

**VILLAGE OF BEAR LAKE COUNCIL**

12376 Virginia Street  
Bear Lake Village Hall

**REGULAR MEETING MINUTES**

February 19, 2020

Approved minutes with correction, cmc

The regular meeting of the Bear Lake Village Council was called to order by President Marla Evans at the Village Hall at 7:06 pm, following the Public Hearing on 2020-2021 Budget. Pledge of Allegiance was said.

**ROLL CALL:**

**Present: President:** Marla Evans **Council:** Rodney Gee, Greg McPherson, Red Ronning, John Pelmeear & Andrea Ware

**Treasurer:** Sally King **Clerk:** Cindi McPherson **Staff:** Jeff Bair

**Absent:** Natalie Ware **Staff:** Josh Newsom & Larry Gibson

**Guests:** Two guests signed in.

**Motion to adopt the Agenda with correction and additions by Ronning and seconded by McPherson, motion carried.**

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

Nays: None

Abstain: None

Absent: Natalie Ware

Correction – Date of minutes to be approved should have been January 15, 2020

Additions: Reports – Approval of Special Meeting February 17, 2020 minutes

Buildings – Rita Brisbin representative for Triginta Woman’s Club

New Business - Salary & meeting pay

**PUBLIC COMMENT:**

None

**CORRESPONDENCE:** None

**REPORTS:**

**Motion to approve January 15, 2020 meeting minutes with correction by McPherson, seconded by Pelmeear. Motion Carried.**

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

Nay: None

Abstain: None

Absent: N. Ware

**Motion to approve Special Meeting Budget 2020-2021 minutes by A. Ware, seconded by McPherson. Motion Carried.**

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

Nay: None

Abstain: Gee

Absent: N. Ware

**MAINTENANCE REPORT:** Report compiled and read by President Evans. Report on file in February 2020 file.

**TREASURER’S REPORT:** Reviewed by Treasurer Sally King. Written report on file in the 2020 Minutes binder.

**January 31 2020 Fund Balances:**

**General** checking **89,052.66**

**CD** (under general fund, est. April 2019) **30,000.00**

**Water**

Op & Maint (checking) **15,284.21**

Receiving (savings) **22,551.16**

**Water Project Required Accounts**

Bond Reserve Acct **11,938.46**

RRI Fund **27,333.22**

**USDA Required Accounts**

USDA Repayment -Savings	<b>20,219.80</b>
USDA Construction- checking	<b>9,984.90</b>
DPW Repayment – checking	<b>32,905.43</b>
DPW Construction – checking	<b>105.10</b>

**Park checking** **20,447.74**

**Park CD** **33,526.74**

**Major Street checking** **45,331.53**

**Minor Street checking** **3,341.38**

**Equipment Fund checking** **22,707.25**

**SAW Grant Account** **42,169.36**

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 accept the Treasurer’s Report as presented by A. Ware seconded by McPherson, motion carried.**

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

Nay: None

Abstain: None

Absent: N. Ware

**Motion to approve amendments to the budget by A. Ware, seconded by Ronning. Motion Carried.**

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

Nay: None

Abstain: None

Absent: N. Ware

*General Fund:*

Increase State Revenue Sharing budget figure to \$27,000.00 (\$2,000↑)

Increase Education & Membership budget figure to \$1,500.00 (\$200.00↑)

Increase Wages budget figure to \$21,000.00 (\$645.00↑)

*Water Fund:*

Increase Water Sales budget figure to \$116,000.00 (\$1520.00↑)

Increase Professional Services budget figure to \$6,500.00 (\$1,000.00↑)

*Park Fund:*

Increase: Other Income budget figure to \$1,650.00 (\$1,400.00↑)

    Park (Fees) Receipts budget figure to \$53,000.00 (\$5,000.00↑)

    Easement budget figure to \$1,120.00 (\$160.00↑)

    Interest budget figure to \$190.00 (\$180.00 ↑) Raises total Income to \$55,960.00

