

CITY OF TECUMSEH
DOWNTOWN DEVELOPMENT AUTHORITY
Meeting Minutes
Thursday, July 23, 2015
7:00 a.m. Tecumseh City Hall

A. Chairman Bob Fox called the meeting to order at 7:00 a.m.

B. Members Present: B. Fox, Masters, Koch, Lincoln, Nowak, J. Fox, Baker, Bird, DeWitt

Also Present: Paula Holtz, Economic Development Director
Shelby Simpson, Administrative Services Manager

Members Absent: Lash, Slovinski, Salsberry, Stimpson

Motion by Bird; Supported by Baker.

To excuse Stimpson, Lash, Salsberry and Slovinski due to conflicts.

Motion Carried.

C. Approval of Agenda

Motion by Nowak; Supported by J. Fox.

To approve the July 23, 2015 agenda.

Motion carried.

D. Public Comment RE: Items on the Agenda

None.

E. Minutes of June 11, 2015 Meeting

Motion by Nowak; Supported by J. Fox.

To approve the minutes of the June 11, 2015 meeting.

Motion carried.

F. Treasurer's Report

Motion by Baker; Supported by Nowak.

To allow and pay the bills as presented and to include the Phase I ESA invoice from King & MacGregor Environmental, Inc. for services rendered in the amount of \$4,668.70.
A roll call vote was taken.

Yes: Baker, Bird, B. Fox, J. Fox, Koch, Lincoln, Masters, Nowak
No: None

Motion carried.

Motion by Bird; Supported by J. Fox.

To approve the June financial statements.

Motion carried.

G. Committee Updates

1. **Physical Improvement Committee:**

Holtz reported that the committee met on July 22, 2015 to discuss future public art installations. The committee will meet with Ken Thompson of the Midwest Sculpture Initiative to discuss a possible sculpture symposium.

2. **Organization Committee:**

No Report.

3. **Marketing Committee:**

Holtz reported on behalf of Linda Hewlett that the Art Trail Tecumseh brochures have been sent to the MDOT warehouse and to Travel Information Services for distribution throughout the state. She also stated that 403 welcome packets have been sent out since March 30, 2015 with requests coming from the Pure Michigan Card Reader Service and the downtowntecumseh.com website.

Next Meeting: TBD

4. **Economic Development Committee:**

No Report.

H. New Business

1. **Façade Grant Reimbursement for the Union Block 1849, LLC**

At the May 8, 2014 Board meeting, the DDA approved a request from Dan Meikle from the Union Block 1849, LLC for a facade grant in the amount of \$5,000.00 to assist in making improvements to the exterior of the Union Block, located at 110-116 W. Chicago Blvd. Since that time, Dan has made a substantial investment in the interior and exterior of this significant downtown building, including the installation of new windows.

Motion by Baker; Supported by J. Fox.

To approve the facade grant reimbursement request for work completed at the Union Block 1849, LLC, 110-116 W. Chicago Blvd. in the amount of \$5,000.00.

Yes: Baker, Bird, B. Fox, J. Fox, Koch, Lincoln, Masters, Nowak

No: None

Motion Carried.

2. **Façade Grant Reimbursement for the James Block 1894, LLC**

At the May 8, 2014 Board meeting, the DDA approved a request from Dan Meikle from the James Block 1894, LLC for a facade grant in the amount of \$5,000.00 to assist in making improvements to the exterior of the James Block, located at 101 E. Chicago Blvd. Since that time, Dan has made substantial investment in the interior and exterior of this significant downtown building, including the installation of new windows, which are eligible for facade grant reimbursement.

Motion by J. Fox; Supported by Koch.

To approve the facade grant reimbursement request for work completed at the James Block 1894, LLC, 101 E. Chicago Blvd. in the amount of \$5,000.00.

Yes: Baker, Bird, B. Fox, J. Fox, Koch, Lincoln, Masters, Nowak
No: None

Motion Carried.

Board member DeWitt arrived at 7:10 a.m.

3. **McKenna Proposal**

McKenna & Associates has provided a proposal for the creation of streetscape design concepts for the Evans Street corridor for a cost of \$2,500.00.

The proposed design concepts would cover the area between Pottawatamie Street and Logan Street. The design services will include a preliminary streetscape concept plan, and upon approval, perspective drawings for full graphic effect. The conceptual drawings would be used to apply for grant and/or other funding for a streetscape project along this corridor.

Motion by Nowak; Supported by J. Fox.

To approve the request from McKenna & Associates to provide streetscape design services for the Evans Street Corridor in the amount of \$2,500.00.

Yes: Baker, Bird, DeWitt, B. Fox, J. Fox, Koch, Lincoln, Masters, Nowak
No: None

Motion Carried.

4. **Downtown Maintenance Contract**

The DDA currently utilizes Karle Nursery and Landscaping for its maintenance work in downtown Tecumseh. The most recent maintenance contract, which has now expired, is attached. We are currently operating on a month-to-month basis.

This contract last went out for bid in 2005. At that time, three bids were submitted, with Karle Landscaping being the lowest bid. Since that time, the contract has been renewed twice.

Motion by Bird; Supported by Lincoln.

To authorize staff to sign a contract extension with Karle Nursery and Landscaping for a three year period in the amount of \$10,200.00, to be paid in equal monthly installments of \$850.00/month.

Yes: Baker, Bird, DeWitt, B. Fox, J. Fox, Koch, Lincoln, Masters, Nowak
No: None

Motion Carried.

5. Loan/Development Agreement

The loan/development agreement provided by the City of Tecumseh will need to be executed prior to the proposed purchase of property. This agreement was developed by city staff in conjunction with the City Attorney.

The agreement lays out the expectations of each party should a purchase agreement be executed.

Motion by J. Fox; Supported by Lincoln.

To approve the Loan/Development Agreement for property purchase between the City of Tecumseh and the City of Tecumseh Downtown Development Authority and to authorize the DDA Director to sign on behalf of the DDA.

Yes: Baker, Bird, DeWitt, B. Fox, J. Fox, Koch, Lincoln, Masters, Nowak

No: None

Motion carried.

I. Strategic Plan

No Report.

J. Old Business

1. CBA Update

Jan Fox reported that this year's Sidewalk Sales and Pet Parade were a huge success.

Fox also reported that preparations for Appleumpkin 2015 were going extremely well.

2. Chamber Update

Jan Fox reported that this year's Pig Jig was a success.

The Chamber's Morning Breakfast will take place on August 19, 2015 at 7:30 a.m. at First Federal Bank. The guest speaker will be Diane Savoia.

The 4th gas raffle drawing is scheduled for October 6, 2015 and tickets are still available at \$5.00 each.

3. ED Department Update

Holtz reported on the following activities:

Activity has resumed at Salsaria's.

Movies in the Park is scheduled for July 24, featuring the movie, "Annie."

2D Art Panels have been picked up from Image Gallery and installation is pending the completion of the repainting of the Boulevard market building.

Black Door Gallery has closed.

The second rental rehabilitation project above Carpet on Wheels will be completed in mid August.

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

None.

Motion to adjourn the meeting at 7:44a.m.

Motion carried.

Secretary: Kim Koch
Recorded by: Shelby Simpson

