

**VILLAGE OF BEAR LAKE COUNCIL**

12376 Virginia Street  
Bear Lake Village Hall

**REGULAR MEETING MINUTES**

**AN ELECTRONIC MEETING WAS HELD**

February 17, 2021

Approved minutes with correction, cmc

The regular monthly meeting for the Bear Lake Village Council was held as an electronic meeting and was called to order by President Marla Evans at the Village Hall at 7:08pm. Pledge of Allegiance was said.

**Guests:** 1 guest attended the ZOOM meeting. Additional guests on agenda: Mike Szokola. Manistee County Planning Department, Zachary Vega Networks Northwest, Manistee County Recreation Plan. Ken Mlcek, Fleis & Vandenbrink, water well project.

**ROLL CALL:**

**President:** Marla Evans **Council:** Rodney Gee, Shelly Lynnes, John Pelmear, David Ross, Andrea Ware, Natalie Ware

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

**Absent:** None

**Planning Commissioner:** Barb Farfsing

**County Commissioner:** Pauline Jaquish - absent

**Motion to adopt the Agenda with changes by A. Ware and seconded N. Ware,** motion carried.

Ayes: Gee, Lynnes, Pelmear, Ross, A. Ware, N.Ware & Evans

Nays: None

Abstain: None

Absent: None

Change: Move Zach Vega, Network Northwest and Mike Szokola, Manistee County Planning Department to after Public Comment.

New Business: DPW Manager eval first & then Maintenance part-time person.

New Business: Combine Manistee Community Foundation, Blight & Community Clean-up together.

**PUBLIC COMMENT:** None

**GUESTS:**

- Zach Vega, Networks Northwest spoke on the updating of Manistee County’s Park & Recreation update including the Villages Park & Recreation Plan. The need for this to apply for grants. Cost to the Village would be \$500. A resolution needs to be signed for this agreement. In January the council agreed to go with this plan of action. Discussion was held.

**Motion to approve signing the Resolution Supporting an Update of the Manistee County Wide Park & Recreation Plan by A. Ware and seconded N. Ware,** motion carried.

Ayes: Gee, Lynnes, Pelmear, Ross, A. Ware, N. Ware & Evans

Nays: None

Abstain: None

Absent: None

- Mike Szokola, Manistee County Planning Department spoke on the Zoning Administration & Code Enforcement contract with Manistee County Planning Department. Mike explained the different levels the village could choose from. He suggested Level 1, \$2000, Land Use, \$500 and Code Enforcement, \$1,750. This would be a 3 year contract that would increase 1-2% each year. Discussion was held.

**Motion to approve signing the 3 year contract with Manistee County Planning Department for Zoning Administration by A. Ware and seconded N. Ware,** motion carried.

Ayes: Gee, Lynnes, Pelmear, A. Ware, N. Ware & Evans

Nays: Ross

Abstain: None

Absent: None

**CORRESPONDENCE:**

- President Evans referred to a past correspondence on the Villages Zoning & Blight Ordinance from Jeanne Walsh-Vission. Clarification was done with Mike Szokola’s presentation per Jeanne. Follow up on putting a lien on a village resident for blight removal through the Blight Ordinance.

**REPORTS:**

**MINUTES APPROVAL:**

**Motion to approve January 20, 2021 regular meeting minutes with corrections, by A. Ware, seconded by Gee. Motion Carried.**

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

Correction: Add "s" in guests last name of Vission.

**Motion to approve Special Meeting, Budget Workshop, on February 3, 2020 minutes with corrections, by A. Ware, seconded by Gee. Motion Carried.**

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

Corrections: spelling of Shelly without an "e" between l & y.

1<sup>st</sup> motion, take Ronning off council names & add Ross

**MAINTENANCE REPORT:** report was read by Josh Newsom, DPW Manager, on file.

**TREASURER'S REPORT:**

Reviewed by Treasurer Sally King. Written report on file in the 2021 Minutes binder.

**January 31, 2021 Fund Balances:**

<b>General checking</b>	<b>131,564.14</b>
<b>Water</b>	
Op & Maint (checking)	678.62
Receiving (savings)	11,205.74
<b>Water Project Required Accounts</b>	
Bond Reserve Acct	17,251.03
RRI Fund	39,496.88

**USDA Required Accounts**

USDA Repayment -Savings	28,793.90
USDA Construction- checking	319.24
DPW Repayment – checking	2,818.88
DPW Construction – checking	192.21

<b>Park checking</b>	<b>2,461.30</b>
<b>Major Street checking</b>	<b>62,650.96</b>
<b>Minor Street checking</b>	<b>5,959.74</b>
<b>Equipment Fund checking</b>	<b>27,531.02</b>
SAW Grant Account	9,744.64

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

Spicer Group has not fulfilled their agreement at this time, final payment is being withheld at the request of the Bear Lake Watershed.

