



**CLAM LAKE TOWNSHIP DDA – REGULAR MEETING MINUTES**  
**February 18, 2025**

Chairperson Kleinsorge called the February 18, 2025 Special 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: Scott Kleinsorge, Chair; Jeremy Winkle, Member; David Vigne, Member; Pat Carroll, Secretary/Treasurer; Brian Potter, Member; Pete Ludviksen, Member; Drew Rummel, Member; Bill Benson, Township Trustee. Members Absent: None.

**PUBLIC COMMENT:** None.

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

**APPROVAL OF THE MINUTES:** Motion by Supervisor Benson supported by Member Carroll to approve the November 20, 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: October, November & December Financials; November, December & January Bank Statements; November and December autopay statement invoice from UHY (formerly Baird, Cotter & Bishop) for \$160.00 each; and Consumers December invoice in amount of \$160.39 and January for \$165.51.

Director Warda requested authorization to pay:

- UHY invoice for the 1099 Prep in the amount of \$145. Motion by Member Winkle supported by Member Rummel to approve the request as presented. Motion carried.
- Reimbursement to Township for 50% of the AES dues statement in the amount of \$1,492.50. Motion by Member Carroll supported by Member Rummel to approve the request as presented. Member Winkle abstained. Motion carried.
- Reimbursement to Director Warda for the 2-year "Go Daddy" website domain renewal. Motion by Member Winkle supported by Supervisor Benson to approve the request as presented. Motion carried.

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

1. Director Warda stated that a copy of the Township Board's February 10, 2025 meeting agenda is included in the packet. She said the Board approved moving forward on the Munson water request and will set up a meeting with the City to address items in the existing Utility Agreements that specify that water has to be installed with sewer and to contact the Township Attorney on updating the Utility Ordinances.

### **Committee Reports:**

**Marketing** – Chairperson Winkle, Carroll, and Ludviksen, Vigne.

Member Vigne stated he was looking for marketing ideas, suggesting partnering with the Cadillac Area Visitors Bureau. Discussion followed.

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

**Land Use** – Chairperson Winkle; Members Kleinsorge and Rummel.

**Beautification** - Chairperson Kleinsorge; Member Vigne. No report. Motion by Member Winkle supported by Member Carroll to move Member Kleinsorge to Chair of committee. Motion carried.

**SPECIAL ORDERS:** None

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

- A. Munson Water Update – Discussion followed on PFAS. Member Winkle stated that EGLE sent letters to the DDA area asking for voluntary testing. He said he'd like to know if anyone tests positive. Member Rummel said that if the test is positive, quarterly testing is required. Director Warda stated that there will be a meeting with the City regarding extending water to Munson this morning at 9 am.

### **OLD BUSINESS:**

- A. Pioneer Survey Encroachment Update – Director Warda stated that she had been in contact with Greg Bosscher, and we have a signed Buy/Sell with Travis Aten. Member Potter explained the Register of Deeds should be back up in March after County Cyber Attack.
- B. Light Pole Update – Director Warda stated that she is still waiting for Atkins to inventory the parts to see if we have a full replacement. No update.

### **NEW BUSINESS:**

- A. Prein & Newhof Proposal for Water & Sewer Master Plan for Clam Lake Township. Director Warda stated that we need a Utility Master Plan in order to apply for funds from the "Emerging Contaminants Small or Disadvantaged Community Grant" to address our recent PFAS issues. Motion by Member Potter supported by Supervisor Benson to move forward with the Master Plan and authorize the Chair to sign. Motion carried.

**ANNOUNCEMENTS:** None

**NEXT MEETING DATE AND TIME:** Wednesday, March 19, 2025 at 7:30 a.m.

**ADJOURNMENT:** Motion by Chair Kleinsorge supported by Member Potter to adjourn. Motion carried. Meeting adjourned at 8:26 a.m.

Cindy Warda, Executive Director