Move \$2,421.00 from Public Utilities to: Professional Services \$1,661.00

    Salary & Wages \$500.00

    Print & Publish \$160.00

    Repair & Maint \$100.00

Move \$700.00 from Tree Removal to Professional Services

    \$1,072.00 from Park Improvement to Professional Services

    \$290.00 from Gas & Oil to Professional Services

Bring \$1,242.00 forward from remaining fund balance – (to Appropriated Fund Balance)

*Minor Fund:*

Increase Act 51 budget amount to \$13,700.00 (\$700.00↑)

Increase Repair & Maint budget amount to \$9,425.00 (\$700.00↑)

**Treasurer presented:** General CD (\$30K) is up for renewal. Discussion was held to renew it or redeem it in and use on items needed/repairs on the 2020-2021 Inclusion list.

**Motion to redeem the General CD, \$30K and use for repair/projects by A. Ware, seconded by Pelmear. Motion carried.**

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

**Bills to be paid** presented by the Clerk. List attached and on file in 2020 Minutes folder.

**Motion to pay the bills as presented by McPherson, seconded by A. Ware. Motion carried.**

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

**Reimbursements:** at the end of minutes

#### **COMMITTEE CHAIR REPORTS:**

#### **PARK:**

##### **Park Report:**

- Hopkins Park Manager read park report. Report is on file in February 2020 folder.
  - Concerns on the ability to boost the WIFI to reach all campers. Clerk will follow up on this.
- Hopkins Park Host open position report; 2 application received, 2 additional inquiries. Decision on park host will need to be made at March's meeting
- Park CD determination – tabled until March meeting
- President Evans reported the Park Manager was good with attending and pay for monthly meetings. \$45 full meeting/\$25 he leaves after his report.

#### **STREETS, TREES, SIGNS, LIGHTS, SIDEWALKS:**

- Revenue Sharing Grant for sidewalk project - Elmer's and Griz's doing additional quotes.
- Ronning reported the Bear Lake United Methodist Church would like to take down a tree on the corner of Smith & Main due to the interference of electrical wires. BLUMC will pay to have it removed.

**Motion to approve BLUMC to remove the tree was made by Pelmear, seconded by A. Ware. Motion carried.**

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

#### **WATER:**

- Update by Mlcek on wellsite & well building.
- Change order: placement of 2<sup>nd</sup> well and adding a tempered eye wash station (OSHA required) in well house.
- Draw #20 for Water Well project – Mlcek

**Motion to approve Draw #20 for Water Well project by A. Ware, seconded by McPherson. Motion carried.**

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

**Motion to approve change order for Water Well project by A. Ware, seconded by McPherson. Motion carried.**

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

Draw #20 and change order information is in ~~February~~ January 2020 minutes file.

#### **BUILDINGS, GROUNDS AND EQUIPMENT:**

- DPW Building

**Motion to approve draw for legal and engineering fees on DPW project by McPherson, seconded by A. Ware. Motion carried.**

Aye: Gee, McPherson, Pelmear, Ronning, A. Ware, Evans  
Nay: None

Abstain: None  
Absent: N. Ware

**Motion to approve change order for DPW project total cost from \$310,674.00 to 335,916.00 by Ronning, seconded by A. Ware. Motion carried.**

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

- Rita Brisbin, representative for the Triginta Club inquired about the use of the Lions Club building during Bear Lake Days for the club silent auction. Would need it for June – end of July. They would not need the electrical or water turned on.
- Lions Club building discussion was held on keeping or selling it.
  - Following up for March meeting concerns:
    - Does it need to be ADA compliant if someone is renting it from the village? Evans
    - What would Rolling Thunder pay for rent? Evans
    - Cost of utilities? G. McPherson
    - Tax \$ village could gain if an individual was to purchase it for a business? King

#### **BLIGHT/CABA**

**BLIGHT:** Blight Officer Gibson – no report

- President Evans reported on the Blight Elimination Fund being held by the Manistee Community Foundation; \$9,810.34

**CABA:** Rick Farfsing – no report

**COUNTY COMMISSIONER REPORT:** Pauline Jaquish reported Representative O’Malley is trying to get more state money for Pure Michigan and road repair money for Northern Michigan. MDOT meeting on resurfacing US-31 from Maidens Road to 13 Mile. Drainage issue. Increase in water levels will still be a concern for this area in 2020. 2<sup>nd</sup> Amendment Sanctuary group requested County Commissioners vote on their proposal, Commissioners choice not to vote. Jaquish mentioned that Vanderwall and O’Malley are good representation for our county and hard workers.

