

**Melrose Township Board of Trustees Minutes  
December 10, 2019 7:00pm**

**Call to order** V. Goodwin 7:00pm

Present: L. Stephens, S. Burr, V. Goodwin, D. Nowland, R. Hissong Berry

**Approval of the Agenda**

Motion to approve the agenda as presented.

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

**Approval of minutes from previous meeting:**

**Minutes of November 12, 2019 Regular meeting**

Motion to approve the November 12, 2019 minutes as presented

**Guest** None

**Old Business**

- **Sewer Update** – Going smoothly
- **Water Update** – No news
- **Park Ordinance Revision review draft** Not yet
- **Office help** not yet
- **Cardboard Compactor (now problems)**  
This past month the county pulled the cardboard compactor from our site. We now have a problem with the cardboard not fitting in the Bins and being left outside on the ground. We will take photos and V. Goodwin will contact our commissioner.
- **Third Street** The marked trees need to come down. A timeline will be developed in future.  
At the Annual meeting with the Charlevoix County Road Commission, the plan for Third St. will be developed. Would be a next summer project.
- **Ambulance Service**  
V. Goodwin met with John Calabrese, Emmet County Administrator, to review concerns with the proposed contract for Ambulance services. The only change he agreed to is moving the bill due date to May 1 each year.  
Discussion of options and concerns. Reviewed a letter from the City of Boyne City offering to expand the service area they could cover in Melrose Township. Discussion of how services are currently provided.  
Motion to direct V. Goodwin to meet with Boyne City Ambulance Service and develop a plan for full coverage of the whole Township.  
Motion: L. Stephens, 2<sup>nd</sup> D. Nowland approved 5/0

**New Business**

- **Hall lock up issue**  
Check the calendar before locking the doors. A couple of times renters have been locked out. Better use of the digital lock would help. Who should do that?
- **Supplies- Ice melt , furnace filters, light bulbs- buying quantity- better price and save time.**  
Due to lack of storage space for quantities of supplies, continue to purchase smaller quantities. Also contact the CCRC for sanding at the transfer station.
- **Election cost increases & time requirements**  
We need to purchase a new computer to serve as the electronic poll book. Also changes in AV requirements will result in increased cost for printing, postage, supplies, and labor.

**Financial Report**

- **General fund reports**  
Motion to accept the financials as presented and pay all bills.  
Motion: D. Nowland, 2<sup>nd</sup> S. Burr approved 5/0

- **Sewer fund reports**

T. Mackie presented the included report. Will transfer funds in December to the General Fund to reduce the loan balance to \$90,000.

**Zoning Administrators Report** see included report

**Assessors Report** no report Board of Review met on 12/10/2019 for Errors and Omissions

**Employee Grounds Report** no report

**Committee Reports**

- **Planning Commission** no meeting
- **Zoning Board of Appeals** Next meeting on 12/18, 2019
- **Road Committee** Annual meeting with CCRC in January.
- **Park Committee** no meeting
- **Fire Department**

L. Stephens presented the included report.

Shared a new requirement from the State of Michigan- a designated Administrator for contact with Medical Log Reports.

Send an additional request to WLWS about hydrants.

Derrek Charbonneau was honored by B. Marquardt for his effort to come to her rescue during a recent accident in her home.

Fire Department Dinner is Sat. at 6pm

- **DDA** no meeting

**Correspondence** New draft of Easement agreement proposal for the Circle Park was distributed to the board.

To be on Jan. agenda

**Public Comment** called for - none

**Adjournment** 8:40pm