

DEXTER TOWNSHIP

6880 DEXTER-PINCKNEY ROAD
DEXTER, MI 48130

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

WWW.DEXTERTOWNSHIP.ORG

DIANE RATKOVICH
SUPERVISOR

MICHELLE
STAMBOULELLIS
CLERK

MARIS METZ
TREASURER

JAMES DROLETT
LAURA SANDERS
KAREN SIKKENG
KAREN NOLTE
TRUSTEES

Board of Trustees – Preliminary Meeting Agenda

December 15, 2020 - 7:00 PM

NOTE: In accordance with Health Department Guidelines and the Open Meetings Act, as amended (OMA), this meeting will be a “virtual” meeting held by video conferencing. Township Board members will participate remotely by video or phone. The public is invited to participate via video or phone. A link to the meeting has been posted on the Township Website.

- 1. Call to Order**
- 2. Pledge of Allegiance**
- 3. Supervisor’s Remarks/ Introduction of Board Members /Conflict of Interest**
- 4. 1st Call for Public Comment**
- 5. Approval of the Agenda**
- 6. Approval of the Minutes – Nov 17, 2020 Regular Meeting (Page 1)**
- 7. Consent Agenda** *(Items under the consent agenda are considered routine and will be acted upon in one motion. There will be no separate discussion of these items unless a Township Board Member so requests, in which case the item will be removed from Consent and added to the regular agenda at the end of New Business.)*
- 8. Reports (Oral Presentations)- None**
- 9. Unfinished Business-None**
- 10. New Business**
 - A. Appointments (Page 5)**
 - i. *Planning Commission (Township Board Representative)*
 - ii. *Multi Lake Sewer Authority (Township Board Representation)*
 - iii. *Dexter Area Fire Department Administrative Board (Township Board Representation)*
 - iv. *Western Washtenaw Recycle Authority Board (Township Board Representation)*
 - v. *Washtenaw County Broadband Task Force (Township Board Representation)*
 - vi. *Broadband Research Committee (Township Board Representation)*
 - vii. *Personnel Policy Committee (Executive Committee)*
 - B. Paper of Record (Page 11)**

The Executive Team recommends that The Sun Times to be reinstated as the Paper of Record since it has resumed print distribution and meets the requirements of statute MCL 691.1051.

11. Authorization of Payments / Transfer of Funds

- A. General, Fire, Police, Fire Sub-Station, Multi-Lakes Enterprise & Agency Fund Payments – Clerk Michelle Stamboullelis (*Attachment page 13*) Second run to be distributed at Board meeting.)
- B. *Transfer of Funds*

12. 2nd Call for Public Comment

13. Other Issues, Comments and Concerns of Board Members & Staff

- a. Holiday schedule attached with Supervisor's report

14. Future Agenda Items

- A. Appointments (January)
- B. *2021 Fee Schedule (January)*
- C. WWRA Debt Fees for New Residential Construction (January)
- D. Board of Review Appeals by Mail (January)
- E. *Poverty Exemption and Asset Test Resolution (January)*

15. Adjournment

The next regularly scheduled monthly meeting of the Dexter Township Board is
Tuesday, January 19, 2021 at 7:00 PM

*Items in **Bold** are attached. Items not in bold were not received in time to be included in the packet.*

Attachments – Township: *NOTE: Listed items are attached to the packets for Board members, and posted on the Township website. Others can obtain copies of the reports by making a request to Township staff.*

- 1) **Supervisor's Report (Page 15)**
- 2) **Clerk's Report (Page 17)**
- 3) Treasurer's Report (*To be distributed*)
- 4) Trustees' Report (*No report*)
- 5) Assessor's Report (*No report*)
- 6) **Director of Planning & Zoning Report / Zoning Board of Appeals Report (Page 19)**
- 7) **Planning Commission Report (Page 23)**
- 8) *Capital Improvement Plan Committee Report (No meeting, no report)*
- 9) *Personnel Policy Committee Report (No meeting, no report)*

Attachments – Other: *NOTE: Listed items are attached to the packets for Board members, and posted on the Township website. Others can obtain copies of the reports by making a request to Township staff, or to originating entity.*

- 1) **Chelsea Area Construction Agency Report (Page 25)**
- 2) Chelsea Area Fire Authority Report (*No report*)
- 3) Chelsea Area Planning/Dexter Area Regional Team Report (*No report*)

- 4) **Chelsea District Library Report (Page 29 Excerpt – Full report available on request)**
- 5) **Dexter Area Fire Department Report (Page 39)**
- 6) Dexter District Library Report (No report)
- 7) Huron River Watershed Council Report (No report)
- 8) Multi-Lakes Sewer Authority Report (No report)
- 9) Portage-Base Sewer Authority Report (No report)
- 10) Washtenaw Area Transportation Study (WATS) Report (No report)
- 11) **Washtenaw Area Value Express (WAVE) Report (Page 43 Excerpt – Full report available on request)**
- 12) *Washtenaw Broadband Initiative Report* (No report)
- 13) *Washtenaw County Road Commission Report* (No report)
- 14) Washtenaw County Sheriff Report (No report)
- 15) Western Washtenaw Recycling Authority Report (No report)

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 Dexter Township Board.

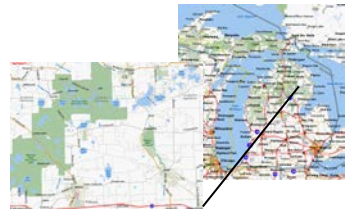
Individuals with disabilities requiring auxiliary aids or services should contact the Dexter Township Board by writing or calling the Office Manager at the address and phone number printed at the top of this agenda.

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Harley B. Rider
Supervisor
Debra A. Ceo
Clerk
Libby Brushaber
Treasurer
Michael Compton,
James Drolett,
William Gajewski,
Mark Mesko,
Trustees

DEXTER TOWNSHIP

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



www.dextertownship.org

REGULAR MEETING OF THE DEXTER TOWNSHIP BOARD
TUESDAY, NOVEMBER 17, 2020 7:00 PM

Location: In accordance with the provision of the amended Open Meetings Act, the meeting was a "virtual" meeting held over Zoom videoconferencing and was properly noticed and open to the public via computer or phone.

NOTE: THESE ARE DRAFT MINUTES AND ARE SUBJECT TO REVIEW, CORRECTION AND APPROVAL BY THE TOWNSHIP BOARD AT THE NOVEMBER 17, 2020 REGULAR MEETING

Meeting **called to order** by Supervisor Rider at 7:00 PM.

ROLL CALL: Present – Supervisor Rider, Clerk Ceo, Treasurer Brushaber, Trustees Compton, Drolett, Gajewski and Mesko.

SUPERVISOR'S REMARK: None

1ST CALL TO THE PUBLIC: Bill Hoffman, thanked the Board for their service and congratulated the new Board.

APPROVAL of the AGENDA: Motion by Brushaber to approve the agenda. Motion seconded by Compton. Roll call vote. **Motion carried (7-0).**

APPROVAL of the MINUTES: Motion by Brushaber to approve the minutes from the October 20, 2020 Regular Board Meeting. Motion seconded by Drolett. Roll call vote. **Motion carried (7-0).**

CONSENT AGENDA: Motion by Ceo to approve the consent agenda listing the resignations with the correction of Mark Mesko continuing on the Dexter Area Fire Board. Motion seconded by Compton. Roll call vote. **Motion carried (7-0).**

COMMITTEE REPORTS:

Broadband Research Committee: Trustee Compton, Chair of Dexter Township Broadband Committee, advised there were no updates from Comcast on the grant funding for Dexter Township.

Western Washtenaw Recycling Authority (WWRA): Trustee Compton, Chair of WWRA, advised WWRA meetings will be virtual starting in December.

UNFINISHED BUSINESS: None

NEW BUSINESS:

- A. Zoning Map Amendments:** Motion by Ceo to approve Resolution 20-587, a resolution enacting Ordinance No. 43.01, an ordinance to amend the 2020 Dexter Township Zoning Ordinance, Ordinance No. 43, to amend the zoning classification of parcels D-04-25-200-009, 5500 Dexter Pinckney Road, and D-04-25-200-006, 5454 Dexter Pinckney Road, from Public Recreation (PR) to Rural Residential (RR). Motion seconded by Mesko. Roll call vote. **Motion carried (7-0).**
- B. Winter Maintenance Contract:** Motion by Compton to accept the bid from Salisbury Lawn Care, for winter maintenance and to authorize the Supervisor to sign the contract. Motion seconded by Drolett. **Motion carried (7-0).**

AUTHORIZATION of PAYMENTS/TRANSFER of FUNDS:

A. Motion by Brushaber to pay bills in the amount of \$75,700.35 from the General Fund, \$68,551.63 from the Fire Fund, \$12,543.94 from the Police Fund, \$13,988.74 from the Agency Fund, and gross payroll in the amount of \$32,654.06. Motion seconded by Drolett. Roll call vote. **Motion carried (7-0).**

B. Transfer of Funds: None

2ND CALL TO THE PUBLIC: Marty Straub, thanked the Board for their service.

