

## VILLAGE OF BEAR LAKE COUNCIL

12376 Virginia Street  
Bear Lake Village Hall

### REGULAR MEETING MINUTES

June 17, 2020  
Approved minutes

The regular meeting of the Bear Lake Village Council was called to order by President Marla Evans at the Village Hall at 7:04pm. Pledge of Allegiance was said.

#### **ROLL CALL:**

**President:** Marla Evans **Council:** Rodney Gee, Greg McPherson, John Pelmeare, Red Ronning, & Andrea Ware

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

**Absent: Council:** Natalie Ware **Staff:** Jeff Bair and Larry Gibson

**Guests:** 2 guests called in on the conference line, no guests signed in.

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

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

Nays: None

Abstain: None

Absent: N. Ware

Addition: New Business: Resolution. MML Liability & Property Pool  
Parks: Refunds

**PUBLIC COMMENT:** None

**CORRESPONDENCE:** Nicole email inquiry regarding what the council will be doing with the Lions Club Building.

#### **REPORTS:**

##### **MINUTES APPROVAL:**

**Motion to approve May 20, 2020 telecommunication meeting, by McPherson, seconded by Ronning.**

**Motion Carried.**

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

Nay: None

Abstain: None

Absent: N. Ware

**MAINTENANCE REPORT:** Josh Newsom – report on file.

Newsom mentioned he will need to purchase new zero turn blades.

##### **TREASURER'S REPORT:**

Discussion on residents with late water bills and the inability to transfer funds due to lack of funds.

Discussion on enforcing water bill late fee in the next quarter billing. On the average 12 – 18 people are late on paying their water bill each quarter.

**Motion to approve the enforcement of all water bill late fee going in the next quarter (July 2020) & no more COVID related late fee exemptions, by McPherson, seconded by Pelmeare. Motion Carried.**

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

Nay: None

Abstain: None

Absent: N. Ware

**Motion to approve raising the water bill late fee from \$5 a month to \$15 per month beginning July 2020, by A. Ware, seconded by Gee. Motion Carried.**

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

Motion by Pelmear to increase water late fee to \$20 a month – discussion. Pelmear rescinded the motion.

**TREASURERS REPORT**

Reviewed by Treasurer Sally King. Written report on file in the 2020 Minutes binder.

**May 31, 2020 Fund Balances:**

<b>General</b> checking	<b>105,250.13</b>
<b>Water</b>	
Op & Maint (checking)	<b>3,884.06</b>
Receiving (savings)	<b>6,176.14</b>
<b>Water Project Required Accounts</b>	
Bond Reserve Acct	<b>13,709.46</b>
RRI Fund	<b>31,388.11</b>

**USDA Required Accounts**

USDA Repayment -Savings	<b>11,636.39</b>
USDA Construction- checking	<b>712.78</b>
DPW Repayment – checking	<b>2,002.28</b>
DPW Construction – checking	<b>7,757.40</b>
<b>Park</b> checking	<b>4,070.45</b>
<b>Park CD</b>	<b>33,650.85</b>
<b>Major Street</b> checking	<b>50,191.34</b>
<b>Minor Street</b> checking	<b>2,796.66</b>
<b>Equipment Fund</b> checking	<b>27,092.39</b>
SAW Grant Account	9,742.93

Note: SAW Grant Fund - This is not village money, does not have a budget.

