

# 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**

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

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## Board of Trustees – Meeting Agenda October 17, 2023 6:00 PM

- 1) Call to Order
- 2) Roll Call/Conflict of Interest Check
- 3) Approval of Agenda
- 4) Call for Public Comment on Agenda Items  
*Please state your name and address*  
*Limit comments to 3 minutes*  
*Note that the public comment period is not a question-and-answer period; any questions from the public will be answered at a later date. If you would like a response, please include your contact information on the sign-in sheet.*
- 5) Consent Agenda (“Motion to approve consent agenda”)
  - a) Approval of Minutes: Board of Trustees; September 19, 2023
  - b) Addition of another Elections Coffee Hour to the Community Calendar; moving the second master plan public feedback session to November.
  - c) Appoint a fifth Compensation Committee member, approve roles, establish staggered terms, expand commission charge to include recommendations on benefits for elected officials
  - d) Approval of transactions; acknowledgement of Receipt of General Ledger Reports
- 6) Action Items
  - a) Authorize the Farmland and Open Space Board to expend up to \$31K for the purchase of development rights
  - b) Approval Board of Trustees Board Rules; discuss Social Media Policy
  - c) Approval of Personnel Policy
  - d) Authorize the Clerk to sign a letter of intention to participate in shared staffing for early voting – Clerk Stamboulellis
  - e) Authorize the Supervisor to sign a contract with American Association Management
  - f) Authorize the Supervisor to sign a contract with Proven Design Studio
- 7) Discussion items
  - a) Public Safety Funding

- 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) Farmland & Open Space Board\
    - ii) Planning Commission
  - e) Committee Reports for Dexter Township Affiliates
    - i) Huron River Watershed Council
  - f) Other Reports
    - i) Fire Department activities
    - ii) Sheriff's Department activities – not yet available
- 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 October 17, 2023

**Title:** Consent Agenda

**Consent Calendar Item Overview:**

5a: Approval of minutes for September 19, 2023 Regular Meeting of the Board of Trustees

5b: **Addition of a Second Elections Coffee Hour to the Community Engagement Calendar:** Clerk Stamboulellis' coffee hour was attended by 25 members of the public, many of whom are elections workers. She would like to add an additional coffee hour on November 18 at 11 am to the Community Engagement Calendar to accommodate people who were not able to attend the last session. Board of Trustee members and the public are encouraged to attend.

The second master plan public feedback session has been moved from September to November 28 meeting at the request of the master plan consultant Beckett & Raeder and the Planning Commission.

5c: **Compensation Committee:**

The Compensation Committee met on October 4, 2023. They nominated and approved Alissa Reyes as Chair, and Peter Maier as Secretary. They requested the support of the Recording Secretary to prepare minutes for the group, and support from Office Manager Sam Edwards to collect benchmark data.

The recommended staggered terms are:

Pat Casady: expires 12/31/2024  
Peter Maier (Secretary): 12/31/2025  
Jim Michaud: 12/31/2026  
Alissa Reyes (Chair): 12/31/2027  
Regina Hamlett: 12/31/2028

One member of the public applied to serve on the Compensation Committee: Regina Hamlett. Regina is currently serving as the Dexter Township representative on the WAVE board. She is a local farmer and entrepreneur.

The Township attorney has confirmed that the Compensation Commission may expand its charge to include benefits with permission of the board.

Approval of the consent agenda constitutes approval of the following:

- Regina Hamlett as the fifth member
- The staggered terms noted above
- Alissa Reyes as Chair and Peter Maier as Secretary
- Expansion of the charge to include providing recommendations on benefits for elected officials

5c: **Financial Transactions**: 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:

- \$6K for Beckett & Raeder, planning consultant for the Master Plan;
- \$10.5K for Haines Accounting (under Legal & Professional Dept 267)

September Check Disbursement Report had 9 voided checks that had to be reprinted due to a computer update, performed by I.T. Right, that changed the printing sequence. The voided checks were not signed or distributed. The checks were corrected and all vendors were paid.

**Submitted by:** Karen Sikkenga

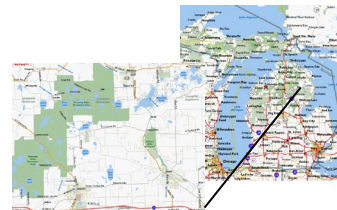
Suggested language: Motion to approve the consent calendar for October 17, 2023.

**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 SEPTEMBER 19, 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:** Present – Stamboulellis, Metz, Sanders, Driskell, Scott, and Sikkenga. Absent – Trustee Nolte. Also present: Sinéad Redmond, Attorney and; and Janis Miller, Recording Secretary.

**SUPERVISOR'S REMARK/CONFLICT OF INTERERST:** No conflicts of interest.

**CALL for PUBLIC on AGENDA ITEMS:**

Due to the large number of public present who wanted to speak on non-agenda items, the Board made the decision to allow them to speak at this time. As they were all present for the same issue Supervisor Sikkenga asked that they choose one person to speak on their behalf.

Opened 6:03 PM

Lisa Stahl, 9601 Lakeview Drive, Pinckney

Her concern was a neighbor who demolished a building, and since there was a 10-year history of this neighbor not cleaning up his property, they wanted to know if the township could make him clean up the demolition site.

Ann Courtney, 9405 Lakeview Drive, Pinckney

She was concerned with [what she perceived as] the lack of action on the part of the Township as the neighborhood has waited years for this specific neighbor to clean up his blighted property.

**Most Board members responded that this is the first they heard of the problem.**

Kevin Warner, 4226 Dexter Townhall Road

He introduced himself to the Board and stated he recently participated in the hiring process for the Ordinance Enforcement Officer position. He is retired from a 35-year career in law enforcement and would like to serve in a position with the township.

Closed 6:08 PM

**APPROVAL OF AGENDA:**

Motion by Treasurer Metz to approve the Consent Agenda [should be motion for Agenda] as presented. Motion seconded by Trustee Scott. All ayes. Motion carried.

**CONSENT AGENDA:**

- a) Approval of minutes for August 28, 2023 Workshop and August 15, 2023 Regular Meeting of Board of Trustees.
- b) Authorizing the Supervisor to sign a 3-year agreement with VC3 (formerly 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  
Motion to approve the Consent Agenda so moved by Trustee Driskell. Motion seconded by Trustee Sanders. All ayes. Motion carried.

**ACTION ITEMS:**

a) Authorizing the Supervisor to sign an agreement with Carlisle Wortman and the contracted planner for Dexter Township; Megan Masson-Minock, AICP, Principal. Supervisor Sikkenga stated that a Planning Service provided better oversight, quality assurance, and shared liability. Megan Masson-Minock introduced herself and said her office was in Ann Arbor. She stated that the township priorities dovetailed with her specialties. Megan answered a few questions from the Board. Ashley Cepeda, the new Ordinance Officer, introduced herself, added comments, and answered questions. Stated by Supervisor: A motion to authorize the Supervisor to sign an agreement with Carlisle Wortman as the contracted planner for Dexter Township. Trustee Scott so moved. Motion seconded by Treasurer Metz. All ayes. Motion carried.

b) Personnel Items:

i) Discussion of personnel policy This policy is for staff not elected officials.  
Discussion: missing policy on acceptable use of social media, bonding (insurance), ADA compliance regarding undue hardship, paid leave for jury duty, and adding a section on orientation of new hires. The revised policy will come back to the Board of Trustees next month for approval.

ii) Motion to approve a salary range for an Office Assistant Motion by Treasurer Metz to approve a salary range for an office assistant. Motion seconded by Trustee Sander Discussion: Proposed range is \$16.00 to \$20.00 an hour vs a narrower range of \$18.00 to \$20.00 an hour. Roll Call Vote: Yea – Trustee Sanders, Trustee Driskell, Clerk Stamboulellis, Treasurer Metz, Trustee Scott, and Supervisor Sikkenga; Nays – None; Absent – Trustee Nolte. Motion carried 6-0.

iii) Motion to approve an employee benefits package Introduction by Supervisor Sikkenga: Proposing three kinds of benefits 1) Healthcare, 2) Defined contribution to MERS (retirement), and 3) Paid Time Off which includes sick and vacation. Motion by Trustee Driskell to approve the benefits package as presented. Motion seconded by Treasurer Metz. Roll Call Vote: Yea – Clerk Stamboulellis, Treasurer Metz, Trustee Scott, Trustee Driskell, Trustee Sanders, and Supervisor Sikkenga; Nays – None; Absent – Trustee Nolte. Motion carried 6-0.

c) Elected Officials compensation:

i) Ordinance (No. 44) to create a Compensation Committee to make recommendations for setting elected official's salary. Motion by Trustee Driskell to approve the Ordinance [to create a Compensation Committee to make recommendations for setting elected official's salaries]. Motion seconded by Treasurer Metz. All ayes. Motion carried.

ii) Resolution to implement the Compensation Committee immediately Stated by Supervisor: a motion for a separate resolution to implement the compensation committee

immediately. Treasurer Metz so moved. Motion seconded by Trustee Scott. All ayes. Motion carried.

iii) Motion to appoint members of the Compensation Committee Presented slate is four members and a fifth will be recruited, and approved by the Board in October. The four members are a quorum for their meeting on October 7<sup>th</sup>. Motion by Trustee Driskell to approve the four candidates identified in the recommendation. Motion seconded by Trustee Sanders. All ayes. Motion carried.

d) Motion to amend Dexter Township's Investment Policy Summary of Investment Policy revisions by Treasurer Metz. Discussion: Moving funds into short term investments. Investing in local bonds. Accounting Consultant Matt Horning is an accountant, not an advisor, so the Township is looking to hire an investment advisor. The Investment Policy must be approved by the State of Michigan Motion by Trustee Driskell to adopt the Investment Policy with the understanding that we are continuing to pursue additional investment advice. Motion seconded by Trustee Scott. Discussion: Being socially responsible for our investments. It is very narrow what a governmental institution can invest their money with. Municipal Bonds (local community investments) are a good way to invest. Amended motion: to add language to the first page of the Investment Policy under "Policy" – Following the Public Act 20 of 1943, the Township will make every effort to invest in socially responsible funds. Also change the grammar on page 8. Both Trustee Driskell and Trustee Scott approve amendments. Motion vote: All ayes. Motion carried.

#### **DISCUSSION ITEMS:**

a) Board of Trustees Board Rules. This is a first reading only. Discussed the Order of Business, especially the placement of Public Comment and the Pledge of Allegiance.

b) Strategic Priorities Overview by Supervisor Sikkenga. Sub Committee of Treasurer Metz, Clerk Stamboullis, and Trustee Driskell will work on this.

#### **Q & A REPORTS:**

a) Supervisor Report – Supervisor Sikkenga

b) Clerk Report – Clerk Stamboullis

c) Treasurer Report – Treasurer Metz

d) Dexter Township Board and Committee Reports – No reports this month.

e) Committee Reports for Dexter Township Affiliates:

i) Sheriff's Department – No report this month.

#### **CALL FOR PUBLIC COMMENT ON NON-AGENDA ITEMS:**

Opened 8:07 PM. No public comments.

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

**Treasurer Metz** – The contract with IT Right expired several months ago. Her concern was the VC3 contract cost doubles in year 2025-2026.

**Trustee Scott** – Introduced his letter to the Michigan Public Service Commission.

**Trustee Driskell** – She was concerned with the public comment and how the Board would follow-up with neighborhood in a timely manner.

**Clerk Stamboulellis** – Informed the residents and Board about her upcoming *Elections Chat with The Clerk* scheduled for September 23, 2023 at 11am. She would be answering questions about Elections, Prop-2 Laws, early 9 days voting and the importance of working as an Election Inspector.

**ADJOURNMENT:**

Motion by Treasurer Metz to adjourn. Motion seconded by Clerk Stamboulellis. All ayes. The meeting was **adjourned** at 8:27PM.

Respectfully Submitted,

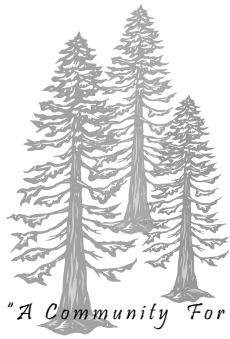
Michelle Stamboulellis, Clerk  
Dexter Township

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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 19<sup>TH</sup> DAY OF SEPTEMBER AND THAT THE FORGOING MINUTES ARE THE DRAFT MINUTES FOR THE MEETING HELD ON THE 19<sup>TH</sup>, DAY OF SEPTEMBER 2023.

MICHELLE STAMBOULELLIS, CLERK, DEXTER TOWNSHIP





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DEXTER, MI 48130

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SUPERVISOR  
MICHELLE  
STAMBOULELLIS  
CLERK  
MARIS METZ  
TREASURER  
LONNIE SCOTT  
LAURA SANDERS  
KAREN NOLTE  
TRUSTEES

## DEXTER TOWNSHIP COMMUNITY ENGAGEMENT CALENDAR JULY 2023-NOVEMBER 2024

2023

August 19: Community Movie Night and Master Plan Charette at the Dexter Township Town Hall (Trustee Scott lead)

*Purpose: community building; obtain feedback on proposed master plan*

September 23, 11 am: Coffee Chat: Elections, Elections, Elections! at Dexter Township Town Hall (Clerk Stamboulellis lead)

*Purpose: learn more about important elections processes and opportunities*

October 14, 9-noon: Annual Clean-Up Day (Trustee Nolte lead)

*Purpose: Community building, environmental stewardship*

November 28, 6 pm: Master Plan public hearing at Dexter Town Hall (Beckett & Raeder lead)

*Purpose: Obtain feedback from the community on the final draft of the Master Plan prior to the regular Planning Commission meeting*

November 11, 11 am: 2<sup>nd</sup> Coffee Chat: Elections, Elections, Elections! at Dexter Township Town Hall (Clerk Stamboulellis lead)

December 15, 4 pm: Open House and Appreciation Event (Supervisor Sikkenga lead)

*Purpose: Community building and volunteer, staff, and board/committee member appreciation*

2024 TENTATIVE CALENDAR:  
TO BE FINALIZED AT JANUARY 2024 BOARD OF TRUSTEE MEETING

January 9, 5 pm: Coffee with the Trustees (Trustee Scott lead)

*Purpose: Hear and respond to community questions and concerns*

April 21, 4 pm: Coffee with the Trustees at Dexter Town Hall (Trustee Scott lead)

May 27: Memorial Day Parade, Dexter (Trustee Scott lead)

*Purpose: Join with the community in remembrance*

June 16, 7 pm: Coffee with the Trustees at Dexter Town Hall (Trustee Scott lead)

*Purpose: Hear and respond to community questions and concerns*

August 24, 6 pm: Community Movie Night at Dexter Town Hall (Trustee Scott lead)

*Purpose: community building*

October 26, 9-noon: Annual Clean-Up Day (Karen Nolte lead)

*Purpose: Community building, environmental stewardship*

Other Possible Events to Be Discussed:

- Dexter Bicentennial
- Spring Clean-Up

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

**Dexter Township Resolution # 23-674**

**A RESOLUTION ADOPTING THE DEXTER TOWNSHIP BYLAWS  
POLICY.**

At a regular meeting of the Dexter Township Board of Trustees, Washtenaw County, Michigan, held in the Board Chambers at Dexter Town Hall, 6880 Dexter-Pinckney Road, Dexter, Michigan 48130, in said Township at 6 p.m., Eastern Daylight Time, on the 17th day of October 2023.

WHEREAS, the Dexter Township Board of Trustees had the opportunity to read the bylaws draft for the September 19, 2023 meeting; and

WHEREAS, The Dexter Township Trustees are proposing a Bylaws Policy, a best practice for boards and committees to be guided by; and

NOW, THEREFORE BE IT RESOLVED, that the Dexter Township Board of Trustees adopts the Dexter Township Bylaw Policy.

Resolution offered by:

Resolution seconded by:

Roll call vote:

Yeas:

Nays:

Abstain:

Absent:

Tally Y = 0; N = 0; Abstain = 0; Absent = 0

The Supervisor declared the resolution adopted.

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**CERTIFICATE**

The undersigned, being the duly elected and acting Clerk of the Township of Dexter hereby certifies that the foregoing resolution was duly adopted at a regular meeting of the Dexter Township Board at which a quorum was present on the 17<sup>th</sup> day of October, 2023, and that the members voted thereon as hereinbefore set forth.

