

Melrose Township Board of Trustees Minutes
October 8, 2019 7:00pm

Call to order V. Goodwin called to order 7:03pm

Present: V. Goodwin, S. Burr, D. Nowland, R. Hissong Berry
L. Stephens (arrived 7:17pm)

Also present was audience of over 30 individuals.

Approval of the Agenda

Motion to amend the agenda by adding S. Midga under guest and Triangle lot on Middle Street under New Business and approve as amended.

Motion: S. Burr 2nd D. Nowland approved 4/0

Approval of minutes from previous meeting:

Minutes of September 10, 2019 Regular meeting

V. Goodwin read the minutes aloud.

Motion to approve the minutes of the September 10, 2019 regular meeting as presented.

Motion: S. Burr 2nd D. Nowland approved 4/0

Guest

Steve Migda

Shared updates on assessments and AMAR compliance. Expect a 6% increase in assessed value per communication with Charlevoix County Equalization Department. Taxable value increases are limited to the C.P.I. The Poverty Exemption language needs some additional details, Steve will bring to the board. He answered questions about the increase in valuations.

Old Business

- **Sewer Update** – A. Nordman shared the included report. The North Shore project is nearly complete. A punch list meeting will be scheduled soon. All is working well.
- **Water Update** – A. Nordman- Performance Eng., has worked with WLWS to solve the meter issue with the Township hall. The Township is purchasing a new water meter.
- **Park Ordinance Revision review draft**- Due to an internet problem the final draft was not ready to print.
Place on the November Agenda.
- **US131 & M75 intersection update**
V. Goodwin reported contact with MDOT. They expect to have information from their studies ready to share in November.
- **Office help** no action
- **Cardboard Compactor** no action
- **Credit Card Policy**
Motion to approve the Melrose Township Credit Card Policy as presented.
Motion: L. Stephens 2nd D. Nowland 5/0 approved
- **Third Street**
V. Goodwin met with Carol Griffin, the community representative from Third St. See the included summary letter. The Board needs to review the summary and visit the area. Provide any input to V. Goodwin, then he will schedule meeting with the Road Commission.
- **Boat Launch Parking Signs**
A price of \$1,590.00 has been quoted for 2 signs that announce NO OVERNIGHT PARKING.
Will put these in the Budget Planning File for next year purchase.
- **Marihuana Ordinance**
Discussion was begun with summary of last months information. The voter results from the November 2018 election was 392 Yes, 311 No. V. Goodwin read the entire proposed Ordinance to Prohibit Marihuana Establishments in Melrose Township aloud. See included copy.

Audience was surveyed for support or opposition. In the audience were 28 supporting opting out and 2 did not express an opinion. A question was asked where are those who voted yes to legalize? Motion to adopt Ordinance #3 of 2019 Melrose Township Ordinance Prohibiting Marihuana Establishments within the Township.

Motion: S. Burr 2nd D. Nowland

Roll Call vote: S. Burr-Y, L. Stephens-N, D. Nowland-Y, V. Goodwin-Y, R. Hissong Berry-Y
4/1 approved

New Business

- **Special Park and Restroom hours on Holidays**

Request has been received to consider keeping park restrooms open longer during special events or holidays when visitors are likely to stay later in the Park. Keep in mind for next year planning.

- **Ambulance Service with Emmet Co. Contract**

A copy of the proposed contract from Emmet County was discussed. There are concerns with several conditions within the contract. We will reach out to Boyne City and explore their ability to provide coverage for all of our Township.

- **Triangle lot on Middle St.**

There has been an inquiry about purchasing the lot on Middle St. The Township owns because there was a drainfield on the lot that made it unusable, bought in Tax sale. Now the drainfield is abandoned. It is a buildable lot. We should seek an appraisal for the lot value as the next step.

Financial Report

- **General fund reports**

Motion to accept the financials as presented and pay all bills.