Other Issues, Comments and Concerns of Board Members & Staff:

Numerous individuals thanked the to Board members for their service.

Meeting adjourned at 7:47 p.m.

FUTURE AGENDA ITEMS:

- A. Appointments (December)
- B. 2021 Fee Schedule
- C. WWRA Debt Fees for New Residential Construction
- D. Board of Review Appeals by Mail.
- E. Poverty Exemption and Asset Test Resolution.

Respectfully Submitted,

Debra A. Ceo, Clerk
Dexter Township

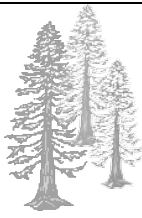
NOTE: THESE ARE DRAFT MINUTES AND ARE SUBJECT TO REVIEW, CORRECTION AND APPROVAL BY THE TOWNSHIP BOARD AT THE DECEMBER 15, 2020 REGULAR MEETING

I, THE UNDERSIGNED, DEBRA A. CEO, 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 BOARD MEETING HELD ON THE 17TH DAY OF NOVEMBER 2020 AND THAT THE FORGOING MINUTES HAVE BEEN APPROVED BY A MAJORITY VOTE OF THE BOARD AT A SCHEDULED MEETING HELD ON THE 15TH DAY OF DECEMBER 2020.

DEBRA A. CEO, CLERK, DEXTER TOWNSHIP

DRAFT

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DEXTER TOWNSHIP

AGENDA ITEM SUMMARY

MEETING OF: Township Board of Trustees 15
December 2020

Agenda Item Title:

Appointments

Submitted by:

Diane Ratkovich

Explanation of Agenda Item:

Appointment to various Boards and Commissions that require a Township Board Representative.

Fiscal or Resource Considerations: YES ____ NO ☒ ____

Does this agenda item require the expenditure of funds? YES ____ NO ☒ ____

If YES, are funds budgeted? YES ____ NO ____

Are staff or other resources required? YES ____ NO ☒ ____

Is a budget amendment required? YES ____ NO ☒ ____

Attachments:

- Township Appointment List

Staff Comments:

None

Motion/Action/Recommendation:

Action 1 – Motion to approve the Supervisor’s appointment of Trustee Karen Sikkenga as the Township Board’s representative to the Planning Commission for a three-year term expiring 12/31/23.

Action 2 – Motion to appoint Trustee Karen Nolte as the Township Board’s representative to the Multi Lake Sewer Authority for a four-year term expiring 12/31/24.

Action 3 – Motion to appoint Clerk Michelle Stamboulellis as the Township Board’s representative to the Western Washtenaw Recycle Authority for a two-year term expiring 12/31/22.

Action 4 – Motion to appoint Supervisor Diane Ratkovich as the Township Board’s representative to the Dexter Area Fire Board for a six-year term expiring 12/31/26.

Action 5 – Motion to appoint Trustee Karen Nolte as the Township Board’s representative to the Washtenaw County Broadband Task Force and the Broadband Research Committee with an open-ended term.

Action 6– Motion to appoint the Executive Committee, (Supervisor, Diane Ratkovich, Clerk Michelle Stamboulellis and Treasurer Maris Metz) as the Township’s Personnel Policy Committee for a 4 year term expiring 11-20-24.

Dexter Township Appointments

NOTE 1: Appointed positions that will be expiring are shown in yellow highlight.

NOTE 2: Positions that are held by elected officials are shown in red bold font.

NOTE 3: Positions that are currently vacant are shown in green highlight.

First Name	Last Name	Date Appointed	Date Expiration	Comments	Notes
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Planning Commission - Three-Year Terms *(Supervisor appointment, Twp Board confirmation)*

Sikkenga	Karen	12/15/2020	11/20/2024	TB Rep-1	
Steve	Burch	12/19/2017	12/31/2020	regular-2	
Reiser	Andrew	9/18/2018	12/31/2020	regular-3	
Bob	Nester	12/18/2018	12/31/2021	regular-4	
Martin	Straub	2/19/2019	12/31/2021	regular-5	
Tom	Lewis	11/19/2019	12/31/2022	regular-6	
Chandra	Hurd	11/19/2019	12/31/2022	regular-7	

Zoning Board of Appeals - Three Year Terms *(Twp Board appointment)*

Straub	Martin	3/27/2019	12/31/2021	PC Rep -1	
PC Rep			11/20/2024	PC Rep -2	
Brook	Smith	12/19/2017	12/31/2020	regular - 3	
Jay	Holland	12/18/2018	12/31/2021	regular - 4	
Beth	Filip	11/19/2019	12/31/2022	regular - 5	
Darnell	Don	11/19/2019	12/31/2022	alternate - 1	
Vacant			12/31/2022	alternate - 2	

Board of Review - Two-Year Terms *(Twp Board appointment)*

Mike	Howard	12/18/2018	12/31/2020	regular - 1	
Dave	Diesing	12/18/2018	12/31/2020	regular - 2	
Nina	Doletzky-Rackham	12/18/2018	12/31/2020	regular - 3	
Vacant		12/18/2018	12/31/2020	Alternate	

Multi-Lake Sewer Authority - Four-Year Terms *(Twp Board appointment)*

Nolte	Karen	12/15/2020	12/31/2023	1	
Andy	Reiser	9/17/2019	12/31/2023	2	
Tom	Lewis	9/17/2019	12/31/2023	3	
Jack	West	9/17/2019	12/31/2023	4	
Linda	Singer	9/17/2019	12/31/2023	alternate	
Deb	Ceo	9/17/2019	12/31/2023	alternate	
Vacant			12/31/2023	alternate	
Vacant			12/31/2023	alternate	

Portage-Base Lakes Sewer Board - Four-Year Terms *(Twp Board appointment)*

Thomas	Ehman	12/19/2017	12/31/2021	1	
David	Moody	12/19/2017	12/31/2021	2	
Vacant			12/31/2021	alternate	
Vacant			12/31/2021	alternate	

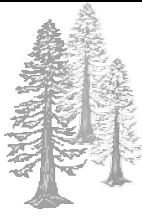
Dexter Township Appointments

First Name	Last Name	Date Appointed	Date Expiration	Comments	Notes
Western Washtenaw Recycle Authority - Two-Year Term (Twp Board Appointment)					
Stamboulellis	Michelle	12/15/2020	12/31/2020	1	
				alternate	
Dexter Area Fire Board - Six-Year Terms (Twp Board Appointment)					
Diane	Ratkovich	12/15/2020	3/17/2021	1	
Mark	Mesko	9/17/2020	4/18/2023	2	
Chelsea Library Board - Four-Year Term (Twp Board Appointment)					
Charlie	Taylor	12/18/2018	12/31/2022	1	
Dexter Library Board - Four-Year Term (Twp Board Appointment)					
Jim	LaVoie	9/18/2018	9/30/2022	1	
Rosemary	Quigley	9/18/2018	9/30/2022	2	
Soil Erosion and Sedimentation Infraction/Citation Agent (by Twp Board resolution)					
Bruce	Connell	11/19/2019	open ended		
Chelsea Area Construction Agency - "At pleasure of municipality" (Twp Brd Appointment)					
Jim	Drolet	12/17/2013	open ended	regular	
Mark	Mesko	12/20/2016	11/20/2024	alternate	
Washtenaw Area Transportation Study Policy Committee - No specific term (Twp Board Appointment)					
Twp Board Rep			open ended	regular	
Twp Board Rep			open ended	alternate	
Huron River Watershed Council - Three-Year Term (Twp Board Appointment)					
Bade	Suzanne	7/16/2019	12/31/2020	1	
Barry	Lonik	12/19/2017	12/31/2020	alternate	
Southeast Michigan Council of Governments - No specific term (Twp Board Appointment)					
Twp Board Rep			open ended	regular	
Vacant				alternate	
Washtenaw Urban County - Three-year term (Supervisor & Supervisor's Designee)					
Twp Supervisor			11/20/2024	Twp Supervisor	Term of Elected Office.
Vacant			11/20/2024	designee	
Personnel Policy Committee - No specific term (Twp Board Appointment)					
Ratkovich	Diane	12/15/2020	11/20/2024	TB rep	
Stamboulellis	Michelle	12/15/2020	11/20/2024	TB rep	
Metz	Maris	12/15/2020	11/20/2024	TB rep	

Dexter Township Appointments

First Name	Last Name	Date Appointed	Date Expiration	Comments	Notes
Capital Improvement Plan Committee - No specific term					
Twp Board Rep			11/20/2024	TB rep	
Tom	Lewis		open ended	PC Member	
Regional Fire Committee - No specific term					
Supervisor					Not Active
Western Washtenaw Area Value Express - No specific term					
Vacant			open ended	regular	
Broadband Research Committee					
Nolte	Karen	12/15/2020	open ended		
Tracy	Zaleski	8/15/2017	open ended		
Jonwaine	Collins	8/15/2017	open ended		
Fence Viewer					
Jim	Drolett	12/19/2017	11/20/2020	regular	
Washtenaw County Broadband Taskforce - No specific term					
Nolte	Karen	12/15/2020	open ended		
Chelsea Area Planning Team / Dexter Area Regional Team - No specific term					
Vacant			open ended	regular	

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DEXTER TOWNSHIP

AGENDA ITEM SUMMARY

MEETING OF: Township Board of Trustees 17 September 2020

Agenda Item Title:

Paper of Record

Submitted by:

Diane Ratkovich

Explanation of Agenda Item:

Fiscal or Resource Considerations: YES ____ NO ☒ ____

Does this agenda item require the expenditure of funds? YES ____ NO ☒ ____

If YES, are funds budgeted? YES ____ NO ____

Are staff or other resources required? YES ____ NO ☒ ____

Is a budget amendment required? YES ____ NO ☒ ____

Attachments:

The Executive Team recommends that The Sun Times to be reinstated as the Paper of Record since it has resumed print distribution and meets the requirements of statute MCL 691.1051.

