

## **VILLAGE OF BEAR LAKE COUNCIL**

Bear Lake Village Hall

12016 Russell Street

Bear Lake, MI 49614

**July 17, 2025**

**6:30 p.m.**

### **UNAPPROVED REGULAR MEETING MINUTES**

**CALL TO ORDER** The regular monthly meeting of the Village of Bear Lake Council was called to order by President Shelly Lynnes at the Village Hall at 6:32 p.m. The Pledge of Allegiance was said.

#### **ROLL CALL:**

**President:** Shelly Lynnes   **Council:** Heather DeRidder, Wanda Evans, Janene Gee (ABSENT), Rodney Gee, Daniel Heiss

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

**GUESTS:**      **In Person:** Arvin Jay Krause

**Phone:** Laurie Fifield, Jeanne Walsh-Vission, John Virga, Janene Gee, Christie Johnson

#### **ADOPTION OF AGENDA:**

Evans/ Heiss motioned to adopt the agenda with addition of email from Bear Lake Properties Owner Association and letter from MML under "Correspondence" and Marina Update under "Park".

**Ayes:** DeRidder, Evans, R. Gee, Heiss, Lynnes      **Nays:** None      **Abstain:** None      **Absent:** J. Gee

#### **PUBLIC COMMENT REGARDING AGENDA ITEMS (3 minute maximum per person):**

- Laurie Fifield is concerned that a dead limb in Hopkins Park will fall on her camper. The council will address in the fall when the park closes. If it falls in the meantime and causes damage, insurance would be used.

#### **CORRESPONDENCE:**

- Manistee County Planning Department- County-Wide Recreation Plan Update- Request for Local Support and Participation  
**R. Gee/ DeRidder motioned for the Village of Bear Lake to support an update of the Manistee County Wide Park and Recreation Plan for \$500.**  
**Ayes:** DeRidder, Evans, R. Gee, Heiss, Lynnes      **Nays:** None      **Abstain:** None      **Absent:** J. Gee
- Email from Bear Lake Properties Owner Association  
Shelly received an email from Don Raiff, President of the Bear Lake Property Owners Association, thanking her and the Village Board for the recent improvements made to the roads and parking lot in Hopkins Park.
- Letter from MML  
The MML Annual Convention will be in Grand Rapids on September 17-19. They are holding a meeting on the 17<sup>th</sup> to elect trustees and vote on other matters. They ask that the Village designate an official to be in attendance to cast a vote for our municipality. A ballot will be mailed in on the Village's behalf as no one is available to attend in person.

#### **APPROVAL OF PRIOR MEETING MINUTES:**

- 06/19/25 VC Monthly Meeting- **Tabled**

#### **UNFINISHED BUSINESS:**

- Application received for PROTEC Membership  
**R. Gee/ Heiss motioned to pay \$56 for PROTEC membership for fiscal year beginning July 1, 2025.**  
**Ayes:** DeRidder, Evans, R. Gee, Heiss, Lynnes      **Nays:** None      **Abstain:** None      **Absent:** J. Gee
- Approval for Manistee County Library to add Sound Garden Equipment to the Keddie Norconk Library- **Tabled**

- Sequoyah Update- Tracy

There are issues with meter reads. Tracy is hoping the July bills can be sent out very soon. She has had some complaints about the billing post cards. Some people claim they are hard to read. She will ask Sequoyah if the font size can be increased.

Water bills to those very overdue on their payments will be included with a letter about effort needing to be made to prevent water shut off.

Bear Lake Township needs a letter for their auditor for the description error on 4<sup>th</sup> quarter/ 1<sup>st</sup> quarter invoices. Tracy will get a letter to them.

Tracy made mention that the taxes have all been sent out.

