

CLAM LAKE TOWNSHIP DDA REGULAR MEETING AGENDA
Wednesday, December 13, 2023 - 7:30 a.m.

- I. Call to Order
- II. Public Comment
- III. Approval of the Agenda
- IV. Reports of Officers
 - A. Secretary's Report
 - 1. Minutes from Regular Meeting October 18, 2023 DDA Meeting (**Action item**)
 - B. Treasurer's Report
 - 1. Copy of bank deposit slip from tax recapture: 10/23/23 in amount of \$1,067.90 and 10/30/2023 from the State for Personal Property recapture in amount of \$5,374.09.
 - 2. Copies of September and October Financials.
 - 3. Copies of the October Bank Statements
 - 4. Copies of Auto-Pay bills:
 - a. UHY Advisors (formerly Baird Cotter & Bishop) September and October Invoices for Financial Services in the amount of \$160.00 each
 - b. Consumers October bill for \$117.02
 - 5. Checks Issued for Payment
 - a. \$650 reimbursement to the Twp for Ill Seasons Lawn Care for September mowing of sidewalk, welcome sign areas as well as Pioneer site
 - 6. Payment Requests
 - a. UHY prep of necessary forms and correspondence to the State Tax Commission as per Audit in amount of \$1,100 (**Action item**)
 - b. Approval of monthly ACH payment for Quickbooks independent from UHY in amount of \$45. To soften the additional cost, UHY will freeze the monthly bookkeeping rates for 2024 and 2025. (**Action item**)
 - C. Executive Director's Report
 - 1. Township Board Meeting Agendas from November 6, 2023 and December 11, 2023
 - 2. Required DDA Informational Meeting
 - D. Committee Reports -
 - 1. Marketing and Promotions (Members: Chair Snider; Members: Winkle, Carroll, Trust)
 - 2. Strategic Planning (Chair Winkle; Members: Potter, Rummel)
 - 3. Land Use (Chair Winkle; Members: Kitler, Kleinsorge)
 - 4. Beautification (Chair Kitler; Members: Davis, Kleinsorge, Snider)
- V. Special Orders
- VI. Unfinished Business and General Orders
- VII. Old Business:
 - A. Pioneer Survey Encroachment (**Action item**)
 - B. Recommendation of DDA Board Member to replace Jennifer Davis after her resignation, term expires December 31, 2026 (**Action item**)
- VIII. New Business:
 - A. 22/23 FY Audit
- IX. Announcements:
 - A. Next Meeting - **Wednesday**, January 17, 2024 at 7:30 a.m.
- X. Adjournment