

# VILLAGE OF BEAR LAKE COUNCIL

12376 Virginia Street  
Bear Lake Village Hall

## REGULAR MEETING MINUTES

November 14, 2018  
Unapproved

The regular meeting of the Bear Lake Village Council was called to order by President Jeff Bair at 7:00 p.m. at the Village Hall. Pledge of Allegiance was said.

**Present: President:** Jeff Bair **Council:** Peggy Bass, Marla Evans, Greg McPherson, Ron Ronning & Andrea Ware

**Treasurer:** Sally King **Clerk:** Cindi McPherson, **Staff:** Jared Bair

**Absent:** Jackie Johnson and Larry Gibson

**Guests:** 2 guests signed in

**Motion to accept the Agenda by Bass and seconded by McPherson,** motion carried.

Ayes: Bass, Evans, McPherson, Ronning, Ware, Bair

Nays: None

Absent: Johnson

### Public Comment:

- Blight Ordinance Complaint Form was turned in by Bonnie Miner – it will be forwarded to the Blight Officer.

### Correspondence: Read by clerk:

- Letter from Flamingo Freeze, owner AJ Battaglia, regarding the loss of product (\$1,582) as the result of their water being shut off without proper notification to the business. Ken Mleck from Fleis & Vanderbrink will look into the notification that day. Letter on file in the November 2018 minutes folder.
- Letter from Michigan Municipal League regarding an adoption of a Pavement Warranty Program. Letter on file in November 2018 minutes folder. Ken Mleck will check on this for the village.

### REPORTS:

**Motion to accept the minutes from October 17, 2018 regular monthly meeting with correction by Evans, seconded by Ronning. Motion Carried.**

Aye: Bass, Evans, McPherson, Ronning, Ware, Bair

Nay: None

Abstain: None

Absent: Johnson

Note: page 6 TLSA spelled out; Two Lakes Sewer Authority.

**Maintenance Report:** Report given by DPW Manager Bair.

- A request to purchase fire hydrant flags for \$612 and a cordless impact wrench for \$340

**Motion to purchase fire hydrant flags and Cordless Impact Wrench by McPherson, seconded by Ronning. Motion Carried.**

Aye: Bass, Evans, McPherson, Ronning, Ware, Bair

Nay: None

Abstain: None

Absent: Johnson

Note: Cordless Impact Wrench purchase from unallocated funds, Equipment

**Treasurer's Report:** Reviewed by Treasurer. Written report on file in the 2018 Minutes binder.

**July 2018 Fund Balances:**

**General** checking total **81,643.92**

**Water** checking only **43,789.60**

**Water Project Required Accounts**

Bond Reserve Acct **5,301.19**

RRI Fund **12,136.76**

O&M Acct **25,007.76**

**USDA Required Accounts**

USDA Repayment -Savings **7,617.65**

USDA Construction- checking **684,734.07**

DPW Repayment – checking **100.02**

DPW Construction – checking **100.02**

**Park** checking total **19,324.34**

**Park CD** **33,215.03**

**Major Street** checking total **30,739.64**

**Minor Street** checking total **7,653.94**

**Equipment Fund** checking/savings total **19,209.05**

**SAW Grant Account** **4.39**

**Motion to accept the Treasurer's Report as presented by Bass seconded by McPherson, motion carried.**

Aye: Bass, Evans, McPherson, Ronning, Ware, Bair

Nay: None

Abstain: None

Absent: Johnson

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 Amendments as presented by McPherson seconded by Evans, motion carried.**

Aye: Bass, Evans, McPherson, Ronning, Ware, Bair

Nay: None

Absent: Johnson

**Amendments:**

*General Fund* - to move \$164.69 from Clean-up Program to Education.

- to move \$1,100 from Trees to Repair & Maintenance

- to move \$1,720 from Trees to Insurance

- to move \$1,200 from Trees to Wages

*Water Fund* - to move \$375 from Office Supplies to Insurance

- to move \$443 from Repair & Maintenance to License & Fees

- to move \$34 from Repair & Maintenance to Print & Publishing

- to move \$4,559 from Repair & Maintenance to Sewer Capital Outlay

*Park Fund* - to move \$987 from DPW Building Repayment to Repair & Maint

- to move \$375 from DPW Building Repayment to Insurance

- to move \$9 from DPW Building Repayment to Gas & Oil

*Major Streets* - to move \$187 from DPW Repayment to Insurance

- to move \$50 from DPW Repayment to Office Supplies

*Minor Streets* - amend the budget to include \$2,819.49 from State in Other Income

- to amend budget to include \$2,416.53 from State in Other State Grants

- to amend budget line 000-970 Capital Outlay to a figure of \$2,819.49
- to increase Insurance budget amount to \$1,440
- to move \$193 to Insurance from Audit
- Equipment Fund* - increase Miscellaneous to \$8,940 from unallocated funds (Spicer payment)
- to increase Capital Outlay to \$1,000 from unallocated funds (for cordless impact wrench)

**Bills to be paid** presented by the Clerk. List on file in 2018 Minutes folder.

**Motion to pay the bills with correction by Ronning, seconded by Bass. Motion carried.**

Aye: Bass, Evans, McPherson, Ronning, Ware, Bair  
 Nay: None  
 Abstain: None  
 Absent: Johnson

Correction: Major; Dornbos Sign amount should have been \$55.20 not \$ 456.60. Making Major total \$704.98, total bills to pay \$\$8,306.70.

