



**CLAM LAKE TOWNSHIP DDA – MINUTES**  
**April 22, 2019**

Vice-Chairperson Lueder called the Special April 22, 2019 meeting for the Downtown Development Authority of Clam Lake Township to order at 7:47 a.m. This meeting was held at Clam Lake Township Hall in Cadillac, MI. The following Board Members were in attendance: Michael Lueder, Vice-Chair; Jeremy Winkle, Member; Steve Kitler, Township Supervisor; Scott Kleinsorge, Member; Phil Himes, Member; Brian Potter, County Liaison. Members not in attendance: Julie Snider, Chairperson; Steve Anderson, Member; Kevin Dunaway, Member; Member; Pat Carroll, Secretary/Treasurer.

**PUBLIC COMMENT: None**

**APPROVAL OF MINUTES:** Motion by Member Winkle supported by Member Kleinsorge to approve the March 18, 2019 special meeting minutes as presented. Motion carried.

Motion by Member Kleinsorge supported by Member Himes to approve the March 13, 2019 Joint DDA/Township Board meeting minutes as presented. Motion carried.

**REPORTS OF OFFICERS, BOARDS AND STANDING COMMITTEES:**

**Treasurer's Report:**

Director Warda stated that included in the packet is a copy of the March 26, 2019 bank deposit in the amount of \$3,920.70 from tax capture; copy of the March bank statements; copies of the autopay statements for Consumers in the amount of \$123,07 and February accounting services from Baird Cotter & Bishop in amount of \$135.00; as well as the February Financials.

Director Warda requested authorization to pay the Cadillac News advertising invoice for the Welcome Sign Bids in the amount of \$88.33 as well as reimburse the Township for light pole repair in the amount of \$126.37.

Motion by Member Winkle supported by Supervisor Kitler to accept the Treasurer's report and to authorize payment to the Cadillac News in the amount of \$88.33 for the Welcome Sign Bid Ad. Motion carried.

Motion by Member Himes supported by Member Kleinsorge to reimburse the Township for light pole repair in the amount of \$126.37. Motion carried.

**Executive Director's Report**

Director Warda stated that the April 9, 2019 Township Board Meeting Agenda is in the packet and the Township Supervisor is present if you have any questions.

**Committees:**

**Marketing** – Chairperson Snider; Members Winkle, Carroll. No report.

**Strategic Planning Committee** – Chairperson Lueder; Members Winkle. Member Lueder stated that Member Winkle and he met with the City Manager and Public Safety Director on the Fire Contract. He said the City will provide historical data.

**Land Use** – Chairperson Winkle; Members Anderson, Kleinsorge. No report.

**Beautification** - Chairperson Kitler; Members Anderson, Kleinsorge, Snider. No report.

**SPECIAL ORDERS: None**

**UNFINISHED BUSINESS AND GENERAL ORDERS:**

Welcome Sign Update – Member Kleinsorge of DK Design Group stated that the bids are due tomorrow at 1:00 p.m. He said that there was an ad in the Cadillac News, and he sent out bid packets out to contractors he would like to see bid this project.

Safe Routes – No report. Director Warda said she is waiting on hearing back from the City on the three other schools as the Fitness Council recommended submitting one grant application for the four schools.

Zoning Ordinance Update – Director Warda said that the Planning Commission will meet tomorrow on the draft Zoning Ordinance. Discussion followed on Billboards and length of time vehicles can be displayed for sale.

Discussion followed on zoning aspects of the TeriDee and Cadillac Investments properties and notification of neighboring property owners.

**OLD BUSINESS:**

- A. Fire Subcommittee – previously discussed.
- B. DDA District Sewer/Water – discussion followed. DDA requested a meeting with the Township Attorney regarding the PA 425 issues.

**NEW BUSINESS:**

- A. PA 57 DDA Reporting Requirements- Director Warda referred to the PA 57 Flowchart, highlighting that the Township Board must approve the DDA Budget before the DDA adopts it. County Liaison Brian Potter said that the new County Administrator Janet Koch did the flowchart and that she is very experienced with DDA's if there were ever any questions.
- B. 2019 Proposed Budget – Director Warda referred to the attached Proposed 2019/2020 FY DDA Budget.

Motion by Member Kleinsorge supported by Member Winkle to recommend the proposed 2019/2020 FY DDA Budget to the Township Board for its consideration. Motion carried.

- C. FY 2018/2019 Fire Millage – Director Warda stated that the DDA has been authorizing the fire millage reimbursement back to the Township on a calendar year basis and she would like to see it on a fiscal year basis as per the budget. She said the fire millage reimbursement was approved for 2018 and she would like approval for the 2018/2019 fiscal year.

Motion by Member Lueder supported by Member Himes to approve the fire millage reimbursement to the Township for fiscal year 2018/2019. Motion carried.

Motion by Member Lueder supported by Member Winkle to adjourn. Motion carried.  
Meeting adjourned 8:55 a.m.

**NEXT MEETING DATE AND TIME:** Monday, May 20, 2019 at 7:45 a.m.

Cindy Warda, Executive Director