

MEETING NOTICE & AGENDA
City of Tecumseh
Downtown Development Authority
Thursday, September 8, 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 August 11, 2016 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]
 - 4. Economic Development Committee [No Report]
- H. New Business
 - 1. WTOL Holiday Shopping Campaign [Action]
 - 2. Appleumpkin Sponsorship Request [Action]
 - 3. Pure Michigan Ad [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, October 13, 2016

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

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

Members Present: Bird, B. Fox, Koch, Lash, Lincoln, Nowak, Salsberry, Slovinski,
Stimpson

Also Present: Paula Holtz, Economic Development Director
Linda Hewlett, Marketing Director
Jessica Emrick, City Clerk

Members Absent Baker, DeWitt, Slovinski

Motion by Nowak; Supported by Salsberry to excuse Baker.

Motion Carried.

- B. Approval of Agenda

Motion by Lash; Supported by J. Fox.

To approve the August 11, 2016 agenda.

Motion carried.

- C. Public Comment RE: Items on the Agenda

None.

- D. Minutes of June 9, 2016 Meeting

Motion by Salsberry; Supported by Lincoln.

To approve the minutes of the June 9, 2016 meeting.

Motion carried.

- E. Treasurer's Report

Motion by Stimpson; Supported by Salsberry.

To allow and pay the bills as presented.

A roll call vote was taken.

Yes: Bird, B. Fox, Koch, Lash, Lincoln, Nowak, Salsberry, Slovinski, Stimpson

No: None

Motion carried.

Motion by Salsberry; Supported by J. Fox.

To approve the June financial statements.

Motion carried.

F. Committee Updates

1. Physical Improvement Committee:

No Report.

2. Organization Committee:

No Report.

3. Marketing Committee

Linda Hewlett reported that the Downtown Tecumseh & Art Trail Brochures are printed and have been delivered to MDOT Welcome Centers and around the downtown area. This year the committee has the opportunity to distribute them through the Lenawee Conference and Visitors Bureau at hotels.

Requests are still coming in for visitor packets through the Pure Michigan ad as well as on the downtown website. There have been 168 requests since May with many of them being requested through the website.

G. New Business

1. Election of Officers

Motion by Salsberry; Supported by Nowak.

To recommend the reappointment of Chris Masters to a four year term on the Tecumseh Downtown Development Authority to expire in August of 2020. A roll call vote was taken:

Yes: Koch, J. Fox, Lincoln, Slovinski, Bird, Nowak, Lash, Salsberry, Stimpson, B. Fox

No: None.

Motion carried.

Motion by Stimpson; Supported by Salsberry.

To recommend the reappointment of David Stimpson to a four year term on the Tecumseh Downtown Development Authority Board to expire in August of 2020. A roll call vote was taken:

Yes: Koch, J. Fox, Lincoln, Slovinski, Bird, Nowak, Lash, Salsberry, Stimpson, B. Fox

No: None.

Motion carried.

2. Fall Mums

Motion by Nowak; Supported by Koch

To approve the purchase of mums for the four main corners downtown in an amount not to exceed \$500.00. A roll call vote was taken:

Yes: Koch, J. Fox, Lincoln, Slovinski, Bird, Nowak, Lash, Salsberry, Stimpson, B. Fox

No: None.

Motion carried.

3. Fall Decorations

Motion by Stimpson; Supported by Salisbury

To support Jan Fox in abstaining from vote due to a conflict of interest.

Motion by Nowak; Supported by Koch

To approve the purchase of downtown fall decorations in an amount not to exceed \$425.00.

Yes: Koch, Lincoln, Slovinski, Bird, Nowak, Lash, Salsberry, Stimpson, B. Fox

No: None

Abstain: J. Fox

Motion carried.

4. Parking

A discussion took place regarding parking challenges in the downtown southwest parking lot. Board members discussed loading/unloading areas, merchant parking, and possible solutions including customer parking signage, and permit parking for employees , both of which would involve enforcement of some kind.

5. Market on Evans

The Market Subcommittee meeting is on August 23rd. Final quotes will be obtained for work, and discussion will take place regarding paving and landscaping. Action will take place soon.

H. Strategic Plan

Bob Fox reported that a Planning Commission meeting will take place on August 27th, prompted by Revival Commons. The Commission will be looking at the City's master plan for possible amendments and McKenna Associates will do a sub-area plan for the South Evans corridor.

I. Old Business

CBA

Jan Fox reported that the Downtown Diva's event is coming up as well as Appleumpkin. The festival will be held October 8th and 9th and is at two-thirds maximum on craft booths and three-fourths on general vendors and this year they have added helicopter rides. The festival also recently received Best of Lenawee Community Festival.

Chamber

The Chamber golf outing met the budgeted number with 18 teams and the silent auction went well. The next breakfast meeting is August 17th at 7:30 a.m. Musgrove Evans is currently accepting nominations.

