

**Bellaire Village Council
Meeting Minutes
July 18, 2012**

1. **Call to Order:** President Schulz called the meeting to order at 7:00 PM.
2. **Roll Call Attendance:**
 - Present:** Officers Dave Schulz, Butch Dewey, Anne Wendling, Trish Drollinger & Helen Schuckel.
 - Absent:** Brent Nelson
 - Staff Present:** Cathy Odom, Treasurer & Janet Koch, Clerk, Chief Brad Rowe & DPW Supervisor Ken Stead.
 - Also Present:** Colette Stanish, John & Margie Fleet & Terry Smith & Linda Gallagher.
3. **Approval of Agenda:** The agenda was approved.
 - Motion by Schuckel, seconded by Dewey, to approve the agenda as presented. Motion carried by unanimous voice vote.**
4. **Conflict of Interest:** Trustee Drollinger noted her conflict with old business item d, an Administration Committee recommendation.
5. **Consent Agenda:** President Schulz pulled the minutes from the consent agenda. The consent agenda was then approved without the minutes.
 - Motion by Dewey, seconded by Schuckel, to approve the consent agenda with the removal of the minutes. Motion carried by unanimous voice vote.**
 - President Schulz noted an error in the June 6, 2012 minutes and then a motion was made to approve the minutes with the correction.
 - Motion by Dewey, seconded by Schulz, to approve the minutes of June 6, 2012 with the noted correction. Motion carried by unanimous voice vote.**
6. **Public Comment on Agenda Items:**
 - Margie Fleet: asked what steps have been taken to get 204 E. Cayuga in compliance with the zoning ordinance. Chief Rowe noted that a certified letter has been sent to the owner and we are awaiting a response. Mrs. Fleet asked what the next step is and Chief Rowe noted that he would try to work with the owner to get them compliant and if nothing is done a civil infraction can be issued.
7. **Old Business**
 - a) **Lobby Color:** Parkside Arts Council was supposed to bring their ideas to tone down the lobby color and there was no one present. A letter will be sent to them requesting them to attend the next meeting with their ideas or a new color will be chosen and the lobby repainted. Postponed until next meeting.
 - b) **Vacant Council Seat:** Donald Seman and Laurie Sexton have applied for the vacant council seat. Council reviewed their credentials and stated that both candidates could benefit the residents, however, Mrs. Sexton brings strong procedural skills and years of County government experience and the following motion was made:
 - Motion by Wendling, seconded by Schulz, to appoint Laurie Sexton to finish out Denny Balon's term on the Bellaire Village Council with a term expiration of November 20, 2012. Motion carried by unanimous roll call vote.**

- c) **Committee Assignments:** President Schulz presented a list of committee assignments and suggested that new Council Trustee Laurie Sexton serve on the committees vacated by Dennis Balon upon his resignation.

Motion by Dewey, seconded by Drollinger, to accept the changes for the committee structure, replacing Trustee Laurie Sexton on the committees vacated by Mr. Balon. Motion carried by unanimous voice vote.

- d) **Administration Committee Recommendation:** Admin met and reviewed in length Chief Rowe's investigation of a complaint that was filed with the Village. A letter to the person who submitted the complaint was presented for approval.

Motion by Dewey, seconded by Schulz, to accept the letter of response as presented and approve mailing it to the complainant. Motion carried by unanimous voice vote.

- e) **Office Doors:** Due to evening hours held by Village's tenant, having more secure doors on the Village offices has been previously discussed. Funds were placed in the budget for this, but it is not specifically stated how much was budgeted. The cost for the doors is approximately \$250 a door and 5 doors are needed. Funds should be available if there are no other major expenses for the building. Council agreed to block two of the doors for the remainder of this year, purchase three office doors from the current budget and budget next year for the remaining two doors.
- f) **Bridge St. Clean Up-MDOT:** MDOT has no problem with us cleaning up their right of way on the west side of Bridge St. just south of Forest Home Township property to the bridge. We will have to apply for a permit but they will waive the permit fee. There are some residents who would like this work done and will show their appreciation by providing food for those doing the work.

