



CLAM LAKE TOWNSHIP DDA – MINUTES
March 19, 2018

Chairperson Snider called the March 19, 2018 Meeting for the Downtown Development Authority of Clam Lake Township to order at 7:52 a.m. This meeting was held at Clam Lake Township Hall in Cadillac, MI. The following board Members were in attendance: Julie Snider, Chairperson; Bob Hilty, Member; Jeremy Winkle, Member; Kevin Dunaway, Member; Scott Kleinsorge, Member. Members not in attendance: Mike Lueder, Vice-Chair; Steve Kitler, Township Supervisor; Pat Carroll, Secretary/Treasurer; Steve Anderson, Member.

PUBLIC COMMENT: None

APPROVAL OF MINUTES: Motion by Member Kleinsorge supported by Member Winkle to approve the February 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 February financials and copies of the autopay and direct debit statements for Consumers and BC & B Accounting Services. She noted that the accounting service monthly fee from Baird, Cotter & Bishop increased from \$125.00 per month to \$130.00 for 2018.

Director Warda said there is a copy of the pre-authorized expenditure of \$1,250 to DK Design for the Welcome Sign, second payment.

Motion by Member Kleinsorge supported by Member Winkle to accept the Secretary's Report. Motion carried.

Executive Director's Report

Draft Master Plan - Director Warda stated that the Public Hearing on the Draft Master Plan is scheduled for Thursday March 22, 2018 at 6:00 p.m. or as soon thereafter as the matter can be heard. She said that DDA Members Kleinsorge, Anderson & Dunaway were present at the February 22nd Planning Commission Meeting and referred the DDA Board to the Future Land Use Map changes submitted by Member Kleinsorge.

Welcome Sign - Director Warda said that the Haring Township Board approved a Letter of Support for the Welcome Sign as requested by MDOT.

Director Warda said that the next step is the permitting process through the County Road Commission. She said that the Manager has been out of the office the last couple weeks and that she will see if he is back in the office today.

Director Warda stated that after the permit is submitted, the Lansing MDOT will review the plans. She said that DK Design Group has been working with Traverse City MDOT.

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 presented a “M-115 and M-55 Corridor Redevelopment Plan” proposal with Alliance for Economic Success (AES) and Networks Northwest (NN) to provide a Strengths, Weaknesses, Opportunities & Threats (SWOT) assessment of the M-115 and M-55 Corridor which traverses portions of Clam Lake Township. He said the total project budget is \$20,000 with \$5,000 each proposed from AES, Networks Northwest, Developer Robb Munger and Clam Lake Township DDA. He said the proposed timeline starts with the (NN) SWOT Assessment in April 2018 with the completed Action Plan to be completed in June 2018. Member Winkle stated that the study would be available for developers that come to town, similar to the Housing Needs Study the County did through AES.

Member Hilty said he thinks it is a good idea to identify the issues.

Chairperson Snider asked if the study would open up grant opportunities.

Member Winkle responded yes to the grant opportunity possibilities.

Member Winkle stated that the DDA’s approval should be contingent on the other participants agreeing to fund the project.

Motion by Member Hilty supported by Member Snider to authorize the \$5,000 expenditure for the M-115 and M-55 Corridor Redevelopment Plan as presented subject to source funding as outlined in the Corridor Plan. Motion carried.

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

SPECIAL ORDERS: None

UNFINISHED BUSINESS AND GENERAL ORDERS:

Welcome Sign Update – Discussed in Director’s Report

Safe Routes - Director Warda stated that she emailed the MSU folks on the timeframe for the “Bike Train”, and is waiting to hear back on a date. She said the Action Report should be ready this spring.

Chairperson Snider said she will send the Director the Traverse City Safe Routes contact info.

Draft Master Plan – Discussed in Director’s Report.

Pat Carroll’s DDA Board Reappointment – Director Warda stated that the Township Board re-appointed Member Carroll at their March 13, 2018 meeting.

Member Winkle asked the Director if the Township Board discussed the facilitator offer for the DDA & the Township Board.

Director Warda responded that it was brought up to the Board.

Member Winkle stated that AES was intending on doing a survey with regards to the TeriDee Property and none of the survey companies bid on the project.

NEW BUSINESS: None

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

Meeting ADJOURNED at 8:25 a.m.

Cindy Warda
Executive Director