

Dexter, Michigan
Downtown Development Authority

MEETING NOTICE

JANUARY 19, 2012
7:30 AM

DEXTER SENIOR CENTER
7720 ANN ARBOR STREET
DEXTER, MICHIGAN 48130

Dexter Downtown Development Authority

Meeting Agenda

January 19, 2012 <> 7:30 AM

Dexter Senior Center

7720 Ann Arbor Street

Dexter, MI 48130

1. Call to Order:
2. Roll Call

Bellas, Rich	Brouwer, Steve	Covert, Tom
Darnell, Don	Finn, Doug	Jones, Carol
Keough, Shawn	Lundy, Dick	Model, Fred
O'Haver, Dan	Schmid, Fred	Willis, Randy
3. Approval of Minutes from December 15, 2011:
4. Approval of Agenda:
5. Arranged Audience Participation:
6. Non-Arranged Citizen Participation:
7. Treasurer's Report: **SENT IN SEPARATE EMAIL**
 - a) Invoices: \$500 approval held from December Meeting. January payable \$1,500 Invoice for the Audit. **Total Invoices \$2,000**
 - b) Approval of Treasurer's Report:
8. Correspondence / Communications:
9. Action Items:
 - a) Arts, Culture and Heritage Committee, request for a DDA representative to serve on an Art Selection Committee
10. Discussion Updates:
 - a) Mill Creek Park-Any new updates?
 - b) Old DAPCO Site Redevelopment Team- Update
Review of Kick-off meeting and next steps.
11. Village Reports:
 - a) President
 - b) Staff Support Update

12. Chairman's Report:

13. Non-Arranged Citizen Participation:

14. Adjournment:

Dexter Downtown Development Authority

December 15, 2011 <> 7:30 AM

Dexter Senior Center

7720 Ann Arbor Street

Dexter, MI 48130

MINUTES

1. Call to Order: Called to order at 7:35 by Chairman Steve Brouwer.

2. Roll Call

Bellas, Rich	Brouwer, Steve	Covert, Tom
Darnell, Don-ab	Finn, Doug-ab	Jones, Carol
Keough, Shawn	Lundy, Dick-ab	Model, Fred-ab
O'Haver, Dan-ab	Schmid, Fred-ab	Willis, Randy

Also in attendance: Donna Dettling, Dexter Village Manager.

3. Approval of Minutes from November 17, 2011: Motion by Randy, second by Rich to approve the minutes of November 17, 2011. Motion carries.

4. Approval of Agenda: Motion by Randy, second by Shawn to approve the agenda with one addition, item 10-c, Community Garden / Farmers Market Report.

5. Arranged Audience Participation: None

6. Non-Arranged Citizen Participation: None

7. Treasurer's Report:

a) Invoices: #3002105 from US Bank for Bond Service in the amount of \$500 was not voted upon due to lack of a quorum.

b) Approval of Treasurer's Report: Motion by Rich, second by Randy to accept the Treasurer's Report for December. Motion carries.

8. Correspondence / Communications: None

9. Action Items: None

10. Discussion Updates:

a) Mill Creek Park Update -- it is wet and work has come to a slow pace with most work to wait until spring. The Village can start drawing from the Michigan Trust Fund.

b) Old DAPCO Site Redevelopment Team -- met with Valerie Potsos on continuing her lease with the village and she is evaluating her option for a

16 month lease until December 2013. The report on the analysis of the building is due today and Donna will send it out when received.

c) Community Garden / Farmer's Market Report – Carol, DDA Rep. to the committee, reported on the wrap up meeting for the garden/market and the success of both this season.

11. Village Reports:

a) President – Shawn reported that the Village is taking a proactive step using the extra money received from the State Revenue Fund due to increased Village Population to help in funding the Employee Retirement fund deficit in the amount of \$95,000 over the next 5 years; he has asked that the Art, Culture and Heritage plan sent to DDA members; and he mentioned that LaFontaine has approached Council about installing wind turbine light fixtures at the new building and incorporating this concept into the art item to be placed on the corner of their property.

