u>321.87</u>	<u>429.52</u>		<u>2,857.03</u>

Transfer and post to 101-265-702

1,677.00 279.00 299.00 399.00 n/a

Transfer and post to 101-690-000

128.29 21.34 22.87 30.52 n/a

Other Timesheets

	Water	Major	Minor	Parks	General	Total
						-
From Quickbooks "Wages to Transfer"	350.00			194.70		544.70
						-
Total Wages	350.00	-	-	194.70	-	544.70
FICA	26.78	-	-	14.89	-	41.67
Total to transfer	<u>376.78</u>	-	-	<u>209.59</u>		<u>586.37</u>

Transfer and post to Transfers Out

350.00 - - 194.70 n/a

Transfer and post to 101-690-000

26.78 - - 14.89 n/a

Fund	Payee	Amount	Account #	Notes
General			101-	
	Young, Graham & Wendling	424.00	265-801	Monthly retainer \$200/emails regarding DPW closing date
	Jackpine Business Center	85	265-900	envelopes
	Michigan Municipal League	13.00	265-910	insurance
	Bear Lake Hardware	31.57	265-930	rep & maint
	Custom Sheet Metak & Heating	300.00	265-930	inspection of office building boilers
	Auto Value	<u>4.99</u>	265-930	rep & maint
		858.56		
Water			591-	
	Michigan Pipe & Value	128.00	000-775	will be reimbursed from Superior Energy for this amount
	Red Line Electrical CO.	75.00	000-775	restore power to outlet, water treatment equip
	USA Blue Book	83.68	RRI acct	well house #2 controls
	McBride Systems & Excavating	180.00	000-801	Miss Dig
	SOS Analytical	60.00	000-751	Supplies - testing supplies
	Bear Lake Hardware	14.58		transfer from RRI
	Bear Lake Hardware	54.47	000-751	Supplies
	Bear Lake Hardware	56.27	000-751	Supplies
	Bear Lake Hardware	158.81	000-775	Supplies
	Auto Value	<u>54.62</u>	000-751	Supplies
		865.43		
Park			531-	
	Manistee County	1,102.50	000-955	Eurasian Water Milfoil - Bear Lake Improvement Board
	Bear Lake Hardware	30.74	000-740	Operating supplies
	Bear Lake Hardware	<u>55.19</u>	000-775	rep & maint
		1,188.43		
Major			203-	
	West Coast Farm Services	823.00	463-782	rep & maint
	West Coast Farm Services	<u>27.50</u>	265-776	Gas & oil
		850.50		
Minor			202-	
	Bear Lake Hardware	46.34	463-782	rep & maint
	West Coast Farm Services	823.00	463-782	rep & maint
	West Coast Farm Services	<u>27.50</u>	265-776	Gas & oil
		896.84		
Equipment			649-	
	West Coast Farm Services	6,474.00	000-782	rep & maint on the Sterling truck
	Auto Value	27.48	000-782	Equip rep & maint
	Bear Lake Hardware	<u>16.99</u>	463-782	Equip rep & maint
		6,518.47		

Total Bills to be Paid

\$11,178.23