

VILLAGE OF BEAR LAKE COUNCIL

12376 Virginia Street
Bear Lake Village Hall

REGULAR MEETING MINUTES

AN ELECTRONIC MEETING WAS HELD

January 20, 2021

Approved minutes with correction, 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 7:00pm. Pledge of Allegiance was said.

Guests: 4 guests attended the ZOOM meeting. Additional guests on the agenda: Roger Swets, Village Bond Council. Randy Zakrajsek, realtor, Lion’s Club building. Ken Mlcek, water well project.

ROLL CALL:

President: Marla Evans **Council:** Rodney Gee, John Pelmear, David Ross, Andrea Ware, Natalie Ware (late arrival, tech difficulty)

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

All in council attendance are residents of the Village of Bear Lake.

Absent: None

Planning Commissioner: Barb Farfsing

County Commissioner: Pauline Jaquish

Motion to adopt the Agenda with changes & additions by Gee and seconded Pelmear, motion carried.

Ayes: Gee, Pelmear, Ross, A. Ware, & Evans

Nays: None

Abstain: None

Absent: None

Change: Move Roger Swets/DPW loan above Correspondence. Move Randy Zakrajsek/Lions Club building above correspondence.

Additions: Under new business; Budget meeting dates for workshop & Public Meeting.

PUBLIC COMMENT:

- Jeanne Walsh-Vission shared concerns on the Village’s Zoning Ordinance & Blight Ordinance. President Evans will follow up on this.

Treasurer King gave an overview on the DPW building proposed Municipal Installment Purchase Agreement from Huntington Bank to cover the remaining balance to Gerber Construction & Spicer Group.

Roger Swets, our bond attorney gave more detail on the loan requirements due to state statute, village income limits any remaining loan to \$93K or less. Loan can be paid back in full at the 7 year mark. Discussion was held.

Motion to approve signing of the 1-2021 Resolution Authorizing Execution and Delivery of an Installment Purchase Agreement, by A. Ware, seconded by Gee. Motion Carried.

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

Nay: None

Abstain: None

Absent: None

President Evans announced there was an offer on the Lions Club Building of \$68K cash to include all the contents in the building.

Randy Zakrajsek, realtor from Re/Max presented the offer to the council. The Village is responsible for the pumping & inspection of the septic system. Listing price was \$74,900.00. Discussion was held.

Motion to accept the purchase agreement offer for the Lions Club Building \$68K cash as written, by Gee, seconded by Pelmear.

Motion Carried.

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

Nay: None

Abstain: None

Absent: None

CORRESPONDENCE:

- Email from Jeanne Walsh-Vission citing concerns on credit card information emailed out to council ahead of this council meeting.

REPORTS:

MINUTES APPROVAL:

Motion to approve December 16, 2020 regular meeting minutes with corrections, by A. Ware, seconded by Gee. Motion Carried.

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

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

TREASURER'S REPORT:

Reviewed by Treasurer Sally King. Written report on file in the 2021 Minutes binder.

December 31, 2020 Fund Balances:

General checking 135,861.09

Water

Op & Maint (checking) 61.98

Receiving (savings) 10.59

Water Project Required Accounts

Bond Reserve Acct 16,809.03

RRI Fund 38,484.88

USDA Required Accounts

USDA Repayment -Savings 20,077.90

USDA Construction- checking 2,289.22

DPW Repayment – checking 11,566.93

DPW Construction – checking 192.20

Park checking 1,911.57

Major Street checking 61,131.38

Minor Street checking 5,313.48

Equipment Fund checking 27,531.02

SAW Grant Account 9,744.64

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

Spicer Group has not fulfilled their agreement at this time, final payment is being withheld at the request of the Bear Lake Watershed.

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

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

Nay: None

Abstain: None

Absent: None

Amendments, Motion to:

General Fund

- Increase Other Revenue budget figure by \$850.00 to \$22,850.00 to account for transfer of funds from Park for Eurasian Milfoil treatment.
- Increase Clean-up Programs by \$851.00 to \$2,271.00 to cover checks wrongly made out from General Fund.

Water Fund

- Motion to reduce supplies budget amount to \$11,438.00 (-\$1,200) & increase Professional Services budget amount to \$17,600.00 (+1,200)

Park Fund

- To account for the Park CD redemption the following amendments have been recommended by our accountant:
 - Increase Transfers In Budget figure to \$5,000
 - Increase Appropriated Fund Balance to \$33,717.00 (Represents the CD which is money from prior years.
 - Increase Park Improvement by both figures to \$38,718.00

Motion to approve amendments by A. Ware, seconded by Gee, motion carried.

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

Nay: None

Abstain: None

Absent: None

Bills to be paid presented by the Clerk. List attached and on file in 2021 Minutes folder.

Motion to pay the bills Pelmear, seconded by N. ware. Motion carried.