**Motion to accept the Treasurer's Report as presented by A. Ware, seconded by Gee, motion carried.**

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

**Amendments, Motion to:**

**General Fund**

- Move \$200 from Accounting & Audit (\$2800) to Trees (\$3600)
- Move \$200 from Accounting & Audit (\$2600) to Education & Memberships (\$1400)
- Move \$275 from Accounting & Audit (\$2325) to Utilities (\$18,275)

**Water Fund**

- Move \$101 from Supplies (\$11337) to Office Supplies (\$701)
- Move \$100 from Printing & Publishing (\$0) to Bank Fees (\$100)
- Move \$2203 from DPW Building Principal (\$4997) to Utilities (\$16203)
- Move \$1579 from Supplies (\$9758) to Utilities (\$17782)
- Move \$672 from Repair & Maintenance (\$2128) to Utilities (\$18454)
- Move \$135 from Professional Services (17465) to Utilities (\$18589)
- Move \$186 from Insurance (\$1414) to Utilities (\$18775)

- Move \$292 from Postage (\$308) to Utilities (\$19067)
- Move \$100 from Education, Memberships & Dues (\$700) to Utilities (\$19167)

**Park Fund**

- Move \$2365 from Utilities (\$10935) to Salaries & Wages (\$ 14965)
- Move \$573 from Utilities (\$10362) to Professional Services (\$5001)
- Move \$827 from Utilities (\$9535) to Park Improvement (\$39546)
- Move \$47 from Utilities (\$9488) to DPW Repayment (\$1847)

**Motion to approve amendments by A. Ware, seconded by N. Ware, motion carried.**

Aye: Gee, Lynnes, Pelmeear, Ross, 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 2021 Minutes folder.

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

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

**COMMITTEE CHAIR REPORTS:**

**PARK:**

- West entrance drive to Hopkins Park easement – easement letter to Jim Reed explaining the village wants to work with him in resolving this matter. No response has been received from him in writing or phone.
- Three applications were received for the Park Host position. Discussion was held on each potential candidate. All 3 were very good.
- 

**Motion to appoint Jay Krause as Campground Host for summer season 2021, by Gee, seconded by Ross. Motion carried.**

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

- King gave Park Manager report as April could not attend. Report is on file.
- Park brochure – clerk reported, residents have sent pictures of beautiful sunsets but limit pictures on campsites. King stated Park Manager, April has been taking classes on logo development and signed up for website development.

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

- Signs and school signs will need to wait until Spring to be put up.
- Graffiti on streets – tabled until Spring
- Sidewalk repair, Lakeshore Construction nothing new to report.

**WATER:**

- Draw #30 – Fleis & Vandenbrink \$7,814.63

**Motion to approve payment to Fleis & Vandenbrink Draw #30, Water Well Project, by A. Ware, seconded by Lynnes. Motion carried.**

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

- Ken from F/V gave an update on Water Well project. One more draw in March and they will be done. Budget is good.
- Cross Connection agreement with CCRA Professional Services LLC was discussed.

**Motion to approve to sign contract agreement with CCRA Profession Services LLC for cross connection services, by Lynnes, seconded by Gee. Motion carried.**

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

- Water Ordinance additional verbiage for pit meter damage under Schedule A – Fees & Charges was presented by Water Committee.

Replacement of privately damaged or destroyed residential (5/8" x 3/4")  
water meter including pit meters.....\$ 500.00

Pit Meters: If improperly shut off by property owner or someone in  
property owner's stead and the meter freezes or is any other way  
destroyed or damaged, replacement of the meter is the property  
owner's responsibility.....\$ 500.00

If a pit meter freezes or is damaged due to an act of nature, replacement  
cost is the responsibility of the Village of Bear Lake.

**Motion to approve additional verbiage to Schedule A under Water Ordinance, by A. Ware, seconded by Gee. Motion carried.**

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

- Water rate increase was discussed. USDA recommends an annual increase of 1-2% annually. The last increase was in 2017. The Water Committee is recommending a \$10 increase each quarter beginning in April 2021. This will bring residents water bills to \$145 per quarter. Businesses rates will adjust also.

Council will discuss approving an annual water rate increase for residents.

**Motion to approve water rate increase \$10 per quarter starting in April 2021, by A. Ware, seconded by Lynnes. Motion carried.**

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

**BUILDINGS, GROUNDS AND EQUIPMENT:**

- Construction on Village Office bathroom is going along well and water fountains are in.
- Lions Club building sale – President Evans reported that she has not heard anything more from the realtor on a closing. Ordinance to Authorize the Conveyance of Village Property was presented by the clerk.

