

**Village of Bear Lake Council**  
REGULAR MEETING  
December 13, 2017  
Bear Lake Village Hall  
Approved Minutes with corrections (cmc)

*The regular meeting of the Bear Lake Village Council was called to order by President Jeff Bair at 7:02 p.m. at the Village Hall. Pledge of Allegiance was said.*

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

(G. McPherson arrived at 7:21p due to snow conditions)

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

**Absent:** None

**Guests:** Two (2) guests

**Motion to Adopt the Agenda with addition by Ronning and seconded by Johnson,** motion carried.

Ayes: Bass, Evans, Johnson, Ronning, Bair

Nays: none

Absent: McPherson - late arrival

Addition: County Commission Report after Blight/CABA

**Public Comment:**

- None

**Correspondence: Read by clerk:**

- A note was received from a village resident for repair to water pipe clean out after repair to water pipe issue at street stop. Bill present was for \$10.49, receipt of \$75 repair bill was hand written to an individual making inside repairs. Discussion was held, suggests the maintenance manager to provide residents with instruction on what to do when turning water back on. Instructions also in the water newsletter.
- **Motion to pay bill for \$10.49 when pay remaining balance when receipt of \$75 is provided by Johnson seconded by Bass, motion carried.**

Aye: Bass, Evans, Johnson, ~~McPherson~~, Ronning, Bair

Nay: none

Absent: McPherson – late arrival

APPOINTMENT OF NEW COUNCIL MEMBER:

Andrea Ware was introduced by President Bair for appointment to replace past council member Joanne Schroeder.

**Motion to approve and appoint Andrea Ware as replacement trustee to the council by Ronning seconded by Evans, motion carried.**

Aye: Bass, Evans, Johnson, Ronning, Bair

Nay: none

Absent: McPherson – late arrival

**REPORTS:**

**Variety Store update:** President Bair reported the demo is in progress and the finish date is December 29, 2017.

**Approval of November 15, 2017 minutes on the Public Hearing for the new DPW Building Meeting and the regular November 15, 2017 monthly meeting:**

- **Motion to accept the minutes from November 15, 2017 Public Hearing on the new DPW Building meeting by Bass, seconded by Evans. Motion Carried.**

Aye: Bass, Evans, Ronning, Bair

Nay: None

Absent: McPherson – late arrival

- **Motion to accept the minutes from November 15, 2017 regular monthly meeting with correction by Evans, seconded by Ronning. Motion Carried.**

Aye: Bass, Evans, Ronning, Bair

Nay: None

Absent: McPherson – late arrival

Correction: Special recognition: “awarded by Michigan Emergency Management Association (MEMA)” not the Manistee County Board of Commission. It was held at the Manistee Board of Commission.

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

<b>General</b> checking/savings total	<b>56,017.77</b>
<b>Water</b> checking only	<b>45,128.82</b>
Money Market Checking	<b>10,075.66</b>
<b>Park</b> checking/savings total	<b>13,058.51</b>
<b>Park CD#2</b>	<b>33,065.98</b>
<b>Major Street</b> checking/savings total	<b>30,483.51</b>
<b>Minor Street</b> checking/savings total	<b>9,472.51</b>
<b>Equipment Fund</b> checking/savings total	<b>3,054.69</b>
<b>Honor Bank CD</b>	<b>1,029.93</b>

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

Aye: Bass, Evans, Johnson, Ronning, Bair

Nay: none

Absent: McPherson – late arrival

- Amendments to Budget 2017-2018

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

Aye: Bass, Evans, Johnson, Ronning, Bair

Nays: None

Abstain: McPherson

Absent: None

**Amendments:**

General Village Board & President amended to \$14,480

	Increase Wages to \$41,260.00	\$1800 from DPW Building \$1460 from Repair & Maint
	Increase Plan Comm. wages to \$1,190.00	\$290 from Trees
	Increase Office Supplies to \$1,610.00	\$210 from Trees
	Professional Services amend to \$5110	
Water	Repair & Maint increase to \$3,100	\$600.00 from Capital Outlay
	Professional Services increase to \$20,000	
	Postage increase to \$391	\$41.00 from Capital Outlay
	Equipment Rental	\$359 from Capital Outlay
	Capital Outlay reduced to \$2,000.00	
Park	Increase Salary & Wages to \$15,279.50	\$100 from Print & Publishing \$200 from Park Improve \$200 from Garbage Collect

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

Discussion and concern on the cost to the village in attorney fees related to the Bear Lake News group.

