



# DEXTER TOWNSHIP

6880 DEXTER-PINCKNEY ROAD  
DEXTER, MI 48130

TELEPHONE: 734-426-3767  
FAX: 734-426-3833

WWW.DEXTERTOWNSHIP.ORG

KAREN SIKKENG  
**SUPERVISOR**

MICHELLE  
STAMBOULELLIS  
**CLERK**

MARIS METZ  
**TREASURER**

LONNIE SCOTT  
LAURA SANDERS  
GRETCHEN DRISKELL  
KAREN NOLTE  
**TRUSTEES**

## **Board of Trustees – Meeting Agenda September 19, 2023 6:00 PM**

- 1) Call to Order
- 2) Roll Call/Conflict of Interest Check
- 3) Call for Public Comment on Agenda Items  
(Please state your name and address; limit comments to 3 minutes)
- 4) Approval of Agenda
- 5) Consent Agenda (“Motion to approve consent agenda”)
  - a) Approval of minutes for August 28, 2023 Workshop and August 15, 2023 Regular Meeting of the Board of Trustees
  - b) Authorizing the Supervisor to sign a 3-year agreement with VC3 (formerly known as IT Right)
  - c) Authorizing the Supervisor to sign a 3-year agreement with Kim Haines Accounting Services
  - d) Authorizing two members of the Board of Trustees, Gretchen Driskell and Laura Sanders, to continue on the Farmland and Preservation Board on a short-term basis
  - e) Approval of transactions; acknowledgement of Receipt of General Ledger Reports
- 6) Action Items
  - a) Authorizing the Supervisor to sign an agreement with Carlisle Wortman as the contracted planner for Dexter Township; Megan Masson-Minock, AICP, Principal
  - b) Personnel Items:
    - i) Discussion of personnel policy
    - ii) Motion to approve a salary range for an Office Assistant
    - iii) Motion to approve an employee benefits package
  - c) Elected Officials compensation:
    - i) Ordinance to create a Compensation Committee to make recommendations for setting elected officials’ salary
    - ii) Resolution to implement the Compensation Committee immediately
    - iii) Motion to appoint members of the Compensation Committee
  - d) Motion to amend Dexter Township’s investment policy

- 7) Discussion items
  - a) Board of Trustees Board Rules
  - b) Strategic Priorities
- 8) Q&A: Reports
  - a) Supervisor Report – Supervisor Sikkenga
  - b) Clerk Report – Clerk Stamboulellis
  - c) Treasurer Report – Treasurer Metz
  - d) Dexter Township Board and Committee Reports
    - i) No reports this month
  - e) Committee Reports for Dexter Township Affiliates
    - i) Sheriff’s Department – no report this month.
- 9) Call for Public Comment on Non-Agenda Items
- 10) Other Issues, Comments and Concerns of Board Members & Staff
- 11) Adjournment

*The Dexter Township Board will provide necessary reasonable auxiliary aids and services, such as signers for the hearing impaired and audio tapes of printed materials being considered at the meeting, to individuals with disabilities at the meeting upon seven days’ notice to the Board of Trustees (info@dextertownship.org).*

*Individuals with disabilities requiring auxiliary aids or services should contact the Dexter Township Board by writing or calling the Office Manager at the address and phone number printed at the top of this agenda.*



**DEXTER TOWNSHIP  
AGENDA ITEM REQUEST**

**MEETING OF Township Board of Trustees August 15, 2023**

**Title:** Consent Agenda

**Date (please submit agenda item requests 10 days prior to meeting date):**

**Consent Calendar Item Overview:**

5a: Approval of minutes for August 28, 2023 Workshop and August 15, 2023 Regular Meeting of the Board of Trustees

5b: **Authorizing the Supervisor to sign a 3-year agreement with VC3 (formerly ITRight):** VC3 has been providing IT services to Dexter Township since prior to the current BOT taking office. VC3 states that it is lower cost than their competitors, that they have unique expertise with BS&A, and that they have robust security to prevent hacking and protect against viruses. VC3 provides live support 24/7, and on-site support and training are in scope. The contract also provides limited cyber-liability insurance. Cyber security is especially important to general law townships, with our responsibility for voter registration, managing elections, and collecting and disbursing property taxes.

This is a three-year contract with an option to cancel at any time with 90 days' notice. VC3 is requesting extraordinary increases in the second and third years: 83% overall. The reason they gave is that cyber security has become much more costly and complex. I believe it would be prudent to obtain competitive bids for the VC3 contract before these increases go into effect. If we find an alternative, lower cost or better service vendor, we can exercise our option to terminate the contract. In the meantime, continuing with VC3 will ensure uninterrupted service, including cyber-security.

Cost of the contract will be:

September 1-August 31 2024 \$7,320  
September 1-August 31 2025 \$9,955  
September 1-August 31 2026 \$13,440

4% of CPI Index thereafter (CPI determined by the Dexter Township Assessor).

Dexter Township's IT services have been problematic for some staff, committee, and board members. The company is available to provide on-site training and hardware support; we are in the process of scheduling and participating members will be invited. Moving forward, if we are not satisfied with the services after training and more technical support, we will have the option of selecting a different vendor based on a thoughtful process.

I recommend that we approve the contract and authorize the Supervisor to sign the agreement.

5c: **Authorizing the Supervisor to sign a 3-Year Agreement with Kim Haines Accounting Services:** The Board of Trustees previously approved engaging Kim Haines Accounting Services to provide reconciliation

and other accounting services, at an annual cost of \$25K. This cost was approved as part of our FY24 budget. This item would authorize the Supervisor to sign the contract.

**5d: Authorizing two members of the Board of Trustees, Gretchen Driskell and Laura Sanders, to continue on the Land Preservation Board on a short-term basis:** The Land Preservation Board by-laws provide that one member of the Board of Trustees shall serve on the board. However, Gretchen Driskell was an active board member when she was appointed to the Board of Trustees. Allowing Trustee Driskell as well as Trustee Sanders to remain on the committee in the short-term will allow time to make a plan for strategic trustee committee appointments. I anticipate that we will have a committee plan by the December 2023 meeting.

**5e: Financial Transactions:** The executive committee has established an accounting calendar that includes synching the check disbursal and budget variance reports. The check disbursal report included in the packet covers the period of August 1-August 31. Note that the August check disbursal report also displays information for the first week of August so some of the checks will look familiar.

Notes on Financial Transactions are in the “Notes” column on the attached report. Budgetary considerations are discussed in the Supervisor’s Report. Larger transactions this month include:

- Bodman attorney payments going back to February 2023 were discussed in detail last month
- Telecom incorrect overpayment was reversed on August 10; this mistake was replicated throughout the State and Dexter Township was the first entity to identify the error
- Print-Tech expenses of \$3.9K for supplies related to community engagement activities including movie night and the master plan charette; swag will be available for future events
- SEMCOG annual dues of \$1,354
- WAVE annual payment of \$14,750
- Lester Brothers road improvement expense of \$1,700, which I am investigating as of this writing

*Note: this is proposed as a consent calendar item that does not require a separate motion.*

**Submitted by:** Karen Sikkenga

Suggested language: Motion to approve the consent calendar for September 19, 2023.

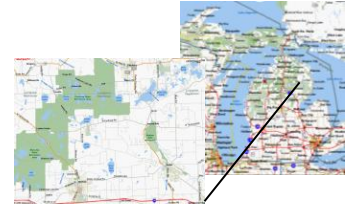
Karen Sikkenga  
*Supervisor*  
Michelle Stamboulellis  
*Clerk*  
Maris Metz  
*Treasurer,*  
Gretchen Driskell  
Karen Nolte,  
Laura Sanders,  
Lonnie Scott  
*Trustees*

# DEXTER TOWNSHIP

6880 DEXTER-PINCKNEY RD.  
DEXTER, MI 48130  
(734) 426-3767

[www.dextertownship.org](http://www.dextertownship.org)

**REGULAR MEETING OF THE DEXTER TOWNSHIP BOARD  
TUESDAY AUGUST 15, 2023 6:00PM**



**Location: Dexter Township Hall, 6880 Dexter-Pinckney Rd., Dexter, MI**

**CALL to ORDER:** Supervisor Sikkenga called the meeting to order at 6:00 PM.

**ROLL CALL/CONFLICT OF INTEREST CHECK:**

Present – Trustee Driskell, Trustee Sanders, Clerk Stamboulellis, Treasurer Metz, Trustee Scott, Trustee Nolte, and Supervisor Sikkenga. Absent – None. Also present: Sinéad Redmond, Attorney and; and Janis Miller, Recording Secretary.

**CALL for PUBLIC COMMENT on AGENDA ITEMS:**

Opened 6:02 PM

Barry Lonik, 11300 Island Lake Road

He said he received the draft Master Plan by email and stated it was a solid document. His comment regarded two changes he would like to see made to the document.

**APPROVAL of AGENDA:**

Supervisor Sikkenga added to the Action Items: e) Motion to approve a letter of support on behalf of 5 Healthy Towns Foundation for a grant application.

Motion by Trustee Nolte to approve the agenda as amended. Motion seconded by Trustee Scott. All ayes. Motion carried.

**CONSENT AGENDA:** (“Motion to approve consent agenda”)

- a) Approval of Committee Appointments through October 31, 2024 (end of Trustee term of office) [November 20, 2024 actual end of terms]  
none this month
- b) Approval to amend the resolution number giving the Board of Trustees authority for final Master Plan approval from Resolution #23-670 to Resolution #23-671.
- c) Approval of Outdoor Warning Siren Lease between the State of Michigan and Dexter Township,  
allowing the Supervisor to sign the lease on behalf of Dexter Township.
- d) Approval of agreement between Dexter Township and Western Washtenaw Area Value Express, allowing the Supervisor to sign the agreement on behalf of Dexter Township.
- e) Approval to change the regular meeting time of the Local Roads Committee from 6pm on the second Tuesday to 9am on the second Wednesday.
- f) Approval of transactions; acknowledgement of Receipt of General Ledger Reports.

Motion by Treasurer Metz to approve the Consent Agenda as presented. Motion seconded by Trustee Sanders. All ayes. Motion carried.

**PRESENTATIONS:**

- a) Overview of Township Tax Collection Process: Maris Metz, Treasurer, and Matt Dedes, Deputy

Treasurer (documentation to be provided during meeting).

Deputy Treasurer Matt Dedes reviewed a sample tax statement noting that the Summer Tax

Bill and Winter Tax Bill were different. He explained specific items, acronyms and handed out a

pie chart showing distribution of the levied taxes. Both Treasurer Metz and Deputy Treasurer

Dedes answered questions from the Board.

b) Overview of Assessment Function: Chris Renius, Assessor

Assessor Renius included his power-point *Assessment Administration Overview* in the Board packet. He explained a property's market value, true cash value, assessed value and state equalized value in determining the taxable value.

c) Compensation Policy upcoming changes: Supervisor Sikkenga, and Pat Casady, HR Consultant

HR Consultant Casady discussed proposed changes to the existing 2007 (last revision 2016) Dexter Township Compensation Policy. Supervisor Sikkenga stated that an "arms-length" committee would review the policy and bring revisions back to the Board of Trustees in October

or November. Consultant Casady and Supervisor Sikkenga then answered question from the Board.

**ACTION ITEMS:**

a) Approval of Minutes: July 18, 2023 Regular Meeting of the Board of Trustees and June 14, 2023

Special Meeting of the Board of Trustees.

Motion by Treasurer Metz to approve the minutes of July 18, 2023 Regular Meeting as presented. Motion seconded by Trustee Nolte. All ayes. Motion carried.

Motion by Trustee Nolte to approve the minutes of June 14, 2023 Special Meeting as presented. Motion seconded by Clerk Stamboulellis. All ayes. Motion carried.

b) Resolution to approve 2024 millage rate.

Motion by Treasurer Metz to approve Resolution #23-672 to set the 2024 Dexter Township millage rate. Motion seconded by Trustee Driskell.

Roll Call Vote: Yea – Trustee Driskell, Trustee Sanders, Clerk Stamboulellis, Treasurer Metz,

Trustee Scott, Trustee Nolte, and Supervisor Sikkenga; Nays – None; Absent – None.

Motion carried 7-0.

c) Motion to approve a budget amendment to increase attorney's fees under Planning & Zoning administration.

[Narrative overview included in the Board packet]

Motion by Treasurer Metz to approve a budget amendment to increase attorney's fees for Planning and Zoning from \$10,000 to \$20,000, which corrects an \$8K budget error and adds \$2K

to the base budget. Motion seconded by Trustee Driskell. All ayes. Motion carried.

d) Motion to approve a budget amendment correcting the American Rescue Plan level of funding.

[Narrative overview included in the Board packet.]

Motion stated by Supervisor Sikkenga: To approve a budget amendment to correct errors in the American Rescue Plan budget allocation. Treasurer Metz so moved. Motion seconded by Clerk Stamboulellis. All ayes. Motion carried.

- e) Motion to approve a letter of support on behalf of 5 Healthy Towns Foundation for a grant application.

Motion by Treasurer Metz to approve the letter of support on behalf of 5 Healthy Towns.

Motion seconded by Trustee Scott. All ayes. Motion carried.

**Q & A REPORTS:**

- a) Supervisor Report with Revenue/Expense Report – Supervisor Sikkenga
- b) Clerk Report – Clerk Stamboulellis
- c) Treasurer Report – Treasurer Metz
- d) Dexter Township Board and Committee Reports
  - i) Local Roads Committee – Supervisor Sikkenga
  - ii) No other reports this month
- e) Committee Reports with Dexter Township Membership: Huron River Watershed Council
- f) Other Reports
  - i) Sheriff's Department
  - ii) Huron River Watershed Council

**CALL FOR PUBLIC COMMENT ON NON-AGENDA ITEMS:** No public comments.

**OTHER ISSUES, COMMENTS and CONCERNS of BOARD MEMBERS & STAFF:**

**Trustee Scott** – He reminded everyone of the upcoming Community Engagement Night this Saturday, August 19<sup>th</sup>.

**Trustee Nolte** – She asked Trustee Scott to send her the menu for “in the loop” online newsletter. She also stated that the wells that were tested for PFAS came back negative.

**Trustee Driskell** – Mentioned the Big 400, which is Chelsea Chambers Initiative to encourage recreation in Western Washtenaw County. She also mentioned there might be grants available to identify local recreation sites.

**ADJOURNMENT:**

Motion by Trustee Nolte to adjourn. Motion seconded by Treasurer Metz. All ayes.

The meeting was **adjourned** at 8:21 PM.

Respectfully Submitted,

Michelle Stamboulellis, Clerk

Dexter Township

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I, THE UNDERSIGNED, MICHELLE STAMBOULELLIS, THE DULY QUALIFIED CLERK FOR THE TOWNSHIP OF DEXTER, WASHTENAW COUNTY, MICHIGAN, DO HEREBY CERTIFY THAT THE FORGOING IS A TRUE AND COMPLETE COPY OF CERTAIN PROCEEDINGS TAKEN BY THE DEXTER TOWNSHIP BOARD OF TRUSTEES AT A REGULAR SCHEDULED MEETING HELD ON THE 15<sup>TH</sup> DAY OF AUGUST AND THAT THE FORGOING MINUTES ARE THE DRAFT MINUTES FOR THE MEETING HELD ON THE 15<sup>TH</sup>, DAY OF AUGUST 2023.

MICHELLE STAMBOULELLIS, CLERK, DEXTER TOWNSHIP



**Dexter Township**  
6880 Dexter-Pinckney Road  
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**KAREN SIKKENG**  
**SUPERVISOR**  
**MICHELLE**  
**STAMBOULELLIS**  
**CLERK**  
**MARIS METZ**  
**TREASURER**  
**GRETCHEN DRISKELL**  
**LAURA SANDERS**  
**LONNIE SCOTT**  
**KAREN NOLTE**  
**TRUSTEES**

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## **Strategic Planning Session – Meeting Results**

### **August 28, 2023**

### **6:00 PM**

This meeting was a workshop where no decisions were made. All attendees participated equally.

#### **6:00-6:15: Welcome and Introductions**

18 attendees:

Mark Teicher, Chair, Farmland & Open Space Preservation Board  
Chandra Hurd, member, Planning Commission  
Lonnie Scott, Member, Board of Trustees  
Maris Metz, Treasurer, Board of Trustees  
Laura Sanders, Member, Board of Trustees  
Brook Stevens, Chair, Zoning Board of Appeals  
Janis Miller, Recording Secretary  
Lois Beerbaum, Member, Local Roads Committee, Plastic Film Volunteer  
Karen Nolte, Member, Board of Trustees  
Barry Lonik, Consultant, Farmland & Open Space Preservation Board  
Alicia Abbott, member, Planning Commission  
Sam Edwards, Office Manager  
Doug Armstrong, Chief, DAFD  
Gretchen Driskell, Member, Board of Trustees  
Marty Straub, Chair, Planning Commission  
Christy Maier, Chair, Local Roads Committee; Member, Planning Commission  
Michelle Stamboullis, Clerk, Board of Trustees  
Karen Sikkenga, Supervisor, Board of Trustees

Attendees shared their names, relationship to Dexter Township, and one fun fact about themselves.

#### **6:15-6:30: Refresher of budget and mandated/permissive functions of a general law Township**

Attendees reviewed the summary chart describing mandated and permissive functions of a general law township, discussed allowable and disallowed activities, and discussed Dexter Township's approved fund balances policy.

#### **6:30-6:45: SWOT: Strengths, Weaknesses, Opportunities Threats**

Attendees reviewed the approved 2021 SWOT analysis and rated the components for their relevancy. The group recommended the BOT amend the SWOT analysis as follows:

- Remove "Entrepreneurial" from "Strengths"

- Remove “Government/Organizational Legal Restraints” from “Weaknesses”
- Under “Opportunities,” move “Advance Planning for Land Use” to “Strengths”
- Under “Opportunities,” broaden the language of “Value Added Ag Center” to encompass commercial activity that meets Dexter Township residents’ needs
- Several new “Opportunities” were identified (see table below)
- Under “Threats,” “Extreme Weather” was identified as a new threat

Detailed results are noted in the following table:

	External		Internal		Total	
	Keep	Remove	Keep	Remove	Keep	Remove
<b>Strengths</b>						
Open Space/Lakes/Nature	8		10		18	0
Financially Stable	7		7	1	14	1
Entrepreneurial		7	2	6	2	13
<b>Weaknesses</b>						
Internal/External Communication	8		9		17	0
Community Participation	6		9		15	0
Government/Organizational Legal Restraints	1	5		10	1	15
<b>Opportunities</b>						
Preservation	6		9		15	0
Advance Planning for Land Use	8		7	1	15	1
Fix Infrastructure	6		9		15	0
Value-Added Ag Center	4	4	5	2	9	6
Add:						
Commercial Activity to Meet Basic Needs						
Environmental Stewardship						
PC Develops a Sense of Mission						
<b>Threats</b>						
Divisiveness	3	2	8		11	2
Pollution/Environmental/Water	6		9		15	0
Loss of What Makes Us Special	3		8		11	0
Misinformation/Social Media	5	2	6	2	11	4
Add:						
Extreme Weather						

#### 6:45-7:15: Strategic Plan gap analysis

Participants celebrated completed items from the Strategic Plan, and rated items that are still in process or not yet started as “Important” or “Not Important.” Participants recommended the BOT amend the Strategic Plan goals as follows:

- Under “Community Enrichment,” two goals were identified as lower priority: “Public Art” and “Funding Community Mental Health.” An “Ag Center” had mixed results, with 6 “Not Important” ratings and 7 “Important” ratings
- Additional goals were suggested under three of the four categories, as detailed in the following table.

	External		Internal		Total	
	Not Imp	Important	Not Imp	Important	Not Imp	Important
Good Government						
Policies		4		7	0	11
Fiscal responsibility		5		6	0	11
Broadband/cell service	1	5		8	1	13
Single Hauler		4	2	6	2	10
Recycling		1		4	0	5
Local roads		2			0	2
Affiliate org quality control		3		7	0	10
Township board training		5	1	6	1	11
Add:						
Move DPZ back to staff position						
Emergency Preparedness						
Plan for Future Capital Needs						
Better communications re cell service						
Environmental Stewardship (add "Resiliency")						
Natural areas management practice & education	2	5	2	6	4	11
Preservation of land & waterways		7		9	0	16
Protect & improve water quality		7		9	0	16
Reduce environmental impact of township ops		5		9	0	14
Add:						
Purchase farms for sale or owned by developers, conserve & sell to young farmers						
Community Enrichment						
Public Art	5		5	3	10	3
Parks & trails		7		8	0	15
Ag Center	3	2	3	5	6	7
Youth mental health	4	1	5	3	9	4
Greater use of township facilities		6		7	0	13
Communication						
External communications		2		2	0	0
Internal communications		1		1	0	0
Add:						
Pass along DTE information						

Separate from this prioritization exercise, participants brainstormed funding ideas, as follows:

Cell tower  
Land acquisition for cell tower  
Dry hydrants \$5-\$20K ea; need 3-4  
Sewer upgrades  
Connect people to sewer  
Local roads - finish what we started  
Buy-protect-sell

Provide microgrants to residents for environmental improvements  
Nonmotorized trail systems  
Transportation fixes  
Traffic control  
Emergency preparedness  
Community help team  
Septic inspection support for LIP or anyone  
Create a Capital Improvement Plan

**7:15-7:45:** Brainstorm public process for setting strategic priorities

The group brainstormed ideas for engaging Dexter Township residents in helping set priorities, as follows:

Conduct a community survey - not in the tax bill  
Give a reward for answering the survey  
Work with neighborhood associations and churches to increase participation  
Work with Dexter High School civics class as ambassadors  
Publicize the survey with a beautiful flier sent separately  
Use a QR code to access an on-line survey  
Attend community events to hear from the public  
Create an email group dedicated to this topic  
Attend HOAs meetings  
Create a list of HOA contacts  
Do a dog & pony show at HOAs  
Use authorities - MLWA, DAFD, Wellness Center - to distribute information  
Produce the newsletter every two months  
Go door to door with the survey

**7:45-8:00:** Wrap-Up

Participants agreed that the Board of Trustees should come to the community with a limited list of projects for funding. Members of the Board of Trustees, all of whom were present, asked the Supervisor to recommend the top five priority items for funding. Attendees generally suggested a longer list (up to eight items) to allow the board to remove items it deems are lower priority. Participants generally stated that infrastructure is the highest priority for many, including better cell reception.

The meeting adjourned at 7:55.



This agreement is made effective as of \_\_\_\_\_ by and between Dexter Township, and VC3 inc. whose Michigan Offices are at 5815 Clark Rd, Bath Michigan 48808. In this agreement, the party who is contracting to receive services shall be referred to as “The Client”, and the party who will be providing the services shall be referred to as “VC3.” VC3 has a background in computer technology and is willing to provide services to The Client based on this background. The Client desires to have services provided by VC3. Therefore, the parties agree as follows:

1. **Description of Services.** Beginning on 9/1/23 VC3 will provide the following services (collectively, the “Services”): Repair and maintenance of computer equipment and the computer network. This includes existing computers and related network equipment within The Client’s office(s).
2. **Services Not Covered.** VC3 reserves the right to charge an hourly rate for labor related to the design and implementation of new equipment or technologies. The Client will be notified ahead of time of any extra charges involved before the work is started. Projects expected to exceed Eight (8) hours of labor including but not limited to replacement of servers are considered new technology, are not covered under this contract and will be billed separately.
3. **Services Not Provided.** VC3 will not provide structured cabling services. VC3 will not climb into ceilings, attics, or crawlspaces. VC3 will not climb upon roofs, trees, or polls; or use equipment like tall ladders or bucket trucks to service or replace equipment.
4. **Third Party Support Agreements.** To the extent that VC3 is asked to support third party software or hardware; The Client agrees to maintain appropriate support agreements with the manufacturers or resellers of those products such as software support contracts and/or onsite extended warranties for applicable hardware.
5. **Payment.** The Client will pay an annual fee to VC3 for the Services in the amount listed in the payment schedule (Appendix A). This fee shall be payable in full within 30 days unless otherwise notated in this document.
6. **Performance of Services.** VC3 shall determine the manner in which the services are to be performed and the specific hours to be worked by VC3. The Client will rely on VC3 to work as many hours as may be reasonably necessary to fulfill VC3’s obligations under this agreement.
7. **Liability Limitations.** The Client agrees that in no event shall VC3, its officers or directors, be liable for any damages of any kind including but not limited to any direct, indirect, incidental, special or punitive damages. The exclusive remedy for any breach of this agreement is limited to an amount equivalent to three monthly payments. In the event of extreme error or negligence, damages will be limited to

the limits of the liability insurance referred to in section eight. Further, VC3 also agrees that damages from The Client may in no circumstances exceed an amount equivalent to three monthly payments of the contract. Thus, under no circumstances will either party be liable to the other for damages that exceed the value of three-monthly payments.

- 8. Insurance.** During the Term, VC3 shall procure and maintain the following insurance coverage: (a) worker's compensation and employer's liability insurance as required by the laws of the State in which the Service are being performed, (b) comprehensive general liability insurance in the amount that is commercially reasonable with respect to the Services, and (c) cyber-liability insurance in the amount that is commercially reasonable with respect to the services. The Client shall not rely exclusively on VC3 for insurance or as an insurance provider; but shall procure and maintain its own insurance coverage (or agree to accept risk itself) as follows: cyber-liability insurance in the amount that is commercially reasonable with respect to The Client's servers, hardware, software, data and/or computer networks.

**9. The Section Intentionally Left Blank**

- 10. Client New Project Approval.** VC3 and The Client recognize that VC3's Services will include working on various projects for The Client. VC3 shall obtain approval of The Client prior to the commencement of a new project.

- 11. Primary Contact.** During The Term, The Client Agrees to assign one employee or

elected official to be the primary contact person to VC3. The roll of the Primary Contact shall be to , (a) Meet and discuss with VC3 the status of projects and initiatives, (b) Communicate to VC3 the decisions of The Client including but not limited to technology policies and their enforcement, (c) Approve quotes or communicate the same to VC3. Should The Client fail to appoint a Primary Contact, The Client agrees that VC3 may work with any department head or elected official in these capacities.

- 12. Other Client Appointed Contacts.** VC3 recognizes The Client may for compliance, legal, or other reasons appoint individuals other than the primary contact to positions of responsibility concerning line of business rolls or technologies. These positions include but are not limited to "CJIS Officer" and "FOIA Officer." VC3 will work with these individuals as it pertains to their reasonably assigned duties. The Client represents that VC3 can depend on these individuals for guidance pertaining to their respective areas of responsibility.

- 13. Term and Termination.** This agreement shall be effective for THREE year(s). Continuation of and payment for services beyond this agreement stated term will constitute a renewal of 1 year under the existing terms. Either party reserves the right to terminate this contract at any time provided 90 days' notice is given. The remaining time will be prorated and paid to The Client within 120 of receipt of the termination notice.



**14. Employees.** VC3's employees, if any, who perform services for The Client under this agreement shall also be bound by the provisions of this agreement.

**15. Employment Restrictions.** The Client shall not solicit to hire, hire, or engage any of VC3's employees (or anyone employed by VC3 in the prior twelve calendar months) while this Agreement is in effect and for the twelve-calendar month period immediately after termination or completion of this agreement for any reason. If The Client does solicit to hire, hire, or engage any of the VC3's employees, The Client shall immediately pay VC3 an amount equal to 100% of the the-current or most recent annual salary or wages paid by VC3 to such employees.

**16. Notices.** All notices required or permitted under this agreement shall be in writing and shall be deemed delivered when delivered in person or deposited in the United States mail, postage prepaid, and addressed as follows:

IF for The Client

IF for VC3:

VC3

Hunter Lindsay  
SVP Business Development  
1301 Gervais St. Ste. 1800  
Columbia, SC 29201

Either party may change such addresses from time to time, by providing written notice to the other in the manner set forth above.

**17. CPI-Index.** At the expiration of this contract period and each year thereafter, the rates described in "Appendix A" will be adjusted by 4% or by a CPI factor, whichever is greater. For the purposes of this document the CPI shall be defined by and will not exceed the USBLS unadjusted annual rate for the most recently reported 12-month period.

**18. Entire Agreement.** This agreement contains the entire agreement of the parties and there are no other promises or conditions in any other agreement whether oral or written. This Agreement supersedes any prior written or oral agreements between the parties.

**19. Amendments.** This agreement may be modified or amended if the amendment is completed in writing and signed by both parties.

**20. Applicable Law.** The laws of the State of Michigan shall govern this agreement.



Page 4

Party receiving services:

Accepted By:\_\_\_\_\_

Title:\_\_\_\_\_

Party providing services: VC3

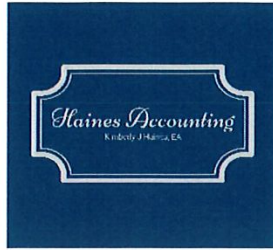
Proposed By:\_\_\_\_\_

Hunter Lindsay, SVP of Business Development



## Appendix A: Price

Year	Amount	Term/Option
9/1/23 to 8/31/24	\$7320	Regular Term
9/1/24 to 8/31/25	\$9955	Regular Term
9/1/25 to 8/31/26	\$13,440	Regular Term
	4% or CPI Index thereafter	



12855 E Old US 12, Ste 3  
Chelsea, MI 48118  
734-562-2200

## Engagement Letter for Accounting Services

Haines Accounting  
12855 E Old US 12, Suite 3  
Chelsea, Michigan 48118

May 1, 2023

Dexter Township  
C/O Karen Sikkenga  
6880 Dexter-Pinckney Road  
Dexter, MI 48130

Karen Sikkenga,

This letter is to set forth the terms and objectives of a proposed engagement and the nature and limitations of the services **Haines Accounting** will provide to your company.

