

DEXTER TOWNSHIP

6880 DEXTER-PINCKNEY ROAD
DEXTER, MI 48130

TELEPHONE: 734-426-3767

FAX: 734-426-3833

WWW.DEXTERTOWNSHIP.ORG

KAREN SIKKENG
SUPERVISOR

MICHELLE
STAMBOULELLIS
CLERK

MARIS METZ
TREASURER

LONNIE SCOTT
GRETCHEN DRISKELL
LAURA SANDERS
KAREN NOLTE
TRUSTEES

Board of Trustees – Meeting Agenda

November 21, 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; October 17, 2023
 - b) Authorize Supervisor to sign insurance applications and declarations
 - c) Authorize Supervisor to sign agreement with Inverness Inn for facilities rental
 - d) Authorize Supervisor to sign application to MetroAct Permit for broadband licenses
 - e) Authorize the Supervisor to sign an engagement agreement for a Capital Reserve Study, at a cost of \$3,200
 - f) Approval of transactions; acknowledgement of Receipt of General Ledger Reports
- 6) Discussion item followed by closed session: Farmland & Open Space Orientation, followed by brief closed session for Board of Trustees – Mark Teicher, FOSB Chair
- 7) Discussion items
 - a) Dexter Township FY25 Budget discussion – Karen Sikkenga
 - i) Farmland & Open Space Document
 - b) Single Hauler project status and ordinance – Karen Nolte
- 8) Action Items
 - a) Public Safety Funding approach
 - b) Budget amendments:

- i) Dexter Township renovations, up to \$107K for comprehensive main floor office renovations); up to \$48.5K (furniture);
 - ii) Authorize a new line item for Interns, at \$4K, and setting intern compensation at \$15-\$20 per hour
 - iii) Offer MetroParks passes to Dexter Township property owners, from \$0 to not to exceed \$100K
- c) Amend the Washtenaw County Road Commission FY24 contract to fully deploy FY24 road repair appropriation
- 9) Q&A: Staff Reports
 - a) Supervisor Report – Supervisor Sikkenga
 - b) Clerk Report – Clerk Stamboullellis
 - c) Treasurer Report – Treasurer Metz
 - d) Planning Commission – Megan Masson-Minock, Planning Director
- 10) Board & Committee Reports
 - a) Huron River Watershed Council – Sue Bade, Dexter Township Representative
 - b) Broadband and MLWSA – Trustee Nolte
 - c) SEMCOG – Trustee Scott
 - d) Local Roads Committee – Christy Maier, Chair
- 11) Data & Performance Metrics
 - a) Fire Department activities
 - b) Sheriff’s Department activities
 - c) Check Run – Clerk Stamboullellis
 - d) Revenue/Expense Report – Supervisor Sikkenga
- 12) Call for Public Comment on Non-Agenda Items
- 13) Other Issues, Comments and Concerns of Board Members & Staff
- 14) 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 November 21, 2023

Title: Consent Agenda

Reminder: any member of the Board of Trustees may request that items be moved from the consent agenda if a discussion is desired.

Consent Calendar Item Overview:

5a: Approval of minutes for October 17, 2023 Regular Meeting of the Board of Trustees

5b: **Authorize Supervisor to sign insurance applications:** Dexter Township uses Decker Agency for its insurance coverage, which includes municipal general liability, public officials liability, auto liability, building & contents coverage, outdoor & portable equipment coverage, electronic & data processing equipment, valuable papers & records coverage, broad form crime, workers compensation, accident policy (including volunteers), and cyber/privacy liability. (Health insurance is not included.) The cost of insurance is \$26K annually, which was included in the FY24 approved budget (divided among many line items). To obtain insurance, the Supervisor must complete and sign public risk application declaration, an application for blank accident insurance, and the Michigan Township Participating Plan Netguard Plus application. This item would permit the Supervisor to do so. (Note: our income from insurance has been \$35K for lawsuit reimbursements; meaning our revenue from insurance exceeded the insurance expense.)

5c: **Inverness Inn:**

We have invited about 100 people to Dexter Township's annual staff and volunteer appreciation event. This includes our board and committee members, staff members, contractors who perform staff functions (for example, our assessor, planner, and accountant), and community volunteers for the film plastic recycling, clean-up days, movie night, and cemetery projects. Construction at Dexter Township make it difficult to host a party at the Town Hall. Rental of Inverness Inn, at \$350, is well within the Community Engagement budget established for this and other community events. Inverness Inn requires a rental agreement to be signed by the Supervisor.

5d: **MetroAct Permit:**

Dexter Township must complete a MetroAct permit application as part of the broadband initiative. MetroAct will pay Dexter Township for the use of our facilities, similar to payments for use of cable through the Telecom Act. The amount of future revenue is not known; Telecom Act revenue in FY24 is \$14K. To receive this revenue, the application must be submitted and signed this month. The cost to apply is \$500, and MetroAct provided a grant of \$500 to Dexter Township for this purpose.

5e: **Michigan Reserve Associates:**

At the August 2023 Special Meeting on strategic planning, the Board of Trustees asked the Supervisor to commission a Capital Reserve Study to complete our fund balances policy. Establishing a 5-year capital budget is a GFOA best practice (discussed in more detail under the FY25 Budget discussion on today's agenda). We obtained two bids to conduct the Capital Reserve Study, one from Michigan Reserve Associates (\$3,240) and one from OHM (\$15K). OHM's scope of work includes an on-site assessment of our buildings, where CRS uses actuarial data on expected lifespan for capital assets to forecast future costs. I selected

Capital Reserve Study because their business purpose aligns with the purpose of this study, i.e., to ensure that we set aside sufficient funds to keep our buildings in good condition. While OHM would provide on-site assessment of the condition of our buildings, we do not require such an assessment at this time. OHM has an ongoing contract with Dexter Township and we can commission them to provide a building assessment whenever we need it.

5e: **Financial Transactions:**

Most transactions were routine and small scale. Larger transactions this month include:

- \$26K for insurance, divided among multiple line items
- \$10K for planning services OHM – this will be the final payment to them; we received an initial invoice for Carlisle Wortman at \$5K which will be closer to our monthly cost hereafter

Submitted by: Karen Sikkenga

Suggested language: Motion to approve the consent agenda for November 21, 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



REGULAR MEETING OF THE DEXTER TOWNSHIP BOARD TUESDAY OCTOBER 17, 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, Nolte, Scott, and Sikkenga. Absent – Driskell, with notice. Also present: Sinéad Redmond, Attorney and; and Janis Miller, Recording Secretary.

CONFLICT OF INTEREST: No conflicts of interest.

APPROVAL OF AGENDA:

Motion by Treasurer Metz to approve the Agenda as presented. Motion seconded by Clerk Stamboulellis. All ayes. Motion carried.

CALL for PUBLIC COMMENT on AGENDA ITEMS:

Jeff McDole, previous Trustee, thanked everyone on the board for their service.

CONSENT AGENDA:

- a) Approval of minutes: September 19, 2023
 - b) Approve a fifth Compensation Committee member, approve roles, establish staggered terms, expand commission charge to include recommendations on benefits for elected officials.
 - c) Approval of transactions; acknowledgement of Receipt of General Ledger Reports
- Motion by Trustee Scott to approve the Consent Agenda as presented. Motion seconded by Trustee Sanders. All ayes. Motion carried.

ACTION ITEMS:

- a) Approve changes to the Community Engagement Calendar
Trustee Nolte and Trustee Scott are not available on December 14th so that event was removed from the calendar and will be revisited later.
Motion by Trustee Nolte to approve the Community Engagement Calendar as amended.
Motion seconded by Treasurer Metz. All ayes. Motion carried.
- b) Authorize the Farmland and Open Space board to expend up to \$31K for the purchase of development rights [2023-1]
Motion by Trustee Scott to approve up to \$31,000 for the request from FOSPB to purchase a conservation easement. Motion seconded by Clerk Stamboulellis.
Roll Call Vote: Yea – Trustee Scott, Treasurer Metz, Trustee Nolte, Trustee Sanders, Clerk Stamboulellis, and Supervisor Sikkenga; Nays – None; Absent – Trustee Driskell.
Motion carried 6-0.
- c) Approval Board of Trustees Board Rules: discuss social media Policy
Discussion: Uncomfortable with social media Policy so it will be deleted from the Personnel Policy and Board Rules, at this time. Page 28, when do we “suspend the rules?” Page 29,

Nepotism appears contradictory. This policy allows for public participation via Zoom. Supervisor Sikkenga states the motion as approval of the Board of Trustees Board Rules. Trustee Nolte so moved. Motion seconded by Trustee Scott.
Roll Call Vote: Yea – Treasurer Metz, Trustee Scott, Clerk Stambouellis, Trustee Sanders, Trustee Nolte, and Supervisor Sikkenga; Nays – None; Absent – Trustee Driskell.
Motion carried 6-0.

d) Approval of Personnel Policy

Supervisor Sikkenga comment: Still working to see if a health plan can be offered to staff. Motion by Treasurer Metz to approve the Personnel Policy. Motion seconded by Trustee Sanders. All ayes. Motion carried.

e) Authorize the Clerk to sign a letter of intention to participate in shared staffing for early voting. Clerk Stambouellis brought a letter of support to the BOT asking permission for Dexter Township to participate in the County Coordinated Early Voting Site Agreement, document the board packet, summarized by Clerk Stambouellis and questions answered by Clerk Stambouellis. Motion by Treasurer Metz (“I move”). Motion seconded by Trustee Sanders. All ayes. Motion carried.

f) Authorize the Supervisor to sign a contract with American Association Management
After a discussion it was decided to table, at this time, contracting with a property management company.

g) Authorize the Supervisor to sign a contract with Proven Design Studio
Motion by Treasurer Metz (“I move”). Motion seconded by Trustee Sanders.
Roll Call Vote: Yea – Clerk Stambouellis, Trustee Sanders, Treasurer Metz, Trustee Scott, Trustee Nolte, and Supervisor Sikkenga; Nays – None; Absent – Trustee Driskell.
Motion carried 6-0.

DISCUSSION ITEMS:

a) Public Safety Funding

Discussion of pros and cons of a millage versus a special assessment for public safety (fire and police services). More information needs to be gathered for the Board regarding special assessments. Send out a flyer to inform the residents. The County Public Safety Millage will be on the ballot next year and could conflict with a Dexter Township Public Safety Millage request.

Q & A REPORTS:

- a) Supervisor Report – Supervisor Sikkenga
- b) Clerk Report – Clerk Stambouellis
- c) Treasurer Report – Treasurer Metz
- d) Dexter Township Board and Committee Reports
 - i) Farmland and Open Space Board
 - ii) Planning Commission
- e) Committee Reports for Dexter Township Affiliates
 - i) Huron River Watershed

- f) Other Reports
 - i) Fire Department Activities
 - ii) Sheriff's Department Activities

CALL FOR PUBLIC COMMENT ON NON-AGENDA ITEMS:

Alicia Abbott, thanked the township for a successful clean-up day. She had no idea there was so much discarded Styrofoam and happy it was collected at the Dexter Township. Alicia also thanked the Board of Trustees for keeping the township clean.

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

Clerk Stamboulellis – Thanked everyone who came to the September 23rd Elections Coffee Chat and reminded everyone of the scheduled second Elections Coffee Chat on November 18th at 11am.

Supervisor Sikkenga – She said that any of the four Trustees could serve as election workers.

Trustee Nolte – Thanked everyone who volunteered for Clean-Up Day, it was the biggest donation of dollars they had received. Broadband report: Spectrum is starting to install in Dexter Township. Will be sending out RFP for a single hauler trash contract. Multi Lakes is paying \$180,000 for the hill on N. Territorial to be reduced. She is also looking for information to add for “In the Loop”, and would like to publish another newsletter by the end of the year.

Trustee Scott – Noted the SEMCOG General Assembly meeting next week. He said there is funding opportunities for wastewater, roads, and land preservation. He also thanked everyone for their efforts on Clean-up Day.

Supervisor Sikkenga – She said that work on the budget will start in December. She is asking the Board to review the committee assignments and let her know their preferences. Dexter Township office is now fully staffed.

Attorney Sinéad Redmond – Questioned if the Board would have a quorum next month as that week is Thanksgiving.

ADJOURNMENT:

Motion by Trustee Nolte to adjourn. Motion seconded by Treasurer Metz. All ayes. The meeting was **adjourned** at 7:52 PM.

Respectfully Submitted,

Michelle Stamboulellis, Clerk
Dexter Township

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 17TH DAY OF OCTOBER AND THAT THE FORGOING MINUTES ARE THE DRAFT MINUTES FOR THE MEETING HELD ON THE 17TH, DAY OF OCTOBER 2023.

MICHELLE STAMBOULELLIS, CLERK, DEXTER TOWNSHIP



Applicant Name: **DEXTER TOWNSHIP - WASHTENAW**
Policy Effective Date: 11/01/2023
Application Number: 3498256020301

Tokio Marine HCC Public Risk APPLICATION DECLARATION

After complete investigation and inquiry, to the best of applicant's knowledge and belief, no principals, partners, directors, officers, employees, or insurance managers have knowledge of any act, error, omission, fact, incident, situation, unresolved job dispute, accident, or any other circumstance that is or could be the basis for a claim under this proposed insurance policy.

Report knowledge of all such incidents to your current carrier prior to your current policy expiration. The proposed insurance being applied for will not respond to incidents about which you had knowledge prior to the effective date of the policy nor will coverage apply to any claim or circumstance identified or that should have been identified in this application.

The applicant has read the foregoing and understands that completion of this Application does not bind the Underwriter or other party to provide coverage. It is agreed, however, that this Application is complete and correct to the best of applicant's knowledge and belief and that all particulars which may have a bearing upon acceptability as an insurance risk have been revealed. It is understood that this Application shall form the basis of the contract should the Underwriter approve coverage and should the applicant be satisfied with the Underwriter's quotation.

It is further agreed that, if in the time between submission of this Application and the requested date for coverage to be effective, the applicant becomes aware of any information which would change the answers furnished in response to any question of this Application, such information shall be revealed immediately in writing to the Underwriter.

Signature of authorized official: _____ Date _____

Print name of authorized official: _____

Title of authorized official: _____

Client Name: **DEXTER TOWNSHIP**
Application #: 3498256020301
Michigan Township Participating Plan

9/7/2023 3:18:40 PM



PHILADELPHIA
INSURANCE COMPANIES

A Member of the Tokio Marine Group

Philadelphia Indemnity Insurance Company

Administrative Office
One Bala Plaza, Suite 100, Bala Cynwyd, PA 19004
Tel: 800-873-4552

APPLICATION FOR BLANKET ACCIDENT INSURANCE
Accidental Death and Accident Medical Benefits

Part I Proposed Policyholder

Full Legal Name of Proposed Policyholder Dexter Township

Address 6880 Dexter Pinckney Rd Dexter, MI 48130-8542

Proposed Policyholder is Other

please describe type of entity who will own policy

Requested Effective Date 10/29/2023

Expiration Date 10/29/2024

Who will be insured? All authorized volunteers of the policyholder

describe all members or participants of the Policyholder who will be insured

Part II Plan

a. Plan of Benefits

Accident Medical Expense Benefits
Maximum Benefit \$100,000
Deductible Amount \$0

Accidental Death \$25,000
Accidental Dismemberment up to \$50,000
Accidental Paralysis \$50,000

Scope of Coverage: Full Excess

b. Premium Calculation

Total Premium \$300.00

Part III Acknowledgements and Signatures

- a. **Fraud Warning** It is a crime to knowingly provide false, incomplete or misleading information to an insurance company for the purpose of defrauding the company. Penalties may include imprisonment, fines or a denial of insurance benefits.
- b. **Applicant's Acknowledgement** I, the applicant, declare, to the best of my knowledge and belief, that all statements and answers in this application are true and complete. I understand and agree that (a) this application will form part of any policy issued, (b) no information given to or acquired by any representative of Philadelphia Indemnity Insurance Company will bind it, unless it is in writing on this application, (c) no waiver or modification will bind the Company unless it is in writing and is signed by an executive officer of Philadelphia Indemnity Insurance Company, and (d) only those persons eligible under the terms of an issued policy will be insured.

Dated at _____ on the _____ day of _____, 20 _____

Signed for the Proposed Policyholder _____

Signed by Licensed Agent _____

Title _____ Agent License Number _____

Please complete this form and return to our office by emailing info@dkragency.com before 10-15-23. Thank you!

**MICHIGAN TOWNSHIP PARTICIPATING PLAN
NETGUARD® PLUS APPLICATION**

NOTICE: THIS APPLICATION IS FOR CLAIMS-MADE AND REPORTED COVERAGE. READ THE ENTIRE APPLICATION CAREFULLY.

I. APPLICANT INFORMATION

Name of Applicant: DEXTER TOWNSHIP

(Include names of all entities or affiliated organizations to be insured, or attach separate sheet, if necessary)

Principal Address: 6880 DEXTER-PINCKNEY RD

City: DEXTER State: MI Zip Code: 481308542

Mailing Address (if different): _____

City: _____ State: _____ Zip Code: _____

Telephone Number: _____ Fax Number: _____

Email: _____ Website Address: _____

II. COVERAGE REQUESTED

Requested Effective Date: 11/01/2023

III. EXPOSURE INFORMATION

1. Total Annual Budget: \$ \$817,424 Current population: 6,042
2. Please provide the total number of records stored by the Applicant(s) in both paper or electronic format: 6500
3. Please estimate the total number of credit card transactions for the next 12 months: 0

IV. COMPUTER & NETWORK SECURITY

4. Does the Applicant use anti-virus software and a securely configured firewall to protect its network?
☒ Yes ☐ No
5. Does the Applicant store personal information on portable devices, including laptops, PDA's, back-up tapes, USB thumb drives and external hard drives?
☐ Yes ☒ No
If "Yes", is such data encrypted to industry standards? ☐ Yes ☒ No
6. Does the Applicant use a cloud provider to store data?
☒ Yes ☐ No
If "Yes", please name the cloud provider: N-Able Backup

If the Applicant uses more than one cloud provider to store data, please name the cloud provider storing the largest quantity of customer and/or employee records on the Applicant's behalf, including medical records, personal health information, social security numbers, bank account details, and credit card numbers.

7. Do you process, store, or handle credit card transactions? ☐ Yes ☒ No
If "Yes", are you PCI-DSS Compliant at the time of application? ☐ Yes ☒ No

V. CYBER CRIME

8. Do all of the Applicant's employees with financial or accounting responsibilities complete social engineering training? ☐ Yes ☒ No
9. Does your wire transfer authorization process include the following:
- a. A wire request documentation form? ☐ Yes ☐ No ☒ N/A
 - b. A protocol for obtaining proper written authorization for wire transfers? ☐ Yes ☐ No ☒ N/A
 - c. A protocol that includes proper separation of authority? ☐ Yes ☐ No ☒ N/A
 - d. A protocol for confirming all payment or funds transfer instructions/requests from a new vendor, client or customer by direct call to that vendor, client or customer using only the telephone number provided by the vendor, client or customer before the payment or funds transfer instruction/request was received? ☐ Yes ☐ No ☒ N/A
 - e. A protocol for confirming any vendor, client or customer account information change requests (including requests to change bank account numbers, contact information, and mailing addresses) by a direct call to that vendor, client, or customer using only the telephone number provided by the vendor, client, or customer before the change request was received? ☐ Yes ☐ No ☒ N/A

VI. LOSS HISTORY

10. Has the Applicant, or any other person or entity proposed for this insurance, received any complaints or claims, or been the subject in litigation, involving matters of privacy injury, identity theft, denial of service attacks, computer virus infections, theft of information, damage to third party networks, or the ability of customers to rely on the Applicant's network? ☐ Yes ☒ No

If "Yes", please provide specific details on a separate page.

11. Does the Applicant, or any other person or entity proposed for this insurance, have knowledge of any act, events, circumstances or incidents that may give rise to complaints or claims involving matters of privacy injury, identity theft, denial of service attacks, computer virus infections, theft of information, damage to third party networks, or the ability of customers to rely on the Applicant's network? ☐ Yes ☒ No

12. Has the Applicant, or any other person or entity proposed for this insurance, sustained any unscheduled network outage or interruption within the past 24 months? ☐ Yes ☒ No

If "Yes", please provide specific details on a separate page.

13. Has the Applicant experienced a loss resulting from wire transfer fraud, telecommunications fraud or a phishing attack in the past 5 years? ☐ Yes ☒ No

If "Yes", please provide specific details on a separate page.

VII. FOR CYBER RENEWAL

14. Have there been any material changes in the Applicant's nature of operations or data security/media controls in the last 12 months? ☐ Yes ☒ No

If "Yes", please provide specific details:

15. Does the Applicant, or any other person or entity proposed for this insurance, have knowledge of any act, events, circumstances or incidents that may give rise to complaints or claims involving matters of privacy injury, identity theft,

denial of service attacks, computer virus infections, theft of information, damage to third party networks, or the ability of customers to rely on the Applicant's network ☐ Yes ☒ No

16. Has the Applicant, or any other person or entity proposed for this insurance, sustained any unscheduled network outage or interruption within the last 12 months?: ☐ Yes ☒ No
17. Has the Applicant, or any other person or entity proposed for this insurance, experienced a loss resulting from wire transfer fraud, telecommunications fraud or a phishing attack within the last 12 months?: ☐ Yes ☒ No
18. If any answer to above 3 questions "Yes", have all such claims, lawsuits, proceedings, actions, complaints, demand letters, investigations/inquiries, or incidents of unscheduled network outage or interruption, wire transfer fraud, telecommunications fraud or phishing attack been reported to us?: ☐ Yes ☒ No
19. Please provide full details of each claim, lawsuit, proceeding, action, complaint, demand letter, or investigation/inquiry received, or incidents of unscheduled network outage or interruption, wire transfer fraud, telecommunications fraud or phishing attack sustained, by any person or entity proposed for this insurance within the last 12 months, but which has not yet been reported to us:

VIII. ACKNOWLEDGEMENTS AND REPRESENTATIONS

1. The undersigned represents that the statements, representations and information contained herein, or attached to this Application, are true and complete, and that reasonable efforts have been made to obtain sufficient information to facilitate the proper and accurate completion of this Application.
2. The undersigned acknowledges that the signing of this Application does not bind the undersigned to complete the insurance. The undersigned further acknowledges that the statements, representations, and information contained herein, or submitted with this Application (which shall be retained on file by the Company and shall be deemed attached hereto, as if physically attached hereto), are material to the risk assumed by the insurer; that any policy will have been issued in reliance upon the truth thereof; and that this Application and all written statements and materials furnished to the Insurer in conjunction with this Application shall be deemed incorporated into and made a part of the policy, should a policy be issued.
3. The Company is hereby authorized to make any investigation and inquiry in connection with this Application as it may deem necessary.
4. The undersigned acknowledges and agrees that if the information supplied on this Application, or in any attachments, changes between the date of the Application and the effective date of the policy period, the Applicant will immediately notify the Company of such change, and the Company may withdraw or modify any outstanding quotations and/or agreement to bind the insurance.
5. For purposes of creating a binding contract of insurance by this Application, or in determining the rights and obligations under such a contract in any court of law, the parties acknowledge that a signature reproduced by either facsimile or photocopy shall have the same force and effect as an original signature, and that the original and any such copies shall be deemed one and the same document.

Signed: _____ Print Name: _____
Must be signed by an authorized officer, partner or principal of the Applicant

Title: _____ Date (Mo/Day/Yr): _____

Applicant Organization: _____



INVERNESS *Country Club*

Pro Shop (734) 475-8746

Home

About Inverness

Course

Leagues

Clubhouse



Contact

Membership



Rental Agreement

Rent Our Clubhouse

PLEASE FILL OUT THE FIELDS BELOW:



Rent Our Clubhouse Today! »

In consideration of the rental of the Inverness Club House to our organization/group, we agree to the following requirements and terms as set forth by the Board of Directors:

Term of Rental *(Required)*

Full Day

Date(s) of Rental *(Required)*

Newsletter

[Read our latest newsletter](#)

Separated by a comma. Please Insert dates in MM/DD/YYYY format.

Rental Agreement *(Required)*

I agree to the rental policy

The Renter, if a non-member, is required to secure the booking with a \$100.00 deposit. The rental fee will be based on the booking type and shall be paid prior to the date of rental. The Renter will be notified by email. The Renter will be liable for all lost items and broken property. Rental of the Club House shall NOT be reassigned to other parties.

ICC reserves the right to re-enter the premises at any time for inspection of same.

The Renter shall abide by all the laws, statutes and regulations pertaining to the use of alcoholic beverages. Under no conditions is any

Cancellation Policy *(Required)*

I agree to the cancellation policy

CANCELLATION POLICY: 20% of rental fee contracted will be payable to ICC for any event cancelled not more than 48 hours prior to date of the scheduled rental.

Name *(Required)*

First

Last

Address *(Required)*

Street Address

Address Line 2

City

State

ZIP Code

Member? *(Required)*

Yes

No

Signature *(Required)*



CAPTCHA



60590 Decatur Road
Cassopolis, MI 49031

800.492.5989
teammidwest.com

October 27th, 2023

Dear Dexter Township,

Enclosed, please find a Metro Act Permit application from Midwest Energy & Communications (MEC) for the expansion of our fiber-to-the-home broadband services.

MEC is a customer-owned rural electric cooperative founded in 1937 and headquartered in Cassopolis, Michigan. MEC provides electric distribution services in 11 counties in southwest and southeast Michigan, northern Indiana/Ohio, propane services in southwest and west-central Michigan, and fiber telecommunications services in southern Michigan.

MEC is currently expanding fiber internet to thousands of underserved and unserved residents in rural southern Michigan. Our extended service area is not contiguous and is dependent on grant funding from federal, state, and local sources.

Included in this envelope you will find:

- METRO Act Permit Application Form.
- MEC's UTC and ETC filings.
- MEC's Certificate of Good Standing.
- METRO Act Bilateral Permit
- A Certificate of Insurance naming the municipality as the additional insured.
- A map showing where MEC's fiber will be installed.
- A \$500.00 check to cover the permit application filing fees.

Once the permit application has been approved, please sign the Bilateral Permit form and email the executed document back to me at paige.baker@teammidwest.com. I will file the document with the Michigan Public Service Commission. Please complete this within 45 days of the dated documents.

If you receive questions from your patrons asking if service will be available. They can check their address at <https://www.teammidwest.com/internet/>

Should you have any questions, I am available by phone or email.

Thank you!

Paige Baker
Executive Coordinator
60590 Decatur Rd.
Cassopolis, MI 49031
269-445-1049

**METRO Act Permit Application Form
Revised February 2, 2015**

Dexter Township
Name of Local Unit of Government

**APPLICATION FOR
ACCESS TO AND ONGOING USE OF PUBLIC WAYS BY
TELECOMMUNICATIONS PROVIDERS
UNDER
METROPOLITAN EXTENSION TELECOMMUNICATIONS
RIGHTS-OF-WAY OVERSIGHT ACT
2002 PA 48
MCL SECTIONS 484.3101 TO 484.3120**

BY

**MIDWEST ENERGY & COMMUNICATIONS
("APPLICANT")**

Unfamiliar with METRO Act?--Assistance: Municipalities unfamiliar with Michigan Metropolitan Extension Telecommunications Rights-of-Way Oversight Act ("METRO Act") permits for telecommunications providers should seek assistance, such as by contacting the Telecommunications Division of the Michigan Public Service Commission at 517-284-8190 or via its web site at http://www.michigan.gov/mpsc/0,4639,7-159-16372_22707---,00.html.

45 Days to Act—Fines for Failure to Act: The METRO Act states that "A municipality shall approve or deny access under this section within 45 days from the date a provider files an application for a permit for access to a public right-of-way." MCL 484.3115(3). The Michigan Public Service Commission can impose fines of up to \$40,000 per day for violations of the METRO Act. It has imposed fines under the Michigan Telecommunications Act where it found providers or municipalities violated the statute.

Where to File: Applicants should file copies as follows [municipalities should adapt as appropriate—unless otherwise specified service should be as follows]:

-- Three (3) copies (one of which shall be marked and designated as the master copy) with the Clerk at Dexter Township, 6880 Dexter-Pinckney Rd., Dexter, MI 48130.

Dexter Township

Name of local unit of government

**APPLICATION FOR
ACCESS TO AND ONGOING USE OF PUBLIC WAYS BY
TELECOMMUNICATIONS PROVIDERS**

**By
MIDWEST ENERGY & COMMUNICATIONS
("APPLICANT")**

This is an application pursuant to Sections 5 and 6 of the Metropolitan Extension Telecommunications Rights-of-Way Oversight Act, 2002 PA 48 (the "METRO Act") for access to and ongoing usage of the public right-of-way, including public roadways, highways, streets, alleys, easements, and waterways ("Public Ways") in the Municipality for a telecommunications system. The METRO Act states that "A municipality shall approve or deny access under this section within 45 days from the date a provider files an application for a permit for access to a public right-of-way." MCL 484.3115(3).

This application must be accompanied by a one-time application fee of \$500, unless the applicant is exempt from this requirement under Section 5(3) of the METRO Act, MCL 484.3105(3).

1 GENERAL INFORMATION:

1.1 Date: **October 27, 2023**

1.2 Applicant's legal name: **Midwest Energy & Communications**

Mailing Address: **60590 Decatur Rd. Cassopolis, MI 49031**

Telephone Number: **800-492-5989**

Fax Number: **269-445-3792**

Corporate website: **<https://www.teammidwest.com>**

Name and title of Applicant's local manager (and if different) contact person regarding this application:

Terry Rubenthaler, Chief Operating Officer

Mailing Address: **60590 Decatur Rd. Cassopolis, MI 49031**

Telephone Number: **269-445-1031**

Fax Number: **269-445-3792**

E-mail Address: **terry.rubenthaler@teammidwest.com**

1.3 Type of Entity: (Check one of the following)

- ☒ Corporation
☐ General Partnership
☐ Limited Partnership
☐ Limited Liability Company
☐ Individual
☐ Other, please describe: _____

1.4 Assumed name for doing business, if any: **Midwest Energy & Communications**

1.5 Description of Entity: **Cooperative**

1.5.1 Jurisdiction of incorporation/formation; **Southwest Michigan**

1.5.2 Date of incorporation/formation; **1937**

1.5.3 If a subsidiary, name of ultimate parent company;

1.5.4 Chairperson, President/CEO, Secretary and Treasurer (and equivalent officials for non-corporate entities).

Chairperson: Clarence Barth

President/CEO: Robert L. Hance

Secretary: Ron Armstrong

Treasurer: John Green

1.6 Attach copies of Applicant's most recent annual report (with state ID number) filed with the Michigan Department of Licensing and Regulatory Affairs and certificate of good standing with the State of Michigan. For entities in existence for less than one year and for non-corporate entities, provide equivalent information.

ID Number: 38-3386126

1.7 Is Applicant aware of any present or potential conflicts of interest between Applicant and Municipality?

Circle: Yes ☒ No

If "yes," please describe.

1.8 In the past three (3) years, has Applicant had a permit to install telecommunications facilities in the public right of way revoked by any Michigan municipality?

Circle: Yes ☒ No

If "yes," please describe the circumstances.

- 1.9 In the past three (3) years, has an adverse finding been made or an adverse final action been taken by any Michigan court or administrative body against Applicant under any law or regulation related to the following:

1.9.1 A felony; or

1.9.2 A revocation or suspension of any authorization (including cable franchises) to provide telecommunications or video programming services?

Circle: Yes

☒ No

If "yes," please attach a full description of the parties and matters involved, including an identification of the court or administrative body and any proceedings (by dates and file numbers, if applicable), and the disposition of such proceedings.

- 1.10 [If Applicant has been granted and currently holds a license to provide basic local exchange service, no financial information needs to be supplied.] If publicly held, provide Applicant's most recent financial statements. If financial statements of a parent company of Applicant (or other affiliate of Applicant) are provided in lieu of those of Applicant, please explain.

1.10.1 If privately held, and if Municipality requests the information within 10 days of the date of this Application, the Applicant and the Municipality should make arrangements for the Municipality to review the financial statements.

If no financial statements are provided, please explain and provide particulars.

2 DESCRIPTION OF PROJECT:

- 2.1 Provide a copy of authorizations, if applicable, Applicant holds to provide telecommunications services in Municipality. If no authorizations are applicable, please explain.

Please see the attached PDF's – CLEC Expansion, ETC Expansion

- 2.2 Describe in plain English how Municipality should describe to the public the telecommunications services to be provided by Applicant and the telecommunications facilities to be installed by Applicant in the Public Ways.

Midwest Energy & Communications (MEC) intends to construct high-speed fiber infrastructure to deliver telecommunications solutions (high-speed broadband internet and voice communication) to eligible homes and

businesses within the areas MEC has been awarded grant funds. MEC will use existing utility infrastructure where available to construct the fiber facilities, including poles and rights-of-way, and will update/add necessary infrastructure as necessary to ensure a high-quality experience.

- 2.3 Attach route maps showing the location (including whether overhead or underground) of Applicant's existing and proposed facilities in the public right-of-way. To the extent known, please identify the side of the street on which the facilities will be located. (If construction approval is sought at this time, provide engineering drawings, if available, showing location and depth, if applicable, of facilities to be installed in the public right-of-way).

Route map attached.

- 2.4 Please provide an anticipated or actual construction schedule.

The project will be completed over the next five years.

- 2.5 Please list all organizations and entities which will have any ownership interest in the facilities proposed to be installed in the Public Ways.

Midwest Energy & Communications

- 2.6 Who will be responsible for maintaining the facilities Applicant places in the Public Ways and how are they to be promptly contacted? If Applicant's facilities are to be installed on or in existing facilities in the Public Ways of existing public utilities or incumbent telecommunications providers, describe the facilities to be used, and provide verification of their consent to such usage by Applicant.

Midwest Energy & Communications will maintain the facilities. MEC will also use existing facilities and/or construct new facilities.

3 TELECOMMUNICATION PROVIDER ADMINISTRATIVE MATTERS:

Please provide the following or attach an appropriate exhibit.

- 3.1 Address of Applicant's nearest local office;
- 60590 Decatur Rd. Cassopolis, MI 49031.**
- 3.2 Location of all records and engineering drawings, if not at local office;

Record and engineering drawing are at the local office.

- 3.3 Names, titles, addresses, e-mail addresses and telephone numbers of contact person(s) for Applicant's engineer or engineers and their responsibilities for the telecommunications system;

Terry Rubenthaler, Chief Operating Officer
269-445-1031
terry.rubenthaler@teammidwest.com

- 3.4 Provide evidence of self-insurance or a certificate of insurance showing Applicant's insurance coverage, carrier and limits of liability for the following:

3.4.1 Worker's compensation; **Please see attached PDF.**

3.4.2 Commercial general liability, including at least: **Please see attached PDF.**

3.4.2.1 Combined overall limits;

3.4.2.2 Combined single limit for each occurrence of bodily injury;

3.4.2.3 Personal injury;

3.4.2.4 Property damage;

3.4.2.5 Blanket contractual liability for written contracts, products, and completed operations;

3.4.2.6 Independent contractor liability;

3.4.2.7 For any non-aerial installations, coverage for property damage from perils of explosives, collapse, or damage to underground utilities (known as XCU coverage);

3.4.2.8 Environmental contamination;

3.4.3 Automobile liability covering all owned, hired, and non-owned vehicles used by Applicant, its employee, or agents.

- 3.5 Names of all anticipated contractors and subcontractors involved in the construction, maintenance and operation of Applicant's facilities in the Public Ways.

Utility Contractors
Western Tel-Com
Ace Cable
DCS Technology Design

4 CERTIFICATION:

All the statements made in the application and attached exhibits are true and correct to the best of my knowledge and belief.

MIDWEST ENERGY & COMMUNICATIONS

October 27, 2023
Date

By: Terry W. Rubenthaler
Print Name: Terry Rubenthaler
Title: Chief Operating Officer

S:\metroapplicationform.doc

STATE OF MICHIGAN
BEFORE THE MICHIGAN PUBLIC SERVICE COMMISSION

* * * * *

In the matter of the application of)	
MIDWEST ENERGY COOPERATIVE, d/b/a)	
MIDWEST ENERGY & COMMUNICATIONS,)	Case No. U-21019
for expansion of its license to provide basic local)	
exchange service in designated exchanges.)	
_____)	

At the May 26, 2021 meeting of the Michigan Public Service Commission in Lansing,
Michigan.

PRESENT: Hon. Daniel C. Scripps, Chair
Hon. Tremaine L. Phillips, Commissioner
Hon. Katherine L. Peretick, Commissioner

ORDER

On November 25, 2013, and January 14, 2014, Midwest Energy Cooperative, d/b/a Midwest Connections, filed an application and amended application, respectively, in Case No. U-17512, under the Michigan Telecommunications Act (MTA), MCL 484.2101 *et seq.*, for a license to provide basic local exchange service in various exchanges served by AT&T Michigan, Bloomingdale Telephone Company, Inc., Frontier North Inc., and Frontier Midstates Inc., as described in the applications. On March 18, 2014, the Commission granted Midwest Energy Cooperative, d/b/a Midwest Connections, a permanent license.

On October 5, 2018, December 12, 2018, and January 15, 2019, Midwest Energy Cooperative, d/b/a Midwest Energy & Communications (Midwest), filed an application and amended applications, respectively, in Case No. U-20337 to expand the geographic area of its license to

provide basic local exchange service. On February 21, 2019, the Commission issued an order granting a permanent license expansion to provide basic local exchange service in the exchanges in the list attached to that order as Exhibit A.

On March 4, 2021, Midwest filed an application in the instant case (March 4 application), under the MTA, MCL 484.2101 *et seq.*, for temporary and permanent licenses to expand its license to serve as a basic local exchange carrier in the exchanges identified in the list attached to the application as Exhibit A. On April 8, 2021, the Commission granted Midwest a temporary license expansion.

On April 6, 2021, Midwest published a notice of opportunity to comment in the Detroit Free Press and the Detroit News. No comments were filed with the Commission.

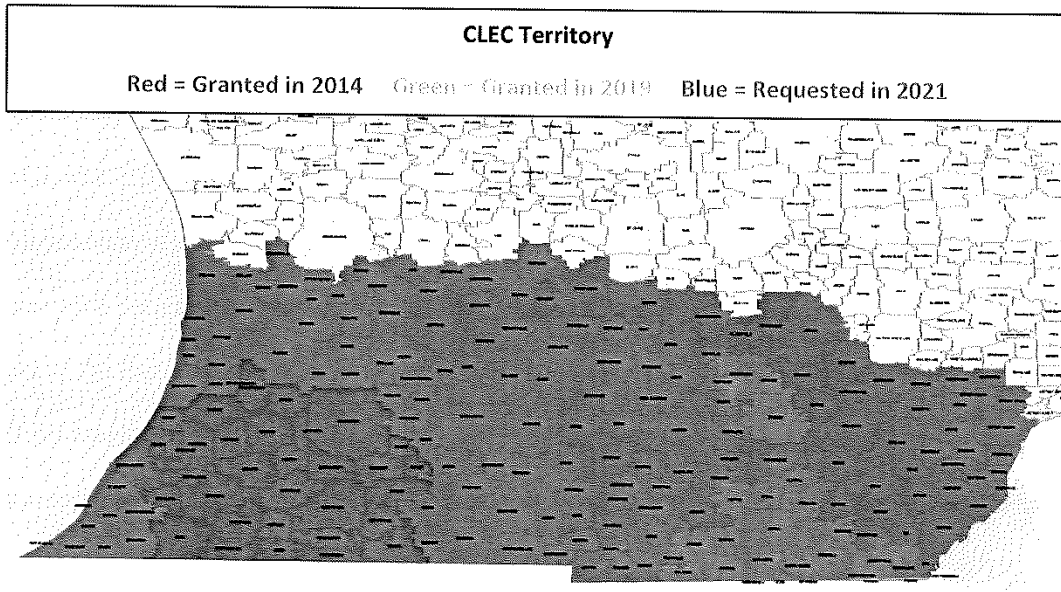
After review of the March 4 application, the Commission finds that Midwest's application is in the public interest and should be approved. The expansion of the license is conditioned on full compliance with the MTA, as well as the anti-slamming procedures adopted in Case No. U-11900, the access restructuring mechanism contribution methodology adopted in Case No. U-16183, the number portability provisions of the MTA, and the number reclamation process adopted in Case No. U-12703. Further, the expansion of the license is conditioned upon the provision of service to customers in the added exchanges within a reasonable time. Failure to comply fully with those procedures may result in revocation of the license or other penalties.

THEREFORE, IT IS ORDERED that:

A. Midwest Energy Cooperative, d/b/a Midwest Energy & Communications, is granted a permanent license to expand the geographic area of its current license to provide basic local exchange service to include the exchanges identified in the list attached to the March 4, 2021 application as Exhibit A.

B. Midwest Energy Cooperative, d/b/a Midwest Energy & Communications, shall provide basic local exchange service in accordance with the regulatory requirements specified in the Michigan Telecommunications Act, MCL 484.2101 *et seq.*, including the number portability provisions of MCL 484.2358, the access restructuring mechanism contribution requirements of MCL 484.2310 and Case No. U-16183, the anti-slamming procedures adopted in Case No. U-11900, and the number reclamation process adopted in Case No. U-12703.

C. Before commencing basic local exchange service in the areas added to the license by this order, Midwest Energy Cooperative, d/b/a Midwest Energy & Communications, shall submit its tariff identifying the additional exchanges in which it will offer service.



ILECS SERVING MIDWEST'S PROPOSED CLEC TERRITORY BY EXCHANGE

EXCHANGE	ILEC	COUNTIES
ALBION	AT&T Michigan	Calhoun Jackson
ALLEGAN	Frontier North Inc.	Allegan Van Buren
ALLEN	Frontier Communications of Michigan	Branch Hillsdale
ALTO	AT&T Michigan	Ionia Kent
ANN ARBOR	AT&T Michigan	Washtenaw
ATHENS	AT&T Michigan	Branch Calhoun Kalamazoo St. Joseph
AUGUSTA	Communications Corporation of America (TDS)	Calhoun Kalamazoo
BANFIELD	Barry County Telephone Company	Barry Calhoun Kalamazoo
BARODA	Frontier Midstates Inc.	Berrien
BATTLE CREEK	AT&T Michigan	Barry Calhoun Kalamazoo
BELLEVILLE	AT&T Michigan	Wayne
BELLEVUE	AT&T Michigan	Barry Calhoun Eaton
BERRIEN SPRINGS	AT&T Michigan	Berrien
BRIDGMAN	Frontier Midstates Inc.	Berrien
BRIGHTON	AT&T Michigan	Livingston Oakland Washtenaw
BRITTON	Frontier North Inc.	Lenawee Monroe Washtenaw
BRONSON	Frontier North Inc.	Branch St. Joseph
BROOKLYN	Frontier Communications of Michigan	Hillsdale Jackson Lenawee Washtenaw
BUCHANAN	AT&T Michigan	Berrien
BUNDY HILL	Frontier Communications of Michigan	Hillsdale Jackson
BURLINGTON	Frontier Midstates Inc.	Branch Calhoun

ILECS SERVING MIDWEST'S PROPOSED CLEC TERRITORY BY EXCHANGE

EXCHANGE	ILEC	COUNTIES
BURR OAK	Frontier North Inc.	Branch St. Joseph
BYRON CENTER	AT&T Michigan	Allegan Kent Ottawa
CALEDONIA	AT&T Michigan	Allegan Barry Kent
CAMBRIA	Frontier Communications of Michigan	Hillsdale
CAMDEN	Frontier Communications of Michigan	Hillsdale
CARLETON	AT&T Michigan	Monroe Wayne
CHARLOTTE	AT&T Michigan	Calhoun Eaton
CLARKLAKE	AT&T Michigan	Hillsdale Jackson Lenawee
CLARKSVILLE	AT&T Michigan	Ionia
CLIMAX	Climax Telephone Company	Calhoun Kalamazoo
COLDWATER	Frontier North Inc.	Branch
COLDWATER LAKE	Frontier North Inc.	Branch
COLON	Frontier North Inc.	Branch St. Joseph
CONCORD	Frontier Communications of Michigan	Calhoun Hillsdale Jackson
DANSVILLE	AT&T Michigan	Ingham
DELTON	Barry County Telephone Company	Barry Kalamazoo
DETROIT ZONE 4	AT&T Michigan	Oakland Wayne
DETROIT ZONE 5	AT&T Michigan	Oakland Wayne
DETROIT ZONE 6	AT&T Michigan	Wayne
DEXTER	AT&T Michigan	Livingston Washtenaw
DIMONDALE	AT&T Michigan	Eaton Ingham
DORR	AT&T Michigan	Allegan
DRENTHE	Ace Telephone Company of Michigan	Allegan Ottawa
DUNDEE	Frontier North Inc.	Monroe

ILECS SERVING MIDWEST'S PROPOSED CLEC TERRITORY BY EXCHANGE

EXCHANGE	ILEC	COUNTIES
DUTTON	AT&T Michigan	Allegan Kent
EATON RAPIDS	AT&T Michigan	Eaton Ingham Jackson
ERIE	Frontier North Inc.	Monroe
FARMINGTON	AT&T Michigan	Oakland Wayne
FENNVILLE	Frontier North Inc.	Allegan
FITCHBURG	Frontier Midstates Inc.	Ingham Jackson
FLAT ROCK	AT&T Michigan	Monroe Wayne
FOWLerville	AT&T Michigan	Ingham Livingston Shiawassee
FREEPORT	AT&T Michigan	Barry Ionia Kent
FRONTIER	Frontier Communications of Michigan	Hillsdale
GALESBURG	AT&T Michigan	Calhoun Kalamazoo
GALIEN	AT&T Michigan	Berrien
GANGES	Frontier North Inc.	Allegan
GLENN	Frontier Midstates Inc.	Allegan
GRAND JUNCTION	Frontier North Inc.	Allegan Van Buren
GRAND LEDGE	Frontier North Inc.	Clinton Eaton Ionia
GRASS LAKE	Frontier North Inc.	Jackson Washtenaw
HAMILTON	Frontier North Inc.	Allegan
HANOVER-HORTON	Frontier Communications of Michigan	Hillsdale Jackson
HASTINGS	AT&T Michigan	Barry
HICKORY CORNERS	Communications Corporation of America (TDS)	Barry Kalamazoo
HILLSDALE	AT&T Michigan	Hillsdale
HOLLAND	AT&T Michigan	Allegan Ottawa
HOLT	AT&T Michigan	Eaton Ingham

ILECS SERVING MIDWEST'S PROPOSED CLEC TERRITORY BY EXCHANGE

EXCHANGE	ILEC	COUNTIES
HOMER	Frontier Midstates Inc.	Calhoun Hillsdale Jackson
HOPKINS	AT&T Michigan	Allegan
HOWELL	AT&T Michigan	Livingston
HUDSONVILLE	AT&T Michigan	Ottawa
IDA	Frontier North Inc.	Monroe
JACKSON	AT&T Michigan	Ingham Jackson
JAMESTOWN	AT&T Michigan	Allegan Kent Ottawa
JONESVILLE	AT&T Michigan	Hillsdale
LACEY	Barry County Telephone Company	Barry
LACOTA	Frontier Midstates Inc.	Allegan Van Buren
LAKE ODESSA	AT&T Michigan	Barry Eaton Ionia
LANSING	AT&T Michigan	Clinton Eaton Ingham Shiawassee
LESLIE	AT&T Michigan	Ingham Jackson
LITCHFIELD	Centurytel Midwest – Michigan	Branch Calhoun Hillsdale
LIVONIA	AT&T Michigan	Oakland Wayne
LOST PENINSULA	Frontier North Inc.	Monroe
MANCHESTER	AT&T Michigan	Jackson Washtenaw
MARSHALL	AT&T Michigan	Calhoun
MARTIN	AT&T Michigan	Allegan Barry
MASON	AT&T Michigan	Ingham
MAYBEE	Frontier North Inc.	Monroe Washtenaw Wayne
MIDDLEVILLE	AT&T Michigan	Allegan Barry

ILECS SERVING MIDWEST'S PROPOSED CLEC TERRITORY BY EXCHANGE

EXCHANGE	ILEC	COUNTIES
MILAN	AT&T Michigan	Lenawee Monroe Washtenaw
MOLINE	AT&T Michigan	Allegan Kent
MONROE	AT&T Michigan	Monroe
MONTGOMERY	Frontier Communications of Michigan	Branch Hillsdale
MOSHERVILLE	Centurytel Midwest – Michigan	Calhoun Hillsdale Jackson
MULLIKEN	AT&T Michigan	Eaton Ionia
MUNITH	Frontier Midstates Inc.	Ingham Jackson Washtenaw
NAPOLEON	AT&T Michigan	Jackson Washtenaw
NASHVILLE	AT&T Michigan	Barry Eaton
NEW BOSTON	AT&T Michigan	Wayne
NEW BUFFALO	AT&T Michigan	Berrien
NEWPORT	Centurytel of Michigan	Monroe
NORTH ADAMS	Frontier Communications of Michigan	Hillsdale
NORTHVILLE	AT&T Michigan	Oakland Washtenaw Wayne
NORTH SYLVANIA	Frontier North Inc.	Lenawee Monroe
OLIVET	AT&T Michigan	Calhoun Eaton
ONONDAGA	Frontier Midstates Inc.	Eaton Ingham Jackson
OSSEO-PITTSFIELD	Frontier Communications of Michigan	Hillsdale
OTSEGO	AT&T Michigan	Allegan Kalamazoo Van Buren
PARMA	Frontier Midstates Inc.	Calhoun Jackson
PETERSBURG	Deerfield Farmers Telephone Company	Lenawee Monroe

ILECS SERVING MIDWEST'S PROPOSED CLEC TERRITORY BY EXCHANGE

EXCHANGE	ILEC	COUNTIES
PINCKNEY	AT&T Michigan	Livingston Washtenaw
PINE LAKE	Barry County Telephone Company	Allegan Barry Kalamazoo
PLAINWELL	AT&T Michigan	Allegan Barry Kalamazoo
PLYMOUTH	AT&T Michigan	Washtenaw Wayne
PORTLAND	AT&T Michigan	Clinton Ionia
POTTERVILLE	AT&T Michigan	Eaton
PRATTVILLE	Frontier Communications of Michigan	Hillsdale Lenawee
PULLMAN	Frontier Midstates Inc.	Allegan
QUINCY	Frontier North Inc.	Branch Hillsdale
RANSOM	Frontier Communications of Michigan	Hillsdale
READING	Frontier North Inc.	Branch Hillsdale
RICHLAND	AT&T Michigan	Barry Kalamazoo
RIVES JUNCTION	Frontier Midstates Inc.	Ingham Jackson
ROCKWOOD	AT&T Michigan	Monroe Wayne
ROMULUS	AT&T Michigan	Wayne
SALINE	Frontier North Inc.	Lenawee Washtenaw
SAND CREEK	Sand Creek Telephone Company	Lenawee
SAUGATUCK	Frontier North Inc.	Allegan
SAWYER	Frontier Midstates Inc.	Berrien
SOUTH LYON	AT&T Michigan	Livingston Oakland Washtenaw
SOUTHFIELD	AT&T Michigan	Oakland Wayne
SOUTH HAVEN	Frontier North Inc.	Allegan Van Buren
SPRINGPORT	Springport Telephone Company	Calhoun Eaton Ingham Jackson

ILECS SERVING MIDWEST'S PROPOSED CLEC TERRITORY BY EXCHANGE

EXCHANGE	ILEC	COUNTIES
ST JOSEPH	AT&T Michigan	Berrien
SUNFIELD	Centurytel Midwest – Michigan	Barry Eaton Ionia
TEKONSHA	Frontier Midstates Inc.	Branch Calhoun
TEMPERANCE	Frontier North Inc.	Monroe
THREE OAKS	AT&T Michigan	Berrien
TRENTON	AT&T Michigan	Wayne
UNION CITY	Frontier North Inc.	Branch Calhoun
VERMONTVILLE	AT&T Michigan	Barry Eaton
WAYLAND	AT&T Michigan	Allegan Barry
WAYNE	AT&T Michigan	Wayne
WEBBERVILLE	Frontier Midstates Inc.	Ingham Livingston
WHITMORE LAKE	AT&T Michigan	Livingston Washtenaw
WILLIAMSTON	Frontier North Inc.	Clinton Ingham Shiawassee
WILLIS	AT&T Michigan	Washtenaw Wayne
WOODLAND	Frontier North Inc.	Barry Eaton
WYANDOTTE	AT&T Michigan	Wayne
YPSILANTI	AT&T Michigan	Washtenaw Wayne
ZEELAND	AT&T Michigan	Allegan Ottawa

PROOF OF SERVICE

STATE OF MICHIGAN)

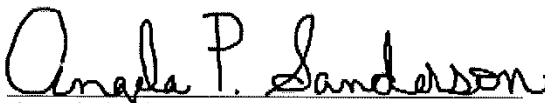
Case No. U-21019

County of Ingham)

Brianna Brown being duly sworn, deposes and says that on May 26, 2021 A.D. she electronically notified the attached list of this **Commission Order via e-mail transmission**, to the persons as shown on the attached service list (Listserv Distribution List).


Brianna Brown

Subscribed and sworn to before me
this 26th day of May 2021.


Angela P. Sanderson
Notary Public, Shiawassee County, Michigan
As acting in Eaton County
My Commission Expires: May 21, 2024

Service List for Case: U-21019

Name	Email Address
Midwest Energy Cooperative d/b/a Midwest Energy & Communications Mowitt S. Drew III	dave.allen@teammidwest.com mdrew@kotzsangster.com

STATE OF MICHIGAN
BEFORE THE MICHIGAN PUBLIC SERVICE COMMISSION

* * * * *

In the matter of the application of)	
MIDWEST ENERGY COOPERATIVE, d/b/a)	
MIDWEST ENERGY AND COMMUNICATIONS,)	Case No. U-17861
for designation as an eligible telecommunications)	
carrier in the state of Michigan.)	
_____)	

At the May 26, 2021 meeting of the Michigan Public Service Commission in Lansing,
Michigan.

