

VILLAGE OF BEAR LAKE COUNCIL

12376 Virginia Street
Bear Lake Village Hall

REGULAR MEETING MINUTES

November 17, 2021

Approved minutes with correction, cmc

The regular monthly meeting for the Bear Lake Village Council was called to order by President Marla Evans at the Village Hall at 7:25pm. Meeting was delayed due to two council members arriving late and two council members absent. Pledge of Allegiance was said.

Guests: Jim Thompson, Katie Mehl (Manistee County Planning), Char Myers, one guest called in

ROLL CALL:

President: Marla Evans **Council:** Rodney Gee, Shelly Lynnes, John Pelmeear, David Ross

Treasurer: Sally King **Clerk:** Cindi McPherson **Staff:** Josh Newsom – call in

Absent: Andrea Ware & Natalie Ware

Park Manager: April Maddox - absent

Planning Commissioner: Barb Farfsing - absent

County Commissioner: Pauline Jaquish

Motion to adopt the agenda with correction by Pelmeear and seconded Gee, motion carried.

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

Correction: Bills To Be Paid – MML invoice amount should be \$1281.00.

PUBLIC COMMENT: None

CORRESPONDENCE:

- Clerk presented information from Michigan Department of Health & Human Services on Low Income Household Water Assistance Program. Designed to assist Village residents in paying their Village water bills.
- President Evans stated a village resident had asked why the Village water leakage was not reflected in the September minutes under the Maintenance Report. They felt this was an important issue that Village residents should know about. This will be discussed under Reports; Maintenance Report.

PUBLIC HEARING – Manistee County Park & Recreation Plan, Village of Bear Lake

Public Hearing opened at 7:30pm

Katie Mehl from Manistee County Planning facilitated the meeting.

Council & guests were asked if they had any questions or concerns regarding the updated Manistee County Park & Recreation Plan, Village of Bear Lake section. Networks Northwest worked with Village of Bear Lake Planning Commission on updates. Discussion was held.

Public Hearing ended at 7:36pm

Motion was made to accept the updated Manistee County Park & Recreation, Village of Bear Lake with a list of typo corrections presented, by Lynnes and seconded by Gee, motion carried.

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

MINUTES APPROVAL:

Motion to approve October 20, 2021 minutes were tabled due to lack of quorum of council members who attended the October meeting.

REPORTS:

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

- Discussion was held on water leakage found the Villages as the result of the new water well system. Newsom explained the leakage was found due to the Village monitoring the usage of water within the Village. Newsom said, this is a common thing but the village's leakage is a little higher than normal. There could be a lot of little leaks due to old service lines. Looking back at old water usage records, leaks could have been in progress 8 – 9 years ago. Some of these leaks could be home owner's responsibility, depending on where the leak is on the line. Newsom will be contacting companies for quotes

on the cost to determine where the leaks are and repairing them. Looking into grants and/or infrastructure state funding. This project will be in the 2021 – 2022 Budget.

- Discussion was held on the repairs (approx. \$3,300) of the Village’s brown truck vs the purchase of a new plow (approx. \$6,500) for the Village grey truck. Pelmear made a motion to purchase a new snow plow for the grey Village truck but rescinded the motion due to lack of support. Gee will help Newsome repair some of the parts needed for safety on the brown Village truck. Some council members felt the cost of purchasing a new snow plow was not a good way to use the village money at this time.

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

August 31, 2021 Fund Balances:

General checking	81,797.78
Water	
Op & Maint (checking)	1,859.87
Receiving (savings)	26,874.21
Water Project Required Accounts	
Bond Reserve Acct	21,240.90
RRI Fund	48,849.79
USDA Required Accounts	
USDA Repayment -Savings	28,853.76
DPW Repayment – checking	10,447.16
Park checking	18,337.73
Major Street checking	78,098.07
Minor Street checking	3,667.73
Equipment Fund checking	31,441.03

FILER CREDIT UNION ACCOUNT RECONCILIATION BALANCES

General

Checking	\$95.00
Savings	\$5.00

Water

Op & Maint (checking)	\$70.00
Savings	\$5.00
Receiving	\$5.00

USDA required accounts

Bond Reserve Acct.	\$5.00
RRI Fund	\$5.00

Repayment Accounts

USDA Repayment – savings	\$5.00
DPW Repayment – Savings	\$5.00

Hopkins Park

Checking	\$95.00
Savings	\$5.00

Major Streets

Checking	\$95.00
Savings	\$5.00

Local Streets

Checking	\$95.00
Savings	\$5.00

Equipment

Checking	\$95.00
Savings	\$5.00

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

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

Motion to approve the Amendments as presented by Lynnes, seconded by Ross, motion carried.

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

Amendments are attached to minutes.

