

VILLAGE OF BEAR LAKE COUNCIL

12376 Virginia Street
Bear Lake Village Hall

REGULAR MEETING MINUTES

September 16, 2020

Approved minutes with corrections, cmc

The regular meeting of the Bear Lake Village Council was called to order by President Marla Evans at the Village Hall at 7:00pm. Pledge of Allegiance was said.

ROLL CALL:

President: Marla Evans **Council:** Greg McPherson, John Pelmeare, Red Ronning, Andrea Ware, Natalie Ware

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

Absent: Council: Rodney Gee and Josh Newsom

Guests: 1 guest/presenter in attendance and 1 guest called in on the conference line. Later an additional guest joined the conference line.

Motion to adopt the Agenda with additions by Ronning and seconded by A. Ware, motion carried.

Ayes: McPherson, Pelmeare, Ronning, A. Ware, N.Ware & Evans
Nays: None
Abstain: None
Absent: Gee

Additions: Audit presentation will be added under Public Comment
Under Old Business: Park road

PUBLIC COMMENT: None

Audit presentation – Joe Verlin, Gabridge & Company gave an overview of the villages 2019-2020 audit. He stated the village is doing a good job and has good controls in place. 2019-2020 Audit can be found on the village’s website under Finances. A paper copy is available for review within the village offices.

CORRESPONDENCE: None

REPORTS:

MINUTES APPROVAL:

Motion to approve August 12, 2020 Special Meeting minutes, DPW Building change order, by N. Ware, seconded by McPherson.

Motion Carried.

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

Motion to approve August 19, 2020 regular meeting minutes, DPW Building change order, by N. Ware, seconded by McPherson.

Motion Carried.

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

MAINTENANCE REPORT: report was read by President Evans.

TREASURER’S REPORT:

Reviewed by Treasurer Sally King. Written report on file in the 2020 Minutes binder.

August 31, 2020 Fund Balances:

General checking	116,824.87
Water	
Op & Maint (checking)	3,912.22
Receiving (savings)	13,438.07
Water Project Required Accounts	
Bond Reserve Acct	15,037.13
RRI Fund	34,447.93
USDA Required Accounts	
USDA Repayment -Savings	20,354.59
USDA Construction- checking	85,216.68

DPW Repayment – checking	6,198.05
DPW Construction – checking	117,954.32
Park checking	45,561.51
Major Street checking	53,402.24
Minor Street checking	4,246.97
Equipment Fund checking	27,652.74
SAW Grant Account	9,743.66

Note: SAW Grant Fund - This is not village money, does not have a budget.

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

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

Amendments:

General Fund

- Increase Repair & Maintenance by \$913.26 to account for purchase of Coiser Parks benches.
- Increase Repair & Maintenance by \$49.58 to account for paint purchase by K. Schafer for BLAHS
- Increase Professional Services by \$320.00 to account for CHM Construction payment for BLAHS basement flood repair

Water Fund

- Transfer \$1,000 from Supplies to Professional Services

Park Fund

- Transfer \$380 from Audit to Professional Services

Motion to approve amendments as presented by McPherson, seconded by Pelmear, motion carried.

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

Treasurer King asked the council to determine a cut off day deadline for property taxes payments. Two choices: actual date or postmark date. Bear Lake Township goes by postmark date. Discussion held.

Motion to make the deadline for accepting property tax payments by mail to be post marked September 14 by Ronning, seconded by N. Ware, motion carried.

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

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

Motion to pay the bills with change by Ronning, seconded by N. Ware. Motion carried.

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

Note: Change; Water-SOS Analytical – Account # should be 000-801.

Reimbursements: at the end of minutes

COMMITTEE CHAIR REPORTS:

PARK:

Interim Park Manager, Sally King gave park report. \$4,435 was taken in from August 19-September 16, 2020 One seasonal lot still owes money. She shared concerns over a seasonal camper renting an additional site to park his truck or children put a tent up. This lot could be sold for more than seasonal. Discussion held, ok to rent it to them. King & A. Ware presented council with Park Committee recommendations for Hopkins Park 2021 rate changes, Park Rules, Park Manager & Park Host updated job descriptions and Refund Request Form.

Motion to accept Hopkins Park rate with changes for 2021 by McPherson, seconded by Ronning. Motion carried.

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

Motion to accept Park Rules with changes by McPherson, seconded by Ronning. Motion carried.

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

Nay: None
Abstain: None
Absent: Gee

Note: Changes – check out at noon. Late check-out fee charged unless the person gets park manager approval, Quiet time 11p-7a to follow Village Noise Ordinance.

Motion to accept Park Manger and Host positions with additions & corrections, by McPherson, seconded by Pelmear. Motion carried.

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

Per President Evans, bathroom cleaning is the DPW Manager's responsibility. Council approved a 20 hr. work week for a part-time helper.

Motion to accept Park Refund Request Form by McPherson, seconded by N. Ware. Motion carried.

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

King suggested purchasing a small freezer for fisherman to put fish pieces in until garbage day. Park Committee recommends a committee to investigate campground reservation systems for 2021-2022. Park Committee recommends moving forward with taking credit cards again, council agreed. Evans will get King the Park Report form.

