

**THE CITY OF DEXTER
CITY COUNCIL
WORK SESSION
MONDAY, APRIL 13, 2015**

A. CALL TO ORDER

The meeting was called to order at 6:45 PM by Mayor Keough at the Dexter Senior Center at 7720 Ann Arbor Street in Dexter, Michigan.

B. ROLL CALL: Mayor Keough

J. Carson	D. Fisher
J. Knight	J. Semifero-ab
J. Smith	R. Tell

Also attending: Courtney Nicholls, City Manager; Michelle Aniol, Community Development Manager; Marie Sherry, Finance Director/Treasurer; Carol Jones, Interim City Clerk; Dan Schlaff, Public Services Superintendent; and Justin Breyer, Assistant to the City Manager; Jack Donaldson and Tom Stoner, Planning Commission; Rich Bellas, DDA; Jim Edelman and Augie Hernandez, Under the Radar; residents and media.

C. PRESENTATION OF MARKETING OPPORTUNITES FROM UNDER THE RADAR

Jim Edelman and Augie Hernandez gave a presentation on possible uses of the PBS Under the Radar program for web advertising, social media, monthly newsletter and videos. There were two package options at a \$20,000 or \$10,000 fee. The difference in cost depends upon whether three videos are included in the proposal or not. Discussion followed.

J. ADJOURNMENT

Adjourned at 7:25 PM

Respectfully submitted,
Carol J. Jones
Interim Clerk, City of Dexter

Approved for Filing: _____

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G. NON-ARRANGED PARTICIPATION

Jim Pruitt, reporter from Washtenaw Now, announced that this will be the last meeting he will cover for the Dexter Leader. At the next Council meeting he will be representing The Sun Times News and covering the meetings for them.

H. COMMUNICATIONS:

1. Upcoming Meeting List
2. Sign Calendar
3. Tree City USA 2014

I. REPORTS

1. Public Services Superintendent – Dan Schlaff

Mr. Schlaff submits his progress report of the DPW and Water/Sewer per packet.

Mr. Schlaff gave the following updates:

- Started flushing the hydrants today (April 13) and will continue doing so for the next 3-4 weeks.
- The Banner Pole is being welded now and will go up in the next week.
- Have been performing street sweeping.
- Working with BS&A on doing work orders in the new format.
- April 21-23, employees will be testing for licensing.
- Question asked about the temporary hire at the wastewater treatment plant and how is he doing? (Doing well and able to handle the work.)

2. Community Development Manager – Michelle Aniol

Ms. Aniol submits her report as per packet. Ms. Aniol gave the following updates:

- Thanked Staff and Council for their understanding during her recent illness.
- The City will probably not be able to be funded through Economic Development Administration (EDA) for the NUBCo study of industrial pretreatment options as the cost is well under the dollar amount that they do fund. Are now looking at funding through the US Department of Agriculture.
- The Planning Commission will now be meeting at 7 PM rather than 7:30 PM.
- The ZBA will meet on Monday, April 20 to consider a variance.
- The Jolly Pumpkin did open in Detroit last week.

3. Boards, Commissions. & Other Reports-“Bi-annual or as needed”

Washtenaw County Sheriff – March 2015 Written Report

- Written report submitted per packet.
- Question – can we get the reports earlier?
- Comment – in regards to the clothing collection bins being moved, maybe they should be anchored and maybe this should be something that Planning Commission should look into. (Ms. Aniol responded that this had been added to the zoning updates.)

4. Subcommittee Reports

Facilities

- The committee met last Thursday (April 9) and discussed the upcoming Town Hall meeting scheduled for April 25 at the Dexter District Library.

Road Plan – Joe Semifero

- Update information included in New Business item L-3.

5. City Manager Report

Ms. Nicholls submits her report as per packet. Ms. Nicholls gave the following verbal updates:

- The City Assessor will start on Wednesday (April 15).
- We are still waiting for the combined property roll to come back from the County.
- Asked for any changes or comments on the 3045 Broad Street letter included in the packet, as it will be going to the DDA for their April 16 meeting.
- City entryway signage – City Limits have replaced Village Limits on the Championship signs. There was a request from Council for a summary of signs that need to be changed and the cost to do so.
- Question – When will work begin on Baker Road? (Will see work in the next few weeks.)
- Question – In regards to the concrete issues at Dexter Crossings, does the City issue anything to the builder on compliance? (The County inspects and the City approves occupancy.)

6. Mayor's Report

Mr. Keough submits his report as per packet. Mr. Keough gave the following updates:

- The Search Committee has narrowed their search for a new Fire Chief to two candidates. Both will be at the Fire Board meeting on April 16.
- Question – What is the next step with the Dexter Wellness Center/Chelsea Wellness Foundation? (Our Attorney has asked for a deposition from Ms. Heydlauff and their Attorneys have asked to depose Mayor Keough again. We are scheduled to be in front of the Tax Tribunal in September.)

J. CONSENT AGENDA

1. Consideration of: Bills and Payroll in the amount of \$550,799.12
2. Consideration of: Memorial Day Parade to Be Held on May 25, 2015 at 10 am
3. Consideration of: American Legion Poppy Sale on City Sidewalks on Friday, May 15, 2015 and Saturday, May 16, 2015

Motion Fisher; support Smith to approve items 1, 2 & 3 of the Consent Agenda.

Unanimous voice vote approval.

K. OLD BUSINESS-Consideration and Discussion of:

None

L. NEW BUSINESS-Consideration of and Discussion of:

1. Consideration of: Small Wine Makers License for Cider Mill

Motion Fisher; support Carson to recommend approval of the Small Wine Maker License for the Dexter Cider Mill.

Ayes: Carson, Fisher, Knight, Semifero, Smith, Tell and Keough

Nays: None

Motion carries

2. Consideration of: Planning Commission Recommendation to Approve Proposal with Carlisle Wortman for Update of Master Plan and Review of Ordinances Related to Oil and Gas Drilling

Motion Smith; support Knight to accept the recommendation of Planning Commission to approve the proposal with Carlisle Wortman for the update of the Master Plan and review of Ordinances related to oil and gas drilling.

Ayes: Fisher, Knight, Semifero, Smith, Tell, Carson and Keough

Nays: None

Motion carries

3. Discussion of: Road Maintenance Bids

Patrick Droze gave a review of the three bids received for Asphalt Maintenance and the seven bids received for Asphalt Improvements.

Council Member Semifero addressed the budget for road improvements and that the bids received came in over what was expected. The Road Plan Committee will meet on Tuesday, April 14, to review and make a determination of what can be done this year within the budget and will bring this information back to the next Council meeting.

4. Consideration of: Resolution of Support for Proposal 1

Motion Carson; support Tell that the City of Dexter City Council supports Proposal 1 on the May 5 ballot to provide the funding needed to finally fix our roads for the long term; and resolved that the Dexter City Council knows that the 1-cent increase in sales tax will benefit local communities and help ensure drivers' safety on the roads; and resolved that the Dexter City Council formally supports Safe Roads Yes! because if it passes, every penny we pay at the pump in state gas taxes is guaranteed in the constitution to go to transportation.

Ayes: Knight, Semifero, Smith, Tell, Carson, Fisher and Keough

Nays: None

Motion carries

M. COUNCIL COMMENTS

Carson None

Knight None

Smith None

Jones On Friday, April 17, W4 Country will be at the Dexter Fire Station for Firehouse Friday and will be honoring Chief Yates on his retirement.

Semifero None

Fisher None

Tell None

N. NON-ARRANGED PARTICIPATION

None

O. ADJOURNMENT

Mayor Keough declared the meeting adjourned at 8:27 PM.

Unanimous voice vote approval.

Respectfully submitted,

Carol J. Jones
Interim Clerk, City of Dexter

Approved for Filing: _____

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**THE CITY OF DEXTER
SPECIAL CITY COUNCIL MEETING
TUESDAY, APRIL 14, 2015**

A. CALL TO ORDER

The meeting was called to order at 6:07pm by Mayor Keough in the Conference Room of the Dexter District Library at 3255 Alpine Street in Dexter, Michigan.

B. ROLL CALL: Mayor Keough

J. Carson

D. Fisher

J. Knight

J. Semifero

J. Smith

R. Tell

Also present: Courtney Nicholls, City Manager; and Carol Jones, Interim City Clerk

**C. CLOSED SESSION FOR THE PURPOSE OF THE CITY MANAGER
REVIEW IN ACCORDANCE WITH MCL 15.268 SEC. 8(a)**

Motion Smith; support Fisher to move into closed session for the purpose of the City Manager Review in accordance with MCL 15.268 Sec. 8 (a) at 6:08 PM.

Ayes: Carson, Fisher, Knight, Semifero, Smith, Tell and Keough

Nays: None

Motion carries

D. MOTION TO MOVE OUT OF CLOSED SESSION

Motion Carson; support Smith to move out of closed session at 8:03 PM.

Ayes: Fisher, Knight, Semifero, Smith, Tell, Carson and Keough

Nays: None

Motion carries

E. ADJOURNMENT

Motion Smith; support Carson to adjourn at 8:04 PM.

Unanimous voice vote approval.

Respectfully submitted,

Carol J. Jones
Interim Clerk, City of Dexter

Approved for Filing:_____

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Meeting Calendar

Agenda: 4/27/15

Item: H-1

Board	Date	Time	Location	Website	City Representative
Huron River Watershed Council	4/23/2015	5:30 p.m.	1100 N. Main, Suite 210, Ann Arbor	http://www.hrwc.org/	Paul Cousins
City Facility Committee Town Hall Meeting	4/25/2015	10:00 a.m.	Dexter District Library	http://www.dextermi.gov	
Dexter City Council	4/27/2015	7:30 p.m.	Dexter Senior Center	http://www.dextermi.gov	
Western Washtenaw Area Value Express	4/28/2015	8:15 a.m.	Chelsea Community Hospital	http://www.ridethewavebus.org/	Jim Carson
Dexter City Council Budget Workshop	4/29/2015	6:00 p.m.	Copeland Board Room	http://www.dextermi.gov	
City Facility Committee	5/1/2015	9:00 a.m.	City Offices	http://www.dextermi.gov	
Border to Border 10K Run/Walk	5/2/2015	9:00 a.m.	Hudson Mills Metropark	http://www.metroparks.com	Carson/Tell
Dexter Community Schools Board of Education	5/4/2015	7:00 p.m.	Creekside Intermediate School	http://dexterschools.org/	
Dexter District Library Board	5/4/2015	7:00 p.m.	Dexter District Library	http://www.dexter.lib.mi.us/	Pat Cousins
Dexter City Planning Commission	5/4/2015	7:00 p.m.	Senior Center	http://www.dextermi.gov	Jim Smith
Election Day	5/5/2015	7:00 a.m.	Dexter Senior Center	http://www.dextermi.gov	
Washtenaw Area Transportation Study-Technical	5/6/2015	9:30 a.m.	Road Commission Offices	http://www.miwats.org/	Rhett Gronevelt
Dexter Area Historical Society Board	5/7/2015	7:00 p.m.	Gordon Hall	http://www.dextermuseum.org/	
Gateway Initiative (Big 400)	5/8/2015	9:30 a.m.	Waterloo Recreation Area		Paul Cousins, Carol Jones
Dexter City Council	5/11/2015	7:30 p.m.	Dexter Senior Center	http://www.dextermi.gov	
5H - Dexter Coalition	5/12/2015	5:30 p.m.	Dexter Wellness Center		Becky Murillo
Dexter City Arts, Culture & Heritage Committee	5/12/2015	7:00 p.m.	Dexter Senior Center	http://www.dextermi.gov	Donna Fisher
Dexter Area Chamber of Commerce	5/13/2015	8:15 a.m.	Copeland Board Room	http://www.dexterchamber.org/	Donna Fisher
Dexter City Council Budget Workshop	5/13/2015	6:00 p.m.	Copeland Board Room	http://www.dextermi.gov	
Chelsea Area Planning Team/Dexter Area Regional Team	5/18/2015	7:00 p.m.	City of Chelsea	http://www.ewashtenaw.org/	Jim Carson
Dexter Community Schools Board of Education	5/18/2015	7:00 p.m.	Creekside Intermediate School	http://dexterschools.org/	
Dexter City Zoning Board of Appeals - if needed	5/18/2015	7:00 p.m.	Senior Center	http://www.dextermi.gov	Jim Carson
City Road Committee	5/19/2015	6:00 a.m.	City DPW	http://www.dextermi.gov	
Dexter City Parks Commission	5/19/2015	7:00 p.m.	City Offices	http://www.dextermi.gov	Julie Knight
Washtenaw Area Transportation Study-Policy	5/20/2015	9:30 a.m.	Scio Township Hall	http://www.miwats.org/	Jim Carson
Dexter Area Fire Board	5/21/2015	6:00 p.m.	Dexter Township Hall	http://dexterareafire.org/	Shawn Keough/Jim Carson
Dexter Downtown Development Authority	5/21/2015	7:30 a.m.	Senior Center	http://www.dextermi.gov	Shawn Keough
Healthy Community Steering Committee	5/21/2015	9:00 a.m.	Chelsea Hospital - White Oak Room		Julie Knight

Due to the possibility of cancellations, please verify the meeting date with the listed website or City representative

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	Name of Group	Dates	Number Approved	Approval Date	Locations		Name of Group	Dates	Number Approved	Approval Date	Locations	
January	Dexter Senior Ctr-Winter Market	signs out week of 1/10 & 1/24	3-18X24 / 2-2'X4"	11/3/2014	1,2,4,5,44	July	St Andrews-Blood Drive	7/13-7/20	1-2'X3'	4/1/2015	8 , 22	
	Friends of the Dexter Library	1/10	5 X 18 X 24	6/25/2014	1,4,17,19,51							
	Dexter KofC Ladies Auxiliary	1/27-2/9	5 X 18 X 24	1/14/2015	1,2,4,5,10							
	Dexter KofC Quarter Mania	1/14-1/22	5 X 18 X 24	1/14/2015	1,2,4,5,44							
	DHS Drama Club-Grease	1/23-2/8	5 X 18 X 24	1/23/2015	1,2,4,5,44							
	St Andrews-Monthly dinner	1/30-2/5	1-2' X 3'	1/27/2015	8							
February	Dexter Senior Ctr-Winter Market	signs out week of 2/7 & 2/21	3-18X24 / 2-2'X4"	11/3/2014	1,2,4,5,44							
	Dexter Comm. Band-Concerts	2/20-3/2	2 - 2' X 3'	10/1/2001	5 & 10							
	Friends of the Dexter Library	2/7	5 X 18 X 24	6/25/2014	1,4,17,19,51							
	Dexter KofC Ladies Auxiliary	1/27-2/9	5 X 18 X 24	1/14/2015	1,2,4,5,10							
	DHS Drama Club-Grease	1/23-2/8	5 X 18 X 24	1/23/2015	1,2,4,5,44							
	St Andrews-Monthly dinner	2/27-3/5	1-2' X 3'	1/27/2015	8							
	Dexter Comm. Orchestra	1/28-2/8	2- 2' X 3'	1/26/2015	5 & 9							
March	Dexter Senior Ctr-Winter Market	signs out week of 3/7 & 3/21	3-18X24 / 2-2'X4"	11/3/2014	1,2,4,5,44							
	Community Band - Concert	2/17-3/2	2-2 X 3	11/1/2013	5 & 9							
	Friends of the Dexter Library	3/7	5 X 18 X 24	6/25/2014	1,4,17,19,51	August	Friends of the Dexter Library	Dexter Daze 8/13, 8/14 and 8/15	5 X 18 X 24	6/25/2014	1,4,17,19,51	
	St Andrews-Monthly dinner	2/27-3/5	1-2' X 3'	1/27/2015	8							
	Dexter Comm. Orchestra	3/4-3/16	2- 2' X 3'	1/26/2015	5 & 9							
	Peace Lutheran-Easter Egg	3/17-3/28	1-2' X 3'	3/16/2015	1							
	K of C-Quarter Mania	3/18-3/26	5-18 X 24	3/18/2015	1,2,4,5,44							
April	Dexter Senior Ctr-Winter Market	signs out week of 4/4 & 4/18	3-18X24 / 2-2'X4"	11/3/2014	1,2,4,5,44							
	Dexter Comm. Band-Concerts	4/24-5/4	2 - 2' X 3'	10/1/2014	5 & 9							
	Friends of the Dexter Library	4/4	5 X 18 X 24	6/25/2014	1,4,17,19,51							
	St Andrews-Monthly dinner	4/3-4/9	1-2' X 3'	1/27/2015	8	September						
	St Andrews-Blood Drive	4/10-4/20	1-2'X3'	4/1/2015	8 , 22							
		Dexter Lacrosse-Spring season	4/1-4/12	5-18 X 24	4/1/2015	1,2,5,44,10						
	DUMC-Rummage Sale	4/10-4/26	2-18" X 24"	4/1/2015	5 and 44							
	Dexter Drama-Sleeping Beauty	4/11-4/26	3-18" X 24" & 1-2.5' X 4' & 4' x 8'	4/1/2015	2,4,5,44,3	October	Friends of the Dexter Library	10/3	5 X 18 X 24	6/25/2014	1,4,17,19,51	
May	Dexter Comm. Band-Concerts	4/24-5/4	2 - 2' X 3'	10/1/2014	5 & 9							
	Friends of the Dexter Library	5/2	5 X 18 X 24	6/25/2014	1,4,17,19,51							
	St Andrews-Monthly dinner	4/30-5/7	1-2' X 3'	1/27/2015	8							
	Dexter Comm. Orchestra	5/6-5/18	2- 2' X 3'	1/26/2015	5 & 9							
							November	Friends of the Dexter Library	11/7	5 X 18 X 24	6/25/2014	1,4,17,19,51
June	Friends of the Dexter Library	6/6	5 X 18 X 24	6/25/2014	1,4,17,19,51							
	Dexter Comm. Orchestra	6/3-6/13	2- 2' X 3'	1/26/2015	5 & 9							
						December	Friends of the Dexter Library	12/8	5 X 18 X 24	6/25/2014	1,4,17,19,51	

Location Listing: 1 - Baker/Main, 2 - Central/Mill, 3 - Dexter Ann Arbor/Copeland, 4 - Main/Alpine, 5 - Baker/Cemetery, 6 - Monument Park, 7 - Creekside, 8 - 7610 Dexter Ann Arbor, 9 - Peace Park, 10 - Dexter Ann Arbor/Limits, 11 - Cornerstone, 12 - Bates, 13 - 3443 Inverness, 14 - 7720 Ann Arbor Street, 15 - S. Main/Broad, 16 - N. Main/Broad, 17 - Edison/Ann Arbor Street, 18 - Dover/Fifth, 19 - Central/Fifth, 20 - Broad/Fifth, 21 - Mill Creek Middle School, 22 - Fourth/Inverness, 23 - Dexter Bakery, 24 - Lighthouse, 25 - Dexter Pharmacy 2, 26-Warrior Creek Park Driveway, 27-Dexter Flowers, 28-Terry B's, 29-7795 Ann Arbor St, 30 - 7915 Fourth, 31 - 7651 Dan Hoey, 32 - Wylie, 33-Lions Park, 35-Dexter Crossing Entrance, 36 - Dan Hoey/Dexter Ann Arbor; 37 - Dover/Main, 38 - Fourth/Central, 39 - Baker/Hudson, 40 - Inverness/Ann Arbor, 41 - Main/Jeffords, 42 - Third/Broad; 43 - 3rd/Dover; 44 - Ryan/Dexter Ann Arbor, 45 - Meadowview/Dexter Ann Arbor, 46 - Ice Rink, 47-Dexter Mill/RR tracks, 48-7444 Dexter-Ann Arbor, 49-Park entrance @ Farmers Mkt and Library, 50-2810 Baker/Dexter Wellness									
** Dexter Farmers Market will place up to 5 signs on Friday, Saturday and Tuesday from May through October to advertise for the market									

Treasurer/Finance Director's Report to Council Fiscal Year 2014/2015 Third Quarter

I am pleased to present you with the Treasurer/Finance Director's Report to Council for the Third Quarter of Fiscal Year 2014/2015.

In this report I will give Council a more detailed view of this department's activities, as well as an overview of the City's financial outlook. As always, if you have any questions, please call me. I would be happy to sit down with you.

Department Activities

Cityhood Transition - Assessing

The assessor started with the City on April 15th. As of the preparation of this report, we have all of the records from Webster Township and about a third of the records from Scio Township. It is planned that the assessor will get the remainder of the Scio Township records on April 22nd. We have hired an intern from the political science program at Eastern Michigan University who will be starting on a part-time basis in early May. His main task will be to assist the assessor in organizing the files that were received from the townships and setting up the new assessing records for the City.

In addition, the assessor has picked up the combined assessing database from Washtenaw County, and it has been uploaded into the BS&A Equalizer software. He needs to compare the combined roll with the Scio and Webster Township rolls and perform other tasks before the information can go live on line.

Cityhood Transition - Taxes

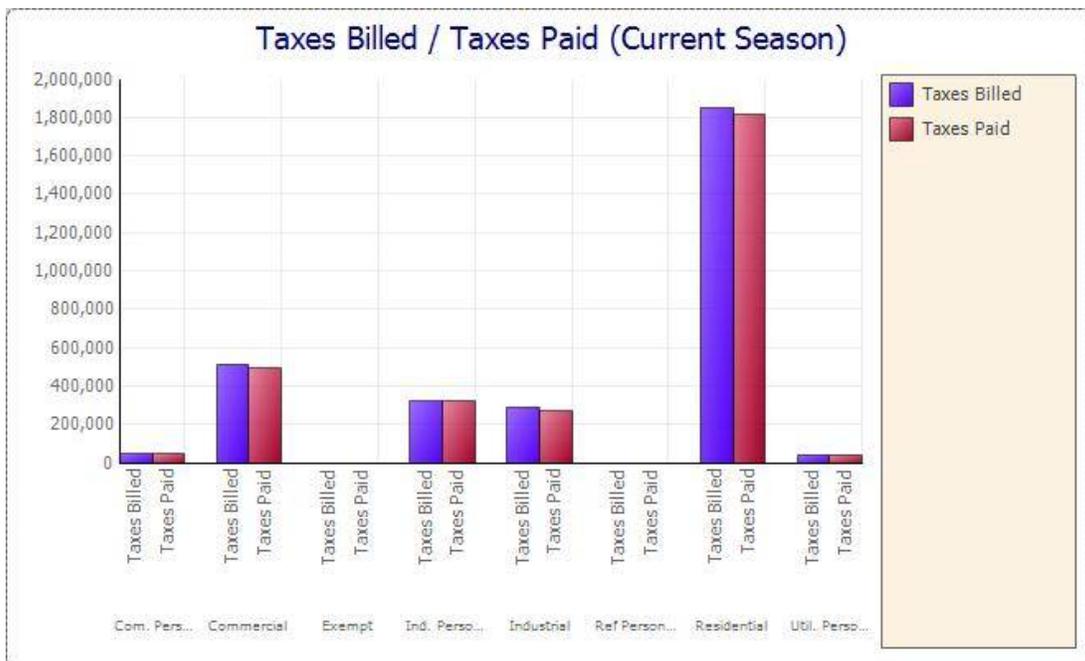
- To start, I'd like to take the opportunity to publically thank Donna Palmer, Treasurer of Scio Township, and Carol Whitney, Treasurer of Webster Township, who have been very helpful and supportive as I learn what needs to be done next to prepare for the 2015 tax season.
- I have sent notice to all of the tax servicing and mortgage escrow companies who requested tax bills on behalf of our residents in 2014, informing them of the changes in parcel numbers and taxing jurisdictions. I have also been working directly with the largest tax servicing agency, Corelogic, to ensure a smooth transition. Last year I successfully piloted the electronic processing and payment of tax payments with Wells Fargo, our third largest tax servicing company. I

will implement this with Corelogic for the 2015 tax year, as well as continuing it with Wells Fargo. Electronic processing and payment essentially eliminates hours of manual processing, time that can be spent on other tax-related tasks.

- I have been working with BS&A and the townships to enable us to have several years of township tax history attached to the new City on-line tax information system. I feel that this will help reduce confusion, and hopefully reduce telephone calls from people looking for recent township tax information. BS&A and I believe that we can make this work, but we have to wait until the assessing records go live before attempting implementation.
- In May and/or June, I will be presenting tax-related resolutions for Council's review and approval. These resolutions will address administration fees, penalties, over/under procedures, and any other tax processing items that need Council action (I am still researching this subject). I do know that the City cannot charge the school district for collecting school taxes because our Charter requires that City taxes be collected in the summer, so no agreements are needed on that topic.

2014 Village Taxes

The 2014 tax year has been completed and turned over to the Washtenaw County Treasurer. The collection rate for real property was 98% and for personal property was 99.5%.



Work Order Software Implementation

I have assisted BS&A and the Utilities Department with the implementation of BS&A's Work Order software. We purchased four Windows-based tablets with detachable keyboards for use in the field. Together with IT Right, we configured them so that each tablet has access to the BS&A Work Order software on the City's server, but also has enough security in place so that if a tablet is stolen, there would not be access to other City programs and records. In addition, each tablet has internet capability through a Verizon Jet-Pack, so staff can enter work order information directly from the field, and can also perform other tasks such as Miss Digs without having to return to the Plant in order to have internet access.

Office staff has been trained to use the Utility Billing software to interact with the Work Order software. The advantage to this is that Utilities staff is automatically notified when tasks such as final reads, meter verifications, and other items generated by the Utility Billing Clerk need to be performed, with feedback from the software when the work order is complete. In the past, this notification was done via printing a paper work order from the Utility Billing software and faxing it to the Utilities Department.

The next step from the Office perspective is the implementation of the Citizens Request software so that work orders for the DPW and other staff can be created. Ultimately, this module can be placed on the City's website so that people can directly make requests to receive items like absentee ballots, or inform the DPW or a pothole, or anything else that needs the City's attention. I have been trained on how to set up this software for optimal use, and once that is done I will get with BS&A on how to place it on our website. Unfortunately, completion of the Citizens Request implementation may take some time as we are heading into budget/tax/year-end close time for me and it may be placed on the back-burner until the Fall.

City Computer Equipment

We requested that IT Right assist us in the creation of an equipment replacement plan. In March, a technician did a site visit at the City, which included not only the City Office, but also the DPW and the Wastewater Treatment Plant. Computer equipment at the City Office is up to date, but it is not at the remote sites. Immediate improvements included adding those computers to IT Right's virus monitoring and maintenance program, which was already being done on all computers and servers in the City Office. The next step is to get the recommendations IT Right and develop the plan.

As part of the cleaning of the Office to try to make room for the assessor and assessing records, the IT Right technician went through numerous pieces of old equipment and software, and we were able to purge and recycle (IT Right has an electronic equipment recycling program) a full shelf of old, unneeded items.

Automatic Banking

Several years ago we tried remote deposits (done by scanning checks directly into our TCF account) with no success. Since then, the equipment has vastly improved and we were able to successfully implement remote deposits in February. This process both saves staff time and reduces deposit errors from misread checks.

Downtown Development Authority (DDA)

- I am in the process of assisting the Treasurer of the DDA in the updating of their forecasting tool and the creation of their 2015-2016 Budget.
- Last September, the Washtenaw County Board of Commissioners voted to levy .5 mills for road improvements within the County. As part of the resolution, based on an opinion by legal Counsel for the Road Commission, they exempted this tax from capture by TIF Districts. After discussion with City staff, other treasurers in the County, the Michigan Department of Treasury and the DDA's legal Counsel, as Treasurer for the City of Dexter it is my belief that the City's DDA must capture that levy in order to be compliant with State Law.

It is my understanding that the road levy taxes collected by Washtenaw County that are generated from property within the City of Dexter are to be returned to the City for use on our road projects. The City has in the past spent their Municipal Streets funds on roads located within the DDA. The DDA discussed this issue at their April 16th meeting and consensus is to return the capture to Washtenaw County, in the spirit of cooperation. DDA Counsel recommends that if we do so, we clearly state that we believe that this levy is subject to capture, and that we reserve the right to keep this capture in future years if the County decides to levy it again (or decides to exempt themselves from a different levy in the future). I will be presenting a letter to the DDA for their May meeting, and will hold those funds until such time as the DDA approves the letter.

Education and Committee Memberships

I am a current member of the Michigan Municipal Treasurer Association's (MMTA) Fall Conference Committee and the Michigan Municipal League's Legislative Finance Committee, and am continuing as a budget reviewer for the Government Finance Officers Association.

Fiscal Year 2014/2015 Third Quarter Budget Reports

The Revenue/Expenditure Report is used to track how our revenue and expenditures compare to our budget. A general rule of thumb is that each quarter represents 25% of the budget, although certain departments may spend all of their budget at one time.

General Fund Revenue and Expenditures:

- General Fund revenue is higher than benchmark due to tax collection being complete.
- Most expenditure departments are at or near benchmark.
 - An amendment is being presented for the Attorney Department.
 - Clerk is higher than benchmark due to the publishing of the Charter, which brings that line close to 100%, and the ordinance codification being complete.
 - Amendments are being presented for the Assessing Department to reflect the addition of the assessor's contract and the Board of Review training.
 - Elections Department is a new department, and amendments are being presented.
 - Economic Development is higher than benchmark due to the payment of dues to SPARK.
 - Insurance is higher than benchmark due to the OPEB and MERS additional payments being made.

PERIOD ENDING 03/31/2015

GL NUMBER	DESCRIPTION	2014-15	2014-15	YTD BALANCE	AVAILABLE	% BDGT USED
		ORIGINAL BUDGET	AMENDED BUDGET	03/31/2015 NORMAL (ABNORMAL)	BALANCE NORMAL (ABNORMAL)	
Fund 101 - GENERAL FUND						
000-ASSETS, LIABILITIES & REVENUE		2,648,600.00	2,651,400.00	2,470,125.72	181,274.28	93.16
TOTAL Revenues		<u>2,648,600.00</u>	<u>2,651,400.00</u>	<u>2,470,125.72</u>	<u>181,274.28</u>	<u>93.16</u>
101-CITY COUNCIL		57,000.00	59,800.00	36,986.72	22,813.28	61.85
172-CITY MANAGER		304,200.00	302,200.00	196,912.33	105,287.67	65.16
201-FINANCE DEPARTMENT		15,600.00	15,600.00	11,464.57	4,135.43	73.49
210-ATTORNEY		25,000.00	40,000.00	38,113.10	1,886.90	95.28
215-CITY CLERK		7,900.00	9,900.00	8,159.27	1,740.73	82.42
253-TREASURER		97,300.00	97,300.00	66,527.14	30,772.86	68.37
257-ASSESSING DEPARTMENT		0.00	8,000.00	8,438.60	(438.60)	105.48
262-ELECTIONS		0.00	0.00	4,597.33	(4,597.33)	100.00
265-BUILDINGS & GROUNDS		69,800.00	69,800.00	50,999.23	18,800.77	73.06
285-CITY TREE PROGRAM		24,000.00	24,000.00	10,738.50	13,261.50	44.74
301-LAW ENFORCEMENT		567,100.00	567,100.00	364,184.92	202,915.08	64.22
336-FIRE DEPARTMENT		494,700.00	494,700.00	369,922.69	124,777.31	74.78
400-PLANNING DEPARTMENT		119,100.00	119,100.00	81,083.80	38,016.20	68.08
410-ZONING BOARD OF APPEALS		1,100.00	1,100.00	328.36	771.64	29.85
441-DEPARTMENT OF PUBLIC WORKS		155,100.00	176,100.00	132,112.99	43,987.01	75.02
442-DOWNTOWN PUBLIC WORKS		73,300.00	73,300.00	45,747.77	27,552.23	62.41
447-ENGINEERING		11,000.00	11,000.00	3,963.75	7,036.25	36.03
448-MUNICIPAL STREET LIGHTS		73,000.00	73,000.00	46,582.52	26,417.48	63.81
728-ECONOMIC DEVELOPMENT		3,700.00	3,700.00	3,220.33	479.67	87.04
751-PARKS & RECREATION		120,400.00	120,400.00	53,035.35	67,364.65	44.05
851-INSURANCE & BONDS		179,300.00	290,300.00	266,329.87	23,970.13	91.74
875-CONTRIBUTIONS		33,300.00	33,300.00	24,000.00	9,300.00	72.07
890-CONTINGENCIES		32,000.00	34,000.00	10,713.20	23,286.80	31.51
901-CAPITAL IMPROVEMENTS		105,000.00	105,000.00	59,759.05	45,240.95	56.91
965-TRANSFERS OUT - CONTROL		129,900.00	240,000.00	108,102.27	131,897.73	45.04
TOTAL Expenditures		<u>2,698,800.00</u>	<u>2,968,700.00</u>	<u>2,002,023.66</u>	<u>966,676.34</u>	<u>67.44</u>
Fund 101 - GENERAL FUND:						
TOTAL REVENUES		2,648,600.00	2,651,400.00	2,470,125.72	181,274.28	93.16
TOTAL EXPENDITURES		<u>2,698,800.00</u>	<u>2,968,700.00</u>	<u>2,002,023.66</u>	<u>966,676.34</u>	<u>67.44</u>
NET OF REVENUES & EXPENDITURES		(50,200.00)	(317,300.00)	468,102.06	(785,402.06)	147.53
BEG. FUND BALANCE		1,329,685.41	1,329,685.41	1,329,685.41		(147.53)
END FUND BALANCE		1,279,485.41	1,012,385.41	1,797,787.47		(147.53)

Streets Funds (Fund 202, Fund 203 and Fund 204)

- Revenue for all three funds are within acceptable ranges. Major and Local Streets are dependent on transfers from the Municipal Streets Fund, but the non-transfer revenue lines are within benchmark.

Major Streets (Fund 202) Expenditures

- Administration is higher than benchmark due to the OPEB and additional MERS payments being made.
- The Contracted Construction department is higher than benchmark due to the 2014 projects.

Local Streets (Fund 203) Expenditures

- Administration is higher than benchmark due to the OPEB and additional MERS payments being made.
- The Contracted Construction department is higher than benchmark due to the 2014 projects.
- Routine Maintenance is higher than benchmark due to pavement management projects that have been done.
- Winter Maintenance is higher than benchmark, but all winter activities have ceased.

Municipal Streets (Fund 204) Expenditures

- Transfers have been made to the Major and Local Streets Funds as needed.
- A transfer budget amendment is being presented to cover bond issuance costs in the General Debt (Non-Voted) Fund.

REVENUE AND EXPENDITURE REPORT FOR CITY OF DEXTER

PERIOD ENDING 03/31/2015

GL NUMBER	DESCRIPTION	2014-15	2014-15	YTD BALANCE	AVAILABLE	% BDGT USED
		ORIGINAL BUDGET	AMENDED BUDGET	03/31/2015 NORMAL (ABNORMAL)	BALANCE NORMAL (ABNORMAL)	
Fund 202 - MAJOR STREETS FUND						
000-ASSETS, LIABILITIES & REVENUE		783,900.00	1,038,200.00	933,690.88	104,509.12	89.93
TOTAL Revenues		<u>783,900.00</u>	<u>1,038,200.00</u>	<u>933,690.88</u>	<u>104,509.12</u>	<u>89.93</u>
248-ADMINISTRATION		4,600.00	4,600.00	4,509.61	90.39	98.04
445-STORMWATER		26,900.00	26,900.00	9,176.70	17,723.30	34.11
451-CONTRACTED ROAD CONSTRUCTION		538,600.00	782,800.00	661,176.02	121,623.98	84.46
463-ROUTINE MAINTENANCE		93,000.00	93,000.00	64,502.04	28,497.96	69.36
474-TRAFFIC SERVICES		42,500.00	42,500.00	24,096.01	18,403.99	56.70
478-WINTER MAINTENANCE		68,300.00	78,300.00	62,128.37	16,171.63	79.35
890-CONTINGENCIES		10,000.00	0.00	0.00	0.00	0.00
TOTAL Expenditures		<u>783,900.00</u>	<u>1,028,100.00</u>	<u>825,588.75</u>	<u>202,511.25</u>	<u>80.30</u>
Fund 202 - MAJOR STREETS FUND:						
TOTAL REVENUES		<u>783,900.00</u>	<u>1,038,200.00</u>	<u>933,690.88</u>	<u>104,509.12</u>	<u>89.93</u>
TOTAL EXPENDITURES		<u>783,900.00</u>	<u>1,028,100.00</u>	<u>825,588.75</u>	<u>202,511.25</u>	<u>80.30</u>
NET OF REVENUES & EXPENDITURES		0.00	10,100.00	108,102.13	(98,002.13)	1,070.32
BEG. FUND BALANCE		9,703.10	9,703.10	9,703.10		1,070.32
END FUND BALANCE		9,703.10	19,803.10	117,805.23		1,070.32

REVENUE AND EXPENDITURE REPORT FOR CITY OF DEXTER

PERIOD ENDING 03/31/2015

GL NUMBER	DESCRIPTION	2014-15	2014-15	YTD BALANCE		AVAILABLE		% BDGT USED
		ORIGINAL BUDGET	AMENDED BUDGET	NORMAL	(ABNORMAL)	NORMAL	(ABNORMAL)	
Fund 203 - LOCAL STREETS FUND								
000-ASSETS, LIABILITIES & REVENUE		706,900.00	857,200.00	766,012.81		91,187.19		89.36
TOTAL Revenues		<u>706,900.00</u>	<u>857,200.00</u>	<u>766,012.81</u>		<u>91,187.19</u>		<u>89.36</u>
248-ADMINISTRATION		4,600.00	4,600.00	4,555.73		44.27		99.04
445-STORMWATER		22,000.00	22,000.00	11,028.78		10,971.22		50.13
451-CONTRACTED ROAD CONSTRUCTION		500,000.00	639,300.00	614,441.71		24,858.29		96.11
463-ROUTINE MAINTENANCE		75,300.00	86,300.00	78,846.06		7,453.94		91.36
474-TRAFFIC SERVICES		35,300.00	35,300.00	15,697.34		19,602.66		44.47
478-WINTER MAINTENANCE		59,700.00	65,200.00	61,803.44		3,396.56		94.79
890-CONTINGENCIES		10,000.00	0.00	0.00		0.00		0.00
TOTAL Expenditures		<u>706,900.00</u>	<u>852,700.00</u>	<u>786,373.06</u>		<u>66,326.94</u>		<u>92.22</u>
Fund 203 - LOCAL STREETS FUND:								
TOTAL REVENUES		706,900.00	857,200.00	766,012.81		91,187.19		89.36
TOTAL EXPENDITURES		<u>706,900.00</u>	<u>852,700.00</u>	<u>786,373.06</u>		<u>66,326.94</u>		<u>92.22</u>
NET OF REVENUES & EXPENDITURES		0.00	4,500.00	(20,360.25)		24,860.25		452.45
BEG. FUND BALANCE		30,531.81	30,531.81	30,531.81				(452.45)
END FUND BALANCE		30,531.81	35,031.81	10,171.56				(452.45)

REVENUE AND EXPENDITURE REPORT FOR CITY OF DEXTER

PERIOD ENDING 03/31/2015

GL NUMBER	DESCRIPTION	2014-15	2014-15	YTD BALANCE	AVAILABLE	% BDGT USED
		ORIGINAL BUDGET	AMENDED BUDGET	NORMAL (ABNORMAL) 03/31/2015	NORMAL (ABNORMAL) BALANCE	
Fund 204 - MUNICIPAL STREETS						
000-ASSETS, LIABILITIES & REVENUE		691,800.00	691,800.00	681,066.80	10,733.20	98.45
TOTAL Revenues		<u>691,800.00</u>	<u>691,800.00</u>	<u>681,066.80</u>	<u>10,733.20</u>	<u>98.45</u>
248-ADMINISTRATION		69,900.00	89,800.00	70,635.26	19,164.74	78.66
965-TRANSFERS OUT - CONTROL		849,100.00	903,300.00	699,000.00	204,300.00	77.38
TOTAL Expenditures		<u>919,000.00</u>	<u>993,100.00</u>	<u>769,635.26</u>	<u>223,464.74</u>	<u>77.50</u>
Fund 204 - MUNICIPAL STREETS:						
TOTAL REVENUES		691,800.00	691,800.00	681,066.80	10,733.20	98.45
TOTAL EXPENDITURES		<u>919,000.00</u>	<u>993,100.00</u>	<u>769,635.26</u>	<u>223,464.74</u>	<u>77.50</u>
NET OF REVENUES & EXPENDITURES		(227,200.00)	(301,300.00)	(88,568.46)	(212,731.54)	29.40
BEG. FUND BALANCE		364,508.44	364,508.44	364,508.44		29.40
END FUND BALANCE		137,308.44	63,208.44	275,939.98		29.40

Enterprise Funds (Fund 590 and Fund 591)

Sewer Fund (Fund 590) Revenue and Expenditures

- Revenues are at benchmark.
- The Utilities Department is higher than benchmark due to equipment purchases and an increase cost for chemicals because of the storage issue.
- An amendment is being presented for Long-Term Debt, because the interest on the SRF 2 Bond was slightly higher than anticipated. All bond payments have been made.

Water Fund (Fund 591) Revenue and Expenditures

- Revenues are at benchmark.
- Water Utilities is very slightly above benchmark and will be monitored.
- Long-term Debt is higher than benchmark because all bond payments have been made.
- Capital Improvements is higher than benchmark because the Ann Arbor Street project is complete.

REVENUE AND EXPENDITURE REPORT FOR CITY OF DEXTER

PERIOD ENDING 03/31/2015

GL NUMBER	DESCRIPTION	2014-15	2014-15	YTD BALANCE	AVAILABLE	% BDGT USED
		ORIGINAL BUDGET	AMENDED BUDGET	03/31/2015 NORMAL (ABNORMAL)	BALANCE NORMAL (ABNORMAL)	
Fund 590 - SEWER ENTERPRISE FUND						
000-ASSETS, LIABILITIES & REVENUE		1,298,300.00	1,298,300.00	946,762.80	351,537.20	72.92
TOTAL Revenues		<u>1,298,300.00</u>	<u>1,298,300.00</u>	<u>946,762.80</u>	<u>351,537.20</u>	<u>72.92</u>
248-ADMINISTRATION		92,800.00	92,800.00	71,198.89	21,601.11	76.72
548-SEWER UTILITIES DEPARTMENT		630,100.00	630,100.00	490,777.87	139,322.13	77.89
850-LONG-TERM DEBT		462,700.00	462,700.00	463,304.61	(604.61)	100.13
890-CONTINGENCIES		15,000.00	15,000.00	0.00	15,000.00	0.00
901-CAPITAL IMPROVEMENTS		448,000.00	448,000.00	358,718.28	89,281.72	80.07
TOTAL Expenditures		<u>1,648,600.00</u>	<u>1,648,600.00</u>	<u>1,383,999.65</u>	<u>264,600.35</u>	<u>83.95</u>
Fund 590 - SEWER ENTERPRISE FUND:						
TOTAL REVENUES		1,298,300.00	1,298,300.00	946,762.80	351,537.20	72.92
TOTAL EXPENDITURES		<u>1,648,600.00</u>	<u>1,648,600.00</u>	<u>1,383,999.65</u>	<u>264,600.35</u>	<u>83.95</u>
NET OF REVENUES & EXPENDITURES		(350,300.00)	(350,300.00)	(437,236.85)	86,936.85	124.82
BEG. FUND BALANCE		3,756,633.82	3,756,633.82	3,756,633.82		124.82
END FUND BALANCE		3,406,333.82	3,406,333.82	3,319,396.97		124.82

PERIOD ENDING 03/31/2015

GL NUMBER	DESCRIPTION	2014-15	2014-15	YTD BALANCE	AVAILABLE	% BDGT USED
		ORIGINAL BUDGET	AMENDED BUDGET	NORMAL (ABNORMAL) 03/31/2015	NORMAL (ABNORMAL) BALANCE	
Fund 591 - WATER ENTERPRISE FUND						
000-ASSETS, LIABILITIES & REVENUE		824,800.00	824,800.00	543,359.95	281,440.05	65.88
TOTAL Revenues		<u>824,800.00</u>	<u>824,800.00</u>	<u>543,359.95</u>	<u>281,440.05</u>	<u>65.88</u>
248-ADMINISTRATION		82,700.00	82,700.00	62,143.46	20,556.54	75.14
556-WATER UTILITIES DEPARTMENT		421,900.00	421,900.00	331,544.71	90,355.29	78.58
850-LONG-TERM DEBT		255,800.00	255,800.00	255,536.54	263.46	99.90
890-CONTINGENCIES		15,000.00	15,000.00	0.00	15,000.00	0.00
901-CAPITAL IMPROVEMENTS		319,500.00	364,500.00	349,544.20	14,955.80	95.90
TOTAL Expenditures		<u>1,094,900.00</u>	<u>1,139,900.00</u>	<u>998,768.91</u>	<u>141,131.09</u>	<u>87.62</u>
Fund 591 - WATER ENTERPRISE FUND:						
TOTAL REVENUES		824,800.00	824,800.00	543,359.95	281,440.05	65.88
TOTAL EXPENDITURES		<u>1,094,900.00</u>	<u>1,139,900.00</u>	<u>998,768.91</u>	<u>141,131.09</u>	<u>87.62</u>
NET OF REVENUES & EXPENDITURES		(270,100.00)	(315,100.00)	(455,408.96)	140,308.96	144.53
BEG. FUND BALANCE		3,396,565.88	3,396,565.88	3,396,565.88		144.53
END FUND BALANCE		3,126,465.88	3,081,465.88	2,941,156.92		144.53
TOTAL REVENUES - ALL FUNDS						
		8,771,700.00	9,297,300.00	7,850,835.74	1,446,464.26	84.44
TOTAL EXPENDITURES - ALL FUNDS						
		<u>9,305,700.00</u>	<u>10,405,900.00</u>	<u>7,969,962.12</u>	<u>2,435,937.88</u>	<u>76.59</u>
NET OF REVENUES & EXPENDITURES		(534,000.00)	(1,108,600.00)	(119,126.38)	(989,473.62)	10.75
BEG. FUND BALANCE - ALL FUNDS		9,163,558.30	9,163,558.30	9,163,558.30		144.53
END FUND BALANCE - ALL FUNDS		8,629,558.30	8,054,958.30	9,044,431.92		144.53

Other Funds (Fund 226, 275, Fund 303, Fund 351 and Fund 402)

Solid Waste Fund (Fund 226) Revenue and Expenditures

- Revenue and expenditures are at benchmark.