Staff Comments:

NONE

Motion/Action/Recommendation:

Action 1 – Motion to approve that the Sun Times be utilized as the paper of record for Public Notices.

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Authorization of Payments

First Distribution – December 08, 2020

Clerk's Office

M. Stamboulellis, Clerk

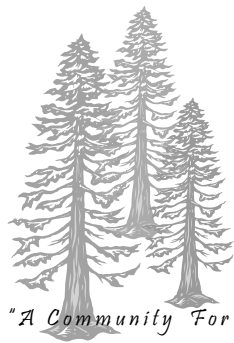
Authorization of Payments
December 08, 2020
First Distribution

Attachment(s):

1. December 2020 Payroll
2. General Fund Disbursements – (11/18/2020 thru 12/08/2020) and (12/09/2020 thru 12/16-2020)
3. Fire Fund Disbursements – (11/18/2020 thru 12/08/2020)
4. Police Fund Disbursements – (11/18/2020 thru 12/08/2020) and (12/09/2020 thru 12/16/2020)
5. General Agency Fund Disbursements – (11/18/2020 thru 12/08/2020) and (12/09/2020 thru 12/016/2020)

December Gross Payroll	34,363.04		
Disbursements	(11/18/2020 thru 12/08/2020)		Grand Total
General Fund	\$65,007.81	\$	\$65,007.81
Fire Fund	\$68,523.81	\$	\$68,523.81
Police Fund	\$126.00	\$	\$126.00
Agency Fund	\$3,036.50	\$	\$3,036.50
MLWSA Debt	\$00	\$	\$00
Total	\$136,694.12	\$	\$136,694.12

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DIANE RATKOVICH
SUPERVISOR

MICHELLE
STAMBOULELLIS
CLERK

MARIS METZ
TREASURER

JAMES DROLETT
LAURA SANDERS
KAREN SIKKENG
KAREN NOLTE
TRUSTEES

12-15-20

SUPERVISOR'S REPORT Dexter Township Board

COVID 19, State and County Health Department Orders

In accordance with the orders and the guidelines of Washtenaw County Health Department and the Michigan Department of Health and Human Services , the Executive Committee has elected to keep the office closed to the public until further notice. Staff will continue to be available Monday through Friday during normal business hours and handle necessary public interaction by appointment with appropriate safety precautions.

TRANSITION

I was sworn in by Deb Ceo, moments prior to her retirement on Nov. 20, 2020 at 12:00 pm. I will uphold my duty to be the best representative I can to Dexter Township. I appreciate the welcome and support I have received from the amazing staff members and the community. My best wishes to Harley Rider in his retirement. I appreciate the excellent information he gave me in this transition and the organization of the office. I am honored to be conducting this meeting today.

Meetings Attended

12-8-20 Planning Commission
12-3-20 Multi Lake Sewer Authority
12-02-20 Executive Committee
12-3-20 C.A.P.T. /D.A.R.T.

HOLIDAY SCHEDULE FOR 2020

- ❖ Wednesday, January 1, 2020 (New Year's Day)
- ❖ Monday, January 20, 2020 (Martin Luther King Day)
- ❖ Monday, February 17, 2020 (Presidents Day)
- ❖ Monday, May 25, 2020 (Memorial Day)
- ❖ Friday, July 3, 2020 (In Observation of Independence Day)
- ❖ Monday, September 7, 2020 (Labor Day)
- ❖ Wednesday, November 11, 2020 (Veterans Day)
- ❖ Thursday, November 26 & Friday, Nov. 27, 2020 (Thanksgiving Day & Day After)
- ❖ Thursday, December 24 & Friday December 25, 2020
(Christmas Eve & Christmas Day)
- ❖ Thursday, December 31, 2020 & Friday, January 1, 2021 (New Year's Eve & New Year's Day)

Dexter Township

MICHELLE STAMBOULELLIS, CLERK

REPORT FOR THE MONTH OF DECEMBER 2020

BUDGET:

- Target: **75.06%**
- General Fund to date Revenue **45.76%** Expenditures: **51.35%**
- Fire Fund to date Revenue: **3.41%** Expenditures: **65.69%**
- Police Fund to date Revenue: **3.37%** Expenditures: **59.40%**

Budget printout available on request.

QUALIFIED VOTER FILE:

The Clerk's office processed 52 voter registration during the November 2020; 16 new applications and 17 cancellations.

MEETINGS AND TRAINING ATTENDED/TO BE ATTENDED:

- 12/02/2020: Meeting with Executive Team
- 12/03/2020: Changed signatures at PNC Bank
- 12/03/2020: Tax bills completed / mailed
- 12/15/2020: BOT Meeting

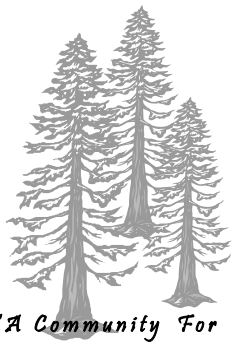
INFORMATION:

There are 5,812 registered voters in Dexter Township. Dexter Township had an 82% voter turnout for the November 3, 2020 election, with 3466 absentee ballots and 1,306 residents voting in person.

Respectfully Submitted,

Michelle Stamboulellis, Clerk

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DEXTER TOWNSHIP

PLANNING & ZONING

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DEXTER, MI 48130

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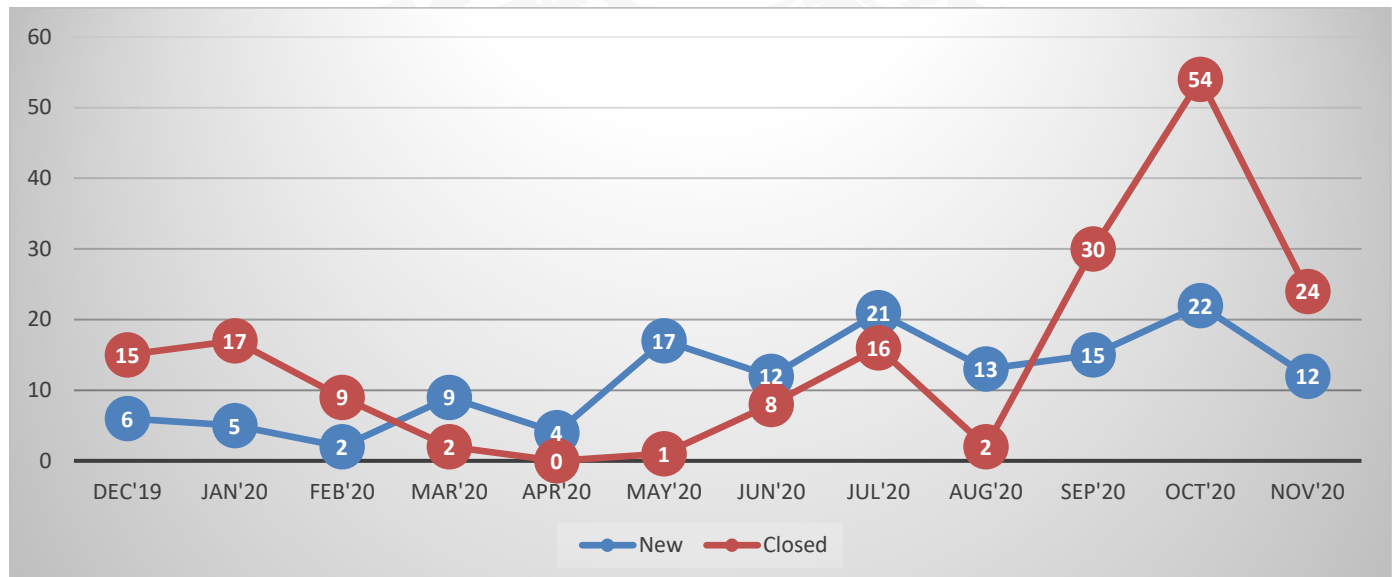
Planning & Zoning Report for November Activities - 2020