Economic Development

Paula Holtz reported that Old National Bank's grand reopening and ribbon cutting is scheduled for August 18th at 5:30 p.m.

J. Public Comment – Items not on the agenda

None.

K. Adjournment

Motion by Salsberry; Supported by Nowak

To adjourn the meeting at 7:46 a.m.

Motion carried.

**CITY OF TECUMSEH
DOWNTOWN DEVELOPMENT AUTHORITY**

September 8, 2016

DISBURSEMENTS FOR APPROVAL:

DDA CHECKING:

<u>ISSUE TO</u>	<u>DESCRIPTION</u>	<u>AMOUNT</u>
City of Tecumseh	Copies, postage, etc-August 2016	\$30.60
City of Tecumseh	Downtown watering-6/1/16-9/1/16	\$49.84
Karle Nursery & Landscaping	Grounds mtc-August 2016	\$850.00
TOTAL:		<u><u>\$930.44</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	142,404.18
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		198,404.18
*** 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	0.00
935-000.000-258.000	PAYROLL TAXES 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 - 15-16		338,558.09
Net of Revenues VS Expenditures - 15-16		(137,835.07)
*15-16 End FB/16-17 Beg FB		200,723.02
Net of Revenues VS Expenditures - Current Year		(2,318.84)
Ending Fund Balance		198,404.18
Total Liabilities And Fund Balance		198,404.18

* Year Not Closed

ACCOUNT DESCRIPTION	2016-17 AMENDED BUDGET	YTD BALANCE 08/31/2016 NORMAL (ABNORM)	ACTIVITY FOR MONTH 08/31/20 INCREASE (DECR)	AVAILABLE BALANCE NORMAL (ABNORM)	% BDGT USED
Fund 935 - TECUMSEH D D A					
Revenues					
Dept 000.000-GENERAL					
401.500 TIF COLLECTION	134,265.00	0.00	0.00	134,265.00	0.00
664.700 INTEREST	250.00	0.00	0.00	250.00	0.00
Total Dept 000.000-GENERAL	134,515.00	0.00	0.00	134,515.00	0.00
TOTAL Revenues	134,515.00	0.00	0.00	134,515.00	0.00
Expenditures					
Dept 484.000-RECORD KEEPING					
706.101 PAYROLL	1,280.00	748.35	347.36	531.65	58.46
709.000 SECRETARIAL FEES	99.00	0.00	0.00	99.00	0.00
715.000 SOCIAL SECURITY TAXES	70.00	57.26	26.58	12.74	81.80
718.000 EMPLOYEES' RETIREMENT FUND	29.00	0.00	0.00	29.00	0.00
719.000 WORKERS COMPENSATION	0.00	19.23	8.93	(19.23)	100.00
729.211 MARKETING	10,000.00	0.00	0.00	10,000.00	0.00
776.600 PLANTER MTCE	1,200.00	0.00	0.00	1,200.00	0.00
776.700 MAINTENANCE-PARKING LOTS	12,000.00	889.98	889.98	11,110.02	7.42
826.100 ADMINISTRATIVE/LEGAL EXPENSES	5,250.00	0.00	0.00	5,250.00	0.00
881.100 CHRISTMAS DECORATIONS	2,500.00	0.00	0.00	2,500.00	0.00
957.000 DUES & SUBSCRIPTIONS	400.00	0.00	0.00	400.00	0.00
971.100 PROP ACQUISITION & DEV-RESERV	0.00	50.52	25.32	(50.52)	100.00
974.150 PARKING LOT PATCHING/REPAIR	0.00	553.50	553.50	(553.50)	100.00
979.010 MISCELLANEOUS	2,000.00	0.00	0.00	2,000.00	0.00
996.000 INTEREST EXPENSE	2,235.00	0.00	0.00	2,235.00	0.00
Total Dept 484.000-RECORD KEEPING	37,063.00	2,318.84	1,851.67	34,744.16	6.26
Dept 965.000					
965.740 TR TO PURE TEC CAMPAIGN FUND	3,000.00	0.00	0.00	3,000.00	0.00
965.938 TRANSFER TO DDA DEBT RETIRE	97,375.00	0.00	0.00	97,375.00	0.00
Total Dept 965.000	100,375.00	0.00	0.00	100,375.00	0.00
TOTAL Expenditures	137,438.00	2,318.84	1,851.67	135,119.16	1.69
Fund 935 - TECUMSEH D D A:					
TOTAL REVENUES	134,515.00	0.00	0.00	134,515.00	0.00
TOTAL EXPENDITURES	137,438.00	2,318.84	1,851.67	135,119.16	1.69
NET OF REVENUES & EXPENDITURES	(2,923.00)	(2,318.84)	(1,851.67)	(604.16)	79.33