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Michelle Stamboulellis, Clerk

10/09/2023 12:07 PM

User: CLERK  
DB: Dexter

CHECK DISBURSEMENT REPORT FOR DEXTER TOWNSHIP  
CHECK DATE FROM 09/01/2023 - 09/30/2023

Page 1/7

Check Date	Bank	Check #	Invoice	Payee	Description	Account	Dept	Amount
Fund: 101 GENERAL FUND								
09/04/2023	PMTS	25777	08/31/2023	CHARTER COMMUNICATIONS	CONTRACTED SERVICES	801.002	294	149.98
09/04/2023	PMTS	25778	0000021048	CITY OF CHELSEA	CHEL LANDFILL CONT	806.003	526	2,064.48
09/04/2023	PMTS	25779	2597	HAINES ACCOUNTING	CONTRACTED SERVICES	801.002	267	3,655.00
09/04/2023	PMTS	25780	66189	ORCHARD, HILTZ & MCINMENT, I	PLANNING CONSULTANT	801.005	400	9,792.50
09/04/2023	PMTS	25781	36825	SIGNS IN 1 DAY	COMMUNITY ENGAGEMENT	956.010	774	93.00
09/11/2023	PMTS	25783	4615	ADVANCED REHABILITATION TECH	SEWER EXPENSES			** VOIDED **
09/11/2023	PMTS	25784	09/08/2023	CONSUMERS ENERGY	UTILITIES			** VOIDED **
09/11/2023	PMTS	25785	AUG 2023	DTE ENERGY	UTILITIES			** VOIDED **
09/11/2023	PMTS	25786	43437	KENNEDY INDUSTRIES	SEWER EXPENSES			** VOIDED **
09/11/2023	PMTS	25787	2070	MIDWEST POWER SYSTEMS	SEWER EXPENSES			** VOIDED **
09/11/2023	PMTS	25789	IN-US1204534	NETFORTIS	CONTRACTED SERVICES			** VOIDED **
09/11/2023	PMTS	25790	00543430108123	SPECTRUM	CONTRACTED SERVICES			** VOIDED **
09/11/2023	PMTS	25791	1650728818	STAPLES BUSINESS ADVANTAGE	SUPPLIES			** VOIDED **
09/19/2023	PMTS	25797	00543430109123	CHARTER COMMUNICATIONS	CONTRACTED SERVICES	801.002	294	149.98
09/19/2023	PMTS	25798	AUG 2023	CHRISTOPHER R RENIUS	CONTRACTED SERVICE WAGES	801.001	209	5,614.99
09/19/2023	PMTS	25799	09/08/2023	CONSUMERS ENERGY	UTILITIES	920.000	265	15.31
09/19/2023	PMTS	25801	AUG 2023	DTE ENERGY	UTILITIES	920.000	265	1,760.64
09/19/2023	PMTS	25802	SEPT 2023	FLAGSTAR BANK	SUPPLIES	727.001	294	482.42
09/19/2023	PMTS	25803	43437	KENNEDY INDUSTRIES	SEWER EXPENSES	973.000	901	37,990.00
09/19/2023	PMTS	25804	2070	MIDWEST POWER SYSTEMS	SEWER EXPENSES	973.000	901	54,000.00
09/19/2023	PMTS	25806	IN-US1204534	NETFORTIS	CONTRACTED SERVICES	801.002	294	530.36
09/19/2023	PMTS	25807	66827	ORCHARD, HILTZ & MCINMENT, I	PLANNING CONSULTANT	801.005	400	9,324.50
09/19/2023	PMTS	25808	3317934349	PITNEY BOW	CONTRACTED SERVICES	801.002	294	272.13
09/19/2023	PMTS	25809	00543430108123	SPECTRUM	CONTRACTED SERVICES			** VOIDED **

10/09/2023 12:07 PM

User: CLERK  
DB: Dexter

CHECK DISBURSEMENT REPORT FOR DEXTER TOWNSHIP  
CHECK DATE FROM 09/01/2023 - 09/30/2023

Check Date	Bank	Check #	Invoice	Payee	Description	Account	Dept	Amount
Fund: 101 GENERAL FUND								
09/19/2023	PMTS	25810	1650728818	STAPLES BUSINESS ADVANTAGE	SUPPLIES	727.001	171	127.80
09/19/2023	PMTS	25811	111347	STEELE HEATING & COOLING INC	MAINTENANCE	956.000	265	990.00
09/19/2023	PMTS	25813	2023786	BECKETT & RAEDER	PLANNING CONSULTANT	801.005	400	6,000.00
09/19/2023	PMTS	25814	149582	B&A SOFTWARE	CONTRACTED SERVICES	801.002	228	2,255.00
09/19/2023	PMTS	25815	123631	A VC3 COMPANY	CONTRACTED SERVICES	801.002	294	36.00
			125001		CONTRACTED SERVICES	801.002	294	448.58
			122788		CONTRACTED SERVICES	801.002	294	48.58
CHECK PMTS 25815 TOTAL FOR F								533.16
09/19/2023	PMTS	25816	4615	ADVANCED REHABILITATION TECH	SEWER EXPENSES	973.000	901	9,500.00
09/19/2023	PMTS	25817	NOV 2023	BASIC COBRA	HEALTH INSURANCE	715.000	172	514.04
09/20/2023	PMTS	112(E)	00146114-1	MERS	MERS MATCH - EMPLOYER CONTRIBUTION	725.002	294	1,901.00
09/20/2023	PMTS	113(E)*#	09-2023	PAYCHEX PAYROL	MERS PAYABLE (ENTER AS NEGATIVE)	228.003	000	(54.23)
			09-2023		TRUSTEE SALARY	706.001	101	2,138.08
			09-2023		SUPERVISOR SALARY	706.001	171	3,379.09
			09-2023		OFFICE MANAGER	706.001	172	5,423.00
			09-2023		HEALTH INSURANCE	715.000	172	(70.11)
			09-2023		CLERK SALARY	706.001	215	3,379.09
			09-2023		CLERK DEPUTY WAGES	706.002	215	1,200.00
			09-2023		REC SECRETARY MILLER - BOT	706.005	215	192.13
			09-2023		REC SECRETARY MILLER - SUPERVISOR	706.005	215	165.63
			09-2023		TREASURER SALARY	706.001	253	3,379.09
			09-2023		DEPUTY TREASURER WAGES	706.002	253	430.36
			09-2023		PER DIEM - LOCAL ROADS / WWRA	707.000	294	300.00
			09-2023		FTCA/MED MATCH - TOTAL ER TAXES	725.000	294	1,804.36
			09-2023		REC SECRETARY MILLER - ZBA	706.005	400	66.25
			09-2023		RE SECRETARY MILLER - PC	706.005	400	6.63
			09-2023		OFFICER WAGES	706.008	400	2,411.24
			09-2023		PER DIEM - ZBA PER DIEM	707.000	412	400.00
CHECK PMTS 113(E) TOTAL FOR								24,550.61
09/20/2023	PMTS	114(E)	2023091801	PAYCHEX, INC.	CONTRACTED SERV. / PROCESSING	801.002	294	572.66
09/20/2023	PMTS	25818	AUG 2023	ADRIANNA JORDON	TRAVEL & TRANSPORTATION			
09/20/2023	PMTS	25819	31531	FULTANK LLC	JANITORIAL	956.002	265	500.00

\*\* VOIDED \*\*

10/09/2023 12:07 PM

User: CLERK

DB: Dexter

CHECK DISBURSEMENT REPORT FOR DEXTER TOWNSHIP  
CHECK DATE FROM 09/01/2023 - 09/30/2023

Check Date	Bank	Check #	Invoice	Payee	Description	Account	Dept	Amount
Fund: 101 GENERAL FUND								
09/20/2023	PMTS	25820#	AUG 2023	KAREN NOLTE	MAINTENANCE	956.000	276	658.60
			AUG 2023		COMMUNITY ENGAGEMENT	956.010	774	449.61
				CHECK PMTS 25820 TOTAL FOR F				1,108.21
09/20/2023	PMTS	25821	AUG 2023	LONNIE SCOTT	COMMUNITY ENGAGEMENT	956.010	774	108.36
09/20/2023	PMTS	25822	66188	ORCHARD, HILTZ & MCINMENT, I	ENGINEERING	801.004	400	130.00
			66190		ENGINEERING	801.004	400	350.00
				CHECK PMTS 25822 TOTAL FOR F				480.00
09/20/2023	PMTS	25823#	AUG SEPT 2023	SAMANTHA EDWARDS	PROF DEVELOPMENT	861.000	172	180.78
			AUG SEPT 2023		COMMUNITY ENGAGEMENT	956.010	774	40.97
				CHECK PMTS 25823 TOTAL FOR F				221.75
09/20/2023	PMTS	25826	AUG SEPT 2023	ADRIANNA JORDON	TRAVEL & TRANSPORTATION	860.000	400	32.10
09/26/2023	PMTS	25827	SEPT 26	PETTY CASH	PETTY CASH	004.000	000	183.42
				Total for fund 101 GENERAL FUND				175,473.40

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CHECK DISBURSEMENT REPORT FOR DEXTER TOWNSHIP  
CHECK DATE FROM 09/01/2023 - 09/30/2023

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Check Date	Bank	Check #	Invoice	Payee	Description	Account	Dept	Amount
Fund: 206 FIRE FUND								
09/19/2023	PWTS	25800	SEPT 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 DISBURSEMENT REPORT FOR DEXTER TOWNSHIP

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CHECK DATE FROM 09/01/2023 - 09/30/2023

Check Date	Bank	Check #	Invoice	Payee	Description	Account	Dept	Amount
Fund: 207 POLICE FUND								
09/19/2023	PMTS	25812	MUNIS # 12853	WASHTENAW COUNTY TREASURER	CONTRACTED SERVICES	801.002	301	42,617.76
09/20/2023	PMTS	25825	MUNIS#12617	WASHTENAW COUNTY TREASURER	CONTRACTED SERVICES	801.002	301	5,747.33
Total for Fund 207 POLICE FUND								48,365.09



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CHECK DISBURSEMENT REPORT FOR DEXTER TOWNSHIP

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CHECK DATE FROM 09/01/2023 - 09/30/2023

Check Date	Bank	Check #	Invoice	Payee	Description	Account	Dept	Amount
Fund: 245 OPEN SPACE LAND INITIATIVE								
09/11/2023	PMTS	25788	1611432	MILLER CANFIELD PADDOCK STON	OPEN SPACE PURCHASES			** VOIDED **
09/19/2023	PMTS	25805	1611432	MILLER CANFIELD PADDOCK STON	OPEN SPACE PURCHASES	976.000	901	1,330.00
09/20/2023	PMTS	113(E)*#	09-2023	PAYCHEX PAYROL	REC SECRETARY MILLER- OSLP	706.005	294	165.63
			09-2023		PER DIEM - LAND PRESERVATION PER DI	707.000	294	550.00
				CHECK PMTS 113(E) TOTAL FOR				715.63
09/20/2023	PMTS	25824	AUG 2023	TREMORE ECOLOGY AND LAND SE	CONTRACTED SERVICES	801.002	294	1,168.10
				Total for fund 245 OPEN SPACE LAND INITIATIVE				3,213.73

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CHECK DATE FROM 09/01/2023 - 09/30/2023

Check Date	Bank	Check #	Invoice	Payee	Description	Account	Dept	Amount
Fund: 703 TAX COLLECTION FUND								
09/22/2023	TAX	6332	09/22/2023	BRENNAN TERRY L & JUNE A	UNDISTRIBUTED TAX COLLECTIONS	274.000	000	846.25
09/22/2023	TAX	6333	09/22/2023	CORELOIC CENTRALIZED REFUND	UNDISTRIBUTED TAX COLLECTIONS	274.000	000	2,149.97
09/22/2023	TAX	6334	09/22/2023	CORELOIC CENTRALIZED REFUND	UNDISTRIBUTED TAX COLLECTIONS	274.000	000	2,716.13
			09/22/2023		UNDISTRIBUTED TAX COLLECTIONS	274.000	000	1,571.83
			09/22/2023		UNDISTRIBUTED TAX COLLECTIONS	274.000	000	1,355.18
			09/22/2023		UNDISTRIBUTED TAX COLLECTIONS	274.000	000	3,022.08
			09/22/2023		UNDISTRIBUTED TAX COLLECTIONS	274.000	000	1,795.38
			09/22/2023		UNDISTRIBUTED TAX COLLECTIONS	274.000	000	2,171.45
CHECK TAX 6334 TOTAL FOR FUN								12,632.05
09/22/2023	TAX	6335	09/22/2023	HERETA, LLC	UNDISTRIBUTED TAX COLLECTIONS	274.000	000	1,175.41
09/22/2023	TAX	6336	09/22/2023	NELSEN ERIC & TRACY	UNDISTRIBUTED TAX COLLECTIONS	274.000	000	86.21
09/22/2023	TAX	6337	DIST 5 - 2023	DEXTER TOWNSHIP GENERAL FUND	UNDISTRIBUTED TAX COLLECTIONS	274.000	000	35,873.96
09/22/2023	TAX	6338	DIST 5 - 2023	WASHTEENAW COUNTY TREASURER	UNDISTRIBUTED TAX COLLECTIONS	274.000	000	3,589,318.36
TOTAL - ALL FUNDS								3,642,082.21
Total for fund 703 TAX COLLECTION FUND								3,966,249.34

\*\*\*-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

**Title:** FOSPB recommendation to purchase a conservation easement

**Date (please submit agenda item requests 10 days prior to meeting date):** October 6, 2023

**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 ☐

3) Help! I don't know the answer ☐

**Overview:**

The Dexter Township Farmland and Open Space Preservation Board (FOSPB) at its September, 2023 meeting unanimously passed a motion to recommend an expenditure of \$31,000 to purchase a perpetual conservation easement on property nominated in application 2023-1,

The property features idle fields, wetlands and mature woods. The FOSPB previously recommended commissioning a development rights appraisal for this property even though it scored fairly low on the open space system, primarily due to its limited access; the BOT approved the appraisal expenditure. It was suspected the value of development rights would be low, and that proved accurate. The site features a high quality wooded area and is part of a block of contiguous natural land totalling nearly 200 acres in Dexter Township. Protecting it will hopefully be a catalyst for conserving more natural land in that part of our township.

Action Items Narrative: (to be completed for Action Items only)

*Outcome: What will be different as a result of this action by the board?*

Funds committed for land preservation will be approved to purchase a conservation easement.

*Relevance: How is this action relevant to the township's strategic plan, master plan, or other approved plan?*

The nominated property is zoned Rural Residential and is designated the same in the draft master plan.

*Impact: What is the operational and fiscal impact of this item?*

Up to \$31,000 of dedicated funds will be used to purchase a conservation easement. A request for half that amount will be made of the Washtenaw County Natural Area Preservation Program. If accepted, Dexter Township's expenditure would be \$15,500 or possibly somewhere in between.

**Does this item have fiscal impact?**

Yes ☒

No ☐

**If yes, what is the net cost?**

\$

31,000

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

Yes ☐

No ☐

**Staff/Supervisor Comments**

**Submitted by:**

Mark Teicher, FOSPB Chair

**To Be Completed by Clerk's Office:**

Motion to approve up to \$31,000 for the purchase of development rights for a 200-acre

For action items, suggested language for board motion (applicable): high quality natural area.



# DEXTER TOWNSHIP

## AGENDA ITEM REQUEST

**MEETING OF: Township Board of Trustees** October 17, 2023

**Title:** Approval 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: \_\_\_\_
- 2) This is an action item requiring a:  
Resolution X (setting regular meeting schedules must be done by 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.

Per the request of the BOT, the rules have been amended to add a nepotism rule.

The BOT also requested a discussion of a Social Media policy for the BOT. The Township attorney provided suggested language for a social media policy. This policy has not been integrated into the draft board rules because there did not appear to be consensus on their inclusion.

A reminder that the proposed rules 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?**

FY25 impact on revenues

Yes ☐

No

☒ X

**Staff/Supervisor Comments**

**Submitted by:** Karen Sikkenga

**Suggested language:** Motion to approve a resolution enacting Township Board of Trustees rules *{possibly* with the addition of a Social Media policy}.

## 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.

**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 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.

**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.

## **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

## **Social Media Policy**

Employees and board members should be thoughtful in all communications and dealings with others, including e-mail and social media communications and statements to the press. The Township has set forth some general guidelines that employees and board members should follow if they use social media or speak with the press.

With regard to personal use of social media accounts and statements to the press, employees and board members may NOT do the following:

1. Disclose the Township's confidential information (e.g., confidential financial information);
2. Defame the reputation of, or make knowingly false statements about, Township representatives, employees, or board members;
3. Harass or threaten Township representatives, employees, or board members by using statements, photographs, video or audio that are malicious, obscene, threatening or intimidating (e.g., offensive posts meant to intentionally harm someone's reputation or posts that could contribute to a hostile work environment on the basis of race, sex, disability, religion or any other status protected by law or Township policy);
4. Engage in conduct that interferes with an employee's or their coworkers' job performance;
5. Use the Township's intellectual property, such as copyrights, patents, logos, trademarks, or other protected information or property without express written authorization by the Township's Human Resources Department;
6. Post information or speak on behalf of the Township, unless specifically authorized to do so by the Human Resources Department; or
7. Make knowingly false representations about their credentials or work.

If the Township is a subject of the content created, employees and board members must be clear and open about the fact that they are an employee or board member, and that their views do not represent those of the Township, fellow employees or board members, and/or others with legitimate business interests with regard to the Township.

Violation of this policy may result in disciplinary action, up to and including termination.

This policy shall be interpreted in accordance with the law and shall not be applied to interfere with or violate employee rights under the National Labor Relations Act ("NLRA"). During non-work time and in non-work areas, employees are not prohibited by this policy from using non-Township equipment, **with the exception of Township email systems during non-work time**, to engage in protected activity such as:

- Communicating with each other and third parties about terms and conditions of employment, such as wages or working conditions;
- Acting together for mutual aid or protection; and
- Engaging in organizational activities.

Employees with any questions about this policy should contact the Human Resources Department.





**DEXTER TOWNSHIP  
AGENDA ITEM REQUEST**

MEETING OF: **Township Board of Trustees October 17, 2023**

**Title:** Discussion of Personnel Policy

**Date (please submit agenda item requests 14 days prior to meeting date):** October 3, 2023

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

**Overview**

At the September 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.

Subsequent to the last BOT meeting, we located an insurance broker who is able to establish a health plan for Dexter Township. I have modified the language in the personnel policy to indicate the Township's policy preference for establishing a health plan if possible, with providing payment to support health insurance costs as a second option. We will discuss offering health insurance benefits to spouses and children as part of the FY25 budget workshops.

A reminder that 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.

<b>Does this item have fiscal impact?</b>  <b>If yes, what is the net cost?</b> \$0 <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 X</b>	<b>No __</b>
	<b>\$</b>	
	<b>Yes __</b>	<b>No __</b>

**Submitted by:** Karen Sikkenga, Supervisor

**Suggested language for the motion:**

Motion to approve personnel guidelines.

# DEXTER TOWNSHIP, MICHIGAN

## PERSONNEL GUIDELINES

DRAFT

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Adoption Date: 4/17/2007  
Revision Date: 4/20/2010  
Revision Date: 3/5/2014 (6C)  
Revision Date: 05/20/2014 (3P)  
Revision Date: 10/20/2015 (3J)  
Revision Date: 04/19/16 (3H & 3I)  
Proposed Revision: 10/17/2023  
Client Documents\4895-4000-7543.v1-8/14/23

# DEXTER TOWNSHIP PERSONNEL GUIDELINES

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## **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**

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.

### **3E. 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.

### **3F. 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.

### **3G. 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.

### **3H. 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.

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.

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.

### **3Q. 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.

### **3R. 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.

### **3S. 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.

### **3T. 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**

The Township will make a reasonable effort to provide a health insurance plan to eligible employees. If a health insurance plan cannot be established, the Township, to the extent committed by applicable law, 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, health insurance plan payment and/or 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.

#### **5F. 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.

#### **5G. 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.

## **5H. 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 <https://www.dextertownship.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**

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.

#### **5U. 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.

#### **5V. Outside Employment**

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

#### **5W. 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.

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## 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 rise 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** October 17, 2023

**Title:** Authorizing the Clerk to sign a letter of agreement to participate in the County Coordinated Early Voting Site Agreement.