### WORK TO BE DONE

- A. **Scope Limitations.** Our engagement cannot be relied upon to disclose errors, irregularities, or illegal acts, including fraud or defalcations, which may exist. We may inform you of any such matters that come to our attention.
- B. **Agreed Upon Services**
  - a. Monthly reconciliation of all bank accounts, investment accounts, accounts receivables, loans, credit cards, accounts payables, escrow accounts and liability accounts.
  - b. Monthly review of trial balance and posting of any necessary adjustments
  - c. Monthly review of budget comparison
  - d. Monthly review of reports and financials with clerk prior to monthly board meeting
  - e. Quarterly review of Capital Assets
  - f. Annual assistance to all executive board members for budget preparation
  - g. Annual Audit Preparation and Support

- h. Post Audit Fiscal 2022 – Completion of chart of account conversion for adherence to MI Uniform Chart of Accounts requirements

### **FEE SCHEDULE**

**Monthly \$2,100**

### **TERMINATION**

Either party may terminate this relationship at any given time. Client will be billed the full monthly fee provided services are terminated before end of month. There will be no pro-ration of service fee.

### **LIMIT OF LIABILITY**

A. The Client agrees that any liability of **Haines Accounting** or **Kimberly J Haines** under this agreement, regardless of form of action, shall be limited to the most recent monthly amount billed for services agreed to hereunder as its exclusive remedy. Client agrees that it shall not make any claim against **Haines Accounting** or **Kimberly J Haines** beyond such amount of monthly account, and **Haines Accounting** and **Kimberly J Haines** may rely on this paragraph as a complete bar to any such claim.

B. More specifically the Client agrees that **Haines Accounting** and **Kimberly J Haines** are not, and shall not be deemed to be liable for any losses resulting from advice provided by them or either of them, or from work done by them, or for loss of profits of the Client or of any other party which may flow there from, whether it be direct or incidental, whether or not they have been advised of the possibility of such damages, and the Client acknowledges and agrees to same hereto.

C. Neither party may bring any action arising out of the services under this agreement, regardless of form, more than one year after the date of the last services provided under this agreement.

### **INDEMNIFICATION & NON-DISCLOSURE**

The Client agrees to release, indemnify, and hold **Haines Accounting** and **Kimberly J Haines**, (their partners, executors, heirs, successors, and assigns) harmless from any and all liability and costs resulting from any known misrepresentations or fraud participated in by management or any of them, or such errors resulting from incomplete or inaccurate information provided by management, and such indemnity shall not be limited to the term of this contract but shall be ongoing even after its termination.

The Client also acknowledges that **Haines Accounting** and **Kimberly J Haines** in the course of their work may view or otherwise come into contact with information the Client considers confidential. In such a case **Haines Accounting** and **Kimberly J Haines** undertake to keep such information confidential subject to governing law, jurisprudence and/or order of a court of competent jurisdiction and the Client agrees that no action can be taken against **Haines Accounting** and **Kimberly J Haines** as a result of their view or contact with the confidential information unless **Haines Accounting** and **Kimberly J Haines** fail to honor their undertaking as defined in this paragraph.

### **APPLICABLE LAW**

This engagement letter shall be governed as to validity, interpretation, construction, effect and in all other respects by the laws and decisions of the State of Michigan. In the event of commencement of any legal action regarding any term or condition of this engagement such action by agreement is to be subject to the jurisdiction of the courts of the State of Michigan or its political subdivisions.

**COMPLETE AGREEMENT**

This letter comprises the complete agreement between the parties, superseding all proposals oral or written and all other communications between the parties. If any provision of this letter is determined to be unenforceable, all other provisions shall remain in force.

If you have any questions or concerns regarding this engagement letter or desired services, please contact us at the above address.

Sincerely,

Kimberly J Haines, EA  
Haines Accounting

\_\_\_\_\_  
Client Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Print Name

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DB: Dexter

CHECK DISBURSEMENT REPORT FOR DEXTER TOWNSHIP  
CHECK DATE FROM 08/01/2023 - 08/31/2023

Page 1/8

Check Date	Bank	Check #	Invoice	Payee	Description	Account	Dept	Amount
Fund: 101 GENERAL FUND								
08/03/2023	PMTS	25742	204389698303	CONSUMERS ENERGY	(06/16/23) - (07/17/23) BILLING P	920.000	265	39.67
08/09/2023	PMTS	25743	118849	A VC3 COMPANY	CONTRACTED SERVICES	801.002	294	448.58
			120184		DUES	863.000	294	36.00
				CHECK PMTS 25743 TOTAL FOR F				484.58
08/09/2023	PMTS	25744	08/07/2023	ADRIANNA JORDON	TRAVEL & TRANSPORTATION	860.000	400	17.69
08/09/2023	PMTS	25745	14440	AMERICAN ACCESSIBILITY TECHN	CONTRACTED SERVICES	801.002	294	120.00
08/09/2023	PMTS	25746	2023562	BECKETT & RAEDER	CONTRACTED SERVICES	801.002	267	3,719.52
08/09/2023	PMTS	25747	804766	BODMAN ATTORNEY & COUNSELORS	ATTORNEY	800.000	400	8,064.00
08/09/2023	PMTS	25748	JULY 2023	CHRISTOPHER R RENIUS	CONTRACTED SERVICE WAGES	801.001	209	5,614.99
08/09/2023	PMTS	25749	32032	CRG ELECTRIC LLC	MAINTENANCE	956.000	265	679.50
08/09/2023	PMTS	25751#	AUGUST 2023	FLAGSTAR BANK	SUPPLIES	727.001	294	43.18
			AUGUST 2023		SUPPLIES	727.001	294	75.79
			AUGUST 2023		SUPPLIES	727.001	294	329.99
			AUGUST 2023		SUPPLIES	727.001	294	91.47
			AUGUST 2023		MISC	955.001	294	200.94
			AUGUST 2023		PRINTING/PUBLISHING	900.000	400	250.00
			AUGUST 2023		PROCESS FEE CREDIT CARD	956.010	774	3.66
			AUGUST 2023		COMMUNITY CLEAN UP PROGRAMS	956.010	774	135.56
			AUGUST 2023		COMMUNITY CLEAN UP PROGRAMS	956.010	774	365.00
			AUGUST 2023		COMMUNITY CLEAN UP PROGRAMS	956.010	774	435.62
				CHECK PMTS 25751 TOTAL FOR F				1,931.21
08/09/2023	PMTS	25752	31511	FULTANK LLC	JANITORIAL	956.002	265	500.00
08/09/2023	PMTS	25753	222021	MICHIGAN TOWNSHIPS ASSOCIATI	PROF DEVELOPMENT	861.000	215	25.00
08/09/2023	PMTS	25754	IN-US1202764	NETFORTIS	TELEPHONE	728.000	294	529.86
08/09/2023	PMTS	25755	01748	SEMCOG	DUES	863.000	294	1,354.00
08/09/2023	PMTS	25756	00543430108123	SPECTRUM	CONTRACTED SERVICES			** VOIDED **
08/09/2023	PMTS	25757	1650151574	STAPLES BUSINESS ADVANTAGE	SUPPLIES	727.001	294	50.26
08/09/2023	PMTS	25758	18696-R	THE SUN TIMES MEDIA GROUP LL	PRINTING/PUBLISHING	900.000	294	50.00
08/09/2023	PMTS	25761#	813579	BODMAN ATTORNEY & COUNSELORS	ATTORNEY	800.000	267	3,322.00

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Check Date	Bank	Check #	Invoice	Payee	Description	Account	Dept	Amount
Fund: 101 GENERAL FUND								
			813576		ATTORNEY	800.000	267	23,396.30
			813577		ATTORNEY	800.000	400	2,859.69
			799531		ATTORNEY	800.000	400	240.00
			813582		ATTORNEY	800.000	400	224.00
			807124		ATTORNEY	800.000	400	1,503.00
			804769		ATTORNEY	800.000	400	532.00
CHECK PMTS 25761 TOTAL FOR F								
08/10/2023	PMTS	25762	JULY 27	LCSA	TELECOM ACT	676.000	000	183,867.42
08/15/2023	PMTS	25763	31491	FULTANK LLC	JANITORIAL	956.002	265	625.00
08/15/2023	PMTS	25764	IN-US1200974	NETFORTIS	TELEPHONE	728.000	294	529.61
08/15/2023	PMTS	25765	65509	ORCHARD, HULTZ & MCLIMENT, I	PLANNING CONSULTANT	801.005	400	6,902.50
08/15/2023	PMTS	25766	267981	PRINT-TECH, INC.	COMMUNITY CLEAN UP PROGRAMS	956.010	774	3,915.42
08/15/2023	PMTS	25767	121880	W.A.V.E	WASHTENAW AREA VALUE TRANSIT	801.011	774	14,750.00
CHECK PMTS 108(E) TOTAL FOR								
08/16/2023	PMTS	108(E)#	AUG 2023	ALERUS PLAN 629314 (DEFINED	MERS PAYABLE	228.003	000	42.34
			AUG 2023	RETIREMENT PLAN		725.002	172	169.36
CHECK PMTS 109(E) TOTAL FOR								
08/16/2023	PMTS	109(E)*#	08/2023	PAYCHEX PAYROL	MERS PAYABLE (ENTER AS NEGATIVE)	228.003	000	(112.45)
			08/2023		TRUSTEE SALARY	706.001	101	1,603.56
			08/2023		SUPERVISOR SALARY	706.001	171	3,379.09
			08/2023		SALARY & WAGES - OFFICE MANAGER	706.001	172	4,234.00
			08/2023		CLERK SALARY	706.001	215	3,379.09
			08/2023		CLERK DEPUTY WAGES	706.002	215	1,200.00
			08/2023		RECORDING SECRETARY - CLERK	706.005	215	245.13
			08/2023		PER DIEM - BOARD OF REVIEW	707.000	247	150.00
			08/2023		TREASURER SALARY	706.001	253	3,379.09
			08/2023		DEPUTY TREASURER WAGES	706.002	253	338.14
			08/2023		PER DIEM - ROAD COMMITTEE	707.000	294	150.00
			08/2023		FICA/MED MATCH - TOTAL ER TAXES	725.000	294	1,522.57
			08/2023		ORDINANCE OFFICER WAGES	706.008	400	1,445.31
CHECK PMTS 109(E) TOTAL FOR								
08/16/2023	PMTS	110(E)	2023080801	PAYCHEX, INC.	CONTRACTED SERV./ PROCESSING	801.002	294	525.19
08/16/2023	PMTS	111(E)	AUG 2023	MERS	MERS MATCH - EMPLOYER CONTRIBUTION	725.002	294	1,901.00
08/22/2023	PMTS	25770	7344263833-08	AT&T	PHONE PLANS/SERV.	728.000	294	312.09

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Check Date	Bank	Check #	Invoice	Payee	Description	Account	Dept	Amount
Fund: 101 GENERAL FUND								
08/22/2023	PMTS	25771	OCTOBER 2023	BASIC COBRA	HEALTH INSURANCE	715.000	172	514.04
08/22/2023	PMTS	25772#	08/21/2023 - 02	K.B SERVICE	MAINTENANCE	956.000	265	830.00
			08/21/2023		MISC	955.001	270	730.00
			08/21/2023 - 03		MAINTENANCE	956.000	276	950.00
				CHECK PMTS 25772 TOTAL FOR F				2,510.00
08/22/2023	PMTS	25773	08/16/2023	KAREN SIKKENG	TRAVEL & TRANSPORTATION	860.000	171	29.37
08/22/2023	PMTS	25774	194587	LESTER BROTHERS	ROAD IMPROVEMENTS	975.000	901	1,700.00
08/22/2023	PMTS	25775	2031-M	THE SUN TIMES MEDIA GROUP LL	PRINTING/PUBLISHING	900.000	400	182.50
				Total for fund 101 GENERAL FUND				294,646.64

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Check Date	Bank	Check #	Invoice	Payee	Description	Account	Dept	Amount
Fund: 206 FIRE FUND								
08/09/2023	PMTS	25750	JULY 2023	DEXTER AREA FIRE DEPARTMENT	CONTRACTED SERVICES	801.002	206	97,114.91
Total for fund 206 FIRE FUND								97,114.91

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Check Date	Bank	Check #	Invoice	Payee	Description	Account	Dept	Amount
Fund: 207 POLICE FUND								
08/09/2023	PMTS	25760	MUNIS #12682	WASHTENAW COUNTY TREASURER	CONTRACTED SERVICES	801.002	301	42,617.76
08/15/2023	PMTS	25768	229129	WASHTENAW COUNTY	CONTRACTED SERVICES	801.002	301	4,230.33
Total for fund 207 POLICE FUND								46,848.09

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Check Date	Bank	Check #	Invoice	Payee	Description	Account	Dept	Amount
Fund: 245 OPEN SPACE LAND INITIATIVE								
08/09/2023	PMTS	25759	08/03/2023	TREEMORE ECOLOGY AND LAND SE	CONTRACTED SERVICES	801.002	294	951.55
08/15/2023	PMTS	25769	43830	PEOPLES COMPANY OF INDIANOLA	CONTRACTED SERVICES	801.002	294	2,850.00
08/16/2023	PMTS	109(E)*#	08/2023	PAYCHEX PAYROL	RECORDING SECRETARY - OSLP	706.005	294	99.38
			08/2023		PER DIEM - LAND PRESERVATION BOARD	707.000	294	300.00
				CHECK PMTS 109(E) TOTAL FOR				399.38
				Total for fund 245 OPEN SPACE LAND INITIATIVE				4,200.93

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Check Date	Bank	Check #	Invoice	Payee	Description	Account	Dept	Amount
Fund: 701 GENERAL AGENCY FUND								
08/22/2023	PMTS	25776	08/22/2023	WESTERN WASHTENAW RECYCLE AU	DUE TO WASH COUNTY RECYCLING	230.301	000	3,349.00
Total for fund 701 GENERAL AGENCY FUND								3,349.00

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Check Date	Bank	Check #	Invoice	Payee	Description	Account	Dept	Amount
Fund: 703 TAX COLLECTION FUND								
08/11/2023	TAX	6327	DIST 3 - 2023	DEXTER TOWNSHIP GENERAL FUND	UNDISTRIBUTED TAX COLLECTIONS	274.000	000	2,328.92
08/11/2023	TAX	6328	DIST 3 - 2023	WASHTENAW COUNTY TREASURER	UNDISTRIBUTED TAX COLLECTIONS	274.000	000	232,985.81
08/30/2023	TAX	6329	08/30/2023	SARAH TALBOT	UNDISTRIBUTED TAX COLLECTIONS	274.000	000	100.10
08/30/2023	TAX	6330	DIST 4 - 2023	DEXTER TOWNSHIP GENERAL FUND	UNDISTRIBUTED TAX COLLECTIONS	274.000	000	5,381.67
08/30/2023	TAX	6331	DIST 4 - 2023	WASHTENAW COUNTY TREASURER	UNDISTRIBUTED TAX COLLECTIONS	274.000	000	538,313.60
Total for fund 703 TAX COLLECTION FUND								779,110.10
TOTAL - ALL FUNDS								1,225,269.67

'\*'-INDICATES CHECK DISTRIBUTED TO MORE THAN ONE FUND  
'#'-INDICATES CHECK DISTRIBUTED TO MORE THAN ONE DEPARTMENT



**DEXTER TOWNSHIP  
AGENDA ITEM REQUEST**

**MEETING OF Township Board of Trustees September 19, 2023**

**Title:** Contracted planner for Dexter Township.

**Date (please submit agenda item requests 14 days prior to meeting date):**

**Purpose (Choose ONE):**

- 1) This is a discussion item requiring no action by the board: \_\_\_\_
- 2) This is an action item requiring a:  
Resolution   X  ;  
Motion \_\_\_\_;  
Ordinance \_\_\_\_

**Narrative (to be completed by requestor):**

In June 2023, the Board of Trustees authorized replacing our staff planner with a planning firm. I recommended that we go with a contracted planner instead of a staff planner because a firm provides better oversight, separation of duties, and quality assurance, and also shares liability. OHM has been providing planning services to us temporarily since June. We've also had a temporary zoning officer filling in for the vacant Zoning Officer position. Working with OHM's MC Moritz and others from OHM, as well as temporary Zoning Officer Adrianna Jordan, has brought to light several inconsistencies in our zoning ordinance, helped me understanding our permit process, and has generally confirmed my initial assessment that contracted planning services would improve our service levels and provide better oversight. The Township is fully caught up on all planning and zoning matters, and OHM and Ms. Jordan are retaining a list of changes to the Zoning Ordinance for our consideration based on their work.

The Township received three proposals for Planning Services: Carlisle Wortman, McKenna and Quantifly. The selection committee of Planning Commission Chair Marty Straub, Planning Commission Trustee representative Maris Metz, and Supervisor Karen Sikkenga interviewed the three firms between August 8 and August 23 2023. Our list of selection criteria included: experience with General Law Townships; experience with Dexter Township/Washtenaw County; access to experienced planners; demonstrated ability to offer continuous improvements to the Zoning Ordinance; and ability to provide stable, uninterrupted daily coverage from a single individual. While the committee was impressed by the qualifications of all three applicants, we selected Carlisle Wortman. Carlisle Wortman has relationships with the three other townships in Washtenaw County that have land preservation programs, and is the current planner for two of the three: Ann Arbor Township and Scio Township. The firm is known for longevity in staff assignments; in fact, I checked a reference at random and was surprised to learn that C-W planner assigned to that entity had been the same person for over 20 years. The principal assigned to Dexter Township, Megan Masson-Minock, is a long-time resident of Scio Township who is moving to the City of Dexter shortly/ Ms. Masson-Minock will be present at the BOT meeting to answer any questions.

Hourly rates between the two comparable firms, McKenna and C-W, appear to be roughly comparable, although their staffing structures differ so a one-to-one comparison was not straightforward.

Our concept for staffing Planning & Zoning has shifted slightly since June, based on what we have learned in that time. The Zoning Officer position, at 24 hours per week, will be responsible for zoning permit processing as well as zoning enforcement up to and including issuing a correction letter. If the property owner refuses to comply with the correction letter and a citation must be issued, the Sheriff's Department will issue the citation using the contents of the correction letter. Reportedly the Township typically issues about one citation per year.

We are very pleased to announce that Ashley Cepeda has informally accepted the position of Zoning Officer. I will tender a formal offer pending the BOT's approval of a benefits package (Action Item 6aiii). Ms. Cepeda is a qualified professional planner who is seeking a planning adjacent position that offers work-life balance. She has served on the City of Milan's Planning Commission since 2018 and is a former assistant planner with McKenna. She also has extensive financial services experience, which will help the Township establish and maintain appropriate handling of zoning permit fees. The Township received six applications for the Zoning Enforcement Officer position. The hiring committee consists of Office Manager Sam Edwards, Clerk Stamboullis, Supervisor Sikkenga, and Deputy Jesse Smith of the Sheriff's Department participated on the hiring committee.

Ms. Cepeda will provide consistent office hours for permit processing, and will supplement Carlisle Wortman in managing the ZBA and Planning Commission. Carlisle Wortman will provide permit processing services from a lower level planner during Ms. Cepeda's planned absences, and if/when permit processing falls behind.

I am asking for the BOT's permission to negotiate the specific terms of the Carlisle Wortman contract, remaining within budget. The modified work plan for the ZO will allow our planning firm to focus on higher level planning work rather than permit processing. We will be asking the new planning firm to work with our Planning Commission specifically to build a sense of vision and purpose in assisting the BOT to execute our master plan. Included in this vision will be continual quality checks in our Zoning Ordinances, as well as an initial in-depth audit of the ZO to ensure that it accomplishes the master plan vision and serves our residents' needs most effectively. I have also asked CW to back up our zoning officer if she falls behind on permit processing or has a scheduled absence.

In terms of fiscal impact, I will be negotiating with CW for a reasonable level of service, which will likely be higher in year one as we audit our ZO, and then be reduced in year two once the initial lift is complete. In scope for the contract will be to assist our Zoning Officer, review major developments, continually improve our ZO, and manage our ZBA and PC meetings. I anticipate that the cost for CW will be no more than our remaining budget in year one, and will be lower in future years as our zoning ordinance quality assurance work progresses.

The proposed motion will approve CW as our contracted planner, allow the supervisor to sign a contract with CW, and allow the supervisor to negotiate a reasonable level of service within the existing FY24 remaining approved budget allocation.

*Operational/Fiscal Impact:* The contract with Carlisle Wortman is anticipated to cost no more than the available budget.

**Does this item have fiscal impact?**

Yes ☐

No ☒

If yes, what is the net cost? n/a

Is the item included in the Township's approved annual budget?

\$	
Yes ____	No __X__

**Staff/Supervisor Comments**

**Submitted by:** Karen Sikkenga, Supervisor

**Suggested language for the motion:**



**Carlisle | Wortman**  
ASSOCIATES, INC.

117 NORTH FIRST STREET SUITE 70 ANN ARBOR, MI 48104 734.662.2200 734.662.1935 FAX

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**AGREEMENT FOR CONSULTING SERVICES  
PLANNING AND ZONING ADMINISTRATION**

**THIS AGREEMENT**, Entered into this \_\_\_\_ day of September 2023 by **Dexter Township** hereinafter referred to as the “**Client**” and **Carlisle/Wortman Associates, Inc.** hereinafter referred to as the “**Consultant**.”

**WHEREAS**, The Client desires to engage the Consultant to provide professional planning and zoning administration services.

**NOW, THEREFORE**, In consideration of the foregoing, and of the mutual agreement hereinafter set forth, the parties hereto legally intending to be bound hereby do agree for themselves and their respective successors and assigns as follows:

**SECTION 1.0 PLANNING AND ZONING ADMINISTRATION SERVICES**

---

The Consultant agrees to provide services in accordance with the Scope of Work set forth in **Exhibit A**.

**SECTION 2.0 COLLECTION OF DATA**

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It is understood that the Consultant will have the cooperation of the Client in the collection of basic data and other information for the above work. This shall include the transmittal of digital files as required.

**SECTION 3.0 PAYMENT FOR SERVICES**

---

**Terms of Payment** - The Consultant shall present the Client an invoice after the first of each month based on work performed in the previous month. Invoices shall be paid within thirty (30) days after receipt by the Client. Specific fees are outlined in **Exhibit B** enclosed herein.

**SECTION 4.0 REPRESENTATION**

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It is understood and agreed that **Megan Masson-Minock, Principal** will represent the Consultant in all matters pertaining to this Agreement. From time to time, the Consultant may employ additional personnel or sub-consultants to assist in the execution of matters pertaining to this contract. The inclusion of additional personnel shall be in consultation with the Client.

Benjamin R. Carlisle, *President* Douglas J. Lewan, *Executive Vice President* John L. Enos, *Vice President*  
David Scurto, *Principal* Sally M. Elmiger, *Principal* R. Donald Wortman, *Principal*  
Paul Montagno, *Principal*, Megan Masson-Minock, *Principal*, Laura Kreps, *Senior Associate*  
Richard K. Carlisle, *Past President/Senior Principal*

## SECTION 5.0

## OWNERSHIP OF MATERIALS

All documents or other materials prepared by the Consultant under this Agreement shall be considered the property of the Client.

## SECTION 6.0

## INSURANCE AND LIMITATION OF LIABILITY

**6.1** During the term of this agreement, the Consultant agrees to procure and maintain in effect insurance policies naming the City as an “Additional Insured” in the amounts and with the types of coverage shown below:

1. Professional liability insurance protecting the Consultant and its employees in an amount not less than \$2,000,000.
2. Workers Compensation Insurance in the form and amount required by Michigan law.
3. Commercial General Liability Insurance on an “Occurrence Basis” with limits of liability not less than \$2,000,000 per occurrence and/or aggregate combined single limit, Personal Injury, Bodily Injury and Property Damage.

**6.2** The Client and the Consultant shall have no liability to each other for any claim relating to this agreement in excess of the fees and expenses paid to the Consultant except pursuant to indemnification obligations concerning third party claims under Section 7.0. In no event shall the Client and the Consultant be liable to each other for indirect, special, incidental, or consequential damages, even if the Client and the Consultant have been advised of the possibility of such damages. Except as otherwise specifically provided in this agreement, neither party’s liability to the other party under this Agreement shall exceed the total amounts paid or payable by the Client under this agreement.

## SECTION 7.0

## INDEMNIFICATION

The Consultant shall not be liable to the Client for any loss incurred by third parties in the performance of services hereunder unless caused by the Consultant’s willful misconduct or negligence. The Client agrees to indemnify and defend the Consultant from and against any damages, claims or suits by third parties against the Consultant arising from the performance of the Consultant’s services hereunder unless caused by the Consultant’s willful misconduct or negligence.

## SECTION 8.0

## TERMS OF AGREEMENT

The term of this Agreement shall be for a period of **three (3) years from the date of execution through September 30, 2026**, and shall be automatically extended, if necessary, unless written notice canceling the extension is provided by the Client.

This Agreement may be terminated by either the Client or Consultant individually or jointly upon **sixty (60) days written notice**. Compensation during the notice period would be paid by the Client to the Consultant if services are faithfully rendered to the Client.

**IN WITNESS WHEREOF**, The Consultant and the Client execute this Agreement as of the date first set forth in this Agreement.

**WITNESS**

\_\_\_\_\_

\_\_\_\_\_

**CLIENT**

\_\_\_\_\_  
**Karen Sikkenga**  
Supervisor  
Dexter Township

\_\_\_\_\_  
**Michelle Stamboulellis**  
Clerk  
Dexter Township

**CONSULTANT**

\_\_\_\_\_

\_\_\_\_\_  
**Benjamin R. Carlisle**  
President  
Carlisle | Wortman Associates, Inc.

## **Exhibit A – Scope of Work**

### **General Planning Consultation Services**

The consultant agrees to provide the Client with day-to-day general consultation services for planning, zoning, and land use matters including permit applications and resident inquiries. Services will be billed at the agreed upon hourly rate.

### **Development Reviews**

Consultant will provide development reviews for site plans, special land use requests, rezonings, variances, planned unit developments, etc. Reviews will be transmitted to the Client within two (2) weeks of receipt by the Consultant. Services will be billed at the agreed upon hourly rate for all development reviews with pass-through costs to the applicant.

### **Planning Commission Meetings**

The consultant agrees to attend one (1) Planning Commission meeting per month on a regular basis to be billed at the agreed upon hourly rate.

### **Additional Meetings**

Any additional meetings attended by the Consultant will be billed at the agreed upon hourly rate.

### **Additional Time/Projects**

If additional time or specific projects are requested for work not associated with the Scope of Work outlined in this agreement, the Consultant shall provide the Client with a quote for the requested scope of work and invoice the Client separate from this agreement. Additional time or project requests may include but are not limited to:

- Zoning ordinance amendments.
- Master Plan updates.
- GIS Mapping projects.
- Other special projects or duties as requested by the Supervisor's Office.

## **Exhibit B – Rate Schedule**

### **Hourly Rates**

Services performed pursuant to terms of this contract shall be charged pursuant to the hourly rates provided below:

<b>Project Team</b>	<b>2023 Rates</b>	<b>2024 Rates</b>	<b>2025 Rates</b>	<b>2026 Rates</b>
Principal	\$140	\$145	\$150	\$155
Senior Associate	\$120	\$125	\$130	\$135
Associate	\$115	\$120	\$125	\$130
Planner	\$110	\$115	\$120	\$125
Graphics (GIS) Technician	\$70	\$75	\$80	\$85
Support Staff	\$60	\$65	\$70	\$75

<b><u>Expenses</u></b>	<b><u>Rate</u></b>
AutoCAD/GIS Operation	\$30/hr
Mileage	\$0.58/mile
Supplies, Prints, Mailing	cost + 20%

Annual fee changes to occur on **January 1<sup>st</sup>** of each calendar year of the contract.

# Ashley Cepeda

## Urban And Regional Planner

Experienced Assistant Planner for a consulting firm who managed all daily Planning Department operations for a large metropolitan city outside of Detroit. Eastern Michigan University graduate who completed the site planning studio capstone project focused on real-world environments and building urban planning experience. Research-driven and highly organized worker bringing articulate communication skills and strong attention to detail. Dedicated, responsible, and eager to grow professional abilities while boosting operational success.

### Professional Experience

June 2021 – Dec 2021

#### Assistant Planner

*McKenna, Northville, MI*

- Served as the Planning Director for the City of Inkster and managed the Planning Department in all day-to-day activities including application intake and zoning and land use inquiries.
- Reviewed all site plan and special land use applications and provided feedback and recommendations for applicants.
- Prepared for and lead all Planning Commission and Zoning Board of Appeals meetings.

Jan 2011 – Feb 2017

#### Financial Services Specialist

*Atwell, LLC, Southfield, MI*

- Supported financial services team while managing daily deposits, cash applications, cashflow reporting and accounts receivable activity.
- Leveraged Deltek Vision accounting system while managing the monthly credit card reconciliations and processing all expense reports for approximately 500 employees.
- Managed collections, accounts receivable, client and vendor inquiries, while also providing various financial reports to Atwell senior management.

