

Dexter Downtown Development Authority

September 19, 2019 < > 7:30 AM

Dexter Senior Center

7720 Ann Arbor Street

Dexter, MI 48130

MINUTES

1. Call to Order: Called to order at 7:30 AM on September 19, 2019 by Chairman Doug Finn.

2. Roll Call

Becker, Patrick	Bellas, Rich	Brouwer, Steve-ab
Darnell, Don	Finn, Doug	Fitzpatrick, Mike
Jones, Carol	Keough, Shawn-ab	Mekas, Phil
O'Haver, Dan-ab	Schmid, Fred	Willis, Randy

Also in attendance: Michelle Aniol, Community Development Manager and Paul McCann, Director of the Dexter District Library.

3. Approval of Minutes from the Regular Meeting on July 18, 2019

Motion Schmid; support Willis to approve the minutes of the Regular Meeting of July 18, 2019 as presented.

Unanimous voice vote approval with Brouwer, Keough and O'Haver absent.

4. Approval of Agenda:

Motion Darnell; support Willis to approve the agenda as presented.

Unanimous voice vote approval with Brouwer, Keough and O'Haver absent.

5. Pre-arranged Audience Participation: None

6. Non-Arranged Citizen Participation: None

7. Treasurer's Report: *Treasurer Mike Fitzpatrick provided information on the September Treasurer's Report. The following action was taken:*

a. September Invoices: Pear Sperling Eggen & Daniels in the amount of \$1,747.73 for the Power Wellness Tax Appeal; Pear Sperling Egan & Daniels in the amount of \$3,992.74 for the Chelsea Health Tax Appeal; City of Dexter in the amount of \$848.57 for Dexter Pharmacy

Personal Property of 2017 & 2018; Chase Bank in the amount of 19,011.34 for the 2017 Refunding-Non-Taxable Bond; US Bank in the amount of \$28,137.50 for the 2008 Taxable Bond; PNC Bank in the amount of \$38,076.75 for the 2011 Refunding Bond; and Dexter District Library in the amount of \$6,074.30 per the Michigan Tax Tribunal for a total of invoices of \$97,888.93.

Motion Darnell; support Schmid to pay the invoices for a total amount of \$97,888.93

Unanimous voice vote approval with Brouwer, Keough and O'Haver absent.

b. Approval of September 2019 Treasurer's Report.

Motion Bellas; support Darnell to approve the September Treasurer's Report as presented.

Unanimous voice vote approval with Brouwer, Keough and O'Haver absent.

8. Correspondence / Communications:

None

9. Action Items:

a. Old Business – None

b. New Business

i) Strategic Planning Discussion – review Member comments from April 18, 2019 meeting and continue review and discussion of planned DDA Capital Projects.

The purpose of the Strategic Planning is to be looking down the road when additional funding starts to come in and give guidance and input to the City such as where should the City Offices be located and if not 8140 Main, what should be done with that space. Discussion followed and discussion will be continued at next month's meeting.

ii) Downtown Bike Rack Request

Discussion included the location (s) of the racks and an estimate of costs.

iii) Brick Paver Repair

Motion Willis; support Mekas to use the contracted services funds to pay an amount not to exceed \$1,545 to Todd's Services for the repair of brick pavers in front of Aubree's.

Aye: Becker, Bellas, Fitzpatrick, Darnell, Fin, Jones, Mekas, Schmid and Willis

Nays: None

Absent: Brouwer, Keough and O'Haver

Motion carries

10. Discussion and Updates

None

11. Reports:

a) Mayor – Shawn Keough

Mayor Keough includes his written report per packet

b) Staff – Michelle Aniol

Ms. Aniol includes her written report per packet and provided the following updates:

- *City Council approved the k-Space Expansion; removed the Public Hearing from the purchase agreement for the Dan Hoey property to Avalon Housing; and approved the preliminary PUD sit plan for Hilltop View Apartments.*
- *The applicant at 3075 Baker Road has proposed minor changes to the site plan and they have been approved.*
- *Discussion continues on a piece of property at Mast Road and Huron River Drive and Council will be updated on this at the September 23, 2019 meeting.*
- *City Council approved the extension of the Option Period in the Pre-Development Agreement with Norfolk Homes, without an additional escrow deposit.*

12. Chairman's Report: October 17, 2019

- *Come prepared at the October meeting on recommendations to City Council regarding the Fire Hall and Public Safety.*

13. Non-Arranged Citizen Participation: None

14. Adjournment

Motion Willis; support Darnell to adjourn at 8:34 AM.

Unanimous voice vote approval with Brouwer, Keough and O'Haver absent.

