

# Dexter Downtown Development Authority

June 18, 2015 <> 7:30 AM

**Dexter Senior Center**  
7720 Ann Arbor Street  
Dexter, MI 48130

## MINUTES

1. Call to Order: Called to order at 7:30 on June 18, 2015 by Chairman Steve Brouwer

2. Roll Call

Becker, Patrick-ab	Bellas, Rich-ab	Brouwer, Steve
Covert, Tom	Darnell, Don	Finn, Doug-ab
Jones, Carol	Keough, Shawn	Model, Fred
O'Haver, Dan-ab	Schmid, Fred-arr	7:34 Willis, Randy

Also in attendance: Michelle Aniol, Community Development Manager; Courtney Nicholls, City Manager; Scott Munzel, Attorney for the DDA; Terry Bailey, Foremost Development Company; and media.

3. Approval of Minutes from the Regular May 21, 2015 Meeting:  
*Motion Darnell; support Willis to approve the regular meeting minutes of May 21, 2015 as presented. Unanimous voice vote approval with Becker, Bellas, Finn, O'Haver, and Schmid absent.*

4. Approval of Agenda:  
*Motion Darnell, support Willis to approve the agenda with the adjustment of the order of the Treasurer's Report as follows: a) Budget Forecast, b) Approval of FY 2015-2016 Budget, c) Invoices, d) Budget Amendments, and e) Approval of June Treasurer's Report. Unanimous voice vote approval with Becker, Bellas, Finn, O'Haver and Schmid absent.*

5. Pre-arranged Audience Participation:

*None*

6. Non-Arranged Citizen Participation:

*None*

7. Treasurer's Report:

a) Budget Forecast – Discussion

*Mr. Covert reviewed the budget forecast, projects, and tax revenue information. Discussion followed.*

b) Approval of 2015-2016 Budget

*Motion Darnell; support Keough to approve the 2015-2016 Budget.*

*Ayes: Brouwer, Covert, Darnell, Jones, Keough, Model, Schmid and Willis.*

*Nays: None*

*Absent: Becker, Bellas, Finn and O'Haver*

*Motion carries*

c) June Invoices: Invoice from Michigan Association of Planning for advertisement of RFQ in the amount of \$75.00, invoice from US Bank for Bond servicing in the amount of \$500.00, and invoice from PNC Bank for the refunding bond in the amount of \$39,747.180 for a total of \$40,322.18.

*Motion Schmid; support Darnell to pay the June invoices in the amount of \$40,322.18.*

*Ayes: Brouwer, Covert, Darnell, Jones, Keough, Model, Schmid and Willis.*

*Nays: None*

*Absent: Becker, Bellas, Finn and O'Haver*

*Motion carries*

d) Budget Amendments – *Discussion followed on the budget amendment and that a correction is needed for the line number, the original budget amount and the budget amount after amendment.*

e) Approval of June 2015 Treasurer's Reports

*Motion Darnell; support Keough to approve the Treasurer's Report and the Budget Amendments with corrections.*

*Ayes: Brouwer, Covert, Darnell, Jones, Keough, Model, Schmid and Willis.*

*Nays: None*

*Absent: Becker, Bellas, Finn and O'Haver*

*Motion carries*

8. Correspondence / Communications:

None

9. Action Items:

a) Refunding of DDA 2008A taxable Bond

*Motion Darnell; support Willis be it resolved that the DDA hereby request the City to issue the Bonds in an amount not to exceed One Million Five Hundred Thousand Dollars (\$1,500,000) and the DDA hereby agrees to [pay to the City from the Tax Increment Revenues received by the DDA the amounts necessary to pay principal of and interest on the Bonds as they come due, provided, however, that to the extent the City determines that it is in the best interest of the City to redeem all of any portion of the Bonds prior to maturity, the DDA may, but shall not be required to, prepay its obligations authorized herein. In the event the Tax Increment Revenues and any other funds of the DDA are insufficient to pay the principal of and interest on any Bonds as they become due, and the City pays such sums from its own funds, the DDA agrees to reimburse the City in whole for such payments from funds of the DDA as received by the DDA and not required to be paid to the city for payment of principal and interest on the Bonds as they become due. The DDA further agrees to reimburse the City in whole for any costs not financed from the proceeds of the Bonds, including, if necessary, the costs of issuance of the Bonds, any publication costs or other costs incurred by the City with respect to the Projects.*

*Ayes: Brouwer, Covert, Darnell, Jones, Keough, Model, Schmid and Willis.*

*Nays: None*

*Absent: Becker, Bellas, Finn and O'Haver*

*Motion carries*

#### 10. Discussion Updates:

##### a) Draft Agreement with DTE

*The initial draft agreement with DTE was included in the packet. A question was raised regarding the building on the property and could it stay. (Under the agreement terms, it is to be removed.) Ms. Nicholls brought up the payment schedule of the agreement and should it be at the end of the project versus up front. It was suggested that the DDA offer 25% down with the balance to be paid over a 15 year schedule. Discussion followed.*

##### b) TMA update

*The Memorandum of Understanding has been signed by all four entities and will be signing the Landuse USA agreement. There will be a Community Kick-off meeting, called TMA Tutorial, sometime in the second or third week of July.*

#### 11. City Mayor and Staff Reports

## a) Mayor – Shawn Keough

- *Met with John Evans regarding the Schulz Property to discuss moving this building project along. Shared with him possible City office needs and they will be putting something together. By getting this structure built it could bring in \$20,000 in tax revenue.*

## b) Staff Support Update - Michelle Aniol

- *On the RFQ – questions came in and were answered. The RFQ's are due on July 1.*
- *The RFP for the Retail Market Study are due on June 30 and have also answered the questions on this.*
- *The City has preliminary site plans for a medical office building on the corner of Lexington and Dan Hoey.*
- *Both the Beer Grotto and Riverside Café are talking about having outdoor seating.*
- *A lot of additions are happening in the Industrial Park – Variety Die and Stamping, QED, UIS, and Ann Arbor Fabrication is looking for a new home.*