**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

Proposition 2, approved by the voters in November 2022, provided that voters have the option to vote in person for nine days in advance of each election, and that the voter will be able to vote and tabulate their own ballot immediately. This provision requires local governments to staff a precinct with a vote tallying machine for nine days. Washtenaw County is coordinating in person voting to reduce the administrative burden and cost of this provision. Dexter Township would provide financial support for shared in person voting, which will be located proximal to Dexter Township (either in Sylvan Township or Chelsea). This shared staffing arrangement will significantly reduce Dexter Township's financial and operational burden for early in person voting.

Reminder that voters can still vote by absentee ballot for 45 days prior to the election, and can always hand in their ballot at Dexter Township town hall. The main difference with in person voting is that the ballot is tallied immediately by the registered voter.

Note that Michigan's decision to move its Democratic primary election to February of 2023 and a potential Republican primary election of March of 2023 means our FY24 costs for elections will be higher than budgeted for this current fiscal year. The Clerk will be coming to the BOT for a budget amendment to support the cost of running an election in FY24 at the November meeting.

**Does this item have fiscal impact?**

**Yes X**

**No \_\_\_**

**If yes, what is the net cost?** Significant cost reduction; exact value TBD

**\$**

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

**Yes \_\_\_**

**No \_\_\_**

<b><u>Staff/Supervisor Comments</u></b>
<b><u>Submitted by:</u></b> Michelle Stamboulellis, Clerk
<b><u>Suggested language for the motion:</u></b> Authorizing Clerk Stamboulellis to sign a letter of agreement to participate in the County Coordinated Early Voting Site Agreement which would allow Dexter Township to share the costs of staffing, and election resources required for 9 days of early voting.

## AGREEMENT FOR ELECTION SERVICES

BETWEEN WASHTENAW COUNTY AND ANN ARBOR TOWNSHIP, AUGUSTA TOWNSHIP, CHELSEA CITY, DEXTER CITY, DEXTER TOWNSHIP, FREEDOM TOWNSHIP, LIMA TOWNSHIP, LODI TOWNSHIP, LYNDON TOWNSHIP, MANCHESTER TOWNSHIP, NORTHFIELD TOWNSHIP, PITTSFIELD CHARTER TOWNSHIP, SALEM TOWNSHIP, SALINE CITY, SALINE TOWNSHIP, SCIO TOWNSHIP, SHARON TOWNSHIP, CHARTER TOWNSHIP OF SUPERIOR, SYLVAN TOWNSHIP, WEBSTER TOWNSHIP, YORK TOWNSHIP, AND YPSILANTI CITY.

This County Early Voting Site Agreement (the "Agreement") is made between WASHTENAW COUNTY, 200 N. Main, Suite 120, Ann Arbor, Michigan, 48104 and ANN ARBOR CHARTER TOWNSHIP, 3792 Pontiac Trail, Ann Arbor, MI 48105, and AUGUSTA CHARTER TOWNSHIP, 8021 Talladay Road, Whittaker, MI 48190, and the CITY OF CHELSEA, 305 S. Main St., Chelsea, MI 48118, and the CITY OF DEXTER, 8123 Main St., Dexter, MI 48130, and DEXTER TOWNSHIP, 6880 Dexter-Pinckney Road, Dexter, MI 48130, and FREEDOM TOWNSHIP, 11508 Pleasant Lake Rd., Ann Arbor, MI 48103, and LIMA TOWNSHIP, 12172 Jackson Rd., Chelsea, MI 48118, and LODI TOWNSHIP, 3755 Pleasant Lake Rd. Ann Arbor, MI 48103, and LYNDON TOWNSHIP, 17751 N. Territorial Rd., Chelsea, MI 48118, and MANCHESTER TOWNSHIP, 275 S. Macomb, Manchester, MI 48158, and NORTHFIELD TOWNSHIP, 8350 Main St., Whitmore Lake, MI 48189, and PITTSFIELD CHARTER TOWNSHIP, 6201 W. Michigan Ave. Ann Arbor, MI 48108, and SALEM TOWNSHIP, 9600 Six Mile Rd, Salem, MI 48175, and the CITY OF SALINE, 100 N. Harris Rd., Saline, MI 48176, and SALINE TOWNSHIP, 5731 Braun Rd, Saline, MI 48176, and SCIO TOWNSHIP, 827 N. Zeeb Rd., Ann Arbor, MI 48103, and SHARON TOWNSHIP, 18010 W. Pleasant Lake Rd., Manchester, MI 48158, and the CHARTER TOWNSHIP OF SUPERIOR, 3040 N. Prospect Rd., Ypsilanti, MI 48198, SYLVAN TOWNSHIP, 18027 Old US 12, Chelsea, MI 48118, and WEBSTER TOWNSHIP, 5665 Webster Church Rd., Dexter, MI 48130, and YORK TOWNSHIP, 11560 Stony Creek, Milan, MI 48160, and the CITY OF YPSILANTI, 1 S. Huron St., Ypsilanti, MI 48197.

In this Agreement, the county and each municipality will be represented by their respective Clerk in their official capacity.

**PURPOSE OF THE AGREEMENT.** The county and the municipalities enter into this Agreement pursuant to Article II, Section 4(m) of the Michigan Constitution of 1963 and the Michigan Election Law, 1954 Public Act 116, MCL 168.720a *et seq.*, for the purpose of operating one or more joint early voting site(s).

Name of County		
Washtenaw		

Name of Municipality	Registered Voters	# Precincts
City of Chelsea	4763	2
City of Dexter	3606	3
City of Saline	7730	4
City of Ypsilanti	17184	10
Ann Arbor Charter Township	4124	2
Augusta Charter Township	6137	3
Dexter Township	5756	3

Freedom Township	1272	1
Lima Township	3397	2
Lodi Township	5340	3
Lyndon Township	2280	1
Manchester Township	4230	2
Northfield Township	7237	3
Pittsfield Charter Township	29726	13
Salem Twp	5863	3
Saline Township	1991	1
Scio Township	15021	8
Sharon Township	1667	1
Charter Township of Superior	12448	5
Sylvan Township	3052	1
Webster Township	5877	3
York Township	6067	3

1. **DEFINITIONS.** The following words and expressions used throughout this Agreement, whether used in the singular or plural, shall be defined, read, and interpreted as follows:
  - 1.1 **Agreement** means the terms and conditions of this Agreement and any other mutually agreed to written and executed modification, amendment, exhibit, and attachment to this Agreement.
  - 1.2 **Coordinator** means the individual appointed by the County Clerk and identified as the individual responsible for providing oversight to ensure sufficient resources are available and timely dispatched to each early voting site and monitoring the administrative requirements of early voting for the participating municipalities.
  - 1.3 **Early Voting Plan** means the document and any addenda to the document outlining the manner in which early voting will be provided in a county or municipality, as described in MCL 168.720a *et seq.* The requirements of an early voting plan are described in MCL 168.720h(3).
  - 1.4 **Election Services** encompasses the following individual Election Services provided by the county or either municipality's Elections Division, if applicable: early voting administration.
  - 1.5 **Legislative Body of the Municipality** means the City or Township Council or Board of Trustees elected or appointed and serving in the municipality.
  - 1.6 **Municipality** means any participating municipality, which are entities created by state or local authority or which are primarily funded by or through state or local authority, including, but not limited to, their Council, Board, departments, divisions, elected and appointed officials, directors, board members, council members, commissioners, authorities, committees, employees, agents, subcontractors, attorneys, volunteers, and/or any such persons' successors.
  - 1.7 **QVF** means the Qualified Voter File as described in MCL 168.509m.
  - 1.8 **QVF Controller** means the individual appointed by the County Clerk and identified as the Qualified Voter File (QVF) administrator of early voting information within the QVF.

- 1.9 **Site Supervisor** means the participating municipal clerk or a member of the County Clerk's staff who shall act as supervisor for each day of early voting. The County Clerk may appoint a different participating municipal clerk or member of the County Clerk's staff to act as a supervisor for different days of early voting.

2. **PARTIES TO AN AGREEMENT.**

- 2.1 An Agreement may be entered into between one or more municipalities wholly or partially located within the same county and the County Clerk of that county.
- 2.2 A municipality located in multiple counties can only enter into an Agreement with one of the counties in which the municipality is located.

3. **SCOPE OF THE AGREEMENT.**

- 3.1 This Agreement applies to all elections (state, federal, special, odd-year city elections) that affect voters in participating municipalities.
- 3.2 During special and/or odd-year city elections the County, after consulting with Clerks of municipalities affected by special and/or odd-year city elections and to the extent and manner provided by state law, may temporarily change early vote site locations, days and hours of early voting, poll worker and site supervisor staffing arrangements, and other items included in the attached Plan. However, voters in all participating municipalities shall be provided at least one (1) early vote site during special and/or odd-year city elections.

4. **COORDINATOR.**

- 4.1 The Washtenaw County Director of Elections (or their equivalent) will serve as coordinator of the joint early voting site and will be responsible for organizing and monitoring the administrative requirements, including staffing, of early voting for the participating municipalities.
- 4.1.1 In the event that that coordinator is unable to personally supervise and staff each early voting site on each day of early voting, the coordinator may designate early voting site supervisors to assist with the staffing and supervision of early voting.
- 4.2 If the coordinator becomes unavailable for any reason, the role will be filled in one of the following ways, as determined by the parties upon execution of this Agreement:
- 4.2.1 The County Clerk will appoint the new coordinator.
- 4.2.2 The Elections Program Manager (or their equivalent), as backup coordinator, would assume the responsibilities of coordinator. If the backup coordinator is unavailable for any reason, the County Clerk will appoint the new coordinator.

5. **QVF CONTROLLER.**

- 5.1 The Washtenaw County Director of Elections (or their equivalent) or County Elections Program Manager (or their equivalent) will serve as the Qualified Voter File (QVF) administrator of early voting information within the QVF. The controller's duties will involve setting up the necessary voting regions, user access, and application access needed for the sites designated in the Agreement. The QVF controller must meet the

security requirements of a QVF user. The QVF controller can be the same as the coordinator as long as the appropriate QVF training is completed.

**6. APPROVAL OF EARLY VOTING SITES.**

- 6.1 Pursuant to MCL 168.662, the County Clerk, after consulting the participating municipal clerks, must submit each early voting site location to the board of county election commissioners for approval.
- 6.2 Each early voting site may serve all electors covered by the county Agreement, the electors in specific municipalities, the electors of one municipality, or any combination of these options, as long as each elector in the county is served by one or more early voting sites.

**7. APPOINTMENT OF ELECTION INSPECTORS.**

- 7.1 The board of county election commissioners is responsible for the appointment of election inspectors.
- 7.2 At least 31 days before each statewide and federal election, the board will appoint for each early voting site at least 3 election inspectors and as many more as, in its opinion, are required for the efficient, speedy, and proper conduct of the election.
- 7.3 The board will further designate one appointed election inspector from each early voting site as chairperson.
- 7.4 The selection of election inspectors will be governed by MCL 168.674.

**8. APPROVAL OF EARLY VOTING HOURS.**

- 8.1 Prior to the submission of an Agreement or early voting plan, the County Clerk and the clerks of the participating municipalities will do all of the following:
  - 8.1.1 For the nine early voting days guaranteed by the Constitution, decide among themselves the hours that early voting will be provided at the approved joint early voting site or sites and include those hours in this Agreement.
  - 8.1.2 For any dates or hours beyond the dates and hours guaranteed by the Constitution, the County Clerk may set hours without regard to the required hours for early voting on the nine required days of early voting and include those days and hours in this Agreement.
  - 8.1.3 Indicate whether the days and hours specified in this Agreement apply to all elections or only to statewide and federal elections.

**9. NOTICE OF EARLY VOTING HOURS.**

- 9.1 Not less than 45 days before Election Day, the County Clerk and the clerk of each participating municipality will give public notice of the dates and hours for early voting at the joint early voting site or sites by posting of the notice on the county's and each municipality's website and any other publication or posting the clerk considers advisable.

**10. BUDGET AND COST SHARING.**

- 10.1 The estimated early voting budget is proposed as follows in item 10.2. This budget may be amended as deemed necessary by the County Clerk due to circumstances that



include but are not limited to the type of election occurring; anticipated voter turnout; needs associated with specific early voting sites; the need to acquire equipment, software, or services that will aid in enhancing efficiency and/or service to early voters; and/or changes in state law or promulgated rule.

Recurring costs not offset by grant or other funding provided directly to the County by the State of Michigan specifically for administration of county-coordinated early voting agreements will be shared equally among the participating municipalities. The County will issue an itemized invoice to participating municipalities as needed and within 60 days following each election date during which early voting is administered on behalf of the participating municipality pursuant to this agreement. Payment in full will be made by each municipality within 30 days of receipt of the invoice.

The County will procure equipment necessary to implement early voting pursuant to this plan on a one-time basis. The County will be responsible for one-time implementation costs not offset by grant or other funding provided directly to the County by the State of Michigan specifically for administration of county-coordinated early voting agreements.

#### 10.2 Estimated budget for recurring expenses.

##### Recurring Expenses (each election)

<b>Labor</b>	<b>High</b>	<b>Low</b>
Poll Worker EV Site Daily Labor	\$ 79,200	\$ 57,600
Receiving Board	\$ 300	\$ 300
Training	\$ 5,280	\$ 3,552
Meals	\$ 3,960	\$ 2,880
<b>County Personnel</b>		
FTE overtime/position modification	\$ 10,666	\$ -
Part-time temp	\$ 3,000	\$ 3,000
Mileage	\$ 885	\$ 885
<b>Polling Place rental</b>		
Polling place rental	\$ -	\$ -
Material transport	\$ 2,000	\$ 2,000
<b>Consumables</b>		
Ballots (blank and emergency pre-printed)	\$ 2,688	\$ 3,416
Test deck/chart	\$ 9,720	\$ 9,720
Precinct supply kits	\$ 300	\$ 300
Misc other supplies	\$ 3,000	\$ 3,000
<b>Total Recurring Costs</b>	<b>\$ 120,999</b>	<b>\$ 86,653</b>

**11. STAFFING AND SUPERVISION**

- 11.1** The coordinator is responsible for ensuring adequate staffing and supervision at early voting sites including selection of the site supervisor who oversees a specific early voting site(s).
- 11.2** The site supervisor shall operate in the same manner and have the same authority as a municipal clerk operates in an election day polling place.
- 11.3** The site supervisors for early voting sites must be listed in the attached Exhibit B.

**12. TABULATORS AND EARLY VOTING POLL BOOK LAPTOPS AT EARLY VOTING SITE(S).**

- 12.1** Prior to the submission of the Early Voting Plan, the County Clerk and the clerks of the participating municipalities will do all of the following:
  - 12.1.1** Determine the number of tabulators and early voting poll book laptops or other voting equipment that are necessary at each early voting site.
  - 12.1.2** Determine whether the county or a municipality will provide the tabulators and early voting poll book laptops or other voting equipment.
- 12.2** The board of county election commissioners will be responsible for conducting testing of the electronic voting equipment.
- 12.3** The coordinator will be responsible for taking necessary steps to set up the early voting poll book and early voting poll book laptops.
  - 12.3.1** If the coordinator is not a clerk, the County Clerk and the clerks of the participating municipalities must decide among themselves which clerk is responsible for taking necessary steps to set up the early voting poll book and early voting poll book laptops.
- 12.4** Tabulators and early voting poll book laptops used at each joint early voting site must be configured in one of the ways set forth in MCL 168.720j(5).

**13. CLOSING PROCEDURES DURING EARLY VOTING AND ON ELECTION DAY**

- 13.1** During Early Voting, the coordinator must ensure compliance with the closing procedures described in MCL 168.720j(8) and 720j(9) and any instructions issued by the Secretary of State
- 13.2** During Early Voting, the coordinator must ensure that specified election materials are secured in compliance with MCL 168.720j(10) and any instructions issued by the Secretary of State.
- 13.3** At the conclusion of Election Day, the coordinator must ensure compliance with the closing procedures described in MCL 168.720j(11) and any instructions issued by the Secretary of State.

**14. CANVASS OF EARLY VOTE RETURNS AND REPORTING OF EARLY VOTING RESULTS**

- 14.1** The board of county election commissioners is responsible for appointing the receiving board or group of election inspectors to canvass the early vote returns on Election Day and report early voting results to the County Clerk.
- 14.2** At the conclusion of Election Day, the coordinator must ensure compliance with the canvass and reporting requirements described in MCL 168.720j(11)-(14) and MCL 168.801-810.

**15. EXECUTION OF COUNTY JOINT EARLY VOTE SITE AGREEMENT.**

- 15.1** A county Early Voting Site Agreement must be finalized and signed by the participating county and all municipalities:
- 15.1.1** No later than 125 days before the first regularly scheduled statewide or federal election in each even numbered year.
- 15.1.2** No later than 90 days before a special statewide or federal election.

**16. EARLY VOTING PLAN.**

- 16.1** No later than 120 days before the first statewide or federal election in each even numbered year, the coordinator will be responsible for ensuring an early voting plan, attached as Exhibit A, is filed with the County Clerk of the county in which the municipalities are located.

**17. NOTICE TO SOS OF CHANGES TO LOCATIONS, DAYS, AND HOURS OF EARLY VOTING.**

- 17.1** Not less than 45 days before the first early voting day allowed by statute, the coordinator will be responsible for providing the Secretary of State any changes made a previously submitted Early Voting Plan that affect the locations, dates, and hours of operation for each joint early voting site operated by the participating county and municipalities. This ensure that the correct information is posted on the Michigan Voter Information Center (MVIC) portion of the Department of State's website.

**18. DURATION OF COUNTY JOINT EARLY VOTE SITE AGREEMENT.**

- 18.1** This Agreement and any amendments will be effective as it relates to each respective party when executed by that party, as evidenced by the signature of the County Clerk and each participating municipal clerk.
- 18.2** This Agreement will continue with no fixed termination date.

