

**Village of Bear Lake Council**  
REGULAR MEETING  
October 18, 2017  
Bear Lake Village Hall  
Approved Minutes

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

**Present: President:** Jeff Bair **Council:** Peggy Bass, Marla Evans, Greg McPherson, Joanne Schroeder and Ron Ronning

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

**Absent:** Jackie Johnson

**Guests:** Six (6) guests signed in

**Motion to Adopt the Agenda as presented with additions by Ronning and seconded by McPherson,** motion carried.

Ayes: Bass, Evans, Johnson, G. McPherson, Ronning, Schroeder, Bair

Nays: none

Absent: Johnson

Additions & correction: Pauline Jaquish and Don Brisbin to be added after Reimbursements to General Fund and Act 51 non-motorized money should be under Streets, Trees, Signs, Lights. Sidewalks not under Water.

**Public Comment:**

- None

**Correspondence: Read by clerk:**

- Resignation letter from council member Joanne Schroeder was received & read by the clerk.

A motion to accept Joanne Schroeders resignation letter was made by Schroeder, seconded by Bass. Motion carried.

Ayes: Bass, Evans, Johnson, G. McPherson, Ronning, Schroeder, Bair

Nays: none

Absent: Johnson

**REPORTS:**

**Approval August 23, 2017 Special Meeting:**

- **Motion to approve minutes from August 23, 2017 Special Meeting with correction by Bass, seconded by McPherson. Motion Carried.**

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

Nay: None

Absent: Johnson

Correction: Misspelling of Health Care Act

**Approval September 20, 2017 Regular Meeting:**

- **Motion to approve minutes from September 20, 2017 Regular Meeting by Schroeder, seconded by Ronning. Motion Carried.**

Aye: Evans, McPherson, Schroeder, Ronning, Bair

Nay: None  
Abstain: Bass  
Absent: Johnson

Corrections: Change holiday banners to winter banners

- **Maintenance Report:** Reviewed by Jared Bair. Written report on file with October 2017 minutes
- **Treasurer's Report:** Reviewed by King. Written report on file in the October 2017 minutes binder.

<b>General</b> checking/savings total	<b>62,917.23</b>
<b>Water</b> checking only	<b>22,627.80</b>
Money Market Account	<b>10,071.52</b>
<b>Park</b> checking/savings total	<b>19,865.16</b>
<b>Park CD#2</b>	<b>33,065.98</b>
<b>Major Street</b> checking/savings total	<b>38,388.14</b>
<b>Minor Street</b> checking/savings total	<b>13,176.20</b>
<b>Equipment Fund</b> checking/savings total	<b>3,059.65</b>
<b>Honor Bank CD</b>	<b>26,029.93</b>

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

Aye: Bass, Evans, McPherson, Ronning, Schroeder, Bair  
Nay: none  
Absent: Johnson

- Amendments to Budget 2017-2018

- **A motion was made to approve amendments as listed below to the 2017-2018 budget by Bass, seconded by Ronning. Motion carried.**

Aye: Bass, Evans, McPherson Schroeder, Ronning, Bair  
Nays: None  
Absent: Johnson

**Amendments:**

General	increase by \$2,000	Village Board President to \$13,500 \$1,000 from election \$500 from Gas & Oil \$500 from Print & Publish
Water	increase by \$1,300 Office supplies Increase by \$4,900 Capital Outlay	
Park	Increase by \$1,779.50	Wages & salaries to \$14,779.50 \$400 from Operating Supplies \$200 from Bank Charges \$1,179.50 from Equipment Rentals Increase Garbage collection to \$1,700 \$300 from Professional Services

**Bills to be paid** presented by Clerk. List on file in October 2017 minutes folder.

**Motion to pay the bills with additional bill by Schroeder, seconded by McPherson.**

**Motion carried.**

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

Nay: none

Absent: Johnson

Addition: Under Park, Bear Lake Improvement Board, \$441.00, #531.000.955,  
Park total bill is \$796.66. Total of all bills to be paid - \$7,096.73

**Reimbursements to the General Fund** were read by President Bair.

- Wages to General Fund: \$1,542.51
- Equipment Rental to General Fund: \$1,257.75

**Reports by Pauline Jaquish** – Pauline gave a report on the blighted Variety Building.

Bids have been sent for the take down & removal of the Variety Building and have received one bid. Company will need to apply for permits. Safety barriers & CERT team will be in place. The white building behind the Variety Building is back for sale.

