

**Village of Bear Lake Council**  
REGULAR MEETING  
January 17, 2018  
Bear Lake Village Hall  
Approved Minutes with correction, CMC

*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 and Larry Gibson

**Absent:** Jackie Johnson

**Guests:** Two (2) guests

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

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

Nays: none

Absent: Johnson

Additions: Old Business – Grants; New Business: ETO & Cash In-Lieu Policy and Building door; Follow-up – add Gary McBride

**Public Comment:**

- Guest questioned councilman McPherson regarding where the unapproved October 2017 minutes were for Two Lake Sewer Meeting on January 4, 2018 as he did not attend the meeting. (McPherson is secretary this the group.)

**Correspondence: Read by clerk:**

- Clerk reported on resident complaint on snow plow damage to their personal basketball hoop located along the street in front of their house. Clerk presented pictures. Council recommended the home owner to try and claim it on their home owner's insurance before the village sends it to their insurance company. Clerk will contact the home owner.

**REPORTS:**

**Variety Store update:** President Bair reported building is gone, hole is filled in and lot will be seeded in Spring. Large equipment may stay there until Spring.

**Motion to accept the minutes from December 13, 2017 regular monthly meeting with correction by Ronning, seconded by Evans. Motion Carried.**

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

Nay: None

Absent: Johnson

McPherson name to be stricken from Motion to pay bill for \$10.49 etc..

Maintenance Manger should read Manager.

- **Maintenance Report:** Verbal report was given by Jared Bair.
- **Treasurer's Report:** Reviewed by King. Written report on file in the January 2018 minutes binder.

<b>General</b> checking/savings total	<b>48,889.52</b>
<b>Water</b> checking only	<b>40,903.99</b>
Money Market Checking	<b>10,077.80</b>
<b>Park</b> checking/savings total	<b>10,626.61</b>
<b>Park CD#2</b>	<b>33,102.67</b>
<b>Major Street</b> checking/savings total	<b>31,057.82</b>
<b>Minor Street</b> checking/savings total	<b>9,610.50</b>
<b>Equipment Fund</b> checking/savings total	<b>3,054.88</b>
<b>Honor Bank CD</b>	<b>1,029.93</b>

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

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

- o Amendments to Budget 2017-2018

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

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

**Amendments:**

General	Increase Payroll Expenses	\$200
	Increase PC Wages	\$135
	Increase Village Board & President Wages	\$368.67
	Increase Blight Enforcement	\$391.64
	Increase Repairs & Maintenance	\$500
	Increase Office Supplies	\$7.75
	\$4,003.06 from Treasurer Salary to cover	
Water	Increase Utilities	\$1500
	Increase Postage	\$98
	Increase Print & Publishing	\$134.87
	\$1,732.87 from Interest Expense	
Park	Increase Repairs & Maintenance	\$1,054.43
	Increase Professional Service	\$433.50
	\$1,487.93 from DPW Build Repayment	
Major	Increase Repair Outsource	\$1,000
	Increase Repairs & Maint – Winter	\$500
	\$1,500 from Wages	
Minor	Increase Repairs (Outsourced)	\$1,000
	Increase Repairs & Maint-Winter	\$600
	Increase Repair & Maint – Summer	\$45.93
	Increase Equipment Rental	\$2,100
	\$3,000 from DPW Building \$700 from Gas & Oil	

**A motion was made to make amendment in Major Street Fund to move \$5690 out of Accumulated Fund Balance to checking account by Evans seconded by Ronning.**

**Motion carried.**

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

**Bills to be paid** presented by Treasurer. List on file in January 2018 minutes folder.

**Motion to pay the bills by Bass, seconded by McPherson. Motion carried.**

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

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

- Wages to General Fund: \$3,658.93
- Equipment Rental to General Fund: \$6,220.96

**Committee Chair Reports:**

**Park:**

- **Park Report** verbal report by Park Manager. Three checks have been received for seasonal campers.  
A follow up was asked by McPherson on the \$700.00 bad check received from past summer camper, \$700 payment was received but NSF of \$25 was not received. Camper said she would send balance.

**Streets, Trees, Signs, Lights, Sidewalks:** No report

**Water:**

- Ken Mlcek from Fleis & VanderBrink said the Water/Well project is advertised & posted on various websites. January 31, 2018 there will be a pre-bid meeting at Bear Lake Village Office at 2pm. February 19, 2018 bids open to the public at 2pm also at the Bear Village Office.
- Water Ordinance is tabled until February, appointed committee of Bair, Johnson & Evans have reviewed for language use, village attorney is now reviewing it.

**Buildings, Grounds & Equipment:**

- No money has been received from USDA at this time on the DPW building or plow.

**Blight/CABA:**

**CABA:** No report.

**BLIGHT:** Blight Officer verbal report by Gibson, no changes from December meeting report. Gibson reported the Manistee County Magistrate has community service workers to help out for Bear Lake Community Clean-up Day.

