

MEETING NOTICE & AGENDA
City of Tecumseh
Downtown Development Authority
Thursday, July 12, 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 June 14, 2018 Meeting [Action]
- F. Treasurers Report
 - 1. Bills (roll call) [Action]
 - 2. Financial Report [Action]
- G. Old Business
 - 1. TIF Sharing for Union Block Project [Action]
 - 1. CBA Update
 - 2. Chamber Update
 - 3. ED Department Update
- H. New Business
 - 1. WLEN Radio Contract [Action]
 - 2. Reappointment of Board Members [Action]
- I. Committee Update
 - 1. Physical Improvement Committee [No Report]
 - 2. Organization Committee [No Report]
 - 3. Marketing Committee [Report]
 - 4. Economic Development Committee [No Report]
- J. Strategic Plan [No Update]
- K. Public Comment RE: Items not on the Agenda
- L. Adjournment

Next Regular Meeting: Thursday, August 9, 2018

**CITY OF TECUMSEH
DOWNTOWN DEVELOPMENT AUTHORITY
Meeting Minutes
Thursday, June 14, 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: Baker, Bird, B. Fox, J. Fox, Lincoln, Masters, Nowak,
Salsberry, Stimpson

Also Present: Dan Swallow, City Manager
Linda Hewlett, Marketing Coordinator
Shelby Simpson, Administrative Services Manager
Dan Meikle, Downtown Property Owner
Paula Holtz, Community Team Specialist, MEDC

Members Absent: Koch, Roth, Slovinski

Motion by Baker; Supported by Nowak.

To excuse Koch, Roth and Slovinski due to work conflict.

Motion Carried.

C. Approval of Agenda

Motion by Nowak; Supported by Bird.

To amend the agenda to place Item G before H.

Motion Carried.

Motion by Baker; Supported by Bird.

To approve the June 14, 2018 amended agenda.

Motion carried.

D. Public Comment RE: Items on the Agenda

None.

E. Minutes of May 10, 2018 Meeting

Motion by J. Fox; Supported by Nowak.

To approve and place on file the minutes of the May 10, 2018 meeting.

Motion carried.

F. Treasurer's Report

Motion by Nowak; Supported by Bird.

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

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

No: None

Motion carried.

Motion by J. Fox; Supported by Nowak.

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

Motion carried.

G. New Business

1. TIF Sharing for Union Block Project

Swallow presented information on the potential rental rehab project at the Union Block building in Downtown Tecumseh. 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 is requesting a \$265,000 grant from the MEDC, will be investing \$75,447 of his own funds, and will be financing \$200,000 of the project cost.

As part of the MEDC program requirements, the state is looking for the local unit of government to provide some sort of financial support for the project. The applicant is proposing that the DDA allocate the additional TIF capture (only) generated from the increase in property taxes upon project completion, for a period of ten years to support the project.

There was general discussion among the board members and the consensus was to gather additional information in order to make a decision.

Motion by Stimpson; Supported by Lincoln.

To table the TIF Sharing for Union Block Project agenda item until the July 12, 2018 regular DDA meeting.

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

No: Baker

Motion carried.

2. Election of Officers

Motion by Baker; Supported by Salsberry.

To approve the following nominated slate of officers for election for a term to expire July 1, 2019.

Nominees:

Bob Fox, Chairman

Doug Bird, Vice-Chairman

Chris Masters, Treasurer

Kim Koch, Secretary

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

No: None

Motion carried.

3. 101.5 The River Radio Campaign

Staff is requesting permission to purchase 66 – 60 second radio commercials from 101.5 The River in Toledo at a cost of \$1128.00 (\$17.09 per commercial). The contract/commercials would run in August and September 2018.

Motion by Stimpson; Supported by Nowak.

To approve designating \$1,128.00 of the 2018 DDA Marketing budget to put toward the purchase of 66 – 60 second radio commercials on 101.5 The River to promote Downtown Tecumseh.

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

No: None

Motion carried.

4. Art Trail Tecumseh Fund Transfer

Staff is requesting a transfer of \$100.00 from the DDA Fund line item 935-484.000-979.010 Miscellaneous to the Public Art Fund line item 248-484.000-820.00 Contractual Services to help cover the Art Trail Tecumseh installation and rigger expense for 2018.

