

MEETING NOTICE & AGENDA
City of Tecumseh
Downtown Development Authority

Thursday, February 11, 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 January 14, 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 [Report]
 - 4. Economic Development Committee [No Report]
- H. New Business
 - 1. Evans Streetscape Design Concepts [Discussion]
 - 2. The Market on Evans/Roof Repair [Action]
 - 3. Downtown Hanging Baskets [Action]
 - 4. 101.5 The River Radio Campaign [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, March 10, 2016

CITY OF TECUMSEH
DOWNTOWN DEVELOPMENT AUTHORITY
Meeting Minutes
Thursday, January 14, 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, B. Fox, J. Fox, Koch, Lash, Lincoln, Nowak, Salsberry, Slovinski, Stimpson, Bird

Also Present: Paula Holtz, Economic Development Director
Linda Hewlett, Marketing Coordinator
Shelby Simpson, Administrative Services Manager
Dan Swallow, City Manager
John Jackson, McKenna & Associates
Brad Raymond, Building Services Director

Members Absent: Masters, DeWitt

C. Approval of Agenda

Motion by J. Fox; Supported by Nowak.

To approve the January 14, 2016 agenda.

Motion carried.

D. Public Comment RE: Items on the Agenda

None.

E. Minutes of November 12, 2015 Meeting

Motion by Nowak; Supported by J. Fox.

To approve the minutes of the November 12, 2015 meeting.

Motion carried.

F. Treasurer's Report

Motion by J. Fox; Supported by Nowak.

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

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

Motion carried.

Motion by Salsberry; Supported by Bird.

To approve the November and December financial statements.

Motion carried

G. Committee Updates

1. **Physical Improvement Committee:**

No Report.

2. **Organization Committee:**

No Report.

3. **Marketing Committee:**

Hewlett announced they have been running commercials on WTOL for the Ice Sculpture Festival at a cost of \$2,500.00 for 42 commercials. She reported that 154 people have clicked to our website page for the Ice Sculpture Festival from their media sources. 43,400 digital ads have been delivered.

Downtown event magnets have been reprinted again this year due to their success last year. The Central Business Association has offered to cover half of the cost of \$579.00.

700 visitor packets have been sent out so far this year. Requests come through the downtowntecumseh.com website and the Pure Michigan reader request cards.

Hewlett along with Rhonda Nowak and Rochelle Bird plan to update the UAW window display in February.

Walking maps have been updated as well.

The next DDA Marketing Committee meeting is scheduled for Tuesday, January 26, 2016 at 8:00 am in the Police Meeting Room.

4. **Economic Development Committee:**

No Report.

H. New Business

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

John Jackson of McKenna & Associates presented streetscape concepts for the Evans Corridor on both North and South Evans Street. The design concepts make the area more attractive and pedestrian friendly. Some of the challenges in the corridor include the railroad tracks and large curb cuts that blur the lines of where pedestrians can walk and where cars can drive.

McKenna & Associates developed three approaches, which include:

John Jackson also presented successful examples of streetscape elements in other cities. The board will revisit the conceptual drawings at the February board meeting.

2. **2016/2017 Budget**

Staff presented the proposed 2016/2017 budget for DDA funds.

Motion by Salsberry; Supported by Lash.

To recommend approval of the 2016/2017 DDA Budget and forward to City Council for adoption.

A roll call vote was taken.

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

Motion Carried

3. North Evans Property

Paula Holtz discussed the request from Ray Hamblin to lease back space in the lumber barn on the N. Evans property temporarily for storage at a cost of \$500.00 per month.

Holtz proposed the creation of a development sign to be placed on the city's newly acquired property on N. Evans.

Holtz presented the idea of renovating the lumber barn on the N. Evans property for a new market pavilion. Krieghoff Lenawee provided a quote for renovations in the amount of approximately \$30,000.00. The possibility of a crowdfunding campaign to raise the funds was discussed as an option.

4. High School Mural Project

Holtz revealed the latest proposed public art project involving Ron Frenzen, Christine Obeid and Tecumseh High School art students to paint a mural on marine grade plywood to be displayed at a location in downtown Tecumseh.