## 12. Chairman's Report:

*In regards to the Mill Creek Terrace property, did meet with Joe Schultz and his Mother and Dad regarding going forward with a building.*

## Items for July 16, 2015 Agenda –

- *Dumpster Relocation*
- *DDA Boundary Expansion*

## 13. Non-Arranged Citizen Participation:

*Terry Bailey of Foremost Development reported that he will be one of the participants in the RFQ and is happy to hear about the DTE agreement which is crucial to this project.*

## 14. Closed Session: Discussion of pending litigation

*Motion Schmid; support Darnell to move into Closed Session for the purpose of discussing pending litigation in accordance with MCL 15.268 at 8:12 AM.*

*Ayes: Brouwer, Covert, Darnell, Jones, Keough, Model, Schmid and Willis.*

*Nays: None*

*Absent: Becker, Bellas, Finn and O'Haver*

*Motion carries*

*At 8:13 AM. Chairman Steve Brouwer recused himself from the meeting  
an appointed Tom Covert to assume the Chairman's role*

P5

*Motion Schmid; support Model to leave the Closed Session at 8:58 AM*

*Ayes: Covert, Darnell, Jones, Keough, Model, Schmid and Willis.*

*Nays: None*

*Absent: Becker, Bellas, Brouwer, Finn and O'Haver*

*Motion carries*

15. Adjournment

*Motion Darnell; support Willis to adjourn the meeting at 9:00 AM.*

*Unanimous voice vote approval with Becker, Bellas, Brouwer, Finn, and  
O'Haver absent.*

Respectfully submitted,  
Carol Jones  
Secretary

**Memo**

**To:** Dexter DDA  
**From:** Thomas Covert, DDA Treasurer and Marie Sherry, City Treasurer  
**Date:** July 20, 2015  
**Re:** Treasurer's Report – July 2015 Meeting

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**Invoice Approval Notes**

- Scott Munzel: \$5,000 Fiscal Year 2014-2015; 248-248-810.000; Invoice for on-going Wellness Center case
- Todd's Services: \$12,535.20 Fiscal Year 2015-2016; 248-442-970.000; For brick paver project. Invoice was for \$13,928 – withholding 10% retainage.
- Combined total due for all invoices is \$17,535.20

**Cash Status**

**DDA Cash Balances Report  
06-30-2015**

Fund	Account Name	General Ledger Balance	Notes
248 - DDA General	TCF Pooled Account	\$ -	
394 - DDA Debt	TCF Pooled Account	\$ -	
494 - DDA Project	TCF Pooled Account	\$ -	
	<b>Total DDA Pooled Checking</b>	<b>\$ -</b>	This account is now a zero balance account (attached to Savings)
248 - DDA General	TCF Money Market Account	\$ 21,703.92	
394 - DDA Debt	TCF Money Market Account	\$ -	
494 - DDA Project	TCF Money Market Account	\$ -	
	<b>Total DDA Pooled Savings</b>	<b>\$ 21,703.92</b>	
248 - DDA General	ONB Money Market Account	\$ 556.60	
394 - DDA Debt	ONB Money Market Account	\$ -	
494 - DDA Project	ONB Money Market Account	\$ 201,969.97	
	<b>Total DDA Pooled Savings</b>	<b>\$ 202,526.57</b>	
248 - DDA General	Ann Arbor State Bank	\$ 250,000.00	.65% Renews 12/10/2015
	<b>Total Non-Pooled</b>	<b>\$ 250,000.00</b>	
Total General Cash		\$ 272,260.52	
Total Debt Cash		\$ -	
Total Project Cash		\$ 201,969.97	
		<b>\$ 474,230.49</b>	
Month End Cash		\$ 474,230.49	
Projected FY 14/15 Revenue All Funds		\$ -	
Projected FY 14/15 Expenditures All Funds		\$ -	
Wellness Center Set Aside		\$ (115,042.00)	
Accounts Payable		\$ (575.00)	
<b>Projected Year End Cash</b>		<b>\$ 358,613.49</b>	

**Budget FY 14/15**

- Following are the Fiscal Year 2014-2015 Revenue and Expenditure Reports through June 30<sup>th</sup>.

