

MEETING NOTICE & AGENDA
City of Tecumseh
Downtown Development Authority
Thursday, October 12, 2017
7:00 a.m. Tecumseh City Hall

- A. Call to Order (roll call)
- B. Establishment of Quorum and Introductions
- C. Approval of Agenda [Action]
- D. Public Comment RE: Items on the Agenda
- E. Minutes of September 14, 2017 Meeting [Action]
- F. Treasurers Report
 - 1. Bills (roll call) [Action]
 - 2. Financial Report [Action]
- G. Committee Update
 - 1. Physical Improvement Committee [No Report]
 - 2. Organization Committee [No Report]
 - 3. Marketing Committee [Report]
 - 4. Economic Development Committee [Report]
- H. New Business
 - 1. WTOL [Action]
 - 2. MSI Proposal [Discussion]
- I. Strategic Plan [Update]
- J. Old Business
 - 1. CBA Update
 - 2. Chamber Update
 - 3. ED Department Update
- K. Public Comment RE: Items not on the Agenda
- L. Adjournment

Next Regular Meeting: Thursday, November 9, 2017

CITY OF TECUMSEH
DOWNTOWN DEVELOPMENT AUTHORITY
Meeting Minutes
Thursday, September 14, 2017
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, J. Fox, Koch, Lincoln, Masters, Nowak, Salsberry, Stimpson

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

Members Absent: Roth, Slovinski

Motion by J. Fox; Supported by Koch.

To excuse Roth and Slovinski due to being out of state.

Motion Carried.

C. Approval of Agenda

Motion by Baker; Supported by J. Fox.

To approve the September 14, 2017 agenda.

Motion carried.

D. Public Comment RE: Items on the Agenda

None.

E. Minutes of August 10, 2017 Meeting

Motion by Salsberry; Supported by Bird.

To approve and place on file the minutes of the August 10, 2017 meeting.

Motion carried.

F. Treasurer's Report

Motion by Nowak; Supported by J. Fox.

To allow and pay the bills as presented.

A roll call vote was taken.

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

No: None

Motion carried.

Motion by Nowak; Supported by J. Fox.

To approve the August 2017 financial statements.

Motion carried.

G. Committee Updates

1. **Physical Improvement Committee:**

No Report.

2. **Organization Committee:**

No Report.

3. **Marketing Committee:**

Hewlett reported that Tecumseh was recently voted one of the **USA Today 10 BEST road trips around Michigan in the Fall**. They highlighted the Appleumpkin Festival and Kapnick's Apple Festival.

We are running Pure Michigan Ads on The River in Toledo for August & September with DDA Marketing Funds.

Hewlett met with WTOL Channel 11 representative Lori Gruetter to discuss generic Holiday Shopping commercials to run in December, as well as digital marketing options, including geotargeting and retargeting.

4. **Economic Development Committee:**

No Report.

H. New Business

1. **WLEN**

Staff is requesting permission to use \$500.00 from the 2017-18 DDA Marketing budget for the 2017-18 WLEN Radio contract of \$2609.00.

Motion by Baker; Supported by Salsberry.

To approve contributing \$500.00 from the 2017-18 DDA Marketing budget for the 2017-18 WLEN Radio contract.

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

No: None

Motion carried.

2. **Appleumpkin Sponsorship Request**

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

Motion to allow J. Fox to abstain by Bird; Supported by Stimpson.

Motion carried.

Motion by Stimpson; Supported by Baker.

To approve the request from the Appleumpkin Committee for Silver Sponsorship of the 23rd Appleumpkin Festival at the level of \$1,000.00.

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

No: None

Motion carried.

3. **Market on Evans**

Holtz reported that the Department of Public Works has removed some debris, graded, and replaced some concrete at the Market on Evans in preparation of the paving that is scheduled to be completed before Appleumpkin. Minor roof repairs have also been done due to some leakage.

The Chamber of Commerce has reported to Holtz that they have received great feedback on the Vintage Market.

The mural at the Market on Evans is under way and has sparked some lively conversation. The muralist will host a Volunteer Day on Friday, September 15, from 12 pm – 7 pm. We encourage the community to come out and help paint the new mural.

I. Strategic Plan

There are no updates other than the Market on Evans update previously discussed.

