

Dexter, Michigan
Downtown Development Authority

MEETING NOTICE

MARCH 20, 2013
7:30 AM

DEXTER SENIOR CENTER
7720 ANN ARBOR STREET
DEXTER, MICHIGAN 48130

Note: Meeting is now being held on the third
Wednesday of each month.

Dexter Downtown Development Authority

Meeting Agenda
March 20, 2013 <> 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 February 27, 2012:

4. Approval of Agenda:

5. Pre-arranged Audience Participation: None

6. Non-Arranged Citizen Participation:

7. Treasurer's Report: **SENT IN SEPARATE EMAIL**

a) Invoices: Village of Dexter \$7,500 - Scott Munzel \$957.00 – ASTI \$2,250
Pre-paid DTE to avoid late fees, total due: \$2,630.95 paid on March 11, 2013

Total Invoices for March: \$13,337.95

b) Approval of Treasurer's Reports- February

c) Review Forecast- Continue to Evaluate Capital Improvements Project Priorities

8. Correspondence / Communications:

a) Indoor Air Sampling Report-February 2013

b) Proof of Publication of the 2012 Annual Report

9. Action Items:

- a) Consideration of purchase of .34 Acres on Baker Road.
- b)

10. Discussion and Updates:

a) 3045 Broad Street Redevelopment

- Redevelopment Team Meeting 3-13-13 Review **Draft Minutes**
- Review **Draft** Demolition Bid Document

b) Joint DDA/Village Council Meeting

11. Village President

12. Chairman's Report:

Items for April Agenda:

-
-

13. Non-Arranged Citizen Participation:

14. Adjournment

Dexter Downtown Development Authority

February 27, 2013 <> 7:30 AM

Dexter Senior Center
7720 Ann Arbor Street
Dexter, MI 48130

MINUTES

1. Call to Order: Called to order at 7:31 by Chairman Steve Brouwer.

2. Roll Call

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

Also in attendance: Donna Dettling, Dexter Village Manager.

3. Approval of Minutes from January, 17, 2013: *Motion by Randy, second by Tom to approve the minutes of January 17, 2013 as presented. Motion carries.*

4. Approval of Agenda: *Motion by Tom, second by Randy to approve the agenda as presented. Motion carries.*

5. Arranged Audience Participation: None

6. Non-Arranged Citizen Participation: None

7. Treasurer's Report:

a) Invoices: Village of Dexter invoice 13-0000178 for \$36,809.35; ASTI invoice 22255H for \$5,050.00; PSLZ invoice 44294 (Audit) for \$1,500.00; and DTE for gas & electric for \$1,727.87 for a total of \$45,087.22. *Motion by Shawn, second by Randy to pay the invoices in the amount of \$45,087.22. Motion carries.*

b) Proposed Budget Amendments FY 2012-13. *Motion by Shawn, second by Rich to approve the Budget Amendments for 2012-13. Motion carries*

c) Approval of Treasurer's Report: *Motion by Fred S, second by Rich to accept the Treasurer's Report for January as presented. Motion carries.*

d) Review Forecast – Continue to evaluate Capital Improvements Project priorities

e) Debt Schedule – Taxable Bond \$1.6 million. Discuss potential for restructuring.

8. Correspondence / Communications:

a) Copy of the 30-day Notice Capping Activity at 3045 Broad Street

b) Copy of the November 26, 2012 letter to Dancers Edge re: Indoor Air Testing

c) Copy of Chelsea Update – DDA Hears Funding Request

9. Action Items:

- a) Accept the Audit Year Ended June 30, 2012. *Motion by Fred S, second by Tom to approve the annual audit for the 2011-2012 Fiscal Year. Motion carries*
- b) Appoint a DDA member to the ACH selection committee. *Motion by Tom, second by Randy to appoint Rich Bellas to the ACH selection committee. Motion carries with Rich abstaining from the vote.*
- c) Affirm approval of Change Order in the amount of \$4,500 for additional Indoor Air Sampling. *Motion by Randy, second by Fred S to approve the change order in the amount of \$4,500 for additional indoor air sampling. Motion carries*

10. Discussion Updates:

- a) 3045 Broad Street Redevelopment
 - Redevelopment Team Meeting 2-13-13 – *Draft Minutes included in the packet.*
 - 3045 Broad Street Environmental Documents.
- b) Discuss the possibility of meeting on the third Wednesday morning instead of the third Thursday. *Motion by Fred S, second by Randy to change the monthly meeting date from the third Thursday of the month to the third Wednesday at 7:30 AM. Motion carries.*

11. Village Reports:

- a) President - *Shawn reported that Village Council has had two goal setting sessions one on Facilities and one on Streets. Council is also looking to have a joint meeting with the DDA in late March to review goals and planning of facility improvements. Shawn also reported that he has some ideas for the parking spaces to solve the parking problem at Randy Willis' building.*
- b) Staff Support Update – None

12. Chairman's Report:

Items for the march Agenda – *Goal Setting and CIP*

13. Non-Arranged Citizen Participation: None

14. Adjournment: *Motion by Randy and second by Fred S to adjourn the meeting at 7:57 AM. Motion carries.*

Respectfully submitted, Carol Jones Secretary

VILLAGE OF DEXTER
8140 MAIN ST
DEXTER, MI 48130
(734) 426-8303

INVOICE

Customer ID: DEXTER DDA
Invoice Number: 13-0000184
Service Date: 03/07/2013
Invoice Date: 03/07/2013
Due Date: 03/30/2013

DEXTER DOWNTOWN DEVELOPMENT AUTHORITY
TOM COVERT
8140 MAIN ST
DEXTER, MI 48130

Property Address:

Remaining Unapplied Credits: 0.00

Description	Amount
DOWNTOWN PUBLIC WORKS	7,500.00

248-442.000-803.015

Total Invoice:	7,500.00
Credits Applied:	0.00
Payments Applied:	0.00
Invoice Balance:	7,500.00

Remit Payment To:
8140 MAIN ST
DEXTER, MI 48130

(734) 426-8303

INVOICE

Customer ID: DEXTER DDA
Invoice Number: 13-0000184
Service Date: 03/07/2013
Invoice Date: 03/07/2013
Due Date: 03/30/2013

Property Address:

DEXTER DOWNTOWN DEVELOPMENT AUTHORITY
TOM COVERT
8140 MAIN ST
DEXTER, MI 48130





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

2/9/2013

Invoice
979

Ms. Donna Dettling
Manager
Village of Dexter
8140 Main Street
Dexter, MI 48130

Re: Invoice for Legal Services - DDA-Tupper

Dear Ms. Dettling:

The invoice for legal services provided in January is below. Please contact me if you have any questions.