**County Commissioner Report:** Pauline Jaquish reported on Manistee Housing for Manistee County meeting she attended addressing the need for single family housing & rental housing in Manistee County. Manistee County Sheriff is looking to hire deputies. Pauline will be running again in November 2018 for County Commissioner. The Manistee County Equalization Director is retiring.

**Other:** Jaquish asked if Sparkle in the Park could take place in Hopkins Park again in 2018, council approval given. On behalf of Sparkle, Jaquish would also like to accept the

donation of the villages old holiday wreaths, council approval given. Also reported that donations were up 30% for 2017 Sparkle event. Snow was an issue for 2017 and Jaquish asked if it was OK to have additional private plow trucks plow when the village is busy @ NO charge to the village. Council consensus, yes.

**Planning Commission:** Clerk McPherson read a request from the Planning Commission Committee requesting the Council adjust the Planning Commission Budget for 2018-2019 to \$3K, for Bear Lake Village Zoning Ordinance to be written by Rob Carson, Manistee County Planner. Approval was given by the council.

**Manistee County Trail Committee Report:** Next meeting is February 12, 2018.

**Bear Lake Improvement Board:** McPherson reported they will stay with Restorative Lake Sciences, same terms. Picked meeting dates for 2018. Don Brisbin stepped down as board chairperson and Bob Yates was elected as chairperson. There is an open position for an additional board member.

**Two Lakes Sewer Collaborative:** McPherson reported he was unable to attend the January 4, 2018 meeting. Next meeting is February 7, 2018

**Ad Hoc – Policy, Resolution & Ordinance Committee** – No report. Still looking for a volunteer student to help out with policy, ordinance & resolution books.

#### **OLD BUSINESS**

**Budget Schedule:** Clerk reminded Committee to get any items to them for budget. Clerk shared budget “Wish List” sheets to list items.

**Motion to set 2018-2019 Budget Work Session date for February 7 at 7pm and Budget Approval date February 21, 2018 at 7pm by McPherson, seconded by Ronning.**

**Motion carried.**

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

Nay: none

Absent: Johnson

**Clerk & Treasurer Appointment:** Discussion. Held over until February 2018.

**Water Review Board member** – no report

**Mass Gathering** – Clerk reported she has contacted the Cleon Township clerk but no information at this time.

**Grants :** President Bair discussed the many options for available grants. The village missed the Kayak/Canoe Launch grant by 5 points. Bair suggests we apply again in 2018. March 2<sup>nd</sup> is the deadline for Revenue Sharing Different items discussed for grant applications; beach safety items, lighted warning signs to share with CERT, and Bair will write a grant to outfit new plow truck with blades, lights & sander.

. Park playground equipment would fall under criteria for a grant from the Health Department, Building Healthy Communities for Physical activity. A letter of intent will be sent to the Health Department.

#### **NEW BUSINESS**

- Earned Time Off Employee Policy amended to add Cash In-Lieu
- **Motion to amend the Earned Time Off Policy for Employees to add Cash In-Lieu by McPherson, seconded by Ronning. Motion carried.**

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

Nay: none

Absent: Johnson

- Door replacement, east side of museum – the museum board would like to replace the door on the east side of the building, museum will pay for replacement door.

**Follow up on item from October monthly meeting.** Water Superintendent – Gary McBride  
Discussion on: Water Superintendent’s responsibilities, education class, training and items the Village will pay for; classes, membership, etc.

Council approved payment in 2017 Water Superintendent annual salary of \$700, denied payment for his hourly rate when he attended education classes the village paid for, village also paid or his membership fees.

Clerk McPherson and Evans will work on job descriptions for all village elected & appointed positions.

**COUNCIL COMMENT:**

- None

**PUBLIC COMMENT: None**

**COMING EVENTS**

- Community dinner at Bear Lake United Methodist Church, Thursday January 18, 2018

**Meeting adjourned at 8:55p.m.**

Respectfully Submitted,  
Cindi McPherson, Clerk

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

<u>WAGES</u>	<u>NOVEMBER</u>	<u>DECEMBER 2017</u>	<u>AMOUNTS</u>
Water Fund	591-000-702		\$1,191.00
Water-Treas	591-000-702		\$350.00
Park Fund	531-000-702		\$85.00
Major Fund	202-463-702		\$892.88
Minor Fund	203-463-702		<u>\$879.88</u>
TOTAL			\$3,658.93

<u>EQUIPMENT RENTAL</u>	<u>NOVEMBER</u>	<u>DECEMBER 2017</u>	<u>AMOUNTS</u>
Water Fund	591-558-943		\$1,118.73
Major Fund	202-463-943		\$2,814.70
Minor Fund	203-463-943		<u>\$2287.53</u>
TOTAL			\$6220.96