**Motion to approve the Ordinance 2 of 2021, Ordinance to Authorize the Conveyance of Village Property, by Gee, seconded by Ross. Motion carried.**

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

- Water Tower survey – Ken Mlcek & Newsom gave an overview of what the survey showed. Discussion was held. Tabled until March meeting. Clerk will contact village attorney for direction.

**COUNTY COMMISSIONER REPORT:** Pauline Jaquish – no report

**Bear Lake Improvement Board:** A. Ware, no report. Next meeting is May 2021

**Two Lakes Sewer Authority:** Evans no report, no meeting. Next meeting will be March 3, 2021

Clerk gave a follow up from Wade Trim on TLISA; They are currently working to complete a full Rural Development (RD) Application which RD is requiring before they will give any indication of potential funding amounts. They have completed the Archeological investigation and a determination of No Significant Impact was rendered which is good. RD has asked for some amendments to the Preliminary Engineering Report to which we are almost done with. The TLISA will then need to pull some of their information together that needs to get to RD for the full application.

**Planning Commission:** B. Farfaring reported on a Zoom meeting she attended on MEDC. They are now offering 2 different formats, Certification is for larger population municipalities and Essential will be for population of 10k or less.

**OLD BUSINESS:**

- None

**NEW BUSINESS:**

- DPW Manager evaluation was presented by President Evans. Discussion was held
- Part time maintenance helper & rate increase was discussed

**Motion to approve rate increase for maintenance part-time helper to \$13 per hour to start March 1 2021 by Gee, seconded by Pelmeear. Motion carried.**

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

- Evans presented information on Networks Northwest updating the Recreation Plan for the Village of Bear Lake within Manistee County. Discussion was held.
- Pay increases for president - \$300 a month & \$1,500 for supervision of Maintenance & Park, clerk - \$1,200 a month, treasurer - \$1,000, DPW Manager - \$865 a week, meeting pay increase for elected council members - \$5 per meeting, Zoning Board of Appeals members (new position), \$35 a meeting, and Planning Commissioner for council meeting reporting (new) - \$25 a meeting was presented, documents is on file. Discussion was held.

**Motion to approve pay increases for staff, appointed individuals & elected council, by A. Ware, seconded by Pelmeear. Motion carried.**

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

- Manistee Community Foundation, Blight Elimination fund was presented, balance \$9,866.08. Clerk spoke on using the Code Enforcement Officer to help eliminate blight in the village. Possible curbside pickup for Community Clean-up Day.
- Household Hazardous Waste Program for 2021 - \$145

**Motion to approve payment of \$145 for Household Hazardous Waste Program, by A. Ware, seconded by Lynnes. Motion carried.**

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

- Clerk presented Manistee Local Revenue Sharing Board. Would like to submit application for financial help with purchasing a new DPW pick-up with a plow. The 2 current trucks are old, rusting and falling apart and are needed for pushing snow bank back in the winter season. Frank Post said he would write the grant application for the village.

**Motion to approve submitting the Manistee Local Revenue Share application for money toward a newer pick-up truck with plow, Gee, seconded by A. Ware. Motion carried.**

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

**COUNCIL COMMENT: None**

**PUBLIC COMMENT:**

- ~~None~~: **Jeanne Gee shared her concern on the new sewer possibility in the village and the cost to residents along with the water rate increase.**

NOTE: SMARTrails update by clerk McPherson. Group has not met for the last year due to COVID. The group received 503c status for fund raising. They are looking for individuals who use the trails and would like to become "FRIENDS" for fund raising. They too will need to Manistee County Recreation plan updated to get grant funding.

**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 TBD, 7pm at Bear Lake Township Hall
- Bear Lake Promoters Meeting 1<sup>st</sup> Wednesday of each month, 8:00am at Grille 44
- Bear Lake Township meeting 3<sup>rd</sup> Tuesday of each month, 7pm at the township hall
- SMARTrails – meetings on hold.

**Motion to adjourn the regular monthly meeting was made A. Ware, seconded Lynnes. Motion carried.**

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

**Meeting adjourned at 10:07p.m.**

**Next meetings:**

Next council regular monthly meeting, March 17, 2021.

