

Dexter Downtown Development Authority

Meeting Agenda
September 18, 2014 @ 7:30 AM
Dexter Senior Center
7720 Ann Arbor Street
Dexter, MI 48130

1. Call to Order:

2. Roll Call:

Becker, Patrick	Bellas, Rich	Brouwer, Steve, Chair
Covert, Tom, Treasurer	Darnell, Don	Finn, Doug
Jones, Carol, Secretary	Keough, Shawn, Village President	Model, Fred
O'Haver, Dan	Schmid, Fred	Willis, Randy

3. Approval of Minutes from the Regular August 21, 2014

4. Approval of Agenda

5. Pre-arranged Audience Participation:

6. Non-Arranged Citizen Participation:

7. Treasurer's Report:

- a) Invoices:
 - **September Total: \$1,060.00**
- b) Approval of Treasurer's Report- September, 2014
- c) DDA Forecast

8. Correspondence / Communications:

- a) RRSites - UM Presentation follow-up

9. Action Items:

- a) **Brick Paver Project Contract Award**- Discussion and possible action to award a contract for brick paver repairs in the Downtown.
- b) **ASTI Environmental Proposal** – Discussion and possible action to approve ASTI Environmental proposal to complete an evaluation of remediation and controls options for 3045 Broad Street in an amount not to exceed \$900 or \$450 if project cost is split with the Village.
- c) **Bond Debt Pay Down** – Discussion and possible action regarding paying down bond debt.

10. Discussion and Updates:

- a) **New Proposed DDA/TIF Legislation**

11. Village President and Staff Reports

12. Chairman's Report:

- Items for September 18, 2014 Agenda

13. Non-Arranged Citizen Participation:

14. Closed Session: Discussion of pending litigation

15. Adjournment

Dexter Downtown Development Authority

August 21, 2014 <> 7:30 AM

Dexter Senior Center
7720 Ann Arbor Street
Dexter, MI 48130

MINUTES

1. Call to Order: Called to order at 7:30 on August 21, 2014 by Chairman Steve Brouwer.
2. Roll Call

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

Also in attendance: Courtney Nichols, Assistant Village Manager and Marie Sherry; Finance Director/Treasurer.

3. Approval of Minutes from the Regular July 17, 2014 Meeting:
Motion by Doug, second by Don to approve the regular meeting minutes of July 17, 2014 as presented. Motion carries.
4. Approval of Agenda:
Motion by Doug, second by Shawn to approve the agenda with the addition of \$231.32 for temporary fencing at 3045 Broad St. to the invoices to be paid. Motion carries.
5. Pre-arranged Audience Participation:
None
6. Non-Arranged Citizen Participation:
None
7. Treasurer's Report:
 - a. August Invoices: Invoice from Scott Munzel, legal fees for July 2014, for \$2,368.25; final invoice from DTE, utilities for \$59.03; invoice from Universal Consolidated for professional services, for \$9,300.00; and invoice from the Village for DDA share for temporary fencing at 3045 Broad St. for \$231.32 for a total of \$11,958.60. *Motion by Randy, second by Don to pay the August invoices in the amount of \$11,958.60. Motion carries.*
 - b. Approval of August Treasurer's Reports – *Motion by Doug, second by Rich to accept the August Treasurer's report as presented. Motion carries.*
 - c. DDA Forecast.
8. Correspondence / Communications:
 - a. Impact of personal Property Tax Law Changes- *Marie explained what will most likely happen with the changes in Personal Property Tax and that the DDA will probably*

receive around \$7000 from the state in 2014, 2015 and 2016 due to the lowering of personal property tax in The Village.

9. Action Items:
 - a. Brick Paver Project Contract Award – Discussion and possible action to reject bids and direct DPS staff to re-bid project with square footage of project area included in the bid. *Motion by Doug; second by Don to reject the bids received and authorize staff to re-bid the project. Motion carries.*

10. Discussion Updates:
 - a. RRSites Development Feasibility Study: Professor Allen and his students are ready to make a preliminary presentation of their findings and recommendations regarding the redevelopment of 3045 Broad Street. We've selected Thursday, August 28thg at 1:00 PM AT THE Dexter District Library. Following the presentation, Professor Allen and his students will be asking attendees for their input. RSVP you attendance by Monday, August 25th. Light refreshments will be served.