### Education

May 2017 – Jan 2019

Bachelor of Science: Urban And Regional Planning

*Eastern Michigan University - Ypsilanti, MI*

- Sustainability minor
- Graduation date December 2019: cum laude with a 3.65 GPA
- Site Planning Studio Capstone Project: A semester-long project completed in a team of five students and presented to urban planning faculty, local city officials and local business professionals. Project analyzed an under-utilized site within Ypsilanti, Michigan and redeveloped it with a mixed-use building to provide modern housing options and new commercial space with an environmentally conscious design. Responsibilities included analyzing current site conditions, completing various analyses to help decide on a direction for the project, and designing a building that fit the needs of the community and improved the conditions of the site.

### Awards and Honors

- Eastern Michigan University's "Outstanding Urban and Regional Planning Student 2019-2020"
- Dean's List 2017-2019
- Michigan Association of Planning Student Scholarship Recipient 2018

### Activities

- City of Milan Planning Commissioner 2018 - 2023
- Uptown Village HOA Vice-President 2019 - 2021
- Student Michigan Association of Planning Conference Committee Member 2017 - 2020

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**MEGAN MASSON-MINOCK, AICP, PRINCIPAL** has over two decades of working experience as a professional planner for municipalities and non-profits. Megan has extensive experience in zoning, land use, site plan review and comprehensive planning. She is also an expert in community engagement and food systems planning. Megan holds certifications from the Form-Based Code Institute and the National Charrette Institute.



## EDUCATION

MS, Urban Planning | University of Michigan

BA, Political Science | Bates College

## EXPERIENCE

Planner, Carlisle|Wortman Associates, Inc.  
Ann Arbor, MI, 2017-Present

Planner & Principal, ENP & Associates  
Michigan, 2008-2018

Principal, M & M Planning  
Michigan, 2004-2007

Principal Planner, McKenna Associates  
Michigan, 2000-2004

Community Development Work Study Fellow, University of Michigan  
Michigan, 1998-2000

Volunteer Coordinator, Citizens Network for Foreign Affairs  
1996-1998

Program Assistant, National Democratic Institute  
1994-1996

## PROFESSIONAL AFFILIATIONS

American Planning Association

Michigan Association of Planning

North American Food Systems Network

## PROFESSIONAL CERTIFICATIONS

AICP Membership No. 018679

Form Based Code Institute

National Charrette Institute

## AWARDS

Michigan Association of Planning 2019 Daniel Burnham Award for Ypsilanti Township 2040 Master Plan

Michigan Association of Planning 2014 Daniel Burnham Award for a Comprehensive Plan for City of Ypsilanti Master Plan

Emerging Leaders Program, NCEED, 2000

AICP Outstanding Student Award, University of Michigan, 2000



**DEXTER TOWNSHIP  
AGENDA ITEM REQUEST**

MEETING OF: **Township Board of Trustees September 19, 2023**

**Title:** Discussion of Personnel Policy

**Date (please submit agenda item requests 14 days prior to meeting date):** September 19, 2023

**Narrative (to be completed by requestor):**

**Overview**

At the August 2023 BOT meeting, the Board reviewed the proposed addition of compensation to the existing personnel policy. At that time, the BOT noted that some components of the policy were outdated and requested a review and revision of the overall policy. Trustee Lonnie Scott and our township attorneys reviewed the prior policy and recommended updates.

The attached policy also includes the specific benefits that are presented next on the agenda for approval by the BOT. Regarding compensation, the policy calls for a salary range by position, with general guidelines for compensation within the range. If this concept is approved, the BOT will approve salary ranges in its compensation ordinance annually rather than specific salaries for individual employees. I believe this policy is a prudent use of public dollars because it ties compensation to market and performance. It also protects employee privacy and depersonalizes BOT compensation discussions.

This is presented to the BOT at this time for discussion and questions. I will be bringing it back to the BOT in October for approval.

**Does this item have fiscal impact?**

**Yes** \_\_\_\_ **No** \_\_\_\_

**If yes, what is the net cost?** n/a

**\$** \_\_\_\_

**Is the item included in the Township's approved annual budget?**

Yes; the benefits package will cost \$25K, with potentially commensurate reductions from reduced contributions to MERS for fully funded deferred benefits.

**Yes** \_\_\_\_ **No** \_\_\_\_

**Submitted by:** Karen Sikkenga, Supervisor

**Suggested language for the motion:**

Discussion item only

# DEXTER TOWNSHIP, MICHIGAN

## PERSONNEL GUIDELINES

DRAFT

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Revision Date: 4/20/2010  
Revision Date: 3/5/2014 (6C)  
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Revision Date: 10/20/2015 (3J)  
Revision Date: 04/19/16 (3H & 3I)  
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# DEXTER TOWNSHIP PERSONNEL GUIDELINES

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{TO BE UPDATED UPON COMPLETION}

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- B. Township Board's Executive Committee

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- B. Equal Employment Opportunity
- C. Employment Eligibility
- D. Employee Classifications
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#### **ACKNOWLEDGEMENT/AGREEMENT**

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{ITEM NUMBERS WILL BE UPDATED WHEN CONTENTS ARE FINALIZED}

## **1: INTRODUCTION**

### **1A. About This Handbook**

The Dexter Township Board has designed this Employee Handbook (the “Handbook”) to use as an employee’s personal reference in answering questions about their job with Dexter Township (the “Township”), Township policies and benefit programs. This Handbook is not intended to be a contract of employment or warranty of benefits.

Any and all previous verbal and/or written policies or practices are superseded by the policies contained herein. The Dexter Township Board reserves the right to modify this Handbook unilaterally and at any time. All such revisions, deletions or additions must be in writing and must be signed by the Township Supervisor and distributed to employees by the Township Clerk. No oral statements or representations can change the provisions of this Handbook.

Every employee is responsible for knowing the personnel policies contained herein. Direct Supervisors should consult with the Dexter Township Board on questions of interpretation before decisions are made or actions taken.

Copies of the benefit plan documents and summary plan descriptions are located in the Township Clerk’s office. In all cases, the terms of the Township’s benefit plan(s) control.

After reading this Handbook, employees must sign the receipt page, as noted in the Acknowledgment/Agreement section, and return it to the Township Clerk.

### **1B. Township Board’s Executive Committee**

The Dexter Township Board’s Executive Committee consists of the Township Supervisor, Clerk and Treasurer. Appointed Deputies of Elected Officials are not members of the Dexter Township Board’s Executive Committee under any circumstances.

## **2: EMPLOYMENT WITH DEXTER TOWNSHIP**

### **2A. Employment at Will**

The Township is an at-will employer, and all Township employees are employees at will, and, as such, employees and the Township have the right to terminate the employment relationship at any time, with or without cause and with or without notice. Nothing in this Handbook or in any document or statement, written or oral, shall limit the right to terminate employment at-will. No officer, employee or representative of the Township is authorized to enter into an agreement – express or implied-with any employee for employment other than at-will, unless such an agreement is in a written contract approved by the Dexter Township Board and signed by the Township Supervisor.

### **2B. Equal Employment Opportunity**

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The Dexter Township Board is committed to equal employment opportunities. We provide equal employment opportunities to all employees and applicants for employment without regard to race (including traits historically associated with race, including but not limited to hair texture and protective hairstyles), color, religion, sex, gender, pregnancy, national origin, age, physical or mental disability, genetic information, height, weight, sexual orientation, gender identity or expression, marital status, military status, or other protected status in accordance with applicable federal, state, and local laws.

The Township complies with applicable federal, state, and local laws governing non-discrimination and anti-harassment in employment.

This policy applies to all terms and conditions of employment, including but not limited to hiring, placement, promotion, termination, layoff, recall, transfer, leaves of absence, compensation, and training.

You may discuss questions related to equal employment opportunity with the Township Clerk or any member of the Dexter Township Board.

## **2C. Employment Eligibility**

In compliance with the federal Immigration Reform and Control Act of 1986 (IRCA), as amended, our Township is committed to employing only individuals who are authorized to work in the United States. Each new employee, as a condition of employment, must timely complete the Employment Eligibility Verification Form I-9 and present documentation establishing identity and employment eligibility.

If an employee is authorized to work in this country for a limited time period, the individual will be required to submit proof of renewed employment eligibility prior to expiration of that period to remain employed by the Township.

## **2D. Employee Classifications**

APPOINTED DEPUTIES OF ELECTED OFFICIALS are at-will employees who serve at the pleasure of their designated elected official and work hours as directed by that elected official.

FULL-TIME EMPLOYEES are generally regularly scheduled to work at least 32 hours per work week.

PART-TIME REGULAR EMPLOYEES are generally regularly scheduled to work anything less than 32 hours per work week.

PART-TIME OCCASIONAL EMPLOYEES are not regularly scheduled on an on-going basis (e.g., election assistance, temporary office, etc.).

TEMPORARY WORKERS work sporadic hours as directed by an elected township official and as approved by the Dexter Township Board. Election workers are one example of a temporary worker.

In addition to the preceding, employees are also categorized as "exempt" or "non-exempt."

- NON-EXEMPT EMPLOYEES are paid on an hourly basis and entitled to overtime pay as required by applicable federal and state law.
- EXEMPT EMPLOYEES are not required to be paid overtime in accordance with applicable federal and state law.

Upon hire, the Township Clerk notifies employees of their employment classification.

The Township may review or change an employee's classification at any time. An increase or decrease in hours scheduled or worked does not change an employee's classification. A change in classification must be made in writing and signed by the Township Clerk. An employee's classification does not change their at-will status.

## **2E. Introductory Period**

The first 90 calendar days of employment for full-time, part-time regular and part-time occasional employees constitute the introductory period. During this time, an employee is able to determine if their new job is suitable for them, and their direct supervisor will have an opportunity to evaluate their work performance. The completion of the introductory period does not guarantee employment for any period of time thereafter. An evaluation of the employee will occur at the end of the introductory period. If appropriate, an employee's introductory period may be extended.

## **2F. Attendance and Punctuality**

Attendance and punctuality are important factors within our Township government. Functioning as a team requires that each person be in the right place at the right time.

If you are going to be late for work or absent for any unforeseeable reason, you must notify your direct supervisor prior to the scheduled start of your workday.

Any foreseeable absence should be scheduled in advance and covered by available paid-time off.

If you are absent for three consecutive scheduled workdays without notifying your direct supervisor, it will be assumed that you have voluntarily abandoned your position with the Township, and the Township will process your employment separation.

Because of the nature of our business, your work schedule may vary depending on your job duties. Check with your direct supervisor if you have questions about your hours of work.

## **2G. Accurate Emergency Contact Information**

Personnel records must be kept current. Employees are responsible for immediately reporting to the Township Clerk any changes to the following information: address, telephone number, marital status (for benefits/insurance purposes), name, dependents, payroll, insurance, deductions, and emergency contact.

## **2H. Bondable Status**

Certain positions in the Township require employees to be bonded. It is the responsibility of the employee to assure they are bondable and to maintain bondable status. The Township will pay the full cost of bonding. Violations of this policy may result in immediate termination of your employment.

## **2I. Social Security Number Privacy**

The Township ensures, to the extent practicable, the confidentiality of employees' social security numbers (SSNs) in accordance with Michigan law.

No employee may acquire, disclose, transfer or unlawfully use the SSN of any employee, except in accordance with this policy. The release of employee SSNs to external parties is prohibited, except where required by law. Internal access to employee SSNs is restricted to employees with a legitimate business need for the information.

Employees' SSNs may be collected in the ordinary course of business for the purpose of identity verification or to administer benefits and in accordance with state and federal laws.

Except where permitted by state or federal law, the Township will not intentionally do any of the following acts which result in a prohibited disclosure of employees' SSNs: 1) publicly display more than four sequential digits of an employee's SSN; 2) use more than four sequential digits of an employee's SSN as the primary account number for an individual; 3) visibly print more than four sequential digits of an employee's SSN on any identification badge or card; 4) require an individual to use or transmit more than four sequential digits of their SSN to gain access to an Internet web site or computer system or network, unless the connection is secure, the transmission is encrypted, or a password or unique personal identification number is also required to gain access; 5) include more than four sequential digits of an employee's SSN in or on any document or information mailed or otherwise sent to an individual if it is visible on or

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without manipulation from outside the envelope or packaging; or 6) include more than four sequential digits of an employee's SSN in any document or information mailed to a person, except as permitted by law.

Any documents, which include employee SSNs, that are discarded are to be shredded.

Any violation of this policy will result in disciplinary action, up to and including discharge.

For more information about this policy, please contact the Township Clerk.

#### **2J. Access to Personnel Files**

Employees are permitted to review their personnel records in accordance with the Bullard-Plawicki Employee Right to Know Act and other applicable laws. Employees must submit a written request to the Township Clerk which describes the personnel record to be reviewed. The review typically occurs during normal business hours and at the place of employment.

If there is a disagreement as to the information in the personnel record, employees may ask to have it corrected or removed and may submit a statement explaining their position to the Township Clerk. Such a statement becomes part of the employee's personnel record.

#### **2K. Americans With Disabilities Act Policy**

The Dexter Township Board is committed to providing equal employment opportunities to otherwise qualified individuals with disabilities.

The Township complies with all applicable provisions of the Americans with Disabilities Act ("ADA") and the Michigan Persons with Disabilities Civil Rights Act and does not discriminate against any qualified employee or job applicant with respect to any terms, privileges, or conditions of employment because of physical or mental disability. Accommodations are made for all employees or applicants with disabilities, provided that the individual is otherwise qualified to safely perform the duties and assignments connected with the job and provided that the accommodations do not pose an undue hardship. It is the employee's responsibility to notify the Township Clerk of the need for an accommodation. In adherence to Michigan law, individuals with questions regarding reasonable accommodations must notify the Township Clerk in writing of the need for reasonable accommodation within 182 calendar days after the date the employee knew or reasonably should have known that an accommodation was needed. Failure to properly notify the Township Clerk may preclude any claim that the Township failed to accommodate the disabled individual. After receiving notice, the Township Clerk may ask for the employee's input on the type of accommodation believed to be necessary or the functional limitations caused by the proclaimed disability. In addition, when appropriate, employees may be required to provide medical certification substantiating the need for accommodation.

#### **2L. Office Hours**

The Township Board establishes the days and hours the Township office will be open to the public and which days the office will be closed in observance of holidays.

#### 2M. Pregnant Workers Fairness Act

The Township complies with all applicable provisions of the Pregnant Workers Fairness Act ("PWFA") and does not discriminate against any qualified employee or job applicant with respect to any terms, privileges, or conditions of employment because of pregnancy. Accommodations are made for all pregnant employees or applicants, provided that the individual is otherwise qualified to safely perform the duties and assignments connected with the job and provided that the accommodations do not pose an undue hardship. It is the employee's responsibility to notify the Township Clerk of the need for an accommodation. Failure to properly notify the Township Clerk may preclude any claim that the Township failed to accommodate the pregnant individual. After receiving notice, the Township may ask for the employee's input on the type of accommodation believed to be necessary or the functional limitations caused by the pregnancy. In addition, when appropriate, employees may be required to provide medical certification substantiating the need for accommodation.

### 3: COMPENSATION

#### 3A. Job Descriptions

All employment positions that are subject to evaluation by the Township Board will have written job descriptions, inclusive of salary or hourly pay ranges. Job descriptions must be approved by the Township Board prior to implementation.

#### 3B. Reporting Work Hours

Non-exempt and Exempt employees are required to accurately record their time worked in accordance with federal and state wage and hour laws.

All Non-exempt employees must record their hours on time sheets, which are to be signed by their direct supervisor. Timesheets are to be submitted to the Township Clerk or their designee by 9:00 a.m. on the first Monday after the end of the pay period.

All employees subject to this policy are required to accurately record all time worked. It is each employee's responsibility to verify their time records to certify the accuracy of all time recorded. If corrections or modifications are made to the time record, the employee and Township Clerk must verify the accuracy of the changed time record. If an employee believes that there was an error in their pay or time, the employee must report it to the Township Clerk immediately. The Township investigates and corrects any errors. Reporting such concerns is encouraged, and retaliation for raising such concerns is strictly forbidden.

Missing time clock punches, altering, falsifying, or tampering with time records, or recording time on another employee's time record may result in disciplinary action, up to and including employment termination.

The workweek starts at 12:00 am Monday and ends at 11:59 pm on Sunday.

### **3C. Pay Ranges**

Pay ranges shall be established and approved by the Board of Trustees based on survey data from established sources and at the discretion of the Board of Trustees. Pay ranges will be updated annually and approved by the Board of Trustees at its December meeting. New hires in lower level positions may be compensated below the midpoint range.

### **3D. Annual Pay Increases**

Annual pay increases shall be subject to approval by the Board of Trustees and, if approved, will take effect at the start of the fiscal year. A salary increase guide shall be provided to the Board of Trustees, showing percent in range (i.e., where an individual is relative to the midpoint) and performance with a corresponding proposed wage increase. The increase percentage is generally dependent on the projected budget for compensation and the employee's performance. Progression through the range shall be dependent on performance and percent in range (PIR). Increases in compensation are subject to availability of funds.

### **3D. Equity Pay Increases**

The equity increase process includes compensation changes relating to position level changes and market value equity adjustments. Recommendations for adjustments will be proposed to the Board of Trustees by the Executive Committee as needed. Compensation changes relating to equity increases are typically in the 2.5-8% range.

### **3E. Paycheck**

Employees are paid bi-weekly. Any errors must be reported to the Township Clerk immediately. Questions or concerns about any pay deductions must be brought to the Township Clerk for resolution.

### **3H. Overtime**

The Township complies with all federal and state regulations pertaining to overtime compensation.

Non-exempt employees must have all overtime approved in advance by their direct supervisor. Any employee who works overtime without prior authorization is subject to discipline, up to and including employment termination.

There may be times when you may be asked to work overtime so that the Township may meet the needs of our customers. Although you will be given advance notice when feasible, this is not always possible.

Non-exempt employees will be paid at a rate of time and one-half their regular hourly rate for hours worked in excess of 40 hours in a workweek, unless state or federal law provides otherwise. The Township defines the calendar week as beginning at 12:00 am on Monday and concluding at 11:59 pm on Sunday.

Only actual hours worked count toward computing weekly overtime. Neither paid-time off nor holiday pay are considered hours worked for purposes of overtime compensation.

Direct supervisors should make every effort to schedule staff working hours to minimize the possibility of unexpected overtime hours.

If you have any questions concerning overtime pay, check with your direct supervisor.

### **3\_\_\_. Accurate Pay / Pay Questions or Concerns**

It is the Township's policy to pay all employees correctly. Though the Township takes many steps to ensure employees are paid correctly, inadvertent mistakes can happen. Employees should review their pay stubs and/or electronic pay summaries every pay period to confirm they have been paid correctly. If employees discover or suspect that their pay is incorrect (including incorrect gross pay or deductions), employees must report it to the Township Clerk within three (3) business days of the discovery/incident. Similarly, if employees have questions about their pay, they should speak to the Township Clerk. Unless employees report unpaid wages or other payment errors, the Township assumes employees have been properly paid.

The Township promptly investigates any pay error or other reported violation of this policy. If the Township determines that it made a mistake, the Township promptly takes corrective action (e.g., reimburse for the improper deduction, pay any underpayment, etc.) and takes immediate steps to prevent the problem from recurring.

The Township does not retaliate and prohibits retaliation against any individual who raises a question or concern regarding pay or who cooperates in the Township's investigation of such reports/incidents.

### **3I. Breaks and Lunches**

Employees are expected to serve the public during lunch and breaks, as necessary.

Employees are paid for their lunches or breaks if they perform any work. When on an unpaid break, employees must not perform any work.

### **3J. Schedule Modifications**

It is the Township's practice to establish regular work schedules. In exceptional circumstances, schedule modifications may be approved at the discretion of the Executive Committee. The Executive Committee may delegate this function to an employee's direct supervisor.

### **3K. Paid Time Off**

The Dexter Township Board recognizes that the efficiency and effectiveness of employees is enhanced by providing reasonable breaks from the workplace for vacations and other personal needs.

Full-time and part-time regular employees are eligible to earn paid-time off (PTO) immediately upon hire.

Part-time regular employees' PTO is calculated each month by multiplying the PTO hours earned by the employee's Full Time Equivalent (FTE) fraction. An employee's FTE fraction is calculated based on the number of hours per week the employee is regularly scheduled to work divided by 40, and then rounded to the nearest .10 of an hour.

PTO hours are earned as follows:

0 – 2 Years of Employment: 8 hours of PTO each month, an equivalent annual allocation of 96 PTO hours, accrued on the first day of the following month for employees working at least 32 regularly scheduled hours per week.

2 – 4 Years of Employment: 12 hours of PTO each month, an equivalent annual allocation of 144 PTO hours, accrued on the first day of the following month for employees working at least 32 regularly scheduled hours per week.

4 Years or more of Employment: 16 hours of PTO each month, an equivalent annual allocation of 192 PTO hours, accrued on the first day of the following month for employees working at least 32 regularly scheduled hours per week.

Employees working less than 32 hours per week, PTO accumulation shall be on a pro rata basis. For example, employees working 24 hours per week shall earn 75% (24/32) of the earned PTO noted above for 32 hours per week employment.

PTO is earned, but shall not be available for use or credit during the introductory period. PTO earned during the introductory period will be credited and available for use following successful completion of the introductory period.

PTO can be used as vacation time, sick time, personal time or to care for an immediate family member who is sick.

PTO cannot be accrued in an amount exceeding the employee's equivalent annual allocation. Additional PTO hours will not be earned or accrued above the equivalent annual allocation.

Pay will not be granted in lieu of taking actual PTO. Specifically, If PTO is not used during the calendar year in which it accrues, the PTO time may not be applied to any subsequent year. Employees do not receive payment in lieu of PTO not taken during the year or upon termination of employment.

PTO is not considered time worked for the purposes of overtime compensation.

Exempt employees will receive PTO in compliance with state and federal wage and hour laws.

Exempt employees are required to submit PTO requests in writing to their direct supervisor for approval. Operating needs of the Township are taken into consideration when PTO requests are approved or denied. Length of employment may determine priority in scheduling PTO time.

Part-time regular employees wanting to use PTO for 3 or more consecutive regularly scheduled work days are required to submit a scheduled PTO request in writing to their direct supervisor for approval. Operating needs of the Township are taken into consideration when PTO requests are approved or denied. Length of employment may determine priority in scheduling PTO time.

Employees should submit PTO plans at least two weeks in advance of the requested PTO period to their direct supervisor. Unforeseeable PTO requests must be submitted as soon as practicable.

The Township Clerk or the Clerk's designee will calculate the monthly PTO earned by each eligible Township employee. The Township Clerk will maintain the official record of PTO accrued by each eligible employee and issues a written report on PTO accruals to the Township Board at its regular meeting each month.

### **3L. Holidays**

The Board of Trustees shall approve a holiday schedule annually. Full-time and part-time regular employees are eligible for paid holidays immediately upon hire.

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Exempt employees will receive holiday pay in compliance with state and federal wage law and hour laws.

Part-time regular employees are eligible for holiday pay in proportion to the number of hours they normally are scheduled to work on the observed holiday.

When a Township approved holiday falls on a Saturday, it will be observed on the preceding Friday; when the approved holiday falls on a Sunday, it will be observed on the following Monday.

### 3M. Jury Duty

Employees who receive a jury summons must notify their direct supervisor as soon as they receive notice from the court. Employees are eligible for up to five days of paid leave if they are unable to work because they are complying with a jury summons.

**Commented [KS1]:** Policy decision : as a local government we should support the exercise of civic duty. As a small organization, a long paid absence is a hardship. Is five days paid jury duty a reasonable compromise?

If an employee is excused early by the court, the employee is expected to report to work during their regular working hours.

### 3N. Judicial Proceedings

Employees are given the necessary time off without pay to attend or participate in a court proceeding in accordance with state law. Employees shall notify their direct supervisor of the need to take leave for a judicial proceeding as far in advance as is possible. Eligible employees may use PTO for leave related to judicial proceedings.

Employees will be paid at their applicable regular or overtime hourly rate for participation in court proceedings required as a result of Township employment.

Exempt employees may be provided time off with pay when necessary to comply with state and federal wage and hour laws.

### 3O. Victim of Crime Leave

The Township will grant reasonable and necessary leave from work, without pay, to employees who are victims of a crime or employees who are representatives of victims of a crime to attend or participate in legal proceedings pertaining to the crime. Affected employees must give the Township reasonable notice that leave under this policy is required. Eligible employees may use PTO time for victims of crime leave.

Exempt employees may be provided time off with pay when necessary to comply with state and federal wage and hour laws.

### **3P. Bereavement Leave**

Full-time and regular part-time employees who have completed three months of employment are eligible for three paid days for the death of an immediate family member. For purposes of this policy, "immediate family member" is defined as a spouse, parent, sibling, child, grandchild, or grandparent.

Requests for bereavement leave should be made to the employee's direct supervisor as soon as possible. The Township reserves the right to request verification of an employee's familial relationship to the deceased and their attendance at the funeral service as a condition of the bereavement pay.

### **3R. Personal Leave**

In very special circumstances, an unpaid leave of absence may be granted for select personal reasons, provided the Township's needs are not compromised. A request for an unpaid leave of absence must be submitted in writing to your direct supervisor and must estimate the beginning date and return date. An unpaid leave of absence must be approved by the Township Board.

An unpaid leave of absence may be granted by a unanimous vote of the Township Board's Executive Committee or a majority vote of the Township Board. PTO and other benefits will not be earned or accrue during an unpaid leave of absence. Failure to return to work on the date approved by the Township Board will be considered voluntary resignation of employment.

### **3S. Military Service Leave**

Employees who are required to fulfill military obligations in any branch of the Armed Forces of the United States or in state military service will be given the necessary time off and reinstated in accordance with federal and state law.

The time off will be unpaid, except where state law dictates otherwise. Exempt employees may be provided time off with pay when necessary to comply with state and federal wage and hour laws.

Accrued paid time off (PTO) may be used for this leave if the employee chooses. Military orders should be presented to your direct supervisor or the Township Clerk, and arrangements for leave must be made as early as possible before departure. Employees are required to give advanced notice of their service obligations to the Township, unless military necessity makes this impossible. You must notify your direct supervisor or the Township Clerk of your intent to return to employment based on requirements of the law. Your benefits may continue to accrue during the period of leave in accordance with state and federal law.

Additional information regarding military leaves may be obtained from the Township Clerk.

### **3T. Voting**

Employees are encouraged to exercise their right to vote in all elections. The Township recommends that employees vote absentee. However, employees may be absent for up to four hours of regularly scheduled time to vote in-person on election day or during the early voting period with approval of their direct supervisor.

### **3S. Retirement Plan**

Dexter Township provides eligible employees with a retirement plan under the Municipal Employee Retirement System (MERS) defined contribution plan. The Township provides a 5% retirement contribution with a required 2.5% employee match, with full vestiture of the employer share after three years.

A copy of the Summary Plan Description, which contains the details of the plan, including eligibility and benefit provisions, can be obtained from the Township Clerk. In the event of any conflict in the description of any plan, the official plan documents, which are available for your review, shall govern. Direct any questions regarding this plan to the Township Clerk.

### **3U. Worker's Compensation**

On-the-job injuries are covered by the Township's Workers' Compensation insurance policy. This insurance is provided at no cost to you.

If you are injured on the job, no matter how slightly, report the incident to your direct supervisor as soon as practicable. Your direct supervisor will then inform the Township Clerk. Consistent with applicable state law, failure to report an injury within a reasonable period of time could jeopardize your claim. We ask for your assistance in alerting your direct supervisor to any condition which could lead to or contribute to an employee accident.

### **3V: Health Insurance Premium Reimbursements**

The Township will reimburse eligible employees for health insurance premiums. The amount contributed by the Township will be determined every other year by the Township board. To maintain employee confidentiality, reimbursements will be executed by an external accounting firm.

## **4: EMPLOYEE DEVELOPMENT**

### **4A. Performance Evaluation**

Employees classified as full time, part time regular, and part time occasional may receive annual performance evaluations. Performance evaluations are intended to measure the quality and quantity of the work you perform, your effort and attitude, and your ability to work with others. Your evaluation should let you know areas where improvement is needed and should help you to set goals for your future performance.

An employee's first evaluation will occur after completion of the introductory period and include the setting of goals. Subsequent evaluations will occur periodically and include the setting of goals. Your direct supervisor and/or designated members of the Township Board and/or appointees to other township boards will conduct your evaluation and discuss it with you. After reviewing the evaluation, employees will sign the evaluation to acknowledge it has been discussed with them and that the employee has had an opportunity to review the evaluation.

Dexter Township reserves the right to change compensation and compensation policies at any time, with or without notice.

#### **4B. Suggestions and Ideas**

The Township Board encourages you to bring your questions, suggestions and complaints to our attention. We believe that suggestions indicate initiative and will consider each of these in our continuing effort to improve operations. Your job will not be adversely affected in any way because you choose to bring questions, suggestions and complaints to the Township Board.

