

VILLAGE OF BEAR LAKE COUNCIL

12376 Virginia Street
Bear Lake Village Hall

REGULAR MEETING MINUTES

March 17, 2021

Approved minutes

The regular monthly meeting for the Bear Lake Village Council was called to order by President Marla Evans at the Village Hall at 7:00pm. Pledge of Allegiance was said.

Guests: 1 guest attended the meeting and 1 guest called in. Additional guests on the agenda: Ken Mlcek, Fleis & Vandenbrink, water well project.

ROLL CALL:

President: Marla Evans **Council:** Rodney Gee, Shelly Lynnes, John Pelmear (late arrival 7:07p), David Ross, Andrea Ware

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

Absent: Natalie Ware

Park Manager: April Maddox

Planning Commissioner: Barb Farfsing- absent

County Commissioner: Pauline Jaquish - absent

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

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

Nays: None

Abstain: None

Absent: N. Ware, Pelmear

Additions:

Correspondence: Christi Johnson

Park: Doug Osborn

Water: Account to Treasurer, Well Head Protection

PUBLIC COMMENT: None

CORRESPONDENCE:

- Christi Johnson said she had a concern with the Water Tower Survey showing her property was encroaching on the Village's property. She has lived there 13 years and a past Village president told her the village survey showed that area in question as the Johnson's not the Village's. The Johnson's never had their property surveyed when purchased. Discussion was held and the Clerk will follow up with village attorney to see what the least expensive way is to handle this, easement granted or property owners purchase the land from the Village, home owner to be responsible for the cost.
- Clerk read an email from Jeanne Walsh (February 25, 2021) concerning Zoning and Blight Ordinance reflecting that village resident's property could have a lien put on it for Blight. A public comment from Janene Gee was left off February's minutes, correction will be made.

REPORTS:

MINUTES APPROVAL:

Motion to approve February 17, 2021 Public Hearing Budget 2021-2022 meeting minutes, by S. Lynnes, seconded by A. Ware.

Motion Carried.

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

Nay: None

Abstain: None

Absent: N. Ware

Motion to approve February 17, 2021 regular monthly minutes with correction, by A. Ware, seconded by Gee. Motion Carried.

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

Nay: None

Abstain: None

Absent: N. Ware

Correction:

Public Comment: Jeanne Gee shared her concern on the new sewer possibility in the village and the cost to residents along with the water rate increase.

Motion to approve March 10, 2021 Special Meeting, Water Well Project change order minutes with correction, by A. Ware, seconded by Lynnes. Motion Carried.

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

Nay: None

Abstain: None
Absent: N. Ware

Correction: spelling of "Mlcek"

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.

February 31, 2021 Fund Balances:

General checking	119,699.10
Water	
Op & Maint (checking)	2,838.81
Receiving (savings)	458.64
Water Project Required Accounts	
Bond Reserve Acct	Honor Bank did not send current balance
RRI Fund	Honor Bank did not send current balance

USDA Required Accounts

USDA Repayment -Savings	Honor Bank did not send current balance
USDA Construction- checking	319.25
DPW Repayment – checking	2,818.95
DPW Construction – checking	192.21

Park checking	1,721.25
Major Street checking	64,041.73
Minor Street checking	5,959.74
Equipment Fund checking	27,873.66
SAW Grant Account	9,745.11

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 Gee, seconded by A. Ware, motion carried.

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

Amendments to the March 2020- February 2021, Motion to:

General Fund

- Motion to increase Other Revenue to \$78,493.75 (\$52,643.75) to reflect bank loan to pay Gerber Construction & Spicer for DPW Building completion.
- Motion to increase Professional Services to \$73,118.48 (\$51,530.51) to reflect payments to Gerber & Spicer

Water Fund

- Motion to move \$49.00 from Education, Membership & Dues to Utilities

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

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

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

Motion to pay the bills A. Ware, seconded by Lynnes. Motion carried.