Jaquish mentioned the hard work 3 individuals put in for the Hometown video, Julie Griffis, Amanda Harthun and Sam Mullet. Great job!

**SMARTrail Committee Report:** No report. Looking for a resident to attend these meetings. Rob Carson is head of this committee now.

**Bear Lake Improvement Board:** no report. Next meeting will be in May 2020.

**Two Lakes Sewer Collaborative:** McPherson reported February’s meeting was cancelled. Next one is schedule for March 5, 2020.

**Planning Commission:** B. Farfsing – no report

**Motion to approve the Planning Commission Annual Report presented at the January 15, 2020 monthly meeting by McPherson, seconded by Pelmeur. Motion carried.**

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

#### **OLD BUSINESS:**

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#### **NEW BUSINESS:**

- President Evans questioned the council on council pay for public hearings and special meetings. Discussion was held.

**Motion to forego council pay for Special and Public meetings, by McPherson, seconded by Ronning. Motion carried.**

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

Absent: N. Ware

- President Evans presented the evaluation for DPW Manager. Evans asked council if they would consider bonus, pay increase and a stipend for his phone? Discussion was held.

**Motion to offer a the DPW Manager a \$250.00 bonus, 3% wage increase and a \$20 phone stipend per month, by McPherson, seconded by Pelmear.**

**Motion carried.**

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

Nay: None

Abstain: None

Absent: N. Ware

- President Evans would like to research salary on Treasurer, Clerk and President from surrounding municipalities.
- Clerk asked council to consider a seasonal part-time helper for the DPW. Discussion was held. Tabled for March meeting.
- Clerk presented letter from village attorney regarding updates to the FOIA policy and summary. Cost would be \$250.

**Motion to approve village attorney to update FOIA policy and summary, by A. Ware, seconded by Pelmear.**

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

Nay: None

Abstain: None

Absent: N. Ware

**COUNCIL COMMENT:** None

**PUBLIC COMMENT:** None

**UPCOMING EVENTS or ANNOUNCEMENTS**

- Two Lakes Sewer Authority meets 1<sup>st</sup> Wednesday of ea. month 7pm at Bear Lake Township Hall
- Bear Lake Improvement Board Meeting May 17, 7pm at Bear Lake Township Hall
- Bear Lake Promoters Meeting 1<sup>st</sup> Wednesday of each month, 8:00a at Grille 44
- Bear Lake Township meeting 3<sup>rd</sup> Tuesday of each month, 7pm at the township hall
- Community Clean-Up Day Saturday, June 20, 2020 9am – 1pm
- SMARTrails

Next council meeting March 18, 2020

**Motion to adjourn the regular monthly meeting was made by McPherson, seconded by Pelmear. Motion carried.**

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

Nay: None

Abstain: None

Absent: N. Ware

**Meeting adjourned at 9:05p.m.**

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Cindi McPherson, Village Clerk

<b>FUND</b>	<b>Equipment Rental</b>	<b><u>1/1/2020</u></b>	<b><u>1/8/2020</u></b>	<b><u>1/15/2020</u></b>	<b><u>1/22/2020</u></b>	<b><u>1/29/2020</u></b>	<b><u>TOTALS</u></b>
Water	591-000-943	194.16	83.67	145.26	148.66	322.58	0
Park	531-463-943	209.14	158.71	21.15	42.3	108.42	539.72
Major	203-463-943	32.14	263.21	146.69	361.1	330.66	1,133.80
Minor	202-463-943	177.00	257.93	224.6	348.47	330.66	1,338.66
Gen			<u>19.56</u>		<u>19.56</u>	<u>19.56</u>	<u>58.68</u>
	<b>TOTALS</b>	<b>612.44</b>	<b>783.08</b>	<b>537.7</b>	<b>920.09</b>	<b>1111.88</b>	<b>3965.19</b>