King asked councils approval to purchase a new park phone as the current phone is not working correctly.

Motion to purchase a new park phone by A. Ware, seconded by N. Ware. Motion carried.

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

Posting help wanted ads for Park Manger by October 1st in various publications. Need a Park Manager in place by December 1 of this year.

DNR Grant – project for the \$28k grant, village \$9,900 would cover a redo of the west entrance to Hopkins Park, handicap parking and playground equipment. Grant agreement & resolution needs to be approved by council. Discussion was held. President gave her reasons she was not in favor; may need to hire an additional engineering firm, cost of a required sign, 5 to 6 ft. pathway, handicap parking spot that would need to be replaced if/when the marina parking lot was redone. Cost of playground equipment and safety ground cover at playground. And if the village had the \$9,900 match.

Motion to pass on the DNR Grant, by A. Ware, seconded by Pelmear. Motion carried.

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

Council member A. Ware was asked by Tonya Allen if Trunk or Treat could be held in Hopkins Park on October 31, 2020. Discussion held.

Motion to allow Trunk or Treat to be held in Hopkins Park, by N. Ware, seconded by Pelmear. Motion carried.

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

Clerk McPherson asked council their thoughts on doing a Hopkins Park Campground website & brochures for the park. Discussion was held. Go ahead as we could do our own advertising. Cancel ARVC membership.

Motion to design a website & brochure for Hopkins Park Campground, by Pelmear, seconded by N. Ware. Motion carried.

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

STREETS, TREES, SIGNS, LIGHTS, SIDEWALKS:

- Culvert on Lynn Street repair – Quote from Ron Brown & Sons \$2,725, drain has already been cleaned out. Discussion was held

Motion to approve Ron Brown & Son's quote for culvert repair and have the repair completed ASAP by McPherson, seconded by Pelmear. Motion carried.

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

WATER:

- None

BUILDINGS, GROUNDS AND EQUIPMENT:

- DPW Building Draw #7 was presented; Gerber Construction \$63,794.00 and Spicer Group \$1,310.00

Motion to approve paying Draw #7, by A. Ware, seconded by Pelmear. Motion carried.

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

- Cosier Park report – no report.
- Lions Club building – no report
- Grill request – Discussion held. Tabled until next meeting. Verify property ownership.

BLIGHT/CABA

- No report

CABA: R. Farfsing – no report

COUNTY COMMISSIONER REPORT: Pauline Jaquish – not in attendance/no report.

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: McPherson reported, voting on reducing partial cost. Next meeting will be September 17, 2020.

Two Lakes Sewer Collaborative: McPherson reported the archeologist is still researching the land. Next meeting will be October 7, 2020

Planning Commission: B. Farfsing –. Book Store Variance – Mrs. McGehee had asked to put a storage shed on the back or side of her building. It was determined there was not enough room on the land she owns with the setbacks that are required. Planning Commission denied her request. Discussion on fees for Food Trucks and where they could be located in the village. An application for Food Trucks with the proper licensing and fees to charge will be presented to the Village Council in October. Follow up on Golf Carts, dirt bikes, ATV's on village streets. Per Manistee County Planner, Rob Carson, the village did not pass an ORV ordinance, so they are currently not allowed on Village streets. Manistee County has ORV Use Allowance guidelines of where these ORV's can be ridden. Possibly a map and information on not riding ORV's in the village could be put in the Bear Lake Vision Newsletter and/or in with the water bills. Golf carts fall under the State of Michigan ruling of where they can be ridden. Next meeting is October 13, 2020

OLD BUSINESS:

- Animal Control Ordinance – per village attorney no need to update. Dog bites should not be dealt with under the Village's Animal Control Ordinance. A dog bite should be prosecuted under the State Law.
- Anti-Noise Ordinance – per village attorney this should be up dated. The ordinance should be enforced through a municipal civil infraction in the District Court. The Village Council should not be involved with the enforcement.

Motion to approve village attorney to update the Anti-Noise Ordinance, by N. Ware, seconded by Ronning. Motion carried.

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

- Park road – President Evans stated that Pauline Jaquish spoke with her regarding how bad the park road was. Discussion was held.

Motion to approve getting quotes for gravel & grading, if \$3k or less, go ahead & have it done by Pelmear, seconded by N. Wear. Motion carried.

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

NEW BUSINESS:

- None

COUNCIL COMMENT:

PUBLIC COMMENT: Phone guest Jeanne Walsh-Vission expressed kudos to the park committee & park workers on their good job. She also stated she had not received documents from past meetings, FOIA request.

Phone guest Christy Johnson stated a truck went up the tower road and did circles. She did get his license and reported him. She expressed concern for whose reliability it would be if he hit a tree coming down the road. She would like the compost pile moved from its current location. Has the village determined if they would like to sell her the small section of village's property she previously asked the village to sell her?