PRESENT: Hon. Daniel C. Scripps, Chair
Hon. Tremaine L. Phillips, Commissioner
Hon. Katherine L. Peretick, Commissioner

ORDER

On March 19, 2015, Midwest Energy Cooperative (Midwest), then doing business as Midwest Connections, filed an application (March 19 application) pursuant to Section 214(e)(2) of the Communications Act of 1934, 47 USC 214(e)(2), for designation as an eligible telecommunications carrier (ETC) for access to universal service fund (USF) support for the purpose of participating in the Federal Communications Commission's (FCC's) Rural Broadband Experiment (RBE) program funding opportunities. Midwest filed supplemental information on May 5, 2015 and May 20, 2015. On June 3, 2015, the Commission issued an order approving Midwest's application as a High Cost only ETC for the census blocks listed in Exhibit 1 of the March 19 application. These census blocks were awarded by the FCC as a result of the RBE program. On September 25, 2018, Midwest filed an application to expand its ETC service area

and to add Lifeline to its ETC designation as a recipient of an award from the Connect America Fund Phase II Auction (CAF II). Midwest filed an amended application on December 14, 2018 and an amended exhibit on January 3, 2019. On February 21, 2019, the Commission issued an order approving Midwest's expansion as a High Cost and Lifeline ETC in the exchanges and census blocks listed in the amended exhibit filed on January 3, 2019.

On February 7, 2020, the FCC released FCC 20-5 Report and Order in which it authorized and established the framework for the Rural Digital Opportunity Fund Phase I auction (RDOF auction).¹ The RDOF will provide up to \$20.4 billion towards the expansion of broadband into unserved and underserved areas, with a focus on improving network speeds.

On December 7, 2020, the FCC announced the winning bidders of the RDOF auction.² Midwest was among the winners of the auction and was awarded additional funding toward census blocks in Michigan. The auction winners are required to use money awarded in the auction to expand broadband and meet various broadband goals throughout the census blocks. Additionally, the auction money award is contingent upon Midwest's designation as an ETC in the census blocks it received in the auction. The award winners have been given a deadline of June 7, 2021, to provide evidence of ETC designation in the locations they have been assigned as winning bidders.

On March 4, 2021, Midwest Energy Cooperative, d/b/a Midwest Energy and Communications, filed an application (March 4 application) pursuant to Section 214(e)(2) of the

¹ FCC 20-5 Report and Order, <https://docs.fcc.gov/public/attachments/FCC-20-5A1.pdf> (accessed May 17, 2021).

² FCC December 7, 2020 Public Notice of RDOF Awards, <https://www.fcc.gov/document/auction-904-winning-bidders> (accessed May 17, 2021).

Communications Act of 1996, 47 USC 214(e)(2), requesting approval to expand its current High Cost and Lifeline ETC designation to include the census blocks on pages 32-125 and the exchanges on pages 13-19 of Exhibit 1 of its March 4 application. Midwest seeks to include in its ETC designation all census blocks it was awarded in the FCC's RDOF auction. Midwest is seeking expansion in several census blocks that include Tribal lands, including land belonging to the Nottawaseppi Huron Band of Potawatomi Indians. Midwest confirms that it will continue to provide all the services and functionalities required under federal law in accordance with 47 CFR 54.101(a) and 54.202(a). Midwest is currently a licensed provider of basic local exchange service in the state of Michigan and operates as an ETC under Study Area Code 316131.

Midwest certifies that it will use any federal High Cost support it receives only for the provision, construction, maintenance, and upgrading of facilities along with the provision of supported services in the service area for which the support is intended. Midwest states that it is committed to meeting its federal broadband deployment obligations.

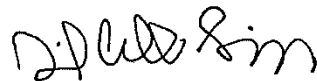
After reviewing Midwest's application, the Commission finds that the application to expand the ETC designation as requested will further the interest of the consumer and should be approved. The Commission also finds that all other aspects of the original June 3, 2015 order remain in effect and that Midwest shall continue to meet all ETC, RBE, CAF II, and RDOF auction requirements.

THEREFORE, IT IS ORDERED that the application filed by Midwest Energy Cooperative, d/b/a Midwest Energy and Communications, to expand its designation as a High Cost and Lifeline eligible telecommunications carrier to include all census blocks listed on pages 32-125 and all exchanges on pages 13-19 of Exhibit 1 of the March 4, 2021 application, is approved.

The Commission reserves jurisdiction and may issue further orders as necessary.

Any party aggrieved by this order may file an action in the appropriate federal District Court pursuant to 28 USC 1331. To notify the Commission of an appeal, appellants shall send required notices to both the Commission's Executive Secretary and to the Commission's Legal Counsel. Electronic notifications should be sent to the Executive Secretary at mpscedockets@michigan.gov and to the Michigan Department of the Attorney General - Public Service Division at pungpl@michigan.gov. In lieu of electronic submissions, paper copies of such notifications may be sent to the Executive Secretary and the Attorney General - Public Service Division at 7109 W. Saginaw Hwy., Lansing, MI 48917.

MICHIGAN PUBLIC SERVICE COMMISSION



Daniel C. Scripps, Chair

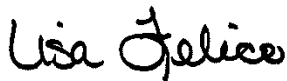


Tremaine L. Phillips, Commissioner



Katherine L. Peretick, Commissioner

By its action of May 26, 2021.



Lisa Felice, Executive Secretary

PROOF OF SERVICE

STATE OF MICHIGAN)

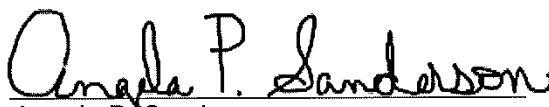
Case No. U-17861

County of Ingham)

Brianna Brown being duly sworn, deposes and says that on May 26, 2021 A.D. she electronically notified the attached list of this **Commission Order via e-mail transmission**, to the persons as shown on the attached service list (Listserv Distribution List).

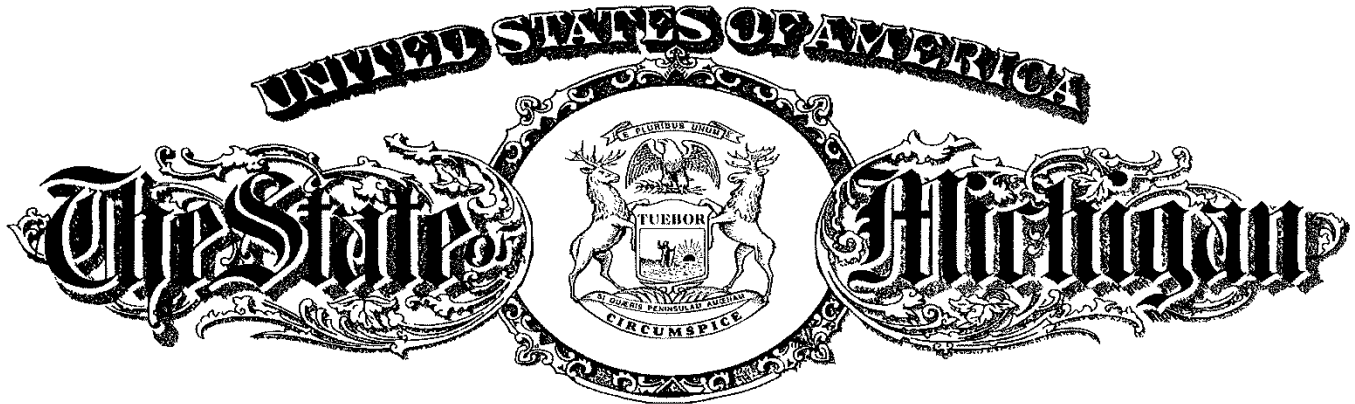

Brianna Brown

Subscribed and sworn to before me
this 26th day of May 2021.


Angela P. Sanderson
Notary Public, Shiawassee County, Michigan
As acting in Eaton County
My Commission Expires: May 21, 2024

Service List for Case: U-17861

Name	Email Address
Midwest Energy Cooperative	dave.allen@teammidwest.com
Mowitt S. Drew III	mdrew@kotzsangster.com
Shannon M. Heim	shannon.heim@lawmoss.com



Department of Licensing and Regulatory Affairs

Lansing, Michigan

This is to Certify That

MIDWEST ENERGY COOPERATIVE

was validly Incorporated on January 1, 1998 as a Michigan nonprofit corporation, and said corporation is validly in existence under the laws of this state.

This certificate is issued pursuant to the provisions of 1982 PA 162 to attest to the fact that the corporation is in good standing in Michigan as of this date and is duly authorized to conduct affairs in Michigan and for no other purpose.

This certificate is in due form, made by me as the proper officer, and is entitled to have full faith and credit given it in every court and office within the United States.



In testimony whereof, I have hereunto set my hand,
in the City of Lansing, this 26th day of October, 2023.

Linda Clegg

Linda Clegg, Director

Corporations, Securities & Commercial Licensing Bureau

Sent by electronic transmission

Certificate Number: 23100569404

Verify this certificate at: URL to eCertificate Verification Search <http://www.michigan.gov/corpverifycertificate>.

**METRO Act Permit
Bilateral Form
Revised 12/06/02**

**RIGHT-OF-WAY
TELECOMMUNICATIONS PERMIT**

TERMS AND CONDITIONS

1 Definitions

- 1.1 Company shall mean **Midwest Energy & Communications** organized under the laws of the State of Michigan whose address is **60590 Decatur Rd. Cassopolis, MI 49031**.
- 1.2 Effective Date shall mean the date set forth in Part 13.
- 1.3 Manager shall mean Municipality's [Mayor/Manager/Supervisor/Village President] or his or her designee.
- 1.4 METRO Act shall mean the Metropolitan Extension Telecommunications Rights-of-Way Oversight Act, Act No. 48 of the Public Acts of 2002, as amended.
- 1.5 Municipality shall mean **Dexter Township**, a Michigan municipal corporation.
- 1.6 Permit shall mean this document.
- 1.7 Public Right-of-Way shall mean the area on, below, or above a public roadway, highway, street, alley, easement, or waterway, to the extent Municipality has the ability to grant the rights set forth herein. Public right-of-way does not include a federal, state, or private right-of-way.
- 1.8 Telecommunication Facilities or Facilities shall mean the Company's equipment or personal property, such as copper and fiber cables, lines, wires, switches, conduits, pipes, and sheaths, which are used to or can generate, receive, transmit, carry, amplify, or provide telecommunication services or signals. Telecommunication Facilities or Facilities do not include antennas, supporting structures for antennas, equipment shelters or houses, and any ancillary equipment and miscellaneous hardware used to provide federally licensed commercial mobile service as defined in Section 332(d) of Part I of Title III of the Communications Act of 1934, Chapter 652, 48 Stat. 1064, 47 U.S.C. 332 and further defined as commercial mobile radio service in 47 CFR 20.3, and service provided by any wireless, 2-way communications device.
- 1.9 Term shall have the meaning set forth in Part 7.

2 Grant

- 2.1 Municipality hereby grants a permit under the METRO Act to Company for access to and ongoing use of the Public Right-of-Way to construct, install and maintain Telecommunication Facilities in those portions of the Public Right-of-Way identified on Exhibit A on the terms set forth herein.
- 2.1.1 Exhibit A may be modified by written request by Company and approval by Manager.
- 2.1.2 Manager shall not unreasonably condition or deny any request for a modification of Exhibit A. Any decision of Manager on a request for a modification may be appealed by Company to Municipality's legislative body.
- 2.2 Overlashing. Company shall not allow the wires or any other facilities of a third party to be overlashed to the Telecommunication Facilities without Municipality's prior written consent. Municipality's right to withhold written consent is subject to the authority of the Michigan Public Service Commission under Section 361 of the Michigan Telecommunications Act, MCL § 484.2361.
- 2.3 Nonexclusive. The rights granted by this Permit are nonexclusive. Municipality reserves the right to approve, at any time, additional permits for access to and ongoing usage of the Public Right-of-Way by telecommunications providers and to enter into agreements for use of the Public Right-of-Way with and grant franchises for use of the Public Right-of-Way to telecommunications providers, cable companies, utilities and other providers.

3 Contacts, Maps and Plans

- 3.1 Company Contacts. The names, addresses and the like for engineering and construction related information for Company and its Telecommunication Facilities are as follows:
- 3.1.1 The address, e-mail address, phone number and contact person (title or name) at Company's local office (in or near Municipality) is
- 60590 Decatur Rd. Cassopolis, MI 49031**
terry.rubenthaler@teammidwest.com
269-445-1031
Terry Rubenthaler, COO
- 3.1.2 If Company's engineering drawings, as-built plans and related records for the Telecommunication Facilities will not be located at the preceding local

office, the location address, phone number and contact person (title or department) for them is: N/A

- 3.1.3 The name, title, address, e-mail address and telephone numbers of Company's engineering contact person(s) with responsibility for the design, plans and construction of the Telecommunication Facilities is

Terry Rubenthaler, COO
60590 Decatur Rd. Cassopolis, MI 49031
terry.rubenthaler@teammidwest.com
269-445-1031

- 3.1.4 The address, phone number and contact person (title or department) at Company's home office/regional office with responsibility for engineering and construction related aspects of the Telecommunication Facilities is

Terry Rubenthaler, COO
60590 Decatur Rd. Cassopolis, MI 49031
terry.rubenthaler@teammidwest.com
269-445-1031

- 3.1.5 Company shall at all times provide Manager with the phone number at which a live representative of Company (not voice mail) can be reached 24 hours a day, seven (7) days a week, in the event of a public emergency.

800-492-5989

- 3.1.6 The preceding information is accurate as of the Effective Date. Company shall notify Municipality in writing as set forth in Part 12 of any changes in the preceding information.

- 3.2 Route Maps. Within ninety (90) days after the substantial completion of construction of new Facilities in a Municipality, a provider shall submit route maps showing the location of the Telecommunication Facilities to both the Michigan Public Service Commission and to the Municipality, as required under Section 6(7) of the METRO Act, MCLA 484.3106(7).

- 3.3 As-Built Records. Company, without expense to Municipality, shall, upon forty-eight (48) hours notice, give Municipality access to all "as-built" maps, records, plans and specifications showing the Telecommunication Facilities or portions thereof in the Public Right-of-Way. Upon request by Municipality, Company shall inform Municipality as soon as reasonably possible of any changes from previously supplied maps, records, or plans and shall mark up maps provided by Municipality so as to show the location of the Telecommunication Facilities.

4 Use of Public Right-of-Way

- 4.1 No Burden on Public Right-of-Way. Company, its contractors, subcontractors, and the Telecommunication Facilities shall not unduly burden or interfere with the present or future use of any of the Public Right-of-Way. Company's aerial cables and wires shall be suspended so as to not endanger or injure persons or property in or about the Public Right-of-Way. If Municipality reasonably determines that any portion of the Telecommunication Facilities constitutes an undue burden or interference, due to changed circumstances, Company, at its sole expense, shall modify the Telecommunication Facilities or take such other actions as Municipality may determine is in the public interest to remove or alleviate the burden, and Company shall do so within a reasonable time period. Municipality shall attempt to require all occupants of a pole or conduit whose facilities are a burden to remove or alleviate the burden concurrently.
- 4.2 No Priority. This Permit does not establish any priority of use of the Public Right-of-Way by Company over any present or future permittees or parties having agreements with Municipality or franchises for such use. In the event of any dispute as to the priority of use of the Public Right-of-Way, the first priority shall be to the public generally, the second priority to Municipality, the third priority to the State of Michigan and its political subdivisions in the performance of their various functions, and thereafter as between other permit, agreement or franchise holders, as determined by Municipality in the exercise of its powers, including the police power and other powers reserved to and conferred on it by the State of Michigan.
- 4.3 Restoration of Property. Company, its contractors and subcontractors shall immediately (subject to seasonal work restrictions) restore, at Company's sole expense, in a manner approved by Municipality, any portion of the Public Right-of-Way that is in any way disturbed, damaged, or injured by the construction, installation, operation, maintenance or removal of the Telecommunication Facilities to a reasonably equivalent (or, at Company's option, better) condition as that which existed prior to the disturbance. In the event that Company, its contractors or subcontractors fail to make such repair within a reasonable time, Municipality may make the repair and Company shall pay the costs Municipality incurred for such repair.
- 4.4 Marking. Company shall mark the Telecommunication Facilities as follows: Aerial portions of the Telecommunication Facilities shall be marked with a marker on Company's lines on alternate poles which shall state Company's name and provide a toll-free number to call for assistance. Direct buried underground portions of the Telecommunication Facilities shall have (1) a conducting wire placed in the ground at least several inches above Company's cable (if such cable is nonconductive); (2) at least several inches above that, a continuous colored tape with a statement to the effect that there is buried cable beneath; and (3) stakes or

other appropriate above ground markers with Company's name and a toll-free number indicating that there is buried telephone cable below. Bored underground portions of the Telecommunication Facilities shall have a conducting wire at the same depth as the cable and shall not be required to provide the continuous colored tape. Portions of the Telecommunication Facilities located in conduit, including conduit of others used by Company, shall be marked at its entrance into and exit from each manhole and handhole with Company's name and a toll-free telephone number.

- 4.5 Tree Trimming. Company may trim trees upon and overhanging the Public Right-of-Way so as to prevent the branches of such trees from coming into contact with the Telecommunication Facilities, consistent with any standards adopted by Municipality. Company shall dispose of all trimmed materials. Company shall minimize the trimming of trees to that essential to maintain the integrity of the Telecommunication Facilities. Except in emergencies, all trimming of trees in the Public Right-of-Way shall have the advance approval of Manager.
- 4.6 Installation and Maintenance. The construction and installation of the Telecommunication Facilities shall be performed pursuant to plans approved by Municipality. The open cut of any Public Right-of-Way shall be coordinated with the Manager or his designee. Company shall install and maintain the Telecommunication Facilities in a reasonably safe condition. If the existing poles in the Public Right-of-Way are overburdened or unavailable for Company's use, or the facilities of all users of the poles are required to go underground then Company shall, at its expense, place such portion of its Telecommunication Facilities underground, unless Municipality approves an alternate location. Company may perform maintenance on the Telecommunication Facilities without prior approval of Municipality, provided that Company shall obtain any and all permits required by Municipality in the event that any maintenance will disturb or block vehicular traffic or are otherwise required by Municipality.
- 4.7 Pavement Cut Coordination. Company shall coordinate its construction and all other work in the Public Right-of-Way with Municipality's program for street construction and rebuilding (collectively "Street Construction") and its program for street repaving and resurfacing (except seal coating and patching) (collectively, "Street Resurfacing").
- 4.7.1 The goals of such coordination shall be to encourage Company to conduct all work in the Public Right-of-Way in conjunction with or immediately prior to any Street Construction or Street Resurfacing planned by Municipality.
- 4.8 Compliance with Laws. Company shall comply with all laws, statutes, ordinances, rules and regulations regarding the construction, installation, and

maintenance of its Telecommunication Facilities, whether federal, state or local, now in force or which hereafter may be promulgated. Before any installation is commenced, Company shall secure all necessary permits, licenses and approvals from Municipality or other governmental entity as may be required by law, including, without limitation, all utility line permits and highway permits. Municipality shall not unreasonably delay or deny issuance of any such permits, licenses or approvals. Company shall comply in all respects with applicable codes and industry standards, including but not limited to the National Electrical Safety Code (latest edition adopted by Michigan Public Service Commission) and the National Electric Code (latest edition). Company shall comply with all zoning and land use ordinances and historic preservation ordinances as may exist or may hereafter be amended. This section does not constitute a waiver of Company's right to challenge laws, statutes, ordinances, rules or regulations now in force or established in the future.

- 4.9 Street Vacation. If Municipality vacates or consents to the vacation of Public Right-of-Way within its jurisdiction, and such vacation necessitates the removal and relocation of Company's Facilities in the vacated Public Right-of-Way, Company shall, as a condition of this Permit, consent to the vacation and remove its Facilities at its sole cost and expense when ordered to do so by Municipality or a court of competent jurisdiction. Company shall relocate its Facilities to such alternate route as Municipality and Company mutually agree, applying reasonable engineering standards.
- 4.10 Relocation. If Municipality requests Company to relocate, protect, support, disconnect, or remove its Facilities because of street or utility work, or other public projects, Company shall relocate, protect, support, disconnect, or remove its Facilities, at its sole cost and expense, including where necessary to such alternate route as Municipality and Company mutually agree, applying reasonable engineering standards. The work shall be completed within a reasonable time period.
- 4.11 Public Emergency. Municipality shall have the right to sever, disrupt, dig-up or otherwise destroy Facilities of Company if such action is necessary because of a public emergency. If reasonable to do so under the circumstances, Municipality shall attempt to provide notice to Company. Public emergency shall be any condition which poses an immediate threat to life, health, or property caused by any natural or man-made disaster, including, but not limited to, storms, floods, fire, accidents, explosions, water main breaks, hazardous material spills, etc. Company shall be responsible for repair at its sole cost and expense of any of its Facilities damaged pursuant to any such action taken by Municipality.
- 4.12 Miss Dig. If eligible to join, Company shall subscribe to and be a member of "MISS DIG," the association of utilities formed pursuant to Act 174 of the Public Acts of 2013, as amended, MCL § 460.721 et seq., and shall conduct its business

in conformance with the statutory provisions and regulations promulgated thereunder.

- 4.13 Underground Relocation. If Company has its Facilities on poles of Consumers Energy, Detroit Edison or another electric or telecommunications provider and Consumers Energy, Detroit Edison or such other electric or telecommunications provider relocates its system underground, then Company shall relocate its Facilities underground in the same location at Company's sole cost and expense.
- 4.14 Identification. All personnel of Company and its contractors or subcontractors who have as part of their normal duties contact with the general public shall wear on their clothing a clearly visible identification card bearing Company's name, their name and photograph. Company shall account for all identification cards at all times. Every service vehicle of Company and its contractors or subcontractors shall be clearly identified as such to the public, such as by a magnetic sign with Company's name and telephone number.

5 Indemnification

- 5.1 Indemnity. Company shall defend, indemnify, protect, and hold harmless Municipality, its officers, agents, employees, elected and appointed officials, departments, boards, and commissions from any and all claims, losses, liabilities, causes of action, demands, judgments, decrees, proceedings, and expenses of any nature (collectively "claim" for this Part 5) (including, without limitation, attorneys' fees) arising out of or resulting from the acts or omissions of Company, its officers, agents, employees, contractors, successors, or assigns, but only to the extent such acts or omissions are related to the Company's use of or installation of facilities in the Public Right-of-Way and only to the extent of the fault or responsibility of Company, its officers, agents, employees, contractors, successors and assigns.
- 5.2 Notice, Cooperation. Municipality shall notify Company promptly in writing of any such claim and the method and means proposed by Municipality for defending or satisfying such claim. Municipality shall cooperate with Company in every reasonable way to facilitate the defense of any such claim. Municipality shall consult with Company respecting the defense and satisfaction of such claim, including the selection and direction of legal counsel.
- 5.3 Settlement. Municipality shall not settle any claim subject to indemnification under this Part 5 without the advance written consent of Company, which consent shall not be unreasonably withheld. Company shall have the right to defend or settle, at its own expense, any claim against Municipality for which Company is responsible hereunder.

6 Insurance

6.1 Coverage Required. Prior to beginning any construction in or installation of the Telecommunication Facilities in the Public Right-of-Way, Company shall obtain insurance as set forth below and file certificates evidencing same with Municipality. Such insurance shall be maintained in full force and effect until the end of the Term. In the alternative, Company may satisfy this requirement through a program of self-insurance, acceptable to Municipality, by providing reasonable evidence of its financial resources to Municipality. Municipality's acceptance of such self-insurance shall not be unreasonably withheld.

6.1.1 Commercial general liability insurance, including Completed Operations Liability, Independent Contractors Liability, Contractual Liability coverage, railroad protective coverage and coverage for property damage from perils of explosion, collapse or damage to underground utilities, commonly known as XCU coverage, in an amount not less than Five Million Dollars (\$5,000,000).

6.1.2 Liability insurance for sudden and accidental environmental contamination with minimum limits of Five Hundred Thousand Dollars (\$500,000) and providing coverage for claims discovered within three (3) years after the term of the policy.

6.1.3 Automobile liability insurance in an amount not less than One Million Dollars (\$1,000,000).

6.1.4 Workers' compensation and employer's liability insurance with statutory limits, and any applicable Federal insurance of a similar nature.

6.1.5 The coverage amounts set forth above may be met by a combination of underlying (primary) and umbrella policies so long as in combination the limits equal or exceed those stated. If more than one insurance policy is purchased to provide the coverage amounts set forth above, then all policies providing coverage limits excess to the primary policy shall provide drop down coverage to the first dollar of coverage and other contractual obligations of the primary policy, should the primary policy carrier not be able to perform any of its contractual obligations or not be collectible for any of its coverages for any reason during the Term, or (when longer) for as long as coverage could have been available pursuant to the terms and conditions of the primary policy.

6.2 Additional Insured. Municipality shall be named as an additional insured on all policies (other than worker's compensation and employer's liability). All insurance policies shall provide that they shall not be canceled, modified or not

renewed unless the insurance carrier provides thirty (30) days prior written notice to Municipality. Company shall annually provide Municipality with a certificate of insurance evidencing such coverage. All insurance policies (other than environmental contamination, workers' compensation and employer's liability insurance) shall be written on an occurrence basis and not on a claims made basis.

- 6.3 Qualified Insurers. All insurance shall be issued by insurance carriers licensed to do business by the State of Michigan or by surplus line carriers on the Michigan Insurance Commission approved list of companies qualified to do business in Michigan. All insurance and surplus line carriers shall be rated A+ or better by A.M. Best Company.
- 6.4 Deductibles. If the insurance policies required by this Part 6 are written with retainages or deductibles in excess of \$50,000, they shall be approved by Manager in advance in writing. Company shall indemnify and save harmless Municipality from and against the payment of any deductible and from the payment of any premium on any insurance policy required to be furnished hereunder.
- 6.5 Contractors. Company's contractors and subcontractors working in the Public Right-of-Way shall carry in full force and effect commercial general liability, environmental contamination liability, automobile liability and workers' compensation and employer liability insurance which complies with all terms of this Part 6. In the alternative, Company, at its expense, may provide such coverages for any or all its contractors or subcontractors (such as by adding them to Company's policies).
- 6.6 Insurance Primary. Company's insurance coverage shall be primary insurance with respect to Municipality, its officers, agents, employees, elected and appointed officials, departments, boards, and commissions (collectively "them"). Any insurance or self-insurance maintained by any of them shall be in excess of Company's insurance and shall not contribute to it (where "insurance or self-insurance maintained by any of them" includes any contract or agreement providing any type of indemnification or defense obligation provided to, or for the benefit of them, from any source, and includes any self-insurance program or policy, or self-insured retention or deductible by, for or on behalf of them).

7 Term

- 7.1 Term. The term ("Term") of this Permit shall be until the earlier of:
 - 7.1.1 Fifteen years (15) from the Effective Date; provided, however, that following such initial term there shall be three subsequent renewal terms of five (5) years. Each renewal term shall be automatic unless Municipality notifies Company in writing, at least twelve (12) months prior to the end of any term then in effect, that due to changed

circumstances a need exists to negotiate the subsequent renewal with Company. Municipality shall not unreasonably deny a renewal term; or

- 7.1.2 When the Telecommunication Facilities have not been used to provide telecommunications services for a period of one hundred and eighty (180) days by the Company or a successor of an assign of the Company; or
- 7.1.3 When Company, at its election and with or without cause, delivers written notice of termination to Municipality at least one-hundred and eighty (180) days prior to the date of such termination; or
- 7.1.4 Upon either Company or Municipality giving written notice to the other of the occurrence or existence of a default by the other party under Sections 4.8, 6, 8 or 9 of this Permit and such defaulting party failing to cure, or commence good faith efforts to cure, such default within sixty (60) days (or such shorter period of time provided elsewhere in this Permit) after delivery of such notice; or
- 7.1.5 Unless Manager grants a written extension, one year from the Effective Date if prior thereto Company has not started the construction and installation of the Telecommunication Facilities within the Public Right-of-Way and two years from the Effective Date if by such time construction and installation of the Telecommunication Facilities is not complete.

8 Performance Bond or Letter of Credit

- 8.1 Municipal Requirement. Municipality may require Company to post a bond (or letter of credit) as provided in Section 15(3) of the METRO Act, as amended [MCL § 484.3115(3)].

9 Fees

- 9.1 Establishment; Reservation. The METRO Act shall control the establishment of right-of-way fees. The parties reserve their respective rights regarding the nature and amount of any fees which may be charged by Municipality in connection with the Public Right-of-Way.

10 Removal

- 10.1 Removal; Underground. As soon as practicable after the Term, Company or its successors and assigns shall remove any underground cable or other portions of the Telecommunication Facilities from the Public Right-of-Way which has been installed in such a manner that it can be removed without trenching or other opening of the Public Right-of-Way. Company shall not remove any underground cable or other portions of the Telecommunication Facilities which requires

trenching or other opening of the Public Right-of-Way except with the prior written approval of Manager. All removals shall be at Company's sole cost and expense.

10.1.1 For purposes of this Part 10, "cable" means any wire, coaxial cable, fiber optic cable, feed wire or pull wire.

10.2 Removal; Above Ground. As soon as practicable after the Term, Company, or its successor or assigns at its sole cost and expense, shall, unless waived in writing by Manager, remove from the Public Right-of-Way all above ground elements of its Telecommunication Facilities, including but not limited to poles, pedestal mounted terminal boxes, and lines attached to or suspended from poles.

10.3 Schedule. The schedule and timing of removal shall be subject to approval by Manager. Unless extended by Manager, removal shall be completed not later than twelve (12) months following the Term. Portions of the Telecommunication Facilities in the Public Right-of-Way which are not removed within such time period shall be deemed abandoned and, at the option of Municipality exercised by written notice to Company as set forth in Part 12, title to the portions described in such notice shall vest in Municipality.

11 Assignment. Company may assign or transfer its rights under this Permit, or the persons or entities controlling Company may change, in whole or in part, voluntarily, involuntarily, or by operation of law, including by merger or consolidation, change in the ownership or control of Company's business, or by other means, subject to the following:

11.1 No such transfer or assignment or change in the control of Company shall be effective under this Permit, without Municipality's prior approval (not to be unreasonably withheld), during the time period from the Effective Date until the completion of the construction of the Telecommunication Facilities in those portions of the Public Right-of-Way identified on Exhibit A.

11.2 After the completion of such construction, Company must provide notice to Municipality of such transfer, assignment or change in control no later than thirty (30) days after such occurrence; provided, however,

11.2.1 Any transferee or assignee of this Permit shall be qualified to perform under its terms and conditions and comply with applicable law; shall be subject to the obligations of this Permit, including responsibility for any defaults which occurred prior to the transfer or assignment; shall supply Municipality with the information required under Section 3.1; and shall comply with any updated insurance and performance bond requirements under Sections 6 and 8 respectively, which Municipality reasonably deems necessary, and

11.2.2 In the event of a change in control, it shall not be to an entity lacking the qualifications to assure Company's ability to perform under the terms and conditions of this Permit and comply with applicable law; and Company shall comply with any updated insurance and performance bond requirements under Sections 6 and 8 respectively, which Municipality reasonably deems necessary.

11.3 Company may grant a security interest in this Permit, its rights thereunder or the Telecommunication Facilities at any time without notifying Municipality.

12 Notices

12.1 Notices. All notices under this Permit shall be given as follows:

12.1.1 If to Municipality, to **6880 Dexter-Pinckney Rd. Dexter, MI 48130**

12.1.2 If to Company, to **60590 Decatur Rd. Cassopolis, MI 49031 Attn: Paige Baker**, with a copy to **paige.baker@teammidwest.com**.

12.2 Change of Address. Company and Municipality may change its address or personnel for the receipt of notices at any time by giving notice thereof to the other as set forth above.

13 Other items

13.1 No Cable, OVS. This Permit does not authorize Company to provide commercial cable type services to the public, such as "cable service" or the services of an "open video system operator" (as such terms are defined in the Federal Communications Act of 1934 and implementing regulations, currently 47 U.S.C. §§ 522 (6), 573 and 47 CFR § 76.1500).

13.2 Duties. Company shall faithfully perform all duties required by this Permit.

13.3 Effective Date. This Permit shall become effective when issued by Municipality and Company has provided any insurance certificates and bonds required in Parts 6 and 8, and signed the acceptance of the Permit.

13.4 Authority. This Permit satisfies the requirement for a permit under Section 5 of the METRO Act [MCL 484.3105].

13.5 Amendment. Except as set forth in Section 2.1 this Permit may be amended by the written agreement of Municipality and Company.

13.6 Interpretation and Severability. The provisions of this Permit shall be liberally construed to protect and preserve the peace, health, safety and welfare of the

public, and should any provision or section of this Permit be held unconstitutional, invalid, overbroad or otherwise unenforceable, such determination/holding shall not be construed as affecting the validity of any of the remaining conditions of this Permit. If any provision in this Permit is found to be partially overbroad, unenforceable, or invalid, Company and Municipality may nevertheless enforce such provision to the extent permitted under applicable law.

- 13.7 Governing Law. This Permit shall be governed by the laws of the State of Michigan.

Dexter Township

Attest:

By: _____

Clerk

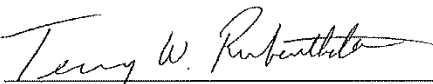
By: _____

Its: _____

Date: _____

"Company accepts the Permit granted by Municipality upon the terms and conditions contained therein."

Midwest Energy & Communications

By: 

Its: Chief Operating Officer

Date: October 27, 2023

Exhibit A

Public Right-of-Way to be Used by Telecommunication Facilities

Michigan Reserve Associates LLC

424 Little Lake Drive, Suite 23 Office: (734) 237-1828 paul@MichiganReserveAssociates.com
Ann Arbor, MI 48103 Direct: (734) 417-4736 www.MichiganReserveAssociates.com



November 2, 2023

Board of Directors
Dexter Township
6880 Dexter-Pinckney Road
Dexter, MI 48130

Dear Board of Directors:

Thank you for your interest in Michigan Reserve Associates. Enclosed you will find our proposal to provide a Full Reserve Study, as well as a sample Reserve Study.

Michigan Reserve Associates can benefit Dexter Township by:

- Accurate useful life and current replacement costs based on our database from our 700+ clients in Michigan
- Offering a variety of service levels and pricing plans to suit any budget
- Being a Michigan company centrally located in Ann Arbor which can provide you with attentive and accessible service and expertise relevant to Michigan construction costs and useful lives of Reserve Components. We maintain our own constantly updated database of building costs and useful lives.
- Being a Southeast Michigan-based company, we can efficiently provide our services directly to your organization, and we can provide updates at a fraction of the cost of our competitors, which makes it realistic to keep the Reserve Study up to date; compare our update costs to those of our competitors (our guaranteed update cost is highlighted in yellow in the attached proposal)

About the principal of Michigan Reserve Associates:

- RS (Reserve Specialist) designation from Community Associations Institute (CAI); by meeting CAI's extensive requirements for experience and education, and adopting standards of ethics, Paul Conahan has the knowledge, experience, and integrity to provide your organization with expert reserve study services; Paul Conahan is the only RS designee in the state of Michigan; for more information on the RS designation, go to <http://bit.do/cai-rs>
- MBA from the University of Michigan with an emphasis in Finance and Real Estate
- 31 years of commercial and residential real estate appraisal experience
- Paul Conahan has served as the President of the Board of Directors of his own condominium association in Michigan and understands the fiduciary, operational, and budget concerns of Board members

I have also included re-prints of several articles of mine which were published in Community Association News. Hopefully you will find them useful.

Please feel free to contact me if I can provide you with additional information.

Sincerely,

A handwritten signature in black ink that reads "Paul Conahan". The signature is written in a cursive, flowing style.

Paul K.T. Conahan, MBA, RS

Michigan Reserve Associates LLC

424 Little Lake Drive, Suite 23 Voice: (734) 237-1828 paul@MichiganReserveAssociates.com
Ann Arbor, MI 48103 Fax: (734) 661-1259 www.MichiganReserveAssociates.com



Engagement

Client authorizes Michigan Reserve Associates LLC to perform a **Full Reserve Study** (for definitions of the terms Full Reserve Study, Update With Site Visit, and Update Without Site Visit, see definitions which begin on page 7).

The total professional fee for this service will be **\$3,240**, with a delivery date of the preliminary Reserve Study report to occur **four weeks** after the site inspection. Site inspection will be scheduled after a **50% retainer** and all required information is received at the offices of Michigan Reserve Associates. This quote will be valid for 45 days. The quoted professional fee includes all expenses. The balance of the fee is due immediately upon receipt of the preliminary report. Outstanding balances past 30 days of the invoice date will be subject to an interest charge of 1.50% per month, or the highest amount allowed by law. Client may terminate this contract prior to delivery of the preliminary report and advanced funds will be returned to the client minus actual time expended at the rate of \$165 per hour. Additional services such as post site-visit face-to-face meetings will be billed at \$165 per hour plus 50% of the hourly rate for actual travel time. Client may not cancel this contract after receipt of the preliminary report. All terms of this engagement will be considered fully satisfied by Michigan Reserve Associates LLC upon the client's receipt of the final reserve study, or after client's receipt of the preliminary report or twelve months have elapsed, whichever occurs first.

If Michigan Reserve Associates is engaged to perform a Full Reserve Study, Client understands that they have the right, but not the obligation, to order an Updated Reserve Study With Site Visit, for **\$1,920**. This fee will be honored for five years from the engagement date and may be used more than once during that time.

Client understands that this agreement is subject to the additional Assumptions and Limiting Conditions/Additional Terms of This Contract on the following pages.

Delivery Options

Please select your delivery option (place check mark on only one option; Option "A" will be assumed if no selection is made):

- ☐ Option "A" (No Charge): Digital PDF file; the PDF file will be high-resolution suitable for printing, with color images and complete addenda included. No hardcopies are provided if this option is selected.
- ☐ Option "B" (\$50.00 Charge): Digital PDF file and two professionally bound color hardcopies of the final reserve study.

Engagement Signatures and Engagement Instructions

For Michigan Reserve Associates LLC,

Signature: Paul Conahan

Name: Paul K.T. Conahan, MBA, RS

Title: President

Date: November 2, 2023

For Dexter Township ("Client"),

Signature: _____

Print Name: _____

Title: _____

Date: _____

In order to get this project scheduled on our work calendar, please send the items requested below:

- 1) 50% retainer (please include 50% of the cost of requested extra copies)
- 2) Copy of the current year's budget (required); this helps us discern whether some reserve components are being covered via the operating budget and aids in evaluating the status of the current reserve fund balance
- 3) Current balance sheet with reserve fund account(s) circled (this aids in calculating the starting reserve fund balance)

If emailing items, please send to: paul@MichiganReserveAssociates.com

For payment of the 50% retainer, your options are:

- (1) Mail a check (see address below)

Michigan Reserve Associates, LLC
424 Little Lake Drive, Suite 23
Ann Arbor, MI 48103

- (2) Credit/Debit Card – Request a payment link from paul@MichiganReserveAssociates.com; there will be an additional 3% fee if this option is used

Assumptions

- When doing an “Update With Site Visit” assignment, the Reserve Component inventory is not quantified, although minor additions/deletions of the component inventory, along with their quantities and install dates, are accounted for. The quantification of Reserve Components as determined by the previous reserve study will be assumed to be accurate.
- When doing an “Update Without Site Visit” assignment, the Reserve Component conditions are not visually confirmed and updated, and the Remaining Useful Lives of the Reserve Components will be calculated based on the assumption that the actual time elapsed since the previous reserve study is added to the effective age as determined in the previous reserve study. However, minor additions/deletions of the Reserve Components, along with their quantities and dates of installation, as reported by the client, will be accounted for. Excluding any changes reported by the client, the quantification of Reserve Components as determined by the previous reserve study will be assumed to be accurate.

- Responsible and competent property management are assumed. This includes not only responsible and competent oversight with regard to the repair and replacement of the Reserve Components, but also responsible and competent financial management, with particular regard to prudent investment of the Organization's reserve funds.
- Information furnished by representatives of the organization regarding financial, physical, quantity, or historical issues were assumed reliable. However, no warranty is given for the accuracy of this information. The actual or projected total reserve balance presented in the Reserve Study is based upon information provided but was not audited. Client's receipt of the final reserve study will serve as verification that the client has reviewed the reserve study and confirmed that all information provided by the organization has been accurately represented in the final reserve study.
- It is assumed that there are no hidden or unapparent conditions on the property, subsoil or structure. No responsibility is assumed for such conditions or for arranging for engineering studies that may be required to discover them.
- Unless otherwise stated in this report, the existence of hazardous materials, which may or may not be present on the property, was not observed by the author of this report. The author has no knowledge of the existence of such materials on or in the property. The author, however, is not qualified to detect such substances. The presence of substances such as asbestos, urea formaldehyde foam insulation, lead-based paint, or other potentially hazardous materials may adversely affect the property and require remediation. We assumed that there are no such materials on the property. No responsibility is assumed for any such conditions, or for any expertise or engineering knowledge required to discover them. The client is urged to retain an expert in this field, if desired.
- It is assumed that there is full compliance with all applicable federal, state, and local environmental regulations and laws, and all other applicable laws and regulations.
- It is assumed that all required licenses, certificates of occupancy, consents or other legislative or administrative authority from any local, state or national government or private entity or organization have been obtained.

Limiting Conditions/Additional Terms of this Contract

- By its nature, a reserve study must make assumptions about the future. Michigan Reserve Associates LLC cannot be held responsible for unforeseeable events that dramatically alter future costs from those projected in the reserve study.
- Reserve Studies do not typically include the repair or replacement of plumbing, electrical wiring, or telephone lines.
- Information provided about reserve projects will be considered reliable. Any on-site inspection should not be considered a project audit or quality inspection.

- For mechanical systems, we have observed those parts of the mechanical equipment and systems that constitute an integral part of the property and that are generally visible. From such observation, we have reported any apparent conditions that we believe might bear on the conclusions of this report. We have not, however, extensively tested such mechanical systems and equipment, and we assume no responsibility for their operating performance.
- No invasive testing was performed on the Reserve Components. We render no opinion on the structural integrity of the property, nor do we offer an opinion as to conformity with governmental code requirements.
- Our opinion of Remaining Useful Life is not a guarantee or warranty of the Reserve Components.
- This study is to be used by the intended user for the purpose of budgeting and long-term major repair and replacement planning. The scope of work included in this study is unique to the intended use and intended user, and this report may not be utilized for any other use or user. Such other uses include, but are not limited to, performing an audit, quality/forensic analysis, or background checks of historical records. The client and its representatives may not transmit this reserve study in any fashion to persons or entities that perform reserve studies.
- Client agrees to furnish Michigan Reserve Associates LLC with a complete and up-to-date master deed and bylaws, including all amendments. Michigan Reserve Associates LLC cannot be held responsible for incomplete or incorrect documents. Master deeds, amendments, and bylaws are legal documents. We are not attorneys and we cannot guarantee that all reserve components have been properly included or excluded in the reserve study. Client agrees to review the reserve study for accuracy during the review process, and seek legal counsel when necessary. Client agrees that all responsibility for the list of reserve components presented in the final reserve study shall be borne by the client.
- The Americans with Disabilities Act (ADA) became effective on January 26, 1992. We have not made a specific compliance survey and analysis of the subject property to determine whether or not it is in conformity with the various requirements of the ADA. It is possible that a compliance survey of the property, together with a detailed analysis of the requirements of the ADA, could reveal that the property is not in compliance with one or more requirements of the ADA. If so, this fact could have a negative impact on the property and trigger compliance costs. We did not consider noncompliance with the ADA requirements for this assignment.
- Our inspection did not address or render an opinion on repairs or replacements arising from original construction defects or unpredictable acts of nature.
- We are not financial advisors, and we recommend that the client consult with its accountant and/or professional investment advisor(s) to develop and refine an investment strategy consistent with the Organization's risk profile and Reserve investment profile.
- We are not attorneys, and we recommend that the client consult with its attorney regarding reserve requirements and any other interpretations of the Michigan Condominium Act,

complementary legislation such as the Nonprofit Corporation Act, and relevant Administrative Rulings.

- Roof areas were measured from the ground using generally accepted techniques which take into account the building footprint, roof overhang, roof pitch, and unique roofing characteristics.
- Possession of this report, or a copy thereof, does not carry with it the right of publication. It may not be used for any purpose by any person other than the party to whom it is addressed without the written consent of Michigan Reserve Associates LLC, and in any event only with properly written qualifications and only in its entirety.
- Any illustrative material in this report is included only to assist the reader in visualizing the property and/or provide graphical support to the narrative text.
- We are not by reason of this report, required to give further in-person consultation, testimony or be in attendance in court with reference to the property in question unless prior arrangements have been made.
- Liability due to negligence (errors and/or omissions) is limited to the actual cost paid by the client for this engagement.
- Any dispute arising under this agreement will be settled using binding arbitration under the rules of the American Arbitration Association. Arbitration shall be held in the City of Ann Arbor, Michigan, and one arbitrator will be appointed. Any arbitration award may be entered by any court of competent jurisdiction. The Client understands that absent these provisions, the Client would have the right to sue in court and have a jury trial.
- Michigan Reserve Associates LLC reserves the right to include your Organization's name in our client list. However, all information provided to us, as well as details of interviews, conversations, and the Reserve Study shall be strictly confidential and will not be disbursed to any third party.

Reserve Study Definitions

There are three levels of service for Reserve Studies as espoused by the Community Associations Institute.

- I) **Full:** A Full Reserve Study consists of the following:
 - Component Inventory
 - Condition Assessment (based upon on-site visual observation)
 - Life and Valuation Estimates
 - Reserve Fund Status
 - Recommended Reserve Funding Plan
- II) **Update, With-Site-Visit/On-Site Review,** consists of:
 - Component Inventory (verification only, not quantification)

- Condition Assessment (based upon on-site visual observation)
- Life and Valuation Estimates
- Reserve Fund Status
- Recommended Reserve Funding Plan

III) Update, No-Site-Visit/Off-Site Review, consists of:

- Life and Valuation Estimates
- Reserve Fund Status
- Recommended Reserve Funding Plan

Typically, the Level I (Full Reserve Study) option is only required for an organization's first Reserve Study. This is our most comprehensive offering and should be used by organizations which are ordering their first reserve study, or whose previous reserve study is so dated and/or inaccurate as to require a "blank slate" approach to re-survey the various common element components and their conditions. As part of our scope of work, we will thoroughly review your master deed, maintenance schedule, and interview Board members to determine what items should be included in the list of reserve components. We will then estimate Useful Life, Remaining Useful Life, and Replacement Cost, all documented and supported with color photographs. From this Physical Analysis we will then perform a Financial Analysis which will account for your current reserve funding situation and recommend an ongoing Reserve Funding Plan. Support services in the form of telephone conferences and email are included as part of our scope of services for a Level I (Full Reserve) Study.

Level II (Update, With-Site-Visit/On-Site Review) reserve studies are recommended if the organization is confident that the Reserve Components have been accurately surveyed, and no major changes have occurred since the last Full Reserve Study. The scope of work includes an on-site inspection to update Useful Life, Remaining Useful Life, Cost Figures, and Financial Assumptions, but component quantities will not be re-surveyed. Support services in the form of telephone conferences and email are included as part of our scope of services for a Level II (Update, With Site-Visit/On-Site Review) Study.

Level III (Update, No-Site-Visit/Off-Site Review) reserve studies are useful when the organization is confident that the Reserve Components have been accurately identified and surveyed, but due to the minimal number of Reserve Components, and short-time period elapsed since the last Reserve Study, the organization does not feel an on-site inspection would be required. In order to provide a credible reserve study, we only provide this type of reserve study for existing clients. Narrative content of this type of Reserve Study is extremely limited, with most communication occurring via an Executive Summary, charts and graphs (Reserve Expenditures and Reserve Funding Plan). Support services in the form of telephone conferences and email are not included as part of our scope of services for a Level III (Update, No Site Visit) Reserve Study, although these services are available via separate engagement at our standard hourly rate.

QUALIFICATIONS – PAUL K.T. CONAHAN, MBA, RS

CONTACT INFORMATION

Mail: 424 Little Lake Drive, Suite 23, Ann Arbor, Michigan 48103

Phone: Office: (734) 661-1259 Direct: (734) 417-4736

E-mail: paul@MichiganReserveAssociates.com

Web: www.MichiganReserveAssocaites.com

EMPLOYMENT RECORD

Principal, Michigan Reserve Associates LLC, Ann Arbor, Michigan, 2005-Present

Principal, Davis M. Somers Commercial Appraisal Company, Ann Arbor, Michigan, 2018 to the present

Principal, Davis M. Somers Company, Ann Arbor, Michigan, 1991-2018

REALTOR® Associate, Fee Simple Realty, Honolulu, Hawaii, 1985-1987

ADDITIONAL EXPERIENCE

Qualified as Expert Witness, Washtenaw County Circuit Court

Michigan Department of Transportation Approved Level II Appraiser

Approved Fee Appraiser for the United States Veterans Administration

EDUCATION AND DESIGNATIONS

Bachelor of Arts (BA), Biopsychology, Vassar College, Poughkeepsie, New York, Graduated in 1991

Master of Business Administration (MBA) With an Emphasis in Real Estate and Finance, Stephen M. Ross School of Business, University of Michigan, Graduated in 1999

Reserve Specialist (RS), Community Associations Institute, Alexandria, Virginia, Awarded in 2010

APPRAISAL EDUCATION (MOST RECENT SHOWN FIRST)

Residential Property Inspection for Appraisers, McKissock, January 2021

Residential Construction and the Appraiser, McKissock, January 2021

2020-2021 7-Hour National USPAP Update Course, McKissock, February 2020

Michigan Law, McKissock, February 2020

Essential Elements of Disclosures and Disclaimers, February 2020

Residential Construction for Appraisers, McKissock, February 2019

Essential Elements of Disclosures and Disclaimers, McKissock, February 2019

Understanding Residential Construction, McKissock, February 2018

2018-2019 7-Hour National USPAP Update Course, McKissock, February 2018
Michigan Law, McKissock, February 2018
Green Building Construction, McKissock, January 2017
Essential Elements of Disclosures and Disclaimers, McKissock, January 2017
2016-17 7-Hour National USPAP Update Course, McKissock, February 2016
Contemporary Michigan Property Tax Issues, Appraisal Institute, February 2016
Fundamental Concepts of Analysis, McKissock, January 2015
Appraising Fast Food Properties, McKissock, January 2015
Environmental Issues for Appraisers, McKissock, February 2014
Fundamentals of Separating Real Property, Personal Property, and Intangible Business Assets (Course 833), Appraisal Institute, Instructor James Vernor, Ph.D., MAI, April 2012
Essential Elements of Disclosures and Disclaimers, McKissock, December 2011
Appraising Convenience Stores, Appraisal Institute, January 2011
GIS, The Executive Overview, Appraisal Institute, January 2011
Commercial/Residential Construction Inspection, Appraisal Institute, April 2009
Appraising from Blueprints and Specifications, Appraisal Institute, April 2009
Valuation of Detrimental Conditions, Appraisal Institute, Novi, December 2007
What Clients Would Like Their Appraisers to Know, Southfield, December 2006
Effective Appraisal Writing, Appraisal Institute, Ypsilanti, Michigan, October 2006
Appraising Local Retail Properties, Appraisal Institute, Southfield, Michigan, June 2004
Appraising the Tough Ones, Appraisal Institute, Ypsilanti, Michigan, December 2003
Highest & Best Use and Market Analysis (Course 520), Appraisal Institute, Troy, Michigan, April/May 2001

Other Relevant Courses Taken:

Advanced Applications (Course 550), Appraisal Institute
Report Writing and Valuation Analysis (Course 540), Appraisal Institute
Advanced Income Capitalization (Course 510), Appraisal Institute
Challenged and passed Appraisal Procedures (Course 120), Appraisal Institute
Capitalization Theory and Techniques Part A, Appraisal Institute
The Appraiser as an Expert Witness, Appraisal Institute

LICENSES

Certified General Real Estate Appraiser Number 1201002454, State of Michigan, Obtained in 1993
Active Real Estate Associate Broker License Number 6502139365, State of Michigan, Obtained in 2002 (Michigan Real Estate Salesperson License obtained in 1992)

Inactive Real Estate Sales License Number RS-36782, State of Hawaii, Obtained in 1985

ASSOCIATIONS

Member, Community Associations Institute, Since 2005

Member, United Condominium Owners of Michigan, Since 2005

Member, International Right of Way Association, Gardena, California, Since 1996

REGULATORY NOTES

In Michigan, appraisers are required to be licensed/certified and are regulated by the Michigan Department of Labor and Economic Growth, Licensing Division, P.O. Box 30018, Lansing, Michigan 48909.

