

1. **CALL TO ORDER.** Chairman Jim Allen called this meeting of the Clare Downtown Development Authority to order at 8:00 a.m.; the meeting was held remotely via teleconference. Board and Authority members present: Chairman Jim Allen, Mary Ann Shurlow, Shari Buccilli, Greg Rynearson, Vince Demasi, Dave Maxwell, and Ken Hibl. Members absent: Dean Doherty, , Dave Maxwell, Maegan Jenkins, Gus Murphy, Dawn Thomas, Christine Duhaime, and Tom Koch. Also present: Steven Kingsbury, city of Clare Treasurer & Finance Director, and Luke Potter, City of Clare DPW Director.
2. **APPROVAL OF AGENDA.** Motion by Mary Ann Shurlow and supported by Shari Buccilli to approve the agenda as presented. The motion was unanimously approved.
3. **APPROVAL OF MINUTES.** Motion by Mary Ann Shurlow and supported by Shari Buccilli to approve the minutes of the July 17 2020 meeting as presented. The motion was unanimously approved.
4. **OLD/UNFINISHED BUSINESS.** None.
5. **NEW BUSINESS.**
  - A. **Approval of Bids - Sealcoating 4<sup>th</sup> & 5<sup>th</sup> Street Municipal Lots.** Aside from aesthetic work on the DDA's two municipal parking lots, no major maintenance has been accomplished since the construction of those lots (approximately 15 and 20 years ago, respectively). To preserve and extend the life cycle of the lots, the City Staff recommended the solicitation of bids to seal coat the two parking lots and that the DPW crack seal both lots, using City resources, thus saving approximately \$3K. The DDA approved the concept and asked the City to solicit bids for seal coating. The City received three bids. All three of the bids were well below the estimated costs previously provided to the DDA, the low bid offered by D&D Asphalt Specialists of Midland for \$9,765. The City Staff has affirmed all bids meet the solicited bid specifications. Consequently, the City Staff recommends approving the bids and awarding the sealcoating work to the low bidder. Vince Demasi made a motion to approve the bids and award the sealcoating work to D&D Asphalt Specialists for a cost not to exceed \$9765 and concurrently authorize the City of Clare DPW to accomplish the crack sealing work for the cost of materials, equipment rental, and manhour costs prior to commencement of the sealcoating the lots. Greg Rynearson supported the motion. The motion was unanimously passed.
  - B. **Establishment of Rental Price – On-Street Parking Spaces.** At its meeting of July 17<sup>th</sup>, the DDA granted approval to lease on-street parking spaces to the downtown business community – specifically at the request of The Evening Post – for no fee this year (due to COVID) to allow outdoor service of food and alcoholic beverages within a fenced area during the summertime season due to inability to do so on the sidewalk area due to ADA accessibility. The DDA also directed the City Staff to place the rental fee for future years on the agenda for discussion at a subsequent meeting. Consequently, the matter was brought back to the Board for discussion. A motion was made by Vince Demasi and supported by Greg Rynearson to defer the matter to a subsequent meeting to allow the City Staff to poll neighboring communities to determine what they charged for rental fee of their downtown, on-street parking places. The motion was unanimously approved.
  - C. **Info Topic.** Steven Kingsbury advised the Board that the Bond bids for the rehabilitation project and refinancing of existing DDA debt have been received. Both bond bids received were favorable – lower than estimated; consequently, the City will proceed with the actions necessary to move forward with both initiatives. The downtown rehabilitation project remains on schedule to commence in September. No action was required of the Board..

August 4, 2020

APPROVED

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

6. **ADJOURNMENT.** Meeting adjourned at 8:13 am.

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Jim Allen, Chairman

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Ken Hibl, Secretary