

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, Tom Koch, Dave Maxwell, Dean Doherty, Linda Guiliani, MaryAnn Shurlow, and Ken Hibl. Members absent: Vince Demasi, Christine Duhaime, Greg Rynearson, Dawn Thomas, and Gus Murphy and.
2. **APPROVAL OF AGENDA.** Motion by MaryAnn Shurlow and supported by Shari Buccilli to accept the agenda as presented. Agenda unanimously approved.
3. **APPROVAL OF MINUTES.** Motion by Linda Guiliani and supported by Mary Ann Shurlow to approve the minutes of the September 7, 2018 meeting as presented. The motion was unanimously approved.
4. **OLD/UNFINISHED BUSINESS.** None.
5. **NEW BUSINESS.**
 - A. **Oath of Office.** The Oath of Office was administered to the board members present who had not taken the oath previously.
 - B. **Continuation of Discussion Topic: Art Alley.** This topic was introduced at the September 7th Board of Directors Meeting and deferred for further discussion to this meeting. Kim Kleinhardt attended the meeting to share her recommendations related to the subject at the request of the Board. Following further discussion, the Board consider adopted the model being used for oversight of the Clare Depot wherein a Governing Board is established and appointed by the Clare City Commission. It was determined that the Governing Board should be comprised of representatives from the City, from the DDA, from the Chamber of Commerce, from the Arts Council, with a downtown business representative and other ad hoc members as deemed appropriate by the DDA Clare City Commission; Kim Kleinhardt agreed to serve on the Board in a consulting role. Shari Buccilli agreed to serve as the DDA representative. Dean Doherty made a motion that the DDA recommend to the City Commission that a Governing Board be designated to oversee Art Alley; Linda Guiliani supported the motion. The motion was unanimously approved.
 - C. **Continuation of Discussion Topic: Board Member Replacement for Al Iacco.** This discussion was commenced at the September 7th meeting and the Directors were asked to submit candidate names for appointment to fill the vacancy created by the loss of Mr. Iacco. Two names were offered and considered with the caveat that if the first declined the invitation, the second individual would be asked. Tom Koch made a motion that the City Commission appoint Maegan Jenkins to serve as a voting member of the DDA; Dean Doherty seconded the motion, which was then unanimously approved.
 - D. **Next Meeting Date.** The regularly scheduled meeting date for the October meeting was delayed two weeks to accommodate scheduling conflicts; consequently, the Board is scheduled to meet again in only two weeks for the November meeting. There are presently no urgent matters that need the attention of the Board; consequently, the Board was asked to defer the November meeting and set the next meeting date for December. Mary Ann Shurlow made a motion

to cancel the scheduled November meeting and hold the next DDA meeting in December; Linda Guiliani supported the motion. The Board unanimously approved the motion.

E. Payment of Bills. The bills were submitted to the Board for review and approval. A motion was made by Shari Buccilli and supported by Dave Maxwell to approve the bills as presented. The motion was unanimously approved.

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

Jim Allen, Chairman

Ken Hibl, Secretary