

MEETING NOTICE & AGENDA
City of Tecumseh
Downtown Development Authority
Thursday, December 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 October 13, 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. WTOL Advertising Campaign for Ice Sculpture Festival [Action]
 - 2. Market on Evans [Update]
 - 3. Legislative Update [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, January 12, 2017

**CITY OF TECUMSEH
DOWNTOWN DEVELOPMENT AUTHORITY
Meeting Minutes
Thursday, October 13, 2016
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, B. Fox, J. Fox, Koch, Lash, Lincoln, Masters, Nowak, Salsberry, Slovinski, Stimpson

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

Members Absent: Bird

Motion by J. Fox; Supported by Slovinski.

To excuse Bird due to being out of county.

Motion Carried.

C. Approval of Agenda

Motion by Stimpson; Supported by J. Fox.

To approve the October 13, 2016 agenda.

Motion carried.

D. Public Comment RE: Items on the Agenda

None.

E. Minutes of August 11, 2016 and September 8, 2016 Meeting

Motion by Salsberry; Supported by Slovinski.

To approve and place on file the minutes of the August 11, 2016 and September 8, 2016 meeting.

Motion carried.

F. Treasurer's Report

Motion by Baker; Supported by Stimpson.

To allow and pay the bills as presented.

A roll call vote was taken.

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

No: None

Motion carried.

Motion by Lash; Supported by Nowak.

To approve the September 2016 financial statements.

Motion carried.

G. Committee Updates

1. **Physical Improvement Committee:**

No Report.

2. **Organization Committee:**

No Report.

3. **Marketing Committee:**

Hewlett reported that the Crazy Tourist website named Tecumseh as #6 of the top 15 small towns to visit in Michigan. MLive named the Appleumpkin Festival as #23 of the top 31 best things to do in October in Michigan.

We continue to receive requests for visitor packets. We received an order from Pure Michigan for 433 packets through the card reader service. Packets were shipped out to the Michigan, Ohio and Indiana requests prior to Appleumpkin and included Holiday Open House information. We have approximately 225 packets left to ship in the next few weeks. We have sent out 480 packets since April 1st. After downtown events we typically will get requests for 10 - 12 packets via our website within the few days following the event. Most of recipients are located within a 75 - 100 mile radius.

We are beginning to work on the upcoming Holiday Open House scheduled for Nov 11 & 12.

4. **Economic Development Committee:**

Holtz highlighted the subjects discussed at September's Economic Development meeting, including parking, downtown hanging baskets, and visiting other communities.

Holtz reported that the committee discussed parking in the downtown district. The southwest parking lot was a major topic of discussion in regard to crowding, space size, handicap parking, and key spaces being occupied by employees. The subject of downtown hanging baskets was addressed by Holtz. The baskets did not seem to thrive this year so suggestions were made to consult with Karle Landscaping and Carpenter Farms on options for next year. Suggestions were also made for visiting other communities to research their focal points. Allegan and South Haven were mentioned as possibilities.

H. New Business

1. **Appointment of New Board Member**

Staff requests the Board consider Joshua Roth for appointment to the DDA for a 4-year term and recommend to City Council for approval.

Motion by Salsberry; Supported by Lash.

To recommend the appointment of Joshua Roth to fill a vacancy on the Tecumseh Downtown Development Authority Board for a four year term to expire in August of 2019.

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

Motion Carried.

2. Market on Evans Update

Holtz reported that renovations are underway at the Market on Evans property. Krieghoff-Lenawee is doing an excellent job with repairs to the lumber barn. Stoddard Over-All Painting is powerwashing the building today and tomorrow and Radant's Electric will be on the premises next week to complete some electric work. Holtz also announced that Jan Salsberry has been coordinating a Holiday Market during Holiday Open House on Saturday, November 12th from 10:00 am - 2:00 pm.

Salsberry provided information on vendors that will be involved in the event, including current vendors of the Farmers Market, Carnegie Artist Studios, and the Tecumseh District Library.

Holtz announced there will be a Ribbon Cutting ceremony for the Market on Evans.

I. Strategic Plan

J. Old Business

1. CBA Update

Jan Fox announced that the Appleumpkin Festival was a big success this year with 6 shuttles running, over 280 vendors, four stages of entertainment, and a talent show. Great weather and a great committee contributed to the success of the festival. There will be a wrap-up meeting in a couple of weeks and she would welcome input.

