

MEETING NOTICE & AGENDA
City of Tecumseh
Downtown Development Authority
Thursday, October 11, 2018
7:00 a.m. **Tecumseh City Hall**

- A. Call to Order (roll call)
- B. Establishment of Quorum
- C. Approval of Agenda [Action]
- D. Public Comment RE: Items on the Agenda
- E. Minutes of August 9, 2018 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 Attached]
 - 4. Economic Development Committee [No Report]
- H. New Business
 - 1. Elements of Purchasing Policy [Discussion]
 - 2. Former Hamblin Property RFP [Discussion]
 - 3. USDA Grant [Update]
 - 4. 13 ABC Funds for Generic Holiday Commercial [Action]
- I. Strategic Plan [No 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 8, 2018

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

Thursday, August 9, 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, Lincoln, Masters, Nowak,
Salsberry, Slovinski, Stimpson

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

Members Absent: Baker, Koch, Roth

Motion by Nowak; Supported by Salsberry.

To excuse Baker, Koch and Roth due to work conflicts.

Motion Carried.

C. Approval of August 9, 2018 Agenda

Motion by J. Fox; Supported by Bird.

Motion Carried.

D. Public Comment RE: Items on the Agenda

None.

E. Minutes of July 12, 2018 Meeting

Motion by J. Fox; Supported by Nowak.

To approve and place on file the minutes of the July 12, 2018 meeting.

Motion carried.

F. Treasurer's Report

Motion by Nowak; Supported by Lincoln.

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

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

Motion carried.

Motion by Stimpson; Supported by Salsberry.

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

Motion carried.

G. Committee Update

1. **Physical Improvement Committee:**

Sattler reported that a Physical Improvement meeting was held on July 19, 2018 to elect Vice Chairperson, Mary Lou Olds.

2. **Organization Committee:**

No Report.

3. **Marketing Committee:**

Report included in the agenda packet.

4. **Economic Development Committee:**

Minutes from the July 17, 2018 meeting included in the agenda packet.

H. New Business

1. **Purchasing Policy**

Sattler discussed with the board developing a purchasing policy where the City could use discretion making purchases under a certain amount without first bringing them to the DDA board for approval. The board had no objections but requested the City bring back findings.

2. **MCACA Mini Grant Application**

Staff applied for a mini grant to the Michigan Council for Arts & Cultural Affairs (MCACA) in the amount of \$4,000 to help fund the 2018 Art Trail Tecumseh exhibit. MCACA requires the governing body pass an authorizing resolution in support of the grant application.

Motion by J. Fox; Supported by Salsberry

To support a mini grant application to the Michigan Council of Arts & Cultural Affairs in the amount of \$4,000 to fund the 2019 installation of Art Trail Tecumseh.

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

Motion Carried.

3. 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 by Stimpson; Supported by Nowak

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

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

Motion Carried.

4. Appointment of Tammy Drouillard

Tammy Drouillard, 714 Pierce Ct., Tecumseh, Michigan, has expressed an interest in filling a vacancy on the Tecumseh Downtown Development Authority Board of Directors for a four-year term to expire in August of 2021.

Motion by Stimpson; Supported by Salsberry

To recommend the appointment of Tammy Drouillard to fill a vacancy on the Tecumseh Downtown Development Authority Board for a four-year term to expire in August of 2021.

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

Motion Carried.

5. Kevin Slovinski

Motion by Stimpson; Supported by Salsberry

To recommend the reappointment of Kevin Slovinski to the Tecumseh Downtown Development Authority Board for a four-year term to expire in August of 2022.

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

Motion Carried.

I. Old Business

1. **CBA Update**

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.

2. **Chamber Update**

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

Tecumseh Tributes (formerly Musgrove Evans Award) nomination information will be coming out soon.

3. **ED Department Update**

No update.

J. Strategic Plan

None.

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

Stimpson announced that the county approved the expansion of the Kiwanis Trail and received a half million-dollar grant.

Stimpson also announced that the band *Two Bricks Short* would be playing on the deck at La Belle Vie on Friday, August 10th at 7 pm.

