

VILLAGE OF BEAR LAKE COUNCIL

12016 Russell Street
Bear Lake Village Hall

June 20, 2024

6:30 p.m.

UNAPPROVED REGULAR MEETING MINUTES

CALL TO ORDER

The regular monthly meeting of the Bear Lake Village Council was called to order by President Shelly Lynnes at the Village Hall at 6:34 p.m. The Pledge of Allegiance was said.

ROLL CALL:

President: Shelly Lynnes **Council:** Heather DeRidder, Janene Gee, Rodney Gee, Daniel Heiss

Treasurer: Tracy Gary **Clerk:** Becky Cline **Staff:** Jake Cline

GUESTS: **In Person:** Pauline Jaquish, Arvin Jay Krause, Jeanne Walsh-Vission
Phone: None

ADOPTION OF AGENDA:

The motion to adopt the June 20, 2024 Meeting Agenda was made by Heiss/ J. Gee.

Ayes: DeRidder, J. Gee, R. Gee, Heiss, Lynnes

Nays: None

Abstain: None

Absent: None

PUBLIC COMMENT REGARDING AGENDA ITEMS (3 minute maximum per person): None

CORRESPONDENCE: None

APPROVAL OF PRIOR MEETING MINUTES:

- 5/16/24 VC Monthly Meeting

The motion to approve the May 16, 2024 Village Council Monthly Meeting Minutes was made by R. Gee/ Heiss.

Ayes: DeRidder, J. Gee, R. Gee, Heiss, Lynnes

Nays: None

Abstain: None

Absent: None

- 6/13/24 VC Special Meeting

The motion to approve the June 13, 2024 Village Council Special Meeting Minutes was made by J. Gee/ R. Gee.

Ayes: DeRidder, J. Gee, R. Gee, Heiss

Nays: None

Abstain: Lynnes

Absent: None

UNFINISHED BUSINESS:

- Microsoft emails are finished
- Update on 2023 Audit for USDA- Complete and approved. Just waiting for confirmation that it can be posted to the website.

- **Update on 2024 Audit-** Partially done. Auditor is likely to need more information and will schedule another day to come gather the other documents she needs.
- **Cannabis- Ordinance and Zoning changes required** – President is still reviewing.

NEW BUSINESS:

- **Nov 2024 Election**

Shelly and Heather's terms are up this year and they will need to run again in November to continue serving in their current roles.

- **DPW Manager Part-Time Help**

The DPW Manager part-time help candidate is working on filling out his application. Shelly and Jake will put together a list of duties for him.

Jay has been doing a lot more of the grounds keeping work for the park. The council wants him to start keeping track of his hours so he can be compensated for his time.

- **Venmo for Electronic Payments for Bear Lake Community Market**

Tracy will call Filer to set up the Grant Match Fund bank account. After the account is created, a Venmo account can be created in order to accept electronic vendor payments.

- **New Sign for Village Hall/ DPW Building**

- An LED solar light needs to be purchased to face down from the top of the Village Hall/ DPW Building sign. A solar light also needs to be purchased to be mounted above the water payment drop box.

- **Website Update:** Jeanne needs a VC email, picture, and blurb from Heather DeRidder for the Village website.

- **Transferring the Bear Lake Community Market to Village Council Community Enrichment Committee**

Heather is the new Chairperson for the Community Enrichment Committee. Janene is the Co-Chairperson.

- **All Current Resolutions Have Been Added to Website**

REPORTS:

MAINTENANCE REPORT: Jake Cline

The DPW Manager's Report is attached below along with an Incident Report.

TREASURER'S REPORT: Tracy Gary

The Treasurer's Report is attached below.

BILLS TO BE PAID: Becky Cline

- See Itemized List Below

The motion to approve the June 2024 Clerk's Report was made by J. Gee/ DeRidder.

