

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

Thursday, July 12, 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: Bird, B. Fox, J. Fox, Koch, Masters, Nowak,  
Salsberry, Stimpson

Also Present: Dan Swallow, City Manager  
Jessica Sattler, Economic Development Director  
Linda Hewlett, Marketing Coordinator  
Shelby Simpson, Administrative Services Manager  
Dan Meikle, Downtown Property Owner  
Bruce Johnston, Revitalize

Members Absent: Baker, Lincoln, Roth, Slovinski

**Motion by Stimpson;** Supported by Nowak.

To excuse Baker, Lincoln, Roth and Slovinski due to conflicts.

*Motion Carried.*

C. Approval of July 12, 2018 Agenda

**Motion by Nowak;** Supported by Salsberry.

Motion Carried.

D. Public Comment RE: Items on the Agenda

None.

E. Minutes of June 14, 2018 Meeting

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

To approve and place on file the minutes of the June 14, 2018 meeting.

*Motion carried.*

F. Treasurer's Report

**Motion by Stimpson;** Supported by Bird.

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

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

No: None

*Motion carried.*

**Motion by Stimpson;** Supported by Salsberry.

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

*Motion carried.*

G. Old Business

**1. TIF Sharing for Union Block Project**

Swallow presented a brief overview and summary of the previous DDA meeting where this agenda item was tabled. Dan Meikle, Union Block property owner, is in the process of applying for a Rental Rehab grant from the Michigan Economic Development Corporation (MEDC) for the renovation of the third floor at 112 W. Chicago Blvd for the addition of four residential units to the building. Meikle has been working with Revitalize consultant, Bruce Johnston who specializes in historic downtown projects. In order to scale back project costs, Meikle presented a revised proforma to the board stating that a reduction in the size of the units would result in reduced construction costs and ultimately reduced rental rates.

It was determined by the board that a decision would be made to approve a letter of intent to share TIF revenues based on the initial proforma, but later would need to sign off on precise numbers

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

To approve a letter of intent to share TIF revenues based on the initial proforma, but later would need to sign off on precise numbers.

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

No: None

*Motion carried.*

**2. CBA Update**

Sidewalk Sales, Evans Street Beer Tent, Pet Parade and Dog Daze will be the weekend of July 20-21, 2018.

The next CBA meeting is scheduled for August 2, 2018 at 8 am in the police meeting room at City Hall.

The next Appleumpkin Committee meeting will be August 28, 2018 at 8 am in the police meeting room at City Hall.

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

### **3. Chamber Update**

Dog Days event will be July 20, 2018 at the corner of W. Chicago and S. Pearl St.

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

The Musgrove Evans Award will become "Tecumseh Tributes" this year and will honor multiple community members. The event is tentatively scheduled to take place on November 1, 2018.

### **4. ED Department Update**

Jessica Sattler, Economic Development Director, updated the board on her first week with the City of Tecumseh.

## **H. New Business**

### **1. WLEN Radio Contract**

Staff requests permission to use \$554.50 from the 2018-19 DDA Marketing budget for the 2018-19 WLEN Radio contract of \$2,609.00

**Motion by Stimpson;** Supported by Masters.

To approve contributing \$554.50 from the 2018-19 DDA Marketing budget for the 2018-19 WLEN Radio contract of \$2,609.00.

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

No: None

*Motion carried.*

### **2. Reappointment of Board Members**

Doug Bird and Kim Koch currently serve on the Downtown Development Authority Board of Directors and are interested in serving another four-year term to expire in August of 2022.

**Motion by Nowak;** Supported by Stimpson

To approve the reappointment of Doug Bird and Kim Koch to a four-year term on the Tecumseh Downtown Development Authority Board to expire in August of 2022 and recommend approval to City Council.

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

No: None

*Motion Carried.*

I. Committee Updates

1. **Physical Improvement Committee:**

No Report.

2. **Organization Committee:**

No Report.

3. **Marketing Committee:**

Hewlett announced that the digital advertising with WTOL/101.5 The River and Facebook, which ran in June were complete. Results will be reported at the August DDA meeting.

Staff will begin working on the Downtown Brochures and will keep the same format as last year. Cost estimates will be submitted in August.

Art Trail Tecumseh rack cards have been distributed to MDOT Welcome Centers and Downtown.

Funky Selfie Frames will be set out next week on each block, as well as at the TCA, AJ Smith Center and the Market on Evans. The project has been funded by the Central Business Association and City Marketing funds.

4. **Economic Development Committee:**

No Report.

J. Strategic Plan

None.

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

None.

L. Adjournment

**Motion by Stimpson;** Supported by Koch to adjourn the meeting at 7:49 a.m.

*Motion carried.*

Secretary: Kim Koch

Recorded by: Shelby Simpson

