



CLAM LAKE TOWNSHIP DDA – MINUTES
November 21, 2016

Chairperson Snider called the November 21, 2016 regular meeting for the Downtown Development Authority of Clam Lake Township to order at 7:47 a.m. This meeting was held in the Clam Lake Township Hall. The following board members were in attendance: Julie Snider, Chairperson; Mike Lueder, Vice Chairman; Scott Kleinsorge, Member; Bob Hilty, Member; Steve Kitler, Township Supervisor; Pat Carroll, Secretary/Treasurer. Members not in attendance: Jeremy Winkle, Member; Steve Anderson, Member

PUBLIC COMMENT: None

APPROVAL OF MINUTES: Motion by Member Lueder, supported by Member Carroll that the October 17, 2016 Meeting Minutes be approved as presented. Motion carried.

REPORTS OF OFFICERS, BOARDS AND STANDING COMMITTEES:

Treasurer's Report

Steve Kitler, Township Supervisor (former Treasurer) stated that the Consumers Energy bills should be paid upon receipt and not run through the monthly Board bill authorization due to the time frame between meetings. Motion by Member Kleinsorge supported by Member Hilty to do a hand check to Consumers for the September billing in the amount of \$275.85. Motion carried.

Motion by Member Snider supported by Member Carroll to approve payment to Baird, Cotter & Bishop in the amount of \$1,000 for financial audit services and for \$375 for September accounting services. Motion carried.

Discussion followed on the Baird, Cotter & Bishop's Accountant's Compilation Report. Member Carroll will contact CPA Ryan Howell to perhaps come to a special meeting to walk the Board through the report.

Executive Director's Report

Executive Director Warda stated that Members Lueder, Winkle, and Kleinsorge agreed to another four (4) year term and that a Resolution for the Board's consideration is attached recommending approval to the Township Board. Discussion followed on possible DDA Board replacement for Dale Rosser. Motion by Member Hilty supported by Member Snider to approve the Resolution recommending the appointment of Members Lueder, Winkle and Kleinsorge to the DDA Board with a fourth member recommendation to follow. Motion carried.

Director Warda presented a Winter Newsletter vs a letter, that includes the "Call for Projects" as the Board requested. She said she would like to do quarterly newsletters. She

said the newsletter will be on the DDA Website and she plans on contacting the DDA business/property owners to get their email addresses to email a copy of the newsletter.

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.

Discussion followed regarding a welcome sign and location. Member Lueder stated that there is to be only one sign at the Mitchell Street entrance as to not have traffic flow through residential neighborhoods with the other exits. Member Snider stated she has a meeting with the Cadillac Visitor's Association tomorrow and they may be interested in participating in a "Greater Cadillac Area" sign.

SPECIAL ORDERS: None

UNFINISHED BUSINESS AND GENERAL ORDERS:

Discussion followed on snowmobile trails and the machines riding on the new sidewalk, that there seems to be an unwritten rule that the police will not stop the snowmobiles from using the sidewalk due to area tourism factor. Chairperson Snider said she will talk to Member Anderson regarding the golf course. Member Lueder suggested perhaps a "trespass fee" for three months.

NEW BUSINESS:

Discussion followed on Annual Audit.

Discussion followed on the quote from CN Digital Solutions (Cadillac News). That the current website is outdated and not very user friendly. That a new website would be interactive and allow several categories that the Director would like to add, such as an interactive DDA area map showing available properties for sale or lease. Motion by Member Kleinsorge supported by Member Carroll to approve the new website up to \$1,000. Motion carried. Discussion followed that perhaps the DDA & Township could have one website.

2017 Meeting Dates. Motion by Member Lueder supported by Member Snider to adopt the 2017 DDA Meeting Dates as amended. Motion carried.

NEXT MEETING DATE AND TIME: December 19, 2016 at 7:45 a.m.

Meeting ADJOURNED by Snider at 8:31 a.m.

Cindy Warda
Executive Director