

**Melrose Township Board of Trustees Approved Minutes  
January 10, 2017 7:00 pm**

**Call to order 7:12pm** V. Goodwin called to order  
Present: S. Burr, P. Cotanche, V. Goodwin, L. Stephens.  
Absent: R. Hissong Berry (excused)

**Approval of the Agenda**

Motion to approve the agenda as presented.  
Motion: V. Goodwin; 2<sup>nd</sup> L. Stephens  
Approved 4/0

**Approval of minutes from previous meeting:**

Motion to approve minutes of December 13, 2016 regular board meeting as presented.  
Motion: S.Burr; 2<sup>nd</sup> P. Cotanche  
Approved 4/0

**Old Business**

- **Sewer Update**  
Great Lakes Energy to install meter at site within a week. Expect work to begin on Windsor Street hook-ups soon depending on weather.  
**Billing format and details**  
Presentation of resolution to establish fees for late charges, nonsufficient funds checks, fees to turn on/off service, and operational definition of the process for turn on/off service tabled until February, 2017 Board meeting.
- **Water Update**  
Awaiting response from Federal judge who is reviewing case
- **Street Scape update**  
Road project is in accordance with budget. Awaiting a change-order from Elmer's for costs. Identified repairs needed on curb area in village.
- **Masters House property**  
Nothing to report

**New Business**

- **Emmet County Ambulance Service Resolution**  
Sending to attorney for review
- **Meeting Dates for 2017-2018**  
Motion to change meeting date for November 14, 2017 to Nov. 7<sup>th</sup> to avoid night before opening season of deer hunting. Otherwise, motion to approve all meeting dates for 2017.  
Motion: L. Stephens; 2<sup>nd</sup> S. Burr Approved 4/0

- **Report from Walloon Lake Water Systems (WLWS) about water quality**  
Review and discussion about recent water quality report dated 12/10/2016. It appears that report addresses a concern at a different address. Need to look into this matter as it pertains to Melrose Township Hall. Board wishes to have water samples taken from more than one site. V. Goodwin will review results and future plan with DEQ.
- **National School of Choice Week Proclamation**  
Discussion: No action
- **MTA training**  
Building Better Budget: No action

### **Financial Report**

Questions regarding financial statements regarding payroll for fire personnel; taxes YTD; property utilities; bond insurance expenses.  
Motion to pay all bills as presented.  
Motion: L. Stephens; 2<sup>nd</sup> S. Burr Approved 4/0

### **Zoning Administrators Report (see included report)**

P. Cotanche presented summary of Zoning Administrator's summary. Correction indicated under item #4 Year in Review – change 2015 Zoning Permits to 2016 Zoning Permits.

### **Assessors Report**

No report presented

### **Employee Grounds Report**

No report presented

### **Committee Reports**

- **Planning Commission**  
No meeting
- **Zoning Board of Appeals**  
No meeting
- **Road Committee**  
Errol Lee reported that painting is still outstanding on Springvale Road: no report as to delay. Work will continue on Country Club Road in the spring.
- **Park Committee**  
No report presented
- **Fire Department**  
L. Stephens presented report summary: Slow month in terms of calls; Department had several local drills in past month that were well attended; New employee application pending.  
Motion to hire Christopher Mason, Chandler Hill to fill position in Fire and EMS  
Motion: L. Stephens; 2<sup>nd</sup> P. Cotanche  
Approve 4/0

- **DDA**  
No report presented

**Correspondence**

None reported

**Public Comment**

- Errol Lee asked about process regarding fire permits. DNR issues burning permits and is accessible through a link on the Charlevoix County website. It is not necessary to obtain burning permit during winter months, only when current conditions are dry and volatile.
- P. Cotanche addressed concerns about safety when walking on road side along M-75 in the village east of hotel and on towards US-131. The shoulder is narrow and there are no sidewalks on the west and/or north side of road. The sidewalk on the south side of M-75 from the hotel eastward is not reliably cleared of snow and there are no crosswalks available. V. Goodwin to address this concern at annual Charlevoix County Road Commission meeting end of January.

**Adjournment** 8:06 pm