Motion by Stimpson; Supported by J. Fox.

To approve designating \$100.00 from the 2018 DDA Fund Miscellaneous line item 935-484.000-979.010 to the Public Art Fund Contractual Services line item 248-484.000-820.00 to help cover the Art Trail Tecumseh installation and rigger expense for 2018.

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

Motion carried.

5. FY 2017-2018 DDA Budget Amendments

Throughout the year, City staff has requested additional funding for projects such as the crack filling and seal coating in the parking lots, the sign at the Market on Evans, and assistance with the Art Trail Tecumseh. It is now appropriate to amend the budget to reflect those changes.

Motion by Stimpson; Supported by Nowak.

To approve the FY 2017-2018 Budget Amendments as presented in tables included in the agenda packet.

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

Motion carried.

6. Cancellation of July Meeting

There was no action taken on this item.

H. Committee Updates

1. Physical Improvement Committee:

No Report.

2. Organization Committee:

No Report.

3. Marketing Committee:

Hewlett announced that staff has been working with WTOL & The River to run digital ads through the end of June.

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 are being printed at DTP and are expected to be delivered next week. Copies will be distributed to MDOT Welcome Centers and Downtown upon delivery.

A fun new project will be added to Downtown. Funky Selfie Frames will be completed with help from the Water Department and will be distributed 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:

Swallow updated the Board on items discussed at the June 5, 2018 meeting, including the implementation of the Creativity Award Project, won by Shelley Lim and Guy Manwaring, the Food Truck Rally and the potential to coordinate with another City event, and the Rental Rehab incentives presented by Bruce Johnston of Revitalize, LLC.

I. Strategic Plan

None.

J. Old Business

1. CBA Update

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

The July 5, 2018 Central Business Association meeting is cancelled. The next 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 July 10, 2018 at 8 am in the police meeting room at City Hall.

2. Chamber Update

The Farmers Market is going very well at the Market on Evans. All pavilion units are sold out for the 2018 season as well as several outside spaces.

There is still one retail shed available for rental at the Market on Evans for the 2018 season.

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.

3. ED Department Update

The City of Tecumseh's new Economic Development Director, Jessica Sattler, will start on Monday, July 9th.

Demolition at the former Tecumseh Products site is moving forward to the next phase of demolition.

Swallow also updated the board on the Kirchhoff expansion project and a potential tenant at the former Eagles building.

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

None.

L. Adjournment

Motion by Baker; Supported by Stimpson to adjourn the meeting at 8:02 a.m.

Motion carried.

Secretary: Kim Koch

Recorded by: Shelby Simpson

**CITY OF TECUMSEH
DOWNTOWN DEVELOPMENT AUTHORITY**

July 12, 2018

DISBURSEMENTS FOR APPROVAL:

DDA CHECKING:

| <u>ISSUE TO</u> | <u>DESCRIPTION</u> | <u>AMOUNT</u> |
|-----------------------------|--|--------------------------|
| City of Tecumseh | Copies, Postage, Etc-June 2018 | \$28.50 |
| Downtown Printing | Art Trail-Rack Cards | \$408.00 |
| Downtown Printing | 2018 Summer Homefront Ads (FY 2018-2019) | \$361.00 |
| IHeart Media | Digital Marketing | \$600.00 |
| Karle Nursery & Landscaping | Downtown Mtc/Flowers/Mulch-June 2018 | \$1,650.00 |
| WTOL.COM | Digital Marketing | \$750.00 |
| TOTAL: | | <u><u>\$3,797.50</u></u> |

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

| | | |
|-----------------------|--|--------------------------|
| Insignia Graphics Inc | Monument Sign for Mkt on Evans (paid at 7/2/18 CC Mtg) | \$1,629.41 |
| TOTAL: | | <u><u>\$1,629.41</u></u> |

DDA DEBT RETIREMENT FUND:

| | | |
|---------------|--|----------------------|
| TOTAL: | | <u><u>\$0.00</u></u> |
|---------------|--|----------------------|

DDA PUBLIC ART FUND:

| | | |
|---------------|--|----------------------|
| TOTAL: | | <u><u>\$0.00</u></u> |
|---------------|--|----------------------|

