



CLAM LAKE TOWNSHIP DDA – MINUTES

July 17, 2017

Chairperson Snider called the July 17, 2017 Special 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; Steve Kitler, Township Supervisor; Bob Hilty, Member; Pat Carroll, Secretary/Treasurer; Jeremy Winkle, Member; Scott Kleinsorge, Member. Members not in attendance: Kevin Dunaway, Member; Steve Anderson, Member; Mike Lueder, Vice Chairman

Others Present: Charlotte Kiefer of the DNR

APPROVAL OF AGENDA: Chairperson Snider moved item VII (A) up in the agenda to accommodate Charlotte Kiefer from the DNR

VII. New Business

A. DNR Cadillac Customer Service Interpretive Trail Project – Charlotte Kiefer

Executive Director Warda apologized, stating that normally this item would have been presented to the DDA Board prior to the Township Board. She said due to the timing of the request, the item appeared before the Township Board at its July 11, 2017 Regular Board Meeting. She added that the Township Board gave its support to the proposed project.

Charlotte Kiefer introduced herself and stated that the DNR is looking to secure Trust Fund monies for the Interpretive Trail Project. Ms. Kiefer reviewed the project handout. Ms. Kiefer said:

- It will be ADA accessible, but she is hoping for universal accessibility.
- The signs will have press buttons for the sight impaired, GPS would read the content, and there will be tactile versions for sight impaired.
- The exercise equipment will be for all abilities.
- The aggregate trail will be constructed with tactile for canes for sight impaired, also aggregate drains well.
- Couple dips, boardwalks planned 18” high. Will be 6’ footings vs 48” standard so boardwalk can handle wheelchairs going both ways at same time.

DDA Board questioned spurs from school and Pine Grove.

Director Warda mentioned that the Safe Routes could work well with this proposed project.

Member Winkle asked if the DNR would consider widening the trail to handle vehicular emergency traffic with breakaway gate for school. Discussion followed.

Motion by Member Winkle supported by Member Carroll to have Director Warda to draft a letter of support for the proposed Interpretive Trail. Ms. Kiefer requested that the letter of support mention the Safe Routes Program. Motion carried.

PUBLIC COMMENT: None

APPROVAL OF MINUTES: Motion by Member Hilty supported by Member Kitler to approve the June 26, 2017 meeting minutes as presented. Motion carried.

REPORTS OF OFFICERS, BOARDS AND STANDING COMMITTEES:

Treasurer's Report:

Treasurer Carroll stated that there were no bills submitted for payment. That there was a copy of the May accounting service statement which is direct debit and a copy of the June bank statements. He asked Director Warda if the direct debits were all set. Director Warda replied that the Consumers and Accounting Statements have been set, that her direct deposit for paycheck just got sorted out last week.

Executive Director's Report

Director Warda reviewed her Memo, stating:

- She submitted the Performance Resolution to MDOT for the proposed Welcome Sign.
- The Township Board approved the DDA budget at a special meeting on June 27th before the start of the new fiscal year July 1st.
- There is a tentative joint meeting between the Clam Lake and Haring Townships with their attorney on the Supreme Court decision on the TeriDee property Monday August 14th at 6 p.m. at the Haring Township Hall.
- A copy of the survey is included in your packet. Hard copies are available in the foyer for the folks that do not want to fill out online. She said tax bill newsletter had survey info, she has posted survey info on facebook and it is on the Township website. She added that the Treasurer has copies on her desk for when people come in to pay their taxes.

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:

Island Maintenance - Director Warda said she has not been able to talk to Miller Concrete regarding the island maintenance project. He has not returned calls. He responds to text, saying sorry he hasn't gotten back with me, but he is busy. She asked the Board what they want to do. After Board discussion, it was agreed upon to give Miller Concrete 30 days to complete the project.

NEW BUSINESS:

Meeting Dates – no change, as BNI rents the meeting room on Thursday mornings from 7-9 a.m. and it is a national meeting date. Director Warda stated that BNI has rented the space for several years and has it booked for next year and that it is \$2,000 income to the Township.

Public Utilities – Member Winkle stated that Highpoint is interested in annexing to the City to obtain public sewer & water. He said they would like to double the size of their body shop and must pump out the holding tank now and haul it for disposal. Discussion followed on the change in the DDA Strategic plan from sewer to the update that doesn't focus on sewer. Discussion followed on 425 agreements, which are faster & cheaper than formal annexation and that the DDA & the Township would not lose their revenue.

Mitchell Street Mowing – Discussion followed on non-response on letters that the Director sent out asking for property owners to mow. Director Warda stated that she has weed (height) mowing on her list for the new zoning ordinance. Township Supervisor Kitler said he will talk to the contractor that mows the Township Hall property for a price (every two weeks and monthly) to mow the Mitchell Street R.O.W. Director Warda stated the County mowing bill was \$260.00.

NEXT MEETING DATE AND TIME: Discussion followed regarding the August 21, 2017 7:45 a.m. meeting, that Director Warda is not available. If there are no agenda items for that day, the meeting will be cancelled. If there is business, possibly meet August 28th.

Meeting ADJOURNED by Chairperson Snider at 8:31 a.m.

Cindy Warda
Executive Director