

MEETING NOTICE & AGENDA
City of Tecumseh
Downtown Development Authority
Thursday, June 9, 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 May 12, 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. Election of Officers [Action]
 - 2. WLEN Contract [Action]
 - 3. Market on Evans [Update]
 - 4. Historical Mural Project [Update]
 - 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, July 14, 2016

CITY OF TECUMSEH
DOWNTOWN DEVELOPMENT AUTHORITY
Meeting Minutes
Thursday, May 12, 2016
7:00 a.m. Tecumseh City Hall

A. Secretary Koch called the meeting to order at 7:00 a.m.

B. Members Present: Baker, Bird, DeWitt, J. Fox, Koch, Lincoln, Masters, Nowak, Salsberry, Stimpson

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

Members Absent: B. Fox, Lash, Slovinski,

Motion by Bird; Supported by Nowak.

To excuse B. Fox, Lash, Slovinski due to conflicts.

Motion Carried.

C. Approval of Agenda

Motion by Baker; Supported by J. Fox.

To approve the May 12, 2016 agenda.

Motion carried.

D. Public Comment RE: Items on the Agenda

None.

E. Minutes of April 14, 2016 Meeting

Motion by J. Fox; Supported by Salsberry.

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

Motion carried.

F. Treasurer's Report

Motion by Nowak; Supported by Salsberry.

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

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

Motion carried.

Motion by Stimpson; Supported by J. Fox.

To approve the April financial statements.

Motion carried.

G. Committee Updates

1. **Physical Improvement Committee:**

No Report.

2. **Organization Committee:**

No Report.

3. **Marketing Committee:**

Linda Hewlett reported on the updated retail/merchant side of the UAW display and the new large map with downtown parking locations that are now installed.

The design process has begun on the Downtown and Art Trail brochures. More cost effective methods are being explored for distribution to hotels and other venues. Distribution to Lenawee County hotels and bed and breakfasts can be done through the Lenawee County Conference and Visitors Bureau.

4. **Economic Development Committee:**

No Report.

H. New Business

1. **Submission of Nominations - Slate of Officers**

An ad-hoc committee was organized at the April meeting to submit nominations for a slate of officers at the May meeting. The officers nominated are as follows:

Chairperson - Bob Fox
Vice Chairperson - Doug Bird
Treasurer - Chris Masters
Secretary - Kim Koch

Motion by Salsberry; Supported by J. Fox.

To accept to nominated slate of officers to be voted on at the June meeting.

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

Motion Carried.

2. **2017 MCACA Application Submission Request**

Staff intends to submit an application request to the Michigan Council for Arts & Cultural Affairs (MCACA) in the amount of \$10,000 to help fund our 2017 downtown arts projects. MCACA requires the governing body pass an authorizing resolution in support of the grant application.

Motion by Stimpson; Supported by J. Fox.

To support a grant application to the Michigan Council for Arts & Cultural Affairs in the amount of \$10,000 to fund the 2017 art installation in Downtown Tecumseh.

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

Motion Carried.

3. **Market on Evans**

Shelby Simpson updated the board on the current status of the Patronicity crowdfunding campaign to raise funds for renovations on the new Market on Evans property. Since May 1st, the campaign has brought in \$12,395. The goal amount for the campaign is \$20,000, which if raised by June 10th, will be matched at 100% by the Michigan Economic Development Corporation and Michigan State Housing Development Authority.

Paula Holtz announced that the opening day for the Market on Evans is May 14th with 8 vendors. The new Sunday Vintage Market will start on June 5th.

Holtz made a request to the board to approve installation of new driveway approaches at the Market on Evans property in the amount of \$3,000.

Motion by Stimpson; Supported by Nowak

To approve the installation of new driveway approached at the Market on Evans property in the amount of \$3,000.

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

Motion Carried.

4. **Brochure Printing**

Staff recommends printing 15,000 2016 Downtown Tecumseh/Art Trail brochures on 70/80# gloss paper and would like the board to consider approving the request to print at a cost not to exceed \$1,450.