Village of Bear Lake  
Payroll Transfers

Wages for period

Jan-20
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**Josh Newsom's Timesheets**

	Water	Major	Minor	Parks	General	Total
Pay dates:						-
1/1/2020	320.00	120.00	112.00	216.00	32.00	800.00
1/8/2020	296.00	120.00	112.00	104.00	168.00	800.00
1/15/2020	432.00	96.00	128.00	48.00	96.00	800.00
1/22/2020	392.00	144.00	136.00	48.00	80.00	800.00
1/29/2020	400.00	112.00	112.00	64.00	112.00	800.00
<b>Total Wages</b>	<b>1,840.00</b>	<b>592.00</b>	<b>600.00</b>	<b>480.00</b>	<b>488.00</b>	<b>4,000.00</b>
FICA	140.76	45.29	45.90	36.72	37.33	306.00
<b>Total to transfer</b>	<b>1,980.76</b>	<b>637.29</b>	<b>645.90</b>	<b>516.72</b>		<b>3,780.67</b>

Transfer and post to 101-265-702

1,840.00	592.00	600.00	480.00	n/a
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Transfer and post to 101-690-000

140.76	45.29	45.90	36.72	n/a
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**Other Timesheets**

	Water	Major	Minor	Parks	General	Total
From Quickbooks "Wages to Transfer"	350.00					350.00
<b>Total Wages</b>	<b>350.00</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>350.00</b>
FICA	26.78	-	-	-	-	26.78
<b>Total to transfer</b>	<b>376.78</b>	<b>-</b>	<b>-</b>	<b>-</b>		<b>376.78</b>

Transfer and post to Transfers Out

350.00	-	-	-	n/a
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Transfer and post to 101-690-000

26.78	-	-	-	n/a
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Feb-20

Fund	Payee	Amount	Account #	Notes
<b>General</b>			<b>101-</b>	
*	Young, Graham & Wendling	2,104.00	265-801	Monthly retainer \$200/ DPW closing
*	Frank Post	200	265-801	Prof service, grant writer, sidewalk repair downtown
*	H&S Companies	265	265-801	December ledger assist
*		425	000-807	tax forms
*	McBride Septic Services	425.00	265-801	Miss Dig/ pull out dump truck \$150
*	Summit Companies	82.82	265-801	annual fire extinguisher inspection
*	Manistee Area Chamber	<u>300.00</u>	265-500	Membership
		<b>3,801.82</b>		
<b>Water</b>			<b>591-</b>	
	Jackpine Business Center	221.96	000-750	toner for hp
	SOS Analytical	60.00	000-751	Supplies - testing supplies
	Miss Dig Inc	<u>1,040.96</u>	000-801	membership & maintenane fees
		<b>1,322.92</b>		
<b>Park</b>			<b>531-</b>	
*	Fleis & VanderBrink	13,000.00	000-801	Engineering Services
*	Moore Mechanical	180.00	000-775	Service call, DPW building
*	District Health Department	120.00	000-801	Camp ground annual inspection
*	Bear Lake Ace Rental	<u>17.40</u>	000-775	Repair & Maint
		<b>13,317.40</b>		
<b>Major</b>			<b>203-</b>	
*	West Coast Farm Services	69.50	463-782	Service call on the Sterling
*	Manistee County Road Commission	619.19	463-782	Salt/sand for the streets
*	Moore Mechical	<u>181.00</u>	463.78	Service call, DPW building
		<b>869.69</b>		
<b>Minor</b>			<b>202-</b>	
*	West Coast Farm Services	69.50	463-782	Service call on the Sterling
*	Manistee County Road Commission	619.18	463-782	Salt/sand for the streets
*	Moore Mechical	<u>180</u>	463-782	Service call, DPW building
		<b>868.68</b>		
<b>Equipment</b>			<b>649-</b>	
*	Auto Value	<u>67.51</u>	000-782	
		<b>67.51</b>		
	<b>Total Bills to be Paid</b>	<b>\$20,248.02</b>		