#### **NEW BUSINESS:**

- Amend Water Fees

**DeRidder/ R. Gee made the motion to amend water fees to \$145 Ready to Serve and \$4.05/ 1,000 gallons used.**

**Ayes:** DeRidder, Evans, R. Gee, Heiss, Lynnes    **Nays:** None    **Abstain:** None    **Absent:** J. Gee

- Discuss and Vote on Not Charging Late Fees for 1<sup>st</sup> and 2<sup>nd</sup> Quarters of 2025

**Heiss/ DeRidder motioned to waive late fees for 1<sup>st</sup> and 2<sup>nd</sup> quarter water billing due to printing Issues.**

**Ayes:** DeRidder, Evans, R. Gee, Heiss, Lynnes    **Nays:** None    **Abstain:** None    **Absent:** J. Gee

#### **REPORTS:**

##### **MAINTENANCE REPORT:** Jake Cline

July 2025 DPW Manager's Report is attached.

##### **TREASURER'S REPORT:** Tracy Gary

Equipment Rental Report attached. The council members reviewed a budget overview provided to them at the meeting.

##### **BILLS TO BE PAID:** Becky Cline

**Heiss/ R. Gee made the motion to approve July 2025 Clerk's Report and pay the monthly general bills before they are late.**

**Ayes:** DeRidder, Evans, R. Gee, Heiss, Lynnes    **Nays:** None    **Abstain:** None    **Absent:** J. Gee

Tracy let the council know that the modem for the Treasurer's computer is getting loud. She would prefer that it gets replaced with a laptop. She will figure out a cost breakdown of a new laptop setup and the cost to transfer everything over.

#### **COMMITTEE CHAIR REPORTS:**

##### **PARK:** Janene Gee & Rodney Gee

- Grant- Update

Playground will close August 13. The new playground equipment is being sent out on August 13 and is expected to arrive on August 15. The semi will not be able to drive through the campground, so a trailer will need to be used to get equipment to the playground area. Due to a smaller size of the equipment, Janene does not think forks will be needed anymore for unloading the semi.

The tree in the playground area will be taken down soon.

- A Tree in the Park Needs Attention-Discussed under Public Comment

- **Marina Update**

Shelly informed the council that as of June, the renter of the Marina, Scott Hunt, was 6 months overdue on his lease payments to the Village for the easement in Hopkins Park. The amount owed totals \$600. A letter was sent to him and the Marina property owner on June 25<sup>th</sup> via certified mail. On June 27<sup>th</sup> a check was received in the amount of \$1,080 from Scott Hunt. The check will not be cashed. Per the last certified letter sent to Scott Hunt and the property owner last year, the easement will be revoked. Shelly will be filing with the Register of Deeds for a revocation this week. The lease is terminated with Scott Hunt and Shelly is working with Randy Hyrns on the matter.

Conversations about the easement has drawn attention to the property lines between the Marina and the Village in Hopkins Park. Three of the Marina owner's buildings are on Village property.

Shelly would like to have a conversation with the Marina property owner and would like him to meet with the council at a meeting. Some options moving forward include the Marina property owner purchasing the property his buildings sit on, or writing a new lease agreement with him.

**WATER: Rodney Gee & Daniel Heiss**

- **Water Ordinance Update – Property Owner and Tenant/Occupant Responsibility Issue – Forms and procedures for tenant billing.**  
Randy is almost completed with his review and will get back to Rodney when done.
- **Wolf River Golf Park Water Hook Up- Update**  
MDOT permit for the project is complete and has been issued. The project can start now.

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

Tracy will verify the minor and major streets tree budgets. Daniel would like to get the rotten tree taken care of by the church.

Rodney is concerned about a tree in front of his house. It is dropping branches and he wants to know if that is something he can take care of himself. He would need to sign an agreement with the Village which states the Village is not liable.

Wanda is concerned about a limb stuck in tree. It could fall and needs to be taken care of.

**COMMUNITY ENRICHMENT: Janene Gee**

- **Bear Lake Area Nature, Art & Historical Trail**
  - **Update**  
The grant is on hold for now, but not denied. They wanted a drawing from an architect for the grant. For now, Janene will just continue to work with SEEDS. SEEDS worked with her on the trail for two days since the last meeting.