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

Clerk presented bills from Bear Lake Area Historical Society Museum from the flood.

J&J \$933.17, Steam & Squeegie \$250.00, Galaxy Electric \$125.00 = \$1,308.17 This money will come from the insurance money paid for damage.

Motion to approve payment on bills for the BLAHS Museum, by Gee, seconded by Ross. Motion carried.

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

Absent: N. Ware

COMMITTEE CHAIR REPORTS:

PARK:

- Park report was given by Park Manager, April. Park report on file.
- April reported that 23 sites are filled with seasonal campers. More than last year, could present less income unless all our other sites are filled. She is working on events at the campground for campers & village residents. President Evans stated the Park Committee will meet, April included, to discuss the concerns and then present their suggestions to the full Council.
- Concerns on not being able to host past family gatherings in the park, not enough sites.
- West entrance easement – no contact with Jim Reed. Village attorney suggested setting a meeting date to discuss resolutions. DPW manager & President Evans will call & set a date/time to meet with him.
- Park brochure – no report
- President Evans presented concerns on our past host, Doug & Rose Osborn who were promised a seasonal site this year and the lack of a seasonal campsite for him. Discussion was held. Osborn's have been hosts for many years, could a plaque & plant a tree in their honor? Newsom will look into cutting the tree down on Lot 1, Osborn's can put their rig there for the summer. For future years this will generate more income than the past as campers/RV's could not park there, size was too small.

Motion to approve the removal of tree on lot #1, invite Osborn's to stay on Lot #1 all season for free. A plaque be made and a tree planted in their honor by Lynnes, seconded by Gee. Motion carried.

Aye: Gee, Lynnes, Pelmeear, Ross, A. Ware, Evans

Nay: None

Abstain: N. Ware

Note: Plaque on Lot #7, tree planted on Lot #17.

STREETS, TREES, SIGNS, LIGHTS, SIDEWALKS:

- Signs and school signs will be erected in the next few weeks.
- Graffiti on streets – tabled until Spring
- Sidewalk repair, Lakeshore Construction will begin on March 23, 2021

Motion to approve moving Revenue Share Grant funds for the sidewalk repair forward from FY20/21 to General Fund to pay the bills when they are submitted, by Pelmeear, seconded by A. Ware. Motion carried.

Aye: Gee, Lynnes, Pelmeear, Ross, A. Ware, Evans

Nay: None

Abstain: None

Absent: N. Ware

WATER:

- Final draw – Cole \$97,457.57, Fleis & Vandenbrink \$7,225.76, \$229.12 to be deposited in the Village's RRI account. President Evans signed the "Cancellation of US Treasury Check and/or Obligation form.

Motion to approve payment to Cole & Fleis & Vandenbrink for final draw on the Water Well Project, by A. Ware, seconded by Lynnes. Motion carried.

Aye: Gee, Lynnes, Pelmeear, Ross, A. Ware, Evans

Nay: None

Abstain: None

Absent: N. Ware

- Ken from F/V gave a final update on Water Well project.
- The Well Head Protection Program from EGLE was discussed by Mlcek. EGLE will reimburse village 50% of the \$10K it costs. Funding is available in 2022 & done by fall 2022.
- **Motion to approve signing the Well Head Protection Program with F&V, by A. Ware, seconded by Pelmeear. Motion carried.**

Aye: Gee, Lynnes, Pelmeear, Ross, A. Ware, Evans

Nay: None

Abstain: None

Absent: N. Ware

- Treasurer reported on the delinquent water bills for some of the village residents.

Motion to approve Treasurer sending total balance due for Special Assessment on property taxes according to our Water Ordinance, by Gee, seconded by Ross. Motion carried.

Aye: Gee, Lynnes, Pelmeear, Ross, A. Ware, Evans

Nay: None

Abstain: None

Absent: N. Ware

- Treasurer asked to move \$16,458.52 from General Fund to Water Fund to cover water payments.

