

Dexter, Michigan
Downtown Development Authority

MEETING NOTICE

DECEMBER 20, 2012

7:30 AM

**DEXTER SENIOR CENTER
7720 ANN ARBOR STREET
DEXTER, MICHIGAN 48130**

Dexter Downtown Development Authority

Meeting Agenda

November 15, 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 November 15, 2012:
4. Approval of Agenda:
5. Arranged Audience Participation: None
6. Non-Arranged Citizen Participation:
7. Treasurer's Report: **SENT IN SEPARATE EMAIL**
 - a) Invoices: None
 - b) Approval of Treasurer's Report- November
8. Correspondence / Communications: None
9. Action Items:
 - a)
10. Discussion and Updates:
 - a)Broad Street Redevelopment Update-
 - b)CIP 2012-2017 Review

11. Village Reports:
 - a) President
 - b) Staff Update

12. Chairman's Report:

Items for January Agenda:

- CIP 2012-2017 Review
-

13. Non-Arranged Citizen Participation:

14. CLOSED SESSION FOR THE PURCHASE OF PROPERTY MCL 15.268 Sec. 8

15. Adjournment

Dexter Downtown Development Authority

November 15, 2012 <> 7:30 AM

Dexter Senior Center

7720 Ann Arbor Street

Dexter, MI 48130

MEETING MINUTES

1. Call to Order: Called to order at 7:30 by Chairman Steve Brouwer.

2. Roll Call

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

Also in attendance: Donna Dettling, Dexter Village Manager; John Evans, Swisher Commercial; Bob Overhiser and Joe Schultz

3. Approval of Minutes from October, 18, 2012: Motion by Doug Finn, second by Tom Covert to approve the minutes of October 18, 2012 as presented. All in favor. Motion carries.

4. Approval of Agenda: Motion by Fred Model, second by Doug Finn to approve the agenda as presented. All in favor. Motion carries.

5. Arranged Audience Participation: None

6. Non-Arranged Citizen Participation: None

7. Treasurer's Report:

a) Invoices: Obligation #605163477 due November 1, 2012 to PNC Bank for \$39,151.92 (DDA Account #394-850.000-997.005). Motion by Doug Finn, second by Don Darnell to pay the one invoice to PNC Bank for the total amount of \$39,151.92. All in favor. Motion carries.

b) Approval of Treasurer's Report: Motion by Don Darnell, second by Rich Bellas to accept the Treasurer's Report for November as presented by Tom Covert with one small verbal revision to the projected year end cash amount. All in favor. Motion carries.

8. Correspondence / Communications: None

9. Action Items: None

a) Extension of Mill Creek Terrace Development Agreement – Joe Schultz spoke of their continued interest in this project and requested an extension of the Development Agreement. John Evans spoke about all the good things going on in the Dexter Area real estate market. John indicated

that there was a lot less inventory than in previous months. Motion by Doug Finn, second by Don Darnell to approve the 3rd Amendment to the Development Agreement, as presented in the packet, between Mill Creek Terrace, LLC and the Dexter Downtown Development Authority for the Mill Creek Terrace project until December 1, 2014. All in favor. Motion carries.

b) Accept Membership Roster for 2013 – Motion by Doug Finn, second by Fred Model to accept the Membership Roster for 2013 as presented in the packet. All in favor. Motion carries.

Also, Motion by Rich Bellas, second by Don Darnell to approve officers as follows:

- Steve Brouwer, Chairman
- Doug Finn, Vice Chairman
- Carol Jones, Secretary
- Tom Covert, Treasurer

All in favor. Motion carries.

10. Discussion Updates:

a) Broad Street Redevelopment Update – none.