Motion by J. Fox; Supported by Nowak

To approve printing 10,000 Downtown Tecumseh brochures and 5,000 Art Trail brochures on 70/80# glossy white stock for the cost not to exceed \$1,450.

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

Motion Carried.

I. Strategic Plan

No Report.

J. Old Business

1. **CBA Update**

Downtown Divas at Dusk on April 28, 2016 was a success bringing out 200-300 people. The next Diva Night is scheduled for September 29, 2016.

Movies in the Park starts on June 10, 2016 in Adams Park at dusk, showing Minions.

On June 17, 2016, the downtown merchants will host an event called *Evening on the Boulevard - Come Sit a Spell*.

Sidewalk Sales are July 15-16, 2016.

On August 18, 2016, the downtown merchants will host an event called, *Fill-a-bus-ter*, where shoppers are asked to help fill a bus with donated school supplies.

2. Chamber Update

J. Fox announced the Chamber Breakfast will be May 18, 2016 at 7:30 am. The guest speaker will be the Bill Kenyon.

This year's Pig Jig scheduled for June 25, 2016 from 4:00 - 11:30 pm at the Tecumseh Plaza has been cancelled.

The Chamber's annual golf outing will be at Hantz Golf Course on August 8th, 2016. The Chamber is looking for teams and sponsorships.

3. ED Department Update

Holtz provided an update on the historical mural to be completed by Tecumseh High School art students.

The eleven new 2016 Art Trail Tecumseh sculptures will be installed today.

This month marks the 1st Anniversary of the Tecumseh Brewing Company, as well as the 15th Anniversary of Evans Street Station.

Art in the Park is scheduled for June 4 & 5, 2016 at John Smith Park.

The Promenade Tecumseh Home Tour will be June 4 & 5, 2016.

The Endless Feast fundraising event is scheduled for August 4, 2016 at the Ashler at the Masonic. This 2nd annual event raises funding to supplement programs that fight childhood hunger.

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

None.

Motion to adjourn the meeting at 7:38 a.m.

Motion carried.

Secretary: Kim Koch

Recorded by: Shelby Simpson

**CITY OF TECUMSEH
DOWNTOWN DEVELOPMENT AUTHORITY**

June 9, 2016

DISBURSEMENTS FOR APPROVAL:

DDA CHECKING:

<u>ISSUE TO</u>	<u>DESCRIPTION</u>	<u>AMOUNT</u>
City of Tecumseh	Copies, postage, etc for May 2016	\$21.00
City of Tecumseh	Downtown watering	\$49.84
The Daily Grind	Lunch for art project installers	\$39.00
Day Old Trophies	Art Trail Sculptures	\$16.50
Karle Nursery & Landscaping	Downtown mtc/mulch/planting flowers-May 2016	\$1,450.00
Levs Bakery	Rolls for art project installers	\$20.00
Midwest Sculpture Initiative	Services for public art installation	\$4,650.00
TOTAL:		<u><u>\$6,246.34</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	155,075.78
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		211,075.78
*** 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		(127,482.31)
Ending Fund Balance		211,075.78
Total Liabilities And Fund Balance		211,075.78

REVENUE AND EXPENDITURE REPORT FOR CITY OF TECUMSEH

GL NUMBER	DESCRIPTION	PERIOD ENDING 05/31/2016		YTD BALANCE 05/31/2016	ACTIVITY FOR MONTH 05/31/2016	AVAILABLE BALANCE	% BDT & USED
		2015-16 AMENDED BUDGET	NORMAL (ABNORMAL)				

Fund 935 - TECUMSEH	D D A						
Revenues							
Dept 000.000-GENERAL							
935-000.000-401.500 TIF COLLECTION		145,978.00	145,977.64	0.00	0.00	0.36	100.00
935-000.000-664.700 INTEREST		250.00	262.80	17.73	17.73	(12.80)	105.12
935-000.000-698.100 MISCELLANEOUS		0.00	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	0.00
Total Dept 000.000-GENERAL		146,228.00	146,240.44	17.73	17.73	(12.44)	100.01

