

Dexter Downtown Development Authority

April 16, 2020 < > 7:30 AM

Virtual Meeting

MINUTES

1. Call to Order: Called to order at 7:37 AM on April 16, 2020 by Mayor Keough due to a connection issue with Chairman Finn.

2. Roll Call

Becker, Patrick	Bellas, Rich	Brouwer, Steve
Darnell, Don-ab	Finn, Doug	Fitzpatrick, Mike
Jones, Carol	Keough, Shawn	Mekas, Phil-arr7:44
O'Haver, Dan-ab	Schmid, Fred-ab	Willis, Randy

Also in attendance: Michelle Aniol, Community Development Manager and Mike Auerbach, Assistant Planner.

3. Approval of Minutes from the Regular Meeting on January 16, 2020

Motion Willis; support Bellas to approve the minutes of the Regular Meeting of January 16, 2020 as presented.

Ayes: Becker, Bellas, Brouwer, Fitzpatrick, Jones, Keough and Willis

Nays: None

Absent: Darnell, Finn, Mekas, O'Haver and Schmid

Motion carries

4. Approval of Agenda:

Motion Willis; support Fitzpatrick to approve the agenda with the addition of April invoice from PNC for a total of \$89,668.50.

Ayes: Becker, Bellas, Brouwer, Fitzpatrick, Jones, Keough and Willis

Nays: None

Absent: Darnell, Finn, Mekas, O'Haver and Schmid

Motion carries

Chairman Finn was able to join the meeting.

5. Pre-arranged Audience Participation: None

6. Non-Arranged Citizen Participation: None

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

a. March Invoices: Pear Sperling Eggan & Daniels in the amount of \$2,172.38 for Power Wellness Tax Appeal; Pear Sperling Eggan & Daniels in the amount of

\$2,993.00 for Chelsea Health 2016 Tax Appeal; and Chase Bank in the amount of \$100,042.75 for 2017 Non-Taxable Refunding for a total of invoices of \$105,208.13.

b. April Invoices: US Bank in the amount of \$53,137.50 for 2019 Taxable Refunding and PNC Bank Refundable Bond in the amount of \$36,531.00 for Refunding for a total of invoices of \$89,668.50.

Motion Keough; support Willis to pay the invoices from March in the amount of \$105,208.13 and April 2020 for the total of \$89,668.50 for an overall total of \$194,876.63.

Ayes: Becker, Bellas, Brouwer, Fitzpatrick, Finn, Jones, Keough, Mekas and Willis

Nays: None

Absent: Darnell, O'Haver and Schmid

Motion carries

c. Approval of March and April 2020 Treasurer's Report.

Motion Bellas; support Mekas to approve the January 2020 Treasurer's Report as presented.

Ayes: Becker, Bellas, Brouwer, Fitzpatrick, Finn, Jones, Keough, Mekas and Willis

Nays: None

Absent: Darnell, O'Haver and Schmid

Motion carries

8. Correspondence / Communications:

January 10, 2020 correspondence from Office of Community & Economic Development Washtenaw County regarding Brownfield Expenses Approved for Grandview Commons.

9. Action Items:

a) Street Tree Replacement - Consideration of replacement of ornamental street trees in the downtown.

Motion Willis; support Keough to approve the removal of trees in the downtown and replace with six Eastern Red Bud for a cost of \$1,920.

Ayes: Becker, Bellas, Brouwer, Fitzpatrick, Finn, Jones, Keough, Mekas and Willis

Nays: None

Absent: Darnell, O'Haver and Schmid

Motion carries

10. Discussion and Updates

- a) Strategic Planning Discussion (continues) – Review and discuss recommendation for a plan2plan process

Ms. Aniol gave a brief description of the plan2plan process being a formal structure to the process with an estimated cost of \$1000-\$1500.

- b) Draft Forecast

Ms. Aniol explained that City Treasurer, Ms. Sherry is putting together a financial forecast prior to budget discussion. Mr. Fitzpatrick suggested paying attention to City maintenance, attorney fees and revenue dropping after 2021.

11. Reports:

- a) Mayor – Shawn Keough

Mayor Keough includes his written report per packet and provided the following updates:

- *Office staff members are dividing themselves in the office for limited exposure to each other. Many are working from home.*
- *Field staff (DPW and Wastewater Treatment) are also dividing up and working on a rotational basis with one person to a vehicle and cleaning of the vehicle.*
- *Thank you to Michelle and Chris Jones for the initiation of the temporary signage for restaurant take-out.*
- *The DPW are continuing to maintain the downtown with lawn work and plantings.*
- *Phase II of the Mill Creek Park Project was begun with the work on tree removal completed but now it is delayed. Grand Street will be delayed and the design for Third Street has begun.*
- *We were one of the first communities to use Zoom for meetings.*
- *The Planning Commission postponed the Conditional Rezoning and Special Use Request from the Encore Theatre and recommended approval of the Avalon Hilltop Apartments Final Site Plan and the UIS Combined Site Plan.*
- *The Fire Station ballot issue was postponed from May to the August election.*

- b) Staff – Michelle Aniol

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

- *Ms. Aniol thanked DDA members for following up on requests for attendance in order to determine if there will be a quorum for meetings.*

12. Chairman's Report: Next meeting – May 15, 2020 – Discussion: Scope of Work to Update DDA. *I anticipate that we will have a Zoom meeting in May.*

13. Non-Arranged Citizen Participation: None

14. Adjournment

Motion Willis; support Fitzpatrick to adjourn at 8:45 AM.

Ayes: Becker, Bellas, Brouwer, Fitzpatrick, Finn, Jones, Keough, Mekas and Willis

Nays: None

Absent: Darnell, O'Haver and Schmid

Motion carries

Respectfully submitted,

Carol J. Jones, Secretary

Approved for filing: May 21, 2020