

VILLAGE OF BEAR LAKE COUNCIL

12376 Virginia Street
Bear Lake Village Hall

REGULAR MEETING MINUTES

January 26, 2022

(re-scheduled from January 19, 2022)

Approved minutes with corrections, cmc

The regular rescheduled monthly meeting for the Bear Lake Village Council was called to order by President Marla Evans at the Village Hall at 7:30pm. Meeting was re-scheduled for 7:30p on January 26 as members were out ill and vacation, quorum could not meet until 7:30p. Pledge of Allegiance was said.

Guests: Jeff Burns & David Reed. Four guests called in on the conference line.

ROLL CALL:

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

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

Absent: Rodney Gee, Andrea Ware & Natalie Ware

Park Manager: April Maddox - absent

Planning Commissioner: Barb Farfsing – absent but did call in on the phone line.

County Commissioner: Pauline Jaquish

Motion to adopt the agenda with 1 addition by Lynnes and seconded Ross, motion carried.

Ayes: Lynnes, Pelmeear, Ross & Evans

Nays: None

Abstain: None

Absent: Gee, A. Ware & N. Ware

Addition: Buildings, Ground & Equip – Logo sticker for GMC pick-up, follow-up

PUBLIC COMMENT: **Guest Pauline Jaquish** report on Sparkle in the Park. Another great year, a lot of walkers came through. Need to review how we can keep them out of the sites. Pauline will get the Village a copy of Sparkles insurance. Wind storm took down a lot of displays & did some damage. If the Moore property is sold, a power box will need to be moved. Sparkle is always looking for volunteers. Committee is buying commercial lights now, last longer, less work.

Guest Jeff Burns, lives on Potter Road, has bought the old Munson Health building on US-31 and looking for renter(s). Aprox. 1600 sq. ft. new HVAC system.

Guest David Reed stated that Marla was doing a good job.

Guest Speaker: Corinna Hervey from H&S Companies. H&S Companies did the Villages 2021-2022 Audit. She came in to review and explain the audit.

CORRESPONDENCE:

- Email letter to council from resident Sally King regarding the DPW Manager and her views & thoughts on the December Council meeting discussion of the DPW Manager position, work duties & daily work/driving tracking. A response from Council member Shelly Lynnes was read, her response indicated that council was not debating his service but personal use of the Village vehicle and logging miles. No further discussion was held.

MINUTES APPROVAL:

December 15, 2021 minutes were tabled due to lack of quorum at the January 26, 2022 council meeting. Will bring forward to February's monthly council meeting. ~~He is working on a break on Euclid St. currently~~

REPORTS:

MAINTENANCE REPORT: Report read by Newsom, on file.

Overview: Equipment- Sterling has cracks in the engine block. Keeping it serviced as needed as it is a 22 yr. old engine.

Reviewed in detail a water main break under Russell St. Repaired by Elmer's. It was running approximately 30 gallons /minute.

Repair asphalt on Russell Street in Spring. **He is working on a break on Euclid St. currently.**

TREASURER'S REPORT:

Treasurer asked for approval to pay the Huntington Loan \$5,950.00, for additional funding for the DPW building,

Motion to approve the loan payment to Huntington Bank, \$5,950.00 by Ross and seconded Pelmeear, motion carried.

Ayes: Lynnes, Pelmeear, Ross & Evans

Nays: None

Abstain: None

Absent: Gee, A. Ware & N. Ware

Treasurer asked to take \$8,509.60 from the RRI fund to pay Elmer's for the repair of the water main break on Russell Street.

Motion to approve payment from RRI fund for payment to Elmer's by Pelmear and seconded Ross, motion carried.

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

Treasurer's Report reviewed by Treasurer Sally King. Written report on file in the 2022 Minutes binder.

Honor Bank December 31, 2021 Fund Balances:

General checking	6,058.62
Water	
Op & Maint (checking)	314.33
Receiving (savings)	No Nov. statement
Water Project Required Accounts	
Bond Reserve Acct	.00
RRI Fund	.00
USDA Required Accounts	
USDA Repayment -Savings	.00
DPW Repayment – checking	1,704.04
Park checking	486.94
Major Street checking	1.02
Minor Street checking	0.09
Equipment Fund checking	.00

FILER CREDIT UNION ACCOUNT RECONCILIATION BALANCES

December 31, 2021

General

Checking	\$70,009.00
Savings	\$14,973.15

Water

Op & Maint (checking)	\$1,375.62
Savings	\$5.40
Receiving	\$5,693.69

USDA required accounts

Bond Reserve Acct.	\$22,133.09
RRI Fund	\$50,886.59

Repayment Accounts

USDA Repayment – savings	\$24,460.23
DPW Repayment – Savings	\$5.00

Hopkins Park

Checking	\$9,039.92
Savings	\$5.40

Major Streets

Checking	\$84,560.37
Savings	\$5.40

Local Streets

Checking	\$7,504.91
Savings	\$5.40

Equipment

Checking	\$29,111.47
Savings	\$5.40

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

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

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

Aye: Lynnes, Pelmear, Ross, Evans

Nay: None
Abstain: None
Absent: Gee, A. Ware & 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, by Lynnes, seconded by Ross. Motion carried.

