

MEETING NOTICE & AGENDA
City of Tecumseh
Downtown Development Authority
Thursday, August 9, 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 July 12, 2018 Meeting [Action]
- F. Treasurers Report
 - 1. Bills (roll call) [Action]
 - 2. Financial Report [Action]
- G. Committee Update
 - 1. Physical Improvement Committee [Report]
 - 2. Organization Committee [No Report]
 - 3. Marketing Committee [Report Attached]
 - 4. Economic Development Committee [Report Attached]
- H. New Business
 - 1. Purchasing Policy [Discussion]
 - 2. MCACA Mini Grant Application [Action]
 - 3. Appleumpkin Sponsorship Request [Action]
 - 4. Appointment of Tammy Drouillard to DDA Board [Action]
 - 5. Kevin Slovinski [Discussion]
- 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, September 13, 2018

**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
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

**CITY OF TECUMSEH
DOWNTOWN DEVELOPMENT AUTHORITY**

August 9, 2018

DISBURSEMENTS FOR APPROVAL:

DDA CHECKING:

<u>ISSUE TO</u>	<u>DESCRIPTION</u>	<u>AMOUNT</u>
City of Tecumseh	Copies, Postage, Etc-July 2018	\$26.20
Karle Nursery & Landscaping	Downtown Mtc-July 2018	\$850.00
TOTAL:		<u><u>\$876.20</u></u>

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

Insignia Graphics Inc	Creativity Award (paid at 8/2/18 Council meeting)	\$506.82
TOTAL:		<u><u>\$506.82</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	(193.68)
935-000.000-001.001	DDA CHECKING ACCT #1-116-9	0.00
935-000.000-001.900	CASH MGMT #900 289 8	126,896.06
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		182,702.38
*** 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	94,229.82
Total Fund Balance		201,632.32
Beginning Fund Balance - 17-18		201,632.32
Net of Revenues VS Expenditures - 17-18		(18,004.98)
*17-18 End FB/18-19 Beg FB		183,627.34
Net of Revenues VS Expenditures - Current Year		(1,264.19)
Ending Fund Balance		182,363.15
Total Liabilities And Fund Balance		182,702.38

* Year Not Closed

User: LINDA P
DB: Tecumseh

PERIOD ENDING 07/31/2018

GL NUMBER	DESCRIPTION	2018-19		YTD BALANCE 07/31/2018	ACTIVITY FOR		AVAILABLE BALANCE	% BDC USED
		AMENDED BUDGET	NORMAL (ABNORMAL)		MONTH 07/31/2018 INCREASE (DECREASE)	NORMAL (ABNORMAL)		
Fund 935 - TECUMSEH D D A								
Revenues								
Dept 000.000 - GENERAL								
935-000.000-401.500	TIF COLLECTION	157,135.00	0.00	0.00	0.00	157,135.00	0.00	0.00
935-000.000-441.000	LOCAL COMM STABILIZATION AUTH SHARE TAX	7,319.00	0.00	0.00	0.00	7,319.00	0.00	0.00
935-000.000-664.700	INTEREST	200.00	0.00	0.00	0.00	200.00	0.00	0.00
Total Dept 000.000 - GENERAL		164,654.00	0.00	0.00	0.00	164,654.00	0.00	0.00
TOTAL REVENUES								
		164,654.00	0.00	0.00	0.00	164,654.00	0.00	0.00
Expenditures								
Dept 484.000 - RECORD KEEPING								
935-484.000-706.101	PAYROLL	2,000.00	794.74	794.74	1,205.26	39.74		
935-484.000-715.000	SOCIAL SECURITY TAXES	120.00	60.79	60.79	59.21	50.66		
935-484.000-719.000	WORKERS COMPENSATION	35.00	10.37	10.37	24.63	29.63		
935-484.000-729.211	MARKETING	10,000.00	361.00	361.00	9,639.00	3.61		
935-484.000-776.600	PLANTER MTC	1,200.00	0.00	0.00	1,200.00	0.00		
935-484.000-776.700	MAINTENANCE-PARKING LOTS	12,000.00	0.00	0.00	12,000.00	0.00		
935-484.000-826.100	ADMINISTRATIVE/LEGAL EXPENSES	5,000.00	0.00	0.00	5,000.00	0.00		
935-484.000-881.100	CHRISTMAS DECORATIONS	3,500.00	0.00	0.00	3,500.00	0.00		
935-484.000-884.100	ECONOMIC PLANNING	7,500.00	0.00	0.00	7,500.00	0.00		
935-484.000-957.000	DUES & SUBSCRIPTIONS	200.00	0.00	0.00	200.00	0.00		
935-484.000-971.100	PROP ACQUISITION & DEV-RESERV	0.00	37.29	37.29	(37.29)	100.00		
935-484.000-979.010	MISCELLANEOUS	2,000.00	0.00	0.00	2,000.00	0.00		
935-484.000-996.000	INTEREST EXPENSE	2,438.00	0.00	0.00	2,438.00	0.00		
Total Dept 484.000 - RECORD KEEPING		45,993.00	1,264.19	1,264.19	44,728.81	2.75		
Dept 965.000								
935-965.000-965.740	TR TO PURE TEC CAMPAIGN FUND	1,250.00	0.00	0.00	1,250.00	0.00		
935-965.000-965.938	TRANSFER TO DDA DEBT RETIRE	116,720.00	0.00	0.00	116,720.00	0.00		
Total Dept 965.000		117,970.00	0.00	0.00	117,970.00	0.00		
TOTAL EXPENDITURES								
		163,963.00	1,264.19	1,264.19	162,698.81	0.77		
Fund 935 - TECUMSEH D D A:								
TOTAL REVENUES		164,654.00	0.00	0.00	164,654.00	0.00		
TOTAL EXPENDITURES		163,963.00	1,264.19	1,264.19	162,698.81	0.77		
NET OF REVENUES & EXPENDITURES		691.00	(1,264.19)	(1,264.19)	1,955.19	182.95		

