

# Dexter Downtown Development Authority

May 21, 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 May 21, 2015 by Chairman Steve Brouwer

2. Roll Call

Becker, Patrick	Bellas, Rich	Brouwer, Steve
Covert, Tom	Darnell, Don	Finn, Doug-ab
Jones, Carol	Keough, Shawn	Model, Fred-alb
O'Haver, Dan-ab	Schmid, Fred-arr 7:33	Willis, Randy

Also in attendance: Michelle Aniol, Community Development Manager; John Heiss, O'Brien Construction; and media.

3. Approval of Minutes from the Regular April 16, 2015 Meeting:

*Motion Darnell, second Willis to approve the regular meeting minutes of April 16, 2015 with a note added under the Treasurer's Report to have the City Treasurer check on the US Bank payment for accuracy. Unanimous voice vote approval with Finn, Model and O'Haver absent.*

4. Approval of Agenda:

*Motion Bellas, second Willis to approve the agenda as presented. Unanimous voice vote approval with Finn, Model and O'Haver absent.*

5. Pre-arranged Audience Participation:

*None*

6. Non-Arranged Citizen Participation:

*None*

7. Treasurer's Report:

a) May Invoices: Invoice from Scott Munzel for Dexter Wellness in the amount of \$4,495.35, for Broad Street Property in the amount of \$238.00, and for the Housing market Study in the amount of \$408.00 for a total of \$5,141.35. *Motion Willis, second Schmid to pay the May invoices in the amount of \$5,141.35. Unanimous voice vote approval with Finn, Model and O'Haver absent.*

- b) Approval of May 2015 Treasurer's Reports – *Tom reported on the balances, debt fund forecast with forecast of paying down the bond but have not cleared up the bond payment schedule yet. Will report on this at the next meeting. Motion Keough, second Darnell to accept the May Treasurer's report as presented. Unanimous voice vote approval with Finn, Model and O'Haver absent.*
- c) Bond Refinance – *Motion Covert, second Darnell to request consideration of adopting a bond resolution at the June meeting to begin the process of restructuring the 2008 taxable bond. Unanimous voice vote approval with Finn, Model and O'Haver absent.*
- d) Budget Forecast – *Presented with a sample to review and then it will go to council. Need to add DTE removal and property swap.*

8. Correspondence / Communications:

None

9. Action Items:

a) Washtenaw County Road Millage Tax Capture

*Motion Darnell, second Bellas be it resolved that in the spirit of intergovernmental cooperation the Downtown Development Authority directs the City of Dexter Treasurer to remit their capture of the .5 road millage levied in December 2014 to the Washtenaw County Treasurer for use in the City of Dexter as outlined in their resolution of October 2014, and that this action in no way endorses Washtenaw County's actions in exempting this millage from tax capture in the absence of case law from within Washtenaw County addressing this issue, and that the Dexter Downtown Development Authority reserves the right to retain the capture from the future road millage levied under PA 203 of 1909.*

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

*Nays: None*

*Absent: Finn, Model, and O'Haver*

*Motion carries.*

b) RFQ for Developer

*Motion Darnell, second Covert to approve the distribution and posting of the RFQ for a Developer of the 3445 Broad Street Property. Unanimous voice vote approval with Finn, Model and O'Haver absent.*

c) Landuse USA Target Market Analysis Proposal

*Motion Keough, second Schmid to recommend to City Council the contract from Landuse USA in the amount of \$30,000. Unanimous voice vote approval with Finn, Model and O'Haver absent.*

- d) Washtenaw County Mini Grant Opportunity – Discussion regarding County’s economic development mini-grant program to fund a Retail Market Study of the Downtown.

*Motion Schmid, second Darnell to authorize staff to distribute and post the RFP for a Retail Market Study with the City of Dexter and the Dexter DDA splitting the costs. Unanimous voice vote approval with Finn, Model and O’Haver absent.*

*Motion Darnell, second Willis to accept the Dexter Area Chamber of Commerce’s proposal to submit the Washtenaw County Mini-Grant Application and act as the grant administrator for a fee not to exceed \$300. Unanimous voice vote approval with Finn, Model and O’Haver absent.*

#### 10. Discussion Updates:

- a) Dumpster Relocation (continued)

*Fred S reported on some inherit problems with the moving of the dumpster. One of the new location sites is only a few feet away from a property owner’s pool. The dumpster is also in need of repair as it may not be able to be moved. The dumpster area is in need of policing as it is filled with additional trash. More work is needed on this issue and it was suggested that a meeting with Waste Management may be helpful.*

- b) DDA Boundary Expansion

*A request has been made at the Dexter Plaza shopping center to place the Plaza into the DDA boundaries for the purpose of issuing a liquor license. This boundary can be expanded without expanding the TIF capture area. Direction to staff to clarify the DDA boundaries, identify the process, and identify costs involved.*

#### 11. City Mayor and Staff Reports

- a) Mayor – Shawn Keough

- *The City has received a letter from the State of Michigan regarding the assessing at the end of 2014. County Equalization agreed to take the rolls from Scio and Webster Township, combine them, and have each township hold a Board of Review on their portion of the property. On May 27, the City will go before the Michigan Tax Board. The City will need to re-certify the assessments and will need to re-hear challenges to these assessments with a Board of Review conducted by the City and not the townships.*
- *Depositions will be taken by our attorney – Amy Heydlauff on May 29 and Shawn in June.*

- b) Staff Support Update - Michelle Aniol

- *3441 Broad Street was demolished in April and the owner applied for a rear yard setback through the ZBA. The ZBA postponed action. The owner has also applied for a combined site plan review and special use which will be heard at the Planning Commission.*
- *The Red Brick has formerly moved its entrance to the new building. This week they will be demolishing the old kitchen, expanding seating and restoring the façade of the original entrance.*
- *Have met with AR Brouwer regarding the possibility of a mixed density residential development at the corner of Baker and Grand. Many items need to be worked out.*

12. Chairman's Report:

Items for June 18, 2015 Agenda –

- *Bond Refinance*

13. Non-Arranged Citizen Participation:

None

14. Adjournment

*Motion Schmid, second Darnell to adjourn the meeting at 8:30 AM. Unanimous voice vote approval with Finn, Model and O'Haver absent.*

Respectfully submitted,  
Carol Jones  
Secretary

Approved for filing: June 18, 2015