

VILLAGE OF BEAR LAKE COUNCIL

12376 Virginia Street

Bear Lake Village Hall

REGULAR MEETING MINUTES

February 20, 2019

Approved with corrections, cmc

The regular meeting of the Bear Lake Village Council was called to order by President Marla Evans at 7:10 p.m. at the Village Hall. Pledge of Allegiance was said.

ROLL CALL:

Present: President: Marla Evans **Council:** Rodney Gee, Greg McPherson, Ron Ronning, Andrea Ware & Natalie Ware

Treasurer: Sally King **Clerk:** Cindi McPherson,

Absent: Staff: Jared Bair and Larry Gibson

Guests: 3 guests signed in

Motion to adopt the Agenda by McPherson and seconded by Ronning, motion carried.

Ayes: Gee, McPherson, Ronning, A. Ware, N. Ware & Evans

Nays: None

Abstain: None

Absent: None

PUBLIC COMMENT:

- Guest Jeanne Walsh-Vision would like to know more about the villages donation policy regarding the Lions Club building.

CORRESPONDENCE: Read by clerk:

- Clerk read letter of interest for Planning Commission member from David Reed

REPORTS:

Motion to accept the minutes from January 19, 2019 regular monthly meeting by McPherson, seconded by A. Ware.

Motion Carried.

Aye: Gee, McPherson, Ronning, A. Ware, Evans

Nay: None

Abstain: N. Ware

Absent: None

Motion to accept the minutes from Special Meeting, Budget Workshop, February 7, 2019 by A. Ware, seconded by McPherson. Motion Carried.

Aye: Gee, McPherson, Ronning, A. Ware, N. Ware, Evans

Nay: None

Abstain: None

Absent: None

MAINTENANCE REPORT: Report read by President Evans. Report on file in January 2019 file.

- Discussion on damaged light bar on Sterling plow truck. McPherson will follow up with DPW Manager, Bair.

TREASURER’S REPORT: Reviewed by Treasurer. Written report on file in the 2019 Minutes binder.

January 2019 Fund Balances:

General checking total **74,759.12**

Water checking only **40,315.70**

Water Project Required Accounts

Bond Reserve Acct **5,302.26**

RRI Fund **12,140.13**

O&M Acct **25,014.69**

USDA Required Accounts

USDA Repayment -Savings **100.04**

USDA Construction- checking **1,680.41**

DPW Repayment – checking	100.04
DPW Construction – checking	100.04
Park checking total	23,426.33
Park CD	33,276.46
Major Street checking total	30,692.58
Minor Street checking total	11,389.95
Equipment Fund checking/savings total	9,936.56
SAW Grant Account	4.39

Note: Check was received from Bear Lake Promoters/Sparkle in the Park for lighting usage.

Motion to accept the Treasurer’s Report as presented by Ronning seconded by A. Ware, motion carried.

- Aye: Gee, McPherson, Ronning, A. Ware, N. Ware, Evans
- Nay: None
- Abstain: None
- Absent: None

Note: SAW Grant Fund - This is not village money, does not have a budget. The village just handles it for the Bear Lake Watershed.

Motion to approve 2018-2019 budget as presented by A.Ware seconded by N. Ware, motion carried.

- Aye: Gee, McPherson, Ronning, A. Ware, N. Ware, Evans
- Nay: None
- Abstain: None
- Absent: None

Bills to be paid presented by the Clerk. List on file in 2019 Minutes folder.

Motion to pay the bills by Ronning, seconded by McPherson. Motion carried.

- Aye: Gee, McPherson, Ronning, A. Ware, N. Ware, Evans
- Nay: None
- Abstain: None
- Absent: None

Reimbursements: at the end of minutes

COMMITTEE CHAIR REPORTS:

PARK:

- **Park Manager Report:** was read by President Evans. Report on file in 2019 file.
- Discussion on why the new park manager report was not used.

STREETS, TREES, SIGNS, LIGHTS, SIDEWALKS:

No report.

WATER:

Update on Water System Improvement Project from Ken Mlcek from Fleis & VandenBrink.

- Installed final test well site, DEQ verifying water quality. Installing test production well. State to permit the well, this will take approx. 2 weeks.
- Clerk asked about energy efficiency of new well pumps as old ones are expensive to run.
- Mlcek said new ones are more energy efficient.
- Mlcek will send Treasurer King list of items to use for well maintenance activity that can be used for RRI
- Mlcek will send new water system maps, paper & thumb drive, to village office early Spring.
- Mlcek presented #10 draw.

Motion to approve 10th draw for the Water Well Project was made by A. Ware, seconded by N. Ware. Motion carried.

- Aye: Gee, McPherson, Ronning, A. Ware, N. Ware, Evans
- Nay: None
- Abstain: None
- Absent: None

BUILDINGS, GROUNDS AND EQUIPMENT:

- Sale of village property known as the Odd Fellows to James M. Kieszkowski Trust Agreement.