1/3/2013	Email latest drafts to Doug McClure with additional comments on documents; review Doug responsive email	0.6
1/7/2013	Make final tweaks in Declaration, License; email to Doug McClure	0.5
1/10/2013	TC Brian Kuberski re BEA, fax legal description and related documents to him	0.3
1/14/2013	Review Doug McClure comments and incorporate some of them in to Declaration, License; email to Donna D. and Shawn Keough with update, potential cost to move monitoring wells; TC Donna D. with update	1.7
1/18/2013	Email documents to Doug; emails re Exhibit 2 area for Declaration	0.3
1/21/2013	Review email from McClure re monitoring wells; forward email to Donna D., Shawn K.; TC Brian Kuberski re preparation of Exhibit for Declaration regarding vapor barrier, email survey to Brian to prepare Exhibit	0.6
1/22/2013	Review Brian K. drawing and need for legal description; email Doug McClure re request for 5 year time period to move monitoring wells; TC Donna D. re status, vapor barrier limit	0.4
1/25/2013	Prepare legal description of area for vapor barrier; revise Declaration and License related to 5 year, one time, movement of wells and equipment; send email with revised documents to parties for review	1.4
	Total time	5.8 at \$165/hr
	Current Invoice \$	957.00
	Expenses- none	\$0.00
	Total Balance Due \$	957.00

Sincerely,


Scott E. Munzel

EIN 38-3120196



Environmental Services
Since 1985

ASTI Environmental
P.O. Box 2160
Brighton, MI 48116-2160

810-225-2800
Fax 810-225-3800

INVOICE

Village of Dexter
8140 Main Street
Dexter, MI 48130
Ms. Donna Dettling

Invoice No.: 22469H
Project No.: 2-6555

Invoice Date: 3/1/13

Indoor Air Assessment of 3045 Broad Street in Dexter, Michigan. (ASTI Project Number 2-6555)

****Note: 2% Discount for Net 10 Days*****
Terms: Net 30 Days

Indoor Assessment of property described as above in the County of Washtenaw, Michigan per change order dated January 28, 2013 and Indoor Air Sampling Report dated February 27, 2013.

For professional services through February 27, 2013

<u>Indoor Air Sampling and Letter Report</u>	<u>\$ 2,250</u>
Total Due	\$ 2,250

MULTIPLE PAYMENT COUPONS ENCLOSED**Contact Information**

Gas Leak or Gas Emergency	800.947.5000
Customer Service or Power Outage	800.477.4747
Hearing-Impaired TDD Line	800.888.6886 (Mon-Fri 8am-5pm)
Web Site	dteenergy.com

Summary of Charges**Account Number 4667 427 0016 7**

Account Balance as of Feb 05, 2013	330.61	Jan 1 - Jan 28
Payment Received	0.00	
Balance Prior to Current Charges	330.61	
Current Charges		
DTE Electric Company Business Electric Service	55.08	
DTE Electric Company Interruptible Heating / Cooling Service	4.65	
DTE Gas Company Gas Industrial	647.01	
Outdoor Lighting Service	19.61	
Other Charges and Credits	6.15	
Total Current Charges	732.50	Jan 29 - Feb 27
Account Balance as of March 4, 2013	\$1,063.11	Due Paid 3-12-13

Your current charges are due on March 26, 2013. A 2% late payment charge will be applied if paid after the due date.

Important Information*Danner's Edge***Action Required:**

Michigan Sales Tax exemption forms for accounts that qualify are available at dteenergy.com or michigan.gov/taxes. Please fax a copy of the completed form to 313.237.9567. Nonprofit accounts should fax a copy of the tax form and the Internal Revenue Service letter recognizing your organization as tax-exempt Under Section 501(a) of the Internal Revenue Code as an organization described in Section 501(c)(3) or 501(c)(4).

Your billing date has been changed to coincide with your scheduled meter reading date. This may result in a new due date. This change will occur only once, and your future bills will be issued approximately every 30 days.

On January 17, 2013, the MPSC issued an Order in Case No. U-16952 approving the 2011 Choice Incentive Mechanism (CIM) surcharge. This surcharge is effective for a 10 month period beginning with bills rendered in March 2013.

You've known us as DTE Energy for many years, so we're making it official by eliminating the Detroit Edison and MichCon brands and unifying our company under the DTE Energy name but nothing else is changing. For us, and for you - it's business as usual.

Learn how your business can save energy and save money. Go to dteenergy.com/savenow to find energy efficiency tips, success stories, rebates and incentives.



OVERDUE NOTICE

Contact Information

Gas Leak or Gas Emergency 800.947.5000
 Customer Service or Power Outage 800.477.4747
 Hearing-Impaired TDD Line 800.888.6886 (Mon-Fri 8am-5pm)
 Web Site dteenergy.com

Summary of Charges

Account Number 4667 427 0018 3

Account Balance as of Feb 01, 2013	64.37
Payment Received	0.00
Balance Prior to Current Charges	64.37
Current Charges	
DTE Electric Company Business Electric Service	63.12
Other Charges and Credits	1.12
Total Current Charges	64.24
Account Balance as of March 4, 2013	

paid 3-5-13

Our records indicate that your account is past due. To pay by phone, call us at 800.477.4747. Please disregard notice if payment has already been made.

Due
Paid 3-12-13

Your current charges are due on March 26, 2013. A 2% late payment charge will be applied if paid after the due date.

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Effective with the March 2013 billing cycle, the Securitization Bond Charge was increased from \$0.00428 to \$0.00437 per kWh and the Securitization Bond Tax Charge was increased from \$0.00255 to \$0.00314 per kWh.

On January 17, 2013, the MPSC issued an Order in Case No. U-16952 approving the 2011 Choice Incentive Mechanism (CIM) surcharge. This surcharge is effective for a 10 month period beginning with bills rendered in March 2013.

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Learn how your business can save energy and save money. Go to dteenergy.com/savenow to find energy efficiency tips, success stories, rebates and incentives.



SHUTOFF NOTICE

Contact Information

Gas Leak or Gas Emergency 800.947.5000
 Customer Service or Power Outage 800.477.4747
 Hearing-Impaired TDD Line 800.888.6886 (Mon-Fri 8am-5pm)
 Web Site dteenergy.com

Summary of Charges

Account Number 4667 427 0020 9

Account Balance as of Feb 01, 2013	362.86
Payment Received	0.00
Balance Prior to Current Charges	362.86
Your account remains past due. Please pay \$362.86 before March 18, 2013 to avoid SHUTOFF.	
Current Charges	
DTE Electric Company Business Electric Service	28.03
DTE Gas Company Gas Commercial Heating	30.95
Other Charges and Credits	6.76
Total Current Charges	65.74
Account Balance as of March 4, 2013	\$428.60

paid 3-5-13

Due

Paid 3-12-13

Your current charges are due on March 26, 2013. A 2% late payment charge will be applied if paid after the due date.

Important Information

If your service is shut off, please call 800.477-4747 to obtain the total amount required to restore service. Typically, this will include any past-due amounts, a reconnect charge and a deposit. To pay by check or credit card, please call 800.477.4747. If we are your provider for both gas and electric services, we have combined your separate accounts into a single account with one bill. The past-due amount required applies to both services. If you have an Advanced Meter your service will be shut off remotely without a visit to your location.

