

**Melrose Township Board of Trustees Minutes  
February 11, 2020 7:00pm**

**Call to order** 7:08 pm V. Goodwin called to order  
Present: V. Goodwin, S. Burr, D. Nowland, R. Hissong Berry  
Absent: L. Stephens

**Approval of the Agenda**  
Motion to approve the agenda as presented.  
Motion: D. Nowland 2<sup>nd</sup> S. Burr approved 4/0

**Approval of minutes from previous meeting:**  
**Minutes of January 14, 2020 Regular meeting**  
Motion to approve the minutes of January 14, 2020 regular Board meeting as presented.  
Motion: D. Nowland 2<sup>nd</sup> S. Burr approved 4/0

**Guest**

**Old Business**

- **Sewer Update** – see included report
- **Water Update** – WLWS submitted a request to be removed from the agenda of the Township Board Regular meetings. A communication has been sent to WLWS indicating that due to the ongoing purchase negotiations it will remain on the agenda.
- **Park Ordinance Revision review draft** none now
- **Office help- resumes received**  
Board members were provided with the 2 resumes that have been submitted to the Township for the part time Clerical Office help position. Resumes will be reviewed and decision to be on the March 17, 2020 agenda.
- **Third Street**  
Plans have not been developed yet. The trees are marked to come down. Catch basins are needed in the asphalt at North Shore and Third St..

**New Business**

- **Election computer purchase**  
Motion to approve the purchase of a new computer from Office Max- Dell Latitude, per quote for the electronic poll book replacement.  
Motion: S. Burr 2<sup>nd</sup> V. Goodwin approved 4/0
- **Circle Park Easement proposal** no news
- **Insurance renewal** The Beazley renewal Questionnaire has been completed by Supervisor Goodwin and submitted to Peterson McGregor as requested.
- **Board of Review Start dates**  
The Board of Review will meet on March 9 and March 10, 2020. The organizational meeting will be on March 3, 2020.
- **MTA Conference** Information was shared about the State Conference on April 27-30 in Traverse City.
- **Char. Co. MTA Chapter- representation and meeting schedule**  
Letter was read. Discussion of group. V. Goodwin volunteered to attend.
- **FOIA policy update**  
Motion to authorize the FOIA policy update to be done by B. Graham.  
Motion: S. Burr 2<sup>nd</sup> S. Burr approved 4/0

**Financial Report**

- **General fund reports**  
Motion to accept financials as presented and pay all bills.

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

- **Sewer fund reports**

T. Mackie presented the included report.

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

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

**Zoning Administrators Report** see included report

**Assessors Report** no report - dates are set for Board of Review The roll has been submitted to Charlevoix County.

**Employee Grounds Report** A quote has been provided for a hitch mounted sander, to be included in Budget planning.

**Committee Reports**

- **Planning Commission** D. Nowland presented the included report. Big turn out at the public hearing.
- **Zoning Board of Appeals** no meeting
- **Road Committee** Due to traffic complaints the Charlevoix County Road Commission contacted the Snowmobile club about grooming on the correct side of the road. Groomer for the snowmobile trail has resumed clearing the trail on the correct side of the road location per the Char. Co. Road Commission.
- **Park Committee** no meeting
- **Fire Department** T. Mackie presented the included report
- **DDA** no meeting

**Correspondence** none

**Public Comment** called for – none offered

**Adjournment** 8:32 pm