



CLAM LAKE TOWNSHIP DDA – REGULAR MEETING MINUTES
June 19, 2024

Chairperson Snider called the June 19, 2024 Regular Meeting for the Downtown Development Authority of Clam Lake Township to order at 7:45 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; Jeremy Winkle, Member; David Vigne, Member; Drew Rummel, Member. Members Absent: Scott Kleinsorge, Vice Chair; Steve Kitler, Township Supervisor; Pat Carroll, Secretary/Treasurer; Josh Trust, Member.

PUBLIC COMMENT: None.

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

APPROVAL OF THE MINUTES: Motion by Member Potter supported by Member Winkle to approve the May 15, 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: April Financials; May Bank Statements; April autopay statement invoice from UHY (formerly Baird, Cotter & Bishop) for \$160.00 and Consumers May invoice in amount of \$110.26. Also copy of paid invoice and check stub to LCM Surveying for Pioneer adjustment in the amount of \$650.00.

Motion by Member Potter supported by Member Vigne to accept the Director's financial report. Motion carried.

Executive Director's Report

1. Director Warda stated that a copy of the Township Board's June 10, 2024 meeting agenda is included in the packet. Of note she stated that the Township Board approved NanBop's Site Plan extension request for the mini-storage units to be converted into boutique motel rooms on Mackinaw Trail.

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. Director Warda said she would like to get a quote for replacing the concrete pavers on the light pole islands. She said she did a week walk last week & the weeds were horrible. Member Winkle said he thinks it is stamped concrete except perhaps where they took out the planters as per MDOT. The DDA Board was supportive of replacing the concrete.

SPECIAL ORDERS: None

UNFINISHED BUSINESS AND GENERAL ORDERS: None

OLD BUSINESS:

- A. Pioneer Survey Encroachment Update – Director Warda 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 in the amount of \$3,500. He said the tree contractor couldn't get to the tree planting until middle of the summer, so he was looking for another company/quote. Discussion followed on Mr. Aten's tree type and size selection.
- 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. As per the DDA Board recommendation from the last meeting, Director Warda contacted the City to see who they use as a light pole vendor. Director Warda contacted the City's vendor and Holophane provided a quote of \$6,826.25 per pole. She referred to the schematics provided and the Holophane poles are very dissimilar to the existing poles in size and look. She said there is not a globe-style light on Holophane's, they are flat. Director Warda stated that there are spare parts in the cemetery garage, but the Supervisor thought we didn't have the metal top covers. Discussion followed. DDA Board asked the Director to see if we can order the matching tops for the spare light pole in the garage.
Director Warda said she checked with the insurance carrier, and they cover \$5,500 per pole with a \$1,000 deductible. She added that the Township does not charge the DDA for the light pole addition to their policy.

NEW BUSINESS:

- A. Budget Adjustments FY 23/24 – Director Warda stated that she had just received the April Financials. She pointed out that in the *Light and Road Maintenance* line item, the budget is \$5,000 and through April the current expenses are up to \$4,533. She is requesting that \$2,000 be moved from *Capital Outlay* to the *Light and Road Maintenance* line item for an adjusted amount of \$7,000 and the *Capital Outlay* at \$298,000. Motion by Member Winkle supported by Member Potter to approve the Budget Adjustments as presented. Roll Call Vote: All Yes. Motion carried.

ANNOUNCEMENTS: None

NEXT MEETING DATE AND TIME: Wednesday, July 17, 2024 at 7:30 a.m.

ADJOURNMENT: Motion by Member Potter supported by Member Vigne to adjourn. Motion carried. Meeting adjourned at 8:13 a.m.

Cindy Warda, Executive Director