Chairperson Fox thanked DDA board member, Jan Salsberry for her commitment to the board and wished her well. Salsberry declined reappointment to the DDA.

L. Adjournment

Motion by Stimpson; Supported by Nowak to adjourn the meeting at 7:40 a.m.

Motion carried.

Secretary: Kim Koch

Recorded by: Shelby Simpson

**CITY OF TECUMSEH
DOWNTOWN DEVELOPMENT AUTHORITY**

October 11, 2018

DISBURSEMENTS FOR APPROVAL:

DDA CHECKING:

<u>ISSUE TO</u>	<u>DESCRIPTION</u>	<u>AMOUNT</u>
Downtown Printing	Fall Homefront Ad	\$365.75
Grey Fox Floral	Cornstalk Bows	\$65.00
IHeart Media	Visit Lenawee Commericals-Sept 2018	\$564.00
Karle Nursery & Landscaping	Grounds Mtc-Sept 2018/Corn Stalks	\$1,050.00
Wielfaert Greenhouse	Cornstalks	\$407.00
TOTAL:		<u><u>\$2,451.75</u></u>

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

TOTAL: \$0.00

DDA DEBT RETIREMENT FUND:

TOTAL: \$0.00

DDA PUBLIC ART FUND:

TOTAL: \$0.00

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	272,362.92
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		328,362.92
*** 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	339.23
935-000.000-258.000	PAYROLL TAXES PAYABLE	0.00
935-000.000-320.000	ADVANCE PAYABLE FROM GEN FUND	0.00
Total Liabilities		339.23
*** 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	76,221.05
Total Fund Balance		183,623.55
Beginning Fund Balance		183,623.55
Net of Revenues VS Expenditures		144,400.14
Ending Fund Balance		328,023.69
Total Liabilities And Fund Balance		328,362.92

GL NUMBER	DESCRIPTION	2018-19 AMENDED BUDGET	NORMAL (ABNORMAL)	INCREASE (DECREASE)	NORMAL (ABNORMAL)	% BDGT USED
Fund 935 - TECUMSEH D D A						
Revenues						
Dept 000.000 - GENERAL						
935-000.000-401.500	TIF COLLECTION	157,135.00	150,785.46	6,349.54	95.96	
935-000.000-441.000	LOCAL COMM STABILIZATION AUTH SHARE TAX	7,319.00	0.00	7,319.00	0.00	
935-000.000-664.700	INTEREST	200.00	41.32	158.68	20.66	
Total Dept 000.000 - GENERAL		164,654.00	150,826.78	13,827.22	91.60	
TOTAL REVENUES						
		164,654.00	150,826.78	13,827.22	91.60	
Expenditures						
Dept 484.000 - RECORD KEEPING						
935-484.000-706.101	PAYROLL	2,000.00	1,823.45	176.55	91.17	
935-484.000-715.000	SOCIAL SECURITY TAXES	120.00	139.46	(19.46)	116.22	
935-484.000-719.000	WORKERS COMPENSATION	35.00	22.61	12.39	64.60	
935-484.000-729.211	MARKETING	10,000.00	1,488.31	8,511.69	14.88	
935-484.000-776.600	PLANTER MTCE	1,200.00	0.00	1,200.00	0.00	
935-484.000-776.700	MAINTENANCE-PARKING LOTS	12,000.00	1,748.97	10,251.03	14.57	
935-484.000-826.100	ADMINISTRATIVE/LEGAL EXPENSES	5,000.00	51.00	4,949.00	1.02	
935-484.000-881.100	CHRISTMAS DECORATIONS	3,500.00	0.00	3,500.00	0.00	
935-484.000-884.100	ECONOMIC PLANNING	7,500.00	0.00	7,500.00	0.00	
935-484.000-957.000	DUES & SUBSCRIPTIONS	200.00	0.00	200.00	0.00	
935-484.000-971.100	PROP ACQUISITION & DEV-RESERV	0.00	112.34	(112.34)	100.00	
935-484.000-979.010	MISCELLANEOUS	2,000.00	1,040.50	959.50	52.03	
935-484.000-996.000	INTEREST EXPENSE	2,438.00	0.00	2,438.00	0.00	
Total Dept 484.000 - RECORD KEEPING		45,993.00	6,426.64	39,566.36	13.97	
Dept 965.000						
935-965.000-965.740	TR TO PURE TEC CAMPAIGN FUND	1,250.00	0.00	1,250.00	0.00	
935-965.000-965.938	TRANSFER TO DDA DEBT RETIRE	116,720.00	0.00	116,720.00	0.00	
Total Dept 965.000		117,970.00	0.00	117,970.00	0.00	
TOTAL EXPENDITURES						
		163,963.00	6,426.64	2,603.10	157,536.36	3.92
Fund 935 - TECUMSEH D D A:						
TOTAL REVENUES		164,654.00	150,826.78	150,806.94	13,827.22	91.60
TOTAL EXPENDITURES		163,963.00	6,426.64	2,603.10	157,536.36	3.92
NET OF REVENUES & EXPENDITURES		691.00	144,400.14	148,203.84	(143,709.14)	20,897.2