Tree Fund (Fund 275) Revenue and Expenditures

- There has been no significant activity in this fund.

General Debt Service (Voted Bonds) Fund (Fund 303) Revenue and Expenditures

- Administration is higher than benchmark, but only one more very small refund is expected.

General Debt Service (Non-Voted Bonds) Fund (Fund 351) Revenue and Expenditures

- The proceeds for the \$800,000 bond have been received, with substantial transfers being made out to the Major and Local Streets funds.
- An amendment is being presented for bank fees, which were not originally budgeted.
- Transfers Out are higher than benchmark because of the street projects that were done in 2014.

Equipment Replacement Fund (Fund 402) Revenue and Expenditures

- The Public Works Department is higher than benchmark and will be monitored.
- The Capital Improvements Department is higher than benchmark because the budgeted equipment purchase has been made.

REVENUE AND EXPENDITURE REPORT FOR CITY OF DEXTER

PERIOD ENDING 03/31/2015

GL NUMBER	DESCRIPTION	2014-15	2014-15	YTD BALANCE		AVAILABLE		% BDGT USED
		ORIGINAL BUDGET	AMENDED BUDGET	NORMAL	(ABNORMAL)	NORMAL	(ABNORMAL)	
Fund 226 - SOLID WASTE COLLECTION FUND								
	000-ASSETS, LIABILITIES & REVENUE	560,400.00	660,400.00	479,621.46		180,778.54		72.63
	TOTAL Revenues	<u>560,400.00</u>	<u>660,400.00</u>	<u>479,621.46</u>		<u>180,778.54</u>		<u>72.63</u>
	248-ADMINISTRATION	100.00	100.00	74.16		25.84		74.16
	528-SOLID WASTE	548,200.00	548,200.00	380,872.09		167,327.91		69.48
	TOTAL Expenditures	<u>548,300.00</u>	<u>548,300.00</u>	<u>380,946.25</u>		<u>167,353.75</u>		<u>69.48</u>
Fund 226 - SOLID WASTE COLLECTION FUND:								
	TOTAL REVENUES	560,400.00	660,400.00	479,621.46		180,778.54		72.63
	TOTAL EXPENDITURES	<u>548,300.00</u>	<u>548,300.00</u>	<u>380,946.25</u>		<u>167,353.75</u>		<u>69.48</u>
	NET OF REVENUES & EXPENDITURES	12,100.00	112,100.00	98,675.21		13,424.79		88.02
	BEG. FUND BALANCE							88.02
	END FUND BALANCE	12,100.00	112,100.00	98,675.21				88.02

REVENUE AND EXPENDITURE REPORT FOR CITY OF DEXTER

PERIOD ENDING 03/31/2015

GL NUMBER	DESCRIPTION	2014-15	2014-15	YTD BALANCE		AVAILABLE		% BDGT USED
		ORIGINAL BUDGET	AMENDED BUDGET	NORMAL	(ABNORMAL)	NORMAL	(ABNORMAL)	
Fund 275 - TREE REPLACEMENT FUND								
000-ASSETS, LIABILITIES & REVENUE		1,300.00	1,300.00	1,423.50		(123.50)		109.50
TOTAL Revenues		<u>1,300.00</u>	<u>1,300.00</u>	<u>1,423.50</u>		<u>(123.50)</u>		<u>109.50</u>
965-TRANSFERS OUT - CONTROL		8,000.00	8,000.00	0.00		8,000.00		0.00
TOTAL Expenditures		<u>8,000.00</u>	<u>8,000.00</u>	<u>0.00</u>		<u>8,000.00</u>		<u>0.00</u>
Fund 275 - TREE REPLACEMENT FUND:								
TOTAL REVENUES		1,300.00	1,300.00	1,423.50		(123.50)		109.50
TOTAL EXPENDITURES		<u>8,000.00</u>	<u>8,000.00</u>	<u>0.00</u>		<u>8,000.00</u>		<u>0.00</u>
NET OF REVENUES & EXPENDITURES		(6,700.00)	(6,700.00)	1,423.50		(8,123.50)		21.25
BEG. FUND BALANCE		150,091.91	150,091.91	150,091.91				(21.25)
END FUND BALANCE		143,391.91	143,391.91	151,515.41				(21.25)

REVENUE AND EXPENDITURE REPORT FOR CITY OF DEXTER

PERIOD ENDING 03/31/2015

GL NUMBER	DESCRIPTION	2014-15	2014-15	YTD BALANCE	AVAILABLE	% BGD USED
		ORIGINAL BUDGET	AMENDED BUDGET	03/31/2015 NORMAL (ABNORMAL)	BALANCE NORMAL (ABNORMAL)	
Fund 303 - GENERAL DEBT SERVICE FUND (VOTED BONDS)						
	000-ASSETS, LIABILITIES & REVENUE	150,100.00	150,100.00	160,489.90	(10,389.90)	106.92
	TOTAL Revenues	<u>150,100.00</u>	<u>150,100.00</u>	<u>160,489.90</u>	<u>(10,389.90)</u>	<u>106.92</u>
	248-ADMINISTRATION	600.00	1,100.00	948.75	151.25	86.25
	570-STREETSCAPE	145,900.00	145,900.00	8,610.00	137,290.00	5.90
	TOTAL Expenditures	<u>146,500.00</u>	<u>147,000.00</u>	<u>9,558.75</u>	<u>137,441.25</u>	<u>6.50</u>
Fund 303 - GENERAL DEBT SERVICE FUND (VOTED BONDS):						
	TOTAL REVENUES	150,100.00	150,100.00	160,489.90	(10,389.90)	106.92
	TOTAL EXPENDITURES	<u>146,500.00</u>	<u>147,000.00</u>	<u>9,558.75</u>	<u>137,441.25</u>	<u>6.50</u>
	NET OF REVENUES & EXPENDITURES	3,600.00	3,100.00	150,931.15	(147,831.15)	4,868.75
	BEG. FUND BALANCE	5,954.60	5,954.60	5,954.60		4,868.75
	END FUND BALANCE	9,554.60	9,054.60	156,885.75		4,868.75

REVENUE AND EXPENDITURE REPORT FOR CITY OF DEXTER

PERIOD ENDING 03/31/2015

GL NUMBER	DESCRIPTION	2014-15	2014-15	YTD BALANCE	AVAILABLE	% BDGT USED
		ORIGINAL BUDGET	AMENDED BUDGET	03/31/2015 NORMAL (ABNORMAL)	BALANCE NORMAL (ABNORMAL)	
Fund 351 - GENERAL DEBT SERVICE (NON-VOTED BONDS)						
	000-ASSETS, LIABILITIES & REVENUE	1,035,400.00	1,053,600.00	800,024.78	253,575.22	75.93
	TOTAL Revenues	<u>1,035,400.00</u>	<u>1,053,600.00</u>	<u>800,024.78</u>	<u>253,575.22</u>	<u>75.93</u>
	248-ADMINISTRATION	0.00	18,200.00	18,240.53	(40.53)	100.22
	850-LONG-TERM DEBT	235,800.00	235,800.00	27,578.75	208,221.25	11.70
	965-TRANSFERS OUT - CONTROL	450,000.00	700,500.00	656,395.13	44,104.87	93.70
	TOTAL Expenditures	<u>685,800.00</u>	<u>954,500.00</u>	<u>702,214.41</u>	<u>252,285.59</u>	<u>73.57</u>
Fund 351 - GENERAL DEBT SERVICE (NON-VOTED BONDS):						
	TOTAL REVENUES	1,035,400.00	1,053,600.00	800,024.78	253,575.22	75.93
	TOTAL EXPENDITURES	<u>685,800.00</u>	<u>954,500.00</u>	<u>702,214.41</u>	<u>252,285.59</u>	<u>73.57</u>
	NET OF REVENUES & EXPENDITURES	349,600.00	99,100.00	97,810.37	1,289.63	98.70
	BEG. FUND BALANCE					98.70
	END FUND BALANCE	349,600.00	99,100.00	97,810.37		98.70

REVENUE AND EXPENDITURE REPORT FOR CITY OF DEXTER

PERIOD ENDING 03/31/2015

GL NUMBER	DESCRIPTION	2014-15	2014-15	YTD BALANCE	AVAILABLE	% BDGT USED
		ORIGINAL BUDGET	AMENDED BUDGET	NORMAL (ABNORMAL) 03/31/2015	NORMAL (ABNORMAL) BALANCE	
Fund 402 - EQUIPMENT REPLACEMENT FUND						
000-ASSETS, LIABILITIES & REVENUE		70,200.00	70,200.00	68,257.14	1,942.86	97.23
TOTAL Revenues		<u>70,200.00</u>	<u>70,200.00</u>	<u>68,257.14</u>	<u>1,942.86</u>	<u>97.23</u>
248-ADMINISTRATION		0.00	500.00	206.16	293.84	41.23
441-DEPARTMENT OF PUBLIC WORKS		35,000.00	35,000.00	29,250.68	5,749.32	83.57
903-CAPITAL IMPROVEMENTS-VEHICLES		30,000.00	81,500.00	81,396.58	103.42	99.87
TOTAL Expenditures		<u>65,000.00</u>	<u>117,000.00</u>	<u>110,853.42</u>	<u>6,146.58</u>	<u>94.75</u>
Fund 402 - EQUIPMENT REPLACEMENT FUND:						
TOTAL REVENUES		70,200.00	70,200.00	68,257.14	1,942.86	97.23
TOTAL EXPENDITURES		<u>65,000.00</u>	<u>117,000.00</u>	<u>110,853.42</u>	<u>6,146.58</u>	<u>94.75</u>
NET OF REVENUES & EXPENDITURES		5,200.00	(46,800.00)	(42,596.28)	(4,203.72)	91.02
BEG. FUND BALANCE		119,883.33	119,883.33	119,883.33		91.02
END FUND BALANCE		125,083.33	73,083.33	77,287.05		91.02

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Memorandum

To: Mayor Keough and City Council
Courtney Nicholls, City Manager

From: Michelle Aniol, Community Development Manager

Re: Report for April 27, 2015 City Council Meeting

Date: April 21, 2015

Planning Commission Update

- The Planning Commission voted to change the time of their regular meetings from 7:30 pm to 7:00 pm, starting May 4th.
- Carlisle Wortman will conduct a kickoff meeting with the Planning Commission on Monday May 4th, regarding the amendment to the Master Plan for gas and oil drilling operations.

Business/Development Updates

- The house at 3441 Broad Street was demolished on Monday, April 20th. The property owner has applied for a variance after discovering he does not own as much property as his title work indicated. The property was originally documented to be 99 feet by 198 feet, with the railway running through the rear of the lot as right-of-way. However, it has been determined (through a new survey) that the railway purchased the rear portion of the property, reducing the depth to 90 feet on the east property line. Consequently, the property owner now faces a 65% reduction in property area. More to the point, this loss of area results in the proposed building encroaching 12 feet into the 25-foot required rear yard setback. The applicant has decided to apply for a variance, and anticipates a review by the Planning Commission on June 1st.
- Staff met with the owners of a chocolate making company and a Mexican restaurant regarding their desire to relocate or expand their business in Dexter. Both businesses would be excellent additions to the business community. The biggest hurdle is the limited number of existing facilities that meet the business's needs. Staff is working with the businesses and local real estate brokers. Stay tuned.
- Staff received an inquiry from the property owner of Dexter Plaza (next to Busch's) regarding the possibility of expanding the DDA District boundary in order to qualify for a special liquor license offered through the state. Staff anticipates this request will be discussed at the next DDA meeting. In the meantime, any input that Council has would be welcomed.
- The owners of Dexter Crossing Commercial Shopping Center have applied for and received approval for 3 ground signs; 2 will be located at the Dexter-Ann Arbor Road entrance and 1 will be located at the Dan Hoey entrance.
- Red Brick has applied for and been issued a permit to remove the kitchen, remodel the bar area and reconstruct the front entry at 8093 Main Street (its original space). The new kitchen is located in the newly remodeled space next door (8099 Main Street) and a grand reopening is in the works.
- Staff met with a representative from the Beer Grotto regarding the process for having outside seating.
- Staff received an email from Jon Carlson regarding Northern United Brewing Company's (NUBC) desire to move forward and install a production kitchen. Staff is scheduled to meet with Jon and

Tony Grant on Thursday, April 23rd to discuss the process, fees and scheduling. Staff plans to discuss this with the Planning Commission at its May 4th meeting.

Zoning Ordinance Updates Update

- As a reminder, staff anticipates reviewing the list of zoning changes, clarifications and amendments with the Planning Commission at its May 4th meeting, and then with Council on May 11th.

Miscellaneous Updates

- Staff prepared and mailed out a letter to MEDC regarding Council's decision to end the City's participation in the Redevelopment Ready Communities Program. A copy of the letter accompanies this report.
- The City received a request Timmermans Environmental Services (TES), on behalf of Fast Track Ventures, the party responsible for a historical petroleum release at 8135 Main Street (currently the BP Gas Station). Timmermans is working to get the historical release for the site closed with the Michigan Department of Environmental Quality (MDEQ). Sampling has shown that gasoline compounds remain in the groundwater on-site. The company can use the City's current ordinances regarding groundwater to restrict access to the groundwater for the property itself. However, the roads west and north of the site (Jeffords, Main and Alpine) do not appear to be covered by the ordinance. Therefore, Timmermans need an additional institutional control to address these areas from a potential exposure stand point.

The MDEQ has created a document in the case where contamination has migrated beneath a road ROW and is allowed to be left in place. The document, which is called Road ROW Alternative Institutional Control (attached) basically states that the roadway is and will be a road for the foreseeable future, and therefore its presence would provide a barrier to exposure of the petroleum and it would be protective of human health and the environment. Section 5 pertains to the Local Unit of Government (LUG), where in this case, the City would sign indicating they exercise control over the roadway and that it can be used as an institutional control to prevent exposures to the regulated substances below the road surface. The property title owner would execute Section 3, and a Timmermans would be signing in Section 4, as the preparer. Staff is working with Brian Kuberski of ASTI for assistance with this request. This request may be on the Council's next agenda.

April 16, 2015

Michigan Economic Development Corporation
Redevelopment Ready Communities
300 N. Washington Square
Lansing, Michigan 48913
Attn: Jennifer M. Rigterink, Manager

Dear Jennifer,

On March 23, 2015 the Dexter City Council voted unanimously to decline further participation in the Redevelopment Ready Communities Program. This decision was not an easy one to make because Council saw the merits in RRC Certification. In addition, Council found many of the *recommendations* in the Evaluation of Findings very constructive. However, MEDC's decision to make "streamlining the site plan approval process and eliminating council approval from permitted uses" a requirement rather than a recommendation is not consistent with the MEDC's own RRC Best Practices Guide (revised January 2015).

RRC Certification is supposed to communicate to a developer that a community integrates transparency, predictability, and efficiency in to its daily practices. What does it say to a community when the MEDC changes its policy and does not follow its own RRC Best Practices Guide? It told this community that the RRC Certification process is not transparent, predictable or efficient, and it does not have the merit or benefits we believed it had.

If the MEDC decides to follow its RRC Best Practices Guide, please let me know, as the City of Dexter would be happy to reconsider participation in the program.

In closing, the Dexter City Council thanks you and the MEDC Redevelopment Ready Communities team for all the work that went into our evaluation. We enjoyed the experience and look forward to working with you and MEDC in the future.

Respectfully submitted,



Michelle Aniol
Community Development Manager

cc: Courtney Nicholls, City Manager
City Council
Planning Commission
Dexter Downtown Development Authority



ROAD RIGHT-OF-WAY ALTERNATE INSTITUTIONAL CONTROL

When environmental contamination is proposed to remain in place within a road right-of-way (ROW) owned or controlled by a local unit of government (LUG), tribal government, or other authority, except the Michigan Department of Transportation, the "Road Right-of-Way Alternate Institutional Control" may serve as an alternate institutional control pursuant to Section 20114d(5)(a) of Part 201, Environmental Remediation, or Section 21310a(4) of Part 213, Leaking Underground Storage Tanks, of the Natural Resources and Environmental Protection Act, 1994 PA 451, as amended (NREPA). Acceptance of this institutional control by the LUG or other road ROW authority is discretionary and voluntary. Furthermore, the LUG or other road ROW authority may require approval of certain permits, license agreements, or financial bonding that may be necessary for the road ROW as a condition of their authorization of this alternate institutional control mechanism. The party proposing to use the road ROW alternate institutional control (AIC) shall complete Sections 1 through 4. If any underlying fee simple title ownership interests exist in the affected road ROW, the submitter shall obtain consent, as appropriate, of all parties in Section 3. The LUG, tribal government, or other authority that owns or controls the affected road ROW, except the Michigan Department of Transportation, shall complete Section 5. The party proposing this AIC shall submit the completed form and all attachments with a No Further Action Report pursuant to Part 201 or a Final Assessment Report or Closure Report pursuant to Part 213 to the appropriate [District Office](#). The MDEQ Reference Number can be obtained by contacting the Remediation and Redevelopment Division at deq-rrd@michigan.gov or by calling 517-284-5153.

SECTION 1. SUBMITTER INFORMATION:		MDEQ REFERENCE NUMBER:	
SITE OR FACILITY NAME:		SITE OR FACILITY ID NUMBER:	
STREET ADDRESS:			
CITY:		ZIP:	COUNTY:
NAME OF PARTY PROPOSING ROW AIC:		EMAIL ADDRESS:	
STREET ADDRESS:		CITY:	STATE: ZIP:
CONTACT PERSON:		PHONE:	FAX:
DEQ District Office: <input type="checkbox"/> Cadillac <input type="checkbox"/> Gaylor <input type="checkbox"/> Grand Rapids <input type="checkbox"/> Jackson <input type="checkbox"/> Kalamazoo <input type="checkbox"/> Lansing <input type="checkbox"/> Saginaw Bay <input type="checkbox"/> SE Michigan <input type="checkbox"/> Upper Peninsula			
SECTION 2. AFFECTED ROAD RIGHT-OF-WAY INFORMATION:			
1. Name of affected road ROW(s) and nearest intersection:			
2. Known or Suspected Contaminant(s) Type (Check all that apply): <input type="checkbox"/> Petroleum <input type="checkbox"/> Volatile Organic Compounds <input type="checkbox"/> Metals <input type="checkbox"/> Other			
3. Is residual/mobile NAPL present in the affected road ROW: <input type="checkbox"/> YES <input type="checkbox"/> NO			
4. Media Contaminated: a. <input type="checkbox"/> Soil Depth to contaminated soil: b. <input type="checkbox"/> Groundwater Depth to contaminated groundwater: Predominant groundwater flow direction:			
5. Contamination present within affected road ROW construction zone as defined by road ROW authority for maintaining road ROW: <input type="checkbox"/> YES <input type="checkbox"/> NO If yes, depth of construction zone in feet:			
6. Presence of utilities in the affected road ROW: <input type="checkbox"/> YES <input type="checkbox"/> NO If present, show the location, depth and cross section of each utility on a Scaled Drawing (see #10) Impact to stormwater system: <input type="checkbox"/> YES <input type="checkbox"/> NO Impact to stormwater permit and discharge limits: <input type="checkbox"/> YES <input type="checkbox"/> NO Is the stormwater system classified as a Municipal Separate Storm Sewer System (MS4): <input type="checkbox"/> YES <input type="checkbox"/> NO			
7. a. Are there easement holders in the road ROW: <input type="checkbox"/> YES <input type="checkbox"/> NO b. If yes, are those easement holders affected by the contamination present: <input type="checkbox"/> YES <input type="checkbox"/> NO c. Have all affected easement holders in the road ROW received notification of existing conditions as part of a corrective action plan or pursuant to the due care requirements: <input type="checkbox"/> YES <input type="checkbox"/> NO			
8. Does the affected road ROW have any underlying fee simple title ownership interests: <input type="checkbox"/> YES <input type="checkbox"/> NO If yes, was consent of underlying fee title holders obtained (see Section 3) to the use of this AIC: <input type="checkbox"/> YES <input type="checkbox"/> NO			
9. Exposure risks present: <input type="checkbox"/> Drinking Water <input type="checkbox"/> Direct Contact <input type="checkbox"/> Groundwater <input type="checkbox"/> Soil Excavation/Relocation a. Based on the exposure risks identified above, insert a paragraph below which describes the affected media, the nature and extent of the hazardous substances, the cleanup criteria exceeded, the routes of potential exposure, any response activities or corrective actions that have been taken to address the contamination, and any activities that could result in exposure to hazardous substances that would cause this alternate institutional control to not be			

9.a. (continued)

protective of public health, safety, and welfare (e.g. use of the groundwater for consumption, irrigation, or any other use; any excavation or intrusive activity that would result in contaminated soils to be placed at the ground surface or otherwise exacerbate the extent of contamination). See example language below.

Example language if contaminated groundwater is an exposure risk and construction activities would require dewatering or management of groundwater:

Management and disposal of the groundwater for short-term dewatering for construction purposes should be conducted in accordance with all applicable local state, and federal laws and regulations and in a manner that does not cause or result in a new release, exacerbation of existing contamination, or any other violation of local, state, and federal environmental laws and regulations.

Example language if contaminated soil is an exposure risk and construction activities would require soil excavation, relocation and/or disposal:

Management of all contaminated soils, media and/or debris located in the road right-of-way shall be in accordance with the applicable requirements of Section 20120c or Section 21304b of the NREPA; Part 111, Hazardous Waste Management, of the NREPA; Subtitle C of the Resource Conservation and Recovery Act, 42 U.S.C. Section 6901 *et seq.*; the administrative rules promulgated thereunder; and all other relevant state and federal laws.

10. Provide a Scaled Drawing and Property Description, or survey if available, that describes the source property, obtained from a title commitment or vesting deed. At a minimum, the Scaled Drawing should include:

- A north arrow.
- A graphical scale bar and scale statement (e.g. 1"=50').
- The limits of the source property plotted, to scale, showing the relationship to the LUG or other authority ROW and other affected parcels.
- The roadway(s) name identified.
- A statement identifying the Township, Range, Section, and Quarter Section where the parcel is located.
- The limits of the affected road ROW plotted to scale. This area should be hatched and labeled appropriately.
- The location of significant site features such as buildings, drives, parking lots, and road surface.
- Cross section illustrating depth of construction zone, affected road ROW, media, utilities and distribution of contaminated media.
- Most recent analytical data illustrating contaminant compounds and concentrations within the contaminated media.

11. Is the LUG, tribal government, or authority requiring permanent marker(s) placed within affected ROW: YES NO

SECTION 3. CONSENT OF FEE SIMPLE TITLE OWNER, IF APPLICABLE:

I, as the underlying fee simple title owner, do hereby consent to the use of this alternate institutional control and acknowledge: 1) that there are hazardous substances within the affected road ROW that may present exposure risks as described in this document; 2) that there are controls to address these risks; and 3) the LUG, tribal government, or other authority is exercising its authority to control activities within the ROW to prevent these exposure risks.

Signature	Print	Property Identification #	Date
Signature	Print	Property Identification #	Date
Signature	Print	Property Identification #	Date
Signature	Print	Property Identification #	Date

SECTION 4. SUBMITTER SIGNATURE:

I, as the submitter identified in Section 1, or the qualified consultant authorized to complete this document on the submitter's behalf, hereby attest to the accuracy of the statements in this document and all attachments. I further certify that the language on this document has not been modified.

Signature	Print	Date

SECTION 5. LUG OR OTHER AUTHORITY CONFIRMATION OF ROAD RIGHT-OF-WAY INSTITUTIONAL CONTROL:

Name of Local Unit of Government or other Authority:

The aforementioned LUG, tribal government, or other authority attests that the current use of the affected road right-of-way is for public transportation. The LUG, tribal government, or other authority has no current plans to relocate, vacate, or abandon the portion of the affected road right-of-way. The LUG, tribal government, or other authority understands that the submitter intends to rely upon the existence of said road right-of-way to prevent unacceptable exposure to hazardous substances that may be present in the soil and/or groundwater within the affected road right-of-way. The LUG, tribal government, or other authority understands that there may be additional costs to the LUG, tribal government, or other authority when disturbing the area of impact in the future. The LUG, tribal government, or other authority has a reliable mechanism to track the location and will provide notification of the contamination in the affected road right-of-way to parties requesting access.

The LUG, tribal government, or other authority executing this alternate institutional control certifies that EITHER of the following conditions has been met:

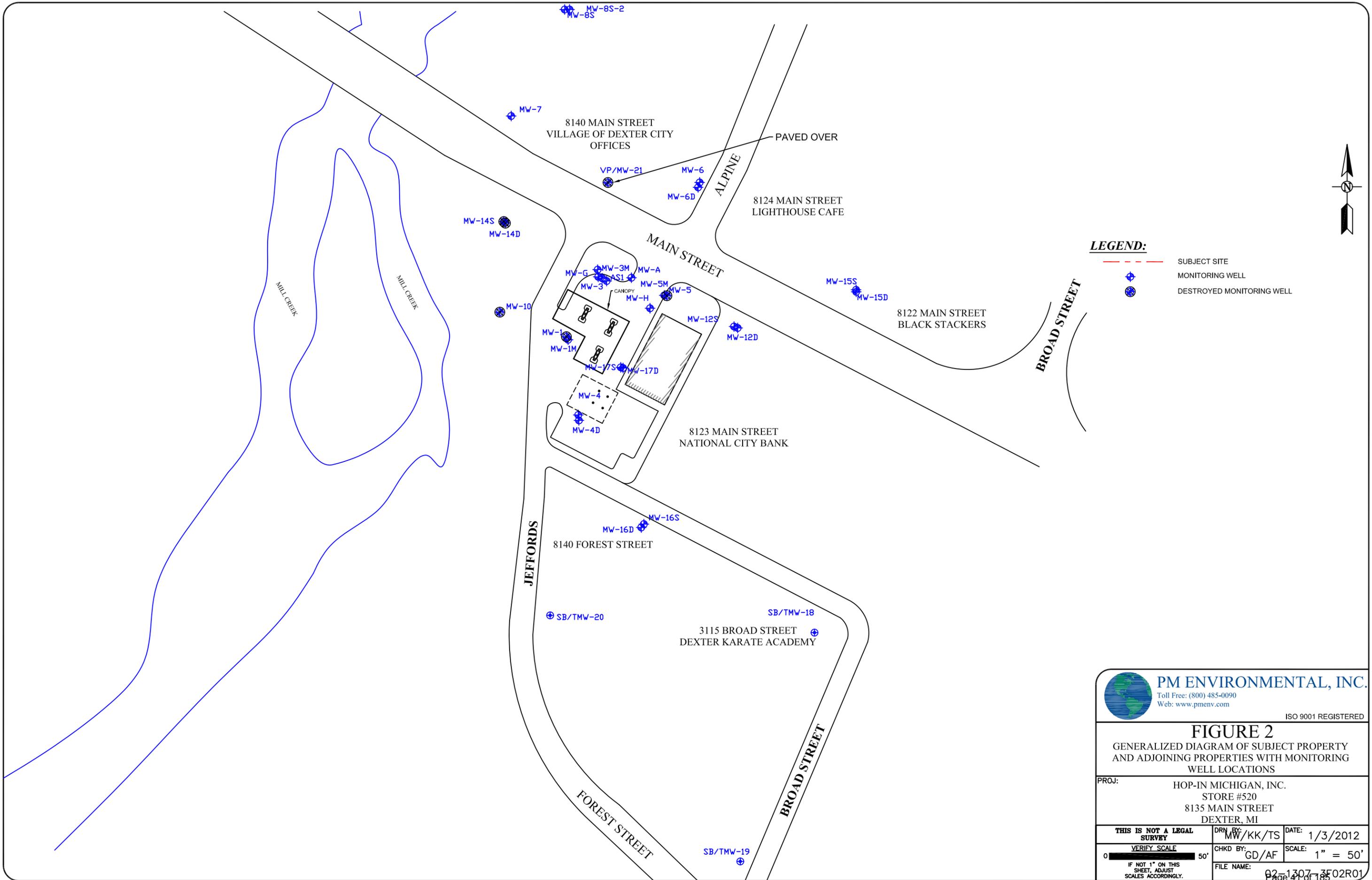
- a. Based on representations of the submitter, all/any persons with ownership interests in the property/properties underlying the affected road right-of-way described in this document have been notified regarding the conditions that are known at the time this alternate institutional control is executed, and consent for use of this alternate institutional control from fee simple title ownership interests has been obtained where necessary.*

-OR-

- b. The LUG, tribal government, or other authority exercises exclusive control over the affected road right-of-way and the portions of the properties underlying the affected road right-of-way identified in this alternate institutional control and is exercising its authority to assure the reliability of this alternate institutional control to prevent exposure to hazardous or regulated substances located below the road surface.*

If the affected road right-of-way is proposed to be relocated, vacated or abandoned, or other conditions that result in revocation of this alternate institutional control, the LUG, tribal government, or other authority agrees to notify the appropriate Michigan Department of Environmental Quality District Office, identified in Section 1, and any adjacent/underlying property owners no less than 90 days prior to the road being relocated, vacated, or abandoned. With my signature below, I certify that I am legally authorized to sign on behalf of the LUG, tribal government, or other authority.

Signature of Authorized LUG or Authority Official		Print Authorized LUG or Authority Official	
Title of Authorized LUG or Authority Official		Date	
Name of Local Unit of Government		Address, City, State, Zip	
Phone Number	Fax Number	Email Address	



LEGEND:

- SUBJECT SITE
- ⊕ MONITORING WELL
- ⊙ DESTROYED MONITORING WELL

 **PM ENVIRONMENTAL, INC.**
 Toll Free: (800) 485-0090
 Web: www.pmenv.com
 ISO 9001 REGISTERED

FIGURE 2
 GENERALIZED DIAGRAM OF SUBJECT PROPERTY
 AND ADJOINING PROPERTIES WITH MONITORING
 WELL LOCATIONS

PROJ: HOP-IN MICHIGAN, INC.
 STORE #520
 8135 MAIN STREET
 DEXTER, MI

THIS IS NOT A LEGAL SURVEY	DRN BY: MW/KK/TS	DATE: 1/3/2012
VERIFY SCALE	CHKD BY: GD/AF	SCALE: 1" = 50'
0 50'	FILE NAME:	



NOTICE OF DECISION

TO: City Council & Planning Commission

FROM: Michelle Aniol, Community Development Manager

DATE: Tuesday, April 21, 2015

RE: ZBA Decision:
Case #2015-01
7910 Fifth Street (HD-08-06-128-010)

In compliance with the Zoning Board of Appeals Rules of Procedure and Policy, Article III, notice of the following ZBA decision is given to City Council and Planning Commission:

VARIANCE REQUESTED (ZBA Case #2015-01)

On April 20, 2015, the ZBA reviewed a variance request submitted by applicant, Jean Hosford, for a 5-foot side yard setback variance from the 10-foot side yard setback required in Section 20.01 Schedule of Regulations for Principal Buildings – R-1B One-Family Residential Small Lot, of the City of Dexter Zoning Ordinance, at 7910 Fifth Street. The applicant requested the variance to allow the construction of an attached garage within the required side yard setback.

The following ZBA members were present: Phil Mekas, Chairman, Sandy Hansen, Marni Schmid, Ray Tell and Alternate and Vice Chair, Brian Gray.

The applicant's existing non-conforming detached garage was damaged last winter, and according to the applicant it would be cost prohibitive to repair. The applicant wishes to demolish the existing detached garage and construct a new 1.5-story garage that would be attached to the principal structure (i.e. existing house), in the same general location. The existing detached garage was located 3.4 feet from the eastern property line. The new attached garage is proposed to be located 5 feet from the eastern property line (a 5-foot side yard setback deficiency).

The applicant had requested the variance due to practical difficulties associated with the property.

Ms. Hosford presented her case and explain that the roof on the existing detach garage collapsed 18 months ago. Due to the fact that the existing garage has no footings, she wanted to demolish it and build a new attached garage that would be less non-conforming than the existing garage.

Ms. Hosford also explained that after talking with her neighbors, the Michaels, on Dover Street, she would move like to move the garage closer to the sidewalk on Dover Street to ensure her neighbors had more afternoon sunlight. She told the board she would still have room to park a car between the sidewalk and garage, and more than meet the 15-foot front yard setback. Ms. Hosford also stated the garage would measure 18 feet by 32 feet, not 36 feet as she originally thought.

Ms. Hosford explained that the new addition could not be located in the side yard due to the location of a sewer line, an existing chimney and a bathroom. In addition, she could maintain the architectural character of the home by attaching the garage on the Dover side of the house.

Staff then presented her report and findings:

- **Practical Difficulties:** Practical difficulty is represented in providing adequate space on-site in an appropriate location for the attached garage. The subject site is located on the northeast quadrant of the Fifth Street and Dover Street intersection, and therefore contains two (2) front yards. In addition, the applicant indicates moving the garage to another location on the site would reduce the size of their useable yard space and increase the paved portion of the lot.

- **Substantial Justice:** The applicant has noted they have looked at alternatives to the proposed attached garage placement, and the proposed configuration suits the parcel, existing architecture and home layout. The only other alternative would be to reduce the size of the garage to meet the 10-foot side yard standard, decrease the dimension requested for a variance or relocate the garage on the parcel. As proposed, the garage is the same width as the detached garage to be removed. Any additional reduction in garage width would render the garage too small to accommodate a vehicle.
- **Public Safety and Welfare:** The proposed setback variance is due to the unique circumstances related to the subject property and architecture of the principal structures. The variance will not impose on the public safety and welfare.
- **Extraordinary Circumstances:** The subject site is a corner lot with two (2) front yards. All other setbacks and dimensional requirements of the R-1B district have been met. As noted previously, the proposed side yard setback (5 feet) is greater than the existing side yard setback (3.4 feet). Due to the size and configuration of the subject site, it would be difficult to provide for an attached garage on this property without obtaining a variance for the side yard setback.
- **No Safety Hazard or Nuisance:** The proposed variance will not increase the hazard of fire or otherwise endanger public safety or create a public nuisance.
- **Relationship to Adjacent Land Uses:** Allowing the proposed attached garage would not negatively alter the essential character of the existing neighborhood. The applicant has provided a rendering of the proposed elevations of the home/garage, which are in conformance with the existing neighborhood.

The petitioner distributed an additional rendering to demonstrate the new attached garage would be architectural compatible and consistent with the principal structure. ZBA members then questioned the petitioner and staff regarding lot coverage, clarification of required front and side yard setbacks, need for a variance if existing garage was rebuilt, and height of the proposed addition.

Chairman Mekas opened the public hearing at 7:35 pm.

- Zach Michaels, 3325 Dover stated he worked for Dexter Township and was originally concerned about a large building being constructed adjacent to his property. However, he complimented the applicant for taking the time to talk with him and his wife, and offering to move the new garage forward, slightly. He also stated he thought the architectural details would be sharp, and the applicant was doing a nice job.
- John Hansen, 7880 Fifth Street stated he was the neighbor across the street. He encouraged the ZBA to grant the variance, and was pleased to see the applicant making an investment in her property, and would like to see more of that in the historic old village neighborhood.

ZBA Decision

Motion by Hansen, supported by Gray, based on the information provided by the applicant, Jean Hosford, at the April 20, 2015 Zoning Board of Appeals meeting, the Board determines the request for a 5-foot variance from the required 10-foot side yard setback in Section 20.01 Schedule of Regulations for Principal Buildings – R-1B One-Family Residential Small Lot of the City of Dexter Zoning Ordinance is **GRANTED**, for the property located at 7910 Fifth Street, HD-08-06-128-010 because the request **MEETS** the conditions required for the granting of a variance.

The determination was made with consideration of the following per Section 24.05 of the City of Dexter Zoning Ordinance:

1. Practical Difficulties
2. Substantial Justice
3. Extraordinary circumstances

Ayes: Tell, Schmid, Hansen, Gray, Mekas

Nays: None

Respectfully submitted,

Michelle Aniol
Community Development Manager

cc: Courtney Nicholls, City Manager
Applicant

CITY OF DEXTER**cnicholls@dextermi.gov**

8140 Main Street Dexter, MI 48130-1092 Phone (734)426-8303 ext. 11 Fax (734)426-5614

MEMO**To: Mayor Keough and Council Members****From: Courtney Nicholls, City Manager****Date: April 21, 2015****Re: City Manager/Assistant to the Manager Report - Meeting of
April 27, 2015**

1. Meeting Review:

- April 9th – Facility Committee Meeting
- April 13th – City Road Committee Meeting
- April 13th – Council Work Session with Under the Radar Representatives
- April 13th – City Council Meeting
- April 14th – Border to Border Trail 5K Event Planning
- April 14th – City Manager Review
- April 15th – Assessor Chris Renius' First Day
- April 15th - Southeast Michigan Manager's Monthly Lunch
- April 16th – Downtown Development Authority
- April 20th – Road Commission/WATS for Shield/Baker Project Planning
- April 21st – Border to Border Trail 5K Event Planning
- April 21st – Parks & Recreation Commission
- April 22nd – Safe Routes to School Project Update

2. Upcoming Meetings:

- April 24th – Huron River Watershed Council Representatives
- April 25th – Town Hall Meeting on Facilities
- April 27th – City Council Meeting
- April 29th – City Council Work Session – Budget Review
- May 1st – Facility Committee
- May 2nd – Border to Border Trail 5K
- May 5th – Election Day
- May 11th - City Council Meeting
- May 12th – Arts, Culture & Heritage Committee
- May 13th – City Council Work Session – Budget Review

3. **Town Hall Meeting.** A postcard advertising the April 25, 2015 Facility Town Hall meeting was mailed to residents and businesses on Friday, April 10, 2015. The meeting will be held at the Dexter District Library starting at 10 am.

4. **Peters Building Concrete Complaints.** The City received a response to the letter sent to Peters Building. Our next step is to schedule a meeting to discuss the issue with Mr. Haeussler.
5. **Michigan Municipal League.** The MML is hosting a Suburban Summits event in Westland on May 18. It will feature sessions related to suburban style retro-fitting and fiscal challenges of suburban communities. They are encouraging attendance from anyone who is interested, including members of the Downtown Development Authority, Planning Commission and local developers and financiers. Registration is required and can be completed at <https://www.surveymonkey.com/s/F9KCXQD>.
6. **Superintendent Report.** Dan Schlaff will not be at the April 27, 2015 meeting. We are still working on determining which BS&A generated reports will be beneficial for Council. Attached is an example of a report that shows the types of work orders that are being entered into the system. These reports are quite lengthy so we are working with BS&A to come up with a summary report that could be provided.

Work Order#	Laborer/Equipment	Description	Date	Hours	Cost	
Labor						
Labor: STEWART, TIMOTHY						
Work Order: 15-000863						
				Total 15-000863:	0.50	10.53
Work Order: 15-000869						
Date: 04/13/2015						
15-000869	STEWART, TIMOTHY	MISS DIGS	04/13/2015	0.50	10.53	
				Total 04/13/2015:	0.50	10.53
				Total 15-000869:	0.50	10.53
Work Order: 15-000870						
Date: 04/13/2015						
15-000870	STEWART, TIMOTHY	MISS DIGS	04/13/2015	1.00	21.06	
				Total 04/13/2015:	1.00	21.06
				Total 15-000870:	1.00	21.06
Work Order: 15-000871						
Date: 04/13/2015						
15-000871	STEWART, TIMOTHY	MISS DIGS	04/13/2015	0.50	10.53	
				Total 04/13/2015:	0.50	10.53
				Total 15-000871:	0.50	10.53
Work Order: 15-000872						
Date: 04/13/2015						
15-000872	STEWART, TIMOTHY	MISS DIGS	04/13/2015	0.50	10.53	
				Total 04/13/2015:	0.50	10.53
				Total 15-000872:	0.50	10.53
Work Order: 15-000873						
Date: 04/13/2015						
15-000873	STEWART, TIMOTHY	MISS DIGS	04/13/2015	0.50	10.53	
				Total 04/13/2015:	0.50	10.53
				Total 15-000873:	0.50	10.53
Work Order: 15-000874						
Date: 04/13/2015						
15-000874	STEWART, TIMOTHY	WATER MORNING ROUNDS	04/13/2015	7.50	157.95	
				Total 04/13/2015:	7.50	157.95
				Total 15-000874:	7.50	157.95
Work Order: 15-000875						
Date: 04/13/2015						
15-000875	STEWART, TIMOTHY	WATER MAINTENANCE	04/13/2015	0.50	10.53	
				Total 04/13/2015:	0.50	10.53
				Total 15-000875:	0.50	10.53
Work Order: 15-000876						
Date: 04/13/2015						
15-000876	STEWART, TIMOTHY	WATER TURN ON	04/13/2015	0.50	10.53	
				Total 04/13/2015:	0.50	10.53
				Total 15-000876:	0.50	10.53
Work Order: 15-000878						
Date: 04/14/2015						
15-000878	STEWART, TIMOTHY	WATER MAINTENANCE	04/14/2015	1.50	31.59	
				Total 04/14/2015:	1.50	31.59
Date: 04/16/2015						
15-000878	STEWART, TIMOTHY	WATER MAINTENANCE	04/16/2015	2.50	52.65	
				Total 04/16/2015:	2.50	52.65
				Total 15-000878:	4.00	84.24
Work Order: 15-000880						
Date: 04/13/2015						
15-000880	STEWART, TIMOTHY	WATER MAINTENANCE	04/13/2015	0.50	10.53	
				Total 04/13/2015:	0.50	10.53
				Total 15-000880:	0.50	10.53
Work Order: 15-000887						
Date: 04/14/2015						
15-000887	STEWART, TIMOTHY	MISS DIGS	04/14/2015	0.50	10.53	
				Total 04/14/2015:	0.50	10.53
				Total 15-000887:	0.50	10.53
Work Order: 15-000888						
Date: 04/14/2015						
15-000888	STEWART, TIMOTHY	MISS DIGS	04/14/2015	0.50	10.53	
				Total 04/14/2015:	0.50	10.53
				Total 15-000888:	0.50	10.53
Work Order: 15-000889						
Date: 04/17/2015						
15-000889	STEWART, TIMOTHY	BEGINNING READ	04/17/2015	0.50	10.53	
				Total 04/17/2015:	0.50	10.53
				Total 15-000889:	0.50	10.53
Work Order: 15-000890						
Date: 04/15/2015						
15-000890	STEWART, TIMOTHY	FINAL READ	04/15/2015	0.50	10.53	
				Total 04/15/2015:	0.50	10.53
				Total 15-000890:	0.50	10.53
Work Order: 15-000899						

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**Mayor Report
Shawn Keough
April 27, 2015**

Agenda: 4/27/15
Item: I-6

Hello Residents and Fellow Council Members,

Presented below is my report for the April 27, 2015 meeting.