## **5: WORKPLACE CONDUCT**

### **5A. A Workplace Based Upon Teamwork and Respect**

The Dexter Township Board is committed to developing a spirit of teamwork amongst employees, which is rooted in respect for residents, taxpayers, customers and co-workers.

You represent the Township at all times, and it is up to each employee to take this responsibility seriously. Your individual contribution is key to providing friendly, efficient customer service to our residents and those who do business in our community. In order to maintain and perpetuate responsible government practices, we want to ensure that our good service continues by always giving our customers the best possible value and quality. Our residents and customers who depend on us to provide services have faith that we will protect their welfare. They will determine our rate of growth, how many people we will employ and what kind of services we will provide. Working well together provides us with a bright future and with the most important commodity - a good reputation.

### **5B. Employee Identification**

You will be issued an identification badge upon hire. It must be worn where it can be seen at all times when you are working.

### **5C. Building Opening and Closing Procedure**

The Township Board establishes the opening and closing procedures for each Township building, facility and work location, with which all employees must comply.

### **5D. Emergency Closing Procedure**

The Township Board establishes the emergency closing procedures for each Township building, facility and work location, with which all employees must comply.

#### **5E. Safety**

Safety can only be achieved through teamwork at our Township. All employees and elected officials must practice safety awareness by thinking defensively, anticipating unsafe situations and reporting unsafe conditions as soon as practicable.

Please observe the following precautions:

1. Notify your direct supervisor of any emergency situation as soon as practicable. If you are injured or become sick at work, no matter how slightly, you must inform your direct supervisor as soon as practicable.
2. Use, adjust and repair machines and equipment only if you are trained and qualified.
3. Understand your job fully and follow instructions. If you are not sure of the safe procedure, don't guess; ask your direct supervisor.
4. Know the locations, contents and use of first aid and firefighting equipment.
5. Unlawful possession, use or sale of weapons, firearms, or explosives on work premises is forbidden.

A violation of a safety precaution is in itself an unsafe act. A violation may lead to disciplinary action, up to and including termination.

#### **5\_. No Smoking Policy**

In accordance with the Township's intent to provide a safe and healthy work environment, and in accordance with Michigan law, smoking is prohibited in the Township offices and buildings. This includes common work areas, offices, hallways, stairways, restrooms, within 25 feet of Township building entrances and in Township vehicles. Employees are to report violations to their direct supervisor. Retaliation for raising such issues is strictly forbidden. This policy applies equally to all Township employees, customers, and visitors.

#### **5F. Workplace Violence Prevention**

Violence by an employee or anyone else against an employee or direct supervisor will not be tolerated. The purpose of this policy is to minimize the potential risk of personal injuries to employees at work and to reduce the possibility of damage to Township property.

If you receive or overhear any threatening communications from an employee or outside third party, report it to your direct supervisor or any member of the Township Board at once. Do not engage in either physical or verbal confrontation with a potentially violent individual. If you encounter an individual who is threatening immediate harm to an employee or visitor to our premises, contact an emergency agency (such as 911) immediately.

All reports of work-related threats will be kept confidential to the extent possible, investigated and documented. Employees are expected to report and participate in an investigation of any suspected or actual cases of workplace violence.

Violations of this policy, including your failure to report or fully cooperate in the Township's investigation, may result in disciplinary action, up to and including discharge.

## **5G. Anti-Harassment and Anti-Discrimination**

The Township believes that every employee has the right to work in an environment free of unlawful discrimination and unwelcome verbal or physical conduct which harasses, disrupts, or interferes with the employee's work performance or creates an intimidating, offensive, or hostile environment. The Township prohibits any form of discrimination, harassment, joking remarks, stories, nicknames, or other abusive conduct directed at employees or others doing business with the Township because of their race (including traits historically associated with race, including but not limited to hair texture and protective hairstyles), color, religion, sex, gender, pregnancy, national origin, age, physical or mental disability, genetic information, height, weight, sexual orientation, gender identity or expression, marital status, military status, or other protected status in accordance with applicable federal, state, and local laws.

### Sexual Harassment

The Township prohibits sexual harassment of any employee or others doing business with the Township. Sexual harassment is inconsistent with the Township's policies, practices, and management philosophy, and is prohibited. Sexual harassment is defined as unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature.

Sexual harassment can take the following forms:

- Sexual conduct that interferes with another person's work performance or creates an intimidating, hostile, or offensive work environment;
- Personnel decisions (e.g., promotion, raises, scheduling) made by a supervisor or boss based on the employee's submission to or rejection of sexual advances; or
- Submission to a sexual advance used as a condition of keeping or getting a job, whether expressed in explicit or implicit terms.

Specific examples of sexual harassment may include: sexual advances or propositions, requests for sexual favors, verbal abuse of a sexual nature, unnecessary touching, the display of sexually suggestive objects or pictures, sexually explicit jokes, or physical assault.

### Other Forms of Prohibited Harassment

The Township also prohibits harassment of any employee or others doing business with the Township that creates an intimidating, hostile, or offensive work environment, or which interferes with an employee's performance, because of their race (including traits historically associated with race, including but not limited to hair texture and protective hairstyles), color, religion, sex, gender, pregnancy, national origin, age, physical or mental disability, genetic information, height, weight, sexual orientation, gender identity or expression, marital status, military status, or other protected status in accordance with applicable federal, state, and local laws. Specific examples of harassment may include, for example, inappropriate jokes, comments, verbal abuse, and physical abuse based upon membership to a protected class.

#### Discrimination

The Township prohibits discrimination of any employee or others doing business with the Township. The Township provides equal employment opportunities to all employees and applicants for employment without regard to race (including traits historically associated with race, including but not limited to hair texture and protective hairstyles), color, religion, sex, gender, pregnancy, national origin, age, physical or mental disability, genetic information, height, weight, sexual orientation, gender identity or expression, marital status, military status, or other protected status in accordance with applicable federal, state, and local laws. This policy applies to all terms and conditions of employment, including but not limited to hiring, placement, promotion, termination, layoff, recall, transfer, leaves of absence, compensation, and training. The Township complies with applicable state and local laws governing non-discrimination and anti-harassment in employment.

#### Reporting Procedure

Any employee who feels subjected to discrimination or harassment by any supervisor, other employee, independent contractor, client, or any other person in connection with employment at the Township should immediately report it to their direct supervisor and/or any member of the Township Board. Any questions about this policy, discrimination, or harassment should also be brought to the attention of an employee's direct supervisor or any member of the Township Board. Current contact information for individual Township Board members is available on the Township website at [www.twp-dexter.org](http://www.twp-dexter.org). If an employee makes a report, and the employee deems the result unsatisfactory or inconsistent with this policy, the employee should report the situation to another member of the Township Board.

This procedure applies to employee complaints that a policy, practice, or activity of the Township is in violation of law or clear mandate of public policy. Such reports are investigated promptly.

If the report has merit, disciplinary action is taken against the offender. Depending on the severity of the misconduct, the disciplinary action could range from a warning to employment termination.

The Township does not retaliate, and prohibits retaliation, against any individual who raises a question or concern regarding a violation of this policy.

All complaints are promptly, thoroughly, fairly, and impartially investigated. Complaints remain confidential except where circumstances require that information be shared in order to conduct a thorough investigation.

## **5I. Conflicts of Interest**

Dexter Township is committed to basic values of transparency and integrity. All elected officials, members of boards and commissions, and staff members are to act with honesty, integrity, and in the best interest of the Township when performing their duties, and to abide by the highest standards of professional and fiscal conduct.

This conflict-of-interest policy is designed to help trustees, commissioners, and employees identify situations that present potential conflicts of interest and to provide Dexter Township with a procedure that, if observed, will allow a transaction to be treated as valid and binding even though a trustee, commissioner, or employee has or may have a conflict of interest with respect to the transaction. In the event there is an inconsistency between the requirements and the procedures prescribed herein and those in federal or state law, the law shall control. All capitalized terms are defined in Part 2 of this policy.

### **1. Definitions.**

- A. Conflict of Interest is any circumstance described in Part 2 of this Policy.
- B. A Responsible Person is any person serving as a commissioner, employee or member of the board of trustees of Dexter Township.
- C. A Family Member is a spouse, domestic partner, parent, child, or spouse of a child, brother, sister, or spouse of a brother or sister, of a Responsible Person.
- D. A Material Financial Interest in an entity is a financial interest of any kind that, in view of all the circumstances, is substantial enough that it would, or reasonably could, affect a Responsible Person's or Family Member's judgment with respect to transactions to which the entity is a party. This includes all forms of compensation. Material Financial Interest is established at \$2,000 in 2021 dollars.
- E. A Contract or Transaction is any agreement or relationship involving the sale or purchase of goods, services, or rights of any kind, the providing or receipt of a loan or grant, the establishment of any other type of pecuniary relationship or review of a charitable organization by Dexter Township. The making of a gift to Dexter Township is not a Contract or Transaction.

2. Conflict of Interest Defined. For purposes of this policy, the following circumstances shall be deemed to create Conflicts of Interest:

A. Outside Interests.

(i) A Contract or Transaction between Dexter Township and a Responsible Person or Family Member.

(ii) A Contract or Transaction between Dexter Township and an entity in which a Responsible Person or Family Member has a Material Financial Interest or of which such person is a director, officer, agent, partner, associate, trustee, personal representative, receiver, guardian, custodian, conservator, or other legal representative.

B. Outside Activities.

(i) A Responsible Person competing with Dexter Township in the rendering of services or in any other Contract or Transaction with a third party.

(ii) A Responsible Person's having a Material Financial Interest in; or serving as a director, officer, employee, agent, partner, associate, trustee, personal representative, receiver, guardian, custodian, conservator, or other legal representative of, or consultant to; an entity or individual that competes with Dexter Township in the provision of services or in any other Contract or Transaction with a third party.

C. Gifts, Gratuities and Entertainment. A Responsible Person accepting gifts, entertainment, or other favors from any individual or entity that:

(i) does or is seeking business with, or is a competitor of Dexter Township; or

(ii) has received, is receiving or is seeking to receive a loan or grant, or to secure other financial commitments from Dexter Township;

(iii) is a charitable organization; under circumstances where it might be inferred that such action was intended to influence or possibly would influence the Responsible Person in the performance of his or her duties. This does not preclude the acceptance of items of nominal or insignificant value or entertainment of nominal or insignificant value that are not related to any particular transaction or activity of Dexter Township. Nominal or insignificant value is defined as at or below \$50 in 2021 dollars.

3. Procedures

A. Before board or committee action on a Contract or Transaction involving a Conflict of Interest, a trustee or committee member having a Conflict of Interest and who is

in attendance at the meeting shall disclose all facts material to the Conflict of Interest. Such disclosure shall be reflected in the minutes of the meeting.

- B. A trustee or committee member who plans not to attend a meeting at which he or she has reason to believe that the board or committee will act on a matter in which the person has a Conflict of Interest shall disclose to the chair of the meeting all facts material to the Conflict of Interest. The chair shall report the disclosure at the meeting and the disclosure shall be reflected in the minutes of the meeting.
- C. A person who has a Conflict of Interest shall not participate in or be permitted to hear the boards or committee's discussion of the matter except to disclose material facts and to respond to questions. Such person shall not attempt to exert his or her personal influence with respect to the matter, either at or outside the meeting.
- D. A person who has a Conflict of Interest with respect to a Contract or Transaction that will be voted on at a meeting shall not be counted in determining the presence of a quorum for purposes of the vote. The person having a conflict of interest may not vote on the Contract or Transaction and shall not be present in the meeting room when the vote is taken, unless the vote is by secret ballot. Such person's ineligibility to vote shall be reflected in the minutes of the meeting. For purposes of this paragraph, a member of the board of trustees of Dexter Township has a Conflict of Interest when he or she stands for election as an officer or for re-election as member of the board of trustees.
- E. Responsible Persons who are not members of the board of trustees of Dexter Township or who have a Conflict of Interest with respect to a Contract or Transaction that is not the subject of board or committee action, shall disclose to the Chair or the Chair's designee any Conflict of Interest that such Responsible Person has with respect to a Contract or Transaction. Such disclosure shall be made as soon as the Conflict of Interest is known to the Responsible Person. The Responsible Person shall refrain from any action that may affect Dexter Township's participation in such Contract or Transaction. In the event it is not entirely clear that a Conflict of Interest exists, the individual with the potential conflict shall disclose the circumstances to the Chair or the Chair's designee, who shall determine whether there exists a Conflict of Interest that is subject to this policy.

#### 4. Confidentiality.

Each Responsible Person shall exercise care not to disclose confidential information acquired in connection with such status or information the disclosure of which might be averse to the interests of Dexter Township. Furthermore, a Responsible Person shall not disclose or use

information relating to the business of Dexter Township for the personal profit or advantage of the Responsible Person or a Family Member.

5. Review of Policy.

- A. Each new Responsible Person shall be required to review a copy of this Policy and to acknowledge in writing that he or she has done so.
- B. Each new Responsible Person shall annually complete a disclosure from identifying any relationships, positions, or circumstances in which the Responsible Person is involved that he or she believes could contribute to a Conflict of Interest arising. Such relationships, positions, or circumstance might include service as a director of or consultant to a not-for-profit organization, or ownership of a business that might provide goods or services to Dexter Township. Any such information regarding business interests of a Responsible Person or a Family Member shall be treated as confidential and shall generally be made available only to the Supervisor, the Clerk, committee chairs, and any committee appointed to address Conflicts of Interests, except to the extent additional disclosure is necessary in connection with the implementation of this Policy.
- C. This policy shall be reviewed biannually by each member of the board of trustees. Any changes to the policy shall be communicated immediately to all Responsible Persons.

**5J. Disciplinary Action**

Disciplinary action may include a verbal warning, written warning, suspension with or without pay, and/or discharge. The appropriate disciplinary action imposed will be determined by the elected official in charge of the employee's department or by a unanimous written decision of the Township Board's Executive Committee. An employee who receives disciplinary action may appeal such disciplinary action to the Township Board, provided notice of intent to appeal is given to the Township Clerk within fourteen (14) calendar days from the date of the written disciplinary decision. The Township Board does not guarantee that one form of action will necessarily precede another. Disciplinary actions involving monetary loss shall be reported to the Township Board no later than the next Regular Township Board Meeting, excluding employee identification.

The following may result in disciplinary action, up to and including discharge:

- Violation of policies and deliberate action extreme in nature that is detrimental to the business effort to operate safely and profitably, including but not limited to deliberate damage to Township property or engaging in an act of sabotage.

- Violation of security, loss prevention, safety rules, or safety practices; failure to wear required safety equipment where required; tampering with equipment that would cause it to be unsafe for use.
- Intoxication or being under the influence of controlled substances or prescription drugs while at work (except medications prescribed by a physician which do not impair work performance or judgment).
- Use, possession, or sale of controlled substance drugs, in any quantity, while on Township premises or during working time.
- Possession of firearms, weapons, or explosives on Township property.
- Engaging in criminal conduct or acts of violence, making threats of violence, fighting, horseplay, provoking a fight, and deliberate damage of property while on business premises or while representing the business.
- Refusing to work in a cooperative manner with supervision, coworkers, Township Board members, and customers, or being insubordinate, threatening, or intimidating.
- Theft of anyone's property or unauthorized possession or removal of any property, including documents and electronic information, from the premises without prior permission from the Township Clerk.
- Intentionally misrepresenting or falsifying any information concerning employment with the Township.
- An act of harassment on the basis of any protected characteristic; telling sexist, racial, or ethnic jokes; making sexist, racial, or ethnic slurs or innuendos.
- Leaving Township premises during work time without permission.
- Sleeping during work hours.
- Smoking in the building or in unauthorized areas.
- Deliberate failure to clock in or out, deliberate falsification of one's own time record or willfully and deliberately punching or altering the time record of another employee (unless directed to do so by a direct supervisor).

These examples are not all inclusive. At the discretion of Township, any violation may result in warning, suspension, loss of benefits, or employment termination. We emphasize that discharge decisions will be based on an assessment of all relevant factors.

Nothing in this policy is designed to modify our employment-at-will policy.

#### **5K. Protecting Township Information**

Most Township information is available to members of the public through Freedom of Information Act (FOIA) requests. Some Township information, however, is confidential.

Protecting the Township's confidential information is the responsibility of every employee, and we all share a common interest in making sure it is not improperly or accidentally disclosed. Requests for information about current or former employees must be directed to the Township Clerk.

The Township's address shall not be used by employees or elected officials for the receipt of personal mail.

#### **5L. Use of Electronic Information Systems (EIS)**

All of the Township's electronic information systems (EIS) are the property of the Township. The Township's EIS include but are not limited to computer hardware, software, databases, computer files, printers, copy machines, communications equipment, phones and phone system, voice mail, fax machines, e-mail systems and Internet access. It is the policy of the Township to restrict the use of EIS to job-related or otherwise approved work purposes. Any violation of this policy could result in termination of access to specific EIS components or discipline, up to and including the termination of employment.

Employees may not use any component of the Township's EIS in a manner that interferes with their job performance or the ability of other employees to conduct normal business. Employees shall not use the Township's EIS: 1) in a manner that is illegal or violates security, privacy, confidentiality, or policies and procedures of the Township, 2) to access, display, or distribute indecent or obscene material, child pornography, or materials that can be classified as harassment, 3) for activities unrelated to activities of the Township, 4) for private or personal business transactions, or for partisan political activities, or 5) for non-business activities that generate electronic traffic or consumer bandwidth on the Township's network.

Under no circumstances shall any employee, without advanced written permission of the Township Clerk: (1) copy and remove from Township premises any confidential Township records, communications (including e-mail) or documents, or (2) transmit any confidential Township records or communications (including e-mails) to personal e-mail, personal fax machines, personal communication devices or to any third party not associated with the Township or its services. Violation shall result in disciplinary action, up to and including termination of employment.

Employees are prohibited from installing any software on Township computers that does not have a valid license and is not the property of the Township. Any software program or file which has not been screened for viruses should not be installed or downloaded onto the Township's EIS.

Employees may not use the Township's EIS to install, copy, and/or transmit any documents, software, or other information that is protected by copyright laws.

Employees shall not use unauthorized codes or passwords to gain access to others' EIS files.

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It is the Township's policy that e-mail passwords, if used, shall be made available to the Township Clerk at all times. Violation of this policy may result in disciplinary action, up to and including discharge.

Employees should not have any expectation of privacy in connection with access and use of the EIS. All internet and e-mail use on the Township's EIS is tracked by the Township. This information could be disclosed to a court connection with a lawsuit. The Township reserves the right to access, review, copy or delete information on the EIS for any purpose, or disclose information on its EIS to any party that it deems appropriate. Therefore, all usage of the EIS, and any message and information created, sent, reviewed or stored in the Township's system are and remain the property of the Township.

All incoming and outgoing communications on the Township's EIS are subject to retention and release under the Freedom of Information Act.

The Township's policies against sexual and other types of harassment apply fully to the EIS. Violations of those policies are not permitted and may result in disciplinary action, up to and including termination.

#### **5M. Public Bulletin Boards & Township Web Site**

Information of interest and importance is regularly posted on the public bulletin boards. This bulletin board is for administrative use only; no personal documents may be posted.

#### **5N. Parking**

Free parking facilities are available to employees. The Township is not responsible for loss, damage or theft of your vehicle or contents of your vehicle.

#### **5O. Severe Weather**

Time taken off due to severe weather conditions while the Township office remains open will be recorded as PTO or as unpaid.

Exempt employees may be provided time off with pay when necessary to comply with state and federal wage and hour laws.

If severe weather conditions require closing of the building, the emergency closing procedure will be followed.

#### **5P. Visitors in the Workplace**

The general public and those doing business with the Township must be accompanied by an employee or an elected official if they enter the area behind the front counter or the basement.

#### **5Q. Workplace Housekeeping**

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Good work habits and a neat place to work are essential for job safety and efficiency. You are expected to keep your place of work organized and materials in good order at all times. Report anything that needs repair or replacement to your direct supervisor.

#### **5R. Dress Code/Personal Appearance**

The Township follows a "Business Casual" dress code. Employees are expected to dress and groom in accordance with accepted business standards in order to present a professional appearance in the workplace and to the Township's customers.

#### **5S. Use of Personal Communication Devices**

Personal Communication Devices should be set on silent or vibrate mode and should be used only during lunch periods and breaks. Personal Communication Devices may be used during the course of the workday for emergency purposes. Personal Communication Devices include, but are not limited to: cellular phones, tablets, and laptop computers.

#### **5T. Use of Township Property**

You are expected to demonstrate proper care when using the Township's property and equipment. No property may be removed from the premises. If you lose, break or damage any property, report it to your direct supervisor at once. Township offices supplies or equipment shall not be used for non-Township related business or purposes.

#### **5V. Solicitation of Co-Workers**

Solicitation by an employee of another employee is prohibited while either person is on working time. Employee distribution of literature, including handbills, in work areas is prohibited at all times.

#### **5W. Outside Employment**

Any conflict of interest between employment at Dexter Township and employment with another entity must be avoided.

#### **5X. Political Activity**

Employees may neither use their Township position for any political purpose, nor engage in any political activities during working hours. No employee shall be requested or required to participate in or support a political campaign.

Banned political activities during working hours include:

- Wearing of political buttons or other paraphernalia;
- Soliciting of political contributions;
- Distribution or display of political materials on Township property;

The circulating of petitions, political or other, by employees is prohibited during working hours.

Employees classified as Appointed Deputies of Elected Officials, Full-Time, Part-Time Regular or Part-Time who are elected to public office within the Township shall resign or may be granted a leave of absence from their position as an employee of the Township in accordance with provisions of Section 3 (2) of Public Act 169 of 1976.

## **6: DRUG, ALCOHOL AND WEAPONS POLICY**

### **6A. Drug Free Workplace**

The Township, under the Drug Free Workplace Act of 1988, establishes as a condition of employment compliance with a drug and alcohol free workplace policy.

Employees are prohibited from reporting to work or working while using, or under the influence of, illegal or unauthorized substances. Employees are prohibited from reporting to work or working when the employee uses any drugs, except when the use is pursuant to a doctor's orders and the doctor has advised the employee that the substance does not adversely affect the employee's ability to safely perform their job duties. Employees are also prohibited from reporting for duty or remaining on duty with any alcohol in their systems. Employees are also prohibited from consuming alcohol during working hours, including meal and break periods.

In addition, employees are prohibited from engaging in the unlawful or unauthorized manufacture, distribution, sale or possession of illegal or unauthorized substances and alcohol including: on Township paid time, on premises where Township business is conducted, in Township vehicles or while engaged in Township activities.

In accordance with the Drug-Free Workplace Act of 1988, employees must notify their direct supervisor and the Township Clerk of any criminal drug statute conviction for a violation occurring within the workplace within five days of such conviction.

Your employment or continued employment with the Township is conditioned upon your full compliance with the foregoing drug and alcohol free workplace policy. Any violation of this policy may result in disciplinary action, up to and including discharge. The Township further reserves the right to take any and all appropriate and lawful actions necessary to enforce this drug and alcohol free workplace policy, including, but not limited to, the inspection of Township desks or other suspected areas of concealment, as well as an employee's personal property when the Township has reasonable suspicion to believe that the employee has violated this drug and alcohol free workplace policy.

### **6B. Weapons in the Workplace**

Possession, use, or sale of weapons, firearms, or explosives on work premises, while operating Township machinery, equipment or vehicles for work-related purposes, or while engaged in Township business off premises is forbidden, except where expressly authorized by the Township or permitted by state and local laws. This policy applies to all employees, including but not limited to those who have a valid permit to carry a firearm. However, retired law enforcement,

corrections or probation officers who have valid unrestricted Concealed Pistol Permits (CPL) issued in the state of Michigan are exempt from the provisions of this section.

Employees who are aware of violations or threats of violations of this policy are required to report such violations or threats of violations to their direct supervisor immediately.

Violations of this policy will result in disciplinary action, up to and including termination.

#### **6C. Workplace Searches**

To protect the property and to ensure the safety of all employees, customers and the Township, the Township reserves the right to conduct personal searches consistent with state law, and to inspect any packages, parcels, purses, handbags, brief cases, lunch boxes or any other possessions or articles carried to and from the Township's property. In addition, the Township reserves the right to search any employee's office, desk, files, locker, equipment or any other area or article on our premises. All offices, desks, files, lockers, equipment, etc. are the property of the Township and are issued for the use of employees only during their employment. Inspection may be conducted at any time at the discretion of any member of the Township Board.

Persons entering the premises who refuse to cooperate with an inspection conducted pursuant to this policy may not be permitted to enter the premises. Employees working on or entering or leaving the premises who refuse to cooperate in an inspection, as well as employees who, after the inspection, are believed to be in possession of stolen property or illegal substances, will be subject to disciplinary action, up to and including discharge, if upon investigation they are found to be in violation of the Township's security procedures or any other Township rules and regulations.

### **7: TERMINATION OF EMPLOYMENT**

#### **7A. Resignation or Retirement**

Should you decide to leave your employment with the Township, we ask that you provide your direct supervisor with at least two weeks' advanced written notice.

Employees who are rehired following a break in service in excess of one year, other than an approved leave of absence for service in the United States military, must serve a new initial introductory period whether or not such a period was previously completed. Such employees are considered new employees from the effective date of their reemployment for all purposes, including the purposes of measuring benefits.

The Dexter Township Board as a whole does not provide a "letter of reference" to former employees. The Township will confirm, upon request, an employee's dates of employment and job title(s).

Resigning employees may be asked to complete an exit interview prior to leaving. All Township property must be returned upon termination. Otherwise, the Township may take action to recoup any replacement costs and/or seek the return of Township property through appropriate legal recourse.

Township officials, employees, contractors, and appointees shall not take public records with them when their employment is terminated, their term of office ends, or their contract with the Township is terminated. Records that have not yet fulfilled their approved retention period shall not be destroyed.

#### **7B. Unemployment Benefits**

Upon separation from employment, you may be entitled to state and federal unemployment insurance benefits. Information about unemployment insurance can be obtained from the Township Clerk.

DRAFT

## ACKNOWLEDGEMENT AND AGREEMENT

Upon joining our Township staff, you were given this copy of our Employee Handbook. After reading this Employee Handbook, employees shall sign the receipt page and return it to the Township Clerk. You will be asked to complete personnel, payroll and benefit forms.

If you lose your Employee Handbook, or if it becomes damaged in any way, please notify your direct supervisor as soon as possible to obtain a replacement copy.

### Receipt Of Employee Handbook and Employment-At-Will Statement

This is to acknowledge that I have received a copy of the Dexter Township Employee Handbook ("Handbook") and understand that it sets forth the terms and conditions of my employment with Dexter Township ("Township"), as well as the duties, responsibilities and obligations of employment with the Township. I understand and agree that it is my responsibility to read the Handbook and to abide by the rules, policies and standards set forth therein. I understand that this Handbook applies to my employment with the Township, regardless of my date of employment, and supersedes all handbooks, policies, and understandings on the subjects contained therein. I understand that it is my responsibility to become familiar with any changes to this Handbook. Changes will be effective as of the date of their occurrence.

I also acknowledge that my employment with the Township is at-will, and that both the Township and I have the right to terminate my employment at any time and for any reason, with or without cause or notice. I acknowledge that no oral or written statements or representations regarding my employment can alter the foregoing. I also acknowledge that no manager or employee has the authority to enter into an employment agreement—express or implied—providing for employment other than at-will.

I also acknowledge that, except for the policy of at-will employment, the Township reserves the right to revise, delete and add to the provisions of this Handbook, with or without notice. All such revisions, deletions or additions must be in writing and must be signed by the Supervisor of the Township. No oral statements or representations can change the provisions of this Handbook. I also acknowledge that, except for the policy of at-will employment, terms and conditions of employment with the Township may be modified at the sole discretion of the Township, with or without cause or notice, at any time. No implied contract concerning any employment-related decision, term of employment or condition of employment can be established by any other statement, conduct, policy or practice.

I understand that the foregoing acknowledgement and agreement concerning my at-will employment status and the Township's right to determine and modify the terms and conditions of employment is the sole and entire agreement between me and the Township concerning the duration of my employment, the circumstances under which my employment

may be terminated and the circumstances under which the terms and conditions of my employment may change. I further understand that this acknowledgement and agreement supersedes all prior agreements, understandings and representations concerning my employment with the Township.

I acknowledge that any dispute between the Township and myself should be addressed promptly. I agree not to commence any litigation or charge against the Township or its employees or agents relating directly or indirectly to my employment with the Township, including, without limitation, claims arising under state or federal civil rights statutes, later than one hundred eighty (180) days after the event giving rising to the claim, unless there is a shorter statute of limitations (except that a Charge filed with the Equal Employment Opportunity Commission may be filed within the agency's 300-day period). I waive any statute of limitations that exceeds such time limits.

Acknowledging that I have a right to jury trial of any dispute between the Township and myself, I WAIVE ALL RIGHTS TO A JURY TRIAL in any such dispute with the Township or its employees or agents.

If I have questions regarding the content or interpretation of this Handbook, I will bring them to the attention of the Township Board's Executive Committee.