Treasurer asked the council for approval to apply for a Filer Credit Union Credit Card for Village use only.

Motion to proceed with application for FCU credit card by Pelmeear, seconded by Gee, motion carried.

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

Treasurer asked council for approval of taking on-line water bill payments.

Motion to proceed with on-line water bill payments through Filer Credit Union by Pelmeear, seconded by Ross, motion carried.

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

Bills to be paid presented by the Clerk. List attached and on file.

Motion to pay the bills, by Ross, seconded by Gee. Motion carried.

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

Clerk asked for approval additional invoices for payment; MML \$1281.00 – Workers Compensation audit and West Coast Farm Services \$3,582.00 – Sterling

Motion to pay additional invoices, by Ross, seconded by Lynnes. Motion carried.

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

COMMITTEE CHAIR REPORTS:

PARK:

- Park report – Treasurer reported campground sales of approx. \$59K
- Clerk asked for permission to start the process with the campground on-line reservation system.

Motion to proceed with online reservation system for Hopkins Campground, by Lynnes, seconded by Ross. Motion carried.

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

- Reed's property and Hopkins Park – survey will be put in the 2022-2023 Budget.

WATER:

- Included in the DPW Maintenance Report

STREETS, TREES, SIGNS, LIGHTS, SIDEWALKS:

- None

BUILDINGS, GROUNDS AND EQUIPMENT

- Gee said they are waiting on Cole to give them a quote on repairs needed on the Municipal Building to determine what the best solution is to repair or take top portion off.
- Coiser Park – pickleball nets are down - bench & basketball systems still need to be done.

COUNTY COMMISSIONER REPORT: Pauline Jaquish – reported on staffing shortage at the county Medical Care Facility due to COVID. Eric Sullivan from Manistee is helping with veterans in a positive way. His office is located in the West Shore Community College building.

Sparkle in the Park is moving along nicely. No opening night event again this year. There will be light decoration contest, winners for residential, business & sites of Sparkle.

BEAR LAKE IMPROVEMENT BOARD: A. Ware no report. Next meeting December 2, 2021

TWO LAKES SEWER AUTHORITY: Evans reviewed TLSA minutes, found on Onekama Township website.

Evans asked council for approval of Village President & Clerk to sign the Articles of Incorporation for the Two Lake Sewer Association as amended. Amendment needed to removing the tribe off the Articles of Incorporation.

Motion to approval signing the Articles of incorporation Two Lake Sewer Authority as Amended., by Lynnes, seconded by Ross. Motion carried.

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

- Clerk presented information on Two Lakes Collaboration Sewer Authority Seeking Community Input About Sewer Project. Residents within the authority are encouraged to ask questions regarding the Sewer Authority. Area collection boxes will be available with paper & pens in high traffic areas.

PLANNING COMMISSION: no report.

- Lake access & mooring of boats – tabled until December.

OLD BUSINESS:

- The American Rescue Plan (Covid money) information was resubmitted

NEW BUSINESS:

- Clerk presented council with having the Bear Lake Historical Society handle the selling of the bricks at the Tower Clock area. Discussion was held.

Motion to approve the Bear Lake Area Historical Society handling the sale of bricks at the Tower Clock area, by Ross, seconded by Pelmeear. Motion carried.

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

- Clerk gave the quarterly report from the Blight Elimination Fund - \$9,756.32

PUBLIC COMMENT:

- None

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 December 2, 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 Monday of each month, at 7pm. Township Hall.
- Manistee Land Bank – 2nd Monday at 3pm. Location: Board of Commissioners' meeting room at the Manistee County Courthouse & Government Center, 415 3rd Street, Manistee, MI 49660.
- SMARTrails – meetings on hold.

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

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

Meeting adjourned at 9:50p.m.

Next meetings:

Next council regular monthly meeting, December 15, 2021.

Respectfully submitted by

Cindi McPherson, Clerk

Equipment Rental

<u>FUND</u>	<u>Equipment Rental</u>	<u>10/6/2021</u>	<u>10/13/2021</u>	<u>10/20/2021</u>	<u>10/27/2021</u>	<u>TOTALS</u>
Water (2743)	591-000-943	\$ 22.42	\$ 22.42	\$ 126.28	\$ 50.45	\$ 221.57
Park (2735)	531-463-943	\$ -	\$ 45.22	\$ 191.26	\$ 125.66	\$ 362.14
Major (2719)	203-463-943	\$ -	\$ -	\$ 26.82	\$ -	\$ 26.82

Minor (2727)	202-463-943	\$ -	\$ -	\$ 26.82	\$ -	\$ 26.82
Gen		\$ -	\$ -	\$ 93.88	\$ -	\$ 93.88
TOTALS		22.42	67.64	465.06	176.11	731.23
		D. Reed Park				
		- 45.22	D. Reed Gen \$4.18			