Janene also mentioned that there may be a possibility for the sound garden equipment to go in Hopkins Park. She will revisit the idea in the fall.

**EVENT UPDATE: None**

**BEAR LAKE IMPROVEMENT BOARD: Bill Beaver-None**

**PLANNING COMMISSION: John Virga**

- **Review Ian Myers to be Appointed as Planning Commission Member**

**R. Gee/ Evans motioned to appoint Ian Myers as a Planning Commission Member.**

**Ayes:** DeRidder, Evans, R. Gee, Heiss, Lynnes    **Nays:** None    **Abstain:** None    **Absent:** J. Gee

- **Village of Bear Lake Planning Commission Monthly Update**  
John is still working with Jim Reed and exploring options for grants. Jim would like a point person for the project. John is also working on the Master Plan.

Daniel wondered what makes Bear Lake better and what level of improvements is going to be a happy zone to maintain. It was mentioned that an objective is making what we already have better through improvements. John said

the survey will show what the people want most. Rodney mentioned improving the quality of life without increasing cost of living.

John mentioned the PC could take on a potential future use project for the Marina building after meeting with the property owner.

- Blight/ Zoning- Shelly

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

- Christie Johnson is concerned about the subletting of site #30 in the campground. It is a seasonal spot currently and the Village sublets it out by first come, first served, when the seasonal renters are gone. She is concerned because most of the lake sites are seasonal making it hard for the locals to book a site on the lake, including site #30. Rodney informed her that the council is still evaluating the site to see if it's more profitable for the site to be seasonal or daily. Christie is also concerned that the Park Hosts call last year's seasonal renters to see if they want their spot back for the new season. This is a courtesy that the Village practices. She also mentioned she noticed site #18 has been empty. The site has been paid for but the renter's camper is being worked on so it is gone.

**COUNCIL COMMENTS:**

Rodney wondered if the cost of just trimming some of the trees was looked into. When Mark Thompson evaluates the trees, he determines if they need trimmed or to be removed.