Respectfully submitted,

Carol J. Jones, Secretary

Dexter Downtown Development Authority
Informational Meeting

September 19, 2019 < > 7:30 AM

Dexter Senior Center
7720 Ann Arbor Street
Dexter, MI 48130

MINUTES

1. Call to Order: Called to order at 8:34 AM on September 19, 2019 by Chairman Doug Finn.

2. Roll Call

Becker, Patrick	Bellas, Rich	Brouwer, Steve-ab
Darnell, Don	Finn, Doug	Fitzpatrick, Mike
Jones, Carol	Keough, Shawn-ab	Mekas, Phil
O'Haver, Dan-ab	Schmid, Fred	Willis, Randy

Also in attendance: Michelle Aniol, Community Development Manager and Paul McCann, Director of the Dexter District Library.

2. Chairman's Report:

- Chairman Doug Finn gave a review on the current use of funds to pay off obligations and move forward toward projects as funding increases.

3. Staff Report:

- Michelle Aniol, Community Development Manager reviewed the budget and expenditures. Discussion followed.
- Paul McCann provided information on financial investing and parking.

4. Adjournment:

The meeting was adjourned at 8:58 AM and another informational meeting will be scheduled for December, 2019.

Respectfully submitted,

Carol J. Jones, Secretary

Memo

To: Dexter DDA
From: Marie Sherry, City Treasurer & Mike Fitzpatrick, DDA Treasurer
Date: October 3, 2019
Re: Treasurer's Report for Fiscal Year End 06-30-2020

Invoice Approval Notes

- Pear Sperling Eggan & Daniels (Power Wellness Tax Appeal) 248-248-810.000: \$1,908.47
- Pear Sperling Eggan & Daniels (Power Wellness Tax Appeal) 248-248-810.000: \$3,800.60
- Washtenaw County Treasurer (Chelsea Health & Wellness Tax Tribunal Refund) 248-000-274.001: \$82,913.60
- Combined total due for all invoices is \$88,622.67

Cash Status

DDA Cash Balances Report			
9/30/2019			
Fund	Account Name	General Ledger Balance	Notes
248 - DDA General	TCF Pooled Account	\$ -	
394 - DDA Debt	TCF Pooled Account	\$ -	
	Total DDA Pooled Checking	\$ -	
248 - DDA General	TCF Money Market Account	\$ 280,972.61	
	Total DDA Pooled Savings	\$ 280,972.61	
248 - DDA General	Huntington Bank	\$ 208,098.22	Does not include Sept Interest
	Total Investments	\$ 208,098.22	
Total General Cash		\$ 489,070.83	
Total Debt Cash		\$ -	
		\$ 489,070.83	
Month End Cash		\$ 489,070.83	
Projected FY 19/20 Revenue All Funds		\$ 307,747.15	
Projected FY 19/20 Expenditures All Funds		\$ (546,148.90)	
Wellness Center Set Aside		\$ (158,670.40)	Through August 31, 2019
Projected Year End Cash		\$ 91,998.68	