11. Village Reports:

a) President - Shawn reported that Village Council would be having a small get together before the November 26th Council meeting to thank Jim Smith for his years of service on Council. All DDA members are invited. Shawn mentioned that the Village is planning a street improvement project for Ann Arbor Street from Baker to Kensington for summer of 2014.

b) Staff Support Update – Items for the December Agenda:
2012-2017 CIP Review

12. Chairman's Report: None

13. Non-Arranged Citizen Participation: None

14. CLOSED SESSION FOR THE PURPOSE OF DISCUSSION OF POTENTIAL PROPERTY PURCHASE IN ACCORDANCE WITH MCL 15.268 Sec. 8

Motion Don Darnell, second by Doug Finn to move into Closed Session at 7:55 AM for the purpose of discussion of potential property purchase in accordance with MCL 15.268 Sec. 8.

Ayes: Rich Bellas, Steve Brouwer, Tom Covert, Don Darnell, Doug Finn, Shawn Keough, and Fred Model.

Nays: None

Absent: Carol Jones, Dick Lundy, Dan O'Haver, Fred Schmid and Randy Willis

Motion carries

Motion Tom Covert, second by Don Darnell to leave closed session at 8:15 AM. Motion carries

15. Adjournment: Motion by Don Darnell and second by Tom Covert to adjourn the meeting at 8:16 AM. All in favor. Motion carries.

Respectfully submitted,

Shawn Keough

"I just happened to be here"

**DDA Cash Balances Report
11-30-12**

Fund	Account Name	General Ledger Balance	Notes
248 - DDA General	DDA Pooled Account	\$ 184,304.06	
394 - DDA Debt	DDA Pooled Account	\$ 1,241.70	
494 - DDA Project	DDA Pooled Account	\$ 4,000.00	
	Total DDA Pooled Account	\$ 189,545.76	
394 - DDA Debt	Ann Arbor State Bank CD	\$ 80,626.51	For State Issue - Matures 12/3/2012 @ .50%
394 - DDA Debt	Ann Arbor State Bank CD	\$ 120,682.26	For 5/13 Bond Payment - Matures 11/20/2012 @ .50%
394 - DDA Debt	United Bank CD	\$ 127,096.40	For 11/13 Bond Payment - Matures 5/22/2013 @ .3%
	Total Certificates of Deposit	\$ 328,405.17	
Total General Cash		\$ 184,304.06	
Total Debt Cash		\$ 329,646.87	
Total Project Cash		\$ 4,000.00	
Total Bond Project Cash		\$ -	
		\$ 517,950.93	
Month End Cash		\$ 517,950.93	
Reserved for State Capture Refund		\$ (80,000.00)	
Projected FY 12/13 Revenue All Funds		\$ 626,083.79	
Projected FY 12/13 Expenditures All Funds		\$ 507,793.95	
Due to Other Units		\$ -	
Projected Year End Cash		\$ 1,571,828.67	FY 12/13 Bond Payments = \$335,909