**Motion to accept the Treasurer’s Report as presented by A, Ware seconded by Ronning, motion carried.**

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

Profit & Loss Budget vs. Actual was presented – no amendments

**Bills to be paid** presented by the Clerk. List attached and on file in 2020 Minutes folder.

**Motion to pay the bills as presented by McPherson, seconded by Gee. Motion carried.**

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

**Reimbursements:** at the end of minutes

**COMMITTEE CHAIR REPORTS:**

**PARK:**

**Park Report:** President Evans read park report

- Discussion on park refunds  
**Motion to approve payment of park refunds due to COVID-19 related cancellations in the amount of \$462, Ronning, seconded by McPherson. Motion Carried.**  
Aye: Gee, McPherson, Pelmear, Ronning, A. Ware, Evans  
Nay: None  
Abstain: None  
Absent: N. Ware
- Discussion on giving a discount to returning seasonal campers in 2021 due to late entry to park this year due to COVID-19.  
**Motion to approve a 15% discount to returning seasonal campers in 2021 who were not able to enter the park at the beginning of the season, by McPherson, seconded by Ronning. Motion Carried.**  
Aye: Gee, McPherson, Pelmear, Ronning, A. Ware, Evans  
Nay: None  
Abstain: None  
Absent: N. Ware
- Discussion on Park Manager requesting an increase in daily rates for nonseasonal stays. \$22 to \$30 for back lots and \$27 to \$35 for water front lots. This new rate would go into effect on all new reservations in 2020 and keeping the same increased rate for 2021.  
**Motion to approve a daily rate increase of \$8 lots, by McPherson, seconded by Ronning. Motion Carried.**  
Aye: Gee, McPherson, Pelmear, Ronning, A. Ware, Evans  
Nay: None  
Abstain: None  
Absent: N. Ware
- A. Ware announced Hopkins Park is all open for the season. Restrooms are keyless entry to campers only.
- Camper satisfaction survey presented by President Evans. This survey will be in the Welcome packets given to all campers.
- Restroom daily cleaning service log will be done by park manager, park host and other village employees who service them.

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

- Clerk reported that contractors will need to be contacted again for quotes on the sidewalk repair along US-31.

**WATER:**

- Update by Mlcek on wellsite & well building. Electrical is installed, permits have been submitted to EGLE, waiting on approval. Treasurer Sally & H&S Companies worked on billing system.
- Draw #24 for Water Well project – Mlcek

**Motion to approve Draw #24 for Water Well project by A. Ware, seconded by McPherson. Motion carried.**

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

Draw #24 information is in 2020 minutes file.

**Motion to approve change order #6, contract #1 by McPherson, seconded by Ronning. Motion carried.**

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

- Note: reduce amount village is paying H&S Companies

**Motion to approve change order #2, contract #12, by A. Ware, seconded by McPherson.**

**Motion carried.**

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

#### **BUILDINGS, GROUNDS AND EQUIPMENT:**

- Cosier Park report submitted by Rick Farfsing. Nothing has happened this month waiting for courts to be resurfaced & marked, this will happen in mid-late July. Watching sale specials from supplier on items that may go on sale, basketball hoops & in-ground benches
- DPW building excavation under way. Issue with the area/soil the building is to be built on, it was filled in at one time. But the footings are over designed so this will help support the poor soil in that area. Josh meeting with Gerber Construction and architect to move forward with the building. Village will purchase 80 yards of fill sand from Ron Brown & Sons.
- Discussion was held on why Spiecer Group was unaware of soil tests.
- Clerk presented a correction on DPW building draw approval for Spicer Group from May 20, 2020 meeting. The amount approved was \$87.50 short.

**Motion to approve paying the \$87.50 by Ronning, seconded by A. Ware. Motion carried.**

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

**Motion to approve paying Spicer Group Draw #4 February invoice, \$3,205.55 by Ronning, seconded by A. Ware. Motion carried.**

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

**Motion to approve paying Draw #5 Spicer Group \$200.00 by McPherson, seconded by A. Ware.**

**Motion carried.**

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

Lions Club building – President Evans spoke with a realtor from Remax, Josh will meet with him tomorrow to look at the building.

#### **BLIGHT/CABA**

- Community Clean-up Day on June 20, 2 dumpsters will be available for village residents to put their trash/junk in them. No attendants to help load/unload. No lunch provided this year due to COVID-19.

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

**CABA:** R. 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:** no report. Next meeting will be June 18, 2020.

**Two Lakes Sewer Collaborative:** McPherson reported they have hired an archeologist to review site plan, a 70 acre parcel on Erdman Road. \$5k was return to each entity from the grant money received.