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 | 150,748.78 |
| 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 | | 206,748.78 |
| *** Liabilities *** | | |
| 935-000.000-202.000 | ACCOUNTS PAYABLE | 1,629.41 |
| 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 | | 1,968.64 |
| *** 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 | | 3,147.82 |
| Ending Fund Balance | | 204,780.14 |
| Total Liabilities And Fund Balance | | 206,748.78 |

User: LINDAP
DB: Tecumseh

PERIOD ENDING 06/30/2018

| GL NUMBER | DESCRIPTION | BEFORE AUDIT | | YTD BALANCE 06/30/2018 | ACTIVITY FOR MONTH 06/30/2018 | AVAILABLE BALANCE | % BDT USED |
|-----------|-------------|---------------------------|-------------------|---------------------------|----------------------------------|----------------------|---------------|
| | | 2017-18 AMENDED BUDGET | NORMAL (ABNORMAL) | | | | |

| | | | | | | | |
|------------------------------|---|------------|------------|-------|----------|--------|--|
| Fund 935 - TECUMSEH D D A | | | | | | | |
| Revenues | | | | | | | |
| Dept 000.000 - GENERAL | | | | | | | |
| 935-000.000-401.500 | TIF COLLECTION | 154,000.00 | 154,037.99 | 0.00 | (37.99) | 100.02 | |
| 935-000.000-441.000 | LOCAL COMM STABILIZATION AUTH SHARE TAX | 7,318.00 | 7,318.85 | 0.00 | (0.85) | 100.01 | |
| 935-000.000-664.700 | INTEREST | 200.00 | 269.79 | 13.34 | (69.79) | 134.90 | |
| Total Dept 000.000 - GENERAL | | 161,518.00 | 161,626.63 | 13.34 | (108.63) | 100.07 | |
| TOTAL REVENUES | | 161,518.00 | 161,626.63 | 13.34 | (108.63) | 100.07 | |

| | | | | | | | |
|-------------------------------------|-------------------------------|-----------|-----------|----------|----------|--------|--|
| Expenditures | | | | | | | |
| Dept 484.000 - RECORD KEEPING | | | | | | | |
| 935-484.000-706.101 | PAYROLL | 2,000.00 | 1,673.24 | 605.74 | 326.76 | 83.66 | |
| 935-484.000-715.000 | SOCIAL SECURITY TAXES | 120.00 | 111.63 | 29.97 | 8.37 | 93.03 | |
| 935-484.000-719.000 | WORKERS COMPENSATION | 35.00 | 24.51 | 1.01 | 10.49 | 70.03 | |
| 935-484.000-729.211 | MARKETING | 10,000.00 | 8,013.80 | 1,629.41 | 1,986.20 | 80.14 | |
| 935-484.000-776.600 | PLANTER MTC | 740.00 | 1,473.16 | 736.53 | (733.16) | 199.08 | |
| 935-484.000-776.700 | MAINTENANCE-PARKING LOTS | 15,640.00 | 16,530.02 | 889.98 | (890.02) | 105.69 | |
| 935-484.000-801.000 | PROFESSIONAL SVCS | 2,750.00 | 2,502.00 | 0.00 | 248.00 | 90.98 | |
| 935-484.000-826.100 | ADMINISTRATIVE/LEGAL EXPENSES | 5,500.00 | 5,174.60 | 27.20 | 325.40 | 94.08 | |
| 935-484.000-881.100 | CHRISTMAS DECORATIONS | 3,100.00 | 3,070.16 | 0.00 | 29.84 | 99.04 | |
| 935-484.000-957.000 | DUES & SUBSCRIPTIONS | 200.00 | 200.00 | 0.00 | 0.00 | 100.00 | |
| 935-484.000-971.100 | PROP ACQUISITION & DEV-RESERV | 0.00 | 417.23 | 34.58 | (417.23) | 100.00 | |
| 935-484.000-974.150 | PARKING LOT PATCHING/REPAIR | 11,500.00 | 11,332.92 | 0.00 | 167.08 | 98.55 | |
| 935-484.000-979.010 | MISCELLANEOUS | 1,150.00 | 1,197.54 | 55.38 | (47.54) | 104.13 | |
| 935-484.000-996.000 | INTEREST EXPENSE | 2,438.00 | 2,438.00 | 0.00 | 0.00 | 100.00 | |
| Total Dept 484.000 - RECORD KEEPING | | 55,173.00 | 54,158.81 | 4,009.80 | 1,014.19 | 98.16 | |