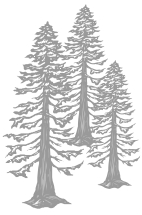
ZONING PERMITS

There were 12 new zoning permits issued this month (*November*)

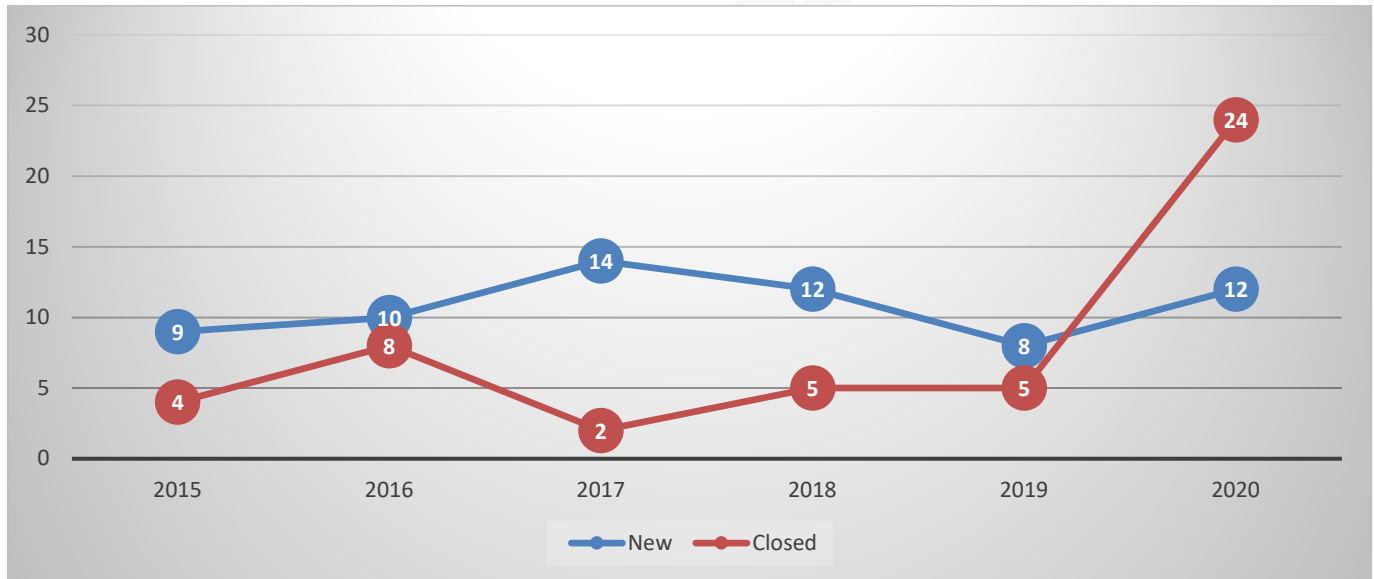
There were 24 zoning permits closed this month (*November*)

Zoning Permits Issued & Closed- 12-month period.

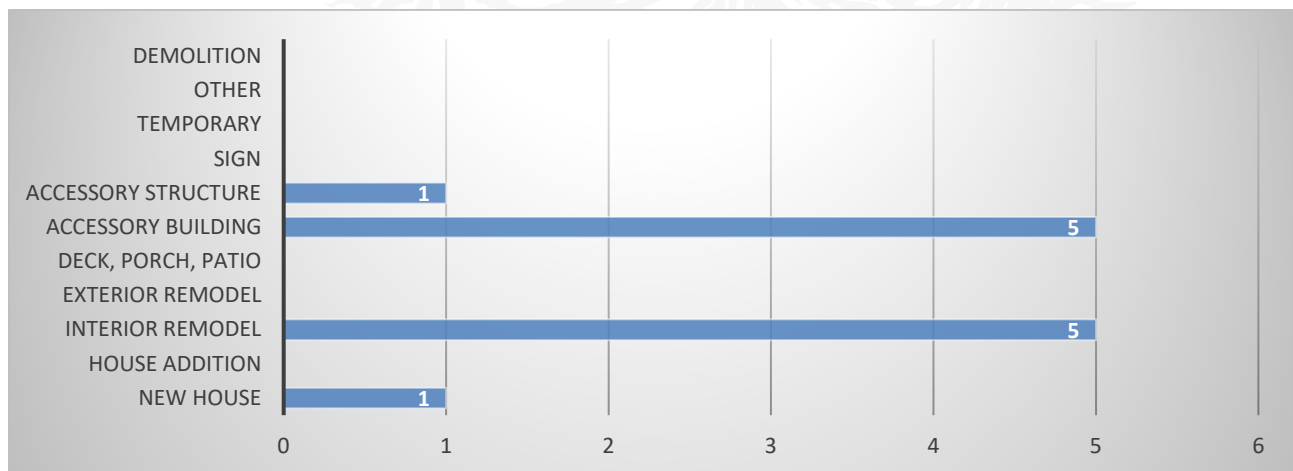




Zoning Permits Issued & Closed- Year-to-Year by Month. (All numbers are for November.)



Types of Zoning Permits Issued- (All zoning permits are for November.)

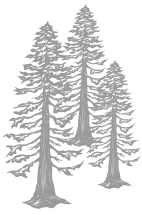


CODE ENFORCEMENT

There was 2 new complaint/violation this month (November)

There were 4 complaints/violations closed this month (November)

The number of new ordinance complaints/violations does not include the number of courtesy letters or letters of inquiry sent by the Ordinance Officer.



There was 2 Blight Violations actively being rectified by violators. (November)

There were 0 municipal civil infraction issued and 1 court appearance (November).

List of new Complaints/Violations- (All new complaints/violations, November.)

Violation Number	Address	Parcel #	Description	Status
Blight Violations				
20-BV-208	5721 Dexter-Pickney Rd.	04-25-275-024	Garbage in yard	Active
20-BV-209	0 Wylie Rd.	04-36-100-050	Garbage, dumping, abandoned cars	Active

PLANNING COMMISSION

November Meeting:

The Planning Commission held no meetings in November.

November 13, Work Session- No meeting

Petition	Project	Request/Description	Result

November 27, Regular Meeting- No Meeting

Petition	Project	Request/Description	Result
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ZONING BOARD OF APPEALS

November 1st ZBA Meeting: No Meeting



Memorandum

TO: Dexter Township Board of Trustees

FROM: Steve Burch, Chair, Dexter Township Planning Commission

SUBJ: Dexter Township Planning Commission Meeting December 8, 2020

The subject meeting was convened at 7:00 PM via videoconference (ZOOM). All except for two Planning Commission (PC) members were present. Absent were the Township Board Representative (position currently vacant) and Commissioner Mr. Bob Nester who had previously informed the Chair that he would be out of town and would not have reliable access to the internet. Additional attendees were Dexter Township Supervisor Ms. Ratkovich, Trustee Mr. Drolett, Director of Planning and Zoning Mr. Rohr, Recording Secretary Ms. Miller, and Mr. Whelan, attorney for the applicant.

There were two items on the agenda, 1) Set Public Hearing for [20-PC-205] & [20-PC-206] 9000 Stinchfield Woods Rd., Special Land Use/Preliminary/Final Site Plan Approval for construction of Wireless Tower and 2) Approval of PC Meeting Minutes of November 10, 2020.

Item 1, Setting Public Hearing, generated significant conversation regarding adequate notification of residents in the affected area, and the potential difficulty of attempting to combine three PC Actions (Special Land Use/Preliminary Site Plan Approval/Final Site Plan Approval) into one Public Hearing. DPZ Rohr agreed to examine the noticing procedures for possible enhancement and the PC decided to divide the Public Hearing into two Public Hearings, First, December 22, 2020 to address Special Land Use and Preliminary Site Plan Approval and Second, January 26, 2021 for Final Site Plan Approval. No further discussion of this application was permitted as this meeting was Publicly Noticed to set the Public Hearing, not to debate the application.

Item 2, Approval of the November 10, 2020 PC Meeting Minutes. There were no additions, deletions, or corrections identified for the subject minutes. The Chair declared them approved as submitted.

There were no other actions conducted during this meeting.

Respectfully Submitted,

Steve Burch, Chair

Dexter Township Planning Commission

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**QUARTERLY MEETING OF THE CHELSEA AREA CONSTRUCTION AGENCY BOARD
THURSDAY, OCTOBER 8, 2020, 3:00 P.M.
LOCATION: 12172 JACKSON ROAD
DEXTER, MI 48130**

NOTE: NO SEPTEMBER BOARD MEETING WAS HELD.

BOARD MEMBERS PRESENT: Chair James Drolett (Dexter Township), Treasurer Greg McKenzie (Lima Township), Pam Byrnes (Lyndon Township), Kurt Koseck (Sylvan Township-Alternate) and Julia Upfal (City of Chelsea-Alternate).

