

**Melrose Township Board of Trustees Minutes  
January 12, 2021 7:00pm**

**Call to order:** V. Goodwin called to order at 7:02 pm

Meeting held outside in front of the fire truck garage door openings to comply with State Health Department Restrictions.

Present: V. Goodwin, S. Burr, D. Nowland, M.P. Goldich, R. Hissong Berry

**Approval of the Agenda**

Motion to amend the agenda by adding under Old Business Election Worker additional pay and approve as amended.

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

**Approval of minutes from previous meeting:**

**Minutes of the November 10, 2020 Regular Meeting**

Motion to approve the minutes of the November 10, 2020 Regular Board Meeting as presented.

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

**Minutes of Special Board Meeting- Oct. 20, 2020**

**Public Hearing for Circle Park**

Motion to approve Minutes of the Oct. 20, 2020, Special Meeting, Public Hearing for Circle Park Acquisition Project and Grant Application.

Motion: M.P. Goldich, 2<sup>nd</sup> S. Burr. Approved 5/0

**Guest – None**

**Old Business**

- **Sewer Update** – another request to hook up to the Sewer System along North Shore Dr. approximately 400 Ft. or more away from current line. Evaluation is in progress.
- **Water Update – correspondence received**  
The September 28, 2020 Walloon Lake Water System letter of concern was read aloud at the meeting. (see attachment to Minutes)  
Comments were called for: Response about Fire Department use during Barrel Back fire- the hydrants were not used
- **Third Street** – Performance Engineering is working on plans. Fire Department tried to drive the street and turn around at the end. Had problems driving the street.
- **Parking on Township land Policy** Move to February agenda.
- **Cemetery Ordinance update**  
D. Nowland and L. Stephens volunteered to work on recommendations for Cemetery Ordinance updates that will address the issues.
- **Brush Grinding**  
Motion to approve the bid from Bowman Property Management, LLC to Grind and Level Brush Site at the Transfer Station for the price of \$5,000.00 to be done in the Spring of 2021.  
Motion: D. Nowland 2<sup>nd</sup> S. Burr. Approved 5/0
- **Election Worker Extra Pay-** some discussion. No action

**New Business**

- **Electronic Meeting Resolution**  
Resolution 2021-01-12-02 Electronic Meetings of All Melrose Township Public Bodies  
Motion: R. Hissong Berry, 2<sup>nd</sup> M. P. Goldich  
Roll call vote: V. Goodwin-Y, S. Burr-Y, D. Nowland-Y, M.P. Goldich-Y. Approved 5/0  
Discussion of the equipment that will be needed to do electronic meetings in the future.
- **Charlevoix Co. EMS Ambulance Authority**  
-Information was reviewed about a proposed County-wide EMS Authority. 24 units of local government would be involved and a county-wide millage would be proposed.  
John Lamont from Boyne City EMS will attend our Feb. 9 meeting to answer questions.

- **Dam**  
Philo Lange has volunteered to contact the Townships around Walloon Lake, seeking interest in organizing an agreement about the Dam- care / maintenance / inspections. The Walloon Lake Association has expressed an interest in being involved.
- **Annual Meeting Date schedule**  
Motion to approve the Meeting Schedule for Regular Melrose Township Board meetings as presented.  
Motion: S. Burr, 2<sup>nd</sup> D. Nowland. Approved 5/0
- **Grant Possibilities**  
R. H. Berry shared information about an extended deadline for the Charlevoix County funds and a new opportunity for CMS LTB Protection and Restoration Grants from the Petoskey- Harbor Springs Area Community Foundation. No interest at this point to seek funds for any projects.
- **Cemetery Record Protection Sheet purchase**  
Motion to approve the purchase of protection sleeves for Cemetery records at a cost of \$372.00.  
Motion: D. Nowland, 2<sup>nd</sup> S. Burr. Approved 5/0
- **Poverty Exemption Resolution**  
Resolution 2021-01-12-01 2021 Poverty Guidelines Resolution  
Motion: V. Goodwin, 2<sup>nd</sup> D. Nowland  
Roll Call Vote: M.P. Goldich -Y, S. Burr-Y, D. Nowland-Y, V. Goodwin -Y, R. H. Berry- Y  
Approved 5/0
- **Board of Review-Protest by mail** Place on February agenda.
- **Library district organizational documents**  
Motion to support the District Library Organizational documents be updated to comply with current laws.  
Motion: R. H. Berry, 2<sup>nd</sup> M. P. Goldich. Approved 5/0
- **Board Members Assignment to Planning Commission & ZBA**  
D. Nowland will stay on the Planning Commission.  
M.P. Goldich will serve on the ZBA as Board Representative.
- **Appointments to:**
  - **ZBA**  
Motion to support the appointment of L. Stephens to be an alternate member of the ZBA.  
Motion: V. Goodwin, 2<sup>nd</sup> D. Nowland. Approved 5/0
  - **Planning Commission**
  - **Board of Review**  
Motion to appoint L. Stephens to serve on the Board of Review.  
Motion: V. Goodwin, 2<sup>nd</sup> D. Nowland. Approved 5/0