5. Downtown Parking

Holtz discussed the need for parking lot repairs in the southeast lot in downtown Tecumseh. Partial removal and repaving of the lot is estimated to cost \$43,600.00. The DDA has allocated \$30,000.00 for parking lot repair.

I. Strategic Plan

No Report.

J. Old Business

1. CBA Update

Ice Sculpture Festival is scheduled for January 23rd and 24th of 2016.

The Central Business Association made a contribution of \$3,000.00 to Tecumseh's annual Pure Michigan campaign.

Wacky Wednesdays will begin in February with fun merchant events and activities every Wednesday throughout February.

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

2. Chamber Update

J. Fox announced the Chamber Breakfast will be January 20th at 7:30 am. The guest speaker will be the City Manager Dan Swallow.

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

This year's Pig Jig is tentatively set to take place in late June and has been moved to the west end of town.

The Chamber's annual golf outing will be at Hantz Golf Course, dates TBD.

The Chamber's Annual Meeting is scheduled for March 24th.

3. ED Department Update

Holtz reported on the purchase of the former Eagles building and the owner's interest in applying for a Rental Rehabilitation Grant.

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

None.

Motion to adjourn the meeting at 8:24a.m.

Motion carried.

Secretary: Kim Koch

Recorded by: Shelby Simpson

**CITY OF TECUMSEH
DOWNTOWN DEVELOPMENT AUTHORITY**

February 11, 2016

DISBURSEMENTS FOR APPROVAL:

DDA CHECKING:

<u>ISSUE TO</u>	<u>DESCRIPTION</u>	<u>AMOUNT</u>
City of Tecumseh	Copies, postage, etc for Jan 2016	\$52.20
Karle Nursery & Landscaping	Grounds Maintenance-January 2016	\$850.00
Mckenna Associates	Prof Svcs-N Evans Redevelopment	\$1,275.00
Spectrum Printers Inc	Schedule Magnets	\$289.50
TOTAL:		<u><u>\$2,466.70</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	248,027.91
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		304,027.91
*** 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		(34,530.18)
Ending Fund Balance		304,027.91
Total Liabilities And Fund Balance		304,027.91

GL NUMBER	DESCRIPTION	2015-16 BUDGET	YTD BALANCE 01/31/2016 NORMAL (ABNORMAL)	ACTIVITY FOR MONTH 01/31/2016 INCREASE (DECREASE)	AVAILABLE BALANCE NORMAL (ABNORMAL)	% BGD USED
Fund 935 - TECUMSEH D D A						
Revenues						
Dept 000.000-GENERAL			124,200.62	0.00	10,064.38	92.50
935-000.000-401.500 TIF COLLECTION		134,265.00	165.70	27.62	84.30	66.28
935-000.000-664.700 INTEREST		250.00	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		0.00	0.00	0.00	0.00	0.00
Total Dept 000.000-GENERAL		134,515.00	124,366.32	27.62	10,148.68	92.46
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	124,366.32	27.62	10,148.68	92.46
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	3,424.87	557.65	6,575.13	34.25
935-484.000-729.211 MARKETING		0.00	0.00	0.00	0.00	0.00
935-484.000-729.220 ORGANIZATION		1,200.00	376.86	0.00	823.14	31.41
935-484.000-776.600 PLANTER MTCE		0.00	0.00	0.00	0.00	0.00
935-484.000-776.605 BEAUTIFICATION		12,000.00	11,549.64	976.81	450.36	96.25
935-484.000-776.700 MAINTENANCE-PARKING LOTS		0.00	0.00	0.00	0.00	0.00
935-484.000-776.703 TIF-OTHER PROJECTS		0.00	19,668.70	0.00	(19,668.70)	100.00
935-484.000-801.000 PROFESSIONAL SVCS		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	295.80	0.00	4,954.20	5.63
935-484.000-881.100 CHRISTMAS DECORATIONS		2,500.00	3,056.81	0.00	(556.81)	122.27
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	0.00	0.00
935-484.000-971.100 PROP ACQUISITION & DEV-RESERV		126,719.00	119,326.25	28.63	7,392.75	94.17
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 REPAIR		0.00	0.00	0.00	0.00	0.00
935-484.000-978.105 DIRECTION SIGNS		0.00	0.00	0.00	0.00	0.00
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		0.00	0.00	0.00	0.00	0.00
Total Dept 484.000-RECORD KEEPING		161,547.00	156,896.50	1,563.09	2,650.50	98.36

