

VILLAGE OF BEAR LAKE COUNCIL

12376 Virginia Street
Bear Lake Village Hall

REGULAR MEETING MINUTES

May 19, 2021

Approved minutes with corrections, cmc

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: 4 guests attended the meeting and 2 guests called in. (includes 1 caller who attended later)

ROLL CALL:

President: Marla Evans **Council:** Rodney Gee, Shelly Lynnes (late arrival 8:40p), John Pelmeear, Andrea Ware, Natalie Ware

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

Absent: David Ross

Park Manager: April Maddox

Planning Commissioner: Barb Farfsing

County Commissioner: Pauline Jaquish

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

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

Additions:

Park – Boat parking lot

PUBLIC COMMENT: Derek & Tammie Puite introduced themselves as new to the village. They said everyone was very welcoming within the village.

CORRESPONDENCE:

- Email from Hopkins Park camper, new Park Hosts, Jay & Janet, are very helpful and new Park Manager who they thought was on top of her position and had a desire to make the place great. Concern on lawn maintenance.
- Brochures on 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.

Guest – Dan DeBano would like to purchase a small piece of land just to the south of his property which belongs to the village. Corner of Ronning Street & Hancock Street. He presented a map of the area. King will call Dave Adams, property owner to make sure he has no easements through there. This will be added to the June agenda.

REPORTS:

MINUTES APPROVAL:

Motion to approve April 21, 2021 regular monthly minutes with corrections, by A. Ware, seconded by Pelmeear. Motion Carried.

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

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

Discussion on: branches were taken off the tree (approx. \$350) on site 15, further review of the tree, the whole tree needs to come down. Additional trees in village, two trees on Wise (1,700 & \$1100) and one on Lynn (\$600)

Motion to approve moving \$1900 from General Fund to Minor for Tree Removal, by A. Ware, seconded by Pelmeear. Motion Carried.

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

TREASURER’S REPORT: Reviewed by Treasurer Sally King. Written report on file in the 2021 Minutes binder.

March 31, 2021 Fund Balances:

General checking	108,928.35
Water	
Op & Maint (checking)	15,377.73

Receiving (savings)	8,840.66
Water Project Required Accounts	
Bond Reserve Acct	18,142.15
RRI Fund	41,754.86

USDA Required Accounts	
USDA Repayment -Savings	41,863.28
USDA Construction- checking	93.14
DPW Repayment – checking	6,831.22
DPW Construction – checking	192.22
Park checking	22,230.12
Major Street checking	66,375.01
Minor Street checking	6,118.62
Equipment Fund checking	27,615.56
SAW Grant Account	9,745.62

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, A. Ware, N. Ware, Evans
 Nay: None
 Abstain: None
 Absent: Lynnes & Ross

AMANDMENTS:

Motion to increase Appropriated Fund Balance (999-999) to \$19,763.60 and Professional Services (265-801) to bring forward \$16,180.00 Revenue Sharing Grant funds for sidewalk repair, \$2,141.87 Museum insurance claim and \$1,441.73 Manistee Community Foundation funds for Cosier Park as presented, by A. Ware, seconded by N. Ware, motion carried.

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

Note: Funds from prior years into FY 21/22.

Motion to increase budget for Other Revenue (000-694) to \$64,855.64 and Professional Services (265-801) to \$49,719.60 to account for bathroom repair totaling \$19,263.00 and Revenue Sharing Grant matching funds of \$5,193.00 as presented, by A. Ware, seconded by Pelmear, motion carried.

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

Note: Account for the sale of the Lion’s building, bathroom repair & Revenue Sharing Grant matching funds.

Treasurer and Clerk requesting a general charge card for the use of purchases instead of using their personal credit cards and then getting reimbursed. Treasurer reported on a credit card from Sam’s club with % rewards given back on purchases.

Motion to approve credit card for general purchases, by A. Ware, seconded by Gee, motion carried.

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

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 A. Ware. Motion carried.

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

COMMITTEE CHAIR REPORTS:

PARK:

- Park report was given by Park Manager. Park report on file.

