



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

**May 15, 2017**

Chairperson Snider called the May 15, 2017 regular meeting for the Downtown Development Authority of Clam Lake Township to order at 7:52 a.m. This meeting was held at 9 & 10 News Station at One Broadcast Way, Cadillac, MI. The following board Members were in attendance: Julie Snider, Chairperson; Mike Lueder, Vice Chairman; Jeremy Winkle, Member; Bob Hilty, Member; Kevin Dunaway, Member; Steve Anderson, Member. Members not in attendance: Pat Carroll, Secretary/Treasurer; Steve Kitler, Township Supervisor; Scott Kleinsorge, Member.

Chairperson Snider thanked DDA Board Member Kevin Dunaway for hosting the meeting.

**PUBLIC COMMENT: None**

**APPROVAL OF MINUTES:** Motion by Member Anderson, supported by Member Winkle that the April 17, 2017 Meeting Minutes be approved as presented. Motion carried.

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

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

Treasurer Carroll was not present. Director Warda presented a copy of the April Consumer bill in the amount of \$114.37 showing "direct pay". Director Warda stated that the Huntington auto-pay for Baird, Cotter & Bishop and for director pay should be in effect for this month. She said the new Huntington signature paperwork for Chairperson Snider and Treasurer Carroll has been filed so both are authorized on the DDA accounts.

#### **Executive Director's Report**

Director Warda said that she will re-contact Cadillac City Manager Marcus Peccia regarding the weeds and sealing of the stamped concrete on the islands.

Director Warda said that the Township contracted with Planning Consultant Beckett & Raeder and the Master Plan Kick-off Meeting is scheduled for May 25, 2017 at 6 p.m. Member Lueder said the DDA put in a lot of work in the 2015 Strategic Plan and 2008 Master Plan and that there is an Overlay for the DDA District in the County's Zoning Ordinance. Director Warda responded that she will send the documents to the Planner. Discussion followed on private parking issues for vehicles displayed for sale in the district. Discussion followed on having a DDA Board Member on Planning Commission, with the amount of property and value of the DDA District within the Township. Motion by Member Snider, supported by Member Hilty to recommend that the Township Board appoint a DDA Board

Member to the Planning Commission. Motion carried. Member Leuder expressed his interest in the Planning Commission appointment.

Director Warda stated that the Township needs to apply for the permit for the welcome sign and sign a Performance Resolution on behalf of the DDA. She stated that we will need detail drawings, that the preliminary ones by Wilcox are dated 2002. Motion by Member Winkle, supported by Member Hilty to request that the Township file the required paperwork for the welcome sign and that we request a bid for detail drawings for the welcome sign from DK Design. Motion carried.

### **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. The DDA Board asked Director Warda to send out grass mowing letters to properties along Mitchell, to mow between the sidewalk and the road R.O.W. and mow the land depressions up to the sidewalk. Island maintenance discussed.

**SPECIAL ORDERS: None**

### **UNFINISHED BUSINESS AND GENERAL ORDERS:**

Member Leuder asked to keep the SafeRoutes for Schools on the agenda. Director Warda responded that the MSU new project year starts in October, but she will keep on agenda.

Discussion followed on Sewer Authority.

Discussion followed on the two mill fire contract.

**NEW BUSINESS: None**

**NEXT MEETING DATE AND TIME:** June 19, 2017 at 7:45 a.m.

*Meeting ADJOURNED by Chairperson Snider at 8:45 a.m.*

After the meeting, Member Kevin Dunaway gave a facilities tour to the DDA Board.

Cindy Warda  
Executive Director