

MELROSE TOWNSHIP DDA MINUTES
Regular Meeting of November 12, 2018
At Melrose Township Hall

I. CALL TO ORDER & ROLL CALL

Chair Broc Johnson called the meeting to order at 7:08 PM.

Members present: Broc Johnson, Vern Goodwin, Jonathon Borisch, Mike Strobel, Steve Whittaker, and Judy Goldsmith.

Members absent: Calvin Penfold, Bob Vratana and Dave Rentschler.

Also present: Recording Secretary Tom Mackie

II. APPROVAL OF MINUTES:

Jonathon Borisch motioned, Steve Whittaker seconded, to approve the minutes of September 10, 2018 as presented. All ayes, motion carried.

III. FINANCIAL REPORT:

Tom reviewed the financial statements.

IV. GUEST:

Northern Lakes Economic Alliance representative Janet Koch offered a presentation on Public Act 57 of 2018, "Recodified tax increment Financing Act." This new act replaces Public Act 197 of 1975. She suggested the Acts are basically the same, but new reporting requirements have been added. Major points covered in the presentation included:

- 50% of the DDA Board must have an "interest" in the district.
- Powers of a DDA Board are considerable.
- New reporting requirements are considerable and effectively start in October 2019.
- Some reporting details have yet to be developed by State Treasury.
- Monthly expense reporting can be accomplished by including in the minutes.
- The Act requires publishing an annual audit. Janet is researching for townships that are only audited every other year.
- An annual report providing significant financial data must be submitted to Treasury.
- Public notices must be published 14 days before a meeting and minutes must be posted on the township's web site.
- An annual synopsis must be published on the township website.

V. UNFINISHED BUSINESS – Future Project Discussion:

a. Township Purchase of Circle Park: Vern reported that he and Township Clerk Robin Hissong Berry met with Ben Borisch to discuss the most recent offer.

b. Merchants Association: Katy Ross reported the effort to organize an association is progressing well. Four officers have been identified and the group will meet again tomorrow. They would like to contract for marketing efforts, including web site and social media development. Their anticipated total cost is \$35,000 with initial expenses of

Approved

approximately \$5,500, and they are asking the DDA to fund this cost either in full or part. Broc suggested they first consider some existing marketing opportunities the DDA and Township are already involved with. We already financially support the US131 Committee and Boyne Chamber of Commerce. The Walloon Lake Merchants Association events can be included in the calendars and weekly newsletters of these organizations. Broc also suggested the DDA will consider cost-sharing with the Merchants Association once they are fully organized and funded through association dues.

- c. **US131 Mettler Property:** Robin reported the township is currently recruiting for a Dog-Walk Committee. We are also waiting to hear from the state on our submitted Recreation Plan.

VI. NEW BUSINESS:

- a. **Holiday Decorations:** We have a new quote from Firman Irrigation of \$1,698, about \$200 more than last year. This year's budget is \$1,700. **Vern motioned, 2nd by Broc, to accept Firman Irrigation's bid of \$1,698 for installation, removal, and storage of holiday decorations for the current fiscal year. All ayes, motion carried.**
- b. **US131 / M-75 Intersection – Concerned Citizens Initiative:** Broc noted this dangerous intersection has been a long-term problem. Despite multiple efforts over the years it remains a concern, but a new initiative is now being pursued through the state legislature. State representative Triston Cole is seeking citizen input on how best to fix this intersection when the road is repaved in a couple years. Robin has been distributing "Call to action" flyers encouraging citizens to contact Triston through mail, email, or phone.

Vern suggested next May could be a good time to request a new speed study for the village, now that the Streetscape work has received final state inspection.

- c. **Sidewalk Extension from Church to US131:** Broc noted the DDA has already installed sidewalks from the boat launch parking lot to the church and should now consider completing this project by extending it to US131. He suggested this would provide safety and convenience, with a bonus of completing the existing trail system. Vern noted Performance Engineers will provide a no-charge cost estimate.
- d. **Irrigation System for Beach / Park:** Broc noted this has been a Parks and Rec proposal for years, but installation and water costs have been a concern. A new proposal involves running water and power under M-75 for an estimated installation cost of \$17,000. Long-term maintenance is estimated at \$500 per year, with a one-time hydroseeding estimate of \$2,000 for both sides of the road. Bunny Marquardt suggested this would be a good investment. Jonathon stated this is a great idea, but additional parking is also needed. Broc noted expanded parking behind the park is already being considered. **Broc motioned, 2nd by Steve, to budget \$20,000 for installation of an irrigation system and hydroseeding for both sides of the park. All ayes, motion carried.** Vern suggested the Township's General Fund can support annual maintenance.

- e. **2019 Budget Planning:** Bill Goldsmith suggested completing landscape work adjacent to the new sidewalk in front of the Post Office. Vern noted this should start with MDOT's input on working in the right-of-way. He will discuss with Aaron Nordman at Performance Engineers.

The Board discussed each account in the expense ledger and achieved consensus on recommending the following budget proposals for the fiscal year beginning April 1, 2019:

- Snow plowing: Maintain the same level of funding.
- Brochures: Likely something new next year. Provide \$500 funding
- Holiday lighting: \$1,900
- Community events promotions: \$5,000
- Capital investment in irrigation system and hydroseed: \$20,000
- Capital investment in Walkable museum project: \$31,000
- Capital investment in Hemmingway statue: \$50,000
- Debt servicing and depreciation per the schedules

VII. **DDA COMMENTS:** None

VIII. **CITIZEN COMMENTS:** None

IX. **NEXT MEETING:** Tuesday April 16, 2019 at 7:00 PM.

X. **ADJOURNMENT:** The meeting was adjourned at 9:06 PM.

Prepared by:

Approved by:

Tom Mackie, Recording Secretary

Judy Goldsmith, Secretary