**19. CANCELLATION, MODIFICATION, AND TERMINATION OF COUNTY JOINT EARLY VOTE SITE AGREEMENT.**

- 19.1** If the County Clerk withdraws from the Agreement for any reason, the Agreement will cease to exist and the clerk of each participating municipality must submit a revised early voting plan to the Department outlining the manner in which early voting will be provided.
- 19.2** This Agreement may be modified by a written amendment executed by all parties. If a modification will result in impact to a subset of parties, only, only those parties affected need execute the modification. In the event that the Village of Manchester adopts a city charter and incorporates as a home-rule City on or after November 7, 2023, all parties agree that the City of Manchester may enter into this Agreement subject to approval by the City of Manchester and Washtenaw County, only.
- 19.3** If the parties terminate Agreement for any reason, the clerk of each participating municipality must submit a revised early voting plan to the Department outlining the manner in which early voting will be provided.
- 19.4** If a party withdraws from the Agreement for any reason, the clerk of the municipality withdrawing from the Agreement must submit a revised early voting plan to the

Department outlining the manner in which early voting will be provided. A party to a municipal Agreement may withdraw from the Agreement by providing at least 30 days' written notice to the other Parties to the Agreement.

**19.5** A Party may not withdraw from the Agreement during the period beginning 150 days before the first statewide November election in an even numbered year and ending on the completion of the county canvass for the statewide general November election in that even numbered year.

**19.6** If the Agreement covers any elections in addition to statewide and federal elections, a Party may not withdraw from the Agreement during the period beginning 150 days before the election covered under the Agreement and ending on the completion of the county canvass for that election.

**20. ELECTRONIC SIGNATURES AND COUNTERPARTS**

**20.1** This Agreement may be executed in two or more counterparts, and each counterpart shall become binding when the other(s) has or have been signed as if it had been signed by each party. Facsimile or electronic signatures shall be considered original signatures for the purposes of execution and enforcement of the rights and obligations described herein.

Jurisdiction	Clerk of Municipality	Signature	Date
Washtenaw County	Lawrence Kestenbaum		
City of Chelsea	Lyn Sebestyen		
City of Dexter	Justin Breyer		
City of Saline	Terri Royal		
City of Ypsilanti	Aaron Smith		
Ann Arbor Charter Township	Rena Basch		
Augusta Charter Township	Kimberly Gonczy		
Dexter Township	Michelle Stamboulellis		
Freedom Township	Valisa Bristle		
Lima Township	Teresa Reynhout		
Lodi Township	Christina Smith		

Lyndon Township	Linda Reilly		
Manchester Township	Danell Proctor		
Northfield Township	Kathleen Manley		
Pittsfield Charter Township	Michelle Anzaldi		
Salem Twp	Del Wensley		
Saline Township	Kelly Marion		
Scio Township	Jessica Flintoft		
Sharon Township	Michelle Mrocko		
Charter Township of Superior	Lynette Findley		
Sylvan Township	Amanda Nimke		
Webster Township	Barbara Calleja		
York Township	Kayleigh Zupi		

WASHTENAW COUNTY

ATTESTED TO AND APPROVED

AS TO CONTENT:

_____	_____	_____	_____
Edward R. Golembiewski	Date	Gregory Dill	Date
Director of Elections		Washtenaw County Administrator	

APPROVED AS TO FORM BY:

_____	_____
Michelle Billard	Date
Washtenaw County Corporation Counsel	

## Early Voting Plan

No later than 120 days before the first statewide or federal election in each even numbered year, the coordinator is responsible for ensuring an Early Voting Plan, covering the parties to the County Agreement, is filed with the County Clerk of the county.

Not less than 45 days before the first early voting day allowed by statute, the coordinator will be responsible for providing the Secretary of State any changes made to a previously submitted Early Voting Plan that affect the locations, dates, and hours of operation for each joint early voting site operated by the participating county and municipalities. This will ensure that the correct information is posted on the Michigan Voter Information Center (MVIC) portion of the Department of State's website.

**Plan Coverage:** County Agreement

### Coordinator of County Agreement:

Name of Coordinator	Position	Email Address	Phone Number
Edward Golembiewski	Washtenaw County Director of Elections	<a href="mailto:golembiewskie@washtenaw.org">golembiewskie@washtenaw.org</a>	734-222-6730

### County:

Name of county	Clerk of County
Washtenaw	Lawrence Kestenbaum

### Municipalities:

Name of Municipality	Clerk of Municipality	# Precincts	Registered Voters
City of Chelsea	Lyn Sebestyen	2	4763
City of Dexter	Justin Breyer	3	3606
City of Saline	Terri Royal	4	7730
City of Ypsilanti	Aaron Smith	10	17184
Ann Arbor Charter Township	Rena Basch	2	4124
Augusta charter Township	Kimberly Gonczy	3	6137
Dexter Township	Michelle Stambouellis	3	5756
Freedom Township	Valisa Bristle	1	1272
Lima Township	Teresa Reynhout	2	3397
Lodi Township	Christina Smith	3	5340
Lyndon Township	Linda Reilly	1	2280
Manchester Township	Danell Proctor	2	4230
Northfield Township	Kathleen Manley	3	7237
Pittsfield Charter Township	Michelle Anzaldi	13	29726
Salem Twp	Del Wensley	3	5863
Saline Township	Kelly Marion	1	1991
Scio Township	Jessica Flintoft	8	15021
Sharon Township	Michelle Mrocko	1	1667
Charter Township of Superior	Lynette Findley	5	12448

Sylvan Township	Amanda Nimke	1	3052
Webster Township	Barbara Calleja	3	5877
York Township	Kayleigh Zupi	3	6067

### Early Voting Location Information:

	Early voting site #1	Early voting site #2	Early voting site #3	Early voting site #4	Early Voting Site #5
Region #	1	2	3	4	All
Location of site	Tentatively 14 A District Court	Scio Township Hall	Ypsilanti City Freight house	Pittsfield Township Admin. Building	Washtenaw County Learning Resource Center
Municipalities served at site	Regional site: City of Chelsea, City of Manchester (contingent upon adoption of charter), Dexter Township, Freedom Township, Lima Township, Lyndon Township, Manchester Township, Sharon Township, Sylvan Township	Regional site: City of Dexter, Ann Arbor Township, Northfield Township, Scio Township, Webster Township	Regional site: City of Ypsilanti, Augusta Township, Salem Township, Superior Township	Regional site: City of Saline, Lodi Township, Pittsfield Township, Saline Township, York Township	Central site: All 22 cities and townships subject to this agreement
Number of Election Inspectors at site	8	8	8	10	10
Is this an EV site for all 9 days of Constitutionally-required early voting? (Y/N)	Yes	Yes	Yes	Yes	Yes
Hours for 9 days of Constitutionally-required early voting	9am -- 5pm	9am -- 5pm	9am -- 5pm	9am -- 5pm	9am -- 5pm
How many (if any) additional days of early voting will be provided at this site?	0	0	0	0	0
Is this site ADA compliant?	Yes	Yes	Yes	Yes	Yes
In selecting this site, did you take into account expected turnout, population density, public transportation, accessibility, travel time, travel patterns, and any other relevant considerations?	Yes	Yes	Yes	Yes	Yes

## Early Voting Equipment Information:

	Early voting site #1	Early voting site #2	Early voting site #3	Early voting site #4	Early Voting Site #5
Number of tabulators at site	1	2	2	2	5
Municipality responsible for providing tabulators	County	County	County	County	County
Number of early voting poll book laptops	2	2	2	2	4
Municipality responsible for providing early voting poll book laptops	County	County	County	County	County
Clerk responsible for taking necessary steps to set up the early voting poll book laptops	County	County	County	County	County

## Communication Strategy:

Initial written notification of early voting site locations and hours of availability to be sent via USPS mail to voters, as required by Public Act 81 of 2023, will be coordinated by Washtenaw County and funded by participating municipalities.

Washtenaw County will develop and implement a communication and outreach strategy that notifies voters of early voting options, locations, hours, and other information prior to each election covered by this agreement/plan. This strategy will include but is not limited to the following methods of outreach: publication of public notices; development & maintenance of a dedicated County webpage for early voting; social media engagement (for example Facebook, Instagram, X/Twitter, NextDoor); traditional media engagement (for example media releases, interviews, press conferences); presentations and keynote addresses at public and/or nonpartisan events; partnerships with public and/or nonprofit agencies, faith communities, social service agencies, clubs, and student organizations; and other methods as determined by the County.

Washtenaw County will create relevant content to be shared with municipalities for voter educations/outreach purposes.

Municipalities agree to conduct early voting outreach/education to voters within their municipalities through methods including but not limited to publishing information on their public website; within municipal newsletters (as available); through municipally controlled social media (as available); and other methods as determined by the municipality.

## Early Voting Site Supervisors:

Site Supervisors will be appointed by the County Clerk prior to each election.

	Early voting site #1	Early voting site #2	Early voting site #3	Early voting site #4	Early voting site #5
Early Voting Day 1-9	City/Township Clerk, Deputy, or County Clerk staff	City/Township Clerk, Deputy, or County Clerk staff	City/Township Clerk, Deputy, or County Clerk staff	City/Township Clerk, Deputy, or County Clerk staff	City/Township Clerk, Deputy, or County Clerk staff





# DEXTER TOWNSHIP

## AGENDA ITEM REQUEST

### MEETING OF: Township Board of Trustees October 17, 2023

**Title:** Authorize the Supervisor to sign a contract with AAM to perform property management services.

**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 X;  
Ordinance \_\_\_\_

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

#### Overview

Dexter Township budgeted \$40K for building maintenance, of which less than \$5K has been expended to date. At present, the Township has no facilities manager. The Office Manager and elected officials respond to building emergencies on an *ad hoc* basis by selecting and engaging contractors. Examples from this year include clean-up after severe weather, repair of the generator, and replacement of a broken door.

Dexter Township owns and maintains two buildings: the Town Hall and Fire Station 2. We also manage three cemeteries, 16 warning sirens, and at least two additional unimproved properties. We are fiscally responsible for the maintenance and repair of 25 miles of local gravel roads. We are proposing to use our building maintenance budget to engage American Association Management (AAM), a local business, as a facilities manager. Their scope of duties will include:

- Monthly on-site inspections of township buildings
- Post-storm monitoring of warning sirens
- Interface with government/quasi-government entities and advocacy for Dexter Township. For WWRA, this would be monitoring the condition of the Dexter Township parking lot and recycling area and holding WWRA accountable for timely bin replacement and keeping the area clean. For WCRC, this would be monitoring the maintenance and repair contract to understand schedules, and communicating and monitoring issues and concerns by residents. For DTE and its subsidiaries, this means monitoring power outages and upgrades

- Providing a monthly report to the Township identifying upcoming facilities needs, timelines, and fiscal impacts.
- Assisting with the annual budget process by identifying the top priority facilities needs for the next year.
- Fire Station maintenance will be a top priority, including snow removal
- Selecting, engaging, and contracting with subcontractors for services such as snow removal, lawn care, septic maintenance. They will use these three criteria to select subcontractors: (1) quality; (2) cost; and (3) preference for local firms.

A single individual, Matthew Waugh, Director of Operations, would be assigned to Dexter Township and would personally conduct the monthly inspections and reporting. Matt is available to attend a Board of Trustees meeting upon request.

We believe this is a prudent use of township resources. A facilities manager will proactively manage our resources; preventive care is more cost effective.

We requested two bids for this work but we received only one bid. We were not able to identify any property management companies who provide this service to Washtenaw County townships at this time. AAM appears to be a good partner with whom to pilot a test program for township facility management; they come highly recommended and were creative about shaping this potential contract. We will be monitoring their workload to determine whether the \$2K per month initial fee is reasonable for Dexter Township and AAM based on the required level of effort.

<b>Does this item have fiscal impact?</b>  <b>If yes, what is the net cost? Up to \$30K/year</b> (\$24K for management services + up to \$500/mo. for hrly handiman work); FY24 impact = up to \$15K <b>Is the item included in the Township's approved annual budget?</b>	<b>Yes X</b>	<b>No __</b>
	Est. >\$15K FY24	Est >\$30K FY25
	<b>Yes X</b>	<b>No __</b>

**Staff/Supervisor Comments**

**Submitted by:** Karen Sikkenga

**Suggested Action:** Motion to authorize the Supervisor to sign a contract with AAM.



Bruce Thomson  
CEO

Ms. Karen Sikkenga,  
Dexter Township Supervisor  
October 9, 2023  
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October 9, 2023

Ms. Karen Sikkenga  
Dexter Township Supervisor  
Dexter Township Hall  
6880 Dexter-Pinckney Road  
Dexter, MI 48130

RE: **OVERSIGHT, FACILITIES MANAGEMENT AND INTERFACE  
SERVICES FOR DEXTER TOWNSHIP**

Dexter Township Hall, Fire Station #2,  
3 Cemeteries, 16 Outdoor Sirens, Lake Bottom  
Parcel, Vacant Land Parcel and Related  
Facilities

Dear Ms. Sikkenga :

We are pleased to submit this proposal to provide services for the above-referenced properties and facilities. This proposal has been based upon our discussions and our experience on similar projects. The purpose of this correspondence is to outline our proposed scope of services and to provide you and the Township with a fee for our services. We trust that you and the Township will find this proposal acceptable and will retain our firm to perform the proposed consulting services.

This Service Area consists of:

1. The Dexter Township Hall building, basement, roof, mechanicals, parking lot, lighting, Recycling Bins, etc.
2. Fire Station 2.
3. 3 Township Cemeteries.
4. 16 Outdoor Sirens.
5. The lake bottom parcel owned by the Township.
6. The vacant, land-locked parcel owned by the Township.

The purpose of the management services proposed for this project will be to facilitate the inspection, maintenance, capital repair and inter-agency communication for the above-referenced Township facilities. In order to meet the project requirements, we propose to provide the personnel and expertise necessary to complete the following phases of services.

**PHASE I – GATHER NECESSARY PROJECT INFORMATION, PERFORM AN INITIAL REVIEW AND ANALYSIS OF INVOLVED SITES, AND COORDINATE ACCESS TO THE SITES**

We will gather phone and email information for all associated parties. We will communicate needs, requirements and access information by phone, email or letter to all parties.

**PHASE II – CONDUCT AN INSPECTION OF THE FACILITIES AND CREATE A CURRENT CONDITION REPORT WITH RECOMMENDATIONS FOR ACTION**

Our services for the second phase of work for the project will include inspection of all buildings, appurtenances and mechanical systems for the four areas listed above. We will provide a current status report and suggestions for short and long-range improvements and maintenance.

**PHASE III - QUALITY CONTROL MONITORING SERVICES**

Our services for the third phase of work for the project will include performing part-time quality control monitoring services of the listed facilities.

We will inspect the four areas detailed above once per month. We will take action on items needing immediate attention. We will refer items of note and issues of concern to the Township for direction as to actions desired.

We will issue a monthly report of inspection findings. We will generate work orders for needed repairs and provide a work order report monthly.

**PHASE IV – ONGOING FACILITIES MANAGEMENT**

Our services for the fourth phase of work for the project will include the daily management of the physical facilities needs. We will perform the following tasks:

1. Provide quotes to the Township, with informed commentary for services such as snow removal, lawn care, HVAC maintenance, generator maintenance, outdoor warning siren maintenance (16 sirens), and similar items. All vendors will be required to submit insurance coverages (including liability, worker's compensation and vehicle) and EIN.
2. Contact vendors for needed repairs noted by American or referred to us by the Township.
3. Vendor invoices will be submitted to American. Once approved by American, they will be sent to the designated Township contact for approval and payment to American. Upon receipt of Township payment, American will pay the vendor.

**PHASE V – INTERFACE AND OVERSIGHT WITH WASHTENAW COUNTY ROAD COMMISSION, WWRA (RECYCLING), JANITORIAL SERVICES AND DTE**

From time to time, based on issues noticed by American during periodic inspections or based on requests from the Township, we will communicate needs and concerns to the above agencies and vendors.

We will engage with DTE for them to conduct a free Energy Analysis of any buildings.

This communication will be deemed to be advisory oversight in nature, and not actual project management.

**PHASE VI – REPAIR AND MAINTENANCE LABOR PERFORMED BY AMERICAN**

In the event that American is called upon to perform repair or maintenance work directly, we will bill hourly at the rates outlined below.

## GENERAL

Matthew Waugh, will serve as Project Manager on this project. Other staff members will be assigned to the project once the project schedule is formalized.

## PROFESSIONAL FEES

The total fees for **Phases I - V inclusive**, as outlined herein will be:

**MONTHLY SUM ..... \$2000.00/month**

*The lump sum fee quoted for Phases I-V was established based upon our estimate of the number of hours and all expenses required to complete the stated scope of work. No work requiring additional fees will be performed without prior authorization.*

Fees for all services and personnel required to complete the above outlined **Phase VI** consulting services will be established on a unit-hourly basis:

<b>9:00 am - 5:00 pm, Monday-Friday</b>	<b>\$70.00/hour</b>
<b>After hours, weekends and holidays</b>	<b>\$105.00/hour</b>

Billed in ½ hour increments. After hours calls are one-hour minimum charge.

We reserve the right to amend these rates upon provision of 30 days written notice to the Township.

The following conditions and assumptions are made in order to assist in determining an estimated cost of services for this project.

- Facilities management and administrative services accomplished by the Project Manager on a monthly basis, barring any unforeseen and unusual project problems and conditions which may require additional time. The Project Manager will schedule and make an occasional visit to the project site as required by job conditions.
- Initial review and inspection included in the monthly fee.
- The total fee for our services will include the specific scope of remedial work, duration of the project, hours worked, weather conditions, experience and qualifications of the Vendor and job site conditions encountered. The above factors will also affect the amount of time that the Project Manager will be involved in the project. Also, it should be noted that involvement of the Project Manager is usually more extensive in the beginning and ending stages of the project due to attendance at meetings, resolving initial start-up problems, and preparation of reports.

Should you require other consulting services which are in addition to the stated scope, additional charges will be based upon our current Fee and Rate Schedule. Such additional services may include any other authorized project-related meetings and/or site visits in addition to those stated above. No work requiring additional fees will be performed unless authorized by you or the Association.

Ms. Karen Sikkenga,  
Dexter Township Supervisor  
October 9, 2023  
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## TERMINATION

For the first year, either party may terminate this agreement, without cause, upon the provision of 90 days written notice sent by registered or certified mail, return receipt requested. Upon the commencement of the thirteenth month, this agreement shall become annual, and this agreement will be automatically renewed for additional one (1) year terms unless terminated by either party by written notice sent by registered or certified mail, return receipt requested, at least 30 days prior to the expiration of the current term.