#### **Financial Report**

- **General fund reports**  
Motion to accept the November 2020 Financials as presented and pay all bills.  
Motion: S. Burr, 2<sup>nd</sup> D. Nowland. Approved 5/0  
Motion to accept the December 2020 Financials as presented and pay all bills.  
Motion: S. Burr, 2<sup>nd</sup> D. Nowland. Approved 5/0
- **Sewer fund reports**  
Motion to accept the November 2020 Sewer Fund financials as presented and pay all bills.  
Motion: M.P. Goldich, 2<sup>nd</sup> S. Burr. Approved 5/0  
Motion to accept the December 2020 Sewer Fund financials as presented and pay all bills.  
Motion: D. Nowland, 2<sup>nd</sup> M.P. Goldich. Approved 5/0

**Zoning Administrators Report:** see included report

**Assessors Report:** no report

**Employee Grounds Report:** no report

#### **Committee Reports**

- **Planning Commission:** no meeting

- **Zoning Board of Appeals:** no meeting
- **Road Committee**  
CCRC is working on estimates for First St and Old State Rd projects. Requested they be ready for Budget planning in March
- **Park Committee:** no report
- **Fire Department**  
L. Stephens presented the included report.  
The 800 MHz radios have arrived. EMR class is being held in the hall on Saturdays for a couple of months.  
The accident last week was a good firsthand experience for students. The new Jaws were very important.
- **DDA:** no meeting

**Correspondence:** Wehrenberg letter will not be responded to per V. Goodwin.  
Parish Lane issue with shore stations in road right-of-way has been taken care of, they will be gone by the end of the week.

**Public Comment** called for:  
Having to hold the meeting outside is Ludicrous.  
Concern that office staff are not wearing mask all the times.

**Adjournment:** 8:40pm

**MELROSE TOWNSHIP  
RESOLUTION \_02\_ of 2021**

RESOLUTION ESTABLISHING PROCEDURES TO ALLOW ELECTRONIC  
MEETINGS OF ALL MELROSE TOWNSHIP PUBLIC BODIES AND/OR THE  
ATTENDANCE AT MEETINGS BY MEMBERS OF THOSE PUBLIC BODIES  
REMOTELY

At a regular meeting of the Melrose Township Board held in the Township Hall located at 04289 M-75, N., Walloon Lake, Michigan, on January 12, 2021 at 7:00 p.m.

PRESENT: V. Goodwin, S. Burr, D. Nowland, M.P. Goldich, R. Hissong Berry

ABSENT:

The following resolution was made by R. Hissong Berry and seconded by M. P. Goldich to-wit:

**RECITALS**

- A. Effective October 16, 2020 Act 228 of the Public Acts of 2020 (the Act) amended Section 3 of the Open Meetings Act (OMA) and added Section 3a to the Open Meetings Act to permit in certain circumstances public bodies to meet electronically and to permit members of those public bodies to participate in, and vote on, business before the public body remotely.
- B. The Act requires the public body, defined in Section 2(a) of the OMA to be the Melrose Township Board, including all boards, commissions, committees, subcommittees, authorities, or councils of Melrose Township, to establish procedures to ensure compliance with the requirements of the Act related to electronic meetings and participation in meetings by members of the public body remotely.
- C. The Melrose Township Board, therefore, desires to comply with this statutory requirement by establishing of the procedures contained in this Resolution.

**RESOLUTION**

NOW THEREFORE BE IT RESOLVED, that the Melrose Township Board hereby establishes the following procedures to permit the Melrose Township Board and all other public bodies of Melrose Township to meet electronically and to permit members of the Township Board and members of those other public bodies to participate in, and vote on, business before the public body remotely.