- 1 guest is requesting a refund on this camping. April will bring for to the next meeting for council review.
- Guests have mentioned the WIFI is not working well. Will check on the band width.
- The Osborn family would like to plant a tree in the park. They will need to have the location OK'd first.
- A seasonal camper is advertising his site at the camp ground for sublease. They cannot sublease, April will talk with them.
- President Evans presented a conversation from the Osborn family they would pay for their father, Doug, to have a lifetime seasonal site. They would pay for it, if they have to. Discussion held. Motion was made by Gee, rescinded, tabled for June meeting.
- West entrance easement – Evans reported having an issue getting a date to meet with Jim Reed.
- Clerk presented a bid from Manistee County Road Commission on maintenance work on the boat parking lot at Hopkins Park. Discussion held. Pelmeear made motion and rescinded the motion.

Motion to approve Manistee County Road Commission boat parking lot maintenance at Hopkins park, \$1,555.17 by Gee, seconded by Pelmeear. Motion carried.

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

Note: Includes: blading of the boat parking lot, adding 4 yards of gravel

STREETS, TREES, SIGNS, LIGHTS, SIDEWALKS:

- Bear Lake Promoters requested closing of streets in the village for Bear Lake Days.

Motion to approve closing of village roads for Bear Lake Days by A. Ware, seconded by Pelmeear. Motion carried.

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

- Signs and school signs will be erected in the next few weeks.
- Graffiti on streets weather is warming able to do a base cover.
- A concern was brought forward from the Planning Commission regarding replacement trees when dead ones need to come down. Discussion was held. Council in the past has purchased trees for residents to plant in their yards as a replacement.
- At the April council meeting 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. Discussion was held, 2 representatives from the village will attend Bear Lake Township meeting to present.

WATER:

- Newsom reviewed in Maintenance Report

BUILDINGS, GROUNDS AND EQUIPMENT:

- Gerber Construction/Spicer Group – gutters have been replaced on the DPW building. Discussion was held on the payment of Gerber Construction invoice for the replacement of the gutter system on the new DPW building. Pelmeear made a motion to wait on payment and see what happens this winter as stated in an email from Bill Terryn, Gerber Construction owner. , motion was rescinded.

Motion to table this decision to pay Gerber Construction until the Village speaks with the village attorney by Pelmeear, seconded by A. Ware. Motion carried.

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

Note: Clerk will contact the lawyer regarding this matter.

- Invoice presented from Dickinson Wright PLLC, professional services in the issuance of the villages IPA for completion of the DPW building.

Motion to approve payment to Dickinson Wright PLLC in the amount of \$4,500.00 by A. Ware, seconded by Lynnes. Motion carried.

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

- Report from the Building & Ground Committee on the 3 buildings the Village owns. Gee reported on Team Elmer's findings on the old DPW maintenance building, they gave a recommendation. Cost of a new building, could be over \$300K. Building will need to be upgraded to ADA standards. Gee will contact Ken at Fleis and Vendenbrink regarding engineering and grants,
- Window upgrade for Village office building has been tabled.
- Review of the lease with the Bear Lake Marina, was discussed as stated in the lease for every 5 years,

Motion to increase the rent payment for the Bear Lake Marina by \$10 per month by Pelmear, seconded by A. Ware. Motion carried.

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

- Water Tower property & property owners Johnson/Slater – It was reported that the drain field and septic are on the Johnson's property. Newsom will mark the village's property line.

Motion to mark the village property line bordering the Johnson's property line by A. Ware, seconded by Lynnes. Motion carried.

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

- Newsom presented quote to the council on truck replacement for the DPW department. Discussion was held on quotes presented.

Motion to approve purchase of new truck, \$50K is price limit and approved treasurer to write a check when a truck is found by A. Ware, seconded by Lynnes. Motion carried.

