

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

Call to order V. Goodwin called to order 7:02pm

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

Approval of the Agenda

Motion to approve as amended by adding in New Business the Boyne Valley Vineyards liquor license application.

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

Approval of minutes from previous meeting:

Minutes of January 9, 2018 regular meeting

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

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

Guest

- **G. Lasater** not present
- **H. Huffstutler Director of Conservation Programs
Walloon Lake Trust and Conservancy**

Heather presented to the board the land acquisition project on Walloon Lake south of the river and Hopcraft frontage. This would preserve over 400 feet of frontage and land across M-75 North. They are fundraising for the price.

Old Business

- **Sewer Update** – A. Nordman from Performance Engineers Inc. presented system operation summary (see included report)
- **Water Update** – A. Nordman from PEI reported the DEQ records have been reviewed and analysis is progressing
- **Masters House property** no action
- **Recreation Plan update** Maps are in and final draft should be ready for Board in March and public hearing in April.
- **Policy on Hall and Gazebo reservation System-**
Motion to revise the Hall Rent Policy to add: “ not more than 15 months before the desired date to reserve the hall”.
Motion P. Cotanche 2nd S. Burr approved 5/0
- **Building Insulation project update** Work is scheduled for Feb. 20, 2018

New Business

- **Regular Board Meeting Date in May due to Election on May 8, 2018**
Motion to move the regular May Melrose Township Board meeting to May 15, 2018 due to May election.
Motion: S. Burr 2nd P. Cotanche approved 5/0
- **Budget planning meeting dates**
Motion to schedule the Melrose Twp. Budget Workshop meeting on March 20 at 6:00pm and the Budget Hearing on March 27 at 7:00pm.
Motion: V. Goodwin 2nd P. Cotanche approved 5/0
- **Letter of Recommendation for Performance Engineers, Inc**
Motion to authorize V. Goodwin to submit a letter of recommendation for Performance Engineers, Inc. regarding their services with our municipal projects.
Motion: S. Burr 2nd L. Stephens approved 5/0
- **Shopping for Insurance**
Motion to invite the insurance providers to attend a special board meeting on March 6, 2018 at 7:00pm, with each given a 30 minute time period to present their proposal.
Motion: V. Goodwin 2nd L. Stephens approved 5/0
- **Boyne Valley Vineyard**
Motion to support the Boyne Valley Vineyards Small Wine Maker license.
Motion: R. Hissong Berry 2nd V. Goodwin approved 5/0

Financial Report

- **General fund reports**

Motion to accept the financial reports as presented and pay all bills.

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

- **Sewer fund reports**

T. Mackie presented the financial reports for the sewer fund.

Motion to accept the financials as presented and pay all bills.

Motion: R. Hissong Berry 2nd S. Burr approved 5/0

Zoning Administrators Report see included report

Assessors Report no report

Employee Grounds Report no report

Committee Reports

- **Planning Commission** P. Cotanche presented the Planning Commission report.
- **Zoning Board of Appeals** no meeting
- **Road Committee** E. Lee questioned do we need an estimate for Hillview for the Budget Workshop meeting. It was agreed that we would like to see one.
- **Park Committee** no report
- **Fire Department**
L. Stephens presented the Fire Department report (see included report)
- **DDA** no Meeting

Correspondence

Lee Street communication was shared. The road and the house are in the works. No dates are set.

Public Comment Called for – none

Adjournment 8:04pm