

1. **CALL TO ORDER.** Chairman Jim Allen called this regular meeting of the Clare Downtown Development Authority to order at 8:00 a.m. at Clare City Hall and subsequently led the Pledge of Allegiance. Authority members present: Chairman Jim Allen, Dean Doherty, Mary Ann Shurlow, Vince Demasi, Gus Murphy, Al Iacco, Dawn Thomas, Linda Guiliani, Shari Buccilli, Tom Koch, Christine Duhaimé, and Ken Hibl. Members absent: Don Chiodo and Greg Rynearson. Also present, Steve Kingsbury, City of Clare Treasurer/Finance Director/IT Director.
2. **APPROVAL OF AGENDA.** Motion by Dawn Thomas and supported by Gus Murphy to approve the Agenda as presented. The Agenda was unanimously approved.
3. **APPROVAL OF MINUTES.** Motion by Linda Guiliani and supported by Vince Demasi to accept the minutes as presented. Minutes unanimously approved.
4. **OLD/UNFINISHED BUSINESS.** None.
5. **NEW BUSINESS.**
  - A. **Downtown Streetscape Maintenance.** The DDA was presented a proposed cost-sharing (DDA/City of Clare) matrix for billing of maintenance items in the downtown district. A motion was made by Gus Murphy and supported by Shari Buccilli to approve the matrix to commence with the FY 2018/2019 Budget Year and recommend that the Clare City Commission similarly approve the proposed matrix. The Board unanimously approved the motion.
  - B. **Downtown Gateway Project Committee Member Appointment.** Board members Gus Murphy (representing the Clare City Commission), Mary Ann Shurlow and Shari Buccilli (representing the Clare DDA), and Linda Guiliani (representing the Clare Area Chamber of Commerce) offered to become members of the Work Group to work with the MSU Design Team to assist in the design of the Downtown Gateway Project. With no stated objections to their offer, the DDA accepted their offers for appointment as members of the Work Group.
  - C. **Discussion Topic; Expansion of DDA District.** Chairman Jim Allen offered the history of the formation of the current district boundaries of the Clare DDA. As many of the factors that were in place at the time the boundaries were established are now changed, Jim suggested that it may be an opportune time to re-think the DDA boundaries. He offered that he would lead the discussion for potential boundary changes at the next-scheduled meeting.
  - D. **Payment of Bills.** The bills were submitted to the Board for review and approval. A motion was made by Shari Buccilli and supported by Vince Demasi to approve the bills as presented. The motion was unanimously approved.
6. **Public Comment** – None.
7. **ADJOURNMENT.** Meeting adjourned at 9:00am.

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Jim Allen, Chairman

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Ken Hibl, Secretary