



**CLAM LAKE TOWNSHIP DDA – MINUTES**  
**February 28, 2019**

Chairperson Snider called the Special February 28, 2019 meeting for the Downtown Development Authority of Clam Lake Township to order at 7:50 a.m. This meeting was held at Clam Lake Township Hall in Cadillac, MI. The following Board Members were in attendance: Julie Snider, Chairperson; Jeremy Winkle, Member; Pat Carroll, Secretary/Treasurer; Michael Lueder, Vice-Chair; Steve Kitler, Township Supervisor; Brian Potter, County Liaison. Members not in attendance: Steve Anderson, Member; Kevin Dunaway, Member; Scott Kleinsorge, Member; Phil Himes, Member

Chairperson Snider welcomed Brian Potter to the Board.

**PUBLIC COMMENT: None**

**APPROVAL OF MINUTES:** Motion by Member Winkle supported by Member Carroll to approve the December 17, 2018 meeting minutes as presented. Motion carried.

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

**Treasurer's Report:**

Secretary/Treasurer Carroll stated that included in the packet are copies of the autopay and direct debit statements for Consumers and BC & B Accounting Services.

Director Warda stated that the DDA needs to approve the bill from Baird, Cotter & Bishop in the amount of \$1,000 for 1099 Prep.

Motion by Chairperson Snider supported by Member Carroll to accept the Secretary's Report and to authorize payment to Baird, Cotter & Bishop as presented. Motion carried.

**Executive Director's Report**

Director Warda said the Township Board Agendas for January 8, 2019 and February 12, 2019 and The Trail Cooperative notes from the November 29, 2018 meeting are included in your meeting packet. The Township Board Meetings included discussion on a Fire Subcommittee and DDA Sewer/425.

Director Warda stated that at the February 26, 2019 Planning Commission Meeting, the Planning Commission approved a Special Use Permit for Maple Ridge Assisted Living Building #2 and approved the Site Plan subject to Fire Marshall approval on turning radii and recommended the Site Plan to the Township Board for their review and approval.

Member Potter stated that in the Courthouse, there are Veterans Memorial shadowboxes and that other townships have given \$500-\$1500. Supervisor Kitler stated that it will be placed on the next Township Board agenda.

Supervisor Kitler stated that the Township Board approved a Fire Subcommittee. He said the DDA can appoint a couple members. He said Cindy has been gathering information. Members Lueder and Winkle said they are interested in being on the subcommittee.

Member Lueder stated that there should be another Township Board Member or Planning Commission Member on the subcommittee. He also suggested Steve Anderson from the DDA.

**Committees:**

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

**Strategic Planning Committee** – Chairperson Lueder; Members Winkle, Hilty. No report. Director Warda said that Member Hilty needs to be replaced on this committee. The Board will go over Committees at the next meeting.

**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 – Discussion followed on the Welcome Sign design and following the Corridor Study's recommendations on Wayfinding; that it may be too late to change the design. Director Warda said she will check with D & K Design.

Motion by Member Winkle supported by Member Lueder to authorize D & K Design to prepare and send out Bid Packets for the Welcome Sign. Motion carried.

Safe Routes - Director Warda said the Action Plan from MSU has been completed that the schools are doing a Safe Routes for three of the schools in the City. She said the Fitness Council recommends doing one application for the four schools.

Chairperson Snider stated her concern of the other schools using some of the Mackinaw Trail Middle School's \$200,000 allotment. Director Warda received an email from Max Fulkerson of the Fitness Council & he said that would not happen and he feels that the Mackinaw Trail Middle School will need all of the \$200,000.

Zoning Ordinance Update – Director Warda said she shared the DDA's concerns over the sidewalk and landscaping requirements for the DDA District Overlay in the Zoning Ordinance Update with the Planning Commission at their December 20, 2018 meeting. She said the Planning Commission removed the landscaping requirement between the road and parking areas as that area is used to store snow. She said the sidewalk requirement for new developments will only be required if it can feasibly connect with an existing or future planned sidewalk.

Zoning Administrator Warda stated that a new recommendation was to allow drive-thru businesses by Special Use permit if the drive-thru did not negatively impact residentially used properties. Discussion followed.

Joint DDA/Township Board Meeting – Director Warda stated that the Joint Meeting has been rescheduled for Wednesday, March 13, 2019 at 4:00 p.m. and urged attendance.

DDA Sewer/425 Settlement Discussion – Supervisor Kitler stated that the Township has a draft sewer agreement. He said it should look familiar from what Dale Rosser and he worked on. He said the Township hired Doug Coates and that there are two Mika attorneys working on it. He said the Township will have to have a sewer ordinance for billing. He said regarding hookups, unlike the City, they don't want mandatory hookups.

Motion by Supervisor Kitler supported by Member Lueder to go into closed session to discuss Attorney/Client privileged information.

ROLL CALL VOTE:

Lueder - Yes  
Carroll - Yes  
Snider - Yes  
Winkle - Yes  
Kitler - Yes  
Potter - Yes

Motion by Member Carroll supported by Chairperson Snider to go out of closed session.

ROLL CALL VOTE:

Lueder - Yes  
Carroll - Yes  
Snider - Yes  
Winkle - Yes  
Kitler - Yes  
Potter - Yes

Motion by Supervisor Kitler supported by Member Carroll to adjourn. Motion carried.  
Meeting adjourned 9:03 a.m.

**NEXT MEETING DATE AND TIME:** Monday, March 18, 2018 at 7:45 a.m.

Cindy Warda, Executive Director