

MEETING NOTICE & AGENDA
City of Tecumseh
Downtown Development Authority

Thursday, April 14, 2016
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 February 11, 2016 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 [No Report]
 - 4. Economic Development Committee [No Report]
 - H. New Business
 - 1. Appointment of Nominating Committee [Action]
 - 2. 2016 Art Trail [Update]
 - 3. Pedestrian Safety - Evans/Chicago [Update]
 - 4. Market on Evans [Action]
 - 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, May 12, 2016

CITY OF TECUMSEH
DOWNTOWN DEVELOPMENT AUTHORITY
Meeting Minutes
Thursday, February 11, 2016
7:00 a.m. Tecumseh City Hall

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

B. Members Present: Baker, Bird, B. Fox, J. Fox, Koch, Lash, Lincoln, Masters, Nowak, Salsberry, Slovinski

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

Members Absent: DeWitt, Stimpson

C. Approval of Agenda

Motion by Baker; Supported by Nowak.

To approve the February 11, 2016 agenda.

Motion carried.

D. Public Comment RE: Items on the Agenda

None.

E. Minutes of January 14, 2016 Meeting

Motion by J. Fox; Supported by Nowak.

To approve the minutes of the January 14, 2016 meeting.

Motion carried.

F. Treasurer's Report

Motion by Baker; 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, Lash, Lincoln, Masters, Nowak, Salsberry, Slovinski
No: None

Motion carried.

Motion by Salsberry; Supported by Nowak.

To approve the January financial statements.

Motion carried

G. Committee Updates

1. **Physical Improvement Committee:**

No Report.

2. **Organization Committee:**

No Report.

3. **Marketing Committee:**

Hewlett announced that the Michigan Travel Guide has been printed and will be out in the Welcome Centers by mid-March.

The DDA Marketing Committee meeting was held on Tuesday, January 26, 2016. The discussion included wayfinding sign use, as identified in the strategic plan, in addition to other marketing areas such as the Irish Hills area during the summer.

It was also determined that Marketing meetings would be held on an "as needed" basis going forward.

4. **Economic Development Committee:**

No Report.

H. New Business

1. **Evans Street Corridor Streetscape Design Concepts**

Paula Holtz discussed the streetscape concepts for the Evans Corridor on both North and South Evans Street. The three scenarios were once again presented to the board and scenario #1 was chosen for McKenna & Associates to further develop.

2. **The Market on Evans Roof Repair**

Krieghoff Lenawee provided a proposal for repair work for the lumber barn roof at 213 North Evans for a cost not to exceed \$1,794.00

Motion by Salsberry; Supported by Bird.

To approve the proposal from Krieghoff Lenawee to repair the roof of the lumber barn at 213 North Evans Street in an amount not to exceed \$1,794.00.

A roll call vote was taken.

Yes: Baker, Bird, B. Fox, J. Fox, Koch, Lash, Lincoln, Masters, Nowak, Salsberry, Slovinski
No: None

Motion Carried

3. **Downtown Hanging Baskets**

Carpenter Farms provided a quote for the 29 downtown hanging flower baskets for a total cost of \$663.00.

Motion by Nowak; Supported by Bird.

To accept the quote from Carpenter Farms for 29 hanging flower baskets for downtown in the amount of \$663.00.

A roll call vote was taken.

Yes: Baker, Bird, B. Fox, J. Fox, Koch, Lash, Lincoln, Masters, Nowak, Salsberry, Slovinski
No: None

Motion Carried

4. **101.5 The River Radio Campaign**

Staff requested permission to purchase 66 - 60 second radio commercials from 101.5 The River radio in Toledo at a cost of \$1,128.00 (\$17.09 per commercial).

Motion by Fox; Supported by Nowak.

To approve designating \$1,128.00 of the 2016-2017 DDA Marketing budget to put toward the purchase of 66- 60 second radio commercials on 101.5 The River radio to promote Downtown Tecumseh through the Pure Michigan radio campaign.

A roll call vote was taken.

Yes: Baker, Bird, B. Fox, J. Fox, Koch, Lash, Lincoln, Masters, Nowak, Salsberry, Slovinski
No: None

Motion Carried

I. Strategic Plan

No Report.

J. Old Business

1. **CBA Update**

Jan Fox announced that Wacky Wednesdays will be held in February with fun merchant events and activities every Wednesday throughout February.

On Thursday, March 17, the participating downtown merchants will host the Tecumseh *Pot of Gold* event to promote shopping downtown.

