

**Melrose Township Board of Trustees Minutes  
November 13, 2018 7:00pm**

**Call to order** V. Goodwin called to order at 7pm

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

**Approval of the Agenda**

Motion to amend the agenda by adding Board of Review meeting date change and DDA appointment under new business and approve the agenda as amended.

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

**Approval of minutes from previous meeting:**

**Minutes of October 9, 2018 Regular meeting**

Motion to approve minutes of the October 9, 2018 regular meeting as presented.

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

**Guest**

- **G. Lasater** not present

**Old Business**

- **Sewer Update** – A. Nordman presented the included report.
  
- **Water Update** – no response from Hass attorney about nondisclosure agreement revisions.  
**PFAS letter** The letter from WLWS about (PFAS) was discussed. Sources for more information were shared. It is an emerging contaminate the government agencies are still defining. We will keep informed as things develop.
- **Masters House property**  
The Breidenstein Family has assumed ownership of the house.
- **Circle Park update**  
Vern and Robin met with Ben Borish on Nov. 9, 2018. Reviewed the draft lease proposal and identified areas to work on and questions to answers.

**New Business**

- **Employee pay**  
Motion to approve a raise for Bruce Brooks to \$14.50 per hour, effective with the pay period beginning 11/17/2018.  
Motion: V. Goodwin 2<sup>nd</sup> P. Cotanche approved 5/0
- **Public land clean-up idea**  
The current low-cost option to dispose of non-compactable items at the Transfer station is available to residents of Melrose and Chandler Townships all year long. The items left on state land are an ongoing concern. A clean-up effort done by volunteers would be a good project. The Township would waive normal disposal fees for items brought into the transfer station by volunteer clean-up teams. Will look to find people to organize this kind of effort.
- **Old chair offer**  
Discussion of the offer. It is time to replace these chairs. Township will seek bids for new chairs and are agreeable to the offer to purchase the existing Gray and chrome chairs offered by Mark Lindsay when replacements are purchased.
- **Treasurer- Banking Change**  
Discussion of issues with the banking services and policies Treasurer is experiencing.  
Recommends expanding who we do business with.  
Resolution 2018-11-13-01 Bank Depository Resolution  
Roll call vote; L. Stephens-Y, P. Cotanche-Y, S. Burr- Y, V. Goodwin-Y, R. H. Berry-Y  
Approved 5/0
  
- **Park ORDINANCE REVISION**  
**Repeal Existing Ordinance**  
**New Park Ordinance**  
Review and discussion of the draft prepared by our attorney for the updated Park Ordinance. Ideas will be returned to the attorney for editing and final draft for December agenda.

- **Board of Review December meeting date**  
Resolution 2018-11-13-02 Board of Review December Meeting Date
- **DDA Appointment**  
Motion to appoint Katy Ross to the Melrose Township DDA Board for a 4-year term beginning Dec. 1, 2018.  
Motion: V. Goodwin 2<sup>nd</sup> S. Burr approved 5/0

### **Financial Report**

- **General fund reports**  
Motion to accept the financials as presented and pay all bills.  
Motion: S. Burr 2<sup>nd</sup> P. Cotanche approved 5/0
- **Sewer fund reports**  
T. Mackie presented the sewer fund financial report included.  
Motion to accept financials as presented and pay all bills.  
Motion: L. Stephens 2<sup>nd</sup> S. Burr approved 5/0

### **Zoning Administrators Report**

See included report

### **Assessors Report**

No report

### **Employee Grounds Report**

No report

### **Committee Reports**

- **Planning Commission** No meeting in Oct. & Nov.  
Next meeting Dec 3, 2018
- **Zoning Board of Appeals**  
No meeting
- **Road Committee**  
No meeting
- **Park Committee**  
B. Johnson reported on park projects.  
The pickle ball court updates have been completed. A new bench has arrived to be installed in the spring.  
Projects for next year will include: expanding sand area of the beach, parking and better signs, improve security for the park building.
- **Fire Department**  
L. Stephens reported the included report. Very busy month.  
The department breakfasts start Sat. Nov. 17. The Christmas party is Dec.8.
- **DDA**  
B. Johnson shared update of the meeting held on Nov. 12, 2018.  
They had a presentation about the new rules for reporting requirements for DDA's.  
Will look at extending the sidewalk to the US 131 intersection in 2019. Agreed to install irrigation in the beach area and the road frontage with the play area on the East side of M-75 with lake water.  
The Merchant Group has begun to meet and organize.  
The next meeting will be in April

### **Correspondence**

-Charlevoix County Planning commission position request posted.