Fiscal Year 2019-2020 Revenue Expenditure Report

10/03/2019 REVENUE AND EXPENDITURE REPORT FOR CITY OF DEXTER							
PERIOD ENDING 09/30/2019							
% Fiscal Year Completed: 25.14							
		END BALANCE	2019-20		YTD BALANCE	AVAILABLE	
		06/30/2019	ORIGINAL	2019-20	09/30/2019	BALANCE	% BDT
GL NUMBER	DESCRIPTION	NORM (ABNORM)	BUDGET	AMENDED BUDGET	NORM (ABNORM)	NORM (ABNORM)	USED
Fund 248 - DOWNTOWN DEVELOPMENT AUTHORITY							
Revenues							
Dept 000 - ASSETS, LIABILITIES & REVENUE							
248-000-405.000	TAX CAPTURE REVENUE	363,807.17	430,000.00	430,000.00	318,996.76	111,003.24	74.19
248-000-574.001	PERSONAL PROPERTY TAX REIMBURS	9,978.71	4,000.00	4,000.00	0.00	4,000.00	0.00
248-000-664.000	INVESTMENT GAIN	5,294.48	3,000.00	3,000.00	1,567.82	1,432.18	52.26
248-000-665.000	INTEREST EARNED	2,828.90	1,000.00	1,000.00	62.68	937.32	6.27
248-000-671.000	OTHER REVENUE	5,000.00	0.00	0.00	0.00	0.00	0.00
Total Dept 000 - ASSETS, LIABILITIES & REVENUE		386,909.26	438,000.00	438,000.00	320,627.26	117,372.74	73.20
TOTAL REVENUES		386,909.26	438,000.00	438,000.00	320,627.26	117,372.74	73.20
Expenditures							
Dept 248 - ADMINISTRATION							
248-248-802.000	PROFESSIONAL SERVICES	0.00	10,000.00	10,000.00	0.00	10,000.00	0.00
248-248-803.000	CONTRACTED SERVICES	1,500.00	1,700.00	1,700.00	0.00	1,700.00	0.00
248-248-810.000	ATTORNEY FEES	42,492.83	20,000.00	20,000.00	5,740.47	14,259.53	28.70
248-248-841.000	CITY ADMINISTRATIVE COSTS	0.00	7,000.00	7,000.00	0.00	7,000.00	0.00
248-248-955.000	MISCELLANEOUS	15.00	0.00	0.00	0.00	0.00	0.00
248-248-957.002	DDA CAPTURE REFUNDS	0.00	500.00	500.00	59.45	440.55	11.89
Total Dept 248 - ADMINISTRATION		44,007.83	39,200.00	39,200.00	5,799.92	33,400.08	14.80
Dept 442 - DOWNTOWN PUBLIC WORKS							
248-442-803.015	CITY MAINTENANCE	10,000.00	10,000.00	10,000.00	0.00	10,000.00	0.00
Total Dept 442 - DOWNTOWN PUBLIC WORKS		10,000.00	10,000.00	10,000.00	0.00	10,000.00	0.00
Dept 901 - CAPITAL IMPROVEMENTS							
248-901-972.001	PURCHASE OF HOUSE	20,000.00	44,000.00	44,000.00	0.00	44,000.00	0.00
248-901-972.002	DTE SUBSTATION MOVE	0.00	156,000.00	156,000.00	78,000.00	78,000.00	50.00
248-901-974.001	OTHER CAPITAL IMPROVEMENTS	6,684.00	0.00	0.00	0.00	0.00	0.00
Total Dept 901 - CAPITAL IMPROVEMENTS		26,684.00	200,000.00	200,000.00	78,000.00	122,000.00	39.00
Dept 965 - TRANSFERS OUT - CONTROL							
248-965-999.394	TR OUT FOR BOND PAYMENTS - 394	266,970.68	275,600.00	275,600.00	85,225.59	190,374.41	30.92
Total Dept 965 - TRANSFERS OUT - CONTROL		266,970.68	275,600.00	275,600.00	85,225.59	190,374.41	30.92
TOTAL EXPENDITURES		347,662.51	524,800.00	524,800.00	169,025.51	355,774.49	32.21
Fund 248 - DOWNTOWN DEVELOPMENT AUTHORITY:							
TOTAL REVENUES		386,909.26	438,000.00	438,000.00	320,627.26	117,372.74	73.20
TOTAL EXPENDITURES		347,662.51	524,800.00	524,800.00	169,025.51	355,774.49	32.21
NET OF REVENUES & EXPENDITURES		39,246.75	(86,800.00)	(86,800.00)	151,601.75	(238,401.75)	174.66

Fund 394 - DDA DEBT FUND							
Revenues							
Dept 000 - ASSETS, LIABILITIES & REVENUE							
394-000-695.248	TRANSFER IN FROM DDA FUND 248	266,970.68	275,600.00	275,600.00	85,225.59	190,374.41	30.92
Total Dept 000 - ASSETS, LIABILITIES & REVENUE		266,970.68	275,600.00	275,600.00	85,225.59	190,374.41	30.92
TOTAL REVENUES		266,970.68	275,600.00	275,600.00	85,225.59	190,374.41	30.92
Expenditures							
Dept 850 - LONG-TERM DEBT							
394-850-992.000	BOND FEES	500.00	500.00	500.00	0.00	500.00	0.00
394-850-997.005	2011 REFUNDING BOND (\$620K)	72,638.34	74,700.00	74,700.00	38,076.75	36,623.25	50.97
394-850-997.006	2015 REFUNDING - TAXABLE BOND	87,340.00	81,300.00	81,300.00	28,137.50	53,162.50	34.61
394-850-997.007	2017 REFUNDING - NON-TAXABLE BO	106,492.34	119,100.00	119,100.00	19,011.34	100,088.66	15.96
Total Dept 850 - LONG-TERM DEBT		266,970.68	275,600.00	275,600.00	85,225.59	190,374.41	30.92
TOTAL EXPENDITURES		266,970.68	275,600.00	275,600.00	85,225.59	190,374.41	30.92
Fund 394 - DDA DEBT FUND:							
TOTAL REVENUES		266,970.68	275,600.00	275,600.00	85,225.59	190,374.41	30.92
TOTAL EXPENDITURES		266,970.68	275,600.00	275,600.00	85,225.59	190,374.41	30.92
NET OF REVENUES & EXPENDITURES		0.00	0.00	0.00	0.00	0.00	0.00
TOTAL REVENUES - ALL FUNDS		653,879.94	713,600.00	713,600.00	405,852.85	307,747.15	56.87
TOTAL EXPENDITURES - ALL FUNDS		614,633.19	800,400.00	800,400.00	254,251.10	546,148.90	31.77
NET OF REVENUES & EXPENDITURES		39,246.75	(86,800.00)	(86,800.00)	151,601.75	(238,401.75)	174.66

Dexter Wellness Center MTT 2017

As the DDA is aware, we have reimbursed the Library for this tax year. The reimbursement for the capture of City operating and street millage is in front of you for this meeting. After this is paid, only the Washtenaw County Community Portion will be outstanding.

