

VILLAGE OF BEAR LAKE COUNCIL

12376 Virginia Street
Bear Lake Village Hall

REGULAR MEETING MINUTES

April 21, 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: 5 guests attended the meeting and 2 guests called in. April Maddox called in to give her Park report.

ROLL CALL:

President: Marla Evans **Council:** Rodney Gee, Shelly Lynnes, John Pelmear, David Ross, Andrea Ware

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

Absent: Natalie Ware

Park Manager: April Maddox – present by phone call-in

Planning Commissioner: Barb Farfsing

County Commissioner: Pauline Jaquish - absent

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

- Ayes: Gee, Lynnes, Pelmear, Ross, A. Ware & Evans
- Nays: None
- Abstain: None
- Absent: N. Ware

Additions:

New Business- Audit Quotes

Delete:

Under Streets, Trees, Signs & Sidewalk – cross off “update on sidewalk repair/Revenue Share Grant

PUBLIC COMMENT: None

CORRESPONDENCE:

- Bay Area Recycling for Charities, located at 14407 Industrial Drive, Kaleva on June 26 & September 25 10a-2p. Bring tires, mattress, TV’s, small & large appliances for a small fee.
- Evans – letter from County of Manistee, preparing for the 17th Regional Summit, do we have anything to present?

REPORTS:

MINUTES APPROVAL:

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

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

Nay: None

Abstain: None

Absent: N. Ware

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.

March 31, 2021 Fund Balances:

General checking	163,057.39
Water	
Op & Maint (checking)	3,283.64
Receiving (savings)	284.86
Water Project Required Accounts	
Bond Reserve Acct	18,142.15
RRI Fund	41,754.86
USDA Required Accounts	
USDA Repayment -Savings	33,155.28
USDA Construction- checking	93.14
DPW Repayment – checking	5,496.04
DPW Construction – checking	192.21
Park checking	15,868.30

Major Street checking	64,270.61
Minor Street checking	5,441.05
Equipment Fund checking	31,157.63
SAW Grant Account	9,745.36

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 Ross, motion carried.

Aye: Gee, Lynnes, Pelmeear, 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 Pelmeear. Motion carried.

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

- Clerk presented Gerber Construction invoice (\$4,861.38) for the repair & replacement of the gutter damage due to snow & ice on the DPW Building. The repair to the soffit has been done but the gutters have not been replaced. Both Evans & Newsom have had conversation regarding this issue with Gerber Construction.

Motion to table and not pay Gerber Construction until some clarity has been given on this issue, by A. Ware, seconded by Gee.

Motion carried.

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

- Clerk presented invoice (\$21,373.00) for the sidewalk repair along US-31 by Lakeshore Construction. Money from Revenue Share Grant Was \$16,180.00 (previously received) and the Village contribution was \$5,193.00.

Motion to pay Lake Shore Construction \$21,373.00, by A. Ware, seconded by Gee. Motion carried.

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

COMMITTEE CHAIR REPORTS:

PARK:

- Park report was given by Park Manager, April via phone. Park report on file.
- West entrance easement – Evans reported having an issue getting a confirmed date to meet with Jim Reed.
- Evans wanted to clarify times the Park Manager should be available to answer phone calls. Discussion was held. President Evans recommended; Phone calls answered first, emails & voicemails second.
 - Opening week of seasonal reservations – 9am to 5pm. Following weeks; Monday – Friday 9am to 12pm Voicemails & emails 1-5pm.
 - Opening day of monthly & daily reservations 9am -5pm Live conversations only.
 - April 15, Monday-Friday 9am -12pm. Voicemails & emails answered 1pm -5pm. Park Manager will structure hours Opening Day – Memorial Day based on check-ins & outs. Connect with Park Hosts & campers. Weekends unless covered, be available to answer emergency and reservation calls and collect money as needed.
 - Memorial Day weekend – Labor Day structure hours based on check-ins & out. Visit with Hosts & guests. Must be available to cover calls & collect money as needed.
 - Labor Day thru October - Unless covered, be available to answer emergency and reservation calls and collect money as needed.
 - October 15 – first day to accept seasonal reservations, no mandatory hours. Calls first then voicemails & emails.