REVENUE AND EXPENDITURE REPORT FOR VILLAGE OF DEXTER
 PERIOD ENDING 11/30/2012

GL NUMBER	DESCRIPTION	2012-13 ORIGINAL BUDGET	2012-13 AMENDED ONTH BUDGET	ACTIVITY FOR 11/30/2012 INCR (DECR)	END BALANCE 11/30/2012 NORM (ABNORM)	AVAILABLE BALANCE NORM (ABNORM)	% BDGT USED
Fund 248 - DOWNTOWN DEVELOPMENT AUTHORITY							
Revenues							
Dept 000.000-ASSETS, LIABILITIES & REVENUE							
248-000.000-415.000	TAX CAPTURE REVENUE	363,700.00	363,700.00	0.00	266,864.90	96,835.10	73.38
248-000.000-665.000	INTEREST EARNED	500.00	500.00	46.03	160.75	339.25	32.15
248-000.000-665.003	DAPCO CD INTEREST	266,900.00	266,900.00	0.00	0.00	266,900.00	0.00
248-000.000-667.000	RENTS (GENERAL)	38,000.00	38,000.00	0.00	0.00	38,000.00	0.00
248-000.000-671.000	OTHER REVENUE	0.00	0.00	0.00	1,368.52	(1,368.52)	100.00
Total Dept 000.000-ASSETS, LIABILITIES & REVENUE		669,100.00	669,100.00	46.03	268,394.17	400,705.83	40.11
TOTAL Revenues		669,100.00	669,100.00	46.03	268,394.17	400,705.83	40.11
Expenditures							
Dept 248.000-ADMINISTRATION							
248-248.000-803.000	CONTRACTED SERVICES	1,500.00	1,500.00	0.00	0.00	1,500.00	0.00
248-248.000-820.000	PLANNING CONSULTING	2,000.00	2,000.00	0.00	0.00	2,000.00	0.00
248-248.000-880.000	DOWNTOWN EVENTS	500.00	500.00	0.00	0.00	500.00	0.00
248-248.000-935.002	DAPCO BUILDING MAINTENANCE	40,258.00	40,258.00	0.00	0.00	40,258.00	0.00
248-248.000-957.002	DDA CAPTURE REFUNDS	5,000.00	5,000.00	0.00	0.00	5,000.00	0.00
Total Dept 248.000-ADMINISTRATION		49,258.00	49,258.00	0.00	0.00	49,258.00	0.00
Dept 442.000-DOWNTOWN PUBLIC WORKS							
248-442.000-803.015	VILLAGE MAINTENANCE	7,500.00	7,500.00	0.00	0.00	7,500.00	0.00
248-442.000-970.000	CAPITAL IMPROVEMENTS	0.00	0.00	0.00	0.00	0.00	0.00
Total Dept 442.000-DOWNTOWN PUBLIC WORKS		7,500.00	7,500.00	0.00	0.00	7,500.00	0.00
Dept 965.000-TRANSFERS OUT - CONTROL							
248-965.000-999.394	TR OUT FOR BOND PAYMENTS - 394	342,000.00	342,000.00	0.00	149,500.00	192,500.00	43.71
248-965.000-999.494	TR TO DDA PROJECT FUND - 494	32,500.00	32,500.00	0.00	0.00	32,500.00	0.00
Total Dept 965.000-TRANSFERS OUT - CONTROL		374,500.00	374,500.00	0.00	149,500.00	225,000.00	39.92
TOTAL Expenditures		431,258.00	431,258.00	0.00	149,500.00	281,758.00	34.67
Fund 248:							
TOTAL REVENUES		669,100.00	669,100.00	46.03	268,394.17	400,705.83	40.11
TOTAL EXPENDITURES		431,258.00	431,258.00	0.00	149,500.00	281,758.00	34.67
NET OF REVENUES & EXPENDITURES		237,842.00	237,842.00	46.03	118,894.17	118,947.83	49.99

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REVENUE AND EXPENDITURE REPORT FOR VILLAGE OF DEXTER
 PERIOD ENDING 11/30/2012