Holiday Open House will be November 11 and 12. The theme for this year's event is *Marshmallow World in Tecumseh*. Activities this year include a recipe walk, street lighting ceremony, progressive craft activities, and much more.

2. Chamber Update

Jan Fox updated the board on upcoming Chamber activities. The Musgrove Evans dinner will be November 3 at 6:30 p.m. at St. Elizabeth Catholic Church. This year's award will honor Dick Johnson. Tickets are available at the Chamber office.

The theme for the Christmas parade is *What Christmas Means to Me*. The Chamber is in need of float entries.

Wine, Women, Chocolate and Shoes will be February 25, 2017 at Suburban Chevrolet. New to this year's event will be *Booze, Bros, BBQ and Chips* for the men, and will include a big screen tv, texas hold 'em, and euchre. Tickets go on sale December 1.

3. ED Department Update

Holtz commended Jan Fox for another successful Appleumpkin Festival.

Holtz informed the board that the City was unsuccessful in obtaining a MCACA grant for Art Trail 2017 and will be looking for sponsors in order to continue this important downtown project.

The Department of Public Works has begun hanging the downtown holiday lights and may need to replace most, if not all of them this year.

Holtz informed the board that activity may begin at the Revival Commons property after the first of the year.

The DDA Annual Report has been submitted to the State of Michigan, the local newspaper, and will be presented to City Council.

The Carnegie Wine Fest is November 13, 2016. Tickets will be available soon at Evans Street Station.

Holtz wrapped up her report by thanking Dick Johnson for his sponsorship of the 2017 Ice Sculpture Festival.

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

Jan Fox expressed the need for additional overnight accommodations in Tecumseh.

Motion to adjourn the meeting at 7:42 a.m.

Motion carried.

Secretary: Kim Koch

Recorded by: Shelby Simpson

**CITY OF TECUMSEH
DOWNTOWN DEVELOPMENT AUTHORITY**

December 8, 2016

DISBURSEMENTS FOR APPROVAL:

DDA CHECKING:

| <u>ISSUE TO</u> | <u>DESCRIPTION</u> | <u>AMOUNT</u> |
|-----------------------------|-----------------------------------------|--------------------------|
| Karle Nursery & Landscaping | Grounds Mtc/Blowout Sprinklers-Nov 2016 | \$1,350.00 |
| UPS | Brochures for Detroit Welcome Center | \$3.79 |
| TOTAL: | | <u><u>\$1,353.79</u></u> |

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

| | | |
|---------------------|----------------------------------------------------|------------------------|
| Martins Home Center | Holiday Lights (to be paid at 12/19/16 CC Meeting) | \$447.20 |
| Tecumseh Herald | 2016 Annual Report (paid at 12/5/16 CC Meeting) | \$167.25 |
| TOTAL: | | <u><u>\$614.45</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 | 268,135.69 |
| 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 | | 324,135.69 |
| *** 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 | 149.52 |
| 935-000.000-258.000 | PAYROLL TAXES PAYABLE | 0.00 |
| 935-000.000-320.000 | ADVANCE PAYABLE FROM GEN FUND | 0.00 |
| Total Liabilities | | 149.52 |
| *** 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 | 29,446.50 |
| 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 | 84,367.00 |
| Total Fund Balance | | 200,573.50 |
| Beginning Fund Balance | | 200,573.50 |
| Net of Revenues VS Expenditures | | 123,412.67 |
| Fund Balance Adjustments | | 0.00 |
| Ending Fund Balance | | 323,986.17 |
| Total Liabilities And Fund Balance | | 324,135.69 |