J. Old Business

1. **CBA Update**

Downtown Divas at Dusk will be Thursday, September 28, from 5 – 9 pm.

Appleumpkin Festival planning is coming along well, and on budget. The Appleumpkin Queen contest will not take place this year.

2. **Chamber Update**

The theme for the annual Christmas Parade is “From the Silver Screen.”

There will be a meeting next week to choose this year’s recipient of the Musgrove Evans Award.

3. **ED Department Update**

Holtz reported that Hewlett is creating a logo for the new Creativity Award that is set to roll out in October 2017. There will be a creativity workshop with Dr. Ellsworth of Adrian College following the roll out.

The City of Tecumseh is participating in the MEDC’s (Michigan Economic Development Corporation) Redevelopment Ready Communities program.

The 2017 Winefest will be Sunday, November 12 at Evans Street Station. Proceeds benefit the Carnegie Preservation League.

Holtz also updated the board on the Rental Rehabilitation information that has been sent to the MEDC.

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

None.

L. Adjournment

Motion by Stimpson; Supported by Nowak to adjourn the meeting at 7:16 a.m.

Motion carried.

Secretary: Kim Koch
Recorded by: Shelby Simpson

**CITY OF TECUMSEH
DOWNTOWN DEVELOPMENT AUTHORITY**

October 12, 2017

DISBURSEMENTS FOR APPROVAL:

DDA CHECKING:

<u>ISSUE TO</u>	<u>DESCRIPTION</u>	<u>AMOUNT</u>
City of Tecumseh	Copies, Postage, Etc-Sept 2017	\$46.20
Downtown Printing	Homefront/Pure MI Ads	\$925.00
Grey Fox Floral	Ribbons/Cornstalks	\$65.00
Karle Nursery & Landscaping	Grounds Mtc/Mums/Cornstalks-Sept 2017	\$1,650.00
TOTAL:		<u><u>\$2,686.20</u></u>

DISBURSEMENTS AND/OR TRANSFER ALREADY PAID-REGULAR DDA FUND:

Gerken Paving Inc	Alley/Parking Lot Paving (paid at 10/2/17 CC Meeting)	\$10,428.00
Martins Home Center	Downtown Supplies (to be paid at 10/16/17 CC Meeting)	\$54.43
TOTAL:		<u><u>\$10,482.43</u></u>

DDA DEBT RETIREMENT FUND:

TOTAL:		<u><u>\$0.00</u></u>
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DDA PUBLIC ART FUND:

TOTAL:		<u><u>\$0.00</u></u>
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Fund 935 TECUMSEH D D A

GL Number	Description	Balance
*** Assets ***		
935-000.000-001.000	CASH IN BANK	0.00
935-000.000-001.001	DDA CHECKING ACCT #1-116-9	0.00
935-000.000-001.900	CASH MGMT #900 289 8	261,088.41
935-000.000-001.901	DDA M.M. ACCT #110-416-0	0.00
935-000.000-001.925	MICHIGAN CLASS	0.00
935-000.000-001.926	MICHIGAN CLASS-BOND	0.00
935-000.000-002.000	CDARS	0.00
935-000.000-002.500	PREMIER MONEY MARKET ACCT	0.00
935-000.000-003.215	CERT OF DEPOSIT #915209	0.00
935-000.000-003.245	CERT OF DEPOSIT #1248467	0.00
935-000.000-040.000	ACCOUNTS RECEIVABLE	0.00
935-000.000-084.500	DUE FROM TAX ACCOUNT	0.00
935-000.000-131.000	PROPERTY OWNED	56,000.00
Total Assets		317,088.41
*** Liabilities ***		
935-000.000-202.000	ACCOUNTS PAYABLE	0.00
935-000.000-202.001	PAYABLE TO CITY	0.00
935-000.000-227.000	FICA PAYABLE	0.00
935-000.000-228.000	EMPLOYEES RETIREMENT PAYABLE	0.00
935-000.000-229.000	WORKERS COMPENSATION PAYABLE	0.00
935-000.000-257.000	ACCRUED WAGES PAYABLE	125.35
935-000.000-258.000	PAYROLL TAXES PAYABLE	0.00
935-000.000-320.000	ADVANCE PAYABLE FROM GEN FUND	0.00
Total Liabilities		125.35
*** Fund Balance ***		
935-000.000-380.000	INVESTMENT IN GEN FIXED ASSET	56,000.00
935-000.000-386.100	DESIGNATED FOR FUTURE PROJECT	0.00
935-000.000-386.150	DESIGNATED-PARKING LOT RECONS	20,642.50
935-000.000-386.200	DESIGNATED-PROP ACQUISITION	28,000.00
935-000.000-386.210	DESIGNATED-BUS ASSISTANCE PRO	2,760.00
935-000.000-390.000	UNAPPROPRIATED SURPLUS	94,229.82
Total Fund Balance		201,632.32
Beginning Fund Balance		201,632.32
Net of Revenues VS Expenditures		115,330.74
Ending Fund Balance		316,963.06
Total Liabilities And Fund Balance		317,088.41