Motion: L. Stephens 2nd S. Burr approved 5/0

- **Sewer fund reports**

T. Mackie presented the included report. Also has received request from 3 more residences to possibly connect to the sewer system.

Motion to accept financials as presented and pay all bills, including the Matts Underground bill.

Motion: S. Burr 2nd L. Stephens approved 5/0

Zoning Administrators Report

See included report

Assessors Report See under Guest

Employee Grounds Report none

Committee Reports

- **Planning Commission** D. Nowland shared the included minutes from the Planning Commission

- **Zoning Board of Appeals** E. Lee reported there have been 2 meetings and one more is scheduled

- **Road Committee**

E. Lee reported that East St. and West St have been completed. Springbrook and Fraley are mostly done.

- **Park Committee**

B. Johnson reported. Bob and Bruce have done a great job in the park. High water in the river has caused damage to our trails, will have to evaluate in the spring.

The next big project needs to be restoring the restroom building in the park. It is due for a major overhaul/ upgrade. The logs need restoration ASAP. Quotes will be gathered for the total project and ready for Budget Planning in March. Grants will be sought once there is a total budget. New logs need to be ordered now.

Motion to approve the log purchase of \$790 for the replacement logs needed for the building as proposed by Log Home Specialist.

Motion: V. Goodwin 2nd L. Stephens approved 5/0

- **Fire Department**
L. Stephens shared the included department report.
Reminds everyone that Breakfasts begin Nov. 9.
- **DDA** Next meeting Nov. 5, 2019

Correspondence

V. Goodwin read aloud a letter from Elizabeth Broschart.
Announced Merchant group doing Trick or Treat event on Sat. Oct. 26 12-3pm
A Hemmingway event for the county is being organized for the future.

Public Comment

Called for:

- S. Dianda thanked the Township for the opportunity to be involved in the marihuana discussions. Also alerted everyone for the possible impact the new Auto insurance coverage may have on ambulance funding and rural hospitals.
- B. Johnson asked for information on what First Responders do and what Ambulance does. How it impacts our community? L. Stephens share explanations.

Adjournment 8:51pm

**MELROSE TOWNSHIP
ORDINANCE PROHIBITING MARIHUANA ESTABLISHMENTS
WITHIN THE TOWNSHIP**

Ordinance No. 3 of 2019

AN ORDINANCE PURSUANT TO THE MICHIGAN REGULATION AND TAXATION OF MARIHUANA ACT, 2018 INITIATED LAW 1, § 6.1, MCL 333.27956, SUBSECTION 1, TO PROHIBIT MARIHUANA ESTABLISHMENTS WITHIN THE BOUNDARIES OF MELROSE TOWNSHIP AND TO PROVIDE PENALTIES FOR VIOLATIONS THEREOF

MELROSE TOWNSHIP HEREBY ORDAINS:

Section 1. Marihuana Establishments Prohibited.

Pursuant to the authority granted under Section 6.1 of the Michigan Regulation and Taxation of Marihuana Act, 2018 Initiated Law 1, § 6.1, MCL 333.27956, Subsection 1, Melrose Township hereby completely prohibits any marihuana establishment, as that term is defined in Section 3(h) of the Michigan Regulation and Taxation of Marihuana Act, 2018 Initiated Law 1, § 3(h), MCL 333.27953(h), within its boundaries.

Section 2. Violation; Penalty.

Any person who violates any provision of this Ordinance shall be responsible for a municipal civil infraction as defined in Public Act 12 of 1994, amending Public Act 236 of 1961, being Sections 600.101-600.9939 of Michigan Compiled Laws, and shall be subject to a fine of not more than Five Hundred and 00/100 (\$500.00) Dollars. Each day this Ordinance is violated shall be considered as a separate violation.

Section 3. Enforcement Officials.

The Township Supervisor and any other person appointed by the Township Board are hereby designated as the authorized officials to issue municipal civil infraction citations directing alleged violators of this Ordinance to appear in court.