BOARD MEMBERS ABSENT:

STAFF PRESENT: Bruce Connell and Devin Morgan (Part Time)

OTHERS PRESENT: Else Heller.

CALL TO ORDER: Chair Drolett called the meeting to order at 3:05 p.m.

CALL TO THE PUBLIC: None.

APPROVAL OF THE OCTOBER 8, 2020 AGENDA: Motion by Byrnes, seconded by Upfal, to approve the October 8, 2020 agenda as amended to remove Election of Board Secretary. All Ayes. Motion carried unanimously.

APPROVAL OF MINUTES - January 9, 2020, January 15, 2020 January 21, 2020 and August 13, 2020:

Motion by McKenzie, seconded by Koseck, to approve the January 9, 2020, January 15, 2020 and the January 21, 2020 meeting minutes All Ayes. Motion carried unanimously.

Motion by Byrnes, seconded by Koseck, to approve the August 13, 2020 meeting minutes as corrected. All Ayes. Motion carried unanimously.

APPROVAL OF BILLS: Motion by McKenzie, seconded by Byrnes, to approve the General Checking Account bills from 8/13/20 through 10/8/20 in the amount of \$77,859.49, the Soil Erosion Control Checking Account bills from 8/13/20 through 10/8/20 in the amount of \$6,104.50, and the Bond Deposit Checking Account from 8/13/20 through 10/8/20 in the amount of \$2,000.00 as presented on 10/8/20 summaries from MSK and Associates. All Ayes. Motion carried unanimously.

REPORT OF THE CHAIR: Drolett reported on activities pertaining to CACA.

REPORT OF THE TREASURER – PROVIDE BALANCE SHEET & QUARTERLY BUDGET VS ACTUAL:

McKenzie distributed the Petty Cash Activity, the Soil Erosion Statement of Activities and the General Fund Statement of Activities for Budget vs Actual for 3/1/20 through 3/1//20 as provided by MSK & Associates review. Discussion followed.

The CACA Balance Sheet as of 10/8/20 was distributed to the Board. MSK & Associates to provide clarification of some items after review of latest audit report.

REPORT OF THE BUILDING OFFICIAL: Bruce Connell stated if there is a mild winter building will not slow down. Discussion followed.

APPROVAL OF NEW FOIA REQUEST POLICY:

Motion by McKenzie, seconded by Upfal, that the CACA Board adopt and approve the FOIA Policy, Procedures and Guidelines, dated October 8, 2020, as submitted by Township Attorney Lillich. All Ayes. Motion carried unanimously.

REVIEW & ACCEPTANCE OF 2019/20 AUDIT REPORT:

Motion by Upfal, seconded by Koseck, to receive, accept and file the 2019/20 audit report from Drake Certified Public accountants. All Ayes. Motion carried unanimously.

DISCUSSION OF AGRICULTURAL PERMITS:

Discussion followed regarding agricultural buildings and permit requirements under the Right-To-Farm Act.

DISCUSSION OF BALLOT BOX LOCATION: Bruce Connell discussed the location for the Lima Township absentee ballot box.

Motion by McKenzie, seconded by Byrnes, to locate the ballot box on the west side of the entry way into the CACA building, and that Lima Township pay for the cost of installation. All Ayes. Motion carried unanimously.

OTHER BUSINESS:

Snow Plowing was discussed and request for additional proposals.. It was decided to put this on the November agenda.

Chair Drolett read a letter from MERS. Discussion followed.

DRAFT

Motion by Byrnes, seconded by Upfal, to authorize the Chair to sign to revised agreement letter and contracts with MERS per the submitted form. All Ayes, Motion carried unanimously.

CALL TO PUBLIC: None.

ADJOURNMENT: Motion by McKenzie, seconded by Upfal to adjourn the meeting at 4:30 p.m. All Ayes. Motion carried unanimously.

Respectfully Submitted,

Else Heller
Recording Secretary

Kathleen Kennedy
CACA Board Secretary

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CHELSEA DISTRICT LIBRARY BOARD OF TRUSTEES

Tuesday, November 17, 2020—6:45 p.m.

Remotely via Zoom

AGENDA

6:45 Board Meeting

Welcome and Call to Order

Agenda Review, Additions, and Approval

6:50 Compulsory Segments

Board Meeting Minutes Approval – October 20, 2020

Approval of the October Operational Checks

Approval of October Financial Reports

Director's Report & Friends Report

7:15 Presentation: John Hanifan, Chelsea City Manager (Representing the DDA)

7:30 Public Comment

7:35 Action Items

1. Donations
2. At-Large Board Seat
3. Board Retreat

7:45 Discussion Items

1. MERs Addendum
2. 2021 Calendar of Operations
3. 2021 Board Meeting Calendar
4. Director Evaluation
5. Capital Improvement Fund Commitment

8:05 Reports

Policy Committee

Finance Committee

Personnel Committee

Nominating Committee

Community Outreach Committee

8:10 Public Comment

8:15 Other Items

8:20 Adjournment

Public Participation

Meetings held by the Chelsea District Library are for the purpose of conducting library business. A Chelsea District Library meeting is not a “public meeting.” It is a “meeting held in public.” The difference between these two types of meetings is that a public meeting is usually designed for the free flow of information among all in attendance, whereas a meeting held in public is for observation and “Public Input” at specific times on the agenda.

Public Participation at Open Meetings

Meetings held by the Chelsea District Library are for the purpose of conducting library business. Public input is allowed during set times of these meetings and for specific amounts of time.

There are two ways to participate in a Board meeting:

- You may call the Board President or Library Director at least five days in advance of the Board meeting and ask to be placed on the agenda. The Board President or the Library Director shall use their discretion in accepting these requests. The Board decides what agenda items are to be discussed when they formally adopt the agenda at the start of their meeting. Once approved, you will be allowed to make your presentation to the Board.
- You may address the Board during agenda items listed as “Comments from the Public.”

Individuals who are addressing the Board at a Board Meeting must state their name and the name of the organization or group they are representing, if that is the case.

Board members may question speakers, but the Board will not enter into debate or conversation during this portion of the meeting. In general, issues are referred to the Director for investigation, study and recommendation, designation as a future agenda item, or answered through written communication.

**Chelsea District Library Board of Trustees
Minutes of Regular Meeting**

Tuesday, October 20, 2020 6:45 pm
Meeting Location: Remote, Using Zoom

Trustees in Attendance: S. Lackey, TJ Helfferich, G. Munce, J. Carr, E. Sensoli, & A. Merkel

Trustees Absent: C. Taylor

Staff: Director L. Coryell, L. Ballard, S. Rakestraw, & C. Berggren.

Guests: None

Welcome and Call to Order

S. Lackey called the meeting to order at 6:46 p.m.

Agenda Review, Additions, and Approval

MOTION made by A. Merkel, SECONDED by E. Sensoli to approve the agenda, as presented. Discussion: None

All Ayes: 6-0

Compulsory Segments:

Minutes and Approval of Checks

MOTION made by J. Carr, SECONDED by E. Sensoli to approve the minutes of the September 15, 2020 Board Meeting. Discussion: None

All Ayes: 6-0

MOTION made by A. Merkel, SECONDED by E. Sensoli to accept the General Fund Operational checks for September, 2020. Discussion: None

All Ayes 6-0

MOTION made by J. Carr, SECONDED by A. Merkel to accept Financial Reports for September, 2020. Discussion: None

All Ayes: 6-0

Director's Report Update:**L. Coryell update:**

- Scott Rakestraw was promoted to Head of technology on September 30, his one-year anniversary. Instead of hiring a like for like Networker Administrator, this gives the library an opportunity to restructure the Tech Department and a Computer Tech II position has been posted.
- Curbside will soon be moving to tables inside the library lobby, due to weather considerations.
- Linda had her 25th work anniversary in September.
- Despite obstacles, the Young at Art exhibit still had 80+ in-person viewings and 40+ video views.
- Lori notified the Board that the early close on the Wednesday before Thanksgiving will not happen because the library isn't open until 9pm, as the schedule dictated before the COVID hours. Instead the library will remain open until 6pm to allow patrons to pick up their items before the library is closed on Thursday and Friday in recognition of the Thanksgiving holiday.
- Jan asked if it is the Michigan Municipal League that is conducting the library's compensation review. Lori confirmed and Jan shared that she still had her notes from the 2014 review.
- Anne shared that she's appreciative that the library has lengthened its Saturday hours to 5pm, as it gives people more time to pick up items.
- Jan marveled at the online program numbers and asked if there was any kind of comparison between the numbers for in-person, pre-COVID programs and post-COVID online programs.
- Jan also shared that Sylvan Township used 28 gigabytes of data in September, as compared to 2 in January.

Friends Report:

- The Friends met last Tuesday and are still planning on hosting their Annual Meeting in January in some capacity, as well as selecting a Friend of the Year.
- Jan announced that Michelle at Serendipity Books is eager to partner with the Friends when it comes to selling the pricier sale items. Serendipity uses an internet platform for bookstore online sales called Biblio and Jan is very excited about the prospects of this partnership.