07/20/2015 REVENUE AND EXPENDITURE REPORT FOR CITY OF DEXTER						
PERIOD ENDING 06/30/2015						
% Fiscal Year Completed: 100.00						
GL NUMBER	DESCRIPTION	2014-15 ORIGINAL BUDGET	2014-15 AMENDED BUDGET	YTD BALANCE 06/30/2015	AVAILABLE BALANCE	% BDGT USED
				NORMAL (ABNORMAL)	NORMAL (ABNORMAL)	
<b>Fund 248 - DOWNTOWN DEVELOPMENT AUTHORITY</b>						
<b>Revenues</b>						
Dept 000-ASSETS, LIABILITIES & REVENUE						
248-000-415.000	TAX CAPTURE REVENUE	295,000.00	295,000.00	292,184.86	2,815.14	99.05
248-000-574.001	PERSONAL PROPERTY TAX REIMBURSEMENT	0.00	0.00	7,821.41	(7,821.41)	100.00
248-000-665.000	INTEREST EARNED	300.00	300.00	479.26	(179.26)	159.75
<b>Total Dept 000-ASSETS, LIABILITIES &amp; REVENUE</b>		<b>295,300.00</b>	<b>295,300.00</b>	<b>300,485.53</b>	<b>(5,185.53)</b>	<b>101.76</b>
<b>TOTAL Revenues</b>		<b>295,300.00</b>	<b>295,300.00</b>	<b>300,485.53</b>	<b>(5,185.53)</b>	<b>101.76</b>
<b>Expenditures</b>						
Dept 248-ADMINISTRATION						
248-248-802.000	PROFESSIONAL SERVICES	5,000.00	5,000.00	1,500.00	3,500.00	30.00
248-248-803.000	CONTRACTED SERVICES	1,500.00	13,800.00	12,285.00	1,515.00	89.02
248-248-810.000	ATTORNEY FEES	0.00	25,000.00	22,533.73	2,466.27	90.13
248-248-843.000	PROPERTY TAXES	7,200.00	7,200.00	7,133.82	66.18	99.08
248-248-880.000	DOWNTOWN EVENTS	0.00	0.00	300.73	(300.73)	100.00
248-248-957.002	DDA CAPTURE REFUNDS	5,000.00	5,000.00	305.94	4,694.06	6.12
<b>Total Dept 248-ADMINISTRATION</b>		<b>18,700.00</b>	<b>56,000.00</b>	<b>44,059.22</b>	<b>11,940.78</b>	<b>78.68</b>
Dept 442-DOWNTOWN PUBLIC WORKS						
248-442-803.015	CITY MAINTENANCE	5,000.00	5,000.00	5,000.00	0.00	100.00
<b>Total Dept 442-DOWNTOWN PUBLIC WORKS</b>		<b>5,000.00</b>	<b>5,000.00</b>	<b>5,000.00</b>	<b>0.00</b>	<b>100.00</b>
Dept 965-TRANSFERS OUT - CONTROL						
248-965-999.202	TRANSFER OUT TO MAJOR STREETS	0.00	111,200.00	111,128.00	72.00	99.94
248-965-999.394	TR OUT FOR BOND PAYMENTS - 394	336,000.00	336,000.00	299,556.76	36,443.24	89.15
248-965-999.494	TR TO DDA PROJECT FUND - 494	231,800.00	106,800.00	10,038.00	96,762.00	9.40
<b>Total Dept 965-TRANSFERS OUT - CONTROL</b>		<b>567,800.00</b>	<b>554,000.00</b>	<b>420,722.76</b>	<b>133,277.24</b>	<b>75.94</b>
<b>TOTAL Expenditures</b>		<b>591,500.00</b>	<b>615,000.00</b>	<b>469,781.98</b>	<b>145,218.02</b>	<b>76.39</b>
<b>Fund 248 - DOWNTOWN DEVELOPMENT AUTHORITY:</b>						
<b>TOTAL REVENUES</b>		<b>295,300.00</b>	<b>295,300.00</b>	<b>300,485.53</b>	<b>(5,185.53)</b>	<b>101.76</b>
<b>TOTAL EXPENDITURES</b>		<b>591,500.00</b>	<b>615,000.00</b>	<b>469,781.98</b>	<b>145,218.02</b>	<b>76.39</b>
<b>NET OF REVENUES &amp; EXPENDITURES</b>		<b>(296,200.00)</b>	<b>(319,700.00)</b>	<b>(169,296.45)</b>	<b>(150,403.55)</b>	<b>52.95</b>

Fund 394 - DDA DEBT FUND						
Revenues						
Dept 000-ASSETS, LIABILITIES & REVENUE						
394-000-665.000	INTEREST EARNED	200.00	200.00	395.51	(195.51)	197.76
394-000-695.248	TRANSFER IN FROM DDA FUND 248	336,000.00	336,000.00	299,556.76	36,443.24	89.15
Total Dept 000-ASSETS, LIABILITIES & REVENUE		336,200.00	336,200.00	299,952.27	36,247.73	89.22
TOTAL Revenues		336,200.00	336,200.00	299,952.27	36,247.73	89.22
Expenditures						
Dept 850-LONG-TERM DEBT						
394-850-992.000	BOND FEES	1,000.00	1,000.00	1,000.00	0.00	100.00
394-850-997.003	DDA 2008 TAXABLE BOND (\$1.6M)	135,400.00	360,400.00	351,558.76	8,841.24	97.55
394-850-997.004	DDA 2008 BOND (\$2+M)	118,500.00	118,500.00	118,441.26	58.74	99.95
394-850-997.005	2011 REFUNDING BOND (\$620K)	81,100.00	81,100.00	81,011.75	88.25	99.89
Total Dept 850-LONG-TERM DEBT		336,000.00	561,000.00	552,011.77	8,988.23	98.40
TOTAL Expenditures		336,000.00	561,000.00	552,011.77	8,988.23	98.40
Fund 394 - DDA DEBT FUND:						
TOTAL REVENUES		336,200.00	336,200.00	299,952.27	36,247.73	89.22
TOTAL EXPENDITURES		336,000.00	561,000.00	552,011.77	8,988.23	98.40
NET OF REVENUES & EXPENDITURES		200.00	(224,800.00)	(252,059.50)	27,259.50	112.13
Fund 494 - DDA PROJECT FUND						
Revenues						
Dept 000-ASSETS, LIABILITIES & REVENUE						
494-000-665.000	INTEREST EARNED	200.00	200.00	235.79	(35.79)	117.90
494-000-695.248	TRANSFER IN FROM DDA FUND 248	231,800.00	106,800.00	10,038.00	96,762.00	9.40
Total Dept 000-ASSETS, LIABILITIES & REVENUE		232,000.00	107,000.00	10,273.79	96,726.21	9.60
TOTAL Revenues		232,000.00	107,000.00	10,273.79	96,726.21	9.60
Expenditures						
Dept 908-TUPPER REDEVELOPMENT						
494-908-802.000	PROFESSIONAL SERVICES	50,000.00	50,000.00	12,039.50	37,960.50	24.08
494-908-810.000	ATTORNEY FEES	0.00	0.00	238.00	(238.00)	100.00
494-908-830.008	ENVIRONMENTAL STUDY	0.00	0.00	900.00	(900.00)	100.00
Total Dept 908-TUPPER REDEVELOPMENT		50,000.00	50,000.00	13,177.50	36,822.50	26.36
Dept 965-TRANSFERS OUT - CONTROL						
494-965-999.002	TRANSFER OUT TO GENERAL FUND - HOUSES	20,000.00	20,000.00	0.00	20,000.00	0.00
494-965-999.101	TRANSFER OUT TO GENERAL FUND	110,000.00	0.00	0.00	0.00	0.00
Total Dept 965-TRANSFERS OUT - CONTROL		130,000.00	20,000.00	0.00	20,000.00	0.00
TOTAL Expenditures		180,000.00	70,000.00	13,177.50	56,822.50	18.83
Fund 494 - DDA PROJECT FUND:						
TOTAL REVENUES		232,000.00	107,000.00	10,273.79	96,726.21	9.60
TOTAL EXPENDITURES		180,000.00	70,000.00	13,177.50	56,822.50	18.83
NET OF REVENUES & EXPENDITURES		52,000.00	37,000.00	(2,903.71)	39,903.71	7.85
TOTAL REVENUES - ALL FUNDS		863,500.00	738,500.00	610,711.59	127,788.41	82.70
TOTAL EXPENDITURES - ALL FUNDS		1,107,500.00	1,246,000.00	1,034,971.25	211,028.75	83.06
NET OF REVENUES & EXPENDITURES		(244,000.00)	(507,500.00)	(424,259.66)	(83,240.34)	83.60

