

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 13, 2022; the meeting was held in person in the Clare City Hall Commission Chamber.
Board and Authority members present:
Chairman Jim Allen, Shari Buccilli, Vince Demasi, Jeremy Howard, Dave Maxwell, Greg Rynearson, and Mary Ann Shurlow.
Members absent:
Dean Doherty, Christine Duhaime, Maegan Jenkins, Tom Koch, Gus Murphy, and Dawn Thomas.
Also present:
Shannon Sirpilla-Finance Director/Treasurer, Luke Potter-DPW Director, and Carol Santini-President of the Clare Area Arts Council.
2. **APPROVAL OF AGENDA.** Motion by Greg Rynearson and supported by Mary Ann Shurlow to approve the agenda as presented. The motion was unanimously approved.
3. **APPROVAL OF MINUTES.** Motion by Shari Buccilli and supported by Dave Maxwell to approve the minutes of the October 14, 2021 meeting as presented. The motion was unanimously approved.
4. **OLD/UNFINISHED BUSINESS.** None.
5. **NEW BUSINESS.**
 - A. **Update Downtown Development Board By-Laws** – The last time the Downtown Development Board By-Laws were updated was October 14, 2011. The Board conducted a review of existing by-laws and made changes to address the change in meeting date, time and location that was put into place last year as well as a number of language cleanups removing the “Main Street Board” references. Greg Rynearson made the motion for the updated language and proposed draft of the by-laws to be adopted as presented as of January 13, 2022; Vince Demasi supported the motion. The motion was unanimously passed.
 - B. **Request for Funds for Art Alley Project Rehabilitation** – The Clare County Arts Council and Clare Parks and Recreation Department requested the expenditure of a portion of the designated Art Alley fund that is kept under the DDA fund. The money will be used to refresh one of the art installations in the alley and is being requested to not exceed \$500. There is currently \$5,042.53 in the fund. Vince Demasi made the motion for the expenditure of funds in an amount not to exceed \$500 from the Art Alley designated fund for the rehabilitation of the art installation as requested; Shari Buccilli supported the motion. The motion was unanimously passed.
 - C. **Discussion Topic – Wayfinding Signs**
Over the course of the years, discussions have been had regarding placing wayfinding signs along major routes/streets/intersections in Clare to help locate important places and venues in the city. After some recent discussions with MDOT it appears that it may be possible to do so now. The board reviewed and discussed some possible options and have asked DPW Director Luke Potter to look into pricing of the poles and signs and to investigate some possibilities. The board members will each email the City Manager a list of places they feel should be included on the signs and then there will be discussion on the location of the actual signs at a future meeting.
 - D. **Payment of Bills.** The bills were submitted to the Board for review and approval. A motion was made by Vince Demasi and supported by Mary Ann Shurlow to approve the bills as presented. The motion was unanimously approved.
6. **PUBLIC COMMENT.** Carol Santini – Thanked the DDA for the approval of funds for the restoration of the art installation in Art Alley.
7. **ADJOURNMENT.** Chairman Jim Allen adjourned the meeting without objection at 8:34 a.m.

Jim Allen, Chairman

Jeremy Howard, Secretary