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

COUNTY COMMISSIONER REPORT: Pauline Jaquish –

- reported on house on Maple Street in the village is proceeding along with the rehab being done by "The Tiny Developers". Should be complete January 1, 2022.
- American Rescue Plan in Manistee County received \$4 million for county projects. Water & Sewer projects can be used with this money.
- Some of the Manistee County Fair Grounds buildings are in need of repair. They will be having the Blessing of the Derby Drivers events a couple times this summer.
- Reminder regarding the recycle program.

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

Two Lakes Sewer Authority: Evans reported the archeological report is held up. They are looking for funding/education for the public. Next meeting will be June 2, 2021.

Planning Commission: B. Farfsing reported;

- meeting with Zack Vega from Networks Northwest regarding the update for the Villages Park and Recreation Plan. They have 10-12 places located as parks in the Village.
- Food Truck application and fees to charge were presented. Discussion was held.

Motion to approve the food truck application and fees charged by Gee, seconded by Lynnes. Motion carried.

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

Note: 1 day fee = \$50.00, 1 week fee = \$125, - 3 day weekend = \$100, Special event fee = \$128. Clerk asked if she could add vendors insurance and food license be included with the application.

- Barb has been attending Zoom meetings for the RRC program, she will report on them when all 7 are complete.

OLD BUSINESS:

None

NEW BUSINESS:

- President Evans would like to have a Community Clean-Up month to involve families and friends. She asked that the DPW Manager list small jobs within the village that could be done by a small group of people.

- Clerk presented the Headlee millage rate for approval, sent by Manistee County Equalization Department.

Motion to approve the 10.1780 mills for 2021 by A. Ware, seconded by N. Ware. Motion carried.

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

- Golf Carts in village was tabled.
- President Evans gave Blight Elimination quarterly report. Balance of \$9,829.36 on March 31, 2021

PUBLIC COMMENT:

- Tammie Puite asked about the flower pots around the village and if they could make a flower bed in the triangle across from their home. Can they put a sprinkler system in? Yes, they can, a back flow preventer will be needed. Watering times are enforced during the summer months. Also, are there any future plans for sidewalks by their house on US-31? None known by the village.
- Scott Hunt, owner of Bear Lake Marina wanted to know if he could get information on the park as customers to ask him at the marina.
- Christi Johnson stated she had a concern with the discussion of the council regarding her property line and how they handled her request to purchase the property.

COUNCIL COMMENT:

- Lynnes would like the village to explore an ordinance on homeless people staying within the village.

UPCOMING EVENTS or ANNOUNCEMENTS

- Two Lakes Sewer Authority meets 1st Wednesday of ea. month 7pm t 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 A. Ware Pelmear, seconded Pelmear Ross. Motion carried.

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

Meeting adjourned at 10:06p.m.

Next meetings:

Next council regular monthly meeting, June 16, 2021.

Respectfully submitted by

Cindi McPherson, Clerk

EQUIPMENT RENTAL

<u>FUND</u>	<u>Equipment Rental</u>	<u>4/2/2021</u>	<u>4/9/2021</u>	<u>4/16/2021</u>	<u>4/23/2021</u>	<u>4/30/2021</u>	<u>TOTALS</u>
Water (2743)	591-000-943	67.26	67.26	95.29	106.5	162.55	498.86
Park (2735)	531-463-943	49.48	69.15	69.87	78.47	114.36	381.33
Major (2719)	203-463-943	0.00	0.00	18.91	45.62		64.53
Minor (2727)	202-463-943	0.00	0.00	18.91		62.95	81.86
Gen		<u>39.24</u>	<u>0.00</u>		<u>11.21</u>	<u>0.56</u>	<u>51.01</u>
	TOTALS	155.98	136.41	202.98	241.8	340.42	1077.59

