

**Melrose Township Board of Trustees Minutes**  
**July 13, 2021 7:00pm**

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

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

**Approval of the Agenda**

Motion to amend the agenda by adding ARP (American Rescue Plan) to new business and approve as amended.

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

**Approval of minutes from previous meeting:**

**Minutes of the June 8, 2021 Regular Meeting**

Motion to approve the minutes of the June 8, 2021 Regular Monthly Melrose Township Board Meeting as presented.

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

**Minutes of the June 24, 2021 Special Meeting**

Motion to approve the minutes of the June 24, 2021 Special Meeting of the Melrose Township Board as presented.

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

**Guest** – None

**Old Business**

- **Sewer Update** –  
Aaron Nordman , Performance Engineers, Inc., reported there was an issue with one of the pumps servicing the drainfield on North Street causing overload. This has been replaced and problem solved.  
Some questions about restoration. A. Nordman will examine.
- **Water Update** – no change at this point
- **Third Street**  
The plan breaks and diverts the water flow before it gets to North Shore Dr. The Township has a responsibility to maintain 3<sup>rd</sup> Street because it does not meet CCRC standards at this point. Township employees will do the maintenance work. Current landscape is not in the plan to save.  
The first phase of Road improvement is ready to go out to bid. Specifications are prepared with a goal to begin work this fall.  
Motion to approve Third Street project to go out to Bid with opening scheduled Aug.5, 2021 at noon.  
Motion: S. Burr 2<sup>nd</sup> M.P. Goldich approved 5/0
- **Parking on Township land Policy** nothing yet
- **Cemetery Ordinance update** D.Nowland reported working on it.
- **Dam Inspection** will take place next week.
- **Library update**  
Boyne Valley and Melrose Townships have concerns about the operation of the Crooked Tree District Libraries, both funded by taxpayer millages. There is an open position on the Library Board to be filled by appointment by Melrose Township.  
**Board Member appointment**  
Motion: Melrose Township appoint Megan Van Horn to a 4-year term on the Crooked Tree District Library Board beginning July 1, 2021.  
Motion: M.P. Goldich 2<sup>nd</sup> V. Goodwin approved 5/0

### **Way finding signs**

Motion to approve the placement of way finding signs as requested by Friends of the Library and notify the Charlevoix County Road Commission of approval to allow installation, expenses to be paid by Friends of the Library.

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

- **Mettler Lawsuit update** Information has been supplied to the attorney as requested.
- **Telephone System**  
Can be seen at North Country IT.
- **Noise in the village issue**  
Discussion about noise concerns in the village. Points shared include the balance of rights, Any kind of Ordinance would apply to the whole Township. The Village area is a part of the overall Township.  
Motion to authorize V. Goodwin, Supervisor, to meet with the attorney to explore options in noise control.  
Motion: M.P.Goldich, 2<sup>nd</sup> R. Hissong Berry approved 5/0

### **New Business**

- **Poverty Exemption**  
Motion 2021-07-13-01 (copy attached) to amend Melrose Township 2021 Poverty Guidelines originally adopted as Resolution Number 2021-01-12-01.  
Motion: V. Goodwin 2<sup>nd</sup> D. Nowland approved 5/0
- **Zoning Administration –**  
Options being explored.  
August agenda to have written agreements that define the terms and service to be performed for Zoning Administration and Planning Commission operation with compensation detailed for Township Board approval.
- **Char. Co. MTA meeting**  
First in-person meeting to be held July 26 at 6 pm. Road commission presentation.
- **MDOT Thank you – traffic light** encourage individuals to contact MDOT individually with thoughts.
- **ARP (American Rescue Plan)**  
V. Goodwin will complete the required documents to qualify for funds.

### **Financial Report**

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

**Zoning Administrators Report** see included report

**Assessors Report** Poverty Exemption Resolution

**Employee Grounds Report** no report

## **Committee Reports**

- **Planning Commission**  
D. Nowland reported a Special Use Permit for commercial storage units on US131 was approved, and discussions are continuing on allowing Tiny Homes.
- **Zoning Board of Appeals**  
E. Lee reported a meeting will be held on the 14<sup>th</sup> to hear a request for an addition to a nonconforming building in a conforming way.
- **Road Committee**  
E. Lee reported the CCRC matching grants for road projects are coming. Can apply to Old State Rd.
- **Park Committee**  
Restroom project is almost complete.
- **Fire Department**  
See included report.
  
- **DDA** The Hemingway Statue unveiling is planned. The marketing person contract has been renewed.

## **Correspondence**

Request from WLA &C to request a no-wake zone be established in the North Arm Narrows of Walloon Lake. Discussion: Seek information from other Townships about this issue and action options. Put on August agenda.

**Public Comment called for** none

**Adjournment** 9:10pm

**Melrose Township**  
**2021 Poverty Guidelines Resolution**  
**Resolution Number 2021-01-12-01**  
**Revised 2021-07-13-01**

**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.

The foregoing resolution was offered by V. Goodwin and supported by D. Nowland  
Vote: 5 yay 0 nay approved