

**CITY OF TECUMSEH  
DOWNTOWN DEVELOPMENT AUTHORITY**

**Meeting Minutes**

Thursday, December 8, 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, Johnson, Kampmueller, Kennedy, Masters, Salsberry, Slovinski and Taylor.

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

Members Absent: Koch and Stimpson.

**Motion by Johnson;** Supported by J. Fox.  
To excuse Koch due to being out of county.  
*Motion carried.*

- C. Public Comment RE: Items on the Agenda.  
None.
- D. **Motion by J. Fox;** Supported by Feldkamp.  
To approve the minutes of October 13<sup>th</sup>, 2011.  
*Motion carried.*
- E. Treasurer's Report  
**Motion by Salsberry;** Supported by Taylor.  
To allow and pay the bills as presented, with additional bills from the Michigan Downtown Association in the amount of \$200.00 and Downtown Printing in the amount of \$256.00 and \$750.00.  
*Motion carried.*
- Motion by B. Fox;** Supported by Johnson.  
To approve the October and November Financial Statement.  
*Motion carried.*
- F. Committee Updates
1. **Physical Improvement:**  
No Report.  
  
Next Meeting: March 21<sup>st</sup>, 2012, 8:00 a.m. City Hall.
  2. **Organization Committee:**  
No Report.
  3. **Marketing Committee:**  
Hewlett reported a DDA ad has been placed in the *Homefront*, advertising holiday shopping downtown. The WTOL commercial for the Ice Sculpture Festival is in the process of being put together. The Marketing Committee met in November.  
  
Next Meeting: January 17<sup>th</sup>, 2012, 8:00 a.m. City Hall.
  4. **Economic Development Committee:**  
No Report.  
  
Next Meeting: January 26<sup>th</sup>, 2012, 8:00 a.m. City Hall.

G. New Business

1. **Downtown Hanging Baskets.**

**Motion by Taylor;** Supported by Kennedy.

To approve an amount not to exceed \$725.00 for downtown hanging baskets.

*Motion carried.*

2. **MSI Contract for 2012 Art Trail Tecumseh Exhibit.**

**Motion by Johnson;** Supported by B. Fox.

To approve an amount not to exceed \$15,025.00 for the contract with MSI for the 2012 Art Trail Tecumseh.

*Motion carried.*

3. **Ice Sculpture Festival.**

Holtz reported activities are being planned for the Ice Sculpture Festival that will take place on January 21 & 22. Some of the activities include, dueling carvers, a Man Cave, a Chocolate Walk is planned for Sunday, and a Winter Warm-Up Walk will take place on Saturday. The Chamber is going to sponsor a shaved ice snowman activity, called Make-It Display-It. An invitation to participate in the Ice Sculpture Festival has been extended to the merchants on the west end of town.

4. **Sign Grant Application.**

Holtz reported a Sign Grant Application has been turned in by The Dog House Restaurant and is included in the DDA packet. Because of time restraint Holtz asked the DDA to preapprove this Sign Grant contingent on review and approval from the Economic Development Committee.

**Motion by Feldkamp;** Supported by Kennedy.

To approve the Sign Grant for The Dog House Restaurant contingent on review and approval from the Economic Development Committee.

*Motion carried.*

H. Old Business

1. **CBA Update.**

J. Fox reported the Holiday Open House event went well. The 2012 event will take place Friday and Saturday rather than Friday through Sunday, as it has in the past.

2. **Chamber Update.**

J. Fox reported a nonprofit network assessed the Chamber Board by doing a survey. They returned and did a presentation on their findings. The Christmas Parade was successful. The Chamber is planning a 2<sup>nd</sup> annual Wine, Women, Chocolate & Shoes! fundraiser event. It will be held on February 24<sup>th</sup> from 6:30-9:00 p.m. at the Raisin Valley Golf Club.

3. **ED Department Update.**

Holtz reported she has been invited to be a panelist for a session at the 2012 Building Michigan Communities Conference regarding Art Trail Tecumseh. Holtz has talked with Gayle Hazelbaker from the Tecumseh District Library and a donation has been secured that went directly into the library fund. Although, the donation that was previously discussed for the purchase of the dragon sculpture may be revisited at a later date. There will be a proposal coming in the future to the DDA Board from Muk's for an expansion. The Dog House Restaurant is looking to have outdoor dining and may come to the DDA Board about the use of the alleyway.

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

