

VILLAGE OF BEAR LAKE COUNCIL

12376 Virginia Street
Bear Lake Village Hall

REGULAR MEETING MINUTES

AN ELECTRONIC MEETING WAS HELD

December 16, 2020

Approved minutes, with corrections cmc

The regular meeting of the Bear Lake Village Council was held as an electronic meeting and was called to order by President Marla Evans at the Village Hall at 7:02pm. Pledge of Allegiance was said.

Guests: 2 guests attended the ZOOM meeting

ROLL CALL:

President: Marla Evans **Council:** Rodney Gee, John Pelmeear, Andrea Ware, Natalie Ware

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

Absent: Council: David Ross

Planning Commissioner: Barb Farfsing

County Commissioner: Pauline Jaquish - absent

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

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

Nays: None

Abstain: None

Absent: Ross

Additions: Buildings, Grounds & Equipment – Lions Club bench

PUBLIC COMMENT:

- None

CORRESPONDENCE:

- Manistee County Planning Department letter was summarized by the clerk. State of Michigan is offering an opportunity to have an aerial imagery done of Manistee County. They are offering to have at least 10 sq miles done of an area, we could partner with Bear Lake Township and have this done. It could be helpful to see hydrants, drains, manhole covers, etc. Clerk will follow up with Manistee County Planner for more information.

REPORTS:

MINUTES APPROVAL:

Motion to approve November 18, 2020 regular meeting minutes, by A. Ware, seconded by Gee. Motion Carried.

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

Nay: None

Abstain: None

Absent: Ross

MAINTENANCE REPORT: report was read by Josh Newsom, DPW Manager.

TREASURER’S REPORT:

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

August 31 - November 30, 2020 Fund Balances:

General checking **133,066.66**

Water

Op & Maint (checking) **2,947.73**

Receiving (savings) **2,337.17**

Water Project Required Accounts

Bond Reserve Acct **16,364.99**

RRI Fund **37,468.20**

USDA Required Accounts

USDA Repayment -Savings **20,075.17**

USDA Construction- checking **21,767.47**

DPW Repayment – checking **10,224.64**

DPW Construction – checking **192.20**

Park checking **42,198.87**

Major Street checking	58,925.09
Minor Street checking	4,240.01
Equipment Fund checking	27,723.91
SAW Grant Account	9,744.39

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

Spicer Group has not full filled their agreement at this time, final payment is being withheld at the request of the Bear Lake Water Shed.

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

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

Amendments, Motion to:

General Fund

- Increase Professional Services budget by \$8,859 to account for payments to CHM Construction & Os-Co kitchens for Museum flood repair.
- Move \$5,000 from Insurance to Repair & Maintenance
- Increase Professional Services by \$88.94 to account for payment to Dornbos Signs for Coiser Park sign

Water Fund

- Increase Other Income by \$3638.00 to account for Michigan Pipe & Valve purchase (reimbursed through Water Well Project, increase Supplies by the same amount.
- Move \$1,300 from Sewer Capital Outlay to Professional Services
- Move \$900 from Repairs & Maintenance to Professional Services
- Move \$50 from Print & Publishing to Licenses & Fees

Park Fund

- Move \$72 from Garbage Collection to Operating Supplies
- Move \$700 from Public Utilities to Repair & Maintenance

Minor Fund

- Move \$190 from Insurance to Tree Removal
- Move \$360 from Audit to Tree Removal
- Move \$2600 from Equipment Rental to Repair & Maintenance

Motion to approve amendments by Gee, seconded by Pelmear, motion carried.

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

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

Motion to pay the bills with change N. Ware, seconded by Pelmear. Motion carried.

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

Change: General Fund – Dornbos, Acct # 265-801 Prof Serv

COMMITTEE CHAIR REPORTS:

PARK:

- Clerk McPherson reported village attorney has been trying to reach Jim Reed regarding easement issue behind his house, Hopkins Park’s west entrance running through his property. Reed is not turning his calls.
- Two applications have been received for the Park Manager position. Discussion was held. President Evans recommended to council, April Maddox for the Park Manager position
- Sally report communication with a seasonal camper to help out with Park Host position if needed.

Motion to approve the recommendation of April Maddox for Hopkins Campground Park Manager by Gee, seconded by Pelmear. Motion carried.

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

- Park website – no report

STREETS, TREES, SIGNS, LIGHTS, SIDEWALKS:

- School signs and graffiti is being worked on as time allows
- Sidewalk repair, Lakeshore Construction is hoping to get project done by 2021.

WATER:

- USDA Draw #29 is a reimbursement to the village for H&S Companies invoice, \$1,970.

Motion to approve draw #29 by A. Ware, seconded by N. Ware. Motion carried.

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

Ken from F/V gave an update on Water Well project; Final walk through it getting close, a few items to follow up on. Need Scott Conradson’s approval from EGLE. The first of 2021 the wells should go live. Last thing to do is decommission the old wells.