Budget Review Workshops

Our first budget review workshop for the 2015-2016 Fiscal Year which begins on July 1, 2015 is scheduled for Wednesday, April 29, 2015. I would like to start the meeting at 6 pm.

Recent Meetings/Conversations

April 2015 – Dexter Crossing Concrete Issues – As follow up to resident complaints, I have walked each of the streets in Dexter Crossing to look at the concrete areas of concern. I was able to speak to one homeowner during my walk through survey. I have kept in contact with the residents that have contacted me on this issue. I believe that we need to request a face to face meeting with the builder to discuss the issues that are visible.

April 14, 2015 – City Manager review session

April 16, 2015 – Downtown Development Authority meeting – The DDA reviewed a draft RFQ for the potential Broad Street redevelopment project. A copy of this draft is presented for Council comments under New Business Item L-6.

April 16, 2015 – Dexter Area Fire Department meeting – the DAFD Board had an opportunity to publicly interview the two finalists for the Fire Chief position.

April 20, 2015 – Regional Planning Meeting regarding Baker Road/Dan Hoey/Shield Intersection

Future Activities

April 25, 2015 – Town Hall Meeting – The main topic for this future Town Hall meeting will be a presentation of information regarding facility improvement concepts. Our goal is to have a short presentation and then several breakout sessions so that we can maximize the opportunity for community input.

April 29, 2015 – Budget Review Session #1 – This session will primarily focus on reviewing the City General Fund and items covered by the General Fund. Key topics for discussion include budgeting for Fire Protection Services, Capital Improvements related to Fire Protection and City Office Upgrades.

May 1, 2015 – Facility Committee Meeting

May 5, 2015 – Election Day – Please join me in supporting Proposal 1. I believe that it is good for both the State of Michigan and the City of Dexter. A win-win from my review.

May 13, 2015 – Budget Review Session #2

As always, please feel free to contact me if you have any ideas or questions.

I look forward to seeing you around our town.

Shawn Keough
Mayor of Dexter
skeough@DexterMI.gov (313) 363-1434 (cell)

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SUMMARY OF BILLS AND PAYROLL			4/27/2015
Payroll Check Register	04/15/15	\$34,363.22	
Employer Costs (paid via electronic transfer)	04/15/15	\$3,115.55	
Account Payable Check Register	04/22/15	\$144,555.73	
		\$182,034.50	TOTAL BILLS & PAYROLL EXPENDED ALL FUNDS
<p>The due date column on the accounts payable worksheets represents the date of the Council meeting</p>			
<p>ALL PAYABLES ARE WITHIN ACCEPTABLE BUDGET LIMITS DETAIL VENDOR LIST AND ACCOUNT SUMMARY PROVIDED</p>			
<p><i>"This is the summary report that will be provided with each packet. Approval of the total bills and payroll expended, all funds will be necessary."</i></p>			

BANK CODE: POOL

Claimant	Amount Claimed	Amount Owed	Amount Rejected
1. ALEXANDER CHEMICAL CORPORATION	4,982.07		
2. ANDREA DORNEY	18.10		
3. APEX SOFTWARE	595.00		
4. ARBOR SPRINGS WATER CO.INC	36.75		
5. AT&T	283.43		
6. BATTERIES PLUS BULBS #389	209.50		
7. BS&A SOFTWARE	2,650.00		
8. CARLISLE-WORTMAN ASSOCIATES	452.50		
9. CHAMPION WATER TREATMENT	9.50		
10. COMCAST - DPW	161.40		
11. CORRIGAN OIL COMPANY	703.87		
12. DETROIT SALT COMPANY	5,404.65		
13. DEXTER COMMUNITY SCHOOLS	82,105.30		
14. DEXTER HISTORICAL SOCIETY	250.00		
15. DEXTER SENIOR CITIZENS CENTER	1,000.00		
16. DIUBLE EQUIPMENT INCORPORATED	102.76		
17. ELECTION SOURCE	1,143.45		
18. ELECTION SYSTEMS & SOFTWARE	476.67		
19. F&V OPERATIONS	5,656.80		
20. GRAINGER	88.70		
21. HURON RIVER WATERSHED COUNCIL	2,345.00		
22. JOHN'S SANITATION	150.00		
23. LESSORS WELDING SUPPLY	108.90		
24. MCNAUGHTON-MCKAY	649.45		
25. MILLIGANS LANDSCAPE SERVICES L	300.00		
26. MML WORKERS COMPENSATION FUND	3,221.00		
27. NORTH CENTRAL LABORATORIES	209.24		
28. NORTHERN SAFETY CO INC	186.36		
29. PNC BANK REALTY SERVICES	5,400.00		
30. PNC	394.23		
31. PRINTING SYSTEMS	294.60		
32. PRINT-TECH, INC.	462.20		
33. RADTKE TRUCKING, LLC	300.00		
34. RICOH AMERICAS CORPORATION	765.00		
35. SCOTT E. MUNZEL, PC	3,493.50		
36. SIGNS IN 1 DAY	194.00		
37. SMALL BUSINESS ASSOC OF MICH	19,368.27		
38. THE SUN TIMES	85.05		
39. USA BLUE BOOK	298.48		
TOTAL ALL CLAIMS	144,555.73		

GL Number	Inv. Line Desc	Vendor	Invoice Desc.	Invoice	Due Date	Amount	check #
Fund 101 GENERAL FUND							
Dept 101 CITY COUNCIL							
101-101-901.000	PRINTING & PUBLISHING	PRINT-TECH, INC.	FACILITY IMPROVEMENTS POSTCARDS	226176	04/27/15	462.20	
101-101-956.000	COUNCIL DISCRETIONARY EXPF PNC		WORK SESSION	04-21-15	04/27/15	40.28	
						502.48	
Total For Dept 101 CITY COUNCIL							
Dept 172 CITY MANAGER							
101-172-721.000	HEALTH & DENTAL INSURANCE	SMALL BUSINESS ASSOC O	MAY 2015	04-21-15	04/27/15	5,056.43	
						5,056.43	
Total For Dept 172 CITY MANAGER							
Dept 210 ATTORNEY							
101-210-810.000	ATTORNEY FEES	SCOTT E. MUNZEL, PC		1525	04/27/15	544.00	
101-210-810.000	ATTORNEY FEES	SCOTT E. MUNZEL, PC	DEXTER WELLNESS CENTER	1528	04/27/15	2,337.50	
101-210-810.000	ATTORNEY FEES	SCOTT E. MUNZEL, PC	LEGAL SERVICE	1499	04/27/15	612.00	
						3,493.50	
Total For Dept 210 ATTORNEY							
Dept 215 CITY CLERK							
101-215-901.000	PRINTING & PUBLISHING	THE SUN TIMES	PUBLIC NOTICE	44586	04/27/15	39.49	
						39.49	
Total For Dept 215 CITY CLERK							
Dept 253 TREASURER							
101-253-721.000	HEALTH & DENTAL INSURANCE	SMALL BUSINESS ASSOC O	MAY 2015	04-21-15	04/27/15	1,369.37	
101-253-727.000	OFFICE SUPPLIES	PRINTING SYSTEMS	CHECKS TAX ACCT	90113	04/27/15	128.10	
						1,497.47	
Total For Dept 253 TREASURER							
Dept 257 ASSESSING DEPARTMENT							
101-257-977.000	EQUIPMENT	APEX SOFTWARE	APEX V6 PRO	288265	04/27/15	595.00	
						595.00	
Total For Dept 257 ASSESSING DEPARTMENT							
Dept 262 ELECTIONS							
101-262-727.000	OFFICE SUPPLIES	ELECTION SOURCE	ELECTION	04-21-15	04/27/15	55.46	
101-262-727.000	OFFICE SUPPLIES	ELECTION SOURCE	ELECTION	27338	04/27/15	423.28	
101-262-727.000	OFFICE SUPPLIES	ELECTION SYSTEMS & SOF	ELECTION	924816	04/27/15	87.37	
101-262-727.000	OFFICE SUPPLIES	PRINTING SYSTEMS	VOTER ID CARDS	89885	04/27/15	166.50	
101-262-727.000	OFFICE SUPPLIES	SIGNS IN 1 DAY	ELECTION	26874	04/27/15	194.00	
101-262-901.000	PRINTING & PUBLISHING	ELECTION SOURCE	ELECTION	04-21-15	04/27/15	37.50	
101-262-977.000	EQUIPMENT	ELECTION SOURCE	ELECTION	04-21-15	04/27/15	627.21	
101-262-977.000	EQUIPMENT	ELECTION SYSTEMS & SOF	ELECTION	923169	04/27/15	389.30	
						1,980.62	
Total For Dept 262 ELECTIONS							
Dept 265 BUILDINGS & GROUNDS							
101-265-727.000		ARBOR SPRINGS WATER CO	OFFICE	1551563	04/27/15	36.75	
101-265-728.000	POSTAGE	PNC	MAILING	04-21-15	04/27/15	16.95	
101-265-920.001		AT&T	424 1790	04-21-15	04/27/15	68.10	
101-265-936.000		RICOH AMERICAS CORPORA	LEASE	94507881	04/27/15	765.00	
101-265-943.001		PNC BANK REALTY SERVIC	LEASE	1014191	04/27/15	5,400.00	
						6,286.80	
Total For Dept 265 BUILDINGS & GROUNDS							
Dept 301 LAW ENFORCEMENT							
101-301-807.000	CONTRACTED PUBLIC SAFETY	DEXTER COMMUNITY SCHOO	PUBLIC SAFETY SERVICES	2015-12	04/27/15	77,194.50	
101-301-807.001	DCS OFFICER & CROSSING GU	DEXTER COMMUNITY SCHOO	CROSSING GAURD	2015-13	04/27/15	4,910.80	
						82,105.30	
Total For Dept 301 LAW ENFORCEMENT							
Dept 400 PLANNING DEPARTMENT							
101-400-721.000	HEALTH & DENTAL INSURANCE	SMALL BUSINESS ASSOC O	MAY 2015	04-21-15	04/27/15	1,360.81	
101-400-802.000	PROFESSIONAL SERVICES	CARLISLE-WORTMAN ASSOC	GENERAL CONSULTATION	2135364	04/27/15	452.50	

GL Number	Inv. Line Desc	Vendor	Invoice Desc.	Invoice	Due Date	Amount	check #
Fund 101 GENERAL FUND							
Dept 400 PLANNING DEPARTMENT							
Total For Dept 400 PLANNING DEPARTMENT						1,813.31	
Dept 410 ZONING BOARD OF APPEALS							
101-410-901.000	PRINTING & PUBLISHING	THE SUN TIMES	PUBLIC NOTICE	44690	04/27/15	45.56	
Total For Dept 410 ZONING BOARD OF APPEALS						45.56	
Dept 441 DEPARTMENT OF PUBLIC WORKS							
101-441-721.000	HEALTH & DENTAL INSURANCE	SMALL BUSINESS ASSOC O MAY 2015		04-21-15	04/27/15	1,501.78	
101-441-740.000	OPERATING SUPPLIES	CHAMPION WATER TREATME DPW		04-21-15	04/27/15	9.50	
101-441-740.000	OPERATING SUPPLIES	LESSORS WELDING SUPPLY DPW		276823	04/27/15	54.45	
101-441-740.000	OPERATING SUPPLIES	LESSORS WELDING SUPPLY DPW		275078	04/27/15	54.45	
101-441-740.000	OPERATING SUPPLIES	MCNAUGHTON-MCKAY DPW		13856847-00	04/27/15	649.45	
101-441-740.000	OPERATING SUPPLIES	NORTHERN SAFETY CO INC DPW		901375238	04/27/15	186.36	
101-441-920.000		COMCAST - DPW DPW		04-21-15	04/27/15	161.40	
101-441-960.000	EDUCATION & TRAINING	F&V OPERATIONS WWTP		1070	04/27/15	1,656.80	
101-441-977.000	EQUIPMENT	BS&A SOFTWARE	WORK ORDER TRAINING	100353	04/27/15	1,000.00	
Total For Dept 441 DEPARTMENT OF PUBLIC WORKS						5,274.19	
Dept 442 DOWNTOWN PUBLIC WORKS							
101-442-730.000	FARMERS MARKET SUPPLIES	PNC	REPLACEMENT LINER	04-21-15	04/27/15	337.00	
101-442-802.000	PROFESSIONAL SERVICES	MILLIGANS LANDSCAPE SE DPW		2991	04/27/15	300.00	
Total For Dept 442 DOWNTOWN PUBLIC WORKS						637.00	
Dept 751 PARKS & RECREATION							
101-751-721.000	HEALTH & DENTAL INSURANCE	SMALL BUSINESS ASSOC O MAY 2015		04-21-15	04/27/15	242.22	
101-751-944.000	PORTABLE TOILET RENTAL	JOHN'S SANITATION	PARKS	04/22/15	04/27/15	150.00	
Total For Dept 751 PARKS & RECREATION						392.22	
Dept 851 INSURANCE & BONDS							
101-851-721.001	RETIREE HEALTH INSURANCE	SMALL BUSINESS ASSOC O MAY 2015		04-21-15	04/27/15	727.54	
101-851-910.000		MML WORKERS COMPENSATI	QUARTERLY PAYMENT	04/22/15	04/27/15	1,626.61	
Total For Dept 851 INSURANCE & BONDS						2,354.15	
Dept 875 CONTRIBUTIONS							
101-875-965.002	CONTRIBUTION TO COMMUNITY	DEXTER HISTORICAL SOCI	ANNUAL DONATION	04-21-15	04/27/15	250.00	
101-875-965.003	CONTRIBUTION TO SENIOR CEN	DEXTER SENIOR CITIZENS	ANNUAL DONATION	04-21-15	04/27/15	1,000.00	
Total For Dept 875 CONTRIBUTIONS						1,250.00	
Total For Fund 101 GENERAL FUND						114,323.52	
Fund 202 MAJOR STREETS FUND							
Dept 445 STORMWATER							
202-445-802.000	PROFESSIONAL SERVICES	HURON RIVER WATERSHED	WATERSHED PLANNING	1883	04/27/15	1,172.50	
Total For Dept 445 STORMWATER						1,172.50	
Dept 463 ROUTINE MAINTENANCE							
202-463-721.000	HEALTH & DENTAL INSURANCE	SMALL BUSINESS ASSOC O MAY 2015		04-21-15	04/27/15	1,259.56	
202-463-910.000		MML WORKERS COMPENSATI	QUARTERLY PAYMENT	04/22/15	04/27/15	148.17	
Total For Dept 463 ROUTINE MAINTENANCE						1,407.73	
Dept 474 TRAFFIC SERVICES							
202-474-721.000	HEALTH & DENTAL INSURANCE	SMALL BUSINESS ASSOC O MAY 2015		04-21-15	04/27/15	387.56	
202-474-910.000		MML WORKERS COMPENSATI	QUARTERLY PAYMENT	04/22/15	04/27/15	51.54	

GL Number	Inv. Line Desc	Vendor	Invoice Desc.	Invoice	Due Date	Amount	check #
Fund 202 MAJOR STREETS FUND							
Dept 474 TRAFFIC SERVICES							
						Total For Dept 474 TRAFFIC SERVICES	439.10
Dept 478 WINTER MAINTENANCE							
202-478-721.000	HEALTH & DENTAL INSURANCE	SMALL BUSINESS ASSOC O	MAY 2015	04-21-15	04/27/15	775.11	
202-478-740.000	OPERATING SUPPLIES	DETROIT SALT COMPANY	DPW	49606	04/27/15	5,404.65	
202-478-910.000		MML WORKERS COMPENSATI	QUARTERLY PAYMENT	04/22/15	04/27/15	75.69	
						Total For Dept 478 WINTER MAINTENANCE	6,255.45
						Total For Fund 202 MAJOR STREETS FUND	9,274.78
Fund 203 LOCAL STREETS FUND							
Dept 445 STORMWATER							
203-445-802.000	PROFESSIONAL SERVICES	HURON RIVER WATERSHED	WATERSHED PLANNING	1883	04/27/15	1,172.50	
						Total For Dept 445 STORMWATER	1,172.50
Dept 463 ROUTINE MAINTENANCE							
203-463-721.000	HEALTH & DENTAL INSURANCE	SMALL BUSINESS ASSOC O	MAY 2015	04-21-15	04/27/15	387.55	
203-463-740.000	OPERATING SUPPLIES	RADTKE TRUCKING, LLC	TOP SOIL	04-21-15	04/27/15	300.00	
203-463-910.000		MML WORKERS COMPENSATI	QUARTERLY PAYMENT	04/22/15	04/27/15	45.09	
						Total For Dept 463 ROUTINE MAINTENANCE	732.64
Dept 474 TRAFFIC SERVICES							
203-474-721.000	HEALTH & DENTAL INSURANCE	SMALL BUSINESS ASSOC O	MAY 2015	04-21-15	04/27/15	96.89	
203-474-910.000		MML WORKERS COMPENSATI	QUARTERLY PAYMENT	04/22/15	04/27/15	16.11	
						Total For Dept 474 TRAFFIC SERVICES	113.00
Dept 478 WINTER MAINTENANCE							
203-478-721.000	HEALTH & DENTAL INSURANCE	SMALL BUSINESS ASSOC O	MAY 2015	04-21-15	04/27/15	193.78	
203-478-910.000		MML WORKERS COMPENSATI	QUARTERLY PAYMENT	04/22/15	04/27/15	35.43	
						Total For Dept 478 WINTER MAINTENANCE	229.21
						Total For Fund 203 LOCAL STREETS FUND	2,247.35
Fund 204 MUNICIPAL STREETS							
Dept 248 ADMINISTRATION							
204-248-721.001	RETIREE HEALTH INSURANCE	SMALL BUSINESS ASSOC O	MAY 2015	04-21-15	04/27/15	924.20	
						Total For Dept 248 ADMINISTRATION	924.20
						Total For Fund 204 MUNICIPAL STREETS	924.20
Fund 402 EQUIPMENT REPLACEMENT FUND							
Dept 441 DEPARTMENT OF PUBLIC WORKS							
402-441-939.000	VEHICLE MAINTENANCE & REPAIR	DIABLE EQUIPMENT INCOR	DPW	29795	04/27/15	102.76	
402-441-939.000	VEHICLE MAINTENANCE & REPAIR	GRAINGER	DPW	9709679998	04/27/15	44.35	
402-441-939.000	VEHICLE MAINTENANCE & REPAIR	GRAINGER	DPW	9712315739	04/27/15	44.35	
						Total For Dept 441 DEPARTMENT OF PUBLIC WORKS	191.46
						Total For Fund 402 EQUIPMENT REPLACEMENT FUND	191.46
Fund 590 SEWER ENTERPRISE FUND							
Dept 548 SEWER UTILITIES DEPARTMENT							
590-548-721.000	HEALTH & DENTAL INSURANCE	SMALL BUSINESS ASSOC O	MAY 2015	04-21-15	04/27/15	2,022.70	
590-548-721.001	RETIREE HEALTH INSURANCE	SMALL BUSINESS ASSOC O	MAY 2015	04-21-15	04/27/15	1,277.06	
590-548-742.000	CHEMICAL SUPPLIES - PLANT	ALEXANDER CHEMICAL COR	WWTP	10029981	04/27/15	670.29	
590-548-742.000	CHEMICAL SUPPLIES - PLANT	ALEXANDER CHEMICAL COR	WWTP	10030392	04/27/15	990.40	

INVOICE GL DISTRIBUTION REPORT FOR CITY OF DEXTER
EXP CHECK RUN DATES 04/22/2015 - 04/22/2015
JOURNALIZED OPEN AND PAID
BANK CODE: POOL

GL Number	Inv. Line Desc	Vendor	Invoice Desc.	Invoice	Due Date	Amount	check #
Fund 590 SEWER ENTERPRISE FUND							
Dept 548 SEWER UTILITIES DEPARTMENT							
590-548-742.000	CHEMICAL SUPPLIES - PLANT	ALEXANDER CHEMICAL COR	WWTP	10031219	04/27/15	990.40	
590-548-751.000		CORRIGAN OIL COMPANY	WWTP	6047071	04/27/15	300.97	
590-548-751.000		CORRIGAN OIL COMPANY	WWTP	6052601	04/27/15	206.95	
590-548-751.000	GASOLINE & OIL	CORRIGAN OIL COMPANY	WWTP	04/22/15	04/27/15	195.95	
590-548-802.000	PROFESSIONAL SERVICES	BS&A SOFTWARE	WORK ORDER TRAINING	100353	04/27/15	825.00	
590-548-824.000	TESTING & ANALYSIS	NORTH CENTRAL LABORATO	WWTP	353778	04/27/15	127.49	
590-548-824.000	TESTING & ANALYSIS	NORTH CENTRAL LABORATO	WWTP	353662	04/27/15	81.75	
590-548-910.000		MML WORKERS COMPENSATI	QUARTERLY PAYMENT	04/22/15	04/27/15	869.67	
590-548-920.001		AT&T	424 1790	04-21-15	04/27/15	85.17	
590-548-920.001		AT&T	U-VERSE	04-21-15	04/27/15	22.50	
590-548-960.000	EDUCATION & TRAINING	F&V OPERATIONS	WWTP	1070	04/27/15	3,000.00	
590-548-977.000	EQUIPMENT	BATTERIES PLUS BULBS #	WWTP	389-309516	04/27/15	209.50	
Total For Dept 548 SEWER UTILITIES DEPARTMENT						11,875.80	
Total For Fund 590 SEWER ENTERPRISE FUND						11,875.80	
Fund 591 WATER ENTERPRISE FUND							
Dept 556 WATER UTILITIES DEPARTMENT							
591-556-721.000	HEALTH & DENTAL INSURANCE	SMALL BUSINESS ASSOC O	MAY 2015	04-21-15	04/27/15	1,213.02	
591-556-721.001	RETIREE HEALTH INSURANCE	SMALL BUSINESS ASSOC O	MAY 2015	04-21-15	04/27/15	572.69	
591-556-740.000	OPERATING SUPPLIES	ANDREA DORNEY	MAILING	04/22/15	04/27/15	18.10	
591-556-740.000	OPERATING SUPPLIES	USA BLUE BOOK	WWTP	611842	04/27/15	124.33	
591-556-740.000	OPERATING SUPPLIES	USA BLUE BOOK	WWTP	615410	04/27/15	174.15	
591-556-802.000	PROFESSIONAL SERVICES	BS&A SOFTWARE	WORK ORDER TRAINING	100353	04/27/15	825.00	
591-556-910.000		MML WORKERS COMPENSATI	QUARTERLY PAYMENT	04/22/15	04/27/15	352.69	
591-556-920.001		AT&T	424 1790	04-21-15	04/27/15	85.16	
591-556-920.001		AT&T	U-VERSE	04-21-15	04/27/15	22.50	
591-556-960.000	EDUCATION & TRAINING	F&V OPERATIONS	WWTP	1070	04/27/15	1,000.00	
591-556-977.000	EQUIPMENT	ALEXANDER CHEMICAL COR	WWTP	10030391	04/27/15	670.29	
591-556-977.000	EQUIPMENT	ALEXANDER CHEMICAL COR	WWTP	10030179	04/27/15	990.40	
591-556-977.000	EQUIPMENT	ALEXANDER CHEMICAL COR	WWTP	10030983	04/27/15	670.29	
Total For Dept 556 WATER UTILITIES DEPARTMENT						6,718.62	
Total For Fund 591 WATER ENTERPRISE FUND						6,718.62	

GL Number	Inv. Line Desc	Vendor	Invoice Desc.	Invoice	Due Date	Amount	check #
Fund Totals:							
			Fund 101 GENERAL FUND			113,323.52	
			Fund 202 MAJOR STREETS FUND			9,274.78	
			Fund 203 LOCAL STREETS FUND			2,247.35	
			Fund 204 MUNICIPAL STREETS			924.20	
			Fund 402 EQUIPMENT REPLACEMENT FUND			191.46	
			Fund 590 SEWER ENTERPRISE FUND			11,875.80	
			Fund 591 WATER ENTERPRISE FUND			6,718.62	
Total For All Funds:						<u>144,555.73</u>	

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CITY OF DEXTER

cnicholls@dextermi.gov

8140 Main Street Dexter, MI 48130-1092

Phone (734)426-8303 ext 11 Fax (734)426-5614

MEMO

To: Mayor Keough and Council Members
From: Road Committee & Courtney Nicholls, City Manager
Date: April 22, 2015
Re: Bid Award for Crack Seal

In 2014 the City released bids for crack seal work throughout the City. K & B Asphalt was awarded the bid at \$1.10 per pound. They have agreed to hold their price for this construction season. Staff was satisfied with the work that was done and would like to accept their offer for 2015.

Council is asked to award the 2015 crack seal work to K & B Asphalt for an amount not to exceed \$20,000. Work is planned for Eaton Court, Third Street, Main from Baker to Kensington, Central from 2nd to 3rd and the areas that were mill and overlaid last year summer.

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CITY OF DEXTER

cnicholls@dextermi.gov

8140 Main Street Dexter, MI 48130-1092

Phone (734)426-8303 ext 11 Fax (734)426-5614

MEMO

To: Mayor Keough and Council Members
From: Road Committee & Courtney Nicholls, City Manager
Date: April 22, 2015
Re: Bid Award for Cape Seal

At the April 13, 2015 Council meeting, Council reviewed the bid tabulation for the 2015 cape seal program. The Road Committee is recommending that Council award the bid for the cape seal work to Highway Maintenance in the amount of \$362,050.

Attached are the bid tabulation and a map of the area that will be cape sealed.

Tabulation for Bids Received on 4/7/2015
 2015 Asphalt Maintenance Program
 City of Dexter, Washtawen County, State of Michigan
 OHM Job No.: 0130-15-0022

Highway Maintenance
 and Construction
 P.O. Box 74411
 Romulus, MI 48174-0411

Pavement Maintenance
 Systems LLC
 384 Industrial Parkway
 Imlay City, MI 48444

Stawser Construction, Inc.
 1595 Frank Road
 Columbus, OH, 43223

Phone: 734-941-8960

Phone: 810-724-4767

Phone: 614-276-0570

Item No.	Description	Estimated Quantity	Unit		Unit		Unit	
			Price	Amount	Price	Amount	Price	Amount
1)	Mobilization, \$5,000 Max	1 LS	\$3,000.00	\$3,000.00	\$5,000.00	\$5,000.00	\$5,000.00	\$5,000.00
2)	Soil Erosion Control	1 LS	\$1,750.00	\$1,750.00	\$1,800.00	\$1,800.00	\$1,150.00	\$1,150.00
3)	Traffic Maintenance and Control	1 LS	\$2,000.00	\$2,000.00	\$2,500.00	\$2,500.00	\$5,000.00	\$5,000.00
4)	Capeal, Slurry	85000 syd	\$4.18	\$355,300.00	\$4.21	\$357,850.00	\$4.29	\$364,650.00
TOTAL BID AMOUNT:				<u>\$362,050.00</u>		<u>\$367,150.00</u>		<u>\$375,800.00</u>

P:\0126_0165\0130150020_2015LocalStreets_CIVIL\4 - Bidding\[analysis_77451935.xls]Sheet3

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CITY OF DEXTER**cnicholls@dextermi.gov**

8140 Main Street Dexter, MI 48130-1092

Phone (734)426-8303 ext 11 Fax (734)426-5614

MEMO

To: Mayor Keough and Council Members
From: Road Committee & Courtney Nicholls, City Manager
Date: April 22, 2015
Re: Discussion of Bid Award for Mill and Overlay

The final bid that needs to be awarded to implement the 2015 road plan is for mill and overlay. Provided below for Council's review is an e-mail from Council Member Semifero regarding the Road Committee's recent discussion. Attached is a map of the areas that were included in the bid and a memo from OHM regarding the cost of inspection for both the cape seal and mill and overlay projects.

Council is asked to have discussion on the projects and the project budget before the bid is officially awarded at the first meeting in May.

April 15, 2015 – Email

Team - To summarize, with some additional cost estimates:

- *Crack Seal - \$20,000 (bid)*
- *Cape Seal - \$362,050 (bid)*
- *Mill & Overlay - areas other than south of Main and east of Baker - \$ 204,930 (bid tab attached)*
- *Storm water Repairs, Dover and Edison - \$15K (approx.)*
- *DPW Repairs - \$20K (approx.)*
- ***Total - \$622K + Inspection Mill and Overlay + Inspection Cape Seal***

Budget is \$623,000 with a budgeted reserve of \$123,000.

Optional / Potential Projects to Consider

- *Forest west of Baker (included in \$204,930 estimate) - \$28K*
- *Huron View Court (included in \$204,930 estimate) - \$30K*
- *Dexter Ann Arbor from Huron View Ct to Ryan (include as cape seal if possible, not included in bids) - \$ 55K*

The streets that are currently under consideration to be postponed until 2016 are Forest from Baker to Kensington, Grand from Baker to Kensington and Hudson from Ann Arbor St to Baker, which represents approximately \$292,000 worth of work.

As Council is aware, Washtenaw County added a 0.5 street millage to the winter taxes. The City was required by the County (through the Road Commission) to submit a list of streets that would be repaired using the \$100,000 that we will receive. The two 2015 streets that were submitted were Forest and Grand. Since it looks like we will not be spending enough on those streets next fiscal year, we will need to have the change approved by Washtenaw County Board of Commissioners. Staff is working with the Road Commission to determine the steps that need to be taken to update the street list.



Client: CITY OF DEXTER
 Project: 2015 Road Program
 OHM JN: 0130-15-0023
 Sheet: CE Services
 Date: 4/21/2015 By: PMD
 Checked: _____

PROJECT WORK SHEET

architects. engineers. planners.

Note: The information provided on this worksheet is intended to provide an estimate for construction services on the 2015 City Road Improvement Plan. We have prepared our assumptions based on the following:

- OHM will schedule and attend preconstruction meetings
- OHM will coordinate submittal review, progress meetings and estimates.
- OHM will assist the city in marking limits for proposed work.
- Dexter Staff or the Contractor will provide quantities for work performed. (unless OHM provides inspection)
- Dexter Staff will handle daily inspection of the work.
- OHM will provide support for staff and will assist staff in determining acceptable methods for construction.

CONTRACT 1: ASPHALT PAVEMENT MAINTENANCE

Task	Hourly Rate ---->	Droze \$ 125.00	Dnjkwski \$ 110.00	Inspector \$ 87.00	G2 (1/2 day) \$ 350.00	Asphalt Extraction \$ 250.00	
Contract Book Preparations		4	0	0			\$ 500.00
Preconstruction Meeting		2	2				\$ 470.00
Layout / Measurement		1	2	12			\$ 1,389.00
Daily DPW Check In (2 weeks)		2	10				\$ 1,350.00
Materials Testing Check					2		\$ 700.00
Estimates and Change Orders		2	4	4			\$ 1,038.00
Public Notification Assistance		8					\$ 1,000.00
Job walkthrough and punch list			4				\$ 440.00
TOTAL							\$ 6,887.00
<i>Optional full Time Inspection (12.5 days, 10 hr each)</i>				125			\$ 10,875.00

CONTRACT 2: ASPHALT PAVING

Task	Hourly Rate ---->	Droze \$ 125.00	Dnjkwski \$ 110.00	Inspector \$ 87.00	G2-1/2 day \$ 350.00	Asphalt Extraction \$ 250.00	
Contract Book Preparations		4					\$ 500.00
Preconstruction Meeting		2	2				\$ 470.00
Layout / Measurement		1	2	12			\$ 1,389.00
Daily DPW Check In (1 week)		1	5				\$ 675.00
Asphalt Extraction Density					4	2	\$ 1,400.00
Estimates and Change Orders		2	4	4			\$ 1,038.00
Public Notification Assistance		4					\$ 500.00
Job walkthrough and punch list			4				\$ 440.00
TOTAL							\$ 6,912.00
<i>Optional full Time Inspection (5 days, 10 hr each)</i>				50			\$ 4,350.00

SUBJECT	BY	SHEET NO.	JOB NUMBER
	DATE 4/21/2015	1 OF 1	.

Item No.	Description	Estimated Quantity	Phone: 734-676-6220		Phone: 586-997-3966		Phone: 734-485-1717		Phone: 248-625-9531		Phone: 248-553-0600	
			Unit Price	Amount	Unit Price	Amount	Unit Price	Amount	Unit Price	Amount	Unit Price	Amount
BASE BID												
1)	Mobilization, 5% Max	1 LS	\$20,925.32	\$20,925.32	\$25,000.00	\$25,000.00	\$31,500.00	\$31,500.00	\$9,000.00	\$9,000.00	\$25,000.00	\$25,000.00
2)	Pavt, Rem	0 Syd	\$11.00	\$0.00	\$8.00	\$0.00	\$9.00	\$0.00	\$8.50	\$0.00	\$29.50	\$0.00
3)	HMA Surface, Rem	0 Syd	\$3.20	\$0.00	\$2.45	\$0.00	\$2.55	\$0.00	\$8.50	\$0.00	\$5.25	\$0.00
4)	Soil Erosion and Sedimentation Control	1 LS	\$2,000.00	\$2,000.00	\$2,300.00	\$2,300.00	\$1,517.68	\$1,517.68	\$3,500.00	\$3,500.00	\$6,000.00	\$6,000.00
5)	Culv, Rem	0 Ea	\$650.00	\$0.00	\$370.00	\$0.00	\$200.00	\$0.00	\$200.00	\$0.00	\$1,000.00	\$0.00
6)	Dr Structure, Rem	0 Ea	\$600.00	\$0.00	\$330.00	\$0.00	\$420.00	\$0.00	\$420.00	\$0.00	\$1,000.00	\$0.00
7)	Aggregate Base, 6 inch, 21AA Limestone	0 Syd	\$12.62	\$0.00	\$7.50	\$0.00	\$21.00	\$0.00	\$24.00	\$0.00	\$10.00	\$0.00
8)	Dr Structure, Tap, 24 inch	0 Ea	\$250.00	\$0.00	\$330.00	\$0.00	\$650.00	\$0.00	\$650.00	\$0.00	\$900.00	\$0.00
9)	Culv, End Section , Conc, 18 inch	0 Ea	\$1,100.00	\$0.00	\$600.00	\$0.00	\$1,200.00	\$0.00	\$1,200.00	\$0.00	\$1,000.00	\$0.00
10)	Dr Structure, 24 inch dia	0 Ea	\$1,700.00	\$0.00	\$1,500.00	\$0.00	\$1,975.00	\$0.00	\$1,975.00	\$0.00	\$2,600.00	\$0.00
11)	Dr Structure, 48 inch dia	0 Ea	\$2,120.00	\$0.00	\$2,200.00	\$0.00	\$2,500.00	\$0.00	\$2,500.00	\$0.00	\$3,600.00	\$0.00
12)	Sewer, 12 inch, Cl E, Tr Det B	0 Ft	\$77.00	\$0.00	\$59.00	\$0.00	\$47.00	\$0.00	\$47.00	\$0.00	\$65.00	\$0.00
13)	Sewer, 18 inch, Cl E, Tr Det B	0 Ft	\$82.00	\$0.00	\$67.00	\$0.00	\$80.00	\$0.00	\$80.00	\$0.00	\$80.00	\$0.00
14)	Sewer, 24 inch, Cl E, Tr Det B	0 Ft	\$89.00	\$0.00	\$77.00	\$0.00	\$83.00	\$0.00	\$83.00	\$0.00	\$99.00	\$0.00
15)	Spillway, Conc	0 Ft	\$60.00	\$0.00	\$35.00	\$0.00	\$35.00	\$0.00	\$151.95	\$0.00	\$75.00	\$0.00
16)	Sidewalk Ramp, Conc, 6 inch	0 sft	\$10.00	\$0.00	\$10.00	\$0.00	\$10.00	\$0.00	\$5.80	\$0.00	\$10.00	\$0.00
17)	Detectable Warning Surface	0 Ft	\$35.00	\$0.00	\$50.00	\$0.00	\$50.00	\$0.00	\$19.53	\$0.00	\$75.00	\$0.00
18)	Utility Structure Adjust	30 Ea	\$600.00	\$18,000.00	\$590.00	\$17,700.00	\$850.00	\$25,500.00	\$850.00	\$25,500.00	\$450.00	\$13,500.00
19)	Cold Milling HMA Surface	12507 Syd	\$2.25	\$28,141.34	\$2.00	\$25,014.53	\$1.70	\$21,262.35	\$1.50	\$18,760.90	\$3.50	\$43,775.42
20)	Cold Milling HMA Surface, Edge Detail	1492 Syd	\$1.47	\$2,193.95	\$2.00	\$2,984.96	\$1.70	\$2,537.22	\$1.50	\$2,238.72	\$4.00	\$5,969.92
21)	Pavt, Cleaning	1 LS	\$2,000.00	\$2,000.00	\$7,800.00	\$7,800.00	\$100.00	\$100.00	\$10,000.00	\$10,000.00	\$19,700.00	\$19,700.00
22)	Pavt for Butt Joints, Rem	633 Syd	\$8.00	\$5,066.67	\$3.70	\$2,343.33	\$3.00	\$1,900.00	\$4.00	\$2,533.33	\$10.00	\$6,333.33
23)	HMA, 3C, 3.0 inch	0 Syd	\$12.00	\$0.00	\$11.15	\$0.00	\$20.00	\$0.00	\$13.00	\$0.00	\$15.35	\$0.00
24)	HMA, 13A 2.0 inch	15641 Syd	\$8.35	\$130,606.29	\$8.60	\$134,516.66	\$7.50	\$117,311.04	\$8.25	\$129,042.14	\$10.40	\$162,671.31
25)	HMA, Approach	0 Syd	\$35.00	\$0.00	\$32.00	\$0.00	\$80.00	\$0.00	\$25.00	\$0.00	\$44.50	\$0.00
26)	HMA Valley Gutter	0 Ft	\$4.00	\$0.00	\$3.70	\$0.00	\$0.50	\$0.00	\$1.25	\$0.00	\$5.00	\$0.00
27)	Conc Pavt, Nonreinf, 6 inch	0 Syd	\$90.00	\$0.00	\$52.50	\$0.00	\$52.50	\$0.00	\$54.07	\$0.00	\$85.00	\$0.00
28)	Curb and Gutter, Conc, Det F4	0 Ft	\$40.00	\$0.00	\$30.00	\$0.00	\$30.00	\$0.00	\$17.96	\$0.00	\$25.00	\$0.00
29)	Pavt Mrkg, Polyurea, 4 inch, Yellow	2239 Ft	\$0.47	\$1,052.20	\$0.47	\$1,052.20	\$0.47	\$1,052.20	\$0.47	\$1,052.20	\$1.00	\$2,238.72
30)	Pavt Mrkg, Polyurea, 6 inch, White, Crosswalk	0 Ft	\$2.50	\$0.00	\$2.50	\$0.00	\$2.50	\$0.00	\$2.50	\$0.00	\$2.00	\$0.00
31)	Pavt Mrkg, Polyurea, 12 inch, Crosswalk	120 Ft	\$5.00	\$600.00	\$5.00	\$600.00	\$5.00	\$600.00	\$5.00	\$600.00	\$5.00	\$600.00
32)	Pavt Mrkg, Polyurea, 24 inch, Stop Bar	0 Ft	\$10.00	\$0.00	\$10.00	\$0.00	\$10.00	\$0.00	\$10.00	\$0.00	\$10.00	\$0.00
33)	Traffic Maintenance and Control	1 LS	\$3,000.00	\$3,000.00	\$8,500.00	\$8,500.00	\$1,650.00	\$1,650.00	\$7,000.00	\$7,000.00	\$20,000.00	\$20,000.00
34)	Restoration, Sod	0 Syd	\$2.60	\$0.00	\$8.25	\$0.00	\$10.00	\$0.00	\$10.00	\$0.00	\$7.00	\$0.00
TOTAL DIVISION A:				<u>\$213,585.77</u>		<u>\$227,811.68</u>		<u>\$204,930.48</u>		<u>\$209,227.29</u>		<u>\$305,788.71</u>
ALTERNATE												
35)	Station Grading	0 Sta	\$2,700.00	\$0.00	\$3,600.00	\$0.00	\$2,000.00	\$0.00	\$2,115.00	\$0.00	\$4,500.00	\$0.00
36)	Pavt, Rem	0 Syd	\$3.50	\$0.00 ¹	\$11.00	\$0.00	\$7.60	\$0.00	\$8.50	\$0.00	\$29.50	\$0.00
37)	Aggregate Base, 10 inch, 21AA Limestone	0 Syd	\$11.50	\$0.00	\$9.75	\$0.00	\$10.40	\$0.00	\$11.00	\$0.00	\$10.80	\$0.00
38)	Underdrain, Subbase, 6 inch	0 Ft	\$12.00	\$0.00	\$16.50	\$0.00	\$11.00	\$0.00	\$12.50	\$0.00	\$13.00	\$0.00
39)	HMA, 13A, 1.5"	0 Syd	\$7.00	\$0.00	\$6.45	\$0.00	\$6.60	\$0.00	\$8.25	\$0.00	\$7.85	\$0.00
40)	HMA, 3C, 1.5"	0 Syd	\$7.00	\$0.00	\$6.30	\$0.00	\$6.50	\$0.00	\$8.25	\$0.00	\$7.60	\$0.00
41)	HMA, 2C, 3"	0 Syd	\$12.00	\$0.00	\$11.60	\$0.00	\$13.50	\$0.00	\$13.00	\$0.00	\$15.20	\$0.00
42)	Curb and Gutter, Conc, Det F4	0 Ft	\$25.00	\$0.00	\$14.50	\$0.00	\$14.50	\$0.00	\$14.61	\$0.00	\$18.50	\$0.00
43)	Curb and Gutter, Conc, Det F4, Modified	0 Ft	\$25.00	\$0.00	\$14.50	\$0.00	\$14.50	\$0.00	\$15.05	\$0.00	\$18.50	\$0.00
44)	HMA, Approach	0 Syd	\$35.00	\$0.00	\$32.00	\$0.00	\$70.00	\$0.00	\$25.00	\$0.00	\$44.50	\$0.00
45)	Conc Pavt, Nonreinf, 6 inch	0 Syd	\$54.00	\$0.00	\$52.50	\$0.00	\$52.50	\$0.00	\$49.07	\$0.00	\$85.00	\$0.00
46)	Restoration, Sod	0 Syd	\$3.00	\$0.00	\$9.85	\$0.00	\$10.00	\$0.00	\$10.00	\$0.00	\$7.00	\$0.00
TOTAL DIVISION B:				<u>\$0.00²</u>		<u>\$0.00</u>		<u>\$0.00</u>		<u>\$0.00</u>		<u>\$0.00</u>

CORRECTIONS

- ¹ Corrected bidder's extended price
- ² Corrected bidder's total price

CITY OF DEXTER
 2015 Asphalt Paving Improvements
 Analysis of Bid Results

	Pavex	Florence	Cadillac	Allied	Nagle
A Mobilization, Traffic Control, SESC and General Mill and Overlay Work (Subdivisions and Forest)	\$ 318,420.35	\$ 337,418.29	\$ 300,841.75	\$ 312,458.75	\$ 450,045.68
B Grand Street Sewer and Curb	\$ 62,405.00	\$ 52,990.00	\$ 58,235.00	\$ 57,391.35	\$ 74,856.00
C Grand Street Remove and Replace	\$ 115,182.54	\$ 122,011.32	\$ 159,720.49	\$ 151,956.69	\$ 160,614.75
D Reconstruct Grand Street (Additional Items)	\$ 189,849.48	\$ 182,714.68	\$ 176,827.79	\$ 179,923.12	\$ 216,905.95
E Deducts from Base Bid (Item C)	\$ (80,584.10)	\$ (77,867.86)	\$ (99,728.64)	\$ (78,677.28)	\$ (101,852.78)
TOTAL (BASE BID ONLY: A+B+C)	\$496,007.88	\$512,419.62	\$518,797.24	\$521,806.79	\$685,516.44
TOTAL WITH RECONSTRUCTION (A+B+C+D+E)	\$ 605,273.26	\$ 617,266.45	\$ 595,896.39	\$ 623,052.63	\$ 800,569.60



Blue - Mill & Overlay
 Red - Removed From 2015 Plan

2015 Road



1: 19,200

4/22/2015



NOTE: Parcels may not be to scale.