Motion to approve Treasurer to move \$16,458.52 from General Fund to the Water Fund, by A. Ware, seconded by Pelmear.

Motion carried.

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

BUILDINGS, GROUNDS AND EQUIPMENT:

- Bathrooms in the Village Offices are complete along with the drinking fountains. A change order was presented for 2 cabinets in the bathroom & vented fan.

Motion to approve payment of Change Order to Lakeshore Construction for \$1,379.00, by A. Ware, seconded by Ross. Motion carried.

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

- Treasurer King reported on an electrical upgrade for the Village Offices, some of the office rooms only have one outlet, fire hazard. Estimate is \$4-5K.
- Lions Club building sale – President Evans reported she has signed an extension on the sale as the Title Company continues to work on the title for the property.
- Water Tower survey – Ken Mlcek & Newsom gave an overview of what the survey showed. Discussion was held. Tabled until April’s meeting. Clerk will contact village attorney for direction for the cheapest/easiest way to take care of transfer the property to the home owners.

COUNTY COMMISSIONER REPORT: Pauline Jaquish – no report

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

Two Lakes Sewer Authority: Evans no report, no meeting. Next meeting will be April 7, 2021.

Planning Commission: B. Farfing no report.

OLD BUSINESS:

- Final copy of Noise Ordinance Section 6. Violations and Penalties was presented by Clerk. Discussion held.

Motion to approve Noise Ordinance, by Pelmear, seconded by Lynnes. Motion carried.

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

NEW BUSINESS:

- Replace the Deputy Clerk/Treasurer. Discussion held.

Motion to approve replacement of the Deputy Clerk/Treasurer by A. Ware, seconded by Ross. Motion carried.

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

- President Evans report the application for the Revenue Sharing Grant has been submitted. This is for a newer plow on a newer truck to plow snow.

PUBLIC COMMENT:

- Christi Johnson thanked the council for working with her on the property survey/boundary lines.
- Jeanne Walsh-Vision commented on the Park Manager, April and all her new ideas for the park. She would like to see the Blight/Zoning Ordinance issue resolved. President Evans said she would take it to the Planning Commission for review.

COUNCIL COMMENT: None

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 Gee, seconded Ross. Motion carried.

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

Meeting adjourned at 9:26p.m.

Next meetings:

Next council regular monthly meeting, March 17, 2021.

Respectfully submitted by

Cindi McPherson, Clerk

EQUIPMENT RENTAL

<u>FUND</u>	<u>Equipment Rental</u>	<u>1/29/2021</u>	<u>2/5/2021</u>	<u>2/12/2021</u>	<u>2/19/2021</u>	<u>2/26/2021</u>	<u>TOTALS</u>
Water (2743)	591-000-943	215.31	172.88	262.11	276.73	233.81	1160.84
Park (2735)	531-463-943	21.15	47.04	76.93	10.99	65.94	222.05
Major (2719)	203-463-943	0.00	216.30	10.99	396.55	113.76	737.60
Minor (2727)	202-463-943	103.17	216.30	10.99	360.51	157.72	848.69
Gen		<u>15.17</u>	<u>55.83</u>	<u>32.97</u>	<u>161.59</u>	<u>126.72</u>	392.28
	TOTALS	354.8	708.35	393.99	1206.37	697.95	3361.46

