

1. **CALL TO ORDER.** Chair Ken Hibl called the meeting of the Clare Downtown Development Authority to order at 8:00 a.m. on Thursday, January 11, 2024.
Board and Authority members present:
Shari Buccilli, Vince Demasi, Dean Doherty, Chair Ken Hibl, Jeremy Howard, Tom Koch, Dave Maxwell, Gus Murphy, Greg Rynearson, and Vice Chair Mary Ann Shurlow.
Members absent:
Maegan Jenkins, Amy Shindorf, and Dawn Thomas.
Also present:
Luke Potter – DPW Director, Vicki Corlew – Treasurer, Carol Santini – CCAC.
2. **APPROVAL OF AGENDA.** Motion by Dean Doherty and supported by Vince Demasi to approve the agenda as presented. The motion was unanimously approved.
3. **APPROVAL OF MINUTES.** Motion by Shari Buccilli and supported by Mary Ann Shurlow to approve the minutes of the November 9, 2023 meeting as presented. The motion was unanimously approved.
4. **TREASURER’S REPORT.** Treasurer Vicki Corlew gave the Treasurer’s report to the board.
5. **OLD/UNFINISHED BUSINESS.** None.
6. **NEW BUSINESS.**
 - A. **Request for Sponsorship Funding – Clare County Arts Council Sculpture Walk 2024** – Carol Santini, President of the Arts Council, gave an overview of Sculpture Walk 2024 and a motion was made by Greg Rynearson and supported by Dave Maxwell to sponsor the CCAC Sculpture Walk 2024 with a gold level sponsorship of \$2,500. The motion was unanimously approved.
 - B. **Discussion Topic – Downtown Trees** – Dean Doherty made a motion to postpone the discussion until the next meeting and Gus Murphy supported the motion. The motion was unanimously approved.
 - C. **Discussion Topic – Proposed DDA Project List** – Chair Ken Hibl led a discussion regarding potential future projects that the DDA could work towards. An updated list will be presented at the next meeting for priority ranking.
 - D. **Review of DDA By-Laws and Procedures** – The Board conducted a review of the existing by-laws, and two additions were suggested. 1. Add Treasurer’s Report item to each agenda. 2. Add the requirement of a roll call vote for all motions that require approval of a financial expenditure. Shari Buccilli made the motion for the by-laws to be adopted with the 2 additions as of January 11, 2024, and Gus Murphy supported the motion. The motion was unanimously approved.

- E. Request for Approval to Place Memorial Bench Honoring Mr. Craig Parrish in Downtown District** – A request was received from the Old 27 Car Tour group to place a bench in the downtown in honor of the founder of the tour, Mr. Craig Parrish. The bench will be donated by the tour members and given to the City for placement. After discussion, the DDA decided that that the best location for the placement of the bench was in the private greenspace at the Doherty Hotel (Dean Doherty approved of the placement). A motion was made by Dean Doherty and supported by Greg Rynearson to approve the placement of the donated bench in honor of Craig Parrish to be located in the private greenspace at the Doherty hotel. The motion was unanimously approved.
- F. Hitching Posts for 4th Street Parking Lot** – Chair Hibl explained to the board that the original cement block enclosures in the 4th Street parking lot are no longer utilized for dumpsters after the new larger fenced in enclosure was created. A proposal to place metal hitching posts in the enclosures so that the Amish do not tie their horses and buggies to the dumpster fence would make sense to utilize the structure. DPW can purchase and install the hitching posts. A motion was made by Vince Demasi and supported by Greg Rynearson to purchase and have DPW install the hitching posts inside the old cement dumpster enclosure. The motion was unanimously approved.
- G. Payment of Bills.** The bills were submitted to the Board for review and approval. A motion was made by Dean Doherty and supported by Vince Demasi to approve the November, 2023 and December, 2023 bills as presented. The motion was unanimously approved.
7. **PUBLIC COMMENT.** None.
8. **DDA DISCUSSION TOPICS.** None.
9. **ADJOURNMENT.** Chairman Hibl adjourned the meeting without objection at 9:01 a.m.

Ken Hibl, Chair

Jeremy Howard, Secretary