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	0.00
935-694.000-676.938 TRANSFER FR DOWNTOWN DEBT RET		0.00	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	0.00

TOTAL Revenues		146,228.00	146,240.44	17.73	17.73	(12.44)	100.01
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Expenditures

Dept 484.000-RECORD KEEPING							
935-484.000-706.101 PAYROLL		1,280.00	970.47	65.88	65.88	309.53	75.82
935-484.000-709.000 SECRETARIAL FEES		0.00	0.00	0.00	0.00	0.00	0.00
935-484.000-715.000 SOCIAL SECURITY TAXES		98.00	74.24	5.05	5.05	23.76	75.76
935-484.000-718.000 EMPLOYEES' RETIREMENT FUND		29.00	0.00	0.00	0.00	29.00	0.00
935-484.000-719.000 WORKERS COMPENSATION		36.00	25.52	1.73	1.73	10.48	70.89
935-484.000-729.100 PUBLIC NOTICE PRINTING		0.00	0.00	0.00	0.00	0.00	0.00
935-484.000-729.211 MARKETING		10,000.00	7,257.78	0.00	0.00	2,742.22	72.58
935-484.000-729.220 ORGANIZATION		0.00	0.00	0.00	0.00	0.00	0.00
935-484.000-776.600 PLANTER MTCE		1,200.00	1,064.70	638.00	638.00	135.30	88.73
935-484.000-776.605 BEAUTIFICATION		0.00	0.00	0.00	0.00	0.00	0.00
935-484.000-776.700 MAINTENANCE-PARKING LOTS		15,600.00	15,139.51	889.98	889.98	460.49	97.05
935-484.000-801.000 PROFESSIONAL SVCS		0.00	0.00	0.00	0.00	0.00	0.00
935-484.000-822.000 PARKING LOT ENGINEERING		20,056.00	20,056.20	0.00	0.00	(0.20)	100.00
935-484.000-826.100 ADMINISTRATIVE/LEGAL EXPENSES		0.00	0.00	0.00	0.00	0.00	0.00
935-484.000-826.100 ADMINISTRATIVE/LEGAL EXPENSES		5,296.00	5,431.00	5,016.80	5,016.80	(135.00)	102.55
935-484.000-881.100 CHRISTMAS DECORATIONS		3,138.00	3,137.55	0.00	0.00	0.45	99.99
935-484.000-884.100 ECONOMIC PLANNING		0.00	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	0.00
935-484.000-920.000 ELECTRIC POWER		0.00	0.00	0.00	0.00	0.00	0.00
935-484.000-957.000 DUES & SUBSCRIPTIONS		200.00	200.00	0.00	0.00	0.00	100.00
935-484.000-971.100 PROP ACQUISITION & DEV-RESERV		126,719.00	121,804.73	22.59	22.59	4,914.27	96.12
935-484.000-971.600 FUTURE PROJECTS		0.00	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	0.00
935-484.000-974.150 PARKING LOT PATCHING/REPAIR		0.00	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	0.00
935-484.000-979.010 MISCELLANEOUS		2,000.00	1,473.58	0.00	0.00	526.42	73.68
935-484.000-996.000 INTEREST EXPENSE		2,235.00	0.00	0.00	0.00	2,235.00	0.00
Total Dept 484.000-RECORD KEEPING		187,887.00	176,635.28	6,640.03	6,640.03	11,251.72	94.01

GL NUMBER	DESCRIPTION	PERIOD ENDING 05/31/2016		ACTIVITY FOR		AVAILABLE BALANCE	% BUDGET USED
		2015-16 AMENDED BUDGET	NORMAL (ABNORMAL)	MONTH 05/31/2016 INCREASE (DECREASE)	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	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	97,087.47	97,087.47	287.53	99.70	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	97,087.47	97,087.47	3,287.53	96.72	
TOTAL Expenditures		288,262.00	273,722.75	103,727.50	14,539.25	94.96	