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	1,370.13
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		1,370.13
*** 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 - 17-18		5,686.09
Net of Revenues VS Expenditures - 17-18		(4,315.96)
*17-18 End FB/18-19 Beg FB		1,370.13
Net of Revenues VS Expenditures - Current Year		0.00
Ending Fund Balance		1,370.13
Total Liabilities And Fund Balance		1,370.13

* Year Not Closed

PERIOD ENDING 07/31/2018

GL NUMBER	DESCRIPTION	2018-19		YTD BALANCE 07/31/2018	ACTIVITY FOR MONTH 07/31/2018	AVAILABLE BALANCE	% BDT USED
		AMENDED BUDGET	NORMAL (ABNORMAL)				
Fund 938 - D D A DEBT RETIREMENT FUND							
Revenues							
Dept 694.000 - OTHER FINANCING SOURCES		116,720.00		0.00	0.00	116,720.00	0.00
938-694.000-676.935 TRANSFER FROM DDA							
Total Dept 694.000 - OTHER FINANCING SOURCES		116,720.00		0.00	0.00	116,720.00	0.00
TOTAL REVENUES							
		116,720.00		0.00	0.00	116,720.00	0.00
Expenditures							
Dept 201.000 - DEBT SERVICE							
938-201.000-992.000 PAYMENT OF BOND		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							
		116,720.00		0.00	0.00	116,720.00	0.00
Fund 938 - D D A DEBT RETIREMENT FUND:							
TOTAL REVENUES		116,720.00		0.00	0.00	116,720.00	0.00
TOTAL EXPENDITURES		116,720.00		0.00	0.00	116,720.00	0.00
NET OF REVENUES & EXPENDITURES		0.00		0.00	0.00	0.00	0.00

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	(4,797.21)
Total Fund Balance		202.79
Beginning Fund Balance - 17-18		202.79
Net of Revenues VS Expenditures - 17-18		(201.38)
*17-18 End FB/18-19 Beg FB		1.41
Net of Revenues VS Expenditures - Current Year		0.00
Ending Fund Balance		1.41
Total Liabilities And Fund Balance		1.41

* Year Not Closed

REVENUE AND EXPENDITURE REPORT FOR CITY OF TECUMSEH

08/02/2018 05:16 PM
 User: LINDAP
 DB: Tecumseh

PERIOD ENDING 07/31/2018

GL NUMBER	DESCRIPTION	2018-19		YTD BALANCE 07/31/2018	ACTIVITY FOR MONTH 07/31/2018	AVAILABLE BALANCE	% BDT USED
		AMENDED BUDGET	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	15,000.00	0.00
Total Dept 000.000 - GENERAL		15,000.00		0.00	0.00	15,000.00	0.00
TOTAL REVENUES							
		15,000.00		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	500.00	0.00
248-484.000-802.000 CONTRACTUAL SERVICES		14,000.00		0.00	0.00	14,000.00	0.00
248-484.000-979.010 MISCELLANEOUS		250.00		0.00	0.00	250.00	0.00
Total Dept 484.000 - RECORD KEEPING		14,750.00		0.00	0.00	14,750.00	0.00
TOTAL EXPENDITURES							
		14,750.00		0.00	0.00	14,750.00	0.00
Fund 248 - DDA PUBLIC ART FUND:							
TOTAL REVENUES		15,000.00		0.00	0.00	15,000.00	0.00
TOTAL EXPENDITURES		14,750.00		0.00	0.00	14,750.00	0.00
NET OF REVENUES & EXPENDITURES		250.00		0.00	0.00	250.00	0.00

DDA Marketing Report August 9, 2018

In order to save time at the DDA Board meeting each month, we will plan to include a written Marketing Report in the packet instead of a verbal report. If you have any questions please feel free to ask.

1. I am currently working on the **new Downtown brochure**. We will follow the same format as last year with new business information and photo updates. I will submit printing quotes at the September DDA Board Meeting.
2. We are working on increasing our social media presence through Facebook, Twitter and Instagram. If you have any ideas on different strategies please feel free to contact Jessica or myself.
3. The **funky selfie frames** have been placed Downtown. Visitors and residents seem to be enjoying them and are sharing photos on facebook and instagram. #mytecumseh. We will move them around to different locations every month. We will provide an online map to help people find them.