Ayes: DeRidder, J. Gee, R. Gee, Heiss, Lynnes

Nays: None

Abstain: None

Absent: None

COMMITTEE CHAIR REPORTS:

PARK: Janene Gee & Rodney Gee

There has been an issue of garbage being left in the porta potty in the park. Janene will make a sign to put on the porta potty to deter those from misusing it. Jake will look into adding a pad lock to the outside of the door so it can be locked at night.

Jay is looking into taking out the coin system from the showers in the bathroom as there has been issues with it and they are expensive to replace. A timer will be looked into for replacing the coin system.

WATER: Rodney Gee & Daniel Heiss

- Water Ordinance Update – Property Owner and Tenant/Occupant Responsibility Issue – Jeanne working on forms and procedures for tenant billing.
- Village of Bear Lake Water Ordinance- Form and Procedure for Sale of Property

STREETS, TREES, SIGNS, LIGHTS, SIDEWALKS, BUILDINGS, GROUNDS & EQUIPMENT: Daniel Heiss & Rodney Gee

- Marina Past Due Easement Update- We are still waiting on the check for the past due easement payment from the Marina.
- Jake is going to look into any possible grants to be used to purchase a hot patch machine. Shelly will contact Laura Loomis with MDOT to see if any of the money in the Major Savings Account can be used for purchasing a hot patch machine. Jake will also get quotes for what it would cost to tar and chip the roads that need repair.
- A Quick Claim Deed was done for the Hilary Eriksen building.

COMMUNITY ENRICHMENT: Heather DeRidder & Janene Gee

The motion to purchase signage for the Bear Lake Community Market out of the General Fund to not exceed \$250 was made by Heiss/ J. Gee. This will be reimbursed by the Grant Match Fund.

Ayes: DeRidder, J. Gee, R. Gee, Heiss, Lynnes

Nays: None

Abstain: None

Absent: None

EVENT UPDATE: None

BEAR LAKE IMPROVEMENT BOARD: Bill Beaver

None

PLANNING COMMISSION: Jeanne Walsh-Vission

- **Zoning Ordinance Updates**
 - Use Table Errors and Text Inconsistencies
 - MCPD attending next PC meeting to discuss DBO uses and STR memo
 - Cost of Public Hearing and Publication of Changes will be made at no charge to the Village
 - Land Use Permit Fee Change PC Recommendations- **Tabled Until Next Meeting**
- STR Ordinance - in process
- Blight Ordinance suggested changes- In process
- Master Plan Update
- Extra PC Meeting for July approved
- Short Term Rental Ordinance in Process
- Grant Match Account Wish List- TriPromWater Meeting Results from 6/18 Meeting- All three organizations are on board.
- Blight
 - Update from Village President on current status of blight referrals- There are multiple active blight cases currently.

PUBLIC COMMENT ON ANY VILLAGE COUNCIL TOPIC (3 minute maximum per person):

Pauline Jaquish inquired if the Village Council had heard anything more on what is going on with the old Lion's Club building.

There hasn't been any real update in regards to the Smith Community Center.

COUNCIL COMMENTS: None

MEETING ADJOURNMENT:

The motion to adjourn the meeting at 8:55 pm was made by Heiss/ DeRidder.

Ayes: DeRidder, J. Gee, R. Gee, Heiss, Lynnes

Nays: None

Abstain: None

Absent: None

Next Village Council Regular monthly meeting is July 18, 2024 at 6:30PM.