Michigan Sales Tax exemption forms for accounts that qualify are available at dteenergy.com or michigan.gov/taxes. Please fax a copy of the completed form to 313.237.9567. Nonprofit accounts should fax a copy of the tax form and the Internal Revenue Service letter recognizing your organization as tax-exempt Under Section 501(a) of the Internal Revenue Code as an organization described in Section 501(c)(3) or 501(c)(4).

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 Web Site dteenergy.com

Summary of Charges

Account Number 4667 427 0019 1

Account Balance as of Feb 01, 2013	345.80	<i>paid 3-5-13</i>
Payment Received	0.00	
Balance Prior to Current Charges	345.80	
Your account remains past due. Please pay \$345.80 before March 18, 2013 to avoid SHUTOFF.		
Current Charges		
DTE Electric Company Business Electric Service	37.66	
DTE Gas Company Gas Commercial Heating	332.25	
Other Charges and Credits	6.43	
Total Current Charges	376.34	<i>due</i>
Account Balance as of March 4, 2013	\$722.14	<i>paid 3-12-13</i>

Your current charges are due on March 26, 2013. A 2% late payment charge will be applied if paid after the due date.

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Web Site dteenergy.com

Summary of Charges

Account Number 4667 427 0017 5

Account Balance as of Feb 01, 2013	954.84
Payment Received	0.00
Balance Prior to Current Charges	954.84
Your account remains past due. Please pay \$954.84 before March 18, 2013 to avoid SHUTOFF.	
Current Charges	
DTE Electric Company Business Electric Service	310.15
DTE Gas Company Gas Commercial Heating	733.45
Other Charges and Credits	17.92
Total Current Charges	1,061.52
Account Balance as of March 4, 2013	\$2,016.36

paid 3-5-13

due

Paid 3-12-13

Your current charges are due on March 26, 2013. A 2% late payment charge will be applied if paid after the due date.

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**DDA Cash Balances Report
2-28-13**

Fund	Account Name	General Ledger Balance	Notes
248 - DDA General	DDA Pooled Account	\$ 256,825.37	
394 - DDA Debt	DDA Pooled Account	\$ 742.22	
494 - DDA Project	DDA Pooled Account	\$ 54,035.40	
	Total DDA Pooled Account	\$ 311,602.99	
248 - DDA General	Bank of Northern Michigan	\$ 200,000.00	For general use - Matures 1/17/2017 @ .75%
394 - DDA Debt	Ann Arbor State Bank CD	\$ 80,930.77	For State Issue - Matures 9/3/2013 @ .50%
394 - DDA Debt	Ann Arbor State Bank CD	\$ 121,135.99	For 11/13 Bond Payment - Matures 08/20/2013 @ .50%
394 - DDA Debt	United Bank CD	\$ 127,096.40	For 5/13 Bond Payment - Matures 5/22/2013 @ .30%
494 - DDA Project	Flagstar Bank	\$ 200,000.00	For projects - Matures 1/13/2014 @ .55%
	Total Certificates of Deposit	\$ 729,163.16	
Total General Cash		\$ 256,825.37	
Total Debt Cash		\$ 729,905.38	
Total Project Cash		\$ 54,035.40	
		\$ 1,040,766.15	
Month End Cash		\$ 1,040,766.15	
Reserved for State Capture Refund		\$ (80,000.00)	
Projected FY 12/13 Revenue All Funds		\$ 352,838.57	
Projected FY 12/13 Expenditures All Funds		\$ (528,273.95)	
Due to Other Units		\$ -	
Projected Year End Cash		\$ 785,330.77	FY 12/13 Bond Payments = \$335,909

Note: Difference in year end cash from the January report is due to the \$250,000 revenue budget amendment.

User: marie
DB: Dexter

PERIOD ENDING 02/28/2013

GL NUMBER	DESCRIPTION	2012-13		2012-13		END BALANCE 02/28/2013	AVAILABLE		
		ORIGINAL BUDGET	AMENDED BUDGET	NORMAL	(ABNORMAL)		BALANCE	% 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	266,864.90	96,835.10	73.38			
248-000.000-665.000	INTEREST EARNED	500.00	500.00	331.25	168.75	66.25			
248-000.000-665.003	DAPCO CD INTEREST	266,900.00	266,900.00	264,908.31	1,991.69	99.25			
248-000.000-667.000	RENTS (GENERAL)	38,000.00	38,000.00	7,472.50	30,527.50	19.66			
248-000.000-671.000	OTHER REVENUE	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	540,945.48	128,154.52	80.85			
TOTAL Revenues		669,100.00	669,100.00	540,945.48	128,154.52	80.85			
Expenditures									
Dept 248.000-ADMINISTRATION									
248-248.000-803.000	CONTRACTED SERVICES	1,500.00	1,500.00	30.00	1,470.00	2.00			
248-248.000-820.000	PLANNING CONSULTING	2,000.00	2,000.00	0.00	2,000.00	0.00			
248-248.000-880.000	DOWNTOWN EVENTS	500.00	500.00	0.00	500.00	0.00			
248-248.000-935.002	DAPCO BUILDING MAINTENANCE	40,258.00	40,258.00	0.00	40,258.00	0.00			
248-248.000-957.002	DDA CAPTURE REFUNDS	5,000.00	5,000.00	0.00	5,000.00	0.00			
Total Dept 248.000-ADMINISTRATION		49,258.00	49,258.00	30.00	49,228.00	0.06			
Dept 442.000-DOWNTOWN PUBLIC WORKS									
248-442.000-803.015	VILLAGE MAINTENANCE	7,500.00	7,500.00	0.00	7,500.00	0.00			
Total Dept 442.000-DOWNTOWN PUBLIC WORKS		7,500.00	7,500.00	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	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	32,500.00	0.00			
Total Dept 965.000-TRANSFERS OUT - CONTROL		374,500.00	374,500.00	149,500.00	225,000.00	39.92			
TOTAL Expenditures		431,258.00	431,258.00	149,530.00	281,728.00	34.67			
Fund 248:									
TOTAL REVENUES		669,100.00	669,100.00	540,945.48	128,154.52	80.85			
TOTAL EXPENDITURES		431,258.00	431,258.00	149,530.00	281,728.00	34.67			
NET OF REVENUES & EXPENDITURES		237,842.00	237,842.00	391,415.48	(153,573.48)	164.57			

