

**CITY OF TECUMSEH
DOWNTOWN DEVELOPMENT AUTHORITY**

Meeting Minutes

Thursday, March 8, 2012

7:00 a.m. Tecumseh City Hall

- A. Chairman Manwaring called the meeting to order at 7:00 a.m.
- B. Members Present: Manwaring, B. Fox, J. Fox, Johnson, Kampmueller, Kennedy, Koch, Masters, Salsberry and Taylor.

Also Present: Paula Holtz, Economic Development Director.
Linda Hewlett, Marketing Coordinator.
Denine Wells, Administrative Assistant.
Kevin Welch, City Manager.

Members Absent: Feldkamp, Slovinski and Stimpson.

Motion by B. Fox; Supported by Kampmueller.
To excuse Feldkamp and Slovinski due to being out of county.
Motion carried.

- C. Approval of Agenda.
Motion by Kampmueller; Supported by Salsberry.
To approve the agenda as presented.
Motion carried.

- D. Public Comment RE: Items on the Agenda.
None.

- E. **Motion by B. Fox;** Supported by Kampmueller.
To approve the minutes of February 2, 2012 special meeting.
Motion carried.

- F. Treasurer's Report

Motion by Johnson; Supported by J. Fox.

To allow and pay the bills as presented. There is an additional bill from Midwest Sculpture Initiative that Holtz will ask for approval after the *Art Trail Tecumseh* agenda item later in the meeting.

Motion carried.

Motion by Taylor; Supported by B. Fox.

To approve the February Financial Statement.

Motion carried.

- G. Committee Updates

1. **Physical Improvement:**

No Report.

Next Meeting: March 21st, 2012, 8:00 a.m. City Hall.

2. **Organization Committee:**

No Report.

3. **Marketing Committee:**

Hewlett reported she is working on acquiring quotes for the *Downtown Tecumseh* and *Art Trail Tecumseh* brochures. She will soon receive an estimate for the 2012/13 WLEN contract. The Marketing Committee meetings have been changed to quarterly meetings, with the next one scheduled for Tuesday, April 17th.

Next Meeting: April 17th, 2012, 8:00 a.m. City Hall.

4. **Economic Development Committee:**

No Report.

Next Meeting: March 22nd, 2012, 8:00 a.m. City Hall.

H. New Business

1. **Sign Grant Reimbursement.**

Motion by Kennedy; Supported by J. Fox.

To approve the sign grant reimbursement in the amount of \$500 to The Dog House Restaurant, located at 107 E. Chicago Boulevard.

Motion carried.

2. **2012/13 Budget.**

Holtz updated the board on the proposed budget with a revised budget handout sheet. She reported the City Manager will propose to City Council to reduce the DDA's administration fee to the City from \$10,000 to \$5,000. The recent bond refinancing has reduced the DDA's debt obligation.

3. **Rental Rehabilitation Program.**

Holtz reported she has recently had several discussions with our representative from the Michigan State Housing Development Authority regarding their Rental Rehabilitation program. Several years ago the City, on behalf of the DDA, applied for and received a Rental Rehabilitation grant to offer property owners to create new upper floor apartments in downtown Tecumseh. We were not successful in utilizing the money and much of the grant money had to be returned at the end of the two-year period. Holtz would like to investigate the possibility of applying again, possibly in conjunction with another community. There was discussion and the board agreed to move forward with the possibility of pursuing grant funding.

4. **Pure Michigan Campaign.**

The City has been meeting with community leaders for the last few years to attempt a broader approach to market the Tecumseh area cooperatively. One of the ideas is to participate in a *Pure Michigan* Campaign. The cost is expected to be a minimum of \$20,000 for the fall season, with the State of Michigan providing a one-to-one match. Currently, funding is being sought for this effort from multiple sources. Holtz would like the DDA to support this campaign for up to \$3,000, contingent upon the remainder of the funds being raised.

Motion by B. Fox; Supported by Kennedy.

To approve up to a \$3,000 contribution toward a *Pure Michigan* Campaign.

Motion carried.

5. **Art Trail Tecumseh.**

Holtz reported the Art Selection Committee met Monday, March 5th, to select the sculptures for this year's exhibit for *Art Trail Tecumseh*. She presented a Power Point presentation of the sculptures that have been selected. Currently, the proposed locations are being decided upon.

6. **Roberts Rules of Order.**

There was discussion regarding Roberts Rules of Order. A line item on the DDA agenda has been added, which is "Approval of Agenda." This will allow agenda items to be added or deleted in the beginning of each DDA meeting, if necessary.

7. **Marketing Reserve Account.**

Motion by Johnson; Supported by Kampmueller.

To create a Reserve Account for the Marketing Budget for future marketing efforts.

Motion carried.

I. Old Business

1. **CBA Update.**

J. Fox reported *Downtown Divas at Dusk* is March 22nd from 5:00-9:00 pm. The Art Walk is April 27th from 6:00-9:00 pm. Planning meetings have started for this year's *Appleumkin Festival & Westfest*. Vendor applications will be posted on the downtown website this week.

2. **Chamber Update.**

The Chamber Annual Meeting is March 22nd at 7:00 am. The featured speaker is Jim Holcomb of the Michigan Chamber of Commerce. On May 15th the Chamber will once again host a Quarter Mania fundraiser at the Masonic Lodge from 6:00-9:00 pm.

3. ED Department Update.

Holtz asked the board to approve the Midwest Sculpture Initiative invoice in the amount of \$11,000.

Motion by Kampmueller; Supported by J. Fox.

To amend the agenda to allow the Midwest Sculpture Initiative invoice to be approved.

Motion carried.

Motion by Taylor; Supported by Kennedy.

To approve payment of the Midwest Sculpture Initiative invoice in the amount of \$11,000.

Motion carried.

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

On Saturday, March 10th at 10:00 am, the Tecumseh District Library will have a speaker from Adrian College doing a presentation on the lives of Lebanese women today.

Meeting adjourned by Chairman Manwaring at 8:06 a.m.

Secretary: Beth Kennedy

Recorded by: Denine Wells