Downtown Divas at Dusk is schedule for April 28, 2016.

2. **Chamber Update**

J. Fox announced the Chamber Breakfast will be February 17th at 7:30 am. The guest speaker will be the American Legion.

Wine, Women, Chocolate & Shoes will be February 26th at Raisin Valley Golf Course. The Chamber is accepting gently used women's accessories.

The Chamber's annual meeting will be March 24th in the evening at the Raisin Valley Golf Course.

This year's Pig Jig is scheduled for June 25, 2016 from 4:00 - 11:30 pm and has been moved the Tecumseh Plaza on the west end of town.

The Chamber's annual golf outing will be at Hantz Golf Course on August 8th, 2016.

The Chamber has a new office assistant.

3. **ED Department Update**

Holtz reported that the Economic Development Department is working with Tecumseh High School art teachers, Ron Frenzen and Christine Obeid to create a historical mural to be painted by high school art students as part of the public art program.

Dan Meikle will be requesting the City apply for a Rental Rehabilitation grant for two apartment units at the former Eagles building.

The Art Selection Committee meeting will meet on March 3rd in the police meeting room to select sculptures for the 2016/2017 Art Trail Tecumseh.

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

None.

Motion to adjourn the meeting at 7:39 a.m.

Motion carried.

Secretary: Kim Koch
Recorded by: Shelby Simpson

**CITY OF TECUMSEH
DOWNTOWN DEVELOPMENT AUTHORITY**

April 14, 2016

DISBURSEMENTS FOR APPROVAL:

DDA CHECKING:

<u>ISSUE TO</u>	<u>DESCRIPTION</u>	<u>AMOUNT</u>
City of Tecumseh	Copies, postage, etc for Mar 2016	\$34.20
The Cutler-Dickerson Company	Grass See-Evans Market Site	\$150.00
Downtown Printing	Spring 2016 Homefront	\$557.65
Karle Nursery & Landscaping	Grounds Maintenance-February 2016	\$850.00
McKenna Associates	Planning Services-Evans Corridor	\$387.50
TOTAL:		<u><u>\$1,979.35</u></u>

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

Martins Home Center	Can Liners (to be paid at 4/18/16 CC Meeting)	\$19.99
TOTAL:		<u><u>\$19.99</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	263,488.22
935-000.000-001.901	DDA M.M. ACCT #110-416-0	0.00
935-000.000-001.925	MBIA CLASS	0.00
935-000.000-001.926	MBIA 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		319,488.22
*** 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
935-000.000-320.000	ADVANCE PAYABLE FROM GEN FUND	0.00
Total Liabilities		0.00
*** 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	30,000.00
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	221,798.09
Total Fund Balance		338,558.09
Beginning Fund Balance		338,558.09
Net of Revenues VS Expenditures		(19,069.87)
Ending Fund Balance		319,488.22
Total Liabilities And Fund Balance		319,488.22

GL NUMBER	DESCRIPTION	PERIOD ENDING 03/31/2016	YTD BALANCE	ACTIVITY FOR	AVAILABLE	% BUDGET USED
		2015-16	03/31/2016	MONTH 03/31/2016	NORMAL (ABNORMAL)	
		AMENDED BUDGET	NORMAL (ABNORMAL)	INCREASE (DECREASE)	NORMAL (ABNORMAL)	

Fund 935 - TECUMSEH	D D A					
Revenues						
Dept 000.000-GENERAL		134,265.00	145,977.64	0.00	(11,712.64)	108.72
935-000.000-401.500 TIF COLLECTION		250.00	217.69	24.88	32.31	87.08
935-000.000-664.700 INTEREST		0.00	0.00	0.00	0.00	0.00
935-000.000-698.100 MISCELLANEOUS		0.00	0.00	0.00	0.00	0.00
935-000.000-698.300 EXPENSE REIMBURSEMENTS						
Total Dept 000.000-GENERAL		134,515.00	146,195.33	24.88	(11,680.33)	108.68

Dept 694.000-OTHER FINANCING SOURCES						
935-694.000-676.937 TRANSFER FROM DDA PROJ FUND		0.00	0.00	0.00	0.00	0.00
935-694.000-676.938 TRANSFER FR DOWNTOWN DEBT RET		0.00	0.00	0.00	0.00	0.00
Total Dept 694.000-OTHER FINANCING SOURCES		0.00	0.00	0.00	0.00	0.00