GL NUMBER	DESCRIPTION	2012-13		2012-13		END BALANCE		AVAILABLE	
		ORIGINAL BUDGET	AMENDED BUDGET	NORMAL (ABNORMAL)	02/28/2013	NORMAL (ABNORMAL)	BALANCE	% 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		1,380.55		(380.55)		138.06
394-000.000-695.248	TRANSFER IN FROM DDA FUND 248	342,000.00	342,000.00		149,500.00		192,500.00		43.71
Total Dept 000.000-ASSETS, LIABILITIES & REVENUE		343,000.00	343,000.00		150,880.55		192,119.45		43.99
TOTAL Revenues									
343,000.00		343,000.00		150,880.55		192,119.45		43.99	
Expenditures									
Dept 850.000-LONG-TERM DEBT									
394-850.000-992.000	BOND FEES	1,000.00	1,000.00		500.00		500.00		50.00
394-850.000-997.003	DDA 2008 TAXABLE BOND (\$1.6M)	138,653.00	138,653.00		61,273.13		77,379.87		44.19
394-850.000-997.004	DDA 2008 BOND (\$2+M)	121,279.00	121,279.00		47,689.38		73,589.62		39.32
394-850.000-997.005	2011 REFUNDING BOND (\$620K)	80,728.38	80,728.38		39,151.92		41,576.46		48.50
Total Dept 850.000-LONG-TERM DEBT		341,660.38	341,660.38		148,614.43		193,045.95		43.50
TOTAL Expenditures									
341,660.38		341,660.38		148,614.43		193,045.95		43.50	
Fund 394:									
TOTAL REVENUES		343,000.00	343,000.00		150,880.55		192,119.45		43.99
TOTAL EXPENDITURES		341,660.38	341,660.38		148,614.43		193,045.95		43.50
NET OF REVENUES & EXPENDITURES		1,339.62	1,339.62		2,266.12		(926.50)		169.16

PERIOD ENDING 02/28/2013

GL NUMBER	DESCRIPTION	2012-13		2012-13		END BALANCE		AVAILABLE	
		ORIGINAL BUDGET	AMENDED BUDGET	NORMAL (ABNORMAL)	NORMAL (ABNORMAL)	02/28/2013	BALANCE	% BDTG USED	
Fund 494 - DDA PROJECT FUND									
Revenues									
Dept 000.000-ASSETS, LIABILITIES & REVENUE									
494-000.000-665.000	INTEREST EARNED	0.00	100.00			35.40	64.60		35.40
494-000.000-671.000	OTHER REVENUE	0.00	250,000.00			250,000.00	0.00		100.00
494-000.000-695.248	TRANSFER IN FROM DDA FUND 248	32,500.00	32,500.00			0.00	32,500.00		0.00
		32,500.00	282,600.00			250,035.40	32,564.60		88.48
Total Dept 000.000-ASSETS, LIABILITIES & REVENUE									
		32,500.00	282,600.00			250,035.40	32,564.60		88.48
TOTAL Revenues									
Expenditures									
Dept 908.000-TUPPER REDEVELOPMENT									
494-908.000-810.000	ATTORNEY FEES	0.00	11,000.00			0.00	11,000.00		0.00
494-908.000-830.000	ENGINEERING CONSULTING	13,500.00	13,500.00			0.00	13,500.00		0.00
494-908.000-830.008	ENVIRONMENTAL STUDY	19,000.00	29,000.00			0.00	29,000.00		0.00
		32,500.00	53,500.00			0.00	53,500.00		0.00
Total Dept 908.000-TUPPER REDEVELOPMENT									
		32,500.00	53,500.00			0.00	53,500.00		0.00
TOTAL Expenditures									
Fund 494:									
TOTAL REVENUES		32,500.00	282,600.00			250,035.40	32,564.60		88.48
TOTAL EXPENDITURES		32,500.00	53,500.00			0.00	53,500.00		0.00
NET OF REVENUES & EXPENDITURES		0.00	229,100.00			250,035.40	(20,935.40)		109.14
TOTAL REVENUES - ALL FUNDS									
		1,044,600.00	1,294,700.00			941,861.43	352,838.57		72.75
TOTAL EXPENDITURES - ALL FUNDS									
		805,418.38	826,418.38			298,144.43	528,273.95		36.08
NET OF REVENUES & EXPENDITURES		239,181.62	468,281.62			643,717.00	(175,435.38)		137.46



Investigation • Remediation
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Fax: 810.225.3800

www.asti-env.com

Sent Via Email Only

February 27, 2013

Ms. Donna Dettling
Village of Dexter
8140 Main Street
Dexter, MI 48130

RE: Indoor Air Sampling at 3045 Broad Street, Dexter, MI – February 2013
ASTI Project No. 2-6555

Dear Donna:

ASTI Environmental (ASTI) has been retained to conduct indoor air sampling at 3045 Broad Street, Dexter, Michigan. A prior indoor air sampling event was completed at the Property in Building Units 1, 4, and 11/12 during September 2012. Sample results from the indoor air sampling in September 2012 identified trichloroethylene (TCE) above the Draft Acceptable Non-Residential Indoor Air Value for Vapor Intrusion in Building Units 1 and 4. TCE was detected in the sample collected from Building Unit 11/12, but at a concentration below the Non-Residential Indoor Air Value. Additional sampling events were recommended for Building Unit 11/12 to verify concentrations are below screening levels. As Building Unit 9 may be occupied in the future, indoor air sampling was recommended for that unit.

TO-15 Indoor Air Sampling in Building Unit 9 and 11/12 (February 14, 2013)

On February 13, 2013, Anthony Spencer of ASTI installed summa canisters in Units 9 and 11/12 and retrieved the canisters on February 14, 2013. The Indoor air sampling was completed in accordance with the Michigan Department of Environmental Quality Draft Guidance Document for the Vapor Intrusion Pathway May 2012. An Indoor Air Sample Location Map depicting the location of indoor air samples is included as Figure 2.

The summa canisters were installed at breathing height within the units and contained 12-hour regulators. Prior to initiating the sampling, ASTI completed a pre-sampling survey of the building to document potential background chemical sources, type of heating/ventilation system, location of any sumps, and conditions of walls and floors. The sampling was completed during normal operations of heating systems. A vacuum gauge was attached to each summa canister and initial and ending pressure readings were recorded. A duplicate sample was collected from Building Unit 11/12 for Quality Assurance/Quality Control.

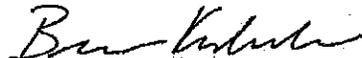
The canisters were submitted to Fibertec Environmental Services (Fibertec) in Holt, Michigan for TO-15 analysis. The analytical result from sample IAS-4, which was collected in Building Unit 9, detected TCE at 17 ug/mg³, which is above the Draft Acceptable Non-Residential Indoor Air

Value for Vapor Intrusion concentration of 8.8 ug/mg³. Other compounds were detected in sample IAS-4, but at concentrations below the screening values. Analytical results from sample IAS-3, collected in Building Unit 11/12, detected concentrations of volatile organic compounds (VOCs) at concentrations below the screening values. The concentrations of VOCs in Building Unit 11/12 were lower than the concentrations detected during the September 2012 sampling event. A table with the indoor air sample results is included as Attachment B and the analytical laboratory results are included as Attachment C.

