

Duties and Responsibilities of the Downtown Development Authority

The Downtown Development Authority is composed of the Mayor of the municipality and up to 12 members who are Tecumseh residents of at least one year, consisting of at least 7 members having interest in property located in the downtown district, and at least 1 member residing in the downtown district, appointed by the City Council to serve four-year terms.

The Downtown Development Authority's function and duties are to correct and prevent deterioration in business districts; to encourage historic preservation; to authorize the acquisition and disposal of interests in real and personal property; to authorize the creation and implementation of development plans in the districts; to promote the economic growth of the districts; to authorize the collection and levy of taxes; to authorize the issuance of bond and other evidences of indebtedness; to authorize the use of tax increment financing; and to accomplish other goals as stated in the Downtown Development Authority Bylaws.

The Downtown Development Authority must meet at least once a month, unless there is no business to be conducted. Its regular meeting schedule is typically the second Thursday of each month at 7:00 a.m. in the City Council Chambers.

The Agenda for the Downtown Development Authority will typically be posted the Monday before the scheduled meeting. The Agenda will include a Call to Order, recording of Members present, approval of the agenda, opportunity for Communication by public (on items on the agenda), approval of prior regular meeting minutes, approval to pay the bills and acceptance of the financial report, Committee updates (Physical Improvement, Organization, Marketing, Economic Development), new business, Strategic Plan updates, old business, opportunity for Communication by public (on items not on the agenda), and Adjournment. A Quorum is required in order for the Downtown Development Authority to conduct a meeting. Seven members constitute a quorum. A majority vote of the members present is required to take an action on an item on the agenda.