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GL NUMBER	DESCRIPTION	2012-13 ORIGINAL BUDGET	2012-13 AMENDED BUDGET	ACTIVITY FOR MONTH 11/30/2012 INCR (DECR)	END BALANCE 11/30/2012 NORM (ABNORM)	AVAILABLE BALANCE NORM (ABNORM)	% BDGT USED
Fund 394 - DDA DEBT FUND							
Revenues							
Dept 000.000-ASSETS, LIABILITIES & REVENUE							
394-000.000-665.000	INTEREST EARNED	1,000.00	1,000.00	0.31	622.04	377.96	62.20
394-000.000-671.000	OTHER REVENUE	0.00	0.00	0.00	0.00	0.00	0.00
394-000.000-695.248	TRANSFER IN FROM DDA FUND 248	342,000.00	342,000.00	0.00	149,500.00	192,500.00	43.71
Total Dept 000.000-ASSETS, LIABILITIES & REVENUE		343,000.00	343,000.00	0.31	150,122.04	192,877.96	43.77
TOTAL Revenues		343,000.00	343,000.00	0.31	150,122.04	192,877.96	43.77
Expenditures							
Dept 850.000-LONG-TERM DEBT							
394-850.000-992.000	BOND FEES	1,000.00	1,000.00	0.00	0.00	1,000.00	0.00
394-850.000-997.001	DDA 2001 BOND (\$900K)	0.00	0.00	0.00	0.00	0.00	0.00
394-850.000-997.003	DDA 2008 TAXABLE BOND (\$1.6M)	138,653.00	138,653.00	0.00	61,273.13	77,379.87	44.19
394-850.000-997.004	DDA 2008 BOND (\$2+M)	121,279.00	121,279.00	0.00	47,689.38	73,589.62	39.32
394-850.000-997.005	2011 REFUNDING BOND (\$620K)	80,728.38	80,728.38	0.00	39,151.92	41,576.46	48.50
Total Dept 850.000-LONG-TERM DEBT		341,660.38	341,660.38	0.00	148,114.43	193,545.95	43.35
TOTAL Expenditures		341,660.38	341,660.38	0.00	148,114.43	193,545.95	43.35
Fund 394:							
TOTAL REVENUES		343,000.00	343,000.00	0.31	150,122.04	192,877.96	43.77
TOTAL EXPENDITURES		341,660.38	341,660.38	0.00	148,114.43	193,545.95	43.35
NET OF REVENUES & EXPENDITURES		1,339.62	1,339.62	0.31	2,007.61	(667.99)	149.86

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REVENUE AND EXPENDITURE REPORT FOR VILLAGE OF DEXTER
 PERIOD ENDING 11/30/2012

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GL NUMBER	DESCRIPTION	2012-13 ORIGINAL BUDGET	2012-13 AMENDED ONTH BUDGET	ACTIVITY FOR 11/30/2012 INCR (DECR)	END BALANCE 11/30/2012 NORM (ABNORM)	AVAILABLE BALANCE NORM (ABNORM)	% BDGT USED
Fund 494 - DDA PROJECT FUND							
Revenues							
Dept 000.000-ASSETS, LIABILITIES & REVENUE							
494-000.000-695.248	TRANSFER IN FROM DDA FUND 248	32,500.00	32,500.00	0.00	0.00	32,500.00	0.00
Total Dept 000.000-ASSETS, LIABILITIES & REVENUE		32,500.00	32,500.00	0.00	0.00	32,500.00	0.00
TOTAL Revenues		32,500.00	32,500.00	0.00	0.00	32,500.00	0.00
Expenditures							
Dept 248.000-ADMINISTRATION							
494-248.000-820.000	PLANNING CONSULTING	0.00	0.00	0.00	0.00	0.00	0.00
Total Dept 248.000-ADMINISTRATION		0.00	0.00	0.00	0.00	0.00	0.00
Dept 908.000-TUPPER REDEVELOPMENT							
494-908.000-830.000	ENGINEERING CONSULTING	13,500.00	13,500.00	0.00	0.00	13,500.00	0.00
494-908.000-830.008	ENVIRONMENTAL STUDY	19,000.00	19,000.00	0.00	0.00	19,000.00	0.00
Total Dept 908.000-TUPPER REDEVELOPMENT		32,500.00	32,500.00	0.00	0.00	32,500.00	0.00
TOTAL Expenditures		32,500.00	32,500.00	0.00	0.00	32,500.00	0.00
Fund 494:							
TOTAL REVENUES		32,500.00	32,500.00	0.00	0.00	32,500.00	0.00
TOTAL EXPENDITURES		32,500.00	32,500.00	0.00	0.00	32,500.00	0.00
NET OF REVENUES & EXPENDITURES		0.00	0.00	0.00	0.00	0.00	0.00
TOTAL REVENUES - ALL FUNDS							
TOTAL EXPENDITURES - ALL FUNDS		805,418.38	805,418.38	0.00	297,614.43	507,803.95	36.95
NET OF REVENUES & EXPENDITURES		239,181.62	239,181.62	46.34	120,901.78	118,279.84	50.55