- Water pit meters – resident or village responsibility? Newsom clarified if resident damages it in some way, it is the resident’s responsibility. If it should freeze/act of nature, it would be the villages responsibility. If seasonal resident does not shut water off correctly, resident’s responsibility. Meters in pits are not addressed in the ordinance. This will go to the Water Committee.

BUILDINGS, GROUNDS AND EQUIPMENT:

- Newsom gave an update on the DPW building. The physical & final mechanical inspections are done. Waiting on Certificate of Occupancy.
- Discussion on DPW building was held in regard to the budget overages.

Motion to give village president, treasurer & clerk approval to look into funding for the remaining balance for Gerber Construction and Spicer Group by N. Ware, seconded by A. Ware. Motion carried.

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

- Discussion on soil borings that were billed from Spicer Groups but never done.

Motion to approve communication & investigation into the Spicer Group invoice for soil borings further by Pelmear, seconded by Gee. Motion carried.

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

- DPW Building Draw #10 was presented; Council decided to table Draw #10 for Spicer Group – hold
- 2020 – 2021 Budget items, new furnace and bathroom in village offices may need to be put on hold
- Lions Club property survey by Spicer Group, to be done this week.
- Susan Pelmear would like to purchase the bench at the Lions Club.

Motion to approve selling bench at the Lions Club for \$30.00, by A. Ware, seconded by N. Ware. Motion carried.

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

- Discussion was held on changing the location of the village compost pile at the water tower property, per Christie Johnson’s November correspondence.

Motion to leave the compost pile as is at the water tower, no other appropriate location within the village, by Gee, seconded by Pelmear. Motion carried.

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

BLIGHT/CABA

- No reports on either

COUNTY COMMISSIONER REPORT: Pauline Jaquish – no report

SMARTrail Committee Report: No report. Looking for a resident to attend these meetings.

Bear Lake Improvement Board: A. Ware, reported it was a wrap session for the year. Board was very pleased with the year. Next meeting is May 2021

Two Lakes Sewer Collaborative: Evans no report, no meeting. Next meeting will be January 6, 2021

Planning Commission: B. Farfing presented council with the Planning Commission Annual Report. Addition needed; add Bill Beaver to the Planning Commission member list on the report. Farfing said village is up to date on the Recreation Plan, needs to be updated in 2021. Village is eligible for Trust Fund Grant. Advertising for Zoning Board of Approval members will begin. Five members are needed, 3 members and 2 alternates.

Motion to accept with the 2020 Planning Commission Annual Report with the member name addition, by A. Ware, seconded by N. Ware. Motion carried.

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

OLD BUSINESS:

- Anti-Noise Ordinance – discussion held, still a question on warnings instead of fines – tabled for January meeting.

NEW BUSINESS:

- Evans presented having the p-time plow driver paid hourly when he is required by DMOT to have a random drug screen done.

Motion to approve paying p-time plow driver for random drug screening by Gee, seconded by A. Ware. Motion carried.

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

- President Pro Tem position needs to be appointed. President Evans recommended council member N. Ware for this position. Discussion held.

Motion to appoint council member Natalie Ware as President Pro Tem, by Gee, seconded by Pelmear. Motion carried.

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

- Committee Members were assigned by President Evans.
 - Water Committee: Chair – A. Ware, new council member
 - Parks Committee: Chair – Pelmear, Gee & A. Ware
 - Streets, Trees & Sidewalk: Chair – David Ross, N. Ware & new council member
 - Buildings, Grounds & Equipment: Chair – Gee, Ross & Pelmear
 - Street Administrator – Clerk McPherson

Motion to accept 2021-2023 committee members, by Gee, seconded by Pelmear. Motion carried.

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

- Bear Lake Improvement Assessment for 2021, \$850.50 – discussion held

Motion to approve payment of \$850.50 for 2021 Assessment for Bear Lake Improvement, by Pelmear, seconded by A. Ware.

Motion carried.

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

- Clerk McPherson stated we need a village council representative in the Hopkins Park Camp bathroom lawsuit. Discussion was held.

Motion to approve Clerk McPherson to represent the Village in the lawsuit, by Pelmear, seconded by Gee. Motion carried.

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

- Clerk presented a letter/membership from PROTEC with assistance from Michigan Municipal League regarding local control of the right-of-way & local municipalities rights to receive compensation from telecommunications companies, Discussion was held, declined.

Motion to decline PROTEC membership, by Gee, seconded by A. Ware. Motion carried.

Aye: Gee, Pelmeear, A. Ware, N. Ware, Evans
 Nay: None
 Abstain: None
 Absent: Ross

- The 2020 fee for Tax Maps & Assessment Roll Maintenance, Tax Rolls, Tax Bills and Computer Service for \$277.20 was presented by the clerk.

Motion to approve payment of 2020 fee for Tax Maps & Assessment Roll Maintenance, Tax Rolls, Tax Bills and Computer Service for \$277.20, by A. Ware, seconded by Pelmeear. Motion carried.

Aye: Gee, Pelmeear, A. Ware, N. Ware, Evans
 Nay: None
 Abstain: None
 Absent: Ross

- Village Council meeting dates for 2021

Motion to approve 2021 Village Council dates, by A. Ware, seconded by Gee. Motion carried.