Other Reports Notes: None

Public Comment: None

Action Item #1: Donations

MOTION made by J. Carr, SECONDED by TJ Helfferich to accept the library's September donations.

Discussion: None

All Ayes 6-0

Discussion Item #1: At-Large Board Seat

- TJ's term expires at the end of the year, but she expressed a desire to renew her at-large appointment, with the board's approval, for another 4-years.
- The board expressed overwhelming enthusiasm for her continuing her service.
- This board appointment will move to Action next month.

Discussion Item #2: DDA/TIFA

- Because of the new millage, the library is no longer obligated to allow the DDA to capture TIFA funds. This is true of all library millages passed after 2018. So, anything the library now gives to the DDA is strictly voluntary.
- Susan asked that each board member share their views on this change and how best to proceed.
 - Jan asked what services the DDA provides to the library and what is the value received? She was also curious about whether other non-profits donate to the DDA, and if so, how much?
 - Gary stressed that if they want/need that money, then they ought to come to us and make the case and not the other way around. He said this needs to be a two-way discussion that comes to a unilateral agreement. He also asked if the library makes donations to any other entities? Lori answered, other than the Sculpture Walk, no.
 - Elizabeth said that the DDA has supported the library and vice versa and she supports continuing to help them financially.
 - TJ wondered if other recently passed millages have affected the DDA in a similar way?
 - Anne was under the impression, from conversations, that the DDA is unaware that they're potentially losing these captured funds.
 - Susan wanted to know if our self-imposed decision deadline is January? And whether we can decide to donate a portion of the previously captured amount instead of the whole? Lori answered, yes, that any amount is up to the library board. Susan also asked if Dexter has gone through this dilemma? And stressed the library would need to be prepared to explain rational, either way.
 - Lori said that she would reach out to the City/DDA and invite them to state their case at the November meeting. She also said that she would contact Paul at Dexter to see if they'd dealt with a similar situation and reach out to Anne Seurnyck, the library's attorney.

Discussion Item #3: Board Retreat

- Susan and Lori have discussed the board doing a slimmed down version of the presentation on diversity training that the staff got during in-service from TerranceLearning.
- Board members seemed receptive to this, though Gary shared he'd also like to have an overriding discussion about how the board is dealing with topics and how the board sees its vision for the library going forward.
- Susan asked if anyone objected to doing both of these activities, either on the same day or separately? Again, the board members were receptive to both.
- Susan asked Lori if she would send out a poll to board members, so that a date and time for the retreat could be determined.

Committee Reports

Policy Committee –

Finance Committee –

Personnel Committee – Will be meeting soon to prepare Lori's annual review.

Nominating Committee – Held a meeting (minutes coming next month) and have decided that TJ will become President next year, Gary will become President-Elect, Susan will become Treasurer, and Jan will remain as Secretary. There will also be some minor committee reshuffling.

Community Outreach Committee –

Public and Board Comment: None

Other Items: Jan shared that October is National Friends of the Library Month and encouraged all board members to consider joining. Susan said that she'd reviewed the Ann Arbor Public Library's strategic plan and that she was even more impressed with our plan and its transparency and how CDL continually engages the public.

Adjourn:

MOTION made by J. Carr, SECONDED by A. Merkel to adjourn the meeting at 8:02 p.m.

All Ayes, 6-0

Janice L. Carr, Board Secretary

Date

DRAFT

Library Director's Report Respectfully submitted for November 2020 Board Meeting

Staff Announcements

Work Anniversaries

- Tech Services Assistant Lucie Smith celebrated her 19-year work anniversary on October 19.
- Adult Librarian Catherine Sossi celebrated her one-year anniversary on October 21.

Computer Tech II Position

I am happy to report that we had some very good candidates for this new position in our Technology Department and that we have a new employee! Matthew Jensen will begin working here on November 30. Matt has a Masters of Library & Information Science and worked at Chicago Public Library on their makerspace called YOUmedia. He is gregarious and customer-focused and enjoys working with patrons of all ages. I can't wait for you and the community to meet him!

Library Assistant I Position

We recently posted for a Library Assistant I due to staff retirements. The posting closed on November 13. We have received eight applications so far. Fingers crossed we are as successful in this search as we were with the Computer Tech II position!

CDL Responds to COVID-19

COVID-19 infection rates continue to climb in Washtenaw County, and CDL continues operating at Stage 3 of its Reopening Plan.

Recently, two Michigan documents were released that reinforce our current workplace model of limiting the number of staff working from the library. Rule 5(8) of MIOSHA's *Emergency Rules, Coronavirus Disease 2019* dated October 14 (found [here](#)) states "(t)he employer shall create a **policy prohibiting in-person work for employees to the extent that their work activities can feasibly be completed remotely.**" Essentially, if the work CAN be done remotely, it MUST be done remotely.

Additionally, on November 6, Michigan released its [MDHHS's Guidance to help Keep Workplaces Safe](#). It states:

*Employers should allow their employees to work from home, if possible, to minimize the presence of individuals gathered in work settings where COVID-19 may spread. **Employers should only permit in-person work if a worker is unable to physically complete required job tasks from a remote setting,** such as food service or auto assembly workers, or a job involving protected data that cannot be accessed remotely.*

Clearly, CDL needs to remain vigilant and continue to limit the number of staff returning to the building to work.

Michigan Municipal League's CDL Classification and Compensation Study

As the next step in the study's process, MML has scheduled job analysis interviews with staff to take place November 11 and 12. Additionally, MML will gather data from peer libraries to inform their report. We look forward to ensuring that staff compensation and benefits are in line with

comparable libraries and positions and that they are reflective of the value our staff brings to CDL and the community we serve.

Board Mini-Retreat

The mini-retreat is scheduled for Wednesday, December 9 at 10 AM via Zoom. Megan Torrance and Jess Jackson from TorranceLearning will provide an overview of the annual staff in-service day held on September 18. The theme for that day was "Creating an Open & welcoming Environment at CDL."

Announcing the 2021 Washtenaw Reads Title

The 2021 Washtenaw Reads title is *All American Boys* by Jason Reynolds and Brendan Kiely. Thanks to Chelsea High School's Shawn Sinacola-Rodriguez who represented Chelsea on the Selection Committee. The culminating event for the Read in early 2021 will most likely be virtual due to the pandemic. More information will be shared as it develops.

From the Reads Screening Committee:

All American Boys addresses systemic racism and the need for action. The story is told through alternating points of view: a Black teen who is assaulted by a White police officer, and the White teen who witnesses the event and is also a family friend of the police officer. The characters and their relationships are complex and believable, and the paired perspectives provide especially strong opportunities for community discussion. Committee members were struck by the realism, currency, and relevance of the story.

Out and About(Virtually)

Since the beginning of the pandemic, CDL management has sought opportunities to inform us as we respond to COVID-19. Here are some of the Zoom and webinar sessions I have attended to that end.

- Weekly meetings of library directors throughout Michigan hosted by the Library of Michigan. LOM's Library Law Specialist Clare Membiela and library attorney Anne Seurnyck attend and provide guidance on legal issues relative to libraries and COVID-19.
- Ongoing meetings on the topic of *Libraries in Recovery: Reimagining and Rethinking the Library*
- MLA Coffee Hour with Elissa Slotkin
- MLA Coffee Hour: Ask a Library Lawyer
- MLA Coffee Hour: Escalation
- *What is a Library?*
- *Digital Inclusion*
- *Curbside Pickup – Keep or Kick It to the Curb?*
- *Dealing with Hostile and Potentially Dangerous Library Users*
- *ALA's Looking Ahead, Planning for Recovery*
- *Pandemic Policies* with Anne Seurnyck
- *Human Resources in the Time of COVID*
- *ALA's Well Being of Library Workers*
- *PLA's The Library Community Moving Forward in the New Normal*

Additionally, I attend Rotary meetings weekly on behalf of the library and serve on the board as the "speaker wrangler" and attend monthly meetings of the Chelsea Education Foundation as a board member.

**Chelsea District Library
Assistant Director's Report
October 2020**

Facility update

Only two fall/winter inspections still outstanding: roofs/gutters and plumbing. We also had our regularly scheduled maintenance on the hvac system to prep for colder weather. Johnson Controls visited twice this month to assess our current system configuration as part of proposing a solution for our cold lobby. They again affirmed that the best solution involves increasing pressure in the lobby so that when the doors open, heat/pressure is sucked out and cold doesn't come in.

Continuing Ed/meetings/projects

Salary survey- job analysis forms were filled out by each staff person in the positions being evaluated, then sent to their supervisors for review/clarification. Lori and I then reviewed all before sending all on to MML. I also completed forms detailing our benefits offerings and listing each staff person, what job they hold, how long they have been at CDL, and what they are being paid. MML then sent set up group and individual interviews for Nov. 11 & 12.