Respectfully Submitted,
Becky Cline
Clerk, Village of Bear Lake

DPW Manager's Report June 2024

- Checked wells daily
- Checked tower Weekly
- Took water samples to the lab on 6/5
- Completed MOR on 6/7
- Read meters on 5/31
- Deliver CCR to health dept and EGLE on 6/17
- Installed extension on fire hydrant.
- Had some water turn ons
- Worked on lining up water service install on Stuart St.
- Updated DDBP form
- Had a close call on 6/11 (See incident report)
- Flushed hydrants on Smith St
- Closely watched system residuals
- Received equipment for GIS system. Have been getting everything set up.
- CDSMI surveys will be conducted middle of July after Bear Lake days
- Have been cleaning out offices. Daniel helped me move a lot of the important heavy stuff on Monday. Got computers, printers and phone system all working.
- Cleaned up the Garage for offices/meeting area
- Helped Becky get wi-fi and phone service set up at Garage
- Put up tack boards in Garage
- Took Clerk laptop to Inacomp for wireless receiver repair
- Had to take two weed whips to freeman creek for repair.
- Got clipboards for camp posts and replaced broken ones
- Changed campground garbage as needed
- Met electrician to repair park manager's site breaker
- Replaced code lock on camp bathroom door
- Put out fish freezer
- Picked up cleaning supplies at Sams
- Cleaned up some brush from Triginta doing garden maintenance
- Service push mower
- Mowed park, corridor and pickle ball ct as needed. I have delegated park mowing to Jay as I have been/will be busy with the move and then with hydrant flushing/maintenance in the coming weeks. I will be asking Nate to do the mowing in town.
- Put picnic tables at Veteran Deck and at beach
- Picked up stuff to make buoy anchors. I'm waiting for the ground anchors still. Tractor Supply has them on order.
- Patched roads
- Had to take some personal time off for a funeral out of state
-

DRINKING WATER EMERGENCY REPORT

The Michigan Safe Drinking Water Act, 1976 PA 399, as amended, and the Administrative Rules promulgated thereunder (Act 399), Rule 2304 (2) requires that a written report be filed by the supply within ninety days after an emergency.

Please Complete and Return to:

EGLE-DWEH-Cadillac@Michigan.gov

Please format subject line as follows: **Subject: WSSN – Emergency Report**

Water Supply:	Village of Bear Lake
WSSN:	00510
County:	Manistee
Address:	12016 Russel St.
City:	Bear Lake
State/Zip:	49614
Report Prepared Date:	6/12/24
Report Prepared By:	DPW Manager Jake Cline
Violation No.:	No violation

Briefly describe the following. Attach additional pages as necessary.

1. | Discovery of the emergency

I discovered that the chlorine feed pump to my well had been left running on manual mode all day Monday.

2. | Cause of the emergency

I alternate wells weekly. Each week the "off" well chlorine pump loses prime. To prime it, I must unplug the pump from its power source that is only live when the well is running and connect it to the constant power source. The well from the previous week was running already, so I primed the line while it was running. As the pump was priming, I switched lead wells and forgot to unplug the chlorine pump from its constant power source. Consequently, the pump ran for 24hrs straight without my realizing it.

3. | Area of the system effected by the emergency

The water distribution system was affected.

4. Duration of the emergency

The event lasted from Monday 6/10/24 at about 7:30am to Tues 6/11/24 at 6 am.

5. Procedures by which the public was notified

Due to the fact that we never had a chlorine residual test that was over the MCL of 4.0 PPM, the public was not notified.

6. Corrective actions taken during the emergency

I immediately plugged the chlorine feed pump into its proper outlet connected to the well. Then I obtained a Chlorine residual sample from my distribution tap. The total Chlorine was .63 PPM. I next took a residual sample at the old distribution tap at 12376 Virginia St. and got a total residual of .65PPM. I took a sample on the west side of town at 12134 Maple St. and got a total residual of .30PPM. I then took a residual at the home closest to my well at 12143 Smith St. That had a total concentration of 1.02.PPM I called Kyle Bond at MRWA to confirm my actions and we agreed that flushing the main line on Smith St. off of the well would be a logical course of action. I started flushing at hydrant #23 located closest to the tank and let that flush for about 45minutes until the well came on. I took several residuals while flushing that hydrant and they started at 1.05PPM and dropped to .99PPM by the time I moved to my next hydrant, #21 on Smith St. I flushed that for about 25minutes. The final total residual there was about .6PPM. I then moved to the last hydrant on Smith St, #18, at the corner of Smith St. and US 31 and flushed that for about 15 minutes. The total residual there was .44PPM. Finally, we took a residual from 7632 Main St. at the NW corner of town. That total residual was .75PPM. We finished up by taking another residual at hydrant #23. That total residual was .45PPM.

