

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, Tom Koch, Chuck Rogalski, Greg Rynearson, MaryAnn Shurlow, Dawn Thomas and Acting City Manager Steve Kingsbury. Members absent: Vince Demasi, Dean Doherty, Dave Maxwell and Gus Murphy.
2. **APPROVAL OF AGENDA.** Motion by Shari Buccilli and supported by Christine Duhaime to accept the agenda as presented. The motion was unanimously approved.
3. **APPROVAL OF MINUTES.** Motion by Shari Buccilli and supported by Christine Duhaime to approve the minutes of the June 7, 2019 meeting as presented. The motion was unanimously approved.
4. **OLD/UNFINISHED BUSINESS.** None.
5. **NEW BUSINESS.**
 - A. **Lease Agreement - Doherty Hotel, Inc.** Chairman Allen reviewed with the Board that the DDA more than two decades ago as part of the Fifth Street Parking Lot construction entered into a lease agreement with the Doherty Hotel for the long term lease of property owned by the Hotel located within the parking lot. The current lease has expired so a new lease has been prepared by legal counsel. Following the presentation Greg Rynearson made a motion which was supported by Tom Koch to approve the new ten-year lease agreement. Motion was unanimously approved.
 - B. **Bus Shelter Funding Assistance Request.** Chairman Allen informed the DDA Board that the Clare County Transit Authority has requested financial assistance from the DDA for their plans to construct a new bus shelter on the eastern edge of the Clare City Park which is within the DDA Boundaries. Acting City Manager Kingsbury presented an overview of the shelter's construction, the Transit's grant funding for the shelter and the assistance that the City is providing. At the conclusion of the discussion MaryAnn Shurlow made a motion that was supported by Greg Rynearson to approve the payment of up to \$5,000 for masonry work for the new bus shelter. The motion was unanimously approved.
 - C. **Information Topics.** Acting City Manager Kingsbury provided the DDA Board an overview of the upcoming blues event featuring Big Ray and the Motor City Kings and local band The Real Deal. The downtown business community organized and sponsored event will take place on Saturday, August 10th in the City's Art Alley. Kingsbury also reminded the Board of the upcoming US-27 Motor Tour that will arrive in Clare for an overnight stay on Thursday, August 22nd. Finally, Kingsbury reviewed with the Board the scheduling and content of the two annual public meetings required as part of the State's new Public Act 57 of 2018.
 - 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 Christine Duhaime to approve the bills as presented. The motion was unanimously approved.
6. **ADJOURNMENT.** Meeting adjourned at 8:50 am.

Jim Allen, Chairman

Steven J. Kingsbury, Acting Secretary