



**CLAM LAKE TOWNSHIP DDA – MINUTES**  
**May 20, 2019**

Member Winkle called the Regular Meeting of May 20, 2019 meeting for the Downtown Development Authority of Clam Lake Township to order at 7:47 a.m. This meeting was held at Clam Lake Township Hall in Cadillac, MI. The following Board Members were in attendance: Jeremy Winkle, Member; Scott Kleinsorge, Member; Phil Himes, Member; Kevin Dunaway, Member; Pat Carroll, Secretary/Treasurer; Brian Potter, County Liaison. Members not in attendance: Julie Snider, Chairperson; Steve Anderson, Member; Michael Lueder, Vice-Chair; Steve Kitler, Township Supervisor.

Other Present: Bob from Cole, Inc.

**PUBLIC COMMENT:** Bob from Cole Inc stated that they are the low bidder for the Welcome Sign.

**APPROVAL OF MINUTES:** Motion by Member Himes supported by Member Kleinsorge to approve the April 22, 2019 meeting minutes as presented. Motion carried.

Motion by Member Kleinsorge supported by Member Dunaway to approve the April 25, 2019 special meeting minutes as presented. Motion carried.

Motion by Member Carroll supported by Member Himes to approve the April 25, 2019 closed session 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 copies of the April bank statements; copies of the April autopay statements for Consumers in the amount of \$107.85 and March accounting services from Baird Cotter & Bishop in amount of \$135.00; as well as the March Financials.

Director Warda requested authorization to pay the DK Design Group invoice for the Welcome Sign in the amount of \$1,250.00 as well as reimburse the Director for a MI Downtown Association Registration fee for a June PA 57 seminar in the amount of \$35.00.

With Member Kleinsorge abstaining from the DK Design payment request, there was not a quorum to approve payment. The payment will be put on the June Agenda.

Motion by Member Kleinsorge supported by Member Himes to accept the Treasurer's report and to authorize payment as presented to the Director in the amount of \$35.00. Motion carried.

## **Executive Director's Report**

Director Warda stated that the May 14, 2019 Township Board Meeting Agenda is in the packet, basically the TeriDee/Cadillac proposed settlement agreement was the primary focus.

### **Committees:**

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

**Strategic Planning Committee** – Chairperson Lueder; Members Winkle. 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:**

Welcome Sign Update – Member Kleinsorge of DK Design Group stated he must recuse himself from voting on this agenda item. He stated he put out the construction documents for the 45' x 20' masonry sign. He said after the bid opening of the four bidders, he emailed the two low bidders requesting value engineering items. Member Kleinsorge stated that there are a number of ways to look at the bids. He said both have good masons and that is 90% of the job.

Member Winkle said he was surprised at the cost of the sign.

Member Kleinsorge responded that the original prelim estimate 2-3 years ago was \$ 125-150,000. He said he thinks it will be below \$150,000 with the value engineering. He said if the Board would like, he could look at a non-masonry option such as the 9 & 10 News sign that ran about \$50,000. He said bids are good for 60 days and with the volatility of the construction market, it makes it difficult to hold pricing for longer than 60 days. He said he will check if the two low bidders would agree to an extension.

Member Carroll stated his concern that the value items will make the sign look cheap.

Member Kleinsorge responded that he doesn't think the value items will cheapen the sign. He recommended changing the back of sign as it is screened with pines. He added that he looked at lighting that is sensitive to dark skies. He said the sign is 22' high with 24" letters that start 4' off the ground.

County Liaison Potter questioned if snow would bank up on sign.

Member Kleinsorge said he didn't feel snow will be an issue with the sign's location.

Member Winkle asked about solar lighting.

Member Kleinsorge responded that he is not recommending solar as there is not enough light in December to light it from dusk to dawn. He added that we would probably have to build a building for battery storage with solar.

Member Winkle stated that we have to table the sign issue right now to figure out the sewer/water dollars and to clarify if the bidders will hold the bids.

Safe Routes – No report.

Zoning Ordinance Update – Director Warda said that the Planning Commission will meet tomorrow on the second draft Zoning Ordinance with the Planner. She said the Township Attorney will attend the June Planning Commission Meeting and she hopes to have the Public

Hearing in July. She said she emailed out the second draft with the electronic sticky notes showing changes.

**OLD BUSINESS:**

- A. Fire Subcommittee – Member Winkle referred to the email he sent in the packet, that the City Manager hasn't provided the historical data as requested at a meeting 40 days ago.
- B. DDA District Sewer/Water – Member Winkle asked to revisit an earlier agenda item. Discussion followed on the proposed settlement agreement and the three items added by the Township that the City will consider at a meeting this evening. The three items included:
  - Adding another Township Representative on the Joint Planning Commission, three vs two. There would be four City and Three Township vs 5/2.
  - Township to have control over Marijuana facilities, which the Township has opted out of.
  - Haring to collect the Summer 2019 taxes and Cadillac the Winter 2019 taxes.Member Winkle brought up Member Lueder's request (in his absence) that the DDA vote that they do not want the sewer/water services that are part of the settlement documents. The issue died for lack of support.

**NEW BUSINESS:**

- A. 2019 Proposed Budget – Director Warda referred to the attached Proposed 2019/2020 FY DDA Budget. She said the DDA approved the budget at the April Meeting, but she amended the budget to account for the Welcome Sign. Discussion followed on the Township approving the Budget before the DDA adopts the budget as per PA 57. Motion by Member Kleinsorge supported by Member Carroll to recommend the amended 2019/2020 FY DDA Budget to the Township Board for its consideration. Motion carried.

Discussion followed on extending the DDA Term, so the DDA can plan for projects. Member Kleinsorge stated that the DDA should do a Master Plan list, more detailed.

Member Winkle stated that with the 2015 Strategic Plan, the DDA opted out of pursuing sewer.

Member Winkle asked the Director when the DDA Term expires. Director Warda responded that the 30-year plan started in 1993 and expires in 2023; which Member Winkle asked her to verify, as he thought it expired in a couple years.

Motion by Member Kleinsorge supported by Member Dunaway to request a 30-year extension from the current date of expiration from the Township Board. Motion carried.

Motion by Member Kleinsorge supported by Member Himes to adjourn. Motion carried. Meeting adjourned 8:52 a.m.

**NEXT MEETING DATE AND TIME:** Monday, June 17, 2019 at 7:45 a.m.

Cindy Warda, Executive Director