

CITY OF TECUMSEH
DOWNTOWN DEVELOPMENT AUTHORITY
Meeting Minutes
Thursday, June 11, 2015
7:00 a.m. Tecumseh City Hall

A. Chairman Bob Fox called the meeting to order at 7:01 a.m.

B. Members Present: B. Fox, Lash, Koch, Lincoln, Nowak, J. Fox, Salsberry, Bird

Also Present: Paula Holtz, Economic Development Director
Linda Hewlett, Marketing Coordinator
Shelby Simpson, Administrative Services Manager

Members Absent: Baker, Slovinski, Masters, Stimpson

Motion by Nowak; Supported by Koch.

To excuse Baker and Slovinski due to a conflict and being out of state.

Motion Carried.

C. Approval of Agenda

Motion by Lash; Supported by Nowak.

To approve the June 11, 2015 agenda.

Motion carried.

D. Public Comment RE: Items on the Agenda

None.

E. Minutes of May 14, 2015 Meeting

Motion by Nowak; Supported by Salsberry.

To approve the minutes of the May 14, 2015 meeting.

Motion carried.

F. Treasurer's Report

Motion by J. Fox; Supported by Nowak.

To allow and pay the bills as presented.
A roll call vote was taken.

| | |
|-----------|-----|
| Koch | yes |
| Lincoln | yes |
| Lash | yes |
| Nowak | yes |
| Salsberry | yes |
| J. Fox | yes |
| Bird | yes |
| B. Fox | yes |

Motion carried.

Motion by J. Fox; Supported by Salsberry.

To approve the May financial statements.

Motion carried.

G. Committee Updates

1. **Physical Improvement Committee:**

No Report.

2. **Organization Committee:**

No Report.

3. **Marketing Committee:**

Hewlett reported that the Art Trail Tecumseh and Downtown Tecumseh Brochure will be sent to the printer next week.

More visitor packets will go out next week.

Next Meeting: TBD

4. **Economic Development Committee:**

No Report.

H. New Business

1. **Travel Information Services Contract Renewal**

Travel Information Services distributes Downtown Tecumseh brochures monthly to various areas in Southeast Michigan. The price submitted is 12 months at \$90.00 per month at \$1,080.00 - this would be deducted from the 2014-2015 DDA budget. They distribute 8,000 brochures throughout the state for this price.

Motion by Fox; Supported by Nowak.

To approve the Travel Information Services contract for distribution of the Downtown Tecumseh brochures for 2015 in the amount of \$1,080.00 less \$21.60 prepay discount = total \$1,058.40.
A roll call vote was taken.

| | |
|-----------|-----|
| Koch | yes |
| Lincoln | yes |
| Lash | yes |
| Nowak | yes |
| Salsberry | yes |
| J. Fox | yes |
| Bird | yes |
| B. Fox | yes |

Motion Carried.

2. **101.5 The River Radio Campaign**

Linda Hewlett submitted a request to purchase 67-60 second radio commercials from 101.5 The River Radio in Toledo at a cost of \$1,121.00 (\$16.73 per commercial). The contract would run July 2015-December 31, 2015. The 60 second time slots would be used to run our current Pure Michigan radio commercial and promote shopping during the upcoming holiday season.

Motion by Nowak; Supported by Salsberry.

To approve designating \$1,121.00 of the 2014-2015 DDA Marketing budget to put toward the purchase of 67-60 second radio commercials on 101.5 The River to promote Downtown Tecumseh.
A roll call vote was taken.

| | |
|-----------|-----|
| Bird | yes |
| Lincoln | yes |
| Lash | yes |
| Nowak | yes |
| Salsberry | yes |
| J. Fox | yes |
| Koch | yes |
| B. Fox | yes |

Motion Carried.

3. **WLEN 103.9 Contract**

Linda Hewlett submitted a request to use \$500.00 from the DDA Marketing budget for the 2015-2016 WLEN Radio contract of \$2,000.00

Motion by Salsberry; Supported by Lash.

To approve contributing \$500.00 toward the WLEN contract: \$362.43 from the 2014-2015 DDA Marketing budget and \$137.57 from the 2015-2016 DDA Marketing budget.
A roll call vote was taken.

| | |
|-----------|-----|
| Koch | yes |
| Bird | yes |
| J. Fox | yes |
| Lash | yes |
| Salsberry | yes |
| Lincoln | yes |
| Nowak | yes |
| B. Fox | yes |

Motion Carried.

4. **Midwest Sculpture Initiative-Final Payment**

The invoice from Midwest Sculpture Initiative for the 2015 Tecumseh Outdoor Sculpture Exhibit shows a final payment amount due of \$2,776.00.

Motion by Nowak; Supported by Lash.

To submit the final payment in the amount of \$2,776.00 per the terms of the proposal from the Midwest Sculpture Initiative.
A roll call vote was taken.

| | |
|-----------|-----|
| Koch | yes |
| Bird | yes |
| J. Fox | yes |
| Salsberry | yes |
| Lash | yes |

Lincoln yes
Nowak yes
B. Fox yes

Motion Carried.

5. Nominations for Slate of Officers

Nominations were taken from the floor to elect a Slate of Officers from the DDA Board of Directors.

Positions currently held are as follows:

Chairperson: Bob Fox
Vice Chairperson: Kevin Slovinski
Treasurer: Chris Masters
Secretary: Kim Koch

Nominations for new Slate of Officers are as follows:

Chairperson: Bob Fox
Vice Chairperson: Kevin Slovinski
Treasurer: Chris Masters
Secretary: Kim Koch

Motion by Bird; Supported by Koch.

To elect the Slate of Officers as proposed.

Motion carried.

I. Strategic Plan

Holtz gave an update on the properties along N. Evans St. and discussed the possibility of proposing design concepts from McKenna and Associates for the S. Evans corridor. These design concepts could be utilized to solicit funding for a future streetscape project.

J. Old Business

1. CBA Update

Jan Fox reported on the following upcoming activities:

Sidewalk Sales on July 17 and 18, including the Pet Parade on July 18 and the Pig Jig on July 17 and 18.

Fox also reported that preparations for Appleumpkin 2015 were coming along well and the next meeting is scheduled for Tuesday, June 16, 2015.

2. Chamber Update

The Chamber's Morning Breakfast will take place on June 17, 2015 at 7:30 a.m. at First Federal Bank. The guest speaker will be Hospice of Lenawee.

The 3rd gas raffle drawing is scheduled for July 6, 2015 and tickets are still available at \$5.00 each.

3. ED Department Update

Holtz reported on the following activities:

Activity has continued at Salsaria's.

Movies in the Park is scheduled for June 26, featuring the movie, "Paddington."

Lenawee Now will be publishing a Visitors Guide that will include a Tecumseh page.

2D Art Panels have been picked up from Image Gallery and will be stored at the Street Dept. until installation.

Holtz recently did a WJR interview that will air on June 26 as part of our Pure Michigan campaign.

K. Public Comment RE: Items not on the Agenda.

There was concern expressed over the outdoor seating at Tecumseh Brewing Company. Holtz will ask the Building Dept. to review the seating area dimensions.

Motion to adjourn the meeting at 7:42a.m.

Motion carried.

Secretary: Kim Koch

Recorded by: Shelby Simpson

