

**Melrose Township Board of Trustees Approved Minutes
February 14, 2017 7:00pm**

Call to order 7:04pm V. Goodwin called to order

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

Approval of the Agenda

Motion to amend and approve the agenda with the addition of Mary Pat Goldich and the assessor report under Guest.

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

Approval of minutes from previous meeting:

Minutes of January 10, 2017 regular meeting

Motion to add the Nov. 14 date as the date to be changed for the Schedule of 2017 & 2018 meetings and approve the minutes with this addition.

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

Guest

- **G. Lasater** reported D. Way was appointed to the Charlevoix County Road Commission
- **Mary Pat Goldich** reported the Walloon Lake Association is seeking a new Executive Officer
- **S. Migda** reported the status of assessing records and the Board of Review schedule

Old Business

- **Sewer Update**

Motion to approve the USDA payment draw #4 for \$82,000.00 to pay current sewer fund bills.

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

Discussion about the shared tank & drain field pump on D. Beier's land on West St.

Motion to authorize Performance Engineering to draft a letter to the West Street group members that are part of the shared drainfield system regarding the status of their system and offering sewer system connection.

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

During budget planning the timeline for hook-ups, the fees and schedule for late charges will be reviewed.

How to communicate to potential customers about hook-up information?

To be determined in budget planning.

Insurance coverage- how to handle bill and how much back-up coverage

Keep coverage as a Township General Fund expense as we are the owners of the system. Have the backup coverage at the minimum amount as the design of the system provides very little chance of back-up. Confirm the total coverage cost with the insurance company.

Matt's bill for connecting the Township Hall to the system will be added to the financials for payment.

- **Water Update**

Township is now out of the case by court ruling.

- **Street Scape update**
Have made the payment of \$109,000.00 to CCRC for the MDOT payment.
Still working on the Elmer's balance on the project.
- **Masters House property** nothing has happened
- **Emmet County Ambulance Service Resolution**
Waiting for attorney opinion on the contract proposal received from Emmet Co.
Put on March agenda.

New Business

- **Bear River Road land Strip**
Motion to notify Emmet Co. Equalization that Melrose Township will release the Township's questionable interest in parcel number 010-002-002-30 along Bear River Rd.
Motion: R. H. Berry 2nd P. Cotanche approved 5/0
- **Audit Bids for this year**
Put on the March agenda
- **Mass Gathering Permit for Mini-Triathlon July 22**
Motion to approve the Mass Gathering Permit for a Triathlon in the Village on July 22, 2017 with the addition of Melrose Township as a named insured on the special event insurance coverage as recommended by the Planning Commission.
Motion: S. Burr 2nd R. Hissong Berry approved 5/0
- **BOR meeting start date change**
Resolution #2017-02-14-01 Board of Review Start Date
See included resolution.
Motion V. Goodwin 2nd L. Stephens approved 5/0 with rollcall vote
L. Stephens- Y, S. Burr-Y, V. Goodwin- Y, P. Cotanche-Y, R. H. Berry - Y

Financial Report

Motion to accept the reports and pay all bills as presented with the addition of the Matt's Underground bill for the connection of the Township hall to the sewer system.
Motion: S. Burr 2nd L. Stephens approved 5/0
The Sewer Fund financial report was reviewed by the board.(see included report)

Zoning Administrators Report none

Assessors Report given under guest

Employee Grounds Report None

Committee Reports

- **Planning Commission** P. Cotanche shared summary of enclosed report
- **Zoning Board of Appeals** None
- **Road Committee** E. Lee shared information about the annual CCRC meeting. Clarion Ave. is a county primary road and has been suggested to be on the list for the county millage. Road Commission will prepare estimate on West St. work also the Country Club Road work from the highway to the top of the hill. Larson Rd. work is being estimated also.
- **Park Committee** None

- **Fire Department**

L. Stephens summarized the enclosed report. Also answered questions about the Barrel Back Fire and hydrant function and dry hydrants.

- **DDA** meeting on Feb. 15, 2017.

Correspondence

- Notice has been received about changes proposed for the Marina in the village. We have no authority over this application and permit request.
- The notification from WLWS of water quality in the township hall test showed a high lead number. Discussion of need to retest.
- Motion to authorize Performance Engineers to arrange water testing for the hall.
Motion: L. Stephens 2nd: S. Burr approved 5/0
- Application to join the Walloon Lake Association has been received.
- Motion to join the WLA for a fee of \$75.00.
Motion: V. Goodwin 2nd L. Stephens approved 5/0
- Budget Hearing and workshop dates
March 21, 2017 6:00pm Budget Workshop
March 28, 2017 7:00pm Public Hearing
Need to post

Public Comment

Where is the Township recreation plan. Needs to be worked on.

Adjournment 9:25pm