b) Staff Support Update – None

12. Chairman's Report: None

13. Non-Arranged Citizen Participation: None

14. Adjournment: Motion by Randy and second by Rich to adjourn the meeting at 7:56 AM. Motion carries.

POST, SMYTHE, LUTZ AND ZIEL

OF PLYMOUTH LLP

Certified Public Accountants

1034 W. ANN ARBOR TRAIL

P.O. BOX 5520

PLYMOUTH, MICHIGAN 48170-1502

TELEPHONE: (734) 453-8770 FAX: (734) 453-0312

January 01, 2012

Village of Dexter
8140 Main Street
Dexter, MI 48130

Invoice# : 41594
Client ID : DEXTV

PLEASE DETACH AND RETURN THIS PORTION WITH YOUR REMITTANCE

EXAMINATION OF ACCOUNTS FOR FISCAL YEAR ENDED JUNE 30, 2011	\$ 11,500.00
DDA ANNUAL AUDIT	1,500.00
SINGLE AUDIT FOR FEDERAL GRANTS	<u>5,000.00</u>
Total Current Activity	\$ 18,000.00
Beginning Account Balance	<u>0.00</u>
Please Pay This Amount	<u>\$ 18,000.00</u>

POST, SMYTHE, LUTZ AND ZIEL

OF PLYMOUTH LLP

Certified Public Accountants

1034 W. ANN ARBOR TRAIL P.O. BOX 5520 PLYMOUTH, MICHIGAN 48170-1502

**DDA Cash Balances Report
12-31-11**

Fund	Account Name	General Ledger Balance	Notes
248 - DDA General	DDA Pooled Account	\$ 149,024.29	
394 - DDA Debt	DDA Pooled Account	\$ 963.89	
494 - DDA Project	DDA Pooled Account	\$ 4,000.00	
	Total DDA Pooled Account	\$ 153,988.18	
394 - DDA Debt	Ann Arbor State Bank CD	\$ 80,173.99	For State Issue - Matures 03/03/2012 @ .75%
394 - DDA Debt	Ann Arbor State Bank CD	\$ 120,000.00	For 5/12 Bond Payment - Matures 2/20/2012 @ .75%
394 - DDA Debt	United Bank CD	\$ 126,479.25	For 11/12 Bond Payment - Matures 8/22/2012 @ .65%
	Total Certificates of Deposit	\$ 326,653.24	
Total General Cash		\$ 149,024.29	
Total Debt Cash		\$ 327,617.13	
Total Project Cash		\$ 4,000.00	
Total Bond Project Cash		\$ -	
		\$ 480,641.42	
Month End Cash		\$ 480,641.42	
Reserved for State Capture Refund		\$ (80,000.00)	
Projected FY 11/12 Revenue All Funds		\$ 371,060.30	
Projected FY 11/12 Expenditures All Funds		\$ (474,198.59)	
Projected Expenditures Prior Year		\$ -	
Projected Year End Cash		\$ 297,503.13	FY 12/13 Bond Payments = \$340,931

Projected Expenditures Remaining from FY 10/11

None \$0.00

Budget Amendment Downtown Development Authority

Line Number	Line Description	New Line # ?	Revenue or Expenditure?	Original Adopted Budget	Proposed Amendment	Budget After Current Amendment
394-850.000-997.001	2001 Bond	No	Expenditure	\$ 85,700	\$ -	\$ -
394-850.000-997.005	2011 Refunding	Yes	Expenditure	\$ -	\$ 81,000	\$ 81,000
394-850.000-992.000	Bond Fees	No	Expenditure	\$ 1,000	\$ -	\$ 1,000

Reason for Amendment Remove 2001 Bond from budget and replace with 2011 Refunding bond. Increase bond fees just in case need to pay fees for service of both the old and the refunded bond.

Total change in Revenue (increase /decrease): \$ -
 Total change in Expenditures (increase/decrease): \$ (3,700)
 Change to Overall Budget's revenue over expenditures: \$ (3,700)
 Source of Reserves, if applicable: Not applicable

Approved by Council on July 26, 2010

 Carol J. Jones, Village of Dexter Clerk

	Original Budget	Amended Budget	YTD Actual December	Unreconciled Transactions	YTD Adjusted December	Unencumbered Balance	% of Budget
Fund 394 DDA Debt Fund							
Revenues							
665.000 Interest Earned	2,000.00	2,000.00	1,190.59	0.00	1,190.59	809.41	59.5%
671.000 Other Revenue	-	-	121.24	0.00	121.24	(121.24)	0.0%
695.006 Transfer in from DDA Fund 248	344,700.00	344,700.00	123,701.38	0.00	123,701.38	220,998.62	36.9%
Total Revenues	346,700.00	346,700.00	125,013.21	0.00	125,013.21	221,686.79	36.1%
Department 850.000 Long Term Debt							
992.000 Bond Fees	1,000.00	1,000.00	500.00	0.00	500.00	500.00	50.0%
997.001 DDA 2001 Bond	85,700.00	85,700.00	0.00	0.00	0.00	85,700.00	0.0%
997.003 DDA 2008 Taxable Bond (\$1.6M)	138,700.00	138,700.00	61,826.25	0.00	61,826.25	76,873.75	44.6%
997.004 DDA 2008 Bond (\$2+M)	121,300.00	121,300.00	48,139.38	0.00	48,139.38	73,160.62	39.7%
Total Long Term Debt	346,700.00	346,700.00	110,465.63	0.00	110,465.63	236,234.37	31.9%
Total Expenditures	346,700.00	346,700.00	110,465.63	0.00	110,465.63	236,234.37	31.9%
Net Effect for DDA Debt Fund 394	0.00	0.00	14,547.58	0.00	14,547.58	(14,547.58)	

