

Melrose Township Board of Trustees Minutes

September 9, 2014 7:00pm

Call to Order 7:07pm V. Goodwin called to order

Present: V. Goodwin, S. Burr, L. Stephens, P. Cotanche, R. Hissong Berry

Approval of the Agenda

Motion to approve agenda as presented.

Motion: S. Burr 2nd L. Stephens Approved 5/0

Approval of the minutes from previous meeting

August 12, 2014 Motion to approve the minutes of August 12, 2014 with the clarification of John's last name and title in the ambulance information.

Motion: L. Stephens 2nd P. Cotanche

Approved 5/0

Guest- None

Old Business

- Water system up-date- working on it
- Sewer system up-date: A letter of intent has been signed with USDA.
 1. Ordinances- attorney is working on a draft
 2. Insurance- need to request the details required for coverage quote
 3. Yearly Audit- will be required to have yearly audit service.Discussion followed with questions from audience about process and procedures. The required advertising and postings were met. The sewer district was clarified- who will be impacted at this time. Questions about the field to be abandoned were raised. Questions about emergency plans were raised. Environmental protection questions were asked. Future expansion plans were questioned. Each was explained on how they are addressed in the process.
- Lee Street- erosion repair
A bid has been requested and has not been received. Will contact another contractor.
- Transfer Station Clean-up- survey has not been completed yet. Will follow-up with the surveyor firm for timeline.
- Green Belt Project with the Tribe- Plantings were done with markers. The willow slips and bushes are not in the correct place. Have requested they be moved.
- Employee replacement- Rex pay rate
While the employee process develops Rex is working lots of hours.
The Budget Salary schedule needs to be amended.
Motion to amend the budget salary schedule to read part time help Base rate at \$12.50 per hour. Motion : L. Stephens 2nd P. Cotanche Approved 5/0

Motion to approve a pay raise for Rex Stark Behling as part time hourly employee to \$15.00 per hour, effective immediately.

Motion: S.Burr 2nd R. Hissong Berry Approved 5/0

New Business

- DDA members – Looking for new members, some current members have not been attending, so they need to be replaced.
- Assessor Policy and Procedures
Important to fit with the existing Township Policy and Procedures.
Lyon Stephens volunteered to be the board member on the work group that will work to develop this Policy and Procedure. Lucia Oles volunteered to work with Steve Migda and Lyon on this project.
- Dumpster size change – 2 /20yd units
Motion to replace the 2 -8yard dumpsters with 2 – 20 yard dumpsters and keep the 40 yard unit for now.
Motion: V. Goodwin 2nd P. Cotanche Approved 5/0

Financial Report

Motion to approve financials and pay all bills as presented.

Motion: P. Cotanche 2nd S. Burr Approved 5/0

Zoning Administrators Report- see enclosed report

Assessors Report- none

Committee Reports

- Planning Commission- no meeting
- Zoning Board of Appeals-no meeting
- Road Committee
E. Lee reported no estimate on graveling the shoulder of our paved roads from CCRC. Will ask again.
Lee St. the CCRC will do an estimate for Gravel upgrading this seasonal road. As the portion to the Hass driveway is a platted road the CCRC will allow it to be upgraded to gravel. There will need to be a truck turn around at the point where the road becomes private.
- Fire Department- see enclosed report
- DDA- Met Aug. 20th Sidewalk bid & project approved.
Has arranged with G. Charbonneau for snow removal this year.

Correspondence – none

Public Comment- called for / none offered

Adjournment 9:00PM