### **Bond Restructuring**

- The process to refund the taxable bond is ongoing. The City received its new bond rating, AA, which is an upgrade from the AA- that we received in 2011. This may result in even better interest rates than were originally anticipated. The pre-pricing conference call is set for the morning of July 27<sup>th</sup>. Findings from this conference call will be shared with the DDA.

### **LaFontaine Chevrolet Michigan Tax Tribunal Case**

- AML Dexter LLC (the corporate owner of LaFontaine Chevrolet) has filed a petition to the Michigan Tax Tribunal to lower their taxable value from \$2,875,555 to \$1,250,000. This amount is lower than the taxable value used to calculate the Brownfield agreement. Our assessor, through attorney Scott Munzel, has filed an answer to the appeal and Nathan Voght at Washtenaw County has been notified.

### **DDA Financial Forecast**

- No changes have been made to the forecast approved at the June 2015 meeting.

### **DDA Project Summaries – *Nothing new at this time***

### **Required Reporting**

- Form 5176 – Request for State Reimbursement of Tax Increment Finance Authority. Deadline to file for 2015 is June 15<sup>th</sup>. *Filed electronically with the Michigan Department of Treasury June 12, 2015.*
- Form 2604 – Tax Increment Financing Plan Report for Capture of Property Taxes (deadline to file is July 31<sup>st</sup> of each year).
- Qualifying Statement – File the Fiscal Year 2014-2015 Statement by December 31, 2015.
- Audit – File the 2014-2015 Audit by December 31, 2015.
- Publish the Fiscal Year 2014-2015 Annual Report by February 2015. *Report published February 25, 2015.*

### **Tax Capture Update - *Nothing new at this time***

- The City has the assessment roll. Over the course of the next several months, the roll will be reviewed by the assessor, and he is aware that the DDA would like a review of parcels included within the district.



Todd's Services, Inc. (TSI)

7975 M-36  
P.O. Box 608  
Hamburg, MI 48139

# Invoice

Date	Invoice #
7/13/2015	1-223055

Bill To
Village of Dexter Courtney Nichols 8140 Main Street Dexter, MI 48130

Location

P.O. No.	Terms	Due Date	Rep	Rep #
	Due on receipt	7/23/2015	EE	8

Original Contract Amount	13,928	0	13,928.00
<del>1,392.80</del> <sup>10% return</sup> <sub>ask</sub> <b>12,535.20</b>			
<i>248-442-970.000</i>			

*There will be a 2% processing fee on all Credit or Debit Card transactions.*

*It has been a pleasure to serve you, Thank you for your business!*

<b>Invoice Total</b>	\$13,928.00
<b>Payments/Credits</b>	\$0.00
<b>Current Amt Due</b>	<b>\$13,928.00</b>
<b>Total Outstanding Balance</b>	\$13,928.00

Phone #	Fax #	E-mail	Web Site
810 231-2778	810 231-4778	office@toddservices.com	Visit us at <a href="http://www.ToddsServices.com">www.ToddsServices.com</a>

◆◆ SCOTT E. MUNZEL, P.C.  
ATTORNEY AT LAW

603 W. HURON STREET  
ANN ARBOR, MI 48103  
P: 734-994-6610 Fx: 734-769-9055  
E: SEM@MUNZELLAW.COM

6/17/2015

DDA Invoice  
1565

Ms. Courtney Nicholls  
Manager  
City of Dexter  
8140 Main Street  
Dexter, MI 48130

*248.248.810-000  
\$5000*

Re: Invoice for Legal Services - Dexter Wellness Center

Dear Ms. Nicholls:

The invoice for legal services provided in May is below. Please contact me if you have any questions. Please note I have divided this invoice between the City and DDA.

5/3/2015	Review of cases to construct outline for depositions	1
5/4/2015	Review of cases to construct outline for depositions; start outline for depositions	2.9
	Review of latest CWF letter re funding issues; prepare for call with Shawn, Courtney; lengthy TC Shawn and Courtney re how to respond, issues to include	1.7
5/5/2015	Prepare master outline for depositions	1.7
5/6/2015	Review Courtney draft letter to CWF; create redline with suggestions; email to Courtney, Shawn for review	0.7
	Review newest exemption case- Baruch	0.7
5/11/2015	Review Hope case; work on outline for depositions; TC Jackie Cook re deposition dates	2.3
5/12/2015	Work on outline for depositions; TC MTT re status of material being reviewed by Judge Marmon	1.9
5/13/2015	TC Courtney re results of Coalition meeting, Amy possibly lobbying Governor's office re AG participation	0.3
	Review emails- discovery	2
5/14/2015	Review emails- discovery (Oct- Dec 2013)	1.0
5/16/2015	Review CWF emails- discovery (Dec-Jan 2014)	2.0
5/18/2015	Review CWF emails- discovery (Jan-Feb 2014)	2.5