WAGE TRANSFERS

Payroll Transfer

Wages for period		Apr-21					
Honor #'s	2743	2719	2727	2735			
Josh Newsom's Timesheets	Water	Major	Minor	Parks	General	Total	
4/7/2021	354.65	25.95	25.95	198.95	259.50	865.00	
4/14/2021	173.00			648.75	43.25	865.00	
4/21/2021	276.80	43.25	43.25	415.20	86.50	865.00	
4/28/2021	371.95	25.95	0.00	276.80	190.30	865.00	
						0.00	
						0.00	
Total Wages	1,176.40	95.15	69.20	1,539.70	579.55	3460.00	
FICA	89.99	7.28	5.29	117.79	44.34	264.69	
Total to transfer	1,266.39	102.43	74.49	1,657.49		3100.80	
transfer to QB #'s	000-702	463-702	463-702	000-702			
Transfer and post to 101-265-702		95.15	69.20	1,539.70	n/a		
Transfer and post to 101-690-000	89.99	7.28	5.29	117.79	n/a		
Other Timesheets	Water	Major	Minor	Parks	General	Total	
	2743	2719	2727	2735			
From Quickbooks "Wages to Transfer"	862.00			2,944.50	-	3,806.50	
						-	
Total Wages	862.00	-	-	2,944.50	-	3,806.50	
FICA	65.94	-	-	225.25	-	291.20	
Total to transfer	927.94	-	-	3,169.75		4,097.70	
transfer from each QB acct	000-702	463-702	463-702	000-702			
Transfer and post to Transfers Out -999	862.00	-	-	2,944.50	n/a		
Transfer and post to 101-690-000	65.94	-	-	225.25	n/a		

CLERK'S REPORT

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1-May

Fund	Payee	Amount	Account #	Notes
General			101-	
	Young, Graham & Wendling	\$200.00	265-801	Monthly retainer \$200
	Jackpine Business Center	\$63.08	215-727	Office supplies -Toner for copier
	Jackpine Internet service	\$25.00	265-801	Prof Serv -Web site changes
	Bear Lake Ace Hardware	\$95.83	265-930	Rep & Maint - keys, bulds, flag, & misc
	The Pioneer Group	\$441.58	265-900	Oridin #3 Noise & Clerk position ad
	Mark Thompson Tree & Stump Removal	\$212.50	000-951	May brush clean up 2.5 hrs
	Auto Wares- Auto Value	\$4.09	265-930	Rep & Maint - Wht paint mark
	Michigan Assoc of Planning	\$60.00	290-000	Membership - Barb Farfsing
	Inacomp Computer Center	\$30.00	215-727	Cloud back-up
	H&S Companies	<u>\$390.00</u>	265-801	Assist with Quickbooks & Bank reconciliation
		\$1,522.08		
Water			591-	
	Bear Lake Hardware	\$31.96	000-775	Rep & Maint - vac breaker & bushing
	CCRA Professional Services	\$2,400.00	000-801	Prof Serv - 16 site inspections
	Auto Wares - Vuto Value	\$46.49	000-751	Supplies - gloves
	H&S Companies	\$400.00	000-801	Prov Serv - assistance with water billing
	SOS Analytical	<u>\$60.00</u>		Prof Serv - testing
		\$2,938.45		
Park			531-	
	Manistee County Road Commission	\$664.84	000-775	Rep & Maint - Park entrance, cold patch
	Forbes Sanitation & Excavation, Inc	\$600.00	000-775	Rep & Maint -pump septic tank
	Pleasanton Valley Greenhouses	\$149.00	000-775	Rep & Maint -Grass seed
	Saddle Up Grocery	\$36.74	000-775	Rep & Maint - straw for grass seed/gas for mower/timmer
	Menards	\$7.30	000-775	Rep & Maint - concrete mix
	Bear Lake Hardware	\$600.41	000-775	Rep & Maint - hardware, bug killer, paint
	Auto Wares- Auto Value	<u>\$4.58</u>	000-775	Rep & Maint - fuel line hose
		\$2,062.87		
Major			203-	
	Manistee County Road Commission	\$664.85	463-782	Cold patch, Cody & Main Streets
		<u>\$11.35</u>	463-782	sand for streets
		\$676.20		
Minor			202-	
	Bear Lake Hardware	32.94	463-782	Rep & Maint - cement
	Manistee County Road Commission	<u>\$11.35</u>	463-782	sand for streets
		\$44.29		
Equipment			649-	
	Total Bills to be Paid	\$7,243.89		