

**CLAM LAKE TOWNSHIP DDA – MINUTES**

**August 20, 2018**

Chairperson Snider called the August 20, 2018 Meeting for the Downtown Development Authority of Clam Lake Township to order at 7:49 a.m. This meeting was held at Clam Lake Township Hall in Cadillac, MI. The following Board Members were in attendance: Julie Snider, Chairperson; Mike Lueder, Vice-Chair; Steve Kitler, Township Supervisor; Jeremy Winkle, Member; Scott Kleinsorge, Member; Bob Hilty, Member; Kevin Dunaway, Member. Members not in attendance: Steve Anderson, Member; Pat Carroll, Secretary/Treasurer

**PUBLIC COMMENT: None**

**APPROVAL OF MINUTES:** Motion by Vice-chair Lueder supported by Member Winkle to approve the June 18, 2018 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 the June financials, copies of the deposit slips and the July Bank Statements as well as copies of the autopay and direct debit statements for Consumers and BC & B Accounting Services.

 Director Warda detailed the pre-authorized expenditure for repair of the Lamp Pole estimate from Atkins in amount of $1,586.89; that increased to $1806.89 plus addition of $193.78 to fix photo sensor for a total of $2,000.67.

 Director Warda stated that the DDA needs to reimburse the Township for the sidewalk mowing in the amount of $250.00 for July 5 & 28th mowing. DDA already reimbursed the Township for June 16, 2018.

 Director Warda reviewed the re-occurring expenses to City of Cadillac for 2017/2018 snowplowing in amount of $620.30 and for the Cadillac News annual web-hosting amount 0f $350.00.

 Director Warda requested reimbursement for $49.33 for Roundup (pre-approved up to $200) and for software update in amount of $29.95 for a total of $79.28.

 Motion by Member Winkle supported by Member Kleinsorge to accept the Secretary’s Report and to authorize and pay bills as presented. Motion carried.

**Executive Director’s Report**

 Director Warda stated that the Township put the light pole insurance on their policy as an emergency measure since the Ford Insurance Agency declined to renew the policy stating that there isn’t a market for single unit coverage. She said that Scott from Fekete & Knaggs worked on finding coverage for a couple weeks to no avail. She added that there wasn’t any liability coverage on the prior coverage.

 Director Warda said that Public Act 57 of 2018 goes into effect January 1, 2019 requiring additional DDA reporting requirements. She said she put Audit & Budget info on the website. She said that the DDA needs to list accomplishments, progress on Development Plan, Finance Plan and DDA Events and Promotional Campaigns. She stated that any revenue not spent in past 5 & 10 years needs to be detailed for why monies haven’t been spent and when they plan to be spent.

**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. No report.

**SPECIAL ORDERS: None**

**UNFINISHED BUSINESS AND GENERAL ORDERS:**

 Welcome Sign Update – Director Warda stated that the permit has been submitted to MDOT TC and they packaged the supporting documentation and sent to MDOT Lansing for review. Although the Corridor Study wanted a more modern sign design, the DDA wants to stay with current design. Member Kleinsorge still working on solar power for the sign.

 Safe Routes - Director Warda said she expects the Action Plan from MSU next month and a public meeting to be scheduled on the Action Plan.

 Zoning Ordinance Update – Director Warda stated that the Planning Commission began work on updating the Zoning Ordinance in June with project completion planned for February 2019.

 Joint DDA & Township Board Meeting – Director Warda asked if the DDA still was interested in rescheduling a joint DDA/Township Board meeting. Member Winkle to shop some dates.

 Township Supervisor Kitler stated that Trustee Mackey has resigned from the Board, so there will be a new Trustee.

**OLD BUSINESS:**

 Corridor Study – Discussion followed on the Corridor Study and suggested round-a-bout and Wayfinding signage. Motion by Vice-chair Lueder supported by Member Winkle to support MDOT’s re-design study for Mackinaw Trail and M-115. Motion carried.

 Discussion on sidewalks, pathways and lighting for Mackinaw Trail. DDA felt zoning uses in line with their zoning plan.

 Special Use Permit/Site Plan Review – Director Warda stated that the Dollar General SUP/Site Plan has been tabled due to the Moratorium. She said the Planning Commission has a Public Hearing set for possible repeal of the Moratorium on Thursday. She said if the Planning Commission and Township Board agree to repeal the Moratorium, then the Planning Commission can entertain the SUP/Site Plan Review Application. Discussion followed.

 Fire Contract – Member Winkle asked where the Township was with the Fire Contract.

 Vice-chair Lueder stated that the Township should appoint a committee to contact the City.

 Discussion followed on possible insurance impact with a change in ISO rating and when the fire contract expires.

**NEW BUSINESS:**

 Vice-chair Lueder stated that the DDA has repeatedly called for projects to no avail. He said we should resurrect the plan for additional lighting and sidewalks up Mackinaw Trail. Chairperson Snider said she will locate the old drawings from Dean DeKryger.

 Discussion followed on traffic counts for Sunnyside, 43 Road and Mackinaw Trail.

 Vice-chair Lueder said he thinks AES (Alliance for Economic Success) should meet with the DDA and other segments for Corridor Study recommended improvements.

 Member Winkle stated he meets with AES tomorrow and will bring that up.

 **NEXT MEETING DATE AND TIME:** Monday, September 17, 2018 at 7:45 a.m.

*Meeting ADJOURNED at 9:00 a.m.*

Cindy Warda

Executive Director