

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, April 14, 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, Christine Duhaime, Jeremy Howard, Tom Koch, Gus Murphy, Greg Rynearson, Mary Ann Shurlow.  
Members absent:  
Dean Doherty, Maegan Jenkins, Dave Maxwell, and Dawn Thomas.  
Also present:  
Shannon Sirpilla-Finance Director/Treasurer, Luke Potter-DPW Director, Dave Saad-Police Chief, Ms. Sandra Wright and Ms. Lisa Benic-Ideal Theatre Owners and Design/Construction team (Thomas Roberts Architects and RB HARSH Construction).
2. **APPROVAL OF AGENDA.** Motion by Greg Rynearson and supported Shari Buccilli by to approve the agenda as presented. The motion was unanimously approved.
3. **APPROVAL OF MINUTES.** Motion by Shari Buccilli and supported by Mary Ann Shurlow to approve the minutes of the March 10, 2022 meeting as presented. The motion was unanimously approved.
4. **OLD/UNFINISHED BUSINESS.** None.
5. **NEW BUSINESS.**

**A. Downtown Façade Improvements:**

1. **607 North McEwan – Ideal Theatre.** Ms. Sandra Wright and Ms. Lisa Benic recently purchased the Ideal Theatre located at 607 North McEwan Street. They are in the process of renovating the theatre and hope to reopen in the near future. They are proposing a façade improvement project for the buildings at this time. The façade change was sent to the DDA Design Standards Committee for approval (unanimous approval) and is scheduled to be presented to the City’s Planning Commission for approval at an upcoming meeting, likely in May. The proposed façade improvement project requires review and approval of the DDA prior to consideration of the Planning Commission. Greg Rynearson made a motion to approve the façade application and renderings and recommend approval to the Planning Commission; Vince Demasi supported the motion. The motion was unanimously approved.
  2. **511 North McEwan – McEwan Street Fudge & Ice Cream Shop.** Mr. John Gross recently purchased the former Clare Electronic store located at 511 North McEwan Street. He is in the process of renovating the storefront and hopes to open by Memorial Day if possible. He is proposing a façade improvement project for the building. The façade change was sent to the DDA Design Committee for approval and received unanimous approval. Due to time constraints for opening and publishing, this item was scheduled for the Planning Commission Meeting of April 13<sup>th</sup> where it was also approved unanimously. The proposed façade improvement project requires review and approval of the DDA prior to consideration of the Planning Commission which was accomplished by the DDA Design Standards Committee, but the DDA board was asked to confirm that approval. Vince Demasi made a motion to approve the façade application and renderings and recommend approval to the Planning Commission; Tom Koch supported the motion. The motion was unanimously approved.
- B. Downtown Cameras.** A memo outlining the proposed project was received from Police Chief Saad. In the memo, Chief Saad lays out the need for cameras at the two busiest intersections of Downtown Clare (5th and McEwan and 4th and McEwan). Discussion was held regarding some specifics of the cameras and their use. They will not have audio and they will not be actively monitored. Their use will be primarily for follow-up investigation of incidents that the camera may have caught. Mary Ann Shurlow made a motion to approve the expenditure of funds to purchase and install the two cameras at a cost of \$3,500; Gus Murphy supported the motion. The motion was unanimously approved.

- C. Wayfinding Signs.** The DDA Wayfinding Sign Subcommittee (Luke Potter, Greg Rynearson, Shari Buccilli, Jeremy Howard) met several times to discuss the project. After discussion and brainstorming locations and specific signage, further research was completed with our sign vendor and the committee brought detailed information and prices for the entire DDA board to review including locations for the poles and signs that would be on each pole, the design of the pole and signs, and also the approximate cost of the project. The DDA reviewed and discussed the information that was gathered. The estimated cost was approximately \$26,000, so the DDA discussed setting a Not To Exceed budget number to account for fluctuations in shipping or the addition of additional signs if needed. Vince Demasi made a motion to approve the expenditure of funds in an amount not to exceed \$30,000 for the purchase and installation of wayfinding signs for Downtown Clare; Shari Buccilli supported the motion. 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 Tom Koch and supported by Gus Murphy to approve the March, 2022 bills as presented. The motion was unanimously approved.
6. **PUBLIC COMMENT.** None
7. **ADJOURNMENT.** Chairman Jim Allen adjourned the meeting without objection at 8:28 a.m.

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Jim Allen, Chairman

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Jeremy Howard, Secretary