6/12/2015  
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5/19/2015	Review CWF emails- discovery (Feb-April)	3.7
	TC Shawn Keough re discovery of draft letter in Heyd- lauff emails; prepare Deposition Notice for Heydlauff;	
	TC Judy Eisner re rates, facilities, market conditions	1.4
5/20/2015	Review CWF emails- discovery (April-June)	3.0
5/21/2015	Review CWF emails- discovery (Sept 2013-Nov 2014)	4.0
	TC Adam Sadowski at AG office re discovery, issues order Wexford MTT decision	1.0
5/22/2015	Review CWF emails- discovery (Nov- Dec 2014)	2.5
5/23/2015	Review paper discovery documents; research about Silver Maples, learn CWF owns 50%; emails Shawn, Courtney, Adam re info	1.3
5/24/2015	Review CWF BOD agendas and minutes; review paper financial documents; review accounting reports; organ- ize documents	3.2
5/25/2015	Review CWF Supplemental materials, PWM contract; work on Heydlauff deposition outline	3.0
5/26/2015	Continued work on dep outline; print exhibits for dep	3.0
5/27/2015	Meet with Shawn, Courtney, Don Darnell re Heydlauff deposition, issues, strategy; TC Adam Sadowski re dep topics; review emails to print documents for dep	6.6
5/28/2015	Meet with Adam Sadowski to prepare for Heydlauff dep- osition; revise and expand dep outline; review documents in preparation for dep; review corporate documents; review CWF pleadings in case re their arguments for charity	8.2
	Review and forward to Courtney CWF FOIA request	0.3
5/29/2015	Copy documents for exhibits for deposition; attend and depose Amy Heydlauff; debrief with Shawn	7.5
	Total Time	69.4 at \$170/hr
	Current Invoice	\$ 11,798.00
	Expenses- none	
	Total Balance Due	\$ 11,798.00
	Minus courtesy discount	\$ 1,798.00
	Revised Current Invoice	\$ 10,000.00
	Divided between DDA and Village	\$5,000.00
	Outstanding balance	\$7,114.98
	Total amount due	\$12,114.98

Sincerely,

EIN 38-3120196

  
 Scott E. Munzel

## Memorandum

**To:** Chairman Brouwer and DDA Board of Directors  
Courtney Nicholls, City Manager

**From:** Michelle Aniol, Community Development Manager

**Re:** Downtown Redevelopment RFQ Update

**Date:** July 21, 2015

The submittals to the Downtown Redevelopment Opportunity RFQ were reviewed by staff, and an ad-hoc committee comprised of Don Darnell, Tom Covert (from the DDA), Jim Carson and Donna Fisher (from the Economic Development Preparedness Committee). Copies of the submittals have been downloaded onto a jump drive and will be delivered or can be picked up from the office before your meeting.

The purpose of the RFQ was to help the city/DDA identify a development partner based on qualifications, not a concept or design plan.

As you will recall, we received submittals from the following firms:

- MHT Housing Inc.
- Foremost Development
- Home Renewal Systems, LLC

All three firms appear to have experience in urban mixed-use redevelopment and the ability to secure financing. Two firms, MHT Housing and Foremost Development, provided a concept plan, while the third did not. *A concept plan was not a submittal requirement.* However, the fact that plans were included raise questions about the flexibility to incorporate community input in the design and layout.

The review committee is recommending that all three firms be interviewed. The interviews will help the City and DDA determine which firm would be the best partner material. With that in mind, Mr. Covert drafted the following list of questions, based on the committee's discussion:

For the two firms that provided concept plans:

- What main factor(s) brought you to the notion to provide rental units?
- Why not Row/Brownstone Style Housing?
- Why not retail / Commercial / Office?
- Are you married to the plan provided? Are you married to the unit layouts as provided? What happens if/when collaboration brings us to a different plan, use etc.?
- Are you planning on market rate, affordable market rate, or section 8 type units?

General questions for all three respondents

- How do you plan to address the infrastructure improvement needs as identified by OHM? Sanitary, Water, Storm?
- How do you plan to address storm water management at the site?
- What are your thoughts on dealing with the environmental conditions? Explain your experience in dealing with similar...

- When would you need to start construction? Timing generally?
- Of the team members identified have you worked together as a team? Which projects?
- Who will be directing the design team? Leading presentations and guiding charrette?
- We find that the things that resonate with Dexter residents revolve around (please add more as you see fit):
  - Quality of Life
  - Family
  - Schools
  - Availability of Single Family Housing
- How do you see your involvement in the project will enhance all or any of these aspects of our community?
- With so many stakeholders it is bound to happen...When a difference of opinion or issue arises how do you plan to resolve? (Staff, Council, DDA, PC)
- What do you see as being the biggest hurdle to the project?
- What do you think has the most potential to tank the project?

The interview process will also give us an opportunity to explore each firm's brownfield redevelopment experience, as well as each their ability to conduct a design charrette.

**Next Step:**

- Development interview format and agenda
- Schedule the interviews

**OFFICE OF COMMUNITY DEVELOPMENT**

8140 Main Street • Dexter, Michigan 48130-1092 • (734) 426-8303 • Fax (734) 426-5614

**Memorandum**

**To:** Chairman Brouwer and DDA Board of Directors  
Courtney Nicholls, City Manager

**From:** Michelle Aniol, Community Development Manager

**Re:** Retail Market Study Update

**Date:** July 21, 2015

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As you know, we received four submitted proposals to our Retail Market Study RFP. Staff has conducted a cursory review, but a more thorough evaluation is still needed before a recommendation can be made. The following table provides a breakdown of each firms proposed fee:

<b>Gibbs Planning Group</b> \$12,500.00	<b>The Chesapeake Group</b> \$12,000.00	<b>Chuck Eckenstahler &amp; Fanning Howey</b> \$10,950.00	<b>McKenna Associates</b> \$9,000, plus \$3,500 for optional marketing brochure
--------------------------------------------	--------------------------------------------	------------------------------------------------------------------	---------------------------------------------------------------------------------------

Key factors staff wants to see demonstrated include, but are not limited to the following:

- Specific experience, not only preparing a retail market study for a small downtown market, but in assisting a community with the implementation of the plan;
- Thorough explanation of the methodology for collecting primary data vs secondary data; and
- That our study will not be a reproduction of another study with the names changed.

A report and recommendation will be presented to the DDA and City Council next month. In the meantime, a copy of all four proposals has been downloaded onto a jump drive; the same jump drive containing the Downtown Redevelopment RFQ responses.