Motion to authorize the Village President & Village Clerk to sign all closing documents necessary to complete the transaction was made by McPherson, seconded by Ronning. Motion carried.

Aye: Gee, McPherson, Ronning, A. Ware, N. Ware, Evans
Nay: None
Abstain: None
Absent: None

Motion enacting ordinance authorizing the conveyance of the property was made by A. Ware, seconded by McPherson. Motion carried.

Aye: Gee, McPherson, Ronning, A. Ware, N. Ware, Evans
Nay: None
Abstain: None
Absent: None

- Lions Club building – McPherson reported he has not heard any response but will be meeting with Bob Yates tomorrow, Lions Club representative. Donation policy was sent to him as to what is needed from them before council will make a decision.
- DPW Building – clerk reported Bid Opening will happen on February 21 at 1pm. Spicer Group will review & pick bidder.
- President Evans reviewed bids for the items needed to complete for 2018 Accessibility Transition Plan for the village office building.

Motion to accept bid from Lakeshore Construction to complete Barrier Free Approach @ West door entrance & Option 2 regarding Meeting room door ways was made by McPherson, seconded by Gee. Motion carried.

Aye: Gee, McPherson, Ronning, A. Ware, N. Ware, Evans
Nay: None
Abstain: None
Absent: None

- Quote to add an outside plug for the plow truck, no report from Bair

BLIGHT/CABA

BLIGHT: Blight Officer Gibson – no report.

CABA: Clerk McPherson read email from Rick Farfasing; CABA is willing to contribute \$2,000 to the removal of grey/white building adjacent to former Variety building lot on Lynn Street. Proper procedure will be followed before the monies will be expended.

COUNTY COMMISSIONER REPORT: Pauline Jaquish, no report.

SMARTrail Committee Report: Gee reported a Recreation Commission was created and approved with Manistee County.

Bear Lake Improvement Board: McPherson reported next meeting is in May.

Two Lakes Sewer Collaborative: McPherson no report. February meeting was cancelled.

Planning Commission:

- Clerk McPherson read the summary from the January meeting. On file in February 2019 file

OLD BUSINESS:

- Water Review Board Representative needed from council.

Motion to appoint Natalie Ware as Water Review Board Representative was made by McPherson, seconded by Ronning. Motion carried.

Aye: Gee, McPherson, Ronning, A. Ware, N. Ware, Evans
Nay: None
Abstain: None
Absent: None

NEW BUSINESS:

- Discussion was held on DPW Manger salary vs. hourly compensation recommendation.

Motion to have President Evans & Clerk McPherson obtain further information from our attorney on DPW Manager salary vs hourly compensation and enact their decision beginning new Fiscal Year was made by McPherson, seconded by A. Ware. Motion carried.

Aye: Gee, McPherson, Ronning, A. Ware, N. Ware, Evans

Nay: None
Abstain: None
Absent: None

Motion to approve back pay on over time performed by DPW Manager for FY 2018-2019, \$1,130.50, was made by McPherson, seconded by A. Ware. Motion carried.

Aye: Gee, McPherson, Ronning, A. Ware, N. Ware, Evans
Nay: None
Abstain: None
Absent: None

- Discussion on new Payroll Policy.

Motion to accept new Payroll Policy changes was made by McPherson, seconded by Gee. Motion carried.

Aye: Gee, McPherson, Ronning, A. Ware, N. Ware, Evans
Nay: None
Abstain: None
Absent: None

- Discussion on Cash Management Policy

Motion to accept new Cash Management Policy was made by N. Ware, seconded by McPherson. Motion carried.

Aye: Gee, McPherson, Ronning, A. Ware, N. Ware, Evans
Nay: None
Abstain: None
Absent: None

- Discussion on new Education Reimbursement Policy

Motion to accept the new Education Reimbursement Policy with changes, was made by McPherson, seconded by Ronning. Motion carried.

Aye: Gee, McPherson, Ronning, A. Ware, N. Ware, Evans
Nay: None
Abstain: None
Absent: None

- Discussion was held on the new Accounts Payable Policy

Motion to accept the new Accounts Payable Policy was made by Ronning, seconded by A. McPherson. Motion carried.

Aye: Gee, McPherson, Ronning, A. Ware, N. Ware, Evans
Nay: None
Abstain: None
Absent: None

- Discussion on allowing council members to be paid for special meetings in FY 2019-2020

Motion to approve no meeting pay for special meetings in FY 2019-2020, was made by Gee, seconded by McPherson. Motion carried.

Aye: Gee, McPherson, Ronning, A. Ware, N. Ware, Evans
Nay: None
Abstain: None
Absent: None

COUNCIL COMMENT:

- None

PUBLIC COMMENT:

- Jeanne Walsh – Wanted clarification on Manistee County Land Bank and who will market that property. Clarification on Water System Project budget, MIcek stated project was within budget. Asked for zoning ordinance to be emailed, clerk will check with Barb Farfing, Planning Commissioner. Suggested village creates a nepotism policy.
- Lee Vision – suggested Time Management training if DPW Manager needs it.