Grandview Commons Brownfield

The payment for the brownfield capture was made on September 27th.

Grandview Commons TIF Capture									
Taxable Value Tracking				2016 Base Value	Current Year TV PRE	Current Year TV Non-PRE	Current Year TV (Total)	Calculation Check	
Grandview Commons Combined				668,543	834,720	1,030,953	1,865,673		
				Captured Amount	166,177	362,410	1,197,130	1,197,130	
	Total Millage Rate	Millage Rate Captured by DDA	Millage Rate not Captured by DDA	Brownfield Capture (75%)	Brownfield Capture (100%)	DDA Capture (25%)	Total Brownfield	Total DDA	
<i>Summer</i>									
Washtenaw County Operating	4.42390	2.21195	2.21195	1,985.99	2,647.99	662.00	4,633.99	662.00	
City Operating	10.89870	10.89870	0.00000	9,785.37		3,261.79	9,785.37	3,261.79	
City Streets	4.40750	4.40750	0.00000	3,957.26		1,319.09	3,957.26	1,319.09	
State Education Tax	6.00000	0.00000	6.00000		7,182.78		7,182.78	-	
							25,559.40	5,242.88	
<i>Winter</i>									
School Operating	0.00000	0.00000	0.00000		-		-	-	
Washtenaw Community College	0.00000	0.00000	0.00000	-		-	-	-	
Washtenaw ISD	0.00000	0.00000	0.00000		-		-	-	
Dexter District Library Operating	0.00000	0.00000	0.00000	-		-	-	-	
County Parks	0.00000	0.00000	0.00000	-	-	-	-	-	
County Natural Areas	0.00000	0.00000	0.00000	-	-	-	-	-	
County EECS	0.00000	0.00000	0.00000	-	-	-	-	-	
County Veterans Relief	0.00000	0.00000	0.00000	-	-	-	-	-	
County Roads	0.00000	0.00000	0.00000	-	-	-	-	-	
County Mental Health & Safety	0.00000	0.00000	0.00000	-	-	-	-	-	
Huron Clinton Metroparks	0.00000	0.00000	0.00000	-	-	-	-	-	
							-	-	
Check payable to: Washtenaw County Office of Community and Economic Development, 415 W Michigan Ave Ste 2200, Ypsilanti MI 48197									
GL# 703-000-230.004 Due to County Brownfield				Summer	\$ 25,559.40	Tax CK 1750			
				Winter	\$ -				

Summer Tax Collection

The remainder of the summer tax capture (less Power Wellness) is reflected in your reports for this meeting.

Required Reporting

- Form 5176 – Request for State Reimbursement of Tax Increment Finance Authority. Deadline to file is June 15th.
- Form 2604 – Tax Increment Financing Plan Report for Capture of Property Taxes. Deadline to file is July 31st.
- Qualifying Statement – Deadline to file is December 31st.
- Audit – Deadline to file is December 31st.
- Publish the Annual Report by February 28th.

**Mayor Report – By Shawn Keough
Prepared on October 9, 2019**

Agenda: 10/14/2019
Item: I-6

Hello Residents and Council,

Here is my report of recent activities and my calendar of planned Dexter activities looking ahead:

Recent Activities since the September 23rd City Council meeting

September 24, 2019 – Union Negotiations

September 26 - 27, 2019 – Michigan Municipal League (MML) Conference in Detroit

September 27, 2019 – Meeting with representatives from Huron River Watershed Council regarding opportunity to purchase river access via property at 7525 Huron River Drive.

October 3, 2019 – Special City of Dexter City Council meeting – Council met to discuss the potential purchase of property at 7525 Huron River Drive. During the meeting, a decision to extend an offer for the appraised price was approved by City Council. The offer (with contingencies) was submitted on October 4, 2019. As of the date of this report, we have not heard back from the property owners.

October 4, 2019 – MML Training Session on City Incorporation – City Manager Nicholls and I were invited to participate on a panel and discuss the City of Dexter’s Cityhood experiences and answer questions from other Villages that are looking into the idea of Incorporation. Ms. Nicholls gave a very good presentation about our process to a group of approximately 40 people.

October 8, 2019 – Fire Chief Annual Evaluation – At the direction of the DAFD Board, Dexter Township Supervisor Harley Rider, Webster Township Trustee John Westman and I met to prepare Chief Smith’s annual performance evaluation.