The information contained in this cadastral map is used to locate, identify and inventory parcels of land in Washtenaw County for appraisal and taxing purposes only and is not to be construed as a "survey description". The information is provided with the understanding that the conclusions drawn from such information are solely the responsibility of the user. Any assumption of legal status of this data is hereby disclaimed.

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Memorandum

To: Mayor Keough and City Council
Courtney Nicholls, City Manager

From: Michelle Aniol, Community Development Manager

Re: Memorandum of Understanding (MOU) for Target Market Analysis (TMA)

Date: April 21, 2015

Attached you will find a final draft of the Memorandum of Understanding (MOU) between Dexter and the Cities of Chelsea, Saline and Ypsilanti for the joint TMA Grant (also attached). As you may recall the Michigan State Housing Development Authority (MSHDA) encourages us to enter into this type of agreement. The reason for the MOU is based on the requirement by MSHDA that each participating community have a project started within 3 years. The agreement ensures that no one community is left holding the bag for another community's grant dollars, if the required project does materialize. We are each responsible only for a portion of the amount of grant dollars we would receive.

The document has been reviewed by the Dexter DDA Attorney, Scott Munzel. The Cities of Chelsea, Saline and Ypsilanti have also conducted their reviews. The Ypsilanti City Council is scheduled to consider the MOU and TMA proposal at its meeting on Tuesday, April 21, 2015. Staff has been asked to attend the meeting and answer any questions they may have. Chelsea and Saline City Council will be considering the MOU and TMA proposal in May.

If you are satisfied with the document, a motion to approve and authorize Mayor Keough to execute it would be in order. In the meantime, please let me know if you have any questions or comments.

MEMORANDUM OF UNDERSTANDING REGARDING RESIDENTIAL TARGET MARKET ANALYSIS

This Memorandum of Understanding ("MOU") is made as of _____, 2015 by and between the City of Dexter ("Dexter"), the City of Chelsea ("Chelsea"), the City of Saline ("Saline") and the City of Ypsilanti City ("Ypsilanti"), collectively, the "parties."

RECITALS

- A. The parties desire to assist each other with developing a residential Target Market Analysis ("TMA") for specified areas in the County of Washtenaw.
- B. To assist in the TMA, the Michigan State Housing Development Authority ("MSHDA") has provided Grant #HDF-308 (the "Grant") to Dexter for up to one half of the cost of the TMA, but not to exceed \$20,000. A copy of the Grant Agreement is attached as **Exhibit 1**. Dexter, Chelsea, Saline, and Ypsilanti have committed varying amount of monies, as specified below, toward the TMA.
- C. The parties are entering into this MOU to share responsibilities arising from the use of the funds for the TMA.

TERMS AND CONDITIONS

- 1. City of Dexter Obligations. Dexter shall under take the following:
 - 1.1 Dexter has executed the Grant Agreement, and shall be responsible for administering the Grant and communicating directly with MSHDA regarding the Grant. Dexter shall retain an individual or entity to perform a residential TMA. The TMA shall identify opportunities for specific housing products and price ranges based upon an in-depth assessment of housing needs in specified areas of Dexter, Chelsea, Saline, and Ypsilanti.
 - 1.2 The focus of the TMA in Dexter shall be on the historic downtown area, which includes a 10-15 acre area that once supported Dexter's manufacturing industry, and the originally platted "village" neighborhood, circa 1830, which is adjacent to the downtown.
 - 1.3 Dexter shall contribute \$5,000 towards the TMA. To the extent that Dexter asks for any additional work from the individual or entity hired to perform the TMA, such additional work shall be paid for by Dexter alone.
 - 1.4 Dexter shall advertise the results of the TMA relating to Dexter.

- 1.5 If the TMA determines a market for a particular housing type, Dexter shall commence a development project aligned with the results of the TMA within three years of issuance of the TMA. Failure to satisfy this provision, in the sole discretion of MSHDA, shall result in Dexter being obligated to pay to MSHDA 25% of the amount of the MSHDA Grant.
2. City of Chelsea Obligations. Chelsea shall undertake the following:
 - 2.1 The TMA for the Chelsea shall concentrate on its Downtown Development District (DDA) for housing opportunities. In particular, the areas alongside M52 (Main Street) through its downtown area and also, the Chelsea Clocktower Development which has residential development potential in the empty, three story Rockwell Building.
 - 2.2 Chelsea shall contribute \$5,000 towards the TMA. To the extent that Chelsea asks for any additional work from the individual or entity hired to perform the TMA, such additional work shall be paid for by Chelsea alone.
 - 2.3 Chelsea shall advertise the results of the TMA relating to Chelsea.
 - 2.4 If the TMA determines a market for a particular housing type in Chelsea, Chelsea shall commence a development project aligned with the results of the TMA within three years of issuance of the TMA. Failure to satisfy this provision, in the sole discretion of MSHDA, shall result in, Chelsea being obligated to pay to MSHDA 25% of the amount of the MSHDA Grant.
3. City of Saline Obligations. Saline shall undertake the following:
 - 3.1 The focus of the TMA in Saline shall focus on three primary locations in need of development: 600 Maple which was the former Department of Public Works site; its core downtown, which includes a vacant lot at 147 West Michigan Avenue that was formerly a dealership and a gas station; and a parcel located on the southwestern edge of town at 207 Monroe Street.
 - 3.2 Saline shall contribute \$5,000 towards the TMA. To the extent that Saline asks for any additional work from the individual or entity hired to perform the TMA, such additional work shall be paid for by Saline alone.
 - 3.3 Saline shall advertise the results of the TMA relating to Saline.
 - 3.4 If the TMA determines a market for a particular housing type, Saline shall commence a development project aligned with the results of the TMA within three years of issuance of the TMA. Failure to satisfy this provision, in the sole discretion of MSHDA, shall result in Saline being obligated to pay to MSHDA 25% of the amount of the MSHDA Grant.

4. City of Ypsilanti Obligations. Ypsilanti shall undertake the following:
 - 4.1 The focus of the TMA in Ypsilanti shall be on the City of Ypsilanti overall, and the downtown area with the 38-acre Water Street redevelopment site.
 - 4.2 Ypsilanti shall contribute \$5,000 towards the TMA. To the extent that Ypsilanti asks for any additional work from the individual or entity hired to perform the TMA, such additional work shall be paid for by Ypsilanti alone.
 - 4.3 Ypsilanti shall advertise the results of the TMA relating to Ypsilanti.
 - 4.4 If the TMA determines a market for a particular housing type, Ypsilanti shall commence a development project aligned with the results of the TMA within three years of issuance of the TMA. Failure to satisfy this provision, in the sole discretion of MSHDA, shall result in Ypsilanti being obligated to pay to MSHDA 25% of the amount of the MSHDA Grant.

5. Miscellaneous.
 - 5.1 Refund of Monies: If the full \$20,000 is not used for the TMA, MSHDA shall be obligated to pay only 50% of the actual cost and shall be refunded any amount MSHDA has paid in excess of the 50%. The balance of any excess monies shall be returned to Dexter, Chelsea, Saline and Ypsilanti in the same proportion that it was contributed.
 - 5.2 Document Delivery. Chelsea, Saline and Ypsilanti shall provide Dexter such information and documents that it requests, at no cost to Dexter, in furtherance of Dexter's obligations to administer the Grant. Dexter shall provide the parties with all information and documents relevant to the administration of the Grant.
 - 5.3 Compliance with the Grant Agreement. The parties shall comply with all terms and conditions contained in the Grant Agreement executed between Dexter and MSHDA. To the extent there is an inconsistency between the terms of this MOU and the terms of the Grant Agreement, the terms of the Grant Agreement shall control.
 - 5.4 Counterparts. This agreement may be executed simultaneously in counterparts, each of which shall be deemed an original, but all of which together shall constitute one and the same instrument.
 - 5.5 Entire Agreement/Amendments. This agreement and attached Exhibit 1 sets forth all of the promises, covenants, agreements, conditions, and undertakings between the parties with respect to the subject matter of this agreement and supercedes all prior and contemporaneous agreements and understandings,

inducements, or conditions, express or implied, oral or written, relating to this matter, except as contained within this agreement. This agreement may not be changed orally, but only by an agreement in writing, duly executed by or on behalf of the party or parties against whom enforcement of any waiver, change, modification, consent or discharge is sought.

5.6 Effective Date. This agreement shall be effective immediately upon execution.

Dated: _____

CITY OF DEXTER

By: _____
Shawn Keough, Its Mayor

And: _____
Carol Jones, Its Clerk

Dated: _____

CITY OF CHELSEA

By: _____
Jason Lindauer, Its Mayor

And: _____
Laura Kaiser, Its Clerk

Dated: _____

CITY OF SALINE

By: _____
Brian D. Marl, Its Mayor

And: _____
Terri Royal, Its Clerk

Dated: _____

CITY OF YPSILANTI

By: _____
Amanda Edmonds, Its Mayor

And: _____

Frances McMullan, Its Clerk

Exhibit 1 – Housing Development Grant Agreement Grant #HDF-308



STATE OF MICHIGAN

RICK SNYDER
GOVERNOR

MICHIGAN STATE HOUSING DEVELOPMENT AUTHORITY

WAYNE WORKMAN
ACTING-EXECUTIVE DIRECTOR

April 3, 2015

Courtney Nicholls
City of Dexter
8140 Main Street
Dexter, MI 48130

RE: Announcement of Funding Award, Grant #HDF-308

Dear Ms. Nicholls:

Congratulations! The Michigan State Housing Development Authority (MSHDA) has approved your request for MSHDA funds in the amount of \$20,000. The purpose of this letter is to inform you of the documentation needed to initiate this grant.

Enclosed you will find the following documents:

- A Grant Agreement (two originals)
- An Authorized Signature Designation Form
- Payment Request form with instructions

Please sign and return both original Grant Agreements. Furthermore, reply to the special conditions (if applicable and identified in Exhibit A of the Grant Agreement) within 45 days to Bryan Robb at the Michigan State Housing Development Authority, PO Box 30044, Lansing, MI 48909. After MSHDA receives both copies of the original Grant Agreements, MSHDA-Legal Affairs will execute the contract, and one copy will be returned to you for your records.

Executing the Grant Agreement

Your agency's highest elected official must sign the Grant Agreements before a witness. Others are permitted to sign IF they have been specifically designated by your agency's governing body to act on their behalf. Note: **MSHDA will NOT allow consultants and/or third-party administrators to be designated to act on behalf of the governing body.**

Authorized Signature Designation Form

The Authorized Signature Designation Form formally identifies and designates the person or persons authorized to sign and/or submit grant related reports, forms, and documents on behalf of the governing board. Each signatory must sign in the appropriate spaces on the form next to his or her printed or typed name. NOTE: MSHDA will NOT allow consultants and/or third-party administrators to be designated as authorized signatories.

Financial Status Report/Payment Requests (FSR/PR)

Please follow the enclosed instructions to properly complete the Payment Request form. Each request must have an original signature from an individual designated as an authorized signatory on the Authorized Signature Designation Form. Payment Requests must be submitted at least quarterly, but not more frequently than monthly. The request should cover expenses for the previous quarter or month and should be submitted by the 15th of the month following the report period. An electronic version of the FSR form is available upon request.

Keep in mind that any deviations from the terms or conditions of the Grant Agreement must be requested and **prior approval** formalized in an amendment by Community Development Division staff. I congratulate you on receiving this award. If you have questions, please contact Bryan Robb at 517-241-4967.

Cordially,

A handwritten signature in black ink, appearing to read "James Tischler", written over a horizontal line.

James Tischler, Director
Community Development Division

Enclosures

HOUSING DEVELOPMENT GRANT AGREEMENT
Grant #HDF-308

MICHIGAN STATE HOUSING DEVELOPMENT AUTHORITY
735 East Michigan Avenue, Lansing, Michigan 48912

THIS GRANT AGREEMENT made and entered into as of April 3, 2015, by and between the City of Dexter, a Michigan local unit of government, whose address is 8140 Main Street, Dexter, MI 48130 (the "Grantee"), and the Michigan State Housing Development Authority, a public body corporate and politic of the State of Michigan, whose address is 735 East Michigan Avenue, Lansing, Michigan 48912 ("the Authority").

R E C I T A L S:

A. Section 23 of Public Act 346 of 1966, as amended (the "Act"), creates and establishes a housing development fund under the jurisdiction and control of the Authority, and further provides that the Authority may use the monies held in the housing development fund to make grants to local communities, as defined by the Authority in rules promulgated under the Act, or to public or private nonprofit organizations or local governmental agencies organized to provide assistance to persons and families of low or moderate income, in any amounts as the Authority determines, not to exceed the net costs, exclusive of any federal aid or assistance, incurred by the recipient in planning for or implementing housing assistance or community or housing development.

B. The Grantee has represented to the Authority that it fully intends to undertake or continue a program planning for or implementing housing assistance or community or housing development.

C. The Housing Development Fund Grant, HDF-308, in an amount not to exceed Twenty Thousand and 00/100 Dollars (\$20,000) (the "Grant") is for a program more specifically described in Exhibit A attached hereto (the "Program").

D. The Authority, as a public body, is charged with the responsibility of regulating the use of funds advanced by it to assure that such funds are being used for purposes and in a manner that are in accordance with the Act and the Authority's General Rules.

E. The Authority has agreed to make the Grant to the Grantee on the condition that the Grantee agrees to the terms and conditions set forth below.

NOW, THEREFORE, in consideration of and as a condition to receiving the Grant, the Grantee agrees that:

1. The terms and conditions set forth herein are a reasonable and appropriate means to assure the use of funds in accordance with the Act and the Authority's General Rules, and the Resolutions.

2. All aspects of the Grantee's plan for the use of the Grant are specifically described in the Program attached hereto as Exhibit A, which Program is incorporated herein, and the Grantee will operate the Program as described in Exhibit A.

3. All actions of the Grantee and requirements of the Grantee's Program are subject to the terms of this Agreement, the provisions of the Act and the Rules of the Authority, being R

125.101, et seq.

4. The activities of the Grantee will be subject to the review of and, in the discretion of the Authority, audit by Authority staff to ensure compliance with this Agreement, the Act and the Authority's Rules, and the Grantee will provide any books, records or documents in such form and at such place as the Authority may request.

5. The Grantee agrees to draw down Grant proceeds only when and in such amounts as may be necessary to pay for the activities described in Exhibit A.

6. All requests for the disbursement of Grant proceeds shall be submitted to the Executive Director of the Authority or his designee, shall be made in writing, and shall include the amount of Grant proceeds to be disbursed, a description of the purposes for which the proceeds are to be used, copies of invoices, billings, or such other documentation as may be necessary to demonstrate project costs, and such other information as the Executive Director or his designee may request.

7. If an advance or a portion of the Grant for a specific purpose is not used for that purpose due to conditions that make it impossible to use as provided herein, or if the Grantee decides not to use the money, upon such decision, the sum shall be returned to the Authority immediately.

8. If any of the Grant proceeds are to be used for the construction or rehabilitation of housing, then:

a. prior to disbursement of funds, the Grantee shall prepare and submit to the Authority a detailed budget of the work to be done, including the cost per unit to be constructed or rehabilitated;

b. all housing units constructed or rehabilitated under the Grant will meet all local codes and will be maintained in good repair; and

c. all housing units constructed or rehabilitated under the Grant shall be affordable to persons whose incomes do not exceed 60 percent of the area median income, adjusted for family size for the area in which each unit will be located.

9. Any of Grantee's activities that are assisted by the use of Grant proceeds and the selection of persons for participation in the Program shall not discriminate against any person on the grounds of race, color, creed, religion, height, weight, sex, age (except for a Development specifically designed for elderly occupants), national origin, handicap, or marital or familial status except as provided by law. The Grantee shall comply with all requirements imposed by Title VIII of the Civil Rights Act of 1968 (as amended by the Fair Housing Amendments Act of 1988), the Americans with Disabilities Act, the Elliott-Larsen Civil Rights Act, and the Michigan Persons with Disabilities Civil Rights Act.

10. The Grantee assumes responsibility for any and all costs to implement the Grantee's Program exceeding the amount of the Grant.

11. In the event of a violation of any of the provisions of this Agreement, the Authority will notify the Grantee in writing of the violation and the Grantee will have a 30-day period in which to correct the violation. In the event the violation is not corrected to the satisfaction of the Authority within the time prescribed herein, the Authority may:

a. immediately terminate the Grant, without further notice, in a writing signed by the Authority's Executive Director; and

b. pursue any other remedy provided at law or in the Act.

The Grantee hereby agrees that an election by the Authority to pursue any one remedy shall not be construed to preclude or be a waiver of the right to pursue any other remedy available to it.

12. The term of this Agreement shall commence on April 3, 2015 and shall terminate on April 2, 2016 unless extended by the Authority in writing,

13. If any advance or portion of Grant funds used for the specific purpose assented to within this Agreement is not used for that specific purpose, the Grantee will reimburse the Authority for the full amount of the advance (or portion) not used for the specific purpose. Grant proceeds that have not been used for Grant purposes by April 2, 2016 will, within 30 days, be returned to the Authority.

14. The invalidity of any clause, part, or provision of this Agreement shall not affect the validity of the remaining portion hereof.

15. This Agreement may be signed in several counterparts and all so executed shall constitute one agreement, binding on all parties hereto.

IN WITNESS WHEREOF, the parties have executed this Agreement as of the day and year shown above.

CITY OF DEXTER, A MICHIGAN LOCAL UNIT
OF GOVERNMENT

By: _____
Courtney Nicholls
Its: City Manager

MICHIGAN STATE HOUSING
DEVELOPMENT AUTHORITY

By: _____
Clarence L. Stone, Jr.
Its: Director of Legal Affairs

Exhibit A
City of Dexter
Housing Development Fund Grant Agreement, HDF-308

With the City of Dexter, acting as fiduciary, in conjunction with the Cities of Chelsea, Saline and Ypsilanti, will receive support from the Authority for the completion of a residential Target Market Analysis (TMA) covering neighborhoods within each of the four cities.

The City of Dexter desires more information in order to develop policies regarding appropriate housing product types, their marketability, absorption, and the price point per square foot that make different product types financially viable. Dexter seeks this analysis based on two areas of need. The first area is the historic downtown area, which includes a 10-15 acre area that once supported Dexter's manufacturing industry. The second area of focus would be the originally platted "village" neighborhood, circa 1830, which is adjacent to the downtown.

The City of Chelsea would like to concentrate on the Downtown Development District (DDA) for housing opportunities. In particular, the areas alongside M-52 (Main Street) through the downtown area and also the Chelsea Clocktower Development, which has residential development potential in the empty, three story Rockwell Building.

The City of Ypsilanti needs more information to build informed policies on what kind of housing is marketable, how much can be absorbed and the price point per square foot that makes building housing financially viable. Ypsilanti needs analysis for two areas: the City of Ypsilanti overall and the downtown area with the 38-acre Water Street redevelopment site.

The City of Saline has three primary locations in need of development: 600 Maple, which was the former Department of Public Works site; their core downtown, which includes a vacant lot at 147 West Michigan Avenue that was formerly a dealership and a gas station; and a parcel located on the southwestern edge of town at 207 Monroe Street. Having a TMA would enable the City of Saline to reach out to potential developers and offer them valuable information when deciding to bring forth a project. Information from the TMA would also be used for future updates to their Master Plan, zoning and ordinances to encourage future innovative housing options. In addition, Saline would also provide the target market analysis to the Saline Area Chamber of Commerce and Saline Main Street as they are key partners in bringing potential businesses to Saline and have provided letters of support.

The four cities have committed matching funds of \$20,000. Each community will contribute \$5,000 each toward the study.

**Exhibit A Continued
City of Dexter
Housing Development Fund Grant Agreement, HDF-308**

The TMA budget is as follows:

Activity	Current Budget	
	MSHDA	OTHER (Flint)
Residential Target Market Analysis	\$20,000	\$20,000
TOTAL	\$20,000	\$20,000

Conditions and procedures of the grant:

- The City of Dexter will consult with MSHDA staff for proper requirements to include in the request for proposals, including the scope of work, prior to posting.
- The City of Dexter shall seek MSHDA staff review and approval prior to selecting a vendor for use of MSHDA funds, for which MSHDA will match up to 50% of the contract amount, not to exceed the total of this grant.
- Funds will be disbursed upon completion of the TMA.
- No funds will be disbursed for work conducted prior to, or after, the grant term. The Grantee is responsible for drafting the contract in a manner that aligns with the grant agreement's term of work.
- If the analysis determines a market for a particular housing type, a development project in each community must be completed within 3 years of this grant or it shall be repaid. The development project must be aligned with the results of the TMA.

The City of Dexter will provide written monthly or quarterly progress reports which will give a detailed description of the deliverables and accomplishments for the month or quarter and related outcomes. Financial status reports (payment requests) should contain detailed documentation, including invoices, itemized receipts, employee time dedicated to professional service delivery, and other such documentation that the Authority deems necessary to make a reasonable determination for eligible cost reimbursements in accordance with the Authority's Act and Rules governing Housing Development Fund grants. Travel, if necessary to the delivery of programming outlined in the application and grant agreement, shall be reimbursed up to the limits set annually by the Michigan Department of Technology, Management and Budget. The reports are to be submitted to Bryan Robb at the Michigan State Housing Development Authority, 735 E. Michigan Avenue, Lansing, MI 48912 on the 15th day of the month following the end of each calendar quarter. The first report is expected to be received by July 15, 2014. MSHDA staff will review the progress reports and will advise the City of Dexter in a timely manner if any problems arise that may affect the terms of this agreement.

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Memorandum

To: Mayor Keough and City Council
Courtney Nicholls, City Manager

From: Michelle Aniol, Community Development Manager

Re: Joint Target Market Analysis (TMA) Proposal from Landuse USA

Date: April 21, 2015

As you may recall, MSDHA awarded us a \$20,000 grant toward the Joint TMA. Dexter, Chelsea, Saline and Ypsilanti each agreed to provide a \$5,000 match. Thus our total budget for the TMA is \$40,000.

We received one proposal to our TMA RFP. It was submitted by Landuse USA, a Michigan State Housing Development Authority (MSHDA) approved vendor. Landuse USA anticipates a minimum of 300 professional hours will be devoted to this project, at a professional rate of \$100/hour, resulting in a total budget of \$30,000. It must be noted that the fee for a number of tasks identified in the proposal, were waived. These were non-analysis tasks. It is staffs understanding this was done because the vendor assumed our project budget was \$30,000. Apparently there was a miscommunication between MSDHA and the vendor. Consequently, with our budget being \$10,000 more than anticipated, the vendor would like to recoup the cost for some tasks, such as the kickoff meeting and formal presentations to the communities.

Staff met with staff from Chelsea, Saline and Ypsilanti to review the proposal. We determined the proposal meets the scope of work outlined in our RFP.

If Council is satisfied with the proposal, staff recommends a motion to award the contract to Landuse USA, in an amount not to exceed our total budget of \$40,000.

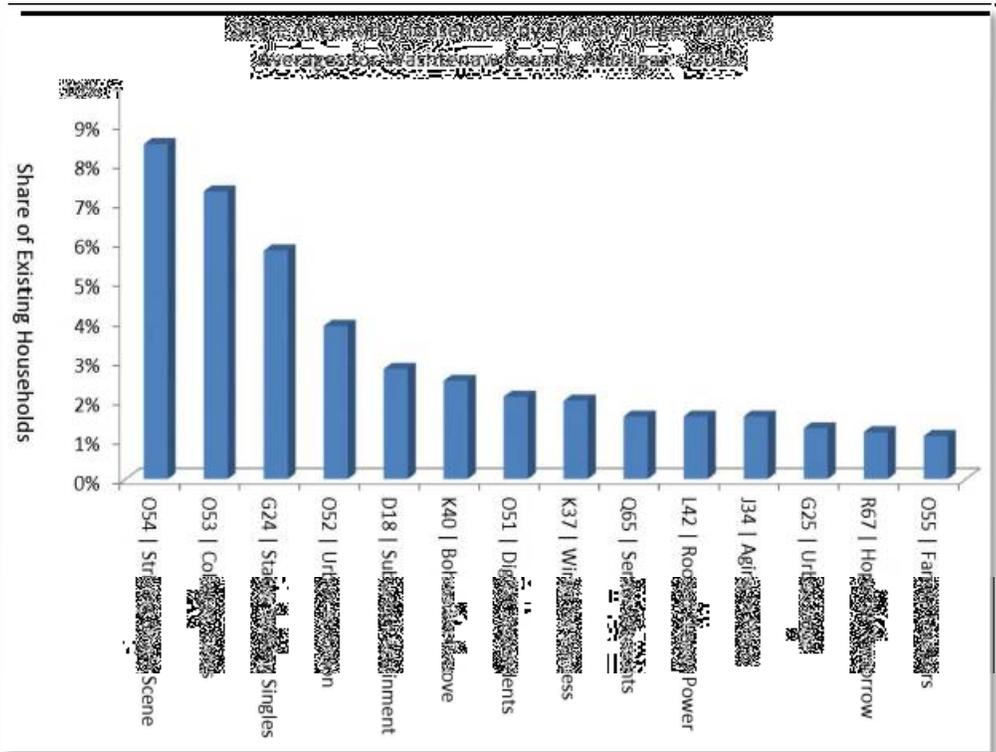


Chart reflects data through December 2014.

The Cities of Dexter, Chelsea, Saline, and Ypsilanti
Washtenaw County, Michigan
Joint Target Market Analysis (TMA)
A Proposal

MSHDA-Approved
TMA Consultant





March 18, 2015

Michelle Aniol, Manager
Community Development
The City of Dexter
8123 N. Main Street, 2nd Floor
Dexter, Michigan 48130
(734) 426-8303 ext. 15
maniol@dextermi.gov

RE: Joint Target Market Analysis - Proposal and Response to RFP

Dear Michelle,

Thank you for this opportunity to submit our proposal for a Joint Target Market Analysis (TMA) for the four partner communities in Washtenaw County, including the Cities of Dexter, Chelsea, Saline, and Ypsilanti.

LandUse|USA is Michigan-based professional consulting firm with offices centrally located in Lansing, Michigan. We welcome any questions on our enclosed proposal, and urge you to consider our unique qualifications:

25 Years of Experience with Lifestyle Cluster Data – I have been a retail and residential market analysis for my entire career of 25 years, and have utilized lifestyle cluster and target market data in my work since 1990. I am a professionally trained real estate market analyst, site selection and location analyst, demographer, and mathematician. I am also a Certified Counselor of Real Estate with a Master's Degree Geography (with an emphasis on Urban Planning and Applied Geography), and Minor in Mathematics. Our complete team qualifications are attached, and include my biographical profile with a detailed list of experience.

Non-Proprietary Transparency – We believe in utilizing data and conducting TMA studies in a transparent fashion. We will not encrypt, transform, collapse, rename, or otherwise alter the source data. Instead, we strive to ensure that our work and methods are completely traceable, replicable, and can be easily updated by anyone and if there is a need.

Placemaking Emphasis – Placemaking has become a key topic in planning for Michigan’s future, and we understand how to apply it to our TMA work in a way that meets MSHDA’s expectations. Together with MSHDA, I have given numerous TMA Tutorials across the state, and most recently presented at the MCDA conference in Traverse City.

This Friday (March 19, 2015), MSHDA and I will both presenting the TMA Tutorial to the Northeast Michigan Council of Governments (NEMCOG). Next week (on March 25), I will be explaining the Placemaking concepts and TMA approach to a wider audience at the upcoming National Land Conference in Tucson AZ.

Michigan Placemaking Curriculum – LandUseUSA is the only MSHDA-approved TMA consulting firm that is also certified by the State of Michigan to teach the Placemaking Curriculum Modules. In February 2015, I also received certification from the National Charrette Institute (NCI).

Retail Target Market Analysis – We are also the only MSHDA-approved TMA consulting firm with the ability and skills to conduct Retail TMA studies in-house. While retail is not a component of this project for your Joint TMA, the option is available if there is ever a future need. We are currently working on two Retail TMAs for Mason County (Ludington) and Wayne County (Southwest Detroit), both in tandem with Residential TMAs.

Ease of Local Travel – LandUse|USA’s offices are located in the Greater Lansing Area, so we can easily drive to Washtenaw County for in-person meetings and public presentations. Instead of spending your budget on travel expenses, we will spend it on professional time to do the very best job and ensuring that the work is complete and fully meets the needs of your four partner communities.

Next Steps

Please let me know if there is anything we can do to ensure that our proposal best meets your needs. We will gladly refine our scope of work to address any questions that you might have, and look forward to talking with you about this important assignment.

Sincerely,

Sharon M. Woods, CRE
President, Principal Owner
LandUse|USA, LLC

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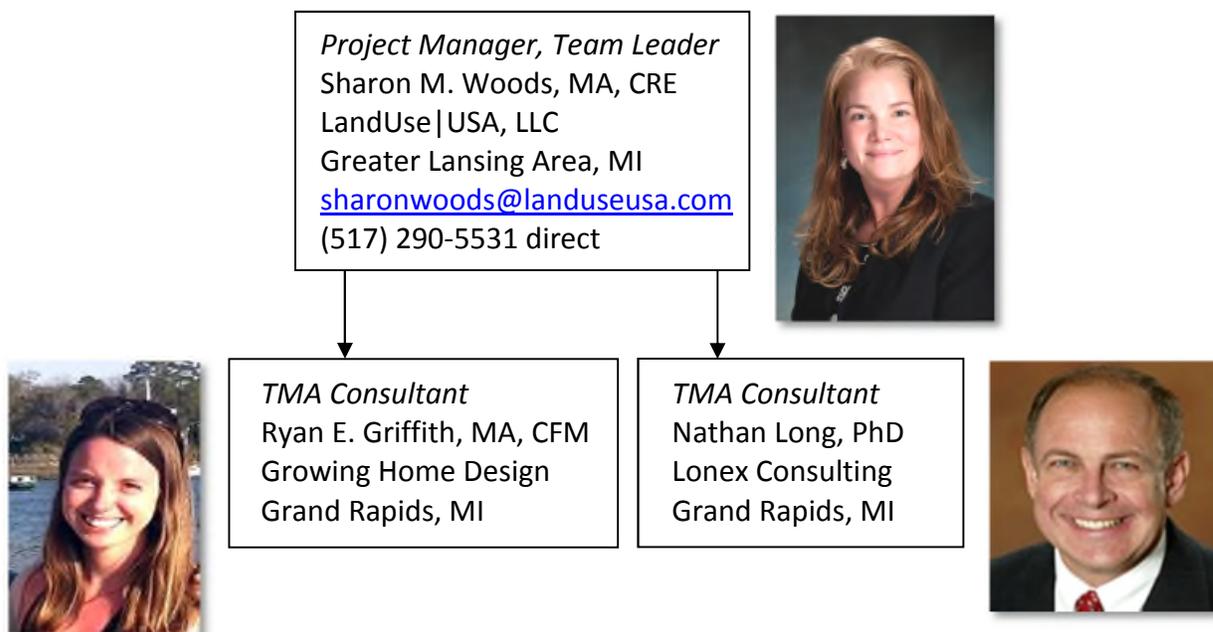
Our TMA Team

On behalf of LandUse|USA, thank you for the invitation to submit this proposal for professional services to develop a Target Market Analysis for your four partner communities in Washtenaw County, including the Cities of Dexter, Chelsea, Saline, and Ypsilanti.

We understand that you have received approval for a matching TMA grant from the Michigan State Housing Development Authority (MSHDA), as part of the Community Development Division’s Place-based Planning Program. Our work will fully meet the requirements and format of the TMA approach as approved by that state agency. We will also customize the work approach, analyses, and stakeholder engagement process to ensure that it best meets your needs and accurately reflects market realities for your local communities.

LandUse|USA is one of only two firms approved by MSHDA to work on TMAs funded under their *Placemaking Planning Program*. In addition, they have asked us to engage subcontractors as part of a shared interest in increasing the overall capacity for completing TMAs in Michigan. Our two MSHDA-approved subcontractors are introduced below, and include Ryan Griffith of Growing Home Design, and Nathan Long of Lonex Consulting.

The TMA Team - Organization and Contact Information



Our project manager and TMA Team Leader on this project will be Sharon Woods of LandUse|USA. Sharon will facilitate the kick-off meeting and formal presentations; analyze the data results; conduct the analysis to measure the optimum market potential; and develop strategy recommendations. We may seek your permission and authorization to have either Ryan or Nathan assist with this assignment. With your approval, they would work under Sharon's close direction to assist with data gathering, fieldwork and preliminary analyses; and they would also participate in most of the meetings.

LandUse|USA is a Limited Liability Company based in the Greater Lansing Area, and our two MSHA-approved subcontractors (Growing Home Design and Lonex Consulting) are both based in Grand Rapids. Because we are all located in Southern Michigan, it will be easy for us to travel for in-person meetings, field work, and the presentations.

Our Unique Qualifications

25 Years of Market Research Experience – LandUse|USA specializes in Target Market Analysis as well as downtown market strategies and land use economics. Our firm was founded in 2008 by Sharon M. Woods, who has 25 years of professional experience in the fields of market research and analysis. Sharon has been in professional consulting since 2000, when she left Kmart Corporation as their former Director of Real Estate Market Strategies. Since then, she has become an advocate for downtowns and works predominately on helping communities leverage their urban resources while managing the risks of suburban sprawl.

MSHDA-Approved TMA Tutorial – Jim Tischler and Sharon Woods have been co-presenters on a variety of TMA presentations throughout Michigan. We have also provided TMA Tutorials to diverse audiences and a number of important association conferences listed below. These sessions were not contractual, and were purely instructional (i.e., they were not given under TMA contracts with our client communities). We would also include a joint TMA Tutorial as part of our work on this project.

<i>Acronym</i>	<i>Session Sponsors</i>	<i>Location</i>	<i>Month</i>	<i>Year</i>
MDA	Michigan Downtown Assoc.	Battle Creek	Oct.	2015
BMCC	Building MI Comm. Conf. (panel)	Lansing	Apr.	2015
NLC	National Land Conference	Tucson AZ	Mar.	2015
NEMCOG	Northeast Michigan COG	Gaylord	Mar.	2015
MCDA	Michigan Comm. Dev. Assoc.	Traverse City	Sept.	2014
MEDA	Michigan Economic Dev. Assoc.	Lansing	May	2014
BMCC	Building Michigan Communities	Lansing	April	2014
MCDA	Michigan Comm. Dev. Assoc.	Lansing	Mar.	2014
SWDBA	SW Detroit Business Assoc.	Detroit	Feb.	2014
SEMCOG	MIplace Training Curriculum	Detroit	Jan.	2014
MAP	Michigan Assoc. of Planning	Holland	Oct.	2013

Michigan Placemaking Curriculum – LandUse|USA is the only state-approved TMA consulting firm that is also certified to teach the Michigan Placemaking Curriculum on behalf of the Governor's Sense of Place Council (which includes the MSHDA, MEDC, MML, MAP, MSU-LPI).

Michigan Placemaking Curriculum – 6 Modules

Module 1 – People, Places, and Placemaking

Module 2 – Economics of Place

Module 3 – Neighborhoods, Streets, and Connections

Module 4 – Form Planning & Regulation

Module 5 – Collaborative Public Involvement in Placemaking

Module 6 – Applied Placemaking

TMA Work Experience – LandUse|USA is the first firm to complete a TMA under MSHDA's matching-grant initiative and sponsored by its Community Development Division and under its Placemaking Planning Program. The very first study was finalized by LandUse|USA in late 2013 for the Lansing Michigan-Grand River Avenue corridor project.

We have since completed 21 TMAs throughout Michigan (2013 and 2014). We are currently wrapping up the work on 3 TMAs (for Ludington, Holland, and SW Detroit), and have commenced work on TMA's for the City of Flint, and Muskegon County. The list on the following page demonstrates that our team has the capacity to undertake numerous projects at any given time.

LandUse|USA also collaborated with SmithGroup|JJR on a TMA for Washtenaw County in 2014, so we are already familiar with your region. That project focused on the ReImagine Washtenaw study area, and included a study of Washtenaw County averages. The strategy and presentation from our ReImagine Washtenaw TMA is also available online, and an excerpt from one of the work products is also provided in the attached Section E of this proposal.

ReImagine Washtenaw - Strategy with TMA Summary:

<https://drive.google.com/file/d/0BxcijJf1zBKRXzc3eTFRT3hCMDq/view?pli=1>

ReImagine Washtenaw - Stakeholder TMA Presentation:

<https://drive.google.com/file/d/0BxcijJf1zBKRMnliVy0wZGRRQzq/edit?pli=1>

The most recent TMAs for Prosperity Region 2 can be retrieved online with this link:

www.networksnorthwest.org/planning/planning-policy/housing/reports-and-documents.html

Target Market Analyses | 2015

<i>Project Type</i>	<i>Michigan Markets</i>	<i>Underway</i>
Target Market Analysis	Benton Harbor (awarded)	Late 2015
Target Market Analysis	Muskegon Co. (underway)	Underway
Target Market Analysis	City of Flint (underway)	Underway
<i>Project Type</i>	<i>Michigan Markets</i>	<i>Completion</i>
Target Market Analysis	The City of Holland	April 2015
Target Market Analysis	Ludington and Mason Co.	April 2015
Target Market Analysis	Southwest Detroit	April 2015

Target Market Analyses | 2013 – 2014 (continued)

<i>Project Type</i>	<i>Michigan Markets</i>	<i>Completed</i>
TMA Assessment	Canton Township	2015
Target Market Analysis	City of Jackson	2014
Target Market Analysis	Newaygo County	2014
Target Market Analysis	Washtenaw County	2014
Target Market Analysis	Grand Traverse County	2014
Target Market Analysis	Leelanau County	2014
Target Market Analysis	Benzie County	2014
Target Market Analysis	Manistee County	2014
Target Market Analysis	Emmet County	2014
Target Market Analysis	Charlevoix County	2014
Target Market Analysis	Antrim County	2014
Target Market Analysis	Wexford County	2014
Target Market Analysis	Missaukee County	2014
Target Market Analysis	Kalkaska County	2014
Target Market Analysis	Mexicantown/Detroit	2014
Target Market Analysis	City of Wyandotte	2014
Target Market Analysis	City of Onaway	2014
Target Market Analysis	Greater Lansing Area	2013
Target Market Analysis	Downtown Traverse City	2013

Results in East Lansing – Since completing the Lansing TMA study in 2013, we have also facilitated private, one-on-one meetings with local developers and are continuing to work with MSHDA on identifying new development opportunities in the market.

Developers Actively Engaged in Implementation of the Lansing TMA

Gillespie Group	Eyde Company
CB Richard Ellis	Mayberry Homes
Sam Eyde Management	Ferguson Development
Unified Group	HRS Communities

Local developers have since broken ground on three residential projects within the study area, all of which align with our recommendations. These include projects near Midtown (Frاندor); along the W. Michigan Avenue corridor; and near the Lansing City Market. We are actively supporting MSHDA’s ongoing efforts in Downtown Lansing by continuing to meet with developers and encouraging them to invest in new housing projects, and expect at least one new project to be announced in 2015.

Other Local Experience – We have good local knowledge and have recently have developed market strategies throughout your region, including our recent ReImagine Washtenaw TMA, plus other projects for Downtown Belleville; a retail needs analysis for Domino’s Farms in Ann Arbor Township, and a retail strategy for the Zeeb Road Corridor in Scio Township.

A partial listing of our non-TMA experience is provided below, and more detailed list is also enclosed with our company qualifications.

<i>Other Local Experience</i>	<i>In or Proximate to Washtenaw Co.</i>
Retail Market Strategy	Downtown Belleville
Retail Market Strategy	Zeeb Road, Scio Township
Retail Needs Analysis	Domino’s Farms, Ann Arbor Twp.
TMA Assessment	Developer-funded, Canton Twp.

A Strategy, not Just a Study – We also differentiate ourselves by ensuring that each community’s TMA includes practical, actionable, and real-life strategies for achieving the market potential. We won’t just give you the number and data results. Rather, we will explain what it means with the context of place, and will qualify the results for each of your unique neighborhoods and subareas.

Project Objectives

The TMA approach is designed as an important tool to focus state, federal, local and private development dollars, and to ensure that local planning and practice is in alignment with emerging markets. Our work will be customized to ensure that it meets the project objectives for your four partner communities for this Joint TMA, as follows:

1. We will produce a Target Market Analysis that identifies the market potential for newly introduced or existing market-rate attached (i.e., multi-family) housing units to be leased or sold as well as the need and opportunity for new affordable housing units in each of the four communities, and also within their downtown subareas.
2. We will provide a stronger and data-based foundation for Washtenaw County (including its partner communities and subareas) to effectively work together on developing a shared community development plan and an approach that works toward mutual goals (and in alignment with Placemaking principles).
3. We will identify opportunities for public/private collaborative ventures leading to focused community investment and sustainable development.
4. We will customize our work in a way that helps you meet to MSHDA's objectives and assist you and other stakeholders in the navigation of MSHDA's development requirements under the matching grant agreement.
5. We will also help your stakeholders understand how the Joint TMA can be used by private developers to make real projects happen, and what they need to do in order to qualify for additional support from MSHDA under their *Placemaking Planning Program*.
6. We will include an Advisory Report recommending a strategy for distributing the TMA results to the broader community, including developers, and existing residents. Examples of strategies might include charrette-like workshops, public meetings, volunteer committees, developer forums, and website resources.

The Joint TMA will serve as an important tool to focus state, federal, local and private community development dollars to ensure that local planning and practice is in alignment with emerging markets. The analysis will provide a template for your communities and downtown neighborhoods to adjust to evolving statewide goals and strategies, and most notably Michigan's focus on Placemaking. This includes is a community process of diversifying approaches to community development (including citizen input); channel funding to optimize positive impacts; and focus efforts toward projects that are supported by economic realities.

The TMA Approach

Housing market studies for MSHDA-funded projects have traditionally used conventional measures of supply and demand in local markets, and have been based on the choices that existing residents have already made among existing housing products. This approach is flawed because it fails to consider that residents would make other choices if they had the options. It can also contribute to redundancy in the housing market, and blandness in neighborhoods and communities.