PARTIAL LIST OF CLIENTS

Condominium/Homeowners Associations

1001 Covington Association (Detroit)

297 Condominium Owners Association
(Muskegon)

Aberdeen at Hartford Association (Macomb)

Autumn Woods Condominium Association
(Ypsilanti)

Bay Cliff Estates Association (Suttons Bay)

Bellefontaine Meadows Homeowners
Association (Dayton, Ohio)

Benstein Crossing Condominium
Association (Commerce Township)

Birch Grove II Condominium Association
(Chesterfield)

Black Bear Farms Co-Owners' Association
(Traverse City)

Breaker Cove (Bay City)

Brentwood Park Condominium Association
(East Lansing)

Bridgewater Place Condominium
Association (Bridgewater)

Byron Forest Condominium Association
(Byron Center)

Cedar Creek Commons Association
(Traverse City)

Centennial Farm Phase I, Inc. (South Lyon)

Centennial Farm Phase II, Inc. (South Lyon)

Chateau Vert Association (Ypsilanti)

Chapel Hill Condominium Association (Ann
Arbor)

Chelsea Square Condominium Association
(Canton)

Colony Farms Condominium Association
(Plymouth)

Cornerstone Village Homeowners
Association (Macomb)

Cottage Glens Owners Association
(Williamsburg)

Creekwood Estates Association (Bay City)

Crossings at Irving Avenue Condominium
Association (Royal Oak)

Crystal Village Manor (Marysville)

Douglas Harbor Village Condominium
Association (Douglas)

Eaglecrest Condominium Association
(Grand Rapids)

East Lansing City Center Condominium
Association (East Lansing)

Echo Valley Condominium Association
(Farmington Hills)

Fairlane Woods Association (Dearborn)

Fairways at Oak Pointe Condominium Association (Brighton)

Fieldstone Village Condominium Association (Chelsea)

Forest at Orchard Lake Association (Farmington Hills)

Fox Pointe Association (Ann Arbor)

Gallery Park Homeowners Association (Ann Arbor)

Glen Arbor Condominium Association (Grand Blanc)

Great Oak Cohousing Association (Ann Arbor)

Grosse Pointe Gardens Association (Harper Woods)

Hamilton House Condominium Association (Okemos)

Hampton Ridge North HOA (Canton)

Harbour Towne Condominium Association (Muskegon)

Haven Condominium Association (South Haven)

Heatherwood Condominium Association (Ann Arbor)

Highland Park Condominium Association (Cleveland, Ohio)

Heritage Falls Condominium Association (Ann Arbor)

Hidden Creek of Oceola Condominium Association (Howell)

Hidden Glen Condominium Association (Canton)

Hidden Lake Community Association (South Lyon)

Hometown Village of Marion Association (Howell)

Hometown Village at Waterstone Association (Oxford)

Indian Village Condominium Association (Grand Rapids)

Island Lake of Novi Community Association (Novi)

Island Lake South Harbor Association (Novi)

Island Lake Woods Association (Novi)

Kirkway Homeowners Association (Canton)

Knightsbridge Gate Association (Novi)

Lake Ridge Condominium Association (Traverse City)

Lakeside Village Association (Haslett)

Lakeside Village North Association (Haslett)

Lake Village II (Walled Lake)

Legacy Park Condominium Association (Dearborn Heights)

Liberty Lofts Condominium Association (Ann Arbor)

Links of Pheasant Run Condominium Association (Canton)

Locklin Pines Cluster Condominium Association (West Bloomfield)

Lost Creek Condominium Association (East Lansing)

LVP Property Owners Association (Findlay, Ohio)

Marquette Village Condominium Association (Westland)

Meadowview Common Condominium Association (Elk Rapids)

Newberry Place Cohousing Condominium Association (Grand Rapids)

Northridge Estates Homeowners Association (Northville)

Northridge Villas Association (Northville)

Northville Hills Golf Club Homeowners Association (Northville)

Northville Hollow Condominium Association (Northville)

Oakhurst Owners' Association (Clarkston)

Oakley Meadow Condominiums Association (Tiffin, Ohio)

Okemos Preserve Condominium Association (East Lansing)

Oxford Park Condominium Association (Canton)

Parkview Manor Association (Flint)

Parkway Condominium Association (Livonia)

Perry Farm Village Association (Harbor Springs)

Pheasant Run Condominium Association (Portage)

Pine Creek Condominiums of Haslett Association (Haslett)

Pinehurst Condominium Association (Trenton)

Pittsfield Village Condominium Association (Ann Arbor)

Plymouth Corners Condominium Association (Plymouth)

Plymouth Landing Association (Canton)

Pointe Park Homeowners Association (Grosse Point Park)

Providence Tower Association (Southfield)

Quail Run of South Lyon Condominium Association (South Lyon)

Raintree Condominiums of Chesterfield Association (Chesterfield)

Reserve at Tull Lake Condominium Association (White Lake)

River House Co-Op (Detroit)

River Park Estates Condominium Association (Lansing)

River's Edge at Cherry Hill Village I Homeowners Association (Canton)

Riverside Glen Homeowners Association (Macomb)

Riverside Park Place Condominium Association (Ann Arbor)

River South Homeowners Association (Fairview Park, Ohio)

Rochester Park II Association (Rochester)

Saddlebrook Condominium Homeowners Association (Plymouth)

Saddle Creek Association (South Lyon)

Sand Piper Condominium Association (Glen Arbor)

St. Lawrence Estates Condominium Association (Northville)

Scio Village Condominium Association (Ann Arbor)

Spruce Manor Condominium Association (Royal Oak)

Steeple Chase of Northville Owners Association (Northville)

Steeple Ridge Condominium Association (Clarkston)

Stone Lake Condominium Association (East Lansing)

Stonewater Homeowners Association (Northville)

Stratford Townhouses Consumer Housing Cooperative (Grand Rapids)

Sunset Torch Association (Bellaire)

The Atrium Inn Condominium Association (Boyer City)

The Cinema Park Homeowners Association (Warrensville Heights, Ohio)

The Courtyards at Little Bear Condominium Association (Lewis Center, Ohio)

The Landings at Rayner Ponds Condominium Association (Mason)

The Links of Northville Hills Golf Club Condominium Association (Northville)

The Lodge at East Bay Co-Owners Association (Elk Rapids)

The Maples of Novi, Maple Pointe Association (Novi)

The Mountain Grand Owners' Association
(Boyne Falls)

The Ponds Cooperative Homes (Okemos)

The Preserve at Maple Lake Association
(Milford)

The Ravines of Northville Homeowners
Association (Northville)

The Reserve at the Fairways Condominium
Phase 1 Association, Inc. (Huber Heights,
Ohio)

The Residences at TPC Association
(Dearborn)

The Village Condominium Association
(Grosse Pointe)

The Willits Condominium Association
(Birmingham)

Thornberry Condominium Association
(Midland)

Thornton Farms Condominium Association
(Dexter)

Tollgate Woods Homeowners Association
(Novi)

Touchstone Cohousing Association (Ann
Arbor)

Traditions at Cambridge Association
(Canton)

University Commons Condominium
Association (Ann Arbor)

Valley Wood Condominium Association
(Livonia)

Vantage Pointe Condominium Association
(Glen Arbor)

Venn Manor (Detroit)

Verndale Lakes Condominium Association
(Lansing)

Versailles Place Condominium Association
(Farmington Hills)

Village Oaks Common Areas Association
(Novi)

Villa Capri Condominium Association
(Warren)

Villas at Northville Hills Condominium
Association (Northville)

Villas at Stonehenge Condominium
Association (Kalamazoo)

Vistas of Central Park Condominium
Association (Canton)

Walden Hills II Condominium Association
(Ann Arbor)

Walnut Woods Condominium Association
(West Bloomfield)

Walton Pond Condominium Association
(Pontiac)

Waters Edge Condominium Association
(Clarkston)

Waterside Homeowners Association
(Maumee, Ohio)

Wedgewood Village Association
(Plymouth)

Whetherstone Condominium Association
(White Lake)

Whitney Court of West Bloomfield (West
Bloomfield)

Windward Court Condominium Association
(Detroit)

Woodfield Square Association (Brighton)

Woodland Creek Condominium Association
(Kentwood)

Woodland Ridge of Commerce Association
(Commerce Township)

Woodland Trails Condominium Association
(Okemos)

Woodlore Condominium Owners
Association (Livonia)

Woods of Northville (Plymouth)

Woodside Meadows Condominium
Association (Ann Arbor)

Woodward Place Association (Birmingham)

Woodward Place at Brush Park I
Association (Detroit)

Woodwind Glen Condominium Association
(South Lyon)

Educational/Institutional/Non-Residential
Organizations

Anthroposophical Society in America (Ann
Arbor)

Chelsea District Library (Chelsea)

Gateway Center Association (Office
Condominiums; Saline)

Grace Lutheran Church (La Grange, Illinois)

Michigan Friends Center (Chelsea)

New Life Church (Ann Arbor)

Oak Grove AME Church (Detroit)

Rudolph Steiner School of Ann Arbor (Ann
Arbor)

St. Joseph River Yacht Club (St. Joseph)

The Waterfront Marina of St. Joseph (St.
Joseph)

Ward Evangelical Presbyterian Church
(Northville)

FULL RESERVE STUDY

Anytown Church
La Grange, Illinois

Commencing First Fiscal Year: January 1, 2022 to December 31, 2022



Photo: View of building elevations



Michigan Reserve Associates LLC
424 Little Lake Drive, Suite 23
Ann Arbor, MI 48103
Phone: (734) 237-1828 • Fax: (734) 661-1259
www.MichiganReserveAssociates.com

© 2022 Michigan Reserve Associates LLC

Michigan Reserve Associates LLC

424 Little Lake Drive, Suite 23
Ann Arbor, MI 48103

Voice: (734) 237-1828
Fax: (734) 661-1259

info@MichiganReserveAssociates.com
www.MichiganReserveAssociates.com



December 20, 2022

Jane Smith
Director of Community Formation
Anytown Church
123 Maple Street
Anytown, MI 48999

Re: "Full" Reserve Study
Anytown Church
La Grange, Illinois

Dear Ms. Smith:

In fulfillment of our agreement as outlined in the letter of engagement dated June 17, 2021, we are pleased to transmit this "Full" Reserve Study for the Anytown Church. This report details the development of our study and sets forth our conclusions, along with supporting data and reasoning which forms the basis of our conclusions.

The conclusions in this Reserve Study are qualified by certain definitions, assumptions, limiting conditions, and certifications which are set forth in the attached report.

The intended user of this report is the Anytown Church. This study is to be used by the intended user for the purpose of budgeting and long-term major repair and replacement planning. The scope of work included in this study is unique to the intended use and intended user, and this report may not be utilized for any other use or user.

This study complies with the standards promulgated by the Community Associations Institute (CAI) for a "Full" Reserve Study. In addition, this study adheres to the applicable sections of the *Uniform Standards of Professional Appraisal Practice* of the Appraisal Foundation, as well as the *Code of Professional Ethics* of the Appraisal Institute.

Respectfully submitted,

A handwritten signature in black ink that reads "Paul K.T. Conahan". The signature is written in a cursive, flowing style.

Paul K.T. Conahan, MBA, RS
State Certified General Real Estate Appraiser
License No. 1201002454

TABLE OF CONTENTS

SUMMARY AND RECOMMENDED FUNDING PLAN.....	2
Introduction.....	2
Recommended Funding Plan.....	3
INTRODUCTION AND METHODOLOGY	8
Introduction.....	8
Methodology.....	11
PHYSICAL ANALYSIS	16
Identification of Reserve Components	16
Aerial and Location Map.....	16
Condition Assessment	20
Building Components.....	20
Site Components.....	22
FINANCIAL ANALYSIS	24
Financial Assumptions.....	24
Estimation of Inflation Rate	25
Summary and Conclusion of Selected Rates.....	26
Recommended Funding Plan.....	26
ADDENDA.....	A
Photographs	B
Reserve Expenditures and Reserve Funding Plan	U
Historic and Recommended Reserve Funding Plan	V
Reserve Funding Plan Graphs	W
Certifications, Assumptions and Limiting Conditions	Z
Qualifications – Paul K.T. Conahan, MBA, RS.....	EE

SUMMARY AND RECOMMENDED FUNDING PLAN

INTRODUCTION

A Reserve Study is a tool which anticipates major common area repair and replacement expenses and develops a prudent Reserve Funding Plan to pay for these expenses. By its nature, a Reserve Study must make assumptions about the future, which can sometimes be unpredictable. However, by using meticulous research and analysis together with proven methodologies, a well-executed Reserve Study provides organizations with valuable budget planning information and guidance on upcoming long-term maintenance and repairs.

In addition, a Reserve Study is a key marketing component for well-run organizations, since potential buyers can be assured that common elements will be cared for, and that annual budgets will not increase dramatically due to a lack of foresight and planning.

Anytown Church (Anytown Church) directed Michigan Reserve Associates to do a “Full” Reserve Study. On July 20, 2021 we performed an on-site noninvasive inspection.

A Reserve Study consists of two major components.

Physical Analysis	Financial Analysis
<ul style="list-style-type: none">• Component Survey and Inventory• Assessment of Component Condition• Estimate of Useful Life, Effective Age, Remaining Useful Life, and Replacement Cost	<ul style="list-style-type: none">• Current Reserve Fund Status• Recommended Funding Plan

Anytown Church consists of three distinct buildings. The project was built in several phases (1929, 1950, and 1966).

The Reserve Components were established based on interviews with representatives of Anytown Church. The following table provides an inventory of the reserve components:

Inventory of Reserve Components

<u>Reserve Component Inventory</u>	Quantities	First Year of	Life Analysis (Yrs.)	
	<u>Total</u>	<u>Replacement</u>	<u>Normal</u>	<u>Remaining</u>
<u>Building Components</u>				
Asphalt Roof Shingles+Partial Gutters; Sanctuary; Replacement	4,956 SF	2023	23	2
Asphalt Roof Shingles; Catherine; Replacement	2,119 SF	2032	23	11
Asphalt Shingle Roof/Gutters; Parsonage; Replacement	2,201 SF	2027	22	6
Asphalt Roof Shingles+Gutters; Parsonage Garage; Replacement	615 SF	2041	23	20
Asphalt Roof Shingles+Gutters; Church Garage; Replacement	704 SF	2028	23	7
EPDM Membrane Roof Cover; Catherine; Replacement	4,430 SF	2029	20	8
EPDM Membrane Roof Cover with Ballast; Kensington; Replacement	9,773 SF	2025	20	4
Tuck Pointing; Partial Sanctuary, Kensington, Entire Catherine; Phased	1 LOT	2030	25	9
Finishes; Kensington; Fellowship Hall; Carpet and Partial Paint	4,181 SF	2025	12	4
Finishes; Kensington; Second Floor Classrooms; Carpet and Partial Paint	3,945 SF	2030	12	9
Finishes; Kensington; Fellowship Hall Kitchen; Resilient Flooring; Rep.	532 SF	2023	15	2
Finishes; Catherine; Bernard Lounge; Carpet Flooring; Replacement	1,864 SF	2028	15	7
Finishes; Catherine; 1st Floor Classrooms; Laminate Flooring; Replace.	3,780 SF	2037	20	16
Finishes; Sanctuary; Pew Chairs; Reupholster	99 UNITS	2028	15	7
Finishes; Sanctuary; Pew Benches; Reupholster	253 LF	2028	15	7
Windows; Replacement; Kensington	1,013 SF	2023	30	2
Windows; Replacement; Catherine	1,800 SF	2030	40	9
HVAC: Boilers (Last Replaced 2013); Replacement	2 UNITS	2038	25	17
HVAC: Boiler (Last Replaced 2019); Replacement	1 UNIT	2044	25	23
HVAC: Kensington Chiller and Air Handler; Replacement	1 UNIT	2045	25	24
HVAC: Sanctuary; Air Conditioner; Replacement	1 UNIT	2030	25	9
HVAC: Roof Top Units With Cooling; Kensington; Replacement	2 UNITS	2031	25	10
Elevator; New Controller/Door Opener; Cab Refresh/Capital Repairs	1 LOT	2038	25	17
Audio/Visual Equipment; Sanctuary; Replacement (Allowance)	1 LOT	2025	12	4
Lighting; Master Controller; Sanctuary; Replacement	1 UNIT	2025	20	4
Sanctuary; Stained Glass; Sealing and Repairs	1 LOT	2022	8	1
<u>Site Components</u>				
Asphalt; Parking Lot; Total Replacement	11,119 SF	2028	18	7
Asphalt; Parsonage Paved Drive; Mill & Replacement	1,868 SF	2036	18	15
Anodized Aluminum Fencing; Vacant Lot Perimeter; New Installation	340 LF	2022	40	1
<u>Other Components</u>				
Vehicle; Passenger Van; Replacement (Assume Used at Replacement)	1 UNIT	2022	15	1

RECOMMENDED FUNDING PLAN

The purpose of this reserve study is to assist the client in developing the budget for the next fiscal year. Since the next fiscal year for Anytown Church commences January 1, 2022, the reserve fund balance as of January 1, 2022 must be calculated to account for revenues and expenses between the present date and the start of the new fiscal year.

According to information provided by Anytown Church, the Anytown Church reserve fund balance as of January 1, 2022 will be \$168,392. This balance was calculated by taking the reserve balance of \$210,303 as of June 1, 2020, adding \$0 in anticipated reserve revenue until the end of the fiscal year, then adding \$3,089 in earned interest until the end of the fiscal year, and deducting \$45,000 in anticipated reserve expenditures until the end of the fiscal year. This calculation is shown below.

Projected Reserve Fund Balance as of – 01/01/2022

Reserve Fund Balance as of – 06/01/2020	\$ 210,303
Plus Remaining Reserve Contribution until End of Current Fiscal Year	-
Plus Estimated Interest From Reserve Funds Until End of Current Fiscal Year	3,089
Minus Remaining Reserve Expenditures Until End of Current Fiscal Year	
Kensington - Chiller and Air Handler	\$ 45,000
Total Expenditures To Deduct	(45,000)
Equals Projected Reserve Fund Balance as of – 01/01/2022	\$ 168,392

Using the current Reserve Contribution amount plus a typical 0% annual increase, the projected Reserve Balance will remain positive until the year 2025, at which time there will be a negative balance of \$22,276. The Reserve Balance will be negative \$1,305,855 by the year 2046. This indicates that the current Reserve Balance and annual Reserve Contributions will be inadequate to fund the anticipated Reserve Expenditures (see “Reserve Funding Plan Graphs” beginning on page W).

This Reserve Study calculates Reserve Expenditures based on local costs, estimated interest which will accrue to the Reserve Funds collected, and accounting for projected future inflation for materials and workmanship.

The following is our recommend Reserve Funding Plan Contributions for the duration of the projection period, along with a snapshot of the current and Recommended Reserve Contribution.

Recommended Annual Reserve Contributions

Year	Recommended Reserve Contrib.	Additional Reserve Contribution	Year	Recommended Reserve Contrib.	Additional Reserve Contribution
2022	\$ 47,200	\$ -	2035	\$ 69,200	\$ -
2023	48,600	-	2036	71,300	-
2024	50,100	-	2037	73,400	-
2025	51,600	-	2038	75,600	-
2026	53,100	-	2039	77,900	-
2027	54,700	-	2040	80,200	-
2028	56,300	-	2041	82,600	-
2029	58,000	-	2042	85,100	-
2030	59,700	-	2043	87,700	-
2031	61,500	-	2044	90,300	-
2032	63,300	-	2045	93,000	-
2033	65,200	-	2046	95,800	-
2034	67,200	-			

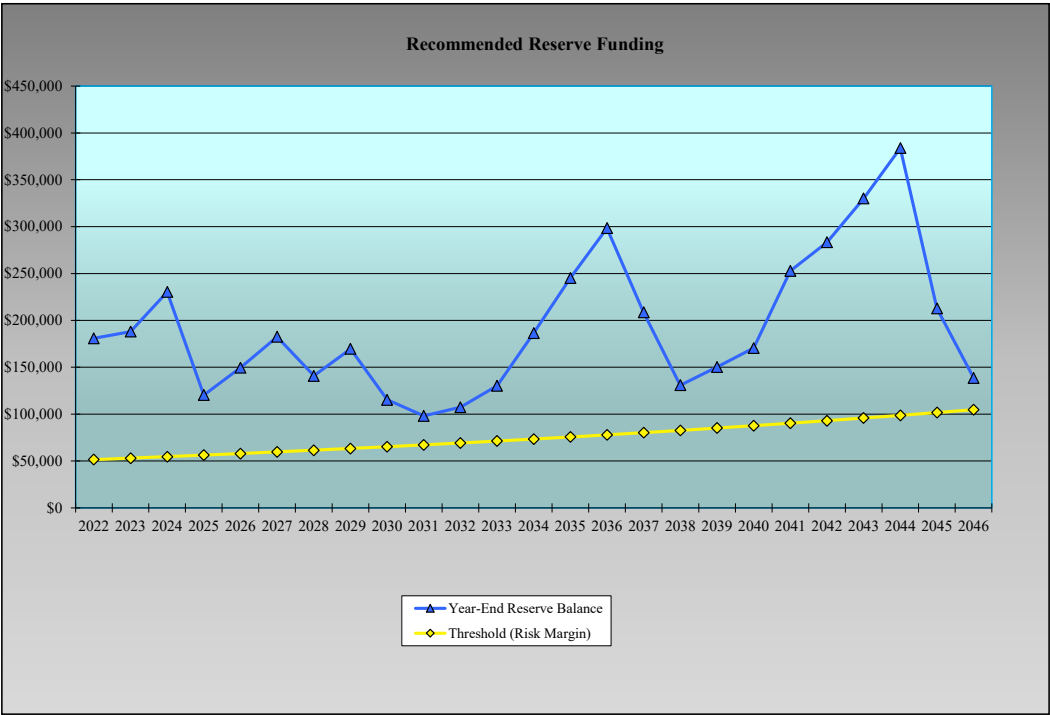
Snapshot of Current and Recommended Reserve Contribution

	Annual Amount
Projected Reserve Contribution at Start of Next Fiscal Year	\$ 16,000
Recommended Reserve Contribution at Start of Next Fiscal Year	\$ 47,200
Amount of Increase/(Decrease) Current vs. Recommended	\$ 31,200
Additional Reserve Contribution (Years 1-10)	\$ 0

The recommended year 2022 Reserve Contribution of \$47,200 reflects an increase of \$31,200, relative to the projected historic Reserve Contribution. Starting with the 2022 Recommended Reserve Contribution of \$47,200 per annum, and then increasing the Recommended Reserve Contribution by 3.0% per year, the organization's Reserves will typically remain above zero as well as above the Threshold for all years shown ("Threshold" is discussed in the next paragraph).

By following the recommended Reserve Contributions, the organization will gradually accrue a Reserve Fund which will provide the financial means to address the major Reserve Component Expenditures which will arise in the future. The recommended Reserve Contribution amount will provide adequate, but not excessive, levels of Reserves, while still maintaining a reasonable Threshold Margin which suits the particular needs of the organization and will provide a “safety buffer” for unanticipated Reserve Expenditures which are unpredictable but inevitable.

The following graph illustrates the year-end Reserve Fund balance using the Recommended Reserve Funding Plan for the next 25 years.



In order to ensure that significant overfunding or underfunding does not occur, we recommend that the Anytown Church update this Reserve Study every three to five years, or when any major changes in the Physical or Financial analysis occur. Such changes include accelerated Reserve Component Expenditures undertaken at the client’s discretion, addition

(construction) or demolition of Reserve Components, interest rate changes on reserve investments, and changes in local building costs.

Respectfully submitted,

A handwritten signature in black ink, appearing to read "Paul Conahan". The signature is fluid and cursive, with a long horizontal stroke at the end.

Paul Conahan, MBA, RS
Michigan Reserve Associates LLC

INTRODUCTION AND METHODOLOGY

INTRODUCTION

A Reserve Study is a tool which anticipates repair and replacement expenses and develops a prudent Reserve Funding Plan to pay for these expenses. By its nature, a Reserve Study must make assumptions about the future, which can sometimes be unpredictable. However, by using meticulous research and analysis together with proven methodologies, a well-executed Reserve Study provides organizations with valuable budget planning information, and guidance on upcoming long-term maintenance and repairs.

There are three levels of service for Reserve Studies as espoused by the Community Associations Institute.¹

I) **Full:** A Full Reserve Study consists of the following:

- Component Inventory
- Condition Assessment (based upon on-site visual observation)
- Life and Valuation Estimates
- Reserve Fund Status
- Recommended Reserve Funding Plan

II) **Update, With-Site-Visit/On-Site Review**, consists of:

- Component Inventory (verification only, not quantification)
- Condition Assessment (based upon on-site visual observation)
- Life and Valuation Estimates
- Reserve Fund Status
- Recommended Reserve Funding Plan

III) **Update, No-Site-Visit/Off-Site Review**, consists of:

- Life and Valuation Estimates

¹ “RS National Reserve Study Standards,” Community Associations Institute, April 2009, p. 2.

- Reserve Fund Status
- Recommended Reserve Funding Plan

This is a “Full” Reserve Study. For simplicity, the terms “Full” Reserve Study and “Reserve Study” will be used interchangeably following this section.

Typically, the Level I (Full Reserve Study) option is only required for an organization’s first Reserve Study. This is our most comprehensive offering and should be used by organizations which are ordering their first reserve study, or whose previous reserve study is so dated and/or inaccurate as to require a “blank slate” approach to re-survey the various components and their conditions. As part of our scope of work, we will thoroughly review your maintenance schedule, and interview Board members and/or organization representatives to determine what items should be included in the list of reserve components. We will then estimate Useful Life, Remaining Useful Life, and Replacement Cost, all documented and supported with color photographs. From this Physical Analysis we will then perform a Financial Analysis which will account for your current reserve funding situation and recommend an ongoing Reserve Funding Plan.

Level II (Update, With-Site-Visit/On-Site Review) reserve studies are recommended if the organization is confident that the Reserve Components have been accurately surveyed, and no major changes have occurred since the last Full Reserve Study. The scope of work includes an on-site inspection to update Useful Life, Remaining Useful Life, Cost Figures, and Financial Assumptions, but component quantities will not be re-surveyed.

When doing an “Update With Site Visit” assignment, the Reserve Component inventory is not quantified. The quantification of reserve components as determined by the previous reserve study will be assumed to be accurate.

Level III (Update, No-Site-Visit/Off-Site Review) reserve studies are useful when the organization is confident that the Reserve Components have been accurately identified and surveyed, but due to the minimal number of Reserve Components, and short-time period

elapsed since the last Reserve Study, the organization does not feel an on-site inspection would be required. In order to provide a credible reserve study, we only provide this type of reserve study for existing clients, and our previous reserve study (with site visit) is less than five years old. Narrative content of this type of Reserve Study is extremely limited, with most communication occurring via an Executive Summary, charts and graphs (Reserve Expenditures and Reserve Funding Plan).

When doing an “Update Without Site Visit” assignment, the Reserve Component conditions are not visually confirmed and updated, and the Remaining Useful Lives of the Reserve Components will typically be calculated based on the assumption that the actual time elapsed since the previous reserve study is added to the effective age as determined in the previous reserve study. The quantification of Reserve Components as determined by the previous reserve study will be assumed to be accurate.

Anytown Church (Anytown Church) directed Michigan Reserve Associates to do a “Full” Reserve Study. On July 20, 2021 we performed an on-site noninvasive inspection.

METHODOLOGY

The Physical Analysis precedes the Financial Analysis since we must first determine the projected expenses before evaluating the organization's financial status to develop a Recommended Reserve Funding Plan.

The Physical Analysis therefore starts with an inventory of Reserve Components. To establish what items to include in our inventory, we reviewed the organization's, recent Reserve expenditures, and conducted interviews with the organization's representatives to determine if there are historical precedents which warrant inclusion in the Reserve Component Inventory.

What Physical Assets Should be Included in an Inventory of Reserve Components?

Reserves are large items that require advance planning to repair or replace. Operating expenses are ongoing, predictable expenses that repeat throughout the year or from year-to-year, with modest unanticipated items typically covered by a maintenance contingency in the budget, whereas larger items may be covered by additional assessments or insurance.

There is a national standard five-part test to establish whether an item should be funded through reserves. First, the item must be a common element maintenance responsibility. Second, the component must have a limited life. Third, the limited life must be predictable. Fourth, the item must be above a threshold cost. Fifth, the item is required by local codes. A sixth criteria is not part of the national standard but is inherent in the methodology used in this Reserve Study. Only Reserve Components which fall within the 25-year time horizon are included in our analysis. Therefore, Reserve Components presented in this Reserve Study are organization responsibilities, major items, with limited and predictable lives which fall within the 25-year projection period. Items such as foundations and major infrastructure components are not included in reserves since they do not have limited useful life expectancies which can be predicted. Small items, such as metal street signs are not considered Reserve Components due to their nominal costs (i.e., they do not pass Test # 4 above).²

² *Ibid.*, p. 2.

As it relates to the client, we suggested that items costing more than \$10,000 and that have a minimum predictable Useful Life of at least three years be considered Reserve Components. The reason for this is that there should be a firewall between the reserve and operating accounts so that reserve funds do not get treated as an extension of operating funds. Reserve expenses are typically defined as being used major repairs and replacements.. We are not lawyers, but we do recommend that the organization adopt a clear definition of what constitutes a Reserve Component which will be funded via Reserve Funds.

How are Useful Life and Remaining Useful Life Established?

Useful Life is estimated based on our experience with the Reserve Component, after accounting for quality, expected maintenance, and weather exposure. Remaining Useful Life is primarily a function of the current noninvasive observed condition. The complement of Remaining Useful Life is Effective Age. Typically, Effective Age does not equal Actual Age due to differences in quality, rate of wear, and degree of maintenance attention a particular item receives. For Reserve Components where age characteristics are not readily visible (e.g., complex heating/cooling systems, elevators, security systems, etc.), we rely on interviews with the organization's service vendor. If the vendor is no longer available, we use national benchmarks, primarily from the *Marshall & Swift* cost estimating service.

How are Cost Estimates Established?

Whenever possible, we use recent historical information for Reserve Components which have been replaced or repaired, since this gives an actual localized data point from which to estimate future costs. Additional sources of information are comparisons with other organizations for which we have performed work, as well as interviews with local vendors. Costs are also compared with those published by *Marshall & Swift* to provide a feedback mechanism to verify local vendor costs against national and regional cost data.

How Much Reserves Should We Contribute?

We utilize four principles when developing a Recommended Reserve Funding Plan. First, there must be sufficient cash on hand to handle the Reserve projects which arise. Second, we seek to provide a stable rate of contribution since this makes it easier for the to plan their budgets year-to-year. Third, the Reserve Funding Recommendation attempts to evenly distribute the contributions over the years so that clients pay their fair share in proportion to the time that they have owned their unit (this does not apply to Grace Lutheran Church). Finally, the Recommended Reserve Funding Plan must be fiscally responsible using reasonable and prudent financial assumptions with a risk profile tailored to the client.³

What is Our Funding Goal?

There are four different funding goals which are independent of the methodology utilized. These goals are:

- 1) Baseline Funding: Anticipated costs and their expected timing over the projection period are calculated. The reserve contribution is then set to keep the reserve cash balance above zero.
- 2) Full Funding: Setting a reserve funding goal of attaining and maintaining reserves at or near 100% funded. For example, an organization would set aside \$10,000 per year for a component (e.g., roof) which will cost \$100,000 to replace in 10 years. Full funding is considered the most expensive (and therefore conservative) funding formula since money for all reserve components is set aside and accounted for.
- 3) Statutory Funding: Establishing a reserve funding goal of setting aside the specific minimum or regulatory amount of reserves requires by local statutes.
- 4) Threshold Funding: Establishing a reserve funding goal of keeping the reserve balance above a specified dollar or percent funded amount. Depending on the threshold, this funding goal may be more or less conservative than Full Funding.

³ *Ibid.*, p. 4.

With Baseline Funding, there is no margin for error, and if expenses are higher than budgeted, or projects occur earlier than planned, additional assessments can occur, although this risk can be somewhat alleviated by regular updates to the Reserve Study.

Statutory Funding is not recommended because there is no direct correlation between the statutory minimum and the organization's actual financial needs. For example, a statutory 10% minimum for the reserve contribution might be acceptable for a newer development with relatively few common elements, and a properly developed maintenance and overall budget plan. However, the 10% minimum might be wildly off the mark for an older development with extensive common element obligations and a maintenance and overall budget that are themselves underfunded.

In our opinion, Full Funding provides an excessive level of funding since the organization is typically setting aside money that it will not be using for decades. On the other hand, this funding goal has the distinction of typically being the most conservative funding formula which may be seen as a virtue by some organizations.

We recommend using Threshold Funding with a safety margin set above 100% of Baseline Funding. Although the safety margin is arbitrary, it should be customized to the client's risk profile. As a rule of thumb, we suggest a safety margin of \$50,000 as prudent for organizations similar to the subject. When an organization is considering what their threshold safety margin should be, a good question to ask is "What is a reasonable level of money to have on hand due to unpredictable events?" Small amounts can usually be covered by maintenance contingency funds or short-term loans, while very large unplanned events are typically covered by insurance.⁴

An added benefit of using Threshold Funding as recommended above is that it provides a layer of global risk management against the many future unknowns which must be assumed for the purposes of a reserve study. For example, reserve studies must make assumptions

⁴ *Ibid.*, p. 3.

about future rates of inflation, rates of return on reserve investments, and the Useful Lives of Reserve Components. One way of accounting for the many different risk factors inherent in reserve study assumptions would be to attempt to individually forecast the future replacement cost for each Reserve Component. For example, certain Reserve Components which depend on petroleum-based commodity materials (such as paving and roof shingles) have recently been increasing at a rate significantly greater than inflation. However, not only would it be impractical to forecast future Replacement Costs for potentially dozens of Reserve Components (some of which may actually experience deflation over time), it is more straightforward to concede that future risk can realistically only be managed at a macro, rather than micro, level.

PHYSICAL ANALYSIS

IDENTIFICATION OF RESERVE COMPONENTS

Anytown Church consists of 1 units. Project was completed in several phases (1929, 1950, and 1966). The following graphic provides an aerial view of the project.

AERIAL AND LOCATION MAP



The Physical Analysis starts with an inventory of Reserve Components. To establish what items to include in our inventory, we reviewed the organization's recent Reserve expenditures, and conducted interviews with the organization's representatives. Please see the Reserve Expenditures spreadsheet in the Addenda for a listing of individual line items, estimates for Useful Life, Remaining Useful Life, and current Replacement Cost for each component.

For our on-site observations, we:

- Inspected all common areas
- Utilized aerial photographs for the following included reserve components
 - Roofs

Based on the national five-part test described on page 11, there are certain items which have not been included in this reserve study.

Items which may pass the five-part inclusion test as a Reserve Component discussed on page 11 but were specifically excluded in this Reserve Study at the direction of the client are:

- Site; asphalt seal coating – This optional item will either not be performed or will be funded from operations at the client’s discretion. The primary function of the seal coat is an aesthetic one. Although co-owners typically find the uniform appearance of the roadways appealing, the sealcoat does not penetrate the asphalt and provides little rejuvenative effect. An annual crack filling maintenance program should still be implemented regardless of whether there is a seal coating program in place or not.

In addition, there is growing concern that coal tar sealants, which are commonly used in seal coating applications, pose a cancer risk to humans, and may also appear in runoff which can adversely impact the environment. Asphalt-based products typically cost about the same as coal tar products and contain significantly lower levels of cancer-linked chemicals, although there is some debate on whether asphalt-based sealants perform as well as coal tar sealants.

- Bathrooms; renovations – The bathrooms in the Kensington wing adjacent to the sanctuary were renovated in 2013 and are projected to not need further renovations for the remainder of the projection period. The remaining bathrooms will be renovated using capital campaign funds and were therefore excluded from the reserve study.
- Catherine; 2nd and 3rd floor renovations (except the Barnard Lounge) – These renovations have historically been funded “as needed” from operations. This practice is assumed to continue moving forward.
- HVAC; air-handler with cooling located at the top of the stairs in the Kensington/sanctuary section of the building; replacement – Client reports that this

component has not functioned for years and may no longer be an integral part of the HVAC system following the 2013 renovations.

- Pipe organ; capital repairs – Client reports that annual maintenance of \$2,000 is funded via operations. \$13,200 in capital repairs were spent in 2016 and no further capital repairs are forecast for the remainder of the projection period.

Items which may fail the five-part inclusion test as a Reserve Component discussed on page 11 but were specifically included in this Reserve Study at the direction of the Client are:

- None noted

Noteworthy items which did not meet the criteria (see page 11) for inclusion as Reserve Components are broken down by category below:

Item failed test #1 (Not a maintenance/replacement responsibility)

- N/A; see above

Item failed test #2 (No limited life)

- None noted

Item failed test #3 (No Predictable Limited Life)

- Site; electrical power distribution systems; replacement
- Site; sewer and water mains; replacement
- Site; tree and shrub replacement
- Site; routine asphalt crack filling and repair
- Buildings; foundations; replacement
- Buildings; structural framing; replacement

Item failed test #4 (Cost is Below the Assumed Threshold Amount of \$10,000)

- Items in this category which are assumed to be funded (either on an “as needed” or scheduled basis) by the organization’s operating budget are:
 - Site; “Grace Lutheran Church” sign fronting Ogden Avenue; replacement

- Site; playground equipment; replacement
- Site; exterior lighting and parking lot lighting; replacement
- Site; concrete sidewalks; partial replacement
- Sanctuary; fire suppression system; control panel; replacement
- Parsonage; garage; garage door and opening mechanism; replacement
- Church buildings; garage door and opening mechanism; replacement
- Kensington; fellowship hall; kitchen appliances (6 burner gas commercial range/oven; refrigerator, freezer, commercial dish washer/sanitizer)
- Parsonage; interior finishes, kitchen appliances, HVAC mechanicals; replacement
- Parsonage; windows; replacement (Pastor Ben reports that 50% of the windows were replaced in 2019 and therefore have a Remaining Useful Life beyond the 25-year projection period; remaining windows have a replacement cost which is less than the Threshold Amount of \$10,000)
- Administration; software and hardware; replacement
- Catherine; 1st floor classrooms; interior painting
- Buildings; keypad entry system; replacement
- HVAC; 5-ton air-conditioning unit servicing sanctuary offices (installed in 2013); replacement

Noteworthy items which passed Tests 1-4 on page 11, and are thus considered Reserve Components, but were not explicitly accounted for in this Reserve Study because the Remaining Useful Life is beyond the 25-year time horizon:

- Church buildings (sanctuary, Kensington, Catherine); brick and stone exterior cladding; replacement
- Building; sanctuary; fire suppression system; lines and heads installed in 2013; replacement
- Parsonage; stucco siding; replacement
- Parsonage; garage; vinyl siding; replacement
- Church buildings; garage; vinyl siding; replacement
- Sanctuary; pipe organ; replacement
- Site; chain-link fence around playground; replacement

CONDITION ASSESSMENT

The following narrative details the condition assessment of the significant Reserve Components, along with relevant commentary and cost source, if applicable.

BUILDING COMPONENTS

Asphalt Roof Shingles (Including Gutter and Downspout Replacement): Asphalt shingles were observed to be in average condition relative to their age. We note that the claimed shingle life of 25-30 years is typically based on moderate weather conditions compared to the Great Lakes region, and the claimed life is not typically realized. We therefore used a more realistic 23-year Useful Life. At time of replacement, existing roofing is assumed to be completely removed and then replaced using asphalt shingles with a similar expected Useful Life. Replacement cost was estimated using the *Marshall and Swift Valuation Service* as well as actual costs obtained from roofing projects performed by our clients. We recommend that the client implement a regular annual inspection program to ensure that trees are not rubbing against roof shingles, since constant friction can dramatically shorten the Useful Life of the asphalt shingles.

A 10% cost factor is included in the overall asphalt shingle replacement cost to account for typical partial replacement of wood decking/sheathing and fascia boards as applicable.

When evaluating roof shingles, the following are the primary indicators that it is time for a roof replacement:

Granule Loss: Asphalt shingles are made-up of a base supporting material, asphalt, and mineral granules. The granules protect against ultra-violet degradation and physical damage. Excessive granule loss leads to bald patches, and these areas lead to drying out and splitting.

Lifting and Curling: As shingles near the end of their useful life, the most obvious physical indicator is lifting and curling, which telegraph that the shingles are drying out. At this stage, roof failure is imminent, and a roof replacement, or a reroofing will need to be completed.

A roof replacement involves removing the existing shingles down to the sheathing, and replacing with new shingles. A reroofing is installation of new shingles over the old shingles, assuming there is only one layer of old shingles and no curling. In general, a roof replacement is the preferred roofing method since most roofing manufacturer warranties only apply to full replacements. In addition, reroofs typically have a shorter useful life since the new shingles are installed on an uneven surface and do not lay flat, making them prone to blow offs and cracks forming over the uneven surfaces, similar to street reflective cracking in asphalt overlays.

EPDM (Ethylene Propylene Diene Monomer) Membrane Roof Cover: The EPDM membrane roof cover was generally observed to be in average condition. EPDM has an expected Useful Life of 20 years, which corresponds to the typical warranty period offered by manufacturers. Cost includes removal and disposal of existing EPDM roof material, including stone ballast, and any underlying insulation. Replacement material is assumed to consist of a minimum of 3½ inches of polyisocyanurate and/or loose insulation, and 60 mil EPDM fully adhered membrane cover. Cost data was provided via our proprietary database of actual replacement costs, which was also cross-checked using the *Marshall Valuation Service*.

Tuckpointing: The following areas were recently tuck pointed:

<u>Building</u>	<u>Elevation</u>	<u>Completed</u>
Kensington	West	2019
Sanctuary	West/South	2019
Sanctuary	East (Partial)	2019

The above tuck pointing cost in 2019 was \$74,000. The east elevation of Kensington was tuck pointed in 2017.

Looking forward, the areas that have already been tuck pointed are assumed to not require significant tuck pointing for the remainder of the projection period. For the Catherine building and partial elevations of the sanctuary and Kensington wing, a tuck pointing allowance of \$90,000 was considered reasonable for budget planning purposes, with phased tuck pointing projected to commence in 10 years.

Audio/Visual Equipment: Pastor Ben reports that the combined replacement cost of the audio/visual equipment is approximately \$50,000 and includes amplifiers, speakers, cabling, and controllers. Replacement is projected to commence in 2025, phased over four years.

Sanctuary; Stained Glass; Sealing and Repairs: Client reports that sealing and repairs are typically required every 7-9 years. Most recent sealing and repairs occurred in 2013 at a cost of approximately \$10,000. Current cost is estimated at \$12,000.

Windows: Useful life can vary widely depending on usage patterns and orientation to the elements, with a 30-50 year useful life being typical/average. Replacement units are assumed to approximate the quality of the original units.

SITE COMPONENTS

Asphalt (Total Replacement): For total replacement, the entire asphalt layer is removed, and the underlying base is typically repaired and recompactd where needed. Total replacement is recommended when mill and replacement was used most recently.

An alternative to total replacement is mill and overlay. This consists of milling out the existing asphalt, with a minimum 1½" overlay. Mill and overlay is recommended when the wearing course of asphalt does not exhibit extensive structural failure, such as alligator cracking.

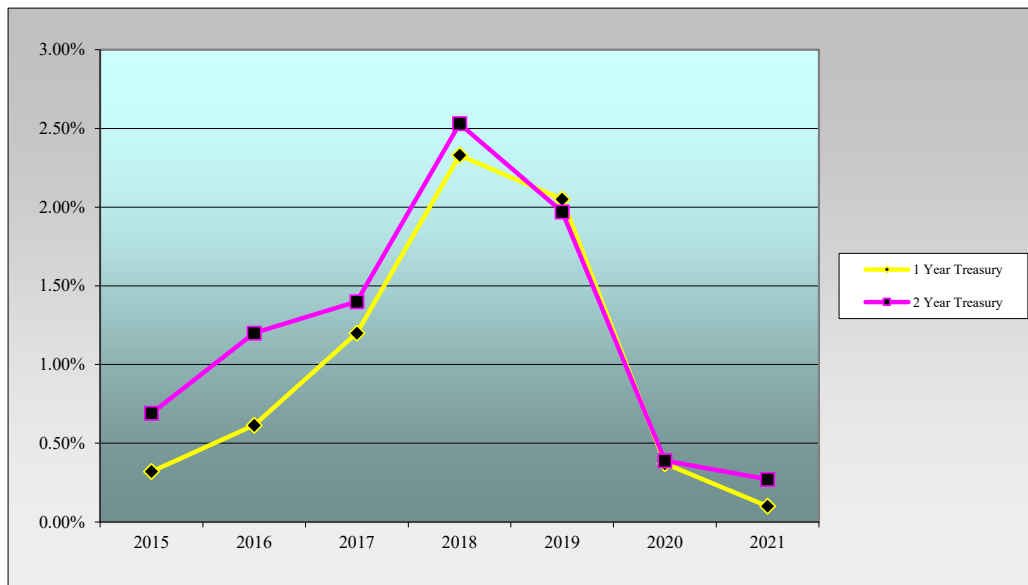
Regardless of which approach is used, we recommend that any weeds that are growing between or through the asphalt be immediately treated with an herbicide such as Roundup. If the organization wishes to limit the use of herbicides, application of a vinegar solution (20% acetic acid) and water has been shown to be effective for approximately two months (these results are comparable to the use of Roundup). Failure to implement a regular weed abatement program can dramatically shorten the Useful Life of the asphalt surfacing.

FINANCIAL ANALYSIS

FINANCIAL ASSUMPTIONS

The following chart details the historical trend for typical savings investment vehicles (one- and two-year Treasuries) as published by the U.S. Treasury Department.

Trend for Sample Investment Types



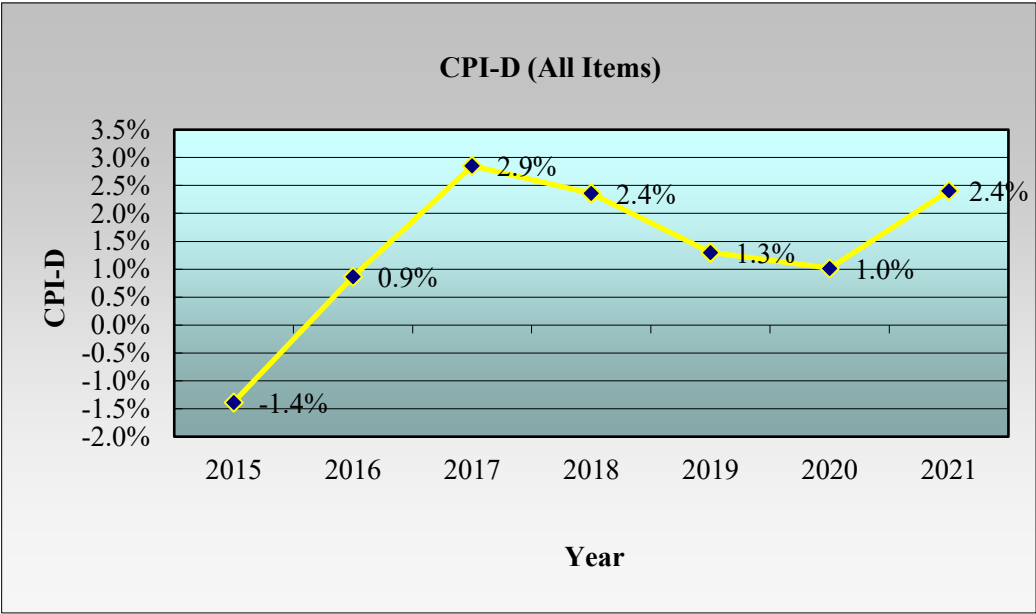
Treasuries provide a good investment benchmark since they reflect a very safe investment whose risk profile matches that of most organizations. By using “laddering” in which maturities are staggered over time, an organization can often gain some of the higher yield of a longer-term investment, while still having access to liquid funds as the various investments mature in series.

A broad-based analysis of rates is required since the investment yield-rate selected will be utilized for the entire 25-year projection period, and the rate selected should therefore reflect what can be expected during a 25-year time period, with nominal attention paid to current investment rates.

For the purposes of this Reserve Study, we will use a Reserve savings yield rate of 2.0%. We did not make any adjustments to account for the impact of Federal Income Tax on investment income since the organization’s tax situation can change over time. We advise the client to consult with its accountant and/or professional investment advisor to develop or refine an investment strategy consistent with the organization’s risk profile and Reserve investment profile.

ESTIMATION OF INFLATION RATE

The following graph illustrates the five-year historical trend for the Consumer Price Index (CPI-D; all Items) as published by the U.S. Bureau of Labor Statistics.



As discussed for Reserve savings, a broad-based analysis of rates is required since the inflation rate selected will be utilized for the entire 25-year projection period. In addition, the CPI-D measures inflation for a wide-range of goods, and therefore does not correlate directly with changes in the cost of materials and labor for repair/replacement of Reserve Components.

For the purposes of this Reserve Study, we will use a 3.0% annual inflation rate. Although inflation may be above or below a 3.0% annual inflation rate during any particular year of the

25-year projection period, we anticipate a 3.0% annual inflation rate to represent the average rate over time.

SUMMARY AND CONCLUSION OF SELECTED RATES

Having the Reserve savings yield rate less than the expected long-term inflation rate is a conservative assumption since most investments are made with the primary purpose of matching or exceeding inflation. However, organizations typically follow a reserve investment policy which strongly emphasizes safety and preservation of capital. Since risk and reward are directly related, the lower risk profile utilized by organizations typically results in a lower rate of return, and therefore having the reserve savings investment yield be less than the expected inflation rate was considered reasonable.

RECOMMENDED FUNDING PLAN

The purpose of this reserve study is to assist the client in developing the budget for the next fiscal year. Since the next fiscal year for Anytown Church commences January 1, 2022, the reserve fund balance as of January 1, 2022 must be calculated to account for revenues and expenses between the present date and the start of the new fiscal year.

According to information provided by Anytown Church, the Anytown Church reserve fund balance as of January 1, 2022 will be \$168,392. This balance was calculated by taking the reserve balance of \$210,303 as of June 1, 2020, adding \$0 in anticipated reserve revenue until the end of the fiscal year, then adding \$3,089 in earned interest until the end of the fiscal year, and deducting \$45,000 in anticipated reserve expenditures until the end of the fiscal year. This calculation is shown below.

Projected Reserve Fund Balance as of – 01/01/2022

Reserve Fund Balance as of – 06/01/2020	\$	210,303
Plus Remaining Reserve Contribution until End of Current Fiscal Year		-
Plus Estimated Interest From Reserve Funds Until End of Current Fiscal Year		3,089
Minus Remaining Reserve Expenditures Until End of Current Fiscal Year		
Kensington - Chiller and Air Handler	\$	<u>45,000</u>
Total Expenditures To Deduct		<u>(45,000)</u>
Equals Projected Reserve Fund Balance as of – 01/01/2022	\$	168,392

Using the current Reserve Contribution amount plus a typical 0% annual increase, the projected Reserve Balance will remain positive until the year 2025, at which time there will be a negative balance of \$22,276. The Reserve Balance will be negative \$1,305,855 by the year 2046. This indicates that the current Reserve Balance and annual Reserve Contributions will be inadequate to fund the anticipated Reserve Expenditures (see “Reserve Funding Plan Graphs” beginning on page W).

This Reserve Study calculates Reserve Expenditures based on local costs, estimated interest which will accrue to the Reserve Funds collected, and accounting for projected future inflation for materials and workmanship.

The following is our recommend Reserve Funding Plan Contributions for the duration of the projection period, along with a snapshot of the current and Recommended Reserve Contribution.

Recommended Annual Reserve Contributions

Year	Recommended Reserve Contrib.	Additional Reserve Contribution	Year	Recommended Reserve Contrib.	Additional Reserve Contribution
2022	\$ 47,200	\$ -	2035	\$ 69,200	\$ -
2023	48,600	-	2036	71,300	-
2024	50,100	-	2037	73,400	-
2025	51,600	-	2038	75,600	-
2026	53,100	-	2039	77,900	-
2027	54,700	-	2040	80,200	-
2028	56,300	-	2041	82,600	-
2029	58,000	-	2042	85,100	-
2030	59,700	-	2043	87,700	-
2031	61,500	-	2044	90,300	-
2032	63,300	-	2045	93,000	-
2033	65,200	-	2046	95,800	-
2034	67,200	-			

Snapshot of Current and Recommended Reserve Contribution

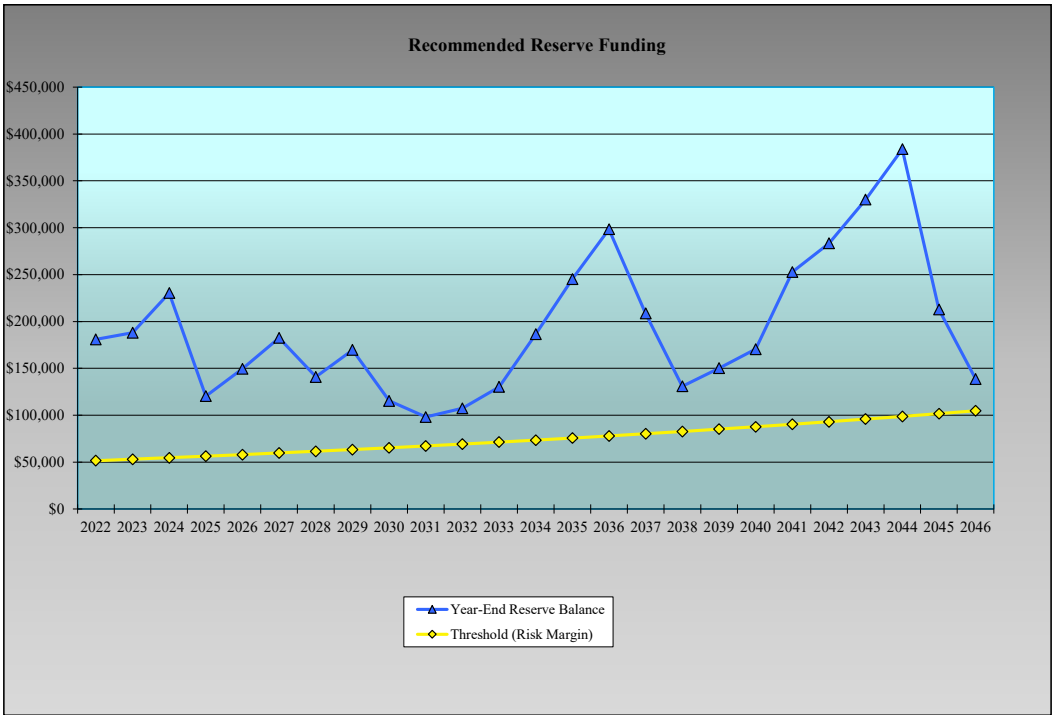
	Annual Amount
Projected Reserve Contribution at Start of Next Fiscal Year	\$ 16,000
Recommended Reserve Contribution at Start of Next Fiscal Year	\$ 47,200
Amount of Increase/(Decrease) Current vs. Recommended	\$ 31,200
Additional Reserve Contribution (Years 1-10)	\$ 0

The recommended year 2022 Reserve Contribution of \$47,200 reflects an increase of \$31,200, relative to the projected historic Reserve Contribution. Starting with the 2022 Recommended Reserve Contribution of \$47,200 per annum, and then increasing the Recommended Reserve Contribution by 3.0% per year, the organization's Reserves will typically remain above zero as well as above the Threshold for all years shown ("Threshold" is discussed in the next paragraph).

