

VILLAGE OF BEAR LAKE COUNCIL

12376 Virginia Street
Bear Lake Village Hall

REGULAR MEETING MINUTES

December 15, 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 7:17pm. Meeting was delayed due to two council members arriving late and two council members absent. Pledge of Allegiance was said.

Guests: one guest called in

ROLL CALL:

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

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

Absent: John Pelmeare & Natalie Ware

Park Manager: April Maddox - absent

Planning Commissioner: Barb Farfsing

County Commissioner: Pauline Jaquish - absent

Motion to adopt the agenda with 2 additions by Gee and seconded Ross, motion carried.

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

Additions: Streets, Trees, Signs, etc... Storm drain collapse

New Business: Fleis & Vandenbrink paragraph

PUBLIC COMMENT: None

CORRESPONDENCE:

- None

MINUTES APPROVAL:

Approval of October 20, 2021 minutes tabled due to lack of quorum at the November 17, 2021

Motion to approve October 20, 2021 by Lynnes and seconded Gee, motion carried.

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

Motion to approve November 17, 2021, with correction on page 3, by Gee and seconded Ross, motion carried.

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

REPORTS:

MAINTENANCE REPORT: Report read by President Evans, on file.

Overview: snow plow/sanding was done, maintenance on the Sterling was performed. Investigated multiple well alarm calls. Standard water readings, testing & sampling were done & taken to the lab. Attended first Well Head Protection meeting. Routine maintenance/chemical adjustments. Meter readings were done. Miss Dig notifications performed. Some water turn offs were done. Responded to a residential leak. Water loss investigation/Infrastructure Funds availability. Graded/plow water tower roads. Office building leak. Assisted with holiday tree lights. Another hole has appeared in the storm drain on Stuart Street.

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

November 30, 2021 Fund Balances:

| | |
|-------------------------|------------------|
| General checking | 92,100.23 |
| Water | |
| Op & Maint (checking) | 6,673.46 |

| | |
|--|-----------|
| Receiving (savings) | 26,874.21 |
| Water Project Required Accounts | |
| Bond Reserve Acct | 21,682.90 |
| RRI Fund | 49,861.79 |
| USDA Required Accounts | |
| USDA Repayment -Savings | 20,097.76 |
| DPW Repayment – checking | 11,782.45 |
| Park checking | 14,030.50 |
| Major Street checking | 77,647.42 |
| Minor Street checking | 3,151.78 |
| Equipment Fund checking | 29,055.20 |

FILER CREDIT UNION ACCOUNT RECONCILIATION BALANCES

General

| | |
|----------|---------|
| Checking | \$95.00 |
| Savings | \$5.00 |

Water

| | |
|-----------------------|-----------|
| Op & Maint (checking) | \$70.00 |
| Savings | \$5.00 |
| Receiving | \$2867.95 |

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 Gee, seconded by A. Ware, motion carried.

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

Treasurer asked for approval for Authorization Disbursement for Sensaphone – the emergency alert phone at the wells. Invoiced annually.

Motion to approval adding to the Authorization Disbursement list for the Sensaphone by Gee seconded by Ross, motion carried.

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

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

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

Amendments are attached to minutes.

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

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

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

COMMITTEE CHAIR REPORTS:

PARK:

- Park report – No report
- Clerk reported a website for the park needed to be designed for the reservation system to be added. Adding it to the current Village website would be too cumbersome for guests to find.
- Bench for honoring the Ronning's is in. Plaque still needs to be purchased.
- ~~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:

- Sidewalks – Ross said many sidewalks need to be replaced.
- An additional section of the storm drain collapsed on Stuart Street, near SE corner of Lynn St. – funding needs to be found to repair the storm drain.

BUILDINGS, GROUNDS AND EQUIPMENT

- Gee said no new reports. He will get an overview of the quotes to the clerk.
- Coiser Park – 1 bench & basketball systems still need to be installed in ground.
- Council member Lynnes suggested tracking mileage & maintenance for Village owned vehicles. Discussion was held.

Motion to approve Village vehicle mileage log policy, by Gee, seconded by Ross. Motion carried.

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

- King will look into logos stickers for the side of the Village pick-up truck.

COUNTY COMMISSIONER REPORT: Pauline Jaquish – no report.

