

BEAR LAKE LAKE BOARD

REGULAR MEETING

Thursday 12/1/2016

2:00 p.m.

MINUTES

CALL TO ORDER: 10:07 am

PLEDGE OF ALLEGIANCE TO THE FLAG:

ROLL CALL:

Present: Sam Janson, Terry Sabo, Darrell VanFossan, Brenda Moore and Kim Arter

Absent: None

Also: Recording Secretary Veronica West, and I. John Snider, citizen.

MINUTES: Darrell VanFossan moved to accept the minutes of May 9, 2016 and October 12, 2016. Terry Sabo supported the motion. The motion carried by voice vote. The minutes will be placed on file.

REPORTS:

Draft Outline of Lake Management Plan: Brenda Moore stated she made the changes this board had discussed and sent out the completed outline to this board, since she received no comments she will begin to write the full plan.

COMMUNICATION: None

PUBLIC COMMENT (On an Agenda Item): None

OLD BUSINESS:

- **Item 2016-03: Review of RFP's received for Attorney Services:** Three RFP's were received and copies of them were provided to all board members. All three listed an hourly rate, and one described a potential scenario where a retainer would be necessary. Board members discussed which had riparian law experience, and location of the attorney's office as travel distance would be a factor in cost. It was noted 2 of the 3 had some lake board experience. Darrell VanFossan stated he has a preference for Ronald A Bultje from Scholten Fant because of his location and experience. Brenda Moore agreed that proximity and the lower cost from Mr. Bultje is attractive. Terry Sabo suggested asking Mr. Snider, who is an attorney, his opinion on the 3 submissions. Mr. Snider declined to comment. Darrell VanFossan moved to accept the bid from Ronald A. Bultje of Scholten Fant. Brenda Moore supported the motion. A roll call vote was taken:
Voting in favor of the motion: Terry Sabo, Sam Janson, Brenda Moore, Darrell VanFossan and Kim Arter
Voting in opposition of the motion: None
Motion Carried.
- **Item 2016-04: Review of RFP's received for an engineering firm:** The request for an RFP was sent to six (6) different firms and four (4) bids were received. The bids were not opened prior to the meeting. Kim Arter opened each bid and passed them around to the board members. The bids were quite detailed and discussed in general and the bottom line costs ranged from about \$9,000 to about \$22,000, but the bids itemized cost by task allowing for the potential to choose tasks a la carte. Brenda Moore stated she would like to conduct interviews of the firms under consideration. Discussion covered

the need for more time to read through these proposals as they were just opened at this meeting and deciding how to proceed with interviews. The consensus was to for each board member to rank each proposal from 1 -4 (1 being the highest) in order to determine the top two proposals and interviewing just the top two firms. Sam Janson moved to table this item to allow time for each board member to review each proposal in detail and submit their rankings to Board Chair Kim Arter by Friday 12/9/16. Darrell Van Fossan supported the motion. The motion carried by voice vote. Terry Sabo suggested getting copies of the proposals to Mr. John Snider who is the Commissioner-elect for this district (District 8) as he is potentially going to fill the Commissioners seat on this board.

- **Item 2016-05: Proposed Contract Services for Recording Secretary:** Kim Arter began the discussion by noting she had discussed this subject with several different attorneys and their opinions basically determined that this Board is an entity unto itself, and recommended this Board subcontract with someone for the recording secretary services. There was discussion covering the need for this service for not only daytime meetings, but evening meetings and travel time. The board discussed paying an hourly rate, also discussed that the hourly rate would need to cover not only meeting time but also time after the meeting to put the minutes document together in the final format. Brenda Moore commented on the cost of a court reporter being about \$200 per hour, but that entails a complete transcript and is more than this board needs, but added that it is important to have a professional person that does this type of work. Several hourly rates were discussed. Sam Janson moved to pay an hourly rate of \$35.00 per hour for the contract services of a recording secretary and to give Chairperson Kim Arter the authority to fill the position. Darrell VanFossan supported the motion. A roll call vote was taken:
Voting in favor of the motion: Terry Sabo, Darrell VanFossan, Brenda Moore, Sam Janson and Kim Arter.
Voting in opposition of the motion: None
Motion Carried.

NEW BUSINESS:

- **Transition:** The Board discussed transition with regard to Mr. Terry Sabo leaving this board as he has been elected to the 92nd State Representative seat and the County Commission will need to appoint another commissioner to fill the seat on this board. It was unclear if the County Commission could make the appointment in December or if they would have to wait until after the first of the year when all the new commissioners are seated.
- **Next Meeting:** Discussed interviews of the top 2 engineering proposals, working around the holidays and giving the firms enough notice to attend the meeting for interview purposes. A consensus was reached and the next meeting has been tentatively scheduled for Thursday January 5, 2016 at 10:00 am and it will be held at North Muskegon City Hall.

CITIZENS COMMENTS:

ADJOURN: Terry Sabo moved to adjourn the meeting. Darrell VanFossan supported the motion. The motion carried by voice vote and the meeting adjourned at 2:47 pm.

Respectfully Submitted:
Veronica West
Recording Secretary

Approved by the Bear Lake Lake Board on _____.

Signed: _____.