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

Nay: None

Abstain: None
Absent: None

COMMITTEE CHAIR REPORTS:

PARK:

- West entrance drive to Hopkins Park easement – easement letter to Jim Reed explaining the village wants to work with him in resolving this matter.
- Two applications have been received for the Park Host position. Decision will be made at February’s meeting.
- Park brochure – clerk reported, residents have sent pictures of beautiful sunsets but limit pictures on campsites.

STREETS, TREES, SIGNS, LIGHTS, SIDEWALKS:

- Sidewalk repair, Lakeshore Construction will have a crew out by end of January.

WATER:

- Ken from F/V gave an update on Water Well project. Two more draws, February & March and they will be done. Budget is good. Money left over will be given back.
- Water Ordinance – change verbiage for pit meter damage will be presented next month.

BUILDINGS, GROUNDS AND EQUIPMENT:

- Draw #10 for DPW Building Gerber Construction \$50,455.00 and Spicer Group \$6,590.00

Motion to pay remining balance to Gerber Construction and Spicer Group, by A. Ware, seconded by Pelmeare. Motion carried.

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

- Office building boilers, Newsom reported that the boilers we have are working fine. They are approx. 25 years old.

Motion to rescind the motion to purchase new boilers by A. Ware, seconded by Gee. Motion carried.

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

- Construction on Village Office bathroom will begin next Tuesday, per Sally.

COUNTY COMMISSIONER REPORT: Pauline Jaquish reported on Sparkle in the Park. Best year ever with visitors! The newly fixed park road was great. Weather was great. Sparkle was an internet hit on the Visit Manistee County website. Jaquish asked Council for permission to hold Sparkle in the Park in 2021.

Motion to approve Sparkle in the Park for 2021 to by A. Ware, seconded by Pelmeare. Motion carried.

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

Bear Lake Improvement Board: A. Ware, no report. Next meeting is May 2021

Two Lakes Sewer Collaborative: Evans no report, no meeting. Next meeting will be February 3, 2021

Planning Commission: B. Farfsing no report.

OLD BUSINESS:

- Clerk gave a follow up on Manistee County/ arial imagery – per the Manistee County Planning office, there is no need for Village to do this.
- Appointment of Planning Commission member (1), Zoning Board of Appeal members (5) and Council member (1) Discussion was held.

Motion to appoint Anna Breitner to the Planning Commission by A. Ware, seconded by N. Ware. Motion carried.

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

Motion to appoint Bonnie Miner to the Zoning Board of Appeal by Gee, seconded by Ross. Motion carried.

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

Motion to appoint David Reed to the Zoning Board of Appeal by A. Ware, seconded by Ross. Motion carried.

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

Nay: None
Abstain: None
Absent: None

Motion to appoint Michelle (Shelly) Lynnes to the Village council by A. Ware, seconded by Pelmear. Motion carried.

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

- Anti-Noise Ordinance – discussion held on fines and warnings.

Motion to approve verbiage on warning/fine in the Anti-Noise Ordinance to 1st offense – a warning, 2nd offense \$50.00 and 3rd and subsequent offense \$100, for the same offense by Pelmear, seconded by A. Ware. Motion carried.

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

NEW BUSINESS:

- Evans presented information on Networks Northwest updating the Recreation Plan for the Village of Bear Lake within Manistee County. Discussion was held.

Motion to approve Networks Northwest update the Villages Recreation Plan for \$500 by A. Ware, seconded by Pelmear. Motion carried.

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

- Letter of resignation from Sally Myers, Deputy Treasurer/Clerk was read.

Motion to accept the letter of resignation from Sally Myers, Deputy Treasurer/Clerk, by A. Ware, seconded by Gee. Motion carried.

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

- Treasurer, King presented information on Credit/Debit Card costs and machines for taking Campground reservations, water payments & possible tax payments. Discussion was held.

Motion to purchase a wireless credit card reader to be used by all 3 income areas, by Pelmear, seconded by Ross. Motion carried.

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

- Dates for Budget Workshop and Public Hearing on the Budget 2021-2022.

Motion to approve Budget 2021-2022 Workshop date for February 3, with an alternate date of February 10 at 7pm and Budget Public Hearing 2021-2022 for February 17, at 7pm with the regular monthly meeting to follow, by N. Ware, seconded by Pelmear. Motion carried.

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

COUNCIL COMMENT: None

PUBLIC COMMENT:

- Shelly Lynnes wanted to thank council for bringing her on as a member.
- Pauline Jaquish commended council for conducting so much business at the meeting.
- Jeanne Walsh-Vission commented on reaching out to new residents to be on committees and council. Credit card bill paying and hours available to residents.

NOTE: SMARTrails update by clerk McPherson. Group has not met for the last year due to COVID. The group received 503c status for fund raising. They are looking for individuals who use the trails and would like to become "FRIENDS" for fund raising. They too will need to Manistee County Recreation plan updated to get grant funding.

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 – meetings on hold.