October 8, 2019 - Union Negotiation meeting – we held our fourth meeting and had a good discussion with our union representatives.

Upcoming Activities

October 12, 2019 – Community Garden Clean up day

October 14, 2019 – Dexter City Council meeting with workshop on Facilities (topic is potential Fire Station upgrades)

October 17, 2019 – Dexter Downtown Development Authority meeting

October 17, 2019 – Dexter Area Fire Department meeting

I look forward to seeing you around our town.

Have a great week!

Shawn Keough, Mayor, City of Dexter

skeough@DexterMI.gov

(313) 363-1434 (cell)

STAFF REPORT

To: Downtown Development Authority
Courtney Nicholls, City Manager

From: Michelle Aniol, Community Development Manager

RE: Staff Report for October 17, 2019 DDA meeting

Date: October 14, 2019

1. Upcoming Meetings: October/November 2019

- SEMCOG General Assembly, Oct 17th
- Ann Arbor EDC, Oct 18th
- ZBA, Oct 21st (canceled)
- CAPT/DART, Oct 23rd
- City Council, Oct 28th
- Housing Task Force, Oct 24th
- Planning Commission, Nov 4th
- Urban County Executive Committee, Nov 6th
- City Council, Nov 11th
- ZBA, Nov 18th
- DDA, Nov 19th

2. General Updates:

A. Planning Commission Updates: The 63-day period for adjacent communities, public utilities, railroad companies, and other public agencies to comment on the Draft Master Plan end last month. At the Planning Commission's October 7th meeting, staff and CWA reviewed the feedback that has been received.

- Huron Clinton Metropark Authority (HCMA) determined the draft plan was compatible with their 10-year Master Plan and suggested the spelling and mapping edits. Those edits have been completed.

Staff and CWA revisited an inquiry received from Paul Wiklanski (city resident) regarding traffic in downtown Dexter. A copy of Mr. Wiklanski's email accompanies this correspondence. Staff explained responded to Mr. Wiklanski that the draft Master Plan does the following, in regards to traffic:

- Identifies the need for a study to determine a design and transportation changes that could mitigate congestion in the city/downtown;
- Calls for the evaluation of the impact of traffic generated by existing development and new or expanded land uses, including extractive uses, and work toward improvements, compatibility with other existing and planned uses, and safety concurrent with new development and uses; and
- Lists a traffic study on alleviation of tunnel congestion, as an implementation project.

The Planning Commission determined the above referenced elements in the draft Plan were sufficient. Staff also provided Mr. Wiklanski with information on the remaining process, including the requirement for a public hearing.

Staff and CWA revisited 4 future land use designations with the Planning Commission. Following a

thorough discussion, the Planning Commission made the following determinations:

- 7850 Second Street (a/k/a Adair Printing property) should be classified R&D, with language added to the Implementation Chapter that Second Street should be examined comprehensively, in terms of land uses, building types and streetscape, either as a planning project or part of the next five year update.
- The current fire station site should be classified “Downtown”, with municipal offices and services listed as appropriate uses, and civic and institutional buildings listed under building types.
- The recently purchased MAV property should be classified Dexter-Ann Arbor Road Corridor-Mixed Use, with municipal offices and services listed as appropriate uses, and civic and institutional buildings listed under building types.
- 8180 Main Street (f/k/a Mill Creek Sports) should be classified as Village Commercial.

The Planning Commission then voted unanimously to schedule the public hearing, to consider the Master Plan, for November 4, 2019.

B. LaFontaine- As council is aware; LaFontaine does not have sufficient off-street parking to accommodate its new and used vehicle inventory. Earlier this summer, we received a number of calls regarding LaFontaine vehicles (for sale inventory) being parked along Ryan Drive. Staff informed the dealership that it cannot park any of its inventory on the street. Employees of and visitors to the dealership are permitted to park along portions of Ryan Drive, where on-street parking is permitted (LaFontaine side of the road only); however, they could not park in the spaces in front of Community Park, or farther into the Orchard River Hills and Huron Farms Subdivisions. Staff also suggested LaFontaine work out a shared arrangement with Busch’s, for employee and guest parking, but not inventory parking.

It’s been brought to staff’s attention that non-inventory vehicles have recently been parked on the driveway approach and in a manner in which the front of a vehicle blocks a portion of the driveway approach. Staff was scheduled to meet with a representative from LaFontaine and Country Market on Oct 9th to discuss potential uses of the Country Market property. Staff will take that opportunity to discuss the latest on-street parking issues, and will provide Council with a verbal update at its October 14th meeting.