	Original Budget	Amended Budget	YTD Actual December	Unreconciled Transactions	YTD Adjusted December	Unencumbered Balance	% of Budget
Fund 248 Downtown Development Authority							
Revenues							
415.000 Tax Capture Revenue	360,800.00	360,800.00	212,274.10	0.00	212,274.10	148,525.90	58.8%
665.000 Interest Earned	1,000.00	1,000.00	152.39	0.00	152.39	847.61	15.2%
665.003 DAPCO CD Interest	-	-	0.00	0.00	0.00	0.00	0.0%
671.000 Other Revenue	-	-	0.00	0.00	0.00	0.00	0.0%
Total	361,800.00	361,800.00	212,426.49	0.00	212,426.49	149,373.51	58.7%
Expenditures							
Department 248 Administration							
803.000 Contracted Services	1,500.00	1,500.00	134.40	0.00	134.40	1,365.60	9.0%
820.000 Planning Consulting	1,000.00	1,000.00	0.00	0.00	0.00	1,000.00	0.0%
957.002 DDA Capture Refunds	5,000.00	5,000.00	0.00	0.00	0.00	5,000.00	0.0%
000.000 Downtown Events	500.00	500.00	0.00	0.00	0.00	500.00	0.0%
Total	8,000.00	8,000.00	134.40	0.00	134.40	7,865.60	1.7%
Department 442 Downtown Public Works							
803.015 Village Maintenance	9,100.00	9,100.00	0.00	0.00	0.00	9,100.00	0.0%
970.000 Capital Improvements	-	-	0.00	0.00	0.00	0.00	0.0%
Total	9,100.00	9,100.00	0.00	0.00	0.00	9,100.00	0.0%
Department 965 Transfers Out							
999.012 Transfer Out for Bond Payments - 394	344,700.00	344,700.00	123,701.38	0.00	123,701.38	220,998.62	35.9%
999.014 Transfer Out to DDA Project Fund - 494	-	-	0.00	0.00	0.00	0.00	0.0%
Total	344,700.00	344,700.00	123,701.38	0.00	123,701.38	220,998.62	35.9%
Total Expenditures	361,800.00	361,800.00	123,835.78	0.00	123,835.78	237,964.22	34.2%
Net Effect for Downtown Development Authority 248	0.00	0.00	88,590.71	0.00	88,590.71	(88,590.71)	

Village of Dexter Public Art Plan 2011 (Draft Presented to Council 11-28-11)

Introduction

In the wake of the housing crisis, communities are competing for new residents and working to keep their existing residents, while facing dealing with declining revenues. Communities have to find cost effective, innovative ways to make their area stand out from the rest. Placemaking, which is a current buzzword when discussing community and economic development, is a multi-faceted approach to the planning, design and management of public spaces. Creating attractive public spaces provides a value added experience for residents, merchants, customers and other visitors to a community. One way to enhance the look of public spaces is through the display of public art.

“Public art at its best helps us to see the rest of the space differently. It is an extraordinary quality, a remarkable opportunity and a huge prize for anyone commissioning public art.”

— John Tusa, *The Observer*, May 11, 2008.

Public art enhances a community by:

- improving the aesthetic quality of public spaces and structures
- enhancing the sense of local distinctiveness
- providing cultural and recreational opportunities that stimulate the local economy as visitors come to see the art
- increasing the awareness of Dexter as a destination
- creating opportunities for residents to promote their art
- improving individual and collective experiences of culture in our community
- contributing to local heritage

The Village of Dexter Arts, Culture & Heritage Committee (ACH) was formed by Council Resolution in June of 2008 as a five member committee. Due to the response from the community, the Committee was expanded to ten members in July 2008.

Shortly after its creation the Committee adopted the following mission statement:

Dexter's Arts, Culture, and Heritage Committee promotes and facilitates arts and culture in Dexter, Michigan. Our mission includes increasing awareness of Dexter's heritage and history; serving the local community by providing networking resources and opportunities; acting as a

liaison to existing artistic and cultural organizations; and fostering a wide range of cultural activities that enrich our community.

