

1. **CALL TO ORDER.** Chairman Jim Allen called this special 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, Dawn Thomas, Christine Duhaime, Tom Koch, Shari Buccilli, Greg Rynearson, Maegan Jenkins, and Ken Hibl. Members absent: Dean Doherty, Dave Maxwell, Gus Murphy, Vince Demasi, and Dave Maxwell. Also present: Steven Kingsbury, city of Clare Treasurer & Finance Director, 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 Shari Buccilli and supported by Dawn Thomas to approve the minutes of the August 7, 2020 meeting as presented. The motion was unanimously approved.
4. **OLD/UNFINISHED BUSINESS.** None.
5. **NEW BUSINESS.**
  - A. **Approval to Expend Funds – DDA Streetscape Rehabilitation Project.**

Favorable bond bids for the planned DDA Streetscape Rehabilitation Project were received, and the schedule to proceed with the rehabilitation project commencing in September is on track. GFA has scheduled a pre-construction meeting with Isabella Corp, the approved project contractor during the week of August 31-September 4th. The favorable bond bids allow the DDA to include construction of the one block of new streetscape adjacent to The Dollar General Store on West Fifth Street. The DDA was asked to approve, by motion, the approval to expend funds not to exceed (NTE) \$337,692.50 for the streetscape rehabilitation project, said costs including all bonding, attorney, consulting, engineering, and administrative fees associated with this project. Greg Rynearson made the motion to authorize expenditure of funds NTE \$337,692.50 to allow the project to proceed; Meagan Jenkins supported the motion. The motion was unanimously passed.
  - B. **Addendum to Parking Lot Sealcoat Project – Add Clare Congregational Church Parking Lot.** The DDA previously approved the crack sealing and sealcoating of the 4<sup>th</sup> and 5<sup>th</sup> Street Municipal Parking Lots. The City was approached by the Clare Congregational Church asking whether the DDA would consider a partnership in sharing costs to similarly sealcoat and crack seal that parking lot. The DDA has a long-tenured agreement with the Congregational Church to allow public use of the parking lot for the downtown business community in return for the DDA funding the cost of snow removal and occasional minor maintenance projects. Consequently, the City solicited a cost from D&D Asphalt of Midland – the company approved by the DDA to sealcoat the two municipal lots. The NTE cost will be \$1,000; the City's DPW costs to crack seal the lot will not exceed \$400; thus, the total shared cost will not exceed \$1,400. The DDA was asked to approve the expenditure of not to exceed \$700 for crack sealing and sealcoating the Congregational Church Parking Lot. The Congregational Church will contribute \$700 of the cost to this project, thus resulting in the DDA's maximum cost to be \$700 for this portion of the total project. Mary Ann Shurlow made a motion to approve the additional expenditure of funds to add the Congregation Church to the crack sealing and sealcoating project; Tom Koch supported the motion. The motion was unanimously approved.
6. **ADJOURNMENT.** The Board was informed the next scheduled DDA meeting would be held on October 2, 2020 due to the Labor Day Weekend and because the DDA held two meetings in August. Meeting adjourned at 8:10 am.