C. Urban County: As Council will recall, we have “banked” our 2018-19 (\$7,015.48) and 2019-2020 (\$7082.46) allocations, with the intent of using them for sidewalk improvements (i.e. ADA ramps). Starting this year (FY 2020-2021) communities in the Urban County program must submit an application to “program” their CDBG allocations, otherwise the allocation will be forfeited.

The call for applications will go out in the next month or so, and will be due around the 3rd week in Feb. 2020. If we plan to use our allocations from the previous two years, as well as our allocation for 2020-2021, we will need to identify the amount of CDBG funding to be used, I’ve attached a copy of last year’s application for your reference. Staff will be working with City Administration on this effort.

D. Alley Vacation Update: Staff anticipates Mr. Smith’s alley vacation request will be on Council’s October 28th agenda, to set a public hearing. In order to for Council to make a decision regarding that request, and future alley vacation requests, staff reviewed the Land Division Act, along with best practices used by other communities, and then put together a simple, but thorough process. A copy of the process accompanies this report.

E. Small Cell/5G Technology Update – Council is scheduled to consider a proposal from Doug Weber of Urban Wireless Solutions. Mr. Weber was recommended by City Attorney Steve Estey, to educate us and help us navigate the Small Cell/5G Technology landscape. Following the meeting, we ask Mr. Weber to provide a proposal to assist us, with the following:

1. Developing a process that will enable the City to process applications for small cells in a timely and efficient manner,

2. Conducting an inventory of existing structures in the community, determining which are suitable and which would be suitable from the City's perspective,
3. Developing guidelines for the types of poles/structures that will be suitable for wireless infrastructure, whether it be basic DTE poles, decorative light poles or something else, and
4. Drafting an ordinance.

F. The new Starbuck's in Busch's held a grand opening on Monday, September 23, 2019.

3. On-going Projects (Not Updated Since Last Report):

A. **City Council Updates:** On September 9th, City Council considered the following items:

1. **k-Space Expansion:** City Council accepted the recommendation of the Planning Commission and voted unanimously to approved the combined preliminary and final site plan for a new 13,680 sq. ft. building for office, light industrial and warehouse uses, for k-Space, at 2218 Bishop Cr. E. k-Space Associates, Inc., a leading manufacturer of *in situ*, in-line, and *ex situ* metrology tools for the semiconductor, thin-film, and photovoltaic (PV) industries.
2. **Land Sale Public Hearing:** In accordance with the condition of the purchase agreement between the City and Avalon Housing, City Council conducted a public hearing on the sale of a portion of 7651 Dan Hoey Road to Avalon Housing. The closing on this property will not occur unless Avalon receives the Low Income Housing Tax Credit (LIHTC) funds, however, to show that they have site control, they asked that the City hold the public hearing prior to the October 1, 2019 LIHTC application submission date. Following the public hearing and a thorough discussion, City Council approved a motion to remove the public hearing contingency from the purchase agreement.
3. **Hilltop View Apartments:** City Council accepted the recommendation of the Planning Commission and voted unanimously to approve the preliminary Planned Unit Development site plan for Hilltop View Apartments, a 24 residential apartment development with a food pantry, an office and community center, to be located on a portion of 7651 Dan Hoey Road.
4. **Pre-Development Agreement w/Norfolk Homes:** In an unanimous vote, Council approved the extension of the Option Period in the Pre-Development Agreement with Norfolk Home, without an additional escrow deposit.

B. **3075 Baker Road:** On August 27, 2019, the applicant submitted a revised plan that satisfactorily addressed the conditions of approval, which were granted by City Council on August 13, 2018. At the same time, the applicant proposed the following changes to the approved site plan:

- The footprint for Building #1 was increased by 5.7 feet on the north side of the building, and
- The footprint on the west side of Building #2 was increased by 4.55 feet and the garage was converted to a bedroom.

Section 21.11 authorizes the Zoning Administrator to review and approve minor changes to an approved site plan, and then notify City Council and Planning Commission in writing. The proposed changes have been reviewed, in accordance with Section 21.11, and have been determined to be minor. Additionally the proposed changes meet all other Ordinance requirements.

C. **Huron River Watershed Council (HRWC) Mast Rd/Huron River Dr Property Discussion:** On August 20th staff (and Councilman Cousins) attended a meeting at the HRWC offices with select HRWC staff and Barry Lonik. The purpose of the meeting was to restart discussions regarding the possible purchase of property at the corner of Huron River Dr and Mast Rd (see attached parking lot concept sketch). For some in the group, there is an urgency to secure the property, as some members of the group believe the opportunity may not present itself again.

During the meeting we identified the Huron Clinton Metropark Authority (HCMA), Webster Township, Washtenaw County Parks and the Washtenaw County Sheriff as agencies/organizations that needed to be part of future discussions, as well as the property owners. Councilman Cousins offered

to follow-up with the property owner and HRWC is talking with a real estate agent interested in waterfront land protection.

