

**CITY OF TECUMSEH
DOWNTOWN DEVELOPMENT AUTHORITY**

Meeting Minutes

Thursday, May 10, 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, J. Fox, Johnson, Kampmueller, Kennedy, Koch and Masters.
- Also Present: Paula Holtz, Economic Development Director.
Linda Hewlett, Marketing Coordinator.
Denine Wells, Administrative Assistant.
Kevin Welch, City Manager.
- Members Absent: B. Fox, Salsberry, Slovinski, Stimpson and Taylor.
(Taylor arrived at 7:07 a.m.)
- C. Approval of Agenda.
Motion by Johnson; Supported by Kampmueller
To approve the agenda as presented.
Motion carried.
- D. Public Comment RE: Items on the Agenda.
None.
- E. **Motion by J. Fox;** Supported by Johnson.
To approve the minutes of April 12, 2012 meeting.
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 Martin's Home Center in the amount of \$35.98.
Motion carried.
- Motion by Feldkamp;** Supported by Taylor.
To approve the April Financial Statement.
Motion carried.
- G. Committee Updates
1. **Physical Improvement:**
Holtz reported the Physical Improvement Committee met on May 2nd and provided the board with the meeting minutes. The committee discussed different types of art media to bring into downtown Tecumseh. In the near future the committee will bring a recommendation to the DDA board for a 2013 public art exhibit.

Next Meeting: June 20th, 2012, 8:00 a.m. City Hall.
 2. **Organization Committee:**
No Report.
 3. **Marketing Committee:**
Hewlett reported she has been working on the marketing budget. She is in the process of putting together the *Downtown Tecumseh* and *Art Trail* brochures and making changes for *Pure Michigan* on the City's website. She has also been working together with the downtown merchants on the WTOL Holiday Advertising Campaign.

Next Meeting: July 17th, 2012, 8:00 a.m. City Hall.
- Jan Salsberry arrived at 7:16 a.m.

4. **Economic Development Committee:**
J. Fox reported the Economic Development Committee held a special meeting to review a façade grant application received from Brown Street Partners located at 115-121 ½ South Evans Street. The application is included in the DDA packet. There is an action line item later in the meeting in regard to this façade grant application.

Next Meeting: July 26th, 2012, 8:00 a.m. City Hall.

H. New Business

1. **Downtown Hanging Baskets.**

Motion by Kennedy; Supported by Kampmueller.

To approve and pay the invoice from Uloth's Greenhouse for the downtown hanging baskets in the amount not to exceed \$625.00.

Motion carried.

2. **2012/13 Budget.**

Holtz brought it to the DDA Board's attention that legislation has been proposed eliminating personal property tax. The DDA budget impact would be during the fiscal year 2013/14. If this passes some necessary changes will have to be made. Holtz was asked to bring back a figure as to what 2 mils would generate if the DDA were to levy them as allowed by law.

3. **Façade Grant Application.**

Motion by Feldkamp; Supported by Taylor.

To approve up to \$1,000.00 for the façade grant application from Brown Street Partners located at 115-121 ½ South Evans Street.

Motion carried.

Motion by Johnson; Supported by Kampmueller.

To put a temporary moratorium on the façade and signage grants along with other programs and to authorize the DDA chairperson to write a letter to Senator Caswell and Representative Jenkins to explain the DDA's situation.

Motion carried.

4. **Rental Rehabilitation Program.**

Holtz provided the board with a handout regarding the Rental Rehabilitation Program. A meeting was recently held with the State of Michigan and three downtown buildings were toured. The program was discussed by the DDA Board and will be moving forward.

5. **WTOL Holiday Season Television Campaign.**

Motion by J. Fox; Supported by Salsberry.

To approve designating \$1,250.00 of the DDA marketing budget to put toward the production cost for the WTOL holiday season television campaign.

Motion carried.

I. Old Business

1. **CBA Update.**

None.

2. **Chamber Update.**

None.

3. **ED Department Update.**

Holtz provided an update on the proposed Muk's Sports Pub addition. City staff has recommended Muk's work with an architect to draw up a site plan.

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

None.

Meeting adjourned by Chairman Manwaring at 8:12 a.m.

Secretary: Beth Kennedy

Recorded by: Denine Wells