The alternative TMA approach relies on measuring demand based on the migration of populations that have a clear preference for living in urban and downtown environments. This is combined with a study of the lifestyle characteristics of those populations that are on the move, and of the types of housing that they are choosing in other markets throughout the Upper Midwest.

Results of the TMA are used to identify “missing middle” housing products for developers and to encourage the development of unique products to fill those missing categories. By matching unique housing products with the preferences of the target markets, communities also benefit through population retention and growth. These same philosophies and principles will be applied in the TMA analysis for your unique project for your four partner communities in Washtenaw County.

The work will involve a number of specific tasks designed to complete the comprehensive and Joint TMA. We will model the analytic approach after similar TMA studies that we conducted in Detroit, Lansing, and Jackson; and that are also underway for Muskegon and Flint. Again, all of these assignments fall under MSHDA’s TMA matching grant program.

NOTE: An explanation of the TMA approach is also provided in the attached Section A, as an excerpt from the Michigan Association’s Special Edition on Placemaking.

Work Transparency

Our work approach is designed to be completely transparent, and we insist on using utilizing lifestyle cluster data in its original form. We do not encrypt, transpose, collapse, rename, or otherwise modify the original data, and we do not believe that transforming data to make it proprietary is in your best interest. Our transparent approach makes it easy for anyone to trace and update the work if there is ever a need.

We utilize a replicable work approach that has been fully approved by MSHDA. In early 2014, our Lansing TMA was used by MSHDA to help establish guidelines and standards for future studies under their new Placemaking Planning Program. We have demonstrated to MSHDA that the TMA methodology does not need to be proprietary, and that the work can be completed by other qualified market analysts – as long as they have solid training and experience in location analysis, real estate consulting, and mathematics.

Our willingness to be transparent in our methodology means that we are also training other experienced analysts on the TMA approach to conducting housing studies, and at MSHDA's request. We expect Growing Home Design and Lonex Consulting to graduate from our training program in 2015, and that they will become fully authorized by MSHDA to conduct TMAs in Michigan.

Geographic Terminology

We recognize that each of the partner communities within is diverse with unique attributes, needs, and challenges. They include households living in a variety of housing types and conditions, and in neighborhoods that vary in density, stability, and affordability. To address this diversity, we will customize our work to represent the unique identities and character of each subarea, and look forward to working with stakeholders to ascertain those needs.

The primary study area for this project will include your four unique communities in Washtenaw County, with a close study of the Cities of Dexter, Chelsea, Saline, and Ypsilanti, plus each of the downtown districts. We will also qualify the study results for site-specific projects that have been identified within each community.

For example, results of the city-wide TMA for Chelsea will be qualified for the 600 Maple, and results for the downtown will be qualified for the 207 Monroe site. Similarly, results for downtown Ypsilanti will be qualified for each of the Water Street and Downtown areas. Results for Dexter will be qualified for its downtown, and also for the original Village neighborhood.

If you identify other site-specific projects, then they will also be highlighted in the study. This is intended to ensure that developers, lenders, and funding agencies have a complete picture of real estate development initiatives that might be underway throughout each of the four communities.

List of Subareas within the Joint TMA
 The Cities of Dexter, Chelsea, Saline, and Ypsilanti, Michigan

	Subarea Name	Estimated Households	Will Be Qualified for:
Subarea 1	The City of Dexter	1,655	City-Wide Overview
Subarea 2	Downtown Dexter	230	Downtown Area, Village Nbhd.
Subarea 3	The City of Chelsea	2,280	City-Wide Overview
Subarea 4	Downtown Chelsea	45	DDA District
Subarea 5	The City of Saline	3,790	City-Wide and 600 Maple
Subarea 6	Downtown Saline	175	Downtown Core and 207 Monroe
Subarea 7	The City of Ypsilanti	8,225	City-Wide Overview
Subarea 8	Downtown Ypsilanti	1,040	Downtown and Water Street
Comparison	The City of Milan	2,375	comparison purposes only
Comparison	City of Manchester	945	comparison purposes only
Primary Draw Area	Washtenaw County	140,615	market parameters only

Target Audience and Stakeholders

The TMA will be targeted to interested community partners, including (but not limited to) jurisdictional officials city level; neighborhood associations, and other community leaders. We anticipate that diverse group of stakeholders will be interested in the study results, and will strive to engage them in the process. Stakeholders will probably include local and county officials, state agencies (particularly MSHDA, the MEDC, and Governor’s Sense of Place Council), and both public and private-sector stakeholders. We anticipate conducting phone interviews with up to 10 of the local stakeholders, particularly local developers who might be interested in making real projects happen.

Public sector stakeholders may include local city councils and planning commissions, other specialized city departments, economic development and housing commissions, convention and visitor’s bureau, chamber of commerce, downtown development authorities, and economic development corporations.

Private sector stakeholders are likely to include neighborhood associations, local property owners and managers, developers and investors, lenders, real estate brokers and professionals, business owners and entrepreneurs, and private citizens living in the city neighborhoods.

Review of Prior Work

Our work will also leverage the resources and prior studies that may have been recently completed by the county and communities. We always review prior work to quickly build an understanding and appreciation for your history, objectives, and potential challenges. For example, Washtenaw County recently completed a study an Affordable Housing Needs Assessment, and we will review those study results. We would also review your local master plans, corridor studies, downtown studies and plans, and any related retail or housings studies.

Engaging MSHDA in the Process

LandUse|USA has a solid understanding of MSHDA’s overall TMA initiatives, including how it fits within its Placemaking Planning Program. We also support the National and Michigan Main Street Centers’ 4-Point approach to creating vibrant and successful downtowns. As your consultants on this project, we are available to help you navigate the process of working with MSHDA and engaging its key staff in the TMA process.

In completing this assignment, we will fully meet MSHDA’s requirements and guidelines for TMA studies in Michigan, which are more stringent than other states. To ensure that our work is complying with MSHDA’s expectations, our preliminary steps and review of the draft TMA report will involve phone discussions and/or meetings with their key staff members, including those listed below.

Michigan State Housing Development Authority – Key Stakeholders

James E. Tischler, AICP
Community Dev. Director
TishclerJ@Michigan.gov
(517) 241-0050

David Allen, Ph. D.
Chief Market Analyst
AllenD@Michigan.gov
(313) 456-0534

Bryan Robb
Statewide Partnerships Specialist
Technical Assistance Specialist
RobbB@Michigan.gov
(517) 241-4967

Nicol S. Brown
Community Dev. Specialist
Comm. Outreach Specialist
BrownN8@michigan.gov
(313) 456-3597

Meetings and Formal Presentations

Our scope of work includes all of the items that you requested, as outlined in your Request for Proposals. This section of our proposal is intended to address the kick-off meeting and presentations, and also describes the roles and information that we will seek from the four partner communities during our work.

- (1) *Steering Committee Member Roles* – We typically ask your steering committee members to plan on attending at least two meetings, the TMA Tutorial, and review the draft and final TMA study results. Here is a more detailed list of ways that committee members can become involved:
 - Attend a project kick-off meeting that includes a tutorial on the TMA approach.
 - After the TMA Tutorial, participate in a driving tour of their community.
 - Provide local resources or contacts that might influence the study and results.
 - Provide contact information for stakeholders that we should talk with.
 - Participate in a phone conference to review the draft study results.
 - Read the TMA study and provide questions and/or comments back to the chair.
 - Attend at least one formal presentation with a larger assembly of stakeholders.
- (2) *Meeting Arrangements* – We will also ask that you provide a conference room for the kick-off meeting; a larger auditorium, council chambers, or classroom for a TMA Tutorial; and presentation space in each of four (4) subareas for a final presentation. We ask that you make the invitations to your coordinating group members and any other stakeholders that you would like to participate in the kick-off meeting and presentations.
- (3) *Project Kick-off Meeting* – We will ask that you invite only your steering committee to participate in the kick-off meeting for team introductions and to review the project objectives, process, timeline, and approach. At the meeting, we will also address any new questions that may have surfaced since this proposal.
- (4) *Public Open House and TMA Tutorial* – The kick-off meeting will be followed by a 1-hour tutorial on the Target Market Analysis approach and methodology. The tutorial will also describe current housing trends that are unique to the four partner communities, and will explain the national trends that are driving a renewed interest in downtown living.

The TMA Tutorial is usually provided in a large class-room meeting of all stakeholders and all four communities, gathered together for one shared Tutorial. We recommend that you invite local developers and real estate professionals to the tutorial, leaders in the business community, and any other stakeholders that might have an interest in the study results.

- (5) *Market Tours* – The kick-off meeting and TMA tutorial can be followed by a driving tour of the four cities, with a focus on their downtowns and urban neighborhoods. Typically the kick-off meeting and TMA Tutorial takes place on the first day, and the tours are sequenced during the second day. The tours can involve a bus of all committee members, or a van that rotates to pick up and drop off an ambassador in each community. We would seek your help in making arrangements for the tours.
- (6) *Field Work and Photo Inventories* – Immediately after the kick-off meeting, TMA Tutorial, and market tours, we will then extend our visit to complete independent fieldwork and photo inventories of each City and its downtown subarea. The photo inventory will focus on existing choices among attached housing units; downtown housing choices; and Placemaking amenities.
- (7) *Phone Conference to Review Draft Workbook* – Upon completion of the draft Target Market Analysis Workbook, we will arrange for a phone conference to review the materials with the chair of the coordinating group and any other participants that you choose to invite. Each coordinating group member may also be asked to spend at least 4 hours reviewing the study results of the TMA study, either before or after the phone conference.
- (8) *Formal Presentations* – Over the span of two consecutive days we will provide up to 4 formal presentations for the project stakeholders. These can be provided to the key stakeholders as a group (i.e., your steering committee), and/or gatherings of city and county-level stakeholders. A suggested schedule is provided below, which may be customized to best meet your needs.
- (9) *Presentation Schedule* – We anticipate providing the presentations to the Cities of Dexter and Chelsea during the noon and evening of first day; the City of Saline in the morning of the second day, and the City of Ypsilanti and all other stakeholders over noon of the second day. However, this schedule is flexible and can be adapted to best suit your needs. The county representatives should plan on attending at least the last meeting. You might also like to invite the media.

General Scope of Work

Our scope of work involves a detailed study of optimal market potential among lifestyle clusters who, based on their preferences, will find the four partner communities as desirable places to live. We will complete a TMA that will identify the characteristics of such target market and household type living in the study area; and households with high movership rates and living in Washtenaw County. We will also customize the study to inform your city staff and leadership, stakeholders, coordinating group, and local developers on the services, amenities, and nearby businesses that will attract and help to retain those target markets.

At a minimum, we will complete the Joint TMA and fully address all of the following questions:

1. What are the current demographic, income, employment and housing trends in the four partner communities and their downtown its subareas? What are they projected to be in five years (through 2020)?
2. What types of housing are currently available in the study area, in terms of price points, amenities offered, and floor plans/structure type?
3. What types of amenities are available in the study area? These will include commercial enterprises, gathering places, cultural resources, public infrastructure, community anchors, and other major employers.
4. What types of placemaking activities are underway in the study area? How successful have they been in attracting new populations or new economic development opportunities to the area?
5. Who will the target market(s) be for attached (i.e., multi-family) residential units, including potential new developments as well as rehabilitations and conversions of existing buildings? What are the demographic, employment, income, and social attributes of these target market(s)?
6. What is the potential demand for attached (i.e., multi-family) housing projects of the above type(s) in the study area?
7. What types of projects (owner or renter) will capture the broadest number of target market households? Where will these be located within the study area? What types of amenities/floor plans/site plans will appeal most to the target market(s)? What price points will be offered (sale prices and rental prices)?
8. With a variety of potential residential development sites ranging from adaptive reuse of school buildings, waterfront, to potential for mixed-use development, what target populations will be identified for the different housing locations?
9. Gap Analysis: Given the description of current housing conditions and the estimate of the target market potential, provide a range of new product that will be in demand by the identified target market.
10. Identify the realistic target densities for the markets and any sites that have been identified.
11. Provide illustrative examples of similar housing types this study identifies as good market targets for the different locations within the study area.
12. What are the retail, service, and institutional amenities that can be supportive for resident retention and attraction into the study area?
13. What are the impediments to development of housing meeting the defined markets in the study area? What important ingredients are missing?
14. Other issues not listed but deemed important will be included.

The TMA description of the study area will include the following:

1. A map of the study area will be included showing major transportation routes, important places, neighborhoods, and other basic geographic information.
2. Current population and household counts will be provided with five year (through 2020) estimates and a description of the pattern of population and household change since 2000 and 2010 Census.
3. Current employment figures will be provided, as well as a breakdown of industries and occupations in the area.
4. Current housing conditions will be presented describing:
 - a. Mix of owner and renter;
 - b. Description of building types;
 - c. Contract rents being received in the market by existing projects;
 - d. Amenities offered by existing projects;
 - e. Vacancy rates from existing projects;
 - f. Prices of for-sale housing offered in the study area;
 - g. Amenities included in for-sale housing in the area; and a
 - h. Map detailing the locations of rental housing projects in the study area.

Finally, we will also include a listing and description of the Placemaking attributes and amenities in the study area, and a description of the successes of these efforts in increasing the population or economic activity in the area (increased commercial occupancy rates, more foot traffic, recent housing construction, etc.). We will also include a description of the study area in terms of transportation networks and linkages describing:

1. Major transportation corridors, and development efforts around them.
2. Locations in the study area that exhibit high levels of walkability or “bikeability”.
3. Existing public transportation opportunities.

Detailed Scope of Work

The Request for Proposals submitted for this project generally aligns with MSHDA guidelines for Target Market Analyses in the State of Michigan. The following scope of work more precisely matches MSHDA’s requirements, and does not deviate from their expectations. We are committed to both you and MSHDA in meeting all of the work tasks in this TMA project.

- 1 We will include an Executive Summary of the basic findings of the analysis, including:
 - 1.1 Type and number of units that could be developed under a “Placemaking” Approach;
 - 1.2 The locations where this type of development will see maximum success;
 - 1.3 building types, and supportive building and neighborhood amenities;
 - 1.4 The size and composition of the target market segments for the areas identified;
 - 1.5 An estimate of the absorption rate and period; and
 - 1.6 Any major impediments to this type of development that can be described.

- 2 We will prepare materials that describe the study area, including:
 - 2.1 A map of the study area will be included, showing major transportation routes, important places, neighborhood sub areas, and other basic geographic information.
 - 2.2 Current population and household counts will be noted with five-year estimates.
 - 2.3 Current employment figures, as well as a breakdown of industries and occupations in the area, will be studied and included.
 - 2.4 We will address and describe current housing conditions, including:
 - 2.4.1 The mix of owner and renter households in the area.
 - 2.4.2 A description of building types in the area currently.
 - 2.4.3 Renter and owner prices among available attached units.
 - 2.4.4 Vacancy rates among existing projects.
 - 2.4.5 Prices for for-sale housing on offer in the area.
 - 2.4.6 A map showing the locations of rental housing projects in the study area.
 - 2.4.7 A map showing recent sales of single-family housing in the area; and
- 3 We will also address Placemaking Issues, including:
 - 3.1 A listing and description of the Placemaking attributes and amenities in the study area.
 - 3.2 A description of the successes of these efforts in increasing the population or economic activity in the area (increased commercial occupancy rates, more foot traffic, recent housing construction, etc.).
 - 3.3 A description of the study area in terms of transportation networks and linkages, describing:
 - 3.3.1 Major transportation corridors, and development efforts around them;
 - 3.3.2 Locations in the study area that exhibit high levels of "walkability" or "bikeability"; and
 - 3.3.3 Existing public transportation opportunities.
- 4 Target Market Analysis – Reflecting on the information gathered so far, we will then identify the optimum market potential for projects that align with Placemaking principles. We will include the following items in this step of the work:
 - 4.1 A discussion of commuting and migration patterns into and out of the study area.
 - 4.2 A description of the likely types of households that would be attracted to housing developed along Placemaking principles, in terms of their demographics, employment profile, economic situation and housing preferences, including any immigrant preferences not otherwise indicated.
 - 4.3 A defensible tie between migration patterns and the size of the in-migrating target market.
 - 4.4 "Gap Analysis" – Reflecting the estimates of the optimal market potential and current housing conditions, we will determine how much new product (again developed along Placemaking principles) will be demanded by the target markets. We will provide estimates in the form of a range.

- 5 We will provide recommendations on the ideal attributes of new housing, including:
 - 5.1 A description of the locations within the study area that are most conducive to Placemaking developments;
 - 5.2 A description of the building type that would result in the maximum capture of the target market demand;
 - 5.3 A description of amenities that would provide the maximum capture of potential target market demand;
 - 5.4 A description of the amenities needed for the maximum capture of potential target market demand;
 - 5.5 A listing of the price points that would be most successful with target market households; and
 - 5.6 Description of areas where targeted rehabilitation / residential incentives would be most impactful.

- 6 We will address any impediments to new developments, including:
 - 6.1 What exists in the study area that limits the possibility of development guided by Placemaking.
 - 6.2 Whether there any apparent other hindrances to achieving Placemaking objectives.

- 7 We will develop conclusions and address any issues pertaining to the optimal market potential, and will provide:
 - 7.1 A statement of the general findings of the study will be provided in this section.
 - 7.2 In addition, other issues that we consider important will also be addressed.

Work Product Contents

We will prepare a professional report with narrative and an appendix of charts, maps, tables, photos, and other attachments to substantiate the work, conclusions, recommendations, and strategy. The report will be delivered as electronic PDF copies, and up to four (4) printed copies upon request. The report will include an executive summary with the optimal market potential and recommended strategy, and in a format that is easy to distribute among local stakeholders.

A professional report will be submitted with narrative and Workbook of supporting charts, maps, tables, photos, and other attachments to substantiate the work, conclusions, recommendations, and strategy. We will also provide detailed profiles on the target markets in a separate work product that will also be delivered electronically.

The deliverables will be carefully designed to be a work product that is easy to duplicate, transmit, and share with various stakeholders; plus more robust documentation of all supporting materials and methodologies in a Workbook.

Deliverable Contents	Pages
01 TMA Market Strategy Report	75+
02 TMA Workbook	75+
03 Supply-Demand Workbook	<u>75+</u>
Total Pages, All Deliverables	225+

To help manage direct costs for printing, most other stakeholders will be asked to accept copies of the report as .pdf files that they can print as needed. In addition, .pdf electronic copies will also be provided to key staff members at MSHDA.

Fee Schedule

Completing a Target Market Analysis involves an intense process of gathering and analyzing data, setting-up and running models, studying the results, and developing place-based recommendations that are appropriate to the four partner communities, and the downtown subareas. Our budget is allocated based on estimates of the professional time required to complete these steps.

We anticipate dedicating a minimum of 300 hours of professional time to this joint TMA. Sharon Woods' professional rate is \$100 per hour, resulting in a total budget of \$30,000. Itemized tasks and costs are provided on the following page.

Joint Target Market Analysis – Project Budget
 Cities of Dexter, Chelsea, Saline, and Ypsilanti

TMA Tasks	Not-to-Exceed Budget
Admin. Time, Project Planning, Communications	\$ 0. (waived fee)
Qualitative Assessment, Placemaking Attributes	\$ 1,000.
Desk-top Research, Discovery, Data Collection	\$ 3,000.
Real Estate Analysis of Housing Market	\$ 2,000.
Setting Up, Testing, & Refining Analytic Models	\$ 3,000.
Finalizing the Models, Analyzing the Results	\$ 3,000.
Studying the Results, Drawing Conclusions	\$ 2,000.
Developing Recommendations, Strategies	\$ 2,000.
Preparing Data Tables of the Gap Results	\$ 2,000.
Preparing Summary Maps, Demographic Tables	\$ 2,000.
Assembling Materials into a Workbook	\$ 2,500.
Preparing Summary Tables and Exhibits	\$ 3,000.
Writing Narrative Report & Executive Summary	\$ 4,000.
Advisory Report of Next-Steps	\$ 500.
Addressing Questions, Special Requests	<u>\$ 0.</u> (waived fee)
	\$ 30,000.
Kick-off Meeting, Tutorial, and Market Tours	\$ 0. (waived fee)
Phone Conference – Interim Review Session	\$ 0. (waived fee)
Meetings and Discussions with MSHDA Staff	\$ 0. (waived fee)
Formal Presentations (2 consecutive days)	\$ 0. (waived fee)
Total Meetings and Presentations	\$ 0. (waived fee)
Materials costs	\$ 0. (waived fee)
Travel expenses	\$ 0. (waived fee)
Shipping and handling costs	<u>\$ 0.</u> (waived fee)
Total Project Not-To-Exceed Budget	\$ 30,000.

In summary, fees for professional time for this Residential TMA represent a lump sum, not-to-exceed amount of \$30,000. All direct costs, including materials, travel, shipping, and handling, will be absorbed internally at LandUse|USA as overhead expenses and will not be invoiced to you or any of the four partner communities.

Project Timeline

From prior experience, we know that it typically takes at least 3 months to complete a TMA analysis and address all of the items that MSHDA requires. Given the complexity of this Joint TMA project (four cities, plus four downtown subareas), we will ask for three (3) months to complete the work.

This schedule also includes time to ensure that the coordinating group is engaged in the TMA process with committee phone conferences. We will also need to allow some time for committee members to review and comment on the draft report.

Therefore, a fourth month will be needed to finalize the study and to prepare PowerPoint presentations. Assuming that this assignment and our work commences by the end of April, then we will work on the analysis and draft workbooks through May and June of 2015, and will ask for July to finalize the work. The road tour of public meetings can take place in early August.

Joint Target Market Analysis – Project Schedule Cities of Dexter, Chelsea, Saline, and Ypsilanti

Work Deliverables	Status	Targeted Dates	Delivery Format
Project Commencement	Start	April 27, 2015	Signed Agreement
Formal Kick-off	Meet	May 18-29, 2015	Round-Table Meeting
TMA Tutorial	Meet	May 18-29, 2015	Auditorium Format
Market Tours	Meet	May 18-29, 2015	Bus, Trolley, or Van
02 TMA Workbook	Draft	May 18-29, 2015	At Kick-off Meeting
03 Supply-Demand Workbook	Draft	May 18-29, 2015	At Kick-off Meeting
01 Market Strategy Results	Draft	June 30, 2015	Phone Conference
01 Market Strategy Narrative	Draft	July 31, 2015	Email Correspondence
All Final Work Products	Final	July 31, 2015	Email Correspondence
Public Presentations	Present	August, 2015	Public Presentations

~ end of proposal ~

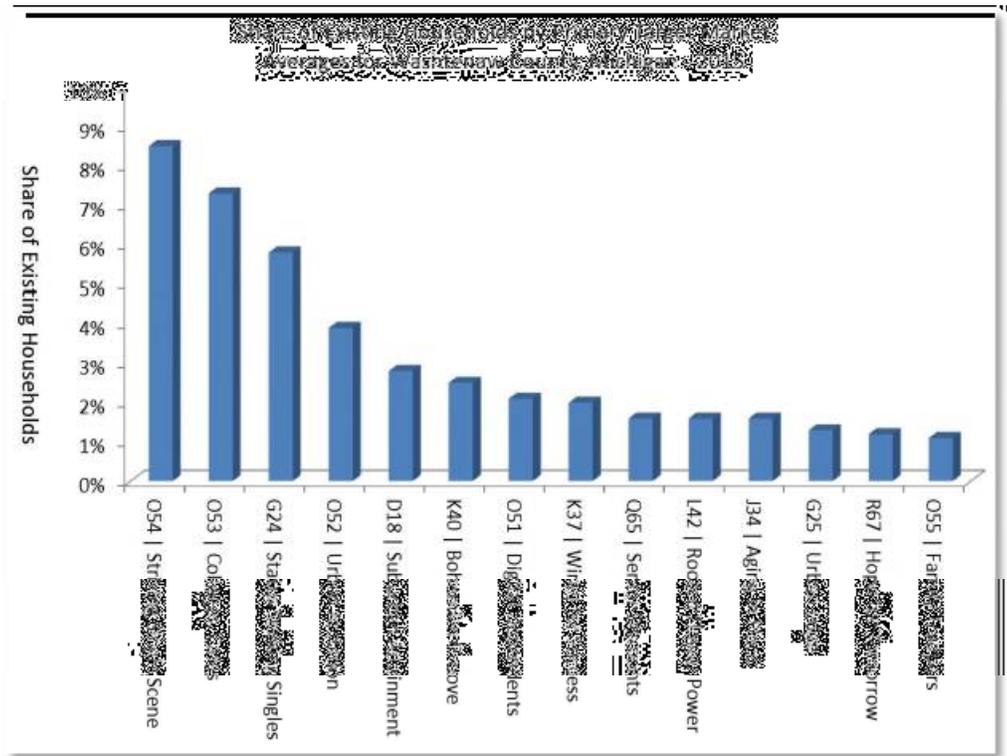


Chart reflects data through December 2014.

The Cities of Dexter, Chelsea, Saline, and Ypsilanti Washtenaw County, Michigan Joint Target Market Analysis (TMA) Attachments

MSHDA-Approved
TMA Consultant



Proposal

Appendix

- A. TMA Approach
- B. Team Qualifications
- C. Selected References
- D. Financial Good Standing
- E. Work Sample (excerpt)

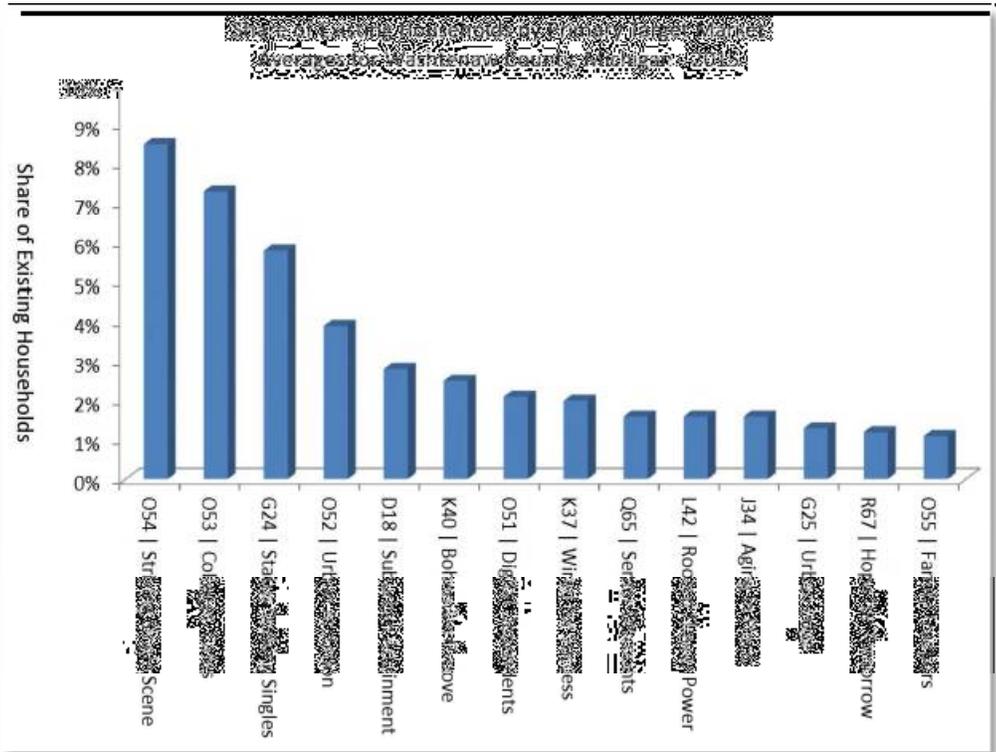


Chart reflects data through December 2014.

Section A TMA Approach

MSHDA-Approved
TMA Consultant



MICHIGAN PLANNER



American Planning Association
Michigan Chapter

Making Great Communities Happen

A Publication of the Michigan Chapter of the American Planning Association

REINFORCING PLANNING THROUGH PLACEMAKING

PLACEMAKING. IT'S WHAT PLANNERS DO, RIGHT?

Since the advent of our profession, creating quality places of lasting value has been both our charge and our passion. Together with elected leaders and appointed officials, city managers, township administrators, and other municipal professionals, planners have worked to create a vision, establish alternatives and priorities, and implement the programmatic, regulatory and policy initiatives to make great communities happen. As both an art and a science, community building can be messy, political and complicated, but in the end we strive to create communities that attract and maintain residents and businesses through the use of traditional tools of the trade including the master planning process, zoning, and building and design codes, or more contemporary models such as form based codes.

As community planners, we are heartened that state agencies like the Michigan State Housing Development Authority (MSHDA) are taking the lead to influence changes in state policy that support the planning and placemaking work that we have been advocating and advancing for years. We should see this as a reinforcement of our professional efforts – a heightened recognition of the value of community planning – and use this new energy to bolster our local planning efforts. A message of placemaking that resonates across disciplines is good for all of us.

This entire issue of the *Michigan Planner* magazine is devoted to placemaking. We cover innovations in the master planning process; the street and place; centers, nodes and corridors as a basis for form; target market analysis; and the use of more contemporized tools like Form-Based Code, Charettes, and Transportation Oriented Development.

Many of MAP's Planners in Private Practice (PIPP) Division



NEW PROGRAM OFFERING

MAP's newest program, Community Engagement, is an intensive curriculum now available through onsite programming. Schedule your three hour, interactive learning experience today!

www.planningmi.org/onsite.asp

members elevated their knowledge and acumen through participation in MSHDA-sponsored training programs over the last 18 months, and share their craft through the articles published here.

The bar is being raised in Michigan. The ideals of community planners are being echoed throughout state agencies and other partner organizations like the Michigan Municipal League, the Land Policy Institute, Community and Economic Development Association of Michigan, the Michigan Historic Preservation Network, and others. As placemaking is integrated into the policies and practices of our partners, so too are the ideals of community planning. And that's good for planning, right?

PLANNER INSIDE

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TARGET MARKET ANALYSIS

The Target Market Analysis (TMA) approach to conducting housing studies is getting broad attention in Michigan in light of strategic placemaking efforts and the economic recovery.

The TMA approach identifies households that are a) highly mobile and on-the-move throughout Michigan; b) have unique lifestyle attributes; and c) are seeking new housing formats across the urban transect zones. The following key phrases are critical to understanding what TMA is, what the analysis considers, and how the results will be integrated into community planning.

Mobility – or movership rates are used to measure the share of existing populations and households that moved within each county, each year and the share that moved in from other parts of the state, other states, and abroad. To measure net migration patterns in any given year, the outflow of households from any given county can be compared to inflow of households, resulting in a gain or loss.

The Lifestyle Clusters – Based on statistical classification techniques that determine whether the majority of households living within a given block group fall with a given demographic group, and then if these

defined groups are located in specific geographic clusters (within the block group). Sources include combinations of surveys and primary consumer data, statistically analyzed and then reported.

Applying the Urban Transect – The socio-economic attributes of over 70 lifestyle clusters are studied along with their spatial or geographic distribution within communities and places. Results are used to determine each cluster’s propensity for choosing to live in the T-2 through T-6 transect zones. Key demographic indicators include a) household density; b)

tenure (renter v. owner occupancy); and c) number of housing units by building size.

Applying Urban Form – Local market conditions and existing housing forms are studied to determine whether there are any “missing middle” products. Data is revealing that most communities throughout Michigan have inadequate choices among attached housing products in the T-4, T-5, and T-6 zones. Depending on the market, these products could range from duplexes and quads to row houses, town houses, flats above street front retail, hard and soft lofts, condominiums, and choices in mid-rise buildings.



Underlying data provided by Experian Decision Analytics and powered by Sites | USA. Analysis and exhibit prepared by LandUse | USA, 2014.

The Target Markets – Lifestyle clusters become Target Markets if they have high mobility rates and a propensity for missing middle housing formats. In each county and community, there are typically at least three (and up to 10) distinct Target Markets. These represent the market potential for developing new housing products that are unique to the market. Ideally, private investors will work with community leaders to design and develop products with the building form, unit density, and placemaking attributes that make them most desirable to the Target Markets.

The Millennials – The population group with the highest movership rates tend to be young, single renters with low-to-moderate income profiles. They may have college degrees but might also be finding it difficult to

find good paying jobs in their chosen professions. Many have aspirations for eventually owning a home, buying a car, getting married, and starting a family, but they are postponing these decisions later than preceding generations. Rather than moving for a job, they are increasingly more likely to seek a job after they have chosen a community to live in. They want to be socially connected and are showing a strong preference for urban places to live – particularly downtown districts.

The Active Adults – Maturing adults are also an important group, and include mid-aged singles, empty nesters, early retirees, active seniors, seniors living in independent and assisted living facilities, and the elderly. These groups are living longer, staying more active later in life, working later into life, and growing as a share of

the total population. Similar to the Millennials, they too are seeking vibrant urban places that allow them to be more socially connected and active. Although they have relatively low movership rates, many are also seeking opportunities to downsize from detached houses into attached housing – without moving into a senior apartment.

The Role of Placemaking – The Placemaking process is paramount to the successful development of new housing products that fully meet the preferences and expectations of the Target Markets. More than ever, residents are demanding communities that include complete streets for all modes of transportation, provide easy access to public transit, and are walkable to neighborhood amenities.

Retail TMA – Many of the Target Markets

have a high propensity to choose attached housing products in urban places, and there is often a need to test the market potential for mixed-use projects with new housing choices above street-front retail. Regardless of the form and context, residents still need access to a mix of retail and services. In particular, new housing should be walkable to a neighborhood grocery store, pharmacy, hardware store, and eateries. The potential for other retail and services will depend on existing competition and lifestyle preferences of the Target Markets.

MSHDA Matching Grants – To help with the completion of regional TMAs in Michigan, the Michigan State Housing Development Authority (MSHDA) Community Development Division is offering matching grants to qualifying communities. The completed studies will help guide the planning of other MSHDA grants and programs, and will serve as a platform for more site-specific studies and developer grant applications. Contact your MSHDA Community Development Specialist for more information about conducting a TMA for your community and applying for a matching grant.

Community and Site Planning – Ideally, the TMA results are used to help guide future updates to local planning documents, including community-wide master plans, downtown plans, and sub-area plans. The results should also be used by local developers and stakeholders to guide site-specific development plans, and as a platform for site-specific studies for underwriting purposes.

Supply-Demand and Gap Analyses – The Target Market Analysis approach is unique from more conventional supply-demand and gap models, which focus on studying the attributes of households that are already living in a given community. The supply-

demand approach relies on existing conditions only, and fails to consider the lifestyle preferences of migrating households and the choices that they would make if they were available.

The supply-demand approach assumes that existing housing products currently available and occupied by households is an accurate representation of their preferences. This assumption is leveraged by the private development community (and supported by the lending institutions) to justify the development of more of that same product, rather than products that are missing. These trends and practices contribute to bland, homogeneous communities that lack diversity and fail to attract the moving Target Markets.

FOR MORE INFORMATION:

The Target Market Approach: <http://www.experian.com/assets/marketing-services/brochures/mosaic-brochure.pdf>

Target Market Profiles: <http://classic.demographicsnow.com/AllocateOnline.srct?ShowPage=static/MosaicUSA.htm>

AUTHOR SHARON M. WOODS is a certified Counselor of Real Estate (CRE), the founding Principal of LandUse|USA, and holds a Master's Degree in applied Geography with an emphasis in



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demographics, spatial analysis, and location intelligence. LandUse|USA specializes in land use economics, market strategies, and target market analysis for large and small urban places. LandUse|USA (www.LandUseUSA.com) is also pre-approved to work on MSHDA-funded Target Market Analyses throughout Michigan. For more information, send an email to sharonwoods@landuseusa.com, or call (517) 290-5531.

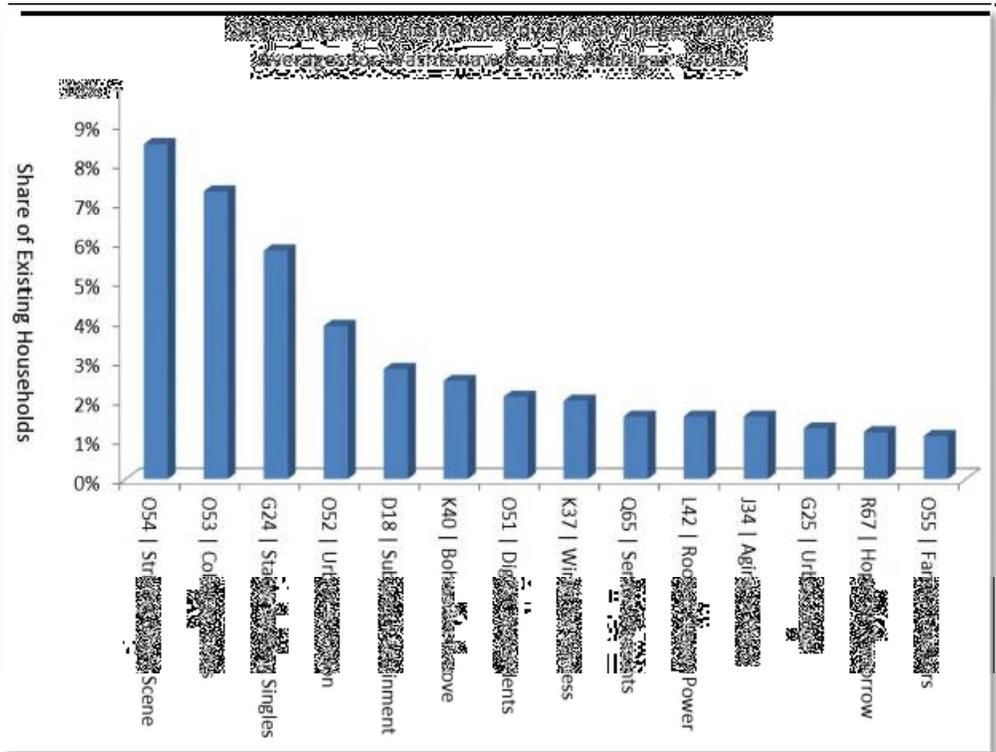


Chart reflects data through December 2014.

Section B Team Qualifications

MSHDA-Approved
TMA Consultant



LandUse | USA



BIOGRAPHICAL PROFILE



Our Founding Principal and CEO at LandUse|USA is Sharon M. Woods, who is a certified Counselor of Real Estate (CRE) and has 25 years of experience in Land Use Economics and Real Estate Consulting.

Sharon specializes in Target Market Analysis, downtown strategies, community and economic development, urban planning, and the economics of place. She promotes the highest and best use of land supported by sound economics of supply and demand. Her work is also supported by smart urban planning, economic realities and implementation plans.

Sharon has been providing professional consulting services for public and private-sector clients since 2001. Her experience working with private-sector developers is invaluable in formulating economic growth strategies based on land use economics. And, her experience with retailers and extensive list of contacts is invaluable in recruiting developers and new businesses to create jobs, fill market gaps, and fuel economic growth.

Sharon's experience includes 10 years as a Senior Market Strategist for several Fortune 500 retail companies, including Target Corp./Dayton-Hudson; Macy's, Inc./Federated; and Sears Holdings/Kmart Corp. She has worked on countless projects throughout Michigan and the Upper Midwest.

LandUse|USA's services are customized to represent the unique needs of municipalities and developers – together with a solid appreciation for retailer, shopper and resident preferences. We often collaborate with site planners, urban planners and landscape architects to design optimal strategies that enable projects to achieve their fullest potential.

NATIONAL AFFILIATIONS

Counselors of Real Estate (CRE Certification)
American Planning Association (MCP Certification)
National Charrette Institute (NCI Certification)
International Council of Shopping Centers (ICSC)
National Trust for Historic Preservation (NTHP)
Congress for New Urbanism (CNU)

MICHIGAN AFFILIATIONS

Michigan Downtown Association (MDA)
Michigan Association of Planning (MAP)
East and West Alliances (ICSC)
MIplace / MSHDA (Certified Contractor)

TENURE W/ FORTUNE 500 RETAILERS

Sears Holdings; Kmart Corp. (SuperK)
Real Estate Market Strategies
2000 – 2001; Director



Macy's, Inc.; Federated Dept. Stores
Market Research and Analysis
1993 – 2000; Senior Manager



Target Corp.; Dayton-Hudson (Greatland)
Area Research, Site Analysis
1990 – 1993; Senior Analyst



ADVANCED EDUCATION

Miami University of Ohio
Master's Degree (MA) – 1990; Summa Cum Laude
Urban Planning & Applied Geography

University of Wisconsin
Bachelor's Degree (BA) – 1988
Urban Planning & Applied Geography
Mathematics Minor

Curriculum Vitae
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Professional Consulting; 2001 – Current

Sharon M. Woods, CRE is the Principal and Founder of LandUse|USA, a professional consulting firm that serves the entire United States from its offices in central Michigan. She has 25 years of professional experience, including a decade in professional consulting preceded by tenure with Fortune 500 firms, including Target Corp./Dayton-Hudson; Macy's/Federated and Sears Holdings/Kmart Corp., and General Motors/Urban Science.

Sharon provides expert counseling and advisory services in real estate, land use economics and community development. She specializes in developing optimal market strategies for developers, planners, foundations, lenders and investors, retailers, jurisdictions and public-sector agencies. Her expertise spans all categories of land use, including retail, commercial, residential, office, industrial, warehousing, logistics, aviation-related, medical and mixed-use.

Employment History; 1990 – Current

Professional Consulting (2001 – Current; Principal; CEO)

General Motors; Urban Science (2001 – 2002; Senior Manager of Location Intelligence)

Sears Holdings, Inc.; Kmart Corp. (2000 – 2001; Director of Real Estate Strategies)

Macy's Inc.; Federated Department Stores (1993 – 2000; Senior Manager, Area Research)

Target Corp.; Dayton-Hudson Corp. (1990 – 1993; Senior Analyst, Market Research)

Advanced Education; 1985 – Current

National Charrette Institute; Certificate – 2014

MIplace Placemaking Curriculum (All 6 Modules at the maximum 300 Level) – 2014

University of Michigan – Extension; Master Citizen Planner – 2009

Middleton School of Real Estate; Continuing Education – 2002

Miami University of Ohio; Master of Applied Geography (Urban Planning) – 1988 – 1990

University of Wisconsin; Bachelor of Applied Geography (Liberal Arts) – 1985 – 1988

Team Awards

1. Town Center and TOD Plan; Village of Prairie Grove, Illinois – 2013 Award Winner
Best Strategic Plan; APA-IL Award; Chicago, Illinois
In collaboration with Teska Associates
2. Turn on 28th Street Master Plan; City of Wyoming, Michigan – 2011 Award Winner
Regional/Urban Design; AIA Grand Valley; Grand Rapids, Michigan
In collaboration with Nederveld, Inc. and Williams & Works

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Public Presentations (non-contractual sessions only)

Target Market Analysis – Conference Presentations / Panels

<i>Acronym</i>	<i>Association</i>	<i>Location</i>	<i>Month</i>	<i>Year</i>
MDA	Michigan Downtown Assoc.	Ann Arbor	Oct.	2015
HRS	HRS Communities (private)	Farmington Hills	May	2015
BMCC	Building MI Communities Conf.	Lansing	Apr.	2015
NEMCOG	Northeast MI Council of Gov.	Gaylord	Mar.	2015
H4H	Habitat for Humanity	Lansing	Nov.	2014
MCDA	Michigan Comm. Dev. Assoc.	Traverse City	Sept.	2014
MEDA	Michigan Economic Dev. Assoc.	Lansing	May	2014
BMCC	Building Michigan Communities	Lansing	April	2014
MCDA	Michigan Comm. Dev. Assoc.	Lansing	March	2014
SWDBA	SW Detroit Business Assoc.	Detroit	Jan.	2014
SEMCOG	Michigan Placemaking Curriculum	Detroit	Jan.	2014
CMS	Developer's Forum	Jackson	Jan.	2014
MAP	Michigan Assoc. of Planning	Holland	Oct.	2013

Other Conference Presentations

Highest and Best Use: Commercial – March 2015 (scheduled)

ALC – Accredited Land Consultants; National Land Conference; Tucson, Arizona

Real Estate Development Boot Camp: Commercial + Residential – May 2012

CEDAM – Community Economic Development Association of Michigan

To Big-Box, or Not; Location Strategies of Discount Department Stores – March 2012

City of Sturgis, Michigan

Turn on 28th Street Corridor Renovation and Retrofit (Award-Winning Project) – October 2011

MAP – Michigan Association of Planning

Performance Metrics for Site Decision-Making and Land Use – May 2008

NBC – National Brownfield Conference

Supporting Great Planning with Smart Economics – October 2006

MAP – Michigan Association of Planning

Utilizing Geography Degrees in the Current Job Market; Alumni Bicentennial – August 2006

Miami University of Ohio; Department of Geography

Lifestyle Centers Defined – October 2005

Michigan Downtown Association

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Michigan Placemaking Curriculum

LandUse|USA is certified by the State of Michigan and the Governor's MIplace Sense of Place Council to provide training on the Placemaking Curriculum, and for all Modules (1 – 6) at the 100, 200, and 300 levels. We are also certified by the National Charrette Institute (NCI).

