

**CITY OF TECUMSEH
DOWNTOWN DEVELOPMENT AUTHORITY**

Meeting Minutes

Thursday, April 12, 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, Feldkamp, B. Fox, J. Fox, Johnson, Koch, Salsberry and Taylor.

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

Members Absent: Kampmueller, Masters, Slovinski, Stimpson and Kennedy.
(Kennedy arrived at 7:06 a.m.)

Motion by Salsberry; Supported by B. Fox.
To excuse Masters due to occasional work conflict and Slovinski due to being out of county.
Motion carried.

- C. Approval of Agenda.
Motion by Johnson; Supported by J. Fox.
To approve the agenda as presented.
Motion carried.

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

- E. **Motion by B. Fox;** Supported by Taylor.
To approve the minutes of March 8, 2012 meeting. Holtz gave the board a handout of the expenditure report.
Motion carried.

- F. Treasurer's Report
Motion by J. Fox; Supported by Taylor.
To allow and pay the bills as presented, including an additional bill from Rehmann in the amount of \$187.50.
Motion carried.

Motion by J. Fox; Supported by Feldkamp.
To approve the March Financial Statement.
Motion carried.

- G. Committee Updates

1. **Physical Improvement:**
Holtz reported the Physical Improvement Committee met on March 21st, 2012. The meeting minutes are included in the DDA packet. The committee discussed other media of art they might like to see in Tecumseh. The committee will be making a recommendation to the DDA Board going forward for 2013. Holtz made application to the Detroit Institute of Arts for Tecumseh to be a site for their 2013 "Inside Out" exhibit.

Next Meeting: May 2nd, 2012, 8:00 a.m. City Hall.

2. **Organization Committee:**
No Report.

3. **Marketing Committee:**
No Report.

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

4. **Economic Development Committee:**

No Report.

Next Meeting: May 24th, 2012, 8:00 a.m. City Hall.

H. New Business

1. **Art Trail/Downtown Tecumseh Brochure Reprint.**

Motion by Feldkamp; Supported by Taylor.

To approve the quote from Spectrum Printers for printing the *2012 Art Trail and Downtown Tecumseh* brochures in the amount of \$1,985.00.

Motion carried.

2. **Travel Information Services Contract.**

Motion by Johnson; Supported by J. Fox.

To approve the Travel Information Services contract in the amount of \$940.80 for the distribution of the *2012 Downtown Tecumseh* brochures.

Motion carried.

3. **WLEN Radio Contract.**

Motion by Salsberry; Supported by Kennedy.

To approve the WLEN Radio Advertising Contract for July 1, 2012 to June 30, 2013 in the amount of \$1,500.00.

Motion carried.

4. **Rental Rehabilitation Program.**

Holtz reported she has been contacting other cities to attempt to find another community to partner with for a Rental Rehabilitation Program application. Bruce Johnston from Revitalize LLC came highly recommended from Blissfield. He will be coming May 9th, along with representatives from MSHDA, to speak about what a program might look like. Holtz invited the DDA Board to attend and will be inviting downtown property owners as well.

I. Old Business

1. **CBA Update.**

Jan F. reported *Art Walk* is April 27th from 6:00-9:00 p.m. There are 24 businesses that will be participating as they host artists. The first *2012 Car & Bike Show* will be May 17th. Businesses are encouraged to have sales outside their stores or restaurants during the car shows. A mini *Relay for Life* event will be Friday, May 25th from 4:00-11:00 p.m. at the Tecumseh High School.

2. **Chamber Update.**

J. Fox reported the Chamber is once again having another Quarter Mania fundraiser event on May 15th at the Masonic Lodge. The Golf Outing is June 10th at the Raisin Valley Golf Club. Teams and sponsors are needed for this event.

3. **ED Department Update.**

Holtz reported she has been invited to be a panelist at a *Building Michigan Communities Conference* in a session, "Enliven Your Community with Art" on April 24th. On April 27th Holtz is speaking to YP Lenawee, a young professionals group in the area. A commitment of approximately \$23,000 has been made to the *Pure Michigan* Campaign. Next week there will be a meeting with the State of Michigan regarding this campaign.

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

A discussion was had regarding the vacant Chocolate Vault Building located at 110 W. Chicago Blvd. The installation of the new sculptures for our *2012 Art Trail Tecumseh* exhibit will begin on April 26th.

Meeting adjourned by Chairman Manwaring at 8:00 a.m.

Secretary: Beth Kennedy

Recorded by: Denine Wells