STREETS, TREES, SIGNS, LIGHTS, SIDEWALKS:

- Signs and school signs will be erected in the next few weeks. Newsom would like some volunteers to help with getting school signs up.
- Graffiti on streets are wearing off and may not need covering.

- Treasurer King proposed to the council asking Bear Lake Township to help financially with road repair on Major streets going to the school/post office/recycling area. Possibly asking Pleasanton Township also. Street/Tree/Sidewalk committee to decide.

WATER:

- Newsom reviewed in Maintenance Report

BUILDINGS, GROUNDS AND EQUIPMENT:

- Treasurer King reported on an electrical upgrade for the Village Offices, some of the office rooms only have one outlet, fire hazard. Lake Shore Construction estimate \$4,488.00. Discussion was held.

Motion to proceed upgrade on electrical upgrade for the Village Office building, by Pelmear, seconded by A. Ware. Motion carried.

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

Motion to table window replacements for the Village Office building for further discussion by the Building & Grounds Committee, by Pelmear, seconded by A. Ware. Motion carried.

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

Discussion on replacement windows for the Village Office Building, no proposals were discussed.

- President Evans would like the Building & Ground Committee to look into the 3 buildings the Village owns, Office Building, old Maintenance Building & DPW Building. How can they be best utilized? Does the Village need the Office Building? Long term? Can the new DPW Building be utilized better, can the old maintenance building be upgraded to hold offices and a meeting room?
 - Lions Club building was sold.
 - Water Tower property & property owners Johnson/Slater – Discussion was held on different options of working with the home owners, on the piece of property they would like to purchase from the village. Would an easement or Quit Claim deed be the best? Property owners to cover all costs acquired? It was decided to locate where the septic & drain field are. John Judge was present to offer assistance to the property owners.

Motion to do a Quit Claim Deed with the Johnson’s by A. Ware, was rescinded.

Motion to work with the owners, have a professional locate the septic and drain field on the property by Pelmear, seconded by A. Ware. Motion carried.

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

- Clerk presented council with quotes on truck replacement for the DPW department. Council would like to table it until more quotes are gathered.

COUNTY COMMISSIONER REPORT: Pauline Jaquish – no report

Bear Lake Improvement Board: A. Ware, no report. Next meeting is May 20, 2021

Two Lakes Sewer Authority: Evans no report, no meeting. Next meeting will be May 5, 2021.

Planning Commission: B. Farfsing reported on the 2 different options the Planning Commission can go with regarding the RRC program. Election of Vice Chairman (Breitner) & Secretary (Walter) was held. MEDC will be hosting educational Zooming meetings for Planning members to attend. President Evans stated she had received an email from Networks Northwest regard a Public Meeting for updating the Recreation Plan for the Village of Bear Lake. Farfsing agreed to have the Planning Commission do the Public Meeting.

OLD BUSINESS:

None

NEW BUSINESS:

- Clerk presented quotes on annual audit from 3 companies. Gabridge has done the village for years but the last few years problems have come up. Getting audits done in a timely matter, sending in state reports without villages signature to not being able to assist with addition questions. Audit quotes were presented from; Gabridge - \$5,800, Baird, Cotter & Bishop - \$9,500 and H&S Companies - \$6,600. Discussion was held.

Motion to go with H&S Companies to do our annual audit by A. Ware, seconded by Pelmear. Motion carried.

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

Nay: Evans
Abstain: None
Absent: N. Ware

- Community Clean up
- Clerk presented her resignation. She will stay on until a replacement is found & trained. Checking to see if she needs to be an employee to represent village in Hopkins Park Restroom law suit.

Motion to accept the clerk's resignation by Pelmear, seconded by Lynnes. Motion carried.