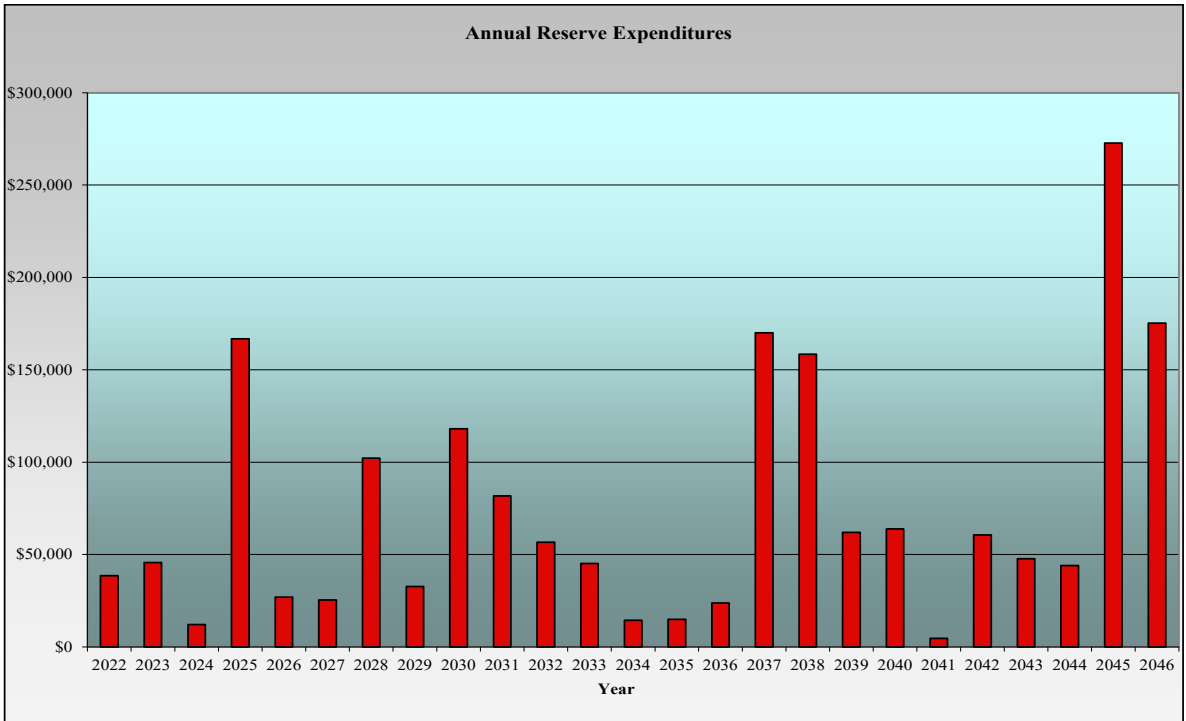
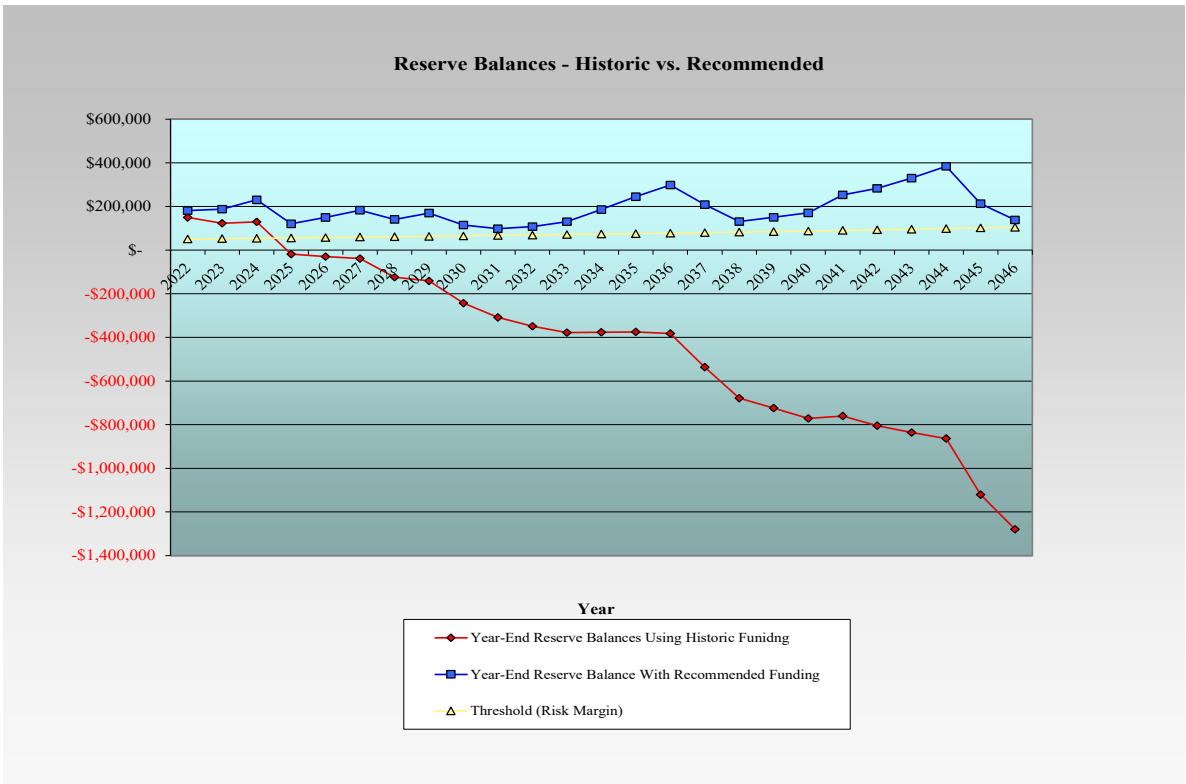
By following the recommended Reserve Contributions, the organization will gradually accrue a Reserve Fund which will provide the financial means to address the major Reserve Component Expenditures which will arise in the future. The recommended Reserve

Contribution amount will provide adequate, but not excessive, levels of Reserves, while still maintaining a reasonable Threshold Margin which suits the particular needs of the organization and will provide a “safety buffer” for unanticipated Reserve Expenditures which are unpredictable but inevitable.

The following graph illustrates the year-end Reserve Fund balance using the Recommended Reserve Funding Plan for the next 25 years.



In order to ensure that significant overfunding or underfunding does not occur, we recommend that the Anytown Church update this Reserve Study every three to five years, or when any major changes in the Physical or Financial analysis occur. Such changes include accelerated Reserve Component Expenditures undertaken at the client’s discretion, addition (construction) or demolition of Reserve Components, interest rate changes on reserve investments, and changes in local building costs.



ADDENDA

PHOTOGRAPHS



Photograph 1: View of signing fronting Maple Road



Photograph 2: Typical view of exterior building elevations

PHOTOGRAPHS



Photograph 3: Typical view of exterior building elevations



Photograph 4: Typical view of exterior building elevations

PHOTOGRAPHS



Photograph 5: Typical view of exterior building elevations



Photograph 6: Typical view of exterior building elevations

PHOTOGRAPHS



Photograph 7: Typical view of exterior building elevations



Photograph 8: Typical view of exterior building elevations

PHOTOGRAPHS



Photograph 9: Typical view of exterior building elevation



Photograph 10: Typical view of exterior building elevations (parsonage)

PHOTOGRAPHS



Photograph 11: Typical view of exterior building elevations (parsonage)



Photograph 12: Typical view of parsonage garage with asphalt shingle roof

PHOTOGRAPHS



Photograph 13: Typical view of church garage



Photograph 14: Typical view of sanctuary asphalt shingle roof

PHOTOGRAPHS



Photograph 15: Typical view of sanctuary asphalt shingle roof



Photograph 16: Typical view of Kensington EPDM roof

PHOTOGRAPHS

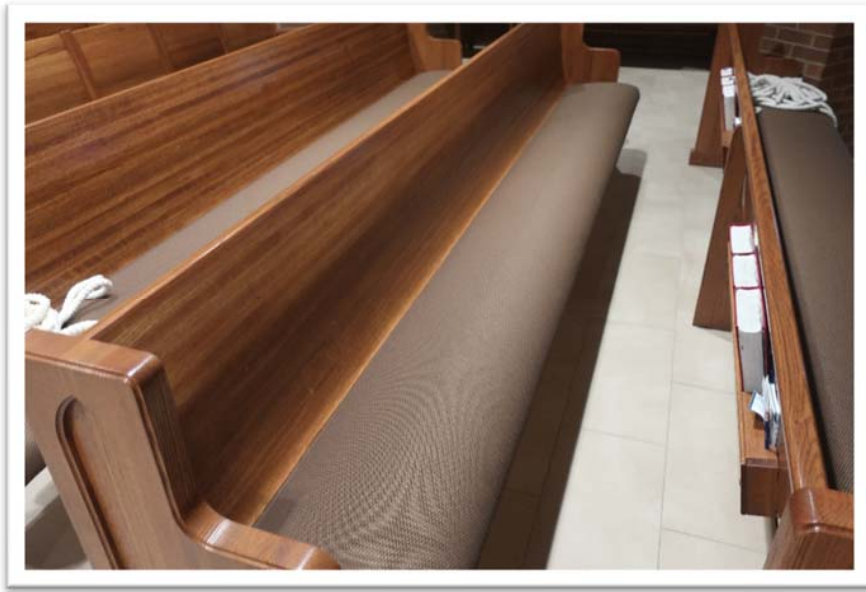


Photograph 17: Typical view of Kensington EPDM roof



Photograph 18: Typical view of Catherine roof (EPDM and asphalt shingles)

PHOTOGRAPHS

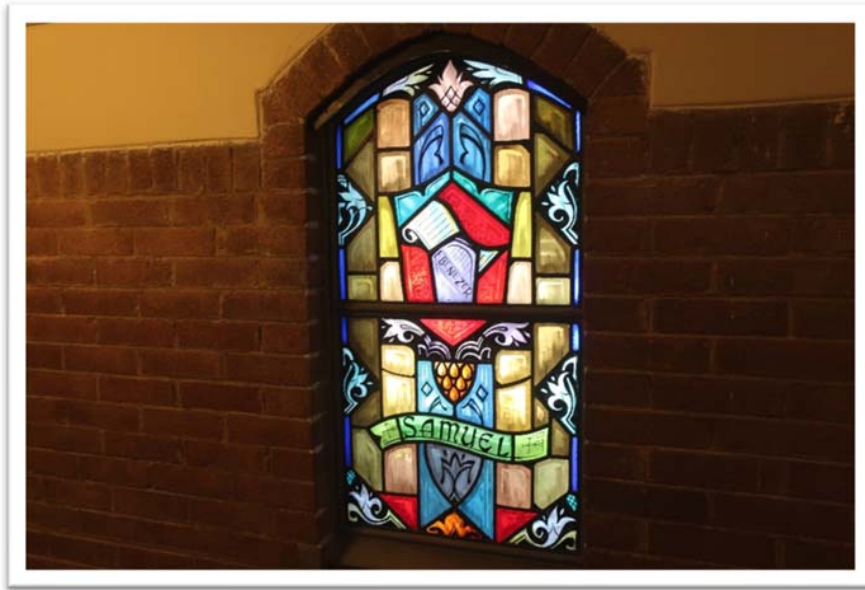


Photograph 19: Typical view of pew bench



Photograph 20: Typical view of pew chairs

PHOTOGRAPHS



Photograph 21: Typical view of stained glass



Photograph 22: Typical view of Catherine classrooms (1st floor)

PHOTOGRAPHS



Photograph 23: Typical view of classroom (Kensington)



Photograph 24: Typical view of classroom (Kensington)

PHOTOGRAPHS



Photograph 25: Typical view Bernard Lounge (Catherine building)



Photograph 26: Typical view of boiler unit

PHOTOGRAPHS



Photograph 27: Typical view of roof top units with cooling



Photograph 28: Typical view of Catherine building chiller unit

PHOTOGRAPHS



Photograph 29: Typical view of Catherine building air handler unit

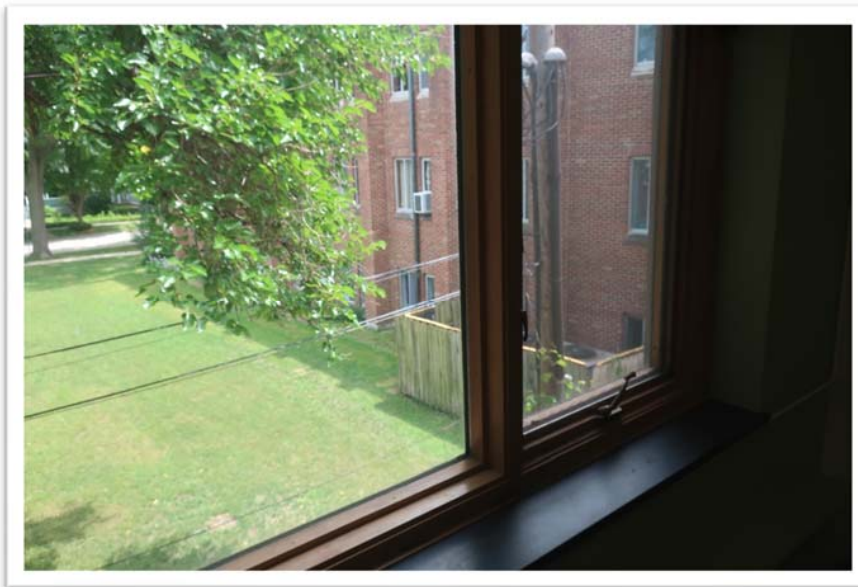


Photograph 30: Typical view of sanctuary master light panel

PHOTOGRAPHS



Photograph 31: Typical view of elevator cab



Photograph 32: Typical view of Kensington window system

PHOTOGRAPHS

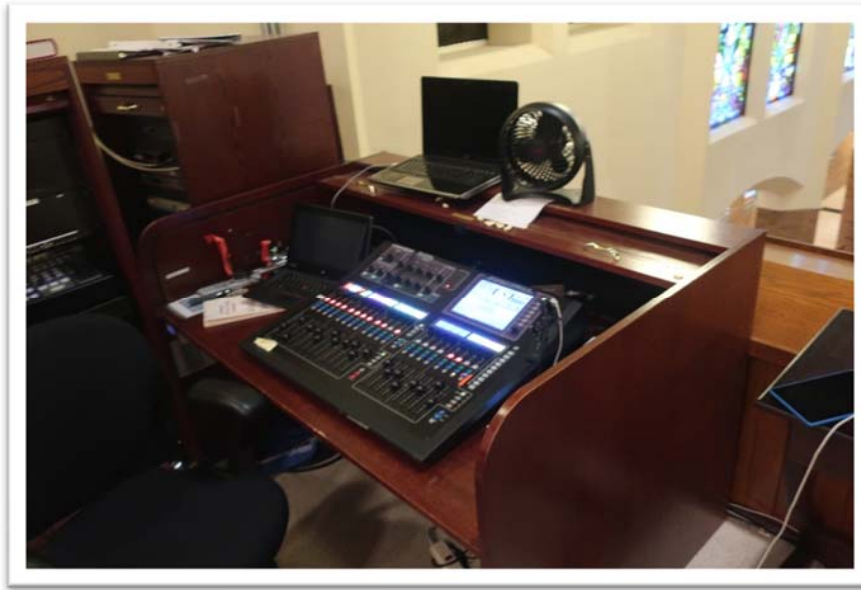


Photograph 33: Typical view of Kensington window system



Photograph 34: Typical view of Catherine building window system

PHOTOGRAPHS



Photograph 35: Typical view of sanctuary audio/visual equipment



Photograph 36: Typical view of sanctuary audio/visual equipment

PHOTOGRAPHS



Photograph 37: Typical view of asphalt paved parking lot



Photograph 38: Typical view of asphalt paved parsonage driveway

RESERVE EXPENDITURES AND RESERVE FUNDING PLAN
Formatted for Ledger-Size 11” x 17” Paper (or Use 150%+ Magnification To View on a Monitor)

Assumptions
3.0% annual inflation rate
2022 year of analysis

Reserve Component Inventory	Quantities	First Year of Replacement	Life Analysis (Yrs.)		Remaining Useful Lives and Estimated Future Replacements Costs																									
			Normal	Remaining	Unit Cost (\$)	RUL=1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25
						2022	2023	2024	2025	2026	2027	2028	2029	2030	2031	2032	2033	2034	2035	2036	2037	2038	2039	2040	2041	2042	2043	2044	2045	2046
Building Components																														
Asphalt Roof Shingles+Partial Gutters; Sanctuary; Replacement	4,956 SF	2023	23	2	6.00 PSF	-	30,628	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	60,447
Asphalt Roof Shingles; Catherine; Replacement	2,119 SF	2032	23	11	4.50 PSF	-	-	-	-	-	-	-	-	-	12,815	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Asphalt Shingle Roof/Gutters; Parsonage; Replacement	2,201 SF	2027	22	6	4.25 /SF	-	-	-	-	-	10,844	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Asphalt Roof Shingles+Gutters; Parsonage Garage; Replacement	615 SF	2041	23	20	4.25 PSF	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	4,583	-	-	-	-	-
Asphalt Roof Shingles+Gutters; Church Garage; Replacement	704 SF	2028	23	7	4.25 PSF	-	-	-	-	-	-	3,573	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
EPDM Membrane Roof Cover; Catherine; Replacement	4,430 SF	2029	20	8	6.00 PSF	-	-	-	-	-	-	-	32,690	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
EPDM Membrane Roof Cover with Ballast; Kensington; Replacement	9,773 SF	2025	20	4	8.00 PSF	-	-	-	85,434	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	154,303	-
Tuck Pointing; Partial Sanctuary, Kensington, Entire Catherine; Phased	1 LOT	2030	25	9	90,000 /LOT	-	-	-	-	-	-	-	-	28,502	29,357	30,238	31,145	-	-	-	-	-	-	-	-	-	-	-	-	-
Finishes; Kensington; Fellowship Hall; Carpet and Partial Paint	4,181 SF	2025	12	4	8.50 /SF	-	-	-	38,834	-	-	-	-	-	-	-	-	-	-	-	55,368	-	-	-	-	-	-	-	-	-
Finishes; Kensington; Second Floor Classrooms; Carpet and Partial Paint	3,945 SF	2030	12	9	8.50 /SF	-	-	-	-	-	-	-	-	42,478	-	-	-	-	-	-	-	-	-	-	-	60,563	-	-	-	-
Finishes; Kensington; Fellowship Hall Kitchen; Resilient Flooring; Rep.	532 SF	2023	15	2	6.00 /SF	-	3,288	-	-	-	-	-	-	-	-	-	-	-	-	-	5,122	-	-	-	-	-	-	-	-	-
Finishes; Catherine; Bernard Lounge; Carpet Flooring; Replacement	1,864 SF	2028	15	7	6.50 /SF	-	-	-	-	-	-	14,467	-	-	-	-	-	-	-	-	-	-	-	-	-	-	22,539	-	-	-
Finishes; Catherine; 1st Floor Classrooms; Laminate Flooring; Replace.	3,780 SF	2037	20	16	9.50 /SF	-	-	-	-	-	-	-	-	-	-	-	-	-	-	55,947	-	-	-	-	-	-	-	-	-	-
Finishes; Sanctuary; Pew Chairs; Reupholster	99 UNITS	2028	15	7	75 /UNIT	-	-	-	-	-	-	8,866	-	-	-	-	-	-	-	-	-	-	-	-	-	-	13,813	-	-	-
Finishes; Sanctuary; Pew Benches; Reupholster	253 LF	2028	15	7	24.00 PLF	-	-	-	-	-	-	7,250	-	-	-	-	-	-	-	-	-	-	-	-	-	-	11,296	-	-	-
Windows; Replacement; Kensington	1,013 SF	2023	30	2	45.00 /SF	-	11,738	12,090	12,453	12,827	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Windows; Replacement; Catherine	1,800 SF	2030	40	9	45.00 /SF	-	-	-	-	-	-	-	-	12,826	13,211	13,607	14,015	14,436	14,869	15,315	15,774	-	-	-	-	-	-	-	-	-
HVAC: Boilers (Last Replaced 2013); Replacement	2 UNITS	2038	25	17	23,000 /UNIT	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	73,816	-	-	-	-	-	-	-	-	-
HVAC: Boiler (Last Replaced 2019); Replacement	1 UNIT	2044	25	23	23,000 /UNIT	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	44,070	-	-	-
HVAC: Kensington Chiller and Air Handler; Replacement	1 UNIT	2045	25	24	45,000 /UNIT	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	88,811	-
HVAC: Sanctuary; Air Conditioner; Replacement	1 UNIT	2030	25	9	15,000 /UNIT	-	-	-	-	-	-	-	-	19,002	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
HVAC: Roof Top Units With Cooling; Kensington; Replacement	2 UNITS	2031	25	10	15,000 /UNIT	-	-	-	-	-	-	-	-	-	39,143	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Elevator; New Controller/Door Opener; Cab Refresh/Capital Repairs	1 LOT	2038	25	17	75,000 /LOT	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	40,118	41,321	42,561	-	-	-	-	-	-
Audio/Visual Equipment; Sanctuary; Replacement (Allowance)	1 LOT	2025	12	4	50,000 /LOT	-	-	-	13,659	14,069	14,491	14,926	-	-	-	-	-	-	-	-	19,475	20,059	20,661	21,280	-	-	-	-	-	-
Lighting; Master Controller; Sanctuary; Replacement	1 UNIT	2025	20	4	15,000 /UNIT	-	-	-	16,391	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	29,604	-
Sanctuary; Stained Glass; Sealing and Repairs	1 LOT	2022	8	1	12,000 /LOT	12,000	-	-	-	-	-	-	-	15,201	-	-	-	-	-	-	-	19,256	-	-	-	-	-	-	-	24,394
Site Components																														
Asphalt; Parking Lot; Total Replacement	11,119 SF	2028	18	7	4.00 PSF	-	-	-	-	-	-	53,107	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	90,411
Asphalt; Parsonage Paved Drive; Mill & Replacement	1,868 SF	2036	18	15	3.00 PSF	-	-	-	-	-	-	-	-	-	-	-	-	-	8,477	-	-	-	-	-	-	-	-	-	-	-
Anodized Aluminum Fencing; Vacant Lot Perimeter; New Installation	340 LF	2022	40	1	34.00 PLF	11,560	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Other Components																														
Vehicle; Passenger Van; Replacement (Assume Used at Replacement)	1 UNIT	2022	15	1	15,000 /UNIT	15,000	-	-	-	-	-	-	-	-	-	-	-	-	-	-	23,370	-	-	-	-	-	-	-	-	-
						38,560	45,654	12,090	166,771	26,895	25,335	102,188	32,690	118,009	81,711	56,660	45,161	14,436	14,869	23,792	169,933	158,372	61,982	63,841	4,583	60,563	47,648	44,070	272,718	175,251

HISTORIC AND RECOMMENDED RESERVE FUNDING PLAN
Formatted for Ledger-Size 11” x 17” Paper (or Use 150%+ Magnification To View on a Monitor)

Assumptions

- 2.0% Average Interest Rate Earned on Invested Reserves
- 0.0% Annual Increase in Collected Reserve Funds for Historic Projection
- 3.0% Annual Increase in Collected Reserve Funds for Recommended Funding Plan
- \$ 50,000 Threshold For 1st Year
- 1 Number of Units
- No Autocalculate Reserve Contributions

Historic Reserve Funding Projection

		2022	2023	2024	2025	2026	2027	2028	2029	2030	2031	2032	2033	2034	2035	2036	2037	2038	2039	2040	2041	2042	2043	2044	2045	2046	
Plus	Reserve Balance at Beginning of Fiscal Year	\$ 168,392	\$ 149,374	\$ 122,882	\$ 129,424	\$ (18,584)	\$ (29,305)	\$ (38,466)	\$ (124,479)	\$ (140,995)	\$ (242,830)	\$ (308,367)	\$ (348,853)	\$ (377,839)	\$ (376,100)	\$ (374,795)	\$ (382,412)	\$ (536,170)	\$ (678,368)	\$ (724,175)	\$ (771,842)	\$ (760,251)	\$ (804,640)	\$ (836,113)	\$ (864,009)	\$ (1,120,553)	
	Plus Recurring Reserve Contribution	16,000	16,000	16,000	16,000	16,000	16,000	16,000	16,000	16,000	16,000	16,000	16,000	16,000	16,000	16,000	16,000	16,000	16,000	16,000	16,000	16,000	16,000	16,000	16,000	16,000	
Plus	Additional Reserve Contribution	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	
Equals	Interim Reserve Balance	184,392	165,374	138,882	145,424	(2,584)	(13,305)	(22,466)	(108,479)	(124,995)	(226,830)	(292,367)	(332,853)	(361,839)	(360,100)	(358,795)	(366,412)	(520,170)	(662,368)	(708,175)	(755,842)	(744,251)	(788,640)	(820,113)	(848,009)	(1,104,553)	
Plus	Estimated Interest Earned, During Year ¹	3,542	3,162	2,632	2,763	174	174	174	174	174	174	174	174	174	174	174	174	174	174	174	174	174	174	174	174	174	
Equals	New Reserve Balance	187,934	168,536	141,514	148,187	(2,410)	(13,131)	(22,291)	(108,305)	(124,821)	(226,655)	(292,192)	(332,678)	(361,664)	(359,926)	(358,620)	(366,238)	(519,996)	(662,193)	(708,001)	(755,668)	(744,076)	(788,465)	(819,939)	(847,835)	(1,104,378)	
Less	Anticipated Expenditures, By Year	(38,560)	(45,654)	(12,090)	(166,771)	(26,895)	(25,335)	(102,188)	(32,690)	(118,009)	(81,711)	(56,660)	(45,161)	(14,436)	(14,869)	(23,792)	(169,933)	(158,372)	(61,982)	(63,841)	(4,583)	(60,563)	(47,648)	(44,070)	(272,718)	(175,251)	
Equals	Anticipated Balance of Reserve Fund at Year End	\$ 149,374	\$ 122,882	\$ 129,424	-\$18,584	-\$29,305	-\$38,466	-\$124,479	-\$140,995	-\$242,830	-\$308,367	-\$348,853	-\$377,839	-\$376,100	-\$374,795	-\$382,412	-\$536,170	-\$678,368	-\$724,175	-\$771,842	-\$760,251	-\$804,640	-\$836,113	-\$864,009	-\$1,120,553	-\$1,279,630	
Threshold		\$50,000	\$ 51,500	\$ 53,045	\$ 54,636	\$ 56,275	\$ 57,964	\$ 59,703	\$ 61,494	\$ 63,339	\$ 65,239	\$ 67,196	\$ 69,212	\$ 71,288	\$ 73,427	\$ 75,629	\$ 77,898	\$ 80,235	\$ 82,642	\$ 85,122	\$ 87,675	\$ 90,306	\$ 93,015	\$ 95,805	\$ 98,679	\$ 101,640	\$ 104,689
Target																											
Amount Over/Under	Threshold	\$ 97,874	\$ 69,837	\$ 74,787	-\$74,859	-\$87,269	-\$98,168	-\$185,973	-\$204,334	-\$308,068	-\$375,563	-\$418,064	-\$449,127	-\$449,527	-\$450,424	-\$460,310	-\$616,406	-\$761,010	-\$809,297	-\$859,517	-\$850,556	-\$897,655	-\$931,918	-\$962,689	-\$1,222,193	-\$1,384,319	

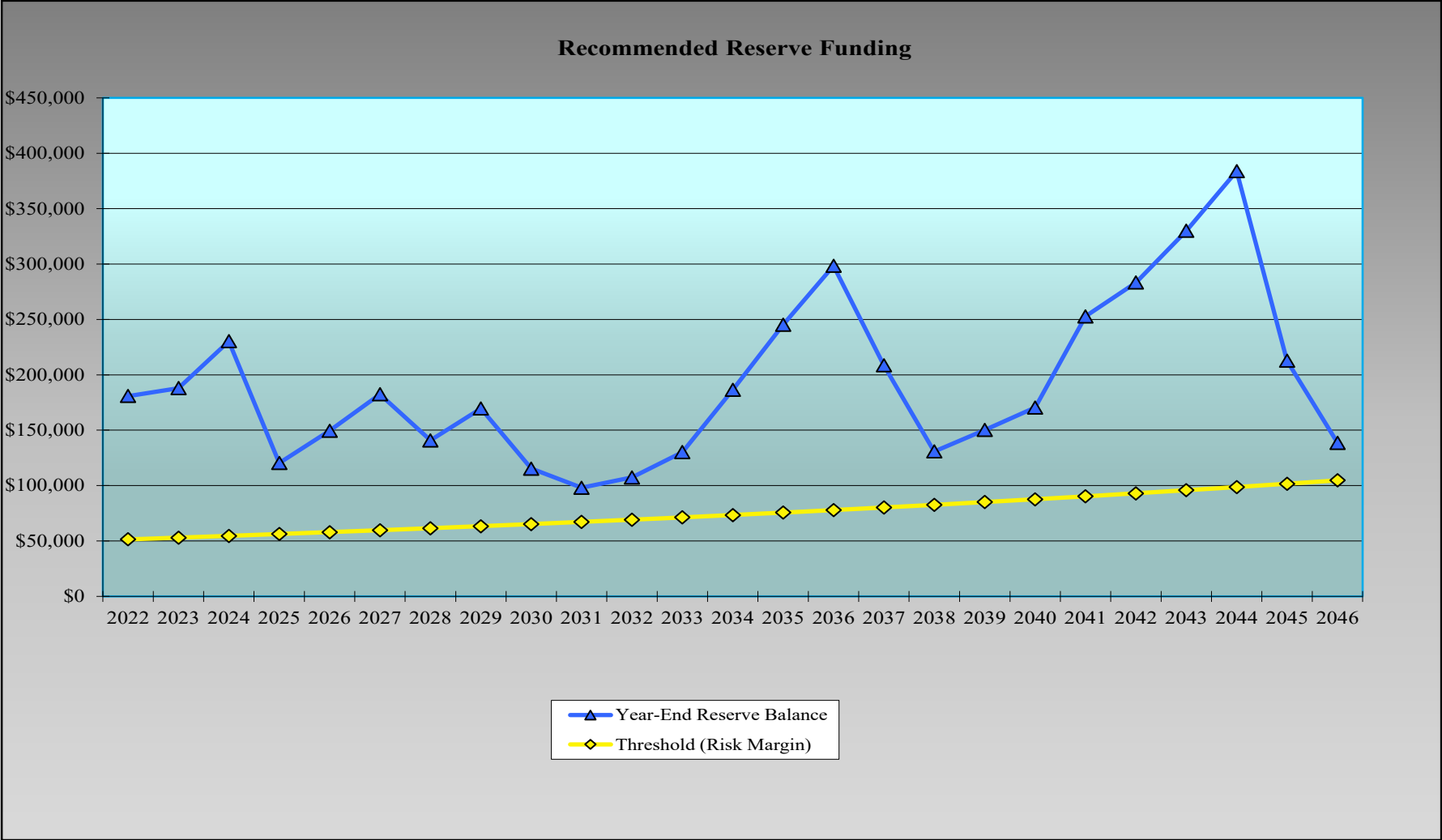
Recommended Funding Plan

		<u>2022</u>	<u>2023</u>	<u>2024</u>	<u>2025</u>	<u>2026</u>	<u>2027</u>	<u>2028</u>	<u>2029</u>	<u>2030</u>	<u>2031</u>	<u>2032</u>	<u>2033</u>	<u>2034</u>	<u>2035</u>	<u>2036</u>	<u>2037</u>	<u>2038</u>	<u>2039</u>	<u>2040</u>	<u>2041</u>	<u>2042</u>	<u>2043</u>	<u>2044</u>	<u>2045</u>	<u>2046</u>
	Reserve Balance at Beginning of Fiscal Year	\$ 168,392	\$ 180,914	\$ 188,008	\$ 230,324	\$ 120,323	\$ 149,512	\$ 182,464	\$ 140,838	\$ 169,597	\$ 115,331	\$ 98,096	\$ 107,388	\$ 130,286	\$ 186,388	\$ 245,201	\$ 298,391	\$ 208,626	\$ 130,851	\$ 150,235	\$ 170,473	\$ 252,799	\$ 283,320	\$ 329,994	\$ 383,808	\$ 212,780
Plus	Recommended Recurring Reserve Contributions	47,200	48,600	50,100	51,600	53,100	54,700	56,300	58,000	59,700	61,500	63,300	65,200	67,200	69,200	71,300	73,400	75,600	77,900	80,200	82,600	85,100	87,700	90,300	93,000	95,800
Plus	Additional Reserve Contribution	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Equals	Interim Reserve Balance	215,592	229,514	238,108	281,924	173,423	204,212	238,764	198,838	229,297	176,831	161,396	172,588	197,486	255,588	316,501	371,791	284,226	208,751	230,435	253,073	337,899	371,020	420,294	476,808	308,580
Plus	Estimated Interest Earned, During Year ¹	3,882	4,148	4,306	5,169	2,985	3,586	4,263	3,449	4,043	2,977	2,652	2,858	3,338	4,482	5,681	6,768	4,997	3,466	3,879	4,310	5,984	6,622	7,584	8,690	5,300
Equals	New Reserve Balance	219,474	233,662	242,415	287,093	176,408	207,799	243,027	202,287	233,340	179,808	164,048	175,447	200,824	260,070	322,183	378,559	289,223	212,217	234,314	257,383	343,883	377,642	427,878	485,498	313,879
Less	Anticipated Expenditures, By Year	(38,560)	(45,654)	(12,090)	(166,771)	(26,895)	(25,335)	(102,188)	(32,690)	(118,009)	(81,711)	(56,660)	(45,161)	(14,436)	(14,869)	(23,792)	(169,933)	(158,372)	(61,982)	(63,841)	(4,583)	(60,563)	(47,648)	(44,070)	(272,718)	(175,251)
Equals	Anticipated Balance of Reserve Fund at Year End	\$ 180,914	\$ 188,008	\$ 230,324	\$ 120,323	\$ 149,512	\$ 182,464	\$ 140,838	\$ 169,597	\$ 115,331	\$ 98,096	\$ 107,388	\$ 130,286	\$ 186,388	\$ 245,201	\$ 298,391	\$ 208,626	\$ 130,851	\$ 150,235	\$ 170,473	\$ 252,799	\$ 283,320	\$ 329,994	\$ 383,808	\$ 212,780	\$ 138,628

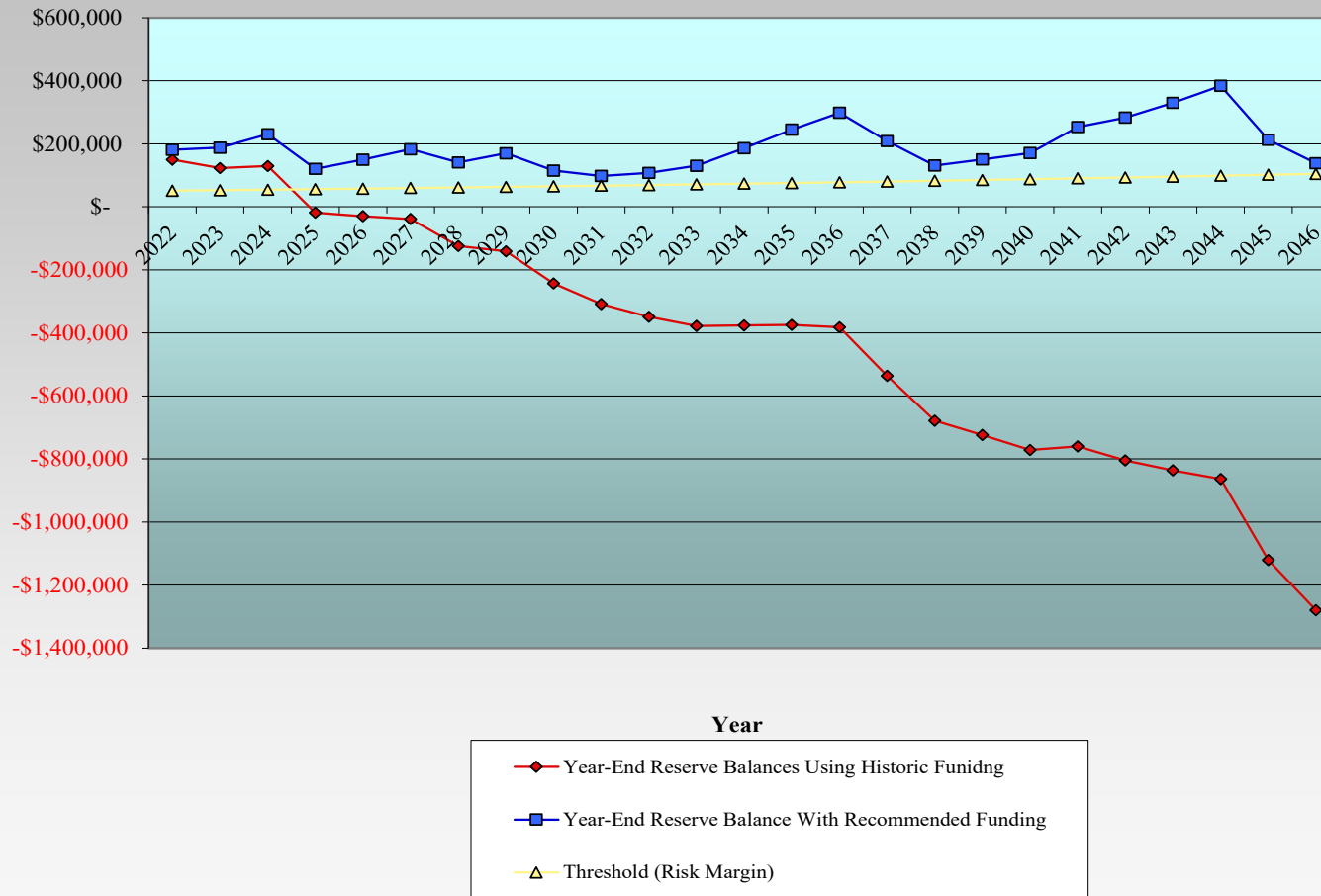
¹ Assuming reserves are invested monthly during the course of the year

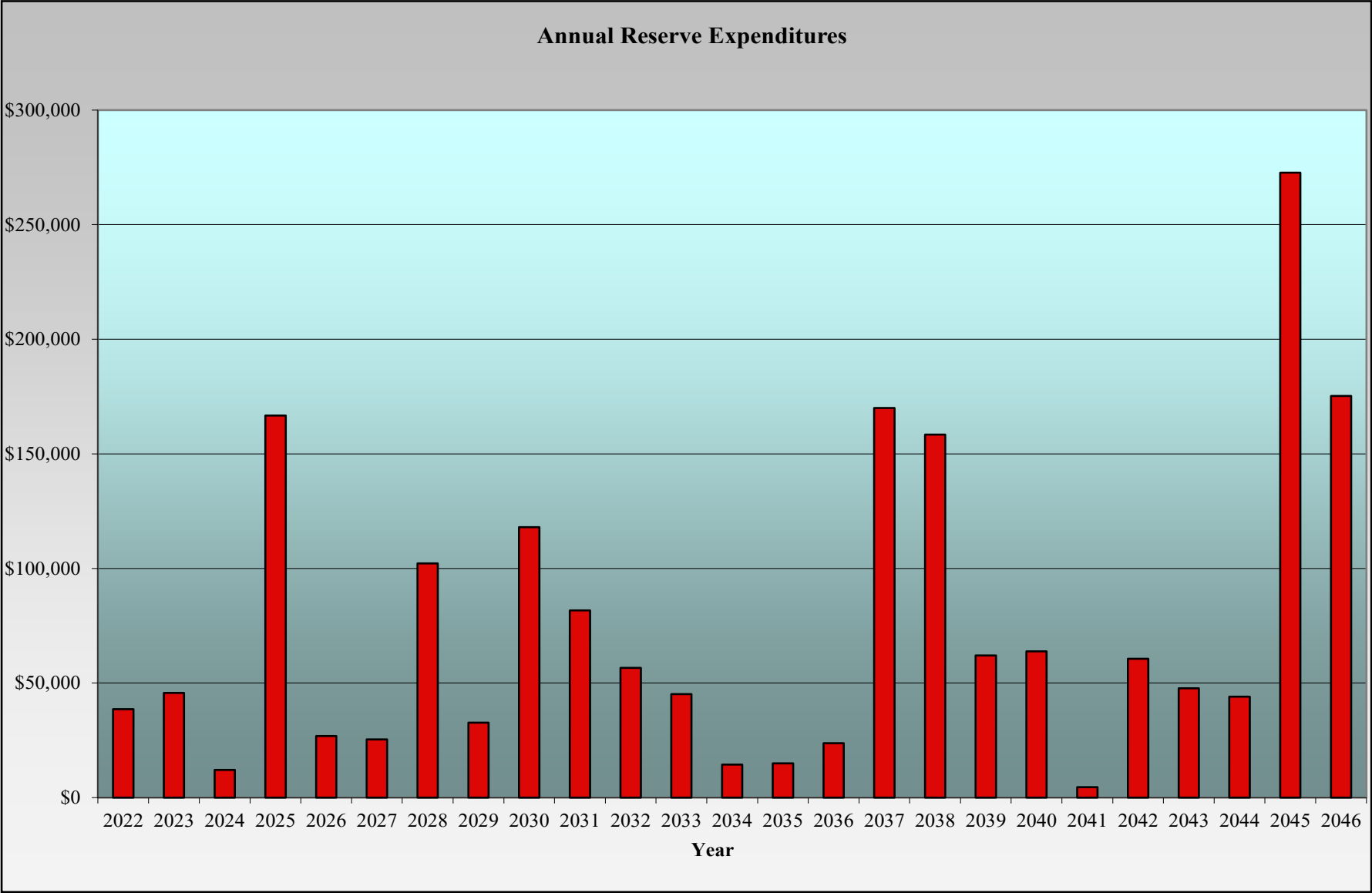
Amount Over/Under	Threshold	\$ 129,414	\$ 134,963	\$ 175,688	\$ 64,047	\$ 91,549	\$ 122,761	\$ 79,345	\$ 106,259	\$ 50,092	\$ 30,901	\$ 38,176	\$ 58,998	\$ 112,962	\$ 169,572	\$ 220,493	\$ 128,391	\$ 48,208	\$ 65,114	\$ 82,798	\$ 162,494	\$ 190,305	\$ 234,189	\$ 285,129	\$ 111,140	\$ 33,939
-------------------	-----------	------------	------------	------------	-----------	-----------	------------	-----------	------------	-----------	-----------	-----------	-----------	------------	------------	------------	------------	-----------	-----------	-----------	------------	------------	------------	------------	------------	-----------

RESERVE FUNDING PLAN GRAPHS



Reserve Balances - Historic vs. Recommended





CERTIFICATIONS, ASSUMPTIONS AND LIMITING CONDITIONS

Certifications

I certify that, to the best of my knowledge and belief:

- The statements of fact contained in this report are true and correct.
- The reported analyses, opinions, and conclusions are limited only by the reported assumptions and limiting conditions, and are my personal, impartial, and unbiased professional analyses, opinions and conclusions.
- I have no present or prospective interest in the property that is the subject of this report, and no personal interest with respect to the parties involved.
- I have no bias with respect to the property that is the subject of this report or to the parties involved with this assignment.
- My engagement in this assignment was not contingent upon developing or reporting predetermined results.
- My compensation for completing this assignment is not contingent upon the development or reporting of a predetermined outcome that favors the cause of the client, or the occurrence of a subsequent event directly related to the intended use of this appraisal.
- My analyses, opinions, and conclusions are developed, and this report has been prepared, in conformity with the relevant sections of the Uniform Standards of Professional Appraisal Practice of the Appraisal Foundation and the Code of Professional Ethics of the Appraisal Institute.
- I have made a non-invasive inspection of the property that is the subject of this report.
- No one provided significant professional assistance to the person signing this report.
- I certify that the use of this report is subject to the requirements of the Appraisal Institute relating to review by its duly authorized representatives.
- In Michigan, appraisers are required to be licensed/certified and are regulated by the Michigan Department of Consumer and Industry Services, Licensing Division, P.O. Box 30018, Lansing, Michigan 48909.



Paul K.T. Conahan, MBA, RS
State Certified General Real Estate Appraiser
License No. 1201002454

Assumptions and Limiting Conditions

Assumptions

- When doing an “Update With Site Visit” assignment, the Reserve Component inventory was not quantified, although minor additions/deletions of the component inventory, along with their quantities and install dates, were accounted for. The quantification of Reserve Components as determined by the previous reserve study were assumed to be accurate.
- When doing an “Update Without Site Visit” assignment, the Reserve Component conditions were not visually confirmed and updated, and the Remaining Useful Lives of the Reserve Components were calculated based on the assumption that the actual time elapsed since the previous reserve study was added to the effective age as determined in the previous reserve study. However, minor additions/deletions of the Reserve Components, along with their quantities and dates of installation, as reported by the client, were accounted for. Excluding any changes reported by the client, the quantification of Reserve Components as determined by the previous reserve study were assumed to be accurate.
- Responsible and competent property management are assumed. This includes not only responsible and competent oversight with regard to the repair and replacement of the Reserve Components, but also responsible and competent financial management, with particular regard to prudent investment of the organization’s reserve funds.
- Information furnished by representatives of the organization regarding financial, physical, quantity, or historical issues were assumed reliable. However, no warranty is given for the accuracy of this information. The actual or projected total reserve balance presented in the Reserve Study is based upon information provided but was not audited. Client’s receipt of the final reserve study will serve as verification that the client has reviewed the reserve study and confirmed that all information provided by the organization has been accurately represented in the final reserve study.
- It is assumed that there are no hidden or unapparent conditions on the property, subsoil or structure. No responsibility is assumed for such conditions or for arranging for engineering studies that may be required to discover them.
- Unless otherwise stated in this report, the existence of hazardous materials, which may or may not be present on the property, was not observed by the author of this report. The author has no knowledge of the existence of such materials on or in the property. The author, however, is not qualified to detect such substances. The presence of substances such as asbestos, urea formaldehyde foam insulation, lead-based paint, or other potentially hazardous materials may adversely affect the property and require remediation. We assumed that there are no such materials on the property. No responsibility is assumed for any such conditions, or for any expertise or engineering knowledge required to discover them. The client is urged to retain an expert in this field, if desired.
- It is assumed that there is full compliance with all applicable federal, state, and local environmental regulations and laws, and all other applicable laws and regulations.

- It is assumed that all required licenses, certificates of occupancy, consents or other legislative or administrative authority from any local, state or national government or private entity or organization have been obtained.
- The client is assumed to have deemed previously developed component quantities as accurate and reliable (for update reports only).
- The current work is reliant on the validity of prior Reserve Studies (for update reports only).

Limiting Conditions

- Any dispute arising under this agreement will be settled using binding arbitration under the rules of the American Arbitration Association. Arbitration shall be held in the City of Ann Arbor, Michigan, and one arbitrator will be appointed. Any arbitration award may be entered by any court of competent jurisdiction. The Client understands that absent these provisions, the Client would have the right to sue in court and have a jury trial.
- Unless the time frame is shorter under applicable law, any legal action or claim relating to the reserve study or reserve study provider shall be filed in the applicable arbitration tribunal, within two years from the date of delivery to Client of the reserve study to which the claims or causes of action relate or, in the case of acts or conduct after delivery of the report, two years from the date of the alleged acts or conduct. The time frame stated in this section shall not be extended by any delay in the discovery or accrual of the underlying claims, causes of action or damages. The time frame stated shall apply to all non-criminal claims or causes of action of any type.
- By its nature, a reserve study must make assumptions about the future. Michigan Reserve Associates LLC cannot be held responsible for unforeseeable events that dramatically alter future costs from those projected in the reserve study.
- Reserve Studies do not typically include the repair or replacement of plumbing, electrical wiring, or telephone lines.
- Information provided about reserve projects will be considered reliable. Any on-site inspection should not be considered a project audit or quality inspection.
- For mechanical systems, we have observed those parts of the mechanical equipment and systems that constitute an integral part of the property and that are generally visible. From such observation, we have reported any apparent conditions that we believe might bear on the conclusions of this report. We have not, however, extensively tested such mechanical systems and equipment, and we assume no responsibility for their operating performance.
- No invasive testing was performed on the Reserve Components. We render no opinion on the structural integrity of the property, nor do we offer an opinion as to conformity with governmental code requirements.
- Our opinion of Remaining Useful Life is not a guarantee or warranty of the Reserve Components.

- This study is to be used by the intended user for the purpose of budgeting and long-term major repair and replacement planning. The scope of work included in this study is unique to the intended use and intended user, and this report may not be utilized for any other use or user. Such other uses include, but are not limited to, performing an audit, quality/forensic analysis, or background checks of historical records. The client and its representatives may not transmit this reserve study in any fashion to persons or entities that perform reserve studies.
- Client agreed to furnish Michigan Reserve Associates LLC with a complete and up-to-date set of governing documents. Michigan Reserve Associates LLC cannot be held responsible for incomplete or incorrect documents. We are not attorneys and we cannot guarantee that all reserve components have been properly included or excluded in the reserve study. Client agrees to review the reserve study for accuracy during the review process, and seek legal counsel when necessary. Client agrees that all responsibility for the list of reserve components presented in the final reserve study shall be borne by the client.
- The Americans with Disabilities Act (ADA) became effective on January 26, 1992. We have not made a specific compliance survey and analysis of the subject property to determine whether or not it is in conformity with the various requirements of the ADA. It is possible that a compliance survey of the property, together with a detailed analysis of the requirements of the ADA, could reveal that the property is not in compliance with one or more requirements of the ADA. If so, this fact could have a negative impact on the property and trigger compliance costs. We did not consider noncompliance with the ADA requirements for this assignment.
- Our inspection did not address or render an opinion on repairs or replacements arising from original construction defects or unpredictable acts of nature.
- We are not financial advisors, and we recommend that the client consult with its accountant and/or professional investment advisor(s) to develop and refine an investment strategy consistent with the organization's risk profile and Reserve investment profile.
- We are not attorneys, and we recommend that the client consult with its attorney regarding reserve requirements and any other interpretations of relevant law, such as, but not limited to, the Michigan Condominium Act, complementary legislation such as the Nonprofit Corporation Act, and Administrative Rulings.
- Roof areas were measured from the ground using generally accepted techniques which take into account the building footprint, roof overhang, roof pitch, and unique roofing characteristics.
- Possession of this report, or a copy thereof, does not carry with it the right of publication. It may not be used for any purpose by any person other than the party to whom it is addressed without the written consent of Michigan Reserve Associates LLC, and in any event only with properly written qualifications and only in its entirety.
- Any illustrative material in this report is included only to assist the reader in visualizing the property and/or provide graphical support to the narrative text.

- We are not by reason of this report, required to give further in-person consultation, testimony or be in attendance in court with reference to the property in question unless prior arrangements have been made.
- Liability due to negligence is limited to the actual cost paid by the client for this engagement.
- Michigan Reserve Associates LLC reserves the right to include your organization's name in our client list. However, all information provided to us, as well as details of interviews, conversations, and the Reserve Study shall be strictly confidential and will not be disbursed to any third party.

QUALIFICATIONS – PAUL K.T. CONAHAN, MBA, RS

CONTACT INFORMATION

Mail: 424 Little Lake Drive, Suite 23, Ann Arbor, Michigan 48103

Phone: (734) 661-1259

Fax: (734) 661-1259

E-mail: paul@MichiganReserveAssociates.com

Web: www.MichiganReserveAssocaites.com

EMPLOYMENT RECORD

Principal, Michigan Reserve Associates LLC, Ann Arbor, Michigan, 2005-Present

Principal, Davis M. Somers Commercial Appraisal Company, Ann Arbor, Michigan, 2018 to the present

Principal, Davis M. Somers Company, Ann Arbor, Michigan, 1991-2018

REALTOR® Associate, Fee Simple Realty, Honolulu, Hawaii, 1985-1987

ADDITIONAL EXPERIENCE

Qualified as Expert Witness, Washtenaw County Circuit Court

Michigan Department of Transportation Approved Level II Appraiser

Approved Fee Appraiser for the United States Veterans Administration

EDUCATION AND DESIGNATIONS

Bachelor of Arts (BA), Biopsychology, Vassar College, Poughkeepsie, New York, Graduated in 1991

Master of Business Administration (MBA) With an Emphasis in Real Estate and Finance, Stephen M. Ross School of Business, University of Michigan, Graduated in 1999

Reserve Specialist (RS), Community Associations Institute, Alexandria, Virginia, Awarded in 2010

APPRAISAL EDUCATION (MOST RECENT SHOWN FIRST)

2020-2021 7-Hour National USPAP Update Course, McKissock, February 2020

Michigan Law, McKissock, February 2020

Essential Elements of Disclosures and Disclaimers, February 2020

Residential Construction for Appraisers, McKissock, February 2019

Essential Elements of Disclosures and Disclaimers, McKissock, February 2019

Understanding Residential Construction, McKissock, February 2018

2018-2019 7-Hour National USPAP Update Course, McKissock, February 2018

Michigan Law, McKissock, February 2018

Green Building Construction, McKissock, January 2017

Essential Elements of Disclosures and Disclaimers, McKissock, January 2017

2016-17 7-Hour National USPAP Update Course, McKissock, February 2016

Contemporary Michigan Property Tax Issues, Appraisal Institute, February 2016

Fundamental Concepts of Analysis, McKissock, January 2015

Appraising Fast Food Properties, McKissock, January 2015

Environmental Issues for Appraisers, McKissock, February 2014

Fundamentals of Separating Real Property, Personal Property, and Intangible Business Assets (Course 833), Appraisal Institute, Instructor James Vernor, Ph.D., MAI, April 2012

Essential Elements of Disclosures and Disclaimers, McKissock, December 2011

Appraising Convenience Stores, Appraisal Institute, January 2011

GIS, The Executive Overview, Appraisal Institute, January 2011

Commercial/Residential Construction Inspection, Appraisal Institute, April 2009

Appraising from Blueprints and Specifications, Appraisal Institute, April 2009

Valuation of Detrimental Conditions, Appraisal Institute, Novi, December 2007

What Clients Would Like Their Appraisers to Know, Southfield, December 2006

Effective Appraisal Writing, Appraisal Institute, Ypsilanti, Michigan, October 2006

Appraising Local Retail Properties, Appraisal Institute, Southfield, Michigan, June 2004

Appraising the Tough Ones, Appraisal Institute, Ypsilanti, Michigan, December 2003

Highest & Best Use and Market Analysis (Course 520), Appraisal Institute, Troy, Michigan, April/May 2001

Other Relevant Courses Taken:

Advanced Applications (Course 550), Appraisal Institute

Report Writing and Valuation Analysis (Course 540), Appraisal Institute

Advanced Income Capitalization (Course 510), Appraisal Institute

Challenged and passed Appraisal Procedures (Course 120), Appraisal Institute

Capitalization Theory and Techniques Part A, Appraisal Institute

The Appraiser as an Expert Witness, Appraisal Institute

LICENSES

Certified General Real Estate Appraiser Number 1201002454, State of Michigan, Obtained in 1993

Active Real Estate Associate Broker License Number 6502139365, State of Michigan, Obtained in 2002 (Michigan Real Estate Salesperson License obtained in 1992)

Inactive Real Estate Sales License Number RS-36782, State of Hawaii, Obtained in 1985

ASSOCIATIONS

Member, Community Associations Institute, Since 2005

Member, United Condominium Owners of Michigan, Since 2005

Member, International Right of Way Association, Gardena, California, Since 1996

REGULATORY NOTES

In Michigan, appraisers are required to be licensed/certified and are regulated by the Michigan Department of Labor and Economic Growth, Licensing Division, P.O. Box 30018, Lansing, Michigan 48909.

