

**Melrose Township Board of Trustees Minutes
January 8, 2019 7:00pm**

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

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

Approval of the Agenda

Motion to approve the agenda as presented.

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

Approval of minutes from previous meeting:

Minutes of December 11, 2018 Regular meeting

Motion to approve the minutes of the December 11, 2018 Regular Board Meeting as presented.

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

Guest

- **G. Lasater** not present

Old Business

- **Sewer Update** – A. Nordman share the enclosed report. Things are going well
- **Water Update** – no change
- **Circle Park update** – no change
- **Park Ordinance Revision**- on hold
- **US131 & M75 intersection update** – waiting to hear from MDOT about hearing date
- **New Chairs for the offices**
Vern examined options and recommended selections for guest chairs and visitor chairs.
Motion to approve the purchase of 4 Ruzzi Mid-Back Chairs and 6 stacking Guest chairs in black from Office Depot.
Motion: S. Burr 2nd L. Stephens approved 5/0
- **Office Employee Tasks**
Reviewed the list of tasks provided last month. Identified the tasks to be included for the new position.
Revised list will be provided for approval at February meeting.

New Business

- **Charlevoix County Recreation Grant Application**
Motion to Approve Resolution # 2019-01-08-01 Charlevoix County Recreation Grant Application for park improvement project. (see included resolution)
Motion: L. Stephens 2nd S. Burr
Roll call vote: V. Goodwin-Y, S. Burr-Y, L. Stephens-Y, P. Cotanche-Y, R. Hissong Berry-Y
Approved 5/0
- **Stamps- How much in advance to purchase?**
Good idea to buy some ahead, before price increase.
- **Calendar of Meeting Dates for 2019**
Motion to approve the Melrose Township Board regular meeting dates for the 2019-2020 year as presented.
Motion: V. Goodwin , 2nd P. Cotanche Approved 5/0
- **Set Budget Workshop and Hearing dates**
Motion to hold the Budget Workshop Special Board meeting on March 19, 2019 at 6pm and the Budget Public Hearing meeting on March 28, 2019 at 7pm.
Motion: V. Goodwin 2nd P. Cotanche Approved 5/0
- **Auditor selection**
Letter from Hill Schroderus Firm was read aloud. We must seek a new auditing firm. After reviewing the list of firms that are being used by other local governments, several local firms were selected for the Supervisor to contact and request a bid for services.
Put on the February 12, 2019 agenda

- **Policy and Procedure Review Committee appointments**
Motion to appoint the following as members of the 2019 Melrose Township Policy and Procedure Committee: Mary Pat Goldich, Leonard Meadows, Phyllis Cotanche and Charlie Zimmer.
Motion: S. Burr , 2nd L. Stephens Approved 5/0
They would like to meet on Fridays at 5:30pm for now. Meetings will be posted as required.
- **New work station connection**
Motion to approve the purchase of a new work station as bid from North Country IT at the price of \$1,625.00.
Motion: L. Stephens 2nd P. Cotanche Approved 5/0
- **Renewal of Office 365 license**
The annual renewals will be coming soon, the expense is budgeted.

Financial Report

- **General fund reports**
Motion to accept the financials as presented and pay all bills.
Motion: P. Cotanche 2nd S. Burr Approved 5/0
- **Sewer fund reports**
Motion to accept the fund financials as presented and pay all bill.
Motion: L. Stephens 2nd P. Cotanche Approved 5/0
Note: a bill from Performance Engineering just came in and will be included with the payments

Zoning Administrators Report see included report

Assessors Report no report

Employee Grounds Report no report

Committee Reports

- **Planning Commission** no December meeting
- **Zoning Board of Appeals** no meeting
- **Road Committee** not much at this time of year
- **Park Committee** no meeting
- **Fire Department**

L. Stephens shared the enclosed report.
Motion to hire Derek Charbonneau and Tracy LaGasse as recommended by the Fire Department.
Motion: L. Stephens 2nd S. Burr Approved 5/0
- **DDA** no meeting

Correspondence invitation for Winter Wallooner's event shared

Public Comment called for none

Adjournment 8:40pm

Resolution# 2019-01-08-01

Date: Jan 8, 2019

Resolution: Melrose Township Board of Trustee approval for application for recreation grant funds from Charlevoix County.

Whereas, Melrose Township has the authority to construct, operate, and maintain the Melrose Township Park and the facilities within the park

Whereas, Melrose Township is requesting a \$10,000. appropriation from the Charlevoix County Board of Commissioners; and

Whereas, the Melrose Township Board desires to enhance and build the beach access grid to meet the needs of users in Charlevoix County;

Now, Therefore, be it resolved by the Melrose Township Board that, pursuant and subject to all of the terms and provisions of Charlevoix County Parks millage, application be made to the Charlevoix County Board of Commissioners for funding: and

Be it further resolved that the Park Committee Chairperson, Broc Johnson of said Melrose Township is hereby authorized and directed to cause the necessary data to be prepared and application to be signed and filed with the County of Charlevoix.

The foregoing resolution offered by Board Member L. Stephens

And supported by Board Member S. Burr

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 January 8, 2019, 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