| | | | | | | | |
|---------------------|--------------------------------|------------|------------|----------|-----------|-------|--|
| Fund 965.000 | | | | | | | |
| 935-965.000-965.271 | TRANSFER TO MARKET ON EVANS ST | 14,500.00 | 0.00 | 0.00 | 14,500.00 | 0.00 | |
| 935-965.000-965.740 | TR TO PURE TEC CAMPAIGN FUND | 3,000.00 | 0.00 | 0.00 | 3,000.00 | 0.00 | |
| 935-965.000-965.938 | TRANSFER TO DDA DEBT RETIRE | 108,915.00 | 104,320.00 | 0.00 | 4,595.00 | 95.78 | |
| Total Dept 965.000 | | 126,415.00 | 104,320.00 | 0.00 | 22,095.00 | 82.52 | |
| TOTAL EXPENDITURES | | 181,588.00 | 158,478.81 | 4,009.80 | 23,109.19 | 87.27 | |

| | | | | | | | |
|--------------------------------|--|-------------|------------|------------|-------------|--------|--|
| Fund 935 - TECUMSEH D D A: | | | | | | | |
| TOTAL REVENUES | | 161,518.00 | 161,626.63 | 13.34 | (108.63) | 100.07 | |
| TOTAL EXPENDITURES | | 181,588.00 | 158,478.81 | 4,009.80 | 23,109.19 | 87.27 | |
| NET OF REVENUES & EXPENDITURES | | (20,070.00) | 3,147.82 | (3,996.46) | (23,217.82) | 15.68 | |

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 | 1,370.03 |
| 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 | | 1,370.03 |
| *** 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 | | (4,316.06) |
| Ending Fund Balance | | 1,370.03 |
| Total Liabilities And Fund Balance | | 1,370.03 |

PERIOD ENDING 06/30/2018

BEFORE AUDIT

GL NUMBER DESCRIPTION AMENDED BUDGET YTD BALANCE 06/30/2018 MONTH 06/30/2018 ACTIVITY FOR MONTH 06/30/2018 AVAILABLE BALANCE % BUDGET USED

Fund 938 - D D A DEBT RETIREMENT FUND

Revenues

Dept 000.000 - GENERAL 0.00 3.94 0.12 (3.94) 100.00

938-000.000-664.000 INTEREST INCOME 0.00 3.94 0.12 (3.94) 100.00

Total Dept 000.000 - GENERAL 0.00 3.94 0.12 (3.94) 100.00

Dept 694.000 - OTHER FINANCING SOURCES

938-694.000-676.935 TRANSFER FROM DDA 108,915.00 104,320.00 0.00 4,595.00 95.78

Total Dept 694.000 - OTHER FINANCING SOURCES 108,915.00 104,320.00 0.00 4,595.00 95.78

TOTAL REVENUES 108,915.00 104,323.94 0.12 4,591.06 95.78

Expenditures

Dept 201.000 - DEBT SERVICE 100,000.00 100,000.00 0.00 0.00 100.00

938-201.000-992.000 PAYMENT OF BOND 8,640.00 8,640.00 0.00 0.00 100.00

938-201.000-996.000 INTEREST EXPENSE 108,640.00 108,640.00 0.00 0.00 100.00

Total Dept 201.000 - DEBT SERVICE 108,640.00 108,640.00 0.00 0.00 100.00

TOTAL EXPENDITURES 108,640.00 108,640.00 0.00 0.00 100.00

Fund 938 - D D A DEBT RETIREMENT FUND:

TOTAL REVENUES 108,915.00 104,323.94 0.12 4,591.06 95.78

TOTAL EXPENDITURES 108,640.00 108,640.00 0.00 0.00 100.00

NET OF REVENUES & EXPENDITURES 275.00 (4,316.06) 0.12 4,591.06 1,569.48

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 | 409.38 |
| 248-000.000-040.000 | ACCOUNTS RECEIVABLE | 0.00 |
| Total Assets | | 409.38 |
| *** 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 | | 206.59 |
| Ending Fund Balance | | 409.38 |
| Total Liabilities And Fund Balance | | 409.38 |

| GL NUMBER | DESCRIPTION | BEFORE AUDIT | | YTD BALANCE 06/30/2018 | ACTIVITY FOR MONTH 06/30/2018 | AVAILABLE BALANCE | % BDT USED |
|--|-------------|---------------------------|-------------------|---------------------------|----------------------------------|----------------------|---------------|
| | | 2017-18 AMENDED BUDGET | NORMAL (ABNORMAL) | | | | |
| Fund 248 - DDA PUBLIC ART FUND | | | | | | | |
| Revenues | | | | | | | |
| Dept 000.000 - GENERAL | | 12,500.00 | | 12,500.00 | 0.00 | 0.00 | 100.00 |
| 248-000.000-540.000 GRANT FOUNDATION | | | | | 0.31 | (1.55) | 100.00 |
| 248-000.000-664.000 INTEREST INCOME | | 0.00 | | 1.55 | | | |
| Total Dept 000.000 - GENERAL | | 12,500.00 | | 12,501.55 | 0.31 | (1.55) | 100.01 |
| TOTAL REVENUES | | | | | | | |
| | | 12,500.00 | | 12,501.55 | 0.31 | (1.55) | 100.01 |
| 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 | | 11,500.00 | | 12,030.74 | 2,984.99 | (530.74) | 104.62 |
| 248-484.000-979.010 MISCELLANEOUS | | 250.00 | | 264.22 | 151.88 | (14.22) | 105.69 |
| Total Dept 484.000 - RECORD KEEPING | | 12,250.00 | | 12,294.96 | 3,136.87 | (44.96) | 100.37 |
| TOTAL EXPENDITURES | | | | | | | |
| | | 12,250.00 | | 12,294.96 | 3,136.87 | (44.96) | 100.37 |
| Fund 248 - DDA PUBLIC ART FUND: | | | | | | | |
| TOTAL REVENUES | | 12,500.00 | | 12,501.55 | 0.31 | (1.55) | 100.01 |
| TOTAL EXPENDITURES | | 12,250.00 | | 12,294.96 | 3,136.87 | (44.96) | 100.37 |
| NET OF REVENUES & EXPENDITURES | | 250.00 | | 206.59 | (3,136.56) | 43.41 | 82.64 |



**Agenda Item Review Form
City Council
City of Tecumseh**

| | |
|---|-------------------------------------|
| Agenda Item Number: G. Old / Unfinished Business Item 1 | Submitted by: Dan Swallow |
| Item: TIF Sharing for Union Block Project | Department: City Manager |

Summary:

Mr. Dan Meikle is in the process of applying for a Rental Rehabilitation Grant from the Michigan Economic Development Corporation (MEDC) for the renovation of the third floor of the Union Block Building (112 W. Chicago Blvd.). The proposed project would add four residential units to the building, involve significant upgrades to the electrical, mechanical and plumbing systems, and make interior and exterior improvements to improve access to the third floor. The total new investment is estimated at \$388,630 (revised). Mr. Meikle is requesting a \$180,000 (revised) grant from the MEDC, will be investing \$58,630 (revised) of his own funds (cash), and will be financing \$150,000 (revised) of the project cost. However, these costs could change based on bid results.

It is estimated that the property taxes on the property will increase by around \$8,205 per year (revised), IF the project proceeds. Of that increase, approximately \$3,848 (w/ annual increases), would come to the DDA as tax increment capture (TIF), and the remainder would be distributed to the other taxing entities including the schools, ISD, Dep. on Aging, Library, and Veterans. As part of the MEDC program requirements, they want to see financial participation and support from the local unit of government. There are different ways to provide the financial support, although Tecumseh does not have access to some of the tax abatements available to other "core communities." What has been proposed for this project is that the DDA allocate its tax capture to support the project. The applicant is requesting that the DDA allocate the NEW tax capture (only) for a period of 10-years (2019-2028). Without local financial support, the project will likely not receive an MEDC grant.