**NAME:** \_\_\_\_\_  
**DATE:** \_\_\_\_\_  
**EMPLOYEE**  
**SIGNATURE** \_\_\_\_\_



# DEXTER TOWNSHIP

## AGENDA ITEM REQUEST

**MEETING OF: Township Board of Trustees August 15, 2023**

**Title:** Resolution to set compensation for Clerical Assistant.

**Date (please submit agenda item requests 14 days prior to meeting date):**

**Purpose (Choose ONE):**

- 1) This is a discussion item requiring no action by the board: \_\_\_\_
- 2) This is an action item requiring a:  
Resolution \_\_\_\_;  
Motion \_\_\_\_;  
Ordinance \_\_X\_\_

**Narrative (to be completed by requestor):**

**Overview**

The BOT approved \$20k for clerical support as part of the FY24 budget, based on a half-time position at ~\$18-\$20/hour. However, compensation for this position was not included in the annual compensation ordinance. I am asking the BOT to approve an amendment to the compensation ordinance to include a Clerical Assistant with a compensation range of \$16-\$20 per hour.

Note that compensation levels in the current ordinance are set at a specific dollar amount. Approving a range for this position moves us in the direction recommended in our Personnel Policy. Subject to Board of Trustee approval, the FY25 Compensation Ordinance will include salary ranges rather than specific individualized salaries.

We advertised the Clerical Assistant position on Indeed on September 1 with an application deadline of September 18, the day before the board meeting. I will have an update on the number and quality of applicants at that time. Our hope is to act quickly so that we can have a person in place before the next board meeting.

We have advertised this position at 20-28 hours per week. The existing budget of \$20K is currently forecasted to be sufficient for supporting this position through FYE. Depending on the compensation level and number of hours we find we need, the budget may need to be increased in FY25.

The prior office manager's job duties included customer service, including answering phones and responding to in person visitors. Most people come in person for three reasons: to pay taxes or ask assessment related questions, to inquire about permits, and to inquire about voter registration. Additional duties for the prior office manager included preparing the board packets. The prior office manager also designed and produced our first newsletter.

Our new office manager, Sam Edwards, has a much broader scope of duties with many special projects. Her work since May has included posting positions and participating on search committees, organizing multiple public events, creating, and maintaining a contact list for board appointments, organizing competitive bids for the new building design, assisting with the preparation of our strategic planning session, and executing miscellaneous tasks which I label “Whack-a-Moles.” These are the miscellaneous items that arise unexpectedly, such as replacing the buoy at Little Portage Lake (for which neighbors have a standing ovation), researching township property ownership, cleaning out and rearranging the town hall, researching property management companies, to name just a few. Our plan is for the new clerical person to perform the customer service and basic clerical tasks (including digitizing our files), with the Office Manager as the direct supervisor. This will free up the office manager to focus either on improving our policies and processes, or supporting the board’s new initiatives. For example, I anticipate our office manager will take over volunteer management and scheduling for plastic film volunteers, cemetery volunteers, and clean-up day volunteers, all of which are currently being managed by Trustee Nolte. Community events, improving information tech internally and for public meetings, and overseeing the building improvements are additional projects for which our office manager will have more time.

Note that in addition to a clerical position, we are researching property management companies. A property manager would be responsible for regular inspections and maintenance of the fire station, the emergency sirens, and the town hall. It appears that DT may have additional properties that need to be identified and managed; Sam is helping with this effort and I hope the property manager will be able to take it over. I will be coming back to the BOT in October with a request to allow me to approve a contract with a property manager.

The FY24 budget included \$\$\$ for building management. The BOT discussed using these funds for a new roof; however, it is not apparent that a new roof is needed. I plan to use these dollars for the property manager, who can assist in identifying our future capital costs including the need to a new roof. Such recommendations will be folded into our balances policy, specifically, capital reserves.

<b>Does this item have fiscal impact?</b> <b>If yes, what is the net cost?</b> Up to \$4,800 for benefits and up to \$12,500 for salary in FY2024 based on 24 hours per week for six months. <b>Is the item included in the Township’s approved annual budget?</b> FY25 impact on revenues	<b>Yes</b> <u>  X  </u>	<b>No</b> <u>    </u>
	\$	
	<b>Yes</b> <u>    </u>	<b>No</b> <u>  X  </u>

**Staff/Supervisor Comments**

**Submitted by:** Karen Sikkenga

**Suggested language for the motion:**

Suggested language for board motion: Resolution to amend the Compensation Ordinance setting the salary for the Clerical Assistant at a range of \$16-\$20 per hour.



## DEXTER TOWNSHIP AGENDA ITEM REQUEST

MEETING OF: **Township Board of Trustees September 19, 2023**

**Title:** Approval of employee benefits package

**Date (please submit agenda item requests 14 days prior to meeting date):** September 19, 2023

**Narrative (to be completed by requestor):**

### Overview

I am asking the Board of Trustees to approve an employee benefits package prior to approval of the overall personnel policy because we are currently in the process of hiring two employees. Once these two employees are in place, we will have no openings, so establishing a benefits policy now makes sense. Our single incumbent employee, the Office Manager, will be offered this benefits package, which exceeds the current benefits. We will be discussing the personnel guideline later on the agenda, and I will be bringing the overall personnel policy to the BOT for approval in October 2023.

The total cost of these benefits will be ~\$25K per annum for our three eligible employees. The current overall budget for benefits (excluding FICA) is \$34,463, including deferred retirement benefits payments to MERS for former vested employees. I believe that \$24K of this is for deferred benefits payments to MERS for prior employees. Because our deferred benefits are fully funded and no current or future employees will be eligible, I have requested a modification to our MERS investments that will reduce our DB payments (hopefully to \$0). The net budget impact for the proposed changes is not known, but may net to \$0. In effect, we are shifting our budget line for benefits to support current rather than prior employees.

The following paragraphs describe my recommendations for health care, retirement, and PTO benefits. These recommendations are based primarily on a review of the University of Michigan and the State of Michigan benefits packages, two large local public sector employers. Township benefits tended to be extremely variable. I'm recommending a package that provides robust benefits at reasonable cost to Dexter Township taxpayers.

Health care benefits are difficult to administer or even to benchmark due to the complexity of the coverage. Not all townships offer medical care coverage. I am proposing to provide a health insurance premium reimbursement for full-time employees. For this purpose, a full-time employee is defined as someone working regularly scheduled hours of 20 hours per week or more. Employees with a 32 hour/week regular schedule will receive up to \$648/month; \$486/month for employees who work at least 20 and less than 32 regularly scheduled hours). Employees who do not require health insurance will receive \$100/month and \$75/month respectively. Elected officials and employees who work less than 20 regularly scheduled hours per week, are ineligible. We will have three positions eligible for this support, at a maximum cost of \$5k per position (\$15k total fiscal impact). Hereafter, we propose to increase the Dexter Township contribution commensurate with inflation as determined by the Assessor, or 5%, whichever is lower (consistent with Headley). The BOT will maintain discretion to provide increases up to the full value of inflation subject to availability of funds.

The premium reimbursement mechanism is the only allowable method identified by the township attorneys given that we have no group health plan. However, this method can compromise employee confidentiality.

Therefore, I am recommending that the health care premium reimbursement be managed by our external accountant. Processing confidential transactions is routine business for accounting firms.

This level of support does not factor in employee spouses or dependents; the support is based on the cost for a single individual who obtains high quality coverage through the marketplace. However, I feel this level of support is financially manageable for the township, offers operational simplicity, and provides sufficient support to cover much of the cost of a monthly health insurance premium for an individual. It's a good start.

I am proposing to provide 5% defined contribution into a MERS retirement account with a 2.5% required employee match, with full vestiture after three years. This level of support is less than the University of Michigan (10% employer contribution with a 5% employee contribution) and more than the State of Michigan (3% with 3%). Dexter Township has historically provided a 4% retirement contribution with no required match, meaning our contribution will increase by 1% of the value of our total salaries.

Paid time off is currently set at eight hours per month for full-time employees (defined as working at least 32 hours per week) excluding holidays, and including vacation and sick time. We are proposing to reward longevity by allowing employees who work a minimum regular schedule of 32 hours a week to increase their PTO up to:

- \* 16 hours per month after four years (maximum)
- \* 12 hours per month after two years

Employees who work fewer regularly scheduled hours will receive pro rata accumulated PTO, with the pro rata percent calculated based on a 32 hour/week full-time week (e.g., a 24 hour regular schedule would be 75% of 32 hours and that person would receive 75% of the above noted hours).

Compensation for deputies and elected officials will be considered by the arms' length compensation committee. However, if elected officials voluntarily agree to comply with the nepotism and conflict of interest policies, then deputies become eligible for commensurate benefits to regular employees. This isn't relevant for the current group because our deputies work fewer than 20 hours.

<b>Does this item have fiscal impact?</b>  <b>If yes, what is the net cost?</b> n/a <b>Is the item included in the Township's approved annual budget?</b> Yes; the benefits package will cost \$25K, with potentially commensurate reductions from reduced contributions to MERS for fully funded deferred benefits.	<b>Yes</b> <b><u>  X  </u></b>	<b>No</b> <b><u>      </u></b>
	<b>\$</b>	
	<b>Yes</b> <b><u>      </u></b>	<b>No</b> <b><u>  X  </u></b>

**Submitted by:** Karen Sikkenga, Supervisor

**Suggested language for the motion:**

Suggested language for board motion: Motion to approve an employee benefits package as specified in the agenda item overview.



# DEXTER TOWNSHIP

## AGENDA ITEM REQUEST

**MEETING OF: Township Board of Trustees September 19, 2023**

**Title:** Ordinance to create a Compensation Committee to recommend salaries for elected officials.

**Date (please submit agenda item requests 14 days prior to meeting date):**

**Purpose (Choose ONE):**

This is an action item requiring an ordinance.

**Narrative (to be completed by requestor):**

### Overview

Dexter Township is in the process of revising its personnel guidelines including pay ranges for employees. The personnel guidelines do not pertain to elected officials. At the August 2023 meeting, the BOT suggested that an arm's length Compensation Committee be created to recommend salaries for elected officials, including the Supervisor, Clerk, Treasurer, and Trustees. Because elected officials must vote on their own salaries, an arm's length committee can help avoid the appearance of bias. We should act quickly on this decision, because Compensation Committees meet only in odd-numbered years, and must provide their recommendations in December of that year, meaning our committee would have only three months to develop and provide its recommendations. The attached outline provides guidance for the proposed committee.

If the BOT approves this proposed ordinance, I will present a resolution to implement the ordinance immediately. This will allow us to appoint members and set a first meeting date.

If this resolution is approved, I will ask the Board of Trustees to appoint candidates. The committee will consist of five members. We have identified four individuals to serve on the committee, three with HR expertise and one who has an understanding of public sector limitations. We plan to recruit a fifth member prior to the October meeting, but prior to then, the four members constitute a quorum. The proposed members are:

- Patrick Casady, HR Consultant
- James Michaud, HR Consultant
- Alissa Reyes, HR Professional
- Peter Maier, retired city attorney

<b>Does this item have fiscal impact?</b>  <b>If yes, what is the net cost?</b> n/a <b>Is the item included in the Township's approved annual budget?</b> n/a	<b>Yes</b> __	<b>No</b> <u><b>X</b></u>
	\$	
	<b>Yes</b> __	<b>No</b> __
<b><u>Staff/Supervisor Comments</u></b>		
<b><u>Submitted by:</u></b> Gretchen Driskell, Trustee		
<b><u>Suggested language for the motion:</u></b>  (1) Ordinance to create a Compensation Committee. (2) Resolution to implement the ordinance immediately. (3) Motion to approve four candidates.		

## **OUTLINE OF COMPENSATION COMMISSION ISSUES**

### **I. Role**

- a. Commission makes determination of salaries of elected officials, which includes the supervisor, treasurer, clerk, and trustees.
  - i. This does not include other committees, Planning Commission, deputies, etc.
- b. The Commission's determinations become effective within 30 days after filing such determinations with the clerk, unless the Board votes to reject the determination by a 2/3 vote.
- c. A determination must be made within 45 days of the Commission's first meeting.

### **II. Data**

- a. Recommended metrics found useful by other Townships:
  - i. Current salaries of township elected officials.
  - ii. Recent history of changes to salaries.
  - iii. Recent history of township staff salary adjustment.
  - iv. Comparative salaries for area townships.
  - v. Recent history of Consumer Price Index for 'midwest urban' region ([www.bls.gov](http://www.bls.gov)).
  - vi. Recent history of Washtenaw County wage increases (<http://www.bls.gov/ro5/gcewmi.htm>)
  - vii. Annual budget of comparative townships.
  - viii. Explanations of official's expectations for salary modification, if any, with supporting rationale.

### **III. Open Meetings Act**

- a. The Commission is subject to the Open Meetings Act, which requires:
  - i. The Commission must have a quorum (majority of members) present to act.
  - ii. All deliberations and decisions must be made in a public meeting (note: no deliberation by email is permissible).
  - iii. Meeting minutes must be taken to record the date, time, place, members present, members absent, decisions made, and descriptions/votes of all roll call votes.
  - iv. Commission members cannot attend remotely unless they are (1) a member of the military and on military duty or (2) remote attendance is a "reasonable accommodation" under the ADA for a qualified disability under the ADA.

### **IV. Suggested Timeline**

- a. Meeting 1: Introduce members, set future meeting dates, elect chairperson, identify required data sources.
- b. Meetings 2 & 3: Review and discuss findings, identify and obtain additional data.
- c. Meeting 4: Begin converging on findings; allow each commissioner to provide independent recommendations with rationale.
- d. Meeting 5: Complete findings; hold roll call vote on determinations. Chairperson will work with Township Attorney to prepare the document with legal findings addressed to the Board of Trustees.

**TOWNSHIP OF DEXTER  
COUNTY OF WASHTENAW, STATE OF MICHIGAN**

**ORDINANCE NO. 44**

**AN ORDINANCE TO CREATE A LOCAL OFFICIALS COMPENSATION  
COMMISSION UNDER MCL 41.95.**

**THE TOWNSHIP OF DEXTER ORDAINS:**

Section 1. Established.

Pursuant to MCL 41.95 as amended, a Local Officials Compensation Commission is created. The commission shall determine the salary of each township elected official. The commission shall consist of 5 members who are registered electors of the township, appointed by the supervisor subject to confirmation by a majority of the members elected and serving on the township board. The terms of office shall be 5 years, except that of the members first appointed, 1 each shall be appointed for terms of 1, 2, 3, 4, and 5 years. The first members shall be appointed within 30 days after the effective date of the ordinance. Subsequent members shall be appointed within 30 days after a term expires or a vacancy occurs. Vacancies shall be filled for the remainder of an unexpired term. An officer or employee of a government agency or unit or member of the immediate family of an officer or employee shall not be appointed to the commission.

Section 2. Salary Determinations.

The Local Officials Compensation Commission shall determine the salary of each Township elected official, and said determination shall be the salary unless the Township Board, by resolution adopted by two-thirds of the members elected to and serving on the Township Board, rejects the determination. A determination of the Commission shall be effective 30 days following its filing with the Township Clerk unless rejected by the Township Board. If a determination is rejected, the existing salary shall prevail. An expense allowance or reimbursement in addition to salary paid to an elected official shall be for expenses incurred in the course of Township business, and the elected official shall account for such an expense to the Township.

Section 3. Meetings.

The Commission shall meet for not more than 15 session days in each odd-numbered year and shall make a determination within 45 calendar days of the first meeting. A majority of the members of the Commission constitutes a quorum for conducting the business of the Commission. The Commission shall not take action or make a determination without a concurrence of a majority of the members appointed and serving on the Commission. The Commission shall elect a chairperson from among its members. As used in this section, "session days" means a calendar day on which the Commission meets and a quorum is present. The members of the Commission shall not receive compensation, but shall be entitled to actual and necessary expenses incurred in the performance of official duties.

#### Section 4. Open Meetings Act.

The business the commission may perform shall be conducted at a public meeting of the commission held in compliance with MCL 15.261 *et. seq.* Public notice of the time, date, and place of the meeting shall be given as required by MCL 15.261 *et seq.*

#### Section 5. Effective Date.

This ordinance shall be published in the manner as required by law, and shall become effective on the day after final publication.

#### Section 6. Repealer.

All ordinances or resolutions or parts of ordinances or resolutions inconsistent herewith are hereby repealed to the extent only of such inconsistency. This repealer shall not be construed to revive any ordinance or resolution or part of any ordinance or resolution heretofore repealed.

#### Section 7. Severability.

The sections, paragraphs, sentences, clauses and phrases of this ordinance are severable, and if any phrase, clause, sentence, paragraph or section of this ordinance shall be declared unconstitutional, invalid or unenforceable by the valid judgment or decree of a court of competent jurisdiction, such unconstitutionality, invalidity or unenforceability shall not affect any of the remaining phrases, clauses, sentences, paragraphs and sections of this ordinance.

[Clerk to add certificate of adoption]

AS DRAFTED

**DEXTER TOWNSHIP  
WASHTENAW COUNTY, MICHIGAN  
RESOLUTION #23-673**

**A RESOLUTION IMPLEMENTING ORDINANCE NO. 44  
LOCAL OFFICIALS COMPENSATION COMMISSION**

**September 19, 2023**

Resolution adopted at a regular meeting of the Board of Trustees (the “Township Board”) of the Township of Dexter (the “Township”), Washtenaw County, Michigan, held at the Township Hall, 6880 Dexter-Pinckney Road, Dexter, Michigan on September 19, 2023 at 6:00 p.m.

PRESENT:

ABSENT:

Motion by Trustee                               ; supported by Trustee:

**RECITALS**

A. Pursuant to MCL 41.95, a general law township is authorized to create a local officials compensation commission to determine the salary of each township elected official.

B. The Township Board has considered Ordinance 44, attached hereto as Exhibit A, which creates a local officials compensation commission for the Township (“Commission”).

C. In order to allow the Commission time to deliberate and reach a salary determination by December 31, 2023, the Township Board intends to implement Ordinance 44 immediately, appoint members to the commission, and set a date for convening the Commission.

**RESOLUTION**

IT IS HEREBY RESOLVED:

After considering the Recitals above and pursuant to MCL 41.95, the Township Board resolves to implement Ordinance 44 as of the date of this resolution.

IT IS FURTHER RESOLVED that the Township Supervisor is directed to make recommendations to appoint members to the Commission,

IT IS FINALLY RESOLVED that the Commission is required to convene its first meeting by October 10, 2023.

AYES:

NAYES:

ABSTAIN:

**RESOLUTION DECLARED ADOPTED.**

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Township Supervisor

I hereby certify that the foregoing constitutes a true and complete copy of a Resolution adopted by the Dexter Township Board of Trustees, Dexter Township, Washtenaw County, Michigan, at a regular meeting held on July 18, 2023 at which a quorum was present, held in accordance with the requirements of the State of Michigan Open Meetings Act.

---

Michelle Stamboulellis, Township Clerk

Dated: \_\_\_\_\_



# **DEXTER TOWNSHIP**

## **INVESTMENT POLICY**

Dexter Township Board of Trustees Resolution # 23-XXX  
Adopted September 19, 2023



## **Dexter Township, Michigan**

### **Investment Policy**

#### Overview

Dexter Township, Michigan (“the Township”) is a general law township operating under MCL Chapter 41 (General Township Laws) and MCL Chapter 42 (General Township Act) of Michigan State Law. The Township functions under the direction of a Township Supervisor who is an elected official and a member of the seven-member Township Board of Trustees. The purpose of this Investment Policy is to establish the investment scope, objectives, delegation of authority, standards of prudence, eligible investments and transactions, internal controls, reporting requirements, and safekeeping and custodial procedures necessary for the investment of the funds of Dexter Township.

This Investment Policy has been adopted by resolution of the Township Board of Trustees of Dexter Township, Michigan and replaces all previous investment policies or resolutions concerning the cash management or investment of Township funds.

The Township manages a flexible investment portfolio, which may include general operating funds, bond reserve funds, proceeds from bond sales that will be expended on capital projects as well as various other funds. Because these funds may be required at any time, it is essential that the Township maintain strict maturity horizons for the purpose of liquidity control.

#### Policy

It is the policy of Dexter Township to invest public funds in a manner which will provide the highest investment return with the maximum security while meeting the daily cash flow demands of the Township and conforming to Michigan Public Act 20 of 1943.

#### Scope

This Investment Policy applies to the financial assets of all Township funds, except for its employee pension funds and its employee deferred compensation funds which are organized and administered separately. Except for cash in certain restricted and special funds, the Township shall consolidate cash balances from all funds to maximize

investment earnings and to increase efficiencies with regard to investment pricing, safekeeping and administration. Investment income shall be allocated to the various funds based on their respective participation and in accordance with generally accepted accounting principles.

#### Investment Objectives

The Township's funds shall be invested in accordance with all applicable Township policies, State statutes, and Federal regulations, and in a manner designed to accomplish the following objectives, which are listed in priority order:

- Safety: Preservation of capital and protection of investment principal
- Liquidity: Maintenance of sufficient liquidity to meet anticipated disbursements and cash flows
- Yield: Attainment of a market rate of return equal to or higher than the performance measure recommended by the Treasurer and approved by the Supervisor.

#### Prudence and Indemnification

The standard of prudence to be used in managing the Township's assets is the "prudent investor" rule which states, "Investments shall be made with judgment and care, under circumstances then prevailing, which persons of prudence, discretion and intelligence exercise in the management of their own affairs, not for speculation, but for investment considering the probable safety of their capital as well as the probable income to be derived." The Township's overall investment program shall be designed and managed with a degree of professionalism that is worthy of the public trust. The Township shall recognize that no investment is without risk and that the investment activities of the Township are a matter of public record. Accordingly, the Township recognizes that occasional measured losses may occur in a diversified portfolio and shall be considered within the context of the overall portfolio's return, provided that adequate diversification has been implemented and that the sale of a security before maturity can be in the best long-term interest of the Township.

Personnel acting in accordance with this Investment Policy and written procedures, and exercising due diligence, shall be relieved of personal responsibility for an individual security's credit risk or market price change, or other.

#### Delegation of Authority

The ultimate responsibility and authority for the investment of all Township funds resides with the Board of Trustees. The Board of Trustees may delegate the authority to conduct investment transactions and to manage the operation of the investment portfolio to other specifically authorized persons. The Treasurer and Deputy Treasurer are authorized to transact investment business on behalf of the Township.

Subject to required procurement procedures, the Township may engage the support services of outside professionals in regard to its financial program, so long as it can be demonstrated that these services produce a net financial advantage or necessary

financial protection of the Township's resources. Such services may include engagement of financial advisors in conjunction with debt issuance, portfolio management, special legal representation, third party custodial services, and appraisals by independent rating services.

#### Investment Procedures

The Treasurer shall establish written administrative procedures for the operation of the Township's investment program as well as internal controls, which shall include explicit delegation of authority to personnel responsible for investment transactions. The procedures shall be designed to prevent losses of public funds arising from fraud, employee error, misrepresentation by third parties, or imprudent actions by employees and officers of the Township.

#### Ethics and Conflicts of Interest

All Township employees involved in the investment process shall refrain from personal business activity that could conflict with proper execution of the investment program or which could impair, or create the appearance of an impairment of, their ability to make impartial investment decisions. Employees and Officials shall disclose to the Board of Trustees any material equity interests in financial institutions that conduct business with the Township and they shall subordinate their personal investment transactions to those of the Township. Failure to report these relationships may be grounds for discipline, up to and including termination. Employees and Officials shall comply with all applicable laws, regulations, professional codes of responsibilities and Township policies.

#### Selection of Banks

The Treasurer shall maintain a list of banks and savings banks authorized to provide depository and other banking services and from which the Township may purchase Time Certificates of Deposit. To be authorized, a bank must be eligible to be a depository of funds belonging to the State of Michigan and maintain a principal office or branch office in Michigan. Banks that fail to meet this criteria, or in the judgment of the Treasurer no longer offer adequate safety to the Township, will be removed from the list.

#### Selection of Broker/Dealers

The Treasurer shall maintain a list of broker/dealers authorized to conduct security transactions with the Township. To be eligible, a firm must meet at least one of the following criteria:

1. Be recognized as a Primary Dealer by the Federal Reserve Bank of New York or have a primary dealer within their holding company structure; or
2. Report voluntarily to the Federal Reserve Bank of New York; or
3. Qualify under Securities and Exchange Commission (SEC) Rule 15c3-1 (Uniform Net Capital Rule).

~~In addition, each broker/dealer must complete and annually update a Township approved Broker/Dealer Information Request Form, and submit the firm's most recent financial statements.~~

In addition, each broker/dealer must complete and annually submit the firm's most recent financial statements. The Township will review the firm's FINRA BrokerCheck Report at <https://brokercheck.finra.org/> annually.

Broker/dealers will be selected on the basis of their expertise in public cash management and their ability to provide services for the Township's account. Approved broker/dealers and firms they represent must be licensed to do business in the State of Michigan and as such are subject to the provisions of Michigan Statutes relating to the investment of public funds.

Per Section 129.96 of Michigan's Act 20 of 1943, before an order to purchase or trade the funds of the Township, a financial intermediary, broker, or dealer shall be provided with a copy of this investment policy and shall do both of the following:

- A. Acknowledge receipt of the investment policy.
- B. Agree to comply with the terms of the investment policy regarding the buying or selling of securities.

Alternatively, if the Township has engaged the services of an investment advisory firm, the authorized Investment Advisor may utilize the Investment Advisor's list of broker/dealers when executing transactions on behalf of the Township, provided that each broker/dealer meets the minimum criteria listed above in items 1 – 3 of this section. The Investment Advisor's approved list of broker/dealers shall be provided to the Township on an annual basis or upon request. In addition, the authorized Investment Advisor shall provide a written receipt of this Investment Policy and agree to conduct transactions on behalf of the Township in accordance with this Investment Policy. The authorized Investment Advisor shall provide such certification on an annual basis or upon any revision to this Investment Policy.

#### Authorized Investments and Transactions

All investments for the Township shall be made in accordance with Michigan State statutes: Act 20 of 1943 as amended, M.C.L. 129.91-129.96, Investment of Surplus Funds of Political Subdivisions, and Act 40 of 1932 as amended, M.C.L. 129.12, Depositories for Public Moneys.

The Township has further delineated the types of securities and transactions eligible for use by the Township as follows:

- 4. U.S. Treasury Obligations: United States Treasury Bills, Treasury Notes, Treasury Bonds, and Treasury Strips with maturities not exceeding ten years from the date of trade settlement. ~~There is no limit on the percentage of the portfolio that may be~~

~~invested in these obligations.~~

2. Federal Agency Securities: Debentures and mortgage-backed securities with a stated final maturity not exceeding seven years from the date of trade settlement. ~~Investments in Federal Agency Securities shall not exceed 10% of the Township's investment portfolio.~~
3. Federal Instrumentality Securities: Debentures, discount notes, step-up and callable securities with a final maturity not exceeding seven years from the date of trade settlement. ~~Investments in Federal Instrumentality Securities shall not exceed 50% of the Township's investment portfolio, and no more than 30% of the Township's investment portfolio may be invested in any one issuer of federal instrumentality securities.~~
4. Time Certificates of Deposit with a maturity not exceeding five years, and issued by state or federally chartered banks or savings banks as defined in M.C.L. 129.16, "Depositories for Public Money", that are eligible to be a depository of funds for the State of Michigan, and Certificates of Deposit that are purchased in accordance with M.C.L. 129.91 guidelines. ~~There is no limit on the percentage of the portfolio that may be invested in these obligations. However, no more than \$300,000 of the Township's investment portfolio may be invested in any one issuer.~~
5. Obligations of the State of Michigan or any of its political subdivisions with a final maturity not exceeding five years from the date of trade settlement, that are rated at least A- or the equivalent with a stable or positive rating outlook by at least one nationally recognized statistical rating organization (NRSRO). ~~Investments in such obligations shall not exceed 10% of the Township's investment portfolio and no more than 5% of the Township's investment portfolio may be invested in any one issuer. Diversification and credit criteria described for obligations of the State of Michigan are not applicable to issues of Dexter Township.~~
6. Prime Commercial Paper with an original maturity of 270 days or less which is rated A-1 or the equivalent at the time of purchase by not less than two NRSROs. If the commercial paper issuer has senior debt outstanding, the senior debt must be rated A or the equivalent by not less than two of those rating services. ~~Investments in commercial paper shall not exceed 25% of the Township's investment portfolio and no more than 5% of the Township's investment portfolio may be invested in any one issuer.~~
7. Repurchase Agreements with a termination date of 90 days or less collateralized by U.S. Treasury Obligations or Federal Instrumentality Securities listed in 1 and 3 above with maturities not exceeding ten years. The Township does not intend to enter into Repurchase Agreements. If it does in the future, this section of policy will be augmented with Collateralization and Master Repurchase Agreement language.