J. Pelmear
Major -
\$180.25 &
Minor
\$162.23
David

J. Pelmear
plow maj -
\$108.15.
min
\$108.15
Reed -
Water
\$33.63,
General-
\$95.21

WAGE TRANSFERS

Village of Bear Lake
Payroll Transfers

Wages for period		Feb-21					
	Honor #'s	2743	2719	2727	2735		
Josh Newsom's Timesheets		Water	Major	Minor	Parks	General	Total
Pay dates:							0.00
	2/3/2021	494.40	49.44	49.44	24.72	206.00	824.00
	2/10/2021	494.40	65.92	65.92	32.96	164.80	824.00
	2/17/2021	519.12	65.92	65.92	65.92	107.12	824.00
	2/24/2021	675.68	57.68	49.44	8.24	32.96	824.00
							0.00
Total Wages		2,183.60	238.96	230.72	131.84	510.88	3296.00
FICA		167.05	18.28	17.65	10.09	39.08	252.14
Total to transfer		2,350.65	257.24	248.37	141.93		2998.18
	transfer to QB #'s	000-702	463-702	463-702	000-702		
Transfer and post to 101-265-702			238.96	230.72	131.84	n/a	
Transfer and post to 101-690-000		167.05	18.28	17.65	10.09	n/a	
Other Timesheets		Water	Major	Minor	Parks	General	Total
		2743	2719	2727	2735		
From Quickbooks "Wages to Transfer"		362.00	90.00	92.50	30.00		574.50
							-
Total Wages		362.00	90.00	92.50	30.00	-	574.50
FICA		27.69	6.89	7.08	2.30	-	43.95
Total to transfer		389.69	96.89	99.58	32.30		618.45
	transfer from each QB acct	000-702	463-702	463-702	000-702		
Transfer and post to Transfers Out -999		362.00	90.00	92.50	30.00	n/a	
Transfer and post to 101-690-000		27.69	6.89	7.08	2.30	n/a	

CLERK'S REPORT

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1-Mar

Fund	Payee	Amount	Account #	Notes
General			101-	
	Young, Graham & Wendling	\$280.00	265-801	Monthly retainer \$200, \$80 Conveyance Ordinance Lions Club property
	Jackpine Business Center	\$173.07	215-727	Office supplies -Toner for copiers
	Bear Lake Ace Hardware	\$84.94	265-930	Rep & Maint - DPW
	H&S Companies	\$555.00	365-801	General Ledger work & consult
		\$125.00	000-807	Preparation of tax forms
	Networks Northwest	\$500.00	270-000	Update Village Rec Plan
	Jus-Green	\$355.00	265-930	Rep/Maint - Bug spray
	The Pioneer Group	\$219.30	265-900	Print/Publish - Public Hear-Budget & Ordinance - Coveyance of property
	Michigan Municipal League	\$2,325.00	265-910	Insurance
	Inacomp Computer Services	<u>\$95.00</u>	265-801	Prof Serv - clerk computer clean-up
		\$4,712.31		
Water			591-	
	USA Bluebook	49.49	000-751	Supplies
		47.24	000-775	Rep & Maint
	Bear Lake Hardware	\$143.91	000-775	R&M-
		\$13.33	000-751	Supplies
	SOS Analytical	\$1,560.00	000-801	out sourcing
	Haviland	\$290.00	000-751	Supplies
	Jackpine	\$39.50	000-750	
	Fleis & Vandenbrink	\$1,500.00	000-801	water tower boundry survey
	Michigan Municipal League	<u>\$1,474.25</u>	000-840	Insurance
		\$5,117.72		
Park			531-	
	Michigan Municipal Insurance	\$1,422.25	265-910	Insurance
	Jackpine	<u>\$438.84</u>	000-740	receipts & permits
		\$1,861.09		
Major			203-	
	Manistee County Road Commission	\$335.41	463-782	Sand/Salt mix
	Michigan Municipal Insurance	<u>\$1,032.75</u>	265-910	Insurance
		\$1,368.16		
Minor			202-	
	Manistee County Road Commission	\$335.40	463-782	Sand/Salt mix
	Michigan Municipal League	<u>\$1,032.75</u>	265-910	Insurance
		\$1,368.15		
Equipment			649-	
	Auto Value	\$21.46	000-782	Rep & Maint
	Frank Post	<u>\$200.00</u>	000-956	Misc. - grant write Rev Share
		\$221.46		
	Total Bills to be Paid	\$14,648.89		