****BEAR LAKE IMPROVEMENT BOARD:** A. Ware no report. Next meeting May 26, 2022

TWO LAKES SEWER AUTHORITY: Evans reported that Public Information Gathering was taking place around the area at collection box sites. It is a chance for the public to ask questions regarding the proposed sewer system. No applications at this time have been submitted. Rural Development will determine when questions have been answered and a final publication can be completed. The second is the Preliminary Engineering Report (Q & A taking place currently). Once these are complete a Public Hearing will be held. This hearing will inform the public of the intent to submit the application. (Rural Development will have to respond with their intent within 45 days of submission.)

PLANNING COMMISSION: Farfsing reported.

- Annual report was submitted to council, on file.

Motion to accept the 2021 Annual Planning Commission report, by Lynnes, seconded by Ross. Motion carried.

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

- Lake access & mooring of boats – tabled until January 2022. Council will discuss.
- Next meeting April 19, 2022

OLD BUSINESS:

- The American Rescue Plan, Covid money, was awarded to the Village. Half the amount will arrive by December 18, 2021 and the other half will be dispersed a year from now.
- A reminder to council members/head of committees to start working on their budget for 2022 – 2023.

NEW BUSINESS:

- Clerk presented council with meeting dates for 2022

Motion to approve 2022 Village Council meeting dates, by Ross, seconded by Lynnes. Motion carried.

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

Nay: None
Abstain: None
Absent: Pelmeare & N. Ware

January 19, February 16, March 16, April 20, May 18, June 15, July 20, August 17, September 21, October 19, November 16 and December 14, 2022.

- Clerk present Council with the 2021 Invoice for Tax Maps & Assessment Roll Maintenance, Tax Rolls, Tax Bills, & Computer Services 2022 Contractual Services Agreement.

Motion to approve & pay the 2021 Invoice for Tax Maps & Assessment Rolls, by A. Ware, seconded by Ross. Motion carried.

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

- President Evans presented council with information on ear mark request for funding. This is money left over from the CARES ACT. Fleis & Vandenbrink will prepare a paragraph on behalf of the Village for this state funding.

Motion to approve Fleis & Vandenbrink write a paragraph on behalf of the Village for funding from the CARES ACT, by Ross, seconded by Lynnes. Motion carried.

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

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 May 26, 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, at 7pm. Township Hall. With the exception of June, July & August meeting is at 9am.
- 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 Lynnes, seconded by Ross. Motion carried.

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

Meeting adjourned at 9:33p.m.

Next meetings:

Next council regular monthly meeting, January 19, 2021.

Respectfully submitted by

Cindi McPherson, Clerk

Equipment Rental

| <u>FUND</u> | <u>Equipment Rental</u> | <u>11/3/2021</u> | <u>11/10/2021</u> | <u>11/17/2021</u> | <u>11/24/2021</u> | <u>TOTALS</u> |
|--------------|-------------------------|------------------|-------------------|-------------------|-------------------|--------------------|
| Water (2743) | 591-000-943 | \$ 253.79 | \$ 146.51 | \$ 117.71 | \$ 134.52 | \$ 652.53 |
| Park (2735) | 531-463-943 | \$ 104.12 | \$ 160.95 | \$ 78.71 | \$ 39.24 | \$ 383.02 |
| Major (2719) | 203-463-943 | \$ - | | \$ - | \$ 26.82 | \$ 26.82 |
| Minor (2727) | 202-463-943 | \$ - | | \$ 114.05 | \$ 26.82 | \$ 140.87 |
| Gen | | <u>\$ 238.14</u> | <u>\$ 159.28</u> | <u>\$ 230.46</u> | <u>\$ 104.08</u> | <u>\$ 731.96</u> |
| | TOTALS | \$ 596.05 | \$ 466.74 | \$ 540.93 | \$ 331.48 | \$ 1,935.20 |