~~*Collateralization:* For the purpose of this section, the term “collateral” shall mean “purchased securities” under the terms of the Township approved Master Repurchase Agreement. The collateral shall have an original minimum market value (including accrued interest) of 102% of the dollar value of the transaction and the collateral maintenance level shall be 101%. If collateralized value drops below 101 percent, it will immediately be restored to 102%. Collateral shall be held by the Township’s custodial bank as safekeeping agent, and the market value of the collateral securities shall be marked to the market daily based on that day’s bid price. The right of collateral substitution is granted.~~

~~*Master Repurchase Agreement:* Repurchase Agreements shall be entered into only with primary dealers reporting to the Federal Reserve Bank of New York, or with firms that have a primary dealer within their holding company structure or with approved depository banks that have executed an approved Master Repurchase Agreement with the Township. The Treasurer shall maintain a copy of the Township’s approved Master Repurchase Agreement along with a list of the counterparties who have executed a Master Repurchase Agreement with the Township.~~

~~There is no limit on the percentage of the portfolio that may be invested in repurchase agreements.~~

- ~~8. Money Market Mutual Funds registered under the Investment Company Act of 1940 that are “no-load” (i.e., no commission or fee shall be charged on purchases or sales of shares); have a constant daily net asset value per share of \$1.00; limit assets of the fund to securities authorized in M.C.L. 129.91 as legal investments for a public corporation; have a maximum stated maturity in accordance with Rule 2a-7 of the Investment Company Act of 1940; and are rated either AAAM or the equivalent. The Treasurer shall pre-approve each Money Market Fund before purchase. Investments in money market mutual funds shall not exceed 30% of the Township’s investment portfolio.~~
- ~~9. Investment Pools organized under Act 367 of 1982, MCL 129.111 to MCL 129.118, Surplus Funds Investment Pool Act, that are “no-load”; have a constant daily net asset value per share of \$1.00; and limit assets of the fund to securities authorized in M.C.L. 129.91 as legal investments for a public corporation. Investments in investment pools shall not exceed 10% of the Township’s investment portfolio.~~
- ~~40. Joint Interlocal Investment Ventures organized under the Urban Cooperation Act of 1967, 1967 (Ex Sess) PA7, M.C.L. 124.501 to 124.512 that are “no-load”; have a constant net asset value per share of \$1.00; and limit assets of the fund to securities authorized in M.C.L. 129.91 as legal investments for municipalities; and are rated either AAAM by Standard and Poor’s, Aaa by Moody’s or AAA/V1+ by Fitch. Not more than 50% of the Township’s total portfolio may be invested in investment pools at any one time.~~

~~44. Local Government Investment Pools organized under Section 4 of Public Act 121 of 1985, the Local Government Investment Pool Act. Not more than 10% of the Township's total portfolio may be invested in these pools at any one time.~~

It is the intent of the Township that the foregoing list of authorized securities be strictly interpreted. Any deviation from this list must be pre-approved by the Board of Trustees in writing.

Securities that have been downgraded to a level that is below the minimum ratings described herein may be sold or held at the Township's discretion. The portfolio will be brought back into compliance with Investment Policy guidelines as soon as is practical.

#### Collateralization of Deposits

The State of Michigan does not require collateralization of all public funds. If in the future the City intends to enter into Repurchase Agreements, collateralization will be required.

#### Safekeeping and Custody

The Township Board of Trustees shall designate one or more financial institutions to provide safekeeping and custodial services for the Township. A Township approved Safekeeping Agreement shall be executed with each custodian bank prior to utilizing that bank's safekeeping services. To be eligible for designation as the Township's safekeeping and custodian bank, a financial institution shall meet the criteria described in the Selection of Banks section of this Investment Policy.

Custodian banks will be selected on the basis of their ability to provide services for the Township's account and the competitive pricing of their safekeeping related services.

The purchase and sale of securities and repurchase agreement transactions shall be settled on a delivery versus payment basis. Ownership of all securities shall be perfected in the name of the Township. Sufficient evidence to title shall be consistent with modern investment, banking and commercial practices.

All Township owned securities, except Certificates of Deposit, Investment Pools, and Money Market Mutual Funds, will be delivered by book entry and will be held in third-party safekeeping by a Township approved custodian bank, its correspondent bank or the Depository Trust Company (DTC).

#### Investment Diversification

It is the intent of the Township to diversify the investments within its portfolio to avoid incurring unreasonable risks inherent in over investing in specific instruments, individual financial institutions, or maturities. The asset allocation in the portfolio should, however, be flexible depending upon the outlook for the economy, the securities market, and the Township's anticipated cash flow needs.

~~There is no limit on the percentage of the portfolio that may be invested in U.S.~~

~~Treasury Obligations, Time Certificates of Deposit, and Repurchase Agreements. However, no more than 30% of the total portfolio shall be invested in any one issuer of Federal Instrumentality Securities. No more than 5% of the total portfolio shall be invested in any one issuer of commercial paper, or obligations of the State of Michigan or any of its political subdivisions. Exposure to certificates of deposit is limited to no more than \$300,000 per issuer.~~

~~No more than 25% of the total portfolio shall be invested in securities with maturities exceeding five years. No more than 12.5% of the total portfolio shall be invested in securities with maturities exceeding seven and one half years.~~

Investments shall not exceed the following limits in each of the categories listed below as a percentage of the total portfolio. Additionally, total dollar amounts and maturity horizons noted below shall not be exceeded.

No Limit	U.S. Treasury Obligations
No Limit	Certificates of Deposit (\$X00,000 per issuer, not to exceed 5 years)
No Limit	Joint Interlocal Investment Ventures
50%	Federal Instrumentality Securities (30% per issuer)
30%	Obligations of the State of Michigan or any of its political subdivisions (5% per issuer)
30%	Money Market Mutual Funds
25%	Prime Commercial Paper (5% per issuer)
10%	Federal Agency Securities
10%	Investment Pools
10%	Local Government Investment Pools

Tax funds collected on behalf of taxing authorities including the Township and held pending disbursement are not subject to the diversification limits above.

#### Portfolio Maturities and Liquidity

To the extent possible, the Township's investments shall be matched with anticipated cash flow requirements. Unless matched to a specific cash flow liability and approved by the Board of Trustees in writing the Township will not invest in securities maturing more than ten years from the date of trade settlement, and the weighted average final maturity of the portfolio shall not exceed 5 years.

The Township recognizes that bond proceeds may, from time to time, be subject to provisions of the Tax Reform Act of 1986, Federal Arbitrage Regulations, as amended. Due to the legal complexities of arbitrage law and the necessary immunization of yield levels to correspond to anticipated cash flow schedules, the reinvestment of such debt issuance may, upon the advice of Bond Counsel or financial advisors, deviate from the maturity limitation provisions of this Investment Policy with prior written approval of the Board of Trustees. In all cases, however, types of eligible investments will be in compliance with this Investment Policy. This paragraph is only applicable to Township funds subject to arbitrage calculations.

### Competitive Transactions

Each investment shall be competitively transacted with authorized broker/dealers. Whenever possible, at least three broker/dealers shall be contacted and their bid and offering prices shall be recorded.

If the Township is offered a security for which there is no other readily available competitive offering, then quotations for comparable or alternative securities shall be documented.

Transactions executed by the Township's investment advisor shall be conducted on a competitive basis as described in this section.

### Internal Controls

An external auditor shall independently review the Township's investment activities on an annual basis. This procedure will assure compliance with policies and procedures.

### Performance

The benchmark yield shall be equal to the average yield on the U.S. Treasury Security that most closely corresponds to the portfolio's actual weighted average maturity. When comparing the performance of the Township's portfolio, the reported rate of return shall include both average weighted yield and rate of return net of fees.

### Reporting

The Treasurer shall prepare a quarterly investment report summarizing the investments held by the Township and the current market value of those investments. The report shall include a summary of investment earnings and performance results during the period, illustrate the portfolio's adherence to appropriate risk levels utilizing appropriate metrics like maturity or duration depending on the investment strategy of the portfolio, and compare the portfolio's total return versus established investment objectives and goals including performance relative to established benchmark yields. The quarterly investment report shall be submitted in a timely manner to the Township Board of Trustees.

The Township has established reporting and accounting standards for callable U.S. Instrumentality securities. Callable securities may be retired at the issuer's option prior to the stated maximum maturity. All securities holding reports for the Township shall disclose the stated maturity as well as the first call date of each callable security held. For callable securities which are purchased priced to the first call date and have an overwhelming probability of being called on the first call date, weighted average maturity as well as yield shall be calculated using the first call date. Authorized investment personnel may, however, choose to use a further call date or maturity date for reporting purposes when conditions mandate.

### Policy Revisions

The Treasurer shall review this Investment Policy annually, and amend it as conditions warrant, subject to approval by Township Board of Trustees.

## GLOSSARY

**Bankers Acceptance (BA):** A draft or bill of exchange accepted by a bank or trust company. The accepting institution guarantees payment of the bill, as well as the issuer.

**Broker:** A broker brings buyers and sellers together for a commission paid by the initiator of the transaction or by both sides.

**Callable Bond:** A bond issue in which all or part of its outstanding principal amount may be redeemed before maturity by the issuer under specified conditions.

**Certificate of Deposit:** A time deposit with a specific maturity evidenced by a certificate. Large denomination CDs are typically negotiable.

**Collateral:** Securities or property pledged by a borrower to secure payment.

**Commercial Paper:** An unsecured promissory note with a fixed maturity of no more than 270 days. Commercial paper is normally sold at a discount from face value.

**Dealer:** A dealer, as opposed to a broker, acts as a principal in all transactions, buying and selling for his/her own account.

**Debenture:** A bond secured only by the general credit of the issuer.

**Delivery Versus Payment:** There are two methods of delivery of securities: delivery versus payment and delivery versus receipt (also called free). Delivery versus payment is delivery of securities with an exchange of money for the securities. Delivery versus receipt is delivery of securities with an exchange of a signed receipt for the securities.

**Discount Securities:** Non-interest bearing money market instruments that are issued at a discount and redeemed at maturity for full face value.

**Diversification:** Dividing investment funds among a variety of securities offering independent returns.

**Federal Deposit Insurance Corporation (FDIC):** A federal agency that insures bank and savings bank deposits.

**Federal Funds Rate:** The rate of interest at which Fed funds are traded. The Federal Reserve currently pegs this rate through open-market operations.

**Fed Wire:** A computer system linking member banks and other financial institutions to the Fed, used for making inter-bank payments of Fed funds and for making deliveries of and payments for Treasury, agency and book-entry mortgage backed securities.

**Investment Adviser's Act:** Legislation passed by Congress in 1940 that requires all investment advisers to register with the Securities and Exchange Commission. The Act is designed to protect the public from fraud or misrepresentation by investment advisers.

**Liquidity:** A liquid asset is one that can be converted easily and rapidly into cash without a substantial loss of value.

**Local Government Investment Pool:** A pool of funds authorized under the laws of the State that receives deposits from one or more local units and pays returns based upon each local unit's share of investment in the pool.

**Mark-to-market:** The process whereby the book value or collateral value of a security is adjusted to reflect its current market value.

**Market Value:** Current market price of a security.

**Master Repurchase Agreement:** A written contract covering all future transactions between the parties to repurchase or reverse repurchase agreements that establish each party's rights in the transactions. A master agreement will often specify, among other things, the right of the buyer-lender to liquidate the underlying securities in the event of default by the seller-borrower.

**Maturity:** The date upon which the principal or stated value of an investment becomes due and payable.

**Money Market Mutual Fund:** A mutual fund that limits its investments to some or all types of money market instruments.

**Net Asset Value:** The market value of one share of an investment company, such as a mutual fund.

**No Load Fund:** A mutual fund that does not levy a sales charge on the purchase or sale of its shares.

**NRSRO:** Nationally Recognized Statistical Rating Organizations - organizations that issue credit ratings for securities.

**Portfolio:** Collection of securities held by an investor.

**Primary Dealer:** A group of government securities dealers who submit daily reports of market activity and positions and monthly financial statements to the Federal Reserve Bank of New York and are subject to its informal oversight. Primary dealers include Securities and Exchange Commission (SEC) registered securities broker/dealers, banks, and a few unregulated firms.

**Prudent Person Rule:** Standard of investing which states that investments shall be made with judgment and care, under circumstances then prevailing, which persons of prudence, discretion and intelligence exercise in the management of their own affairs, not for speculation, but for investment, considering the probable safety of their capital as well as the probable income to be derived.

**Rate of Return:** The yield obtainable on a security based on its purchase price or its current market price. This may be the amortized yield to maturity on a bond or the current income return.

**Ratings:** An evaluation of an issuer of securities by Moody's, Standard & Poor's, Fitch, or other rating services of a security's credit worthiness.

**Repurchase Agreements:** A transaction whereby a holder of securities sells securities to an investor with an agreement to repurchase them at a fixed price on a fixed date. The security "buyer" in effect lends the "seller" money for the period of the agreement, and the terms of the agreement are structured to compensate the buyer. Dealers use repurchase agreements extensively to finance their positions.

**Rule 2a-7 of the Investment Company Act of 1940:** Applies to all money market mutual funds and mandates such funds to maintain certain standards, including a 13-month maturity limit a 90-day average maturity on investments and maintenance of a constant net asset value of one dollar (\$1.00).

**Safekeeping:** Holding of assets (e.g., securities) by a financial institution.

**Treasury Bills:** A non-interest bearing discount security issued by the U.S. Treasury to finance the national debt. Treasury Bills are issued with maturities ranging from a few days to 26 weeks.

**Treasury Bonds:** Long-term U.S. Treasury securities having initial maturities of more than ten years.

**Treasury Notes:** Intermediate term coupon bearing U.S. Treasury securities having initial maturities of from one to ten years.

**Yield:** The rate of annual income return on an investment, expressed as a percentage.



# DEXTER TOWNSHIP

## AGENDA ITEM REQUEST

**MEETING OF: Township Board of Trustees September 19, 2023**

**Title:** Discussion of Board of Trustees board rules

**Date (please submit agenda item requests 14 days prior to meeting date):**

**Purpose (Choose ONE):**

- 1) This is a discussion item requiring no action by the board: \_\_X\_\_
- 2) This is an action item requiring a:  
Resolution \_\_;  
Motion \_\_\_\_;  
Ordinance \_\_\_\_\_

**Narrative (to be completed by requestor):**

**Overview**

A best practice is for boards and committees to be guided by by-laws. Such by-laws are in place in Dexter Township for the Farmland & Open Space Board and the Planning Commission. The attached draft “Board of Trustees Rules” are presented for the board’s consideration. The rules include guidance on schedules, attendance, agendas, conduct, recordkeeping, standing committees, motions and resolutions, nepotism, voting, and parliamentary authority.

The purpose of this agenda item is to obtain feedback from the Board of Trustees on any items in the draft rules, including suggestions for additions and changes. I plan to bring the draft rules to the Board of Trustees October meeting for approval.

One item in the proposed board rules represents a change from our past practices, highlighted in yellow. This is to allow virtual participation by the public in meetings. We are working on obtaining the technology to enable public participation. We have been advised that allowing virtual participation will likely increase public comments.

**Does this item have fiscal impact?**

**Yes \_\_ No \_X\_**

**If yes, what is the net cost?** n/a

**\$**

**Is the item included in the Township’s approved annual budget?**

**No**

**FY25 impact on revenues**

**Yes \_\_ \_X\_**

<b><u>Staff/Supervisor Comments</u></b>
<b><u>Submitted by:</u></b> Karen Sikkenga

## DEXTER TOWNSHIP

### Township Board of Trustees Rules

Adopted \_\_\_\_\_

#### 1. AUTHORITY

**1.1. Authority.** These rules are adopted by the board of a general law township pursuant to the provisions of the Revised Statutes of 1846 (Chapter 41 of the Michigan Compiled Laws), as amended.

#### 2. MEETINGS

**2.1. Regular schedule.** The Township Board shall meet on the third Tuesday of each month in regular session unless otherwise specified by the Board. Annually, the Township Board shall adopt by resolution a schedule of the regular meetings of the Township Board in accordance with the foregoing. [BOT: per MCL 41.72a, you are only technically required to have one meeting every three months].

**2.2. Special meetings.** The Township Board shall meet in special session at the call of the Clerk upon the written request of the Supervisor or two members of the Township Board. Notice of special meetings shall be given to the public in accordance with Rule 3.3 and to each Township Board member at least 24 hours [BOT: This is discretionary. You could adjust this timing if you'd like.] in advance of the special meeting. Such notice shall be served personally and/or emailed with phone notification by the Township Clerk or their designee. The notice shall also contain the time, place, and purpose of the meeting.

**2.3. Place of meeting.** Regularly scheduled meetings shall be held in the Township Hall. Whenever the regular meeting place of the Township Board appears to be inadequate to accommodate all of the public expected to attend, the Supervisor and Clerk may change the meeting to a larger facility located in the Township. A notice of such change shall be posted on the Township website, and prominently posted on the door or bulletin board of the regular meeting place. The Clerk shall also give notice of such change in the place of meeting in a newspaper if time permits.

**2.4. Time of meetings.** Regularly scheduled meetings shall begin at 6:00pm unless the Board shall by majority vote of members present at a meeting at which a quorum is present set a different starting time. The Township Board shall not begin considering any matter on the agenda not yet under consideration by the hour of 9:00 P.M. except by majority consent of the members present. Matters on the agenda and not yet acted upon at the time of adjournment will be placed on the agenda of the next regular meeting or special meeting if one is called.

**2.5. Change in schedule.** Changes in the regular schedule shall not be made except upon the approval of a majority of the Board members present in a meeting at which quorum is present. In the event the Board meets, and a quorum is not present, the Board, upon the action of a majority of those present, may adjourn a regular or special meeting to another day provided that proper notice to members and public is given as provided in Rules 3.2 and 3.3.

{Proposed change from current practices.} **2.6. Virtual meetings.** Meetings may be made available for public attendance via videoconference. If the meeting is made available for virtual public attendance, then the public may participate remotely during a public comment period or public hearing.

### **3. NOTICE OF MEETINGS**

**3.1. Public notice of meetings.** The Township Clerk shall be responsible for providing the proper notice for all meetings of the Township Board. Such notification shall include but not necessarily be limited to the following:

**3.2. Regular meetings.** The Clerk shall post or publish a notice within 10 days after the first meeting of the Township Board in each calendar year, indicating the dates, times, and places of the Board's regular meeting schedule. The Clerk shall also post the schedule and schedule changes on the Township webpage.

**3.3. Schedule change.** Whenever the Board shall change its regular schedule of meetings, the Clerk shall post or publish a notice of the change within 3 days following the meeting in which the change was made but not less than eighteen (18) hours before the rescheduled meeting time.

**3.4. Notice of special/changed meetings, emergency meetings.** If the Board reschedules a meeting under the provisions of Rule 2.5 or calls a special meeting under Rule 2.2, the Clerk shall post a notice of such change immediately and no meeting, except emergency meetings as provided herein, shall be held until the notice has been posted for at least 18 hours. An emergency meeting shall be held only upon the consent of 2/3 of the Board members. Nothing herein shall bar an emergency meeting if a delay would threaten severe and imminent danger to the health, safety, and welfare of the public.

**3.5. Recessed meetings.** A meeting that is recessed for more than 36 hours shall be reconvened only after public notice as provided in Rule 3.2.

### **4. QUORUM; ATTENDANCE**

**4.1. Quorum.** Four members shall constitute a quorum for the transaction of business at all meetings of the Township Board.

**4.2. Attendance.** The Township Board, by a vote of at least 2 members, may compel the attendance of Board members and other officers of the Township at a regular or special meeting and enforce orderly conduct in a meeting.

### **5. MEETING AGENDA**

**5.1. Regular meeting agenda.** The Township Supervisor shall prepare the agenda of business for all regularly scheduled Township Board meetings. Any other Board member or representative of Township committees, boards or commissions desiring to place a matter on the agenda shall notify the Supervisor of such item ten days prior to the meeting. Documents for inclusion in the packet shall be provided eight days prior to the meeting. Only in unusual situations, such as where a deadline must be met, health, safety or welfare are at risk, or risks of financial adverse consequences, may matters be added on with the support of at least two (2) Board Members less than ten days before the meeting.

**5.2. Special meeting agenda.** Whenever the Board shall be called into a special meeting, the matters to be considered shall be stated in the notice of the meeting. However, if all of the members of the Board are present at a special meeting, then business that might lawfully come before a regular meeting of the Board may be transacted at the special meeting.

**5.3. Distribution of agenda and materials.** Upon completion of the agenda the Supervisor shall immediately distribute to Board members copies of the agenda together with copies of reports, explanations, etc., that relate to the business matters coming to the Board. The Supervisor may distribute such materials by email, mail or by personal delivery.

**5.4. Order of business.** The agenda shall be arranged in the following order of business. [BOT: This is discretionary. This order of business is taken from your latest meeting agenda.]

1. Call to Order
2. Roll Call/Conflict of Interest Check
3. First Call for Public Comment on Agenda Items
4. Approval of the Agenda
5. Consent Agenda
6. Discussion Items and/or Presentations to the Board
7. Action Items
8. Q&A: Reports
9. Second Call for Public Comment, Non-Agenda Items
10. Other Issues, Comments and Concerns of Board Members & Staff
11. Adjournment

## **6. CONDUCT OF MEETINGS**

**6.1. Chairperson.** The Township Supervisor shall moderate and chair all meetings of the Township Board. In the absence of the Supervisor the Board shall appoint one of its members temporary chair by voice vote, who shall assume the duties of the chair for that meeting.

**6.2. Discussion.** Board members wishing to speak shall first obtain the approval of the chair and each person who speaks shall address the chair. Other persons at the meeting shall not speak unless recognized by the chair.

**6.3. Disorderly conduct at meetings.** The Supervisor may call to order any person who is being disorderly in the following ways: speaking or otherwise disrupting the proceedings, failing to be germane, speaking longer than the allotted time, or speaking vulgarities. The person shall then be seated until the Supervisor determines whether the person is in order. If the person shall then be called out of order, he or she shall not be permitted to continue to speak at the same meeting except on special permission by a majority of the Township Board. If the person shall continue to be disorderly and disrupt the meeting, the Supervisor may request a sheriff's deputy to remove the person from the meeting. No person shall be removed from a public meeting except for an actual breach of the peace committed at the meeting from which such person is removed.

## **7. RECORD OF MEETINGS**

**7.1. Clerk responsibility.** The Township Clerk shall be responsible for maintaining the official record and minutes of each meeting of the Board. In the absence of the Clerk, the Board shall appoint one of its members as temporary Clerk for that meeting. The minutes of each meeting shall show the date, time, place, members present, members absent, any decisions made at a meeting held open to the public and the purpose(s) for which a closed session is held and any decisions made subsequent to such closed session. The minutes shall include all roll call votes taken at the meeting.

The corrected minutes shall show both the original entry and the correction. The minutes shall include all the actions of the Board with respect to motions including the name of the moving member. A vote on an ordinance,

and upon the adoption of a resolution and ordinance shall be taken by yes and no votes and shall be entered upon the record, except that if the vote is unanimous, it shall only be necessary to record that fact.

The Clerk shall maintain copies of each resolution and ordinance or other matter acted upon by the Board. The official minutes, however, may refer to those matters by an identifying number and title descriptive of the ordinance, resolution, or other matter.

**7.2. Record of discussion.** The Clerk shall be responsible for making an electronic recording of each entire meeting of the Board, and each such recording shall be maintained for a period not less than 6 months following the date of the meeting. Thereafter, the recording may be erased unless the recording shall be pertinent to any legal proceedings then underway, pending, or expected.

**7.3. Public access to meeting records.** The Clerk shall make available to members of the public the records and minutes of Board meetings in accordance with the Freedom of Information Act. Minutes prepared by the Clerk, but not approved by the Board, shall be available for public inspection not more than 8 business days following the meeting. Minutes approved by the Board shall be available within 5 business days of the meeting at which they were approved.

**7.4 Publication of minutes.** The Clerk shall also be responsible for posting approved minutes on the Township internet web site within a reasonable period of time after approval by the Board.

## **8. STANDING BOARD COMMITTEES**

**8.1. Appointment.** Unless otherwise provided by law, the Board, on an annual basis and within 30 days of the organization of the Board, shall appoint members of the Board to standing committees listed under Rule 8.3. The Board may establish any other committees and at any time it deems necessary.

**8.2. Committee chair.** Committee chairs shall be appointed by the Supervisor.

**8.3. Committee duties and responsibilities.** Each committee shall thoroughly investigate any matters referred to it by the Supervisor or the Board and shall report, in writing, its findings to the Board without undue delay. Upon the motion of any Board member, and approval of a majority of the Board, the Board may discharge a committee from further consideration of any matter.

The standing committees of the Board are the following:

**8.3.1 Local Roads Committee.**

**8.3.2 Compensation Committee for Elected Officials. (future committee)**

**8.3.3 Waterways Preservation Committee. (future committee)**

**8.4. Committee meetings.** A majority of the members of any committee shall constitute a quorum with respect to that committee. Meetings of committees shall be open to members of the public if required by the provisions of the Open Meetings Act. Each committee shall maintain a written record of its meetings. The record of each committee shall include at least the following: the date and place of the meeting, members attending, and any final recommendations that the committee has approved.

## **9. CLOSED SESSIONS**

**9.1. Procedure.** The Township Board may meet in closed session, closed to the public, upon the roll call vote of 2/3 of the members except for the purposes articulated in 9.2(a) and (b) which shall only require a roll call vote of the majority of members present. The vote shall be recorded in the minutes of the meeting at which the decision to hold a closed session was made. All decisions of the Township Board must be made at a meeting open to the public as required by the Open Meetings Act.

**9.2. Purposes.** The Township Board may hold closed sessions only for the following purposes:

- a) To consider the dismissal, suspension, or disciplining of a public officer, employee, staff member, or individual agent; or to hear complaints or charges against such a person, or to consider a periodic personnel evaluation of such a person, but only when the subject of the proposed action or charges requests the meeting to be closed. A person requesting a closed hearing may rescind the request at any time, in which case the matter at issue shall be considered thereafter only in open sessions.
- b) To consider strategy connected with the negotiation of collective bargaining agreements if either party requests a closed hearing.
- c) To consider the purchase or lease of real property prior to the time that an option to lease or purchase such real property is secured.
- d) To consult with the Township attorney regarding trial or settlement strategy in connection with specific pending litigation but only when an open meeting would have a detrimental effect on the Township's litigation or settlement position.
- e) To review the specific contents of an application for employment or appointment to a public office and the applicant requests that the application remain confidential. Whenever the Board meets to interview an applicant, it shall be in open session.
- f) To consider material exempt from discussion or disclosure by state or federal law.

**9.3. Minutes.** At each closed session, the Clerk shall keep a separate record. This record of minutes shall not be disclosed to the public except upon court order. The Clerk may destroy said minutes after one year and one day have passed following the date at which the Board approved the minutes of the regular meeting at which the closed session was approved.

## **10. MOTIONS AND RESOLUTIONS**

### **10.1. Motions and resolutions.**

**10.1.1** Any business before the board shall be introduced by motion or written resolution and in accordance with the agenda approved by the board and Roberts Rules (defined below). No motion or resolution shall be adopted until the motion or resolution is stated by the chair. The chair may, on their own initiative or at the secretary's request, require any main motion, amendment or instructions to a committee to be in writing before stating the question. In such case, a request to recess for the purpose of writing out a motion or resolution shall be in order.

**10.1.2** A main motion may be offered as a written resolution, either because of its importance or because of its length or complexity, or because greater formality is desired, as determined by the chair at their discretion. Such a written resolution shall be prepared, and distributed to all members,

in advance of the applicable meeting. If the text of the resolution has been distributed to the members in advance, it need not be read in full when moved.

**10.2. Order of motions.** Whenever a question is under debate, no motion shall be received except subsidiary, privileged and incidental motions in accordance with Roberts Rules, examples of which are:

- a) fix the time to adjourn (to provide for an additional meeting of the same session, typically followed by a motion to adjourn and distinguished from a special meeting which is a different session)
- b) adjourn
- c) recess (to take a break during a pending question)
- d) lay on the table (to interrupt the pending business so as to permit doing something else immediately)
- e) previous question / vote immediately or call the question (to close debate and bring to an immediate vote)
- f) table / postpone to a certain time (to consider a pending question in current or future meeting)
- g) commit or refer (to commit or refer an action to a committee for further study or redrafting before a question is considered further)
- h) amend
- i) table / postpone indefinitely (to drop the main motion without a direct vote on it)

These motions shall take precedence in the order in which they are stated above and otherwise in accordance with Roberts Rules.

**10.3. Non-debatable motions.** The motion to adjourn, to recess, to lay on the table, previous question/to vote immediately or call the question, and all questions relating to the priority of business, shall be ordered and voted upon without debate.

**10.4. Rules on certain subsidiary and incidental motions.** The following motions require majority vote for approval, unless otherwise stated.

**10.4.1. A decision to table (postpone action)** shall carry with it all questions to which it is attached, except in the case of an appeal from any decision of the chair in accordance with Section 10.4.7 below.

**10.4.2. A motion for the previous question (also known as motion to vote immediately or call the question)** may be made to immediately close debate and prevent the making of a number of secondary motions (e.g., amend, commit, postpone to a certain time). It may be moved at any time while a debatable motion is pending, whether or not some debate on it has already taken place. The motion requires a two-thirds vote. A roll call vote may be demanded on the question to vote immediately. Whenever the question to vote immediately is ordered, any questions, order, or appeal from the decision of the chair shall be decided without debate. If the board rejects a motion to vote immediately, the consideration of the matter shall be resumed as if the motion had not been made.

**10.4.3. A motion to reconsider** shall be in order on any question the board has decided, but no question shall be reconsidered more than once. The motion to reconsider shall be in order, however, on the same day (or session) as the vote to be reconsidered was taken and in the next regular meeting following. The motion to reconsider shall be moved only by a member who voted with the majority on the motion to be reconsidered. A motion to reconsider a motion to amend shall not be in order if

the main question has been voted upon. If the board has adopted the question of reconsideration, however, motions to amend shall be in order.