The concentration of TCE in Building Unit 9 is considered unacceptable. The floor of Building Unit 9 was observed to contain cracks that were sealed with floor paint. Cracks in the floor of the building may be allowing soil gas to infiltrate into the unit as floor paint does not provide a proper seal. ASTI recommends sealing the floor and wall of Building Unit 9 with a VOC resistant epoxy to reduce the concentration of TCE entering into the unit. Additional sampling would be necessary to determine if the sealing of the floor and wall are sufficient. Installation of a sub-slab depressurization system may be necessary prior to occupying Building Unit 9. Based on the results from Building Unit 11/12, only additional sampling is recommended. The next scheduled sampling event is early May 2013.

Sincerely,

ASTI ENVIRONMENTAL



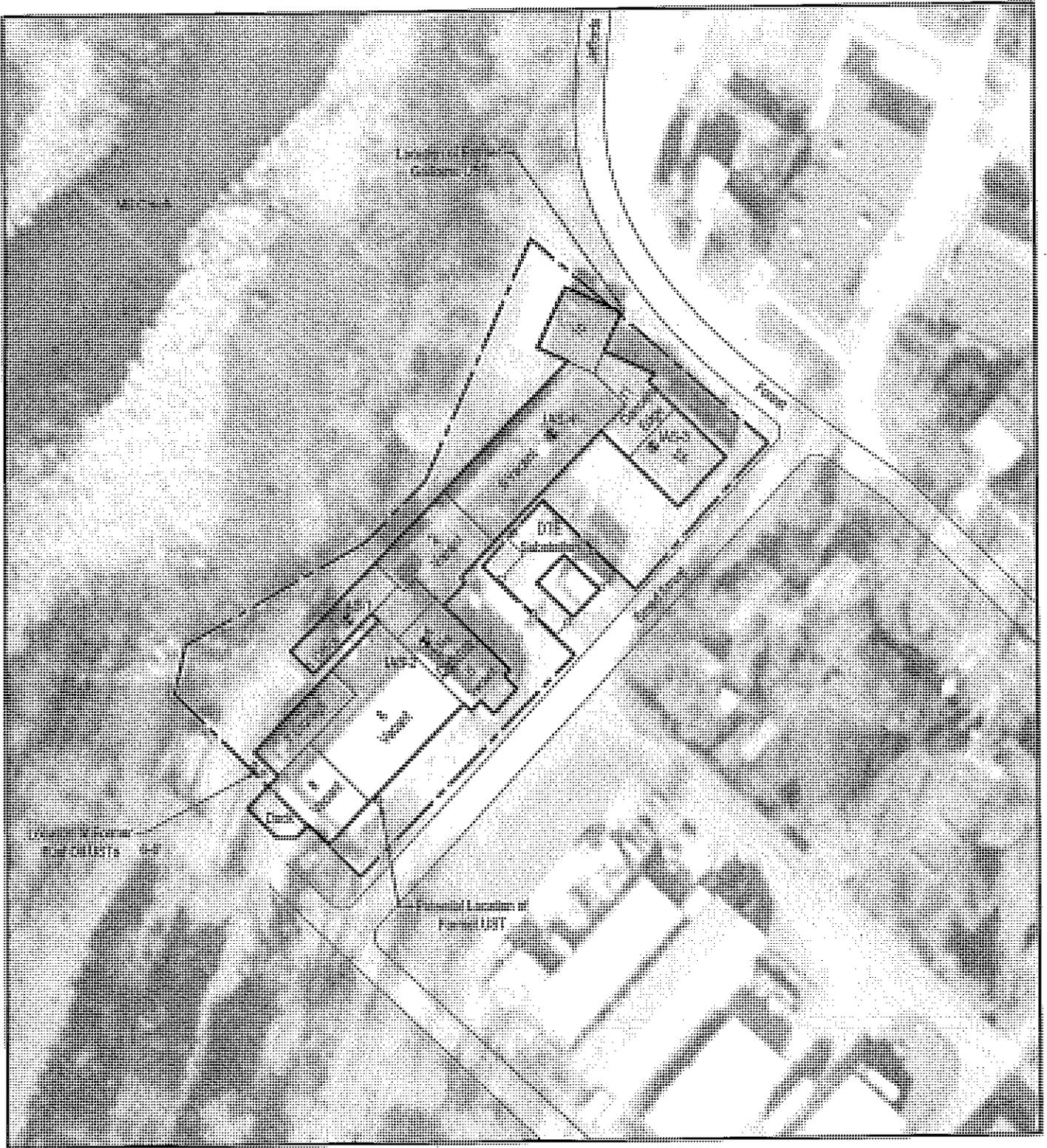
Brian Kuberski, EP
Project Manager

Attachments

- A Indoor Air Sample Location Map
- B Table 1 Summary of TO-15 Indoor Air Analytical Results
- C Analytical Laboratory Results

Attachment A

Indoor Air Sample Location Map



- LEGEND**
-  Approximate Property Line
 -  Indoor Air Sample Location

3045 Broad St.

Dexter, MI



Indoor Air Sample Location Map

Created for: Village of Dexter
ASTI Project 2-6555, JMD, February 27, 2013

AFFIDAVIT OF PUBLICATION

Village of Dexter Washtenaw County, Michigan Downtown Development Authority ANNUAL REPORT For the fiscal year ending June 30, 2012		
Revenue		
Tax Increment Revenue	\$	359,673
Interest	\$	2,872
Other	\$	622,000
Total:	\$	984,545
Expenditures		
Community Development	\$	14,041
Debt Service - Principal	\$	699,000
Debt Service - Interest	\$	264,660
Capital Outlay	\$	-
Total:	\$	977,701
Excess (Deficiency) of Revenues	\$	6,844
Over Expenditures	\$	6,844
Fund Balance		
Fund Balance - July 1	\$	314,505
Change in Fund Balance	\$	6,844
Fund Balance - June 30	\$	321,349
Outstanding Debt		
Principal	\$	4,113,000
Interest	\$	3,259,149
DDA Taxable Value	\$	23,989,516
Less Initial Assessed Value	\$	(7,807,300)
Captured Taxable Value	\$	16,182,216
Tax Increment Revenue Levied		
Village of Dexter	\$	212,274
Selo Township	\$	15,793
Dexter District Library	\$	18,881
Selo Township LPC	\$	8,191
Washtenaw Community College	\$	57,007
Washtenaw County	\$	47,692
Total	\$	359,831
Number of Jobs Created	8	
Project Status	Monument Park Building - Complete	
	Jeffords Parking & Forest Street - Complete	
	Jeffords Street and Mill Creek Plaza - Complete	
Other Related Projects	Maintenance - Ongoing	

Submitted by:
Village of Dexter DDA,
Steve Brouwer, Chairperson
 Publish February 28, 2013

STATE OF MICHIGAN,

ss.

County of Wayne

Lorraine L. Logsdon, being duly sworn

deposes and says the annexed printed copy of a notice was taken from

The Chelsea Standard/Dexter Leader

a newspaper printed and circulated in said State and County, and that said notice was published in said newspaper on

the 28th day of February

A.D. 2013 _____ Representative _____ of said

newspaper and knows well the facts stated herein.

