

1. **CALL TO ORDER.** Chairman Jim Allen called the meeting of the Clare Downtown Development Authority to order at 8:00 a.m. on Thursday, January 12, 2023; the meeting was held in the Clare City Hall Commission Chamber.  
Board and Authority members present:  
Chair Jim Allen, Shari Buccilli, Dean Doherty, Jeremy Howard, Tom Koch, Dave Maxwell, Gus Murphy, Greg Rynearson, and Dawn Thomas.  
Members absent:  
Vince Demasi, Christine Duhaime, Maegan Jenkins, and Vice Chair Mary Ann Shurlow.  
Also present:  
Shannon Sirpilla-Finance Director/Treasurer, Luke Potter-DPW Director, Diane Lyon-City Clerk.
2. **APPROVAL OF AGENDA.** Motion by Dawn Thomas and supported by Gus Murphy to approve the agenda as presented. The motion was unanimously approved.
3. **APPROVAL OF MINUTES.** Motion by Dawn Thomas and supported by Gus Murphy to approve the minutes of the November 10, 2022 meeting as presented. The motion was unanimously approved.
4. **OLD/UNFINISHED BUSINESS.** None.
5. **NEW BUSINESS.**
  - A. **NEW BUSINESS – Review and Approve Downtown Development Board By-Laws.**

The Board conducted a review of existing by-laws and no changes were suggested. Shari Buccilli made the motion for the by-laws to be adopted as presented as of January 12, 2023; Dawn Thomas supported the motion. The motion was unanimously passed.
  - B. **Discussion Topics**
    1. **Dumpster Enclosures.**

There have been some recent discussions regarding the dumpster enclosure in the hospital parking lot facing 5th street. Some businesses on the west side of McEwan (between 6th Street and 5th Street) and part of 5th street also use this enclosure. Some of the businesses use the alley behind Time Out Tavern. It has been asked if there is a way to expand the current enclosure to allow for the removal of the cans in the alley. The alley is being improved and is currently owned by the Theater and the owner of the building containing Time Out Tavern. Discussion was held to see what if any action and direction the DDA would like to pursue. It was decided to get more information from the hospital if they were open to allowing a larger enclosure and potentially dumpsters instead of cans facing North in the lot. The possibility of purchasing the parking lot was also discussed.
    2. **Doherty Hotel Façade Improvements.**

Dean Doherty asked if this topic could be added to the agenda for this meeting. The hotel is looking at making some changes to the awnings on the building and to the overhang on the sidewalk on McEwan. They were looking for some feedback on the potential changes. Dean shared some samples (styles/colors) that they are looking to use. General agreement and consensus from the DDA were received and no action was necessary at this meeting. The Doherty will soon finish the design and submit to the City and the DDA Design Committee for review and approval.
  - C. **Payment of Bills.** The bills were submitted to the Board for review and approval. A motion was made by Dawn Thomas and supported by Greg Rynearson to approve the November and December, 2022 bills as presented. The motion was unanimously approved.

6. **PUBLIC COMMENT.** None

7. **DDA DISCUSSION TOPICS.**

Discussion was held regarding the old dumpster enclosure in the 4<sup>th</sup> Street parking lot. DPW Director Luke Potter asked the DDA if it was possible to remove the old unused piece. Motion was made by Shari Buccilli and seconded by Greg Rynearson to allow the removal and clean up of the old enclosure. The motion was unanimously approved.

Discussion was held on the possibility of starting the conversation with the Christmas Decoration Company to see if new styles could be made for 2023 Christmas. City staff has begun conversations and more information will come back to the DDA.

Discussion was held regarding the new wayfinding signs. There has been very positive feedback from everyone. Question of if additional signs could be added to the poles with only 2 or 3 signs on them. DDA would like to add more if locations can be found that make sense to add to them.

Discussion was held on the Match on Main program. The next round of funding is available for application. DDA businesses can contact Sarah Adkins at MMDC for more information and help with the application and submission.

8. **ADJOURNMENT.** Chairman Jim Allen adjourned the meeting without objection at 8:50 a.m.

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Jim Allen, Chairman

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Jeremy Howard, Secretary