11. Village President and Staff Reports
 - a. President –
 - *The Village was able to purchase the property near the DPW for the Border to Border Trail in order to have an access trail to the Dexter Metro Park. The project probably won't be finished until spring as approvals are still needed from MDOT. This road allows for a separate drive for the DPW and the pathway.*
 - *Dexter Daze and the Plein Air event were very successful and the extra parking area was certainly used.*
 - *In regards to the motion to intervene, Jim Merte mentioned that in past tax tribunal cases the parties would be brought together prior to a hearing and he asked if other DDA members would also like to attend*
 - b. Staff Support Update – Courtney Nicholls
 - *What should be done now on the old DAPCO property with the orange fencing? Dan Schlaff has some ideas for sturdier temporary fencing for the area. Shawn mentioned about talking to ASTI regarding the footings on the north end and possibly seeding to make a green space.*
 - *The Plein Air event had 72 artist participate and was able to make a profit of about \$4,500.00*

12. Chairman's Report:
 - *Items for September 18 Agenda – Bond Debt Payment*

13. Non-Arranged Citizen Participation: None

14. Adjournment
Motion by Doug, second by Don to adjourn the meeting at 7:52 AM. Motion carries.

Respectfully submitted,
Carol Jones
Secretary

Memo

To: Dexter DDA
From: Thomas Covert, DDA Treasurer and Marie Sherry, Village Treasurer
Date: September 16, 2014
Re: Treasurer's Report – September 2014

Invoice Approval Notes

- OHM is for the Broad Street parking lot, and Scott E. Munzel is for legal services for the Dexter Wellness Center.
- Combined total due is \$1,060.00

DOWNTOWN DEVELOPMENT AUTHORITY INVOICE APPROVAL LIST - SEPTEMBER 18, 2014

GL Number	Inv. Line Desc	Vendor	Invoice Desc.	Invoice	Due Date	Amount	Check #
Fund 248 DOWNTOWN DEVELOPMENT AUTHORITY							
Dept 248 ADMINISTRATION							
248-248-810.000	ATTORNEY FEES	SCOTT E. MUNZEL, PC	LEGAL SERVICES - DEXTER WELLNESS CENTE	1383	09/18/14	610.50	
						<u>610.50</u>	
Total For Dept 248 ADMINISTRATION						610.50	
Total For Fund 248 DOWNTOWN DEVELOPMENT AUTHORITY						<u>610.50</u>	
Fund 494 DDA PROJECT FUND							
Dept 908 TUPPER REDEVELOPMENT							
494-908-802.000	PROFESSIONAL SERVICES	ORCHARD, HILTZ & MCCLIMENT INC	BROAD STREET PARKING LOT DESIGN	157060	09/18/14	449.50	
						<u>449.50</u>	
Total For Dept 908 TUPPER REDEVELOPMENT						449.50	
Total For Fund 494 DDA PROJECT FUND						<u>449.50</u>	
Fund Totals:							
Fund 248 DOWNTOWN DEVELOPMENT AUTHORITY						610.50	
Fund 494 DDA PROJECT FUND						449.50	
Total For All Funds:						<u>1,060.00</u>	
--- TOTALS BY GL DISTRIBUTION ---							
		248-248-810.000	ATTORNEY FEES			<u>610.50</u>	
		494-908-802.000	PROFESSIONAL SERVICES			<u>449.50</u>	



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

9/6/2014

Village Invoice
1383

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

248,748.800.000

Re: Invoice for Legal Services - Village/Dexter Wellness Center

Dear Ms. Nicholls:

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

8/11/2014	Review latest pleading from CWF- opposition to Village/ DDA motion for leave to supplement, etc.	0.3
8/15/2014	TC Shawn K. re Merte suggestion to meet; TC to Merte's office- out for week; email Shawn K., Courtney N. update	0.4
8/16/2014	Email CWF pleadings and commentary to Shawn K., Courtney N.	0.3
8/21/2014	Review new Court of Appeals case on "charitable institution" tax exemption	0.8
8/25/2014	Email from Marie Sherry re new case; email to Dexter with brief analysis of case	0.5
8/27/2014	Review new Order in first case; review new Order in second case	0.8
8/28/2014	Study Orders in both cases, intervention confirmed in both cases but valuation case held in abeyance; prepare email to Shawn, Courtney re update, analysis of two Orders; TC Jim Merte re potential meeting to discuss issues with CWF; review email from Schiff re request to depose parties	2
8/29/2014	Review new case re MCL 211.181 Court of Appeals opinion and MTT opinion; review Nature Association case; email to Keough, Nicholls re Jackie Cook deposition request	1.8

