



CLAM LAKE TOWNSHIP DDA – REGULAR MEETING MINUTES
February 21, 2024

Vice-Chairperson Kleinsorge called the February 21, 2024 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: Josh Trust, Member; Brian Potter, Member; Pat Carroll, Secretary/Treasurer; Scott Kleinsorge, Vice Chair; Steve Kitler, Township Supervisor. Members Absent: Julie Snider, Chairperson; Jeremy Winkle, Member; Drew Rummel, Member.

PUBLIC COMMENT: None.

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

APPROVAL OF THE MINUTES: Motion by Member Vigne supported by Vice-Chair Kleinsorge to approve the January 17, 2024 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: December Financials; January Bank Statements; December autopay statement invoice from UHY (formerly Baird, Cotter & Bishop) for \$160.00; February autopay statement invoice from Consumers for \$141.86.

Director Warda requested approval to pay UHY Advisors in the amount of \$130.00 for 1099 prep. Motion by Supervisor Kitler supported by Vice-chair Kleinsorge to approve the request as presented. Motion carried.

Director Warda requested approval to reimburse the Township 50% of the annual AES Economic Development Services in the amount of \$1,492.50 for January 2024 through December 31, 2024. Motion by Member Potter supported by Member Carroll to approve the request as presented. Motion carried.

Director Warda referenced the paid invoice reimbursing the Township for October lawn services for the Pioneer in the amount of \$650.00.

Executive Director’s Report

1. Director Warda stated that a copy of the Township Board’s February 12, 2024 meeting agenda is included in the packet.

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 Vigne. No report.

SPECIAL ORDERS: None

UNFINISHED BUSINESS AND GENERAL ORDERS: None

OLD BUSINESS:

- A. Pioneer Survey Encroachment – Director Warda stated that Mr. Aten stopped in to see her and said the new survey markers are 4 feet inside the drive. She said that she contacted LCM to set new markers outside the driveway preferably to the tree line.
- B. Surgical Center – Director Warda stated that she is expecting the Site Plan for the new surgical center to be submitted Monday for the March Planning Commission Meeting. She said a Development Agreement would be required before the Township would consider the Water Ordinance. Discussion followed.

NEW BUSINESS:

- A. Rezone Request – Director Warda stated that a rezone request is scheduled for the February 26, 2024 Planning Commission Meeting for a new gas station/convenience store on M-115 east of the interchange in front of the auto parts business. She said there are three parcels, two of which are zoned C2 Heavy Commercial with the rezone request for the third parcel that is zoned C1 Light Commercial. The request is to rezone the third parcel from C1 to C2 which allows a gas station as a permitted use.

ANNOUNCEMENTS: None

NEXT MEETING DATE AND TIME: Wednesday, March 20, 2024 at 7:30 a.m.

ADJOURNMENT: Motion by Member Potter supported by Supervisor Kitler to adjourn. Motion carried. Meeting adjourned at 7:47 a.m.

Cindy Warda, Executive Director