**Planning Commission:** B. Farfsing – no report. Next meeting is August 11, 2020

**OLD BUSINESS:**

- Discussion on part time helper to mow lawns

**Motion to hire Tony Evans as interim part time person, 10 hours a week, \$10 an hour, by McPherson, seconded by Gee. Motion carried.**

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

Nay: None

Abstain: Evans

Absent: N. Ware

Open position will be posted on the village website.

- Salary information presented by President Evans. Evans contacted other Manistee County villages to ask their salary/wages for council, treasurer, clerk and president pay. Other area council pay is \$40-60 per meeting. Our council voted this year not to be paid for special meetings. Clerk & treasurer paid less than other area villages. This information will be tabled until December 2020 Pre Budget meetings if council wishes to discuss again.

**NEW BUSINESS:**

- The village currently has Gary McBride as Water Supervisor. There is no need for this position as Josh is the Villages current Water Operator and Ben Heymes is the back up for Josh. The Village's current Water Ordinance does not have a need for a water superintendent. Gary McBride will be contracted as needed, his great knowledge of the old system and Miss Dig is helpful to the village.

**Motion to remove Gary McBride as Water Supervisor/Superintendent, by McPherson, seconded by A. Ware. Motion carried.**

Aye: Gee, McPherson, Pelmeur, Ronning, A. Ware & Evans

Nay: None

Abstain: None

Absent: N. Ware

- Discussion on council members up for re-election. Clerk will send council members an email if they are up for re-election in November 2020. Council members must get election information from the Bear Lake Township clerk.
- President Evans had been approached by Bear Lake Township resident Christie Johnson, asking if she could purchase a small piece of property (approx., 40 feet) behind their current property line from the village. This property is currently part of the water tower property. Discussion was held, DPW manager will check with EGLE on property requirements for the water tower. It would need to be surveyed and the value of the property figured.
- Resolution for Temporary Authorization for Remote Meetings & Hearings, during the COVID-19

**Motion to approve the resolution, by McPherson, seconded by A. Ware. Motion carried.**

Aye: Gee, McPherson, Pelmeur, Ronning, A. Ware & Evans

Nay: None

Abstain: None

Absent: N. Ware

- Brief overview on the increase price of MML Liability & Property Pool by the clerk. The Lions Club building and property at Hopkins Park campground was added. Last years amount was \$6,650 and this year's price is \$7,043.

**COUNCIL COMMENT:** President Evans stated the village office are open again but encourages village residents and guests to wear masks when entering the office building.

**PUBLIC COMMENT:** Jeanne Walsh-Vission commented on an incorrect future Planning Commission date at the last Planning meeting.

**UPCOMING EVENTS or ANNOUNCEMENTS**

- Two Lakes Sewer Authority meets 1<sup>st</sup> Wednesday of ea. month 7pm at Bear Lake Township Hall
- Bear Lake Improvement Board Meeting July 16, 7pm at Bear Lake Township Hall
- Bear Lake Promoters Meeting 1<sup>st</sup> Wednesday of each month, 8:00a at Grille 44
- Bear Lake Township meeting 3<sup>rd</sup> Tuesday of each month, 7pm at the township hall
- SMARTrails

**Motion to adjourn the regular monthly meeting was made by Ronning, seconded by Pelmear. Motion carried.**

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

Nay: None

Abstain: None

Absent: N. Ware

**Meeting adjourned at 8:57p.m.**

Next council meeting July 15, 2020

<u>FUND</u>	<u>Equipment Rental</u>	<u>5/6/2020</u>	<u>5/13/2020</u>	<u>5/20/2020</u>	<u>5/27/2020</u>	<u>TOTALS</u>
Water	591-000-943	106.16	193.09	228.58	121.32	649.15
Park	531-463-943	134.16	148.66	10.2	166.44	459.46
Major	203-463-943	56.50	20.22	152.32	5.06	234.10
Minor	202-463-943	56.50	15.17	152.32	5.06	229.05
Gen		<u>88.38</u>	<u>22.08</u>	<u>65.6</u>	<u>32.56</u>	208.62
	<b>TOTALS</b>	<b>441.7</b>	<b>399.22</b>	<b>609.02</b>	<b>330.44</b>	<b>1780.38</b>

