



CLAM LAKE TOWNSHIP DDA – MINUTES

January 15, 2018

Chairperson Snider called the January 15, 2018 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: Julie Snider, Chairperson; Kevin Dunaway, Member; Steve Anderson, Member; Bob Hilty, Member; Scott Kleinsorge, Member; Mike Lueder, Vice-Chair. Members not in attendance: Steve Kitler, Township Supervisor; Pat Carroll, Secretary/Treasurer; Jeremy Winkle, Member.

PUBLIC COMMENT: None

APPROVAL OF MINUTES: Motion by Member Hilty supported by Member Anderson to approve the November 20, 2017 meeting minutes as presented. Motion carried.

REPORTS OF OFFICERS, BOARDS AND STANDING COMMITTEES:

Treasurer's Report:

Chairperson Snider stated that included in the packet are the November and December BC & B's Financials; Huntington November and December Bank Statements; Chemical Bank CD Renewal; copy of bank deposits; and copies of the autopay and direct debit statements for Consumers and BC & B Accounting Services.

Chairperson Snider said there are invoices to be approved to reimburse the Director for software expenses in the amount of \$202.95 and copies of the pre-authorized (up to \$200) Safe Routes expenditures of \$180.86.

Motion by Member Kleinsorge supported by Member Hilty to approve the Director reimbursement of \$202.95 as presented. Motion carried.

Executive Director's Report

Director Warda stated that she is still working on getting a quote from Atkins on the reinstallation of the light pole in the center island to determine if it is worth turning into the insurance company as we have a \$2,500 deductible. Member Kleinsorge texted Shawn from Atkins during the meeting and Shawn is waiting in a price for the shear bolts.

Director Warda said at the January 9, 2018 Special Planning Commission Meeting, the Planning Commission passed a motion to recommend distribution of the Draft Master Plan to the Township Board and set the Public Hearing for Thursday March 22, 2018 at 6:00 p.m. or as soon thereafter as the matter can be heard. She said the Township Board adopted a Resolution approving the Draft Master Plan for distribution for a public comment period of 63 days. She added that after the Master Plan is adopted, the Planning Commission will begin working on the Zoning Ordinance.

Director Warda stated that at the December 18, 2017 Planning Commission Meeting, it was brought to her attention that the DDA District Map from the Mansfield Strategic Plan may be incorrect. She said she obtained the DDA District Spreadsheet from the Assessor and verified the district members and the Mansfield map contained approximately 30 parcels that were not in the district and two that were omitted. She said the Driesenga DDA Master Plan Maps of 2005 & 2008 were more accurate with just three small parcels omitted. She said there were four DDA Maps in the vault and none of them were correct. She had on display, a Mansfield Maps showing the incorrect parcels. Discussion followed.

Discussion followed regarding Member Lueder's concerns as to the Future Land Use Map. Director Warda said that since commercial was allowed by current zoning by Special Use Permit, that the Planning Commission did not see an issue with adding "Local Commercial" to the Office/Service District. Discussion followed regarding the "Local Commercial" to the Office/Service District. Member Lueder requested the Planner attend a DDA Meeting. Director Warda stated that there is a \$300 meeting cost for the Planner and that she would check the Planner's availability. Director Warda invited the DDA to the February 22, 2018 Planning Commission Meeting.

Member Lueder requested that the Director research the Consultant who authored the original Overlay district to have him represent the DDA in Planning & Zoning issues in the Clam Lake DDA. Motion by Member Hilty supported by Member Snider for the Director to research original overlay author. Motion carried.

Member Lueder stated he wanted to have the Draft Master Plan, Planning Commission Minutes and Maps sent to the DDA Members. Member Anderson said he felt that was an unnecessary expense. Director Warda stated that she was going to price out mailing postcards to all the residents with the links to the Draft Master Plan and the Public Hearing date. She said she would also email the Draft Master Plan to folks requesting that and has desk copies at the Township Hall for review.

Committees:

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

Strategic Planning Committee – Chairperson Lueder; Members Winkle, Hilty. No report.

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 said he emailed sketches in the packet and asked for input. The DDA Board chose Sketch "B". He said he is proposing 40-50' long and 18-20' high. He offered to superimpose the sign on location photo.

Member Lueder stated that then DDA should have site review for any additional signage requests on the Welcome Sign site such as Rotary.

Audit Highlights - Chairperson Snider asked if there were any questions on the Audit Highlights provided by Ryan Howell. Member Lueder asked if the DDA had approved the Fire Millage, that there should be an anniversary date. Director Warda stated that she will research.

NEW BUSINESS:

NEXT MEETING DATE AND TIME: Monday, February 19, 2018 at 7:45 a.m.

Meeting ADJOURNED at 9:07 a.m.

Cindy Warda
Executive Director