



CLAM LAKE TOWNSHIP DDA – REGULAR MEETING MINUTES
February 15, 2023

Vice-Chairperson Kleinsorge called the February 15, 2023 Regular 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: Steve Kitler, Township Supervisor; Jeremy Winkle, Member; Brian Potter, Member; Scott Kleinsorge, Vice-Chair; Drew Rummel, Member. Members Absent: Julie Snider, Chairperson; Josh Trust, Member; Pat Carroll, Secretary/Treasurer; Jennifer Davis, Member.

PUBLIC COMMENT: None

APPROVAL OF THE AGENDA: Motion by Supervisor Kitler supported by Member Potter to approve the agenda as presented. Motion carried.

APPROVAL OF THE MINUTES: Motion by Member Winkle supported by Supervisor Kitler to approve the December 21, 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: December & January Financials; December & January Bank Statements; November & December autopay statement invoices from Baird, Cotter & Bishop for \$150.00 each; December Autopay statement invoice from Consumers for \$151.11 & January for \$163.73. Director Warda added that a copy of the final payment check to Otwell Mawby was included in the amount of \$726.00.

Motion by Member Winkle supported by Member Rummel to approve reimbursing Clam Lake Township for Ill Seasons mowing Invoice of \$650.00. Motion carried.

Motion by Member Rummel supported by Supervisor Kitler to reimburse Clam Lake Township for 50% of the AES invoice in the amount of \$1,492.50 for annual economic development support. Motion carried.

Motion by Supervisor Kitler supported by Member Potter to approve the Baird Cotter & Bishop invoice of \$125.00 for 1099 Prep. Motion carried.

Motion by Member Potter supported by Member Winkle to approve reimbursement to the Executive Director for \$96.28 for the 2-year GoDaddy domain renewal. Motion carried.

Motion by Member Potter supported by Member Winkle to accept the Treasurer's Report. Motion carried.

Executive Director's Report

Director Warda stated that the copies of the Township Board's January 9, 2023 and February 13, 2023 Meeting Agendas are included in the meeting packet.

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.

Director Warda stated that she is expecting a Site Plan to convert the mini-storage units on Mackinaw Trail and Broadcast Way into unique motel rooms. Discussion followed.

Vice-Chair Kleinsorge said he received a call from McGuire and said Munger was still interested if the sewer was there. Vice-Chair Kleinsorge told McGuire that his Dad would have to do a development agreement before the DDA installed sewer. Discussion followed.

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

SPECIAL ORDERS: None

UNFINISHED BUSINESS AND GENERAL ORDERS: None

OLD BUSINESS:

- A. Blight Elimination Grant Update – Director Warda stated that the Blight Elimination Grant was submitted and that the amount applied for increased from \$100,000 to \$163,219 as the City of Cadillac was only applying for \$36,781. She said the increase was the remainder of the \$200,000 available.
- B. State Land Bank Blight Grant Correspondence – Director Warda stated that there was an email from the State Land Bank Authority requesting a written agreement between Clam Lake Township and the Pioneer Property Owner (DDA) providing site control and authorization to perform Eligible Activities to Clam Lake Township. Motion by Member Winkle supported by Supervisor Kitler to authorize said letter as requested. Motion carried.

NEW BUSINESS:

- A. DDA Board Appointments – Director Warda stated that Members Snider, Trust, & Davis terms have expired. She stated that she contacted all and all agreed to another 4-year term. Motion by Member Winkle supported by Member Potter to adopt the Resolution of reappointment and recommend same to the Township Board for confirmation. Motion carried.
- B. DDA Development/Financing Plan – Director Warda provided a draft of the 2023 DDA Development/Financing Plan and asked the DDA Board to review the highlighted area list of projects. She noted that the Board was fine with the list.

ANNOUNCEMENTS: None

NEXT MEETING DATE AND TIME: Wednesday, March 15, 2023 at 7:30 a.m.

ADJOURNMENT: Motion by Member Potter supported by Member Rummel to adjourn.
Motion carried. Meeting adjourned at 8:12 a.m.

Cindy Warda, Executive Director