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

COMMITTEE CHAIR REPORTS:

PARK:

- Park report – No report
- Reappoint Camp Host Jay & Janet from last year.

Motion to reappoint Jay & Janet, for 2022 camp hosts, by Pelmeear, seconded by Lynnes. Motion carried.

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

- Reappoint Park Manager – April Maddox from 2021.

Motion to reappoint April Maddox as park manager by Ross, seconded by Pelmeear. Motion carried.

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

Note: we are expecting her to accept the position.

- Clerk reported park website is almost complete. A few unanswered questions for Park Committee.
- Bench for honoring the Ronnings 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 repaired or replaced. Looking at starting from the school (Stuart & Cody Streets) & working out.

BUILDINGS, GROUNDS AND EQUIPMENT

Clerk presented a note from the Bear Lake Area Historical Society, Inc. asking council for a motion to allow the BLAHS to apply for a Historical Marker by the State of Michigan to be installed outside the museum.

Motion to approve Bear Lake Area Historical Society to obtain a Historical Marker from the State of Michigan to be installed outside of the museum. As long as the sign conforms to the Villages Zoning Ordinance, by Ross, seconded by Lynnes. Motion carried.

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

- ~~Cosier~~ Park – 1 bench & basketball systems still need to be installed in ground this Spring.
- King is ordering logos stickers for the side of the Village truck.
- **COUNTY COMMISSIONER REPORT:** Pauline Jaquish – she will not be running for county commissioner this year. Manistee County Medical Care facility was just awarded for having no COVID residents and now they have some. They are being kept in a restricted area.

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

TWO LAKES SEWER AUTHORITY: Evans no report at this time.

PLANNING COMMISSION: Farfsing no report.

- Lake access & mooring of boats ordinance was discussed & reviewed.

Motion to approve & adopt Ordinance 1-2022, Village of Bear Lake, Lake Access & Mooring, with changes discussed by Pelmeear, seconded by Lynnes. Motion carried.

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

- Planning Commission presented a community survey they would like added to the water bills in April.

Motion to approve Planning Commission Community survey with corrections as noted by Ross, seconded by Lynnes. Motion carried.

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

- Next Planning Commission meeting April 19, 2022

OLD BUSINESS:

- Discussion on The American Rescue Plan, Covid money awarded to the Village.

NEW BUSINESS:

- Community Clean Up day – discussion was held.
- Set Budget 2022 - 2023 Workshop for February 9, 2022 at 7:30p
- Set Public Hearing for 2022 – 2023 Village Budget for February 16, 2022 at 7:30p

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 Ross, seconded by Pelmear. Motion carried.

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

Meeting adjourned at 10:04p.m.

Next meeting:

Next council regular monthly meeting, February 16, 2022.

Respectfully submitted by

Cindi McPherson, Clerk

EQUIPMENT RENTAL

<u>FUND</u>	<u>Equipment Rental</u>	<u>12/1/2021</u>	<u>12/8/2021</u>	<u>12/15/2021</u>	<u>12/22/2021</u>	<u>12/29/2021</u>	<u>TOTALS</u>
Water (2743)	591-000-943	\$118.49	\$89.68	\$106.06	\$134.52	\$123.31	\$572.06
Park (2735)	531-463-943	\$136.86	\$102.45	\$166.18	\$155.41	\$77.71	\$638.61
Major (2719)	203-463-943	\$144.20	\$396.55	\$516.11	\$0.00	\$15.39	\$1,072.25
Minor (2727)	202-463-943	\$144.20	\$252.35	\$227.71	\$11.21	\$7.70	\$643.17
Gen		<u>\$45.62</u>	<u>\$56.05</u>	<u>\$44.18</u>	<u>\$44.84</u>	<u>\$44.84</u>	\$235.53