**Committee Chair Reports:**

**Park:**

- o **Park Manager Report:** Report by Park Manager, Jeff Bair. October 2018 deposits - \$2,269 compared to October 2017 - \$1,760. Report on file.
- o Deposit Comparison calendar years: 2018 -\$50,084, 2017 - \$40,626, 2017 - \$37,003
- o Kayak/Canoe launch – Waiting to hear in December for announcement of awarded funds.
- o Pickle Ball Court – Park Committee met to discuss; they would like to ask a village resident to be on Park Committee. Review of weekly maintenance and upkeep for next year. Possibly add 2 additional benches with backs and bolted down.
- o Hopkins Park – discussion on concern of picnic benches tipped over for seasonal storage & wooden parts in water. Park Committee and DPW Manager will look into an alternative place to store for next year.
- o Hopkins Camp ground rates will stay the same for 2019. May increase for 2020.

**Streets, Trees, Signs, Lights, Sidewalks:**

- o Follow up on street No Parking & Slow School Zone school signs by Clerk McPherson, signs are here just waiting to be installed around the village.
- o Additional pot holes were filled around the village. CSB company did the work.

**Water:**

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

- o Contract #1 - A few water meters still need to be installed. The village may need to assist with contacting owners.
- o The resident water meters will be read by using drive by meter reader.
- o Contract #2 – Exploratory wells (8) have been done, DEQ is reviewing sites to determine the best location for the wells. No additional cost came with the drilling of additional wells. Discussion on community question; the drilling of new test sites did not drain nearby ponds. No property owner has contacted any official regarding this situation.
- o Mlcek presented the 7<sup>th</sup> draw for the water project.

- **Motion to approve 7<sup>th</sup> draw for the Water Well Project was made by Evans, seconded by McPherson. Motion carried.**

Aye: Bass, Evans, McPherson, Ronning, Ware, Bair  
 Nay: None  
 Abstain: None  
 Absent: Johnson

## **Buildings, Grounds and Equipment:**

- DPW Building
  - Bids for the project will be coming out in January 2019.
- Clerk reviewed items that are still needed to do for the Accessibility Transition Plan. Building committee will review.
- Lions Club building
  - Council member McPherson reported, he had contacted 2 builders to inspect and quote ADA required items on the Lions Club building. Neither builder has done inspection or contacted him. Council agreed to contact two additional builders to do inspection & quote.
- Museum
  - Clerk reported that there is still a small leak in the bathroom of the museum, museum board member said Cory is trying to find the cause of the leak.
  - Lease for Museum/Bear Lake Area Historical Society – Ware and Evans will review it and amend the payment portion of the pro-rated utilities.
  - Outside light, DPW Manager will have Mark Thompson look at it when putting the Christmas tree lights up.
- President Bair reported on the Revenue Sharing grant for new sander & vibrator kit; Bair spoke to the board regarding the need of these items. Bair will attend their next meeting on December 7th and follow up with the council.

## **Blight/CABA**

**BLIGHT:** Blight Officer no report submitted by Gibson.

**CABA:** Ric Farfsing sent report via email to the clerk, Blight Elimination Fund will be paying the Manistee County Land Bank \$25k for the village portion of the demolition of the Variety Store building. Additional amount toward the Blight Enforcement Officer's salary and for the Village Cleanup day expense.

**County Commissioner Report:** Pauline Jaquish reported. Thanked everyone for their votes on her re-election. Reported on the Manistee County Medical Care Facility possible upgrade. Architects are assessing the building and interviewing staff & residents as to gain their opinion/wishes for the building. If this project moves forward, it could be a two year project and possibly need millage/bonding. Manistee County Fair date will be a week earlier in August due to area school activities.

**SMARTrail Committee Report:** McPherson reported no meeting.

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

**Two Lakes Sewer Collaborative:** President Bair reported next meeting is in December. Council member McPherson will attend December meeting and council will decide to appoint a new representative at the December meeting.

**Planning Commission:** Barb Farfsing, no report, next meeting December 4 at 5pm.

## **Old Business:**

- Purchase policy – tabled
- Payment of mileage to elected officials or staff was discussed.

**Motion to pay elected members and staff .50 per mile for all village related travel was made by Ronning, seconded by Evans. Motion carried.**

Aye:	Bass, Evans, McPherson, Ronning, Ware
Nay:	Bair
Abstain	None
Absent:	Johnson

**New Business:**

- Bear Lake Improvement Board – contribution was discussed  
**Motion to approve the contribution to Bear Lake Improvement Board for Eurasian Water Milfoil for \$472.50 was made by Bass, seconded by McPherson. Motion carried.**

Aye: Bass, Evans, McPherson, Ronning, Ware, Bair  
Nay: None  
Abstain: None  
Absent: Johnson

**Motion to made to amend Park Fund budget to increase Lake Improvement Bond budget to \$472.00 was made by Bass, seconded by McPherson. Motion carried.**

Aye: Bass, Evans, McPherson, Ronning, Ware, Bair  
Nay: None  
Abstain: None  
Absent: Johnson

- New Marijuana Law was discussed. Tabled until December’s council meeting.
- Budget 2019-2020 – reminder to get all budget figures/needs turned in to clerk or treasurer.