Aye: Gee, Pelmeear, A. Ware, N. Ware, Evans
 Nay: None
 Abstain: None
 Absent: Ross

- Applications for open positions on the Village Council and Planning Commission were reviewed & discussed. Tabled until January 20, 2021 council meeting.

COUNCIL COMMENT: None

PUBLIC COMMENT:

- Christie Johnson shared her concerns on the driveway improvements they did and the wash out from the water tower road. Discussion held on fencing with silt lining under the fencing. The Building, Grounds & Equipment Committee will work with Josh on how to resolve this issue.
- Jeanne Walsh-Vission questioned whether the Village Water Well Project contingency money could be used toward the DPW Building overage. Ken Mlcek said the overage monies could not go toward the DPW Building project.

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 TBD, 7pm at Bear Lake Township Hall
- Bear Lake Promoters Meeting 1st Wednesday of each month, 8:00am at Grille 44
- Bear Lake Township meeting 3rd Tuesday of each month, 7pm at the township hall
- SMARTrails

Motion to adjourn the regular monthly meeting was made by Pelmeear, seconded by Gee. Motion carried.

Aye: Gee, Pelmeear, A. Ware, N. Ware, Evans
 Nay: None
 Abstain: None
 Absent: Ross

Meeting adjourned at 9:07p.m.

Next council meeting January 20, 2021

Respectfully submitted by

Cindi McPherson, Clerk

EQUIPMENT RENTAL

FUND	Equipment Rental	11/4/2020	11/11/2020	11/18/2020	11/25/2020	TOTALS
Water (2743)	591-000-943	103.5	166.63	128.81		398.94
Park (2735)	531-463-943	31.8	63.74	64.78		160.32
Major (2719)	203-463-943			0		0.00
Minor (2727)	202-463-943			6.1	79.59	85.69
Gen		<u>41.98</u>	<u>78.91</u>	<u>117.37</u>	<u>40.44</u>	<u>278.70</u>
	TOTALS	177.28	309.28	317.06	120.03	923.65

WAGE TRANSFERS

Village of Bear Lake
Payroll Transfers

Wages for period		Nov-20					
Honor #'s	2743	2719	2727	2735			
Josh Newsom's Timesheets	Water	Major	Minor	Parks	General	Total	
Pay dates:							
11/4/2020	494.40			164.80	164.80	824.00	
11/11/2020	494.40			164.80	164.80	824.00	
11/18/2020	403.76	32.96		90.64	296.64	824.00	
11/25/2020	510.88				313.12	824.00	
						-	
Total Wages	1,903.44	32.96	-	420.24	939.36	3,296.00	
FICA	145.61	2.52	-	32.15	71.86	252.14	
Total to transfer	<u>2,049.05</u>	<u>35.48</u>	<u>-</u>	<u>452.39</u>		<u>2,536.92</u>	
transfer to QB #'s	000-702	463-702	463-702	000-702			
Transfer and post to 101-265-702	1,903.44	32.96	-	420.24	n/a		
Transfer and post to 101-690-000	145.61	2.52	-	32.15	n/a		
						-	
Other Timesheets	Water	Major	Minor	Parks	General	Total	
	2743	2719	2727	2735			
From Quickbooks "Wages to Transfer"	350.00					350.00	
						-	
Total Wages	350.00	-	-	-	-	350.00	
FICA	26.78	-	-	-	-	26.78	
Total to transfer	<u>376.78</u>	<u>-</u>	<u>-</u>	<u>-</u>		<u>376.78</u>	
transfer from each QB acct	000-702	463-702	463-702	000-702			
Transfer and post to Transfers Out -999	350.00	-	-	-	n/a		
Transfer and post to 101-690-000	26.78	-	-	-	n/a		

CLERKS REPORT

Dec-20

Fund	Payee	Amount	Account #	Notes
General			101-	
	Young, Graham & Wendling	580.00	265-801	Monthly retainer \$200/ review noise & electric meeting resol
	Inacomp Computer Center	10	265-801	cloud back-up Prof Services
	Dornbos	88.94	265-900	Print/Publish - Coiser Park recognition sign.
	OMS Compliance Services	<u>89.25</u>	265-801	MDOT random drug screen - Pelmeear, p-time snowplower
		768.19		
Water			591-	
	SOS Analytical	60.00	000-801	out source sample testing
	Bear Lake Hardware	<u>17.57</u>	000-775	R&M - repair of Hydrant pump
		77.57		
Park			531-	
	Bear Lake Ace Hardware	<u>3.75</u>	000-775	R&M - camp bath door lock
		3.75		
Major			203-	
		#REF!		
Minor			202-	
Equipment			649-	
	Saddle Up Grocery	6.35	000-782	Bar & chain oil for chainsaw & limbsaw
	Bear Lake Ace Hardware	18.98	000-782	R&M - tractor block heater & oil for leaf blower
	Auto Value	<u>2.59</u>	000-782	Rep & Maint - Air chuch fitting
		27.92		
	Total Bills to be Paid	\$877.43		