

**Melrose Township Board of Trustees Minutes
November 1, 2016**

Call to order 7:00pm V. Goodwin

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

Approval of the Agenda

Motion to approve the agenda with the addition of Boyne City Ambulance under new business.

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

Approval of minutes from previous meeting:

Minutes of October 11, 2016 regular meeting

Minutes were reviewed.

Motion to approve the minutes as presented.

Motion: L. Stephens 2nd P. Cotanche Approved 5/0

Guest none

Old Business

- **Sewer Update** The main is done and drain field trenches are being dug.
- **Water Update** The fountain and park restrooms are turned off for the season. Will work on the fountain connection in the spring.
J. Conti – expressed concern with water quality. Has had a strong chlorine smell for months. What can people do? Have your water privately tested and contact DEQ who regulates the Walloon Lake Water System
- **Street Scape update**
Getting down to the final details. Question about the slope of the pavers- required to channel water runoff away from storm drains per MDOT
- **Masters House property** Still checking weekly no action yet

New Business

- **Park sewer line boring** Waiting for price information to bore the lines (water & sewer) for the park restrooms. An estimated amount has been included in the budget.
- **County enforcement of Building Codes**
Concern was expressed about the county building department and its lack of follow-up on complaints. It is suggested to contact the county commissioner about this, as they are responsible for the enforcement. The zoning administrator has been in contact with the property owner of record. The fire department was called about an untended open fire. They responded and reported to 911. L. Stephens will research if DNR was notified by 911.
- **Medical Marijuana Facilities Licensing Act** The Planning Commission was researching, and recommends no action at this time.
- **MTA training** R. Hissong Berry shared highlights of the all-day training. The Treasurer and Clerk need to meet to review the information in detail.
- **Housing Summit** R. Hissong Berry shared summary of the all day meeting. The whole region has a big need for workforce housing.
- **Pay request from Matts Underground and Performance Engineering Sewer project**

Motion to approve the Matts Underground Application for payment of \$133,475.00 as submitted.

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

Motion to approve the Performance Engineering application for payment of \$12,525.00 as submitted.

Motion: R. Hissong Berry 2nd P. Cotanche approved 5/0

Motion to submit estimate of funds needed to USDA for the sum of \$146,000.00.

Motion: V. Goodwin 2nd L. Stephens approved 5/0

Billing time for the sewer system has arrived. Board reviewed a draft of proposed bill and will review for input and decision next month. Meters to be read the middle of the month, bills out by the end of the month.

December agenda to decide/ confirm system of operation, collecting, turn on/off procedures, etc.

- **BS&A software**

Training is available at their headquarters. We need to understand the process for converting to BSA for the clerk functions...

- **Boyne City Ambulance**

An issue has developed with the license of Boyne City's Ambulance Service. We have not been officially notified of this problem. V. Goodwin will contact the city manager to inquire.

Financial Report (see included reports)

Motion to accept reports as presented and pay all bills.

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

Zoning Administrators Report (see included report)

Assessors Report

The Assessments in the township will be increasing for 2017. An opportunity to contract out the printing and mailing of assessment notices could be a savings. The assessor is working on the details.

Motion to inform Charlevoix County that Melrose Township will be willing to participate in the contracting out of printing and mailing of the assessment notices.

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

Employee Grounds Report no report

Committee Reports

- **Planning Commission** P. Cotanche presented a summary of the last meeting .
- **Zoning Board of Appeals** No meeting
- **Road Committee**

Errol Lee reported that the Country Club Shores/ Country Club Rd. / North Shore Drive road project is mostly complete. A few items are on the punchlist. Afton stone has been applied to the shoulders on Addis Rd. and erosion control on Old State Rd has been completed.

Some concerns were expressed about Country Club Road, with driveway restoration, mail box work and potholes in new stone surface. Also water flow and the direction it is now flowing. These will be addressed with CCRC.

Mr. & Mrs. Vandenbrink voiced concern about the private drive off Lee St. Now that the Township has purchased the property, what are the plans for improvement? It was explained that for one year nothing will be done, due to the right of owner to buy back under property tax laws.

- **Park Committee**

B. Johnson presented the report. It was a very busy season for the park, due to the great weather. Some vandalism had to be dealt with.

The pickle ball court will need the addition of serving areas at each end come spring. An estimate for adding some irrigation between the bath house and the Hemmingway sign at approximately \$2,000 should be included in next year's budget planning. The restroom building should be equipped with commercial doors and locks as part of next year's improvements. Keeping the budgeted amount for park improvement for next year the same amount as this year should be adequate.

- **Fire Department**

L. Stephens presented summary of the included report.

- **DDA**

DDA met in October. They are looking at continuing the curb and gutter work to the bridge at the river.

Correspondence

Reminder of Public Hearing on 11/10/2016

Public Comment called for none

Adjournment 9:30 pm