**COUNCIL COMMENT:**

- None

**PUBLIC COMMENT: No public comment.**

**COMING EVENTS**

- Community Dinner – no dinner due to Thanksgiving Day dinner, 12:30p-3p.
- Sparkle in the Park opening night is November 24. Bring can goods for the Food Pantry.

Next council meeting December 19, 2018

**Meeting adjourned at 8:40p.m.**

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Cindi McPherson, Village Clerk

<u>FUND</u>	<u>Equipment Rental</u>	<u>10/3/2018</u>	<u>10/10/2018</u>	<u>10/17/2018</u>	<u>10/24/2018</u>	<u>10/31/2018</u>	<u>TOTALS</u>
Water	591-558-943	445.41	299.97	163.62	136.35	109.08	1154.43
Major	202-463-943						0.00
Minor	203-463-943						0.00
Park							
	<b>TOTALS</b>	<b>445.41</b>	<b>299.97</b>	<b>163.62</b>	<b>136.35</b>	<b>109.08</b>	<b>1154.43</b>

<u>FUND</u>	<u>Wage Transfer</u>					<u>Sub total</u>	<u>TOTALS</u>
<b>Water</b>	591-000-702	850	450	210	252	224	1,986.00
Water-treas	591-000-702	350				350	700
Water super						700	700
Taxes	591-000-702						364.5
<b>Park</b>	531-000-702	230	230	440	84	344	1328
Park Manager	531-000-702		248.6			337.3	585.9
Taxes	531-000-702						206.03
<b>Major</b>	202-463-702						
Street Admin	202-463-702						
Taxes	202-463-702						0
<b>Minor</b>	203-463-702						
Street Admin	203-463-702						
Taxes	203-463-702						0
	<b>TOTALS</b>	<b>1430</b>	<b>928.6</b>	<b>650</b>	<b>336</b>	<b>1955.3</b>	

Reimbursement - October 2018

Clerk's Report November 2018

Bills submitted for payment approval - November 14, 2018

<b>Fund</b>	<b>Payee</b>	<b>Amount</b>	<b>Account #</b>	<b>Notes</b>
<b>General</b>	Mich Municipal League	1,860.72	101-265-910	Workmans Comp Fund
	Summit Companies	344.78	101-265-930	Annual Fire extinguisher inspection
	Young, Graham & Wendling	200.00	101-265-801	Telephone retainer
	Staples	<u>178.46</u>	101-215-727	Office supplies
		<b>2,583.96</b>		
<b>Water</b>	Auto Wares Group	10.78	591-000-775	Repair & Maint
	DEQ MI Depart of Eviro Qual	669.02	591-000-812	Lic & Fees
	JackPine Bus Center	7.90	591-000-750	Office Supplies
	Bear Lake Hardware	21.96	591-000-775	Repair & Maint
	PM Technologies	413.46	591-000-775	Repair & Maint
	Michigan Municipal Leag	375.54	591-000-840	Workers Comp Fund
	The Pioneer Group	33.15	591-000-900	Water Ordinance

	Spicer Group	1,123.75	591-000-802	Professional charges
	SOS Analytical	60.00	591-000-801	Prof Service - testing
	Staples	<u>185.97</u>	591-000-750	Office Supplies
		<b>2,901.53</b>		
<b>Park</b>	Bear Lake Hardware	21.07	531-000-740	
	Dornbos Signs	50.10	531-000-810	No Parking signs
	Mich Municipal League	375.54	531-265-910	Workmans Comp Fund
	Trumbull Recreation Supply	<u>454.76</u>	531-000-775	Repair of shower
		<b>901.47</b>		
<b>Major</b>	Ron Brown & Sons	165.49	203-463-783	Road sand
	Ron Brown & Sons	74.87	203-463-783	Road sand
	Mich Municipal League	187.92	203-265-910	Workmans Comp Fund
	Dornbos Signs	55.20	203-463-782	School signs & no parking
	West Coast Farm Services	<u>221.50</u>	203-463-782	Summer
		<b>704.98</b>		
<b>Minor</b>	Ron Brown & Sons	165.50	202-463-783	Road sand
	Ron Brown & Sons	74.88	202-463-783	Road sand
	Mich Municipal League	187.92	202-265-910	Workmans comp Fund
	Dornbos Signs	456.60	202-463-783	School signs & no parking signs
	West Coast Farm Services	<u>221.50</u>	202-463-782	Winter
		<b>1,106.40</b>		
<b>Equipment</b>	Mich Municipal League	<u>108.36</u>	649-000-807	Workmans Comp Fund
		<b>108.36</b>		
	<b>Total Bills to be Paid</b>	<b>8,306.70</b>		