TOTAL Revenues		134,515.00	146,195.33	24.88	(11,680.33)	108.68
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Expenditures						
Dept 484.000-RECORD KEEPING		1,280.00	904.59	0.00	375.41	70.67
935-484.000-706.101 PAYROLL		99.00	0.00	0.00	99.00	0.00
935-484.000-709.000 SECRETARIAL FEES		70.00	69.19	0.00	0.81	98.84
935-484.000-715.000 SOCIAL SECURITY TAXES		29.00	0.00	0.00	29.00	0.00
935-484.000-718.000 EMPLOYEES' RETIREMENT FUND		0.00	23.79	0.00	(23.79)	100.00
935-484.000-719.000 WORKERS COMPENSATION		0.00	0.00	0.00	0.00	0.00
935-484.000-729.100 PUBLIC NOTICE PRINTING		10,000.00	6,230.13	1,682.42	3,769.87	62.30
935-484.000-729.220 ORGANIZATION		0.00	0.00	0.00	0.00	0.00
935-484.000-776.600 PLANTER MICE		1,200.00	426.70	49.84	773.30	35.56
935-484.000-776.605 BEAUTIFICATION		0.00	0.00	0.00	0.00	0.00
935-484.000-776.700 MAINTENANCE-PARKING LOTS		12,000.00	13,379.54	889.98	(1,379.54)	111.50
935-484.000-776.703 TIF-OTHER PROJECTS		0.00	0.00	0.00	0.00	0.00
935-484.000-801.000 PROFESSIONAL SVCS		0.00	19,668.70	0.00	(19,668.70)	100.00
935-484.000-822.000 PARKING LOT ENGINEERING		0.00	0.00	0.00	0.00	0.00
935-484.000-822.000 PARKING LOT ENGINEERING		0.00	0.00	0.00	0.00	0.00
935-484.000-826.100 ADMINISTRATIVE/LEGAL EXPENSES		5,250.00	380.00	32.00	4,870.00	7.24
935-484.000-881.100 CHRISTMAS DECORATIONS		2,500.00	3,137.55	0.00	(637.55)	125.50
935-484.000-884.100 ECONOMIC PLANNING		0.00	0.00	0.00	0.00	0.00
935-484.000-884.105 ECONOMIC DEVELOPMENT		0.00	0.00	0.00	0.00	0.00
935-484.000-920.000 ELECTRIC POWER		0.00	0.00	0.00	0.00	0.00
935-484.000-957.000 DUES & SUBSCRIPTIONS		400.00	200.00	0.00	200.00	50.00
935-484.000-971.100 PROP ACQUISITION & DEV-RESERV		126,719.00	119,371.43	22.59	7,347.57	94.20
935-484.000-971.600 FUTURE PROJECTS		0.00	0.00	0.00	0.00	0.00
935-484.000-974.106 PARKING LOT RECONSTRUCTION		0.00	0.00	0.00	0.00	0.00
935-484.000-974.150 PARKING LOT PATCHING/REPAIR		0.00	0.00	0.00	0.00	0.00
935-484.000-978.105 DIRECTION LOT SIGNS		0.00	0.00	0.00	0.00	0.00
935-484.000-979.010 MISCELLANEOUS		2,000.00	1,473.58	198.58	526.42	73.68
935-484.000-996.000 INTEREST EXPENSE		0.00	0.00	0.00	0.00	0.00
Total Dept 484.000-RECORD KEEPING		161,547.00	165,265.20	2,875.41	(3,718.20)	102.30

REVENUE AND EXPENDITURE REPORT FOR CITY OF TECUMSEH

GL NUMBER	DESCRIPTION	PERIOD ENDING 03/31/2016		YTD BALANCE 03/31/2016	ACTIVITY FOR MONTH 03/31/2016	AVAILABLE BALANCE	% BDT USED
		2015-16 AMENDED BUDGET	NORMAL (ABNORMAL)				

Fund 935 - TECUMSEH	D D A						
Expenditures							
Dept 965.000							
935-965.000-965.205	TRANSFER TO ECON DEVPMT FUND	0.00	0.00	0.00	0.00	0.00	0.00
935-965.000-965.248	TRANSFER TO DDA PUBLIC ART	0.00	0.00	0.00	0.00	0.00	0.00
935-965.000-965.740	TR TO PURE TEC CAMPAIGN FUND	3,000.00	0.00	0.00	0.00	3,000.00	0.00
935-965.000-965.937	TRANSFER TO DDA CONS PROJ FUN	0.00	0.00	0.00	0.00	0.00	0.00
935-965.000-965.938	TRANSFER TO DDA DEBT RETIRE	97,375.00	0.00	0.00	0.00	97,375.00	0.00
935-965.000-966.202	TRANSFER TO MAJOR ST-EVANS ST	0.00	0.00	0.00	0.00	0.00	0.00
Total Dept 965.000		100,375.00	0.00	0.00	0.00	100,375.00	0.00
TOTAL Expenditures		261,922.00	165,265.20	2,875.41	96,656.80	63.10	

