

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 Giuliani, and Ken Hibl. Members absent: Don Chiodo, Shari Buccilli, Tom Koch, and Denny Sian. 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 Mary Ann Shurlow and supported by Linda Giuliani to accept the minutes as presented. Minutes unanimously approved.
4. **OLD/UNFINISHED BUSINESS.** None.
5. **NEW BUSINESS.**
 - A. **Introduction of New Downtown Business Owners.** The owners of The Vintage Type, a new downtown antique store, were introduced to and welcomed by the Board.
 - B. **Discussion Topic.** Amy Schindorf, the proprietor of 4-Leaf Brewing in downtown Clare, shared with the Board that her master brewer owns a mobile food truck. She has requested consideration of the City to allow the truck to be periodically parked at the curb adjacent to the her business to sell its food items; the City asked for consideration by and a recommendation from the DDA regarding the request. After considerable discussion regarding the topic, the consensus of the Board was that the DDA parking the truck curbside in downtown Clare should not be allowed and that the DDA should not be involved in issuance of any required permits related to food trucks – that this is solely a regulatory obligation and responsibility of the City of Clare.
 - C. **Proposed Downtown Digital Sign.** Mr. Jim Paetschow, a local entrepreneur and business owner, has requested that the City consider the allowance of a digital sign on the face of The Blind Tiger Building in downtown Clare. Mr. Paetschow did not make an appearance before the Board, thus the matter was not acted upon.
 - D. **Discussion Topic: Downtown Streetscape Maintenance.** The City of Clare has historically charged the DDA for snow removal, street sweeping, and maintenance of the streets, sidewalks, streetscape, and parking lots within the DDA District and for monthly electrical service charges and other sundry charges that occur within the District. The cost of these service charges is largely dependent upon the length and severity of the winter season, the amount of the snowfall received, and the amount of maintenance required, but generally the costs range from @ \$30K to \$50K annually. The DDA Development Plan has never included these maintenance and repair costs. And it is the contention of the DDA that the City's assessment of these costs precludes the DDA from accomplishing its primary goals and objectives of economic development and capital improvements within the downtown district. The City has historically and concurrently contended that these costs have been appropriate because the DDA captures taxes that could otherwise be available to the City and the other taxing jurisdictions that could be used for these costs but are not available due to the DDA capture. The end-result of the discussion was an understanding and agreement of the Board members that the City and the DDA have always enjoyed a great partnership with parallel goals and objectives, but that the DDA Chairman, Mr. Allen,

should discuss this topic directly with the Clare City Commission to determine if there was the possibility to modify or amend the scope of charges for services assessed to the DDA by the City.

- E. **Site Plan Proposal – The Herrick House.** After presentation of the proposed site plan of The Herrick House to construct a 374sf addition to the existing structure on East Fifth Street, a motion was made by Al Iacco to recommend that the City Planning Commission approve the proposed addition; the motion was supported by Dean Doherty. The Board unanimously approved the motion.
 - F. **Discussion Topic – Downtown Music.** The controller for the downtown music system has been relocated to City Hall, and the system is once again operational. The City has asked for guidance regarding the hours of operation and the genre of music that should be played within the downtown district. The consensus of the Board members was to decline involvement in this decision and deferred the decision to the Clare Chamber of Commerce and asked that the Chamber coordinate this matter with the downtown business community and advise the City accordingly.
 - G. **Approval to Purchase Historic Designation Signage.** The City has found a sign vendor that will provide historic designation signs for the downtown district at a fraction of the cost of other similar signs. A motion was made by Mary Ann Shurlow to purchase a combination of the needed large and small historic designation signs to be placed in the DDA District at a cost not to exceed \$195 per large sign and \$55 per small sign not to exceed a total of four of each sign; Linda Guiliiana supported the motion. The motion was unanimously approved by the Board.
 - H. **Approval of Board Appointments – Gus Murphy and Denny Sian.** The terms of appointments of Gus Murphy and Denny Sian have expired. Ms. Murphy agreed to continue serving at the pleasure of the DDA and the Clare City Commission; Denny Sian shared his desires to resign and have his son or daughter, both of whom are managing partners of Clare Hardware, replace him as a board member. A motion was made by Al Iacco and supported by Dean Doherty to recommend that the City Commission renew the appointment of Gus Murphy, appoint Greg Rynearson to serve as a new board member, and appoint either Denny Sian, Jr. or Christine Duhaime to replace Denny Sian, Jr. to the DDA. The motion was unanimously approved.
 - I. **Payment of Bills.** The bills were submitted to the Board for review and approval. A motion was made by Mary Ann Shurlow and supported by Dean Doherty to approve the bills as presented. The motion was unanimously approved.
6. **Public Comment** – None.
 7. **ADJOURNMENT**. Meeting adjourned at 9:20am.

Jim Allen, Chairman

Ken Hibl, Secretary