



**CLAM LAKE TOWNSHIP DDA – REGULAR MEETING MINUTES**  
**May 15, 2024**

Chairperson Snider called the May 15, 2024 Regular Meeting for the Downtown Development Authority of Clam Lake Township to order at 7:30 a.m. This meeting was held at Clam Lake Township Hall in Cadillac, MI. The following Board Members were in attendance: Julie Snider, Chairperson; Brian Potter, Member; Scott Kleinsorge, Vice Chair; Jeremy Winkle, Member; Drew Rummel, Member; Pat Carroll, Secretary/Treasurer; Josh Trust, Member. Members Absent: David Vigne, Member; Steve Kitler, Township Supervisor.

**PUBLIC COMMENT:** None.

**APPROVAL OF THE AGENDA:** Motion by Winkle supported by Member Carroll to approve the agenda as presented. Motion carried.

**APPROVAL OF THE MINUTES:** Motion by Member Potter supported by Vice-Chair Kleinsorge to approve the April 17, 2024 meeting minutes as presented. Motion carried.

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

**Treasurer’s Report:**

Director Warda reviewed the regular items included in the meeting packet such as copies of the: March Financials; March & April Bank Statements; April 17, 2024 bank deposit in amount of \$6,129.17 from tax recapture; March autopay statement invoice from UHY (formerly Baird, Cotter & Bishop) for \$160.00 and Consumers April invoice in amount of \$125.78.

**Executive Director’s Report**

1. Director Warda stated that a copy of the Township Board’s May 13, 2024 meeting agenda is included in the packet. She stated that the Township Board approved the Munson Surgical Center Site Plan. She said that the Township Board approved the FY 24/25 DDA Budget as per PA 57 of 2018, which requires the Township to approve the DDA budget prior to DDA adoption.

**Committee Reports:**

**Marketing** – Chairperson Snider; Members Winkle, Carroll, and Trust. No Report.

**Strategic Planning Committee** – Chair Winkle; Members Potter and Rummel. No Report.

**Land Use** – Chairperson Winkle; Supervisor Kitler, Member Kleinsorge. No report.

**Beautification** - Chairperson Kitler; Members Kleinsorge, Snider and Vigne. No report.

**SPECIAL ORDERS:** None

**UNFINISHED BUSINESS AND GENERAL ORDERS:** None

**OLD BUSINESS:**

- A. Pioneer Survey Encroachment Update – Director Warda said that the “For Sale” sign is up at the Pioneer. She said that Travis Aten told her he has contacted a tree company for a quote on planting trees along that open area to screen his operation. Discussion followed on Mr. Aten’s plans to upgrade his building exterior.
- B. Light Pole Update – Director Warda stated that the light pole company in Grand Rapids, Robert C. Shaver provided a quote on back-up light poles. She said that our current light poles are fiberglass, which are not available any longer. She said the quote for aluminum replacement poles are \$10,947.00 each with 8–10-week lead time, as well as \$2,300 for installation based on recent light pole replacement. Member Winkle suggested contacting the City to see who they use as a light pole vendor. Director Warda responded that she would check with the City.
- C. Budget FY 24/25 – Director Warda pointed out that she put \$300,000 in Capital Outlay for possible water/sewer extension and \$35,000 in the Light and Road Maintenance line item for possible light pole replacement. Motion by Member Winkle supported by Member Potter to approve the Budget as presented. Roll Call Vote: All Yes. Motion carried.

**NEW BUSINESS:**

- A. Surgical Center – Previously discussed on Agenda.
- B. Gas Station Update - Director Warda stated that the proposed gas station/convenience store on the Johnson property most likely will be on the June Planning Commission agenda.

**ANNOUNCEMENTS:** None

**NEXT MEETING DATE AND TIME:** Wednesday, June 19, 2024 at 7:30 a.m.

**ADJOURNMENT:** Motion by Member Carroll supported by Member Winkle to adjourn. Motion carried. Meeting adjourned at 7:52 a.m.

Cindy Warda, Executive Director