



CLAM LAKE TOWNSHIP DDA – MINUTES
June 18, 2018

Vice-Chairperson Lueder called the June 18, 2018 Meeting for the Downtown Development Authority of Clam Lake Township to order at 7:54 a.m. This meeting was held at Clam Lake Township Hall in Cadillac, MI. The following board Members were in attendance: Mike Lueder, Vice-Chair; Steve Kitler, Township Supervisor; Pat Carroll, Secretary/Treasurer; Jeremy Winkle, Member; Scott Kleinsorge, Member. Members not in attendance: Steve Anderson, Member; Julie Snider, Chairperson; Bob Hilty, Member; Kevin Dunaway, Member

PUBLIC COMMENT: None

APPROVAL OF MINUTES: Motion by Member Winkle supported by Member Kitler to approve the March 19, 2018 meeting minutes as presented. Motion carried.

REPORTS OF OFFICERS, BOARDS AND STANDING COMMITTEES:

Treasurer's Report:

Director Warda stated that included in the packet are the March, April & May financials and copies of the autopay and direct debit statements for Consumers and BC & B Accounting Services.

Director Warda said there are copies of the pre-authorized expenditure of \$1,250 to DK Design for the Welcome Sign (third payment) and to AES for \$5,000 for the Corridor Study. She said there is a revised Lamp Pole estimate from Atkins for \$1,586.89 where previous approval amount was \$1,500.

Director Warda requested authorization to purchase Roundup for the island in the amount of \$200 as well as authorization for the sidewalk mowing for \$125. There also is an invoice from BC & B for \$240 for State Form 5176 Prep.

Motion by Member Kleinsorge supported by Member Carroll to accept the Secretary's Report and to authorize and pay bills as presented. Motion carried.

Executive Director's Report

Director Warda stated that the Planning Commission will begin working on the Zoning Ordinance update.

Vice-Chair Lueder requested that the PC Minutes be emailed to the DDA.

Member Winkle stated that it is usually 60 days from the PC meeting for minutes to be approved & emailed to them. Director Warda said she would email a report after PC meetings pertaining to DDA properties.

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. Member Winkle asked Supervisor Kitler the status of the TeriDee property.

Supervisor Kitler responded that the Township is trying to settle, and they sent a proposal to the City. He said the City's offer wants Cadillac Investment & DDA in a 425.

Vice-Chair Lueder said any other parcels should go to the voters like TeriDee.

Member Winkle said he wondered if it as time to work with DDA and City for utilities. He also questioned if there was a conflict with the Attorney representing both Townships.

Beautification - Chairperson Kitler; Members Anderson, Kleinsorge, Snider. No report.

SPECIAL ORDERS: None

UNFINISHED BUSINESS AND GENERAL ORDERS:

Welcome Sign Update – Director Warda stated she checked with MDOT Permitting and the County Road Commission hadn't filed for permit. County Road Commission said the Township could apply on their behalf. She said MDOT Permitting is checking with Lansing to see if possible. Discussion followed on electrical to sign vs solar. Member Kleinsorge will ask his electrical engineer to look at that.

Safe Routes - Director Warda said there is a meeting this evening with the MSU Team and Safe Routes Planning Team at 5:00 p.m. at the Middle School. She said she is still working on Bike Audit details.

NEW BUSINESS:

Joint DDA & Township Board Meeting – Member Winkle said he still thinks it is a good idea, perhaps reschedule for the fall. He asked Supervisor Kitler if there was a vote today, does he think the DDA would get extended?

Supervisor Kitler did not commit an answer.

Member Kleinsorge thought the joint meeting was a good idea to get both Boards on the same page.

Vice-Chair Lueder said that it would be good to have the Township Board's ear.

DDA Budget Adjustments FY 2017-2018 – Motion by Member Winkle supported by Member Kleinsorge to approve the budget adjustments recommended by our CPA:

1. DDA Budget FY 2017-2018 Budget Adjustments
 - Increase Fire Protection to \$13,500
 - Increase Supplies to \$400
 - Increase Director Pay to \$7,560 (\$630 a month)
 - Increase Audit/Accounting to \$2,870
 - Increase Planning to \$8,250
 - Increase Miscellaneous to \$500 to cover lawn service
 - Increase Lighting to \$3,600

Motion carried.

Vice-Chair Lueder asked Supervisor Kitler if there was anything on fire protection.

Discussion followed on negotiating a fire contract, insurance rates, mutual aid.

Member Winkle stated that just because we collect 2 mills doesn't mean we have to pay 2 mills.

Discussion followed on possible appointment of Member Winkle and Vice-Chair Lueder to get fire data and compile a detailed report for contract negotiation.

DDA Budget FY 2018-2019 – Motion by Kleinsorge supported by Member Carroll to approve the 2018-2019 FY Budget as presented. Motion carried.

NEXT MEETING DATE AND TIME: Monday, July 16, 2018 at 7:45 a.m.

Meeting ADJOURNED at 8:42 a.m.

Cindy Warda
Executive Director