REVENUE AND EXPENDITURE REPORT FOR CITY OF TECUMSEH

PERIOD ENDING 01/31/2016

GL NUMBER	DESCRIPTION	2015-16		YTD BALANCE		ACTIVITY FOR		AVAILABLE		
		BUDGET	AMENDED	NORMAL (ABNORMAL)	01/31/2016	MONTH 01/31/2016	INCREASE (DECREASE)	NORMAL (ABNORMAL)	BALANCE	% BDCG USED
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		3,000.00	0.00	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		97,375.00	0.00	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		100,375.00	0.00	0.00
TOTAL Expenditures										
		261,922.00		158,896.50		1,563.09		103,025.50		60.67
Fund 935 - TECUMSEH D D A:										
TOTAL REVENUES										
		134,515.00		124,366.32		27.62		10,148.68		92.46
TOTAL EXPENDITURES										
		261,922.00		158,896.50		1,563.09		103,025.50		60.67
NET OF REVENUES & EXPENDITURES										
		(127,407.00)		(34,530.18)		(1,535.47)		(92,876.82)		27.10

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		(361.44)
*** 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	5,675.71
Total Fund Balance		5,675.71
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)

2015-16 YTD BALANCE
AMENDED 01/31/2016

ACTIVITY FOR
MONTH 01/31/2016
INCREASE (DECREASE)

2015-16 YTD BALANCE
AMENDED 01/31/2016
BUDGET NORMAL (ABNORMAL)

AVAILABLE
BALANCE
NORMAL (ABNORMAL)

% BDGT
USED

GL NUMBER DESCRIPTION

Fund 938 - D D A DEBT RETIREMENT FUND

Revenues

Dept 000.000-GENERAL									
938-000.000-401.600 LDFA TIF CAPTURE	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
938-000.000-664.000 INTEREST INCOME	0.00	2.32	0.00	0.00	0.00	(2.32)	100.00	0.00	0.00
938-000.000-664.200 ACCRUED INTEREST	0.00	0.00	0.00	0.00	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	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	0.00	0.00	0.00	0.00
938-000.000-698.100 MISCELLANEOUS	0.00	0.00	0.00	0.00	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	0.00	0.00	0.00	0.00

Total Dept 000.000-GENERAL

	0.00	2.32	0.00	0.00	0.00	(2.32)	100.00	0.00	0.00
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Dept 694.000-OTHER FINANCING SOURCES

938-694.000-676.935 TRANSFER FROM DDA	97,375.00	0.00	0.00	0.00	0.00	97,375.00	0.00	0.00	0.00
938-694.000-695.000 BOND PROCEEDS	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00

Total Dept 694.000-OTHER FINANCING SOURCES

	97,375.00	0.00	0.00	0.00	0.00	97,375.00	0.00	0.00	0.00
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TOTAL Revenues

	97,375.00	2.32	0.00	0.00	0.00	97,372.68	0.00	0.00	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	0.00	0.00	85,000.00	0.00	0.00	0.00
938-201.000-996.000 INTEREST EXPENSE	12,100.00	6,039.47	0.00	0.00	0.00	6,060.53	49.91	0.00	0.00
938-201.000-997.000 PAYING AGENT FEES	275.00	0.00	0.00	0.00	0.00	275.00	0.00	0.00	0.00

Total Dept 201.000-DEBT SERVICE

	97,375.00	6,039.47	0.00	0.00	0.00	91,335.53	6.20	0.00	0.00
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Dept 965.000

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

	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00

Total Dept 965.000

	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
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TOTAL Expenditures