PARTIAL LIST OF CLIENTS

Condominium/Homeowners Associations

1001 Covington Association (Detroit)

297 Condominium Owners Association
(Muskegon)

Aberdeen at Hartford Association
(Macomb)

Autumn Woods Condominium
Association (Ypsilanti)

Bay Cliff Estates Association (Suttons
Bay)

Bellefontaine Meadows Homeowners
Association (Dayton, Ohio)

Benstein Crossing Condominium
Association (Commerce Township)

Birch Grove II Condominium Association
(Chesterfield)

Black Bear Farms Co-Owners'
Association (Traverse City)

Breaker Cove (Bay City)

Brentwood Park Condominium
Association (East Lansing)

Bridgewater Place Condominium
Association (Bridgewater)

Byron Forest Condominium Association
(Byron Center)

Cedar Creek Commons Association
(Traverse City)

Centennial Farm Phase I, Inc. (South
Lyon)

Centennial Farm Phase II, Inc. (South
Lyon)

Chateau Vert Association (Ypsilanti)

Chapel Hill Condominium Association
(Ann Arbor)

Chelsea Square Condominium
Association (Canton)

Colony Farms Condominium Association
(Plymouth)

Cornerstone Village Homeowners
Association (Macomb)

Cottage Glens Owners Association
(Williamsburg)

Creekwood Estates Association (Bay
City)

Crossings at Irving Avenue Condominium
Association (Royal Oak)

Crystal Village Manor (Marysville)

Douglas Harbor Village Condominium
Association (Douglas)

Eaglecrest Condominium Association
(Grand Rapids)

East Lansing City Center Condominium
Association (East Lansing)

Echo Valley Condominium Association
(Farmington Hills)

Fairlane Woods Association (Dearborn)

Fairways at Oak Pointe Condominium Association (Brighton)

Fieldstone Village Condominium Association (Chelsea)

Forest at Orchard Lake Association (Farmington Hills)

Fox Pointe Association (Ann Arbor)

Gallery Park Homeowners Association (Ann Arbor)

Glen Arbor Condominium Association (Grand Blanc)

Great Oak Cohousing Association (Ann Arbor)

Grosse Pointe Gardens Association (Harper Woods)

Hamilton House Condominium Association (Okemos)

Hampton Ridge North HOA (Canton)

Harbour Towne Condominium Association (Muskegon)

Haven Condominium Association (South Haven)

Heatherwood Condominium Association (Ann Arbor)

Highland Park Condominium Association (Cleveland, Ohio)

Heritage Falls Condominium Association (Ann Arbor)

Hidden Creek of Oceola Condominium Association (Howell)

Hidden Glen Condominium Association (Canton)

Hidden Lake Community Association (South Lyon)

Hometown Village of Marion Association (Howell)

Hometown Village at Waterstone Association (Oxford)

Indian Village Condominium Association (Grand Rapids)

Island Lake of Novi Community Association (Novi)

Island Lake South Harbor Association (Novi)

Island Lake Woods Association (Novi)

Kirkway Homeowners Association (Canton)

Knightsbridge Gate Association (Novi)

Lake Ridge Condominium Association (Traverse City)

Lakeside Village Association (Haslett)

Lakeside Village North Association (Haslett)

Lake Village II (Walled Lake)

Legacy Park Condominium Association (Dearborn Heights)

Liberty Lofts Condominium Association (Ann Arbor)

Links of Pheasant Run Condominium Association (Canton)

Locklin Pines Cluster Condominium Association (West Bloomfield)

Lost Creek Condominium Association (East Lansing)

LVP Property Owners Association (Findlay, Ohio)

Marquette Village Condominium Association (Westland)

Meadowview Common Condominium Association (Elk Rapids)

Newberry Place Cohousing Condominium Association (Grand Rapids)

Northridge Estates Homeowners Association (Northville)

Northridge Villas Association (Northville)

Northville Hills Golf Club Homeowners Association (Northville)

Northville Hollow Condominium Association (Northville)

Oakhurst Owners' Association (Clarkston)

Oakley Meadow Condominiums Association (Tiffin, Ohio)

Okemos Preserve Condominium Association (East Lansing)

Oxford Park Condominium Association (Canton)

Parkview Manor Association (Flint)

Parkway Condominium Association (Livonia)

Perry Farm Village Association (Harbor Springs)

Pheasant Run Condominium Association (Portage)

Pine Creek Condominiums of Haslett Association (Haslett)

Pinehurst Condominium Association (Trenton)

Pittsfield Village Condominium Association (Ann Arbor)

Plymouth Corners Condominium Association (Plymouth)

Plymouth Landing Association (Canton)

Pointe Park Homeowners Association (Grosse Point Park)

Providence Tower Association (Southfield)

Quail Run of South Lyon Condominium Association (South Lyon)

Raintree Condominiums of Chesterfield Association (Chesterfield)

Reserve at Tull Lake Condominium Association (White Lake)

River House Co-Op (Detroit)

River Park Estates Condominium Association (Lansing)

River's Edge at Cherry Hill Village I Homeowners Association (Canton)

Riverside Glen Homeowners Association (Macomb)

Riverside Park Place Condominium Association (Ann Arbor)

River South Homeowners Association (Fairview Park, Ohio)

Rochester Park II Association (Rochester)

Saddlebrook Condominium Homeowners Association (Plymouth)

Saddle Creek Association (South Lyon)

Sand Piper Condominium Association (Glen Arbor)

St. Lawrence Estates Condominium Association (Northville)

Scio Village Condominium Association (Ann Arbor)

Spruce Manor Condominium Association (Royal Oak)

Steeple Chase of Northville Owners Association (Northville)

Steeple Ridge Condominium Association (Clarkston)

Stone Lake Condominium Association (East Lansing)

Stonewater Homeowners Association (Northville)

Stratford Townhouses Consumer Housing Cooperative (Grand Rapids)

Sunset Torch Association (Bellaire)

The Atrium Inn Condominium Association (Boyne City)

The Courtyards at Little Bear
Condominium Association (Lewis Center,
Ohio)

The Landings at Rayner Ponds
Condominium Association (Mason)

The Links of Northville Hills Golf Club
Condominium Association (Northville)

The Lodge at East Bay Co-Owners
Association (Elk Rapids)

The Maples of Novi, Maple Pointe
Association (Novi)

The Mountain Grand Owners'
Association (Boyne Falls)

The Ponds Cooperative Homes (Okemos)

The Preserve at Maple Lake Association
(Milford)

The Ravines of Northville Homeowners
Association (Northville)

The Reserve at the Fairways
Condominium Phase 1 Association, Inc.
(Huber Heights, Ohio)

The Residences at TPC Association
(Dearborn)

The Village Condominium Association
(Grosse Pointe)

The Willits Condominium Association
(Birmingham)

Thornberry Condominium Association
(Midland)

Thornton Farms Condominium
Association (Dexter)

Tollgate Woods Homeowners Association
(Novi)

Touchstone Cohousing Association (Ann
Arbor)

Traditions at Cambridge Association
(Canton)

University Commons Condominium
Association (Ann Arbor)

Valley Wood Condominium Association
(Livonia)

Vantage Pointe Condominium
Association (Glen Arbor)

Venn Manor (Detroit)

Verndale Lakes Condominium
Association (Lansing)

Versailles Place Condominium
Association (Farmington Hills)

Village Oaks Common Areas Association
(Novi)

Villa Capri Condominium Association
(Warren)

Villas at Northville Hills Condominium
Association (Northville)

Villas at Stonehenge Condominium
Association (Kalamazoo)

Vistas of Central Park Condominium
Association (Canton)

Walden Hills II Condominium
Association (Ann Arbor)

Walnut Woods Condominium Association
(West Bloomfield)

Walton Pond Condominium Association
(Pontiac)

Waters Edge Condominium Association
(Clarkston)

Waterside Homeowners Association
(Maumee, Ohio)

Wedgewood Village Association
(Plymouth)

Whetherstone Condominium Association
(White Lake)

Whitney Court of West Bloomfield (West
Bloomfield)

Windward Court Condominium
Association (Detroit)

Woodfield Square Association (Brighton)

Woodland Creek Condominium
Association (Kentwood)

Woodland Ridge of Commerce
Association (Commerce Township)

Woodland Trails Condominium
Association (Okemos)

Woodlore Condominium Owners
Association (Livonia)

Woods of Northville (Plymouth)

Woodside Meadows Condominium
Association (Ann Arbor)

Woodward Place Association
(Birmingham)

Woodward Place at Brush Park I
Association (Detroit)

Woodwind Glen Condominium
Association (South Lyon)

Educational/Institutional/Non-Residential
Organizations

Anthroposophical Society in America
(Ann Arbor)

Chelsea District Library (Chelsea)

Gateway Center Association (Office
Condominiums; Saline)

Michigan Friends Center (Chelsea)

Oak Grove AME Church (Detroit)

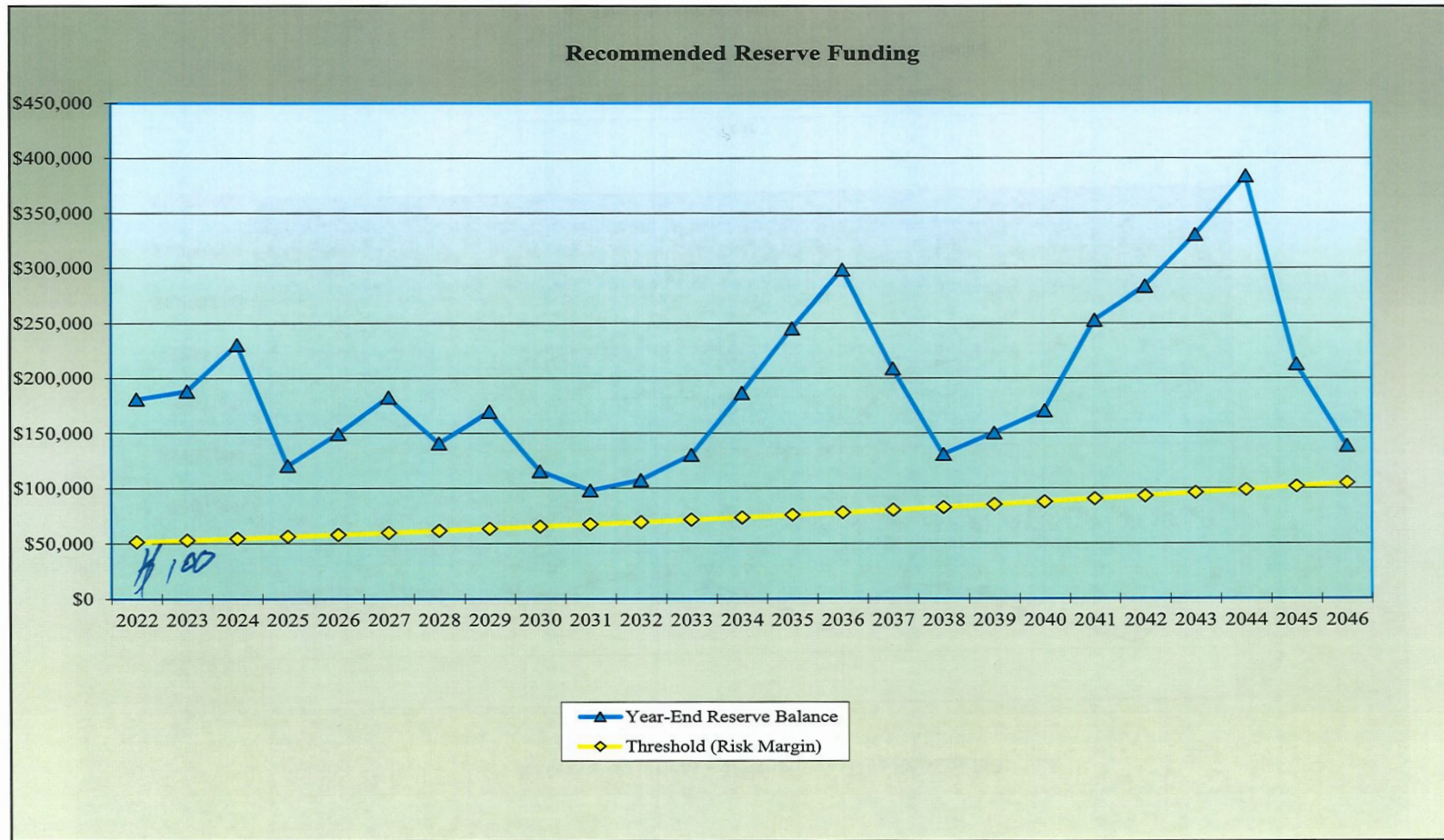
Rudolph Steiner School of Ann Arbor
(Ann Arbor)

St. Joseph River Yacht Club (St. Joseph)

The Waterfront Marina of St. Joseph (St.
Joseph)

Ward Evangelical Presbyterian Church
(Northville)

RESERVE FUNDING PLAN GRAPHS



RESERVE EXPENDITURES AND RESERVE FUNDING PLAN
Formatted for Ledger-Size 11" x 17" Paper (or Use 150%+ Magnification To View on a Monitor)

Assumptions

3.0% annual inflation rate
2022 year of analysis

Reserve Component Inventory	Quantities	First Year of Replacement	Life Analysis (Yrs.)		Unit Cost (\$)	Remaining Useful Lives and Estimated Future Replacements Costs																								
			Normal	Remaining		RUL=1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25																								
	Total	Replacement				2022	2023	2024	2025	2026	2027	2028	2029	2030	2031	2032	2033	2034	2035	2036	2037	2038	2039	2040	2041	2042	2043	2044	2045	2046
Building Components																														
Asphalt Roof Shingles+Partial Gutters; Sanctuary; Replacement	4,956 SF	2023	23	2	6.00 PSF	-	30,628	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	60,447		
Asphalt Roof Shingles; Catherine; Replacement	2,119 SF	2032	23	11	4.50 PSF	-	-	-	-	-	-	-	-	-	12,815	-	-	-	-	-	-	-	-	-	-	-	-	-		
Asphalt Shingle Roof/Gutters; Parsonage; Replacement	2,201 SF	2027	22	6	4.25 SF	-	-	-	-	-	10,844	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-		
Asphalt Roof Shingles+Gutters; Parsonage Garage; Replacement	615 SF	2041	23	20	4.25 PSF	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	4,583	-	-	-	-	-		
Asphalt Roof Shingles+Gutters; Church Garage; Replacement	704 SF	2028	23	7	4.25 PSF	-	-	-	-	-	-	3,573	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-		
EPDM Membrane Roof Cover; Catherine; Replacement	4,430 SF	2029	20	8	6.00 PSF	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-		
EPDM Membrane Roof Cover with Ballast; Kensington; Replacement	9,773 SF	2025	20	4	8.00 PSF	-	-	-	85,434	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	154,303		
Tuck Pointing; Partial Sanctuary, Kensington, Entire Catherine; Phased	1 LOT	2030	25	9	90,000 /LOT	-	-	-	-	-	-	-	-	28,502	29,357	30,238	31,145	-	-	-	-	-	-	-	-	-	-	-		
Finishes; Kensington; Fellowship Hall; Carpet and Partial Paint	4,181 SF	2025	12	4	8.50 /SF	-	-	-	38,834	-	-	-	-	-	-	-	-	-	55,368	-	-	-	-	-	-	-	-	-		
Finishes; Kensington; Second Floor Classrooms; Carpet and Partial Paint	3,945 SF	2030	12	9	8.50 /SF	-	-	-	-	-	-	-	-	42,478	-	-	-	-	-	-	-	-	-	60,563	-	-	-	-		
Finishes; Kensington; Fellowship Hall Kitchen; Resilient Flooring; Rep.	532 SF	2023	15	2	6.00 /SF	-	3,288	-	-	-	-	-	-	-	-	-	-	-	5,122	-	-	-	-	-	-	-	-	-		
Finishes; Catherine; Bernard Lounge; Carpet Flooring; Replacement	1,864 SF	2028	15	7	6.50 /SF	-	-	-	-	-	14,467	-	-	-	-	-	-	-	-	-	-	-	-	-	22,539	-	-	-		
Finishes; Catherine; 1st Floor Classrooms; Laminate Flooring; Replace.	3,780 SF	2037	20	16	9.50 /SF	-	-	-	-	-	-	-	-	-	-	-	-	55,947	-	-	-	-	-	-	-	-	-	-		
Finishes; Sanctuary; Pew Chairs; Reupholster	99 UNITS	2028	15	7	75 UNIT	-	-	-	-	-	-	8,866	-	-	-	-	-	-	-	-	-	-	-	13,813	-	-	-	-		
Finishes; Sanctuary; Pew Benches; Reupholster	253 LF	2028	15	7	24.00 PLF	-	-	-	-	-	-	7,250	-	-	-	-	-	-	-	-	-	-	-	11,296	-	-	-	-		
Windows; Replacement; Kensington	1,013 SF	2023	30	2	45.00 /SF	-	11,738	12,090	12,453	12,827	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-		
Windows; Replacement; Catherine	1,800 SF	2030	40	9	45.00 /SF	-	-	-	-	-	-	-	-	12,826	13,211	13,607	14,015	14,436	14,869	15,315	15,774	-	-	-	-	-	-	-		
HVAC: Boilers (Last Replaced 2013); Replacement	2 UNITS	2038	25	17	23,000 UNIT	-	-	-	-	-	-	-	-	-	-	-	-	-	73,816	-	-	-	-	-	-	-	-	-		
HVAC: Boiler (Last Replaced 2019); Replacement	1 UNIT	2044	25	23	23,000 UNIT	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	44,070	-	-		
HVAC: Kensington Chiller and Air Handler; Replacement	1 UNIT	2045	25	24	45,000 UNIT	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	88,811	-		
HVAC: Sanctuary; Air Conditioner; Replacement	1 UNIT	2030	25	9	15,000 UNIT	-	-	-	-	-	-	-	19,002	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-		
HVAC: Roof Top Units With Cooling; Kensington; Replacement	2 UNITS	2031	25	10	15,000 UNIT	-	-	-	-	-	-	-	-	39,143	-	-	-	-	-	-	-	-	-	-	-	-	-	-		
Elevator; New Controller/Door Opener; Cab Refresh/Capital Repairs	1 LOT	2038	25	17	75,000 /LOT	-	-	-	-	-	-	-	-	-	-	-	-	-	-	40,118	41,321	42,561	-	-	-	-	-	-		
Audio/Visual Equipment; Sanctuary; Replacement (Allowance)	1 LOT	2025	12	4	50,000 /LOT	-	-	-	13,659	14,069	14,491	14,926	-	-	-	-	-	-	19,475	20,059	20,661	21,280	-	-	-	-	-	-		
Lighting: Master Controller; Sanctuary; Replacement	1 UNIT	2025	20	4	15,000 UNIT	-	-	-	16,391	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	29,604	-		
Sanctuary; Stained Glass; Sealing and Repairs	1 LOT	2022	8	1	12,000 /LOT	12,000	-	-	-	-	-	-	-	15,201	-	-	-	-	-	19,256	-	-	-	-	-	-	-	24,394		
Site Components																														
Asphalt; Parking Lot; Total Replacement	11,119 SF	2028	18	7	4.00 PSF	-	-	-	-	-	-	53,107	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	90,411		
Asphalt; Parsonage Paved Drive; Mill & Replacement	1,868 SF	2036	18	15	3.00 PSF	-	-	-	-	-	-	-	-	-	-	-	-	8,477	-	-	-	-	-	-	-	-	-	-		
Anodized Aluminum Fencing; Vacant Lot Perimeter; New Installation	340 LF	2022	40	1	34.00 PLF	11,560	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-		
Other Components																														
Vehicle; Passenger Van; Replacement (Assume Used at Replacement)	1 UNIT	2022	15	1	15,000 UNIT	15,000	-	-	-	-	-	-	-	-	-	-	-	-	23,370	-	-	-	-	-	-	-	-	-		
						38,560	45,654	12,090	166,771	26,895	25,335	102,188	32,690	118,009	81,711	56,660	45,161	14,436	14,869	23,792	169,933	158,372	61,982	63,841	4,583	60,563	47,648	44,070	272,718	175,251

Dexter Township Purchase of Development Rights Ordinance No. 37

AN ORDINANCE authorizing Dexter Township to acquire voluntarily offered property development rights in real estate that is farmland and open space within the township and establishing the procedure for acquiring and financing the acquisition of the development rights.

THE DEXTER TOWNSHIP BOARD OF TRUSTEES ORDAINS:

SECTION 1: Findings and Declaration of Purpose

The Board of Trustees finds that:

1. Dexter Township is a desirable place to live, work and visit in large part because of the availability of farmland, natural features and open space. The Township Master Plan includes scenic views, agriculture, open spaces and wildlife habitat and corridors as valuable natural and aesthetic resources that should be protected.
2. The climate, variety of soils and terrain make the Township well suited to the production of a great number of agricultural products. These resources include several thousand acres of land currently in agricultural production and other woodland, wetland and open lands adjacent to these farmlands. Such lands provide unique aesthetic and economic benefits to the citizens of the Township and are an important part of the Township's natural and agricultural heritage.
3. Dexter Township is experiencing substantial residential development because of its proximity to Ann Arbor and other employment centers, its attractive landscapes and excellent public schools. The same characteristics which have made this area so desirable for agricultural production and recreation also make it attractive for residential sites.
4. It is the policy of the State of Michigan, Washtenaw County and Dexter Township to protect, preserve and enhance agricultural lands as evidenced by the Township Master Plan, the Township Zoning Act, the Washtenaw County PDR Ordinance and other state and local statutes and policies. Ordinances regulating land use by zoning and subdivision control enacted by the Township also serve these purposes. These measures by themselves, however, have not effectively provided long-term protection of agricultural areas and open space from the increasing pressure of residential and commercial development.
5. The Township recognizes the agricultural industry's significant contributions to the local economy.
6. Generally, farmlands which are close to urban centers have a greater market value for future residential development than their market value for farming or open space. Prime agricultural land often has the same features (such as well-drained soils) that are components of desirable residential areas. This encourages the speculative purchase of these lands at high prices for future residential development, regardless of the current zoning of such lands. Farmland which has

a market value greater than its agricultural value does not attract sustained agricultural investment and eventually this land is sold by farmers and removed from agricultural uses.

7. The permanent acquisition of voluntarily offered interests in farmland and open space within the Township, as provided in this Ordinance and as authorized by the United States Constitution and statutes of the State of Michigan, will permit these lands to remain in agricultural and open space use and provide long-term protection for the public interests which are served by those lands in the Township.
8. Properties on which the Township has purchased the development rights should remain substantially undeveloped in order to promote their natural and agricultural use.
9. The acquisition of interests in farmland and open space is a public purpose of Dexter Township as provided in this Ordinance. Financing such acquisition requires that the Township enter into purchases or installment purchases not to exceed statutory limits.

SECTION 2: Definitions

"Agricultural Rights" means an interest in and the right to use and possess land for purposes and activities related to open space, natural habitat, horticultural and other agricultural uses.

"Agricultural Use" means farmland devoted to the production of plants and animals useful to humans, including forages and sod crops; grains, feed crops, and field crops; dairy and dairy products; poultry and poultry products; livestock, including breeding and grazing of cattle, swine, captive cervidae, and similar animals; berries; herbs; flowers; seeds; grasses; nursery stock; fruits; vegetables; Christmas trees; and other similar uses and activities. Agricultural use includes use in a federal acreage set-aside program, a federal conservation reserve program, or a wetland reserve program. Agricultural use does not include the management and harvest of a woodlot where such a woodlot exceeds 49% of the land considered within an application.

"Application" means the documentation and information submitted to the Township by a landowner on an approved application form for offering to sell, donate or otherwise grant to the Township a conservation easement, development rights or title to lands in the Township.

"Board of Trustees" and "Township Board" means the Dexter Township Board of Trustees.

"Chairperson" means the member of the Farmland and Open Space Preservation Board who is elected Chairperson by the Preservation Board.

"Conservation easement" means a non-possessory interest in real property, which is acquired in accordance with MCL 324.2140 et seq., for the purpose of retaining and

enhancing agriculture; preserving natural scenic or open space values of real property; restricting or preventing the development of land for purposes other than agricultural production; or other like or similar purposes.

"Development" means an activity which materially alters or affects the existing conditions or use of any land.

"Development Rights" means an interest in and the right to use and subdivide land for any and all residential, commercial and industrial purposes and activities which are not incident to agriculture and open space.

"Development Rights Easement" means a grant by an instrument whereby the owner relinquishes in perpetuity the right to develop the land as may be expressly reserved in the instrument, and which contains a covenant running with the land not to develop, except as this right is expressly reserved in the instrument.

"Eligible Land" means farmland and/or open space for which the purchase of development rights easements with tax funds and other monetary sources are authorized pursuant to this Ordinance.

"Farmland" means those lands designated in the Township Master Plan for agricultural uses.

"Farmland and Open Space Preservation Board" means the board formed pursuant to Section 6 of this Ordinance to advise the Board of Trustees in the selection of Eligible Lands for easement purchases.

"Full Ownership" means fee simple ownership.

"Governmental Agency" means the United States or any agency thereof, the State of Michigan or any agency thereof or any Township, City or municipal corporation.

"Open Space" means substantially undeveloped land that is not devoted to agricultural use, but possesses special qualities including natural areas, scenic views, wildlife habitat and threatened and endangered species.

"Owner" means the party or parties having the fee simple interest in land.

"Parcel" means all property under a single ownership that is included in the application.

"Permitted Use" means any use contained within a development rights easement essential to farming.

"Residential Development Rights" means the right to sell portions of a property, or to construct houses on a property, for residential uses not related to the agricultural use of the property.

"Substantially Undeveloped Land" means land on which there is no more than one residential dwelling unit (exclusive of housing units directly associated with the farming operation).

"Supervisor" means the Dexter Township Supervisor.

"Value of Development Rights" means the difference between the fair market value of full ownership of the land (excluding the buildings thereon) and the fair market value of the agricultural rights and/or the open space value plus any residential development rights to be retained by the owner.

SECTION 3: Authorization

1. The Board of Trustees is hereby authorized to create a Development Rights Acquisition Fund to provide matching funds for Purchase of Development Rights applications. This fund may be financed by any of the following:
 - a. Millage, voted upon and approved by the residents of the Township, for Purchase of Development Rights
 - b. Allocation from the Township General Fund
 - c. Fees that are earmarked for Farmland Preservation
 - d. Contributions or bequests.
2. The Board of Trustees is hereby authorized to expend tax revenues, specifically generated and set aside in the Development Rights Acquisition Fund as stipulated in 3.1 above, to acquire property interests in the farmland and open space land described and prioritized in Section 5 of this Ordinance. The property interest acquired may either be the development rights or any lesser interest, easement, covenant or other contractual right. Such acquisition may be accomplished by purchase, gift, grant, bequest, devise, covenant or contract but only at a price which is equal to or less than the appraised value determined as provided in this Ordinance. The revenues shall be used to acquire such property interests only upon application of the Owner and in a strictly voluntary manner.
3. The Township is authorized to enter into cash purchase and/or installment purchase contracts and agreements for the receipt of tax deductible donations of easements, consistent with applicable law. When installment purchases are made, the Township is authorized to pay interest on the declining unpaid principal balance at a legal rate of interest consistent with prevailing market conditions at the time of execution of the installment contract for the tax-exempt status of such interest.
4. The Board of Trustees is further authorized to contract with recognized and legally established nonprofit land trusts, other experienced and qualified nonprofit groups or other units of government, to participate jointly in the acquisition of interests in eligible lands.
5. The Township may contract with recognized and legally established nonprofit land trusts, other experienced and qualified nonprofit groups, other local units of government and consultants that would assist the Township in program

development and operation, establishing baseline studies, procedures for monitoring and/or the management of any Conservation Easements acquired under this Ordinance. Such studies and monitoring must conform to the “The Standards and Practices Guidebook” issued by the Land Trust Alliance.

SECTION 4: Retained Residential Development Rights

1. To promote agricultural use of properties on which the Township has purchased the Development Rights, it has been determined that such properties should remain substantially undeveloped.
2. It may be in the best interest of property owners and of the program that property owners retain some residential development rights so long as the land remains substantially undeveloped. When property owners retain some development rights their land value remains higher than it would be if they sold all their development rights and the value of the development rights to be purchased is correspondingly reduced.
3. Applications for the sale of development rights may include a provision to retain the right to build residential dwellings (residential development rights). This is not to preclude the sale of all existing dwelling units on the site at the time the development rights are purchased. Sale of these existing dwelling units shall be in accordance with the conservation easement on the property.
4. The building locations for retained residential development rights may be restricted in the negotiated conservation easement in order to protect other important features of the property. Building locations and lot sizes must also conform to the existing zoning regulations.

SECTION 5: Eligible Lands and Priority of Acquisition

Revenues shall be used to purchase property interests in the following lands in the following order of their priority subject to the provisions of Section 7.

Primary Criteria that all properties must meet:

- voluntary application by the property owner, and
- lands designated in the Township Master Plan for agricultural uses and natural features.

Criteria for Selection:

The following criteria shall be used in determining the order in which applications will be prioritized to purchase development rights on eligible lands for which complete applications have been received by the Township. This numerical ranking system has been developed to prioritize farm sites and open space for the purchase of conservation easements. After an initial screening, sites will be evaluated using this system. It is the intention of the users of this system to direct efforts toward high quality farmland and open space in areas of the Township where its preservation is most appropriate. Appropriateness is determined by favorable natural conditions and location factors which make farming a viable undertaking both currently and in the future. Areas targeted for

preservation are those lands designated in the Township Master Plan for agricultural uses and special natural features.

Initial Screening

- 1. Development Rights already purchased and/or Conservation Easement placed on the property.
If yes, then reject application.
- 2. Permitted use according to local zoning: Is agriculture a permitted use according to the zoning designation for the nominated parcel? Or if the nominated parcel is considered “open space” as defined in this ordinance, is the current or proposed use of the nominated parcel a permitted use according to the Township’s zoning ordinance?
If no, then recommend rejection of application.

Description of the System:

The screening and scoring system for review of potential easement acquisition consist of two land types: Agricultural Land and Open Space Land. The system is intended to identify high quality agricultural and open space properties that are appropriate for protection.

Priorities:

The point value arrived at through the use of this system will be used to prioritize farm sites for purchase of conservation easements. Higher point values indicate higher priority for purchase. All property in a single ownership may be included in one application. Contiguous properties under the same ownership will be treated as a single entity.

Note: An explanation of terms and parameters used in the system appears in Appendix A.

The Agricultural Land system consists of four sections and a maximum point value of 100.

The Open Space Land consists of three sections and a maximum point value of 100.

A. Agricultural Land

<u>PART</u>	<u>TOTAL POINTS</u>
I - Characteristics of the Farmland	50
II - Stewardship of the Land	7
III - Pressure for Conversion to Non-farm Use	18
IV – Leveraging Funds	25

PART I - CHARACTERISTICS OF THE FARMLAND

Percentage of Prime and Locally Important Soils

<u>Category</u>	<u>Score</u>
80% or more	13
50-79%	10
25-49%	6
Less than 25%	0

Size of Parcel Offered for Development Rights Purchase

<u>Acreage</u>	<u>Score</u>
80 acres or more	13
20 to 79 acres	8
5 to 19 acres	3
Less than 5 acres	0

Farmland in Agricultural Use

<u>Percent of Property in Agricultural Use</u>	<u>Score</u>
90% & up	10
76% - 89%	8
61% - 75%	6
51% - 60%	4

Proximity to Protected Land

<u>Distance</u>	<u>Score</u>
Adjacent	10
Within 1 mile	6
Greater than 1 mile	3

Scenic, Historical or Architectural Features

<u>Features</u>	<u>Score</u>
Farm site provides a vista and unique historical or architectural features, including architecturally significant barn(s)	4
Farm site provides an accent	2

PART II - STEWARDSHIP OF THE LAND

Commitment to Farming

<u>Participation in Other Programs</u>	<u>Score</u>
Property enrolled in P.A.116, MAEAP, WRE, CRP, etc.	3

Sustainable Farming Practices

<u>Farming Practices</u>	<u>Score</u>
Property is certified organic or has other documented low-input agricultural practices	4

PART III – PRESSURE FOR CONVERSION TO NON-FARM USE (OR SITE DEVELOPMENT CAPABILITIES AND LIMITATIONS)

Amount of Road Frontage

<u>Frontage</u>	<u>Score</u>
1,000 feet or more	5
500 - 999 feet	3
100 - 499 feet	1

Adjacent Land Use

<u>Percent of Perimeter in Agricultural Use</u>	<u>Score</u>
75-100%	5
50-74%	3
25-49%	1
<25%	0

Adjacent Land Use Designation

<u>Percent of Perimeter designated Agricultural Zoning</u>	<u>Score</u>
75-100%	5
50-74%	3
25-49%	1
<25%	0

Master Plan Designation

<u>Consistency with Master Plan</u>	<u>Score</u>
Applicant property is planned for agricultural use	3
Property is planned for non-agricultural use	0

PART IV
LEVERAGING FUNDS

<u>Matching Funds</u>	<u>Score</u>
>50%	15
20 – 50%	10
<20%	5
No matching funds	0

<u>Landowner Contribution</u>	<u>Score</u>
>20%	10
10-20%	8
<10%	2
No contribution	0

B. Open Space Land

<u>PART</u>	<u>TOTAL POINTS</u>
I – Characteristics of the Land	40
II – Context	32
III – Leveraging Funds	28

I. Characteristics of the Land

<u>Mature Trees and/or Rare Species</u>	<u>Score</u>
Species and/or habitats of special concern	15
Mature native forest or grassland elements	10
Early successional plant communities	6

<u>Parcel Size</u>	<u>Score</u>
>40 acres	10
20 – 40 acres	6
<20 acres	2

<u>Road Frontage</u>	<u>Score</u>
>1000 feet	3
500 – 1000 feet	2
<500 feet	1
No frontage	0

<u>Wetlands and/or Floodplain (% of property)</u>	<u>Score</u>
>20%	6
10 – 20 %	4
<10%	2
No features	0

<u>Groundwater Recharge (% of property)</u>	<u>Score</u>
---	--------------

>75%	6
50 – 75%	4
<50%	2

II. Context

<u>Adjacent Land Use</u>	<u>Score</u>
(% of perimeter in open space and/or ag use)	
>90%	6
50 – 90%	4
<50%	2
None	0

<u>Proximity to Water Resources Frontage</u>	<u>Score</u>
(Amount of frontage on open water, a perennial stream, or county drain)	
>500 feet	10
100 – 500 feet	8
<100 feet	6
No frontage	0

<u>Proximity to Protected Land</u>	<u>Score</u>
Adjacent	10
1 mile or less	6
>1 mile	0

<u>Scenic and/or historical value</u>	<u>Score</u>
(Does the site provide a broad, sweeping view from publicly accessible sites, or does it have unique or historical features)	
2 or more attributes	6
1 attribute	4
0 attributes	0

III. Leveraging Funds

<u>Matching Funds</u>	<u>Score</u>
(% of the appraised value of development rights available from other sources)	
>50%	15
20 – 50%	10
<20 %	5
No funds	0

<u>Landowner Contribution</u>	<u>Score</u>
(% of the appraised value of development rights the landowner is willing to donate)	
>20%	13
10 – 20%	9
<10%	5

SECTION 6: Farmland and Open Space Preservation Board

1. A seven-member Farmland and Open Space Preservation Board shall be appointed by the Board of Trustees. The Board of Trustees shall seek the names of nominees for the Preservation Board by the means usually employed for other boards and commissions. The Preservation Board shall determine the selection of eligible lands on which development rights are offered for acquisition by their owners. Selection of eligible lands shall be made by a majority of Preservation Board members.
2. The Preservation Board shall consist of residents of the Township. The Preservation Board shall include a representative of the Township Board of Trustees, five citizens at-large and one representative who either owns agricultural land, is employed in agriculture or operates an agricultural business. The Board of Trustees may appoint ex-officio members.
3. The Preservation Board may consult experts for program staffing and the Board of Trustees may appropriate funds for that purpose.
4. Members shall serve two-year terms, except that the initial term of three members shall be one year and terms of four members shall be two years. Members shall not be compensated for their services but may be reimbursed for expenses actually incurred in the performance of their duties. Members may be reappointed to successive terms but the Preservation Board shall be terminated two years following the expenditure of all proceeds for farmland and open space development rights acquisition.
5. No member shall vote on the selection of individual parcels in which they have an interest or on individual parcels adjacent to property in which they have an interest.
6. The Preservation Board shall annually elect a chairperson and a secretary.
7. The Preservation Board shall meet at a minimum on a quarterly basis at a date and time to be determined by its members.
8. A majority of the members of the Preservation Board (that is, four) shall constitute a quorum.
9. Consistent with this Ordinance and subject to approval by the Township Board, the Preservation Board may develop bylaws and standing rules that further define the functional and procedural aspects of its duties.
10. The secretary shall be responsible for taking written minutes of the meetings of the Preservation Board. The records of the Preservation Board shall be kept by the Township Clerk.
11. Meetings shall be conducted in accordance with the Open Meetings Act, MCLA 15.261 et seq.
12. The Preservation Board shall publish an annual report which shall include a listing of all parcels of land donated or for which development rights or conservation easements or other easements were conveyed; a map showing the location of acquired lands; financial costs; and other pertinent information on program operation.

SECTION 7: Selection

The Preservation Board shall conduct a voluntary property selection process generally as follows:

1. The development rights on all Eligible Land properties shall be eligible for purchase. Development rights on properties of higher priority shall be purchased with available funds before properties of lower priority are purchased, provided:
 - a. The Preservation Board may negotiate for a lower price and/or seek outside funding for the purchase of development rights on any parcel offered.
 - b. In the interest of protecting a significant amount of agricultural land, the Preservation Board may determine not to buy all of any of the development rights on a particular parcel if the Preservation Board makes a finding that it is in the best interest of the program to protect a larger number of acres rather than a smaller number of acres of higher valued development rights.
 - c. The Preservation Board may receive and act on appeals of any factual nature by affected property owners.
2. The Preservation Board shall provide notice that applications may be submitted by property owners in Dexter Township. Applications shall be submitted to a location to be specified by the Preservation Board and stamped with the date of receipt.
3. The Preservation Board shall review each application which has been received to determine the eligibility and priority classification of each property interest and to verify ownership by tax records.
4. For those properties which meet the requirements of Section 5, the Preservation Board shall cause an appraisal of the applicant's property interest to be made. A "before and after" appraisal shall be made to determine the value of development rights. One appraisal shall determine the fair market value of full ownership of the land (excluding buildings thereon) and one shall determine the fair market value of the agricultural rights and/or open space value, plus any specifically retained residential development rights.
5. Appraisals shall be made by State certified appraisers, ARA Certified, selected by the Preservation Board. The selected appraiser shall not have a property interest, personal interest or financial interest in eligible lands. The same appraiser shall conduct the before and after appraisals.
6. Appraisals shall be in writing and shall be furnished to the respective owners for review. Errors of fact in any appraisal may be called to the attention of the appraiser by the Preservation Board or by owners of the property appraised, but corrections of the appraisal may be made only by the appraiser.
7. Terms and conditions of sale and information on the effect of the sale may be discussed by the entire Preservation Board with owners prior to the submission of written applications.

8. Written applications by owners who desire to have their development rights purchased by the Township shall be submitted on forms provided by the Preservation Board. These written offers shall include any development options desired to be retained by the owners.
9. Upon receiving the recommendations of the Preservation Board, the Board of Trustees shall take final action on such recommendations.
10. Once action to select properties for the purchase of development rights has been taken by the Board of Trustees, the Preservation Board shall draft a baseline documentation report describing through photographic, pictorial and narrative means the condition of the property at the time of the grant of a development rights easement. The baseline report shall contain a signature page where the owner and the Supervisor sign to state that the report is an accurate description of the property at the time of grant. The easement shall similarly feature a page where the signatures of the owner and the Supervisor are notarized, following which the easement shall be recorded with the county register of deeds so that it is effective on all current and future owners.
11. Upon the completion of a purchase of development rights transaction, the Township assessor will be notified of the development rights purchase.

SECTION 8: Duration of Acquired Interests

1. Development Rights acquired pursuant to this Ordinance shall run with the land and be held by the Township, for the benefits of its citizens, in perpetuity. A property owner who has sold Development Rights to the Township may repurchase those rights upon the following conditions:
 - Fifty (50) years have passed since the Development Rights were sold;
 - The Preservation Board determines that the property may not be reasonably used for Agricultural Use or has lost its open space value. A recommendation will be based on the following factors:
 - i. That, because of the quality of the farmland, agricultural production cannot be made economically viable with generally accepted agricultural and management practices
 - ii. That surrounding conditions impose physical obstacles to the agricultural operation or prohibit essential agricultural practices
 - iii. That significant natural physical changes in the farmland have occurred that are generally irreversible and permanently limit the productivity of the farmland
 - iv. That a court order restricts the use of the farmland so that agricultural production cannot be made economically viable
 - v. That significant natural physical changes occurred in the open space making it less desirable to protect.
 - The repurchase of the development rights is consistent with the purpose of the Township's purchase of development rights program as determined by the Board of Trustees;
 - Any and all other funding partners in the purchase consents to have the development rights repurchased; and

- The Township chooses not to exercise its 60-day option to purchase the remainder of the property interests in the parcel.
2. Once the Township Board determines that a property is eligible to have its Development Rights repurchased, the owner shall pay the fair market value of those rights at the time of their return, as determined by a State Certified Appraiser. The property owner may not challenge this appraisal. If the Appraiser has a conflict of interest associated with a potential appraisal, he/she shall report the conflict to the Township and the Township shall select another Appraiser to complete the appraisal. The Township will deposit the proceeds from any repurchases into a separate fund that shall be used to purchase additional Development Rights or for other agriculture land preservation means available within the Township.
 3. A repayment received shall be allocated to all original contributing fund partners in the same proportion as the proportion for the original purchase of the development rights of the parcel.

SECTION 9: Related Costs

The costs of appraisal, surveying, staffing, environmental assessment, closing, legal review and other services lawfully incurred incident to the acquisition of interests in eligible lands by the Township may be paid by the Township. The Township shall not be responsible for expenses incurred by the owner incident to this transaction, including surveying and the owner's legal review.

SECTION 10: Supplemental Funds

Supplemental or matching funds from other governmental agencies or private sources may become available to pay a portion of the cost of acquiring development rights, or some lesser interest in eligible lands or to supplement or enlarge such acquisition. The Township Board is hereby authorized to utilize such funds to purchase interests in eligible lands or to otherwise supplement Township funds in the manner provided by this Ordinance and in accordance with the applicable laws or terms governing such grant.

SECTION 11: Purpose

The Board of Trustees finds and declares that the use of Township funds for the purpose of paying in whole or in part the cost of acquisition of interests in eligible lands as set forth herein, including any costs necessarily incident to such acquisition, and the monitoring and enforcement of development rights easements, or to participation with any party for such purposes will promote the public health, safety and general welfare of the people of Dexter Township.

SECTION 12: Development Rights Funding Sources and Acquisition Fund

1. Funding for purchasing development rights may come from one or more of the following sources:
 - a. General appropriations by the township specifically set aside in the Development Rights Acquisition Fund (see Section 3).
 - b. Proceeds from the sale of development rights by the township subject to Section 8(2) of this Ordinance.
 - c. Grants.
 - d. Donations.
 - e. Contributions from land trusts, other non-profit entities or other units of government.
 - f. Other sources approved by the township board and permitted by law.
2. All revenues for purchasing development rights on farmland and open space land shall be placed in a designated Development Rights Acquisition Fund to be hereafter created in the office of the Treasurer of Dexter Township. Money in such acquisition fund may be temporarily deposited in such institutions or invested in such obligations as may be lawful for the investment of Township money.
3. The revenues and any interest received from the deposit or investment of such revenues shall be applied and used solely for the purposes set forth in this Ordinance.

SECTION 13: Severability.

In the event any provision of this Ordinance shall be held invalid or unenforceable by any court of competent jurisdiction, such holding shall not invalidate or render unenforceable any other provisions hereof.

SECTION 14: Enforcement

The Township shall administer and enforce the terms specified in recorded conservation easements in which the Township serves as grantee. The Preservation Board will advise and make recommendations to the Township Board concerning monitoring and investigation of complaints of violation of rights acquired by the Township. The Preservation Board shall at least annually ascertain whether an owner is complying with all conditions of the easement or deed. Inspection findings shall be in writing and maintained in the Township records.

APPENDIX A

Accent. Attractive view but narrower in scope and weaker in impact than a vista.

Market Value. Refers to an owner's willingness to accept an offer for development rights at a percentage lower than the full market value.

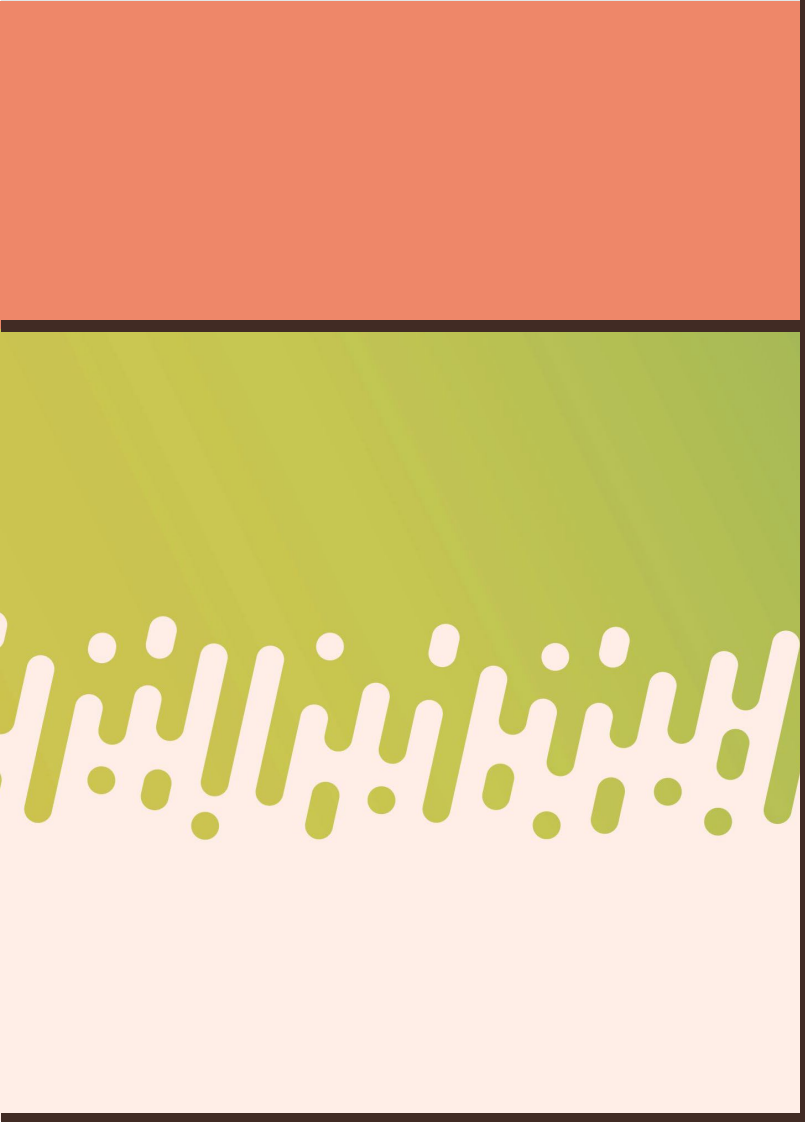
Matching Funds. Matching funds are defined as other financial contributions from private or public sources that could be applied to a property's application and result in a lower local cost for development rights purchase.

P.A. 116. Michigan's Farmland and Open Space Preservation Act (P.A. 116 of 1974) enables a landowner to enter into a development rights agreement (for farmland) or a development rights easement (for open space) with the state. These agreements and easements are designed to ensure that the land remains in a particular use or uses for an agreed upon period.

In return for maintaining the land in a particular use, the landowner is entitled to certain income or property tax benefits.

Protected Land. Protected land is defined as that which is permanently protected through private or public means. Types of protected land include nature preserves, public park and recreation lands, lands restricted by conservation easement with land trusts and conservancies and other lands with development rights secured through purchase or donation.

Vista. A broadly sweeping view visible from a publicly accessible site, including but not limited to a variety of vegetation types and farm fields, and may have topographic variations.



FARMLAND AND OPEN SPACE PRESERVATION BOARD OVERVIEW

November 21, 2023

History

- Current BoT elected 2020 with land preservation in platform
- BoT allocated \$300,000 budget and appointed study committee
- Educational forums held for landowners and citizens held in 2022
- Ten year millage passed 2022, 63% support
- Ordinance 37 approved (including farmland and open space point system), FOSP board appointed, first FOSP meeting February 2023

Values, Process, Budget

Master Plan Values

- Preservation of our Agricultural Heritage**
- Protection of our Natural Resources**
- Thoughtful Planning for Future Development**
- Creating a Sustainable Community**

Strategic Plan Values

- Environmental Stewardship**

Process

Mailing to Landowners (37 ag, 48 open space). 8 applications submitted to date. Funds are used to purchase conservation easements (permanent deed restrictions)

Budget

Millage generated approx. \$220,000 first year

Funding sources outside of township

Farmland Matching Funds

Federal (ACEP) - up to 50%

State – up to \$5,000/acre

County – up to 75%

Open Space Matching Funds

County – up to 75%

**Monier Example: State 45%, Fed 44%,
county 5.5%, township 5.5%**

Parcels in Play

Eight applications submitted in 2023

**Monier: 70 acres, woods, wetlands
adjacent to West Lake County Preserve
(close before end of year)**

**One parcel (40 acres) received BoT
recommendation, process begun**

**One parcel (90 acres) rec ACEP match,
submitting State application soon**

**Five parcels submitted for ACEP match-
Nov deadline**

Next Steps

- Closing/celebration of our first preservation property (Monier-2023)
- Monthly report update to BoT
- Annual Landowner mailing
- Annual report to BoT and community
- Refine rubric/point system where possible
- Identify additional funding opportunities/processes
- Questions?

DEXTER TOWNSHIP



FY 2025 Budget

November 21, 2023

We will hold our first FY25 budget hearing on December 19, 2024 immediately prior to the BOT meeting. This document summarizes the strategic context of the budget allocation, the FY25 budget requests, and the proposed budget restructure.

The budget restructure is described in detail in this document. To summarize:

- Frame the budget around our priorities and policies
- Simplify to make the budget easier to spend, with more line items to make the budget easier to oversee
- Establish a capital budget separate from our operating budget (a capital budget allocates money for the acquisition or maintenance of fixed assets such as land, buildings, and equipment)

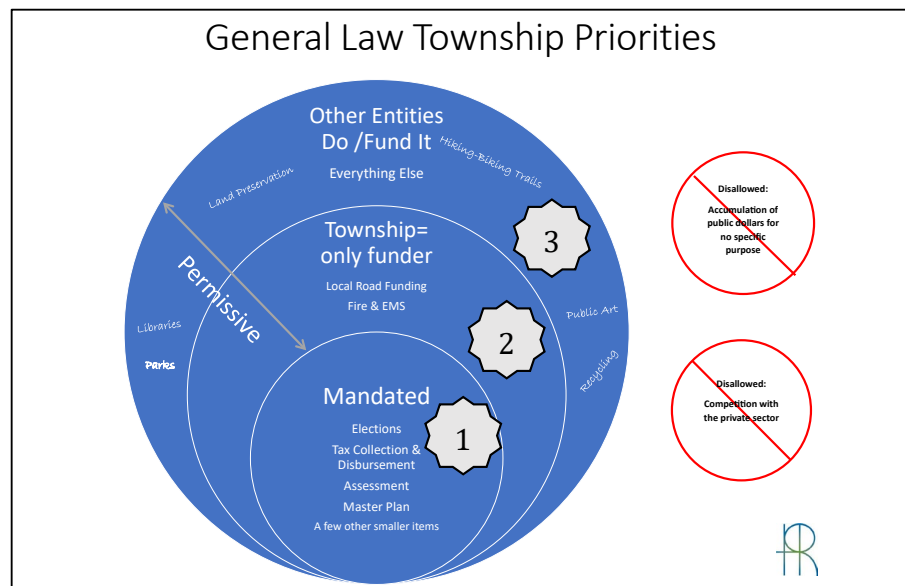
These changes will align us with Dexter Township's guiding principles for resource deployment, as well as Government Finance Officers Association (GFOA) best practices. My proposal complies with Michigan statutes and mandated chart of accounts. This document provides detailed information about these proposed changes.