D. Reed
Gen \$56.05

D. Reed park
\$5.06

Wage Transfers

| Wages for period | | Nov-21 | | | | | |
|---|----------------------------|-----------------|--------------|--------------|---------------|----------|-----------------|
| Honor #'s | | 2743 | 2719 | 2727 | 2735 | | Total |
| Josh Newsom's Timesheets | | Water | Major | Minor | Parks | General | |
| Check date: | 11/3/2021 | 526.40 | | | 212.80 | 380.80 | 1120.00 |
| | 11/10/2021 | 593.60 | | | 235.20 | 291.20 | 1120.00 |
| | 11/17/2021 | 582.40 | 0.00 | 67.20 | 145.60 | 324.80 | 1120.00 |
| | 11/24/2021 | 548.80 | 11.20 | 11.20 | 123.20 | 425.60 | 1120.00 |
| Total Wages | | 2,251.20 | 11.20 | 78.40 | 716.80 | 1,422.40 | 4480.00 |
| FICA | | 172.22 | 0.86 | 6.00 | 54.84 | 108.81 | 342.72 |
| Total from transfer | | <u>2,423.42</u> | <u>12.06</u> | <u>84.40</u> | <u>771.64</u> | | <u>3291.51</u> |
| | transfer to QB #'s | 000-702 | 463-702 | 463-702 | 000-702 | | |
| Transfer and post to 101-265-702 | | | 11.20 | 78.40 | 716.80 | n/a | |
| Transfer and post to 101-690-000 | | 172.22 | 0.86 | 6.00 | 54.84 | n/a | |
| Other Timesheets | | Water | Major | Minor | Parks | General | Total |
| | | 2743 | 2719 | 2727 | 2735 | | |
| From Quickbooks "Wages to Transfer" | | 500.00 | | | 912.50 | - | 1,412.50 |
| Total Wages | | 500.00 | - | - | 912.50 | - | 1,412.50 |
| FICA | | 38.25 | - | - | 69.81 | - | 108.06 |
| Total to transfer | | <u>538.25</u> | <u>-</u> | <u>-</u> | <u>982.31</u> | | <u>1,520.56</u> |
| | transfer from each QB acct | 000-702 | 463-702 | 463-702 | 000-702 | | |
| Transfer and post to Transfers Out -999 | | 500.00 | - | - | 912.50 | n/a | |
| Transfer and post to 101-690-000 | | 38.25 | - | - | 69.81 | n/a | |

Clerk's Report

December 2021

| Fund | Payee | Amount | Account # | Notes |
|------------------|--|-------------------|-------------|---|
| General | | | 101- | |
| | Bear Lake Hardware | \$7.89 | 265-930 | R&M - misc supplies for repair |
| | Young, Graham & Wendling | \$200.00 | 265-801 | Monthly retainer \$200 |
| | Moore Mechanical | \$474.00 | 265-801 | ck of valves on Museum & Office furnace |
| | H&S Companies | <u>\$5,589.30</u> | 265-801 | Audit 20/21 |
| | | \$207.89 | | |
| Water | | | 591- | |
| | Auto Value | \$4.99 | 000-751 | Supplies - hydrant maint |
| | Bear Lake Hardware | \$115.14 | 000-751 | \$24.98 batteries |
| | | | 000-775 | \$90.16 nutsetter, concrete bit, hinged plug, etc |
| | MISS DIG 811 | \$1,236.45 | 000-801 | Membership, maint fee & education |
| | USA Bluebook | \$124.14 | 000-775 | samples for testing |
| | SOS Analytical | \$75.00 | 000-801 | out sourcing water sampling - November |
| | Act Fast Plumbing Service | \$230.00 | 000-775 | Rep & Maint repair of valve of meter horn |
| | H&S Companies | <u>\$1,236.45</u> | 000-801 | Audit 20/21 |
| | | \$3,022.17 | | |
| Park | | | 531- | |
| | Bear Lake Improvement Board | \$819.00 | 000-995 | 6.3 units of treatment area for 2022 |
| | Griz's Excavating Sealing & Striping LLC | \$487.60 | 000-775 | R&M - top soil for campsites |
| | Ron Brown & Sons | \$181.37 | 000-775 | R&M - 9.38 yds 9A special split with Major |
| | H&S Companies | <u>\$1,128.07</u> | 000-807 | Audit 20/21 |
| | | \$2,616.04 | | |
| Major | | | 203- | |
| | Ron Brown & Sons | \$181.36 | 463-782 | R&M - 9.38 yds 9A special split with Park |
| | H&S Companies | \$564.50 | 482-807 | Audit 20/21 |
| | Manistee County Road Commission | <u>\$867.14</u> | 463-782 | sand/salt mix for streets split with Minor |
| | | \$1,613.00 | | |
| Minor | | | 202- | |
| | Manistee County Road Commission | \$867.13 | 463-782 | sand/salt mix for streets split with Major |
| | H&S Companies | <u>\$564.49</u> | 482-807 | Audit 20/21 |
| | | \$1,431.62 | | |
| Equipment | | | 649- | |
| | Auto Value | \$151.33 | 000-782 | Rep & Maint - Brown truck maint items |
| | Bear Lake Hardware | \$19.58 | 000-782 | R&M - tractor winterization |
| | H&S Companies | <u>\$325.51</u> | 000-907 | Audit 20/21 |
| | | \$496.42 | | |
| | Total Bills to be Paid | \$9,387.14 | | |