This morning, I checked the same locations and the total residuals are as follows:

Distribution tap - .66PPM
12376 Virginia St. - .43PPM
12143 Smith St. - .45PPM
12134 Maple St. - .81PPM
7623 Main St. - .45PPM

7. Steps that will be taken by the supply to prevent future emergencies

Pending Council approval, which may be necessary if the cost is over a certain threshold, I will be changing the Chlorine feed line to solid "1 piece" tubing so that no air may get into the line. This should eliminate the need to prime the pumps every week.

Fund Balances

Date	Account	Total
5/31/2024	General Fund - Checking	\$61,726.19
	General Fund - Savings	\$9,970.57
	Water Receiving Savings	\$64,573.70
	Water O & M Checking	\$2,498.01
	Park - Checking	\$61,002.91
	Park - Savings	\$26,068.96
	Major - Checking	\$24,063.35
	Major - Savings	\$70,818.29
	Local - Checking	\$4,401.52
	Local - Savings	\$9,236.96
	Equipment - Checking	\$16,304.28
	Equipment - Savings	\$12,117.84

FUND	EQUIPMENT RENTAL	5/5/2024	5/12/2024	5/19/2024	5/26/2024	TOTALS
Water (2743)	591-000-943	\$85.59	\$134.97	\$73.62	\$110.43	\$404.61
Park (2735)	531-463-943	\$85.74	\$171.69	\$204.29	\$126.66	\$588.38
Major (2719)	203-463-943	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Minor (2727)	202-463-943	\$24.54	\$36.81	\$0.00	\$0.00	\$61.35
General		\$154.26	\$61.35	\$65.51	\$110.43	\$391.55
	TOTALS	\$350.13	\$404.82	\$343.42	\$347.52	\$1,445.89

CLERK REPORT

Bills to Be Paid: JUNE 2024

Fund	Payee	Amount	Account #	Notes
General			101-	
	Michigan Municipal League	\$ 558.00		MML Full Member Dues, Legal Defense Fund Member Dues
	MML Workers' Compensation Fund	1,337.00		Policy Premium 7/1/2024-7/1/2025
	USPS	17.46		Certified Mail and Return Receipt x2
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	The Pioneer Group	219.30		Resolution 2024-02, Ordinance 2024-02
	Superior Energy Company	(228.20)		CREDIT
	Superior Energy Company	(349.25)		CREDIT
	Manistee County	30.00		Quit Claim Deed Recording Fee
	Sam's Club	235.41		Membership Renewal, Entrance Mat, Toilet Paper, Trash Bags, Floor Cleaner, Blue Towels
	Republic Services	96.70		Trash Pick-Up service 5/18-5/31
	Consumers Energy	196.41		7780 Lake St. Bldg Mun
	Consumers Energy	40.22		7576 Lake St.
	Consumers Energy	179.76		Street Lights
	Consumers Energy	794.53		49614 Led Light Rd
	Consumers Energy	73.59		7780 Lake St L4 Light Bldg Mun
	Consumers Energy	64.52		12016 Russell St.
	Connie M Tewes CPA LLC	60.00		QuickBooks Consulting
	Spectrum	169.97		Internet, voice, wifi 5/19-6/18
	Bear Lake Improvement Board	787.50		Treatment to control Eurasian Water Milfoil in Bear Lake, 6.3 units, \$125/unit
	Saddle Up	426.40		May gas
	Jeanne Reimbursement	VistaPrint 175.05		Vinyl Banner for DPW Building