The function of creating a plan for public art in the community fits well within the scope of the authorizing resolution and the Committee mission statement.

The purpose of this art plan is to identify areas of need for public art in Dexter, to offer examples and visual images which illustrate possibilities for public art, to outline some ways in which the allocation of funds will support public art, and to demonstrate how the process of obtaining public art can be put in place.

Definitions:

Art - refers to a wide range of expressions in the visual and performing arts including, but not limited to, conventional categories such as: sculpture (figural, abstract, kinetic), engravings, mosaics, murals, paintings, mixed media, drawings, stained glass, furniture art that incorporates artistic elements, dramatic performances, and music performances. Visual art may or may not be incorporated as part of architectural elements

Art in public places - refers to art installed, placed, or staged in public places that is privately owned/operated and is dependent upon the discretion of private entities. (As an example of this category, a mural on a building exterior may be widely visible to the public, but might be removed by the building owner, or eliminated by a new owner in a transfer or sale of property).

Functional Art – Art that is has a purpose beyond providing visual enjoyment.

Furniture Art – Items such as artist created benches, drinking fountains, picnic tables, fences, and light poles. Could also be referred to as functional art.

Permanent art - Art selected by the Village to stay on display longer than one (1) year. Permanent art would be the property of the Village.

Public art - refers to installations, placements and stagings of artistic expression, both temporary and permanent, that are not privately owned.

Temporary Art - Art selected by the Village to stay on display for less than one (1) year. Temporary art remains the property of the Artist.

Current Inventory – Art in the Community Today

Currently the Village has various representations of public art in the community.

Publicly Owned:

- Monument Park contains a statute of a Civil War soldier and a Civil War Monument

In several locations enhancements were made that increased the visual aesthetics of an area:

- Painted bricks on the Main Street Bridge
- Downtown Pavers
- Plaza at Main and Jeffords

Art in Public Places:

- Mural on the back and side of Hackney Hardware
- Mural on the Dexter Bakery
- Sculpture in the Broad alley

Action Plan

Proposed Timeline for Implementation

2012

Create a temporary art installation in five locations to introduce the community to the idea of public art

2013-2017

Select permanent pieces for selection areas of the Village – to be determined after the temporary art installation project.

Installation of two Historical Signs

Location/Possible Types of Art

Several locations exist in the community that would benefit from the installation of public art including:

- Community Park
- Warrior Creek Park
- Mill Creek Park
- Peace Park
- Lion's Park
- Pedestrian areas / trails
- Dexter-Ann Arbor corridor
- Baker Road corridor
- Industrial Park
- Central Street/Route of Border to Border Trail

Art selected for these areas should be site specific, representational or abstract interpretations of unique characteristics of the Dexter area. Examples of possible topics include the meeting of the rivers/waterways that run through the Village, memorializing something about the area either literally or figuratively such as the transition from a farming community to a more urban community.

Projects could include: sculpture, mosaics, decorative paths, historical signage functional art, and/or furniture art.

The Committee's recommendations for the locations that would be best to display a temporary art installation are as follows:

Mill Creek Park area
Jeffords and Main
Peace Park
Downtown along Main Street
Library/Farmers Market area

The display of signage describing historical buildings/locations in the Village is recommended. The areas under consideration are near 8140 Main, which is the site of the old grist mill, and downtown near the clock. The signs will display a historical image of the building and text that describes its historical relevance.

Dexter Community Schools owns a significant amount of land in the Village. Engaging them in the idea of placing public art on their property will help to further the plan. The Committee will coordinate and collaborate with local schools to provide support and guidance and create opportunities. Creating a stable line of communication is essential to stay in touch with the schools' needs and how we can help each other.

Selection of the Art

Establishment of a Selection Committee consisting of:

- Three members of the Arts, Culture & Heritage Committee (not including the ex-officio)
- The ex-officio or other Council representative
- One member from the Parks & Recreation Commission who is a Village resident
- One member of the Downtown Development Authority
- One member of the Planning Commission

When necessary, the committee may request the services of an art professional such as a public art administrator, artist, architect, landscape architect, art historian, museum curator, art critic, and/or educator to act as a consultant for the selection process.

The decision by the committee will require a majority vote of the members.

Art Selection Methods

Published announcements (electronic, print, and /or web-based) will inform artists of the project and the criteria and procedures for selection, including the necessary submission requirements. The selection procedures will include but are not limited to the following:

(1) Request for Proposal (RFP)

If an artist is selected based on a request for proposal, artists responding to the RFP will send in examples of past completed work, a resume and a proposal for the specific project. Proposals typically include: drawing(s), images or a model, a written description of the artwork, a budget and a timeline for completion.