COVID

The big news here was our moving the holds tables inside in anticipation for winter weather. We used the exhibit walls to create a barrier to surround the tables, which we set in a "U" shape. This allowed us to block visual access to the media/youth collection/lobby while leaving the Checkout desk side physically blocked but visually open so library assistants could answer patrons' questions and monitor for compliance to the mask mandate. The set-up works well but we still have a few patrons that need convincing that a mask is necessary even for the few minutes it takes to jump out of their car and grab their materials.

Unfortunately, it is a challenge to get their names if we don't recognize them, and staff is too far away to see the name on their holds. We haven't had repeat offenders yet but are strategizing ways to deal with them if it happens.

Staffing

We posted our new job position- Computer Tech II- this month and identified three very different but strong candidates. We will interview them the first week of November, with hopes of an early December start date.

Respectfully submitted-

Linda Ballard, Assistant Director



**Dexter Area Fire Department
Fire Administration Board
Board Meeting Minutes
October 22, 2020 – 6:00 p.m.
Dexter Township Hall
6880 Dexter-Pinckney Road, Dexter. MI**

CITY OF DEXTER
DEXTER TOWNSHIP
WEBSTER TOWNSHIP

The meeting was a “virtual” meeting held over the Zoom platform, properly noticed as such and available for public participation.

A. Call to Order:

Chair Seta called the meeting to order at 6:01 p.m.

B. Roll Call

Chairperson: Jim Seta (Member at Large)

Board Members Present: John Westman, Vice-Chairperson (Webster Township); Shawn Keough, Treasure (City of Dexter), Harley Rider, Secretary (Dexter Township), Dan Munzel (Webster Township); Jim Smith (City of Dexter).

Board Members Absent: Mark Mesko (Dexter Township).

Also Present: Fire Chief Robert Smith, and Janis Miller, Recording Secretary.

C. Approval of Meeting Minutes:

Motion by Munzel to approve the September 17, 2020 meeting minutes as amended. Motion second by Smith.

Roll Call Vote: Yeas – Munzel, Westman, Smith, Keough, Seta, Rider; Nays – None; Abstain – None; Absent – Mesko. Motion carried 6-0.

D. Audience Participation: None.

E. Approval of the Agenda:

Motion by Smith to approve the agenda as presented. Motion second by Keough.

Roll Call Vote: Yeas – Keough, Munzel, Westman, Smith, Rider, Seta; Nays – None; Abstain – None; Absent – Mesko. Motion carried 6-0.

6:06 pm Mark Mesko joins meeting

F. Approval of the Bills and Payroll:

Motion by Smith to approve bills and payroll from September 12, 2020 through October 7, 2020, totaling \$ 242,784.00. Motion second by Rider.

Roll Call Vote: Yeas – Smith, Rider, Westman, Munzel, Keough, Mesko, Seta; Nays – None; Abstain – None; Absent – None. Motion carried 7-0.

G. Reports:

1. Chief’s Report:

Motion by Smith to receive and file the Chief’s report. Motion second by Munzel.

Roll Call Vote: Yeas – Smith, Munzel, Westman, Mesko, Keough, Rider, Seta; Nays – None; Abstain – None; Absent – None. Motion carried 7-0.

2. Financial Report:

Motion by Munzel to receive and file the financial report. Motion second by Rider.

Roll Call Vote: Yeas – Munzel, Rider, Smith, Mesko, Keough, Westman, Seta; Nays – None; Abstain – None; Absent – None. Motion carried 7-0.

H. Unfinished Business:

1. Update of CBA Negotiations

Chair Seta stated a committee meeting is scheduled to work through the issues presented by the Union and he anticipated there would be a tentative agreement for the November Board meeting.

2. Discussion of Fire Code (No Update)

3. Discussion of Investment Policy (No Update)

I. New Business:

1. First Draft of FY 2021 Spending Plan:

Chief Smith presentation and opened it to the Board for discussion and questions.

2. Recognition of Libby Brushaber (Trustee Westman)

Westman read the resolution of recognition into the record. Rider read a certificate that is at the Chief's office for Board signatures.

Motion by Rider to approve the resolution of recognition of Libby Brushaber. Motion second by

Mesko.

Roll Call Vote: Yeas – Rider, Mesko, Smith, Munzel, Keough, Westman, Seta; Nays – None; Abstain – None; Absent – None. Motion carried 7-0.

J. Dexter Fire Fighters' Association Report: Firefighter Tim Andrews reported.

K. Non-Arranged Audience Participation: None.

L. Discussion of Fire Chief Review

Fire Chiefs Evaluation:

Motion by Rider to enter into closed session per the Michigan Open Meetings Act (Public Act 267 of 1976, as amended) Section 8 (MCL 15.268[a]). Motion second by Smith.

Roll Call Vote: Yeas – Rider, Smith, Mesko, Munzel, Keough, Westman, Seta; Nays – None; Abstain – None; Absent – None. Motion carried 7-0.

Board entered Closed Session at 7:18 PM

(Motion made in Closed Session by Smith to return to open session. Motion second by Rider. Roll Call Vote: Yeas – Smith, Rider, Mesko, Munzel, Keough, Westman, Seta; Nays – None; Abstain – None; Absent – None. Motion carried 7-0.)

Board returned to Open Session at 8:13 PM

Motion by Rider to approve the Fire Chief evaluation as presented by the Executive team; to authorize the Board Chair to execute an agreement to extend Chief Smith's contract for an

additional two years; to increase the Fire Chiefs salary by 3%, effective the first full pay period after October 19, 2020; to permit the Chief to cash out up to one hundred (100) hours of unused PTO annually; and to increase the vehicle allowance for the fire Chief from the current \$550.00/month to \$600/month, effective 1 November 2020. Motion second by Smith.

Roll Call Vote: Yeas – Munzel, Rider, Smith, Mesko, Keough, Westman, Seta; Nays – None; Abstain – None; Absent – None. Motion carried 7-0.

M. Future Agenda Items – November 19, 2020

1. Approval of FY 2020-2021 Budget
2. Cost Recovery
3. Review of Chief Smith's policies

N. Concerns of Fire Board Members: None

O. Adjournment:

Chair Seta declared the meeting adjourned at 8:21 pm

Respectfully submitted,

Harley Rider, DAFD Secretary

Janis Miller, Recording Secretary

I, the undersigned, Harley B. Rider, the duly elected Secretary of the Dexter Area Fire Department Board, DO HEREBY CERTIFY that the forgoing is a true and complete copy of certain proceedings taken by the Dexter Area Fire Department Board at a regular meeting held on the 22nd day of October 2020, and that the forgoing minutes have been approved by a majority vote of the Board at a scheduled meeting held on the 19th day of November 2020.





Harley B. Rider, Secretary, Dexter Area Fire Department Board

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Western-Washtenaw Area Value Express Board of Directors Meeting

Date: Tuesday, November 24, 2020
Time: 8:00 am
Location: Zoom Meeting

AGENDA

- I. Call to Order & Introductions at 8:00 a.m.
- II. Approval of the Agenda
- III. Approval of October 2020 Minutes
- IV. Financial Reports
 -  Michael Williams
 - Acceptance of October 2020 Financial Reports
- V. Executive Director's Report
 -  Julia Roberts
- VI. President's Report
 -  James Carson
- VII. Old Business
 - a) Non-profit closed session meeting minutes
 - b) Board of Directors voting with WAVE Executive Director
 - c) Board of Directors December retreat
- VIII. New Business
 -  Julia Roberts
 - Consideration Item:
 - a) Approval of ROAM contract for the remainder of year 2
 - Discussion & Consideration Items:
 - a) Policy on political and religious speech in the workplace
 - b) Raise limit on Executive Director's card
 - c) New WAVE Board member(s)
- IX. Nominations Committee
- X. Adjournment

Western Washtenaw Area Value Express (WAVE)

Board of Directors Meeting (Virtual)

8:00 a.m. Tuesday, October 27, 2020

Minutes

Present: President/Member at Large Jim Carson, Treasurer At Large Michael Williams, Secretary/Member at Large Bill Holmberg, Executive Director Julia Roberts, Chelsea Representative Peter Feeney, City of Dexter Representative Paul Cousins, Dexter Township Representative Harley Rider, Lima Township Representative Arlene Bareis, Webster Township Representative Barbara Calleja, Rotary Representative Tammy Mason.