	97,375.00	6,039.47	0.00	0.00	0.00	91,335.53	6.20	0.00	0.00
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Fund 938 - D D A DEBT RETIREMENT FUND:

TOTAL REVENUES	97,375.00	2.32	0.00	0.00	0.00	97,372.68	0.00	0.00	0.00
TOTAL EXPENDITURES	97,375.00	6,039.47	0.00	0.00	0.00	91,335.53	6.20	0.00	0.00
NET OF REVENUES & EXPENDITURES	0.00	(6,037.15)	0.00	0.00	0.00	6,037.15	100.00	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	4,631.30
Total Assets		4,631.30
*** 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	(519.92)
Total Fund Balance		4,480.08
Beginning Fund Balance		4,480.08
Net of Revenues VS Expenditures		151.22
Ending Fund Balance		4,631.30
Total Liabilities And Fund Balance		4,631.30

GL NUMBER	DESCRIPTION	2015-16 AMENDED BUDGET	YTD BALANCE 01/31/2016 NORMAL (ABNORMAL)	ACTIVITY FOR MONTH 01/31/2016 INCREASE (DECREASE)	AVAILABLE BALANCE NORMAL (ABNORMAL)	% BDT USED
Fund 248 - DDA PUBLIC ART FUND						
Revenues						
Dept 000.000-GENERAL			3,000.00	0.00	4,000.00	42.86
248-000.000-539.000 GRANTS-STATE		7,000.00	0.00	0.00	7,500.00	0.00
248-000.000-540.000 GRANT FOUNDATION		7,500.00	0.00	0.00	0.00	0.00
248-000.000-595.300 SPONSORSHIPS		0.00	2.37	0.50	72.63	3.16
248-000.000-664.000 INTEREST INCOME		75.00	0.00	0.00	0.00	0.00
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	3,002.37	0.50	11,572.63	20.60
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	3,002.37	0.50	11,572.63	20.60
Expenditures						
Dept 484.000-RECORD KEEPING		500.00	0.00	0.00	500.00	0.00
248-484.000-729.000 PRINTING		13,000.00	2,776.00	0.00	10,224.00	21.35
248-484.000-802.000 CONTRACTUAL SERVICES		500.00	75.15	0.00	424.85	15.03
Total Dept 484.000-RECORD KEEPING		14,000.00	2,851.15	0.00	11,148.85	20.37
TOTAL Expenditures		14,000.00	2,851.15	0.00	11,148.85	20.37
Fund 248 - DDA PUBLIC ART FUND:						
TOTAL REVENUES		14,575.00	3,002.37	0.50	11,572.63	20.60
TOTAL EXPENDITURES		14,000.00	2,851.15	0.00	11,148.85	20.37
NET OF REVENUES & EXPENDITURES		575.00	151.22	0.50	423.78	26.30



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

Agenda Item Number: H. New Business, Item 2	Submitted by: Paula Holtz
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Item: Krieghoff Lenawee Proposal for Lumber Barn Roof Repair at North Evans Property	Economic Development Department: Director
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Summary:

Krieghoff Lenawee has provided a proposal for repair work for the lumber barn roof on the North Evans property for a cost not to exceed \$1,794.00. See the attached proposal.

Staff recommends approving the roof repair expenditure at this time. The remainder of the proposed repairs can be undertaken when more funding becomes available.

This expenditure will be allocated from the Property Acquisition & Development line item within the DDA's operating budget.

Recommendation:

RESOLUTION

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

Action:

Approved
 Denied
 Continued

Bid/Purchase Item:

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

Paula Holtz
Digital copy by Paula Holtz
 On 02/02/2016 at 10:25:30 AM
 Date: 2016-02-02 10:25:30 AM

Signature

Economic Development Director

Title

2/2/2016

Date



K R I E G H O F F
L E N A W E E
C O N S T R U C T I N G
E N G I N E E R S

February 1, 2016

City of Tecumseh
309 E. Chicago Blvd.
Tecumseh, MI 49286

Attn: Paula Holtz

Dear Paula,

We propose the following quote to furnish labor and material for the Farmers Market Building.
Breakdown as follows:

Remove Front Wall as required \$ 4,963

Tighten up roof panels ALLOW \$ 1,794

Power wash and prime and paint exterior \$10,661 (one coat primer one finish coat of paint)

Power wash interior including roof and paint \$ 11,845 (one coat primer one finish coat of paint)

Alternates

Power wash only Interior and Exterior \$9,746.00

Prime and Paint East Exterior Wall Only \$1,131.00

Thank you for the opportunity to quote.

