



CLAM LAKE TOWNSHIP DDA – REGULAR MEETING MINUTES
December 21, 2022

Vice-Chairperson Kleinsorge called the December 21, 2022 Regular 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: Steve Kitler, Township Supervisor; Jeremy Winkle, Member; Brian Potter, Member; Josh Trust, Member; Scott Kleinsorge, Vice-Chair; Pat Carroll, Secretary/Treasurer; Jennifer Davis, Member. Members Absent: Julie Snider, Chairperson; Drew Rummel, Member

PUBLIC COMMENT: None

APPROVAL OF THE AGENDA: Director Warda requested that DTE Gas Line Removal for Pioneer be added as item “B” under Old Business. Motion by Member Carroll supported by Member Potter to approve the agenda as amended. Motion carried.

APPROVAL OF THE MINUTES: Motion by Supervisor Kitler supported by Member Carroll to approve the October 19, 2022 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 Financials; October and November Bank Statements; November 2, 2022 bank deposit in the amount of \$811.58 from tax capture and \$4,221.93 from the State Local Stabilization Authority for personal property; September and October autopay statement invoices from Baird, Cotter & Bishop for \$150.00 each; November Autopay statement invoice from Consumers for \$176.20.

Motion by Member Carroll supported by Member Trust to approve the Double J invoice for snow removal for the Pioneer in the amount of \$142.50. Motion carried.

Motion by Member Davis supported by Member Winkle to approve the Baird Cotter & Bishop invoice for audit prep in the amount of \$1,000. Motion carried.

Motion by Member Winkle supported by Member Potter to pay the Clam Lake Township Winter Tax Bill on the Pioneer for \$2,120.37, noting that the property will be tax-exempt for 2023. Motion carried.

Executive Director's Report

Director Warda stated that the copy of the Township Board's November 14, 2022 and December 12, 2022 Meeting Agendas are included in the meeting packet. Director Warda stated that at the December 12, 2022 Township Board Meeting, the Board approved applying for the State Blight Grant, adding that the Township has to apply for the grant. Discussion followed on the recommendation from the Alliance for Economic Success and Networks Northwest that the City of Cadillac and Clam Lake each apply for \$100,000, splitting the \$200,000 County allotment.

Motion by Member Winkle supported by Member Carroll to authorize Vice-Chair Kleinsorge to sign a letter of support for the grant application on behalf of the DDA. Motion carried.

Committee Reports:

Marketing – Chairperson Snider; Members Winkle, Carroll and Trust.

Strategic Planning Committee – Chair Winkle; Members Potter and Rummel.

Land Use – Chairperson Winkle; Supervisor Kitler, Member Kleinsorge.

Chairperson Winkle updated the DDA on the Daycare, stating that they are interested in the church on 13th Street.

Beautification - Chairperson Kitler; Members Kleinsorge, Snider and Davis.

SPECIAL ORDERS: None

UNFINISHED BUSINESS AND GENERAL ORDERS: None

OLD BUSINESS:

- A. Otwell Mawby's Bid Recommendation for the Pioneer

Otwell's recommendation is for Mid-State Asbestos removal in the amount of \$61,150 and Bay Area Demo in the amount of \$134,650 for a total of \$195,800. Discussion followed as to the bids as well as seeing if the Township Board is interested in providing additional funds to assist with the demolition. Motion by Member Winkle supported by Member Potter to authorize Vice-Chair Kleinsorge to sign the bid contracts. Motion carried.

- B. DTE Gas Line Removal for Pioneer

Motion by Member Carroll supported by Member to authorize Vice-Chair Kleinsorge to sign the DTE quote. Motion carried.

NEW BUSINESS:

- A. Blight Grant Opportunity Update – Director an gave update on the two Zoom meetings on the Blight Grant
- B. DDA Audit for FY ending June 30, 2022 – Director stated that the audit shows an ending fund balance of \$594,427. Current balance is \$437,733 due to Pioneer expenses.
- C. DDA Meeting Dates – Motion by Member Potter supported by Member Winkle to approve the 2023 DDA meeting dates as revised with the Director to send out the new list of meeting dates with the new time of 7:30 a.m. Motion carried.

ANNOUNCEMENTS:

Member Winkle stated that Lisa Miller from AES has resigned to take a new job with the State. She plans to be done mid-January.

Motion by Member Carroll supported by Member Potter to adjourn. Motion carried.
Meeting adjourned 8:42 a.m.

NEXT MEETING DATE AND TIME: Wednesday, January 18, 2023 at 7:30 a.m.

Cindy Warda, Executive Director