

**Melrose Township Board of Trustees**  
**November 1, 2022 7:00 pm**

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

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

**Approval of the Agenda**

Motion to amend the agenda by adding the quote for a new truck chassis and discussion of employee opening and approve as amended.

Motion: V. Goodwin 2<sup>nd</sup> S. Burr approved 5/0

**Approval of minutes from previous meeting:**

**Minutes of the October 11, 2022 Regular Meeting**

Motion to approve the minutes of the October 11, 2022, regular board meeting as presented.

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

Discussion about the approved ending of the Personnel Committee, being in conflict with our current Policy and Procedures. Place on the December agenda for discussion of Policy and Procedures review.

**Guest** – None

**Old Business**

- **Sewer Update** – Blake Smith, USDA has contacted us about Audit report information. V. Goodwin is working with Gabridge & Company, PLC- Kevyn Kozumplik to get this resolved.
- **Water Update** – K. Lane working on details of the fence that has been installed at the Walloon Lake Water System site on North Shore Dr.
- **Cemetery Ordinance update**  
D. Nowland shared a copy of the current Cemetery Ordinance with handwritten recommendations. The office will have to prepare copies for the Board to review.
- **Smith Street Easement agreement** no news
- **T. Mackie replacement**  
V. Goodwin is working with Plante Moran accounting firm to get a proposal to provide the services. The value of the sewer system labor now being done has not been determined. The way to pay for this service work has not been determined. Shelley, Marlene and Robin are spending additional hours doing these tasks.
- **Letter of Engagement Miller Canfield Bond Council for Sewer Expansion**  
Motion to sign the Miller Canfield Bond Council for Sewer Expansion letter of engagement.  
Motion: S. Burr 2<sup>nd</sup> D. Nowland 5/0 approved
- **Bakertilly letter of engagement for sewer extension municipal financial advisors**  
Motion to sign the Bakertilly letter of engagement for Sewer Expansion as municipal financial advisors.  
Motion D. Nowland 2<sup>nd</sup> S. Burr approve 5/0

**New Business**

- **Circle Park Acquisition- Where are we? Do we want it to be public space.**  
Discussion – Question from the DDA- Does the Board feel that the Circle Park property should be a public space?  
Need to review the previous application / final response from Trust fund/ explore ways to fund the purchase/ Mary Pat will contact Lake Association & Ben Borish
- **Overnight parking signs**  
Broc shared the information for signs to be used in the park parking lot and boat launch parking lot and the hall parking lot for a total of 7 signs.  
Motion to purchase 7 no overnight parking signs to include installation not to exceed \$3,500 for township property parking lots.  
Motion: M.P. Goldich 2<sup>nd</sup> S. Burr 5/0 approved

- **Centaris- Firewall**  
Motion to approve the proposal for the new firewall system, monthly management with VPN service from Centaris as presented.  
Motion: M. P. Goldich , 2<sup>nd</sup> S. Burr 5/0 approved
- **Ericson rezone request**  
Motion to adopt the Melrose Planning Commission and Charlevoix County Planning Commission recommendation to deny the request to rezone property #15-010-033-007-00.  
Motion: V. Goodwin 2<sup>nd</sup> D. Nowland 5/0 approved
- **3<sup>rd</sup> Street – Grant project**  
Discussion- on hold until spring
- **New Truck Chassis**  
Motion to approve ordering the new truck chassis as quoted from Mathers Ford at \$53,175.00.  
Motion: M.P. Goldich , 2<sup>nd</sup> D. Nowland 5/0 approved
- **E Poll Book Purchase**  
Motion to approve the purchase of a replacement E-Poll Book laptop using the State \$1,500.grant; total not to exceed \$2,500.  
Motion: R.H. Berry 2<sup>nd</sup> S. Burr 5/0 approved

### **Financial Report**

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

**Zoning Administrators Report** see included report

**Assessors Report** The next meeting of the Board of Review will be Dec14, 2022 at 5:30 pm.

### **Employee Grounds Report**

- Bruce Brooks intends to retire later this year. A possible candidate has inquired about the position.

### **Committee Reports**

- **Planning Commission-** see included report
- **Zoning Board of Appeals-** no meeting
- **Road Committee**  
E. Lee reported North Shore is completed and needs to be inspected.  
He recommends a policy that avoids late in the year projects. V. Goodwin will talk with Pat Weeks at the road commission about such a policy.
- **Park Committee**  
Broc Johnson reported on the park and shared a list of projects that have been completed in recent years.
- **Fire Department** no report
- **DDA**  
Broc Johnson Reported the DDA has 3 projects to work upon.  
The priority will be to replace the Gazebo, Extend the sidewalk to the junction and a Boardwalk along the river.  
Motion to appoint Scott Graden to serve on the DDA as recommended by the DDA.  
Motion: V. Goodwin 2<sup>nd</sup> M.P. Goldich 5/0 approved
- **Library Board** no report

**Correspondence** – newsletter shared before publication

**Public Comment** calls received concerning availability of new Zoning Administrator- answer calls, etc.

**Adjournment 8:26 pm**