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 July 16, 7pm at Bear Lake Township Hall
- Bear Lake Promoters Meeting 1st Wednesday of each month, 8:00a at Grille 44
- Bear Lake Township meeting 3rd Tuesday of each month, 7pm at the township hall
- SMARTrails

Motion to adjourn the regular monthly meeting was made by A. Ware, seconded by N. Ware. Motion carried.

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

Meeting adjourned at 9:23 p.m.

Next council meeting October 21, 2020

Respectfully submitted by

Cindi McPherson, Clerk

EQUIPMENT RENTAL

<u>FUND</u>	<u>Equipment Rental</u>	<u>8/5/2020</u>	<u>8/12/2020</u>	<u>8/19/2020</u>	<u>8/26/2020</u>	<u>TOTALS</u>
Water	591-000-943	108.73	104.18	80.88	122.86	416.65
Park	531-463-943	71.75	78.25	80.59	38.81	269.4
Major	203-463-943		0.00	0	26.15	26.15
Minor	202-463-943		10.34	0	5.06	15.40
Gen		<u>51.81</u>	<u>103.05</u>	<u>39.64</u>	<u>61.38</u>	255.88
	TOTALS	232.29	295.82	201.11	254.26	983.48

WAGE TRANSFERS

Village of Bear Lake
Payroll Transfers

Wages for period

Aug-20

Josh Newsom's Timesheets

Pay dates:

	Water	Major	Minor	Parks	General	Total
						-
8/5/2020	387.28			238.96	197.76	824.00
8/12/2020	247.20		24.72	288.40	263.68	824.00
8/19/2020	453.20			181.28	189.52	824.00
8/26/2020	428.48	98.88	32.96	98.88	164.80	824.00
						-
Total Wages	1,516.16	98.88	57.68	807.52	815.76	3,296.00
FICA	115.99	7.56	4.41	61.78	62.41	252.14
Total to transfer	1,632.15	106.44	62.09	869.30		2,669.98

Transfer and post to 101-265-702

1,516.16	98.88	57.68	807.52	n/a
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Transfer and post to 101-690-000

115.99	7.56	4.41	61.78	n/a
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Other Timesheets

From Quickbooks "Wages to Transfer"

	Water	Major	Minor	Parks	General	Total
						-
	350.00			970.80		1,320.80
						-
Total Wages	350.00	-	-	970.80	-	1,320.80
FICA	26.78	-	-	74.27	-	101.04
Total to transfer	376.78	-	-	1,045.07		1,421.84

Transfer and post to Transfers Out

350.00	-	-	970.80	n/a
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Transfer and post to 101-690-000

26.78	-	-	74.27	n/a
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Fund	Payee	Amount	Account #	Notes
General			101-	
*	Bear Lake Hardware	36.99	215-727	Office supplies - face masks
*	Young, Graham & Wendling	264.00	265-801	Monthly retainer \$200 & Animal Control Ordinance review \$64
*	Mark Thompson Tree & Stump	682.5	000-951	Aug & Sept brush clean up - Removal & clean-up dead tree water tower rd.
*	Jack Pine Internet Service	25	265-801	Changes to the village website
*	jack Pine Business Center	49	265-900	Print & Publish - treasurer bus cards
*		149.95	215-727	office supplies - toner \$110.98 & paper \$38.97
*	Inacomp	349.47	215-727	treasurer new computer 50%
*		30.00	265-930	Rep & Maint - cloud back-up storage on all office computers
	Tree Top Products	913.26	265-930	Cosier Park benches - grant money
	Kathy Schafer	49.58	265-930	BLAHS paint for window repair - insurance money (flood damage)
	CHM Construction	320.00	265-801	BLAHS basement dry wall & install heat registers ins \$\$\$ (flood damage)
*	OMS Compliance Services, Inc	<u>89.25</u>	265-801	random drug screen DOT, Pelmeear
		2,959.00		
Water			591-	
*	Auto Value	21.59	000-751	Supplies
	Inacomp	349.48	000-750	treasurer new computer 50%
	SOS Analytical	60.00	000-751	out source sample testing
	USA Bluebook	144.77	000-751	Sample tests & metter wrench
*	Bear Lake Hardware	32.97	000-775	Repair & Maint
*	CCRA Professional Services	<u>1,800.00</u>	000-801	Cross connection inspection
		2,408.81		
Park			531-	
*	Young, Graham & Wendling	240.00	000-801	Hopkins Park west entrance easement
*	Bear Lake Hardware	37.16	000-775	Repair & Maint
*		<u>21.96</u>	000-740	oper expense
		299.12		
Major			203-	
*	Bear Lake Hardware	<u>21.44</u>	463-782	Repair & Maint
		21.44		
Minor			202-	
	Mark Thompson Tree & Stump	1,600.00	000-951	Removal/clean-up tree Smith & Potter
*	Bear Lake Hardware	<u>60.06</u>	463-782	Repair & Maint
		1,660.06		
Equipment			649-	
*	Bear Lake Hardware	9.99	000-782	Repair & Maint
*	Auto Value	25.88	000-782	Repair & Maint
*	Betsie Valley Sales & Service	<u>199.95</u>	000-970	Equip Outlay - Stihl branch timmer
		235.82		
Total Bills to be Paid		\$7,584.25		