

**CITY OF TECUMSEH
DOWNTOWN DEVELOPMENT AUTHORITY**

Meeting Minutes

Thursday, April 14, 2011
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, Kampmueller, Kennedy, Koch, Salsberry, Slovinski and Taylor.
Also Present: Paula Holtz, E.D. Director.
Denine Wells, E.D. Office Supervisor.
Linda Hewlett, Marketing Coordinator.
Members Absent: Johnson, Masters, Stimpson.

Motion by Kennedy; Supported by Koch.
To excuse Johnson due to being out of county and Masters due to occasional work conflict.
Motion carried.

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

- D. **Motion by J. Fox;** Supported by Kennedy.
To approve the minutes of March 10th, 2011.
Motion carried.

- E. Treasurer's Report
Motion by J. Fox; Supported by B. Fox.
To allow and pay the bills as presented.
Motion carried.

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

F. Committee Updates

1. **Physical Improvement:**

The Physical Improvement Committee has a rescheduled meeting date of Wednesday, April 20th.

Next Meeting: April 20th, 2011, 8:00 a.m. City Hall.

2. **Organization Committee:**

No Report.

3. **Marketing Committee:**

Hewlett reported the Marketing Committee met on March 15th and the minutes are included in the DDA packet. The Welcome to Tecumseh cards and the Downtown Walking Maps will be distributed this week. Holtz informed the board that Hewlett will be attending a Festivals & Events Conference in Waterford, MI on April 28th in the amount of \$50.00 to be charged to the DDA marketing budget.

Next Meeting: May 17th, 2011, 8:00 a.m. City Hall.

4. **Economic Development Committee:**

The Economic Development Committee has a rescheduled meeting date of Tuesday, April 19th. The committee will be reviewing Façade & Signage Grant Applications from JR's Grill & Pub. Holtz will bring a recommendation from the Economic Development Committee for approval next month.

Next Meeting: April 19th, 2011, 9:15 a.m. City Hall.

G. New Business

1. **Art Trail Tecumseh.**

Holtz reported the new sculptures will be installed on Tuesday, April 19th, by Midwest Sculpture Initiative. Holtz had to purchase a permit from MDOT this year in the amount of \$30.00 for the installation of sculptures on M-50.

2. **Travel Information Services Renewal.**
Motion by B. Fox; Supported by Koch.
To approve the renewal of the Travel Information Services contract for another year in the amount of \$940.80.
Motion carried.

3. **Brochure Reprint.**
Hewlett received two quotes for the printing of the Downtown Tecumseh & Art Trail Brochures from Spectrum Printers and Hamblin Company.

Motion by J. Fox; Supported by Taylor.
To accept the low bid from Spectrum Printers for the printing of the Downtown Tecumseh & Art Trail brochures in the amount of \$1,983.00.
Motion carried.

4. **WLEN Contract Renewal.**
A discussion was had regarding a quote that was received from WLEN for a contract renewal. The current contract is \$166.60 with 180 spots. The new quote is \$60.00 more with 12 less spots.

Motion by Taylor; Supported by Koch.
To renew the WLEN contract at the new rate of \$60.00 more if we can negotiate keeping the 12 spots.
Motion carried.

5. **4th Annual Downtown Art Walk.**
Holtz reported the Art Walk is taking place Friday, April 29th from 6:00-9:00 p.m. There are 22 businesses participating, staying open later and hosting area artists.

6. **WTOL Campaigns for 2011/2012.**
Hewlett received quotes for the WTOL Campaigns for the 2011 Holiday Open House and 2012 Ice Sculpture Festival. The cost for the DDA for Holiday Open House will be \$1,855.00, which is half of the total expense of \$3,710.00. This is including nine more spots than 2010 for only \$20.00 more. The cost for the DDA for the Ice Sculpture Festival will be \$730.00, which is one-third of the total expense of \$2,190.00. This is the same cost as last year.

Motion by B. Fox; Supported by Taylor.
To approve the WTOL Campaign contract for the 2011 Holiday Open House in the amount of \$1,855.00 and the 2012 Ice Sculpture Festival in the amount of \$730.00.
Motion carried.

H. Old Business

1. **CBA Update.**
J. Fox reported the CBA meeting has been changed to the 3rd Thursday of each month. Sidewalk Market Days is going to be held July 22nd & 23rd. If there is not going to be a chairperson there will not be any cooperative advertising done. The planning for Appleumpkin is going well.

2. **Chamber Update.**
J. Fox reported the Chamber Directory will be out later in April. The Golf Outing is scheduled for June 25th. Mary Tommelein is the Musgrove Evans recipient this year. A Business After Hours event is going to be May 10th at First Federal Bank on W. Chicago Blvd. The Chamber is going to be doing an Ice Cream Social as part of Promenade Tecumseh.

3. **ED Department Update.**
Holtz reported she did a PowerPoint Presentation to the committee for the Kids Photo Essay Project. The kids took many terrific pictures within the city and seemed to really be in tune to Tecumseh. Holtz met with Republic/Allied Waste regarding the dumpster enclosures. The dumpster behind Martin's has been a problem. The dumpster enclosures are often left open. Republic/Allied Waste would like to propose locks for the enclosures.

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

Music in the Park will be June-August and the Car & Bike Show Series will be May-September.

Meeting adjourned by Chairman Manwaring at 7:58 a.m.

Secretary: Dick Johnson

Recorded by: Denine Wells