Background: Council will recall the City's 2016-2021 Park and Recreation Plan established a variety of goals and objectives, which reflect the community's desires regarding future recreation in the City and among other things, includes improving access to the Huron River, at the Mast Road Bridge. To achieve those goals, the Commission created an action item to develop and implement solutions to improve access to the Huron River, at the Mast Road Bridge. Relevant excerpts from the Park and Recreation plan accompany this report, to help provide context on this item.

Post Meeting Update:

After the initial meeting, staff consulted with the City Manager and Mr. Cousins, and then emailed the group some points to consider regarding the boundaries of the property, in relation to the Huron River. Attached to this report you will find an aerial photo map (Washtenaw County GIS) of the property and surrounding area. For following bullet- points provide context for what you see on the map:

- The subject property (dashed yellow line) abuts a side stream (light blue line), however it does not directly abut the Huron River (dark blue line).
- The light green areas represent property that is owned by the HCMA.
- The red circled areas on the north side of the Huron River, directly to the east and west of the Mast Road Bridge represent public road ROW, which is under the jurisdiction of the Washtenaw County Road Commission (WCRC).
- The side stream branches off from the Huron River and meanders between HCMA property and private properties on the south side of Huron River Dr, west of the Mast Road Bridge, before reconnecting with the Huron River, just before the Mast Rd bridge.
- The flow of the side stream is intermittent and the depth of the side stream is not sufficient to float a kayak, canoe, tube, etc.

The following are questions staff suggested the group consider, and offer them for council's consideration, as well:

- Will people need to walk their kayaks, canoes, tubes and other water craft from the property to the Huron River?
- How feasible or safe would it be to walk to the actual put-in location? *According to Barry Lonik, "the stretch" of the Huron River, "just before the Mast Road Bridge, is swift and tricky in high water". "It might be a decent put in" location, " but may not be suitable as a take-out" location.*
- What is the condition of the area between the side stream and the point at which it connects to the Huron River?
- What buy-in from and coordination with HCMA and WCRC will be needed?
- Since the County GIS map is general information, how much will it cost to determine ownership of HCMA properties, as well as those under the jurisdiction of the WCRC?

The property owners have allowed the real estate listing contract to expired, will they contemplate their next steps, which including selling the property for public purposes or 2) selling the property quickly on the open market.

HRWC set up an opportunity to view the property on Wednesday, September 11, 2019, which Council Member Cousins attended.

Staff anticipates this item being on Council next agenda for discussion and direction.

- D. Draft Master Plan:** The Master Plan comment period by adjacent communities, public utilities,

railroad companies, and other public agencies ends September 20, 2019. At its October 7th meeting, the Planning Commission will review all comments that have been received. The Commission will also discuss any final edits, changes, revisions before scheduling a public hearing for November 4, 2019.

E. Housing Task Force Update – At their August 22, 2019 meeting, Housing Task Force members began to prioritize indicators of Dexter's housing stock, housing market, and demographic composition to include in their final report to Council. Staff also informed the Task Force that Council would like them to prepare and present their report before planning any public outreach. The Task Force plans to select their key findings and recommendations over the course of their next two meetings.

1.

F. Trees – Staff and the DPS Streets Foreman conducted an inspection of trees in the old Village with Bob Bricault, Horticulturist, and Washtenaw County MSU Cooperative Extension Educator. While there is evidence of Verticillium Wilt, Mr. Bricault explained that trauma to the trees was the primary cause of the decline we are experiencing. There are a number of older trees along Ann Arbor Street that will need to be removed in the coming years; there are a handful that require urgent attention. We need to inventory affected trees and develop an action plan to trim, remove, and replace affected trees. Staff is hopeful a MDNR Urban and Community Forestry Grant will help us conduct the inventor and prepare the plan.

G. Urban County: Dexter's formula allocation for CDBG for the 2 years since joining the Urban County, are as follows:

- 2018-19 allocation: \$7,015.48
- 2019-20 allocation: \$7,082.46

At this time, our intent is to "bank" our allocations for 3 years and then use the funds for sidewalk improvements (i.e. ADA ramps).

H. Orchard River Hills Sign Request: Staff met with a representative from the Orchard River Hills HOA. When presented with the process and costs involved in requesting a subdivision sign on public property, the representative decided to pursue a sign on the roundabout island at Ryan and Wilson Drive.

I. Alley Vacation Update – Staff recently met with Mr. Smith to review and discuss a Resolution that was adopted by Village Council on January 8, 1996. The Resolution authorized the vacation of 10 public rights-of-way (attached). Following adoption of the Resolution, the owners of property adjacent to the vacated public rights-of-way were notified of the following:

- 1) The Village relinquished ownership responsibility of certain public rights-of-way,
- 2) The Village established an easement for maintenance of above and below ground public utilities within those public rights-of-way, and
- 3) To hire a professional surveyor to prepare a property line survey and certificate of survey, in accordance with PA 132 of 1970 (the Certified Surveys Act), as amended, and then "record ownership of the alley" [sic], with the County Clerk and Scio Township.