Lorraine L. Logsdon

Subscribed and sworn to before me 28th

day of February A.D. 2013

Mary Anne Coghlan

Notary Public Wayne County, Michigan
MARY ANNE COGHLAN
 State of Michigan

My Commission Expires on 2-27-2014

PRINTER'S BILL

Folios _____ Insertions _____

Notary Fees _____

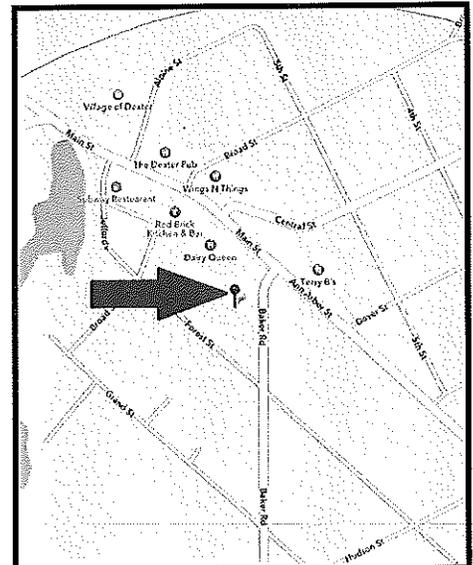
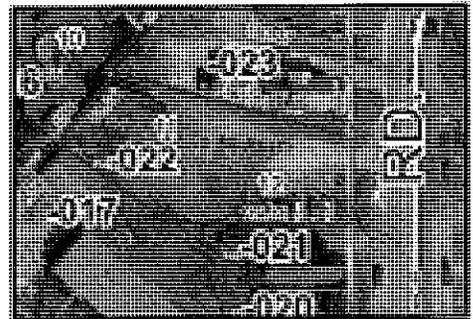
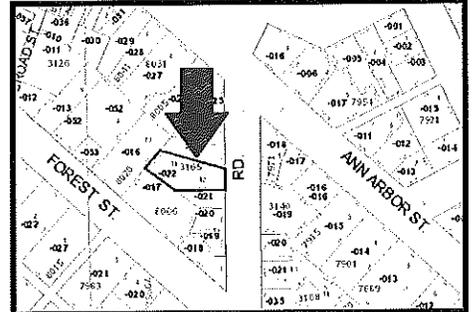
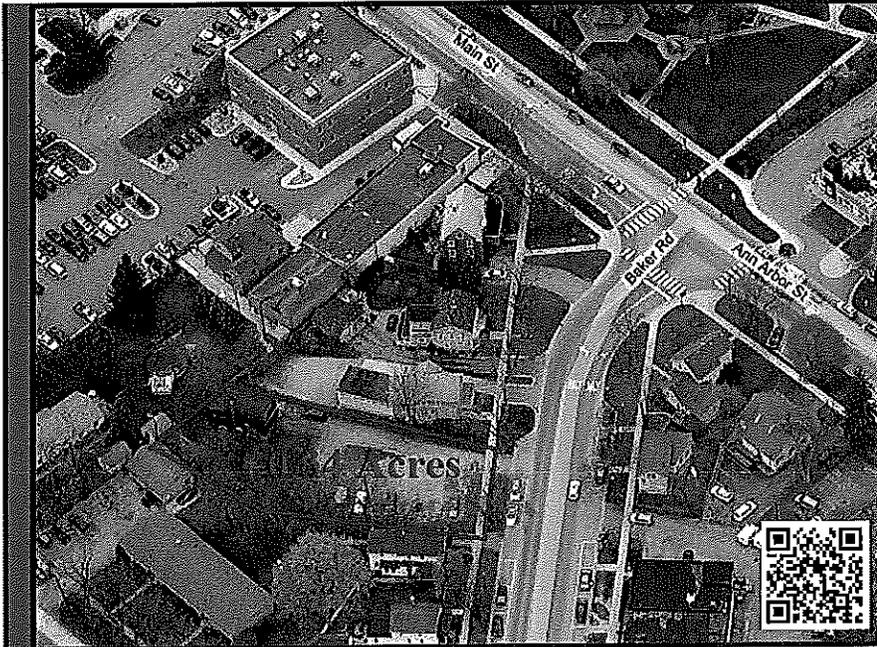
Total

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For Sale
3165 Baker Road
Village of Dexter (Scio Twp.), Michigan



Building relationships.

LOCATION:

- Highly visible location in downtown Dexter
- Baker Road between Forest Street and Main Street
- Just south of Baker and Main intersection

PROPERTY:

- 66 feet of frontage on Baker Road
- 165 feet deep
- Site approved for office building
- Plans available to qualified prospects

TAXES:

- 2012 Scio Winter: \$2309
- 2012 Scio Summer: \$633
- 2012 Village: \$806

ZONING: Village

ACREAGE: 0.34

SALE PRICE: \$85,000

For more information, call:

John Evans
evans@swishercommercial.com
734-662-3682

208 E. Washington Ann Arbor, MI 48104

www.swishercommercial.com

Swisher
COMMERCIAL

**“3045 BROAD STREET” REDEVELOPMENT TEAM
DRAFT MINUTES**

Wednesday March 13, 2013 at 5:30p

The Redevelopment Team met at the Village Office on Wednesday, March 13, 2013 with the following present: Jim Carson, Allison Bishop, Donna Dettling, Steve Brouwer, Shawn Keough, Donna Fisher, Derk Wilcox, and Tom Covert.

Also in attendance Jim Chaconas of Colliers Real Estate and Paul Ganz of DTE.

Jim Chaconas of Colliers provided the following:

- General guidance that an RFP isn't very effective in getting responses from Developers. In his experience an RFP doesn't get you where you want to be. Marketing site nationwide will help get interest and get project executed.
- Developers don't want to fight with local units of government. Must have a clear goal of where you want to be so that developers do not have to guess. All Commissions/Committees should be on board.
- Best to take building down to remove more of the risks and entice more investors. This would help get the best deal for the Village/DDA. This helps you get better investors looking and more money.
- The Village and the DDA need to know what they want on the property. Provide general guidance on desire for residential, retail, office or some combination of uses. Architectural guidelines as well.
- Get all the pertinent information out in a **Marketing Package**.
- Shawn suggested that we involve all groups (DDA, Village, PC, Parks, Dexter Chamber, other?) and Jim Chaconas concurred that a successful Marketing Package involves gathering feedback from all groups early and often.
- Village/DDA can work with Colliers or another agent to develop a Marketing Package.
- Agent would get the word out with the Marketing Package and work with those interested in presenting a plan for redevelopment to the Village/DDA.
- Agent would bring qualified responses to the table for further review.
- Proposals for a marketing packet are typically 6% of the property selling price. A fee would need to be negotiated upfront with the agent, in case the properties were sold at a discounted amount.