ADDITIONAL INFORMATION WILL BE PROVIDED AT THE MEETING.

Recommendation:

RESOLUTION

The Tecumseh Downtown Development Authority hereby resolves:

To commit to financial support for the Union Block Rental Rehabilitation project and authorize the drafting of a development agreement that includes allocating new DDA tax capture to the project; contingent upon the final form and content of the development agreement being subject to DDA Board approval.

Council Action:

Approved

Denied

Continued

Bid/Purchase Item:

Budgeted \$_____

_____ Page(s) in FY Budget

Not Budgeted

Daniel E. Swallow Digitally signed by Daniel E. Swallow
Date: 2018.07.10 14:55:13 -0400'

City Manager

7/10/2018

Signature

Title

Date



Agenda Item Review Form
City of Tecumseh
Downtown Development Authority

| | |
|---|--------------------------------|
| Agenda Item Number: H. New Business Item 1 | Submitted by: Linda Hewlett |
|---|--------------------------------|

| | |
|------------------------------|---|
| Item: WLEN 103.9 Contract | Economic Development Department: Marketing Coordinator |
|------------------------------|---|

Summary:

We would like to request permission to use \$554.50 from the 2018-19 DDA Marketing budget for the 2018-19 WLEN Radio contract of \$2609.00.

The WLEN contract includes:

- 120 - 30 second announcements
- 40 - 30 second complimentary announcements
- 3 - 7:40 am live interviews
- 3 - Community Conversations
- 4 - 2 hour live remote broadcasts for the following events:
 - Sidewalk Sales/Summer Street Party - July 2018
 - Holiday Open House - November 2018
 - Ice Sculpture Festival - January 2019
 - Downtown Divas At Dusk - Spring 2019

We feel local advertising is important for our events.

The balance of the contract will be covered by other resources.

Recommendation:

RESOLUTION

The Downtown Development Authority hereby resolves:
 To approve contributing \$554.50 toward the WLEN Contract

\$554.50 from the 2018-19 DDA Marketing Budget for the 2018-19 WLEN Radio Contract.

Action:

Approved
 Denied
 Continued

Bid/Purchase Item:

Budgeted \$ 554.50
 _____ Page(s) in FY Budget
 Not Budgeted

| | | |
|-----------|-----------------------|---------|
| | Marketing Coordinator | 7-12-18 |
| Signature | Title | Date |



Agenda Item Review Form
City of Tecumseh
Downtown Development Authority

| | |
|---|---|
| Agenda Item Number: H. New Business, Item 2 | Submitted by: Jessica Sattler |
|---|---|

| | |
|--|---|
| Item: DDA Board Member Reappointment of Kim Koch | Economic Development Department: Director |
|--|---|

Summary:

Kim Koch currently serves on the Downtown Development Authority Board of Directors and is interested in serving another four year term to expire in August of 2022.

Please consider making this recommendation to City Council for reappointment to the DDA Board.

Recommendation:

RESOLUTION

The Downtown Development Authority hereby resolves:

To recommend the reappointment of Kim Koch to a four year term on the Tecumseh Downtown Development Authority Board to expire in August of 2022.

Action:

Approved
 Denied
 Continued

Bid/Purchase Item:

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

Economic Development Director

July 9, 2018

Signature

Title

Date



Agenda Item Review Form
City of Tecumseh
Downtown Development Authority

| | |
|--|----------------------------------|
| Agenda Item Number: H. New Business, Item 2 | Submitted by: Jessica Sattler |
|--|----------------------------------|

| | |
|--|--|
| Item: DDA Board Member Reappointment of Doug Bird | Economic Development Department: Director |
|--|--|

Summary:

Doug Bird currently serves on the Downtown Development Authority Board of Directors and is interested in serving another four year term to expire in August of 2022.

Please consider making this recommendation to City Council for reappointment to the DDA Board.

Recommendation:

RESOLUTION

The Downtown Development Authority hereby resolves:

To recommend the reappointment of Doug Bird to a four year term on the Tecumseh Downtown Development Authority Board to expire in August of 2022.

Action:

Approved
 Denied
 Continued

Bid/Purchase Item:

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

Signature

Economic Development Director

Title

July 9, 2018
Date