Fund 935 - TECUMSEH	D D A:						
TOTAL REVENUES							
TOTAL EXPENDITURES		146,228.00	146,240.44	17.73	(12.44)	100.01	
NET OF REVENUES & EXPENDITURES		288,262.00	273,722.75	103,727.50	14,539.25	94.96	
		(142,034.00)	(127,482.31)	(103,709.77)	(14,551.69)	89.75	

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	5,678.03
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	MBIA CLASS-BOND	0.00
938-000.000-040.000	ACCOUNTS RECEIVABLE	0.00
Total Assets		5,678.03
*** 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	5,675.71
Total Fund Balance		5,675.71
Beginning Fund Balance		5,675.71
Net of Revenues VS Expenditures		2.32
Ending Fund Balance		5,678.03
Total Liabilities And Fund Balance		5,678.03

Fund 938 - D D A DEBT RETIREMENT FUND

Revenues

GL NUMBER	DESCRIPTION	AMENDED BUDGET	NORMAL (ABNORMAL)	INCREASE (DECREASE)	NORMAL (ABNORMAL)	USED
Dept 000.000-GENERAL						
938-000.000-401.600	IDEA 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	97,087.47	97,087.47	287.53	99.70
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	97,087.47	97,087.47	287.53	99.70

TOTAL Revenues

		97,375.00	97,089.79	97,087.47	285.21	99.71
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Expenditures

Dept 201.000-DEBT SERVICE						
938-201.000-992.000	PAYMENT OF BOND	85,000.00	85,000.00	85,000.00	0.00	100.00
938-201.000-996.000	INTEREST EXPENSE	12,100.00	12,087.47	6,048.00	12.53	99.90
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	97,087.47	91,048.00	287.53	99.70

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	97,087.47	91,048.00	287.53	99.70
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Fund 938 - D D A DEBT RETIREMENT FUND:

TOTAL REVENUES	97,375.00	97,089.79	97,087.47	285.21	99.71
TOTAL EXPENDITURES	97,375.00	97,087.47	91,048.00	287.53	99.70
NET OF REVENUES & EXPENDITURES	0.00	2.32	6,039.47	(2.32)	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	(3,904.78)
Total Assets		(3,904.78)
*** 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		(8,384.86)
Ending Fund Balance		(3,904.78)
Total Liabilities And Fund Balance		(3,904.78)

PERIOD ENDING 05/31/2016
2015-16
AMENDED BUDGET

YTD BALANCE 05/31/2016
NORMAL (ABNORMAL)

ACTIVITY FOR MONTH 05/31/2016
INCREASE (DECREASE)

AVAILABLE BALANCE
NORMAL (ABNORMAL)

% BGD
USED

Fund 248 - DDA PUBLIC ART FUND

GL NUMBER	DESCRIPTION	AMENDED BUDGET	YTD BALANCE 05/31/2016 NORMAL (ABNORMAL)	ACTIVITY FOR MONTH 05/31/2016 INCREASE (DECREASE)	AVAILABLE BALANCE NORMAL (ABNORMAL)	% BGD USED
Revenues						
Dept 000.000-GENERAL						
248-000.000-539.000 GRANTS-STATE		6,000.00	6,000.00	0.00	0.00	100.00
248-000.000-540.000 GRANT FOUNDATION		10,000.00	0.00	0.00	10,000.00	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	4.33	0.00	70.67	5.77
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		16,075.00	6,004.33	0.00	10,070.67	37.35

Debt 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		16,075.00	6,004.33	0.00	10,070.67	37.35
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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		14,250.00	13,545.00	0.00	705.00	95.05
248-484.000-979.010 MISCELLANEOUS		250.00	844.19	301.47	(594.19)	337.68
Total Dept 484.000-RECORD KEEPING		15,000.00	14,389.19	301.47	610.81	95.93

TOTAL Expenditures		15,000.00	14,389.19	301.47	610.81	95.93
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Fund 248 - DDA PUBLIC ART FUND:						
TOTAL REVENUES		16,075.00	6,004.33	0.00	10,070.67	37.35
TOTAL EXPENDITURES		15,000.00	14,389.19	301.47	610.81	95.93
NET OF REVENUES & EXPENDITURES		1,075.00	(8,384.86)	(301.47)	9,459.86	779.99



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

Agenda Item Number: H. New Business, Item 1	Submitted by: Paula Holtz
Item: Slate of Officers	Economic Development Department: Director

Summary:

The following slate of officers was approved by the DDA at the May board meeting:

Chairperson - Bob Fox
 Vice Chairperson - Doug Bird
 Treasurer - Chris Masters
 Secretary - Kim Koch

Please consider electing the above nominated slate of officers at the June board meeting.