Paul Ganz of DTE provided the following:

- Provided a brief update on infrastructure upgrades. Three new substations in our area.
- Very tough to site and feed a new substation.
- DTE needs all of its substations.
- DTE can be creative with design features in and around substations. They're willing to work with us on how to improve the aesthetics.
- Screening and density of poles are definite possibilities.
- Moving the substation onto the property where the houses were removed on Forest Street might be a possibility, but Paul wanted to check into this further before he committed DTE to anything.

- DTE can't legally invest or absorb capital improvements that are absorbed by the rest of the rate base.
- Paul asked about our budget to off-set costs that DTE can't legally absorb into the rest of the rate base.
- DTE is planning an upgrade to this substation and Paul will determine what flexibility he has to include aesthetics improvements and or moving it onto other village property.

Highlights from Team discussion:

- Steve Brouwer will bring up the Marketing Package and hiring an agent at the next DDA meeting (March 20, 2013) to see if the DDA is interested in paying for this assistance.
- Work with DTE to determine if moving the substation onto adjacent Village property is a possibility.
- Continue working on the scope of the work for the demolition and change dates on the draft bid. Get asbestos removal done.
- Take draft demolition bid to DDA meeting in March to discuss moving forward.
- Get the Electric and Gas meters removed/shut off from the site as soon as possible. Need to keep service to Dancer's Edge. Start working with DTE on a work order to get this completed prior to July 1, 2013.
- Team agreed that we probably only need to do the final round of air monitoring for Dancer's Edge, and not in building #9 since we're probably going to tear it down. To be confirmed with DDA, get their concurrence.
- Set up meeting with MEDC Community Assistance Team (CAT) for next month to review available programs and incentives.

Team didn't set the next meeting, but we'll shoot for a target of meeting once per month and add meetings more often if we find it's necessary.

Respectfully Submitted,

Donna Dettling, Village Manager

DRAFT



VILLAGE OF DEXTER

INVITATION TO BID

BID TITLE: DEMOLITION OF BUILDINGS LOCATED AT 3045 BROAD

BID DUE DATE: WEDNESDAY, MAY 1, 2013 10:00 AM

ISSUING AGENCY INFORMATION

ISSUED BY: Dexter Downtown Development Authority, 8140 Main Street, Dexter, MI 48130

ISSUE DATE: 3-27-13

RETURN TO:
Village of Dexter
Village Manager
Donna Dettling
8140 Main Street (mailing)
8123 Main Street (drop off)
Dexter, MI 48130

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

Website: www.dextermi.gov

INSTRUCTIONS TO BIDDERS

COMPLETE THE INFORMATION BELOW AND RETURN THIS PAGE WITH YOUR BID AND ANY REQUIRED DOCUMENTS TO THE ADDRESS LISTED ABOVE UNDER "ISSUING AGENCY INFORMATION."

Alternate Bids: Vendors may submit alternate bids (a bid on services other than specified). Alternate bids are considered only if the vendor is the lowest responsible vendor on their primary bid. Bids must be clearly identified as "Primary" and "Alternate".

BIDDERS MUST COMPLETE THE FOLLOWING

PAYMENT TERMS: NET 30 DAYS

BIDDER NAME/ADDRESS/CERTIFICATIONS:

DELIVERY DATE:

AUTHORIZED BIDDER SIGNATORY
(print and sign in ink):

BIDDER PHONE #:

BIDDER FAX #:

BIDDER EMAIL ADDRESS AND WEBSITE:

IMPORTANT: SEE STANDARDS AND TERMS

**DEXTER DOWNTOWN DEVELOPMENT AUTHORITY – DEMOLITION OF BUILDINGS AT 3045 BROAD
STANDARD TERMS AND CONDITIONS**

By submitting a response to this invitation for bid, request for proposal, limited solicitation or acceptance of a contract, the vendor agrees to compliance of the following Standard Terms and Conditions and any other provisions that are specific to this solicitation or contract.

ACCEPTANCE/REJECTION OF BIDS, PROPOSALS, OR LIMITED SOLICITATION RESPONSES: The Village reserves the right to accept or reject any or all bids, proposals, or limited solicitation responses, wholly or in part, and to make awards in any manner deemed in the best interest of the Village. Bids, proposals, and limited solicitation responses will be firm for 30 days, unless stated otherwise in the text of the invitation for bid, request for proposal, or limited solicitation.

ACCESS AND RETENTION OF RECORDS: The contractor agrees to provide the Village, or their authorized agents, access to any records necessary to determine contract compliance. The contractor agrees to create and retain records supporting the services rendered or supplies delivered for a period of three years after either the completion date of the contract or the conclusion of any claim, litigation, or exception relating to the contract.

ALTERATION OF SOLICITATION DOCUMENT: In the event of inconsistencies or contradictions between language contained in the Village's solicitation document and a vendor's response, the language contained in the Village's original solicitation document will prevail.

ASSIGNMENT, TRANSFER AND SUBCONTRACTING: The contractor shall not assign, transfer or subcontract any portion of the contract without the express written consent of the department.

COMPLIANCE WITH LAWS: The contractor must, in performance of work under the contract, fully comply with all applicable federal, state, or local laws, rules and regulations. Any subletting or subcontracting by the contractor subjects subcontractors to the same provision.

CONFORMANCE WITH CONTRACT: No alteration of the terms, conditions, delivery, price, quality, quantities, or specifications of the contract shall be granted without prior written consent of the Village of Dexter. Supplies delivered which do not conform to the contract terms, conditions, and specifications may be rejected and returned at the contractor's expense.

E-MAIL/FACSIMILE RESPONSES: E-Mail and Facsimile responses will be not be accepted. Bids, or portions thereof, received after the due time will not be considered.

HOLD HARMLESS/INDEMNIFICATION: The contractor agrees to protect, defend, and save the Village, its elected and appointed officials, agents, and employees, while acting within the scope of their duties as such, harmless from and against all claims, demands, causes of action of any kind or character, including the cost of defense thereof, arising in favor of the contractor's employees or third parties on account of bodily or personal injuries, death, or damage to property arising out of services performed or omissions of services or in any way resulting from the acts or omissions of the contractor and/or its agents, employees, representatives, assigns, subcontractors, except the sole negligence of the Village, under this agreement.

LATE BIDS AND PROPOSALS: Regardless of cause, late bids and proposals will not be accepted and will automatically be disqualified from further consideration. It shall be solely the vendor's risk to assure delivery at the designated office by the designated time. Late bids and proposals will not be opened and may be returned to the vendor at the expense of the vendor or destroyed if requested.

PAYMENT TERM: All payment terms will be computed from the date of delivery of supplies or services OR receipt of a properly executed invoice, whichever is later. Unless otherwise noted in the solicitation document, the Village is allowed 30 days to pay such invoices.

TAX EXEMPTION: The Village of Dexter is tax exempt (#38-6004671).

TERMINATION OF CONTRACT: Unless otherwise stated, the Village may, by written notice to the contractor, terminate the contract in whole or in part at any time the contractor fails to perform the contract.