After some research, Staff has been able to determine the following:

- Ownership of public rights-of-way #2, #3, #4, #5, #6, #7, #8, and #9 were not recorded. Public right-of-way #8 is adjacent to Mr. Smith's property.
- According to a deed recorded on March 21, 1993 (attached), for property located at 7944 Second St parcel (08-08-06-105-001), and more commonly known as the Village Car Wash and Laundry, public right-of-way #1 was already vacated. Unfortunately, Staff is unable to determine when that vacation occurred.
- Public right-of-way #10 was an unimproved portion of Fourth Street, which was vacated

by Resolution of Village Council, on June 25, 1990 (see attached resolution).

Staff has contacted the City Attorney to find out if the vacations, not including #1 and #10, are still valid, pending recording of ownership or if they are voided, as a result of the adjacent property owners not claiming ownership.

- J. **Dextech/DTE Update:** Staff is scheduled meet with our DTE Governmental Relations representative on Friday, August 9th. The purpose of the meeting is to hear the results of the monitoring DTE has been doing at the Dextech Facility. As you will recall, over the last year, Dextech has documented every interruption in the power supply, the duration and the impact on the operations. Through this process, the Company determined it lost the equivalent of 2 full production days, at an estimated cost of approximately \$.5M.

Process for vacating a street or alley that has been dedicated to the public solely for the purpose of pedestrian or vehicular travel:

1. Petitioner Action:

- a. A petitioner shall submit a written request to vacate a public alley in a recorded plat must be submitted (Section 560.222). The request shall:
 - i. Identify the alley or portion thereof to be vacated and the reason(s) the requested vacation.
 - ii. Identify of all properties, and the names of the owners of said property, that abut the alley being requested for vacation.
 - iii. Be signed by all properties owners of the properties abutting the subject alley.
 - iv. Answer the following questions:
 - (1) Does the petitioner have ownership rights over the property under consideration for vacation?
 - (a) The vacation of dedicated land involves a change in ownership from the City to the abutting property owners. Vacation of a dedicated right-of-way reverts the portion of land back to the parcel of property of which it was once a part. If the land involved in the vacation is a street or alley, the land is divided in the center with each adjoining property owner obtaining one-half of the area (Act 288 of the Public Acts of 1967, Section 560.277).
 - (2) Is the land proposed for vacation currently in use?
 - (a) Are there above ground or below ground public utilities?
 - (b) What is the current condition of the land proposed for vacation?
 - (3) Is the land proposed for vacation involved in any future plans?
 - (4) Will the utilization of the abutting property be improved with the addition of the vacated land?
 - (a) Would the addition of the vacated land enable the property owner to make better or increased use of his property? Would the granting of a vacation allow a viable land use which is presently precluded by the right-of-way?
 - (5) Would the granting of the desired vacation have an adverse effect on the surrounding property owners?
 - (a) Potential problems for neighboring land resulting from a vacation are grounds for its denial.
 - (6) What type of use is planned for the vacated parcel?
 - (a) Be certain that any proposed construction on the vacated land adheres to City guidelines for buildings and meets the requirements stipulated by the City of Dexter Zoning Ordinance.

(7) What zoning district would the vacated property obtain?

(a) Whenever a parcel of land is vacant, it is automatically classified in the same zoning district as the property to which it attaches.

2. Council Consideration/Action

- a. Upon receiving a written request to vacate a street or alley that has been dedicated to the public solely for the purpose of pedestrian or vehicular travel;
 - i. The item will be placed on the next regularly scheduled Council agenda to schedule a public hearing. The purpose of the public hearing will be to consider the vacation request and take comments on such from the public.
 - ii. A public hearing notice shall be published in a local newspaper at least fifteen (15) days prior to the date of the public hearing.
 - iii. Notices shall be sent by certified mail to the petitioner, property owner, and owners of property abutting the vacation request and to all public utilities regarding the time and date of the public hearing, at least fifteen (15) days prior to the date of the public hearing.
 - iv. City Council will conduct the public hearing. After the close of the public hearing, Council will review and discuss the request, and then vote on a Resolution to approve or deny the requested vacation. Approval may be subject to conditions, as determined by City Council.
 - v. If the vacation is approved, certified copies of the resolution shall be mailed to the Washtenaw County Register of Deed, the Auditor General, the City Assessor, and the public utilities companies within thirty (30) day of Council's decision.
 - vi. The vacation shall become effective upon receipt of the resolution by the Washtenaw County Register of Deeds