Sincerely,

Scott F. Hill, President



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

Agenda Item Number: H. New Business, Item 3	Submitted by: Paula Holtz
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Item: Downtown Hanging Baskets	Economic Development Department: Director
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Summary:

Attached is a quote for 29 downtown hanging flower baskets from Carpenter Farms. 24 of the baskets will be replanted this year at a cost of \$22.00 each, and 5 new baskets will be planted for a cost of \$27.00 each, for a total cost of \$663.00.

Recommendation:

RESOLUTION

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

Action:

Approved
 Denied
 Continued

Bid/Purchase Item:

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

Paula Holtz

Signature

Digital Signature Paula Holtz
001001784 Paula Holtz, City of Tecumseh, MI email: pholtz@tecumsehmi.com
Date: 2016.02.09 11:56:20 -0500

Economic Development Director

Title

2/8/2016

Date

QUOTE

February 5, 2015

Carpenter Farms Greenhouse
2534 E. U.S. 223
Adrian, MI 49221
517-265-8399

Bill to:
City of Tecumseh
309 E. Chicago Blvd.
Tecumseh, MI 49286

24	16" Fiber Basket Replant	@	\$22.00	\$528.00
5	16" Fiber Basket New	@	\$27.00	\$135.00
	TOTAL			\$663.00



**iHeart
MEDIA**

Prepared exclusively for:
Linda Hewlett

The City of Tecumseh



Tecumseh 'Pure Michigan' & various :60 campaigns:

Reaching: 59,800 Adults 35+ per week
(21) :60 second commercials per week on WRVF / (12) :60 commercials per week on the iHeartRadio Stream
Weekly Investment: \$564 (total = 33-:60 announcements)

	Mon	Tue	Wed	Thu	Fri	Sat	Sun
101.5 THE RIVER							
iHeart RADIO							
6am - 7pm 3X-:60	X	X	X	X	X		
7pm-12mid 3X-:60	X	X	X	X	X		
5am - 8pm 18X-:60	X	X	X	X	X	X	X
7pm - 12mid 3X-:60						X	X
12am - 6am 6X-:60	X	X	X	X	X	X	X

Pure Michigan Campaign
City Pure Michigan Fund
June 33:60 sec spots \$564.00
July 33:60 sec spots \$564.00
TOTAL 66:60 sec spots \$1128.00

Budget
CITY PM
CITY PM

DDA Marketing

August 33:60 sec spots \$564.00
September 33:60 sec spots \$564.00
TOTAL 66:60 sec spots \$1128.00

Budget
DDA MKT
DDA MKT

(2016 PRICES THE SAME AS 2015 but 2 less spots - 2016 = 132 versus 2015 - 134)

Tecumseh 2016 EVENTS :30 campaigns:

Reaching: 56,800 Adults 35+ per week
(16) :30 second commercials per week on WRVF / (15) :30 commercials per week on the iHeartRadio Stream
Weekly Investment: \$415 (total = 31-:30 announcements)

	Mon	Tue	Wed	Thu	Fri	Sat	Sun
101.5 THE RIVER							
iHeart RADIO							
5am - 8pm 22X-:30	X	X	X	X	X	X	X
8pm - 12m 9X-:30	X	X	X	X	X	X	X

:60 Investment: \$564 per week on WRVF / IRVF

:30 Investment: \$415 per week on WRVF / IRVF

Prepared by: Mike Houck
MikeHouck@iHeartMedia.com
419.244.8321 ext. 123