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	1,370.58
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		1,370.58
*** 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	1,370.13
Total Fund Balance		1,370.13
Beginning Fund Balance		1,370.13
Net of Revenues VS Expenditures		0.45
Ending Fund Balance		1,370.58
Total Liabilities And Fund Balance		1,370.58

GL NUMBER	DESCRIPTION	AMENDED BUDGET	2018-19	YTD BALANCE	ACTIVITY FOR	AVAILABLE	% BGT
				09/30/2018	MONTH 09/30/2018	BALANCE	USED
					INCREASE (DECREASE)	NORMAL (ABNORMAL)	
Fund 938 - D D A DEBT RETIREMENT FUND							
Revenues							
Dept 000.000 - GENERAL							
938-000.000-664.000	INTEREST INCOME	0.00	0.45	0.24	(0.45)	100.00	
Total Dept 000.000 - GENERAL		0.00	0.45	0.24	(0.45)	100.00	
Dept 694.000 - OTHER FINANCING SOURCES							
938-694.000-676.935	TRANSFER FROM DDA	116,720.00	0.00	0.00	116,720.00	0.00	
Total Dept 694.000 - OTHER FINANCING SOURCES		116,720.00	0.00	0.00	116,720.00	0.00	
TOTAL REVENUES							
Expenditures							
Dept 201.000 - DEBT SERVICE							
938-201.000-992.000	PAYMENT OF BOND INTEREST EXPENSE	110,000.00	0.00	0.00	110,000.00	0.00	
938-201.000-996.000	INTEREST EXPENSE	6,720.00	0.00	0.00	6,720.00	0.00	
Total Dept 201.000 - DEBT SERVICE		116,720.00	0.00	0.00	116,720.00	0.00	
TOTAL EXPENDITURES							
Fund 938 - D D A DEBT RETIREMENT FUND:							
TOTAL REVENUES		116,720.00	0.45	0.24	116,719.55	0.00	
TOTAL EXPENDITURES		116,720.00	0.00	0.00	116,720.00	0.00	
NET OF REVENUES & EXPENDITURES		0.00	0.45	0.24	(0.45)	100.00	

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	1.41
248-000.000-040.000	ACCOUNTS RECEIVABLE	0.00
Total Assets		1.41
*** 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	(4,998.59)
Total Fund Balance		1.41
Beginning Fund Balance		1.41
Net of Revenues VS Expenditures		0.00
Ending Fund Balance		1.41
Total Liabilities And Fund Balance		1.41

