

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, April 11, 2024.
Board and Authority members present:
Shari Buccilli, Vince Demasi, Dean Doherty, Chair Ken Hibl, Jeremy Howard, Tom Koch, Greg Rynearson, Amy Shindorf, and Vice Chair Mary Ann Shurlow
Members absent:
Maegan Jenkins, Dave Maxwell, Gus Murphy, and Dawn Thomas
Also present:
Vicki Corlew – Treasurer
Hospital Representatives – Becky Church, Mike Pasche, and Marita Hattem-Schiffman
2. **APPROVAL OF AGENDA.** Motion by Vince Demasi and supported by Shari Buccilli to approve the agenda as presented. The motion was unanimously approved.
3. **APPROVAL OF MINUTES.** Motion by Mary Ann Shurlow and supported Amy Shindorf by 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 Greg Rynearson and supported by Shari Buccilli to approve the acceptance of the financial statements as presented. The motion was unanimously approved.
Motion by Shari Buccilli and supported by Amy Shindorf to approve the March, 2024 bills as presented. Roll call vote: Yeas: Shari Buccilli, Vince Demasi, Dean Doherty, Ken Hibl, Jeremy Howard, Tom Koch, Greg Rynearson, Amy Shindorf, and Mary Ann Shurlow. Nays: None. Absent: Maegan Jenkins, Dave Maxwell, Gus Murphy, and Dawn Thomas. The motion was unanimously approved.
5. **OLD/UNFINISHED BUSINESS.** None.
6. **NEW BUSINESS.**
 - A. **MyMichigan Medical Center Clare Site Plan** – Management, staff, and contractors of MyMichigan Medical Center Clare presented the site plan for Phases I and II of the proposed \$40M expansion and renovation project for the MyMichigan Medical Center Clare facility to the DDA. The approval authority of the site plan is the City’s Planning Commission, but as the medical complex is located within the geographical boundaries of the Clare Downtown Development Authority, the DDA is required to review, consider, and provide a formal recommendation of the proposed site plan prior to the Planning Commission’s consideration of the plan. The Planning Commission is scheduled to consider the site plan in May, 2024. Motion was made by Greg Rynearson and supported by Shari Buccilli to approve the site plan application as presented with a recommendation for the Traffic Safety Committee to look at the possibility of putting in a 4-way stop at the new drive that will line up with 6th Street and Beech. The motion was unanimously approved.

B. Meeting Excusal of DDA Trustee – Dawn Thomas – Dawn Thomas was unable to attend the April 11th scheduled meeting. To comply with the DDA’s bylaws regarding attendance, the DDA is required to consider and approve an excused absence of its members to preclude accrual of unexcused absences which would require possible vacation of the trustee’s position as a member of the DDA. Motion was made by Mary Ann Shurlow and supported by Amy Shindorf to approve the excused absence of Dawn Thomas for the April 11, 2024 DDA Meeting. The motion was unanimously approved.

7. **PUBLIC COMMENT.** None.

8. **DDA DISCUSSION TOPICS.**

- Discussed next meeting which will be PA57 required public meeting and will be held at Cops and Doughnuts with invites to business owners.
- Chamber – new business package – what would the DDA like to see in it?
- Shari Buccilli was selected for working women award – Congratulations!

9. **ADJOURNMENT.** Chair Hibl adjourned the meeting without objection at 8:55 a.m.

Ken Hibl, Chair

Jeremy Howard, Secretary