

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

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

**Approval of the Agenda**

Motion to amend the agenda by adding Restrictions for Township Operations during COVID-19 under new business and Office help discussion under old business and to approve the agenda as amended.

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

**Approval of minutes from previous meeting:**

**Minutes of March 17, 2020 Regular meeting**

Motion to approve minutes of the March 17, 2020 regular meeting, with a supplement to the motion tabling Office help discussion to provide for its inclusion on the April 14, 2020 agenda.

( Upon reviewing this was included in the motion in the original minutes of 3/17/20 but not included on the agenda of 4/14/20)

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

**Minutes of March 24, 2020 Budget Workshop meeting**

Motion to approve minutes of the March 24, 2020 Budget Workshop as presented.

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

**Minutes of March 31, 2020 Public Budget Hearing**

Motion to approve minutes of the March 31, 2020 Public Budget Hearing as presented

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

**Guest** -none

**Old Business**

- **Sewer Update** – V. Goodwin read aloud a message from A. Norman regarding the passing of Mr. J. Malewitz the principal of Performance Engineers, Inc.  
T. Mackie presented the report sent from A. Nordman and noted that USDA has accepted our annual reporting. Year-end financial statements from our Auditor are the only remaining documents to be provided.
- **Water Update** –  
Response to WLWS letter. Our current Township attorney will not be able to represent us in this issue. V. Goodwin recommended we hire Todd Milar, an area attorney who has worked with the Township in the past.  
Motion to hire Todd Milar, attorney at law, to represent the township in matters pertaining to the Walloon Lake Water System.  
Motion: D. Nowland; 2<sup>nd</sup> L. Stephens. Approved 5/0
- **Park Ordinance Revision review draft**- continuing to wait for our Attorney's review.
- **Third Street**- On hold until tree removal work can begin.
- **Circle Park Easement proposal – legal opinion**  
Copies of the First Amendment to Declaration of Easement for Circle Park have been distributed to the board for review.
- **Office help discussion** –  
Input from the board was sought by L Stephens, but not all responded.  
L. Stephens asked what we are doing and expressed concern that we not pay multiple people for performing the same tasks. Following discussion V. Goodwin stated that for now the position will not be filled. The Clerk has recently exercised her legal right and responsibility to appoint a Deputy Clerk. As approved at the budget hearing, the Deputy Clerk pay will include duties envisioned for the proposed Office Help position.  
Public comment was received concerning the way this process was handled.

S. Burr questioned the status of storage room organization services and requested a proposal from A. Burnett for work on Zoning records

### **New Business**

- **Fire Department New Truck bids**

One bid came in from Spencer Manufacturing. It was opened and reviewed. All specs were included. The price was \$218,581.00 with an estimated delivery time of up to 320 days. A payment of \$50,000 is required upon Spencer's receipt of the chassis, with the balance due when the finished truck is delivered. Motion to accept Spencer Manufacturing's bid, as recommended by the Fire Department, for a new First Responder Rescue and Medical truck at a price of \$218,581.00.

Motion: S. Burr; 2<sup>nd</sup> D. Noland. Approved 5/0

Motion to approve the required down payment for the truck in the amount of \$50,000.00 to Spencer Manufacturing.

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

- **Auditor Engagement letters- Sewer fund, F-65, and Qualifying Statements**

Proposed Letters of Engagement were reviewed.

Motion to approve the Letters of Engagement from Gabridge & Co. to prepare Complied Statements for the Sewer Fund, the F-65 annual report, and Qualifying Statements for the General Township and DDA.

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

- **Restrictions for Township Operations during COVID-19**

Discussion of how to ensure users of township facilities comply with social distancing requirements.

Motion to approve suspension of all Hall Rentals and Gazebo Reservations per HDNWMICH Health Department guidelines and Governor Executive orders until emergency declarations are lifted.

Motion: V. Goodwin; 2<sup>nd</sup> L. Stephens. Approved 5/0

Motion to issue refunds of deposits and payments in full along with notices of cancellation and that they will have the right of first refusal if orders are rescinded prior to their rental date.

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

Motion to enforce social distancing guidelines per the Governor Executive orders and NWM Health Department emergency declarations when using the Transfer Station.

Motion: D. Nowland; 2<sup>nd</sup> L. Stephens. Approved 5/0

### **Financial Report**

- **General fund reports**

Motion to accept financials as presented and pay all bills.

Motion: L. Stephens; 2<sup>nd</sup> D. Nowland. Approved 5/0

- **Sewer fund reports**

T. Mackie presented included report.

Motion to accept reports as presented and pay all bills.

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

**Zoning Administrators Report** -- R. Frykberg is working from home

**Assessors Report** -- no report. He is back in town.

**Employee Grounds Report** -- none

### **Committee Reports**

- **Planning Commission** -- no meeting
- **Zoning Board of Appeals** -- no meeting

- **Road Committee-** E. Lee presented an estimate from Charlevoix County Road Commission for 1,000 feet of Afton Stone work on Jensen Road at a price of \$13,581.00. He will ask CCRC to put the project out for Bid.  
Motion to authorize CCRC to put Jensen Rd. out for bid.  
Motion: V. Goodwin; 2<sup>nd</sup> L. Stephens. Approved 5/0  
Not much else is going on with roads now. Doing grading where possible.
- **Park Committee**  
V. Goodwin read aloud a letter from Will Rowland, the company working on the logs for repair work on the park bath house. Project is delayed due to the COVID-19 restrictions.
- **Fire Department**  
L. Stephens presented the included report. Explained the need for the department to have PPE equipment and a Washer and Dryer to clean items as needed.  
Motion to authorize the Fire Department to purchase PPE equipment and a commercial type washer and dryer to be installed in the hall.  
Motion: D. Nowland; 2<sup>nd</sup> S. Burr. Approved 5/0
- **DDA** The meeting scheduled for April 21, 2020 has been canceled.

#### **Correspondence**

V. Goodwin reported that MDOT will start the US131 paving in May.

V. Goodwin shared a notice from B. Graham about remote meetings. Currently we are not planning to do these.

**Public Comment** -- none

**Adjournment** -- 9:13pm