

**MELROSE TOWNSHIP DDA MINUTES**  
**Regular Meeting of October 21, 2014**  
**At Melrose Township Hall**

**I. CALL TO ORDER & ROLL CALL**

Chair Broc Johnson called the meeting to order at 7:00 PM.

**Members present:** Broc Johnson, Vern Goodwin, Bob Vratana, Dave Rentschler, Judy Goldsmith, and Jonathon Borisch.

**Members absent:** Mike Strobel, Lou Mettler, Arnold Hudson, and Calvin Penfold.

**Staff present:** Recording Secretary Tom Mackie

**II. WELCOME NEW MEMBER:** Broc welcomed new member Jonathon Borisch, noting his appointment and oath of office at the last Township Board meeting.

**III. OATH OF OFFICE:** Township Clerk Robin Hissong Berry administered the oath of office to all members in attendance.

**IV. APPROVAL OF MINUTES**

Dave Rentschler motioned, Vern Goodwin seconded, to approve the minutes of August 21, 2014 as presented. All ayes, motion carried.

**V. FINANCIAL REPORT:**

Tom Mackie reviewed the statement of Revenues and Expenses compared to budget. The current cash balance is \$69,705. Vern noted the anticipated sidewalk expenditure should be less than the anticipated \$44,257 due to less sand excavation and mobilization cost savings.

**VI. NEW BUSINESS:**

**A. Streetscape Development:** Aaron Nordman provided an update including drawings and a validated cost estimate. The current plan for curb cuts, bump-outs, and crosswalks are reflected in the drawings. Maintenance estimates for lighting (\$1,350 annually) and snow removal (\$12,000 to \$15,000 annually) are also included. The Township would assume responsibility if snow is to be plowed from parking areas, although nothing requires these areas to be plowed. When Broc asked for comment on DDA financing of snow removal Bob suggested this is necessary maintenance for a functioning downtown, while Dave noted maintenance costs would take away from capital improvement projects.

Aaron noted the current total cost estimate of \$605K to \$627K should be accurate now that the project planning is complete, and the DDA is being asked to fund half of this. We discussed various loan terms that would provide for debt servicing, yet leave enough revenue for other projects. Vern will ask the Township Treasurer to pursue funding options.

**Dave Rentschler motioned, 2nd by Bob Vratanina, to borrow money to fund 50% of the streetscape project at an amount not to exceed \$315,000. Roll call vote, all ayes.**

Jonathon suggested pursuing a snow removal agreement with property owners if this would be legal. Vern will discuss this with the Township Attorney.

**B. Future Project Discussion:** None offered.

**VII. UNFINISHED BUSINESS:**

**A. Sidewalk Project:** Broc reported the project has been completed and he has received no complaints. Bob noted the sidewalk is now being used by pedestrians.

**B. Sailboat Monument Sign:** Vern noted MDOT approval is required if the sailboat is located within the road right-of-way, and they are not presently authorizing installations like this. The alternative is to move it further back, out of the right-of-way onto Moes Mathews property. Broc will contact Mike Strobel for information on any discussion he may have had with Moes.

**C. Park Lighting:** Ed's Electric has quoted \$6,800 to wire the Park with electricity. Vern believes the Township General Fund should participate at 50%, as electricity will be required to operate a sewer pump in the future.

**Dave Rentschler motioned, 2nd by Broc Johnson, to recommend the Township accept Ed's Electric bid for \$6,800 to install electricity in the Park and share the cost equally between the DDA and General Funds. All ayes, motion carried.**

**VIII. DDA MEMBER COMMENTS:** Broc noted that Dan Sebold has officially resigned from the DDA. Lou Mettler has also asked that he be replaced. Broc and Vern are talking to potential candidates and Judy will also pursue this.

**IX. CITIZEN COMMENTS:** None.

**VIII. NEXT MEETING:** Expected to be called in early December.

**IX. ADJOURNMENT**

The meeting was adjourned at 8:37 PM.

Prepared by:

Approved by:

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Tom Mackie, Recording Secretary

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Judy Goldsmith, Secretary