



CLAM LAKE TOWNSHIP DDA – MINUTES

January 16, 2017

Chairperson Snider called the January 16, 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: Julie Snider, Chairperson; Scott Kleinsorge, Member; Bob Hilty, Member; Mike Lueder, Vice Chairman; Pat Carroll, Secretary/Treasurer; Steve Anderson, Member. Members not in attendance: Steve Kitler, Township Supervisor; Jeremy Winkle, Member. Guest: Ryan Howell; Baird, Cotter & Bishop

PUBLIC COMMENT: None

APPROVAL OF MINUTES: Motion by Member Hilty, supported by Member Kleinsorge that the December 19, 2016 Meeting Minutes be approved as presented. Motion carried.

REPORTS OF OFFICERS, BOARDS AND STANDING COMMITTEES:

Treasurer's Report

Treasurer Carroll reviewed the \$125 statement from Baird, Cotter & Bishop for November services. He added that that copies of the December bank statements were included in the packet as well as the paid Consumers bill.

Discussion followed on using autopay for the monthly Consumer bill. Director Warda stated that First Merit is changing to Huntington and that the bank account numbers will change. Huntington correspondence mentioned February for notification of account number changes.

Motion by Member Kleinsorge supported by Member Hilty to approve the \$125 bill from Baird, Cotter & Bishop as well as manual pay of Consumer bills up to \$200 until Huntington changes the account numbers and autopay can be utilized. Motion carried.

Executive Director's Report

Director Warda stated she is scheduled to attend a DNR Workshop on Tuesday for trail grant programs.

Director Warda said she has left a message with Jen Suck of the middle school as to the SafeRoutes Program as she has been through it before with Lincoln.

Director Warda added that the Planning & Zoning on-line course starts Monday the 23rd.

NEW BUSINESS:

Ryan Howell was present to review the Clam Lake Township Annual Audit. He said most of the Audit was about the Township, but the DDA is required to be included. He reviewed the Accountant's Compilation Report as to the Business Balance Sheet, Income Statement, and

Schedule of Revenues & Expenditures. Discussion followed on the captured two (2) mills for Fire that is returned back to the Township.

Mr. Howell said that the capture was 6.7797 mills from the County, .8258 from the Township and 2.0000 mills for Fire.

Motion by Member Lueder seconded by Member Hilty to have Mr. Howell meet with Member Carroll and Township Treasurer Leesa Wade regarding a Treasurer's report as to the historic legally captured fire millage given back to the Township. Motion carried.

Mr. Howell recommended a motion to kick back the fire protection monies back to the Township. That the money should be paid to the DDA and then the DDA write a check back to the Township for a paper trail.

Motion by Member Lueder seconded by Member Kleinsorge to amend the budget to include a line item for fire protection. To reduce the Planning line item by \$10,000 the Treasurer line item reduced by \$1,000 and the Light Ordinance reduced by \$5,000. Increase fire protection services by \$13,500 and increase tax revenue by 13,500. Motion carried.

Mr. Howell said he will change the variance column on the "paperclipped packet" to reflect where the DDA is in comparison to the budget.

Committees

Marketing – Chairperson Snider; Members Winkle, Carroll. Chairperson Snider mentioned the new DDA website the Director has been working on.

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. School meetings should include Jen Brown along with Jen Suck.

Land Use – Chairperson Winkle; Members Anderson, Kleinsorge. No report. Kudos to Board members that assisted in getting rid of the nuisance vehicle.

Beautification - Chairperson Kitler; Members Anderson, Kleinsorge, Snider. Board felt the snowplowing of the sidewalks has been good.

SPECIAL ORDERS: None

UNFINISHED BUSINESS AND GENERAL ORDERS:

Director Warda stated that Member Carroll had discussions with Kevin Dunaway from Heritage Broadcasting on being on the DDA Board as a replacement for Dale Rosser. The issue was tabled from the December meeting until Member Carroll could be present. Member Carroll said he will re-contact Kevin Dunaway to confirm his interest on serving on the Board. Motion by Member Lueder seconded by Member Hilty to send recommendation of Kevin Dunaway for DDA Board vacancy to the Township Board upon confirmation from Member Carroll. Motion carried.

NEXT MEETING DATE AND TIME: February 27, 2017 at 7:45 a.m.

Meeting ADJOURNED by Snider at 8:39 a.m.

Cindy Warda
Executive Director