

**Melrose Township Board of Trustees Minutes
December 12, 2017 7:00pm**

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

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

Approval of the Agenda

Motion to approve the agenda with the addition of Assessors Report and Springbrook update on Hillview moved to before Old Business .

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

Approval of minutes from previous meeting:

Minutes of November 13, 2017 regular meeting

Motion to approve minutes of November 13, 2017 regular board meeting as presented.

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

Guest

- **G. Lasater** Shared the Veterans office has arranged a bus to transport vets to appointments. The Transit program is cooperating on this service.
- **Walloon Lake Association meet & greet**
Mary Pat Goldich introduced Josephine Roberts, the new EO for the Walloon Lake Association. She shared the announcement that the Association is moving their office to Walloon Lake Village after the first of the year.

Assessors Report

S. Migda reported in person. There have been many new construction projects. He has reviewed and updated numerous records. A Personal Property Canvas has been conducted and found 2 corrections. The State is requiring a written policy for Tax Exemption request procedures. The Board of Review met and had 19 items to address.

Springbrook Update

D. Oldham shared the residents of Hillview Drive and the Charlevoix County Road Commission have worked on solution ideas. The CCRC has requested the Township officially request a plan and quote for the road work.

Motion to request the Charlevoix County Road Commission prepare a quote for the repair of Hillview Drive in Springbrook.

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

Old Business

- **Sewer Update** –
A. Norman presented the operation report. The Barrel Back had a small leak that has been addressed. The Boat Launch has a higher than usual usage. He is looking into that. A tap-in is ready for the North Shore connection request. The Church is ready. They are waiting for electric service connection to be completed.
- **Water Update** – Attorney working on this. Performance Engineering has provided a list of information needed from WLWS to proceed with the evaluation.
- **Masters House property** – No progress -
- **Recreation Plan update** - maps are ordered from equalization

New Business

- **Policy on Hall and Gazebo reservation system**
Gathering input for policy regarding how far in advance to accept reservations.
Hall space repairs. Seeking bids for insulation and wall repairs for the meeting space. It is in this years' budget.

Financial Report

- **General fund reports**
Motion to approve reports as presented and pay all bills.
Motion: L. Stephens 2nd S. Burr 5/0 approved
- **Sewer fund reports**
Motion to approve paying the Performance Engineering bills as presented and all regular bills for this month.
Motion: L. Stephens 2nd P. Cotanche 5/0 approved

Zoning Administrators Report See included report
Employee Grounds Report None

Committee Reports

- **Planning Commission** P. Cotanche provided a summary of the November 27 meeting.
- **Zoning Board of Appeals** Next meeting December 20, 2017
- **Road Committee** E. Lee will follow-up on the Hillview Dr. request with the CCRC
- **Park Committee** no report
- **Fire Department**
L. Stephens shared included report, as well as an agreement with Chandler Township to sell them 2 fire trucks (5501 & 5512). Chandler will review at their meeting tonight and finalize the agreement.
- **DDA** Next meeting in April

Correspondence None

Public Comment called for, None

Adjournment 8:00pm