

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, Christine Duhaime, Maegan Jenkins, Dave Maxwell, Gus Murphy, Chuck Rogalski, Greg Rynearson, Dawn Thomas and Acting City Manager Steve Kingsbury. Members absent: Dean Doherty, Tom Koch and Mary Ann Shurlow.
2. **APPROVAL OF AGENDA.** Motion by Maegan Jenkins and supported by Gus Murphy to accept the agenda as presented. The motion was unanimously approved.
3. **APPROVAL OF MINUTES.** Motion by Greg Rynearson and supported by Gus Murphy to approve the minutes of the November 1, 2019 meeting as presented. The motion was unanimously approved.
4. **OLD/UNFINISHED BUSINESS.** None.
5. **NEW BUSINESS.**
 - A. **Public Act 57 of 2018 Public Information Meeting.** Chairman Allen provided the DDA Board and those in attendance an overview of the PA 57 requirements, briefly reviewed the purpose and mission of the Clare DDA and then opened the meeting to public comment. Mid Michigan College President Christine Hammond and Clare County Transit Authority Executive Director Tom Pirstill were both present and offered positive, supporting comments regarding the Clare DDA.
 - B. **Downtown Business Request – Entertainment Igloo.** Chairman Allen informed the DDA Board that Morgan Humphrey of the 505 Café has requested the DDA’s consideration in allowing her business to place an entertainment igloo near her business, partially located on the public sidewalk and partially located in an adjoining parking space. After introducing the topic Chairman Allen allowed Ms. Humphrey to present the concept and answer questions of the Board. After a thorough discussion the DDA Board concluded that additional information was needed to include definitive guidance from the State of Michigan’s Department of Licensing and Regulatory Affairs (LARA) regarding the serving of alcohol within the igloo.
 - C. **Streetscape Rehabilitation.** Acting City Manager Kingsbury provided the DDA Board an overview/update of the streetscape rehabilitation project previously discussed by the DDA Board. Chairman Allen then lead a discussion regarding the project, its need, the opportunity for the DDA to refinance the remaining outstanding debt from the Fourth and Fifth Street Parking Lot project (currently \$171,000) and potentially include a one-block expansion of the streetscape on West Fifth Street. Following the discussion Chairman Allen asked that City staff obtain an engineering agreement for the work for the Board to consider, to contact bond counsel to verify what is needed to issue bonds and to have these items ready for discussion during the next Board meeting to be held in January 2020. A motion to proceed was made by Vince Demasi and seconded by Meagan. The motion was unanimously approved.
 - 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 Dawn Thomas to approve the bills as presented. The motion was unanimously approved.
6. **ADJOURNMENT.** Meeting adjourned at 8:50 am.