

1. **CALL TO ORDER.** Chairman Jim Allen called the meeting of the Clare Downtown Development Authority to order at 8:01 a.m. on Monday, August 16, 2021; the meeting was held in person in the Clare City Hall Commission Chamber.
Board and Authority members present:
Chairman Jim Allen, Shari Buccilli, Christine Duhaime, Jeremy Howard, Maegan Jenkins, Tom Koch, Greg Rynearson, and Dawn Thomas.
Members absent:
Vince Demasi, Dean Doherty, Dave Maxwell, Gus Murphy, and Mary Ann Shurlow.
Also present:
Michelle Bott-Interim Finance Director/Treasurer, Joy Simmer-Parks and Recreation Director, Luke Potter-DPW Director, Dave Coker-Clare Area Chamber Manager, Pam O’Laughlin, Carol Santini, and Jeff Best.
2. **APPROVAL OF AGENDA.** Motion by Greg Rynearson and supported by Shari Buccilli to approve the agenda as presented. The motion was unanimously approved.
3. **APPROVAL OF MINUTES.** Motion by Tom Koch and supported by Maegan Jenkins to approve the minutes of the April 9, 2021 meeting as presented. The motion was unanimously approved.
4. **OLD/UNFINISHED BUSINESS.** None.
5. **NEW BUSINESS.**
 - A. **Original DDA Plan – Excerpt for Review/Discussion**
Chairman Allen gave an overview of the history of the DDA creation and discussed the purpose of the board and some of the work that has been done over the years.
 - B. **Destination Clare: Art Sculpture Walk – Clare County Arts Council**
The Clare County Arts Council gave a presentation on the Art Sculpture Walk being proposed downtown. Discussion ensued. Motion by Greg Rynearson and seconded by Dawn Thomas help fund the installation of the Art Sculpture Walk so that the Arts Council is able to obtain the match with MEDC for funds. The motion was unanimously approved.
 - C. **Discussion on Christmas Light Contract/Options – Joy Simmer and Luke Potter**
Joy Simmer and Luke Potter gave an update on the current Christmas lights program and future options for downtown Christmas lighting. Discussion ensued. Joy and Luke will work at putting a bid together for a new contract when we get closer to the end of this year or beginning of next year. This information will then be brought to the DDA and City Commission for discussion/approval.
 - D. **Discussion Topics – Chamber Manager Dave Coker**
 1. **Wayfinding Signs**
Dave Coker gave a presentation on wayfinding signs and how they would work/look in the downtown area. Discussion ensued. The DDA Board asked Dave to investigate what the cost would be and how many and where signs could be for further discussion at a future meeting.
 2. **Social District**
Dave Coker gave a presentation on what social districts are and what it would look like downtown. Discussion ensued. The DDA Board asked Dave to get information/interest from bar owners and get back to the board at a future meeting.
 - E. **Date/Time of Future Meetings**
Discussion was held regarding the preferred day of the week and time of day for meetings. It was suggested that mornings were good and 8:00 a.m. worked. Thursdays were also suggested as a day of the week. City Manager Jeremy Howard will send out an email to the full board to see if that day/time might work for the majority of the board.
 - F. **Payment of Bills.** The bills were submitted to the Board for review and approval. A motion was made by Tom Koch and supported by Sheri Buccilli to approve the bills as presented. The motion was unanimously approved.
6. **ADJOURNMENT.** Chairman Jim Allen adjourned the meeting without objection at 9:00 a.m.