The Selection Committee will meet to review the proposals. The Selection Committee will recommend its selection to the ACH. The ACH will vote on the recommendation and will forward its recommendation to Village Council for their approval.

The information sent to the Village Council will contain information about the selection process, including information about the other artists who submitted proposals and the reason(s) why the ACH is making the recommendation.

(2) Direct Selection

Direct Selection is the hiring an artist or purchasing an existing work of art. This type of selection may be needed when there is a single clear choice or sole source in terms of the artistic solution for a project.

The ACH will forward the recommendation to Village Council for their approval. The ACH Committee will include information as to why the direct selection method was chosen.

(3) Receipt of a Gift

A work of art that already exists may be accepted as a gift for a specific site. The work of art may be received from the artist, his/her estate, a gallery or a collector. Proposed gifts to the Village of works of art for placement in public places, or of funds for the acquisition of works of art for placement in public places will be reviewed by the ACH. Once reviewed, the ACH will forward the recommendation to the Village Council.

Selection Committee Criteria

The Selection Committee evaluates proposals using the following criteria:

- Quality of presentation and artistic merit
- Technical abilities
- Strength of past artwork
- Proven ability to work effectively with a community
- Proven ability to work effectively as a team member within an architectural context
- Experience working in public settings
- Experience fabricating and installing permanent and temporary artwork
- Demonstration of a commitment to reflecting the diversity and cultural richness of the Village
- Input from artist(s) references
- Proposals should be suitable for the site

Organization and Maintenance of Public Art

Artists selected to create and provide permanent and temporary works of art will specify the maintenance that will be required for the work of art and submit a maintenance schedule.

The contract for a permanent installation will provide that the artist(s) will be responsible for the first full year of maintenance (after installation of the artwork), including all corrections and/or repairs of the work(s) or art.

The Village will be responsible for the maintenance of the work of art after the one year period expires.

When possible the recommended maintenance will be performed by Village staff. The ACH will advise Village Council when the services of a professional conservator are required to evaluate the status of/perform maintenance on a piece of art.

Responsibility for the maintenance of works of art chosen for temporary display will stay with the artist.

All art, both permanent and temporary, will be entered into a database that includes the maintenance requirements (for permanent pieces), cost, date of installation, date of removal (for temporary pieces), artist contact information, and location.

Funding Methods

Several funding methods exist for the implementation of the public art plan.

General Fund: The General Fund is the basic operating fund of the Village. General fund revenues are derived from property taxes, state-shared revenues, license and permit fees, charges for services, interest on investments, and court fines. Money received from any source towards public art would likely be channeled through the General Fund.

Village Ordinance: An ordinance could be created that would require that a certain percentage of the construction cost for Village public improvement projects be set aside to fund public art.

Michigan Council for Arts and Cultural Affairs: The Michigan Council for Arts and Cultural Affairs (MCACA) coordinates grants to arts and culture organizations, cities and municipalities, and other nonprofit organizations to encourage, develop and facilitate an enriched environment of artistic, creative and cultural activity in Michigan.

Arts Alliance: This Washtenaw County organization is a re-granting agency for mini-grants provided by the MCACA.

Community Foundation for Southeast Michigan: The Community Foundation is governed by a board of community leaders which awards grants to support a wide variety of activities and programs benefiting education, arts and culture, health, human services, community development and civic affairs in the seven-county region of southeast Michigan.

Donations/Gifts/Memorials: Businesses, corporations, private clubs, community organizations and individuals could contribute in-kind and financially towards the placement of public art in the community.

Fundraising: Dedicated fundraising efforts could be used to generate revenue.

Contractual Agreement: Temporary art displays could be furnished through a contractual agreement

Final Recommendations

The Arts, Culture & Heritage Committee is pleased to present this plan to Village Council for its consideration. Public Art will help to put the finishing touches on our beautiful community. Adoption and implementation of this plan over the next five years will show the Village's commitment to the arts in a public way. These public displays of commitment will increase the likelihood that residents, merchants and artists will support the program through gifts, donations and a desire to display their work.

This plan is intended to be a living document. If an opportunity presents itself to put a piece of art in a location not specifically identified in this report, it should be judged on its benefit to the community and not dismissed because it was not contemplated by the plan.

Further Reference

Goldstein, Barbara. *Public Art by the Book*. Seattle: University of Washington Press, 2005.