COMPLIANCE WITH WORKERS' COMPENSATION ACT

The Contractor is required to supply the Village of Dexter with proof of compliance with the Workers' Compensation Act while performing work for the Village of Dexter. Neither the Contractor nor its employees are employees of the Village. The proof of insurance/exemption must be in the form of workers' compensation insurance, an independent contractor exemption, or documentation of corporate officer status and must be received by the Village, within 10 working days of the Notice of Award and must be kept current for the entire term of the contract.

CONTRACTS WILL NOT BE ISSUED TO VENDORS WHO FAIL TO PROVIDE THE REQUIRED DOCUMENTATION WITHIN THE ALLOTTED TIME FRAME.

CONTRACT TERMINATION

Termination for Cause. The Village may, by written notice to the Contractor, terminate this contract in whole or in part at any time the Contractor fails to perform this contract.

INSURANCE REQUIREMENTS – BID/PROPOSAL

General Requirements: The Contractor shall maintain for the duration of the contract, at its cost and expense, insurance against claims for injuries to persons or damages to property, including contractual liability, which may arise from or in connection with the performance of the work by the Contractor, agents, employees, representatives, assigns, or subcontractors. This insurance shall cover such claims as may be caused by any negligent act or omission. All coverages shall be with insurance companies licensed and admitted to do business in the State of Michigan. All coverages shall be with insurance carriers acceptable to the Village of Dexter, Michigan.

Primary Insurance: The Contractor's insurance coverage shall be primary insurance as respect to the Village, its officers, officials, employees, and volunteers and shall apply separately to each project or location. Any insurance or self-insurance maintained by the Village, its officers, officials, employees or volunteers shall be in excess of the Contractor's insurance and shall not contribute with it.

Specific Requirements for Commercial General Liability: The Contractor shall purchase and maintain occurrence coverage with combined single limits for bodily injury, personal injury, and property damage of \$300,000 per occurrence and \$1,000,000 aggregate per year to cover such claims as may be caused by any act, omission, or negligence of the Contractor or its officers, agents, representatives, assigns or subcontractors. Coverages shall include the following extensions: (a) Contractual Liability; (b) Products and Completed Operations; (c) Independent Contractor's Coverage; (d) Broad Form General Liability Extensions, or equivalent; (e) Deletion of all Explosion, Collapse and Underground (XCU) Exclusions, if applicable.

Additional Insured Status: The Village, its officers, officials, employees, and volunteers are to be covered and listed as additional insureds; for liability arising out of activities performed by or on behalf of the Contractor, including the insured's general supervision of the Contractor; products and completed operations; premises owned, leased, occupied, or used.

Specific Requirements for Automobile Liability: The Contractor shall purchase and maintain coverage with limits of not less than \$300,000 per person (personal injury), \$1,000,000 per accident occurrence (personal injury), and \$100,000 per accident occurrence (property damage), OR combined single limits of \$1,000,000 per occurrence to cover such claims as may be caused by any act, omission, or negligence of the Contractor or its officers, agents, representatives, assigns or subcontractors. Coverage shall include all owned vehicles, all non-owned vehicles, and all hired vehicles.

Certificate of Insurance/Endorsements: Insurance must be placed with an insurer with a Best's rating of no less than A-. This insurance must be maintained for the duration of the contract. The Village must receive all required certificates and endorsements within 10 days from the date of the Notice of Award before a contract will be issued. Work may not commence until a contract is in place. The Contractor must notify the Village immediately, and no less than 30 days, of any material change in insurance coverage, such as changes in limits, coverage, change in status of policy, etc. The Village reserves the right to require complete copies of insurance policies at all times.

Proof of Insurance Coverage: The contractor shall provide the Village of Dexter, Michigan, at the time contracts are returned for execution, certificates and policies listed below:

- A. Certificate of Insurance for Worker's Compensation Insurance;
- B. Certificate of Insurance for Commercial Liability Insurance;
- C. Certificate of Insurance for Automobile Liability Insurance;
- D. Original Policy, or Original Binder pending insurance policy, or Owner's & Contractor's Protective Liability Insurance;
- E. If so requested, certified copies of all policies mentioned above will be furnished.

**DEMOLITION OF BUILDINGS AT 3045 BROAD
PROJECT SCOPE**

Project Location:

3045 Broad

Permitted Activity:

The project consists of the demolition of buildings as shown on the attached map. The work is planned in two phases as outlined on the map. This is a former industrial property that qualifies as a "facility" as defined in state law and is covered under a due care plan (dated February 13, 2013) which is attached to this bid document.

The buildings should be demolished with the concrete floor remaining in place. Debris should be disposed of at a landfill permitted to accept this debris per local, state and federal regulations.

Asbestos removal should be coordinated by the contractor. The Asbestos-Containing Material Inspection Report (dated December 10, 2012) is attached to this bid document. The use of a sub-contractor is acceptable for this work.

Water and sewer services should be capped prior to the start of work under the direction of the Village Utility Department.

Demolition permits will be required from the Washtenaw County Building Department and the Village of Dexter.

Salvaged scrap steel should be recycled with the value included as a reduction to the cost of the demolition.

A mandatory pre-bid meeting will be held April 17, 2013 at 3045 Broad at 9:30 a.m.

Contractor Requirements:

Contractors bidding must be qualified to complete the work as proposed.

Village Staff and/or consultants will perform the inspection of the project.

Project Timing:

Phase I to be completed in July 2013. Phase II to be completed in January 2014.

COMPANY NAME:

PLEASE PROVIDE THE COMPANIES/SUPERVISORS QUALIFICATIONS AND EXPERIENCE PERFORMING SUCH WORK. MUNICIPAL REFERENCES ARE REQUIRED:

PLEASE PROVIDE TWO REFERENCES SPECIFIC TO DEMOLITION OF A "FACILITY" AS DEFINED BY STATE LAW:

LIST BID CONTINGENCIES/CONDITIONS/DEVIATIONS:

DEMOLITION COST – PHASE I:

DEMOLITION COST – PHASE II:

REDUCTION DUE TO SALVAGE MATERIALS:

TOTAL BID PRICE:

START DATE:

END DATE:

TERMS:

***BID MUST BE FIRM IN
ACCORDANCE WITH
PLANNED SCHEDULE***

F.O.B VILLAGE OF DEXTER

DRAFT
JOINT VILLAGE COUNCIL / DOWNTOWN
DEVELOPMENT AUTHORITY WORK
SESSION

THE VILLAGE OF DEXTER
VILLAGE COUNCIL

Planning for – April?

Dexter Senior Center- 7720 Dexter Ann Arbor Road

1. Introductions
2. Review of Village Council Goals *(based on Council's March 16, 2013 Work Session)*
3. Review of Downtown Development Authority Goals *(based on discussion of DDA goals at their February and March meetings)*
4. Discussion about Possible Downtown Development Authority Participation in Village Office/Fire Department Construction or Rehabilitation Projects

This is a Village Council/Downtown Development Authority work session; action will NOT be taken.

"This meeting is open to all members of the public under Michigan Open Meetings Act"