Strategic Context

Government Finance Officers Association (GFOA) best practices dictate that budgets should be strategic, long-term, results-oriented, and outcomes oriented. The budget is a resource allocation that should be derived from our overarching priorities. (See *Top 10 GFOA Budgeting Best Practices*, attached.) The following paragraphs are a reminder of the strategic context of our budget.

Core Responsibilities of a General Law Township

The mandated functions of a general law township in Michigan include (1) master planning; (2) running elections; (3) assessment; and (4) collecting and disbursing taxes. Permissive functions that are the sole financial responsibility of the township include fire protection and local road maintenance. Permissive functions that have other funders include police services and land preservation. Zoning is an optional function that many (even most) townships undertake.



Dexter Township Strategic Plan Goals

Our four strategic planning priorities are:

- (1) Good Government: Conduct government operations in a clear and transparent nature
- (2) Environmental Stewardship: Be good stewards of the environment through township government policies, operations, and programs
- (3) Communication: Improve communication within the Township organization and with residents and stakeholders
- (4) Community Enrichment: Provide amenities and programs to increase the quality of life of residents

Dexter Township Guiding Principles for Deploying our Fund Balances

In August 2023, the Board of Trustees and members of the public reviewed our strategic planning goals and at our September meeting, the BOT approved these priorities resulting from that meeting. Dexter Township will use these guiding principles to deploy its fund balances:

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

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

- Emergency Preparedness (for extreme weather and other emergencies). Initiatives might include developing an emergency plan, or providing grants to residents who have financial need as a result of an emergency
- Connectivity - ensuring that Dexter Township has cellular coverage in all areas
- Stewardship of our waterways and land - such as supporting septic testing and maintenance, well testing, matching funds for sewer connections within the township, or support for conservation efforts (perhaps using an alternative rubric that favors environmental value over eligibility for matching funds)
- Public Safety - improving fire safety infrastructure
- Direct Benefits for Residents – especially those that further our programs and projects, such as MetroParks passes for all residents

Dexter Township Master Plan Pillars

Our draft master plan's five pillars are consistent with our strategic planning priorities:

- (1) Thoughtful planning for future development
- (2) Protection of our natural resources

- (3) Preservation of our agricultural heritage
- (4) Management of our traffic
- (5) Creating a sustainable community

Budget Overview

Dexter Township's approved FY24 all-funds revenue budget totaled \$4.1M from four sources: General Fund (\$1.5M), Fire Fund (\$1.4M), Police Fund (\$.7M), and Open Space Land Initiative (\$245K millage and \$293K transfer from other funds). The approved FY24 all-funds expenditure budget totaled \$4.5M, including \$646K in authorized expenses from the American Rescue Plan Act against revenue received in prior years. (The ARPA fund will have \$0 remaining at year-end and will go away in FY25.)

Our General Fund revenue mostly comes from property taxes and State revenue share (mostly sales taxes). General Fund property tax for township operations, at one mill, does not require voter approval. The General Fund supports mandated township operations noted above. If any additional funds are available, the General Fund may also support any permissive functions, such as local roads maintenance and zoning administration, not supported by special funds.

The other three funds (Fire, Police, and Open Space) come from voter-approved millages. The Fire Fund supports the Dexter Area Fire Department contract. The Police Fund supports the Sheriff's Department contract. The Open Space Land Initiative supporting the purchase of development rights and related expenses.

As of YE2023, the General Fund fund balance set-aside was \$2M (for cash reserves and emergencies) and the amount available for other purposes was \$2.3M. Year-end General Fund balances are forecasted to increase by \$110K (if the BOT approves the main floor often renovation at \$150K).

FY25 Funding Requests

Proposed Increases in Operating Expenses

The FY25 budget request includes these changes:

- Increase staff salaries based on cost-of-living increases; increased elected officials compensation likely based on recommendations from the Compensation Committee
- Increase benefits costs for current staff to reflect our new benefits policy, offset by reduced contribution to MERS for defined benefits
- Increase in cost for Office Assistant from 20 hours a week to 24 hours a week, adding \$5K to the annual cost (from \$20 to \$25K), not including COLA. This cost results from increased evening and weekend use of the town hall for more boards and committees and for HOA meetings
- Add a Deputy Supervisor at \$38K (up to 24 hours per week, \$30/hr., as needed)
- Fund non-salary lines based on historical actuals (an overall decrease) with adjustments based on inflation and operational knowledge; a \$2K one-time increase in cemetery expenses to support cemetery imaging
- Increase Community Engagement appropriation from \$20K to \$30K in anticipation of hosting more community engagement events

Compensation Approach for FY25 Budget

Staff Positions: We have six staff members, two are deputies and three others have been in their roles less than one year. Staff are currently working on revising job descriptions and developing work plans with performance goals based on strategic priorities for the next year. This process may result in requests for reclassifications. For example, we know our Zoning Enforcement Officer is performing duties commensurate with a Zoning Administrator. New classifications will require setting new compensation ranges based on market pay for like positions. The Compensation Committee has collected extensive data about wage comparisons for townships in Washtenaw County and statewide, and we will use these data to propose new ranges and place our incumbent staff appropriately within the ranges.

In the meantime, the proposed FY25 budget request will include cost-of-living increases based on CPI data from our Assessor. This is a reasonable approach to meeting our statutory obligation to revise the compensation ordinance while giving ourselves time to set performance goals. Performance will be measured at staff anniversary dates. We may be able to request updated salary ranges by the March 2024 BOT meeting for the FY25 Compensation Ordinance; if these recommendations are not ready the FY25 Compensation Ordinance request will be based on CPI increases, with a specific timeline for a more refined request.

Elected Officials: The Board of Trustees established a Compensation Committee to make recommendations regarding compensation for elected officials. The Compensation Committee has been collecting and analyzing data, and will have recommendations for the Board of Trustees by the December 2023 BOT meeting. These recommendations are automatically adopted unless the BOT takes action to override the Compensation Committee's recommendations.

Proposed Capital Expenses

Capital expenditures can be supported by fund balances or operating revenue. For FY25, capital expenditure requests include:

- \$500K for Local Roads improvements, to support Colby Road, Donner Road, North Lake Road, and Stinchfield Road (\$552K cost less WCRC share of \$52K). This would be year four of the BOT's five-year plan to bring all local collector roads into good repair; the FY26 requested cost will be \$347K for Dancer, Madden, and Quigley. The schedule was rearranged due to the safety project occurring next summer; we asked that the roads that will be impacted by the safety project be pushed to the following year. After FY26, annual cost for local roads will be \$125K per year in perpetuity to maintain the local collector roads in good condition, which assumes that 4" of material will be added every ten years for 20 miles of roads with less than 500 daily users, and every five years for five miles of roads with more than 500 daily users (Huron River Drive, McKinley, and Wylie) (some costs shared with other townships for border roads). This would be consistent with our strategic planning principles of investing in infrastructure;
- \$283K for Open Space purchases. In FY22, prior to the Open Space Land Initiative millage approval by the voters, the Board of Trustees appropriated \$300K to Open Space purchases to allow Dexter Township to meet the requirements of a Federal grant application at that time. Only \$17K of that appropriation was used. FOSB will be submitting a budget request for the unused portion of that prior appropriation. Using funds in this way would be consistent with our strategic priority of stewardship of our land and waterways, and with our master plan priority of protection of our natural resources (see attached);
- An amount to be determined for capital costs associated with Fire Station 2 and Dexter Town Hall, based on the Capital Reserves study soon to be underway (see consent agenda). This would be consistent with our strategic planning principles of investing in infrastructure

Proposed General Fund Budget Restructure

Government Finance Officers Association best practices dictate that budgets should be strategic, long-term, results-oriented, and outcomes oriented. Dexter Township's budget has not followed this best practice. Our budget is fragmented, with over 20 activity centers, each with 2-15 line items, some as low as \$100. This makes it difficult for the public and the Board of Trustees to interpret and monitor our budget, and it also makes it impossible to fully expend the authorized budget. To solve these problems and move toward GFOA best practices, the Supervisor will be presenting a FY25 budget proposal with a simpler budget structure organized around the township's mandated functions and strategic priorities. This means fewer activity centers. Each activity center will have strategic or policy-level value, and/or require separate monitoring to manage expenses or capture revenue. This budget structure was reviewed and fully endorsed by our financial auditor.

Proposed new strategic General Fund budget structure:

- 1. General Government**

Collapsing General Government, Trustee, Supervisor, Township Office Manager, Clerk, Treasurer, Information Technology, Legal/Professional. Create line items for the separate position and contracts to comply with GASB standards, which mandate showing Clerk, Trustee, and Treasurer expenses separately.

- 2. Elections**

Elections expenses are variable depending on the number and nature of elections; retaining separate elections makes it easier to adjust the budget as needed

- 3. Buildings & Grounds**

Collapse Building & Grounds and Fire Substation 2. Building-related expenses have different cost drivers than General Government, such as variation in timing, such that a separate department will facilitate oversight.

- 4. Assessor**

Collapse Board of Review.

- 5. Planning and Zoning Administration**

Collapse Zoning Board of Appeals but keep it as a line item; provides separate monitoring of expenses relating to our master plan priorities.

- 6. Public Works Department**

Show public works expenses that have broad community benefit as a separate activity center. Collapse Cemetery, Drains, Landfill, and Warning Sirens. Per diems for public works committees (WWRA, Local Roads)

- 7. Community Service Support**

Community service is of high strategic importance to Board of Trustees

Activity Center Budgeting

The Uniform Budgeting and Accounting Act (MCL 141.436) allows a township board to decide to budget on the activity center basis. The Dexter Township Board of Trustees approved the FY24 budget at the line item level rather than the activity center (department) level. This approach is not a GFOA best practice. Line items (such as "Supplies" or "Printing") are used for monitoring and internal controls; line item budgets are not designed to be strategic. If the budget is adopted by line item, the BOT must approve any over-spending in any individual line item. In contrast, activity-based budgets allow transfers within line items, which is simpler and more straightforward. I will be asking the Board to approve the budget at the "department" (ie activity center) level. Budget amendments will be required only when a department requires more funding. This is in compliance with GFOA and State of Michigan budgeting best practices.

To make it easier to monitor our financial activity, we will create more line items within the departments, such as line items by position (“Trustee,” “Treasurer,” “Supervisor,” etc). I’m also eliminating the “Contracted Services” line item in favor of more descriptive line items, such as “Engineering Services,” “Assessor Services,” “Planning Services,” “IT Software,” “IT Hardware” etc.

Basis for Operating Expenses

Dexter Township has historically based its budget proposals on the prior year original approved budget. The FY25 budget proposal will be based on historical actual expenses offset by known future differences in operations, a budgeting best practice. For example, our *per diem* expenses have historically been set based on the assumption that 100% of boards and committee meetings will occur, with 100% attendance, which is very unlikely. The proposed FY25 budget will be based on historical actual expenses for per diems combined with our knowledge of future events. For example, we know that the Planning Commission is likely to meet more in FY25 than in FY24 due to upcoming proposed changes in the Zoning Ordinance, so we will budget for slightly higher expenses in FY25 than in FY24.

Capital Improvement Fund

In the current budget model, our capital expenses are shown as an operating budget department instead of as a separate fund. The FY25 Supervisor’s proposed budget will request a **Capital Improvement Fund**, with any capital improvement costs budgeted within that fund. This change will allow the Board of Trustees and the public to understand our operating costs *vs.* our capital costs. Deployment of fund balances for capital improvements will be clear.

The BOT requested a Capital Budget to complete our fund balances policy and ensure good stewardship of our capital assets. Our fund balances policy only includes cash balances, emergency funds, and rainy day funds. We can also transfer funds to the Capital Improvement Fund from our fund balances consistent with our fund balances policy and the Uniform Budgeting and Accounting Act.

We are undertaking a Reserve Study to accomplish this goal, pending approval by the BOT. Our primary capital assets are the Dexter Township Town Hall and Fire Station 2. We also own 16 warning sirens, three cemeteries, one landlocked parcel, and one lake bottom. We have financial responsibility for maintenance and repair of 25 miles of local collector roads that are “owned” by the Washtenaw County Road Commission.

DEXTER TOWNSHIP
PURCHASE OF DEVELOPMENT RIGHTS

	FY 2024	FY 2025
PDR MILLAGE	230,000.00	235,000.00
GENERAL FUND	283,000.00	0.00
INTEREST	0.00	0.00
MISCELLANEOUS INCOME	0.00	0.00
DONATIONS	0.00	0.00
TOTAL REVENUES	513,000.00	235,000.00
DEVELOPMENT RIGHTS PURCHASE	466,800.00	178,800.00
POSTAGE	200.00	200.00
CONTRACTUAL SERVICES	20,000.00	30,000.00
CONTRACTED SERVICES	20,000.00	20,000.00
LEGAL SERVICES	5,000.00	5,000.00
MILEAGE	500.00	500.00
MISCELLANEOUS	500.00	500.00
TOTAL EXPENDITURES	513,000.00	235,000.00

due diligence
consultant

The Government Finance Officers Association (GFOA) recently hosted a Budgeting Best Practices webinar where they reviewed 35 recommended budgeting strategies. Incorporating GFOA best practices into our budgeting software is a top priority for ClearGov, so we were excited to attend and learn.

In case you missed it, here are what we consider to be the top 10 best practices shared in the webinar (plus the full list of 35 at the end) and how you can apply each of these to your local government's budgeting process.

#1 – Establishment of Strategic Plans

Strategic planning is now a mandatory criterion for the GFOA Distinguished Budget Presentation Award, making it a priority for local governments wanting to submit their budget books for consideration.

Governments should identify critical issues, problems, and needs as well as agree on a small number of broad goals. Then it's recommended to create an action plan for tackling those goals and establish performance measures (also another mandatory criterion!) to monitor your progress.

The GFOA recommends the following best practices as part of strategic planning. You can read the full guidelines [here](https://www.gfoa.org/materials/establishment-of-strategic-plans) (<https://www.gfoa.org/materials/establishment-of-strategic-plans>):

- Use some form of strategic planning
- Include these essential steps of a sound process
 - Initiate the process
 - Prepare a mission statement
 - Assess environmental factors
 - Identify critical issues
 - Agree on a small number of broad goals
- Develop strategies to achieve broad goals
- Create an action plan
- Develop measurable objectives
- Incorporate performance measures
- Review or adopt the plan
- Implement the plan
- Monitor progress
- Reassess the plan

#2 – Long-Term Financial Planning

For governments focused on transparency, long-term financial planning fosters civic engagement and trust. Citizens appreciate when they can see how their tax dollars are being used many years down the road. It's recommended to show projections and assumptions (*and* explain their significance) as well as provide a narrative summarizing your findings and adding context to the numbers.

The GFOA recommends the following best practices as part of long-term financial planning. You can read the full guidelines [here](https://www.gfoa.org/materials/long-term-financial-planning) (<https://www.gfoa.org/materials/long-term-financial-planning>).

- Forecast 5-10 years into the future
- Consider all appropriated funds; don't just focus on the General Fund
- Update long-term planning activities as needed
- Consider what content to include:
 - Financial environment
 - Revenue and expenditure forecasts
 - Debt position and affordability analysis
 - Strategies for achieving financial balance
 - Plan monitoring mechanisms
- Have an effective means to communicate information

#3 – Budgeting for Results and Outcomes

Budgeting by Priorities (BP) and including a budgeting process overview helps citizens understand the overall process and precisely how their tax dollars are being spent to achieve results in the community. Instead of starting with the prior year's budget, governments that use this strategy leverage a bottom-up approach to allocate funds and resources to the services and initiatives that are most important to citizens.

The GFOA recommends the following best practices as part of budgeting for results and outcomes:

- Determine how much money is available
- Prioritize results
- Allocate resources among high-priority results
- Conduct analysis to determine what strategies, programs, and activities will best achieve desired results
- Budget available dollars to the most significant programs and activities
- Set measures of annual progress, monitor, and close the feedback loop
- Check what actually happened
- Communicate performance results

#4 – Performance Management

Performance management plays a key role in transparency. Local governments hold themselves accountable by allowing citizens to easily see if goals are being met – or not. The GFOA recommends that your performance measures directly relate to goals. This ensures that your decisions are more timely and accurate, and helps create a more dynamic and better policy making process.

The GFOA recommends the following best practices as part of performance management. You can read the full guidelines [here \(https://www.gfoa.org/materials/performance-measures\)](https://www.gfoa.org/materials/performance-measures).

- Ensure all information, measures, goals, priorities, and activities are relevant to the priorities and wellbeing of the government and the community
- Confirm that all information related to performance, decisions, regulations, and processes is transparent (easy to access, use, and understand)
- Ensure decisions and processes are driven by timely, accurate, and meaningful data
- Verify that practices are sustainable over time and across organizational changes
- Align goals, programs, activities, and resources are with priorities and desired results
- Establish a performance management process that helps to transform the organization, its management, and the policymaking process

#5 – Effective Budgeting of Salary and Wages

Because salaries, wages, and benefits make up a large part of the overall budget, it's important to have a very clear picture of your personnel budget. Forecasting strategies that result in more accurate personnel projections help local governments maintain tighter control over their budget.

The GFOA recommends the following best practices as part of performance management. You can read the full guidelines [here \(https://www.gfoa.org/materials/effective-budgeting-of-salary-and-wages\)](https://www.gfoa.org/materials/effective-budgeting-of-salary-and-wages).

- Utilize a personnel tracking system
- Include vacancy adjustments
- Consider collective bargaining agreements
- Take into account the impact of inflation
- Identify your optimal staffing level
- Consider various compensation approaches
- Use personnel categorization to view how positions affect the operating budget
- Monitor your personnel budget throughout the year

#6 – Presenting Official Financial Documents on Your Government's Website

A key component of transparency is presenting your official financial documents front and center on your website – don't hide them. Put them on your homepage or finance department page, and make sure they are easy to open, easy to view, and easy to understand.

The GFOA recommends the following best practices as part of presenting official financial documents on your government's website:

- Ensure the digital and hardcopy are consistent
- Ensure legibility (font size and page layout/direction)
- Include pagination and a table of contents
- Ensure the file size is not too large and is compatible with all software and web browsers
- Protect the document from unauthorized or accidental changes
- Place predominantly on your government's homepage or finance page
- Include features such as zooming, bookmark, facing pages and search

#7 – Accurately Displaying Total Expenditures in Budget Presentations

Expenditures tend to be overstated or double-counted. If you do double-count items, include a footnote to explain what is net versus growth.

The GFOA recommends the following best practices as part of accurately displaying total expenditures in budget presentations. You can read the full guidelines [here \(https://www.gfoa.org/materials/accurately-displaying-total-expenditures-in-budget\)](https://www.gfoa.org/materials/accurately-displaying-total-expenditures-in-budget).

- Identify items that may be appropriated twice (e.g. interfund transfers, internal service funds)
- Determine whether there are statutory requirements or state and provincial guidance for reporting the total budget
- Determine the presentation preference for the organization
- Be transparent and consistent in presentation

#8 – Department Presentation in the Operating Budget Document

Paint a clear picture of each departments' role within the government. Keep it brief, discuss the departments' services, and include an org chart. As part of the strategic planning process, link performance measures to departmental goals or overall goals on individual department pages.

The GFOA recommends the following best practices as part of the department presentation in the operating budget document. You can read the full guidelines [here \(https://www.gfoa.org/materials/departmental-presentation-in-the-operating-budget-document\)](https://www.gfoa.org/materials/departmental-presentation-in-the-operating-budget-document).

- Strive for brevity, clarity, and consistency
- Use graphics and charts for comprehension
- Include a description of services or functional responsibilities for each department
- Explain any challenges, issues, or opportunities
- Disclose any fees or charges that the department generates as revenue.
- Include expenditures and an analysis in a broad manner
- Include an org chart or brief schedule summary of headcount
- Link performance measures to department goals or government-wide strategic plan

#9 – Capital Budget Presentation

A long-term capital budget presentation helps citizens understand how their tax dollars are spent on large projects and major expenditures, and how the costs are allocated in coming years. Include a narrative about your process for evaluating, prioritizing, and deciding which initiatives are adopted.

The GFOA recommends the following best practices as part of the capital budget presentation. You can read the full guidelines [here \(https://www.gfoa.org/materials/capital-budget-presentation\)](https://www.gfoa.org/materials/capital-budget-presentation).

- Have a multi-year capital improvement plan
- Define capital expenditure
- Place in a distinct section of the document
- Focus presentation on financial sources and uses for both upcoming budget year and for multi-year plan
- Communicate the decision-making process
- Identify projects as recurring or non-recurring
- Include detail for each major project

#10 – Budget Monitoring

Finally, if you're not measuring it, you're not managing it! It's essential to have a process in place for comparing your budget to actual results.

The GFOA recommends the following best practices for budget monitoring. You can read the full guidelines [here](https://www.gfoa.org/materials/budget-monitoring) (<https://www.gfoa.org/materials/budget-monitoring>).

- Decide what elements should be reviewed (revenues, expenditures, operations, capital, economic trends, performance measures)
- Decide how the elements should be analyzed (root cause, time frame, requirements, basis of comparison)
- Decide at what level of detail should the analysis be conducted
- Outline roles and identify who is responsible for each part of the analysis
- Identify tools or software needed for conducting the analysis
- Communicate the budget monitoring reports with internal and external stakeholders
- Take action on the reports to improve operational efficiency

Create Your Own Award-Winning Budget Book

The goal of these GFOA best practices is to help local governments prepare budget documents of the very highest quality. Governments that strive for greater transparency and civic engagement know that implementing these best practices into their budget books ultimately improves their relationship with their community.

And hey, you could even win a shiny award for your wall! The GFOA Distinguished Budget Presentation Award Program exists to recognize excellence in government budgeting. To see a good example of best practices, check out the [Digital Budget Book created by El Mirage, AZ](https://city-el-mirage-az-budget-book.cleargov.com/adopted-v1/2021/introduction/transmittal-letter) (<https://city-el-mirage-az-budget-book.cleargov.com/adopted-v1/2021/introduction/transmittal-letter>) that recently earned them the award. If you've never submitted your budget presentation for consideration, you can find all of the [best practices](https://www.gfoa.org/best-practices) (<https://www.gfoa.org/best-practices>) and [award criteria](https://www.gfoa.org/budget-award) (<https://www.gfoa.org/budget-award>) on the GFOA website.

If you have submitted your budget for award consideration, be sure you're aware of changes to the criteria that went into effect in 2021. You can find a recap of those changes in our [GFOA Budget Awards Criteria: 2020 Revisions eBook](https://budget-better.cleargov.com/gfoa-award-ebook) (<https://budget-better.cleargov.com/gfoa-award-ebook>).

Complete List Of GFOA Budgeting Best Practices:

- (1) Adopting Financial Policies
- (2) Determining the Appropriate Level of Unrestricted Fund Balance in the General Fund
- (3) Determining the Appropriate Levels of Working Capital in Enterprise Funds
- (4) Establishing Government Charges and Fees
- (5) Establishing an Effective Grants Policy
- (6) Enterprise Risk Management
- (7) Achieving a Structurally Balanced Budget
- (8) The Public Finance Officers Role in Fiscal Sustainability
- (9) The Public Finance Officers Role in Collective Bargaining
- (10) Key Issues in Succession Planning
- (11) Ensuring Other Postemployment Benefits (OPEB) Sustainability
- (12) Sustainable Funding Practices for Defined Benefit Pensions and OPEB
- (13) Establishment of Strategic Plans
- (14) National Advisory Council on State and Local Budgeting
- (15) Long-Term Financial Planning
- (16) Budgeting for Results and Outcomes
- (17) Performance Management
- (18) Best Practices in School District Budgeting
- (19) Best Practices in Community College Budgeting
- (20) Public Participation in Planning, Budgeting, and Performance Management
- (21) Financial Forecasting in the Budget Preparation Process
- (22) Effective Budgeting of Salary and Wages
- (23) Inflationary Indices in Budgeting
- (24) Strategies for Managing Health-Care Costs
- (25) Evaluating Service Delivery Alternatives
- (26) Measuring the Full Costs of Government Service
- (27) Pricing Internal Services
- (28) Presenting Official Financial Documents on Your Government's Website
- (29) Making the Budget Document Easier to Understand
- (30) Accurately Displaying Total Expenditures in Budget Presentations
- (31) Department Presentation in the Operating Budget Document
- (32) Capital Budget Presentation
- (33) The Statistical/Supplemental Section of Budget Document
- (34) Basis of Accounting versus the Budgetary Basis
- (35) Budget Monitoring



DEXTER TOWNSHIP

AGENDA ITEM REQUEST

MEETING OF: Township Board of Trustees – November 21, 2023

Title: Discussion of Single Hauler Ordinance for Dexter Township

Date: November 1, 2023

Purpose (Choose ONE):

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

Narrative (to be completed by requestor):

One action item in our strategic plan was to research and address providing a single hauler trash service for our residents. From the Master Plan survey, we know a majority residents support this.

A committee (funded by a county grant) was put together with Theo Eggermont, Director of Public Works, Consultant Matthew Naud from Resource Recycling Systems and representatives from Lyndon Township and Dexter Township. One goal was to combine our Townships to increase the volume of homes to improve numbers when submitting requests for proposal (RFPs) to trash providers.

Attached is a draft of a single hauler ordinance for Dexter Township. The attached draft is open for discussion at the November BOT meeting, with hope to modify and adopt at the December BOT meeting. Approving this ordinance does not mean we must move forward with an RFP, it simply lays the foundation to move forward, as we choose. We must have an ordinance in place to move forward.

Financial aspects of a single hauler can be addressed when discussion of an RFP comes forth. This ordinance does not in itself have a fiscal impact on the township budget.

As a refresher to the single hauler issue, I have attached a presentation created by Matt Naud.

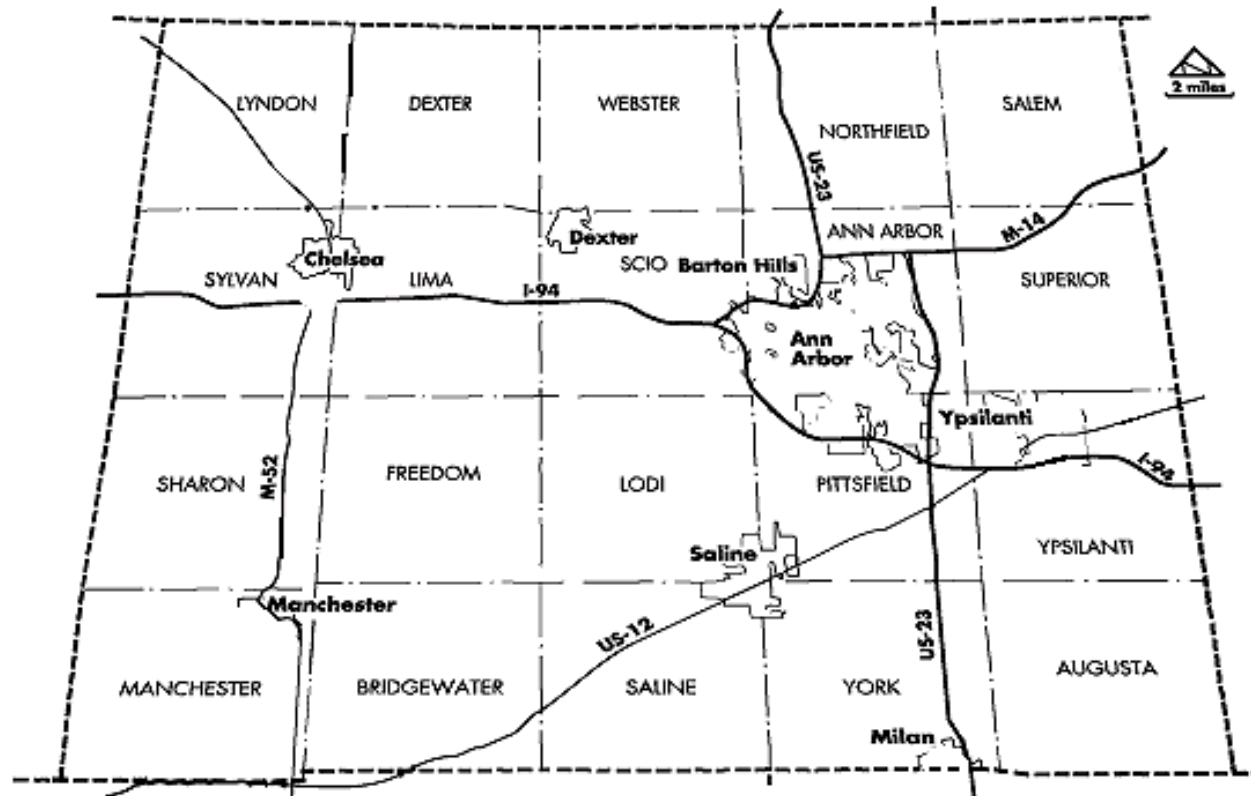
Does this item have fiscal impact?

Yes **No** x

Submitted by: Karen Nolte, Trustee

WASHTENAW TOWNSHIPS SINGLE HAULER OPPORTUNITIES 2023







Managing change
in a resource-
constrained world.



ORGANICS
MANAGEMENT



WASTE
RECOVERY



GLOBAL CORPORATE
SUSTAINABILITY

since 1986

CURBSIDE COLLECTION BEST PRACTICE



Automated collection

- One truck can do 800 – 1,200 stops per day with single stream automated collection, 300% more than manual rear load¹
- Increases worker safety and decreases worker compensation



Wheeled carts

- Convenient for residents
- Offers more room for recyclables



Weekly, same day trash and recycling

- Routine everything out to the curb
- Avoids recyclables being put in the trash because residents ran out of room



Variable Pricing

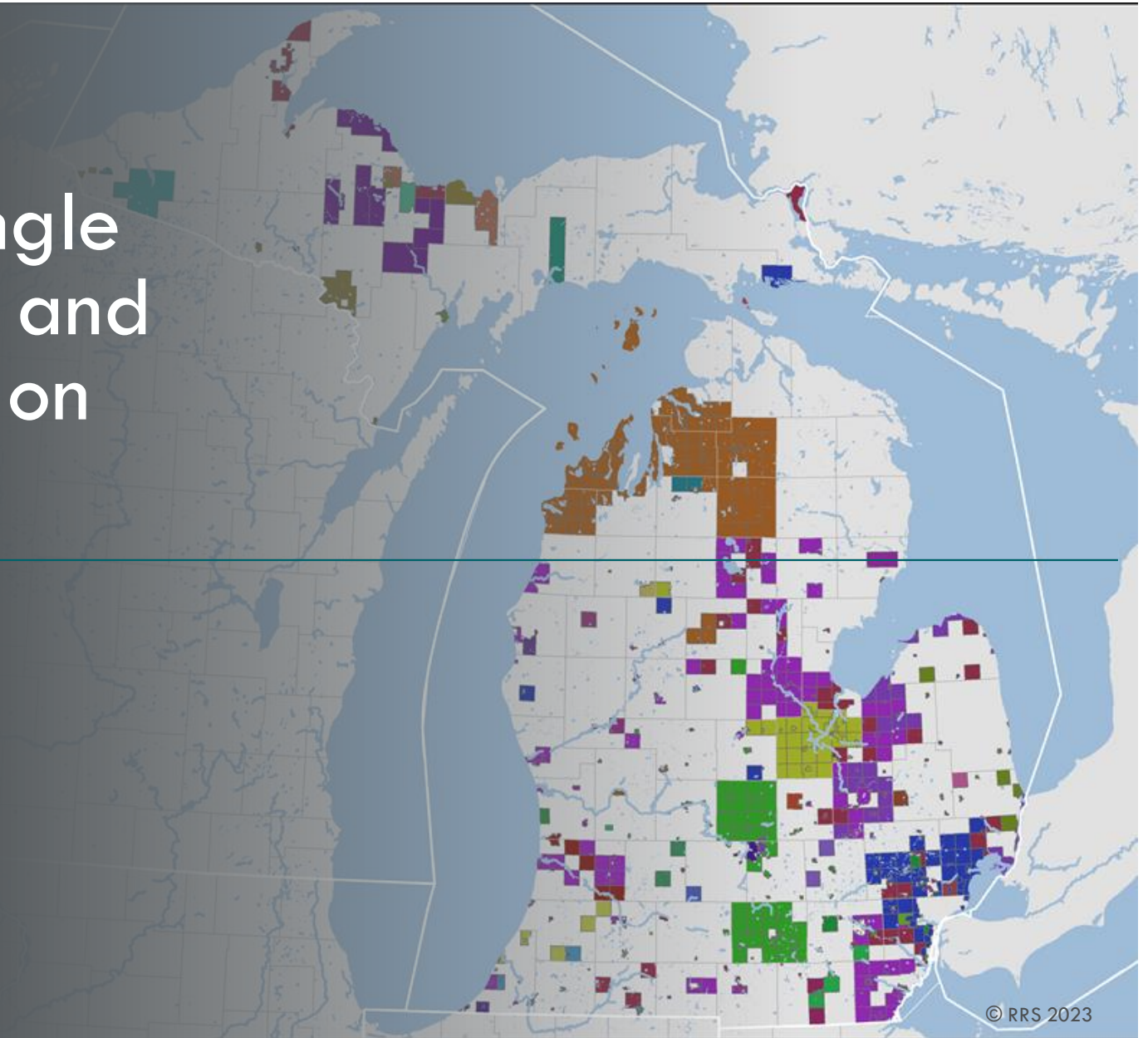
- Residents only pay for what they throw away
- Encourages residents to reduce waste

¹US EPA Collection Efficiency Strategies for Success: <https://archive.epa.gov/epawaste/nonhaz/municipal/web/pdf/k99007.pdf>

1 240 Townships

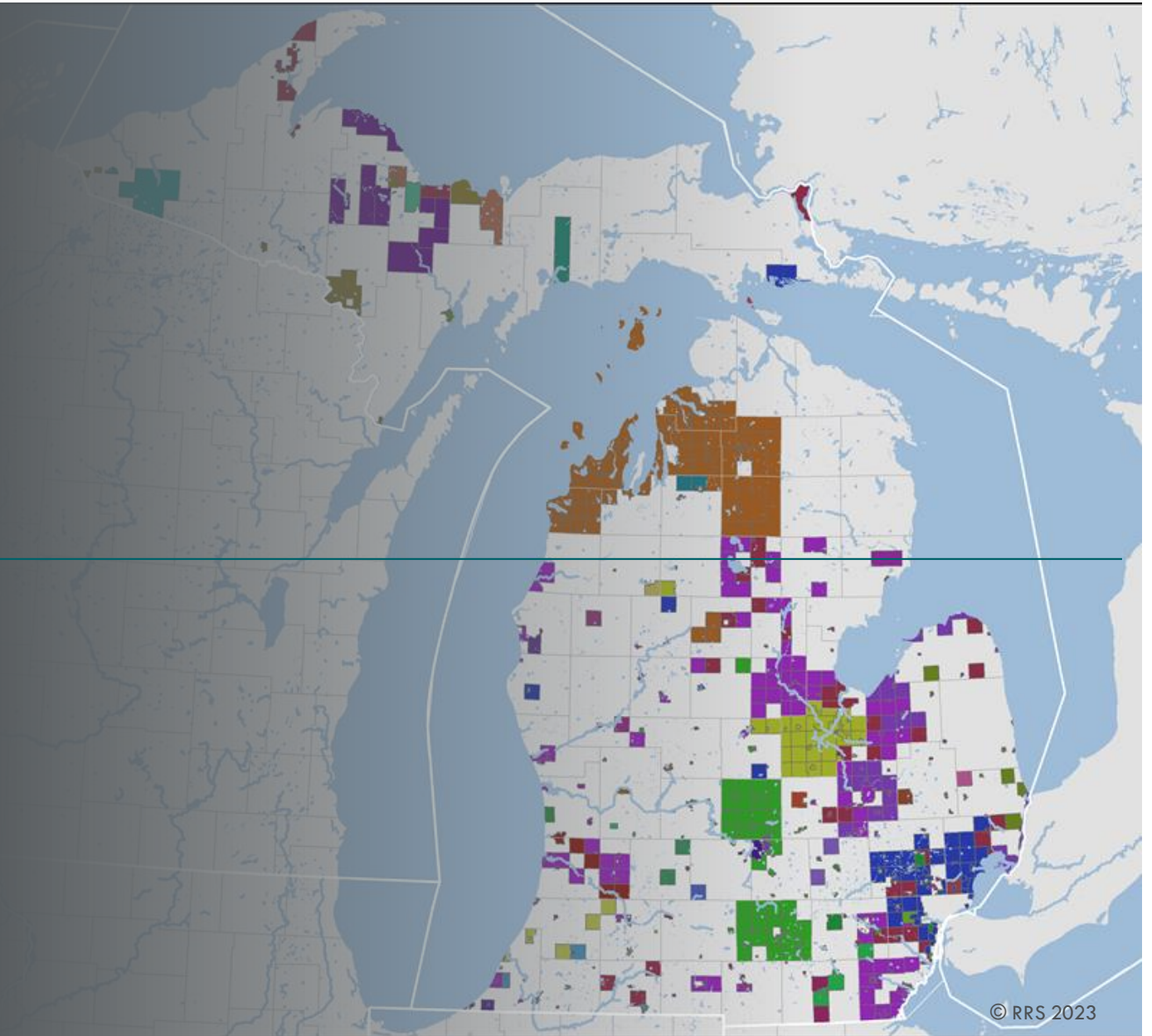


Self-reported single
hauler townships and
villages - based on
695 reports



© RRS 2023

Why Explore a Single Hauler?



© RRS 2023

STATEMENTS FROM TOWNSHIPS WITH SUCCESSFUL MUNICIPAL PROGRAMS

*Not difficult setting up a municipal program.
Haulers can offer a team of professionals*

Leaf pick up service will reduce leaf burning, including on paved roads, and depositing in waterways

Overall esthetics improved through a reduction in unauthorized dumping and roadside littering

Other benefits can be realized via dead animal carcass removal & CNG fueled trash truck options

Customer "Opt Out" of any duration is typically not offered because variations cause poor service



NEIGHBORHOOD SAFETY AND QUALITY OF LIFE

Trash truck traffic reduced in neighborhoods by 70% or more

Trash truck traffic limited to one day a week in your neighborhood

Reduced wear and tear on both neighborhood roads as well as main roads

Less truck traffic results in safer and quieter streets

Less truck traffic means less pollution, fewer opportunities for spills, cleaner air

A single licensed and contracted hauler brings safer hauler operating practices as well

Improved community appearance with carts and 1 day/week service



TOP SHELF SERVICES

Good for the environment and the community

Reduces dumping, burning of leaves, burning of trash, burning on paved roads, yard clutter and encourages recycling

Saves energy, reduces waste and reduces greenhouse gas emissions

Saves landfill space and reduces landfill disposal costs

Creates jobs, improves the economy and reuses valuable resources

Includes best practice incentives for recycling



SAVE MILLIONS

Savings per household may be as high as 45% to 67%

Firm 5-year pricing prevents surprises each year – known costs for known reliable value

No more hassles, and

\$ returned to household pocketbooks each year!



TYPICAL BOARD CONCERNS

Minimal time "running" program if good website is established & hauler is set up as primary contact

None of the townships researched had any legal issues implementing their programs.

Both Charter & General Law townships in this area have successfully implemented municipal trash programs

Unique residential needs are available if desired in typical contracts (i.e., - opt. out, optional carts)

Setting up "group contracts" for non HOA developments does not eliminate use of other haulers

Previously proposed state legislation has not hampered other municipalities from running programs

WHAT IF TOWNSHIP RESIDENTS COULD GET THE
BEST TRASH (AND RECYCLING?) HAULING
SERVICES - AND SAVE MONEY EACH YEAR?

© RRS 2023



recycle.com

NEXT STEPS...THE TOWNSHIP ADOPTS AN ORDINANCE THAT
ENABLES A SINGLE HAULER TO PROVIDE COMPREHENSIVE
TRASH SERVICES TO ALL HOUSEHOLDS IN THE TOWNSHIP.

© RRS 2023



recycle.com

NEXT STEPS...THE TOWNSHIP DEVELOPS AN RFP AND
REVIEWS COMPETITIVE PROPOSALS RECEIVED FROM THE
REGION'S HAULERS AND A RECOMMENDATION MADE FOR
TOWNSHIP BOARD CONSIDERATION.

© RRS 2023



[recycle.com](https://www.recycle.com)



OPPORTUNITIES

- Two Townships improves competition – better pricing
- RFP can ask for pricing for options for each township
- Flow Control – Ordinance and RFP can direct collected trash and/or recyclables to WWRA
- No requirement to award if pricing or vendor quality are not satisfactory



RRS Township Team

Jim Frey
frey@recycle.com

Matthew Naud
mnaud@recycle.com

Elizabeth Paul
epaul@recycle.com

 @recycle_com



DEXTER TOWNSHIP

AGENDA ITEM REQUEST

MEETING OF: Township Board of Trustees November 21, 2023

Title: Discussion regarding Dexter Township approach to public safety funding.

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's police and fire millages expire at the end of December, 2023. This was the topic of discussion at two prior BOT meetings. The Board stated its intention to decide on an approach at the November 2023 meeting. The attached policy brief summarizes the issues relating to police and fire millages. New information and corrected information since last month (all of which has been corrected in the attached brief):

- A fire millage of 2.95 and a police millage of half that amount would be below the 50 mills maximum
- A fire millage of 2.95 would be listed on the ballot as a new millage; if the millage is at or below the current rate (~2.3 mills) would be listed as a renewal
- The DAFD board discussed establishing a committee to make recommendations for changes to the interlocal agreement; board members were invited to seek guidance from their respective board on who should represent them on this committee
- Bodman, the township attorney, assigned Sarah Gabis to assist the Township with the police and fire millages. Sarah has extensive experience in public safety millages and SADs. She will be present at the November 21, 2023 board meeting

The Board of Trustees asked the Supervisor to prepare an initial summary of information most salient to the public with respect to police and fire millages.

Does this item have fiscal impact? If yes, what is the net cost? Is the item included in the Township's approved annual budget? n/a	Yes X	No __
	Yes __	No __
<u>Staff/Supervisor Comments</u>		
<u>Submitted by:</u> Karen Sikkenga		
<u>Suggested Action:</u> TBD		

DEXTER TOWNSHIP



Public Safety Funding

November 21, 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 approval by the electorate, except under certain circumstances. Dexter Township has previously collected these funds through a voter-approved millage. 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 police and 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.

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, except that assessment for capital expenditures (vehicles, apparatus, equipment, and housing) in a 1-year period must not exceed 10 mills of the taxable value of the area for which fire protection is to be furnished. The same limitation is true for police vehicles, apparatus, equipment and housing. There are also some time limitations if bonds are issued.

The Impact of Fire Services

Did you know that fire services are not mandated? Each municipality must decide on its own whether to fund fire services. Dexter Township, together with Webster Township and City of Dexter, have been working together since the 1980s to provide the highest quality fire protection. Dexter Township's fire safety millage expires at the end of this year, and we have only enough money in the bank to continue providing fire protection through 2024.

Our Dexter Area Fire Department puts out fires and are first responders for medical emergencies. But did you know that fire services also keep your homeowner's insurance rates low? Insurance rates tie into a municipality's Public Protection Classification, which the insurance industry uses to set rates. The more well equipped a location's fire services are, the lower that community's score will be, and the lower the resident's homeowner's insurance rates.

We all know how important reliable fire services are. A fire {millage} ensures reliable, properly equipped and fully staffed fire department. Dexter Area Fire Department keeps us safe in our homes – and helps the cost of home ownership down.



DEXTER TOWNSHIP

AGENDA ITEM REQUEST

MEETING OF: Township Board of Trustees November 21, 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. At the October 2023 meeting, the Board of Trustees authorized the Supervisor to work with Proven Design on a final budget to support the full cost of renovation for the main floor of the Town Hall. Proven's cost for the work was lower than the other bidder for the same work. The BOT instructed the executive team to obtain a bid for the entire project, rather than working within the \$50K budgeted amount, rather than doing a partial job, which might increase the overall project cost.

The estimated full cost of the project will be \$93,076. The estimate is different from the \$89K project budget provided at the October meeting because it:

- Removes all work relating to the lower level (painting and floors)
- Adds new countertops and paint for the upstairs bathrooms
- Adds a kitchenette in the new conference room
- Includes remodel of the front counter
- Includes acoustic panels for the main meeting room

The \$93K bid remains lower than the competing bid, even with these additions. I am asking the Board of Trustees to approve a total maximum cost for the renovation of \$107K, including \$93K base bid plus 15% contingency which is a standard contingency rate to cover ancillary costs (such as

movers to remove furniture to the lower levels) and change orders resulting from unexpected building conditions.

We asked Proven Design to provide an estimate for new office furnishings, because our office furniture is outdated. The furniture cost would be \$42K, or \$48.5K with a 15% contingency. Proven Design stated that they obtained bids from 3-5 furniture vendors. The cost includes eight desks, two tables, chairs, individual file cabinets, and waiting room furnishings (loveseat, two armchairs, ottoman and end tables).

We are forecasting a year-end increase in General Fund balances of \$110K if this proposal is approved in full.

Does this item have fiscal impact?

Yes X

No __

If yes, what is the net cost? Up to \$107K for the remodel; up to \$48.5K for furnishings, total cost of \$156K

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 Township to expend up to \$107K for main floor office remodel.

Motion to authorize the Township to expend up to \$48.5K for office furnishings.



Printed: Nov 13, 2023
3219 Broad Street, Dexter, MI 48130
Phone: 734-253-2550

Owner Invoice

Job Information

Dexter Township
6880 Dexter-Pinckney Road, Dexter, MI 48130

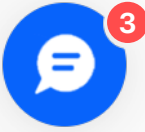
Invoice Title: Estimate
Invoice ID: 0001

Invoice Amount: \$93,076.50 Unreleased
Amount Paid: \$0.00

Items	Cost Types	Description	Qty/Unit	Unit Cost	Price
Paint Main Floor 5300 - Painting—interior		Includes: Walls ,trim, and ceiling from the door entry throughout the offices and including the main level bathrooms. Includes: Large meeting room walls and trim. Paint the existing interior walls and trim the same neutral bright color. Final onsite painting estimate will be required.	1.00	\$20,145.00	\$20,145.00
LVP Flooring (Offices) Flooring		LVP (Luxury Vinyl Plank) Flooring throughout offices. Excluding the large meeting room and existing tiled surfaces. Materials and labor to install.	1.00	\$19,500.00	\$19,500.00
Commercial Grade Carpet Flooring (Meeting Room) Flooring		Commerical Grade Carpeting and Installation. Materials and labor to install. Includes removal. Includes new 4" cove base. ***Includes back stairs to lower level.	1.00	\$11,056.50	\$11,056.50
Framing General Labor		Frame the new wall for the voting/ election room. Move the door from the back office. to the election room. Supply and install a new keyless lockset. Frame the new coffee bar area. Drywall repair and replacement. Create the new break room/ conference area. Drywall as required. Create a new wall and "fill" in part of the front counter approach. Patch and repair drywall as needed; mud tape and finish.	1.00	\$9,750.00	\$9,750.00
Break Room/ Conference Room & Coffee Bar General Labor		Relocate full size fridge. Install the new laminate countertops for both the break room/ conference room and coffee bar areas. Cut in the new sinks. Installation of new cabinetry. See final design.	1.00	\$7,200.00	\$7,200.00
Plumbing 3720 - Plumbing—rough		Disconnect and reconnect the plumbing for the kitchenette add dishwasher. Add a sink and dishwasher to the new break room/ conference space. Remove and reconnect the bathroom faucets and sinks. Final onsite estimate required and final design sign off required. All work to be completed by a licensed plumber. Permit to be billed upon pulling. Supply single lever commercial faucets in chrome for both bathrooms. Supply and install (2) new stainless steel drop in sinks for the conference room/ break room as well as the coffee bar. Supply and install (2) new faucets. ****Mirrors to be evaluated on site.	1.00	\$4,800.00	\$4,800.00
Electrical 3810 - Electrical—rough		Update electrical that is being moved per the design. All electrical to be completed by licensed Electrician. Update outlets as required. Move the electrical per the design for the coffee bar area and the break room/ conference room.	1.00	\$3,900.00	\$3,900.00
Sound Panels General Labor		Supply and install new sound panels in conference room. Estimated allowance given. **Verify size, location, and how many on-site **Final estimate to be determined	1.00	\$3,000.00	\$3,000.00
Demo General Labor		Demo as planned: cabinetry at front desk, countertop surfaces, and walls being reworked. Haul away all debris.	1.00	\$2,925.00	\$2,925.00
Stock Cabinetry 5400 - Cabinets and vanities		Stock Cabinetry Supplied in White: Coffee Bar and Break Room/ Kitchenette.	1.00	\$5,400.00	\$5,400.00
Countertops: Template & Install Quartz 5450 - Countertops		Template and install the raised bar area at reception desk. Template and install both bathroom countertops. Group A. Supply and install laminate countertops for the back break room/ conference room. Supply and install laminate countertops for the coffee bar area.	1.00	\$5,400.00	\$5,400.00

Description of Invoice

Deadline Date:
Balance Due: \$93,076.50



PROVEN KITCHEN AND BATH STUDIO

3134 BAKER RD

DEXTER MI 48130

OFFICE 734-253-2550

This Agreement for residential renovations services is between Proven Kitchen and Bath Studio and Client (See Client Information) for the performance of the services described below. The parties therefore agree as follows:



DATE: November 11, 2023

Project: Dexter Township

Client: Dexter Township

Address: 6880 Dexter-Pinckney Road, Dexter, MI 48130

Phone: 734-972-6591(Karen Sikkenga Cell – Township Supervisor)

Email: supervisor@dextertownship.org (Karen Sikkenga)

officemanager@dextertownship.org (Sam)

PERMIT FEES NOT INCLUDED, WILL BE BILLED UPON PULLING.

RESIDENTIAL RENOVATION AGREEMENT TERMS:

This is an estimate only. Any and all alternations or deviations from the specification contained in this estimate may involve extra costs that shall be documented by a written change order.

OWNER REQUIREMENTS

Execute all necessary applications required to obtain any and all permits. Permits are the responsibility of the homeowner. Homeowner is responsible to pay any administrative fees relating to any hearings conducted by architectural review boards, planning commissions, or zoning boards; Contractor's attendance at such hearings, building offices, or completion of permit applications may constitute an addition to Contractor's scope of Work and shall be confirmed by a written change order setting forth the extra cost before proceeding with commencement of work. Customer agrees to indemnify and hold builder harmless from any and all costs of liability that may arise from customer's requires to deviate from standard construction practices or applicable building codes.

Proposed work is based on the existing structure accepting the intended modifications per standard building codes. An engineer will be required if load capacities surpass or near standard building codes, engineer costs are the responsibility of the homeowner.

PHOTOGRAPHY

Customer hereby authorizes the use, reproduction and publishing of photography without compensation by Proven Renovation and Design DBA Proven Kitchen and Bath Studio upon signing that includes images or likeness. Customer understands that this material may be used in various publication and websites for any lawful purpose including publicity, advertising, or journalism. This authorization is continuous and may only be withdrawn by the customer's specific cancellation of this authorization. Proven will not use any client's names, location, or personal information while using photos.

CONTRACTOR'S LICENSES

Contractor warrants that it and its subcontractors are properly licensed to perform the Work called for by the Contract Documents and will remain so during the performance of the Work. Copies of the licenses will be provided to Owner on request. A residential builder or residential maintenance and alteration contractor is required to be licensed under MCL 339.2401–.2412. An electrician is required to be licensed under MCL 338.881–.892. A plumber is to be licensed under MCL 338.3525. A mechanical contractor is required to be licensed under the Forbes mechanical contractors act, MCL 338.971–.988. Contractor is properly licensed in the state of Michigan as a residential builder, a plumber, a mechanical contractor and an electrician and has been assigned the following license numbers: **builder's license #2101209299**

PUNCH LIST

Before substantial completion of the Project as defined in this agreement, Owner and Contractor will prepare a detailed written punch list of all items to be corrected by Contractor. Submission of the punch list does not render the Project not substantially complete for the purpose of final payment. Contractor will review the punch list and, within a reasonable time, correct the items listed in it to the reasonable satisfaction of Owner.

TERMINATION OF CONTRACT

If Owner fails to make payment as required by this Contract; the project is stopped for 20 days or more and the stoppage was caused by Owner; or Owner is otherwise in breach or default of this Contract and the breach has not been cured within 10 days from notice of default, Contractor may, on written notice, terminate this Contract and recover from Owner its costs, lost profits, and any other damages and expenses caused by Owner's default or breach.

FINAL CONTRACT PAYMENT

Final payment is due at the time of invoice. Proven Kitchen and Bath Studio is not responsible for cracks in drywall due to home settling. We will tackle drywall cracks at the time of construction. Proven Kitchen and Bath Studio is not responsible for alternate contractors NOT supplied by Proven Kitchen and Bath Studio.

SUBCONTRACTS

Owner acknowledges that Contractor will, at its discretion, enter into subcontracts with various subcontractors to perform the Work. Nothing in this agreement shall create a contractual relationship between Owner and a subcontractor.

PETS

Please make accommodations during your renovation for your pets. Proven Kitchen and Bath Studio is not liable for the health and safety of your pets.