ACCOUNT DESCRIPTION	2017-18	YTD BALANCE	ACTIVITY FOR	AVAILABLE	% BDGT USED
	AMENDED BUDGET	09/30/2017	MONTH 09/30/20	BALANCE	
		NORMAL (ABNORM)	INCREASE (DECR)	NORMAL (ABNORM)	
Fund 935 - TECUMSEH D D A					
Revenues					
Dept 000.000-GENERAL					
401.500 TIF COLLECTION	149,933.00	137,895.18	137,895.18	12,037.82	91.97
664.700 INTEREST	200.00	28.55	11.74	171.45	14.28
Total Dept 000.000-GENERAL	150,133.00	137,923.73	137,906.92	12,209.27	91.87
TOTAL REVENUES	150,133.00	137,923.73	137,906.92	12,209.27	91.87
Expenditures					
Dept 484.000-RECORD KEEPING					
706.101 PAYROLL	2,000.00	1,067.50	442.50	932.50	53.38
715.000 SOCIAL SECURITY TAXES	120.00	81.66	33.85	38.34	68.05
719.000 WORKERS COMPENSATION	35.00	23.50	9.74	11.50	67.14
729.211 MARKETING	10,000.00	927.89	564.00	9,072.11	9.28
776.600 PLANTER MTCE	0.00	13.63	13.63	(13.63)	100.00
776.700 MAINTENANCE-PARKING LOTS	12,000.00	6,467.07	1,323.98	5,532.93	53.89
801.000 PROFESSIONAL SVCS	0.00	2,502.00	2,502.00	(2,502.00)	100.00
826.100 ADMINISTRATIVE/LEGAL EXPENSES	5,000.00	46.20	46.20	4,953.80	0.92
881.100 CHRISTMAS DECORATIONS	3,000.00	0.00	0.00	3,000.00	0.00
957.000 DUES & SUBSCRIPTIONS	200.00	0.00	0.00	200.00	0.00
971.100 PROP ACQUISITION & DEV-RESERV	0.00	130.62	69.55	(130.62)	100.00
974.150 PARKING LOT PATCHING/REPAIR	2,000.00	11,332.92	11,277.42	(9,332.92)	566.65
979.010 MISCELLANEOUS	1,000.00	0.00	0.00	1,000.00	0.00
996.000 INTEREST EXPENSE	2,438.00	0.00	0.00	2,438.00	0.00
Total Dept 484.000-RECORD KEEPING	37,793.00	22,592.99	16,282.87	15,200.01	59.78
Dept 965.000					
965.740 TR TO PURE TEC CAMPAIGN FUND	3,000.00	0.00	0.00	3,000.00	0.00
965.938 TRANSFER TO DDA DEBT RETIRE	108,915.00	0.00	0.00	108,915.00	0.00
Total Dept 965.000	111,915.00	0.00	0.00	111,915.00	0.00
TOTAL EXPENDITURES	149,708.00	22,592.99	16,282.87	127,115.01	15.09
Fund 935 - TECUMSEH D D A:					
TOTAL REVENUES	150,133.00	137,923.73	137,906.92	12,209.27	91.87
TOTAL EXPENDITURES	149,708.00	22,592.99	16,282.87	127,115.01	15.09
NET OF REVENUES & EXPENDITURES	425.00	115,330.74	121,624.05	(114,905.74)	27,136.6

