

VILLAGE OF BEAR LAKE COUNCIL

12376 Virginia Street
Bear Lake Village Hall

REGULAR MEETING MINUTES

October 21, 2020

Approved minutes

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:** Rodney Gee, Greg McPherson, John Pelmear, Red Ronning, Andrea Ware, Natalie Ware

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

Absent: None

Guests: 4 guests/2 presenters in attendance and 1 guest called in on the conference line.

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

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

Nays: None

Abstain: None

Absent: None

Change: Move Appointment of Clerk & Treasurer after reimbursements.

PUBLIC COMMENT:

- Pauline Jaquish updated council on Sparkle in the Park. There will be 5 new businesses on display. Opening activities have been cancelled due to COVID. Drive/walk through only. Jaquish asked to put lights on the Lions Club building, approved.
- Jane Stoops present as she is interested in being the park manager for the campgrounds in 2021.
- Jeanne Walsh-Vission thanked clerk for all the meeting documents. Question on Noise Ordinance/Zoning Administrator. Also, Water Rate Review board, is this still a board? Evans stated, it is not.

CORRESPONDENCE: Evans presented an email from a camper, Goward, concerns on increase of rate for 2021 & would returning seasonal campers pay that? No returning campers will get 2020 rates due to COVID, per Evans reply.

SAW Grant, Pat Bentley from Spicer Group presented two Executive Summary documents. Future work on the Stormwater Asset Management Plan and Stormwater Management Plan. No obligation to do anything further with Spicer Group but should plan for future maintenance. The Bear Lake Watershed paid the match for the grant.

REPORTS:

MINUTES APPROVAL:

Motion to approve September 16, 2020 regular meeting minutes, with correction, by N. Ware, seconded by Ronning. Motion Carried.

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

Nay: None

Abstain: Gee

Absent: None

Correction: Approval of amendments, Gee was absent. Park: Evans voted "yes"

MAINTENANCE REPORT: report was read by Newsom. Newsom stated a licensing for the GIS System will need to be purchased. Approximately \$500 yearly. Ken from Fleis & Vanderbrink said F/V could help with training.

TREASURER'S REPORT:

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

August 31, 2020 Fund Balances:

General checking 142,491.03

Water

Op & Maint (checking) 3,736.10

Receiving (savings)	1,271.02
Water Project Required Accounts	
Bond Reserve Acct	15,480.99
RRI Fund	35,444.20

USDA Required Accounts	
USDA Repayment -Savings	24,714.93
USDA Construction- checking	3,752.16
DPW Repayment – checking	7,540.22
DPW Construction – checking	158.42

Park checking	45,409.31
Major Street checking	57,468.65
Minor Street checking	6,904.99
Equipment Fund checking	17,575.54
SAW Grant Account	9,743.90

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

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

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

Motion to approve payment of annual Keddie Norconk Libray payment by A. Ware, seconded by Gee, motion carried.

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

Amendments:

General Fund

- Motion to move \$520 from Office Supplies to Professional Services.

Water Fund

- Motion to move \$4,000 from Repair & Maintenance to Supplies
- Motion to move \$1,250 from Contract Services to Professional Services
- Motion to move \$700 from Sewer Capital Outlay to Professional Services

Park Fund

- Motion to move \$199.02 from Insurance to Repair & Maintenance
- Motion to move \$500 from Equipment Rental to Garbage Collection (1 more month to pay this)
- Motion to move \$200 from Operating Expense to Audit

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

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

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

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

Appointment of Treasurer and Clerk.

President Evans suggested the council appoints Sally King as Treasurer.

Motion by N. Ware, seconded by Pelmear, to appoint Sally King to be the Treasurer for the Village of Bear Lake, such appointment to be effective at the expiration of the current term of the elected treasurer.

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

President Evans suggested the council appoints Cindi McPherson as Clerk.

Motion by A. Ware, seconded by Pelmear, to appoint Cindi McPherson to be the Clerk for the Village of Bear Lake, such appointment to be effective at the expiration of the current term of the elected clerk.