REVENUE AND EXPENDITURE REPORT FOR CITY OF TECUMSEH
 PERIOD ENDING 11/30/2016
 AFTER AUDIT

| ACCOUNT DESCRIPTION | 2016-17 AMENDED BUDGET | YTD BALANCE 11/30/2016 NORMAL (ABNORM | ACTIVITY FOR MONTH 11/30/20 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 | 141,293.14 | 9,241.36 | (7,028.14) | 105.23 |
| 664.700 INTEREST | 250.00 | 97.35 | 36.69 | 152.65 | 38.94 |
| Total Dept 000.000-GENERAL | 134,515.00 | 141,390.49 | 9,278.05 | (6,875.49) | 105.11 |
| TOTAL REVENUES | 134,515.00 | 141,390.49 | 9,278.05 | (6,875.49) | 105.11 |
| Expenditures | | | | | |
| Dept 484.000-RECORD KEEPING | | | | | |
| 706.101 PAYROLL | 1,280.00 | 1,197.12 | 0.00 | 82.88 | 93.53 |
| 709.000 SECRETARIAL FEES | 99.00 | 0.00 | 0.00 | 99.00 | 0.00 |
| 715.000 SOCIAL SECURITY TAXES | 70.00 | 91.58 | 0.00 | (21.58) | 130.83 |
| 718.000 EMPLOYEES' RETIREMENT FUND | 29.00 | 0.00 | 0.00 | 29.00 | 0.00 |
| 719.000 WORKERS COMPENSATION | 0.00 | 30.76 | 0.00 | (30.76) | 100.00 |
| 729.211 MARKETING | 10,000.00 | 1,438.00 | 0.00 | 8,562.00 | 14.38 |
| 776.600 PLANTER MTCE | 1,200.00 | 0.00 | 0.00 | 1,200.00 | 0.00 |
| 776.700 MAINTENANCE-PARKING LOTS | 12,000.00 | 4,867.10 | 1,350.00 | 7,132.90 | 40.56 |
| 826.100 ADMINISTRATIVE/LEGAL EXPENSES | 5,250.00 | 257.25 | 194.25 | 4,992.75 | 4.90 |
| 881.100 CHRISTMAS DECORATIONS | 2,500.00 | 2,977.65 | 2,912.65 | (477.65) | 119.11 |
| 957.000 DUES & SUBSCRIPTIONS | 400.00 | 200.00 | 0.00 | 200.00 | 50.00 |
| 971.100 PROP ACQUISITION & DEV-RESERV | 0.00 | 132.86 | 0.00 | (132.86) | 100.00 |
| 974.150 PARKING LOT PATCHING/REPAIR | 0.00 | 553.50 | 0.00 | (553.50) | 100.00 |
| 979.010 MISCELLANEOUS | 2,000.00 | 1,000.00 | 0.00 | 1,000.00 | 50.00 |
| 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 | 12,745.82 | 4,456.90 | 24,317.18 | 34.39 |
| 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 | 5,232.00 | 5,232.00 | 92,143.00 | 5.37 |
| Total Dept 965.000 | 100,375.00 | 5,232.00 | 5,232.00 | 95,143.00 | 5.21 |
| TOTAL EXPENDITURES | 137,438.00 | 17,977.82 | 9,688.90 | 119,460.18 | 13.08 |
| Fund 935 - TECUMSEH D D A: | | | | | |
| TOTAL REVENUES | 134,515.00 | 141,390.49 | 9,278.05 | (6,875.49) | 105.11 |
| TOTAL EXPENDITURES | 137,438.00 | 17,977.82 | 9,688.90 | 119,460.18 | 13.08 |
| NET OF REVENUES & EXPENDITURES | (2,923.00) | 123,412.67 | (410.85) | (126,335.67) | 4,222.12 |

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BALANCE SHEET FOR CITY OF TECUMSEH
Period Ending 11/30/2016
AFTER AUDIT

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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 | 5,681.37 |
| 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 | | 5,681.37 |
| *** 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 | 5,678.78 |
| Total Fund Balance | | 5,678.78 |
| Beginning Fund Balance | | 5,678.78 |
| Net of Revenues VS Expenditures | | 2.59 |
| Ending Fund Balance | | 5,681.37 |
| Total Liabilities And Fund Balance | | 5,681.37 |