**MEETING ADJOURNMENT:**

**Heiss/ R. Gee motioned to adjourn at 9:08 p.m.**

**Ayes:** DeRidder, Evans, R. Gee, Heiss, Lynnes

**Nays:** None

**Abstain:** None

**Absent:** J. Gee

**Next Village Council Regular monthly meeting is August 21, 2025 at 6:30PM.**

Respectfully Submitted,  
Becky Cline  
Clerk, Village of Bear Lake

**CLERK REPORT****Bills to Be Paid: JULY 2025**

| <b>Fund</b>    | <b>Payee</b>                           | <b>Amount</b>      | <b>Account #</b> | <b>Notes</b>                                                                                         |
|----------------|----------------------------------------|--------------------|------------------|------------------------------------------------------------------------------------------------------|
| <b>General</b> |                                        |                    | <b>101-</b>      |                                                                                                      |
|                | Consumers                              | \$159.65           |                  | 7780 Lake St. BLDG MUN                                                                               |
|                | Consumers                              | 30.95              |                  | 7576 Lake St.                                                                                        |
|                | Consumers                              | 88.35              |                  | 12016 Russell St.                                                                                    |
|                | Consumers                              | 63.96              |                  | 7780 Lake St. L4 Light Bldg Mun                                                                      |
|                | Consumers                              | 725.51             |                  | 49614 LED Light Rd.                                                                                  |
|                | Consumers                              | 159.49             |                  | Street Light(s)                                                                                      |
|                | Inacomp                                | 24.00              |                  | June 2025 Cloud Back Up                                                                              |
|                | Saddle Up                              | 312.43             |                  | June Fuel                                                                                            |
|                | Intuit                                 | 22.26              |                  | Intuit QB Payroll Monthly Per Employee Usage Fee                                                     |
|                | Mark Thompson Tree & Stump Removal LLC | 255.00             |                  | 3 hrs Brush Clean Up- June                                                                           |
|                | USPS                                   | 219.00             |                  | 3 Rolls of Stamps                                                                                    |
|                | USPS                                   | 292.00             |                  | 4 Rolls of Stamps                                                                                    |
|                | USPS                                   | 19.36              |                  | Certified Mail                                                                                       |
|                | Staples                                | 43.32              |                  | File Folders, Highlighters                                                                           |
|                | Brightspeed                            | 152.39             |                  | Voice & Internet                                                                                     |
|                | Sam's Club                             | 44.24              |                  | Bath Tissue, Paper Towels                                                                            |
|                | CloudFlare                             | 10.11              |                  | Registrar Renewal Fee- bearlakemichigan.org                                                          |
|                | Bear Lake ACE Hardware                 | 33.98              |                  | Contractor Bag 55G 15pk                                                                              |
|                | Reimburse Jake                         | 27.25              |                  | Spotlight, Rechargeable Batteries                                                                    |
|                | Superior Energy Company                | 168.12             |                  | 12016 Russell St.                                                                                    |
|                | Auto Wares                             | 25.07              |                  | Synthetic 10W30, Impact Adapter                                                                      |
|                | Auto Wares                             | 2.79               |                  | Coupler Safe Pin                                                                                     |
|                | <b>Sub-Total</b>                       | <b>\$2,879.23</b>  |                  |                                                                                                      |
| <b>Water</b>   |                                        |                    | <b>591-</b>      |                                                                                                      |
|                | Spectrum                               | \$60.00            |                  | DPW iPad                                                                                             |
|                | Consumers                              | 1,164.17           |                  | 7791 Cody St                                                                                         |
|                | Fleis & Vandenbrink                    | 18,000.00          |                  | Engineering Services for Water Service Line Extension to Wolf River (to be reimbursed by Wolf River) |
|                | SOS Analytical                         | 75.00              |                  | 6/4/25 Coliforms Bacteria- Residence, 6/5/25 Coliforms Bacteria- Routine Monthly                     |
|                | Superior Energy Company                | 176.20             |                  | 7791 Cody St                                                                                         |
|                | <b>Sub-Total</b>                       | <b>\$19,475.37</b> |                  |                                                                                                      |
|                |                                        |                    |                  |                                                                                                      |

|                               |                        |                    |                |                                                                                                                                                                                                               |
|-------------------------------|------------------------|--------------------|----------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>Park</b>                   |                        |                    | <b>531-</b>    |                                                                                                                                                                                                               |
|                               | Campspot               | \$224.50           |                | June Booking, Monthly Fee                                                                                                                                                                                     |
|                               | Spectrum Business      | 119.98             |                | 6/22/25-7/21/25 Internet & Voice                                                                                                                                                                              |
|                               | Republic Services      | 271.02             |                | Pickup Service 06/01-06/30                                                                                                                                                                                    |
|                               | Consumers              | 1,521.65           |                | 7727 Park St.                                                                                                                                                                                                 |
|                               | Bear Lake ACE Hardware | 118.10             |                | Chain Coil, Carabiner Spring Snap Hooks,                                                                                                                                                                      |
|                               | <b>Sub-Total</b>       | <b>\$2,255.25</b>  |                |                                                                                                                                                                                                               |
| <b>Major</b>                  |                        |                    | <b>463-782</b> |                                                                                                                                                                                                               |
|                               | Ron Brown & Sons       | \$95.79            |                | 1.03 Ton Hot Mix Asphalt                                                                                                                                                                                      |
|                               | Ron Brown & Sons       | 185.54             |                | 2 Ton Hot Mix Asphalt                                                                                                                                                                                         |
|                               | <b>Sub-Total</b>       | <b>\$281.33</b>    |                |                                                                                                                                                                                                               |
| <b>Minor</b>                  |                        |                    | <b>202-</b>    |                                                                                                                                                                                                               |
|                               | Ron Brown & Sons       | \$95.79            |                | 1.03 Ton Hot Mix Asphalt                                                                                                                                                                                      |
|                               | Ron Brown & Sons       | 185.53             |                | 1.99 Ton Hot Mix Asphalt                                                                                                                                                                                      |
|                               | <b>Sub-Total</b>       | <b>\$281.32</b>    |                |                                                                                                                                                                                                               |
| <b>Equip-<br/>ment</b>        |                        |                    | <b>649-</b>    |                                                                                                                                                                                                               |
|                               | Grand Rental Station   | \$160.48           |                | Compactor Repair                                                                                                                                                                                              |
|                               | Wolf Kubota            | 37.69              |                | Switch, Oil                                                                                                                                                                                                   |
|                               | Arcadia Truck Repair   | 6,268.72           |                | Remove & Replace Underbody, Wiper Blades,<br>Oil Filter, Fuel Filter, Strobe Light, Oil, DOT<br>Inspection, Change Oil and Filters, Repair<br>Blower, Replace Strobe, Repair Work Lights,<br>Work Light Bulbs |
|                               | <b>Sub-Total</b>       | <b>\$6,466.89</b>  |                |                                                                                                                                                                                                               |
| <b>Other</b>                  |                        |                    |                |                                                                                                                                                                                                               |
|                               | <b>Sub-Total</b>       | <b>\$0.00</b>      |                |                                                                                                                                                                                                               |
|                               |                        |                    |                |                                                                                                                                                                                                               |
| <b>TOTAL BILLS TO BE PAID</b> |                        | <b>\$31,639.39</b> |                |                                                                                                                                                                                                               |