We appreciate this opportunity to submit our proposal for your consideration and look forward to working with you on this project. Do not hesitate to call us should you have any questions regarding this submittal. Please indicate your acceptance of this proposal by signing below and return one copy of this proposal to us as our authorization to proceed. Thank you.

Sincerely,

AMERICAN ASSOCIATION MANAGEMENT INC.

Matthew Waugh  
Director of Operations

Bruce Thomson  
CEO

Cc: Ms. Karen Sikkenga

ACCEPTED FOR: **Dexter Township**

PRINTED NAME: \_\_\_\_\_

SIGNATURE: \_\_\_\_\_

TITLE: \_\_\_\_\_

DATE: \_\_\_\_\_

Ms. Karen Sikkenga,  
Dexter Township Supervisor  
October 9, 2023  
Page 5

**ADDITIONAL NOTES AND INFORMATION:**



# DEXTER TOWNSHIP

## AGENDA ITEM REQUEST

**MEETING OF: Township Board of Trustees October 17, 2023**

**Title:** Authorization to contract with Proven Design for building improvements.

**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 X;  
Ordinance \_\_\_\_

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

**Overview**

Dexter Township budgeted \$50K in FY24 for building redesign. A neutral paint color for the walls was specifically discussed during the budget workshops. We obtained bids from Dexter Builders and Proven Design, both Dexter-based local businesses with excellent reputations. Proven Design's per unit cost for the work is lower than Dexter Builders. Both the bids exceeded the \$50K budgeted amount. We would plan to contract for \$45K in building improvements, leaving \$5K for contingency funds. The Executive Team believes we can work with Proven to identify top priority work within the budget allocation. Work will include painting, new carpets, and the addition of sound absorbing panels in the township meeting room. Other work, subject to availability of funds, might include adding locked storage space for Elections upstairs, or lobby furnishing.

**Does this item have fiscal impact?**

**Yes X**

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

**If yes, what is the net cost? Up to \$50K**

**\$50K**

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

**Yes X**

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

**Staff/Supervisor Comments**

**Submitted by:** Karen Sikkenga

**Suggested Action:** Motion to authorize the Supervisor to sign a contract with Proven Design.





**DEXTER TOWNSHIP  
AGENDA ITEM REQUEST**

MEETING OF Township Board of Trustees October 17, 2023

**Title:** Discussion of Public Safety Millage

**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

See attached.

*Note: I am trying to identify the most useful data sets to provide each month on police and fire. Please review the attached and provide any comments.*

**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**   

**Staff/Supervisor Comments**

**Submitted by:** Karen Sikkenga, Supervisor

**Suggested language for the motion:**

# DEXTER TOWNSHIP



## Public Safety Funding

October 17, 2023

The current police millage and fire millage expire at the end of this year (2023). General law townships are permitted, but not required, to provide funding for public safety. 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. If no funding for police services is provided, the Michigan State Police will provide law enforcement to the township, but the type and level of service would be much different.

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 revenue target be?

### Separate vs. Combined Funding for Public Safety

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 or through a millage. A special assessment district is a fee, not a property tax, and as such is not subject to Headlee caps and does not require (but does permit) approval by 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 Is the Desired Level of Funding?

Fire

The estimated required revenue for Dexter Area Fire Department (DAFD) services from Dexter Township for the coming years equals \$1,525,490 in CY24. Assuming 4.9% increases from 2024-2023, the required millage rate would be 2.95. The 4.99% increase is based on a best guess regarding the outcome of labor negotiations with the firefighters' union, which are currently underway. The current millage rate is 2.35 mills. 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 costs.

As an example, 2.95 mills would cost **\$369** per year (Year 1) for a property with a true cash value of \$250K and an assessed/taxable value of \$125K. That is **\$74** higher for that property than the current rate of 2.354 mills or \$294 per year for a property with a taxable value of \$125K.

Police

The current millage rate for Police Services is 1.39, or \$174 for our example property. Supervisor Sikkenga will be meeting with the Sheriff's Department to discuss service levels and costs in October 2023. Information about that meeting will be provided at the November Board of Trustees meeting.

Can We Reduce DAFD Costs to Keep the Funding Requirements Down?

There are limitations on our ability to control the cost side of the equation for fire. As participants in DAFD, Dexter Township has two of seven votes in approving the DAFD annual budget. DAFD is currently engaged in collective bargaining to set staffing and compensation levels for its firefighters, and we will have two of seven votes in approving the labor contract.

The three-party agreement to establish DAFD provides that costs are allocated to the three participating jurisdictions based on the number of runs. However, most of the DAFD costs are driven by "readiness," with only very small marginal costs driven by runs. Readiness for DAFD has been defined as having one fire station in each of the three jurisdictions (Dexter City, Dexter Township, and Webster Township), with two firefighters scheduled at each station at all times. Dexter Township's portion of runs has typically been about 40% of the total over the past few years, with two results: (1) the firefighters assigned to the Dexter Township station are busier; and (2) Dexter Township pays around 40% of DAFD's overall budget – effectively subsidizing the City of Dexter which has relatively fewer runs. Unfortunately, the parameters of this agreement can only be changed with a unanimous vote of all three elected bodies (Webster Township Board of Trustees; Dexter City Council; and Dexter Township Board of Trustees).

Can We Reduce Sheriff's Department Costs?

Yes. We contract with the Washtenaw County Sheriff's Department for police services. I believe our level of control for police services is higher, because we are not participating in a joint powers agreement but instead are merely contracting for the service. One option for reducing overall public safety costs might be to shift costs from police to fire. As of this writing, Supervisor Sikkenga has scheduled an appointment with the Sheriff's Department to discuss service levels, but this appointment has not yet occurred.

Are there Limits on a Special Assessment District or a Millage?

General law townships (such as Dexter Township) are subject to 50 mill limitations on all taxes. Treasurer Metz is seeking data from the State Board of Equalization on whether any of our precincts are approaching the cap. If so, that might be a reason either to advocate strongly for a more equitable cost distribution at DAFD, or to pursue a Special Assessment District. Charter townships have a higher cap,

but becoming a charter township is not a solution for the public safety funding requirements because of insufficient time. Special Assessment Districts are not subject to limitations.

*Can We Get Help with Making this Decision?*

Supervisor Sikkenga has scheduled a meeting with Robert Thall and Josh Thall of Michigan Township Law, the law firm that provided the attached presentation to the Michigan Township Association. Depending on the outcome of that meeting, the Board of Trustees may be asked to approve a contract with MTL to oversee this process and advise us on the policy matters. Please come to the BOT meeting with any questions you would like the supervisor to bring to that meeting.

## 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

17

- 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.

17



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Submitted by Lieutenant Nick Garcia

### **Educational Programs**

- Monthly Classes: 2
- Training Hours: 15
- Class Subjects:
  - Search and Rescue
  - Hose line Advancement

### **Probationary Training Activities**

- Probationary FFs Jackson, Jessop, Payeur, and Skura performed training shifts during the month.
- Probationary FF Payeur attended VFIS Driver's Training in Van Buren.
- Probationary FFs Jessop, Payeur and Skura attended the EMT Academy.
- Probationary FFs LaFave, and Russell continued working through their probationary sign offs.

### **Other Activities and Training**

- FFs Korte, Zylka, and Rose did not attend any training sessions during the month of July.

### **Meetings Attended**

- Continued to build lesson plans for shift level trainings.
- Updated the Training and Certification Roster.
- Processed multiple Training Reports.
- Began dual entering Training Reports into Image Trend and First Due.
- Performed shift training sessions.
- Continued working on public education for the parents of school age children.
- Continued working on foundational training objectives and lesson plans.
- Reviewed multiple training and evaluation forms for probationary members.
- Reviewed training reports in Image Trend.
- Reviewed run reports in Image Trend.
- Began First Due training sessions with full time staff.
- Began creating training templates on First Due.
- Met with the owner of 3811 Broad St.
  - The homeowner has a house that will be demolished and offered for Dexter Fire to utilize the building for training purposes.
  - Training sessions will begin on August 7<sup>th</sup>.

Health and Safety Division



For the Month of August, 2023

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Submitted by Firefighter Jason Hilberer

### **Health and Safety**

- No reported employee injuries for the month of August 2023
- No investigations of injuries or department related incidents for the month of August 2023.

### **Other Activities and Training**

- Exchanged gear for employees.
- Reviewed various policies.
- Weekly shift trainings.
- Work with new hired fulltime employees.

### **Meetings Attended**

- Attended daily shift meetings.
- 8/15/2023 CBA negotiating meeting.
- 8/17/2023 Attended the DAFD Fireboard meeting.
- 8/29/2023 CBA negotiating meeting.

EMS Division



August 2023

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Submitted by Firefighter Kyle Jones

### **Emergency Response**

- Cardiac Arrests with Autopulse or Lucas Device Use -3
- Narcan Events 0
- Epi Events 1

### **Supplies and Equipment**

- Vehicle EMS Inspections- was March 16<sup>th</sup>. Complete for the year and Departments BLS License Renewed Updated a few policies for renewal. Starting to get the 2024 inspection files together.
- EMS Supplies Inventories-Supplies ordered and received from Boundtree Medical and Moore Medical. 13 Oxygen bottles were swapped out for full ones.
- EMS Equipment- Pulse Ox for Tanker 5-2 finally arrived and was put into service.
- All Station Medical Supplies Checked and Resupplied as needed.

### **Other Activities and Training**

- WLMCA Run Audits- Working on the 3<sup>rd</sup> Quarter reports due the first week of October.
- Policy Review- New uniform policy
- Decontamination Program Up and Running. Haven't used the kits yet on scene. Personal List updated and sent to Med Control.

All trainings attended for the month of August.

### **Meetings Attended**

None.



Fire Prevention Division



For the Month of **August** 2023

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Submitted by Ed Root

### **General Building Inspections:**

- Construction Inspections:
- Final Construction Inspection. / Certificate of Occupancy:
  - 1 7390 Dexter Ann Arbor, Care to Cure
  - 2 7980 Ann Arbor St., Cassie & Co.
  - 3 3134 Baker, Proven Kitchen
- Consultations:
- Follow up call for service:
- Fire Alarm / Sprinkler Inspection:
- Fire Drills:
- Knox Box Inspection / Use:
- FF Right to Know:
- Emergency Contact Form:

### **Plan Review:**

- 1: Fox Lane Turn around., Webster Twp
- 2: 8180 Main St., The Pelham
- 3: Webster Fall Festival
- 4: 2355 Bishop Circle, QED Environmental
- 5: 3165 Baker, Proven Kitchen

### **Public Education:**

- Presentation/Events:
- Fire Station Tours:

### **Food Truck Inspections:**

- 1: Kettle Corn
- 2: Grateful Crow / Proven
- 3: Lion's
- 4: Sunnys Sweets
- 5: Big Kahuna
- 6: BLD Bistro
- 7: 52 BBQ

8: Kona Ice

9: Walk Thru Inspection of Dexter Daze 2023

**Other Activities and Training:**

- Inspector CEU's to date: 38.5
- UL Fire Alarm Compliance Training 8/9/23

**Meetings or Special Notations**

- City of Dexter Planning Meeting 8/7/23
- City of Dexter Council Meeting 8/14/23

## Operations Division



For the Month of August 2023

Submitted by Lieutenant Michael Grissom

	Data	
	2023	2022
Calls for the month	164	168
Calls for the year	1146	1588
Mutual Aid Given	31	
Mutual Aid Received	13	
FOIA	3	

**Communication/Dispatch/Information Technology**

- Review July and August runs
- Review August, September Training and Activities
- 3 interviews for Fulltime
- Arranged for a NFIRS class to be held in Dexter, open to other agencies
- Requested radio traffic review to get the correct times from HVA on the Farrell Rd fire

**Other Activities**

- Shift Scheduling- Updated August, September
- Added all known events to the calendar.
- Rotate portable radio batteries from the trucks to the bank charger. This keeps batteries at their peak performance.
- pager testing 1 pager with the latest software, before it is sent out to everyone.
- Try to keep the paper calendar and First Due synced during the training/transition.
- Event Action Plans Watermoo, Dexter Daze, Firefighter Picnic, Swim the Moon
- First Due set up and testing
- Replaced rear M9CR light on E5-1
- Noticing an increase in crash detection via Iphone, Life360 respond and cannot find anything

**Meetings Attended**

- Daily shift meetings
- First Due weekly
- David Gassen
- City Fire Station Committee
- First Due Summit-Westland

## Training

- DAFD
- First Due
- NFIRS webinar, moving from NFIRS to NERIS

## Run Data

- DAFD ran several Calls with CO alarms. Several had significant readings. Some were power problems or maintenance issues.
- There were four calls this month that DAFD preformed CPR used AED, LUCUS/Autopulse
- There was one civilian injury, due to fire
- 21 of the calls are storm related
- As of August 31, 2023, runs are 118 call over the same time 2022

## From HVA

<b>Avg Call Processing Time</b> <i>(Keystroke to Dispatched)</i>	<b>Avg Turnout Time</b> <i>(Dispatched to Enroute)</i>	<b>Avg FD Response Time</b> <i>(Dispatched to At Scene)</i>	<b>Total Calls (At Scene)</b>
<b>00:01:22</b>	<b>00:02:27</b>	<b>00:07:45</b>	<b>155 (143)</b>
<b>Sick</b>		<b>22</b>	
<b>Electrical</b>		<b>17</b>	
<b>MVA / Traffic Accident</b>		<b>16</b>	
<b>Alarms</b>		<b>14</b>	
<b>Outside Fire / Structure Fire / Vehicle Fire</b>		<b>11</b>	
<b>Falls</b>		<b>10</b>	
<b>Special Service / Public Assist</b>		<b>8</b>	
<b>Breathing Problems</b>		<b>6</b>	
<b>Unconscious / Fainting</b>		<b>6</b>	
<b>Unknown Problem</b>		<b>6</b>	
<b>Back Pain</b>		<b>4</b>	
<b>Convulsions / Seizures</b>		<b>4</b>	
<b>Psych / Suicide Attempt</b>		<b>4</b>	
<b>Stroke</b>		<b>4</b>	
<b>Chest Pain</b>		<b>3</b>	
<b>Hemorrhage / Lacerations</b>		<b>3</b>	
<b>Traumatic Injury</b>		<b>3</b>	
<b>Cardiac or Respiratory Arrest</b>		<b>2</b>	
<b>Choking</b>		<b>2</b>	

<b>Police Standby</b>	<b>2</b>
<b>Abdominal Pain</b>	<b>1</b>
<b>Animal Bites / Attacks</b>	<b>1</b>
<b>Assault</b>	<b>1</b>
<b>Fuel / Gas Leak / Gas Odor / Hazmat</b>	<b>1</b>
<b>Heart Problems</b>	<b>1</b>
<b>Mutual Aid / Assist</b>	<b>1</b>
<b>Overdose / Poisoning</b>	<b>1</b>
<b>Water Rescue / Watercraft Distress</b>	<b>1</b>

## Dexter Fire Data

111 - Building fire	2
132 - Road freight or transport vehicle fire	1
140 - Natural vegetation fire, other	2
142 - Brush or brush-and-grass mixture fire	2
321 - EMS call, excluding vehicle accident with injury	82
322 - Motor vehicle accident with injuries	4
324 - Motor vehicle accident with no injuries.	8
340 - Search for lost person, other	1
363 - Swift water rescue	1
412 - Gas leak (natural gas or LPG)	1
424 - Carbon monoxide incident	4
440 - Electrical wiring/equipment problem, other	3
444 - Power line down	16
550 - Public service assistance, other	1
553 - Public service	15
554 - Assist invalid	1
571 - Cover assignment, standby, moveup	1
600 - Good intent call, other	3
611 - Dispatched and cancelled en route	6
715 - Local alarm system, malicious false alarm	1
735 - Alarm system sounded due to malfunction	3
736 - CO detector activation due to malfunction	2
743 - Smoke detector activation, no fire - unintentional	1
744 - Detector activation, no fire - unintentional	1
745 - Alarm system activation, no fire - unintentional	3

# DEXTER TOWNSHIP



## Dexter Township Supervisor Report

October 17, 2023

### Homework Assignment for Board Members

I will be reaching out to each member of the Board of Trustees prior to our November 2023 BOT meeting to schedule a 1:1 discussion. Topics will be: (1) any FY25 budget requests for any projects or committee/board on which you serve; (2) your preferences for committee/board appointments next year; and (3) anything else you wish to share.

### Michigan Township Association Annual Conference

Save the date! The MTA annual conference will take place April 22-24, 2024. I hope that every member of the board will be able to attend, as well as staff members. Funding for this is included in our current year budget. Please place a hold on your calendar for these dates.

### FY24 Budget Status

#### Revenues

Overall, Dexter Township is on track. September 30 marks the end of the fifth month, with 50 % of the year elapsed.

I have added a new column to the Revenues and Expenditures report: "Year-End Forecast." The year-end forecast would typically be double our year-to-date this month. I update the forecast to reflect revenue and expenditure patterns such as the fact that property taxes come in only once a year.

I have also added lines at the end of the General Fund report: Beginning Fund Balance, Base Operating Costs, Capital Expenses, Base Operating Surplus, and End Fund Balance. The base operating surplus of \$198K is the amount we have available to deploy for highest and best purpose on an ongoing basis in the township. It can be used either to add base costs (such as a township manager), or to fund capital expenses (such as establishing an annual budget for road repairs).

Next month, I will add beginning and ending fund balances to the other funds (fire, police, open space, ARPA).

### FY25 Budget

We will hold our first FY25 budget workshop in December 2024. At the November meeting, we will have a discussion item for the FY25 budget. I will be proposing to simplify the budget structure in compliance with GFOA best practices. I will also be proposing that we create a Capital Improvement Fund, with any capital improvement costs budgeted within that fund.

### Committees and Boards

Several committees and boards have terms expiring in December of this year. Members of the Board of Trustees have shared preferences to join or be removed from various committees. Please review this list and come to our 1:1 meeting prepared to discuss your priorities and preferences for

board/committee service. I would also like to see regular committee reports from board member every month. We will be discussing the topic of committee reports at our November meeting.