UPCOMING EVENTS

- Community Dinner at BLUMC this week Thursday.

- Bear Lake Promoters Pancake dinner at BLUMC on March 5, 2019 from 4:30p-7p. Proceeds go toward Bear Lake Days
 - Village of Bear Lake Community Clean-Up Day June 22⁹, 2019 9am -1pm
- Next council meeting March 20, 2019
Meeting adjourned at 9:08p.m.

Cindi McPherson, Village Clerk

REIMBURSEMENTS to the EQUIPMENT FUND and WAGE TRANSFER TO GENERAL FUND:

EQUIPMENT RENTAL – January 2019

<u>FUND</u>	<u>Equipment Rental</u>	<u>1/2/2019</u>	<u>1/9/2019</u>	<u>1/16/2019</u>	<u>1/23/2019</u>	<u>1/30/2019</u>	<u>TOTALS</u>
Water	591-558-943	145.44	90.9			81.81	318.15
Major	202-463-943		755.09			755.09	1,510.18
Minor	203-463-943		755.09			755.09	1,510.18
Park							
	TOTALS	145.44	1601.08	0		1591.99	3338.51

January 2019

Village of Bear Lake
 Payroll Transfers
 January 2019

Jared Bair's Timesheets

	Water	Major	Minor	Parks	General	Total
1/2/2019	420.00	140.00				560.00
1/9/2019	420.00	140.00				560.00
1/6/2019	147.00	101.50	101.50	189.00	21.00	560.00
1/23/2019	126.00	161.00	161.00	70.00		518.00
1/31/2019	147.00	101.50	101.50	189.00	21.00	560.00
						-
Total Wages	1,260.00	644.00	364.00	448.00	42.00	2,758.00
FICA	96.39	49.27	27.85	34.27	3.21	210.99
Total to transfer	<u>1,356.39</u>	<u>693.27</u>	<u>391.85</u>	<u>482.27</u>		<u>2,923.77</u>

Transfer and post to 101-265-702
 Transfer and post to 101-690-000

1,260.00	644.00	364.00	448.00	n/a
96.39	49.27	27.85	34.27	n/a

Other Timesheets

	Water	Major	Minor	Parks	General	Total
From Quickbooks "Wages to Transfer"	750.00	225.00	225.00	300.00		1,500.00
						-
Total Wages	750.00	225.00	225.00	300.00	-	1,500.00
FICA	57.38	17.21	17.21	22.95	-	114.75
Total to transfer	<u>807.38</u>	<u>242.21</u>	<u>242.21</u>	<u>322.95</u>		<u>1,614.75</u>

Transfer and post to Transfers Out

750.00	225.00	225.00	300.00	n/a
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Transfer and post to 101-690-000 57.38 17.21 17.21 22.95 n/a

CLERKS REPORT FOR FEBRUARY 2019+A1:G24

Fund	Payee	Amount	Account #	Notes
General	Bear Lake Ace Hardware	27.24	101-265-930	keys
	Menards	84.98	265-930	Shelfing
	The Pioneer Group	292.80	265-900	ordin for DPW build bid & marijuana opt out
	Baird, Cotter & Bishop	425.00	000-807	W-2, Annual Sales Use, 941 form
	Baird, Cotter & Bishop	2,570.00	000-807	Onsite assistance
	Jackpine	7.97	215-727	Office supplies - folders
	Jackpine	97.20	215-727	Office Supplies- binders & paper
	Young, Graham & Wendling	776.00	265-801	Legal research
	Sally King	179.60	265-500	MI Treasurer Conf - mileage
	Auto Value	78.70	265-930	LED work light
		4,539.49		
Water	Bear Lake Hardware	90.92	591-000-775	flex tape, spary,knife, fuse, wire brush, heater
	Haviland	559.40	000-751	bleach
	SOS Analytical	60.00	000-801	testing
	Jackpine	57.96	000-750	Off Sup - stamp & toner
	Jackpine	50.00	000-900	on/off slips
	American Water Works Assoc	83.00	000-801	Membership for water superintendent, McBride
		901.28		
Park	Bear Lake Ace Hardware	42.32	531-000-775	blade, soap, flier,fusion satin
	District Health Depart.	120.00	000-801	Campground Annual Inspection
	Jackpine	14.95	000-740	stamp
		177.27		
Major	Auto Wares	54.83	202-463-783	items for trucks, maint
	Manistee County Road Comm	144.74	463-783	sand/salt
	Manistee County Road Comm	146.57	463-783	sand/salt
	Bill Marsh	195.00	463-783	Pump for plow
		541.14		
Minor	Auto-Wares	54.83	203463-783	items for trucks, maint
	Manistee County Road Comm	144.74	463-783	Sand/salt
	Manistee County Road Comm	146.56	463-783	Sand /salt
	Bill Marsh	195.00	463-783	Pump for plow
		541.13		

Equipment

649-

Total Bills to be Paid

6,700.31

Michigan Municipal League Liability & Property Pool \$6,650 to be paid March 1 2019