Section 4. Nuisance Per Se.

A violation of this Ordinance is hereby declared to be a nuisance per se and is declared to be offensive to the public health, safety and welfare.

Section 5. Separate Court Action.

In addition to enforcing this Ordinance through the use of a municipal civil infraction proceeding, the Township may initiate proceedings in the Circuit Court to abate or eliminate the nuisance per se or any other violation of this Ordinance.

Section 6. Validity.

If any section, provision or clause of this Ordinance or the application thereof to any person or circumstance is held invalid, such invalidity shall not effect any remaining portions or application of this Ordinance which can be given effect without the invalid portion or application.

Section 7. Effective Date.

This Ordinance shall become effective thirty (30) days after being published in a newspaper of general circulation within the Township.

Ordinance No. 3 was adopted on the 8th day of October, 2019, by the Melrose Township Board as follows:

Motion by: S. Burr

Seconded by: D. Nowland

Yeas: 4

Nays: 1

Absent: None

Robin Hissong Berry, Clerk

Vern Goodwin, Supervisor

I certify that this is a true copy of Ordinance No. 3 that was adopted at a regular meeting of the Melrose Township Board on October 8, 2019 and published in the Petoskey News Review on Oct. 11, 2019.

Dated: Oct. 8, 2019

Robin Hissong Berry, Clerk

Melrose Township Credit Card Policy

Adopted October 8, 2019

Credit Card Use Policy

The township treasurer is responsible for issuing, accounting for, monitoring, retrieving and generally overseeing compliance with the township's credit card policy.

Township credit cards may be used only by an officer or employee of the township for the purchase of goods or services for the official business of the township. The use of the credit card shall be limited to transactions where alternative methods of payment are not available.

The use of credit card is limited to the following circumstances:

- Purchase of capital outlays up to \$ 3,000.00.
- For travel, meals and accommodations while on township business (excluding expenses incurred in operating a privately-owned automobile)
- Gas, oil and other necessary expenses incurred in operating a township-owned vehicle

Township officers and employees who use a township credit card shall, as soon as possible, submit a copy of the vendor's credit card slip to the clerk. If no credit card slip/receipt was obtained that described the transaction, the employee shall submit a signed voucher that shows the name of vendor or entity from which goods or services were purchased, the date and the amount of the transaction, the official business that required the transaction, and the chart of account number indicating the line item to which the transaction is to be charged. All credit card slips/receipts shall include this information as well. Vouchers shall also include a statement why a credit card slip/receipt was not obtained.

An official or employee who is issued a credit card is responsible for its protection and custody. If a credit card is lost or stolen, the township treasurer or township clerk shall be notified. The entity issuing the lost or stolen credit card shall be immediately notified to cancel the card.

An officer or employee issued a credit card shall return the credit card to township treasurer or township clerk upon termination of his or her employment or service with the township.

The township treasurer shall maintain a list of all credit cards owned by the township, along with the name of the officer and employee who has been issued the credit card, the credit limit established, the date issued, and the date returned. Each employee shall initial the list beside his or her name to indicate agreement that the credit card has been issued, and that the employee has received and read a copy of this policy.

The township treasurer shall review each credit card statement as soon as possible to ensure that transactions comply with this policy. Any transactions that appear on the statements that are not documented with a credit card slip or a signed voucher shall be immediately investigated. Transactions that do not appear to comply with this policy shall be reported to the township board.

The township board shall not approve a payment to the entity issuing the credit card until all transactions have been verified, including the approval of all transaction invoices if issued. The balance, including interest due on an extension of credit under the credit card arrangement, shall be paid for within not more than 60 days of the initial statement date.

Officers and employees who use a township credit card in a manner contrary to this policy shall be subject to disciplinary action, including possible termination of employment, reimbursement to the township for unauthorized expenditures, legal action or criminal liability.

End of Procedure