### **Staffing: Planning, Zoning, and Clerical**

The planning consultant and Zoning Officer started on October 2, 2023. Ashley Cepeda, our zoning officer, will be staffing the Zoning Board of Appeals. Our planning consultant Megan Mintoock will be staffing our Planning Commission and Farmland & Open Space Board (as needed), and will attend Board of Trustees meetings whenever a planning issue is presented.

Note that the issue of the blighted house that was brought forward by members of the public at the last board meeting has been resolved. The house was demolished and construction waste removed from the site. In general, we receive zoning complaints routinely. We will be working with our planning & zoning team to develop relevant reporting to the Board of Trustees on these topics. Our regular walk-in hours for zoning permits will be Tuesdays and Thursdays 10-3. When Ashley is absent, Carlisle Wortman will provide a back-up planner.

Our new clerical assistant, Michelle Feazel, will began yesterday, October 16. Michelle brings extensive experience as a receptionist in a busy medical practice, where she was also responsible for accurate transaction processing. Michelle will be answering our phones and serving walk-in residents. She will process property tax payments, voter registrations, and other transactions. During down times, she will continue our file digitization project. Our goal with file digitization is to be able to provide on-line access to property records, while also freeing up office space.

### **VC3**

I met with a representative of VC3 to discuss our concerns with their service levels. Their representative is requesting permission to host a one-day (8 hour) help session on site, to be kicked off with an overview of their services. They will also be providing a simple PDF overview of what to do when a user has a tech problem. Our Office Manager is initiating a competitive bid process to identify the best IT contractor to meet Dexter Township's needs. She has identified four potential contractors in addition to VC3 from whom to invite bids.

### **Upcoming Board of Trustees Meetings**

Reminder that the focus of our upcoming meetings are:

- November: Public safety including Police and Fire millages decisions; approval of construction contractor for Town Hall improvements; preliminary discussion about FY25 budget
- December: First budget workshop; Master Plan final approval (tentative)
- January: Second budget workshop; first budget hearing
- February: Second budget hearing; budget approval



# DEXTER TOWNSHIP

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KAREN SIKKENG  
**SUPERVISOR**

MICHELLE  
STAMBOULELLIS  
**CLERK**

MARIS METZ  
**TREASURER**

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

## Planning/Zoning Duties and Responsibilities

<p>OHM- Rachel Jackson <a href="mailto:rachel.jackson@ohm-advisors.com">rachel.jackson@ohm-advisors.com</a> 734.522.6711</p>	<p>Carlisle/Wortman- Megan Masson-Minock <a href="mailto:mmasson-minock@cwaplan.com">mmasson-minock@cwaplan.com</a> 734.662.2200</p>	<p>Dexter Township Zoning Officer- Ashley Cepeda <a href="mailto:zoningofficer@dextertownship.org">zoningofficer@dextertownship.org</a> 734.726.4663</p>
<ul style="list-style-type: none"> <li>• Stormwater reviews</li> <li>• Ensuring compliance of site plans</li> <li>• Engineering review of site plans</li> <li>• Support development agreements</li> <li>• Questions regarding lot line adjustments and lot splits</li> <li>• Support on driveways and private roads</li> <li>• Support Township Attorney in development agreements</li> </ul>	<ul style="list-style-type: none"> <li>• Planning Commission attendance and packets</li> <li>• Oversee Zoning Ordinance changes and text amendments</li> <li>• Site plan approval for major developments</li> <li>• Support Township Attorney in development agreements</li> <li>• Back up permit processing</li> <li>• Back up ZBA packets</li> </ul>	<ul style="list-style-type: none"> <li>• ZBA attendance and packets</li> <li>• Zoning enforcement</li> <li>• Intake and processing of major and minor zoning permits</li> <li>• Intake and initial zoning review on lot line adjustments and lot splits</li> <li>• Advise and assist on Zoning Ordinance changes</li> <li>• Coordinate with DAFD and OHM for shared driveways and private roads</li> <li>• Back up Planning Commission packets</li> </ul>



# Dexter Township Budget vs. Actual Revenues and Expenditures

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

		2023-24						
		AMENDED	YTD	ACTIVITY	AVAILABLE	% BDGT	YEAR END	
		BUDGET	BALANCE	9/30/2023	BALANCE	USED	FORECAST	Notes
GL NUMBER	DESCRIPTION		NORMAL (ABNORMAL)		NORMAL (ABNORMAL)	EXPECTED: 50%		
<b>GENERAL FUND (Fund 101)</b>								
<i>Revenues</i>								
Dept 000								
101-000-401.001	CURRENT PROPERTY TAXES	\$ 380,050	\$ -		\$ 380,050	0%	\$ 380,050	To be rec'd Q4
101-000-407.003	STATE OF MICHIGAN PILT	110,000	939	0	109,061	100%	110,000	To be rec'd Q4
101-000-447.001	PROPERTY TAX ADMIN FEE	200,000	0	0	200,000	0%	200,000	To be rec'd Q4
101-000-451.000	LICENSES & PERMITS	10,000	8,105	1,475	1,895	81%	16,210	
101-000-451.001	PLANNING REVENUES	3,000	600	0	2,400	20%	1,200	
101-000-451.002	ZBA REVENUES	3,000	900	900	2,100	30%	1,800	
101-000-451.003	LAND DIVISION REVENUES	2,500	600	0	1,900	24%	1,200	
101-000-539.000	STATE SHARED REVENUE	731,000	337,701		393,299	46%	731,000	
101-000-601.000	CHARGES FOR SERVICES	0	8,883		-8,883	100%	4,610	
101-000-655.000	FINES AND FORFEITS	5,000	2,305	505	2,695	46%	4,610	
101-000-665.000	INTEREST INCOME	0	5,115	37	-5,115	100%	10,230	Inc this item in FY25 Bgt
101-000-665.001	MICLASS INTEREST REVENUE	15,000	17,917	0	-2,917	119%	35,834	
101-000-667.002	FIRE SUB STATION	4,000	2,704	386	1,296	68%	5,408	
101-000-672.000	REFUNDS & REIMBURSE	1,800	0	0	1,800	0%	-	
101-000-673.000	MISC	0	17,735	0	-17,735	100%	17,735	Insurance reimb for lawsuit
101-000-674.000	CABLE TV FRANCHISE	56,000	27,310	0	28,690	49%	54,620	
101-000-675.000	RECYCLE/CLEANUP DAY REVENUE	1,000	0	0	1,000	0%	1,000	Future event event
101-000-676.000	TELECOM ACT	<u>10,000</u>	<u>14,034</u>	<u>0</u>	<u>-4,034</u>	<u>140%</u>	<u>14,034</u>	
TOTAL REVENUES		\$ 1,532,350	\$ 444,847	\$ 3,303	\$ 1,087,503	29%	1,589,541	

		2023-24 AMENDED BUDGET	YTD BALANCE	ACTIVITY 9/30/2023	AVAILABLE BALANCE	% BDGT USED	YEAR END FORECAST	Notes
<i>Expenditures</i>								
Dept 101 - TRUSTEE								
101-101-706.001	SALARY & WAGES	\$ 25,657	\$ 11,225	\$ 2,138	\$ 14,432	44%	24,054	Trustee absence
101-101-860.000	TRAVEL & TRANSPORTATION	3,000	0	0	3,000	0%	2,600	
101-101-861.000	PROF DEVELOPMENT	4,000	0	0	4,000	0%	4,000	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>	<u>-</u>	
Total Dept 101 - TRUSTEE		\$ 32,757	\$ 11,225	\$ 2,138	\$ 21,532	34%	30,654	
Dept 171 - SUPERVISOR								
101-171-706.001	SALARY & WAGES	\$ 41,000	\$ 21,119	\$ 3,379	\$ 19,881	52%	41,000	
101-171-727.001	SUPPLIES	500	128	0	372	0%	256	
101-171-860.000	TRAVEL & TRANSPORTATION	500	29	0	471	0%	325	
101-171-861.000	PROF DEVELOPMENT	1,000	150	0	850	15%	1,000	
101-171-955.001	MISC	<u>500</u>	<u>64</u>	<u>0</u>	<u>436</u>	<u>13%</u>	<u>128</u>	
Total Dept 171 - SUPERVISOR		\$ 43,500	\$ 21,490	\$ 3,379	\$ 22,010	49%	42,709	
Dept 172 - TOWNSHIP OFFICE MANAGER								
101-172-706.001	SALARY & WAGES	\$ 62,000	\$ 29,071	\$ 5,423	\$ 32,929	47%	58,142	
101-172-715.000	HEALTH INSURANCE	2,400	2,890	444	444	120%	5,780	Approved by BOT
101-172-725.002	RETIREMENT PLAN	5,000	722	379	4,278	14%	1,444	
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>181</u>	<u>0</u>	<u>819</u>	<u>18%</u>	<u>1,000</u>	
Total Dept 172 - TOWNSHIP SUPERINTENDENT/MANAGER		\$ 72,150	\$ 32,864	\$ 6,246	\$ 40,220	46%	66,366	
Dept 209 - ASSESSOR								
101-209-727.001	SUPPLIES	\$ 1,000	\$ 415	\$ -	\$ 585	42%	831	Not expected to overexpend
101-209-727.002	POSTAGE	3,000	0	0	3,000	0%	50	
101-209-801.001	CONTRACTED SERVICE WAGES	68,000	39,158	11,230	28,842	58%	72,816	Reflects 7 mos of charges
101-209-900.000	PRINTING/PUBLISHING	<u>300</u>	<u>0</u>	<u>0</u>	<u>300</u>	<u>0%</u>	<u>-</u>	
Total Dept 209 - ASSESSOR		\$ 72,300	\$ 39,573	\$ 11,230	\$ 32,727	55%	73,697	

		2023-24							
		AMENDED	YTD	ACTIVITY	AVAILABLE	% BDGT	YEAR END		
		BUDGET	BALANCE	9/30/2023	BALANCE	USED	FORECAST	Notes	
<b>Dept 215 - CLERK</b>									
101-215-706.001	SALARY & WAGES	\$ 40,000	\$ 20,275	\$ 3,379	\$ 19,725	51%	40,550		
101-215-706.002	DEPUTY WAGES	31,200	12,543	1,200	18,657	40%	31,200	Burn rate will inc an election	
101-215-706.005	RECORDING SECRETARY	12,000	3,041	358	8,959	25%	6,082		
101-215-727.001	SUPPLIES	500	356	0	144	71%	712		
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%	3,000		
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>	<u>-</u>		
Total Dept 215 - CLERK		\$ 90,450	\$ 36,240	\$ 4,937	\$ 54,210	40%	81,544		
<b>Dept 216 - ELECTION</b>									
101-216-727.001	SUPPLIES	\$ 500	\$ -	\$ -	\$ 500	0%			
101-216-727.002	POSTAGE	500	0	0	500	0%		November budget amendment	
101-216-860.000	TRAVEL & TRANSPORTATION	1,000	0	0	1,000	0%		to support March primary	
101-216-861.000	PROF DEVELOPMENT	2,000	0	0	2,000	0%		Line item budget TBD	
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%	45,000		
<b>Dept 228 - INFORMATION TECHNOLOGY</b>									
101-228-801.002	CONTRACTED SERVICES	\$ 14,000	\$ 4,666	\$ 2,255	\$ 9,334	33%	9,332		
101-228-981.001	INFO SYSTEM HDW	1,500	0	0	1,500	0%	1,500		
101-228-981.002	INFO SYST SFTWR	<u>2,000</u>	<u>0</u>	<u>0</u>	<u>2,000</u>	<u>0%</u>	<u>2,000</u>		
Total Dept 228 - INFORMATION TECHNOLOGY		\$ 17,500	\$ 4,666	\$ 2,255	\$ 12,834	27%			
<b>Dept 247 - BOARD OF REVIEW</b>									
101-247-707.000	PER DIEM	\$ 1,800	\$ 150	\$ -	\$ 1,650	8%	300		
101-247-727.001	SUPPLIES	200	80	0	120	40%	161		
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>	<u>-</u>		
Total Dept 247 - BOARD OF REVIEW		\$ 3,500	\$ 230	\$ -	\$ 3,270	7%	461		

		2023-24 AMENDED BUDGET	YTD BALANCE	ACTIVITY 9/30/2023	AVAILABLE BALANCE	% BDGT USED	YEAR END FORECAST	Notes
<b>Dept 253 - TREASURER</b>								
101-253-706.001	SALARY & WAGES	\$ 40,000	\$ 20,275	\$ 3,379	\$ 19,725	51%	40,550	
101-253-706.002	DEPUTY WAGES	38,400	11,043	430	27,357	29%	13,623	Dept Treasurer reduced hrs
101-253-727.001	SUPPLIES	2,500	0	0	2,500	0%	-	
101-253-727.002	POSTAGE	4,300	1,782	0	2,518	41%	3,564	Postage incurred 2x/year
101-253-801.002	CONTRACTED SERVICES	3,000	821	0	2,179	27%	1,642	
101-253-860.000	TRAVEL & TRANSPORTATION	1,500	0	0	1,500	0%	33	
101-253-861.000	PROF DEVELOPMENT	2,000	0	0	2,000	0%	2,000	
101-253-863.000	DUES	200	0	0	200	0%	200	
101-253-955.003	BANK CHARGE-FOR TAXES	3,000	1,709	268	1,291	57%	3,418	
101-253-981.002	INFO SYST SFTWR	<u>1,200</u>	<u>0</u>	<u>0</u>	<u>1,200</u>	<u>0%</u>	<u>-</u>	
Total Dept 253 - TREASURER		\$ 96,100	\$ 35,630	\$ 4,077	\$ 60,470	37%	65,030	
<b>Dept 265 - BUILDING &amp; GROUNDS</b>								
101-265-727.001	SUPPLIES	\$ 800	\$ 113	\$ -	\$ 687	14%	226	
101-265-805.000	INSURANCE-TWP HALL	2,500	0	0	2,500	0%	2,500	
101-265-920.000	UTILITIES	9,000	3,493	706	5,507	39%	6,986	Generator service
101-265-955.001	MISC	2,000	142	0	1,858	7%	568	
101-265-956.000	MAINTENANCE	40,000	4,825	683	35,175	12%	24,825	
101-265-956.002	JANITORIAL	<u>9,000</u>	<u>3,250</u>	<u>0</u>	<u>5,750</u>	<u>36%</u>	<u>9,750</u>	
Total Dept 265 - BUILDING & GROUNDS		\$ 63,300	\$ 11,823	\$ 1,389	\$ 51,477	19%	44,855	
<b>Dept 267 - LEGAL AND PROFESSIONAL</b>								
101-267-800.000	ATTORNEY	\$ 60,000	\$ 31,002	\$ -	\$ 28,998	52%	60,000	\$27K pending; 45%
101-267-800.001	AUDITOR	16,000	0	0	16,000	0%	16,000	
101-267-801.002	CONTRACTED SERVICES	<u>60,000</u>	<u>36,819</u>	<u>16,500</u>	<u>23,181</u>	61%	<u>60,000</u>	WHG/invest; Haines/acct; B&R MP
Total Dept 267 - LEGAL AND PROFESSIONAL		\$ 136,000	\$ 67,821	\$ 16,500	\$ 68,179	50%	136,000	
<b>Dept 270 - FIRE SUB-STATION PROPERTY</b>								
101-270-805.000	INSURANCE	\$ 4,000	\$ -		\$ 4,000	0%	4,000	
101-270-955.001	MISC	<u>27,000</u>	<u>1,360</u>	<u>0</u>	<u>25,640</u>	5%	<u>6,000</u>	Future sign expense
Total Dept 270 - FIRE SUB-STATION PROPERTY		\$ 31,000	\$ 1,360	\$ -	\$ 31,000	4%	10,000	

		2023-24 AMENDED BUDGET	YTD BALANCE	ACTIVITY 9/30/2023	AVAILABLE BALANCE	% BDGT USED	YEAR END FORECAST	Notes
<b>Dept 276 - CEMETERY</b>								
101-276-955.001	MISC	\$ 500	\$ -	\$ -	\$ 500	0%	-	
101-276-956.000	MAINTENANCE	<u>11,000</u>	<u>6,159</u>	<u>0</u>	<u>4,841</u>	<u>56%</u>	<u>11,000</u>	Tree work major storm
Total Dept 276 - CEMETERY		\$ 11,500	\$ 6,159	\$ -	\$ 31,000	54%	11,000	
<b>Dept 294 - GENERAL GOVERNMENT</b>								
101-294-706.011	ASSISTANT WAGES	\$ 20,000	\$ -	\$ -	\$ 20,000	0%	13,435	
101-294-707.000	PER DIEM	4,000	1,675	300	2,325	42%	3,350	Mtg attendance for trustees
101-294-725.000	FICA/MED MATCH	34,582	13,457	1,804	21,125	39%	29,914	
101-294-725.002	RETIREMENT PLAN	24,000	15,208	1,901	8,792	63%	24,000	MERS; hope to reduce DB contrib
101-294-727.001	SUPPLIES	8,000	3,103	0	4,897	39%	6,206	
101-294-727.002	POSTAGE	3,000	515	29	2,485	17%	1,030	
101-294-728.000	TELEPHONE	12,000	3,993	319	8,007	33%	7,986	
101-294-801.002	CONTRACTED SERVICES	20,000	13,515	1,057	6,485	68%	27,030	IT services billed here incorrectly
101-294-805.000	INSURANCE	18,000	0	0	18,000	0%	18,000	
101-294-863.000	DUES	11,000	9,078	0	1,922	83%	9,078	MTA dues pd in June
101-294-900.000	PRINTING/PUBLISHING	15,000	972	0	14,028	6%	1,944	
101-294-955.001	MISC	<u>5,000</u>	<u>2,332</u>	<u>0</u>	<u>2,668</u>	<u>47%</u>	<u>4,664</u>	
Total Dept 294 - GENERAL GOVERNMENT		\$ 174,582	\$ 63,848	\$ 5,410	\$ 110,734	37%	146,637	
<b>Dept 400 - PLANNING &amp; ZONING ADMINISTRATION</b>								
101-400-706.003	SALARY & WAGES - FT	\$ 12,815	\$ 27,335	\$ -	\$ (14,520)	213%	27,335	Forecast error; future bdgt amndm
101-400-706.005	RECORDING SECRETARY	3,000	1,716	73	1,284	57%	3,432	Master Plan front-loaded
101-400-706.008	OFFICER WAGES	34,000	10,625	2,411	23,375	31%	27,625	
101-400-707.000	PER DIEM	10,000	1,575	0	8,425	16%	3,150	
101-400-715.000	HEALTH INSURANCE	2,067	2,326	0	-259	113%	2,926	
101-400-725.002	RETIREMENT PLAN	996	2,008	223	-1,012	202%	2,688	
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	14,947	0	5,053	75%	20,000	
101-400-801.005	ENGINEERING	0	480	0	-480	100%	960	
101-400-801.005	PLANNING CONSULTANT	115,142	26,020	0	89,122	23%	74,602	
101-400-860.000	TRAVEL & TRANSPORTATION	1,500	486	9,325	1,014	32%	1,500	
101-400-861.000	PROF DEVELOPMENT	2,000	250	-32	1,750	13%	2,000	
101-400-900.000	PRINTING/PUBLISHING	3,750	975	0	2,775	26%	1,950	
101-400-955.001	MISC	2,000	575	357	1,425	29%	1,150	
101-400-981.002	INFO SYST SFTWR	<u>1,500</u>	<u>1,130</u>	<u>0</u>	<u>370</u>	<u>75%</u>	<u>1,130</u>	Front-loaded expense
Total Dept 400 - PLANNING & ZONING ADMINISTRATION		\$ 209,570	\$ 90,448	\$ 12,357	\$ 119,122	43%	170,448	