9/6/2014

Page Two

8/30/2014

Email to Keough, Nicholls re CWF request to depose Cousins and his dual capacities, question of who should prepare his for deposition, related issues

0.5

Total Time 7.4 at \$165/hr

Current Invoice \$ 1,221.00

Expenses- none \$ -

Total Balance Due \$ 1,221.00

Divided between DDA and Village \$610.50

Outstanding balance \$0.00

Total amount due \$610.50

EIN 38-3120196

Sincerely,

Scott E. Munzel

Scott E. Munzel

348 248-810-000

ARCHITECTS. ENGINEERS. PLANNERS.



VILLAGE OF DEXTER
Attn: Donna Dettling, Village Manager
8123 MAIN STREET
DEXTER MI 48130

Invoice Date : 8/19/2014
Invoice # : 157060
Project : 0130-14-0009

Project Name : Dexter DDA General Services

For Professional Services Rendered through: 8/2/2014

Salaries

Fixed Rates Labor	449.50	
Total Salaries		449.50

Expenses

Regular Expenses	0.00	
Total Expenses		0.00

Amount Due This Invoice **		<u>449.50</u>
-----------------------------------	--	---------------

~~248 248 802.000~~
Dept 908
494-908-802.000

REMIT TO:

OHM Advisors
34000 PLYMOUTH ROAD
LIVONIA, MICHIGAN 48150

T 734.522.6711
F 734.522.6427

OHM-Advisors.com

ARCHITECTS. ENGINEERS. PLANNERS.



VILLAGE OF DEXTER
Attn: Donna Dettling, Village Manager
8123 MAIN STREET
DEXTER MI 48130

Invoice Date : 8/19/2014
Invoice # : 157060
Project : 0130-14-0009

Fixed Rates Labor

<u>Class / Employee Name</u>	<u>Date</u>	<u>Activity</u>	<u>Hours</u>	<u>Rate</u>	<u>Amount</u>
Associate					
GRONEVELT, RHETT A. Broad St. Temp P Lot	07/22/2014	201	0.50	155.00	77.50
Professional Engineer/Architect II					
DROZE, PATRICK M. Design of Broad Street Parking Lots	07/25/2014	250	3.00	124.00	372.00

Rate Schedule Labor **449.50**

Labor : **449.50**
Expense : **0.00**

Total Project: 0130140009 -- Dexter DDA General Services **449.50**

REMIT TO:

OHM Advisors
34000 PLYMOUTH ROAD
LIVONIA, MICHIGAN 48150

T 734.522.6711
F 734.522.6427

OHM-Advisors.com

Cash Status

DDA Cash Balances Report 8-1-2014

Fund	Account Name	General Ledger Balance	Notes
248 - DDA General	TCF Pooled Account	\$ 5,000.00	
394 - DDA Debt	TCF Pooled Account	\$ -	
494 - DDA Project	TCF Pooled Account	\$ -	
	Total DDA Pooled Checking	\$ 5,000.00	
248 - DDA General	TCF Money Market Account	\$ 106,583.47	
394 - DDA Debt	TCF Money Market Account	\$ -	
494 - DDA Project	TCF Money Market Account	\$ 2,634.75	
	Total DDA Pooled Savings	\$ 109,218.22	
248 - DDA General	UBT Money Market Account	\$ 504.60	
394 - DDA Debt	UBT Money Market Account	\$ 170,337.20	
494 - DDA Project	UBT Money Market Account	\$ -	
	Total DDA Pooled Savings	\$ 170,841.80	
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	\$ 81,235.04	For general debt use - Matures 9/4/2014 @ .45%
494 - DDA Project	Flagstar Bank	\$ 201,444.22	For projects - Matures 09/25/2014 @ .35%
	Total Non-Pooled	\$ 482,679.26	
Total General Cash		\$ 312,088.07	
Total Debt Cash		\$ 251,572.24	
Total Project Cash		\$ 204,078.97	
		\$ 767,739.28	
Month End Cash		\$ 767,739.28	
Projected FY 14/15 Revenue All Funds		\$ 853,808.98	
Projected FY 14/15 Expenditures All Funds		\$ (1,082,317.76)	
Projected Year End Cash		\$ 539,230.50	

Budget FY 14/15

- Following are the Fiscal Year 2014-2015 Revenue and Expenditure Reports through August 31st.

