



CLAM LAKE TOWNSHIP DDA – REGULAR MEETING MINUTES
July 17, 2024

Chairperson Snider called the July 17, 2024 Regular Meeting for the Downtown Development Authority of Clam Lake Township to order at 7:31 a.m. This meeting was held at Clam Lake Township Hall in Cadillac, MI. The following Board Members were in attendance: Julie Snider, Chairperson; Brian Potter, Member; Jeremy Winkle, Member; David Vigne, Member; Drew Rummel, Member; Josh Trust, Member. Members Absent: Scott Kleinsorge, Vice Chair; Steve Kitler, Township Supervisor; Pat Carroll, Secretary/Treasurer.

PUBLIC COMMENT: None.

APPROVAL OF THE AGENDA: Motion by Winkle supported by Member Rummel to approve the agenda as presented. Motion carried.

APPROVAL OF THE MINUTES: Motion by Member Vigne supported by Member Trust to approve the June 19, 2024 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: May Financials; June Bank Statements; May autopay statement invoice from UHY (formerly Baird, Cotter & Bishop) for \$160.00 and Consumers June invoice in amount of \$110.26 and July \$104.48. Also copy of paid invoice and check stub to the Township for reimbursement for lawn mowing in the amount of \$475.00.

Director requesting to pay UHY \$375.00 for prep & submittal to the State for form 5176. Motion by Member Rummel supported by Member Vigne to pay UHY for 5176 processing. Motion carried.

Executive Director’s Report

1. Director Warda stated that a copy of the Township Board’s July 8, 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. Director Warda said she hasn't received the quote for replacing the concrete on the light pole islands. She said she will touch base with Miller Concrete again.

SPECIAL ORDERS: None

UNFINISHED BUSINESS AND GENERAL ORDERS: None

OLD BUSINESS:

- A. Pioneer Survey Encroachment Update – Director Warda said that she was in contact with Travis monthly and has not heard from him recently. Last discussion was with the trees for screening. Discussion followed about new owner may not want trees, may want the tree line cleaned out and possibly want to put up a fence.
- B. Light Pole Update – Director Warda stated that as the DDA requested, she inquired about getting replacement light covers for the existing pole in the garage. She said that Shaver said we couldn't order just the top light covers, that you have to purchase the whole top light assembly. Director Warda stated that she will contact Atkins to see if he knows what parts we are lacking so we have a complete assembly.
- C. Concrete Island Replacement – Director Warda said the Board discussed this Agenda Item earlier.

NEW BUSINESS:

- A. Appointment of New DDA Chair – Director Warda stated that regrettably DDA Chair Snider submitted a resignation letter as DDA Chair due to her scheduling conflicts. The DDA Board thanked Chair Snider for all her years for service to the DDA Board. Motion by Chair Snider supported by Member Potter to appoint Vice-Chair Kleinsorge Interim DDA Chair. Motion carried. Member Winkle asked Director Warda to invite Township Board Member Benson to the next DDA meeting as he is running for Township Supervisor. She added that Member Kitler was not running for Supervisor due to health issues.
- B. Tiny Homes – Member Winkle brought up the Township Newsletter that stated that tiny homes were not allowed. Member Potter stated that Consumers will not put electrical in for less than 800 s.f. house. Discussion followed.

ANNOUNCEMENTS: None

NEXT MEETING DATE AND TIME: Wednesday, August 21, 2024 at 7:30 a.m.

ADJOURNMENT: Motion by Member Winkle supported by Member Trust to adjourn. Motion carried. Meeting adjourned at 8:06 a.m.

Cindy Warda, Executive Director