

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, Vince Demasi, Dean Doherty, Christine Duhaime, Maegan Jenkins, MaryAnn Shurlow and Acting City Manager Steve Kingsbury. Members absent: Tom Koch, Dave Maxwell, Gus Murphy, Chuck Rogalski, Greg Rynearson and Dawn Thomas.
2. **APPROVAL OF AGENDA.** Motion by Shari Buccilli and supported by Maegan Jenkins to accept the agenda as presented. The motion was unanimously approved.
3. **APPROVAL OF MINUTES.** Motion by Shari Buccilli and supported by Maegan Jenkins to approve the minutes of the May 3, 2019 meeting as presented. The motion was unanimously approved.
4. **OLD/UNFINISHED BUSINESS.** The DDA Board continued their discussion regarding the potential establishment of a Revolving Fund to assist businesses in the DDA district with minor building improvements and maintenance. After a thorough discussion the DDA Board decided that the creation of a revolving loan fund is not in the best interests of the DDA at this time. Motion was made by Vince Demasi and supported by Shari Buccilli to not create a Revolving Loan Fund.
5. **NEW BUSINESS.**
  - A. **Approval of the FY2019/20 Budget.** Board Chairman Allen provided a very thorough and detailed presentation of the FY2019/20 Budget including a historical perspective of the DDA's Budget and financials. This presentation was supplemented by City Treasurer and Finance Director Steve Kingsbury who reviewed with the Board the DDA's property tax capture as well as the personal property tax loss reimbursement from the Local Community Stabilization Authority. Following the presentation MaryAnn Shurlow made a motion which was supported by Shari Buccilli to approve the FY2019/20 budget as presented. Motion was unanimously approved.
  - B. **Solicitation of Bids for the Streetscape.** Chairman Allen introduced the subject of refurbishing/restoring the Downtown Streetscape which was originally completed in the early 1990's. The Board discussed the current condition of the streetscape, potential alternatives and also the merits of completing a refurbishment project for the entire district versus a phased approach. Chairman Allen and several members of the Board also indicated that a restoration project could potentially include other enhancements to the streetscape. At the conclusion of the discussion Vince Demasi made a motion that was supported by Dean Doherty to have the City solicit recommendations and bids from qualified contractors to restore or replace the brick pavers, sidewalks and tree grates for the entire downtown streetscape. The motion was unanimously approved.
  - C. **Public Act 57 of 2018 - Tax Increment Financing Compliance.** City Treasurer, Finance Director and Acting City Manager Steve Kingsbury provided the DDA Board a thorough presentation of Public Act 57 of 2018 which consolidated all Tax Increment Financing authority legislation. Mr. Kingsbury informed the Board of the new requirements of the Act which include: the holding two publically noticed meetings each year; the creation/maintenance of an Internet site to provide convenient access to the DDA Plan, district map, meeting minutes, annual audit, financial reports, authority contact information, current contracts including a description of the agreements and several other requirements. Mr. Kingsbury also informed the DDA Board that an annual report is now required to be completed and submitted to the Michigan Treasury.

**D. DDA Administration Fee.** Chairman Allen introduced this agenda item to the Board and then asked Acting City Manager Kingsbury to present the City's request. Mr. Kingsbury provided the DDA Board an overview of the services that the City provides the DDA which include all accounting and financial management, completion of the annual audit by a qualified public accounting firm, administrative services including day-to-day contact availability for the DDA, all regulatory reporting, providing a meeting location for the Board and also the maintenance of an Internet page for the DDA. Mr. Kingsbury informed the DDA Board that most of the operating funds of the City pay a similar management/administration fee to the City's General Fund for services provided. Following the presentation Mr. Kingsbury indicated that the City is requesting the DDA pay a nominal fee of \$2,000 per year to compensate the City for the services provided. A motion was made by Vince Demasi and seconded by Dean Doherty to approve the annual payment of the requested administration fee. The motion was unanimously approved.

**E. Payment of Bills.** The bills were submitted to the Board for review and approval. A motion was made by Vince Demasi and supported by MaryAnn Shurlow to approve the bills as presented. The motion was unanimously approved.

6. **ADJOURNMENT.** Meeting adjourned at 8:40 am.

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Jim Allen, Chairman

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Steven J. Kingsbury, Acting Secretary