Fund 938 D D A DEBT RETIREMENT FUND

GL Number	Description	Balance
*** Assets ***		
938-000.000-001.000	CASH IN BANK	0.00
938-000.000-001.900	CASH MGMT #900 289 8	5,687.25
938-000.000-001.905	DDA DEBT RET-M.M. #120-109-3	0.00
938-000.000-001.917	CASH-BOND REDEMPTION/INTEREST	0.00
938-000.000-001.926	MICHIGAN CLASS-BOND	0.00
938-000.000-040.000	ACCOUNTS RECEIVABLE	0.00
Total Assets		5,687.25
*** Liabilities ***		
938-000.000-202.000	ACCOUNTS PAYABLE	0.00
938-000.000-214.100	DUE TO DDA CONSTRUCTION FUND	0.00
938-000.000-250.000	ACCRUED INTEREST PAYABLE	0.00
Total Liabilities		0.00
*** Fund Balance ***		
938-000.000-390.000	UNAPPROPRIATED SURPLUS	5,686.09
Total Fund Balance		5,686.09
Beginning Fund Balance		5,686.09
Net of Revenues VS Expenditures		1.16
Ending Fund Balance		5,687.25
Total Liabilities And Fund Balance		5,687.25

ACCOUNT DESCRIPTION	2017-18	YTD BALANCE	ACTIVITY FOR	AVAILABLE	% BGDGT USED
	AMENDED BUDGET	09/30/2017	MONTH 09/30/20	BALANCE	
		NORMAL {ABNORM	INCREASE {DECR	NORMAL {ABNORM	
Fund 938 - D D A DEBT RETIREMENT FUND					
Revenues					
Dept 000.000-GENERAL					
664.000 INTEREST INCOME	0.00	1.16	0.48	(1.16)	100.00
Total Dept 000.000-GENERAL	0.00	1.16	0.48	(1.16)	100.00
Dept 694.000-OTHER FINANCING SOURCES					
676.935 TRANSFER FROM DDA	108,915.00	0.00	0.00	108,915.00	0.00
Total Dept 694.000-OTHER FINANCING SOURCES	108,915.00	0.00	0.00	108,915.00	0.00
TOTAL REVENUES	108,915.00	1.16	0.48	108,913.84	0.00
Expenditures					
Dept 201.000-DEBT SERVICE					
992.000 PAYMENT OF BOND	100,000.00	0.00	0.00	100,000.00	0.00
996.000 INTEREST EXPENSE	8,640.00	0.00	0.00	8,640.00	0.00
Total Dept 201.000-DEBT SERVICE	108,640.00	0.00	0.00	108,640.00	0.00
TOTAL EXPENDITURES	108,640.00	0.00	0.00	108,640.00	0.00
Fund 938 - D D A DEBT RETIREMENT FUND:					
TOTAL REVENUES	108,915.00	1.16	0.48	108,913.84	0.00
TOTAL EXPENDITURES	108,640.00	0.00	0.00	108,640.00	0.00
NET OF REVENUES & EXPENDITURES	275.00	1.16	0.48	273.84	0.42

Fund 248 DDA PUBLIC ART FUND

GL Number	Description	Balance
*** Assets ***		
248-000.000-001.000	CASH IN BANK	0.00
248-000.000-001.900	CASH MGMT #900 289 8	202.83
248-000.000-040.000	ACCOUNTS RECEIVABLE	0.00
Total Assets		202.83
*** Liabilities ***		
248-000.000-202.000	ACCOUNTS PAYABLE	0.00
Total Liabilities		0.00
*** Fund Balance ***		
248-000.000-386.100	DESIGNATED FOR FUTURE PROJECT	5,000.00
248-000.000-390.000	Fund Balance	(4,797.21)
Total Fund Balance		202.79
Beginning Fund Balance		202.79
Net of Revenues VS Expenditures		0.04
Ending Fund Balance		202.83
Total Liabilities And Fund Balance		202.83