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

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

Meeting adjourned at 9:18p.m.

Next meetings:

Budget 2021-2022 Workshop is on February 3 at 7pm.

Public Hearing on 2021-2022 Budget at 7pm,

Next council regular monthly meeting will follow the 2021-2022 Budget meeting on February 17, 2021.

Respectfully submitted by

Cindi McPherson, Clerk

EQUIPMENT RENTAL

<u>FUND</u>	<u>Equipment Rental</u>	<u>12/2/2020</u>	<u>12/9/2020</u>	<u>12/16/2020</u>	<u>12/23/2020</u>	<u>12/30/2020</u>	<u>TOTALS</u>
Water (2743)	591-000-943	70.77	144.48	150.14	111.68	626.24	1103.31
Park (2735)	531-463-943	30.33	15.17	10.58	54.61	65.92	176.61
Major (2719)	203-463-943	14.29	24.88	32.34	51.59		123.10
Minor (2727)	202-463-943	10.11	24.88	32.34	51.59		118.92
Gen		<u>30.33</u>	<u>30.33</u>	<u>631.04</u>	<u>237.21</u>	<u>311.84</u>	1,240.75
	TOTALS	155.83	239.74	856.44	506.68	1004	2762.69

David Reed

	609.28 GF	195.84 GF	180.00 GF
	wk end 12/11	wk end 12/18	wk end 25

WAGE TRANSFERS

Village of Bear Lake
Payroll Transfers

Wages for period		Dec-20					
	Honor #'s	2743	2719	2727	2735		
Josh Newsom's Timesheets		Water	Major	Minor	Parks	General	Total
Pay dates:							
	12/2/2020	370.80	24.72	24.72	156.56	247.20	824.00
	12/9/2020	585.04	16.48	16.48	32.96	173.04	824.00
	12/16/2020	552.08	16.48	16.48	24.72	214.24	824.00
	12/23/2020	519.12	16.48	16.48	82.40	189.52	824.00
	12/30/2020	626.24			65.92	131.84	824.00
Total Wages		2,653.28	74.16	74.16	362.56	955.84	4,120.00
FICA		202.98	5.67	5.67	27.74	73.12	315.18
Total to transfer		2,856.26	79.83	79.83	390.30		3,406.22
	transfer to QB #'s	000-702	463-702	463-702	000-702		
Transfer and post to 101-265-702		2,653.28	74.16	74.16	362.56	n/a	
Transfer and post to 101-690-000		202.98	5.67	5.67	27.74	n/a	
Other Timesheets		Water	Major	Minor	Parks	General	Total
		2743	2719	2727	2735		
From Quickbooks "Wages to Transfer"		350.00	125.00	125.00	36.00		636.00
Total Wages		350.00	125.00	125.00	36.00	-	636.00
FICA		26.78	9.56	9.56	2.75	-	48.65
Total to transfer		376.78	134.56	134.56	38.75		684.65
	transfer from each QB acct	000-702	463-702	463-702	000-702		
Transfer and post to Transfers Out -999		350.00	125.00	125.00	36.00	n/a	
Transfer and post to 101-690-000		26.78	9.56	9.56	2.75	n/a	

CLERK'S REPORT

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Jan-21

Fund	Payee	Amount	Account #	Notes
General			101-	
	Young, Graham & Wendling	\$200.00	265-801	Monthly retainer \$200
	Spicer Group	\$950.00	265-801	Prof Serv - survey of Lions Club property for resale
	Jackpine Business Center	\$110.98	215-727	Office supplies -Toner for 2 copiers
	Mark ThompsonTree & Stump	\$255.00	000-951	Brush Clean-up for June 2020
	Bear Lake Ace Hardware	\$79.53	265-930	R&M - ice melt & key
	Inacomp	<u>\$90.00</u>	265-727	Office Supplies
		\$1,685.51		
Water			591-	
	Fleis & Vandenbrink	\$1,000.00	000-801	Prof Servuces - DWAM Grant app
	Bear Lake Hardware	\$49.99	000-775	R&M- replace heater- well house #2
		<u>\$18.98</u>	000-751	Supplies - funnel
		\$1,068.97		
Park			531-	
	Young, Graham & Wendling	<u>\$128.00</u>	000-801	Prof Serv - easement drive into park
		\$128.00		
Major			203-	
	Manistee County Road Comm	<u>\$137.35</u>	463-782	Salt/Sand for streets
		\$137.35		
Minor			202-	
	Manistee County Road Comm	<u>\$137.34</u>	463-782	Salt/Sand for streets
		\$137.34		
Equipment			649-	
	USA Blue Book	\$69.46	000-782	Repair & Maint
	Bear Lake Ace Hardware	\$27.77	000-782	R&M - Bits & diesel can
	Auto Value	<u>\$69.87</u>	000-782	Rep & Maint - Strobe light, oil & fluid for tractor
		\$167.10		
	Total Bills to be Paid	\$3,324.27		