

**CITY OF TECUMSEH
DOWNTOWN DEVELOPMENT AUTHORITY**

Meeting Minutes

Thursday, May 12, 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, J. Fox, Johnson, Kampmueller, Kennedy, Koch, Masters, Salsberry and Stimpson.

Also Present: Paula Holtz, E.D. Director.
Denine Wells, E.D. Office Supervisor.
Linda Hewlett, Marketing Coordinator.

Members Absent: B. Fox, Slovinski and Taylor.

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

- D. **Motion by J. Fox;** Supported by Kennedy.
To approve the minutes of April 14th, 2011.
Motion carried.

- E. **Motion by Feldkamp;** Supported by Kampmueller.
To approve the special meeting minutes of April 26th, 2011.
Motion carried.

- F. Treasurer's Report
Motion by J. Fox; Supported by Masters.
To allow and pay the bills as presented, with an additional bill from Day Old Trophies in the amount of \$143.50.
Motion carried.

Motion by J. Fox; Supported by Johnson.
To approve the April Financial Statement.
Motion carried.

- G. Committee Updates

1. **Physical Improvement:**

There was not a quorum at the rescheduled meeting on April 20th.

Next Meeting: June 15th, 2011, 8:00 a.m. City Hall.

2. **Organization Committee:**

No Report.

3. **Marketing Committee:**

Hewlett reported the Art Trail and Downtown Tecumseh brochures will be sent to Spectrum early next week. It should take approximately two weeks for them to be printed and then they will be sent to Travel Information Services and the MDOT Welcome Centers. Appleumpkin will be listed in the fall issue of *Midwest Living* magazine. The Farmers' Market will begin on May 21st. The first of the series of the Classic Car & Bike Show will be held on May 19th. Hewlett is working on updating photos on the website.

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

4. **Economic Development Committee:**

J. Fox reported the Economic Development meeting minutes are included in the DDA packet. The committee approved the Façade & Sign Grant requests from JR's Grill & Pub and recommended approval by the DDA Board, which was approved at a special DDA Board meeting on April 26th.

Next Meeting: May 26th, 2011, 9:15 a.m. City Hall.

H. New Business

1. **Art Trail Tecumseh.**

Fifteen sculptures have been installed. Holtz reported the plaque stands are in place at all of the sculpture locations. Linda is working on the new *Art Trail Tecumseh* brochures that will be printed soon.

2. **WLEN Contract Renewal.**

There was discussion regarding the WLEN contract. Holtz reported she spoke with Lori Sallows from WLEN and Lori said that the FCC regulations prohibit continuing the contract at the former contract rate. The cost can stay the same as last year, but the number of spots will be decreased.

Motion by Salsberry; Supported by Stimpson.

To approve the WLEN contract and continue to explore other stations within the year.

Motion carried.

3. **Downtown Watering and Maintenance.**

There was some discussion regarding Lois Swift, who has been watering our hanging baskets for a few years now. If the DDA continues to employ her, Holtz recommends reducing her hours by half. Holtz suggested several line items within the budget as to where her wages might come from.

Motion by Kampmueller; Supported by Beth Kennedy.

To continue to have Lois maintain the hanging baskets downtown.

Motion carried.

4. **JR's Hometown Grill & Pub.**

After the DDA's approval of the Façade & Sign Grant applications from JR's Grill & Pub, Robert Loudermilk brought in the documents needed and Holtz gave him a "Letter to Proceed" the same day.

5. **Façade Program Application Deadlines.**

Holtz reported at the last Economic Development Committee meeting there was discussion in regard to removing the application deadline dates from the Façade Grant Program Guidelines. Currently there are two deadline dates during a calendar year. The E. D. Committee recommended removing the deadlines to accommodate approval for facades as needed.

Motion by Stimpson; Supported by Johnson.

To remove the application deadline dates from the Façade Grant Program Guidelines.

Motion carried.

I. Old Business

1. **CBA Update.**

J. Fox reported Sidewalk Market Days will be July 22nd & 23rd. There is not going to be a co-op advertising campaign in conjunction with this event. The Pet Parade will be Saturday, July 23rd at 10:00 a.m. Downtown Divas at Dusk will be Thursday, September 22nd. The first Classic Car & Bike Show this year will be Thursday, May 19th. The next Appleumpkin meeting is June 2nd. J. Fox reported that she and Linda went to a Michigan Festival & Events Conference, which was very informative with some good insight on obtaining festival sponsorships.

2. **Chamber Update.**

J. Fox reported JR's Grill & Pub is having a ribbon cutting on June 1st at 9:00 a.m. The recent Business After Hours event at First Federal went very well and there is going to be another one in the future at Raisin Valley Golf Club. The Musgrove Evans Award recipient is Mary Tommelein and the event is going to be held at the American Legion. Tickets are \$15.00. The Golf Outing is June 25th.

3. **ED Department Update.**

Holtz reported the Planning Commission revisited the Retail Zoning Ordinance and they are going to hold a meeting on June 14th at 7:00 p.m. Holtz encouraged the DDA Board to attend this meeting. Republic/Allied Waste will be providing enclosure locks for the dumpster enclosures at no charge. They will help talk to businesses participating in the dumpster program about the change. Promenade Tecumseh is this weekend, May 14th & 15th. There will be a Quilt Show at the Carnegie Library as a fundraiser for the Carnegie. Cowboys Grill has plans to paint their building and add outdoor seating.

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

Johnson mentioned business card size chocolates of the Carnegie Library made by the Chocolate Vault are available for sale to benefit the Carnegie. The Carnegie is raffling a 2011 Chevy Kruz with a two year lease. Raffle tickets are for sale for \$25.00. The drawing will take place during Appleumpkin, October 9th at 3:00 p.m.

Meeting adjourned by Chairman Manwaring at 7:55 a.m.

Secretary: Beth Kennedy

Recorded by: Denine Wells