

1. **CALL TO ORDER.** Vice Chair Mary Ann Shurlow-Scott called the meeting of the Clare Downtown Development Authority to order at 8:00 a.m. on Thursday, November 14, 2024 which was held at City Hall – 202 West Fifth Street, Clare, MI.
Board and Authority members present: Shari Buccilli, Lori Fassett, Jeremy Howard, Gus Murphy, Greg Rynearson, Amy Shindorf, Mary Ann Shurlow-Scott, and Dawn Thomas
Members absent: Vince Demasi, Dean Doherty (excused), Ken Hibl (excused), Maegan Jenkins, and Dave Maxwell (excused)
Also present: Treasurer Vicki Corlew
2. **APPROVAL OF AGENDA.** Vice Chair Mary Ann Shurlow-Scott mentioned that, in addition to Ken Hibl, Dean Doherty and Dave Maxwell needed to be added to item 6C – Meeting Excusal. Motion by Shari Buccilli and supported by Gus Murphy to approve the agenda as amended. The motion was unanimously approved.
3. **APPROVAL OF MINUTES.** Motion by Gus Murphy and supported by Dawn Thomas by to approve the minutes of the September 12, 2024 meeting as presented. The motion was unanimously approved.
4. **TREASURER’S REPORT.** Treasurer Vicki Corlew gave the Treasurer’s report to the board. The financial statements and bills were submitted to the Board for review and approval.
Motion by Dawn Thomas and Gus Murphy supported by to approve the acceptance of the financial statements as presented and to approve the September and October, 2024 bills as presented. Roll call vote: Yeas: Shari Buccilli, Lori Fassett, Jeremy Howard, Gus Murphy, Greg Rynearson, Amy Shindorf, Mary Ann Shurlow-Scott, and Dawn Thomas. Nays: None. Absent: Vince Demasi, Dean Doherty, Ken Hibl, Maegan Jenkins, and Dave Maxwell. The motion was unanimously approved.
5. **OLD/UNFINISHED BUSINESS.** None.
6. **NEW BUSINESS.**
 - A. **Budget Amendment – McEwan Street Tree** – Vice Chair Mary Ann Shurlow-Scott updated the board on the new trees that were purchased for McEwan Street and now have been delivered and are being stored by the City. DPW will incrementally remove the existing trees and plant the new ones as their workload allows – one or two at a time until they are all planted. The planting process could take up to a year to complete. The trees are a bit larger than originally quoted (2.5” caliper vs 2”), thus the cost was \$8 more per tree; consequently, a budget amendment in the amount of \$216 is required. Motion by Dawn Thomas and supported by Gus Murphy to approve the additional cost for the trees and appropriate budget amendment. The motion was unanimously approved.
 - B. **Communications, Information & Discussion Topics**
 1. **Discussion Topic – New Businesses in DDA District**

There are three new businesses/new business owners within our DDA district - Blanche & Mabel Flower Boutique; Redbird Mercantile; and White Jasmine Boutique (relocated from the “Collaborative”). Letters of welcome were sent to the new business owners on behalf of the DDA. Discussion ensued on anything more the DDA can do to ensure the new owners feel welcome and that they comfortably and quickly assimilate into our downtown business community. Ideas included stopping in and seeing them and introducing yourself; giving info on signs and building ordinances; offering to put flyers in bags in other stores; other businesses reaching out to similar businesses; giving building owners info to give to renters; letters to DDA businesses with seasonal reminders (i.e. snow removal).

2. Information – 2nd PA57 Meeting; Doherty Hotel 100th Anniversary

The December meeting will be the second of our state-required annual public meetings; we may hold the meeting at one of our downtown businesses as we did with our first meeting at Cops & Doughnuts earlier this year but it may just be at City Hall. More information to come.

The Doherty Hotel is hosting an event to commemorate its 100th anniversary on December 1st. If you plan to attend and have not already done so, please RSVP as soon as possible as a courtesy.

3. Communications – Letters to DDA Regarding Tree Replacement

Letters were sent to all downtown business owners informing them of the replacement trees purchased by the DDA and information on the project and timeline.

C. Meeting Excusal of DDA Trustees – Ken Hibl, Dean Doherty, and Dave Maxwell – Ken Hibl, Dean Doherty, and Dave Maxwell were unable to attend the November 14th scheduled meeting. To comply with the DDA's bylaws regarding attendance, the DDA is required to consider and approve an excused absence of its members to preclude accrual of unexcused absences which would require possible vacation of the trustee's position as a member of the DDA. Motion was made by Amy Shindorf and supported by Gus Murphy to approve the excused absence of Ken Hibl, Dean Doherty, and Dave Maxwell for the November 14, 2024 DDA Meeting. The motion was unanimously approved.

7. **PUBLIC COMMENT.** None.

8. **DDA DISCUSSION TOPICS.**

- City Manager/DDA Trustee Jeremy Howard gave an update on recently opening businesses in the City of Clare.
- Discussion was had on the newly installed school crossing safety island installed by MDOT

9. **ADJOURNMENT.** Meeting was adjourned without objection at 8:39 a.m.

Mary Ann Shurlow-Scott, Vice Chair

Jeremy Howard, DDA Secretary