

1. **CALL TO ORDER.** Vice Chair Mary Ann Shurlow called the meeting of the Clare Downtown Development Authority to order at 8:01 a.m. on Thursday, July 11, 2024 which was held at City Hall – 202 West Fifth Street, Clare, MI.  
Board and Authority members present:  
Vince Demasi, Dean Doherty, Jeremy Howard, Gus Murphy, Greg Rynearson, Amy Shindorf, and Mary Ann Shurlow  
Members absent:  
Shari Buccilli (excused), Ken Hibl (excused), Maegan Jenkins, Tom Koch, Dave Maxwell (excused), and Dawn Thomas  
Also present:  
Treasurer Vicki Corlew, DPW Director Luke Potter
2. **APPROVAL OF AGENDA.** Motion by Vince Demasi and supported by Gus Murphy to approve the agenda as presented. The motion was unanimously approved.
3. **APPROVAL OF MINUTES.** Motion by Greg Rynearson and supported Gus Murphy by to approve the minutes of the May 9, 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 Gus Murphy and supported by Amy Shindorf to approve the acceptance of the financial statements as presented and to approve the May, 2024 and June, 2024 bills as presented. Roll call vote: Yeas: Vince Demasi, Dean Doherty, Jeremy Howard, Gus Murphy, Greg Rynearson, Amy Shindorf, and Mary Ann Shurlow. Nays: None. Absent: Shari Buccilli, Ken Hibl, Maegan Jenkins, Tom Koch, Dave Maxwell, and Dawn Thomas. The motion was unanimously approved.
5. **OLD/UNFINISHED BUSINESS.** None.
6. **NEW BUSINESS.**
  - A. **Meeting Excusal of DDA Trustee – Ken Hibl, Shari Buccilli, Dave Maxwell** – Ken Hibl, Shari Buccilli, and Dave Maxwell were unable to attend the July 11<sup>th</sup> 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 Dean Doherty and supported by Gus Murphy to approve the excused absence of Ken Hibl, Shari Buccilli, and Dave Maxwell for the July 11, 2024 DDA Meeting. The motion was unanimously approved.
  - B. **Discussion Topic – Expansion of DDA District Boundaries** – Vice Chair Shurlow provided an overview on how over the past six-month period, the DDA has engaged in repetitive formal discussions to establish capital project priorities within the district. The priorities established became the basis for the 2024/2025 budget. These priorities were presented and discussed at the first of the two state-mandated public information meeting on May 9th and provided to downtown business owners via a mailed survey. While we received very limited input (two formal responses) to the survey and only a handful of attendees were present at our May 9th information meeting, the priority list of projects approved by the DDA and supported by the adopted budget was supported – both by survey responses and public comments at the May 9th meeting. One of our top three priority capital projects is to partner with the City of Clare to construct downtown public restrooms in the vicinity of the Clare Railroad Depot, but the likely site for the restrooms (adjacent to/west of the Depot) is presently outside the DDA’s current geographical district boundaries. We

are not legally allowed to expend DDA funds to support events that do not support or promote our downtown business community or for capital or maintenance projects outside our district. Consequently, if we intend to pursue the public restroom project, we will be required to expand our district to include the site for the restrooms. If we decide to expand the district, it seems to make sense that we would simply expand our current West Fourth Street boundary (presently ends just shy of the depot on West Fourth Street on the South Side of Fourth Street) (copy of map att'd) to include the remainder of the south side of West Fourth Street to Maple Street. The process to expand the district will take approximately three to four months and includes the preparation of a development plan, multiple public hearings, and ultimately the adoption of an ordinance by the Clare City Commission. Due to the process involved, the DDA discussed the matter and formally agreed this is the direction we wish to go, thereby allowing Jeremy Howard, City Manager, to initiate a formal dialogue with the Clare City Commission to ensure we have its support for the boundary expansion and the restroom project and to allow us to commence the formal process (hearings, notices, development plan, ordinance formulation, etc.) to move forward with the proposed boundary expansion. It was also discussed to add not only the Depot property but also the two parcels that were missed on Fifth Street where the district ends to the railroad tracks. This includes two parcels (one behind dollar store and the other parcel owned by Burmeister's Popcorn Wagon). Motion was made by Vince Demasi and supported by Greg Rynearson to move forward with the processes needed to complete the boundary expansion to the 4 parcels. The motion was unanimously approved.

**C. Discussion of Future Meeting Topics – Bicycle Racks and Tree Replacement** – DDA Trustees were asked to give some thought to two specific future agenda topics for discussion at future (August or September) meetings: Bicycle Racks & Tree Replacement. Trustees were asked to start formulating thoughts/input regarding the type of racks we want to purchase and the locations for placement of the racks. Prior to our August meeting, the Chair will pay a visit to our friends @ Ray's Bike Shop to solicit their input since they are in the bicycle business and to discuss the topic with Joy Simmer, our Recreation Director. Discussion also questioned a need to know the number of bike racks needed and where they would be placed. In respect to the Tree Replacement topic, we have discussed the matter several times this year and have included the funds to initiate the tree replacement project this fall. Based on comments heard at the last few meetings, there is still some uncertainty among Trustees of whether we should or should not go forward with the project – and if so, how to proceed. Trustees were asked to give thought to if we should proceed and if we do, that we develop a plan (likely over the next two to three years) regarding the specifics (down to which trees are replaced and when) of how we proceed with the project.

7. **PUBLIC COMMENT.** None.

8. **DDA DISCUSSION TOPICS.**

- DPW Director Luke Potter and City Manager Jeremy Howard gave an update on the recent accident at 5<sup>th</sup> and McEwan and the damage caused to trees and light poles in the Downtown. Repairs will be forthcoming.
- City Manager Jeremy Howard gave an update on another successful application from a downtown applicant to the MEDC Match on Main program. The "Market on McEwan" was awarded \$25,000 and will be beginning renovations to 406 North McEwan.

9. **ADJOURNMENT.** Motion made by Gus Murphy and seconded by Amy Shindorf. Motion was approved unanimously and the meeting was adjourned without objection at 8:30 a.m.