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

COMMITTEE CHAIR REPORTS:

PARK:

Interim Park Manager, Sally King would like to send a letter to the seasonal campers, reminder they will receive 2020 seasonal rates, park rules and job description for Park Manager and Park Host 2021 season.

King gave park report. 2020 Fall campers loved Hopkins Park!

In calendar year received \$7,526 more in 2020 than 2019. \$801 more in 2020 than 2019 during March 1, 2020 – October 23, 2020 fiscal year than 2019 during that same time. Full report on file.

King suggested to council restructure reservation payments & call ins to happen in the fiscal year. Seasonal campers could reserve their spot at the end of the season but payment would not be due until March of the following year. Other reservations would start in February with payment due in March.

Motion to change Hopkins Park reservation call in dates to March 1 -15 for seasonals & March 16 forward for all other reservations with payment due date to coincide with new call-in dates by McPherson, seconded by A.

Ware. Motion carried.

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

Correspondence:

- Letter from Department of Labor & Economic Opportunity stating that the Michigan Occupational Safety Administration (MIOSHA) received a referral from the public alleging COVID-19 health hazards to our employees. Masks were not being enforced on the campground and social distancing is not being practiced. Additional signage was put up for campers. Health rules are being followed by park employees.
- Letter from a camper describing her disappointment camping in Hopkins Park. From camp host, other loud campers and mask requirements in restrooms. President Evans responded to her and reassured her these experiences were not the norm in the campground. Refund was given to camper.

Park road /pot hole repair; Newsom- reported he has been working on the road but waiting for Elmer's to come in. Ken from Fleis & Vanderbrink presented Phase 1 of Hopkins Park – Campground Improvements which would include; Grading of road toward lake, new restrooms, and pavilion. Total cost would be \$565,700. Ken suggested talking with a financial advisor, apply for DNR grants. The village's Recreation Plan may need to be up dated.

Park job postings – Clerk reported she has posted positions out on many job posting sites. Ken will come back to November's meeting with additional information on drawings of the restrooms & pavilion. Park Manager position should be advertised closer to Bear Lake and Host position can be advertised on sites encompassing other states also.

Campground Website: Clerk reported she has spoke with Beeta Hunt regarding a mock-up of a website.

STREETS, TREES, SIGNS, LIGHTS, SIDEWALKS:

- Street signs some up.
- Graffiti still needs to be cleaned up.
- Culvert on Lynn Street repair – done per Newsom
- Sidewalk repair, still waiting to hear back from lakeshore Construction.

(Sally King left the meeting)

WATER:

- USDA Draw #27 Cole, Inc \$91,382.11 and reimbursement to village for additional purchased, value turner & spare parts, \$12,603.68

Motion to approve draw #27 by McPherson, seconded by Gee. Motion carried.

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

Ken from F/V gave an update on Water Well project; had to replace the electrical contractor with a new contractor. Ready to start test functions.

President Evans presented a request from the owners of Bear Lake Bed & Breakfast, they have closed the business and would like the current REU's for water changed to residential.

Motion to approve REU change to residential, 1 unit by N. Ware, seconded by Gee. Motion carried.

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

BUILDINGS, GROUNDS AND EQUIPMENT:

- DPW Building draw #7 correction approval amount of an additional \$262.50

Motion to approve correct amount on draw #7 by A. Ware, seconded by N.Ware. Motion carried.

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

- DPW Building Draw #8 was presented; Gerber Construction \$26,311.50 and Spicer Group \$1,790.00

Motion to approve paying Draw #8, by Ronning, seconded by N. Ware. Motion carried.

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

DPW Build Change Order for addition of air compressor hose

Motion to approve change order by Ronning, seconded by Pelmear. Motion carried.

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

- Cosier Park report – Clerk is working on a sign to thank groups who gave money or funded the restoration of the park. Additional items will need to be installed in the Spring of 2021.
- Lions Club building – Clerk reported that a realtor from Holland had called to ask questions on property lines and septic.
- Grill request for beach area at the corner of US-31 and Lake Shore drive – Discussion held, tabled for budget time.