		2023-24 AMENDED BUDGET	YTD BALANCE	ACTIVITY 9/30/2023	AVAILABLE BALANCE	% BDGT USED	YEAR END FORECAST	Notes
Dept 412 - ZONING BOARD OF APPEALS								
101-412-707.000	PER DIEM	\$ 3,000	\$ 1,125	\$ 400	\$ 1,875	38%	2,250	
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	\$ 1,125	\$ 400	\$ 2,975	30%	2,250	
Dept 426 - EMERGENCY PREPAREDNESS								
101-426-727.003	EQUIP MAINT CONTR	\$ 25,000	\$ 21,665	\$ -	\$ 3,335	87%	25,000	1x pmt early in the year
101-426-805.000	INSURANCE	1,600	0	0	1,600	0%	1,600	
101-426-955.001	MISC	200	0	-	200	0%	200	
Total Dept 426 - EMERGENCY PREPAREDNESS		\$ 26,800	\$ 21,665	\$ -	\$ 5,135	81%	26,800	
Dept 445 - DRAINS - PUBLIC BENEFIT								
101-445-955.005	AT LARGE DRAINS	\$ 8,000	\$ -	\$ -	\$ 8,000	0%	8,000	
Total Dept 445 - DRAINS - PUBLIC BENEFIT		\$ 8,000	\$ -	\$ -	\$ 8,000	0%	8,000	
Dept 526 - LANDFILL								
101-526-806.003	CHEL LANDFILL CONT	\$ 13,000	\$ 2,064	\$ -	\$ 10,936	16%	13,000	
Total Dept 526 - LANDFILL		\$ 13,000	\$ 2,064	\$ -	\$ 10,936	16%	13,000	
Dept 774 - COMMUNITY SERVICE SUPPORT								
101-774-801.006	DEXTER SENIOR CITIZENS, INC	\$ 4,000	\$ 4,000		\$ -	100%	4,000	
101-774-801.007	CHELSEA SENIOR CITIZENS	4,000	4,000		0	100%	4,000	
101-774-801.010	CS DEXTER HISTORICAL	500	500		0	100%	500	
101-774-801.011	WASHTENAW AREA VALUE TRANSIT	14,800	14,750	0	50	100%	14,750	Transaction pending \$14,750
101-774-956.010	COMMUNITY ENGAGEMENT	20,000	6,944	0	13,056	35%	13,888	
Total Dept 774 - COMMUNITY SERVICE SUPPORT		\$ 43,300	\$ 30,194	\$ -	\$ 13,106	70%	37,138	
Dept 901 - CAPITAL IMPROVEMENTS/INFRASTRUCTURE								
101-901-971.000	BUILDING IMPROVEMENTS	\$ 50,000	\$ -	\$ -	\$ 50,000	0%	50,000	In process
101-901-973.000	SEWER EXPENSES	\$ 127,000	\$ 103,190	-	23,810	81%	103,190	
101-901-975.000	ROAD IMPROVEMENTS	145,115	0	0	42,615	0%	145,115	WCRC future billing
Total Dept 901 - CAPITAL IMPROVEMENTS/INFRASTRUCTURE		\$ 322,115	\$ 103,190	\$ -	\$ 92,615	32%	298,305	
TOTAL GENERAL FUND EXPENDITURES		\$ 1,477,124	\$ 581,616	\$ 70,318	\$ 1,689,930	39%	\$ 1,689,930	
GENERAL FUND (Fund 101) GRAND TOTALS								
TOTAL REVENUES		\$ 1,532,350	\$ 444,847	\$ 3,303	\$ 1,087,503	29%	\$ 1,589,541	
TOTAL EXPENDITURES		1,477,124	581,616	70,318	895,508	39%	1,689,930	
NET OF REVENUES & EXPENDITURES		\$ 55,226	\$ (136,769)	\$ (67,015)	\$ 191,995	-248%	\$ (100,389)	
BEG. FUND BALANCE		\$ 4,290,024	\$ 4,290,024				\$ 4,290,024	
BASE OPERATING COSTS							\$ 3,991,719	
FY24 CAPITAL EXPENSES							\$ 298,305	
BASE OPERATING SURPLUS (w/ expanded operations)							\$ 197,916	Assumes clerical & facilities mgmt
END FUND BALANCE		\$ 4,375,250	\$ 4,153,247				\$ 4,189,635	

		2023-24 AMENDED BUDGET	YTD BALANCE	ACTIVITY 9/30/2023	AVAILABLE BALANCE	% BDGT USED	YEAR END FORECAST	Notes
<b>FIRE FUND (Fund 206)</b>								
Revenues								
Dept 000								
206-000-401.001	CURRENT PROPERTY TAXES	\$ 1,160,895	\$ -	\$ -	\$ 1,160,895	0%		
206-000-665.000	INTEREST INCOME	\$ -	\$ 2,402	\$ -	\$ (2,402)	100%		Belongs in MICLASS acct #
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	\$ 11,280	\$ -	\$ 1,356,550			
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	582,689	97,115	782,691	43%		
206-206-955.001	MISC	<u>500</u>	<u>404</u>	<u>0</u>	<u>96</u>	81%		
TOTAL EXPENDITURES		\$ 1,367,680	\$ 583,168	\$ 97,115	\$ 784,512	43%		
FIRE FUND (Fund 206) GRAND TOTALS:								
TOTAL REVENUES		1,367,830	11,280	0	\$ 1,356,550	1%		
TOTAL EXPENDITURES		<u>1,367,680</u>	<u>583,168</u>	<u>97,115</u>	<u>784,512</u>	43%		
NET OF REVENUES & EXPENDITURES		150	-571,888	-97,115	572,038			
<b>POLICE FUND (Fund 207)</b>								
Revenues								
Dept 000								
207-000-401.001	CURRENT PROPERTY TAXES	\$ 685,552	\$ 2,402	\$ -	\$ 683,150	0%		
207-000-665.001	MICLASS INTEREST REVENUE	\$ -	\$ 8,878	\$ -	\$ (8,878)	100%		
TOTAL REVENUES		\$ 685,552	\$ 11,280		\$ 683,150			
Expenditures								
Dept 301 - POLICE								
207-301-801.002	CONTRACTED SERVICES	\$ 685,000	\$ 272,776	\$ 42,618	\$ 412,224	40%		
207-301-955.001	MISC	\$ -	\$ 4		\$ (4)	100%		
TOTAL EXPENDITURES		\$ 685,000	\$ 272,780	\$ 42,618	\$ 412,220	40%		
POLICE FUND (Fund 207) GRAND TOTALS:								
TOTAL REVENUES		685,552	11,280	0	\$ 674,272	2%		
TOTAL EXPENDITURES		<u>685,000</u>	<u>272,780</u>	<u>42,618</u>	<u>412,220</u>	40%		
NET OF REVENUES & EXPENDITURES		\$ 552	\$ (261,500)	\$ (42,618)	\$ 262,052			

		2023-24 AMENDED BUDGET	YTD BALANCE	ACTIVITY 9/30/2023	AVAILABLE BALANCE	% BDGT USED	YEAR END FORECAST	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	\$ -	\$ 3,019	\$ -	\$ (2,376)	100%		
245-000-699.101	TRANSFER IN	283,232	0		283,232	0%		No corresponding GF line
<b>TOTAL REVENUES</b>		<b>\$ 508,154</b>	<b>\$ 3,019</b>	<b>\$ -</b>	<b>\$ 505,778</b>	<b>1%</b>		
<u>Expenditures</u>								
<u>Dept 294 - GENERAL GOVERNMENT</u>								
245-294-706.005	RECORDING SECRETARY	\$ 1,400	\$ 822	\$ 166	\$ 578	59%		
245-294-707.000	PER DIEM	6,600	1,625	550	4,975	25%		
245-294-727.002	POSTAGE	2,000	0	0	2,000	0%		
245-294-801.002	CONTRACTED SERVICES	61,500	13,791	1,238	47,709	22%		
245-294-955.001	MISC	0	1	0	-1	100%		
Total Dept 294 - GENERAL GOVERNMENT		71,500	16,239	1,954	55,261	23%		
<u>Dept 201 - CAPITAL IMPROVEMENTS/INFRASTRUCTURE</u>								
245-201-976.000	OPEN SPACE PURCHASES	\$ 300,000	\$ 1,330	0	298,670	0%		
Total Dept 901 - CAPITAL IMPROVEMENTS/INFRASTRUCTURE		\$ 300,000	\$ 1,330	\$ -	\$ 298,670	0%		
<b>OPEN SPACE LAND INITIATIVE (Fund 245) GRAND TOTALS:</b>								
TOTAL REVENUES		\$ 508,154	\$ 3,019	\$ -	\$ 505,778	1%		
TOTAL EXPENDITURES		371,500	17,569	1,954	353,931	5%		
NET OF REVENUES & EXPENDITURES		\$ 136,654	\$ (14,550)	\$ (1,954)	\$ 151,847	-11%		
<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	60,903	0	0	60,903	0%		
TOTAL EXPENDITURES		\$ 645,788	\$ 326,844	\$ -	\$ 318,944	51%		
Fund 285 - GRANT - AMERICAN RESCUE PLAN ACT:								
TOTAL REVENUES		\$ -	\$ 326,844	\$ -	\$ -	100%		
TOTAL EXPENDITURES		645,788	326,844	0	318,944	51%		
NET OF REVENUES & EXPENDITURES		\$ (584,885)	\$ (326,844)	\$ -	\$ (258,041)	56%		
<b>ALL FUNDS SUMMARY</b>								
TOTAL REVENUES - ALL FUNDS		\$ 4,093,886	\$ 660,936	\$ 1,595	\$ 3,432,950	16%		
TOTAL EXPENDITURES - ALL FUNDS		4,517,092	1,545,411	319,264	2,971,681	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)



**TOWNSHIP OF DEXTER  
BOARDS, COMMISSIONS & COMMITTEES**

*REVISED October 5, 2023*

**BOARD OF TRUSTEES – 4 YEAR TERMS**

<b>Name</b>	<b>Year of Appointment</b>	<b>Most Recent Appointment</b>	<b>Term Expires</b>
Karen Sikkenga, Supervisor	2023	2023	11/20/2024
Michelle Stamboulellis, Clerk	2020	2020	11/20/2024
Maris Metz, Treasurer	2020	2020	11/20/2024
Lonnie Scott, Trustee	2022	2022	11/20/2024
Karen Nolte, Trustee	2020	2020	11/20/2024
Laura Sanders, Trustee	2020	2020	11/20/2024
Gretchen Driskell, Trustee	2023	2023	11/20/2024

**COMPENSATION COMMISSION – 5 YEAR (STAGGERED TERMS)**

<b>Name</b>	<b>Year of Appointment</b>	<b>Most Recent Appointment</b>	<b>Term Expires</b>
Pat Cassidy	2023	2023	12/31/2024
Peter Maier, Secretary	2023	2020	12/31/2025
Jim Michaurd	2023	2023	12/31/2026
Alissa Reyers, Chair	2023	2023	12/31/2027
Vacant			

**BOARD OF REVIEW – 2 YEAR TERM**

<b>Name</b>	<b>Year of Appointment</b>	<b>Most Recent Appointment</b>	<b>Term Expires</b>
David Diesing	2021	2022	12/31/2024
Ryan Doletzky	2021	2022	12/31/2024
Lois Beerbaum	2022	2022	12/31/2024
Alternate (Open)			

### **PLANNING COMMISSION – 3 YEAR TERMS**

<b>Name</b>	<b>Year of Appointment</b>	<b>Most Recent Appointment</b>	<b>Term Expires</b>
Marty Staub, Chair	2019	2019	12/31/2024
Robert Nester, Vice Chair	2018	2018	12/31/2024
Tom Lewis, Secretary	2019	2022	12/31/2025
Chandra Hurd	2019	2022	12/31/2025
Christina Maier	2021	2021	12/31/2023
Alicia Abbott	2022	2022	12/31/2025
Maris Metz - BOT Rep.	2020	2021	12/30/2023

### **ZONING BOARD OF APPEALS – 3 YEAR TERM**

<b>Name</b>	<b>Year of Appointment</b>	<b>Most Recent Appointment</b>	<b>Term Expires</b>
Brook Smith, Chair	2021	2021	12/31/2023
Beth Filip, Vice Chair	2019	2022	12/31/2025
Peter Maier, Secretary	2021	2021	12/31/2023
Marty Straub	2019	2019	12/31/2024
Kathryn Bradbury	2022	2022	12/31/2026
Donald Darnell (alternative)	2019	2022	12/31/2025

### **FARMLAND AND OPEN SPACE PRESERVATION BOARD (FOSP) – 2 YEAR TERM**

<b>Name</b>	<b>Year of Appointment</b>	<b>Most Recent Appointment</b>	<b>Term Expires</b>
Mark Teicher - Chair	2021	2023	12/31/2024
Scott Joling – Vice Chair	2023	2023	12/31/2024
Kathy Bradbury, Secretary	2021	2023	12/31/2023
Guerin Wilkinson	2023	2023	12/31/2023
Gretchen Driskell	2023	2023	12/31/2023
Marty Ruhlig	2023	2023	12/31/2024
Laura Sanders – BOT Rep.	2021	2023	12/31/2024

### **LOCAL ROADS COMMITTEE – OPEN ENDED TERM**

<b>Name</b>	<b>Year of Appointment</b>	<b>Most Recent Appointment</b>	<b>Term Expires</b>
Karen Sikkenga – BOT Rep.	2022	2022	Open Ended
Lois Beerbaum, Co-Chair	2022	2022	Open Ended
Tom Zatkovich	2022	2022	Open Ended
Christy Maier – Chair	2022	2022	Open Ended
Adam Lape	2022	2022	Open Ended
Patrick Casady	2022	2022	Open Ended

Vacant			Open Ended
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### **DEXTER AREA FIRE BOARD – 6 YEAR TERM**

Name	Year of Appointment	Most Recent Appointment	Term Expires
Karen Sikkenga – BOT Rep.	2023	2023	12/31/2029
Mark Ford – Dexter Twp.	2021	2021	12/31/2027
John Westman – Webster Twp.			
Shawn Keough- City of Dexter			
Dan Munzel – Webster Twp.			
Zach Michels – City of Dexter			

### **DEXTER LIBRARY BOARD – 4 YEAR TERM**

Name	Year of Appointment	Most Recent Appointment	Term Expires
Jim LaVoie	2018	2022	09/30/2026
James Estill	2022	2022	09/30/2026

### **CHELSEA AREA CONSTRUCTION AGENCY (CACA) – OPEN ENDED TERM**

Name	Year of Appointment	Most Recent Appointment	Term Expires
Maris Metz – BOT Rep.	2023	2023	Open Ended

### **CHELSEA LIBRARY BOARD – 4 YEAR TERM**

Name	Year of Appointment	Most Recent Appointment	Term Expires
Bob Swistock	2022	2022	12/31/2025

### **HURON RIVER WATERSHED COUNCIL – 3 YEAR TERM**

Name	Year of Appointment	Most Recent Appointment	Term Expires
Suzanne Bade	2021	2021	12/31/2023
Mark Teicher (alternate)	2021	2021	12/31/2023

### **MULTI-LAKE SEWER AUTHORITY – 4 YEAR TERM**

Name	Year of Appointment	Most Recent Appointment	Term Expires
Karen Nolte – BOT Rep.	2020	2020	12/31/2023
Andy Reiser	2019	2019	12/31/2023
Tom Lewis	2019	2019	12/31/2023

Linda Singer (alternate)	2019	2019	12/31/2023
Vacant			
Vacant (alternate)			

**PORTAGE-BASE LAKES SEWER BOARD – 4 YEAR TERM**

Name	Year of Appointment	Most Recent Appointment	Term Expires
Thomas Ehman	2017	2017	12/31/2025
David Moody	2017	2017	12/31/2025
Vacant			
Vacant			

**SOUTHEAST MICHIGAN COUNCIL OF GOVERNMENTS – (SEMCOG)**

Name	Year of Appointment	Most Recent Appointment	Term Expires
Lonnie Scott – BOT Rep.	2023	2023	TBD

**WASHTENAW AREA TRANSPORTATION STUDY (WATS)**

Name	Year of Appointment	Most Recent Appointment	Term Expires
Karen Sikkenga – BOT Rep.	2023	2023	12/31/2024

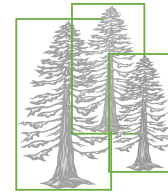
**WESTERN WASHTENAW REGIONAL ADVISORY GROUP – OPEN ENDED TERM**

Name	Year of Appointment	Most Recent Appointment	Term Expires
Vacant			Open Ended

**WESTERN WASHTENAW RECYCLE AUTHORITY – 2 YEAR TERM**

Name	Year of Appointment	Most Recent Appointment	Term Expires
Michelle Stamboulellis – BOT Rep.	2023	2023	6/20/2025

# DEXTER TOWNSHIP



## Dexter Township Clerks Report

October, 2023

### FOIA's

- The Clerks office did not have any FOIA's for the month of October.