They are placed at the following locations:

- NE block in front of Great Ideas
- NW block in front of Basil Boys
- SE between Ottawa and Oneida by Way of Life
- SE block at the fence by Salsaria's
- SW block by the Chamber
- North Evans at Second Chance Consignment
- South Evans by Grey Fox Floral.
- There are plans to put one at the TCA & Park & Recreation and one additional frame Downtown.

UPCOMING DOWNTOWN TECUMSEH EVENTS:

August 1 – 16 – *Fill-A-Bus School Supply Collection* | Downtown Tecumseh

August 10 – *Movies in the Park – Jumanji Welcome to the Jungle* | Adams Park by City Hall

August 16 – *Classic Car & Bike Show* | Downtown Tecumseh

***Music in the Park – Lincoln County Process – Roots Rock* | Adams Park by City Hall**

UPCOMING TECUMSEH CENTER FOR THE ARTS EVENTS:

August 25 – *TCA Summer Series & Ice Cream Social with Ear Candy* | 7 pm

September 22 – *Season Preview Event*

Respectfully Submitted,



Linda Hewlett

City of Tecumseh Marketing Coordinator

**City of Tecumseh Downtown Development Authority
Economic Development Committee Meeting
Tuesday, July 17, 2018**

MINUTES

1. Called to order by Jan Fox at 8:00 a.m.

Members Present: John Lapham, Jan Fox, Paula Holtz, and Shelby Simpson

2. Old Business

- a. **Food Truck Rally**

The Committee discussed scheduling the food truck rally in August of 2019 and possibly partnering with a Sand Sculpture Festival. Lapham stated that he would work on obtaining sponsors for the event and scheduling a band for entertainment.

The idea of having a portable bar under the tent was discussed so alcohol could be contained to a specific area while making it more convenient for customers to access it. Charging a cover for the event is also under discussion.

- b. **Creativity Award**

The committee discussed installation of the gooseneck lighting, chalkboards and downtown map to be installed on the Boulevard Market and James Block building. The chalkboard are ready for pickup at Insignia.

- c. **Retail Kiosks**

Fox updated the committee on the retail kiosks at the Market on Evans, stating that one of the kiosks has been leased by Tecumseh Bread and Pastry. The other kiosk is still available for lease.

3. New Business

- a. **Entrepreneurial Support Programming**

Sattler announced to the committee that she would be focusing on entrepreneurial support programming for Tecumseh, including facilitating conversations between entrepreneurs and professionals and succession planning.

4. Public Comments

None.

5. Meeting Adjourned at 9:52 a.m.



Agenda Item Review Form
City of Tecumseh
Downtown Development Authority

Agenda Item Number: H. New Business, Item 2	Submitted by: Jessica Sattler
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Item: MCACA Mini Grant Application	Economic Development Department: Director
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Summary:

This week, staff submitted an application request 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.

Recommendation:

RESOLUTION

The Downtown Development Authority hereby resolves:

To support a mini grant application to the Michigan Council of Arts & Cultural Affairs in the amount of \$4,000 to fund the 2018 installation of Art Trail Tecumseh.

Action:

Approved
 Denied
 Continued

Bid/Purchase Item:

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

Jessica Sattler

Digitally signed by Jessica Sattler
Date: 2018.08.02 17:48:17 -04'00'

Economic Development Director

8/2/2018

Signature

Title

Date

Tecumseh's

APPLEUMPKIN

Festival



Aug 2, 2018

Downtown Development Authority

Attn: Bob Fox, Chairman

The Appleumpkin Committee would like to request the DDA to continue being a Silver Sponsor of Tecumseh's 25th Appleumpkin Festival at the level of \$1000.00.

The economic impact is extremely great for the local businesses, the nonprofit organizations and the promotion and showcasing of Tecumseh.

We estimated the crowd to be between 30-35,000 visitors. To support that number of visitors we have an expense budget of over \$30,000 which includes port-a-potties, tents, tables, chairs, Make-It-Take-It Craft supplies, straw bales, shuttles, trash removal, security, barricading plus more incidentals. For this we are relying on local financial support through sponsorships.

If you have any questions or would like to review the budget I will be at the meeting to address any questions. The committee truly appreciates your consideration of this request.

Sincerely,

Jan Fox, Chairperson



Agenda Item Review Form
City of Tecumseh
Downtown Development Authority

Agenda Item Number: H. New Business, Item # 4	Submitted by: Jessica Sattler
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Item: DDA Board Member Appointment of Tammy Drouillard	Economic Development Department: Director
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Summary:

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.

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

Recommendation:

RESOLUTION

The Downtown Development Authority hereby resolves:
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.

Action:

Approved
 Denied
 Continued

Bid/Purchase Item:

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

Jessica Sattler

Digitally signed by Jessica Sattler
Date: 2018.08.01 16:05:53 -04'00'

Economic Development Director

8/1/2018

Signature

Title

Date