## Memorandum

**To:** Chairman Brouwer and DDA Board of Directors  
Courtney Nicholls, City Manager

**From:** Michelle Aniol, Community Development Manager

**Re:** Trash Enclosure Relocation Alternative

**Date:** July 21, 2015

---

Attached for your consideration and discussion you will find a brochure provided by Waste Management regarding an underground trash container. As you will recall, the Encore Theatre has expressed a desire to utilize its outdoor area, but the sight and smell of the existing dumpster enclosure is a barrier. The Theatre has a patron who is willing to cover the cost of relocating the dumpster enclosure, if the City/DDA can identify a possible sight to relocate it.

Fred Schmid and I met with Patrick Greve from Waste Management. We toured the DDA parking lot south of Main Street. During this meeting, Mr. Greve mentioned a new underground containment system that Waste Management was starting to use. Mr. Greve estimated the preliminary cost of a container at \$2,500. The cost to install and construct an appropriate enclosure has yet to be determined. In addition, an appropriate location must also be determined.

Attached to this memo you will find the following documents, to assist the Board in its discussion:

- Enviro Wirx deep container brochure
- Photos of the deep container installed at a commercial site
- As-built plans of the parking lot that show the location of underground utilities in the parking lot



# EnviroWirx™

7 Yard

# EnviroWirx™ 7 Yard

## Deep Waste Container

It's clean, innovative and it wirx. No special equipment is needed for emptying. It is available with either the standard waste lid or a recycling lid, which are both secure to keep unwanted waste and pests out. Clean up the look of your waste disposal system today.



Available in a variety of standard colors

## Make it EnviroWirx™ 7 Yard today and

### Save space

The EnviroWirx™ 7 Yard Deep Waste Container is 42% underground.

### Have less frequent pick ups

The self compacting system allows for more waste than traditional smaller units.

### Reduce odours

The lower temperature of the soil helps to reduce odours.

### Save money

No special pick up equipment is necessary as traditional front-end pick up is all you need. Reduces service time on site.

**EnviroWirx™ 7 Yard solves common above ground waste container problems by:**

### Keeping Unwanted Wildlife Out

The sealed secure lid keeps ANY form of wildlife out from raccoons to wasps.



### Locking Mechanism

Gravity lock secures the main lid. There is a key lock on the usage lid to mitigate illegal dumping and to keep the unit and it's users safe and secure.

### Smaller Foot Print

It would take 15 large waste carts to fill one EnviroWirx™ 7 Yard/5,350 Litre Deep Waste Container. A large percentage of the unit is underground and hidden from sight, keeping your waste collection location clean and compact; therefore, no need for dumpster corrals.

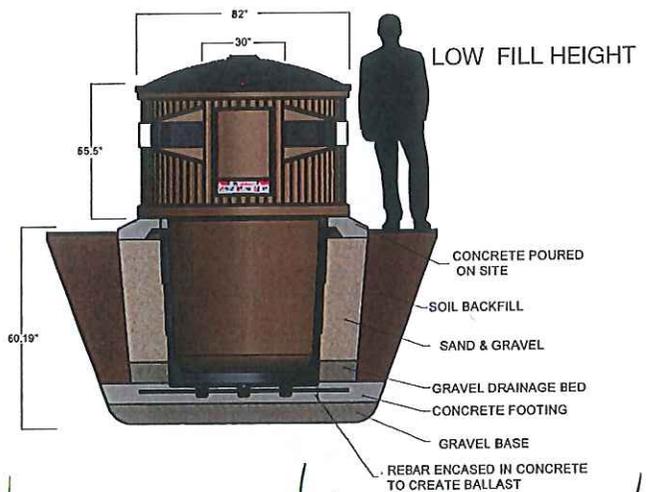


### Cleaner Appearance and No Litter

Aesthetically pleasing, makes the entire waste area look better. The large opening makes it easy and ideal height for waste disposal and reduces spillage.

### Installation

Easy to install - Please contact us for more information



[www.EnviroWirx.com](http://www.EnviroWirx.com)



US Patent Pending  
Canada Patent Pending



**EnviroWirx™**

Canada

1027 Industrial Place  
St.Clements, ON Canada N0B 2M0

U.S.A.

2900 Industrial Park Drive  
Austinburg, OH USA 44010

Phone: 519.699.0022/1.800.663.2803 | Fax: 519.699.0027 | Email: [info@envirowirx.com](mailto:info@envirowirx.com)

Please also visit our other family of products : [www.rtscompaniesinc.com](http://www.rtscompaniesinc.com)





**SITE UTILITIES LEGEND**

- PROPOSED WATER LINE
- PROPOSED WATER MAIN EASEMENT
- PROPOSED MANHOLE
- PROPOSED CLEANOUT
- ⊠ PROPOSED GATE VALVE N WELL
- ⊠ PROPOSED GATE VALVE N BOX
- ⊠ PROPOSED FIRE HYDRANT
- ⊠ PROPOSED CATCH BASIN
- IE. 855.000 INVERT ELEVATION

**WATERMAIN QUANTITIES**

- 290 LF 8" DIA CLASS 54 D.I.P.
- 25 LF 6" DIA CLASS 54 D.I.P.
- 1 - FIRE HYDRANT ASSEMBLY (FIRE HYDRANT MEETS BLOW OFF REQ.)
- 1 - 8" DIA TAPPING SLEEVE AND GATE VALVE IN A WELL
- 1 - 8" DIA GATE VALVE IN A WELL
- 1 - 8"x8"x6" TEE