Information on it can be found at [manisteecounty.gov/treasurer](http://manisteecounty.gov/treasurer)

Additional report on AES (Alliance for Economic Success). AES has a one (1) year contract with the county of Manistee.

Jaquish reported that AES has assisted in getting over \$300k in grant/trust money for Manistee county & surrounding area.

Don Brisbin announced he will be stepping down from the Bear Lake Improvement Board and wanted to thank the Bear Lake Village Council for their support. It will be up to the BL Improvement board to find a replacement.

**Committee Chair Reports:**

**Park:** Park committee met during past month & tonight presented suggestion for new fee structure for the 2017 season.

- **Motion to approve Hopkins Park rate increases and cancellation fees for 2018 by Ronning, seconded by Evans. Motion Carried.**

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

Nay: None

Absent: Johnson

Park rate increases:

Daily	\$25 to \$27	lake front lots	\$20 to \$22	back lots
Monthly	\$500 to \$550	lake front lots	\$450 to \$500	back lots
Seasonal	\$1800 to \$1900	lake front lots	\$1500 to \$1600	back lots

Deposits are half of rate.

Cancellation fees:

Seasonal – less than 30 days of stay ½ deposit, more than 30 days notice -\$25.00

Monthly – less than 15 days of stay ½ deposit, more than 15 days notice -\$25.00

Daily – less than 7 days of stay ½ deposit, more than 7 days, \$10 cancellation fee

- **Motion to have Park Manager do a report on Hopkins Park for each meeting with the Occupancy/Vacancies, Total Deposits, Total Expense, Projects and Park Needs by McPherson, seconded by Bass. Motion Carried.**

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

Nay: None

Absent: Johnson

- **Motion to approve the Hopkins Park ad in the Manistee County Visitors Bureau magazine/website, cost no more than \$230 by Ronning, seconded by Bass. Motion Carried.**

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

Nay: None

Absent: Johnson

- Corrections/additions will be changed to the Village website
- President Bair will take care of having Charter and Republic services put on hold for the season.
- Park report by Park manager is on file in the October 2017 file.

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

Act 51 Non-Motorized money, items and reporting was discussed. The village is in compliance.

**Water:** President Bair gave an update on the Water Well project. Fleiss & VanderBrink will be reviewing all items before bidding.

Treasurer King reported a new bank account is required to be set up for the USDA payments/escrow for the DPW Maintenance Building & plow truck

- **Motion to open a new account at Honor Bank for DPW & USDA money transfers by McPherson, seconded by Evans. Motion Carried.**

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

Nay: None

Absent: Johnson

Water Ordinance – No Well Ordinance; Evans will work with Johnson, Jared Bair & Gary McBride on this. President Bair will contact Johnson.

**Buildings, Grounds & Equipment:**

The deposit (\$5,000.00) for the new plow truck was made. Additional required items were needed for the truck, per MDOT. An engine block heater was also needed as the truck is parked outside during the winter and a wing blade was added. Total cost of plow truck is \$37,690.00. The money will be taken from Major Savings; \$5690.00, Minor Savings; \$2,000 and Equipment Savings \$25,000. As the truck is used Equipment Rental will be charged & money transferred to the Equipment Account.

**Motion to write a check for the plow truck for \$32,690.00 by Ronning, seconded by McPherson. Motion carried.**

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

Nay: none

Absent: Johnson

President Bair has changed the amount with the Grant Revenue Sharing to \$22,000.00.