REVENUE AND EXPENDITURE REPORT FOR CITY OF TECUMSEH
 PERIOD ENDING 11/30/2016
 AFTER AUDIT

| ACCOUNT DESCRIPTION | 2016-17 AMENDED BUDGET | YTD BALANCE 11/30/2016 NORMAL (ABNORM | ACTIVITY FOR MONTH 11/30/20 INCREASE (DECR | AVAILABLE BALANCE NORMAL (ABNORM | % BDGT USED |
|--------------------------------------------|---------------------------|---------------------------------------------|--------------------------------------------------|----------------------------------------|----------------|
| Fund 938 - D D A DEBT RETIREMENT FUND | | | | | |
| Revenues | | | | | |
| Dept 000.000-GENERAL | | | | | |
| 664.000 INTEREST INCOME | 0.00 | 2.59 | 0.77 | (2.59) | 100.00 |
| Total Dept 000.000-GENERAL | 0.00 | 2.59 | 0.77 | (2.59) | 100.00 |
| Dept 694.000-OTHER FINANCING SOURCES | | | | | |
| 676.935 TRANSFER FROM DDA | 97,375.00 | 5,232.00 | 5,232.00 | 92,143.00 | 5.37 |
| Total Dept 694.000-OTHER FINANCING SOURCES | 97,375.00 | 5,232.00 | 5,232.00 | 92,143.00 | 5.37 |
| TOTAL REVENUES | 97,375.00 | 5,234.59 | 5,232.77 | 92,140.41 | 5.38 |
| 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 | 5,232.00 | 5,232.00 | 6,868.00 | 43.24 |
| 997.000 PAYING AGENT FEES | 275.00 | 0.00 | 0.00 | 275.00 | 0.00 |
| Total Dept 201.000-DEBT SERVICE | 97,375.00 | 5,232.00 | 5,232.00 | 92,143.00 | 5.37 |
| TOTAL EXPENDITURES | 97,375.00 | 5,232.00 | 5,232.00 | 92,143.00 | 5.37 |
| Fund 938 - D D A DEBT RETIREMENT FUND: | | | | | |
| TOTAL REVENUES | 97,375.00 | 5,234.59 | 5,232.77 | 92,140.41 | 5.38 |
| TOTAL EXPENDITURES | 97,375.00 | 5,232.00 | 5,232.00 | 92,143.00 | 5.37 |
| NET OF REVENUES & EXPENDITURES | 0.00 | 2.59 | 0.77 | (2.59) | 100.00 |

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BALANCE SHEET FOR CITY OF TECUMSEH
Period Ending 11/30/2016
AFTER AUDIT

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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 | 1.29 |
| 248-000.000-040.000 | ACCOUNTS RECEIVABLE | 0.00 |
| Total Assets | | <u>1.29</u> |
| *** Liabilities *** | | |
| 248-000.000-202.000 | ACCOUNTS PAYABLE | 0.00 |
| Total Liabilities | | <u>0.00</u> |
| *** Fund Balance *** | | |
| 248-000.000-386.100 | DESIGNATED FOR FUTURE PROJECT | 5,000.00 |
| 248-000.000-390.000 | Fund Balance | (4,990.73) |
| Total Fund Balance | | <u>9.27</u> |
| Beginning Fund Balance | | 9.27 |
| Net of Revenues VS Expenditures | | (7.98) |
| Ending Fund Balance | | 1.29 |
| Total Liabilities And Fund Balance | | 1.29 |

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REVENUE AND EXPENDITURE REPORT FOR CITY OF TECUMSEH

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PERIOD ENDING 11/30/2016

AFTER AUDIT

| ACCOUNT DESCRIPTION | 2016-17 | YTD BALANCE | ACTIVITY FOR | AVAILABLE | % BDGT USED |
|-----------------------------------|----------------|------------------------------|----------------------------------|---------------------------|----------------|
| | AMENDED BUDGET | 11/30/2016 NORMAL (ABNORM | MONTH 11/30/20 INCREASE (DECR | BALANCE NORMAL (ABNORM | |
| 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 | 0.01 | 0.00 | 74.99 | 0.01 |
| | | | | | |
| Total Dept 000.000-GENERAL | 15,075.00 | 0.01 | 0.00 | 15,074.99 | 0.00 |
| | | | | | |
| TOTAL REVENUES | 15,075.00 | 0.01 | 0.00 | 15,074.99 | 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 | 0.00 | 492.01 | 1.60 |
| | | | | | |
| Total Dept 484.000-RECORD KEEPING | 15,250.00 | 7.99 | 0.00 | 15,242.01 | 0.05 |
| | | | | | |
| TOTAL EXPENDITURES | 15,250.00 | 7.99 | 0.00 | 15,242.01 | 0.05 |
| | | | | | |
| Fund 248 - DDA PUBLIC ART FUND: | | | | | |
| TOTAL REVENUES | 15,075.00 | 0.01 | 0.00 | 15,074.99 | 0.00 |
| TOTAL EXPENDITURES | 15,250.00 | 7.99 | 0.00 | 15,242.01 | 0.05 |
| NET OF REVENUES & EXPENDITURES | (175.00) | (7.98) | 0.00 | (167.02) | 4.56 |