

**CITY OF TECUMSEH
DOWNTOWN DEVELOPMENT AUTHORITY
Meeting Minutes**

Thursday, October 11, 2018
7:00 a.m. Tecumseh City Hall

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

B. Members Present: Baker, Bird, B. Fox, Koch, Lincoln, Nowak,
Drouillard, Slovinski, Stimpson

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

Members Absent: J. Fox, Masters, Roth

Motion by Baker; Supported by Slovinski.

To excuse J. Fox and Roth due to work conflicts.

Motion Carried.

C. Approval of October 11, 2018 Agenda

Motion by Nowak; Supported by Lincoln.

Motion Carried.

D. Public Comment RE: Items on the Agenda

None.

E. Minutes of August 9, 2018 Meeting

Motion by Baker; Supported by Nowak.

To approve and place on file the minutes of the August 9, 2018 meeting.

Motion carried.

F. Treasurer's Report

Motion by Stimpson; Supported by Baker.

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

Yes: Baker, Bird, Koch, Lincoln, Nowak, Drouillard, Slovinski, Stimpson
No: None

Motion carried.

Motion by Nowak; Supported by Bird.

To receive and place on file the September 2018 financial statements.

Motion carried.

G. Committee Update

1. **Physical Improvement Committee:**

No Report.

2. **Organization Committee:**

No Report.

3. **Marketing Committee:**

Report included in the agenda packet.

4. **Economic Development Committee:**

No Report.

H. New Business

1. **Elements of Purchasing Policy**

Sattler discussed with the board developing a purchasing policy where the City could use discretion making purchases up to \$1,000 without first bringing them to the DDA board for approval. Sattler stated she would draft a policy for next month's meeting that would mirror the City's purchasing policy with lower levels.

2. **Former Hamblin Property RFP**

Swallow updated the Board on a discussion he and Sattler had with City Planner, McKenna & Associates regarding an interim plan for the former Hamblin property across the street from the Market on Evans. Suggestions for elements to include in an interim plan included parking, greenspace, and public restrooms.

3. **USDA Grant**

Sattler gave an overview of the USDA grant award the City received for the Farmers Market and announced that the funds would be utilized to hire a Farmers Market Assistant,

coordinate activities, increase diversification, and education programs in the off season. Sattler stated she would keep the board posted on any progress.

4. 13 ABC Funds for Generic Holiday Commercial

Staff is requesting permission to use up to \$1,000 of DDA Marketing funds to run generic shopping commercials of 13 ABC prior to Thanksgiving to promote Downtown Tecumseh holiday shopping. Actual run dates will be November 12th through November 25th.

The proposed amount will help cover half the cost to run 156 commercials and production. The CBA will share the other half of the cost.

Commercials will cover the Toledo market with households in southeast lower Michigan and Northwest Ohio.

Motion by Baker; Supported by Stimpson

To approve designating up to \$1,000 of the 2018 DDA Marketing budget to put toward production and commercials to promote Downtown Tecumseh holiday shopping.

Yes: Baker, Bird, Koch, Lincoln, Nowak, Drouillard, Slovinski, Stimpson

No: None

Motion Carried.

I. Old Business

1. CBA Update

Appleumpkin vendor spaces have sold out at 275.
Holiday Open House will be November 9th and 10th with a “Welcome to Whoville” theme.

Diva Night is scheduled for September 27, 2018 from 5 – 9 pm.

2. Chamber Update

The Chamber’s annual golf outing will be August 13, 2018 at Hantz Golf Course.

The Chamber breakfast meeting will be October 17th. There will be a discussion of issues that will be on the ballot that will affect businesses.

Tecumseh Tributes (formerly Musgrove Evans Award) will honor Ashley Chase and four other businesses/groups that work for the betterment of Tecumseh.

The Christmas Parade will be December 7th at 7 pm and is accepting entries with a Whoville theme.

3. ED Department Update

Sattler mentioned two upcoming industrial business expansions at Ervin Industries and Kirchhoff Automotive. She also announced that the City received a MCACA mini grant for the 2019 Art Trail, which will undergo some changes for next year.

J. Strategic Plan

None.

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

Hewlett announced to the Board that the four founders of the Appleumpkin festival (Jan Fox, Barb McCann, Julie Rhora, Rochelle Bird) would be honored at the Main Stage during the Appleumpkin festival on Saturday at 12:50 pm. A kiosk holding their plaque will be erected downtown sometime in the near future.

Stimpson announced that Stimpson & Associates is offering free will and testaments to veterans for Veterans Day.

L. Adjournment

Motion by Nowak; Supported by Bird to adjourn the meeting at 7:36 a.m.

Motion carried.

Secretary: Kim Koch

Recorded by: Shelby Simpson