Respectfully submitted by

Cindi McPherson, Clerk

EQUIPMENT RENTAL

<b>FUND</b>	<b>Equipment Rental</b>	<b>1/6/2021</b>	<b>1/13/2021</b>	<b>1/20/2021</b>	<b>1/27/2021</b>	<b>TOTALS</b>
Water (2743)	591-000-943	60.66	111.21	141.54	60.66	374.07
Park (2735)	531-463-943	31.72	29.59	0	5.06	66.37
Major (2719)	203-463-943	0.00	169.69	0	498.66	668.35
Minor (2727)	202-463-943	0.00	169.69	0	481.46	651.15
Gen		<u>0.00</u>	<u>30.33</u>	<u>10.11</u>	<u>50.55</u>	90.99
	<b>TOTALS</b>	<b>92.38</b>	<b>510.51</b>	<b>151.65</b>	<b>1096.39</b>	<b>1850.93</b>

David Reed Park 31.72  
Wkend 1/1

John Pelmeear Wkend 1/22  
Maj \$223.54  
Min \$206.34

WAGE TO TRANSFER

Village of Bear Lake  
Payroll Transfers

Wages for period		Jan-21					Total
Honor #'s	2743	2719	2727	2735			
Josh Newsom's Timesheets	Water	Major	Minor	Parks	General	Total	
Pay dates:							
1/6/2021	824.00					824.00	
1/13/2021	593.28	57.68	57.68	16.48	98.88	824.00	

	1/20/2021	758.08				65.92	824.00
	1/27/2021	313.12	140.08	140.08	16.48	214.24	824.00
							-
Total Wages		2,488.48	197.76	197.76	32.96	379.04	3,296.00
FICA		190.37	15.13	15.13	2.52	29.00	252.14
Total to transfer		2,678.85	212.89	212.89	35.48		3,140.11
	transfer to QB #'s	000-702	463-702	463-702	000-702		
Transfer and post to 101-265-702		2,488.48	197.76	197.76	32.96	n/a	
Transfer and post to 101-690-000		190.37	15.13	15.13	2.52	n/a	
<b>Other Timesheets</b>		Water	Major	Minor	Parks	General	Total
		2743	2719	2727	2735		
							-
From Quickbooks "Wages to Transfer"		350.00	47.83	42.00			439.83
							-
Total Wages		350.00	47.83	42.00	-	-	439.83
FICA		26.78	3.66	3.21	-	-	33.65
Total to transfer		376.78	51.49	45.21	-		473.48
	transfer from each QB acct	000-702	463-702	463-702	000-702		
Transfer and post to Transfers Out -999		350.00	47.83	42.00	-	n/a	
Transfer and post to 101-690-000		26.78	3.66	3.21	-	n/a	

CLERKS REPORT

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21-Feb

Fund	Payee	Amount	Account #	Notes
<b>General</b>			<b>101-</b>	
	Young, Graham & Wendling	\$200.00	265-801	Monthly retainer \$200
*	Jackpine Business Center	\$64.46	215-727	Office supplies -Toner & paper
*	Bear Lake Ace Hardware	\$111.17	265-930	Rep & Maint
*		\$10.77	215-727	Office Supplies
*	Huntington National Bank	\$500.00	265-801	Prof Serv -Process fee for \$50k loan on DPW Build
*	H&S Companies	\$338.33	265-801	Prof Serv -Tax forms issued
*		\$140.00	265-801	Prof serv - General ledger
*	Manistee County Chamber	\$300.00	265-500	Ed & Membership - membership

*	Talon Group	<u>\$150.00</u>	265-801	Prof Serv - title search on Lions Club
		<b>\$1,814.73</b>		
<b>Water</b>			<b>591-</b>	
*	Bear Lake Hardware	\$57.76	000-751	Supplies
*	H&S Companies	\$338.34	000-801	Prof Serv -Tax forms issued
*		\$450.00	000-801	Assist water billing
*	USA Blue Book	\$65.37	000-751	Supplies
*	Haviland	\$290.00	000-751	Supplies
*	SOS Analytical	\$60.00	000-801	out source sampling
*	Jackpine Business Ctr	<u>\$115.49</u>	000-750	Toner for printer
		<b>\$1,376.96</b>		
<b>Park</b>			<b>531-</b>	
*	District Health Depart #10	\$120.00	<b>000-801</b>	Annual campground inspection
*	H&S Companies	<u>\$338.33</u>	000-801	Prof Serv -Tax forms issued
		<b>\$458.33</b>		
<b>Major</b>			<b>203-</b>	
<b>Minor</b>			<b>202-</b>	
*	Bear Lake Ace Hardware	<u>\$3.32</u>	<b>463-782</b>	Repair & Maint - replace/remount stop sign Lynn st
		<b>\$3.32</b>		
<b>Equipment</b>			<b>649-</b>	
*	Bear Lake Ace Hardware	\$45.55	000-782	Repair & maint
*	Auto Value	<u>\$193.98</u>	000-782	Repair & maint
		<b>\$239.53</b>		
	<b>Total Bills to be Paid</b>	<b>\$3,892.87</b>		