09/16/2014 REVENUE AND EXPENDITURE REPORT FOR VILLAGE OF DEXTER						
PERIOD ENDING 08/31/2014						
% Fiscal Year Completed: 16.99						
GL NUMBER	DESCRIPTION	2014-15 ORIGINAL BUDGET	2014-15 AMENDED BUDGET NORMAL	YTD BALANCE 08/31/2014 (ABNORMAL)	AVAILABLE BALANCE (ABNORMAL)	% BDGT USED
Fund 248 - DOWNTOWN DEVELOPMENT AUTHORITY						
Revenues						
Dept 000-ASSETS, LIABILITIES & REVENUE						
248-000-415.000	TAX CAPTURE REVENUE	295,000.00	295,000.00	0.00	295,000.00	0.00
248-000-665.000	INTEREST EARNED	300.00	300.00	377.99	(77.99)	126.00
Total Dept 000-ASSETS, LIABILITIES & REVENUE		295,300.00	295,300.00	377.99	294,922.01	0.13
TOTAL Revenues		295,300.00	295,300.00	377.99	294,922.01	0.13
Expenditures						
Dept 248-ADMINISTRATION						
248-248-802.000	PROFESSIONAL SERVICES	5,000.00	5,000.00	0.00	5,000.00	0.00
248-248-803.000	CONTRACTED SERVICES	1,500.00	1,500.00	0.00	1,500.00	0.00
248-248-810.000	ATTORNEY FEES	0.00	0.00	2,368.25	(2,368.25)	100.00
248-248-843.000	PROPERTY TAXES	7,200.00	7,200.00	2,762.67	4,437.33	38.37
248-248-880.000	DOWNTOWN EVENTS	0.00	0.00	231.32	(231.32)	100.00
248-248-957.002	DDA CAPTURE REFUNDS	5,000.00	5,000.00	0.00	5,000.00	0.00
Total Dept 248-ADMINISTRATION		18,700.00	18,700.00	5,362.24	13,337.76	28.68
Dept 442-DOWNTOWN PUBLIC WORKS						
248-442-803.015	VILLAGE MAINTENANCE	5,000.00	5,000.00	0.00	5,000.00	0.00
Total Dept 442-DOWNTOWN PUBLIC WORKS		5,000.00	5,000.00	0.00	5,000.00	0.00
Dept 965-TRANSFERS OUT - CONTROL						
248-965-999.394	TR OUT FOR BOND PAYMENTS - 394	336,000.00	336,000.00	0.00	336,000.00	0.00
248-965-999.494	TR TO DDA PROJECT FUND - 494	231,800.00	231,800.00	9,300.00	222,500.00	4.01
Total Dept 965-TRANSFERS OUT - CONTROL		567,800.00	567,800.00	9,300.00	558,500.00	1.64
TOTAL Expenditures		591,500.00	591,500.00	14,662.24	576,837.76	2.48
Fund 248 - DOWNTOWN DEVELOPMENT AUTHORITY:						
TOTAL REVENUES		295,300.00	295,300.00	377.99	294,922.01	0.13
TOTAL EXPENDITURES		591,500.00	591,500.00	14,662.24	576,837.76	2.48
NET OF REVENUES & EXPENDITURES		(296,200.00)	(296,200.00)	(14,284.25)	(281,915.75)	4.82

Fund 394 - DDA DEBT FUND

Revenues

Dept 000-ASSETS, LIABILITIES & REVENUE

394-000-665.000	INTEREST EARNED	200.00	200.00	12.74	187.26	6.37
394-000-695.248	TRANSFER IN FROM DDA FUND 248	336,000.00	336,000.00	0.00	336,000.00	0.00
Total Dept 000-ASSETS, LIABILITIES & REVENUE		336,200.00	336,200.00	12.74	336,187.26	0.00

TOTAL Revenues

336,200.00	336,200.00	12.74	336,187.26	0.00
------------	------------	-------	------------	------