TOTALS \$589.37 \$897.08 \$1,060.24 \$345.98 \$268.95 \$3,161.62

WAGE TRANSFERS

Wages for period		Dec-21					
Honor #'s		2743	2719	2727	2735		
Josh Newsom's Timesheets		Water	Major	Minor	Parks	General	Total
Check date:	12/1/2021	627.20	78.40	78.40	112.00	224.00	1120.00
	12/8/2021	380.80	156.80	112.00	100.80	369.60	1120.00
	12/15/2021	425.60	336.00	145.60	89.60	123.20	1120.00
	12/22/2021	649.60	44.80	134.40	67.20	224.00	1120.00
	12/29/2021	817.60	56.00	22.40	44.80	179.20	1120.00
Total Wages		2,900.80	672.00	492.80	414.40	1,120.00	5600.00
FICA		221.91	51.41	37.70	31.70	85.68	428.40
Total from transfer		3,122.71	723.41	530.50	446.10		4822.72
	transfer to QB #'s	000-702	463-702	463-702	000-702		
Transfer and post to 101-265-702			672.00	492.80	414.40	n/a	
Transfer and post to 101-690-000		221.91	51.41	37.70	31.70	n/a	
Other Timesheets		Water	Major	Minor	Parks	General	Total
		2743	2719	2727	2735		
From Quickbooks "Wages to Transfer"		526.00	125.00	125.00	19.50	-	795.50
Total Wages		526.00	125.00	125.00	19.50	-	795.50
FICA		40.24	9.56	9.56	1.49	-	60.86
Total to transfer		566.24	134.56	134.56	20.99		856.36
	transfer from each QB acct	000-702	463-702	463-702	000-702		
Transfer and post to Transfers Out -999		526.00	125.00	125.00	19.50	n/a	
Transfer and post to 101-690-000		40.24	9.56	9.56	1.49	n/a	

JANUARY	Clerks Report 2022			
Fund	Payee	Amount	Account #	Notes
GENERAL			101-	
*	Young Graham & Wendling	\$200.00	265-801	Monthly retainer \$200
*	Bear Lake Ace Hardware	\$74.97	265-930	R & M - snow broom, shovel & roof rake
*	Inacomp	\$30.00	265-727	November & December Cloud back-up
*	Manistee County Planning Dept	<u>\$2,167.50</u>	270-000	Contract Services - semi annual zoning, land & code enforcement.
		\$2,472.47		
WATER			591-	
*	Jackpine Business Center	\$312.06	000-750	Envelopes for water bills & toner to print water bills
*	USA Blue Book	\$303.54	000-775	For chemical feed system, well house -hydrants
*	Fleis & Vandenbrink	\$2,500.00	000-955	Misc expense - Well Head Protection Fund
*	SOS Analytical	<u>\$75.00</u>	000-801	out source sampling
		\$3,190.60		
PARK			531-	
*	Pleasanton Valley Greenhouse	\$200.00	000-775	Grass seed for campsite repair/maint
*	District Health Dept #10	<u>\$120.00</u>	000-801	Annual inspection of campground.
		\$320.00		
MAJOR				
MINOR				
EQUIPMENT			649-	
*	West Coast Farm Services	\$431.00	000-782	Bolts for scraper blades, hydraulic line fitting,- replacement -Sterling
*	Northstar Automotive, Inc	\$142.06	000-782	Inspection of tan plow truck & oil & filter
*	Auto Wares/Auto Value	\$171.16	000-782	R&M Sterling- Sander lights & strob light & pigtails
*	Bear Lake Hardware	<u>\$23.51</u>	000-782	R&M - sander light & misc.
		\$767.73		
	Total Bills to be Paid	\$6,750.80		
AMENDMENTS				

Proposed budget amendments - January 2022 meeting

General Fund

Revenue:	Increase 000-575 by \$85 to	\$2485
	Increase 000-677 Trash Bag Reimbursements by \$166 to	\$ 766
	Increase 000-687 Refunds & Rebates by \$258 to	\$ 558
Expenses:	Reduce 000-951 Trees by \$ 344 to	\$1105
	Reduce 265-900 Printing & Publishing by \$383 to	\$ 917
	Reduce 265-500 Education & Memberships by \$165 to	\$ 135
	Reduce 253-000 Deputy wages by \$1132	\$000
	Reduce 270-702 PI & ZBA Wages by \$245 to	\$1015
	Reduce 265-670 Huntington loan by \$74 to	\$950
	Increase 270-000 PI & Zoning Expense by \$2077 to	\$6987

These amendments will reduce the deficit in Net Ordinary Income to \$8,204

Water Department

Revenue:	Increase 000-642 Water Sales by \$17,433 to	\$150,433
	Increase 000-699 Transfers In by \$2670 to	\$14,023
Expenses:	Reduce 000-751 Supplies by \$1000 to	\$1925
	Reduce 000-955 Miscellaneous Expense by \$6264 to	\$2736
	Increase 000-943 Equip. Rental by \$1200 to	\$8400

These amendments will increase Revenue to \$164,482 and reduce Expenses to \$139,821 which will have the effect of putting the Net Ordinary Income into the black by \$24,661.

Hopkins Park

Expenses:	Increase 000-563 Refunds by \$50 to	\$550
	Increase 000-665 DPW Bldg Repayment by \$150 to	\$4160
	Increase 000-702 Salaries & Wages by \$1600 to	\$19,600
	Increase 000-775 Repairs & Maint. by \$580 to	\$580
	Increase 000-807 Audit by \$130 to	\$1130
	Increase 000-920 Public Utilities by \$300 to	\$12,300

These amendments will reduce Net Ordinary Income to \$2,810

SLKdocs, Areasurer's Reports/proposed budget amendments Jan. 2022