VILLAGE OF DEXTER * CAPITAL IMPROVEMENTS PLAN

PROJECT NAME: Dexter Ann Arbor Road Corridor Improvements

PROJECT ID: 11-1.0-2007

PRIORITY: DESIRABLE

PROJECT TYPE: Streetscape Enhancement

TOTAL COST: \$300,000

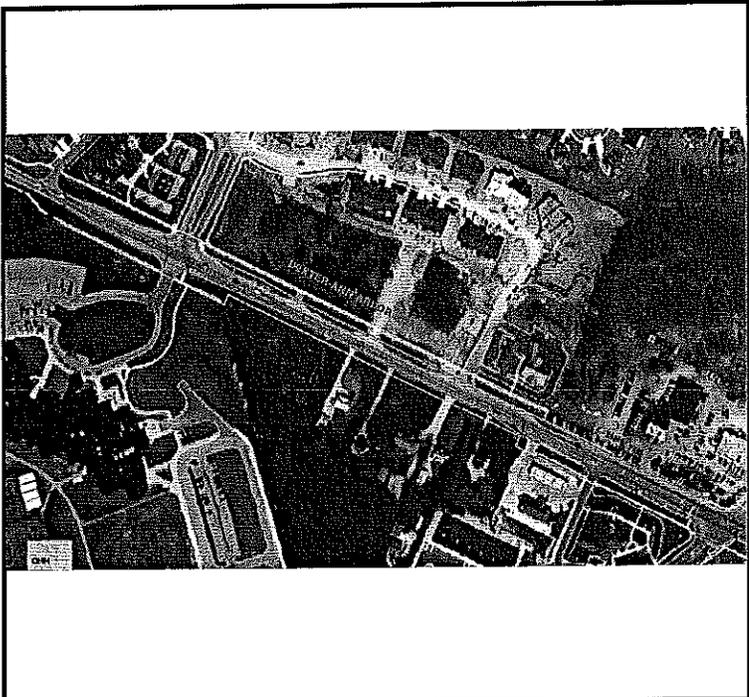
SUBMITTED BY: DDA

YEARS IN CIP (Beginning year): 5 (2007)

DESCRIPTION:

Installation of streetscape mast arms for displaying of traffic signals. Streetlight installation from Dan Hoey to Kensington Street. Coordination with Village due to federal aid eligibility.

LOCATION MAP: Dexter Ann Arbor - Kensington to Dan Hoey



PROJECT JUSTIFICATION:

Value indicates the degree to which the project will help to: 0=Not Applicable
1=Somewhat Important 2=Important 3=Very Important

2	Protect health, safety, lives of citizens
3	Maintain or improve public infrastructure, facilities
2	Reduce energy consumption, impact on the environment
3	Enhance social, cultural, recreational, aesthetics opportunities
2	Improve customer service, convenience for citizens
12	TOTAL SCORE

BENEFICIAL IMPACTS:

Streetscape enhancements. Federal Aid Road Eligible.

MASTER PLAN AND/OR STUDY REFERENCE:

DDA Development Plan, Tree Management Plan, CIP and Master Plan

SCHEDULE:

	Start		End	
	Month	Year	Month	Year
Study:		2014		2015
Design/Acquisition:		2015		2017
Construction:		2017		2018

SCHEDULE JUSTIFICATION:

Priority projects to be completed first. Dependent on available funding. Opportunistic project - consider when Federal Aid Funding becomes available or when private investments is being made within corridor.

PROJECT COST DETAIL:

DDA	\$200,000
Federal Aid - Transportation Enhancement	\$100,000

EXPENDITURES (in thousands)

Funding Source	Prior Yrs	FY12-13	FY13-14	FY14-15	FY15-16	FY16-17	Beyond FY17	TOTALS
DDA Funding							\$200	\$200
Federal Aid -TE							\$100	\$100
								\$0
TOTALS	\$0	\$0	\$0	\$0	\$0	\$0	\$300	\$300