Fund 935 - TECUMSEH	D D A:						
TOTAL REVENUES							
TOTAL EXPENDITURES		134,515.00	146,195.33	24.88	(11,680.33)	108.68	
NET OF REVENUES & EXPENDITURES		261,922.00	165,265.20	2,875.41	96,656.80	63.10	
		(127,407.00)	(19,069.87)	(2,850.53)	(108,337.13)	14.97	

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	(361.44)
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	MBIA CLASS-BOND	0.00
938-000.000-040.000	ACCOUNTS RECEIVABLE	0.00
Total Assets		<u>0.00</u>
*** 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		<u>0.00</u>
*** Fund Balance ***		
938-000.000-390.000	UNAPPROPRIATED SURPLUS	5,675.71
Total Fund Balance		<u>5,675.71</u>
Beginning Fund Balance		5,675.71
Net of Revenues VS Expenditures		(6,037.15)
Ending Fund Balance		(361.44)
Total Liabilities And Fund Balance		(361.44)

User: LINDAP
DB: Tecumseh

GL NUMBER DESCRIPTION

Fund 938 - D D A DEBT RETIREMENT FUND

Revenues

GL NUMBER	DESCRIPTION	PERIOD ENDING 03/31/2016	YTD BALANCE	ACTIVITY FOR	AVAILABLE	% BDT
		2015-16	03/31/2016	MONTH 03/31/2016	BALANCE	USED
		AMENDED	NORMAL (ABNORMAL)	INCREASE (DECREASE)	NORMAL (ABNORMAL)	
		BUDGET				
Dept 000.000-GENERAL						
938-000.000-401.600 LDFA TIF CAPTURE		0.00	0.00	0.00	0.00	0.00
938-000.000-664.000 INTEREST INCOME		0.00	2.32	0.00	(2.32)	100.00
938-000.000-664.200 ACCRUED INTEREST		0.00	0.00	0.00	0.00	0.00
938-000.000-695.000 BOND PROCEEDS		0.00	0.00	0.00	0.00	0.00
938-000.000-695.002 BOND ISSUANCE COSTS		0.00	0.00	0.00	0.00	0.00
938-000.000-698.100 MISCELLANEOUS		0.00	0.00	0.00	0.00	0.00
938-000.000-698.300 EXPENSE REIMBURSEMENTS		0.00	0.00	0.00	0.00	0.00
Total Dept 000.000-GENERAL		0.00	2.32	0.00	(2.32)	100.00

Dept 694.000-OTHER FINANCING SOURCES						
938-694.000-676.935 TRANSFER FROM DDA		97,375.00	0.00	0.00	97,375.00	0.00
938-694.000-695.000 BOND PROCEEDS		0.00	0.00	0.00	0.00	0.00
Total Dept 694.000-OTHER FINANCING SOURCES		97,375.00	0.00	0.00	97,375.00	0.00

TOTAL Revenues		97,375.00	2.32	0.00	97,372.68	0.00
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Expenditures						
Dept 201.000-DEBT SERVICE						
938-201.000-992.000 PAYMENT OF BOND		85,000.00	0.00	0.00	85,000.00	0.00
938-201.000-996.000 INTEREST EXPENSE		12,100.00	6,039.47	0.00	6,060.53	49.91
938-201.000-997.000 PAYING AGENT FEES		275.00	0.00	0.00	275.00	0.00
Total Dept 201.000-DEBT SERVICE		97,375.00	6,039.47	0.00	91,335.53	6.20

Dept 965.000						
938-965.000-965.935 TRANSFER TO DDA GENERAL ACCT		0.00	0.00	0.00	0.00	0.00
938-965.000-998.000 PAYMENT TO REFUNDING AGENT		0.00	0.00	0.00	0.00	0.00
Total Dept 965.000		0.00	0.00	0.00	0.00	0.00