	CloudFlare	10.11		Registrar Renewal Fee- bearlakemichigan.org July 16 2024- July 15, 2025
	Randy Hyrns	1,320.00		April Billing
	InaComp	37.95		USB Wi-Fi Adapter for Clerk laptop
	InaComp	24.00		May 2024 Monthly Cloud Backup
	QuickBooks	146.28		Intuit QB Payroll Monthly Per Employee Fee Usage Fee
	Auto-Wares	(42.06)		CREDIT
	Mark Thompson Tree	255.00		June 2024 Brush Clean Up
	Bear Lake ACE Hardware	15.99		50' Telephone Cable
	Sub-Total	\$ 7,288.61		
Water			591-	
	USA Blue Book	\$ 390.93		5 gallons Safety Red Enamel Paint
	Consumers Energy	940.84		7791 Cody St.
	Ej- East Jordan Water Products	832.50		6" and 12" HYD EXT ASY
	Superior Energy Company	133.78		7791 Cody St.
	SOS Analytical	50.00		Coliforms Bacteria 5/7/24
	ETNA	410.00		2 VXU (Meter Antenna)
	ETNA	14.80		8 Flange Meter Drop In Gaskets
	Sub-Total	\$ 2,772.85		
Park			531-	
	Bear Lake Ace Hardware	\$ 159.99		Keypad Entry
	Bear Lake Ace Hardware	13.99		Anchr Eye w/Augr 4"x15"L
	Bear Lake Ace Hardware	92.86		Plastic Bucket 5Gal X4, Cement Redi-Mix 80# x 10
	Consumers Energy	643.81		7727 Park St.
	Spectrum	119.98		Internet and Voice 5/22-6/21
	Personal Plumbing, Inc.	155.70		Water line repair on shower for bathrooms
	CampSpot	209.00		Marketplace Booking and May Monthly Fee

	TSC	38.15		Earth Anchor and 6 5Gal Buckets
	Janene Reimbursement	871.51		3 Barrier Floats for Park
	Sub-Total	\$2,304.99		
Major			463-782	
		\$0.00		
	Sub-Total	\$0.00		
Minor			202-	
		\$0.00		
	Sub-Total	\$0.00		
Equipment			649-	
		\$0.00		
	Sub-Total	\$0.00		
Other				
		\$0.00		
	Sub-Total	\$0.00		
	TOTAL BILLS TO BE PAID	\$12,366.45		

Village of Bear Lake Water Ordinance

Procedure for Sale of Property

Section The Village of Bear Lake Water Ordinance shown on the Village website www.villageofbearlakemi.gov states:

Article IX Section 2 -- Service Termination Provisions:

(a). If a **water customer plans to move**, it is the customer's responsibility to notify the Village **at least two days prior to the moving date** to arrange for the DPW Manager to get a final meter reading, to provide the Village with their new mailing address and the new owner's name and address if known, and to discontinue service, if desired. When service is disconnected at a customer's premise for the purpose of moving, the customer is still responsible for water service and all associated costs with disconnection and is expected to pay the bill by the due date listed on the final water statement.

Failure to follow this procedure may result in you being billed for water charges after the sale of your home due to failure to notify the Village in advance so that a final water meter reading can take place and your name removed from the water account.

Please email or complete the form shown below and submit it to the Village DPW Manager, Jake Cline at dpw@villageofbearlakemi.gov. **ALL** of the information shown below **MUST** be provided in order to insure you do not get charged for water after the sale of your property.

-----**Seller to Complete All Fields Shown Below. Detach and Email or Send/Give to Village DPW Manager**-----

Property Owner (Seller) Name(s) : _____

Address of Property : _____

Seller Phone Number: _____ Seller Email: _____

Anticipate Closing Date : _____ Anticipated Move Date: _____

Seller New Address (Street Address, City, State and Zipcode) : _____

Does Seller want water disconnected ? No Yes Indicate Turn Off Date: _____

New Property Owner (Buyer) Name(s): _____

Seller Phone Number: _____ Seller Email: _____

Realtor or Title Company Name and Number : _____

-----**Village Water Operator Completes Section Below**-----

Date Form Received: _____ If Requested Water Turned Off, Date Completed : _____

Final Meter Reading: _____ Made On (Date): _____ Form to Treasurer on (Date) : _____

Final Water Bill Sent to Seller by Treasurer on (Date): _____