-US 131 / M-75 intersection

MDOT plans to resurface US 131 from Boyne Falls to the county line in 2020. With this work scheduled we are organizing an effort to encourage improvement of the intersection at US131/ M-75 North. Triston Cole requested that Citizens individually submit comments to his office sharing accidents, near accidents, perceived dangers and possible solutions. To impress MDOT with the severe need for corrections he needs large numbers of concern from diverse populations. Flyers have been created. Need to distribute them around the community.

**Public Comment** called for – none offered

**Adjournment** 8:42 pm

**Resolution#** \_2018-11-13-01\_\_\_\_\_ **Date:** \_\_November 13, 2018\_\_

**Resolution** \_\_Bank Depository Resolution\_\_\_\_\_

**Whereas**, MCL 129.12 requires the Township Board of Trustees to provide by resolution for the designation and deposit of all public monies, including tax money, that comes **into** the possession of the Township Treasurer, in one or more financial institutions; and

**Whereas**, the Board of Melrose Township, in exercising its fiduciary responsibilities, desires to safeguard the funds of the Township that may be invested from time to time,

**Whereas**, the Treasurer is experiencing service problems and has recommended adding another financial institution,

**Now, Therefore, be it resolved** that the following banks are designated as depositories for Melrose Township Funds for the remainder of the 2018-2019 fiscal year:

**Chase Bank**  
**Citizens National Bank**

The foregoing resolution offered by Board Member \_\_V. Goodwin\_\_\_\_  
and supported by Board Member \_\_L. Stephens\_\_\_\_\_ .

Roll call: L. Stephens-Y, P. Cotanche-Y, S. Burr-Y, V. Goodwin-Y, R. H. Berry-Y

Upon roll call vote, the following voted **“Aye”** : \_\_5\_\_  
**“Nay”**: \_\_\_\_\_

The Supervisor declared the resolution adopted.

\_\_\_\_\_  
Melrose Township Clerk

**Certificate**

I, Robin Hissong Berry, the duly elected and acting Clerk of Melrose Township, hereby certify that the foregoing resolution was adopted by the Township Board of said Township at the regular meeting of said Board held on November 13 , 20 18, at which meeting a quorum was present, by a roll call vote of said members as hereinbefore set forth; that said resolution was ordered to take immediate effect.

Robin Hissong Berry

Melrose Township Clerk

**Resolution#** 2018-11-13-02 **Date:** Nov. 13, 2018

**Resolution** Melrose Township Board of Trustee to change the December Date for the Board of Review Meeting Date to December 12, 2018

**Whereas,** The Board of Review must hold a meeting by law on a required date- of December 11, 2018.

**Whereas,** The assessor is unavailable for that date.

**Whereas,** The Melrose Township Board is authorized to schedule an alternative date.

**Now, Therefore, be it resolved** that the Melrose Township Board of Review will conduct the December Board of Review meeting date on December 12, 2018 at 6:00pm for the purpose of correcting clerical errors and mutual mistakes of fact.

The foregoing resolution offered by Board Member Vern Goodwin

And supported by Board Member Phyllis Cotanche.

Roll call vote: L. Stephens- Y, S. Burr-Y, P. Cotanche-Y, V. Goodwin-Y, R. H. Berry-Y

Upon roll call vote, the following voted **“Aye”** : 5

**“Nay”**: 0

The Supervisor declared the resolution adopted.

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Melrose Township Clerk

**Certificate**

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Robin Hissong Berry  
Melrose Township Clerk