



CLAM LAKE TOWNSHIP DDA – REGULAR MEETING MINUTES
December 13, 2023

Vice-Chairperson Kleinsorge called the December 13, 2023 Regular Meeting for the Downtown Development Authority of Clam Lake Township to order at 7:33 a.m. This meeting was held at Clam Lake Township Hall in Cadillac, MI. The following Board Members were in attendance: Jeremy Winkle, Member; Drew Rummel, Member; Pat Carroll, Secretary/Treasurer; Scott Kleinsorge, Vice Chair; Steve Kitler, Township Supervisor. Members Absent: Julie Snider, Chairperson; Brian Potter, Member; Josh Trust, Member.

PUBLIC COMMENT: None.

APPROVAL OF THE AGENDA: Director Warda requested that “DDA 2024 Meeting Dates” be added as item C (3). Motion by Member Winkle supported by Member Carroll to approve the agenda as amended. Motion carried.

APPROVAL OF THE MINUTES: Motion by Member Winkle supported by Supervisor Kitler to approve the October 18, 2023 meeting minutes as presented. Motion carried.

REPORTS OF OFFICERS, BOARDS AND STANDING COMMITTEES:

Treasurer’s Report:

Secretary/Treasurer Carroll reviewed the regular items included in the meeting packet such as copies of the: September and October Financials; October Bank Statements; bank deposit slips from tax recapture dated 10/23/2023 in amount of \$1,067.90 and from the State for Personal; Property Tax recapture from 10/30/2023 for \$5,374.09; September and October autopay statement invoices from UHY (formerly Baird, Cotter & Bishop) for \$160.00 each; October autopay statement invoice from Consumers for \$117.02.

Director Warda stated that payment was made for reimbursement to the Township for lawn mowing for \$650 for September sidewalk, welcome sign mowing and the Pioneer site.

Director Warda requested approval for UHY to perform monthly ACH payments for QuickBooks independently of \$45. She stated that Ryan said to soften the cost, that UHY will freeze the monthly bookkeeping rates for 2024 and 2025. Motion by Member Winkle supported by Supervisor Kitler to approve the ACH monthly payment of \$45 for QuickBooks through UHY. Motion carried.

Executive Director’s Report

1. Director Warda stated that copies of the Township Board’s November 6, 2023 and December 11, 2023 meeting agendas are included in the packet.

2. Required DDA Informational Meeting
3. 2024 DDA Meeting Dates – Motion by Supervisor Kitler supported by Vice-Chair Kleinsorge to approve the 2024 DDA Board Meeting Dates. Motion carried.

Committee Reports:

Marketing – Chairperson Snider; Members Winkle, Carroll, and Trust. No Report.

Strategic Planning Committee – Chair Winkle; Members Potter and Rummel. No Report.

Land Use – Chairperson Winkle; Supervisor Kitler, Member Kleinsorge. No report.

Beautification - Chairperson Kitler; Members Kleinsorge, Snider and Davis. No report.

SPECIAL ORDERS: None

UNFINISHED BUSINESS AND GENERAL ORDERS: None

OLD BUSINESS:

- A. Pioneer Survey Encroachment – Discussion followed on Aten’s request for additional land so as to be able to turn trucks. Director Warda stated that based on the price the DDA desires to list the Pioneer for, the .056 ac for the encroachment equates to \$3,679.24. Motion by Member Winkle supported by Vice-Chair Kleinsorge that the Aten’s would pay \$3,500; pay legal & survey costs and plant trees in the opening similar to what is currently planted as a buffer. Motion carried.
- B. Recommendation of DDA Board Member to replace Jennifer Davis after her resignation. Term would expire December 31, 2026. Discussion followed. Motion by Member Carroll supported by Vice-Chair Kleinsorge to recommend Evergreen Manager David Vigne to the Township Board. Motion carried.

NEW BUSINESS:

- A. 2022/23 Audit. Director Warda referred to the Audit pages in the packet. She stated that the end of year fund balance is \$425,567 for the DDA.
- B. DDA Sewer/Water Discussion – Director Warda stated that a new surgical center is being planned for the lot south of Van Dries. She said that the surgical center would like public water. She added that Munson is the owner of the lot.
Supervisor Kitler said that Highpoint needs water as they have a PFAS problem, that they may need an alternate water source. Member Winkle responded that he thinks they drilled a new well.
Vice-Chair Kleinsorge said he believes there are 8” lines at Riemer’s. He said he will ask Eric Sequin from P & N for a water connection cost.
Jeremy said he will check with Highpoint as to the well.

ANNOUNCEMENTS: None

NEXT MEETING DATE AND TIME: Wednesday, January 17, 2024 at 7:30 a.m.

ADJOURNMENT: Motion by Member Rummel supported by Member Winkle to adjourn. Motion carried. Meeting adjourned at 8:13 a.m.

Cindy Warda, Executive Director