

**CITY OF TECUMSEH
DOWNTOWN DEVELOPMENT AUTHORITY**

Meeting Minutes

Thursday, October 13, 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, B. Fox, J. Fox, Johnson, Kampmueller, Kennedy, Koch, Masters and Taylor.

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

Members Absent: Feldkamp, Salsberry, Slovinski and Stimpson.

Motion by B. Fox; Supported by J. Fox.

To excuse Feldkamp due to illness and Salsberry and Slovinski due to being out of county.

Motion carried.

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

- D. **Motion by B. Fox;** Supported by J. Fox.

To approve the minutes of September 8th, 2011 with an amendment that Vice Chairman Bob Fox called the meeting to order.

Motion carried.

- E. Treasurer's Report

Motion by B. Fox; Supported by Taylor.

To allow and pay the bills as presented, with additional bills from Terry L. Hicks, Lighting Energy Consultant for downtown lighting in the amount of \$522.87, Grey Fox Floral in the amount of \$60.00, Karle Landscaping in the amount of \$75.00 in addition to the regular monthly bill of \$850.00 and Service Lamp Corp. in the amount of \$97.82.

Motion carried.

Motion by J. Fox; Supported by Johnson.

To approve the September Financial Statement.

Motion carried.

- F. Committee Updates

1. **Physical Improvement:**

No Report.

Next Meeting: December 21st, 2011, 8:00 a.m. City Hall.

2. **Organization Committee:**

No Report.

3. **Marketing Committee:**

A special thank you went out to Jan Fox for all of her hard work coordinating the Appleumpkin Festival & Westfest. Linda reported there was a WTOL commercial for Appleumpkin & Westfest paid for by Appleumpkin. The Art Bra Auction is next Thursday, October 20th from 5:30-7:30 p.m. Holiday Open House is November 11th-13th. Posters and rack cards for Holiday Open House were distributed to downtown merchants prior to Appleumpkin. The WTOL commercial for Holiday Open House is ready to go. The Downtown Streetscape Tree Lighting Ceremony will be Friday, November 11th at 7:00 p.m. Welcome to Tecumseh cards have been updated and distributed to merchants. They are two-sided now with the Tecumseh Center for the Arts advertised on the other side. The TCA is sharing the expense with the DDA on this piece of informational material. Art Trail Tecumseh was recently featured by artservemichigan.org in an online magazine, *Creative Impact Michigan*.

The next marketing meeting has been rescheduled for November 15th. Billboards will be discussed at that meeting. Jan Salsberry has expressed an interest in joining the committee.

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

4. **Economic Development Committee:**
No Report.

Next Meeting: November 17th, 2011, 9:15 a.m. City Hall.

G. New Business

1. **Art Trail Tecumseh – Commission Policy.**

Holtz reported that Welch has prepared a draft Commission Policy, which is included in the DDA packet, to encourage permanent art in the DDA District by reducing its normal commission paid from an artist by 50%. There was much discussion.

Motion by Johnson; Supported by Kampmueller.
To leave the Commission Policy the way it is.
Motion carried.

2. **Downtown Planter Beds.**

Pictures of the downtown planter beds were presented to the DDA Board. Wells reported she has talked to Karle Landscaping in regards to a quote for new planting in the spring.

3. **Dumpster Enclosure Gates/Cleaning.**

Hewlett reported eight rods were purchased for the dumpster gate enclosures due to the gates not staying shut. She also took a look at the cleaning job that was done a few weeks ago and she said everything looks good.

H. Old Business

1. **CBA Update.**

J. Fox reported Appleumpkin Festival and Westfest was successful. This was the first year for the events on the west end and it went well. An ad was placed in the Toledo Free Press for Appleumpkin and as a result of the ad placement J. Fox was interviewed by them and an article was run about the festival in the paper.

2. **Chamber Update.**

J. Fox reported the Chamber is having a fundraiser event, Quarter Mania. It is being held on November 3rd at the American Legion. Tickets are \$10.00 each. The Christmas Parade is Friday, December 2nd. The theme this year is "Wild West Christmas." There are a few new businesses downtown; Rock, Paper, Scissors located in the Bidwell Building, Bedazzles You located at 121 S. Evans Street and a photographer located behind the Chamber.

3. **ED Department Update.**

Wells reported along with the businesses J. Fox mentioned there is also a ceiling painting business that opened up in space behind the Chamber.

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

None.

Meeting adjourned by Chairman Manwaring at 8:11a.m.

Secretary: Beth Kennedy

Recorded by: Denine Wells