PERIOD ENDING 09/30/2018

GL NUMBER	DESCRIPTION	2018-19		YTD BALANCE 09/30/2018	ACTIVITY FOR MONTH 09/30/2018		AVAILABLE BALANCE	% BDT USED
		AMENDED BUDGET	NORMAL (ABNORMAL)		INCREASE (DECREASE)	NORMAL (ABNORMAL)		
Fund 248 - DDA PUBLIC ART FUND								
Revenues								
Dept 000.000 - GENERAL								
248-000.000-540.000	GRANT FOUNDATION	15,000.00		0.00	0.00	0.00	15,000.00	0.00
Total Dept 000.000 - GENERAL		15,000.00		0.00	0.00	0.00	15,000.00	0.00
TOTAL REVENUES								
		15,000.00		0.00	0.00	0.00	15,000.00	0.00
Expenditures								
Dept 484.000 - RECORD KEEPING								
248-484.000-729.000	PRINTING		500.00	0.00	0.00	0.00	500.00	0.00
248-484.000-802.000	CONTRACTUAL SERVICES		14,000.00	0.00	0.00	0.00	14,000.00	0.00
248-484.000-979.010	MISCELLANEOUS		250.00	0.00	0.00	0.00	250.00	0.00
Total Dept 484.000 - RECORD KEEPING			14,750.00	0.00	0.00	0.00	14,750.00	0.00
TOTAL EXPENDITURES								
			14,750.00	0.00	0.00	0.00	14,750.00	0.00
Fund 248 - DDA PUBLIC ART FUND:								
TOTAL REVENUES		15,000.00		0.00	0.00	0.00	15,000.00	0.00
TOTAL EXPENDITURES		14,750.00		0.00	0.00	0.00	14,750.00	0.00
NET OF REVENUES & EXPENDITURES		250.00		0.00	0.00	0.00	250.00	0.00

DDA Marketing Report: October 11, 2018

We currently have a display at the Monroe and Dundee Welcome Centers for Appleumpkin. Both will be updated for Holiday Open House on Monday.

For 2019, we have been given the opportunity to have a year-round display at the Dundee Welcome Center. This will give us the opportunity to cover different activities and events in addition to our larger ones.

We will continue to have displays for our bigger events the Ice Sculpture Festival, Appleumpkin and Holiday Open House at the Monroe location. In addition, if they have an open display case throughout the year they will call and ask me to set up a Tecumseh display.

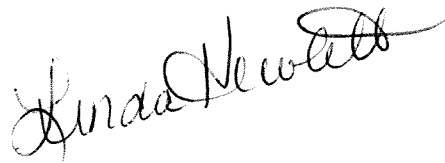
Display space in the Welcome Centers is free.

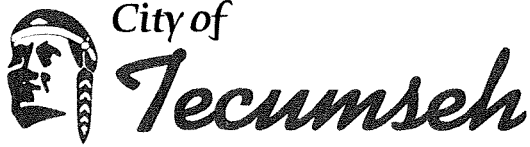
We are beginning to work on the upcoming Holiday Open House on Nov 9 & 10th. The theme this year is Whoville. We will have a visit from the Grinch on Saturday from 11 to 1 pm.

There is an agenda item for Generic Holiday Shopping commercials to be covered by DDA Marketing funds under new business.

Respectfully submitted by:

Linda Hewlett
City of Tecumseh Marketing Coordinator





**Agenda Item Review Form
City of Tecumseh
Downtown Development Authority**

Agenda Item Number: H. New Business Item 4	Submitted by: Linda Hewlett
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Item: 13 ABC Generic Shopping Television Campaign	Economic Development Department:
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Summary:

We would like to request permission to use up to \$1000 of DDA Marketing funds to run generic shopping commercials on 13ABC prior to Thanksgiving to promote Downtown Tecumseh Holiday Shopping. Actual run dates: November 12th to November 25th.

The proposed amount will help cover half the cost to run 156 commercials and production. The CBA will share the other 1/2 of the cost.

Commercials would cover the Toledo market with households in Southeastern Lower Michigan and Northwest Ohio.

Channel 13	
13 ABC 41 Spots	\$1775.00
CW13 40 Spots	\$200.00
13W (Weather Channel) 75 Spots	\$0.00
TOTAL 156	\$1995.00

Recommendation:

RESOLUTION

The Downtown Development Authority hereby resolves:
 To approve designating up to \$1000.00 of the 2018 DDA Marketing budget to put toward production and commercials to promote Downtown Tecumseh holiday shopping.

Action:

Approved
 Denied
 Continued

Bid/Purchase Item:

Budgeted \$ 1000.00
 _____ Page(s) in FY Budget
 Not Budgeted

Linda Hewlett
 Signature

Marketing Coordinator
 Title

10-11-2018
 Date