Village of Bear Lake  
Payroll Transfers

Wages for period

May-20
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**Josh Newsom's Timesheets**

Pay dates:

	Water	Major	Minor	Parks	General	Total
5/6/2020	412.00	74.16	74.16	131.84	131.84	824.00
5/13/2020	519.12	41.20	24.72	90.64	148.32	824.00
5/20/2020	543.84	65.92	65.92	57.68	90.64	824.00
5/27/2020	379.04	8.24	8.24	346.08	82.40	824.00
<b>Total Wages</b>	<b>1,854.00</b>	<b>189.52</b>	<b>173.04</b>	<b>626.24</b>	<b>453.20</b>	<b>3,296.00</b>
FICA	141.83	14.50	13.24	47.91	34.67	252.14
<b>Total to transfer</b>	<b>1,995.83</b>	<b>204.02</b>	<b>186.28</b>	<b>674.15</b>		<b>3,060.27</b>

Transfer and post to 101-265-702

1,854.00      189.52      173.04      626.24      n/a

Transfer and post to 101-690-000

141.83      14.50      13.24      47.91      n/a

**Other Timesheets**

From Quickbooks "Wages to Transfer"

	Water	Major	Minor	Parks	General	Total
From Quickbooks "Wages to Transfer"	350.00					350.00
<b>Total Wages</b>	<b>350.00</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>350.00</b>
FICA	26.78	-	-	-	-	26.78
<b>Total to transfer</b>	<b>376.78</b>	<b>-</b>	<b>-</b>	<b>-</b>		<b>376.78</b>

Transfer and post to Transfers Out

350.00      -      -      -      n/a

Transfer and post to 101-690-000

26.78      -      -      -      n/a

Jun-20

Fund	Payee	Amount	Account #	Notes
<b>General</b>			<b>101-</b>	
	Young, Graham & Wendling	200.00	265-801	Monthly retainer \$200/remote meeting info
	Mark Thompson Tree & Stump Rem	191.25	000-951	April brush clean-up
	Jack Pine Business Center	110.98	215-727	Office supplies - brother toner
	Bear Lake Hardware	229.57	265-930	Seasonal - flag pole or repair & maint
	Ron Brown & Sons	2,650.00	265-930	Grant Funded Pickle Ball Court drain system
	Inacomp	95.00	265-801	Remove malwear - clerks computer
	Michigan Municipal League	<u>489.00</u>	267-910	Membership
		<b>3,965.80</b>		
<b>Water</b>			<b>591-</b>	
	SOS Analytical	80.00	000-801	out source sample testing
	McBride Septic Services	90.00	000-801	Prof Serv - Miss Dig
	H&S Compaines	3,093.75	000-801	Prof Serv - water project (reimbursed by Cole)
	BP Blarney Castle	182.37	000-920	Heating - allocated to water
	Bear Lake Hardware	44.45	000-775	Repair & Maint
		<u>7.50</u>	00-751	Supplies
		<b>3,498.07</b>		
<b>Park</b>			<b>531-</b>	
	BP Blarney Castle	182.37	000-920	Heating - allocated to Park
	Jackpine Business	106.34	000-900	receipt books
	Bear Lake Hardware	49.13	000-740	operating supplies
		<u>18.43</u>	000-775	Repair & Maint
		<b>356.27</b>		
<b>Major</b>			<b>203-</b>	
	BP Blarney Castle	<u>182.38</u>	265-776	Heating - allocated to water
		<b>182.38</b>		
<b>Minor</b>			<b>202-</b>	
	BP Blarney Castle	182.37	<b>265-776</b>	Heating - allocated to water
	Bear Lake Hardware	<u>12.99</u>	<b>463-782</b>	repair & Maint
		<b>195.36</b>		
<b>Equipment</b>			<b>649-</b>	
	Betsie Sales & Service	424.95	000-970	power washer
	Bear Lake Hardware	63.44	000-782	Repair & Maint
	Auto Wares - Auto Value	<u>13.08</u>	000-782	repair & maint
		<b>501.47</b>		
	<b>Total Bills to be Paid</b>	<b>\$8,699.35</b>		