Motion by Drollinger, seconded by Schuckel, to authorize the Clerk and DPW Supervisor to file the permit application and submit it to the Traverse City office. Motion carried by unanimous voice vote.

- g) **204 E. Cayuga Complaint:** A certified letter was sent to the owner of the property. We've not yet received a response. The next step, if we do not receive a response from them, is to issue a citation. Due to animals having access to the house, contacting the health department to see if there are things they may be able to do could be an option. Chief Rowe stated the goal is compliance and he will work with the owners as much as possible to reach that compliance. Mrs. Fleet read from her letter presented at the last meeting, the items in violation. Secure doors, windows & other items that need to be completed to bring the house into compliance was discussed. Chief Rowe explained there is a process and we are following it. It can be a slow process and expressed again he will try to work with the owner to obtain compliance. He will try to make telephone contact with the owner this week. Council will also have the Clerk call the health department to see if there is anything they may be able to do to help.

8. New Business

- a) **Campground Caretaker:** Our campground caretaker has notified us that he will be resigning his position as of Friday, July 20, 2012. The office staff will be getting together to determine who will do what to make sure the campground is taken care of. President Schulz thanked the staff for their help and asked that an ad for a new caretaker be placed in the newspaper this week.
- b) **Trees-111 Forest Home Ave.:** We received a letter from the resident at 111 Forest Home Ave. about some trees that he believes are in the Village right of way and feels they may do damage to his home if they fall. DPW Supervisor has looked at them and stated there is one box elder tree that should be removed but the others have been trimmed to everyone's satisfaction. Mr. Stead stated that a tree company will have to be hired to remove the tree. There are funds in the budget for tree removal and Ken Stead stated the work is usually done in the fall. He will put the tree on the list. The Clerk will inform the resident that it will be removed in the fall.

9. Discussion Items:

a) **Glacier Hills Trail-FHT (Terry Smith):** Terry Smith explained that Forest Home Township and Antrim County were able to secure a grant from the Michigan Natural Resources Trust Fund to acquire 345 acres of property that are now part of a 763 acre public owned natural area. Last year a trail was started with volunteers from the local communities, Grand Traverse Land Conservancy and other groups. There are approximately five miles of trail are completed. There is a parking area off of Eckhardt Rd. and there is one in the works on Vandermark Rd. He would like the Council to consider having a trail head on the property the Village owns on Orchard Hill Rd. They are looking at this trail providing an opportunity to bring more people to the area. They would also like to have someone from the Village attend meetings to provide further input. They would also accept anyone who would like to volunteer their time and effort for building more trail.

10. Department/Committee Reports

- a) **President Schulz:** None presented.
- b) **Committee Reports:** None presented.
- c) **Clerk/Planner:** Clerk Koch is currently working on the ORV ordinance. Public Safety should meet and she will have a proposed ordinance available. She informed Council that she has received numerous complaints about the condition of the cemetery. She presented results to date of the survey sent out to help with the Village recreation plan.
- d) **Deputy Clerk/Treasurer:** None presented.
- e) **Department of Public Works:** A written report was presented.
- f) **Police Department:** Chief Rowe was asked to check if golf carts were considered ORV's and they are not. Chief Rowe spoke with John from Amerigas and found that they bought Holton's on M-88 and will be moving their operation to the M-88 site. The site in the Village will only be used for storage. They are expecting to be completely moved by the end of August.
- g) **Planning Commission:** None presented.

11. Closing Member/Public Comment:

- a) **Anne Wendling:** Wendling noted that we could step up the cemetery maintenance and it was mentioned that DPW could provide more maintenance for the cemetery but then something else would not get done.
- b) **Butch Dewey:** stated that the Village should discuss hooking up the Village walking path with other paths in the area.
- c) **Margie Fleet:** thanked everyone for their time and for addressing her issue.

12. Adjourn: Meeting adjourned at 8:28 P.M.

Compiled by Cathy Odom
Minutes are subject to approval.

Approved: _____

Date: _____