<p>Recommendation:</p> <p align="center">RESOLUTION</p> <p>The Downtown Development Authority hereby resolves:</p> <p>To elect the following nominated slate of officers for a term to expire July 1, 2017:</p> <p>Chairperson - Bob Fox Vice Chairperson - Doug Bird Treasurer - Chris Masters Secretary - Kim Koch</p>	<p>Action:</p> <p><input type="checkbox"/> Approved <input type="checkbox"/> Denied <input type="checkbox"/> Continued</p> <hr/> <p>Bid/Purchase Item:</p> <p><input type="checkbox"/> Budgeted \$ _____ _____ Page(s) in FY Budget <input type="checkbox"/> Not Budgeted</p>
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Paula Holtz	Economic Development Director	6/2/2016
Signature	Title	Date

Digitally signed by Paula Holtz
Date: 2016.06.02 17:25:33 -04'00'



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

Agenda Item Number: H. New Business Item 2	Submitted by: Linda Hewlett
Item: WLEN 103.9 Contract	Economic Development Department: Marketing Coordinator

Summary:

We would like to request permission to use \$500.00 from the DDA Marketing budget for the 2016-17 WLEN Radio contract of \$2000.00.
 \$500.00 from the 2015-16 DDA Marketing Budget

The WLEN contract includes:

- 80 - 30 second announcements
- 40 - 30 second complimentary announcements
- 3 - 7:40am live interviews
- 3 - Community Conversations
- 4 - 2 hour live remote broadcasts for the following events:
 - Sidewalk Sales - July 2016
 - Holiday Open House - November 2017
 - Ice Sculpture Festival - January 2017
 - Downtown Divas At Dusk - Spring 2017

We feel local advertising is important for our events.

The balance of the contact will be covered by the Central Business Association and an anonymous donor.

Recommendation:

RESOLUTION

The Downtown Development Authority hereby resolves:
 To approve contributing \$500 toward the WLEN Contract

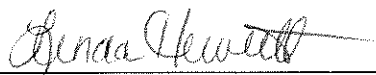
\$500.00 from the 2015-16 DDA Marketing Budget
 for the 2016-17 WLEN Radio Contract.

Action:

Approved
 Denied
 Continued

Bid/Purchase Item:

Budgeted \$ 500.00
 _____ Page(s) in FY Budget
 Not Budgeted

 _____ Signature	Marketing Coordinator _____ Title	6-9-2016 _____ Date
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fm 103.9 fm

**WLEN PRESENTS
A MARKETING PLAN FOR
CENTRAL BUSINESS ASSOCIATION
JULY 1, 2016 – JUNE 30, 2017**

WLEN will provide live 2 hour remote broadcasts for the following Tecumseh events:

- Sidewalk Sales, July 2016
- Holiday Open House, November 2016
- Ice Sculpture Festival, January 2017
- Downtown Diva's, March 2017

You will also receive:

- 80 :30 announcements to run over the course of one year as you schedule BTA plus
- 40 :30 announcements at "no charge" as a non-profit organization
- (3) 7:40 interviews on Mornings with Kristina & Steve and (3) Community Conversations with Dale Gaertner at "no charge".

Your Investment: \$2000.00 to be paid in full in July 2016

Linda Hewlett for the Tecumseh Central Business Association Date

6-2-16

Kathy Williams for WLEN Radio

Date

The parties to this advertisement affirm that nothing in this agreement, or any of the actions, benefits and obligations relating to it, discriminate in any way on the basis of race or ethnicity.