| <u>FUND</u>  | <u>EQUIPMENT RENTAL</u> | <u>6/1/2025</u> | <u>6/8/2025</u> | <u>6/15/2025</u> | <u>6/22/2025</u> | <u>TOTALS</u> |
|--------------|-------------------------|-----------------|-----------------|------------------|------------------|---------------|
| Water (2743) | 591-000-943             | \$64.75         | \$340.71        | \$103.60         | \$168.35         | \$677.41      |
| Park (2735)  | 531-463-943             | \$94.66         | \$112.08        | \$12.95          | \$51.80          | \$271.49      |
| Major (2719) | 203-463-943             | \$0.00          | \$0.00          | \$0.00           | \$0.00           | \$0.00        |
| Minor (2727) | 202-463-943             | \$0.00          | \$0.00          | \$0.00           | \$0.00           | \$0.00        |
| General      |                         | \$77.70         | \$77.80         | \$142.83         | \$90.65          | \$388.98      |
|              | <b><u>TOTALS</u></b>    | \$237.11        | \$530.59        | \$259.38         | \$310.80         | \$1,337.88    |



# July 2025 DPW Managers Report

- Wells daily
- Tower weekly
- Meters Read June 30
- Water Samples July 3
- Mor July 9
- Got final reads for a couple of sold houses
- Service Street sweeper
- Prep asphalt trailer
- Put out Swim buoys
- Put up life vests
- Swept streets before bl days
- Patched potholes
- Removed clear panels from pavilion in campground.
- Fixed oil leak in lawn mower
- Worked with Ken on wolf river water service line plans
- I'm getting additional quotes from Bob for Hopkins drive parking lot. He made it a lot better down there, but it needs quite a bit more material before its perfect. He only quoted us enough to make it better before not the total amount needed to make it right. He also mentioned that to fix the part of the road where the storm drain washes it out, we really need to address the ditch that is supposed to be there. Currently the water runs too fast through there and washes out the road.
- Mowed grass/weed whip
- Garbages
- Trimmed branch in campground
- Miss dig
- Picked up the tax bills from the county treasurer July 1
- Picked up the plow truck from Arcadia truck
- Looked at tree that the Fitfields are concerned about that is dying up top and hangs over their camper.
- Floor drain in the lower part of Men's Shower room (not the shower drain) is backing up if too much water gets to it. I tried to camera it, but there is a stink trap in it that wouldn't allow the camera through.
- Replaced leaking curbstops at lions club and barber shop