**10.4.4. A vote to table / postpone indefinitely** shall not be reconsidered.

**10.4.5. A motion to temporarily suspend the rules** may be made at any time. By two-thirds vote (other than ordinary standing rules, which may be suspended by majority vote) the board may temporarily suspend the rules to facilitate the accomplishment of any legal objective of the board in a legal manner.

**10.4.6. Appeal from decision of the chair.** Any member of the board may appeal from any decision of the chair. On all appeals the question shall be “Shall the decision of the chair stand as the judgment of the township board?” Appeals shall be debatable except when the township board is under the order to vote immediately, or the decision appealed from relates to the priority of business. Any such appeal may be tabled, but it shall not carry with it the matter before the township board at the time such appeal is taken.

**10.4.7. Division of a question.** Any member of the township board may call for a division of any pending question. The question shall be divided if it contains propositions so distinct that, one or more being removed, a substantive proposition shall remain.

## **11. VOTING**

**11.1.** Whenever a question is put to the members by the chair, every member present shall vote on all questions to be decided by the township board, and a majority vote of the votes cast by those present and constituting a quorum is required to adopt or approve any such question (unless a greater vote is otherwise required by these Rules, Roberts Rules or applicable law).

**11.2.** No member present shall abstain from voting “yes” or “no,” unless excused by unanimous consent of the other members present or the question at issue presents a conflict of interest to the member abstaining and that conflict is identified on the record.

**11.3.** A member abstaining shall be counted for purposes of a quorum and for purposes of Members present. A Member abstaining shall not be counted as voting for or against the measure upon which abstention is permitted. Presence of abstaining Member does not break a tie vote.

**11.4.** On demand by any township board member the vote on any pending question shall be taken by a record roll call vote.

**11.5.** When a record roll call vote is demanded on a question and after the chair has stated the question, the chair is directed to call the roll; no member of the township board is entitled to speak on the question, nor shall any motion be in order until such roll call is completed, and the result announced.

**11.6.** The vote on the passage of an ordinance, and on the adoption of a resolution and ordinance, shall be taken by yes and no votes and shall be entered on the record. Where the vote is unanimous, however, it shall only be necessary to record the vote.

## **12. PARLIAMENTARY AUTHORITY**

**12.1.** Robert’s Rules of Order, Newly Revised, 12th Edition, 2020 (“Roberts Rules”), shall govern all questions of procedure that are not otherwise provided by these rules or by state law.

### **13. MISCELLANEOUS**

**13.1. Nepotism.** Unless the township shall, by a two-thirds vote, which shall be recorded as part of its official proceedings, determine that the best interests of the township shall be served and the individual considered by such a vote has met the qualifications for appointive office or employment, the following relatives of any elected or appointed officer or official are disqualified from holding any appointed office or employment during the term for which said elected or appointed officer or official was elected or appointed: spouse; child; parent; grandchild; grandparent; brother; sister; half-brother; half-sister; or the spouse of any of them. This section shall in no way disqualify such relatives or their spouses who are bona fide appointed officers, officials or employees of the township at the time of the election or appointment of said officer or official to elective township office.

### **14. ADOPTION, AMENDMENT, AND APPLICABILITY OF BOARD RULES**

**13.1 Adoption of Board Rules.** At the last meeting in November or at the December meeting in any given calendar year, the board may adopt rules for the following calendar year. If no such rules are adopted, the current rules will remain in force.

**13.2 Amendment of Board Rules.** Any board member may propose amendments to the board rules at a board meeting. Those amendments shall be referred to a subsequent Board meeting for action. Amendments to Board Rules may not be passed at the same meeting at which they are introduced, except as allowed in article 13.1.

**13.3 Applicability of Board Rules.** These rules are intended to govern the order of business of the Board and are not intended to create a legal duty. An objection to a claimed deviation from these rules must be made at the time the claimed deviation occurs.



# DEXTER TOWNSHIP

## AGENDA ITEM REQUEST

**MEETING OF: Township Board of Trustees September 19, 2023**

**Title:** Discussion of Strategic Priorities

**Date (please submit agenda item requests 14 days prior to meeting date):**

**Purpose (Choose ONE):**

- 1) This is a discussion item requiring no action by the board:   X
- 2) This is an action item requiring a:  
Resolution       ;  
Motion       ;  
Ordinance

**Narrative (to be completed by requestor):**

Overview

Members of the Board of Trustees and Dexter Township boards and committee met on August 28 to review the strategic plan and update the Township's priorities. The BOT requested that the Supervisor propose guidelines and priorities for deployment of funds based on that meeting.

Priorities for Discussion

Dexter Township is planning to spend money using these guiding principles:

- We will validate our fund balances policy with careful analysis and specific policy setting around our CIP and emergency funds, and adjust available balances accordingly
- We will prioritize items that provide direct benefits to the largest number of Dexter Township residents
- We will prioritize items that provide ongoing or perpetual benefits, especially infrastructure
- We will prioritize items that don't require ongoing administrative effort (so we don't grow our need for ongoing operational revenue and expenses)

The most urgent matters that might meet these requirements right now are:

- Emergency Preparedness (for extreme weather and other emergencies). Initiatives might include developing an emergency plan, or providing grants to residents who have financial need as a result of an emergency

- Connectivity - ensuring that Dexter Township has cellular coverage in all areas
- Stewardship of our waterways and land - such as supporting septic testing and maintenance, well testing, matching funds for sewer connections within the township, or support for conservation efforts (perhaps using an alternative rubric that favors environmental value over eligibility for matching funds)
- Public Safety - improving fire safety infrastructure
- Direct Benefits for Residents – especially those that further our programs and projects, such as MetroParks passes for all residents

**Does this item have fiscal impact?**

**Yes** \_\_\_\_

**No** \_\_\_\_

**If yes, what is the net cost?** n/a

**\$**

**Is the item included in the Township's approved annual budget?**

FY25 impact on revenues

**Yes** \_\_\_\_

**No** \_\_\_\_

**Staff/Supervisor Comments**

**Submitted by:** Karen Sikkenga, Supervisor

**Suggested language for the motion:**

No action required.

# DEXTER TOWNSHIP



## Dexter Township Supervisor Report

August 15, 2023

### Police and Fire Millages

The current police and fire millage expire at the end of this year (2023). The Executive Team met with Fire Chief Doug Armstrong and DAFD Board Member at Large John Scharff to get a preliminary understanding of the Fire millage. Fire protection is a top priority permissive function: if we do not fund fire services, no other entity is mandated to provide fire protection to our residents. The purpose of this summary is to provide very preliminary information to the BOT to begin to orient board members; more information will be forthcoming.

The Board of Trustees will have policy decisions to make as follows:

- Should we continue to maintain separate funds for fire and police services, or combine these into a single public safety fund?
- Should we use a Special Assessment District or a millage?
- What time period should we establish for the funding mechanism?
- What should the millage rate be?

#### Separate vs. Combined Funding

Webster Township has a combined public safety fund. The advantage to the Township is that it provides greater flexibility to flow funds between public safety related purposes. For example, the BOT could decide to increase fire support and decrease police support, or the reverse. To the extent that the BOT has greater flexibility, the recipients of these funds (the Sheriff's Department and DAFD) might experience greater uncertainty.

#### Special Assessment District vs. Millage

We can collect this revenue either through a Special Assessment District, which can be approved by the BOT without going to the voters, or through a millage, which requires a vote of the electorate. Dexter Township has previously collected these funds through a voter-approved millage. The attached presentation provides information on the costs and benefits of these two models. Also, I have not yet contacted the State Equalization Board to determine whether a 2.95 millage would keep us below the maximum 50 mills, in which case additional policy decisions might be required.

If we go to the voters for a millage, the next feasible date is the August 2024 ballot. If we wish to take the millage to the voters in August 2024, we would need to have the ballot proposal ready by March of 2024. If a fire millage does not succeed in August 2024, we could return to the voters in November, and/or support our share of DAFD with fire fund balances in the short term.

#### What Time Period Should We Establish?

The current millage was in place for five years. The BOT has the option of putting our preferred funding mechanism in place for ten years, as Webster Township has done. This would reduce the frequency with which the Township returns to the voters and the BOT for public safety funding. Townships are not obligated to collect millages or special assessment district fees, so it would not obligate residents to a future expense.

### What Should the Millage Rate Be?

The estimated required revenue for DAFD services from Dexter Township for the coming years equals 2.95 mills. The current millage rate is 2.35 mills; the new rate is higher largely because of increases in number of and compensation for fire fighters. This estimate assumes that Dexter Township will wish to maintain funding balances close to the present value of our current fund balances (\$1.2M). The Fire Fund balance is equal to about one year of annual operating.

## Events

### Master Plan Feedback and Movie Night

The first Dexter Township Community Movie Night went off without a hitch, thanks to all of you. We really appreciate each and every one of you turning out on a beautiful summer evening to engage with our community. Special shout out to Office Manager Sam Edwards, who pulled off several minor miracles and worked some crazy hours to do so. Thanks, too, to our talented musicians and planning consultant for making the event fun and substantive. And special thanks to Trustee Lonnie Scott (and his family) for providing the vision - and the equipment to back it up.

About a dozen members of the public provided feedback on the Master Plan at the event. Additional feedback has been flowing since that night, with Beckett & Raeder collecting and responding as appropriate. The period for collecting feedback will end in October.

### Upcoming Events and Volunteer Recruitment

September 23, 11 am, Dexter Town Hall: Coffee Chat: Elections, Elections, Elections!

The next community event approved by the BOT is a coffee chat with Clerk Stamboulellis to talk all things elections. The event will take place on September 23, 2023, at 11 am.

October 14, 9-noon, Dexter Town Hall: Annual Clean-Up Day

October 14 is the annual Dexter Township clean-up day. Scrap metal, electronic waste, tires, and Styrofoam will be collected. (Household trash, toxic materials, construction waste, glass, cardboard, and plastic not accepted.) Document shredding will be available. Suggested donation: \$5 per vehicle. We are always looking for volunteers to assist with this event. We are also recruiting ongoing volunteers to assist with the cemetery clean-up project and with plastic film recycling. If you are interested in volunteering, please contact [info@dextertownship.org](mailto:info@dextertownship.org).

## Severe Weather in Dexter Township

Southeast Michigan and Washtenaw County experienced historically heavy rains and flooding in late August, including some flooding in Hamburg. On August 24<sup>th</sup>, Eastern Washtenaw County received unusually heavy rainfall with some areas receiving 4.8" - 4.9" of rain in 3 hours. NOAA called this incident a "500-year, 3-hour storm". In other words, there is a 0.2% chance of this happening at any given time. While Dexter Township avoided some of the crippling damage experienced throughout the State, the multiple severe weather incidents this summer confirm the Strategic Planning priority of emergency preparedness.

## Office Redesign

Dexter Builders made a site visit to the Town Hall and will be providing a formal bid on the office redesign. They, too, forecasted that their bid would exceed the \$50K budgeted for this purpose. We have added accessibility for hearing impaired persons to our list of requirements, because we have

received feedback that the great hall echoes and presents audibility challenges. I will be returning to the BOT with competitive bids, likely in October.

## Budget

### Revenues

Overall, Dexter Township is on track to collect the forecasted revenue and for overall expenditures not to exceed approved amounts in FY24. August 31 marks the end of the fifth month, with 42% of the year elapsed. As expected, General Fund revenue will be less than 42% at this point. We collect State Share revenue early in the year, and property tax revenue after December, so most of our revenues come in closer to year-end.

### Expenditures

#### Overall

Overall, General Fund expenditures are at 34%, with 42% of the year elapsed. Certain large expenses, such as miscellaneous fire station expenses, \$40K in maintenance expenses for Building & Grounds, and Deputy Treasurer salary, are significantly under expended and I do not expect to expend these accounts fully. The \$50K allocation for Building Improvements will likely be fully expended (see above).

#### Open Space Land Initiative

In FY23, we approved a budget for the FOSP Board of \$300K, of which \$18K was expended prior to the approval of the millage. This year, we budgeted a transfer into the Open Space Land Initiative Fund of \$282K, but there is no corresponding current year source of funds to support this transfer. Put another way, the General Fund allocation was approved but not transferred last year.

I recommend that the BOT request a three-year budget from the FOSP Board to form the basis of a policy decision with respect to the amount and timing of a General Fund transfer to the Open Space Land Initiative Fund.

\$14K has been expended to date this year in that fund against \$225K in millage revenue.

## Upcoming Board of Trustees Meetings

Reminder that the focus of our upcoming meetings are:

- October (tentative): public safety including Police and Fire millages discussion; approval of personnel guidelines; approval of BOT by-laws; approval of construction contractor for Town Hall improvements
- November: Master Plan final approval (tentative)
- December: first budget hearing

## SPECIAL ASSESSMENT DISTRICTS FOR PUBLIC SAFETY

1

MICHIGAN TOWNSHIPS ASSOCIATION  
ROBERT E. THALL, ATTORNEY  
SETH KOCHES, ATTORNEY  
BAUCKHAM, THALL, SEEGER, KAUFMAN &  
KOCHES, P.C.  
470 W. CENTRE AVE  
PORTAGE, MI 49024  
(269) 382-4500  
[thall@michigantownshiplaw.com](mailto:thall@michigantownshiplaw.com)  
[koches@michigantownshiplaw.com](mailto:koches@michigantownshiplaw.com)

1

## PUBLIC SAFETY GENERALLY

2

- Public safety refers to police protection, fire protection, and ambulance services. It includes vehicles, equipment, facilities, and operations. Any or all of such services or items.
- A township has the authority, but no obligation, to provide public safety.
- Most townships provide some level of fire protection. So the focus will be on fire services, but equally applicable to all public safety.

2

## PUBLIC SAFETY FUNDING GENERALLY

3

- Township General Fund.
- Extra Voted Millage.
- Special Assessment –Public Act 33 of 1951; MCL 41.801 et seq.
- Bond supported by S.A. or Millage for buildings or vehicles.
- Installment Purchase for buildings or vehicles.
- Townships are finding it difficult to support public safety from the General Fund and are exploring other funding. Most are turning to using special assessments.

3

## PA 33 Special Assessments vs Millage

4

- Extra Voted Millage for public safety:
- Must be voted on by the electorate.
- 20-year limitation.
- Subject to annual Headlee rollbacks.
- General law townships subject to 50 mill limitation on all taxes; Charter Townships limited to 10 mill cap. If up against these caps extra voted millage not an option.
- Taxes must be uniform so if you have to different fire districts with different costs it doesn't matter as the millage is uniform throughout the Township. Can't have different tax districts.
- General Property Tax Act exemptions apply.

4

## PA 33 Special Assessments vs Millage

5

- PA 33 Special Assessments:
  - Not subject to tax limitations for general law and charter townships. Even if capped out for new taxes townships can use PA 33.
  - No vote required unless right of referendum initiated.
  - Special Assessment District can be perpetual.
  - Special Assessment not subject to annual Headlee rollback.
  - Costs for public safety services determined annually and spread within the district.
  - Township can set up districts for different areas of the Township where different services are provided. Uniformity not applicable.

5

## PA 33 Special Assessments vs Millage

6

- Adjoining townships can act jointly whether or not in the same county.
- Can also act jointly with adjoining villages and qualified cities.
- Special Assessment is spread on taxable value. Exemptions under the General Property Tax Act apply. Looks like a millage when billed but it is not.
- Townships bill on the winter tax bill.
- Assessment is based upon the special benefit conferred.
- The assessment is presumed valid.
- Set up properly it is superior to asking for millages on a continual basis.

6

## PA 33 Special Assessment

7

- A township or adjoining townships acting jointly may set up a special assessment district.
- Also allows for adjoining villages and qualified cities to join in.
- Qualified cities have population of less than 15,500 or if larger population specific procedure under MCL 41.810 apply.
- So you can have joint district.
- Township can move forward on its own initiative by resolution of intent to establish a special assessment district and to raise sum for public safety by special assessment. OR

7

## PA 33 Special Assessment

8

- The question of raising money by special assessment may be submitted to the electors of the township at a general election or special election called for that purpose by the township board. OR
- The question of raising money by special assessment must be submitted by the township board, if the owners of 10% of the land to be made into a special assessment district petition the township. Referendum right.
- The vote is not on a set amount but instead should be on the question of raising money by special assessment in a specified district (i.e. township-wide district).

8

## PA 33 Special Assessment Ballot Language

9

### TOWNSHIP FIRE PROTECTION SPECIAL ASSESSMENT PROPOSAL

Shall \_\_\_\_\_ Township, \_\_\_\_\_ County, Michigan create a Township-wide fire protection special assessment district under Michigan Public Act 33 of 1951, as amended, for the purpose of raising money by special assessment therein for furnishing fire protection, and purchasing and housing equipment, and for the operation of the same?

Yes \_\_\_\_\_ No \_\_\_\_\_

\* Sample ballot not to be used without your Township Attorney review.

9

## PA 33 Process

10

- If approved by the voters or if initiated by township with no referendum the process begins by getting cost estimates.
- Normally estimate is for the cost for the next year to provide the service which can include the cost of vehicles, equipment, housing and operations. This would be the fire department budget for the next year.
- Two public hearings are then required to establish the special assessment.
- The first hearing is to establish the district and approve the cost estimate and hear objections.
- The second hearing is to hear objections to the spreading of the special assessment roll.

10

## First Public Hearing

11

- MCL 41.801(4): the Township Board shall estimate the cost and expenses of the fire motor vehicles, apparatus, equipment, and housing and fire protection, and fix a day for a [public] hearing on the estimate defraying the expenses on the properties to be benefited.

11

## First Public Hearing

12

- **Noticing the first Public Hearing:**
  - Public notice: must comply with OMA [date, time, place/address, phone #] and state the purpose of the hearing.
  - Publish in newspaper not less than 5 days before the hearing.
  - MCL 411.741(1): Notice shall be given to each owner of or party in interest in property to be assessed at least 10 days before the date of the hearing via first class mail.
  - Objections may be offered at the first public hearing against the estimate and creation of the SAD
- **After the first public hearing:** Adopt a resolution confirming the special assessment district, confirming the costs and expenses and directing the supervisor to spread the levy on the roll.

12

## First Public Hearing

13

- The statute requires the assessment to be spread on the taxable value. So it must be expressed as a millage rate on the roll.
- By case law, you can determine the amount of the levy to be a flat rate on various types of property (residential, vacant ag, commercial/industrial) but then the flat amount must be converted to millage rate on the roll for each parcel.
- Most townships do not use a flat rate on Act 33 assessments.

13

## Second Public Hearing

14

- Purpose:
  - To hear objections to the distribution of the special assessment levy on the taxable properties in the Township (objections to the roll).
  - This hearing must be held and noticed in the same manner as the first public hearing.
  - After the second public hearing: Adopt a resolution approving the assessments on the roll, which are then levied on the December (Winter) tax bill.

14

## Annual Hearing

15

- MCL 41.801(4): The township board shall annually determine the amount to be assessed in the district for fire protection, shall direct the supervisor to distribute the special assessment levy, and shall hold a hearing on the estimated costs and expenses of fire protection and on the distribution of the levy.
- Each year the Township estimates its next year costs and expenses and holds a public hearing to set the SAD levy for the following year.
- Same noticing requirements apply: mailed and published.
- Following the public hearing the board can confirm the roll, or amend or correct it to be billed on the winter tax bill.

15

## Annual Hearing

16

- We have sometimes used a process to avoid the annual notice requirements by adding to the first public hearing notice and resolution a date and time certain for a redetermination of costs similar to how it is done for Public Act 188 of 1954. (only do this with guidance and approval from your local attorney).
- We normally suggest that the annual hearing be conducted in conjunction with the township budget hearing.

16

## Special Limitations for Capital Expenses

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- There is an annual cap of 10 mills on the taxable value of the area in the district on capital expenditures for vehicles, apparatus, equipment, and housing in a one year period.
- If bonds are issued, equal annual installments can be spread for not exceeding 15 years. Must also follow proceedings set out in PA 188 of 1954 as near as practicable when issuing these bonds.

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# Dexter Township Budget vs. Actual Revenues and Expenditures

PERIOD ENDING 08/31/2023; run date 9/6/2023

		2023-24					
		AMENDED		ACTIVITY FOR	AVAILABLE	% BDGT	
		BUDGET	YTD BALANCE	7/31/2023	BALANCE	USED	Notes
GL NUMBER	DESCRIPTION	NORMAL (ABNORMAL)		NORMAL (ABNORMAL)		EXPECTED:	
42%							
GENERAL FUND (Fund 101)							
Revenues							
Dept 000							
101-000-401.001	CURRENT PROPERTY TAXES	\$ 380,050	\$ -		\$ 380,050	0%	To be rec'd Q4
101-000-407.003	STATE OF MICHIGAN PILT	110,000	939	939	109,061	100%	To be rec'd Q4
101-000-447.001	PROPERTY TAX ADMIN FEE	200,000	0	0	200,000	0%	To be rec'd Q4
101-000-451.000	LICENSES & PERMITS	10,000	6,505	2,155	3,495	65%	
101-000-451.001	PLANNING REVENUES	3,000	600	600	2,400	20%	
101-000-451.002	ZBA REVENUES	3,000	0		3,000	0%	
101-000-451.003	LAND DIVISION REVENUES	2,500	600	600	1,900	24%	
101-000-539.000	STATE SHARED REVENUE	731,000	224,013		506,987	31%	
101-000-655.000	FINES AND FORFEITS	5,000	1,800	503	3,200	36%	
101-000-665.000	INTEREST INCOME	0	188	0	-188	100%	Inc this item in FY25 Bgt
101-000-665.001	MICLASS INTEREST REVENUE	15,000	17,917	0	-2,917	119%	
101-000-667.002	FIRE SUB STATION	4,000	2,318	386	1,683	58%	
101-000-672.000	REFUNDS & REIMBURSE	1,800	0		1,800	0%	
101-000-673.000	MISC	0	17,735		-17,735	100%	Insurance reimb for lawsuit
101-000-674.000	CABLE TV FRANCHISE	56,000	27,310	13,572	28,690	49%	
101-000-675.000	RECYCLE/CLEANUP DAY REVENUE	1,000	0		1,000	0%	Future event event
101-000-676.000	TELECOM ACT	10,000	14,034	0	-4,034	140%	
TOTAL REVENUES		\$ 1,532,350	\$ 313,958	\$ 18,755	\$ 1,218,392	20%	

		2023-24 AMENDED BUDGET	YTD BALANCE	ACTIVITY FOR 7/31/2023	AVAILABLE BALANCE	% BDGT USED	Notes
<i>Expenditures</i>							
Dept 101 - TRUSTEE							
101-101-706.001	SALARY & WAGES	\$ 25,657	\$ 9,087	\$ 1,604	\$ 16,570	35%	Trustee absence
101-101-860.000	TRAVEL & TRANSPORTATION	3,000	0	0	3,000	0%	
101-101-861.000	PROF DEVELOPMENT	4,000	0	0	4,000	0%	MTA April 23-24 2024
101-101-955.001	MISC	<u>100</u>	<u>0</u>	<u>0</u>	<u>100</u>	<u>0%</u>	
Total Dept 101 - TRUSTEE		\$ 32,757	\$ 9,087	\$ 1,604	\$ 23,670	28%	
Dept 171 - SUPERVISOR							
101-171-706.001	SALARY & WAGES	\$ 41,000	\$ 17,740	\$ 3,379	\$ 23,260	43%	
101-171-727.001	SUPPLIES	500	0	0	500	0%	
101-171-860.000	TRAVEL & TRANSPORTATION	500	29	29	471	0%	
101-171-861.000	PROF DEVELOPMENT	1,000	150	0	850	15%	
101-171-955.001	MISC	<u>500</u>	<u>64</u>	<u>0</u>	<u>436</u>	<u>13%</u>	
Total Dept 171 - SUPERVISOR		\$ 43,500	\$ 17,983	\$ 3,408	\$ 25,517	41%	
Dept 172 - TOWNSHIP OFFICE MANAGER							
101-172-706.001	SALARY & WAGES	\$ 62,000	\$ 23,648	\$ 4,234	\$ 38,352	38%	
101-172-715.000	HEALTH INSURANCE	2,400	2,446	304	-46	102%	Approved by BOT
101-172-725.002	RETIREMENT PLAN	5,000	343	169	4,657	7%	
101-172-727.001	SUPPLIES	1,000	0	0	1,000	0%	
101-172-860.000	TRAVEL & TRANSPORTATION	750	0	0	750	0%	
101-172-861.000	PROF DEVELOPMENT	<u>1,000</u>	<u>0</u>	<u>0</u>	<u>1,000</u>	<u>0%</u>	
Total Dept 172 - TOWNSHIP SUPERINTENDENT/MANAGER		\$ 72,150	\$ 26,437	\$ 4,707	\$ 45,713	37%	
Dept 209 - ASSESSOR							
101-209-727.001	SUPPLIES	\$ 1,000	\$ 415	\$ -	\$ 585	42%	Not expected to overexpend
101-209-727.002	POSTAGE	3,000	0	0	3,000	0%	
101-209-801.001	CONTRACTED SERVICE WAGES	68,000	27,928	0	40,072	41%	
101-209-900.000	PRINTING/PUBLISHING	<u>300</u>	<u>0</u>	<u>0</u>	<u>300</u>	<u>0%</u>	
Total Dept 209 - ASSESSOR		\$ 72,300	\$ 28,343	\$ -	\$ 43,957	39%	

		2023-24 AMENDED BUDGET	YTD BALANCE	ACTIVITY FOR 7/31/2023	AVAILABLE BALANCE	% BDGT USED	Notes
<b>Dept 215 - CLERK</b>							
101-215-706.001	SALARY & WAGES	\$ 40,000	\$ 16,895	\$ 3,379	\$ 23,105	42%	
101-215-706.002	DEPUTY WAGES	31,200	11,343	1,200	19,857	36%	Back pmt approved by BOT
101-215-706.005	RECORDING SECRETARY	12,000	2,683	245	9,317	22%	
101-215-727.001	SUPPLIES	500	357	0	143	71%	
101-215-727.002	POSTAGE	500	0	0	500	0%	
101-215-860.000	TRAVEL & TRANSPORTATION	2,250	0	0	2,250	0%	
101-215-861.000	PROF DEVELOPMENT	3,000	25	0	2,975	1%	
101-215-900.000	PRINTING/PUBLISHING	500	0	0	500	0%	
101-215-955.001	MISC	<u>500</u>	<u>0</u>	<u>0</u>	<u>500</u>	<u>0%</u>	
Total Dept 215 - CLERK		\$ 90,450	\$ 31,303	\$ 4,824	\$ 59,147	35%	
<b>Dept 216 - ELECTION</b>							
101-216-727.001	SUPPLIES	\$ 500	\$ -	\$ -	\$ 500	0%	
101-216-727.002	POSTAGE	500	0	0	500	0%	
101-216-860.000	TRAVEL & TRANSPORTATION	1,000	0	0	1,000	0%	
101-216-861.000	PROF DEVELOPMENT	2,000	0	0	2,000	0%	
101-216-900.000	PRINTING/PUBLISHING	<u>2,000</u>	<u>0</u>	<u>0</u>	<u>2,000</u>	<u>0%</u>	
Total Dept 216 - ELECTION		\$ 6,000	\$ -	\$ -	\$ 6,000	0%	
<b>Dept 228 - INFORMATION TECHNOLOGY</b>							
101-228-801.002	CONTRACTED SERVICES	\$ 14,000	\$ 760	\$ -	\$ 13,240	5%	
101-228-981.001	INFO SYSTEM HDW	1,500	0	0	1,500	0%	
101-228-981.002	INFO SYST SFTWR	<u>2,000</u>	<u>0</u>	<u>0</u>	<u>2,000</u>	<u>0%</u>	
Total Dept 228 - INFORMATION TECHNOLOGY		\$ 17,500	\$ 760	\$ -	\$ 16,740	4%	
<b>Dept 247 - BOARD OF REVIEW</b>							
101-247-707.000	PER DIEM	\$ 1,800	\$ 150	\$ 150	\$ 1,650	8%	
101-247-727.001	SUPPLIES	200	80	0	120	40%	
101-247-861.000	PROF DEVELOPMENT	1,000	0	0	1,000	0%	
101-247-900.000	PRINTING/PUBLISHING	<u>500</u>	<u>0</u>	<u>0</u>	<u>500</u>	<u>0%</u>	
Total Dept 247 - BOARD OF REVIEW		\$ 3,500	\$ 230	\$ 150	\$ 3,270	7%	

