

1. **CALL TO ORDER.** Chairman Jim Allen called this regular meeting of the Clare Downtown Development Authority to order at 8:00 a.m. within the Commission Chambers of Clare City Hall and subsequently led the Pledge of Allegiance. Board and Authority members present: Chairman Jim Allen, Shari Buccilli, Christine Duhaime, Maegan Jenkins, Dave Maxwell, MaryAnn Shurlow and Acting City Manager Steve Kingsbury. Members absent: Ken Hibl, Vince Demasi, Dean Doherty, Tom Koch, Chuck Rogalski, Gus Murphy, Greg Rynearson and Dawn Thomas.
2. **APPROVAL OF AGENDA.** Motion by Shari Buccilli and supported by MaryAnn Shurlow to accept the agenda as presented. Agenda unanimously approved.
3. **APPROVAL OF MINUTES.** Motion by Shari Buccilli and supported by Dave Maxwell to approve the minutes of the December 14, 2018 meeting as presented. The motion was unanimously approved.
4. **OLD/UNFINISHED BUSINESS.** None.
5. **NEW BUSINESS.**
 - A. **Budget Amendment.** Chairman Allen assisted by City Treasurer Steve Kingsbury presented a budget amendment for the recently completed consolidated dumpster cement pad and fenced enclosure that was previously approved by the DDA Board and constructed last fall within the Fourth Street Municipal Parking Lot. The budget amendment includes: \$34,561.25 for the actual capital improvements required for the construction, \$450.00 for a property survey and \$1,450.00 in required legal notices for the dumpster and the recently approved expansion of the DDA Boundaries. Treasurer Kingsbury mentioned to the Board that the total cost was \$5,538.75 less than the original estimate approved by the Board. Following discussion MaryAnn Shurlow made a motion to approve the budget amendments which was seconded by Shari Buccilli. The motion was unanimously approved.
 - B. **Holiday Decorating Contract.** Chairman Allen presented to the DDA Board a three-year contract renewal from Hometown Decoration and Display, the company who annually puts up the holiday decorations within the City of Clare, predominantly inside of the DDA District. Following a brief discuss MaryAnn Shurlow made a motion to approve the contract with Christine Duhaime seconding the motion. The motion was unanimously approved.
 - C. **Payment of Bills.** The bills were submitted to the Board for review and approval. A motion was made by Shari Buccilli and supported by MaryAnn Shurlow to approve the bills as presented. The motion was unanimously approved.
6. **ADJOURNMENT.** Meeting adjourned at 8:30 am.

Jim Allen, Chairman

Steven J. Kingsbury, Acting Secretary