**Motion to pay the bills with addition by Bass, seconded by Johnson. Motion carried.**

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

Nay: none

Absent: None

Addition: Two Lake Collaborative Sewer Authority \$112.50

**Motion to pay the bill to Bear Lake Township for Water Service Franchise Ordinance by McPherson, seconded by Evans. Motion carried.**

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

Nay: none

Absent: None

**Motion to amend the budget from Capital Outlay to Print & Publishing by McPherson, seconded by Evans. Motion carried.**

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

Nay: none

Absent: None

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

- Wages to General Fund: \$2,019.00
- Equipment Rental to General Fund: \$2,370.85

**Committee Chair Reports:**

**Park:**

- **Park Report** by Park Manager, Jeff Bair on file in December 2017 folder.
- No grant was received for the Canoe/Kayak launch. The application was short on points. Bair recommends trying again
- Needs in the park for the 2018-2019 Budget year:
  - Replacing 5 picnic tables and 6 campground fire rings.
 Discussion on a \$700.00 bad check received from past summer camper, treasurer will send collection letter recommending a payment plan.

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

- “No Parking” sign installed on corner of Cody and Lynn

**Water:**

- Water Well update; everything is very close to finished. Property split sale is being reviewed.
- Water Ordinance is tabled until January for an appointed committee of Bair, Johnson & Evans to review language used.
- Water rate is at USDA recommended rate.

**Buildings, Grounds & Equipment:**

- Self-evaluation of village office building was completed. Report on file in December 2017 minutes file. Village maintenance can do most of the construction work to cut down on cost.
- No additional money was granted for the plow truck from Revenue Sharing.
- No money has been received from USDA at this time on the DPW building or plow.

**Blight/CABA:**

**CABA:** No report.

**BLIGHT:** Blight Officer report on file in the November Minutes folder. Report on posted properties, meeting with Manistee County Magistrate and future plans.

Blight Officer mentioned Manistee County Sheriff is offering training; Civilian Response Armed Situation Exercise (CRASE); and wanted to know if the village would be interested in hosting one in Bear Lake at the church or school. President Bair will check this out.

**Blight Hearing Officer** checking into the cost of liability insurance for him. Clerk checking with village attorney for minimum amount of insurance needed.

**County Commission Report:** No report

**Planning Commission:** No report, next meeting December 19, 2017 at 5pm Village office.

**Manistee County Trail Committee Report:** McPherson reported on meeting. Thompsonville/Kaleva trails inspected. Discussion on changing the name of committee, possibility of dropping the word “Authority”. Next meeting is February 12, 2018.

**Bear Lake Improvement Board:** McPherson reported no meeting. Next meeting will be December 14, 2017 at 7pm at Bear Lake Township Hall.

**Two Lakes Sewer Collaborative:** McPherson reported no meeting, not sure on next meeting date.

**Ad Hoc – Policy, Resolution & Ordinance Committee** – No report Looking for a volunteer student to help out with policy, ordinance & resolution books. Did talk to a village resident to scan items in, waiting to hear back from her.

**OLD BUSINESS**

**Budget Schedule:** Clerk reminded Committee heads to look at their current budget & potential items to include in 2018 budget.

**Employee ETO Policy:**

**Motion to accept the new Earned Time Off Employee Policy with corrections by Ronning, seconded by McPherson. Motion carried.**

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

Nay: none

Absent: None

Corrections; change the word "vacation" to "ETO" throughout the document.

**NEW BUSINESS**

- Year 2018 Meeting Dates

**Motion to accept the 2018 Council meeting dates as presented with November date changed to November 14 by McPherson, seconded by Ronning. Motion carried.**

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

Nay: none

Absent: None

- Villages 125<sup>th</sup> year – Looking at October 12 & 13, 2018 for celebration. Marla Evans will be village representative with the Bear Lake Promoters for BL Days promotion. Council would like to do a smaller celebration in October 2018. To be determined.
- Community Clean-Up Day will be June 30, 2018. Will ask Bear Lake Township if they would like to partner with us for the clean-up day and split the cost. Possibly having one in the fall also. Evans and McPherson will work on this. Suggested Fall date is October 13, 2018
- Employee Evaluation was reviewed for the Maintenance Manager
- Mass Gathering Ordinance was discussed, would like a definition of Mass Gathering. Clerk will talk to the Village of Copemish regarding their ordinance.
- Resolution for Appointment of Clerk & Treasurer - Tabled
- Water Review Board member – still looking
- Water Superintendent contract – clerk McPherson will draw up a service contract for all individuals/companies that the village uses for service. Ex: trees removal, water shut off/on...etc.
- Employee year-end bonus

