

**CITY OF TECUMSEH
DOWNTOWN DEVELOPMENT AUTHORITY**

Meeting Minutes

Thursday, October 8, 2015
7:00 a.m. Tecumseh City Hall

A. Vice-Chairman Slovinski called the meeting to order at 7:00 a.m.

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

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

Members Absent: Baker, B. Fox, Lash, DeWitt, Nowak

Motion by Lincoln; Supported by J. Fox.

To excuse Baker, DeWitt, Lash and B. Fox due to work/travel conflicts.

Motion Carried.

C. Approval of Agenda

Motion by J. Fox; Supported by Lincoln.

To approve the October 8, 2015 agenda.

Motion carried.

D. Public Comment RE: Items on the Agenda

None.

E. Minutes of August 13, 2015 Meeting

Motion by Salsberry; Supported by Bird.

To approve the minutes of the August 13, 2015 meeting.

Motion carried.

F. Treasurer's Report

Motion by Stimpson; Supported by Salsberry.

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

Yes: Bird, J. Fox, Koch, Lincoln, Masters, Salsberry, Stimpson, Slovinski
No: None

Motion carried.

Motion by J.Fox; Supported by Stimpson.

To approve the September financial statements.

Motion carried.

G. Committee Updates

1. **Physical Improvement Committee:**

No Report.

2. **Organization Committee:**

No Report.

3. **Marketing Committee:**

Hewlett announced the filming of a series of videos produced in partnership with CGI Communications that will reside on the city and downtown websites to promote Tecumseh. CGI films the videos as a free service paid for with sponsorship ads and will highlight various areas of the city. The company will return to Tecumseh the week of October 19 to sell advertising spots to area businesses.

The Welcome Center displays are up in Dundee and Monroe for Appleumpkin and will be changed over to promote Holiday Open House the week of October 19th.

Next Meeting: TBD

4. **Economic Development Committee:**

Paula Holtz updated the board on Dick Johnson's letter of resignation from the Economic Development Committee, and announced that they are looking for new members.

H. New Business

1. **Pure Michigan Spring/Summer 2016 Travel Guide Advertising**

The Pure Michigan Spring/Summer 2016 Travel Guide print advertising is a 2 1/4" x 4" print ad to run in the 2016 Pure Michigan Spring/Summer Guide in conjunction with the Pure Michigan Radio Campaign.

Motion by Stimpson; Supported by J. Fox.

To approve designating \$1,682.43 of the DDA Marketing budget to put toward a 2 1/4" x 4" ad in the Pure Michigan 2016 Spring/Summer Guide print advertising.

Yes: Bird, J. Fox, Koch, Lincoln, Masters, Salsberry, Stimpson, Slovinski

No: None

Motion Carried

2. **WTOL Holiday Open House Campaign**

The WTOL Channel 11 Holiday Shopping Television Commercial Campaign is used to promote holiday shopping in Downtown Tecumseh and runs from 11/19/15 through 11/25/15.

Motion by Stimpson; Supported by J. Fox.

To approve designating \$1,050.00 of the DDA Marketing budget to put toward a holiday shopping television commercial campaign to run in the Toledo market.

Yes: Bird, J. Fox, Koch, Lincoln, Masters, Salsberry, Stimpson, Slovinski

No: None

Motion Carried.

3. **North Evans Corridor**

Paula Holtz updated the board on the current maintenance that is going on at the recently purchased property on North Evans Street, including mowing of the property, impending removal of the chain link fence, removal of the clay tennis courts and future plans to remove building foundations.

4. **MSI Proposal**

MSI has requested we commit to a minimum of eight sculptures for the 2016 Art Trail Tecumseh Exhibit. Our exhibits in the past have ranged between 8 and 18 sculptures. Should the funding not come together, we will only be responsible for a \$500.00 administrative fee.

Motion by Stimpson; Supported by Lincoln.

To accept the proposal from MSI to issue a Call for Entries for the 2016 Tecumseh Art Trail Sculpture Exhibit.

Yes: Bird, J. Fox, Koch, Lincoln, Masters, Salsberry, Stimpson, Slovinski
No: None

Motion Carried.

5. **2-D Art Panels**

Holtz discussed alternatives for mounting the 2-D art panels downtown, should the Boulevard Market not be available. The possibility of paying to repaint the side of Boulevard Market due to fading of the paint over time around the panels at a cost of \$1,500 was also discussed. David Stimpson offered to spearhead the funding efforts for the \$1,500.00 restoration effort.

I. Strategic Plan

No Report.

J. Old Business

1. **CBA Update**

J. Fox reported on the upcoming Appleumpkin Festival this weekend, stating that all vendor spaces were sold out and there several vendors are on a waiting list.

Downtown Divas at Dusk event was a great success last month.

Holiday Open House is the next big event downtown and will take place November 13th and 14th.

A Moonlight Madness shopping event is scheduled for early December.

2. **Chamber Update**

J. Fox announced the Musgrove Evans Award Dinner honoring Jim Lincoln on October 22, 2015 at St. Elizabeth's Church.

This year's Christmas parade is scheduled for December 4th, with a theme of "Inside Santa's Workshop."

3. **ED Department Update**

Holtz reported on the following activities:

Salsaria's has a new storefront and construction is moving along.

The open house for the newly renovated apartments above Carpet on Wheels will be October 15th from 2-4pm.

Two new trees are being planted downtown in front of Lev's Bakery and Schmidt & Sons Pharmacy.

The 3-year maintenance contract with Karle Landscaping will have a start date of April 1st.

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

None.

Motion to adjourn the meeting at 7:49a.m.

Motion carried.

Secretary: Kim Koch

Recorded by: Shelby Simpson

