

**CITY OF TECUMSEH**  
**DOWNTOWN DEVELOPMENT AUTHORITY**  
**Meeting Minutes**  
Thursday, April 12, 2018  
7:00 a.m. Tecumseh City Hall

- A. Vice Chairman Doug Bird called the meeting to order at 7:00 a.m.
- B. Members Present: Baker, Bird, J. Fox, Lincoln, Nowak, Salsberry, Stimpson
- Also Present: Shelby Simpson, Administrative Services Manager  
Dan Swallow, City Manager  
Linda Hewlett, Marketing Coordinator
- Members Absent: B. Fox, Koch, Masters, Roth, Slovinski

**Motion by Baker;** Supported by Salsberry.

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

*Motion Carried.*

C. Approval of Agenda

**Motion by Nowak;** Supported by J. Fox.

To approve the April 12, 2018 agenda.

*Motion carried.*

D. Public Comment RE: Items on the Agenda

None.

E. Minutes of March 8, 2018 Meeting

**Motion by Baker;** Supported by Nowak.

To approve and place on file the minutes of the March 8, 2018 meeting.

*Motion carried.*

F. Treasurer's Report

**Motion by J. Fox;** Supported by Salsberry.

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

Yes: Baker, Bird, J. Fox, Lincoln, Nowak, Salsberry, Stimpson  
No: None

*Motion carried.*

**Motion by J. Fox;** Supported by Lincoln.

To approve the March 2018 financial statements.

*Motion carried.*

G. Committee Updates

1. **Physical Improvement Committee:**

No Report.

2. **Organization Committee:**

No Report.

3. **Marketing Committee:**

Hewlett announced that staff has been running Facebook ads to promote downtown and has been working on some digital marketing options.

Staff has also been working to promote upcoming events, including Diva Night, Art Walk, TCA Fashion Show, Junk to Funk and Kentucky Derby Gala, Farmers Market and Classic Car and Bike Show.

Hewlett also discussed the City's purchase of new "Experience Tecumseh" tote bags that will be distributed at the Celebrate Tecumseh event.

4. **Economic Development Committee:**

City Manager Swallow updated the board on the Economic Development Committee meeting that took place on March 20, 2018. Agenda items included Tecumseh's First Annual Creativity Award, the summer Food Truck Rally, and Retail Sheds at the Market on Evans.

There will be a Creativity Award Selection Committee meeting on April 17, 2018 at 9:00 a.m.

The committee is discussing the idea of a Food Truck Rally this summer. Two dates that were discussed included the weekend of June 8<sup>th</sup> and the weekend of August 10<sup>th</sup>. Since the weekend of June 8<sup>th</sup> does not leave adequate time for planning the event, it will most likely occur in August.

Swallow also gave an update on the retail sheds that were built by the ISD Building Trades classes and erected at the Market on Evans. The shed will need some additional

improvements that include painting and electrical outlet and light installation in each shed. The rental fee for shed rental will be \$450 per year with a \$200 deposit.

#### H. New Business

##### 1. **Appointment of Nominating Committee**

Per the Downtown Development Authority By-Laws, a nominating committee shall be appointed in April of each year to consider nominees for a slate of officers to be submitted at the May board meeting. The officers of the Downtown Development Authority shall consist of a Chairman, Vice-Chairman, Secretary and Treasurer.

Current Officers:

Bob Fox, Chairman

Doug Bird, Vice-Chairman

Chris Masters, Treasurer

Kim Koch, Secretary

**Motion by Baker;** Supported by Salsberry.

To appoint board members Nowak, Stimpson and J. Fox as nominating committee that will submit a slate of officers for consideration by the Downtown Development Authority Board of Trustees at the May board meeting.

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

No: None

*Motion carried.*

##### 2. **Downtown Maintenance Contract**

The DDA currently utilizes Karle Nursery and Landscaping for its maintenance work in downtown Tecumseh. The most recent maintenance contract will expire on July 31, 2018.

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 three times

Staff is requesting guidance as to how the board would like to proceed. Karle is willing to continue to honor the current price of \$10,200 per year for three years, should the DDA board decide to extend this contract for an additional three years.

**Motion by Stimpson;** Supported by Baker.

To authorize staff to sign a contract extension with Karle Nursery and Landscaping for a three-year period in the amount of \$10,200/year, to be paid in equal monthly installments of \$850/month.

Yes: Baker, Bird, J. Fox, Lincoln, Nowak, Salsberry, Stimpson  
No: None

*Motion carried.*

### **3. Market on Evans Monument Sign**

Staff requests permission to use \$1,629.41 of the DDA Marketing budget to assist in covering the cost of the Market on Evans monument sign.

**Motion by Salsberry;** Supported by J. Fox.

To approve designating \$1,629.41 of the 2018 DDA Marketing budget to put toward the purchase of the Market on Evans monument sign.

Yes: Baker, Bird, J. Fox, Lincoln, Nowak, Salsberry, Stimpson  
No: None

*Motion carried.*

### **4. Digital Marketing Request**

Staff requests permission to use \$1,550.00 of the DDA Marketing budget to run digital ads with the following supplier:

WTOL Channel 11	\$750.00
The River 101.5	\$600.00
Facebook Ad	\$200.00

**Motion by J. Fox;** Supported by Salsberry.

To approve designating \$1,550.00 of the 2018 DDA Marketing budget to put toward the purchase of digital marketing ads from WTOL/The River 101.5/Facebook.

Yes: Baker, Bird, J. Fox, Lincoln, Nowak, Salsberry, Stimpson  
No: None

*Motion carried.*

### **5. 2018 Art Trail Sculpture Selection**

Simpson provided the board with a presentation of the sculptures that were selected by a committee on March 12, 2018 for the 2018/2019 Art Trail along with tentative locations for placement. The 2018/2019 Art Trail has been sponsored by the Sage Foundation in the amount of \$12,500.

I. Strategic Plan

None.

J. Old Business

1. **CBA Update**

Downtown Divas at Dusk event is April 19, 2018 from 5 – 9 p.m. The theme for the spring event is Fascinators and Fancy Hats, tying Diva Night together with four other TCA/Downtown events that will compliment this year's Kentucky Derby themed fundraising gala on May 5, 2018.

2018 Art Walk is May 4, 2018, with 31 merchants, 9 musicians, and 34 artists participating.

Sidewalk Sales will be the weekend of July 20-21, 2018.

2. **Chamber Update**

The Chamber will host *Wheeler and Dealers* on April 14, 2018 at Suburban Chevrolet in Clinton. The event will have a reverse raffle, food, drink tickets, poker chips, etc. Tickets are available for \$65.00.

The Farmers Market starts May 19<sup>th</sup> from 9 am – 1 pm and the Market on Evans.

The Antiques and Vintage Market on Sundays will be replaced by a monthly themed swap meet.

3. **ED Department Update**

Swallow announced to the board that a master plan amendment public workshop would be held on Wednesday, April 25<sup>th</sup> at 6:30 pm at the Tecumseh Fire Department. The workshop is hosted by the Planning Commission to gather public input on the master plan amendment to create flexibility in housing options and adaptive reuse in and around the downtown area.

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

None.

L. Adjournment

**Motion by Nowak;** Supported by J. Fox to adjourn the meeting at 7:50 a.m.

*Motion carried.*

Secretary: Kim Koch  
Recorded by: Shelby Simpson

DRAFT