**Blight/CABA:**

**CABA:** Rick Farfsing reported that CABA supports AES and their help. Their communication & transparency needs improvement. Without AES Bear Lake probably would not have had as much access to grant money, we thank them for their support.

**BLIGHT:** Blight Officer report on file in the October Minutes folder. Discussion with the Blight Hearing Officer will be needed for some areas of blight. Clerk & President will follow up with Mr. Lutz on paper work.

**Planning Commission:** Chairperson Barb Farfsing gave a report on Planning Commissions October meeting. Report on file in October minute folder.

We are continuing to review the traditional zoning ordinances and form based codes from communities that already have them in place. We want to make sure that whatever is chosen is the right fit for Bear Lake.

Continued discussion on Streetscape, Hopkins Park, open air venues, multi-family housing, music on the deck, bringing business to downtown area (what buildings are available and are the landowners willing to rent them).

Clerk McPherson & Farfsing attended the second half of the Redevelopment Ready Community seminar in Lansing; a state-wide program to teach communities how to be ready for development, invest & reinvest in their communities.

**Manistee County Trail Committee Report:** McPherson stated next meeting is December 9, 2017.

**Bear Lake Improvement Board:** McPherson reported lake survey took place the end of August, treated 14 acres this year. Possibility of changing their auditors for 2018. BL Improvement audit will be on their website. Don Brisbin is stepping down as chairman. Next meeting will be December 21, 2017 at 7pm at Bear Lake Township.

**Two Lakes Sewer Collaborative:** McPherson reported committee had discussion on communication methods with the public. They would like to post their minutes on Bear Lake Village website with links to Pleasanton, Onekama & Bear Lake Township.

**Motion to appoint Jeff Bair as the alternate designee for the Two Lake Sewer Collaborative by Bass, seconded by McPherson. Motion carried.**

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

Nay: none

Absent: Johnson

Meetings will be the first Wednesday of each month at 4pm at Bear Lake Township Hall, next meeting is November 1, 2017.

**Ad Hoc – Policy, Resolution & Ordinance Committee** – No report Looking for a volunteer student to help out. Working with Jeff Harthun for a possible student.

## **OLD BUSINESS**

**Healthcare stipend; Motion to give Jared Bair a monthly stipend of \$225.00 to begin January 2018 for one (1) year by Bass, seconded by McPherson. Motion carried.**

Aye: Bass, Evans, McPherson, Ronning, Schroeder,

Nay: none

Abstained Bair

Absent: Johnson

**Appointment of elected positions, clerk & treasurer** - Clerk McPherson reviewed ordinance to council. **Motion to adopt ordinance to change clerk & treasurer positions from elected to appointed by Schroeder, seconded by McPherson. Motion carried.**

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

Nay: none

Absent: Johnson

- Update by clerk McPherson on winter banners & snowflake lights, all on track.

#### **NEW BUSINESS**

Clerk McPherson and Treasurer King presented to the council the opportunity of updating & correct set up of Quick Books for both positions. Total cost would \$4,900.00 which includes software & set up of Quickbooks. This would be done through Baird, Cotter & Bishop, P.C. **Motion to go ahead with the updating and set up of Quickbooks with Baird, Cotter & Bishop by Bass, seconded by McPherson. Motion carried.**

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

Nay: none

Absent: Johnson

- Quick review of upcoming budget process by clerk McPherson asking committee chairs to review upcoming needs to report at next meeting.

#### **Follow up on item from September monthly meeting.**

- Schroeder reported the trees have been planted on Wise, Baker property.

#### **COUNCIL COMMENT:**

- None

#### **PUBLIC COMMENT:**

- Don Raiff – thank you to AES for their help in the village with the master plan & approx. \$50K in grant money. He would like to see a balance report done on the Blight Elimination Fund at each meeting.
- Larry Gibson is looking for new CERT Team members. Training class on October 20, 2017.
- Barb Farfsing had blight concerns regarding properties on Virginia Street & Cody/Lynn Streets. Gibson to follow up.
- Sally Gibson asked about Council member Schroeder's vacancy position. A resident in the village will be appointed by the council, per President Bair.

