



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

**June 26, 2017**

Chairperson Snider called the June 26, 2017 Special Meeting (no quorum at June 19, 2017 meeting) for the Downtown Development Authority of Clam Lake Township to order at 7:49 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; Kevin Dunaway, Member; Steve Anderson, Member; Mike Lueder, Vice Chairman; Jeremy Winkle, Member; Scott Kleinsorge, Member. Members not in attendance: Pat Carroll, Secretary/Treasurer

**PUBLIC COMMENT: None**

**APPROVAL OF MINUTES:** Motion by Member Winkle supported by Member Kleinsorge to approve the May 15, 2017 meeting minutes as presented. Motion carried.

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

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

Chairperson Snider presented the bills to be paid; a mowing bill from Wexford County in the amount of \$270.06 and a bill from Baird, Cotter & Bishop for \$220.00 for completing & filing form 5176 as well as assistance with budget questions. Motion by Member Kleinsorge supported by Member Lueder to approve paying the bills as presented. Motion carried.

Chairperson Snider also presented the budget adjustments to the FY 2016/17 Budget as per CPA Ryan Howell:

1. Reduce Planning line item from \$5,000 to \$3,980
2. Increase Ad & Printing line item from \$500 to \$640
3. Increase Dues and Subscriptions line item from 0 to \$220
4. These budget adjustments will also result in a balanced budget, which was a negative \$160 as adopted.

Motion by Member Lueder supported by Member Dunaway to approve the 2016/2017 FY Budget Adjustments as presented. Motion carried.

Chairperson Snider presented the draft DDA FY 2017/2018 Budget for consideration. Motion by Member Dunaway supported by Member Hilty to approve the 2017/2018 FY DDA Budget as presented. Motion carried. Director Warda added that the Township Board also needs to approve the DDA Budget.

## **Executive Director's Report**

Director Warda reviewed her Memo, stating that she believes the Franke parking issue and the non-mowing along Mitchell could be addressed in the zoning ordinance update. She said the Township Board approved the Performance Resolution and online Construction Permit process for the proposed Welcome Sign.

### **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:**

Director Warda reviewed the proposed Welcome Sign quote for full design services from DK Design in the amount of \$5,000; noting that the 2002 preliminary sign design quote from Wilcox was \$5,000. Motion by Member Winkle supported by Member Dunaway to approve the DK Design quote for full design services for the proposed Welcome Sign in the amount of \$5,000. Member Kleinsorge abstained from vote. Motion carried.

Director Warda reviewed the Island Maintenance bids for powerwashing and two (2) coats of sealer. She said the bid from Bella Concrete was \$17,388; bid from Miller Concrete \$6,100; and bid from Specialized Concrete \$18,750. She added that the City of Cadillac will do traffic control for \$150.00. Motion by Winkle supported by Member Kleinsorge to approve the bid from Miller Concrete in the amount of \$6,100. Motion carried.

Director Warda stated that the Safe Routes for Schools fee is \$2,000 for travel expenses not covered by the grant. Discussion followed on the Program. Motion by Member Winkle supported by Member Anderson to approve up to \$2,000 for the Safe Routes Program fee. Motion carried.

### **NEW BUSINESS:**

Discussion followed regarding changing the DDA Regular Meeting date from the third Monday to the first Thursday of the month starting January 1, 2018. Director Warda stated that BNI rents the meeting room on Thursday mornings from 7-9 a.m. Township Supervisor said he will talk to BNI regarding the meeting date.

**NEXT MEETING DATE AND TIME:** July 17, 2017 at 7:45 a.m.

*Meeting ADJOURNED by Chairperson Snider at 8:25 a.m.*

Cindy Warda  
Executive Director