Wage Transfers

Wages for period		Oct-21					
	Honor #'s	2743	2719	2727	2735		
Josh Newsom's Timesheets		Water	Major	Minor	Parks	General	Total
Check date:	10/6/2021	129.75				735.25	865.00
	10/13/2021	103.80				761.20	865.00
	10/20/2021	392.00	33.60	33.60	358.40	302.40	1120.00
	10/27/2021	414.40	11.20	11.20	414.40	268.80	1120.00
Total Wages		1,039.95	44.80	44.80	772.80	2,067.65	3970.00
FICA		79.56	3.43	3.43	59.12	158.18	303.71
Total from transfer		1,119.51	48.23	48.23	831.92		2047.88
	transfer to QB #'s	000-702	463-702	463-702	000-702		
Transfer and post to 101-265-702			44.80	44.80	772.80	n/a	
Transfer and post to 101-690-000		79.56	3.43	3.43	59.12	n/a	
Other Timesheets		Water	Major	Minor	Parks	General	Total
		2743	2719	2727	2735		
From Quickbooks "Wages to Transfer"		500.00			234.00	-	734.00
Total Wages		500.00	-	-	234.00	-	734.00
FICA		38.25	-	-	17.90	-	56.15
Total to transfer		538.25	-	-	251.90		790.15
	transfer from each QB acct	000-702	463-702	463-702	000-702		
Transfer and post to Transfers Out -999		500.00	-	-	234.00	n/a	
Transfer and post to 101-690-000		38.25	-	-	17.90	n/a	

Clerk Report

2021		1-Nov		
Fund	Payee	Amount	Account #	Notes
General			101-	
	Bear Lake Hardware	\$62.63	265-930	Rep & Maint traps, concrete, sand paper, oil, bulbs & light
	Young, Graham & Wendling	\$200.00	265-801	Monthly retainer \$200
	Jackpine Business Center	\$50.99	215-727	Toner
	Inacomp	<u>\$30.00</u>	265-801	Cloud back-up
		\$343.62		
Water			591-	
	Haviland	\$267.50	000-751	Supplies
	SOS Analytical	\$1,180.00	000-801	out sourcing water sampling - October
		<u>\$75.00</u>	000-801	out sourcing water sampling - October

	\$1,522.50		
Park		531-	
Major		203-	
Minor		202-	
Equipment		649-	
Auto Value	<u>\$42.97</u>	000-782	Rep & Maint - Brown truck
	\$42.97		
Total Bills to be Paid	\$1,909.09		

Proposed budget amendments – November 2021 meeting

General Fund

Revenue: Increase Property Tax to \$70,000 (up \$10,000)
 Expenses: Increase Wages to \$21,000 (up \$10,000)
 Increase Insurance to \$2950 (up 100.)
 Increase Repair & Maint. to \$8500 (up \$6,000)
 Increase Trash Bag Exp. To \$1185 (up \$587.)

The 10K increase to property tax income is offset by the increase in wages.

The General Fund has a \$14K+ positive un-budgeted balance which will cover the remaining \$6687 in increases.

Water Department

Revenue: Increase Transfers In to \$11,353 (up \$11,353)
 Expenses: Increase Postage to \$500 (up \$150.)
 Increase Interest Exp. to \$35,060 (up \$8,812)

Under Revenues, you will note Transfers In has no budget figure currently. The monies deposited to this account are all for the DPW Building repayment which have been transferred from General, Water, Park and Equipment.

In reviewing the next payment, I found we had to increase Interest Expense to account for two DPW interest payments and two water interest payments.

Hopkins Park

Revenue: Increase Receipts to \$59,000 (up \$6,000)
 Expenses: Increase Salaries to \$18,000 (up \$3,000)
 Increase Gas & Oil to \$800. (up \$100)
 Increase Garbage Coll. to \$1700 (up \$400)
 Increase Park Improve. to \$300 (up \$300)
 Increase Utilities to 12,000 (up \$1,000)

Increase in receipts will more than cover increase in costs.

Major Streets

Expenses: Increase DPW Bldg Repmt to \$1300 (up \$600)
 Increase Office Supplies to \$45 (up \$45)

We have a \$2515 positive un-budgeted balance which will cover these two increases.

Local Streets

Expenses: Move \$45 from Insurance to Office Supplies
 Move \$2000 from General Fund to Local Streets
 \$400 to Tree Removal
 \$800 to Repair & Maintenance
 \$800 to Salaries

We need to move monies from General Fund as Local Streets does not have sufficient income.

Equipment

Expenses: Increase Supplies to \$1300 (up \$600)
 Increase Miscellaneous to \$200 (up \$200) [Rev. Shar. Grant preparation cost]

We have a \$4410 positive un-budgeted balance which will cover these two increases.