#### **COMING EVENTS**

- Community dinner at Bear Lake United Methodist Church – Thursday 10/19
- Bear Lake Promoter's After Hours event – Pleasanton Greenhouse – Thursday 10/26
- Trunk or Treating event – Tuesday 10/31

**Meeting adjourned at 9:04p.m.**

Respectfully Submitted,  
Cindi McPherson, Clerk

#### **REIMBURSEMENTS TO THE GENERAL FUND AND EQUIPMENT FUND:**

WAGES	September 2017	Amounts
Water Fund	591-000-702	\$312.00
Park Fund	531-000-702	\$1,153.50 – 598.89 = 554.61
Note: \$598.89 too much transferred in July 2017 out of Park wages		
Major Fund	202-463-702	\$396.50

Minor Fund	203-463-702	<u>\$279.00</u>
TOTAL		\$1,542.51

EQUIPMENT RENTAL      September 2017 Amounts		
Water Fund	591-558-943	\$189.75
Major Fund	202-463-943	\$712.00
Minor Fund	203-463-943	<u>\$356.00</u>
TOTAL		\$1,257.75

**Bills To Be Paid with addition                      October 18, 2017**

Fund	Payee	Amount	Account #	Notes
<b>General</b>	Young, Graham, Wendling PC	200.00	101-265-801	October phone retainer
	Koorsen Fire & Security	<u>69.20</u>	101-265-930	Fire extinguisher inspection
		<b>269.20</b>		
<b>Water</b>	Jackpine Business Center	26.00	591-265-900	Print & Pub
	Staples More Account	953.95	591-558-727	new computer & printer
	Northwoods Printers	491.98	591-558-727	Water Depart Invoices
	Mead & Hunt	144.00	591-558-801	Sampling
	Young Graham & Wendling	<u>847.00</u>	591-558-801	Water Well project
		<b>2,462.93</b>		
<b>Park</b>	Northstar Automotive	171.40	531-000-775	oil & parts - sm red truck - 1/3
	BL Ace Hardware	25.57	531-000-775	Rep & Maint
	Koorsen Fire & Security	69.19	531-000-775	Fire extinguisher inspection
	<b>Bear Lake Improvement Board</b>	<b>441.00</b>	<b>531-000-955</b>	<b>treatment of Bear Lake</b>
	West Coast Farm Services	<u>62.50</u>	531-000-775	1/3 of bill, serv to loader
		<b>769.66</b>		
<b>Major</b>	West Coast Service	62.50	202-463-782	1/3 of bill, serv to loader
	West Coast Service		202-265-775	Repairs to dump truck

		2,223.50		
	Koorsen Fire & Security	69.19	202-463-782	Fire extinguisher inspection
	Reimbursement to Jared	17.00	202-463-782	Absolute Auto Repair & Tire - repair
	Northstar Automotive	171.40	202-463-782	oil & parts - sm red truck - 1/3
	Brain's Auto Parts	98.58	202-463-783	One way plow blade
	Auto-Wares Group	<u>11.44</u>	202-463-782	windshield wiper
		<b>2,653.61</b>		
<b>Minor</b>	Northstar Automotive	171.40	203-463-782	oil & parts - sm red truck - 1/3
	Koorsen Fire & Security	69.19	203-463-782	Fire extinguisher inspection
	Brain's Auto Parts	98.58	203-463-783	One way plow blade
	West Coast Farm Service	184.00	203-463-782	Repairs to Dump truck
	West Coast Farm Service	<u>62.50</u>	203-463-782	1/3 of bill, serv to loader
		<b>585.67</b>		
<b>Equipment</b>		-		
	<b>Total Bills to be Paid</b>	<b>6,741.07</b>		