### Deputy Clerk

My Deputy Clerk is working 20 hours per week assisting me with the day-to-day duties in the Clerk's office. He assists me with the monthly bills, which he breaks into three (2) monthly bill runs. His task is to code the invoices to the appropriate GL#, journalize and print the checks then transition them to the Treasurer's office for payment. He has also been working closely with Kim Haines our newly hired Dexter Township Accountant, which has been a fantastic addition to the Township Office.

Managing the QVF (Qualified Voter File) for the Clerk's office. Those duties include:

1. Change of name – marriage / divorce / widowed
2. Change of residency – move into township or move out of township
3. Sending new voter ID cards
4. Delete diseased voters
5. New Voter Registrations

There has been an increase of new voter registrations due to new residents moving into the community and High School students coming of age. Next month we will begin preparing for the upcoming Primary Presidential Election 2024.

### Election Status

The Clerk's office has begun preparing for the upcoming presidential primary(s) election and general election 2024. At the November 8, 2022 State General Election, Michigan voters approved a voting rights constitutional amendment know as Proposition 2022-2. Prop 2 approved by the voters in November 2022, provided that voters have the option to vote in person for nine days in advance of each election, and that the voter will be able to vote and tabulate their own ballot immediately. This provision requires local governments to staff precinct with a vote tallying machine for nine days. Washtenaw County is coordinating in person voting to reduce the administrative burden and cost of this provision which will significantly reduce Dexter Townships financial and operational burden for early in person voting.

Reminder voters can choose to vote by absentee ballot for 45 days prior to an election or now participate in 9 days early voting where the registered voter would fill out their ballot and tabulate it immediately by the voter.

Note: I should have confirmation from the County by next month what the date for the Presidential Primary Election will be.

Some significant changes of the bills include:

1. **Early Voting:** There will be 9 days of early voting before each statewide and federal election. Dexter Township along with most surrounding municipalities in the Washtenaw County Region will be coordinating with the County Clerk to conduct early voting.
2. **Absent Voter Tracking:** Implements Prop 2's right to a state-funded system to track submitted absentee ballot application and AV ballots.
3. **Permanent Mail Ballot List:** Prop 2 gives the right to voters to fill out a single application to have an absentee ballot mailed to them in all future elections.
4. **Drop Boxes:** Prop 2 requires drop box requirements, one for every 15,000 registers voters per municipality, and must be a state approved, safe and secure ballot drop box. Dexter Township is in compliance, I realized the importance of a safe and secure ballot box and ordered a new state approved ballot box before the General Election of November 2022.
5. **In person Identification:** Implements Prop 2's expansion of valid photo identification used for election. Voters can now use photo identification issued by a local government and photo identification issued by a broad array of education institutions.
6. **Increase Precinct Size:** Increases maximum precinct size from 2,999 to 5,000 persons. Dexter has under 2,500 persons in our largest precinct so we have room to grow, I do not expect us to have to increase to a fourth precinct anytime soon.
7. **AV Postage:** Prop 2 requires the state to pay for pre-paid postage for AV application return envelopes and AV ballot return envelopes. It also establishes guidelines for signature matching and the process to cure all voter deficiencies, including allowing up to three days after the election to cure them.

## Election Training / Events

We plan to attend training events this month in regards to the upcoming 2024 elections:

1. October 18, 2023 – Elections Update Zoom (MTA)
2. We have begun having weekly meetings gathering election workers information and creating a volunteer schedule for the upcoming PPE.

## Election's, Elections, Elections – Coffee Chat with the Clerk

September 23, 2023, 11am, we hosted an Elections Chat at the Dexter Township Hall. The event was a success, there were 25 members of the community who attended. I provided an agenda, detailed slide show presentation and had close to an hour of community Q&A's. Because I have had additional community interest, who couldn't make the event, along with new updated information from the State and County, I have decided to host another "Coffee Chat with the Clerk" November 18, 2023.

# Dexter Township Board

## Treasurer's Report

As of September 30, 2023

### Fund Report Summary (See Attached)

#### Summer 2023 Tax Collection To Date 10/3/2023

<u>Tax Bill</u>	<u>Total to Collect</u>	Received	Outstanding	% of
		<u>Total Collected</u>	<u>As of 10/3/23</u>	<u>Bills Paid as of 10/3/23</u>
Summer	\$5,100,549.19	\$4,877,935.92	\$222,613.27	95.6%

Dexter Township collects for State education and Washtenaw County operating taxes only in the Summer tax cycle.

Respectfully Submitted,

Maris Metz  
Treasurer



10/03/2023 11:08 AM  
 User: TREASURER  
 DB: Dexter

CASH SUMMARY BY ACCOUNT FOR DEXTER TOWNSHIP  
 FROM 09/01/2023 TO 09/30/2023  
 FUND: ALL FUNDS  
 CASH AND INVESTMENT ACCOUNTS

Page: 1/1

Fund Account	Description	Beginning Balance 09/01/2023	Total Debits	Total Credits	Ending Balance 09/30/2023
Fund 101	GENERAL FUND				
001.102	DEPOSITORY ACCOUNT	3,407,199.54	184,657.51	300,000.00	3,291,857.05
001.202	DISBURSEMENT ACCOUNT	(94,011.05)	404,256.17	425,477.83	(115,232.71)
003.050	MICLASS	1,050,814.96	0.00	0.00	1,050,814.96
	GENERAL FUND	4,364,003.45	588,913.68	725,477.83	4,227,439.30
Fund 206	FIRE FUND				
001.102	DEPOSITORY ACCOUNT	531,775.32	0.00	97,114.91	434,660.41
003.050	MICLASS	520,719.33	0.00	0.00	520,719.33
	FIRE FUND	1,052,494.65	0.00	97,114.91	955,379.74
Fund 207	POLICE FUND				
001.102	DEPOSITORY ACCOUNT	664,308.92	0.00	48,365.09	615,943.83
003.050	MICLASS	520,719.33	0.00	0.00	520,719.33
	POLICE FUND	1,185,028.25	0.00	48,365.09	1,136,663.16
Fund 245	OPEN SPACE LAND INITIATIVE				
001.102	DEPOSITORY ACCOUNT	96,717.46	0.00	0.00	96,717.46
001.202	DISBURSEMENT ACCOUNT	(4,200.93)	1,330.00	4,543.73	(7,414.66)
003.050	MICLASS	139,353.55	0.00	0.00	139,353.55
	OPEN SPACE LAND INITIATIVE	231,870.08	1,330.00	4,543.73	228,656.35
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	91,563.02	0.00	0.00	91,563.02
Fund 703	TAX COLLECTION FUND				
001.100	PNC BANK	72,702.61	3,613,190.88	3,646,485.65	39,407.84
	TOTAL - ALL FUNDS	7,316,606.37	4,203,434.56	4,521,987.21	6,998,053.72



0000509-0003654 PDF 574817  
Dexter Township  
6880 Dexter-Pinckney Rd.  
Dexter, MI 48130

## Summary Statement

September 30, 2023  
Page 1 of 6  
Investor ID: MI-01-0693

### Michigan CLASS

#### Michigan CLASS

Average Monthly Yield: 5.4704%

	Beginning Balance	Contributions	Withdrawals	Income Earned	Income Earned YTD	Average Daily Balance	Month End Balance
MI-01-0693-0001 Police Fund	520,719.33	0.00	0.00	2,346.28	19,509.53	521,972.24	523,065.61
MI-01-0693-0002 Fire Fund	520,719.33	0.00	0.00	2,346.28	19,509.53	521,972.24	523,065.61
MI-01-0693-0003 General	1,050,814.96	0.00	0.00	4,734.92	39,370.51	1,053,343.36	1,055,549.88
MI-01-0693-0004 OSLP	139,353.55	0.00	0.00	627.89	5,004.40	139,688.84	139,981.44
<b>TOTAL</b>	<b>2,231,607.17</b>	<b>0.00</b>	<b>0.00</b>	<b>10,056.37</b>	<b>83,393.97</b>	<b>2,236,976.70</b>	<b>2,241,682.54</b>

Tel: (865) 382-0496

<https://www.michiganclass.org/>



Account Statement

September 30, 2023

Page 2 of 6

Account Number: MI-01-0693-0001

Police Fund

Account Summary

Average Monthly Yield: 5.4704%

	Beginning Balance	Contributions	Withdrawals	Income Earned	Income Earned YTD	Average Daily Balance	Month End Balance
Michigan CLASS	520,719.33	0.00	0.00	2,346.28	19,509.53	521,972.24	523,065.61

Transaction Activity

Transaction Date	Transaction Description	Contributions	Withdrawals	Balance	Transaction Number
09/01/2023	Beginning Balance			520,719.33	
09/30/2023	Income Dividend Reinvestment	2,346.28			
09/30/2023	Ending Balance			523,065.61	

Tel: (855) 382-0496

<https://www.michiganclass.org/>



Account Statement

September 30, 2023

Page 3 of 6

Account Number: MI-01-0693-0002

Fire Fund

Account Summary

Average Monthly Yield: 5.4704%

	Beginning Balance	Contributions	Withdrawals	Income Earned	Income Earned YTD	Average Daily Balance	Month End Balance
Michigan CLASS	520,719.33	0.00	0.00	2,346.28	19,509.53	521,972.24	523,065.61

Transaction Activity

Transaction Date	Transaction Description	Contributions	Withdrawals	Balance	Transaction Number
09/01/2023	Beginning Balance			520,719.33	
09/30/2023	Income Dividend Reinvestment	2,346.28			
09/30/2023	Ending Balance			523,065.61	

Tel: (855) 382-0496

<https://www.michiganclass.org/>



Account Statement

September 30, 2023

Page 4 of 6

Account Number: MI-01-0693-0003

General

Account Summary

Average Monthly Yield: 5.4704%

	Beginning Balance	Contributions	Withdrawals	Income Earned	Income Earned YTD	Average Daily Balance	Month End Balance
Michigan CLASS	1,050,814.96	0.00	0.00	4,734.92	39,370.51	1,053,343.38	1,055,549.88

Transaction Activity

Transaction Date	Transaction Description	Contributions	Withdrawals	Balance	Transaction Number
09/01/2023	Beginning Balance			1,050,814.96	
09/30/2023	Income Dividend Reinvestment	4,734.92			
09/30/2023	Ending Balance			1,055,549.88	

Tel: (855) 382-0496

<https://www.michiganclass.org/>



Account Statement

September 30, 2023

Page 5 of 6

Account Number: MI-01-0693-0004

OSLP

Account Summary

Average Monthly Yield: 5.4704%

	Beginning Balance	Contributions	Withdrawals	Income Earned	Income Earned YTD	Average Daily Balance	Month End Balance
Michigan CLASS	139,353.55	0.00	0.00	627.89	5,004.40	139,688.84	139,981.44

Transaction Activity

Transaction Date	Transaction Description	Contributions	Withdrawals	Balance	Transaction Number
09/01/2023	Beginning Balance			139,353.55	
09/30/2023	Income Dividend Reinvestment	627.89			
09/30/2023	Ending Balance			139,981.44	

Tel: (855) 382-0496

<https://www.michiganclass.org/>



Michigan CLASS

Michigan CLASS

Date	Dividend Rate	Daily Yield
09/01/2023	0.00059104	5.4668%
09/02/2023	0.00000000	5.4668%
09/03/2023	0.00000000	5.4668%
09/04/2023	0.00000000	5.4668%
09/05/2023	0.000150133	5.4777%
09/06/2023	0.000149974	5.4741%
09/07/2023	0.000149766	5.4665%
09/08/2023	0.000449130	5.4649%
09/09/2023	0.00000000	5.4644%
09/10/2023	0.00000000	5.4644%
09/11/2023	0.000149768	5.4666%
09/12/2023	0.000149824	5.4686%
09/13/2023	0.000150081	5.4706%
09/14/2023	0.000149989	5.4746%
09/15/2023	0.000450072	5.4759%
09/16/2023	0.00000000	5.4759%
09/17/2023	0.00000000	5.4759%
09/18/2023	0.000149973	5.4740%
09/19/2023	0.000149965	5.4737%
09/20/2023	0.000149931	5.4725%
09/21/2023	0.000149886	5.4709%
09/22/2023	0.000449622	5.4704%
09/23/2023	0.00000000	5.4704%
09/24/2023	0.00000000	5.4704%
09/25/2023	0.000149855	5.4697%
09/26/2023	0.000149889	5.4710%
09/27/2023	0.000150055	5.4770%
09/28/2023	0.000149978	5.4742%
09/29/2023	0.000299502	5.4659%
09/30/2023	0.00000000	5.4659%

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.**



Treemore Ecology and Land Services, Inc.  
Barry Lonik  
11300 Island Lake Rd.  
Dexter MI 48130-8513  
(734) 223-2321  
BLonik13@aol.com

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TO: Dexter Township Board of Trustees

FROM: Mark Teicher, Chair, Farmland and Open Space Preservation Board

RE: Report on Activities

DATE: 6 October 2023

Matters for public session:

- City of Ann Arbor meetings/funding: Supervisor Sikkenga and consultant Barry Lonik have a Zoom call with city staff scheduled in December to discuss possible funding support for conservation easement purchases

A. Public projects

1. Monier-Van Gorder (2022-1, second). 70 acres of farm fields, mature woods, wetlands and scrub woods south of Island Lake Rd., east of the county West Lake Preserve. Appraised value \$544,000 (\$7,740/acre). USDA \$240,100 (44%), State of Michigan \$245,000 (45%), NAPP \$29,450 (5.5%), Dexter Township \$29,450 (5.5%). Had everything cued up to close in mid-September but was told by the federal program coordinator it wouldn't happen by our PSA deadline of September 30 as that is also the end of the federal fiscal year and there was too much tumult. The PSA was extended to December 29 but we should be able to close in October.

B. Confidential projects

1. 2023-2, first. Farm fields with a stream. Not funded by ACEP but will be re-submitted for the November application round.
2. 2022-2, tied third. Farm fields, wetlands and mature woods. Funding from ACEP was approved for \$477,050 (29% of estimated value of \$1,645,000. Next step is to apply for State funds in December.
3. 2023-4, tied third. Farm fields with farmstead. Not funded by ACEP but will be re-submitted for the November application round.
4. 2022-3, fifth. Farm fields, scrub woods and wetlands. Not funded by ACEP but will be re-submitted for the November application round.
5. 2023-3, sixth. Woods, active and idle farm fields. Not funded by ACEP but will be re-submitted for the November application round.
6. 2023-1, sixth. Mature woods, old field and wetlands. Appraised value \$31,000. The title commitment turned up several matters needing the owners' attention. NATAC will be doing its priorities at its October meeting.
7. 2023-5. New application for active fields, woods, wetlands and streams. Need to score.



Glossary of acronyms:

PSA—purchase and sale agreement (with the property owners/sellers)

PA—participation agreement (with local funding partners)

BOT—board of trustees

CE—conservation easement

ACEP—Agricultural Conservation Easement Program (federal)

ESA—environmental site assessment (aka Phase I)

NATAC—Natural Area Technical Advisory Committee of Washtenaw County Parks

QCD—quit claim deed

NAPP—Natural Area Preservation Program of Washtenaw County Parks

DR—development rights

BOC—Washtenaw County Board of Commissioners

ALPAC—Agricultural Land Preservation Advisory Committee of Washtenaw County Parks

Planning Commission Update to BOT

Meeting date September 26th, 2023

**A. Discussion to clarify ZBA decision criteria – “Reasonable” vs. “Minimum” in Section 29.06(C)(4) of the Zoning Ordinance.**

The ZBA has been struggling with this as the new 2020 Zoning Ordinance decision criteria #4 says “minimum” (amount necessary to mitigate the practical difficulty) whereas previously the ZO stated “reasonable”. “Minimum” is tighter language and leaves less to interpretation. The ZBA would like some direction/guidance from the Planning Commission as to what the interpretation should be and how it is implemented. Section 29.01 Intent and Purpose (B) states “Provide reasonable flexibility...”, although it was left out of the matrix sentence. Staff provided language from other jurisdictions in the PC packet. With staff in the Planning and Zoning department in transition, a new Planning Consultant, Megan Masson-Minock, AICP, from Carlisle Wortman has been hired and she will attend the next Planning Commission meeting to answer questions and help develop a plan to address this concern. No formal action from the Planning Commission was taken. Although, PC Chair Straub will email ZBA Chair Smith of the discussion.

**B. Discussion to correct inconsistency regarding the height of residential accessory buildings (Including small storage sheds) in Section 16.11(B) and 16.11(F) of the Zoning Ordinance**  
Chair Straub stated that there wasn’t anything for the PC to do that night but pointed out that Planning Staff has laid out the technicality of it and where there are conflicts in the Zoning Ordinance. The Planning Commission remands this to the new Planning Consultant.

**C. Discussion of Master Plan public comment received to date.**

Master Plan Consultant Rowan Brady, Beckett&Raeder, will be at the October 24, 2023 Planning Commission meeting to explain comments and issues. The biggest issue is with the Zoning Map. There is public confusion on the term “land use” designation and

the actual Zoning designation. The consensus was that Rowan did a great job answering the public who submitted comments but there needs to be more citizen involvement in the Master Plan process.

Draft meeting minutes by Recording Secretary, Janis Miller

## Huron River Watershed Council (HRWC) Update

### October 2023 Report to Dexter Township Board of Trustees

#### News and Events

<https://tinyurl.com/5x553p6e> See this URL for more information and active links

1. **Volunteer to plant trees in Dexter and Wixom!**

**October 14, 8:45-noon, Bridgeway Drive cul-de-sac, Dexter**

Join HRWC with ReLeaf Michigan's tree experts to learn how to plant trees. Then plant 30 trees together. Wear closed-toe shoes/boots and dress for the weather. No experience needed. The trees you plant will help recharge ground water as they soak up rain.

See URL above for Sign up

2. **HRWC launches new online InfoStream maps!**

Freshly posted, our new and improved [InfoStream](#) tool now hosts a gallery of maps that can be accessed by topic.

3. **Rain Gardens and Naturalized Shorelands**

See the rain garden your neighbors have built without leaving the comfort of your own home! Find inspiration for rain gardens and lots of other green practices on the newly launched [Rainscaping in Southeast Michigan map](#).

Please let me know if you would like more information: [sbade@dextertownship.org](mailto:sbade@dextertownship.org)

Respectfully submitted,

Suzanne Bade

Dexter Township Representative to HRWC