		2023-24 AMENDED BUDGET	YTD BALANCE	ACTIVITY FOR 7/31/2023	AVAILABLE BALANCE	% BDGT USED	Notes
Dept 253 - TREASURER							
101-253-706.001	SALARY & WAGES	\$ 40,000	\$ 16,895	\$ 3,379	\$ 23,105	42%	
101-253-706.002	DEPUTY WAGES	38,400	10,613	338	27,787	28%	Dept Treasurer reduced hrs
101-253-727.001	SUPPLIES	2,500	0	0	2,500	0%	
101-253-727.002	POSTAGE	4,300	1,300	0	3,000	30%	Postage incurred 2x/year
101-253-801.002	CONTRACTED SERVICES	3,000	821	0	2,179	27%	
101-253-860.000	TRAVEL & TRANSPORTATION	1,500	0	0	1,500	0%	
101-253-861.000	PROF DEVELOPMENT	2,000	0	0	2,000	0%	
101-253-863.000	DUES	200	0	0	200	0%	
101-253-955.003	BANK CHARGE-FOR TAXES	3,000	1,150	0	1,850	38%	
101-253-981.002	INFO SYST SFTWR	<u>1,200</u>	<u>0</u>	<u>0</u>	<u>1,200</u>	<u>0%</u>	
Total Dept 253 - TREASURER		\$ 96,100	\$ 30,780	\$ 3,717	\$ 65,320	32%	
Dept 265 - BUILDING & GROUNDS							
101-265-727.001	SUPPLIES	\$ 800	\$ 113	\$ -	\$ 687	14%	
101-265-805.000	INSURANCE-TWP HALL	2,500	0	0	2,500	0%	
101-265-920.000	UTILITIES	9,000	1,025	40	7,975	11%	
101-265-955.001	MISC	2,000	142	0	1,858	7%	
101-265-956.000	MAINTENANCE	40,000	3,152	1,510	36,848	8%	
101-265-956.002	JANITORIAL	<u>9,000</u>	<u>2,750</u>	<u>500</u>	<u>6,250</u>	<u>31%</u>	
Total Dept 265 - BUILDING & GROUNDS		\$ 63,300	\$ 7,182	\$ 2,049	\$ 56,118	11%	
Dept 267 - LEGAL AND PROFESSIONAL							
101-267-800.000	ATTORNEY	\$ 60,000	\$ 26,718	\$ 3,322	\$ 33,282	45%	\$27K pending; 45%
101-267-800.001	AUDITOR	16,000	0	0	16,000	0%	
101-267-801.002	CONTRACTED SERVICES	<u>30,000</u>	<u>20,329</u>	<u>3,655</u>	<u>9,671</u>	68%	WHG/invest & Haines/acct
Total Dept 267 - LEGAL AND PROFESSIONAL		\$ 106,000	\$ 47,047	\$ 6,977	\$ 58,953	44%	
Dept 270 - FIRE SUB-STATION PROPERTY							
101-270-805.000	INSURANCE	\$ 4,000	\$ -	\$ -	\$ 4,000	0%	
101-270-955.001	MISC	<u>27,000</u>	<u>1,360</u>	<u>730</u>	<u>25,640</u>	5%	
Total Dept 270 - FIRE SUB-STATION PROPERTY		\$ 31,000	\$ 1,360	\$ 730	\$ 31,000	4%	

		2023-24 AMENDED BUDGET	YTD BALANCE	ACTIVITY FOR 7/31/2023	AVAILABLE BALANCE	% BDGT USED	Notes
<b>Dept 276 - CEMETERY</b>							
101-276-955.001	MISC	\$ 500	\$ -	\$ -	\$ 500	0%	
101-276-956.000	MAINTENANCE	<u>11,000</u>	<u>5,500</u>	<u>950</u>	<u>5,500</u>	<u>50%</u>	Tree work major storm
Total Dept 276 - CEMETERY		\$ 11,500	\$ 5,500	\$ 950	\$ 31,000	48%	
<b>Dept 294 - GENERAL GOVERNMENT</b>							
101-294-706.011	ASSISTANT WAGES	\$ 20,000	\$ -	\$ -	\$ 20,000	0%	
101-294-707.000	PER DIEM	4,000	1,375	150	2,625	34%	Mtg attendance for trustees
101-294-725.000	FICA/MED MATCH	34,582	11,653	1,523	22,929	34%	
101-294-725.002	RETIREMENT PLAN	24,000	13,307	3,802	10,693	55%	MERS; can we reduce?
101-294-727.001	SUPPLIES	8,000	2,621	540	5,379	33%	
101-294-727.002	POSTAGE	3,000	485	0	2,515	16%	
101-294-728.000	TELEPHONE	12,000	3,674	312	8,326	31%	
101-294-801.002	CONTRACTED SERVICES	20,000	10,828	3,205	9,172	54%	
101-294-805.000	INSURANCE	18,000	0	0	18,000	0%	
101-294-863.000	DUES	11,000	8,928	36	2,072	81%	MTA dues pd in June
101-294-900.000	PRINTING/PUBLISHING	15,000	972	0	14,028	6%	
101-294-955.001	MISC	<u>5,000</u>	<u>2,332</u>	<u>201</u>	<u>2,668</u>	<u>47%</u>	
Total Dept 294 - GENERAL GOVERNMENT		\$ 174,582	\$ 56,175	\$ 9,769	\$ 118,407	32%	
<b>Dept 400 - PLANNING &amp; ZONING ADMINISTRATION</b>							
101-400-706.003	SALARY & WAGES - FT	\$ 12,815	\$ 27,335	\$ -	\$ (14,520)	213%	Forecast error; future bdgt amndm
101-400-706.005	RECORDING SECRETARY	3,000	1,643	0	1,357	55%	Master Plan front-loaded
101-400-706.008	OFFICER WAGES	34,000	8,214	1,445	25,786	24%	
101-400-707.000	PER DIEM	10,000	1,575	0	8,425	16%	
101-400-715.000	HEALTH INSURANCE	2,067	2,326	0	-259	113%	Error - to be corrected
101-400-725.002	RETIREMENT PLAN	996	1,785	123	-789	179%	Error - to be corrected
101-400-727.001	SUPPLIES	500	0	0	500	0%	
101-400-727.002	POSTAGE	300	0	0	300	0%	
101-400-800.000	ATTORNEY	20,000	13,183	0	6,817	66%	
101-400-801.005	PLANNING CONSULTANT	115,142	16,695	9,793	98,447	14%	
101-400-860.000	TRAVEL & TRANSPORTATION	1,500	454	18	1,046	30%	
101-400-861.000	PROF DEVELOPMENT	2,000	250	0	1,750	13%	
101-400-900.000	PRINTING/PUBLISHING	3,750	618	183	3,132	16%	
101-400-955.001	MISC	2,000	575	250	1,425	29%	
101-400-981.002	INFO SYST SFTWR	<u>1,500</u>	<u>1,130</u>	<u>0</u>	<u>370</u>	75%	Front-loaded expense
Total Dept 400 - PLANNING & ZONING ADMINISTRATION		\$ 209,570	\$ 75,783	\$ 11,812	\$ 133,787	36%	

		2023-24 AMENDED BUDGET	YTD BALANCE	ACTIVITY FOR 7/31/2023	AVAILABLE BALANCE	% BDGT USED	Notes
Dept 412 - ZONING BOARD OF APPEALS							
101-412-707.000	PER DIEM	\$ 3,000	\$ 725	\$ -	\$ 2,275	24%	
101-412-727.001	SUPPLIES	500	0	0	500	0%	
101-412-727.002	POSTAGE	200	-	-	200	0%	
Total Dept 412 - ZONING BOARD OF APPEALS		\$ 3,700	\$ 725	\$ -	\$ 2,975	20%	
Dept 426 - EMERGENCY PREPAREDNESS							
101-426-727.003	EQUIP MAINT CONTR	\$ 25,000	\$ 21,665	\$ -	\$ 3,335	87%	1x pmt early in the year
101-426-805.000	INSURANCE	1,600	0	0	1,600	0%	
101-426-955.001	MISC	200	0	-	200	0%	
Total Dept 426 - EMERGENCY PREPAREDNESS		\$ 26,800	\$ 21,665	\$ -	\$ 5,135	81%	
Dept 445 - DRAINS - PUBLIC BENEFIT							
101-445-955.005	AT LARGE DRAINS	\$ 8,000	\$ -		\$ 8,000	0%	
Total Dept 445 - DRAINS - PUBLIC BENEFIT		\$ 8,000	\$ -		\$ 8,000	0%	
Dept 526 - LANDFILL							
101-526-806.003	CHEL LANDFILL CONT	\$ 13,000	\$ 2,064	\$ 2,064	\$ 10,936	16%	
Total Dept 526 - LANDFILL		\$ 13,000	\$ 2,064	\$ 2,064	\$ 10,936	16%	
Dept 774 - COMMUNITY SERVICE SUPPORT							
101-774-801.006	DEXTER SENIOR CITIZENS, INC	\$ 4,000	\$ 4,000		\$ -	100%	
101-774-801.007	CHELSEA SENIOR CITIZENS	4,000	4,000		0	100%	
101-774-801.010	CS DEXTER HISTORICAL	500	500		0	100%	
101-774-801.011	WASHTENAW AREA VALUE TRANSIT	14,800	14,750	14,750	50	100%	Transaction pending \$14,750
101-774-956.010	COMMUNITY ENGAGEMENT	20,000	4,948	4,948	15,052	25%	
Total Dept 774 - COMMUNITY SERVICE SUPPORT		\$ 43,300	\$ 28,198	\$ 19,698	\$ 15,102	65%	
Dept 901 - CAPITAL IMPROVEMENTS/INFRASTRUCTURE							
101-901-971.000	BUILDING IMPROVEMENTS	\$ 50,000	\$ -	\$ -	\$ 50,000	0%	In process
101-901-973.000	SEWER EXPENSES	\$ 127,000	\$ 101,490	101,490	25,510	80%	
101-901-975.000	ROAD IMPROVEMENTS	145,115	1,700	0	42,615	1%	WCRC future billing; \$1.7K error
Total Dept 901 - CAPITAL IMPROVEMENTS/INFRASTRUCTURE		\$ 322,115	\$ 103,190	\$ 101,490	\$ 92,615	32%	
TOTAL GENERAL FUND EXPENDITURES		\$ 1,447,124	\$ 493,813	\$ 173,948	\$ 1,689,930	34%	
GENERAL FUND (Fund 101) GRAND TOTALS							
TOTAL REVENUES		\$ 1,532,350	\$ 313,958	\$ 18,755	\$ 1,218,392	20%	
TOTAL EXPENDITURES		1,447,124	493,813	173,948	953,311	34%	
NET OF REVENUES & EXPENDITURES		\$ 85,226	\$ (179,855)	\$ (155,194)	\$ 265,081	-211%	

		2023-24 AMENDED BUDGET	YTD BALANCE	ACTIVITY FOR 7/31/2023	AVAILABLE BALANCE	% BDGT USED	Notes
<b>FIRE FUND (Fund 206)</b>							
Revenues							
Dept 000							
206-000-401.001	CURRENT PROPERTY TAXES	\$ 1,160,895	\$ -	\$ -	\$ 1,160,895	0%	
206-000-665.001	MICLASS INTEREST REVENUE	15,000	8,878	0	6,122	59%	
206-000-699.000	TRANSFER IN	<u>191,935</u>	<u>0</u>	<u>0</u>	<u>191,935</u>	0%	
TOTAL REVENUES		\$ 1,367,830	\$ 8,878	\$ -	\$ 1,358,952		
Expenditures							
Dept 206 - FIRE							
206-206-707.000	PER DIEM	\$ 1,800	\$ 75	\$ -	\$ 1,725	4%	
206-206-801.002	CONTRACTED SERVICES	1,365,380	485,575	97,115	879,805	36%	
206-206-955.001	MISC	<u>500</u>	<u>404</u>	<u>0</u>	<u>96</u>	81%	
TOTAL EXPENDITURES		\$ 1,367,680	\$ 486,054	\$ 97,115	\$ 881,626	36%	
FIRE FUND (Fund 206) GRAND TOTALS:							
TOTAL REVENUES		1,367,830	8,878	0	\$ 1,358,952	1%	
TOTAL EXPENDITURES		<u>1,367,680</u>	<u>486,054</u>	<u>97,115</u>	<u>881,626</u>	36%	
NET OF REVENUES & EXPENDITURES		150	-477,176	-97,115	477,326		
<b>POLICE FUND (Fund 207)</b>							
Revenues							
Dept 000							
207-000-401.001	CURRENT PROPERTY TAXES	\$ 685,552	\$ -		\$ 685,552	0%	
207-000-665.001	MICLASS INTEREST REVENUE	<u>\$ -</u>	<u>\$ 8,878</u>	<u>\$ -</u>	<u>\$ (8,878)</u>	100%	
TOTAL REVENUES		\$ 685,552	\$ 8,878		\$ 685,552		
Expenditures							
Dept 301 - POLICE							
207-301-801.002	CONTRACTED SERVICES	\$ 685,000	\$ 224,411	\$ 46,848	\$ 460,589	33%	
207-301-955.001	MISC	<u>\$ -</u>	<u>\$ 4</u>		<u>\$ (4)</u>	100%	
TOTAL EXPENDITURES		\$ 685,000	\$ 224,415	\$ 46,848	\$ 460,585	33%	
POLICE FUND (Fund 207) GRAND TOTALS:							
TOTAL REVENUES		685,552	8,878	0	\$ 676,674	1%	
TOTAL EXPENDITURES		<u>685,000</u>	<u>224,415</u>	<u>46,848</u>	<u>460,585</u>	33%	
NET OF REVENUES & EXPENDITURES		\$ 552	\$ (215,537)	\$ (46,848)	\$ 216,089		

		2023-24 AMENDED BUDGET	YTD BALANCE	ACTIVITY FOR 7/31/2023	AVAILABLE BALANCE	% BDGT USED	Notes
<b>OPEN SPACE LAND INITIATIVE (Fund 245)</b>							
<u>Revenues</u>							
245-000-401.001	PY PROPERTY TAX ADJ/COLLECTIONS	\$ 224,922	\$ -	\$ -	\$ 224,922	0%	
245-000-665.001	MICLASS INTEREST REVENUE	\$ -	\$ 2,376	\$ -	\$ (2,376)	100%	
245-000-699.101	TRANSFER IN	<u>283,232</u>	<u>0</u>		<u>283,232</u>	<u>0%</u>	No corresponding GF line
TOTAL REVENUES		\$ 508,154	\$ 2,376	\$ -	\$ 505,778	0%	
<u>Expenditures</u>							
<u>Dept 294 - GENERAL GOVERNMENT</u>							
245-294-706.005	RECORDING SECRETARY	\$ 1,400	\$ 656	\$ 99	\$ 744	47%	
245-294-707.000	PER DIEM	6,600	1,075	300	5,525	16%	
245-294-727.002	POSTAGE	2,000	0	0	2,000	0%	
245-294-801.002	CONTRACTED SERVICES	61,500	12,553	952	48,947	20%	
245-294-955.001	MISC	<u>0</u>	<u>1</u>	<u>0</u>	<u>-1</u>	<u>100%</u>	
Total Dept 294 - GENERAL GOVERNMENT		71,500	14,285	1,351	57,215	20%	
<u>Dept 201 - CAPITAL IMPROVEMENTS/INFRASTRUCTURE</u>							
245-201-976.000	OPEN SPACE PURCHASES	\$ 300,000	\$ -	\$ 0	\$ 300,000	0%	
Total Dept 901 - CAPITAL IMPROVEMENTS/INFRASTRUCTURE		\$ 300,000	\$ -	\$ -	\$ 300,000	0%	
<b>OPEN SPACE LAND INITIATIVE (Fund 245) GRAND TOTALS:</b>							
TOTAL REVENUES		\$ 508,154	\$ 2,376	\$ -	\$ 505,778	0%	
TOTAL EXPENDITURES		371,500	14,285	1,351	357,215	4%	
NET OF REVENUES & EXPENDITURES		\$ 136,654	\$ (11,909)	\$ (1,351)	\$ 148,563	-9%	
<b>GRANT - AMERICAN RESCUE PLAN ACT (Fund 285)</b>							
<u>Expenditures</u>							
<u>Dept 901 Capital Improvements/Infrastructure</u>							
285-901-975.000	DEXTER SENIOR CITIZENS, INC	5,000	5,000	0	0	100%	
285-901-801.006	ROAD IMPROVEMENTS	579,885	321,844	0	258,041	56%	
285-901-986.000	EQUIPMENT	<u>60,903</u>	<u>0</u>	<u>0</u>	<u>60,903</u>	0%	
TOTAL EXPENDITURES		\$ 645,788	\$ 326,844	\$ -	\$ 318,944	51%	
Fund 285 - GRANT - AMERICAN RESCUE PLAN ACT:							
TOTAL REVENUES		\$ -	\$ 326,844	\$ -	\$ -	100%	
TOTAL EXPENDITURES		<u>645,788</u>	<u>326,844</u>	<u>0</u>	<u>318,944</u>	51%	
NET OF REVENUES & EXPENDITURES		\$ (645,788)	\$ -	\$ -	\$ (645,788)	0%	
<b>ALL FUNDS SUMMARY</b>							
TOTAL REVENUES - ALL FUNDS		\$ 4,093,886	\$ 660,936	\$ 1,595	\$ 3,432,950	16%	
TOTAL EXPENDITURES - ALL FUNDS		<u>4,517,092</u>	<u>1,545,411</u>	<u>319,264</u>	<u>2,971,681</u>	34%	
NET OF REVENUES & EXPENDITURES		\$ (423,206)	\$ (884,475)	\$ (317,669)	\$ 461,269	209%	Budget shortfall>ARPA

# DEXTER TOWNSHIP REVENUE, EXPENSES & FUND BALANCES FY18-FY22

	2018	2019	2020	2021	2022	2023
Beginning Balance	\$ 3,113,539	\$ 3,284,187	\$ 3,190,576	\$ 3,441,766	\$ 3,861,328	\$ 4,188,067
<b>Revenues</b>						
General Property Taxes	287,757	307,151	324,724	336,719	348,321	-
Property Tax Admin Fee	143,579	155,576	166,791	175,511	179,150	-
Intergov'tal - State	509,522	522,852	544,090	545,787	633,979	224,013
Licenses & Permits	26,208	30,970	18,525	17,148	14,423	3,860
Charges for Services	11,480	28,185	29,203	28,398	22,734	1,159
Fines & Forfeitures	9,742	16,012	6,346	3,477	5,117	1,056
Franchise Fees					54,115	211,548
Interest	7,763	35,375	47,138	15,740	1,471	140
Misc.	92,655	187,756	92,484	83,767	5,200	17,735
<i>Total Revenues</i>	<i>\$ 1,088,706</i>	<i>\$ 1,283,877</i>	<i>\$ 1,229,301</i>	<i>\$ 1,206,547</i>	<i>\$ 1,264,510</i>	<i>\$ 459,511</i>
<b>Expenditures</b>						
General Government:						
Township Board	20,395	24,775	24,641	25,501	24,394	5,880
Supervisor	32,145	36,121	36,433	37,346	37,699	11,780
Clerk	56,709	63,728	65,485	62,385	73,282	21,124
Elections	19,895	20,397	24,524	38,794	14,628	-
Treasurer	52,853	68,513	68,795	76,098	74,244	20,512
Assessing	65,368	65,076	66,707	71,173	63,359	17,114
Board of Review	2,271	2,775	2,971	3,473	739	
Cemetery	3,450	1,800	1,873	1,182	1,900	-
Building & Grounds	36,250	33,018	98,026	48,608	50,072	3,015
Information Technology	19,755	20,082	14,776	18,169	25,535	500
Other	182,850	240,285	364,074	189,495	265,268	75,776
Total General Gov't	\$ 491,941	\$ 576,570	\$ 768,305	\$ 572,224	\$ 631,120	\$ 155,701
Public Works:						
Road Improvements	22,346	326,573	29,343	59,570	66,246	-
Drains-at-Large	2,233	2,851	2,997	2,159	4,722	-
Landfill	6,062	2,997	3,969	5,703	12,604	-
Total Public Works	\$ 30,641	\$ 332,421	\$ 36,309	\$ 67,432	\$ 83,572	\$ -
Planning and Zoning:						
Planning Commission	50,069	37,081	56,332	39,055	57,663	35,369
Zoning Board of Appeals	28,360	52,304	19,199	20,683	11,441	725
Ordinance Administration	70,018	65,697	79,916	68,541	98,289	80
Total Planning & Zoning	\$ 148,447	\$ 155,082	\$ 155,447	\$ 128,279	\$ 167,393	\$ 36,174
Community Service Support	\$ 10,500	\$ 14,550	\$ 18,050	\$ 18,050	\$ 25,686	8,500
Subtotal Operating Expenses	\$ 681,529	\$ 1,078,623	\$ 978,111	\$ 785,985	\$ 907,771	\$ 200,375
Capital Outlay	236,530	298,865			-	
<i>Total Expenditures</i>	<i>\$ 918,059</i>	<i>\$ 1,377,488</i>	<i>\$ 978,111</i>	<i>\$ 785,985</i>	<i>\$ 907,771</i>	<i>\$ 200,375</i>
Transfers Out					(30,000)	
Change in Fund Balance	\$ 170,647	\$ (93,611)	\$ 251,190	\$ 420,562	\$ 326,739	
Ending Balance	\$ 3,284,186	\$ 3,190,576	\$ 3,441,766	\$ 3,861,628	\$ 4,188,067	

Note 1: FY19 capital expense: house purchase (tentative)

09/06/2023 11:05 AM  
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 DB: Dexter

CASH SUMMARY BY ACCOUNT FOR DEXTER TOWNSHIP  
 FROM 08/01/2023 TO 08/31/2023  
 FUND: ALL FUNDS  
 CASH AND INVESTMENT ACCOUNTS

Page: 1/1

Fund Account	Description	Beginning Balance 08/01/2023	Total Debits	Total Credits	Ending Balance 08/31/2023
Fund 101	GENERAL FUND				
001.100	PNC CKG #3861	0.00	450.00	0.00	450.00
001.102	DEPOSITORY ACCOUNT	3,703,135.26	168,031.42	200,085.00	3,671,081.68
001.202	DISBURSEMENT ACCOUNT	(235,450.62)	200,149.98	442,108.62	(477,409.26)
003.050	MICLASS	1,045,967.91	0.00	0.00	1,045,967.91
	GENERAL FUND	4,513,652.55	368,631.40	642,193.62	4,240,090.33
Fund 206	FIRE FUND				
001.102	DEPOSITORY ACCOUNT	628,890.23	0.00	97,114.91	531,775.32
003.050	MICLASS	518,317.43	0.00	0.00	518,317.43
	FIRE FUND	1,147,207.66	0.00	97,114.91	1,050,092.75
Fund 207	POLICE FUND				
001.102	DEPOSITORY ACCOUNT	711,157.01	0.00	46,848.09	664,308.92
003.050	MICLASS	518,317.43	0.00	0.00	518,317.43
	POLICE FUND	1,229,474.44	0.00	46,848.09	1,182,626.35
Fund 245	OPEN SPACE LAND INITIATIVE				
001.102	DEPOSITORY ACCOUNT	96,717.46	0.00	0.00	96,717.46
001.202	DISBURSEMENT ACCOUNT	0.00	0.00	4,200.93	(4,200.93)
003.050	MICLASS	138,710.75	0.00	0.00	138,710.75
	OPEN SPACE LAND INITIATIVE	235,428.21	0.00	4,200.93	231,227.28
Fund 285	GRANT - AMERICAN RESCUE PLAN ACT				
001.202	DISBURSEMENT ACCOUNT	318,944.31	0.00	0.00	318,944.31
Fund 701	GENERAL AGENCY FUND				
001.102	DEPOSITORY ACCOUNT	94,912.02	0.00	3,349.00	91,563.02
Fund 703	TAX COLLECTION FUND				
001.100	PNC BANK	85,161.38	704,871.95	780,377.99	9,655.34
	TOTAL - ALL FUNDS	7,624,780.57	1,073,503.35	1,574,084.54	7,124,199.38



# Summary Statement

August 31, 2023

Page 1 of 6

Investor ID: MI-01-0693

0000509-0003515 PDF 565402

**Dexter Township**  
**6880 Dexter-Pinckney Rd.**  
**Dexter, MI 48130**

## Michigan CLASS

### Michigan CLASS

Average Monthly Yield: 5.4438%

		Beginning Balance	Contributions	Withdrawals	Income Earned	Income Earned YTD	Average Daily Balance	Month End Balance
MI-01-0693-0001	Police Fund	518,317.43	0.00	0.00	2,401.90	17,163.25	519,584.37	520,719.33
MI-01-0693-0002	Fire Fund	518,317.43	0.00	0.00	2,401.90	17,163.25	519,584.37	520,719.33
MI-01-0693-0003	General	1,045,967.91	0.00	0.00	4,847.05	34,635.59	1,048,524.61	1,050,814.96
MI-01-0693-0004	OSLP	138,710.75	0.00	0.00	642.80	4,376.51	139,049.81	139,353.55
<b>TOTAL</b>		<b>2,221,313.52</b>	<b>0.00</b>	<b>0.00</b>	<b>10,293.65</b>	<b>73,338.60</b>	<b>2,226,743.16</b>	<b>2,231,607.17</b>

Tel: (855) 382-0496

<https://www.michiganclass.org/>



# Account Statement

August 31, 2023

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Account Number: MI-01-0693-0001

## Police Fund

### Account Summary

Average Monthly Yield: 5.4438%

	Beginning Balance	Contributions	Withdrawals	Income Earned	Income Earned YTD	Average Daily Balance	Month End Balance
Michigan CLASS	518,317.43	0.00	0.00	2,401.90	17,163.25	519,584.37	520,719.33

### Transaction Activity

Transaction Date	Transaction Description	Contributions	Withdrawals	Balance	Transaction Number
08/01/2023	Beginning Balance			518,317.43	
08/31/2023	Income Dividend Reinvestment	2,401.90			
08/31/2023	Ending Balance			520,719.33	



# Account Statement

August 31, 2023

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Account Number: MI-01-0693-0002

## Fire Fund

### Account Summary

Average Monthly Yield: 5.4438%

	Beginning Balance	Contributions	Withdrawals	Income Earned	Income Earned YTD	Average Daily Balance	Month End Balance
Michigan CLASS	518,317.43	0.00	0.00	2,401.90	17,163.25	519,584.37	520,719.33

### Transaction Activity

Transaction Date	Transaction Description	Contributions	Withdrawals	Balance	Transaction Number
08/01/2023	Beginning Balance			518,317.43	
08/31/2023	Income Dividend Reinvestment	2,401.90			
08/31/2023	Ending Balance			520,719.33	



# Account Statement

August 31, 2023

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Account Number: MI-01-0693-0003

## General

### Account Summary

Average Monthly Yield: 5.4438%

	Beginning Balance	Contributions	Withdrawals	Income Earned	Income Earned YTD	Average Daily Balance	Month End Balance
Michigan CLASS	1,045,967.91	0.00	0.00	4,847.05	34,635.59	1,048,524.61	1,050,814.96

### Transaction Activity

Transaction Date	Transaction Description	Contributions	Withdrawals	Balance	Transaction Number
08/01/2023	Beginning Balance			1,045,967.91	
08/31/2023	Income Dividend Reinvestment	4,847.05			
08/31/2023	Ending Balance			1,050,814.96	



## Account Statement

August 31, 2023

Page 5 of 6

Account Number: MI-01-0693-0004

OSLP

### Account Summary

Average Monthly Yield: 5.4438%

	Beginning Balance	Contributions	Withdrawals	Income Earned	Income Earned YTD	Average Daily Balance	Month End Balance
Michigan CLASS	138,710.75	0.00	0.00	642.80	4,376.51	139,049.81	139,353.55

### Transaction Activity

Transaction Date	Transaction Description	Contributions	Withdrawals	Balance	Transaction Number
08/01/2023	Beginning Balance			138,710.75	
08/31/2023	Income Dividend Reinvestment	642.80			
08/31/2023	Ending Balance			139,353.55	



## Daily Rates

August 31, 2023

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### Michigan CLASS

Michigan CLASS		
Date	Dividend Rate	Daily Yield
08/01/2023	0.000148019	5.4017%
08/02/2023	0.000148110	5.4060%
08/03/2023	0.000148329	5.4140%
08/04/2023	0.000445425	5.4193%
08/05/2023	0.000000000	5.4193%
08/06/2023	0.000000000	5.4193%
08/07/2023	0.000148643	5.4255%
08/08/2023	0.000148722	5.4283%
08/09/2023	0.000148762	5.4298%
08/10/2023	0.000148895	5.4347%
08/11/2023	0.000447321	5.4424%
08/12/2023	0.000000000	5.4424%
08/13/2023	0.000000000	5.4424%
08/14/2023	0.000149341	5.4509%
08/15/2023	0.000149659	5.4625%
08/16/2023	0.000149697	5.4640%
08/17/2023	0.000150007	5.4721%
08/18/2023	0.000449628	5.4705%
08/19/2023	0.000000000	5.4705%
08/20/2023	0.000000000	5.4705%
08/21/2023	0.000149599	5.4603%
08/22/2023	0.000149820	5.4578%
08/23/2023	0.000149466	5.4555%
08/24/2023	0.000149336	5.4508%
08/25/2023	0.000447804	5.4483%
08/26/2023	0.000000000	5.4483%
08/27/2023	0.000000000	5.4483%
08/28/2023	0.000149063	5.4408%
08/29/2023	0.000149272	5.4484%
08/30/2023	0.000149376	5.4522%
08/31/2023	0.000149635	5.4617%

Performance results are shown net of all fees and expenses and reflect the reinvestment of dividends and other earnings. Many factors affect performance including changes in market conditions and interest rates and in response to other economic, political, or financial developments. Investment involves risk including the possible loss of principal. No assurance can be given that the performance objectives of a given strategy will be achieved. **Past performance is no guarantee of future results. Any financial and/or investment decision may incur losses.**

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