Expenditures

Dept 850-LONG-TERM DEBT

394-850-992.000	BOND FEES	1,000.00	1,000.00	0.00	1,000.00	0.00
394-850-997.003	DDA 2008 TAXABLE BOND (\$1.6M)	135,400.00	135,400.00	0.00	135,400.00	0.00
394-850-997.004	DDA 2008 BOND (\$2+M)	118,500.00	118,500.00	0.00	118,500.00	0.00
394-850-997.005	2011 REFUNDING BOND (\$620K)	81,100.00	81,100.00	0.00	81,100.00	0.00
Total Dept 850-LONG-TERM DEBT		336,000.00	336,000.00	0.00	336,000.00	0.00

TOTAL Expenditures

336,000.00	336,000.00	0.00	336,000.00	0.00
------------	------------	------	------------	------

Fund 394 - DDA DEBT FUND:

TOTAL REVENUES	336,200.00	336,200.00	12.74	336,187.26	0.00
TOTAL EXPENDITURES	336,000.00	336,000.00	0.00	336,000.00	0.00
NET OF REVENUES & EXPENDITURES	200.00	200.00	12.74	187.26	6.37

Fund 494 - DDA PROJECT FUND

Revenues

Dept 000-ASSETS, LIABILITIES & REVENUE

494-000-665.000	INTEREST EARNED	200.00	200.00	0.29	199.71	0.15
494-000-695.248	TRANSFER IN FROM DDA FUND 248	231,800.00	231,800.00	9,300.00	222,500.00	4.01
Total Dept 000-ASSETS, LIABILITIES & REVENUE		232,000.00	232,000.00	9,300.29	222,699.71	4.01

TOTAL Revenues

232,000.00	232,000.00	9,300.29	222,699.71	4.01
------------	------------	----------	------------	------

Expenditures

Dept 908-TUPPER REDEVELOPMENT

494-908-802.000	PROFESSIONAL SERVICES	50,000.00	50,000.00	10,020.00	39,980.00	20.04
Total Dept 908-TUPPER REDEVELOPMENT		50,000.00	50,000.00	10,020.00	39,980.00	20.04

Dept 965-TRANSFERS OUT - CONTROL

494-965-999.002	TRANSFER OUT TO GENERAL FUND - HOUSES	20,000.00	20,000.00	0.00	20,000.00	0.00
494-965-999.101	TRANSFER OUT TO GENERAL FUND	110,000.00	110,000.00	0.00	110,000.00	0.00
Total Dept 965-TRANSFERS OUT - CONTROL		130,000.00	130,000.00	0.00	130,000.00	0.00

TOTAL Expenditures

180,000.00	180,000.00	10,020.00	169,980.00	5.57
------------	------------	-----------	------------	------

Fund 494 - DDA PROJECT FUND:

TOTAL REVENUES	232,000.00	232,000.00	9,300.29	222,699.71	4.01
TOTAL EXPENDITURES	180,000.00	180,000.00	10,020.00	169,980.00	5.57
NET OF REVENUES & EXPENDITURES	52,000.00	52,000.00	(719.71)	52,719.71	1.38

TOTAL REVENUES - ALL FUNDS

863,500.00	863,500.00	9,691.02	853,808.98	1.12
------------	------------	----------	------------	------

TOTAL EXPENDITURES - ALL FUNDS

1,107,500.00	1,107,500.00	25,182.24	1,082,317.76	2.27
--------------	--------------	-----------	--------------	------

NET OF REVENUES & EXPENDITURES

(244,000.00)	(244,000.00)	(15,491.22)	(228,508.78)	6.35
--------------	--------------	-------------	--------------	------

Debt Fund Summary / Forecast – Unchanged from August 2014

Bond Restructuring – Nothing new at this time

- Consider refinancing bond if Broad Street sale not eminent

DDA Project Summaries – Nothing new at this time

Required Reporting

- Form 5176 – Request for State Reimbursement of Tax Increment Finance Authority. Deadline to file for 2014 is August 29th, and for 2015 is June 15th – *has been filed for 2014.*
- Form 2604 – Tax Increment Financing Plan Report for Capture of Property Taxes (deadline to file is July 31st of each year) has been filed for Fiscal Year 2013-2014.
- Qualifying Statement – File the Fiscal Year 2013-2014 Qualifying Statement by December 31, 2014.
- The audit for Fiscal Year 2013-2014 is expected to commence in late September/early October, with a filing deadline of December 31, 2014.
- Publish the Fiscal Year 2014-2015 Annual Report by February 2015.

Banking Strategy – Nothing new at this time

Tax Capture Update - Nothing new at this time

- Work on verifying parcel inclusion has been substantially completed. Next step is to analyze the data with assessor.