- Module 1 – People, Places, and Placemaking
- Module 2 – Economics of Place
- Module 3 – Neighborhoods, Streets, and Connections
- Module 4 – Form Planning & Regulation
- Module 5 – Collaborative Public Involvement in Placemaking
- Module 6 – Applied Placemaking

Other Lectures and Instruction

1. Real Estate Site Selection, Location Analysis; Michigan State University; 2011 – 2013 (6 classes).
2. Community Economic Development Assoc. of MI (CEDAM); Real Estate Boot Camp; 2012.
3. Junior Achievement Program; Minneapolis Public Schools; Fall Term 1992 (6 classes).

Memberships and Affiliations

<i>Acronym</i>	<i>Association Name</i>	
CRE	Counselors of Real Estate	(certified)
MSU LPI	Michigan Placemaking Curriculum	(certified)
NCI	National Charrette Institute	(certified)
MSU MCP	Master Citizen Planner	(certified)
ULI	Urban Land Institute	
CNU	Congress for New Urbanism	
APA	American Planning Association	
ALC – RLI	Accredited Land Consultants – Land Institute	
ICSC	International Council of Shopping Centers	
MCDA	Michigan Community Development Association	
MAP	Michigan Association of Planning	
NTHP	National Main Street Center	
MML	Michigan Municipal League	
MDA	Michigan Downtown Association	
CEDAM	Michigan Economic Development Association	
MU	Miami University – Oxford, Ohio – Alumni Assoc.	

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Target Market Analysis (Projects) – 2015

<i>Project Type</i>	<i>Location (Market and State)</i>	<i>Date Completed</i>
Target Market Analysis	City of Flint	Mid - 2015 (pending)
Target Market Analysis	City of Muskegon	Mid - 2015 (pending)
Target Market Analysis	Benton Harbor / St. Joseph	Mid - 2015 (awarded)
Target Market Analysis	City of Niles	Spring 2015 (pending)
Target Market Analysis	Mason Co. / Ludington	Spr. 2015 (underway)
Target Market Analysis	Southwest Detroit	Spr. 2015 (underway)
Target Market Analysis	City of Holland	Spr. 2015 (underway)

Target Market Analysis (Projects) – 2013 / 2014

<i>Project Type</i>	<i>Location (Market and State)</i>	<i>Date Completed</i>
Target Market Analysis	Grand Traverse County	November 2014
Target Market Analysis	City of Traverse City	July 2014
Target Market Analysis	Leelanau County	November 2014
Target Market Analysis	Emmet County	November 2014
Target Market Analysis	Charlevoix County	November 2014
Target Market Analysis	Emmet County	November 2014
Target Market Analysis	Benzie County	November 2014
Target Market Analysis	Manistee County	November 2014
Target Market Analysis	Wexford County	November 2014
Target Market Analysis	Missaukee County	November 2014
Target Market Analysis	Kalkaska County	November 2014
Target Market Analysis	City of Jackson	September 2014
Target Market Analysis	Washtenaw County	September 2014
Target Market Analysis	Newaygo County	August 2014
Target Market Analysis	City of Onaway	August 2014
Target Market Analysis	City of Wyandotte	July 2014
Target Market Analysis	Mexicantown, Detroit	July 2014
Target Market Analysis	Greater Lansing Area	July 2013

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Other Consulting Projects – 2014 / 2015

<i>Project Type</i>	<i>Location (Market and State)</i>	<i>Date Completed</i>
Residential Site Assessment	Canton Township, MI	Spr. 2015 (underway)
Retail Market Assessment	Stanton, MI	Spr. 2015 (underway)
Downtown Market Study	Erie, PA	Spr. 2015 (underway)
Recreation Destination Strategy	Waterford Township, MI	Spr. 2015 (underway)
Retail TMA	Southwest Detroit	Spr. 2015 (underway)
Retail TMA	Mason Co. / Ludington	Spr. 2015 (underway)
Recreation Destination Strategy	Oshtemo Township, MI	Spr. 2015 (retainer)
Retail Market Assessment	Filer Township, MI	October 2014
Economic Growth Strategy	City of Jackson, MI	September 2014
Mixed-Use Market Strategy	Bentonville-Rogers, AR	March 2014
Retail Market Strategy	City of Portage, MI	January 2014

Other Consulting Projects – 2013

<i>Project Type</i>	<i>Location (Market and State)</i>	<i>Date Completed</i>
Downtown Market Strategy	City of Owosso, MI	December 2013
Downtown Market Strategy	Village of Roscommon, MI	November 2013
Economic Growth Strategy	City of Beckley, WV	November 2013
Downtown Market Strategy	Grosse Ile Township, MI	November 2013
Highest and Best Use Strategy	5 Campgrounds, MI	October 2013
Downtown Market Strategy	Village of Sparta, MI	October 2013
Master Plan Consulting	Will Rogers World Airport, OK	September 2013
Mixed Use Market Strategy	San Diego Int'l Airport, CA	May 2013
Corridor Market Strategy	City of Birmingham, MI	July 2013
Mixed-Use Market Strategy	City of Milford, MI	March 2013
Mixed-Use Market Strategy	Standale (Grand Rapids), MI	February 2013
Planning Advisory Services	Delta Township, MI	January 2013

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Consulting Projects – 2012

<i>Project Type</i>	<i>Location (Market and State)</i>	<i>Date Completed</i>
Downtown Market Strategy	Adams (Wisc. Dells), WI	November 2012
Residential Market Potential	Three Oaks-New Buffalo, MI	November 2012
Residential Market Potential	Calumet-Hancock, MI	December 2012
Corridor Market Strategy	Delta Township, MI	November 2012
Residential Market Potential	Au Gres-Bay City, MI	July 2012
Downtown Market Strategy	City of Sylvania, OH	April 2012
Corridor Improvement Strategy	City of Niles, MI	February 2012
Retail Market Strategy	Grand Blanc Township, MI	January 2012

Consulting Projects – 2011

<i>Project Type</i>	<i>Location (Market and State)</i>	<i>Date Completed</i>
Retail Impact Analysis	City of South Haven, MI	December 2011
Retail Market Strategy	City of Grand Blanc, MI	November 2011
Farmers' Market Strategy	City of Kalamazoo, MI	November 2011
Downtown Market Strategy	Village of Kalkaska, MI	October 2011
Downtown Market Strategy	City of St. Clair, MI	October 2011
Corridor Market Strategy	City of Wyoming, MI	March 2011
Economic Growth Strategy	Greater Cincinnati, OH-KY-IN	February 2011
Business Campus Strategy	City of Coldwater, MI	January 2011

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Consulting Projects – 2009 – 2010

<i>Project Type</i>	<i>Location (Market and State)</i>	<i>Date Completed</i>
Commercial Market Strategy	Will Rogers World Airport, OK	December 2010
Boundary Agreement Strategy	City of Merrill, WI	November 2010
Retail Anchor Recruitment	City of Jackson, MI	October 2010
TOD Master Plan Strategy	Village of Prairie Grove, IL	May 2009
Residential Market Potential	City of Traverse City, MI	April 2009
Urban Grocery Strategy	City of Jackson, MI	April 2009
Economic Growth Strategy	City of Merrill, WI	February 2009
Downtown Market Strategy	City of Rogers City, MI	January 2009
Downtown Market Strategy	Village of Ravenna, MI	January 2009
Business Campus Assessment	City of Coldwater, MI	January 2009

Consulting Projects – 2008

<i>Project Type</i>	<i>Location (Market and State)</i>	<i>Date Completed</i>
Retail Market Strategy	Coppell; Dallas – Ft. Worth, TX	June 2008
Retail Market Strategy	Orland Park; Chicago, IL	June 2008
Economic Growth Strategy	Gaines Twp.; Grand Rapids, MI	June 2008
Economic Growth Strategy	Old Booklyn; Cleveland, OH	June 2008
Economic Growth Strategy	Scio Twp.; Ann Arbor, MI	May 2008
Retail Market Strategy	Toledo, OH	May 2008
Retail Market Strategy	Westland; Detroit, MI	April 2008
Residential Market Potential	Grand Haven, MI	March 2008
Mixed-Use Market Strategy	Bowling Green, KY	March 2008
Forensic Research, Fiscal Impact	Ann Arbor Twp., MI	March 2008
Residential Market Potential	Salt Lake City, UT	January 2008
Mixed-Use Market Strategy	Gibraltar; Detroit, MI	January 2008
Retail Market Strategy	Kalamazoo, MI	January 2008
Residential Market Potential	Johnson Co.; Kansas City, KS	January 2008

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Consulting Projects – 2007

<i>Project Type</i>	<i>Location (Market and State)</i>	<i>Completed</i>
Retail Market Strategy	Battle Creek, MI	December 2007
Residential Market Potential	Downers Grove, IL	December 2007
Residential Market Potential	Byron Twp, Grand Rapids, MI	November 2007
Residential Market Potential	Taylor, MI	October 2007
Residential Market Potential	Nashville, TN	October 2007
Retail Market Strategy	St. Clair, MI	October 2007
Master Plan Review	Lapeer, Oakland Co., MI	September 2007
Residential Market Potential	Village of Redford, MI	August 2007
Retail Market Strategy	Mt. Pleasant, MI	August 2007
Residential Market Potential	Iowa City, IA	August 2007
Mixed-Use Market Strategy	Waterford Twp., MI	July 2007
Residential Market Potential	Palm Coast, FL	July 2007
Residential Market Potential	Voorhees, NJ, Philadelphia	July 2007
Mixed-Use Market Strategy	Louisville, Oldham Co., KY	June 2007
Medical Feasibility Analysis	Olde Town, Lansing, MI	June 2007
Fiscal Impact Analysis	Troy, MI	May 2007
Commercial Market Strategy	Lincoln, Alcona Co., MI	May 2007
Residential Market Potential	Midland, MI	May 2007
Residential Market Potential	Biloxi-Ocean Springs, MS	May 2007
Retail Market Strategy	Swartz Creek, MI	April 2007
Retail Market Strategy	Westland, MI	April 2007
Downtown Market Strategy	Howell, MI	March 2007
Residential Market Potential	Fayetteville-Rogers, AR	March 2007
Residential Market Potential	Pittsburg, PA	March 2007
Retail Market Strategy	Birmingham, MI	February 2007
Residential Market Potential	Lansing, MI	February 2007
Retail Market Strategy	West Branch, Ogemaw Co., MI	February 2007
Residential Market Potential	Perry, MI	February 2007
Economic Growth Strategy	Village of Lincoln, MI	January 2007

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Consulting Projects – 2006

<i>Project Type</i>	<i>Location (Market and State)</i>	<i>Date Completed</i>
Downtown Market Strategy	Howell, MI	December 2006
Downtown Market Strategy	Escanaba, MI	December 2006
Retail Market Strategy	Meridian Twp., MI	November 2006
Downtown Market Strategy	Adrian, MI	November 2006
Retail Market Strategy	Eaton County, MI	November 2006
Retail Market Strategy	Long Branch / Monmouth Co., NJ	October 2006
Residential Market Potential	Grand Traverse Co., MI	September 2006
Mixed-Use Market Strategy	City of Mt. Pleasant, MI	September 2006
Economic Growth Strategy	Oscoda County, MI	September 2006
Residential Market Potential	Howell, MI	August 2006
Residential Market Potential	Bath Twp., MI	August 2006
Residential Market Potential	Boise, ID	August 2006
Mixed-Use Market Potential	Kenosha, WI	July 2006
Residential Market Potential	Wisconsin and Illinois	July 2006
Residential Market Potential	Grand Traverse Bay Area, MI	July 2006
Retail Location Strategy	Nampa and Pocatello, ID	July 2006
Retail Location Strategy	Price and Cedar City, UT	July 2006
Retail Location Strategy	Tucson, AZ	July 2006
Mixed-Use Market Strategy	Racine, WI	June 2006
Forensic Research; Mixed-Use	Huron Twp., MI	June 2006
Retail Market Strategy	Walker / Grand Rapids, MI	April 2006
Mixed-Use Market Strategy	Grand Traverse Bay Area	April 2006
Residential Market Potential	Zeeland, Holland, MI	March 2006
Residential Market Potential	Grand Rapids, MI	March 2006
Retail Market Strategy	Lansing, MI	February 2006
Downtown Market Strategy	Albion, MI	February 2006
Residential Market Potential	Howell, MI	January 2006
Retail Market Strategy	Fishers / Indianapolis, IN	January 2006

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Consulting Projects – 2005

<i>Project Type</i>	<i>Location (Market and State)</i>	<i>Date Completed</i>
Land Use Feasibility Analysis	Pleasant Prairie, Kenosha, WI	December 2005
Economic Growth Strategy	Dearborn Heights, MI	November 2005
Downtown Market Strategy	Hart, MI	November 2005
Residential Market Potential	Bristol / Kenosha, WI	November 2005
Residential Market Potential	Madison, WI	October 2005
Residential Market Potential	Post Falls / Spokane, WA	October 2005
Retail Location Strategy	Las Vegas, NV	September 2005
Retail Location Strategy	Phoenix-Mesa, AZ	September 2005
Retail Market Strategy	Lafayette, LA	September 2005
Retail Market Strategy	Kansas City / Johnson Co., MO	September 2005
Mixed-Use Market Strategy	Springdale, AR	July 2005
Downtown Market Strategy	Iron Mountain, MI	June 2005
Retail Market Strategy	Grand Traverse Co., MI	June 2005
Residential Market Potential	Auburn Hills / Detroit, MI	June 2005
Residential Market Potential	Mt. Clemens / Detroit, MI	June 2005
Residential Market Potential	Dundee, MI	June 2005
Residential Market Potential	Linden-Fenton, MI	May 2005
Downtown Market Strategy	Belleville, MI	April 2005
Residential Market Potential	Wyoming / Grand Rapids, MI	March 2005
Residential Market Potential	Grand Traverse Bay Area, MI	March 2005
Residential Market Potential	Putnam Co., WV	February 2005
Mixed-Use Market Strategies	Ashwaubenon / Green Bay, WI	January 2005

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Consulting Projects – 2004

<i>Project Type</i>	<i>Location (Market and State)</i>	<i>Date Completed</i>
Retail Market Strategy	Pleasant Prairie, Kenosha, WI	December 2004
Residential Market Potential	Zeeland, Holland, MI	December 2004
Mixed-Use Market Strategy	Lansing Twp., MI	November 2004
Mixed-Use Market Strategy	Cannon Twp., Grand Rapids, MI	October 2004
Economic Market Analysis	Columbia, MO	October 2004
Downtown Market Strategy	Roscommon, MI	September 2004
Retail Market Strategy	Wyoming, Grand Rapids, MI	September 2004
Mixed-Use Market Assessment	Stamford, CT	August 2004
Retail Location Strategy	Orange Co., CA	July 2004
Retail Location Strategy	Riverside-San Bernardino, CA	July 2004
Retail Location Strategy	San Diego, CA	July 2004
Retail Market Strategy	Big Rapids, MI	June 2004
Forensic Research, Market Strategy	Acme Twp., MI	June 2004
Mixed-Use Market Strategies	Marshall, MI	June 2004
Retail Location Strategy	Salt Lake City, UT	May 2004
Residential Market Potential	Atlanta, GA	April 2004
Retail Market Strategy	Bowie, MD	March 2004
Economic Growth Strategy	Manistique, Schoolcraft Co., MI	March 2004
Downtown Market Study	Grayling, Crawford Co., MI	February 2004
Forensic Research, Analysis	Toledo, OH	January 2004

Curriculum Vitae
 Sharon M. Woods, CRE | NCI | MA | MCP
 Principal, LandUse|USA © 2015

Consulting Projects – 2003

<i>Project Type</i>	<i>Location (Market and State)</i>	<i>Date Completed</i>
Forensic Research, Real Estate	Franklin, Nashville, TN	November 2003
Residential Market Potential	Southgate, MI	September 2003
Retail Market Strategy	Georgetown, Grand Rapids, MI	September 2003
Downtown Market Strategy	Beaverton, MI	September 2003
Retail Market Strategy	Port St. Lucie, FL	July 2003
Retail Market Strategy	Oyster Bay, Long Island, NY	June 2003
Downtown Market Strategy	Glenview, Chicago, IL	April 2003
Urban Redevelopment Strategy	Santurce, San Juan, PR	January 2003

Consulting Projects – 2002

<i>Project Type</i>	<i>Location (Market and State)</i>	<i>Date Completed</i>
Residential Market Potential	Milwaukee, WI	November 2002
Retail Market Strategy	Milwaukee, WI	October 2002
Downtown Market Strategy	Muskegon, MI	October 2002

Sears/Kmart Projects – 2001

<i>Project Type</i>	<i>Location (Market and State)</i>	<i>Date Completed</i>
Nationwide Market Prioritization	Nationwide	December 2001
Montgomery Ward Acquisition	Los Angeles, CA	September 2001
Kmart Market Wide Strategy	Atlanta, GA	July 2001
Kmart Market Wide Strategy	Kansas City, MO-KS	June 2001
Kmart Market Strategy	Mobile, AL	March 2001

Sharon M. Woods, CRE | NCI | MA | MCP
Curriculum Vitae

Macy's/Federated Projects – 2000

<i>Project Type</i>	<i>Location (Market and State)</i>	<i>Date Completed</i>
Bon Marche Expansion Strategy	Spokane, WA	September 2000
Gottchalk's/Lamont's Strategy	Washington and Idaho	April 2000
Mervyn's Market Analysis	Washington, Oregon, Idaho	July 2000
Major Retail Location Analysis	Northwest States	July 2000
Bon Marche Expansion Strategies	Great Falls, Kalispell, MT	May 2000
Bon Marche Furniture Strategies	Portland, OR	July 2000
Rich's Market Strategy	Nashville, TN	July 2000
Rich's Market Strategy	Atlanta, GA	October 2000
Kohl's Impact Analysis	Atlanta, GA	August 2000

Macy's/Federated Projects – 1999

<i>Project Type</i>	<i>Location (Market and State)</i>	<i>Date Completed</i>
ZCMI Acquisition Strategy	Nationwide	September 1999
Emporium Acquisition Strategy	Washington and Idaho	November 1999
Bon Marche Expansion Strategy	Seattle, WA	April 1999
Bon Marche Baseline Sales	Spokane, WA	March 1999
Bon Marche Expansion Strategy	Boise, ID	March 1999
Bon Marche Expansion Strategy	Helena, MT	August 1999
Bon Marche Furniture Strategies	Portland-Vancouver, OR-WA	October 1999
Rich's Expansion Strategy	Atlanta, GA	March 1999

Sharon M. Woods, CRE | NCI | MA | MCP
Curriculum Vitae

Macy's/Federated Projects – 1998

<i>Project Type</i>	<i>Location (Market and State)</i>	<i>Date Completed</i>
Mall Expansion Strategy	Somerset Collection, MI	August 1998
Bon Marche Expansion Strategy	Issaquah, WA	August 1998
Emporium Acquisition Strategy	Washington and Idaho	November 1998
Bon Marche Expansion Strategy	Seattle, WA	April 1998
Bon Marche Baseline Sales	Spokane, WA	March 1998
Bloomington's Market Strategy	New Haven, CT	June 1998
Lazarus Market Strategy	Cincinnati, OH	April 1998
Lazarus Market Strategy	Columbus, OH	January 1998

Macy's/Federated Projects – 1994 – 1997

<i>Project Type</i>	<i>Location (Market and State)</i>	<i>Year Completed</i>
Macy's Expansion Strategy	Wenatchee, WA	1997
Bon Marche Expansion Strategy	Bend, OR	1997
New Mall Feasibility Study	Great Lakes Crossing, MI	1995
Bloomington's Market Analysis	Greater Miami, FL	1996
Bloomington's Market Strategy	Las Vegas, NV	1996
John Wanamaker Acquisition	Philadelphia, PA	1995
Bloomington's Market Strategy	Washington D.C.	1995
Macy's Market-wide Strategy	Greater New York, NY-NJ-CT	1994
Macy's Market-wide Strategy	Greater Boston, MA	1994
Macy's Market-wide Strategy	Greater Rhode Island	1994

Target/Dayton-Hudson Projects – 1990 – 1993

<i>Project Type</i>	<i>Location (Market and State)</i>	<i>Year Completed</i>
Venture Stores Acquisition	Greater Chicago, IL-WI-IN	1993
Target Expansion Strategy	Greater Chicago, IL-WI-IN	1993
Target Market-wide Strategy	Greater Cleveland, OH	1992
Target Market-wide Strategy	Greater Kansas City, KS	1991
Target Stores Market Strategy	Greater Madison, WI	1991
Target Expansion Strategy	Greater Sacramento, CA	1990
Target Expansion Strategy	Greater Milwaukee, WI	1990

Target Market Analysis

www.LandUseUSA.com

target market analysis (TMA)

- ❖ Migration Patterns, Movership Rates
- ❖ Generations – The Millennials
- ❖ Generations – Active Seniors
- ❖ Target Markets – Shopping Preferences
- ❖ Target Markets – Housing Preferences
- ❖ Retail Strategies – Merchant Mix
- ❖ Housing Strategies – Formats, Styles
- ❖ Housing Strategies – Unit Sizes, Prices

other core services

- ❖ Supply-Demand Analysis
- ❖ Gap Modeling
- ❖ Feasibility Studies
- ❖ Land Use Economics
- ❖ Highest-and-Best Use
- ❖ Site Optimization
- ❖ Market Prioritization
- ❖ Location Intelligence
- ❖ Tenant Strategies, Recruitment
- ❖ Retail Sales Forecasting

private-sector clients

- ❖ Private Developers
- ❖ Property Owners
- ❖ Urban Planning Firms
- ❖ Lending Institutions
- ❖ Non-profits, foundations

public-sector clients

- ❖ Downtown Development Authorities
- ❖ Business Improvement Districts
- ❖ Cities, Villages, Townships, Counties
- ❖ Councils of Governments
- ❖ Economic Development Corporations
- ❖ Housing Development Authorities
- ❖ Municipal Planning Departments
- ❖ Municipal Leagues

TARGET MARKET ANALYSIS



LANDUSE | USA





Market Analysis, Location Strategies United States Overview



Market Strategies and Downtown Studies By Location – Upper Midwest States

Indiana and Illinois
 Fishers IN
 South Bend IN
 Merrillville IN
 Valparaiso IN
 Glenview IL
 Downers Grove IL
 Prairie Grove IL
 Orland Park IL



West Michigan Sample Strategies and Assignments

1. Gaines Township MI
Dutton Place Site Assessment
2. Cannon Township
Retail Market Strategy
3. Georgetown Township
Mixed-Use Market Strategy
4. Newaygo County MI
Residential Target Market Analysis
5. City of Wyoming MI
Turn on 28th Retail Strategy
6. City of Walker MI
Retail Market Strategy - Power Center
Standale Mixed Use Market Strategy
7. Portage MI
Portage Road Market Strategy
8. Village of Sparta MI
Downtown Retail Market Strategy
9. Village of Ravenna MI
Downtown Retail Market Strategy
10. Ottawa County MI
County Housing Needs Assessment
11. South Haven MI
Downtown Retention Strategy
12. Niles MI
Corridor Retail Market Strategy
13. Kalamazoo MI
Farmers' Market Strategy
14. Gull Lake MI
Lake Resort Market Strategy
15. Three Oaks MI
Health Center, Sr. Housing Study

Ohio and Kentucky
 Oldham County KY
 Kenton County KY
 Cincinnati OH
 Columbus OH
 Cleveland OH
 Toledo OH
 Sylvania OH



Southwest Michigan
 Cassopolis
 Coldwater
 Battle Creek
 Grand Rapids
 Kalamazoo
 South Haven
 Jackson



Southeast Michigan
 Swartz Creek
 St. Clair
 Midland
 Adrian
 Waterford Twp.
 Howell
 Belleville
 Gibraltar
 Taylor
 Troy

Southeast Michigan
 Dearborn Heights
 Westland
 Auburn Hills
 Birmingham
 Pontiac
 Troy
 Scio Twp.
 Birmingham

Central Michigan
 Midland
 Beaverton
 Grayling
 Roscommon
 Mt. Pleasant
 West Branch
 Jackson
 Perry

Lansing Region
 Lansing Twp.
 East Lansing
 Meridian Twp.
 Bath Twp.
 City of Lansing
 Delta Twp.
 Old Town
 Mason

Ryan E. Griffith, CFM Growing Home Design



BIOGRAPHICAL PROFILE



Ryan Griffith is the founder and Principal of Growing Home Design, a consulting firm focused on market research and analysis; community and urban planning; downtown development strategies; and urban food security systems.

In her 12 years of experience with non-profits and planning, Ryan has accomplished:

- Pre-certification by MSHDA's Community Development Division as a subcontractor on TMA projects throughout Michigan, with full certification anticipated in 2015.
- Certificate of Completion of six MiPlace Placemaking modules through the Governor's Sense of Place Council.
- Market research and analysis in support of several TMA studies currently underway in Southwest Detroit, Washtenaw, Newaygo, and 10 counties in Region 2, Michigan.
- Spatial analysis and mapping of the downslope hazards of steep slope development in western NC, and the creation of a stability index as a tool for safety.
- Creation of the first rural sustainability indicator report and target goals for the Southeast USA.
- Creation and implementation of a transportation and energy survey in a historically low-income neighborhood (in partnership with the City of Asheville, NC).
- Creation of a franchise service agreement for a recycling service on behalf of an environmental advisory board (in NC).
- Implementation for a Greenways Plan on behalf of a County Greenways Commission (in NC).
- Service as a member on several boards, including the Land Use Advisory Committee for GroWNC (a regional planning project); a local Chamber of Commerce; and a Regional Brownfield's Initiative. Service as the Vice-Chair of a local Zoning Board of Adjustments.

NATIONAL AFFILIATIONS

American Planning Association (APA)
National Trust for Historic Preservation (NTHP)
Association of State Floodplain Managers (CFM)

STATE AFFILIATIONS

Michigan Association of Planners (MAP)
West Michigan Sustainable Business Forum (WMSBF)
Master Gardener – Michigan State University

EXPERIENCE

Owner/ Principal (2013 – current)
Growing Home Design – Grand Rapids, MI
Market Analysis, Downtown Development Strategies and Environmental Planning and Design.

Director (2014) – Gourmet Gone Wild – Lansing, MI
Conservation through the local foods movement.

Senior Planner (2013) – Town of Bluffton, SC
Master plan and development plan management.

Project Planner (2012 – 2013)
Michael Griffith Architects – Bluffton, SC
Architectural design assessment and review.

Director (2010 – 2012) – Downtown Marshall Assoc., NC
Economic development through the Main Street program.

ADVANCED EDUCATION

Miplace Placemaking Curriculum (300 Level) – 2014
Certified Floodplain Manager - 2012

Appalachian State University
Master's Degree (MA) – 2012
Geography and Community Planning

Warren Wilson College
Bachelor's Degree of Arts (BA) – 2007
Environmental Policy; Spanish Minor
Study Abroad in Tibet



BIOGRAPHICAL PROFILE



Nathan Long, PhD. founded Lonex Consulting in 2012. He has over 30 years of experience as a successful business executive in many capacities, and most recently as a MSHDA-approved subcontractor to LandUse|USA.

For 15 years Nathan worked as President & CEO of three companies, Bio-Nano Power, Pepex Biomedical, and Central Michigan University Research Corporation, developing broad experience in nanotechnology, biosensors, bioenergy, pharmaceuticals, consumer products, business analytics, healthcare information systems, and new business incubation.

Before taking the helm in general management, Nathan led product development teams that launched over 100 new products as Vice President of R&D at Benckiser Consumer Products, Senior Section Head for the Colgate-Palmolive, and Research Supervisor at BASF/Diversey Wyandotte. Through these positions he has accumulated extensive international field experience.

Nathan also has served on over 10 management boards, including private company and community boards, such as brownfield redevelopment authority, downtown development authority (DDA), economic development corporation (EDC), tax increment finance authority (TIFA) and local development finance authority (LDFA) boards.

Lonex Consulting has been providing professional consulting services for public and private-sector clients since 2012. Today, Lonex specializes in economic feasibility studies, market research, research and development, community and economic development, urban planning, and placemaking.

TENURE W/ STARTUP COMPANIES

Lonex Consulting
Professional Consulting Services
2012 – current; Founder and CEO

Bio-Nano Power
Bionanotechnology
2008 – current; Founder and CEO

Pepex Biomedical
Medical Devices
1995 – 2004; Co-Founder and CEO

TENURE W/ UNIVERSITY RESEARCH

Central Michigan Univ. Research Corp
University Research Corporation
2004 – 2007; President and CEO

TENURE W/ PRIVATE COMPANIES

Benckiser Consumer Products
Research and Development
1988 – 1995; Vice President

Colgate-Palmolive Company
Research and Development
1984 – 1988; Senior Section Head

BASF/Diversey Wyandotte
Research and Development
1979 – 1984; Research Supervisor

ADVANCED EDUCATION

Michigan State University
Doctoral Degree, PhD – 1979
Organic Chemistry

University of Michigan
Bachelor's Degree, BS – 1975
Chemistry

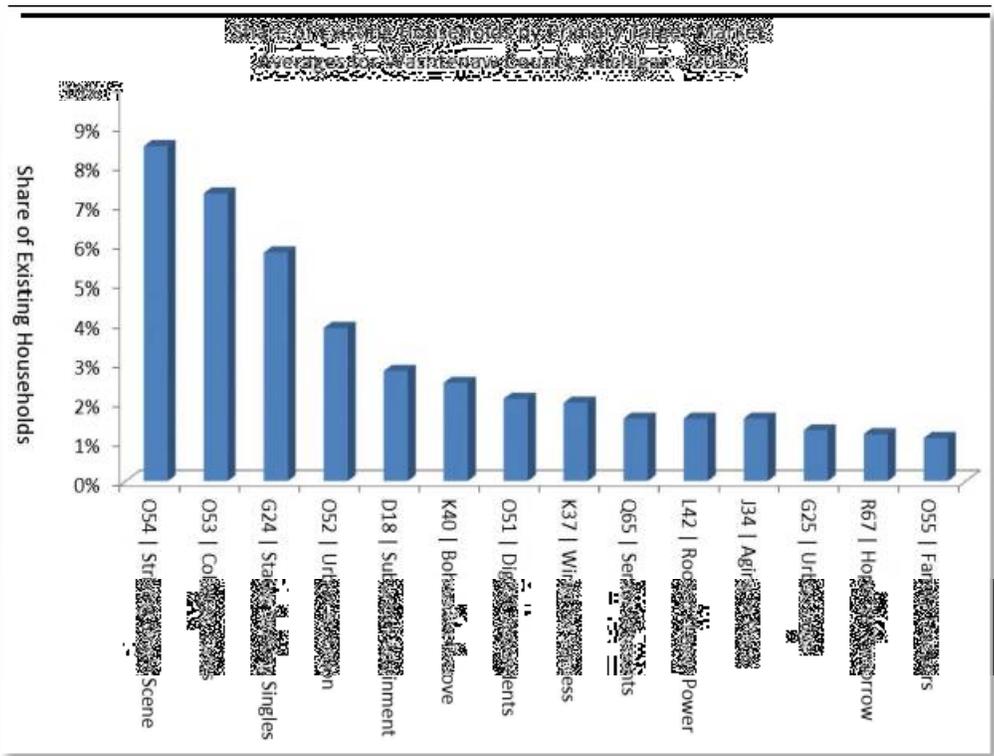


Chart reflects data through December 2014.

Section C Selected References

MSHDA-Approved
TMA Consultant



Mlplace Curriculum Training – Target Market Analysis (2013 – current)
Mlplace Partnership | MSHDA | MSU Land Policy Institute

Description: LandUse | USA and MSHDA have prepared a Target Market Analysis PowerPoint presentation that has been presented at numerous conferences and Mlplace training sessions. This presentation is being used as part of the Mlplace Curriculum Training (2013), and is being used by MSHDA's Community Outreach Specialists (COS) to explain the TMA approach to Michigan's communities. A copy of the presentation is available upon request.

Sponsors

James E. Tischler, AICP
Director, Community Development Division
Michigan State Housing and Development Authority
735 E. Michigan Avenue
Lansing, Michigan 48912
(517) 241-0050
tischlerj@michigan.gov

Mark A. Wyckoff, FAICP
Director, Planning & Zoning Center at MSU
Senior Associate Director, Land Policy Institute
Room 112A, Human Ecology Building
East Lansing, Michigan 48824
(517) 884-7742
wyckoff@landpolicy.msu.edu
wyckoff@pzcenter.msu.edu

Target Market Analysis (commencing October 2014)
The City of Holland, Michigan (and Grand Haven option)

Description: LandUse | USA (contractor) and Lonex Consulting (subcontractor) have been selected as the consultant team to conduct the City of Holland's Target Market Analysis. The City of Grand Haven has also expressed interest in being added to the study, and we expect that the two communities might submit a request for an Addendum to MSHDA for additional matching grant funds. Adding Grand Haven to the Holland study is expected to involve a budget increase of +\$5,000 (assuming a combined market study report and stakeholder meetings). A similar approach could be used by Kinexus to add the City of Holland to its TMA for Benton Harbor and St. Joseph.

Primary Client

Phillip Meyer
City Manager
City of Holland, MI
jvanrav@aol.com
(517) 896-5135

Primary Client

Joel Dye
City Planner
City of Holland, MI
gwhiterealtor@comcast.net
(517) 881-2345

Potential Partner Community

Char Seise
Neighborhood Development Coordinator
20 N. Fifth Street
Grand Haven, MI 49417

Project Budget = \$29,000. + \$5,000. = \$34,000

Target Market Analysis (2013)
Michigan-Grand River Avenue Corridor
The Cities of Lansing and East Lansing, Michigan

Description: LandUse | USA was retained by MSHDA and the Michigan State University to complete a Residential Market Strategy that follows the Target Market Analysis (TMA) approach. The document is now being used to help set a new standard for future TMA in Michigan under MSHDA's TMA program. A copy of the complete study, Workbook, and Guidebook to the Target Markets are available upon request.

School of Planning, Design, and Construction
Michigan State University
Room 101, Human Ecology Building
East Lansing, Michigan 48824

Project Coordinator
James Van Ravensway
jvanrav@aol.com
(517) 896-5135

Developer, Private-Sector Liaison
Gil White, Realtor
gwhiterealtor@comcast.net
(517) 881-2345

Chief Investigator
Roger E. Hamlin, Ph.D., Professor
hamlin@msu.edu
(517) 353.8743

Primary Client
Scott Witter, Ph.D., Director
witter@anr.msu.edu
(517) 432-0704

Project Budget = \$30,000.

Target Market Analysis (2013 – 2014)
Downtown Wyandotte, Michigan

Description: LandUse | USA has been retained to complete a developer-funded Housing Strategy for a specific redevelopment site in downtown Wyandotte. A draft report has been completed and will be delivered to the client at the end of March, 2014. A copy can be made available upon request and with prior approval from the client.

Developer Liaison

Joseph M. Voszatka, Owner
SMOOTH Development, LLC
3166 Van Alstyne Street
Wyandotte, Michigan 48192
(734) 301-1282
jmvoszatka@smoothdevelopment.com
jmvoszatka@wyan.org

Primary Client

Anthony J. Lo Duca, Project Manager
MJC Companies
46600 Romeo Plank
Macomb Township, Michigan 48044
(734) 250-3768
aloduca@buildtechsolutions.com

Budget = \$18,000.

Target Market Analysis (2014)
The City of Onaway, Michigan

Description: LandUse | USA has been retained to complete a Target Market Analysis for the Iron One Educational Foundation, a non-profit entity of Moran Iron Works. Moran Iron Works is interested in creating 30 new jobs each year over the next few years, which is significant for this small market of about 850 residents.

The study objectives include developing a residential market strategy that will encourage local developers to invest in new projects designed to meet the needs of the new workers. This study will be completed by month-end July 2014. Draft materials have been prepared and are available upon request.

Primary Client

Marilyn Kapp Moran
Public Relations, Special Projects
Iron One Educational Foundation
(989) 733-2011
marilyn@moraniron.com

Budget = \$20,000.

Target Market Analysis (2014)
Downtown Jackson, Michigan

Description: LandUse | USA has been retained to complete a Target Market Analysis for the City of Jackson and its Downtown Development Authority. Downtown Jackson is in the preparing a new comprehensive plan; and many of its downtown employers (like Consumers Energy) are creating new jobs with opportunities for white collar professionals. However, there is a serious absence of quality downtown housing, and also an absence of placemaking amenities needed to attract skilled workers into the downtown.

The study objectives include developing a residential market strategy that will encourage local developers to invest in new projects designed to meet the needs of the new workers. This study will be completed by month-end July 2014. Draft materials have been prepared and are available upon request.

Primary Client

Jonathan Greene
Executive Director, DDA
City of Jackson, Michigan
(517) 768-6456
JGreene@cityofjackson.org

Patrick H. Burtch
City Manager
City of Jackson, Michigan
(517) 788-4035
PBurtch@cityofjackson.org

Budget = \$30,000.

Target Market Analysis (2014)
Fremont, Newaygo, Grant, White Cloud, and Hesperia
Newaygo County, Michigan

Description: LandUse | USA has been retained to complete a Target Market Analysis for Newaygo County and its five partner communities, including Grant, Newaygo, Fremont, Hesperia, and White Cloud. Many of the households in the Newaygo County are low-to-moderate income workers. They tend to be young, single renters with high movership rates, and struggling to get by in small urban communities.

At the other end of the spectrum, the county also includes many households who are affluent owners, many of them with two homes (including a second home in Florida, Arizona, Chicago, etc.) These also tend to be older generations, early retirees, empty nesters, and active seniors. Although they have higher expenditure potential on homes, they are less likely to live in urban places and also have relatively low movership rates.

The study objectives include measuring the magnitude of development opportunity in the urban communities, with a special focus on the downtown districts. Draft materials have been prepared and are available upon request.

Primary Client
Paul Wishka
Division Director
TrueNorth Comm. Services
(231) 924-0641 x133

Primary Client
Veronica Turien
Program Manager
True North Comm. Services
(231) 924-0641 x132

Budget = \$30,000.

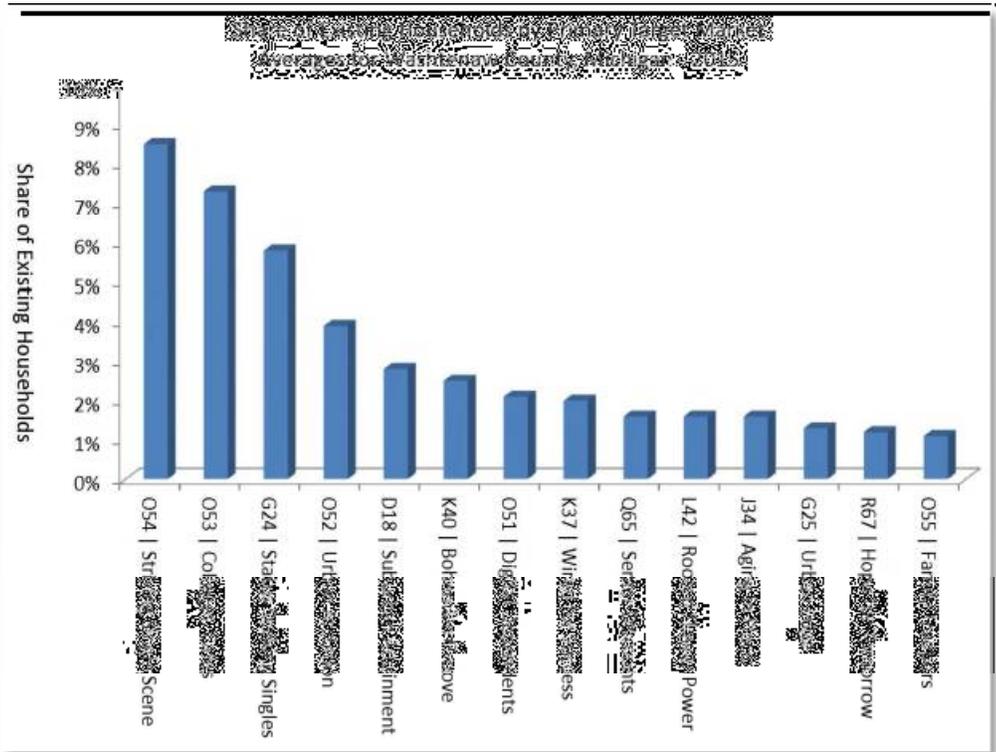


Chart reflects data through December 2014.

Section D Financial Good Standing

MSHDA-Approved
TMA Consultant





Department of Licensing and Regulatory Affairs

Lansing, Michigan

This is to Certify That

LANDUSE/USA, LLC

was validly organized on June 5, 2008 as a Limited Liability Company. Said Limited Liability Company is validly in existence under the laws of this state and has satisfied its annual filing obligations.

This certificate is issued pursuant to the provisions of 1993 PA 23, as amended, to attest to the fact that the company is in good standing in Michigan as of this date.

This certificate is in due form, made by me as the proper officer, and is entitled to have full faith and credit given it in every court and office within the United States.

*In testimony whereof, I have hereunto set my hand,
in the City of Lansing, this 22nd day of July, 2014*



Alan J. Schefke, Director
Corporations, Securities & Commercial Licensing Bureau

GOLD SEAL APPEARS ONLY ON ORIGINAL

Michigan Department of Labor & Economic Growth

Filing Endorsement

***This is to Certify that the CERTIFICATE OF AMENDMENT TO THE ARTICLES OF ORG.
for
LANDUSE***

ID NUMBER: E0977K

***received by facsimile transmission on June 6, 2008 is hereby endorsed
Filed on June 9, 2008 by the Administrator.***

***The document is effective on the date filed, unless a
subsequent effective date within 90 days after
received date is stated in the document.***

***In testimony whereof, I have hereunto set my
hand and affixed the Seal of the Department,
in the City of Lansing, this 9TH day
of June, 2008.***



, Director

Bureau of Commercial Services

Page 146 of 185

FLINTOFF & KLEIN

CERTIFIED PUBLIC ACCOUNTANTS
2149 JOLLY ROAD, SUITE 500
OKEMOS, MICHIGAN 48864
TELEPHONE (517) 347-0330
FAX (517) 347-0811

MICHAEL S. FLINTOFF, C.P.A.
KENNETH J. KLEIN, C.P.A.
JOAN J. LATIMER, E.A.

September 25, 2014

Ms. Stacy Neidlinger
Kinexus Procurement
499 W Main Street
Benton Harbor, MI 49022

Dear Ms. Neidlinger:

I am writing to you at the request of Ms. Sharon Woods.