Walljasper, Jay. *The Great Neighborhood Book: A Do-It-Yourself Guide to Placemaking*. Gabriola Island, BC: New Society Publishers, 2007.

Project for Public Spaces. *How to Turn a Place Around: A Handbook for Creating Successful Public Spaces*. New York: Project for Public Spaces, 2000.

Fleming, Ronald Lee. *The Art of Placemaking: Interpreting Community Through Public Art and Urban Design*. London: Merrell, 2007

Online Examples of Local Public Art Projects

<http://treetownmurals.com/mural-art/public-art/manchester-mi-mural/>

http://articles.directorym.com/Adding_Art_To_Business_Spaces_South_Lyon_MI-r961624-South_Lyon_MI.html

http://www.heritage.com/articles/2011/04/13/saline_reporter/news/doc4da5320e72924296868568.txt

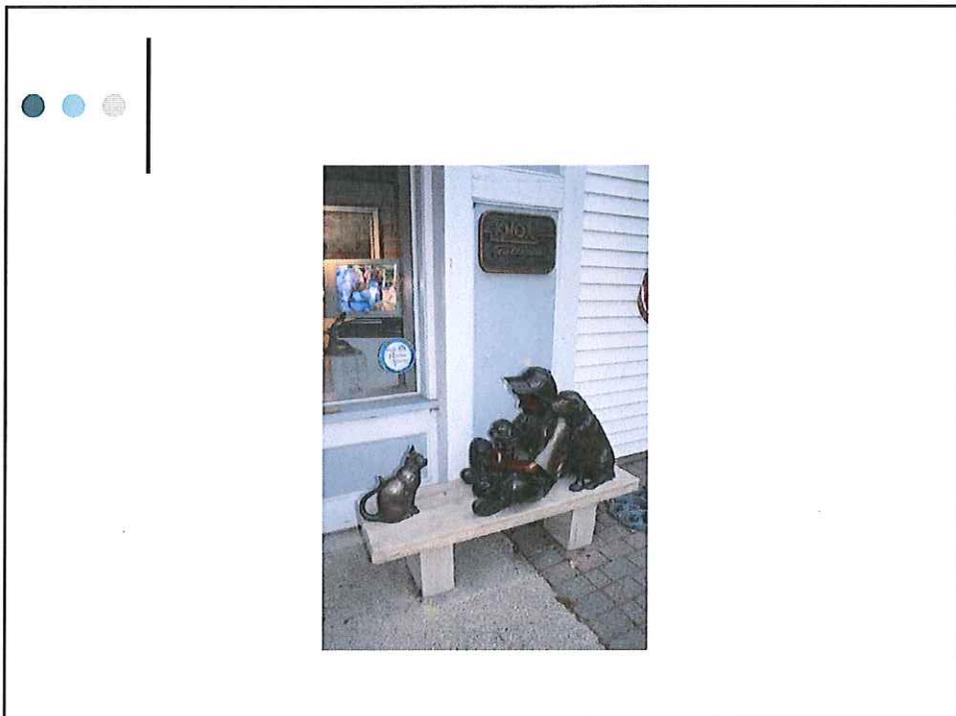
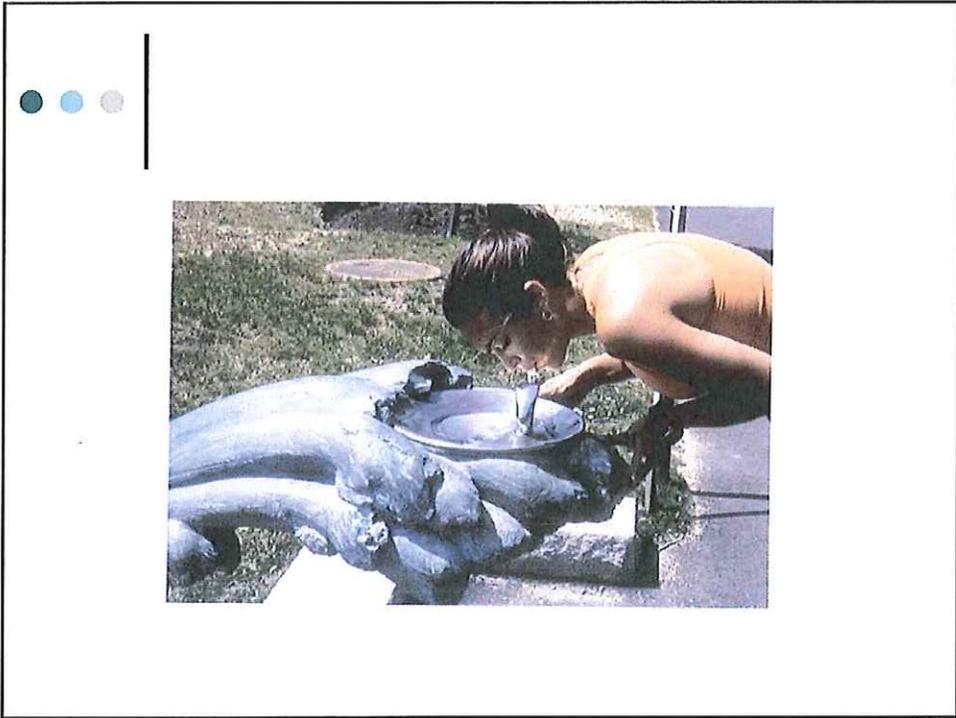
<http://www.mackinac.org/11463>

