

1. **CALL TO ORDER.** Chair Ken Hibl called the meeting of the Clare Downtown Development Authority to order at 8:00 a.m. on Thursday, September 12, 2024 which was held at City Hall – 202 West Fifth Street, Clare, MI. Board and Authority members present:  
Shari Buccilli, Dean Doherty, Ken Hibl, Tom Koch, Dave Maxwell, Gus Murphy, Greg Rynearson, Amy Shindorf, and Mary Ann Shurlow  
Members absent:  
Vince Demasi (excused), Jeremy Howard (excused), Maegan Jenkins, and Dawn Thomas (excused)  
Also present:  
Treasurer Vicki Corlew, DPW Director Luke Potter, Parks & Rec Director Joy Simmer
2. **APPROVAL OF AGENDA.** Chair Ken Hibl mentioned that Vince Demasi and Dawn Thomas needed to be added to item 6F 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 Dean Doherty and supported Amy Shindorf by to approve the minutes of the July 11, 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 Shari Buccilli and supported by Gus Murphy to approve the acceptance of the financial statements as presented and to approve the September, 2024 bills as presented. Roll call vote: Yeas: Shari Buccilli, Dean Doherty, Ken Hibl, Tom Koch, Dave Maxwell, Gus Murphy, Greg Rynearson, Amy Shindorf, and Mary Ann Shurlow. Nays: None. Absent: Vince Demasi, Jeremy Howard, Maegan Jenkins, and Dawn Thomas. The motion was unanimously approved.
5. **OLD/UNFINISHED BUSINESS.** None.
6. **NEW BUSINESS.**
  - A. **Approval for Sole Source Local Purchase of Bike Racks** – Chair Ken Hibl updated the board on the discussion that he had with Ray’s Bike Shop regarding our current bike racks and their lack of use. They suggested having some signs made that say bike racks. He then reviewed the quote from Sharpco for bike racks and signs. If we purchased 2 bike racks and signs the total would be \$3,805.58 and the DDA has budgeted \$4,800. Motion was made by Amy Shindorf and supported by Gus Murphy to approve the Sole Source purchase of 2 bike racks and signs from Sharpco Welding & Fabrication. Roll call vote: Yeas: Shari Buccilli, Dean Doherty, Ken Hibl, Tom Koch, Dave Maxwell, Gus Murphy, Greg Rynearson, Amy Shindorf, and Mary Ann Shurlow. Nays: None. Absent: Vince Demasi, Jeremy Howard, Maegan Jenkins, and Dawn Thomas. The motion was unanimously approved.
  - B. **Approval for Sole Source Local Purchase of Replacement Trees for DDA District** – Chair Ken Hibl provided an overview on the discussion that has been had previously on replacing the 25 trees on McEwan. Discussion was held. Motion was made by Amy Shindorf and supported by Shari Buccilli to approve the Sole Source purchase of 25 Cleveland Select Pear trees from Elm Creek Lawn & Landscape and to amend the budget accordingly. Roll call vote: Yeas: Shari Buccilli, Dean Doherty, Ken Hibl, Tom Koch, Dave Maxwell, Greg Rynearson, Amy Shindorf, and Mary Ann Shurlow. Nays: Gus Murphy. Absent: Vince Demasi, Jeremy Howard, Maegan Jenkins, and Dawn Thomas. The motion was approved.

- C. Request for Funding Support of 50<sup>th</sup> Anniversary Clare Irish Fest** – Chair Ken Hibl mentioned that next year is the 50<sup>th</sup> Anniversary of the Clare Irish Fest and the Chamber of Commerce has asked the DDA for a donation to help with the costs. Discussion was held on how much to donate. Chair Ken Hibl asked that the Chamber of Commerce put a byline saying thanks to the DDA for their support. Motion was made by Amy Shindorf and supported by Greg Rynearson to approve donating \$5,000 to the Chamber of Commerce for the 50<sup>th</sup> Annual Clare Irish Festival and for the budget to be amended accordingly. Roll call vote: Yeas: Shari Buccilli, Dean Doherty, Ken Hibl, Gus Murphy, Dave Maxwell, Greg Rynearson, Amy Shindorf, and Mary Ann Shurlow. Nays: Tom Koch. Absent: Vince Demasi, Jeremy Howard, Maegan Jenkins, and Dawn Thomas. The motion was approved.
- D. Approval of Holiday Decoration Contract** – Chair Ken Hibl reviewed the contract from Hometown Decoration & Display and explained that the DDA has always covered the cost of the holiday decorations. This year the contract came in at \$5,785 and the DDA only budgeted \$5,500. Motion was made by Shari Buccilli and supported by Gus Murphy to approve the contract from Hometown Decoration & Display LLC and for the budget to be amended accordingly. Roll call vote: Yeas: Shari Buccilli, Dean Doherty, Ken Hibl, Tom Koch, Gus Murphy, Dave Maxwell, Greg Rynearson, Amy Shindorf, and Mary Ann Shurlow. Nays: None. Absent: Vince Demasi, Jeremy Howard, Maegan Jenkins, and Dawn Thomas. The motion was unanimously approved.
- E. Information Topic – DDA District Expansion** – Chair Ken Hibl mentioned that the DDA has discussed expanding the district from 4<sup>th</sup> Street to the popcorn wagon. City Manager Jeremy Howard did discuss the expansion with the City Commission and they are open to considering it. The City and DDA will start the process of expanding the district.
- F. Meeting Excusal of DDA Trustee – Jeremy Howard, Vince Demasi, Dawn Thomas** – Jeremy Howard, Vince Demasi, and Dawn Thomas were unable to attend the September 12<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 Shari Buccilli and supported by Mary Ann Shurlow to approve the excused absence of Jeremy Howard, Vince Demasi, and Dawn Thomas for the September 12, 2024 DDA Meeting. The motion was unanimously approved.

7. **PUBLIC COMMENT.** None.

8. **DDA DISCUSSION TOPICS.**

- Tom Koch stated that this will be his last meeting as a member of the DDA. He is very proud of the work that the DDA has done and knows that past members of the DDA would be also. Chair Ken Hibl thanked him for his service.

9. **ADJOURNMENT.** Meeting was adjourned without objection at 8:45 a.m.

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Ken Hibl, Chair

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Vicki Corlew, Treasurer