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	5,678.78
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		5,678.78
*** 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 - 15-16		5,675.71
Net of Revenues VS Expenditures - 15-16		3.07
*15-16 End FB/16-17 Beg FB		5,678.78
Net of Revenues VS Expenditures - Current Year		0.00
Ending Fund Balance		5,678.78
Total Liabilities And Fund Balance		5,678.78

* Year Not Closed

ACCOUNT DESCRIPTION	2016-17 AMENDED BUDGET	YTD BALANCE 08/31/2016 NORMAL (ABNORM)	ACTIVITY FOR MONTH 08/31/20 INCREASE (DECR)	AVAILABLE BALANCE NORMAL (ABNORM)	% BDGT USED
Fund 938 - D D A DEBT RETIREMENT FUND					
Revenues					
Dept 694.000-OTHER FINANCING SOURCES					
676.935 TRANSFER FROM DDA	97,375.00	0.00	0.00	97,375.00	0.00
Total Dept 694.000-OTHER FINANCING SOURCES	97,375.00	0.00	0.00	97,375.00	0.00
TOTAL Revenues	97,375.00	0.00	0.00	97,375.00	0.00
Expenditures					
Dept 201.000-DEBT SERVICE					
992.000 PAYMENT OF BOND	85,000.00	0.00	0.00	85,000.00	0.00
996.000 INTEREST EXPENSE	12,100.00	0.00	0.00	12,100.00	0.00
997.000 PAYING AGENT FEES	275.00	0.00	0.00	275.00	0.00
Total Dept 201.000-DEBT SERVICE	97,375.00	0.00	0.00	97,375.00	0.00
TOTAL Expenditures	97,375.00	0.00	0.00	97,375.00	0.00
Fund 938 - D D A DEBT RETIREMENT FUND:					
TOTAL REVENUES	97,375.00	0.00	0.00	97,375.00	0.00
TOTAL EXPENDITURES	97,375.00	0.00	0.00	97,375.00	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	1.28
248-000.000-040.000	ACCOUNTS RECEIVABLE	0.00
Total Assets		1.28
*** 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 - 15-16		4,480.08
Net of Revenues VS Expenditures - 15-16		(4,470.81)
*15-16 End FB/16-17 Beg FB		9.27
Net of Revenues VS Expenditures - Current Year		(7.99)
Ending Fund Balance		1.28
Total Liabilities And Fund Balance		1.28

* Year Not Closed

ACCOUNT DESCRIPTION	2016-17 AMENDED BUDGET	YTD BALANCE 08/31/2016 NORMAL (ABNORM)	ACTIVITY FOR MONTH 08/31/20 INCREASE (DECR)	AVAILABLE BALANCE NORMAL (ABNORM)	% BDGT USED
Fund 248 - DDA PUBLIC ART FUND					
Revenues					
Dept 000.000-GENERAL					
539.000 GRANTS-STATE	5,000.00	0.00	0.00	5,000.00	0.00
540.000 GRANT FOUNDATION	10,000.00	0.00	0.00	10,000.00	0.00
664.000 INTEREST INCOME	75.00	0.00	0.00	75.00	0.00
Total Dept 000.000-GENERAL	15,075.00	0.00	0.00	15,075.00	0.00
TOTAL Revenues	15,075.00	0.00	0.00	15,075.00	0.00
Expenditures					
Dept 484.000-RECORD KEEPING					
729.000 PRINTING	500.00	0.00	0.00	500.00	0.00
802.000 CONTRACTUAL SERVICES	14,250.00	0.00	0.00	14,250.00	0.00
979.010 MISCELLANEOUS	500.00	7.99	7.99	492.01	1.60
Total Dept 484.000-RECORD KEEPING	15,250.00	7.99	7.99	15,242.01	0.05
TOTAL Expenditures	15,250.00	7.99	7.99	15,242.01	0.05
Fund 248 - DDA PUBLIC ART FUND:					
TOTAL REVENUES	15,075.00	0.00	0.00	15,075.00	0.00
TOTAL EXPENDITURES	15,250.00	7.99	7.99	15,242.01	0.05
NET OF REVENUES & EXPENDITURES	(175.00)	(7.99)	(7.99)	(167.01)	4.57



Agenda Item Review Form
City of Tecumseh
Downtown Development Authority

Agenda Item Number: H. New Business Item 1	Submitted by: Linda Hewlett
Item: WTOL Channel 11 Holiday Shopping Television Commercial Campaign	Economic Development Department:

Summary:
Regarding: Holiday Shopping Television Commercial Campaign

Request permission to use up to \$1000.00 of the DDA Marketing budget for "Shop Tecumseh" Holiday Television Commercials to promote holiday shopping in Downtown Tecumseh. Run dates 11-14 to 11-27-2016 (Before Thanksgiving)

Recommendation:

RESOLUTION

The Downtown Development Authority hereby resolves:
To approve designating \$1,000.00 of the DDA Marketing budget to put toward a Holiday Shopping Television Commercial Campaign to run in the Toledo market.

