

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, March 14, 2024.
Board and Authority members present:
Shari Buccilli, Chair Ken Hibl, Jeremy Howard, Gus Murphy, Greg Rynearson, Amy Shindorf, and Vice Chair Mary Ann Shurlow
Members absent:
Vince Demasi, Dean Doherty, Maegan Jenkins, Tom Koch, Dave Maxwell, and Dawn Thomas
Also present:
Vicki Corlew – Treasurer
2. **APPROVAL OF AGENDA.** Motion by Shari Buccilli and supported by Greg Rynearson to approve the agenda as presented. The motion was unanimously approved.
3. **APPROVAL OF MINUTES.** Motion by Amy Shindorf and supported by Mary Ann Shurlow to approve the minutes of the February 8, 2024 meeting as presented. The motion was unanimously approved.
4. **TREASURER’S REPORT.** Treasurer Vicki Corlew gave the Treasurer’s report to the board. The financial statements and bills were submitted to the Board for review and approval.
Motion by Shari Buccilli and supported by Gus Murphy to approve the acceptance of the financial statements as presented. The motion was unanimously approved.
Motion by Amy Shindorf and supported by Gus Murphy to approve the February, 2024 bills as presented. Roll call vote: Yeas: Shari Buccilli, Ken Hibl, Jeremy Howard, Gus Murphy, Greg Rynearson, Amy Shindorf, and Mary Ann Shurlow. Nays: None. Absent: Vince Demasi, Dean Doherty, Maegan Jenkins, Tom Koch, Dave Maxwell, and Dawn Thomas. The motion was unanimously approved.
5. **OLD/UNFINISHED BUSINESS.**
 - A. **Discussion Topic – Outreach to DDA District Business Owners** – The board discussed potential ways to better reach downtown businesses and to keep them informed. Ideas included semiannual meetings with invites to all the businesses in the DDA district. Ken will draft a letter to the businesses inviting them to a meeting to be held downtown in the near future to let them know what the DDA does, what the DDA has planned, and to gather input from the business owners on what they would like to see.
6. **NEW BUSINESS.**
 - A. **Jay Trucks Building Façade Improvement/Site Plan** – Mr. Todd Trucks, the owner of the Jay Trucks Building, located at 600 Pine Street, submitted a façade improvement site plan application requesting approval to allow improvements to the property including painting of brick, new siding, new roof, and new fencing. Motion was made by Shari Buccilli and supported by Mary Ann Shurlow to approve the application as presented. The motion was unanimously approved.
 - B. **Approve the Proposed Fiscal Year 2024/2025 Budget** – A proposed DDA budget was presented for review, comment, consideration, and approval. As reflected in the proposed budget, the Treasurer estimates our year-end balance will around \$15K for FY23/24. Our current anticipated revenues for the upcoming budget year 24/25 are approximately \$100K. We have bond payments of \$70K each year, and our recurring costs, which are outlined in the budget, are expected to be about \$30K - leaving a balance of around \$25K to apply to potential capital projects. It was proposed to spread that remaining amount to the projects identified as top priority projects (trees, bike racks, and a contribution to public restrooms) and include \$700 for sidewalk paint and sidewalk shamrocks. Motion was made by Shari Buccilli and supported by Greg Rynearson to approve the Fiscal Year 2024/2025 budget as presented. The motion was unanimously approved.

7. **PUBLIC COMMENT.** None.
8. **DDA DISCUSSION TOPICS.** Several topics were discussed including encouraging downtown business owners to make sure their sidewalks are clean and snow is removed. It was also shared that Chair Hibl had appointed Shari Buccilli to be the DDA dedicated representative on the Chamber of Commerce Board. Information was shared that the hospital will be bringing their proposed site plan to the next DDA meeting and that the Rail Trail work is beginning March 18th and is expected to be complete by the end of July.
9. **ADJOURNMENT.** Chair Hibl adjourned the meeting without objection at 8:57 a.m.

Ken Hibl, Chair

Jeremy Howard, Secretary