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

Motion to post Village Clerk's position in the News Advocate, Indeed and on #LOVEBEARLAKE, by Pelmear, seconded by A, Wares. Motion carried.

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

PUBLIC COMMENT:

- Marilyn Johnson commented on the Snowman banners still being up in the Village.
- Barb Farfising said Rick has a grant he wrote a few years ago for the old maintenance building. She will get more info on that.
- Jeanne Walsh-Vission Building & Grounds should look into the Bear Lake Township building when they move out. Park Manager could use her Hotspot for bankcard machine. She would also like to see a monthly or quarterly report on the Zoning activity from Manistee County Planning. And a thank you to the clerk for her years as clerk.

COUNCIL COMMENT:

- Ross would like to review the golf cart limitations in the village next month.
- Evans would like to send out a Thank you to Fleis & Vandenbrink for the Water Well project and Mark Thompson & State Wide Towing for their assistance in last few weeks.

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 20, 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 Pelmear, seconded Ross. Motion carried.

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

Meeting adjourned at 9:37p.m.

Next meetings:

Next council regular monthly meeting, May 19, 2021.

Respectfully submitted by

Cindi McPherson, Clerk

EQUIPMENT RENTAL

FUND	Equipment Rental	3/5/2021	3/12/2021	3/19/2021	3/26/2021	TOTALS
Water (2743)	591-000-943	157.32	106.5	112.1	191.09	567.01
Park (2735)	531-463-943		33.19	5.61	31.06	69.86
Major (2719)	203-463-943					0.00
Minor (2727)	202-463-943					0.00
Gen		<u>16.82</u>	<u>182.48</u>	<u>319.34</u>	<u>495.44</u>	1,014.08
	TOTALS	174.14	322.17	437.05	717.59	1650.95
			D. Reed Park - 21.98 Gen - 182.48	D. Reed Gen - 319.34	D. Reed Gen - 456.20	

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	<u>2,350.65</u>	<u>257.24</u>	<u>248.37</u>	<u>141.93</u>		<u>2998.18</u>	
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	<u>389.69</u>	<u>96.89</u>	<u>99.58</u>	<u>32.30</u>		<u>618.45</u>	
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

Payroll Transfers

Wages for period		Mar-21					
Honor #'s	2743	2719	2727	2735			
Josh Newsom's Timesheets	Water	Major	Minor	Parks	General	Total	
3/3/2021	494.40	24.72	57.68	57.68	189.52	824.00	
3/10/2021	778.50	0.00	0.00	0.00	86.50	865.00	
3/17/2021	761.20	0.00	0.00	34.60	69.20	865.00	
3/24/2021	717.95	0.00	0.00	25.95	121.10	865.00	
3/31/2021	371.95	43.25	43.25	138.40	268.15	865.00	
						0.00	
Total Wages	3,124.00	67.97	100.93	256.63	734.47	4284.00	
FICA	238.99	5.20	7.72	19.63	56.19	327.73	
Total to transfer	3,362.99	73.17	108.65	276.26		3821.07	
transfer to QB #'s	000-702	463-702	463-702	000-702			
Transfer and post to 101-265-702		67.97	100.93	256.63	n/a		
Transfer and post to 101-690-000	238.99	5.20	7.72	19.63	n/a		
Other Timesheets	Water	Major	Minor	Parks	General	Total	
	2743	2719	2727	2735			
From Quickbooks "Wages to Transfer"	386.00	160.00	156.50		-	702.50	
						-	
Total Wages	386.00	160.00	156.50	-	-	702.50	
FICA	29.53	12.24	11.97	-	-	53.74	
Total to transfer	415.53	172.24	168.47	-		756.24	
transfer from each QB acct	000-702	463-702	463-702	000-702			
Transfer and post to Transfers Out -999	386.00	160.00	156.50	-	n/a		
Transfer and post to 101-690-000	29.53	12.24	11.97	-	n/a		