



## **CLAM LAKE TOWNSHIP DDA – MINUTES**

### **February 27, 2017**

Vice-Chairperson Lueder called the February 27, 2017 regular meeting for the Downtown Development Authority of Clam Lake Township to order at 7:47 a.m. This meeting was held in the Clam Lake Township Hall. The following board members were in attendance: Steve Kitler, Township Supervisor; Jeremy Winkle, Member; Scott Kleinsorge, Member; Bob Hilty, Member; Mike Lueder, Vice Chairman; Pat Carroll, Secretary/Treasurer; Steve Anderson, Member. Members not in attendance: Julie Snider, Chairperson; Kevin Dunaway, Member

**PUBLIC COMMENT: None**

**APPROVAL OF MINUTES:** Motion by Member Winkle, supported by Member Kleinsorge that the January 16, 2017 Meeting Minutes be approved as presented. Motion carried.

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

#### **Treasurer's Report**

Treasurer Carroll reviewed the "Resolution to Use Automated Clearing House (ACH) Arrangements and Electronic Transactions of Funds" based on Baird, Cotter & Bishop CPA Ryan Howell's recommendation to enroll in Autopay for the Consumer Bill and Direct Deposit for the DDA Director. Motion by Member Winkle supported by Member Anderson to approve the "Resolution to Use Automated Clearing House (ACH) Arrangements and Electronic Transactions of Funds". Motion carried.

Treasurer Carroll reviewed the \$125 statement from Baird, Cotter & Bishop for December services and \$100 charge for 1099 preparation; Consumers bill for \$128.64; as well as a reimbursement to the DDA Director in the amount of \$40.34 for GoDaddy domain name renewal and \$31.79 for McAfee virus protection renewal for DDA laptop.

Treasurer Carroll added that that copies of the January bank statements were included in the packet as well as the January checking account registers.

Motion by Member Kleinsorge supported by Member Hilty to approve the bills as presented. Motion carried.

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

Director Warda stated she attended a DNR Grant Workshop and that the Township is required to adopt their own Recreation Plan, that the County's plan will not work for grant purposes. She said that Rec Plans are required to be filed with the State by March 1<sup>st</sup> and grant applications due by April 1<sup>st</sup>. Discussion followed on regional resources for recreational grant opportunities.

Member Winkle informed the Board of a three (3) year privately funded economic committee through the Community Foundation, Alliance for Economic Success (AES) out of Manistee. AES to provide communities with resources for projects; such as the Vogue Theatre and Lakeshore Rehab projects in Manistee. He added that Manistee is very Development heavy right now. He said tonight is the first formal meeting at Baker College.

Director Warda said she met with the Mack Trail Middle School Principal Jen Suck as to the SafeRoutes Program. She said MSU Engineering Department may aid with the process.

Discussion followed on the potential of the Township adopting a Property Maintenance Ordinance.

### **Committees**

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

**Strategic Planning Committee** – Chairperson Lueder; Members Winkle, Hilty. Member Lueder stated that alternate routes should be discussed with the schools for SafeRoutes. Member Anderson said TCAP is working on strategic planning and provided an aerial to share with the MSU Engineering Department.

**Land Use** – Chairperson Winkle; Members Anderson, Kleinsorge. Board Member questioned when decision from TeriDee would come about. Member Kitler responded June and that it will either be Haring Township or City of Cadillac property.

**Beautification** - Chairperson Kitler; Members Anderson, Kleinsorge, Snider. Member Kitler said he will talk to the City on running the sweeper on the sidewalks in the spring. Discussion followed on Island weeds.

### **SPECIAL ORDERS: None**

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

SafeRoutes for Schools. Previously discussed.

**NEXT MEETING DATE AND TIME:** March 20, 2017 at 7:45 a.m.

*Meeting ADJOURNED by Vice-Chair Lueder at 8:40 a.m.*

Cindy Warda  
Executive Director