## **PROCEDURES FOR ELECTRONIC MEETINGS AND ATTENDANCE BY MEMBERS REMOTELY**

1. Circumstances Permitting Electronic Meetings and/or Remote Participation by Members. Electronic meetings of Melrose Township public bodies, in whole or in part, and/or attendance by members of those public bodies remotely may be permitted under any of the following circumstances:
  - a. Before January 1, 2021, for any circumstances.
  - b. On and after January 1, 2021 through December 31, 2021, only for one of the following:
    - i. Military service.
    - ii. A medical condition.
    - iii. A statewide or local state of emergency or state of disaster declared pursuant to law or charter by the governor or a local official or local governing body that would risk the personal health or safety of members of the public or the public body if the meeting were held in person, but only to permit the following:
      - (1) To permit the electronic attendance of a member of the public body who resides in the affected area.
      - (2) To permit the electronic meeting of a public body that usually holds its meetings in the affected area.
  - c. After December 31, 2021 only in the circumstances requiring accommodation of members absent due to military duty.
2. Meetings held Electronically.
  - a. Communication. Melrose Township shall utilize electronic video and/or audio services or equipment that ensures 2-way communication so that during the electronic meeting members of the public body can hear and be heard by other members of the public body and so that participants in the electronic meeting can hear members of the public body and can be heard by members of the public body and other participants during the public comment period. To accommodate individuals with a disability, Melrose Township may use technology to facilitate typed public comments during the meeting submitted by members of the public participating in the meeting that may be read to or shared with members of the public body and other participants.
  - b. Notice.
    - i. Any meeting to be held electronically shall be preceded by a notice posted at least 18 hours before the meeting on the Township's website that is fully accessible to the public. The notice shall be posted on the homepage of the website or on a separate webpage dedicated to public notices for nonregularly scheduled or electronic public meetings.

- ii. The notice of the electronic meeting shall comply with all of the following.
  - (1) The notice shall state why the public body is meeting electronically.
  - (2) The notice shall include the telephone number, Internet address, or both, plus any required passwords or access codes, needed to allow the public to participate in the electronic meeting.
  - (3) The notice shall include the telephone numbers and email addresses for each member of the public body, so that all members of the public may contact members of the public body to provide input or ask questions on any business that will come before the public body at the electronic meeting.
  - (4) The notice shall include the name, telephone number, and email address of the Township Clerk, or other person designated by the Township Board, so that persons with disabilities may seek reasonable accommodations necessary to participate in the electronic meeting.
- c. Agenda. If an agenda exists for an electronic meeting, then the agenda for that meeting shall be made available to the public at least two hours before the electronic meeting begins by posting the agenda on that portion of the Township's website that is fully accessible to the public. Posting of the agenda, however, shall not prohibit subsequent amendment of the agenda at the meeting.
- d. Identification of the Public. Melrose Township shall not as a condition of participating in an electronic meeting require a person to register or otherwise provide his or her name or other information or otherwise to fulfill a condition precedent to attendance at the meeting. However, Melrose Township may require a person to identify himself or herself as may be necessary to permit the person to participate in the public comment period of the meeting.

### 3. Remote Participation by Members of the Public Body.

- a. Communication. When a member of a public body is physically absent from a meeting, but attends the meeting remotely, Melrose Township shall utilize electronic video and/or audio services or equipment that ensures 2-way communication so that during the meeting the member can hear and be heard by other members of the public body and so that participants in the meeting can hear and be heard by the member. For each member of a public body attending the meeting remotely, that member shall announce at the beginning of the meeting that he or she is attending the meeting remotely and shall, except when his or her absence is due to military duty, announce the member's physical location by stating the county, city, township, or village and the state from which he or she is attending the meeting remotely. These announcements must be included in the minutes of the meeting.
- b. Notice.

- i. When a member of a public body is physically absent from a meeting, but attends the meeting remotely, Melrose Township shall post at least 18 hours before the meeting on the Township's website dedicated to public notices for nonregularly scheduled or electronic public meetings a notice that the member of the public body will be attending the meeting remotely.
  - ii. The notice shall include the telephone number and email address for the member of the public body who will be attending the meeting remotely, so that all members of the public may contact the member to provide input or ask questions on any business that will come before the public body at the meeting.
4. Physical Presence Required. If a meeting is held electronically because of the absence of a quorum of members due to military duty or a medical condition, or if a member participates in a meeting remotely due to military duty or a medical condition, then only those members absent due to military duty or a medical condition may participate remotely. Any member of the public body who is not on military duty or does not have a medical condition must be physically present at the meeting to participate.

Roll Call Vote: V. Goodwin- Y, S. Burr-Y, D. Nowland-Y, M.P. Goldich-Y, R. H. Berry-Y  
Approved 5/0

RESOLUTION DECLARED ADOPTED.

MELROSE TOWNSHIP

By:

Vern Goodwin, Supervisor

I, the undersigned, the Clerk of the Township of Melrose, Charlevoix County, Michigan, do hereby certify that the foregoing is a true and complete copy of certain proceedings taken by the Melrose Township Board at its regular meeting held on Jan 12, 2020, relative to adoption of the resolution therein set forth; that said meeting was conducted and public notice of said meeting was given pursuant to and in full compliance with the Open Meetings Act, being Act 267, Public Acts of Michigan, 1976, and that the minutes of said meeting were kept and will be or have been made available as required by said Act.

