

**Melrose Township Board of Trustees Minutes  
January 14, 2020 7:00pm**

**Call to order 7:01pm** V. Goodwin called to order

**Approval of the Agenda**

Motion to approve agenda as presented.

Motion: S. Burr 2<sup>nd</sup> D. Nowland approved 5/0

**Approval of minutes from previous meeting:**

**Minutes of December 10, 2019 Regular meeting**

Motion to approve the minutes of the December 10, 2019 Regular Board Meeting as presented.

Motion: D. Nowland 2<sup>nd</sup> S. Burr approved 5/0

**Guest** None

**Old Business**

- **Sewer Update –**  
A. Nordman from Performance Engineers, Inc.  
Presented included report.
- **Water Update –** none
- **Park Ordinance Revision review draft-** none
- **Office help**  
V. Goodwin presented concept of a part time clerical position.  
20 hours a week with flexible hours and a rate of \$15 hour.  
Discussion of job description and duties.  
Supervisor will write job description- Clerk will post on website/ bulletin boards in lobby and post office and transfer station. Resumes due before the Feb. 11, 2020 meeting  
Board to review resumes and decide about interviews before March Board meeting. Goal of hiring at March 17, 2020 Board Meeting.
- **Third Street** V. Goodwin and E. Lee will meet with the CCRC at the annual meeting next week and it will be reviewed.
- **Ambulance Service Boyne City agreement**  
J. Lamont was present . Reviewed the new agreement. Coverage was extended to the northern half of the township effective Jan. 1, 2020. The bill for covering the entire township from Jan 1<sup>st</sup> through March 31<sup>st</sup> is \$6,103.25; however, Boyne City will reduce this bill by \$3,630.39 for our earlier donation to their equipment fund. Future billing will be based on our fiscal year.  
Motion to approve the agreement with the City of Boyne City EMS for service to the whole of Melrose Township beginning April 1, 2020.  
Motion S. Burr 2<sup>nd</sup> L. Stephens Approved 5/0  
Motion to approve payment of \$2,472.86 to Boyne City Ambulance for the first three months of 2020 for all of Melrose Township.  
Motion: S. Burr 2<sup>nd</sup> L. Stephens Approved 5/0

**New Business**

- **Meeting Date schedule**  
The schedule of the 2020 -2021 Regular Township Board meeting dates was reviewed. Due to Election on March 10 the March regular meeting was moved to March 17, 2020. The Budget Workshop 3/24/2020 and the Budget Public Hearing 3/31/2020 dates were also set.  
Motion to approve the meeting dates for the 2020-2021 year as presented.  
Motion: S. Burr 2<sup>nd</sup> L. Stephens Approved 5/0
- **Election cost increases & time requirements**  
The Electronic Poll Book computer needs to be replaced and all AV supplies need to be replaced. The cost is not available yet. Will need to order as soon as they can be.

- **Circle Park Easement proposal**  
Discussed the potential for property damage resulting from setting and removing the docks each year. Further work needs to happen on this issue.
- **Charlevoix County Rec. Grant Resolution 2020-01-14-01**  
Discussion of Park work planned this year. Grant will not help with building improvements. Decided to not apply for a grant this year.
- **Bear River Work Group meeting 1/15**  
Update on dam removal and discussion of future.  
E. Meyerson will review possibility of Bear River Water Trail Development. - Are we in support?  
Discussion of the Bear River Watershed Master Plan grant that Bear Creek will apply for to include all parts of the River from beginning to end. The board consensus was to support the Master Plan project.

#### **Financial Report**

- **General fund reports**  
Motion to accept the financial reports as presented and pay all bills.  
Motion: D. Nowland 2<sup>nd</sup> L. Stephens Approved 5/0
- **Sewer fund reports**  
T. Mackie presented the included report for the sewer system.  
Noted new bills from Matt's Underground and Performance Engineering, Inc.  
Reviewed upcoming payments.

**Zoning Administrators Report** no report

**Assessors Report** no report

**Employee Grounds Report** no report

#### **Committee Reports**

- **Planning Commission.** - no meeting
- **Zoning Board of Appeals.** E. Lee shared information from 2 meetings .
- **Road Committee.** Meeting with CCRC for the annual meeting
- **Park Committee.** No report
- **Fire Department.** - L. Stephens shared the included report. Answered questions about First Responder Service from the audience
- **DDA.** No meeting

#### **Correspondence**

Letter from Derek Dzedzie was read aloud regarding the upcoming Planning Commission hearing concerning a special use permit application.

A letter from Bear Creek Township requesting neighboring community input on their Master Plan Update.

#### **Public Comment**

Called for- Questions about the Planning Commission process for Special Use permit applications were addressed

**Adjournment** 8:40pm