(N. Ware left meeting)

BLIGHT/CABA

- Will need to reevaluate to committee

CABA: R. Farfsing – no report

COUNTY COMMISSIONER REPORT: Pauline Jaquish – Mentioned that Rob Carson is leaving the Planning Commission, has taken a position at Networks Northwest.

Manistee County Clerk mention voting issue for this year. Medical Care has a labor issue. Area 10 District Health has reported a spike in COVID cases. Land Bank house in Bear Lake will just need a rehab instead of tearing it down. Local group (Help Vet) is helping a vet own the house.

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 on reviewing contract for 2021 with a 2% increase. Voting will be done in December. McPherson will need to be replaced for this committee. Next meeting will be December 3, 2020

Two Lakes Sewer Collaborative: McPherson reported the archeologist is still researching the land. McPherson will need to be replaced for this committee. Rodney Gee will attend this meeting. Next meeting will be November 4, 2020

Planning Commission: B. Farfaring reported that meeting dates are set for 2021. Commission is correcting and updating the Master Plan. Talk on Food Trucks & fees. Resignation letter from Cindi McPherson as Recording Secretary. Myrna Walter is elected Secretary and will take over.

President Evans read resignation letter from Cindi McPherson from Planning Commission Recording Secretary.

Motion to accept resignation letter from Cindi McPherson by Pelmear, seconded by A. Ware. Motion carried.

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

OLD BUSINESS:

- Follow up on Water Tower property – survey was not done, checking on approval.
- Anti-Noise Ordinance – clerk presented ordinance done by village attorney. Discussion was held. Council would like the 1st offense to be a warning, 2nd a \$100 fine and 3rd warning a \$100 fine. Quiet times will be 11pm to 7am 7 days a week. Questions on; Enforcement Officials/Zoning Administrator, noisy exhaust systems, and where does the money for the fines go? , This will be tabled until the November meeting.

Motion to approve Anti-Noise offense amounts as discussed, by McPherson, seconded by N. Ware. Motion carried.

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

Motion to approve Anti-Noise Quiet Time as discussed, by Pelmear, seconded by Ronning. Motion carried.

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

NEW BUSINESS:

- Electronic meetings & participation Act 228 of the Public Acts of 2020– letter from village attorney. Discussion was held. Council would like to know what other municipalities are doing and if someone already has a resolution, instead of paying \$300 to attorney. Clerk will research this. Tabled until November meeting

COUNCIL COMMENT: None

PUBLIC COMMENT: Jessica Putney apologizes for questions but has concern regarding a Land Use to repair her driveway. And her sidewalk after the water project. A stump was removed but now the sidewalk section next to it is breaking apart, does the village pay half of repair? Clerk will follow up with Manistee Planning on Land Use Permit and DPW manager will look at the sidewalk.

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 Pelmear, seconded by A. Ware. Motion carried.

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

Meeting adjourned at 9:17p.m.

Next council meeting November 18, 2020

Respectfully submitted by

Cindi McPherson, Clerk

EQUIPMENT RENTAL

FUND	Equipment Rental	<u>9/2/202</u>	<u>9/9/202</u>	<u>9/16/202</u>	<u>9/23/202</u>	<u>9/30/202</u>	<u>TOTALS</u>
		<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	
Water	591-000-943	139.01	141.54	114.29	103.63	106.16	242.93
Park	531-463-943	64.57	85.98	40.44	112.64	112.19	415.82
Major	203-463-943		2.97	29.79		26.83	32.76
Minor	202-463-943			27.34			27.34
Gen		<u>121.96</u>	<u>25.28</u>	<u>20.22</u>	<u>51.89</u>	<u>23.58</u>	<u>242.93</u>
	TOTALS	<u>325.54</u>	<u>255.77</u>	<u>232.08</u>	<u>268.16</u>	<u>268.76</u>	<u>1350.31</u>

WAGE TRANSFERS

Village of Bear Lake
Payroll Transfers

Wages for period

Sep-20

Josh Newsom's Timesheets

Pay dates:

	Water	Major	Minor	Parks	General	Total
9/2/2020	593.28			140.08	90.64	824.00
9/9/2020	576.80	82.40		82.40	82.40	824.00
9/16/2020	494.40	41.20	57.68	74.16	156.56	824.00
9/23/2020	412.00			247.20	164.80	824.00
9/30/2020	387.28	24.72		247.20	164.80	824.00
Total Wages	2,463.76	148.32	57.68	791.04	659.20	4,120.00
FICA	188.48	11.35	4.41	60.51	50.43	315.18
Total to transfer	2,652.24	159.67	62.09	851.55		3,725.55

Transfer and post to 101-265-702

2,463.76 148.32 57.68 791.04 n/a

Transfer and post to 101-690-000

188.48 11.35 4.41 60.51 n/a

Other Timesheets

From Quickbooks "Wages to Transfer"

	Water	Major	Minor	Parks	General	Total
						-
	350.00	125.00	125.00	1,200.30	-	1,800.30
						-
Total Wages	350.00	125.00	125.00	1,200.30	-	1,800.30
FICA	26.78	9.56	9.56	91.82	-	137.72
Total to transfer	376.78	134.56	134.56	1,292.12		1,938.02

Transfer and post to Transfers Out

350.00 125.00 125.00 1,200.30 n/a

Transfer and post to 101-690-000

26.78 9.56 9.56 91.82 n/a

CLERK REPORT

Oct-20

Fund	Payee	Amount	Account #	Notes
General			101-	
*	Young, Graham & Wendling	548.00	265-801	Monthly retainer \$200/Noise Ordinance update
*	Jackpine Business Center	221.96	215-727	Office Supplies - HP Toner
*		57	265-900	Newsletter
*	H&S Companies	160	000-807	audit work
*	Bear Lake Hardware	28.48	265-930	rep & maint
*	OS-CO kitchens	359.00	265-801	BLAHS basement cabinets install, insurance \$\$ (flood damage)
*	Mark Thompson Tree Removal	127.50	000-951	October brush pick-up
*	Inacomp Computer Services	10.00	265-801	cloud back-up Prof Services
*		95.00	265-801	old computer serviced
*		<u>237.50</u>	265-801	on site services
		1,844.44		
Water			591-	
*	H&S Companies	1970	265-801	Prof Services - water billing
*		100	000-807	Audit work
*		55.00	000-750	Office supplies - envelopes w/ windows
*	SOS Analytical	429.00	000-801	out source sample testing
*	Bear Lake Hardware	110.96	000-775	Repair & Maint
*	USA Blue Book	205.53	000-775	Repair & Maint - Discharge, suction & injec value assenbly
*		266.26	000-775	Rep & Maint -
*		2,949.76	000-751	Pipe locater - Miss Dig
*	Haviland	420.00	000-751	Supplies - bleach
*	Inacomp Computer Services	237.50	000-801	on-site services
*	Michigan Pipe & Valve	31.00	000-775	Rep & Maint - hydrandt wrench for flushing
*	Bittner Jennings Attorney	307.13	000-801	Prof Serv - Water Well Project invoices from 2017
*	Auto Value	<u>20.68</u>	000-775	Rep & Maint CL2 system
		7,102.82		
Park			531-	
*	Bear Lake Hardware	16.24	000-775	Repair & Maint weed/grass killer
*	Red-Line Electrical Co.	127.00	000-775	Rep & Maint Replace camper receptacles & 2 for stock
*	EGLE	126.00	000-801	Hopkins Park Campground license
*	H&S Companies	<u>72.00</u>	000-807	Audit work
		341.24		
Major			203-	
*	H&S Companies	<u>40.00</u>	482.81	Audit work
		40.00		
Minor			202-	
*	H&S Companies	<u>24.00</u>	482-807	Audit work

		24.00		
Equipment			649-	
*	Bear Lake Hardware	12.24	000-782	Repair & Maint
*	Betsie Valley Sales & Service	110.89	000-782	Stihl bar and file for chain saw & extension
*	H&S Companies	<u>4.00</u>	000-807	Audit work
		127.13		
	Total Bills to be Paid	\$9,479.63		