Dated: Jan 12, 2020

Robin Hissong Berry, Clerk

**Melrose Township**  
**2021 Poverty Guidelines Resolution**  
**Resolution Number 2021-01-12-01**

**WHEREAS** the adoption of guidelines for poverty exemptions is within the purview of the township board; and;

**WHEREAS** the primary residence of persons who, in the judgment of the Supervisor and Board of Review, by reason of poverty are unable to contribute to the public charges is eligible for exemption in whole or part from taxation under Public Act 390, 1994 (MCL 211.7u) as amended by PA 620 of 2002; and

**WHEREAS**, pursuant to PA 390, 1994 as amended, Melrose Township, Charlevoix County adopts the following guidelines for the Supervisor and Board of Review to implement. The guidelines shall include but not be limited to the specific income and asset levels of the claimant and all persons residing in the household, including any property tax credits, filed in the current or immediately preceding year.

To be eligible, a person shall do all the following on an annual basis:

- 1) Be an owner and occupy as a principal residence for which the exemption is requested.
- 2) File a claim with the supervisor or board of review for each year claimed along with state and federal income tax returns for all persons residing in home.
- 3) Provide proof of ownership if Board of Review requires it.
- 4) The total income of all occupants of the property for which the exemption is being claimed may not exceed 120% of the federal poverty income standards annually determined by the U.S. Department of Human Services.

Approved Poverty Guidelines for 2021.

Size of Family Unit	Federal Poverty Guideline
1	\$12,760
2	\$17,240
3	\$21,720
4	\$26,200
5	\$30,680
6	\$35,160
7	\$39,640
8	\$44,120



For each additional person add \$4,480

Approved Asset Test

1. Things of value that a person can own and are exempt from consideration in determining eligibility for a poverty exemption.
  - a. Applicant's principal residence
  - b. One motor vehicle per working adult.
  - c. Essential household goods.
  - d. Personal assets of any nature with a total value up to \$10,000
2. The Board of Review shall consider the value of the assets, or indebtedness otherwise owned by the applicant (except those exempt from consideration as listed above), shall not exceed \$15,000.

**NOW, THEREFORE BE IT HEREBY RESOLVED**, that the Board of Review shall follow the above stated policy and guidelines in granting or denying an exemption for the 2021 tax year, unless the Board of Review determines there are substantial and compelling reasons why there should be a deviation from these policies and these are communicated to the claimant.

The foregoing resolution was offered by V. Goodwin and supported by D. Nowland

Vote: M.P. Goldich- Y, S. Burr-Y, V. Goodwin- Y, D. Nowland- Y, R. Hissong Berry- Y

Approved 5/0

The Supervisor V. Goodwin declared the resolution adopted.

**CERTIFICATION**

I, Robin Hissong Berry the Clerk of Melrose Township, hereby certify that the foregoing resolution was adopted by the Township Board at their regular meeting on January 12, 2021 at which a quorum was present. By a unanimous vote of said members the said resolution was ordered to take effect

February 1, 2021

\_\_\_\_\_

Dated \_\_\_\_\_

# Notice of Melrose Township Meeting

Melrose Township  
Walloon Lake, MI 49796  
231-535-2310

The Melrose Township Board will meet on the following dates for the 2021-2022 year. All meetings will begin at 7p.m. and will take place at the Melrose Township Hall.

- March 9, 2021
- March 16, 2021 Budget workshop 6pm
- March 30, 2021 7pm Budget Public Hearing
- April 13, 2021
- May 11, 2021
- June 8, 2021
- July 13, 2021
- August 10, 2021
- September 14, 2021
- October 12, 2021
- November 9, 2021
- December 14, 2021
- January 11, 2022
- February 8, 2022
- March 8, 2022

This notice is posted in compliance with the Open Meetings Act, Public Act 267 of 1976, as amended, MCL 41.72a(2) and (3), and the Americans With Disabilities Act.

The Melrose Township Board will provide necessary reasonable auxiliary aids and services, such as signers for the hearing impaired and audio tapes of printed materials being considered at the meeting, to individuals with disabilities at the meeting or public hearing upon 7days notice to the Melrose Township Board.

Individuals with disabilities requiring auxiliary aids or services should contact the Melrose Township Board by writing or calling the following:

Robin Hissong Berry, Melrose Township Clerk, 231-535-2310

Posted on:

Signature of Township Clerk\_\_\_\_\_