TOTAL Expenditures		97,375.00	6,039.47	0.00	91,335.53	6.20
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Fund 938 - D D A DEBT RETIREMENT FUND:						
TOTAL REVENUES		97,375.00	2.32	0.00	97,372.68	0.00
TOTAL EXPENDITURES		97,375.00	6,039.47	0.00	91,335.53	6.20
NET OF REVENUES & EXPENDITURES		0.00	(6,037.15)	0.00	6,037.15	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	7,164.95
Total Assets		<u>7,164.95</u>
*** Liabilities ***		
248-000.000-202.000	ACCOUNTS PAYABLE	0.00
Total Liabilities		<u>0.00</u>
*** Fund Balance ***		
248-000.000-386.100	DESIGNATED FOR FUTURE PROJECT	5,000.00
248-000.000-390.000	Fund Balance	(519.92)
Total Fund Balance		<u>4,480.08</u>
Beginning Fund Balance		4,480.08
Net of Revenues VS Expenditures		2,684.87
Ending Fund Balance		7,164.95
Total Liabilities And Fund Balance		7,164.95

REVENUE AND EXPENDITURE REPORT FOR CITY OF TECUMSEH

GL NUMBER	DESCRIPTION	PERIOD ENDING 03/31/2016		YTD BALANCE 03/31/2016	ACTIVITY FOR MONTH 03/31/2016	AVAILABLE BALANCE	% BDT USED
		2015-16 AMENDED BUDGET	NORMAL (ABNORMAL)				
Fund 248 - DDA PUBLIC ART FUND							
Revenues							
Dept 000.000-GENERAL							
248-000.000-539.000	GRANTS-STATE	7,000.00	6,000.00	0.00	1,000.00	85.71	
248-000.000-540.000	GRANT FOUNDATION	7,500.00	0.00	0.00	7,500.00	0.00	
248-000.000-595.300	SPONSORSHIPS	0.00	0.00	0.00	0.00	0.00	
248-000.000-664.000	INTEREST INCOME	75.00	3.59	0.71	71.41	4.79	
248-000.000-675.000	CONTRIBUTIONS & GIFTS	0.00	0.00	0.00	0.00	0.00	
248-000.000-698.100	MISCELLANEOUS	0.00	0.00	0.00	0.00	0.00	
248-000.000-698.300	EXPENSE REIMBURSEMENTS	0.00	0.00	0.00	0.00	0.00	
Total Dept 000.000-GENERAL		14,575.00	6,003.59	0.71	8,571.41	41.19	
Dept 694.000-OTHER FINANCING SOURCES							
248-694.000-676.935	TRANSFER FROM DDA	0.00	0.00	0.00	0.00	0.00	
Total Dept 694.000-OTHER FINANCING SOURCES		0.00	0.00	0.00	0.00	0.00	
TOTAL Revenues		14,575.00	6,003.59	0.71	8,571.41	41.19	
Expenditures							
Dept 484.000-RECORD KEEPING							
248-484.000-729.000	PRINTING	500.00	0.00	0.00	500.00	0.00	
248-484.000-802.000	CONTRACTUAL SERVICES	13,000.00	2,776.00	0.00	10,224.00	21.35	
248-484.000-979.010	MISCELLANEOUS	500.00	542.72	467.57	(42.72)	108.54	
Total Dept 484.000-RECORD KEEPING		14,000.00	3,318.72	467.57	10,681.28	23.71	
TOTAL Expenditures		14,000.00	3,318.72	467.57	10,681.28	23.71	
Fund 248 - DDA PUBLIC ART FUND:							
TOTAL REVENUES		14,575.00	6,003.59	0.71	8,571.41	41.19	
TOTAL EXPENDITURES		14,000.00	3,318.72	467.57	10,681.28	23.71	
NET OF REVENUES & EXPENDITURES		575.00	2,684.87	(466.86)	(2,109.87)	466.93	



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

Agenda Item Number: H. New Business, Item 1	Submitted by: Paula Holtz
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Item: Appointment of Nominating Committee	Economic Development Department: Director
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Summary:

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.

Recommendation:

RESOLUTION

To appoint a nominating committee that will submit a slate of officers for consideration by the Downtown Development Authority Board of Trustees at the May board meeting.

Action:

Approved
 Denied
 Continued

Bid/Purchase Item:

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

Paula Holtz

Digitally signed by Paula Holtz
DN: cn=Paula Holtz, o=City of Tecumseh, ou=Paula Holtz@cityoftecumseh.us,
c=US
Date: 2016.04.11 17:09:55 -0400

Director

4/11/2016

Signature

Title

Date