Absent: None

President Carson called the meeting to order at 8:02 am

- I. Approval of the agenda
Motion by Cousins, second by Bareis to approve this month's meeting agenda. All Ayes. Motion carried.
- II. Approval of the September 2020 Minutes
Motion by Holmberg, second by Cousins to approve the minutes of the September 2020 meeting. All Ayes. Motion carried.
- III. Treasurer's Financial Reports-Williams
 - a. September financial reports reviewed and discussed.
Motion by Rider, second by Bareis to accept the financial reports for September 2020 as presented. All Ayes. Motion carried.
- IV. Executive Director's Report- Roberts
 - a. Reviewed and discussed items distributed to Board members
- V. Presidents Report- None
- VI. Old Business- None

VIII. New Business-

1.) Discussion and Consideration:

i. Community Ride Dedication

Motion by Williams, second by Rider to dedicate Community Ride to Ann Feeney. Roberts to decide best methodology to display. Peter Feeney abstained. Ayes by Carson, Holmberg, Rider, Calleja, Bareis, Williams and Mason. Motion carried

ii. Renaming transit office to include Michealene Pawlak's name

Discussion ensued. Further discussions deferred.

iii. Administrative Assistant debit card and Quickbook access

Motion by Cousins, second by Holmberg to allow Administrative Assistant access to debit card spending not to exceed \$300 per day. Administrative assistant also granted access to assist in Quickbook entries. All ayes. Motion carried.

iv. Policy on politics in the workplace

"Employees may not wear nor display political paraphernalia, clothing, or signage at work."

Motion by Baries, second by Calleja to insert the above sentence into the employee handbook denouncing political paraphernalia signage in the workplace. All ayes. Motion carried.

v. Non-Profit closed meeting session minutes

Discussion ensued. Further discussion November 2020 meeting.

vi. Board of Directors voting with WAVE Director

Discussion ensued. By-laws must be further investigated. Further discussion November 2020 meeting.

vii. Board Retreat

A different date for meeting in December, which usually is cancelled for the holidays. Next meeting November 24.

President Carson adjourned meeting at 9:03 a.m.

Respectively Submitted,

Bill Holmberg, Secretary

November 2020

WAVE Executive Director's Report

A Debt of Gratitude

In honor of their service, WAVE offered free fares to all former and current military members on November 11th for Veteran's Day. We also gave the day off to our very own Luster Smith, a Navy man, in thanks for having put his life on the line to protect us all. Once organizational social media accounts are created with staff training, on Facebook and Twitter as examples, there will be more promotion of this and other general efforts online as well as through our community news networks in 2021.

Checking Coronavirus

With a record number of COVID-19 cases in Michigan last week, tripling the number of the previous highest peak statewide in June, the Governor's Executive Order 2020-21 put new precautions in place. Announced on Sunday, November 15th, as of this past Wednesday, November 18th at 12:01 a.m.:

"No person or entity shall operate a business or conduct operations that require workers to leave their homes or places of residence except to the extent that those (critical infrastructure) workers are necessary to sustain or protect life or to conduct minimum basic operations."

This effectively meant that WAVE office staff were beginning to work remotely within two business days. Our tech set up did not previously allow us to do so. However, working with our IT contractor over the recent weeks, we had been gearing up to make the shift later this month or next in anticipation of a second surge. The tightened schedule, although difficult to meet, was made possible by our advanced preparatory work. With fairly minor setbacks of a few days' worth of troubleshooting on technical issues, we did it without inconveniencing any customers.

We now will have no more than one person at a time in the building for business needs that cannot be accomplished remotely, until further notice. Instances of critical infrastructure tasks are fare count reconciliations and daily driver work manifests for demand responsive trips.

As a result of this transition, WAVE needed to order two additional laptops, four more remote desktop access licenses, three VOIP numbers, five headsets, and sign-up for online bill-pay. These costs are minimal compared to the health safety advantages and reducing potential cross-contamination risks. Plus there was relatively low pricing for this type of virtual overhaul.

Silver Lining

The Michigan Department of Transportation (MDOT) is simultaneously increasing our reimbursement rate for operating expenses by an extra 9% to help cover COVID-19 related payments, possibly as much as \$110k more for WAVE in FY 2021. This will at the very least make up for purchases deemed essential so far, including previously acquired desk cubical spacers that were not yet grant eligible previously. This is aside from other potential accumulated losses from lower ridership and fewer passenger miles traveled.

Welcoming a New Driver(s)

Beginning at the end of this month or until the position is filled, WAVE will be hiring our newest addition to the team as a part-time operator or two to fill the weekend shifts of two other drivers who are no longer available during these times. The other couple of drivers are staying on as substitutes. WAVE is testing out a digital application option in posting this position and any following openings on Indeed.com, in part because traditional paid media has not yielded much, if any responses in the past here. It also gives us broader reach to recruit.

Minivan Life

Vehicle #30 is the latest ramp-equipped replacement van brought into service when the title arrived earlier in the month. This is currently in use for trips where buses are too tall for overhangs, and support capacity on all services to pick-up passengers when requests are called-in for competing time slots. Having this flexibility also benefits WAVE while doing DOT inspections on buses, especially as the calendar year-end approaches.

Following Suit

Having still not received a deductible reimbursement from the party who caused an accident with one of WAVE's buses a couple of months ago, we may be anticipating legal recourse. Our driver was not at fault in this incident, nevertheless sometimes individuals involved in crashes with transit agencies attempt to sue regardless. Ending on a positive note, repairs to the damaged mirror are complete and the bus is happily back on the road.

Contactless Upgrades

Working toward mobile ticketing, real-time information, and app/web-based reservation options, our dispatch team met virtually with two potential partners to kick-off e-demos. Both Feonix Mobility Rising and MUVE provided insight into several different alternatives available for the process starting point. More on these different solutions in the subsequent quarter.

Social Distancing IRL

In real life, community engagement on Zoom is not for everyone. The modern reality we experience is increasingly with physical isolation from connection to our riders. Gathering meaningful input tests our creative limits.

Ridership grew again recovering another 23% or around 350 rides out of 1,800 in October, about 1,500 rides or roughly 45% below the approximate 3,300 people transported throughout our community this time last year. We anticipate the number of trips will diminish in November through February during the holiday and winter times of year, particularly due to COVID-19 spikes being higher. Rider profiles to help promote the safety and status of services along with passenger surveys in the Spring will assist in furthering potential service change evaluations.

In the meantime, e-attendance at Stockbridge Outreach and Area Wellness Coalition meetings last week with Manchester early this week will go a long way towards preparing for interim opportunities to adjust WAVE's express routes. Choices may include expanding the pick-up/drop-off zone in either terminus village from $\frac{3}{4}$ mile to one or more miles, adding one to two stops mid-village downtown and at parks in route, and/or hybridizing with a more demand responsive model to meet requests for service five days per week in place of a three-two split.

WAVE Trips - October 2020 Comparison

Chelsea Door-to-Door		
Month	Count	% Change
Oct	568	-51%
Jul	190	
Aug	256	35%
Sep	366	43%
Oct	277	-24%
Reserved ride program Chelsea		

Connector West - Weekdays		
Month	Count	% Change
Oct	763	-56%
Jul	121	
Aug	243	101%
Sep	290	19%
Oct	335	16%
Fixed route Chelsea/Dexter/Scio		

Connector West - Weekends		
Month	Count	% Change
Oct	199	-59%
Jul	15	
Aug	60	300%
Sep	89	48%
Oct	82	-8%
Fixed route Chelsea/Dexter/Scio		

Dexter Door-to-Door		
Month	Count	% Change
Oct	308	-78%
Jul	35	
Aug	33	-6%
Sep	45	36%
Oct	67	49%
Reserved ride program Dexter		

Connector - East Weekdays		
Month	Count	% Change
Oct	330	38%
Jul	81	
Aug	176	117%
Sep	338	92%
Oct	454	34%
Fixed route Scio/Jackson Road		

Connector East - Weekends		
Month	Count	% Change
Oct	128	16%
Jul	10	
Aug	45	350%
Sep	104	131%
Oct	149	43%
Fixed route Scio/Jackson Road		

Lifeline Van - Countywide		
Month	Count	% Change
Oct	149	-40%
Jul	37	
Aug	31	-16%
Sep	67	116%
Oct	90	34%
Non-emergency medical service		

Community Ride Mon-Sat		
Month	Count	% Change
Oct	513	-63%
Jul	119	
Aug	139	17%
Sep	157	13%
Oct	192	22%
Ann Feeney circulator Chelsea		

Community Ride - Sundays		
Month	Count	% Change
Oct	128	-92%
Jul	0	
Aug	8	-
Sep	8	0%
Oct	10	25%
Ann Feeney circulator Chelsea		

ROAM Senior Life Enrichment		
Month	Count	% Change
Oct	232	-80%
Sep	75	
Oct	47	-37%
Chelsea Senior Center/AACF		

CRC Community Enrichment		
Month	Count	% Change
Oct	26	85%
Sep	0	
Oct	48	
Chelsea Retirement Center		

Stockbridge		
Month	Count	% Change
Aug	4	
Sep	14	250%
Oct	28	100%
Fixed route to Chelsea/St. Joe's		

Manchester		
Month	Count	% Change
Aug	1	
Sep	6	500%
Oct	19	217%
Fixed route to Chelsea/St. Joe's		

All Programs		
Month	Count	% Change
Oct	3344	-46%
Jul	608	
Aug	991	63%
Sep	1458	47%
Oct	1798	23%
Sum of program trip totals		