VILLAGE OF DEXTER * CAPITAL IMPROVEMENTS PLAN

PROJECT NAME: Forest Street Enhancements

PROJECT ID: 13-1.0-2006

PRIORITY: DESIRABLE

PROJECT TYPE: Streetscape Enhancement

TOTAL COST: \$750,000

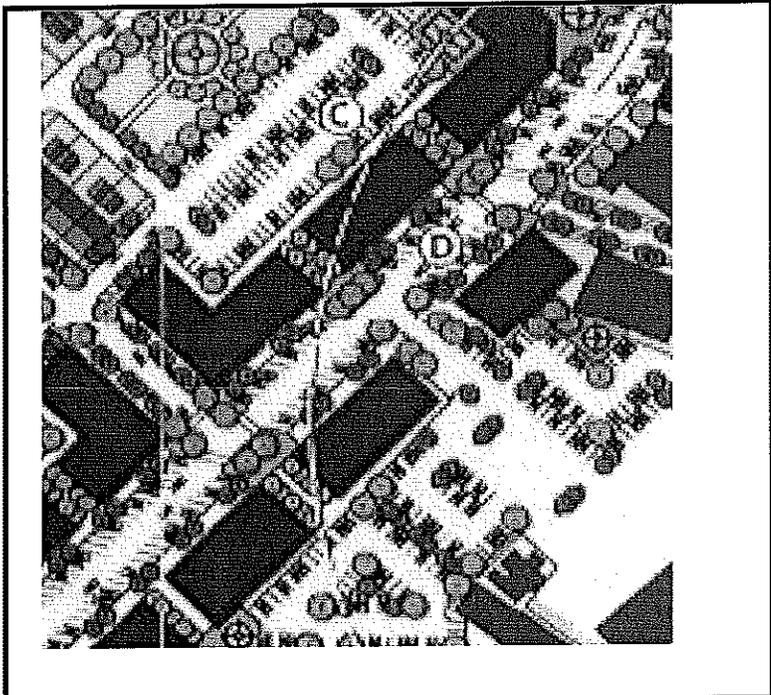
SUBMITTED BY: DDA

YEARS IN CIP (Beginning year): 6 (2006)

DESCRIPTION:

Permanent improvements to on street parking, street lighting, utilities, including connection to upgraded storm system constructed in 2009, etc.

LOCATION MAP: Forest St-Note Map shows future development



PROJECT JUSTIFICATION:

Value indicates the degree to which the project will help to: 0=Not Applicable 1=Somewhat Important 2=Important 3=Very Important

1	Protect health, safety, lives of citizens
3	Maintain or improve public infrastructure, facilities
2	Reduce energy consumption, impact on the environment
2	Enhance social, cultural, recreational, aesthetics opportunities
1	Improve customer service, convenience for citizens
9	TOTAL SCORE

BENEFICIAL IMPACTS:

Redevelopment preparation, economic development improved parking and streetscape. Opportunistic project - subject to private investment along Forest Street in accordance with eth DDA Development Plan.

MASTER PLAN AND/OR STUDY REFERENCE:

DDA Development Plan AND CIP

SCHEDULE:

	Start		End	
	Month	Year	Month	Year
Study:		2008		ongoing
Design/Acquisition:		2017		2017
Construction:		2017		2018

SCHEDULE JUSTIFICATION:

Completion of the Jeffords Street, Broad Street and Forest Street alley improvements in 2009, finishing Forest Street now a priority. Opportunistic project - subject to private investment.

PROJECT COST DETAIL:

Streetscape Enhancement DDA Funding \$750,000

EXPENDITURES (in thousands)

Funding Source	Prior Yrs	FY12-13	FY13-14	FY14-15	FY15-16	FY16-17	Beyond FY17	TOTALS
DDA Funding/BOND							\$750	\$750
								\$0
								\$0
TOTALS	\$0	\$0	\$0	\$0	\$0	\$0	\$750	\$750

VILLAGE OF DEXTER * CAPITAL IMPROVEMENTS PLAN

PROJECT NAME: Jeffords Street Extension / Phase 2 Riverwalk (Forest to Grand)

