



**CLAM LAKE TOWNSHIP DDA – REGULAR MEETING MINUTES**  
**December 15, 2021**

Chairperson Snider called the December 15, 2021 meeting for the Downtown Development Authority of Clam Lake Township to order at 8:00 a.m. This meeting was held at Clam Lake Township Hall in Cadillac, MI. The following Board Members were in attendance: Julie Snider, Chairperson; Jeremy Winkle, Member; Pat Carroll, Secretary/Treasurer; Scott Kleinsorge, Member; Jennifer Davis, Member. Members absent: Steve Kitler, Township Supervisor; Drew Rummel, Member; Brian Potter, Member

Motion by Member Kleinsorge supported by Member Carroll to amend the agenda and move up Item “B” under Old Business.

Motion carried.

Motion by Member Carroll supported by Member Kleinsorge to go into closed session to discuss Land Purchase consideration.

Roll Call:

Snider – Yes

Carroll – Yes

Winkle – Yes

Kleinsorge – Yes

Davis - Yes

Roll Call Vote supported.

Motion by Member Winkle supported by Member Carroll to go back into open session. Motion carried.

Motion by Member Kleinsorge supported by Member Carroll to accept the revised terms of the purchase agreement and move forward with details discussed such as earnest money deposit and bid proposal prep in the closed session. Member Kleinsorge abstained from bid proposal part of the motion.

Roll Call:

Snider – Yes

Carroll – Yes

Winkle – Yes

Davis – Yes

Kleinsorge - Yes

Roll Call Vote supported.

**PUBLIC COMMENT:** None

**APPROVAL OF MINUTES:** Motion by Member Carroll supported by Member Kleinsorge to approve the November 17, 2021 regular meeting minutes as presented. Motion carried.

Motion by Member Carroll supported by Member Winkle to approve the November 17, 2021 closed session minutes as presented. Motion carried.

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

**Treasurer's Report:**

Secretary/Treasurer Carroll stated that included in the meeting packet are the November 2021 bank statements; October & November 2021 Trial Balance Reports; copy of November 29, 2021 Deposit Slip totaling \$41.18; copy of the October autopay statement invoice from Baird, Cotter & Bishop for \$145.00 and Consumers November invoice for \$146.02; and check stub showing payment to McCurdy Wotila & Porteous for \$200 for real estate services.

Director Warda sought authorization to pay the invoice from McCurdy Wotila & Porteous in the amount of \$425.00 for preparation of real estate documents. Motion by Member Kleinsorge supported by Member Carroll to approve the request. Motion carried.

**Executive Director's Report**

Director Warda stated that the copy of the Township Board's December 13, 2021 Meeting Agenda is included in the meeting packet.

A. Agreement for Services of Alliance for Economic Success (AES)

Director Warda stated that the Township Board approved AES's Agreement for Services request contingent on the DDA paying 50% of the \$2,985 per year of the three-year commitment.

Member Winkle stated that AES hired a full-time director from MSU (Lisa Miller). She will start the first of the year and spend 20% on MSU business and 80% on AES business. AES will have the full resources of MSU such as grant writing and will research Covid fund uses. Member Winkle said that Baird, Cotter & Bishop gave a presentation to Missaukee County regarding its losses due to Covid could be used in the General Fund and not restricted.

Motion by Member Carroll supported by Member Kleinsorge to approve the DDA paying 50% of the AES Agreement fee of \$2,985 annually for three-years. Motion carried with Member Winkle abstaining.

B. DDA Board Appointments

Director Warda stated that the Township Board reappointed Pat Carroll to another four-year term and appointed Josh Trust to fulfill Steve Anderson's term that expires December 31, 2022.

**Committees:**

**Marketing** – Chairperson Snider; Members Winkle & Carroll, vacancy. No report.

**Strategic Planning Committee** – Chair Vacant; Members Winkle, vacancy No report.

**Land Use** – Chairperson Winkle; Members Anderson, Kleinsorge. No report.

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

**SPECIAL ORDERS:**

**UNFINISHED BUSINESS AND GENERAL ORDERS:**

**OLD BUSINESS:**

**NEW BUSINESS:**

- A. 2022 DDA Board Meeting Schedule – Motion by Member Kleinsorge supported by Member Carroll to approve the 2022 DDA Meeting Schedule as presented. Motion carried.

Motion by Member Kleinsorge supported by Member Carroll to adjourn. Motion carried.  
Meeting adjourned 8:45 a.m.

**NEXT MEETING DATE AND TIME:** Wednesday, January 19, 2022 at 8:00 a.m.

Cindy Warda, Executive Director