



**CLAM LAKE TOWNSHIP DDA – MINUTES**  
**December 16, 2013**

Vice Chairman Mike Lueder called the December 2013 regular meeting for the Downtown Development Authority of Clam Lake Township to order at 07:50 A.M. This meeting was held in the Clam Lake Township Hall. The following board members were in attendance: Steve Kitler, Treasurer; Dale Rosser, Supervisor; Mike McGuire, Secretary; Jeremy Winkle, Member; Steve Anderson, Member. Members not in attendance: Julie Snider, Chairwoman; Scott Kleinsorge, Member; Pat Carroll, Member. Public present: Bob Hilty.

**SECRETARY’S REPORT**

*The November regular meeting minutes were reviewed and motion to approve made by Winkle, support by Rosser, motion approved unanimously.*

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

**Treasurer’s Report**

*Motion by Winkle to pay bills and accept budget, support by McGuire, motion approved unanimously.*

Ryan Howell from Baird Cotter and Bishop was available to present the annual audit. The board was advised that the DDA’s financial statement is combined within the township’s financial statements and annual audit. Howell recommended the board adopt a more accurate budget IAW Governmental Accounting Standards Board. An accurate budget presents a true picture to the public regarding revenues and expenditures of the DDA. As such the following DDA budget amendments were presented:

- *Motion by Kitler to reduce both budget line items - Capital Outlay and line item - Grants to \$5,000, support by Winkle, motion approved unanimously*
- *Motion by Rosser to reduce both budget line items - Planning to \$5,000 and line item - Contingency to \$2,500, support by Kitler, motion approved unanimously*
- *Motion by Winkle to budget for the pass through budget line item - Fire Protection Fund \$17,000, support by Anderson, Motion approved unanimously.*
- *Direction from board to change Budgeted Revenue line item to \$74,000, Interest \$1,300 and Misc to \$100*

Revenues received from the township will be received by the DDA as an on-going source of revenue 1 to 2 times monthly, as revenue is received by the township.

- *Motion to approve and pay \$1,000 for the audit (the DDA's share) made by Rosser, support by Kitler, motion approved unanimously*

### **Executive Director's Report**

December directors report presented.

### **Committees**

**Sewer and Water Committee** – Chairperson Winkle, members Anderson, Lueder, Carroll, Chairman Winkle and director McKeown will meet with the city on Thursday December 19.

**Land Use** – Chairperson Winkle, members Anderson, McGuire, Kleinsorge

The Cadillac Fire Marshall informed the township supervisor Rosser that they are no longer monitoring fire suppression system installed for the old Wilcox building inside the DDA,

**Marketing** – Chairperson McGuire, members Snider, Winkle, Carroll

Discussion regarding options available to the DDA for marketing were discussed. Chairman McGuire will talk with Joy VanDrie and other professional marketing professionals to determine a way forward for the DDA.

**Beautification** - Chairperson Kitler, members Anderson, Kleinsorge, Snider

Chairman Kitler talked about the sidewalk project and advised the board of his intentions to bring this project back to the forefront because there appears to be a need for a safe way to walk within the DDA along BR-131.

## **REPORTS OF SPECIAL COMMITTEES**

### **SPECIAL ORDERS**

### **UNFINISHED BUSINESS AND GENERAL ORDERS**

### **GENERAL ORDERS**

#### **NEW BUSINESS:**

Election of Officers for 2014

*Motion by Winkle support from Anderson to keep officers the same as 2013:*

*Chairwoman – Julie Snider*

*Vice Chairman – Mike Lueder*

*Secretary – Mike McGuire*

*Treasurer – Steve Kitler*

*Motion approved unanimously.*

*Discussion regarding an update to the DDA Masterplan resulted in an understanding we need to update our MasterPlan to reflect our current and future goals.*

### **PUBLIC COMMENT - None**

**Next Meeting Date and Time** – The next DDA meeting will be held at 07:45 A.M. on Monday, January 20, 2014.

*Meeting ADJOURNED* by Lueder at 09:00 AM.

Mark McKeown  
Director