PROJECT ID: 14-1.0-2007

PRIORITY: DESIRABLE

PROJECT TYPE: Road Construct/Streetscape

TOTAL COST: \$485,000

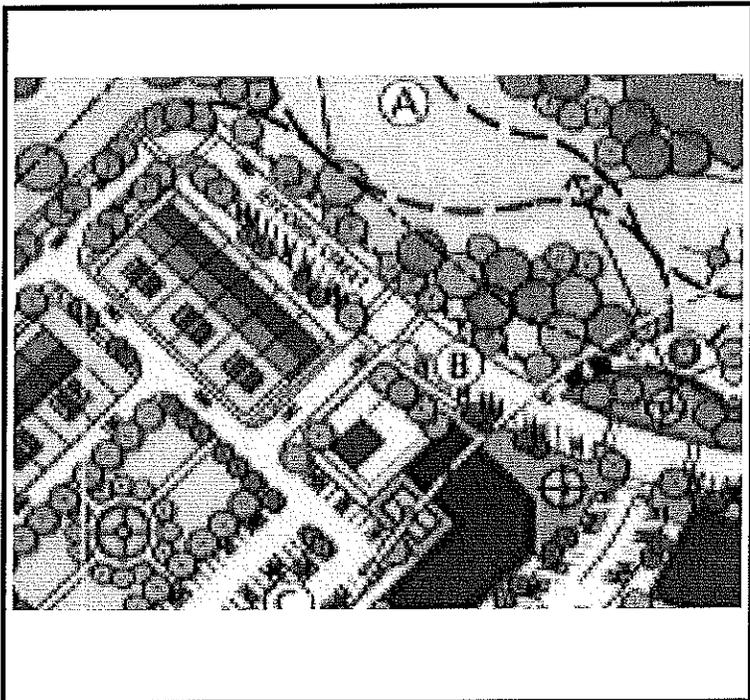
SUBMITTED BY: DDA

YEARS IN CIP (Beginning year): 5 (2007)

DESCRIPTION:

Extension of Jeffords Street along Mill Creek Park, including parking, streetscape, lighting, plazas, walkways etc. Riverwalk construction from Forest Street to Grand Street. Existing infrastructure and wetland and floodplain impacts must be carefully considered.

LOCATION MAP: Broad St between Forest and Grand



PROJECT JUSTIFICATION:

Value indicates the degree to which the project will help to: 0=Not Applicable 1=Somewhat Important 2=Important 3=Very Important

2	Protect health, safety, lives of citizens
3	Maintain or improve public infrastructure, facilities
2	Reduce energy consumption, impact on the environment
3	Enhance social, cultural, recreational, aesthetics opportunities
2	Improve customer service, convenience for citizens
12	TOTAL SCORE

BENEFICIAL IMPACTS:

Creation of a waterfront road, parking and additional access around downtown. Completion of trail circulation within Mill Creek park. Impact to existing infrastructure

MASTER PLAN AND/OR STUDY REFERENCE:

DDA Development Plan and Mill Creek Park Master Plan

SCHEDULE:

	Start		End	
	Month	Year	Month	Year
Study:		2008		2009
Design/Acquisition:		2011		2012
Construction:		2014		2015

SCHEDULE JUSTIFICATION:

Roadway construction should be considered when a redevelopment plan is in place. Cost sharing with a developer should be considered. Partial completion of riverwalk to take place in 2011, removal and replacement may be necessary. MDNRE permitting require; justification will determine project feasibility.