LIMITED WARRANTY

Subject to the terms and limitations of the written warranty, which Contractor will provide Owner on substantial completion, Contractor guarantees and warrants to Owner that all labor, materials, and equipment furnished under this Contract will be new and that all Work will be of good quality, free of defects in materials or workmanship and in conformance with the Contract Documents and for the intended purpose. On receipt of notice in writing of any claimed defect, Contractor agrees to correct all work it performed under this Contract that proves to be defective and of which the Owner has knowledge for one year from the date of substantial completion as defined in this agreement. Repair will not include payment for material or services rendered in repainting, re-wallpapering, or redecorating of whatever nature caused by the repairs; those costs shall be Owner's sole responsibility. Contractor shall assign to Owner all assignable warranties made by suppliers and subcontractors, and those warranties are not binding on Contractor. Any claim for breach of warranty must be made in writing within one year of substantial completion (except for assigned warranties, for which claims shall be made as specified in them). Claims not made in writing or within the warranty period shall be barred. The warranties provided in this agreement specifically exclude damages or defects caused by abuse, neglect, insufficient maintenance, improper operation, or any other action by Owner and exclude normal wear and tear, normal expansion and contraction of materials or other usual characteristics of material, and any modifications to the Work by Owner. All other warranties, whether written, oral or implied, are specifically excluded. This limited warranty is not transferable. When the Owner sells or moves out of the house this warranty terminates.

Please note Proven Kitchen and Bath Studio is not responsible for pets during the renovation. Please communicate to the Proven team the prepared plan for the pets at home that will remain home during the renovation. Your safety, as well as your pets are important.

HAZARDOUS MATERIALS

The contract price does not include the removal and transfer of any contaminated or hazardous materials or soils as may be defined by applicable law. If Contractor encounters any such material or soil, it shall notify Owner in writing and stop work in the affected area. Contractor shall have no obligation to remove or transfer such material or soil unless agreed to in a written and signed change order.

CONTRACT CLAUSE:

* COLORED GROUT DISCLAIMER: THE MANUFACTURER OF GROUT, AS WELL AS PROVEN KITCHEN AND BATH STUDIO, DO NOT GUARANTEE THE COLOR OF GROUT. MINOR SHADE VARIATION IS POSSIBLE. OCCASIONALLY THE GROUT MAY CRACK THROUGH THE DRYING PROCESS. SHOULD GROUT CRACK DURING THE FIRST YEAR, WE WILL REPAIR THE JOINT WITH THE UNDERSTANDING THAT THE REPAIR MAY BE SIMILAR BUT NOT IDENTICAL. WE WILL REPAIR THE JOINT FOR MATERIALS AND LABOR CONTRACTS ONLY. IF CLIENT HAS AN ALTERNATE INSTALLATION TEAM, THE INSTALLER OF THE MATERIALS IS RESPONSIBLE FOR THE REPAIR.

* MINOR VARIATIONS IN DYE LOTS, CASTING, AND FINISHES MAY OCCUR. PROVEN KITCHEN AND BATH STUDIO IS NOT RESPONSIBLE FOR MINOR MANUFACTURING VARIATIONS. PLEASE NOTE THAT PROVEN KITCHEN AND BATH STUDIO, TYPICALLY SPECIFIES MANY NATURAL PRODUCTS. NATURAL MATERIALS HAVE UNIQUE PROPERTIES THAT WILL CREATE SHADE, DYE LOT, AND COLOR VARIATIONS. THIS IS THE NATURAL CHARACTER OF THE PRODUCT.

*PAINTED SURFACES ARE SUBJECT TO EXPANSION AND CONTRACTION, AND MINOR CRACKS IN THE PAINTED FINISH MAY OCCUR AT THE JOINT. THIS IS A CHARACTERISTIC OF PAINTED WOOD, AND IT CAN BE A NORMAL CONDITION. IT IS COMMON WITH NEW DRYWALL TO HAVE CEILING CRACKS OCCUR WITH THE SETTLING OF A NEW RENOVATION. PROVEN WILL NOT WARRANTY THE SETTLING OF NEW DRYWALL CRACKS. ALL CAULK JOINTS WILL BE MAINTENCED BY HOMEOWNER.

*THERE ARE NO RETURNS ON SPECIAL ORDER MERCHANDISE, ALL MATERIAL SALES THAT ARE ORDERED FOR OUR CLIENTS ARE FINAL.

*PRODUCTS PROVIDED TO THE PROJECT OTHER THAN FROM PROVEN KITCHEN AND BATH STUDIO ARE SUBJECT TO A SERVICE AND COORDINATION CHARGE. ADDITONALLY, MATERIALS PROVIDED TO THE PROJECT BY OTHERS ARE VOID OF A WARRANTY SUPPLIED BY PROVEN KITCHEN AND BATH STUDIO.

*TILE QUANTITIES BASED ON CLIENT MEASUREMENTS ARE SUBJECT TO FINAL SALE. EXTRA TILE FOR WASTE IS CALULCATED AT 20%. RETURNS ON OVERAGES ARE NOT APPLICABLE.

THE PARTIES AGREE THAT ANY CLAIM OR DISPUTE BETWEEN THEM OR AGAINST ANY AGENT, EMPLOYEE, SUCCESSOR, OR ASSIGN OF THE OTHER, WHETHER RELATED TO THIS AGREEMENT OR OTHERWISE, AND ANY CLAIM OR DISPUTE RELATED TO THIS AGREEMENT OR THE RELATIONSHIP OR DUTIES CONTEMPLATED UNDER THIS CONTRACT, INCLUDING THE VALIDITY OF THIS ARBITRATION CLAUSE, SHALL BE RESOLVED BY BINDING ARBITRATION BY THE NATIONAL ARBITRATION FORUM, UNDER THE CODE OF PROCEDURE THEN IN EFFECT. ANY AWARD OF THE ARBITRATOR(S) MAY BE ENTERED AS A JUDGMENT IN ANY COURT HAVING JURISDICTION. IN THE EVENT A COURT HAVING JURISDICTION FINDS ANY PORTION OF THIS AGREEMENT UNENFORCEABLE, THAT PORTION SHALL NOT BE EFFECTIVE AND THE REMAINDER OF THE AGREEMENT SHALL REMAIN EFFECTIVE. INFORMATION MAY BE OBTAINED AND CLAIMS MAY BE FILED AT ANY OFFICE OF THE NATIONAL ARBITRATION FORUM, WWW.ARBITRATION-FORUM.COM, OR BY MAIL AT P.O. BOX 50191, MINNEAPOLIS, MN 55405. THIS AGREEMENT SHALL BE GOVERNED BY AND INTERPRETED UNDER THE FEDERAL ARBITRATION ACT, 9 U.S.C. SECTIONS 1-16.

The terms of the Proposal shall be effective for 30 days after presentation to Client. In the event this Agreement is not executed by Client within the time identified, the Proposal, together with any related terms and conditions and deliverables, may be subject to amendment, change or substitution.

All invoices are payable within 30 days of receipt. A monthly service charge of 1.5% [or the greatest amount allowed by state law] is payable on all overdue balances. Client shall be responsible for all collection or legal fees necessitated by lateness or default in payment. Designer reserves the right to withhold delivery and any transfer of ownership of any current work if accounts are not current or overdue invoices are not paid in full. All grants of any license to use or transfer of ownership of any

intellectual property rights under this Agreement are conditioned upon receipt of payment in full which shall be inclusive of any and all outstanding

Additional Costs, Taxes, Expenses, and Fees, Charges, or the costs of Changes.

Changes will be made on a time and material basis. All changes will be on a written change order and specified by Proven Kitchen and Bath Studio. Change orders must be signed prior to work commencing.

Designer shall be permitted to engage and/or use third party designers or other service providers as independent contractors in connection with the Services ("Design Agents"). Notwithstanding, Designer shall remain fully responsible for such Design Agents' compliance with the various terms and conditions of this Agreement.

Proven Kitchen and Bath Studio's Authorized Signature: CASSANDRA PROVENZOLA

Note: This proposal may be withdrawn by us if not accepted within 30 days.

ALL RENOVATION SALES MUST BE SIGNED BY DEED HOLDER(S) OF HOME. CONTRACTS SIGNED BY ONLY ONE PARTY ACKNOWLEDGE THAT SINGLE SIGNER IS IN SOLE POSSESSION AND OWNER OF RESIDENCE.

**LABOR CONTRACT PAYMENT TERMS TO BE MADE AS
FOLLOWS: \$93,076.50**

40% DUE AT SIGNING: \$37,230.60

30% DUE AT JOB START: \$27,922.95

20% DUE AT CABINETRY SET: \$18,615.30

10% DUE AT FINAL INVOICE: \$9,307.65

*** Any outstanding item below \$500 will be billed independently, and your final 5% will be invoiced.

PAYMENT IS DUE UPON RECEIPT OF INVOICE



DEXTER TOWNSHIP

AGENDA ITEM REQUEST

MEETING OF: Township Board of Trustees November 21, 2023

Title: Authorization to add an intern to assist with records management

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 _____

Part of the function of a township is to retain historical records. State statutes regulate records retention policies by category; some records (such as certain assessor records) must be kept in perpetuity, while others must be kept for a prescribed amount of time (such as invoices and ballots). In effect, one function of a township is to serve as an archive.

As part of the office remodel, the file cabinets upstairs must be moved to the basement. Meanwhile, in the basement, the Town Hall has six unnumbered rooms, each of which contains a mix of various files and office/building supplies. To ensure an orderly remodel and to improve our ability to locate historical records in the future, we have numbered the basement rooms and designated file rooms and storage rooms by category, similar to a library or archive. The end goal is to have all related documents stored together using an organizational system appropriate to the record (such as by parcel number or by date). Supervisor Sikkenga has implemented similar file organization projects at other organizations with the help of University of Michigan School of Information graduate student interns, for whom such a project builds their expertise and improves their job prospects.

We are requesting a budget amendment to add \$4,000 under an "Intern" budget line. We are further requesting to establish pay for interns at \$15-\$20 per hour. The University of Michigan School of Information states that graduate student interns earn \$20-\$30 on average depending on the content of the internship. Budget surpluses in the Deputy Clerk line item are forecasted to be greater than \$4K, but under our current budget model, we don't have the authority to move money between line items, even if the purpose of the activity is the same.

\$4K would support 200 hours of intern time at \$20/hour. This might support two interns for 10-12 weeks to complete the project, or one intern for 20-24 weeks depending on the applicants. To date, we have one applicant for the position.

Does this item have fiscal impact?	Yes X	No __
If yes, what is the net cost? Up to \$4K	Yes X	\$4k
Is the item included in the Township's approved annual budget?	Yes	No X
<u>Staff/Supervisor Comments</u>		
<u>Submitted by:</u> Karen Sikkenga		

Submitted by: Karen Sikkenga

Approve a budget amendment to add an Intern line item at up to \$4K per year.

Approve compensation for an Intern at \$15-\$20 per hour depending on past experience and student level.



DEXTER TOWNSHIP

AGENDA ITEM REQUEST

MEETING OF: Township Board of Trustees – November 21, 2023

Title: Hudson Mills Park Pass at Discounted Prices to Township Households

Date: November 7, 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 x _____;
- Ordinance _____

Why propose this plan? – a few reasons:

- a. Our township does not provide parks for our residents. This plan is less expensive than running a parks department: buying land, building the facility, maintaining the facility, and insuring a facility.
- b. We are promoting health and activities outside.
- c. We are promoting the usage of one of the finest park systems in our community – while starting to build a relationship with the Metro Park System.
- d. We are giving an enhanced benefit to all township residents, consistent with our strategic priorities.

In conversations with Hudson Mills they will not discount park passes purchases in bulk. However, from now until Dec. 31, 2023 they do have discounts on their annual passes. \$24 for a senior pass and \$35 for a regular pass, normally they are \$29 and \$40 respectively.

The proposal is to give park passes to residents until December 31, 2023. Assuming 3,100 homes with 20% senior residents – if we had 100% participation the numbers would look like:

# of passes	<u>expenditure</u>	
80% regular	2,480 @ \$35	\$86,800
20% senior	620 @ \$24	\$14,880
Total potential cost w/100% participation =		\$101,680

(continue next page)

If we have 25% participation and believe we have a 80/20 split of regular passes and senior passes the total outlay would be: (again assuming 100% is 3,100 homes):

	<u># of passes</u>	<u>expenditure</u>
25% regular	620 @ \$35	\$21,700
25% senior	155 @ \$24	\$ 3,720
Total net cost		\$25,420

(It would be surprising if we met 25% of the homes in the first year of offering this program, with the limited 6 week action time line)

While this is not in our 2023-24 budget, we have talked about using our reserve balances to provide benefit to our residents.

This would take deciding this month (November 2023) to take advantage of the Hudson Mills reduced pricing and allow time to reach into our community via “in the loop,” the December newsletter, FB, and possibly inside the tax bills (unsure when those mail).

We would need a master print out of the addresses to keep track of those purchased. Additionally, this would give us an opportunity to solicit and collect email addresses for our tax rolls and ITL.

I am currently working on an implementation plan to roll out immediately if approved by the BOT at the November meeting.

Does this item have fiscal impact? If yes, what is the net cost? <i>(worst case scenario)</i> Is the item included in the Township’s approved annual budget?	Yes <u>X</u>	No <u> </u>
	Likely cost \$25K	Max cost \$102K
	Yes <u> </u>	No <u>X</u>
<u>Staff/Supervisor Comments</u>		
<u>Submitted by:</u> Karen Nolte, Trustee		
<u>To Be Completed by Clerk’s Office:</u>		
For action items, suggested language for board motion (applicable):		



DEXTER TOWNSHIP

AGENDA ITEM REQUEST

MEETING OF: Township Board of Trustees November 21, 2023

Title: Authorization to increase the WCRC contract commensurate with the FY24 appropriation for road repairs.

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 _____

The Board of Trustees appropriated \$725K for Road Improvements in FY24, including \$580K from ARPA funds and \$145K from General Funds. The WCRC contract for road work of \$644K leaves \$81K in undesignated road repairs.

FY24 was the third year of our five-year plan to bring all local collector roads to good condition. This summer, the WCRC completed significant road repair projects on Waterloo, Stinchfield Woods West, Toma, and Brand Roads including tree trimming, drainage improvements, and adding gravel and/or limestone. The estimated cost in FY21 dollars for this work was \$600K-\$650K/year (excluding WCRC share) for five years.

A portion of the cost of road improvements is tree trimming, which improves drainage and keeps gravel roads in better condition since the roads can dry off. We are asking for permission to conduct tree work related to the FY25 project schedule using FY24 approved budget. Doing so will reduce our FY25 road improvement cost, partly by shifting the cost to the current year, and partly by actually reducing the cost to do the work. Cost savings arise from a combination of avoiding inflationary increases and conducting the work in the fall instead of spring (tree work is cheaper in the fall). We are also applying our FY23 WCRC surplus of \$68K to our FY25 planned work.

\$725,000 - Approved FY23 township local road budget.
-\$643,688 - 2023 signed agreement budget. (Matching funds already removed)
=\$ 81,312 - Township approved unallocated funds.
+\$ 68,000 - 2023 total project savings from last year
=\$149,312 - Total unallocated and project savings.
+\$ 20,000 - 2023 Township wide forestry. (No work performed at this time)
=\$169,312 - Total unused available funds for 2023.

Notes for future budget years:

- **FY25:** The WCRC estimates that our FY25 roadwork will cost \$550K, of which Dexter Township's share will be \$500K; the cost is less than \$600-\$650K because of this year's tree work
- **FY26:** Our FY26 roadwork is estimated at \$350K, which will complete our goal of bringing all our roads to good condition
- **FY27 and beyond:** Thereafter, the annual cost to maintain the local collector roads in good condition will be \$125K.

We are forecasting an increase in our year-end fund balances of \$220K assuming this request is approved.

Does this item have fiscal impact? If yes, what is the net cost? \$81K in add'l tree work, excluding Is the item included in the Township's approved annual budget?	Yes X	No __
		\$81K
	Yes X	No __

Submitted by: Karen Sikkenga

Suggested language: Motion to authorize the Supervisor to sign an agreement with the WCRC to engage in tree work related to the FY25 local road repair schedule, in the amount of \$81K.

DEXTER TOWNSHIP



Dexter Township Supervisor Report

November 21, 2023

State of Michigan Wind & Solar Legislation

On November 7, Michigan lawmakers passed a two-bill package that would let state regulators override local decisions about where to allow large-scale wind and solar arrays. As of this writing, these bills await the governor's signature. House Bills 5120 and 5121 mandate that local governments follow state requirements, potentially overriding current local renewable energy zoning ordinances. To meet our major utilities' and the State's renewable energy goals, Michigan needs up to 209K acres of wind and solar developments in addition to those already underway. Members of the Board of Trustees are researching the implications of the bills for Dexter Township. We will be engaging in community conversations about the impact of these bills, and planning our response. At this time, Dexter Township does not have zoning ordinances to regulate renewable energy installations.

Planning and Zoning

Our Planning and Zoning Department is initiating a review of Dexter Township's zoning ordinances with a goal of improving services to the community and streamlining our processes. They have categorized potential changes into two broad categories: immediate easy fixes, and longer term policy questions that require public input. An example "easy fix" is removing the requirement that property owners obtain a zoning permit for construction work that is not regulated in our ordinance, like interior bathroom remodels. Any changes to the zoning ordinance require a public hearing at the Planning Commission, approval of the Planning Commission, and then approval of the Board of Trustees. To learn more, please read the Planning & Zoning report in this package.

A reminder also that the final public hearing on the new Master Plan will take place at 6 pm on November 28. Members of the public are encouraged to review the draft master plan on our web site or on poster boards at the Town Hall, and send your feedback to planning consultant Rowan Brady at rbrady@bria2.com or Planning Commission Chair Marty Straub at mstraub@dextertownship.org.

FY24 Budget Status

Overall, Dexter Township is on track. October 31 marks the end of the seventh month, with 58% of the year elapsed. On the revenue side, General Fund revenues are forecasted to be about \$100K higher than budgeted. On the expense side, under-expenditures in several departments mean that we are forecasted to increase our General Fund balances by \$110K (assuming today's requests are approved). If the BOT approves the requested supplemental appropriations requested in this package, we will still likely have a General Fund budget surplus.

Committees and Boards

Dexter Township has six committees and boards that govern operational activities or deploy funds. Several of these are essentially municipal shared services departments, where several small local entities have banded together to provide services more efficiently:

- *Chelsea Area Construction Agency* – a shared building department, ensuring safe construction by inspecting construction activities and issuing permits (City of Chelsea, townships of Dexter, Lima, Lyndon, and Sylvan)
- *Dexter Area Fire Department* – a shared fire department, providing emergency medical and fire suppression services (City of Dexter, townships of Webster and Dexter)
- *Multi Lakes Water and Sewer Authority* – a shared wastewater management department (townships of Dexter, London, Putnam, and Unadilla)
- *Western Washtenaw Recycling Authority* – a shared recycling department (City of Chelsea, townships of Dexter, Lyndon, Manchester, and Lime)

Other boards provide direct services to Dexter Township using quasi-volunteer board members:

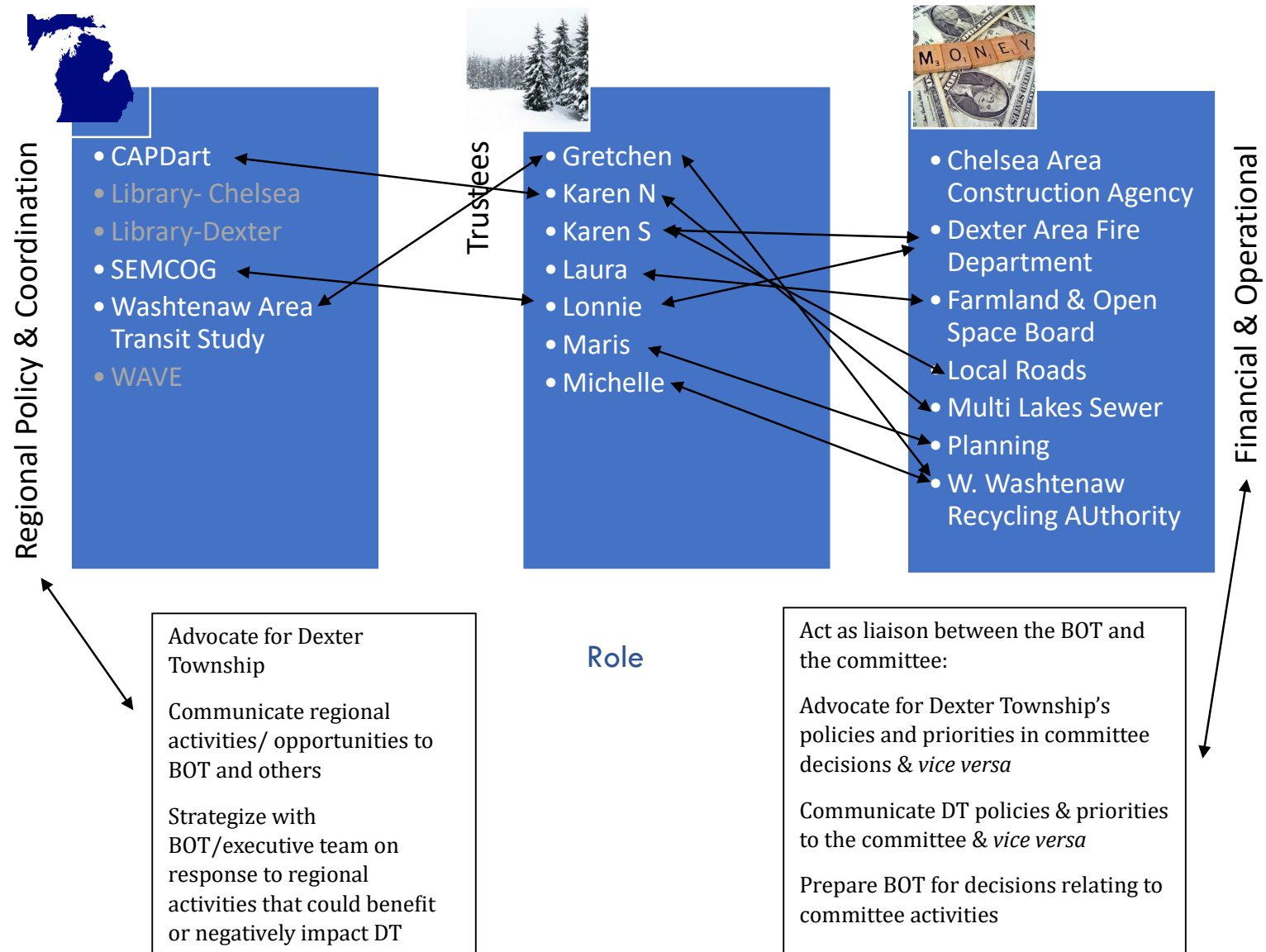
- *Farmland and Open Space Board* – assesses candidate properties for the purchase of development rights, works with a consultant to raise matching funds for candidate properties, and recommends properties for purchase for approval by the Board of Trustees; provides recommendations for deploying the Open Space millage
- *Local Roads Committee* – provides constituent services by assessing local roads quality, responding to citizen complaints and suggestions, and working with the Sheriff's Department and the Road Commission to improve road quality and services
- *Planning Commission* – mandated by State of Michigan statute; Planning Commission is mandated to approve a master plan every ten years, to approve any zoning ordinances, and to execute other functions as defined by the zoning ordinance such as approving major development site plans

Other boards and committees serve a regional coordination and policy-setting function. The workload associated with serving on these committees is typically less than for the above categories. These include two library committees (Chelsea and Dexter), Washtenaw Area Value Express (WAVE), Washtenaw Area Transportation Study (WATS), the Southeastern Michigan Council of Governments (SEMCOG). Each member of the Board of Trustees serves on at least one operational/financial board, and some members also serve on a policy/regional coordination committee. Dexter Township has many volunteers who serve on boards and committees, some without a trustee rep and others in addition to the trustee rep. Many board and committee appointments are expiring in December and we will be appointing members in December.

IT Support

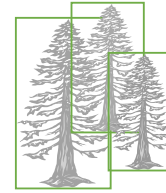
Office Manager Sam Edwards has been interviewed IT support companies as an alternative to VC3. There is widespread frustration with VC3 services among Dexter Township's staff, committee and board members, and volunteers. It appears that other companies will charge more than VC3. VC3's cost is \$7,200 for the current fiscal year, and we approved a three-year agreement with the price in year 3 set at about \$13,500. The companies we are considering now charge closer to \$20K per year or more, which may explain why VC3's services are not satisfactory. Reportedly, IT support typically ranges from a baseline of 4-6% of revenues, with smaller organizations incurring relatively higher costs, or \$58K-\$97K for Dexter Township. We believe that competent IT support is critical to Dexter Township's success, making the increased cost prudent. We will be interviewing companies and bringing a request to the board to change providers at a later date.

Dexter Township Committee Service



Proposed appointments – three policy committees in gray have community members serving as our representatives

DEXTER TOWNSHIP



Dexter Township Clerks Report

November, 2023

FOIA's

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

Deputy Clerk

Assists the Clerk with invoicing the monthly township bills, which he breaks into two (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.

Managing the QVF (Qualified Voter File) for the Clerks 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 deceased 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 have confirmation from the Bureau of Elections that the date for the Presidential Primary Election will be February 27, 2024.

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 attended two training events this month in regarding the upcoming 2024 elections:

1. October 18, 2023 – Elections Update Zoom (MTA)
2. Washtenaw County Clerks Zoom – Early 9 day voting and election laws.

We visited SCIO TWP, township hall, November 2nd. SCIO TWP had a November special election and decided to partake in the 9-day early voting. Clerk Jessica Flintoff was kind enough to walk us through the process of early 9-day voting.

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

The Clerks office will be hosting another Coffee Chat with the Clerk on November 18, 2023 at 11am to give new updated information from the State and County.

Agenda

1. Elections – Presidential Primary Election Update, when to submit interest in running for local office,
2. Proposal 2 – New Laws, AV Application status, Absentee Ballots
3. Early 9 Day Voting – Update on our visit to SCIO TWP (SCIO had a special election and participated with 9-day early voting)
4. The Importance of being an Election Worker – Upcoming Training materials from the County, as well as Dexter Townships emphasis on inhouse training events

If you have an hour, please come on by to the Dexter Township Hall, 6880 Dexter Pinckney Road Dexter TWP Michigan, have a cup of coffee or cider and grab a morning treat.

Dexter Township Board

Treasurer's Report

As of October 31, 2023

Fund Report Summary (See Attached)

Summer 2023 Tax Collection To Date 11/2/2023

<u>Tax Bill</u>	<u>Total to Collect</u>	Received	Outstanding	% of
		<u>Total Collected</u>	<u>As of 11/02/23</u>	<u>Bills Paid as of 11/02/23</u>
Summer	\$5,151,537.00	\$4,977,687.40	\$173,849.60	96.6%

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

Respectfully Submitted,

Maris Metz
Treasurer

11/02/2023 01:31 PM
 User: TREASURER
 DB: Dexter

CASH SUMMARY BY ACCOUNT FOR DEXTER TOWNSHIP
 FROM 10/01/2023 TO 10/31/2023
 FUND: ALL FUNDS
 CASH AND INVESTMENT ACCOUNTS

Page: 1/1

Fund Account	Description	Beginning Balance 10/01/2023	Total Debits	Total Credits	Ending Balance 10/31/2023
Fund 101	GENERAL FUND				
001.102	DEPOSITORY ACCOUNT	3,308,374.25	153,818.76	170,000.00	3,292,193.01
001.202	DISBURSEMENT ACCOUNT	(115,986.11)	170,000.00	219,744.26	(165,730.37)
003.050	MICLASS	1,055,549.88	0.00	0.00	1,055,549.88
	GENERAL FUND	4,247,938.02	323,818.76	389,744.26	4,182,012.52
Fund 206	FIRE FUND				
001.102	DEPOSITORY ACCOUNT	434,660.41	0.00	97,114.91	337,545.50
003.050	MICLASS	523,065.61	0.00	0.00	523,065.61
	FIRE FUND	957,726.02	0.00	97,114.91	860,611.11
Fund 207	POLICE FUND				
001.102	DEPOSITORY ACCOUNT	615,943.83	0.00	45,281.76	570,662.07
003.050	MICLASS	523,065.61	0.00	0.00	523,065.61
	POLICE FUND	1,139,009.44	0.00	45,281.76	1,093,727.68
Fund 245	OPEN SPACE LAND INITIATIVE				
001.102	DEPOSITORY ACCOUNT	96,717.46	0.00	0.00	96,717.46
001.202	DISBURSEMENT ACCOUNT	(7,414.66)	0.00	1,717.72	(9,132.38)
003.050	MICLASS	139,981.44	0.00	0.00	139,981.44
	OPEN SPACE LAND INITIATIVE	229,284.24	0.00	1,717.72	227,566.52
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	6,281.52	85,281.50
Fund 703	TAX COLLECTION FUND				
001.100	PNC BANK	39,407.84	50,046.63	80,504.61	8,949.86
	TOTAL - ALL FUNDS	7,023,872.89	373,865.39	620,644.78	6,777,093.50



0000509-0004727 PDF 584789

Dexter Township
6880 Dexter-Pinckney Rd.
Dexter, MI 48130

Summary Statement

October 31, 2023

Page 1 of 6

Investor ID: MI-01-0693

Michigan CLASS

Michigan CLASS

Average Monthly Yield: 5.4886%

	Beginning Balance	Contributions	Withdrawals	Income Earned	Income Earned YTD	Average Daily Balance	Month End Balance
MI-01-0693-0001 Police Fund	523,065.61	0.00	0.00	2,443.61	21,953.14	524,361.83	525,509.22
MI-01-0693-0002 Fire Fund	523,065.61	0.00	0.00	2,443.61	21,953.14	524,361.83	525,509.22
MI-01-0693-0003 General	1,055,549.88	0.00	0.00	4,931.20	44,301.71	1,058,165.65	1,060,481.08
MI-01-0693-0004 OSLP	139,981.44	0.00	0.00	653.97	5,658.37	140,328.34	140,635.41
TOTAL	2,241,662.54	0.00	0.00	10,472.39	93,866.36	2,247,217.65	2,252,134.93

Tel: (855) 382-0496

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



Account Statement
October 31, 2023
Page 2 of 6
Account Number: MI-01-0693-0001

Police Fund

Account Summary

Average Monthly Yield: 5.4886%

	Beginning Balance	Contributions	Withdrawals	Income Earned	Income Earned YTD	Average Daily Balance	Month End Balance
Michigan CLASS	523,065.61	0.00	0.00	2,443.61	21,953.14	524,361.83	525,509.22

Transaction Activity

Transaction Date	Transaction Description	Contributions	Withdrawals	Balance	Transaction Number
10/01/2023	Beginning Balance			523,065.61	
10/31/2023	Income Dividend Reinvestment	2,443.61			
10/31/2023	Ending Balance			525,509.22	

Tel: (855) 382-0496

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



Account Statement

October 31, 2023

Page 3 of 6

Account Number: MI-01-0693-0002

Fire Fund

Account Summary

Average Monthly Yield: 5.4886%

	Beginning Balance	Contributions	Withdrawals	Income Earned	Income Earned YTD	Average Daily Balance	Month End Balance
Michigan CLASS	523,065.61	0.00	0.00	2,443.61	21,953.14	524,361.83	525,509.22

Transaction Activity

Transaction Date	Transaction Description	Contributions	Withdrawals	Balance	Transaction Number
10/01/2023	Beginning Balance			523,065.61	
10/31/2023	Income Dividend Reinvestment	2,443.61			
10/31/2023	Ending Balance			525,509.22	

Tel: (855) 382-0496

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



Account Statement

October 31, 2023

Page 4 of 6

Account Number: MI-01-0693-0003

General

Account Summary

Average Monthly Yield: 5.4886%

	Beginning Balance	Contributions	Withdrawals	Income Earned	Income Earned YTD	Average Daily Balance	Month End Balance
Michigan CLASS	1,055,549.88	0.00	0.00	4,931.20	44,301.71	1,058,165.65	1,060,481.08

Transaction Activity

Transaction Date	Transaction Description	Contributions	Withdrawals	Balance	Transaction Number
10/01/2023	Beginning Balance			1,055,549.88	
10/31/2023	Income Dividend Reinvestment	4,931.20			
10/31/2023	Ending Balance			1,060,481.08	

Tel: (855) 382-0496

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



Account Statement

October 31, 2023

Page 5 of 6

Account Number: MI-01-0693-0004

OSLP

Account Summary

Average Monthly Yield: 5.4886%

	Beginning Balance	Contributions	Withdrawals	Income Earned	Income Earned YTD	Average Daily Balance	Month End Balance
Michigan CLASS	139,981.44	0.00	0.00	653.97	5,658.37	140,328.34	140,635.41

Transaction Activity

Transaction Date	Transaction Description	Contributions	Withdrawals	Balance	Transaction Number
10/01/2023	Beginning Balance			139,981.44	
10/31/2023	Income Dividend Reinvestment	653.97			
10/31/2023	Ending Balance			140,635.41	

Tel: (855) 382-0496

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



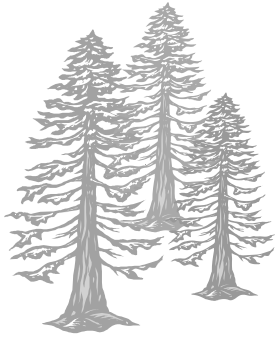
Michigan CLASS

Michigan CLASS		
Date	Dividend Rate	Daily Yield
10/01/2023	0.000000000	5.4659%
10/02/2023	0.000149848	5.4694%
10/03/2023	0.000150033	5.4762%
10/04/2023	0.000150033	5.4762%
10/05/2023	0.000149919	5.4720%
10/06/2023	0.000599732	5.4726%
10/07/2023	0.000000000	5.4726%
10/08/2023	0.000000000	5.4726%
10/09/2023	0.000000000	5.4726%
10/10/2023	0.000149794	5.4675%
10/11/2023	0.000149786	5.4672%
10/12/2023	0.000149857	5.4698%
10/13/2023	0.000450054	5.4757%
10/14/2023	0.000000000	5.4757%
10/15/2023	0.000000000	5.4757%
10/16/2023	0.000150436	5.4909%
10/17/2023	0.000150588	5.4965%
10/18/2023	0.000150627	5.4979%
10/19/2023	0.000150380	5.4889%
10/20/2023	0.000451659	5.4952%
10/21/2023	0.000000000	5.4952%
10/22/2023	0.000000000	5.4952%
10/23/2023	0.000150584	5.4963%
10/24/2023	0.000150694	5.5003%
10/25/2023	0.000150739	5.5020%
10/26/2023	0.000150817	5.5048%
10/27/2023	0.000453633	5.5194%
10/28/2023	0.000000000	5.5192%
10/29/2023	0.000000000	5.5192%
10/30/2023	0.000151287	5.5220%
10/31/2023	0.000151308	5.5227%

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.**

Tel: (855) 382-0496

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



DEXTER TOWNSHIP

6880 DEXTER-PINCKNEY ROAD

DEXTER, MI 48130

TELEPHONE: 734-426-3767

FAX: 734-426-3833

WWW.DEXTERTOWNSHIP.ORG

"A Community For All Seasons"

MEMORANDUM

To: Dexter Township Board

From: Megan Masson-Minock, Township Planning Consultant
Ashley Cepeda, Township Zoning Officer

Subject: Planning and Zoning Department Report (October 2023)

Date: November 8, 2023

The following Planning and Zoning Department report to the Dexter Township Board provides an update on ongoing planning and zoning cases, ordinance amendments, and department activities. The staff is excited to report on the progress of existing development projects that have been reviewed by the PC, cases reviewed by the ZBA, and other duties, such as, zoning administration, ordinance review and future amendments, zoning permits, etc.

The following report will cover activities that have occurred **October 2023**, as well as an update on past projects:

- Planning Activities, including a summary of applications with the Planning Commission, Zoning Board of Appeals and/or Township Board.
- Zoning Administration, including zoning permits and projects that do not require Planning Commission review and approval.
- Zoning Ordinance, including summary and status of ordinance amendments.
- Planning and Zoning Department, including permits issued.
- Master Plan Update, including the status of Master Plan adoption.
- Other Community Development Projects

Please let us know how this report can be improved. The Planning and Zoning Department will share an updated report with the Township Board on a monthly basis.

Planning Activities – PC, ZBA, Approved Projects

Planning Commission – Site Plan, Special Land Use, Rezoning

Name of Project	Location	Current Status and Progress
Cornman Farms Site Plan & Special Land use	8540 Island Lake Road	The applicant submitted a special land, preliminary site plan, and variance request for the replacement of the tent at this special event facility with a building addition of a pavilion, the enclosure of a walkway, interior remodels of buildings on-site and the addition of an amphitheater. The additional buildings necessitate an amendment to the existing site and plan and special land use. A Planning Commission public hearing is scheduled for November 28, 2023.

Zoning Board of Appeals – Variance (PBA), Interpretation, Appeal of Admin Decision

Type of Request	Location	Current Status and Progress
Variance from rear yard setback	4815 Dexter-Pinkney Road	Approved for a variance at the October 3, 2023 Zoning Board of Appeals meeting. Minutes approved at November 7, 2023 Zoning Board of Appeals meeting and permits can be issued.
Variance from building coverage	8540 Island Lake Road	The proposed amendment to the special event venue's site plan and special land use, described above, exceeds the maximum building coverage. The case is scheduled to be heard at the December 5, 2023 Zoning Board of Appeals meeting.

Approved Projects

Name of Project	Location	Current Status and Progress
Hillside Acres	Southwest corner of N. Territorial and Dexter Townhall	A pre-construction meeting with OHM has occurred and the sanitary and sewer infrastructure is under construction. Housing construction is expected to begin in spring of 2024.
Nature's Preserve		Site plan for 28 homes was approved in 2016. The applicant has yet to meet the criteria for a pre-construction meeting. Planning & Zoning staff will research the site plan status in November.

Zoning Ordinance (Adopted and Proposed)	
Adopted Amendment	Summary
	None
Proposed Amendment	Current Status and Progress
Section 29.06(C)(4) "Reasonable" versus "Minimum"	<p>The ZBA has requested the change from "reasonable" to "minimum" in this standard for a variance review to be reviewed. They would like direction/guidance on how to implement that language.</p> <p>At their September 26, 2023 meeting, the Planning Commission reviewed this matter and has asked the Planning Consultant to review this matter and develop a plan to address this concern.</p>

Zoning Permits		
Permits Issued	October	2023 YTD
Zoning Minor	13	123
Zoning Major	7	73
Sign	0	1
Temporary	0	2
TOTAL	20	199

Master Plan Update
<p>The draft Master Plan was reviewed by adjacent communities over the summer. At the Planning Commission on October 24, 2023, the Planning Commission reviewed with Beckett & Raeder a summary of the public comment received and their recommendations.</p> <p>The Planning Commission is scheduled to have a public hearing on the draft Master Plan at their upcoming meeting on November 28, 2023. After the public hearing, the Planning Commission can recommend approval of the Master Plan to the Township Board.</p>

Other Planning and Zoning Projects	
Zoning Ordinance Audit	Carlisle Wortman Associates (CWA) is conducting an audit of the Zoning Ordinance based on suggestions from previous staff and best planning principles. The report will be presented to the Planning Commission at their upcoming November 28, 2023 meeting.

Have a safe and happy month!



[Click to view this email in a browser](#)



Huron
River
Watershed
Council

November Update

Polluter Pay Bills Need Your Support

Last week Michigan legislators unveiled a seven-bill legislative package that would hold polluters accountable in the State of Michigan. The bills would increase transparency for contaminated site cleanup and put in place accountability measures so corporations that pollute our land and water are responsible for paying to clean it up, not taxpayers.

You can help by telling your state representative and senator that clean air and water are top priorities! This package of bills is needed to hold polluters accountable and make them pay for cleaning up their releases of toxic chemicals into our environment.

Read more about **why this legislation is important** for the Huron River watershed, and **how you can help** support it by reading HRWC's Government Relations Director David Lossing's most recent [blog on polluter pay legislation](#).



Get the 2024 Huron River Watershed Community Calendar

This year's free printed wall calendar features 12 months of stunning watershed photography, highlights of the work of the community partners and tips for protecting clean water in your everyday actions. The calendar is supported by the members of the [Middle Huron Partners](#) and the Livingston Watershed Advisory Group with a couple of additional communities joining in this year the Village of Milford and City of Wixom.

Get one for FREE from a [participating community](#) or from HRWC's office at 117 North First Street in Ann Arbor.

Get one from us by mail by emailing Maaïke Wielenga, mwielenga@hrwc.org, with your mailing address and "calendar" in the subject line. Maaïke will snail mail a batch every few weeks until we run out.

[Learn more about this year's community calendar at our blog.](#)



The latest blogs from HRWC . . .



News to Us, October: Last month's compiled news headlines: jellyfish, invasive species, polluter pay legislation, and more!

Partnering Across Lake Erie to Strengthen Volunteer Science: HRWC is working with other watershed and river groups to advance the credibility of volunteer science and better understand the health of tributaries that flow into Lake Erie.

Chemistry and Flow Monitoring Season Wrap Up: Read about this year's Chemistry and Flow Monitoring Program highlights.

Change Makers Fall Update: Check out these new opportunities to protect the Huron River and clean water.

Clean Energy Future Bills Pass Michigan House. Bills strengthening Michigan's efforts to address climate change advance.

Allen Creek Berm Tours w/ Planet Detroit + Michigan Radio

Thursday November 9, 3:00pm - 5:00pm

Join Planet Detroit's Nina Ignaczak and Michigan Radio for a fascinating tour of this local water infrastructure project that officials hope will help protect residents from floods as our world gets warmer

and wetter. You'll learn about the projects from city and county staff and ask questions about what's being done to prepare for Metro Detroit's rainy future. This event is free.

Sign up for the event on the [event website](#).



Thursday, November 6
**Water Infrastructure Tours w/
Planet Detroit + Michigan
Radio**

Double your impact on Giving Tuesday, November 28

Thanks to the Jim Gilmore Foundation, your Giving Tuesday gift will be matched up to \$10K, and your support for clean water will be DOUBLED! Your gift will support the [John Langs River Fund](#), which allows HRWC and our volunteers to collect data that help us understand the health of the river.



Learn how to assess, manage and preserve your land

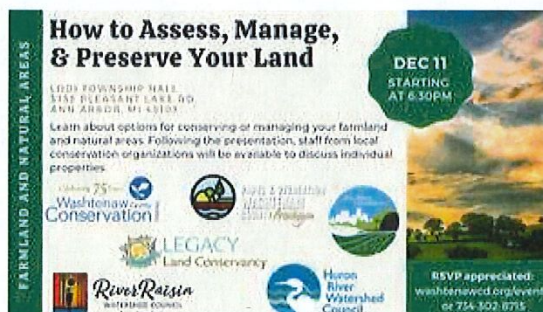
Tuesday, December 11, 6:30-8:30pm

Lodi Township Hall, 3755 Pleasant Lake Rd. Ann Arbor

Join your neighbors and Township representatives to learn about the benefits of and opportunities for farmland and natural area preservation. Landowners are encouraged to attend to discuss individual properties with staff from local conservation organizations after the presentation.

RSVP online [HERE](#) or call (734) 302-8715.

Brought to you by the Washtenaw County Conservation District, Washtenaw County Parks and Recreation, Legacy Land Conservancy, Ann Arbor Greenbelt, River Raisin Watershed Council, and Huron River Watershed Council



Stormwater Pollution Prevention Tip

Fall brings colorful views. As trees shed their leaves, you can do your part to keep them from washing into waterways or from clogging storm drains.

Storm drains and roadside ditches carry rainwater that flows off of hard surfaces like rooftops and roads away from neighborhoods. They send runoff and fall leaves directly to the nearest waterbody—no filters, no treatment.

When lots of decaying leaves get in, they use up the water's oxygen, harming aquatic wildlife. Storm drains that get blocked by leaves can contribute to street flooding in your neighborhood.

Mow and mulch. The easiest way to get rid of the leaves in your yard is to mow them into your lawn. Frequent mowing with a regular mower will work fine, especially if the leaves are dry, but a mower fitted with a mulching blade works even better. By shredding them into a fine, thin layer, you will provide your grass with valuable nutrients and end up with a lawn that looks like it was just raked. Learn how from [Leave Leaves Alone](#), and read more about how you can prevent stormwater pollution in your yard on our [Lawn Care page](#).



Stay in touch with us!

Our [CALENDAR](#) lists upcoming events, volunteer opportunities and meetings.

Read our [BLOG](#) for current news.

Follow us on [TWITTER](#) or [INSTAGRAM](#), like us on [FACEBOOK](#) or check out our [YOUTUBE](#) channel.

Donate

You can help protect the Huron River. Every donation makes a difference.



[Forward this message to a friend](#)

Huron River Watershed Council, Ann Arbor, MI 48104 | 734.769.5123
HRWC.org

Huron River Watershed Council (HRWC) Update

November 2023 Report to Dexter Township Board of Trustees

News and Events

See this URL for more information and active links <https://tinyurl.com/48j8ux4p>

1. **POLLUTERS SHOULD PAY FOR CLEANUP, NOT TAXPAYERS!**

Michigan was once a national leader in holding polluters accountable for the cost of cleaning up contaminated sites. Thanks to "Polluter Pay" legislation in 1990, Michigan taxpayers saved over \$100 million in cleanup costs – instead, polluters were required to pay. But since the law was repealed in 1995, Michigan's number of contaminated sites has increased – and the cost of cleaning up this contamination falls on us.

With over 24,000 contaminated sites in Michigan, we need to take action and that starts with holding polluters accountable for cleaning up the messes they made.

[Add your name](#) to Michigan League of Conservation Voters' petition urging our lawmakers in Lansing to reintroduce legislation that will hold corporate polluters responsible for footing the bill for cleaning up toxic contamination.

Sign the petition at <https://tinyurl.com/bdcrdzmf>

2. **ARE YOU READY FOR RENEWABLES?**

The [Inflation Reduction Act](#) instituted a host of financial incentives including tax credits, discounts and rebates for home and vehicle updates for the green energy transition. The [White House's Clean Energy for All website](#) offers a clear, straightforward guide on what's available if you want to install rooftop solar, make your home and appliances more energy efficient, replace your air conditioner or furnace, or buy an electric vehicle. [Rewiring America](#) has a very easy-to-use [Calculator](#) you can use to find out what discounts, rebates, or tax credits your household can get based household income and zip code.

Check this link to see what it says for your home <https://www.rewiringamerica.org/app/ira-calculator>

3. There are multiple new and very interesting maps on the HRWC.org website at

<https://www.hrwc.org/our-watershed/maps/>

- a. River Routes and attractions
- b. Your Creekshed information
- c. Native Lands
- d. Critters along the river
- e. Data collected: Chemistry and Water levels and flow
- f. Public Health information: Drinking water, Contaminants, Environmental Justice
- g. Natural Areas and Rainscaping

Please let me know if you would like more information.

Respectfully submitted,

Suzanne Bade

Dexter Township Representative to HRWC

**November 2023 BOT Report
from Karen Nolte:**

Broadband:

Spectrum and Mercury were the two companies awarded contracts through Washtenaw County to complete the broadband build out in Dexter Township. Spectrum, our contact person is Marilyn Passmore. They have begun laying fiber optic cable in many locations in the township. As with any large project with this scope, we have experienced a few bumps. I am happy to report Spectrum has been responsive to the community and our questions. They have worked with a few local farmers and halted work on their farms until harvesting is complete. As the cable is laid, Spectrum customers will be able to solicit Spectrum services. The project does not have to be completed for residents to join.

For residents to determine if their specific address is in or near the build area, they can access <https://www.spectrum.com/cp/build>. If service is available, you will be directed to Spectrums live site to order your service. If you are directed to a phone number, the service is likely not available to your address yet. The County project manager is working to update their maps to display where work is underway.

Regarding Mercury: we have a new contact person, Scott Clark. He is new to his position and will update their timeline as he becomes more familiar with the plan. In the past, they expected build out to begin in early parts of 2024 and take 4-5 months to complete. We will update as more information becomes available.

MLWSA – Multi Lake Water Sewer Authority:

MLWSA approved a contract for \$180K to move equipment prior to the North Territorial hill cut down near Dexter Townhall Rd. DT Supervisor has had some discussions with the Road Commission to understand the full liability of MLWSA and if the Road Commission may have some avenues to assist MLWSA – the \$180K represents approximately 1/3 of the Capital Expense reserves for MLWSA. An unexpected deep financial burden on the Authority.

2. November 2023 BOT Report

(MLWSA Continued)

Finances continue to be a struggle – while MLWSA is operating within the 2023-24 budget guidelines, we are not rebuilding reserves to secure a dynamic future. Acknowledging this, we put together a diverse group to research and start conversations to secure our sewer system and protect our water. We have members from Dexter Township, Lyndon Township, Huron River Watershed, and Congresswomen Dingell’s office participating. Our goal is to identify our needs and seek funding to fulfill our goals. One primary goal is to obtain either grants or loans to try to expand the MLWSA footprint to service additional homes and businesses. Currently, the wastewater treatment plant is only operating at approximately 25-30% capacity, showing there is plenty of room to grow. We identified three major projects, prioritized these, and will start working to educate ourselves on obtaining funding.

The engineering firm working with MLWSA’s director did meet the November 1st deadline and filed an ITA application. This is simply a notification to the State (to help prioritize possible upcoming projects) of future grant/loan requests. This filing was seeking money to help pay for a complete engineering study/plan on one or two of the identified projects. Notification will not be expected until 2024. We will continue to research State and Federal opportunities and interface with State Representatives to assist in meeting our goal.

Earlier this year, work was finished on the pumps at Cooper Meadows. It appears the “pit” is now very airtight and is producing an odor. Solutions to resolve this matter are underway to try to eliminate the odor and solve this issue for the residents of Cooper Meadows.

Communications:

We currently have 488 subscribers to the monthly “in the loop” email updates. Additionally, we are planning on releasing another newsletter in late November / due to reach residents in December. As always, if you have topics/articles you wish to highlight, please forward them to me the board meeting monthly for inclusion in ITL or November 10th for the next newsletter.

We encourage residents to join our monthly email updates – simply send your name, phone # and email address to info@dextertownship.org or enroll on the bottom of the front page of the Dexter Township website (dextertownship.org). Stay “in the loop” with us!

Clean Up Days 2024:

I would like to solicit feedback on having one or two events next year. I have already secured the vendors for the October 26, 2024 fall event.



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
KAREN NOLTE
LAURA SANDERS
LONNIE SCOTT
TRUSTEES**

Trustee Scott Committee Report – SEMCOG General Assembly Meeting

On October 26, Southeast Michigan Council of Government's (SEMCOG's) General Assembly met in Rochester Hills at Oakland University's Oakland Center. The topic of the meeting was "Placemaking" and there were several presentations and discussions about the difference deliberate placemaking can have on a community.

I attended the breakout session "Placemaking and Our Climate Resiliency." There are several upcoming opportunities for funding to create climate action plans, priority will be given to those who work with surrounding communities on collaborative plans. For more information about these opportunities and the other parts of the presentation, you can view the slides here:

<https://SMCG.informz.net/SMCG/data/images/ClimateResiliency.pdf>

This was my first General Assembly meeting as Dexter Township's Representative to SEMCOG. They offer a ton of resources for us and many of the topics seem to align with current priorities of the board set forth by our master plan and strategic planning sessions. I encourage other members of the Dexter Township Board to review the materials and feel free to reach out to me if there are areas where you would like to work with SEMCOG to achieve Township goals. All the print materials provided at the meeting can be found at this link.

https://www.semcog.org/Portals/0/Documents/PrintedMaterials_Oct2023_GA.pdf



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
LAURA SANDERS
LONNIE SCOTT
KAREN NOLTE
TRUSTEES

Local Roads Committee

This summer, the WCRC completed significant road repair projects on Waterloo, Stinchfield Woods West, Toma, and Brand Roads including tree trimming, drainage improvements, and adding gravel and/or limestone. NOTE: Some citizens have noticed that these major repair projects on our gravel roads result in a “crowning effect” in the center line of the road, with a more noticeable slant toward the ditch side of the road. According to the WCRC, the crown in the road is needed to effectively drain water off the road’s surface; so typically, a new road surface is set with more crown to deter the road from inverting and holding water, while it compacts after the recent addition of surface material. Over time, the traffic on the road will compact this crown, and the road will have a more level feel. The WCRC will work to maintain the lower percentage of crown over the years.

The Supervisor and Local Roads Committee Chairperson met with the WCRC Operations Staff on October 23 to discuss maintenance and funding issues. The Township and the WCRC are working on a budgeting plan for future, yearly maintenance of gravel roads that have undergone and will undergo major repairs. Most of the roads will need another round of repairs in 10 years, while Wylie, Huron River Drive, and McKinley will need repairs in 5 years, based on their higher traffic counts.

As we move through autumn, the Township and WCRC are evaluating using previously allocated Township Wide Forestry funds and project savings to accomplish more tree trimming in order to get a head start on the 2024 and 2025 road repair projects. Trimming will be performed on **North Lake, Quigley, Colby, Donner, and Dancer Roads**, so drivers on these roads should be alert to the presence of trucks and work crews.

The Local Roads Committee and Township citizens have also identified intersections where trees and shrubbery obstruct the sight lines; the WCRC will look at these intersections for possible future trimming.

The Supervisor and the WCRC Safety Staff hope to meet in the near future to discuss road signs and other safety issues.

