

MELROSE TOWNSHIP DDA MINUTES
Regular Meeting of August 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, Mike Strobel, Dave Rentschler, Judy Goldsmith, and Calvin Penfold.

Members absent: Lou Mettler, Arnold Hudson, and Dan Sebold

Staff present: Recording Secretary Tom Mackie

II. APPROVAL OF MINUTES

Bob Vratana motioned, Mike Strobel seconded, to approve the minutes of January 31, 2014 as presented. All ayes, motion carried.

III. FINANCIAL REPORT:

Tom Mackie reviewed the statement of Revenues and Expenses compared to budget. The current cash balance is \$69,899.

IV. NEW BUSINESS:

A. Future Project Discussion: Bob suggested improving the public beach by adding more sand. Broc noted the existing park/beach improvement plan has already doubled the size of the beach area, with another 20% increase planned for next year. When complete, the beach will be three times the size it was 10 years ago.

B. Village Development: Broc introduced Aaron Nordman from Performance Engineering, who has been working with MDOT on street improvements. In an effort to address vehicle parking on sidewalks, Aaron has a cost estimate of \$70,000 for brick pavers and trees to delineate the parking area. Bob asked what portion of the \$600,000 total streetscape project the DDA is being asked to contribute. Aaron responded that Jonathon Borisch is asking the DDA to fund half the project cost.

Broc asked for details on the lighting plan. Aaron provided a drawing identifying the shepard-hook style LED fixtures placed approximately 50 feet apart. The fixtures are dark-sky compliant and similar to ones currently used in the parking lot.

Broc then asked about surface water run-off. Aaron indicated water from the highway will be directed into storm sewers, but water on private property must remain on the property.

Approved

Bob asked about a plan for crosswalks. Aaron noted three crosswalks are planned and their locations are noted on the drawings.

Dave asked if the improvements will result in lowering the speed limit through the village. Aaron noted this issue has been widely discussed. The bump-outs should provide a natural slowing of traffic, but a new speed study can also be requested. He also noted the Township will be responsible for maintenance of the improved areas and he can provide some ideas on cost.

Dave asked if the project would still proceed without DDA financial support. Aaron responded the project would probably be delayed until a new funding source can be secured. Vern noted Township and/or DDA support is necessary to obtain matching funds, and the DDA can borrow money much easier than the Township. Broc noted the lighting portion of the project has been part of the DDA plan from day one.

Broc suggested the light positioning take into consideration the effect on Walloon Lake, noting existing buildings can shield the lights when viewed from the lake.

Broc asked about the potential for unexpected costs. Aaron suggested enough work has been put into plan development and engineering that this concern is not significant. He expects the final plan to be completed by the end of September, with bidding over the winter months and construction next spring. Dave suggested we need maintenance information with cost estimates and responsibilities before proceeding. Calvin indicated this would be a good use of DDA funds and noted most of our revenue comes from this area. When Vern noted our recent road construction projects seem to be coming in at more than engineering estimates, Aaron indicated he can pursue a contractor review to determine if the budget is realistic. Broc asked the DDA be given time to consider the proposal and schedule another meeting around the first week of October.

- C. Storm Sewer Update:** Vern reported the contract for this work has already been awarded to Tri County Excavating for \$133,000.

V. UNFINISHED BUSINESS:

- A. Sidewalk Project:** Broc reported the plan for sidewalk construction from the boat-launch parking lot to the church has been approved and will proceed. Bob noted a required easement from the Leffort family will hopefully be signed tomorrow. We discussed ideas for sidewalk snow removal and Vern suggested this be contracted out, with the Township and DDA sharing the cost. Broc provided a snow removal proposal from Charbonneau Enterprises

Bob Vratana motioned, 2nd, by Broc Johnson, to recommend the Township accept the submitted bid from Charbonneau Enterprises, Inc. for sidewalk snow removal, and to share the cost of this service with the Township General Fund. All ayes, motion carried.

- B. Sailboat Monument Sign:** Mike reported the boat is ready for paint and installation of the sign. Bruce Janssen of the Wood Shop has recommended stickers rather than an expensive paint job. A sketch of the boat with proposed colors and signage was provided. We discussed area landscape ideas and agreed on a low-maintenance solution such as rocks and myrtle.

C. Park Lighting: Broc explained the current plan for hard-wired lighting. Vern suggested the Township bear part of the cost to provide electricity to the park as this will eventually be needed to power a septic pumping station at the bath house. He indicated this will be added to the Township Board's meeting agenda.

VI. DDA MEMBER COMMENTS: Judy asked if Charter has completed its work to relocate overhead cable lines. Broc responded one pole still remains.

VII. CITIZEN COMMENTS: None.

VIII. NEXT MEETING: To be scheduled when more information becomes available. Expected to be called around the first week of October.

IX. ADJOURNMENT
The meeting was adjourned at 8:50 PM.

Prepared by:

Approved by:

Tom Mackie, Recording Secretary

Judy Goldsmith, Secretary