The purpose of this letter is to confirm that I prepared the 2013 corporate income tax returns of LandUse Usa, LLC (LUU), that Ms. Woods is 100% owner, and delivered these returns to the owner for review and approval before filing it electronically with the Internal Revenue Service (IRS) and, if required, the State of Michigan. In addition, to my knowledge, Ms. Woods and LUU does not have prior tax liabilities and remits income and payroll tax payments timely based on current year projected activity.

For the year above, the LUU owner provided the firm with a signed and dated copy of IRS Form 8879, which includes a declaration that they examined a copy of their electronic income tax return and accompanying schedules and statements for that tax year and declared that it is true, correct and complete to the best of their knowledge.

DISCLAIMERS:

These returns were prepared from information furnished to our firm by the LUU owner. This information was neither audited nor reviewed by me, and I make no representation nor provide any assurance regarding the accuracy and completeness of this information, or the sufficiency of these tax returns, as they relate to your decision to extend credit to, or make any other determination regarding, Ms. Woods or any other persons or entities.

Ms. Neidlinger
September 25, 2014
Page 2

I prepared LUU's tax returns in accordance with applicable tax law and regulations, and guidance by IRS and State of Michigan, solely for filing with the tax authorities. They are not intended to benefit or influence any third party, either to obtain credit or for any other purpose. As a result, the tax returns do not represent any assessment on our firm's part as to their creditworthiness, and does not include any statement of their financial position or income and expense for the year 2013 in accordance with generally accepted accounting principles, and should not be construed to do so.

As you know, a credit decision, or any other determination for which this information might be used, should be based upon the exercise of due diligence in obtaining and considering multiple factors and information. Any use by you of LUU's 2013 federal income tax returns and this letter is solely a matter of your responsibility and judgment.

Sincerely,

A handwritten signature in black ink that reads "Joshua Girth CPA". The signature is written in a cursive style with a large initial 'J' and 'G'.

Joshua Girth, CPA
Flintoff & Klein

cc: Ms. Woods

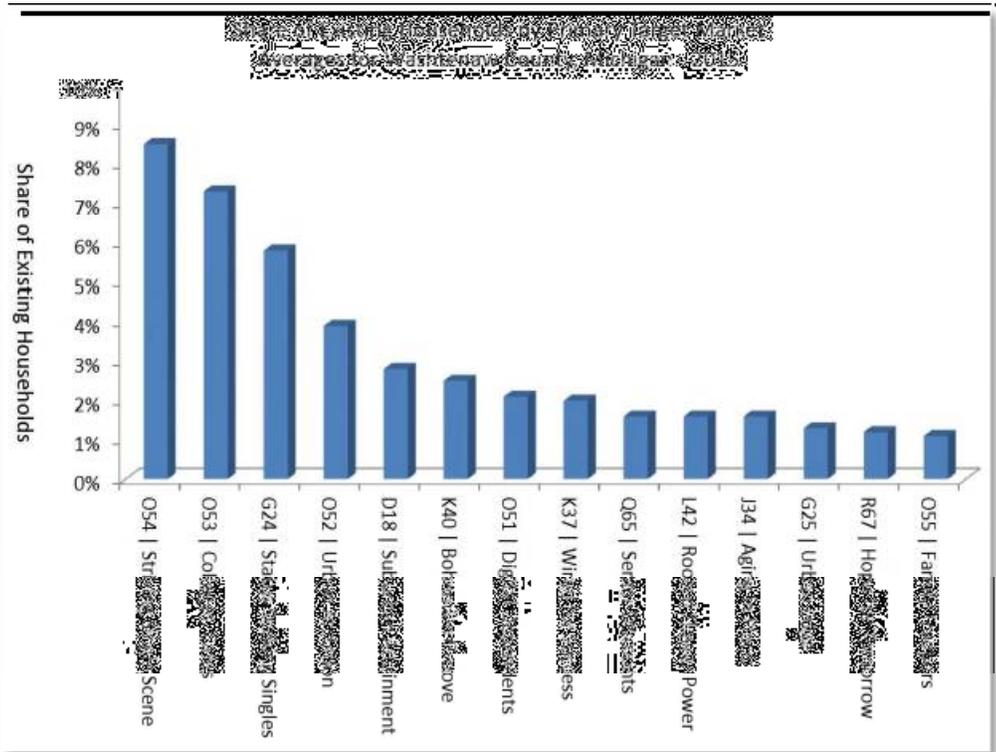


Chart reflects data through December 2014.

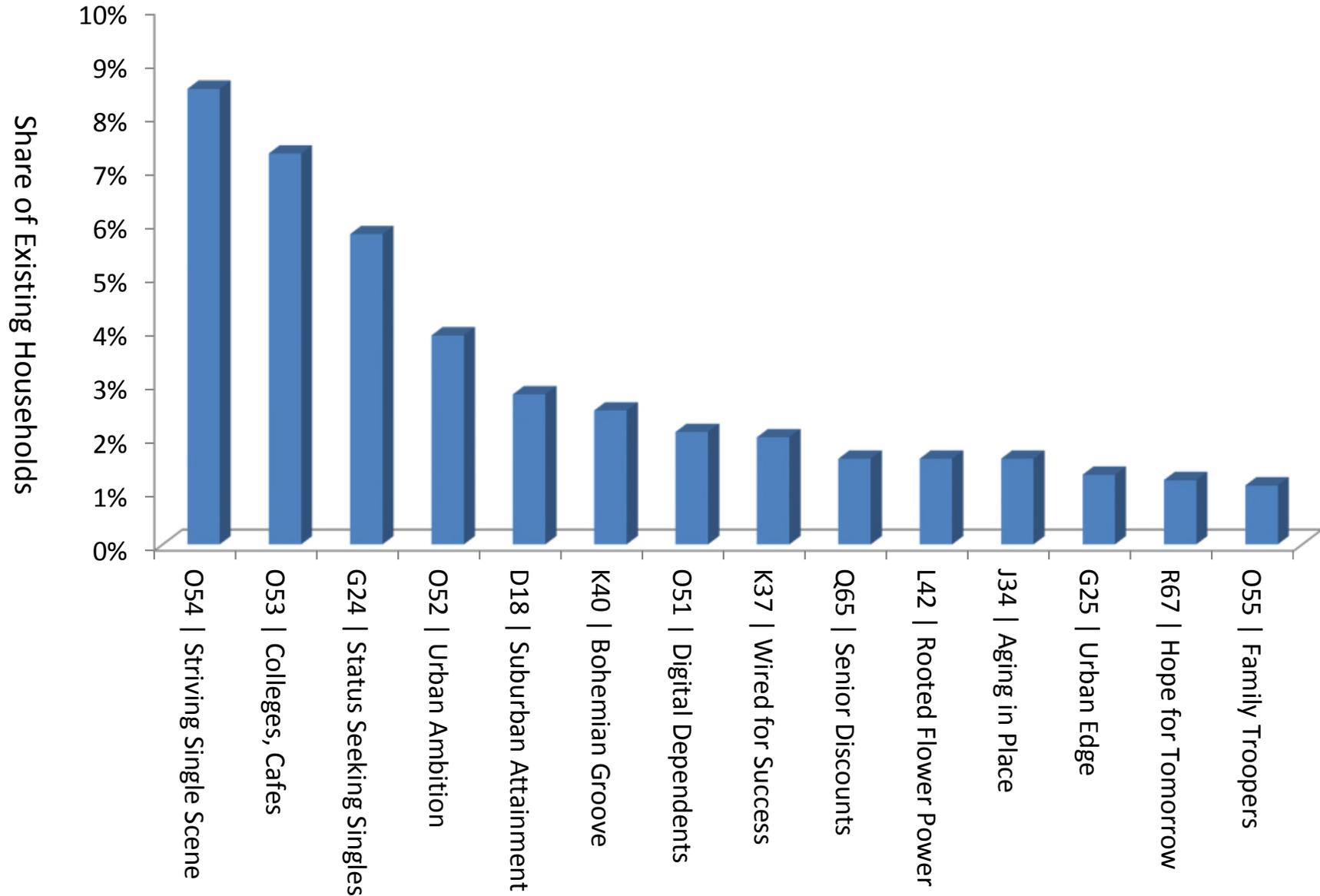
Section E Work Sample (excerpt)

MSHDA-Approved
TMA Consultant



LandUse | USA

Share of Existing Households by Primary Target Market Averages for Washtenaw County, Michigan - 2015

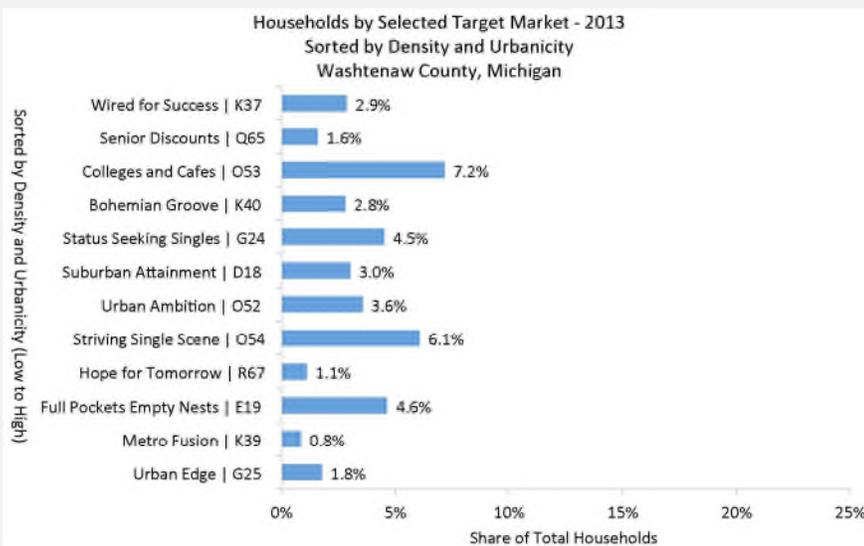


Target Market Analysis

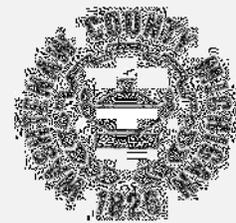
Washtenaw County

Michigan

September 26, 2014



Prepared for:



Prepared by:



In collaboration with:

SMITHGROUP JJR



Acknowledgements

Washtenaw County, Michigan

Paul Montagno, AICP
Sustainable Communities Coordinator

Nathan Voght
Economic Development Specialist

Stephen Wade
Management Analyst

Target Market Analysis Consultant Team

Sharon M. Woods, MA, CRE
Principal, LandUse|USA

Ryan E. Griffith, MA, CFM
TMA Consultant, Market Analyst

In Collaboration with:

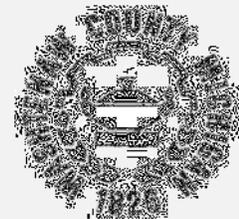
Smith Group JJR
Cheryl Zuellig, RLA
Alicia Adams

LSL Planning/SAFEbuilt
Brad Strader, AICP
Kathleen Duffy, AICP



Project Support

Prepared for:



Prepared by:



In Collaboration with:

SMITHGROUP JJR



Washtenaw County, Michigan Target Market Analysis

Table of Contents

Section	Workbook Section
--	Workbook Narrative
A	Washtenaw County Map
B	The Target Markets
C	Market Parameters Supply/Demand
D	Migration Patterns
E	Movership Rates
F	Employment

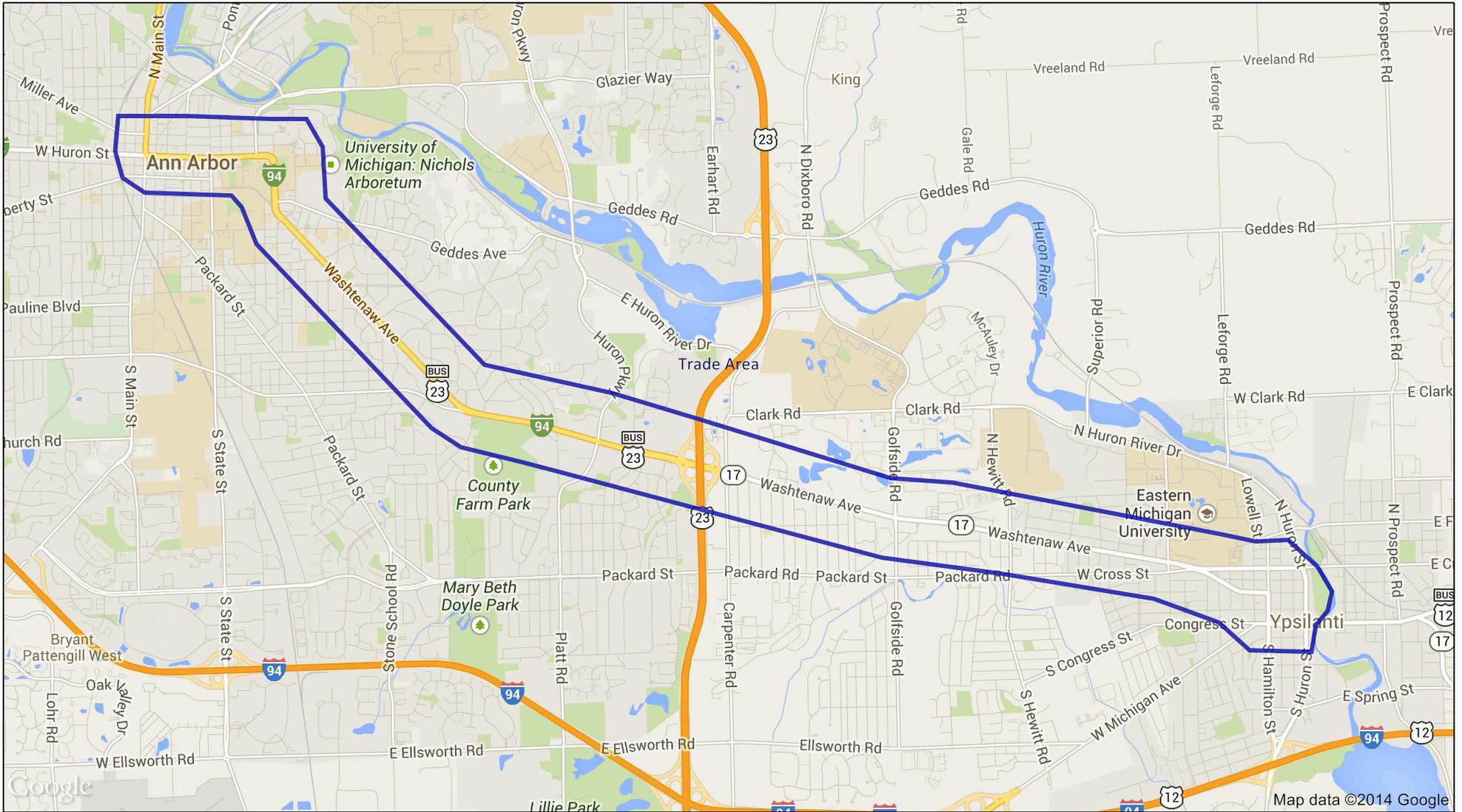
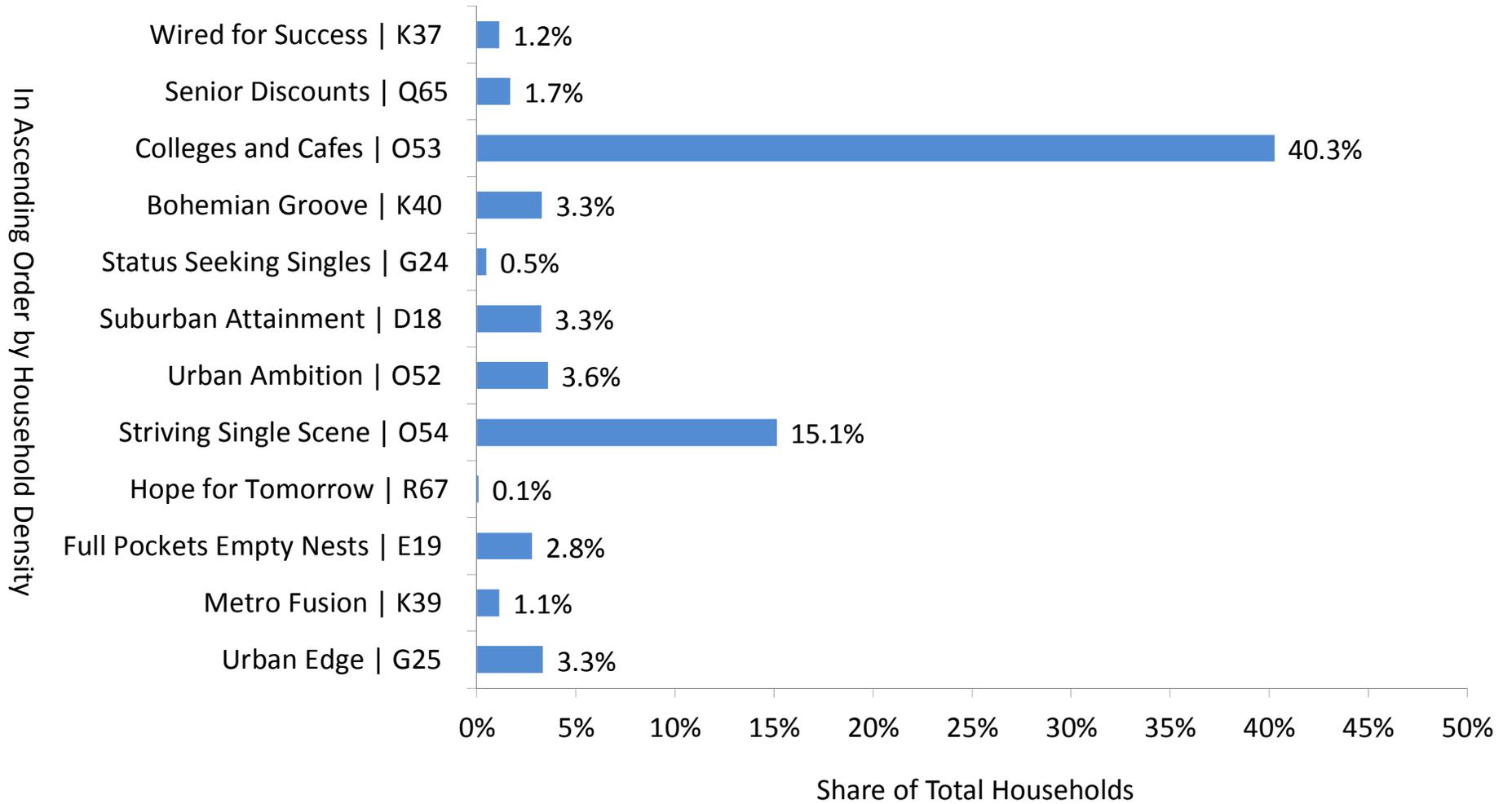


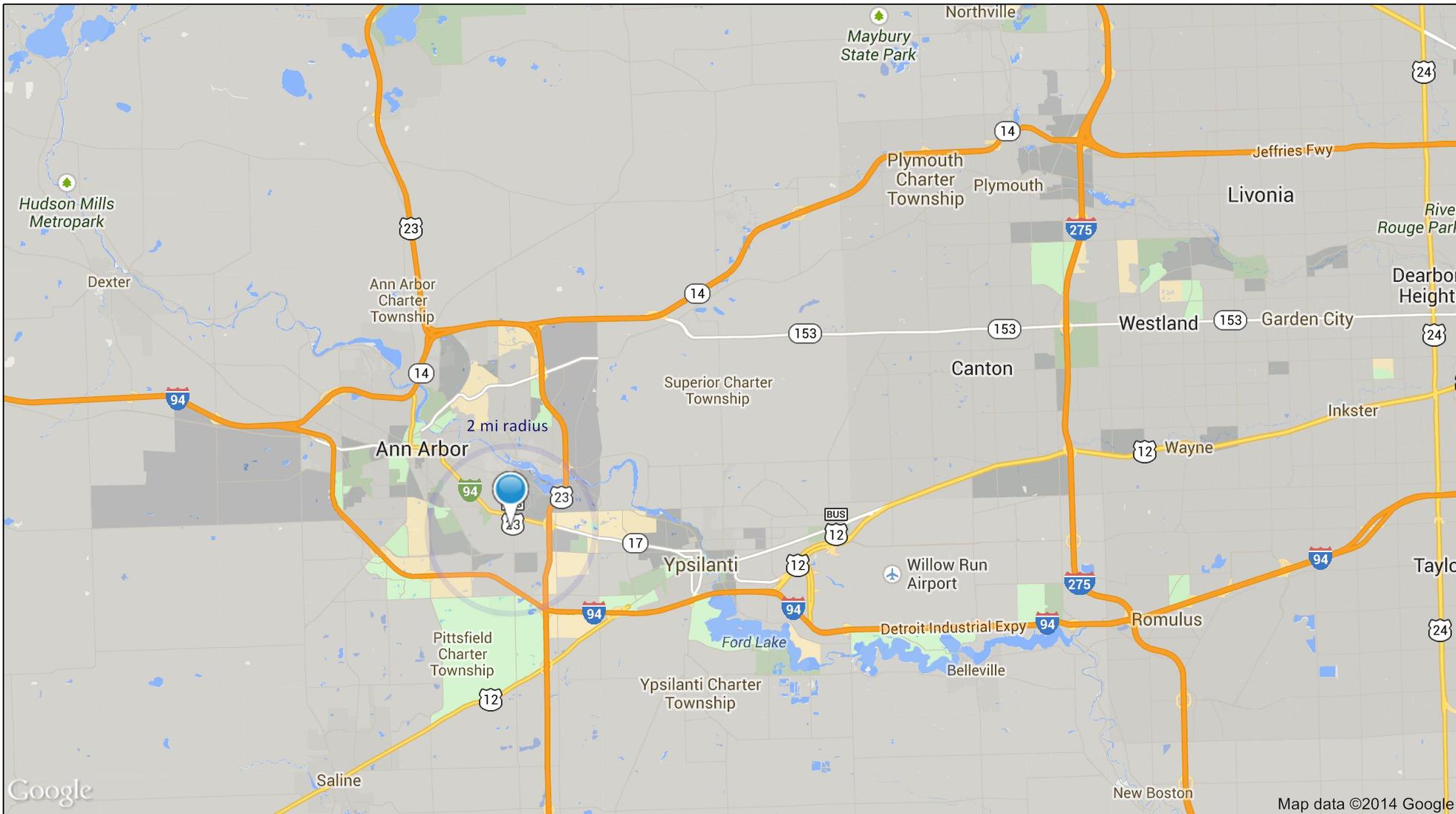
Exhibit A.1
Overview Map
Washtenaw Avenue Corridor
Washtenaw County, Michigan

Households by Selected Target Market - 2013
 8 Mile Corridor along Washtenaw Avenue
 Washtenaw County, Michigan

Exhibit A.2



Source: Underlying data provided by Experian; powered by Sites|USA. Data analysis and exhibit prepared by LandUse|USA with all rights reserved ©2014.



O54 Striving Single Scene

By Block Groups

- 250 or more
- 100 to 250
- 50 to 100
- 10 to 50
- Less than 10

Exhibit A.3

**Distribution of Selected Target Market
Washtenaw County, Michigan - 2013**

O54 | Striving Single Scene

Geography: Big cities throughout the South and West, and close to the urban action.

Age: 20-somethings; and over 90 percent are younger than 35 years of age.

Housing Format: Nearly all are living in older apartment buildings, in the city. Their units are compact and located in low-rise and high-rise buildings built between 1960 and 1990. Many of the buildings are dilapidated.

Housing Tenure: Nearly all (96%) are renters.

Movership: This group has high movership rates partly motivated by an ongoing search for better jobs and larger apartments. The majority just moved in during the last year, and 80 percent have stayed at the same address for fewer than three years.

Family Composition: This group has the highest percent of singles in the nation, usually deferring marriage and families until they have advanced farther in their careers. A whopping 95 percent are single; and nearly 90 percent have never been married and do not have children.

Education: They tend to be well-educated, and nearly three-quarters have gone to college. They also like taking adult education courses to improve their skills in painting, photography, and aerobics and yoga (while also making new friends).

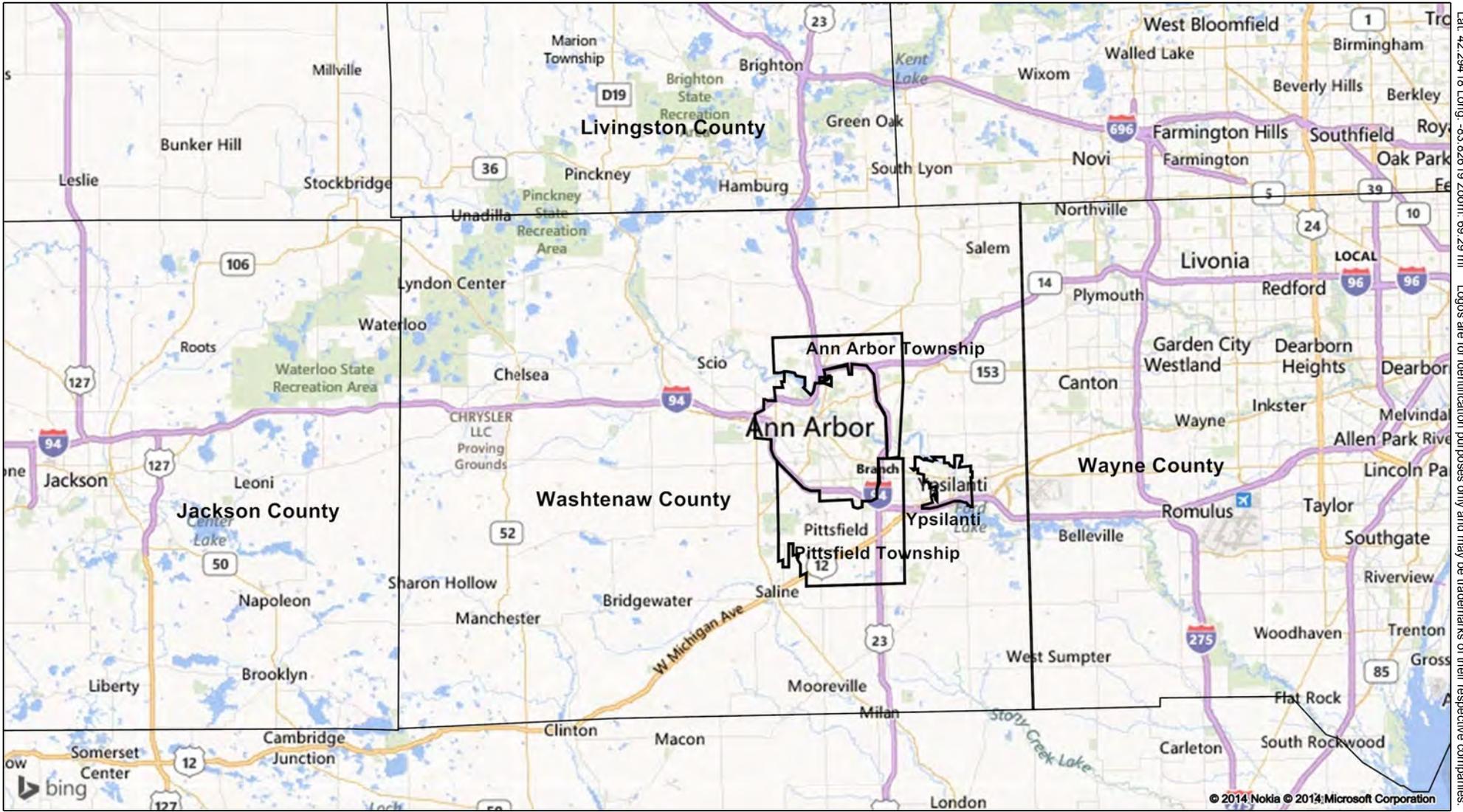
Jobs and Work: Tend to be employed in entry-level sales and service-sector jobs, including jobs in construction, public administration, health care, and professional services. They are an ambitious bunch and self-described workaholics, spending a lot of time on their careers to advance as quickly as possible. Many are already talking about starting their own businesses.

Income: Many are concerned with paying down their student loans and car loans, and aren't thinking about saving for retirement.

Mobility: Few own cars, but they are happy to walk or take public transportation.

Leisure: If they have time after work to relax at home, they choose carefree activities like reading a book; downloading books/music/videos/games; and cooking with friends. They are also active in the dating scene.

Retail Shopping: They tend to frequent bars, restaurants, health clubs, movie theaters, and other entertainment venues like concerts. They can't afford high-end stores, but they will bypass the discount stores in preference for the latest, in-season fashions. They surf the malls and mainstream apparel stores for sales and bargains. They also like the latest trends in everything from health food to electronic devices. They can be impulsive in the retail stores, but have also fully integrated the internet for entertainment and planned shopping excursions.



Lat: 42.294 18 Long: -83.82619 Zoom: 69.29 mi Logos are for identification purposes only and may be trademarks of their respective companies.

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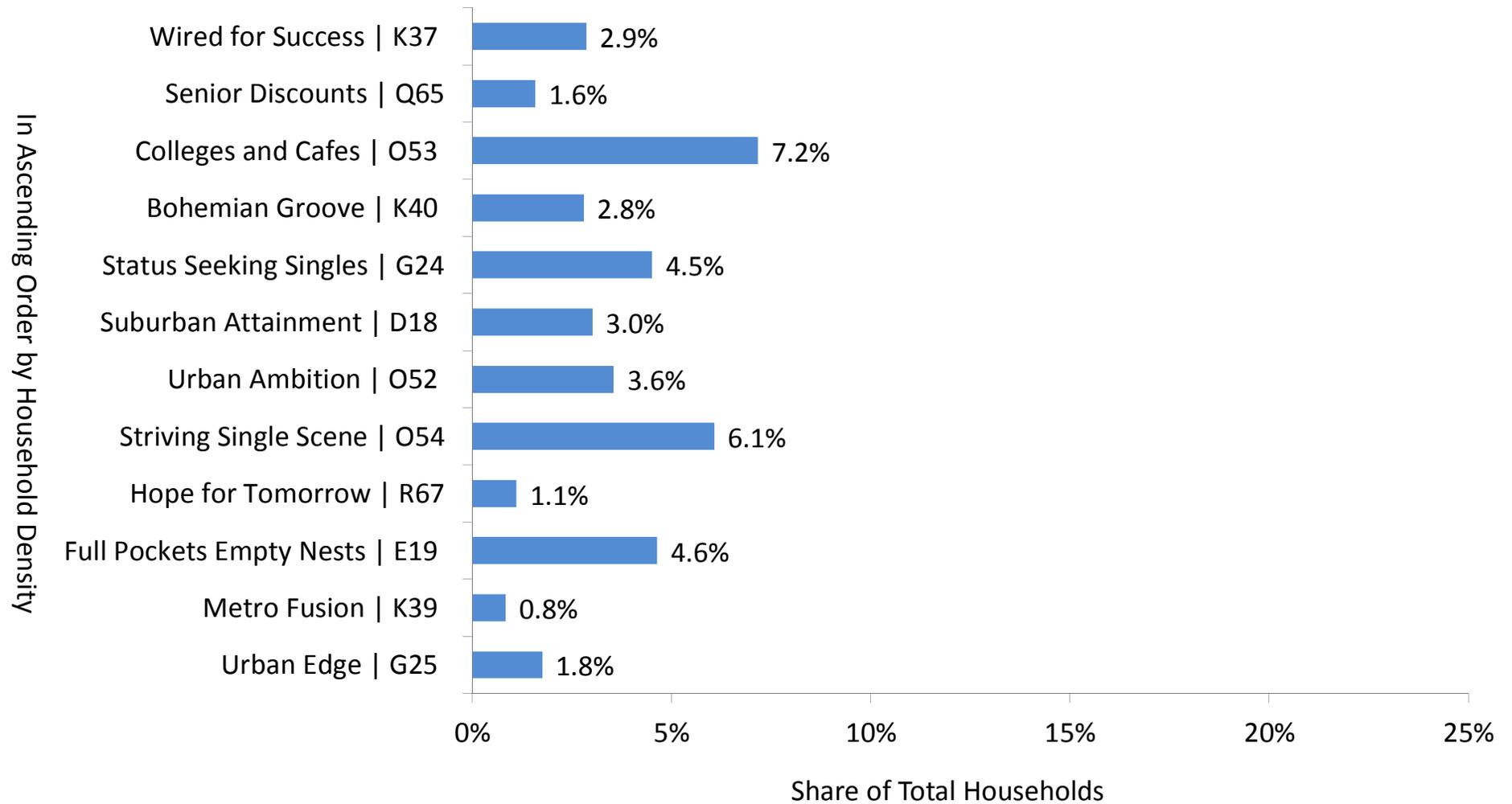
Overview Map Washtenaw County, Michigan

Exhibit A.1

This map was produced using data from private and government sources deemed to be reliable. The information herein is provided without representation or warranty

Households by Selected Target Market - 2013 Washtenaw County, Michigan

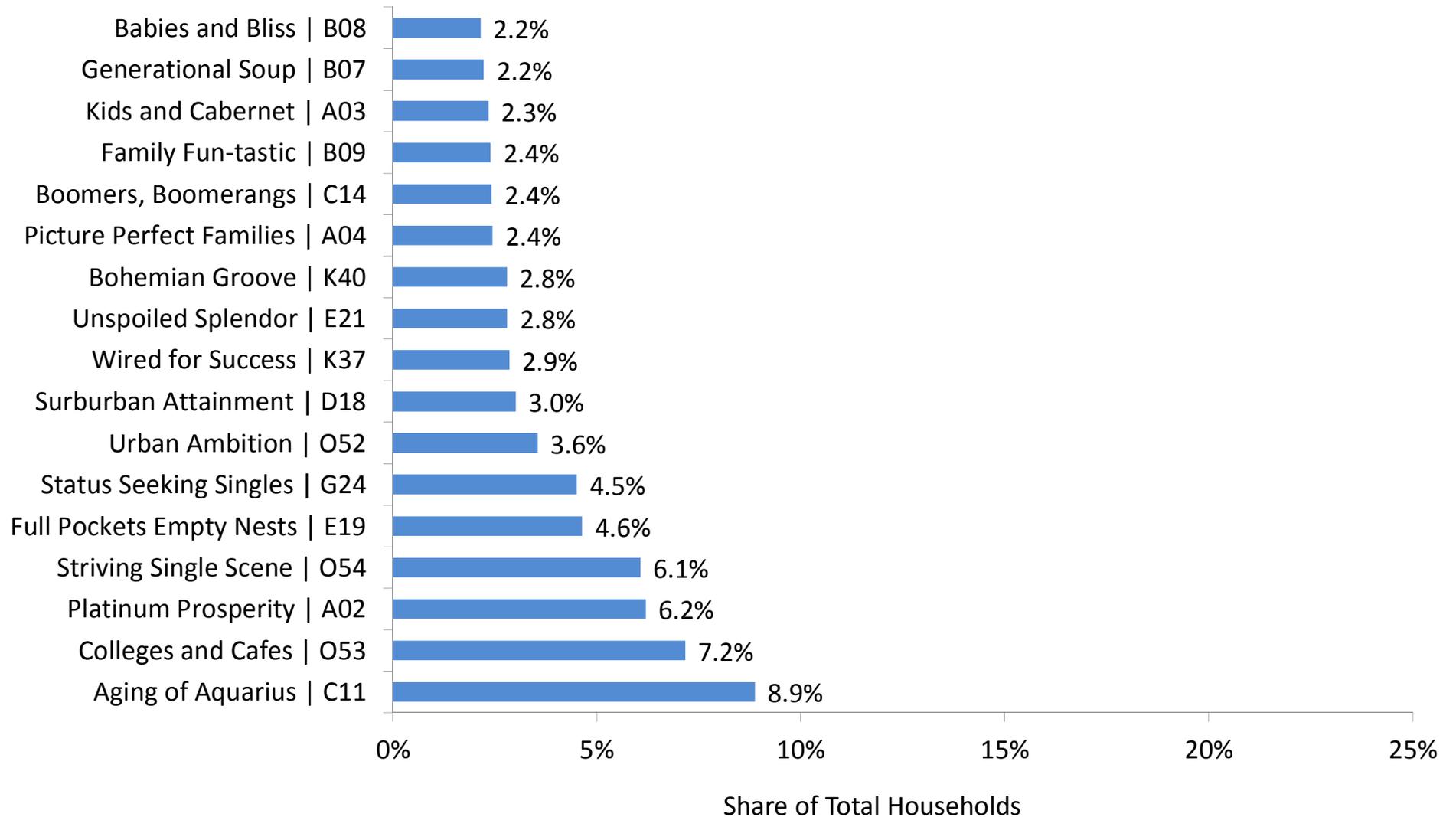
Exhibit B.2



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Households by Most Prevalant Lifestyle Clusters - 2013 Washtenaw County, Michigan

Exhibit B.1



Source: Underlying data provided by Experian; powered by Sites|USA. Data analysis and exhibit prepared by LandUse|USA in collaboration with the SmithGroup/JJR and LSL Planning with all rights reserved ©2014.

Selected Demographics by Lifestyle Clusters
Washtenaw County, Michigan - 2013

Exhibit B.3

	Lifestyle Cluster (Household)	Wash-	Number of Hhlds.	Med. Hhld. Inc.	Med. Home Value	Med. Contract Rent	Share in 1 unit (house)	Share	Share	Share in	Share Owner Occ.	Share Renter Occ.	Density Index	Head of Hhld.'s Avg. Age
		tenaw Co. Share of Hhlds.						in 2 - 4 Unit Bldgs.	in 5 - 9 Unit Bldgs.	10 + Unit Bldgs.				
1	Aging of Aquarius C11	8.9%	12,461	\$79,431	\$234,499	\$942	97.7%	1.1%	1.3%	0.0%	98.8%	1.0%	0.89	61
2	Colleges and Cafes O53	7.2%	10,065	\$28,929	\$163,843	\$542	43.3%	16.8%	11.9%	28.1%	24.9%	58.4%	1.08	41
3	Platinum Prosperity A02	6.2%	8,702	\$141,280	\$333,976	\$1,357	96.4%	1.4%	2.0%	0.3%	98.1%	1.5%	0.92	61
4	Striving Single Scene O54	6.1%	8,523	\$26,641	\$141,082	\$537	1.6%	5.2%	5.3%	87.9%	3.1%	95.7%	1.15	31
5	Full Pockets Empty Nests E19	4.6%	6,515	\$55,378	\$239,372	\$755	47.9%	14.5%	11.5%	26.2%	84.2%	7.9%	1.19	59
6	Status Seeking Singles G24	4.5%	6,337	\$48,868	\$186,635	\$729	82.3%	7.2%	8.0%	2.6%	75.8%	5.8%	1.10	41
7	Urban Ambition O52	3.6%	4,987	\$31,186	\$118,635	\$555	36.2%	29.2%	21.1%	13.6%	6.4%	79.0%	1.13	41
8	Suburban Attainment D18	3.0%	4,232	\$50,997	\$146,016	\$760	92.9%	4.8%	2.0%	0.4%	94.5%	1.8%	1.10	52
9	Wired for Success K37	2.9%	4,016	\$43,229	\$192,572	\$672	10.1%	19.8%	20.6%	49.4%	9.5%	82.6%	1.03	44
10	Unspoiled Splendor E21	2.8%	3,941	\$48,688	\$170,753	\$733	97.4%	1.3%	1.3%	0.0%	97.6%	1.8%	0.58	60
11	Bohemian Groove K40	2.8%	3,928	\$28,840	\$140,100	\$563	19.7%	29.9%	25.4%	25.0%	11.4%	78.4%	1.10	52
12	Picture Perfect Families A04	2.4%	3,435	\$109,849	\$260,577	\$1,130	98.1%	0.6%	1.1%	0.0%	98.6%	1.3%	0.87	52
13	Boomers, Boomerangs C14	2.4%	3,405	\$58,184	\$186,720	\$838	98.0%	0.9%	1.0%	0.1%	98.4%	1.1%	0.83	57
14	Family Fun-tastic B09	2.4%	3,368	\$70,462	\$186,960	\$911	96.9%	1.6%	1.5%	0.0%	96.8%	1.8%	0.99	49
15	Kids and Cabernet A03	2.3%	3,292	\$130,000	\$351,861	\$1,251	98.0%	0.5%	1.3%	0.1%	98.9%	1.0%	0.89	46
16	Generational Soup B07	2.2%	3,130	\$78,773	\$266,605	\$924	97.8%	0.9%	1.2%	0.0%	98.4%	1.4%	0.89	53
17	Babies and Bliss B08	2.2%	3,026	\$69,345	\$213,024	\$899	97.9%	0.6%	1.3%	0.0%	98.4%	1.3%	0.87	43
18	Couples with Clout A05	2.0%	2,776	\$104,117	\$271,443	\$1,059	95.6%	1.6%	2.5%	0.3%	96.1%	2.5%	0.97	43
19	Silver Sophisticates C13	1.9%	2,640	\$68,254	\$306,655	\$821	95.6%	2.0%	2.2%	0.1%	96.5%	2.3%	0.99	63
20	Urban Edge G25	1.8%	2,469	\$49,187	\$248,557	\$692	4.2%	17.1%	13.7%	65.1%	18.4%	77.5%	1.51	41
21	American Royalty A01	1.7%	2,414	\$132,536	\$504,960	\$1,168	97.0%	1.2%	1.6%	0.3%	97.5%	1.9%	0.90	55
22	Aging in Place J34	1.7%	2,371	\$54,734	\$155,785	\$765	98.9%	0.7%	0.5%	0.0%	99.3%	0.6%	0.96	71
23	Fast Track Couples F22	1.7%	2,365	\$51,422	\$180,404	\$756	96.7%	1.2%	1.9%	0.3%	93.1%	2.8%	0.90	32
24	Rooted Flower Power L42	1.6%	2,305	\$36,875	\$129,613	\$648	90.7%	4.1%	3.5%	1.6%	91.9%	4.1%	1.03	60
25	Sports Utility Families D15	1.6%	2,279	\$62,514	\$182,768	\$852	97.8%	0.7%	1.3%	0.0%	97.5%	1.7%	0.69	46

Source: Underlying data by Experian Decision Analytics; analysis and exhibit prepared by LandUse|USA © 2014.