ACCOUNT DESCRIPTION	2017-18	YTD BALANCE	ACTIVITY FOR	AVAILABLE	% BGD USED
	AMENDED BUDGET	09/30/2017	MONTH 09/30/20	BALANCE	
Fund 248 - DDA PUBLIC ART FUND					
Revenues					
Dept 000.000-GENERAL					
539.000 GRANTS--STATE	5,000.00	0.00	0.00	5,000.00	0.00
540.000 GRANT FOUNDATION	10,000.00	0.00	0.00	10,000.00	0.00
664.000 INTEREST INCOME	0.00	0.04	0.02	(0.04)	100.00
Total Dept 000.000-GENERAL	15,000.00	0.04	0.02	14,999.96	0.00
TOTAL REVENUES	15,000.00	0.04	0.02	14,999.96	0.00
Expenditures					
Dept 484.000-RECORD KEEPING					
729.000 PRINTING	500.00	0.00	0.00	500.00	0.00
802.000 CONTRACTUAL SERVICES	14,000.00	0.00	0.00	14,000.00	0.00
979.010 MISCELLANEOUS	250.00	0.00	0.00	250.00	0.00
Total Dept 484.000-RECORD KEEPING	14,750.00	0.00	0.00	14,750.00	0.00
TOTAL EXPENDITURES	14,750.00	0.00	0.00	14,750.00	0.00
Fund 248 - DDA PUBLIC ART FUND:					
TOTAL REVENUES	15,000.00	0.04	0.02	14,999.96	0.00
TOTAL EXPENDITURES	14,750.00	0.00	0.00	14,750.00	0.00
NET OF REVENUES & EXPENDITURES	250.00	0.04	0.02	249.96	0.02



Agenda Item Review Form
City of Tecumseh
Downtown Development Authority

Agenda Item Number: H. New Business Item 1	Submitted by: Linda Hewlett
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Item: WTOL Generic Shopping Television Campaign	Economic Development Department:
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Summary:

We would like to request permission to use up to \$1500 of DDA Marketing funds to create generic shopping commercials to run on WTOL prior to Thanksgiving to promote Downtown Tecumseh Holiday Shopping.

The proposed amount will help cover the cost to film and create a new commercial and cover half the cost to run approximately 20 commercials on WTOL Toledo 11. This would cover the Toledo market which covers 559,806 households in Southeastern Lower Michigan and Northeast Ohio. (Total Population 1,404,639)

Recommendation:

RESOLUTION

The Downtown Development Authority hereby resolves:
To approve designating up to \$1500.00 of the 2017 DDA Marketing budget to put toward production and commercials to promote Downtown Tecumseh holiday shopping.

Action:

Approved
 Denied
 Continued

Bid/Purchase Item:

Budgeted \$ 1500.00
_____ Page(s) in FY Budget
 Not Budgeted

 _____
Signature

Linda Hewlett
Marketing Coordinator

_____ 10-12-2017
Title Date



Midwest Sculpture Initiative
11993 East US 223, Blissfield, MI 49228
(517) 486-4591
msisculpture@netzero.net

October 2, 2017

Paula Holtz, Director
Tecumseh Downtown Development Authority
309 East Chicago Blvd.
Tecumseh, MI 49286

Dear Paula,

I hope that you and your community are pleased with the current Outdoor Sculpture Exhibit! The sculptors certainly are and so am I!

Oddly enough, its time to talk about 2018-19 exhibit! The plan for the coming season is to issue the 'Call for Entries' on December 1st, 2017 with responses due from the sculptors by February 28th, 2018. The selection process would begin the first week of March and conclude by March 31st. De-installation and installation would begin mid-April and conclude by the end of May 2018.

Up until now, we have searched for ways to avoid raising our rates. However, it has become necessary to increase our artist stipends. We do this to remain competitive with the many other outdoor sculpture exhibits available to sculptors. Most exhibits are now paying a minimum of \$1000.00. It is my plan to pay \$850.00 per sculpture (instead of the current \$750.00) and also increase MSI's per sculpture rate by \$50.00. This would mean an increase in your budget of \$1200.00 for 2018-19.

I realize that you may not have a firm commitment on funding, so I am asking that you only commit to allow MSI to issue a Call for Entries for your exhibit and should you find later that your community is unable to continue, you will only be responsible for a \$500.00 fee, the cost of issuing the 'call'. As in the past, the order of selection is based on when you respond to this letter. First come, first served!

It is important that I receive your commitment before November 15th, 2017. If you have any questions or concerns, please call me at 517-486-4591.

Thank you for your continued support of public art!
Kenneth M. Thompson, MLS/S