Dexter Area Fire Run Data by Zone

2021												
January	February	March	April	May	June	July	August	September	October	November	December	Total
Dexter City	19	20	23	20	18	21	22	40	33	24	21	282
Dexter Twp	18	19	36	21	37	48	42	44	37	42	30	412
Webster Twp	23	20	24	23	28	25	22	39	25	29	25	324
Share	26	20	33	22	21	27	40	38	26	37	33	345
	86	79	116	86	104	121	126	161	121	132	109	1363

2022												
January	February	March	April	May	June	July	August	September	October	November	December	Total
Dexter City	19	25	16	19	28	41	41	46	30	37	38	384
Dexter Twp	29	41	38	44	50	35	38	44	43	30	52	479
Webster Twp	25	24	30	38	40	30	30	27	32	28	29	366
Share	38	22	18	25	26	31	20	51	36	35	28	359
	111	112	102	126	144	137	129	168	141	130	147	1588

2023												
January	February	March	April	May	June	July	August	September	October	November	December	Total
Dexter City	40	46	32	29	41	33	34	35	28	34		352
Dexter Twp	27	58	45	25	41	39	44	58	33	29		399
Webster Twp	18	37	46	32	28	31	36	31	26	35		320
Share	26	29	28	23	42	35	37	40	44	42		346
	111	170	151	109	152	138	151	164	131	140		1417

11/8/2023 15:44

2301289	10/01/23	3424 Huron View Ct	City of Dexter	City of Dexter			Medical
2301299	10/03/23	213 Katherine Way	City of Dexter	City of Dexter			Medical
2301300	10/03/23	7845 2nd St	City of Dexter	City of Dexter			Medical
2301304	10/04/23	303 McCormick Pl	City of Dexter	City of Dexter			Medical
2301307	10/05/23	7780 Kookaburra Ct 401	City of Dexter	City of Dexter			Medical
2301309	10/05/23	8059 Main St	City of Dexter	City of Dexter			Fire Alarm
2301312	10/06/23	8304 Parkridge Dr	City of Dexter	City of Dexter			Medical
2301313	10/07/23	4407 Inverness St	City of Dexter	City of Dexter			Medical
2301322	10/11/23	412 Cambridge Dr	City of Dexter	City of Dexter			Medical
2301323	10/11/23	7254 Eaton Ct	City of Dexter	City of Dexter			Medical
2301329	10/12/23	3239 Central St 1	City of Dexter	City of Dexter			Medical Alarm
2301333	10/13/23	7661 Ann Arbor St	City of Dexter	City of Dexter			Medical
2301339	10/14/23	7216 Quackenbush Dr	City of Dexter	City of Dexter			CO
2301342	10/15/23	8030 5th Street	City of Dexter	City of Dexter			Medical
2301350	10/16/23	7915 Grand St	City of Dexter	City of Dexter			Medical
2301351	10/16/23	212 Katherine Way	City of Dexter	City of Dexter			Medical
2301356	10/17/23	7428 Wall Ct	City of Dexter	City of Dexter			Medical
2301359	10/18/23	3212 Alpine St	City of Dexter	City of Dexter			Medical
2301361	10/18/23	8031 Main St	City of Dexter	City of Dexter			Public Service
2301364	10/18/23	3620 S Downs Dr	City of Dexter	City of Dexter			Medical
2301370	10/20/23	7230 Eaton Ct	City of Dexter	City of Dexter			Medical
2301372	10/20/23	2250 Melbourne Ave 1405	City of Dexter	City of Dexter			Medical
2301377	10/22/23	2810 Baker Rd	City of Dexter	City of Dexter			Medical
2301378	10/22/23	8140 Main St (Border to Border	City of Dexter	City of Dexter			Medical
2301381	10/22/23	7799 Kookaburra Ct 201	City of Dexter	City of Dexter			Medical
2301384	10/23/23	8090 Grand St	City of Dexter	City of Dexter			Oder Investigation
2301401	10/26/23	7960 Grand St	City of Dexter	City of Dexter			Medical
2301402	10/26/23	7650 2nd St	City of Dexter	City of Dexter			Medical
2301405	10/27/23	7650 2nd St	City of Dexter	City of Dexter			Medical
2301413	10/29/23	416 Cambridge Dr	City of Dexter	City of Dexter			Appliance Fire

2301414	10/29/23	7960 Grand St	City of Dexter	City of Dexter			Public Service
2301416	10/30/23	6852 Wellington St	City of Dexter	City of Dexter			Public Service
2301420	10/31/23	403 Cambridge Dr	City of Dexter	City of Dexter			CO
2301423	10/31/23	7946 Grand St	City of Dexter	City of Dexter			Medical
2301285	10/01/23	5790 Libby Ct	Dexter TWP	Dexter Twp			Fire Alarm
2301288	10/01/23	14413 Stofer Ct	Dexter TWP	Dexter Twp	Received	Chelsea	Medical
2301292	10/02/23	11790 Island Lake Rd	Dexter TWP	Dexter Twp			Medical
2301301	10/03/23	3296 Lima Center Rd	Dexter TWP	Dexter Twp			MVA
2301303	10/04/23	6329 Sterling Trail	Dexter TWP	Dexter Twp			Medical
2301308	10/05/23	848 Sarah Rd	Dexter TWP	Dexter Twp			Medical
2301311	10/06/23	Fleming Rd / Dexter Pinckney R	Dexter TWP	Dexter Twp			MVA
2301315	10/08/23	9777 N Territorial Rd	Dexter TWP	Dexter Twp			Medical
2301316	10/08/23	10877 N Territorial Rd	Dexter TWP	Dexter Twp			Medical
2301327	10/11/23	7415 Dexter Pinckney Rd	Dexter TWP	Dexter Twp			Medical
2301328	10/11/23	9200 Island Lake Rd	Dexter TWP	Dexter Twp			MVA
2301336	10/13/23	8725 Hankerd Rd	Dexter TWP	Dexter Twp	Received	Chelsea	mva
2301338	10/14/23	Noahs Landing / N Territorial Rd	Dexter TWP	Dexter Twp	Received	Chelsea	MVA
2301340	10/14/23	9531 Anne St	Dexter TWP	Dexter Twp			Medical
2301341	10/15/23	8831 McGregor Ln	Dexter TWP	Dexter Twp			Medical
2301347	10/16/23	7845 Dexter Townhall Rd	Dexter TWP	Dexter Twp			MVA
2301349	10/16/23	8577 Bell Rd	Dexter TWP	Dexter Twp			Fire Drill
2301363	10/18/23	9500 Island Lake Rd	Dexter TWP	Dexter Twp			Medical
2301365	10/19/23	12975 N Territorial Rd	Dexter TWP	Dexter Twp	Received	Chelsea	CO
2301366	10/19/23	13744 Rustic Dr	Dexter TWP	Dexter Twp	Received	Chelsea	Fire Alarm
2301382	10/22/23	Dexter Pinckney / Stinchfieldwq	Dexter TWP	Dexter Twp			Medical
2301389	10/24/23	Orchard / McGregor Rd	Dexter TWP	Dexter Twp			Wires
2301394	10/25/23	13961 Bramble Brae Dr	Dexter TWP	Dexter Twp	Received	Chelsea	Medical
2301397	10/26/23	3078 Fieldstone Dr	Dexter TWP	Dexter Twp			Medical
2301406	10/27/23	21408 Waterloo Rd	Dexter TWP	Dexter Twp	Received	Chelsea	Medical
2301407	10/28/23	6033 Hay Rake Hollow	Dexter TWP	Dexter Twp	Received	Chelsea	Medical

2301415	10/29/23	4825 Dexter Pinckney Rd	Dexter TWP	Dexter Twp			Medical
2301421	10/31/23	12088 N Territorial Rd	Dexter TWP	Dexter Twp			Gas Leak
2301422	10/31/23	Dexter Townhall / Silver Hill Rd	Dexter TWP	Dexter Twp			Medical
2301291	10/02/23	555 Dancer Rd	Lima TWP	Shared	Given	Chelsea	Fire Alarm
2301294	10/03/23	8444 Boenaro Ct	Scio TWP	Shared	Given	Scio	Medical
2301295	10/03/23	7305 Dexter Ann Arbor (school)	City of Dexter	Shared			Fire Drill
2301302	10/04/23	9141 Dogwood Ln	Lima TWP	Shared			Fire Alarm
2301310	10/06/23	598 Sciomeadows Dr	Scio TWP	Shared	Given	Scio	Structure Fire
2301314	10/08/23	9141 Dogwood Ln	Lima TWP	Shared	Given	Chelsea	Fire Alarm
2301317	10/09/23	3060 Kensington St (school)	City of Dexter	Shared			Fire Drill
2301319	10/10/23	2749 Bent Tree Dr	Scio TWP	Shared		Scio	medical
2301321	10/10/23	12600 Hadley Rd	Lyndon TWP	Shared	Given	Chelsea	Structure Fire
2301324	10/11/23	2704 Baker Rd (school)	City of Dexter	Shared			Pub Ed
2301325	10/11/23	2801 Baker Rd (school)	City of Dexter	Shared			Pub Ed
2301330	10/12/23	2995 Wylie Rd	Lima TWP	Shared			Gas Leak
2301331	10/12/23	440 Hickory Bluff Ln	Chelsea City	Shared	Given	Chelsea	Pub Ed
2301334	10/13/23	1885 Baker Rd	Scio TWP	Shared	Given	Scio	Structure Fire
2301335	10/13/23	Waterloo / Werkner	Lyndon TWP	Shared	Given	Chelsea	Structure Fire
2301337	10/14/23	2296 Baker Rd	Scio TWP	Shared	Given	Scio	Wires
2301343	10/15/23	6718 Huron River Dr	Scio TWP	Shared			MVA
2301353	10/16/23	Huron Parkway / HRD	Ann Arbor City	Shared	Given	Ann Arbor	Special Team Activation
2301354	10/17/23	7480 Dan Hoey Rd (school)	City of Dexter	Shared			Pub Ed
2301357	10/18/23	8722 Boxelder Ln	Lima TWP	Shared	Given	Chelsea	Medical
2301362	10/18/23	3250 W Michigan 36	Putnam TWP	Shared			Station Coverage
2301367	10/20/23	7305 Dexter Ann Arbor Rd (sch	City of Dexter	Shared			Medical
2301373	10/20/23	N Territorial Rd / Hadley Rd	Lyndon TWP	Shared	Given	Chelsea	MVA
2301379	10/22/23	1436 Honey Run Dr	Scio TWP	Shared			Medical
2301380	10/22/23	8140 Main St (FD)	City of Dexter	Shared			Pub Ed
2301383	10/23/23	Main St / Dexter-Chelsea	Scio TWP	Shared	Given	Scio	MVA
2301386	10/24/23	7394 Dexter Ann Arbor Rd	City of Dexter	Shared			Pub Ed

2301387	10/24/23	2615 Baker Rd	City of Dexter	Shared			Medical
2301388	10/24/23	2801 Baker Rd	City of Dexter	Shared			Medical
2301390	10/25/23	3610 Kensington	City of Dexter	Shared			Pub Ed
2301391	10/25/23	8100 Shield Rd (school)	City of Dexter	Shared			Pub Ed
2301395	10/25/23	1515 N Steinbach Rd	Lima TWP	Shared	Given	Chelsea	Gas Leak
2301396	10/26/23	10505 Scio Church Rd	Lima TWP	Shared	Given	Chelsea	Medical
2301398	10/26/23	3060 Kensington St (school)	City of Dexter	Shared			Pub ED
2301399	10/26/23	3060 Kensington St (school)	City of Dexter	Shared			Fire Drill
2301403	10/26/23	8220 Dexter Chelsea Rd	Scio TWP	Shared			Fuel Spill/Haz-Mat
2301404	10/27/23	3060 Kensington St (school)	City of Dexter	Shared			Pub ED
2301409	10/28/23	1240 Old Manchester Rd	Chelsea City	Shared	Given	Chelsea	Medical
2301410	10/28/23	8801 N Territorial Rd	Dexter TWP	Shared			Pub Ed
2301412	10/29/23	9258 Dexter Chelsea Rd	Lima TWP	Shared	Given	Chelsea	Medical
2301418	10/30/23	2707 N Parker Rd	Lima TWP	Shared	Given	Chelsea	Medical
2301424	10/31/23	9300 Stofer Rd	Lyndon TWP	Shared	Given	Chelsea	Medical
2301286	10/01/23	4289 Dexter Pinckney Rd	Webster TWP	Webster			Medical
2301287	10/01/23	8160 Walsh Rd	Webster TWP	Webster			Medical
2301290	10/01/23	7650 Purple Martin Way	Webster TWP	Webster			medical
2301293	10/02/23	N Territoria Rd / Webster Chur	Webster TWP	Webster			MVA
2301296	10/03/23	B to B north of 4.6 mile marker	Webster TWP	Webster			Medical
2301297	10/03/23	9841 Sunrise Dr	Webster TWP	Webster			Medical
2301298	10/03/23	5440 Gregory Rd	Webster TWP	Webster			Medical
2301305	10/05/23	5440 Gregory Rd	Webster TWP	Webster			Medical
2301306	10/05/23	9367 Mast Rd	Webster TWP	Webster			Medical
2301318	10/09/23	8010 Poplar Dr	Webster TWP	Webster			Fire Alarm
2301320	10/10/23	4664 Fox Sedge Ct	Webster TWP	Webster			medical
2301326	10/11/23	7636 Scully Rd	Webster TWP	Webster			Public Service
2301332	10/12/23	7401 Wheeler Rd	Webster TWP	Webster			Medical
2301344	10/15/23	6805 N Territorial Rd	Webster TWP	Webster			Medical
2301345	10/15/23	4274 N Territorial Rd	Webster TWP	Webster			Burn Complaint

2301346	10/15/23	4454 Lake Vista Dr	Webster TWP	Webster			Gas Leak
2301348	10/16/23	8640 W Huron River Dr	Webster TWP	Webster	Received	Scio	Structure Fire
2301352	10/17/23	8640 W Huron River Dr	Webster TWP	Webster			Structure Fire
2301355	10/17/23	4848 Valentine Rd	Webster TWP	Webster			Medical
2301358	10/18/23	7645 Blue Gentain Ct	Webster TWP	Webster			Medical
2301360	10/18/23	7142 Ryan Rd	Webster TWP	Webster			Medical
2301368	10/20/23	8303 Chamberlin Rd	Webster TWP	Webster			Medical
2301369	10/20/23	9841 Sunrise Dr	Webster TWP	Webster			Medical
2301371	10/20/23	7142 Ryan Rd	Webster TWP	Webster			Medical
2301374	10/21/23	7701 Fox Trace	Webster TWP	Webster			Pub Ed
2301375	10/21/23	8735 Merrell Rd	Webster TWP	Webster			Medical
2301376	10/21/23	2627 Barker Rd	Webster TWP	Webster			Medical
2301385	10/23/23	8622 W Huron River Drive	Webster TWP	Webster			Medical
2301392	10/25/23	235 Katherine Way	Webster TWP	Webster			Fire Drill
2301393	10/25/23	3239 Boulder Ct	Webster TWP	Webster			Medical
2301400	10/26/23	7142 Ryan Rd	Webster TWP	Webster			Public Service
2301408	10/28/23	7707 Brass Creek Ct	Webster TWP	Webster			Fire Alarm
2301411	10/29/23	3333 N Territorial	Webster TWP	Webster			Wires
2301417	10/30/23	6500 Jennings Rd	Webster TWP	Webster			Medical
2301419	10/30/23	Walsh Rd / Mast Rd	Webster TWP	Webster			Medical



JERRY L. CLAYTON
SHERIFF

WASHTENAW COUNTY OFFICE OF THE SHERIFF

2201 Hogback Road ♦ Ann Arbor, Michigan 48105-9732 ♦ OFFICE (734) 971-8400 ♦ FAX (734) 973-4624 ♦ EMAIL sheriffinfo@ewashtenaw.org



MARK A. PTASZEK
UNDERSHERIFF

November 13, 2023

To: Karen Sikkenga, Dexter Township Supervisor
From: Nick Krings, Sergeant
Through: Alan Hunt, Lieutenant
Cc: Keith Flores, Police Services Commander / Nancy Hansen, Captain
Re: October 1st – October 31st, 2023, Police Services Monthly Report

During the month of October 2023 there were 150 calls for service (including traffic stops). Deputies conducted 56 traffic stops during this time with 13 citations issued.

Noteworthy events in Dexter Township during last month include:

On October 14th, Deputies were dispatched to the intersection of North Territorial Road and Lake Orchard Drive for an unknown crash. Dispatch received several calls of a vehicle that has spun out and struck a tree. Deputies arrived and found that the driver only had minor injuries, however while the driver was speaking with medical personnel, Deputies detected the odor of intoxicants. Deputies performed field sobriety evaluations and determined that the driver was intoxicated. The driver was transported to the hospital for medical treatment and Deputies obtained a search warrant for a blood sample. The lab results indicated that the driver's blood alcohol concentration was nearly 2X the legal limit. Charges are pending with the Washtenaw County Prosecutor's Office.

Banked Hours Update:

The collaboration accumulated 374 banked hours during the month of October. The banked hours were generated due to vacant shifts. The collaboration utilized 310.5 banked hours to fill vacant shifts and for special events. As of the end of October, the collaboration has a yearly banked hours balance of 103.5 hours.

Dexter Collaboration Into/Out of Area Time:

- Into DWD Area Time – 421 mins (Year to Date – 7,191 mins)
- Out of DWD Area – 951 mins (Year to Date – 11,307 mins)

Dexter City Into Area Time - 95 mins (Year to date – 3,465 mins)

Dexter Twp. Into Area Time - 261 mins (Year to date – 2,254 mins)

Webster Twp. Into Area Time - 65 mins (Year to date – 1,472 mins)

*Co Creating Community Wellness and Safety – Providing Exemplary Service
Building Strong and Sustainable Communities
Serving Washtenaw County since 1823*



JERRY L. CLAYTON
SHERIFF

WASHTENAW COUNTY OFFICE OF THE SHERIFF

2201 Hogback Road ♦ Ann Arbor, Michigan 48105-9732 ♦ **OFFICE** (734) 971-8400 ♦ **FAX** (734) 973-4624 ♦ **EMAIL** sheriffinfo@ewashtenaw.org



MARK A. PTASZEK
UNDERSHERIFF

The Sheriff's Office has implemented an, on-line, police reporting portal. Citizens can now file certain types of police reports on-line without needing contact with a Deputy or coming to a station. The following types of incidents October be filed on-line:

- Harassing phone calls/ No Known Suspects
- Identity Theft/ No Known Suspects
- Lost property
- Larceny/Theft/ No Known Suspects
- Damaged Property/Vandalism
- Accidental/Non-Intentional Property Damage

Any and all incidents can still be reported by calling 911, Washtenaw Metro Dispatches non-emergency dispatch number (734) 994-2911 or in person at any of our Community Police Stations.

The on-line reporting portal can be accessed through the Washtenaw County Sheriff's Office website.

<https://www.washtenaw.org/3439/File-a-Police-Report>

The Sheriff's Office has gone live with a crime data dashboard on our website.

The dashboard is interactive and pulls data by zip codes. The data is updated regularly.

There are various pages that can be viewed: Overall Crime Data, Victim Demographics, Arrest Demographics, Traffic Overview and Subject Control (Use of Force Incidents).

[Sheriff Data & Information Dashboard | Washtenaw County, MI](#)

This is an excellent resource for those interested in taking a deeper dive into Sheriff's Office operations and who we have contact with.

*Co Creating Community Wellness – Providing Exemplary Service
Building Strong and Sustainable Communities
Serving Washtenaw County since 1823*

CHECK DISBURSEMENT REPORT FOR DEXTER TOWNSHIP
CHECK DATE FROM 10/01/2023 - 10/31/2023

Check Date	Bank	Check #	Invoice	Payee	Description	Account	Dept	Amount
Fund: 101 GENERAL FUND								
10/03/2023	PMTS	25828#	114481	A VC3 COMPANY	CONTRACTED SERVICES	801.002	228	1,650.88
			119237		CONTRACTED SERVICES	801.002	294	448.58
			113045		CONTRACTED SERVICES	801.002	294	448.58
			115558		DUES	863.000	294	150.00
				CHECK PMTS 25828 TOTAL FOR F				2,698.04
10/03/2023	PMTS	25829#	816996	BODMAN ATTORNEY & COUNSELORS	ATTORNEY	800.000	267	4,284.00
			807130		ATTORNEY	800.000	400	868.00
			816998		ATTORNEY	800.000	400	812.00
			817001		ATTORNEY	800.000	400	84.00
				CHECK PMTS 25829 TOTAL FOR F				6,048.00
10/03/2023	PMTS	25830	SEPT 2023	CHRISTOPHER R RENIUS	CONTRACTED SERVICE WAGES	801.001	209	5,614.99
10/03/2023	PMTS	25831	32085	CRG ELECTRIC LLC	MAINTENANCE	956.000	265	683.00
10/03/2023	PMTS	25832	2645	HAINES ACCOUNTING	CONTRACTED SERVICES	801.002	267	10,500.00
10/03/2023	PMTS	25833	62697	MIDWEST VISUAL WORKS	INFO SYSTEM HDW	981.001	228	1,144.00
10/03/2023	PMTS	25835	1023896544	PITNEY BOW	POSTAGE	727.002	294	29.04
10/03/2023	PMTS	25836#	267578	PRINT-TECH, INC.	POSTAGE	727.002	253	481.73
			267578		COMMUNITY ENGAGEMENT	956.010	774	1,202.26
				CHECK PMTS 25836 TOTAL FOR F				1,683.99
10/03/2023	PMTS	25837	36794	SIGNS IN 1 DAY	COMMUNITY ENGAGEMENT	956.010	774	195.00
10/03/2023	PMTS	25838	2133-M	THE SUN TIMES MEDIA GROUP LL	PRINTING/PUBLISHING	900.000	400	357.50
10/03/2023	PMTS	25839	0086718-1389-0	WASTE MANAGEMENT	MISC	955.001	265	145.69
10/03/2023	PMTS	25840	7344263833-09	AT&T	PHONE PLANS/SERV.	728.000	294	318.99
10/03/2023	PMTS	25841	10/03/2023	SAMANTHA EDWARDS	HEALTH INSURANCE	715.000	172	61.56
10/10/2023	PMTS	115(E)	204478749530	CONSUMERS ENERGY	(08/16/23) - (09/13/23) BILLING P	920.000	265	104.14
10/17/2023	PMTS	25842#	79036000	ABSOPURE WATER COMPANY	SERVICE CHARGE	727.001	265	6.95
			79036000		C&C WHITE COOLER	727.001	294	295.00
				CHECK PMTS 25842 TOTAL FOR F				301.95
10/17/2023	PMTS	25843	10/17/2023	ADRIANNA JORDON	TRAVEL & TRANSPORTATION	860.000	400	19.00

11/13/2023 05:29 PM
User: CLERK
DB: Dexter

CHECK DISBURSEMENT REPORT FOR DEXTER TOWNSHIP
CHECK DATE FROM 10/01/2023 - 10/31/2023

Check Date	Bank	Check #	Invoice	Payee	Description	Account	Dept	Amount
Fund: 101 GENERAL FUND								
10/17/2023	PMTS	25844	10/01/2023	BASIC COBRA	HEALTH INSURANCE	715.000	172	633.80
10/17/2023	PMTS	25845	820076	BODMAN ATTORNEY & COUNSELORS	ATTORNEY	800.000	267	1,738.80
			820075		ATTORNEY	800.000	267	2,671.20
			811005		ATTORNEY	800.000	267	504.00
				CHECK PMTS 25845 TOTAL FOR F				4,914.00
10/17/2023	PMTS	25847#	OCT 2023	FLAGSTAR BANK	SUPPLIES	727.001	216	113.40
			OCT 2023		INFO SYST SFTWR	981.002	228	104.94
				CHECK PMTS 25847 TOTAL FOR F				218.34
10/17/2023	PMTS	25848	31550	FULTANK LLC	JANITORIAL	956.002	265	625.00
10/17/2023	PMTS	25849	IN-US1206367	NETFORTIS	TELEPHONE	728.000	294	530.58
10/17/2023	PMTS	25850	10/16/2023	NICHOLAS C STAMBOULELLIS	CONTRACTED SERVICES	801.002	228	50.00
10/17/2023	PMTS	25851*#	68071	ORCHARD, HILTZ & MCLINMENT, I	PLANNING CONSULTANT	801.005	400	10,150.00
10/17/2023	PMTS	25852	5068206325	RICOH	CONT. SERVICES/BLACK/WHITE TOTAL (801.002	294	40.09
			5068206325		CONTRACTED SERVICES/COLOR TOTAL (X	801.002	294	671.27
				CHECK PMTS 25852 TOTAL FOR F				711.36
10/17/2023	PMTS	25854	WATS TY 2024 DUES	WASHTENAW AREA TRANSPORTATIO	DUES	863.000	294	1,000.00
10/18/2023	PMTS	118(E) #	2023-10-16 MERS	MERS	MERS PAYABLE - EMPLOYEE CONTRIBUTI	228.003	000	105.49
			2023-10-16 MERS		MERS MATCH - EMPLOYER CONTRIBUTION	725.002	294	210.98
				CHECK PMTS 118(E) TOTAL FOR				316.47
10/18/2023	PMTS	119(E)	10-16-2023 MERS	MERS	MERS MATCH - EMPLOYER CONTRIBUTION	725.002	294	87.00
10/18/2023	PMTS	120(E)	2023101601	PAYCHEX, INC.	CONTRACTED SERV. / PROCESSING	801.002	294	599.97
10/18/2023	PMTS	121(E)*#	10-2023	PAYCHEX PAYROL	MERS PAYABLE (ENTER AS NEGATIVE)	228.003	000	(132.32)
			10-2023		TRUSTEE SALARY	706.001	101	2,138.08
			10-2023		SUPERVISOR SALARY	706.001	171	3,379.09
			10-2023		SALARY & WAGES - OFFICE MANAGER	706.001	172	4,219.50
			10-2023		HEALTH INSURANCE - COBRA	715.000	172	(70.11)
			10-2023		CLERK SALARY	706.001	215	3,379.09
			10-2023		CLERK DEPUTY WAGES	706.002	215	1,132.50

11/13/2023 05:29 PM

User: CLERK

DB: Dexter

CHECK DISBURSEMENT REPORT FOR DEXTER TOWNSHIP

CHECK DATE FROM 10/01/2023 - 10/31/2023

Page 3/8

Check Date	Bank	Check #	Invoice	Payee	Description	Account	Dept	Amount
Fund: 101 GENERAL FUND								
10-2023					CLERICAL WAGES - REC SECRETARY MIL	706.005	215	583.00
10-2023					TREASURER SALARY	706.001	253	3,379.09
10-2023					DEPUTY TREASURER WAGES	706.002	253	184.44
10-2023					PER DIEM - WMRA / LOCAL ROADS	707.000	294	225.00
10-2023					FICA/MED MATCH - TOTAL ER TAXES	725.000	294	1,794.30
10-2023					CLERICAL WAGES - REC SECRETARY - P	706.005	400	178.88
10-2023					CLERICAL WAGES - REC SECRETARY - Z	706.005	400	318.00
10-2023					OFFICER WAGES - ASHLEY CEPEDA	706.008	400	1,073.25
10-2023					OFFICER WAGES - ADRIANNA JORDAN	706.008	400	1,702.89
10-2023					PER DIEM - P.C.	707.000	400	475.00
10-2023					PER DIEM - ZBA	707.000	412	400.00
CHECK PMTS 121(E) TOTAL FOR								24,359.68
10/23/2023	PMTS	116(E)	SEPT 2023	DTE ENERGY	ELECTRIC SERVICES (08/30/2023)-(9/	920.000	265	587.00
Total for fund 101 GENERAL FUND								74,688.09

CHECK DISBURSEMENT REPORT FOR DEXTER TOWNSHIP
CHECK DATE FROM 10/01/2023 - 10/31/2023

11/13/2023 05:29 PM
User: CLERK
DB: Dexter

Check Date	Bank	Check #	Invoice	Payee	Description	Account	Dept	Amount
Fund: 206 FIRE FUND								
10/17/2023	PMTS	25846	OCT 2023	DEXTER AREA FIRE DEPARTMENT	CONTRACTED SERVICES	801.002	206	97,114.91
Total for fund 206 FIRE FUND								97,114.91

CHECK DISBURSEMENT REPORT FOR DEXTER TOWNSHIP
CHECK DATE FROM 10/01/2023 - 10/31/2023

11/13/2023 05:29 PM
User: CLERK
DB: Dexter

Check Date	Bank	Check #	Invoice	Payee	Description	Account	Dept	Amount
Fund: 207 POLICE FUND								
10/17/2023	PMTS	25855	MUNIS # 13031	WASHTENAW COUNTY TREASURER	CONTRACTED SERVICES	801.002	301	42,617.76
			MUNIS #13002		CONTRACTED SERVICES	801.002	301	2,664.00
				CHECK PMTS 25855 TOTAL FOR F				45,281.76
				Total for fund 207 POLICE FUND				45,281.76

11/13/2023 05:29 PM

User: CLERK
DB: Dexter

CHECK DISBURSEMENT REPORT FOR DEXTER TOWNSHIP
CHECK DATE FROM 10/01/2023 - 10/31/2023

Page 6/8

Check Date	Bank	Check #	Invoice	Payee	Description	Account	Dept	Amount
Fund: 245 OPEN SPACE LAND INITIATIVE								
10/03/2023	PMTS	25834	1615893	MILLER CANFIELD PADDOCK STON	CONTRACTED SERVICES	801.002	294	70.00
10/17/2023	PMTS	25853	09/01/2023	TREEMORE ECOLOGY AND LAND SE	CONTRACTED SERVICES	801.002	294	960.72
10/18/2023	PMTS	121(E)*#	10-2023	PAYCHEX PAYROL	CLERICAL WAGES - REC SECRETARY - O	706.005	294	212.00
			10-2023		PER DIEM - OSLP	707.000	294	475.00
				CHECK PMTS 121(E) TOTAL FOR				687.00
				Total for fund 245 OPEN SPACE LAND INITIATIVE				1,717.72

11/13/2023 05:29 PM

User: CLERK
DB: Dexter

CHECK DISBURSEMENT REPORT FOR DEXTER TOWNSHIP
CHECK DATE FROM 10/01/2023 - 10/31/2023

Page 7/8

Check Date	Bank	Check #	Invoice	Payee	Description	Account	Dept	Amount
Fund: 701 GENERAL AGENCY FUND								
10/17/2023	PMTS	25851*#	68070	ORCHARD, HILTZ & MCLIMENT, I	DEPOSITS REFUNDABLE - PLANNING	251.004	000	2,659.50
Total for fund 701 GENERAL AGENCY FUND								2,659.50

CHECK DISBURSEMENT REPORT FOR DEXTER TOWNSHIP
CHECK DATE FROM 10/01/2023 - 10/31/2023

11/13/2023 05:29 PM
User: CLERK
DB: Dexter

Check Date	Bank	Check #	Invoice	Payee	Description	Account	Dept	Amount
Fund: 703 TAX COLLECTION FUND								
10/06/2023	TAX	6339	DIST 6 - 2023	DEXTER TOWNSHIP GENERAL FUND	UNDISTRIBUTED TAX COLLECTIONS	274.000	000	382.59
10/06/2023	TAX	6340	DIST 6 - 2023	WASHTENAW COUNTY TREASURER	UNDISTRIBUTED TAX COLLECTIONS	274.000	000	38,702.07
10/27/2023	TAX	6341	DIST 7 - 2023	DEXTER TOWNSHIP GENERAL FUND	UNDISTRIBUTED TAX COLLECTIONS	274.000	000	402.73
10/27/2023	TAX	6342	DIST 7 - 2023	WASHTENAW COUNTY TREASURER	UNDISTRIBUTED TAX COLLECTIONS	274.000	000	41,017.22
TOTAL - ALL FUNDS								80,504.61
Total for fund 703 TAX COLLECTION FUND								301,966.59

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

Dexter Township Budget vs. Actual Revenues and Expenditures

PERIOD ENDING 10/31/2023; run date 11/8/2023

		2023-24						
		AMENDED	YTD	ACTIVITY	AVAILABLE	% BDGT	YEAR END	
		BUDGET	BALANCE	10/31/2023	BALANCE	USED	FORECAST	Notes
GL NUMBER	DESCRIPTION		NORMAL (ABNORMAL)		NORMAL (ABNORMAL)	EXPECTED: 58%		
GENERAL FUND (Fund 101)								
<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%	-	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	9,345	1,240	655	93%	18,690	
101-000-451.001	PLANNING REVENUES	3,000	4,222	3,622	-1,222	141%	8,444	
101-000-451.002	ZBA REVENUES	3,000	900	0	2,100	30%	1,800	
101-000-451.003	LAND DIVISION REVENUES	2,500	1,330	730	1,170	53%	2,660	
101-000-539.000	STATE SHARED REVENUE	731,000	472,433	134,732	258,567	65%	731,000	
101-000-601.000	CHARGES FOR SERVICES	0	8,883		-8,883	100%	4,940	
101-000-655.000	FINES AND FORFEITS	5,000	2,470	165	2,530	49%	4,940	
101-000-665.000	INTEREST INCOME	0	307	39	-307	100%	614	Inc this item in FY25 Bgt
101-000-665.001	MICLASS INTEREST REVENUE	15,000	32,430	4,931	-17,430	216%	64,860	
101-000-667.002	FIRE SUB STATION	4,000	3,090	386	910	77%	6,180	
101-000-672.000	REFUNDS & REIMBURSE	1,800	34,527	592	-32,727	1918%	34,527	Insurance reimb for lawsuits
101-000-673.000	MISC	0	321	0	-321	100%	321	
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	1,242	1,242	-242	124%	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	\$ 613,782	\$ 147,679	\$ 918,568	40%	1,528,680	

		2023-24 AMENDED BUDGET	YTD BALANCE	ACTIVITY 10/31/2023	AVAILABLE BALANCE	% BDGT USED	YEAR END FORECAST	Notes
<i>Expenditures</i>								
Dept 101 - TRUSTEE								
101-101-706.001	SALARY & WAGES	\$ 25,657	\$ 13,363	\$ 2,138	\$ 12,294	52%	22,908	Trustee absence
101-101-860.000	TRAVEL & TRANSPORTATION	3,000	0	0	3,000	0%	1,400	\$350 per vehicle travel to TC MTA April 23-24 2024; \$400 reg; lodging per diem \$125; food per diem \$59; 2 nights 3 days: \$850 per person
101-101-861.000	PROF DEVELOPMENT	4,000	0	0	4,000		3,400	
101-101-955.001	MISC	<u>100</u>	<u>0</u>	<u>0</u>	<u>100</u>	<u>0%</u>	-	
Total Dept 101 - TRUSTEE		\$ 32,757	\$ 13,363	\$ 2,138	\$ 19,394	41%	27,708	
Dept 171 - SUPERVISOR								
101-171-706.001	SALARY & WAGES	\$ 41,000	\$ 24,498	\$ 3,379	\$ 16,502	60%	41,997	
101-171-727.001	SUPPLIES	500	128	0	372	0%	219	
101-171-860.000	TRAVEL & TRANSPORTATION	500	29	0	471	0%	750	
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	\$ 24,869	\$ 3,379	\$ 18,631	57%	44,094	
Dept 172 - TOWNSHIP OFFICE MANAGER								
101-172-706.001	SALARY & WAGES	\$ 62,000	\$ 33,290	\$ 4,219	\$ 28,710	54%	54,385	
101-172-715.000	HEALTH INSURANCE	2,400	3,515	625	\$ (1,115)	146%	6,765	Approved by BOT
101-172-725.002	RETIREMENT PLAN	5,000	722	0	4,278	14%	716	
101-172-727.001	SUPPLIES	1,000	0	0	1,000	0%	-	
101-172-860.000	TRAVEL & TRANSPORTATION	750	0	0	750	0%	750	
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	\$ 37,708	\$ 4,844	\$ 34,442	52%	63,616	
Dept 209 - ASSESSOR								
101-209-727.001	SUPPLIES	\$ 1,000	\$ 415	\$ -	\$ 585	42%	712	Not expected to overexpend
101-209-727.002	POSTAGE	3,000	0	0	3,000	0%	-	
101-209-801.001	CONTRACTED SERVICE WAGES	68,000	44,773	5,615	23,227	66%	68,000	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>	-	
Total Dept 209 - ASSESSOR		\$ 72,300	\$ 45,188	\$ 5,615	\$ 27,112	63%	68,712	

		2023-24 AMENDED BUDGET	YTD BALANCE	ACTIVITY 10/31/2023	AVAILABLE BALANCE	% BDGT USED	YEAR END FORECAST	Notes
Dept 215 - CLERK								
101-215-706.001	SALARY & WAGES	\$ 40,000	\$ 23,654	\$ 3,379	\$ 16,346	59%	40,550	
101-215-706.002	DEPUTY WAGES	31,200	13,675	1,133	17,525	44%	23,443	Burn rate will inc an election
101-215-706.005	RECORDING SECRETARY	12,000	3,623	583	8,377	30%	6,211	
101-215-727.001	SUPPLIES	500	356	0	144	71%	610	
101-215-727.002	POSTAGE	500	0	0	500	0%	-	
101-215-860.000	TRAVEL & TRANSPORTATION	2,250	0	0	2,250	0%	750	
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	\$ 41,333	\$ 5,095	\$ 49,117	46%	74,564	
Dept 216 - ELECTION								
101-216-727.001	SUPPLIES	\$ 500	\$ 113	\$ 113	\$ 387	23%		
101-216-727.002	POSTAGE	500	0	0	500	0%		December budget amendment to support March primary Line item budget TBD
101-216-860.000	TRAVEL & TRANSPORTATION	1,000	0	0	1,000	0%		
101-216-861.000	PROF DEVELOPMENT	2,000	0	0	2,000	0%		
101-216-900.000	PRINTING/PUBLISHING	<u>2,000</u>	<u>0</u>	<u>0</u>	<u>2,000</u>	<u>0%</u>		
Total Dept 216 - ELECTION		\$ 6,000	\$ 113	\$ 113	\$ 5,887	2%	45,000	
Dept 228 - INFORMATION TECHNOLOGY								
101-228-801.002	CONTRACTED SERVICES	\$ 14,000	\$ 8,493	\$ 86	\$ 5,507	61%	14,000	
101-228-981.001	INFO SYSTEM HDW	1,500	1,144	1,144	356	76%	1,500	
101-228-981.002	INFO SYST SFTWR	<u>2,000</u>	<u>1,873</u>	<u>249</u>	<u>127</u>	<u>94%</u>	<u>2,000</u>	
Total Dept 228 - INFORMATION TECHNOLOGY		\$ 17,500	\$ 11,510	\$ 1,479	\$ 5,990	66%	17,500	
Dept 247 - BOARD OF REVIEW								
101-247-707.000	PER DIEM	\$ 1,800	\$ 150	\$ -	\$ 1,650	8%	450	
101-247-727.001	SUPPLIES	200	80	0	120	40%	160	
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%	610	

		2023-24 AMENDED BUDGET	YTD BALANCE	ACTIVITY 10/31/2023	AVAILABLE BALANCE	% BDGT USED	YEAR END FORECAST	Notes
Dept 253 - TREASURER								
101-253-706.001	SALARY & WAGES	\$ 40,000	\$ 23,654	\$ 3,379	\$ 16,346	59%	40,550	
101-253-706.002	DEPUTY WAGES	38,400	11,227	184	27,173	29%	19,246	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%	1,407	
101-253-860.000	TRAVEL & TRANSPORTATION	1,500	0	0	1,500	0%	700	
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	1,896	187	1,104	63%	3,792	
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>1,200</u>	
Total Dept 253 - TREASURER		\$ 96,100	\$ 39,380	\$ 3,750	\$ 56,720	41%	72,659	
Dept 265 - BUILDING & GROUNDS								
101-265-727.001	SUPPLIES	\$ 800	\$ 120	\$ -	\$ 680	15%	206	
101-265-805.000	INSURANCE-TWP HALL	2,500	2,500	2,500	0	100%	2,500	
101-265-920.000	UTILITIES	9,000	4,104	612	4,896	46%	7,035	Generator service
101-265-955.001	MISC	2,000	439	298	1,561	22%	753	
101-265-956.000	MAINTENANCE	40,000	4,825	0	35,175	12%	15,000	
101-265-956.002	JANITORIAL	<u>9,000</u>	<u>3,875</u>	<u>625</u>	<u>5,125</u>	<u>43%</u>	<u>6,643</u>	
Total Dept 265 - BUILDING & GROUNDS		\$ 63,300	\$ 15,863	\$ 4,035	\$ 47,437	25%	32,137	
Dept 267 - LEGAL AND PROFESSIONAL								
101-267-800.000	ATTORNEY	\$ 60,000	\$ 35,916	\$ -	\$ 24,084	60%	60,000	
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>36,829</u>	<u>0</u>	<u>23,171</u>	61%	<u>60,000</u>	WHG/invest; Haines/acct; B&R MP
Total Dept 267 - LEGAL AND PROFESSIONAL		\$ 136,000	\$ 72,745	\$ -	\$ 63,255	53%	136,000	
Dept 270 - FIRE SUB-STATION PROPERTY								
101-270-805.000	INSURANCE	\$ 4,000	\$ 4,000	\$ 4,000	\$ -	100%	4,000	
101-270-955.001	MISC	<u>27,000</u>	<u>1,360</u>	<u>0</u>	<u>25,640</u>	5%	<u>2,331</u>	Future sign expense
Total Dept 270 - FIRE SUB-STATION PROPERTY		\$ 31,000	\$ 5,360	\$ 4,000	\$ 25,640	17%	6,331	

		2023-24 AMENDED BUDGET	YTD BALANCE	ACTIVITY 10/31/2023	AVAILABLE BALANCE	% BDGT USED	YEAR END FORECAST	Notes
Dept 276 - CEMETERY								
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>10,558</u>	Tree work major storm
Total Dept 276 - CEMETERY		\$ 11,500	\$ 6,159	\$ -	\$ 5,341	54%	10,558	
Dept 294 - GENERAL GOVERNMENT								
101-294-706.011	ASSISTANT WAGES	\$ 20,000	\$ -	\$ -	\$ 20,000	0%	20,000	
101-294-707.000	PER DIEM	4,000	1,900	225	2,100	48%	3,257	Mtg attendance for trustees
101-294-725.000	FICA/MED MATCH	34,582	15,252	1,794	19,330	44%	26,146	
								MERS; hope to reduce DB contrib
101-294-725.002	RETIREMENT PLAN	24,000	13,605	-1,603	10,395	57%	23,323	
101-294-727.001	SUPPLIES	8,000	3,888	481	4,112	49%	6,665	
101-294-727.002	POSTAGE	3,000	1,403	0	1,597	47%	2,405	
101-294-728.000	TELEPHONE	12,000	5,947	892	6,053	50%	10,195	
101-294-801.002	CONTRACTED SERVICES	20,000	6,828	1,311	13,172	34%	20,000	IT services being billed here
101-294-805.000	INSURANCE	18,000	18,000	18,000	0	100%	18,000	
101-294-863.000	DUES	11,000	10,078	0	922	92%	11,000	MTA dues pd in June
101-294-900.000	PRINTING/PUBLISHING	15,000	2,189	0	12,811	15%	6,567	
101-294-955.001	MISC	5,000	3,713	1,381	1,287	74%	5,000	
101-294-955.003	BANK CHARGE	<u>0</u>	<u>4</u>	<u>0</u>	<u>-4</u>	<u>100%</u>	<u>7</u>	
Total Dept 294 - GENERAL GOVERNMENT		\$ 174,582	\$ 82,807	\$ 22,481	\$ 91,775	47%	152,558	
Dept 400 - PLANNING & ZONING ADMINISTRATION								
101-400-706.003	SALARY & WAGES - FT	\$ 12,815	\$ 27,335	\$ -	\$ (14,520)	213%	27,335	Forecast error; future bdgt amndmt
101-400-706.005	RECORDING SECRETARY	3,000	2,213	497	787	74%	3,794	Master Plan front-loaded
101-400-706.008	OFFICER WAGES	34,000	13,401	2,776	20,599	39%	22,973	
101-400-707.000	PER DIEM	10,000	2,050	475	7,950	21%	3,514	
101-400-715.000	HEALTH INSURANCE	2,067	2,326	0	-259	113%	3,987	
101-400-725.002	RETIREMENT PLAN	996	2,008	0	-1,012	202%	3,442	
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%	823	
101-400-801.005	PLANNING CONSULTANT	115,142	36,170	10,150	78,972	31%	86,920	
101-400-860.000	TRAVEL & TRANSPORTATION	1,500	505	0	995	34%	866	
101-400-861.000	PROF DEVELOPMENT	2,000	250	0	1,750	13%	429	
101-400-900.000	PRINTING/PUBLISHING	3,750	975	0	2,775	26%	1,671	
101-400-955.001	MISC	2,000	575	0	1,425	29%	986	
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>1,500</u>	Front-loaded expense
Total Dept 400 - PLANNING & ZONING ADMINISTRATION		\$ 209,570	\$ 104,365	\$ 13,898	\$ 105,205	50%	178,240	

		2023-24 AMENDED BUDGET	YTD BALANCE	ACTIVITY 10/31/2023	AVAILABLE BALANCE	% BDGT USED	YEAR END FORECAST	Notes
Dept 412 - ZONING BOARD OF APPEALS								
101-412-707.000	PER DIEM	\$ 3,000	\$ 1,525	\$ 400	\$ 1,475	51%	2,614	
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	\$ 1,525	\$ 400	\$ 2,175	41%	2,614	
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	1,636	1,636	-36	102%	1,636	
101-426-955.001	MISC	200	0	-	200	0%	-	
Total Dept 426 - EMERGENCY PREPAREDNESS		\$ 26,800	\$ 23,301	\$ 1,636	\$ 3,499	87%	26,636	
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	7,943	850	12,057	40%	15,886	
Total Dept 774 - COMMUNITY SERVICE SUPPORT		\$ 43,300	\$ 31,193	\$ 850	\$ 12,107	72%	39,136	
Dept 901 - CAPITAL IMPROVEMENTS/INFRASTRUCTURE								
101-901-971.000	BUILDING IMPROVEMENTS	\$ 50,000	\$ -	\$ -	\$ 50,000	0%	150,000	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	145,115	0%	145,115	WCRC future billing
Total Dept 901 - CAPITAL IMPROVEMENTS/INFRASTRUCTURE		\$ 322,115	\$ 103,190	\$ -	\$ 218,925	32%	398,305	
TOTAL GENERAL FUND EXPENDITURES		\$ 1,477,124	\$ 662,267	\$ 73,713	\$ 814,857	45%	\$ 1,417,979	
-3								
GENERAL FUND (Fund 101) GRAND TOTALS								
TOTAL REVENUES		\$ 1,532,350	\$ 613,782	\$ 147,679	\$ 918,568	40%	\$ 1,528,680	
TOTAL EXPENDITURES		1,477,124	662,267	73,713	814,857	45%	1,417,979	
NET OF REVENUES & EXPENDITURES		\$ 55,226	\$ (48,485)	\$ 73,966	\$ 103,711	-88%	\$ 110,701	
BEG. FUND BALANCE		\$ 4,290,024	\$ 4,290,024				\$ 4,290,024	
BASE OPERATING COSTS							\$ 3,891,719	
FY24 CAPITAL EXPENSES							\$ 398,305	

	2023-24 AMENDED BUDGET	YTD BALANCE	ACTIVITY 10/31/2023	AVAILABLE BALANCE	% BDGT USED	YEAR END FORECAST	Notes
END FUND BALANCE	\$ 4,375,250	\$ 4,241,540				\$ 4,400,725	

		2023-24 AMENDED BUDGET	YTD BALANCE	ACTIVITY 10/31/2023	AVAILABLE BALANCE	% BDGT USED	YEAR END FORECAST	Notes
FIRE FUND (Fund 206)								
Revenues								
Dept 000								
206-000-401.001	CURRENT PROPERTY TAXES	\$ 1,160,895	\$ -	\$ -	\$ 1,160,895	0%		
206-000-665.001	MICLASS INTEREST REVENUE	15,000	16,070	2,444	-1,070	107%		
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	\$ 16,070	\$ 2,444	\$ 1,351,760			
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	679,804	97,115	685,576	50%		
206-206-955.001	MISC	<u>500</u>	<u>404</u>	<u>0</u>	<u>96</u>	81%		
TOTAL EXPENDITURES		\$ 1,367,680	\$ 680,283	\$ 97,115	\$ 687,397	50%		
FIRE FUND (Fund 206) GRAND TOTALS:								
TOTAL REVENUES		1,367,830	16,070	2,444	\$ 1,351,760	1%		
TOTAL EXPENDITURES		<u>1,367,680</u>	<u>680,283</u>	<u>97,115</u>	<u>687,397</u>	50%		
NET OF REVENUES & EXPENDITURES		150	-664,213	-94,671	664,363			
BEG. FUND BALANCE		\$ 1,527,268	\$ 1,527,268				\$ 1,527,268	
END FUND BALANCE		\$ 1,527,418	\$ 863,055				\$ -	
POLICE FUND (Fund 207)								
Revenues								
Dept 000								
207-000-401.001	CURRENT PROPERTY TAXES	\$ 685,552	\$ -	\$ -	\$ 685,552	0%		
207-000-665.001	MICLASS INTEREST REVENUE	<u>\$ -</u>	<u>\$ 16,070</u>	<u>\$ -</u>	<u>\$ (16,070)</u>	100%		
TOTAL REVENUES		\$ 685,552	\$ 16,070		\$ 685,552			
Expenditures								
Dept 301 - POLICE								
207-301-801.002	CONTRACTED SERVICES	\$ 685,000	\$ 318,058	\$ 45,282	\$ 366,942	46%		
207-301-955.001	MISC	<u>\$ -</u>	<u>\$ 4</u>		<u>\$ (4)</u>	100%		
TOTAL EXPENDITURES		\$ 685,000	\$ 318,062	\$ 45,282	\$ 366,938	46%		
POLICE FUND (Fund 207) GRAND TOTALS:								
TOTAL REVENUES		685,552	16,070	0	\$ 669,482	2%		
TOTAL EXPENDITURES		<u>685,000</u>	<u>318,062</u>	<u>42,618</u>	<u>366,938</u>	46%		
NET OF REVENUES & EXPENDITURES		\$ 552	\$ (301,992)	\$ (42,618)	\$ 302,544			
BEG. FUND BALANCE		\$ 1,398,162	\$ 1,398,162					
END FUND BALANCE		\$ 1,398,715	\$ 1,096,171					

		2023-24 AMENDED BUDGET	YTD BALANCE	ACTIVITY 10/31/2023	AVAILABLE BALANCE	% BDGT USED	YEAR END FORECAST	Notes
OPEN SPACE LAND INITIATIVE (Fund 245)								
Revenues								
245-000-401.001	PY PROPERTY TAX ADJ/COLLECTIONS	\$ 224,922	\$ -		\$ 224,922	0%		
245-000-665.001	MICLASS INTEREST REVENUE	\$ -	\$ 4,301	\$ 654	\$ (2,376)	100%		
245-000-699.101	TRANSFER IN	<u>283,232</u>	<u>0</u>		<u>283,232</u>	<u>0%</u>		No corresponding GF line
TOTAL REVENUES		\$ 508,154	\$ 4,301	\$ -	\$ 505,778	1%		
Expenditures								
<u>Dept 294 - GENERAL GOVERNMENT</u>								
245-294-706.005	RECORDING SECRETARY	\$ 1,400	\$ 1,034	\$ 212	\$ 366	74%		
245-294-707.000	PER DIEM	6,600	2,100	475	4,500	32%		
245-294-727.002	POSTAGE	2,000	0	0	2,000	0%		
245-294-801.002	CONTRACTED SERVICES	61,500	17,022	470	44,478	28%		
245-294-955.001	MISC	<u>0</u>	<u>1</u>	<u>0</u>	<u>-1</u>	<u>100%</u>		
Total Dept 294 - GENERAL GOVERNMENT		71,500	20,157	1,157	51,343	28%		
<u>Dept 201 - CAPITAL IMPROVEMENTS/INFRASTRUCTURE</u>								
245-201-976.000	OPEN SPACE PURCHASES	\$ 300,000	\$ 1,330	<u>0</u>	<u>298,670</u>	0%		
Total Dept 901 - CAPITAL IMPROVEMENTS/INFRASTRUCTURE		\$ 300,000	\$ 1,330	\$ -	\$ 298,670	0%		
OPEN SPACE LAND INITIATIVE (Fund 245) GRAND TOTALS:								
TOTAL REVENUES		\$ 508,154	\$ 4,301	\$ -	\$ 505,778	1%		
TOTAL EXPENDITURES		371,500	21,487	1,157	350,013	6%		
NET OF REVENUES & EXPENDITURES		\$ 136,654	\$ (17,186)	\$ (1,157)	\$ 155,765	-13%		
BEG. FUND BALANCE		\$ 243,136	\$ 243,136					
END FUND BALANCE		\$ 379,790	\$ 255,950					
GRANT - AMERICAN RESCUE PLAN ACT (Fund 285)								
Expenditures								
<u>Dept 901 Capital Improvements/Infrastructure</u>								
285-901-975.000	DEXTER SENIOR CITIZENS, INC	5,000	5,000	0	0	100%		
285-901-801.006	ROAD IMPROVEMENTS	579,885	321,844	0	258,041	56%		
285-901-986.000	EQUIPMENT	<u>60,903</u>	<u>0</u>	<u>0</u>	<u>60,903</u>	0%		
TOTAL EXPENDITURES		\$ 645,788	\$ 326,844	\$ -	\$ 318,944	51%		
Fund 285 - GRANT - AMERICAN RESCUE PLAN ACT:								
TOTAL REVENUES		\$ -	\$ 326,844	\$ -	\$ (326,844)	100%		
TOTAL EXPENDITURES		<u>645,788</u>	<u>326,844</u>	<u>0</u>	<u>318,944</u>	51%		
NET OF REVENUES & EXPENDITURES		\$ (645,788)	\$ -	\$ -	\$ (7,900)	0%		
BEG. FUND BALANCE		\$ -	\$ -					
END FUND BALANCE		\$ -	\$ -					
ALL FUNDS SUMMARY								
TOTAL REVENUES - ALL FUNDS		\$ 4,093,886	\$ 660,936	\$ 1,595	\$ 3,432,950	16%		
TOTAL EXPENDITURES - ALL FUNDS		<u>4,517,092</u>	<u>1,545,411</u>	<u>319,264</u>	<u>2,971,681</u>	34%		

	2023-24 AMENDED BUDGET	YTD BALANCE	ACTIVITY 10/31/2023	AVAILABLE BALANCE	% BDGT USED	YEAR END FORECAST	Notes
NET OF REVENUES & EXPENDITURES	\$ (423,206)	\$ (884,475)	\$ (317,669)	\$ 461,269	209%		Used PY ARPA funds

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
Revenues						
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>
Expenditures						
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)