**STORM SEWER STRUCTURE SCHEDULE**

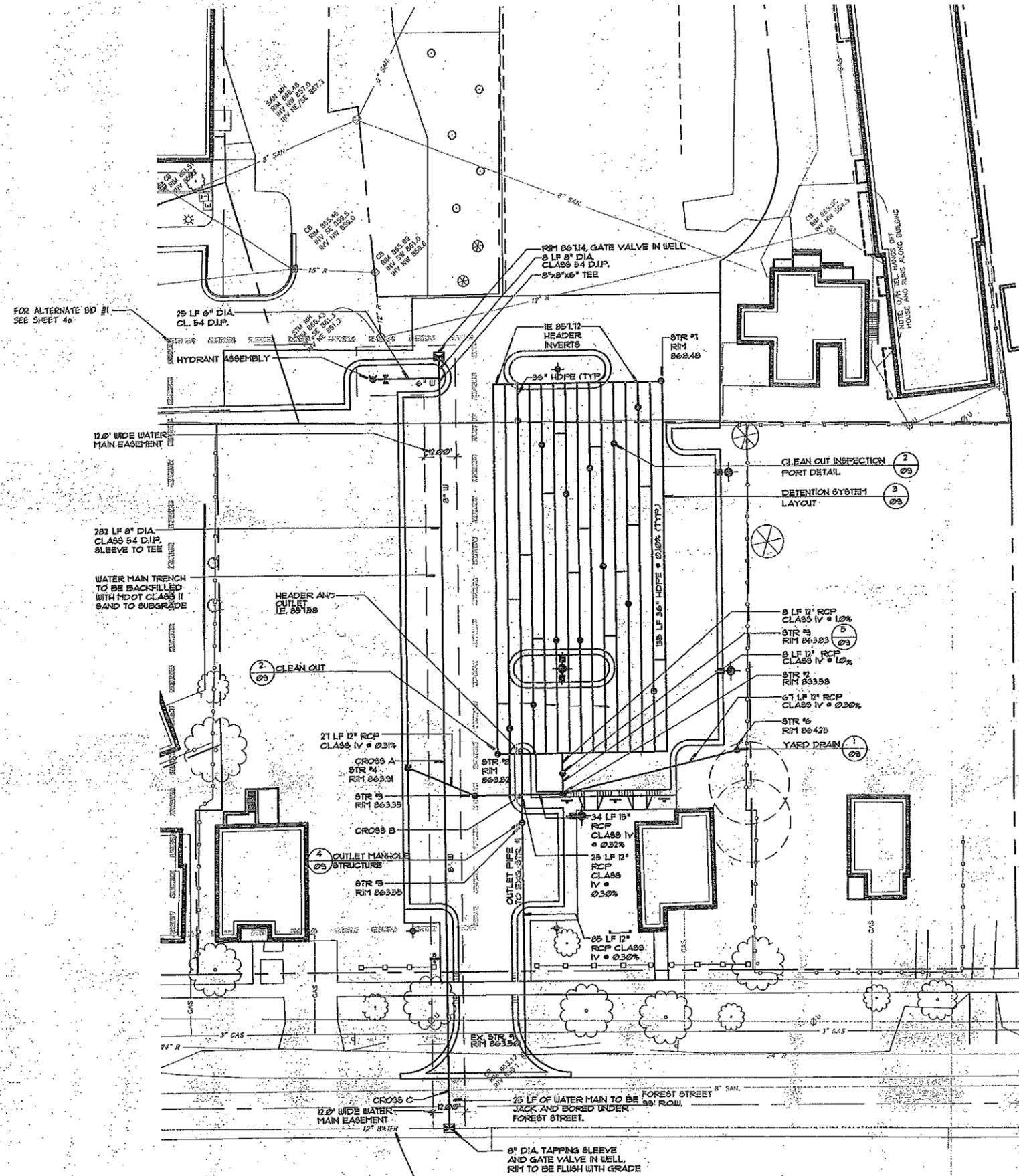
STRUCTURE NUMBER	TYPE OF STRUCTURE	CASTING TYPE	RIM ELEV.	INVERT ELEV.	SIZE AND DIRECTION
EX. STR. #1	4" DIA MANHOLE	E.W. 1040 TYPE M COVER	BASE RM 856.10 856.12 TO 863.50	856.10 856.10 857.24	24" NW 24" SE 12" NE
STR #2	4" DIA. MH	E.W. 7045 MI GRATE 7050 TI BACK	863.58	859.43 859.28	15" NW 12" NE
STR #3	4" DIA. MH	E.W. 1040 TYPE M COVER	863.35	859.64 859.54	12" N 15" SE
STR #4	4" DIA. CB	E.W. 7045 MI GRATE 7050 TI BACK	864.43	859.76	12" S
STR #5	4" DIA. MH	E.W. 1040 TYPE B COVER	863.55	857.50 857.50	12" NE 12" SW
STR #6	12" DIA. CB	E.W. 1612	864.25	859.58	12" NW
STR #7	4" DIA. MH	E.W. 1040 TYPE B COVER	868.48	857.72 857.72	36" NW 36" SW
STR #9	STORM-CEPTOR	E.W. 1040 FRAME AND COVER (SOLD COVER)	863.83	859.15 859.25	12" N 12" S

**SITE UTILITIES NOTES**

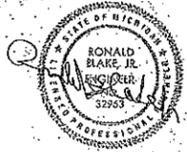
1. CONTRACTOR SHALL PLACE EROSION CONTROL MEASURES ON ALL EXISTING STORM SEWER STRUCTURES AFFECTED BY WORK IN THIS CONTRACT. SUCH EROSION CONTROL MEASURES SHALL BE MAINTAINED UNTIL PERMANENT MEASURES ARE IN PLACE.
2. CONTRACTOR SHALL PROVIDE AND MAINTAIN ALL EROSION CONTROL MEASURES REQUIRED BY STATE AND LOCAL GOVERNING AUTHORITIES.
3. CONTRACTOR SHALL ADJUST COVERS OF ALL UTILITY STRUCTURES AFFECTED BY WORK IN THIS CONTRACT.
4. CONTRACTOR SHALL ENSURE POSITIVE DRAINAGE TO ALL STORM SEWER STRUCTURES. ANY AREA WHICH APPEARS TO HAVE THE POTENTIAL FOR PONDING WATER SHALL BE BROUGHT TO THE ATTENTION OF THE LANDSCAPE ARCHITECT / ENGINEER PRIOR TO PAVING OPERATIONS. ANY AREA WHICH POND WATER AFTER PAVING OPERATIONS TAKE PLACE WILL BE REMOVED AND CORRECTED AT THE CONTRACTOR'S EXPENSE.
5. ALL UTILITIES AND STRUCTURES SHALL COMPLY WITH VILLAGE OF DEXTER STANDARDS.
6. ALL UTILITIES SHALL BE INSTALLED IN CONFORMANCE WITH STATE OF MICHIGAN, WASHENAW COUNTY, AND VILLAGE OF DEXTER STANDARDS.
7. ALL WATER LINES SHALL BE INSTALLED WITH A MINIMUM COVER OF 5.0 FEET.
8. UTILITIES UNDER PAVED AREAS SHALL BE BACKFILLED WITH HDOT CLASS II SAND COMPACTED 95% MOD. PROCTOR ENTIRE TRENCH UP TO FINSH GRADE.
9. FOR WATER MAIN DETAILS SEE SHEETS 10, 11.
10. FOR STORM SEWER DETAILS SEE SHEETS 12, 13.
11. STRUCTURES NO. 4, 3, 2 ARE LOW HEAD STRUCTURES. REFER TO VILLAGE OF DEXTER STANDARD STORM SEWER DETAILS.