http://www.mytecumseh.org/index.php?option=com_mtree&cf_id=28&lang=en&task=searchby&value=Arts

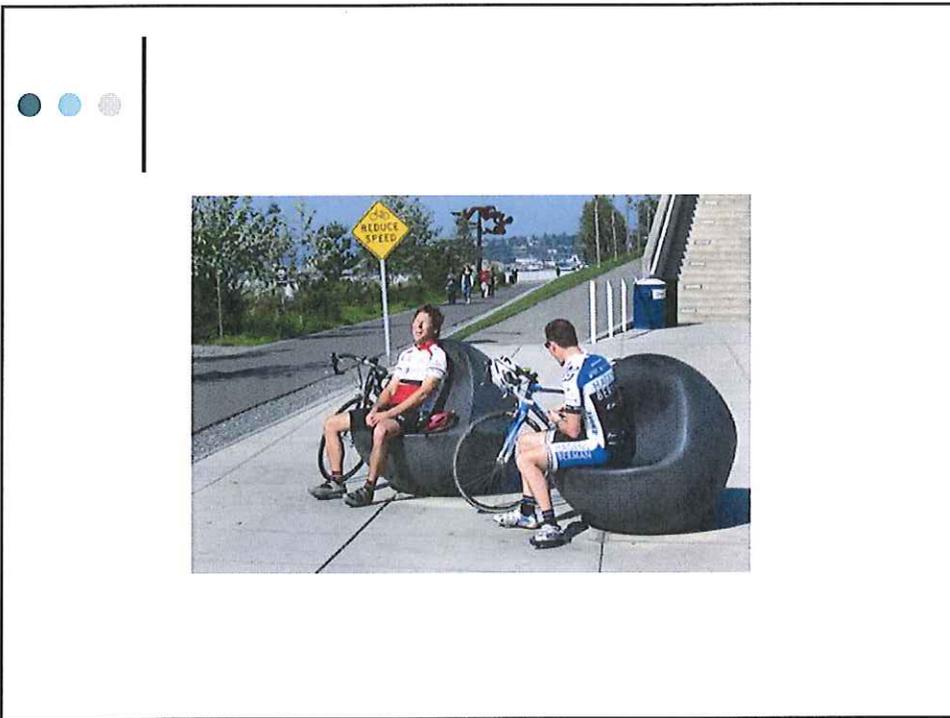
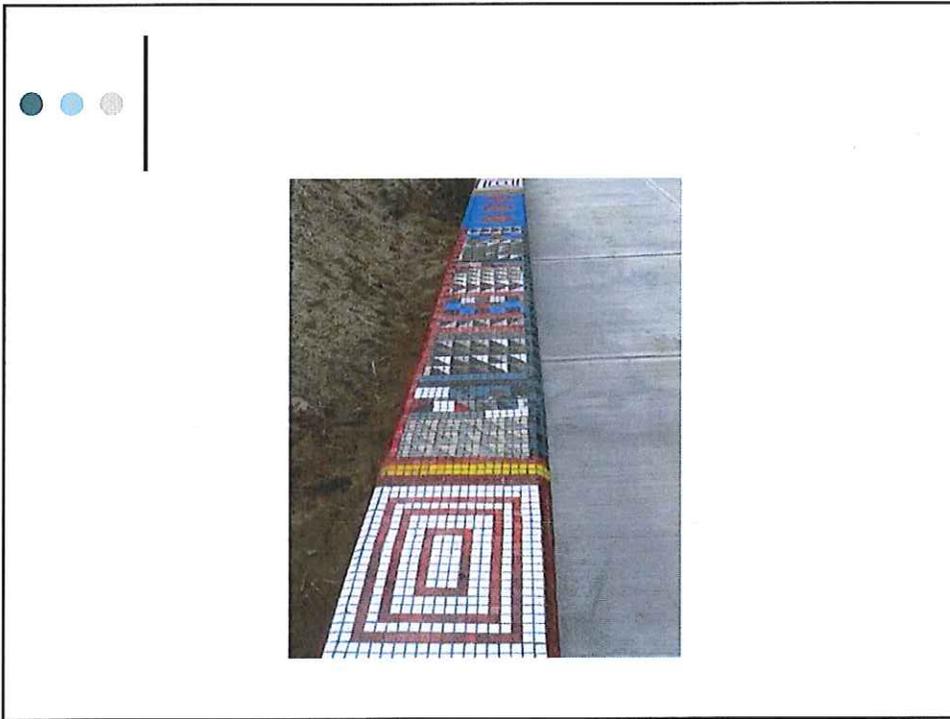
Generating Ideas through Visual Examples: A Power Point Presentation