Exhibit B.4

Selected Demographics by Lifestyle Clusters
Washtenaw County, Michigan - 2013

	Lifestyle Cluster (Household)	Wash-	Number of Hhlds.	Med. Hhld. Inc.	Med. Home Value	Med. Contract Rent	Share in 1 unit (house)	Share	Share	Share in	Share Owner Occ.	Share Renter Occ.	Density Index	Head of Hhld.'s Avg. Age
		tenaw Co. Share of Hhlds.						in 2 - 4 Unit Bldgs.	in 5 - 9 Unit Bldgs.	10 + Unit Bldgs.				
26	Senior Discounts Q65	1.6%	2,222	\$19,922	\$112,672	\$443	0.0%	2.8%	2.3%	94.8%	16.1%	76.5%	1.05	73
27	Stockcars and State Parks I30	1.5%	2,095	\$45,974	\$150,362	\$726	97.4%	1.2%	1.3%	0.0%	96.1%	2.6%	0.50	51
28	Reaping Rewards Q62	1.4%	1,941	\$34,666	\$206,939	\$600	78.2%	7.3%	6.9%	7.6%	91.2%	6.0%	0.92	76
29	No Place Like Home E20	1.4%	1,922	\$48,144	\$154,307	\$750	96.7%	1.5%	1.7%	0.1%	96.5%	2.3%	0.90	49
30	Birkenstocks, Beemers H27	1.3%	1,829	\$47,045	\$202,604	\$720	94.3%	2.3%	3.2%	0.3%	90.7%	4.5%	0.82	54
31	Digital Dependents O51	1.1%	1,607	\$29,736	\$123,393	\$597	88.3%	5.2%	5.3%	1.2%	61.9%	21.0%	0.92	31
32	Full Steam Ahead O50	1.1%	1,602	\$35,331	\$117,800	\$571	0.4%	1.9%	2.5%	95.3%	1.0%	97.7%	1.06	43
33	Hope for Tomorrow R67	1.1%	1,552	\$16,149	\$68,331	\$435	46.3%	34.8%	18.3%	0.6%	1.0%	82.4%	1.17	40
34	Blue Collar Comfort I31	0.9%	1,300	\$41,953	\$114,966	\$701	97.2%	1.4%	1.1%	0.3%	96.3%	2.6%	1.01	49
35	Metro Fusion K39	0.8%	1,179	\$36,967	\$169,511	\$613	8.2%	9.5%	9.4%	72.8%	19.6%	74.2%	1.31	46
36	Rolling the Dice P56	0.8%	1,063	\$31,913	\$105,516	\$606	91.8%	4.6%	2.9%	0.7%	70.7%	9.4%	1.10	47
37	Family Troopers O55	0.7%	1,026	\$26,104	\$122,470	\$555	18.0%	24.8%	21.4%	35.8%	0.7%	93.0%	0.99	30
38	Families Matter F23	0.6%	852	\$41,949	\$141,849	\$702	96.5%	1.3%	1.8%	0.4%	87.9%	6.1%	0.83	35
39	Countrified Pragmatics N47	0.6%	776	\$31,868	\$119,656	\$605	95.5%	1.7%	2.3%	0.5%	80.9%	8.4%	0.64	48
40	Rural Southern Bliss N48	0.5%	712	\$28,638	\$85,397	\$571	97.4%	1.3%	1.2%	0.0%	80.1%	5.4%	0.73	50
41	Hard Times S71	0.5%	648	\$17,090	\$118,770	\$408	2.4%	5.4%	3.7%	88.5%	3.1%	94.3%	1.22	59
42	Urban Survivors S69	0.4%	601	\$20,654	\$68,704	\$496	92.9%	5.0%	2.1%	0.0%	66.0%	15.1%	1.10	55
43	Town Elders Q64	0.4%	569	\$19,894	\$110,078	\$503	95.2%	2.4%	2.1%	0.4%	95.6%	3.1%	0.85	75
44	Destination Recreation H29	0.4%	510	\$39,716	\$148,096	\$669	94.5%	2.1%	2.8%	0.5%	81.2%	8.5%	0.85	44
45	Dare to Dream R66	0.4%	496	\$22,061	\$84,394	\$503	39.5%	38.3%	21.5%	0.6%	3.0%	76.8%	1.13	41
46	Cul de Sac Diversity D17	0.3%	461	\$52,180	\$184,232	\$790	97.2%	1.2%	1.5%	0.0%	92.9%	3.4%	0.99	44
47	Booming and Consuming L41	0.3%	409	\$37,577	\$181,001	\$634	86.6%	5.0%	6.2%	2.2%	80.5%	12.4%	0.83	58
48	Cosmopolitan Achievers B10	0.3%	369	\$69,899	\$314,365	\$863	89.1%	5.5%	4.3%	1.2%	91.9%	4.2%	1.21	51
49	Settled and Sensible J36	0.2%	281	\$30,483	\$72,271	\$599	96.0%	2.5%	1.4%	0.0%	96.6%	2.3%	0.97	61
50	Diapers, Debit Cards M45	0.2%	221	\$28,424	\$69,964	\$590	93.9%	3.6%	2.3%	0.4%	61.4%	20.7%	0.97	38

Exhibit B.5

Selected Demographics by Lifestyle Clusters
Washtenaw County, Michigan - 2013

		Wash- tenaw Co.		Med.	Med.	Share in	Share	Share	Share in	Share	Share		Head of
Lifestyle Cluster (Household)	Share of Hhlds.	Number of Hhlds.	Med. Hhld. Inc.	Home Value	Contract Rent	1 unit (house)	in 2 - 4 Unit Bldgs.	in 5 - 9 Unit Bldgs.	10 + Unit Bldgs.	Owner Occ.	Renter Occ.	Density Index	Hhld.'s Avg. Age
51 Settled in Suburbia D16	0.2%	211	\$58,523	\$248,184	\$811	96.6%	2.1%	1.2%	0.0%	98.1%	1.5%	1.03	52
52 Enduring Hardships S70	0.1%	196	\$15,985	\$103,063	\$447	9.3%	26.6%	25.4%	38.7%	1.0%	97.3%	0.82	47
53 Rural Escape J35	0.1%	137	\$31,942	\$151,801	\$581	96.8%	1.2%	1.9%	0.1%	95.2%	3.1%	0.43	66
54 Everyday Moderates H28	0.1%	125	\$43,879	\$131,591	\$723	97.5%	0.9%	1.2%	0.4%	94.4%	3.7%	0.99	52
55 True Grit Americans N46	0.1%	100	\$35,405	\$127,037	\$617	94.9%	2.0%	2.4%	0.6%	83.5%	7.4%	0.83	51
56 Small Town Shallow Pockets S68	0.1%	83	\$20,211	\$63,187	\$501	91.5%	4.4%	3.4%	0.8%	56.8%	20.5%	0.92	55
57 Humble Beginnings P61	0.0%	65	\$24,224	\$99,402	\$476	0.3%	2.1%	2.4%	95.3%	1.8%	98.1%	1.15	44
58 Jet Set Urbanites A06	0.0%	62	\$99,890	\$371,195	\$947	1.9%	6.5%	5.0%	86.5%	37.1%	49.7%	1.86	54
59 Red White Bluegrass M44	0.0%	58	\$33,469	\$97,337	\$628	95.9%	1.6%	1.9%	0.6%	81.4%	8.6%	0.55	39
60 Balanced Harmony I33	0.0%	20	\$36,935	\$124,757	\$649	97.3%	1.1%	1.2%	0.4%	83.9%	3.7%	1.01	42
61 Striving Forward P60	0.0%	18	\$25,115	\$149,401	\$525	26.0%	41.5%	25.7%	6.8%	3.3%	84.6%	1.31	44
62 Meager Metro Means P57	0.0%	17	\$28,106	\$261,868	\$522	1.1%	40.1%	10.8%	47.9%	5.6%	93.4%	1.70	47
63 Golf Carts, Gourmets C12	0.0%	13	\$82,376	\$275,820	\$870	63.4%	7.0%	7.2%	22.5%	87.8%	8.6%	0.92	68
64 Gotham Blend K38	0.0%	12	\$42,713	\$303,936	\$655	5.0%	63.2%	15.3%	16.5%	32.5%	62.0%	1.63	52
65 Fragile Families P58	0.0%	10	\$28,133	\$292,990	\$554	4.3%	51.5%	21.1%	23.1%	3.6%	93.2%	1.67	46
66 Homemade Happiness L43	0.0%	7	\$28,065	\$82,523	\$578	96.6%	1.3%	1.9%	0.2%	90.2%	3.6%	0.53	60
67 Work Hard Pray Hard N49	0.0%	5	\$25,267	\$84,916	\$551	98.1%	0.6%	1.1%	0.0%	74.3%	4.7%	0.53	45
68 Progressive Potpourri H26	0.0%	2	\$47,129	\$222,139	\$728	85.9%	9.0%	4.1%	1.1%	90.6%	5.3%	1.17	54
69 Steadfast Conventionalists I32	0.0%	2	\$39,757	\$198,674	\$663	70.9%	17.0%	7.3%	4.8%	82.4%	6.7%	1.24	50
70 Expanding Horizons P59	0.0%	0	\$23,537	\$75,159	\$550	96.4%	1.7%	1.3%	0.4%	71.6%	7.7%	0.99	47
71 Footloose, Family Free Q63	0.0%	0	\$27,645	\$120,977	\$563	63.3%	14.4%	9.3%	13.0%	87.9%	8.1%	1.06	71

Source: Underlying data by Experian Decision Analytics; analysis and exhibit prepared by LandUse|USA © 2014.

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Memorandum

To: Mayor Keough and City Council
Courtney Nicholls, City Manager

From: Michelle Aniol, Community Development Manager

Re: Downtown Redevelopment Opportunity Request for Qualifications (RFQ)

Date: April 22, 2015

At the March 19th DDA meeting, Jim Tischler, Director of Community Development for MSHDA made a presentation to the Board regarding an alternative process for selecting a development partner, for projects like one on Broad Street. He explained that there is an alternative to the RFP (request for proposals) process for soliciting a developer; it's called an RFQ (request for qualifications). By using the RFQ process to solicit and select a developer, the DDA/City could search and find a partner based on his/her qualifications, experience, and financial health.

The RFP process, on the other hand, is rooted in traditional goods/service commodity procurement practice (i.e. bids), and it assumes ALL specifications are known. Redevelopment projects rarely have known specifications! As a result, a developer responding to an RFP must prepare and submit a preconceived, untested design/concept plan, and then work with the community to determine the right product type (condos, rentals, townhouses, row houses, apartments, etc.) and site design/layout (density, height, architecture, landscaping, lighting, stormwater, parking, etc.). This results in multiple plan revisions, which are costly and time consuming for the developer and the community and confusion for the public, as to what's really happening.

RFQ Process

The RFQ accommodates redevelopment projects with unknown specifications. Through the RFQ process the City/DDA can proceed to the proposal/project development phase, which involves citizen engagement in the design process, among other things. To make it work the City/DDA and the developer proceed through the following Development Partnership Stages:

- Pre-Development Agreement – the City/DDA and Developer enter into a pre-development agreement, which allows all parties the time to conduct and address the following:
 - Due diligence of the site, the market, and the product
 - Community involved in the design process (i.e. a charrette, which the developer pays for)
 - Development of a concept plan (includes development review)
 - Problem Resolution
- Project Development Agreement – once the parties have successfully moved through the pre-development phase, and have an approved plan, the next steps include:
 - Development/Financing commitments (for developer and City/DDA)
 - Process steps and Execution

The DDA liked what it heard from Mr. Tischler, and directed staff to prepare a draft RFQ. The DDA reviewed the RFQ at its April 16th meeting and voted to postpone action to its May 21st meeting, to give Council the opportunity to review and comment on the document.

Please let me know if you have any questions or comments.

REQUEST FOR QUALIFICATIONS
DEXTER DOWNTOWN DEVELOPMENT AUTHORITY
DOWNTOWN REDEVELOPMENT OPPORTUNITY
CITY OF DEXTER, MICHIGAN

Sealed proposals for a "**Dexter Downtown Redevelopment Opportunity**" will be received by the Dexter Downtown Development Authority (DDA) up to **2:00 P.M. on July 1, 2015**, at which time they will be **publicly opened** at the City of Dexter offices at **8123 N. Main Street, 2nd floor, Dexter, MI 48130**.

Please mark sealed envelopes: "Dexter Downtown Redevelopment Opportunity**"** on the lower left hand corner. In addition, if the proposal is to be express mailed, "Proposal Documents Enclosed DO NOT OPEN" must be conspicuously marked on the package. Faxed proposals will not be considered or accepted.

The Dexter DDA reserves the right to reject any or all proposals, to waive any informality in the proposal received, and to accept any proposal or part thereof, which it shall deem to be most favorable to the interests of the Dexter DDA and City of Dexter.

DRAFT

REQUEST FOR QUALIFICATIONS

DEXTER DOWNTOWN DEVELOPMENT AUTHORITY

DOWNTOWN REDEVELOPMENT OPPORTUNITY

CITY OF DEXTER, MICHIGAN

The Dexter Downtown Development Authority (DDA), together with the City of Dexter is seeking experienced development entities that have demonstrated success in executing highly complex redevelopment projects. The selected entity will be the DDA/City's redevelopment partner for the project. The selected developer will be responsible for coordinating all development activities, including, but not limited to: holding community charrettes, conceptual and final site plans, project pro formas, property acquisition, market and feasibility studies, securing private sector equity and financing, and partnering with the Dexter DDA and City of Dexter to facilitate all project components, including the use of public financing and other incentives. Should the City select a developer, it will require that the developer enter into a Pre-Development Agreement regarding their due diligence responsibilities. Any final development plans will be subject to negotiation of a complete development agreement between the DDA/City and developer.

BACKGROUND

Nestled along the banks of the Huron River and Mill Creek, the City of Dexter is a vibrant community, located in Southeast Michigan. Dexter is a bedroom community approximately 8 miles west of Ann Arbor, and home of the University of Michigan. Dexter has a historic, picturesque downtown, existing client base, and strong traffic flow generated by northern Washtenaw County and southern Livingston County residents accessing I-94 via downtown Dexter.

Dexter has a growing population; experiencing a 74% increase in population between 2000 and 2010, growing from 2,338 to 4,067. The population increased another 16% by July 2014, growing to 4,731. The city boundaries encompass a total area of approximately two (2) square miles. Dexter's community profile can be accessed by clicking the following link:

<http://semcog.org/Data-and-Maps/Community-Profiles/Custom/view/Default/Communities=4030>

For a small town, Dexter's economy is diverse, with professional services, retail, and automotive parts and medical devices manufacturing, and value-added agricultural establishments, such as Northern United Brewing Company, home of Jolly Pumpkins Artisanal Ales and North Peak Handcrafted Brews, Dexter Cider Mill, the oldest cider mill in Michigan, the Dexter Bakery, and Hackney Hardware among others.

In recent years, Dexter has emerged as a regional entertainment, cultural and recreational destination; a dynamic place to live, work and play. The downtown boasts an assortment of restaurants, retail shops and galleries that, together with streetscape improvements, contribute to a pedestrian friendly environment and enhance the shopping experience. The downtown also hosts a successful Farmers' Market and well attended seasonal festivals. The Market is a source of community pride, offering shoppers an array of goods, from fresh fruits and vegetables to farm fresh eggs and maple syrup. Dexter Daze and Civil War Days are but two of the seasonal festivals that draw hundreds of visitors to the downtown every year.

Dexter's award winning Mill Creek Park is a 2.15-acre park located beside the Mill Creek, which flows into the Huron River. One of the Parks' most coveted and utilized amenities is the ¼-mile pedestrian path that leads visitors across the Mill Creek and through wetland habitat, before

connecting them to the West Ridge neighborhood or an additional 5 miles of trail, which leads to Hudson Mills Park, a Huron Clinton Metroparks Authority (HCMA).

Over the last 30 or so year, the City and DDA have worked hand-in-hand to improve the downtown business district aesthetically and functionally. A beautiful streetscape with plenty of on-street parking and wide sidewalk compliment the historic architecture in the downtown. One of the goals of the City and DDA has been to move existing manufacturing businesses out of the downtown and redevelop those properties to increase residential living and retail opportunities in the downtown.

DETAILED DESCRIPTION OF SITE AND OPPORTUNITY

The Dexter DDA and City of Dexter are pleased to offer a premier redevelopment opportunity in downtown Dexter and with direct frontage and access to the Mill Creek and the City's award winning Mill Creek Park.

The Dexter DDA and City of Dexter collectively own four parcels equaling approximately 3 acres, northwest of Main Street, between Grand and Forest Streets, and directly fronting onto the City's award winning Mill Creek Park, in downtown Dexter (Attachment A). These parcels include 3045 Broad Street, three vacant lots (8077-8087 Forest Street and 8090 Grant Street), and Broad Street, which the City is willing to relocate. The 3045 Broad Street property surrounds a DTE substation on 3 sides (Attachment B). The DDA/City has a verbal commitment from DTE to decommission the substation in late 2015. Negotiations are currently underway regarding transfer of ownership. Hence, this property will be included in the redevelopment project area. The entire development project area is shown in.

This project area has great residential potential due to its location overlooking Mill Creek and Mill Creek Park, as well as its close proximity to downtown Dexter.

Consideration of community goals is an important aspect of the redevelopment opportunity. Community conversations have been taken place. Notes from which have been compiled and are attached to this document (see Attachment B) in order to give interested developers current community input. This community input was a response to the following discussion topics, context (elements to consider surrounding the site itself), uses, density and design. The selected developer will be expected to engage the community in additional meetings, including a requirement to undertake a public charrette process.

DEVELOPMENT OBJECTIVE

The Dexter DDA and City of Dexter have set the following parameters for developer consideration, as general guidelines for the eventual preparation of a site development concept. The Dexter DDA and City are seeking a vision that will maximize land values, urban design and community integration:

1. Developer, through a collaborative process, will present concept or vision for the entire site. The concept can be phased in stages.
2. Mixed land use and mixed income residential is preferred.
3. High density, multi-story buildings with zero setbacks presenting an urban street wall are preferred.
4. Projects that benefit the local tax base of the community will be preferred.
5. Mill Creek Park should remain open with pedestrian access, a trailhead at the end of Grand Street.

6. Limit surface parking; promote use of shared parking, public parking and parking structures.
7. Design-enhanced streetscape, infrastructure, lighting.
8. Consideration to public art will be favorable.
9. Developer will negotiate with the Dexter DDA/City on sales prices.
10. The Dexter DDA and City will assist developer with public and private financing options with a number of local, state, and federal tools.

ADDITIONAL INFORMATION

- **Market Demand** - An important aspect of any project is an understanding and quantifying, to the degree possible, market demand. It is expected that the appropriate market analysis work be completed to justify the proposed uses. The Dexter DDA and City of Dexter are working with the Michigan State Housing Development Authority (MSHDA) on a residential target market analysis to encourage and promote greater opportunities for downtown living, coupled with the need to have a solid understanding of the housing market potential. The DDA/City is also exploring undertaking a retail market study to quantify that demand. As soon as these resources are available, they will be posted on the City's web site. The developer may need to conduct additional market studies.
- **Charrette Process.** The National Charrette Institute (NCI) provides a number of excellent resources for undertaking charrettes. While the project may not lend itself to the full NCI specifications, a number of the techniques and approaches will be useful to this project. The City and the selected developer will collaboratively define this process.

INCENTIVES, FINANCIAL RESOURCES AND OTHER POTENTIAL DDA/CITY ASSISTANCE

- **Tax Increment Financing (TIF).** The use of Downtown Development Authority TIF and Brownfield Redevelopment Authority TIF may be used to cover public infrastructure costs.
- **Land.** The land controlled by the DDA and City is available to the selected developer to purchase, as deemed appropriate based upon the project needs.
- **State and Federal Incentives.** The City will work with the developer to secure any available State and Federal incentives, including the Michigan Economic Development Corporation (MEDC) Community Revitalization Program specifically geared for projects of this nature, and Community Development Block Grant (CDBG) through MSHDA.

- **Public Water/Sewer Improvements.** The sanitary sewer upgrades necessary along Grand are estimated at \$333,154.80. If 75 units are developed on the site, \$375,000 in tap fees would be collected.

The water main improvements necessary along Grand are estimated at \$79,740. If 75 units are developed on the site \$225,000 in tap fees would be collected.

If these two options are selected, the timing of the work would need to be carefully coordinated. The City will consider, as an alternative waiving a portion of the connection (i.e. tap) fees, if the developer completes the work.

- **Decommissioning of DTE Electrical Sub-Station.** The DDA/City will be responsible for cost associated with the decommissioning and removal of the electrical sub-station.

RFQ CRITERIA

The Dexter DDA and City of Dexter are requesting that interested developers submit qualifications. The amount of information submitted is not limited to a set number of pages, but we ask that you be concise and mindful of the review team. The proposal must include a Letter of Interest, as well as the following content:

- **Development Entity.** Identify the development entity that would enter into a Memorandum of Understanding with the DDA/City, including all intended partners to the extent known at this time. Please indicate complete listing of names, titles, addresses, and phone numbers, as well as the primary contact person.
- **Project History.** Provide evidence of a substantial mixed-use project(s) that the development entity is currently undertaking or has completed. A substantial project is defined as having a minimum private sector investment of \$10 million and includes one or more of the following uses: retail, residential, office, entertainment, and parking. Please provide at least one reference for the DDA/City to contact in relation to each applicable project. Allow proprietary information related to prior development to be reviewed by select members of the review team if requested.
- **Financial Capacity.** Provide evidence of developing and financing similar projects. Allow select members of the review team to review information that will enable the DDA/City to discern the financial resources available to the entity. Such information should allow the DDA/City to determine whether the development entity has the financial ability to deliver the proposed development. Evidence of financial standing could include, but is not limited to audited or reviewed financial statements. A sworn statement certifying that the submitting entity is not delinquent to any local, County, State or Federal taxing jurisdiction in any property, income, or business taxes must also be provided.

EVALUATION CRITERIA

The selection of the RFQ short list developers will be based upon the following criteria.

- a. Years of experience in the field of large scale master development projects, including experience in urban mixed use redevelopment (i.e. residential, office, retail, institutional (20 points)
- b. Qualifications, financial capacity and track record of key personnel and development entity (15 points)
- c. Ability to seek and secure multi-layer financing tools, coordinate complex construction schedules and lead a public/private partnership team and the capacity to deliver the overall project, as well as reasonable estimates of project costs and sources and uses of funds (15 points)
- d. Experience with brownfield redevelopment and with low-impact development, including innovative storm water management systems. (15 points)
- e. Proven experience conducting community input/visioning sessions and/or design charrettes (15 points)
- f. Provide sample reports, plans, schedules, financing strategies and photos of completed projects (10 points)
- g. Provide awards and recognition of successful project and partnerships (10).

The proposed scoring is intended to assist the review committee in comparing and assessing the qualifications; however, the determination of the most qualified entity or the most appropriate proposal may incorporate additional criteria or considerations.

SELECTION PROCESS

A review team made up of representatives from the City, DDA, professional consultants, and representatives from related City Boards and Commissions will evaluate the qualifications based upon the point system above. Proposals will only be scored if the entity is deemed qualified under the qualifications criteria. The review team will determine if there are one or more development entities/teams and conceptual proposals to consider further. If more than one submittal scores well when evaluated, then there will be an interview process to further evaluate the experience and qualifications of the key personnel. The review team will take their recommendation to the DDA and the City Council. City Council will make the final decision.

Upon selection of one development entity or team, the DDA and City would enter into a Pre-development Agreement that would include a defined timeline in which the developer will conduct additional due diligence in partnership with the City, and the City would commit not to sell the properties to anyone else during that defined term. During that due diligence phase the developer would be expected to conduct public charrettes as previously discussed and further define the project scope, design and program. They would also be advancing the financial evaluation of the site and conducting appropriate feasibility studies.

During the pre-development phase the Dexter DDA/City will perform a detailed review of the developer's financial capacity to complete the proposed project, among other considerations, which will also be reviewed. At the end of the time defined in the pre-development agreement the Dexter DDA/City and Developer would evaluate the results of the due diligence and determine if there is a feasible and mutually beneficial redevelopment project for the site that would justify moving toward negotiation of a development agreement.

The Dexter DDA and City of Dexter reserves the right to reject or accept any and all proposals received. The public entities are not liable for any costs incurred by any developer prior to the negotiation, approval and execution of a development agreement.

ADDITIONAL INFORMATION

- **Inquiries**

Any and all questions related to this RFQ must be submitted in writing by 5:00 pm, June 1, 2015. No questions will be accepted after that time. Answers to questions will be provided on the City's website (insert link) on, or before June 8, 2015. All inquiries related to this RFQ must be directed, in writing to:

Michelle Aniol
Community Development Manager
City of Dexter
8123 Main Street
2nd Floor
Dexter, MI 48130
734-426-8303 ext. 15, maniol@dextermi.gov

- **Acceptance of Responses**

The RFQ is not a binding agreement. Responses to the RFQ will be assessed in light of the qualifications criteria, and will be notified whether they have been chosen to proceed in the process by July 23, 2015. Submissions will be kept confidential, as permitted by law.

- **CONFLICT OF INTEREST**

The respondent should disclose any conflicts of interest, in writing, to the Dexter DDA/City of Dexter. The Dexter DDA/City of Dexter will consider the nature of the respondent's responsibilities and the degree of potential or apparent conflict in deciding the course of action that the respondent needs to take to remedy the conflict of interest.

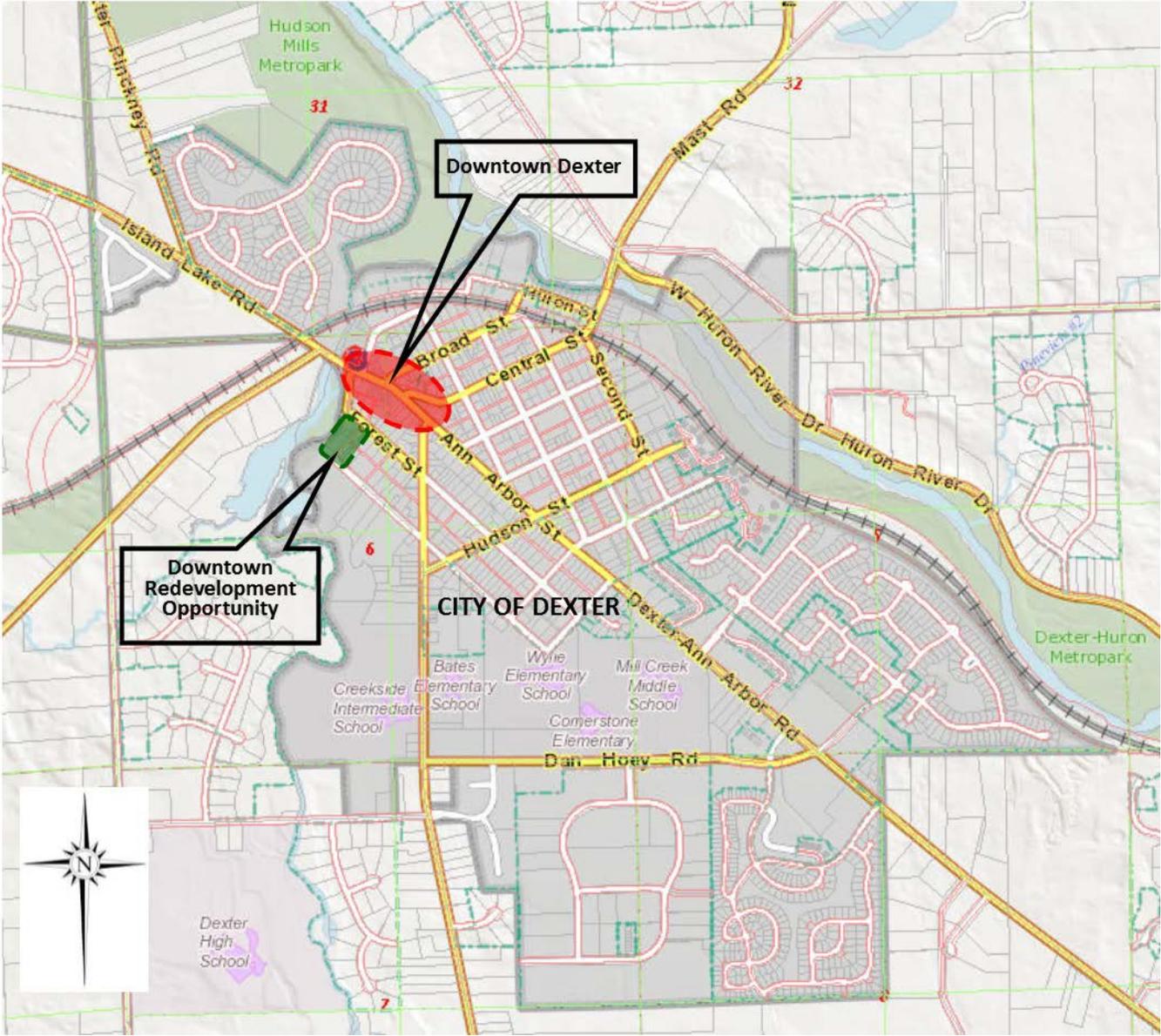
A conflict of interest exists wherever an individual could benefit directly or indirectly from access to information or from a decision over which they may have influence and also includes a perceived conflict where someone might reasonably perceive there to be such benefit and influence.

A conflict of interest occurs when a staff member or consultant attempts to promote a private or personal interest that results in an interference with the objective exercise of their job responsibilities, or gains any advantage by virtue of his/her position and working relationship with the Dexter DDA and City of Dexter.

Conflicts of interest may be real, potential or perceived. Failure by the respondent to disclose a conflict of interest, be it real, potential, or perceived, will result in disqualification.

DRAFT

Attachment A



Attachment B



DEVELOPMENT PARTNERSHIP AGREEMENT

THIS AGREEMENT, made and entered into this _____ day of _____, 20__, by the City of _____ (hereafter referred to as the "City"), and _____ (hereafter referred to as the "Developer").

WHEREAS, the City and the Developer have mutually accepted the following:

- A. The City has considered development of certain real property located in _____, being more particularly described in Exhibit A attached hereto (the Property). The City has selected the Developer as the organization which possesses the skill, expertise and resources necessary to evaluate the feasibility of the Property as a site for development, and possesses the ability to effectuate any plans which may arise out of such evaluation so as to create a development for the Property (the Project) which would bring the Property to its highest and best use.
- B. The City and the Developer desire that pre-development work be conducted in order to advance the development of the Property, with the objective of defining the scope of the Project (as defined below) and developing more complete agreements with respect to the Project, while simultaneously proceeding with such development activities as may be prudent at present.
- C. The parties hereto wish to establish a schedule for the investigations and preparations necessary to determine the feasibility and mutual desirability of the development of the Property.
- D. The preparation of plans for the development of the Property are best enhanced by coordinating the efforts of the City and The Developer, as set forth herein.
- E. In order to induce each other to undertake a mutual evaluation of the Property, and in furtherance of the public purposes, the City and the Developer have agreed to enter into this Agreement.

NOW, THEREFORE, in consideration of the mutual promises and covenants herein contained, and other good and valuable consideration, the receipt and sufficiency of which is hereby acknowledged, it is hereby agreed as follows:

1. Target Market Analysis and Evaluation: The City and Developer agree on execution of the following initial actions:
 - a). The parties hereby acknowledge that a consultant shall be retained by the City to determine the market feasibility for development of the Property (the Target Market Analysis). The City shall be responsible for the costs of the consultant and the preparation of the Target Market Analysis, but if the Developer ultimately completes a successful development of the Property, upon Project completion it shall reimburse the City for one-half (1/2) costs paid by the City to the consultant for the Target Market Analysis. The Target Market Analysis shall be prepared and submitted to the parties for evaluation within a reasonable time period.
 - b). The City and Developer shall discuss and, if mutually agreed, may engage preliminary physical studies of the Property during the period in which the Target Market Analysis is conducted. Neither party shall be obligated under this section to formally commission or finance such a study.
 - c). The parties agree to jointly evaluate the Target Market Analysis upon its receipt. If they mutually agree that its findings indicate likelihood for successful development of the Property, the City and Developer shall undertake to execute the specific individual covenants that follow in paragraphs 2 through 5 of this Agreement. If its findings indicate a likelihood of inability for successful development of the Property for market or economic reasons, this Agreement will terminate with no further obligation or liability on the part of the City or the Developer. In terminating this Agreement, the specific market or economic reason(s) shall be specified in a written instrument approved by both the City and Developer. No other reason beyond those identified in this section shall be considered sufficient cause for termination of this Agreement.
 - d). During the Target Market Analysis period, the City hereby agrees that it shall not solicit for contracts, enter into any contracts, or negotiations for any contracts with any person or entity for any development or improvements on the Property.
 - e). The Developer may, if warranted, take actions to prepare a plan for acquisition activities at the Property. In such event, the City shall assist the Developer to prepare the plan.
2. Conceptual Development Plan: Upon the mutual determination of likelihood of successful development of the Property, and subject to the terms and conditions herein contained, the City and Developer shall jointly

proceed with study and preparation of a Conceptual Development Plan, which shall involve the following actions:

- a). The parties shall commission a Property Study by land planners, architects and engineers selected by the Developer, which shall be paid for by the Developer.
 - b). Concurrent with execution of the Property Study, the City shall undertake such studies as are required to determine the current capacities of the infrastructure supporting the Project site, including but not limited to roads and utilities.
 - c). With and upon completion of the Property Study, the parties shall prepare a Conceptual Development Plan which outlines, in general form, the parties' proposal for development of the Property. The City shall be directly involved in conduct of the Property Study and preparation of the Conceptual Development Plan.
 - d). During this period, the City hereby agrees that it shall not solicit for contracts, enter into any contracts, or negotiations for any contracts with any person or entity for any development or improvements on the Property, and that the privileges granted hereunder are exclusive to the Developer.
3. Additional Covenants of Developer: During the term of conceptual plan preparation, the Developer additionally covenants and agrees as follows:
- a). The Developer shall assist the City in identifying sources of financing for the Project and analysis of financing alternatives.
 - b). The Developer, if warranted, shall take such actions to execute the plan for acquisition activities at the Property.
4. Additional Covenants of City: During the term of conceptual plan development, the City additionally covenants and agrees as follows:
- a). The City shall explore all reasonable sources of financing for the Project with the Developer and provide reasonable assistance to the Developer with respect to its analysis of financing alternatives.
 - b). The City shall assist the Developer in execution of the plan for acquisition activities at the Property.
 - c). If mutually determined as necessary, the City shall undertake such studies as are required to determine the necessary improvements

to the infrastructure needed to support the Project including but not limited to utility construction, extensions and relocations, road construction, sewer and underground utility construction, walkways and common areas.

5. Mutual Covenants: The City and Developer hereby covenant and agree as follows:
 - a). Neither party shall unreasonably withhold its participation from preparation of the Conceptual Development Plan.
 - b). In the course of implementing the covenants above, issues may arise which are outside the scope of this Agreement but require resolution in order to proceed with successful development of the Property. Whenever such issue(s) is identified by either party, the City and Developer mutually agree to enter into good faith negotiations for the purpose of resolving said issue(s), which may include amendment to this Agreement.
 - c). Both the Developer and the City understand that this Agreement does not require the City to use its powers of eminent domain.
 - d). During the terms established by this Agreement, the City shall continue to provide liability insurance on the Property, so long as it owns the Property.

6. Project Development Agreement: Upon completion of and with Project details provided by the Conceptual Development Plan, and upon a determination by the City and the Developer that the agreed upon project is feasible and appropriate based on current market conditions and the cost of the development, the parties shall finalize and execute an exclusive Project Development Agreement which will include the following:
 - a). A detailed plan of development.
 - b). A plan for land acquisition and sale of the Property and/or any adjacent or contiguous parcels necessary for the Project to the Developer.
 - c). A schedule for the execution of the Project, setting forth parameters for proposed commencement and completion dates for the components of the project.
 - d). Preliminary plans for construction of the Project and designation of proposed design and engineering professionals for completion of same, or a means of selection of such professionals.

- e). A financing plan for both construction and operation of the Project, which is anticipated to include the method of payment for the portions of the Property by Developer or its designee at such time as the land is to be developed.
 - f). Arrangements for title to the land, buildings, and easements and rights relating thereto.
 - g). Identification of requirements of the City and other public bodies regarding availability and priorities of such public financial assistance as may be available to the project, and reasonable proposals for the source and funding of such.
 - h). Identification of land use or zoning changes and other local governmental approvals and permits required for the Project, and reasonable plans to secure same.
 - i). Construction of the necessary infrastructure to support the Project and contribution of same by the City and the Developer, including utility construction, extensions and relocations, road construction, sewer and underground utility construction, walkways and common areas.
 - j). The financial participation of the Developer, the City, or other public bodies, to the development of plans or preparation for the Project.
 - k). The identification of architectural standards for the design and construction of buildings in the Project, which standards will enable the City to review building plans and specifications and issue building permits.
 - l). A provision allowing the agreement to be executed with or assigned by Developer to an entity to be formed and controlled by the Developer.
 - m). Such other terms and conditions as are mutually agreed to be appropriately incorporated.
7. Access to Property: During the term of this Agreement, Developer shall have the right for itself, its agents, employees, licenses and contractors (i) to enter upon any portion of the Property which is under the City's control with persons, equipment and material to make any and all inspections, surveys, test borings and other site investigations as it may deem appropriate, and (ii) to discuss the Property and the Project thereof with governmental and other appropriate agencies as it may deem appropriate

in order to determine any use to which the Property, or any part thereof, may feasibly be put. The Developer will provide appropriate liability insurance in connection with its conduct of activities described in clause (i) above, and will provide evidence of such insurance upon request. Upon conclusion of any investigations or in the event of termination of this Agreement, the Developer shall return the Property to its original condition.

8. Termination: This Agreement shall terminate upon the earliest of the following events:
 - a). Mutual decision to terminate as set forth in Paragraph 1 above.
 - b). The execution and delivery of a Project Development Agreement, if and only to the extent that such Project Development Agreement by its terms supersedes this Agreement.
 - c). The mutual agreement of the Developer and the City.
 - d). Upon occurrence of a default as set forth in Section 9.
9. Remedies on Default: The parties recognize that this Agreement does not transfer an interest in the Property, but in the event of default each party shall be limited to the remedies provided herein. If either party is in default of performing the responsibilities set forth above, which default is not cured upon notice (1) within a reasonable time for the circumstances creating the default, but in no event more than forty-five (45) days after notice is given; or (ii) by mutual resolution, then the non-defaulting party shall have the following recourse. The City's sole remedy shall be termination of the Agreement (at which time, the City shall be provided copies of all plans and studies with respect to the Project prepared by the Developer, its agents, employees, and subcontractors, subject to limitations imposed by contract, copyright and other applicable laws and prohibitions). The Developer's remedy shall be, at its sole option, to either (a) terminate the Agreement, or (b) specifically enforce this Agreement. Default shall not be deemed to have occurred hereunder unless the defaulting party shall have failed to cure such default within 45 days after notice of such default is given.
10. Broker: The City represents and warrants to the Developer that it has employed no broker in connection with this Agreement or any purchase and sale to be consummated pursuant hereto and the City shall indemnify and hold the Developer harmless from and against any claim by real estate agent or broker in connection with or arising out of any acts or agreements of the City. The Developer shall indemnify and hold the City

harmless from any claim by real estate agent or broker retained by the Developer, or claiming through or under the Developer.

11. Notices: All notices sent pursuant to this Agreement shall be sent by certified mail, return receipt requested. Notices shall be deemed given on the date deposited with the United States Postal Service with proper address and postage fully prepaid. Notice as required under this agreement shall be:

If the City, to:

Attention: Mayor

With copies to: Clerk

If the Developer, to:

Attention: _____

With copies to: _____

12. Time: Time shall be of the essence hereof.
13. Binding Effect: This Agreement shall be binding upon and inure to the Benefit of the parties hereto and their respective successors and assigns.
14. Agreement: This Agreement shall constitute the entire agreement of the parties hereto; all prior agreements between the parties, whether written or oral, are merged herein and shall be of no force or effect. This agreement cannot be changed, modified or released orally, but only by an agreement in writing signed by the parties against whom enforcement of said change, modification, or discharged is sought.
15. Counterpart: This Agreement may be executed in counterpart, each of which is an original document and all of which together constitute but one and the same document.

Witness

XXXXX

Subscribed and sworn to before me on the ____ day of _____,

_____.

Notary Public, _____ County

My commission expires

This Agreement was approved by the _____ and the Mayor and Clerk were authorized to sign this Agreement on the ____ day of _____, 20__ and was signed by the Mayor and Clerk on the ____ day of _____, 20__.

CITY OF _____

Witness

Mayor

Witness

Clerk

Subscribed and sworn to before me on the ____ day of _____, 20__.

_____.

Notary Public, _____ County

My commission expires

General Fund 101

Line Number	Line Description	New Line # ?	Revenue or Expenditure?	Original Adopted Budget	Previously Amended Budget	Amendment Amount	Budget After Current Amendment
101-000-580-000	State Grants	No	Revenue	\$ -	\$ -	\$ 3,000	\$ 3,000
Reason for Amendments		Reimbursement for costs related to May 5 Election					
101-172-703-000	City Manager - Non Union Salaries	No	Expenditure	\$ 136,000	\$ -	\$ (10,000)	\$ 126,000
Reason for Amendments		Reduction in salary expense due to employee transitions					
101-210-810-000	Attorney Fees	No	Expenditure	\$ 25,000	\$ 40,000	\$ 10,000	\$ 50,000
Reason for Amendments		Increase in attorney fees due to Wellness Center Tax Tribunal Case - Paid 50/50 by City/DDA					
101-257-803-000	Assessing - Equipment	Yes	Expenditure	\$ -	\$ -	\$ 7,500	\$ 7,500
Reason for Amendments		Purchase of BS&A Software					
101-257-960-000	Assessing - Training	Yes	Expenditure	\$ -	\$ -	\$ 700	\$ 700
Reason for Amendments		Board of Review Training					
101-262-728-000	Elections - Postage	Yes	Expenditure	\$ -	\$ -	\$ 1,100	\$ 1,100
Reason for Amendments		Mailing of Voter ID Cards					
101-262-728-000	Elections - Equipment	Yes	Expenditure	\$ -	\$ -	\$ 6,500	\$ 6,500
Reason for Amendments		Purchase of Voting Equipment					
101-262-802-000	Elections - Professional Services	Yes	Expenditure	\$ -	\$ -	\$ 1,600	\$ 1,600
Reason for Amendments		Creation of Precinct Map					
101-262-708-000	Elections - Salary - Election Workers	Yes	Expenditure	\$ -	\$ -	\$ 3,000	\$ 3,000
Reason for Amendments		Salary for Election Workers - Will be reimbursed by the State for May Election					
101-441-704-000	DPW Salary	No	Expenditure	\$ 49,000	\$ -	\$ (2,300)	\$ 46,700
Reason for Amendments		Reduced salary expense due to retirement of employee					
101-890-955-001	Contingency for Cityhood Costs	No	Expenditure	\$ 30,000	\$ 22,000	\$ (17,400)	\$ 4,600
Reason for Amendments		Use of Funds for Assessor Contract and Election Supplies					

101-851-719-000 Unemployment Yes Expenditure \$ 500 \$ - \$ 2,300 \$ 2,800

Reason for Amendments Claim for Seasonal Landscape Employee

Total change in Revenue - increase /(decrease): \$ 3,000
Total change in Expenditures - increase /(decrease): \$ 3,000
Change to Overall Budget's revenue over expenditures: \$ -

Source of Reserves, if applicable: N/A

General Debt Service (Voted Bonds)

Line Number	Line Description	New Line # ?	Revenue or Expenditure?	Original Adopted Budget	Previously Amended Budget	Amendment Amount	Budget After Current Amendment
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303-570-991-003 Streetscape Bond Interest No Expenditure \$ 5,700 \$ 11,600 \$ 17,300

Reason for Amendments Error in budget document

Total change in Revenue - increase /(decrease): \$ -
Total change in Expenditures - increase /(decrease): \$ 11,600
Change to Overall Budget's revenue over expenditures: \$ (11,600)

Source of Reserves, if applicable: Covered by streetscape millage revenue and reserve balance

General Debt Service (Non-Voted Bonds)

Line Number	Line Description	New Line # ?	Revenue or Expenditure?	Original Adopted Budget	Previously Amended Budget	Amendment Amount	Budget After Current Amendment
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351-248-840-000	Bank Service Charges	No	Expenditure	\$ -	\$ -	\$ 100	\$ 100
Reason for Amendments Not included in budget							

Total change in Revenue - increase /(decrease): \$ -
Total change in Expenditures - increase /(decrease): \$ 100
Change to Overall Budget's revenue over expenditures: \$ (100)

Source of Reserves, if applicable: Covered by transfers in for bond payments

Sewer 590

Line Number	Line Description	New Line # ?	Revenue or Expenditure?	Original Adopted Budget	Previously Amended Budget	Amendment Amount	Budget After Current Amendment
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590-850-996-006	SRF 2 Bond Interest	No	Expenditure	\$ 80,900		\$ 700	\$ 81,600
Reason for Amendments Higher than budgeted interest charge							

Total change in Revenue - increase /(decrease): \$ -
Total change in Expenditures - increase /(decrease): \$ 700
Change to Overall Budget's revenue over expenditures: \$ (700)

Source of Reserves, if applicable: Should not require use of additional reserves

Approved by the City Council on April 27, 2015

Carol J. Jones, Interim City Clerk