

CITY OF TECUMSEH
DOWNTOWN DEVELOPMENT AUTHORITY
Meeting Minutes
Thursday, September 8, 2016
7:00 a.m. Tecumseh City Hall

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

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

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

Members Absent: Baker, DeWitt

Motion by Nowak; Supported by Koch.

To excuse Baker and DeWitt due to conflicts.

Motion Carried.

C. Approval of Agenda

Motion by J. Fox; Supported by Lincoln.

To approve the September 8, 2016 agenda.

Motion carried.

D. Public Comment RE: Items on the Agenda

None.

Stimpson arrived at 7:04 a.m.

E. Minutes of August 11, 2016 Meeting

Motion by J. Fox; Supported by Salsberry.

To approve and place on file the minutes of the August 11, 2016 meeting.

The meeting minutes did not reflect the presence of J. Fox in the initial roll call or in the vote for approval of the Treasurer's Report. Corrections to the meeting minutes were suggested by the board.

Motion by Koch; Supported by Nowak

To amend the minutes of the August 11, 2016 meeting and submit them for approval at the October 13, 2016 meeting.

Motion carried.

F. Treasurer's Report

Motion by Bird; Supported by Nowak.

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

Yes: Bird, B. Fox, J. Fox, Koch, Lash, Lincoln, Nowak, Salsberry, Slovinski, Stimpson
No: None

Motion carried.

Motion by Lash; Supported by J. Fox.

To approve the August 2016 financial statements.

Motion carried.

G. Committee Updates

1. **Physical Improvement Committee:**

Paula Holtz announced that the Physical Improvement Committee is looking to reschedule meeting dates and times in order to involve additional artists on the committee.

2. **Organization Committee:**

No Report.

3. **Marketing Committee:**

Pure Michigan ads are running on 101.5 The River radio for August and September with DDA Marketing funds.

Visitor packets requests are coming in weekly with a majority of requests coming through the website. Requests also come from Pure Michigan. 192 packets have been sent so far this year, down from last year's 212 packets.

4. **Economic Development Committee:**

No Report.

H. New Business

1. **WTOL Holiday Shopping Campaign**

Staff requests permission to use up to \$1,000.00 of the DDA Marketing budget for "Shop Tecumseh" holiday television commercials to promote holiday shopping in Downtown Tecumseh.

Motion by J. Fox; Supported by Koch.

To approve designating \$1,000.00 of the DDA Marketing budget to put toward a holiday shopping television commercial campaign to run in the Toledo market.

Yes: Bird, B. Fox, J. Fox, Koch, Lash, Lincoln, Nowak, Salsberry, Slovinski, Stimpson
No: None

Motion Carried.

2. **Appleumpkin Sponsorship Request**

The Appleumpkin Committee requests the DDA continue being a Silver Sponsor of Tecumseh's 23rd Appleumpkin Festival at the level of \$1,000.00.

Motion by Nowak; Supported by Koch.

To approve Silver Sponsorship of the Appleumpkin Festival at the level of \$1,000.00.

Yes: Bird, B. Fox, J. Fox, Koch, Lash, Lincoln, Nowak, Salsberry, Slovinski, Stimpson
No: None

Motion Carried.

3. **Pure Michigan Ad**

Staff requests permission to use \$1,682.42 of the DDA Marketing budget to put toward a 2 1/4" x 4" print ad to run in the 2017 Pure Michigan Spring/Summer Guide in conjunction with the Pure Michigan Radio Campaign.

Motion by Salsberry; Supported by Nowak

To approve designating \$1,682.42 of the DDA Marketing budget to put toward a 2 1/4" x 4" print ad to run in the 2017 Pure Michigan Spring/Summer Guide in conjunction with the Pure Michigan Radio Campaign.

Yes: Bird, B. Fox, J. Fox, Koch, Lash, Lincoln, Nowak, Salsberry, Slovinski, Stimpson
No: None

Motion Carried.

I. Strategic Plan

Paula Holtz provided an update to the board on the Market on Evans, stating that city staff is finalizing quotes for work that needs to be completed. Once the quotes have been received they will go to City Council for approval.

Holtz has received great feedback from Market Manager Vicki Riddle on the Market on Evans and the current vendors. The community is supportive of the farmers market in this location. Jan Salsberry also announced plans for a holiday market at the location during Holiday Open House in November.

J. Old Business

1. **CBA Update**

Paint the Town Red, White and Blue will be this weekend, September 10 with craft activities, a parade, remembrance wall, and presentation by Police Chief Troy Stern and Fire Chief Joe Tuckey.

Downtown Divas at Dusk will be September 22, 2016 from 5-7 p.m.

The Appleumpkin Festival is October 8-9, 2016. Plans for the festival are going well and crafter vendor spaces are filling up. This year the festival will include "Bushels of Talent" a talent competition. Entrants are needed and must apply by Saturday, September 10, 2016.

Holiday Open House will be November 11-12, 2016.

2. **Chamber Update**

Dog Days at the Market on Evans is September 17, 2016 where vendors will be on site selling dog related items.

The Chamber Breakfast will be September 21, 2016 at 7:30 am at First Federal Bank. The guest speaker will be a representative of Revival Commons.

Past recipients of the Musgrove Evans Award will meet tonight, September 8, 2016 to vote on this year's award winner.

Applications are coming out soon to nominate a theme for this year's Christmas Parade.

3. **ED Department Update**

Holtz announced that the Downtown Development Authority will be in search of two new board members.

Revival Commons is expected to close on the old Tecumseh Products property the week of September 12th.

The Carnegie Wine Fest is November 13, 2016. This is the only annual fundraising event for the Carnegie Preservation League.

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

City Manager Dan Swallow thanked everyone for their patience with the recent road construction projects which are running on time and on schedule.

Motion to adjourn the meeting at 7:36 a.m.

Motion carried.

Secretary: Kim Koch
Recorded by: Shelby Simpson

DRAFT