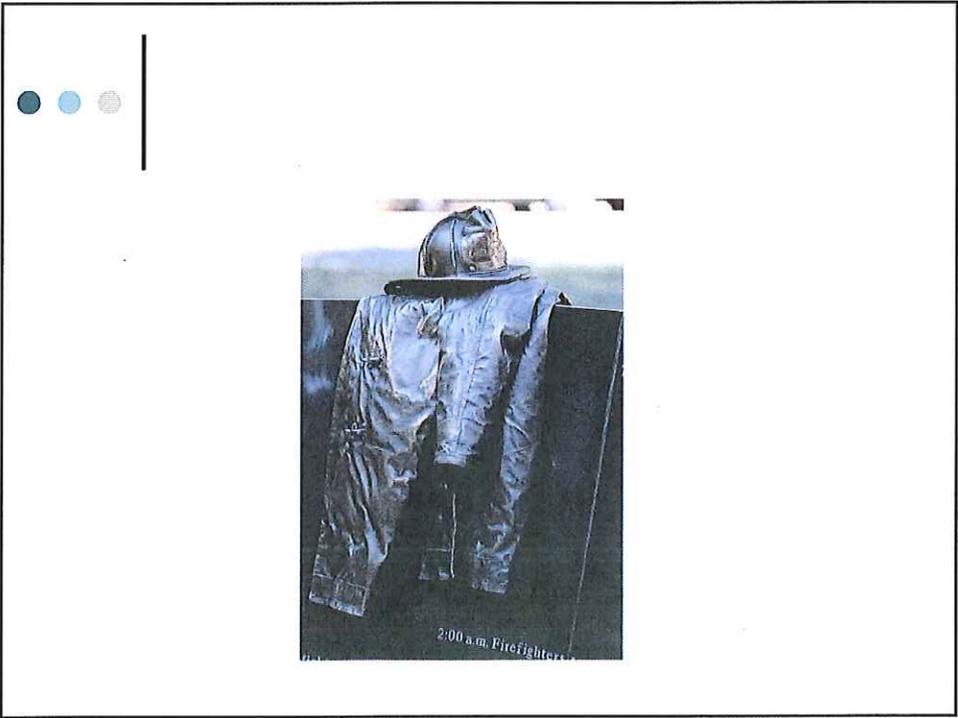
- a. Attached to this document is a hard copy of a power point presentation that illustrates potential for Public Art in Dexter. These images came from several sources:
 - i. Members of the Dexter ACH committee each provided a series of images that they felt best offered ideas for how Dexter could incorporate public art. Some of these images came from Web searches. However, many came from personal experience as committee members reflected on their own encounters with public art in Michigan (and other) locations.

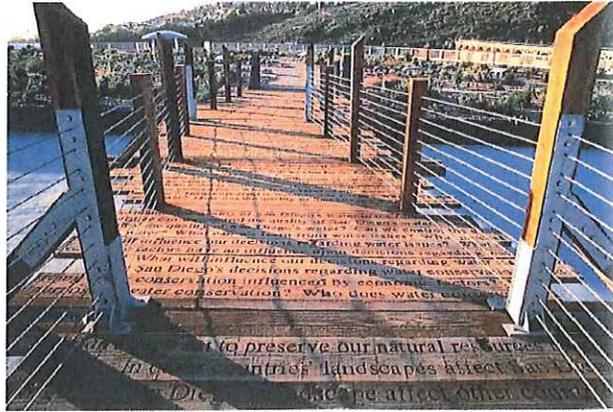
- ii. ACH committee members used published resources (listed in Further Reading, above) that provided images and examples of how communities have incorporated public art.













Try to make at least three people smile each day.