**CROSSING INDEX**

CROSS A	TOP OF WATER LINE 857.80 INVERT N/S STORM SEWER 860.69
CROSS B	TOP N/S STORM SEWER 858.70 INVERT E/W STORM SEWER 860.48
CROSS C	TOP OF SANITARY SEWER 854.38 INVERT OF WATER LINE 857.80



Consultant



Project Title

The Village of Dexter  
 Main Street Parking  
 Addition  
 Bid Package #2  
 Dexter, Michigan

Sheet Title  
 Site Utilities Plan

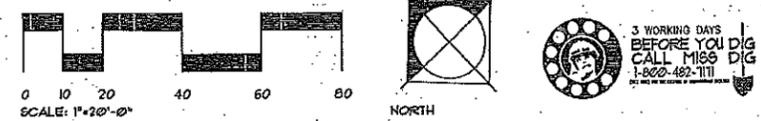
Date	Issued for
03.12.03	Preliminary Site Plan Review
04.03.03	Site Plan Review
05.05.03	Site Plan Review ReSubmission

Scale  
 1" = 20.00'

Quality Control  
 Drawn: BPA  
 Checked: BPA  
 Approved: KR

Project Number  
 92019.16

Sheet Number  
 05





## Memorandum

**To:** Chairman Brouwer and DDA Board of Directors  
Courtney Nicholls, City Manager

**From:** Michelle Aniol, Community Development Manager

**Re:** Report for July 23, 2015 DDA Meeting

**Date:** July 21, 2015

- **Reminder:** There will be a **Target Market Analysis (TMA) Tutorial on Tuesday, July 28, 2015** at 2:45 pm at the Dexter District Library. The TMA Tutorial is a 1-hour session presented by Sharon Woods. Ms. Woods firm, Landuse USA has been hired to conduct the TMA Analysis. Ms. Woods will explain her approach and methodology for the TMA. She will also describe current housing trends that are unique to Dexter and our partner communities, Chelsea, Saline and Ypsilanti, along with an explanation of the national trends that are driving a renewed interest in downtown living. Elected and appointed officials, residents and business owners, local developers and real estate professionals had been invited to the Tutorial.

**Prior to the Tutorial**, Ms. Woods will conduct a **driving tour** of the city. Mr. Carson can make arrangements for a WAVE bus. Currently, we have room for **6 more people**. All elected and appointed officials have been invited. **Please let staff know if you would like to attend.**

The following are three (3) questions Mr. Woods would like us to address during the driving tour:

1. Attached Urban Housing  
Please show us the existing choices among attached housing units in your urban areas, such as stacked flats or lofts above street-front retail, row houses, townhouses, condominiums, and adaptive reuse of historic buildings. Also, please point out any conventional apartment buildings.
  2. Reinvestment Projects  
Show us your "biggest and best" redevelopment and reinvestment projects; either recently completed, underway, or proposed. Include any significant projects that are just waiting for the right developer or investor. These can be residential, retail, or mixed-use projects.
  3. Placemaking  
What makes your community particularly unique? During the tour, point out any success stories that relate to Placemaking, such as complete streets initiatives, streetscape improvements, or unique amenities.
- Staff met with MEDC and Northern United Brewing Company (NUBC) last week to discuss the Michigan Department of Agriculture (MDARD) Strategic Growth Initiative Grant. As you will recall, the purpose of this initiative is to remove barriers and leverage opportunities identified by food producers, agri-business, and those in agriculture production, as critical to business development and growth. NUBC will be applying for the grant to do a pilot study of a bio-electrically enhance wastewater treatment system. The system has the potential to
    - o reduce the high nutrient waste stream that is sent to public wastewater treatment facilities by breweries and other food producers;

- o produce methane gas that businesses could use in their facilities for process heating and potential electrical generation;
- o facilitate water reuse at the businesses facility;
- o reduce solids generated by breweries and food producers, compared to other conventional systems; and
- o stabilize treatment operation across daily variable flows and loads.

Across the state, breweries and food producers are having difficulty expanding their operations because small community wastewater treatment facilities cannot handle the high levels of BOD and other nutrient rich waste streams that these industries produce. If NUBC's grant is approved, and the pilot project proves effective, the benefits will be statewide. To help NUBC's grant efforts, the City is providing the following information/support to NUBC's application:

- o Letters of support (City and F&V).
  - o Summary of the measures City has taken to help address wastewater treatment issues.
  - o Articulate and quantify the potential impact the pilot could have on the City's WWTP (this information will be taken from the PowerPoint that Dan, Blair and you presented last year).
- Staff, Jim Carson and Donna Fisher attended the Kalamazoo developer interviews on Thursday, July 16<sup>th</sup>. Kalamazoo received 3 responses to their RFQ. All three were scheduled to be interviewed, but one dropped out at the last minute. The interviews we witnessed were very informative. We also had an opportunity to talk with a representative from one of the firms.