**Motion to approve \$200 year end bonus to Jared Bair by McPherson, seconded by Johnson. Motion carried.**

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

Nay: none

Absent: None

- Gary McBride invoice – no approval given to pay this invoice. Discussion on: Water Superintendent's responsibilities are other than MISS DIG flags; expense bills from Gary McBride's education class & training (Village paid for classes & membership); review of travel expense submitted by Gary McBride will be done by President Bair. Hold on McBride MISS DIG payment until further clarification.

**Follow up on item from October monthly meeting.**

None

**COUNCIL COMMENT:**

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**PUBLIC COMMENT:**

**COMING EVENTS**

- There will be no Community dinner at Bear Lake United Methodist Church, Thursday December 21, 2017
- Sparkle in the Park

**Meeting adjourned at 9:50p.m.**

Respectfully Submitted,  
Cindi McPherson, Clerk

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

<u>WAGES</u>	<u>NOVEMBER 2017</u>	<u>AMOUNTS</u>
Water Fund	591-000-702	\$1,106.00
Park Fund	531-000-702	\$104.00
Major Fund	202-463-702	\$409.00
Minor Fund	203-463-702	<u>\$400.00</u>
TOTAL		\$2,019.00

<u>EQUIPMENT RENTAL</u>	<u>NOVEMBER 2017</u>	<u>AMOUNTS</u>
Water Fund	591-558-943	\$768.68
Major Fund	202-463-943	\$898.75
Minor Fund	203-463-943	<u>\$703.42</u>
TOTAL		\$2,370.85

**Bills To Be Paid with additions December, 2017**

<b>Fund</b>	<b>Payee</b>	<b>Amount</b>	<b>Account #</b>	<b>Notes</b>
<b>General</b>	Jackpine	71.50	101-265-900	Receipt books
	MML Worker's Comp Fund	92.00	101-265-702	Paroll audit
	Manistee Ctyy Controller	256.47	101-265-801	Tax Map & Assessment Roll Maint. Fee
	Pioneer Group	37.63	101-265-900	Public Mtg announcement
	Staples	65.06	101-215-727	Toner, Paper
	Young, Graham, & Wendling PC	1,491.60	101-265-801	Bear Lake News Group emails, letters to them re: FOIA, ADA Act
		<hr/> <b>2,014.26</b>		
<b>Water</b>	Bear Lake Ace Hardware	97.43	591-558-775	misc water supplies

	Jared Bair reimbursement	28.59	591-558-775	Lowe's purchase of tool & batteries
	Haviland Products Co	471.00	591-558-775	Bleach
	McBride Septic Systems	355.00	591-558-801	Wise St curb stop; Variety Bldgs disconn.
	MISS DIG System, INC	434.29	591-558-801	Annual fees
	SOS Analytical	60.00	591-558-775	Water testing materials
	USA Blue Book	377.78	591-558-775	new pump
	US Postmaster	48.00	591-558-850	stamps for January 2018 water bills
	Bear Lake Township	591.25	591-558-943	reimburs for Water Serv Franchise Ordin
	Two Lakes Collab Sewer Author	112.50	591-000-890	lawyer fees
	Patricia Shijka	10.49	591-558-775	reimburse for damage from curb stop
	Young, Gramh, Wendling	<u>500.00</u>	591-558-801	USDA water project
		<b>3,086.33</b>		
<b>Park</b>	Bear Lake Township	124.58	531-000-970	Winter Taxes on Lake Street property
	Blarney Castle Oil Co	<u>912.56</u>	531-000-920	Fuel oil - Municiple Bldg
		<b>1,037.14</b>		
<b>Major</b>	Auto-Wares	230.94	202-463-782	Misc. supplies
	West Coast Farm Services	<u>224.75</u>	202-463-783	Big Red transmission fluid/filter change
		<b>455.69</b>		
<b>Minor</b>	Auto-Wares	230.93	203-463-783	Misc. supplies
	West Coast Farm Service	<u>224.75</u>	203-463-783	Big Red transmission fluid/fiter change
		<b>455.68</b>		
	<b>Total Bills to be Paid</b>	<b>7,049.10</b>		

<b>Water</b>	MISS DIGG System, INC	434.29	591-558-801	Annual Fees - HOLD for clarification
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