PROJECT COST DETAIL:

Road Construction	DDA Funding/Private	\$400,000
Riverwalk	DDA	\$85,000

EXPENDITURES (in thousands)

Funding Source	Prior Yrs	FY12-13	FY13-14	FY14-15	FY15-16	FY16-17	Beyond FY17	TOTALS
DDA/Private					\$400			\$400
DDA					\$85			\$85
								\$0
TOTALS	\$0	\$0	\$0	\$0	\$485	\$0	\$0	\$485

VILLAGE OF DEXTER * CAPITAL IMPROVEMENTS PLAN

PROJECT NAME: Downtown Crosswalk Improvements-COMplete

PROJECT ID: 06-1.0-2010

PRIORITY: IMPORTANT

PROJECT TYPE: Streetscape, Sidewalks

TOTAL COST: \$60,000

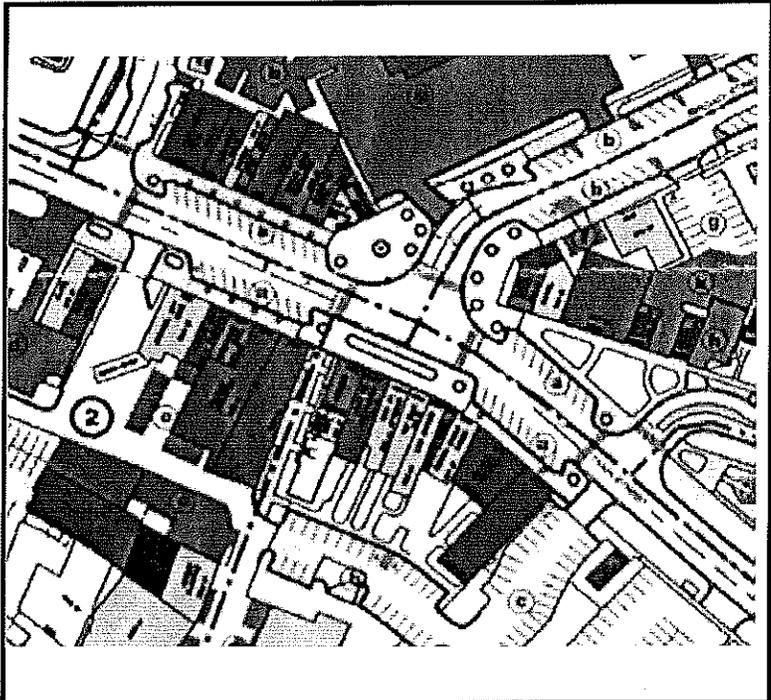
SUBMITTED BY: DDA/Village

YEARS IN CIP (Beginning year): 1 (2010)

DESCRIPTION:

Installation of pedestrian safety measures such as improved crosswalks with signage, elevated crosswalks, crosswalks with pavement markings, etc to improve pedestrian circulation and safety within the downtown. Consider: Main/Broad; Main/Alpine(completed 2010); Main/Central; Main/Baker

LOCATION MAP: Downtown



PROJECT JUSTIFICATION:

Value indicates the degree to which the project will help to: 0=Not Applicable 1=Somewhat Important 2=Important 3=Very Important

3	Protect health, safety, lives of citizens
3	Maintain or improve public infrastructure, facilities
2	Reduce energy consumption, impact on the environment
2	Enhance social, cultural, recreational, aesthetics opportunities
2	Improve customer service, convenience for citizens
12	TOTAL SCORE

BENEFICIAL IMPACTS:

Enhancement of pedestrian safety within the downtown. Crosswalk streetscape enhancement.

MASTER PLAN AND/OR STUDY REFERENCE:

DDA Development Plan, Master plan, Parks and Recreation Master Plan and Walkability Study 2009

SCHEDULE:

SCHEDULE JUSTIFICATION:

	Start		End		Project planning and concept design necessary. Following consensus and selection of pavement markings construction should commence.
	Month	Year	Month	Year	
Study:		2009		2010	
Design/Acquisition:		2012		2013	
Construction:		2013		2014	

PROJECT COST DETAIL:

Consulting	\$10,000
Design and Construction	\$50,000

EXPENDITURES (in thousands)

Funding Source	Prior Yrs	FY12-13	FY13-14	FY14-15	FY15-16	FY16-17	Beyond FY17	TOTALS
DDA			\$10	\$50				\$60
Village								\$0
								\$0
TOTALS	\$0	\$0	\$10	\$50	\$0	\$0	\$0	\$60

