

**MELROSE TOWNSHIP DDA MINUTES**  
**Regular Meeting of October 26, 2022**  
**At Melrose Township Hall**

**I. INFORMATIONAL MEETING PER TAX INCREMENTAL FINANCING ACT (ACT 57 OF 2018)**

No members of the jurisdiction were present. Meeting proceed to regular DDA meeting

**II. CALL TO ORDER**

Chair Broc Johnson called the regular meeting to order at 5:04 PM.

**Members present:** Broc Johnson, Steve Whittaker, Phil Whittaker, Bill Wehrenberg, Scott Graden, Bill Goldsmith and Jonathon Borisch

**Members absent:** Vern Goodwin and Dave Rentschler

**III. APPROVAL OF MINUTES:**

**Phil Whittaker motioned, Steve Whittaker seconded, to approve the minutes of August 3, 2022 as presented. Motion carried unanimously.**

**IV. FINANCIAL REPORT:**

Township carries the responsibility for this information. Due to a position vacancy, current information is not available.

**V. UNFINISHED BUSINESS:**

**a. Township Purchase of Circle Park:** It is being reviewed by the Township Board of Trustees.

**b. Sidewalk Extension Project:** no report was given.

**c. River/Boardwalk Path:** A report from Performance Engineering was given. The updated quote for work only along the river without the extension/connector from the back parking lot to the boardwalk is \$194,071.25. In this case, access to the boardwalk would be directly from the park.

**d. Park Gazebo Project:** Report presented by Phil Whittaker. Examples of similar structures located in the area were shown. Costs of these projects fell between \$180,000 to \$250,000. However, these numbers are several years old and it is assumed that costs would be significantly higher. Steve and Phil Whittaker will continue to work on developing this proposal.

**e. 17 Sailboat:** The renovation project is completed and should come in on budget. Signage on the boat will be **Walloon Lake**. The concrete base will be reset so the boat will be in a vertical position.

**f. Staffing for minutes and financial reports for the DDA:** This is being overseen by the Board of Trustees.

- g. Priority for Existing Proposals:** The three projects are the boardwalk, gazebo and sidewalk. The committee prioritized them as 1) gazebo 2) sidewalk (without lighting) and 3) boardwalk.

**VII. NEW BUSINESS:**

- a. Promote Michigan Update:** A written report was submitted Dianna Stampfler.
- b. Future Development in Village:** The new structure to be built were the store formerly existed has received a zoning permit.
- c. Explore US131 North:** Robin Berry presented a report. The program is focusing on economic development opportunities.
- d. Budget for 2023-2024:**
  - a. Budget Items:
    - i. Web site maintenance - \$2,500
    - ii. Banners - \$2,600
    - iii. Steel Drum - \$1,500
    - iv. Lights and garland - \$2,500
    - v. Winterfest participation - \$2,000
    - vi. Car show - \$2,500
    - vii. Promote MI event planner - \$7,500
    - viii. West MI tourist Assoc. dues -\$500
    - ix. US 131 corridor - \$2,000
    - x. Capital Projects – \$550,000 (this is a blanket number to cover the Gazebo, sidewalk, boardwalk)
    - xi. Signage on US 131 - \$1,000
    - xii. Distribution costs for brochure - \$1,500

**VIII. MOTION TO EXTEND ANNUAL CONTRACT WITH PROMOTE MICHIGAN:**

**Scott Graden moved and Broc Johnson seconded the motion to maintain the marketing service contract with Promote Michigan for Sept. 2022 to Sept. 2023 at the cost of \$500 per month (\$6,000 total). Motion passed unanimously.**

- IX. DDA MEMBER COMMENTS:** Scott reported that the development of the new gas station and store on US 131 north of the M-75 intersection is proceeding.

- X. CITIZEN COMMENTS:** None

- XI. NEXT MEETING:** third week in April

- XII. ADJOURNMENT:** The meeting was adjourned at 7:11 PM.

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Bill Wehrenberg, Secretary  
(approved as submitted on April 19,2023)