Action:

Approved
 Denied
 Continued

Bid/Purchase Item:

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

Linda Hewlett
Signature

Marketing
Title

September 8, 2016

Date



City of Tecumseh Holiday 2016

Book: RTK-Q4-2015

Proposal ID: 20210
 Market: TOLEDO-Rentrak [0]
 Schedule Date: 11/14/2016 - 11/27/2016
 Spot Length(s): :30
 Book: RTK-Q4-2015 (sell)
 Author: Monique Myers

Acct. Exec: Monique Myers
 Phone #: 419-248-1143
 FAX #: 419-248-1177
 Email: mmyers@toledonewsnow.com
 Web Site: www.wtol.com

Flight Dates: 11/14/2016-11/27/2016

Program Time	Spot Length	NO 14	NO 21	RT-W35-64 D.RTG RTG	W k s	Rate Spots
WTOL						
News Now This Morning 6am CPP/CPM Mo-Fr 6:00a-7:00a	:30	--	3	7.4 \$24.32	1	\$180.00 3
CBS This Morning CPP/CPM Mo-Fr 7:00a-9:00a	:30	--	2	5.6 \$21.43	1	\$120.00 2
Dr. Phil CPP/CPM Mo-Fr 4:00p-5:00p	:30	--	2	4.6 \$39.13	1	\$180.00 2
WTOL11 News Now at Five CPP/CPM Mo-Fr 5:00p-6:00p	:30	--	1	7.9 \$34.81	1	\$275.00 1
WTOL11 News Now at Six CPP/CPM Mo-Fr 6:00p-6:30p	:30	--	1	9.3 \$48.39	1	\$450.00 1
Wheel of Fortune CPP/CPM Mo-Fr 7:00p-7:30p	:30	--	1	9.3 \$59.14	1	\$550.00 1
WTOL11 Your Weekend Sat. 8am CPP/CPM Sat 8:00a-10:00a	:30	2	2	4.3 \$13.95	2	\$60.00 4
News Now This Morning Sunday CPP/CPM Sun 6:30a-8:30a	:30	2	2	3.2 \$18.75	2	\$60.00 4
WTOL Totals		4	14			\$2,895.00
				GRP/(000) 99.1	Spts:	18
				CPP/CPM: \$29.21		
				Reach: 52.6		
				Frequency: 1.9		

Total Cost: \$2,895.00 Signature _____

Tecumseh's

APPLEUMPKIN

Festival



August 27, 2016

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 23rd Appleumpkin Festival at the level of \$1000.00.

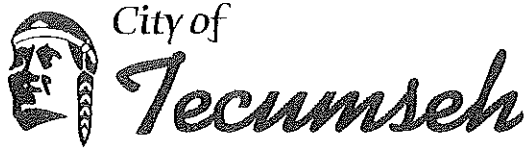
The economic impact is extremely great for the local businesses, the nonprofit organizations, and the promotion and showcasing of Tecumseh.

We estimated the crowd to be between 30-35,000 visitors last year. To support that number of visitors we have an expense budget of over \$25,000 which includes port -a-potties, tents, tables, chairs, Make It Take 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 3	Submitted by: Linda Hewlett
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Item: Pure Michigan Spring/Summer Travel Guide Print Advertising	Economic Development Department:
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Summary:
Regarding: Pure Michigan Spring/Summer Guide Print Advertising

Request permission to use \$1682.42 of the DDA Marketing Budget to put toward a 2 1/4" x 4" print ad to run in the 2017 Pure Michigan Spring/Summer Guide to run in conjunction with Pure Michigan Radio Campaign. The City of Tecumseh will contribute to the cost as well. (Total cost \$3364.85 = .003364 cents per ad for 1,000,000 copies)

Publication Delivery Date: March 2017

Distribution: 1,000,000 copies -
650,000 copies polywrapped with March/April 2017 issue of Midwest Living
335,000 distributed by Travel Michigan at Welcome Centers

The 4" ad will also include an electronic link from the Pure Michigan electronic version of the guide on the Pure Michigan website to our downtowntecumseh.com website and reader service request card.

Recommendation:

RESOLUTION

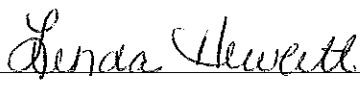

The Downtown Development Authority hereby resolves:
To approve designating \$1,682.42 of the DDA Marketing budget to put toward a 2 1/4' x 4" ad in the Pure Michigan Spring/ Summer Guide Print Advertising.

Action:

Approved
 Denied
 Continued

Bid/Purchase Item:

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



September 8, 2016

Signature Title Date