



CLAM LAKE TOWNSHIP DDA – MINUTES

March 20, 2017

Chairperson Snider called the March 20, 2017 regular meeting for the Downtown Development Authority of Clam Lake Township to order at 7:51 a.m. This meeting was held in the Clam Lake Township Hall. The following board Members were in attendance: Julie Snider, Chairperson; Steve Kitler, Township Supervisor; Jeremy Winkle, Member; Bob Hilty, Member; Mike Lueder, Vice Chairman.

Members not in attendance: Kevin Dunaway, Member, Scott Kleinsorge, Member; Pat Carroll, Secretary/Treasurer; Steve Anderson, Member.

PUBLIC COMMENT: None

APPROVAL OF MINUTES: Motion by Member Lueder, supported by Member Hilty that the February 27, 2017 Meeting Minutes be approved as presented. Motion carried.

REPORTS OF OFFICERS, BOARDS AND STANDING COMMITTEES:

Treasurer's Report

Regarding Automated Clearing House (ACH) and Electronic Transactions of Funds; motion be Member Winkle supported by Member Hilty that:

“All claims shall be approved by the DDA Board prior to payment, except the following:

1. Payroll (Executive Director's monthly pay)
2. Utility Bills (Consumers now set up on autopay)
3. Invoices with penalties or discounts that would be incurred if payment would be approved at Board meeting (Baird, Cotter & Bishop monthly \$125.00 for accounting services)”

Copies of the statements will be provided in the following DDA Board Meeting Packet (February Consumers bill \$128.64; Baird, Cotter & Bishop January accounting services bill \$125.00, expecting February bill for \$125.00).

Motion by Member Hilty supported by Member Winkle to approve the financials as presented. Motion carried.

The DDA Board asked Director Warda to check on the DDA tax collection as well as if the fire millage back to the Township is trading checks or just shown on books.

Executive Director's Report

Director Warda stated she sent out Request for Proposals (RFP's) for optional Five Year Recreation Plan in conjunction with Master Plan and Zoning Ordinance preparation that the Township needs. Reiterating that a Rec Plan is required for DNR Grant Funding.

Member Winkle reminded the Board that the Community Foundation, Alliance for Economic Success (AES) out of Manistee may be of assistance. That AES provides communities with resources for projects. Director Warda said she would touch base with AES.

Director Warda said MSU Engineering Department is on board for a full Action Plan (\$3,000) for the Safe Routes for Schools, with their project start date of October 1st which will work well with the November School Bond Proposal.

Director Warda asked the Board to check out the DDA website, as she has added Historical, Visitor and Demographic information.

Committees

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

Strategic Planning Committee – Chairperson Lueder; Members Winkle, Hilty. Member Winkle shared the top 3 priorities of the Community Foundation Group: Funding for downtown to finish market, resolution of the Wex and the development of the Cobbs & Mitchell building and Olsen building. He also mentioned the M-55/115 Corridor, the airport and a Benzie County Market Study that may include Wexford. He said that AES wants shovel-ready projects to show success; such as the Cobbs & Mitchell building. He stated that the Caps Five Year Plan calls for closing two schools and expanding four.

Member Lueder said he wishes everyone could just work together. He said we should be proactive regarding the Safe Routes and contact the DNR as to the possibility of a route going through their property. Member Kitler stated that the DNR may be open to an easement. Director Warda responded that the Focus Group for the Safe Routes would include the DNR & MDOT.

Land Use – Chairperson Winkle; Members Anderson, Kleinsorge. No report.

Beautification - Chairperson Kitler; Members Anderson, Kleinsorge, Snider. Member Kitler said he will talk to the City on running the sweeper on the sidewalks and check with the City on running the sweeper around the islands. The Board asked the Director to get quotes on island maintenance.

SPECIAL ORDERS: None

UNFINISHED BUSINESS AND GENERAL ORDERS:

SafeRoutes for Schools. Previously discussed.

Welcome Sign. The Board asked the Director to touch base with Member Kleinsorge regarding any new developments regarding the proposed sign.

Discussion followed on the City/Township Sewer Agreement.

The Board asked the Director to check on the Junk Vehicle/Blight Ordinances regarding repeated issue with vehicles being parked in the MDOT right-of-way. Member Kitler said he will check with MDOT on the R.O.W. parking issue.

NEXT MEETING DATE AND TIME: April 17, 2017 at 7:45 a.m. The Board asked the Director to check Member availability for said meeting as Member Lueder cannot attend.

Meeting ADJOURNED by Chairperson Snider at 8:46 a.m.

Cindy Warda
Executive Director